

# MY E-PORTFOLIO

A QUICK START GUIDE FOR

**YEAR 3 DE/GE** (2010-2011)

**STUDENTS**





# A QUICK START GUIDE FOR YEAR 3 DE/GE (2010-2011)

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## WHY SHOULD I KEEP AN E-PORTFOLIO?

Your e-portfolio is a:

- **PLACE** to keep all your information in one place
- **PROCESS** that facilitates your learning and development

This takes effort. Your e-portfolio is **YOURS** to: **Record, Reflect, Share and Feedback**

 <b>RECORD</b> <ul style="list-style-type: none"><li>• Keep evidence of your skills, activities, events</li><li>• Track your progress</li><li>• Celebrate your achievements</li><li>• Use your records as a basis for applications (e.g. for jobs)</li></ul>	 <b>REFLECT</b> <ul style="list-style-type: none"><li>• Experience &gt; evaluate &gt; learn &gt; apply = improve</li><li>• How well are you doing it?</li><li>• What and how can you improve?</li><li>• How can you develop further?</li></ul>
 <b>SHARE</b> <ul style="list-style-type: none"><li>• Submit work for feedback<ul style="list-style-type: none"><li>- To tutors (inc. formal assessments)</li><li>- To peers</li></ul></li><li>• Participate<ul style="list-style-type: none"><li>- Learn from others' experience</li><li>- Showcase yourself</li></ul></li></ul>	 <b>FEEDBACK</b> <ul style="list-style-type: none"><li>• To/from your peers</li><li>• From your tutors</li></ul>

## QUOTES FROM OTHER STUDENTS

*"Portfolio is about recording my journey"*

*"As an individual over time, I change and e-portfolio allows me to capture that"*

*"It takes time but I regret not writing in it as frequently as it's good to look back on and think about what has happened."*

## QUICK START: A GENERAL OVERVIEW

Like all technology, the PebblePad system used by **My e-portfolio** comes with jargon. It will take a little effort to learn but we will keep it simple. A more detailed online **How-To Guide for Year 3 Students** guide can be found at: <http://tinyurl.com/2wq39r3>

You can log into your e-portfolio at <http://www.pebblepad.co.uk/imperial> using your College username and password. You can also access it via links on the Intranet.

For a video on how to log-in please visit: <http://tinyurl.com/36kyknh>

## ASSETS

Each activity you record in your e-portfolio is called an **Asset**.

Activities can be recorded in various types of Asset. **Forms** and **Profilers** are Assets that have been pre-constructed by your course teachers at Imperial. Other Assets are free for you to use to record various experiences, activities and events as you go (e.g. **Thoughts, Ability, Achievement, Action Plan, Activity, Experience, Meeting**). Finally, **CV** and **Webfolio** can draw on various other Assets to showcase various aspects of yourself and your work.

To *complete* an Asset: click **Create New** on bottom left of the home page, and choose the type of Asset you want to start filling in.



To *view or edit* Assets you've filled in: **View > My Assets**

## SOME TYPES OF ASSETS

### FORMS AND PROFILERS



Forms and Profilers are the main types of Asset that courses use for various activities. Some activities will be on Forms, some on Profilers. They are in fact very similar, but you need to know from the start whether the activity is a Form or a Profiler in order to find and complete it on your e-portfolio. We have also designed some extra skills Profilers which span across the whole medical school curriculum to help you record and track your progress over time.

- To start filling in a Form: **Create New > More > Form** 
- To start filling in a Profiler: **Create New > More > Profile** 

**PLEASE NOTE:** As soon as you have saved an Asset, it may not come up immediately: pressing F5 to refresh the page should bring it up.

- Once saved, you can view or edit the Asset by: **View > My Assets > click on Asset >**

**View/Edit**



**PLEASE NOTE:** *My e-portfolio* allows more copies to be created of the same form. If you just want to edit your saved form, please do not go via *Create New*, as this will just create a new one.

