How to create an 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/
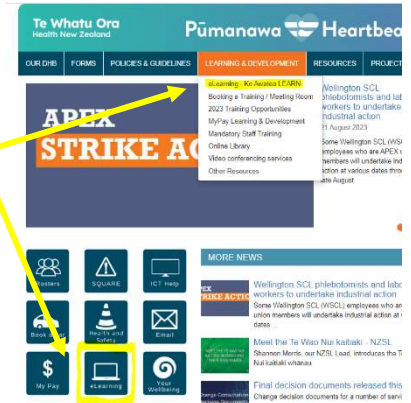
Step 2:

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

Login using your Ko Awatea username and password.

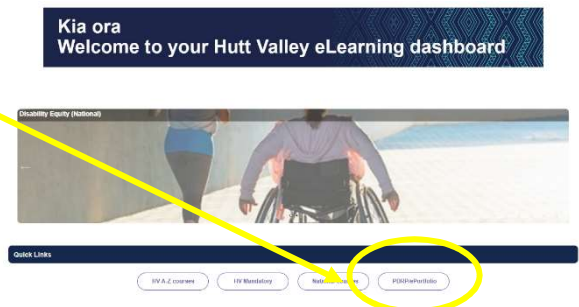If you are unable to login please contact the elearning Coordinator for assistance, training@huttvalleydhb.org.nz

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.**
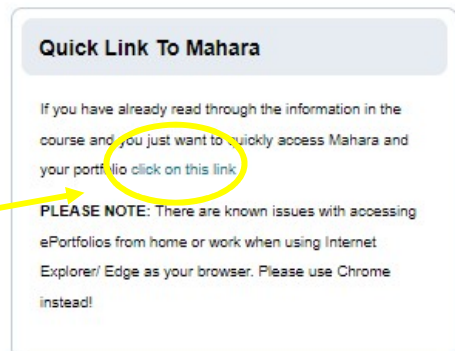
How to create an ePortfolio

Step 5: Check you have joined the appropriate group

If you have not yet joined your group(s) please see ePort1: How to get started with ePortfolio, steps 6-8, before proceeding with this how-to guide.
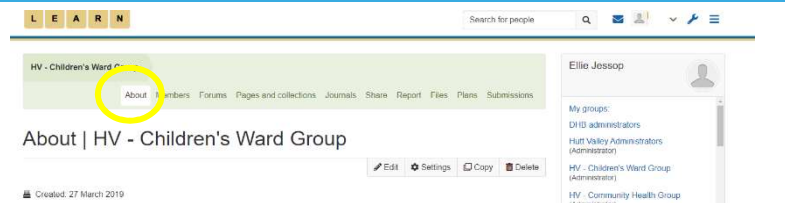
Step 6: Start creating your portfolio – find the template

The templates for the ePortfolio can be found in your group. Access the group by selecting it from the menu on the right.
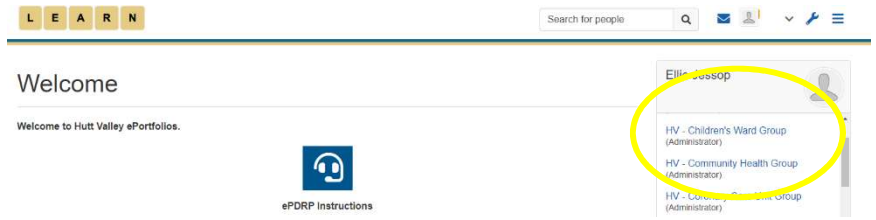
Step 7:

You should be in the "**About**" tab as seen in the picture (if not please click on it).

Step 8:

Next scroll down the page to find "**Collections shared with this group**" choose the collection that represents the PDRP level you are applying for and click on its title.

The templates are listed in alphabetical order and you may need to click on page 2 to find the appropriate portfolio template.
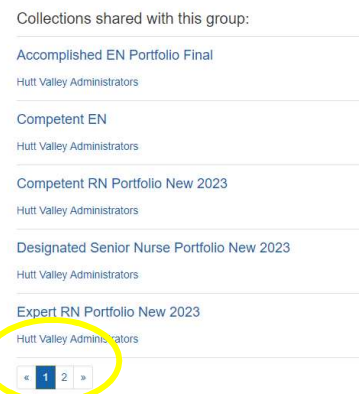
Step 9:

When the next screen comes up, click the horizontal 3 dots menu icon on the top right of the screen, then select "Copy".
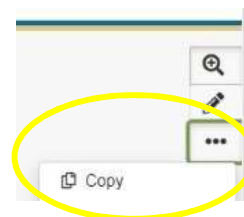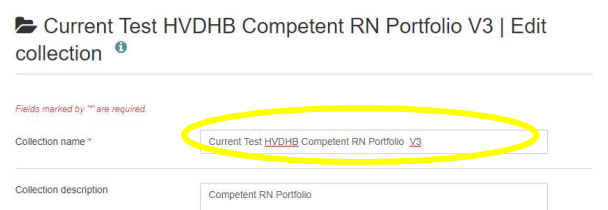
Step 10:

When prompted click on **"Collection"** to copy the whole collection.

