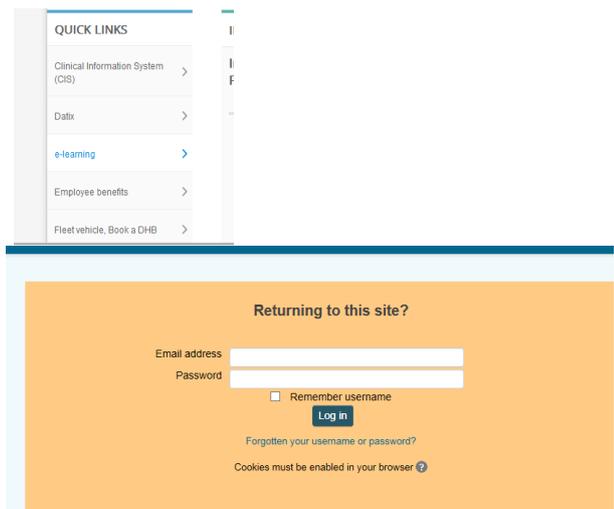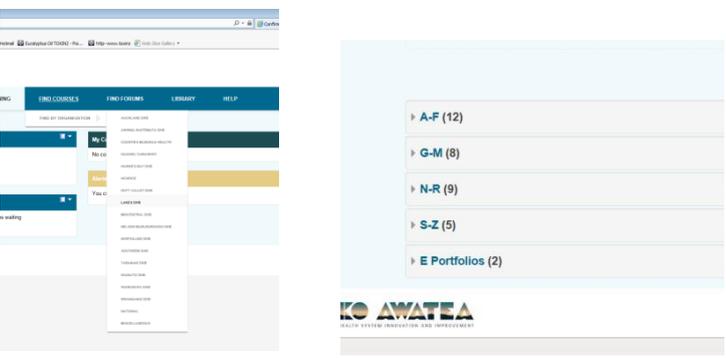## E-Portfolio Full guide

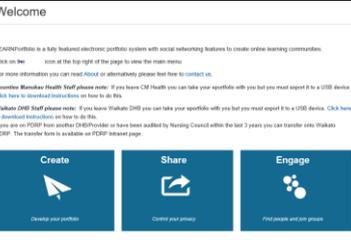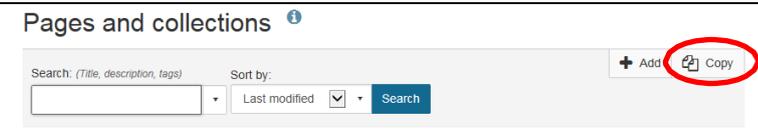| How to access my E-Portfolio	
Follow the Ko Awatea link on the intranet homepage or Google Ko Awatea LEARN Login with your username and password. If you have not previously created an account you can do so now. Please contact education@tdh.org.nz if you have any issues creating an account.	 **QUICK LINKS** Clinical Information System (CIS) Datix e-learning Employee benefits Fleet vehicle, Book a DHB **Returning to this site?** Email address Password ☐ Remember username Log in Forgotten your username or password? Cookies must be enabled in your browser
Click on Hauora Tairawhiti link in the FIND COURSES tab. Once you arrive at the Hauora Tairawhiti homepage scroll down to find the Portfolio Gateway. Enter this and click on the Tairawhiti Nursing PDRP Doorway. The enrolment key is: tdhportfolio	▶ A-F (12) ▶ G-M (8) ▶ N-R (9) ▶ S-Z (5) ▶ E Portfolios (2) **KO AWATEA**
Click on 'Access ePortfolios' which is a hyperlink on To get started – 3.	Welcome For Nursing For Assessors Contact **Welcome to ePortfolios** **To get started** 1. Read the information in the For Nurses tab 2. Refer to the guides at the bottom of the For Nurses tab for information on how to create your ePortfolio 3. Click here to Access ePortfolios

