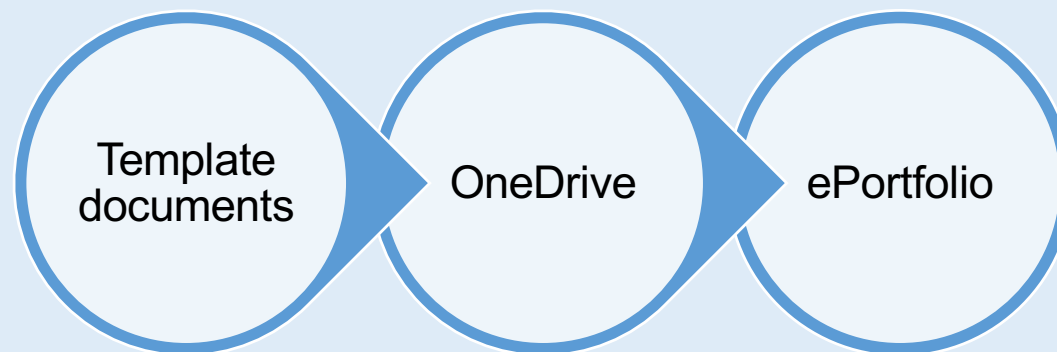


Social Work ePortfolios

File management and workflow



Agenda

- Student guidance
 - File management
 - Electronic files
 - Wet Ink signature files
- Practice Educator/PEC guidance
 - Accessing students ePortfolios
 - Checking and signing off a document

ePortfolio Success Recipe

You will need to...

- Setup OneDrive on your computer
- Know how to access OneDrive from practice
- (Smartphone owners) install OneDrive App
- Download/save proforma templates to OneDrive
- Upload content to ePortfolio as it is finished

Step 1: Preparation

Prepare your computer and devices

Step 1.1

Prepare your main computer

Tip: for those of you who use a library computer as your main computer – all of this is already setup for you.

Install office software by going to office.com and logging in with your university email address and password

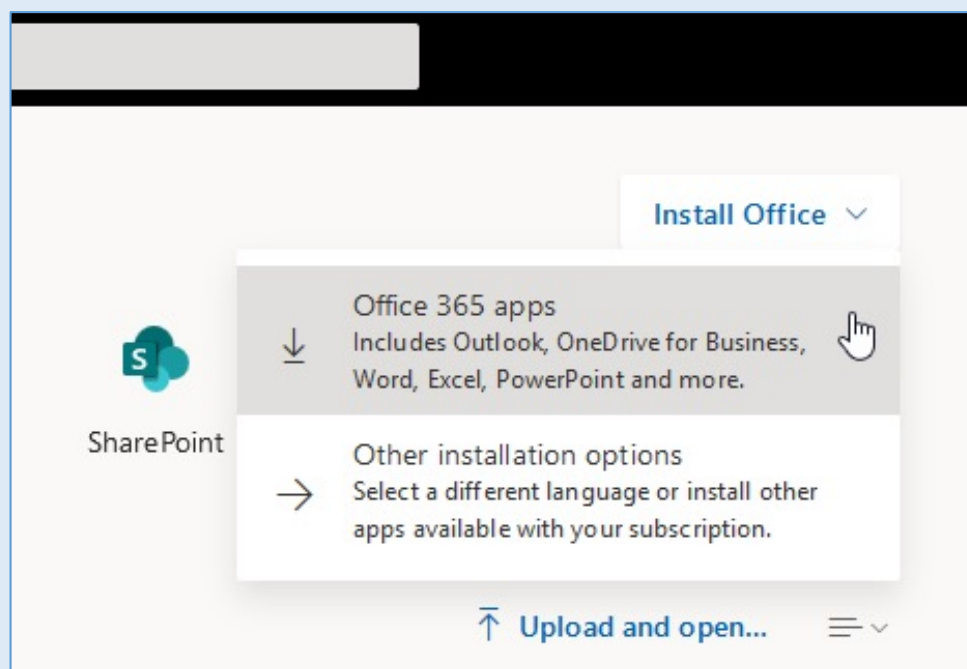


Image: Office365 Install Office button

Step 1.2

Access OneDrive in Practice

Try accessing OneDrive via your Office365 account at your practice location

Use Firefox, Chrome or Edge web browsers and login at office.com

Do not use Internet Explorer unless it is the only option

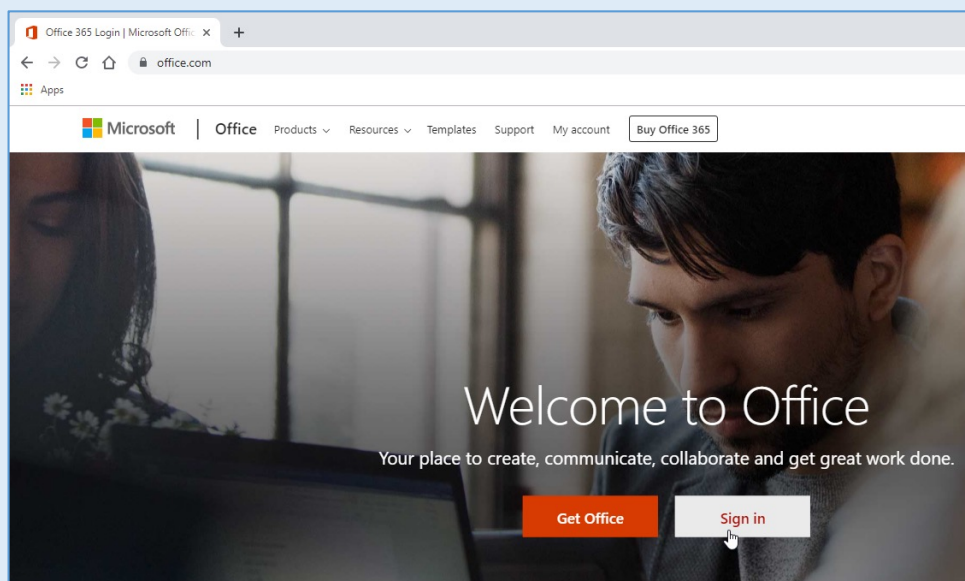


Image: go to Office.com for access to Office365 account

Step 1.3

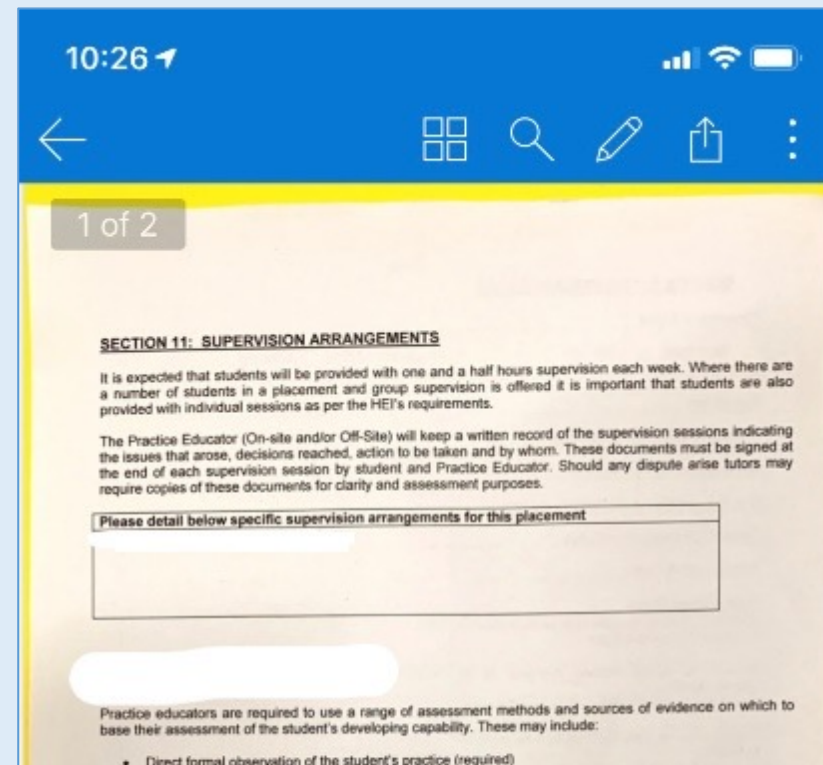
Setup the OneDrive app on your smartphone

[Download for iPhone or iPad](#)

[Download for Android](#)

- If you have a smartphone – setup the OneDrive app
- The app will allow you to use your smartphone's camera to scan documents directly to your OneDrive as PDFs files.

