

iMedia e-portfolio Student Guide



student
guide

iMedia e-portfolio Candidate Guide

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1 Logging in to your iMedia e-portfolio

To log in to your e-portfolio you will need the site url and a username and password, available from your tutor. When you first log in to your e-portfolio, you will be asked to change your password – change it to something you will remember easily and keep it safe, as you will need this to access your work.

Do not share your password with anybody!

2 Getting Started

Once you have logged in you will see your **'About Me'** screen. This is your home page in the MAPS e-portfolio. The buttons on the left of the screen allow you to edit your home page and add information about yourself – your aims when you've achieved the qualification etc, it's up to you so be creative! You can also change your background colour and your page border.

The screenshot shows the 'About Me' page of a user named Karen. The page has a blue header with navigation tabs: 'about me' (selected), 'messages', 'tasks', 'workspace', and 'log-out'. The main content area is titled 'About Me' and contains a profile picture of a white lamb, a bio stating 'I want a qualification that will help me build my career, so I am doing OCR's iMedia level 2.', and a 'Change image?' link. On the left, there are buttons for 'edit', 'change border', 'change password', and 'report problem', along with a 'Disk space free: 109.9 mb' indicator. On the right, there is a section for 'Your details' showing 'Name: Karen shaw', 'Year: 10', 'Age: 9', and 'Class: Media3 ()', and a section for 'Links to work assigned to you' showing 'Awaiting marking : 2' and 'Tasks to do : 2'. Annotations with arrows point to these elements: 'Your message board' points to the 'messages' tab; 'List of your tasks' points to the 'tasks' tab; 'Your workspace' points to the 'workspace' tab; 'Edit your homepage' points to the 'edit' button; 'Report a technical problem to TAG' points to the 'report problem' button; 'Your details' points to the user information box; and 'Links to work assigned to you' points to the 'Awaiting marking' and 'Tasks to do' section.

On the right of the screen is a space for a picture. This currently has 'student profile' written in it. To add a picture here, click on 'change image?' underneath this box and browse your files until you find a picture you like.

3 Viewing assigned work

The next step is to view your iMedia tasks (units) assigned to you from your tutor. (Throughout the MAPS e-portfolio OCR units are referred to as 'Tasks'.)

There is a link on your **About Me** page called **'tasks to do'** or you can click on the **'tasks'** tab to see the work assigned to you and the units you need to complete. You can also see the start date (date the work was assigned) and handing in date set by your tutor. The status of the work will change to show when work is in progress, awaiting marking and assessed.

Karen's portfolio about me messages **tasks** workspace log-out

My Tasks

Show tasks for year

	Title	Start Date	Handing in date	Subject	Status
Nadia	Level 2, Unit 4 Interactive Multimedia Concepts View	2006-09-22	2006-09-22	iMedia	In progress... OVERDUE!
Nadia	Level 3, Unit 6 Digital Video Editing View	2006-09-22	2006-09-22	iMedia	In progress... OVERDUE!
Nadia	Level 3, Unit 4 Interactive Multimedia Design View	2006-09-19	2006-09-19	iMedia	Awaiting marking
Nadia	Level 2, Unit 1 Digital Graphics View	2006-10-13	2006-10-13	iMedia	Awaiting marking
Nadia	Level 3, Unit 2 Web Authoring View	2006-09-19	2006-10-19	iMedia	Assessed
Nadia	Level 2, Unit 7 2D Game Engines View	2006-09-28	2006-09-28	iMedia	Assessed
Nadia	Level 3, Unit 5 Digital Sound Editing View	2006-09-22	2006-09-22	iMedia	Assessed
Nadia	Level 3, Unit 4 Interactive Multimedia Design View	2006-09-28	2006-09-28	iMedia	Assessed
Nadia	Level 2, Unit 5 Digital Sound View	2006-09-22	2006-09-22	iMedia	Assessed

4 Planning and review form

A planning and review form must be completed for each unit and a copy of this can be found in the 'Resources for this task' section on your 'My Work' screen.

To use this form you will need to save it to your area on the computer, this will allow you to add your information to the form and upload the file to your work area in the e-portfolio before submitting the unit to your tutor.

