Student ePortfolio workshop
SPCH7801 & SPCH7825

Topic	Content
Preparation	• 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 o 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
Login	• Login into course as the Test student. • Use the nk link to login as the test student. Single sign-on If you have a username starting with 'nk_', please click here to log in. UQ username Password LOGIN Forgot your password? Terms of use
General information about the ePortfolio system	
Why are you using the ePortfolio system	• It is a record of your learning and reflection through your program. • Over you degree this gives you an opportunity to demonstrate personal and professional growth. • This is your own space your course coordinators don't have access unless you submit work. • You can export your work that you can put together as part of your CV, link to your LinkedIn and send to potential future employers. • After graduation, you have access for up to 4 years (read only) after that for full access you can go into an agreement with the vendor for approx. $US100.
Access	• You need to ensure you click on the links through your Blackboard course to access the ePortfolio system so grades will be transferred back to the grade centre. • There are resources in your Blackboard course on how to submit for each assessment piece including AskUs and vendor support. • The first time students use the ePortfolio they will need to accept a user agreement.

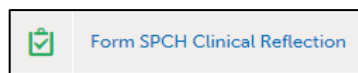## SPCH7801 – Clinical Placement – Standardised Patient Clinic (weeks 9 – 13)

Assessment 1: Clinical Reflection

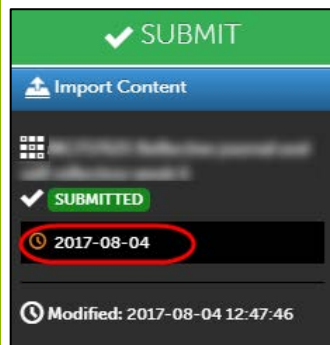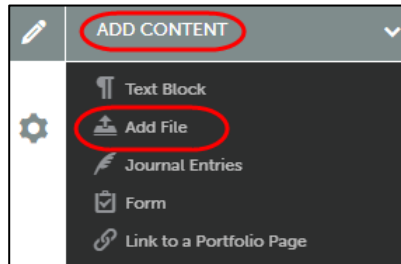| Complete a form	• Read instructions provided by course coordinator in your assessment folder. • You will have to accept the user agreement the first time you log into the system. • Access the *Clinical Reflection* link through your Blackboard site in the Clinical Placement folder. • Read the Instructions & Resources. • Click on the **Form link** and put in your responses for your clinical reflection. • Click on the **Save** button. • Click on **Close Form.** • Click on the **Submit** button. • Put in the name of your assessor and click the **Submit** button again.
Updating your form	• To update or add to your form click on the **Form link** to update. ☑ Form SPCH Clinical Reflection • Make your changes/add to the form. • Click on the **Save** button.
Withdrawing your work	• Staff cannot see changes you have made unless you **withdraw and resubmit your work.** • Click on the date stamp below the submitted button. ✔ SUBMIT ⬆ Import Content ✔ SUBMITTED ⏱ 2017-08-04 🕐 Modified: 2017-08-04 12:47:46 • Click on the **Withdraw** button.
Activity	• Students are to submit their Clinical Reflection. • All students are to withdraw their work.

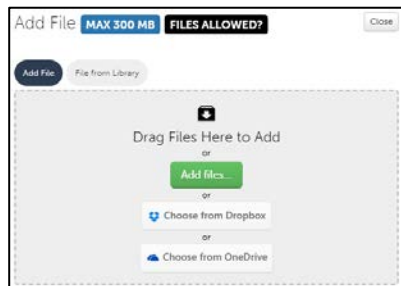## SPCH7801 – Clinical Placement – Standardised Patient Clinic (weeks 9 – 13)
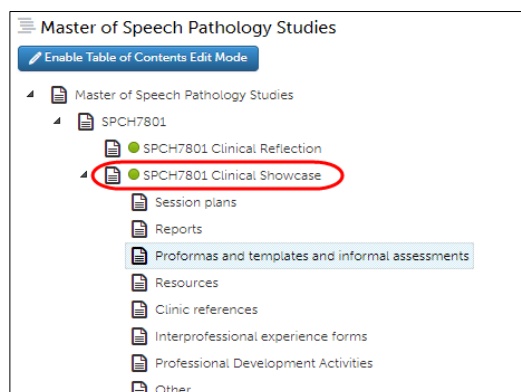
Assessment 2: Clinical Showcase

