

CURVESHIFT

eFolio Information

MSN Students

Nurse Educator
Nursing Administration
Nursing Informatics

About the CURVESHIFT eFolio

The Curveshift eFolio is a repository of documents and artifacts which support your professional development, documents your clinical competence, and maps course assignments to professional and School of Nursing outcomes.

The CURVESHIFT eFolio

- For students enrolled in the program prior to July 2013, and who have taken NUR-500: Seminar in Clinical Competence, you are using the CURVESHIFT eFolio which can be accessed at the site www.efolioglobal.com. The helpdesk is help@efolioglobal.com You purchased this program through MBS Direct and subscriptions are renewed annually.
- Your email address and the password you created are then your login credentials. If your email has changed, please notify Curveshift. You will need to email help@efolioglobal.com for assistance. Your account is active for one year from the date you created it.
- You will be reminded to renew 30 days prior to the expiration. Payment will be made via a link provided to you by the company CurveShift. If you do not renew, your account will become inactive and you will not have access to it. Your data will be kept safe for a period of three years.
- For help at anytime, email help@efolioglobal.com

NOTE: The College help desk does not support this application

Accessing the CURVESHIFT eFolio

You will need to use Mozilla Firefox or Google Chrome as your browser. A free download is available here:

<http://www.mozilla.org/en-US/firefox/new/>
www.google.com/chrome

Once you have Firefox or Google Chrome use the address below to access eFolio global:

www.efolioglobal.com

Enter your user name and password to get started

Creating your Homepage

Make sure to review the video by clicking on “How to Videos”



The screenshot displays the eFolio website interface. At the top, the browser address bar shows 'www.efolioglobal.com'. The page title is 'Your Personal Learning Plan for Life'. The main content area is divided into three columns: 'Welcome', 'How To Video', and 'How To Video:'. The 'How To Video' column contains a video player with a play button and the title 'Your Homepage:'. The footer includes social media links for Facebook, Twitter, and voicethread, and a compatibility note for Mozilla Firefox 3 and above.

[About Us](#) | [Contact Us](#) | [Create New Account](#) | eFolio © 2010

Find us on [Facebook](#) Follow us on [twitter](#) [voicethread](#)

E-Folio application is compatible with Mozilla Firefox 3 and above

What should I put on my Homepage?

- **About ME**

- Professional Information
- Personal Information
- Achievements
- Photo
 - As your eFolio represents you as a registered professional, as well as a Thomas Edison State College School of Nursing student, please select a photo of yourself that is of a professional and tasteful nature.
 - In order to resize the photo for your eFolio, you need to use photo editing software. Here is a link that describes several free programs you can use.

<http://graphicssoft.about.com/od/pixelbasedwin/tp/freephotoedw.htm>

If you need additional help with resizing your photo, please contact Curveshiff at help@efolioglobal.com

Welcome to Joy's Portfolio

My name is Joy Mamuszka and I have been a nurse for over 30 years with the majority of them spent clinically in Maternal Child Services. Over the last decade, the healthcare industry has been disrupted by storm, resulting in many changes in nursing practice. This has prompted me to embrace Nursing Informatics as my field of study within my healthcare organization. In this current position, I implement and support clinical electronic medical record systems. My professional goal is to access information and translate this new knowledge into practice.



Adding Work to your eFolio

On this page there are several steps to complete **before** hitting the *Submit* button at the bottom of the screen.

- Choose **actions**
- Choose **work**
- Choose the **add** button at the top left hand side of the page
- Type in the **title** of your artifact (work)
- Select the **Complete** radio button in the Status Section
- In the **Details** section, add a reflection that highlights how your artifact supports achievement of a specific MSN outcomes and specialty competency
- Choose **attach file**-> click on **add** on the left hand side of the page.
- Browse to select the work that you want to add
- **Upload** the selected artifact

Selecting a Standard

- In the **MSN Standards Section** choose the standard that is best demonstrated by your artifact.
- You can select more than one **MSN** standard by holding the Control (CTL) key or Command key, if using a MAC.
- Once you have selected the standard, **drag and drop it over to the MSN Standards Selected Column.**
- After all the standards have been selected, click on the **Submit** button on the left hand side bottom of the page.

Helpful Tips

- **DO NOT** leave any document in “draft” or “ready for feedback status”, or your artifacts will not appear in your Generated Portfolio. All artifacts must be marked **Complete**.
- **DO NOT** select an advisor as your mentor has **already been assigned to your eFolio**. After you submit your work you may see the following information->Advisor(s) not selected. Your work will not be visible to advisor(s). **Select YES and continue**.

Tips for Adding your Work to Standards

- MSN Outcomes
 - **Each MSN outcome must have a minimum of three to five documents uploaded into the eFolio by the end of the MSN program.**
 - Assignments are to be uploaded into your eFolio after each MSN course is completed to ensure that the eFolio is kept up to date
 - For example:

Outcome #9 “Demonstrate a commitment to lifelong learning” should include artifacts such as awards, certificates, CEU’s, letters from patients, colleagues.

Editing artifacts in your work folder

- Before you generate your eFolio you can edit your work.
- Go into your work folder
 - click on the blue hyperlink on the artifact that you want to edit.
- Click on the **Edit Completed Work** button on the lower left hand side of the page
- Make the necessary changes
- Click on the **Submit** button on the lower left hand side of the page.

