

# Skills Express – Student Blog

The student blog is in the Student Zone section.

Your teacher/tutor has to register you to use this feature.

When you click on **My Blog** in the NPA Options menu the first page you see looks like this.

Any posts you have already made will be shown here.

If you have a lot of blog posts use the triangle arrow buttons to move through to the next page of posts.



You can use the comment icon and notepad icon to view and update your post.


Add a blog post



You can use the **Add a blog post** link at the top of the page. To **delete** a blog post click on the **red cross** icon.

## Add a blog post page

You can use the Skills Express blog to keep track of your progress and to record evidence. Clicking on **Add a blog post** gives you an option to: **First select at least one learning outcome** and **Then, add your blog post**.

(Clicking on the blog icon  in your **NPA Level** or after activities will automatically select the unit for you.)

### Select an Outcome



The screenshot shows a web form titled "Add a new blog post" with a blog icon. Below the title is a message: "You can enter a new blog post on this page. You need to select at least one learning outcome before adding a blog post." The form has a section titled "First select at least one learning outcome" with a light green background. It contains two dropdown menus: "Select a unit:" and "Outcome:", both with "Please select..." as the placeholder text. Below these is a purple button labeled "Add this outcome". Underneath is a box labeled "Selected outcomes:" which is currently empty. At the bottom of this section is a purple button labeled "Remove selected outcomes" with a note below it: "(to remove multiple outcomes hold ctrl and click each outcome)".

**First:** select your unit from the first drop down menu.

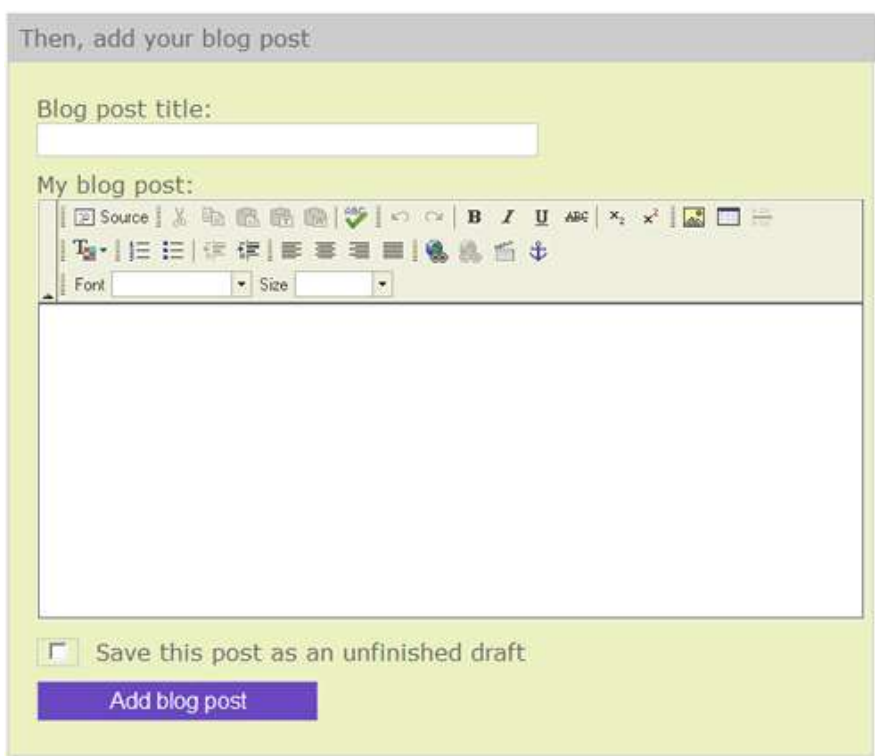
**Then:** select an outcome from the second drop down menu

**Finally:** Click the **add this outcome** button when you are ready.

You can also **remove an outcome** if you change your mind.

You can post the same evidence to different outcomes and units.

### Add your blog post



The screenshot shows a web form titled "Then, add your blog post". It has a text input field for "Blog post title:". Below this is a section titled "My blog post:" which contains a rich text editor. The editor has a toolbar with various icons for text formatting (bold, italic, underline, text color, background color), list creation, indentation, and linking. Below the editor is a checkbox labeled "Save this post as an unfinished draft" and a purple button labeled "Add blog post".

**First:** You must enter the title of your blog post.

**Then:** Enter your text, image or other information in the editor box. You can use the text editor buttons to format your post the way you want. You can also tick the **unfinished draft** check box. You must click **Add blog post** to save.