Tip: You can redact scanned document using the annotation tools in the app.



Step 2: Get the templates

Download the proforma document templates and save them to your OneDrive

Step 2.1

Get the templates
from the
Social Work ePortfolio Site

Go to...

socialwork.brighton.ac.uk
and get the proforma
document templates.

Remember:

Your username is your
email address in this
format:

username@uni.brighton.ac.uk

e.g.

fm441@uni.brighton.ac.uk

Search users

6

Bridget Brighton (Test User - UG)

My groups:

- 00 Ask for Help
- 01 Practice Learning Templates (UoBI)
- 02 Submission Point (UoB BSc First Placement 18/19)
- 02 Submission Point (UoB BSc Second Placement 19/20)

Pages:

- Bridget Brighton 2018-19 Brighton ePortfolio
- IAdd name! 2019-20 Brighton ePortfolio

Edit dashboard

Step 2.1 – Ctd.

Get the templates
from the
Social Work ePortfolio Site

Tip: you can download quickly by hovering on the right of the document and left clicking the download icon once.



About | 01 Practice Learning Templates [UoB]

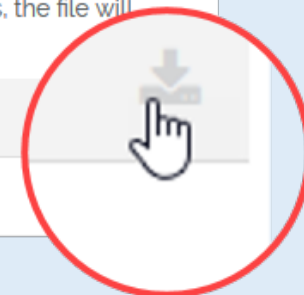
You are a member of this group.

A shared group for all University of Brighton students and home to the ePortfolio template documents.

2019_20 Templates

Tip: hover your mouse over the file and you will see a download icon appear on the right. If you click once on this, the file will immediately download to your computer. Just want to save you a click or two!

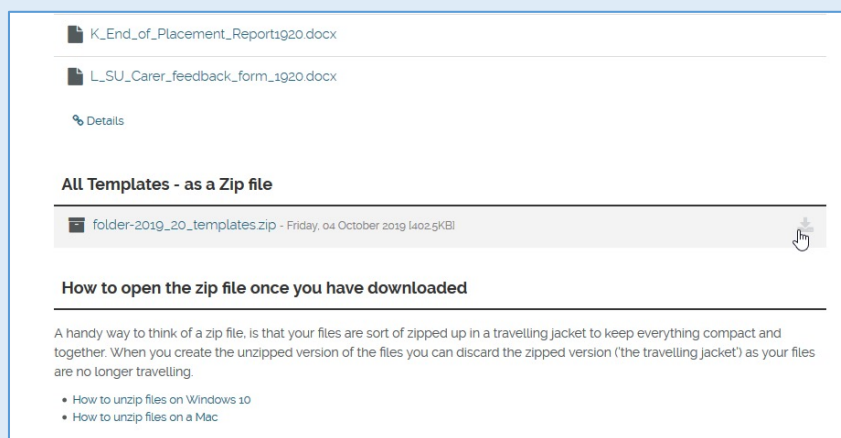
-  A_Porfolio_Front_Sheet_1920.docx
-  B_Confidentiality_Statement_1920.docx



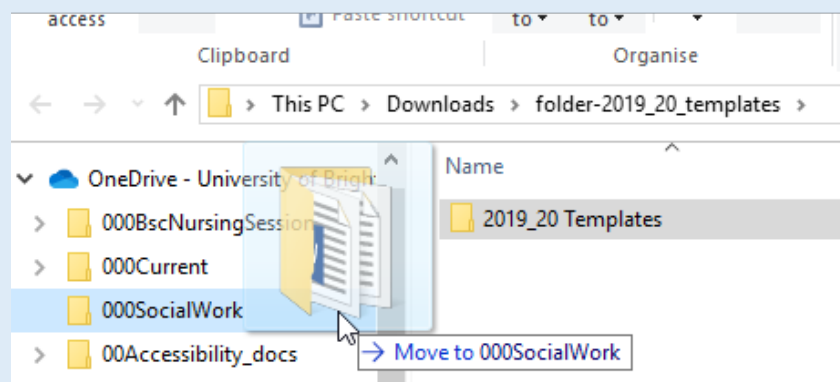
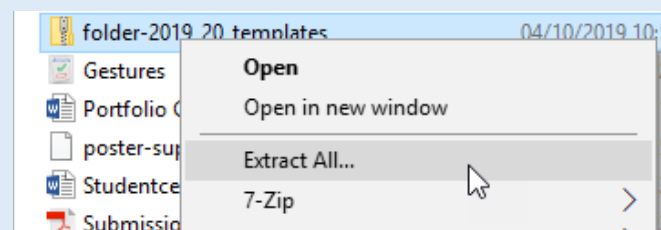
Step 2.2

Save to your OneDrive

Tip:
you can download all the templates
as a zip file



Extract the folder and move it to
your OneDrive



Step 3: Workflow

Working with your files

Step 3.1

Organise your files

Consider how you will tell the difference between files that are in-progress and files that are completed and ready for electronic signoff or to be printed for wet ink signoff

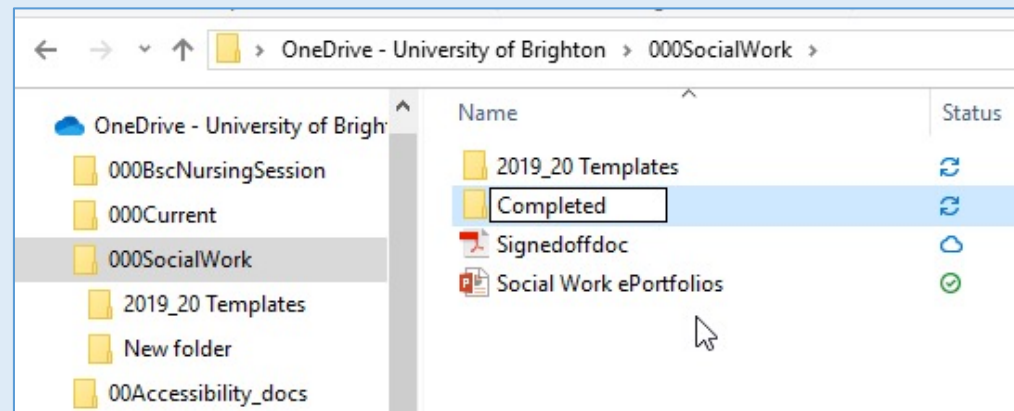


Image: Example of creating a folder to organise completed files

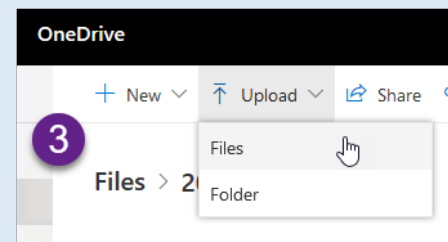
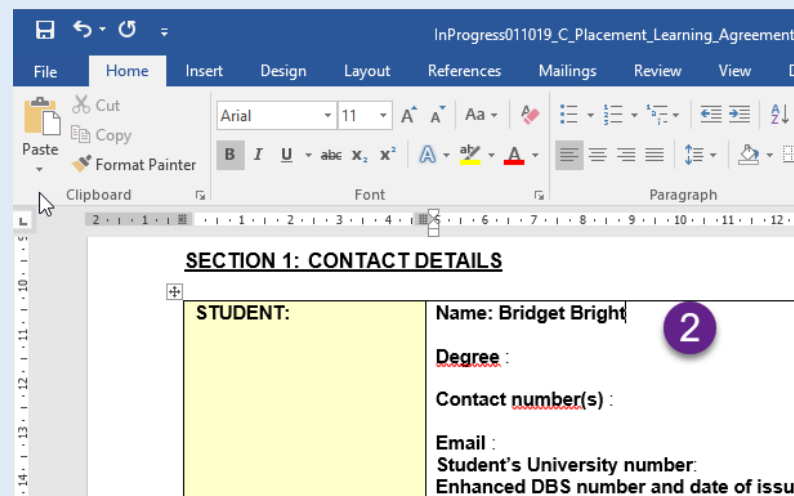
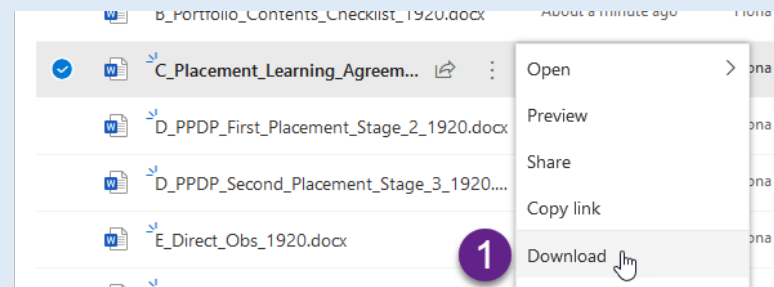
Step 3.2

Edit your files

You will edit your files using Microsoft Word

You can download and edit files in practice and then upload new versions.

