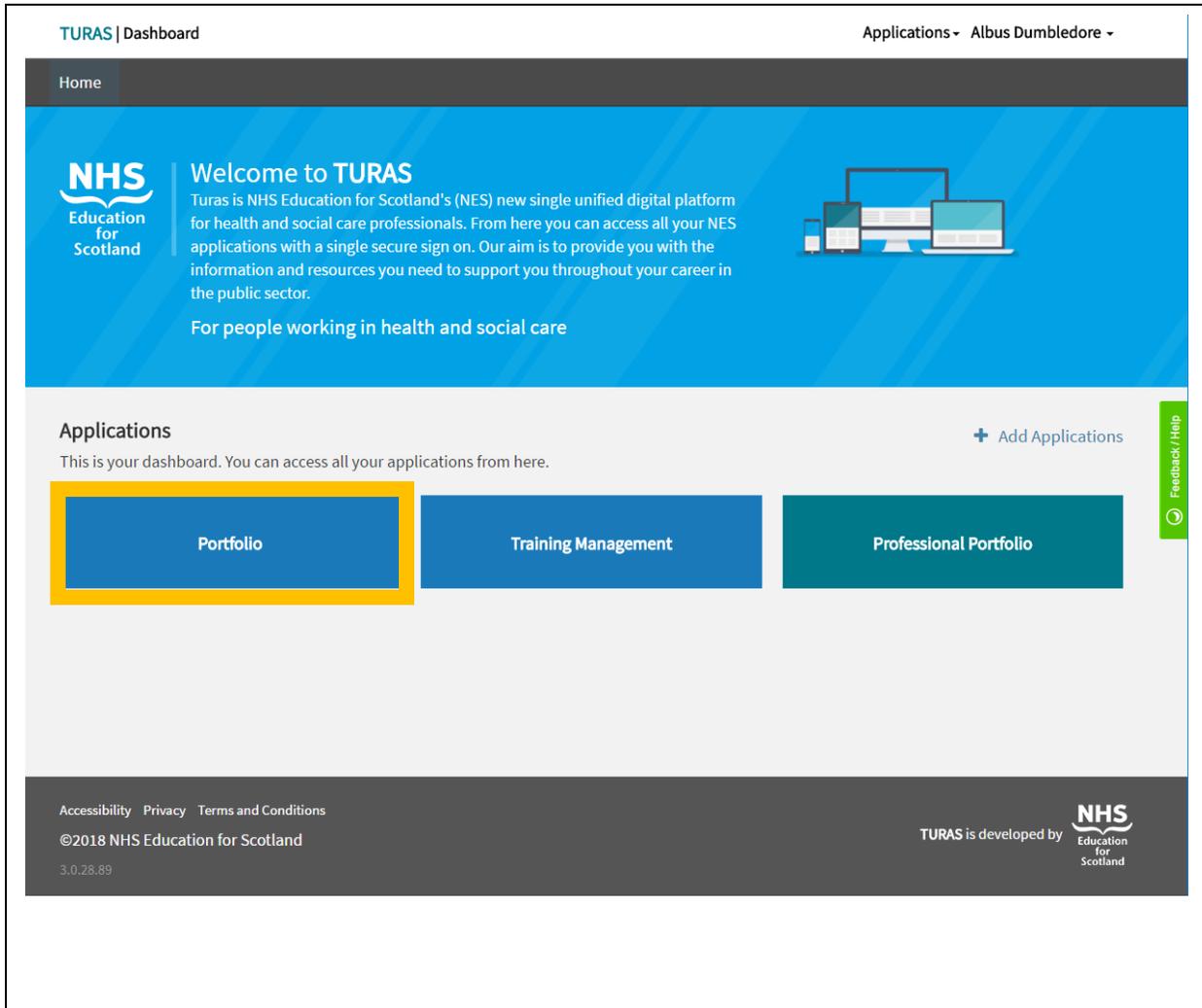


# TRAINEES

## HOW TO DOWNLOAD YOUR PORTFOLIO

### Step 1

Once logged into Turas, select the Portfolio application from your Turas Dashboard.

