

# How to complete the Manager declaration and upload the appraisal 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



**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

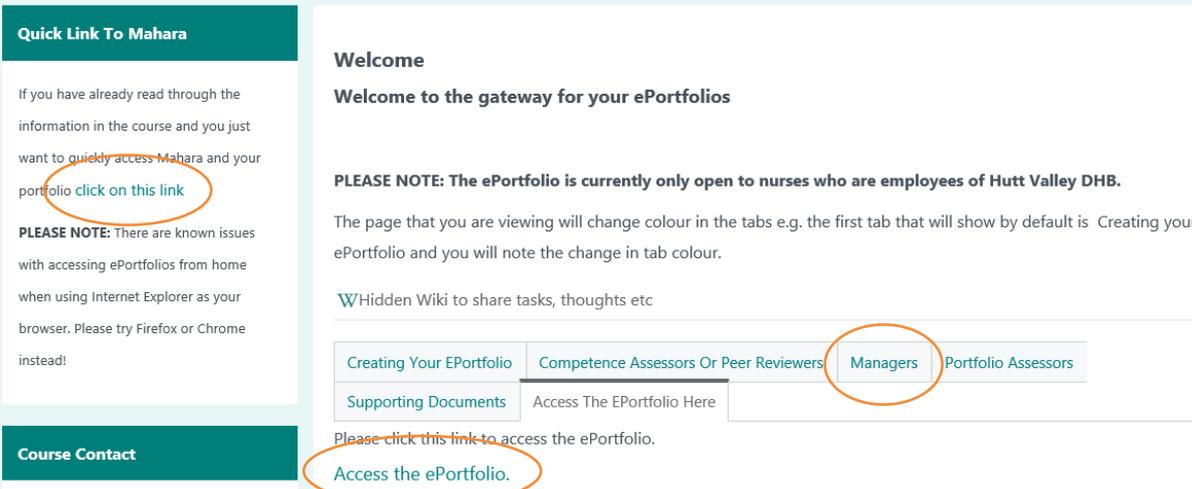
Find the **HVDHB - ePortfolio Gateway for Nurses** and click on the course.

**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 managers in the “managers” 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.](#)

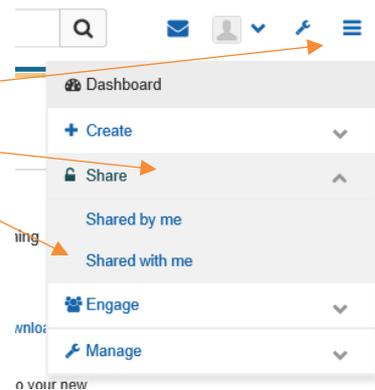
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## Step 5:

As a manager you should already be an administrator of your ward/department group. If not please contact the Nurse Coordinator Professional Development for assistance.

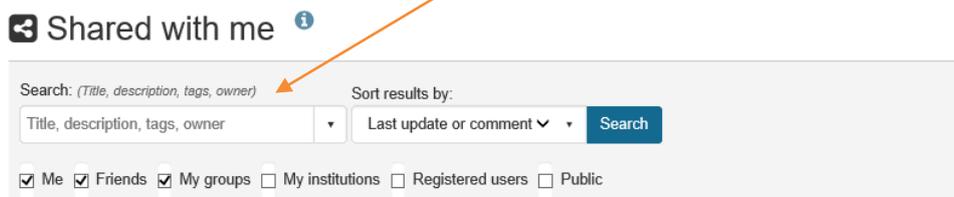
## Step 6:

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.

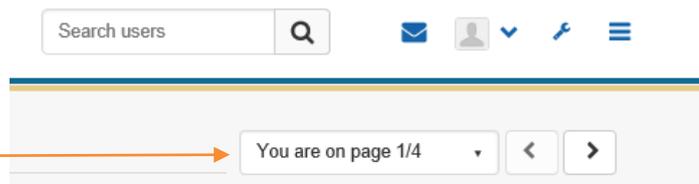


This page lists the most recently modified or commented on pages that have been shared with you. They may have been shared with you directly, shared with friends of the owner, or shared with one of your groups.

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

## Step 8:

Please use the drop down box or the arrows as in the picture below to navigate to the manager declaration on page 1.



## Step 9: Completing the Manager Declaration

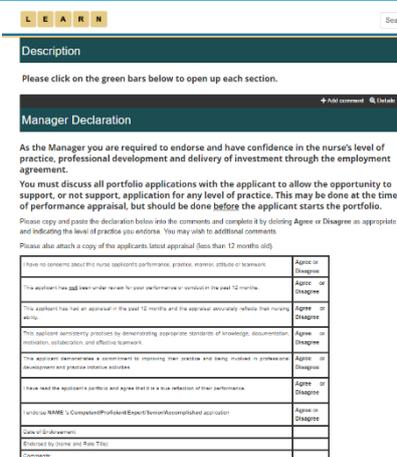
First, highlight the declaration table and copy (using the right click button on your mouse).

Next select the "+Add comment" button.

A screen will open on your right. Paste the table into the comments box, and add your details. Remember to choose agree or disagree for each item in the table.

Then click "Comment" to save.

If the "+Add comment" is not available see the FAQ section at the end of this guide.



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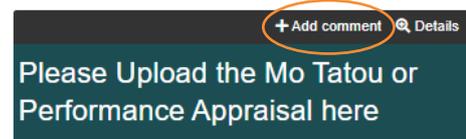
## Step 10: Upload the Performance Appraisal / Mo Tatou

On the right of your screen you will see the Performance Appraisal / Mo Tatou box. Select **“+Add comment”**

A window will open from the right. Select **“Choose file”** and find the applicant’s signed and dated performance appraisal / Mo Tatou.

To save, click **“Comment”**

You have now completed the Manager declaration and uploaded the applicant’s performance appraisal.



Mo Tatou or performance appraisal should be less than 12 months of at time of submission.

Attach file  
Choose file No file chosen

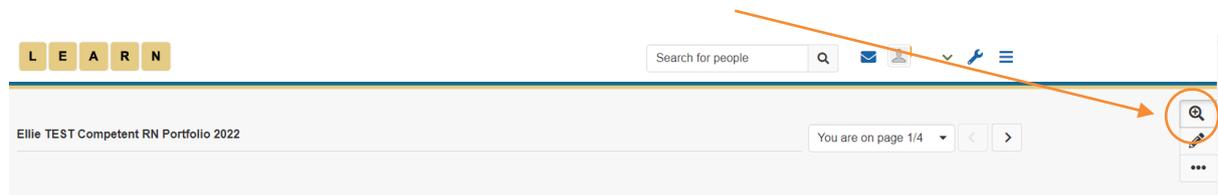
+ Add attachment

Comment Cancel

## 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.