

Administration of ePortfolio group

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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

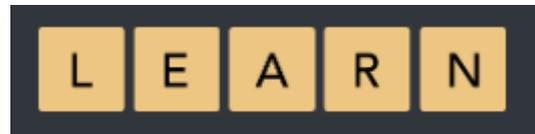


Please use Google Chrome to access your portfolio. Microsoft's Internet Explorer or Edge are not currently compatible.

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

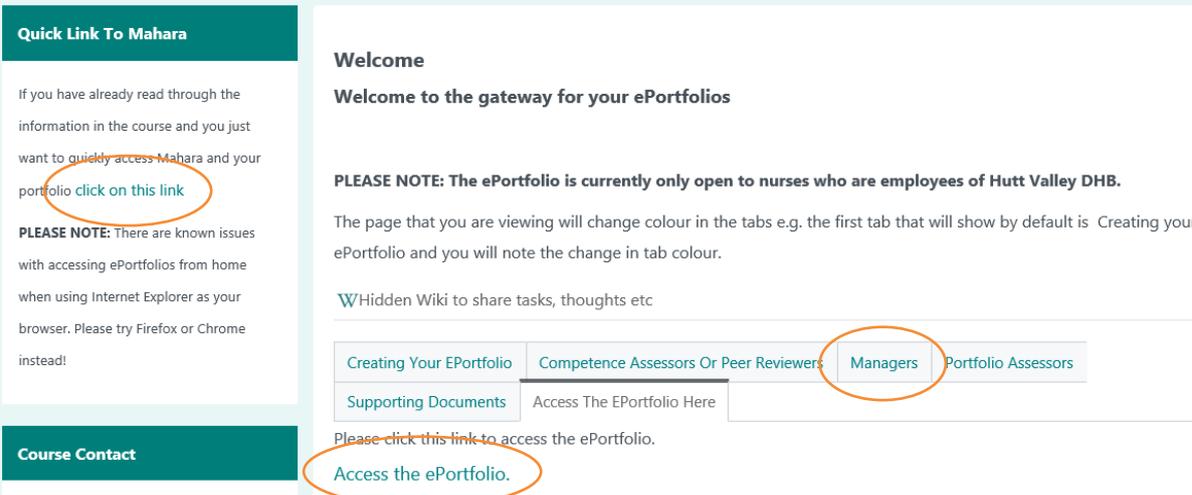
Find the **HVDHB - ePortfolio Gateway for Nurses** and click on the course.

Once 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 "Managers" tab.

To directly access the ePortfolio click on the **"Access the ePortfolio here"** tab and click on the **"Access the ePortfolio"** or click on the link under **Quick link to Mahara**.



Administration of ePortfolio group

Many of the administrator functions need only be completed once or when new members of staff are added in your area.

If you need to be added as an administrator for your group please contact the Nurse Coordinator Professional Development.

Step 5:

As a manager or administrator for your group, most of the work you will do will be in your **Group**. You will see your group(s) on the right hand side of your home page.

The screenshot shows the LEARN ePortfolio home page. At the top, there is a navigation bar with the 'LEARN' logo and a search bar. Below the navigation bar, the main content area is titled 'Welcome' and contains several paragraphs of text providing information about the system. At the bottom of the main content area, there are three large blue buttons: 'Create' (Develop your portfolio), 'Share' (Control your privacy), and 'Engage' (Find people and join groups). On the right side of the page, there is a user profile for 'Ellie Jessop' and a list of 'My groups'. The 'Engage' button is circled in orange, and an orange arrow points from it to the 'My groups' list.

Once you have found your group click to enter.

Step 6:

When you click on your group you should see a similar screen to the one shown below.

In the **About** tab you will see group administrators, members, portfolio templates, additional pages and new portfolios submitted for assessment.

In the **Members** tab you can see current group members, member requests and change access.

The screenshot shows the 'About' page for the 'HVDHB - Intensive Care Unit Group'. At the top, there is a navigation bar with the 'LEARN' logo and a search bar. Below the navigation bar, there is a green navigation menu with the following tabs: 'About', 'Members', 'Forums', 'Pages and collections', 'Journals', 'Report', 'Files', and 'Plans'. The 'About' tab is circled in orange. Below the navigation menu, the page title is 'About | HVDHB - Intensive Care Unit Group'. On the right side, there is a message that says 'You are a member of this group.'. Below this, there is a list of group administrators. The 'Group administrators' section is circled in orange, and it lists 'Nik Charles (nicola.charles@huttvalleydhb.org...)' as the administrator.

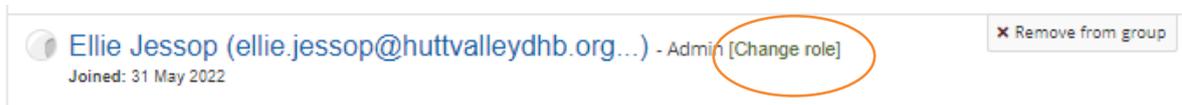
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Step 7: Giving a colleague administrator access to your group

Administrators in the ePortfolio can see new submissions, accept member requests and change access from member to administrator.

To change someone to administrator click the green **Member** tab and locate the person.

Next to their name will be their current role and an option to **Change role**. Click the green **[Change role]** and use the drop down box to change the role. Click Submit and the change is made.



You can also remove people from your group when needed by using the “**x Remove from group**” button. Please remove individuals who have left your area.

Step 8: Competent and Proficient ePortfolios submitted for assessment

In the About tab are a number of sections. If you scroll down, administrators should be able to see a section called **Submissions to this group**.

This is where you will see competent and proficient portfolios nurses have submitted for assessment. The nurses' name will appear and be highlighted in yellow/orange. Please see *ePort9: How to assess a completed portfolio* for more information.

When a Competent or Proficient portfolio is assessed and passed, please inform the Nurse Coordinator Professional Development.

Reminder:

- **Collections shared with this group** are where you will find the portfolio templates. These collections cannot be changed, nurses need to follow the instructions to make a copy of the collection for yourself.
- **Pages shared with this group** are where you find additional pages for nurses in Management, Education, Policy and Research. Again, these pages cannot be changed but can be added to an existing portfolio
- Only staff members who will be assessing completed portfolios need to be an administrator.
- Nurses completing portfolios or assessing *competencies ONLY*, should be members.
- Nurses get emails when comments or changes are made to their portfolios.

Administrators will also get emails of new submissions to the group and member requests.

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