

Reviewing Files in E-Portfolio

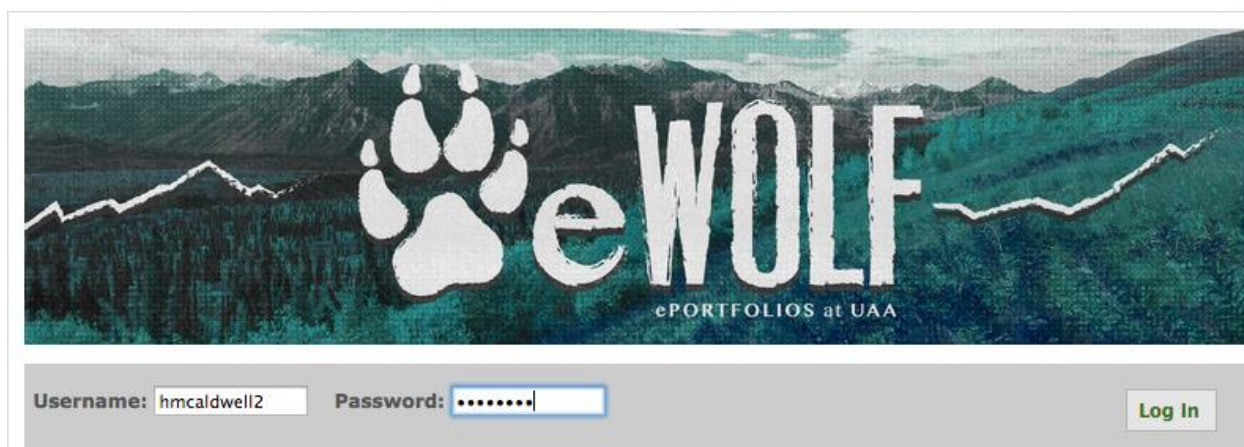
Welcome to eWolf, UAA's ePortfolio Program. This instruction set walks you through logging in, accessing the Promotion and Tenure Assessment area, and navigating the assessment tool so you can review submitted files.

Logging in

To login, go to UAA's main page (www.uaa.alaska.edu) and click on **Quick Links** in the upper right corner. Select **eWolf ePortfolio**. This will take you to the main eWolf login page. Once



there, click **Login**.



Enter your UAA username and password, then click **Log In**.

****** If this is your first time logging in, you will have to accept Terms and Conditions before proceeding.

Accessing Files

Assessment Groups

2016 CAS AAR Review

09/12/16 - 12/31/17

0 Posts 0 e-Portfolios

2016/17 CAS Biology P&T

09/01/16 - 12/31/17

0 Posts 0 e-Portfolios

2016/17 CAS English P&T

09/01/16 - 12/31/17

0 Posts 0 e-Portfolios

2016/17 CAS Fine Arts P&T

09/01/16 - 12/31/17

0 Posts 0 e-Portfolios

The eWolf homepage has four main sections: My ePortfolios, My Courses, Communities, and Assessment Groups.

Scroll down to **Assessment Groups** and locate your College's review group. You will only see the Assessment group for your college. Review groups are titled **2018-19 <College> P&T**. For example, if you're reviewing the CBPP faculty files, you'll see 2018-19 CBPP P&T. For the College of Arts and Science files, you will also need to find the discipline or group: **2018-19 CAS Fine Arts P&T**

Once selected, you will be directed to the Assessment Group's main page. There are several tabs here.

Click the **Assignments** tab as shown below.



2016 CAS AAR REVIEW > **COURSE NOTIFICATIONS**

Notifications

Assignments

e-Portfolios

People

Settings

☒ I would like to receive email notifications from this course.

All the faculty members in the Assessment Group will appear on the grid's left side (y-axis).

Click the diagonal workflow title “2018-19 File Submission and Review.” Then click on the faculty member’s name that you want to review. This will show you all the review steps for that faculty member and their process through it.

Understanding the Grid

The Grid shows the progress of the file through the review process.

2018-19 File Submission and Review

UNAC Review

1234567891011121314

John Smith

1234567891011121314

Assignment Workflow

UNLOCK THIS BLOCK

Completed. ✓

Locked since Sep 12, 2016 5:00pm.

C

Complete

STEP 1: File Submission

Evidence :

e-Portfolio Evidence

▶

Link to portfolio is here.

rg

Submit Evidence

Comment:

UNLOCK THIS BLOCK

Completed. ✓

Locked since Oct 13, 2016 5:00pm.