⇒ Visit the following sites for a general video tutorial on:

- FORMS: <http://tinyurl.com/34xgl3b>
- PROFILERS: <http://tinyurl.com/35wcjd6>

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#### ASSETS TO RECORD YOUR OWN EXPERIENCES/EVENTS/ACTIVITIES

There are various types of Asset that you can use to record your own experiences, events, and activities for longer term reference.

These include:

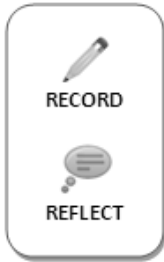
- **Thoughts**
- **Ability**
- **Achievement**
- **Action Plan**
- **Activity**
- **Experience**
- **Meeting**

Feel free to explore them to get a sense of what they can do – they generally follow a similar structure.

When writing up an Asset, your e-portfolio allows you to ‘tag’ them with key words. This makes it easier to find them later. We will focus particularly on **Thoughts** here.



## THOUGHTS



'Thoughts' not only allow you to record experiences, it helps you reflect on them and think how you might change what you do in the future...

***"Experience > evaluate > learn > apply = improve"***

Reflection allows you to make the most of your experiences. Writing this down ensures you go through this process and serves as evidence. It also enables you to return to your thoughts in the future. You can record any type of experience as a Thought.

Examples include:

- specific learning points you wish to record
- experiences with patients (please anonymise)
- experiences with colleagues
- 'Significant Event Analysis'
- discussions regarding career choice

Visit the following URL for a video tutorial on creating a Thought asset:

<http://tinyurl.com/32grd45>

A detailed example of how you can use Thoughts to reflect is shown below...

The screenshot shows a Pebble Pad interface with a thought asset titled "Monitoring INR and risk of haemorrhage". The content is structured as follows:

**What?**  
My COPD patient who was on warfarin for AF had an intracranial bleed out of the blue overnight. His INR was 4.1, but last time it was checked it was 2.3. I felt really sorry for the patient because he was about to go home when this happened. The FY1 looking after him was really upset too.

**So what?**  
Patients in AF are given warfarin to reduce their risk of a clot forming and causing a stroke but this increases their risk of bleeding, especially when the INR is >3, so it must be monitored closely. Antibiotics (erythromycin) can interact with warfarin and increase its effect.

**Now what?**  
When I'm a doctor, I will pay close attention to patients on warfarin, and be sure to ask them the full details of the dose they take and their latest INR. I need to be aware of drug interactions, especially with warfarin as there are several drugs that can make it more or less effective. I am going to look these up.

