



## VQMobile

### *Introduction*

The aim of the VQMobile app is to allow all assessors of the VQManager e-Portfolio system to perform certain tasks in an offline environment (i.e. not connected to the internet or VQManager). Assessors can select whether they would like to download all their learners to the device or choose a subset of them. Data which is downloaded includes:

- Learner contact details
- Learner progress - at qualification and unit level (as a percentage)
- Active and signed off assessment plans
- Existing activity logs

Assessors can perform the following tasks:

- Add video, audio or picture evidence to an evidence library
- Create new evidence on behalf of a learner:
  - Select evidence methods
  - Add evidence descriptions
  - Select criteria that the evidence covers (including being able to view criteria that have already been met to minimum requirements)
  - Attach pictures, audio recordings or video recordings as proof
- Edit existing assessment plans or add new plans
- Edit existing activity logs or add new logs

When the assessor regains a connection to the internet (either wireless or 3G) they can then synchronise the data back to VQManager.



## How to use VQMobile

### 1 – Log in to VQMobile

Step	Action
1	Open VQMobile on the device you are using
2	Enter the username and password which you use to access the VQManager e-Portfolio system
3	Tap the <b>Login</b> button. The VQMobile homepage will appear  <b>Note:</b> <ul style="list-style-type: none"> <li>you must have a connection to the internet when you log in and perform the first synchronisation.</li> </ul>

The image below shows a the Homepage for an assessor once logged into the app.

