Public Health Practitioner Registration Support Scheme

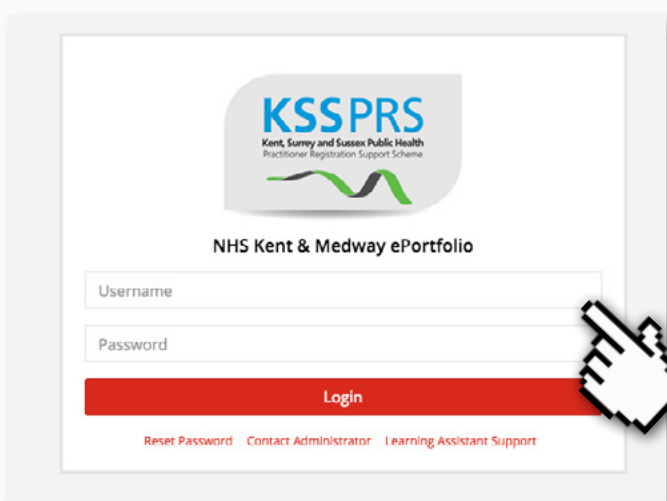# E-Portfolio User Guide for Writing Testimonials

Contents

E-Portfolio User Guide for Writing Testimonials

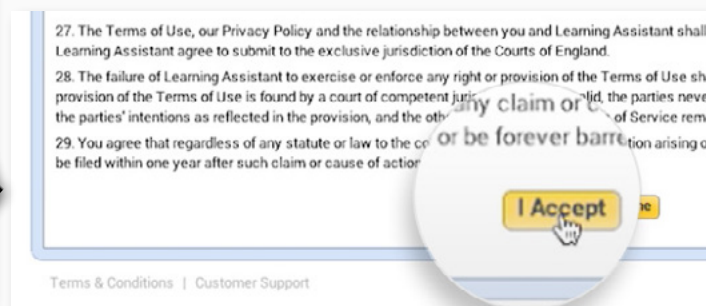## 1. Logging in for the first time

STEP 1 Type the address for **your local site** into your website browser and login using the username and password you have been given. If you are unsure of the link you require please contact your scheme coordinator.
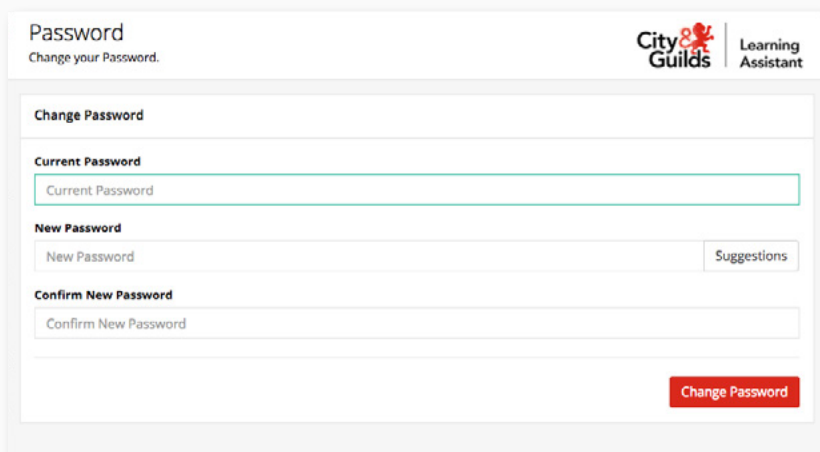
https://system.learningassistant.com/yourlocal site

Top tip!
Save the web address to your favourites to make it easy to find.

STEP 2 Accept the Terms & Conditions.

27. The Terms of Use, our Privacy Policy and the relationship between you and Learning Assistant shall Learning Assistant agree to submit to the exclusive jurisdiction of the Courts of England.

28. The failure of Learning Assistant to exercise or enforce any right or provision of the Terms of Use sha provision of the Terms of Use is found by a court of competent juri... ...lid, the parties never the parties' intentions as reflected in the provision, and the oth... ...of Service rema

29. You agree that regardless of any statute or law to the co... ...tion arising ou be filed within one year after such claim or cause of action

Terms & Conditions | Customer Support

STEP 3 Change your password to something secure and memorable. Please note the password is case sensitive.

Top tip!
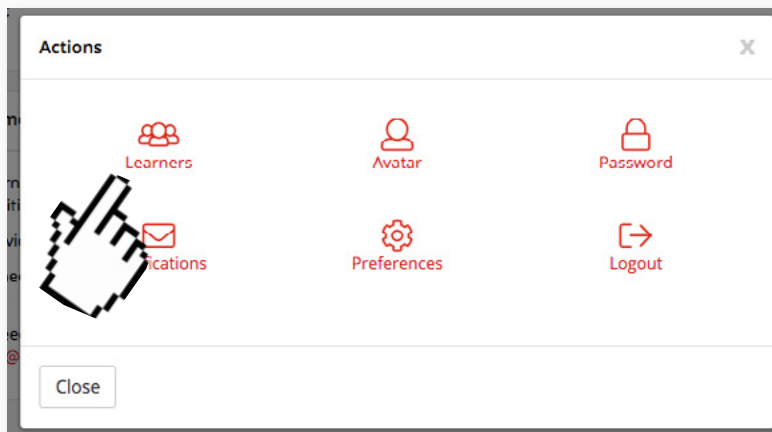Use this link to help you if you have forgotten your password.