How to begin assembling my eportfolio	
Once you are in the e-portfolio site, from the Dashboard, click the create button	Welcome LEARNPortfolio is a fully featured electronic portfolio system with social networking features to create online learning communities. Click on the icon at the top right of the page to view the main menu. For more information you can read About or alternatively please feel free to contact us. **Counties Manukau Health Staff please note:** If you leave CM Health you can take your eportfolio with you but you must export it to a USB device. Click here to download instructions on how to do this. **Waikato DHB Staff please note:** If you leave Waikato DHB you can take your eportfolio with you but you must export it to a USB device. Click here to download instructions on how to do this. If you are on PDRP from another DHB/Provider or have been audited by Nursing Council within the last 3 years you can transfer onto Waikato PDRP. The transfer form is available on PDRP Intranet page. **Create** **Share** **Engage**
From the pages menu, click Copy on the right hand side of the page	Pages and collections ⓘ Search: (Title, description, tags) Sort by: [_____] ▾ Last modified ▾ Search ➕ Add 📋 Copy
Choose the PDRP template and click the Copy page button	action title **Page name** **Owner** Graduate Nurse 👤 Templates (Templates Templates - templates) Copy page PDRP 👤 Templates (Templates Templates - templates) Copy page

Under the 'Edit title and description' section, personalise the page title using the format Surname, First name, Level, Year e.g. Bloggs, Jo, Proficient, 2017 Click Save.	**No title** | Edit title and description ⓘ Display page 🔒 Share page ✏ Edit content ⬚ Edit layout ⚙ Edit title and description *Fields marked by '*' are required.* Page title * Sharp, Rachel, Competent, 2017 Page description ⌄ Paragraph ▾ **B** *I* ☰ ☰ 𝔩 ⧉ 🖼 ↶ ↷ NETP portfolio submission for Rachel Sharp p Words: 6 Tags Type in a search term 🔍 ⓘ *Search for/enter tags for this item. Items tagged with 'profile' are displayed in your sidebar.* Name display format * Display name (Rachel Sharp (sharpra)) ✓ ▾ *How do you want people who look at your page to see your name?* **Save**
How to edit my e-portfolio	
Once you have named your portfolio, you will be taken to the edit content section. This is where you can add your content. The sections for your portfolio are already there, you just need to upload documents into them. The 'evidence to provide under each heading' acts as a contents page for your e-portfolio	Pages and collections Shared by me Shared with me Export Import **sharp,rachel,proficient,2017** | Edit content ⓘ Display page 🔒 Share page ✏ Edit content ⬚ Edit layout ⚙ Edit title and description This area shows a preview of what your page looks like. Changes are saved automatically. Drag blocks onto the page to add them. You can then also drag them around the page to change their position. (edit content preview with blocks: Text, Image, Media, Journals, General, Personal info, External; Theme: Learn; Evidence to provide under each heading; Personal and Employment; Competency Reviews; Current APC; Professional development activities; Optional evidence; Administration forms)
To edit/add information to each section, click on the configure icon. For more details, jump to how to upload files into my eportfolio.	✛ Personal and Employment ⌄ ⚙ 🗑
Under the 'Current APC' heading, Paste the URL to your details on the nursing council website into the block content area. For further information on how to do this jump to the linking your APC section	✛ Current APC ⌄ ⚙ 🗑
Prior to submission, check that all evidence is included. Refer to the PDRP internet site. Click Display page.	Display page ⊙
If you leave the editing screen, you can get back to it by clicking on Edit this page in the top right corner of your screen.	sharp,rachel,proficient,2017 by Rachel Sharp (sharpra) ✏ Edit this page ⧉ Copy ⋯

