



# ePAD Guide for Students

(March 2023)

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## 1.0 Introduction to this Guide

This guide is written for nursing students to understand the key features of the Myprogress electronic Practice Assessment Document (ePAD). This guide is additional to the ePAD orientation you receive from your university. If you need further help with the ePAD, refer to your practice learning leaders or ePAD support. You are provided with your ePAD support contact details as part of your ePAD orientation.

There are other resources, including a series of short videos covering essential functions, that you can find on the Myprogress ePAD support website (<https://support.myknowledgemap.com/hc/en-us/categories/360002339598-ePAD>).

Within the guide, pay attention to the **TIPS** and **WARNINGs** as they are intended to help you make the most of your ePAD and avoid problems.

Section 2 provides an overview of the Myprogress ePAD, covering:

- [2.1 What is the Myprogress ePAD?](#) ..... **Error! Bookmark not defined.**
- [2.2 Implementing the Myprogress ePAD](#)..... **Error! Bookmark not defined.**
- [2.3 Getting a Myprogress ePAD account](#)..... **Error! Bookmark not defined.**
- [2.4 The Myprogress ePAD Mobile App](#)..... **Error! Bookmark not defined.**
- [2.5 ePAD Scutiny](#)..... **Error! Bookmark not defined.**

Section 3 provides a detailed guide to using the ePAD website, covering:

- [3.1 Accessing your ePAD](#)..... **Error! Bookmark not defined.**
- [3.2 Navigation: Getting around the ePAD](#) ..... **Error! Bookmark not defined.**
- [3.3 Your ePAD Homepage](#)..... **Error! Bookmark not defined.**
- [3.4 The Part page](#) ..... **Error! Bookmark not defined.**
- [3.5 The Placement page](#)..... **Error! Bookmark not defined.**
- [3.6 Working with forms](#) ..... **Error! Bookmark not defined.**
- [3.7 Linking your Practice Supervisor and Practice Assessor with your ePAD](#)..... **Error! Bookmark not defined.**
- [3.8 Practice hours](#) ..... **Error! Bookmark not defined.**
- [3.9 Messaging](#) ..... **Error! Bookmark not defined.**

## 2.0 Introduction to the ePAD

### 2.1 What is the Myprogress ePAD?

The ePAD is an online platform that enables you, together with your practice staff, to complete all the forms associated with your practice assessment and record your timesheets.

The ePAD is accessed via an internet browser, usually on a PC or laptop. It is accompanied by a mobile app enabling you, working with your practice assessors and supervisors, to complete forms on your mobile device. This is particularly useful where there is limited access to a PC or laptop in the placement area, or where there is poor Wi-Fi or data connection as the app can be used offline if needed.

### 2.2 Implementing the Myprogress ePAD

The Myprogress ePAD is relatively new. It is a significant change to *how* practice assessment is documented, but not *what* is documented, as this was already established in the paper PAD.

In some placements, you may be working with practice staff who have not used the ePAD with students before. Training is provided by the university to practice staff in Trusts and other placement providers to familiarise them with the ePAD.

### 2.3 Getting a Myprogress ePAD account

ePAD accounts are managed in different ways depending on the role of the person needing access.

#### 2.3.1 Accounts for Students and Lecturers

Student and lecturer accounts are created in the ePAD by your university. See section 3.1 below for more details.

#### 2.3.2 Accounts for Practice Supervisors and Practice Assessors

In your first meeting with your Practice Supervisor or Practice Assessor you must submit a Practice Supervisor Allocation or Practice Assessor Allocation form. Once this has been submitted an ePAD account is automatically created for the Supervisor or Assessor (if they don't already have one) and their account is linked to your ePAD to give them direct access.

See section 3.7 for a more detailed guide on giving Practice Supervisors and Practice Assessors access to your ePAD.

Note that Practice Supervisors do not need to be linked to your ePAD as they can work with you to complete forms while you are signed into your own account. However, any Practice Supervisor who is going to work with you throughout your placement will find it useful to have an account and be linked to your ePAD to see your earlier documentation and support your progress.

### 2.3.3 The ePAD Website Address

The ePAD website is accessed via your specific university URL that you can obtain from your university.

The website is compatible with all popular browsers and is designed for access on mobile devices as well as PCs and laptops.

See section 3.0 for a detailed guide to using the ePAD website.

## 2.4 The Myprogress ePAD Mobile App

The Myprogress ePAD mobile app is designed to give students more flexibility. You can download the app from the Appstore or Playstore and use it to complete forms and submit timesheets on your mobile device (smartphone or tablet). You can work through a form with your Practice Supervisor or Assessor and pass it to them to sign off when you are ready to submit.

You can use the app offline and it will synchronise with the ePAD website when a data connection becomes available. Always make sure the app is synchronised with the ePAD website, so that your completed forms or hours appear in your ePAD.

There are separate training resources available for the mobile app.

## 2.5 ePAD Scutiny

Your ePAD is your formal practice learning documentation. It is subject to marking by your university and external validation. Assessments and timesheets may only be signed off by professional members of staff within the practice organisation. They must use their full name and work email address for this purpose, so that, where applicable, their professional registration can be verified, e.g. on the NMC register. Upon sign-off, the member of staff receives a verification email describing the form or hours that they have approved and will raise an issue with your university if their details have been used without their permission.



## 3.0 Using the ePAD Website

### 3.1 Accessing your ePAD

This section covers how to find the Myprogress ePAD website, sign in using either your university or new credentials, edit your ePAD profile and sign out.

#### 3.1.1 Finding the ePAD website

The ePAD website is accessed via your specific university URL that you can obtain from your university. You can bookmark the website in your browser, or save it in your browser Favourites, so you don't have to remember it.

**TIP:** DO NOT try to find the ePAD website via Google as you will be offered lots of different ePAD websites, which is very confusing.

An example ePAD sign in page looks like this:

*[Note. Each university site is branded and potentially worded differently, however the layout is the same]*



**TIP:** If you receive an error that the **site cannot be reached** then a) check that you have Wi-Fi or a data connection, if yes then b) check carefully the website address that you used, as any small mistake will make the page retrieval fail.

## 3.1.2 Signing in with university credentials

Your ePAD account uses the same username and password as your other university systems and is accessed via your university's account authentication process.

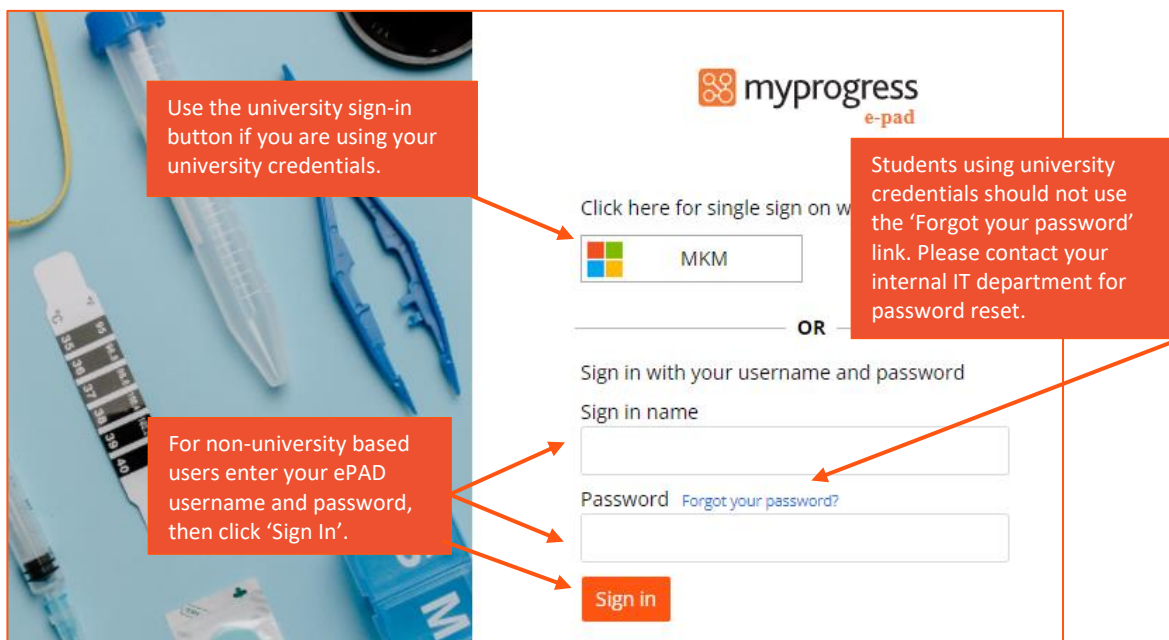
*If your university credentials can be used, then follow these steps to sign in:*

1. Go to your university specific ePAD sign-in page (see section above).
2. On the sign-in page, click on the **Sign In** button. This will take you to the usual university sign-in page.
3. Use the university single sign-in button if you are using your university credentials
4. Enter your university username and password on your university's sign-in page.

Successful completion of your university's sign-in process results in your ePAD homepage being displayed.

Contact your **university's IT support** to get assistance if you are unable to sign in via your university page.

You can access the username and password fields by selecting the **Sign In** button, which is useful if you are working with your Practice Supervisor or Practice Assessor, and they wish to sign into their own account.



**Warning:** If you forget your password or if you need to change it, **DO NOT** click the 'Forgot your password' link on the ePAD sign in page. Your password is managed via your university



systems account, and you cannot change it in the ePAD. Please contact your internal IT department if you require assistance.

### 3.1.3 Signing in with ePAD account credentials

If you are a non-university based individual, for example, practice assessor or practice supervisor, you will not have a single sign on account. Therefore, you will receive an e-mail with your username and verification link to create your password to enable you to sign in with your credentials.

**Note:** The verification link is only valid for two hours. If the link expires or you require a new link, you can click the account activation link on the sign in page, see section 3.1.4 below.

*If you have new credentials, then follow these steps to sign in:*

1. Locate your Myprogress ePAD welcome email in your university email inbox (or sometimes it can be found in the junk mail folder). This will contain your username (which is your university email address) and verification link to create your password.

**TIP:** Contact your **university ePAD support** for assistance if you cannot locate your welcome email in either your inbox or junk mail folder.

2. Use the link in the activation email to verify your account and create your password.

**TIP:** If you don't receive the activation email, or don't start the activation process within the two-hour window, go directly to the ePAD welcome page using the website link within the email and click on the activation link provided there.

3. When you have completed the account set-up, you can access the ePAD using your new login credentials.
4. On the welcome page, click on the 'Sign In' button.
5. On the sign in page, enter your username and password in the fields provided.

Successful sign-in results in your ePAD homepage being displayed. If you are unable to gain access, make sure you have typed your username and password correctly.

**TIP:** If you have accessed the ePAD website before but suddenly can't get access, it is worth clearing your browser cache as it may be storing an out-of-date version of the ePAD website. To do this follow instructions for the browser you are using (search 'clear my browser cache' to find instructions for your browser).

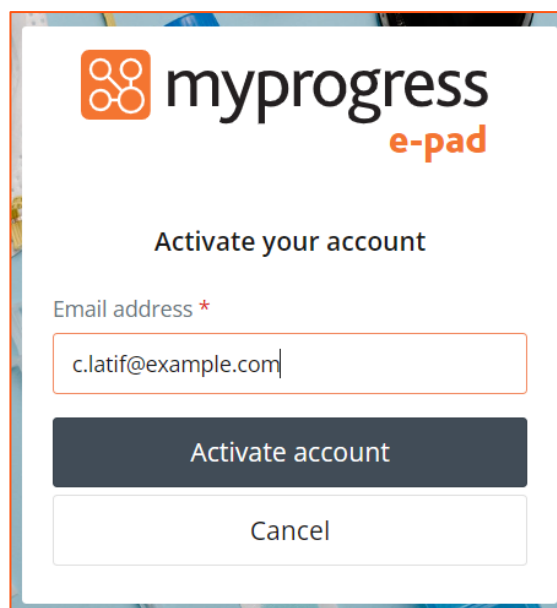
## 3.1.4 Generating a new verification link (Practice Assessor or Practice Supervisor)

For non-university-based users, if you were unable to validate your account within the two hours of receiving your email you will need resend yourself an email with a new verification link to activate your account.

1. On the Sign In page, click the **account activation** link.



2. Enter your email address in the field provided.
3. Click the **Activate account** button.



4. You will receive an email with your activation link.

## 3.1.5 Editing your ePAD profile (upload a photo)

In the ePAD profile page you can upload a profile photo.

**To upload your profile photo:**

1. On the ePAD homepage, click on the chevron (top left of the page) to expand the lefthand menu.
2. In the left-hand menu, click on '**Edit Profile**'. This opens your profile page in a new browser tab.
3. Go to the '**Update your profile picture**' section.
4. Click on the '**Choose File**' button.
5. Find your photo and open or select it (the exact action depends on your browser).
6. Click on the **Upload image** button.
7. When you have completed your profile changes, close the Edit profile tab and you return to the ePAD homepage.

**TIP:** If you have uploaded a profile photo, refresh your ePAD homepage to see it displayed (e.g., use the 'Ctrl' + 'F5' keys on a PC for a page refresh).

Note that you are prevented from editing certain fields in your profile if your access is managed via your university systems account.

## 3.1.6 Signing out of your ePAD

It is very important to sign out of your ePAD account after you have completed your updates, especially when you are using a shared or public computer. This prevents any accidental disclosure of your ePAD information to an unauthorised person.

To sign out of your account, click on the **padlock icon**  that is always present in the top right corner of the page.

## 3.1.7 Automatic Session Time-out

It is useful to know that there is also an automatic inactivity time-out. This means your session will be closed (you will be automatically signed out) if you haven't selected anything on the website for a selected period. This is done in case you have accidentally left yourself logged in on a shared or public computer. Each university will define the length of inactivity time for automatic sign out. Please contact your university if unsure on the specified time.

**TIP:** When you are working within a form, use the **'Save Changes'** button regularly to manually save your changes. After approx. 15 seconds the form will automatically save any changes made to the form if left inactive. This saves the form as a Draft. See section 3.6 for more details about working with forms.

## 3.2 Navigation: Getting around the ePAD

The ePAD website is designed to be easy to use. This section gives you an overview of the structure and navigation features to give you a head start.


Note that the terms '**clicking**' and '**selecting**' are used interchangeably to denote the triggering of an action within the ePAD either using a mouse or by touch depending on the device you are using.