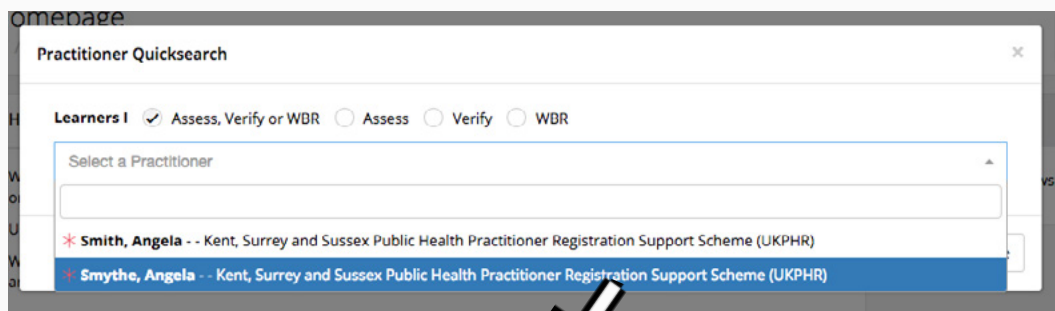# 2. Finding your practitioner

STEP 1a Find your practitioner
To locate the practitioner's portfolio, click on the **Settings icon (**located by your profile picture).

STEP 1b Click on **Learners** in the Actions panel

This will open up the **Quicksearch** functionality

STEP 1c Click on the practitioner's whose portfolio you wish to see.

This will open their portfolio at the course folder.

3. Changing your password

As well as being prompted to change your password when you first log in, you have the ability to update it at any time whilst logged in to the e-portfolio system.
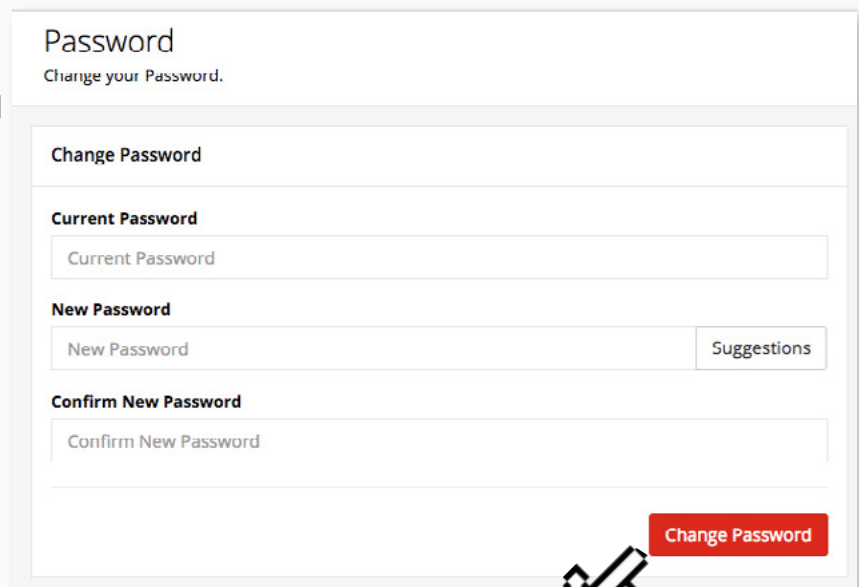
STEP 1a To change your password, click the **Settings icon**

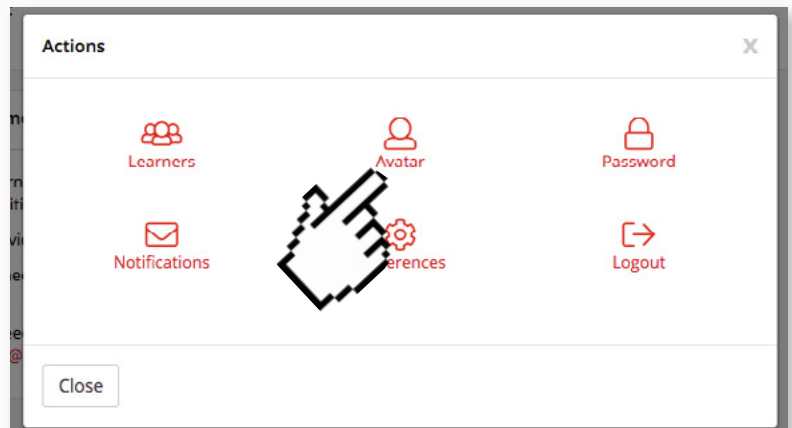**STEP 1b** Click on **Password** in the Actions panel to open the password change tool
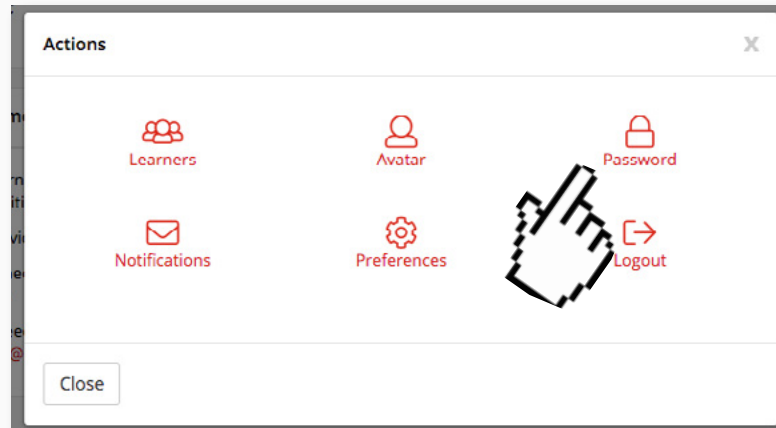
STEP 1c Update your password by entering your existing password, followed by your new password and then confirming it.

