



Queen Margaret University
EDINBURGH

Student guide to using gateways in ePortfolio

This guide includes:

- An introduction to gateways
- Information on how to publish to a gateway
- Guidance on how to view and navigate gateways
- Instructions on how to copy resources from a gateway
- Suggestions on where to go for help

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1. An introduction to ePortfolio gateways

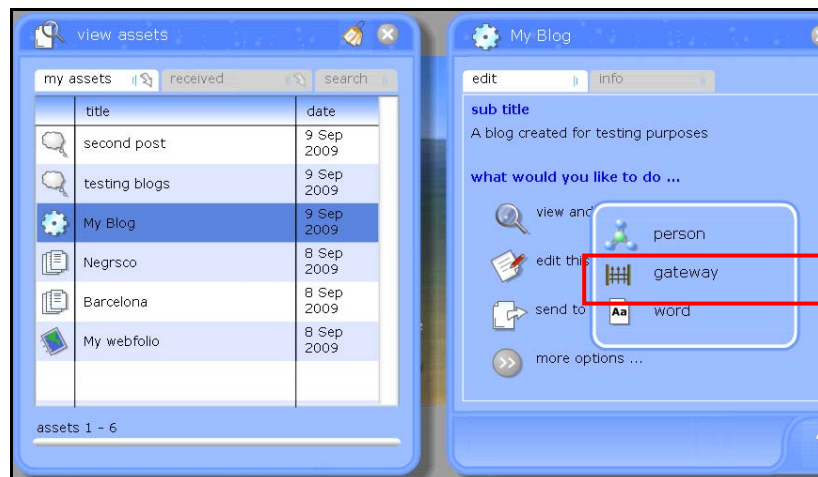
A gateway can be thought of as an institutional space: the place where assets can be published for viewing by other users such as students, peers, or tutors. Access is controlled by permissions, so for some gateways users may be able to publish items but not view other's work, whilst on other gateways users may be able view everyone's work. This means that gateways can have a wide range of uses including assessment submission, mentoring, sharing items with a group, or personal tutoring. It is always worthwhile checking with your tutor about the purpose of a gateway.

If an ePortfolio gateway has been created for your module or programme area in PebblePad you will be informed of this by your tutor(s) and directed to this area. It may be that your tutor wishes you to share an asset to this area so that you can receive feedback on your progress, or it may be that a gateway has been created for sharing resources with your fellow students. There are many potential uses for a gateway, but you will always receive guidance regarding the purpose of any gateway you are required to use.

2. Publishing to a gateway

Any asset you create in ePortfolio can be published to a gateway. So for example, it is possible to publish a blog, a webfolio, an action plan, or a meeting asset to a gateway in order to share with tutors or peers.

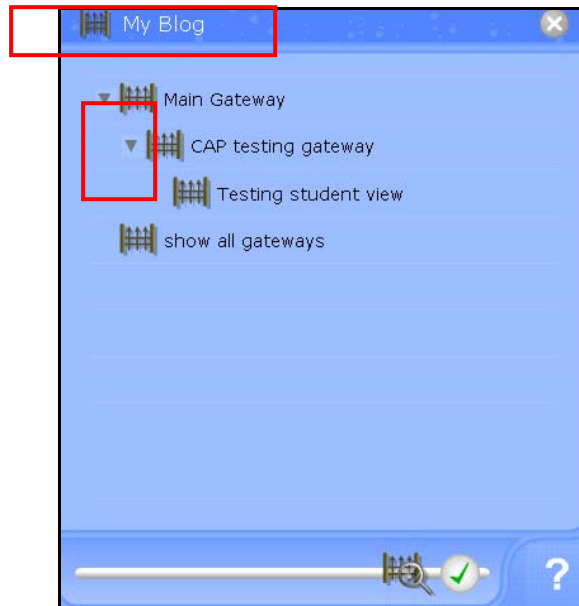
To publish an asset to a gateway first go to **view ... my assets** and select the item you wish to publish in the left-hand pad. Next, select **send to... gateway** on the right-hand pad.



Publishing an asset to a gateway

A new pad will appear with the main gateway at the top and any sub-gateways listed below. The name of the asset to be sent will appear at the very top left-hand side of the pad.

Gateways which have further sub-gateways will have a small triangular arrow next to them. It may be necessary to select a gateway to access any sub-gateways. Click on the triangle and sub-gateways will appear.



Example of a main gateway and sub gateways

Once the correct gateway for publishing has been reached select the **gateway** and then use the **green tick** to publish the asset to the gateway.

