



# ePortfolio Testing

Program: Faculty of Science Employability Framework

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 Science 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/enrolusers/enrol-teaching-and-administration-staff">https://elearning.uq.edu.au/guides/enrolusers/enrol-teaching-and-administration-staff</a></li> <li>• Go directly to <a href="https://learn.uq.edu.au">https://learn.uq.edu.au</a> to log in.</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:</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>External assessors</b>	<ul style="list-style-type: none"> <li>• The following school staff have been set up with test external assessor accounts:               <ul style="list-style-type: none"> <li>○ Name format: First Last – External i.e. Mary Smith – External</li> <li>○ Email address (Eduroam format): <a href="mailto:username@uq.edu.au">username@uq.edu.au</a> i.e. <a href="mailto:uqmsmith@uq.edu.au">uqmsmith@uq.edu.au</a></li> </ul> </li> <li>• 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: <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</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>	

Topic	Instructions	Correct?
ePortfolio links	<ul style="list-style-type: none"> <li>• Check the following:               <ul style="list-style-type: none"> <li>○ Link titles match those in your ECP</li> <li>○ Click on the down arrow next to Link heading and select Edit.</li> <li>○ Ensure enable evaluation is set to Yes if you require a mark to be sent back to Grade Centre.</li> <li>○ Confirm points possible is set to desired number.                   <ul style="list-style-type: none"> <li>▪ If you are using a Grading Schema in Grade Centre to show the result with a text descriptor instead of a mark the point possible should be set to 100.</li> </ul> </li> <li>○ Choose if you wish the Grade Centre column to be visible to students. (Yes = students can see results in my grades, No = results hidden from students. This setting does not control release of results in the ePortfolio).</li> <li>○ Click submit to save changes.</li> </ul> </li> </ul>	
Task Instructions	<ul style="list-style-type: none"> <li>• Update the task instructions:               <ul style="list-style-type: none"> <li>○ Click on the down arrow next to the task instructions and select Edit.</li> <li>○ Add any task specific instructions</li> <li>○ <b>DO NOT</b> modify the Technical instructions and support details, if you think these need to be changed please let us know.</li> <li>○ Click submit to save changes.</li> </ul> </li> </ul>	
<b>Checking Table of Contents (TOC)</b>		
Access	<ul style="list-style-type: none"> <li>• Click on any 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>	
General check	<ul style="list-style-type: none"> <li>• Check the following:               <ul style="list-style-type: none"> <li>○ Correct Program / Major name</li> <li>○ Correct course codes (no course titles)</li> <li>○ Correct assessment names (same as ECP and similar tasks named consistently across all courses)</li> <li>○ Correct outcome names (if relevant) – outcome may be professional standards, competencies, learning objects, graduate attributes etc</li> </ul> </li> </ul> <p>Guide: <a href="#">Add and Edit Sections and Sub-Sections in Table of Contents</a></p>	
Settings	<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>	
<b>For each assessment task</b>		
Frames	<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> Instructions available in Blackboard / the ECP should not be repeated here. Include a simple one sentence description of the task.</p> <p><b>Instructions:</b> These are displayed in a drop down box. Generally the instructions are stored in Blackboard not the ePortfolio.</p> <p>Guide: <a href="#">Add or edit Frames in a Table of Contents</a></p>	
Form (if relevant)	<ul style="list-style-type: none"> <li>• Click on the form link and check:               <ul style="list-style-type: none"> <li>○ Correct question text and relevant hint text (highlighted yellow).</li> <li>○ Correct type of field i.e. Multiple or single line textbox.</li> <li>○ Required fields i.e. Students must enter content into these fields before they can submit the work for marking.</li> <li>○ Take note of the form name if it needs editing.</li> </ul> </li> </ul> <p>Guide: <a href="#">Edit form builder</a></p>	

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<b>Assessment instruments (rubrics)</b>	<ul style="list-style-type: none"> <li>Click on the <b>Instrument links</b> tab</li> <li>Note the name of the Assessment instrument.</li> <li>Click on the  Settings icon.</li> <li>Check what is being submitted: Single page / Page and subpages / Whole Portfolio.</li> <li>If there is a supplementary Assessment instrument note it's name.</li> <li>It is not recommended to use the <b>Maximum submissions</b> as it can create issues if students repeat the course.</li> <li>It is also not recommended to use <b>Due date / Cut Off date</b> as you need to remember to change them every time a course is run.</li> </ul>	
<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> Guide: <a href="#">Add and edit Content Requirements</a>	
<b>Checking Assessment instruments (rubrics)</b>		
<b>Access</b>	<ul style="list-style-type: none"> <li>Navigate to: <b>Menu &gt; Curriculum &gt; Assessment Instruments</b></li> </ul>	
<b>Outcome mapping (if relevant)</b>	<ul style="list-style-type: none"> <li>Left click relevant assessment instrument and select <b>View Linkages</b></li> <li>Check the links to outcomes (outcomes may be professional standards, competencies, learning objects, graduate attributes etc)</li> </ul>	
<b>Assessment Instrument rubric</b>	<ul style="list-style-type: none"> <li>Left click relevant assessment instrument and select <b>Edit</b> and check:               <ul style="list-style-type: none"> <li>Criteria titles</li> <li>Performance level titles</li> <li>Descriptors</li> <li>Marks</li> </ul> </li> </ul> Guide: <a href="#">Create Assessment instrument</a>	
<b>Assessment instrument Settings Release results</b>	<ul style="list-style-type: none"> <li>Select the <b>Settings tab</b></li> <li>At the bottom of the page check:               <ul style="list-style-type: none"> <li>The correct school has been selected.</li> <li>If you want to release the student results all at the same time check the below settings have been selected:                   <ul style="list-style-type: none"> <li>Decide if you want to enable 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.</li> </ul> </li> </ul> </li> </ul> <div data-bbox="341 1384 1267 1738" data-label="Image"> </div>	
<b>Text descriptors (if relevant)</b>	<ul style="list-style-type: none"> <li>If you want to display a drop down list of descriptors instead of a rubric check the appropriate peg map has been selected.</li> </ul>	

