



# My SKILLSfuture

## User Guide on Navigating the Student Portal (Pre-University)



SKILLSfuture SG



An initiative of:  
SKILLSfuture

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## 3 POST-LOGIN FEATURES

### 3.1 OVERVIEW

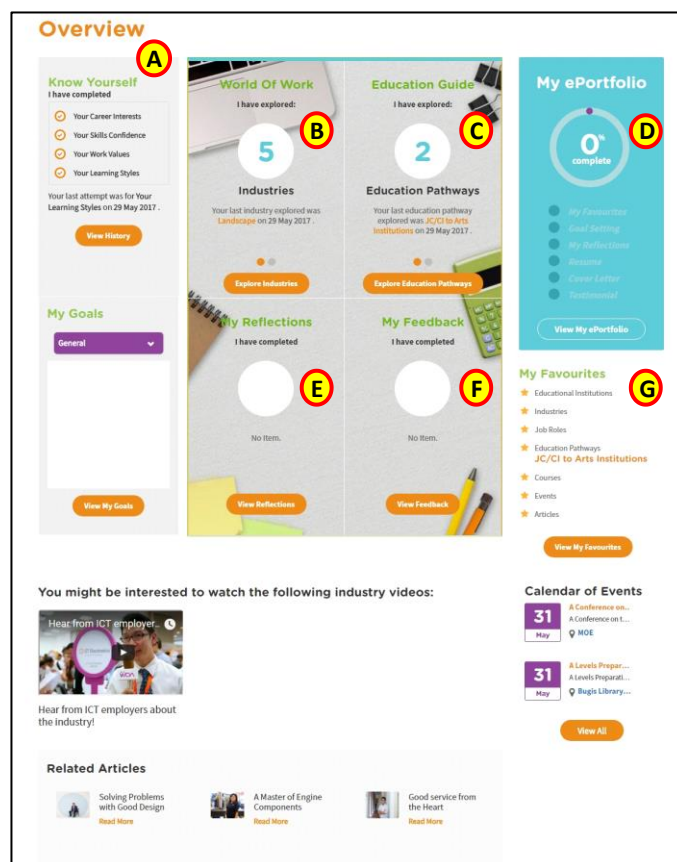


Figure 3-1: Overview

The **Overview** section (Figure 3-1) shows you a snapshot of your progress in:

- A. Know Yourself
- B. World of Work
- C. Education Guide
- D. My ePortfolio
- E. My Reflections
- F. My Feedback
- G. My Favourites

You can also access each of these portal features directly from the **Overview** page.

Another useful feature is the option for you to **Download** or **Print** your progress displayed on the **Overview** page.

