

# How to create an ePortfolio

**Document author:**  
Nurse Coordinator Professional Development  
**Authorised by:**  
Nurse Director Policy & Practice 2DHB  
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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.**

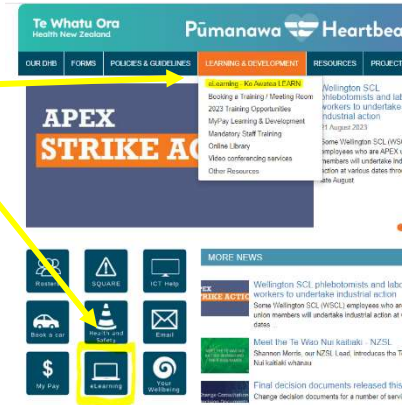
**Other browsers including Microsoft's Internet Explorer or Edge are not currently compatible.**

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.

Then select the Ko Awatea LEARN elearning logo.



**Alternatively**, and if logging in from a home computer, you can use the following web address: <https://koawatealearn.co.nz/>

### Step 2:

Login using your Ko Awatea username and password.

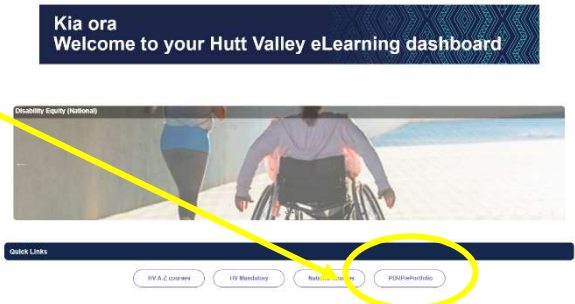
If you have forgotten your password then please use the "forgotten password" link.

For any other login difficulties please contact the elearning Coordinator for assistance, [training@huttvalleydhb.org.nz](mailto:training@huttvalleydhb.org.nz) including Ko Awatea in the subject title.

### Step 3:

Select the PDRP/ePortfolio button under Quick Links.

**Note:** If this is the first time you are using the ePortfolio the next screen will ask you to enrol in the course. Select the enrol button when prompted.

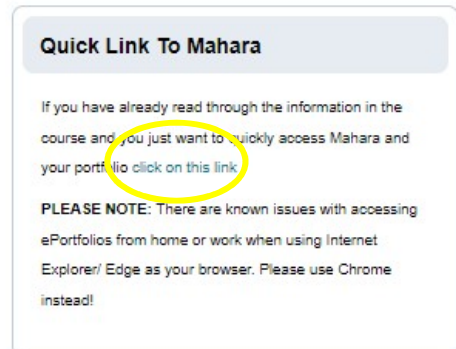


### Step 4:

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 to your ePortfolio homepage please select the link under **Quick Link to Mahara** on the left of your screen as shown in the image (right).



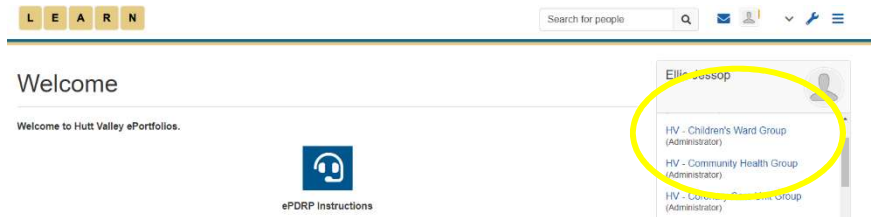
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## Step 5: Check you have joined the appropriate group

If you have not yet joined your group(s) please see *ePort1: How to get started with ePortfolio*, steps 6-8, before proceeding with this how-to guide.

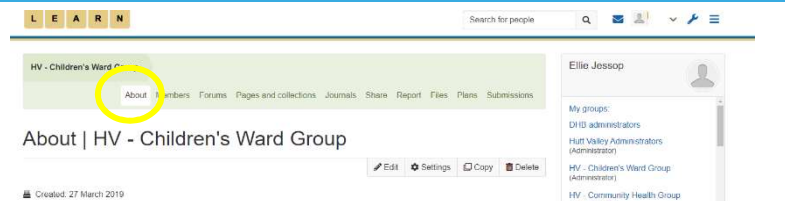
## Step 6: Start creating your portfolio – find the template

The templates for the ePortfolio can be found in your group. Access the group by selecting it from the “My groups” menu on the right of the ePortfolio homepage.



## Step 7:

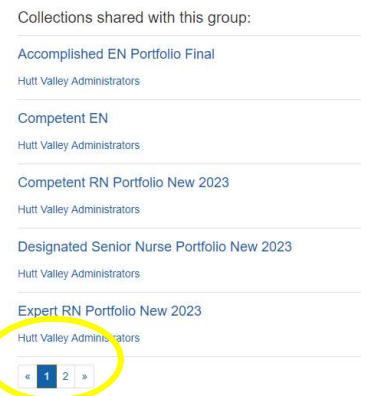
You should be in the “About” tab as seen in the picture (if not please click on it).



## Step 8:

Next, scroll down the page to find “Collections shared with this group” choose the collection that represents the PDRP level you are applying for and click on its title.

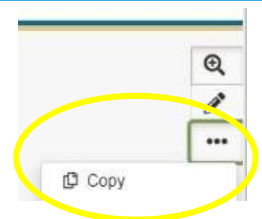
The templates are listed in alphabetical order and you may need to click on page 2 to find the appropriate portfolio template.



