



University of
Pittsburgh

Graduate School of
Public Health

Faculty Guidance Document for MPH Practicum e-Portfolios

What and why?

Competency tracking

MPH students who matriculated after fall 2019 are required to create an e-Portfolio to document how 5 required competencies were met through their practicum. The demonstration of a minimum of five competencies is a CEPH requirement. Each student will have the ability to select 5 different competencies to address during their practicum, with the requirement of 3 competencies from CEPH's foundational competencies list. Part of the submission also includes, at minimum, two products that demonstrate competency attainment.

The e-Portfolio is a student-generated process. Students will create their practicum e-Portfolio from a template developed to standardize the process across programs. Each program will have its own practicum template, named a variation of:

[Program Name] – Practicum Template (YEAR)

MPH Practicum e-Portfolio specifics

The practicum e-Portfolio contains 3 pages with an optional fourth page added on a program-by-program basis:

- Home
- About My Practicum
- Competencies and Deliverables
- Practicum forms [optional]

Students will build their Competencies and Deliverables page using different **page templates**, including:

- MPH Foundational Competency Page Template,
- [Program Name] Competency - Page Template, and
- Deliverable Page Template.


In addition to the 5 separate competency assignments, students will submit their entire e-Portfolio to the Final e-Portfolio assignment. Instructors/advisors only need to view the Final e-Portfolio submission to assign the pass/fail grade. **This serves as a summative assignment and should be graded at the end of the practicum experience.**

The Digication submission process is student-generated. Once students submit their Final e-Portfolio, the instructor/advisor will receive an email alert. From there, instructors/advisors can log assign a pass/fail grade for this summative assessment.

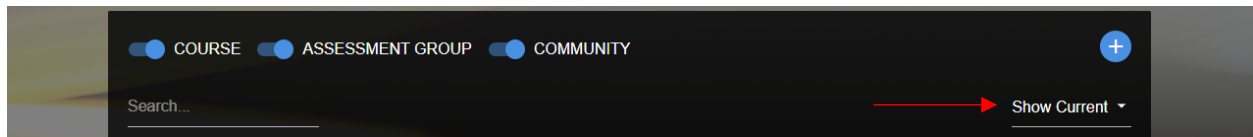
How?

Instructors/advisors will require a Digication account (if you need an account created, please email Kimberly Rehak at rehak@pitt.edu).

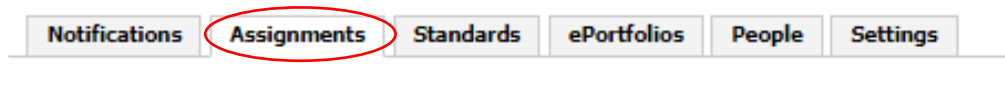
Log onto your account at pitt.digication.com using your Pitt user name and password

From the home page, on the left-hand menu, click on Courses 


Find the appropriate course and click on the box/link for your course. If you do not see your course, you might have to change from the Show Current option (indicated by the red arrow below). [See Troubleshooting below if you need to change the settings on your course!]



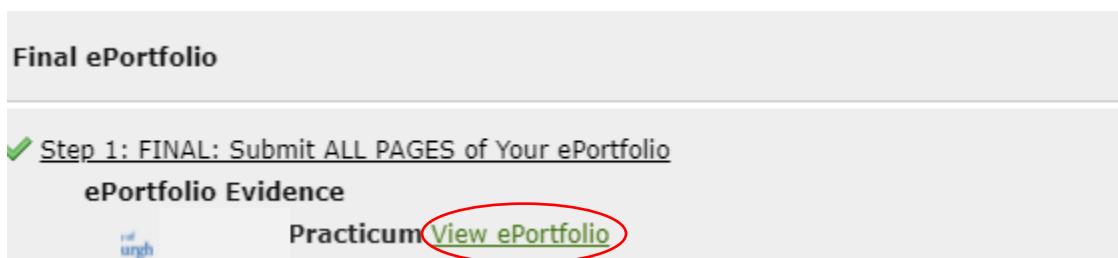
Once you are in the main page for your course, click on the Assignments tab.