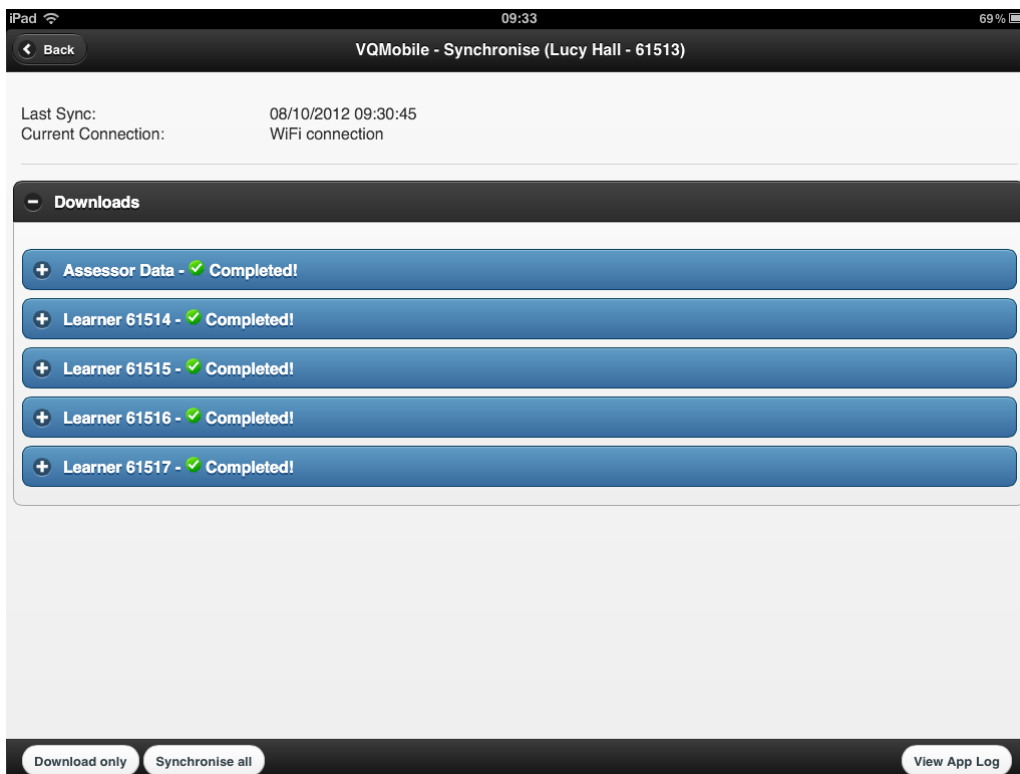




## 2 – Synchronise data to VQMobile

Step	Action
1	Tap the <b>Synchronise</b> menu option on the homepage
2	In this first sync you'll only need to download data to the device, so tap the <b>Download only</b> button.
3	Enter your password in the <b>Password</b> field. You will need to enter your password when any synchronisation is done for security purposes.
4	Tap the <b>Login</b> button.
5	A list of learners linked to the assessor appears. Select the learners you wish to download to the device (or select all if required).
6	Tap the <b>Continue...</b> button.
7	You will receive a feedback page telling you exactly what data was downloaded for each selected learner. Tap the <b>&lt; Back</b> button to return to the homepage.
8	Your homepage will now tell you how many learners have been downloaded to the device in brackets

The image below shows the view of the Synchronise screen after the Download only button was used.

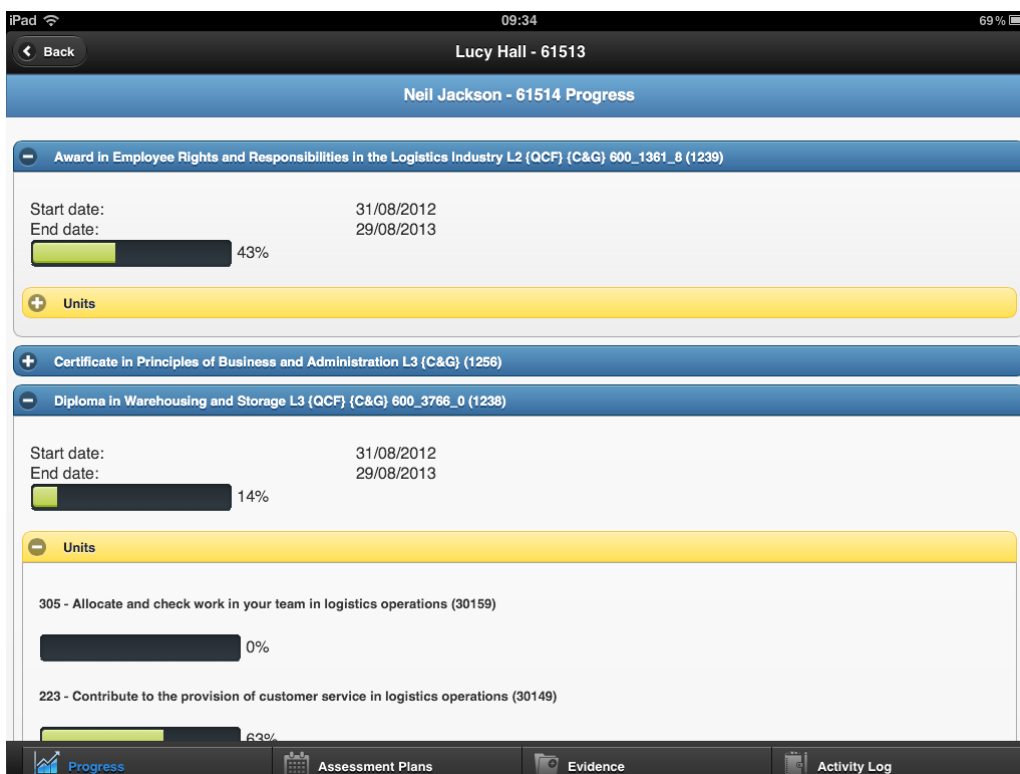




### 3 – Work with learners: View learner progress

Step	Action
1	From the homepage, tap the <b>My Learners</b> menu option
2	<p>All learners downloaded to the device will appear. You will be able to see:</p> <ul style="list-style-type: none"> <li>• Learner name</li> <li>• Learner number (as allocated by VQManager)</li> <li>• Learner email address</li> <li>• Learner contact numbers</li> <li>• Learner's employer (if applicable)</li> </ul> <p>Select the learner you wish to work with by tapping them.</p>
3	<p>The learner selected will open on their <b>Progress</b> tab. You can review their progress against any qualification as a whole that has been allocated to them or any unit that has been assigned to them.</p> <p>You are also able to see:</p> <ul style="list-style-type: none"> <li>• Learner start date for each qualification</li> <li>• Learner end date for each qualification</li> </ul>

The image below shows the Progress view for a specific learner.