### 3.2.1 The ePAD structure

The ePAD has 3 main pages:


- **Homepage:** this is the page displayed when you sign in; it gives you useful information and access to the different areas of the ePAD (see section 3.3 for a detailed guide)
- **Part page:** this page contains your progress through a Part and gives you access to the placements you completed during that Part; the Part pages are accessed directly from the homepage (see section 3.4 for a detailed guide)
- **Placement page:** the page containing details about the placement and your practice assessment documentation; placement pages can be accessed via the relevant Part page and the current/most recent placement can also be accessed directly from the homepage (see section 3.5 for a detailed guide)

## 3.2.2 Navigation features

- **Linked panels:** If a panel (a boxed area on the page) gains a defined border when you move your pointer over it (and the pointer changes to a hand) then it is linked to another page. Clicking anywhere in the panel will open the page. For example, on the homepage there are linked panels for the current/most recent placement as well as each Part and the OAR.
- **Linked rows:** If a row (a list item) within a panel changes its shade when you move your pointer over it (and the pointer changes to a hand) then it is linked to another page. Clicking on the item will open the page. For example, in the 'What's next' and 'Don't forget' panels on the homepage there are linked rows for the forms that are listed, which open the form for completion when clicked.
- **The expand/collapse chevron:** This is an arrow indicating a hidden section. Clicking on the arrow, which could be right-pointing " > " or down-pointing " v ", expands the section to display the hidden information and changes the arrow direction; clicking on it again collapses the section. For example, on the homepage this feature is used to expand/collapse the left-hand side menu; on the placement page it is used to show form previews or lists of completed forms.
- **ePAD menu:** Selecting the 'burger' symbol  on the homepage opens a menu that provides quick access to any placement or form within any Part of your ePAD, bypassing the need to navigate via panels.
- **Location trail:** As you click through the ePAD structure each location is added to a 'breadcrumb' trail under the page title, which looks like this:

ePAD (BSc Nursing) > NURSING - PART 1 > **Placement 1**

The location link is displayed when you move your pointer over it (and the pointer changes to a hand), indicating that if you select it, you will go back to that page. The ePAD name links to the homepage.

- **Home:** In addition to selecting the first item in the location trail (see above), you can also go straight back to the homepage from anywhere on the website by selecting the ePAD home icon  found in the page header.



## 3.3 Your ePAD Homepage

When you sign in to your ePAD account you are presented with your ePAD homepage. This section explains the main homepage features. They are indicated on the screenshot below and described in more detail on the next page. See section 3.2 above for a guide to navigation features.

The screenshot shows the ePAD homepage for a student named 'N1 Demo Student'. The interface includes a left-hand navigation menu, a top header with a chevron and padlock icon, and several main content panels. Red callout boxes provide instructions for various elements:

- Top Left:** Use the chevron to expand / collapse the left-hand menu.
- Top Right:** Click on the padlock to sign out.
- Message Icon:** Click here for your new messages.
- Hours Progress:** 'About you' panel of useful information. (Points to 26/2300 HOURS)
- Current Placement:** To view details and forms for the placement, select the placement panel. (Points to 26/1150 HOURS)
- What's next? Panel:** Forms you still need to complete for the placement. (Points to 'Medicines Management (Part 1) - Practice Assessor' and 'Reflection on Meeting Medicines Management (Part 1)')
- Don't forget Panel:** Forms you need to complete for the Part and others to consider. (Points to 'Patient/Service User/Care', 'Episode of Care - Formative', and 'Episode of Care - Summative')
- Part Panels:** Part panels: This student is in Part 1. To view Part related guidance and the placements in the Part, select the relevant Part panel. (Points to 'NURSING - PART 1', 'NURSING - PART 2', and 'NURSING - PART 3')
- Ongoing Achievement Record Panel:** Select the Ongoing Achievement Record panel to see marking and progression approval forms. (Points to 'ONGOING ACHIEVEMENT RECORD')
- Bottom Right:** Click here to submit Timesheets. (Points to the Timesheet icon)

## 3.3.1 The page header

The page header is always available, regardless of your location in the ePAD. In the header you can find the following links (left to right):



**Home:** You can go straight back to the homepage from anywhere in your ePAD by selecting the ePAD home icon.



**The expand/collapse chevron:** Selecting this expands the left-hand menu to display the links in full and changes the arrow direction; selecting it again collapses the menu.



**New messages:** You can see your new messages by selecting this envelope icon. The number indicates the number of unread messages. Select the envelope icon to see the list and select one of the messages to read further. See section 3.9 for more about messaging within the ePAD.



**Sign out:** Select the padlock icon to sign out of your account.

## 3.3.2 The left-hand menu

The left-hand menu is always available, regardless of your location in the ePAD. It is expanded and collapsed by clicking on the chevron in the page header (see above). This menu contains the following links:



Edit Profile

**Edit profile:** where you can upload your photo. See section 3.1 for more details about uploading photos.



ePAD

**ePAD:** Click on the ePAD icon to return to the ePAD homepage when you've viewed timesheets or messages.



Timesheets

**Timesheets:** Click on the alarm clock icon to view your timesheet page. See section 3.8 for details.



Messages

**Messages:** Click on the envelope icon to view your messages page. See section 3.9 for details.



Responses

**Responses:** Click on the form icon to view a list of your submitted responses. See section 3.7 for details.

**TIP:** The ePAD, Timesheets, Messages and Responses icons can be used when the menu is collapsed.

Note that if you have more than one ePAD (e.g. because of an interruption of studies) then you will be able to move between the ePADs using additional left hand menu options.

## 3.3.3 The 'About you' panel

The panel on the left-hand side of the homepage provides:

- your name and profile photo (see section 3.1 for a guide to uploading your photo).
- a practice hours progress circle that displays your total practice hours to date against the target number of hours for your programme.
- other reference information.

Contact your ePAD support at your university if you think any of the reference information is incorrect.

## 3.3.4 The Placement panel

The panel at the top of the homepage provides information about your current placement (if you are currently on a placement), or your most recent placement, or will be absent if you have not yet started on your first placement. The amount of information can vary depending on your university's decision on what to include in the ePAD. It will always include the placement area and start and end dates.

Click anywhere in the panel to display the placement page (see section 3.5 for details about the placement page).

**TIP:** A new placement is only displayed in this panel from its start date. To see details about your upcoming placement, go to your current Part page. See section 3.4 for information about the Part page.

## 3.3.5 The 'What's next' panel

The What's next panel lists the forms that are already due or coming up for completion, in deadline date order. Once you've completed one that is on the list the next one becoming due will be displayed, until there are none left (in which case the panel is no longer displayed).

Select a form name to open a blank form for completion.

**TIP:** The **deadline dates** are a guideline. Use them to help schedule your meetings with your Practice Supervisor or Practice Assessor. See section 3.6 for more information about deadlines.

## 3.3.6 The 'Don't forget' panel

The Don't forget panel prompts you with other forms that may be completed on the placement (e.g. the Patient/Service User/Carer Feedback form) or must be completed by the end of the Part (but not necessarily on your current placement unless it's the final one in the Part). Forms are displayed randomly, so you may see different forms being listed each time you sign in to the ePAD or return to the homepage.

A form will not appear again in the panel after it has been completed once. However, some forms may need multiple submission (e.g., the proficiencies forms), so **always monitor your progress with your forms and be aware of what still needs to be completed** (for more details see section 3.6 Working with forms). When all the 'don't forget' forms have been completed at least once then the panel is no longer displayed.

Select a form name to open a blank form for completion.

**TIP:** The Assessment of Proficiency Part Cross-over forms from the OAR (see the sub-section below) are not included in the Don't forget panel – but don't forget them!

## 3.3.7 The Part panels

There is a panel for each of the Parts (practice learning stage) that make up your nursing programme. Your current Part is indicated with 'Current'. Each Part page contains Part related guidance and information about the placements you completed.

Select a Part panel to open the Part page. See section 3.4 for details.

## 3.3.8 The Ongoing Achievement Record (OAR) panel

The OAR contains your Assessment of Proficiencies Part Cross-over forms, your university placement marking forms (where used) and the Part progression forms signed off at the end of each Part by your Practice Assessor and Academic Assessor.

Select the Ongoing Achievement Record panel to see the OAR forms. These can also be accessed via the placement page for convenience.

## 3.4 The Part page

You can access a Part page by selecting the relevant panel from your ePAD homepage (explained in section 3.3 above).

In the Part page, you are provided with:

- guidance to completing the practice assessment documentation for this Part
- all the placements (past, current (and planned if details are available)) in the Part
- a summary of practice hours achieved for the Part to date
- access to your Part-specific assessment forms
- a list of the Practice Supervisors and Practice Assessors who have been linked to you during the Part.

The main Part page features are described on the screenshot below. The page expands to accommodate all the placements that the university has planned for the Part. Placement details are uploaded when your university has confirmed them and is ready to share them with you.

The screenshot shows the 'NURSING - PART 1' page with the following features highlighted by callout boxes:

- Introduction and guidance regarding your practice assessment documentation.** Points to the 'Introduction' section on the left.
- The Part practice hours progress circle shows total practice hours achieved to date against the Part target hours.** Points to a circular progress indicator showing 26/1150 hours.
- Summary of practice hours achieved in each placement. Placements are added to the list when they start.** Points to the 'Placement 1' table.
- Panels for each placement and Part-specific forms are displayed down the left-hand side.** Points to the 'Placement 1' and 'Placement 2' panels on the left.
- List of Practice Supervisors and Practice Assessors who have been linked to you.** Points to the 'PRACTICE SUPERVISORS/ASSESSORS' section at the bottom right.

Placement	Hours
NURSING - PART 1	26/1150
Placement 1	26/1150

Contact	Role
Nancy Kipper sophie.hassall+nancyk@myknowledgemap.com Fallheim Community Team	PA

Selecting any placement panel on the Part page brings up the placement page, allowing you to review forms or assessments that have been completed by or for you for that placement. See section 3.5 for details of the placement page.

## 3.5 The Placement page

You can access the page for your current or most recent placement by selecting the top panel from your ePAD homepage (explained in section 3.3 above). Go to the relevant Part page for a list of your earlier placements, from where you can select one to review.

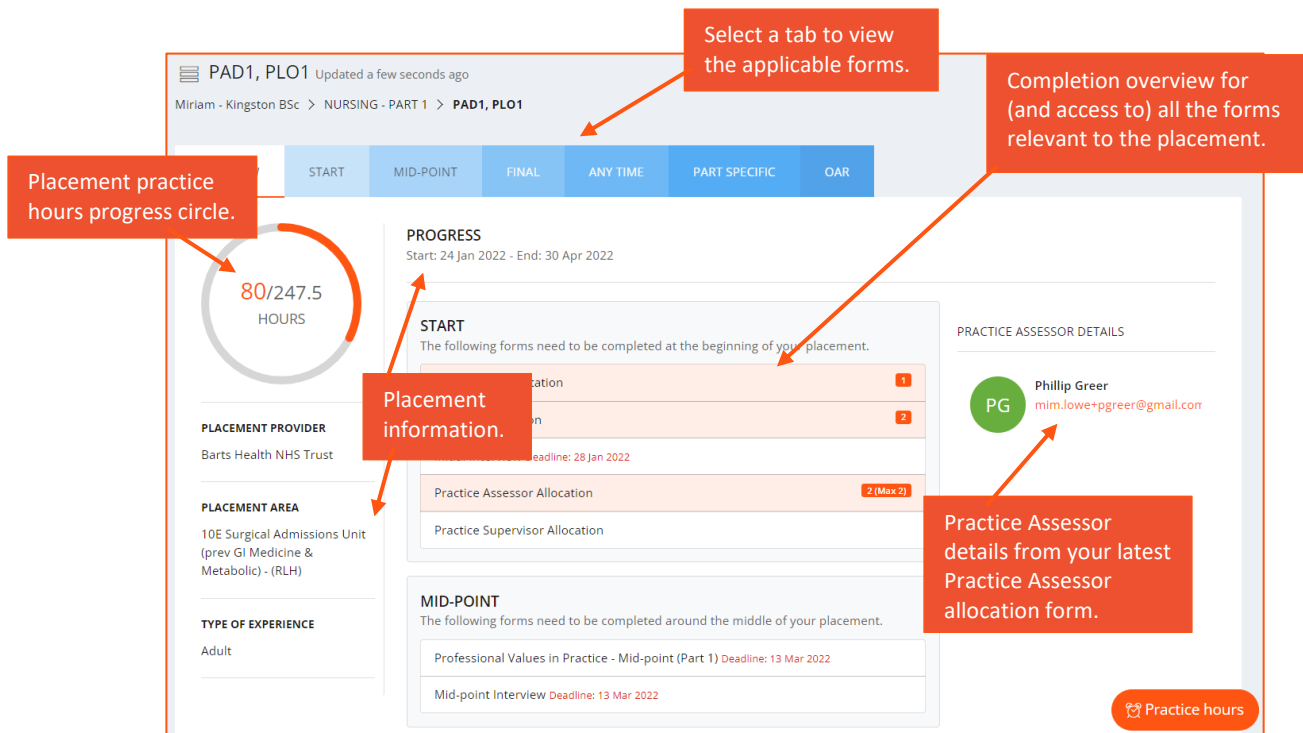
The placement page presents information under different tabs. In the **Overview tab**, you are provided with:

- information about the placement (area name, dates etc)
- your placement practice hours progress circle
- completion overview for (and access to) all the forms relevant to the placement
- your current Practice Assessor’s details.

The other tabs represent completion timing. They break up the list of forms and assessments from the overview so you get a feel for when they should be completed. However, there is no difference between selecting a form from the overview tab or a different tab.

- **Start / Mid-point / Final tabs** - forms that you must complete for every placement following the timing indicated by the tab name.
- **Any Time tab** - forms that you use as the need / opportunity arises during a placement.
- **Part Specific tab** - forms that you must complete by the end of the Part.
- **OAR tab** - Ongoing Achievement Record forms that you complete across Parts.

The main placement page (overview tab) features are described on the screenshot below.





## 3.6 Working with forms

All student forms can be completed in the ePAD website or the mobile app (if you are using it). This section covers working with forms using the ePAD website.

