Application Guidelines to use PLE (ePortfolio) across a Course

About engagement with PebblePad

PebblePad (www.pebblepad.co.uk) is an ePortfolio, or personal learning environment (PLE) software system that is designed to give learners ownership over their learning. PebblePad software has a comprehensive personal learning environment that allows learners to upload 'assets' or evidence and to later collate the assets in ‘presentation’ portfolios for assessment or professional purposes. It focuses on reflective learning and developmental learning. In addition, PebblePad has a separate area through which teachers can support and manage teaching, learning and assessment activities to guide their students’ learning. PebblePad allows students to share any aspect of their work with others in the class, university or externally for viewing and feedback.

ePortfolios / PLEs allow teachers to revise and redesign their teaching and learning activities so that students have ownership of their learning and are responsible for demonstrating their achievements. This often requires that the whole course or curriculum needs to be reconsidered to take best advantage of this tool.

UWA commenced implementing PebblePad in courses commencing in semester 1, 2014. Using PLE requires a committed implementation plan to integrate the use of PebblePad as an PLE, across the whole of the course with an identified group of enrolled students.

Faculties or courses wishing to use PebblePad, must present a business case to CATL for approval.

Application Submission Process

To apply to use PLE in teaching and learning, please address all aspects listed under the section “To be included in the Application” below.

As part of the application process, CATL provides
- Demonstrations and support for understanding how PLE works
- Limited accounts for exploring the system independently
- Curriculum / learning design support
- Feedback

Send completed applications attention: Assistant Professor Shannon Johnston, CATL MB401 or help-eLearning@uwa.edu.au

Following receipt of the application, CATL will evaluate the application, and approve or send a request for further information.

Staff wishing to engage with PLE in 2015 must submit their Application by Friday 10th October 2014.

To do this, we recommend engaging in learning about PLE and developing the application, including CATL support, commences from early August. Please see schedule next page
To be included in the Application

The application must include

- A rationale for the use of PLE within a particular course(s) curriculum
- A curriculum design demonstrating its place in teaching, learning and assessment across the course
- A commitment to ensure staff engagement in the implementation
- An annual evaluation / review process to ensure improvements and growth/development
- A list of the units involved, and anticipated staff and student numbers.
- A commitment to support staff in curriculum design and to support students with course and unit-specific usage of the system

*Note: CATL provides training and support to staff learning to use PLE, and provides resources and sample tools. CATL also supports staff in developing student training where necessary.*

- Signed approval by the Faculty Dean and Course Coordinator.

### General Schedule

<table>
<thead>
<tr>
<th>Time frame</th>
<th>Activity</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to Sept</td>
<td>Demonstrations, training, and curriculum design and business case support</td>
<td>CATL</td>
</tr>
<tr>
<td>Week 2 Oct</td>
<td>Submit Applications</td>
<td>Course Coordinator</td>
</tr>
<tr>
<td>Mid Oct</td>
<td>Feedback #1 or approval to Applicants</td>
<td>CATL</td>
</tr>
<tr>
<td></td>
<td><em>Those with approval commence preparation for implementation</em></td>
<td>Course staff</td>
</tr>
<tr>
<td>Early Nov</td>
<td>Resubmission where necessary</td>
<td>Course Coordinator</td>
</tr>
<tr>
<td>Mid Nov</td>
<td>Approvals to applicants</td>
<td>CATL</td>
</tr>
<tr>
<td>Nov – Feb</td>
<td>Planning for implementation, including resource preparation, student support materials, whole-staff training, student training plans, etc</td>
<td>Course staff (CATL support)</td>
</tr>
<tr>
<td>Feb</td>
<td>Commence using in teaching and learning</td>
<td></td>
</tr>
</tbody>
</table>

### CATL’s role

CATL's support of the system and its implementation in teaching and learning at UWA includes

- Implementation of the software for secure use by UWA staff and students
- LDAP / Pheme login
  
  *Note: PLE is not integrated within LMS (Moodle) yet due to technical issues in the connector.*
- Upgrades, resolving of issues and bugs, and the like
- Licensing agreement and costs for teaching and learning contexts.
- Some system administration
- Computer support for functional use of PebblePad by staff
- Staff training and support for Course implementation team
- Provision of basic staff and student self-help materials
- eLearning Designer support for teaching and learning design and implementation
- Training and support of student support channels: AskUWA, Enquiry help desk staff, online self-help

### Contact Details

- New/Potential users: Application purposes and curriculum design
  
  Assistant Professor Shannon Johnston, help-eLearning@uwa.edu.au, 6488 4766

- New/potential users: Training, support
  
  help-elearning@uwa.edu.au, 6488 8190

- All users: Technical support, upgrades, issues
  
  help-elearning@uwa.edu.au, 6488 8190