



Support • Progress • Promote

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

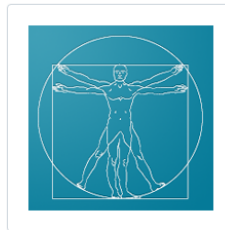
Log in to view your courses, explore tools and features, and customize your eLearning experience.

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

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 left is the IBMS logo. A dark blue navigation bar contains links for 'IBMS Website', 'Help', 'Awards', 'Awards Transcript', and 'Locker'. The main content area is titled 'My Courses' and displays six course cards: 'Gastrointestinal Histology', 'Final Submission', 'Immunisation', 'Blood Grouping', 'Automation', and 'Quality'. A 'View All Courses (6)' link is at the bottom of the course list. On the right, there is an 'Announcements' section with a message: 'There are no announcements to display.' Below this is a user profile dropdown menu. The dropdown shows 'Impersonating: Learn Er1' and a list of options: 'Profile', 'My Portfolio', 'Notifications', 'Account Settings', 'Progress', 'English (United States)', and 'Log Out'. A blue arrow points from the text 'Your name will appear at the top' to the 'Learn Er1' user icon in the top navigation bar. Another blue arrow points from the text 'Selecting the icon beside your name will show 'My Portfolio''. This is the only area we use here.' to the 'My Portfolio' option in the dropdown menu.

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



Learn Er1
Impersonating



IBMS Website Help ▾ Awards Awards Transcript Locker

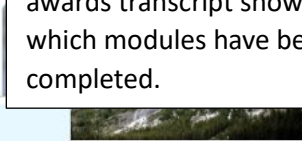
Locker is where signed evidence can be stored

My Courses



Pin

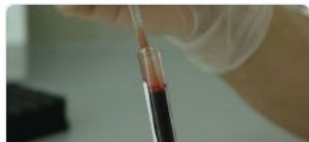
Gastrointestinal
Histology



Final Submission



Immunisation



Blood Grouping



Automation



Quality

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

Announcements ▾

There are no announcements to display.

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

Brightspace Help Content Assignments Locker

IBMS

Blood Grouping

Nov Test1 Impersonating

Impersonating: **Nov Test1**

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

Select My Portfolio

Learning Outcomes and Indicative Content

Continue

Module Information Completed 2/2

Module Resources

Submission of Evidence Completed 0/2

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

My Courses

Unlinked Evidence

Automation

Blood Grouping

Final Submission

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

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

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 ?

Not Linked 

Share with Instructors ?

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

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.

Say something about it

Upload an audio file

Add a Category

Search by School Categories

- Additional evidence
- Q & A
- signed evidence for submission

help you easily find this evidence later.

