Practical Work Portal – User Documentation

Accessing the system

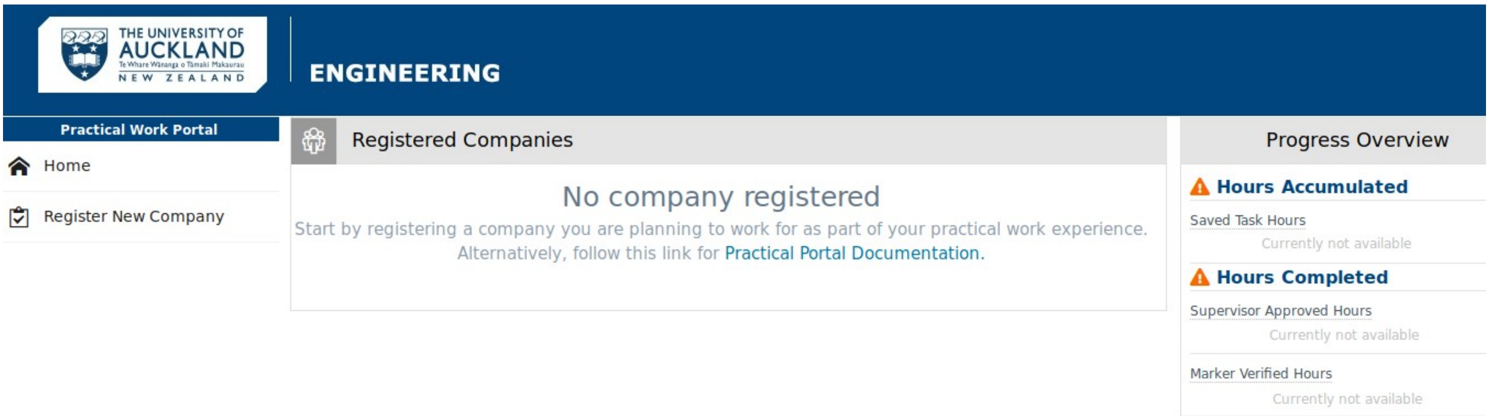
The application is accessible from here https://practicalworkportal.foe.auckland.ac.nz. By default, all Engineering students enrolled in a specialisation, automatically gets access to the system. If you have trouble accessing the site or you get an access denied message, please log a ticket with IT Support or speak to the Student Service Centre.

Navigating the system

The system is divided into three main areas, the navigation menu, the output panel and the progress overview panel. You will find the navigation menu down the left side of the page. This is the main navigation menu and allows you to move between the different available categories. The output panel is where most interaction with the system takes place and the output changes depending on the menu selection. Thirdly, the progress overview panel displays an overview of your progress.

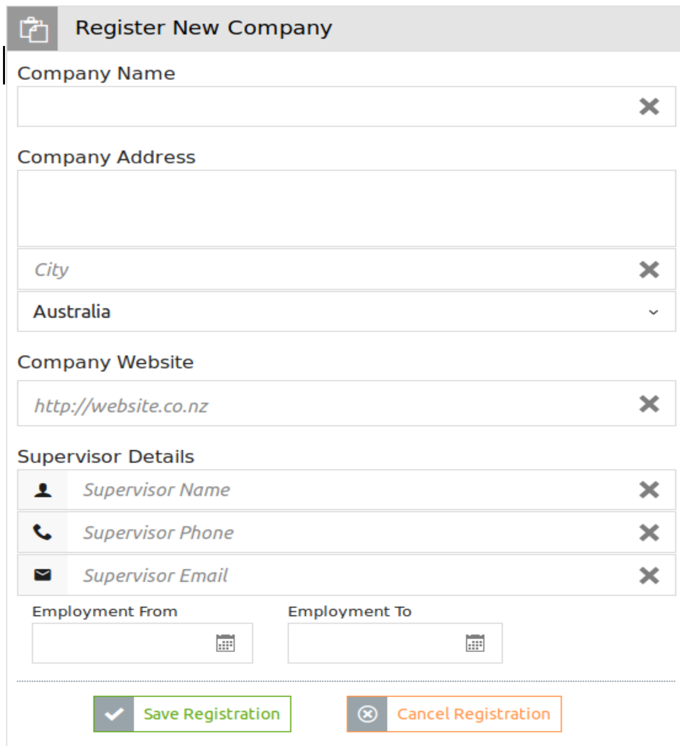
Accessing for the first time

The first time you access the system, you will be presented with very limited information - similar to the screenshot below. From here you start by registering a new company.



