

ePortfolio User Guidelines

Version 1.0

Created 10th November 2014

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These guidelines **must** be read **before** starting work on your e-portfolios.

Introduction

The e-portfolio system is a way to combine all of your clinical case files in one central, easily manageable location. You are given access to <http://eioa.net/users/section/0> tools which allow you to upload files, such as radiograph images and scanned pieces of work into case notes into the pre-defined areas of the page. In addition to this you can receive feedback from your supervisors about the work on each case. This is all done within the e-portfolio environment.

Original photographs and radiographs, relevant to each case must be included. A clear understanding of the cephalometric analysis used should be evident. The assessment, diagnosis, aims and objectives of treatment and treatment plan should be clearly stated, together with the reasons for adopting the methods used.

Stages of treatment progression must be chronologically recorded, with photographs at each visit. The features of the appliance components must be recorded together with details of archwires used.

The progress of the cases during treatment should be evident from the records presented, and the text should adequately explain the reasons for appliance adjustments together with the method of adjustment and the sequence of treatment progression.

Problems encountered during treatment must be discussed and an objective commentary given on the results, including, if necessary, how these results might have differed by adopting alternative treatment plans or treatment mechanics.

The cases should be adequately illustrated with colour photographs, showing intra-oral (anterior, lateral and occlusal), full face, 3/4 profile and profile views of the patients, before and after treatment and also by additional intra-oral illustrations during interim stages of treatment.

Pre and post treatment photographs of study models must also be included.

What are the main benefits of using an e-portfolio?

While it may seem daunting at first to learn how an e-portfolio works, it is important to remember the benefits that an e-portfolio can provide you with. These include:


Educational Benefit

It enables you to get feedback on issues such as clinical record keeping as well as clinical case management. A clear audit trail of your cases is maintained, which will help as a formative learning process. Looking back on your cases with a visit by visit photographic record will help you identify what went well and what could be improved on.

Page Types Guide

Your ePortfolio uses three of Warwick's [Sitebuilder2](#) different page types to ease your web publishing, uploading of image files and management of documents. This page aims to provide a brief guide explaining the types of pages, where you will encounter them, and links to guidance about using them correctly.

Standard Page

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[MY MOODLE ▾](#)
[Save ePortfolio ▾](#)
[Notify](#)


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[Example ePortfolio](#)

- [Patient History / Initial assessment](#)
- [Patient history/initial assessment](#)
- [Patient Initial Assessment](#)

[Your ePortfolio](#)

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Patient history/initial assessment

[Student Number](#)

1365312

[Patient Name](#)

Case 3 AR

[Case Summary](#)

Male patient aged 18 years old with an esthetic chief complaint regarding the appearance of UL3 specially in smiling.

The patient presented with class III molar and canines on a skeletal class I base with slightly increased lower anterior facial height. He suffers moderate crowding in upper and lower anterior teeth with constricted arches and a gummy smile.

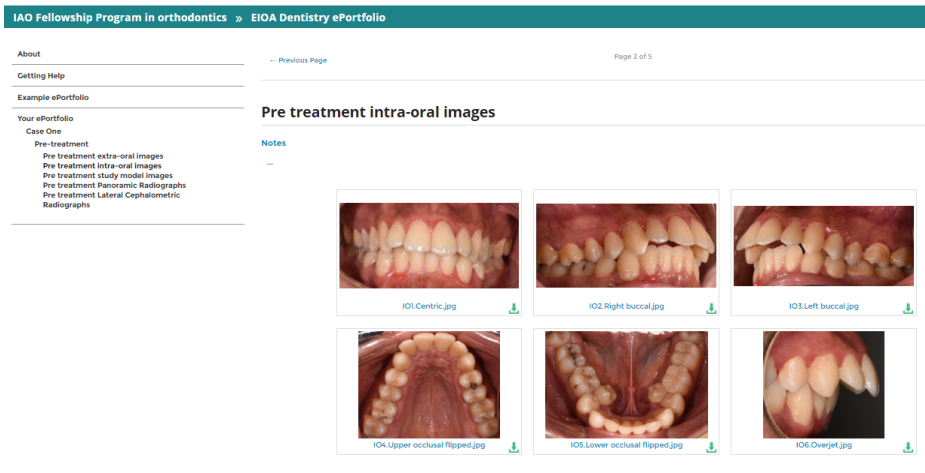
The main treatment aim is to gain space for the alignment of teeth through lateral arch development. Carrier self-ligation brackets will be used together with Damon CuNiti wires.

These need to be edited to add your content under the relevant headings on the page.

