

## **Sharing Online Portfolio Links – Tips and Tricks**

For online moderation you will need to send us link(s) to the young people's work in order for it to be moderated. When and what you need to send will depend on the moderation type you have booked. For more details, please refer to your booking confirmation email.

Online work must be fully viewable online without the need to download any files or log in to access (unless you wish to provide log in details). We are not able to accept work over email and via file sharing sites (e.g. WeTransfer).

This guidance includes answers to FAQs and instructions on how to set up sharing links for the most common file hosting platforms centres use. There is no requirement for centres to use these platforms and they are welcome to use alternative options, provided they meet the accessibility criteria noted above. These platforms are most suited for those who are needing to digitise hardcopy portfolios or collate digital work stored offline or in multiple places. For centres looking to begin delivery with a view to online moderation, we recommend that they encourage young people to create their portfolios online (for example via a blog or website), which makes them easier to share and requires less work from the centre to prepare them for moderation.

**Important: All assessment report forms must refer to the specific parts of the online portfolio that the adviser has identified as evidence for meeting the assessment criteria for each part of the award.** This includes referencing specific file names or timeframes of audio/video files that you wish the moderator to view to validate your marking choices. If the evidence signposted in your assessment report form (e.g. "page 1") **does not match** the file names of the uploaded work, the moderator will not be able to moderate the work.

When using online platforms to host and share portfolios, please ensure you are utilising the available security settings to keep the work safe and secure, in line with your organisation's safeguarding policies and your centre agreement with Trinity College London.

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## **Checks your Trinity contact will make on receipt of your link(s)**

On receipt of online portfolio link(s), your Trinity contact will undertake some basic checks to make sure the work is accessible and contains the correct paperwork for the moderation to go ahead.

Centres are responsible for ensuring that they have shared all the required evidence and that it is legible, clearly laid out and correctly signposted for the moderator, and also that the advisers have correctly and accurately assessed the work and completed the adviser assessment report forms.

Your Trinity contact will check the following:

- The link(s) are working and can be accessed either without logging in or by using the access details provided
- A portfolio/arts log is present for each young person chosen in the sample OR, where no sample is requested, that all portfolios/arts logs are present
- A completed assessment report form is present for each young person chosen in the sample (OR, where no sample is requested, that all forms are present), and each form has been completed/signed by the adviser indicated at enrolment
- Any video/audio files present in the portfolios/arts logs can be played
- Where a sample of work has been requested: the number of assessment report forms present for those not chosen in the sample matches our records

Should your Trinity contact encounter any issues whilst checking the link(s), they will notify you of these and provide a deadline by which they must be resolved.

If the issue(s) raised are not resolved by the deadline given, your moderation will still go ahead. However, depending on the nature of the issue(s), this may result in the moderator disagreeing with the marking for the young people affected, or being unable to moderate the work at all. In either case, no moderation fees will be deducted, and you will still be liable for the full moderation fee as invoiced.

## **Frequently Asked Questions**

How should I lay out the portfolios?

As with hardcopy portfolios, online portfolios can be laid out in whichever way is most suitable for yourself/the young people. For moderation, the key factor is that the signposting on the adviser's assessment report form matches the layout of the portfolio. For example, if the signposting refers to page numbers, then the files should be labelled accordingly; if the signposting refers to items labelled 'Part A' then all the relevant work should be tagged or placed in a folder with the same name.

Do I need to create links for every file/folder?

No. We recommend that you put all the files/folders you wish to share into a main 'Moderation' folder and share just this folder. The sharing link will authorise access to all files/folders within.

I can't change the sharing options as required due to restrictions set by my organisation. What do I do?

Start by speaking to your IT department to see if they can recommend an alternative platform or lessen the restrictions on your account. If this does not resolve the issue, set up a new account using an email address belonging to your organisation and share the work with this account. Make sure this account **only** has access to the work required for moderation, nothing else. Share the log in details for this account with your Trinity contact and they will use these to access the work.

What email address do I need to share the work with?

You should email the sharing link to your Trinity contact (the person who issued your booking confirmation etc.) Please **do not** enter any Trinity email addresses into a 'share with email' section on your online platform. When you do this, we are required to log in using that same email address to access the work, which we are unable to do and restricts us from being able to share the link with the moderator for moderation.