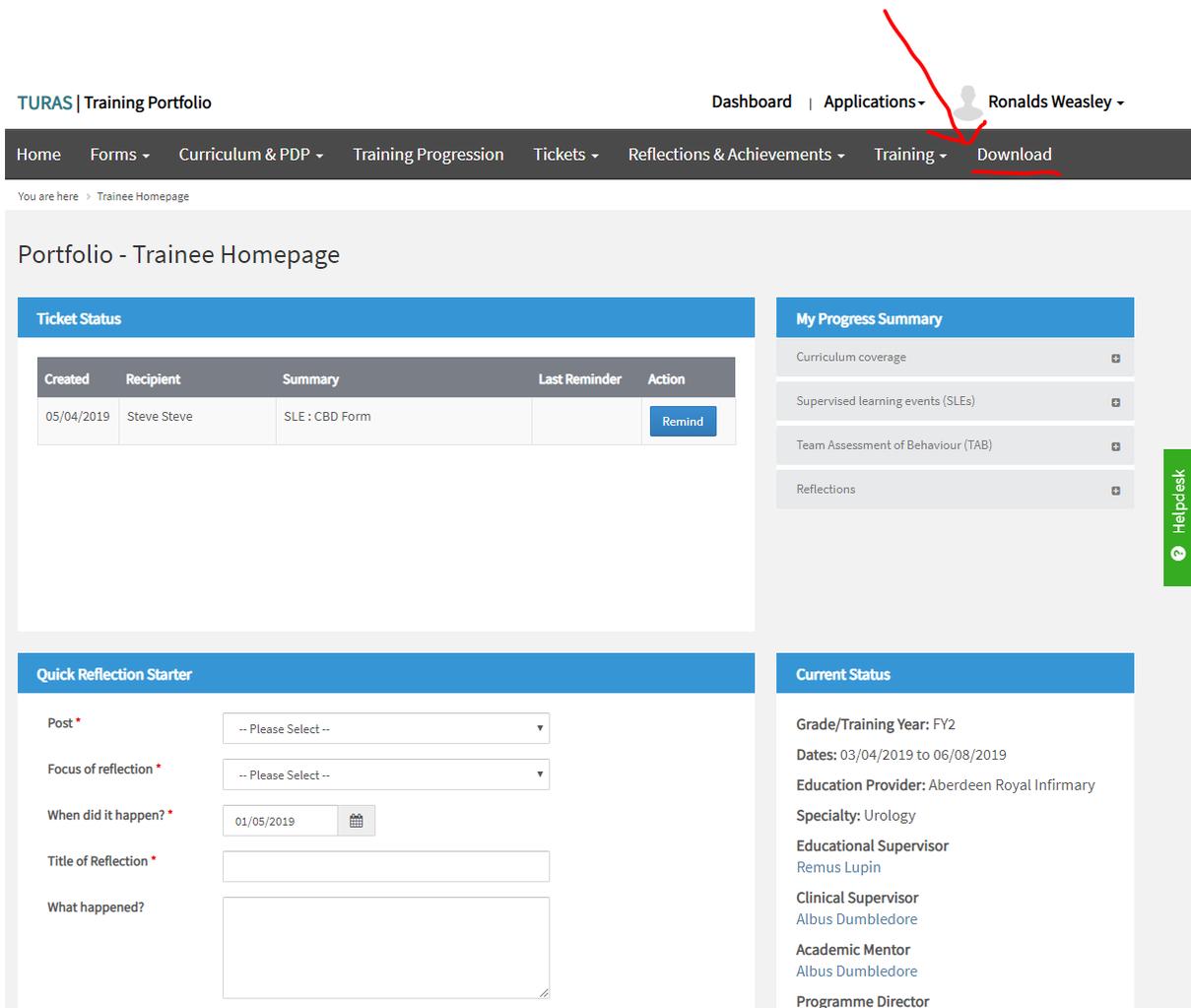


The screenshot shows the TURAS Dashboard interface. At the top, it says "TURAS | Dashboard" and "Applications ▾ Albus Dumbledore ▾". Below this is a "Home" button. The main header area features the NHS Education for Scotland logo, a "Welcome to TURAS" message, and a brief description of the platform. Below the header, there is an "Applications" section with the text "This is your dashboard. You can access all your applications from here." and a "+ Add Applications" button. Three application tiles are displayed: "Portfolio" (highlighted with a yellow border), "Training Management", and "Professional Portfolio". A "Feedback / Help" button is visible on the right side. The footer contains links for "Accessibility", "Privacy", and "Terms and Conditions", along with copyright information for NHS Education for Scotland and the version number "3.0.28.89".

## Step 2

You will be taken to your Portfolio - Trainee Homepage.

- Click Download for the menu bar



TURAS | Training Portfolio Dashboard | Applications-  Ronalds Weasley -

Home Forms - Curriculum & PDP - Training Progression Tickets - Reflections & Achievements - Training - Download

You are here > Trainee Homepage

### Portfolio - Trainee Homepage

#### Ticket Status

Created	Recipient	Summary	Last Reminder	Action
05/04/2019	Steve Steve	SLE : CBD Form		<a href="#">Remind</a>

#### My Progress Summary

- Curriculum coverage 
- Supervised learning events (SLEs) 
