



Accessing & Navigating your ePortfolio for PLPs and Staff (NMPC)

Please note do not use Internet Explorer as a browser to access your ePortfolio

INTRODUCTION

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Logging In



Logging In

In order to access your King's eP, you will first need to follow these simple steps to log in (please note that Internet Explorer is not supported):

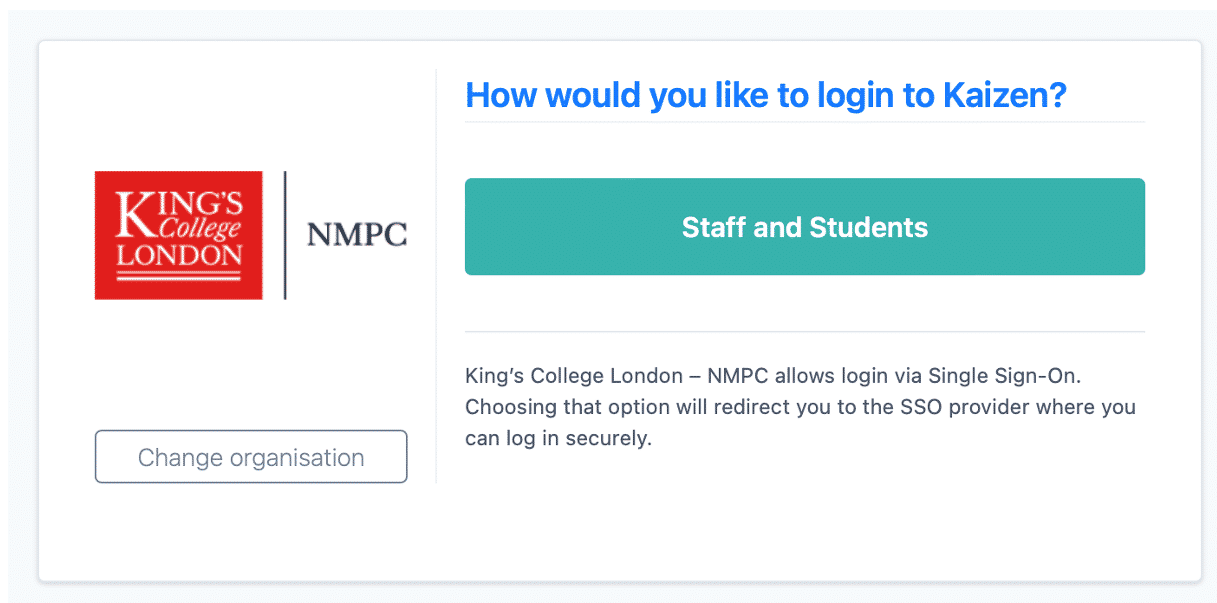
- 1 Click the 'Link to King's eP' button on the support space or via the link sent to you
- 2 Select the 'Staff and Students' button
- 3 Login using your King's account email and password
- 4 Please note you may have to acknowledge a sign in verification process either by text message, voice call or via a mobile device authenticator app. Further guidance can be found [here](#).



King's ePortfolio guidance webpage

i If you are not able to login, as the previous user is still logged in, you may need to clear the web browser cache. Here is some info on [how to clear your cache on google chrome](#)

Once you click the link to King's eP then you will be taken to web page displaying the following:

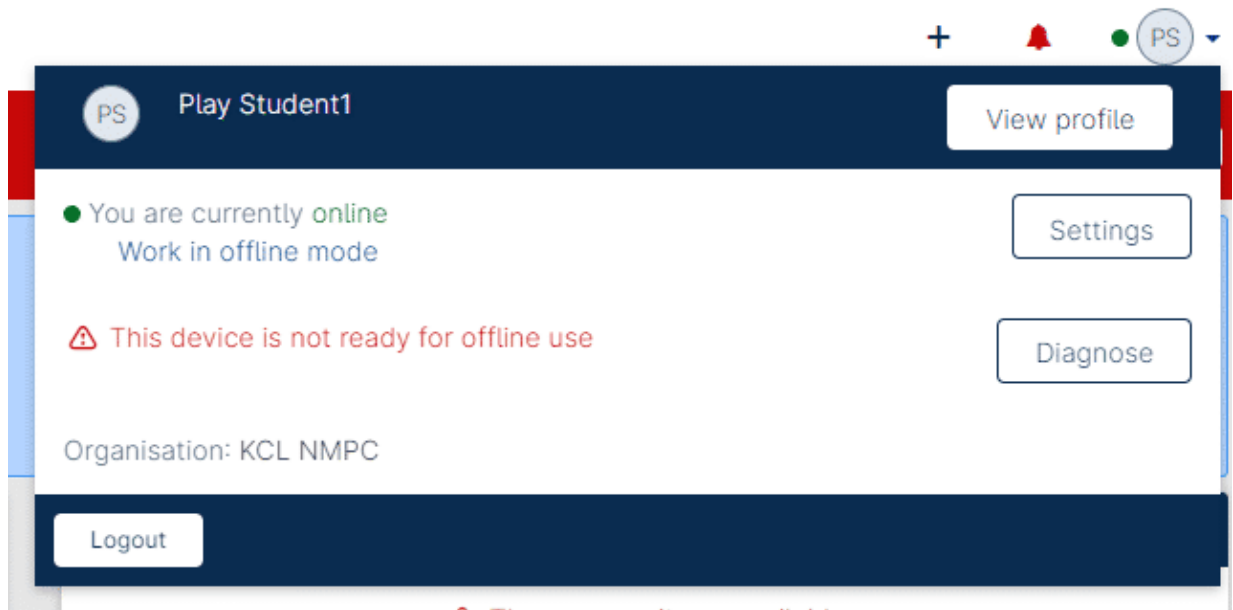


Select the 'Staff and Students' button and you will be logged in via Single Sign-On (SSO)

You will then be prompted to enter your King's Single Sign-On details (SSO). This is the email with your k-number (for Faculty staff) or an a-number for (Practice Learning Partners) as well as your King's password. If the page takes you to your Trust login page instead, please try in an incognito window/private browsing window.

Logging Out

In order to logout of your Eportfolio click your initials in the top right hand corner of the screen then click logout.



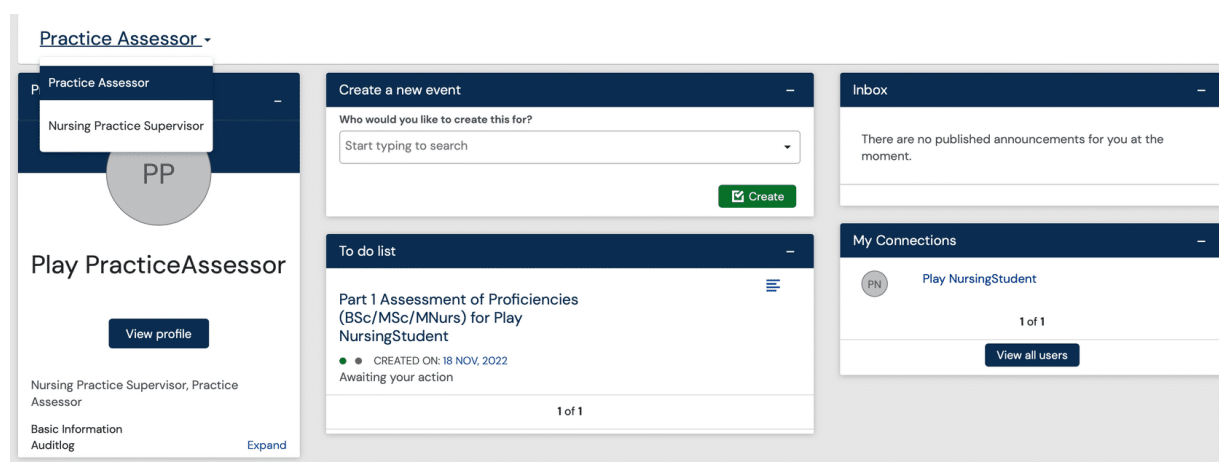
When you are ready to logout, click the button as seen in this example account image

i Please note that you should not remember/save login details on a shared computer as this could lead to a breach of your account

Your Dashboard



After logging into your Eportfolio, you should see your Dashboard similar to this as pictured below:

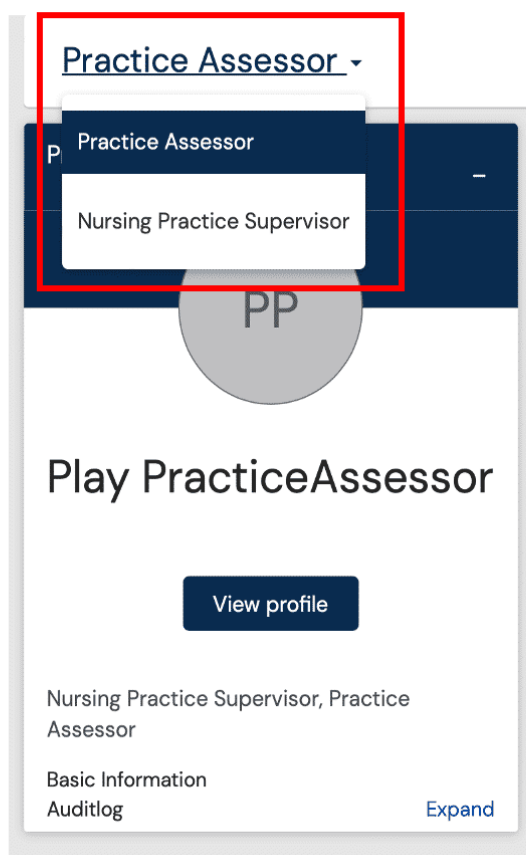


Your King's ePortfolio Dashboard

More items maybe added to your dashboard in due course. The dashboard is where you will land after logging in to your Eportfolio. It is the area of your portfolio that is designed to show quick links and summary information for you.

Different categories of information are shown within different tiles which help users view the most relevant information.

To switch between the different roles that you have within the ePortfolio. Click on the 'role' drop-down above your profile on the top left.



Under 'My Connections' (as shown below) you can view the students that you are linked to, as a practice supervisor, practice assessor, academic assessor, cohort lead and programme lead.

My Connections

PS

Play Student1

PS

Play Student10

1 - 2 of 2

View all users

Also by clicking on the student's name, you can view the progress of their goals by clicking on the Goals tab (as shown below).

You are viewing **Play Student10** 's e-portfolio
Summary
Timeline
Goals
Documents

INT-ASSIGN GOAL Part 1 PAD Goal (MNurs)
DUE DATE: 16/4/2023

- Part 1 PAD Goal (MNurs)
83%

Episode of Care - Formative
1 / 1

Episode of Care - Summative
1 / 2

Medicines Management
1 / 1

INT-ASSIGN GOAL Part 1 Placement 1 Goal (BSc/MSc/MNurs)
DUE DATE: 16/4/2023

- Part 1 Placement 1 Goal (BSc/MSc/MNurs) - Mandatory Forms
100%

Placement Information
1 / 1

Placement Orientation
1 / 1

Initial Interview
1 / 1

Professional Values in practice (Mid-Point)
1 / 1

Mid-Point Interview and Review
1 / 1

Professional Values in practice (Final)
1 / 1


Final Interview and Review
1 / 1

+ Part 1 Placement 1 Goal (BSc/MSc/MNurs) - Optional Forms
5

Expanding each of the goals, you will see a further breakdown of the forms that the students have yet to complete or have completed and have the required approval for.

Profile

You will see your username, email address and any other information that might be available to you.



Play PlayPracticeAssessor10

Practice Assessor

+ Create new

Login information

Username

PlayPracticeAssessor10

Audit log

1/6/2022 16:26

Caleb Nahabwe user_post

Details

Emails

Primary Email Address


playpracticeassessor10@test.com

Information

Your King's ePortfolio profile page

Timeline

Your timeline is a record of all events that you have contributed to.


