ePortfolio - Creating your ePortfolio

cheat sheet for applicants
A guide for <u>Nursing Staff</u> to **create** their ePortfolio:

*Please take the time to read these instructions *

Quick Reference Guide

<u>Remember</u>: pages 1-3 are assessor and office use only please do not delete or move these pages

<u>RN</u>'s working in Non-Direct Health consumer care: please use the DSN ePortfolio, amend the title page and remove Domain two and three Direct health consumer care pages

mahara > Mahara in the green ribbon at the top of the page will take you back to the 'welcome' page
My Groups: your group is where you find pages and collections (select >> those that apply to you)

> means for you to '**Click on'**

☰ **Hamburger Menu**: Work from this for creating/editing your résumé or portfolio
> Create > Pages and Collections (this will take you to your portfolio space)
> Create > Résumé, to create this

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

You are on page 7/14 ▼ | ‹ | ›

🔍 **Quick Edit**: click to turn on and again to turn editing off (new from August 2021 Mahara Upgrade): edit/populate most of your portfolio pages (not avail in résumé editing) the two icons below (COG and Display page) can also have editing function

✏️ **Edit / Add**: to edit résumé / populate edit pages (sits under the pencil on right of screen)

⚙️ **Cog:** Editing pages in the collection

🖥️ **Display Page:** Takes editing function off and displays the page

<u>Comments Box:</u> This is at the bottom of each page and is for communication between peer reviewer/resource person and you as the applicant
> **After the submission** of your portfolio the assessor will use this for any communication to you.
> You will receive an email if anyone writes in this comments box

On your portfolio tile (on your 'pages and collections' page) ….

🔒 <u>Sharing your portfolio</u> > **Manage access** – Share with> (person)**V / >** search Name **>** allocate role (peer reviewer/manager/NE/CNS) > '**Peer and Manager'** this access is needed to write in your portfolio and validate sections

Three dots: ☰ Manage managing pages in collection. ✏️ Edit This can edit collection name.
⭐ **If your peer appraiser is NOT your manager,** they must put there details in at the end of Domain Four '**Peer details to be entered'**…... **Manager details** to go on Manager Declaration page

Submitting: Please do not submit until you are **ready**, submit from the last page 'nurses declaration' page
Your portfolio submits instantly (there is NO 'are you sure button')

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Pre-requisite: healthLearn: complete **ePortfolio RGIT003.** This gives rights to access Mahara, a link will appear on your healthLearn home page (left)

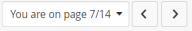o   Google Chrome recommended

Objectives covered in this guide:
o   Log in to the Mahara Site
o   Create an online Résumé (CV) – The CV/Résumé then inserts into your portfolio/collection
o   Find and join a group: e.g. 'Te Waipounamu' > 'PDRP Canterbury'
o   Locate and copy a portfolio/collection template into your 'Pages and Collections' space
o   Editing your collection – writing in the competencies, inserting and removing pages in the collection
o   Share access to your portfolio with another person: e.g. a Resource person, a Manager, a Preceptor who may complete the competencies, verify PD hrs, or share a comment back to you about your portfolio
o   Submitting your collection (portfolio) to the PDRP Canterbury group for assessment

Information:
These **ePortfolio** templates are pre-formatted from the Aotearoa Collaborative (national) PDRP template, which has been developed by the national nurse coordinator PDRP group
o   **Log into Mahara:** Google Chrome: HealthLearn: log into own account
      ▪   Mahara Link: healthLearn dashboard, left side 'ePortfolio'. ePortfolio transferable across Mahara nationally. (appears after completion of ePortfolio intro course on healthLearn)
      ▪   **>** this link to access Mahara ePortfolio site
      ▪   The green menu ribbon will always be at the top of the screen whilst you are in 'Mahara'
           •   On the left is the word' Mahara' on the right is the 'hamburger menu' (3 horizontal lines) referred to in this document
o   **Trash bin** Icon – will delete that work, once deleted it **cannot** be retrieved, be sure you do not need it in the document

