



Queen Margaret University  
EDINBURGH

## External examiner guide to accessing assessment Gateways through QMU's ePortfolio

**This guide includes:**

1. An introduction to QMU's ePortfolio for external users
2. The external examiner role
3. Access to summative assignments through a Gateway
4. Resetting or changing your password
5. Where to find help

February 2011 – PebblePad version 2.5.0

Sue Murray and Susi Peacock  
Centre for Academic Practice  
Queen Margaret University

This guide provides information for users of the QMU installation of PebblePad who are external to the institution and acting in the role of external examiner.

## **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 examiner role**

As an external examiner for a programme at QMU which uses ePortfolios, you will be given access to a Gateway. A Gateway is an online submission area for ePortfolios. Having access as an external in this way will only grant you access to the Gateway and the student assignment submissions there: 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 assignment submissions; 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.

If the internal marker has made use of embedded feedback sheets or audio feedback, then details of where to find these on the page should be explained to you before you commence your review. Further information is available in our 'Guide to marking webfolios in the ePortfolio system' which is available at:

[http://www.qmu.ac.uk/eportfolio/documents/Marking\\_ePortfoliosDec10.pdf](http://www.qmu.ac.uk/eportfolio/documents/Marking_ePortfoliosDec10.pdf)

## **3. Access to summative assignments through a Gateway**

As an external examiner for programmes using QMU's ePortfolio system you will be contacted regarding access to the assignment Gateway either by the programme leader, or by the school office administration staff. In order for access to a Gateway to be set up, they will need to know:

- Preferred email address for creating access;
- Duration of access required.

The programme leader/ administration staff may also explain:

- That you will see all the work submitted to the ePortfolio Gateway (not just a selected few pieces of work). You will be advised which ones to view;
- Whether anonymous marking has been used or not;
- Where first marker feedback sheets have been added (if used) and the approach to adding feedback comments.

This process may vary between programmes at QMU, but the instructions set out here should be standard with regards accessing student submissions in an ePortfolio Gateway through QMU's system.

### 3.1 How will I know that I have access to a QMU Gateway?

External access to a Gateway is typically set by the team at the Centre for Academic Practice (CAP) at QMU. Once you have been given access to a Gateway, you will receive an email from the CAP team warning you to expect notification from the ePortfolio system.

The message you receive from the system will be similar to the example shown in figure 1 and will provide details of the Gateway title. There will be a link to the Gateway included in the message. There may also be a personalised message from the person who has given you access to the Gateway, for example providing instructions or further details about access. There should also be a contact email for the person who has given you access to the Gateway.

If this is the first time that you have been given access to QMU's ePortfolio system then you will also receive an email from the system with your **username** and **password**.