### 3.2 MY PROFILE

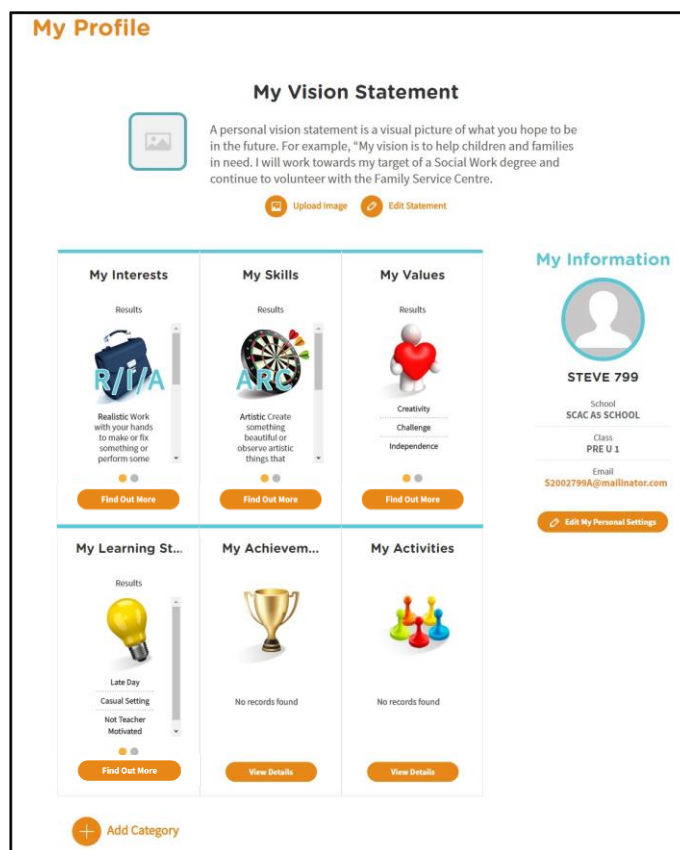


Figure 3-2: My Profile

**My Profile** section allows you to key in your email address in addition to entering **My Vision Statement**. You can also upload a visual picture of your vision.

You are able to view a summary of your results of the tools you attempted under **Know Yourself** as well as the details you have keyed in under **My Achievements** and **My Activities**. You can also choose to add a new category.

### 3.3 MY EPORTFOLIO

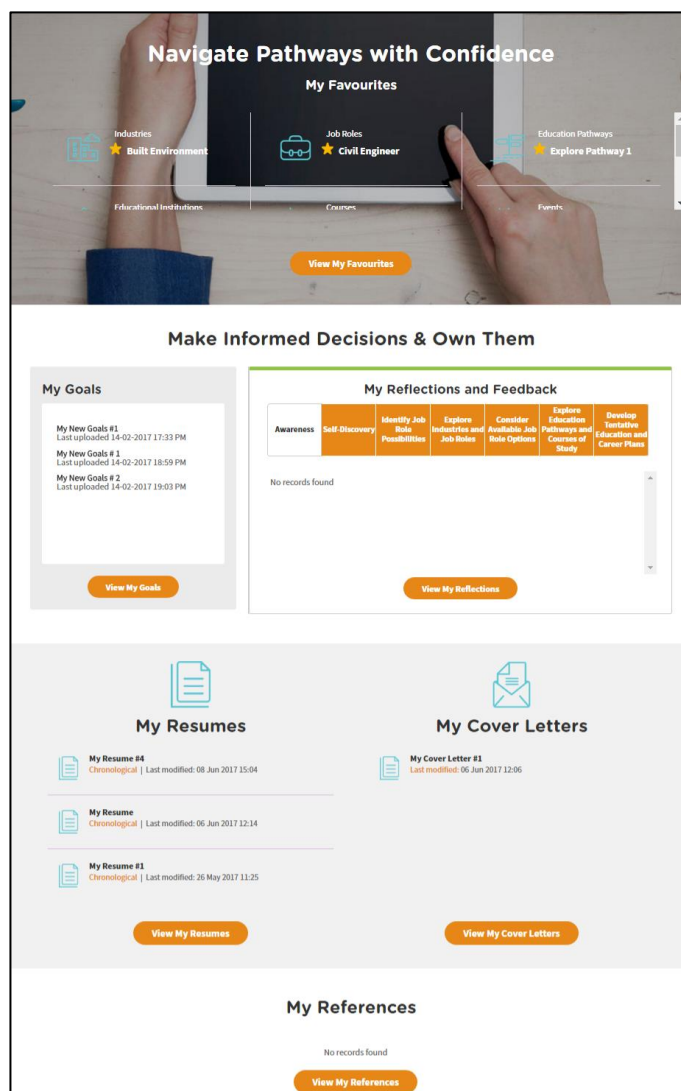


Figure 3-3: My ePortfolio

**My ePortfolio** section allows you to access all your favourite sections within the portal.

You can view a snapshot of the industries, job roles, education pathways, schools and events which you have selected as your favourites under **Navigate Pathways with Confidence**.