### 3.6.1 Overview of forms in your ePAD

The forms in your ePAD can be categorised as either 'Student forms' i.e., those that are **your responsibility** to complete (with your Practice Supervisor or Assessor as applicable), or those that can **only** be completed by other roles, e.g. your Practice Assessor or Academic Assessor.

#### Student forms

These are forms for:

- recording your practice learning progress. Some of these are mandatory for each placement; some are mandatory for the Part; and some are optional and should be completed whenever the opportunity arises
- linking your Practice Supervisor and Practice Assessor to your ePAD
- information collection

You will be given detailed guidance to the forms during your ePAD orientation provided by your university.

#### Practice Assessor forms

These are forms for the interviews and assessments that only your Practice Assessor can undertake with you. These forms can only be completed by Practice Assessor in their account.

#### Marking and progression approval forms (found in the OAR)

These are forms for:

- placement completion marking by your university (where used, some universities complete this process outside of the ePAD)
- Part progression and registration approval by your Practice Assessors and Academic Assessors.

**TIP:** Student forms appear with a '**Complete new**' button, indicating that you can complete them (subject to other completion settings (see below)). Where you are not able to complete a form, you will see the message 'Available to other roles' and when you hover over the message the roles that can complete the form are listed.

## 3.6.2 Finding a form

All forms can be located via the tabs in the **placement page** (see section 3.5 above). All forms are listed in the Overview tab and can be selected from there. Each one will also appear within a supplementary tab that helps to define when the form should be completed and can be accessed from there. The point of access makes no difference to completing the form.

In addition, you can use one of the following **shortcuts** if you know which form you want to complete (see section 3.3 above for details):

- select the form name if it appears in the What's next or Don't forget panels on the homepage.
- locate the form from the ePAD menu located on the ePAD homepage.

## 3.6.3 Form template preview and guidance

All form templates can be displayed in a view-only mode in order that you can familiarise yourself with the sections and layout before you need to complete the form. Once completed the blank preview will disappear. You will then be able to see either a completed preview with your latest response or a list of your completed responses (if there are multiple responses) in order from most recent to oldest.

***To preview a form template, follow these steps:***

1. Go to the form location (e.g. in the placement page).
2. Select the chevron or form name to display the form template.

Form completion guidance is available above the form preview (or above completed forms) and within the form template as well. Familiarise yourself with the form's completion and sign-off requirements. **You must complete the form with the correct role (Practice Supervisor or Practice Assessor) for it to be accepted by your university.**

**TIP:** The form cannot be completed in preview mode. You need to select the 'Complete new' button to open a blank form for completion (see the sub-section below for details).

## 3.6.4 Form completion settings

Some forms have settings that you need to be aware of. These settings have been decided by your university. If you have any concerns, please contact your practice learning or ePAD support.

**Maximum number of completions:** Some forms have a maximum number of completions set. This means the system will not allow you to complete the form more times than the number stated. The maximum number is displayed next to the form name, e.g. 'Max 2'. Ensure you complete the form fully and correctly before submitting it. If you complete the form the maximum number of times the 'Complete new' button is no longer displayed and instead you see the message 'Max completions reached'.

**Target number of completions:** Forms may have a target number of completions. This is a guide that you should try to complete the form this number of times. The target number is displayed next to the form name as the second number in this format: '0/2' (in this example the target number is 2). The first number is incremented each time you complete the form.

## 3.6.5 Form deadlines

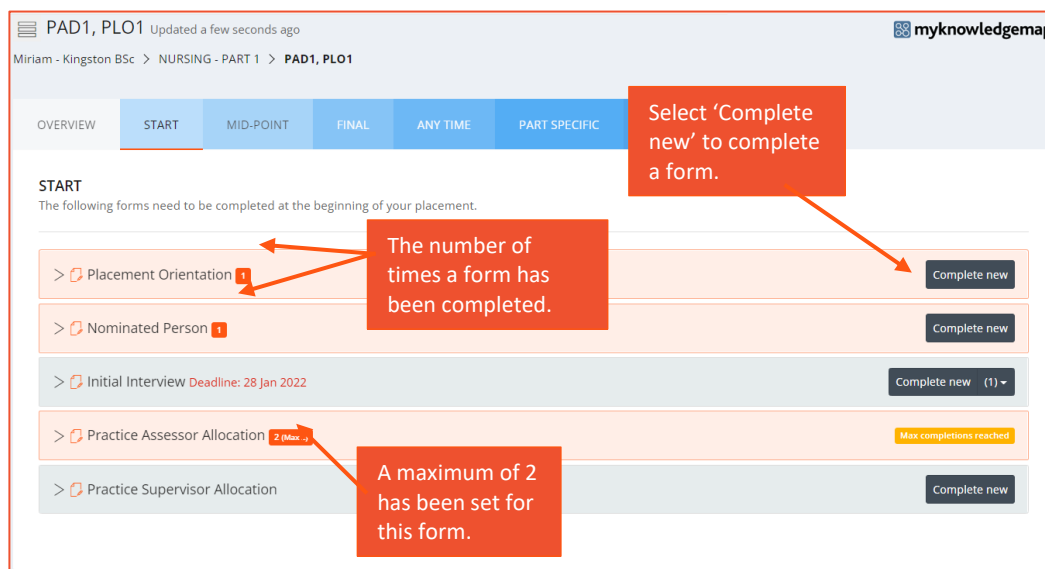
Forms that are to be completed at a certain time have a **deadline date** that is displayed next to the form name. Use the date as a guide to schedule time with your Practice Supervisor or Practice Assessor (as applicable) so that your practice assessment documentation is completed in a timely way.

Deadline dates in the ePAD use a colour coded system to help users keep track of when forms should ideally be completed by. If a deadline date is set but not yet reached, it will display in grey text. The closer you approach a deadline date, the text will appear in amber. And if a deadline date has been met or passed and the form hasn't been completed then it will be in red text.

Deadlines are intended to help you keep on track with your practice assessment documentation and make the most of the practice learning experience. There is no consequence if you miss a deadline (but keep in mind that forms need to be completed before leaving a placement). You are not penalised and your access to complete the form is not affected. If you are struggling to get forms completed contact your university.

## 3.6.6 Completing a form

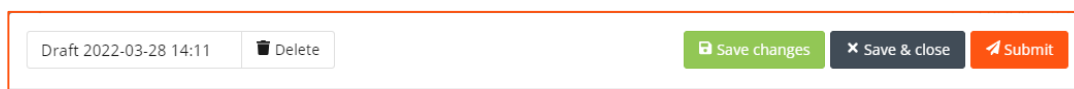
Forms can be completed during the placement or Part to which they apply and usually for a short period afterward (known as the ‘**grace period**’), which is set by your university. Your university will give you specific timings for form submission as you progress through your programme. The **Complete new** button is only active for student forms when your university has decided the form should be available for completion. The screenshot below provides an example view of forms in the Start tab.



**Work through the following steps to submit a form:**

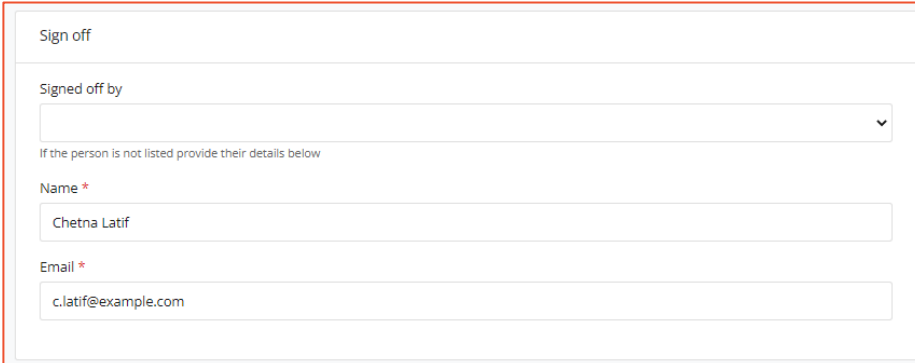
1. Find the form you wish to submit. Make sure you understand the approval (sign-off) requirement for the form (e.g. if you need to work through it with your Practice Supervisor or Practice Assessor).
2. Select **Complete new**. This will open a blank form.
3. When you make any amendments to the form, the ‘**Saved**’ button will change to ‘**Save changes**’ to indicate there are changes to be saved. After approx. 15 seconds the form will automatically save any changes made to the form if the form remains inactive.

**TIP:** If the Saved button is greyed out, i.e. non-selectable, there are no changes to be saved. It is always advised to save throughout working on forms to ensure your work is not lost.



**Note:** the form does not automatically save whilst changes are being made. Changes are only saved once the interaction stops and approx. after 15 seconds.

4. Complete the form. How you do this depends on the format of the questions: e.g. you may need to select from a drop-down list, complete a check list, or type into a text box.
  - a. If you need to exit the form, click the **Save & close** button to save your changes before leaving. This will create a draft version of the form to return to when you wish to continue.
5. When you have completed the form **review it carefully** as it cannot be changed once submitted.
6. When you are happy with the responses you have made in the form, select the **Submit** button.
  - a. If there are mandatory fields not complete when submitting, they will be highlighted. Complete the missing entries and select the **Submit** button again.
7. *If the form requires approval:*
  - a. You will not be able to submit the form without completing the sign off section at the bottom of the form. Ask the Practice Supervisor or Assessor (as applicable) to complete the sign-off fields at the bottom of the page using their full name and work email address. [This is the equivalent of their signature on a paper form.]



Sign off

Signed off by

If the person is not listed provide their details below

Name \*

Chetna Latif

Email \*

c.latif@example.com

**WARNING:** You must not approve a form on behalf of a Practice Supervisor or Assessor without their presence or express permission.

- b. Once your Practice Supervisor or Assessor has signed the form, you can click the **Submit** button.
- c. You will be asked to confirm the submission.

**Are you sure?**

Are you sure you want to submit this response? Once submitted you will be unable to make any more changes.

- d. Click **OK** to confirm.
  - e. Upon submitting the form, the 'successfully submitted response' message will appear at the bottom of the page.
  - f. A confirmation email is sent to the Practice Supervisor or Assessor with a link to the completed form. They are advised to contact the university if they don't remember completing the form with you.
8. The number of submissions is indicated next to the form name and is incremented every time you submit a form. The submitted form will appear in the form list under the form name. Initially the submitted form will read '**Completed by**' alongside the name of the user who completed the form, e.g. the student, and their email address. After a few moments, this will then change to '**Approved by**' with name of the person who signed off the form, e.g. the Practice Supervisor or Assessor.
  9. Every submitted form is date/time stamped.

**Note:** There may be a slight delay when viewing the completed form response as it will still be processing in the background.



## 3.6.7 Working with drafts

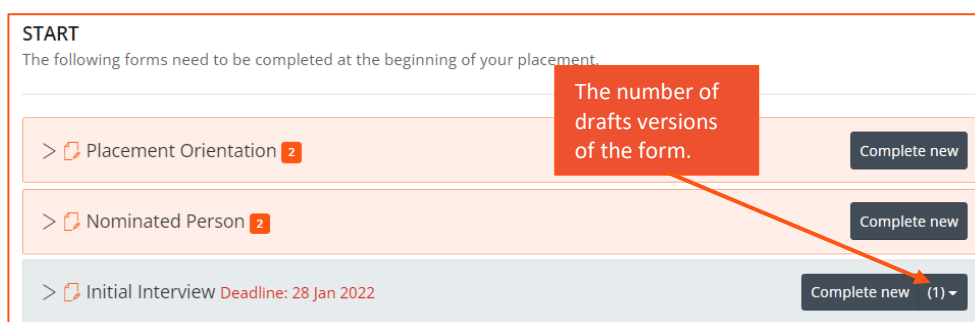
Forms **cannot be amended** after submission. If the form needs more time, or you get interrupted during its completion, you can save the form as a draft. You can also use this feature to draft your sections in a form in advance of a meeting with your Practice Supervisor or Assessor.

You can save and edit multiple drafts of a form and rename and delete drafts. This gives you full control of the form before submitting it. You can continue the draft by selecting the drop-down icon next to **Complete new** button to select your draft. Your previous entries will be displayed and can be amended as required.

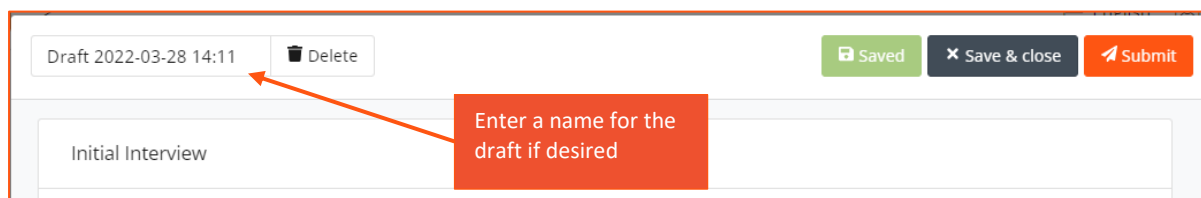
**TIP:** Your drafts are only visible in your own account. They are not shared with your Practice Supervisor’s or Practice Assessor’s accounts, so they cannot add to a draft that you’ve started unless they are with you, and you are the one signed in to your ePAD.

*Work through the following steps to create and name a draft:*

1. Go the location of the form in the ePAD.
2. Select the **Complete new** button to open a blank form.



3. If desired, type a new name in the draft name field, to rename the draft to something more meaningful. This is useful if you expect to have multiple drafts.