Pages of this type:

Case ID Numbers
Patient Initial Assessment

Gallery Page

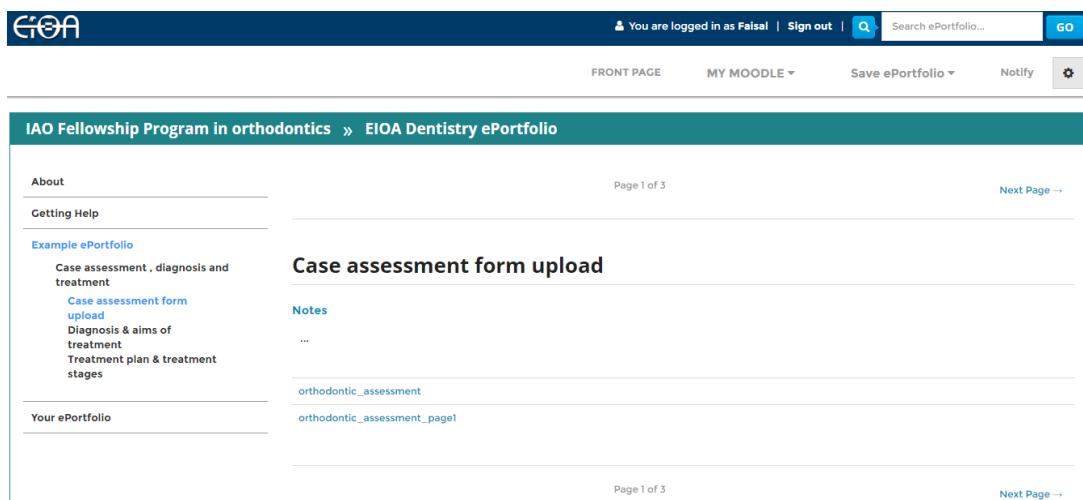


Pages of this type:

All pages under 'Pre-Treatment' are SiteBuilder gallery pages. When you upload an image directly to one of these pages, it will automatically display in a gallery, such as the one in the image.

Pre Treatment Extra-Oral Images
 Pre Treatment Intra-Oral Images
 Pre Treatment Study Model Images
 Pre Treatment Panoramic Radiographs
 Pre Treatment Lateral Cephalometric Radiographs
 Pre Treatment Cephalometric Analysis Images

Table of contents page



The blank template case assessment form can be found on the [Documents](#) page in the ePortfolio, you should complete this, and then upload it to this page.

Pages of this type:

Case Assessment Form Upload

What are Page Permissions, and what level do I have?

User permissions are levels of access that you are given to make changes to pages within the e-portfolio framework. The admin staff concerned with your course will have higher levels of access, as they will have access to multiple students e-portfolios, whereas you will only have access to your own.

As a student, you will be given 'Contributor permissions' for your own pages of your e-portfolio. SiteBuilder's definition of 'Contributor permissions' is as follows:

Contributor permissions

Contributor permissions control who can make very basic changes to the web page. Users with contributor permission will be able to sign in and edit the content of the page and upload files to it, but they will not be able to copy, rename or delete the page (or any files held within the page), change any of the page properties, or create new pages under the page. Contributor permissions can be set on individual pages, sections or the whole web site.

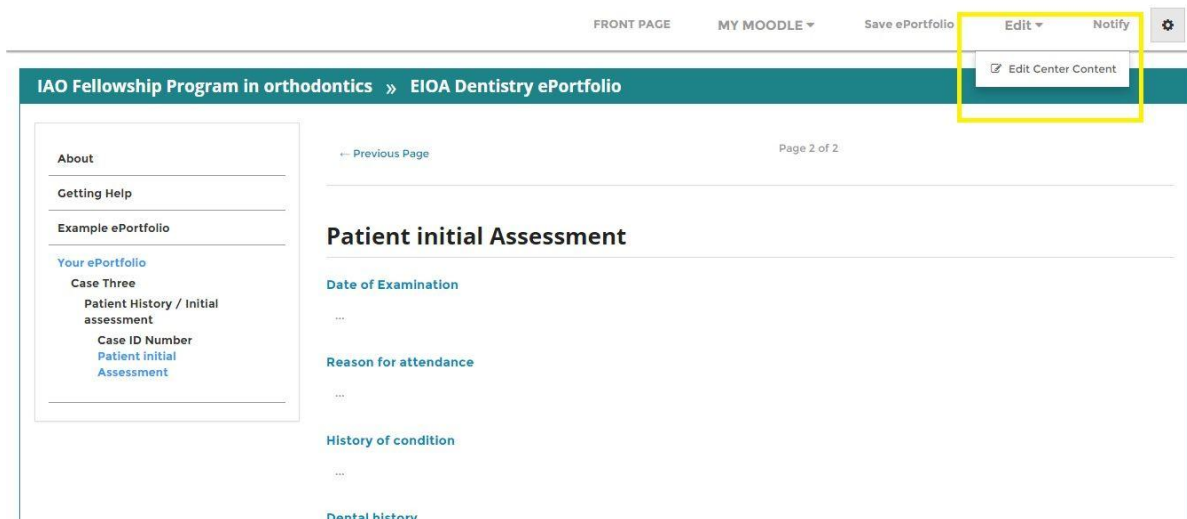
Contributor permissions allow you to perform all of the actions that you need to complete a clinical case. **It is however important that you understand the guidelines before starting your e-portfolio as you will face some minor restrictions with contributor permissions, such as not being able to remove an image once it is uploaded.**