Registering a new company

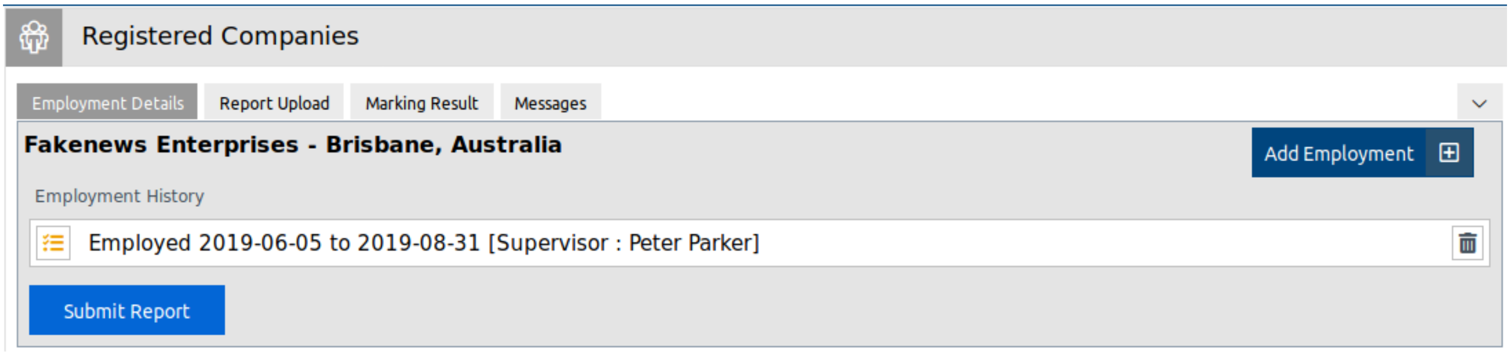
This will be a company you are going to work for as part of your practical work. Click on the “Register New Company” link in the navigation menu.



You will be presented with a screen where you fill the required information about the company you are going to –or have - worked for. Typical information required is company name, address and the details of the person supervising you. Once all the information is filled, click on “Save Registration” to save the information.

NOTE: It is important to have the information correct and making sure the data is valid, will help smooth the process. Irrelevant or wrong data require additional verification requests and will likely delay the marking process.

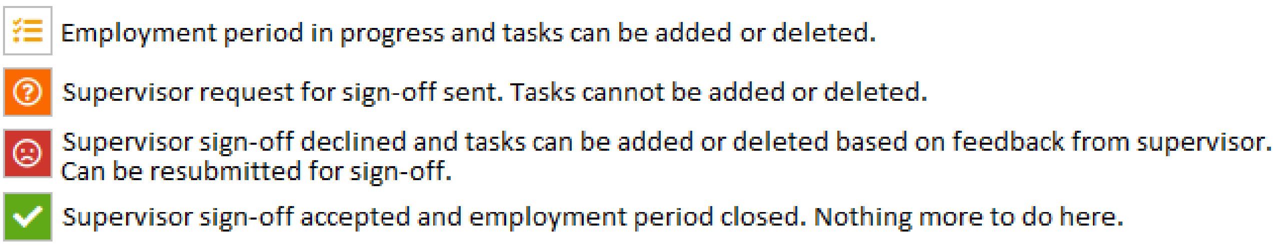
After registering a company you will see it displayed on your landing page, like in the example below.



When registering a new company, an employment period entry is automatically created and appears under the company name. If no tasks are logged within the employment period, you can delete it. Similarly, deleting a company is only possible if no employment period exists within the company.

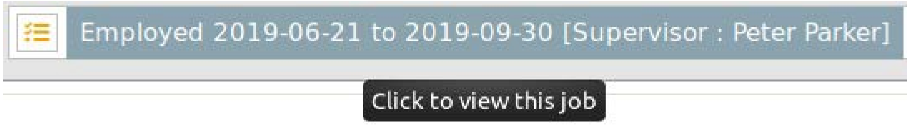
If you undertake work for the same company on more than one occasion, you need to add an additional employment period by clicking on the “Add Employment” button to the right of the company name. *Do **not** create a duplicate company through the “Register New Company” menu link, unless the company is locked for editing (i.e. Submitted).*

Employment periods can be in various states depending on progress or decisions made by other parties involved. The state of a particular employment is reflected in the icon preceding the employment view link. Here’s some examples and their meaning…