### 3.4 MY GOALS

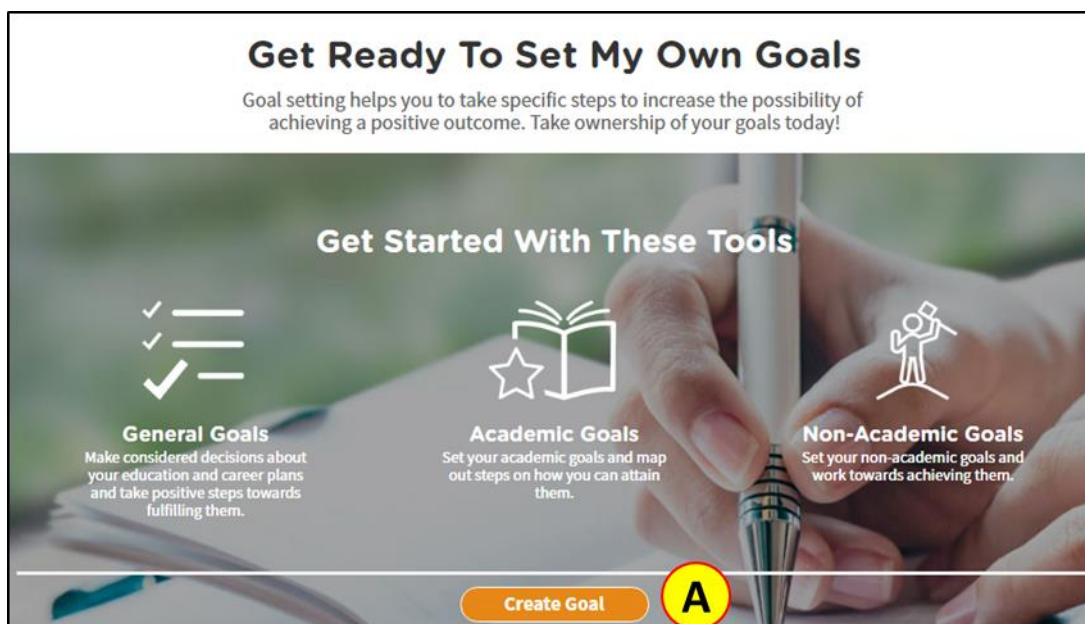


Figure 3-4: My Goals

You can explore **Educational Institutions**, create **Academic Goals** and **Non-Academic Goals** in the **My Goals** section (Figure 3-4). The goal templates are customised to suit different users and may vary across academic levels and streams.

A. **Create goal** – Click on “Create Goal” to start setting your goals.

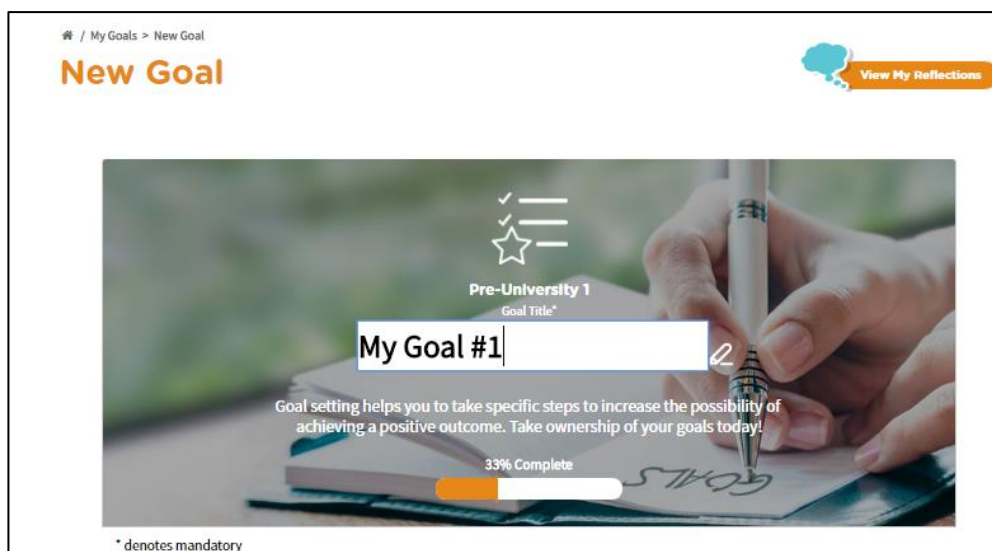


Figure 3-5: Personalise your Goal

A. **Personalise your Goal** – You can personalise each goal entry by changing the title of the goal (Figure 3-5).

You can create three types of goals.