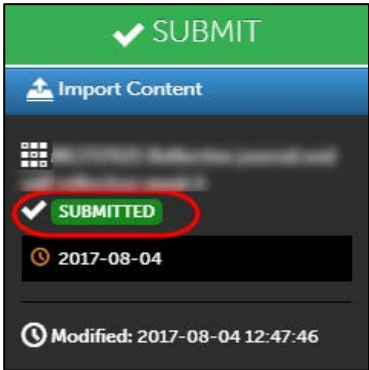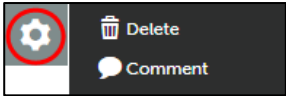| Upload a file	• Read instructions provided by course coordinator in your assessment folder.
	• Access the *Clinical Showcase* link through your Blackboard site in the Clinical Placement folder.
	• **Your Clinical Showcase assessment requires you to make your submission to subsections first before accessing the final submission page.**
	• Click on the **Table of Contents** (Book icon).
	• Click on **Session plans.**
	• Drop down on **Instructions & Resources** and read any instructions carefully.
	• Click on the **ADD CONTENT** drop down → **Add File**
	• Click on **Insert Content Here.**
	• Attach files through:
	o Drag and drop
	o Add files
	o Dropbox or
	o OneDrive
	• Click on the **Start Upload** (or **Start Uploading All** for multiple files) button.
	• Click on the **Close** button.
	• **Repeat this process for your submission for *Session plans, Reports, Proformas and templates and informal assessments, Resources, Clinic references, Interprofessional experience forms, Professional development activities and Other (if applicable).***
	• From the Table of contents go back to the Clinical Showcase page and click on the **Submit** button.
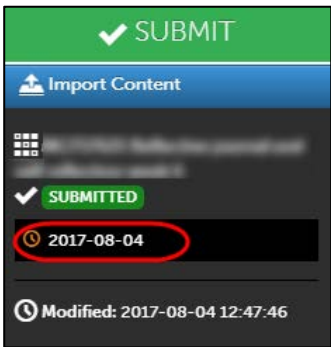
	• Put in the name of your assessor (or external assessor). • Click on the second **Submit** button. • Ensure you have a **green submitted button**, which confirms your submission has been successful. ✔ SUBMIT ⬆ Import Content ✔ SUBMITTED 🕓 2017-08-04 🕙 Modified: 2017-08-04 12:47:46
Editing and Deleting your work	• When editing / deleting or withdrawing work remember that staff cannot see your updates unless you resubmit your work. • Click on the wheel icon to **EDIT or DELETE** your work. ⚙ 🗑 Delete 💬 Comment
Withdrawing your work	• Staff cannot see changes you have made unless you **withdraw and resubmit your work.** • Click on the date stamp below the submitted button. ✔ SUBMIT ⬆ Import Content ✔ SUBMITTED 🕓 2017-08-04 🕙 Modified: 2017-08-04 12:47:46 • Click on the **Withdraw** button.
Activity	• Students to **Add a Files** to all Clinical Showcase. • All student are to withdraw their work.
SPCH7825 - Clinical Placement Information - ePortfolio	
Clinical Reflection 1	• Access course SPCH7825 → Clinical Placement Information → Clinical Reflection 1. • Repeat the process above on how to submit a **form.**
Clinical Reflection 2	• Access course SPCH7825 → Clinical Placement Information → Clinical Reflection 2. • Repeat the process above on how to submit a **form.**

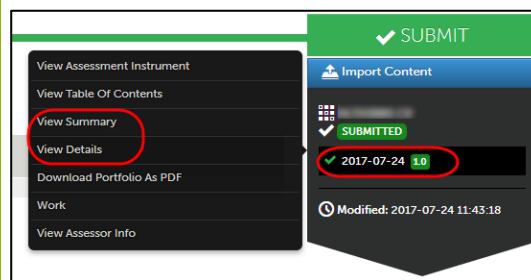|	

Clinical Showcase	• Access course SPCH7825 → Clinical Placement Information → Clinical Showcase.
	• Repeat the process above on how to upload a **file**.
	• Remember to upload to subsections first before returning to the main **Clinical Showcase** page for final submission.
	