P

Passed

STEP 2: Peer Review Committee Review

Rubric Assessment

Score: 1pts / 1pts (1pts needed to pass) [Submit Assessment](#)

[View full rubric](#)

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- A blue box with an S indicates the step needs something submitted by the faculty member being reviewed (the “student” in this context).
- A yellow box with a C means the step is complete.
- An orange box with a F indicates a step needed something from a reviewer.

At each review level, after the written review is submitted, the reviewer will complete a rubric to indicate whether they recommend “YES” or “NO” for the file.

- If the reviewer recommends YES, you’ll see the green (Passed) box.
- If they recommend NO, you’ll see a gray (Not Passed) box.

Reviewing the File

Locate the faculty member you are reviewing. In the example below, Heather Caldwell has submitted her file and is awaiting its review.


Click the “View e-Portfolio” link in the Step 1 “File Submission” box to access the faculty member’s file.

If there is more than one version of the file, choose the latest submission.


You can see the submitted application portfolio link in this window. In the example below the portfolio is titled “Heather Caldwell” and the portfolio link to the green hyperlink titled “View e-Portfolio”.

Heather Caldwell's Progress Toward:


Fran Ulmer Transformative Research Award : **Step 1: Fran Ulmer Transformative Research Award**

 Step 1: Fran Ulmer Transformative Research Award

e-Portfolio Evidence

 **Heather Caldwell** [View e-Portfolio](#)

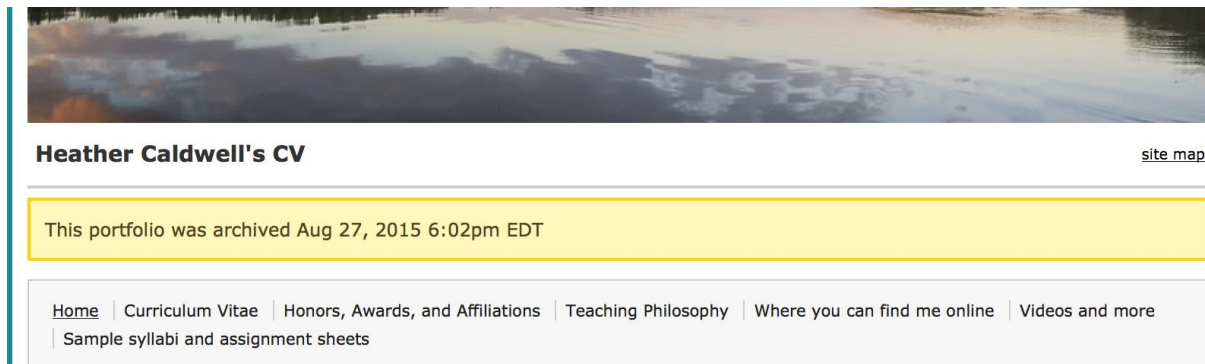
e-Portfolio "Heather Caldwell" submitted on Nov 4, 2016 at 12:31 pm by Heather Caldwell



Click the **View e-Portfolio** link and the file will open in a new browser tab. The timestamp in the upper yellow box indicates when the file was submitted.

(Note: If the file was submitted after the deadline, it means that the Faculty Services office authorized an exception to the deadline for some reason. It is not possible for a faculty member to override the deadline without authorization.)

Here is a sample header using Old Digication:



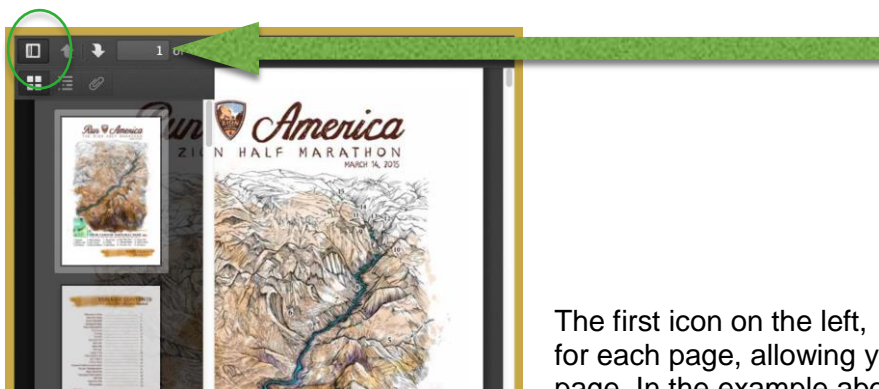
Here's a portfolio done using New Digication:




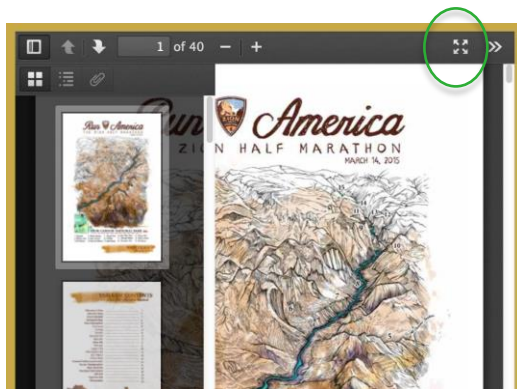
You can open up various tabs in different windows at the same time. Click on each tab to view that portion of the file.