NMPC
Dashboard
Timeline
Documents
Content
Reports
User management

Timeline

Found 42 items

Ordered by **date created**

Events created in September 2022

iTEL-Placement Orientation for Play Student10

CREATED ON: 8/9/2022
 Awaiting your action

Fill in
Reject
Show audit log
Preview

Events created in August 2022

iTEL-OAR Placement form for Play Student10

CREATED ON: 16/8/2022

0359 Which Part is this for? Part 1
0317 Placement Placement 2

Fill in
Delete
Preview

ITEL-OAR End of Part 1 for Play Student10

CREATED ON: 16/8/2022

Fill in
Delete
Preview

iTEL-OAR Placement form for Play Student10

CREATED ON: 8/8/2022

0359 Which Part is this for? Part 1
0317 Placement Placement 1

Fill in
Delete
Preview

iTEL-OAR Placement form for Play Student10

CREATED ON: 8/8/2022

0359 Which Part is this for? Part 2
0317 Placement Placement 2

Fill in
Delete
Preview

Your King's ePortfolio Timeline page

Reports

Reports built from data in King's eP will be made available in the Reports tab . Here is an example of a report that can be viewed which is the All Part Goals Report for the students that you are linked to.

All Parts Goal Report

Student Name ★

All permissible users ✕

Your role as ★

Academic Assessor ✕

Practice Assessor ✕

Nursing Practice Supervisor ✕

Cohort Lead ✕

Programme Lead ✕

Reset to default values

Generate

Export as csv file

Showing 1 to 50 of 75. Results per page 50

| Student Name | Progress | Goal Title | Preview |
|---------------|----------|--|---------|
| Play Student1 | 67% | Participates in assessing needs and planning person-centred care | Preview |
| | 40% | Participates in the coordination of person-centred care | Preview |
| | 50% | Participates in improving safety and quality of person-centred care | Preview |
| | 0% | Part 1 Goal | Preview |
| | 23% | Participates in providing and evaluating person-centred care | Preview |
| | 23% | Participates in providing and evaluating person-centred care | Preview |
| | 36% | Participates in procedures for the planning, provision and management of person-centred care | Preview |
| | 29% | Participates in procedures for the planning, provision and management of person-centred care | Preview |
| | 29% | Placement Goal | Preview |

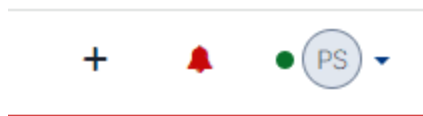
You can filter by your role in the ePortfolio under 'Your role as', for example if you are a cohort lead and a academic assessor, you can filter out the other roles that do not apply to you, by clicking on the cross in the grey box.

You will then need to click on 'Generate' (as shown above) to generate the report.

To Do List

Your to do list contains all the forms which are currently awaiting your action. If you have any outstanding invitations or tasks these will be visible in the top right-hand corner of the screen,

just next to your profile card. The red badge with a number inside it next to the bell icon indicates how many events require your attention.



Your King's ePortfolio To Do list

i If you need to remove the To Do item from your list without filling in the form then you will need to reject the invitation. This is either done by opening the preview and rejecting it from there, or by navigating to the timeline and locating the event there. Clicking the Reject button against this event will return the invitation back to the sender.

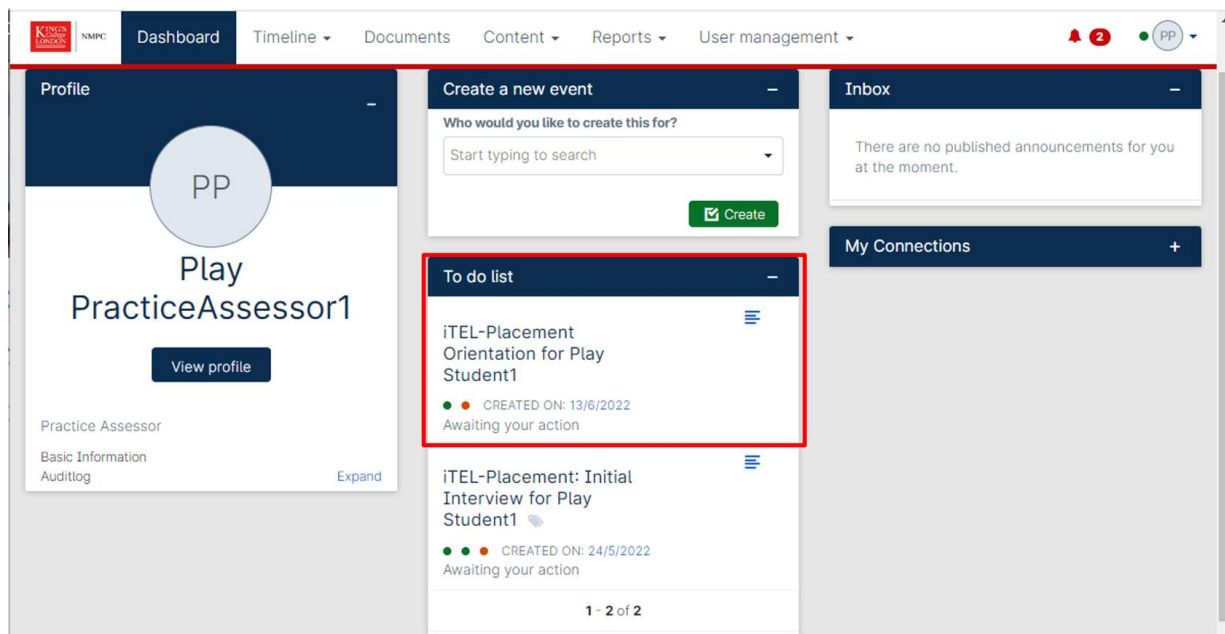
Review forms submitted by students



Once a form has been submitted by the student for sign-off and depending on whether you are their Practice Assessor/Practice Supervisor or Academic Assessor, you will receive a notification via email or in your to-do list that a form has been submitted to you and is waiting for your approval.

Once you have logged into the e-Portfolio, on the To do list (as shown below) the student's submitted form will be shown with the student's name and date it was submitted to you.

To review the form, you will need to click on the form.



Approving forms



Once clicked on the form, from the to-do list. The form will open (as below). You can review the form and if you are happy with it, you can click on 'Fill in' to approve the form.

iTEL-Placement Orientation for Play Student1

[Fill in](#)[Reject](#)[Back](#)

DRAFT

PRIVATE

AWAITING YOUR ACTION

VERSION 1 [Show audit log](#)

Date occurred on 13/6/2022

End date 13/6/2022

PS

Section filled in by Play Student1

FILLED IN ON 13/6/2022

Host practice learning partner: Central London Community Healthcare NHS Trust

The following criteria need to be met within the first day in placement

0016 A general orientation to the health and social care placement setting has been undertaken

Covered

0017 The local fire procedures have been explained

Covered

When you have clicked on 'Fill in' you will need to go to the bottom of the form (as shown below) and put in your name as the approver of the form. Once you have done this, you will need to click on 'Submit' to approve the form. The form then goes back to the student and can be accessible from their timeline.

iTEL-Placement Orientation for Play Student1

Submit

Save as draft

The following criteria need to be met prior to use

0037 The student has been shown and given a demonstration of the moving and handling equipment used in the placement area

Covered

0038 The student has been shown and given a demonstration of the medical devices used in the placement area

Covered

Show less ^

0015 Name of Staff Member ★

Practice Assessor

Save a form as a draft



Within the e-portfolio, you can save any form that you are approving or initiating as a draft, if you wanted to come back to it at another time by clicking on 'Save as draft' (as shown below).

A screenshot of a web form titled "Placement Orientation for Play Student1". In the top right corner, there are two buttons: a green "Submit" button and a red-outlined "Save as draft" button. The form content includes a section titled "The following criteria need to be met prior to use" with two items: "0037 The student has been shown and given a demonstration of the moving and handling equipment used in the placement area" and "0038 The student has been shown and given a demonstration of the medical devices used in the placement area". Each item has a light blue box below it containing the word "Covered". At the bottom of this section is a "Show less" link with an upward arrow. Below this is a section for "0015 Name of Staff Member" with a red star icon and a text input field containing "Practice Assessor".

Once the draft is saved. It can be accessed from the notification bell on the top right next to your profile card (as shown below).



Once you have clicked on the notification bell, you will see a list of the draft forms you have saved (as shown below).

| Saved drafts | | | |
|--|--|-----------------------|--|
| iTEL-OAR Placement form for Play Student10 | <div><div></div><div></div><div></div></div> | CREATED ON: 16/8/2022 | |
| iTEL-OAR End of Part 1 for Play Student10 | <div><div></div><div></div><div></div></div> | CREATED ON: 16/8/2022 | |
| iTEL-OAR Placement form for Play Student10 | <div><div></div><div></div><div></div></div> | CREATED ON: 8/8/2022 | |
| iTEL-OAR Placement form for Play Student10 | <div><div></div><div></div><div></div></div> | CREATED ON: 8/8/2022 | |
| 1 - 4 of 4 | | | |

Rejecting forms



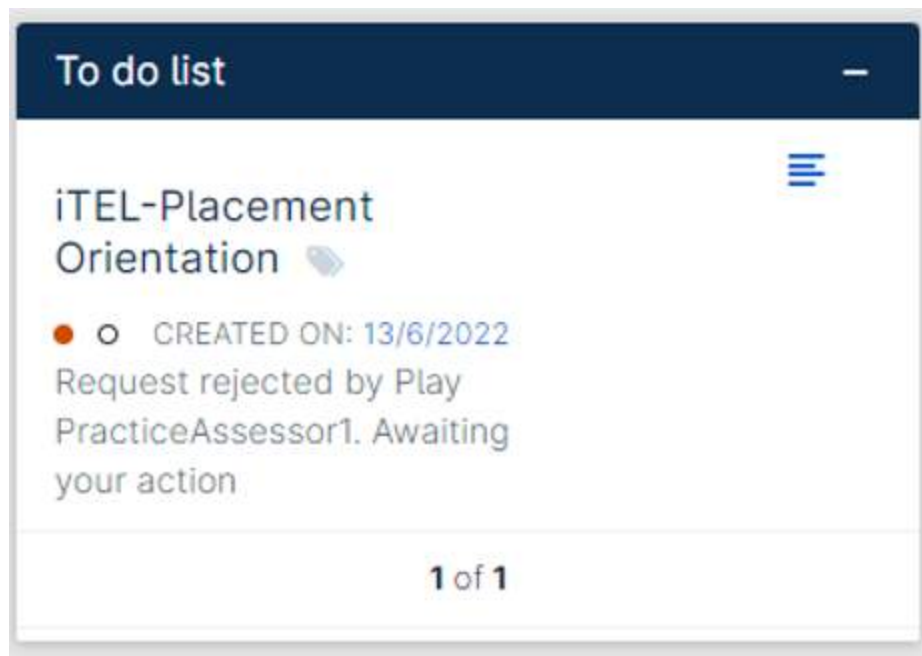
Any of the forms can be rejected if you feel that the student has put in information that you aren't happy with.

Rejecting a form is done upon review. Instead of clicking on 'Fill in', as you would to approve the form, you would need to click on 'Reject' (as shown below) you will then be asked for a comment as to why you are rejecting the form (**please note this is a mandatory**). You will then need to click on 'Reject this Invitation' to send the form back to the student to review and re-submit.

The screenshot displays the 'iTEL-Placement Orientation for Play Student1' interface. At the top right, there is a 'Fill in' button and a 'Reject' button (highlighted with a red box). Below the 'Reject' button is a 'Back' link. A modal dialog box is open in the center, titled 'Why would you like to reject this invitation?'. It contains a 'Message' field with the text 'Please review your form and resubmit'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'Reject this invitation' (highlighted with a red box). The background interface shows a sidebar with a 'PS' button and a 'Host' button. The main content area displays 'VERSION 1', 'Show audit log', and 'FILLED IN ON 13/6/2022'. Below this, there is a blue bar and a grey bar with the text 'has been undertaken'. At the bottom, there is a blue bar with the text '0017 The local fire procedures have been explained' and a grey bar with the text 'Covered'.

A notification will be sent to the student's email to notify them of the rejected form.

Once the student logs in to the e-portfolio, the rejected form will appear on their 'To do list' (as shown below).



The student would then need to click on the form and review the comments left by the staff member and click 'Fill in' to correct the information and re-submit the form to the staff member again for approval and this will re-appear in your 'To do list'.

iTEL-Placement Orientation

[Fill in](#)[Delete](#) [< Back](#)

● ○ [DRAFT](#) [PRIVATE](#)

REQUEST REJECTED BY PLAY PRACTICEASSESSOR1. AWAITING YOUR ACTION

VERSION 1 [Show audit log](#)

[Tags:](#) [Show 22 tags](#)

Play PracticeAssessor1 Rejected your request to fill in this event on 13/6/2022 18:21