Why are some of my files not visible online (or are asking viewers to download to view)?

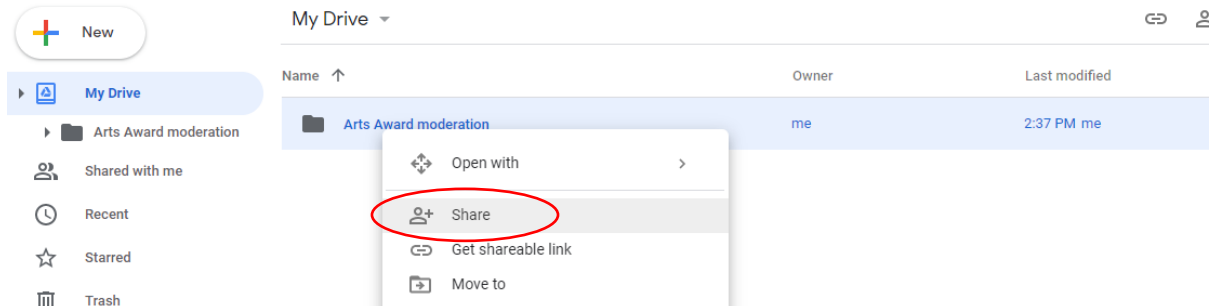
If your files are not viewable online, it may be because they are too large or not of a supported file type for your chosen online platform. Please consult the help section of your platform's website for details on how to resolve this (links for each platform in this guide can also be found on the relevant page). The most common issues centres face are:

- Videos/audio files which are too large or the wrong file type - in which case we recommend uploading them to a dedicated video-hosting site (e.g. YouTube/Vimeo etc.) or converting them to a support file type
- PowerPoints containing videos/audio which are not preview-able - in which case you should export the powerpoint as a PDF and upload any video/audio files separately

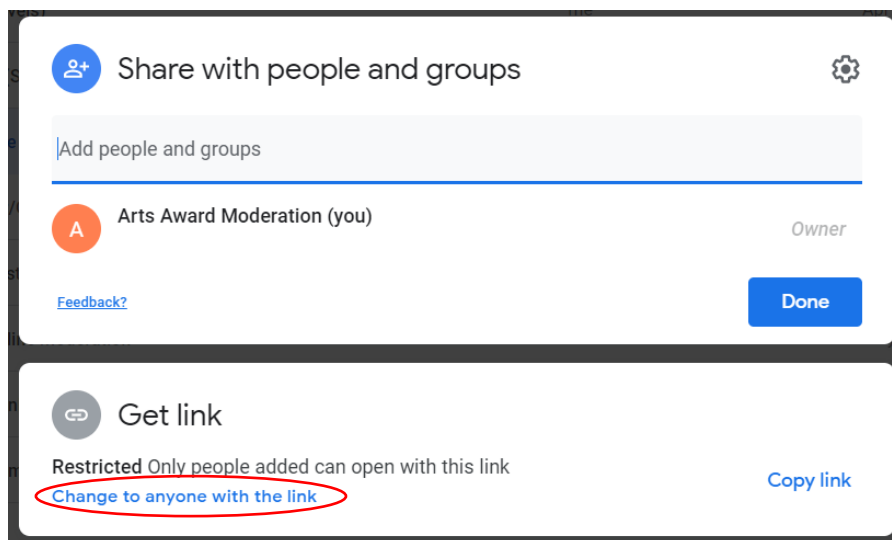
## How to share work on: Google Drive

[Detailed instructions on Google Drive's website](#) / [Google Drive's supported file types](#)