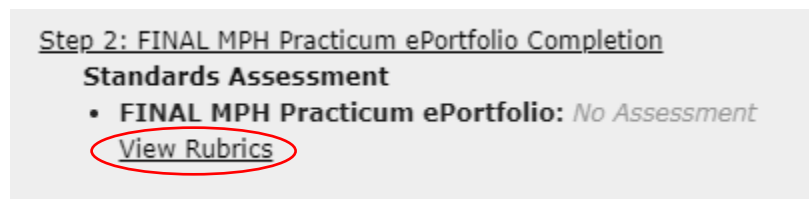
Submissions that you need to address are under the Final e-Portfolio assignment in orange and marked with an F (Waiting for Faculty)

Next, click on the box in the orange box in Assignment Grid 

A popup will appear with the option to view the student's e-Portfolio



After viewing the contents of the e-Portfolio, you need to open the rubric to assess the student's work. The rubric is available under Step 2 of the submission pop up.



The competency pages have been set to a pass/fail grading scale. Once you click on the “View Rubrics” link, you will be redirected to a separate webpage with the rubric.

Final ePortfolio

F Waiting for Faculty FINAL RUBRIC

STEP 2: FINAL MPH Practicum ePortfolio Completion
No description
The student being assessed can see the results of this step.
This step will become locked upon completion.

Work Being Assessed:

FINAL: Submit ALL PAGES of Your ePortfolio
ePortfolio Evidence

[View ePortfolio](#)
submitted on Apr 2, 2021 at 1:24 pm by [User]

Standards:
FINAL MPH Practicum ePortfolio: MPH Practicum ePortfolio Completion (FINAL)
MPH Competencies

| | Complete 1 | Incomplete 0 |
|----------------------------------|---------------|-----------------|
| MPH Practicum ePortfolio (FINAL) | | |
| Value: <input type="text"/> | | |
| Comment... | | |

Click your mouse in the Complete or Incomplete box, and the rubric will automatically generate the passing score.

Scroll down and click on the Save and Submit button.

Comment:

Comments
Comments may be used to provide additional feedback and suggestions.

If you click "Save and submit", the student will no longer be able to submit more or make changes to existing evidence.

Save and submit **Save, do not submit** or **Cancel**

In the assignment grid, the orange Waiting for Faculty box, will change to a yellow box with a C for Complete.

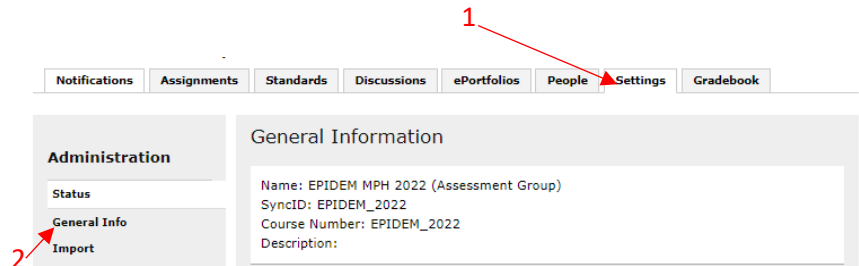


Repeat for all students.

Troubleshooting

Changing the Date Range for Your Course

If your course has been Archived, you can make it Current it by changing its availability by following these steps. First, click on the Settings tab. Then click on the “General Info” link under the Administration list.



Scroll down to the “When is this available?” section and update the dates, as appropriate.

The screenshot shows the 'When is this available?' section. It includes a text box explaining that the Start Date indicates when students will first be able to access the course, and the End Date indicates when it will be moved to the 'Past Courses' section. Below this, there are two date input fields: 'From: Jan 2, 2022' and 'To: Jan 1, 2023'. The 'To' field is circled in red. Below the date fields, there is a section titled 'What tools do I need?' with checkboxes for Gradebook, Discussions, Portfolios, Assignments, Jumpstart assignment, and Standards. The Portfolios, Assignments, and Standards checkboxes are checked. Below this, there is a section titled 'What else do I need?' with a text box that says: 'Don't worry, if you need to change this later, you can simply go to the "Settings" tab and go to "Administration > General Info".' At the bottom of the form, there is a 'Save' button, which is pointed to by a red arrow.

Finally, save your changes.