Reflection

- After you submit your work you will see a screen with a textbox for **reflection**.
- **MSN students are required to add a detailed reflection as to how the artifact supports the achievement of the MSN outcomes and specialty competencies.**

Generating Your eFolio

NOTE: Only perform these steps after you have added **all** work to your folder.

- 1) Choose the **portfolio tab** on the left hand side of the page
- 2) Select **By Standards**
- 3) Choose the **add** button on the top left hand side of the page
- 4) Add your name and program: **MSN Outcomes** in the section labeled **Name of Portfolio**
- 5) Select the **MSN program** whose standards will be demonstrated
- 6) Drag and drop over to the **Selected Programs Column**
- 7) Select a **theme** for your eFolio
- 8) Add a picture to your eFolio by clicking on **attach file** in the Files Section
- 9) Click on **add** on the left hand side of the page
- 10) Browse to select the picture that you want to add
- 11) Upload the selected picture.
- 12) In the **Title Page Text box** type in your biography and portfolio purpose.

Generating Your eFolio

- When you are ready to generate your eFolio-> click on the **Generate a New Portfolio** on the bottom left hand side of the page.
- **As a requirement of the TESC program you must GENERATE an eFolio. You are not required to *publish* your eFolio. A generated eFolio is password protected. A published eFolio is available for public viewing.**
- When generated, your portfolio will appear under the Portfolios tab-> By Standards.



Your Personal Learning Plan for Life

[Logout](#) | [TESCSO](#) | [Google](#)

Joy's eFolio

Home

Standards

Actions

Reports

Portfolios

By Standards

Published Portfolios

Home

By Standards x

New Portfolio

Directions:

This tool automatically generates a Portfolio using all of the Standards in one Program, and all of the Completed Works which apply to those Standards.

Step 1: Generate the default Portfolio

To do this, simply give your Portfolio a name and select the Program that you wish to discuss (You may edit the Name or Title Page text after creation, but not the Program.) Then click the "Generate a new Portfolio" button to create the default Portfolio. The system will create one Page for each Standard in your Program, and one Page for each piece of Work that relates to any of those Standards. The Title Page will contain a Table of Contents with links to the other Pages. Each Standard Page will contain links to all of the Work Pages that relate to it.

Step 2: Edit your Portfolio

Once the default Portfolio has been created, you will want to visit every Standard Page and Edit it in order to add your own comments. You will also want to visit each Work Page and comment on it. You may also choose whether or not to display the Reflection text or Summary Rubric that corresponds to the Work (it is displayed by default).

Step 3: Make your Portfolio available to visitors

Your eFolio database is access controlled, and generally only you, your Advisors, your site's Administrators, and the eFolio System Administrators have access to it. We are currently developing a system that will allow you to share your Portfolio with anonymous users without granting them access to your entire eFolio. This feature is still under development at this time.

Name of Portfolio:

Please select a Program whose Standards will be demonstrated.

Program (1 item selected)

Site Programs

COPA Competencies

Selected Programs

MSN

> < filter:

Reset

Select the theme of this Portfolio:

Your Personal Learning Plan for Life

Home

Work ✕

By Standards ✕

Published Portfolios ✕

Select the theme of this Portfolio:

Theme:

22th Theme ▼



To add a picture to your portfolio's homepage:

Files:

Files attached


Attach file Delete

Title Page Text:

Tahoma ▼ **B** *I* U **A** **A** **A** **ab**

Include your biography and eFolio purpose in this section.

Note: You can use plain text or HTML code in the body of your Title Page. You may link to external images using an IMG tag, or upload one image (in .gif, .jpg, or .png format) and display it.



REMEMBER TO CLICK ON THE BOX AT THE
BOTTOM THAT SAYS:
GENERATE PORTFOLIO!

Editing your eFolio

- ❑ The only items you can edit in a generated eFolio are:
 - ❑ Your picture
 - ❑ Information in the textbox (this contains your biography and eFolio Purpose)
 - ❑ You can also remove some artifacts from your eFolio by removing the check marks next to the artifact. Scroll down the page to see this area.
- ❑ When you are ready to generate this edited eFolio, click on the Submit button on the bottom left hand side of the page.
- ❑ If you add another piece of work to MSN Outcomes folder, it will not automatically be added to the eFolio you have just generated. Portfolios are snapshots of your work at the time you make it.
- ❑ You can edit limited information in your eFolio by clicking on the blue hyperlink for your generated eFolio-> click on edit button on the top right hand side of the screen.

Publishing your eFolio

- After everything is to your satisfaction in your **Portfolio, By Standards** you may publish it, **recognizing that it is available for public viewing** .
 - Go under *Portfolios, By Standards*, and your eFolio link will be visible.
 - Click on this link to view the portfolio and then click on the *Edit* button on the right hand side of the page.
 - Scroll down to the bottom of the page and click in the box for **Publish Portfolio**.
- When you publish the portfolio, it creates an html address that you can save and share with others. This web address is located in the address bar. Anyone who has the address can see the portfolio. On a PC, right click on the address which copies that address.
- Once it is published, your portfolio can now also be found under **Portfolios, Published Portfolios** In this list, you can use the pdf button to make a downloadable pdf file. This downloaded pdf version can be saved on your computer and then dropped on a flash drive or burned on a CD.



Assistance is Available

If you need assistance,
please feel free to email

Curveshift at

help@efolioglobal.com

Academic Integrity

eFolios are the work of the individual student, who is considered the author of the work. A student who borrows, uses, or copies other students' work, and represents it as their own, is plagiarizing. This is in violation of the College's Academic Code of Conduct Policy, and the student will be subject to this policy.