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

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

FORMS THAT NEED INITIATING BY PRACTICE ASSESSORS OR ACADEMIC ASSESSORS

Initiating a form (e.g. Action plan)

Logging In

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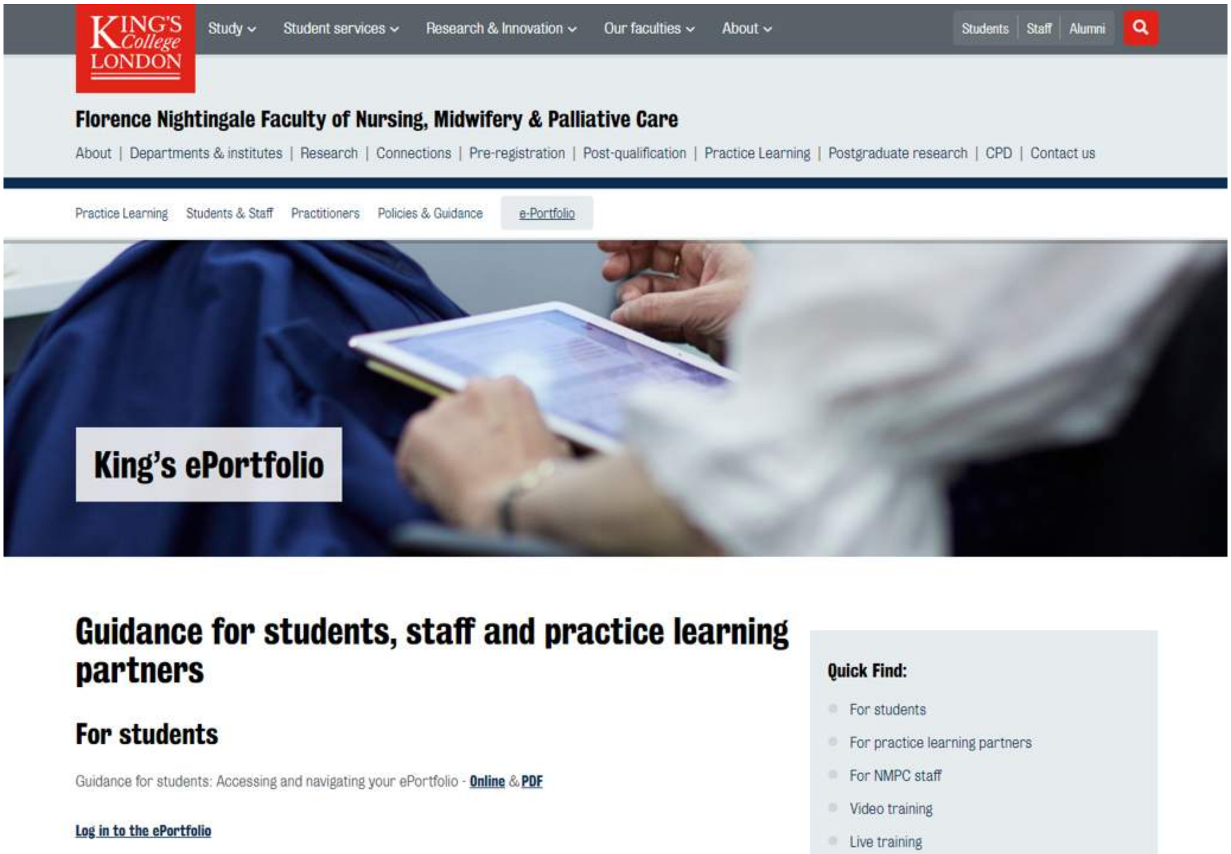
Logging In

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):

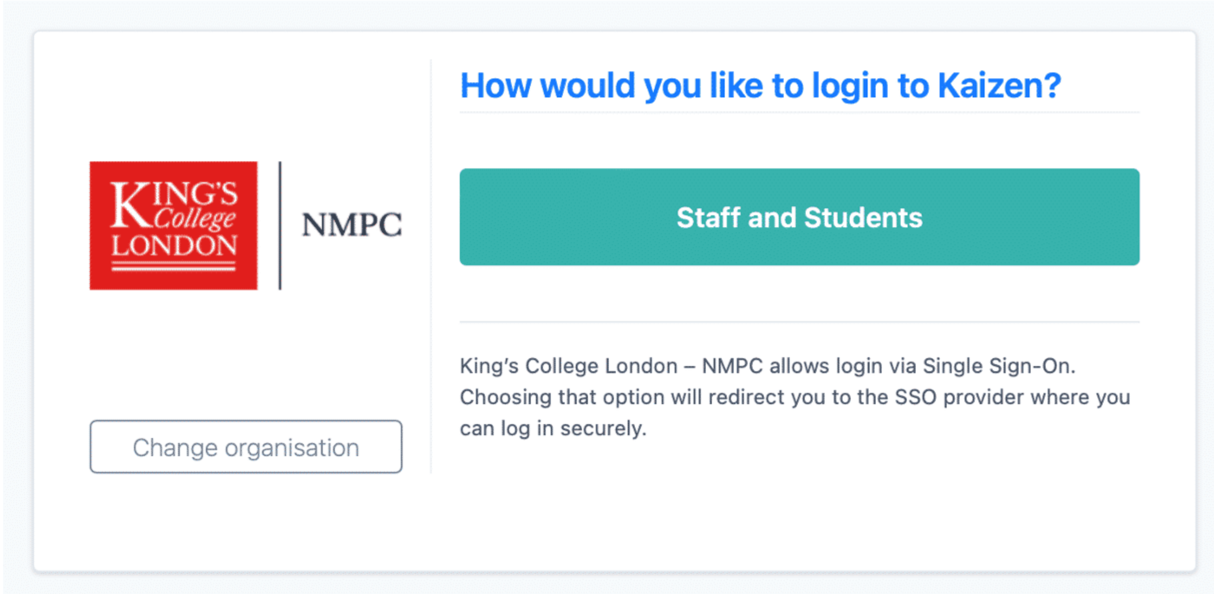
1. Click the 'Link to King's eP' button on the support space or via the link sent to you
2. Select the ‘Staff and Students’ button
3. Login using your King’s account email and password
4. Please note you may have to acknowledge a sign in verification process either by text message, voice call or via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



King's ePortfolio guidance webpage

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:

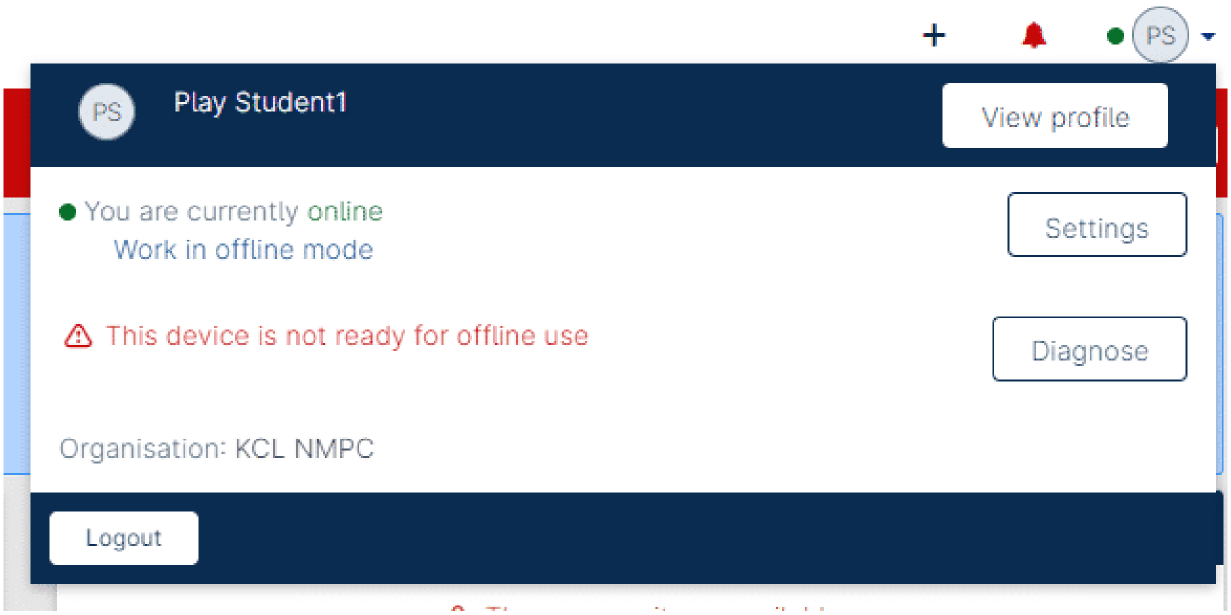


Select the 'Staff and Students' button and you will be logged in via Single Sign-On (SSO)

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

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> ⓘ **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

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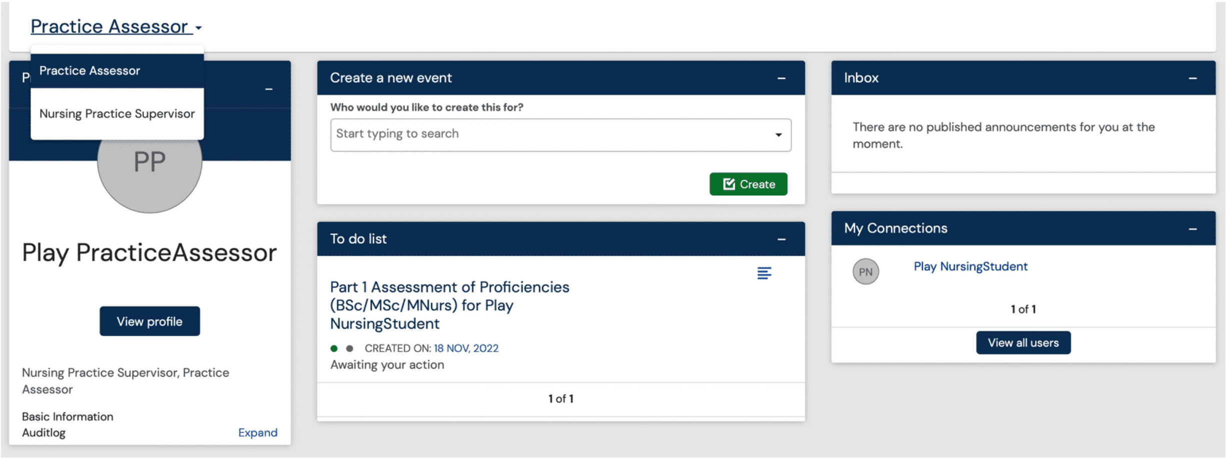
After logging into your Eportfolio, you should see your Dashboard similar to this as pictured below:

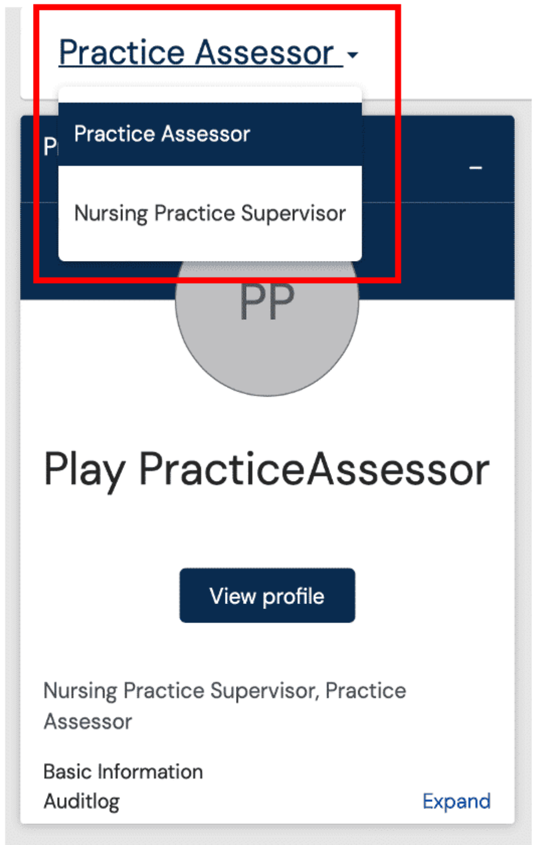


Your King's ePortfolio Dashboard

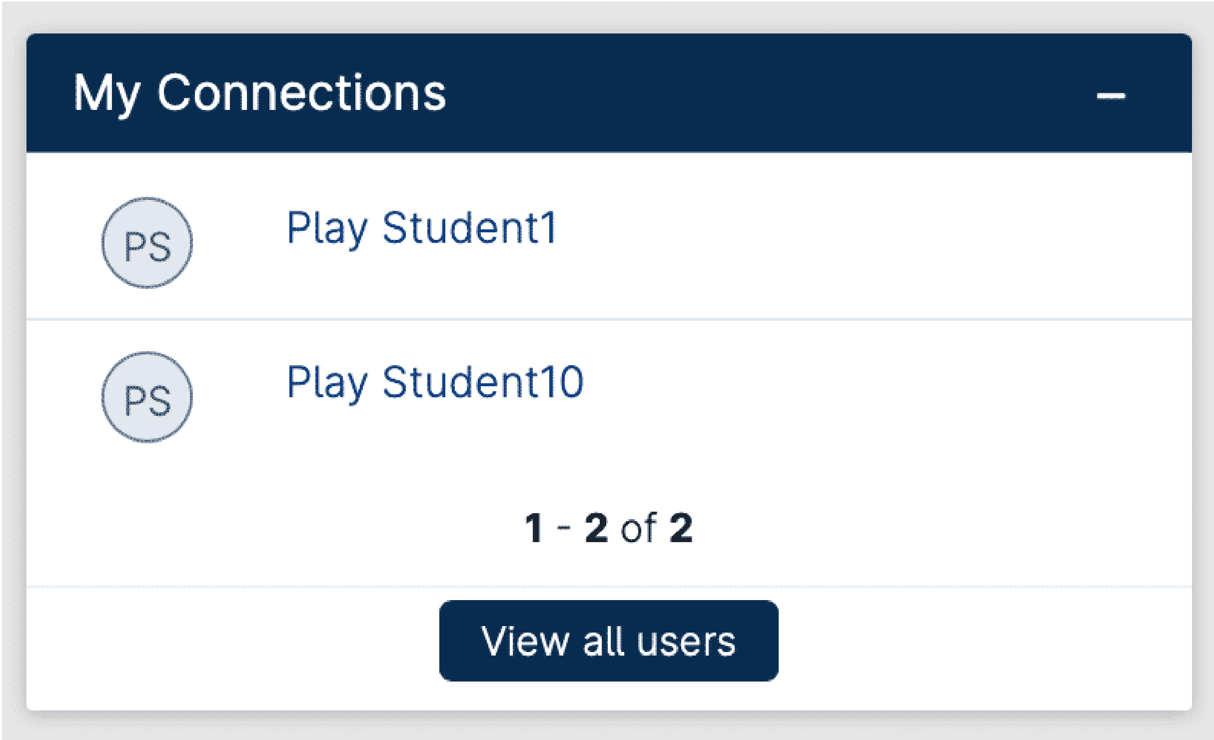
More items maybe added to your dashboard in due course. The dashboard is where you will land after logging in to your Eportfolio. It is the area of your portfolio that is designed to show quick links and summary information for you.

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

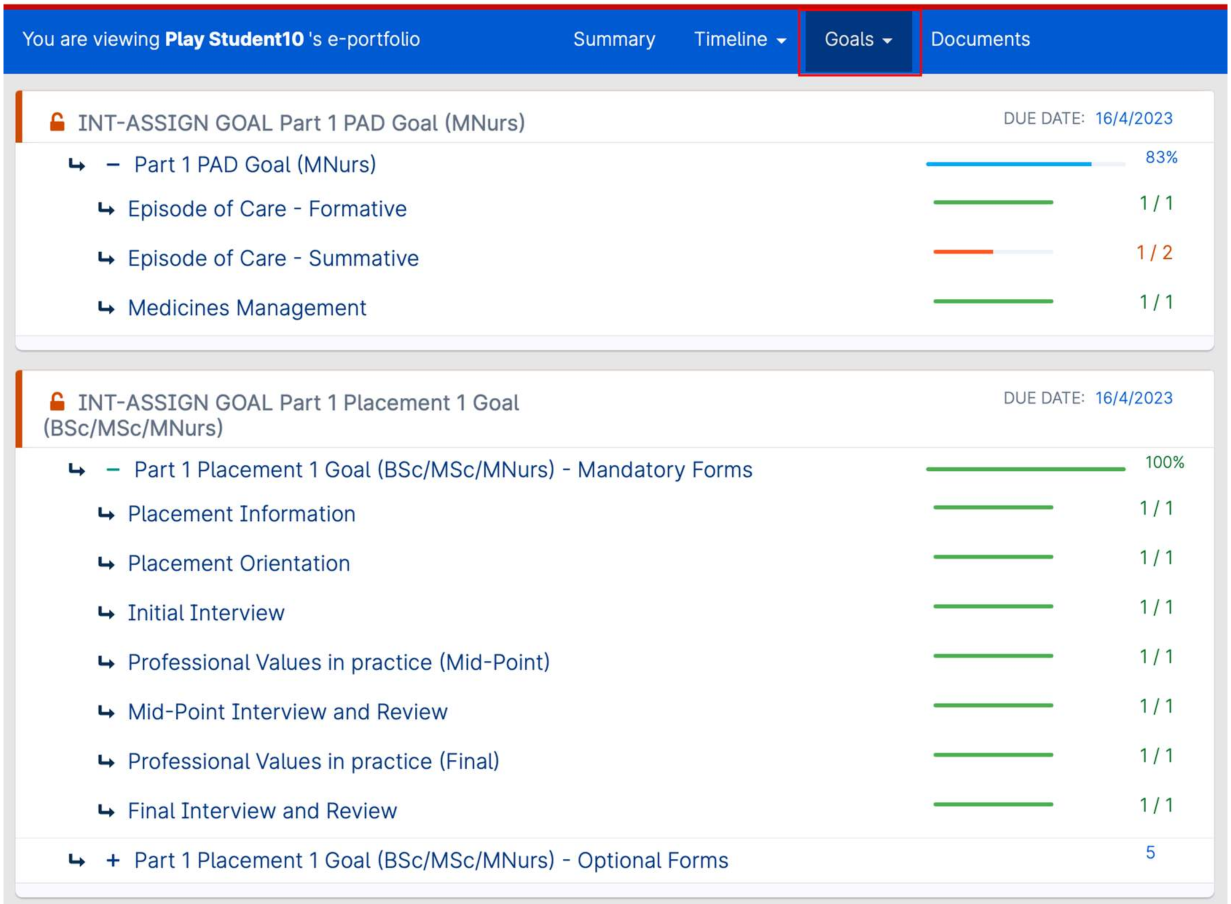
To switch between the different roles that you have within the ePortfolio. Click on the 'role' drop-down above your profile on the top left.



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.