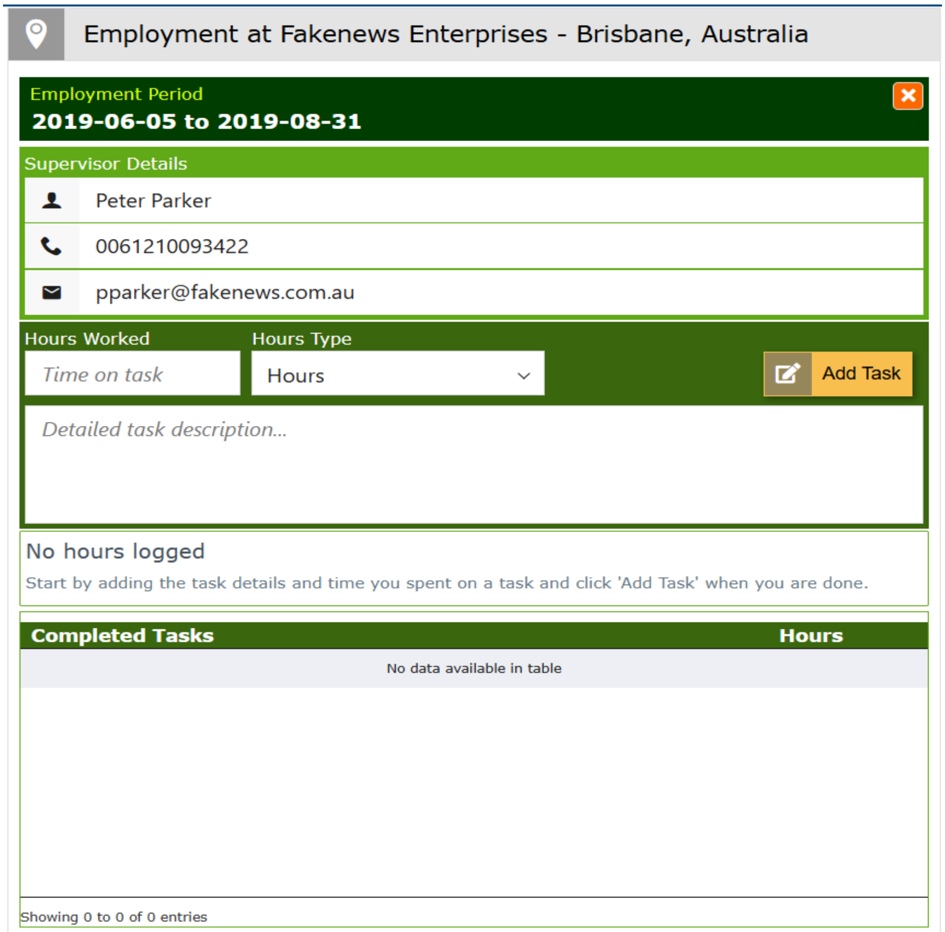
Adding timed tasks

Timed tasks are used to log the tasks you performed while working for the company. These tasks will eventually be marked by the marker as part of the report you are submitting.
Move your mouse cursor over the employment period you wish to add the task to. This will highlight the employment period and clicking will open it.



Next you will be presented with a page where you can log completed tasks with this employer. You don't have to log all your tasks at once. You can log tasks as you progress and change it any stage while the employment period is active. Keeping in mind once employment is signed off by the supervisor, it becomes read-only.

On the page you see your supervisor's details and a few fields as well as the "Add Task" button. See the screenshot below

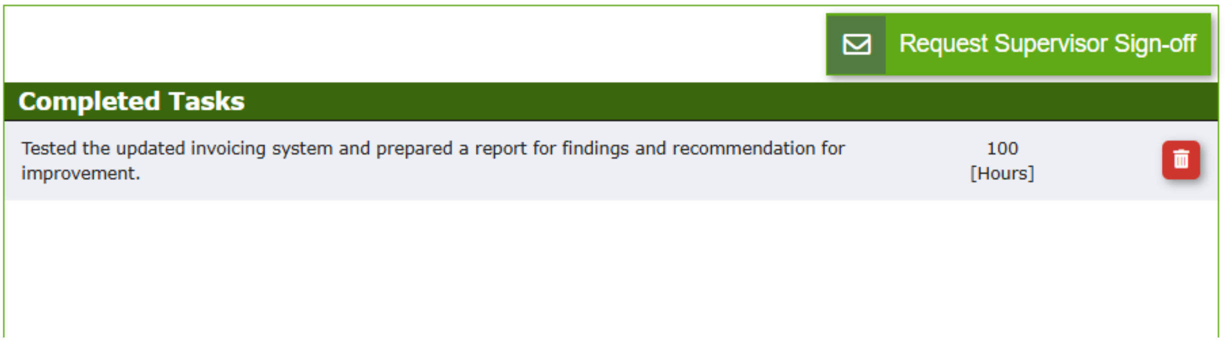


To add a task you need to fill in all required fields. Please note as there is no longer the requirement to specify your work as General or Sub-Professional, there is only one type of hours to select from the Hours Type drop-down box - Hours. We are keeping the drop-down box for the time being because many students have already entered their hours using the drop-down selection in the past. Deleting it will impact the data that is already entered.

