How to assess a completed portfolio

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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**
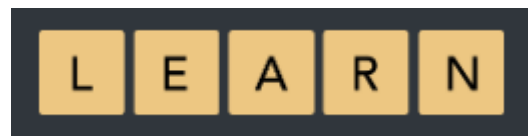
LEARNING & DEVELOPMENT

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 information and guides in the "Portfolio Assessors" tab, as circled below.

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**
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!	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
Course Contact	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:

At this point you may want to print a copy of the relevant portfolio assessment tool to make notes on while you are reading through the evidence. This can be found in the Ko Awatea gateway under the "Portfolio Assessors" tab, OR on page 4 of the person's ePortfolio.

Assessment Form to Download ⌄

On page 4 of the ePortfolio (Assessment of Completed Portfolio) you will be asked to upload a copy of your completed assessment form as a PDF. You can do this electronically or as a scan of a written document.

Step 6:

To assess a portfolio you will need to be an administrator for the group the portfolio has been submitted to. This may be your ward/area group and/or the *HV - Expert, Senior & Accomplished Assessment Group*.
If you require access please contact the Nurse Coordinator Professional Development.

Step 7:

From the home page you can see your group(s) on the right hand side of the screen.

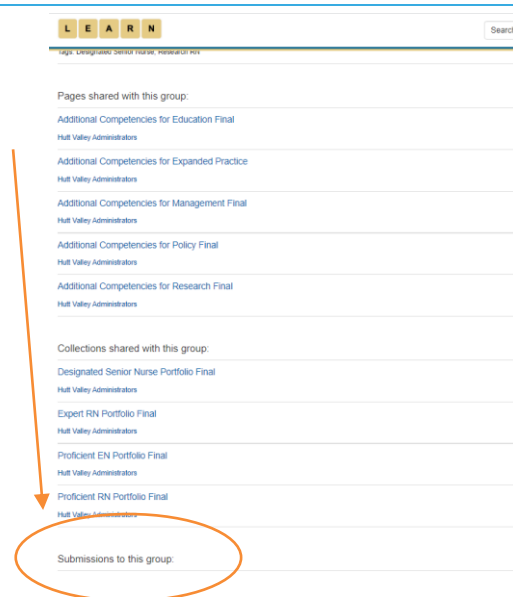Select the group you want to enter.
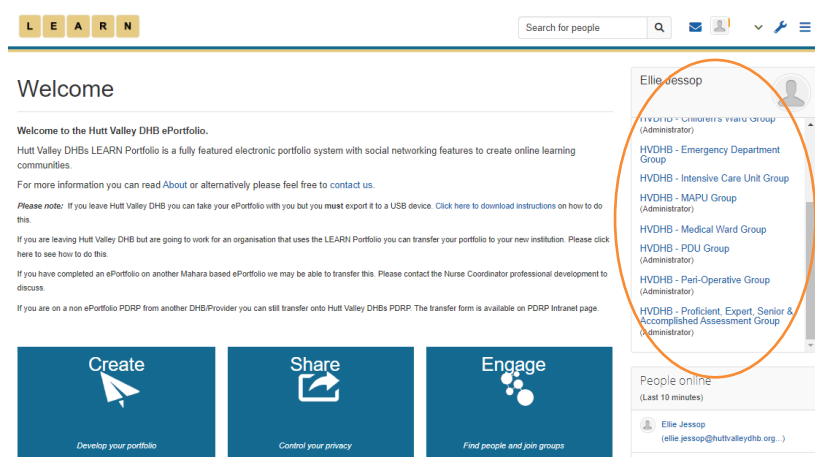
Step 8:

On the new page scroll down until you see 'Submissions to this group' and select the portfolio you want to assess by clicking on the name.
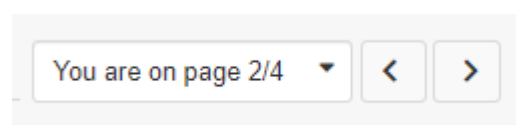
If you cannot see 'Submissions to this group' please check you are an administrator for that group.

For privacy please do not open a portfolio unless you have been allocated it to assess.

Step 9:

Near the top of the screen use the drop down box or the arrows as in the picture (right) to navigate to the desired page.

You are on page 2/4 ▼ < >

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Page 1: Manager Declaration & Mo Tatou/Performance Appraisal
Page 2: Competencies
Page 3: Additional Documents
Page 4: Assessment details

Note: Nurses with both a clinical role and a management/education/policy/research role will have an additional page of competencies.

