

Adding multiple assessment plans at once

We have added a new tab to the Assessment Tools area called 'Apply multiple assessment plan templates'. (This could read activity plans or action plans depending on your centre settings).

From this tab you can apply multiple activity plan templates to multiple learners.

Qualification: Customer Services NVQ - L2 (1)

▼ Customer Services NVQ - L2 (1)

Units and performance criteria covered	Date created	Description	Select
5.1 A, B, C	24/07/2007	Thelma AP [148]	<input checked="" type="checkbox"/>
1.2 A, B, C, D, E, F, G; 1.1 A, B, C, D, E, F	22/04/2009	Unit 1 Prepare yourself to deliver good customer service [178]	<input checked="" type="checkbox"/>

Apply to learners

This tab will offer a drop-down to select a qualification, or not linked to criteria, and display the list of assessment plan templates for that qual. Users will not be able to select plans from more than one qualification at once. The assessor then ticks the required assessment plans in the “select” column.

When the blue arrow “Apply to Learners” is selected a new tab with a table with a list of the assessment plan titles appears with a box for each assessment plan target date. There is no “Notes” section at this stage. The notes are already on the template when you create it, and if necessary you can write notes on individual plans after you've assigned them.

Qualification: Customer Services NVQ - L2 (1)

Apply to learners

Name	Additional unit assignments required	Email	Notify learner by email	Require learner's confirmation	No confirmation required
Krabbappel, Edna		wilhelm@strumpfer.co.za	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Primo, Roger		roger@facility.ac.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quin, Paula	5 and 1	paula@	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wolfson, Graham	5	graham@skillwise.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Selected Activity plans

Descriptions	Target dates
Thelma AP	<input type="text"/>
Unit 1 Prepare yourself to deliver good customer service	<input type="text"/>

Apply to learners Cancel

Select the learners and complete the target dates before selecting the blue arrow “Apply to learners”

Apply to learners

Name	Additional unit assignments required	Email	Notify learner by email	Require learner's confirmation	No confirmation required
Krabbappel, Edna		wilhelm@strumpfer.co.za	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Primo, Roger		roger@facility.ac.uk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quin, Paula	5 and 1	paula@	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wolfson, Graham	5	graham@skillwise.net	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Selected Activity plans

Descriptions	Target dates
Thelma AP	05/04/2016
Unit 1 Prepare yourself to deliver good customer service	19/04/2016

Apply to learners Cancel

A pop up appears to confirm the plans have been assigned to the learners. The target dates will be the same for all selected learners.

