IBMS SPECIALIST PORTFOLIO
BRIGHTSPACE TRAINING GUIDE
FOR TRAINERS
Brightspace SOP for Trainers

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

Your name will appear at the top.

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

Courses allocated to you (and your candidates) are shown on the home page.
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.
As a trainer the following is your home page, your nav bar changes when you click and open a module.
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.

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

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

Bloom’s Taxonomy Verbs

<table>
<thead>
<tr>
<th>Remember</th>
<th>Understand</th>
<th>Apply</th>
<th>Analyze</th>
<th>Evaluate</th>
<th>Create</th>
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<tbody>
<tr>
<td>Define</td>
<td>Describe</td>
<td>Define</td>
<td>Compare</td>
<td>Evaluate</td>
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<td>Analyze</td>
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<td>Locate</td>
<td>Identify</td>
<td>Deduce</td>
<td>Differentiate</td>
<td>Categorize</td>
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<td>Recall</td>
<td>Recognize</td>
<td>Delineate</td>
<td>Differentiate</td>
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Learner D work QA

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Nothing to say yet...
Upload work back to the candidate

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

<table>
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<th>Instructions</th>
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<tr>
<td>Candidate should complete the attached statement of work and write the reflective summary. At the end of this is the statement:</td>
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**Candidate has been assessed by the trainer to work in accordance with standard laboratory procedures.**

<table>
<thead>
<tr>
<th>Name:</th>
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<table>
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<th>Date:</th>
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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.

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.
Restoring Deleted Files

Select submission log, circled in the figure above.

Select deleted and deleted submissions will be shown with the option to restore.
Submission of the Final Submission piece indicates the portfolio is ready to be examined and will be allocated an Examiner.

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.

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.
About this version

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