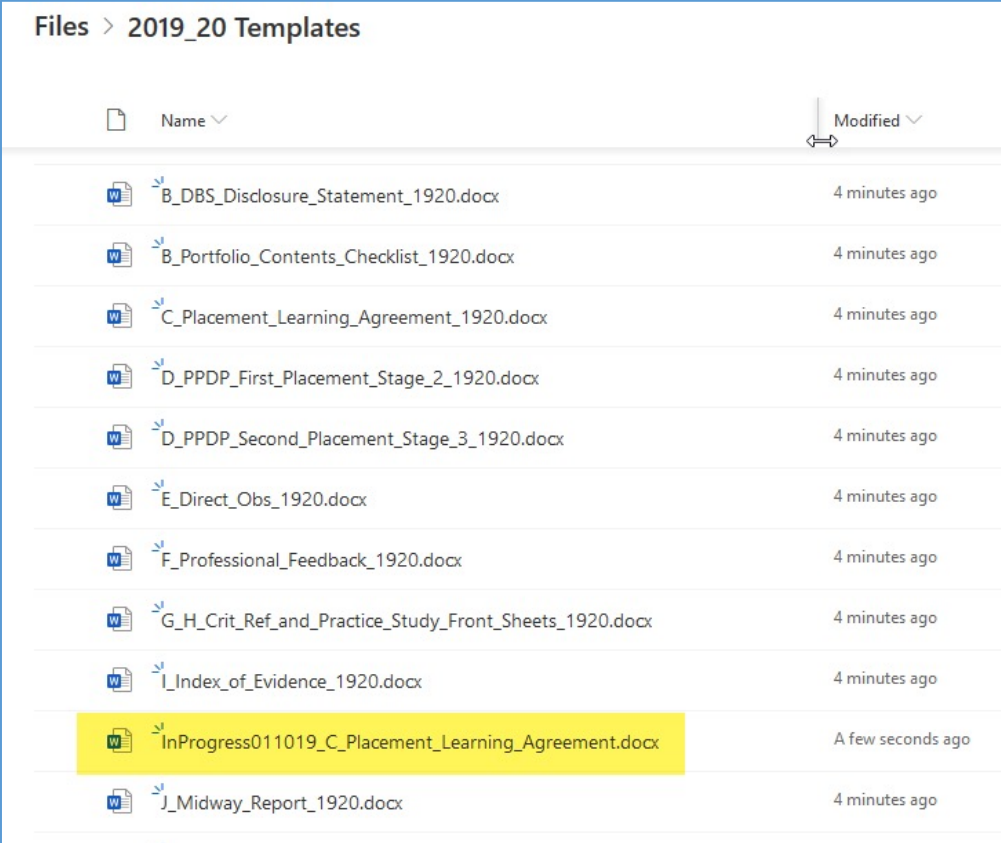
Label your documents so that you know which version you are on.



1. Download → 2. Edit in Word → 3. Save and upload

Step 3.2 Continued

Example on the right –
file labelling so that you
can tell files apart



Name	Modified
B_DBS_Disclosure_Statement_1920.docx	4 minutes ago
B_Portfolio_Contents_Checklist_1920.docx	4 minutes ago
C_Placement_Learning_Agreement_1920.docx	4 minutes ago
D_PPDP_First_Placement_Stage_2_1920.docx	4 minutes ago
D_PPDP_Second_Placement_Stage_3_1920.docx	4 minutes ago
E_Direct_Obs_1920.docx	4 minutes ago
F_Professional_Feedback_1920.docx	4 minutes ago
G_H_Crit_Ref_and_Practice_Study_Front_Sheets_1920.docx	4 minutes ago
I_Index_of_Evidence_1920.docx	4 minutes ago
InProgress011019_C_Placement_Learning_Agreement.docx	A few seconds ago
J_Midway_Report_1920.docx	4 minutes ago

Step 3.3.1

Wet Ink Signatures

You can print directly from OneDrive at the library

You can print from your laptop at the library using [MyPrintCenter](#):

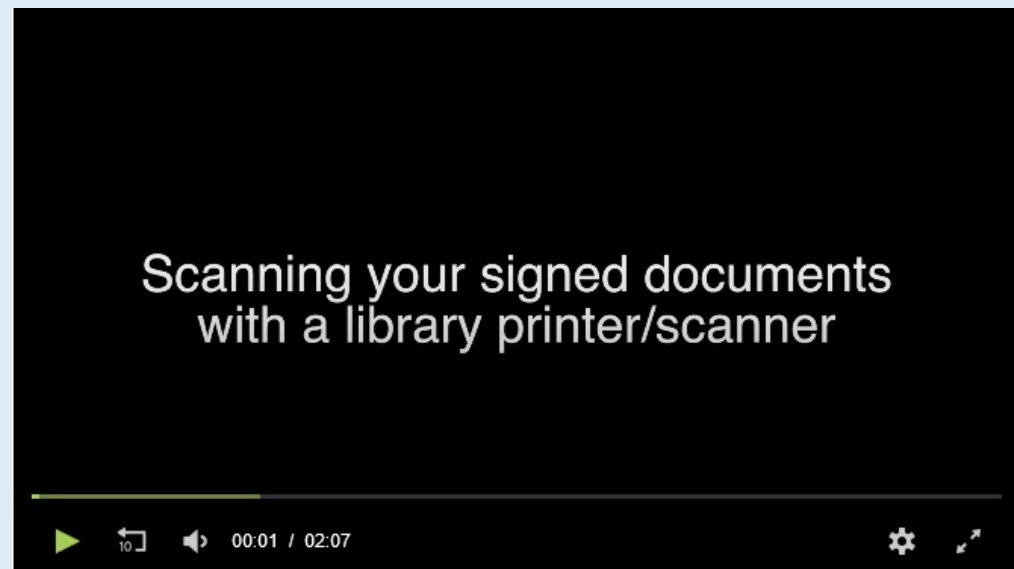
<https://print.brighton.ac.uk/myprintcenter/>



Step 3.4.2

Scanning Wet Ink Signatures

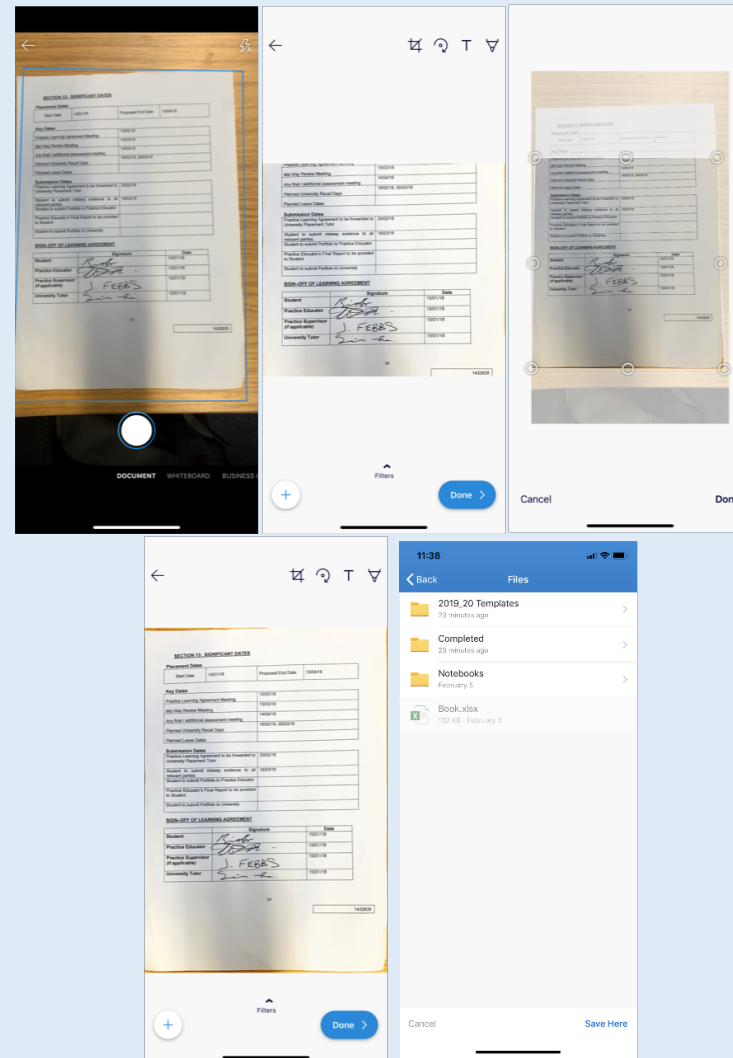
You can scan to PDF on
a printer at the library



