

1) Key functions: Getting started, logging in and moving around

Getting started

In order to log into ePortfolio you will need a username and password.

This will be provided by your local University as part of your Mentor Preparation Programme. You will either receive a user name or password directly from the University administrator or via an automated email.

If you already have access to the Nursing and Midwifery ePortfolio before you started your Mentor Preparation Programme you will use your existing ePortfolio user name and password. Once you have been given access to the Student Mentor section by your University, when you next log in you will see you have the additional section for student mentors.

Logging into ePortfolio

Open your internet browser i.e. Internet Explorer, Firefox etc. and enter www.nhseportfolios.org in the address bar. On the right hand side of the screen a user login box is displayed - enter your username and password in the appropriate boxes. Once you have filled in these details click on the 'Log In' button.

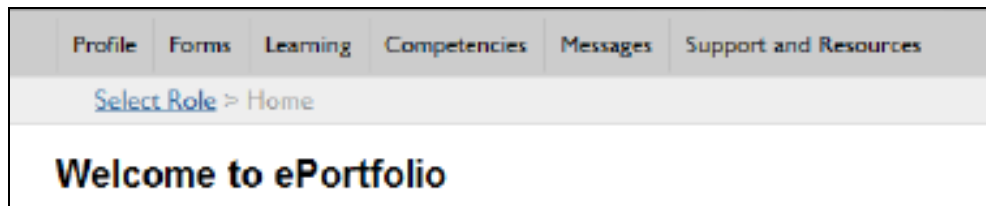


When you log in to ePortfolio for the first time you will be prompted to change your password (you will also be prompted to verify that your e-mail address is correct).

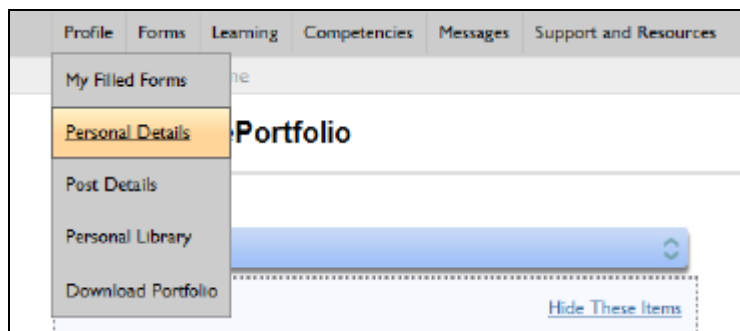
If you want to change your password in the future you can do this by clicking on the 'Profile' drop down menu and selecting 'Personal Details'. Click on the 'Login Details' tab and go to 'Change Password'. Enter your old password in the appropriate box and then enter your new, memorable, password twice in the appropriate boxes, click on the 'Change Password' box to complete this process.

Getting around

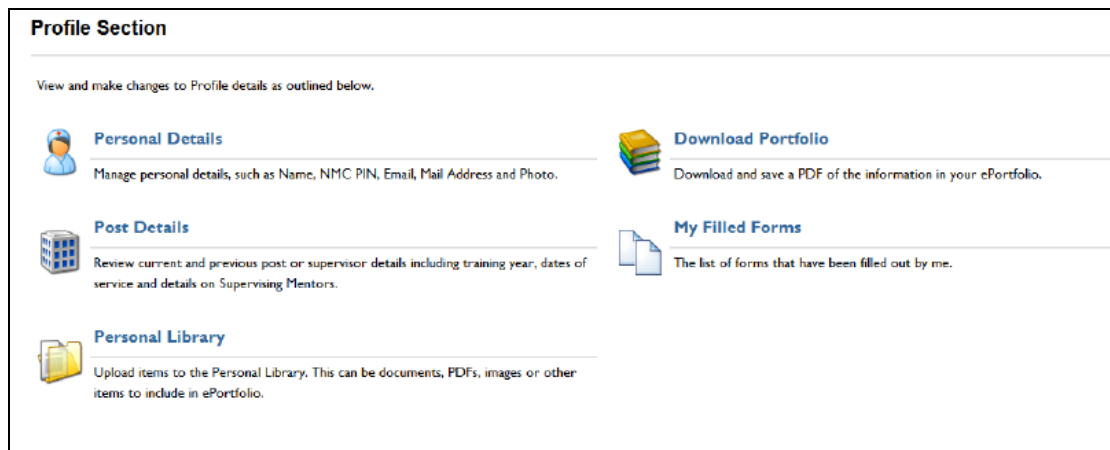
The site is divided into main six parts displayed in the main menu bar.



