

Getting to know your way around the eAoPP website (for Mentors and Practice Educators)

This is your home page:

The screenshot shows the eAoPP website interface. At the top left is the eAoPP logo with the tagline 'e-Assessment of Professional Practice'. At the top right is the University of Southampton logo. A navigation menu on the left includes links for Home, Help, Resources, Contact Us, and Logout. A 'My Students' button is located above a table. The table has three columns: Student, Contract, and a summary area. The first row shows a student named Thompson, Laura (Teltest2) with a contract for 'Adult Nursing'. The contract details include 'Consent' (Completed by Student ✓, Completed by Tutor ✗) and 'Public Protection' (Completed by Student ✓, Completed by Tutor ✗). The summary area indicates 'Practice Experience 1' (You are the Mentor/practice educator) and 'Initial Interview' (Completed ✓).

1. **Your Personal Details** – review and amend your personal details.
2. **Accessibility Toolbar** – change the display and activate accessibility features.
3. **Left-hand Navigation** – navigate to different areas of the website.
4. **Student eAoPP Summary** – see at a glance what items are still outstanding in the documentation.

1. Your Personal Details

Click on your name to review and amend your personal details including your: name, email address, professional registration numbers, telephone number, location and security questions. Remember to click “Submit” at the bottom of the page to ensure your details are updated.

2. Accessibility Toolbar

Clicking this item will reveal a toolbar at the top of the page. On the left-hand side of this toolbar are a number of icons that allow you to do a number of different things including changing the text size and colour as well as turn on features such as Text to Speech. If you hover over the icon with your mouse cursor a description of its function will appear. On the right of the toolbar, the blue arrow enables you to reset the webpage and the red cross will close the toolbar.

3. Left-hand Navigation

Home – always takes you back to your My Students summary page (as seen above).

Help – displays helpful information (currently under construction).

Resources – provides links to resources (currently under construction).

Contact Us – allows you to contact the company who created the website. (However, for the moment we would like all feedback to be sent to Cathy Sullivan at C.Sullivan@soton.ac.uk)

Logout – this will log you out of the eAoPP website, which we recommend you do when you have finished your session.

4. My Students Summary Page

This table displays a summary of the students you are mentoring and their documentation. The column on the right displays the tasks that you need to complete. A tick and cross system will indicate whether these tasks have been completed or not. There are a variety of types of tasks that will appear throughout all the practice experience areas. If you click on “Practice Experience 1” you will be taken to the Practice experience Documentation. Whereas, if you click on one of the tasks in the right-hand column you will be taken to the task you have selected.

Student	Contract	
Thompson, Laura Teltest2	Adult Nursing Consent: ✓ Completed by Student ✗ Completed by Tutor Public Protection: ✓ Completed by Student ✗ Completed by Tutor	Practice Experience 1 You are the mentor/practice educator Induction ✓ Initial Interview ✓

At the top of the page a ‘breadcrumb trail’ is displayed indicating which student this documentation is for. If you click “My Students” you will be taken back to the Students eAoPP summary (which is also your homepage). If you click on the name of the student you will be taken to the student’s full eAoPP documentation for that practice experience (as seen below).



The screenshot displays the eAoPP (e-Assessment of Professional Practice) interface for a student named Laura Thompson. The main content area is titled 'Commencing Practice Experience' and contains a table with the following data:

Task	Detail	Actions	State
Practice Details	E3 04/12/2012 - 28/02/2013 Mentor(s) Martin Anderson Anne Green		✓ Completed by Student
Professional Development	appears to have created your Professional Development	View	✓ Completed by Student
Initial Interview	Initial Interview has been Approved by a Mentor Interim Review Date: 16/01/2013	Edit	✓ Completed by Student ✓ Completed by Mentor
Induction Programme	You have created the Induction Programme	Edit	✓ Completed by Mentor

i) Print and Save – print or save the whole eAoPP documentation by clicking on the relevant icon.

ii) Practice Experience Documentation – see the student’s full documentation for the current practice experience area.

i) Print and Save

Printing the eAoPP

The print icon, the left of the two, will open up a new window in which a printable version of the eAoPP documentation will be viewable. There are tabs (labelled ‘a’ in the diagram below) that will show you different sections of the documentation. By clicking on the task headings (labelled ‘b’) you can see the detailed documentation. An “Expand All” button (labelled ‘c’) will display all the details for that area and will change to a “Collapse All” for ease of use.

To print the documentation either click the print icon in your internet browser or right-click in the window and select ‘Print’ from the menu. This will print all the information currently being viewed and not the entire documentation. This means that you can choose which items to print in more detail.

eAoPP
e-Assessment of Professional Practice

Adult Nursing Expand All c

Printed On: 13/12/2012
Student: Laura Thompson a

Contract 1 2 3 4 5 6 Continuous Assessment

Practice Experience 1

b

Professional Development

✘ Completed by Student

✘ Completed by Mentor

✘ Completed by Tutor

✓ Completed by Student

Saving the eAoPP – (currently under construction)

ii) Practice Experience Documentation

The practice experience documentation is broken up into several tabs that split the tasks into different groups. The first tab, titled “Commencing practice experience”, contains tasks that need to be completed at the beginning of each practice experience. The second tab, titled “Skills and competencies”, contains tasks that need to be completed on each practice experience. The third tab, titled “Continuous assessment”, contains tasks that need to be completed by the end of all practice experiences. However, it is highly advisable that these should be updated and the records maintained at the time of each practice experience. The fourth and final tab, titled “Practice assessment”, contains tasks that need to be completed at the end of each practice experience.

The tasks contained in each of these tabs will vary depending on the course and regulatory requirements of the profession concerned. For information detailing the tasks regarding your professional area, please refer to the relevant “Task Action Sequences” document.

Although there are differences in the contents and tasks of the eAoPP documentation each tab is laid out in the same manner; each tab has 4 columns. The first two “Task” and “Detail” are fairly self-explanatory and can be used to help identify the tasks associated with of each aspect of the eAoPP documentation. The “Action” column contains ‘action’ buttons that you will use to interact with the documentation. Examples of these buttons include “Create”, “View”, “Edit” and “Submit”. The

“State” column will indicate, using a tick and cross system, whether items have been completed by both yourself and your Student.

When you click the action buttons you will be taken to the task documentation. The “View” button will give you an un-editable version of the documentation, whilst the other action buttons will allow you to interact with the documentation. The tasks across the practice areas are varied and the interactions may differ between courses. However, the main ones include; entering text into text boxes, ticking multiple items off, selecting one item or score out of a list, creating records of activities and more. When completing documentation be sure to read the instructions carefully and ensure that, when necessary, you click the “Submit” button to save your work. Text boxes have a toolbar at the top for use when adding or editing text. Many of the icons will be familiar to you but if you are unsure; hovering over the icon will reveal a description.

Hopefully you will know your way around the eAoPP website now. If you have any problems with the website or are unsure about how to do something please get in contact with Cathy Sullivan at C.Sullivan@soton.ac.uk.