

Sharing ePortfolio using the secret URL

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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

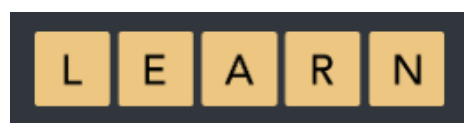
LEARNING & DEVELOPMENT



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:

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.

WHidden Wiki to share tasks, thoughts etc

Creating Your EPortfolio	Competence Assessors Or Peer Reviewers	Managers	Portfolio Assessors
Supporting Documents	Access The EPortfolio Here		

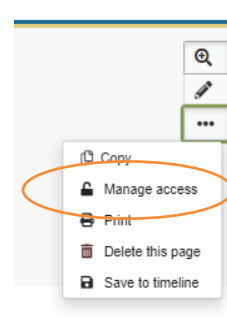
Please click this link to access the ePortfolio.
Access the ePortfolio.

Sharing ePortfolio using the secret URL

Step 5:

The secret URL function in share allows you to create a link to your ePortfolio that can be sent to and used by someone who does not work for the Hutt Hospital, have Ko Awatea access (e.g. potential employer, NCNZ etc.) or a manager who is not a nurse.

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:

Click the “+ New secret URL” button.

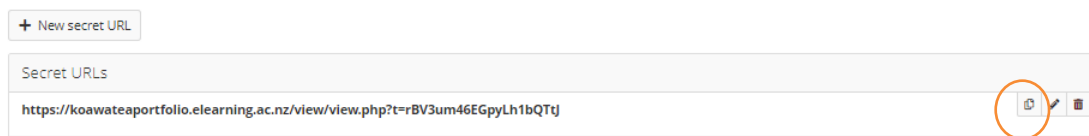


Step 7:

Use the overlapping page icon to copy the link. Then press “Save”.

If the URL is no longer required use the rubbish bin icon to delete. This will stop access for anyone using the URL.

Secret URLs



Share with others



Step 9: Sending the URL

To email this secret URL, open up a blank email and fill in the usual sender information for the person you are sending it to. In the message section right click the mouse and press “paste”.

Remember, you may want to include some instructions on how to navigate through your portfolio when you send the secret URL.

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