

How to Create an 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

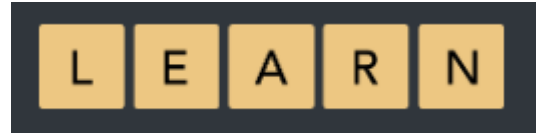


Please use Google Chrome to access your portfolio. Microsoft's Internet Explorer or Edge are not currently compatible.

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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Step 5:

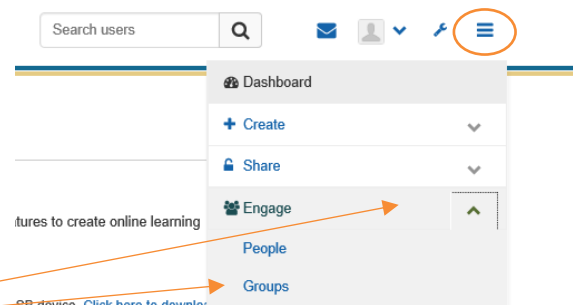
Next you will see a welcome page. To get started please click the “Menu” tab on the top right. From this menu tab all the options are available for creating and sharing an ePortfolio and joining a group.



Step 6: Join your group (s)

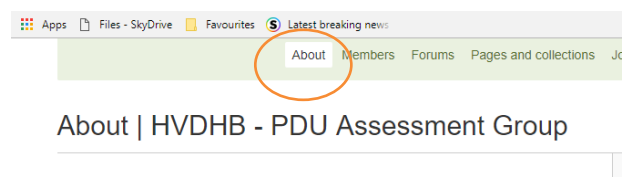
If you have not yet joined your group(s) please see *ePort1: How to get started with ePortfolio* steps 6-8 before proceeding.

To create a portfolio select the “hamburger” menu in the top right corner. Click “Engage” and then “Groups” and choose the ward group where you work or the one you are submitting your portfolio to and click on it.



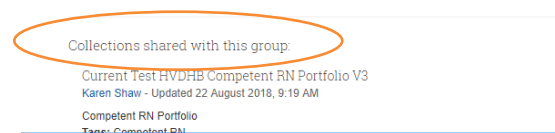
Step 7:

You should be in the “About” tab as seen in the picture (if not please click on it).



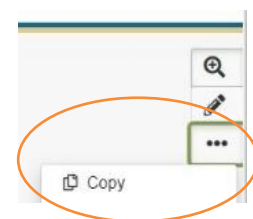
Step 8:

If you then scroll down the page you will see “Collections shared with this group” choose the collection that represents the PDRP level you are applying for and click on its title.



Step 9:

When the next screen comes up, click the horizontal 3 dots icon (known as the “meatballs menu” because it looks like three meatballs in a row) on the top right of the screen, then select “Copy”.



Step 10:

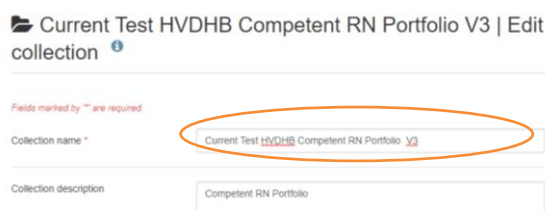
When prompted click on “Collection” to copy the whole collection.



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Step 11:

Where it says “**Collection name**” delete the name that is prepopulated and enter your own unique name. We recommend you use the format of “**Your Name – Service/Ward – Level of Portfolio - Month and Year.**”



For example: **Annie One – Surgical ward –Competent PDRP – July 2022**

Step 12:

Once you have named your ePortfolio scroll to the bottom of this page and click on “**Next: Edit Collection pages**”.

Choose the competency framework that you want to associate w

Next: Edit collection pages

Step 13:

This page allows you to add additional pages to your portfolio. You only need to add additional pages if you have a role in education, policy, management or research. If no additional pages are needed select “**Next: Edit Access**” at the bottom of the page.

Next: Edit access

Cancel

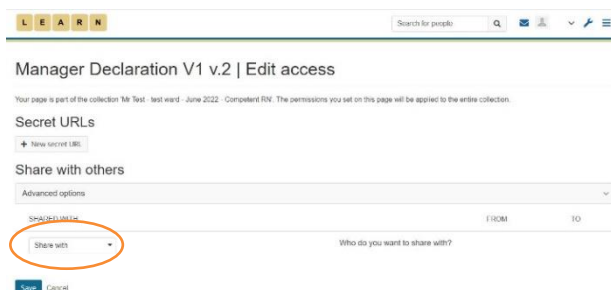
If you are adding additional pages please see *ePort5: How to add or delete additional pages in your ePortfolio*.

