



Quest User Guide

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*A Quick Start Guide for teachers using the electronic
resource for Quest*

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Introduction

Quest for learning has been created to show a range of learning pathways that can be used to assess the learning of young people with complex needs and will provide an appropriate context for the development of these early skills.

Quest:

- Provides a whole picture of the learner and learning process - built up through his / her years of learning, encountering and / or experiencing;
- Focuses on the learner and his / her strengths;
- Provides an assessment which is process based and looks at the relationship between the learner and his / her environment;
- Ensures the staff undertaking the assessment have a high regard for relationships and support interactive approaches;
- Ensures the main purpose of assessing a learner is to enable him / her to make the best possible progress in the development of skills, knowledge and understanding.

Quest software is designed to complement the Quest assessment tool. It provides a clear, simple method to record and monitor individual progress. It also allows pupils to be grouped in classes to simplify the work of recording for teachers. Information on a pupil's learning may be seen in both textual and graphical forms. Quest software also gives the opportunity for learner progress to be monitored or reviewed over different time periods. Teachers have the ability to view information on all learners who have information in their school's Quest system.

Basic details about learners, classes and teachers may be added, edited and deleted as required. Teachers can enter notes to explain the work done in achieving each milestone, such as date, activity, the staff involved. Information recorded using the Quest software can be passed on to the next teacher if the pupil moves to a different class. Quest maps can be printed out in a variety of forms – blank, specific to a user or the official milestones.

1 How to Login to the Quest Software

Please click on the following link or enter the link into a web browser:

http://www.nicurriculum.org.uk/inclusion_and_SEN/SEN/pmlD.asp or go to

<http://www.nicurriculum.org.uk> click 'Inclusion & SEN' and then click 'Profound and Multiple Learning Difficulties'.

To login to the Quest Software please click on the button on the right hand side of the page 'Quest for learning Login'. (Please see Figure 1).

Figure 1: Northern Ireland Curriculum PMLD page

Northern Ireland Curriculum

home about research contact Google Custom Search go


Foundation KS 1&2 KS 3 KS 4 Inclusion & SEN Irish Medium

Nicrefresh Inclusion And SEN SEN PMLD

Profound & Multiple Learning Difficulties (PMLD)

Learners with profound and multiple learning difficulties (PMLD) have complex learning needs. In addition to very severe learning difficulties, learners have other significant difficulties, such as physical disabilities, sensory impairment or a severe medical condition. These learners require a high level of adult support for their learning needs and are likely to need sensory stimulation and a curriculum broken down into very small steps.

Quest for learning Booklet



Quest for learning is a guidance and assessment resource to support teachers and classroom assistants of learners with PMLD, providing ideas for and pathways to learning.

Quest for learning Software

Quest software is designed to complement the Quest assessment tool. It provides a clear, simple method to record and monitor individual progress. It also allows pupils to be grouped in classes to simplify the work of recording for teachers. Information on a pupil's learning may be seen in both textual and graphical forms. Quest software also gives the opportunity for learner progress to be monitored or reviewed over different time periods. Teachers have the ability to view information on all learners who have information in their school's Quest system. To access the software please click on the link on the right hand side of the page 'Quest for Learning Login' and download the Quick Start Guide for Teachers.

Quest for learning Maps

Quest for learning Software

Quest for learning Login

Quick Start User Guide for teachers
PDF, 613 KB

Downloads

Quest for learning

Quest for learning booklet (updated 16/11/2011)
PDF 1.1 MB

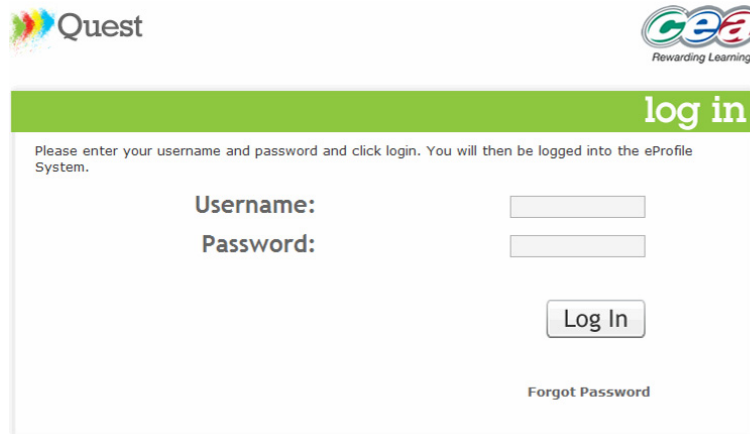
Quest for learning Maps

Quest for learning maps (updated 16/11/2011)
PDF, 625 KB

Quest for learning - editable map (updated 16/11/2011)
Doc, 665 KB

You will be directed to the login page, please enter your login: username and password, this is the login you have been provided with, and then click 'Login' (see *Figure 2*).