Video Link: <https://mediastream.brighton.ac.uk/Player/41224301>

Step 3.4.3 Scanning Wet Ink Signatures

For shorter documents
you can use the
OneDrive app on your
smartphone



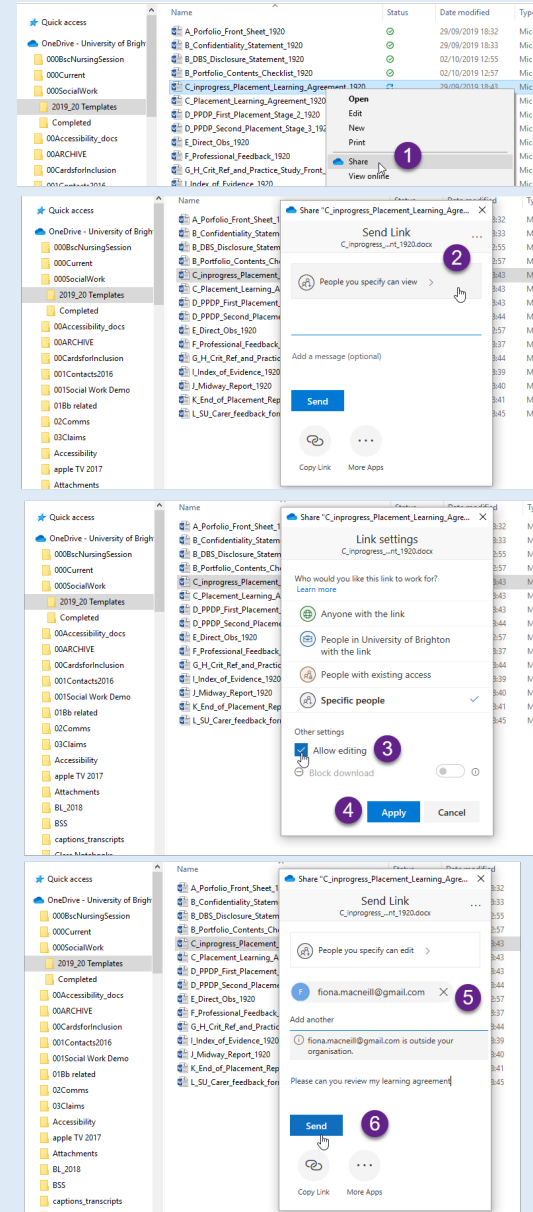
The plus button on the bottom left can be used to add more pages

Step 3.3 Collaborating on documents

You can share an in-progress document for collaborative editing.

Recommendation:

- Turn on track changes
- Make sure that the email address is correct



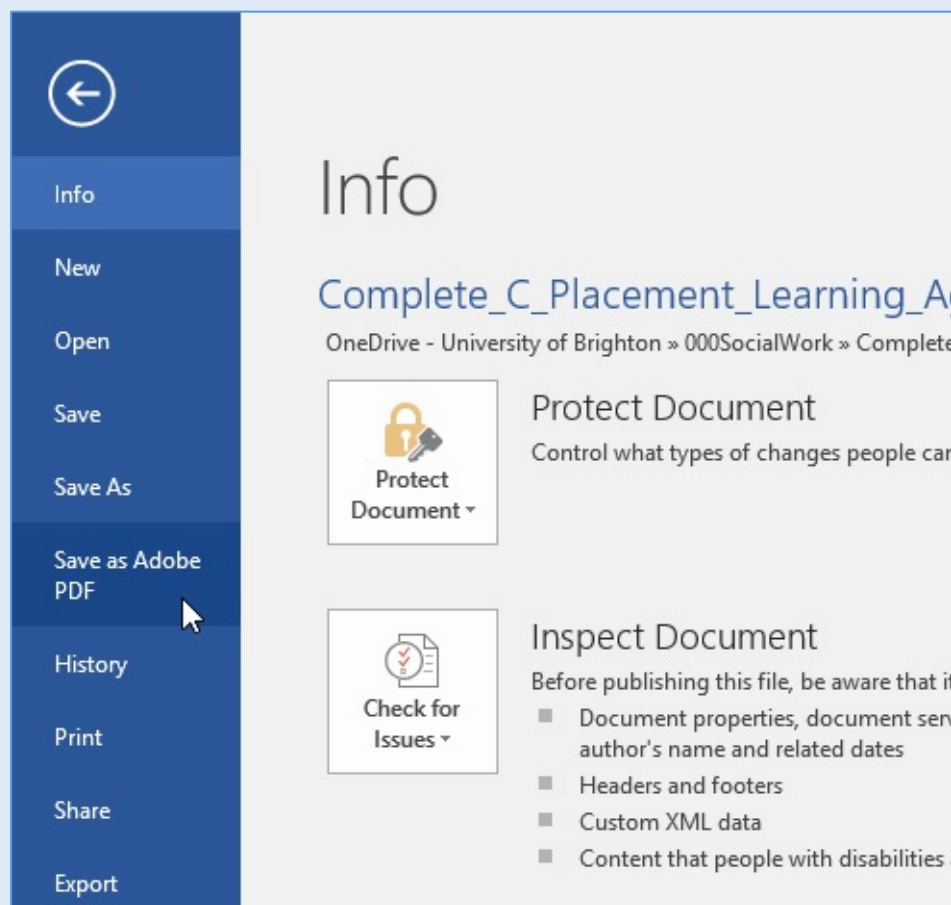
Step 4: Upload to ePortfolio

Upload documents to your ePortfolio as you complete them

Step 4.1

Save a copy as a PDF

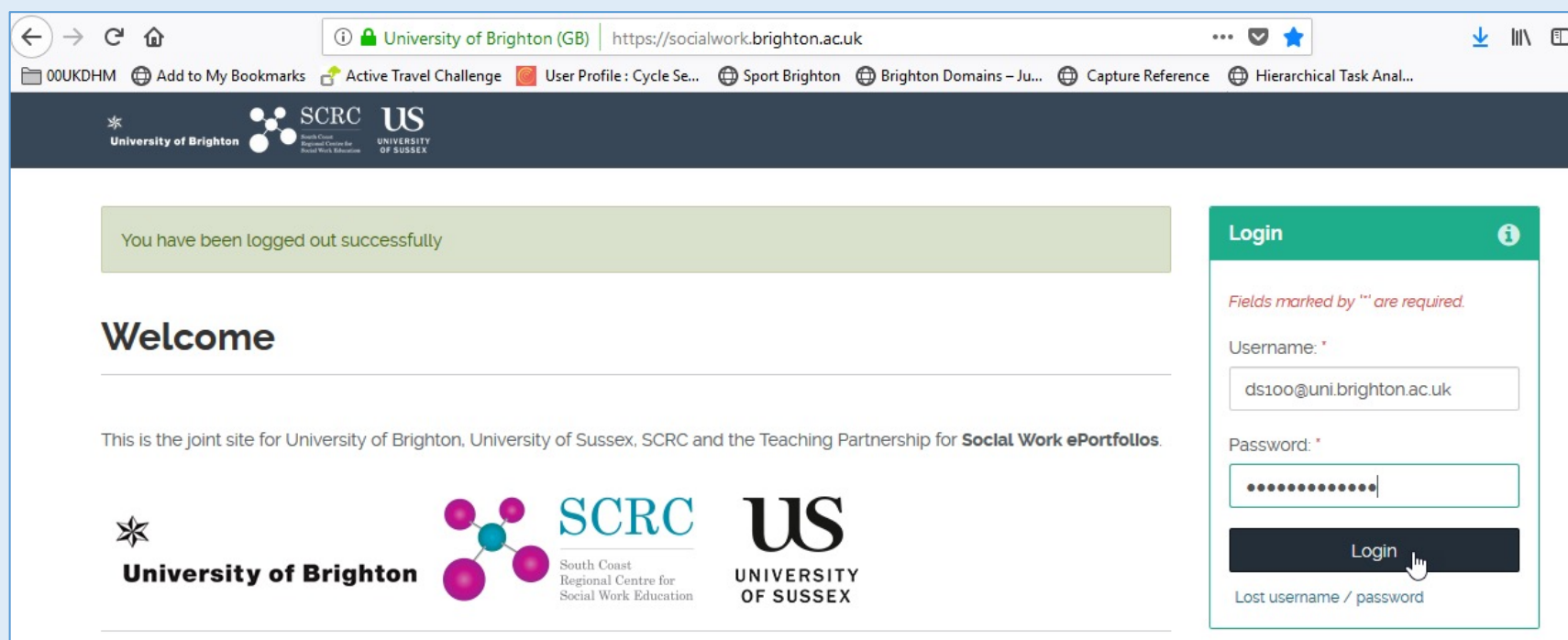
*Before you can upload – you must save your document as a PDF.
Go to File > Save as Adobe PDF*