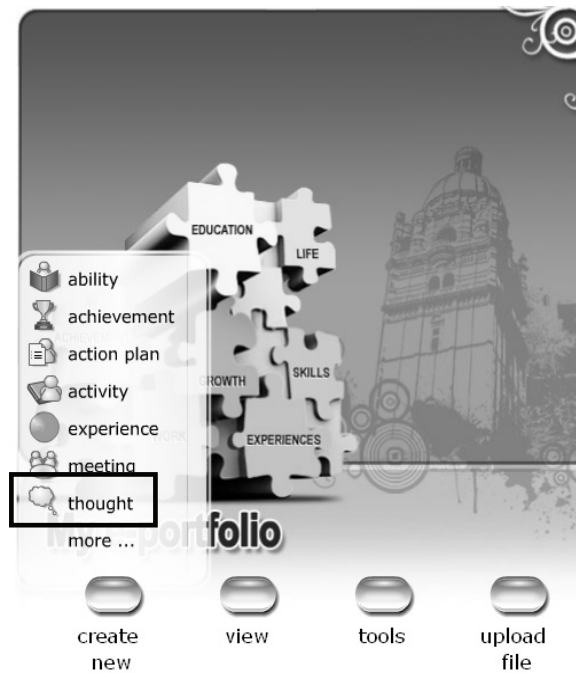
**Start Date**  
27 July 2010

**Hours / Minutes Completed:**  
1:45



## ⇒ How do I write up a Thought?

### 1. Create New > Thought > Enter a Title




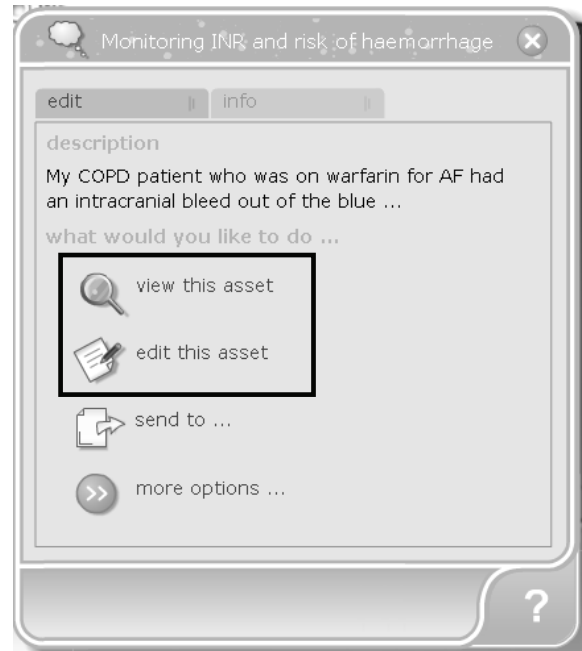
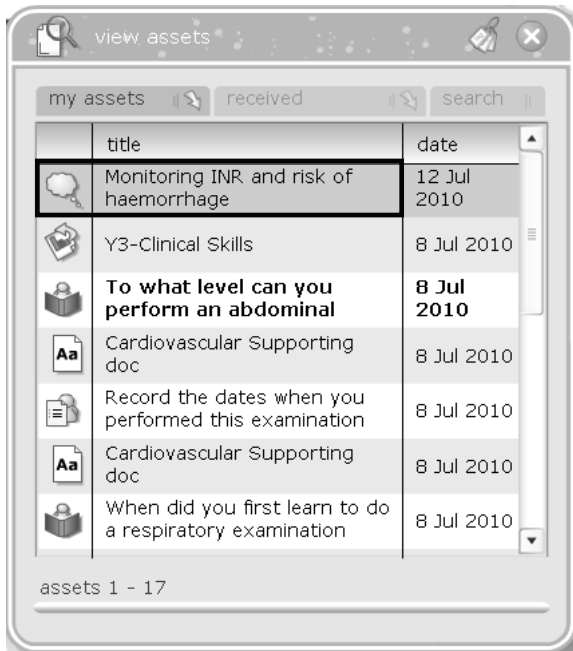
### 2. There are four ways you can structure a **Thought**.

Choose which one fits best:

**Journal, Reflective Journal, 'What? So what? Now what?', Reflective cycle**



3. Keep your Thoughts organised by tagging them with key words. It will be easier to find them later. You can tag a Thought with some pre-existing tags or make your own by clicking **all tags**.
4. You can then proceed to write it up and date it.
5. To view your Thought: **View > My assets**. Your Thought is listed along with your other assets – look out for the  icon.



## ASSETS TO SHOWCASE YOURSELF



CV



Your CV is important as it allows you to showcase your achievements and share a summary of who you are. It takes time to create and maintain and is best kept in one place. You will use it to apply for jobs, grants, awards, internships and electives.

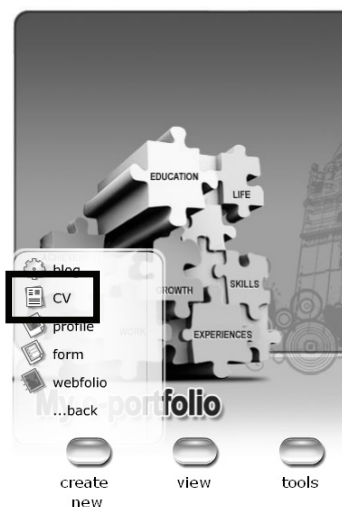
We recommend you keep a list of your addresses in the last 5 years as you will be asked this information when you start a clinical job for your Criminal Records Bureau check.


