# SIT103/SIT772: Database Fundamentals

## <mark>10.1P: Learning Summary Report</mark>

## Overview

In this task, you will prepare your Learning Summary Report which will be included in your Final Learning Portfolio that is assessed to determine your final mark and grade in the unit.

There are two sections in your Learning Summary Report: *Portfolio Overview and Reflections*. **This task 10.1P** asks for a **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 you submit it on time. Your **final** Learning Summary Report will be directly evaluated in your portfolio.

- The *Portfolio Overview section* lets you outline how your work (tasks completed) attached into the portfolio has demonstrated that you have met all the Unit Learning Outcomes (ULOs) at your target grade level. **This section enables you to justify** on why you should be awarded your target grade based on the work you have completed and submitted, and what you have achieved in the unit that fully fulfilled the unit's assessment aligning to learning outcomes criteria. **(Get the unit learning outcomes from the Unit Guide)**

- The *Reflections section* allows you not only to review and revisit, but also to reinforce your knowledge and skills attained in your whole learning journey in the unit. **This section enables you to elaborate/demonstrate** how your database and data management knowledge and skills have been improved and/or built up throughout the trimester.

Please note that Learning Summary Report is **a part of** your portfolio, **NOT your Learning Portfolio**. <mark>Please make sure to create the Final Learning Portfolio via OnTrack before the due date.</mark>

## Tasks to do

1. Download the template for the Learning Summary Report from the task resources and prepare a *first draft.* Read through the notes in the template.

- The Learning Summary Report has a crucial impact on your final result. This is the document where you make a case that you should be awarded a certain grade. The more clearly you can demonstrate good quality work in this document the better mark you are likely to receive. Aim to be clear and concise and refer to the work included in your tasks to demonstrate your understanding

and achievements.

- Also keep in mind that at this stage you are working on a **draft**, you will get feedback on *Portfolio Overview section* in 10.1P if submitted on time and can use that feedback to improve your report for inclusion in your **final portfolio**.

- The Learning Summary Report will go at the start of your portfolio. It will be followed by all your tasks completed during the trimester. In this summary just refer to the other pieces included in your portfolio rather than re-writing them here. Think of this like an index referring the reader to the tasks that demonstrate your achievements.

2. Make sure you are aware of the process for creating your Final Learning Portfolio. You can review the instructions on how to create your portfolio at the end of this task sheet in the appendix and watch the following video.

https://alex.deakin.edu.au/Mediasite/Channel/ontrack/watch/5c0aa70cac9f418082ae3b9ae7efe5ca1d

## Submission Requirements:

Submit your draft Learning Summary Report as one PDF/WORD file.

## Submission Due

The due for each task has been stated via its OnTrack task information dashboard.

**Appendix: Creating Final Learning Portfolio using OnTrack**

- Use the alignment tool in OnTrack to check and adjust the links between the tasks you have completed and the Unit Learning Outcomes (ULOs). Make sure that you have a range of evidence for each of the unit learning outcomes.



*Figure: Check how you have aligned things with the Alignment Tool*

The weights here indicate how well you think this task has helped you demonstrate a learning outcome. A high weight indicates that you think we should consider your work in this task when reviewing your achievement for that learning outcome. Low values indicate that you think the task helped you develop some aspects of that learning outcome and provide evidence of your growing understanding of the concepts.

- Indicate the grade you think you have achieved (or will achieve by the end of the unit).

- Reflect on what you have achieved and write this up in the sections of the Learning Summary Report or list some dot points you can expand later.

- The assessment for this unit is by portfolio, so now you should be starting to think about putting all your tasks together into your portfolio for final submission. This is where all your tasks are finally assessed to determine your final grade and mark. You must use the **Portfolio Creation** tool in OnTrack to guide you through the steps needed to createyour 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 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.
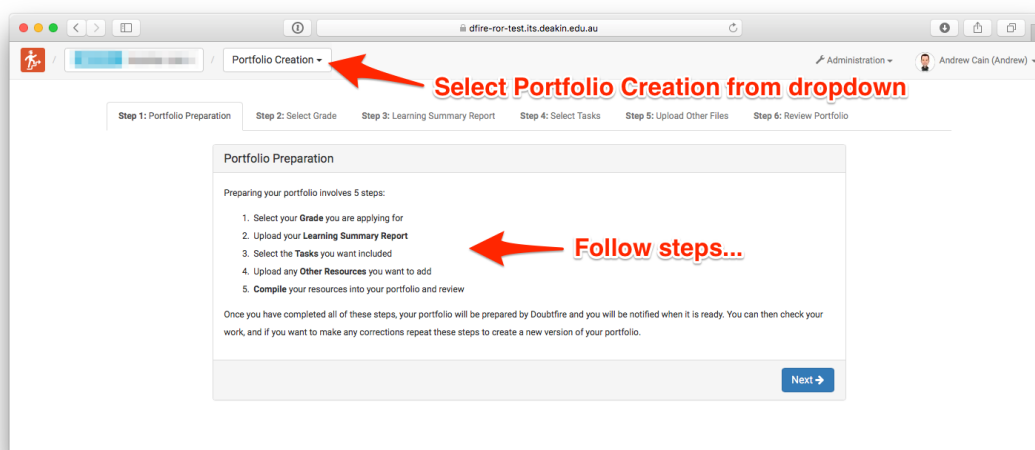


*Figure: Create your portfolio using OnTrack*

Although you don't have to submit your OnTrack portfolio anywhere else as your created/generated portfolio will be evaluated directly on the OnTrack platform by the portfolio assessors, we highly suggest you download the generated portfolio PDF for your own record.

Good luck to your portfolio!