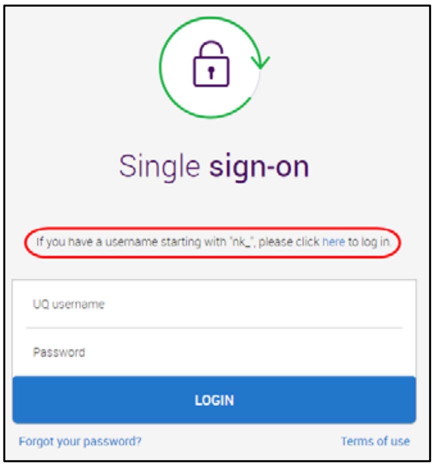
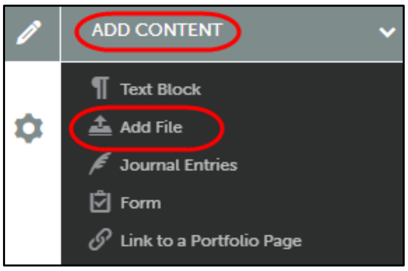
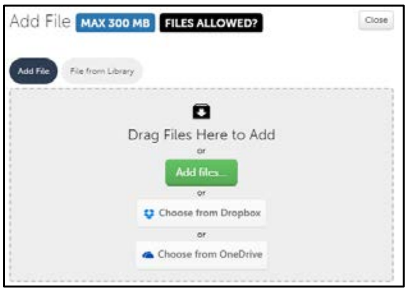
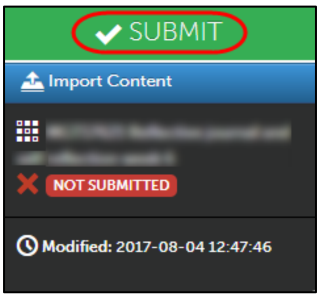
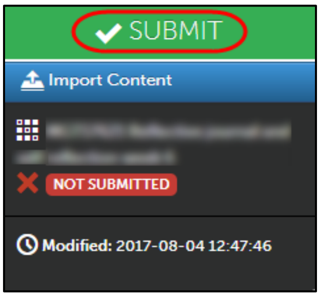
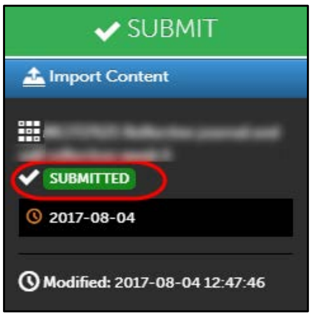
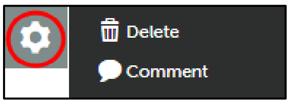
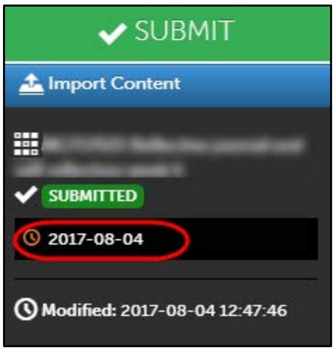
Student ePortfolio workshop – DIET7102

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 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. 
General information about the ePortfolio system	
Why are you using the ePortfolio system	1. It is a record of your learning and reflection through your program. 2. Over you degree this gives you an opportunity to demonstrate personal and professional growth. 3. This is your own space your course coordinators don't have access unless you submit work. 4. 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. 5. 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	1. 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. 2. There are resources in your Blackboard course on how to submit for each assessment piece including AskUs and vendor support. 3. The first time students use the ePortfolio they will need to accept a user agreement.
Evidence Record	
Complete a form	1. Read instructions provided by course coordinator in your assessment folder. 2. You will have to accept the user agreement the first time you log into the system. 3. Access the *Evidence Record (UQ Clinical Educator)* link through your Blackboard site in the Clinical Placement folder.

	4. Read the Instructions & Resources. 5. Click on the **Form link** and put in your responses for your Evidence Record. 6. Click on the **Save** button. 7. Click on **Close Form.** 8. Click on the **Submit** button. 9. Put in the name of your assessor and click the **Submit** button again. Things to advise students: • Note the Tip text on what content to enter. • Required fields must be completed before submitting but NOT before saving. • Students can leave and return to the form i.e. It does not have to be completed all at once.
Updating your form	1. To update or add to your form click on the **Form link** to update.  2. Make your changes/add to the form. 3. Click on the **Save** button.
Upload a file	1. Next, upload any supporting evidence. 2. Click on the **ADD CONTENT** drop down → **Add File**  3. Click on Insert Content Here. 4. Attach files through: o Drag and drop o Add files o Dropbox or o OneDrive  5. Click on the **Start Upload** (or **Start Uploading All** for multiple files) button. 6. Click on the **Close** button. Click on the **Submit** button.  7. Type name of your Tutor. 8. Click on the second **Submit** button.
Submit your work	1. Click on the **Submit** button.

