ePortfolio Student Training plan

Program: Pharmacy ITP Course: PHRM7081/7082

Topic	Instructions	Key points
Preparation		
Login using the appropriate test student account	• 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.** 	
Topic	**Instructions**	**Key points**
Tasks		
Task selection	• 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:** **1. LPE1 – Item Dispensing (File upload)** **2. LPE 1 – Reflection Exercise (Form)**		**Key points**
ePortfolio **use in course**	• Introduce the ePortfolio to the students and explain why it is being used in their course and program.	• Students will be using the ePortfolio throughout their program.
ePortfolio links and navigation		
ePortfolio links	• 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.	• **Course staff are not IT experts, please use the support available.**
Content completion - upload		
File upload **(Text document, video,**	• ADD CONTENT > Add File • Click on the Insert Content Here icon • Click on the Add files... button; locate and select the required file	• Multiple files can be added at a time. • Videos can take a long time to load.

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	• 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	• Videos are streamed for playback
Removing a file upload	• Click on the cog next to the file and select Delete • Click on the delete button	
Content completion - Form		
Form	• 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	• Forms with required labels must be fully completed prior to submission. • Form must be closed before page can be submitted.
Edit a Form	• Click on the cog next to the file and select Delete • Click on the delete button	
Assessment submission		
General information	• The ePortfolio is the students' own private area that UQ teaching staff have no access too. • Students **MUST** submit work for marking and feedback.	• Work must be SUBMITTED
Allocated assessor	• 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	If you are unable to submit check: • 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	• 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	You can print a copy of your results and feedback from the View Details page.
View results for all ePortfolio assessment	• Enter ePortfolio through any link in your course. • Click Menu. • Click Work. • Click My Results.	

Topic	Instructions	Key points
	• 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	• Click on the **Table of Contents** (Book icon). • Preview to view webpage. • Download as zip or pdf options.	
Change your ePortfolio 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.	
Uploading a profile picture	• 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	• 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.	• You can also share your portfolio on a variety of platforms including email, Twitter, Facebook and LinkedIn.