

How to write senior/peer competencies in the 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

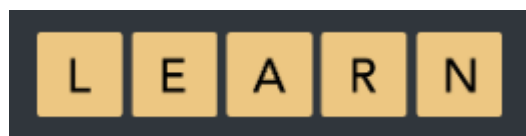


Please use Google Chrome to access your portfolio. Microsoft's Internet Explorer or Edge are not currently compatible.

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 information and guides in the "Competence Assessors or Peer reviewers" 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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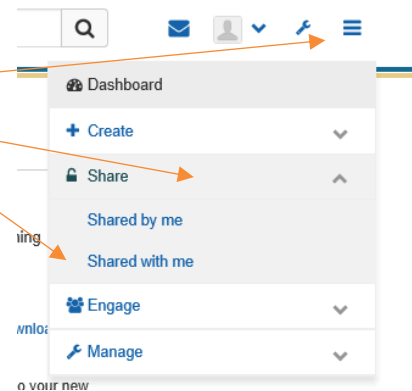
Step 5:

If you have not already joined a group, please follow the instructions *ePort1: How to get started with the ePortfolio*, before you read the rest of this document.

Step 6:

To find a portfolio shared with you, first click the “hamburger” menu in the top right corner.

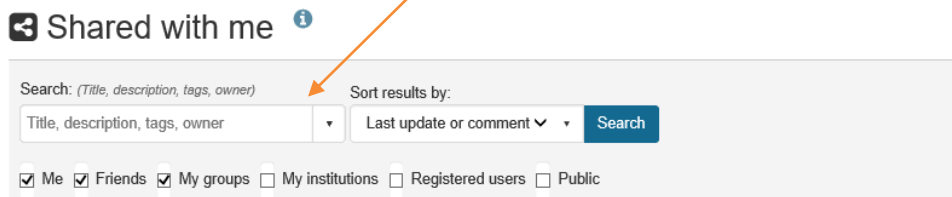
Then select “Share”, followed by “Shared with me”.



Step 7:

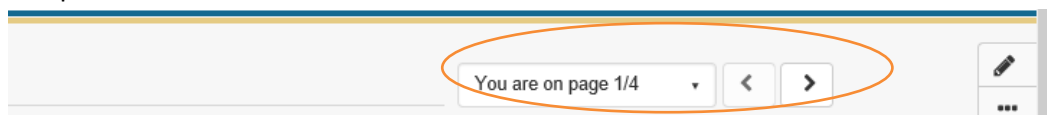
Either use the search function or scroll down to find the portfolio for the nurse whose competencies you are going to complete.

Click on the title of the portfolio to open it up.



This page lists the most recently modified or commented on pages that have been shared with you. They may have been shared with you directly, shared with friends of the owner, or shared with one of your groups.

Once you are in the ePortfolio use the arrow or drop down box to move to page 2 for the competencies.



Step 8:

The applicant’s self-assessment will be visible on page 2 by selecting the down arrow on each competency (green bar).



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Step 9:

To add your assessment, click the “+Add comment” button underneath the competency you wish to review. If you cannot see the “+Add comment” button, please see FAQ section at the end of this guide.

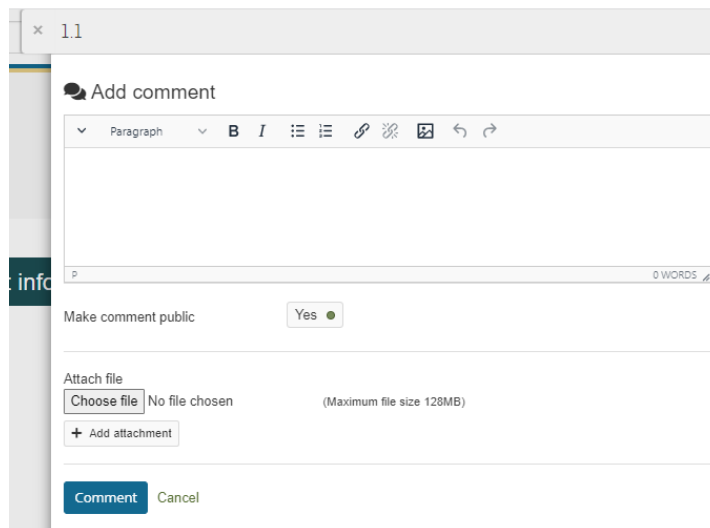


A screen will appear on the right of your screen.

You can now write (or copy and paste from Word) your peer review/competence assessment into the text box.

If you need to attach a document for evidence this can be done under ‘Attach file’.

Remember to click “Comment” when finished to submit and save your work.



Step 10:

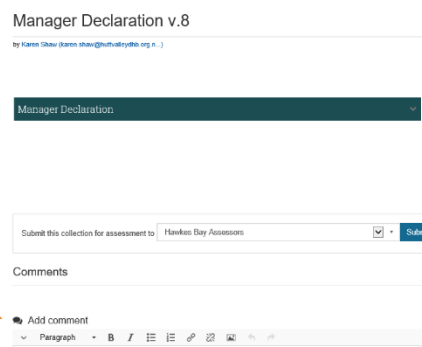
You can view your comment by clicking “Details” under the competency.

You have 20 minutes to edit or delete your comment. After this time the applicant is the only one who can delete the comment.

Step 11:

Once you have completed all the competencies you can contact the applicant and let them know you have finished.

If the applicant needs to provide extra evidence for one or more competencies, please use the “Comment” section at the bottom of page 2 to advise them of this.

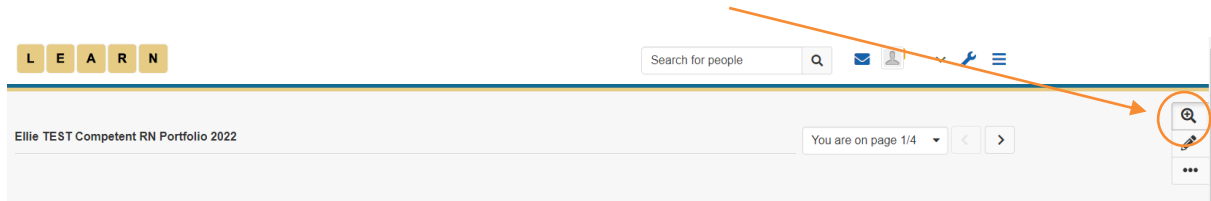


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FAQs:

I cannot see the “+Add comment” button – what do I do?

1. Ensure you are using Google Chrome internet browser when accessing the portfolio.
2. Select the magnifying glass icon in the top right corner of your screen as shown in the image below. The “+Add comments” button should now appear.



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