

 myprogress
e-pad

 Ulster
University

Guide for Students

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1.0 Introduction to this Guide

This guide is written and designed for students 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 Myprogress ePAD

2.1 What is Myprogress ePAD?

Myprogress ePAD is an online platform which enables you to complete your entire Practice Assessment Document (PAD), gain valuable feedback and obtain sign-off in practice, electronically.

Myprogress ePAD is predominantly accessed online, however, it also accompanied by a mobile app version enabling you, and your practice assessors and practice supervisors to complete assessments and documentations offline on a 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

The Myprogress ePAD will be predominantly used and accessed online via a desktop computer or laptop. The following sections outline how students and practice staff access the ePAD.

2.3.1 Students

As a student you will access your Myprogress ePAD account using your university login credentials at the following URL: <https://nipad.epads.mkmapps.com>

2.3.2 Practice Assessors & Practice Supervisors

Practice Assessors and Practice Supervisors do not need an account and can access Myprogress ePAD to complete forms through your ePAD account. When an opportunity or need arises for feedback and sign-off, you will log in to your ePAD account on a desktop computer, laptop or mobile device and ask for them to complete the necessary forms within your account.

Once a form has been completed, it is locked down so that it will no longer be editable. The Practice Assessor or Practice Supervisor completing the form will then receive an email to confirm they have completed an assessment or form on your behalf. They will also receive an email with a copy of that form and details of who to contact to report it to if they did not in fact complete it.

2.4 Using the Myprogress Mobile App

Although the Myprogress ePAD can be accessed online via desktop or laptop, it is also possible for you to complete forms in practice via the Myprogress Mobile App. As the Myprogress Mobile App works completely offline, this is particularly useful where there is limited access to a desktop computer, laptop or a reliable Wi-Fi connection such as on a community placement.

Use of the mobile app is student-driven, this means that you will login to your Myprogress ePAD account on the Myprogress app on your mobile device. In order to complete documentation, provide feedback and sign off documentation, you will then access the correct form and hand your Practice Supervisor / Assessor your mobile device so that they can complete the form on there. Once the form is complete and signed off, it will be locked down so it can no longer be edited, then it is submitted.

As within the online Myprogress ePAD form completion process, the Practice Supervisor / Assessor will then receive an email to confirm that they have completed an assessment or form. As with the desktop version they will also receive a copy of that form and details of who to contact to report it to if they did not complete the documentation.

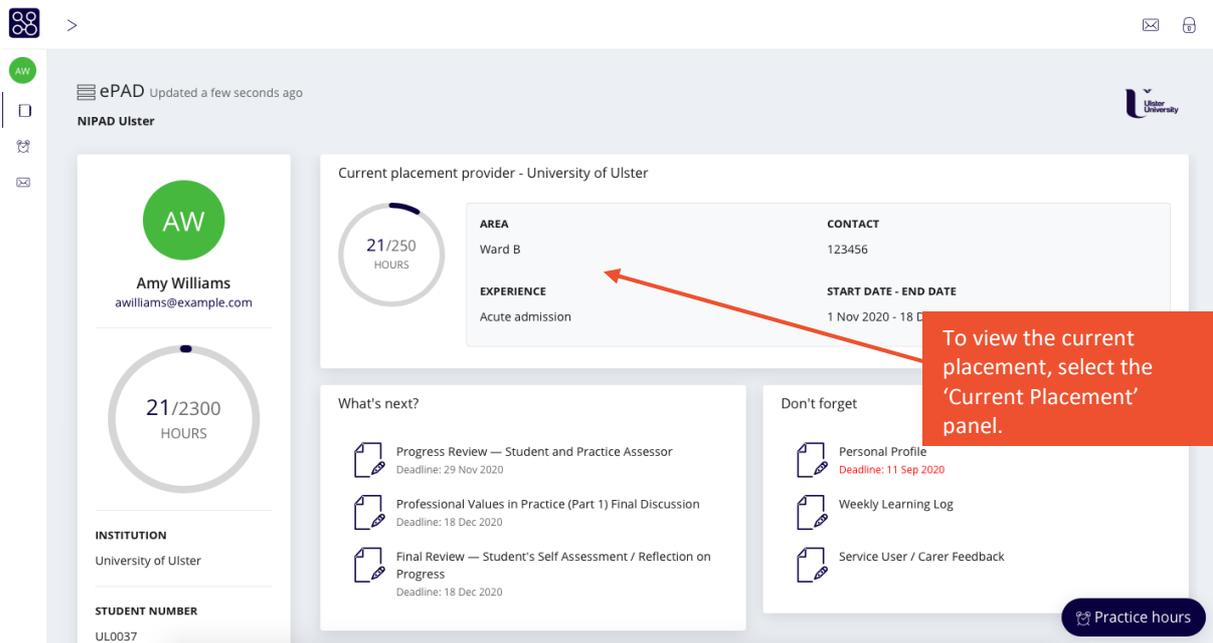
2.5 Support for Practice Supervisors and Practice Assessors

If your Practice Supervisors or Assessors requires support with the use of Myprogress beyond the information supplied within this guide, you may be able to guide them based on your experience of using the system. If this does not answer their question they should contact practice education team, link lecturer or nursingplacements@ulster.ac.uk.

3.0 Your ePAD Account

3.1 Your ePAD homepage

When you log in to your Myprogress ePAD account you will see your ePAD homepage. This will show you all ePAD documentation for the placement and part that you are currently on, past placements and upcoming placements. Your homepage also provides a messaging area through which your Academic Assessor can directly message you.



Current placement provider - University of Ulster

AREA	CONTACT
Ward B	123456
EXPERIENCE	START DATE - END DATE
Acute admission	1 Nov 2020 - 18 Dec 2020

What's next?

