**ePortfolio Student Training plan**

# Course: FOOD3030/7021

| **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 **AgricultureFoodSci** 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: Melissa Fitzgerald

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: Melissa Fitzgerald
	+ 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> |

| **Topic** | **Instructions** | **Key points** |
| --- | --- | --- |
| **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: FOOD3030/7021 Assessment task:****FOOD3030/7021 Learning Contract and OHS****FOOD3030/7021 Reflective Practice – Progressive 1, 2, 3, 4****FOOD3030/7021 Supervisor Report 1****FOOD3030/7021 Company Report****FOOD3030/7021 Supervisor Report 2****FOOD3030/7021 Reflective Practice – Final****FOOD3030/7021 Presentation** | **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
 |
| **FOOD3030/7021 Learning Contract and OHS, FOOD3030/7021 Supervisor Report 1, FOOD3030/7021 Company Report, FOOD3030/7021 Supervisor Report 2, FOOD3030/7021 Reflective Practice – Final, FOOD3030/7021 Presentation** |  |
| **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.
 |
| **External assessor (FOOD3030/7021 Supervisor Report 1 and FOOD3030/7021 Supervisor Report 2 only)** | * 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 (FOOD3030/7021 Supervisor Report 1 and FOOD3030/7021 Supervisor Report 2 only)** | * 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.
 |
| **FOOD3030/7021 Reflective Practice – Progressive 1, 2, 3, 4** |  |
| **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.
 |
| **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.
 |
| **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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* 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
 |
| **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
 |  |
| **Outcomes report** | * ePortfolios can be used to track your performance across a program or major. Outcomes may refer to learning objectives, graduate attributes, skills, professional standards or competencies.
* Enter ePortfolio through any link in your course.
* Click Menu.
* Click Dashboard.
* Click Performance tab.
* Click Outcome Performance.
 |  |
| **Viewing outcomes report** | * Expand the Outcomes report by clicking on the arrow.
* Individual Outcomes can be expanded by clicking on each arrow.
* An outcome can be expanded to show the assessments that have been completed for that outcome.
* Expanding an Assessed outcome will allow you to view the Work you submitted on that date alternatively you can view the Details of your results and feedback. There is also a copy of the assessment instrument for your viewing.
* [Guide and student video](https://web.library.uq.edu.au/library-services/it/learnuq-blackboard-help/learnuq-assessment/eportfolio/eportfolio-outcomes-report)
 | Student studying in Duel Degrees or multiple programs may have more than one outcome report.  |
|  **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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