After enter a number of the hours in the Time on task box, you then enter a detailed description of the task you performed. The description is a summary of a type of task for the internship/job, rather than a daily job log. You may add multiple different tasks to one employment period. A typical internship that is a few months long may have 5 to 20 different tasks in average. Keep in mind that you should get the hours and tasks signed off as soon as your internship is complete. Do not wait until a report intake to do it to avoid possible staff change of the company.

The descriptions should be in detail and specific that are consistent with the experience appraisal part of your report, but no sensitive business data such as customer info, process results or product specifications, costs or prices, should be included.

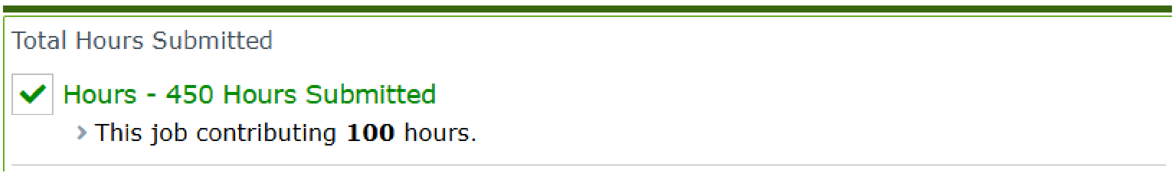
If task submission is still open and no sign-off requests exist, you can delete the task by clicking on the red bin button to the right of the task. Tasks are not editable, you have to delete the tasks and recreate them.



Once you add a task you will see the "Total Hours Submitted" update, adding the hours you just entered. You may also see the number of hours contributed from the current internship you are entering to the Portal. This serves as an overview of the tasks and hours you saved to the system, as well as the number of hours from the job that you are currently entering.

Take this example below…

You can see 100 hours saved from the job with Fakenews. It was added to the 350 hours you have saved from another job so now you have a total of 450 hours entered to the system from all of your jobs. You can also see the number of hours contributed from this job to the total tally, ie. 100 hours.



Note:

If you need more than one supervisor to sign off your work for the same employment period, such as if you worked for different teams on different project, please add a new employment with a different supervisor's detail even. The start and end dates can be different or the same between the two employment periods. Just state the truth on what actually happened.

If you have worked for the same company for more employment periods, you may add all of them under the company registration, get the hours signed off by the respective supervisors and then submit one report at the end to wrap the whole thing up. Work experiences from different employment periods should be different.

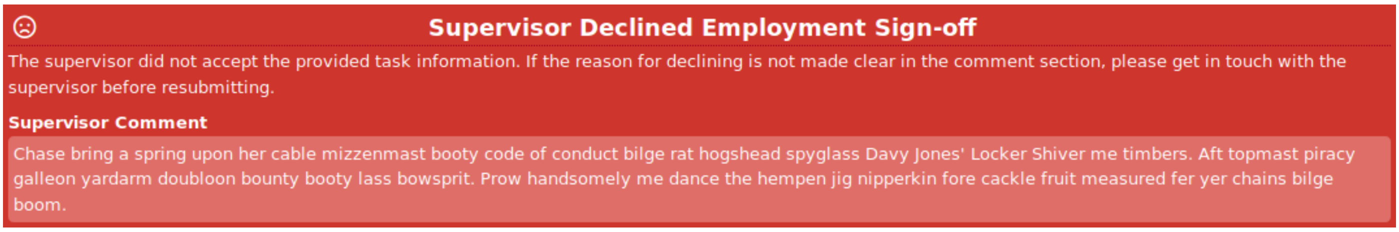
Once a report is submitted and passed, you will not be able to add further employment periods and hours to the same company. If you happened to go back to the same company to work for more hours with different experiences after you have already passed a report, you must re-register the company to start the whole process from the beginning. You also need to submit a new report in the end for the additional hours. You cannot add more hours to a previous report that you have passed.

Requesting Supervisor Sign-off

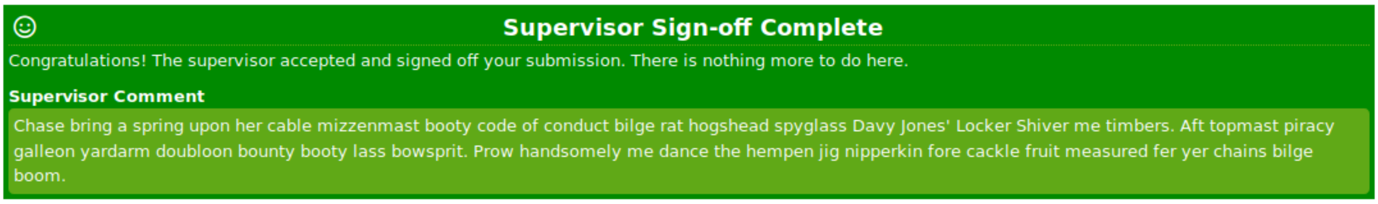
Once you have added all tasks undertaken at the company within the employment period, you need to request your supervisor to sign-off on the tasks performed. Click on the green "Request Supervisor Sign- off" button just above your task list. *Do this after you have completed all the work and entered all the hours and tasks for that employment period under the supervisor, and do it sooner rather than later, in case the supervisor may become unavailable to sign your hours in the future.*