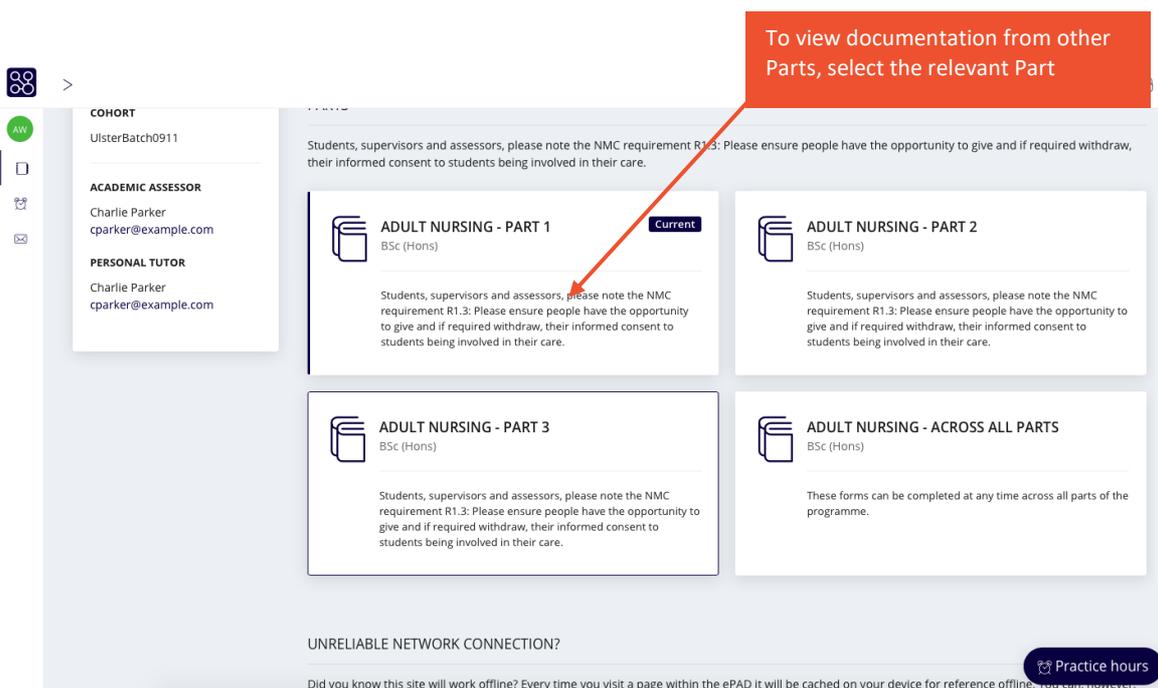
- Progress Review — Student and Practice Assessor
Deadline: 29 Nov 2020
- Professional Values in Practice (Part 1) Final Discussion
Deadline: 18 Dec 2020
- Final Review — Student's Self Assessment / Reflection on Progress
Deadline: 18 Dec 2020

Don't forget

- Personal Profile
Deadline: 11 Sep 2020
- Weekly Learning Log
- Service User / Carer Feedback

Practice hours

To view the current placement, select the 'Current Placement' panel.



ADULT NURSING - PART 1
BSc (Hons) **Current**

Students, supervisors and assessors, please note the NMC requirement R1.3: Please ensure people have the opportunity to give and if required withdraw, their informed consent to students being involved in their care.

ADULT NURSING - PART 2
BSc (Hons)

Students, supervisors and assessors, please note the NMC requirement R1.3: Please ensure people have the opportunity to give and if required withdraw, their informed consent to students being involved in their care.

ADULT NURSING - PART 3
BSc (Hons)

Students, supervisors and assessors, please note the NMC requirement R1.3: Please ensure people have the opportunity to give and if required withdraw, their informed consent to students being involved in their care.

ADULT NURSING - ACROSS ALL PARTS
BSc (Hons)

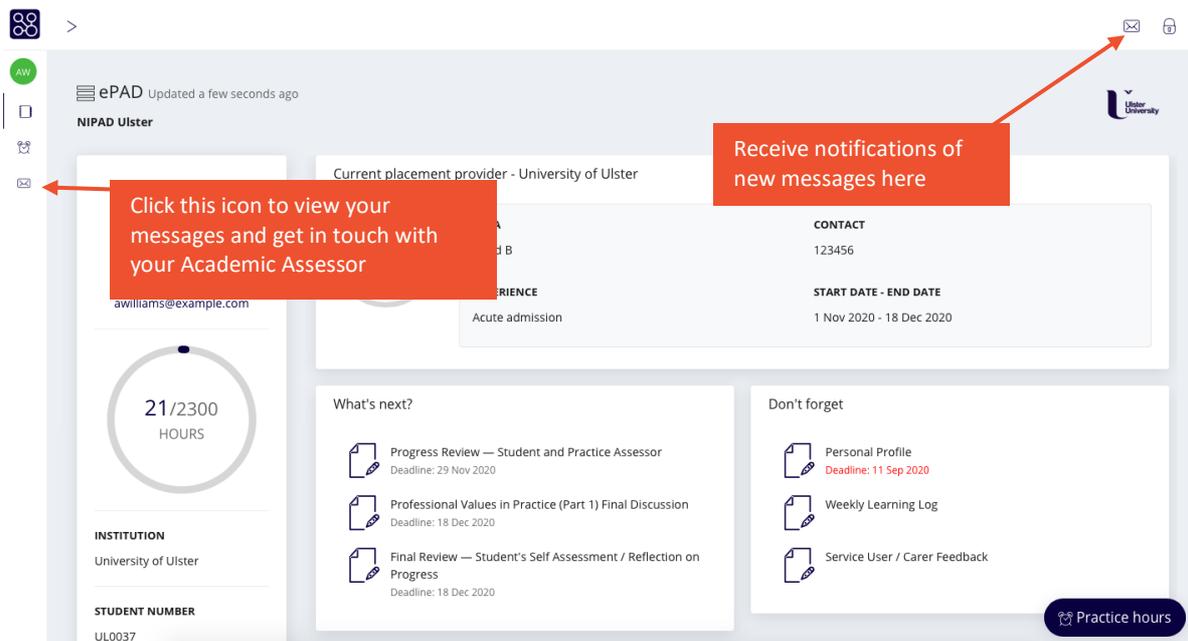
These forms can be completed at any time across all parts of the programme.

Practice hours

To view documentation from other Parts, select the relevant Part

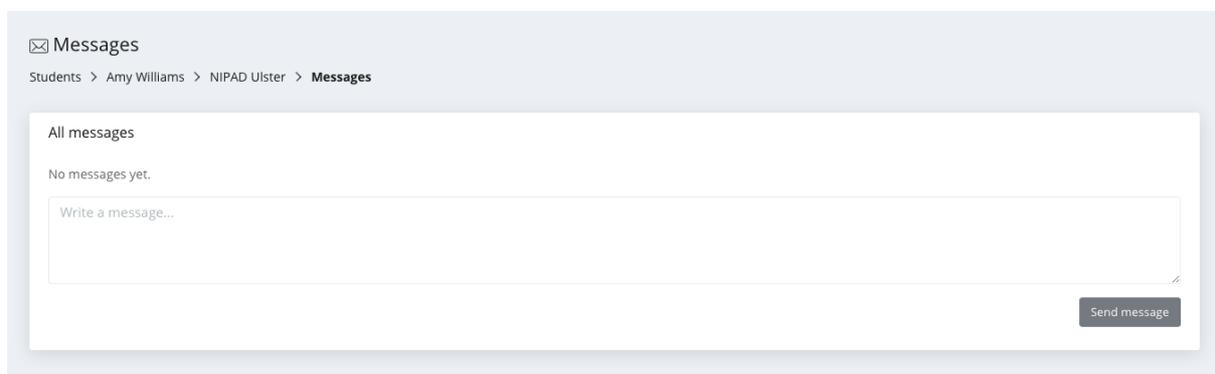
3.2 Using the Messaging System

Within your ePAD homepage, select the message icon in the left-hand menu to message your Academic Assessor. You will also receive notifications of new messages at the top right-hand side of the homepage. If your Practice Assessor or Practice Supervisors needs to get in touch with your Academic Assessor, it is also possible for them to use this messaging system within your account to get in touch with them.



