



Australian  
National  
University

# **ePortfolio User Guide - Teaching Staff**

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## Introduction

This guide contains specific ePortfolio procedures that are completed by teaching staff:

- Set up a Wattle Assignment for ePortfolio Submission
- Provide Feedback to Students on a Shared Page

In addition to this guide it is recommended that teaching staff also refer to the **ePortfolio User Guide** which contains ePortfolio procedures that are relevant to all users including both staff and students.

# ePortfolio - Set up a Wattle Assignment for ePortfolio Submission

## Overview

This section covers how to set up a Wattle Assignment to allow students to submit portfolio pages or collections for assessment. It is not possible for students to submit individual files or content from ePortfolio to a Wattle assignment; only ePortfolio pages or collections.

**Note:** Students may only submit their **personal** portfolio pages or collections for assessment. If groups are used in ePortfolio, students cannot submit group pages or collections for assessment in Wattle.

## Locking Submitted Pages/Collections

In the Wattle assignment settings the teacher can choose whether or not the ePortfolio page/collection submitted by the student should be locked temporarily (until after grading), permanently or not at all. When determining which setting to use, keep in mind that if you need to retain a copy of the version that was submitted for assessment, e.g. for summative assessment purposes, it is best to keep the page locked permanently rather than select the option that releases it for editing after grading. The student will no longer be able to edit the submitted version, but may make a copy of the submitted page(s) in their ePortfolio and edit the copied version.

## Student View of Locked Pages in ePortfolio

When a page is locked a student can identify it by yellow highlighting, along with the details of the date and time the page was submitted to Wattle:

Legal Practical Experience Portfolio

This page was submitted to Wattle on 06 September 2016, 2:13 AM.

## Advising Students on ePortfolio Organisation if Wattle Submission is Required

There are implications for the way students organise their portfolio if you will require them to submit pages via a Wattle assignment. When students submit, they will have the option to select either pages or collections. However, pages that are within a collection cannot be submitted separately to a Wattle assignment, i.e. the entire collection must be submitted. If the student wishes only to submit a single page, they can either remove it from the collection or make a copy.

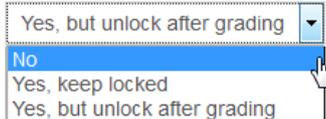
## Step-by-Step

### Update Wattle Assignment Settings for ePortfolio Submissions

1. There are three **Submission types** settings that apply to ePortfolio submission via a Wattle Assignment:

1. **Submission types:** select **ePortfolio**.
2. **Site:** displays **My ePortfolio**, leave as default.
3. **Lock submitted ePortfolio:** this setting determines whether a page is locked on submission. There are three options:

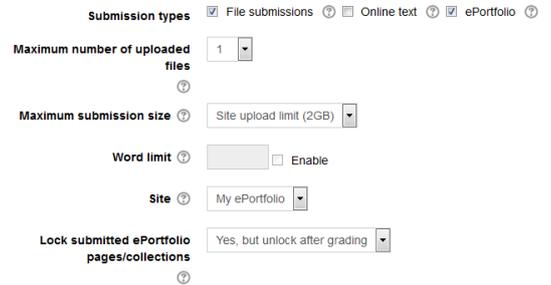
Lock submitted ePortfolio pages/collections



Yes, but unlock after grading  
No  
Yes, keep locked  
Yes, but unlock after grading

- a) Select **No** to prevent locking after submission. You may wish to lock pages submitted for summative assessments but allow students to keep working on pages submitted for formative assessment.  
**Note:** if you select **No** the student will be able to modify the page.
- b) Select **Yes, keep locked** to keep the page locked. **Note:** this will keep the page locked forever, even if you later change this setting to **No**. Students will not be able to edit the page in future, but will be able to copy it and edit the copied version.
- c) Select **Yes, but unlock after grading** to keep the page locked until you have entered the assignment grade. The page is then automatically unlocked to enable the student to edit it. **Note:** a copy of the graded version is NOT maintained.