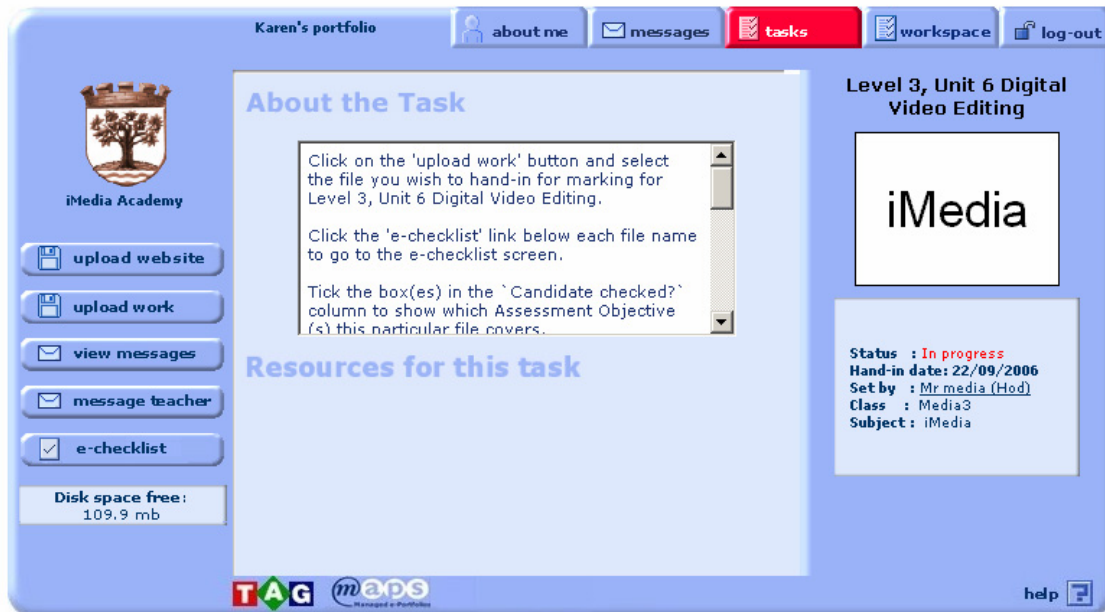
5 Uploading your work

To upload your work into the e-portfolio follow the steps below:

1. From your '**My Tasks**' screen, click the 'view' link beneath the level and unit title you wish to upload to.

Alternatively you can upload work to your workspace and it can be transferred to a unit later on. (see section 7, Your Workspace)

2. From this screen (shown below) click on the '**upload work**' button on the left



3. Enter the file name (your tutor may have told you what to call the file). You can add a comment for your tutor about your work and then click '**browse**' to locate the file on your computer.

Upload Work

Please select a file on your computer:

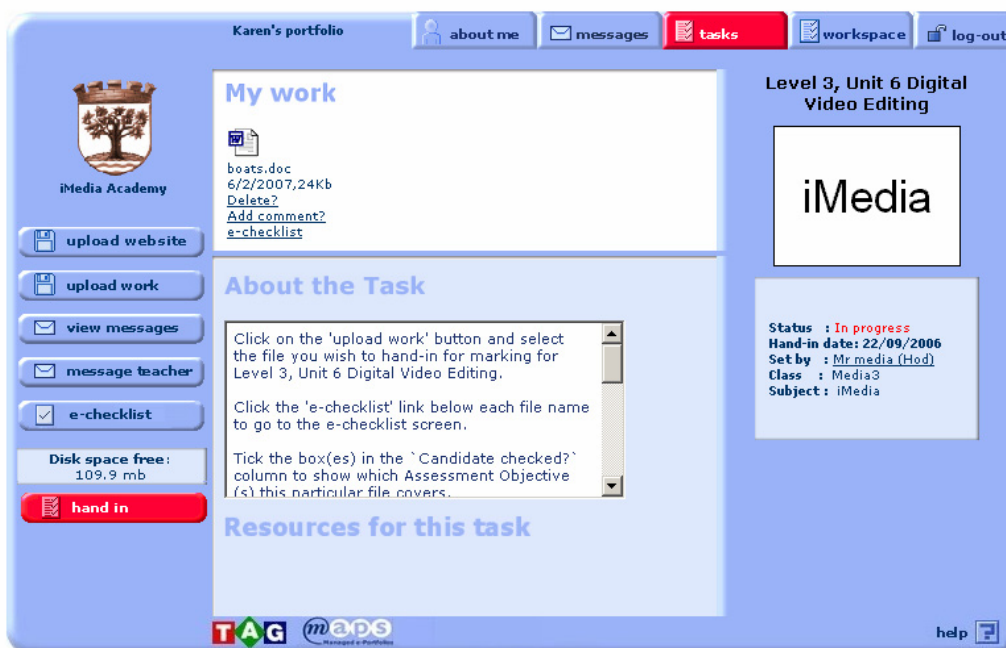
<input type="text"/>	File name (optional, max 12 characters)
<input style="width: 90%;" type="text"/>	Comments for eteacher (optional, max 250 characters)
<input type="text"/> <input style="font-size: small;" type="button" value="Browse..."/>	File for upload

