

# **My Journey\* Guide**

**(for teachers)**

\* a feature within MySkillsFuture Student Portal

# Overview of *My Journey*

- As students journey through various learning and life experiences, they are encouraged to reflect on their own growth and development.
- *My Journey* allows students to think back on their CCE Lessons and student development experiences (SDEs), document and learn from their own experiences.
- As they narrate and construct meaning from positive and negative experiences, students learn social-emotional and metacognitive skills, and mindsets that equip them for lifelong learning.
- *My Journey* consists *Termly Reflections*, which supports the conduct of Termly Teacher-Guided Sessions and *My Post*.

## ***Termly Reflections***

- Allow students to reflect on their Termly Teacher-Guided Sessions
- Allows form teachers to know more about their students

## ***My Post***

- Allow students to indicate their emotional states and ability to cope for the respective experiences
- Allow form teachers to have a sensing of students' emotional states and ability to cope

# *Termly Reflections*



# About *Termly Reflections*



Opportunities are provided during the **Termly Teacher-Guided Sessions** for students to

- make sense of, and meaning in, of their experiences and learning;
- narrate their stories;
- reflect on their character growth and development, and
- develop metacognitive skills so that they can monitor their progress and learn better for life as they work towards developing their best selves. These skills include being able to:
  - articulate their learning process
  - think about their thinking
  - notice patterns in their thinking that are helpful or unhelpful for their character growth
- Through various strategies, form teachers guide students to think about their learning, the skills they have applied and how they can act on feedback from others to make progress.
- The Gratitude Challenge in each session encourages students to consciously make it a point to express gratitude a part of who they are in their everyday lives. Form teachers may want to encourage students to take on the suggested challenge for the rest of the term and get them to share their experiences in the next session.
- Using the ***Termly Reflections*** worksheets within the MySkillsFuture Student Portal as well as other features in the portal (such as My Goals), students can leverage technology to document their reflections, monitor their growth across the years and review their action plans for continual character growth and development.



# Students' View





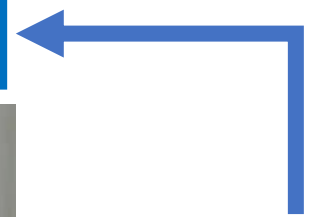
# Login to *My Journey*

MySKILLSfuture

About ▾ Know Yourself World of Work ▾ Education Guide ▾ | Help ▾ Feedback



Login 🔒



Click here to Login





# Accessing *Termly Reflections*

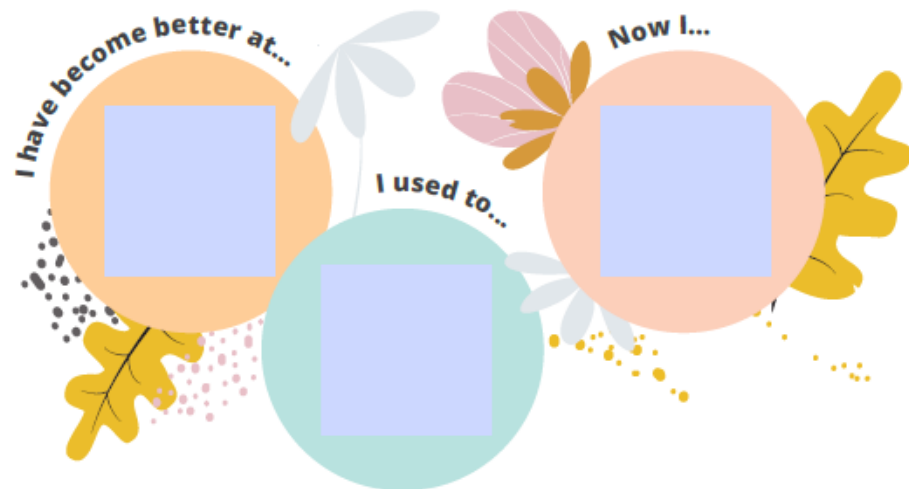
The screenshot displays the MySKILLSfuture website. At the top left is the logo "MySKILLSfuture". The top navigation bar includes links for "About", "Know Yourself", "World of Work", "Education Guide", "Help", and "Feedback", along with search, user profile, and "Logout" buttons. A secondary navigation bar contains "Overview", "My Profile", "My ePortfolio", "My Journey", "My Goals", "Prepare for Work", and "My SkillsPassport", with "Notifications" and "Settings" on the right. A dropdown menu under "My Journey" shows "My Posts Page" and "Interactive Overview", with the latter highlighted. A white callout box with a right-pointing arrow contains the text "Go to My Journey → Interactive Overview". The background of the page shows a group of students smiling in a classroom setting.



