



IBMS SPECIALIST PORTFOLIO BRIGHTSPACE TRAINING GUIDE FOR CANDIDATES

Candidates Guide to Brightspace

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

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



Welcome to ibms

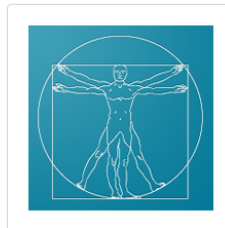
Log in to view your courses, explore tools and features, and customize your eLearning experience.

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

Your name will appear at the top

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



Learn Er1
Impersonating



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.

Selecting the icon beside your name will show 'My Portfolio'. This is the only area we use here.



Learn Er1
Impersonating



Impersonating: **Learn Er1**



[Profile](#)
[My Portfolio](#)
[Notifications](#)
[Account Settings](#)
[Progress](#)
[English \(United States\)](#)
[Log Out](#)

Courses allocated to you are shown on the home page

The ... can be selected to pin a module to the top of the page. This can also be done from the tile icon and you can search for modules from the tile icon

IBMS Website Help ▾ Awards Awards Transcript Locker

Locker is where signed evidence can be stored

My Courses

Pin

Gastrointestinal Histology

Final Submission

Immunisation

Blood Grouping

Automation

Quality

View All Courses (6)

Announcements ▾

There are no announcements to display.

The screenshot shows the IBMS website's user interface. At the top, there is a dark blue navigation bar with the IBMS logo and links for 'IBMS Website', 'Help', 'Awards', 'Awards Transcript', and 'Locker'. To the right of the navigation bar is a utility area containing icons for a grid, email, chat, notifications, a 'Learn Er1 Impersonating' button, and a settings gear. Below the navigation bar, the main content area is divided into two columns. The left column, titled 'My Courses', displays a grid of course tiles. Each tile has a representative image and a title: 'Gastrointestinal Histology' (with a 'Pin' button overlay), 'Final Submission', 'Immunisation', 'Blood Grouping', 'Automation', and 'Quality'. A 'View All Courses (6)' link is at the bottom of this section. The right column, titled 'Announcements', shows a message stating 'There are no announcements to display.' Annotations with arrows point to the '...' icon on the 'Gastrointestinal Histology' tile, the 'Locker' link in the navigation bar, and the 'Pin' button.

Double click on a module to open it.



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



Once a unit is launched you can click on the arrows to move forward and backward through the units.



Module Information

The following outlines the modules aims, learning outcomes (LOs) and indicative content.

The LOs should be met within the evidence provided, while the indicative content gives context to knowledge required to meet the LOs. The candidate would be expected to have this knowledge for the viva

Sending Work to Training Officers

← ↻ 🔒 https://ibms.brightspace.com/d2l/le/sequenceLauncher/6875/View

IBMS **Blood Grouping** [Grid Icon] [Envelope Icon] [Speech Bubble Icon] [Bell Icon] [Nov Test1 Impersonating] [Gear Icon]

Brightspace Help Content Assignments Locker

 Learning Outcomes and Indicative Content [Continue](#)

Module Information Completed 2/2 ▶

Module Resources ▶

Submission of Evidence Completed 0/2 ▼

Impersonating: **Nov Test1** [X]

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

Select My Portfolio

Selecting 'My Portfolio' takes you to your portfolio, all the modules that are part of your course are shown here.

You can open the module before adding evidence to the portfolio or you can add the evidence from this page and then link it to the appropriate module.

Portfolio

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

View By:

[Courses](#)[Evidence](#)[Add to Portfolio](#)

Click here to add
evidence and then link it

Open up a module and
then add evidence, it will
then be automatically

Active Evidence 

My Courses

Unlinked Evidence

Automation



Blood Grouping



Final Submission



Evidence can be dragged or browsed for on your laptop/computer.



Nov Test1
Impersonating



IBMS Website Help ▾ Awards Awards Transcript Locker

Portfolio

Add to Portfolio

My Courses

Unlinked Evidence

Automation



Blood Grouping



Final Submission



Upload Evidence



Drag and drop or [browse](#)

Print Class Passcards

Log Into the App

Evidence



Active Evidence ▾



S1m3 quiz 02 May b



S1m3 quiz 02 May b

Collected Dec 19, 2023 12:42 PM



Say something about it

Upload an audio file

Write down some thoughts

Link to course ?