There is also a drop down menu that identifies the items within each part so you can simply choose the items directly from the drop down menu as detailed below.

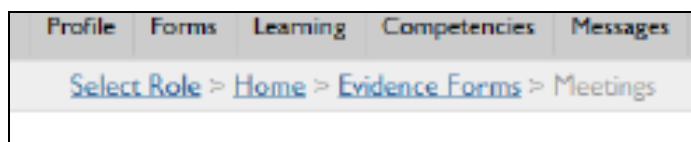


Alternatively, you can click on the menu header i.e. Profile and you will be taken to the 'Profile' section. From there you can view the items available and a brief description.



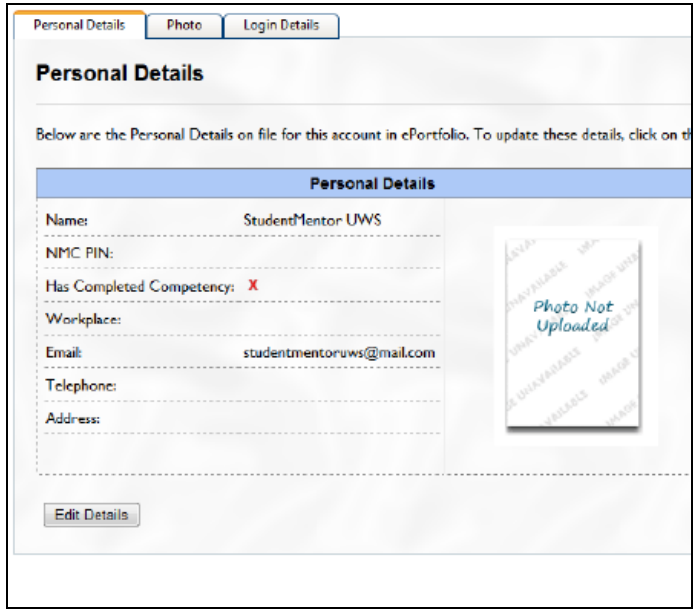
The breadcrumb trail

When you move away from the home page a trail (known as the trail of breadcrumbs) will be displayed under the main menu bar to show where you are in relation to the home page. The grey title is the name of the page you are currently on – in this case the 'Meetings' page. If you click on any of the blue page titles it will take you to that page. For example clicking on [Home](#) will take you back to the home page.

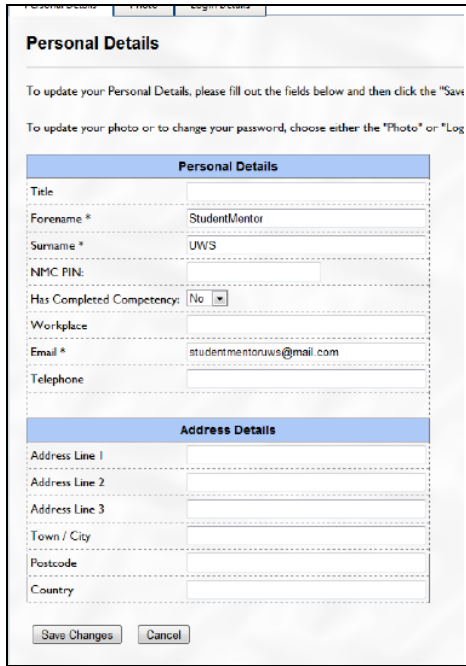


2) Key functions: Updating personal details

There is a page within 'Profile' part of ePortfolio that contains your personal details. You can update or amend your personal details at any time. To start, log into ePortfolio, select 'Profile' and then 'Personal Details'.



To edit any of your details, click on the 'Edit Details' button at the bottom of the page as shown above.