### Section #1: General Goals

**General**  
0%

**Section**  
**1/3**

**General**

General Goal 1 ▾

Academic  
Non-Academic

#### S.M.A.R.T Goals

Specific	Write down what you hope to achieve in specific terms and description.
Measurable	Your goal should be measurable over time to show progress.
Achievable	Your goal should be something that you have the ability to achieve.
Realistic	The goal you set should be realistic given the amount of time and resource you have.
Time-Bound	There should also be a fixed time frame for you to achieve your goal.

+ Add General Goal **A**

**My Career Aspiration**  
Select My Career Aspiration or enter your inputs ▾

**Related Industry**  
Select Related Industry or enter your inputs ▾

**Desired Educational Institution\***  
Select Desired Educational Institution or enter your inputs ▾

**Desired Course\***  
Select Desired Course or enter your inputs ▾

**Desired Course Pre-requisite**  
  
[Help](#)

**My Target Admission Score\***  
  
[Help](#)

**Non-Academic Requirements**  
  
[Help](#)

+ Add General Goal

Save Progress    Next Section >

Figure 3-6: General Goals

You can create a general goal and explore educational institutions based on your career aspirations and related industries (Figure 3-6). This section is an opportunity for you to explore the different career aspirations you have and how you may achieve it by planning and selecting the appropriate post-secondary courses.

A. Add General Goal

Section #2: Academic Goals

Academic  
0%

**Section**  
**2/3**

**General**  
**Academic**

Term 1  
Term 2  
Term 3  
Term 4  
Overall  
**Non-Academic**

**S.M.A.R.T Goals**

Specific	Write down what you hope to achieve in specific terms and description.
Measurable	Your goal should be measurable over time to show progress.
Achievable	Your goal should be something that you have the ability to achieve.
Realistic	The goal you set should be realistic given the amount of time and resource you have.
Time-Bound	There should also be a fixed time frame for you to achieve your goal.

**Term 1**

Subject*	Final Target Grade	Target CA1	Actions to Work Towards Target	Actual CA1
Mathematics	A	B	Complete 10 math questi	B
General Paper	B	B	Read 10 long articles wec	B
Subject 3	--	--		--
Subject 4	--	--		--
Subject 5	--	--		--
Subject 6	--	--		--
Subject 7	--	--		--
Subject 8	--	--		--
Subject 9	--	--		--
Subject 10	--	--		--

← Previous Section
Save Progress
Next Section →

Figure 3-7: Academic Goals

You can set **Academic Goals** for all subjects per term (Figure 3-7).

A. **Subject\*** - Enter subject name.



Target CA1 marks and Action to Work Towards Target can be saved independently before the student receives Actual CA1 marks.

**B. Action to Work Towards Target** - You need to be specific on how you want to achieve the score that you have input. For example, if you are working towards getting 80 marks in the Mathematics examination for CA1, then you need to specify the steps you will take in order to attain your goal. Statements like “I will study hard” should be avoided. Instead, you should include more specific, quantifiable terms such as “I will complete two more Mathematics questions from the workbook everyday”.

### Section #3: Non-Academic Goals

Non-Academic  
0%

Section  
**3/3**

General  
Academic  
Non-Academic

S.M.A.R.T Goals	
Specific	Write down what you hope to achieve in specific terms and description.
Measurable	Your goal should be measurable over time to show progress.
Achievable	Your goal should be something that you have the ability to achieve.
Realistic	The goal you set should be realistic given the amount of time and resource you have.
Time-Bound	There should also be a fixed time frame for you to achieve your goal.

This section provides you with an opportunity to set targets in non-subject specific areas that will contribute to your holistic development in school. You can also choose to set notifications to help you track and work towards your goals.

[Add Target](#) **A**

[← Previous Section](#) [Save Progress](#)

Figure 3-8: Non-Academic Goal-Add Target

You can set non-academic goals as well (Figure 3-8). Non-academic goals can be areas for growth or improvement, such as setting a goal to improve your playing of a musical instrument or to prepare yourself for a sporting event.

**A. Add Target** – Add new non-academic goal (Figure 3-8).

This section provides you with an opportunity to set targets in non-subject specific areas that will contribute to your holistic development in school. You can also choose to set notifications to help you track and work towards your goals.

