



Queen Margaret University
EDINBURGH

External tutor guide to accessing shared assets through QMU's ePortfolio

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This guide provides information for users of the QMU installation of PebblePad who are external to the institution, for example, clinical tutors and external reviewers/examiners.

1. An introduction to QMU's ePortfolio system

At Queen Margaret University (QMU) we use the ePortfolio system known as PebblePad. This system is used by many other Higher Education institutions and so you may be familiar with how to access and review student work through this system. However, there are likely to be subtle differences regarding use of the system between institutions, and so this guide aims to provide basic information to assist external users who may be required to access the QMU ePortfolio system.

The QMU ePortfolio is an online space that provides the learner with a number of tools to record, store and structure a collection of evidence that will demonstrate learning achievements and abilities. Any item created within PebblePad or uploaded into the system is known as an asset and there are 12 specific asset types within PebblePad: ability, achievement, action plan, activity, experience, meeting, thought, blog, CV, profile, form, and webfolio. Further information about each asset type is available on the QMU ePortfolio web pages: <http://www.qmu.ac.uk/eportfolio/whatsin.htm> and in the PebblePad online help guide: <http://www.pebblepad.co.uk/help/2.5.0/>

2. External tutor role

As an external tutor you may be given access to assets in QMU's ePortfolio system that have been shared with you on an individual basis, for example, in your role as a clinical tutor or placement supervisor. Having access as an external in this way will only grant you access to the assets that have been shared with you: you will not have full access to the QMU PebblePad System.

There are benefits of the ePortfolio system which can assist you when reviewing student assets; for example, hovering over underlined words in the text will enable you to read notes regarding attached evidence, while actually clicking on hyperlinks will enable you to open attached evidence, such as word documents, tables and figures, images, or even embedded videos.

3. Access to individually shared assets

Before an individual student or tutor shares an asset with an external, they need to know:

- Preferred email address for the recipient of shared assets;
- Duration of access to the asset for the external;
- Level of access to the asset such as:
 - Grade/feedback – this allows you to see any grades or feedback this asset may have been given by an assessor or tutor;
 - Comment – this allows you to add comments to the asset;
 - Copy – this gives you the option of saving a copy of the shared asset into your own set of assets. Please note that all links within the asset will also be copied;
 - Collaborate – this allows you to make changes and edit the asset;
 - Cascade – this allows you to share the asset with other people, giving them view and comment permissions, but only if the original item has comments permissions granted.

3.1 How will I know that I have access to an individually shared asset?

Once an asset has been shared with you, notification will be sent via the email address that you supplied. You will receive a second email with your username and password details for the system.

Please note: some institution's anti-virus systems may treat such emails as spam – check your spam folder if an anticipated notification message fails to appear.

The email message you receive will be similar to the example in figure 1: it will provide details of the asset title, asset type and will also set out the level of permission that you have been given e.g. view, comment etc. There may also be a personalised message, for example providing instructions or further details about access. The message also provides details of your username which you will use when you log in to QMU's ePortfolio.

