

# How to write your Competencies in 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

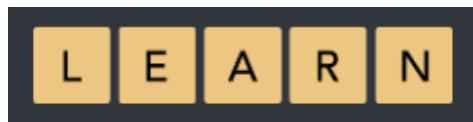
LEARNING & DEVELOPMENT



**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.

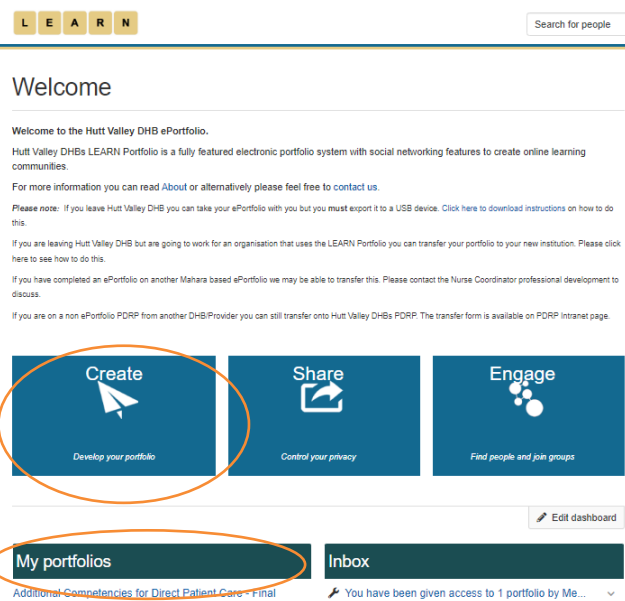
[Access the ePortfolio.](#)

# How to write your Competencies in your ePortfolio

## Step 5: To access your portfolio:

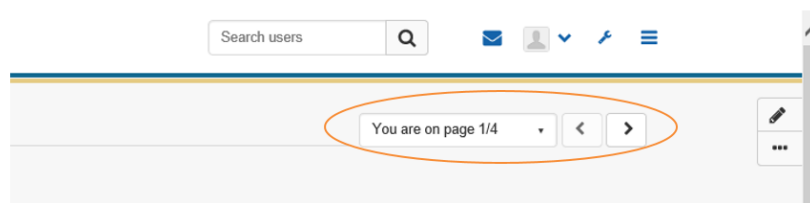
Once logged in, you can access your portfolio from the home page in two easy ways:

- 1) Under 'My portfolios' you should see the portfolio you have created. Click to enter.
- 2) Select the large blue "Create" button which will take you to your "pages and collections" where you will see your portfolio.



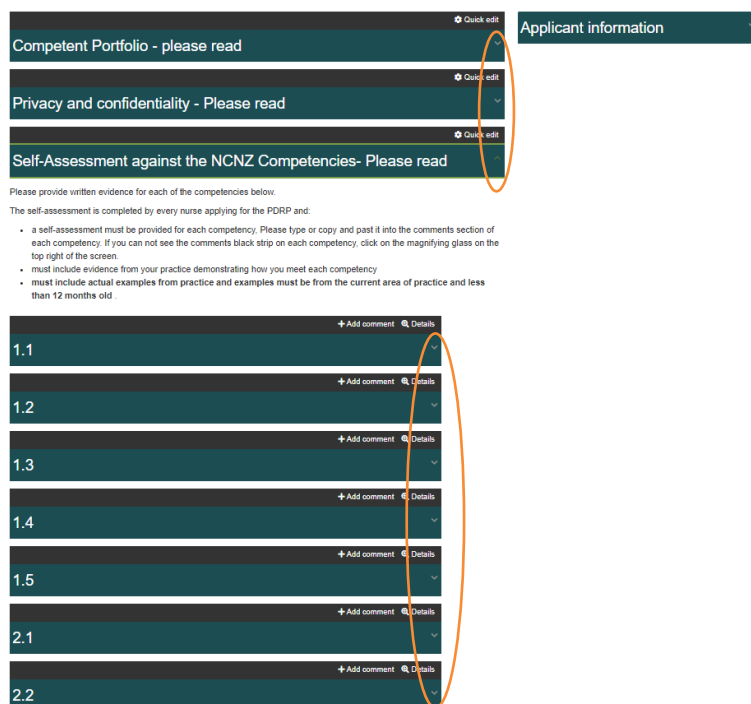
## Step 6:

Page one of your ePortfolio is the manager declaration. If you are the applicant, please move to page 2 by clicking the arrow or the drop down box.



## Step 7:

Page 2 is the section to be completed by the applicant. Each green section has a small arrow on the right. Clicking this arrow expands the section to show instructions and documents.



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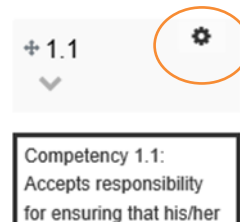
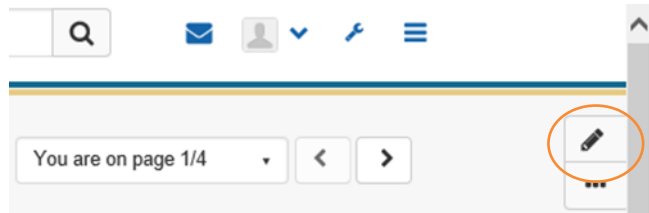
## Step 8: Writing your competencies

To write your competencies, click the pencil on the right of the screen.

This allows you to edit the contents of the page. The tabs will now turn grey.

Scroll down to the competency you want to write and click the cog/wheel next to it

**A window will slide in from the right allowing you to type in, or paste in, your evidence.**



## Step 9:

Type over the “Write your evidence here...” to enter your self-assessment.

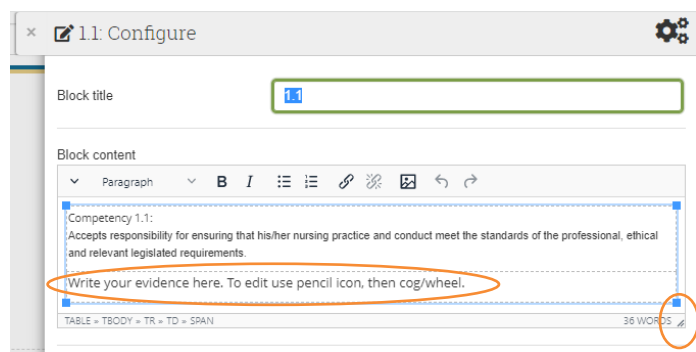
You can also add any evidence as attachments.

Once you have finished, scroll down to the bottom and click “Save”.

**You must save each time you make a change or changes will be lost.**

Steps 1 and 2 above should be repeated for each competency and any section where you need to add or change evidence.

**Note: to increase the size of the screen drag the three diagonal lines in the right hand corner.**



## Step 10:

Once you have clicked save and you have finished editing your comments, you can either select the monitor icon to return to page 2 overview or the arrow icon to return to 'pages and collections'.



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