**A** **ADD IMAGE** **B** **Target Title\*** **Non-Academic Goals** **Notifications**

**Reminder** **1 month before** **Status** **In Progress**

**Start Date** **12-12-2017** **End Date** **12-12-2017**

**Actions to Work Towards Target**

**Add Target**

Figure 3-9: Personalise Non-Academic Goal

You can personalise Non-Academic Goals by changing the title and adding an image (Figure 3-9).

- A. Add Image** - Add an image for this goal. You can choose any image that you like.
- B. Change Goal Title** – Click on the bar to start editing your goal title. Your goal title should be specific to what you are trying to achieve.

**Non-Academic**  
0%

**Section 3/3**  
General  
Academic  
Non-Academic

S.M.A.R.T Goals	
Specific	Write down what you hope to achieve in specific terms and description.
Measurable	Your goal should be measurable over time to show progress.
Achievable	Your goal should be something that you have the ability to achieve.
Realistic	The goal you set should be realistic given the amount of time and resource you have.
Time-Bound	There should also be a fixed time frame for you to achieve your goal.

This section provides you with an opportunity to set targets in non-subject specific areas that will contribute to your holistic development in school. You can also choose to set notifications to help you track and work towards your goals.

**Target Title\*** **Non-Academic Goals**

**Notifications**

**Reminder** **A** **Status**

1 month before | In Progress

**Start Date** 06-12-2017 | **End Date** 06-12-2017

**Actions to Work Towards Target**

**Add Target**

[← Previous Section](#) [Save Progress](#)

Figure 3-10: Non- Academic Goal

You can also set reminders using the drop-down list and turn on notifications for non-Academic goals (Figure 3-10).

- A. **Set Reminder** – Setting reminders will alert you when your goal’s end date is fast approaching.

MySkillsFuture About Know Yourself World of Work Education Guide Help Feedback Search User Profile Logout

Overview My Profile My ePortfolio My Goals Prepare for Work Notifications Settings

Figure 3-11: Notifications

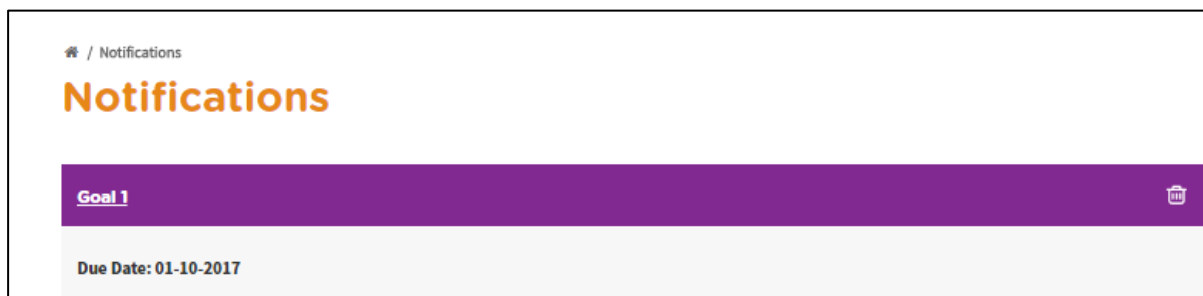


Figure 3-12: Notification Details

**B. Set Notifications** – Turn on notifications for alerts when your goal is reaching its end date. To turn on notifications, slide the ‘Notifications’ button above to the right (Figure 3-10). To view your notifications, click on ‘Notifications’ in the menu bar above. (Figure 3-11, Figure 3-12).

**C. Action to Work Towards Target** – Be specific on how you would like to achieve the target you have set for yourself. For example, if you are planning to improve your piano-playing skills, then do specify the steps you will take in order to improve. Statements like “I will practice more often” should be avoided. Instead, you should include more specific, quantifiable terms such as “I will practise playing the piano for two hours every Saturday”.

You can also view goal entries you have created under **My Goal Entries** (Figure 3-13).

