



# How to Create Participant Progress Reports

1. Login to eDofE and navigate to the Participant Overview for the required group of participants (**Manage Participants>Participant Overview**)

You are here > [Manage participants](#) > [Participant overview](#)

Leader 26  
ID No: 766470  
[View/edit my profile](#)

- DofE Information
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  - Create participant
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### Participant overview

Choose from the filters below to create a list of the participants you wish to view. You can choose from the three options to view a group, subgroup or individual.

**Location**

Region: Training  
LO: Central England LO  
Centre: Debbie - Training Zone  
Group: Training Group 04  
Status: (Current)

**Subgroups**

(Please select)

**User details**

ID number:   
First name:   
Surname:

**Levels**

Bronze  
 Silver  
 Gold  
 All

Hide Completed Levels:

Managing Participants:  Key:

Results: 6

ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Select
1055700	james	brown	Training Group 04	B	X	X	X	X	n/a	<input type="checkbox"/>

2. Select the **Download to Spreadsheet** option at the bottom of the screen.

Results: 6

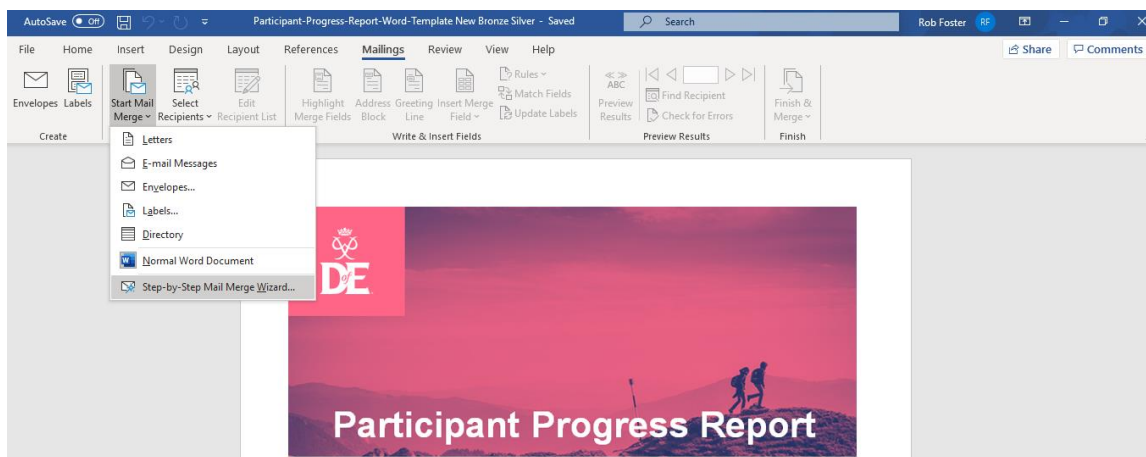
ID	First name	Last name	Group	Level	Volunteering	Physical	Skills	Expedition	Residential	Select
1055700	james	brown	Training Group 04	B	X	X	X	X	n/a	<input type="checkbox"/>
877914	Donald	Duck	Training Group 04	B	10/06/2014	01/10/2014	X	View	n/a	<input type="checkbox"/>
877911	Mickey	Mouse	Training Group 04	B	10/06/2014	14/07/2014	14/07/2014	View	n/a	<input type="checkbox"/>
815460	Tim	Small	Training Group 04	B	X	X	X	View	n/a	<input type="checkbox"/>
832232	wendy	smith	Training Group 04	B	X	X	X	View	n/a	<input type="checkbox"/>
769506	Jack	Spratt	Training Group 04	B	15/01/2014	01/10/2014	X	View	n/a	<input type="checkbox"/>

