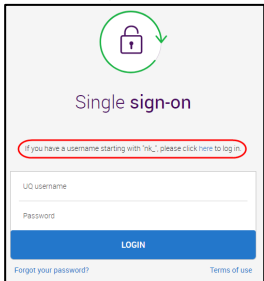# ePortfolio Student Training plan

Course: PSYC4221

Topic	Instructions	Key points
General instructions		
Training format options	• Demonstration in a lecture (10 - 15 minutes). • Hands on workshop (30 - 45 minutes depending on the set up). Students need to bring a laptop / tablet or the course coordinator could book a computing lab.	
Course staff tasks prior to training session	• Staff need to provide an introduction to students on the ePortfolio system. To support this a PowerPoint template has been emailed to course coordinators as a guide.	
Course staff tasks during training session	• Course staff are expected to provide "floater" for support, encouraging students to participate and answering non-technical questions.	
Preparation		
Login using the appropriate test student account	• Set up two dummy student test accounts to use for testing using the external user's tool. They should have the surname **Psychology** 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 • Go directly to https://learn.uq.edu.au • To login as a test student use the nk link located above the Username box. ![Single sign-on login screen]	
Course Coordinator	• The following school staff have been set up with course coordinator accounts: Natasha Matthews If you need additional staff to have course coordinator accounts follow the guide: https://elearning.uq.edu.au/guides/eportfolio/create-eportfolio-course-staff-accounts	

External assessors	• The following school staff have been set up with test external assessor accounts: Natasha Matthews
	  o Name format: First Last – External i.e. Mary Smith – External
	  o Email address (Eduroam format): username@uq.edu.au i.e. uqmsmith@uq.edu.au
	If you need additional staff to have test external assessor accounts follow the above formatting rules (DO NOT use standard UQ email addresses as they will be needed for assessor / course coordinator accounts) and the guide:
	https://www.elearning.uq.edu.au/content/create-eportfolio-course-staff-accounts	

Topic	Instructions	Key points
Tasks		

Topic	Instructions	Key points
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 form with UQ staff selection submission, A file upload with external assessor submission.	
Course: PSYC4221 **Assessment task:** **Pre-placement Portfolio** **Post-placement Portfolio Interview** **Reflective Journal** **Work Placement Evaluation**		**Key points**
ePortfolio **use in course**	• Introduce the ePortfolio to the students and explain why it is being used in their course and program. • This is the responsibility of the course teaching staff and they should introduce your training. • eLearning Training have provided a deck for guidance. If you have any questions regarding this please contact Sam Harris (Learning Designer – ePortfolio).	• 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.
General Submission advice		
General	• The ePortfolio is the students' own private area that UQ teaching staff have no access to. • Pay attention to any Page Requirements as this will inhibit the student from submitting their work until the requirements are met. E.g The page requires the student to upload 1 document. This will mean that the student must upload only 1 document. • Students **MUST** Submit work for marking and feedback.	• Work must be SUBMITTED
Pre-placement Portfolio and Post-placement Portfolio Interview		
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 • A tick will be displayed against the file name when the file upload is complete • Click on the Close button • Guide and student video	• Multiple files can be added at a time. • Videos can take a long time to load. • 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	
Selected assessor	• Click on the green Submit button • Enter the name of the assessor • Select the required assessor; their name will be displayed in bold below the textbox • Click on the **Submit** button; ensure you review your submission prior to clicking the **Close** button. • **Note:** the Submitted icon and date will be display in the right hand side panel	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

Topic	Instructions	Key points
	• **Note** that staff receive a time / date stamp of your submission • Guide and student video	uploaded the required number of file.
Reflective Journal		
Form completion	• Click on the form title and complete the relevant fields • Note: required fields must be completed before submitting the form (though not for saving the form) • Scroll to the end of the form and click on the Save button • Scroll to the top of the form and click on the Close button • Guide and student video	• They must remember to **Save** the form. • They can edit and save the form multiple times before Submitting.
Edit a form	• Click on the form title and update the relevant fields • Click on the Save and Close buttons	• When editing work you will need to resubmit for your instructor to see the changes.
Selected assessor	• Click on the green Submit button • Enter the name of the assessor • Select the required assessor; their name will be displayed in bold below the textbox • Click on the **Submit** button; ensure you review your submission prior to clicking 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.
Work Placement Evaluation		
Text Block	• Click on the ADD CONTENT button and select Text block from the menu • Click on an Insert Content Here icon • Add the required content • Click on the Save button and then on the Close button • Guide and student video	• DO NOT link videos and large sound files as they will slow down the page load (use File upload instead)
Editing & Deleting Text Block	• Click on the cog next to the Text Block to **Edit** • Click on the cog next to the Text Block to **Delete**	

External assessor	• Click on the green Submit button
	• Enter the name of your assessor (check your assignment instructions)
	• Select the required assessor; their name will be displayed in bold below the textbox
	• Click on the **Submit** button; ensure you review your submission prior to clicking 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 unable to select your assessors name:
		• Check that you have the correct spelling for your assessor's name
		• Check your assignment instructions for whether you are allowed to add an assessor
		  o Click on the Add Guest link
		  o Enter the Guest's details (only First Name, Last Name and Email are required)
		  o Click on the Save button
		  o Follow the submission steps above
		• Contact your course coordinator as your assessor's name may not be in the system

Topic	Instructions	Key points
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. • 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.