Assessing an ePortfolio: Guide

Please use Chrome, Firefox, or Edge Browser on your computer when accessing Mahara ePortfolio, and not Internet Explorer.

Key:

Note: - **Please ensure you do not assess the portfolio if the applicant or appraiser is known to you.**
- **As with the hard/paper portfolios, sometimes the pages will not be in the order we expect.**

Te Whatu Ora
Health New Zealand

If you need to return to the home screen to centre yourself, click on this logo.

You can search for your applicant from this box

My Groups: PDRP Canterbury **-** your group page is where you find pages, collections and **submissions to this group**
(Located on the right of the 'Mahara' Welcome page)

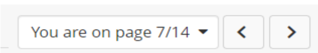
Making hard copy notes saves you revisiting the portfolio pages multiple times

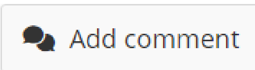
> Means **'Click on'**

Pages 1 and 3 of the collection are for assessment and feedback use

Expands information on the page

Portfolio page navigation Menu is at the **top** of each of the portfolio pages



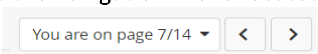


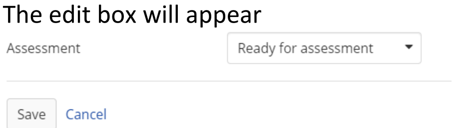
This is at the bottom of every page in the portfolio, it can be used for communication between you and the applicant remembering to make the comment public (it will be only you and the applicant that sees this)

Emailing the peer reviewer/appraiser for further evidence please see section five

- **DO NOT** release collection back to the applicant, the PDRP office has administration to process then they will release it back to the applicant, this appears at the bottom of each page in the portfolio. It also contains the submission date of that portfolio

Need to Contact Us?
PDRP@cdhb.health.nz

Locate and Join: a PDRP programme group: (only need to do this once, unless you change regions)	Hamburger menu > **engage** > **Groups** (Only need to do this once for your home region) **<u>Groups page</u>** o *in 'Search: (all my groups)'* > 'All Groups' *(at bottom of list)* o *'Group category'* > 'Te Waipounamu' > *'Search'* o *Locate the Geographical region e.g. 'PDRP Canterbury'* o **>** *'+ Join this group'* ***(you only need to join the group once)*** o Scroll down to see 'pages shared with the group' and 'collections shared with this group
Allocation of an e-portfolio to assess:	o The Regional PDRP administration team will allocate you an ePortfolio to assess via email. o Please ensure you do not know the nurse you have been allocated. If so email the team to request another ePortfolio. o Your status on Mahara usually will be 'member', once you have been allocated an ePortfolio to assess the status will be changed to 'tutor' o When you have completed all the ePortfolios allocated to you the status will be changed back to 'member' o **Privacy disclaimer –** whilst your status is tutor you may receive emails informing you of a submission of an ePortfolio, can you please just delete these emails.
Location of a Collection:	o **>** Te Whatu Ora Health New Zealand to take you to the 'Mahara welcome' page There are two ways of locating a collection… o Hamburger menu **>** Share **>** shared with me **OR** just click on the search box and enter the applicants name  o The applicants profile page will appear and link to their portfolio o **>** on this link and you will go to page one of their collection o If the name does not take you to their profile page OR the profile page appears but **no portfolio link**….. o **>** Mahara (right in green ribbon) o **>** the group you are an assessor in (i.e. PDRP Canterbury – right of screen) o Scroll down to the heading **submissions to this group** o You will need to search in the group page by page for the applicant's name. Once name located o **>** on this link and you will go to page one of their collection
Assessing the collection (portfolio):	o Check submission date at the bottom of the page in the portfolio or on the email from the PDRP office o To move through the portfolio, use the navigation menu located at the top right of each of the pages in the collection  o ***Remembering sometimes the nurse changes the order of the pages….*** o Page 1 and 3 is for assessor use. Page 2 office use only. Page 4 title page. (Usually) o Page 5 Domain One starts. o *When beginning to assess get into the habit of checking every page for any download documents or comments (in the comments box) at the bottom of each page. (sometimes documents are not where you might think they would be)* o The Nurses Declaration <u>usually</u> located on the last page of the collection, **check this first for sign off** o Scan each page to check for documents which may be attached o i.e. APC

