



# Practice e-Portfolio



**A quickstart guide for instructors  
of courses in the MN-NP program**

## Introduction

The Practice e-Portfolio is a tool for students to record and manage their experiences in the clinical setting. It is also a tool for instructors to track progression of their students in the clinical setting.

This Quickstart Guide is intended to be a brief introduction to PeP's features. For a more detailed guide, click on the **Help** link when logged into the PeP system.

## Logging In

To access the Practice e-Portfolio you need a CWL Account (<http://www.cwl.ubc.ca>) and an internet enabled computer. If you do not have a CWL account you can sign up by visiting <https://www.cwl.ubc.ca/SignUp/cwlsubscribe/SelfSubscribeIndex.do>. If you already have a CWL account but have forgotten your username or password, you can reset your password by visiting <https://www.cwl.ubc.ca/myAccount/resetPasswordStep1.jsp> or contact the IT Service Centre Help Desk (<http://www.it.ubc.ca/contact.html>).

The URL for logging in to the Practice e-Portfolio is <http://pep.nursing.ubc.ca>.

## Selecting a Site and Student

After logging in, you are presented with a series of drop-down boxes. Select the semester, course, student, and site that you would like to view. Press the *Select* button to move on to the main screen.

## The Student Profile

The main **Home** tab contains a student profile on the left which contains a *Photo* tab and an *Information* tab. The *Photo* tab contains the student's photo while the *Information* tab contains the student's e-mail address.

## Recent Activity

The home page displays the most recent logs and journals for the student you have selected. In addition, the recent activity section also displays any logs and journals that you have not yet viewed, or that have been updated since the last time you viewed them. Any comments that have been made by instructors or students will also show up under the recent activity section.

## Clinical Experiences Summary (Course Leaders Only)

Course leaders can view summary information about the amount of time that the student has spent in a clinical environment and the number of logs that he/she have created for the selected placement and for the entire course. This information is located under the profile area in the **Home** tab.

## Viewing a Student's Logs

Throughout their placements students will be submitting logs in which they will record any skills performed and (optionally) any demographic information of the patients that they have assessed along with the appropriate diagnostic and encounter codes. As an instructor, you will periodically review student log records to assist you in assessing how the student is progressing in clinical practice.

To view a student's log records, click the **Logs** tab at the top of the page. You will see a list of logs that the student has submitted, ordered by most recent. Any log records that you have not yet seen will be marked with an  icon.

## Viewing a Student's Reflections

Throughout a student's placement they will be submitting journals in which they can reflect on patient interactions and professional interactions they experience in the clinical setting. As an instructor, you are able to periodically review a student's journals and use them to assist you in assessing how the student is progressing in their clinical practice.

To view a student's journal records, click the **Journals** tab at the top of the page. You will see a list of journals that the student has submitted, ordered by most recent. Any journal records that you have not yet seen will be marked with an  icon. A journal record marked with an  icon indicates that the student has made additional comments on this journal that you have not yet seen. Once you have reviewed a student's journal you can also add a commentary which the student will then be able to read.

## Adding a Note

As an instructor, you have the option of creating your own journal entries to assist you in managing the instructor-student relationship. A note can be kept private for your own use or you can choose to share a note with the student or other instructors. Once a note has been shared it is available for comment by the student or by other instructors. A note marked with an  icon indicates that the student or another instructor has made comments that you have not yet seen. You can add a Note from the **Journals** tab.

## Creating Site Visitor Assessments (Site Visitors Only)

You will be assessing your student's Performance and Responsibility levels for each competency requirement in your courses. Course leaders will review student self-assessments along with your site visitor's assessment to help determine the student's final mark for a course. Site visitor assessments are created for each competency, and you need not assess them all at once.

You can create a site-visitor assessment for a competency by clicking the *Assess* link next to the competency you wish to evaluate from the **Assessment** tab. Review the *Expected Level of Responsibility* for the competency and assign the overall assessment (from 1-5) for the student's Demonstrated Responsibility and Performance. **Tip:** Rollover the  icons for an explanation of the rating scale. In addition to the overall ratings, you can justify your assessment for a competency by

specifying the student's performance on each of the *Indicators of Expected Practice* by moving the notch beside each indicator to the +/- sign (if the indicator positively/negatively impacted the student's *Level of Performance* score). You can also comment on indicators that have impacted your assessment. **Note:** you may leave an indicator in the neutral position if the indicator has not impacted your assessment.

Once you have made assessments for the competencies that you wish to evaluate, you need to submit them for the course leader and student to view by pressing the *Submit* button. Remember, you can submit more than once, and your new submission will be appended to previous ones.

### **Viewing the Student's Self-Assessment (Course Leaders Only)**

Students create the same assessments for themselves as site visitors do for them. To view your student's self-assessment, select *Student Self-Assessment* from the drop-down menu on the main **Assessment** tab and click the *View* link next to the competency that has been assessed.

### **Viewing Student's Placement Schedule**

The **Schedule** tab is an area for students to keep track of when they make clinical visits to a site, and to inform instructors of when they will be onsite. To view the schedule, go to the **Schedule** tab to see an interactive Calendar indicating the dates and times when the student will be onsite. You can go to the next/previous months by clicking on the arrows in the top corners of the calendar.