





Contents

1.0 Introduction to this Guide	3
2.0 Introduction to the ePAD	3
2.1 What is the Myprogress ePAD?	
2.2 How is Myprogress ePAD being used at Ulster University?	
2.3 Gaining access to Myprogress ePAD?	
3.0 Your ePAD Account	
3.1 The ePAD Dashboard	
3.2 Reviewing Individual Student ePADs	
3.3 Completing forms	
3.4 Signing off forms	
3.5 Reviewing Timesheets	
3.6 Sending Group Messages and Communicating with Individual Students	





1.0 Introduction to this Guide

This guide is written and designed for Academic staff to both train and begin using Myprogress, an electronic Practice Assessment Document (ePAD) platform.

If you have any questions please contact nursingplacements@ulster.ac.uk or link lecturer

2.0 Introduction to the ePAD

2.1 What is the Myprogress ePAD?

Myprogress is an online platform which enables a student to complete their entire Practice Assessment Document, gain valuable feedback and obtain sign-off in practice, electronically.

Myprogress can be accessed online via desktop or laptop, however, it also accompanied by a mobile app version enabling students, practice assessors and practice supervisors to complete forms offline via the student's mobile device. This is particularly useful where there is limited access to a desktop computer, laptop or Wi-Fi signal.

2.2 How is Myprogress ePAD being used at Ulster University?

Ulster University will be using Myprogress to deliver the ePAD, an electronic version of the Northern Ireland Practice Assessment Document. Students who commenced year 1 (cohort 2020 and current year 2 students (cohort 2019) will migrate onto the platform, year 3 students (cohort 2018) will continue to use their current practice portfolio.

2.3 Gaining access to Myprogress ePAD?

Academic staff will access their Myprogress account using their university login credentials at the following URL: https://nipad.epads.mkmapps.com

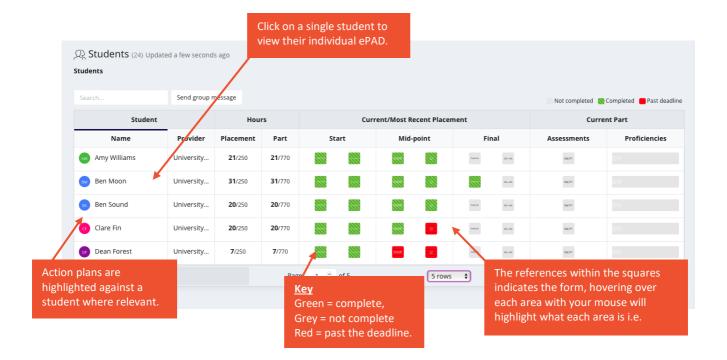
3.0 Your ePAD Account

3.1 The ePAD Dashboard

As an academic member of staff, you will have students allocated to you, and will be able to view their ePAD through your MyProgress ePAD account. When you login, the ePAD dashboard will be the first screen you see. This allows you to monitor students' progress towards completion of their ePAD and timesheet very quickly.







3.2 Reviewing Individual Student ePADs

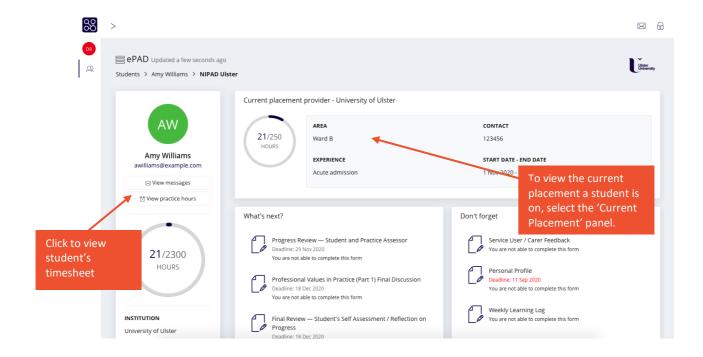
To review an individual student's ePAD, either search for their name or select their name from the list of students within your ePAD Dashboard.

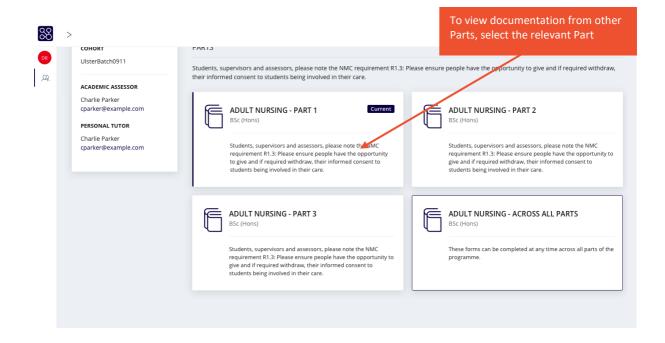
When you select an individual student, you will be able to see a dashboard summary for that student, summarising their hours in practice, their current placement, student details and what's next for that student.

The student's dashboard also provides an opportunity to directly message and converse with them within the platform. This is particularly advantageous during placement when they may not be accessing their emails as often.





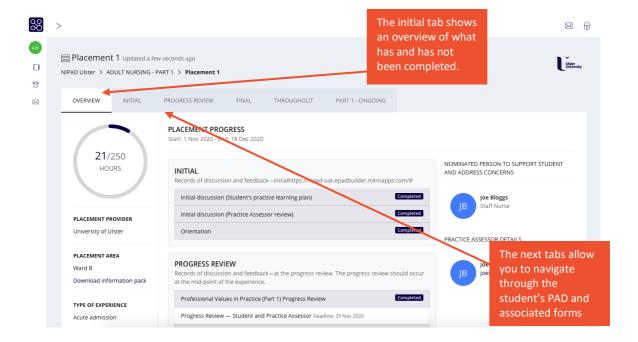




To review and access documentation for the student's current placement, select the 'Current Placement' panel. This will direct you to all documentation.



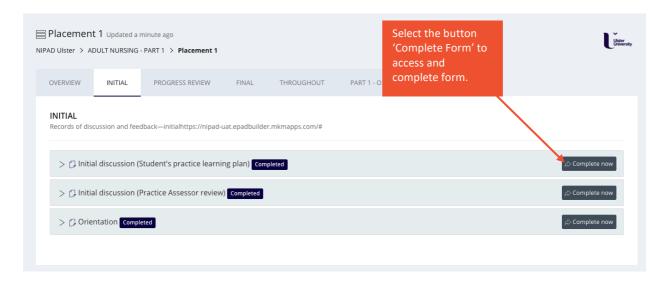




Once you have navigated to the documentation you would like to review, simply select the form to view it.

3.3 Completing forms

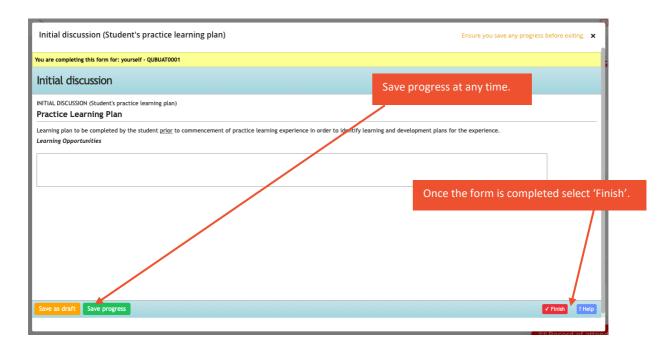
Academic staff provide feedback to students in the same way as a Practice Supervisor or Assessor does, through the use of forms. Once you have found the correct form within the ePAD, navigate to it and select 'Complete Form'.



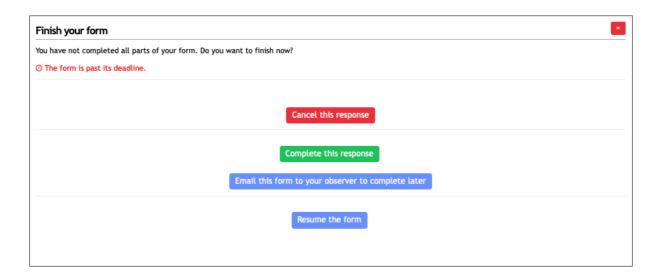
Complete the form within the form completion screen as shown below.







Once you've selected 'Finish', select 'Complete this response'. If you are interrupted when completing the form, you can also select 'Email this form to your observer to complete later'. This will email the form to you to complete at another time, however it is advised to complete in the moment, with the student.

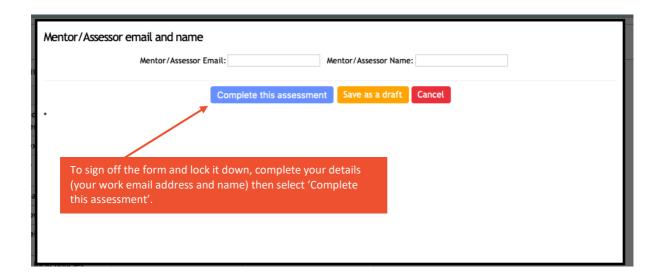


3.4 Signing off forms

When you have selected 'Complete this response' you will be shown the following screen. The Myprogress ePAD uses your name and email to securely lockdown the form so that it is no longer editable, and also verify that the information captured is legitimate.



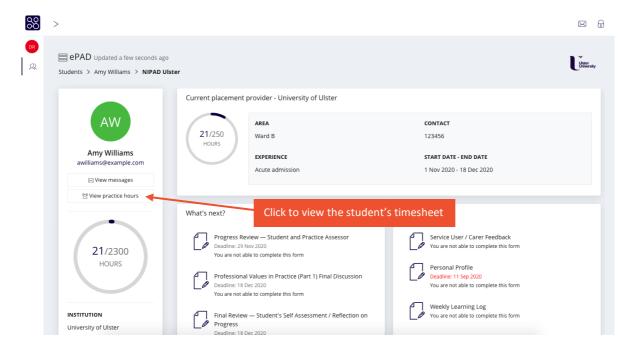




When you have fully completed the form and signed it off, you will receive an email to confirm you have completed it. This email will include a copy of the form response and the details of who to contact if you did not complete the form and it has been falsified.

3.5 Reviewing Timesheets

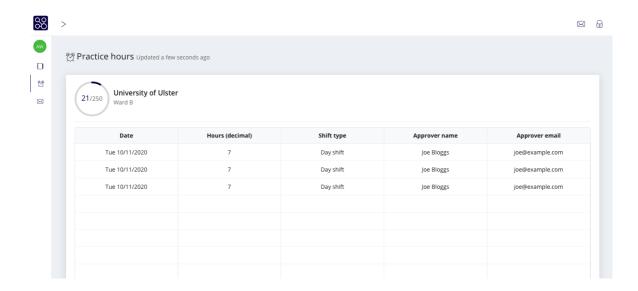
If you would like to view the student's practice hours, you can select 'View Timesheet' in the student's individual ePAD homepage.



You will be directed to the following page:



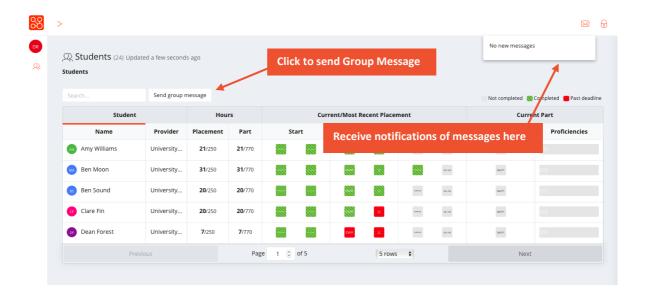




3.6 Sending Group Messages and Communicating with Individual Students

Within the ePAD you can send group messages to all of the students assigned to you, as well as send direct messages to individual students.

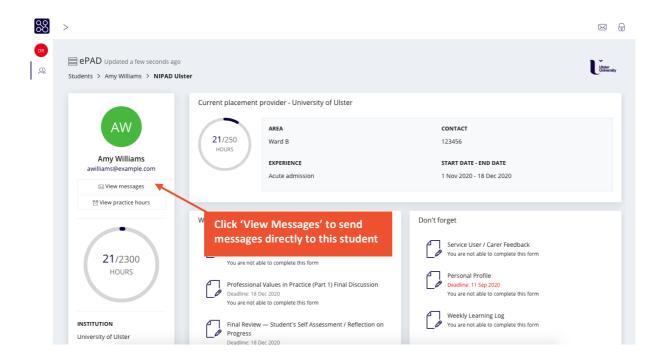
Within your ePAD summary dashboard, you will receive notifications of when students send you messages. You can also select 'Send Group Message' to message all of your students.

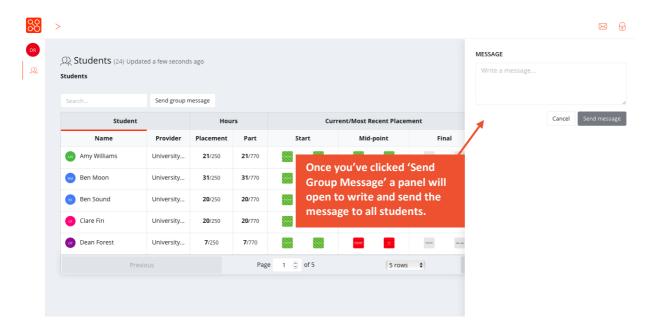


To send an individual student a direct message, select the student you would like to send a message in your ePAD summary dashboard. This will direct you to that particular student's ePAD homepage. From here, select 'View messages' to message that particular student.









This will open up a message box where you will be able to see all conversations with that particular student as well as send that student direct messages.