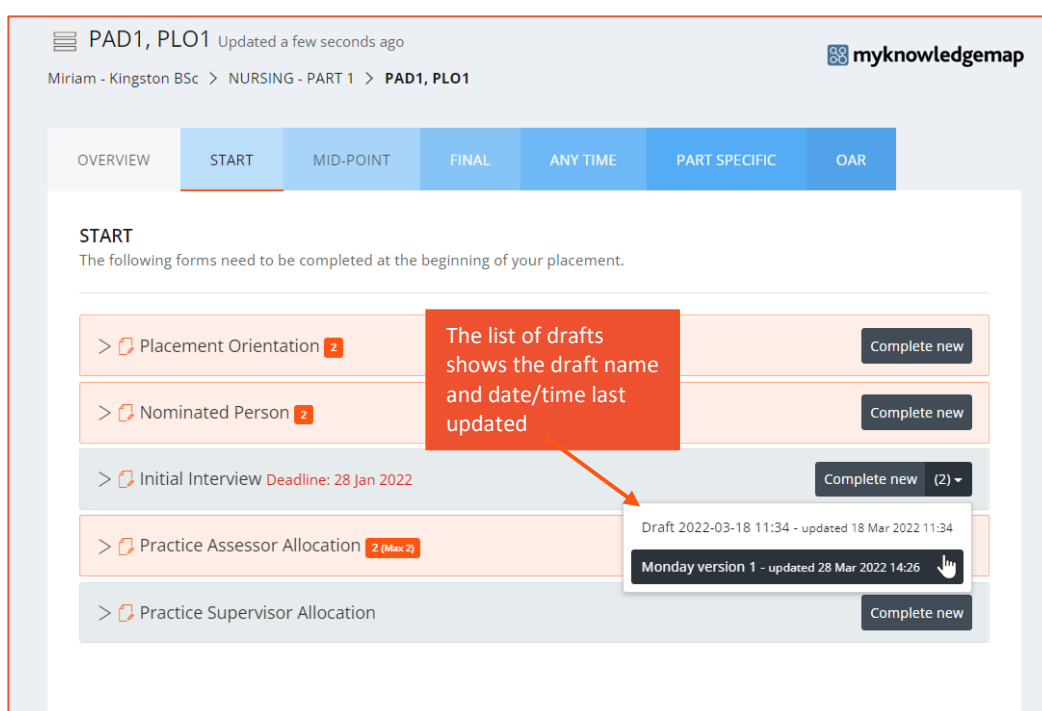
4. Complete as much of the form as you wish.
5. Click the **Save and close** button to save and exit the draft. When saving a draft, this saves everything that you’ve entered so far.

You can continue working on any draft form later by selecting the drop-down arrow next to the 'Complete new' button.

**WARNING:** Drafts can also be created in the mobile app. However, drafts are not synchronised between the website and the app. A draft must be completed where it was started.

**Work through the following steps to resume working on a draft:**

1. Go the location of the form in the ePAD.
2. Select the **down arrow** next to the Complete new button to show the list of drafts

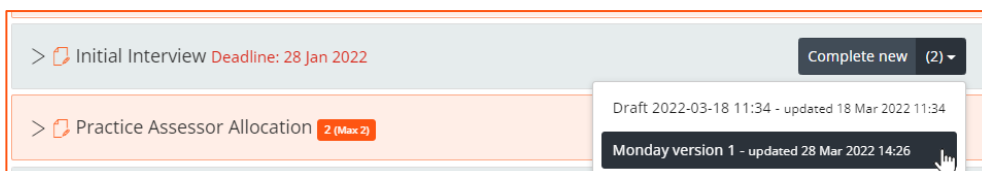


3. Select the draft you wish to continue, which opens the form. Your previous entries are displayed and the form can be amended as required.

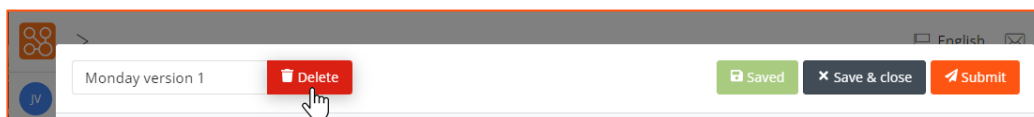
If you no longer need a particular draft it can be deleted.

**Work through the following steps to delete a draft:**

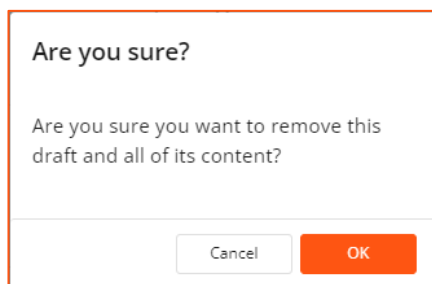
1. Go the location of the form in the ePAD.
2. Select the **down arrow** next to the Complete new button to show the list of drafts.



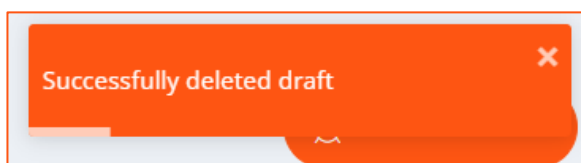
3. Select the draft you wish to delete, which opens the form.
4. Select the Delete button next to the draft name field.



5. You will be asked to confirm the deletion.  
**WARNING: Deleted drafts cannot be restored.**



6. Click **OK** to confirm.
7. Upon deleting the draft, the 'successfully deleted draft' message will appear at the bottom of the page.



**TIP:** Your drafts are only visible in your own account. They are not shared with your Practice Supervisor's or Practice Assessor's accounts, so they cannot add to a draft that you've started unless they are with you, and you are the one signed in to your ePAD.

### 3.6.8 Repeating a form

Some forms are usually **completed once** in the placement (e.g. the interview reflection forms) or the Part (e.g. the medicines management reflection form). However, if you are asked to complete a form again you can do so by going through the same form completion process. The latest completed form appears at the top of the list under the form name.

Some forms should be **completed again** when opportunities arise, e.g. the feedback forms. These are found in the Any time tab.

The **Assessment of Proficiencies** forms are intended to be completed **multiple times**, as you achieve different skills at different times through the Part.

The Practice Assessor Allocation form is usually completed once as you can only ever have one Practice Assessor at a time, however if your Practice Assessor changes you can complete the form again and the new Practice Assessor will replace the old Practice Assessor and the details will be reflected in the ePAD.

The Practice Supervisor Allocation form can be completed as many times as needed as you can have multiple Practice Supervisors. This form is found in the Start tab, but you can return to it whenever you need to.

**Note:** Please be advised if your Practice Assessor or Practice Supervisor has any issues with receiving their account activation email, they should contact their university ePAD support team to investigate this and **SHOULD NOT** complete these forms with their details again.

## 3.6.9 Viewing a completed form

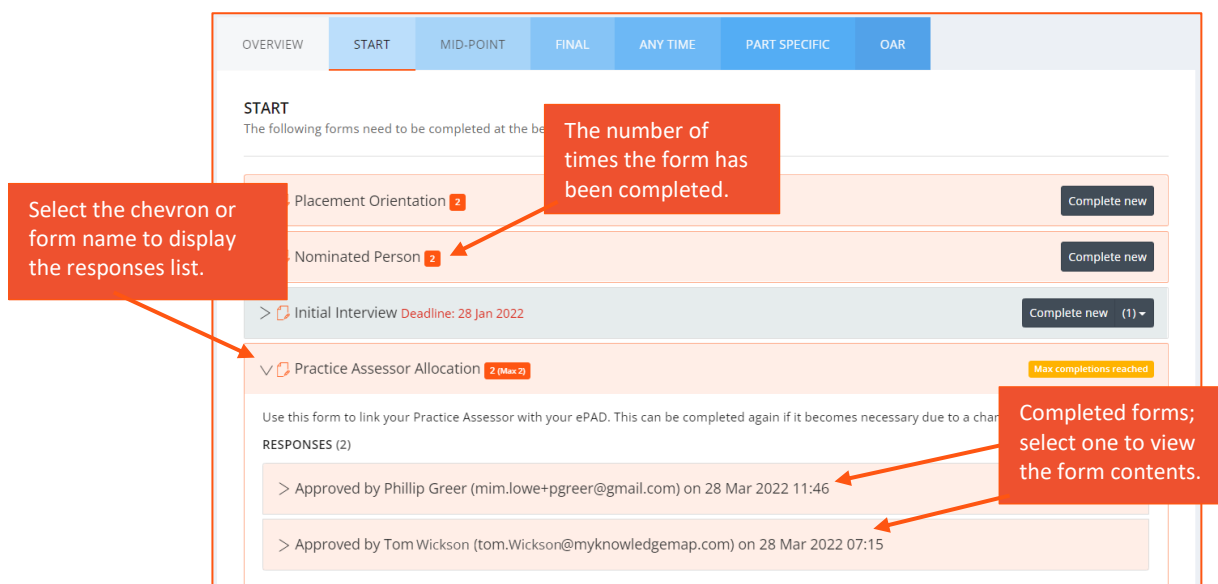
Submitted forms (known as ‘responses’) are found in the same ePAD structure: placement pages, Part pages and the OAR. Responses are ordered from newest at the top to the oldest at the bottom and are identified by the name (and email address if applicable) of the person who submitted/approved the form and the date/time submitted.

**To view a completed form, follow these steps:**

1. Go to the form location (e.g. in the placement page).
2. Select the chevron or form name to display the list of responses.
3. Select the chevron next to a response to display its contents.

**Note:** There is a setting that can be used by universities to hide a response, e.g. where it contains confidential data.

The screenshot below shows an example of a responses list. The history of responses can be viewed as a list in the Responses page. See section 3.10 below for more details.



## 3.6.10 Viewing a form summary

The Assessment of Proficiencies forms can be submitted multiple times, as you are assessed for the achievement of different skills at different times through the Part. For these forms, a **summary of achievements** to date is displayed after selecting the form name. This is to assist you in knowing which proficiencies you have achieved, and which are outstanding.

Assessment of Proficiencies (Part 1 Mandatory) 2 Complete new

Proficiencies are assessed across the Part by Practice Assessors. This form may be completed multiple times to show your progress. Any proficiencies not assessed must be left blank.

Summary of assessment to date in this Part. Completed forms are provided underneath.

**Participates in assessing needs and planning person-centred care**

	Yes - Achieved	No - Not achieved
1. Demonstrates and applies knowledge of commonly encountered presentations to inform a holistic nursing assessment including physical, psychological and socio-cultural needs.	● ●	
2. Demonstrates understanding of a person's age and development in undertaking an accurate nursing assessment.	● ●	
3. Accurately processes all information gathered during the assessment process to identify needs for fundamental nursing care and develop and document person-centred care plans.	● ●	

**Participates in providing and evaluating person-centred care**  
*Note that Proficiencies 14 and 15 can be found in Assessment of Proficiencies (Part 1 / 2 cross-over)*

	Yes - Achieved	No - Not achieved
4. Works in partnership with people, families and carers to encourage shared decision-making to manage their own care when appropriate.	●	●
5. Demonstrates an understanding of the importance of therapeutic relationships in providing an appropriate level of care to support people	● ●	

Every assessment that has been recorded to date is shown in the summary view. Hover over a green or red dot to see who approved the assessment and when. The individual completed forms (responses) are available below the summary.



## 3.7 Linking your Practice Supervisor and Practice Assessor with your ePAD

If they are linked to your ePAD, Practice Supervisors and Practice Assessors can review your past documentation, support your progress, contribute to your practice learning documentation, and help with timesheet entries for your current placement. Additionally, there are some forms that can only be completed by Practice Assessors or a Practice Supervisor and therefore must be completed in the either a Practice Assessor's or Practice Supervisor's account.

**You should link your Practice Supervisor(s) and Practice Assessor to your ePAD when you first meet with them at the start of a placement, or as soon as possible if they change.**

***Work through the following steps to link your Practice Supervisor(s) and Practice Assessor to your ePAD:***

1. Locate the **Practice Assessor Allocation form** or the **Practice Supervisor Allocation form** as applicable (e.g. go to the Start tab in your current placement page).
2. Complete and submit the **Practice Assessor Allocation form** to link a Practice Assessor, or the **Practice Supervisor Allocation form** to link a Practice Supervisor.

**TIP:** Take care to sign off the form with your supervisor's or assessor's **full name and work email address** correctly entered as these details will be used to create their account (if they don't already have one) and to link their account to your ePAD.

3. *If the Practice Supervisor or Practice Assessor already has an ePAD account*, then the relevant allocation form will still require completion as this creates the link between you and the Practice Supervisor or Practice Assessor and will in turn give them visibility of your ePAD within their account. They will receive a confirmation email that they have approved a form for you.
4. *If the Practice Supervisor or Practice Assessor needs an ePAD account:*
  - a. On submitting the form, their account will be created and will be linked to your ePAD automatically.
  - b. They will receive a welcome email with their ePAD account details. Their username will be the email address provided in the form sign-off. They will be given a link to continue the set-up process in the confirmation email they receive.

**TIP:** If the Practice Supervisor or Practice Assessor doesn't receive the email in their inbox:

- firstly, ask them to check their junk mail folder, as email security filters sometimes put the email in there. If it is there, then they should mark the email sender as a 'safe sender' so that future emails go into their inbox.

- secondly, check that their email address was entered correctly on your form sign-off (go back to the form list in your ePAD to see what was entered). They will not receive the email if their email address was entered incorrectly. If that is the case, then contact your **ePAD support** as they can amend the details.

- thirdly, if their email address is correct then ask the Practice Supervisor or Practice Assessor to contact their own IT team. It would appear that the email security filters have completely blocked the email delivery and only their IT team can amend the filters to allow ePAD emails to be delivered.

## 3.8 Timesheets

### 3.8.1 Overview of timesheets

You are responsible for adding your timesheets to your ePAD. During a placement, try to get your timesheets signed off daily. Timesheets can be signed off by any professional member of staff in the placement area who can verify your presence for that period. Your university staff will guide you when you can add hours that are gained in simulated practice or other circumstances. The university may also add hours to your ePAD when applicable, e.g. accredited hours that you are bringing into your programme.

Any addition (or amendment) of timesheets must be approved by a member of staff, who signs them off using their **full name and work email address**.

Staff members who approve timesheets receive a confirmation email every Monday listing the hours they approved in the previous 7 days. They are advised to contact the university if they don't remember approving hours that are listed on the email.

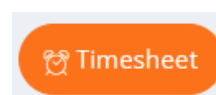
**WARNING:** You must **not** add timesheets assuming they are approved. All timesheet entries must have explicit approval, i.e. must be made in the presence of the staff member or with their express permission.

