Site Structure and Explanation of Each Area
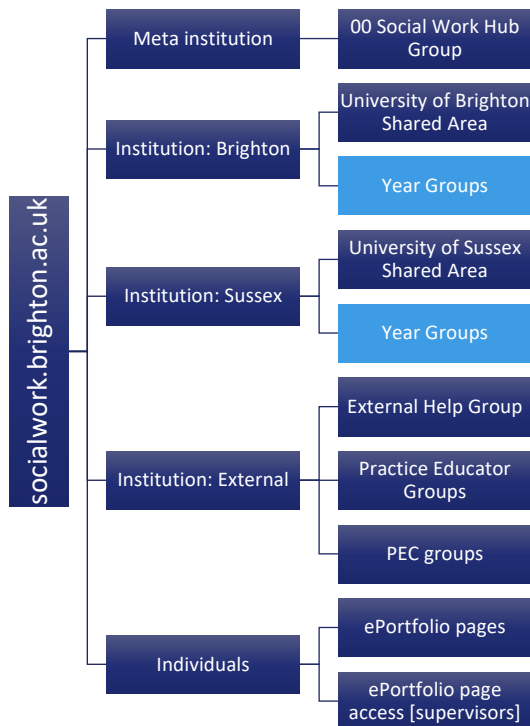
Institutions ~ a way to manage distinct user populations and their experiences of using the system.

Meta institution [Level 00]: this level is only seen by the highest-level site administrators. Only one group sites under this and this is an auto enroll area entitled: *00 Social Work Hub* this is an area shared with all site users. Membership is hidden. It will provide a help forum and can be a place for cross-institutional and external user discussions.

University Institutions [Level 01]: University of Brighton and University of Sussex each have separate institutions. This will allow for distinct usage statistics for each user population. It will allow for two different versions of the ePortfolio template to automatically given to each new user added to either institution.

External Institution [Level 01]: This is the instution for all external users including: practice educators, PECs, supervisors and other external stakeholders. This will allow for distinct statistical tracking to check that external users are engaging with the system.

University Groups [Level 02]: This level is for shared materials and for the placement year areas. The placement year areas are where the students will **submit** their ePortfolios and where the ePortfolios will be archived in Leap2A format.

External Groups [Level 03]: Groups sit under institutions but membership transcends institutions. For example the Practice Educator Groups will sit under the External Institution, but Sussex and Brighton students can be members of these groups.

Outlier: **Admin Group**
This group sits at level 0 and is where all shared tutorial materials can be co-authored. It is also where the technical documentation for the project is stored. All key project stakeholders can be given access to this area.

Brighton Social Work Main Institution — Student's ePortfolio

Page 1: Guidance on Evidence and Developing the Portfolio
- Guidance on Evidence and Developing the Portfolio
- Assessment and supervision information

Page 2: Front Sheet and Confidentiality Statements
- Portfolio Front Sheet
- Confidentiality Agreement
- Disclosure and Barring Service Disclosure Statement
- Portfolio Contents and Checklist

Page 3: Placement Learning Agreement and PPDP
- Placement Learning Agreement
- PPDP - End of first placement
- End of final placement

Page 4: Direct Observations and Feedback from other professionals
- First Observation
- Second Observation
- Third Observation
- Feedback from other professionals

Page 5: Critical Reflection on Practice and Reflective Practice Study Essay
- Critical Reflection 1
- Critical Reflection 2
- Reflective Practice Essay

Page 6: Index of Evidence Used for Student Assessment
- List of standard abbreviations
- Evidence table

Page 7: Midway and Final Assessments
- Midway Report
- **Final Report and Recommendation**

ePortfolio Template Stucture

Workflow for adding users

ACCOUNT PROVISIONING AND ACCESS PLAN

Shown in logical order of provision.

Usernames are email addresses, due to possible overlap:
Email addresses should be formatted as usr123@brighton.ac.uk or usr234@sussex.ac.uk where possible as students often do not know their named email address (assuming that addresses work in a similar way at Sussex.

Create a spreadsheet based on Fiona's template for each user group at each institution:
1. Spreadsheet 1: Academic staff
2. Spreadsheet 2: Practice Educators (what is the overlap on this - as username is email it will not allow duplicate users)
3. Spreadsheet 3: PECs (what is the overlap on this - as username is email it will not allow duplicate users)
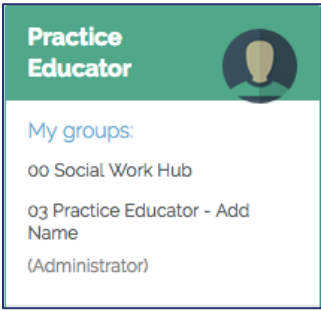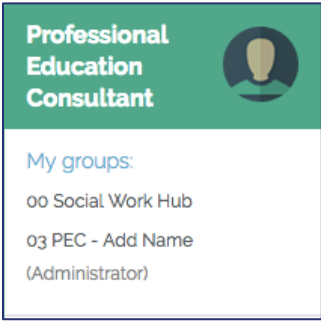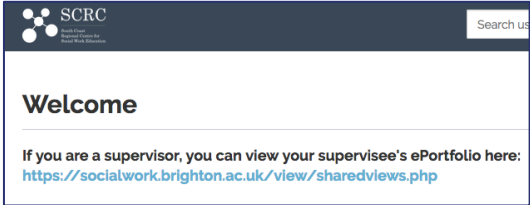4. Spreadsheet 4: Supervisors
5. Spreadsheet 5: Students

Recommended: Fiona spends a morning or afternoon with each institutional admin (Ciara - Brighton and Lisa - Sussex) to make sure that users are enrolled correctly. Any stragglers can easily be added later on a case-by-case basis.