Step 14:

This page allows you to share your portfolio with your group(s), manager and your senior/peer assessor. You can do this now or wait until later.

Select the “Share with” drop down menu to start this process.

When sharing with a person always select “no specific role” and never enter a date.



Then click “**save**”

If you need further instructions on how to share your portfolio please see *ePort3: How to write and share your Competencies in your ePortfolio*.

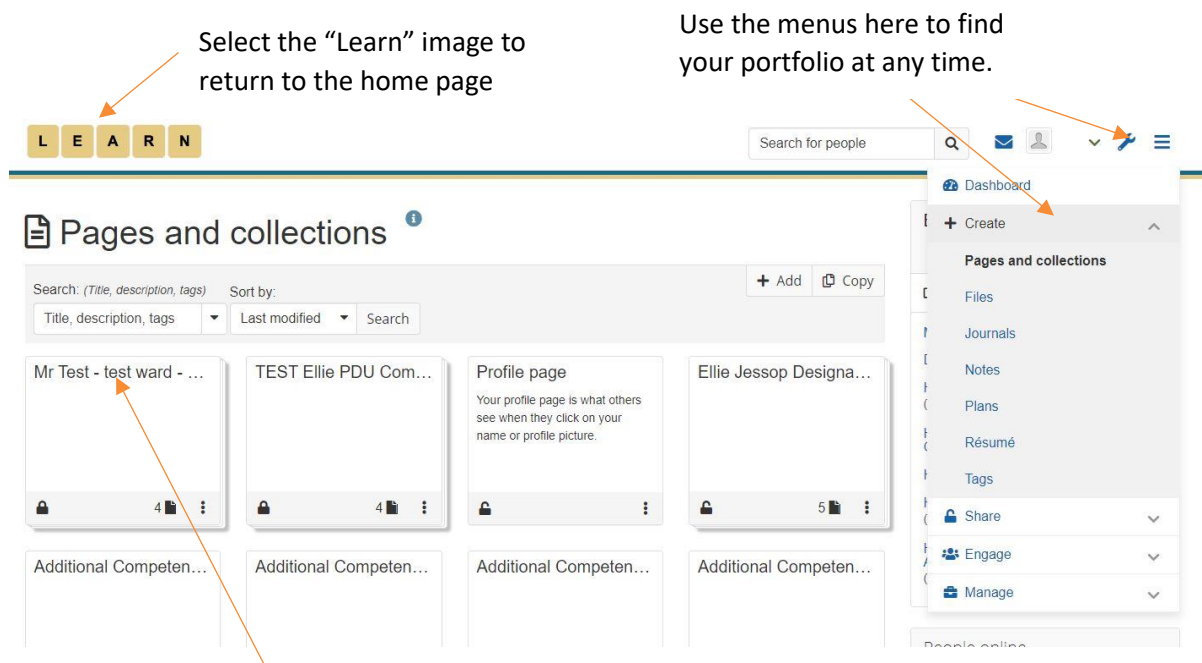
Finally, see Step 15 on the next page.

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Step 15:

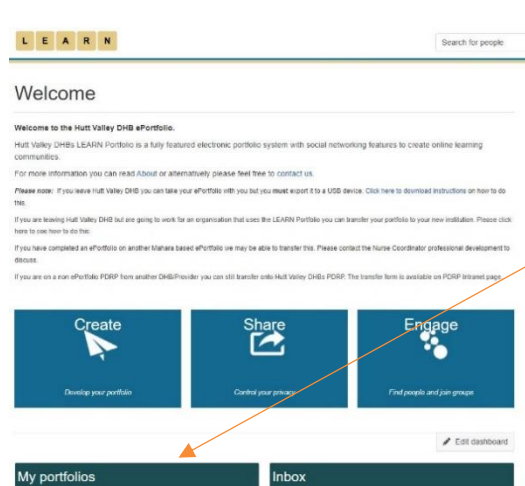
This page allows you to re-enter your ePortfolio or return to the home page.

When you next log in to your ePortfolio you can select the menu icon in the top right corner, and under create, select **“Pages and collections”** The portfolio you have just created will live here and you can now come back here complete it when you need to.



To work on your portfolio, you can re-enter it by selecting the text at the top of the box of the desired portfolio.

When on your ePortfolio homepage your portfolio can also be found under “My Portfolios”.



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