STEP 1d To complete the process click the **Change Password** button.

4. Changing your profile picture

STEP 2a From the same Actions panel, click on **Avatar**
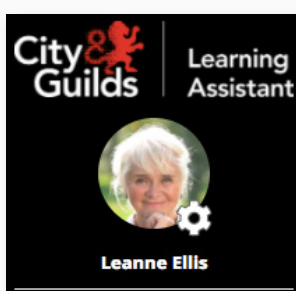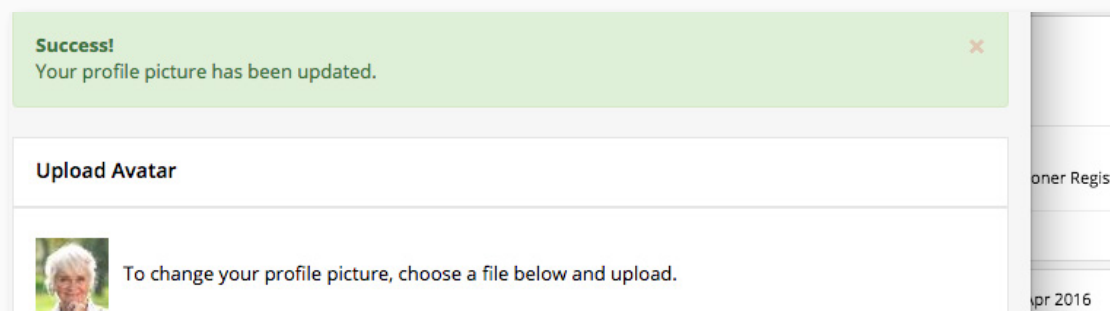

This will open a tool to change your avatar.
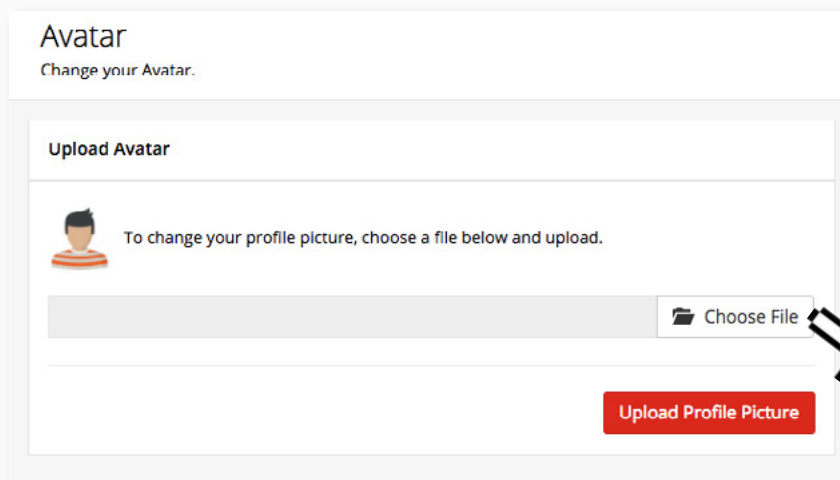
STEP 2b To upload a photograph click the **Choose File** button and select the photograph you wish to use from your PC.

STEP 2c Then click **Upload Profile Picture**.

Once the picture has uploaded, you'll see a success message and your new picture will show in the box.

Once you close the tool you will see your new profile picture has been added across your account.

5. Downloading the assessment log

One of the real benefits of the e-portfolio is that the Assessment Log is compiled automatically. All that remains is for you to download and review it.

