



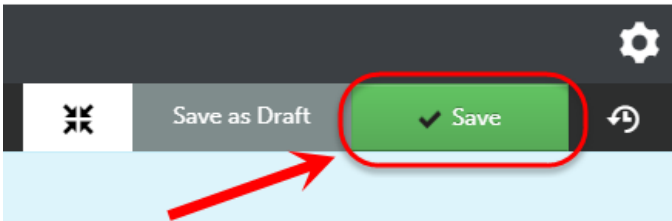
# ePortfolio Testing

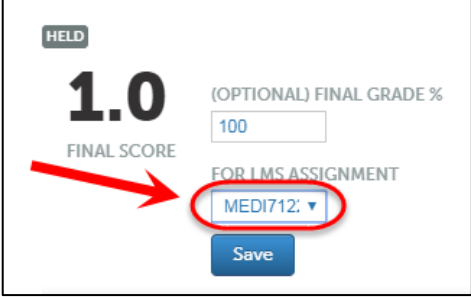
Program: Bachelor of Equine Science.

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 <b>(Insert School Name)</b> 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/enrol-users/enrol-teaching-and-administration-staff">https://elearning.uq.edu.au/guides/enrol-users/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: Rebecca Zsoldos</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:               <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.</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 course.</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>○ Make any additions to the Description. DO NOT 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 course.</li> <li>• Navigate to: <b>Menu &gt; Curriculum &gt; Table of Contents</b></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>	
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> </ul>	

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	<ul style="list-style-type: none"> <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>	
<b>Content Requirements</b>	<ul style="list-style-type: none"> <li>Click on the <b>Content Requirements</b> tab.</li> <li>Note, 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 Assessment instruments (rubrics)</b>		
<b>Access</b>	<ul style="list-style-type: none"> <li>Navigate to: <b>Menu &gt; Curriculum &gt; Assessment Instruments</b></li> </ul>	
<b>Assessment Instrument rubric</b>	<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>	
<b>Assessment instrument Settings Release results</b>	<ul style="list-style-type: none"> <li>Select the <b>Settings tab</b></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 enable 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="341 1070 1267 1424" data-label="Image"> </div>	
<b>Text descriptors (if relevant)</b>	<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> <div data-bbox="341 1532 1222 1742" data-label="Image"> </div>	
<b>Assessor</b>	<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> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <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> <div data-bbox="343 257 1225 712" style="border: 1px solid black; padding: 10px;"> <p>How is work on this assessment assessed?</p> <p>Regime</p> <p><input type="radio"/> Candidate Chooses Assessor</p> <p><input type="radio"/> Assessor Enters Scores Manually <a href="#">i</a></p> <p><input checked="" type="radio"/> Work is Submitted to Assessor Pool:</p> <p>NURS2004 Course Coordinator ▾</p> <p><input type="radio"/> Self-Evaluation</p> <p><input type="radio"/> Candidate Specifies External Assessor</p> </div>	
<b>Checking student submission</b>		
<b>Enrol test students</b>	<ul style="list-style-type: none"> <li>• Enrol the test students in all relevant program courses.</li> <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>.</li> </ul> <p>Guide: <a href="#">Enrol teaching and administration staff</a></p>	
<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  logout 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="343 1211 1141 1283" style="border: 1px solid gray; padding: 5px;"> <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>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="343 1675 1018 1895" style="border: 1px solid gray; padding: 5px;">  </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>	

Topic	Instructions	Correct?
		
<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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