Go! Guide: The Student Portfolio

Introduction

The Student Portfolio in Neehr Perfect Go! is an initially blank chart that can be used for a variety of documentation and charting activities independently from a case patient chart. Some of the most common uses for the Student Portfolio include: clinical documentation, skills check-offs, partner work, and other documentation practice such as SOAP notes, health assessment history, and care planning.

Additional resources

Please refer to the *Student Guide to Go!* for information on logging in to Go! and launching the EHR for an activity.

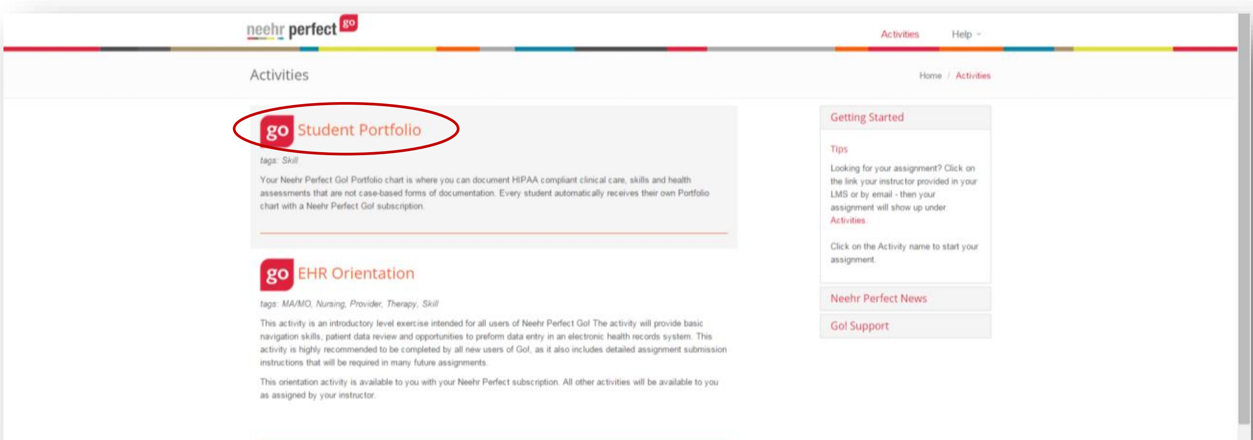
FAQs about the Student Portfolio

1. **How do I submit the work in the Student Portfolio to my instructor?**
    a. Like other activities, your work in the Student Portfolio is submitted to your instructor through the Progress Report found under Step 3: Download Work.

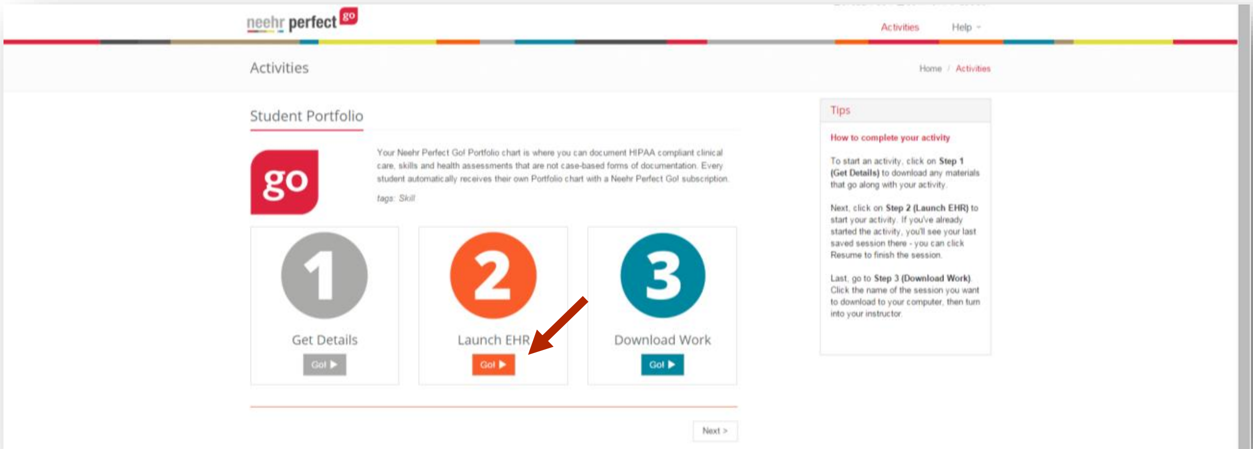
2. **Will other users see the work I've done in the Student Portfolio?**
    a. No. All users see their own instance of the chart. Your work is private.