**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.**

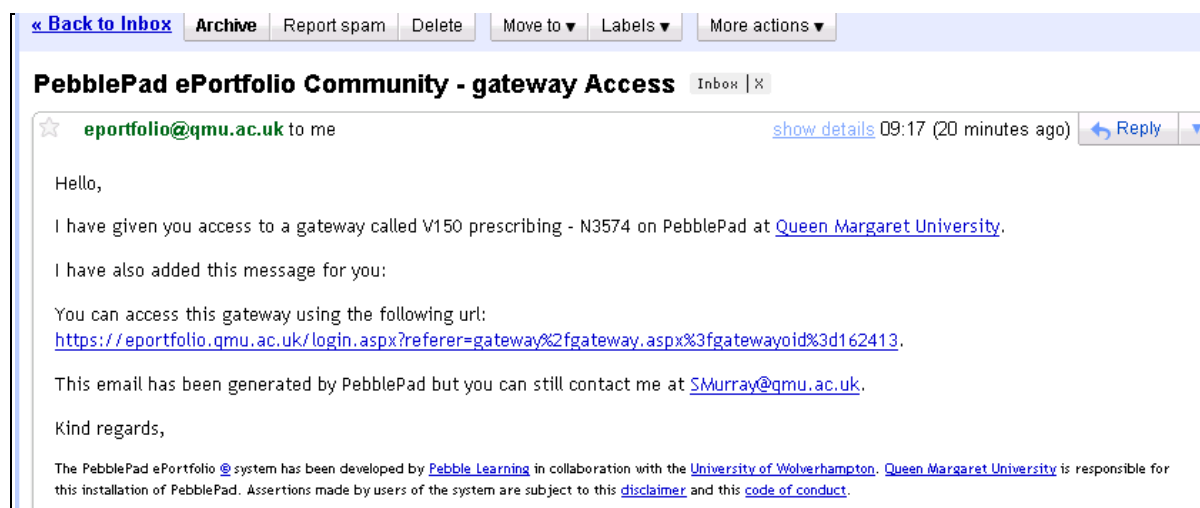


Figure 1: email notification of access to a QMU Gateway

### 3.2 How can I access a Gateway?

Clicking on the URL link in the email will take you to the QMU ePortfolio login page (see figure 2).

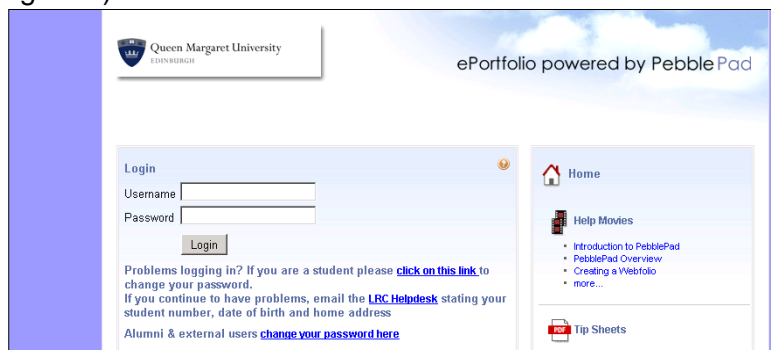


Figure 2: ePortfolio login page

Once you have logged in you will be taken to the Gateway (see figure 3).

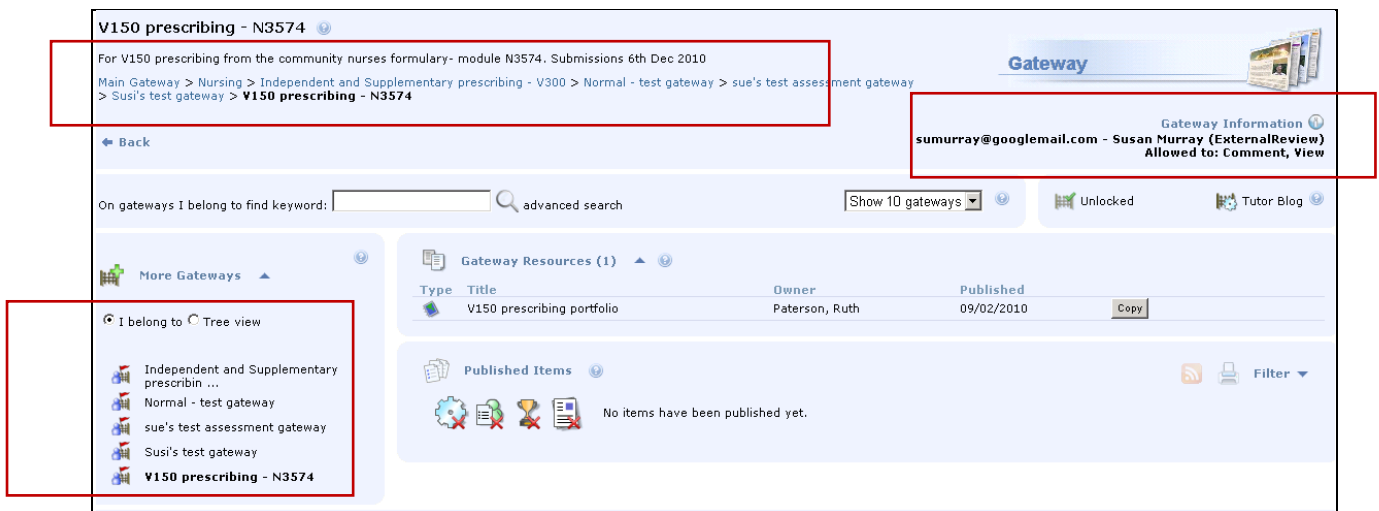


Figure 3: accessing the Gateway

In this view you will be able to see displayed on the left side of the page, a list of any other Gateways that you have access to through this external account. These Gateways are also displayed as breadcrumbs below the Gateway title at the top, left of the page.