If you have read and understood the guidelines beforehand though, then this should not present any problems for you.

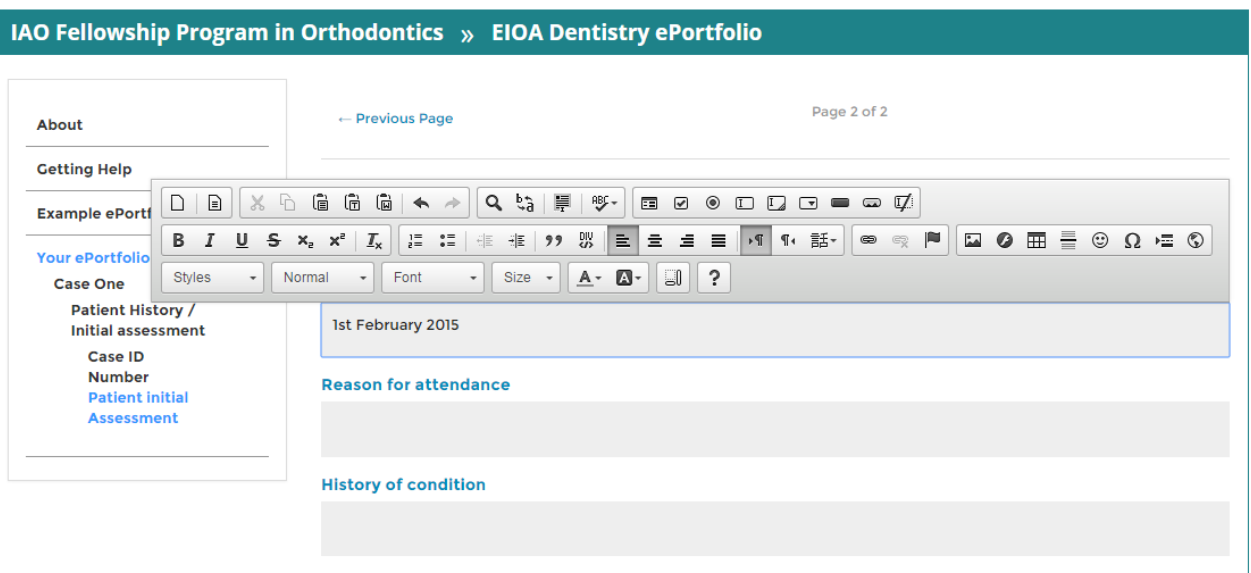
How to edit pages

Updating pages and uploading files for your e-portfolio uses [SiteBuilder](#) and is done through your web browser by first **going to the page you wish to edit**. If you have permission to edit the page you have browsed to you will see the Edit link in the blue Warwick bar. If you want to edit the centre content of the page, **hover over the Edit link and select Edit centre content**.

The first image below shows where you will find the edit in SiteBuilder. Click on Edit Or edit form to input information relevant to the case.