Accessing the Student Portfolio

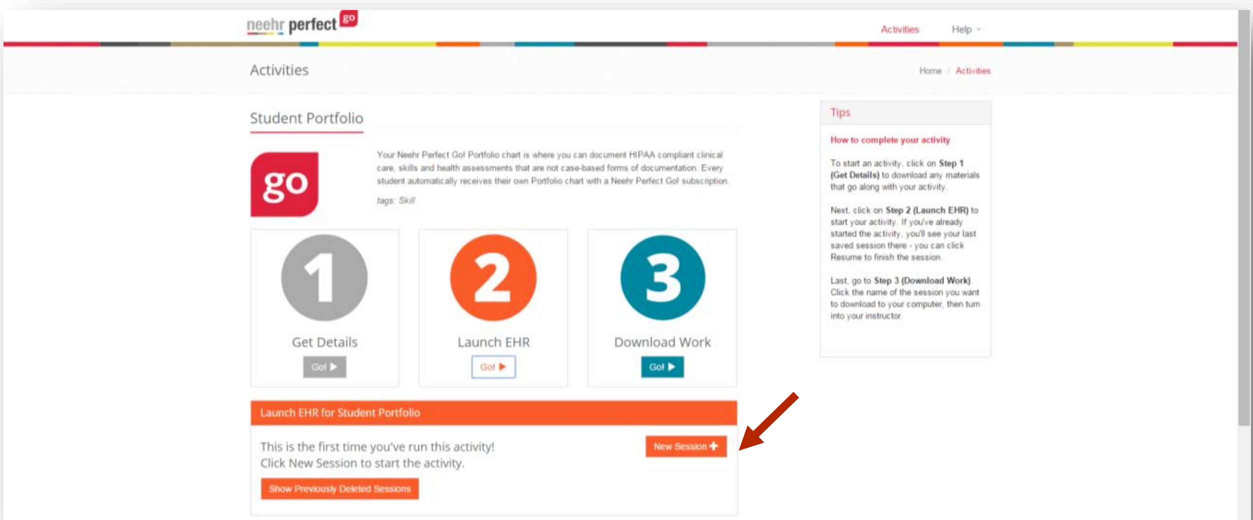
As a student user, the Student Portfolio will always appear at the top of the activity list when logging in to www.neehrperfect.com. The Student Portfolio does not need to be assigned by your instructor and will appear automatically with each student account.



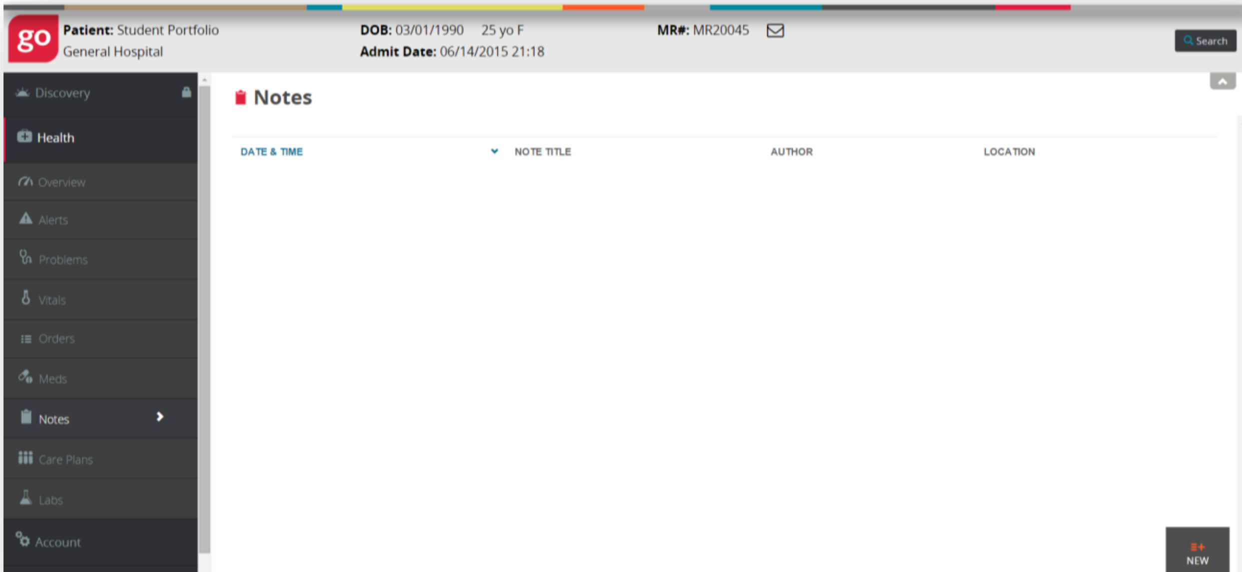
Select the Student Portfolio activity and the following 1-2-3 process will be displayed. Then select Step 2: **Launch EHR.**