The gateway will then open in a new window and the item you have just published will be visible in the gateway under the list of **Published Items**. You will see the following information regarding the item you have published:

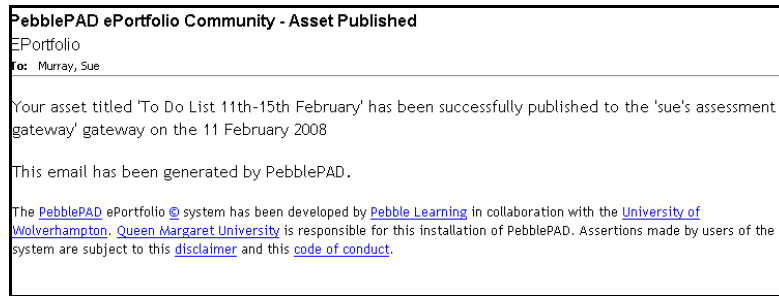
- Type – this is an icon denoting the type of asset published;
- Title – the title of your asset, which is a clickable link to the asset. You might want to click on the asset just to check that it is the correct asset;
- Published – the date the asset was published to the gateway;
- Modified – the date here will be updated if you make any subsequent changes to your asset following publication to the gateway;
- Published By – the name of the person publishing the asset;
- Grade – if you are awarded a grade for your submission it will be inserted here and will also be visible at the top of the asset.

Type	Title	Published	Modified	Published By	Grade
	My webfolio	08/09/2009	08/09/2009	Test, Isis	
	My Blog	09/09/2009	09/09/2009	Test, Isis	

Example of items published to a gateway

Please note: Your view of a gateway will be dependent on the permissions you have been given. For example, if you have published an item for assessment then you will have **Publish** permission and will only be able to see your own submission in the gateway – just as no one else will be able to see your submission, only their own.

When you publish to a gateway an email is sent by PebblePad to your QMU email account, confirming that the asset has been published.



Example of email notification from PebblePad

3. Viewing and navigating gateways

To view a gateway, go to view and select gateways from the list of options in the menu that appears.



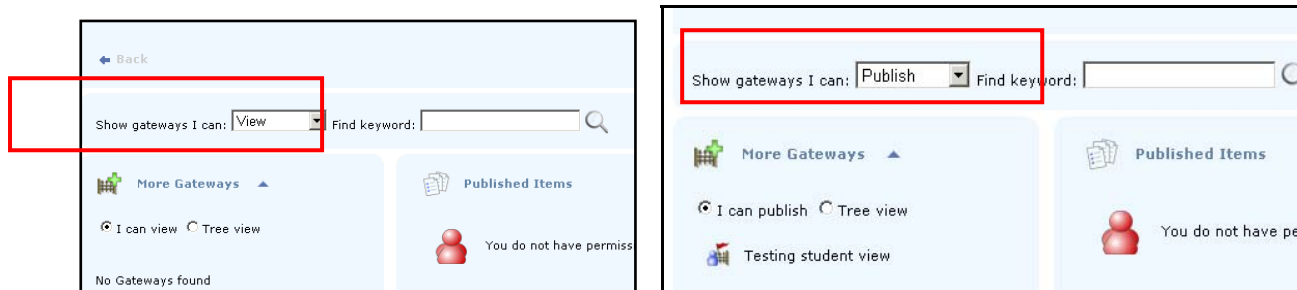
Accessing gateways

The **Main Gateway** entry page will appear in a new window, with a list of existing gateways on the left-hand side. Gateways that you are subscribed to will be indicated by a red flag.

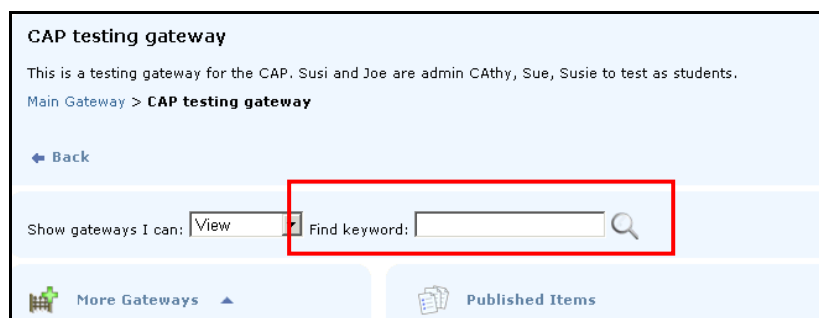


If no gateways are visible when you first enter the **Main Gateway**, you may need to search using **View** or **Publish** to find the gateway you require. To search in this way, use the drop-down menu beside **Show gateways I can:**

Please note: options to **Show gateways I can: Manage, Feedback, Create New** – these options are only available to tutors.



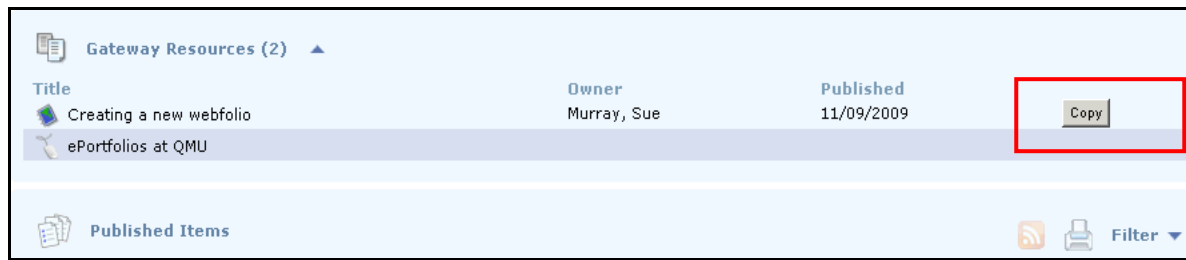
It may be necessary to move through several levels to find the gateway you are seeking. Alternatively, if you know the name of the gateway you require, you can search using the **Find keyword** option.