Topic	Description
Section one: **Creating your Résumé** (Curriculum Vitae)	>Hamburger menu > Create > résumé: *Remember a résumé/CV is personal to you, it is not compulsory to fill in all the boxes. Make it your own*. **Top Ribbon: Headings -**Introduction**,** Education & Employment, Achievement, Goals, Interests *Introduction: [Edit button at bottom]* o Cover letter/Highlights of Skills/Nursing Philosophy/Role overview can be written in this section o Edit > *edit box will appear*> edit and then > **Save** *your work* *Education and Employment* o Undergraduate/post graduate qualifications/employment history: > **Add (***right bottom of each box)* o Attaching certificates: bottom of that box **>**Choose file *(choose the file required)* **>** save o **>Add** to add other lines o *To edit any previous sections:* >Pencil to Edit > edit box > save o *To delete any sections*: > Trash bin Icon *Achievements* > **Add (***right bottom of each box)* o Certificates o Books and Publications o Professional membership i.e NZNO/Periop college etc… o > Add *to edit text boxes* > Save *(attaching any certificates as above)* o *To edit any previous sections:* >Pencil to Edit > edit box > save o *To delete any sections*: > Trash bin Icon *Goals/skills* *Interests* o *Edit >* Pencil *write information in edit box* > Save *NB: This document can be updated as any stage to be kept current by using this process* **Returning to Mahara welcome page: > Mahara at top right**

Section two:
 	
Locate and Join:
a PDRP programme
group
(only need to do this once, unless you change regions)
	Hamburger menu /Mahara disc > **engage** > *this will take you to the 'Groups' page*
	Groups page
	o In 'Search: (all my groups)' **V** > 'All Groups' (at bottom of list)
	o 'Group category' **V** > '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 *Think of the groups page as the **forms and templates** page on the PDRP website*
	o *You will find the pages and collections on this page to download into your 'pages and collections' space*
	o *Scroll down to see 'pages shared with the group' and 'collections shard with this group*
	   Collections: *choose the collection (portfolio) appropriate to your role:* see below
	   Insert extra Pages *into the Collection: e.g. PDRP templates:* see below

Section three: **Copy a** <u>**Collection**</u> **(Portfolio)** **Template** Aotearoa Collective: national initiative - PDRP templates	**Copy, Download, and Name the Collection (Portfolio):** every three years when submitting o > 'PDRP Canterbury' *(usually located Right of your screen)* o *Scroll down to* 'Collections shared with this group' o > on the collection you need I.E. **RN, EN or DSN** using the navigation arrows (above title) o > go to 'Page two' of the document collection o > 3 dots top right o > 'Copy' then > 'Collection' (can take ages – wait- *do not keep clicking to make it work faster*) o > '**Collection name**': add your name/date/version to the portfolio at the **beginning** of 'Aotearoa … in the title box o *at bottom of the page >* 'Edit collection pages' o [*You will see the name of the collection, and 'edit collection pages' with two columns: We will **revisit** this page*] o at bottom of page > Edit access o [*You will see the 'secret URLs' and sharing page: we will **revisit** this*] > Edit access o > 'Save' on following page o **NOTE:** Hamburger menu > 'Pages and collections' this is where the collections(portfolios) and pages will sit once you have copied from the groups page. This is your portfolio space where you will now work from on your collection (portfolio) or edit pages.
Section four: **Navigating the** **collection** **(portfolio) pages** [You are on page 7/14 ▾ ‹ ›]	o > Mahara *scroll down to* > Create *or* > Hamburger Menu > Create > pages and collections *Either of the above steps will take you to your portfolio/collection you have downloaded, > on the heading of the collection you are wanting to edit.* o > top right to navigate the pages: page 4 title page, domain one commences page 5 o **V** drop-down menu pages by name **OR** page by page navigation arrows **<>** o I.E. **>** to go to the next page
Section five: **Edit the** **collection/portfolio** Page by Page: 🔍 **(right of screen)**	**Assessor Section: Use 'quick edit' icon** o Navigate Portfolio page by page o *Pages 1 - 3 are assessors pages and office use only pages **please do not remove these*** o *Page 4 is title page and page 5 Domain one starts* o *FYI: An applicant cannot write in Managers/peer appraisers' section, and vice versa* **Competency Assessment Section**: *Domains:* <u>instructions</u> **˅** *- Tips and suggestions* *Each competency has and* **˅** *at the end of it – indicators for each level are here. (Ensure you write to the* <u>correct level</u> *you are applying)* o **V** drop down box o **V** expands out to contain indicators o Copy and paste indicator: select indicator, > copy o > Quick edit on self-assessment practice example box o *Self-Assessment Practice Example edit box appears with instructions in the 'Block content box', these instructions can be deleted* o Insert curser > paste indicator > save (at bottom of this edit box)