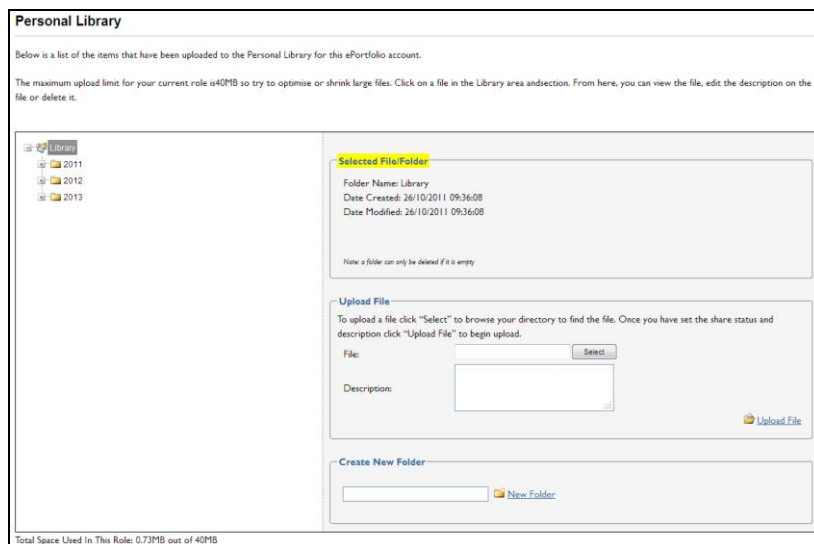
This will take you to a new page shown above where you can edit your details. Type in any changes or add in new information and click on 'Save Changes' to save or alternatively 'Cancel' to discard any changes. Your personal details will then be updated within your Student Mentor section of ePortfolio.

3) Key functions: Using the personal library

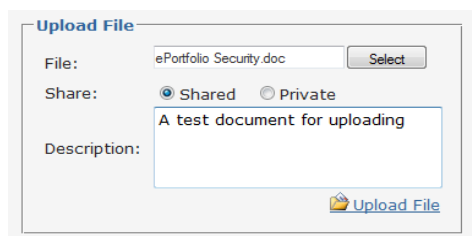
ePortfolio has a personal library where you can store various documents. To start, log into ePortfolio and navigate to the 'Personal Library' page from the 'Profile' part of the main menu.

You can upload files (documents, certificate, presentations, etc) to your Student Mentor section of ePortfolio via the 'Personal Library' and you can create folders to help organise your uploaded files.

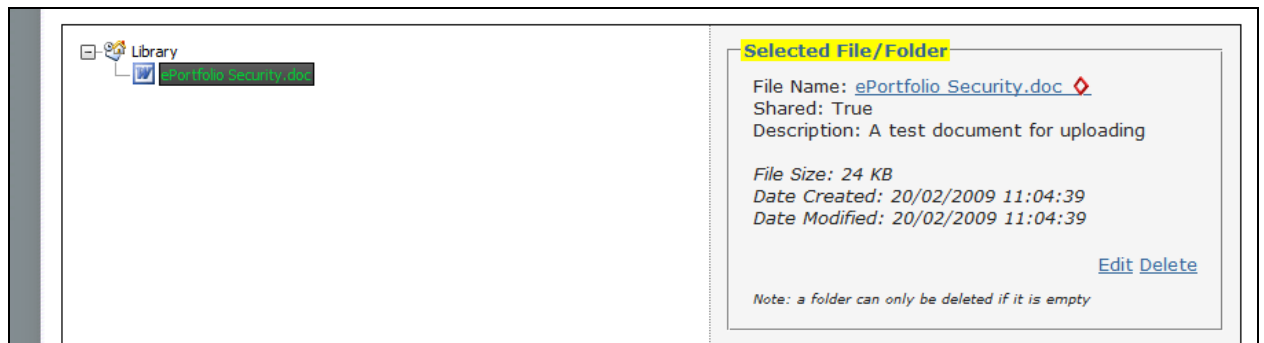
The main types of information/evidence that can be uploaded include scanned paper documents, PDFs, images or other items to include in your ePortfolio and you can link them as evidence against the NMC mentor competencies. The maximum upload limit per user is 80MB so try to optimize or shrink large files by zipping them, compressing the size of images etc. Your local IT provider may be able to help you with these actions.



