


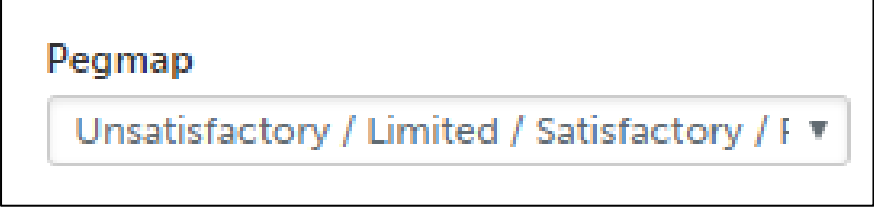
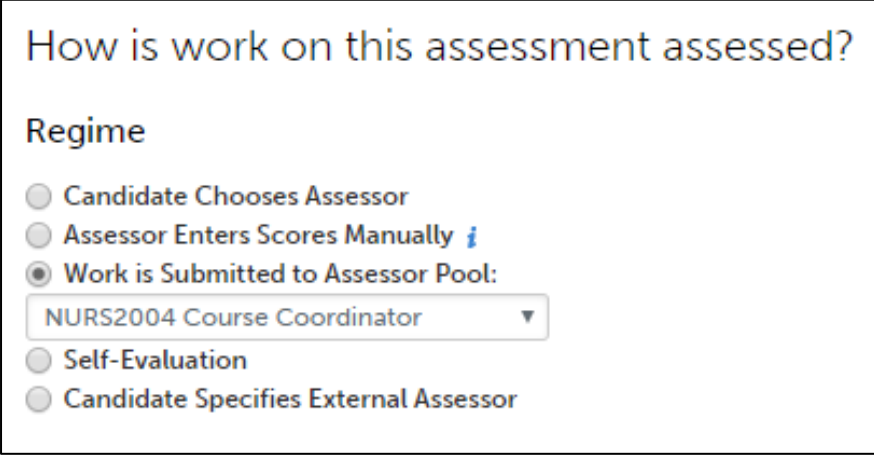
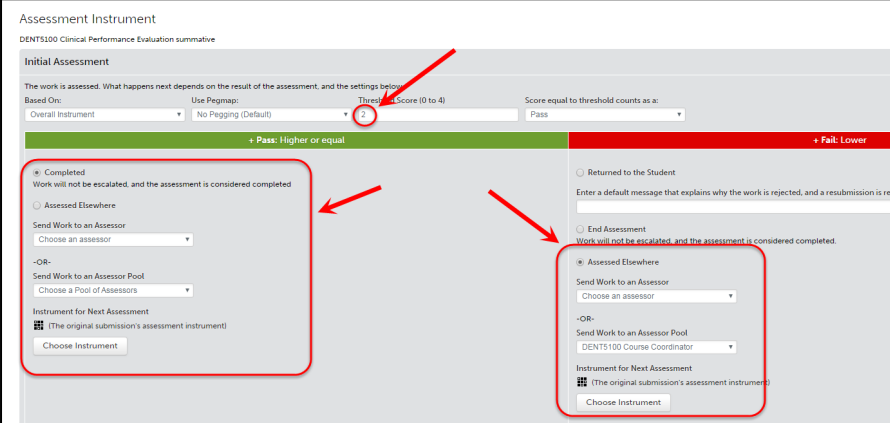
# ePortfolio Testing


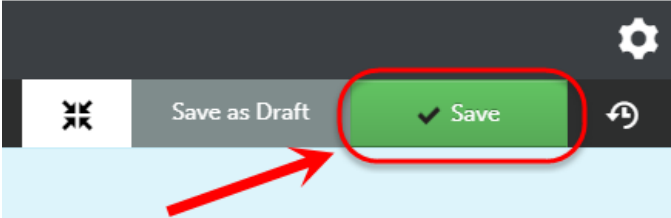
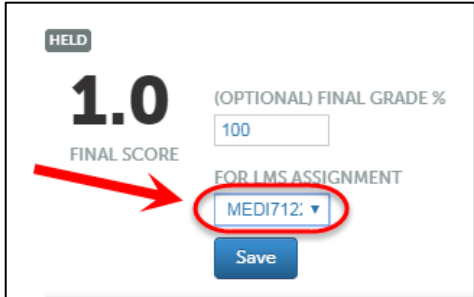
Program: Exercise and Sport Science

