**ePortfolio Student Training plan**

# Course: ENVM3102

| **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 EarthEnviroScience 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/enrolusers/enrol-teaching-and-administration-staff>
* Go directly to <https://learn.uq.edu.au> to log in.
* To login as a test student use the nk link.

 |
| **Course Coordinator** | * The following school staff have been set up with course coordinator accounts: Paul Dargusch

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: Paul Dargusch, Indira Jones. Name format: First Last – External i.e. Mary Smith – External
	+ 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> |

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| --- | --- | --- |
| **Tasks** |
| **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: ENVM3102** **Assessment task:** **Placement Project Brief****Placement Supervisor’s Report 1 and 2****Placement Project Poster****Placement Project Report** | **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
 |
| **Placement Project Brief, Placement Project Poster, Placement Project Report** |  |
| **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](https://web.library.uq.edu.au/library-services/it/learnuq-blackboard-help/learnuq-assessment/eportfolio/upload-eportfolio-file-or-document)
 | * 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
* **Note** that staff receive a time / date stamp of your submission
* [Guide and student video](https://web.library.uq.edu.au/library-services/it/learnuq-blackboard-help/learnuq-assessment/eportfolio/eportfolio-submission-selected-assessor)
 | 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.
 |
| **Placement Supervisor’s Report 1 and 2** |  |
| **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](https://web.library.uq.edu.au/library-services/it/learnuq-blackboard-help/learnuq-assessment/eportfolio/complete-eportfolio-form)
 | * 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.
 |
| **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](https://web.library.uq.edu.au/library-services/it/learnuq-blackboard-help/learnuq-assessment/eportfolio/eportfolio-submission-external-assessor)
 | 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
	+ Click on the Add Guest link
	+ Enter the Guest’s details (only First Name, Last Name and Email are required)
	+ Click on the Save button
	+ Follow the submission steps above
* Contact your course coordinator as your assessor's name may not be in the system
 |
| **External Supervisor marking** | * Demo what the external submission email looks like for an external supervisor.
* Supervisor will receive an email from Chalk&Wire with a subject line saying Work to assess from the UQePortfolio.
* Supervisor clicks on the email and there will be a link to the marking guide as well as a link to the ePortfolio.
* When supervisor clicks on the link, they will be requested to enter their email address. Enter email address and click enter.
* Demonstrate the marking process for an external.
 | * Familiarise students with the process for external supervisors so they can assist them while out on placement.
 |
| **Assessment submission** |  |
| **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](https://web.library.uq.edu.au/library-services/it/learnuq-blackboard-help/learnuq-assessment/eportfolio/eportfolio-submission-selected-assessor)
 | 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.
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* Check your assignment instructions for whether you are allowed to add an assessor
	+ Click on the Add Guest link
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	+ Click on the Save button
	+ Follow the submission steps above
* Contact your course coordinator as your assessor's name may not be in the system
 |
| **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](https://web.library.uq.edu.au/library-services/it/learnuq-blackboard-help/learnuq-assessment/eportfolio/eportfolio-reviewing-results)
 | 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 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.
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