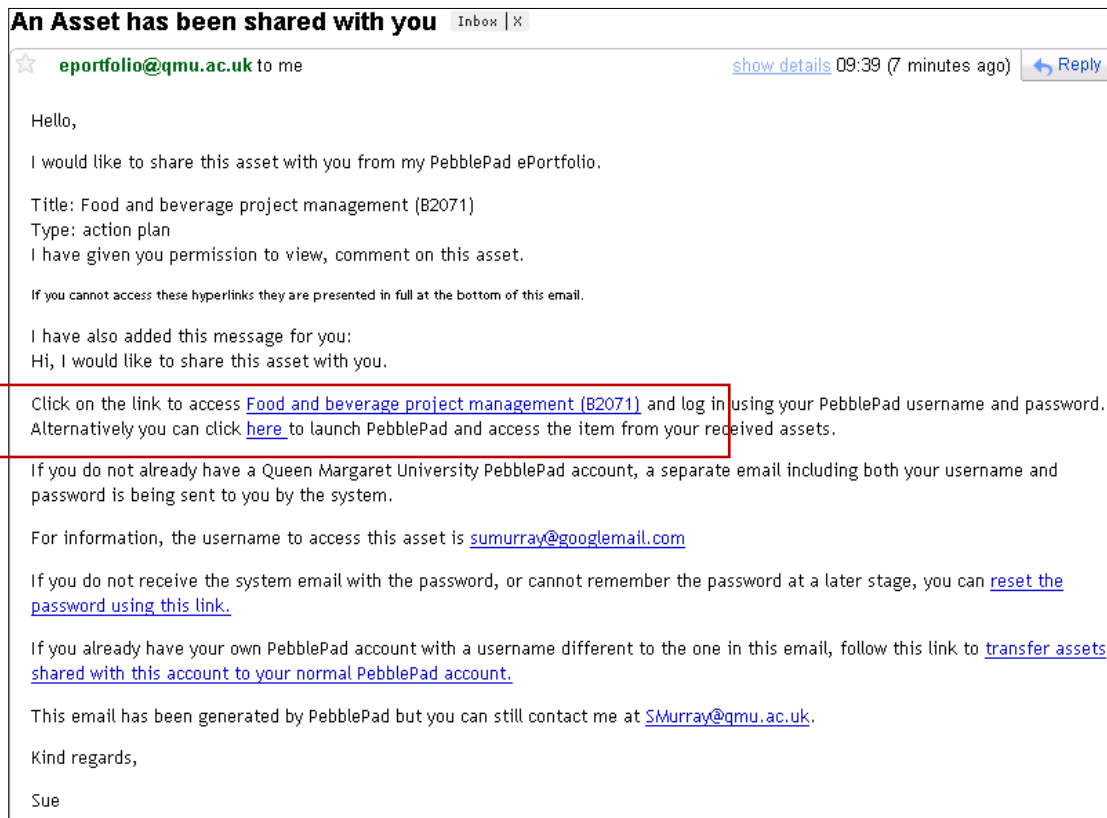


Figure 1: example of notification message received when an asset is shared

3.2 How can I access a shared asset?

There are two ways to access an asset which has been shared with you:

- Click on the title of the asset within the message (e.g. 'Food and beverage project management' in the example shown in figure 1). This will take you to the login page for QMU's ePortfolio system (see figure 2). Once you have logged in using this route, you will be taken directly to the asset;
- Click on the word **here** which is a hyperlink (see figure 1) and you will be taken to the login page for QMU's ePortfolio system (see figure 2). Once you login using this route you will be able to access the item from your received assets.

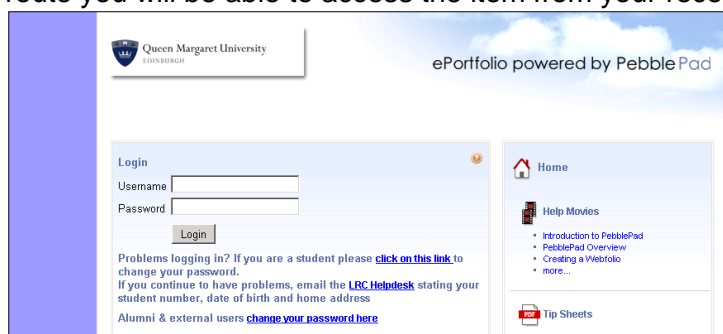


Figure 2: login screen for QMU's ePortfolio

All assets that have been shared with you will be listed under **Shares** (see figure 3). Your email address, which is also your username, will be shown at the top of the list of shared assets.