Please note, if your message or the message your Practice Assessor or Supervisor would like to send is urgent and a high priority, please email the relevant staff member directly rather than use this messaging system.

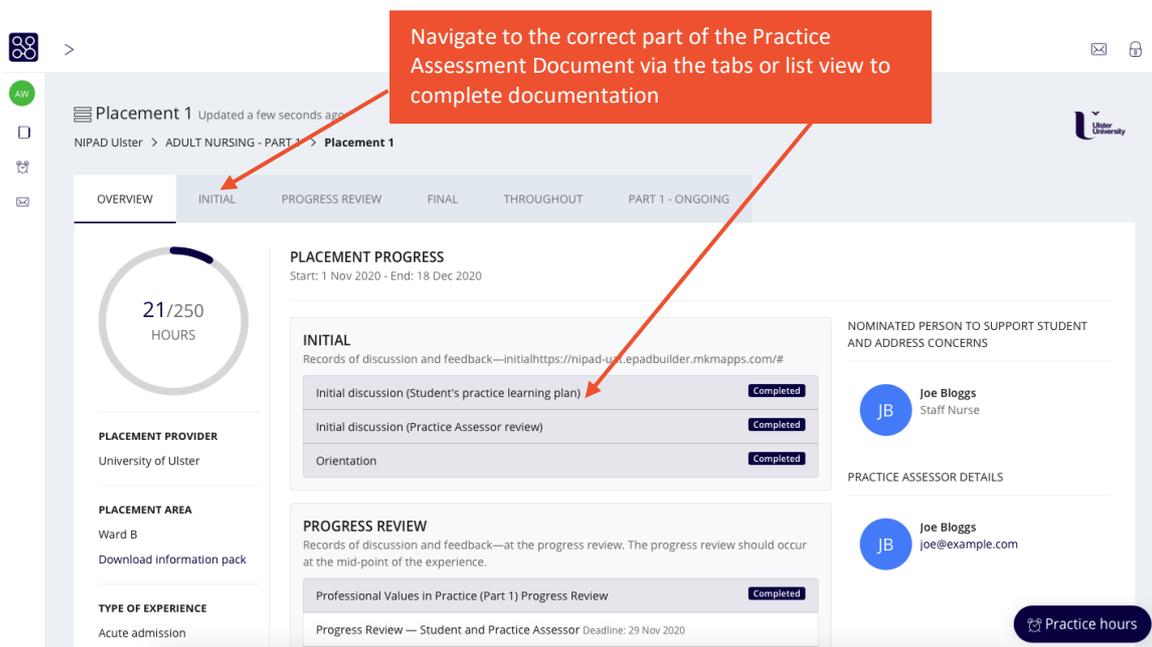
Selecting the message icon will open up a messaging area as shown below.



3.3 Using Myprogress ePAD during a Placement

To navigate through the Myprogress ePAD select the part of the programme that you are currently undertaking, and then select the current placement panel. This will take you to the following navigation screen. You can see that there are navigation tabs that take you to the forms that are required at the start of a placement, at the interim and at the end of placement (final).

There are also forms that can be completed at any time for example service user feedback or feedback from Practice Supervisors. The last tab relates to part specific forms that can be completed at any time before the end of the part.



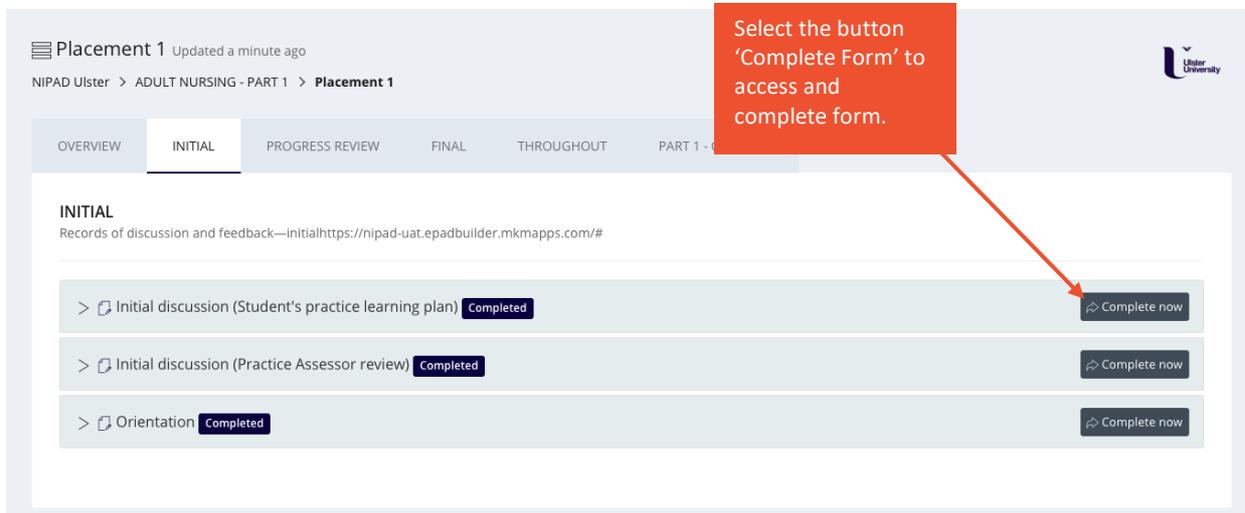
Once you have navigated to the form you would like to review, simply select the form to view it.

3.4 Completing Forms in the ePAD

Myprogress ePAD is designed around the use of various forms, each of which focuses on a particular aspect of the assessment process. There are forms that your Practice Supervisor/Assessor will complete to record feedback and assessment decisions, and your Academic Assessor, or their delegate, will record their comments following verification using a form designed for this purpose.

