

# How to share your 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



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

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

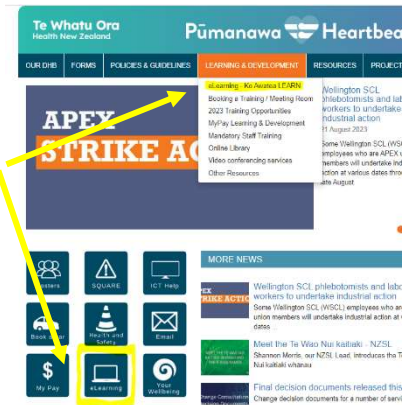
The ePortfolio is accessed through the Hutt Valley eLearning site, Ko Awatea. There is no separate login.

### 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.

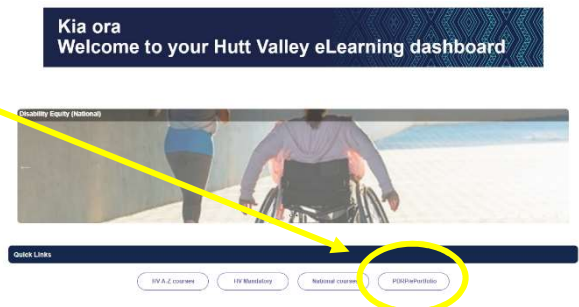
If you are unable to login please contact the elearning Coordinator for assistance, [training@huttvalleydhb.org.nz](mailto:training@huttvalleydhb.org.nz)



### Step 3:

Select the PDRP/ePortfolio button under Quick Links.

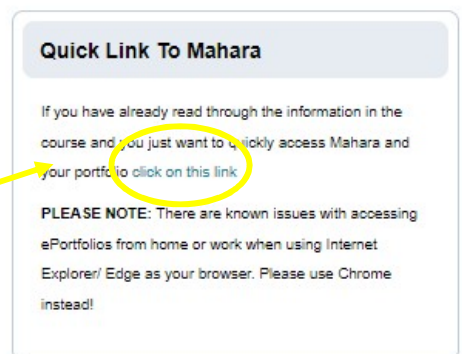
If you have not used ePortfolio before it will ask you to enrol in the course. Click the enrol button when prompted.



### 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**.



### Step 5: Access your portfolio:

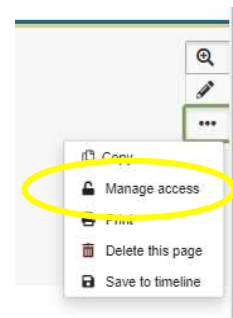
Under 'My portfolios' you should see the portfolio you have created. Click on your portfolio to enter.

## How to share your ePortfolio

### Step 6:

Once you have completed your self-assessment you will need to “Share” this with:

- The nurse(s) who have been designated to complete your competence assessment or peer review.
- Your manager for completion of your manager declaration.
- You may also need to share it with the Nurse Coordinator Professional Development for moderation.



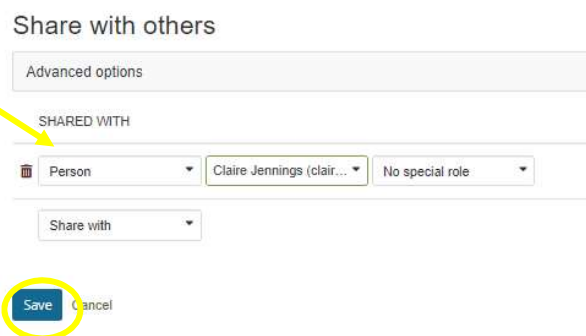
To do this, from any page of your portfolio, select the 3 dots or “meatballs” menu on the upper right of your screen and select “**Manage access**”.

### Step 7: Sharing your ePortfolio with a person

On this page, use the drop down box under SHARED WITH and click “Person”.

Then start typing the name of the person you wish to share your ePortfolio. Once you have found them, click their name which will then appear in the box.

The rubbish bin icon allows you delete access when it is no longer required.



**PLEASE NOTE: the next box must read “No special role” and should not be changed. The date boxes should also be left blank.**

Then click “**Save**”.

## FAQs

### How many people can I share my portfolio with?

You can share your portfolio with as many people as you need to, using the process described above.

### The person I want to share my portfolio with is not on the list.

If the person your wish to share with **is a nurse** then please ask them to create an ePortfolio account. They can use the ‘how to’ guide *ePort0: How to access ePortfolio*.

If the person you wish to share your portfolio with **is not a nurse** please use the instructions in *ePort13: Sharing ePortfolio with secret URL*.

### I have shared my portfolio but they cannot see my work.

1. Following Step 11 above, go to the “**Manage Access**” page of your portfolio. Check that you have shared your portfolio with the correct person and that you have chosen “**no special role**” and kept the date boxes empty.
2. Ask the person to use Google Chrome as their internet browser when accessing your ePortfolio.
3. Check they can see the add/view comments buttons, as described below.
4. If the above options have not worked contact the Nurse Coordinator Professional Development.

### I and/or the person I have shared with, cannot see ‘add comments’ or the ‘Comments’ button in my portfolio.

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.

