Evidence Portfolio Preparation Guide

How to build your Student Evidence Portfolio

✅ **Required Steps (order matters)**

Your Evidence Portfolio is what proves that you completed the learning **and** carried out the real-world actions needed to earn your badge.

A reviewer (and later the public / employers) will start at **your Evidence Frontpage PDF**, then use it to follow your evidence links.

✅ **Step 1 — Create your Evidence Portfolio folder (on your computer)**

Create **ONE folder** in your local storage called something like:

TCA Evidence – –

Example:

TCA Evidence_Pillar_1_Silver_John Smith

Inside this folder, save everything you plan to use as evidence, such as:

- photos (JPG / PNG)
- documents (PDF / DOCX)
- videos (MP4)
- screenshots
- any other files required by your course

✅ **Tip:** Keep filenames simple and clear (avoid strange characters).

✅ **Step 2 — Upload your whole Evidence Portfolio folder to your cloud storage**

Upload the **entire folder** to your own cloud storage (e.g. Google Drive / OneDrive / Dropbox).

After uploading:

✅ open the folder online and confirm it contains everything you expected

✅ check files open correctly

✅ **Step 3 — Share the folder publicly (Viewer access)**

Set the folder sharing to:

✅ **Anyone with the link → Viewer**

This matters because it allows your assessor (and later badge viewers) to access the evidence you reference. The shared URL of the folder is not used, but sharing at the folder level allows all the files inside to be shared without the need to share them individually.

⚠️ **Do NOT use "Restricted" access**

⚠️ **Do NOT use "Editor" access** (viewer only)

✅ Step 4 — Download the Evidence Frontpage Template (.docx)

From the Moodle page, download the template:

✅ **Evidence_Frontpage_TEMPLATE.docx**

This is your **Frontpage document** where you explain what you did and provide your evidence links.

✅ Step 5 — Fill in your details (in the template)

Complete all sections of the template.

✅ You may add extra sections if needed

✅ You may add extra headings, bullet lists, or short explanations

✅ This template is a "starter-for-10" — it is there to help you succeed

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✅ Step 6 — Add hyperlinks to your evidence files

In the Evidence Frontpage document, add **clickable hyperlinks** to your evidence.

For each evidence item:

1. open the evidence file inside your cloud folder
2. click **Share**
3. confirm sharing allows viewing (**Anyone with link → Viewer**)
4. copy the public URL (link)
5. paste the public URL into the correct section of your Evidence Frontpage document .This file is now visible to any viewer

✅ Links must begin with: https://

Sharing and Privacy (important)

While preparing your Evidence Portfolio you may keep everything private.

Only when you are ready to submit for badge approval should you make your evidence viewable.

⚠️ **Never publish private or sensitive information**, including:

- personal addresses
- phone numbers
- private emails
- medical details
- information about other people without consent
- photographs of other people without permission

✅ If your evidence includes names/photos of others, you must ensure they have agreed to be included.

✅ **Step 7 — Save your completed Evidence Frontpage as a .docx**

When you are happy with your completed Evidence Frontpage:

Go to **File → Save As** in Word.

Give it a clear name, for example:

_Evidence_Frontpage.docx

Example:

Smith_John_Pillar1_Silver_Evidence_Frontpage.docx

✅ **Step 8 — Export your Evidence Frontpage as a PDF (do this properly!)**

This step is essential because the PDF is what the badge system will store.

✅ Use Word's **Export / Save as PDF** option

✅ This preserves your clickable links

⚠️ **Do NOT use "Print to PDF"**

(Printing can break hyperlinks.)

Your PDF is now your final Evidence Frontpage containing shared URL to all your evidence files.

✅ Step 9 — Upload your Evidence Frontpage PDF into the SAME folder

Upload the PDF into the **same** cloud Evidence Portfolio folder as your media.

This keeps everything organised and future-proof.

✅ Step 10 — Make sure the Evidence Frontpage PDF is viewable

Confirm the PDF can be opened by someone who is not logged into your account.

✅ Ideally, your folder sharing already allows viewing

BUT you should still test your PDF link.

Best test:

Copy the PDF link and open it in:

✅ a private/incognito browser window

If it opens: you are good.

✅ Step 11 — Submit ONLY the PDF link (URL) in Moodle. (Not the folder URL)

When you submit your evidence, you must paste:

✅ **ONLY the public URL of your Evidence Frontpage PDF**

That is the link your assessor will check.

That is also the link stored with your badge in Open Badge Factory.

When someone later clicks **"View evidence"** on your badge, this is where they will be sent.

What the assessor checks

Your assessor will check that your Evidence Frontpage PDF is:

✅ publicly viewable

✅ complete and understandable

✅ includes working evidence links

✅ shows the work you carried out

During review:

⚠️ **do not change your evidence links**

⚠️ **do not delete or move evidence files**

Final reminder (very important)

Open Badge Factory does **not store your evidence files**.

It only stores the link you provide.

So it is essential that you protect your evidence folder against deletion or future changes.

✅ If you have questions about what is appropriate to include, contact your tutor or The Climate Academy support team before publishing.