

How to Get Started with the ePortfolio

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Issue date: 27/10/2022
Review date: 30/10/2023
Date first issued: 2020
Document ID: ePort1

The first page of these instructions is a reminder of how to get to your ePortfolio. If you are familiar with this please go to page 2.

Accessing eLearning and the ePortfolio

The ePortfolio is accessed through the Hutt Valley eLearning site, Ko Awatea. There is no separate login.

Step 1:

From the Hutt Valley intranet page, click on then click eLearning – Ko Awatea LEARN

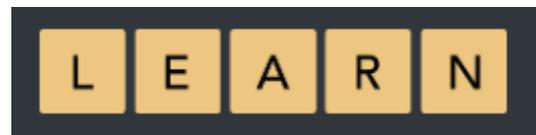


Please use Google Chrome to access your portfolio. Microsoft's Internet Explorer or Edge are not currently compatible.

Step 2:

Click on the Ko Awatea LEARN elearning logo and login.

If you are unable to login please contact the elearning Coordinator for assistance.



Step 3:

Click **Find courses** and **Find by organisation** and click "Hutt Valley DHB".

[HVDHB - ePortfolio gateway for Nurses](#)

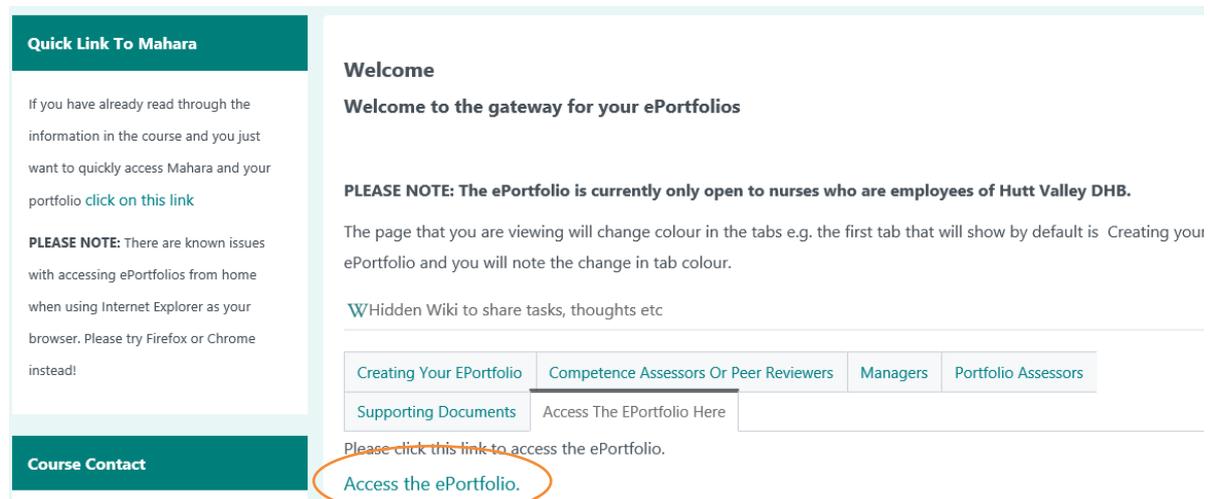
Find the **HVDHB - ePortfolio Gateway for Nurses** and click on the course.
(note: courses are listed in alphabetical order)

When you have done this once the HVDHB - ePortfolio Gateway for Nurses will appear in your course list and can be accessed from there in future.

Step 4:

If this is your first time we recommend you read through the guides for completion of an ePortfolio in the "Creating your ePortfolio" tab.

To directly access the ePortfolio click on the "Access the ePortfolio here" tab and click on the "Access the ePortfolio".



The screenshot shows the 'Welcome' page of the ePortfolio gateway. On the left, there is a 'Quick Link To Mahara' section with a link and a 'PLEASE NOTE' about browser compatibility. Below that is a 'Course Contact' section. The main content area includes a 'Welcome' message, a 'PLEASE NOTE' about access for Hutt Valley DHB employees, and instructions on how the page will change. There is a 'Hidden Wiki' section and a navigation bar with tabs: 'Creating Your EPortfolio', 'Competence Assessors Or Peer Reviewers', 'Managers', and 'Portfolio Assessors'. Below the navigation bar, there is a link 'Access The EPortfolio Here' and a circled link 'Access the ePortfolio.'.

How to Get Started with the ePortfolio

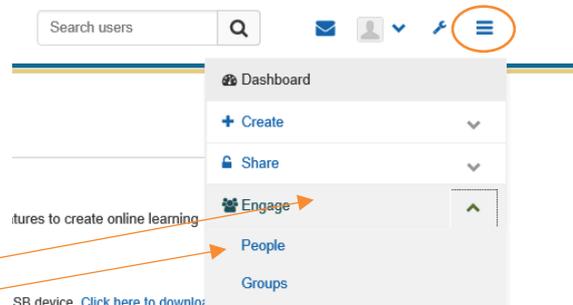
Step 5:

Next you will see a welcome page. To get started please click the “Menu” tab on the top right. From this menu tab all the options are available for creating and sharing an ePortfolio and joining a group.



Step 6: Finding your Group(s)

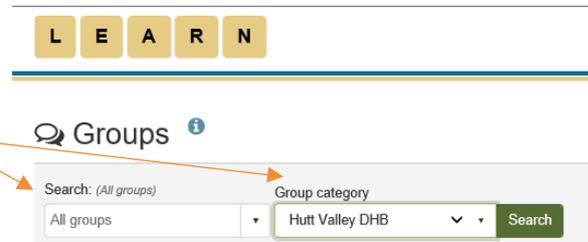
Note: If completing a Competent or Proficient portfolio please find your ward group.
If completing an Expert, Senior or Accomplished portfolio, you will ALSO need to find the HV – Expert, Senior & Accomplished assessment group.



To find your group(s) click “engage” and then “groups”.

Step 7:

On the next screen use the arrow next to the “Search” box to choose “All groups” and in the “Group category” use the arrow to select “Hutt Valley DHB”.



When the list of groups appears scroll down to find your Ward/Department group and click on the “Request to join this group” button next to the group.



You will be asked to submit a reason. Please add any note necessary to explain why you want to access this group, however, you do not have to do this.

Then click “Request” at the bottom.



Step 8:

Your manager will then receive a request to approve your access. Once granted please see guide ePort2: How to Create an ePortfolio.

If you find that a correction is needed on this ‘How to...’ guide please contact the Nurse Coordinator Professional Development.