Where components of a form are mandatory an alert will advise the user if an essential aspect has been missed.

To complete a form within the ePAD, select the form from the list and select 'Complete Form'.



Placement 1 Updated a minute ago
NIPAD Ulster > ADULT NURSING - PART 1 > Placement 1

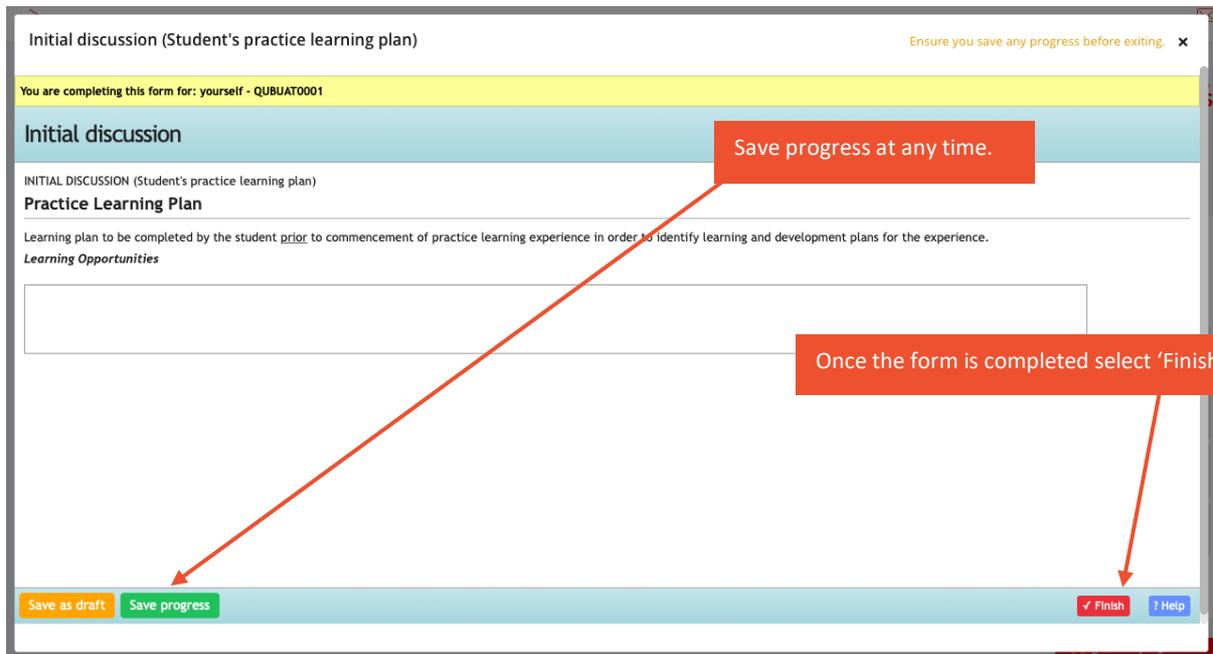
OVERVIEW INITIAL PROGRESS REVIEW FINAL THROUGHOUT PART 1 - C

INITIAL
Records of discussion and feedback—initialhttps://nipad-uat.epadbuilder.mkmaps.com/#

- > Initial discussion (Student's practice learning plan) **Completed** [Complete now](#)
- > Initial discussion (Practice Assessor review) **Completed** [Complete now](#)
- > Orientation **Completed** [Complete now](#)

Select the button 'Complete Form' to access and complete form.

This will open up a pop-up box for the form itself, as shown below.



Initial discussion (Student's practice learning plan) Ensure you save any progress before exiting. x

You are completing this form for: yourself - QUBUAT0001

Initial discussion

INITIAL DISCUSSION (Student's practice learning plan)
Practice Learning Plan

Learning plan to be completed by the student prior to commencement of practice learning experience in order to identify learning and development plans for the experience.

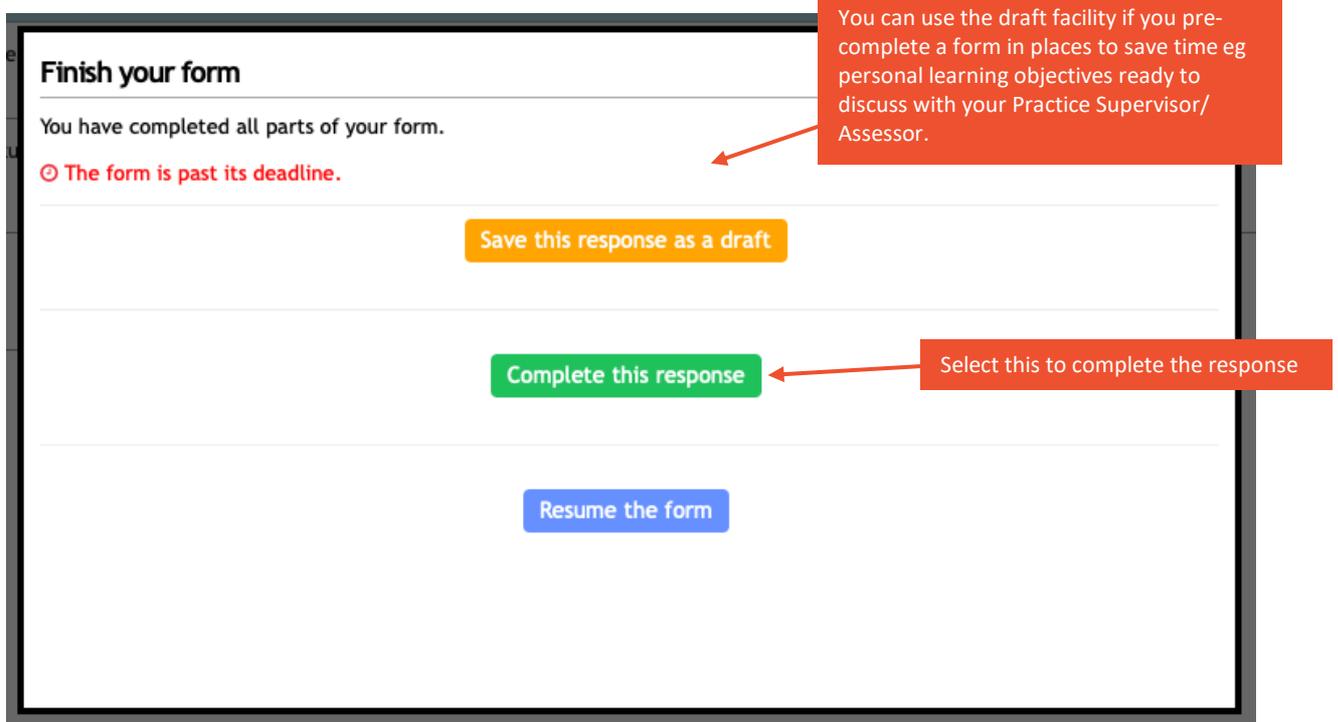
Learning Opportunities

Save as draft Save progress [Finish](#) [? Help](#)

Save progress at any time.

