**ePortfolio Student Training plan**

# Course: PLNT3009, PLNT5007

| **Topic** | **Instructions** | **Key points** |
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| **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 **AGRI** 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: Anthony Young, other   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> | |

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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: PLNT3005, PLNT5007 Assessment task: Field Monitoring Report, Plant Disease Project (Koch's Postulates)** | | **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 |
| **Field Monitoring Report (only demonstrate for this), Plant Disease Project (Koch's Postulates)** | |  |
| **File upload**  **(Text document, image)** | * 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 |  |
| **Text Block** | * 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](https://web.library.uq.edu.au/library-services/it/learnuq-blackboard-help/learnuq-assessment/eportfolio/create-eportfolio-text-block) | * DO NOT link videos and large sound files as they will slow down the page load (use File upload instead) |
| **Editing and Deleting a Text Block** | * Click on the cog next to the Text Block to **Edit** * Click on the cog next to the Text Block to **Delete** |  |
| **Journals (Field Monitoring Report)** | |  |
| **Accessing Journals** | * Enter ePortfolio through any link in your course. * Click Menu * Click Work * Click Journals |  |
| **Creating a new journal** | * Enter the name of your journal in the Name box * Click on Choose Journal Template drop down box and select the required Journal * Click Start New Journal * Journal will launch automatically * Click return to exit Journal | **Tip:** You only need to create the journal once.  **Warning:** If you select the wrong journal template, you can delete the journal prior to making any entries inside the journal. |
| **Accessing an existing journal** | * From the journals page click on the required journal form the My Journals list * Journal will launch automatically |  |
| **Add a journal entry** | * Access required journal * Click New Journal Entry button. * Journal entry window will open. * Complete details. * Click Save & Continue button at bottom of page * Scroll to top and click Close button * Repeat as required |  |
| **Add a journal entry to assessment item** | * Access assessment * Click Add Content > Journal Entries * Click Insert Content Here * Journal entry window will open > select required source > drag to Chosen Reports > Done * Repeat as required |  |
| **Edit or delete a journal** | * Access required journal * Click on Edit button to update journal entry or click delete button to delete entry |  |
| **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. |
| **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 |  |
| **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. |