### 3.8.2 Adding timesheets

Timesheets can be added during the period of a placement and within a 'grace period' after the placement, which is set by your university. You cannot add hours outside of the placement period. Contact your university if you are going to do extra shifts beyond the current end date. **You must be with the person who is approving the hours, or, if they are not with you, have their express permission to use their name and email address for the specific hours you are submitting.**

*Work through the following steps to add timesheets:*

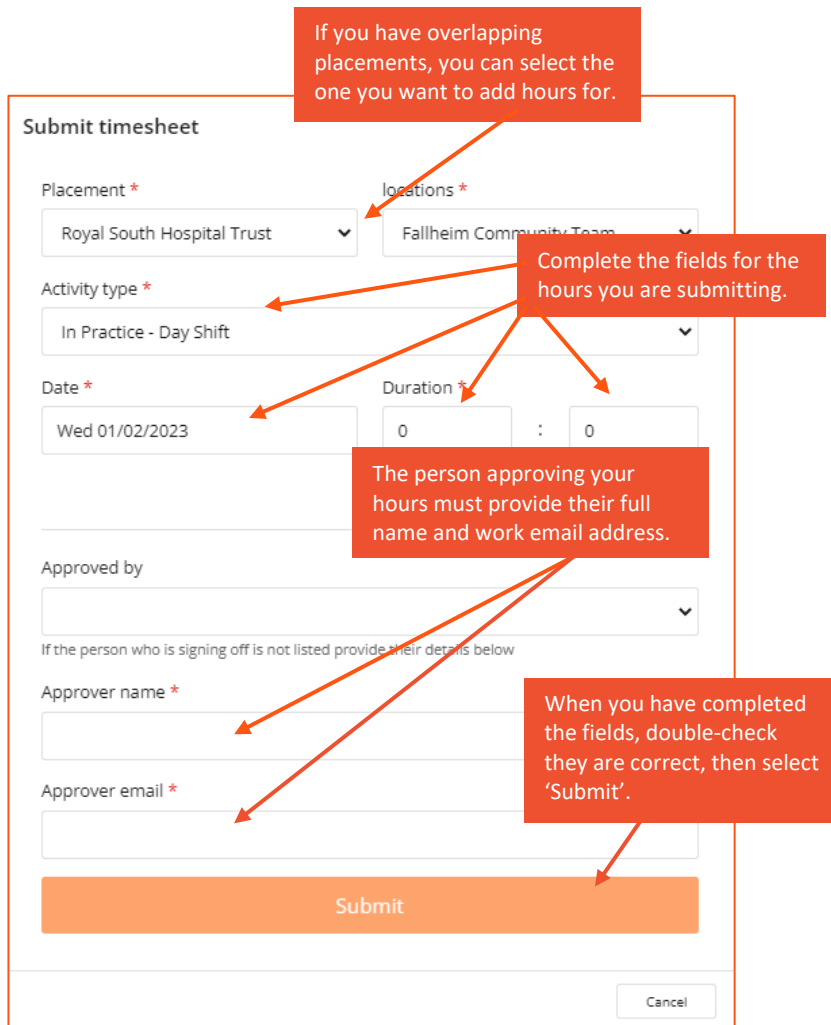
1. Select the 'Timesheet' button that is always displayed in the bottom right-hand corner of the ePAD. This opens the Submit timesheet window.
2. Complete the fields in the Submit timesheet window. See the screenshot below.



**TIP:** You can select the hours and minutes using the up arrows. Minutes are added to the nearest quarter of an hour.

3. Review the information you've entered. [It's easier to correct a mistake now rather than later.]

4. Make sure you have correctly entered the **approver's full name and work email address**.
5. Select the '**Submit**' button to save the entry. The timesheet progress circles will increment automatically with the hours you've entered (if they count towards the total – sickness and absence hours won't).
6. The added timesheet entry will be included in the approver's timesheet weekly email, which is sent to their inbox on Mondays.



**Submit timesheet**

Placement \*  Locations \*

Activity type \*

Date \*  Duration \*  :

Approved by

If the person who is signing off is not listed provide their details below

Approver name \*

Approver email \*

**Callout boxes:**

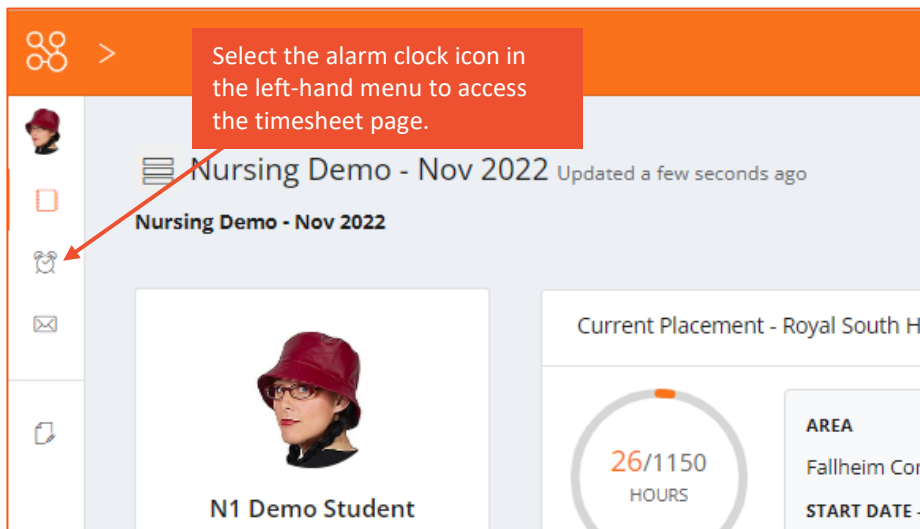
- If you have overlapping placements, you can select the one you want to add hours for.
- Complete the fields for the hours you are submitting.
- The person approving your hours must provide their full name and work email address.
- When you have completed the fields, double-check they are correct, then select 'Submit'.

**TIP:** The 'Day shift' activity type is the default value to use when the others do not apply, e.g. for induction days.

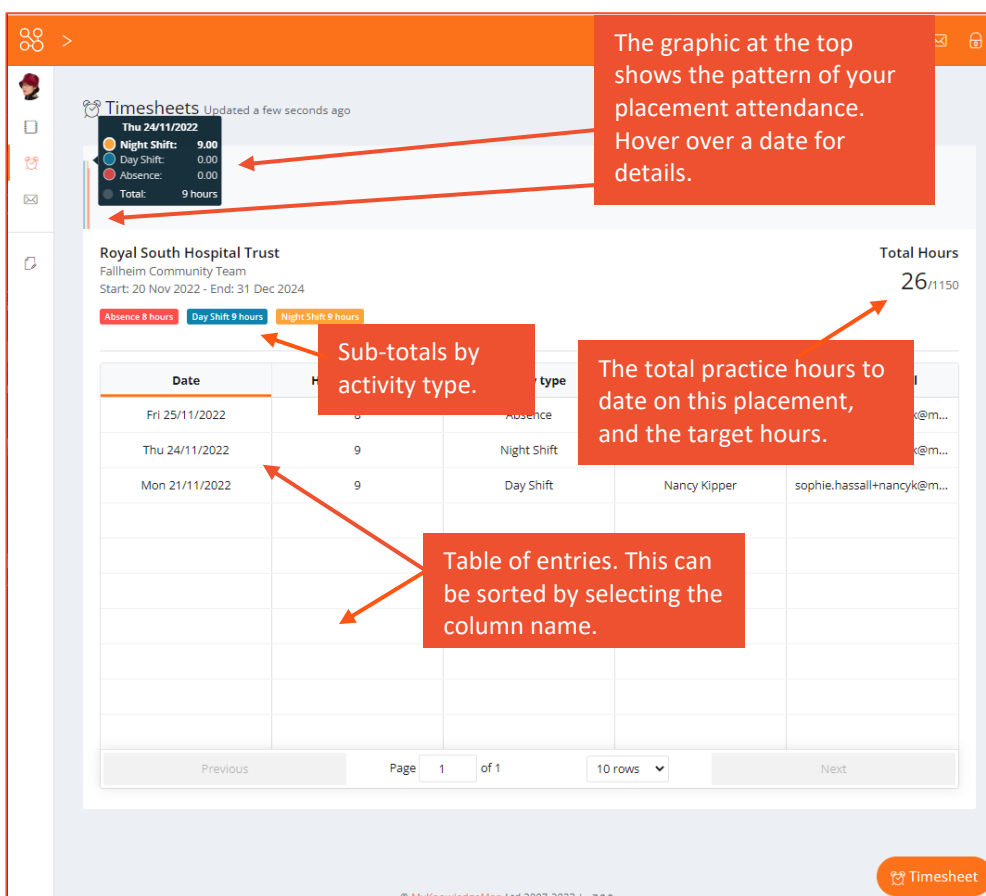
The activity type **University added hours** is only to be used in specific circumstances, as directed by your university. It should not be used for any hours approved by practice staff. Your university will explain the processes they expect you to follow for notifying and recording **sickness** and **absence** from placement.

## 3.8.3 Reviewing timesheets– The timesheet page

To review your timesheet entries, select the alarm clock icon in the left-hand menu of your ePAD (see the screenshot below).



The timesheet page is displayed. This provides a table of the timesheet entries that you have logged for each placement. Key features are indicated on the screenshot below.



When logging your practice hours you will select the time completed in hours and minutes. Once the hours are logged you will see in both the total hours wheels and tables for placement hours noted as a decimal.

**TIP:** The page displays the latest placement at the top. Use the features at the bottom of the page to increase the number of rows displayed, or to move back and forward between pages, e.g. to see earlier placements.

It's important that the approver's name and work email address are correct as they are subject to verification by your university. Ask your Practice Supervisor or Practice Assessor to amend the entry if you spot a mistake (see the section below).

### 3.8.4 Amending / deleting timesheet

From their own accounts, your Practice Supervisor(s) and Practice Assessor can amend your timesheet entries for your current placement. You cannot amend them. **Any person agreeing your amended entries must approve the change with their own name and work email address (i.e., overwrite the previous approver's details).**

Timesheet entries cannot be deleted. However, the date can be amended so that an entry can be re-used for a date where one is needed. Alternatively, the hours/minutes on the erroneous entry can be set to zero.

Contact your **ePAD support** if you need assistance beyond the changes that your Practice Supervisor or Practice Assessor can make. Note that your ePAD support team will require confirmation from your Practice Supervisor or Practice Assessor for any upward adjustment in practice hours.

## 3.9 Messaging

### 3.9.1 Overview of messaging

Within the ePAD you can use messaging for informal communication with your Practice Supervisor(s), Practice Assessor and academic and support staff at your university. Anyone with access to your ePAD can view your messages page and send or reply to a message.

*Use ePAD messaging for:*

- Informal communication, including replies to messages from staff
- A record of other communications (telephone calls or text messages) so that a record (history) is maintained that is visible to all, e.g. where you've informed your Practice Supervisor verbally that you will be absent one day to attend university, add a message that covers it as well in case they forget.

*Do not use ePAD messaging for:*

- Any concerns within your placement. These should be raised directly with the nominated person for the practice area.
- Urgent communication with your practice staff, e.g. if you are late for a shift.
- Urgent communication with your university
- Communicating placement issues, e.g. if you need an extension to be able to complete your hours.

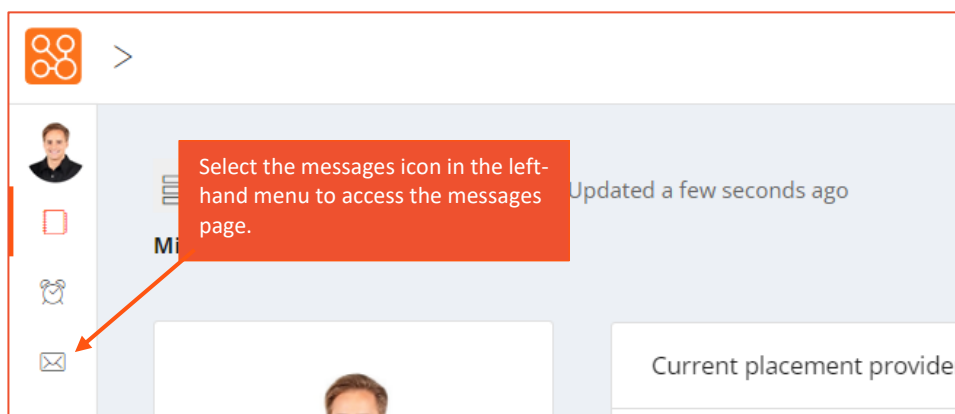
**WARNING:** The messaging service does not send out an alert that there is a new message. Therefore, do not use this as the sole or primary means of communicating anything urgent or concerns about your practice learning.

**Always use the means of communication required by your university or practice area for formal or urgent matters.**

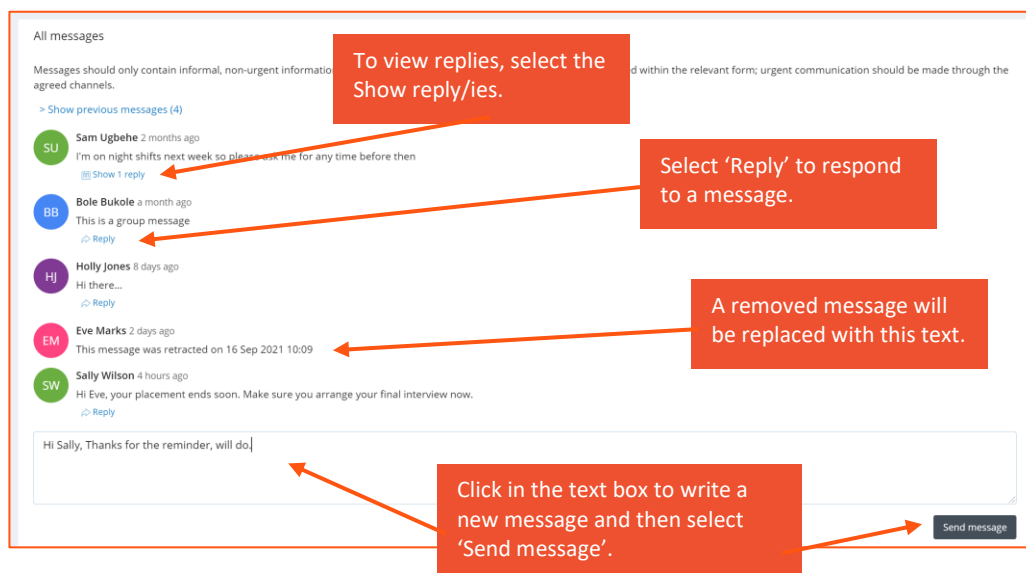
## 3.9.2 The Messages page

The Messages page provides a chronological history of all the messages you've sent or received during your programme. This is an open area where anyone who has access to the students ePAD can see all messages therefore messages are not private between the student and one particular member of staff.

The page is accessed by selecting the messages icon from the left-hand menu. See the screenshot below.