Step 1a
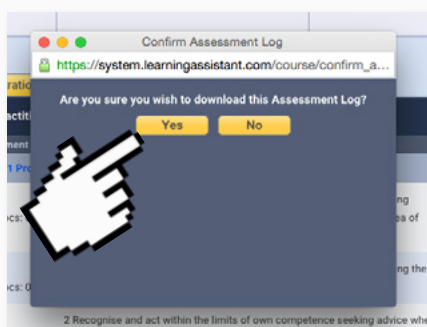From the list choose the Practitioner whose Assessment Log you wish to see.
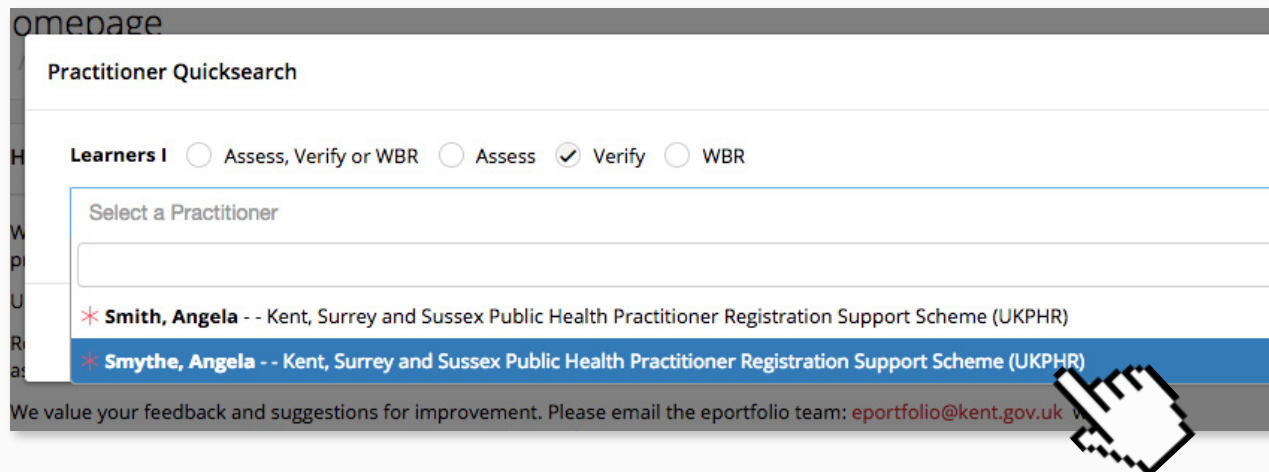
Step 1b
Click on **Assessment Log** in the top section.
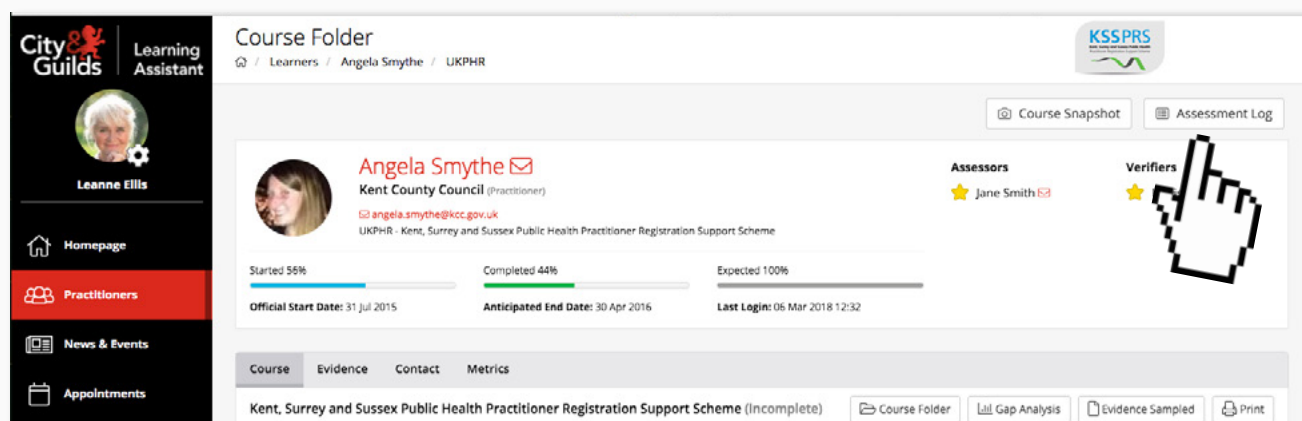
A pop up window will appear asking for permission to download the Assessment Log.
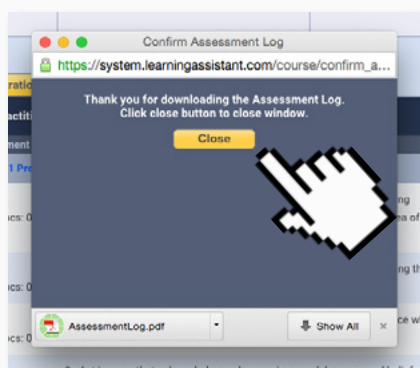
Step 1c
Click **Yes** to download the Assessment Log PDF to your computer for review.

Step 1d
Once downloaded you will see this pop up window confirming the download. Click **Close** to complete the process.

A practitioner's e-portfolio is comprised of several sections. The key sections for a practitioner are their course folder and evidence folder.

1a To locate the practitioner's portfolio, go to the **Quicksearch** functionality (under the Setting icon / click on Learners) and then click on the practitioner you wish to assess..

The practitioner's e-portfolio will open at the Course Folder page.

The Course Folder displays all 12 standards and their associated indicators.

Additional sections are also listed in the Course Folder for: supporting documents (for example, a CV and job description); as well as any required application forms and contracts.