Viewing PDF Documents in Classic Digication

PDFs should display in the portfolio as an interactive image. The example to the right is a 40 page PDF. You can scroll through the PDF in the window or use the top toolbar to navigate through the PDF.



The first icon on the left, , brings up thumbnails for each page, allowing you to jump to a specific page. In the example above, you can see the list of pages appears on the left.



The second icon in on the right, , allows you to make the PDF full screen. This makes is much easier for viewing. To exit full screen, simply click the ESC button on your keyboard.

Viewing documents in New Digication

In New Digication documents can be loaded by authors either individually or in galleries (multiple files). If documents are loaded into galleries viewers will see left and right arrows to navigate to the various files (some authors may have also selected to display thumbnail images)

UNIVERSITY OF ALASKA ANCHORAGE
School of Social Work
MSW Advanced Generalist Practicum

Advanced Generalist Learning Contract Format

Instructions:
The Learning Contract is a written document specifying the Student Learning Outcomes (SLOs) and how they will be demonstrated in the field placement. It becomes a part of the student's permanent file in the School of Social Work. The student is responsible for developing the Learning Contract in collaboration with the field instructor and, where applicable, agency supervisor. Documenting progress or completion of each outcome will provide a basis for evaluating the student at the end of the semester; consequently, careful attention must be placed on specificity and the ability to document attainment of each outcome with observable indicators. The Student Learning Outcomes (Competencies) are specified by the UAA School of Social and the accrediting organization, Council on Social Work Education - CSWE. These are provided for the student at his or her present level of graduate study.

Each student will use these student learning outcomes (SLOs) in the Learning Contract (see template format below). For SLO #1, the student is to identify one (1) social work role and develop the specific indicators to document attainment of the performance standards associated with that role. Roles and performance standards are available on the UAA School of Social Work MSW Field Education website (http://socialwork.alaska.edu/socialwork/field_education/msw.cfm). For SLOs #2-#10, students will develop an observable way in which each Practice Behavior will be demonstrated in the practice setting. Students will be expected to demonstrate approximately half (1/2) of these during the first semester of the academic year and the remaining ones during the second semester. Please note which to be completed in Fall Semester and which in Spring Semester.

The Learning Contract serves as an agreement between the student, the agency, the field instructor and the MSW program. The student and/or the field instructor/agency representative are free to add outcomes to address the unique learning opportunities available in the placement setting. Additional outcomes should be specific, measurable, attainable, realistic, and time sensitive. Once a draft Learning Contract is developed by the student, it should be reviewed, revised as needed, and signed and dated by all parties. It should serve as a guide for the placement and reviewed periodically. The quality of the written Contract and the student's attainment of SLOs will be part of the end-of-semester evaluation. The Learning Contract may be amended during the semester subject to approval by all parties.

The Learning Contract must include the following:

1. Student:	2. Semester/Term:
3. Agency:	4. Agency Phone/Fax:
5. Field Instructor:	6. Phone/Fax/Email:
7. Agency Representative: (if not the Field Instructor)	8. Phone/Fax/Email:
9. Practicum Seminar Instructor:	
10. Practicum Seminar Instructor - Phone/Fax/Email:	
11. MSW Field Education Coordinator: Stephanie Vaughn, MSSW, LCSW	
12. MSW Field Education Coordinator - Phone/Fax/Email: 786-6901 / 786-6912 / shvaughn@alaska.edu	
13. Weekly schedule for placement (What days and hours will you be at your agency placement?):	