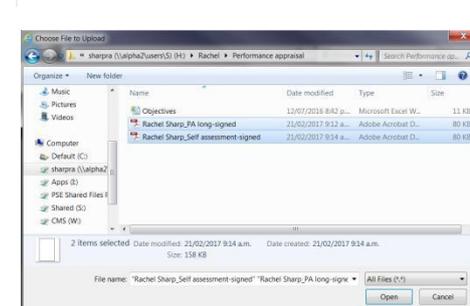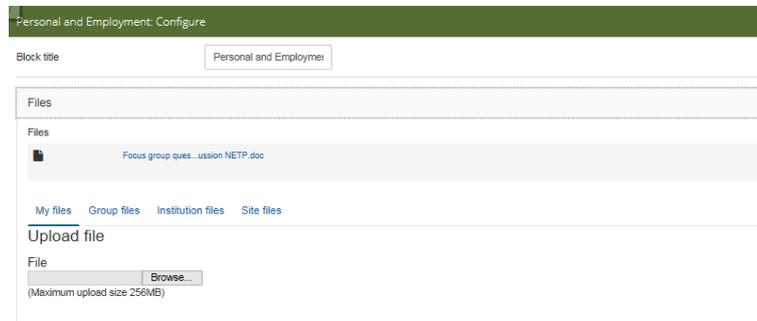| How to upload files into my eportfolio	
Make sure all your files are saved as PDF by either scanning them in and saving (for documents requiring signatures) or by choosing save as and changing the type to PDF (for word documents that do not require signatures)	
Click on the configure icon next to the category you want to add files to	
Use the drop down arrow to open the file upload area. Click Browse to find the files you have saved in your directory. Highlight the files you want to upload. Click open You can upload more than one file at a time (as long as they are saved in the same place) by holding the ctrl button and clicking on each file then click open	
The file will appear near the top of the box	
Once you have added all your files click save at the bottom of the box	
If you accidentally add the wrong file, click remove next to the file name.	
If you have already uploaded your file previously, you will find it in the list at the bottom of the screen. Click the tick icon next to the file name to include it under the category (the file name will be included at the top of the screen)	