An email will be sent to the supervisor to accept or decline the tasks performed. Once a sign-off request is sent, the employment period is set to a pending state and locked. No task can be added or deleted. You will have the option to cancel the signoff request by clicking "Cancel Request". *Cancel Requests should be used sparingly and only if absolutely needed.* An example of when to do this could be to resend a request which was ignored by a supervisor after weeks of no action.

Sign-off results and pending status is displayed above the affected employment period. In conjunction with the supervisor's comment.



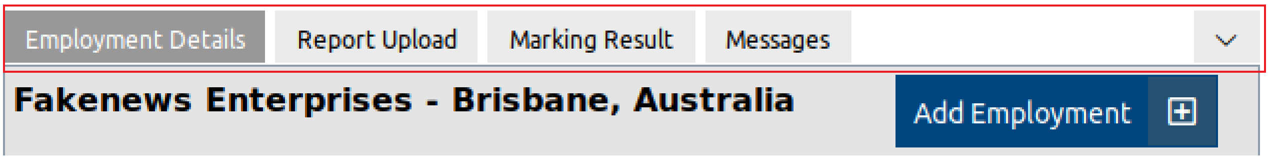
If the supervisor declined your submission the feedback left by the supervisor should indicate the reason for the decline, and allow you to fix the problem before resubmitting. In this state, you will have full control of your tasks and can add or delete tasks as appropriate.



Accepted sign-off results will be displayed in a similar way except you do not have any control over completed tasks and task times. Once the supervisor approved your submission, the submission is finalized and the hours accumulated will now count towards the hours completed.

Additional tabs

On the home page you will notice each registered company has multiple tabs on the top edge, just above the company name. Each registered company is treated as an individual entity and the tabs give you access to additional functionality or information related to the specific company. Interaction with these tabs will become clear once we go through some examples.



Employment Details tab

This tab displays information about the company you registered, from here you can add additional employment periods, add or delete tasks, submit or resubmit your report. This is also the default.

Report Upload tab

The report upload tab is where you can attach your report or supportive documentation to be submitted for marking.
Note: You can upload up to 5x documents and only in .PDF format. Files with the same name will overwritten without warning.

Marking Result tab

This tab displays your report scoring and grades as completed by the marker. You have access to previously uploaded files and scoring results.

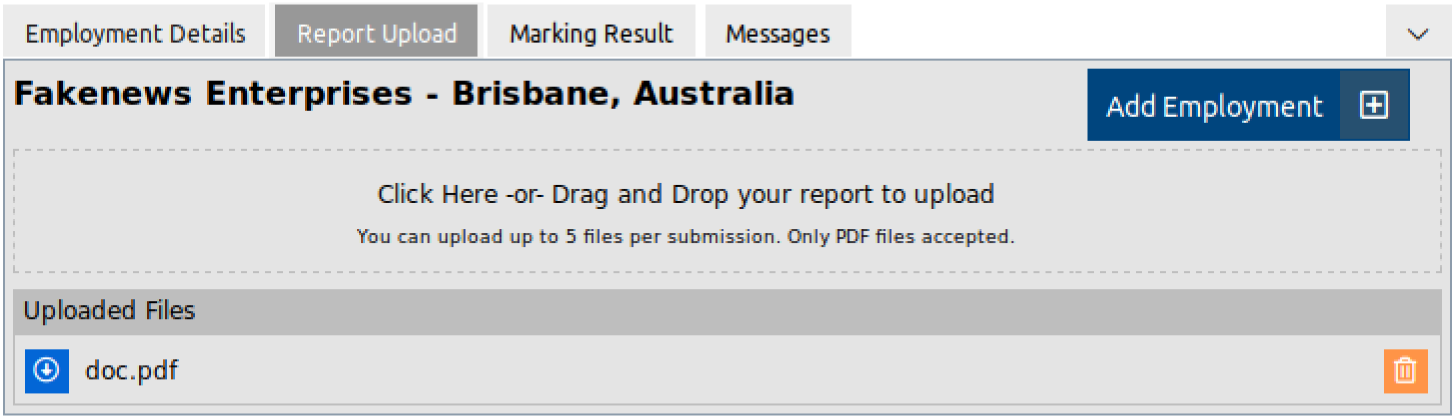
Messages tab

This tab display comments made by your marker and is used when the marker pushes back a submission for rework or when your scoring rubric mark is finalized.