- Team Assessment of Behaviour (TAB) 
- Reflections 

#### Quick Reflection Starter

Post \*

Focus of reflection \*

When did it happen? \*  

Title of Reflection \*

What happened?

#### Current Status

**Grade/Training Year:** FY2

**Dates:** 03/04/2019 to 06/08/2019

**Education Provider:** Aberdeen Royal Infirmary

**Specialty:** Urology

**Educational Supervisor:** Remus Lupin

**Clinical Supervisor:** Albus Dumbledore

**Academic Mentor:** Albus Dumbledore

**Programme Director:**

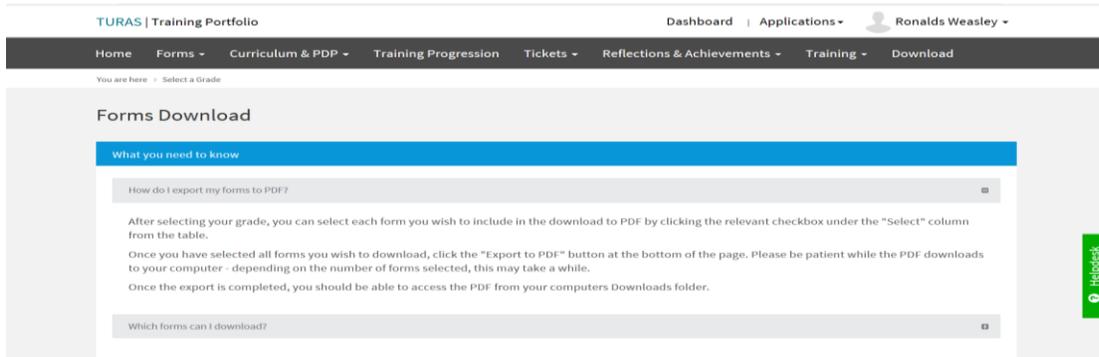
**i** This download function will allow for trainee users to create a pdf download of their Portfolio. This is available to trainee users only. i.e. administrators cannot download a trainees Portfolio on their behalf, and trainees will only be able to include forms they have permission to view.



### Step 3

You will be taken to the Forms Download page.

Also use the – what you need to know for more information. These sections can be expanded using the + and -



TURAS | Training Portfolio Dashboard | Applications - | Ronalds Weasley -

Home Forms - Curriculum & PDP - Training Progression Tickets - Reflections & Achievements - Training - Download

You are here > Select a Grade

### Forms Download

**What you need to know**

How do I export my forms to PDF? -

After selecting your grade, you can select each form you wish to include in the download to PDF by clicking the relevant checkbox under the "Select" column from the table.