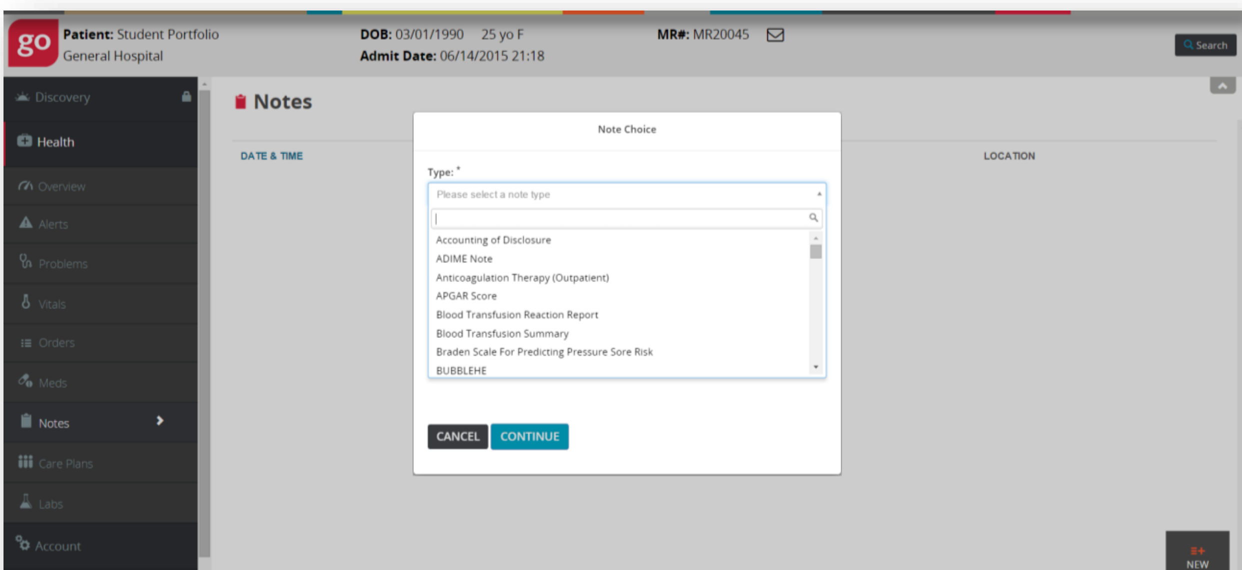
If it's the first time accessing the EHR for the Student Portfolio, or if you'd like to start over from the beginning, select **New Session.** If you are continuing a previous session, select **Resume** next to the corresponding session.



By default, you will be brought to the Notes tab of the Student Portfolio chart when it initially launches:



If your assignment involes note documentation, select **New** and select the note type assigned by your instructor.



Otherwise, if your assignment involves documentation on other parts of the chart, select the appropriate tab on the left side of the screen. Please refer to the corresponding Go! Guide for the tab you're using for more information.

Once you have finished your documentation, select **Close Session.**

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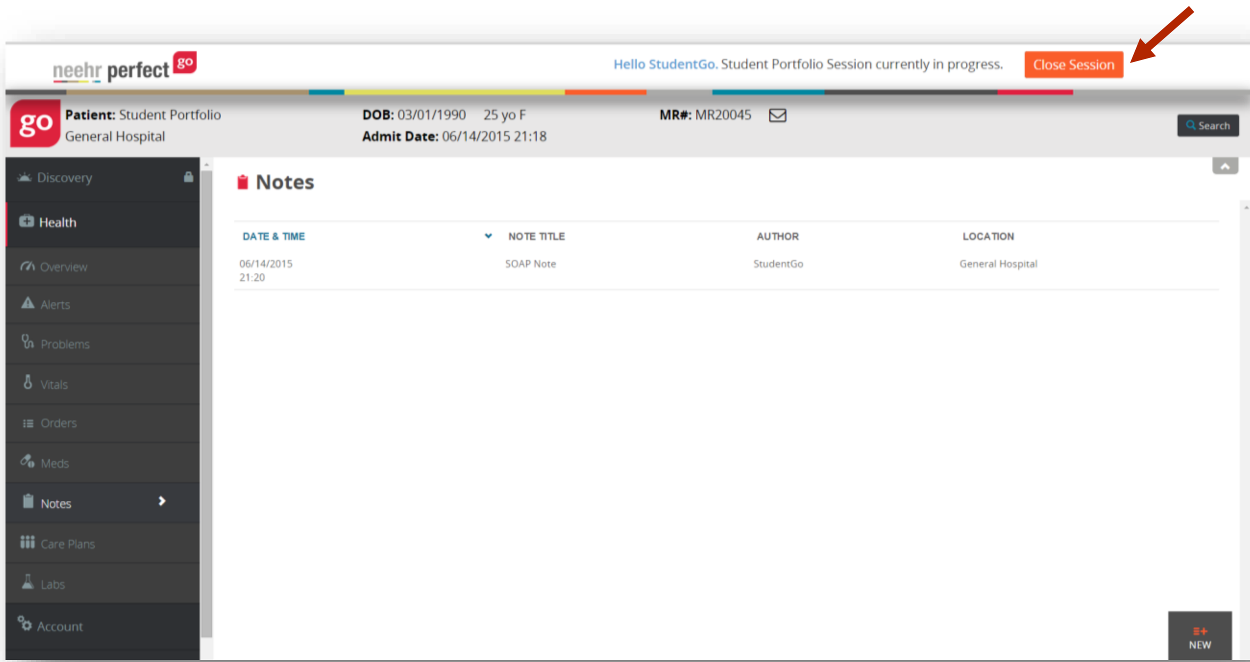
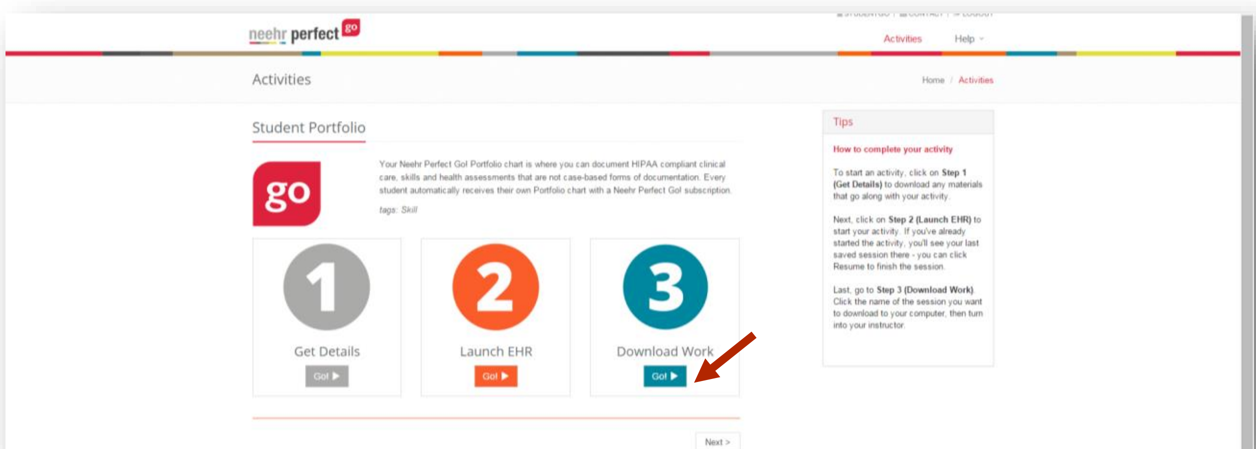
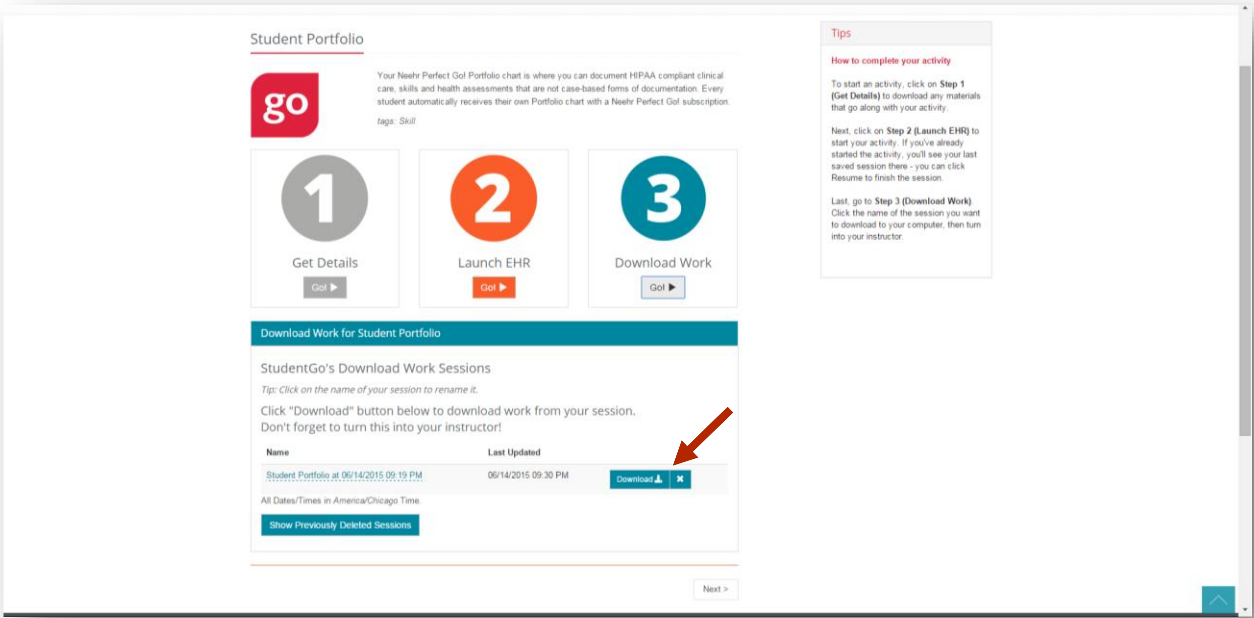