To the top, right side of the page you will see the permissions that you have been given regarding access on the Gateway – permissions may vary from Gateway to Gateway.

An alternative way of accessing a Gateway is to use the link to **Queen Margaret University** in the email message (figure 1) – this will take you to QMU's web pages and from there you can use the quick links at the top, right of the web page to access ePortfolio (see figure 4).

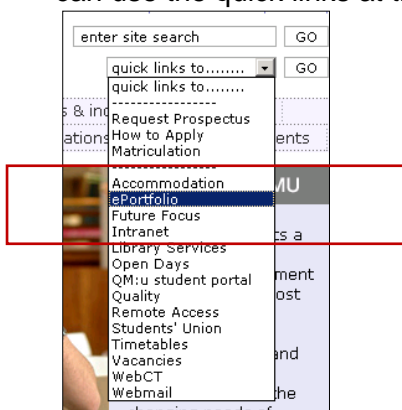


Figure 4: quick link access to ePortfolio

Logging in this way will take you to a different view – this will take you to a general page which lists all the areas that you have access to within the QMU PebblePad system, as the example in figure 5 demonstrates.

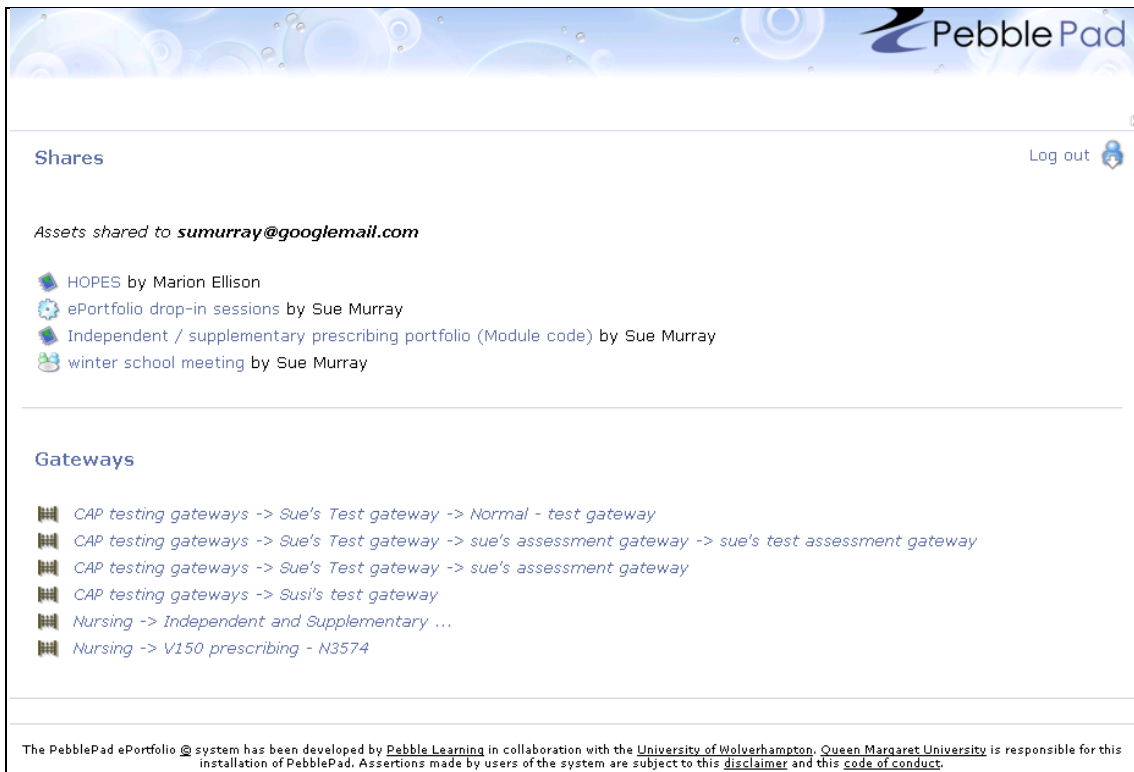


Figure 5: view of shared assets and gateways

#### 4. Resetting or changing your password

If you misplace or forget your password at anytime, you can use the link on the login page <https://eportfolio.qmu.ac.uk/> to reset your password (see figure 6).