Top tip!
To find these sections scroll to the bottom of the Course Folder.
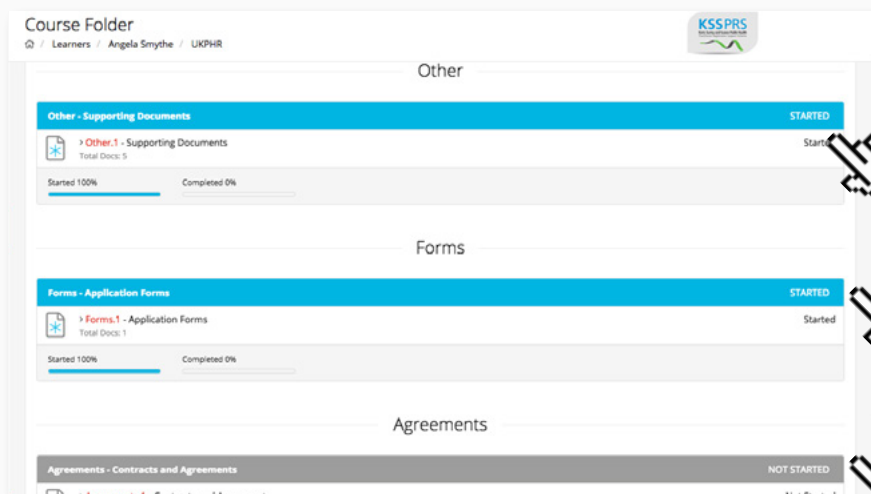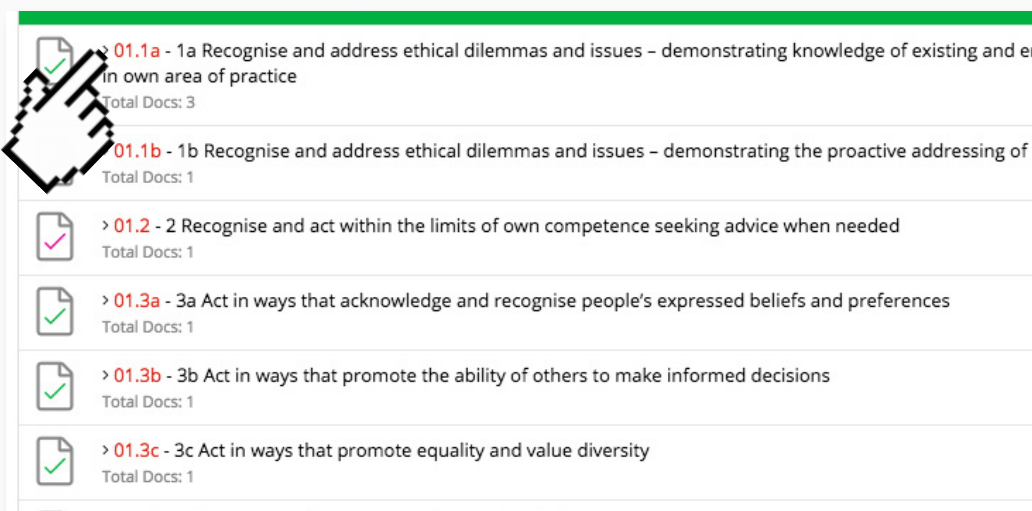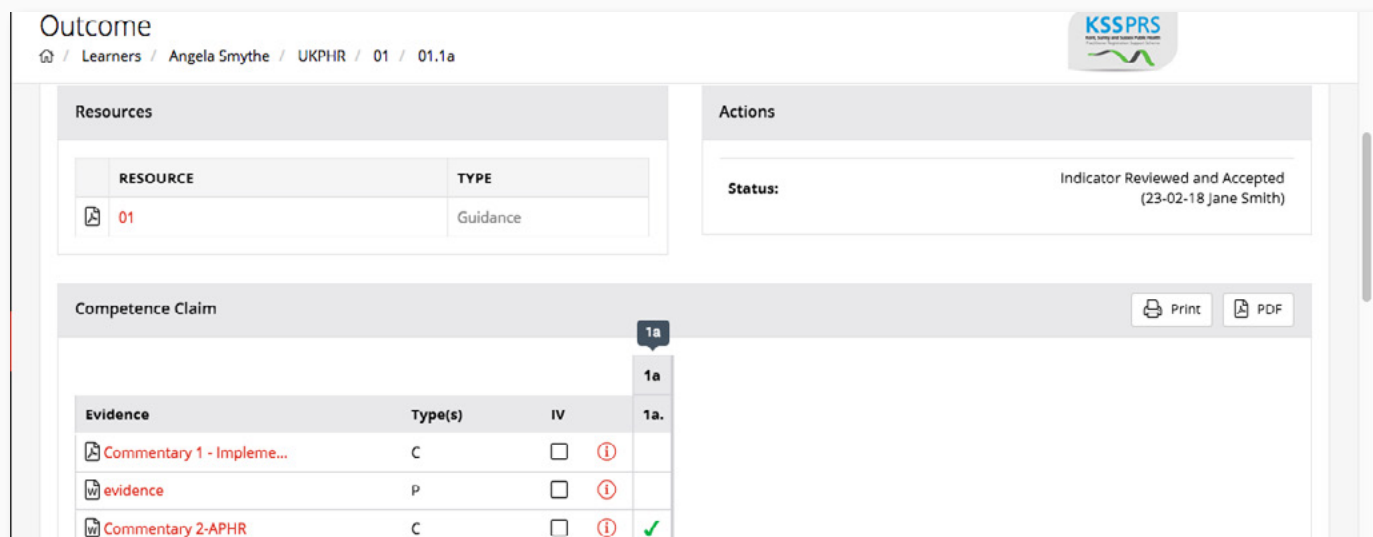

Supporting Documents

Application Forms

Contracts

STEP 2a To view the commentaries and evidence for any particular indicator, locate the indicator in the Course Folder.