- To expand 'Block content' box > **V** on left of the word 'Paragraph', at the end of the second row > the expand screen arrows, *this will expand this box*. **>** the expand arrows *again to minimise*
- > save, *the edit/text box disappears, and your work appears in the 'self-assessment practice example box' on the collection page*

All sections are edited as above.

Domain Four – *if your reviewer/appraiser (the person that completes the assessment of your practice is NOT your manager they need to fill in **Peer details** (work area and role)*

Checklists evidence section:
- *To edit*: >quick edit > edit the Yes/No > save > screen icon
- **Add a file to a page**, *bottom of each page is '+Add Attachment' e.g APC Cert / Practice Hours (see below for instructions on adding a file)*

Record of Professional Development and Reflections section:
- *record of learning which is NOT on healthLearn can be entered in the table*.
- > Quick edit *above the table,* enter information >save.
- *Three reflections can continue this page*
- >quick edit *above the instructions*, **add** *reflections, ensure they are titled and dated*
- >Save
- *HealthLearn PD record can be updated at the bottom of this page (in adding an attachment)*
- *Please have all PD **learning hours verified** by NE/Line Manager*

Quality template, Teaching plan template etc…

If you require the templates to insert in your collection, please see 'Copying a page or single template and 'Inserting and/or Removing pages from your portfolio'

'Comments Box' - this is at the bottom of every page in your section of the portfolio
- This can be used for the appraiser or assessor to communicate with you. You will receive an email if anyone has commented.
- The owner of the portfolio can delete any comments not wanted before submission

If an assessor requires further evidence this will be done via the 'comments' box

Complete with Manager at time of appraisal page:
- *Complete your goals and comments then discuss with your manager*
- > quick edit >save

*You will need to **'share'** your portfolio for verification of hours and manager to write comments. Instructions in 'sharing your collection/portfolio'.*

Manager endorsement page:

This section is for your line manager not your preceptor/appraiser, you will need to 'share' your collection with them for this.

Nurses Declaration page:

Read and then complete this page last then submit the portfolio for assessment
- > Quick edit to fill in all sections of this page
- **Read the Declaration**
- > the red dot on the right to confirm the declaration and confirm Yes then a tick should appear in place of the red dot.

Submitting your portfolio:

Ensure all sections of the portfolio are complete and you are submitting to the regional group you work in (*be sure you are ready to submit as there is not a confirmation once clicked*).
- **>** submit…

Section six: **Copy a Page or single template** e.g. teaching plan /quality template	o > Mahara > My Groups > PDRP Canterbury *scroll down to Pages Shared with this Group* o > Page wanted o > Three dots (right hand side) o > Copy > Save **>** Mahara > Create o *you will now be back at your 'pages and collections' section you will see the page sitting in here*
Section five:	**Inserting a page to the collection:** Hamburger menu > **create** > 'pages and collections'