Select the file you want from your computer, add a description if you wish, and press "Upload File".



To perform an action on the uploaded file, click on the file. You will see that the file is now listed on the right (with red icon) in a grey box:



Clicking on the file name ***in the right box*** will allow you to download and view the file or you can click on the blue 'Edit' link to edit details such as description shown in this box.

Clicking on the 'Delete' link will enable you to remove a file that you no longer wish to store in your personal library.

































4) Key functions: Completing an electronic form yourself

As part of your mentor preparation programme, you can use a variety of form templates to record your evidence towards achievement of the NMC mentor competencies.

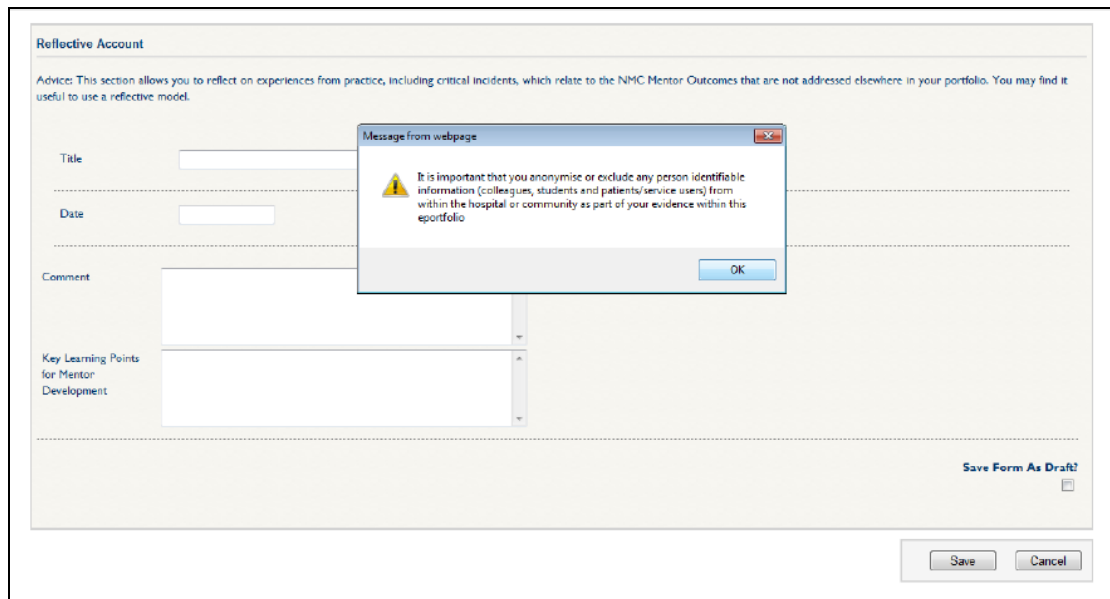
The evidence forms available to you are categorised below:

- Record of learning activity and reflective accounts – a number of forms are available for you to record different aspects of your mentoring activity
- Meetings – for your initial, midway and verification meeting with your supervising mentor
- First, second and third supervision of sign-off mentor status
- Protected learning time – for you to capture how you have met the 10 day learning requirement
- Feedback from others – to obtain feedback from students, other mentors or for your supervising mentor to complete meeting, supervision or verification forms.

The 'Forms' is listed in the main menu. To create a new form select 'Summary Overview' then the relevant form and click on 'Create'.

Forms Summary Overview			
Below is a summary of the ePortfolio forms available for your posts.			
Type	Form	Submissions	
Mentorship - University of the West of Scotland - NM - Mentor Prep (01 Sep 2013 to 30 Sep 2017)			
	Witness Testimony	-	 Create
	Initial Meeting	-	 Create
	Custom Evidence Form	-	 Create
	Mid-Point Review	-	 Create
	Verification Meeting	-	 Create
	Verification Statement	-	 Create
	First supervision of sign-off status	-	 Create
	Second Supervision of sign-off status	-	 Create
	Third Supervision of sign-off status	-	 Create
	Additional Meeting	-	 Create
	Activities Undertaken With Students	-	 Create
	Assessment Feedback	-	 Create
	Observation of Practice	-	 Create
	Peer & Student Feedback	-	 Create
	Reflective Account	-	 Create
	Other Student Mentor Activities	-	 Create

This will bring up a blank form that you can complete. You'll see below a "pop up box" reminding you not to include any personal identifiable information.



