
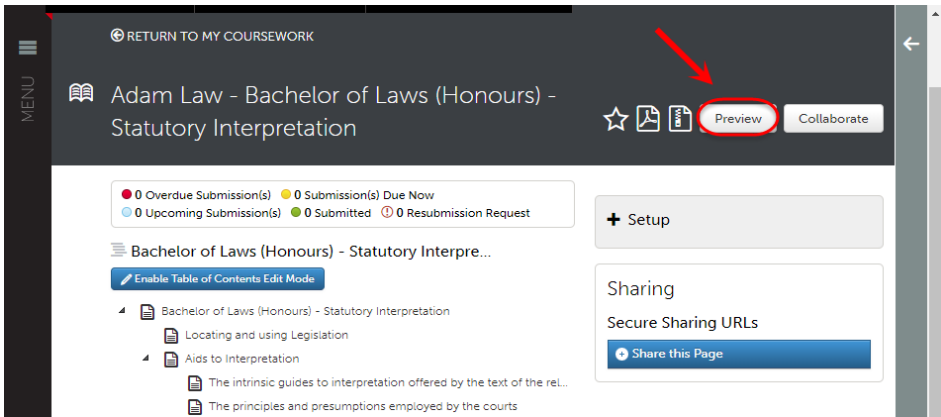


# ePortfolio Testing

Program: Bachelor of Laws (Honours) – Statutory Interpretation

Topic	Instructions	Correct?
<b>General instructions</b>		
<b>Help</b>	<ul style="list-style-type: none"> <li>Please work through the below steps to check your ePortfolio has been set up correctly.</li> <li>If you need help with the testing please log a job with <a href="mailto:help@learn.uq.edu.au">help@learn.uq.edu.au</a> with subject line <b>ELSS – ePortfolio testing</b></li> <li>Please take note of any issues and log a job with <a href="mailto:help@learn.uq.edu.au">help@learn.uq.edu.au</a> with subject line <b>ELSS – ePortfolio</b> if you need help resolving them.</li> </ul>	
<b>Test accounts</b>		
<b>Student</b>	<ul style="list-style-type: none"> <li>Set up two dummy student test accounts to use for testing using the external user's tool. They should have the surname <b>Law</b> so they are easily identified as dummy test accounts.</li> <li><a href="https://elearning.uq.edu.au/guides/enrol-users/external-users-tool">https://elearning.uq.edu.au/guides/enrol-users/external-users-tool</a></li> <li>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: <a href="https://elearning.uq.edu.au/guides/enrol-users/enrol-teaching-and-administration-staff">https://elearning.uq.edu.au/guides/enrol-users/enrol-teaching-and-administration-staff</a></li> </ul>	
<b>Course Coordinator</b>	<ul style="list-style-type: none"> <li>The following school staff have been set up with course coordinator accounts: uqrhinch</li> <li>If you need additional staff to have course coordinator accounts follow the guide: <a href="https://www.elearning.uq.edu.au/content/create-eportfolio-course-staff-accounts">https://www.elearning.uq.edu.au/content/create-eportfolio-course-staff-accounts</a></li> </ul>	
<b>Checking Learn.UQ (Blackboard) links (with your staff account)</b>		
<b>Access</b>	<ul style="list-style-type: none"> <li>Log into Learn.UQ (Blackboard).</li> <li>Navigate to your course.</li> <li>Navigate to the Assessment folder (if you have moved your ePortfolio links please navigate to that location).</li> </ul>	
<b>ePortfolio links</b>	<ul style="list-style-type: none"> <li>Check the following:               <ul style="list-style-type: none"> <li>Link title matches your desired title.</li> <li>To edit, click on the down arrow next to Link heading and select Edit.</li> <li>Ensure enable evaluation is set to No as no marks are being sent back to Grade Centre.</li> <li>DO NOT modify the description box, any instructions should be provided in a separate Item in the assessment folder.</li> <li>Click submit to save changes.</li> </ul> </li> </ul>	
<b>Checking Table of Contents (TOC) (with your staff account)</b>		
<b>Access</b>	<ul style="list-style-type: none"> <li>Click on the ePortfolio link in your course.               <ul style="list-style-type: none"> <li>Navigate to: <b>Menu &gt; Curriculum &gt; Table of Contents</b></li> </ul> </li> <li>Left click on the required TOC and select <b>Edit</b></li> </ul>	
<b>General check</b>	<ul style="list-style-type: none"> <li>Check the following:               <ul style="list-style-type: none"> <li>Correct Program name</li> <li>Correct statutory interpretation names</li> </ul> </li> </ul> <p>Guide: <a href="#">Add and Edit Sections and Sub-Sections in Table of Contents</a></p>	
<b>Settings</b>	<ul style="list-style-type: none"> <li>Click on the <b>Settings</b> tab (above the TOC menu).</li> <li>Check the settings.</li> </ul> <p>Guide: <a href="#">Edit Table of Contents settings</a></p>	

Topic	Instructions	Correct?
<b>For each statutory interpretation</b>		
<b>Frames</b>	<ul style="list-style-type: none"> <li>Click on the <b>Edit Frame</b> button.</li> <li>Check / edit the text</li> </ul> <p><b>Heading:</b> Include very brief submission instructions. Uncheck <b>Include in Portfolio</b>.</p> <p><b>Question:</b> Where the description of the statutory interpretation sits.</p> <p><b>Instructions:</b> Not used for your portfolio</p> <p>Guide: <a href="#">Add or edit Frames in a Table of Contents</a></p>	
<b>Content Requirements</b>	<ul style="list-style-type: none"> <li>Click on the <b>Content Requirements</b> tab.</li> <li>Note, students will not be able to submit work unless the Content Requirements are met.</li> </ul> <p>Guide: <a href="#">Add and edit Content Requirements</a></p>	
<b>Checking student view of pages (login with test student account)</b>		
<b>Log in as a student</b>	<ul style="list-style-type: none"> <li>Log into Blackboard using a test student account. <ul style="list-style-type: none"> <li>Log out of Blackboard using your own account by clicking on the  icon.</li> <li>Click on the <b>here</b> link</li> <li>Use the test student account details at the start of this document.</li> </ul> </li> </ul> <div data-bbox="344 813 1142 887" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>If you have a username starting with "nk_", please click <a href="#">here</a> to log in.</p> </div>	
<b>Access ePortfolio</b>	<ul style="list-style-type: none"> <li>Access the ePortfolio via the link located in the Assessment folder.</li> </ul>	
<b>Check each page</b>	<ul style="list-style-type: none"> <li>Check each of the pages under the Statutory Interpretation.</li> <li>Add content onto the page if you wish. So you have something to preview when looking at portfolio preview</li> </ul>	
<b>Preview the Portfolio</b>	<ul style="list-style-type: none"> <li>From the Table of Contents screen click on the Preview button.</li> </ul> <div data-bbox="338 1137 1283 1552" style="border: 1px solid black; padding: 10px; margin-top: 10px;">  </div> <ul style="list-style-type: none"> <li>Go through and check each page in the preview to make sure the information appears on each page as intended.</li> </ul>	
<b>Delete test student assessments</b>		
<b>Testing completed</b>	<ul style="list-style-type: none"> <li>Once you have completed the testing and are happy with everything, reply to email from eLearning and advise testing has been completed.</li> </ul>	

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Last modified: [26 July 2019]