

Achievement

The Achievement asset allows you to record anything you have been successful with or are proud of. You should record any achievement which you think may be useful in the future as part of a Webfolio or CV.

Click the **create new** button and choose **Achievement** from the menu.



In the pad that opens there are areas to add a **Title**, select a **Tag** and add a **Description** for your achievement.



The tag drop down box contains your five most popular tags. More tags can be added at the final stage of the creation process.

- Click either the **number 2** button or the next arrow on the navigation bar to move to the next section. In this section you may record any evidence you might have obtained about that particular achievement.

Clicking on the link icon will open up your asset grid to allow you to select an existing item to use as evidence. If the evidence is not yet in DeskSpace you can also upload a file from this link pad. See 'Upload File' for help with this.

The evidence pad allows you to type in details of any evidence you have as well as upload new files or link to items you already have in DeskSpace

- Click to move to **section 3**. In this section you can **reflect** on that particular achievement. You may want to reflect on the importance of this achievement and how you have successfully obtained it.

- Click to move to **section 4**. Moving to the final section, you can choose to do a number of things with the **Achievement** asset you have just created:
 - view it;
 - send it to a Person, Gateway, Blog or Printer;
 - add an End Note;
 - add/edit a Link;
 - tag it

You can also simply click on the **tick button** to save and close your asset.