

How to share your ePortfolio

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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

LEARNING & DEVELOPMENT

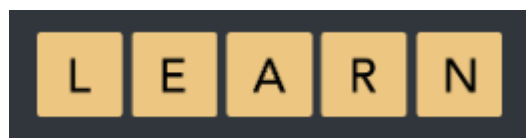


Please use Google Chrome to access your portfolio. Microsoft's Internet Explorer or Edge are not currently compatible.

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 "Creating your ePortfolio" 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**.

Quick Link To Mahara

If you have already read through the information in the course and you just want to quickly access Mahara and your portfolio [click on this link](#)

PLEASE NOTE: There are known issues with accessing ePortfolios from home when using Internet Explorer as your browser. Please try Firefox or Chrome instead!

Course Contact

Welcome

Welcome to the gateway for your ePortfolios

PLEASE NOTE: The ePortfolio is currently only open to nurses who are employees of Hutt Valley DHB.

The page that you are viewing will change colour in the tabs e.g. the first tab that will show by default is Creating your ePortfolio and you will note the change in tab colour.

Hidden Wiki to share tasks, thoughts etc

[Creating Your EPortfolio](#) [Competence Assessors Or Peer Reviewers](#) [Managers](#) [Portfolio Assessors](#)

[Supporting Documents](#) [Access The EPortfolio Here](#)

Please click this link to access the ePortfolio.

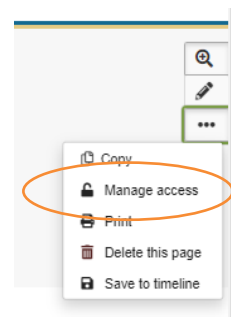
[Access the ePortfolio.](#)

How to share your ePortfolio

Step 5:

Once you have completed your self-assessment you will need to “Share” this with:

- The nurse(s) who have been designated to complete your competence assessment or peer review.
- Your manager for completion of your manager declaration.
- You may also need to share it with the Nurse Coordinator Professional Development for moderation.

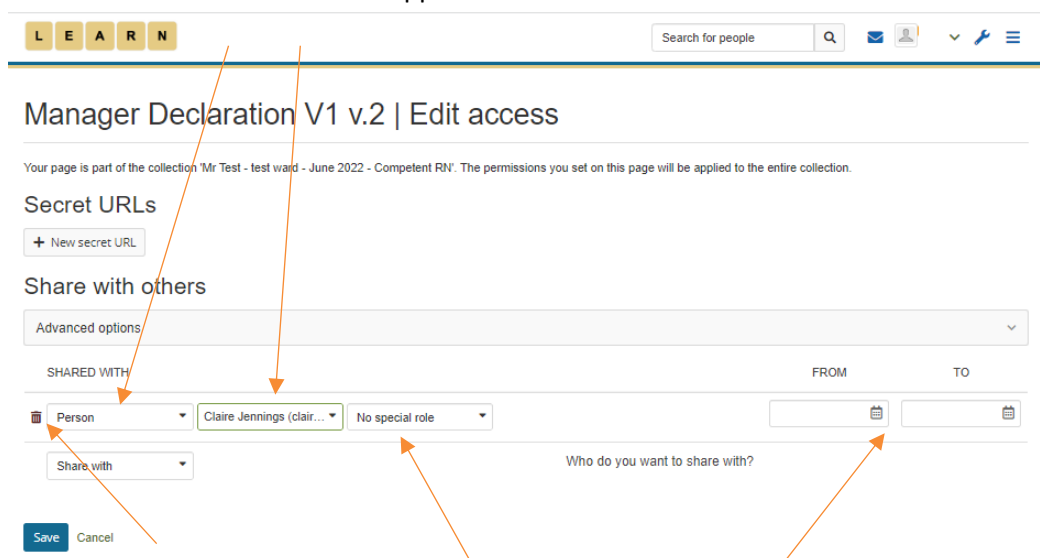


To do this, from any page of your portfolio, select the “meatballs” menu on the upper right of your screen and select “Manage access”.

Step 6: Sharing your ePortfolio with a person

On this page, use the drop down box under SHARED WITH and click “Person”.

Then start typing the name of the person you wish to share your ePortfolio. Once you have found them, click their name which will then appear in the box.



PLEASE NOTE: the next box must read “No special role” and should not be changed.

The date boxes should also be left blank.

The bin icon allows you delete access when it is no longer required.

Then click “Save”.

FAQs

How many people can I share my portfolio with?

You can share your portfolio with as many people as you need to, using the process described above. Usually you share it with your manager (so they can complete the manager declaration) and the nurse(s) completing your senior/peer review.

The person I want to share my portfolio with is not on the list.

If the person your wish to share with **is a nurse** then please ask them to creat an ePortfolio account. They can use the ‘how to’ guide *ePort1: How to Get Started with the ePortfolio*.

If the person you wish to share your portfolio with **is not a nurse** please use the instructions in *ePort13: Sharing ePortfolio with secret URL*.

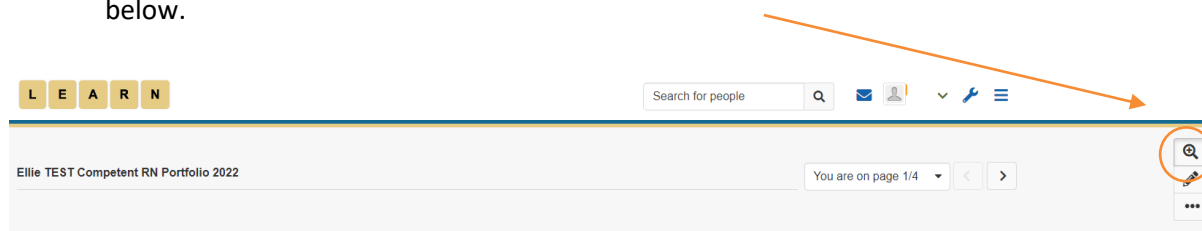
How to share your ePortfolio

I have shared my portfolio but they cannot see my work.

1. Following Step 11 above, go to the “**Manage Access**” page of your portfolio. Check that you have shared your portfolio with the correct person and that you have chosen “**no special role**” and kept the date boxes empty.
2. Ask the person to use Google Chrome as their internet browser when accessing your ePortfolio.
3. Check they can see the add/view comments buttons, as described below.
4. If the above options have not worked contact the Nurse Coordinator Professional Development.

I and/or the person I have shared with, cannot see ‘add comments’ or the ‘Comments’ button in my portfolio.

1. Ensure you are using Google Chrome internet browser when accessing the portfolio.
2. Select the magnifying glass icon in the top right corner of your screen as shown in the image below.



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