# Accessing *Termly Reflections*



Reflect on your growth and development this year using the following sentence starters.



Let's think about the next steps for the year ahead!



## OUR SHARED EXPERIENCES

Reflect on your school experiences.

Which of your many school experiences helped you to learn more about Singapore and what it means to be a Singaporean or resident in Singapore?

Select one school experience from My Student Experiences (Annex A1), then pen down how that experience made you feel and what you have learnt from it below.



### EXPERIENCE

Select one school experience from the list below:

How did this experience make you feel?

What have you learnt from it?

During the group discussion, what questions would you like to ask or have asked your peers to find out more about their experience?

After hearing your classmates' sharing, what are the thoughts or insights you have gained?

What is one personal experience that made you learn more about who you are as a Singaporean or a resident of Singapore?

Share your reasons why.

What is one wish or hope you have for Singapore and Singaporeans for the future?

What can you do to attain this wish or hope you have for Singapore?



# Teachers' View





# Accessing Students' *Termly Reflections*

To access students' entries, teachers can login and click on one of the following menus:

**MySKILLSfuture** About ▾ Know Yourself World of Work ▾ Education Guide ▾

Overview My Profile My ePortfolio My Journey My Goals Prepare for Work My SkillsPassport

My Journey Admin View

Termly Checkpoint Admin View → To view students' entries in *Termly Reflection* worksheets



# Accessing Students' *Termly Reflections*



Upon clicking on *Termly Checkpoint Admin View*, teachers can view their students' submission of their *Termly Reflection*.

Search(Name) [Search] Download

Filters: ADMIRALTY SECONDARY SCHOOL Select Academic Level Class

Select **level** and click on **Download**

My Profile > Student's Checkpoint Form

### Student's Checkpoint Form

Search(Name) [Search] Download

Filters: ADMIRALTY SECONDARY SCHOOL All

The report(s) will be generated and sent to your email by the following day.

OK

Primary Know Yourself Who we are Ministry of Education

## Please Note:

The report will be ready for viewing in 24 hours.

It will remain available for 3 days before being deleted automatically.

# Accessing Students' *Termly Reflections*



Form Teachers are encouraged to view students' submissions of their ***Termly Reflection***. For students who have indicated that they are facing issues/challenges or not coping well, teachers can do the following:

- Find an appropriate platform to check in sensitively with the student to understand his/her concerns/issues/challenges;
- Ascertain the support and guidance the student may need;
- Share coping strategies with the student or refer him/her to the School/ ECG Counsellor for additional support, and
- Continue to monitor and support the well-being of the student.

# ***My Post***





# About *My Post*

- My Post is designed to allow students to
  - document reflections of and make sense of their experiences (e.g. SDEs);
  - indicate their emotional states and ability to cope;
  - share post with their teachers, parents and friends who could further support them in their growth and development, and
  - tap on their resources and reach out for help
- Form teachers are to
  - encourage students to document their reflections on their CCE Lessons and SDEs using *My Post*, and
  - help students to make sense of their reflection of experiences.



# Students' View





# Accessing *My Post*

The screenshot displays the MySKILLSfuture website interface. At the top, the logo "MySKILLSfuture" is on the left, and navigation links "About", "Know Yourself", "World of Work", "Education Guide", "Help", and "Feedback" are in the center. On the right, there are icons for search, user profile, and a "Logout" button. Below this is a dark navigation bar with links: "Overview", "My Profile", "My ePortfolio", "My Journey", "My Goals", "Prepare for Work", and "My SkillsPassport". On the far right of this bar are "Notifications" and "Settings" icons. A dropdown menu is open under "My Journey", showing "My Posts Page" (highlighted with a blue border) and "Interactive Overview". A white callout box with the text "Go to My Journey → My Posts Page" is overlaid on the image. The background of the page shows a group of students smiling in a classroom setting.



