

Experience

The Experiences asset allows you to record any event or experience which is significant to you. You should record any experience which you think may be useful in the future as part of a Webfolio or CV.

Click the **create** button and choose **Experience** from the menu.



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

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 can list the activities that were part of the overall **Experience**.

Enter your first activity in the box then click on the chevron. This will add your activity to the list and clear the box for the next activity to be added.

Clicking on an activity in the list allows you to edit or reorder it. To edit simply change the text in the original box and then click the chevron to update.

To reorder a selected item use the up/down arrows to the left of the list. The **add more details** icon above the activity input box allows you to add additional information or detail to each entry.



- Click the **number 3** button or the **next arrow** on the navigation bar to move to the next section.

- In this section you can add evidence relating to this Experience. 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.



- Click to move to **section 4**. In this section you can **reflect** on that particular Experience. You may want to reflect on the importance of this Experience and how it may affect you in the future. You may also want to add what you have learnt from thinking and writing about this experience.

- Click to move to **section 5**. Moving to the final section, you can choose to do a number of things with the experience 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.