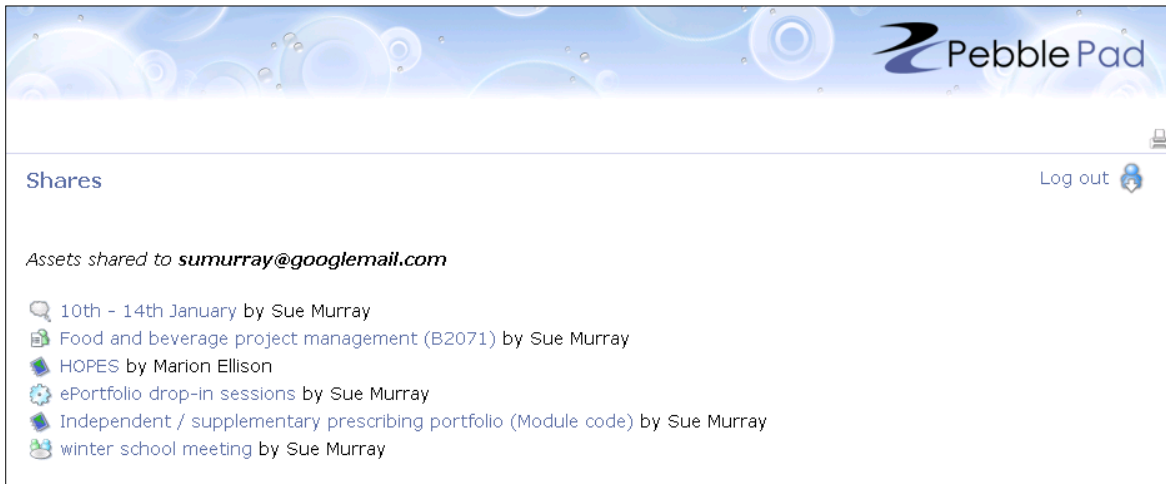


Figure 3: received assets - access to ePortfolio for external users

Next to a shared asset should be the name of the person who shared the asset with you. Clicking on any item in the list will take you directly to the asset. Your view and level of access will depend on the permissions created for each shared asset – if you have any queries about the level of access you should contact the person who has shared the asset with you – there will always be an email link to the person whose asset it is included at the foot of the asset (see figure 4).

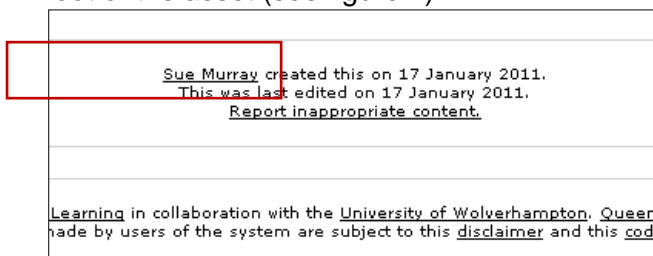


Figure 4: location of asset owner's email contact

There is a **Log out** button at the top, right of the screen.



Figure 5: log out

4 Resetting or changing your password

If you misplace or forget your password at a later stage, you can use the link provided in the email to reset your password (see figure 1). When resetting your password you will be prompted to enter your username – this will typically be your email address (see figure 6).



Figure 6: reset password option

Once you have entered your email address and clicked on the **Reset Password** button you will receive confirmation that your password has been reset (see figure 7) and you will receive an email with details of your new password.

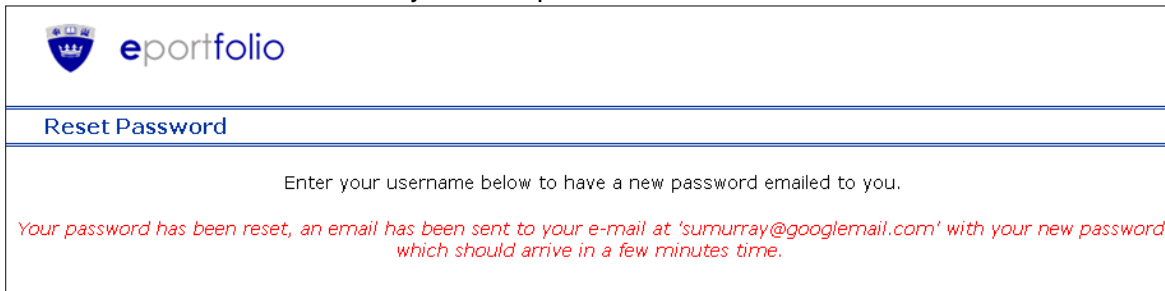


Figure 7: confirmation message - reset password

You can also reset your password using the link on the login page (see figure 8), <https://eportfolio.qmu.ac.uk/>. Again you will be prompted to enter your username and a new password will be emailed to you.

