ePortfolio Testing

Program: Pharmacy ITP

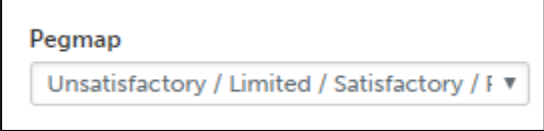| Topic	Instructions	Correct?
General instructions		
Help	• Please work through the below steps to check your ePortfolio has been set up correctly. • If you need help with the testing please log a job with help@learn.uq.edu.au with subject line **ELSS – ePortfolio testing** • Please take note of any 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: James Falconer, Victoria Jarvis, Peter Moyle, Penny Liddell, Leigh McKauge, Karl Winckel, Jasmina Fejzic, Brendan Hughes. • 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	
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	
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.	

Topic	Instructions	Correct?
	Guide: Add or edit Frames in a Table of Contents	
Form (if relevant)	• Click on the form link and check: ○ Correct question text and relevant hint text (highlighted yellow). ○ Correct type of field i.e. Multiple or single line textbox. ○ Required fields i.e. Students must enter content into these fields before they can submit the work for marking. ○ 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 ▣ 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**	
Outcome mapping (if relevant)	• Left click relevant assessment instrument and select **View Linkages** • Check the links to outcomes (outcomes may be professional standards, competencies, learning objects, graduate attributes etc)	
Assessment Instrument rubric	• Left click relevant assessment instrument and select **Edit** and check: ○ Criteria titles ○ Performance level titles ○ Descriptors ○ Marks Guide: Create Assessment instrument	
Assessment instrument Settings Release results	• Select the **Settings tab** • At the bottom of the page check: ○ The correct school has been selected. ○ 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. 	
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.	

Topic	Instructions	Correct?
	Pegmap Unsatisfactory / Limited / Satisfactory / F ▼	

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
	
	How is work on this assessment assessed?
	Regime
	◯ Candidate Chooses Assessor
	◯ Assessor Enters Scores Manually *i*
	◉ Work is Submitted to Assessor Pool:
	   NURS2004 Course Coordinator ▼
	◯ Self-Evaluation
	◯ Candidate Specifies External Assessor	

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.
	
	Assessment Instrument
	RN Element 6.5 (Lecturer)
	Initial Assessment 🗑 Remove Rule
	The work is assessed. What happens next depends on the result of the assessment, and the settings below.
	Based On: Use Pegmap: Threshold Score (0 to 2) Score equal to threshold counts as a:
	Overall Instrument ▼ No Pegging (Default) ▼ 1 Pass ▼
	+ Pass: Higher or equal + Fail: Lower
	◉ Completed ◉ Returned to the Student
	Work will not be escalated, and the assessment is considered completed Enter a default message that explains why the work is rejected, and a resubmission is required.
	◯ Assessed Elsewhere RN Element 6.5 was not completed to the required standard please improve your evidence and/o	

Assessor Pool **(if relevant)**	• Navigate to **Menu > Users and Groups > Assessor Pools** • Check the **Pool Members** and **Used With These Instruments** • You may need to change the member to yourself to complete the testing. Guide: View and update Assessor Pools	
Checking outcome sets (outcomes may be professional standards, competencies, learning objects, graduate attributes etc)		

Outcome Set	• Navigate to **Menu > Curriculum > Outcome Sets**
	• Left click relevant Outcome Set and select **View** and check:
	   o Formatting and wording
	   o Links to Assessment Instruments	

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.	

Topic	Instructions	Correct?
	o Log out of Blackboard using your own account by clicking on the ⏻ logout icon. o Click on the **here** link 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	
Check results in Grade Centre		
Grade Centre	• Check the correct results have been transferred to Grade Centre. • If a Grading Schema has been used check the text descriptor is correct.	
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 Assessor Pools	• If you changed the members of any Assessor pools to facilitate the testing process remember to change them back. Guide: View and update Assessor Pools	

Prepared by: [Nathan La Burniy]
Last modified: [25 July 2019]