

How to add additional pages to your ePortfolio

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Issue date: 11/09/2023
Review date: 31/08/2024
Date first issued: 2020
Document ID: ePort5

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.

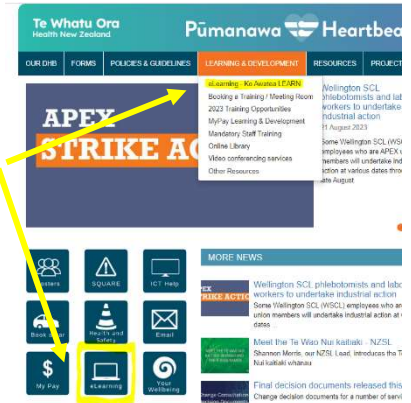
The ePortfolio is accessed through the Hutt Valley eLearning site, Ko Awatea. There is no separate login.

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,

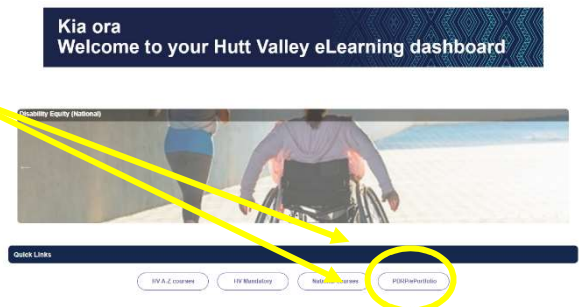
training@huttvalleydhb.org.nz



Step 3:

Select the PDRP/ePortfolio button under Quick Links.

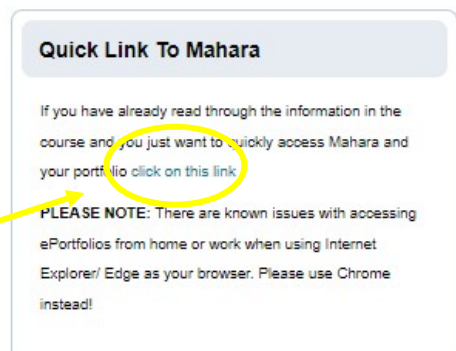
If you have not used ePortfolio before it will ask you to enrol in the course. Click the enrol button when prompted.



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**.

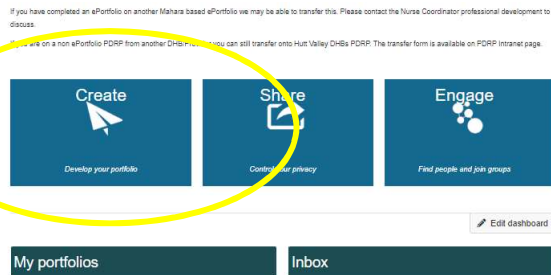
To move through the gateway into your ePortfolio homepage please click the link under **Quick Link to Mahara**.



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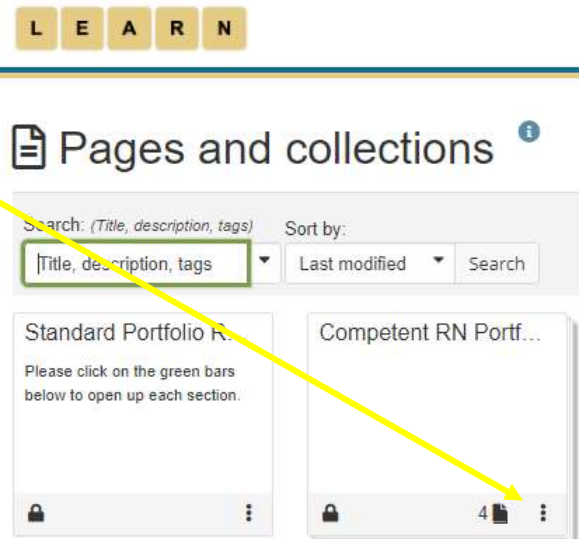
Step 5:

Once logged in, access your portfolio from the home page by selecting the large blue “Create” button which will take you to the next page entitled “pages and collections” where you will see your portfolio.



