

SUSTEIN ePortfolio - Instructions

1. Activating a user account with the Logincode

You have been given three Logincodes: for a Student account, a Teacher account, and an Administrator account. These Logincodes can be used one time to choose your own username and password.

Open your browser and type the internet addresss that's mentioned on the Logincodes page, into the address bar of your browser.

Use the Logincode link at the bottom of the screen and insert the Administrator Logincode.

(You should do this for all three accounts, but the Logincodes for student and teacher can be used later on)

Within an ePortfolio the students gather a lot of personal, sensitive information. Therefore, choose logindetails that only you know and choose a password that is not easily guessed by others.

2. After login in: change your profile to your personal details

First we'd like to wellcome you to your own ePortfolio platform for your school! 😊

1. Go to your profile in the menu. At the upper right there's an option to change your details.
2. If you'd like, you can add a profile picture to your profile. This is advised for teacher accounts (the administrator account isn't really seen by others, but the teacher is for instance used when sending messages to students).

3. Adding a new student by hand

Adding a new student can be done on the page that opens right after login in, or by clicking on the upper left button in the navigation menu.

1. Press the “+”-icon on the upper right
2. Insert (fictional) student details
3. Don't forget to save!

You have now added your first student.



3. Adding a new student group

Again, go to the first page of the menu.

Click on the upper right on the option to manage candidate groups.

Add a new group by using the “ + “

Add a name to your group.

There are several more options on this page, which you can take a look at but which you can leave for now the way they are.

If you'd like, you could add some more groups.

4. Importing new students

You can import a set of new students at once via Excel / CSV.

Preparation: making an Excel file

1. Open Excel and open a new file
2. The details of each student should be on new line
3. Add at least the following details per student, marked with an *:
 - a. First name*
 - b. Last name*
 - c. Initials*
 - d. E-mail address* (can be fictional, or use demo@sustein.eu)
 - e. Student number
 - f. Man / Woman*
 - g. Group
 - h. Teacher
4. Make an Excel of at least three (fictional) students.
 - a. The items marked with an * should at least be available in the Excel;
 - b. For 'group', you can choose the group that you've made earlier;
 - c. Don't forget to save the file.



Importing the Excel file

Go again to the first page in the menu. Choose the option on the upper right to import.

Upload your file and follow the steps on the screen to match the columns and items in the Excel.

Please be aware: When you're using real e-mail addresses, please choose the option *not* to send an e-mail at the bottom of the screen.

5. Login in as a student

Log out as the Administrator

Use the student Logincode to activate the student account. Please try the following:

- Change your profile to your personal details;
- Add a profile picture on your profile
- Add some items to your portfolio (i.e. a course and an internship (fictional))
- Describe your ambition
- Add a foto in the Photobook
- Make a Showcase
- Send a message to your teacher
- Post a message on the Message Wall

6. Login in as a teacher

Log out of your account as a student, and use the Logincode to activate your teacher profile.

Have a look around at the menu on the right.

7. Administrator: adding new teachers

Adding a new teacher can be done by the Administrator. Log out of your teacher role and log in as the Administrator.

Go to 'Users' (the second button in the menu), and use the " + " to add a new teacher.

8. Connecting a new teacher to students



To add a new teacher to one student:

Go to the first menu page, find one of your students, and click on the "pencil" icon.

Add a new teacher by choosing the name in the dropdown menu.

Don't forget to save.

Adding a teacher to many students at once

Go to the first menu page.

Select the students by clicking the checkbox before their names.

Add the button, choose the 'action' to modify those involved with the portfolio. Follow the steps on the screen.

9. Sending out a new Logincode and downloading an Excel management file

Go again to the first page on the upper right:

- Look at the options behind the "enveloppe" icon for sending Logincodes to students or getting a new Logincode when they've forgotten their login details;
- Go back and have a look at one of the management Excel files, by using the download icon on the upper right.

10. Adding a qualification / curriculum overview (longer exercise)

This exercise can be done two-by-two, after viewing a central demonstration first.

1. Go to qualifications
2. Use the "+" to add a new qualification and fill in the fields
3. Add categories and tasks to the qualification

Connecting the qualification to the students



This exercise can be done two-by-two, after viewing a central demonstration first.

11. Developing a questionnaire (longer exercise)

De opties zijn anders, maar de werking is hetzelfde als het maken van een Kwalificatie. Op hoofdlijnen:

This exercise can be done two-by-two or in a group, after viewing a central demonstration first.

1. Go to questionnaire management
2. Use the “ + ” to add a new questionnaire and fill in the fields
3. Add categories and questions to the questionnaire

Connecting the questionnaire to the students

This exercise can be done two-by-two, after viewing a central demonstration first.



General Manual

Manage users of SUSTEIN ePortfolio

My profile

All users in SUSTEIN ePortfolio have a profile. The administrator creates users of all roles. The details of an administrator are not visible to other users, with the exception of other administrators. The main purpose of the profile is the possibility to adjust your own log-in details.

User Management

SUSTEIN ePortfolio has different user roles, depending on the settings. Some common user roles include:

- *Mentor*
The primary role of a mentor is to support your student building the portfolio.
- *Assessor*
It is the responsibility of the assessor to review the content of the portfolio's.
- *Parents*
It is possible to create an account for parents of a student
- *Administrator*
The administrator creates the roles and assigns rights. He connects students with other users and also manages the instruments in SUSTEIN ePortfolio.

New users can be created by clicking Users in the left menu, where new users can be added.

- *Role of a new user*
 - *General data*
Information about the name, the address and the e-mailaddress of the person.
Required fields are marked with an asterisk.
- *User credentials*
In this field you can create a login account and automatically mail this to the user (to the e-mailaddress that is entered in the 'General data'). You can also create an account without mailing the user credentials. After using the Login-Code the first time, the user must enter a username and password himself.

Via the icons  all user details could be changed:

-  *Edit data*
-  *Activate/deactivate user*
-  *Visualize portfolios that are linked to his user*





Remove



Send user credentials

When you hover this icon the date is shown on which the user credentials was last sent.



Login as

Via this function you can log in to this user's environment.

Via the tabs you can see the different users per role. You can search for specific users via the keyword field.

It is possible to export the user overview to Excel via the button 'Excel-export'.

Qualifications

When students fill in their portfolio with work experience, assignments and other documents, it would be nice to link these data to specific qualifications. If you want to, first enter the qualification(s) by clicking 'Kwalificaties'.

You can insert these qualifications yourself as an Admin.

The added qualifications can be found in the qualification overview. the qualifications can be edited via the following icons:      



Edit qualification.

Another qualification can be chosen and the terms used can be changed.



Change the description of the qualification.



Activate/deactivate the qualification.



Copy the qualification.



Move the qualification to other SUSTEIN ePortfolio surroundings.



Move the qualification to the archive. It is possible to restore archived qualifications.

After adding the qualifications you can connect them to any portfolio.

Portfolios

This is the place in which all management tasks around students are arranged.



Students and studentgroups can be entered. Via these studentgroups it's possible to create overviews with specific students (classess). The administrator can create these groups via  in the tab portfolios.

How to enter students?

1. The administrator can enter each student individually
2. The administrator can enter multiple students at once by importing an overview (Excel or CSV) of students.

Entering students individually

Enter a new student by clicking the button. Enter the requested fields. Required fields are marked with an asterisk.

It is possible to link the student to other users, i.e.:

- *Mentor*
- *Assessor*
- *Parents*

Previously created questionnaires can be linked to the student, AMN-testen can be prepared. You can also indicate which qualifications the student needs to be linked to.

Finally, send the user credentials tot he student.

Entering multiple students at once

The administrator can import student groups via an import file by clicking 'Import' in the tab 'Portfolios'.

Importing students via an import file:

1. Select the import file or copy and paste the data. Also remember that the students must receive a login code after importing the file.
2. A preview of the data is shown. If necessary, other columns can be linked together.
3. it may be that in this step matches must be clarified, for example, if the word 'lord' means the gender 'man'.
4. A final check before the import is done. Make sure that the login data has to be sent or not to be sent after the import

During the import process it is possible to cancel the import or start again by clicking the button 'Begin opnieuw'.



