



LEARNER EPORTFOLIO FUNCTIONALITY

A BRIEF LIST OF FUNCTIONS THAT CAN BE CARRIED OUT BY THE LEARNER IN EPORTFOLIO

1 – Access Training Modules

- After you log in
- Click on the blue Need Help? link on the top right hand corner to access the training modules. The “Introduction to ePortfolio” and “Learner Module” will be most helpful for you to review.
- Webinars for instruction if needed can be found at: <http://www.royalcollege.ca/rcsite/cbd/cbd-webinar-series-recorded-e>

2 – View Your Learner Dashboard

- Your learner dashboard will allow you to see the stage you are at, the date of your next progress meetings, your current status, how many EPAs have been completed, which EPA you are working on, as well as any reflections, comments, feedback and documents that have been uploaded to your file. Your learner dashboard is shared with your PA, PD, competency committee (CC) and academic advisor.

3 – View Your Program Learning Plan

- Click on an EPA to view its assessment strategy and familiarize yourself with its context and requirements.
- You can view completed EPA observations in as much or as little detail as necessary by going through each individual observation or by looking at the observation count. You can also see any narrative comments observers have left you.

3 – Request an Observation

- You can look for any observer at your institution or only those associated with your program.
- Observation requests expire 30 days after they are initiated.

4 – Add a Reflection and Upload Evidence

- You can add a photograph or other document to serve as evidence for an observation by uploading it in the EPA/narrative or by clicking on the evidence tab.
- Reflections and Evidence can be shared or made private. Shared postings are visible to the PA, PD and CC.
- * Once submitted, reflections and documents cannot be edited or deleted. It is important to double check content for correctness before posting. Please ensure that uploaded elements do not contain any elements that could identify a patient (ie. no names, ID numbers, photos of patients, etc.)

5 – Run EPA reports

- There are at least 6 reports available (and may be more as they develop more): EPA attainment graph, EPA progression over time graph, EPA observation count, EPA context table, EPA milestone attainment graph, observation summary report.

6 – Switching to the observer view

- If you are a more senior learner who will be completing EPA assessments on junior learners, you will likely have an observer role in ePortfolio. You can toggle between your learner and observer dashboards in ePortfolio by selecting the role below your name.

7 - View Feedback from Your CC

- Click on the feedback to learner tab to view feedback from and learner status decided at CC meetings. Ideally your PD or academic advisor will have talked through this information with you in advance.

Access the Learner View on the iOS App

- You can download the “Royal College Res ePortfolio” app on your iphone or ipad through the app store.

QUESTIONS? NEED HELP?

Contact the PGME CBD Team at: pgme.cbd@usask.ca