## Attaching an image or form to your blog

Attaching an image or form to your blog post can provide evidence that you are working towards a learning outcome. This will allow your tutor to see it and make comments.

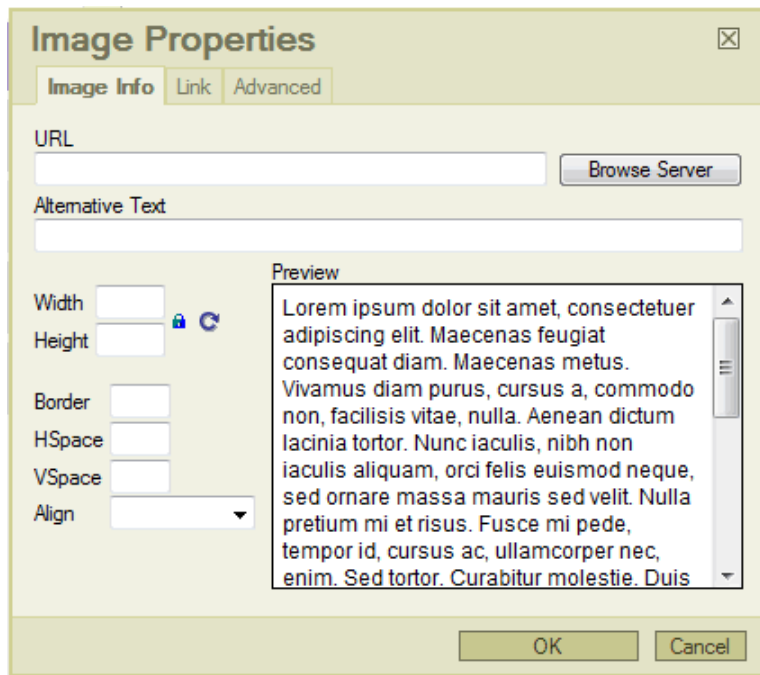


Click on the **image icon** to upload a file



To attach a form you should click on the **link icon**

### Image upload



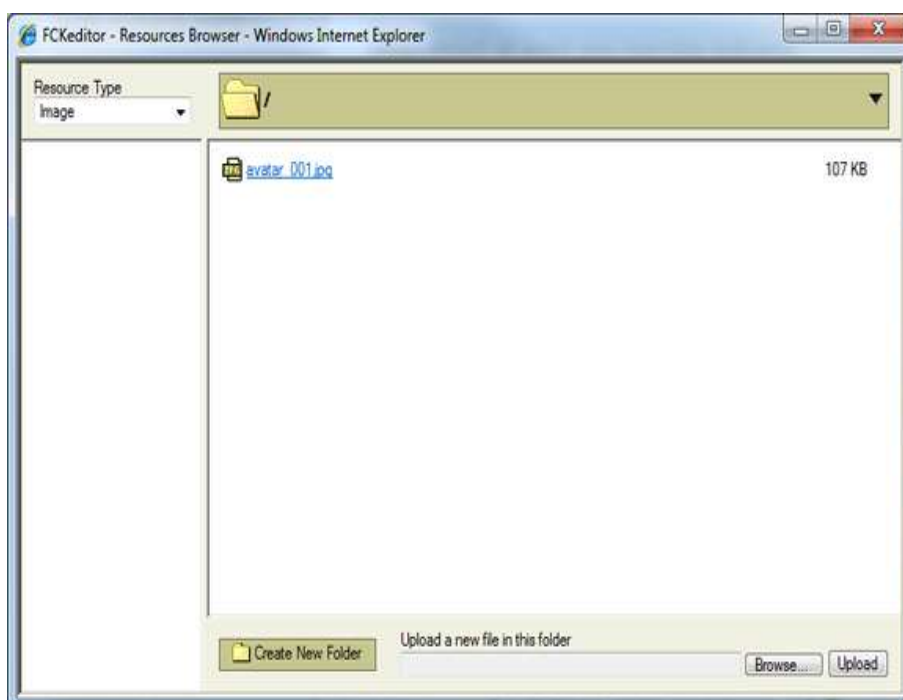
If you want to use an image in your blog, make sure that you have already saved it to your computer.

**Then:** click on the image icon



In Image Properties, click on the Browse Server button.