Topic	Instructions	Correct?
<b>General instructions</b>		
<b>Help</b>	<ul style="list-style-type: none"> <li>• Please work through the below steps to check your ePortfolio has been set up correctly.</li> <li>• If you need help with the testing please log a job with <a href="mailto:help@learn.uq.edu.au">help@learn.uq.edu.au</a> with subject line <b>ELSS – ePortfolio testing</b></li> <li>• Please take note of any issues and log a job with <a href="mailto:help@learn.uq.edu.au">help@learn.uq.edu.au</a> with subject line <b>ELSS – ePortfolio</b> if you need help resolving them.</li> </ul>	
<b>Test accounts</b>		
<b>Student</b>	<ul style="list-style-type: none"> <li>• Set up two dummy student test accounts to use for testing using the external user's tool. They should have the surname HABS so they are easily identified as dummy test accounts.</li> <li>• <a href="https://elearning.uq.edu.au/guides/enrol-users/external-users-tool">https://elearning.uq.edu.au/guides/enrol-users/external-users-tool</a></li> <li>• 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: <a href="https://elearning.uq.edu.au/guides/enrolusers/enrol-teaching-and-administration-staff">https://elearning.uq.edu.au/guides/enrolusers/enrol-teaching-and-administration-staff</a></li> <li>• Go directly to <a href="https://learn.uq.edu.au">https://learn.uq.edu.au</a> to log in.</li> </ul>	
<b>Course Coordinator</b>	<ul style="list-style-type: none"> <li>• The following school staff have been set up with course coordinator accounts: uqmcraab, uqhnich1</li> <li>• If you need additional staff to have course coordinator accounts follow the guide: <a href="https://www.elearning.uq.edu.au/content/create-eportfolio-course-staff-accounts">https://www.elearning.uq.edu.au/content/create-eportfolio-course-staff-accounts</a></li> </ul>	
<b>External assessors</b>	<ul style="list-style-type: none"> <li>• The following school staff have been set up with test external assessor accounts: Meagan Crabb, Hayley Nicholson               <ul style="list-style-type: none"> <li>○ Name format: First Last – External i.e. Mary Smith – External</li> <li>○ Email address (Eduroam format): <a href="mailto:username@uq.edu.au">username@uq.edu.au</a> i.e. <a href="mailto:uqmsmith@uq.edu.au">uqmsmith@uq.edu.au</a></li> </ul> </li> <li>• 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: <a href="https://www.elearning.uq.edu.au/content/create-eportfolio-course-staff-accounts">https://www.elearning.uq.edu.au/content/create-eportfolio-course-staff-accounts</a></li> </ul>	
<b>Checking Learn.UQ (Blackboard) links</b>		
<b>Access</b>	<ul style="list-style-type: none"> <li>• Log into Learn.UQ (Blackboard).</li> <li>• Navigate to your courses.</li> <li>• Navigate to the Assessment folder (if you have moved your ePortfolio links please navigate to that location).</li> </ul>	

