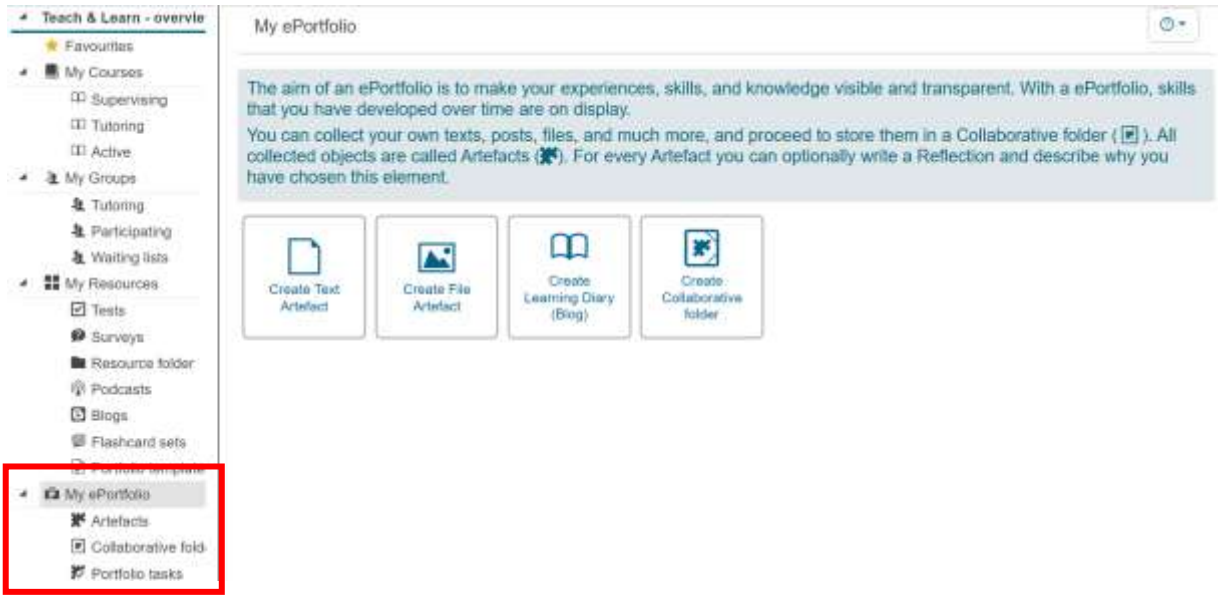
OLAT / E-PORTFOLIO (AUTHORS)

The aim of an ePortfolio is to make experiences, skills, and knowledge visible and transparent. With an ePortfolio, skills that students have developed over time are on display.

The ePortfolio offers OLAT users a wide range of options for collecting self-created items – now referred to as artefacts – in a portfolio for a variety of purposes. This guide first explains the ePortfolio itself, before going on to address the specific needs of lecturers. A guide for students can be found here: https://www.rz.uni-frankfurt.de/190937116.pdf

1. Overview

The **My ePortfolio** overview can be accessed via the **Teach & Learn** tab and is located at the bottom of the left-hand navigation bar.



- **Artifacts** are individual items (e.g. forum posts, personal documents, etc.) that can be collected from an OLAT course. Alternatively, an artifact can also be uploaded and saved in a separate folder.
- **Collaborative folders** enable the structured storage of artefacts. These can either be created and saved independently of an OLAT course within your own OLAT profile or created as part of an assignment within an OLAT course. In the latter case, this is referred to as **portfolio tasks**.
- **Portfolio tasks** are set for course participants within an OLAT course and cannot stand alone.

2. Artefacts and collaborative folders

An **artefact** can

a) be any content uploaded by users in the course (a post in a forum, a file discussion, a blog, a podcast, a wiki article, or a file uploaded to a folder or the task course element) or

b) be created directly in the ePortfolio area, independently of any course element, as text or another type of file, or as a learning diary.



The artefacts can be organised into so-called **collaborative folders** and filed by topic or by course. Collaborative folders can be thought of as containers that are created either for a specific topic or to accompany a particular course.