#### Submission types



Submission types  File submissions  Online text  ePortfolio

Maximum number of uploaded files 1

Maximum submission size Site upload limit (2GB)

Word limit  Enable

Site My ePortfolio

Lock submitted ePortfolio pages/collections Yes, but unlock after grading

<p>2. Complete the other assignment settings as you normally would, then click <b>Save and return to course</b> or <b>Save and display</b>.</p>	<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="background-color: #333; color: white; padding: 5px 15px; border-radius: 3px;">Save and return to course</div> <div style="background-color: #333; color: white; padding: 5px 15px; border-radius: 3px;">Save and display</div> </div>
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## Review a Submitted ePortfolio Page

<p>1. To review a submitted ePortfolio page, click the link in the <b>ePortfolio</b> field in the <b>Submission status</b> inbox.</p> <p><b>Note:</b> the link is also accessible from the submission inbox summary page.</p> <p><b><u>Warning – Comments</u></b></p> <p>If you comment directly on an ePortfolio <b>page</b>, the comments will <b>not</b> transfer across to the feedback comments in the Wattle assignment.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Submission status</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Attempt number</td> <td style="padding: 5px;">This is attempt 1.</td> </tr> <tr> <td style="padding: 5px;">Submission status</td> <td style="padding: 5px; background-color: #e0ffe0;">Submitted for grading</td> </tr> <tr> <td style="padding: 5px;">Grading status</td> <td style="padding: 5px;">Not graded</td> </tr> <tr> <td style="padding: 5px;">Due date</td> <td style="padding: 5px;">Monday, 31 October 2016, 12:00 AM</td> </tr> <tr> <td style="padding: 5px;">Time remaining</td> <td style="padding: 5px;">Assignment was submitted 6 days 8 hours early</td> </tr> <tr> <td style="padding: 5px;">Editing status</td> <td style="padding: 5px; color: red;">Student can edit this submission</td> </tr> <tr> <td style="padding: 5px;">Last modified</td> <td style="padding: 5px;">Monday, 24 October 2016, 3:49 PM</td> </tr> <tr> <td style="padding: 5px;">Submission comments</td> <td style="padding: 5px;">▶ Comments (0)</td> </tr> <tr> <td style="padding: 5px;">ePortfolio</td> <td style="padding: 5px;">🔍 GDLP</td> </tr> </table> </div>	Attempt number	This is attempt 1.	Submission status	Submitted for grading	Grading status	Not graded	Due date	Monday, 31 October 2016, 12:00 AM	Time remaining	Assignment was submitted 6 days 8 hours early	Editing status	Student can edit this submission	Last modified	Monday, 24 October 2016, 3:49 PM	Submission comments	▶ Comments (0)	ePortfolio	🔍 GDLP
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# ePortfolio – Provide Feedback to Students on a Shared Page

## Overview

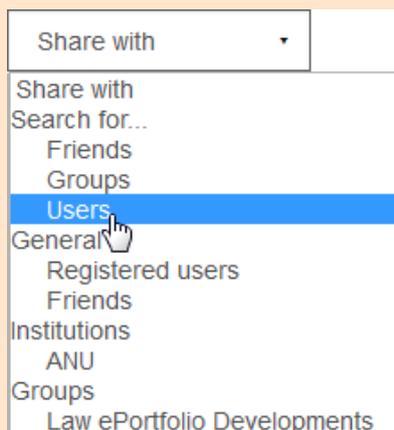
This section covers how to provide feedback on an ePortfolio page that a student has shared with you. Sharing is controlled by the student, so it is important to understand the process and settings involved to ensure that pages you require access to are shared correctly and in line with ANU policy.

### Important Information about Privacy and Sharing

By default everything in ePortfolio is private to the user, except your personal **Profile** which is visible to **all** ANU staff and students.