Figure 6: Password reset link

When using **Reset Password** you will be prompted to enter your username – this will typically be your email address (see figure 7). A new password will be emailed to you.



Figure 7: resetting your password

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 8).

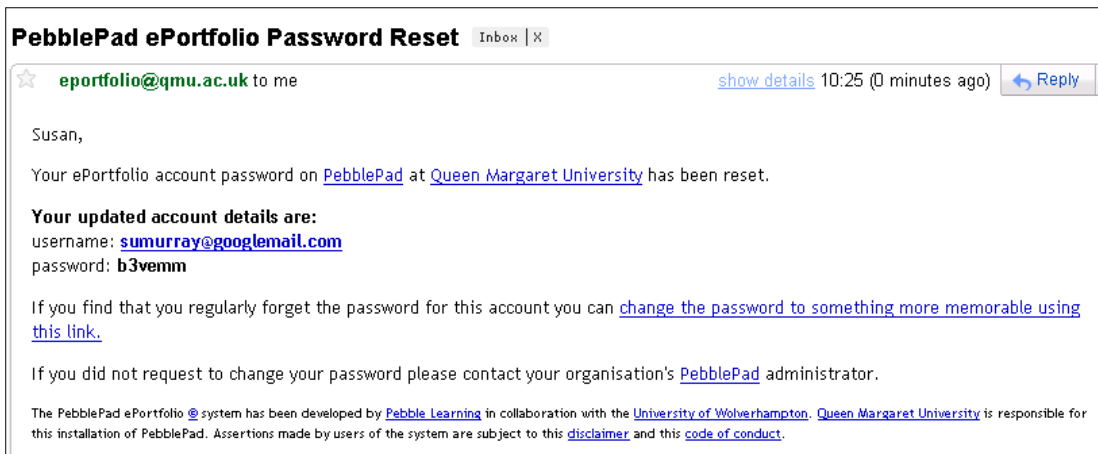


Figure 8: email notification following resetting of password

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 9).

Figure 9: facility for changing a password

Once you have changed your password using this method, you will receive a confirmation message (see figure 10) which contains a link to the **login page**.

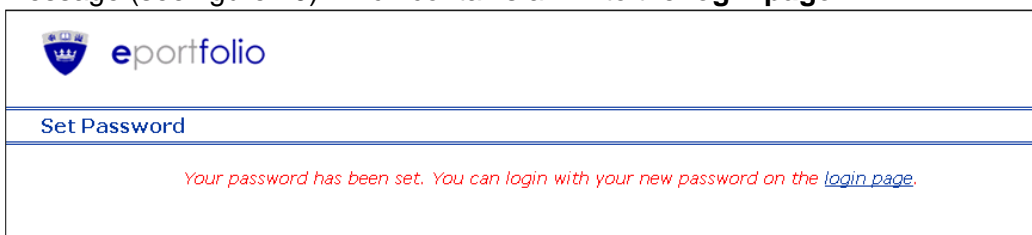


Figure 10: confirmation that password has been changed

**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](mailto:eportfolio@qmu.ac.uk)**

A guide to marking webfolios in the ePortfolio system is available from the QMU ePortfolio web pages: **[http://www.qmu.ac.uk/eportfolio/documents/Marking\\_ePortfoliosDec10.pdf](http://www.qmu.ac.uk/eportfolio/documents/Marking_ePortfoliosDec10.pdf)**

An external tutor guide to accessing shared assets through QMU's ePortfolio is available:  
**<http://www.qmu.ac.uk/eportfolio/howto.htm>**