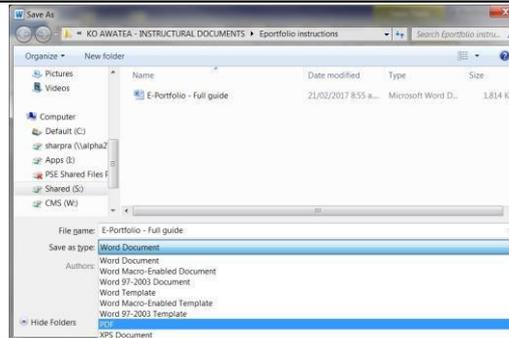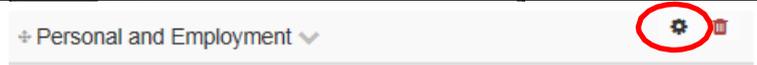
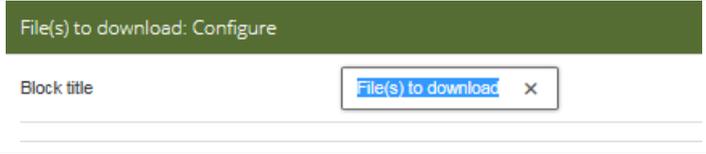| How to link to your APC on Nursing Council website	
Go to the Nursing Council website and find your registration in the "Search the register" area. Once you have found your details click in the address bar to highlight the address Right click with your mouse and click copy	
Go back to your portfolio, click the cog wheel to configure the APC block In the text box type something e.g. APC from Nursing Council Highlight the words and select the insert link button Paste the URL you copied from the nursing council website here and click insert. Click Save	
I accidentally deleted a section of my e-portfolio – how can I get it back?	
Please try and avoid using the Delete button within your template	
If you do accidentally delete a section, you cannot get it back, but you can recreate it. On the left side of your screen, click on Media	
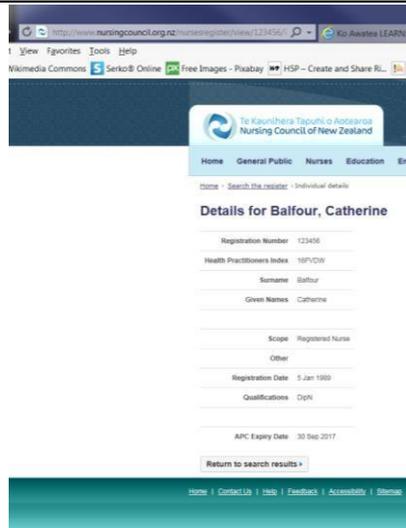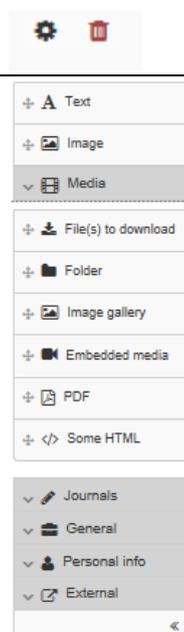
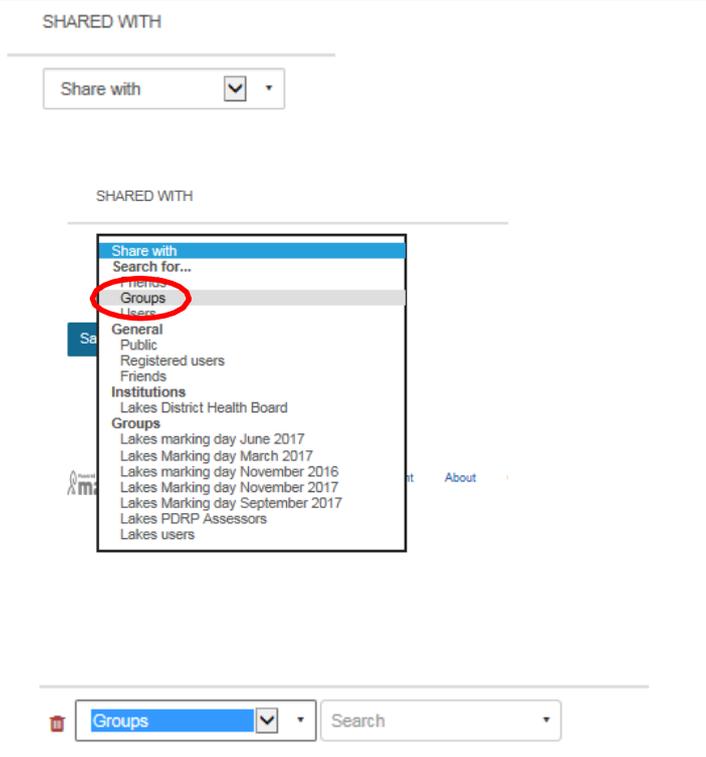|	
Click and hold the mouse over File(s) to download and drag and drop onto your template, where you want it to sit.	