### ⇒ How do I write up a CV?

1. **Tools > About Me > Click on the section you wish to update**



2. The CV building tool allows you create a CV by drawing upon information entered into **About Me**, as well as your other assets. **Create New > More > CV**



3. Enter a **Title**, and then choose a **Template**.
4. Next you are able to choose *which* sections of **About Me** you wish to include in you CV by clicking on the respective **Circle** icons. You can fine-tune this further by clicking on the respective **Edit the section** icon . The **Magnifying Glass** icon previews your CV.
5. Like all assets, you can create as many as you need and share them with others. They can also be opened and edited in Microsoft Word.

For further details, see the **Advanced Features Guide** at:

<http://tinyurl.com/34t4w4q>



## WEBFOLIO



Webfolio allows you to construct your own webpage. It can be used to showcase various things, e.g. achievements. You can use material from your e-portfolio, and can also insert various other multimedia e.g. YouTube videos or Flickr photos.

Examples can be found on: <http://www.pebblepad.co.uk/examples.asp>

### ⇒ How do I construct a Webfolio?

1. **Create New > More > Webfolio**. For further details, see the **Advanced Features Guide** at: <http://tinyurl.com/34t4w4q>

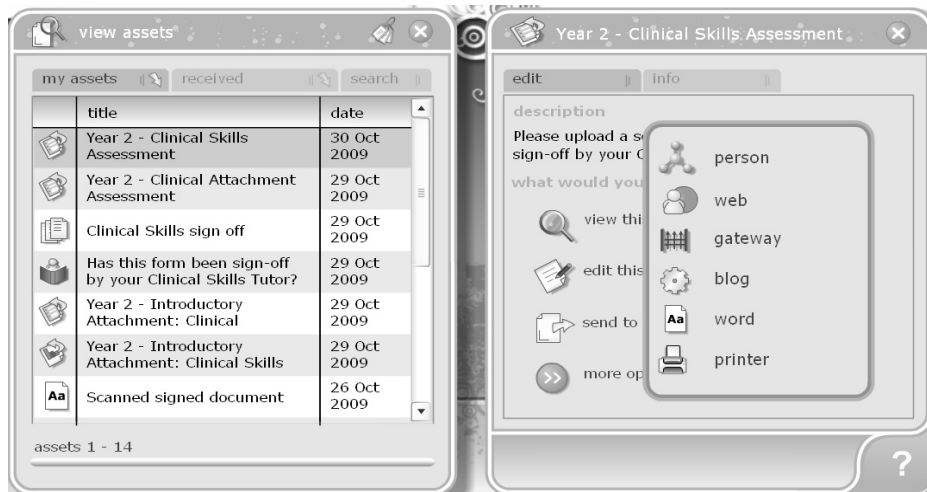
## SHARING ASSETS

Many activities on your e-portfolio do not need to be shared. You are very welcome however (and encouraged!) to take the initiative whenever you wish to share Assets with tutors or peers – this is a good way to get extra feedback. Also, courses will sometimes specifically ask you to share an Asset with a tutor or a peer.

**PLEASE NOTE: Your Assets are private and secure - Firm Leads/tutors and peers cannot see them unless you choose to share them.**

Visit the following URL for a video tutorial on sharing assets: [www.??](http://www.??)

1. To share an Asset, **View > My Assets > Click on the Asset > Send**



2. There are FOUR main ways to share an Asset:



- via the e-portfolio **Gateway**. Some activities will specifically require you to use the Gateway. The Gateway is a pre-constructed electronic network of contacts for you to share Assets and receive feedback. Different Gateway networks are set up for you in advance, depending on the particular course and activity. *In Year 3, the only activity that needs to be published to the Gateway is the **Expanded Case Study** in January - March 2011.*




- the **Printer**. Assets can also be printed off by clicking the Printer icon once you've opened the Asset.



- send it to the **Web**, which creates an open URL link which then gets emailed to you and you can forward this on to others. Anyone with the link will be able to access it – the most flexible but least secure option.



- **email it to a person.** This opens up **My contacts**. Click on the name that you want to send the Asset to and then click on . (See the *online How-To Guide for Year 3 Students* at <http://tinyurl.com/2wq39r3> for managing your *Contacts List*.)