2018-2019 Academic Year
MSW Advanced Generalist Learning Contract Format

Learning Contract Format

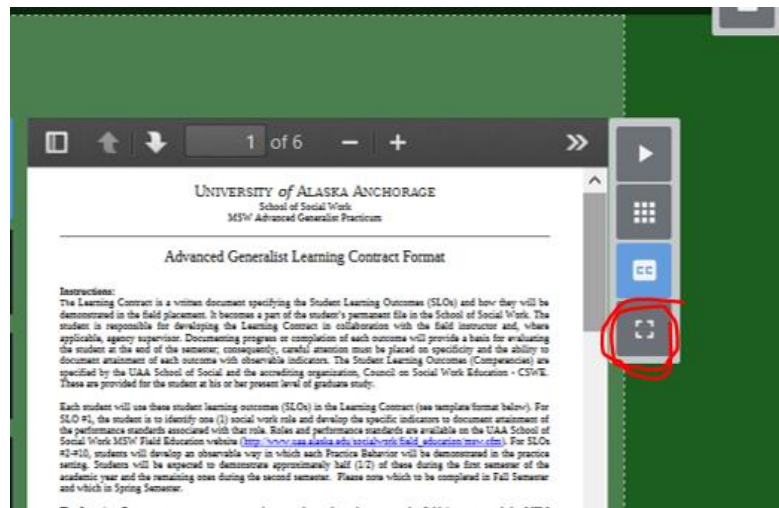
14. Field Instructor meetings: The weekly one-hour supervisory meetings between the field instructor and the student will be each (day) at (time).

15. Total Hours: This field placement requires a total of 240 hours to be completed this semester and 240 hours completed in the subsequent semester for a total of 480 hours.

Copy of the Learning Contract Template

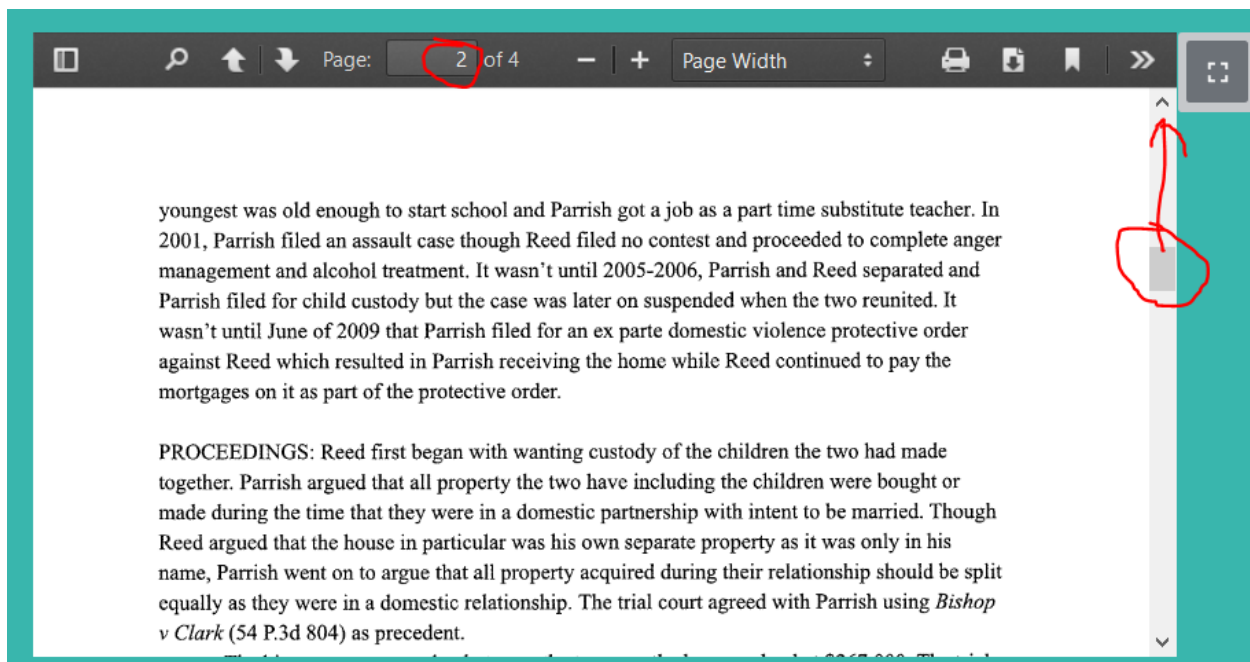
Goal:
The MSW student will develop Advanced Generalist Competencies through demonstration of Practice Behaviors (PBs) and achievement of Student Learning Outcomes (SLOs).

To enlarge the image and review the contents of the file it is suggested you use the **View in full screen mode** option



In full screen mode you are able to navigate the document using the scroll bar on the right side of the screen. In addition you are able to navigate to the other files in the gallery through the left and right arrow. To exit the full screen mode use the **Esc** key.

