How to add or delete additional pages in your ePortfolio

Document author: Nurse Coordinator Professional Development Authorised by: Nurse Director Policy & Practice 2DHB Issue date: 27/10/2022 Review date: 30/10/2023 Date first issued: 2020 Document ID: ePort5

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:

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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	Welcome
	weicome
If you have already read through the	Welcome to the gateway for your ePortfolios
information in the course and you just	
want to quickly access Mahara and your portfolio click on this link	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
PLEASE NOTE: There are known issues	
with accessing ePortfolios from home	ePortfolio and you will note the change in tab colour.
when using Internet Explorer as your	WHidden Wiki to share tasks, thoughts etc
browser. Please try Firefox or Chrome	
instead!	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.
Course Contact	Access the ePortfolio.

How to add or delete additional pages in your ePortfolio

Step 5: To access your portfolio:		LEARN	Search for people
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.	-	L E A R N Welcome to the Hutt Valley DHB ePortfolio. Hut Valley OHB LEARN Portfolio is a fully featured electronic portfolio system with social networking features to create communes. For more information you can read About or alternatively please feel free to contact us. Researce: "you leave Hut Valley OHB by CHE you can take you ePortfolio thy you by you must export it to 4058 device. Click here to dominance. Fyr are leaving Hutt Valley OHB by the going to work for an organization that uses the LEARN Portfolio you can transfer you portfolio to you	online learning
	(treat to take how to do this. If you have completed an ePurtholio on another Mahara based ePurtholio we may be able to transfer this. Please contact the Nurse Coordinator re- cleases. The are on a non ePorthol PDRP from another DHB Provider you can all transfer onto Nut! Weily DHBs PDRP. The transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer onto Nut! Weily DHBs PDRP. The transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer onto Nut! Weily DHBs PDRP. The transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer onto Nut! Weily DHBs PDRP. The transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer onto Nut! Weily DHBs PDRP. The transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer onto Nut! Weily DHBs PDRP. The transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer onto Nut! Weily DHBs PDRP. The transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer onto Nut! Weily DHBs PDRP. The transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer onto Nut! Weily DHBs PDRP. The transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer form is available Create Barrier Control PDRP from another DHB Provider you can all transfer form is available Create Barrier Control PDRP form another DHB Provider you can all transfer form is available Control PDRP form another Control PDRP for another Control PDRP form another	e on PDRP Intranet page.
		My portfolios Inbox	

Step 6:

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

Search: <i>(Title, d</i> Title, descript	lescription, tags)	Sort by: Last modified	ONS ³ • Search				+ Add 🗘 Copy
Standard Pc Please click on th below to open up	he green bars	Competen	it RN Portf	Mr Test -	test ward	TEST E	Nie PDU Com
a	I	•	4 🖿 🗄	A	4 🖿 🗄	-	4
he drop do	own menu se	elect " mana	age".				4 🖿 🗸

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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".

LEARN

TEST Ellie PDU Competent RN Portfolio 2022 | Edit collection pages

Drag page names from the 'Add pages to collection' box or tick the check boxes and click the 'Add pages' button to move pages to 'Pages already in collection'. You can drag page names or use the arrow buttons to re-order pages in the 'Pages already in collection' area.

	inal 🗆	Manager Declaration V1
Additional Competencies for Management Final		† ↓ Competent RN Competencies Final
Additional Competencies for Policy Final		↑ ↓ Standard Portfolio requirements - All Levels Final
Additional Competencies for Research Final		t Assessment of Completed Portfolio
Standard Portfolio Requirements - All Levels Final		Assessment of completed Fortiono

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

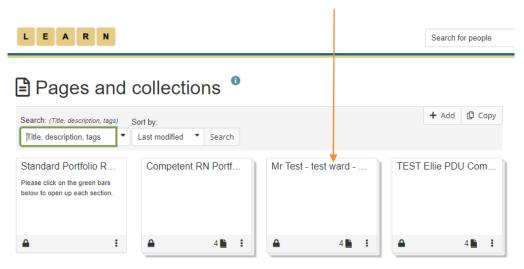
Step 8:

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.

Search for people