Results: 6

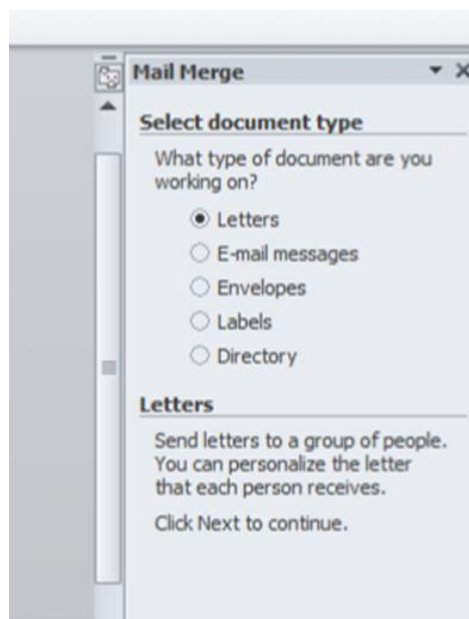
- This will save the information as a CSV (comma separated values) file. Open the file. If any rows in the Section progress columns (F, J, N, R) are blank, enter **Not started**. Save the file as an **Excel** spreadsheet and then close it.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T				
1	Id	First nam	Surname	Group	Level	Vol Sectio	Vol date	s	Volunteer	Volunteer	Phy Sectio	Phy date	s	Physical c	Physical d	Skl Sectio	Skl date	s	Skills cate	Skills deta	Exp Sectio	Exp mode	Expeditio	Res
2	1055700	james	brown	Training G	Bronze	Not starte					Not starte										NotStarted			
3	877914	Donald	Duck	Training G	Bronze	Programr	#####	Working v	Animal W	Section cc	#####	Extreme s	Caving an	Not starte							Draft	Rowing	long mynd	
4	877911	Mickey	Mouse	Training G	Bronze	Programr	#####	Working v	Animal W	Section cc	#####	Individual	Boxing	Section cc	#####	Music	Playing an				Draft	Rowing	long mynd	
5	815460	Tim	Small	Training G	Bronze	Not starte					Not starte										Draft	Rowing	long mynd	
6	832232	wendy	smith	Training G	Bronze	Not starte					Not starte										Draft	Rowing	long mynd	
7	769506	Jack	Spratt	Training G	Bronze	Programr	#####	Coaching	!Music Tuil	Section cc	#####	Extreme s	Caving an	Not starte							Draft	Rowing	long mynd	
8																								

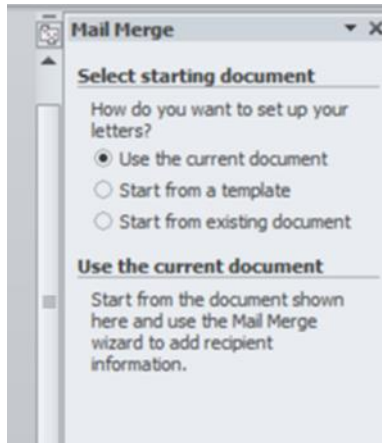
- Open the **Participant Progress Report** template (word document).
- Amend the contact email address at the bottom of the page and add any other generic text that you want to include on all the reports.
- Select the **Mailings** option on the menu bar.
- Select **Start Mail Merge** and then the bottom option, **Step By Step Mail Merge Wizard**.



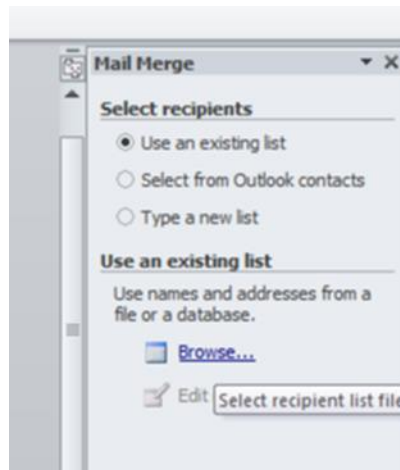
- On the right-hand side menu choose the **Letters** option. Click **Next** at the bottom of the screen.



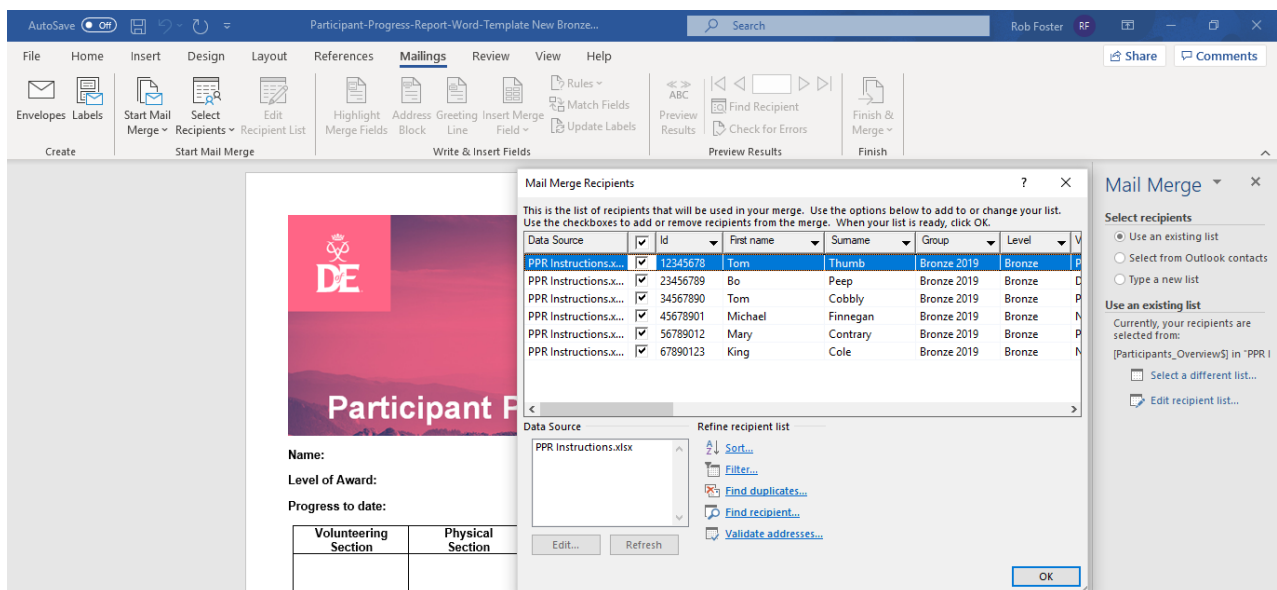
9. Then select **Use the Current Document** from the starting document options.



