Task 10.2P: Draft Learning Summary

This is a Pass Task

The Learning Summary Report is what you need to provide when you create your Portfolio after submitting your tasks. In this unit, You MUST submit the Portfolio to receive a final grade.

The Learning Summary Report outlines how the work you have completed demonstrates that you have met all the Unit Learning Outcomes (ULOs) and indicates the grade you believe you have demonstrated in your portfolio. In this report you can justify why you should be awarded this grade based on the work you have completed, what you have learnt, and the unit's assessment criteria.

Task Requirement

This task 10.2P provides you an opportunity to get feedback on your Learning Summary Report. This task 10.2P asks for your **draft** of your learning summary report. It provides you an opportunity to get feedback on the Portfolio Overview section of your Learning Summary Report if your draft is submitted on-time like the practice applied to other tasks.

You need to submit your **final** learning summary report to OnTrack when you generate/create your portfolio.

Task Instruction

1. Download the template for the Learning Summary Report from the task resources and prepare your draft to submit in this 10.2P task.

   - Remember, the Learning Summary Report has an impact on your result. It will include at the start of your portfolio PDF and followed by all tasks you have completed and submitted in OnTrack. Aim to be **clear and concise** and **refer to the work you have submitted/completed in OnTrack** to demonstrate your understanding of the topics we cover in the unit *aligned with the Unit Learning Outcomes* (Get the ULOs in the Unit Guide).
   - The learning summary report will also provide you with the opportunity to indicate the grade you think you have achieved (or will achieve by the end of the unit), your reflective justifications on your ULOs achievements in this trimester. Therefore, in this summary report you can refer to your work that are/will be included in your portfolio rather than re-writing them here. Make sure that you have a range of evidence for each of ULOs.

- Also keep in mind that at this stage you are working on a **draft** report (10.2P task), you will get feedback on this and can use that feedback to improve your **final** report for inclusion in your portfolio. If you submit your 10.2P task on-time (, you will receive feedback for it along with a direct singed off as Complete status.

- *Please note:* The due date of this 10.2P Draft Learning Summary for students to obtain feedback *is at the end of week 11.* In case you require additional time, you could apply extension until Monday Week 12 via OnTrack. If you submit your task on-time by the extended due date, you will be eligible to receive feedback for this task on Tuesday or Wednesday in Week 12. You can then finalise your Learning Summary Report based on the feedback and include your final version of Learning Summary Report in your portfolio.

2. This is a task for you to start *finalising* your portfolio. Please read the final section of this task sheet, ***Tips for your Portfolio Submission*** including useful information about Task Alignment Refinement and Portfolio PDF creation/generation tool.
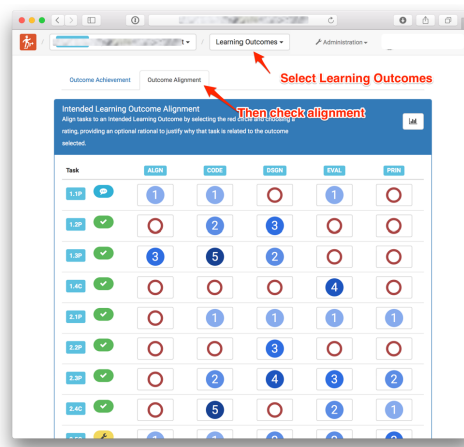
Task Submission Instruction

Submit a PDF document of your Learning Summary Report for feedback (use the given template in the resources).

Tips for your Portfolio Submission

- **Task Alignment Refinement**

    Use the alignment tool in OnTrack to check and adjust the linkage between the tasks you have completed/submitted and the ULOs accordingly. This is a way you could link up a range of evidence (your work done) for each of the ULOs in OnTrack portfolio.

Your provided rationales along with the weights in this OnTrack section indicate how well you think this task has helped you demonstrate a learning outcome. A higher weight indicates that you think we should consider your work in this task when reviewing your achievement for that learning outcome. Lower values indicate that you think the task helped you develop some aspects of that learning outcomes and provide evidence of your growing understanding of the concepts.

- **Portfolio PDF creation/generation tool**

  The assessment for this unit is based on your final portfolio, so now you should be starting to think about putting all of your tasks together into your portfolio for final submission. This is where all your tasks are finally assessed in order to determine your final grade and mark!
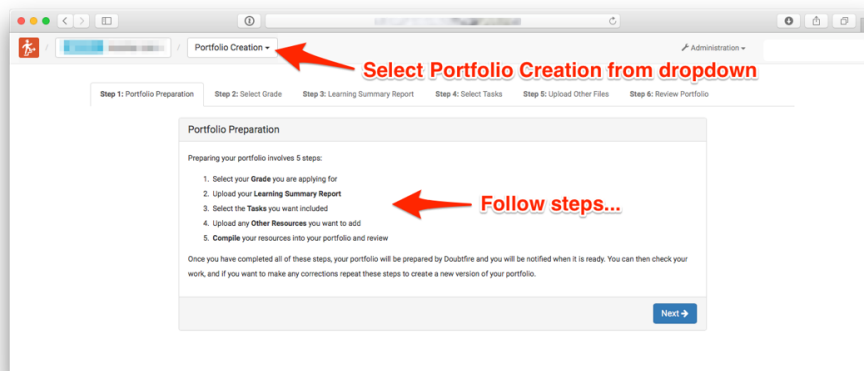

Figure: Create your portfolio using OnTrack

You must use the **Portfolio Creation tool in OnTrack** to guide you through the steps needed to create your portfolio. This will combine all your work related to the tasks with the final version of your learning summary report. Once it is created you can download it and review it to make sure that you have included all of the aspects you think show off what you have achieved. Once your portfolio is available in OnTrack you can consider it submitted – the portfolio assessors can access and grade it within OnTrack.

Good luck with your portfolio submission!