

Uploading Business Interchange placement outputs to the LSIS Excellence Gateway

Upon completion of a Business Interchange placement you will be required to upload the output produced to the Learning and Skills Improvement Service (LSIS) Excellence Gateway (<http://www.excellencegateway.org.uk/>).

You will first need to register for the Excellence Gateway in order to upload your output and access the other features of the Gateway.

Registering for the Excellence Gateway

To register go to <http://www.excellencegateway.org.uk/page.aspx?o=register> and complete the form with your registration details. You will need to enter a unique Username and Password and confirm that you have read and understood the terms and conditions of the Excellence Gateway. Once the form is complete click the Register button and follow the on screen instructions.

Should you forget your password at any stage simply follow the 'Forgotten your password?' link which will allow you to reset your password by entering your registered email address.

Uploading an output

When you have completed your output and are ready to upload it to the Gateway, login using your Username and Password and go to the My Excellence Gateway page (the My EG tab in the top left of the screen).

This will take you to your own personal portal space. Click on the link to upload your content and follow the on-screen instructions to upload your file.

When uploading a file there will be several fields to complete, guidelines about what to enter in these fields are listed below:

1. Title*

For Business Interchange outputs please use the following file naming protocol, where XX represents your initials and HOST is the name of the organisation at which you completed your placement:

XX Business Interchange Placement – HOST

For example, John Smith who had produced an output from a placement at Jones Ltd would save his output file as:

JS Business Interchange Placement – Jones Ltd

2. Short Description* (max 255 characters)

The short description will be displayed underneath the title on the Excellence Gateway page that introduces your resource.

For Business Interchange outputs this section should contain a brief outline of the placement and output. Please ensure that the phrase "Business Interchange" is contained within your description.

For example, John Smith who had completed a case study from a placement at Jones Ltd manufacturers to learn about the latest techniques in manufacturing in order to produce a case study would enter:

"A case study of Jones Ltd manufacturing company outlining the latest developments in manufacturing technology. This was completed as an output from a Business Interchange placement which allowed me to visit industry and update my vocational skills"

3. Long Description*

Please use this to give a more detailed overview of the output you are publishing.

4. Publication Date

Date output is uploaded

5. Authors (comma separated)

Please indicate the author's full name where possible (e.g. John Smith, or J. Smith).

Enter no more than three authors

6. Organisations

Indicate here the name of the publisher or the name of the organisation the author is writing on behalf of.

Enter no more than three organisations

7. Series

If this title is part of a bigger series, type in the full title. Example: Support for success.

Please enter 'Business Interchange' in this section

8. To help users find your content*

Click the button to find the most fitting place in the Excellence Gateway structure for your resource. After you make your choice, click the "Select category" button to return to the upload form.

9. Upload your content*

You have two options here -

a) If the resource you are uploading is a web-based resource, please type the full URL, including http://. Uploading a file will override the URL

b) OR Use the box below that to attach the file you are uploading

For Business Interchange outputs please use option b

10. Copyright*

Finally, please confirm the copyright status of the content you are uploading by checking the box accompanying the copyright statement:

* Mandatory fields

Code of Conduct and Submission Guidelines

When uploading content, ensure that it you follow the LSIS Code of Conduct and Submission Guidelines:

<http://www.excellencegateway.org.uk/page.aspx?o=codeofconduct>

Finding the URL (Unique Resource Locator) of your uploaded content

Once a resource has been uploaded it can be accessed through the 'My EG' tab in the top left corner of the homepage.

On the 'My EG' page there is a section called 'My contributions' which lists all resources that the user has uploaded. By clicking on the Business Interchange output, this will open a page giving a summary of that output (details, description etc.) with a link to open the output (e.g. a Word document output would be opened in Word via this link).

When completing the evaluation following a Business Interchange placement you will be asked to enter the URL which is the web address where the output is located. Please use the URL of the page that contains the summary and description of your output, the output itself can be accessed from this page.

In order to do this, simply copy the web address of the webpage (once opened from the 'My contributions' list) and paste this into the relevant section in the evaluation.

For example, the URL of the LSIS Excellence Gateway homepage is <http://www.excellencegateway.org.uk/>, this can be found by copying and pasting the web address from the address bar in the web browser as indicated in the screenshot below:

