QUICKGUIDE FOR NURSES UPLOADING PDRP PORTFOLIO

STEP 1: ACCESSING YOUR PORTFOLIO

1. Ko Awatea Learn

2. Nursing PDRP Doorway - Waikato
   No criteria

3. **Welcome to the PDRP Doorway**

4. ✛ Click here to access the ePortfolios   Link to portfolio site
   OR

5. 🕑 Dashboard
   ＋ Create   ⌃
   Portfolios

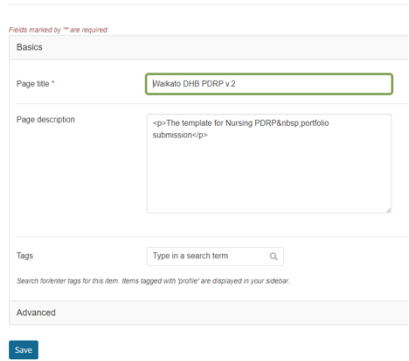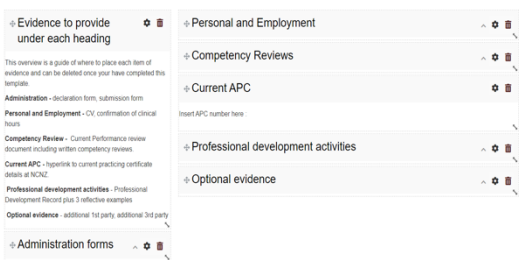6. 📋 Copy

7. Waikato DHB PDRP   Waikato District Health Board   📋 Copy page
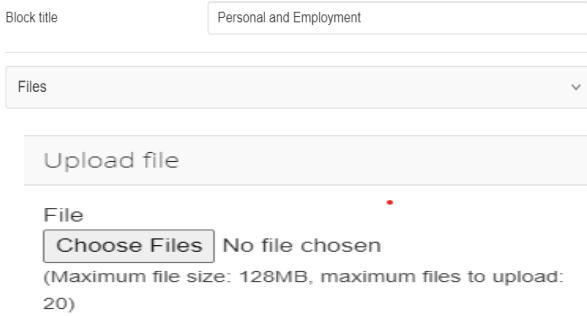
QUICKGUIDE FOR NURSES UPLOADING PDRP PORTFOLIO

STEP 2: EDITING YOUR CONTENT –CREATING YOUR PF PAGE

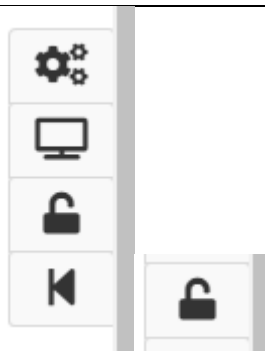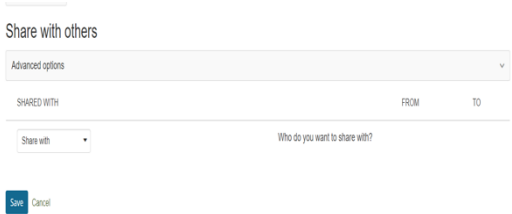|			
9.	Waikato DHB PDRP v.2 | Settings	1.	Using "*Page Title Section*" Type in your First Name, Surname, PDRP Level and Year e.g. **Jane Citizen Competent 2021**. Scroll to bottom of page and <mark>Click **Save.**</mark>
		2.	For **non DHB applicants**, please add NON DHB after the Year e.g. **Jane Citizen Competent 2022 Non DHB.** Scroll down to bottom of page <mark>Click **Save.**</mark>
10.	Jane Citizen Competent 2022 Non DHB | Edit		You will now see your ePortfolio divided into sections e.g. Administration, Personal & Employment etc and the explanation of what is required in the content which is required to be uploaded into each section. You are now ready to upload your documents.

.

STEP 3: UPLOADING DOCUMENTS

11.	⚙ Click on this icon.	Each section will have a configure icon opposite it on this edit screen.
12.	Block title — Personal and Employment Files Upload file File Choose Files No file chosen (Maximum file size: 128MB, maximum files to upload: 20)	1. To Upload Files a. Click on"Files" b. Choose File c. " Click **Save.**

d.

QUICKGUIDE FOR NURSES UPLOADING PDRP PORTFOLIO

Note: If you upload the incorrect file, click the **Remove** button on the right hand side of the file. **DO NOT use the rubbish bin** on the main block as this will delete the whole block and you cannot recover it

STEP 4: FINAL STEP – SHARING WITH APPROPRIATE GROUP

11.		On the right hand side of your portfolio Click on the padlock
12.		Share your portfolio with: Group **Waikato PDRP 2023** **Admin** **From:** enter date - submission **To:** enter date – 6 months ahead Save

TO MAINTAIN CONFIDENTIALITY OF YOUR PORTFOLIO

The PDRP team will share your portfolio with the assessor when one becomes available and you will be notified who this assessor is via your portfolio 'comments' section.

Throughout the whole assessment process, your portfolio is only visible to the Admin team and your assessor.
.