**** Important note:** For some documents where the author scanned in the file using a photocopier, the resulting file displays the second page of the document initially, it is important for reviewers if you encounter this to move the navigation bar to the top of the document to review the complete file.



When you are in the faculty member's workflow, you can see each review level. Every review is submitted as 'rich text,' and as a PDF that you can open.

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How to Submit a Review (peer review committee chairs, Deans and designees only)

Click on the appropriate step to upload the review.

A window will open with the following items:

- instructions on what to do
- a list of all items under review, including submitter's portfolio
- previous reviews
- submitter's acknowledgement of receipt(s)
- submitter's optional response(s)

You can review each previous submission.

* If the material is not rendering on this screen, you can go back to the main workflow screen (the one with the colored boxes) and click on each box for more information.

There is a two-step submission process for submitting reviews.

STEP 8: Peer Review Committee Review


Please use the provided Recommendation rubric. You may then then section.

The student being assessed can see the results of this step.

This step will become locked upon completion.

Work Being Assessed:

File Submission
e-Portfolio Evidence

 [Heather Caldwell View e-Portfolio](#)
e-Portfolio "Heather Caldwell" submitted on Sep 1, 2016 at 8:30 pm by Heath

Dean, Director or Designee Additions
Text Evidence

Nothing to add here.

Optional* Response to Dean/Director/Designee Additions
Evidence

No evidence submitted yet.

Faculty Receipt of Review
Text Evidence

I have reviewed that no additional materials were added.

Director's Review
Rubric Assessment
Score: n/a

Promotion and Tenure Recommendation:


	Yes/No Opts	No Opts
Recommendation	Yes/No	No

Faculty Receipt of Review
Text Evidence

I have reviewed the Director's review.

Optional* Response to Director Review
Evidence

No evidence submitted yet



“Mouse Over”
here to select
yes or no

Step 1:

Scroll down the Assignment Workflow to the review step for your level (i.e., “Peer Review Committee Review”). In the “Adding a Reflection” area, write or paste your review as “Rich Text.” Then click on the “Upload Files” tab and upload a PDF copy of the review including the header and signature. Click Save and Submit once you’re done.

Step 2:

Scroll down to the rubric step for your level (i.e., Peer Review Committee Rubric). You’ll see a grid to mark your recommendation. **Yes** indicates you recommend them for Promotion, Tenure, or Promotion and Tenure. **No** indicates you do not recommend them. **Yes/No** means you recommend them for Tenure but not Promotion or vice versa. Mouse over and then click on the box that correlates with your recommendation. Click Save and Submit once you’re done.

As each level of review is completed, the current reviewer(s) will be removed from the Assessment Group and the new reviewer(s) will be added. These steps are set according to the deadlines as set in the UNAC CBA. Access to the file ends at 5pm on the assigned date as indicated in the CBA.

Resources

There are many resources available to you.

For faculty technology questions: Our eWolf coaches are here to assist you with portfolio needs. Email them for an appointment at: ewolfcoach@alaska.edu. Paul Wasko, the eWolf Initiative Coordinator can be emailed at pwasko@alaska.edu.

You can also contact Marian Bruce at Faculty Services. You can reach her at mkbruce@alaska.edu.

For online resources: Folio 411: Everything Portfolio is an excellent online resource. You can access it here: https://alaska.digication.com/everything_portfolio.

Cheat Sheet for Accessing/Reviewing Files:

- 1) Log in to ePortfolio
 - 2) Click on the Assessment Group you want to review (2018-19 <College> P&T>)
 - 3) Click on the diagonal workflow name (2018-19 File Submission and Review)
 - 4) Click on the Faculty Member's name to open the Assignment Workflow.
 - 5) To open the ePortfolio, click "View e-Portfolio" in the File submission box (first step).
 - 6) To read past reviews, scroll down the Assignment Workflow to the previous review level(s) and either read the review as rich text or click on the PDF to open.
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7) **Submitting a review** (committee chairs, deans/delegates only)

- Click on 'Submit Assessment'
- In the "Adding a Reflection" box, copy and paste the text from the review into the "Rich Text" box. Make any formatting corrections needed in the box.
- In that same box, click on the "Upload Files" tab and upload a PDF of the review, including headers and reviewer signature
- Click "Save and Submit"

8) **Completing the rubric** ((committee chairs, deans/delegates only)

- Click on "Submit Assessment"
- Navigate your mouse over either "yes" or "no," or "yes/no"
- Click on the option you want. The points will automatically be filled in according to your selection.
- Do not put any comments into this step.
- Click "Save and Submit"