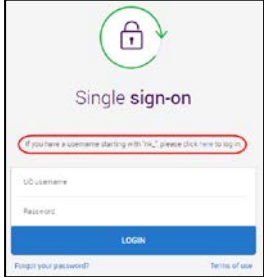





ePortfolio Student Training plan

Program: Pharmacy ITP Course: PHRM7081/7082

Topic	Instructions	Key points
Preparation		
Login using the appropriate test student account	<ul style="list-style-type: none"> 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 These accounts should be used to demonstrate the below steps to students. To login as a test student use the nk link. 	
Tasks		
Task selection	<ul style="list-style-type: none"> If you have multiple ePortfolio tasks in a course only demonstrate a selection that illustrates different upload and submission requirements i.e. A page with a form submission and a file upload submission. 	
Course: PHRM7081 Assessment task:		Key points
<ol style="list-style-type: none"> LPE1 – Item Dispensing (File upload) LPE 1 – Reflection Exercise (Form) 		
ePortfolio use in course	<ul style="list-style-type: none"> Introduce the ePortfolio to the students and explain why it is being used in their course and program. 	<ul style="list-style-type: none"> Students will be using the ePortfolio throughout their program.
ePortfolio links and navigation		
ePortfolio links	<ul style="list-style-type: none"> Navigation to the ePortfolio link. Explain the help options available: text instructions and videos (UQ Library Learn.UQ guides), Library AskUS service and Chalk and Wire vendor support (out of hours support) Students' will need to accept the Chalk and Wire user agreement if this is the first time they have used the software. 	<ul style="list-style-type: none"> Course staff are not IT experts, please use the support available.
Content completion - upload		
File upload (Text document, video,	<ul style="list-style-type: none"> ADD CONTENT > Add File Click on the Insert Content Here icon Click on the Add files... button; locate and select the required file 	<ul style="list-style-type: none"> Multiple files can be added at a time. Videos can take a long time to load.

Topic	Instructions	Key points
	<ul style="list-style-type: none"> A tick will be displayed against the file name when the file upload is complete Click on the Close button Note: For video uploads, it does take additional time to upload depending on the size of the video. Guide and student video 	<ul style="list-style-type: none"> Videos are streamed for playback
Removing a file upload	<ul style="list-style-type: none"> Click on the cog next to the file and select Delete Click on the delete button 	
Content completion - Form		
Form	<ul style="list-style-type: none"> Click on Form Fill out each section of the form Some fields may be labelled as required and must be completed prior to submission. Click on the Save button at bottom of the form to Save your progress. Click the Close Form button. Guide and student video 	<ul style="list-style-type: none"> Forms with required labels must be fully completed prior to submission. Form must be closed before page can be submitted.
Edit a Form	<ul style="list-style-type: none"> Click on the cog next to the file and select Delete Click on the delete button 	
Assessment submission		
General information	<ul style="list-style-type: none"> The ePortfolio is the students' own private area that UQ teaching staff have no access too. Students MUST submit work for marking and feedback. 	<ul style="list-style-type: none"> Work must be SUBMITTED
Allocated assessor	<ul style="list-style-type: none"> Click on the green Submit button Click on the blue Submit button and then on the Close button Note: the Submitted icon and date will be display in the right hand side panel Note that staff receive a time / date stamp of your submission Guide and student video 	<p>If you are unable to submit check:</p> <ul style="list-style-type: none"> You have clicked the Close button after adding a text block, completing a form or uploading a file You have completed all submission requirements i.e. All required fields of a form or uploaded the required number of file.
Student Results		
View results for a single assessment	<ul style="list-style-type: none"> Enter the marked ePortfolio assessment via link in your course. To view results, left click the submission date on the right hand side of page. To view a summary of results and feedback, click on View Summary. To view results and feedback that are more detailed, click on View Details. Guide and student video 	<p>You can print a copy of your results and feedback from the View Details page.</p>
View results for all ePortfolio assessment	<ul style="list-style-type: none"> Enter ePortfolio through any link in your course. Click Menu. Click Work. Click My Results. 	

Topic	Instructions	Key points
	<ul style="list-style-type: none"> • Find desired assessment. • Left click on required assessment. • To view a summary of results and feedback, click on View Summary. • To view results and feedback that are more detailed, click on View Details. • Click Return button to return to the My Results page 	
Editing and sharing your ePortfolio		
View your ePortfolio summary	<ul style="list-style-type: none"> • Click on the Table of Contents  (Book icon). • Preview to view webpage. • Download as zip or pdf options. 	
Change your ePortfolio theme	<ul style="list-style-type: none"> • 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. 	
Uploading a profile picture	<ul style="list-style-type: none"> • 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. 	
Share your profile on LinkedIn	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • You can also share your portfolio on a variety of platforms including email, Twitter, Facebook and LinkedIn.