Uploading a report

Each marking submission requires a report to be uploaded. The report, in conjunction with the logged tasks, will be scrutinized by your marker and marks given with the help of a marking rubric. It is essential to upload a report, unless you have a valid reason not to. In which case you will be presented with a text box to type your justification when submitting. An example of this would be where you do the same job with the same tasks for the same company and have uploaded a report previously and the work you do now is merely to log more hours. It is advisable to clear it with the student centre first.

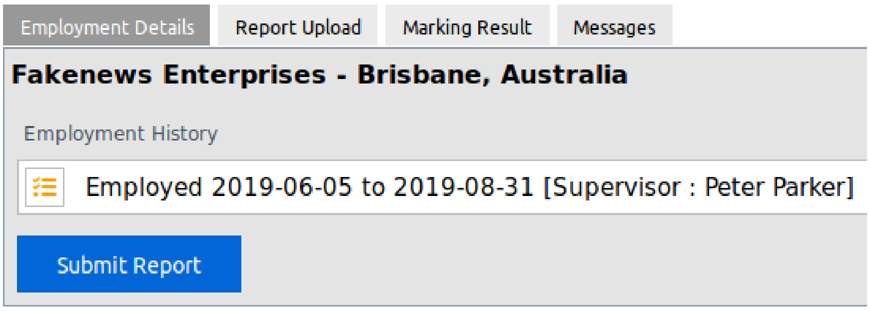
Click on the “Report Upload” tab above the company name you intend to upload the report for.



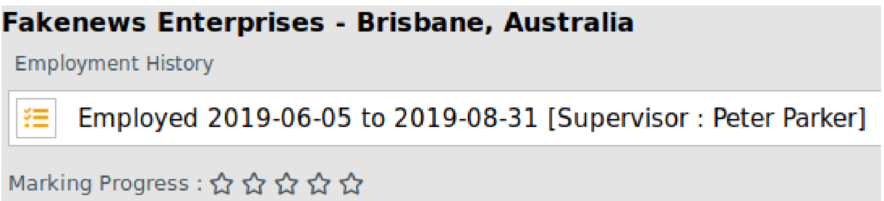
You can click on the writing or just drag-and-drop the file into the upload box. Once the file is uploaded it will appear under “Uploaded Files”. Files can be downloaded by clicking on the blue down arrow button to the left of the file name and deleted by clicking on the orange trash button. Files are always downloadable but you can only delete a file if the report is not yet submitted. Remember a maximum of 5 files are allowed and they have to be PDF format.

Submitting a report

Now that you have all your completed tasks signed off and your report attached you can submit your report for marking. Under the “Employment Details” tab you will see a blue “Submit Report” button.



Clicking the button will bring up a confirmation box before actually submitting the report. Please note that after submitting you will not be able to amend anything on this particular submission. This includes adding or deleting tasks, and uploading or removing files. Once submitted you will be assigned a marker automatically and you will note a “Marking Progress” indicator appear where the submit button used to be.



The indicator stars will become green once the marker starts working on your submission and you can track the progress this way.

Marking Progress Stars meaning

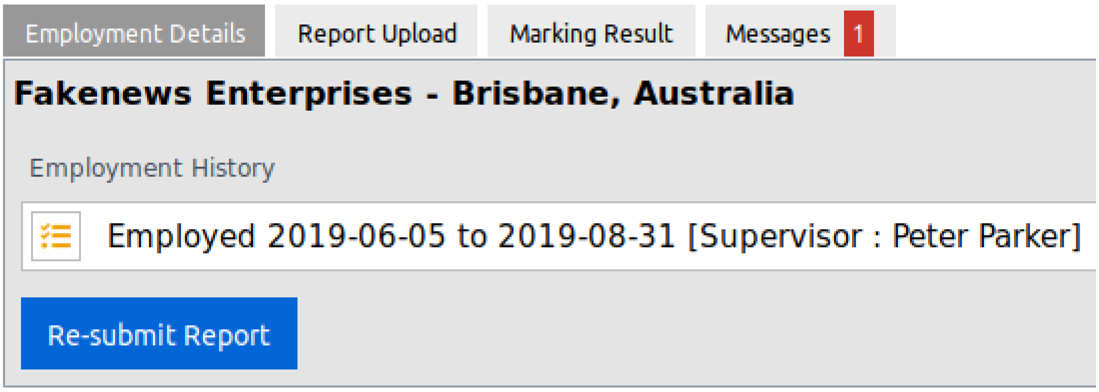
Marker started approving submitted tasks. At least one task was approved.

Marker finished approving all your tasks.