Section seven: **Insert and remove a page from your portfolio** For example, **I**nserting a teaching plan quality template **OR** **R**emoving the pages not required and you can also remove pages if you are not wanting your appraiser to view i.e. reflections, before sharing it. Then add them back in **before** submitting	Each page or collection sitting in this space looks like a 'tile', at the **bottom of each tile** is a padlock on the left and 3 vertical dots on the right. ○ > the 3 vertical dots > Manage (for managing pages) *You are now in the Edit collection Pages section* *The column on the left is the <u>pages to add</u> to collection* *The column on the right are the <u>pages that are already</u> in your portfolio/collection* *You move the page you would like <u>in the collection</u> I.E. quality page into your portfolio/collection* ○ > on the box at the end of the page title and a ✓ tick will appear ○ > + pages **OR** > hold then drag and drop the page into the portfolio where you would like it to sit. *You can move the order of your pages in the collection/portfolio by > hold and dragging OR using the up and down arrows.* **NB**: Ensure the **Nurses declaration** page remains the **last page** in your portfolio/collection. **Removing a page from your collection** *Follow the steps above to get you to the Edit collection pages section* ○ > **X** The page will be removed from your portfolio/collection but will remain on your 'pages and collections' section
Section eight: **Adding an attachment** e.g. APC	○ Below the 'comment' box, attach file, choose file ○ > Choose file, locate the file you need to attach (browse) ○ Attach using prompts from your file/folder ○ > Comment – the file will attach above the comments box.
Section nine: **Delete a page or collection**	○ Hamburger menu > **create** > pages and collections ○ > 3 vertical dots bottom right corner of the page ○ > Delete - *once deleted it **cannot** be retrieved there is no trash bin*

Section ten:
 'Sharing' the portfolio
 	
 This is when you will share your portfolio with your appraiser / peer reviewer for them to comment on your practice and verify any relevant sections. I.E.
	○ *The Quick link to share your portfolio is…*
	 ○ *Go to your <u>pages and collections</u> space* (>Mahara>Create *OR* >Hamburger menu>pages and collections)
	
	 ○ > 🔒 > **Manage access** – Share with> (person)**V / >** search Name **>** allocate role (peer reviewer/manager/NE/CNS) > '**Peer and Manager**' *this access is needed for the appraiser to write in and/or validate sections in your portfolio. (please do not put in a time frame for your appraiser to write your portfolio)*
	 ○ *Another way to share and see who you have shared with is…*
	 ○ Hamburger menu > **share** > share with me, > share by me, > share with person, search, > create timeframe from calendars
	 ○ The difference between
	   ○ No special role (resource role - no editing access can comment)
	   ○ Manager (able to view your evidence) <u>do not use</u>
	   ○ Peer (able to add evidence) <u>do not use</u>
	   ○ Peer and Manager **(use this for peer assessment)**
	 Resource person (Share access – no editing)
	 ○ *can make comments in the section at the bottom of the pages*
	 ○ *These can then be deleted by the portfolio owner*
	 Peer and Manager
	 ○ *managers/reviewers/preceptors to write the assessment of your practice*
	 ○ If the nurse writing about your practice is not your manager they do need to put in their **details, name, role (i.e. NE/preceptor/senior RN etc..), at the bottom of Domain four**
	 ○ Nurse Educators can verify documents. Add their role to comment.
	 ○ Manager Endorsement page - Ensure it is your **manager** that supports your level of submission. They need to include their **role and area of practice** on this page also.

Section 11:
Nurses Declaration and
Submitting your Portfolio
	When you have completed all the sections in the collection/portfolio, complete and sign off this final page
	Nurses declaration page (last page of portfolio)
	    o Enter details
	    o Read Declaration and consent
	Sign-off > the sign of (red dot) it will then become a tick
	Submit Portfolio:
	o **We recommended you submit from this last page.**
	    > Select the group you are submitting the portfolio to: i.e. PDRP Canterbury
	    > **Submit ….** your portfolio submits instantly be sure it is ready
	o Once submitted cannot make any changes, but extra evidence can be provided in a 'comments box'

Section 12: **Backup your portfolio**	o Hamburger menu **only** o > 'manage' There are options to export all your content – or just specific pages and collections o > all my data/just some of my pages/collections o > comments included or not > 'Generate export' (PDF, internet browser, or HTML)
Notes:	o If you know of any assessors you do not want to assess your portfolio, please email the PDRP office. (NB: as a professional responsibility an assessor is not to assess a portfolio of any nurse applicant or nurse appraiser they know) o **Peer appraiser (end of domain four) and manager details** (Manager declaration) are to be included in the relevant sections

Any Patai ??

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