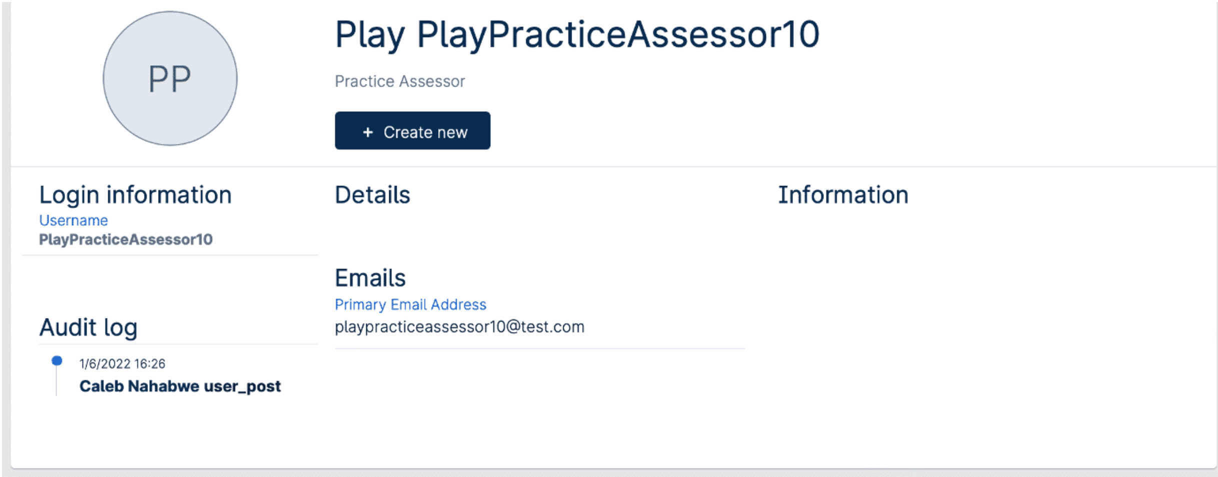
Also by clicking on the student's name, you can view the progress of their goals by clicking on the Goals tab (as shown below).



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

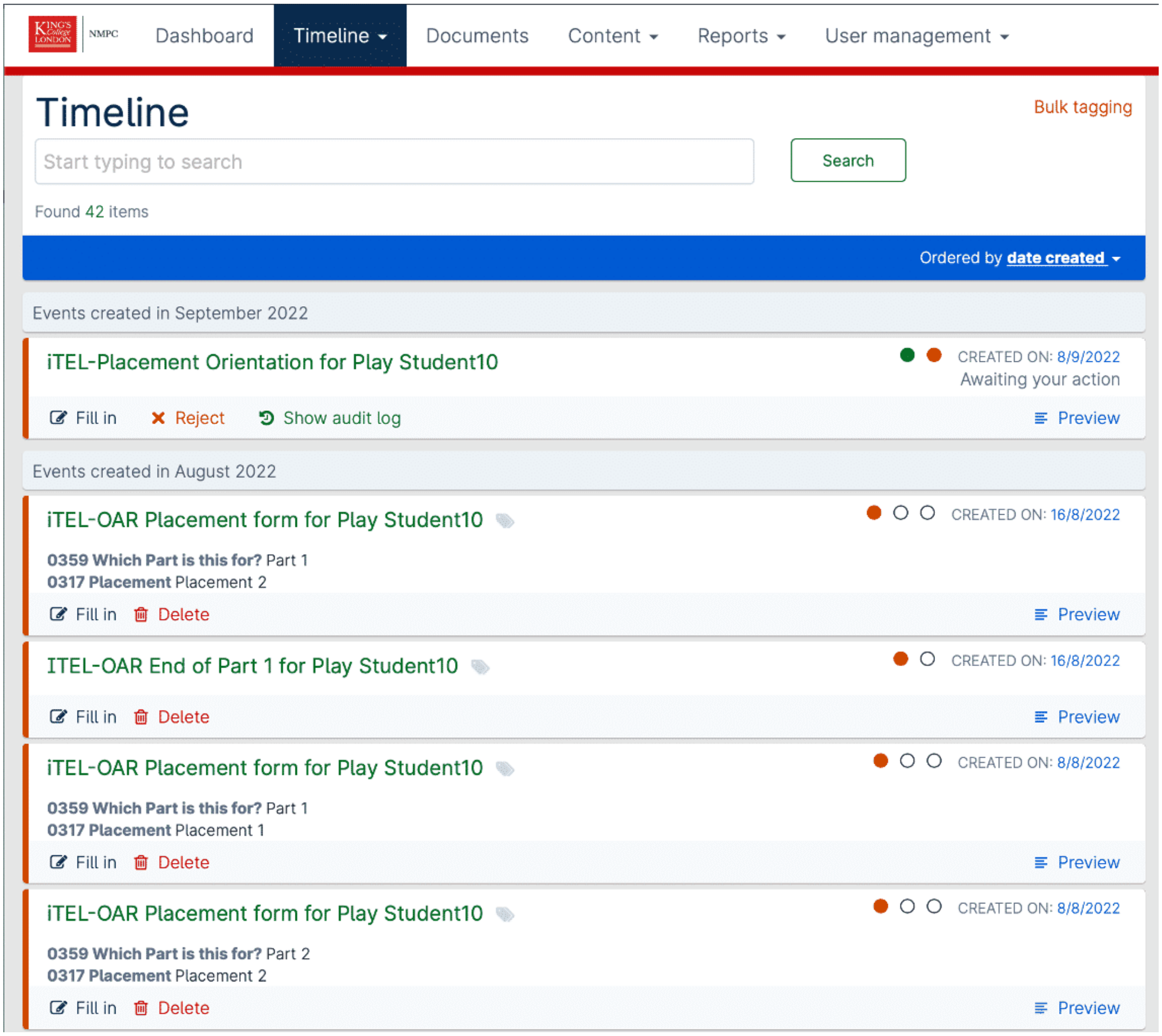
You will see your username, email address and any other information that might be available to you.