Step 4.2

Login to your ePortfolio

*Remember your username is your email in this format:
username@uni.brighton.ac.uk | e.g. fm441@uni.brighton.ac.uk*



The screenshot shows a web browser window with the URL <https://socialwork.brighton.ac.uk>. The page features a dark header with logos for the University of Brighton, SCRC (South Coast Regional Centre for Social Work Education), and the University of Sussex. A green notification box at the top left states "You have been logged out successfully". The main content area includes a "Welcome" message and a paragraph: "This is the joint site for University of Brighton, University of Sussex, SCRC and the Teaching Partnership for Social Work ePortfolios." Below this are logos for the University of Brighton, SCRC, and the University of Sussex. On the right side, there is a "Login" form with a green header and an information icon. The form includes a red note: "Fields marked by '*' are required." The "Username:" field contains "ds100@uni.brighton.ac.uk" and is marked with an asterisk. The "Password:" field is masked with dots and is also marked with an asterisk. A black "Login" button is positioned below the password field, with a hand cursor over it. A link for "Lost username / password" is located at the bottom of the form.

Step 4.3

Got to your ePortfolio page

Search users

7

Bridget Brighton (Test User - UG)

My groups:

- 00 Ask for Help
- 01 Practice Learning Templates (UoB)
- 02 Submission Point (UoB BSc First Placement 18/19)
- 02 Submission Point (UoB BSc Second Placement 19/20)

Pages:

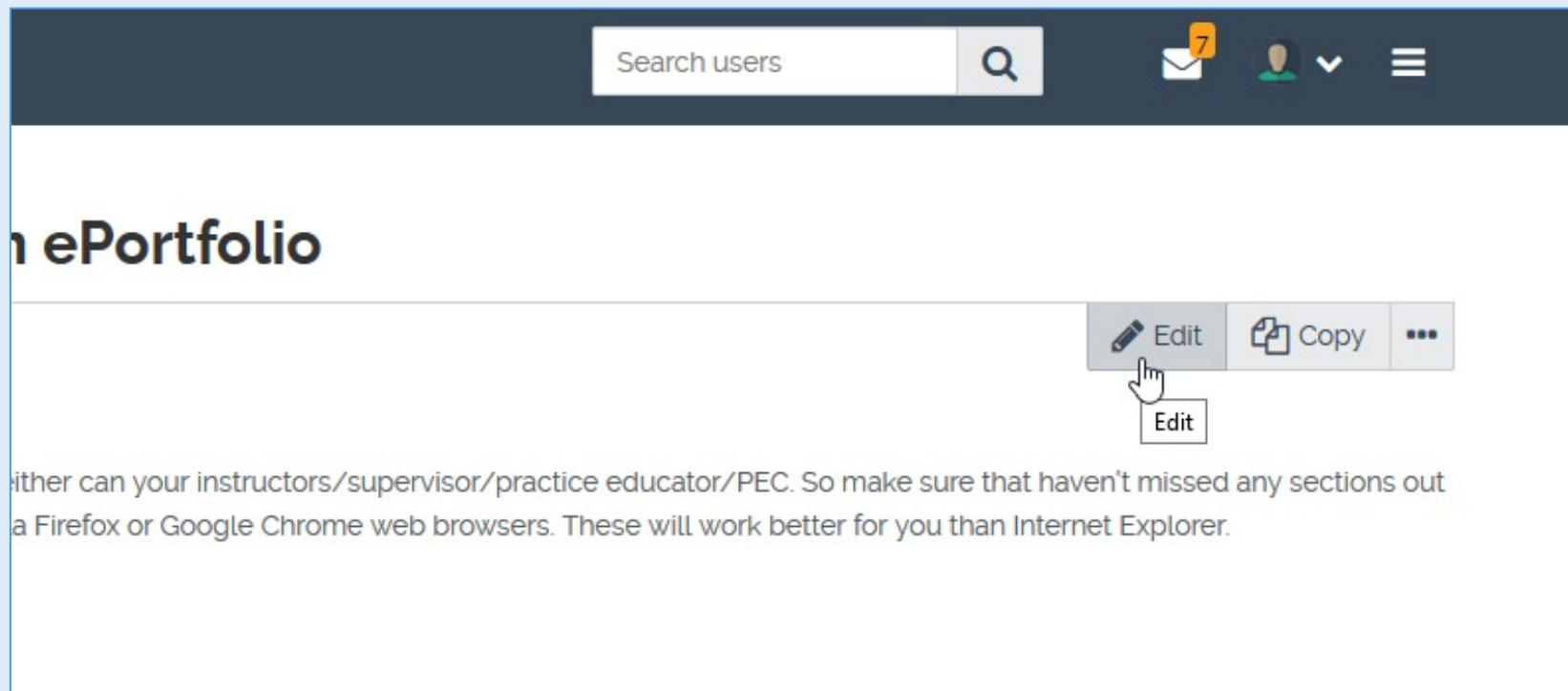
- Bridget Brighton 2018-19 Brighton ePortfolio
- Add name! 2019-20 Brighton ePortfolio

Edit dashboard

If you are on second placement then you will see two ePortfolios under your 'Pages' links

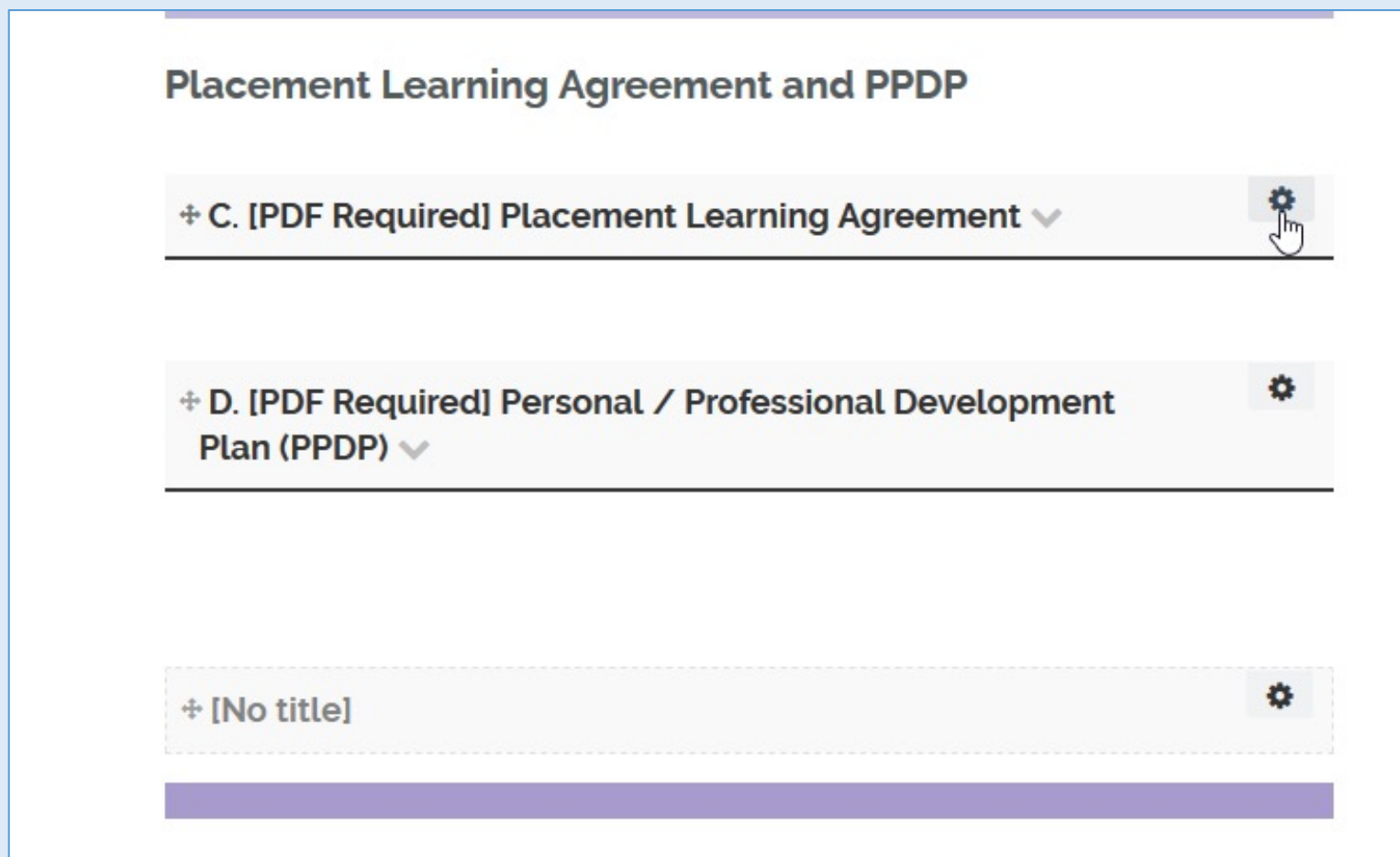
Step 4.4

Edit your ePortfolio page



Step 4.5.1

Attach your PDF – click on the cog



The screenshot shows a document editor interface with the following elements:

- Placement Learning Agreement and PPDP** (Section Header)
- Item 1: **+ C. [PDF Required] Placement Learning Agreement** with a dropdown arrow and a cog icon. A hand cursor is shown clicking the cog icon.
- Item 2: **+ D. [PDF Required] Personal / Professional Development Plan (PPDP)** with a dropdown arrow and a cog icon.
- Item 3: **+ [No title]** with a dropdown arrow and a cog icon.

A solid purple bar is located at the bottom of the document area.

Step 4.5.2

Attach your PDF

C. [PDF Required] Placement Learning Agreement: Configure

Block title: C. [PDF Required] Placern

File 1

Note: Displaying large PDF files can be browser resource intensive.

File

No files found

My files Group files Institution files Site files

Upload file

File

Browse 2 No files selected.
(Maximum upload size: 9MB)
No files selected.

Home

	NAME	DESCRIPTION	SIZE
+ 📁	commentfiles	Files attached to comments on your portfolio	✎
+ 📁	viewfiles	Files from copied pages	✎

Retractable: Automatically retract ▾

Select to allow this block to be retracted when the header is clicked.

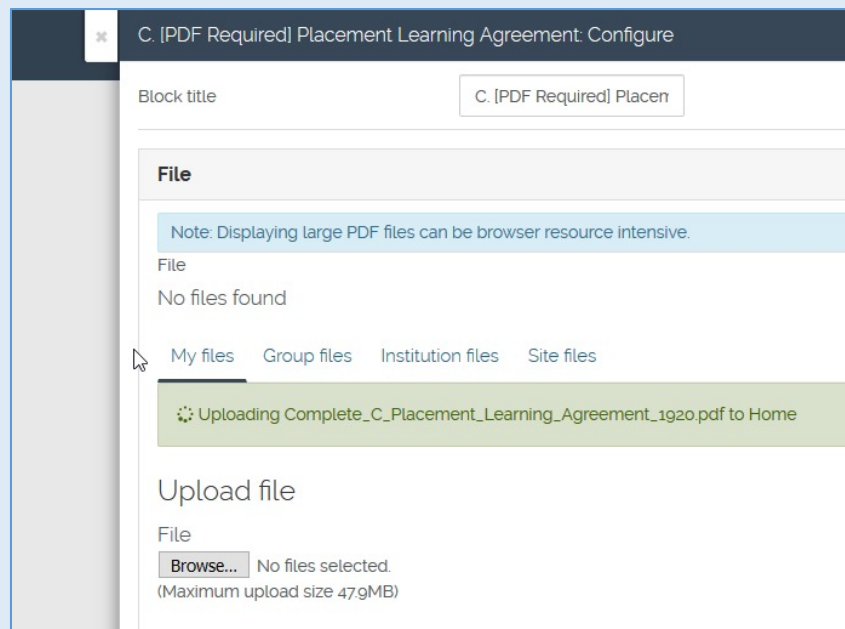
Save Cancel

Step 4.5.3

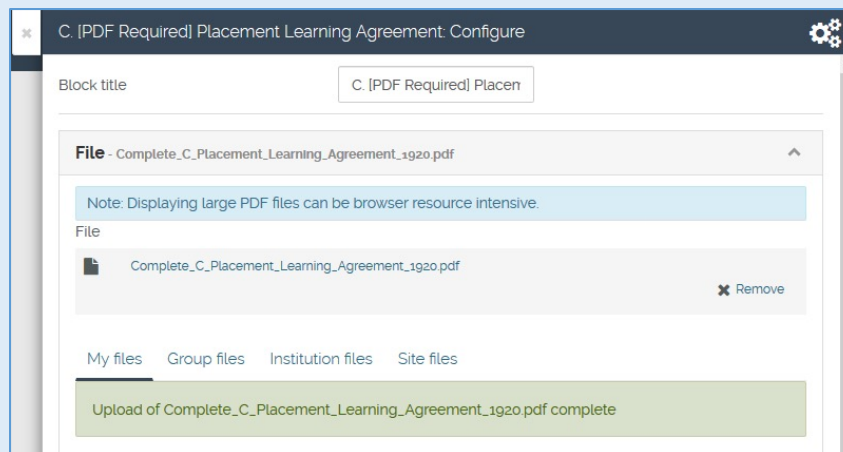
Attach your PDF

*Wait for your file to finish uploading.
This can take a while as PDFs are large files*

Uploading



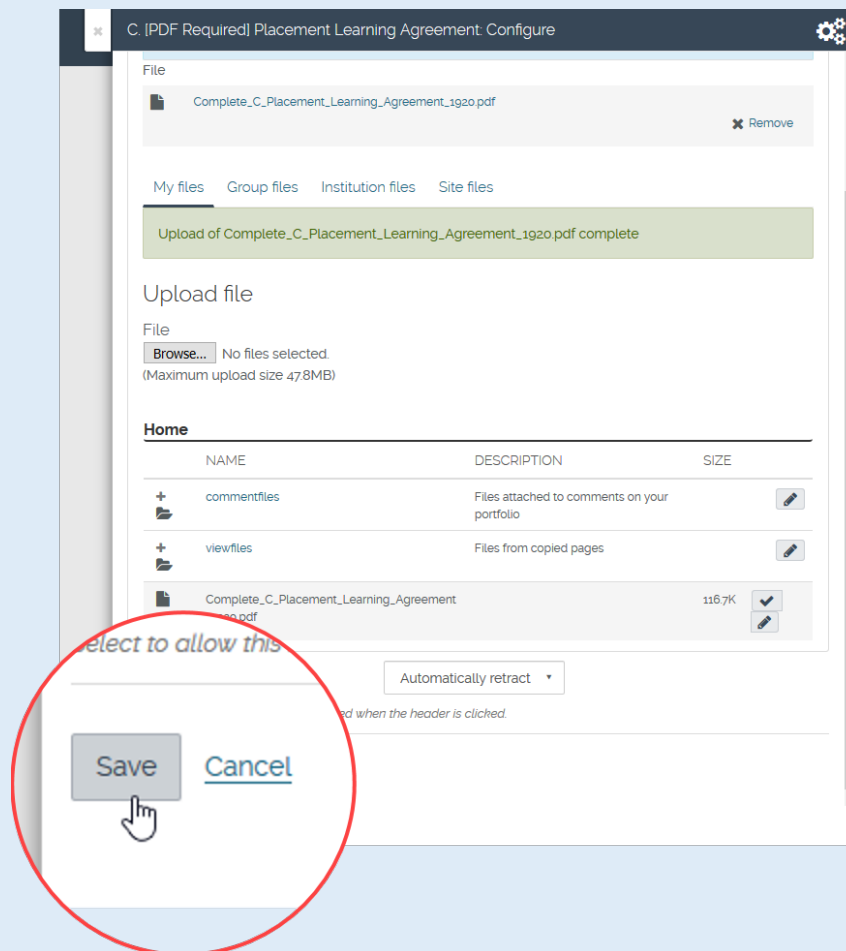
Finished



Step 4.5.4

Save your block

You must save at the bottom of the block!



Step 4.5

Mark it as done with an 'x' on your checklist

Click on the cog to edit

[Add name] 2019-20 Brighton ePort

Display page

Instructions

To get started press 'Edit' To get started press 'Edit' on the top-right hand side. Each block will accept a single PDF document; other document formats are in the user guide.