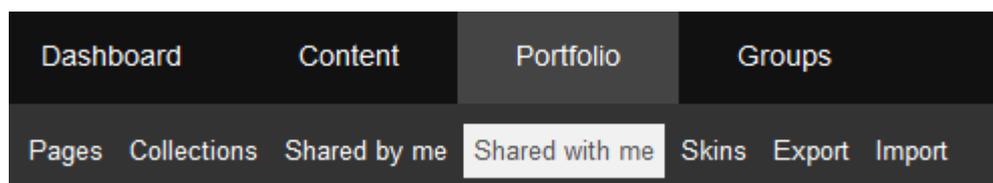
You can choose to share your ePortfolio pages and collections (groups of pages) with individuals or groups within ANU. In doing so you must comply with the relevant ANU policies. Refer to the [ANU Academic honesty & plagiarism](#)<sup>1</sup> web page for details.

The image below shows an example of the ‘Share with’ options available to you when sharing pages or collections. **‘Registered users’** and **‘ANU’** includes **all ANU staff and students**. Ensure you and your students do not inadvertently select these when editing your sharing settings.



## Accessing Shared Pages

Pages that have been shared with you will display in **Shared with me** which is accessed via the **Portfolio** section of ePortfolio. You will also receive an email notification, depending on your notification settings. Refer to **Notifications** in this guide for details.



<sup>1</sup> <http://www.anu.edu.au/students/program-administration/assessments-exams/academic-honesty-plagiarism>

## Page Sharing Settings

Depending on the purpose of the learning activity, you may need to ask the student to modify their default page sharing settings. By default, comments are allowed on any shared pages. Students have the option to approve (moderate) comments before they are made public, along with enabling a shared page to be copied and specifying a timeframe for sharing the page.

### Share | Edit access

**Collections**

Allow comments  Yes

*Allow users to leave comments.*

Moderate comments  No

*Comments on pages will remain private until they are approved by you or moderation.*

Allow copying  No

*If people have access to your selected pages / collections, they can copy content.*

**Overriding start/stop dates**

*If you want, you can set an overriding start and/or stop date. Other permissions will still apply regardless of any other access you have granted.*

Access start date/time  

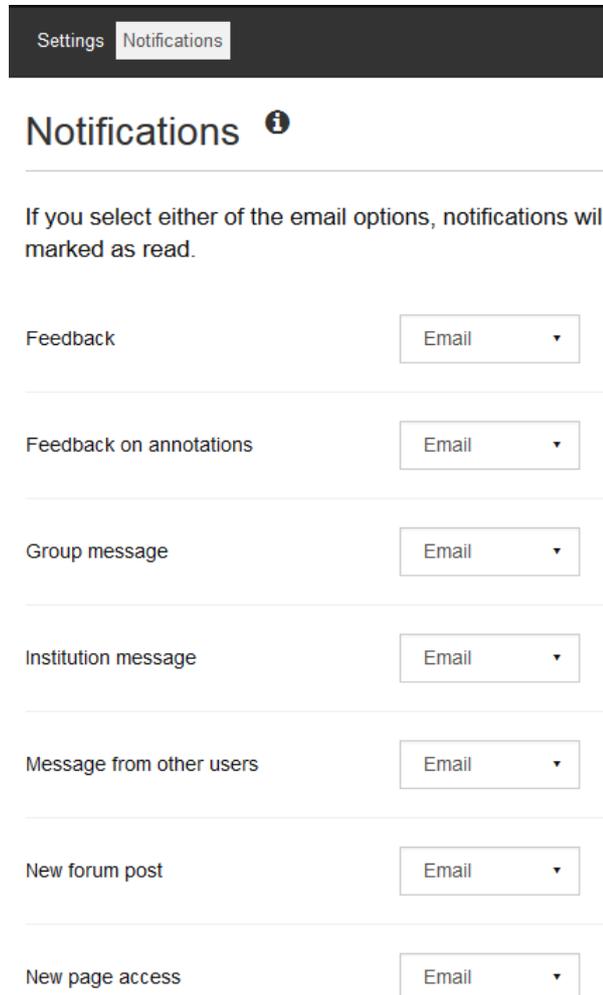
*Use the format YYYY/MM/DD HH:MM*

Access end date/time  

*Use the format YYYY/MM/DD HH:MM*

## Notifications

You will receive an email when a page or collection is shared with you. This defaults to one email each time a page is shared. You can change your email notification settings via **Settings>Notifications** and update **New page access**. If you select **Email digest** you will receive a daily summary of all new pages shared instead of individual emails.

