

# How to upload documents to your ePortfolio

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Issue date: 11/09/2023  
Review date: 31/08/2024  
Date first issued: 2020  
Document ID: ePort4

**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.**

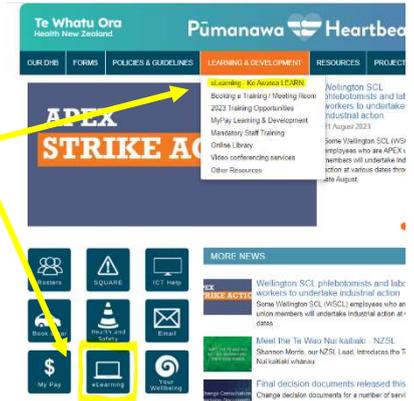
The ePortfolio is accessed through the Hutt Valley eLearning site, Ko Awatea. There is no separate login.

### 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,

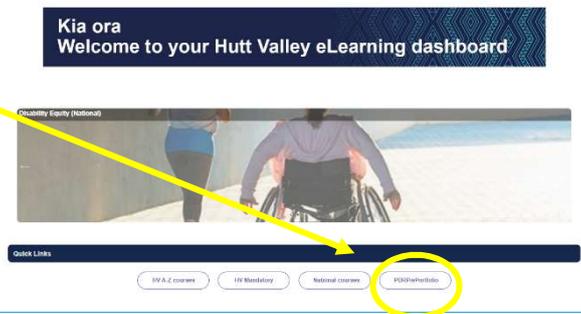
[training@huttvalleydhb.org.nz](mailto:training@huttvalleydhb.org.nz)



### 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

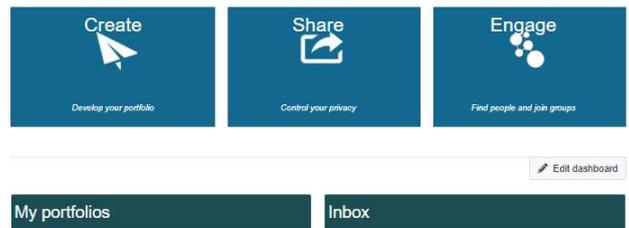
If you have already read through the information in the course and you just want to quickly access Mahara and your portfolio click on this link

**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!

# How to upload documents to your ePortfolio

## Step 5: Access your portfolio:

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



## Step 6:

If you are a manager, please upload the applicant's completed, signed and dated Mo Tātou/Annual Performance Appraisal on page 1 (Manager declaration).

If you are the applicant you can also use the instructions below to add attachments/evidence to your competencies and Standard Portfolio Requirements.

**Before you get started uploading documents** we strongly recommend gathering the required evidence and saving this onto a memory stick or onto the Desktop on your computer. Make sure you are logged in as yourself when you do this. This makes uploading the files much easier and quicker.

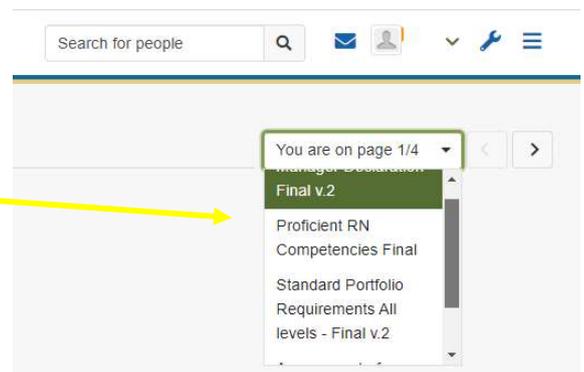
The documents you will need for this are:

- Evidence of 60 hours professional development over the last 3 years -
- Evidence of 450 hours of practice over the past 3 years –
- A copy of your NCNZ APC.
- *For Proficient, Expert, Accomplished and Designated Senior Nurse portfolios you'll need an up-to-date CV or resume.*

Please see the FAQ section at the end of this guide for help finding these documents.

## Step 7: Adding evidence to Standard Portfolio requirements

Navigate to the appropriate page in your ePortfolio. The page is called "Standard Portfolio Requirements" and is often but not always page 3.