Use the checklist on the left to indicate when you have added documents. To

Document Checklist

Document	Added
A. Portfolio Front Sheet	X
B. Practice Learning Contents and Checklist(including Confidentiality Statement and Disclosure Barring Service [DBS])	X
C. Practice Learning Agreement	
D. Personal / Professional	

(1) Type in an 'X', (2) Click Save

Document Checklist: Configure

Block title: Document Checklist

Block content

Paragraph

Barring Service [DBS]	X
C. Practice Learning Agreement	X
D. Personal / Professional Development Plan (PPDP)	
E. Direct Observations of Practice x3	

94 words

Tags: Type in a search term

Retractable: No

Select to allow this block to be retracted when the header is clicked.

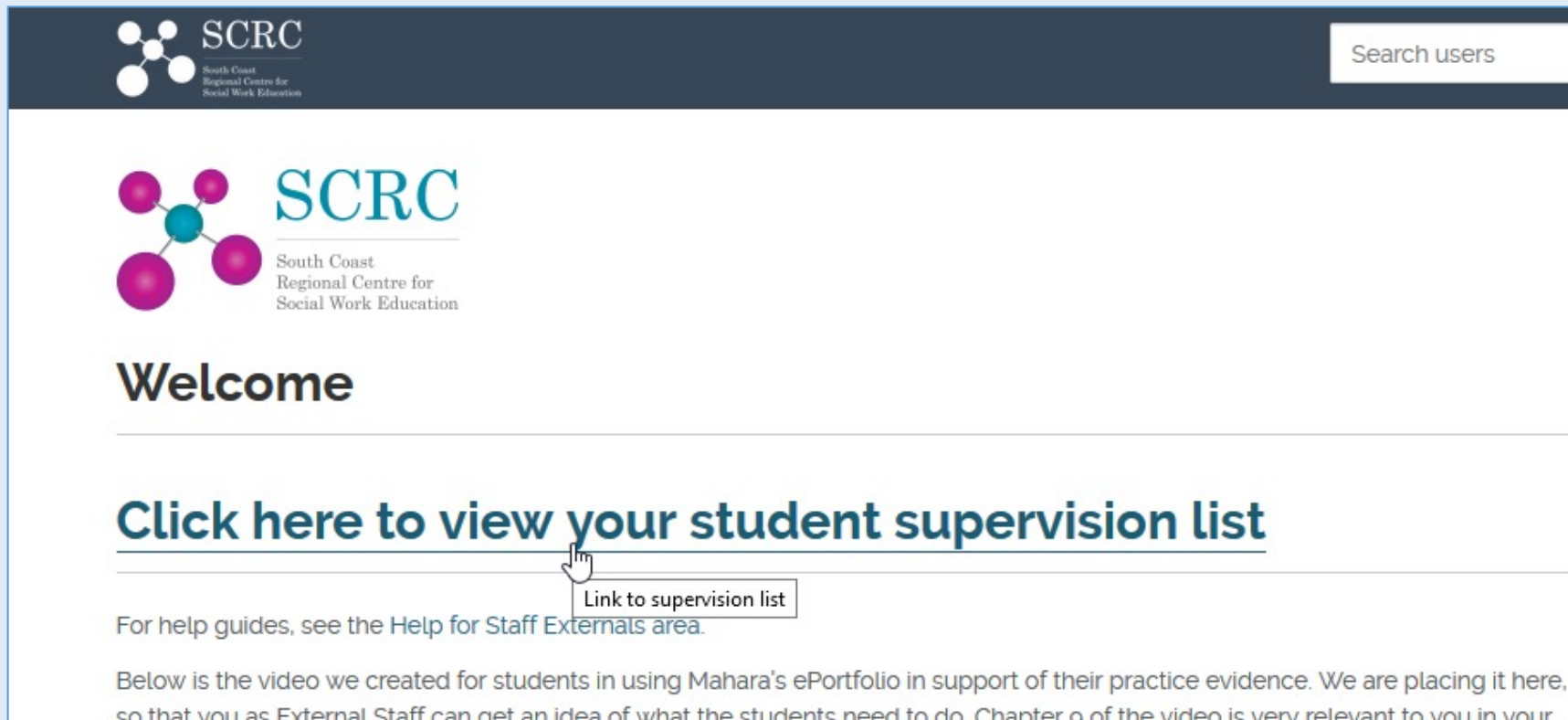
Save Cancel

Part 5: Practice Educator View

How your practice educator sees and interacts with your ePortfolio.
The view is the same for PECs and practice supervisors.

Part 5.1

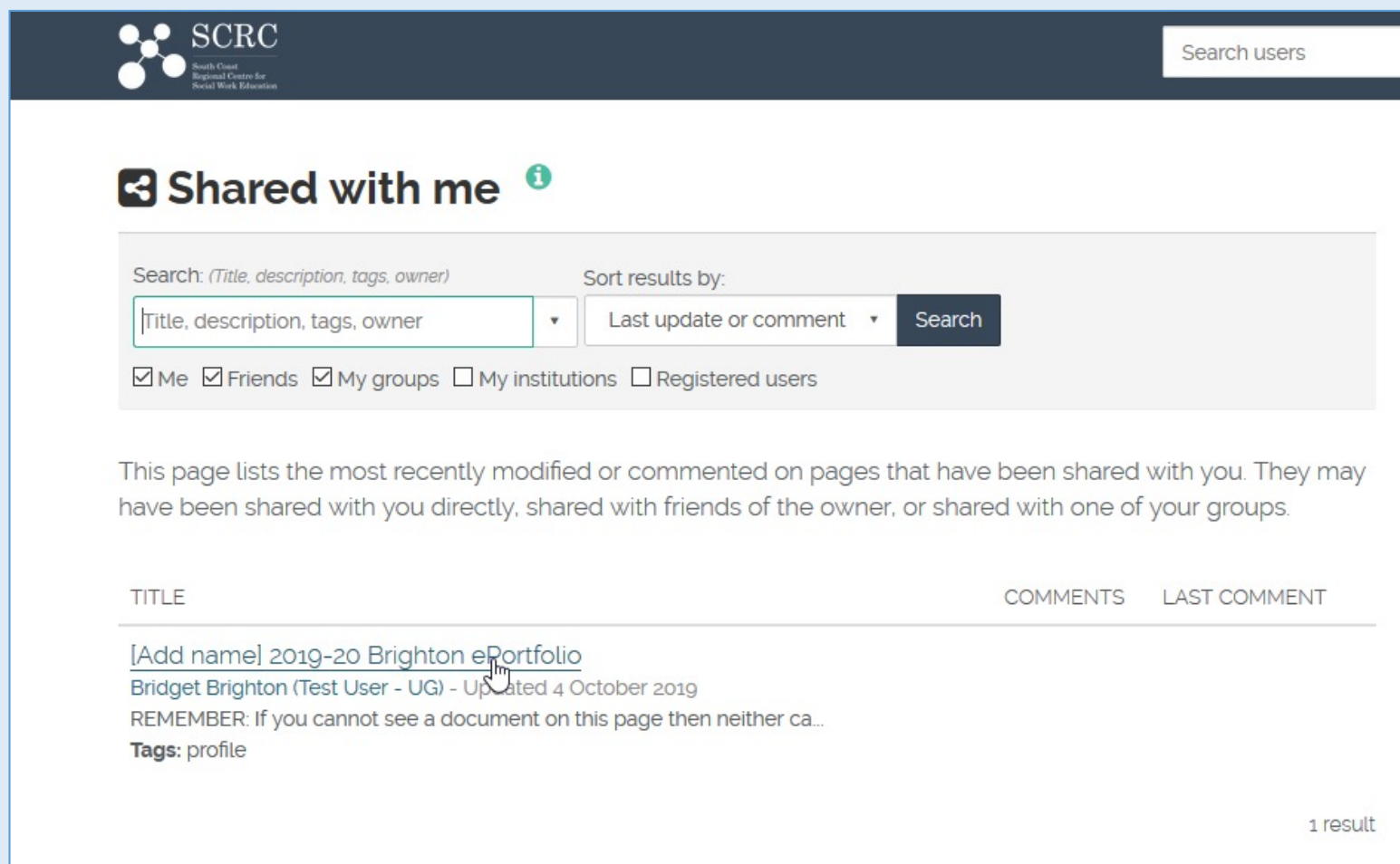
Practice Educator goes to their student list



The screenshot shows the SCRC (South Coast Regional Centre for Social Work Education) user interface. At the top, there is a dark blue header with the SCRC logo on the left and a search bar on the right containing the text "Search users". Below the header, the main content area features the SCRC logo and name on the left. The text "Welcome" is displayed in a large, bold font. Below this, a prominent blue link reads "Click here to view your student supervision list". A mouse cursor is positioned over this link, and a tooltip box appears with the text "Link to supervision list". Below the link, there is a line of text: "For help guides, see the Help for Staff Externals area." At the bottom of the screenshot, there is a paragraph of text: "Below is the video we created for students in using Mahara's ePortfolio in support of their practice evidence. We are placing it here, so that you as External Staff can get an idea of what the students need to do. Chapter 9 of the video is very relevant to you in your".