Collaborative folders offered to accompany a course are created by the course owners (usually the lecturers themselves) as part of portfolio tasks.

Further information on artefacts, collaborative folders and other items can be found in the guide „OLAT / E-PORTFOLIO (STUDENTS)“.

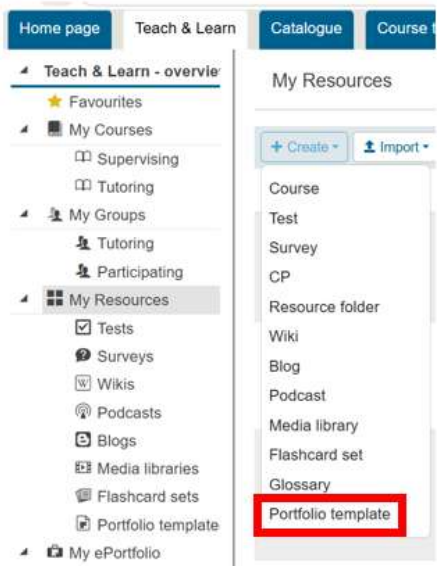
3. Creating a portfolio template

The **Portfolio template** resource is required when configuring a **portfolio task**.

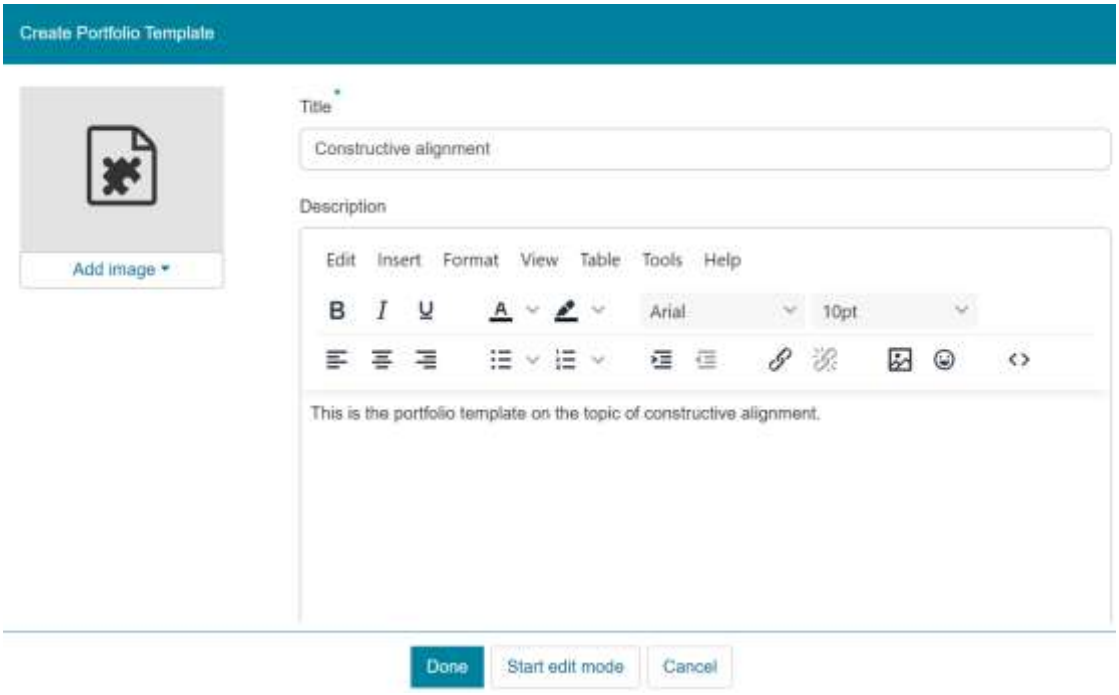
In addition, a portfolio template can be used when creating a **collaborative folder**. It provides the basic framework for a collaborative folder, which students are expected to complete as part of a **Portfolio task** course element.