Step 10:

Please use the portfolio assessment tool (PAT) you downloaded in Step 5 to assess the nurse's portfolio.

1. To view the nurse's competencies open up each green section by clicking on the small grey arrow.
2. To view the senior/peer competencies select the "**Comments (X) and details**" button.

If the competencies do not meet requirements see the FAQ section at the end of this guide.
If you cannot see the "Comments (X) and details" button see the FAQ section at the end of this guide.

Step 11:

Once you have completed the assessment of competencies, please navigate to the following pages and make the relevant checks as per the Portfolio Assessment Tool:

Page 1 (Manager Declaration Final)	Manager declaration is completed and signed
	Performance appraisal / Mo Tatou is uploaded, dated and signed
Page 3 (Standard Portfolio Requirements)	Applicant declaration completed
	CV uploaded and up to date
	Practice Hours verified and =≥450
	Professional Development Activities, verified and = ≥60
	Reflections: completed and appropriate to level of portfolio
	NCNZ APC: Uploaded and up to date.

If any documents are missing please add a comment at the bottom of the screen and request the missing information (and give a deadline). It is also best practice to contact the individual and let them know what information is still required.

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Step 12:

Once you have completed the assessment you can move to page 4 "Assessment of Completed Portfolio" to complete the portfolio assessment. The "Assessor Information" and "Result of Assessment" sections MUST be completed, and a copy of the "Completed Portfolio Assessment" Tool from each assessor uploaded. Click on the grey arrow for each section for information / instructions, and the use the "**+Add comment**" button.

Comments regarding additional evidence needed should be left on the bottom of the relevant page. Comments can only be edited or deleted for 20 minutes. After this time only the applicant can delete comments.

Step 13:

Once both assessors have completed all sections and uploaded their Portfolio Assessment Tools, it can be released back to the applicant.

To do this, from any page of the portfolio find the yellow bar:

If the portfolio has passed then choose "**Pass**" as the result and "**Release collection**".

If the portfolio needs significant work, use the "**Revise**" option.

Please do not use the "Fail" option. If you choose "failed", the applicant will have to start a new portfolio as they wll not be able to edit this one.

Please contact the Nurse Coordinator Professional Development if you have any questions.

Step 14:

Please inform the Nurse Cooridnator Professional Development of the result of the assessment to ensure records are updated.

FAQs:

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I cannot see the "+Add comment" or "Comments (X) and details" 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 **Comments** button should now appear.
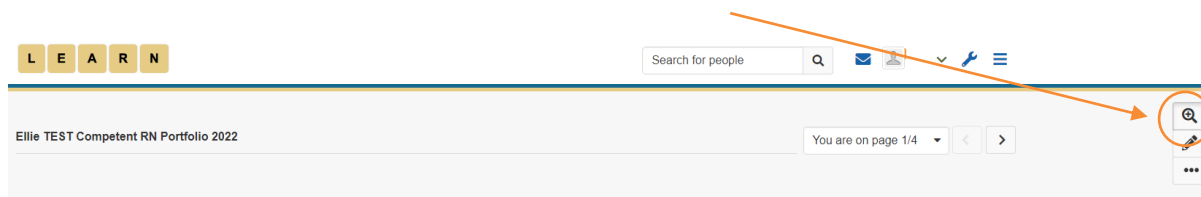
The competencies have not met requirements – what do I do?

For Proficient, Expert, Senior and Accomplished portfolios, please discuss your findings with the second assessor before following the steps below.

If only a few changes are needed then add your feedback to the comments box for that competency and be specific about what information you want from them, and give them a deadline.

For more information on how to add a comment to someone's portfolio and/or competency see 'how to' guide *ePort7: Write senior/peer competencies*.

Whenever you add a comment to a person's portfolio they will receive an automated email. Then contact the person by email and let them know you have given them feedback and they can view your comments on their portfolio. They can add their updated competency example to the same comments box, which you can then review.

The advantage of this is that it keeps all your feedback and both the original example and new example within the portfolio. Feedback sent by email can be deleted.

If significant work is needed (approximately more than half the competencies) and/or other evidence then you can provide feedback in the comments box for the competencies in question and/or at the bottom of the page and "release" the portfolio back to them as "Revise" and ask them to submit it again when ready.

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