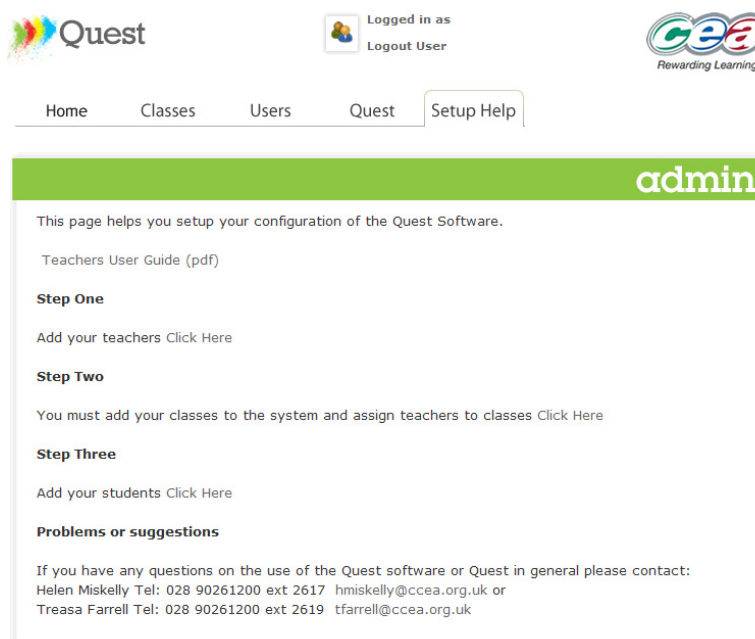
Figure 2: Login Details



2 Setup Help

When you first login to the system you will be presented with a help menu that will guide you through setting up your users. You must first setup your teachers who will use the Quest software. In Step One 'Click here' to add your teachers (*see Figure 3*).

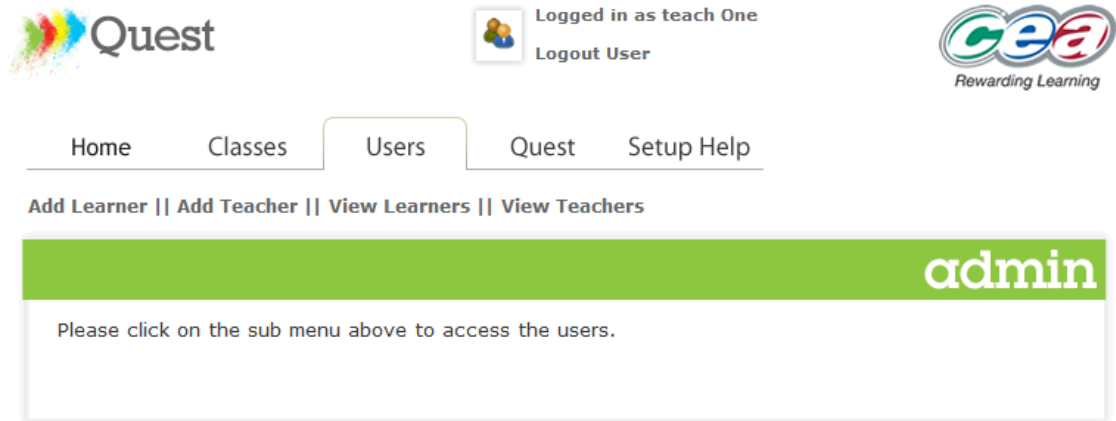
Figure 3: Setup Help



3 Adding Teachers

Click on the 'Users' option on the menu at the top see Figure 4 and then click on the 'Add Teacher' link on the sub menu.

Figure 4: Admin Menu



Enter a first name, last name, email address, a user name and password. When complete please click the 'Add Teacher' button. (Please see Figure 5 below for screen shot).

Figure 5: Add a Teacher

Quest

Logged in as teach One
Logout User

CEA
Rewarding Learning

Home Classes **Users** Quest Setup Help

Add Learner || Add Teacher || View Learners || View Teachers

admin

Add Teacher

To add teachers fill in the textboxes below and click 'Add Teacher'.

First Name:

Last Name:

Email Address:

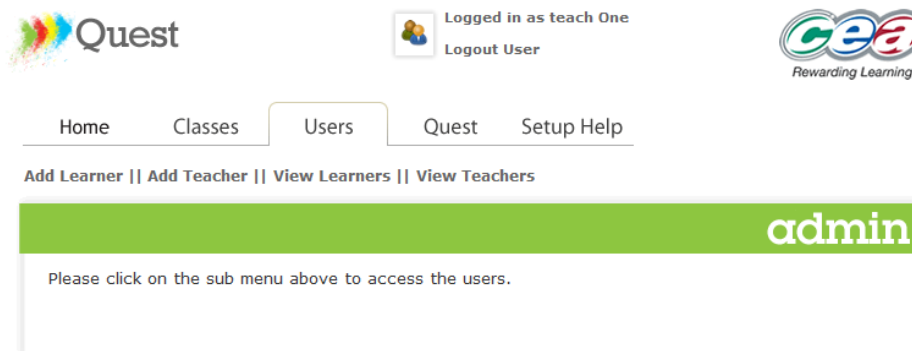
User Name:

Password:

3.1 Editing / Deleting Teachers

Click on the 'Users' option on the menu at the top (see Figure 6) and then click on the 'View Teachers' link on the sub menu. A list of your centre's teachers will appear. Please click on the 'edit' button for the teacher you wish to edit (See figure 7).

