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# Purpose

The Practice Ready ePortfolio is an electronic repository created by students as part of the assignments in select nursing courses. The Practice Ready ePortfolio will provide a single location for students to store required assignment artifacts and reflect on their progress toward mastering the knowledge and skills required to be practice ready.

# **Program Outcomes**

This assignment enables the student to monitor their progress toward achieving program outcomes leading to practice readiness.

PO 1. Provides individualized comprehensive care based on theories and principles of nursing and related disciplines to individuals, families, aggregates, and communities, from entry to the healthcare system through long-term planning.

PO 2. Demonstrates leadership and collaboration with consumers and other healthcare providers in providing care and/or delegating responsibilities for health promotion, illness prevention, health restoration, health maintenance and rehabilitative activities.

PO 3. Communicates effectively with patient populations and other healthcare providers in managing the healthcare of individuals, families, aggregates, and communities.

PO 4. Integrates clinical judgment in professional decision making and implementation of the nursing process.

PO 5. Demonstrates responsibility for continued personal and professional development through enrollment in graduate education, continuing education degree programs, professional reading and participation in professional organizations and community service.

PO 6. Implements professional nursing standards by practicing within the legal definitions of nursing practice and acts in accordance with the nursing code of ethics and American Nurses Association (ANA) standards of practice.

PO 7. Practices in established professional roles consistent with entry-level BSN graduates to provide cost-effective, quality healthcare to consumers in structured and unstructured settings.

PO 8. Incorporates evidence-based practice in the provision of professional nursing care to individuals, families, aggregates, and communities.

# Components of the Practice Ready ePortfolio

The Practice Ready ePortfolios are based upon a standardized template and includes these sections:

1. **About Me (Home Page)**
   1. This is the first page people will see when they access you ePortfolio. It is an opportunity for people to get to know you and what you’re about. This section should be brief (150-300 words) yet descriptive. It should set the tone for your ePortfolio and provide users with a quick view into the content/philosophy of your practice work. NR-103 final assignments will be linked in this section.
2. **Course Exam Strengths & Opportunities Reports** 
   1. Contains a copy of course exam’s Strengths & Opportunities Reports for all courses with course exams
3. **Clinical Judgment Exam (CJE) Open Check Strengths & Opportunities Report**
   1. Contains a copy of course Clinical Judgment Exam (CJE) Open Check Strengths & Opportunities Reports for all courses with a CJE Open Check
4. **Clinical Judgment Exam (CJE) Open Check Relearning Assignments**
   1. Contains a copy or link of course CJE Open Check Relearning Assignments for all courses with a CJE Open Check
5. **Clinical Judgment Exam (CJE) Strengths & Opportunities Reports** 
   1. Contains a copy of course CJE Benchmark Exam Strengths & Opportunities Reports for all courses with a Clinical Judgment Exam (CJE)
6. **Clinical Judgment Exam (CJE) Relearning Assignments**
   1. Contains a copy or link to course Clinical Judgment Exam (CJE) Relearning Assignments for all courses with a Clinical Judgment Exam
7. **Clinical Judgment Plan of Care Templates**
   1. Contains copies of the clinical judgment plan of care templates for relearning assignments
8. **Affirming NCLEX Readiness I Assignment**
   1. Contains a copy or link to the NCLEX Readiness I Assignment in Adult Health II
9. **Affirming NCLEX Readiness II Assignment**
   1. Contains a copy or link to the NCLEX Readiness II Assignment in the Capstone Course

# Preparing Your Practice Ready ePortfolio

Follow these guidelines when creating your Practice Ready ePortfolio. Speak with your faculty member if you have questions.

1. Create your ePortfolio
   1. Set-up the ePortfolio page by clicking on “Account”, ePortoflios, then “Create an ePortfolio” box

A screenshot of a computer

Description automatically generated

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1. Make Your ePortfolio Yours
   1. Name should be Practice Ready ePortfolio
   2. Select the option to “Make it Public” so you can share with your course faculty
   3. Select “Make ePortfolio”

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Description automatically generated

1. Create Sections in Your Portfolio
   1. Start creating sections using the Organize Sections option under the Home link on the left of the page

Graphical user interface, text, application, email

Description automatically generated

1. Rename the Home section to About Me
   1. Select the gear icon, then Rename
   2. Change Home to About Me
   3. Select Done Editing

Graphical user interface, text, application, chat or text message

Description automatically generated

1. Add section titled: Course Exam Strengths & Opportunities Reports
   1. Select Add Section
   2. Type the Name of the first section: Course Exam Strengths & Opportunities Reports
   3. Hit return to save.

