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.

Then select the Ko Awatea LEARN elearning logo.
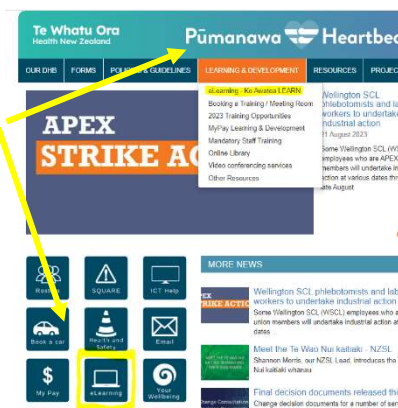
Alternatively, and if logging in from a home computer, you can use the following web address: https://koawatealearn.co.nz/

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 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.
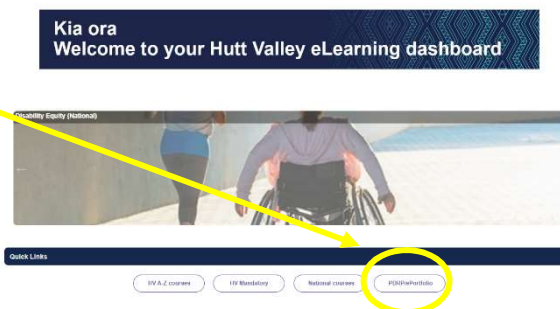
Step 4:

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:

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.
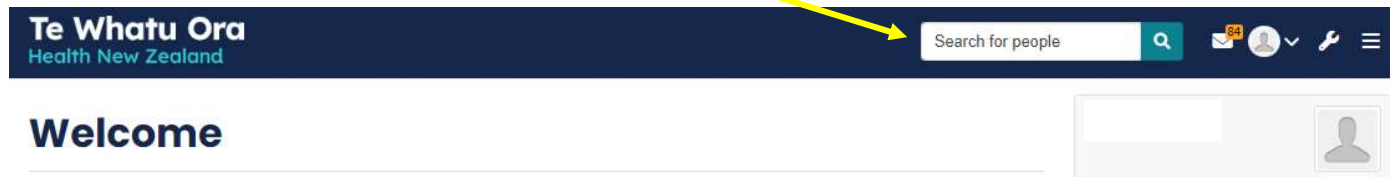
Step 6:

From the search results select the name of the correct nurse. If the name has not appeared please check:

- The spelling of the name and/or try searching by another part of their name
- You are using Google Chrome

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 please check:

- you are using Google Chrome as your internet browser.

If 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.*

About me

First name: Ellie
Last name: Jessop
Town: Wellington
Country: New Zealand

Ellie Jessop's portfolios

Ellie Jessop Designated Senior Nurse Portfolio 2023 (5 pages)

Ellie Jessop's groups

Step 8:

Once you are in the ePortfolio use the arrow or drop down box to move to page 2 for the competencies.
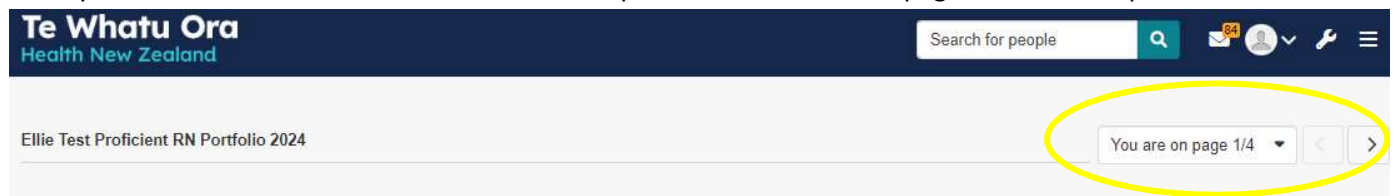
Step 9:

The applicant's self-assessment will be visible on page 2 by selecting the competency.