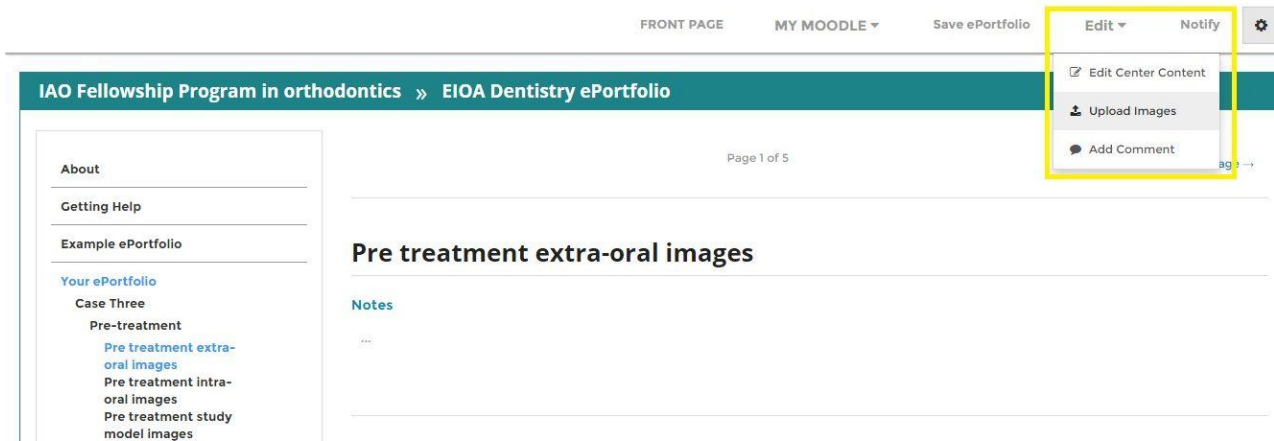



The image below shows a page in the process of being edited in Sitebuilders content editor. Type your information under the relevant headings.



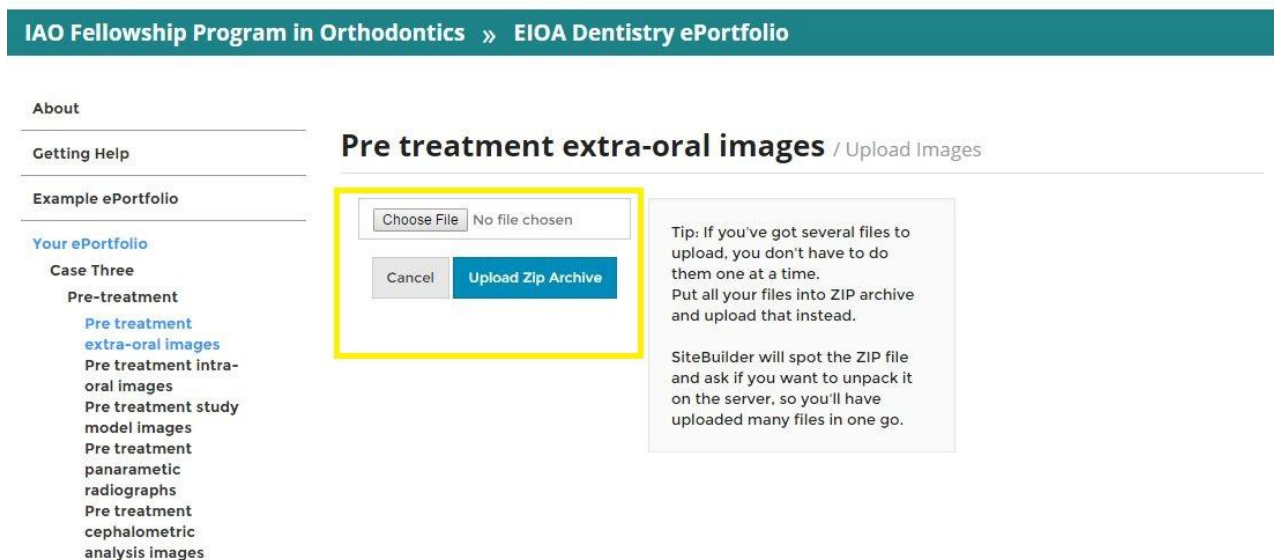
How do I upload files and images?

Each set of clinical case pages includes gallery pages for the upload of images. There are also pages for uploading documents.



You will see a list of all the files currently uploaded to the page. To upload a file **click on the Upload file(s)**  **icon.**

The upload a file screen will be shown:



Please note that as you will only have contributor permissions, you will not be able to make change to these page properties at a later date.