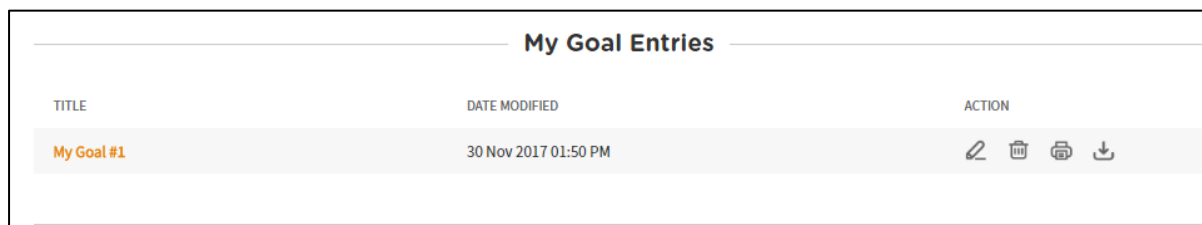


Figure 3-13: My Goal Entries

### 3.5 MY REFLECTIONS (MY GOALS)

Home / My Goals > My Reflections

## My Reflections

**My Reflections**

Reflection questions are open-ended questions that will guide you in looking back on the things you have learnt, and how you have learnt them.

0% Complete

What are your academic goals and career aspiration?

How can you utilise available resources to bring yourself closer to your goals and aspirations?

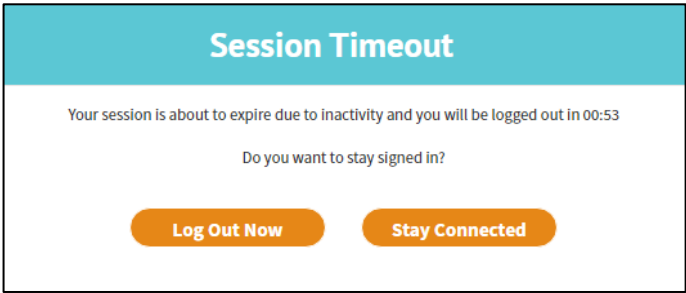
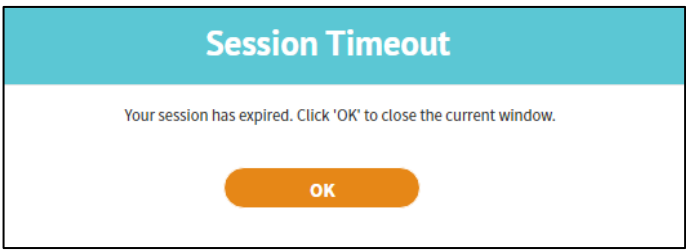
How can I find opportunities to constantly upgrade my knowledge and skills, and add value to my future workplace?

Save Progress

Figure 3-14: My Reflections (My Goals)

Using **My Reflections**, as shown in Figure 3-14, you can record your thoughts on My Goals.

### 3.6 SESSION TIME-OUT

1.	After 14 minutes of inactivity, you will be prompted to “Stay Connected” or “Log Out”.	 <p>The dialog box has a teal header with the text "Session Timeout". Below the header, the text reads: "Your session is about to expire due to inactivity and you will be logged out in 00:53". Underneath, it asks "Do you want to stay signed in?". At the bottom, there are two orange buttons: "Log Out Now" on the left and "Stay Connected" on the right.</p>
2.	On the 15 <sup>th</sup> minute, your session will expire and you will be logged out.	 <p>The dialog box has a teal header with the text "Session Timeout". Below the header, the text reads: "Your session has expired. Click 'OK' to close the current window." At the bottom, there is a single orange button labeled "OK".</p>

### 3.7 LOGOUT

<p>1.</p>	<p>Click the <b>Logout</b> icon.</p>	
<p>2.</p>	<p>The system displays a pop-up box. Click <b>Yes</b> to proceed.</p>	
<p>3.</p>	<p>A <b>User Satisfaction</b> survey form will be displayed. You can choose to:</p> <ul style="list-style-type: none"> <li>• Complete the form and click the <b>Submit</b> button or</li> <li>• Click <b>Exit</b></li> </ul> <p>You will be brought back to the pre-login landing page.</p>	