Topic	Instructions	Correct?
	<div data-bbox="343 168 1220 380" style="border: 1px solid black; padding: 5px;"> <p>Pegmap</p> <p>Unsatisfactory / Limited / Satisfactory / F ▼</p> </div>	
Assessor	<ul style="list-style-type: none"> <li>Check the correct assessor selection method has been selected. <ul style="list-style-type: none"> <li><b>Self-Evaluation</b></li> </ul> </li> </ul> <div data-bbox="343 481 1220 940" style="border: 1px solid black; padding: 5px;"> <p>How is work on this assessment assessed?</p> <p>Regime</p> <p><input type="radio"/> Candidate Chooses Assessor</p> <p><input type="radio"/> Assessor Enters Scores Manually <i>i</i></p> <p><input checked="" type="radio"/> Work is Submitted to Assessor Pool:</p> <p>NURS2004 Course Coordinator ▼</p> <p><input type="radio"/> Self-Evaluation</p> <p><input type="radio"/> Candidate Specifies External Assessor</p> </div>	
<b>Checking outcome sets</b> (outcomes may be professional standards, competencies, learning objects, graduate attributes etc)		
Outcome Set	<ul style="list-style-type: none"> <li>Navigate to <b>Menu &gt; Curriculum &gt; Outcome Sets</b></li> <li>Left click relevant Outcome Set and select <b>View</b> and check: <ul style="list-style-type: none"> <li>Formatting and wording</li> <li>Links to Assessment Instruments</li> </ul> </li> </ul>	
<b>Checking student submission</b>		
Enrol test students	<ul style="list-style-type: none"> <li>Enrol the test students in all relevant program courses.</li> <li>You will need to make your course available temporarily so the test students can access your course. See this guide to make course available <a href="https://www.elearning.uq.edu.au/content/make-course-available">https://www.elearning.uq.edu.au/content/make-course-available</a></li> <li>Follow the steps in the below guide using the test student username at the start of the document and selecting the role of <b>Student</b>.</li> </ul> <p>Guide: <a href="#">Enrol teaching and administration staff</a></p>	
Log in as a student	<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  logout 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="343 1657 1141 1736" 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>	
Submit assessment	<ul style="list-style-type: none"> <li>For all courses in the program submit all ePortfolio assessment items.</li> <li>Follow the relevant student instructions and use the instructional videos if needed.</li> <li>Submit the assessment to yourself (either your course coordinator or external assessor account).</li> </ul>	
<b>Check student results (Student view)</b>		

Topic	Instructions	Correct?
<b>Check results (student)</b>	<ul style="list-style-type: none"> <li>Log into Blackboard using a test student account. (see previous instructions)</li> <li>Navigate to the required ePortfolio assessment link.</li> <li>Check there is a link in the technical instructions to the video <b>ePortfolio Viewing Results</b>.</li> <li>Follow the video instructions.</li> <li>Video: <a href="#">ePortfolio Viewing Results</a></li> </ul>	
<b>Student outcome set report</b> (outcomes may be professional standards, competencies, learning objects, graduate attributes etc)	<ul style="list-style-type: none"> <li>Log into Blackboard using a test student account. (see previous instructions)</li> <li>Navigate to any ePortfolio link.</li> <li>Check there is a link in the technical instructions to the video <b>ePortfolio Outcomes Report</b>.</li> <li>Follow the video instructions.</li> </ul> Video: <a href="#">ePortfolio Outcomes Report</a>	
<b>Delete test student assessments</b>		
<b>Access</b>	<ul style="list-style-type: none"> <li>Navigate to <b>Menu &gt; Assessment &gt; Student Results</b>.</li> </ul>	
<b>Delete a submission</b>	<ul style="list-style-type: none"> <li>Use the search function to find your test student submissions.</li> <li>Left click on submission and select <b>Delete</b> from the menu.</li> <li>Click <b>Delete</b> button to confirm the deletion.</li> <li>Repeat until all test student submissions have been deleted.</li> </ul>	

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Last modified: [7 August 2019]