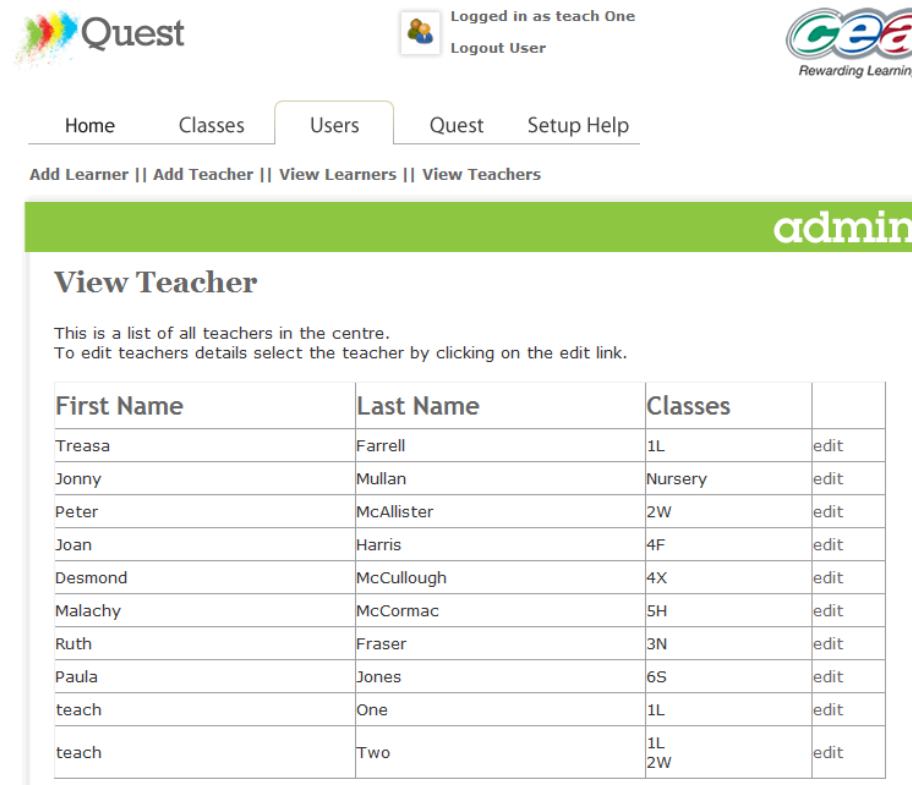
Figure 6: Admin Menu



Teachers may be sorted by First Name, Last Name or Class by clicking on the column heading. (See figure 7).

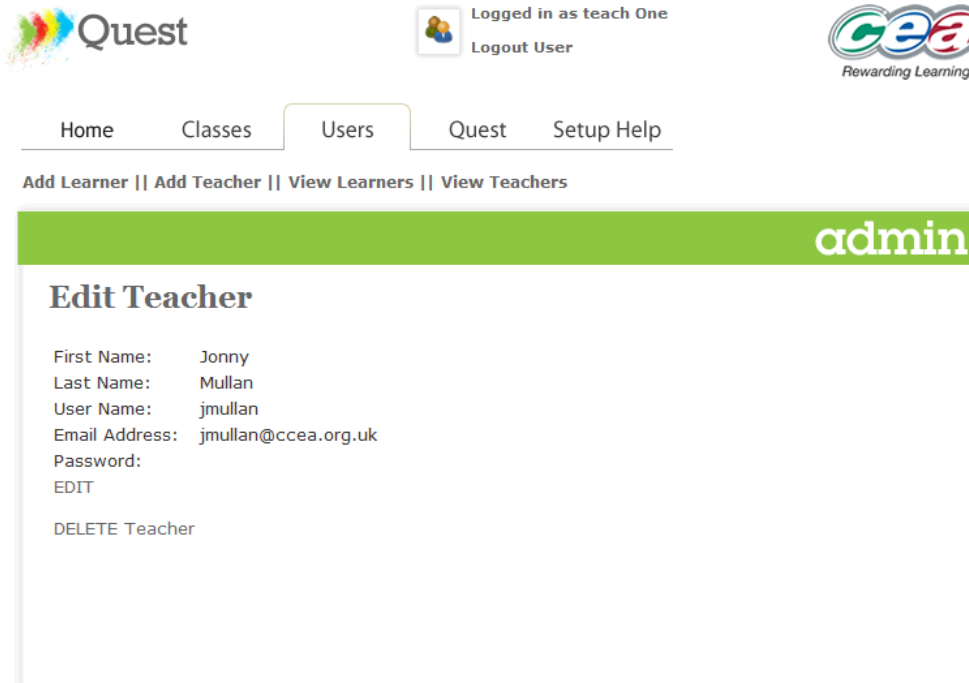
A list of your centre's teachers will appear. Please click on the 'edit' button for the teacher you wish to edit (See figure 7).

Figure 7: Editing a Teacher



When the page appears please click 'EDIT' again, or if you wish to delete the teacher click 'Delete' (See figure 8).