Step 11:

Where it says "**Collection name**" delete the name that is prepopulated and enter your own unique name. We recommend you use the format of "**Your Name – Service/Ward – Level of Portfolio - Year**.
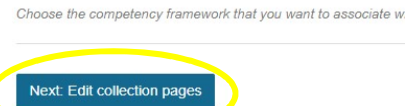
For example: **Annie One – Surgical ward –Competent PDRP – 2022**

How to create an ePortfolio

Step 12:

Once you have named your ePortfolio scroll to the bottom of this page and click on "**Next: Edit Collection pages**".

Choose the competency framework that you want to associate w

Next: Edit collection pages

Step 13:

This page allows you to add additional pages to your portfolio. You only need to add additional pages if you have a role in education, policy, management or research.

If no additional pages are needed select "**Next: Edit Access**" at the bottom of the page.
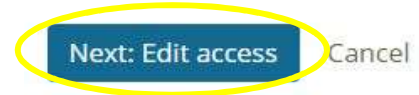
If you are adding additional pages and need help please see *ePort5: How to add or delete additional pages in your ePortfolio*.

Next: Edit access   Cancel

Step 14:

This page allows you to share your portfolio with your manager and your senior/peer assessor(s). However I recommend that you add content to your portfolio before sharing.

Then click **"save"**

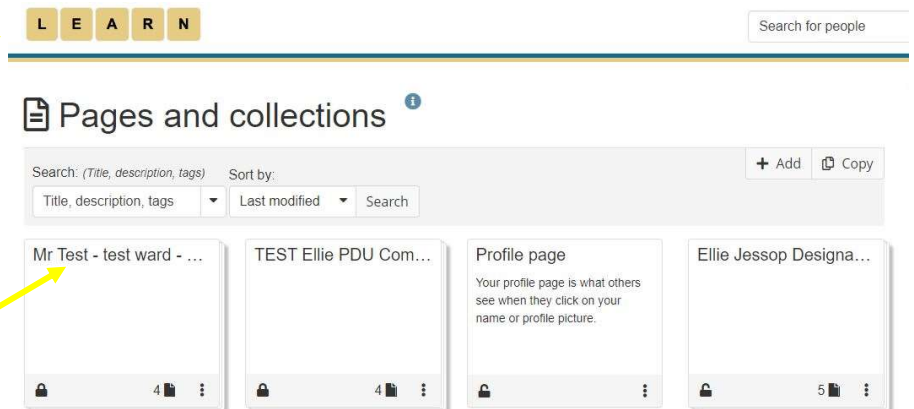When you are ready to share your ePortfolio please see *ePort11: How to share your ePortfolio.*

L E A R N   Search for people

Manager Declaration V1 v.2 | Edit access

Your page is part of the collection 'Mr Test - test ward - June 2022 - Competent RN. The permissions you set on this page will be applied to the entire collection.

Secret URLs
+ New secret URL

Share with others
Advanced options

SHARED WITH   FROM   TO
Share with   ▾   Who do you want to share with?

Save Cancel

Step 15:

This page allows you to access your ePortfolio or return to the home page.

Select the "Learn" image to return to the home page OR…..

…to work on your portfolio, you can access it by selecting the text at the top of the box of the desired portfolio.

L E A R N   Search for people

📄 Pages and collections ℹ

Search: (Title, description, tags)   Sort by: + Add   📋 Copy
Title, description, tags ▾   Last modified ▾   Search

Mr Test - test ward - …	TEST Ellie PDU Com…	Profile page	Ellie Jessop Designa…
		Your profile page is what others see when they click on your name or profile picture.	
🔒 4 📖 ⋮	🔒 4 📖 ⋮	🔒 ⋮	🔒 5 📖 ⋮

Step 16:

When you next log in to ePortfolio, or from the home page, you can select your portfolio from the **My portfolios** section.

Create — Develop your portfolio
Share — Control your privacy
Engage — Find people and join groups

✎ Edit dashboard

My portfolios   Inbox

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