Once the form is completed select 'Finish'.

Once you select 'Finish', you will have the following options:



Finish your form

You have completed all parts of your form.

⊙ The form is past its deadline.

Save this response as a draft

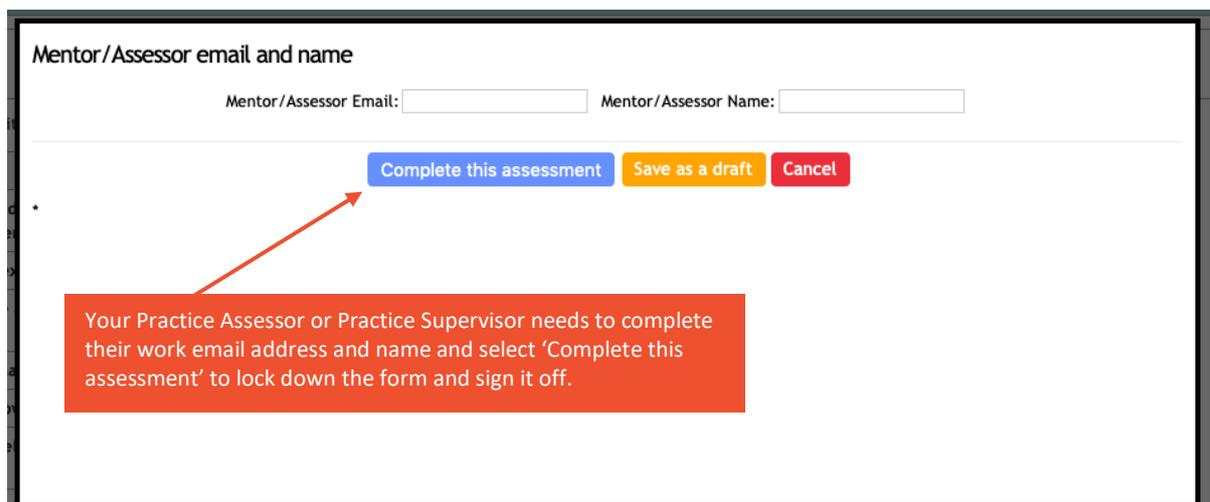
Complete this response

Resume the form

You can use the draft facility if you pre-complete a form in places to save time eg personal learning objectives ready to discuss with your Practice Supervisor/ Assessor.

Select this to complete the response

All forms require sign off in order for that form to be 'locked', so that it is no longer editable and it is placed as completed in the your ePAD. When the person selects 'Complete this response' they will need to complete their name and email address to sign off the form:



Mentor/Assessor email and name

Mentor/Assessor Email: Mentor/Assessor Name:

Complete this assessment Save as a draft Cancel

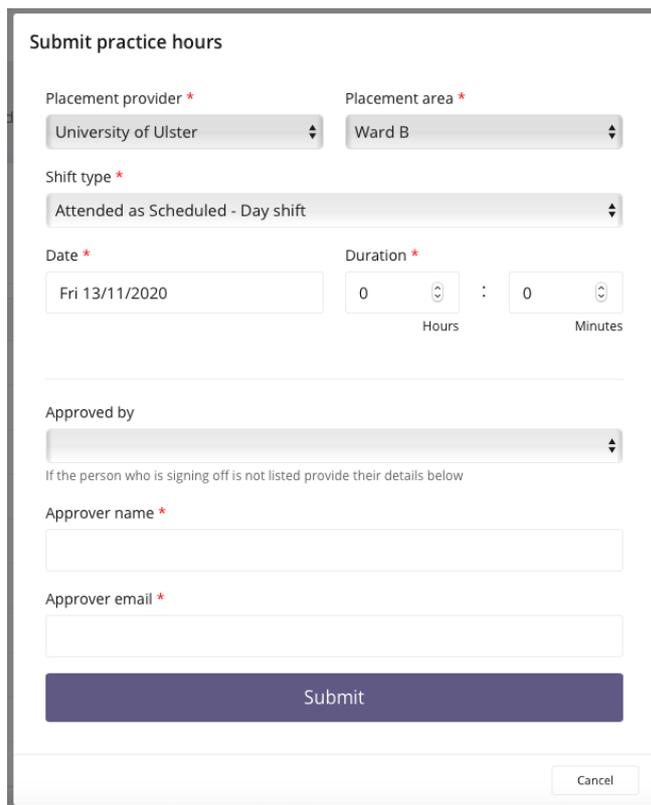
Your Practice Assessor or Practice Supervisor needs to complete their work email address and name and select 'Complete this assessment' to lock down the form and sign it off.

3.5 Recording your hours

Within every screen on the ePAD there is an icon in the bottom right hand corner that takes you to the form used to record your hours worked. It is advisable that this is done at the end of each shift and confirmed at that time.

The information relating to the placement provider and placement area will be pre-populated, so all you need to do is enter the date, type of shift worked and the duration **excluding breaks**.