Your King's ePortfolio profile page

Timeline

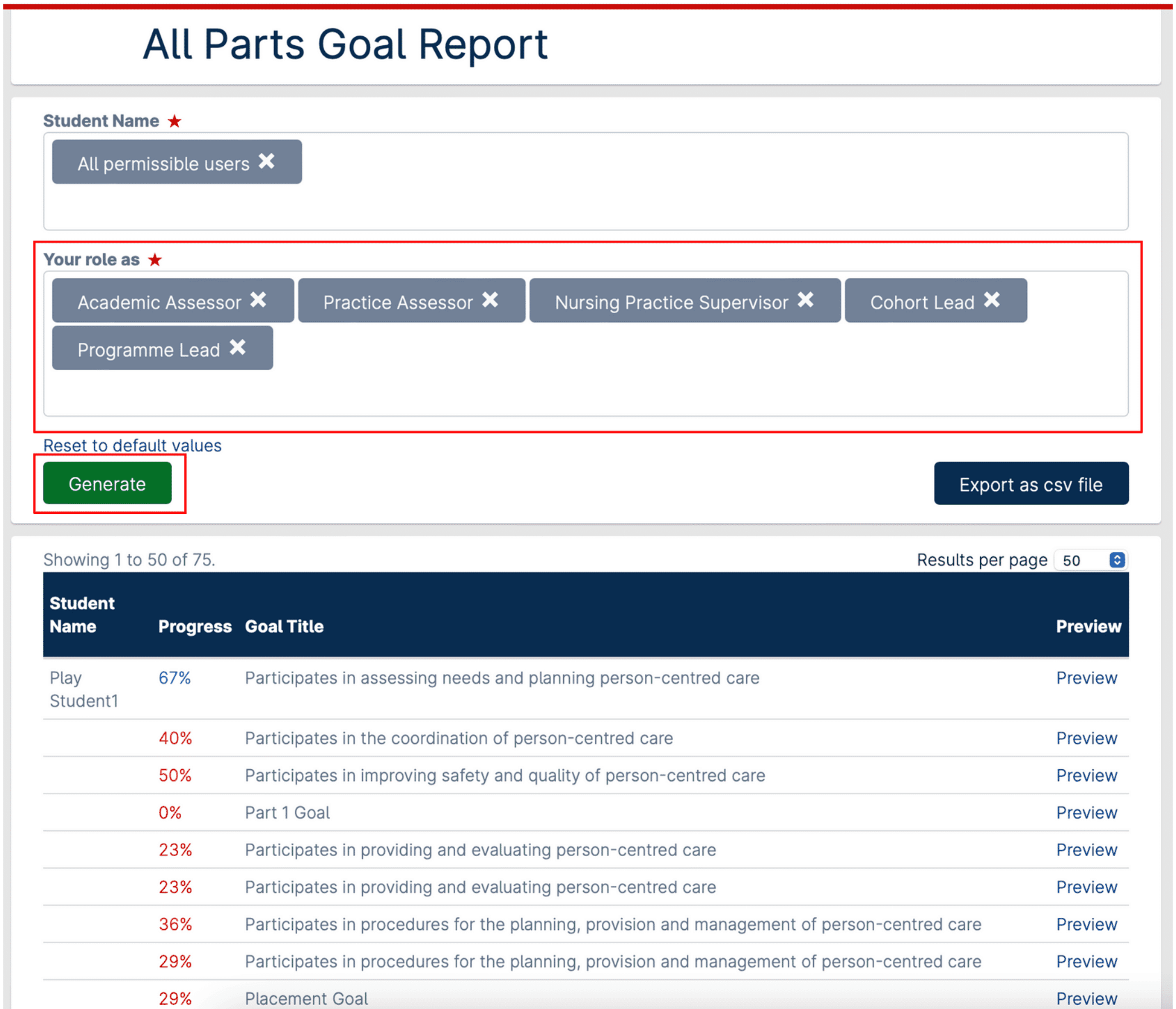
Your timeline is a record of all events that you have contributed to.



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.

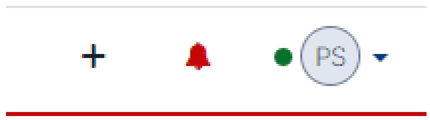


You can filter by your role in the ePortfolio under 'Your role as', for example if you are a cohort lead and a academic assessor, you can filter out the other roles that do not apply to you, by clicking on the cross in the grey box.

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

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

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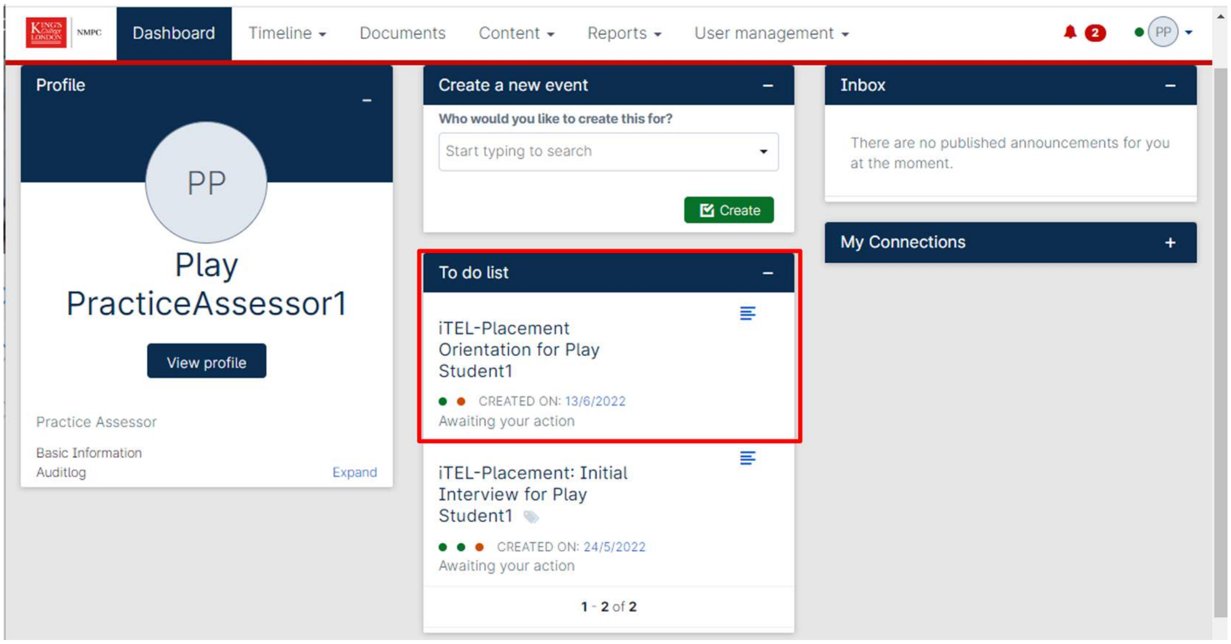
Once a form has been submitted by the student for sign-off and depending on whether you are their Practice Assessor/Practice Supervisor or Academic Assessor, you will receive a notification via email or in your to-do list that a form has been submitted to you and is waiting for your approval.