The **Portfolio Template** learning resource is created under **My Resources** and can then be integrated into a course element of the **Portfolio Task** type. Within the portfolio template, you can specify what types of artefacts and how many of them should be included in a particular section of the collaborative folder.

The same portfolio template can be reused repeatedly, including in different courses or course elements of the **Portfolio Task** type.



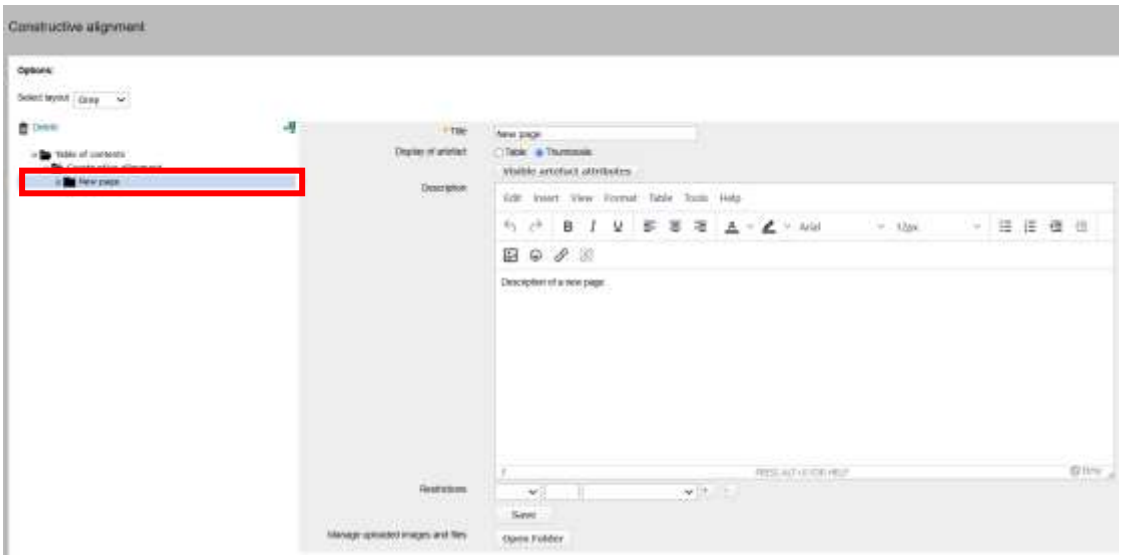
- First, create a portfolio template in **My Resources** under **Teach & Learn** and add a title for the template, a description and, if applicable, an image.



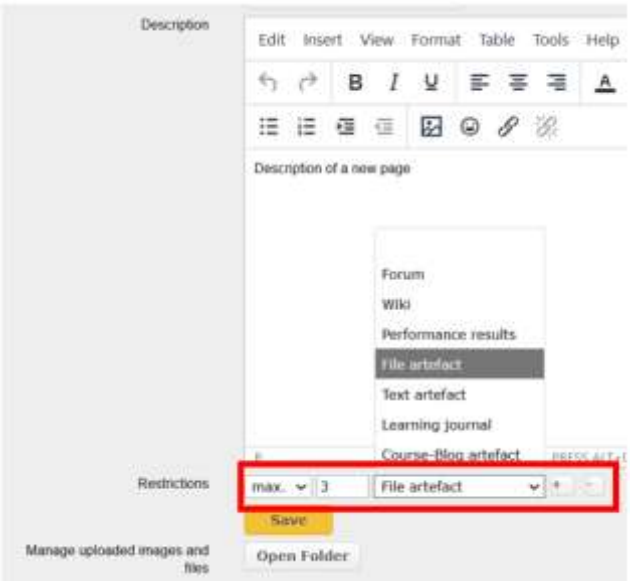
- If you wish to edit the title or description at a later date, click on the cog icon and then select **Edit title and description**.