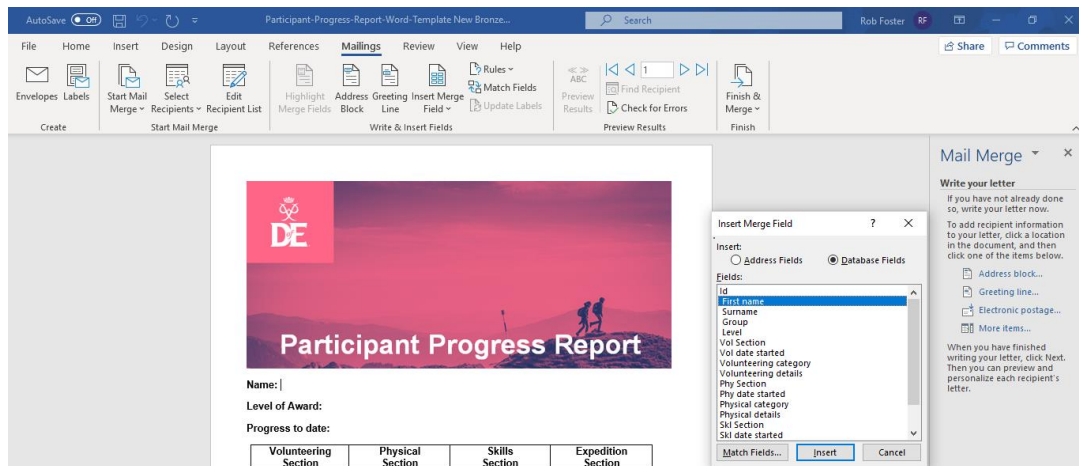
10. Choose **Use an Existing List** and then click on **Browse**. Locate and select the Excel spreadsheet that you created earlier from eDofE.



11. Click **OK** and click on **Write Your Letter** at the bottom of the screen.



12. Place the cursor in the correct place on the template by clicking to the right of **Name**. Select **More Items** from the right hand menu. Select **First name** from the list of options. Click **Insert** and then **Close**.



13. You should now have inserted a field as below.

Name: «First\_name»

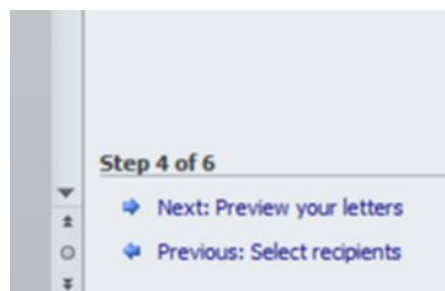
Level of Award:

Progress to date:

Volunteering Section	Physical Section	Skills Section	Expedition Section

14. Repeat this for all fields as highlighted on the next page.

15. Once all fields have been inserted, select **Preview your letters** at the bottom of the screen.



16. If you are happy with the preview, then **Complete the merge**, which will allow you to view all of the letters.



17. The Progress Reports can be printed directly from the template document or can be saved for later or emailed to others by selecting **Print to PDF** from your printer selection menu.



# Participant Progress Report

Name: «First\_name» «Surname»

Level of Award: «Level»

Progress to date:

Volunteering Section	Physical Section	Skills Section	Expedition Section
«Vol_Section»	«Phy_Section»	«Skil_Section»	«Exp_Section»
«Volunteering_details»	«Physical_details»	«Skills_details»	«Exp_Mode_of_Travel»

Explanation of progress:

<b>Not started</b>	No plan has been entered There is no evidence that the activity has been started.
<b>Draft</b>	A plan has been entered but has not been sent to the Leader for approval
<b>Programme planner approved</b>	The plan has been completed and approved by the Leader. The participant should now be completing their chosen activity
<b>Section complete</b>	The activity has been completed for the correct timescale and all evidence has been uploaded and approved.

Once all 4 sections are complete, the final Award will be verified. Once we are satisfied that the Awards is complete the Certificate and Badge will be awarded.

If you have any queries please do contact the school DofE Manager directly at [DofELeaders@DofECentre.org](mailto:DofELeaders@DofECentre.org)