Home / My Profile > My Posts

# My Posts

# Accessing *My Post*



Secondary 2

Click here to create post



Academic Year

The screenshot displays a grid of 14 social media posts, each featuring a photo, a title, and a date of '06 Aug'. The posts are arranged in three rows. The first row contains six posts: 'Second Outdoor Lesson', 'First outdoor lesson', 'Racial Harmony Day', 'Fun day out', 'Bad Lunch', and 'Long wait'. The second row contains six posts: 'National Day Celebration', 'Fun science experiment', 'Breaking news - My best friend', 'First defeat after a long time', 'BFFs', and 'Not an Ideal day out'. The third row contains two posts: 'Overcoming my fears' and 'Farming'. Below the grid, there are two 'Hidden Post' buttons. Red hand-drawn annotations include circles around the 'Long wait' and 'First defeat after a long time' posts, and lines connecting them to the 'Click here to create post' button.

Post Title	Date
Second Outdoor Lesson	06 Aug
First outdoor lesson	06 Aug
Racial Harmony Day	06 Aug
Fun day out	06 Aug
Bad Lunch	06 Aug
Long wait	06 Aug
National Day Celebration	06 Aug
Fun science experiment	06 Aug
Breaking news - My best friend	06 Aug
First defeat after a long time	06 Aug
BFFs	06 Aug
Not an Ideal day out	06 Aug
Overcoming my fears	06 Aug
Farming	06 Aug



# My Post Creation Page



Fields marked with \* are compulsory

## Title of Post\*

Type the title here

15  
Oct

## Upload Photo\*

Select File From Your Computer

## My Reflection\*

Enter My Reflection

(0/2000 characters)

## My Feeling\*

Happy      Satisfied      Discouraged      Sad

Slide the middle circle to reflect how you feel right now

## How are you coping?\*

I am coping well      I am coping      Slide      I am coping poorly      I am not coping at all

Reach Out for Help

Slide the middle circle to reflect how you are coping right now

## Check on the box(es) which applies to you.

Share this post with form teachers

Share this post with other teachers

Share this post with your parents / friends by

Example: JaniceTan@xyz.com, JamesTan@xyz.com

keying in their email addresses here

(To add multiple address, add ";" after each email address)

Set as favorite post

Hide post

Cancel      Save as draft      Submit



# Pop Up Message for Reach Out for Help Button



How are you coping?\*

Slide the middle circle to reflect how you are coping right now

Check on the box(es) which applies to you.

Share this post with form teachers

Share this post with other teachers

Share this post with your parents / friends by

keying in their email addresses here

(To add multiple address, add "," after each email address)

Set as favorite post

Hide post

Cancel

Save as draft

Submit

## When the red button is clicked, the following will be displayed in a popup:

You may wish to speak with your form teachers, subject teachers, Assistant Year Head, Year Head, School Counsellor, ECG Counsellor or parents to seek support.

In addition, the following is a list of helplines which you can also call to have someone to reach out to.

Name of Organisation	Purpose	Contact Details/ Operating Hours
eCounselling Centre (eC2) (Fei Yue Project 180)	An online facility offering free counselling to youths.	Fei Yue Community Services <a href="mailto:admin@ec2.sg">admin@ec2.sg</a> (Mon to Fri: 2.00pm – 5.30pm)
Samaritans of Singapore (SOS)	For people who experienced crisis and need advice and support.	1800-221 4444 (24 hours)
TOUCHline (TOUCH Youth)	A helpline for youth-related issues.	1800-377 2252 <a href="mailto:cyberwellness@touch.org.sg">cyberwellness@touch.org.sg</a>  Mon to Fri 9am – 6pm (except Public Holidays, eve of New Year, Chinese New Year & Christmas)
Help123 Cyber Wellness Community Support	A one-stop platform to address cyber wellness concerns faced by youths, parents or educators.	1800-612 3123 <a href="mailto:hello@help123.sg">hello@help123.sg</a> Mon to Fri: 10.00am – 6.00pm (except public holidays):
		Chat Online at: <a href="http://www.help123.sg">www.help123.sg</a> Mon to Fri: 2.00pm – 10.00pm (except public holidays)
MeToYou Cyber Care	A cyber-wellness programme for youths aged 12 to 18 years old.	6270-8327/ 9173-1766  Mon to Fri: 9.00am – 6.00pm