## Step 9:

**Note:** You must make a copy of this collection. To do this, follow the steps below.

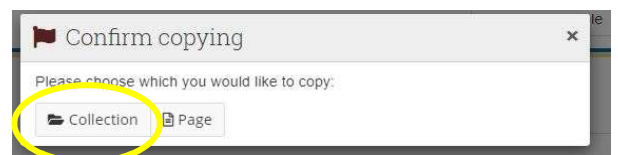
Select the horizontal 3 dots menu icon on the top right of your screen, then select “Copy”.



## Step 10:

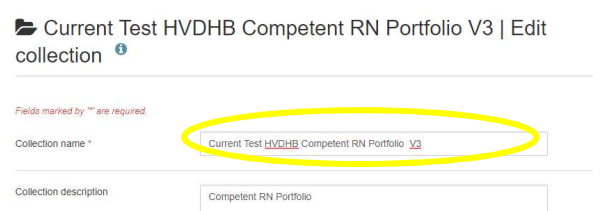
When prompted select “Collection”.

**Note:** It can take a few minutes to move to the next screen. Please wait and do not refresh your screen.



## Step 11:

Where it says “Collection name” delete the name that is prepopulated and enter your own unique name. We recommend you use the format of “Your Name – Service/Ward – Level of Portfolio – Year”.

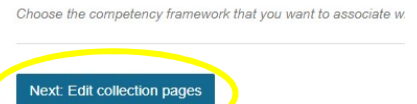


For example: **Annie One – Surgical ward –Competent PDRP – 2024**

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## Step 12:

Once you have named your ePortfolio scroll to the bottom of this page and click on **“Next: Edit Collection pages”**.

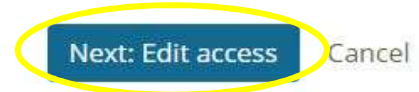


## Step 13:

This page allows you to add additional pages to your portfolio. You only need to add additional pages if you have a role in education, policy, management or research.

If no additional pages are needed select **“Next: Edit Access”** at the bottom of the page.

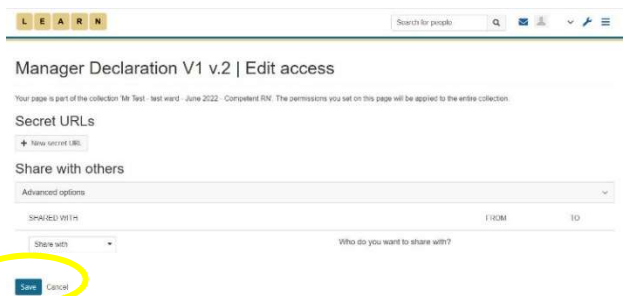
If you are adding additional pages and need help please see *ePort5: How to add or delete additional pages in your ePortfolio*.



## Step 14:

This page allows you to share your portfolio with your manager and your senior/peer assessor(s). However I recommend that you add content to your portfolio before sharing, so for the meantime just select **“save”**.

When you are ready to share your ePortfolio please see *ePort11: How to share your ePortfolio*.

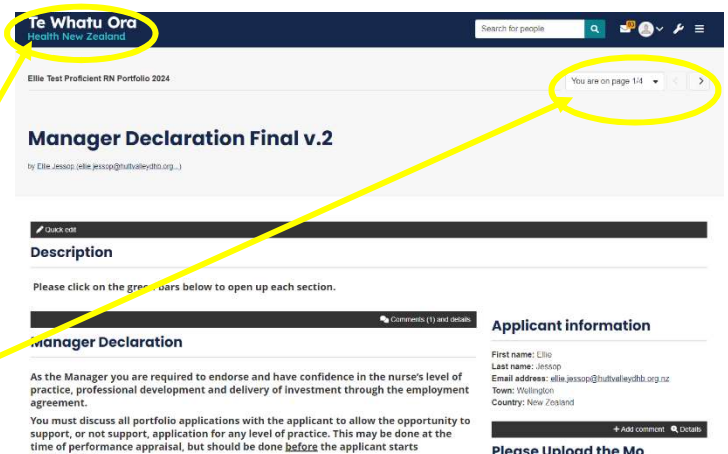


## Step 15:

It may take a moment but the next screen will then be the first page of your portfolio, and look similar to that shown in the image (right).

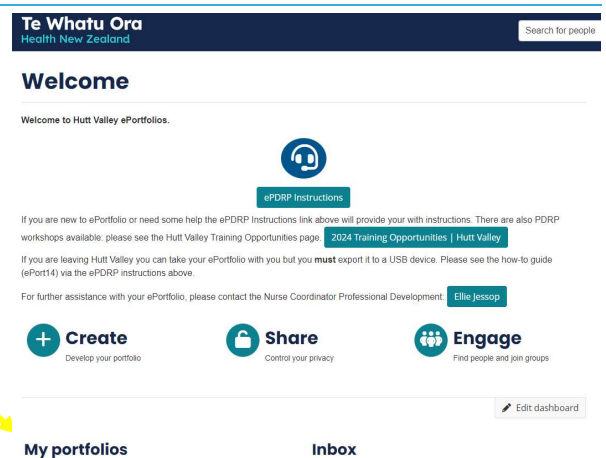
You can also select the **“Te Whatu Ora”** logo to return to the home page OR.....

...to work on your portfolio now, you can navigate through the pages by using the drop down box or arrows near the top of the screen.



## Step 16:

When you next log in to ePortfolio, or from the home page, you can select your portfolio from the list under **My portfolios**.



If you find that a correction is needed on this How-to guide please contact the Nurse Coordinator Professional Development: [PDRP@huttvalleydhb.org.nz](mailto:PDRP@huttvalleydhb.org.nz)