Add Category

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

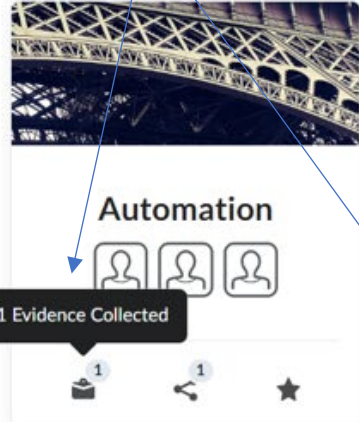
My Courses

Active Evidence ▾



Unlinked Evidence

1 Evidence Collectable icon

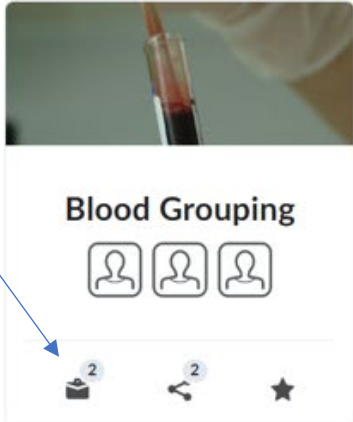


Automation

3 Evidence Collectable icons

1 Evidence Collected (pop-up)

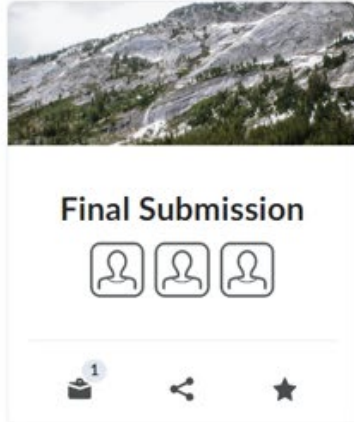
1 Evidence Collectable icon



Blood Grouping

3 Evidence Collectable icons

2 Evidence Collected



Final Submission

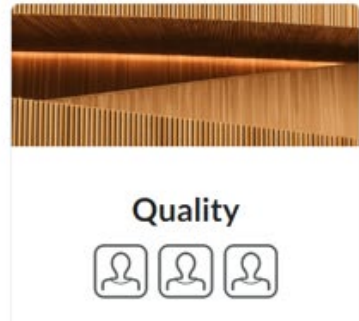
3 Evidence Collectable icons

1 Evidence Collected



Immunisation

3 Evidence Collectable icons



Quality

3 Evidence Collectable icons

Add to Portfolio

My Courses

Active Evidence ▾

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



Unlinked Evidence

📁

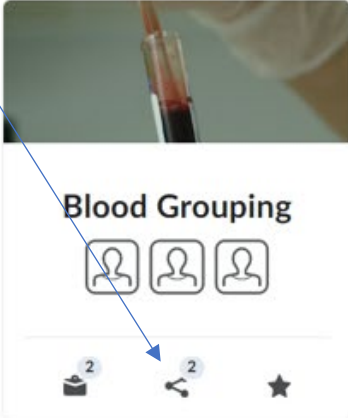


Automation

👤 👤 👤

1 Shared with Instructors

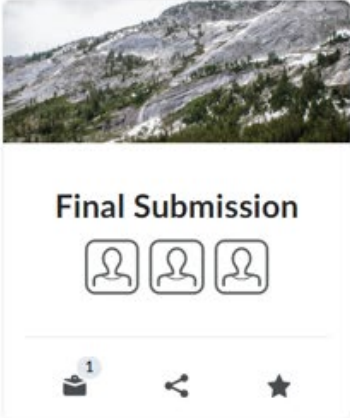
📁 1 🔄 ⭐



Blood Grouping

👤 👤 👤

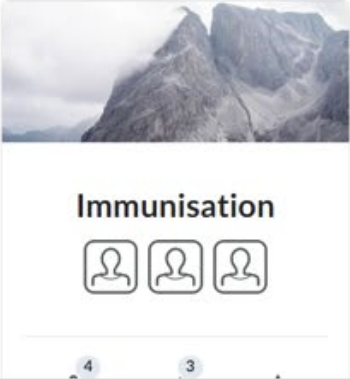
📁 2 🔄 2 ⭐



Final Submission

👤 👤 👤

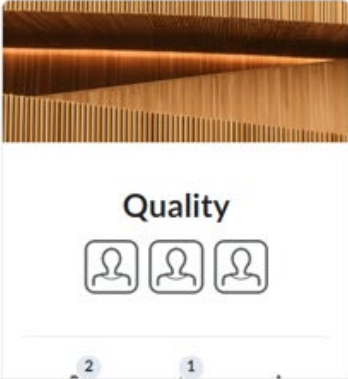
📁 1 🔄 ⭐



Immunisation

👤 👤 👤

📁 4 🔄 3 ⭐



Quality

👤 👤 👤

📁 2 🔄 1 ⭐

vascriptvoid(0);

Portfolio

[← Back to Course List](#)

Automation ▾



View By:

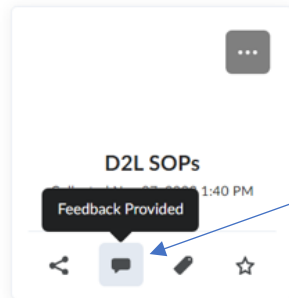
Courses

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

Filter

Evidence School Categories

Search by Evidence

Shared with Instructor

Linked to Course

Not Linked to Course

With Categories

Without Categories

Spotlighted

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

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 user is logged in as 'Quality'. The navigation bar includes 'Brightspace Help', 'Content', 'Assignments', and 'Locker'. The main heading is 'My Locker'. Below this, there are three buttons: 'Upload Files', 'New File', and 'New Folder'. A blue arrow points to the 'New Folder' button with the text 'Select New Folder'. Below the buttons is a search bar with the text 'Search For...' and a magnifying glass icon, followed by a link 'Show Search Options'. A progress bar indicates '3.03 MB (1 %) of 488.28 MB used'. Below the progress bar are icons for 'Edit', 'Move', 'Download', and 'Delete'. A table lists folders: 'Automation', 'Blood Grouping', and 'Immunisation'. A 'New Folder' dialog box is open in the foreground, showing 'New Folder Location' as '/My Locker/' and 'New Folder Name *' as 'Quality'. The dialog box has '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 dialog box.

Quality

Brightspace Help Content Assignments Locker

My Locker

Upload Files New File **New Folder**

Search For... Show Search Options

3.03 MB (1 %) of 488.28 MB used

Edit Move Download Delete

<input type="checkbox"/>	File Name ▲
<input type="checkbox"/>	Automation ▼
<input type="checkbox"/>	Blood Grouping ▼
<input type="checkbox"/>	Immunisation ▼

