ePortfolio Testing Speech Pathology

Program: Master of Speech Pathology Studies

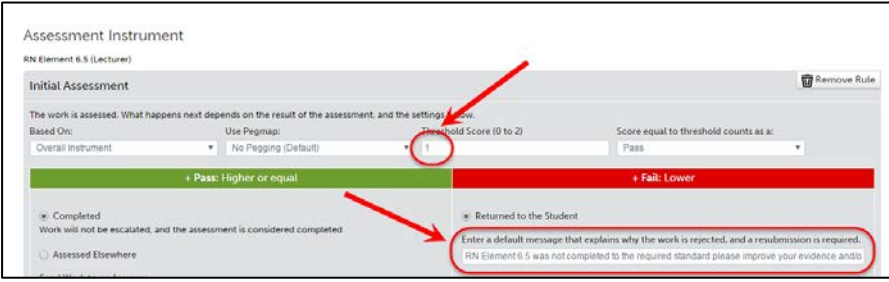| Topic	Instructions	Correct?
General instructions		
Help	• Please work through the below steps to check your ePortfolio has been set up correctly. • If you need help with the testing please log a job with help@learn.uq.edu.au with subject line **ELSS – ePortfolio testing** • Please take note of any issues and log a job with help@learn.uq.edu.au with subject line **ELSS – ePortfolio** if you need help resolving them.	
Test accounts		
Student	• Set up two dummy student test accounts to use for testing using the external users tool. They should have the surname **Pharmacy** so they are easily identified as dummy test accounts. • https://elearning.uq.edu.au/guides/enrol-users/external-users-tool • Remember to enrol the dummy student test accounts will need be enrolled in all courses that you need to test. Follow this guide but select the role of student: https://elearning.uq.edu.au/guides/enrol-users/enrol-teaching-and-administration-staff	
Course Coordinator	• The following school staff have been set up with course coordinator accounts: uqnscari & uqlhunt3 • If you need additional staff to have course coordinator accounts follow the guide: https://www.elearning.uq.edu.au/content/create-eportfolio-course-staff-accounts	

External assessors	• The following school staff have been set up with test external assessor accounts: Nerina Scarinci and Lucy Hunter.
	   o Name format: First Last – External i.e. Mary Smith – External
	   o Email address (Eduroam format): username@uq.edu.au i.e. uqmsmith@uq.edu.au
	• If you need additional staff to have test external assessor accounts follow the above formatting rules (DO NOT use standard UQ email addresses as they will be needed for assessor / course coordinator accounts) and the guide: https://www.elearning.uq.edu.au/content/create-eportfolio-course-staff-accounts	

Checking Table of Contents (TOC)		
Access	• Click on any ePortfolio link in your course. • Navigate to: **Menu > Curriculum > Table of Contents** • Left click on the required TOC and select **Edit**	

General check	• Check the following:
	   o Correct Program / Major name
	   o Correct course codes (no course titles)
	   o Correct assessment names
	      (same as ECP and similar tasks named consistently across all courses)
	   o Correct outcome names (if relevant) – outcome may be professional standards, competencies, learning objects, graduate attributes etc
	
	Guide: Add and Edit Sections and Sub-Sections in Table of Contents	

Settings	• Click on the **Settings** tab (above the TOC menu). • Check the settings. Guide: Edit Table of Contents settings	

Topic	Instructions	Correct?
For each assessment task		
Frames	• Click on the **Edit Frame** button. • Check / edit the text **Heading:** Include very brief submission instructions. Uncheck **Include in Portfolio.** **Question:** Instructions available in Blackboard / the ECP should not be repeated here. Include a simple one sentence description of the task. **Instructions:** These are displayed in a drop down box. Generally the instructions are stored in Blackboard not the ePortfolio. Guide: Add or edit Frames in a Table of Contents	

Form (if relevant)	• Click on the form link and check:
	   o Correct question text and relevant hint text (highlighted yellow).
	   o Correct type of field i.e. Multiple or single line textbox.
	   o Required fields i.e. Students must enter content into these fields before they can submit the work for marking.
	   o Take note of the form name if it needs editing.
	Guide: Edit form builder	