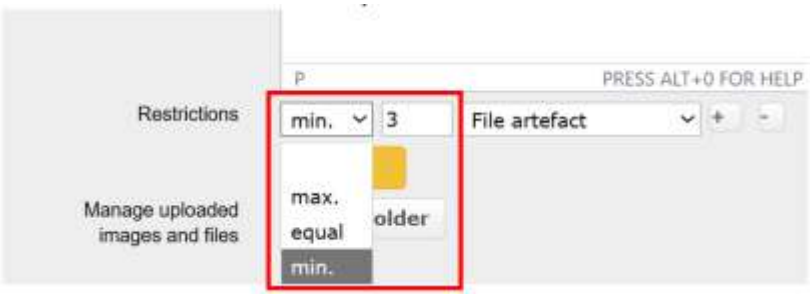
- Once the portfolio template has been created, you can specify the type and number of items that students should include in their collaborative folder. To do this, click on the edit pencil icon.
- In the window that opens, click on **New page** and enter a title and, if desired, a description.



- Under **Restrictions**, you can specify which types of artefacts course participants should submit to their portfolios and to what extent. The following formats are available: forum, wiki, assessment, file artefact, text artefact, learning diary and course blog artefact.
- You can use the **plus** and **minus** symbols at the end of a condition to set further restrictions or remove existing ones. Course participants will then see these specified conditions at the top of their portfolio and can only submit a portfolio assignment if all the restrictions set regarding the type and number of artefacts have been met.



- Please specify whether **max.** a certain number of items of this artefact format must be submitted, or **min.** this number, or **equal** this number.

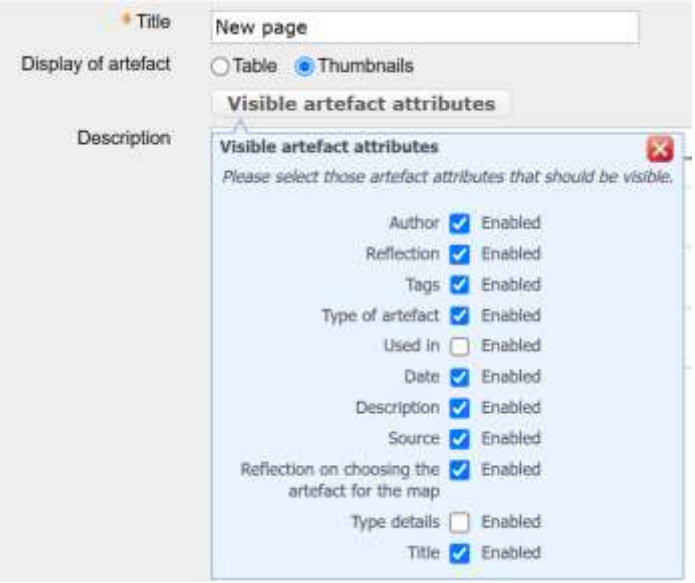


- This can be set individually for each artefact.



PLEASE NOTE: Please complete all fields relating to the **restriction**. Otherwise, your details will not be saved.

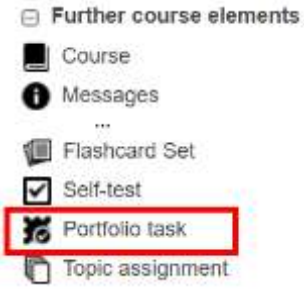
- Under **Visible artefact attributes**, you can specify which artefact attributes should be visible. By default, all attributes are displayed.