New Folder

New Folder Location
/My Locker/

New Folder Name *
Quality

Create Cancel

Select New Folder

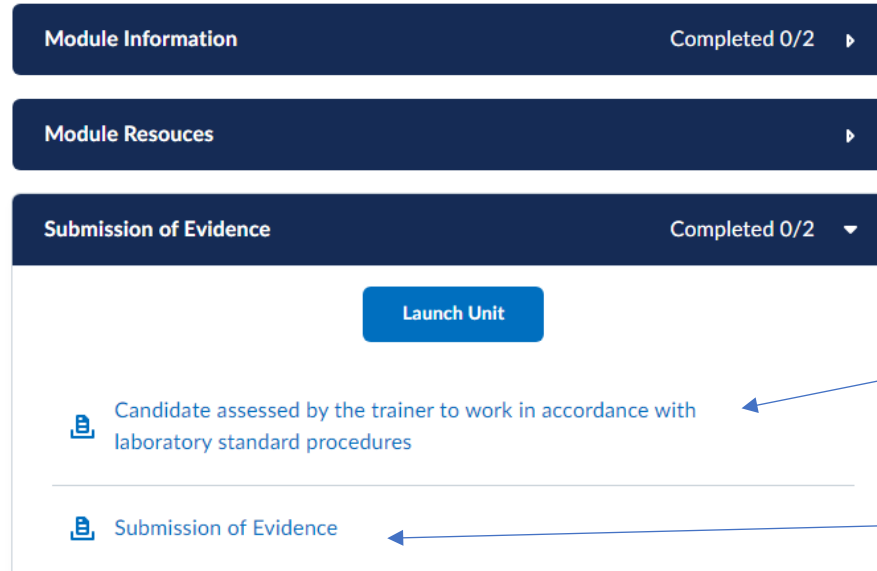
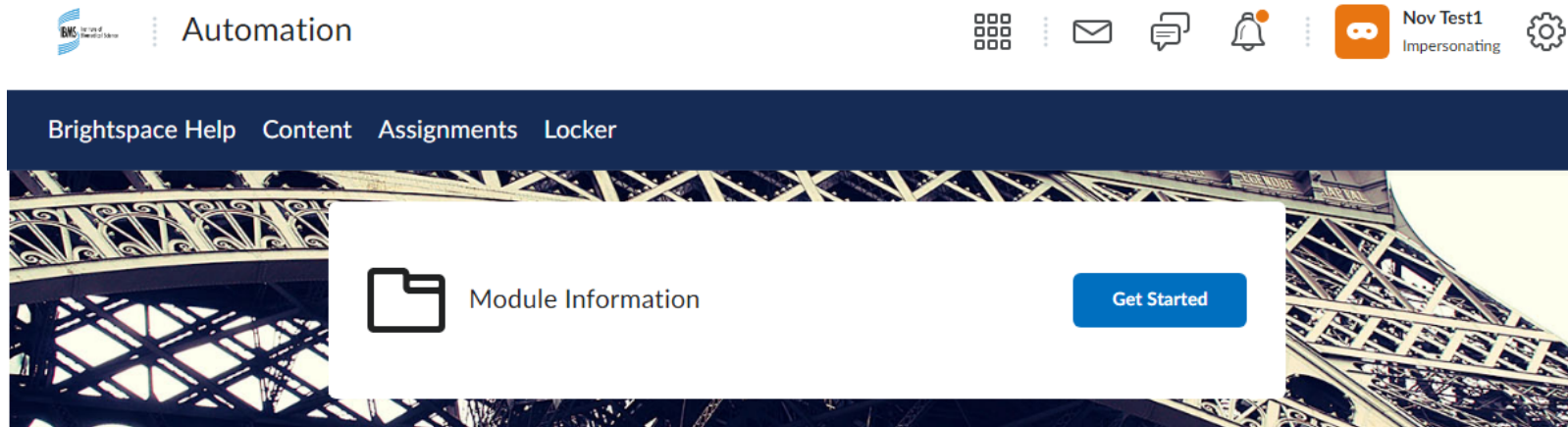
You can then select the folder location and name

The screenshot shows the Brightspace 'My Locker' interface. At the top, there is a navigation bar with 'Brightspace Help' and 'Content'. Below this, the 'My Locker' title is prominent. A 'Select Upload Files' annotation with an arrow points to the 'Upload Files' button. The 'Upload Files' dialog box is open, featuring a title bar with a close button (X). Below the title bar, there is a text input field. The main section is titled 'Files to Upload' and includes the text 'Upload Files to /My Locker/'. A 'Choose Destination' button is highlighted with an arrow and the annotation 'Select the location you want the file to go into.'. Below this, there is a dashed box containing the text 'Drop files here, or click below!' and an 'Upload' button with a circular arrow icon. An arrow points from the annotation 'Drag the file or select upload to select a file saved on your device.' to the 'Upload' button. At the bottom of the dialog, there are 'Save' and 'Cancel' buttons. The background shows a file list with columns for 'File Name', 'Automation', 'Blood Grouping', 'Immunisation', and 'Quality'.

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.



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 

B

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U 

A











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Lato (Recom... 





19px ... 

















About this version

Document title: IBMS Specialist Portfolio Brightspace Training Guide for Candidates

Produced by: Qualifications

Contact: Elearning@ibms.org

T: + 44 (0)20 7713 0214

Version: Version 1

Date active: March 2024

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