



IBMS SPECIALIST PORTFOLIO BRIGHTSPACE TRAINING GUIDE FOR TRAINERS

Brightspace SOP for Trainers

Brightspace webpage is located <https://ibms.brightspace.com/d2l/login>

Log in with the username given and select [Forgot your password?](#)



Welcome to ibms

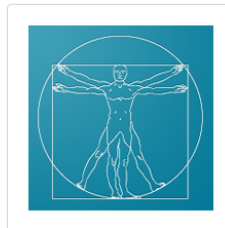
Log in to view your courses, explore tools and features, and customize your eLearning experience.

Username *

Password *

Log In

[Forgot your password?](#)



D2L BRIGHTSPACE

Powered by the award-winning Brightspace LMS

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You will be asked to submit your username and a link will be sent to the email you submitted, you can then set your password, this is also the route you would take to reset your password.

Passwords should be between 8 and 50 characters.



Forgot your password? We can help!

Enter your username below and we will send you a password reset link to the email address associated with your username.

Username *

Enter the username sent in the original email.

Submit

Cancel



Choose a New Password

Enter a new password. Password must be between 8 and 50 characters in length.

Username *

New Password *

Re-enter Password *

[View password requirements](#)

Password must be
between 8 and 50
characters

Submit

Cancel

When you log in you go straight to the home page.

Your name will appear at the top

The screenshot shows the IBMS website home page. At the top, there is a dark blue navigation bar with the IBMS logo on the left and links for 'IBMS Website', 'Help', 'Awards', 'Awards Transcript', and 'Locker' on the right. Above this bar, a user profile section displays 'Learn Er1' with an orange icon and the text 'Impersonating'. A blue arrow points to this icon with the text 'Your name will appear at the top'. Below the navigation bar, the main content area is divided into two columns. The left column, titled 'My Courses', displays a grid of six course cards: 'Gastrointestinal Histology' (with a space image), 'Final Submission' (with a mountain image), 'Immunisation' (with a mountain image), 'Blood Grouping' (with a blood test image), 'Automation' (with a bridge image), and 'Quality' (with a building image). A link 'View All Courses (6)' is at the bottom of this section. A blue arrow points to this section with the text 'Courses allocated to you (and your candidates) are shown on the home page'. The right column features an 'Announcements' section with a dropdown arrow and the text 'There are no announcements to display.' Below this is a user profile dropdown menu. A blue arrow points to the 'My Portfolio' option in this menu with the text 'Selecting the icon beside your name will show 'My Portfolio'. This is the only area we use here.' The dropdown menu also includes options for 'Profile', 'Notifications', 'Account Settings', 'Progress', 'English (United States)', and 'Log Out'. At the top right of the page, there are several icons: a grid of squares, an envelope, a speech bubble, a bell, and a gear.

IBMS Website Help ▾ Awards Awards Transcript Locker

My Courses

Gastrointestinal Histology

Final Submission

Immunisation

Blood Grouping

Automation

Quality

[View All Courses \(6\)](#)

Announcements ▾

There are no announcements to display.

Impersonating: **Learn Er1**

- Profile
- My Portfolio**
- Notifications
- Account Settings
- Progress
- English (United States)
- Log Out

Double click on a module to open it.

 **Immunisation**

 Learn Er1
Impersonating

Brightspace Help Content Assignments Locker

 **Module Information** [Get Started](#)

The aims, learning outcomes (LOs) and indicative content are within the module information.

The LOs are the standards candidates should meet with their Q&A and candidates choice of evidence. The indicative content is background information that should be needed to meet the LOs and may be asked about during the viva

Module Information Completed 0/2 ▾

[Launch Unit](#)

 Aims

 Learning outcomes and indicative content

Module Resources ▸

Submission of Evidence Completed 0/2 ▸

As a trainer the following is your home page, your nav bar changes when you click and open a module.



TO Nov6
Impersonating



[IBMS Website](#) [Help](#) [Awards](#) [Awards Transcript](#) [Locker](#)

My Courses



Immunisation



Blood Grouping



Final Submission



Automation



Quality

[View All Courses \(5\)](#)

Announcements [▼](#)

There are no announcements to display.



You now have access to Portfolio which allows you to see work sent to you by your candidates, you can also upload material into the candidates module.



Module Information

Get Started

Quick Eval will show you all work submitted to this module.

Module Information

Completed 0/2

Launch Unit



Aims



Learning outcomes and indicative content

Module Resources

Submission of Evidence



Quick Eval

View by:

Submissions

Activities

Filters

Search

...