4. Creating a Portfolio task

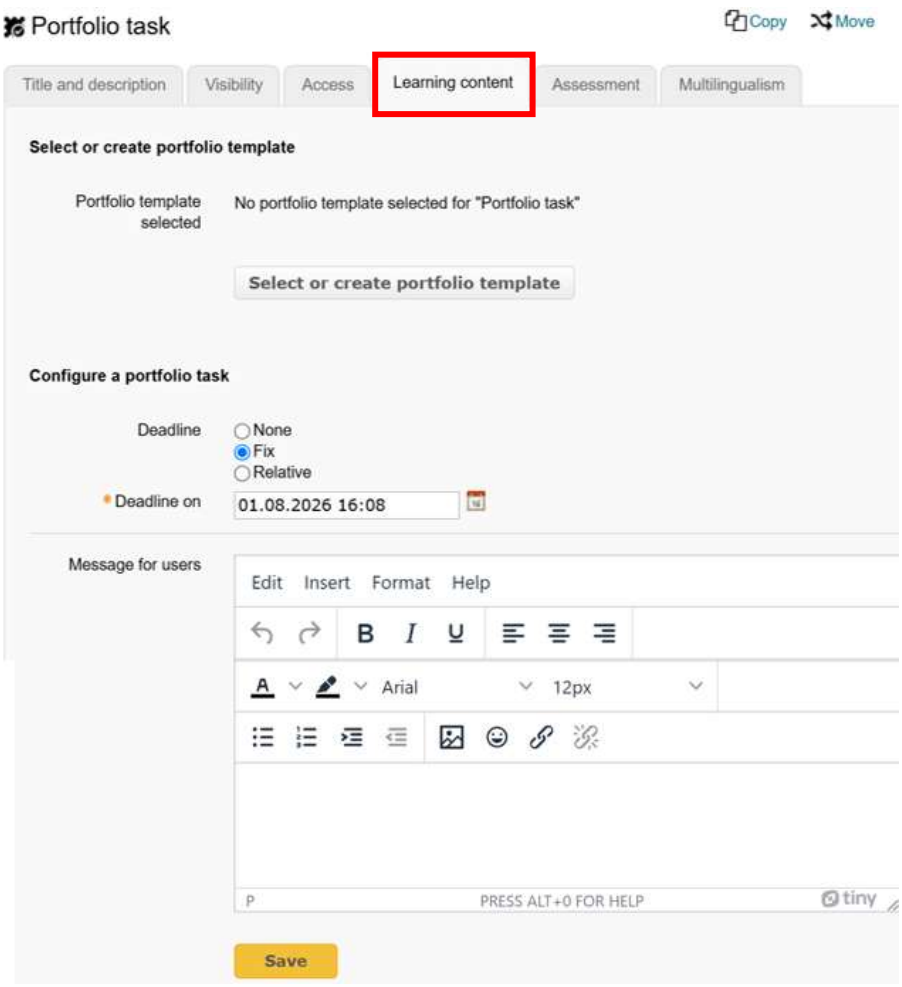
Please note: If a collection folder has already been created outside the course, it CAN-NOT be converted into a portfolio template.

- First, create the **Portfolio task** course element in your course. You will find it under **Further course elements**.

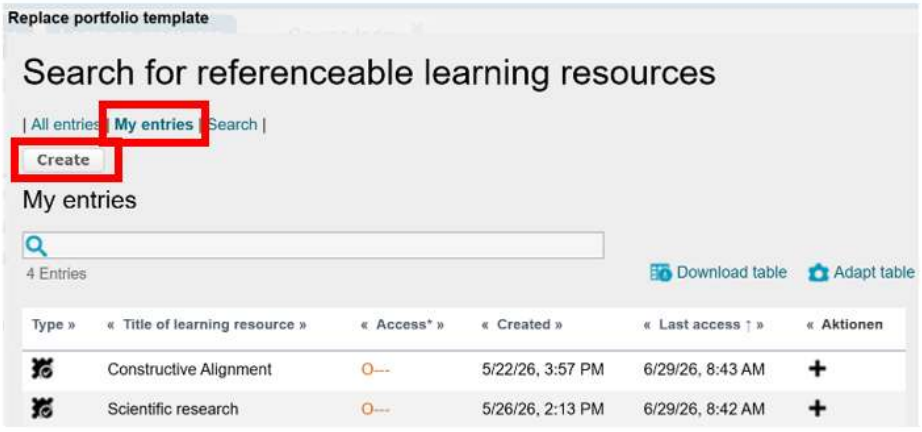


Like any other course element, this course element is added to the course menu.