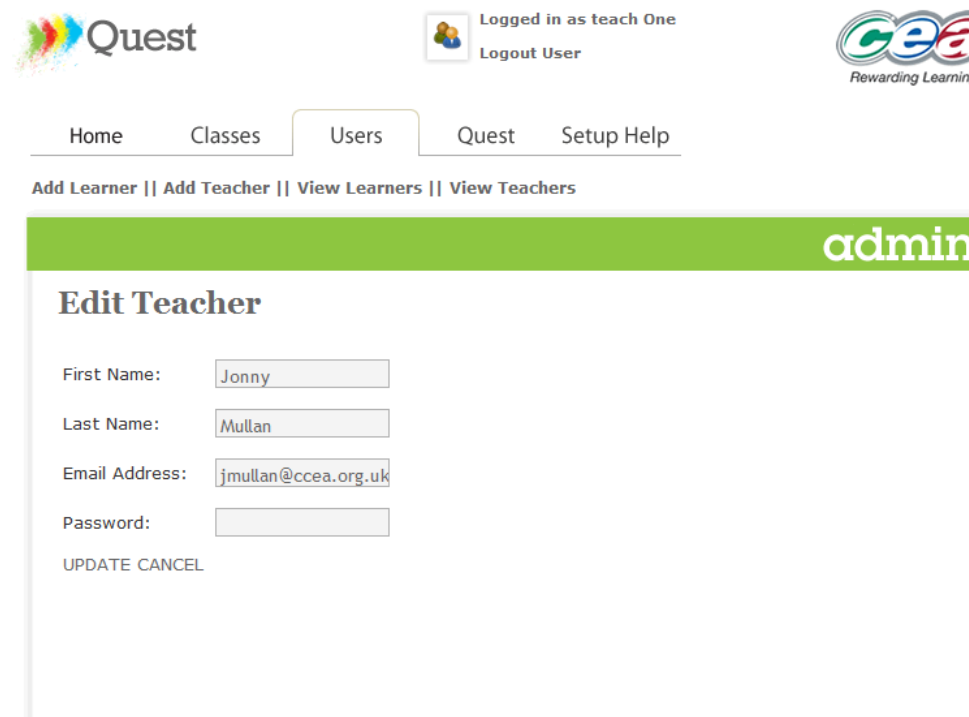
Figure 8: Editing a Teacher



The screenshot shows the Quest application interface. At the top left is the Quest logo. In the top center, it says "Logged in as teach One" with a user icon and a "Logout User" link. At the top right is the CCEA logo with the tagline "Rewarding Learning". Below the logo is a navigation menu with "Home", "Classes", "Users", "Quest", and "Setup Help". Underneath the menu are links: "Add Learner || Add Teacher || View Learners || View Teachers". A green header bar contains the word "admin". The main content area is titled "Edit Teacher" and displays the following details: First Name: Jonny, Last Name: Mullan, User Name: jmullan, Email Address: jmullan@ccea.org.uk, Password: EDIT. At the bottom of the details are two links: "DELETE Teacher" and "EDIT".

Please change details as necessary and click 'UPDATE'. (Please see Figure 9 below for screen shot).

Figure 9: Editing a Teacher



The screenshot shows the Quest application interface, similar to Figure 8. The navigation and header elements are the same. The main content area is titled "Edit Teacher" and displays the following details with input fields: First Name: Jonny, Last Name: Mullan, Email Address: jmullan@ccea.org.uk, Password: [empty field]. At the bottom of the details are two links: "UPDATE" and "CANCEL".

4 Adding / Editing / Deleting Classes

Click on the 'Classes' option on the menu at the top see Figure 10.


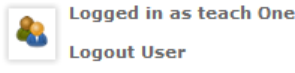

To add a new class please enter the name of the class and select one or more teachers from the list of check boxes, then click 'Add'. *(Please see Figure 10 below for screen shot).*

Figure 10: Adding a class

Class Name	Teacher List	
1L	Treasa Farrell teach One teach Two	Edit
2W	Peter McAllister teach Two	Edit
3N	Ruth Fraser	Edit
4F	Joan Harris	Edit
4X	Desmond McCullough	Edit
5H	Malachy McCormac	Edit
6S	Paula Jones	Edit
Nursery	Jonny Mullan	Edit
Add a new class Use the field below to enter the name of your class You may give any number of teachers access to the class by selecting them on the list to the right. Class Name: <input type="text"/>	Select Teachers for Class <input type="checkbox"/> Treasa Farrell <input type="checkbox"/> Ruth Fraser <input type="checkbox"/> Joan Harris <input type="checkbox"/> Paula Jones <input type="checkbox"/> Peter McAllister <input type="checkbox"/> Malachy McCormac <input type="checkbox"/> Desmond McCullough <input type="checkbox"/> Jonny Mullan <input type="checkbox"/> teach One <input type="checkbox"/> teach Two	Add

To edit a class please click on the 'Edit' link beside the class you wish to edit. To delete a class you may also click on the 'Delete' link (*Please see Figure 11 below for screen shot*).

Figure 11: Editing a class

Home **Classes** Users Quest Setup Help

admin

View / Add / Edit Classes

This page displays all your class in your school, you may view, add or edit classes.