3. You can then **Set Permissions** for that Asset, e.g. decide if you want others to be able to comment.

## YEAR 3 (DE/GE) E-PORTFOLIO ACTIVITIES 2010 – 2011

		Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
<b>● FORM</b>											
1	DE/GE – Clinical Worksheet (Part 1)										
2	DE/GE – Clinical Worksheet (Part 2)										
3	Y3 - Expanded Case study*										
4	Y3 - Clinical Communication										
<b>● PROFILER</b>											
5	Y3 – Patient Clerking										
6	Clinical Skills Logbook										
7	Professional Skills Logbook										
8	Exams Reflection										
<b>● THOUGHTS</b>											
9	For recording Significant Event Analyses (SEA), experiences and reflections										
<b>● FOR UPLOADING</b>											
	<i>Y3 – End of Attachment Assessment forms</i>										
	<i>Y3 - Oral Presentation Feedback form</i>										

\* summative assessment to be sent to your allocated Firm Lead via the **gateway**.

The **Expanded Case Study** is a summative assessment to be sent to your Firm Lead via the gateway. DE/GE students also complete the **Clinical Worksheets** to be printed off and shared with your Firm Lead. The other activities are primarily for your own learning, but **you are expected to complete them** and they can be used as evidence of course participation. You may also wish to share them with your Firm Lead (e.g. by emailing or printing the activity), but please discuss this with your Firm Lead first.

**PLEASE NOTE:** You must **NOT** break patient confidentiality. Remember to **ANONYMISE** all your work in reference to patients – only include age and gender, and **NOT** the patient’s name, date of birth or hospital number.

## ACTIVITIES SPECIFIC TO YEAR 3 (DE/GE)

### 1 & 2: CLINICAL WORKSHEETS



**These activities bring into focus the importance of patient-centred and multi-disciplinary care. Please complete them during the first 4 weeks of your clinical attachment, then print off and hand to your Firm Lead by 15th October 2010.**


You can find these activities by: **Create New > More > Form > DE/GE Clinical Worksheet (Part 1/2)**. Once completed they can be saved, edited and printed off. Please see FORMS and PROFILERS on Page 2.

**PLEASE NOTE:** The e-portfolio system allows more copies to be created of the same form. If you just want to edit your saved form, please do not go via *Create New*, as this will just create a new one. Please ensure there is only one copy of the form in your *My Assets* to avoid confusion.

### 3. EXPANDED CASE STUDY



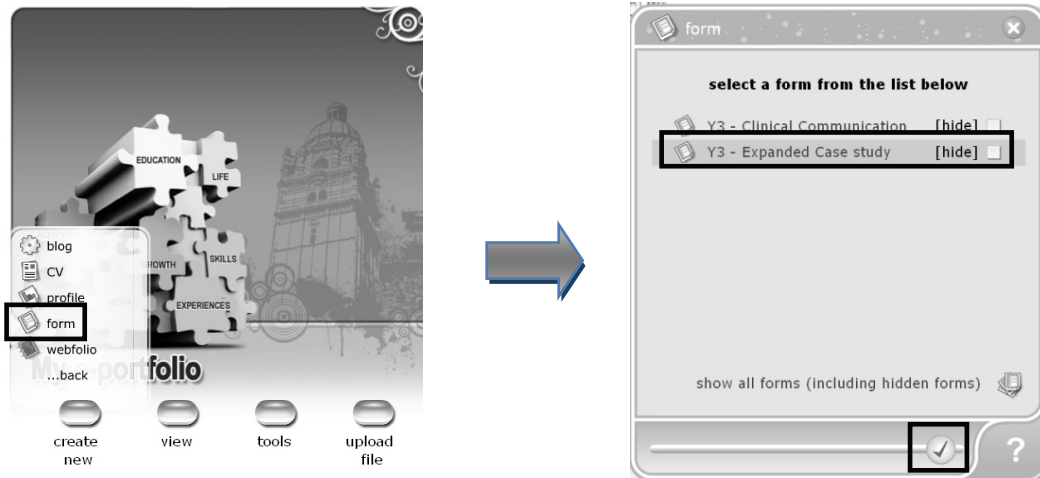
This is a key summative in-course assessment in Year 3 and one where you formally receive feedback. It involves writing up various aspects on a particular case you have seen during your attachment. Your e-portfolio allows you to store both your work and feedback for future reference.

