

How to submit your ePortfolio for assessment

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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

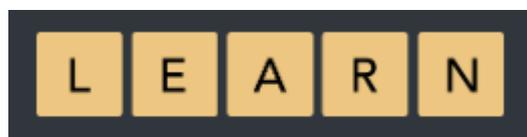


Please use Google Chrome to access your portfolio. Microsoft's Internet Explorer or Edge are not currently compatible.

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

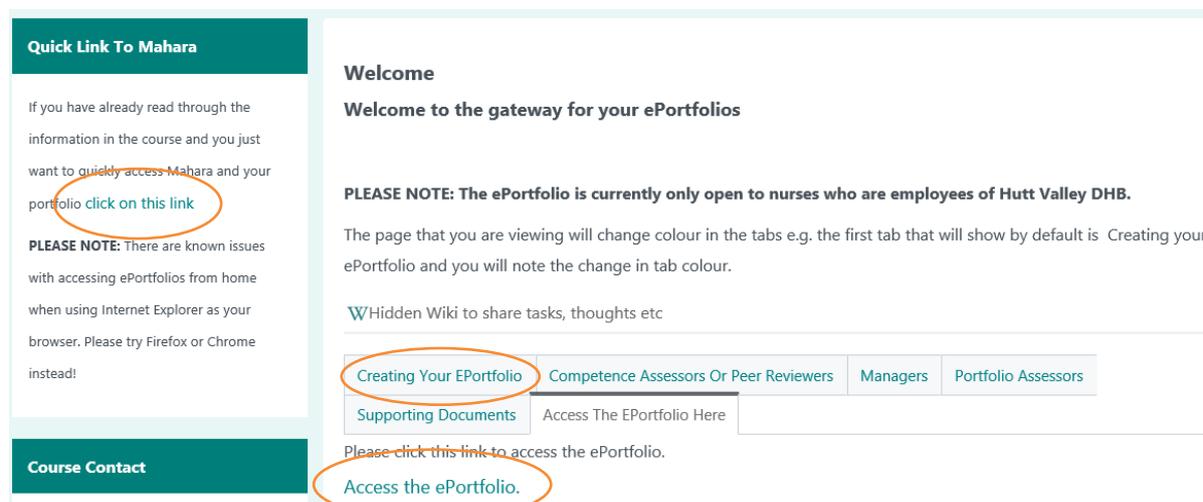
Find the **HVDHB - ePortfolio Gateway for Nurses** and click on the course.

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**.



The screenshot shows the ePortfolio gateway interface. On the left, there is a sidebar with a 'Quick Link To Mahara' section containing a link 'click on this link' circled in orange. Below it is a 'PLEASE NOTE' section. At the bottom of the sidebar is a 'Course Contact' section. The main content area has a 'Welcome' message and a 'PLEASE NOTE' section. Below the note is a navigation bar with tabs: 'Creating Your EPortfolio' (circled in orange), 'Competence Assessors Or Peer Reviewers', 'Managers', and 'Portfolio Assessors'. Below the navigation bar is a section with 'Supporting Documents' and 'Access The EPortfolio Here'. At the bottom, there is a link 'Access the ePortfolio.' circled in orange.

How to submit your ePortfolio for assessment

Step 5: Submitting your ePortfolio

Once your ePortfolio is complete including the competence assessment and manager declaration section, you need to submit it to the appropriate group for assessment.

Please ensure you have included all attachments and completed all parts of the ePortfolio. You will not be able to make additions once submitted.

Open the portfolio you created and named. On any page of your portfolio there is a section called “**Submit this collection for assessment**”.

Use the drop down box to select the group you want to submit to (see Box 5.1 below) and click the blue “**submit**” button.



If you do not see the correct group you need to follow the instructions to join the group before submitting. Please see ePort1: How to get started with the ePortfolio for further information.

Box 5.1

IMPORTANT: Hospital, Regional Public Health and Community/District Nurses:

Competent & Proficient ePortfolios -Please join your ward/area group and submit your completed Competent or Proficient ePortfolio to this group, then inform your CNM/L.

E.g. nurses working on Medical Ward submit to the HV-Medical ward group.

Expert, Senior & Accomplished ePortfolios - Please join and submit your ePortfolio to the HV - Expert, Senior & Accomplished Assessment Group.

IMPORTANT: Local NGO, PHO and ARC nurses:

Competent & Proficient ePortfolios - Please join and submit your completed ePortfolio to the HV - PHOs, NGOs, ARC, and other Community Partners group.

Expert, Senior & Accomplished ePortfolios

Please join and submit your completed ePortfolio to the HV - Expert, Senior & Accomplished Assessment Group.

Step 6:

The next window will ask you for confirmation and advise you that once you have submitted for assessment you will not be able to edit your ePortfolio until it has been released back to you.

Please read the information carefully and if you are ready, click “Yes”.

Submit 'Current Test HVDHB Competent RN Portfolio V3' to 'HVDHB - PDU Assessment Group' for assessment

If you submit 'Current Test HVDHB Competent RN Portfolio V3' to HVDHB - PDU Assessment Group for assessment, you will not be able to edit its contents until your tutor has finished marking it. Are you sure you want to submit now?

By submitting work for marking, you are confirming that all work is your own and that you are not on a performance improvement plan.

Yes No

Step 7:

Your ePortfolio is now submitted for assessment. The following message will appear with the date and time it was submitted and the group it was submitted to:



This collection was submitted to HVDHB - PDU Assessment Group on 18 September 2018, 1:45 PM.

Your manager (or the administrator for the group) will get an email notifying them that an ePortfolio has been submitted.

When you return to your pages and collections the ePortfolio you submitted will be highlighted showing that it has been submitted and that you cannot edit it.

Step 9:

When your portfolio has been marked/assessed it will be released back to you. If needed you will be able to make changes/edits. You will also receive an email (to your work email) telling you the portfolio has been released.

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