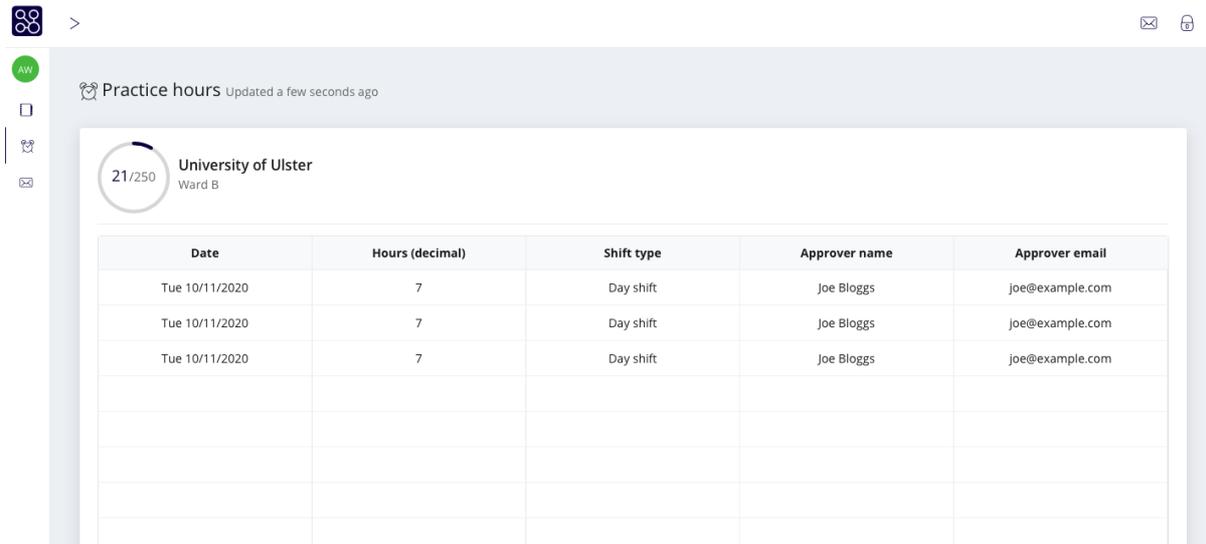
To have the hours confirmed, select the Practice Supervisor/ Practice Assessor from the drop-down list or ask them to enter their name and email in the boxes below. As you work with more people who confirm your hours the drop-down list will grow.



The screenshot shows a web form titled "Submit practice hours". It contains the following fields and controls:

- Placement provider ***: A dropdown menu with "University of Ulster" selected.
- Placement area ***: A dropdown menu with "Ward B" selected.
- Shift type ***: A dropdown menu with "Attended as Scheduled - Day shift" selected.
- Date ***: A text input field containing "Fri 13/11/2020".
- Duration ***: Two spinners for "Hours" (set to 0) and "Minutes" (set to 0).
- Approved by**: A dropdown menu that is currently empty.
- Approver name ***: A text input field.
- Approver email ***: A text input field.
- Submit**: A large blue button.
- Cancel**: A small button in the bottom right corner.

If you, or your Practice Assessor would like to view your practice hours in more detail, select 'View Practice Hours' on your main dashboard view and you will be shown the following screen:



Date	Hours (decimal)	Shift type	Approver name	Approver email
Tue 10/11/2020	7	Day shift	Joe Bloggs	joe@example.com
Tue 10/11/2020	7	Day shift	Joe Bloggs	joe@example.com
Tue 10/11/2020	7	Day shift	Joe Bloggs	joe@example.com

As hours build up you will be able to see your progress towards the total required for the placement, part and programme in the different 'clock' views on your homepage.

4.0 Using the Mobile App

There may be some occasions where there is no WiFi signal or it may be difficult to access a computer or laptop, on these occasions, it is possible to use the MyProgress ePAD Mobile App, which works completely offline.

4.1 Overview – Practice Assessors and Supervisors Providing Feedback & Sign Off via Mobile

Below is an overview of how to conduct an assessment or complete a form, provide feedback and sign-off on the Myprogress Mobile App.

Student accesses the form to complete within their Myprogress ePAD account on the Myprogress mobile app and hands their mobile device to the Practice Assessor or Supervisor

Practice Assessor or Supervisor completes the form on the Myprogress mobile app

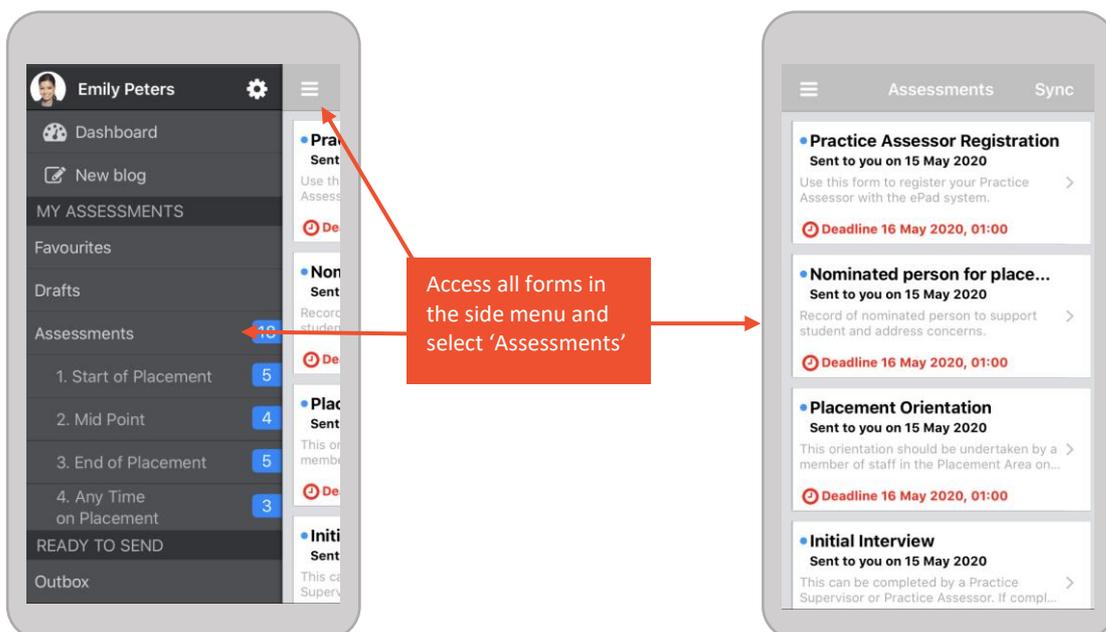
Practice Assessor or Supervisor signs off the form using their work email address

Form is locked down and submitted

Practice Assessor or Supervisor receives a completed copy via email. Student has a copy within their ePAD

