

# Using the Wizards Tool, For Students

How to use the wizards tool in Oncourse CL to complete ePortfolio requirements

## What is an electronic portfolio?

An electronic portfolio, or *ePortfolio*, is a personal, digital collection of assignments, documents, videos, and other items that demonstrates academic growth. At Indiana University, ePortfolio activities are built upon a suite of tools available through Oncourse CL.

As a participant in a guided ePortfolio experience, it may be necessary for you to use one of several different ePortfolio tools. Your instructor will let you know which tool to use, and he or she will also make the tool available to you through one or more of your course sites or through a dedicated ePortfolio site. This guide will give you a general overview of how to use the wizards tool in Oncourse CL.

## What is a wizard?

A *wizard* is an outline or an ordered sequence of steps within Oncourse CL that contains a collection of instructions, forms, and files. The purpose of a wizard is to guide you through a series of related ePortfolio activities. The image below shows an example of an outline wizard. Since all wizards are customizable, the wizard you work with may not look exactly like the one shown here:

Wizard categories and pages	Status	Description
Legal Issues in the Elementary School	(status: READY)	

## Accessing your wizard

Your instructor (or whoever is facilitating your ePortfolio experience) will provide you with the name of the course or ePortfolio site containing your wizard as well as the name of the wizard itself. To access the wizard, follow these steps:

1. **Log in to Oncourse CL**
2. **Click the appropriate tab** to access the course or ePortfolio site containing your wizard  
If the site is not visible, you may have to click the *-more-* tab and select the appropriate site from the expanded list.
3. From the tool list on the left, **Click the Wizards tool**
4. When the Wizards screen appears, **Click the title of the wizard that you want to work with**  
You see the main page of the wizard with the title at the top. You may also see an explanation of the wizard's purpose, links to the pages you will work with as you complete the wizard, the status of each step, and a description.
5. **Click a link from the Wizard categories and pages list**
6. When the new screen appears, **Click the View information and instructions link**

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## 7. Read the information and instructions carefully

If the cell doesn't contain instructions, your instructor (or matrix facilitator) will provide you with directions via some other means.

## 8. Begin completing the activities

### Uploading, selecting, and adding artifacts to a wizard


You may be instructed to attach one or more items to each page in the wizard. *Items* are examples of your work. An item can be almost any type of file (e.g., text file, PowerPoint file, video file, audio file, image, the URL for a resource on the Web). When uploading an item to a wizard, you must first know where the item is located on your computer or storage device.

To attach an item that is located outside of Oncourse:

1. **Verify that you are looking at the first screen after clicking on a wizard item** (as directed in the last section of these materials)
2. In the Items section, **Click the Add Attachment(s) link**  
The *Add Attachment window* appears, providing several different options.
3. **Click Browse**
4. **Navigate to the correct file and select it**
5. **Click Open**  
After a few seconds, the file will appear in the Items to attach section.
6. **Click Continue**
7. When the file appears in the Items section, **Click Back to the Wizard**

To attach an item that is stored in the Resources folder in My Workspace in Oncourse:

1. **Click a link from the Wizard categories and pages list**
2. **Click the Add Attachment(s) link** in the Items section
3. **Find the file you want to submit in the Select a resource section** at the bottom of the screen
4. **Click the Attach a copy link** located to the right of the file
5. When the *Add Attachment screen* appears with the item you selected listed under Items to attach, **Click Continue**  
After a few seconds, the file will appear in the Items section.
6. **Click Back to the Wizard**

*Note:* To remove a file after it has been attached to a cell, click on the cell of the matrix where the artifact is located. When the next screen appears, click the delete icon (  ).

### Adding a reflection to a wizard page

If there is a Reflection section visible when you open a wizard page, it means that you are required to write a reflection before submitting the contents of the wizard for evaluation.

1. **Click the Complete Reflection link**
2. When the reflection form appears, **Type your reflection into the form or copy and paste text from an existing document**  
Your instructor may have provided additional guidance on what to include in your reflection.
3. **Click Save Changes** when you have finished entering text  
You will be returned to the directions and information screen. At this point, the reflection has not been submitted for evaluation, and you can still continue to edit it by clicking on the Edit the Reflection link just to the right of the reflection.

### Submitting a wizard page for final evaluation

After you have completed all the required tasks, you will be required to submit the page so that your work can be formally evaluated.

1. **Review your work carefully**  
After you submit work, the page will be locked and you will not be able to make changes.
2. **Click the item from the Wizard categories and pages list** that is ready to be submitted  
A Submit Page for Evaluation button will only appear at the bottom of the screen if you have added items to the page.

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3. **Click Submit Page for Evaluation**

4. When the *Submit for Evaluation warning box* appears, asking if you are sure you want to submit the page, **Click Submit**

5. **Click Return to Wizard** at the bottom of the page

After you make a submission, a designated evaluator (or group of evaluators) reviews the contents of the page and completes an evaluation form.

6. To read the evaluator's comments and ratings after the evaluator(s) has submitted this evaluation, **Open the page and click the title of the completed evaluation form(s)** in the Evaluations section

### **How do I provide peer feedback for another student in their wizard?**

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You may be asked to give peer feedback to another student about the work that he or she has entered into a page or group of pages. If the site administrator has given you the correct permissions within Oncourse, you can provide feedback for another person's wizard:

1. **Open the site in Oncourse which contains the wizard**

2. **Click Wizards** from the list of tools on the left

3. **Click the title of the desired wizard** to open it

4. **Click the drop-down arrow on the far right side of the Select user field**

5. **Select the name of the student for whom you will be providing feedback** from the drop-down menu

6. **Verify that you are viewing the correct student's wizard** before proceeding

The student's name should appear as part of the heading at the top of the screen. It will say something similar to this:  
Name of wizard: Viewing the READ ONLY Wizard of *Firstname Lastname*.

7. **Click on a page of the wizard that contains a submission** from the Wizard categories and pages section

8. **Click the names of any forms, items, and reflections to open and review them**

9. **Click the Add Feedback link in the Feedback section to add general feedback**

*or to offer feedback on a specific item in the Items section, Click Add Feedback next to the specific item*

10. **Type your feedback directly into the text box or copy and paste text from another document**

11. **Click Save Changes** to return to the wizard page

12. **Notify the person who requested the feedback after you have submitted it** since Oncourse CL does not currently provide any indication that your feedback has been added to a wizard

### **Finding more training on Wizards, Matrices and other tools in Oncourse CL**

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For more help using the Matrices and Wizards tools, as well as other Oncourse CL tools, see the Help documentation that is included in Oncourse CL. You can access these resources by using the question mark icon located in the upper right corner of each screen in Oncourse CL, or you can click the Help tool that is located at the bottom of the list on the menubar.

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