How to download or export your ePortfolio

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/
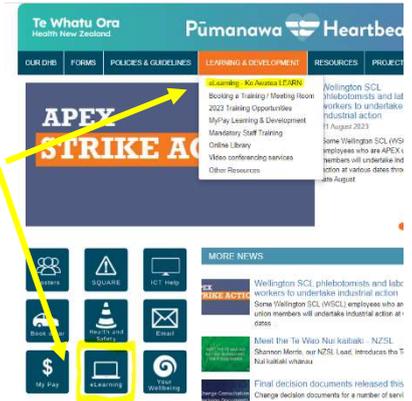
Step 2:

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

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.
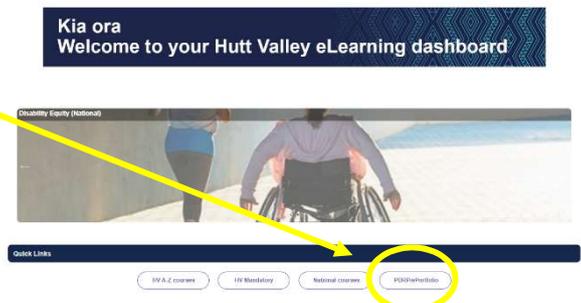
Step 4:

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.**

How to download or export your ePortfolio

If you leave Hutt Valley District you can take your ePortfolio with you but you must download this **BEFORE YOU LEAVE**. When you download your ePortfolio it will be a Leap2A file which can only be opened with another program similar or the same as the one it was created in (the HVDHB ePortfolio uses Mahara).

Alternatively, if you are leaving Hutt Valley but moving to an organisations that is also using the LEARN ePortfolio you can have the ePortfolio transferred to the new organisation/institution. Please speak to the Nurse Coordinator Professional Development to do this.

Step 5:

Once logged in to the ePortfolio, click the "hamburger" menu in the top right corner.
Click on the small grey arrow next to "manage" and then select "**Export**".
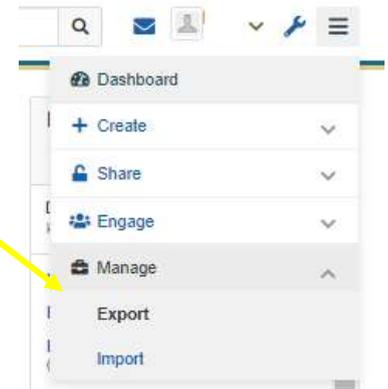
Step 6:

A new window will open and ask you "What do you want to export?"
Select the circle next to "All my data" so that it is coloured in blue.

Then click "**Generate export**".

Step 7:

Please wait whilst your export is generated. You will see something like the image below.

When finished the bar will turn green and say "Export generated successfully"

Then click "**Continue**".

Step 8:

Depending on your browser and your settings, you now need to open the downloads folder on your computer and find the file.
Your file will have a zip folder icon (see right) and be named something like mahara-export-user13382-2022-07-13_11-15

Once found you can copy this to a USB Pen drive or attach it to an email.

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