# My Post

# My Post Preview Page



6  
Aug

Photo/Video

Download



Title of Post

Breaking news - My best friend won!!!

My Reflection

Feeling very happy for my best friend and teammate. She won gold in the 100m Hurdles!!!!  
#Champion #hardwork #nationals

Post Shared With

Form Teacher: James\_tan@schools.gov.sg

Other Teachers: none

Parents/Friends: sallyng@gmail.com

My Feeling



How are you coping?

I can cope

Favorite Post

No

Hide Post

No

Cancel

Delete

Save








# Student's *My Post* Printout



Report Generation Date: 06/08/2020 05:06 PM

## My Posts

Date	Photo	Title	Description	Emotion	Ability to cope
08.06.2020		Breaking news - My best friend won!!!	Feeling very happy for my best friend and teammate. She won gold in the 100m Hurdles!!!! #Champion #hardwork #nationals	Happy	I am coping well
08.06.2020		First defeat after a long time	ended my 3 years winning streak today. what a way to start the year.	Sad	I am not coping at all
08.06.2020		BFFs	With my favourite people #BFFs	Happy	I am coping well



# Teachers' View





# Accessing Student's *My Post*

To access students' entries, teachers can login and click on one of the following menus:

The screenshot shows the MySKILLSfuture website navigation. At the top, the logo "MySKILLSfuture" is displayed in orange and red. To its right are four main menu items: "About", "Know Yourself", "World of Work", and "Education Guide", each with a downward arrow. Below these is a dark grey horizontal bar containing seven sub-menu items: "Overview", "My Profile", "My ePortfolio", "My Journey", "My Goals", "Prepare for Work", and "My SkillsPassport". The "My Journey" item is highlighted with a red rectangular box. A blue arrow points from the "My Journey Admin View" option within this box to a blue-bordered callout box on the right that contains the text "To view students' entries in *My Post*". Below the navigation bar, the breadcrumb trail reads "Home / My Profile > Student's Checkpoint Form" and the main heading "Student's Checkpoint Form" is visible in large orange letters.



# Accessing Student's *My Post*

Upon clicking on My Journey Admin View, teachers can view their students' entries in My Post:

## Student's Post

Search(Name, Title, Reflection)

Filters: Emotion  Can or Cannot Cope

Start Date  End Date

Hidden Or Shown  Select School  Select Academic Level  Select Class

<input type="checkbox"/>	Name	Date	Title	Reflection	
<input type="checkbox"/>		2022-10-31	Term 4	term 4 has been stressful with the Eoys but fun with my friends. I also managed to bond more with my friends and hang out more with them. Pre...	
<input type="checkbox"/>		2022-10-31	Soh jun yu reflectoons	Hello! I am ok right now. I love my subjects. I think I am coping just well for my different subjects. I may have questions for the subjects but I thin...	
<input type="checkbox"/>		2022-10-31	Juggling subjects	This year, I have learnt how to juggle the different subjects well enough so that they do not weigh me down. At the start I was very burdened by t...	
<input type="checkbox"/>		2022-10-31	Reflections 31/10	1. this year, I have learnt how to study efficiently and cope better with stress from school 2. i still have questions about how to handle many com...	