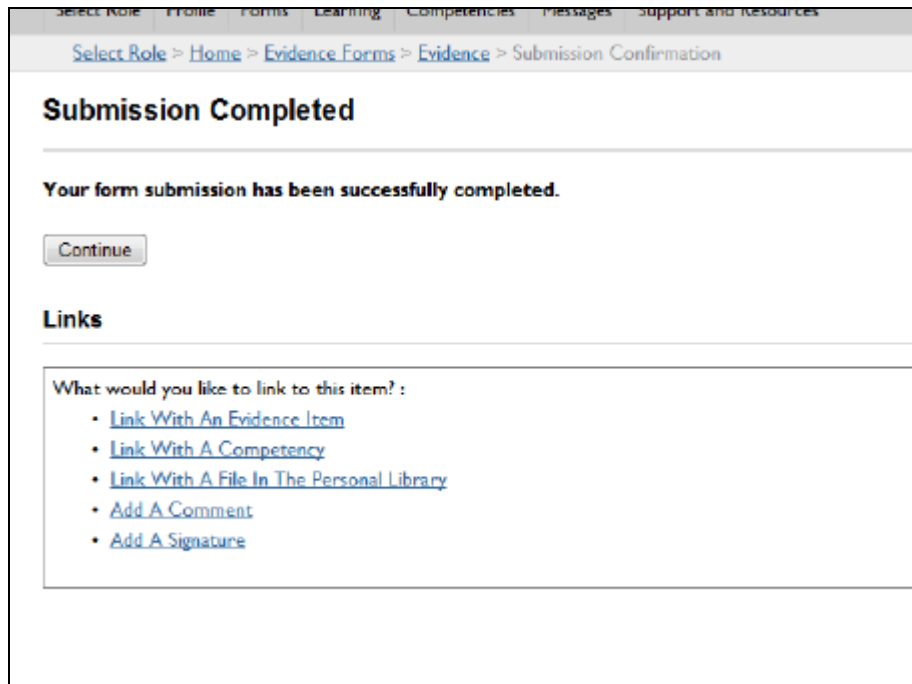
The screenshot shows a web-based form titled "Reflective Account". At the top, there is a blue header with the title. Below the header is a paragraph of advice: "Advice: This section allows you to reflect on experiences from practice, including critical incidents, which relate to the NMC Mentor Outcomes that are not addressed elsewhere in your portfolio. You may find it useful to use a reflective model." The form contains several input fields: "Title" (a text box), "Date" (a date picker), "Comment" (a large text area), and "Key Learning Points for Mentor Development" (a text area with a vertical scrollbar). A "Save Form As Draft?" button is located at the bottom right of the form area. A "Message from webpage" pop-up box is overlaid on the form, containing a warning icon and the text: "It is important that you anonymise or exclude any person identifiable information (colleagues, students and patients/service users) from within the hospital or community as part of your evidence within this eportfolio". The pop-up box has an "OK" button. At the very bottom of the page, there are "Save" and "Cancel" buttons.

You can save this form as a draft to allow you to edit and change it. Once you've completed the form and have no further changes, click the 'Save' button at the bottom of the form.