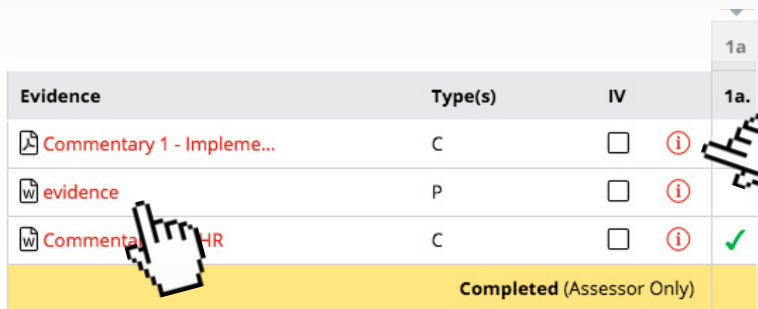**STEP 2b** Click on the number in the left hand column.

The indicator page will open, containing the work uploaded by the practitioner to date.

For each indicator there's usually at least two documents required - a commentary and an evidence document. Scroll down to see these in the Course Folder:
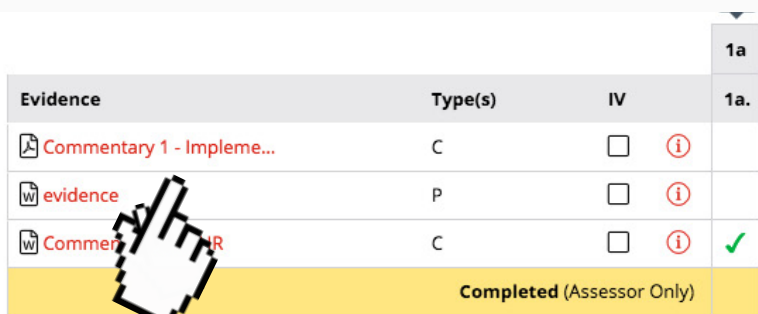

Commentary document
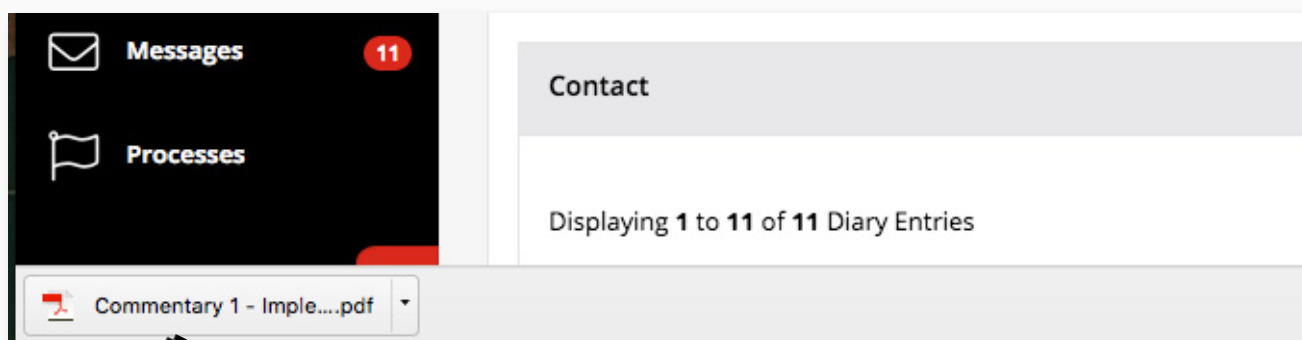
Evidence document

STEP 2c To open the commentary or evidence file, click on the file name.