## Student's Post



Teachers can click on the eye icon to view their student's post



# Student's *My Post* Preview Page

🏠 / My Profile > My Post

## My Post

6  
Aug

### Photo/Video



### Title of Post

Overcoming my fears

### My Reflection

overcame my fear of heights

### Post Shared With

Form Teacher: none

Other Teachers: none

Parents/Friends: none

### My Feeling



### How are you coping?

I can cope

### Favorite Post

No

### Hide Post

No

Cancel

Save



# Reports on Students' Posts

MySKILLSfuture

My Goals Admin

Reports

Portal Management

My Reflections

Help



Logout

Home /

## Administrative Tools



Primary



Secondary



Pre-University

Students

Completed My ePortfolio



Student Account Status

Active

ANGLO-CHINESE SCHOOL (INDEPENDENT): 100.00%

Canossian School: 100.00%

Cerebral Palsy Alliance Singapore School: 100.00%

Juvenile Homes: 100.00%

MILLENNIA INSTITUTE: 99.43%

NANYANG GIRLS' HIGH SCHOOL: 100.00%

PATHLIGHT SCHOOL: 100.00%



# Reports on Students' Posts



My Goals Admin ▾ Reports Portal Management My Reflections Help ▾



🏠 / Reports

## Reports

### Report Search

\* denotes mandatory

Report Name\*

None selected ▾

🔍 My

My ePortfolio Report  
My Reflections and Feedback Report  
My Goals Report

**My Journey Consolidated Report**

My School's ECG Experience Report

Primary  
Secondary  
Pre-University  
Adults and Tertiary  
Students

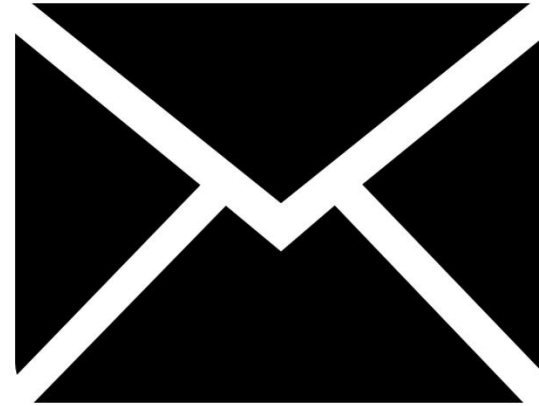


# Reports on Students' Posts

Student Name	School	Class	Happy/Coping Well	Happy/Coping	Happy/Coping Poorly	Happy/Cannot Cope	Satisfied/Coping Well	Satisfied/Coping	Satisfied/Coping Poorly	Satisfied/Cannot Cope	Discouraged Well
'ADLI PUTRA DZUL HIDAYAT	BEDOK SOUTH SECONDARY SCHOOL	S2-D	0	0	0	0	0	1	0	0	0
'ALEEYA BINTE MUHAMMAD NIZAM	TANGLIN SECONDARY SCHOOL	S2-7	0	0	0	0	0	1	0	0	0
'AUF BIN ABDUL RAHMAN	BEDOK SOUTH SECONDARY SCHOOL	S2-C	0	0	0	0	0	2	0	0	0
A MOHAMED UZAIR	NAVAL BASE SECONDARY SCHOOL	S2-7	0	0	0	0	0	1	0	0	0



# Email Notifications





Teachers would be alerted through email when ...



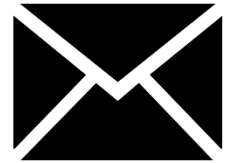


When a student indicates “ I am coping poorly” or “I am not coping at all” in the post...



An immediate email will be sent to the form/co-form teacher for him/her to check-in with their student, provide the necessary support and take appropriate follow-up actions.

*My*SKILLS*Future*



Dear Class Admin,

You are receiving this email as Alice Tan (Sec 1E3) has indicated in My Posts that he/she is not coping at all. You may wish to check-in with him/her and guide him/her with coping strategies.

You may also wish to consult your Year Head or School Counsellor/ECG Counsellor if you need help with supporting the student. You may also wish to refer the student to the School Counsellor/ECG Counsellor for further support.



# When a student indicates “I am sad” and “I am coping/ coping well” in the post...



A monthly email will be sent to the form/co-form teacher for him/her to check-in with their students, provide the necessary support and take appropriate follow-up actions.

Dear Class Admin,



You are receiving this email as the following students in your class have indicated that although they are coping, they are feeling sad. You may wish to check in with them.

