

## Getting to know your way around the eAoPP website (for students)

This is your home page:

The screenshot shows the eAoPP website interface. At the top left is the eAoPP logo (e-Assessment of Professional Practice). At the top right is the University of Southampton logo and an Accessibility toolbar. A navigation menu on the left includes Home, My Contract, Help, Resources, Contact Us, and Logout. Below this is a menu for Adult Nursing, categorized by Year 1, 2, and 3, with sub-items for Practice Experience 1 through 6. The main content area is titled 'Practice Experience 1' and contains three alert boxes: Professional Development, Induction Programme, and Interim Assessment. Below these are tabs for Commencing Practice Experience, Skills and Competencies, Continuous Assessment, and Practice Assessment. The main table displays task details, including Practice Details, Professional Development, Initial Interview, and Induction Programme, with columns for Task, Detail, Actions, and State.

Task	Detail	Actions	State
Practice Details	E3 04/12/2012 - 28/02/2013 Mentor(s) Martin Anderson Anne Green		✓ Completed by Student
Professional Development		You DO NOT appear to have created your Professional Development, please do so within the first two days of your placement. <a href="#">Create</a>	✗ Completed by Student
Initial Interview	You DO NOT appear to have created your Initial Interview, please do so within the first two days of your placement.	<a href="#">Submit</a>	✗ Completed by Student ✗ Completed by Mentor
Induction Programme	Your Mentor HAS NOT created your Induction Programme, please ask them to do so within the first five days of your placement.		✗ Completed by Mentor

- 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. Practice Experience Menu** – navigate to your different practice experience areas.
- 5. Print and Save** – print or save your whole eAoPP documentation by clicking on the relevant icon.
- 6. Alerts** – these indicate items that are due for completion.
- 7. Practice Experience Documentation** – this is the area where you will document your practice experience.

## **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. (Please note: this will trigger an email to your academic tutor to ensure the correct details are held)

## **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 it’s 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 take you back to your current placement documentation (as seen in the page above).

**My Contract** – displays the contract you completed when you first set up your account. Click on each tab (indicated below) to see the elements of the contract. The green ticks indicate that you have completed these items. You can also edit your course or academic tutor by clicking the “Edit” button at the bottom of the “Course Details” tab. (Please note: this will trigger an email to your academic tutor to ensure the correct details are held)



**Help** – displays information to help support you in your learning (currently under construction).

**Resources** – provides resources to assist your learning (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](mailto: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. Practice Experience Menu**

By clicking on the relevant Practice Experience out of the menu you can see the details of your practice experience such as: the location, start and end dates, your mentor, etc. You can update or add details, including a number of ‘buddy/associate mentors’ and ‘lead practice educators’ and their email addresses by clicking the “Edit” button at the bottom of the page. Remember to click “Save” to save and update the details.

## 5. Print and Save

### Printing your 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

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## Adult Nursing

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

Expand All **c**

**a**

Contract **1** 2 3 4 5 6 Continuous Assessment

**b**

Practice Experience 1

Professional Development

- ✗ Completed by Student
- ✗ Completed by Mentor
- ✗ Completed by Tutor

✓ Completed by Student

Saving your eAoPP– (currently under construction)

## 6. Alerts

These will appear only if you have a task that is due.

## **7. 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 your 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 Mentor.

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](mailto:C.Sullivan@soton.ac.uk).