

# How to download or export 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.**

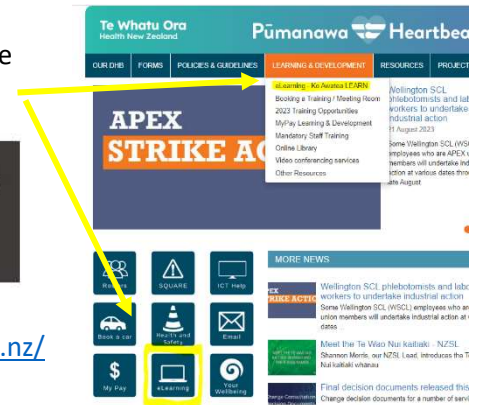
**Other browsers including Microsoft's Internet Explorer or Edge are not currently compatible.**

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.

Then select the Ko Awatea LEARN elearning logo.



Alternatively, and if logging in from a home

computer, you can use the following web address: <https://koawatealearn.co.nz/>

### Step 2:

Login using your Ko Awatea username and password.

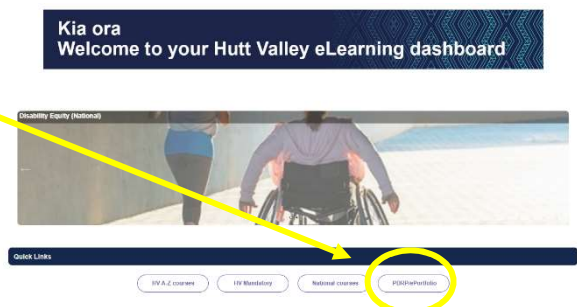
If you have forgotten your password then please use the "forgotten password" link.

For any other login difficulties please contact the elearning Coordinator for assistance, [training@huttvalleydhb.org.nz](mailto:training@huttvalleydhb.org.nz) including Ko Awatea in the subject title.

### Step 3:

Select the PDRP/ePortfolio button under Quick Links.

**Note:** If this is the first time you are using the ePortfolio the next screen will ask you to enrol in the course. Select the enrol button when prompted.

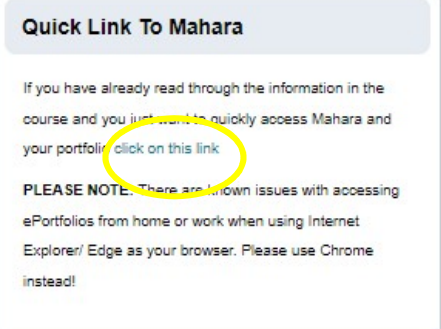


### Step 4:

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 to your ePortfolio homepage please select the link under **Quick Link to Mahara** on the left of your screen as shown in the image (right).



## How to download or export your ePortfolio

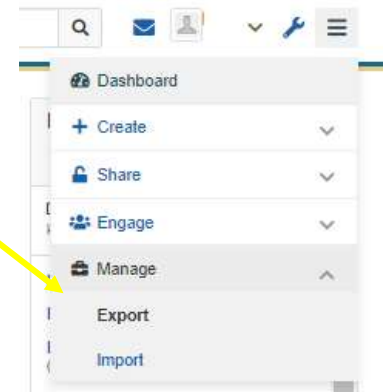
If you leave Hutt Valley District you can take your ePortfolio with you but you must download this **BEFORE YOU LEAVE**. When you download your ePortfolio it will be a Leap2A file which can only be opened with another program similar or the same as the one it was created in (e.g. Mahara as used by Hutt Valley, or Health Portfolio used by Capital & Coast).

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. [PDRP@huttvalleydhb.org.nz](mailto:PDRP@huttvalleydhb.org.nz)

### 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 attach this to an email and send it to yourself.

If you find that a correction is needed on this ‘How to...’ guide please contact the Nurse Coordinator Professional Development: [PDRP@huttvalleydhb.org.nz](mailto:PDRP@huttvalleydhb.org.nz)