Topic	Instructions	Correct?
ePortfolio links	<ul style="list-style-type: none"> <li>• Check the following:               <ul style="list-style-type: none"> <li>○ Link titles match those in your ECP</li> <li>○ Click on the down arrow next to Link heading and select Edit.</li> <li>○ Ensure enable evaluation is set to Yes if you require a mark to be sent back to Grade Centre.</li> <li>○ Confirm points possible is set to desired number.                   <ul style="list-style-type: none"> <li>▪ If you are using a Grading Schema in Grade Centre to show the result with a text descriptor instead of a mark the point possible should be set to 100.</li> </ul> </li> <li>○ Choose if you wish the Grade Centre column to be visible to students. (Yes = students can see results in my grades, No = results hidden from students. This setting does not control release of results in the ePortfolio).</li> <li>○ Click submit to save changes.</li> </ul> </li> </ul>	
Task Instructions	<ul style="list-style-type: none"> <li>• Update the task instructions:               <ul style="list-style-type: none"> <li>○ Click on the down arrow next to the task instructions and select Edit.</li> <li>○ Add any task specific instructions</li> <li>○ <b>DO NOT</b> modify the Technical instructions and support details, if you think these need to be changed please let us know.</li> <li>○ Click submit to save changes.</li> </ul> </li> </ul>	
<b>Checking Table of Contents (TOC)</b>		
Access	<ul style="list-style-type: none"> <li>• Click on any ePortfolio link in your courses.               <ul style="list-style-type: none"> <li>• Navigate to: <b>Menu &gt; Curriculum &gt; Table of Contents</b></li> </ul> </li> <li>• Left click on the required TOC and select <b>Edit</b></li> </ul>	
General check	<ul style="list-style-type: none"> <li>• Check the following:               <ul style="list-style-type: none"> <li>○ Correct Program / Major name</li> <li>○ Correct course codes (no course titles)</li> <li>○ Correct assessment names (same as ECP and similar tasks named consistently across all courses)</li> <li>○ Correct outcome names (if relevant) – outcome may be professional standards, competencies, learning objects, graduate attributes etc</li> </ul> </li> </ul> <p>Guide: <a href="#">Add and Edit Sections and Sub-Sections in Table of Contents</a></p>	
Settings	<ul style="list-style-type: none"> <li>• Click on the <b>Settings</b> tab (above the TOC menu).</li> <li>• Check the settings.</li> </ul> <p>Guide: <a href="#">Edit Table of Contents settings</a></p>	
<b>For each assessment task</b>		
Frames	<ul style="list-style-type: none"> <li>• Click on the <b>Edit Frame</b> button.</li> <li>• Check / edit the text</li> </ul> <p><b>Heading:</b> Include very brief submission instructions. Uncheck <b>Include in Portfolio</b>.</p> <p><b>Question:</b> Instructions available in Blackboard / the ECP should not be repeated here. Include a simple one sentence description of the task.</p> <p><b>Instructions:</b> These are displayed in a drop down box. Generally the instructions are stored in Blackboard not the ePortfolio.</p> <p>Guide: <a href="#">Add or edit Frames in a Table of Contents</a></p>	
Form (if relevant)	<ul style="list-style-type: none"> <li>• Click on the form link and check:               <ul style="list-style-type: none"> <li>○ Correct question text and relevant hint text (highlighted yellow).</li> <li>○ Correct type of field i.e. Multiple or single line textbox.</li> <li>○ Required fields i.e. Students must enter content into these fields before they can submit the work for marking.</li> <li>○ Take note of the form name if it needs editing.</li> </ul> </li> </ul> <p>Guide: <a href="#">Edit form builder</a></p>	

