How to write your competencies

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 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.

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.

Alternatively, you can Google "Ko Awatea Learn" or use the following web address: https://koawatealearn.co.nz/
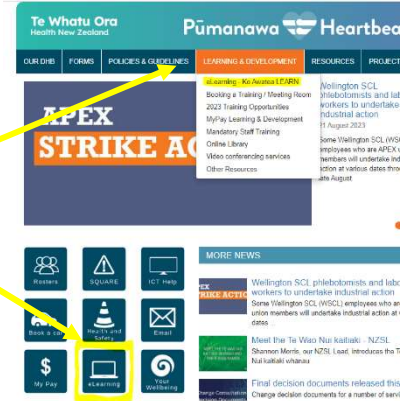
Step 2:

Log in using your Ko Awatea username and password.

If you have forgotten your password then please use the "forgotten password" link.

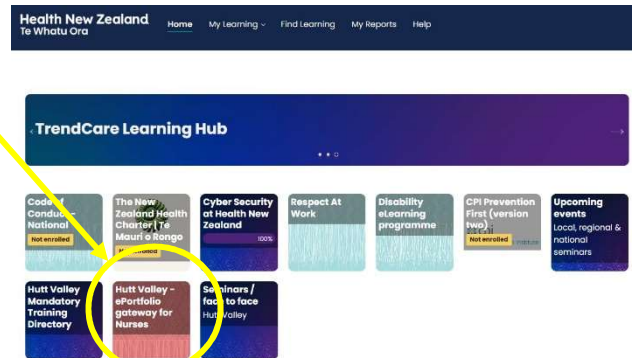You can also update your email address or request an account using the links on the login page.

Step 3:

Select the PDRP/ePortfolio tile.

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, which are included on this page and/or attend a **PDRP workshop**.

To move through the gateway to your ePortfolio homepage please select the link under the title **Quick Link to Mahara** on the left of your screen as shown in the image (right).
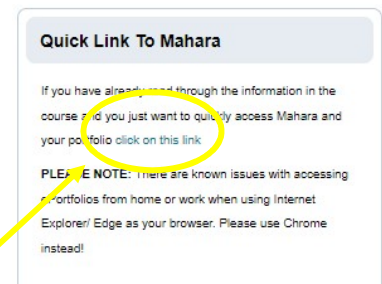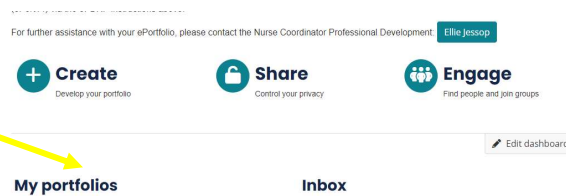
How to write your competencies

Step 5: Access your portfolio:

Under 'My portfolios' you should see any portfolios you have created. Select the desired portfolio to enter it.

If you can't see your portfolio, please review the how-to guide ePort 2 before contacting the PDRP coordinator or completing the next steps.

Step 6:

Your portfolio will open on page 1: the manager declaration. To add competencies, navigate to page 2 by clicking the arrow or the drop down box in the top right of your screen.

Step 7:

Page 2 is the competencies section. Selecting each section will expand it to show further information and/or instructions.

Note: If you cannot see the black lines on your own screen as per the image (right), please select the magnifying glass icon in the top right of your screen. This should resolve the problem. Please also check you are using Google Chrome as your internet browser.
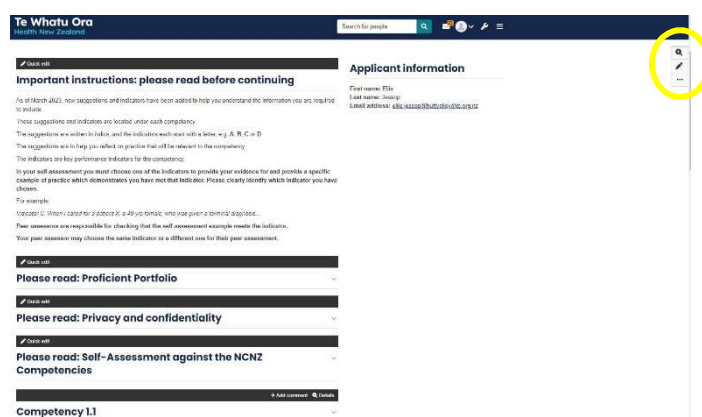
Step 8: Writing your competencies

To write your competencies, click the pencil on the top right of the screen.

You have now entered editing mode which allows you to edit the contents of the page.

Scroll down to the competency you want to write and click the pencil next to it

A window will slide in from the right allowing you to type in, or paste, your evidence.
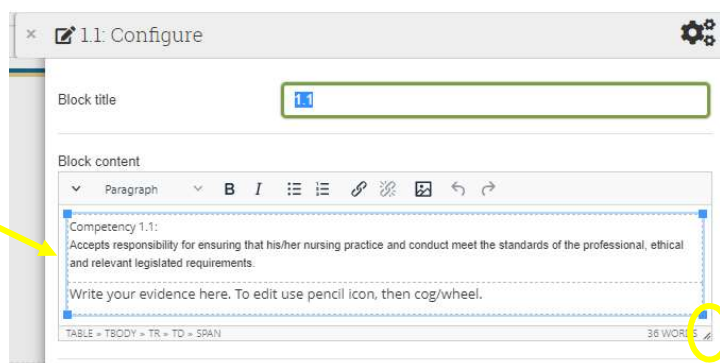
How to write your competencies

Step 9:

Create a new line under the "**Write your evidence here…**" to enter your self-assessment.
Try and keep your writing within the blue box- it will expand for you.

Once you have finished, scroll down to the bottom and click "**Save**".
You must save each time you make a change or changes will be lost.


Steps 1 and 2 above should be repeated for each competency and any section where you need to add or change evidence.

Note: to increase the size of the editing window click and drag the two diagonal lines in the right hand corner.

Step 10:

Once you have clicked save and you have finished editing your competencies, select the icon with the TV/computer screen to return to viewing mode.
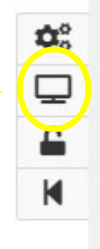
If you find that a correction is needed on this 'How to…' guide please contact the
Nurse Coordinator Professional Development : PDRP@huttvalleydhb.org.nz