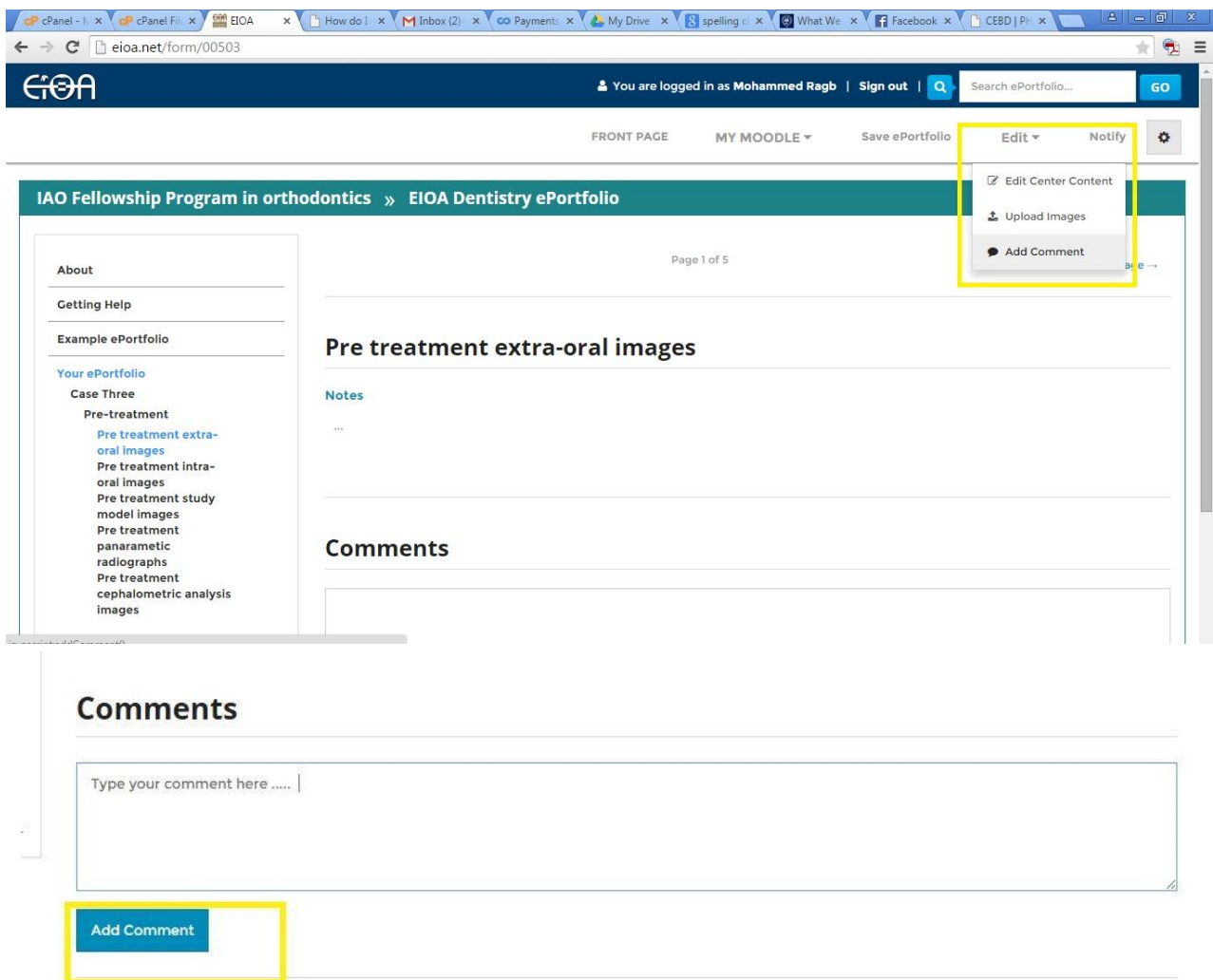
When you have finished editing the fields on the page **click Upload** .

Adding Comments

1. Begin by locating the page that you would like to leave the comment on.
2. Click in the text field at the bottom of the page, under where it says 'Post a Comment'.

As you will be logged into SiteBuilder already, your name will appear above any comment you make.

3. Type your comment then press 'Add Comment'. You also have the option to preview it before sending if you wish, as once posted, comments cannot be removed or edited by students.



(This image show an example of how a page will look when a comment can be made on it. The highlighted area is where you add your comment)

It is recommended that you **do** check 'Send me an e-mail, whenever a comment is posted here'. You will then receive an email whenever your tutor leaves a comment on one of your pages. Alternatively you could subscribe to the page's RSS feed.

What is, and how can I use, 'Pages to Go'?

Save eportfolio is a feature that allows users to open a single window that contains all the page content from the current pages and all pages beneath it. This is intended to allow easy printing or saving of a collection of

Save ePortfolio ▾

pages. If this feature is enabled the Save eportfolio button navigation, allowing you to click on it and load the content in a new window. The content will be plain text, with a contents list, ready for printing or saving.

You will use Save eportfolio button , to print off your e-portfolio once it is completed.