Topic	Instructions	Correct?
Assessment instruments (rubrics)	<ul style="list-style-type: none"> <li>Click on the <b>Instrument links</b> tab</li> <li>Note the name of the Assessment instrument.</li> <li>Click on the  Settings icon.</li> <li>Check what is being submitted: Single page / Page and subpages / Whole Portfolio.</li> <li>If there is a supplementary Assessment instrument note it's name.</li> <li>It is not recommended to use the <b>Maximum submissions</b> as it can create issues if students repeat the course.</li> <li>It is also not recommended to use <b>Due date / Cut Off date</b> as you need to remember to change them every time a course is run.</li> </ul>	
Content Requirements	<ul style="list-style-type: none"> <li>Click on the <b>Content Requirements</b> tab.</li> <li>Note, if you set content requirements students will not be able to submit work unless the Content Requirements are met.</li> </ul> Guide: <a href="#">Add and edit Content Requirements</a>	
<b>Checking Journal forms</b>		
Journal forms	<ul style="list-style-type: none"> <li>Navigate to: <b>Menu &gt; Curriculum &gt; Forms</b></li> <li>Left click on the required journal form and select <b>Edit</b> and check               <ul style="list-style-type: none"> <li>Correct question text and relevant hint text (highlighted yellow).</li> <li>Correct type of field i.e. Multiple or single line textbox.</li> <li>Required fields i.e. Students must enter content into these fields before they can submit the work for marking.</li> </ul> </li> </ul> Guide: <a href="#">Edit form builder</a>	
<b>Checking Assessment instruments (rubrics)</b>		
Access	<ul style="list-style-type: none"> <li>Navigate to: <b>Menu &gt; Curriculum &gt; Assessment Instruments</b></li> </ul>	
Assessment Instrument rubric	<ul style="list-style-type: none"> <li>Left click relevant assessment instrument and select <b>Edit</b> and check:               <ul style="list-style-type: none"> <li>Criteria titles</li> <li>Performance level titles</li> <li>Descriptors</li> <li>Marks</li> </ul> </li> </ul> Guide: <a href="#">Create Assessment instrument</a>	
Assessment instrument Settings Release results	<ul style="list-style-type: none"> <li>Select the <b>Settings</b> tab</li> <li>At the bottom of the page check:               <ul style="list-style-type: none"> <li>The correct school has been selected.</li> <li>If you want to release the student results all at the same time check the below settings have been selected:                   <ul style="list-style-type: none"> <li>Decide if you want to unable assessor to change individual student release options i.e. If the rest of the cohort's results have been released already and a tutor is marking a later submission.</li> </ul> </li> </ul> </li> </ul> <div data-bbox="343 1570 1267 1921" data-label="Image"> </div>	
Text descriptors	<ul style="list-style-type: none"> <li>If you want to display a drop down list of descriptors instead of a rubric check the appropriate peg map has been selected.</li> </ul>	

Topic	Instructions	Correct?
(if relevant)		
Assessor	<ul style="list-style-type: none"> <li>Check the correct assessor selection method has been selected. <ul style="list-style-type: none"> <li><b>Candidate Chooses Assessor:</b> Student enters the name of the UQ marker i.e. Their tutor</li> <li><b>Work is Submitted to Assessor Pool:</b> Work will automatically be sent to either one person (usually course coordinator) or randomly allocated to someone in the pool (i.e. a tutor). Note the name of the Assessor Pool to later check the staff/s members in it.</li> <li><b>Candidate Specifies External Assessor:</b> Student will enter the name of a non UQ marker (previously uploaded by staff) i.e. prac supervisor, preceptor</li> </ul> </li> </ul> 	
Escalation to another marker (optional)	<ul style="list-style-type: none"> <li>If you want work marked twice <b>Set Escalation Options</b> button (i.e. marked by an external assessor then check by an internal assessor). <ul style="list-style-type: none"> <li>Check the <b>Threshold Score</b> i.e. Pass mark, is the work only remarked if the student fails?</li> <li>Check the Assessor and Assessment instrument</li> </ul> </li> </ul> 	
<b>Checking student submission</b>		
Enrol test students	<ul style="list-style-type: none"> <li>Enrol the test students in all relevant program courses.</li> </ul>	