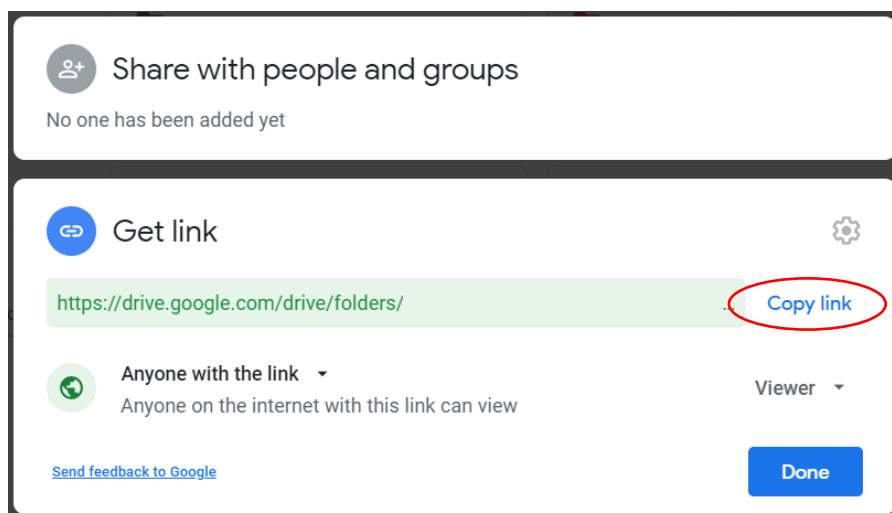
1. Locate the folder you wish to share with your Trinity contact. Right-click on it to bring up the folder menu and click 'Share'.



2. In the pop-up, under the title 'Get link', click 'Change to anyone with the link'.



3. Your sharing settings will update, and a link should appear in the green box. Click 'Copy link'.

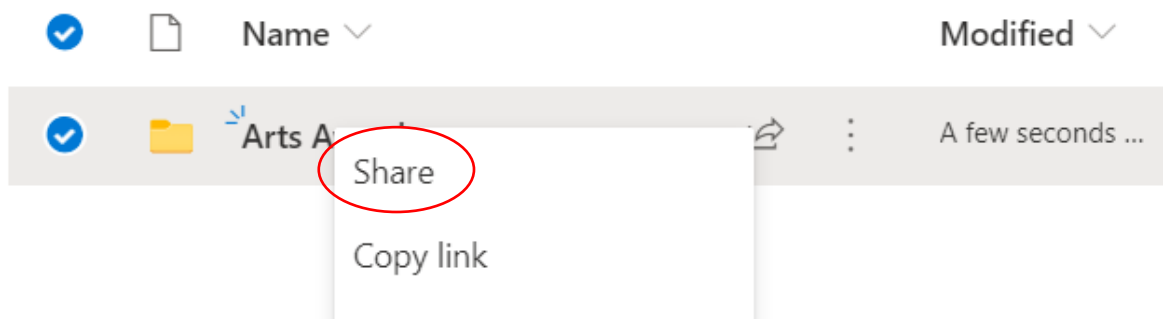


4. Paste the link into an email to your Trinity contact. Don't forget to include your centre name/number and the date you are booked onto.

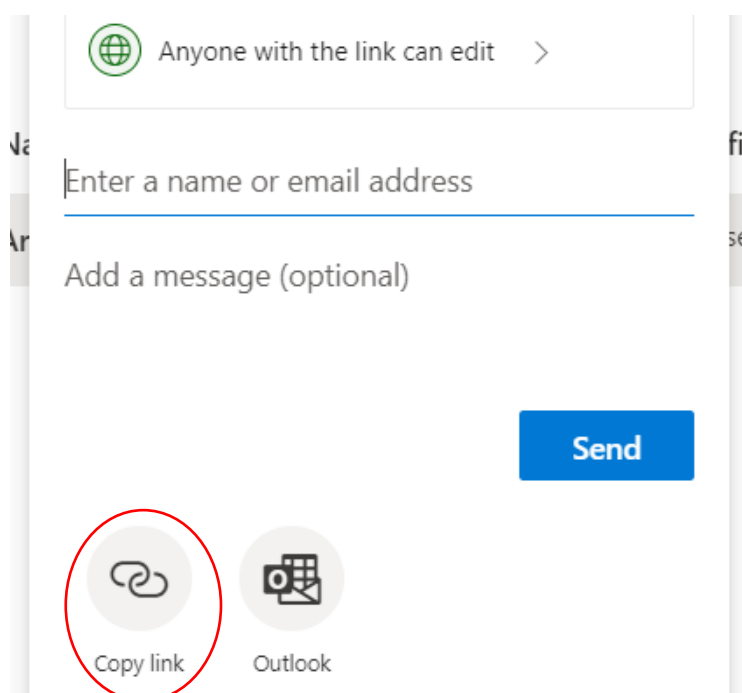
## How to share work on: **One Drive**

[Detailed instructions on Microsoft's website](#) / [One Drive's supported file types](#)

1. Locate the folder you wish to share with your Trinity contact. Right-click on it to bring up the folder menu and click 'Share'.