STEP 2d This will download the document to your PC...
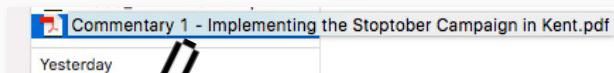
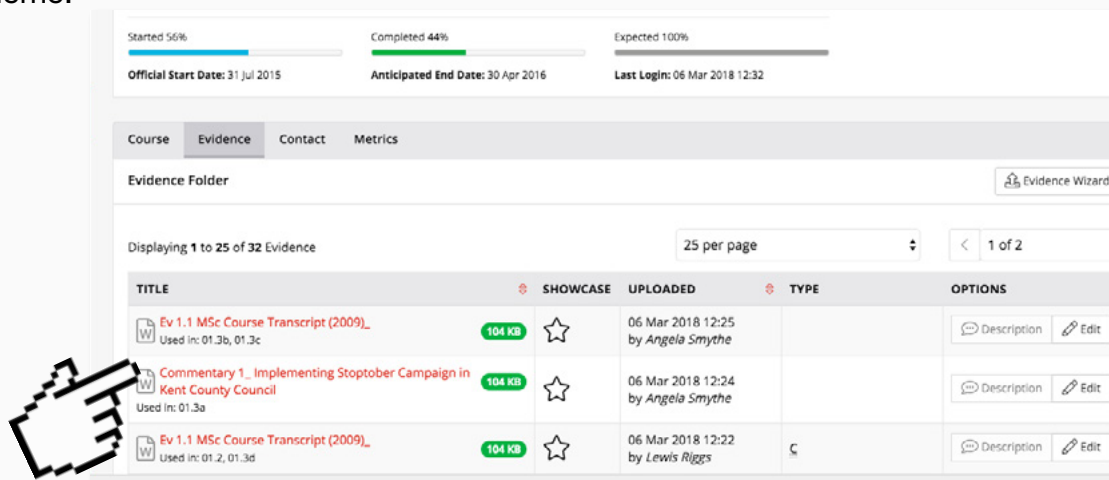**STEP 2e** ... So you can open and view it when you're ready.

The practitioner's evidence and commentaries are *also* located in the Evidence Folder. If you're simply searching for all the commentaries this is best done from the Evidence Folder.

STEP 3a The practitioner's Evidence Folder can be accessed by clicking the **Evidence** tab from within their e-portfolio.
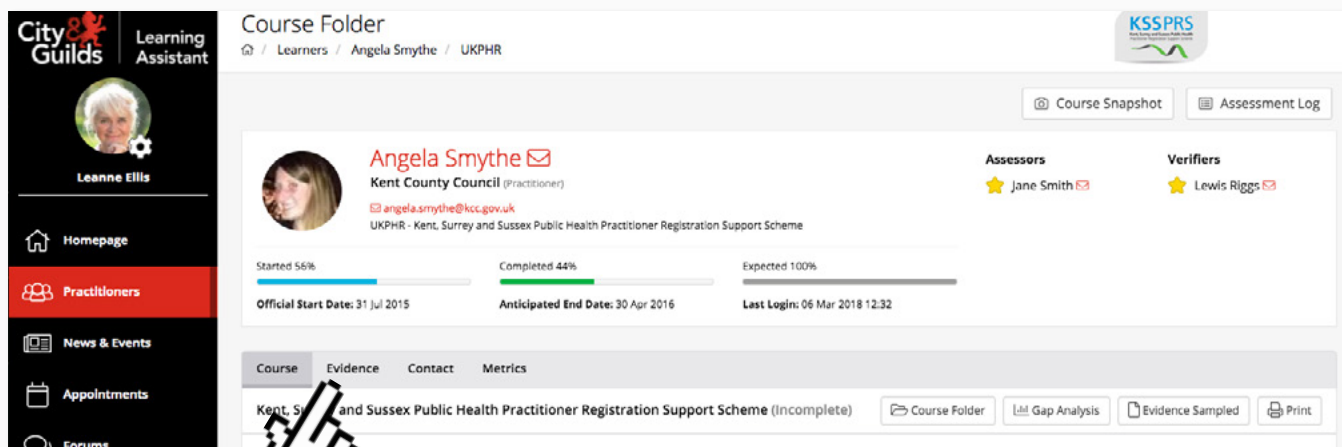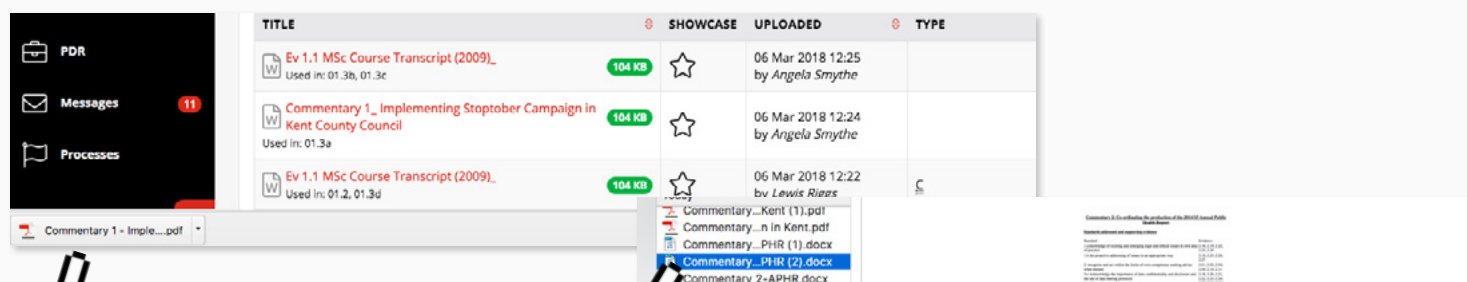

The Evidence Folder contains the commentaries, evidence, supporting documents and other application forms that are required by the practitioner to complete the Public Health Practitioner Registration Support Scheme.

