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>
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| **Login** | * Login into course as the Test student.
* Use the nk link to login as the test student.

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| **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.
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| **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.
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| **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.
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| **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.
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| **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.

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| **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.

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| **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.
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| **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.PNG2. 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).
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| **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.
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| **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.
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| **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.
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| **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.

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| **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.
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| **Wrap Up**  |
| **Wrap up****(Resources)** | * AskUs for technical support.
* Vendor support is available after business hours.
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