Document author: Nurse Coordinator Professional Development Authorised by: Nurse Director Policy & Practice 2DHB Issue date: 11/09/2023 Review date: 31/08/2024 Date first issued: 2020 Document ID: ePort5 <u>The first page of these instructions is a reminder of how to get to your</u> <u>ePortfolio. If you are familiar with this please go to page 2.</u>

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:

web address:

https://koawatealearn.co.nz/

<text><complex-block><complex-block><complex-block>

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Welcome to

LEARN

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, <u>training@huttvalleydhb.org.nz</u>

From the Hutt Valley intranet page, navigate to Ko Awatea LEARN. See image

Alternatively, and if logging in from a home computer, you can use the following

(right) for guidance. You can use either option highlighted in yellow.

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.

Kia ora Welcome to your Hutt Valley eLearning dashboard



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 suickly access Mahara and your portf lio 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!

Step 5: Once logged in, access your portfolio from the home page by selecting the large blue "Create" button which will take you to ngage the next page entitled "pages and collections" where you will see your portfolio. / Edit My portfolios Step 6: L Е A R N On this page identify your portfolio, and select the vertical three dots menu underneath it. Pages and collections Scarch: (Title, description, tags) Sort by: Title, description, tags ÷ Last modified ٠ Search Standard Portfolio R Competent RN Portf Please click on the green bars below to open up each section 0 : ۵ : 4 Step 7: \sim 0 4 In the drop down menu select "manage". ≔ Manage Ad / Edit m Delete Created 23 Jun 2022, 10:05 Modified 28 Jun 2022, 7:55

Step 8:

On this page select the pages you want to add from the "Add pages to collection" on the left and click "+Add pages" to move it to your portfolio.

The pages should now be in your collection. You can use the arrows to move the new pages to a different position within your portfolio if needed. When you have finished click "**Next: Edit access**".

On the same page, if you want to delete unnecessary pages, click the cross by the page you want to remove.

L E A R N

TEST Ellie PDU Competent RN Portfolio 2022 | Edit collection pages

Drag page names from the 'Add pages to collection' box or tick the check boxes and click the 'Add pages' button to move pages to 'Pages already in collection'.

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0		Association of Completed Partfalia	×
/		Assessment of Completed Portfolio	^
ld pages			
	Final C		Final 1 Manager Declaration V1 I 1 competent RN Competencies Final I 1 competent RN Completed Portfolio

Search for people

How to add additional pages to your ePortfolio

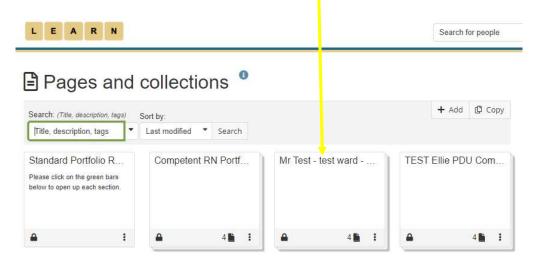
Step 9:

This page gives you the opportunity to check you are sharing your portfolio with the correct people and groups. See *ePort11: How to share your ePortfolio* for further information.

If no changes are needed click "Save".

Step 10:

You will find yourself back on your 'Pages and collections' page. To access your ePortfolio from here, select the text/title at the top of the portfolio, and your cursor arrow will change to hand. Click to select.



Or you can click the yellow LEARN icon at the top left of the page to return to your ePortfolio home page.

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