- If necessary, give the **Portfolio task** element a title and, if required, a description.
- If this course element is not subordinate to other course elements, set a group-dependent filter in the **Visibility** tab OR in the **Access** tab.
- In the **Learning Content** tab, you can select or create the portfolio task and set a submission deadline.

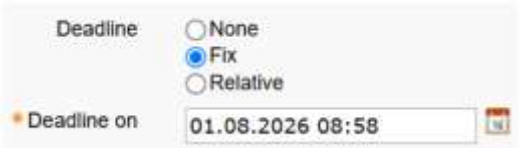


- If you click on **Select or create portfolio template**, your portfolio templates will be displayed under **My entries** if you have already created any.
- You can also create a new portfolio template here by clicking on **create**.



- If you search under **All entries**, all available portfolio templates will be displayed.
- Differences between no submission deadline, a fixed submission deadline and a relative submission deadline:
  - No submission deadline: The portfolio task can be handed in at any time.

- Fixed submission deadline:



- Relative submission deadline:



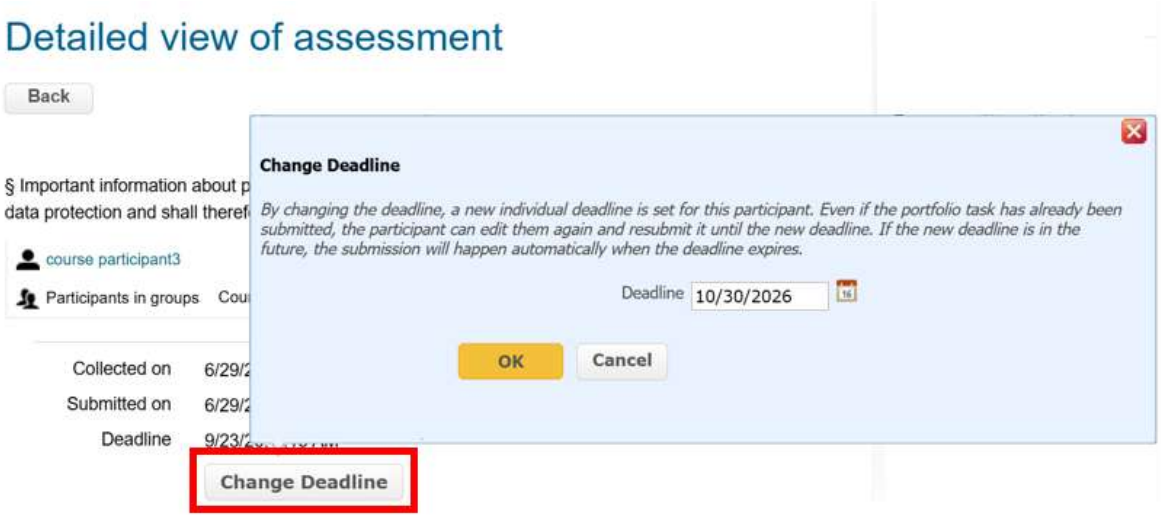
- Remember to save your settings.
- When learners access the task via the OLAT course, they will see the set submission deadline before they collect the task and …



… before submitting the task.



