How to submit your ePortfolio for assessment

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/
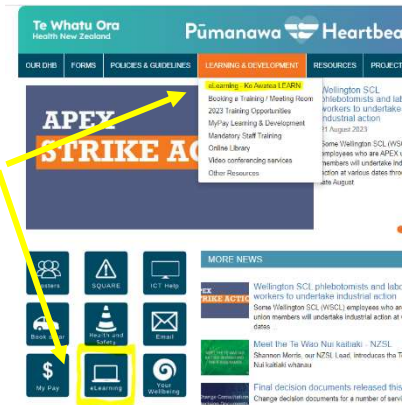
Step 2:

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

Login using your Ko Awatea username and password.

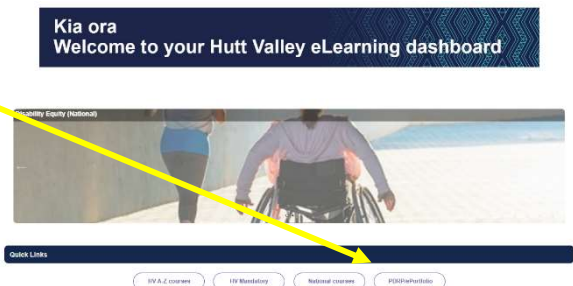If you are unable to login please contact the elearning Coordinator for assistance, training@huttvalleydhb.org.nz

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.**
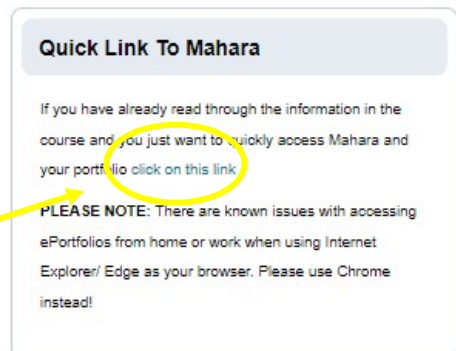
Step 5: Check you have completed all requirements within the ePortfolio

Please ensure you have included all attachments and completed all parts of the ePortfolio. You will not be able to make additions once submitted.

If you need to share your portfolio with your manager or peer assessor for them to complete their parts, please see how-to guide *ePort11: How to share your ePortfolio*, and do not submit your portfolio yet.

Step 6:

Once logged in open the portfolio you created and named. On any page of your portfolio there is a section near the bottom of the page called "**Submit this collection for assessment**".

Use the drop down box to select the group you want to submit to (see Box 6.1 below) and click the blue **"submit"** button.

Submit this collection for assessment to	HV - Expert, Senior & Accomplished Assessment Group ▼	Submit

If you do not see the correct group you need to follow the instructions to join the group before submitting.
Please see ePort1: How to get started with the ePortfolio for further information.

Box 6.1

IMPORTANT: Hospital, Regional Public Health and Community/District Nurses:

Competent & Proficient ePortfolios -Please join your ward/area group and submit your completed Competent or Proficient ePortfolio to this group, then inform your CNM/L.

E.g. nurses working on Medical Ward submit to the HV-Medical ward group.

Expert, Senior & Accomplished ePortfolios - Please join and submit your ePortfolio to the HV - Expert, Senior & Accomplished Assessment Group.

IMPORTANT: Local NGO, PHO and ARC nurses:

Competent & Proficient ePortfolios - Please join and submit your completed ePortfolio to the HV - PHOs, NGOs, ARC, and other Community Partners group.

Expert, Senior & Accomplished ePortfolios

Please join and submit your completed ePortfolio to the HV - Expert, Senior & Accomplished Assessment Group.

Step 7:

The next window will ask you for confirmation and advise you that once you have submitted for assessment you will not be able to edit your ePortfolio until it has been released back to you.

Please read the information carefully and if you are ready, click "**Yes**".

Step 8:

Your ePortfolio is now submitted for assessment. If submitting to your ward/department group, please advise your manager and/or Nurse Educator that you have submitted your ePortfolio for assessment.

Step 9:

When your portfolio has been marked/assessed it will be released back to you. If needed, you will be able to make changes/edits. You will also receive an email (to your work email) telling you the portfolio has been released.

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