NB - If you wish to upload a website or web page, you will need to zip these files first so they are secure, then use the '**upload website**' button and browse to your zip file as above.

4. When you have selected your file, click the '**finished**' button at the bottom of the screen. This will take you to the e-checklist, where you can tick off the assessment objectives you have met in that piece of work. At this point you can choose to click the 'back' button to skip the e-checklist and return to it later on if you prefer.

A list of accepted file types is shown on the upload work screen, and also in section 10 of this guide.

If you have more than one file to upload for this unit then repeat the process until you have uploaded all of your work.



6 Upload Speeds

The speed at which you are able to upload work to the iMedia MAPS e-portfolio is affected by a number of factors which will vary from time to time. The table below is given as a guide only.

The download speed you have will most likely differ from your upload speed, for example a 2MB download gives you 256Kbp – which means it will take longer for you to upload files than to download files of the same size.

Compressing files and saving in the correct file type for the use required can reduce upload times significantly; please see section 11: File compression guidance for more information.

The table below gives an idea of the length of time it may take you to upload files;

File size	Connection Speed (Upload or Download)		
	256kb (kilobits)	1 Mb (megabit)	4 Mb (megabit)
1MB (megabyte)	32 seconds	8 seconds	2 seconds
4MB (megabytes)	2.1 minutes	32 seconds	8 seconds
20MB (megabytes)	10.7 minutes	2.7 minutes	40 seconds
50MB (megabytes)	26.7 minutes	6.7 minutes	1.7 minutes

Special Note: These figures are based on a single user who has the full bandwidth of the internet connection available. If 10 users are uploading files at the same time, the bandwidth (connection speed) will be shared among them, so the effective upload times will be 10 times longer for each candidate on average. Try to consider the network loading from the whole school or education centre at the time when you are uploading your work to the MAPS server.

7 Your Workspace

Clicking on the **'workspace'** tab at the top of your e-portfolio will take you to your 'My workspace' area. Here you can upload pieces of work you are currently working on, or wish to use as resources.



You can then choose to transfer work to a unit in progress by clicking on the **'transfer'** link below the work. Select the unit/s you wish to transfer the work to and hit **'finished'**. Transferring work sends a copy of your file to the selected unit, so the work is still available in your workspace and can be used for other units.



8 Checking assessment objectives

Before handing in your work you need to indicate the assessment objectives you believe you have met in each piece of work using the e-checklist. This can be done each time you upload a piece of work (see section 5, Uploading work) or you may want to upload all your work and then assess it in one go.

Select the unit you wish to check assessment objectives for. (Either by clicking on your tasks tab or the 'tasks to do' link on your homepage)

1. Click on the 'e-checklist' link below the file icon.



2. You will then see the assessment objectives for that unit. Tick the box in the column 'candidate checked' next to each objective you have met in your piece of work. Then write a reference to where in your work the objective has been met in the column 'candidate reference'.
3. Click 'process tags' before you leave this screen to save your changes.



9 Handing in your work

Select the unit you wish to hand in. (Either by clicking on your tasks tab or the 'tasks to do' link on your homepage – see page 2).

When you are ready to send your work to the tutor, click on the red 'hand in' button on the bottom left of the screen. Once you have handed in your work you will not be able to make any changes to it unless it is handed back to you by your tutor.



Your work has now been passed to your tutor for marking and the status of that unit in your 'My Tasks' bank will have changed to awaiting marking.

