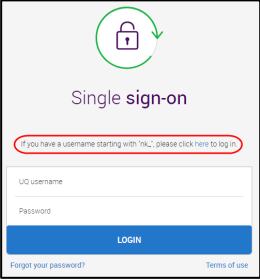




ePortfolio Student Training plan


Program: ESS Course: HMST3001/4314

Topic	Instructions	Key points
General instructions		
Training format options	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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. 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 <p>Go directly to https://learn.uq.edu.au to log in.</p> 	
Course Coordinator	<ul style="list-style-type: none"> The following school staff have been set up with course coordinator accounts: uqmcraab, uqhnich1, 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	<ul style="list-style-type: none"> The following school staff have been set up with test external assessor accounts: Meagan Crabb, Hayley Nicholson <ul style="list-style-type: none"> Name format: First Last – External i.e. Mary Smith – External Email address (Eduroam format): username@uq.edu.au i.e. uqsmith@uq.edu.au <p>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</p>	
Topic	Instructions	Key points
Tasks		
Task selection	<ul style="list-style-type: none"> 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. 	

Topic	Instructions	Key points
Course: HMST3001/4314 Assessment tasks: Student Self-Assessment Professional Self Reflection Supervisor Reference Form		Key points
ePortfolio use in course	<ul style="list-style-type: none"> 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). 	<ul style="list-style-type: none"> Students will be using the ePortfolio throughout their program.
ePortfolio links and navigation		
ePortfolio links	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Course staff are not IT experts, please use the support available.
Not elective choice	<ul style="list-style-type: none"> The link is to a particular assessment submission page in the ePortfolio. It is important to use the ePortfolio links in Blackboard as clicking on the links creates the connection so results can be returned to My Grades. 	<ul style="list-style-type: none"> Students must use the Blackboard links.
General Submission advice		
General	<ul style="list-style-type: none"> The ePortfolio is the students' own private area that UQ teaching staff have no access to. Students MUST Submit work for marking and feedback. 	<ul style="list-style-type: none"> Work must be SUBMITTED
Student Self-Assessment		
Form completion	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> They must remember to Save the form. They can edit and save the form multiple times before Submitting.
Edit a form	<ul style="list-style-type: none"> Click on the form title and update the relevant fields Click on the Save and Close buttons 	<ul style="list-style-type: none"> When editing work you will need to resubmit for your instructor to see the changes.
Selected assessor	<ul style="list-style-type: none"> 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, review your submission and then click on 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 	<p>If you are unable to submit check:</p> <ul style="list-style-type: none"> 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

Topic	Instructions	Key points
	<ul style="list-style-type: none"> • Guide and student video 	<ul style="list-style-type: none"> • uploaded the required number of file.
Professional Self Reflection		
Textbox	<ul style="list-style-type: none"> • Click on the ADD CONTENT button and select Text block from the menu • Click on an Insert Content Here icon • Add the required content • Click on the Save button and then on the Close button • Guide and student video 	<ul style="list-style-type: none"> • DO NOT link videos and large sound files as they will slow down the page load (use File upload instead)
Editing and Deleting a Textbox	<ul style="list-style-type: none"> • Click on the cog next to the Text Block to Edit • Click on the cog next to the Text Block to Delete 	
File upload (Text document, video,	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Click on the cog next to the file and select Delete • Click on the delete button 	
Selected assessor	<ul style="list-style-type: none"> • 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, review your submission and then click on 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 	<p>If you are unable to submit check:</p> <ul style="list-style-type: none"> • 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.
Supervisor Reference Form		
File upload (Text document, video,	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Click on the cog next to the file and select Delete • Click on the delete button 	
Selected assessor	<ul style="list-style-type: none"> • 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, review your submission and then click on the Close button 	<p>If you are unable to submit check:</p> <ul style="list-style-type: none"> • You have clicked the Close button after adding a text block, completing a form or uploading a file

Topic	Instructions	Key points
	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> You have completed all submission requirements i.e. All required fields of a form or uploaded the required number of file.
Demo external assessor process		
External Assessor email	<ul style="list-style-type: none"> Demo to students what the email looks like that the assessors will receive for feedback on placement. Show how an external supervisor accesses the ePortfolio from the received email 	<ul style="list-style-type: none"> To access the ePortfolio the external assessor needs to use the email address that they received the email at.
Overview of the external assessor feedback	<ul style="list-style-type: none"> Demo how an external assessor would complete the feedback form and then provide an overall mark 	<ul style="list-style-type: none"> Remind students that their external assessor will need to hit the save button at the bottom of the feedback form and also the big Green Save button once an overall mark has been given
Student Results		
View results for a single assessment	<ul style="list-style-type: none"> 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 	You can print a copy of your results and feedback from the View Details page.
View results for all ePortfolio assessment	<ul style="list-style-type: none"> Enter ePortfolio through any link in your course. Click Menu. Click Work. 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 	
Editing and sharing your ePortfolio		
View your ePortfolio summary	<ul style="list-style-type: none"> Click on the Table of Contents  (Book icon). Preview to view webpage. Download as zip or pdf options. 	
Change your ePortfolio theme	<ul style="list-style-type: none"> 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. 	

Topic	Instructions	Key points
Uploading a profile picture	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • You can also share your portfolio on a variety of platforms including email, Twitter, Facebook and LinkedIn.