

How to download 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

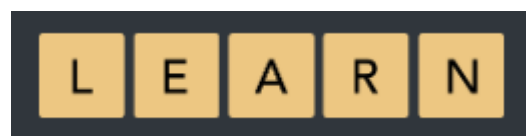


Please use Google Chrome to access your portfolio. Microsoft's Internet Explorer or Edge are not currently compatible.

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.

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.](#)

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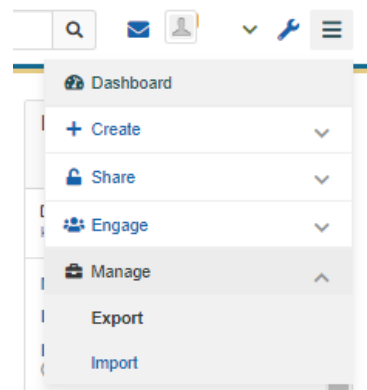
If you leave Hutt Valley District you can take your ePortfolio with you but you must download this **BEFORE YOU LEAVE**. When you download your ePortfolio it will be a Leap2A file which can only be opened with another program similar or the same as the one it was created in (the HVDHB ePortfolio uses Mahara).

Alternatively, if you are leaving Hutt Valley but moving to an organisations that is also using the LEARN ePortfolio you can have the ePortfolio transferred to the new organisation/institution. Please speak to the Nurse Coordinator Professional Development to do this.

Step 5:

Once logged in to the ePortfolio, click the “hamburger” menu in the top right corner.

Click on the small grey arrow next to “manage” and then select “Export”.



Step 6:

A new window will open and ask you “What do you want to export?”

Select the circle next to “All my data” so that it is coloured in blue.

Then click “Generate export”.

What do you want to export?

☒ All my data

☐ Just some of my pages

☐ Just some of my collections

Include comments

Yes ☒

All comments will be included in the HTML export.

Generate export

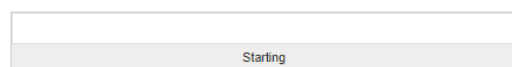
Step 7:

Please wait whilst your export is generated. You will see something like the image below.

LEARN

Export your portfolio ¹

Please wait while your export is being generated...



Continue

When finished the bar will turn green and say “Export generated successfully”

The click “Continue”.

See step 8 on next page.

How to download your ePortfolio

Step 8:

Depending on your browser and your settings, you now need to open your downloads folder and find the file.

Your file will have a zip folder icon (see below) and be named something like mahara-export-user13382-2022-07-13_11-15



Once found you can copy this to a USB Pen drive or attach it to an email.

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