Student ePortfolio workshop – PHRM2012

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| **Topic** | **Content** | | |
| **Preparation** | | * Set up two dummy student test accounts to use for testing using the external users tool. They should have the surname **Pharmacy** 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> | |
| **Login** | | * Login into course as the Test student. * Use the nk link to login as the test student. | |
| **General information about the ePortfolio system** | | | |
| **Why are you using the ePortfolio system** | | | * It is a record of your learning and reflection through your program. * Over you degree this gives you an opportunity to demonstrate personal and professional growth. * This is your own space your course coordinators don’t have access unless you submit work. * You can export your work that you can put together as part of your CV, link to your LinkedIn and send to potential future employers. * After graduation, you have access for up to 4 years (read only) after that for full access you can go into an agreement with the vendor for approx. $US100. |
| **Access** | | | * You need to ensure you click on the links through your Blackboard course to access the ePortfolio system so grades will be transferred back to the grade centre. * There are resources in your Blackboard course on how to submit for each assessment piece including AskUs support. * The first time students use the ePortfolio they will need to accept a user agreement. |

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| **Assessment 1: Weekly Reflective Diaries** | | | |
| **Complete a form** | * Read instructions provided by course coordinator in your assessment folder. * You will have to accept the user agreement the first time you log into the system. * Access the *Reflective Dairies* link through your Blackboard site in the Placement Information folder. * Read the Instructions & Resources. * **DO NOT CLICK SUBMIT until you have completed all 5 Reflective Diaries.** * Click on the **Form link** and fill in details for Placement 1 – Placement 5 and Reflection. * Click on the **Save** button. * Click on **Close Form.** * Click on the **Submit** button. | | |
| **Updating your form** | * To update or add to your form click on the **Form link** to update.      * Make your changes/add to the form. * Click on the **Save** button. | | |
| **Withdrawing your work** | * Staff cannot see changes you have made unless you **withdraw and resubmit your work.** * Click on the date stamp below the submitted button.   C:\Users\uqsdav17\AppData\Local\Temp\SNAGHTML146ee65.PNG   * Click on the **Withdraw** button. | | |
| **Activity** | * Students are to submit their reflective diaries. * All students are to withdraw their work. | | |
| **Assessment 2: Evidence of Skills** | | | |
| **Upload a file** | | * Read instructions provided by course coordinator in your assessment folder. * Access the *Evidence of Skills* link through your Blackboard site in the Placement Information folder. * Click on the **ADD CONTENT** drop down **🡪 Add File**      * Click on **Insert Content Here.** * Attach files through:   + Drag and drop   + Add files   + Dropbox or   + OneDrive      * Click on the **Start Upload** (or **Start Uploading All** for multiple files) button. * Click on the **Close** button. * Click on the **Submit** button. * Click on a second **Submit** button to submit to your accessor.   C:\Users\uqsdav17\AppData\Local\Temp\SNAGHTMLeb2207.PNG   * Ensure you have a **green submitted button**, which confirms your submission.   C:\Users\uqsdav17\AppData\Local\Temp\SNAGHTML927a0c.PNG | |
| **Editing and Deleting your work** | | * When editing / deleting or withdrawing work remember that staff cannot see your updates unless you resubmit your work. * Click on the wheel icon to **EDIT or DELETE** your work. | |
| **Withdrawing your work** | | * Staff cannot see changes you have made unless you **withdraw and resubmit your work.** * Click on the date stamp below the submitted button.   C:\Users\uqsdav17\AppData\Local\Temp\SNAGHTML146ee65.PNG   * Click on the **Withdraw** button. | |
| **Activity** | | * Students to **Add a File** to Evidence of Skills. * All student are to withdraw their work. | |
| **Assessment 3: Attendance Sheet** | | | |
| **Upload a file** | | | Repeat the above process (Evidence of Skills) on how to upload a file or document. |
| **Access results and feedback** | | | |
| **Accessing results** | | **3 ways to view your results.**  1. On the *assessment submission page*.   * + Click on the date stamp below the submitted button.   + Click either **View Details** or **View Summary** to view results.   C:\Users\uqsdav17\AppData\Local\Temp\SNAGHTML1e1c7f.PNG  2. Access *My Grades* in your Blackboard site   * This allows you to view your score **only** not feedback.   3. *My Results* in your ePortfolio area   * + **Menu** 🡪 **Work** 🡪 **My Results** (this section allows you to view all results in your program). | |
| **Preview and Download your ePortfolio** | | | |
| **How to view your portfolio summary** | | * Click on the **Table of Contents**  (Book icon). * Preview to view webpage. * Download as zip or pdf options. | |
| **Change your Portfolio Theme** | | | |
| **How to change your 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. | |
| **Upload your Photo** | | | |
| **How to upload a photo** | | * 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 Portfolio on LinkedIn** | | | |
| **Share your Portfolio 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. | |
| **Make sure students have withdrawn** | | | |
| **Check to ensure all students have withdrawn their work** | | * Log into the system using your instructor account. * **Menu** 🡪 **Assessment** 🡪 **Student Results.** * Put your course code (PHRM2012) in the search field. * If there are no current submission listed all students withdrawn their work successfully. | |
| **Wrap Up** | | | |
| **Wrap up**  **(Resources)** | | * AskUs for technical support. * Vendor support is available after business hours. | |