Please send the completed activity to your Firm Lead(s) via the **gateway**  **before the end of Week 8 (Friday 25<sup>th</sup> February 2011).**



⇒ To fill in and edit your form:

1. Create New > More > Form > Y3 – Expanded Case study > Tick




2. Fill out the form and **Save changes** at the bottom.
3. You can then edit your form *immediately* by clicking on **Edit Changes** at the bottom or by clicking on **View this asset** on the next screen. To edit at a *later date*: **View > My Assets > Y3 – Expanded Case study > Edit this asset**.

⇒ To send your form to your Firm Lead via the gateway:


1. Go to **View > My Assets > Y3 – Expanded Case study > Send > Gateway**




2. Ensure you select **I Belong To** in order to see your gateway. Send your **Y3 – Expanded Case Study** form to the **S1** gateway (or whichever Firm group you are in) and confirm it by clicking 



3. A window will appear confirming your form has been published to the gateway.
4. To see if your form has successfully been sent: **View > Gateways** on the home page. If your **Y3 – Expanded Case Study** form is listed within **S1** gateway (*or whichever Firm group you are in*), it means it's been published and your Firm Lead can view it. For more information, please see the online **How-To Guide for Year 3 Students** at <http://tinyurl.com/2wq39r3>

Your Firm Lead will then review your work and complete a feedback form which you will receive via the **gateway** . Please print off the completed feedback form and give it to your TCO. Please also try to arrange a *face-to-face* meeting for a more in-depth discussion on your work and your overall performance on the attachment, during which other e-portfolio activities could also be reviewed.

If your Firm Lead cannot access PebblePad due to technical reasons, the assessment needs to be **printed**  and handed to your Firm Lead. They will complete the feedback form on paper for you to hand in to your TCO. You can also scan a copy into your e-portfolio.

**PLEASE NOTE:** Please check whether your Firm Lead can access *My e-portfolio* before you submit your work.

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#### 4. CLINICAL COMMUNICATION



Communication is a key clinical skill and one that develops as you go through medical school.

As you meet patients in Year 3, consider how you have communicated with them. This activity allows you to write up your thoughts and reflections on your communication skills from your most significant interviews. Your e-portfolio allows you to store these reflections, track your progress, build on your strengths, and identify room for improvement. See *FORMS and PROFILERS on Page 2*.

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#### 5. PATIENT CLERKING




Patient clerking is a key clinical skill in its own right. It also helps you learn by applying knowledge to a real-life clinical situation. Consolidate your knowledge and reflect on your experience by typing up your **15** most useful clerkings for future reference onto your e-portfolio. You can also scan and upload hand-written clerkings (as long as patient confidentiality is maintained). See *FORMS and PROFILERS on Page 2*.

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#### (Y3 - ORAL PRESENTATION FEEDBACK FORM AND Y3 – END OF ATTACHMENT ASSESSMENT FORMS)

You can scan and upload the completed paper feedback form from your Firm Lead as an Asset into your e-portfolio for future storage: **Upload File > Single File > give it a title >**

**Upload File > Browse** (for the scanned document). 



## CROSS-CURRICULAR ACTIVITIES IN YEAR 3



These e-portfolio activities are an important part of Year 3, but are not confined to it. They allow you to record and reflect on your experiences and track them across the whole of medical school. You are expected to keep them up-to-date as you will find this a rich and useful way of recording your progress and learning. By the time you graduate, an up-to-date e-portfolio logbook is an invaluable tool to help prepare you for practice... and for those important job applications!

The logbooks below also allow you to upload evidence, which may include certificates or sign-off sheets, or even other Assets, where appropriate.

