

## ***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 “Intérêt de l’étudiant”**

- ❑ 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)
  - Choose the appropriate number corresponding to the degree of interest
  - Click on radio button corresponding to the 1-5 scale of interest with your left mouse button
- ❑ Filling in step 2
  - Read the instructions for Step 2 (Étape 2)
  - Position your cursor in the box field of Step 2
  - Click on the left mouse button so the cursor could blink
  - Using your keyboard, type the topic or subject of interest
- ❑ 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’s academic interest
- ❑ 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 and resources
- ❑ 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 for that particular area of interest
- 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