

Technical skills if help is required

I. Technical skills required for accessing any form

- I.I- Access the communication module in the Online support tool for the e-portfolio software using a web browser
 - Connect to <http://www.goudurix.net/perso/e-portfolio>
 - Drag the mouse on top of the left hand side menu
 - Position the cursor on the “Communication” menu
 - Click on the left mouse button to select the communication link

- I.II- Access the form you need
 - Drag the mouse on top of the form link
 - Click on the left mouse button to access the form

II. Technical skills for filling the form “Pour étudiant(e) en difficultés d’apprentissage”

- Filling in the date
 - Click on the down arrow besides “Date du jour” on the right hand side of the form
 - Select the date of today with your left mouse button
- Filling in step 1
 - Read the instructions for Step 1 (Étape 1)
 - Click on the down arrow of the Drop-down list to choose the color of your message with your left mouse button
 - Choose the appropriate color based on the student’s weakness
 - Click on the left mouse button on the color you want
- Filling in step 2
 - Read the instructions for Step 2 (Étape 2)
 - Drag your mouse on top of the list of subject matters
 - Click on the left mouse button to select the subject matter applicable
- Filling in step 3
 - Read instructions for Step 3 (Étape 3)
 - Position your cursor in the box field of Step 3
 - Click on the left mouse button so the cursor could blink
 - Using your keyboard, type your comments to the parents describing the student academic performance
- Filling in step 4
 - Read instructions for Step 4 (Étape 4)
 - Position your cursor in the box of Step 4
 - Click on the left mouse button so the cursor could blink
 - Using your keyboard, type the student’s learning objectives
- Filling in step 5
 - Read instructions for Step 5 (Étape 5)

- Position your cursor in the box of Step 5
- Click on the left mouse button so the cursor could blink
- Using your keyboard, type the interventions and activities appropriate to meet the student's academic objectives
- Click on the down arrow besides "Test format"
- Select the date of your choice
- Filling in step 6
 - Read instructions for Step 6 (Étape 6)
 - Position your cursor in the box of Step 6
 - Type your name
 - Promote efficient communication by checking the box under located under Step 6
- Printing the form
 - Position your cursor on top of the "Imprimer" button on the right hand side of the form
 - Click with your left mouse button on the "Imprimer" button
 - Click with your left mouse button on the "Ok" button to print out the form
- Sending the form via email
 - Position your cursor on top of the "Soumettre par courriel" button
 - Click with your left mouse button on the "Soumettre par courriel" button
 - Read the provided instructions in the new window
 - Choose between the three ways you can send the form through email
 - Position the cursor on the radio button that correspond to your choice
 - Click on your left mouse button to select
 - Drag your mouse on top of the "Ok" button
 - Click on your left mouse button to reach the next step
 - Read the instructions for Step 1
 - Follow the instructions for Step 2
 - Read the instructions for Step 2
 - Follow the instructions for Step 2
 - Drag your cursor on top of the "Close" button
 - Click on your left mouse button on the "Close" button to close the window