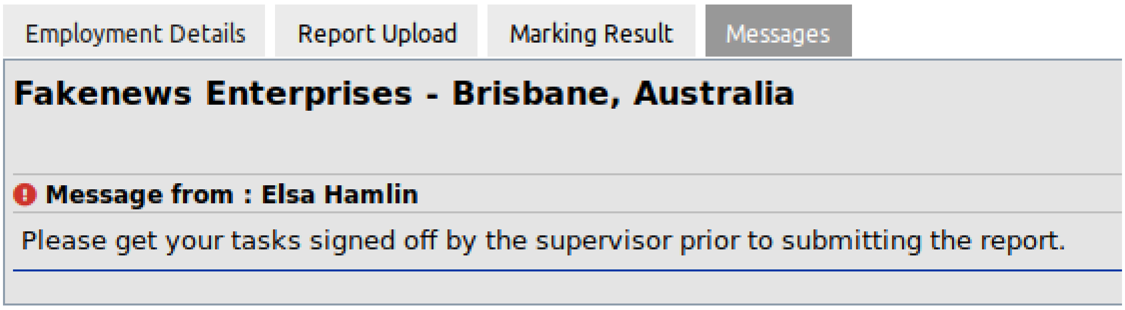
Marker started marking your report. At least one item on the marking rubric marked.

Marker completed the marking rubric and now only needs to finalize your marks.

At any stage a report can be pushed back if the marker require additional information or need you to fix something in your submission. When a report is pushed back for rework, you will receive an email from the system and your marker should have written a detailed explanation outlining the reason for the push back. The pushed back report will show a red number on the messages tab, indicating an unread message is waiting.



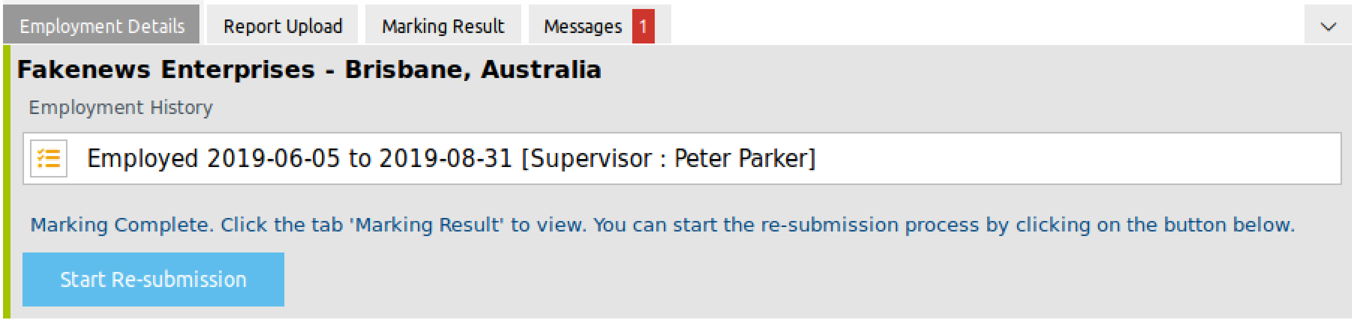
Clicking on the “Messages” tab will display the message left by your marker and the reason why your submission was pushed back, as in the example below.