Assessment instruments (rubrics)	• Click on the **Instrument links** tab • Note the name of the Assessment instrument. • Click on the [icon] Settings icon. • Check what is being submitted: Single page / Page and subpages / Whole Portfolio. • If there is a supplementary Assessment instrument note its name. • It is not recommended to use the **Maximum submissions** as it can create issues when students repeat the course. • It is also not recommended to use **Due date / Cut Off date** as you need to remember to change them every time a course is run.	
Content Requirements	• Click on the **Content Requirements** tab. • Note, students will not be able to submit work unless the Content Requirements are met. Guide: Add and edit Content Requirements	
Checking Assessment instruments (rubrics)		
Access	• Navigate to: **Menu > Curriculum > Assessment Instruments**	

Assessment Instrument
 	
rubric
	• Left click relevant assessment instrument and select **Edit** and check:
	   o Criteria titles
	   o Performance level titles
	   o Descriptors
	   o Marks
	Guide: Create Assessment instrument	

Assessment instrument
 	
Settings
 	
Release results
	• Select the **Settings tab**
	• At the bottom of the page check:
	   o The correct school has been selected.
	   o If you want to release the student results all at the same time check the below settings have been selected:
	       ▪ Decide if you want to unable assessor to change individual student release options i.e. If the rest of the cohort's results have been released already and a tutor is marking a later submission.	

Topic	Instructions	Correct?
Text descriptors (if relevant)	• If you want to display a drop down list of descriptors instead of a rubric check the appropriate peg map has been selected. 	

Assessor	• Check the correct assessor selection method has been selected.
	   o **Candidate Chooses Assessor**: Student enters the name of the UQ marker i.e. Their tutor
	   o **Work is Submitted to Assessor Pool**: Work will automatically be sent to either one person (usually course coordinator) or randomly allocated to someone in the pool (i.e. a tutor).
	   Note the name of the Assessor Pool to later check the staff/s members in it.
	   o **Candidate Specifies External Assessor**: Student will enter the name of a non UQ marker (previously uploaded by staff) i.e. prac supervisor, preceptor	

Student resubmit message (if relevant)	• If you want students who fail to resubmit their work, click on the **Set Escalation Options** button.
	   o Check the **Threshold Score** i.e. Pass mark
	   o Check the message emailed to students.	

Checking student submission		
Enrol test students	• Enrol the test students in all relevant program courses. • Follow the steps in the below guide using the test student username at the start of the document and selecting the role of **Student.** Guide: Enrol teaching and administration staff	

Log in as a student	• Log into Blackboard using a test student account.
	   o Log out of Blackboard using your own account by clicking on the [icon] logout icon.
	   o Click on the **here** link	

Topic	Instructions	Correct?
	o Use the test student account details at the start of this document. If you have a username starting with "nk_", please click here to log in.	
Submit assessment	• For all courses in the program submit all ePortfolio assessment items. • Follow the relevant student instructions and use the instructional videos if needed. • Submit the assessment to yourself (either your course coordinator or external assessor account).	
Checking marking student work		
UQ assessor	• Log into Blackboard and click on an ePortfolio link in any course. • Mark all assessment. Guide: Assess student submissions	
External assessor	• Log into your UQ email and you should have emails from **Chalk and wire.** • Remember to enter your test external assessor email when prompted i.e. username@uq.edu.au Guide: Quickstart Guide for External Assessor	
Check results in Grade Centre		
Grade Centre	• Log into Blackboard and click on an ePortfolio link in any course. • Mark all assessment. Guide: Assess student submissions **Note:** If the results are returned to the Grade Centre you need to save twice. The first Save is to the ePortfolio and the second Save is to return the result to the Blackboard Grade Centre. The Grade Centre column must be selected from the **FOR LMS ASSIGNMENT** drop down menu. 	
Delete test student assessments		
Access	• Navigate to **Menu > Assessment > Student Results**.	
Delete a submission	• Use the search function to find your test student submissions. • Left click on submission and select **Delete** from the menu. • Click **Delete** button to confirm the deletion. • Repeat until all test student submissions have been deleted.	
Change back	• If you changed the members of any Assessor pools to facilitate the testing process remember to change them back.	

Topic	Instructions	Correct?
Assessor Pools	Guide: View and update Assessor Pools	

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