	○ **>**on the arrow to the right of the attachment to open it ○ Ensure PD hrs, quality docs, teaching plans etc… are verified as you would do in a paper portfolio ○ *To get the 'feel for navigation' of a collection a suggestion is to work backwards through the pages to check manager sign off/details/preceptor details (if applicable), APC, PD Hrs, Practice Hours, etc… are in the collection* ○ *Then begin reading through the domains and reflections.* ○ *Making notes as you would re a hard copy **or** tick off in the smart evidence as you go* (*See smart evidence below*) ○ For your assessment summary – *a suggestion is to make notes as you read the portfolio otherwise you are constantly flicking through the collection to find what you needed*. ○ *As with a hard copy the more you complete the better you will find what will work for you in the assessment process* ○ **<u>NB</u>: <u>Manager Support and Details</u>:** there is no 'tick' box for Manager support, the manager *must* state their support for the level applied. ○ Manager must have included their details on the Manager declaration page. Ensure you have their position and area of practice. Request this if it is not in the portfolio
Requesting further evidence:	○ **<u>Applicant further evidence</u>**: *On feedback from assessors it appears to be easier to type up the evidence request on a word document and then copy and paste it into the 'comments box'. The applicant will get one email with all you are requesting. Save this word doc request as you would the summary…* ○ Applicant further evidence can be requested by the 'comments box' ○ **>** the curser into the 'Add comment' box, write what it is you require ○ make comment public **YES,** *(this will only be view by you and the applicant)* ○ **>** Comment Cancel to post it. The applicant will receive an email notification. ○ **<u>Peer Appraiser/Manager/NE</u>** requesting further evidence: Please request via the email address if this is in the portfolio, if the portfolio does not have the email address please contact the PDRP office for assistance. *You will then need to copy and paste the request and the reply into the 'comments box' so the evidence is in the ePortfolio*
Smart Evidence to sign off the applicant to Met or Met with further evidence:	○ Page one of the collection: *<u>PDRP Assessors Assessment Tool</u>* ○ Office use only column **>** on the **O** ○ The edit box will appear  ○ ○ > ready for assessment **V** ○ Ready for assessment ○ Not met ○ Met with Further Evidence ○ Met ○ Are the options, for our programme it will always be 'Met' or 'Met with Further Evidence' ○ This will change the **O.** ○ **>** Save…you complete the above steps for each of the requirement rows

PDRP Assessors assessment Tool & Declaration Page: **Declaration 1**	○ <u>*PDRP Assessors Assessment Tool and Declaration*</u>, (Usually) Page 3 of the collection *The first half of this page is ONLY a reminder for the assessor to check on sign off's, please ignore this part of the page as it will not change with the 'ticks' completed in page one (smart evidence)* ○ Scroll down to the declaration 1 ○ Copy (ctrl C) the relevant sections (*from 'The evidence to **requirements**'*) ○ **>** 'Place Feedback' and edit box will appear Paste (ctrl V) ○ *(Deleting what is not relevant and the instructions)* ○ Change the 'make public to **No** until the assessment is complete > Save to save your comments but the applicant cannot see them. ○ Once assessment is complete ensure the comment Make public is **'Yes'** ○ **>** 'Place Feedback' (the applicant can see this now) ○ **<u>FYI</u>**: If you cancel what you have in the box will not save your comment
Assessment summary:	○ *A suggestion is to open a word document to complete the summary of the assessment. Once completed copy and paste this into the Declaration 2 feedback box as per the instructions below.* ○ *Please sign off you feedback with your name, role, date, area of work, hours taken to assess.* ○ *Keep a copy of this assessment summary safe on you work hard drive as you would the hard/paper copy.*
Declaration 2:	○ Page 3 of the collection ○ Scroll down to the declaration 2 ○ Copy (ctrl C) the relevant sections (*from 'The evidence to **requirements**'*) ○ **>** 'Place Feedback' and edit box will appear Paste (ctrl V) ○ *(Deleting what is not relevant and the instructions)* ○ Change the 'make public to **No** until the assessment is complete ○ Copy and paste the completed **assessment summary** under the heading you have copied ○ Ensure the comment Make public is **yes** ○ **>** 'Place Feedback' (the applicant can see this now)
Once completed ePortfolio assessment:	○ Please email your local PDRP office to advise them that you have completed your assessment, in the email let the office know how many hours the assessment took to complete. ○ **DO NOT 'release'** the portfolio as there are still some administrative tasks that need to be undertaken by the PDRP office team before it is 'released' to the applicant.
Notes:	○ Currently if you are unsure of the role of the person signing off the portfolio. Send them an email via the name provided in the portfolio requesting the information.