Class Name	Teacher List	
<p>Edit your class</p> <p>Use the field below to change the name of your class</p> <p>You may give any number of teachers access to the class by selecting them on the list to the right.</p> <p>Class Name: <input style="width: 100px;" type="text" value="1L"/></p>	<p>Select Teachers for Class</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Treasa Farrell <input type="checkbox"/> Ruth Fraser <input type="checkbox"/> Joan Harris <input type="checkbox"/> Paula Jones <input type="checkbox"/> Peter McAllister <input type="checkbox"/> Malachy McCormac <input type="checkbox"/> Desmond McCullough <input type="checkbox"/> Jonny Mullan <input checked="" type="checkbox"/> teach One <input checked="" type="checkbox"/> teach Two 	<p>Update</p> <p>Cancel</p> <p>Delete</p>
2W	Peter McAllister teach Two	Edit

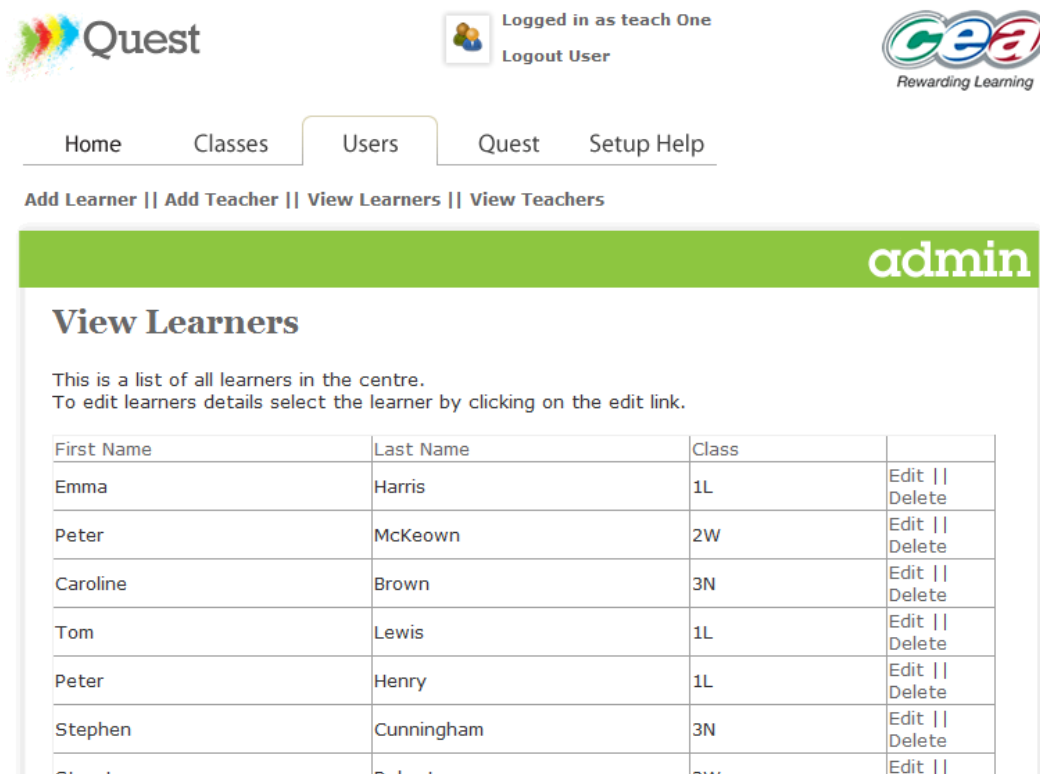
5 Adding / Editing / Deleting a Learner

Click on the 'Users' option on the menu at the top see Figure 12 and then click on the 'View Learners' link on the sub menu.

Learners may be sorted by First Name, Last Name or Class by clicking on the column heading.

To add a new Learner click on the text boxes at the bottom of the page in the footer, please enter a first name, last name and select a class and click 'Add' (*please see figure 12*).

Figure 12: Learner Page



The screenshot shows the Quest interface. At the top left is the Quest logo. In the center, it says "Logged in as teach One" and "Logout User". On the right is the CEE logo with the tagline "Rewarding Learning". Below these is a navigation menu with "Home", "Classes", "Users" (highlighted), "Quest", and "Setup Help". Under the "Users" menu, there are links for "Add Learner", "Add Teacher", "View Learners", and "View Teachers". The main content area has a green header with the word "admin" and a section titled "View Learners". Below this, there is a text block: "This is a list of all learners in the centre. To edit learners details select the learner by clicking on the edit link." Below the text is a table with columns for First Name, Last Name, Class, and a column for Edit/Delete actions.

First Name	Last Name	Class	
Emma	Harris	1L	Edit Delete
Peter	McKeown	2W	Edit Delete
Caroline	Brown	3N	Edit Delete
Tom	Lewis	1L	Edit Delete
Peter	Henry	1L	Edit Delete
Stephen	Cunningham	3N	Edit Delete
Robert	Robertson	2W	Edit

To edit a Learner click on the selected Learners 'edit' link and the Learner's information will be editable, please edit as required and click 'UPDATE' (*See figure 13*). Please note that when you change the class for a Learner, the Learner's Quest Map will transfer with them and the Learner will appear on the class teacher's home page.

Figure 13: Learner Page

Quest

Logged in as teach One
Logout User

CEA
Rewarding Learning

Home Classes **Users** Quest Setup Help

[Add Learner](#) || [Add Teacher](#) || [View Learners](#) || [View Teachers](#)

admin

View Learners

This is a list of all learners in the centre.
To edit learners details select the learner by clicking on the edit link.