In the Messages page you can send a new message and reply to a message, as well as viewing past messages (see the screenshot below for the key features).

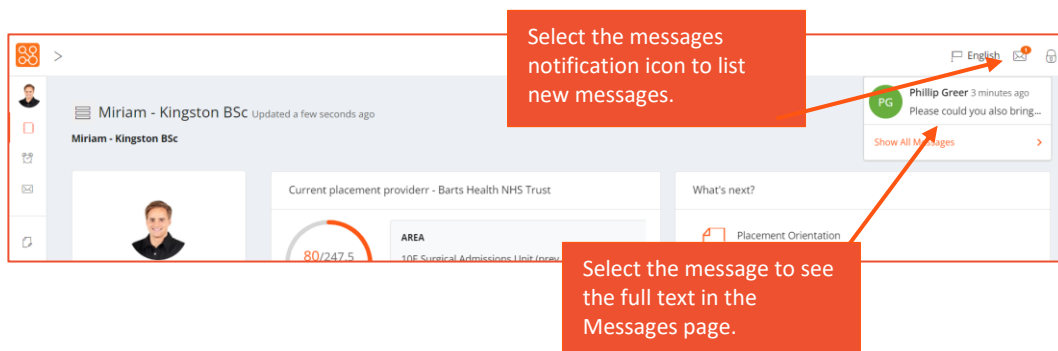


**TIP:** You cannot specify to whom you are addressing a new message. If applicable, start the message with their name so it's clear to the staff member (e.g. 'Hi Sally' in the screenshot above).



## 3.9.3 Receiving messages

The messages notification icon in the top right corner of your ePAD homepage will indicate the number of new messages you have. You can select the messages notification icon to browse the new messages. Select a message to go the messages page for the full text.



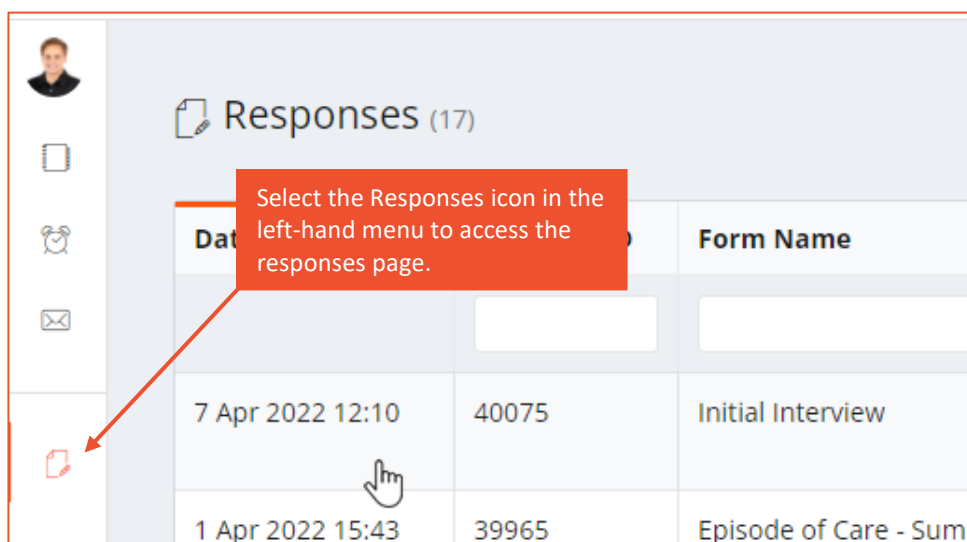
## 3.9.4 Removing messages

The text in the messages you send must adhere to professional communication standards, as taught by your university. For example, you must never include patient information in a message. Placement provider staff or university staff with access to your ePAD can remove a message where this is necessary. When a message is removed it is replaced with text saying that it has been retracted. As a student you will not be able to remove messages from the message area. If you would like a message removed, you must contact the university ePAD support team to do this.

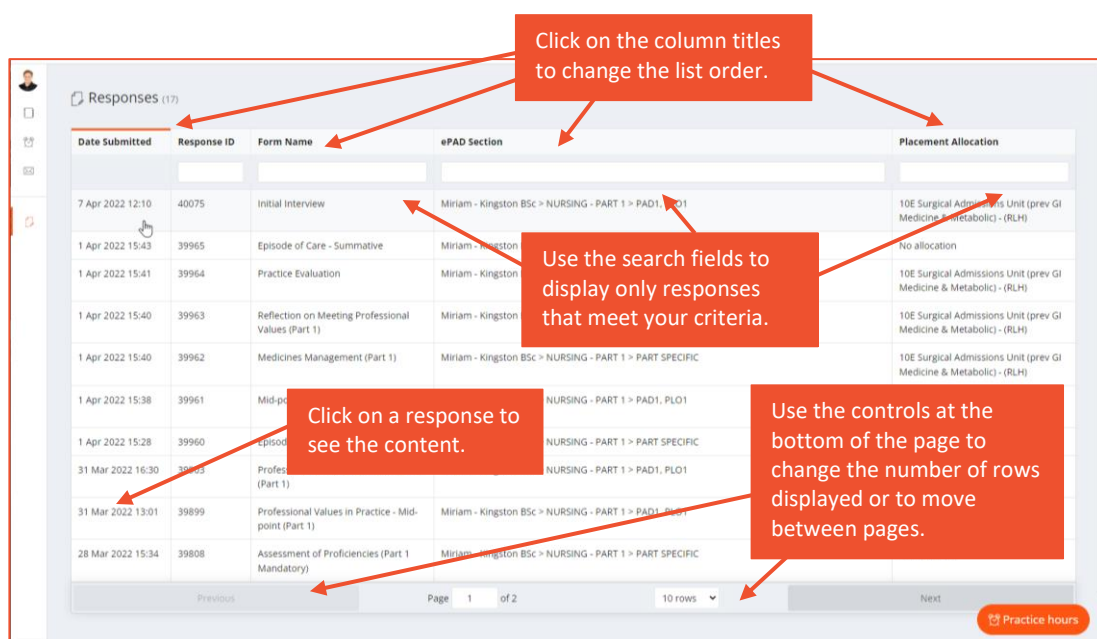
## 3.10 Responses history

The Responses page provides a list of all the forms that have been submitted in your ePAD so far in your programme.

The page is accessed by selecting the responses icon from the left-hand menu. See the screenshot below.

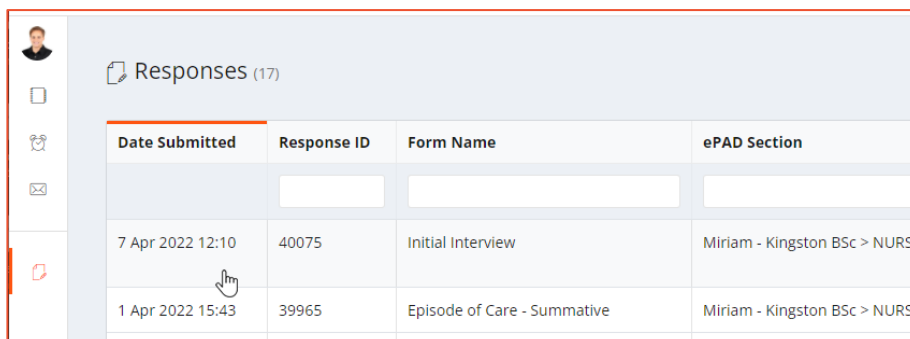


The responses page displays all your submitted forms, by default in chronological order, most recent at the top. See the screenshot below for the key features.



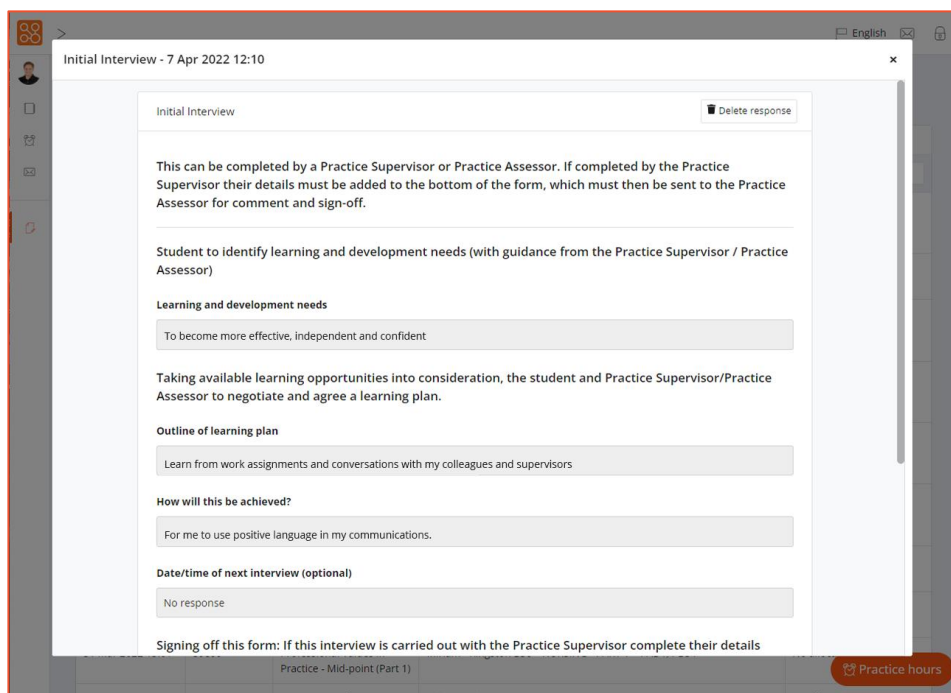
## 3.10.1 Viewing a form response

1. To view a form response, select the row of the form response.



Date Submitted	Response ID	Form Name	ePAD Section
7 Apr 2022 12:10	40075	Initial Interview	Miriam - Kingston BSc > NURSI
1 Apr 2022 15:43	39965	Episode of Care - Summative	Miriam - Kingston BSc > NURSI

2. On the form response page, you can view the full details of the submitted form.



Initial Interview - 7 Apr 2022 12:10

Initial Interview Delete response

This can be completed by a Practice Supervisor or Practice Assessor. If completed by the Practice Supervisor their details must be added to the bottom of the form, which must then be sent to the Practice Assessor for comment and sign-off.

Student to identify learning and development needs (with guidance from the Practice Supervisor / Practice Assessor)

**Learning and development needs**

To become more effective, independent and confident

Taking available learning opportunities into consideration, the student and Practice Supervisor/Practice Assessor to negotiate and agree a learning plan.

**Outline of learning plan**

Learn from work assignments and conversations with my colleagues and supervisors

**How will this be achieved?**

For me to use positive language in my communications.

**Date/time of next interview (optional)**

No response

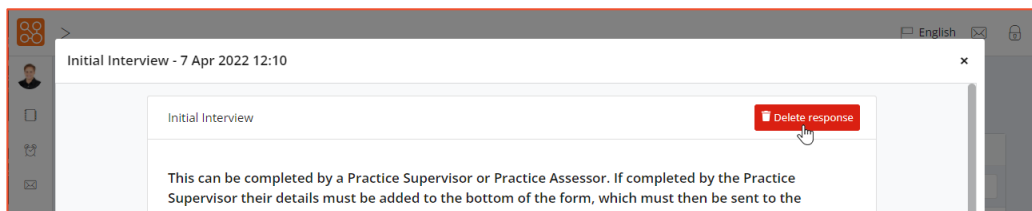
Signing off this form: If this interview is carried out with the Practice Supervisor complete their details

Practice - Mid-point (Part 1) Practice hours

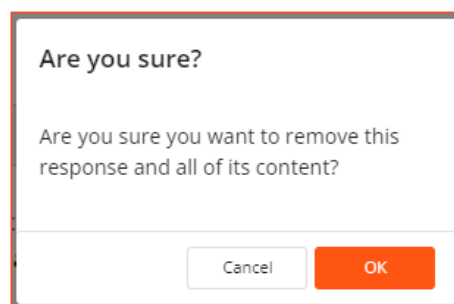
## 3.10.2 Deleting a form response

Universities can permit the option for students to delete responses. **Note not all universities will provide this option.**

1. If you wish to delete the form response, select the row of the form response.
2. On the form, click the **Delete response** button.



3. You will be asked to confirm you wish to delete the response. If so, click **OK**.



4. The form will be removed from the Responses page.

**Warning:** Please take caution if deleting form responses as you or the university will not be able to retrieve any deleted forms.

### 4.0 Using the ePAD Mobile App

#### 4.1 Introduction to the ePAD Mobile App

The focus of the MyProgress ePAD app is on allowing students, and staff signing off forms on behalf of students, to complete forms offline, without needing a connection to the internet. The app does not store form responses but will show the status of a form (e.g. whether it's been completed, the count of completions against target, etc). It includes a link to the ePAD so that when a student has a network connection, they can go online and view their full ePAD.

The Apple version of the app is compatible with devices running iOS 11 and higher (for reference, the oldest iPhone running iOS 11 is the iPhone 6). The Android version works with devices running Android 6 and higher (which for reference is the version of Android originally released in 2015). The app supports both phones and tablets.

## 4.2 Downloading the app and first use

The Apple version of the app is downloaded from the Appstore. The Android version is downloaded from the Playstore. In both cases, search for '**myprogress allied health**'.

You will need to be online when you open the app for the first time after download. You are asked for a **service code**. You are only asked for the service code the first time you use the app.

**Note:** The app Service Code ID is the same as the short code part of the main website URL to the eMORA. For example, Edinburgh Napier University website URL is: '<https://enu.epads.mkmapps.com>' therefore the short code is '**enu**'.

**Note:** You must enter the service code in lowercase only for the code to be accepted.

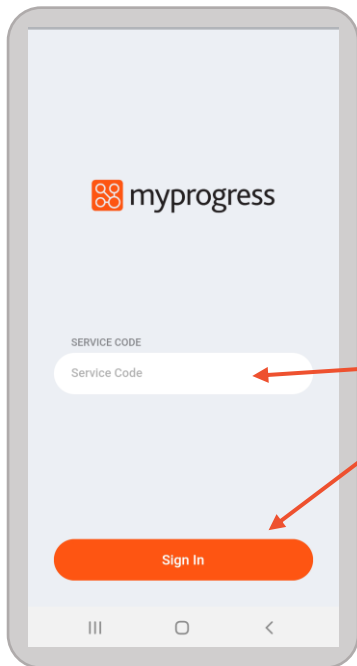
For further guidance, please speak to your university admin support team.