2. In the pop-up, click 'Copy link'.

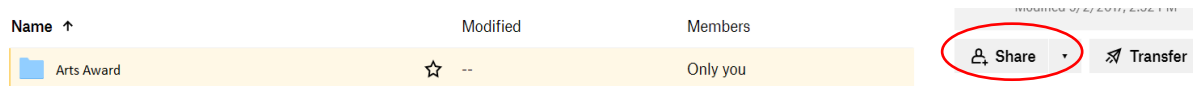


3. Paste the link into an email to your Trinity contact. Don't forget to include your centre name/number and the date you are booked onto.

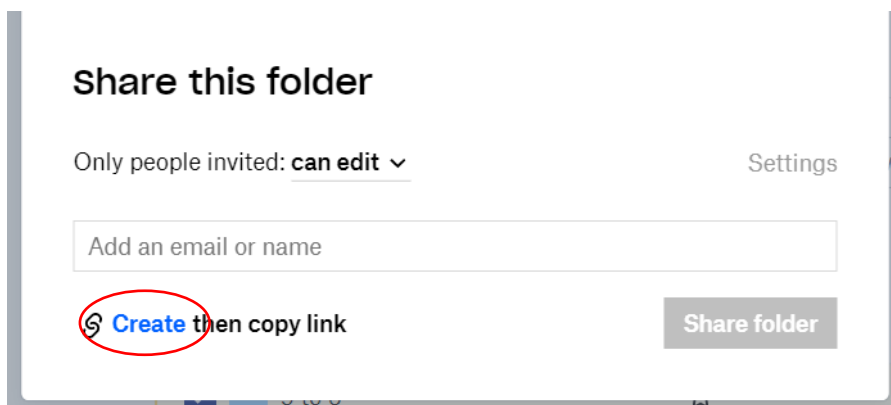
## How to share work on: **Dropbox**

[Detailed instructions on Dropbox's website](#) / [Dropbox's supported file types](#)

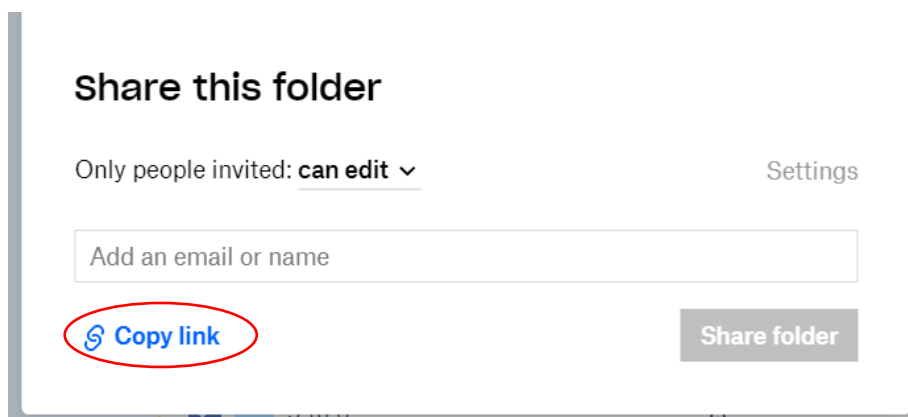
1. Locate the folder you wish to share with your Trinity contact. Click on it to bring up the folder menu (to the right of the folder list) and click 'Share'.