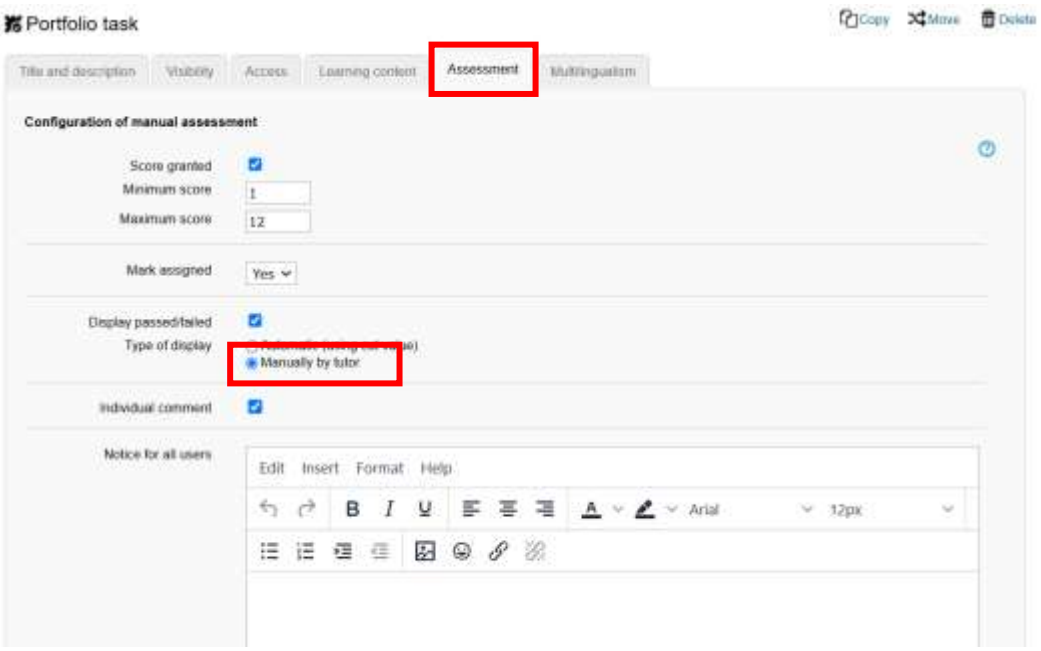
- It is possible to make portfolio tasks that have already been submitted available for further work. This is done in the assessment tool  using the **Change deadline** button.



- It is advisable to offer several smaller tasks rather than one large, comprehensive portfolio task, which can be completed and submitted in stages.

5. Configuring the assessment of the Portfolio task

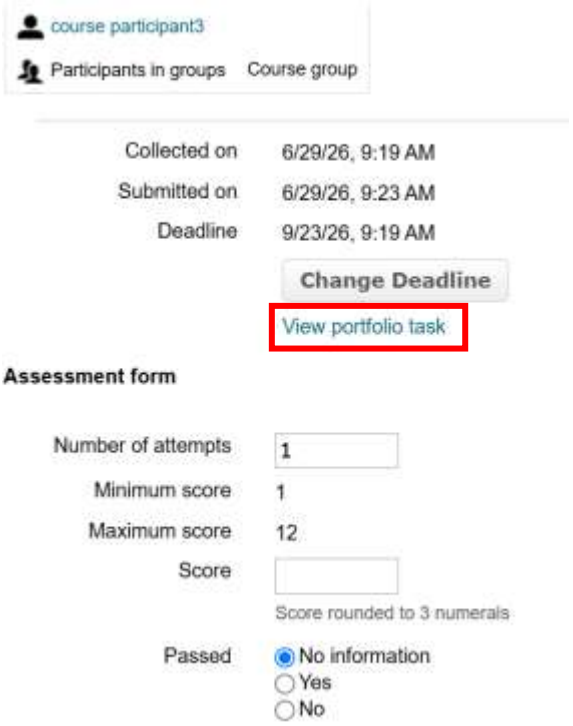
- In the **Assessment** tab, you can configure the assessment.



When awarding marks or grades, please bear in mind that these will not be awarded automatically at a later stage, but will instead be awarded ***manually*** by the course owners.
Please ensure that your assessment settings are correct before releasing the portfolio task, as it is not possible to change them afterwards.

6. Assessing the Portfolio task

- Using the **assessment tool** the lecturer selects a course participant by **As per course structure** or **As per user** and, from there, accesses the portfolio task via **View portfolio task** once it has been completed by the relevant student.



- The lecturer marks the solution to the portfolio task and ***manually*** enters the number of marks achieved or the grade, as well as selecting **Yes** or **No** for **Passed**.
- To ensure that the relevant course participants receive feedback, a choice must be made between **Yes** and **No** for **Passed**.

7. Releasing the collaborative folder

Students can make their collaborative folders available to selected individuals (course owners or other students) for viewing (see: https://www.rz.uni-frankfurt.de/190937116.pdf.