



Register and begin: pupil or student

Step 1 The website

Go to: <http://www.europeestaalportfolio.nl>. Click on 'English' on top of the page right if you want to read the site in English.

Step 2 Registration

- Click on **Registration** and then on **Registration - pupil/student**
- Fill in your data. **Note:** your username is your e-mail address. Remember your e-mail address and password (write them down). You will need them in order to login.
- **Profile: choose the school sector you attend!** If necessary, ask your teacher for help.
- **Languages:** when pressing the CTRL-key you can choose more languages at the same time.
- Click on **Send**; your digital European Language Portfolio will now be registered; after that, you are logged-in and ready to work. If you want to quit, click on log-out.
- Next time you surf to www.europeestaalportfolio.nl, you'll just have to write your username (your e-mail address) and your password and then click on 'log-in'.

Step 3 Introduction, Biography

- When you are logged-in, you see **Introduction**. In the menu bar on the left you see a list with several links.
- Click on **Biography** and fill it in. You can write down as much details as you like. Remember to click the **save** button **every time**.

Step 4 Language progress

- Your **Language progress** is your work document. You can keep track of your level and your improvements in every language and skill. Click on **Language progress**, choose the language on the top right button **language to show**, and click on **Plan** beside the skill you would like to update. Fill in the things you can or cannot (yet) do under **I can**. Look at the **Example(s)** to find out what is meant with a **can-do-statement**.
- Via **Save and calculate score** your level in the specific skill is calculated. If the score is more than 80% you can move to the next level. If that is the case, go back to **Language progress** and click the **OK** button.
- If you think you have not assessed yourself correctly in one of the five skills, click on **re-open** at the level you wish to re-assess. You can now assess yourself again; click then on **Save and calculate score**, your score will be recalculated.
- Via **plan** you will find **Learning activities**, or at the bottom of the page **save and go to learning activities**. Learning activities enable you to practise per skill and level in

order to improve your language competence. The outcome of a learning activity is always a product (for instance: a report, a letter, a recorded conversation) which you can save in your **Dossier**. See also step 5, **Dossier**.

- Every now and then it is useful to look back at what you have learnt. Via **plan** you will find **Evaluation** (top of the page) or **Save and go to evaluation** (bottom of the page). By answering a few questions you will be able to describe your improvements. **Note:** sometimes you have worked on more than one skill, in that case you can also describe your improvements for those skills.
- Under **Evaluation** you can add documents from your **Dossier** in order to prove you have made progression. This is necessary if your teacher wants/needs to give you feedback on your **Language progress** or on your work. A teacher can only have access to your **Language progress**, and only with your permission. Also see step 7, **My teachers**.

Step 5 Dossier

- You can add all sorts of documents to the **Dossier** as a proof of your skill. These can be, for example, a report, a powerpoint presentation, or a conversation recorded as an audio or video file (the size of your video files must not be too big).
- Select the language and click on **Add item**. You can take up a title and a description and browse your computer or your USB stick until you have found the right file. Double click the file or click the file once and click on **open**.

Step 6 Language Passport

- The language passport is a summary of information that can be found in your language portfolio, to show your experience and level in the languages that you can speak.
- First check to see if your personal details are correct. Fill in your native language (more than one if necessary). And then click on **next**.
- Check to see if there is a tick next to the languages that you want to have in your passport. Click on **next**.
- Click on the number of years you have spent learning a language: at school, while doing a course or through your contacts. Note: this does not refer to you having stayed in the country where the language is spoken. Then click on **next**.
- You should do the same for this page, but this only refers to staying in the country where the language is spoken. Click on **next**.
- Tick the diplomas or certificates that you want to show. Then click on **next**.
- Now click on **download passport** in order to download your language passport as a pdf file. After this you can save your passport on your computer or memory stick and print it.

Step 7 Update personal details

- Here you can change your data, like your password or your **Profile**. If you switch over to another school sector (e.g. from primary to secondary school, or from secondary to vocational education), you need to update your profile. All the information contained in your language portfolio will automatically be transferred into the new profile.
- Remember to click the **send** button.

Step 8 My teachers

- The digital European language portfolio belongs to the pupil/student. No one is able, without the pupil's/student's consent, to look into the pupil's/student's portfolio. **Note: the pupil's/student's teacher can only see what is filled in under *Language progress*. Teachers have no access to other parts, such as *Dossier* and *Biography*.**
- Under *My teachers* you can add a teacher or modify data. For each language you can choose one teacher.
- Fill in the teacher's e-mail address next to the language he or she teaches. Click on *modify* in order to choose the teacher. This can be modified at all times.