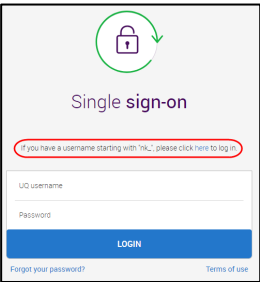


ePortfolio Student Training Plan

Program: Bachelor of Laws (Honours) Course: LAWS1700

Topic	Instructions	Key points
General instructions		
Course staff tasks prior to training session	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Set up two dummy student test accounts to use for testing using the external user's tool. They should have the surname Law 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. 	
Course Coordinator	<ul style="list-style-type: none"> The following school staff have been set up with course coordinator accounts: Russell Hinchy 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 	

Topic	Instructions	Key points
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 form with UQ staff selection submission, A file upload with external assessor submission. 	
Course: LAWS1700 Statutory Interpretation ePortfolio 2018		Key points

Topic	Instructions	Key points
ePortfolio use in course (Russell Hinchy)	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Students will be using the ePortfolio throughout their program.
ePortfolio links and navigation		
ePortfolio links	<ol 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) <ul style="list-style-type: none"> Navigate to the student website and show students different resources available. Students' will need to accept the Chalk and Wire user agreement (<i>give students some time to go through the user agreement</i>). 	<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 A tick will be displayed against the file name when the file upload is complete Click on the Close button <p>Note: For video uploads, it does take additional time to upload depending on the size of the video.</p> <ul style="list-style-type: none"> Guide and student video 	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Click on the cog next to the file and select Delete Click on the delete button 	
Textbox	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> DO NOT link videos and large sound files as they will slow down the page load (use File upload instead)
Editing and Deleting a Textbox	<ul style="list-style-type: none"> Click on the cog next to the Text Block to Edit Click on the cog next to the Text Block to Delete 	