Portfolios

Next options are visible the student overview:



This figure can have two statuses. Depending on the status it means 'placeable' or 'non placeable' in the student pool.



The second figure shows whether the student is included in the student pool. If so, the student can be found by a mentor or other persons who may search in the student pool.



Via this icon the personal data can be changed.



Indicate here whether the vacancy searcher is available for this student.



This functionality gives you the possibility to link multiple (maximum 5) qualifications to this portfolio.



Via this icon the students portfolio can be downloaded. The download provides a zip file with data that can be used to upload in a different portfolio environment



Send the user credentials again



Via this functionality the student can be archived. It is possible to restore archived students.

It is possible to make an export of the students.

Please note that this export contains no data that's part of the portfolio.

The filter option can be used to find a specific student in the total overview. It is possible to search by keyword, student group and qualification.

The overview of portfolios has four tabs. Three for the different statuses that a portfolio can have (active, archived and demo) and a tab which contains all of them.

ePortfolio Import

Any ePortfolio that complies with the standard NTA 2035 can be imported in SUSTEIN ePortfolio:

1. First select the location of the ePortfolio (zipfile). Then click *Upload*.
2. Match the non-matching fields. If everything is right, this step is automatically skipped.
3. Complete the portfolio by filling in missing required fields.

By clicking the add-button one last time, the import is completed.

Student overview

The student overview is a list of all active students in SUSTEIN ePortfolio. Here you can, for example, search for students who have made specific questionnaires.

Timeline

The timeline shows the activities of all users in SUSTEIN ePortfolio. In this way you can monitor whether someone is active or not.

Message overview

The message overview shows all the messages sent between the student and his mentor. Messages can be filtered by student or keyword.

It is also possible to send messages to one specific student, to a group of students or to all the students, the mentors, parents or assessors.

Recognitions

The recognition overview shows the granted recognitions / badges. Via the button at the top right it is possible to create your own recognitions. These recognitions can be awarded to the students.

Adjusting the content of the SUSTEIN ePortfolio environment

Questionnaire management

Available questionnaires are shown on the Active tab. There are also tabs for Inactive and Archive) questionnaires. You will find information about the questionnaires in the questionnaire overview. For example, you see how often a questionnaire has been completed.

In the overview you will also find buttons with which you can edit the questionnaires or manage the content.



The function of these icons becomes visible when you hover the mouse over.

New questionnaires can be added via the Add-button.

First, general properties of the questionnaire are requested, the name and the internal name of the questionnaire. The background color can be changed by placing a check mark at *Verander achtergrondkleur*. In the field that opens you can enter the hex code of the color.

Via 'Sent results to' can be set who will receive the results from completed questionnaires by e-mail.

Via *Categorieën* (Categories) categories can be chosen that are needed to subdivide the questions in the questionnaire. The categories can be shown, hidden or closed-up.

After that you have to indicate what the questionnaire will be used for.

Optional textfields

In the first field an introductory text can be entered that is shown at the top of the questionnaire.

After that a final text can be entered, which is shown after completing the questionnaire.

The questionnaire can be found in the tab Inactive. In order to use the questionnaire, it must be filled with categories and questions. Entering categories can be done via the icon 

Now the questions must be entered in the categories. The questions can be added by pressing the  behind the categorie.

There are four question types:

- *Multiple choice*
Via the option to change the standard options, it is possible to change the default values.
- *Multiple choice with feedback* (explanation in free text field)
- *Yes/No*
- *Free textfield* (one sentence)
- *Free textfield* (multiple sentences)
- *Date*
- *Mark*

To use the questionnaire you must activate it via the icon .

To present an active questionnaire to students, it must first be linked to the students. You can do this automatically (default setting) or manually.

Settings

It is possible to specify default values when creating a new student. Every new student can be linked to one specific mentor. If several mentors are active in the SUSTEIN ePortfolio environment, this option is less interesting.

Via *Settings* it is possible to connect an external application to your SUSTEIN ePortfolio environment. The advantage of this is that users can go directly to the portfolio via Single Sign On.