STEP 3b To open any document stored in the Evidence Folder, click on the evidence name.
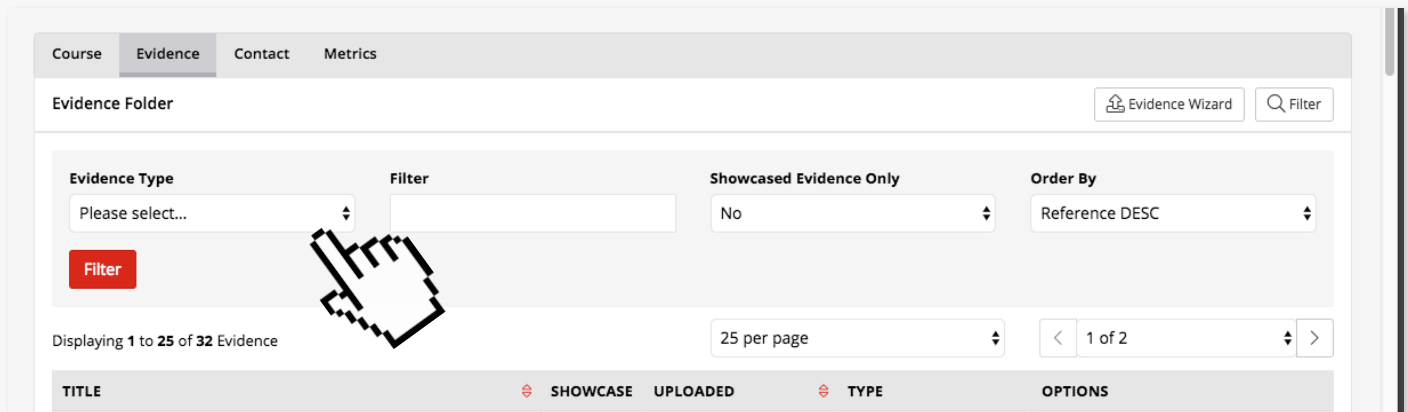

STEP 3c This will download the document to your PC...

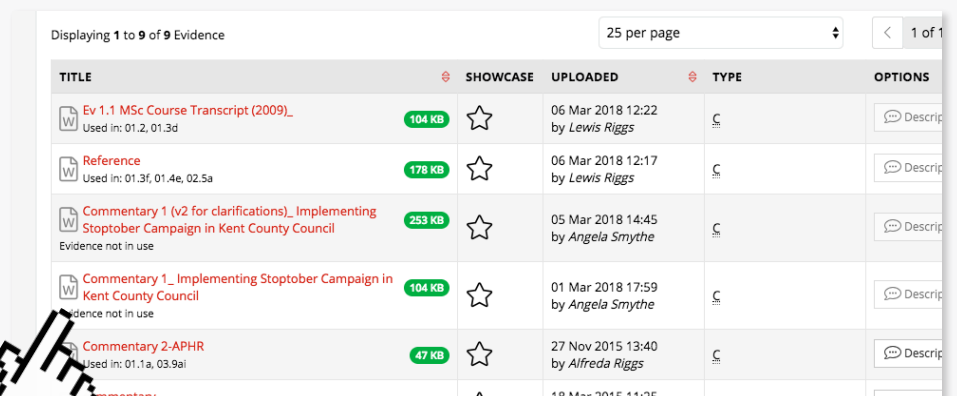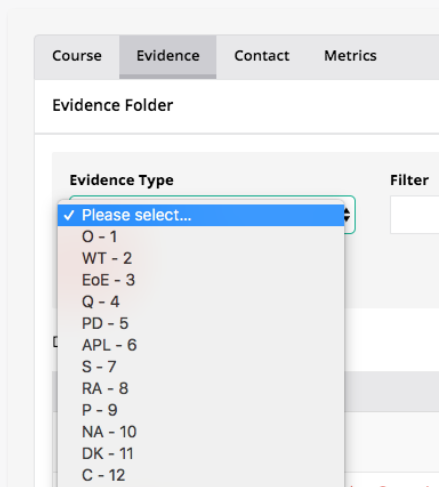**STEP 3d** ... So you can open and view it when you're ready.

The Evidence Folder contains a filter that allows you to display documents of a specific type.

STEP 4a Click on the **Evidence Type** filter to open the options.
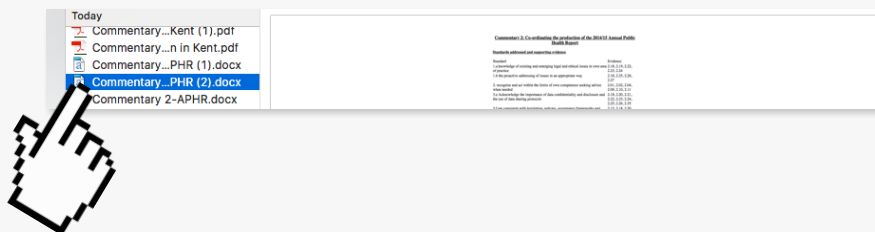

STEP 4b Select the type of document you wish to filter (for example commentaries).

You will now see that only the files that are commentaries will be displayed.

STEP 4c To open any of these commentaries simply click on the document's title.

STEP 4f This will download the document to your PC...

STEP 4g ... So you can open and view it when you're ready.