ACADEMIC STAFF	Menu as shown to ACADEMIC STAFF (e.g. Brighton)
ACCOUNT AND PORTFOLIO ACCESS For each batch of academic staff we need to: 1. Add them to the institution: Brighton or Sussex [spreadsheet] 2. Auto add them to the Social Work Hub 3. Auto add to University of Brighton group or University of Sussex group. 4. Auto add them to their year group area/s - use a spreadsheet to make them admins 5. Make them institutional staff [Fiona will do this]	

PRACTICE EDUCATORS	Menu as shown to PRACTICE EDUCATORS
ACCOUNT AND PORTFOLIO ACCESS For each batch of Practice Educators we need to: 1. Add them to the institution: External [spreadsheet] 2. Auto enrol them in Social Work Hub 3. Auto enrol them in External Group 4. Create unique group for them and add them to it - duplicate existing group and rename. 5. Make them admin in their own group	**Practice Educator** My groups: 00 Social Work Hub 03 Practice Educator - Add Name (Administrator)

PROFESSIONAL EDUCATION CONSULTANTS (PECS)	Menu as shown to PROFESSIONAL EDUCATION CONSULTANTS
ACCOUNT AND PORTFOLIO ACCESS For each batch of Professional Education Consultants we need to: 1. Add them to the institution: External [spreadsheet] 2. Auto enrol them in Social Work Hub 3. Auto enrol them in External Group 4. Create unique group for them and add them to it - duplicate existing group and rename. 5. Make them admin in their own group	**Professional Education Consultant** My groups: 00 Social Work Hub 03 PEC - Add Name (Administrator)

SUPERVISORS	Menu as shown to SUPERVISORS
ACCOUNT AND PORTFOLIO ACCESS For each supervisor we need to 1. Add them to the institution: External [spreadsheet] 2. Auto enrol them in Social Work Hub 3. Auto enrol them in External Group	A link is provided at the top of the front page for supervisors to access their supervisees. SCRC South Coast Regional Centre for Social Work Education · Search us **Welcome** If you are a supervisor, you can view your supervisee's ePortfolio here: https://socialwork.brighton.ac.uk/view/sharedviews.php

UNDERGRADUATE STUDENTS	Menu as shown to UNDERGRADUATE STUDENTS

ACCOUNT
For each batch UG student we need to:
  1. Add them to the institution: Brighton or Sussex [spreadsheet]
  2. Auto enrol them in Social Work Hub
  3. Auto enrol them in University of Brighton or University of Sussex area
  4. Auto enrol them Add them to their year group area
  5. Add them to their Practice Educator group [spreadsheet]
	Brighton Undergraduate
	
	My groups:
	
	00 Social Work Hub
	
	01 University of Brighton Social Work
	
	02 UoB BSc Social Work year two - First Placement 17/18
	
	03 Practice Educator - Add Name
	
	Pages:
	
	01 Guidance on Evidence and Developing the Portfolio
	
	02 Front Sheet and Confidentiality Statements
	
	03 Placement Learning Agreement and PPDP
	
	04 Direct Observations and Feedback from other professionals
	
	05 Critical Reflection on Practice and Reflective Practice Study Essay
	
	06 Index of Evidence Used for Student Assessment
	
	07 - Midway and Final Assessments

POSTGRADUATE STUDENTS	Menu as shown to POSTGRADUATE STUDENTS
ACCOUNT For each PG student we need to: 1. Add them to the institution: Brighton or Sussex [spreadsheet] 2. Auto enrol them in Social Work Hub 3. Auto enrol them in University of Brighton or University of Sussex area 4. Auto enrol them Add them to their year group area 5. ??Do they have a practice educator group?? 6. Add them to their Professional Education Consultant group [spreadsheet]	As above – See question.

PORTFOLIO ACCESS

For each UG student we need to:
1. Give their supervisor access to their ePortfolio [manual]
2. Share their ePortfolio with admins in the year group area. [manual]
3. Share their ePortfolio with admins in their Practice Educator group [manual]

[Insert image here]

PORTFOLIO ACCESS

For each PG student we need to:
1. Give their supervisor access to their ePortfolio [manual]
2. Share their ePortfolio with admins in the year group area. [manual]
3. ??Share their ePortfolio with admins in their Practice Educator group [manual]??
4. Share their ePortfolio with admins in the Professional Education Consultant group [manual]

As shown above except possible PEC instead of Practice Educator or both.