Rename the title of the block to the same as the block you deleted. If you are not sure of the name, look at the contents section in your template.	**File(s) to download: Configure** **Block title** ___ File(s) to download ✕
Edit the block as per the uploading files to my portfolio instructions. Click Save	Save
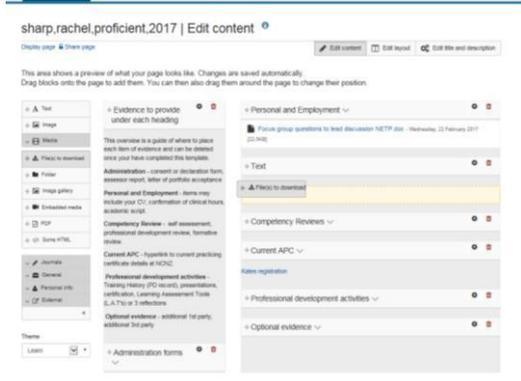
How to share my eportfolio with my assessor group
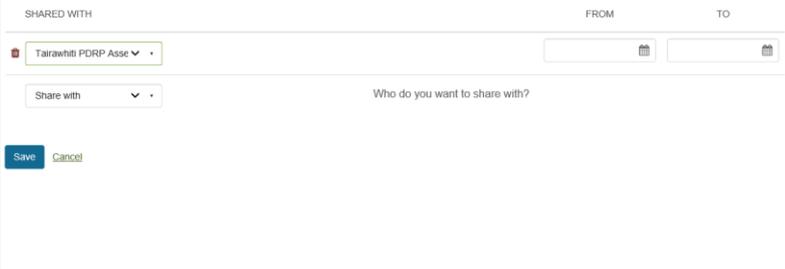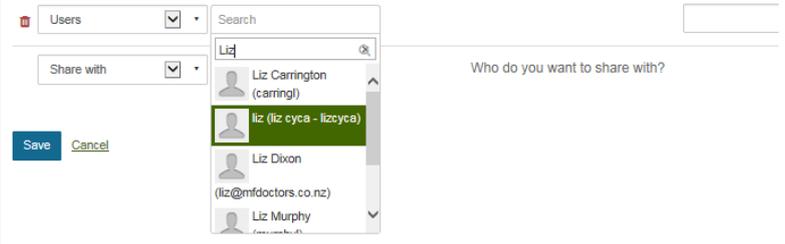
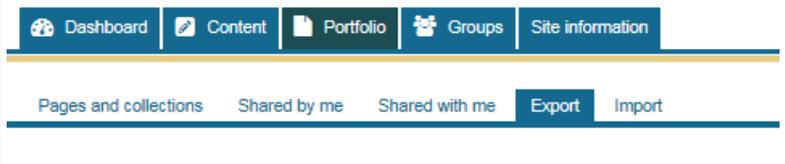|	
When you are in editing mode, click on the Share page link at the top right of your portfolio.	**sharp,rachel,proficient,2017 | Edit content** ⓘ Display page 🔒 Share page
Use the drop down menu under the heading "SHARED WITH" When this menu drops down choose 'Tairawhiti PDRP Assessors'	SHARED WITH Share with ⌄ ▾ SHARED WITH Share with Search for... Friends Groups Users **General** Public Registered users Friends **Institutions** Lakes District Health Board **Groups** Lakes marking day June 2017 Lakes Marking day March 2017 Lakes marking day November 2016 Lakes Marking day November 2017 Lakes Marking day September 2017 Lakes PDRP Assessors Lakes users 🗑 Groups ⌄ ▾ Search ▾