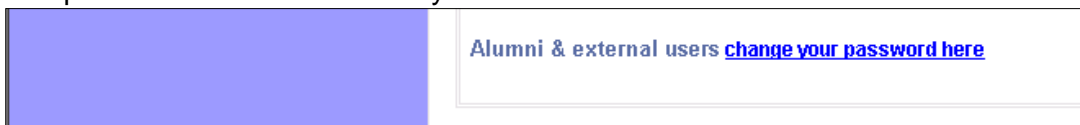


Figure 8: reset password link for external users

4.1 Changing your password to something more memorable

It is possible to change your password to something that you find easier to remember and a link to this will be provided in the email you receive following a **Reset Password** request (see figure 9).

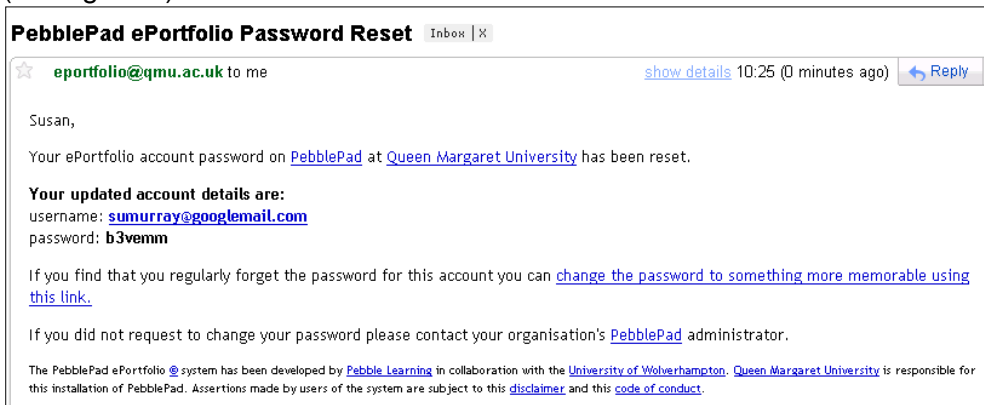


Figure 9: email notification following resetting of password

When changing your password using this link, you will be asked first to enter your username, then to supply your old password and then finally to enter your new choice of password twice as confirmation. Once these details have been entered click on the **Set Password** button (see figure 10).



Figure 10: facility for changing a password

Once you have changed your password using this method, you will receive a confirmation message (see figure 11) which contains a link to the **login page**.

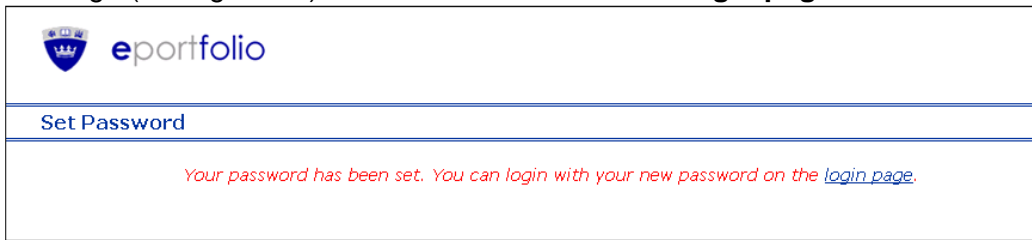


Figure 11: confirmation that password has been changed

Please note: you can only change your password to something more memorable if you are able to supply your old password. If you have forgotten or misplaced your old password then you would need to use the **Reset Password** option, or alternatively contact the administrator at **eportfolio@qmu.ac.uk**

The link for changing your password is:
<https://eportfolio.qmu.ac.uk/prefs/changepwd.aspx?>

5. What help is available?

Further information about ePortfolios at QMU is available at:
<http://www.qmu.ac.uk/eportfolio/>

If you are experiencing problems logging into or using QMU's ePortfolio, please contact:
eportfolio@qmu.ac.uk

An external examiner guide to accessing assessment Gateways through QMU's ePortfolio is also available: **<http://www.qmu.ac.uk/eportfolio/howto.htm>**