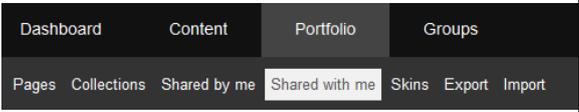
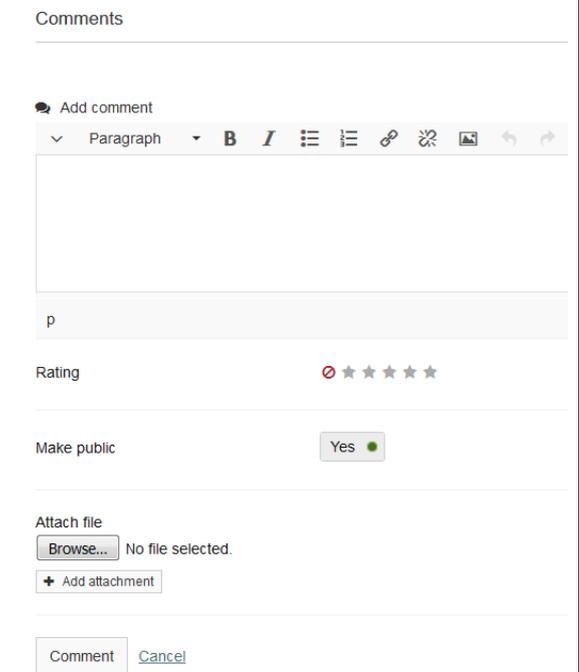


Settings	Notifications
<h2>Notifications <span>?</span></h2>	
If you select either of the email options, notifications will be marked as read.	
Feedback	Email ▾
Feedback on annotations	Email ▾
Group message	Email ▾
Institution message	Email ▾
Message from other users	Email ▾
New forum post	Email ▾
New page access	Email ▾

## Student Procedure for Sharing Pages

Refer to the section **ePortfolio – Submit for Feedback or Assessment** in the ePortfolio User Guide, which covers the steps students need to follow to share a page with a course convenor.

## Step-by-Step

Provide Feedback to Students on a Shared Page	
<p>1. Access ePortfolio and locate the <b>Shared with me</b> section in <b>Portfolio</b>.</p>	
<p>2. The page title, author and date it was last updated display in the list of shared pages. Click a page title to access the page.</p>	
<p>3. To add a comment relating to the entire page, complete the following fields at the bottom of the page as required:</p> <ul style="list-style-type: none"> <li>• <b>Add comment</b> – enter and format your comments here.</li> <li>• <b>Rating</b> – a rating scale defaults, this is optional.</li> <li>• <b>Make public</b> – defaults to <b>Yes</b>, meaning any comments you add will be visible to everyone the page is shared with. Change to <b>No</b> if required.</li> <li>• <b>Attach file</b> – use to upload any files you wish to attach, if required.</li> </ul> <p><b>Note:</b> some blocks within pages also allow comments, such as <b>Files to download</b>.</p>	
<p>4. Click <b>Comment</b> to post your comments. The confirmation message <b>Feedback submitted</b> displays.</p> <div data-bbox="229 1697 525 1787" style="border: 1px solid black; background-color: #e0f0e0; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Feedback submitted</p> </div>	

<p><b>5.</b> Comments can be edited within 10 minutes of posting. After 10 minutes it will only be possible to delete the comment.</p> <p>To edit, click . To delete, click .</p>	<p>Comments</p> <div data-bbox="895 197 1444 264"> Sharon Elliott 2 mins ago <small>[Updated: 1 sec ago]</small></div>  
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## Additional Resources

For all users:

- ePortfolio User Guide
- An online [Mahara User Manual](http://manual.mahara.org/en/16.04/)<sup>2</sup> is also available.

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<sup>2</sup> <http://manual.mahara.org/en/16.04/>