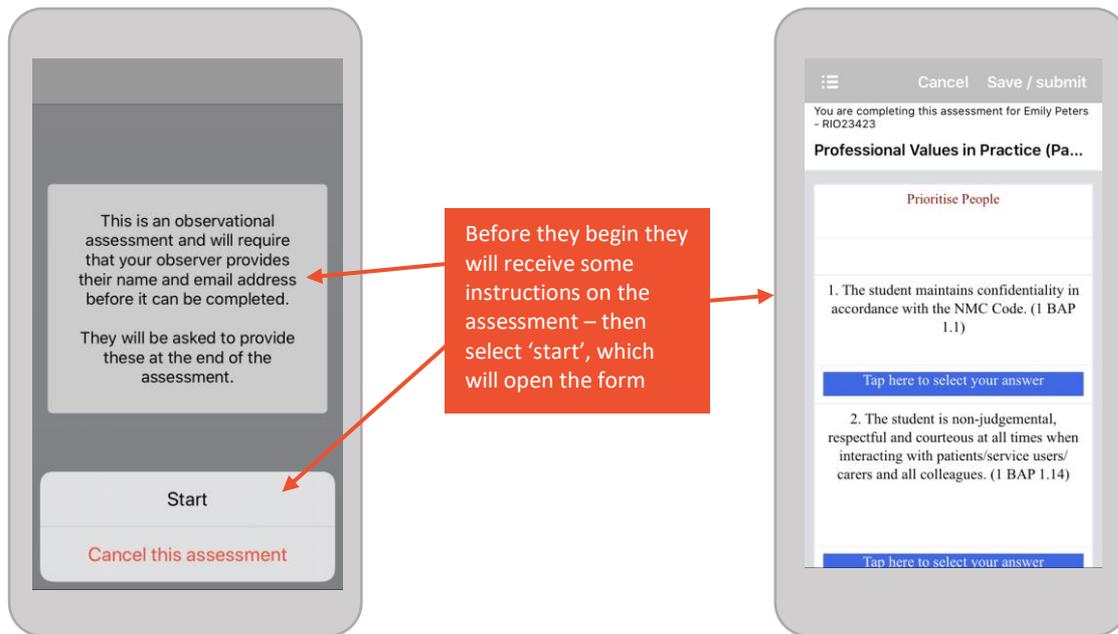
4.2 Finding Documentation

When you hand your Practice Supervisor or Assessor your mobile device to complete a form, you should have already brought the right form up for them to complete. You can find documentation in the initial app homepage screen, or via the navigation menu on the left-hand side.

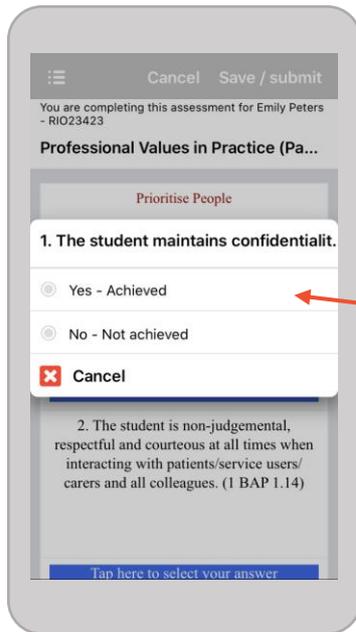


4.3 Completing Documentation

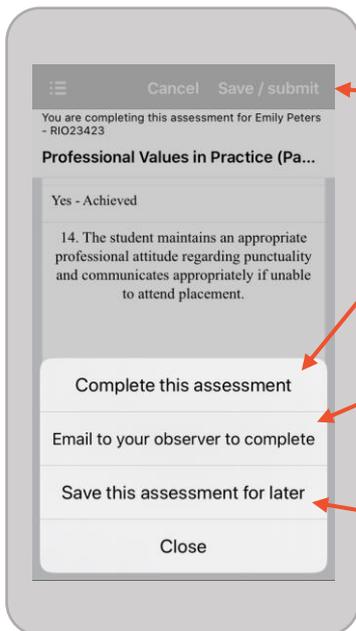
Select the assessment or form you would like to complete.



Once the form is open, pass your mobile device to your Practice Assessor or Supervisor to complete. The Myprogress ePAD mobile app supports different question types; they may be asked to select from a drop-down list, complete a check list, or write your feedback in a comment box.



The Practice Assessor or Supervisor select their answers within the form. Where the question asks for a written answer, it is possible to dictate their answer using the speech-to-text function to save time.

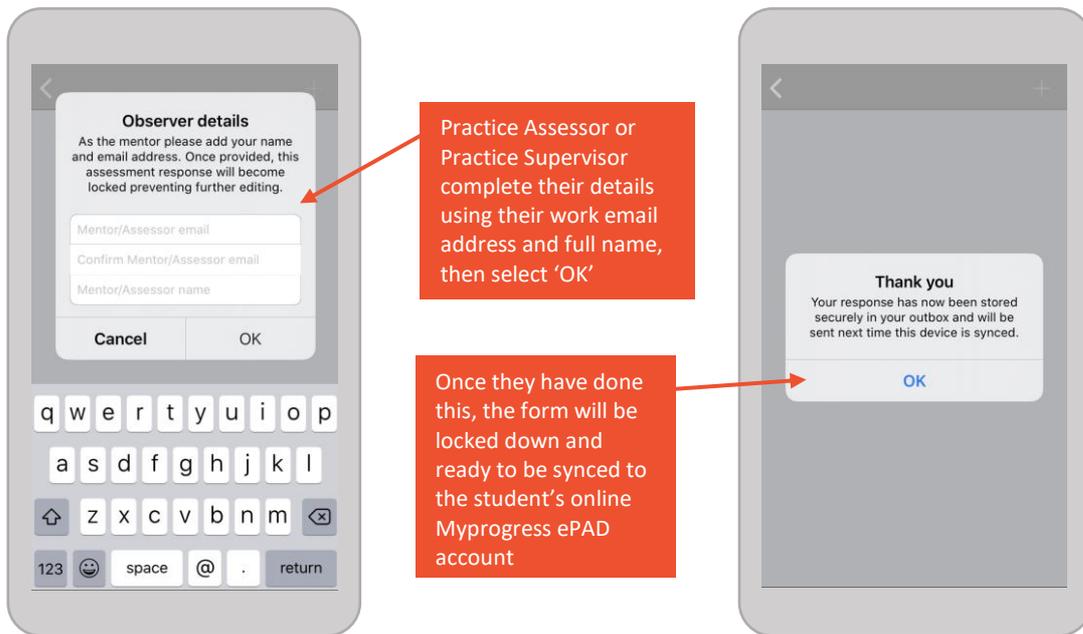
When they have completed the form, they select 'Save / Submit' and 'Complete this assessment'.

It is advised that a form is completed in the moment of need, however if the assessment is interrupted and it is not possible to complete it, they can email it to themselves to complete later.

