



Support • Progress • Promote

# 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

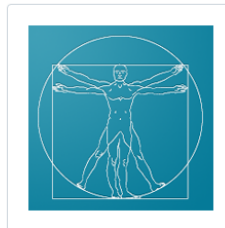
Log in to view your courses, explore tools and features, and customize your eLearning experience.

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.



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## 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



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# 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



IBMS Website Help ▾ Awards Awards Transcript Locker

### My Courses



Gastrointestinal Histology



Final Submission



Immunisation



Blood Grouping



Automation



Quality

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

Courses allocated to you (and your candidates) are shown on the home page

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

### 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.

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

Immisation

First Name, Last Name	Activity Name	Submission Date
NT Nov Test1	Submission of evidence	1/2/2024 12:14 PM





# 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

Quick Eval

Self Assessments

Awards

Quizzes

Surveys

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.

The screenshot shows the Brightspace interface for a course titled "Blood Grouping". At the top, there is a navigation bar with "Brightspace Help", "Content", "Assignments", "Locker", "Portfolio", "Quick Eval", and "Course Admin". The "Portfolio" page is active, displaying the course name "Nov Test2" and navigation options like "Back to Class List", "Settings", "Print Class Passcards", and "Log Into the App". A "View By:" section has "Students" selected. A blue "Add to Portfolio" button is prominent. Below it, a "Filter" dropdown is set to "Active Evidence". A message states "There is no evidence here yet ...". A blue instructional text box explains: "Select Add to Portfolio to add, for example, Q&A for the candidate to answer, upload from your locker or device."

Brightspace Help Content Assignments Locker Portfolio Quick Eval Course Admin

# Portfolio

Settings Print Class Passcards Log Into the App

← Back to Class List

Nov Test2

View By: Students Evidence

Add to Portfolio

Filter Active Evidence

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.

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.



# Portfolio

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.

Comments can be made here.

Teacher Only ▸

## Upload work back to the candidate



# Portfolio

Settings

Print Class Passcards

Log Into the App

Back to Class List

Nov Test1



View By:

Students

Evidence



Nov Test1

Add

Nov Test2

Filter

Active Evidence

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

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



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.

The left screenshot shows the course page for 'ABO and D typing'. The 'Submission of Evidence' assignment is highlighted with a blue box and a callout box. The right screenshot shows the 'Assignments' table with 'Submission of Evidence' selected, and a callout box pointing to it.

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.

### Submission of Evidence - Submissions

The screenshot shows the 'Submission of Evidence - Submissions' page. The 'Submission Log' button is circled in purple. Below it is a table of submissions with columns for 'Last Name, First Name', 'Submission Date', and 'Delete'.

Last Name ▲, First Name	Submission Date	Delete
12, Learn		Evaluate
<a href="#">L12 ABO Q&amp;A 15 02 24.docx</a> (245.31 KB)	Feb 15, 2024 9:08 AM	🗑️
<a href="#">ABO add on L12 15 02 24.pdf</a> (230.6 KB)	Feb 15, 2024 9:08 AM	🗑️
13, Learn		Evaluate
<a href="#">ABO signed 13 02 24.doc</a> (128.5 KB)	Feb 13, 2024	🗑️

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.

### Submission Log

Submitted Deleted Restored Started

9 items in the list.

Submission	Event	Modified by	Date
Learn 12 (ID: 231)	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

Brightspace Help Content Assignments Locker Portfolio Quick Eval Course Admin

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)	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



TO Nov6  
Impersonating



Brightspace Help Content Assignments Locker Portfolio Quick Eval Course Admin

# Portfolio

Settings

Print Class Passcards

Log Into the App

Back to Class List

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



Brightspace Help Content Assignments Locker Portfolio Quick Eval Course Admin



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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