### ***Work through the following steps after downloading the app:***

1. Make sure your device is connected to the internet.
2. Open the app.
3. Enter the **service code** for your university in lowercase. This is the same as the university part of the ePAD website address.
4. Click on the **Sign In** button. This will take you to the app sign-in page.
5. Click on your university Sign In button, which will take you to your university sign-in page.
6. Enter your university username and password. Your app homepage will be displayed.
7. After sign-in, the app will automatically synchronise with your ePAD, including a download of all the forms you have available.

See the welcome page and the sign-in page in the screenshots below.

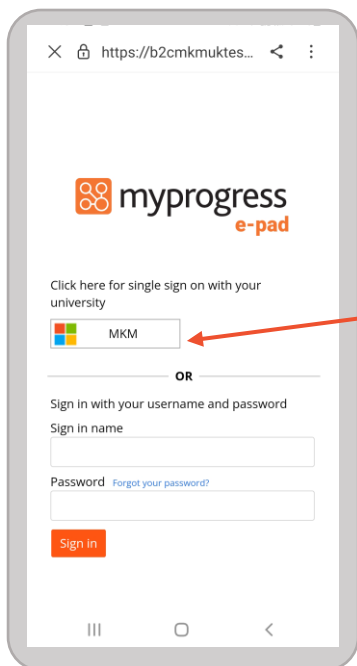
## Signing into the mobile app



Enter the Service Code for your university in lowercase, then select 'Sign In'.



On the Sign In screen, select the 'Sign In' button.



Select the Sign In button for your university, which will take you to your university sign-in page.

## 4.3 App settings

It is important to review your app settings when you've first signed-in, to control how the app works for you.

In particular, in the **Personal Settings** section:

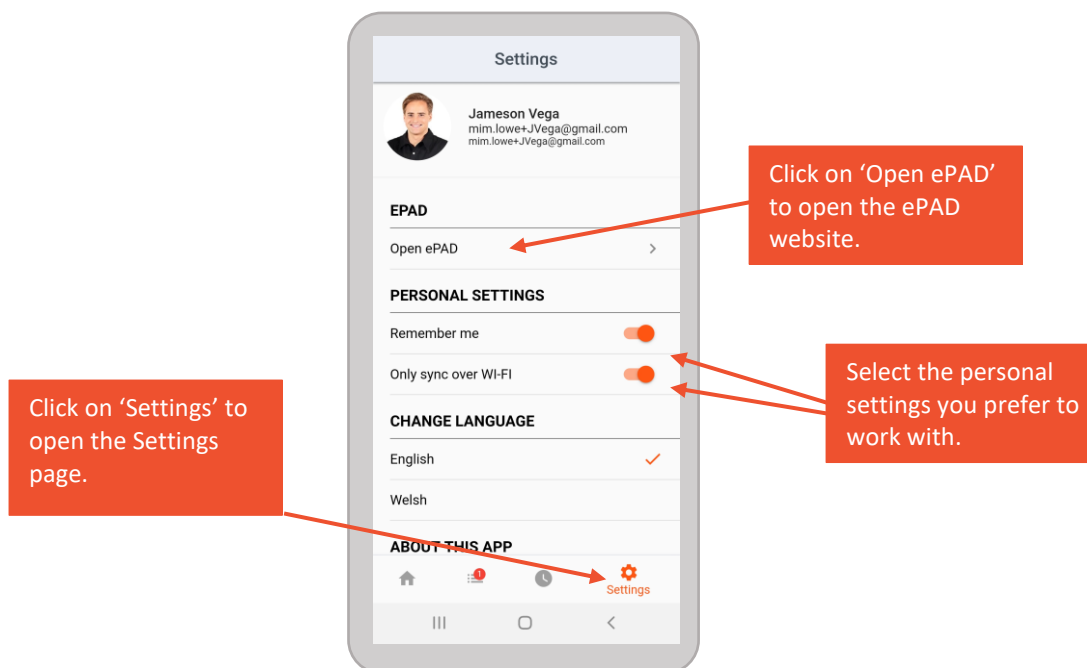
- select '**Remember me**' to be on if you want to be able to work offline where there is no data connection (you won't be able to sign in without a data connection)
- select '**Only sync over Wi-Fi**' to be on if you don't want to use your mobile data allowance to sync the app.

You can also access the ePAD website via the Settings page.

Click on the **Settings** icon in the app menu at the bottom of the screen to access the Settings Page.

See the screenshot below for more information about the Settings page.

### *Settings page*



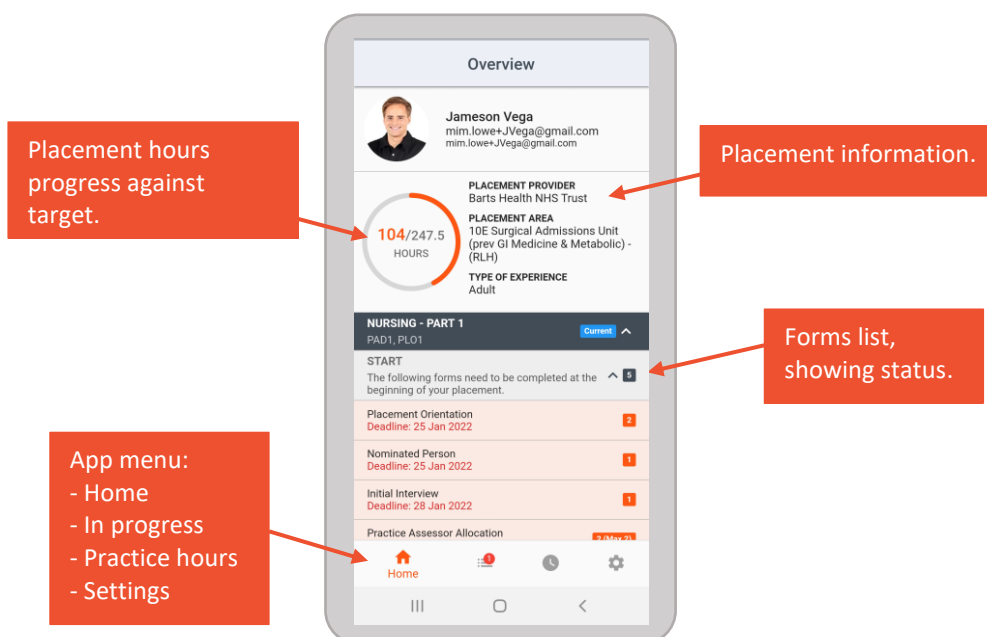


## 4.4 App homepage and form list

After signing in, you will be presented with a homepage that reflects your ePAD. At the bottom of the page, you will find the app menu.

See the screenshot below for more information about the homepage.

### Homepage



## 4.5 Completing and submitting forms in the app

**Work through the following steps to complete forms in the app:**

- 1) Select the form from the homepage form list. This opens a blank form.
- 2) Complete the form. How you do this depends on the format of the questions, e.g. you may need to select from a drop-down list, complete a check list, or type into a text box.

**TIP:** For text boxes, you can use the speech-to-text function on your device to allow staff to dictate their response as an alternative to typing.

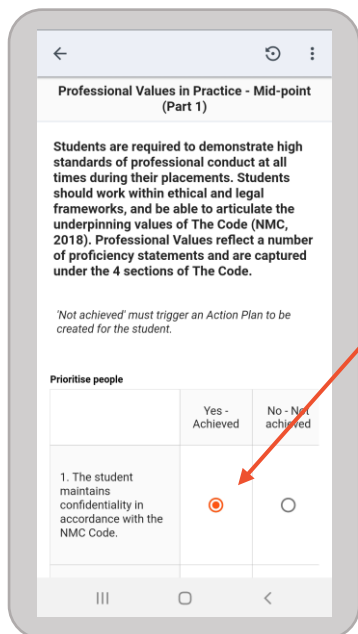
- 3) When you have completed the form **review it carefully** as it cannot be changed once submitted.
- 4) When you are happy with the entries you have made in the form and it does not require sign-off, click the **Submit** button.
- 5) *If the form requires sign-off:*
  - a) Ask the Practice Supervisor or Assessor (as applicable) to complete the sign-off fields at the bottom of the form using their **full name and work email address**. [This is the equivalent of their signature on a paper form.]

**WARNING:** You must not enter sign-off details on behalf of a Practice Supervisor or Assessor without their presence or express permission.

- b) Once your Practice Supervisor or Assessor has signed off the form, you can click on the **Submit** button. Click on **OK** to confirm the submission. See the screenshot below.

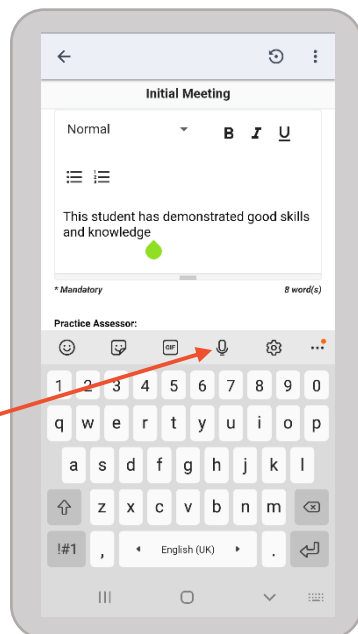
Note that submitted forms can only be viewed in the ePAD. To access the ePAD from your app, go to the Settings page and select 'Open ePAD'.

## Completing a form

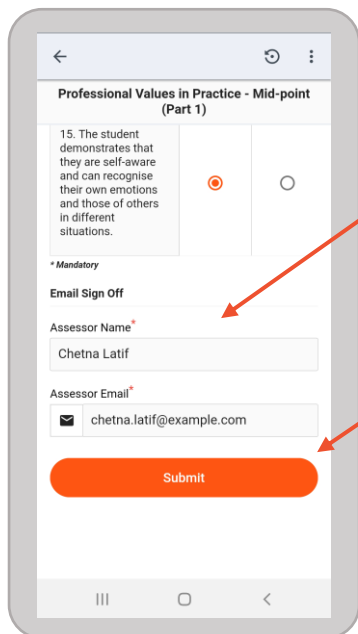


Select the response within the form.

For text boxes, you can use the speech-to-text function on your device to allow staff to dictate their response as an alternative to typing.

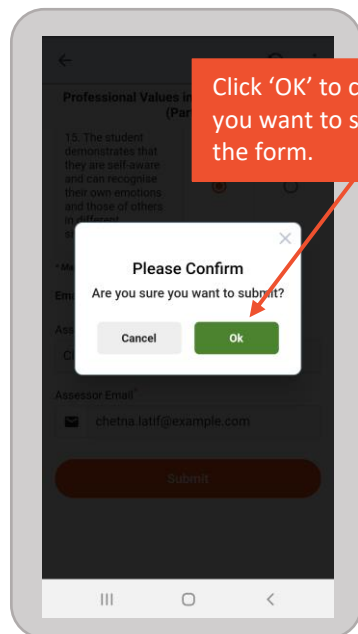


## Signing off and submitting a form



For forms requiring sign-off, ask your Practice Supervisor or Assessor to complete the Name and Email fields.

Click 'Submit' when the form is complete and signed off (if applicable)



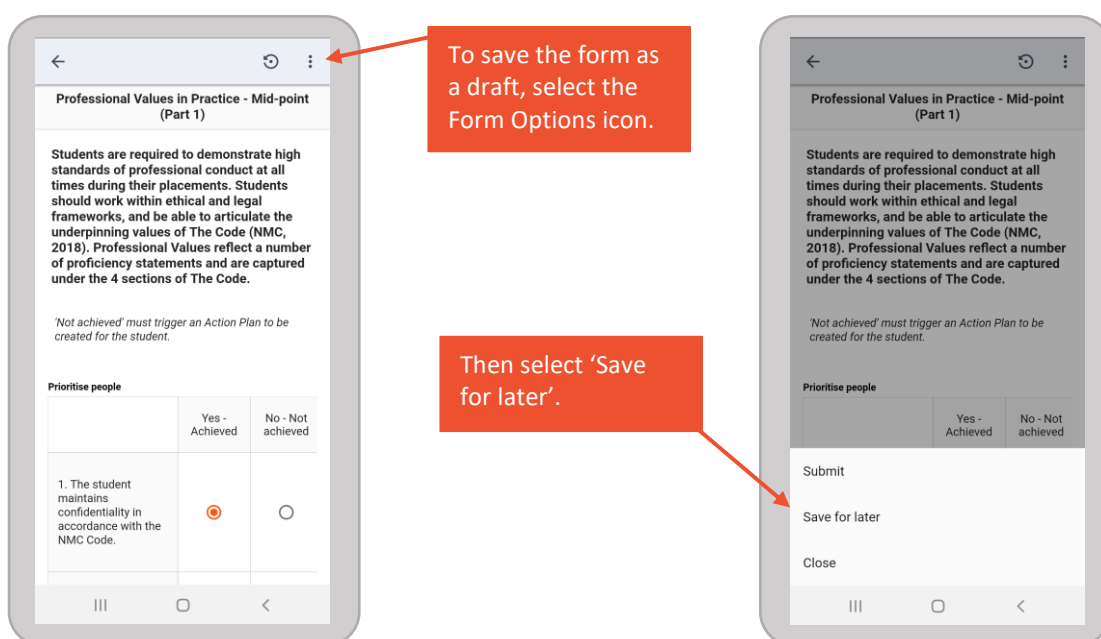
Click 'OK' to confirm you want to submit the form.

## 4.5.1 Working with drafts in the app

If the form needs more time to complete, or you get interrupted during its completion, you can save the form as a draft. You can also use this feature to draft your sections in a form in advance of a meeting with your Practice Supervisor or Assessor, if you know that you will be using the app to complete it (see TIP).