Next to the group name , select the duration of access start and end. Please allow 3 months in this selection. Click save.	SHARED WITH FROM TO Tairawhiti PDRP Asse ✓ ▾ Share with ✓ ▾ Who do you want to share with? Save Cancel

Other hints and tips
How to share my e-portfolio with another user
You may wish to share your portfolio with a friend or colleague to review.

Firstly this user must have already accessed Mahara e-portfolios for you to find them in the search. When you are in editing mode, click on the Share page link at the top of your portfolio	sharp,rachel,proficient,2017 | Edit content ⓘ Display page 🔒 Share page
Select users in the drop down box, then search under Users for the person you wish to share with. Select their name. Next to the user name, select the duration of access start and end. Click Save.	🗑 Users ✓ ▾ Search Liz Share with ✓ ▾ 👤 Liz Carrington (carringl) Who do you want to share with? Save Cancel 👤 liz (liz cyca - lizcyca) 👤 Liz Dixon (liz@mfdoctors.co.nz) 👤 Liz Murphy

How to return to the Ko Awatea Learn site from Mahara

Click the Dashboard tab at the top of the page. Beside your name on your dashboard it will Return to koawatealearn.co.nz Click on the blue link and it takes you back to your home page on Ko Awatea.	L E A R N 🕸 Dashboard 📝 Content 📄 Portfolio 👥 Groups Site information Rachel Sharp ↗ Return to koawatealear n.co.nz
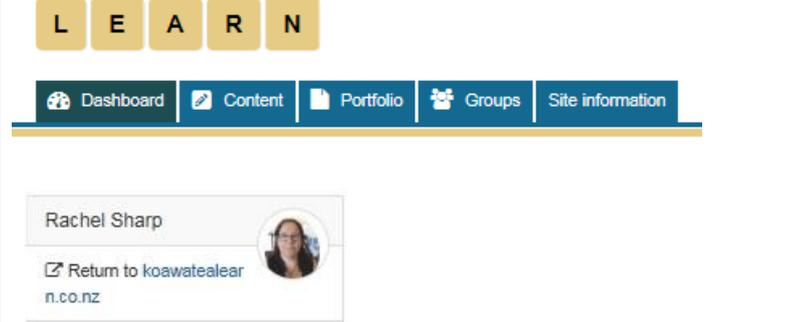
How to back up your e-portfolio from Mahara – You may only be able to do this from a computer outside the DHB

Click on the Portfolio tab Click Export	🕸 Dashboard 📝 Content 📄 Portfolio 👥 Groups Site information Pages and collections Shared by me Shared with me Export Import

Choose the option of Leap2A Select All my data or choose which pages to export Click Generate export	**Export your portfolio** ⓘ This tool exports all of your portfolio information and pages. It does not export your site settings or any of the content you uploaded or created in groups. **Choose an export format** ○ Standalone HTML website *This creates a self-contained website with your portfolio data. You cannot import this again, but it is readable in a standard web browser.* ◉ Leap2A *This gives you an export in the Leap2A standard format. You can later use this to import your data into other Leap2A-compliant systems, although the export is hard for humans to read.* **What do you want to export?** ○ All my data ◉ Just some of my pages **Pages to export** Select all | Reverse selection ☐ Graduate Nurse ☐ Bloggs, Jo, Proficient, 2017 ☐ PDRP For Nursing Entry to Practice (NETP) portfolio submission An example portfolio The template for Nursing PDRP portfolio submission Click to preview Click to preview Click to preview ☐ PDRP v.2 ☐ PDRP v.3 ☐ PDRP v.4 The template for Nursing PDRP portfolio submission The template for Nursing PDRP portfolio submission The template for Nursing PDRP portfolio submission Click to preview Click to preview Click to preview ☐ Rachel's portfolio ☐ Sharp, Rachel, Proficient, 2017 ☐ sharp,rachel,proficient,2017 Click to preview Rachels portfolio maintenance The template for Nursing PDRP portfolio submission Click to preview Click to preview ☐ Untitled ☐ Untitled (1) ☐ Untitled (2) Click to preview Click to preview Click to preview ☐ your name The template for Nursing PDRP portfolio submission Click to preview **Generate export**
You will see this message	*Please wait while your export is being generated...*
When it is finished processing you will see a success message.	
Please note the orange pop up notification at the bottom of the page. Click on the triangle drop down next to save and you will see a "Save as" option. Click on this. Choose the location you want to save to and click save. This file is a back up of your portfolio and can be moved to another Mahara site should you transfer to another Organisation that uses Mahara. You will not be able to view this file on your computer.	Rachel Sharp | Se Home Dashboard Content **Portfolio** Groups S Pages Collections Shared by me Shar Rachel Sh *Please wait while your export is being generated...* Export generated successfully. Continue You have log My groups: • Lakes E-p • Lakes PDI Online us 👤 Rachel S 👤 Candice 👤 Julie Bra Do you want to open or save **mahara-export-leap-user257-147200299A.zip** (137 KB) from midlandlearning-eportfolio.elearning.ac.nz/ Open | Save ▾ | Cancel