Topic	Instructions	Correct?
	<ul style="list-style-type: none"> <li>You will need to make your course available temporarily so the test students can access your course. See this guide to make course available <a href="https://www.elearning.uq.edu.au/content/make-course-available">https://www.elearning.uq.edu.au/content/make-course-available</a></li> <li>Follow the steps in the below guide using the test student username at the start of the document and selecting the role of <b>Student</b>. Guide: <a href="#">Enrol teaching and administration staff</a></li> </ul>	
<b>Log in as a student</b>	<ul style="list-style-type: none"> <li>Log into Blackboard using a test student account. <ul style="list-style-type: none"> <li>Log out of Blackboard using your own account by clicking on the  icon.</li> <li>Click on the <b>here</b> link</li> <li>Use the test student account details at the start of this document.</li> </ul> </li> </ul> <div data-bbox="344 528 1142 607" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>If you have a username starting with "nk_", please click <a href="#">here</a> to log in.</p> </div>	
<b>Submit assessment</b>	<ul style="list-style-type: none"> <li>For all courses in the program, submit all ePortfolio assessment items.</li> <li>Follow the relevant student instructions and use the instructional videos if needed.</li> <li>Submit the assessment to yourself (either your course coordinator or external assessor account).</li> </ul>	
<b>Send External assessment</b>		
<b>Send External assessment</b>	<ul style="list-style-type: none"> <li>Assessment instrument: ESS Final Supervisor Assessment</li> <li>Form: ESS Final Supervisor Assessment</li> <li>Test sending assessment to external assessors use the items named above and your test student and external assessor accounts.</li> </ul> <p>Video: <a href="#">Send external assessment</a></p>	
<b>Checking marking student work</b>		
<b>UQ assessor</b>	<ul style="list-style-type: none"> <li>Log into Blackboard and click on an ePortfolio link in any course.</li> <li>Mark all assessment.</li> </ul> <p>Guide: <a href="#">Assess student submissions</a></p> <p><b>Note:</b> If the results are returned to the Grade Centre you need to save twice. The first Save is to the ePortfolio and</p> <div data-bbox="344 1223 1018 1440" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>the second Save is to return the result to the Blackboard Grade Centre. The Grade Centre column must be selected from the <b>FOR LMS ASSIGNMENT</b> drop down menu.</p> <div data-bbox="344 1565 820 1861" style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div>	
<b>External assessor</b>	<ul style="list-style-type: none"> <li>Log into your UQ email and you should have emails from <b>Chalk and wire</b>.</li> <li>Remember to enter your test external assessor email when prompted i.e. <a href="mailto:username@uq.edu.au">username@uq.edu.au</a></li> </ul>	

Topic	Instructions	Correct?
	Guide: <a href="#">Quickstart Guide for External Assessor</a>	
<b>Release HELD results</b>	<ul style="list-style-type: none"> <li>If you have held results (i.e. this was an assessment instrument setting) you will need to release the results to finalise the testing.</li> </ul> Guide: <a href="#">Release held student results</a>	
<b>Check student results (UQ staff)</b>		
<b>Grade Centre</b>	<ul style="list-style-type: none"> <li>Check the correct results have been transferred to Grade Centre.</li> <li>If a Grading Schema has been used check the text descriptor is correct.</li> </ul>	
<b>Check student results (Student view)</b>		
<b>Check results (student)</b>	<ul style="list-style-type: none"> <li>Log into Blackboard using a test student account. (see previous instructions)</li> <li>Navigate to the required ePortfolio assessment link.</li> <li>Check there is a link in the technical instructions to the video <b>ePortfolio Viewing Results</b>.</li> <li>Follow the video instructions.</li> <li>Video: <a href="#">ePortfolio Viewing Results</a></li> </ul>	
<b>Delete test student assessments</b>		
<b>Access</b>	<ul style="list-style-type: none"> <li>Navigate to <b>Menu &gt; Assessment &gt; Student Results</b>.</li> </ul>	
<b>Delete a submission</b>	<ul style="list-style-type: none"> <li>Use the search function to find your test student submissions.</li> <li>Left click on submission and select <b>Delete</b> from the menu.</li> <li>Click <b>Delete</b> button to confirm the deletion.</li> <li>Repeat until all test student submissions have been deleted.</li> </ul>	
<b>Make course unavailable</b>	<ul style="list-style-type: none"> <li>Once student testing is complete you can make your course unavailable again by following this guide: <a href="https://www.elearning.uq.edu.au/content/make-course-available">https://www.elearning.uq.edu.au/content/make-course-available</a></li> </ul>	

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