⇒ **To upload evidence, open up the logbook and:**

1. Click on the add evidence  icon, then **I would like to record this as an ability I have > Create Record > Attach Existing > Attach Evidence > Upload a File > Browse > search for file > Upload.**
2. A green traffic light  icon on the logbook summary page indicates that evidence has been uploaded. The number above the icon tells you how many pieces of evidence have been uploaded. **Please note that the uploaded document also becomes an Asset in its own right.**

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### 6. CLINICAL SKILLS LOGBOOK

This logbook identifies some key Clinical Skills (including examinations) that you need to be competent in by the time you graduate. In order to track your own progress for each skill, please record your attempts and reflections as you go through medical school. You can also self-rate your competency level, as well as upload and store sign-off sheets on each skill (if used by the course).

This logbook is to be used throughout medical school, so you are not expected to practice everything in Year 3. Even for those skills covered in Year 3, you do not necessarily have to be at 'level 4' competency for all of them.

To find out *which* level you are expected to aim at for which skill, please check the following map at: [www.elearningimperial.com/eportfolio/ClinicalSkillsMap.doc](http://www.elearningimperial.com/eportfolio/ClinicalSkillsMap.doc)

*Please see FORMS and PROFILERS on Page 2 for how to write up this activity. The logbook is divided into various pages, and is categorised according to the skill type rather than year. Rolling the cursor over the page numbers at the top of the screen will tell you the different categories; clicking on the page will take you there.*

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## 7. PROFESSIONAL SKILLS LOGBOOK

Clinical practice is not just about clinical skills; being a doctor also requires competency and expertise in various professional skills. This cross-curricular logbook allows you to record and reflect on your experiences in various professional-type skills. This is particularly important as many of these skills involve dealing with complex situations, such as in Ethics and Law, and recording your experience and reflections will be a useful way of learning in the long-term.

*Please see FORMS and PROFILERS on Page 2 for how to write up this activity. The logbook is divided into various pages, and is categorised according to the professional skill type.*

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## 8. EXAMS REFLECTION

Exams are a necessary part of the curriculum, but one which is an art in itself with regards to preparation and execution. Reflecting on how you prepared for, and applied yourself in, an exam is useful for learning how to tackle exams in the future.

*Please see FORMS and PROFILERS on Page 2 for how to write up this activity. The logbook is divided into various pages, and is categorised according to year.*

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## 9. THOUGHTS / SIGNIFICANT EVENT ANALYSES

You are encouraged to use Thought Assets  to help record and reflect on any experience you may encounter which you think would be useful to keep in the long-term. This could include **Significant Event Analyses**: reflections done in response to specific events that have particular clinical or professional significance. Please see the example used on Page 5.

## TROUBLESHOOTING

- If you are having difficulty logging onto **My e-portfolio**, the most likely cause is you have an old version of Flash and/or JavaScript is not enabled.
- **My e-portfolio** requires Flash version 7 or above, JavaScript enabled and Pop-ups allowed to appear. To see what version of Flash you have, go to:  
<http://www.pebblelearning.co.uk/help.asp>
- For a full list of your browser settings, visit the Browser Check page at:  
<http://www.pebblelearning.co.uk/browsercheck.asp>
- If you do not see any changes made to your Assets, or no notification of updates show up when they should, press **F5** to refresh the page.
- If there is no Back button on the page, then right click and select **Back**.
- You will find more help and guidance in the detailed online *How-To Guide for Year 3 Students* at: <http://tinyurl.com/2wq39r3>. There is a dedicated website at [www.imperial.ac.uk/medicine/elearning/eportfolio](http://www.imperial.ac.uk/medicine/elearning/eportfolio) where starter guides (including this Quick Start guide) and videos on the **My e-portfolio** system are available.

## CONTACT INFORMATION



Any queries or feedback about **My e-portfolio** can be forwarded to [webmaster.feo@imperial.ac.uk](mailto:webmaster.feo@imperial.ac.uk)

The Academic and Technical Leads for e-portfolio are Dr. Aaron Vallance and Ms. Maria Toro-Troconis respectively.

This has been produced on behalf of the Heads of Year 3.



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<http://creativecommons.org/licenses/by-nc-sa/3.0/>