Please review your form and resubmit

Date occurred on 13/6/2022 End date 13/6/2022

The following criteria need to be met within the first day in placement

0016 A general orientation to the health and social care placement setting has been undertaken Covered

0017 The local fire procedures have been explained Covered

0019 The student has been shown the: Fire Alarms Covered

0020 The student has been shown the: Fire Exits Covered

Fill in a form on the same device



The forms also give you an option to 'Fill in on the same device' if you are with the student on a shared device by toggling the button from 'No to Yes' (as shown below). The next section that you need to fill in, will be made available. **Please note this will still need to be approved by yourself.**

The screenshot shows the 'Placement Orientation' form within the iTEL Hub interface. The top navigation bar includes the Kinross Institute of Technology logo, 'NMPC', and links to Dashboard, Timeline, Documents, FAQs, Goals, and Reports. On the right, there are icons for a plus sign, a bell with a red notification dot, and a user profile icon labeled 'PS'. The form title 'Placement Orientation' is centered at the top of the content area, with 'Add tags' and 'Link to ...' on the left, and 'Submit' and 'Save as draft' buttons on the right. The form content includes several sections: 1. A dropdown menu for '0036 Risk assessments/reasonable adjustments relating to disability/learning/pregnancy needs have been discussed (where disclosed)' with 'Covered' selected. 2. A section titled 'The following criteria need to be met prior to use' containing two more dropdowns: '0037 The student has been shown and given a demonstration of the moving and handling equipment used in the placement area' and '0038 The student has been shown and given a demonstration of the medical devices used in the placement area', both with 'Covered' selected. 3. An 'Attach files' button. 4. A text block stating 'The next section of this form can be filled in by users with these roles: Practice Assessor, Nursing Practice Supervisor'. 5. A section titled 'Who would you like to fill in the next section of this form?' with a text input field containing 'Play PlayPracticeAssessor19 <playpracticeassessor19@test.com>'. Below this is a small note: 'You can only invite users with a Kaizen account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in Kaizen. You may enter a user's name or email address'. 6. A toggle switch for 'Fill in on the same device' which is currently set to 'Yes'. 7. A blue feedback bar that reads 'By continuing, you will invite the following users to fill in the next section: playpracticeassessor19@test.com'. At the bottom, there is a section for '0015 Name of Staff Member' with an empty text input field.

Initiating a form (e.g. Action plan)



There are some forms that need initiating by practice assessors or academic assessors for the students that they are allocated to. These forms will then need to be submitted to the students and some will require them to review and fill in, which will appear on their to do list.

The forms are:

- Action Plan
- Part 3 Progression towards registration (Record of Weekly meetings in final placement)

To initiate a form for a student, you will need to create a new event, which will be available on your dashboard. In the box, you will need to type in the student's name. If the student is allocated to you, you will see their name appear in the list for you to select (as shown below).

A screenshot of a web interface titled "Create a new event". Below the title is a search prompt "Who would you like to create this for?". A search box contains the text "play". Below the search box, a blue button displays the result "Play Student10 - Playstudent10@test.ac.uk". A red rectangular box highlights the search box and the result button. A green bar is visible at the bottom right of the interface.

Once you have selected the student. You will need to click on 'Create New' and you will be presented with a list of the forms that you can initiate. **Please note the forms you will see here will be dependent on your role within the e-portfolio.**

In this example, we will go through the action plan (as shown below). Once all the criteria, have been filled in, you will need to click on the 'Submit' button to submit the form to the student. The student will then get a notification that a form has been submitted to them and they will be able to view it on their to-do list.

Action Plan for Play Student10 Timeline ▾ Goals ▾ Submit Save as draft

0359 Which Part is this for? ★
✓
Part 1
Part 2
Part 3

0147 Placement Name ★

0148 Date action plan initiated: ★

0149 Nature of concern Refer to Professional Value(s), Proficiency and/or Episode of Care (Specific) ★

0150 What does the student need to demonstrate; objectives and measure of success (Measurable, Achievable and Realistic) ★

0151 Support available and who is responsible ★

0152 Date for review (Timed) ★
Date ★ Hours ★ Minutes ★

Clear

0155 Review/Feedback Comments ★

If any of the forms require a final approval from you as the practice assessor or academic assessor, the student will submit the form back to you. This will appear in your 'To do list' as

with the other forms.