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

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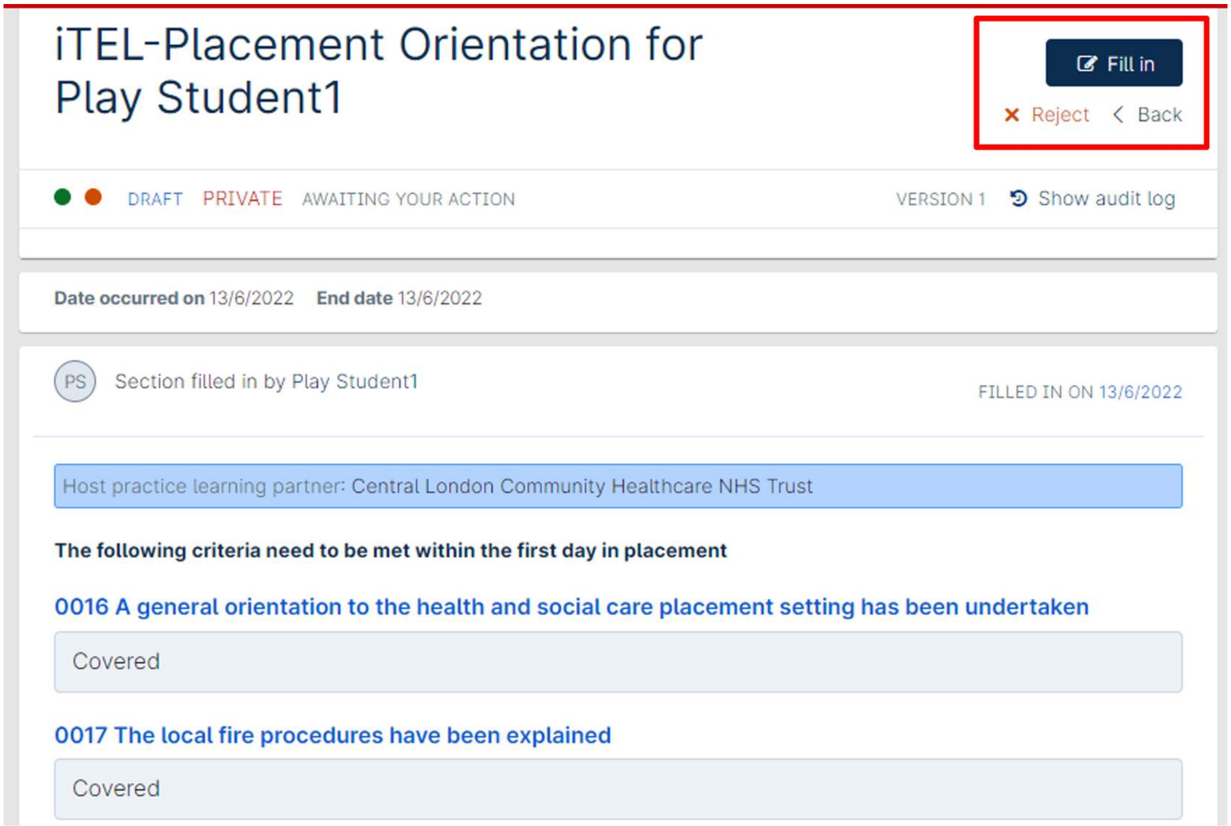
Once clicked on the form, from the to-do list. The form will open (as below). You can review the form and if you are happy with it, you can click on'Fill in' to approve the form.



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.

Save a form as a draft

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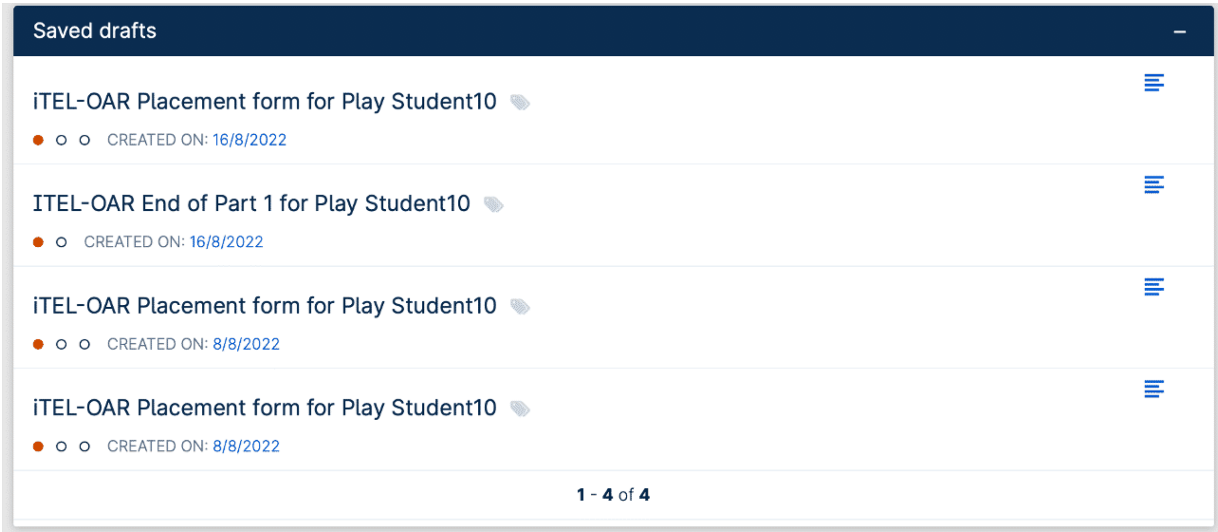
Within the e-portfolio, you can save any form that you are approving or initiating as a draft, if you wanted to come back to it at another time by clicking on 'Save as draft' (as shown below).

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).



Rejecting forms

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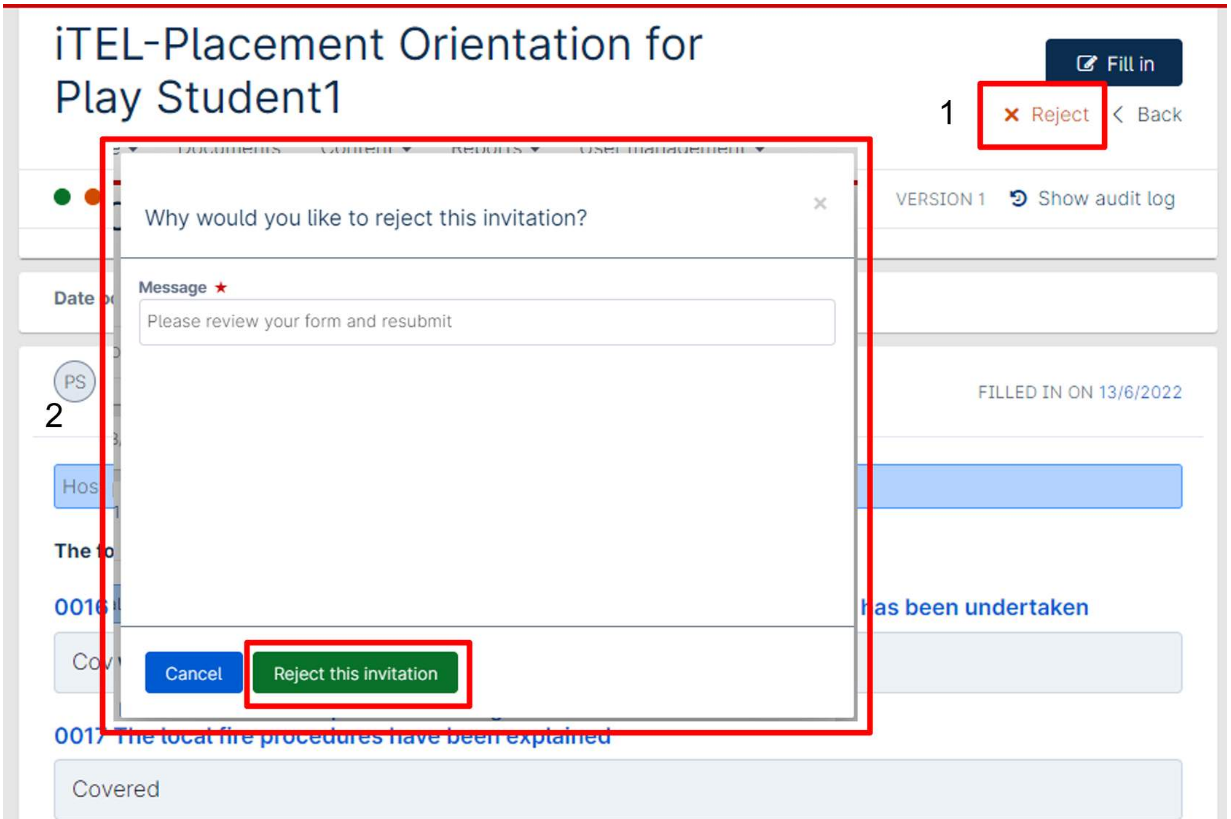
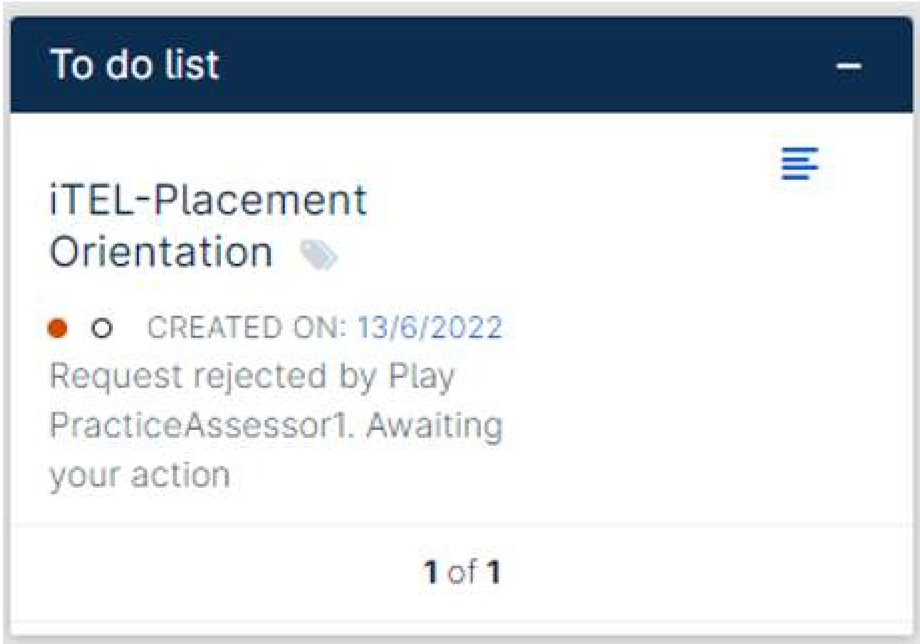
Any of the forms can be rejected if you feel that the student has put in information that you aren't happy with.

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.

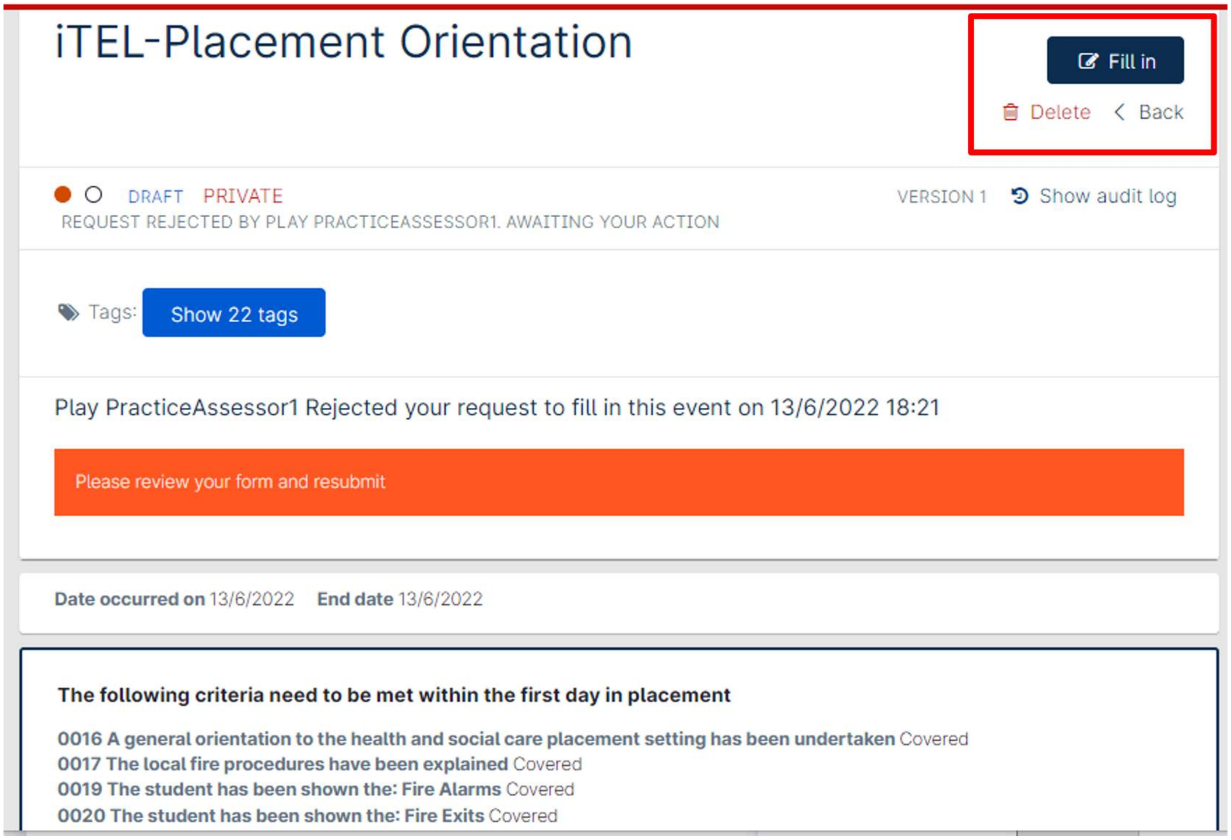


A notification will be sent to the student's email to notify them of the rejected form.

