

How to add senior/peer competencies in the ePortfolio

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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,

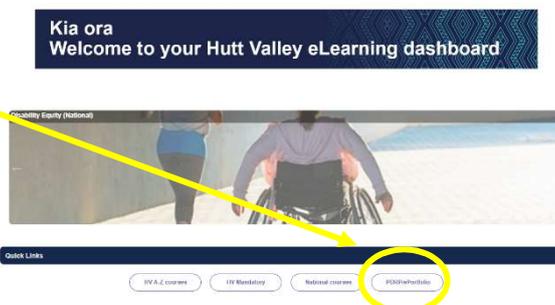
training@huttvalleydhb.org.nz



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**.

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!

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Step 5:

There are two ways to access the ePortfolio that has been shared with you.

- 1) Follow the link in the automated email you received. OR
- 2) Type part of the nurse's name in the "Search for people" box at the top of the page.



Step 6:

From the search results select the name of the correct nurse. If the name has not appeared – please check spelling, and/or try searching by another part of the name.

Step 7:

Once you have found the nurse, you'll see three sections "about me" "X's portfolios" and "X's groups" as in the image (right).

You should be able to see the nurse's portfolio in the appropriate section.

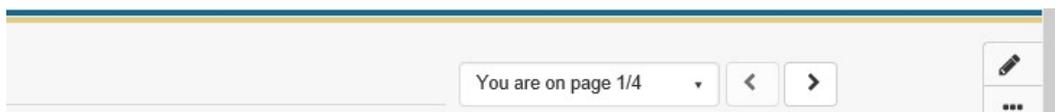
If you cannot see their portfolio, check you are using Google Chrome as your internet browser. If you are using Google Chrome, and you still cannot see their portfolio, then the nurse has not shared it with you correctly.

They can share it by using the instructions found in *ePort11: How to share your portfolio*.



Step 8:

Once you are in the ePortfolio use the arrow or drop down box to move to page 2 for the competencies.

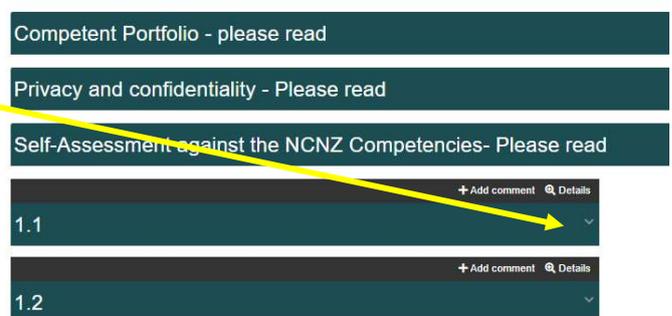


Step 9:

The applicant's self-assessment will be visible on page 2 by selecting the green box or the grey down arrow on each competency.

You must read and assess whether their self-assessment has met the competency indicator, prior to writing your own verification and example of their practice.

To add your peer assessment, click the "+Add comment" button underneath the competency you wish to review. If you cannot see the "+Add comment" button, please see FAQ section at the end of this guide.



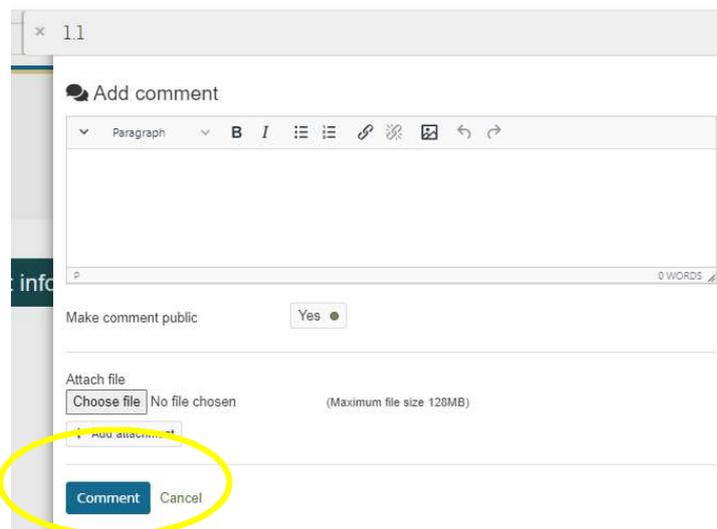
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Step 10:

A screen will appear on the right of your screen. You can now write (or copy and paste from Word) your peer assessment into the text box.

If you need to attach a document for evidence this can be done under 'Attach file'.

Remember to click "Comment" when finished to submit and save your work.



Step 11:

You can view your comment by clicking "Details" under the competency.

You have 20 minutes to edit or delete your comment. After this time the applicant is the only one who can delete the comment.

Step 12:

Once you have completed all the competencies you can contact the applicant and let them know you have finished.

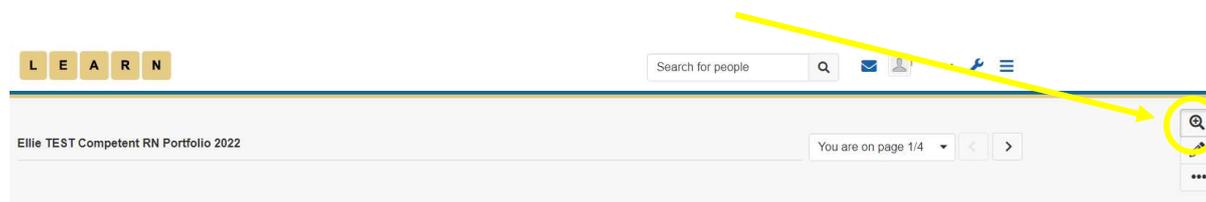
If the applicant needs to provide extra evidence for one or more competencies, you can use the "Comment" section at the bottom of page 2 to advise them of this.



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.



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