How to complete the manager declaration and upload the appraisal

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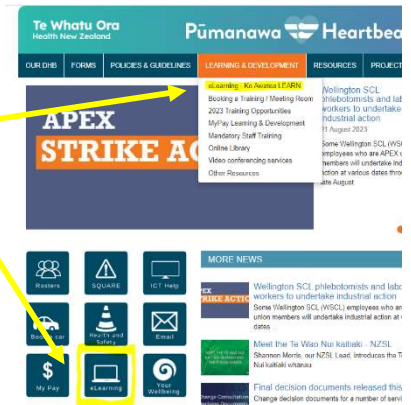
Alternatively, and if logging in from a home computer, you can use the following web address: https://koawatealearn.co.nz/

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.
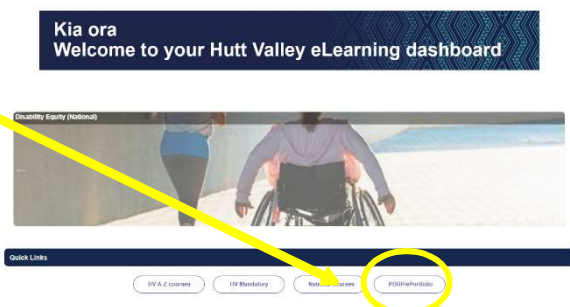
Step 4:

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:

As a manager you should already be an administrator of your ward/department group. If not please contact the Nurse Coordinator Professional Development for assistance: PDRP@huttvalleydhb.org.nz

Step 6:

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 7:

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 8:

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 9:

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.*

Step 10:

Once you are in the nurse's ePortfolio use the arrow or drop down box to move to page 1 for the Manager Declaration if it hasn't opened this page for you already.
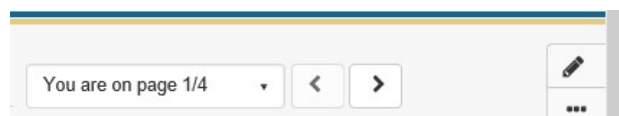
Step 11: Completing the Manager Declaration

First, select and highlight the declaration table and copy it (using the right click button on your mouse), as shown in the image (below).

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Step 12:
Next select the **"+Add comment"** button.
If the **"+Add comment"** is not available see the FAQ section at the end of this guide.

A screen will open from your right.
1. Paste (by using right click on your mouse) the table into the comments box
2. Choose agree or disagree for each item in the table.
3. Add your details.
4. Then click "**Comment**" to save.

Step 13: Upload the Performance Appraisal / Mo Tātou

On the right of your screen you will see the Performance Appraisal / Mo Tātou box.
Select "**+Add comment**"

A window will open from the right.

Step 14:
Select "**Choose file**" and find the applicant's signed and dated performance appraisal / Mo Tātou.

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

To save, click "**Comment**"

You have now completed the Manager declaration and uploaded the applicant's performance appraisal.

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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.
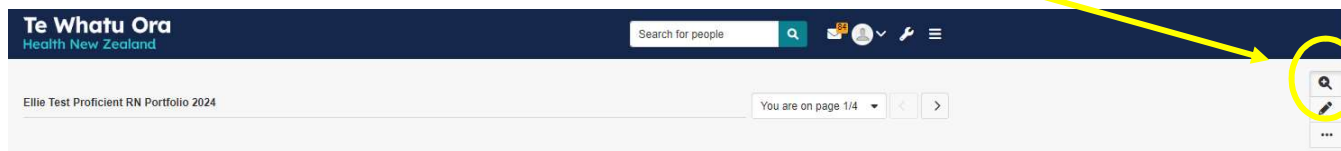
What does "Make comment public" mean?

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