

# Uploading supporting evidence

7 Steps

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## STEP 1

### From your dashboard click on Create

You can also click the + button in the top righthand corner of your screen

The screenshot shows the RCR e-portfolio dashboard for a user named Jake Neale. The top navigation bar includes 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. The main profile section displays the name 'Jake Neale (training account only)' and the role 'Trainee - Clinical Radiology'. A 'View profile' button is visible. Below the profile, there are sections for 'Current information' (Specialty: Clinical radiology) and 'Educational Supervisor' (Amy Marks). The dashboard is divided into three main columns: 'Inbox' with a welcome message, 'Create a new event' with a 'Create' button, and 'Assessment goals' showing progress for various categories like FRCR 1 - Anatomy, FRCR 1 - Physics, Mini-IPX, Rad-DOPS, MSF, and Teaching Observation.

## STEP 2

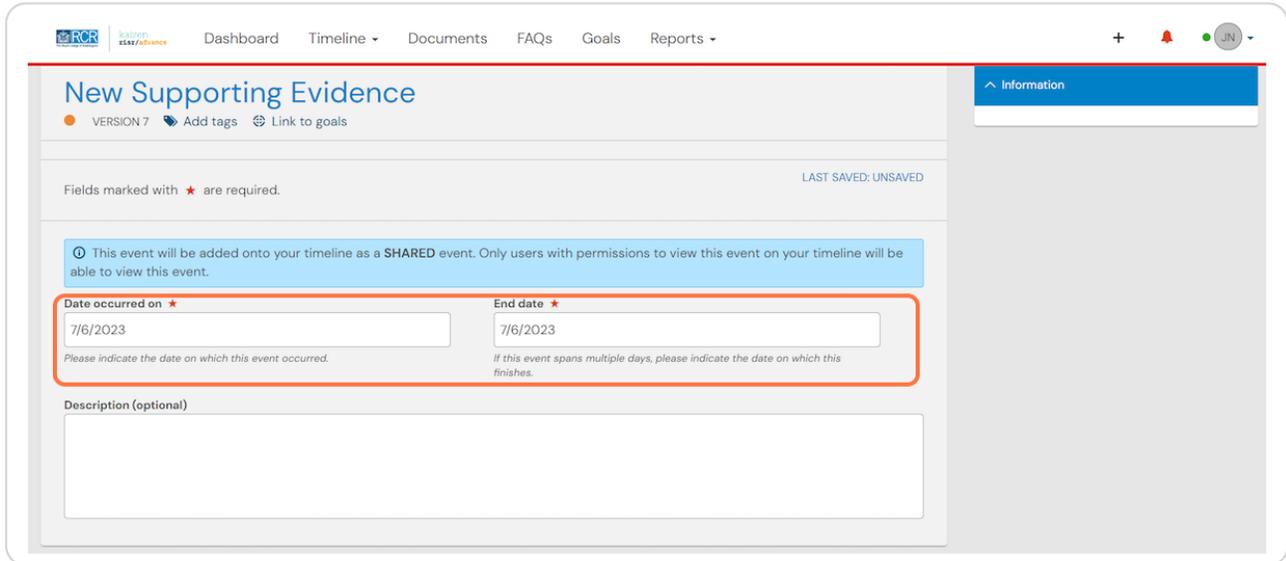
### Click on Supporting Evidence in the Assessment and evidence section

The screenshot shows the 'What would you like to create?' page in the RCR e-portfolio. The page is organized into several sections: 'Admin and approvals' (CCT application, Out of programme approval, Update your personal or training details), 'Supervision' (Assign educational supervisor and speciality, Assign training post, OOPA, or period of leave, Clinical supervision report, Educational supervision report, Supported return to training - Clinical radiology, Timetable), and 'Assessment and evidence' (Mini Imaging Interpretation Exercise (Mini-IPX), MSF, Multi-disciplinary team meeting assessment (MDTA), Quality Improvement Project/Audit Assessment Tool (QIPAT), Rad-DOPS, Supporting Evidence, Teaching Observation). The 'Supporting Evidence' option is highlighted with a red circle.