First Name	Last Name	Class	
Emma	Harris	1L	UPDATE CANCEL
Peter	McKeown	2W	Edit Delete
Caroline	Brown	3N	Edit Delete
...	Edit

6 Quest Milestones

From the Home page you may access a Learner's quest map directly by clicking on the Quest Icon next to their name (see figure 14), or you may click 'Quest' on the top menu.

Figure 14: Quest

Quest

Logged in as teach One
Logout User

CEA
Rewarding Learning

Home Classes **Users** Quest Setup Help

admin

Your Learners List

This page displays all the learners in your class and gives you access to their details to view or edit.
[Click here to add learners to your class](#)

	First Name	Last Name	Class	Quest	
	Steph	Doran	1L		Edit
	Emma	Harris	1L		Edit
	Peter	Henry	1L		Edit
	Tom	Lewis	1L		Edit

6.1 Features

On this page you may:

- View milestones;
- Sort milestones;
- Print milestones;
- View Quest Map;
- Filter milestones;
- Add a new milestone;
- Edit a milestone;
- View the history of a milestone.

Figure 15: Quest Milestones

quest

View / Add / Edit Milestones for Quest - Tom Lewis (1L)

Welcome to Quest Milestone page. Learners can be selected from the list below. Use the icons below to filter/print/add the learner's milestones. Milestones may be sorted by clicking on the headings **Milestone** and **Date Indicated**

[Click here to restrict the Learner list to My Learners](#) [Click here to show All Learners in Learner list](#)

Select Learner: Tom Lewis (1L) — select learner

Milestone	Date Indicated
<p>Milestone: 1 Notices Stimuli</p> <p>Context: something more Meaningful</p> <p>Description: 1 Some details added to the description</p> <p>Evaluation: Some details added to the Evaluation</p> <p>Last Edited By: Treasa Farrell on 26/04/2012 09:00:33</p>	05/11/2008

print selected milestones
view quest map
filter milestones
add new milestone
click here to view the history of this record
edit milestone details

View History Edit Milestone

6.1.1 View milestones

Please ensure you have selected a Learner first, click on the drop down list for the Learners (by default your own class will appear in the drop down list, to see all the centres Learners please click '**All Learners**' and all Learners will appear in the drop down list box) then select the appropriate Learner. The Quest Milestones will then appear below (*see figure 15*).

6.1.2 Sort milestones

To sort the Quest Milestones you can click on the '**Milestone**' heading. To sort by date indicated you can click on the '**Date Indicated**' heading.

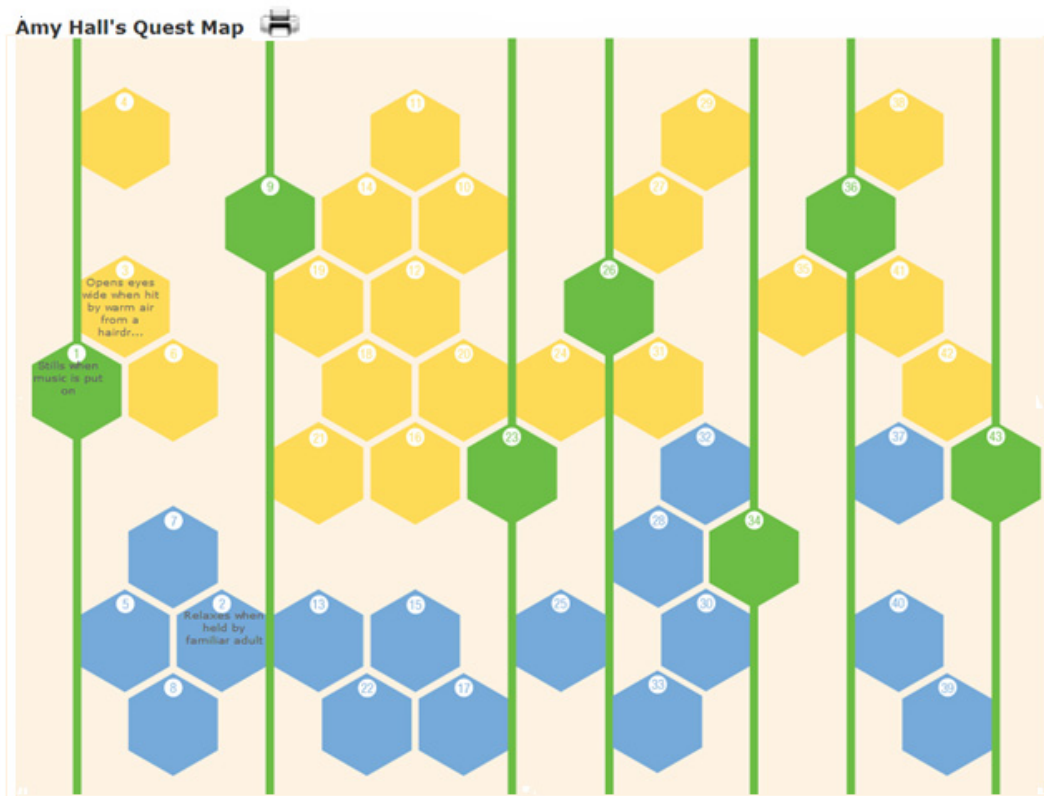
6.1.3 Print milestones

Clicking on the print icon (indicated on Figure 15) will give you the option to print the milestones you have selected on the screen or save them as a pdf file.