Share with Instructors ?

Not Linked 

☒ Shared

Evidence will be uploaded

If evidence was added to the portfolio and not in a module then you can link the evidence here.

<

S1m3 quiz 02 May b

S1m3 quiz 02 May b

Collected Dec 19, 2023 12:42 PM

Link to course ?

Not Linked

Select a course

Link

Automation

Blood Grouping

Final Submission

Immunisation

Quality

Share with

Shared

Select the pencil icon and then select which module you want to add the evidence to.

<

S1m3 quiz 02 May b

Say something about it

Upload an audio file

Add a Category

Search by School Categories

Additional evidence

Q & A

signed evidence for submission

Add Category

help you easily find this evidence later.

You can categorise the evidence as Q&A, additional evidence or statement work and reflection.

Add to Portfolio

A number beside the briefcase means evidence has been collected for this module

My Courses

Active Evidence ▾

Unlinked Evidence

Automation

Blood Grouping

Final Submission

Immunisation

Quality

1 Evidence Collected

1

1

2

2

1

Add to Portfolio

My Courses

If the evidence had been shared with a training officer there will be a number here, indicating the number of pieces shared.

Active Evidence ▾



Unlinked Evidence





Automation



1 Shared with Instructors



Blood Grouping





Final Submission





Immunisation





Quality



vascriptvoid(0);

Portfolio

 Print Class Passcards

 Log Into the App

◀ Back to Course List

Automation



View By:

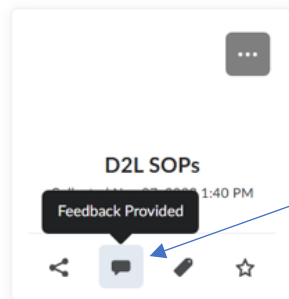
Courses

Evidence



Add to Portfolio

Filter ▾



A dark comment box means
feedback has been given.

View By: Courses Evidence

Add to Portfolio

Filter

Active Evidence

S1m3 quiz 02 May b
Collected Dec 19, 2023 12:42 PM

Blood Group Extra
Collected Dec 19, 2023 12:38 PM

Automation quiz T2
Collected Dec 19, 2023 12:26 PM

Module descriptors guid...
Collected Nov 29, 2023 11:57 AM
Blood Grouping

1guidance-on-achieving...
Collected Nov 29, 2023 11:46 AM
Final Submission

AL Donna Torrance May...
Collected Nov 27, 2023 3:13 PM
Quality

video test
Collected Nov 27, 2023 3:10 PM
Quality

Reflective Practice Stat...
Collected Nov 27, 2023 3:09 PM
Immunisation

Evidence can be viewed by course, as seen previously, or by all evidences uploaded as seen here.

Add to Portfolio

Filter

Active Evidence

Blood Group Extra
Collected Dec 19, 2023 12:38 PM

Automation quiz T2
Collected Dec 19, 2023 12:26 PM

Module descriptors guid...
Collected Nov 29, 2023 11:57 AM
Blood Grouping

AL Donna Torrance May...
Collected Nov 27, 2023 3:13 PM
Quality

video test
Collected Nov 27, 2023 3:10 PM
Quality

Reflective Practice Stat...
Collected Nov 27, 2023 3:09 PM
Immunisation

Filter

Evidence School Categories

Search by Evidence

Shared with Instructor

Linked to Course

Not Linked to Course

With Categories

Without Categories

Spotlighted

Saving Work in Locker

After Selecting Locker, you can create folders using New Folder.

The screenshot displays the Brightspace user interface. At the top, the header includes the Brightspace logo, the word "Quality", and navigation icons for grid view, email, chat, and notifications. A secondary navigation bar contains links for "Brightspace Help", "Content", "Assignments", and "Locker".

The main section is titled "My Locker". It features three buttons: "Upload Files", "New File", and "New Folder". A blue arrow points to the "New Folder" button with the annotation "Select New Folder". Below these buttons is a search bar labeled "Search For..." and a link "Show Search Options".

Below the search bar, there are icons for "Edit", "Move", "Download", and "Delete". A table lists existing folders:

☐	File Name ▲
☐	Automation ▼
☐	Blood Grouping ▼
☐	Immunisation ▼

On the right side of the "My Locker" section, a storage usage indicator shows "3.03 MB (1 %) of 488.28 MB used".