**TIP:** Drafts do not sync between the app and the website. A draft started in the app must be completed in the app.

### *Saving a draft*

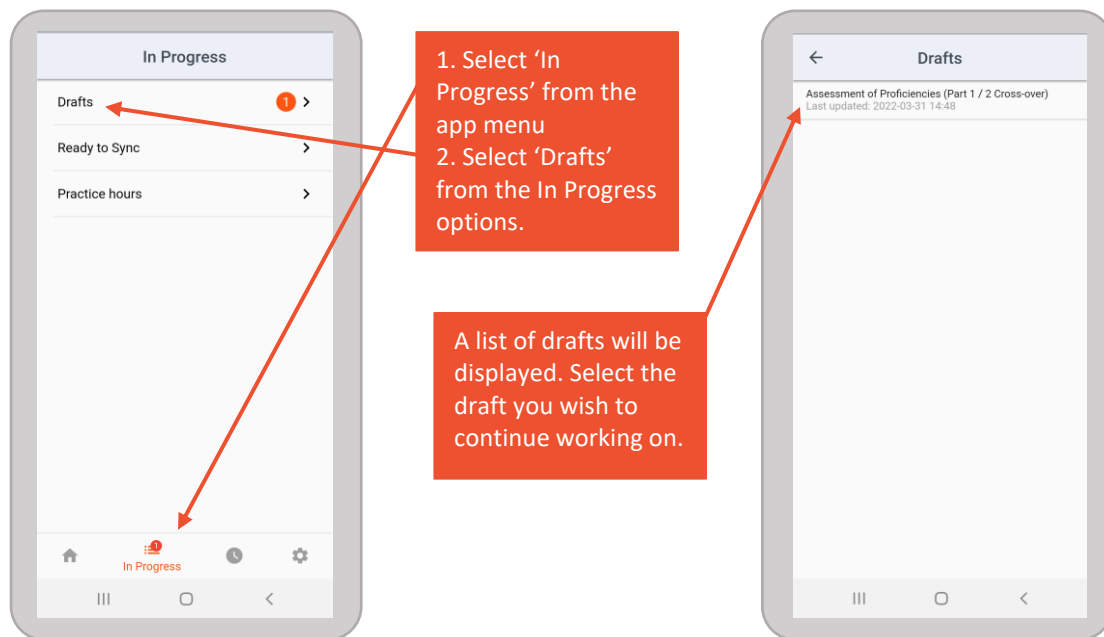


To continue working on the form, select the 'In Progress' option from the app menu at the bottom of the homepage. The form will be available in the Drafts section.

The In Progress icon in the app menu displays the number of in progress items. This includes drafts and forms awaiting sync.

See the screenshots below, which explain how to resume work on a draft.

## Resuming work on a draft



## 4.6 Timesheets in the app

You can use the app to submit your practice hours. Select the Practice hours (clock) icon in the app menu to open the practice hours page. To submit practice hours, select the hours/minutes plus and minus buttons next to the days you wish to submit.

**Note:** Though it is possible to enter a full week of practice hours, you do not have to. You are encouraged to get them signed off as often as possible, each day if you can.

**WARNING:** You must **not** submit timesheets assuming they are approved. A practice hours entry must have explicit approval, i.e., must be made in the presence of the staff member or with their express permission.

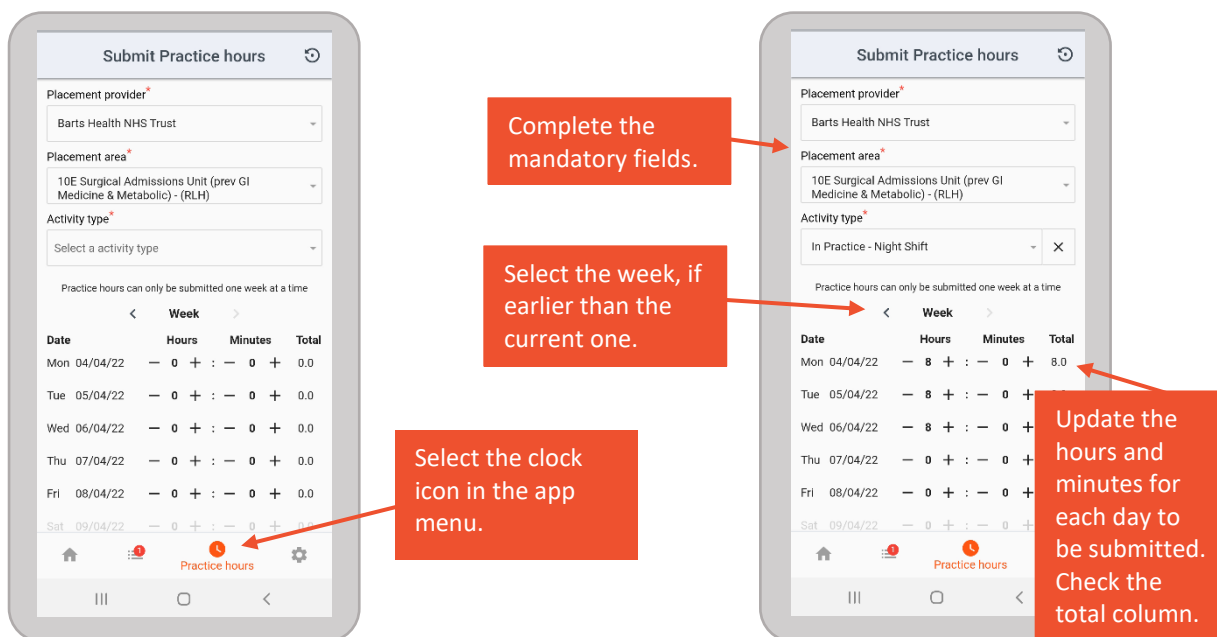
*Work through the following steps to submit practice hours via the app:*

1. Select the Practice hours (clock) icon in the app menu to open the practice hours page.
2. Select the Placement provider, Placement area and Activity type (if the defaults provided are not correct for the hours you are submitting).
3. Select the week in which you are submitting hours. You can scroll left for earlier weeks.
4. For each day to be submitted, use the plus and minus buttons to enter the hours and minutes.

**TIP:** You are only expected to submit hours to the nearest quarter of an hour.

5. Check the total of the hours and minutes, which is displayed for each day in the Total column. See the screenshots below.

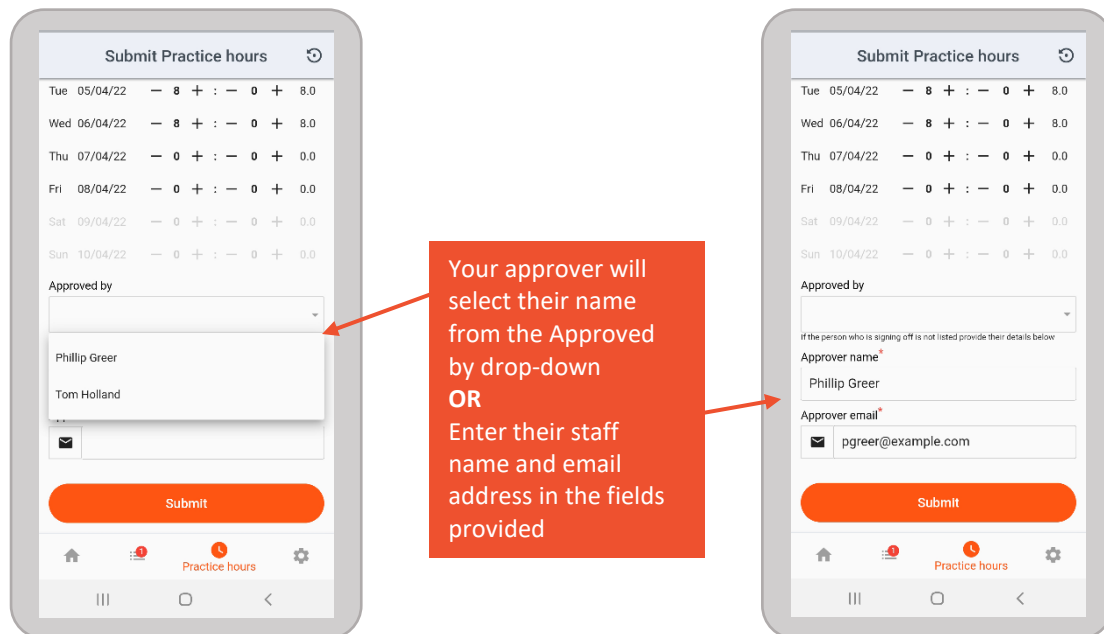
## Entering practice hours



6. When the hours have been entered, they need to be approved by a practice staff member.
  - a. The practice staff member can use the **Approved by** drop-down, if the person is one of your allocated Practice Supervisors or Assessor
  - b. Alternatively, the practice staff member can type their **full name and work email address** into the 'Approver name' and 'Approver email' fields

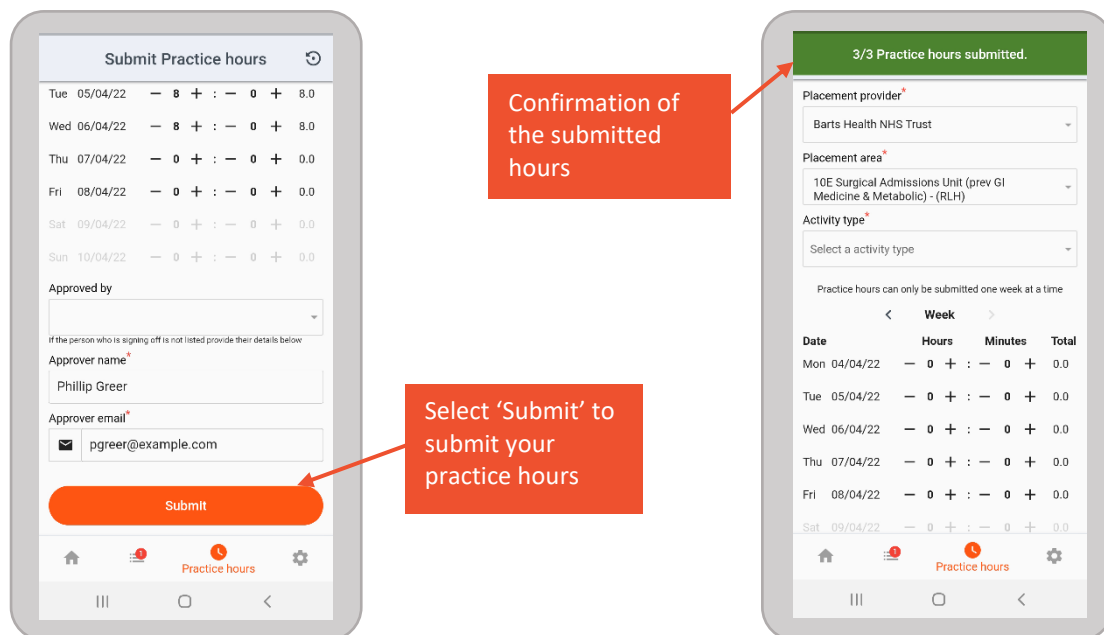
**Note:** The practice staff member (the approver) must enter the approve by information or is present with the student to select it on their behalf if they're not able to do this themselves.

## Signing off practice hours



- When the staff member has approved the hours, submit them to your ePAD by selecting the 'Submit' button.
- You will see a confirmation message at the top of the page.

## Submitting practice hours





The member of staff who signs off your practice hours will receive a weekly verification email describing the hours that they have approved on the following Monday morning. They will raise an issue with your university if their details have been used without their permission.

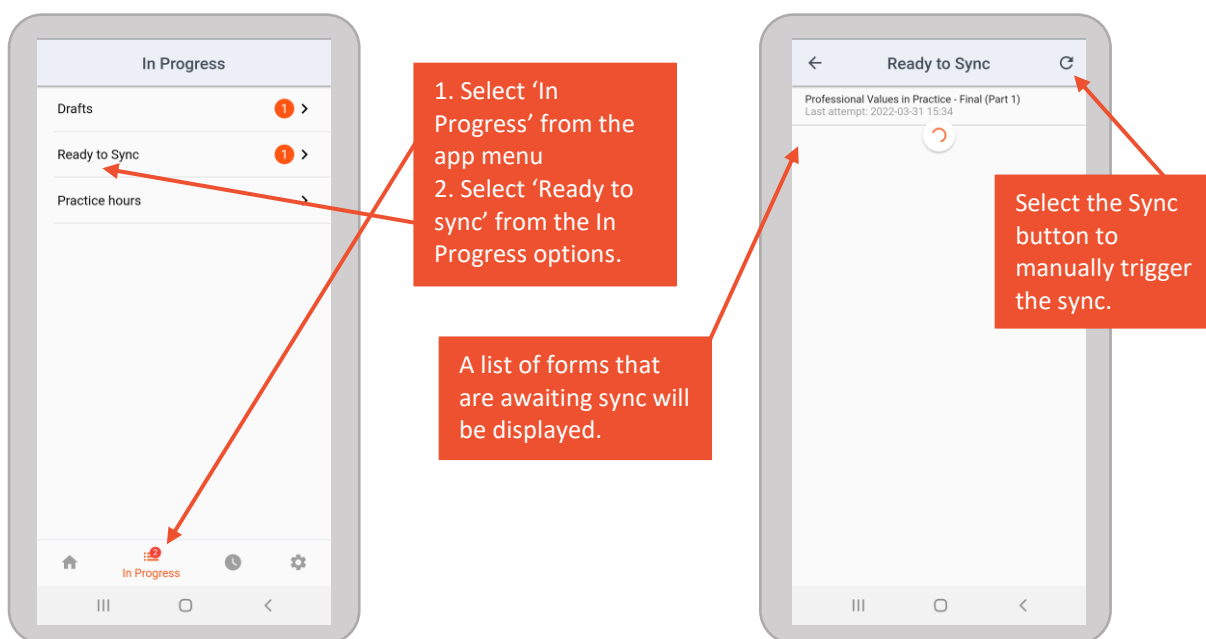
## 4.7 Working offline and manual sync

The app is designed to work offline once you have signed in and your ePAD forms have synchronised with it. When a form is submitted, the app will check to see if a connection is available. If it is available, the form will sync to the website automatically. If no data connection is available, or if you have selected only to sync via Wi-Fi and there is no Wi-Fi available, the form will be saved as “ready to sync”. The number of items that are in progress is displayed on the In Progress icon in the app menu at the bottom of the screen.

The app will continue to check in the background for a connection, and when the user is online again (or Wi-Fi is available) it will automatically sync forms with the website.

You can trigger a sync manually if there are pending forms and the app hasn't automatically completed a sync. See the screenshots below, which explain how to trigger a sync if it becomes necessary.

### Triggering the app to sync



Note that forms submitted in the app will only appear in your ePAD when a sync has completed. It is your responsibility to ensure that this takes place, and to raise any issues with your ePAD support team.