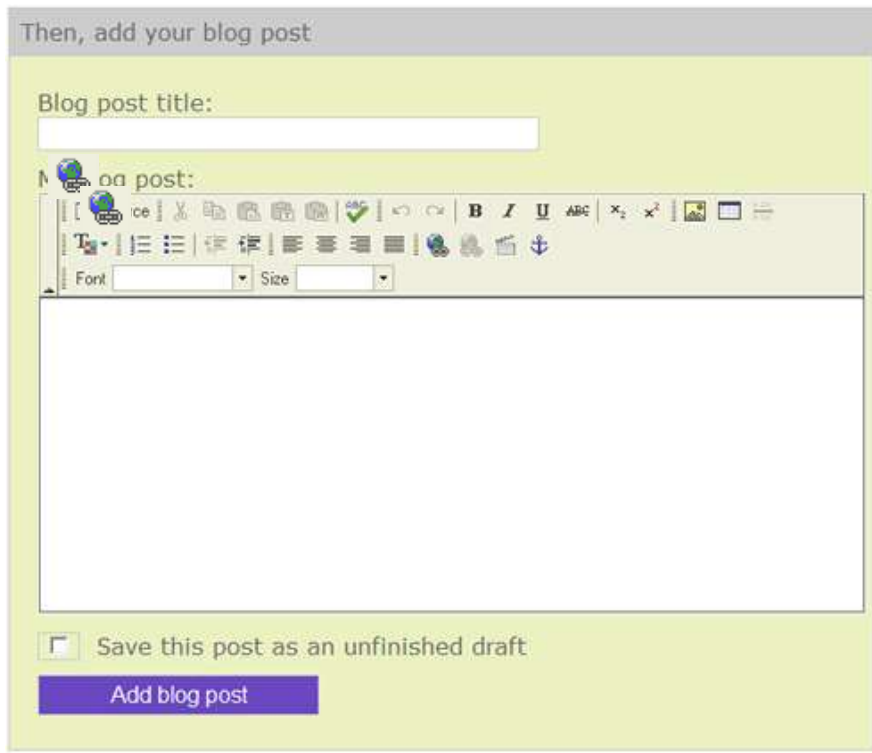
This takes you to the Resources Browser page. This will be blank until you upload files.



**First:** to upload a file, click on the Browse button at the bottom of the Resources Browser page to search for files on your computer.

**Then:** Select the file you want, click **open** and then click **upload**. The file will now be saved to your Resources Browser.


Use the Resources Browser window to select an uploaded file. You will now see it in the Preview window. Click **OK** and it will be uploaded to your blog.

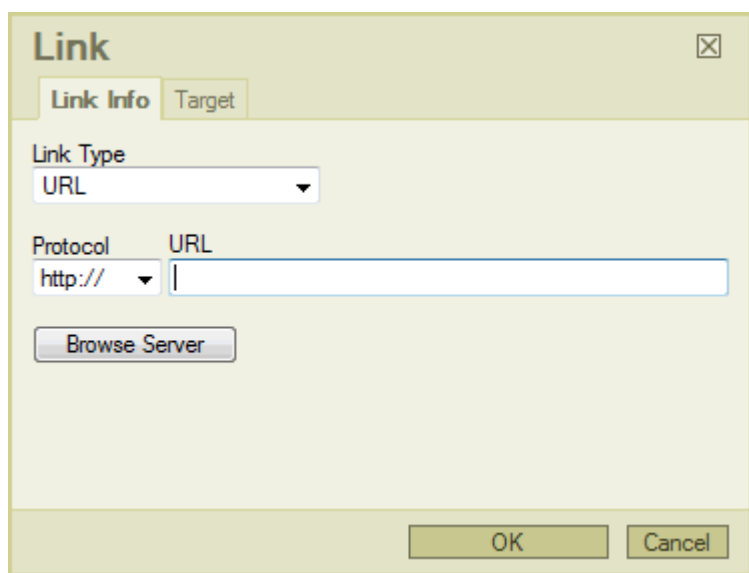


To finish, click the **Add blog post** button.