You must read and assess whether their self-assessment has met the competency indicator, prior to writing your own verification <u>and</u> example of their practice.
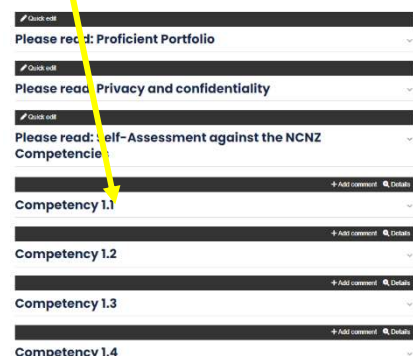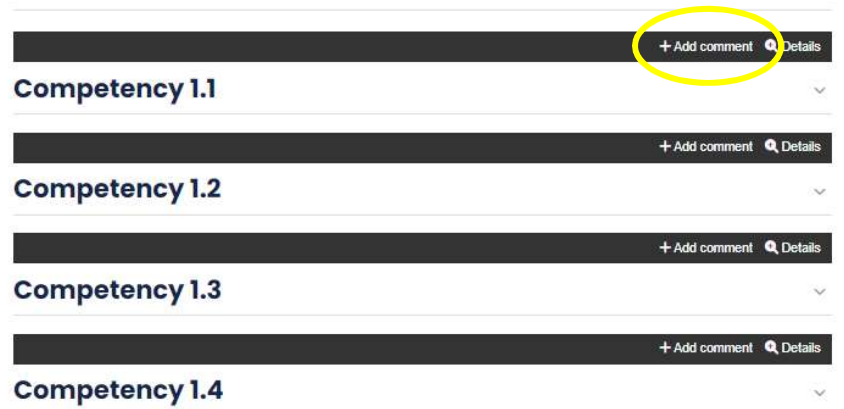
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Step 10:

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.

Step 11:

A screen will appear on the right of your screen.

You can now write (or copy and paste from Word) your senior/peer assessment into the text box.

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

"Make comment public" should say "yes". See FAQ section for more information.

Remember to click "Comment" when finished to save your work.
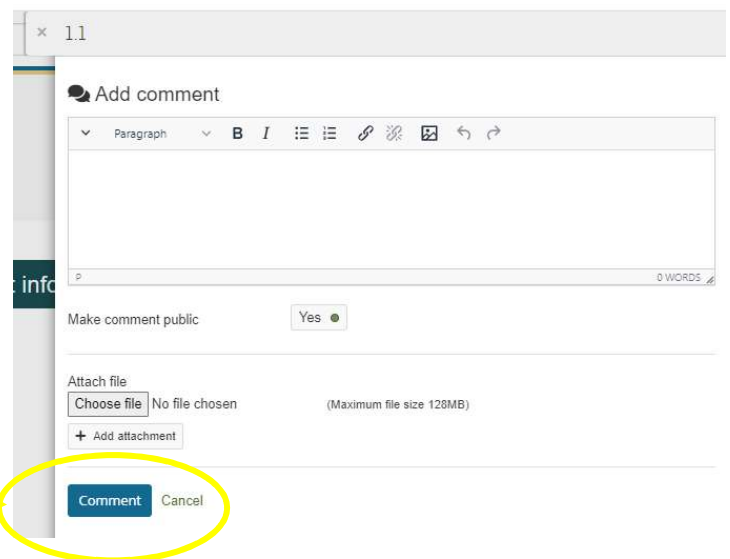
Step 12:

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 13:

Once you have completed all the competencies please 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.
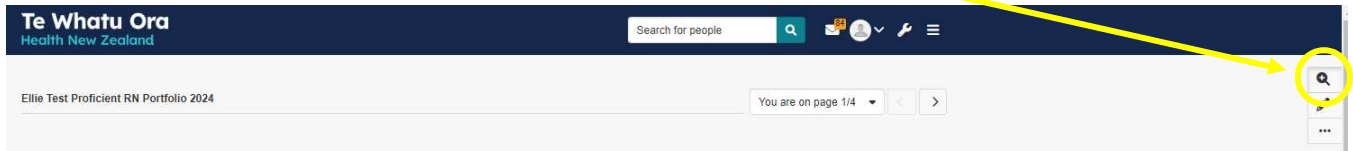
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FAQs:

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.

What does "Make comment public" mean?

When adding a comment to a portfolio it makes the statement "make comment public", and the default setting is "yes". This is the correct response. In this context "public" means it is viewable by those who have been given access to the portfolio either through sharing or submission of the portfolio for assessment.

Please *do not* change this setting to "no" as the assessors will be unable to see the evidence.

If you find that a correction is needed on this 'How to…' guide please contact the
Nurse Coordinator Professional Development: PDRP@huttvalleydhb.org.nz