**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](mailto:username@uq.edu.au) i.e. [uqmsmith@uq.edu.au](mailto: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** |
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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: 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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| **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. |