

BMJ Portfolio User Guide

portfolio.bmj.com



BMJ Portfolio is a free, easy to use online portfolio. You can use BMJ Portfolio to track, record, plan, and report on your continuing professional development.

Accessing your BMJ Portfolio

You can access BMJ Portfolio at any time by going to portfolio.bmj.com. When you're logged in to BMJ Learning, your personalised homepage will display an excerpt from your portfolio, showing your five most recent items. **1** You can click "Go to my portfolio" to see all your modules and any other information you've recorded. **2**

BMJ Portfolio is completely free to use. If you are already registered with BMJ Learning (whether or not you have a current subscription), you can use the same details to access BMJ Portfolio.

Adding information to your BMJ Portfolio

There are several ways you can add items to your portfolio:

- You can add any web page to your portfolio quickly and easily using our interactive bookmark, once added to your browser you can use it to save any web page to your BMJ Portfolio
- Whenever you start a module on BMJ Learning, it is added to your portfolio automatically
- You can save a module for later by clicking "add to portfolio" instead of starting the module **3**

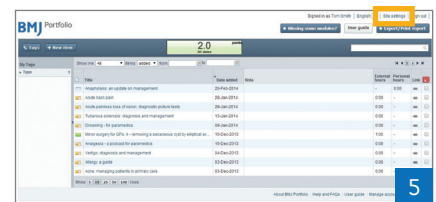
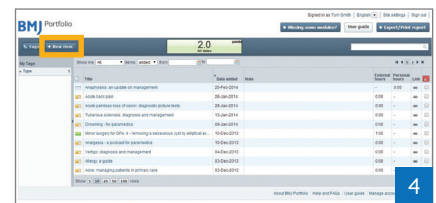
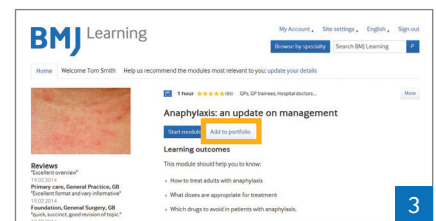
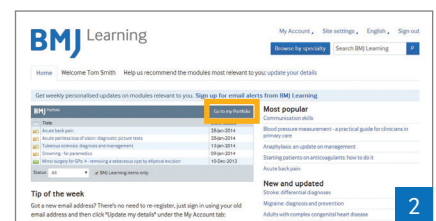
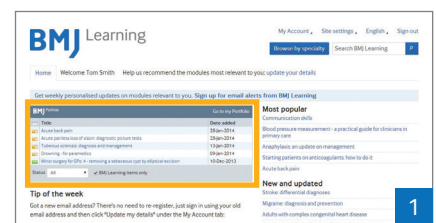
- In BMJ Portfolio, you can add information by clicking "new item". The item has to be given a title and then you can enter the date and credits earned for courses or meetings, and record your reflections to ensure all your CPD events are tracked **4**
- You can upload a file to any portfolio item, allowing you to store extra information, for example a certificate for attending a course.

If you are returning to your BMJ Portfolio and looking for an item that you have previously added, you can do this by filtering using the start date which will be the date that you added the item or the end date which will be the date you completed it.

Organising your BMJ Portfolio

You can sort and organise your portfolio items in a range of ways. Go to "site settings" to: **5**

- Choose which columns to display
- Pick from readymade sets of tags (tags are optional, but allow you to label your portfolio items. The readymade tag sets reflect curriculums you may be following)
- Choose whether you want to earn CPD/CME points or hours
- Choose an accrediting organisation, or choose "none" to assign your own CPD/CME points.



Use tags or the filter bar to: **6**

- Filter your portfolio based on tags you've applied to portfolio items (tags are optional labels that allow you to organise your portfolio however you like)
- View modules from a specific date range, or switch between viewing only unstarted modules, modules in progress, or completed modules
- Go back to viewing all your modules by clicking "clear filters" **7**
- You can also use the search box to view modules and portfolio items that include specific keywords
- Click on the top of each column to sort by that column
- Complete/ in progress /not yet started bar
- Alphabetically by title
- In date order.

Your BMJ Portfolio is designed to show you all items which you have added in the last 12 months.

Adding tags to your BMJ Portfolio **8**

Tags are optional labels that allow you to organise your portfolio however you like.

- You can tag an item when you add it to your portfolio, or at any time by clicking on the item's title
- You can choose from readymade sets of tags in the "site settings" menu. The readymade sets reflect curriculums you may be following
- After you've clicked on a module's title to edit it, you can choose tags from your tag sets by using the "tag sets" dropdown menu. Click the plus button to add a tag after selecting it

- To add your own tag, type something into the "my tags" box, then click the plus button to add it
- To see all the tags in a set, click the expand arrow by the tag set title. To see items tagged with a particular tag, just click on that tag. To remove the filter click on the cross button next to the tag.

Exporting reports **9**

To export a report, use the search and filter functions to display on the screen what you want to see in your report. Then click "export report" and choose .CSV (a spreadsheet format that opens with Excel or similar software) or PDF. If you want a report with several notes columns, export it to Excel.

Resuming a module

If you have started a module but not completed it, you can resume it at any time as it will be saved in your BMJ Portfolio. Simply go to your portfolio and select the link symbol next to the name of the module you would like to continue with. **10** This will take you back to the module where you need to click on "resume module" **11**

Printing a certificate

From BMJ Portfolio – click on the link symbol (as above). This will take you to the BMJ Learning website. Click on the "claim certificate" button. **12** You can print a certificate for a module you have completed at any time.