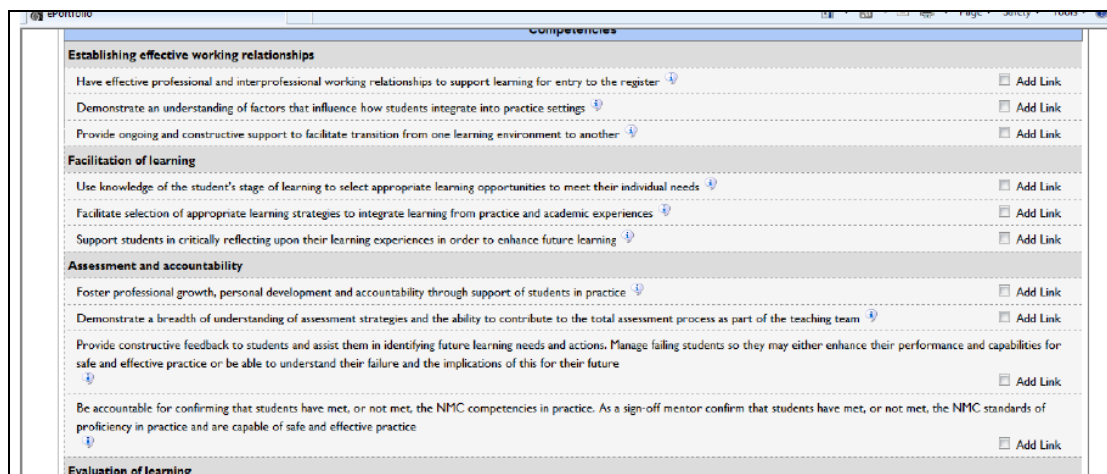
You can then access all your completed forms from the "Evidence" drop down menu.

5) Key functions: Linking your evidence with the NMC mentor competencies

When you have completed an evidence form and save it, you will automatically be given the option to link your evidence with the NMC mentor competencies. Each time you save an evidence form, you'll see the page below.



To link your evidence form with the NMC mentor competencies, select 'Link with a Competency'. You will then be automatically directed to the page below which identifies all the NMC mentor competencies. Click on 'Add Link' to the relevant competencies.



Once you have linked all the competencies to your evidence form, go to the bottom of the page and click on 'Add Links'.

Plan a series of learning experiences that will meet students defined learning needs ?	<input type="checkbox"/> Add Link
Be an advocate for students to support them accessing learning opportunities that meet their individuals needs – involving a range of other professionals, patients, clients and carers ?	<input type="checkbox"/> Add Link
Prioritise work to accommodate support of students within their practice roles ?	<input type="checkbox"/> Add Link
Provide feedback about the effectiveness of learning and assessment in practice ?	<input type="checkbox"/> Add Link
	<input type="button" value="Add Links"/>



User Guide for the Student Mentor section of the Nursing and Midwifery ePortfolio

6) Key functions: Asking others to fill in electronic forms (ticketing)

Whilst undertaking your mentor preparation programme, the majority of the time you will be entering evidence yourself using the various electronic forms available. There will however, be occasions when you need to ask someone else (a student you are mentoring, your supervising mentor, a mentor colleague or a Practice Education Facilitator) to fill in a form as part of your evidence towards the mentor programme requirements.

ePortfolio has a special system to enable you to do this – called ‘ticketing’.

There are a number of forms available for you to use to request feedback as part of the ticketing process. These forms include:-

- Witness testimony or feedback from others
- Verification meeting
- Verification statement
- 1st, 2nd and 3rd supervision of sign-off

To begin the process, navigate to the ‘Feedback from others’ page that is found in the ‘Forms’ drop down menu.

Feedback From Others

Feedback can be from managers/colleagues/peers/students etc. We will provide guidance on seeking feedback from client/service users i

[Request External Feedback](#) [Add New Feedback](#)

There are no filled out Feedback From Others forms for this account yet.

To view data security and data protection information see Help section. About ePortfolio

Click the ‘Request External Feedback’ button to begin. This will take you to the page below.

External Feedback Request

To request a feedback from an external person, for example a manager, supervisor or colleague, select the "Request New Feedback" button below. This will generate a unique external person can use to login to ePortfolio and submit the feedback.

You can send the external person a reminder if the feedback has not been completed within 7 days. The 'Send Reminder' link automatically appears next to any forms that are due in this time frame.

To view a list of all of your forms including those you have completed for others [click here](#).

View tickets generated from: 6/8/2013 to: 5/9/2013

There are no tickets between the above dates.