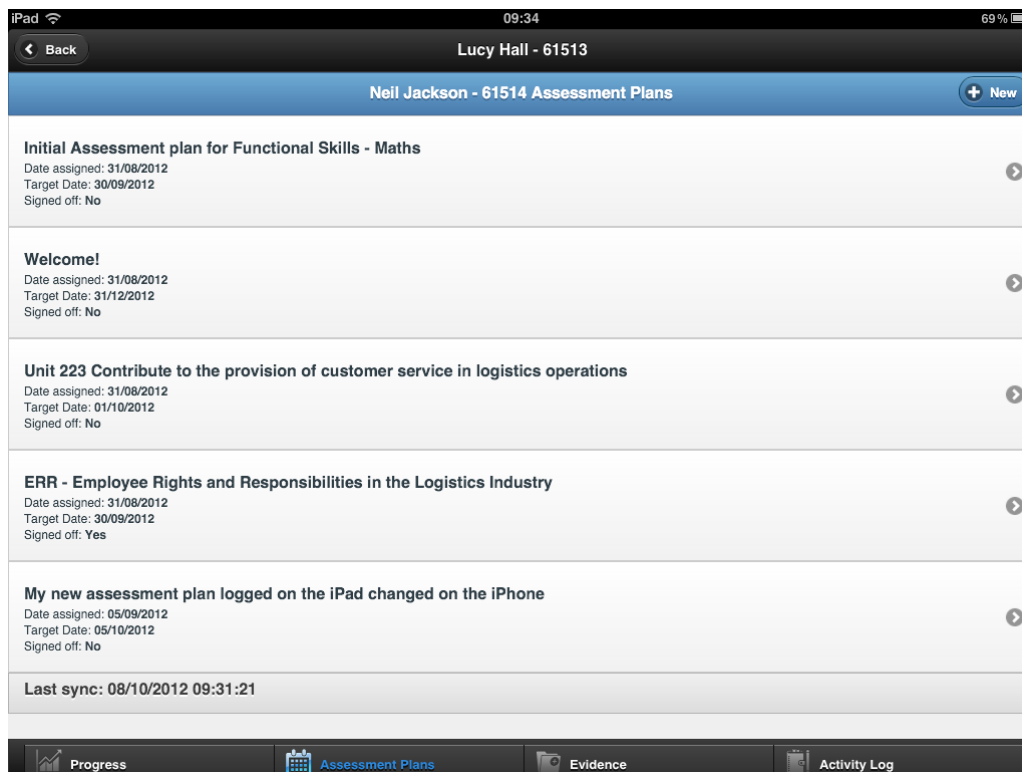




## 4 – Work with learners: Assessment plans

Step	Action
1	With a specific learner selected, tap the <b>Assessment plans</b> tab.
2	<p>A list of current active or signed off assessment plans for the learner appears. This summary view includes:</p> <ul style="list-style-type: none"> <li>• Assessment plan name</li> <li>• Date assigned</li> <li>• Target date</li> <li>• Whether the plan has been signed off or not.</li> </ul> <p>Select the plan you wish to work with by tapping it or add a new plan by tapping the <b>+ New</b> button.</p>
3	<p>For new assessment plans, add:</p> <ul style="list-style-type: none"> <li>• Assessment plan title</li> <li>• Target date</li> <li>• Notes</li> </ul> <p>Additionally you can also:</p> <ul style="list-style-type: none"> <li>• Add feedback</li> <li>• Sign off the plan</li> <li>• Request learner confirmation for the plan (once it has been synched back to VQManager)</li> </ul>
4	Once edits are completed tap the <b>Save</b> button.

The image below shows a summary view of Assessment Plans assigned to a learner.