### STEP 3

## Enter the start and end dates for the supporting evidence

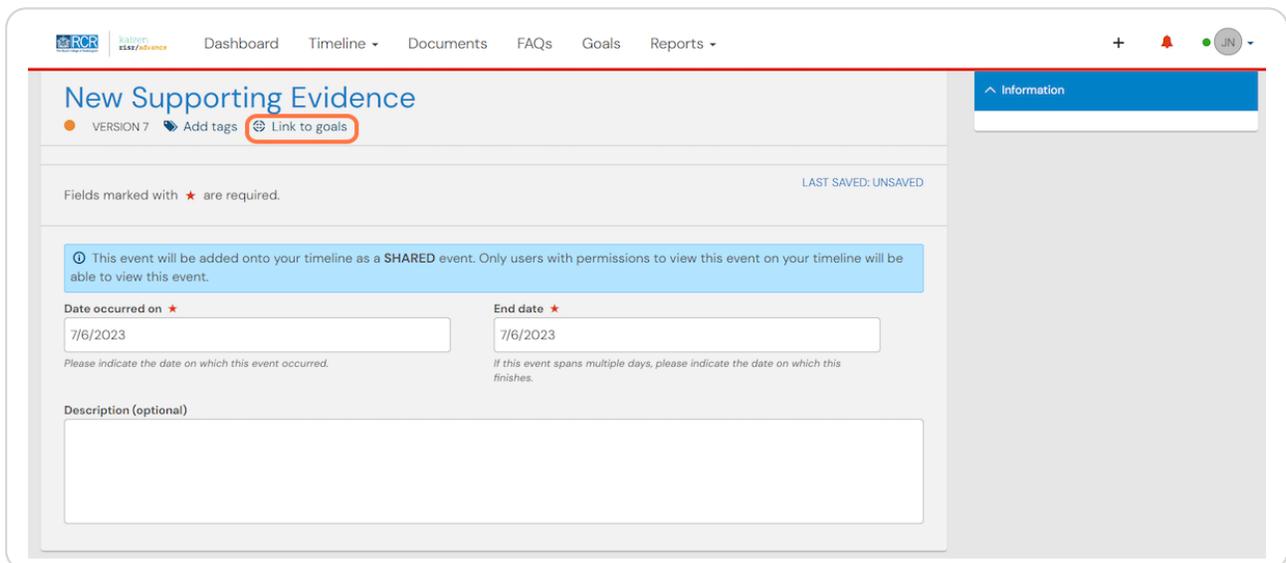
The start and end date may be the same or if the evidence covers a period of time (e.g. attendance at a week long course) you may wish to enter the date range covered by the evidence



The screenshot shows the 'New Supporting Evidence' form in a web application. The form is titled 'New Supporting Evidence' and includes a version indicator 'VERSION 7', 'Add tags', and 'Link to goals' buttons. A navigation bar at the top contains 'Dashboard', 'Timeline', 'Documents', 'FAQs', 'Goals', and 'Reports'. A right-hand sidebar is labeled 'Information'. The form contains a blue informational box stating: 'This event will be added onto your timeline as a SHARED event. Only users with permissions to view this event on your timeline will be able to view this event.' Below this, there are two required date fields: 'Date occurred on' and 'End date', both containing the value '7/6/2023'. The 'Date occurred on' field has a small note: 'Please indicate the date on which this event occurred.' The 'End date' field has a note: 'If this event spans multiple days, please indicate the date on which this finishes.' A 'Description (optional)' text area is located below the date fields. The 'Link to goals' button is highlighted with a red box.

### STEP 4

## You can link the evidence to a goal by clicking



This screenshot is identical to the one in Step 3, showing the 'New Supporting Evidence' form. The 'Link to goals' button is now highlighted with a red box, indicating the next step in the process.

## STEP 5

### Enter a description of the evidence being uploaded

Description of attached file ★

Research presentation presented at department meeting

You can link this event to your curriculum goals using the 'link to goals' button at the top of the form. You may wish to include an explanation of how the attached documents provide evidence of your progress towards the CIPs.

Please use the 'Choose file' button below to attach your files. You can attach up to 5 files to this form. ★

[Choose file](#)

[Attach files](#)

[Submit](#) [Save as draft](#)

## STEP 6

### Click on Choose file to upload and attach your file to this form

You can add up to 5 files to a single form

Description of attached file ★

Research presentation presented at department meeting

You can link this event to your curriculum goals using the 'link to goals' button at the top of the form. You may wish to include an explanation of how the attached documents provide evidence of your progress towards the CIPs.

Please use the 'Choose file' button below to attach your files. You can attach up to 5 files to this form. ★

[Choose file](#)

[Attach files](#)

[Submit](#) [Save as draft](#)

## STEP 7

### Click on Submit

**Description of attached file** ★

Research presentation presented at department meeting

You can link this event to your curriculum goals using the 'link to goals' button at the top of the form. You may wish to include an explanation of how the attached documents provide evidence of your progress towards the CIPs.

Please use the 'Choose file' button below to attach your files. You can attach up to 5 files to this form. ★

[Choose file](#)

[Attach files](#)

[Submit](#) [Save as draft](#)