Name of Student	Number of “I am Sad” and “I am coping”/ “I am coping well” for September 2020
Elaine Goh	2
Irfan Afandi Bin Salleh	5
Natasha D/O Subramaniam	3

If the student(s) require(s) additional support, you may wish to refer the student(s) to the School Counsellor/ ECG Counsellor.

You may also wish to go to MySkillsFuture (Student Portal) to generate <<name of reports>> under Reports to view students’ post details.



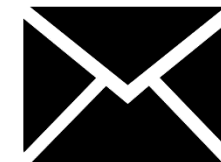
# When a student **shares** a post ...



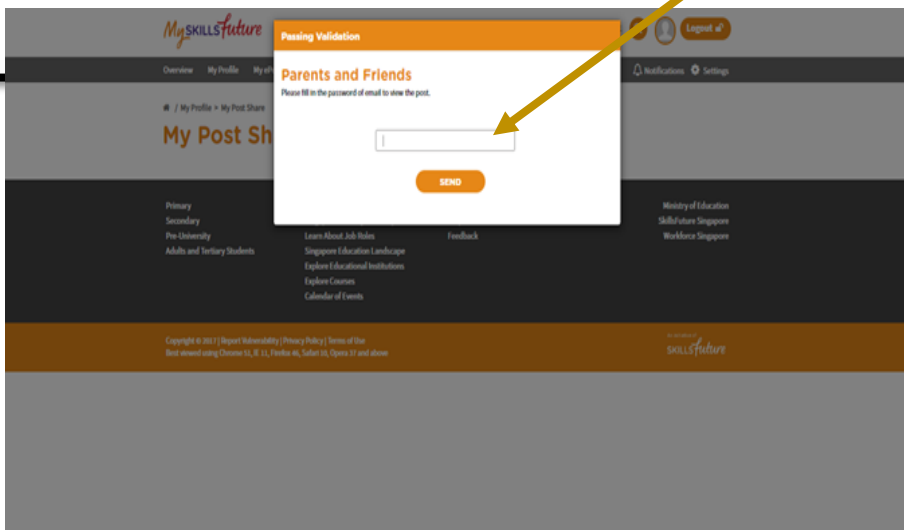
An immediate email and a 5-digit security code will be sent to the teacher for him/her to view the post shared by the student.

**MySKILLSfuture**

Dear Teacher,



Alice Tan (Sec 1E3) would like to share his/her post with you from *My Journey* in MySkillsFuture (Student Portal). Please click [here](#) and use this code 12115 to view the post.



# Accessing Students' *My Post*



Form Teachers are encouraged to view students' posts to have a sensing of students' emotional states and their ability to cope. For students who have indicated that they are facing issues/challenges or not coping well, form teachers can do the following:

- Find an appropriate platform to check in sensitively with the student to understand his/her concerns/issues/challenges;
- Ascertain the support and guidance the student may need;
- Share coping strategies with the student or refer him/her to the School/ ECG Counsellor for additional support, and
- Continue to monitor and support the well-being of the student.

# Annex

# Managing MySkillsFuture Student Portal accounts for CCE Lesson

If your students are unable to login during CCE lesson, here are what you can do.

Method	Remarks
<b>Self password Reset</b>	Students can perform self-reset if you remember the answer to one of their 3 security questions <a href="https://go.gov.sg/mysf-pw-self-reset">https://go.gov.sg/mysf-pw-self-reset</a>
<b>Temporary Access Code</b>	<b>Form Teachers</b> may trigger a common temporary pin for all students in the class to use as their password during CCE lesson. Each trigger is valid for 60min. <a href="https://go.gov.sg/mysf-tempaccess">https://go.gov.sg/mysf-tempaccess</a>
<b>Unlock / Reset password via the Student Portal</b>	<b>Form teachers</b> can perform mass unlock of accounts or mass password reset for students <a href="https://go.gov.sg/unlock-reset-mysf-student-user">https://go.gov.sg/unlock-reset-mysf-student-user</a>
<b>Single Sign on</b>	For students to access post-login features of MySF from SLS. <a href="https://go.gov.sg/mysfsso">https://go.gov.sg/mysfsso</a>

Thank You  
for journeying with our students,  
to guide and support them 😊