Once you have selected all forms you wish to download, click the "Export to PDF" button at the bottom of the page. Please be patient while the PDF downloads to your computer - depending on the number of forms selected, this may take a while.

Once the export is completed, you should be able to access the PDF from your computers Downloads folder.

Which forms can I download? +

Helpdesk



### Forms Download

**What you need to know**

How do I export my forms to PDF? -

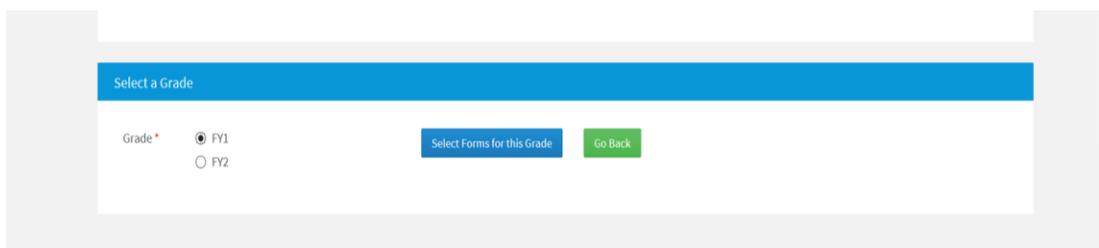
Which forms can I download? -

Currently, the forms available for download are:

- SLEs
- Core Procedures
- Supervisor's Forms
- TAB/MSF Summaries
- Reflections
- PDPs
- Academic Mentor Forms
- Generic Meeting Forms

Helpdesk

#### 1. Select Grade



Select a Grade

Grade \*  FY1  FY2

Select Forms for this Grade
Go Back

Helpdesk

#### 2. Click "Select Forms for this Grade" where you will be met with a list of all forms, grouped by post and form type

### 3. Select the desired form

TURAS | Training Portfolio Dashboard | Applications ▾ | Ronalds Weasley ▾

Home Forms ▾ Curriculum & PDP ▾ Training Progression Tickets ▾ Reflections & Achievements ▾ Training ▾ Download

You are here > Select Forms to Download

#### Forms Download

Select Forms to Download as PDF

FY1, 05/04/2017 - 01/08/2017, General Practice - Aberdeen Royal Infirmary - N05 - FY2 (NOS2234)

PDPs

Select	Title	Date Modified	Private	Achieved
<input type="checkbox"/>	Test PDP for 11th May 2017		No	No

Reflections

Select	Title	Type	Updated	Date of Activity	Shared
<input type="checkbox"/>	Self Harm Talk by Dr Dallas Brodie	Tutorial/Lecture/Seminar		13/04/2017	Yes
<input type="checkbox"/>	Test title - 11th May	Academic activity		11/05/2017	No

[Helpdesk](#)

### 4. Click Export to PDF at the bottom of the lists

#### Forms Download

FY1, 04/08/2015 - 01/12/2015, Acute Internal Medicine - Aberdeen Royal Infirmary - N05 - FY1 (NOS2234)

There are no relevant forms assigned to this post

Non-Post Related Forms

Generic Meetings

Select	Form Type	Submitter	Date Submitted	Status
<input type="checkbox"/>	Supervisor Generic Meeting	Remus Lupin	10/11/2016	

[Export to PDF](#)
[Go Back](#)

[Helpdesk](#)

### 5. A pdf will be generated within you default pdf viewer application (probably Adobe)

6. Example of pdf generated



Turas Training Portfolio

**Trainee:** Bertie Balloons

**Registration Number:** 3434345

**Grade:** FY1

**Date:** 01/05/2019

## REFLECTION

Focus of reflection  
Significant Event Analysis (SEA)

When did it happen? 18/05/2018  
Title of Reflection Test  
What happened?  
test

How did you feel?  
What did you learn and what would you do differently, if anything, in the future?  
What future learning needs do you have and how will you address them?  
Make it private? Only you will be able to see this reflection  
No