	 2. Type name of your Tutor. 3. Click on the second **Submit** button.
Confirming work submitted	1. Ensure you have a **green submitted with a tick icon,** which confirms your submission. 
Editing and Deleting your work	1. When editing / deleting or withdrawing work remember that staff cannot see your updates unless you resubmit your work. 2. Click on the wheel icon to **EDIT or DELETE** your work. 
Withdrawing your work	1. Staff cannot see changes you have made unless you **withdraw and resubmit your work.** 2. Click on the date stamp below the submitted button.  3. Click on the **Withdraw** button.
Activity	1. Students are to submit their Evidence Record. 2. Upload a file. 3. Submit their work. 4. All students are to withdraw their work.

Journals

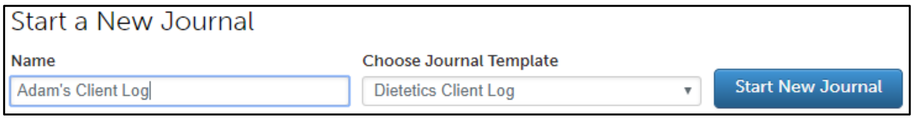
Accessing Journals

1. Click on Menu > Work > Journals

Creating journal

Remind students that they will only need to create their journal once. If they make a mistake when creating their journal it can be deleted before adding any entries.

1. From the Journals page, enter a name into the Name box under the Start a New Journal heading. Eg, Adam's Client Log.
2. Select require journal template from the Choose Journal Template drop down box. Eg. Dietetics Client Log
3. Click on Start New Journal button.



4. The journal will launch automatically.
5. Click the Return button to exit the journal and return to the Journals landing page.

Adding journal entries

Remind students that they will only need to create their journal once.

1. From the Journals page, click on the required journal from the My Journals list. Eg, Adam's Client Log.

Name	Template	Created	Last Edited	# Entries
Adam's Client Log	Dietetics Client Log			0

2. To add a new entry click on the New Journal Entry button.
3. Complete the journal entry by completing all fields in the pop up window. All required fields need to be completed prior to saving.
4. When finished click the Save button.
5. Click the Close button.
6. Repeat adding entries as necessary.

Advise students that Journal entries are automatically available for staff to view.

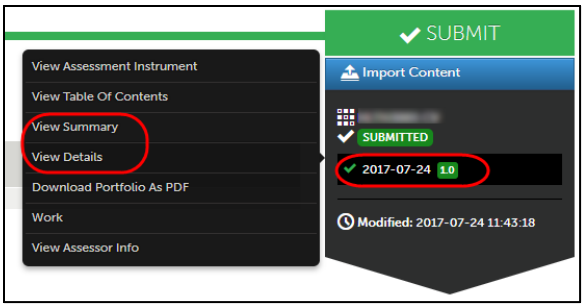
Editing and deleting journal entries

1. From the Journals page, click on the required journal from the My Journals list. Eg, Adam's Client Log.
2. Click the Edit button next to desired entry to make any changes to the information or click the Delete button to remove the entry from the journal.

Access results and feedback

<table>
<tr><td>Accessing results</td><td>
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.



2. Access My Grades in your Blackboard site

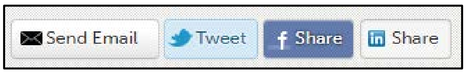
This allows you to view your score only not feedback.

3. My Results in your ePortfolio area

Menu → Work → My Results (this section allows you to view all results in your program).

</td></tr>
<tr><td colspan="2">Preview and Download your ePortfolio</td></tr>
<tr><td>How to view your portfolio summary</td><td>
1. Click on the Table of Contents (Book icon).
2. Preview to view webpage.
3. Download as zip or pdf options.
</td></tr>
<tr><td colspan="2">Change your Portfolio Theme</td></tr>
<tr><td>How to change your theme</td><td>
1. Click on the Table of Contents (Book icon).
2. Click on Setup → Edit Setup and select a template.
3. Click on Save and Close.
4. Alternatively, click on Build a Theme to create your own theme.
</td></tr>
<tr><td colspan="2">Upload your Photo</td></tr>
<tr><td>How to upload a photo</td><td>
1. Drop-down on your name.
2. Select My Profile
3. Drop down on Profile Actions → Edit Profile


4. Choose File and upload your image.
5. Click on the Upload and Save Profile button.
</td></tr>
</table>

Share your Portfolio on LinkedIn	
Share your Portfolio on LinkedIn	1. Return to the **Table of Contents** (Book icon). 2. In the Sharing section → Click on **Generate Share URL** 3. You will be able to share your portfolio on a variety of platforms. 
Make sure students have withdrawn	
Check to ensure all students have withdrawn their work	1. Log into the system using your instructor account. 2. **Menu → Assessment → Student Results.** 3. Put your course code (DIET7102) in the search field. 4. If there are no current, submission listed all students withdrawn their work successfully.
Wrap Up	
Wrap up **(Resources)**	1. **Contact the UQ Library service AskUS** if you need further technical help using the ePortfolio. Phone: **334 64312** 2. After business hours, support is also available from the ePortfolio software vendor. Email: **support@chalkandwire.com**