4. Copying resources from a gateway

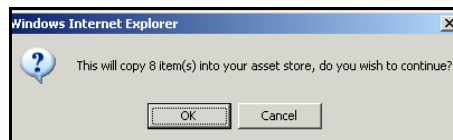
Tutors may publish resources to a gateway for students to copy and use. For example, your tutor may require you to have access to assets developed for your course within ePortfolio, such as a form to collect evidence of experience whilst on placement, a profile for you to check skills competency, or a webfolio template to assist you in developing your own webfolio. Tutors may also require you to have access to external resources, such as word documents, PowerPoint presentations, or links to relevant web sites. External resources can also be made available through a gateway. Your tutor(s) will advise you if any such resources are available to you and also where to locate these.

To copy a resource from a gateway, locate the correct gateway. Any available resources will be located in the **Gateway Resources** area (above the **Published Items** area). You will see information such as a **Title**, details of who the **Owner** of the resource is and the date it was **Published**. If a resource is available for you to copy, use the **Copy** button on the far right of the resource link.

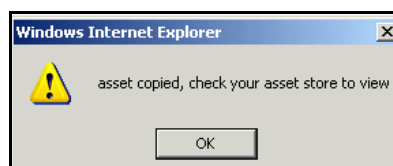


The resource will be copied to your asset store and an information message will appear informing you of how many items are being copied and asking for confirmation to continue. Select **OK** to proceed.

Please note: Copying an asset will result in a copy of every item contained within the asset being copied to your asset store. For example, a webfolio may have documents attached to it, or other assets attached, such as an action plan – these would also be copied, being part of the webfolio.



Once you have selected **OK** to proceed, an alert message will then appear confirming that the asset has been copied. Select **OK** to continue. To view the asset go to the asset store and **view**.



5. Removing an asset from a gateway

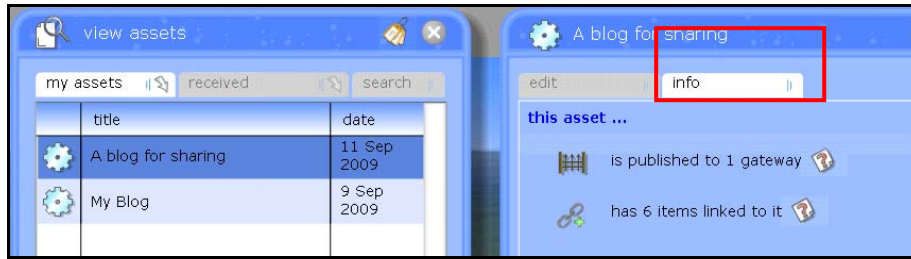
Sometimes, you may wish to remove an asset that you have published to a gateway, for example, if you have published the wrong asset. It is possible to **remove** an asset that has been submitted to a gateway.

Please note: there are situations where it may not be possible to remove an asset:

- An asset can only be removed before an assessment deadline. Once the deadline has passed it will not be possible to remove or edit the asset.
- Users can only remove assets that they own.

When an item is removed from a gateway the action will be recorded in the gateway so that whoever is responsible for the gateway will be able to see that an item has been removed (although not what has been removed).

To remove an item from a gateway go to **view... my assets** and select the item you wish to remove from the gateway. Next, select the **info** tab on the right-hand pad.



The **info** pad lists all the information about a particular asset and will indicate if an asset has been published to a gateway. Selecting the gateway icon on this page will open the **published** pad. The example below shows that the asset has been published to one gateway.

In the **published** area, select the gateway the asset is to be removed from and then select the **bin** icon at the bottom of the pad. An alert message will appear requesting confirmation to proceed and there is the option to cancel at this stage. Once an asset is removed, the gateway will no longer be listed in the **published** area, indicating that the asset has been successfully removed.



6. Where to go for help

Further information about ePortfolios can be found on the ePortfolio web pages: <http://www.qmu.ac.uk/eportfolio/>

An extensive online help facility is available within PebblePad – use the ? icon at the bottom right of all right-hand pads to access step-by-step guides. Help movies and tip sheets are also available on the ePortfolio login page.

If you are experiencing problems logging into or using QMU's ePortfolio, please email eportfolio@qmu.ac.uk stating your name and matriculation number.

If you are having problems with your password or have forgotten your password, please email LRCHelp@qmu.ac.uk stating your name and matriculation number. The helpdesk will be able to reset your password for you.