Immunisation

First Name, Last Name

Activity Name

Submission Date

NT Nov Test1

Submission of evidence

1/2/2024 12:14 PM

Course Admin



Immunisation



TO Nov6
Impersonating



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Course Administration

Category

Name

Site Setup

[Course Offering Information](#)

Site Resources

[Calendar](#)

[External Learning Tools](#)

[Content](#)

[Manage Dates](#)

[Course Builder](#)

[Manage Files](#)

Learner Management

[Class Progress](#)

[Classlist](#)

[Groups](#)

Assessment

[Assignments](#)

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[Self Assessments](#)

[Awards](#)

[Quizzes](#)

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[Grades](#)

[Rubrics](#)

Communication

[Announcements](#)

Administration

Class progress shows what has been submitted for assessment within each module.

Classlist shows the candidates you have enrolled on the module.

Nothing else in this section is relevant to you.

Add documents to a candidates module.

From a specific module select Portfolio, select the candidate and then add to portfolio.

 Blood Grouping

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Portfolio

 [Settings](#)  [Print Class Passcards](#)  [Log Into the App](#)

[< Back to Class List](#)

Nov Test2   

View By:

Students

Evidence

Add to Portfolio

Filter 

There is no evidence here yet ...

Select Add to Portfolio to add, for example, Q&A for the candidate to answer, upload from your locker or device.

Active Evidence 

When evidence has been submitted to training officers for review it can be seen in each module as indicated below. Evidence submitted can be downloaded, marked/commented on and uploaded back into the candidates portfolio. Please note that the original document uploaded by the candidate will still be in their portfolio, to make the portfolio easier to navigate files to be uploaded should be clearly titled and easy to distinguish from the original, e.g. use version number at the start V1.1 XXX or by putting the date it was looked at.



Immunisation



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Portfolio

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[Log Into the App](#)

View By:

[Students](#)

[Evidence](#)



Nov Test1

1 New Evidence



Nov Test2



Comments on the work can be made next to the candidates original submission, e.g. it could be useful to say this has been reviewed and returned with comments/corrections to be discussed at the next meeting.

Learner D work QA

Blood Grouping

Bloom's Taxonomy Verbs

This table of verbs lists cognitive processes that fit into Bloom's six categories and help identify the cognitive complexity or the order of thinking.

lower order thinking → higher order thinking

Remember	Understand	Apply	Analyze	Evaluate	Create
define identify label match state locate recite record list recognize name select spell	explain describe interpret paraphrase summarize classify apply choose demonstrate express indicate organize	solve apply illustrate modify choose construct produce report articulate chart demonstrate write sketch show prepare	analyze compare classify contrast distinguish explain categorize differentiate break down dissect calculate conclude modify illustrate compute manipulate operate predict	evaluate appraise compare recommend deduce defend convince estimate grade measure conclude hypothesize justify argue assess rate value critique	design plan create formulate produce rewrite rearrange adapt reconstruct set up tell write develop arrange compose collect invent

Learner D work QA

Shared Nov 27, 2023 2:48 PM

Nothing to say yet ...

Nov Test1

Teacher Feedback



TO Nov6

Nov 29, 2023 11:56 AM

...

Emailed back to you with some comments to discuss at our next meeting DT



TO Nov6

Dec 19, 2023 1:51 PM

...

Uploaded to your portfolio. Look at before our next meeting.

Provide Nov Test1 with some feedback.

Type a comment ...

Comments can be made here.

Teacher Only

Upload work back to the candidate



Blood Grouping



TO Nov6
Impersonating



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Portfolio

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Nov Test1



View By:

Students

Evidence



Nov Test1

Add

Nov Test2

Filter

Active Evidence



Nov 1 BT module

Shared Dec 19, 2023 1:51 PM



Module descriptors guid...

Shared Nov 29, 2023 11:57 AM



Learner D work QA

Shared Nov 27, 2023 2:48 PM



Select appropriate candidate from list and then select Add to Portfolio, upload from your Locker or device.

Ensure work is signed by the TO before it is deemed complete. Signatures can be digital. In each module is the submission of statement of work, reflection and candidate assessed by trainer template. This should be downloaded, completed by candidate, the statement for candidate assessed in accordance with laboratory procedures should be agreed and signed by the training officer and the evidence submitted when ready.

Candidate assessed by the trainer to work in accordance with laboratory standard procedures

Instructions

Candidate should complete the attached statement of work and write the reflective summary. At the end of this is the statement:

Candidate has been assessed by the trainer to work in accordance with standard laboratory procedures.