### Form upload

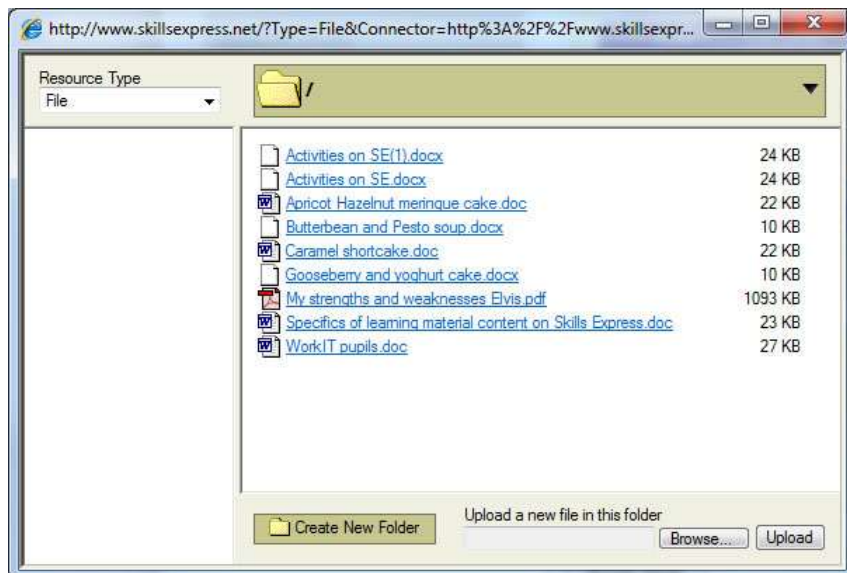
Once you have completed a Skills Express online form or have a word document that you want to save to your blog, you need to make sure that you have already saved this to your computer.

To upload a form or document to your blog, select a unit, outcome and blog post title in the usual way, then click on the **link icon** 



**First:** In the Link box, click on the Browse Server button.

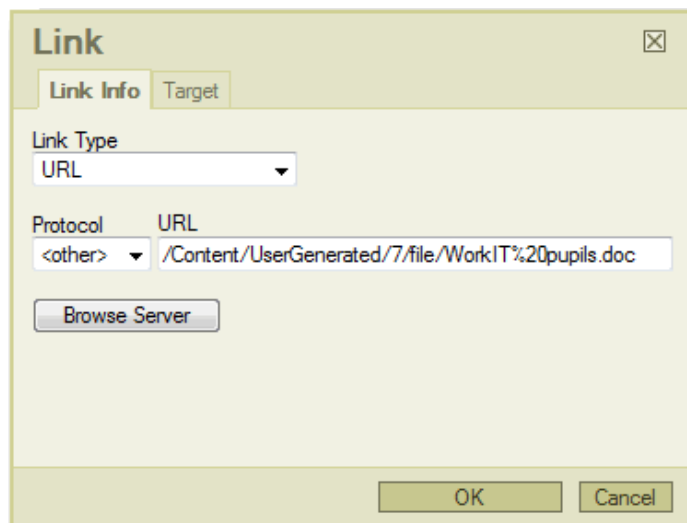
This takes you to the Resources Browser page. This will be blank until you upload files.



**First:** click on the Browse button at the bottom of the Resources Browser page to search for saved files on your computer.

**Then:** select and open the file you want. Click the Upload button at the bottom of the Resources Browser window and the file name will now appear on your screen.

**Next:** click on the uploaded file that you want to use from the Resources Browser window.



The Link box now appears.

Click OK and your saved file appears on your Blog post page.

To finish the upload process, click on the **Add a blog post** button.

## Linking to NPA Enterprise and Employability learning outcomes

**NPA Options**

[My details](#)

[My blog](#)

**[NPA Level 4](#)**

[NPA Level 5](#)



[Activity menu](#)

Clicking on the blog icon also takes you directly to the **Add a blog post** page and selects the learning outcome for you.




### NPA Level 4 at a glance

NPA at Level 4 has the following units:

#### [Personal Development: Self and Work »](#)

- ▶ Evaluate my task management skills ([Live: 13](#), [Drafts: 2](#)) 
- ▶ Produce a development plan ([Live: 2](#), [Drafts: 2](#)) 
- ▶ Carry out your development plan 
- ▶ Review progress ([Live: 1](#), [Drafts: 2](#)) 

#### [Working for Yourself »](#)

- ▶ Knowledge and understanding of self employment 
- ▶ Developing your business idea 
- ▶ Keeping your business going and growing 

#### [Enterprise Activity »](#)

- ▶ Plan and arrange an enterprise activity 
- ▶ Carry out tasks during enterprise activity 
- ▶ Work cooperatively with others 
- ▶ Review Progress 