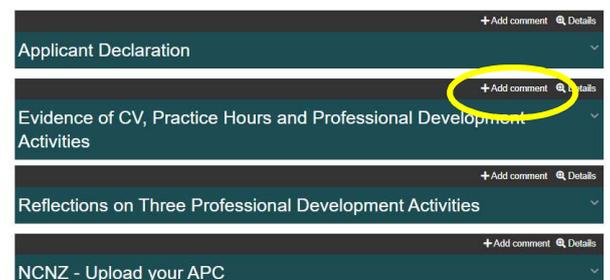
## Step 8:

Each green section requires completion. You can click on the green bar for that section for instructions.

Each green section should also have a black line and the option to "+Add comment". If you cannot see "+Add comment" then please see the FAQs at the end of this how-to guide before proceeding.

### Standard Portfolio Requirements All levels - Final v.2

by Ellie Jessop (ellie.jessop@huttvalleydhb.org...)



# How to upload documents to your ePortfolio

## Step 9:

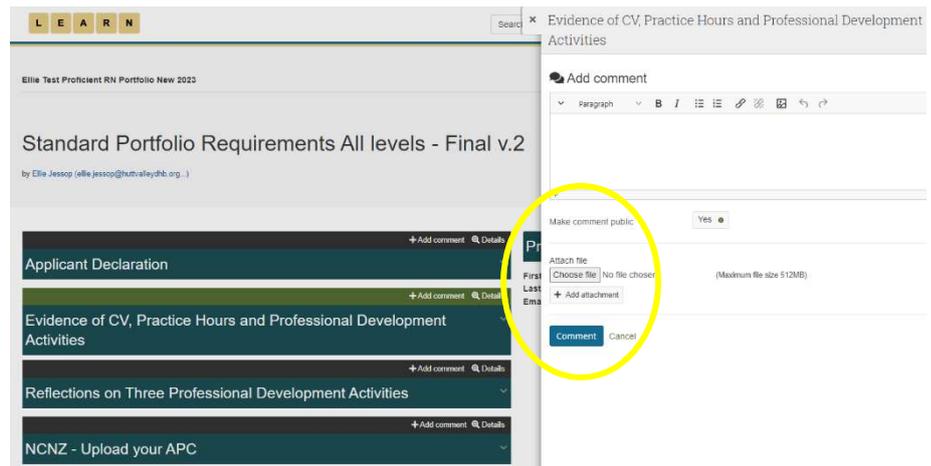
Select **“+Add Comment”** and a second screen will appear from the right as shown in the image (right).

Click **“Choose file”**, which will open a box for you to find your documents.

Select the document you wish to attach, and click **“open”**.

You'll then see your file attached.

You can add another file here by selecting **“+Add attachment”**.



**Once done, you must click the blue “Comment” button in order to save your work.**

## Step 10:

You should now see that the button that previously said **“+Add comment”** has changed to **“Comments (1) and details”**, which means your document(s) have uploaded successfully.

## FAQs:

### I cannot see the **“+Add comment”** button – what do I do?

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. The **“+Add comments”** button should now appear.

### How do I upload my APC?

For help to find and save a copy of your APC please see *ePort12: How to add your APC*.

### Where do I get my evidence of practice hours from?

Within Hutt hospital, CNM/Ls can pull a report from Trendcare. Some Nurse Educators can also do this. They can save it as a PDF for you to upload. If outside of Hutt hospital where Trendcare is not available a letter from your payroll department signed, dated and indicating the exact number of hours in the last 3 year period is required. This will be need to be saved as a pdf and uploaded.

### Where do I get my evidence of professional development hours from?

Within Hutt hospital, CNM/Ls can pull a report from My Pay and save it as a PDF for you to upload. Some Nurse Educators can also do this. If outside of Hutt Hospital where MyPay is not available, you will need to complete the Professional Development Hours template found on the PDRP website and ensure it is signed and dated by your manager. This will need to be saved as a PDF and uploaded.

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