How to add or delete additional pages 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
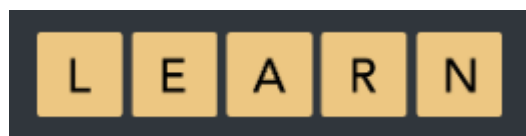then click eLearning – **Ko Awatea LEARN**

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.

L E A R N

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.

W Hidden Wiki to share tasks, thoughts etc

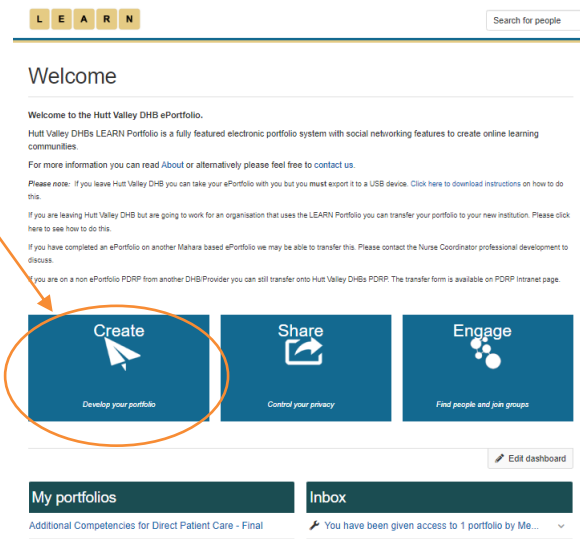| Creating Your EPortfolio | Competence Assessors Or Peer Reviewers | Managers | Portfolio Assessors |
| Supporting Documents | Access The EPortfolio Here | | |

Please click this link to access the ePortfolio.

Access the ePortfolio.

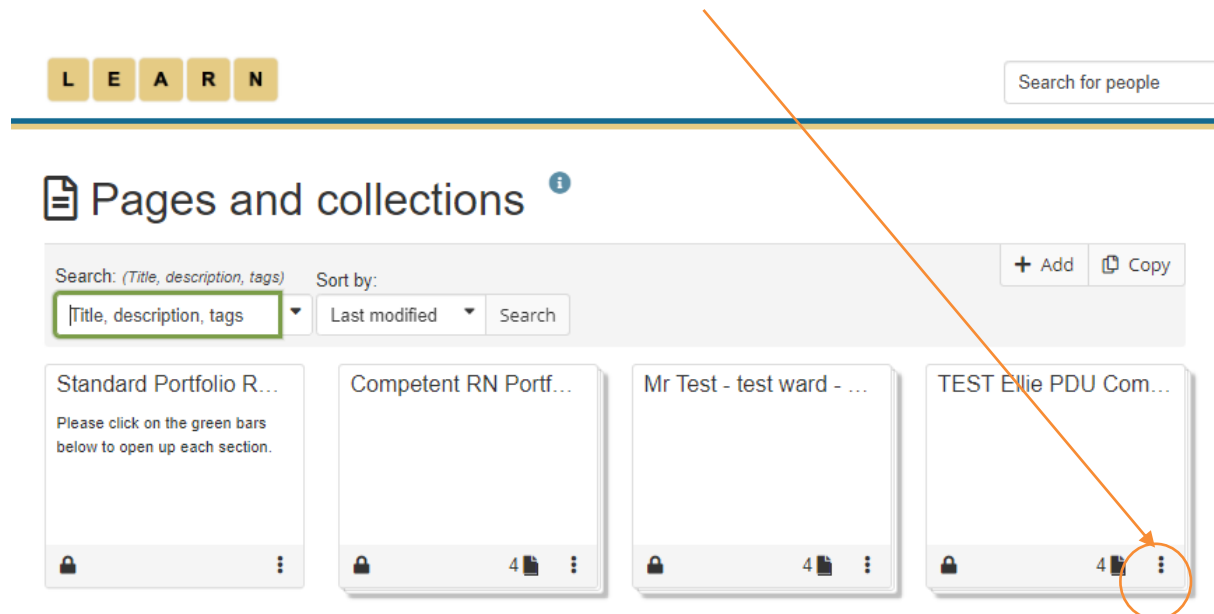# How to add or delete additional pages in your ePortfolio

Step 5: To access your portfolio:

Once logged in, access your portfolio from the home page by selecting the large blue "Create" button which will take you to your "pages and collections" where you will see your portfolio.
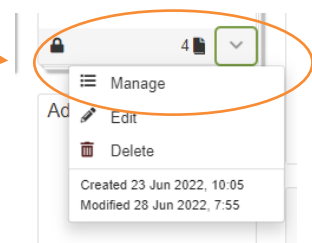
Step 6:

On this page identify your portfolio, and select the "kebab" menu underneath it.

In the drop down menu select "**manage**".

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Step 7:

On this page select the pages you want to add from the "**Add pages to collection**" on the left and click "**+Add pages**" to move it to your portfolio.

The pages should now be in your collection. You can use the arrows to move the new pages to a different position within your portfolio if needed. When you have finished click "**Next: Edit access**".

On the same page, if you want to delete unnecessary pages, click the cross by the page you want to remove.

Step 8:

This page gives you the opportunity to check you are sharing your portfolio with the correct people and groups. See *ePort3: How to write and share your competencies in your ePortfolio* for further information.
If no changes are needed click "**Save**".

Step 9:

You will find yourself back on your 'Pages and collections' page. To access your ePortfolio from here, select the text/title at the top of the portfolio, and your cursor arrow will change to hand. Click to select.

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