2. In the pop-up, click on the 'Create' of 'Create then copy link'.



3. Your sharing settings will update and 'Create then copy link' will change to 'Copy link'. Click 'Copy link'.

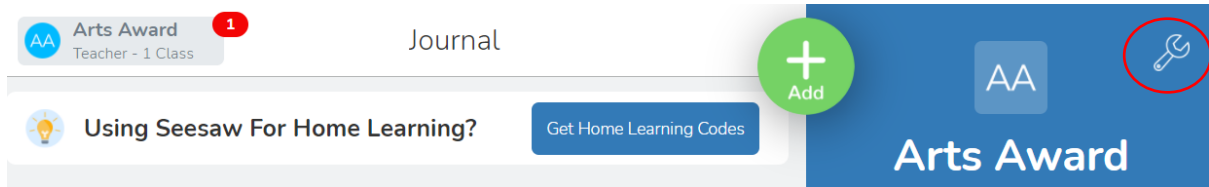


4. Paste the link into an email to your Trinity contact. Don't forget to include your centre name/number and the date you are booked onto.

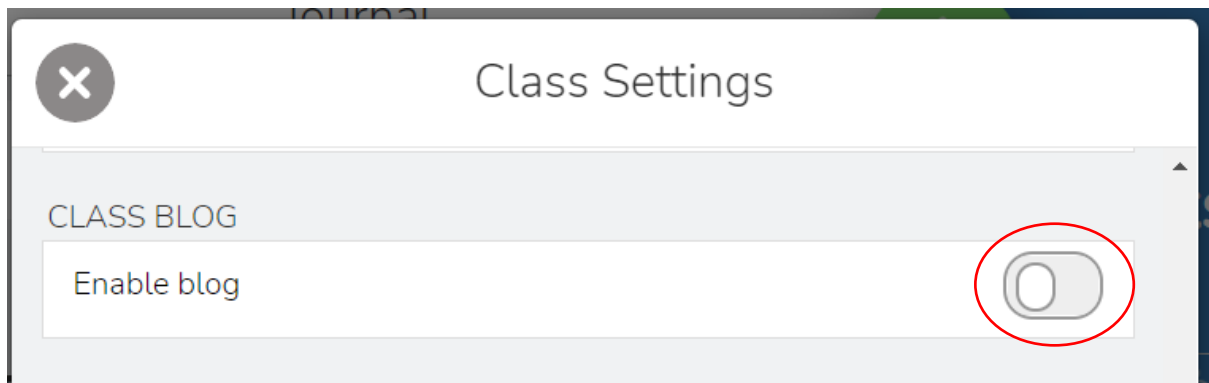
## How to share work on: Seesaw

[Detailed instructions on Seesaw's website](#) / [Seesaw's supported file types](#)

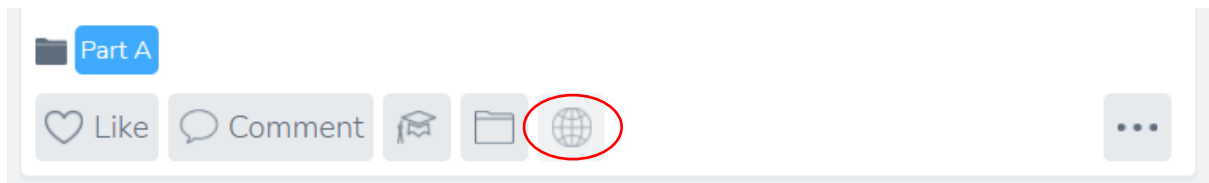
1. To share work via Seesaw, you will need to set up a Class Blog. Click the settings icon (shaped like a wrench) in the Class Journal.



2. In the pop-up, scroll down to 'Class Blog' and click the button next to 'Enable blog'.



3. Click 'Set Up Public Blog' and complete the set-up form. Once finished, you will be presented with the blog link. This is the link you will share with your Trinity contact.
4. You now need to add the work you want the moderator to see. To do this, return to the class journal. Under each item, click the globe icon and then click 'Publish to Blog'.



This will now be visible on the blog, listed under the same student and folder (if applicable) as in the class journal.

5. Repeat for all items of work that you wish for the moderator to see.
6. When complete, copy the blog link and paste it into an email to your Trinity contact, alongside the blog password (if you've set one up). Don't forget to include your centre name/number and the date you are booked onto.