By performing an 'External Feedback Request' you are creating a unique code i.e. 'ticket' so that an external person, *who may not have an ePortfolio account*, can access the system allowing them to complete forms for you in your ePortfolio.

To start click on the 'Request New Feedback' button. First, you will have to confirm which form you want them to complete from the list that will appear (as shown below), before clicking 'Next'.

External Feedback Request

To request feedback from a person who does not have access to this account on ePortfolio, fill out the form below and click 'Next'. Mandatory fields are marked with a *.

Portfolio *:	Mentorship - Non-HEI (01 Feb 2013 to 07 Feb 2014) <input type="button" value="v"/>
Feedback Forms *:	<input type="checkbox"/> Witness Testimony <input type="checkbox"/> Verification Meeting <input type="checkbox"/> Verification Statement <input type="checkbox"/> First supervision of sign-off status <input type="checkbox"/> Second Supervision of sign-off status <input type="checkbox"/> Third Supervision of sign-off status

The next step is filling out the recipient's details. **Note:** *You are responsible for inputting all of the correct details on the form (however, the recipient will have the opportunity to review and amend any mistakes if necessary).*

Start by inputting their e-mail address if you have one and click 'Next' again. If this address has been used before the next table will automatically complete. If the email address is new then you will need to fill in the recipient details fields yourself before clicking 'Finish'. If you do not have an email address you can leave this box blank.

Generate New Ticket

To request an assessment from a person who does not have supervisor access to this account on ePortfolio, fill out the form below and click 'Next'. Mandatory fields are marked with a *.

Assessor Name *:

Assessor Designation / Job Title *:

Assessor Location *:

Comment for assessor:

Send email to assessor? *: No Yes

You will then be given a unique login code i.e. 'ticket' for the external person to use. They need to go to www.nhseportfolios.org and enter their code in the 'Assessors' box to complete their form for your ePortfolio.

If you opted to send an e-mail to them, the email contains a direct link which they can click on. This automatically enters the 10 digit 'ticket' code, taking them straight into the form. You alternatively may choose to print off this page and give it to your assessor in person.

Once the recipient of the ticket has submitted the form, you will see it appear in your ePortfolio.

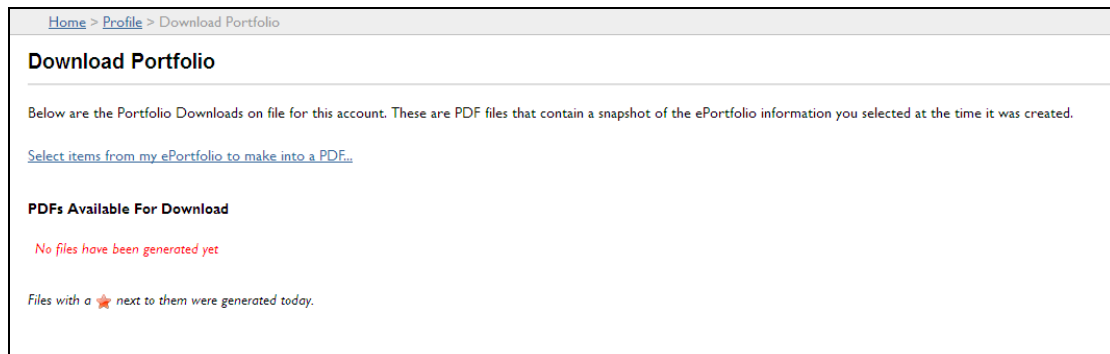


User Guide for the Student Mentor section of the Nursing and Midwifery ePortfolio

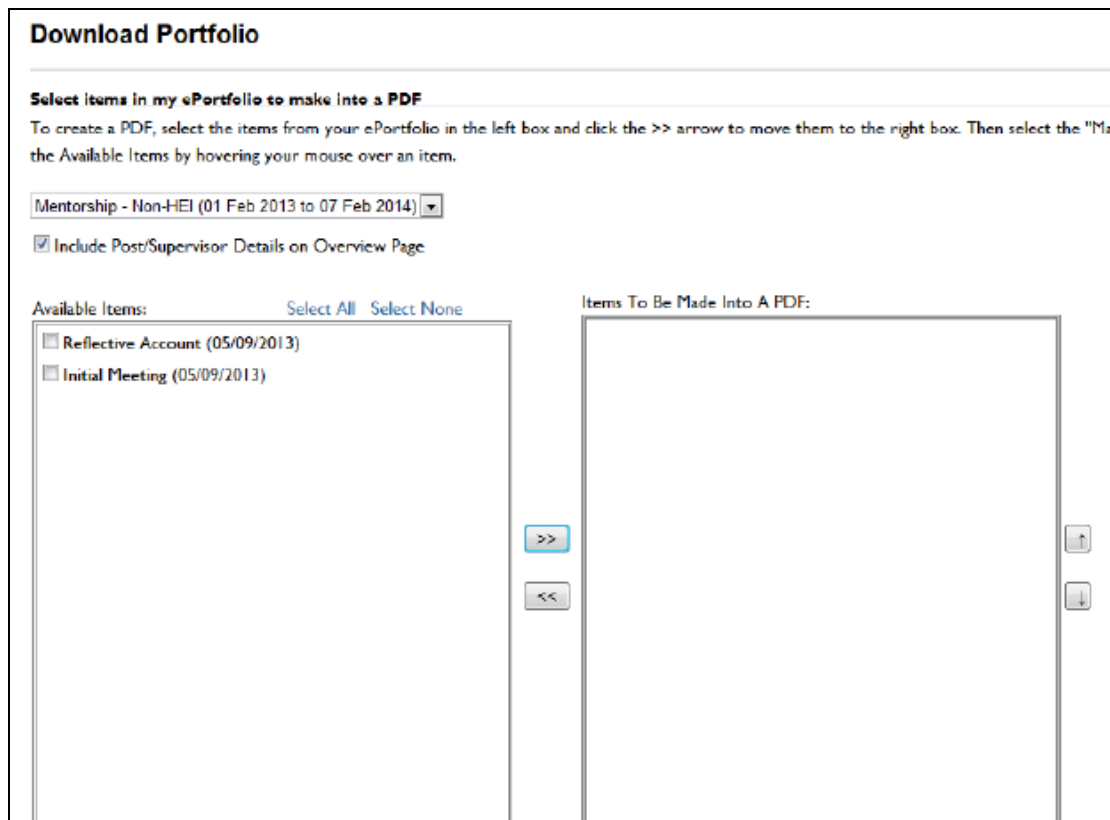
7) Key functions: Printing your ePortfolio contents

You can download and save a PDF containing any or all of the evidence within your ePortfolio at anytime. You can then use this evidence for meetings with your supervising mentor and lecturer or as part of your evidence for appraisal /NHS Knowledge and Skills Framework (KSF) or Continuous Learning Framework (CLF) reviews.

To begin navigate to the 'Download' portfolio page in the 'Profile' drop down menu of your ePortfolio.



Next click the 'Select items from my ePortfolio to make into a PDF' link.



You can then select which parts of your ePortfolio you wish to download from a list of available items. To select an item click on the tick box next to the item and click the 'Add Item' arrow (>>) between the two boxes to add it to the right hand box. You can also click the 'Select All' link to move all the items at once.


Once all the items that you want to include in your PDF are in the left hand box, click the 'Make PDF' button to generate the PDF.


Download Portfolio

Below are the Portfolio Downloads on file for this account. These are PDF files that contain a snapshot of the ePortfolio information you selected at the time it was created.

[Select items from my ePortfolio to make into a PDF...](#)

PDFs Available For Download

	Files	Description
X Delete Edit View	2011-11-18_152020.pdf  Size: 84 KB	

Files with a  next to them were generated today.

Once you have generated the PDF, it will be added to your list of 'PDFs Available for Download' (see above), displayed on the 'Download Portfolio' page. This list will include details such as the date that the PDF was create and you will have three further options; you can 'Delete' or 'Edit' the PDF by selecting the relevant link. Editing the PDF will give you a chance to enter a title that will appear in the 'Description' box. You can also select to 'View' the PDF, this will download and open the PDF in a new window using your computer's standard PDF viewer.