6.1.4 View Quest Chart

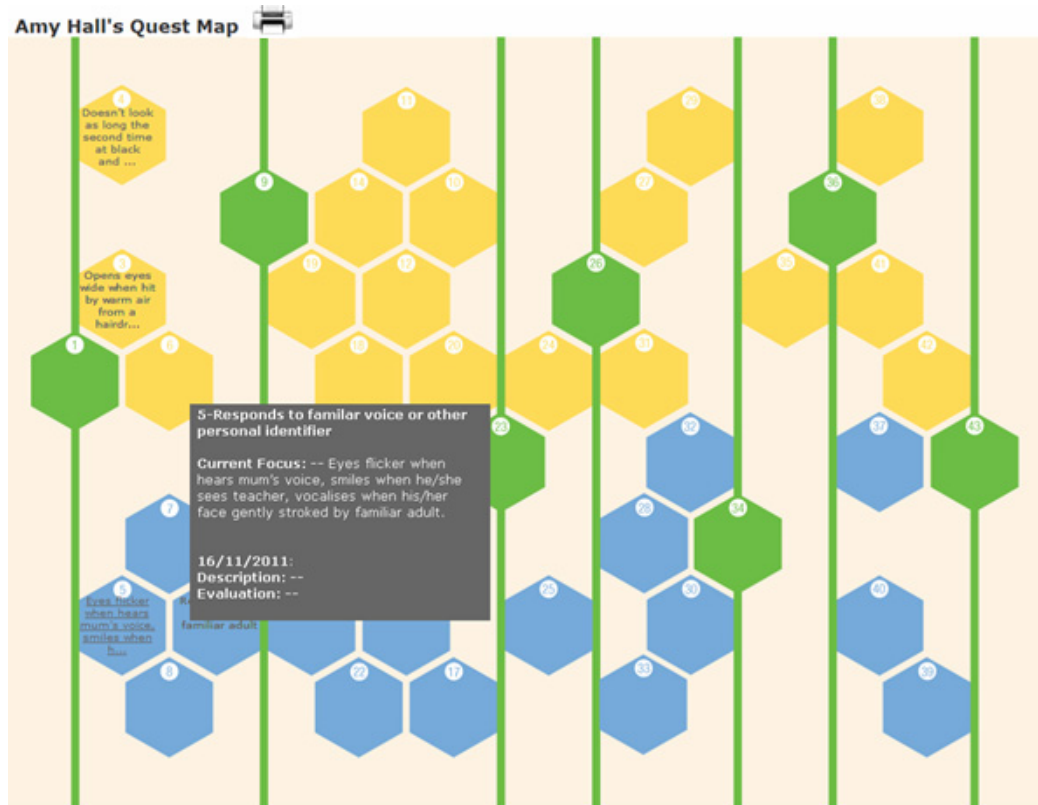
Clicking on the Quest icon (indicated on Figure 15) will open the Quest Chart for the selected Learner. From this page you will have the option to print a copy of the chart or save it as a pdf file by clicking on the print icon.

Figure 16: Quest Chart



When the Learners Quest Map is displayed and the current focus is longer than the size of the milestone on the map the first couple of sentences will be displayed, you will see a '...' to indicate there is more to see. Roll over the milestone with your mouse to see further details in a pop up as shown below

Figure 17: Quest Map showing further details



6.1.5 Filter milestones

Clicking on the Filter icon (indicated on Figure 15) will produce the popup shown below.

Figure 18: Filter Details

Filter Milestones Select dates and click on Filter. From: 08/05/2011 ... To: 08/05/2012 ...