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

Part 7 of 8

Fill in a form on the same device

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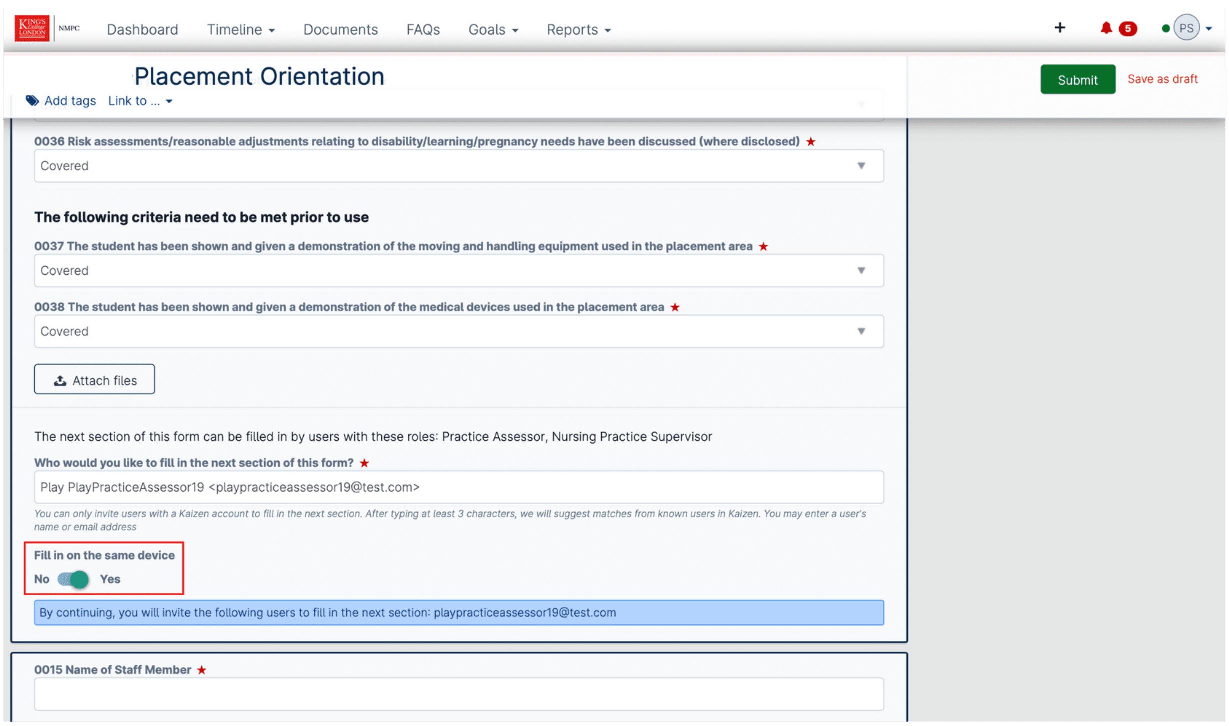
The forms also give you an option to 'Fill in on the same device' if you are with the student on a shared device by toggling the button from 'No to Yes' (as shown below). The next section that you need to fill in, will be made available. **Please note this will still need to be approved by yourself.**



Initiating a form (e.g. Action plan)

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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.

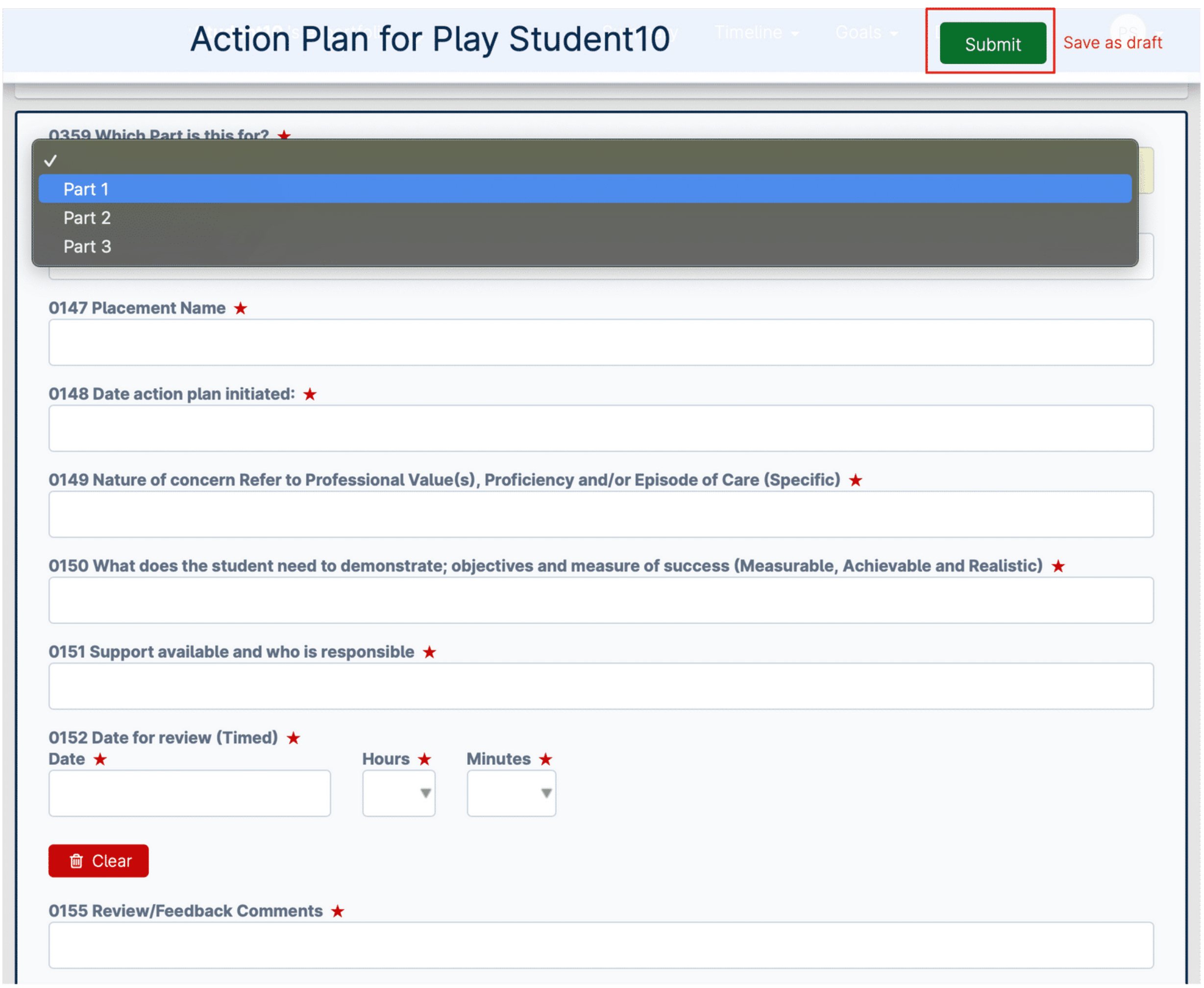
The forms are:

- 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).

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.



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.