Name:

Date:

The Training Officer or equivalent should agree and sign that the candidate has been assessed to work in accordance with standard laboratory procedures.

This document should be uploaded when the portfolio is being submitted for examination.

 [Reflective Practice Stateme...](#) (14.04 KB)

Download, complete and save until ready to submit.

Once evidence is submitted it cannot be amended or updated, it can however be deleted by the TO and resubmitted. Individual documents are not deleted, submissions are. If the candidate therefore submitted both the Q&A and additional piece of evidence at the same time and one of these needs amended then both would be deleted.

1. Go to the module where a submission is to be deleted and select assignments.

2. In assignments select which type of submission is to be deleted.

3. Identify the submission to be deleted (if there are two files as once submission both will be deleted), select to delete. You will be asked if you are sure, if you are, select Yes.

ABO and D typing

Brightspace Help Content Assignments Locker Portfolio Quick Eval Course Admin

Reflective Statement and candidate assessed by the trainer to work in accordance with laboratory standard procedures

Continue

Module Introduction Completed 2/2

Resources

Submission of Evidence Completed 0/2

Launch Unit

ABO and D typing

Brightspace Help Content Assignments Locker Portfolio Quick Eval Course Admin

Assignments

More Actions

Assignment	New Submissions	Completed	Evaluated	Feedback Published
No Category				
Submission of Evidence	3	2/2	0/2	0/2
Reflective Statement and candidate assessed by the trainer to work in accordance with laboratory standard procedures	1	1/2	0/2	0/2

20 per page

Submission of Evidence - Submissions

Publish All Email Users Without Submissions Add Feedback Files **Submission Log**

Users Submissions

Search For... Show Search Options

Download Email Mark as Read Mark as Unread Delete Publish Feedback

☐	Last Name ▲, First Name	Submission Date	Delete
☐	12, Learn		Evaluate
☐	L12 ABO Q&A 15 02 24.docx (245.31 KB)	Feb 15, 2024 9:08 AM	
☐	ABO add on L12 15 02 24.pdf (230.6 KB)	Feb 15, 2024 9:08 AM	
☐	13, Learn		Evaluate
☐	ABO signed 13 02 24.doc (128.5 KB)	Feb 13, 2024	

Restoring Deleted Files

Select submission log, circled in the figure above.

Submission Log

Submitted Deleted Restored Started

9 items in the list.

Submission		Event	Modified by	Date ▼
Learn 12 (ID: 231)	Restore	Deleted	Train O2	Feb 16, 2024 11:23 AM
Learn 12 (ID: 230)		Restored	Train O2	Feb 15, 2024 9:57 AM
Learn 12 (ID: 230)		Deleted	Train O2	Feb 15, 2024 9:21 AM
Learn 12 (ID: 231)		Submitted	Learn 12	Feb 15, 2024 9:08 AM
Learn 12 (ID: not submitted yet)		Started	Learn 12	Feb 15, 2024 9:08 AM
Learn 12 (ID: 230)		Submitted	Learn 12	Feb 15, 2024 9:08 AM
Learn 12 (ID: not submitted yet)		Started	Learn 12	Feb 15, 2024 9:08 AM
Learn 13 (ID: 229)		Submitted	Learn 13	Feb 13, 2024 4:13 PM

Select deleted and deleted submissions will be shown with the option to restore.



ABO and D typing



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[Assignments](#) > [Submission of Evidence](#) > [Submission Log](#)

Submission Log

Submitted Deleted Restored Started

2 items in the list.

Submission		Event	Modified by	Date ▼
Learn 12 (ID: 231)	Restore	Deleted	Train O2	Feb 16, 2024 11:23 AM
Learn 12 (ID: 230)		Deleted	Train O2	Feb 15, 2024 9:21 AM

< 1 / 1 > 10 per page ▼

Submission of the Final Submission piece indicates the portfolio is ready to be examined and will be allocated an Examiner.



Final Submission



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Portfolio

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Nov Test2



View By:

Students

Evidence



Add to Portfolio

Complete the candidates scope of practice, ensure it is signed by the manager/appropriate individual and upload to the candidate to submit as the Final Submission evidence, **only** when you are ready for examination.

Active Evidence



Final Submission



TO Nov6

Tra

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Final submission for Specialist Portfolio Examination

Continue

In addition to submitting the laboratory and candidates scope of practice the record of training reviews also needs to be submitted in the final submission module.

Submission for Specialist Diploma Assessment

Completed 0/2

Launch Unit

Record of Training Reviews

Final submission for Specialist Portfolio Examination

Examiners

About this version

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