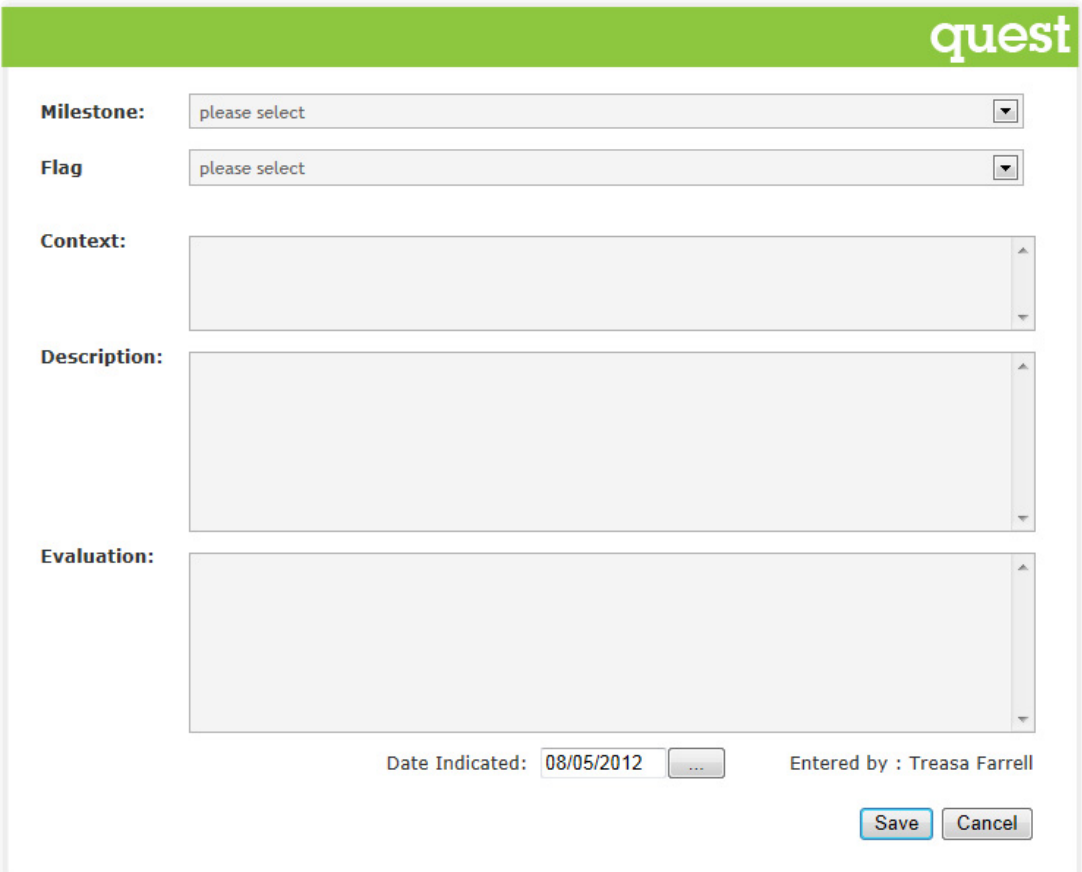
Show: All Milestones [v] [Filter] [Remove Filter]

On this popup you may select milestones between certain dates and you then have the option of selecting a particular milestone or all milestones.

6.1.6 Add a new milestone

A new milestone may be entered by clicking on the +(plus) icon as indicated on Figure 15. This will open the form outlined below.

Figure 19: New Milestone Form



The screenshot shows the 'New Milestone Form' interface. At the top left is the Quest logo, and at the top right is the GEE logo with the tagline 'Rewarding Learning'. The form itself has a green header with the 'quest' logo. It contains the following fields:

- Milestone:** A dropdown menu with 'please select' as the current selection.
- Flag:** A dropdown menu with 'please select' as the current selection.
- Context:** A large text area for entering context information.
- Description:** A large text area for entering a description.
- Evaluation:** A large text area for entering evaluation information.

At the bottom of the form, there is a 'Date Indicated:' field with the value '08/05/2012' and a small calendar icon. To its right is an 'Entered by:' field with the value 'Treasa Farrell'. At the bottom right corner, there are two buttons: 'Save' and 'Cancel'.

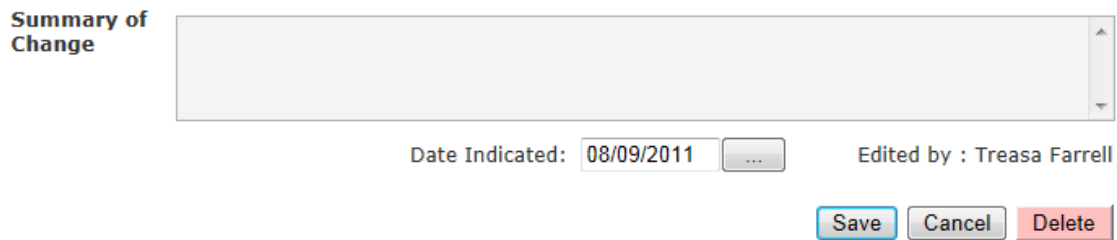
Please select your milestone from the drop down list and any flag that may be associated, enter a context, a description, any evaluation information and date indicated, and then please click 'Save'.

**** Please Note **:** The system may time out after 40 minutes of no activity so any information you have typed in the boxes but not saved may be lost.

6.1.7 Edit a milestone

This is similar to the add milestone form shown previously. Changes may be made to any of the fields. The main difference on the form is the addition of an extra field **summary of change**. This field is used to provide a brief summary of the reasons for the edit and will be used in the view history section described later.

Figure 20: Milestone Edit Details



Summary of Change

Date Indicated: 08/09/2011

Edited by : Tresa Farrell

Save Cancel Delete

6.1.8 View the history of a milestone

When a milestone is edited a record of the previous version is saved thus maintaining a record of all the versions of the milestone. The **summary of change** field allows you to enter a summary of what is different between this and the previous version. The logged in user's name and the date and time of the edit are also recorded. Clicking on the **View History** button shows the complete history of this milestone. A copy of this history may printed or saved as a pdf file by clicking on the print icon on the history form.

6.2 Additional Material

A number of Quest Maps are available as downloads. These links can be found at the bottom of the milestones page.

- Quest Map – Criteria;
- Quest Map – Example;
- Quest Map – Blank.

7 Help / Contact Us

Quest Support

If you have any questions on the use of the Quest software or Quest in general please contact:

Helen Miskelly	Tel: 028 90261200 ext 2617	email: hmiskelly@ccea.org.uk
Treasa Farrell	Tel: 028 90261200 ext 2619	email: tfarrell@ccea.org.uk