IBMS SPECIALIST PORTFOLIO
BRIGHTSPACE TRAINING GUIDE
FOR CANDIDATES
Candidates Guide to Brightspace

Brightspace webpage is located [https://ibms.brightspace.com/d2l/login](https://ibms.brightspace.com/d2l/login)

Log in with the username given and select **Forgot your password?**

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.

Courses allocated to you are shown on the home page.
Double click on a module to open it.

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.

At the end of the course the awards transcript shows which modules have been completed.

Locker is where signed evidence can be stored.
Once a unit is launched you can click on the arrows to move forward and backward through the units.

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

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

Click here to add evidence and then link it.

Open up a module and then add evidence, it will then be automatically.
Evidence will be uploaded if evidence was added to the portfolio and not in a module then you can link the evidence here.
Select the pencil icon and then select which module you want to add the evidence to.

You can categorise the evidence as Q&A, additional evidence or statement work and reflection.
A number beside the briefcase means evidence has been collected for this module.
If the evidence had been shared with a training officer there will be a number here, indicating the number of pieces shared.
A dark comment box means feedback has been given.
Evidence can be viewed by course, as seen previously, or by all evidences uploaded as seen here.
Saving Work in Locker

After Selecting Locker, you can create folders using New Folder.
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.
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 Statement](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 candidate's scope of practice signed by the manager.

Submission of this will alert the IBMS that this candidate's portfolio is ready for examination.

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

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

Comments