Part 5.2

They click on your ePortfolio title



The screenshot shows the SCRC (South Coast Regional Centre for Social Work Education) interface. At the top left is the SCRC logo. At the top right is a search bar labeled 'Search users'. Below this is a section titled 'Shared with me' with an information icon. Underneath is a search and filter area with a search input field containing '|Title, description, tags, owner', a dropdown menu for 'Sort results by:' set to 'Last update or comment', and a 'Search' button. Below the search area are checkboxes for 'Me', 'Friends', 'My groups', 'My institutions', and 'Registered users'. A paragraph explains that the page lists recently modified or commented pages shared with the user. Below this is a table with columns for 'TITLE', 'COMMENTS', and 'LAST COMMENT'. A single result is shown: '[Add name] 2019-20 Brighton ePortfolio' by 'Bridget Brighton (Test User - UG) - Updated 4 October 2019'. A reminder text says 'REMEMBER: If you cannot see a document on this page then neither ca...'. The tags for this result are 'profile'. At the bottom right, it says '1 result'.

SCRC
South Coast
Regional Centre for
Social Work Education

Search users

Shared with me i

Search: (Title, description, tags, owner) Sort results by:

|Title, description, tags, owner Last update or comment Search

Me Friends My groups My institutions Registered users

This page lists the most recently modified or commented on pages that have been shared with you. They may have been shared with you directly, shared with friends of the owner, or shared with one of your groups.

TITLE	COMMENTS	LAST COMMENT
[Add name] 2019-20 Brighton ePortfolio Bridget Brighton (Test User - UG) - Updated 4 October 2019 REMEMBER: If you cannot see a document on this page then neither ca... Tags: profile		

1 result

Part 5.3

They go to section that you have finished

They can use the checklist to skip to relevant section

University of Brighton
Tags: profile

REMEMBER: If you cannot see a document on this page then neither can your inst when you come to hand-in. When accessing this site, use Mozilla Firefox or Google

Instructions ▾

Document	Added
A. Portfolio Front Sheet	X
B. Practice Learning Contents and Checklist(including Confidentiality Statement and Disclosure Barring Service [DBS])	X
<u>C. Practice Learning Agreement</u>	X
D. Personal / Professional	X

Review and zoom into the document

Placement Learning Agreement and PPDP

C. [PDF Required] Placement Learning Agreement

London and South East England (LSE) Agreed Common Practice

Zoom In

Automatic Zoom

1 of 14

University of Brighton

Placement Learning Agreement

Total number of placement days: 70 days/ 100 days (where applicable)

This learning agreement is intended to record relevant agreements and arrangements. It should be completed with the relevant placement supervisor(s) at least 4 weeks from the start of a Learning Agreement Meeting. The document may be revised and updated throughout the placement to reflect any changing priorities or emerging issues.

SECTION 1: CONTACT DETAILS

STUDENT: Name, Degree, Contact number(s), Email, Student's University number, Course/UCAS number and date of issue, Emergency Contact Name and Number

AGENCY NAME:

AGENCY ADDRESS: Name, Contact number(s), Email, Days (or 24hr) / 24hr, Social work registration number

PRACTICE SUPERVISOR: Name, Contact number(s), Email, Days of work

UNIVERSITY PLACEMENT TUTOR: Name, Contact number(s), Email

ACADEMIC TUTOR: Name

1

Insert student ID number

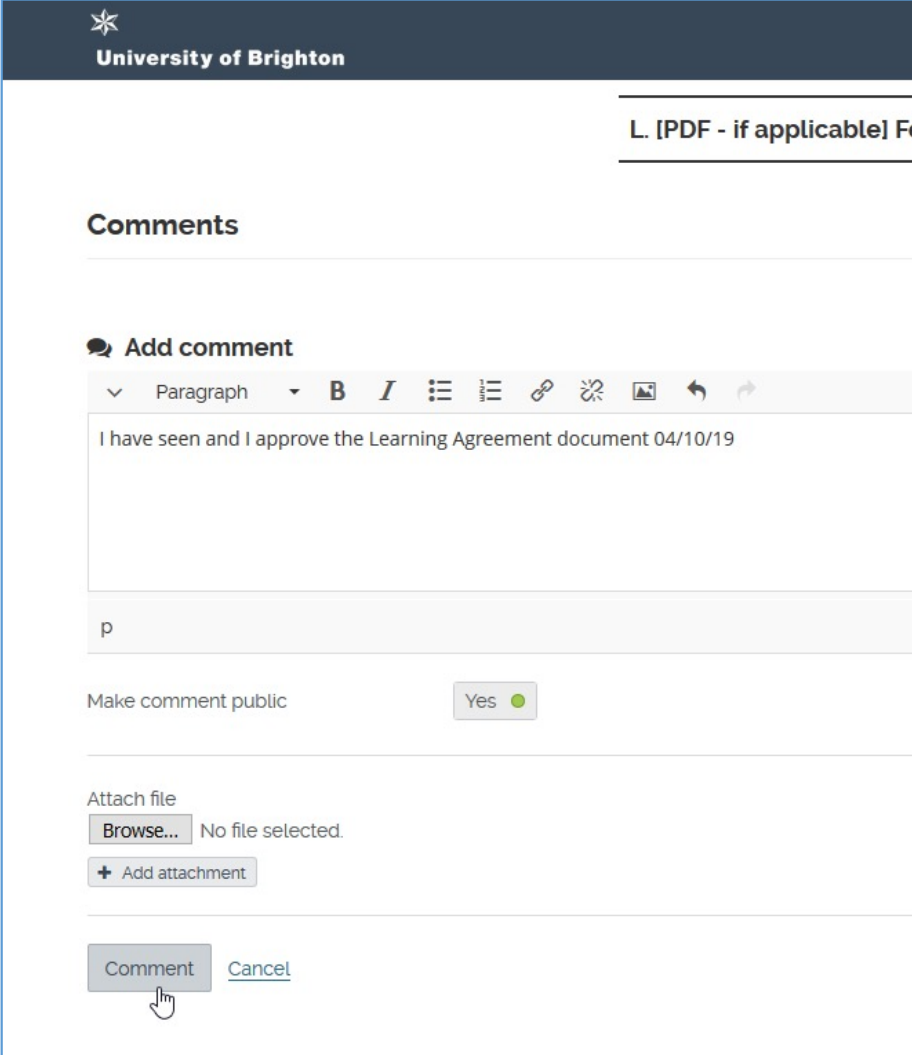
Part 5.4.1

They can electronically sign-off at the bottom of your ePortfolio page

There is a comment section at the bottom of the page.

Each time a comment is applied you receive an email.

The image on the right shows a electronic sign-off in-progress.




The screenshot shows the University of Brighton ePortfolio interface. At the top, the University of Brighton logo and name are visible. Below this, there is a section titled "Comments". Underneath the "Comments" heading, there is a "Add comment" section. This section includes a rich text editor with a toolbar containing options for Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Link, Unlink, Image, Undo, and Redo. The text area of the editor contains the text: "I have seen and I approve the Learning Agreement document 04/10/19". Below the text area, there is a "Make comment public" toggle switch set to "Yes". Underneath this, there is an "Attach file" section with a "Browse..." button and the text "No file selected.", and an "Add attachment" button. At the bottom of the comment form, there are two buttons: "Comment" and "Cancel". A mouse cursor is pointing at the "Comment" button.

Part 5.4.2



A completed electronic sign-off

Submit this page for assessment to

Comments







 Example P. Educator
5 mins ago

I have seen and I approve the Learning Agreement document 04/10/19

1 comment

Add comment

Paragraph **B** *I*      

I

You can reply to a comment using the arrow on the right (see purple arrow above). This will also trigger an email back to the Practice Educator.

Tip:
Encourage your Practice Educator to add your page to their watchlist

If your Practice Educator adds your page to their watchlist then they will receive automated emails each time you add documents to your ePortfolio.

They can add your page to their watchlist by clicking on the button on the top-right of your page in their view