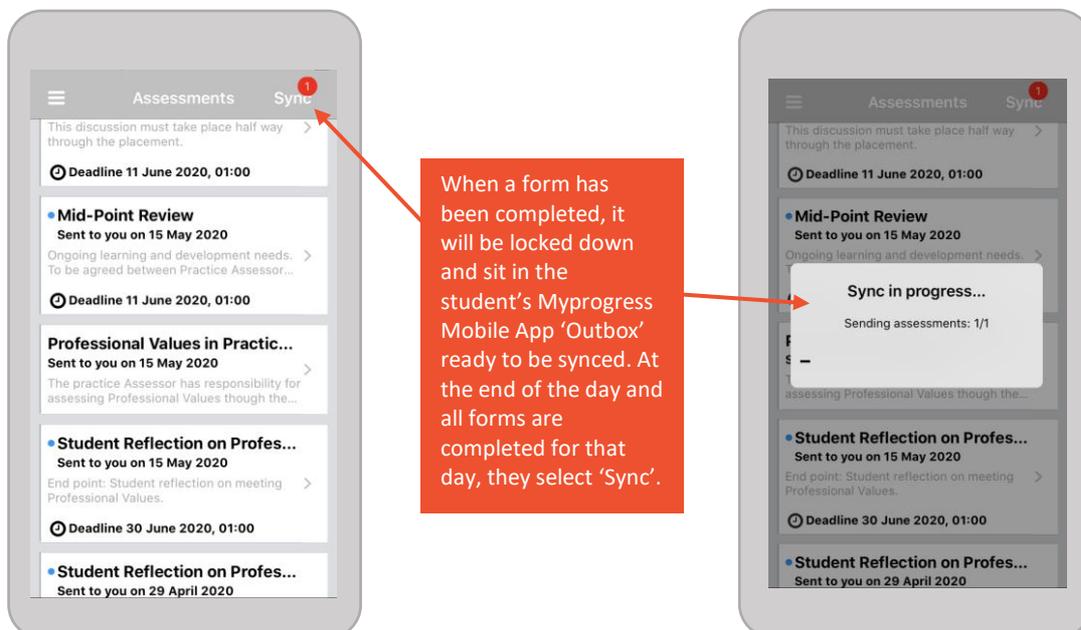
'Save this assessment for later' is specifically for the student if they wished to pre-complete some information in a form before you finish it.

4.4 Signing Documentation

When a Practice Supervisor or Assessor has selected 'Complete this Assessment' they will be shown the following screen, where they can complete their email address and name. Myprogress uses their name and email to securely lockdown the form so that it is no longer editable, and also verify that the information captured is legitimate.



Once the Practice Assessor/Supervisor has completed the form via the app it will be your responsibility to 'sync' your Myprogress Mobile App. This ensures that the data is uploaded into the ePAD so that both you and the person who completed the form receive a copy. At the end of the day, or before if you prefer, select 'sync' so that any forms completed offline can be uploaded.



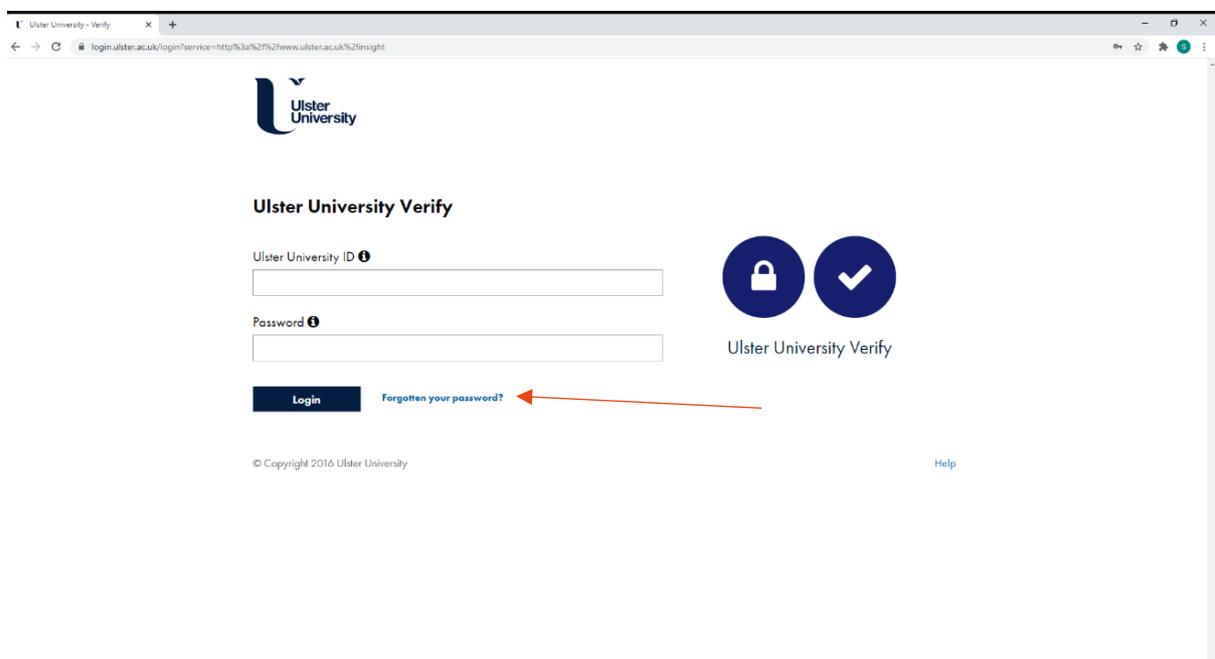
Once you 'sync' you Myprogress Mobile App and the completed assessments / forms within it, it will trigger a confirmation email to be sent to the Practice Assessor or Practice Supervisor who completed the assessment or form. This email will include a copy of the

form response and the details of who to contact if they did not complete the form and it has been falsified.

5.0 Frequently Asked Questions (FAQs)

How do I reset my password?

Myprogress is accessed through Ulster University Student Portal. When you access the Ulster University Student Portal you will be asked to log in. If you have forgotten your log in credentials click the 'Forgotten Password?' link as shown below and follow the on screen prompts:



How do I find out my service ID for when I log on to the Myprogress mobile app?

When accessing the Myprogress mobile app, you will be asked for the Service ID which is shown below. Please use your university login credentials to then log in.

Service ID: nipad

When using the Myprogress mobile app, how do I get the forms when I first access it?

If you have not got the forms on your Myprogress mobile app, just sync your device when you have a WiFi connection or mobile signal and the forms will appear.

I'm not sure about handing my mobile phone to my assessor or supervisor to complete an assessment / provide feedback?

If you are concerned about private messages appearing whilst your assessor or supervisor is using your mobile to complete an assessment, you could put it on airplane mode so that nothing private appears and the app will still work, as everything can be completed offline. Alternatively, log in to your Myprogress ePAD account on a desktop / laptop and your assessor or supervisor can complete forms on there.