An inset window titled "New Folder" is shown, illustrating the folder creation process. It contains the following fields and buttons:

- New Folder Location**: /My Locker/
- New Folder Name ***: A text input field containing "Quality".
- Create** and **Cancel** buttons.

A blue arrow points from the text "You can then select the folder location and name" to the "New Folder Location" field in the inset window.

Brightspace Help Content

My Locker

Select Upload Files → Upload Files New File

Search For...

Edit Move Download

☐	File Name ▲
☐	Automation ▼
☐	Blood Grouping
☐	Immunisation ▼
☐	Quality ▼

Upload Files

Files to Upload

Upload Files to /My Locker/ Choose Destination

Drop files here, or click below!

Upload

Save Cancel

Select the location you want the file to go into.

Drag the file or select upload to select a file saved on your device.

When you are ready to submit, you can submit files from Folder. It is recommended that fully signed off work is saved in Locker.

Submitting work

When you are ready to submit for examination you should submit the work for each module and the Final Submission module last.

The screenshot displays the Brightspace Automation interface. At the top, the 'Automation' header is visible alongside navigation links: 'Brightspace Help', 'Content', 'Assignments', and 'Locker'. A secondary navigation bar contains icons for a grid, email, chat, notifications, and a user profile labeled 'Nov Test1 Impersonating' with a settings gear icon. The main content area features a large banner with a background image of a bridge structure. Overlaid on this banner is a white card titled 'Module Information' with a folder icon and a blue 'Get Started' button. Below the banner, a list of module sections is shown: 'Module Information' (Completed 0/2), 'Module Resources', and 'Submission of Evidence' (Completed 0/2). The 'Submission of Evidence' section is expanded, revealing a 'Launch Unit' button and two submission items: 'Candidate assessed by the trainer to work in accordance with laboratory standard procedures' and 'Submission of Evidence'. Two blue arrows point from explanatory text on the right to these items.

Automation

Brightspace Help Content Assignments Locker

Module Information [Get Started](#)

Module Information Completed 0/2 ▶

Module Resources ▶

Submission of Evidence Completed 0/2 ▼

[Launch Unit](#)

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

Submission of Evidence

To submit reflection and labs signature that candidate works in accordance to laboratory procedures.

To submit Q&A evidence and candidates choice.

Submission of evidence

Instructions

Submit:

Q&A set by trainer

Evidence selected by candidate

Select Choose existing to upload from Locker or Upload from your device.

Submissions

No submissions yet. Drag and drop to upload your assignment below.

Drop files here, or click below!

Upload

Record ▼

Choose Existing

You can upload files up to a maximum of 2 GB.

Comments

Submission of evidence

Submissions

No submissions yet. Drag and drop to upload your assignment below.

Drop files here, or click below!

Upload

Record ▼

Choose Existing

You can upload files up to a maximum of 2 GB.

Nov 1 BT module.docx (148.58 KB) X

Comments

Paragraph ▼ **B** *I* U ~~A~~ | ▼ ▼

19px ... ▼

Once both evidences are uploaded they can be submitted by selecting submit.

Submit

Once evidences are submitted they cannot be retrieved, deleted or edited.

Download the reflective statement template to submit the reflective practice statement and agreement from TO/equivalent that candidate works according to standard laboratory procedures. This can be saved and then submitted from Locker or device.

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)

Submissions

No submissions yet. Drag and drop to upload your assignment below.

Drop files here, or click below!

 Upload

Record ▼

Choose Existing

In order to submit for assessment you must submit the Final Submission, the candidates scope of practice, signed by the manager needs to be submitted.

Final submission for Specialist Portfolio Examination

Instructions

Please submit the candidates scope of practice signed by the manager.

Submission of this will alert the IBMS that this candidates portfolio is ready for examination.

Submissions

No submissions yet. Drag and drop to upload your assignment below.

Drop files here, or click below!

 Upload

Record ▼

Choose Existing

You can upload files up to a maximum of 2 GB.

Upload the signed scope of practice document and press submit. This will trigger the allocation of the portfolio for assessment.

Comments

Paragraph ▼

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About this version

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