10 Accepted file types

When you upload your work you will see a list of acceptable file types. These are listed below;

adp, aif, alb, avi, aws, aww, bld, bmp, ckt, cpt, csv, cw, cwk, cxc, cxi, cpx, cxt, cyp, cyt, db, des, doc, dot, dra, dtd, et, fla, flo, flp, fws, gif, gop, imr, ins, isa, isc, isf, iw2, iws, iwt, jpg, kid, lfl, logo, mdb, mdw, mid, mmm, mms, mov, mp, mp3, mpeg, mpg, mpp, nb2, nbx, od2, paws, pdf, pe, pgs, png, ppf, ppp, pps, ppt, prj, psd, pss, pte, ptt, pub, rar, rtf, ses, sls, spx, stk, swf, td, te, tga, tif, tre, tre, txt, upf, vpf, wav, waw, wks, wma, wmf, wmv, wps, xbk, xls, xlt, zip, 3ds

Websites and pages from the web need to be zipped before being uploaded using the 'upload website' button.

Files created on a Mac must include the file extensions (e.g. webpage.html) to be accepted by MAPS and to allow non Mac users to open the files. When saving files created on a Mac you must make sure the final file is saved as a PC version to allow your work to be moderated.

11 File compression guidance

General file compression utilities

These include popular utilities such as WinZip, Pkzip, pkunzip etc. A ZIP file is a single file that may contain single or multiple files. They are also compressed to reduce the overall size of the file, which will subsequently reduce the upload time to the MAPS server. The use of ZIP software does not degrade the quality of the files it contains.

Digital Graphics file formats

Graphical image files, such as those typically created for Unit 1 (Digital Graphics) may be saved in a variety of formats. These formats will be covered as part of the course delivery and knowledge development. However, their use is also mentioned here in order to ensure the file sizes and formats are appropriate.

File Format	Characteristics
JPG	A compression format that can be used to sacrifice image quality in order to reduce the file size. Settings up to “medium” quality would be most appropriate for assessment and moderation purposes.
TIFF	An uncompressed file format (although LZW compression can also be used with it). Creates very large files which would normally be unnecessary for assessment and moderation purposes unless specifically required by the assignment.
PNG	A lossless compression format that is often used in preference to GIF for web use.
GIF	Provides lossless compression but displayed with only 256 colours. Suitable for animations and graphics but not photographs due to the restriction of the colour palette.
TGA	Raster based image format, often used within animation and video applications but also for texture files in games and 3D modelling applications.
PSD	Adobe file format that supports layers. File sizes can be large depending on the content and number of layers as well as the number of pixels in the image. However, they do provide good evidence of candidates work since the structure of the image is also provided (may be used in addition to other formats).

The total number of pixels in the image should not be more than is necessary for the designated use of the image as specified in the assignment brief. Centre devised assignments should consider the final size of the images that the candidates will be required to produce.

Digital Sound file formats

Candidates and staff should be aware of the difference between audio level compression and audio file compression. Audio level compression is used to reduce the dynamic range i.e. the difference between the loud and quiet parts. Audio file compression represents the use of encoding to reduce the size of the file for transmission, such as with mp3. The use of audio file compression through the file format, will determine the size of the file that is uploaded to the MAPS server. Note that audio does not have to be CD quality. The main file format options are summarised as follows:

MP3	A compressed audio format, which is also known as MPEG-1 audio layer 3. It can be compressed using different bit rates
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	and hence provides a range of options for the sound quality versus the file size. This would be ideal for digital sound units.
WMA	Usually considered a lossless compression format (although it can be lossy).
WAV, AIFF, AU	Uncompressed audio file formats.

Digital Video file formats

Candidates and staff should be aware of the differences between MPEG-1 (VHS quality) MPEG-2 (DVD quality) and MPEG-4 (scalable quality). Digital video based on the MPEG-4 format would be most suitable for the digital video units when they are to be uploaded to the MAPS server. In all cases, the final file size should be approved before attempt is made at uploading since video files can be exceptionally large. The video is not (usually) expected to be any larger than 320x240 pixels and would typically be optimised for web use at broadband speeds. The duration of video clips for centre devised assignments should follow the guidance supplied by OCR for best results (please contact the iMedia Professional Officer if you do not have this).