If you are ready to submit your work to your instructor, select **Step 3: Download Work**.

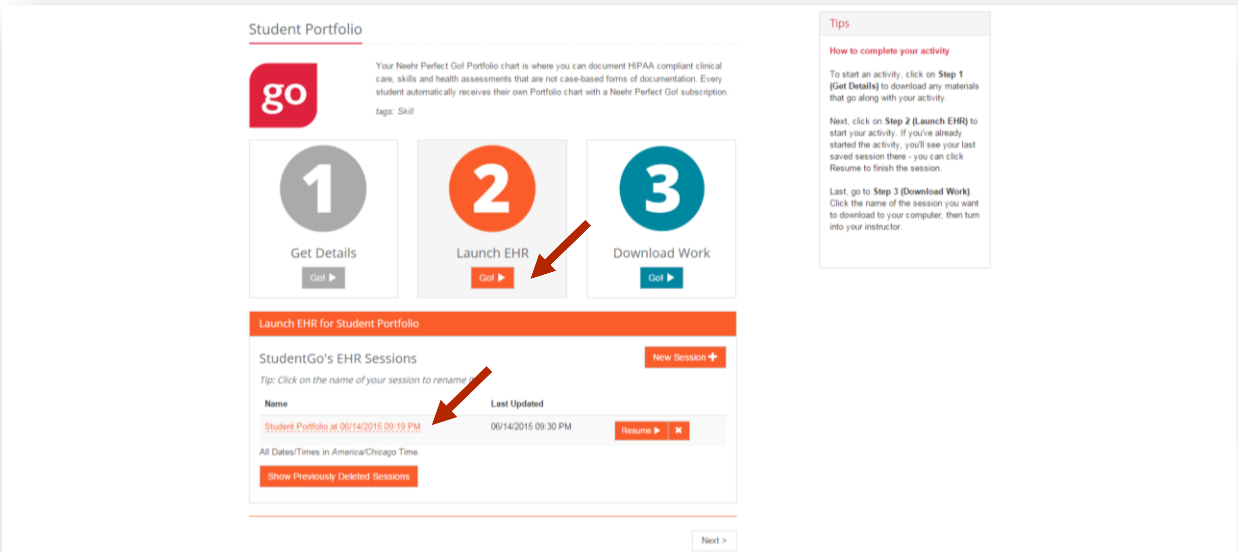


Then select **Download** next to the corresponding session that you'd like to submit.

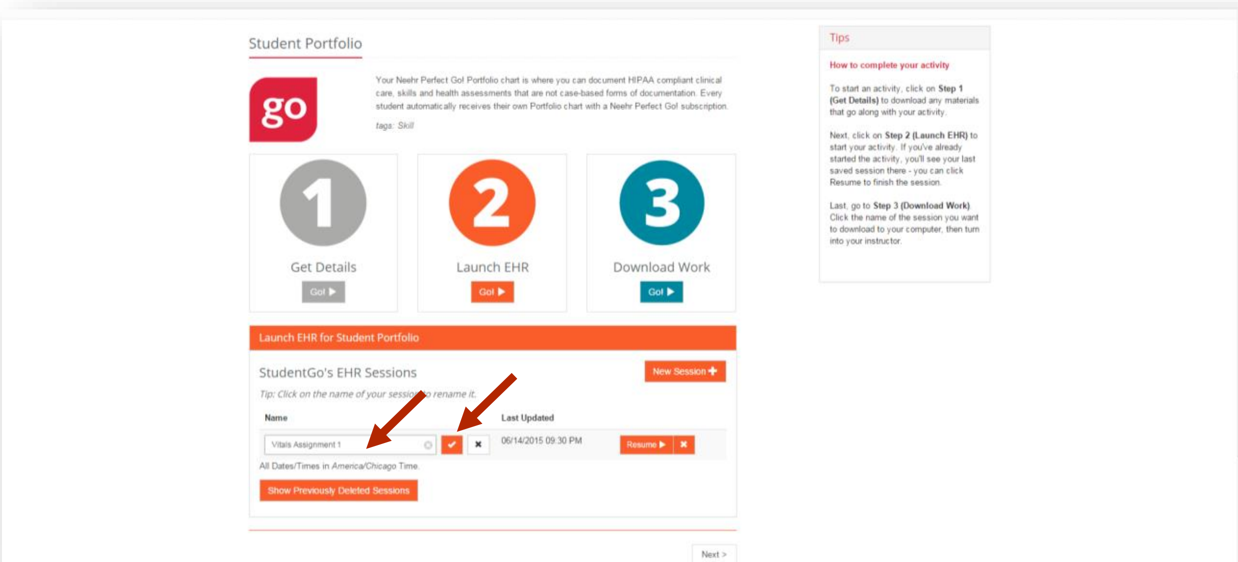


A PDF document depicting your work in the Student Portfolio chart will be generated. Save the document and submit it to your instructor per their preferred method. Please see *Go! Guide to Completing and Submitting Work* for more information.

If you are not ready to submit your work and plan to continue in the Student Portfolio chart, you may want to rename your session for easy future identification. Select Step 2: Launch EHR. Then click on the name of the session you'd like to rename.



Manually type a new name for the session then select the check mark to save.



You may choose to Resume the previous session whenever you're ready to continue your work. The EHR will launch just where you left off.

Managing sessions in the Student Portfolio

For some courses and activities, your instructor may want you to continue using the same session in your Student Portfolio chart to build on your previous work. Alternatively, it may be beneficial to start a new session for an activity. When doing so, the EHR will launch in its original state, which is a completely blank chart when using the Student Portfolio.

Check with your instructor on how your work in the Student Portfolio should be managed. When continuing an existing session, the Progress Report that you generate in Step 3: Download Work will include all previous work that was completed in that session. Whereas, if you launched a new session, only the work that was completed in that session will be included on the Progress Report.