	◢ 📄 SPCH7825
	    📄 ○ SPCH7825 Clinical Reflection 1
	    📄 ○ SPCH7825 Clinical Reflection 2
	◢ 📄 ○ SPCH7825 Clinical Showcase
	      📄 Session plans
	      📄 Reports
	      📄 Proformas and templates and informal assessments
	      📄 Resources
	      📄 Clinic references
	      📄 Interprofessional experience forms
	      📄 Professional Development Activities
	      📄 Other
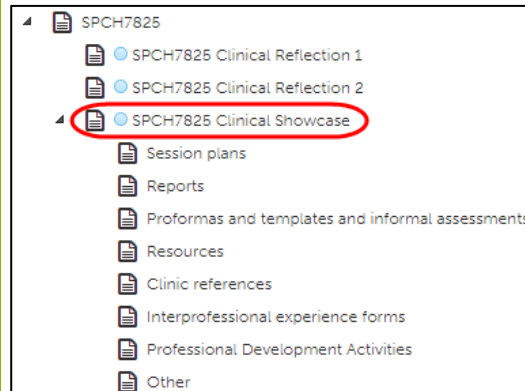
Access results and feedback

Accessing results	**3 ways to view your results.**
	1. On the *assessment submission page*.
	    • Click on the date stamp below the submitted button.
	    • Click either **View Details** or **View Summary** to view results.
	
	View Assessment Instrument
	View Table Of Contents
	View Summary
	View Details
	Download Portfolio As PDF
	Work
	View Assessor Info
	
	✔ SUBMIT
	⬆ Import Content
	✔ SUBMITTED
	✔ 2017-07-24 1.0
	🕐 Modified: 2017-07-24 11:43:18
	
	2. Access *My Grades* in your Blackboard site
	    • This allows you to view your score **only** not feedback.
	3. *My Results* in your ePortfolio area
	    • **Menu → Work → My Results** (this section allows you to view all results in your program).

Preview and Download your ePortfolio

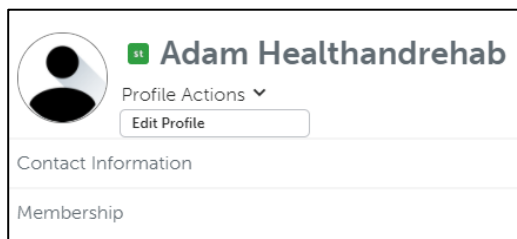|	
How to view your portfolio summary	• Click on the **Table of Contents** 📖 (Book icon). • Preview to view webpage. • Download as zip or pdf options.

Change your Portfolio Theme

How to change your theme	• Click on the **Table of Contents** 📖 (Book icon). • Click on **Setup → Edit Setup** and select a template. • Click on **Save** and **Close.** • Alternatively, click on **Build a Theme** to create your own theme.

Upload your Photo

How to upload a photo	• Drop-down on your name. • Select **My Profile** • Drop down on **Profile Actions** → **Edit Profile** • Choose File and upload your image. • Click on the **Upload** and **Save Profile** button. • Instructions to generate a Resume can be found here: http://userguide.chalkandwire.com/m/Student/l/412965-create-resume

Share your Portfolio on LinkedIn

Share your Portfolio on LinkedIn	• Return to the **Table of Contents** 📖 (Book icon). • In the Sharing section → Click on **Generate Share URL** • You will be able to share your portfolio on a variety of platforms. ✉ Send Email · 🐦 Tweet · f Share · in Share

Make sure students have withdrawn

Check to ensure all students have withdrawn their work	• Log into the system using your instructor account. • **Menu → Assessment → Student Results.** • Put your course code (SPCH7801 & SPCH7825) in the search field. • If there are no current submission listed all students withdrawn their work successfully.

Wrap Up

Wrap up **(Resources)**	• **Contact the UQ Library service AskUS** if you need further technical help using the ePortfolio. Phone: **334 64312** • After business hours, support is also available from the ePortfolio software vendor. Email: **support@chalkandwire.com**