Video compression algorithms, or codecs utilise lossy data compression. Some formats would be as follows:

MPEG-4	Based on the QuickTime file format which is scalable for different platforms and applications
WMV	Windows version of MPEG-4 which can be produced using Windows Movie Maker as well as other video applications
DivX	An effective video compression technology with minimal loss of quality which is a variant of MPEG-4. However it is not generally supported by Microsoft Windows XP so assessment and/or moderation may be more difficult

Careful choice of the video file format and quality will ensure that upload times are not unreasonably long.

12 Support

There are step by step interactive tutorials available on the iMedia website at www.imedia.ocr.org.uk.

Further tutorials and generic MAPS user guides can be found by clicking on the 'Help' button on the corner of the e-portfolio screen. From there you can select the '[help index](#)' link or '[tutorials](#)' at the bottom of the screen.

For technical support regarding the e-portfolio please contact:

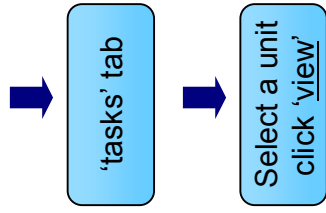
TAG Learning
Tel: 01474 357350
Email: support@maps-ict.com

For questions and support regarding the iMedia qualification content please contact:

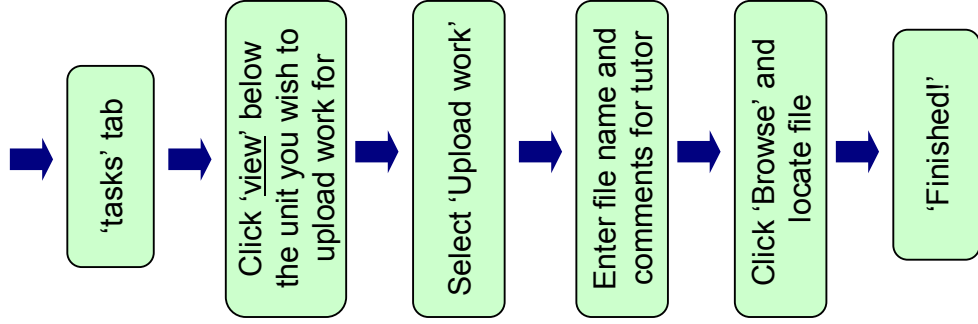
IT, Education and Training Team (Coventry)
Tel: 024 7647 0033

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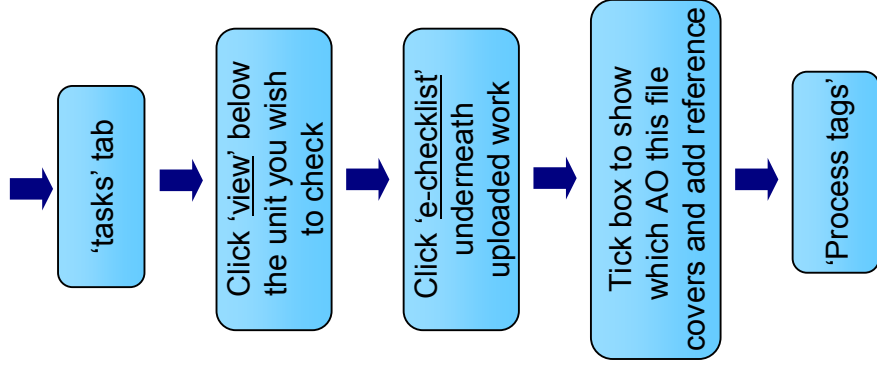
Viewing work



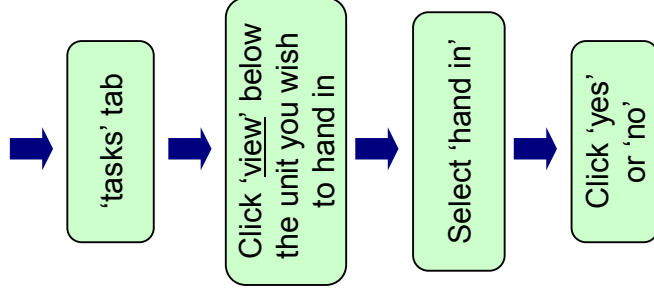
Uploading Work



Checking Objectives



Handing in Work



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