

# How to write your competencies

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Issue date: 11/09/2023  
Review date: 31/08/2024  
Date first issued: 2020  
Document ID: ePort10

**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



**Please use Google Chrome to access your portfolio.**

**Other browsers including Microsoft's Internet Explorer or Edge are not currently compatible.**

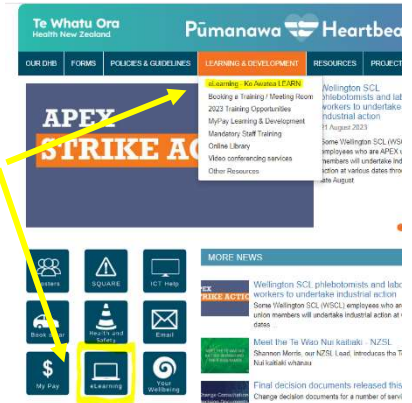
The ePortfolio is accessed through the Hutt Valley eLearning site, Ko Awatea. There is no separate login.

### Step 1:

From the Hutt Valley intranet page, navigate to **Ko Awatea LEARN**. See image (right) for guidance. You can use either option highlighted in yellow.

Alternatively, and if logging in from a home computer, you can use the following web address:

<https://koawatealearn.co.nz/>



### Step 2:

Click on the Ko Awatea LEARN elearning logo (see image right).

Login using your Ko Awatea username and password.

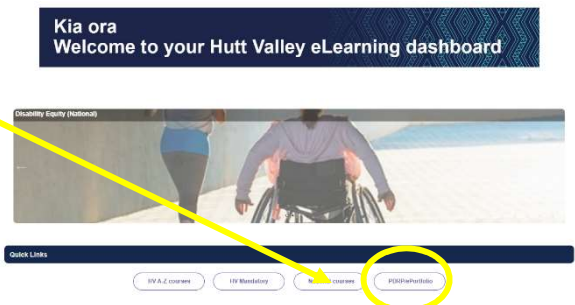
If you are unable to login please contact the elearning Coordinator for assistance, [training@huttvalleydhb.org.nz](mailto:training@huttvalleydhb.org.nz)



### Step 3:

Select the PDRP/ePortfolio button under Quick Links.

If you have not used ePortfolio before it will ask you to enrol in the course. Click the enrol button when prompted.



### Step 4:

Welcome to the gateway. If this is your first time accessing the ePortfolio, we recommend you read through the guides for completion of an ePortfolio under the heading **Creating your ePortfolio**.

To move through the gateway into your ePortfolio homepage please click 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**

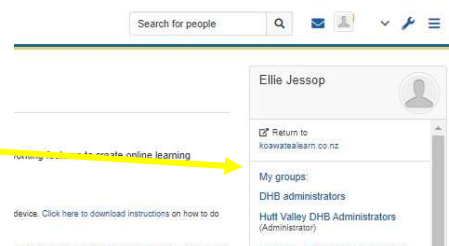
**PLEASE NOTE:** There are known issues with accessing ePortfolios from home or work when using Internet Explorer/ Edge as your browser. Please use Chrome instead!

**Many of the administrator functions need only be completed once or when new members of staff are added in your area. If you need to be added as an administrator, please ask another administrator for your group or contact the Nurse Coordinator Professional Development.**

# Administration of ePortfolio

## Step 5:

As a manager or administrator for your group, most of the work you will do will be in your **Group**. You will see your group(s) on the right hand side of your home page.



Once you have found your group click to enter.

## Step 6:

When you click on your group you should see a similar screen to the one shown below.

In the **About** tab you will see group administrators, members, portfolio templates, additional pages and new portfolios submitted for assessment.

In the **Members** tab you can see current group members, member requests and change access.



## Step 7: Giving a colleague administrator access to your group

Administrators in the ePortfolio can see new submissions, accept member requests and change access from member to administrator.

To change someone to administrator click the green **Member** tab and locate the person.

Next to their name will be their current role and an option to **Change role**. Click the green **[Change role]** and use the drop down box to change the role. Click Submit and the change is made.



You can also remove people from your group when needed by using the “**x Remove from group**” button. Please remove individuals who have left your area.

## Step 8: Competent and Proficient ePortfolios submitted for assessment

In the About tab are a number of sections. If you scroll down, administrators should be able to see a section called **Submissions to this group**.

This is where you will see competent and proficient portfolios nurses have submitted for assessment. The nurses' name will appear and be highlighted in yellow/orange. Please see *ePort9: How to assess a completed portfolio* for more information.

Please inform the Nurse Coordinator Professional Development when you have passed a Competent or Proficient portfolio.

## Reminder:

- **Collections shared with this group** are where you will find the portfolio templates. Nurses need to follow the instructions (ePort2) to make a copy of the collection for themselves.
- Only staff members who will be assessing completed portfolios need to be an administrator.
- Nurses completing portfolios or writing peer assessments should only be members.
- Nurses get emails when comments or changes are made to their portfolios.
- Administrators will also get emails of new submissions to the group and member requests.

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