Graphical user interface, application

Description automatically generated

1. Add remaining sections, as named:
   1. Clinical Judgment Exam (CJE) Open Check Strengths & Opportunities Reports
   2. Clinical Judgment Exam (CJE) Open Check Relearning Assignments
   3. Clinical Judgment Exam (CJE) Strengths & Opportunities Reports
   4. Clinical Judgment Exam (CJE) Relearning Assignments
   5. Clinical Judgment Plan of Care Templates
   6. Affirming NCLEX Readiness I Assignment
   7. Affirming NCLEX Readiness II Assignment
2. Your portfolio menu should look like this:

A screen shot of a cell phone

Description automatically generated

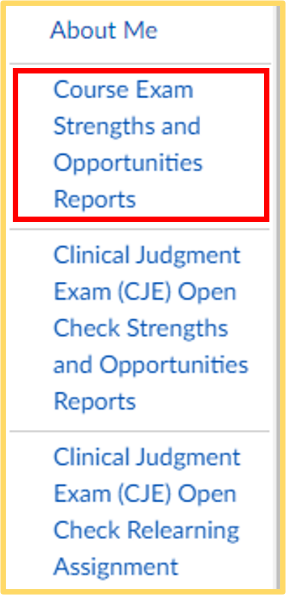
# Maintaining Your Practice Ready ePortfolio

In courses that include the Practice Ready ePortfolio, supporting documents should be added to the correct sections as they become available. For example, as soon as the Course Strengths & Opportunities Report is available after a course exam, download the report and add it to the Course Strengths & Opportunities Reports section.

1. **Course Exams Strengths & Opportunities Reports**
   1. Upload a copy of course exam’s Strengths & Opportunities Reports on this page as a file.
      1. Use this file naming format: NR226\_Exam#\_SO\_Report
2. **Clinical Judgment Exam (CJE) Open Check Strengths & Opportunities Reports**
   1. Upload a copy of course CJE Open Check Exam’s Strengths & Opportunities Reports on this page as a file.
      1. Use this naming format: NR226\_OpenCheck\_SO Report
3. **Clinical Judgment Exam (CJE) Open Check Relearning Assignments**
   1. Link the CJE Open Check Relearning Assignments to this section of the portfolio.
4. **Clinical Judgment Exam (CJE) Strengths & Opportunities Reports**
   1. Upload a copy of course CJE Strengths & Opportunities Reports on this page as a file.
      1. Use this naming format: NR226\_Fundamentals I\_SO\_Report
5. **Clinical Judgment Exam (CJE) Relearning Assignments**
   1. Link the CJE Relearning Assignments to this section of the portfolio.
6. **Clinical Judgment Plan of Care Templates**
   1. Upload all Plan of Care Templates on this page as a file.
      1. Use this naming format: NR226\_Plan of Care
7. **Affirming NCLEX Readiness I Assignment**
   1. Link Adult Health II Affirming NCLEX Readiness I Assignment to this section.
8. **Affirming NCLEX Readiness II Assignment**
   1. Link Capstone Affirming NCLEX Readiness II Assignment to this section.

# Creating New Pages in Your Practice Ready ePortfolio

1. Click on the section that will have the page added.



1. Click Organize/Manage Pages.

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1. Click +Add Another Page.

A screenshot of a page

Description automatically generated

1. Rename new page the course number (for example: NR-222, NR-226, etc.).

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1. Click Done Editing or hit enter.

A screenshot of a page

Description automatically generated

# How to Upload a File to the Practice Ready ePortfolio

1. Click the account link, then click ePortfolios link.

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Description automatically generated

1. Select the Practice Ready ePortfolio

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Description automatically generated

1. Select the page you wish to edit/upload a file

A screenshot of a computer

Description automatically generated

1. Click Edit This page

A screenshot of a web page

Description automatically generated

1. Add Image or File

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Description automatically generated

1. Choose File

A screenshot of a computer

Description automatically generated

1. Locate the file [1] and click the **Open**button [2].

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Description automatically generated

1. Click the **Select/Upload File** button [1] to upload the file.

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Description automatically generated

1. Click Save Page to save changes

A screenshot of a browser

Description automatically generated

# How to Link Assignments in Your Practice Ready ePortfolio

1. Click the account link, then click ePortfolios link.

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Description automatically generated

1. Open the Practice Ready ePortfolio.

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1. Click the title of the course page in the section of the ePortfolio.

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1. Choose edit this page.

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Description automatically generated

1. Click Course Submission and choose the appropriate course assignment to embed in the page.

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1. Click on the assignment, then select submission.

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1. Click Save Page

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# How to Share Your Practice Ready ePortfolio

1. Click on the account link, then click ePortfolio.

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Description automatically generated

1. Click on the Practice Ready ePortfolio.

A screenshot of a computer

Description automatically generated

1. If your ePortfolio is set to public.
   1. Copy the website page in the address field.

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Description automatically generated

* 1. If your ePortfolio is set to private, copy the URL noted in your ePortfolio

A screenshot of a computer error

Description automatically generated

1. Share this website address with your faculty. This is how your faculty members will have access to your ePortfolio for grading purposes. Students can place the link in the comments section of the assignment drop box.

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**Step 5**: Starting in the January 2024 session, students will enter their ePortfolio link in the ePortfolio module in Canvas.

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