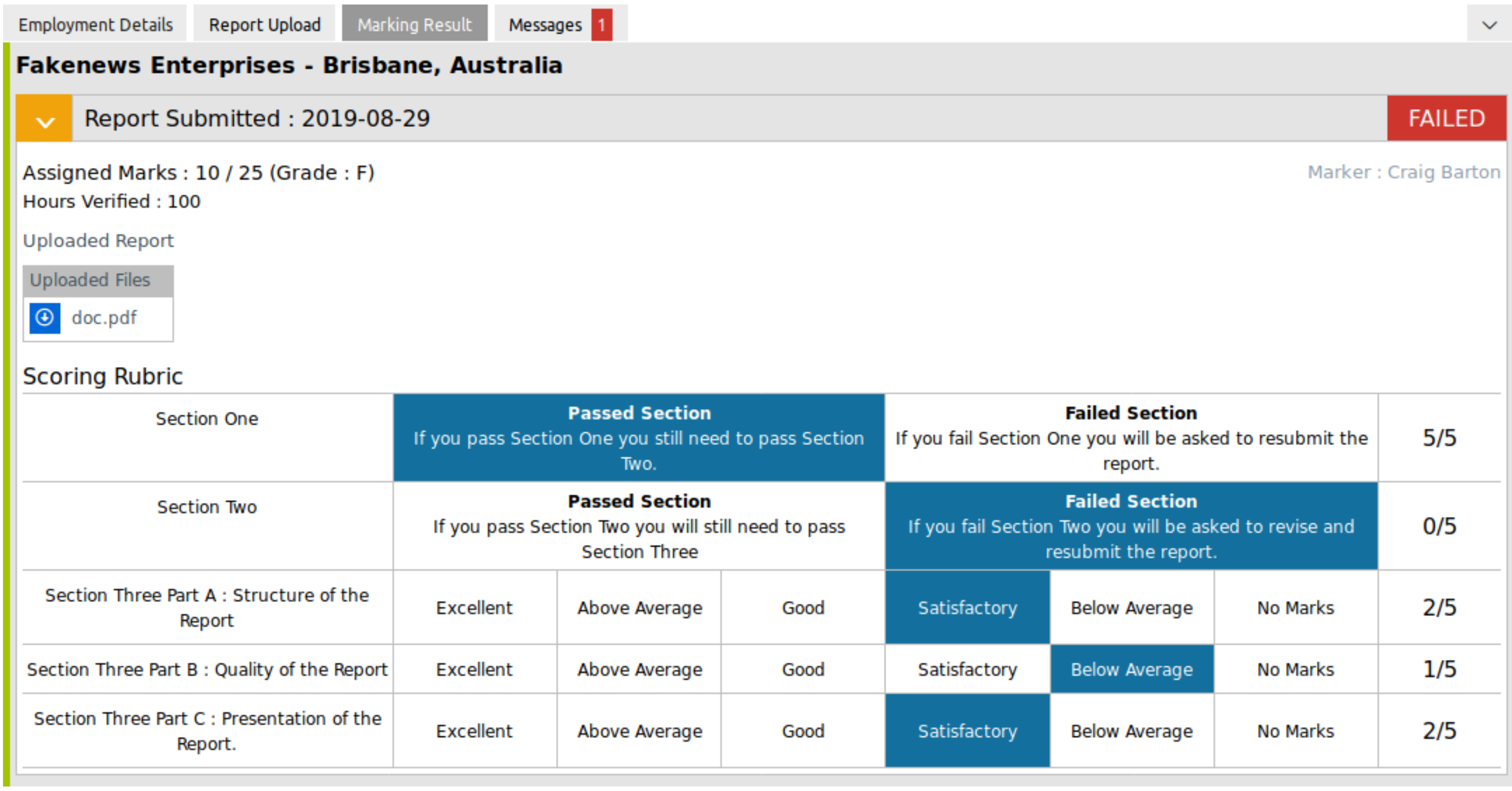
Now you can act on the advice from the marker and resubmit when you are ready (during the appropriate resubmission intake periods). When a report is pushed back, you have full control again. You can add more employment, upload more files and add more tasks. Clicking on the “Re-submit Report” button under the “Employment Details” tab will submit your report again.

Passing or Failing a Report

When the marker finalizes your report you will receive an email saying that your report is marked and graded. Completed submissions also have a green line down the left border and serves merely as a visual indicator.



All reports should contain a message from the marker which is viewable from the “Messages” tab. All marked reports for a particular practical work submission can be viewed in the “Marking Result” tab.



Here you will see both passed and failed reports as well as the scoring rubric completed by the marker. You can also download attached reports relevant to the submission. Reports can be minimized by clicking on the yellow down arrow. The status of the report is displayed to the right of the report heading. In this case you can see the report was failed.
If allowed, you can start a re-submission by clicking on the “Start Re-submission” button under the “Employment Details” tab.

Note: Clicking the button does NOT immediately resubmit, it only restarts the submission process and is an indicator saying you are interested in submitting this report again at a later stage. It also creates another instance of the submit request transparently. Each subsequent submission is treated as a separate entity.

After you restarted the submission process, you have full control over the tasks, uploaded files etc. Once you are ready to submit again, click on “Re-submit Report” to send the new submission to the marker.

Progress Overview Panel

This is the third of the viewable panels that are positioned to the right of the output panel. Here you can see your progression throughout your practical work experience in numbers and 3 visualised percentage circles. The numbers will turn green once they reach 800 out of 800.

“Hours Entered by you” displays the the total task hours logged by you and compared to the 800 hours required to complete the practical work.

“Hours Signed Off” displays the total number of hours that are successfully signed off by your supervisor(s) online. Please note hours that are signed off on a PDF certificate will not be displayed under this category. They will be manually added to the third "Hours Credited" total by a faculty staff member after your report receives a passing grade. It can take a few days after your report receives a passing grade.

After your report receives a passing grade the hours will be added to the "Hours Credited" category. The sequence is required by the practical work process. If you submit a report that does not have any sign off evidence of the hours covered by that report, the marker will reject your report by pushing it back to you without marking it. However they should have a comment as why your report is pushed back to you.

After you have accumulated at least 800 hours under the bottom category - "Hours Credited", you will be enrolled into ENGGEN 499 with a CPL grade on SSO under your BEHON later.