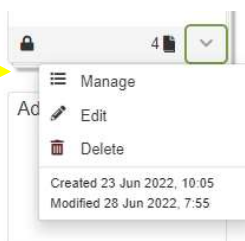
Step 6:

On this page identify your portfolio, and select the vertical three dots menu underneath it.



Step 7:

In the drop down menu select “manage”.

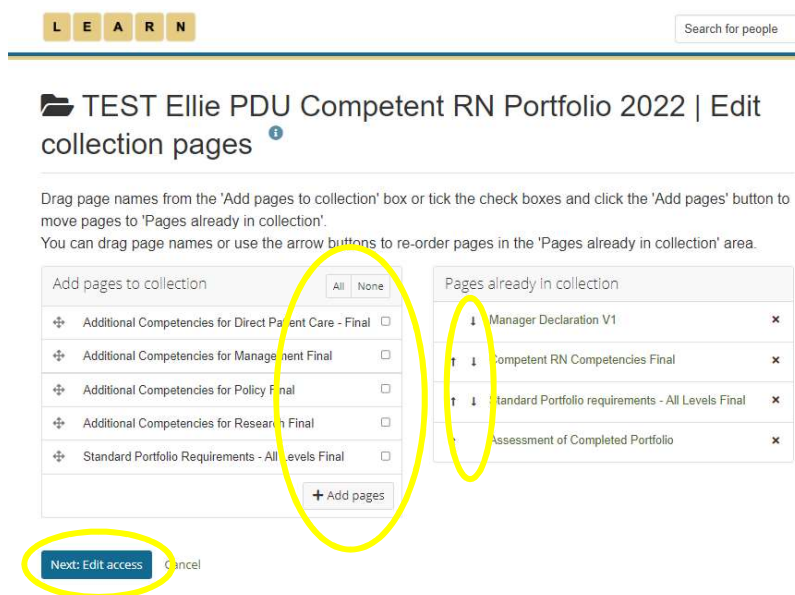


Step 8:

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.



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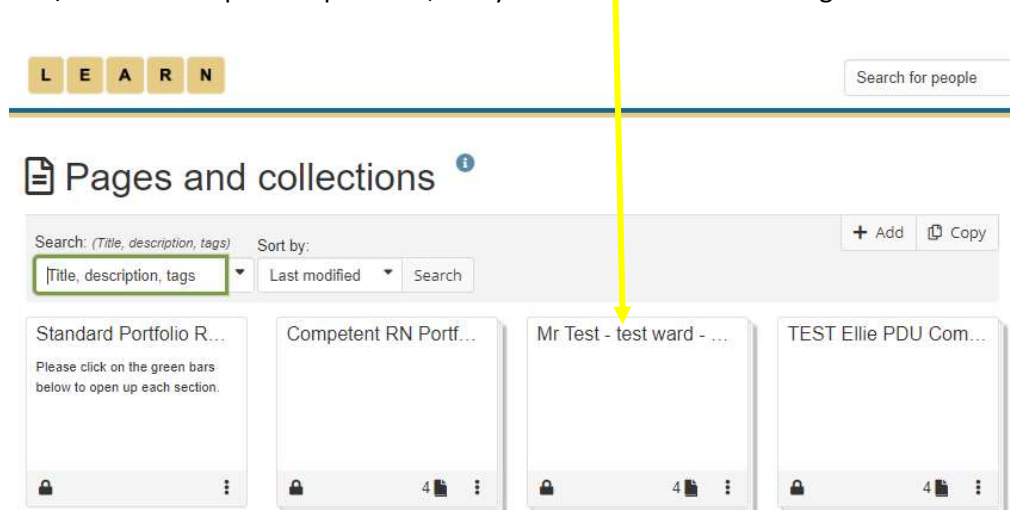
Step 9:

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.
