

How to complete the manager declaration and upload the performance review

Document author:
Nurse Coordinator Professional
Development
Authorised by:
Nurse Director Policy & Practice CCHV
Issue date: 13/08/2025
Review date: 13/08/2026
Date first issued: 2020
Document ID: ePort8

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.

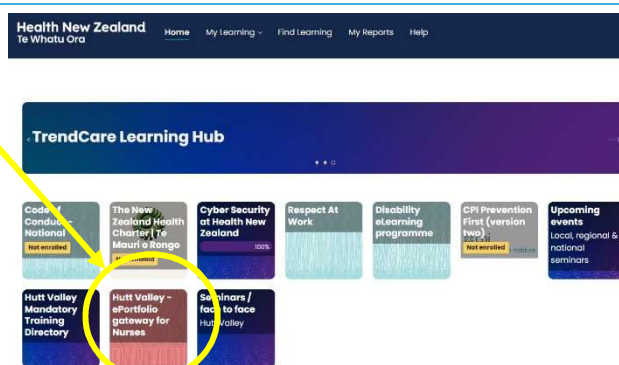
You can also update your email address or request an account using the links on the login page.



Step 3:

Select the PDRP/ePortfolio tile.

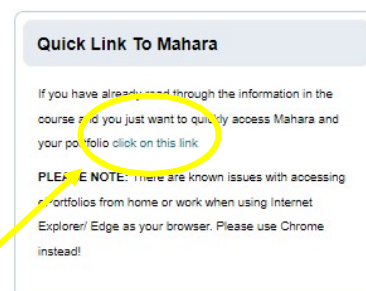
Note: If this is the first time you are using the ePortfolio the next screen will ask you to enrol in the course. Select the enrol button when prompted.



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 complete the manager declaration and upload the performance review

Note:

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 5:

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



Step 6:

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

If you still can't see it, then it's likely they have not shared their portfolio correctly. Please advise them to follow the steps in *ePort 11 – How to share your ePortfolio*.

Step 7:

Once you have found the nurse, you'll see three sections

"about me"

"X's portfolios" and

"X's groups"

You should be able to see the nurse's portfolio in the appropriate section.

About me

First name: Ellie
Last name: Jessop
Town: Wellington
Country: New Zealand

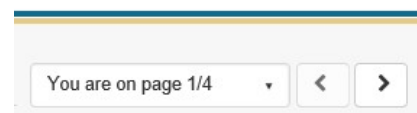
Ellie Jessop's portfolios

[Ellie Jessop Designated Senior Nurse Portfolio 2023 \(5 pages\)](#)

Ellie Jessop's groups

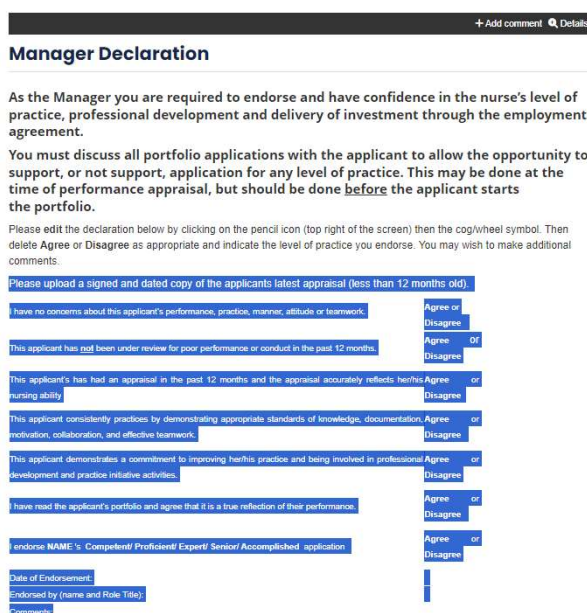
Step 8:

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 9: Completing the Manager Declaration

First, select and highlight the declaration table and copy it.



How to complete the manager declaration and upload the performance review

Step 10:

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 your work.

Step 13: If you are uploading the performance review and PDCP* on the nurse’s behalf

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.

*For more information on the Professional Development and Career Plan (PDCP) please see Section 3 of the PDRP Handbook.

Step 14:

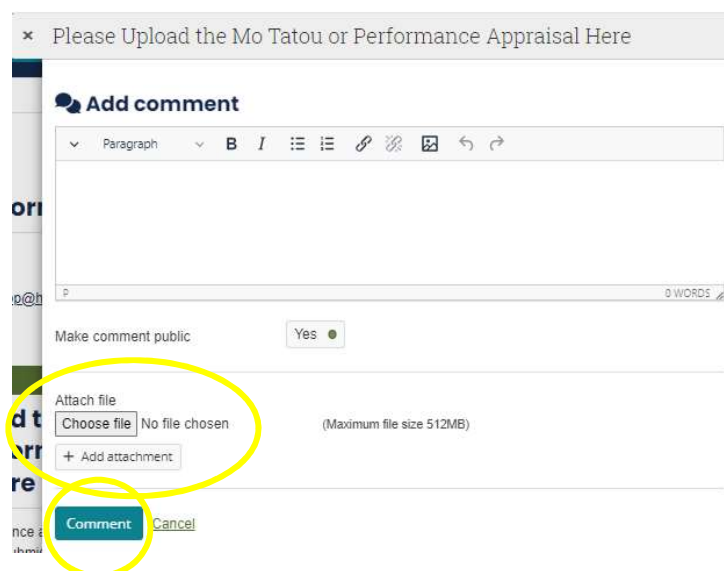
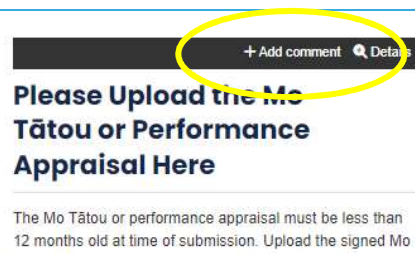
Select “**Choose file**” and find the applicant’s final copy of their performance review which has been signed and dated by both of you.

At this point, if you need t also attached the PDCP, select “+ Add attachment” and then it will give you another ‘choose file button’.

Find the completed PDCP and click open.

To save, click “**Comment**”

Note: “Make comment public” should say “yes”. See FAQ section for more information.

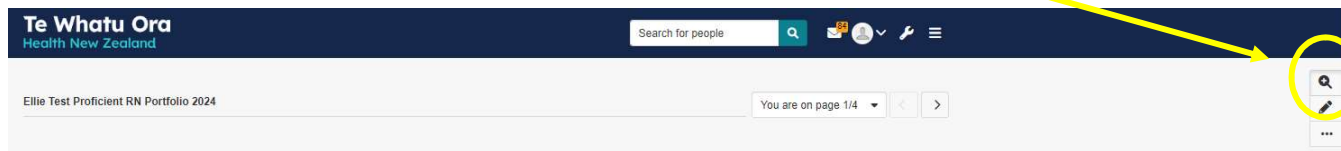


How to complete the manager declaration and upload the performance review

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