## 5 – Work with learners: Evidence

Assessors are able to log new evidence for a learner

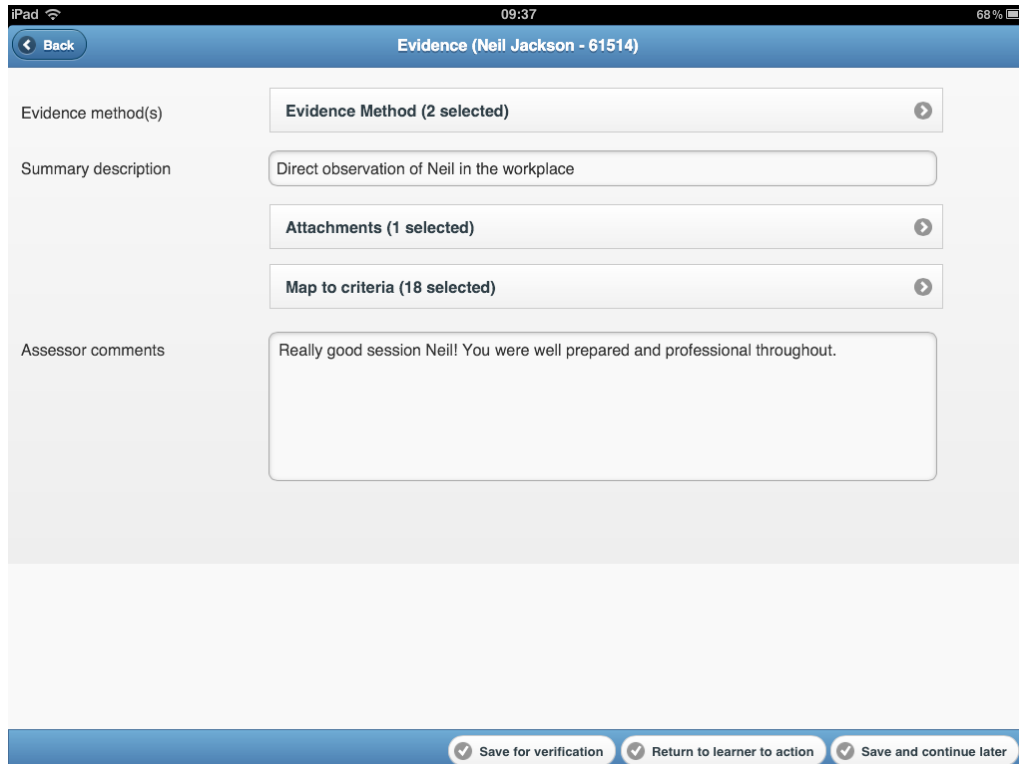
Step	Action
1	With a specific learner selected, tap the <b>Evidence</b> tab.
2	Tap the <b>+ New</b> button to add a new evidence item.
3	Select an evidence method by tapping the <b>Methods</b> button.
4	Tap the method(s) that matches the evidence.
5	Tap the <b>Done</b> button.
6	Type in a <b>Summary Description</b> for the evidence.
7	Add an attachment to the evidence by tapping the <b>Attachments</b> button (this could be video, audio or pictures that prove the learner has achieved the criteria selected) <b>**** please note that the maximum size file the VQMobile can accommodate is 45mb****</b>
8	Tap the <b>+ Add</b> button to select/ create media attachments.
9	You can now select attachments from your Evidence Library (if applicable). If you have no attachments in your Media Library, tap the <b>+ New</b> button.
10	You can now either create <b>New</b> media attachments, or in the case of pictures and video select from the <b>Gallery</b> on the device.
11	Once your attachment(s) have been selected, you can rename them if you wish so that they are easier to recognise. Tap the media item and rename it in the <b>Media Item name</b> field.
12	Tap the <b>Save</b> button when complete.
13	Tap the <b>Back</b> button to return to the evidence item.
14	Add the relevant criteria by tapping the <b>Map to criteria</b> button.
15	Select the qualification, unit, element, criteria applicable.  <b>Note:</b> <ul style="list-style-type: none"> <li>• Tap the <b>Show completed</b> button to see the criteria which have already been met to the minimum requirements</li> <li>• Tap the <b>Done</b> button to save selections</li> <li>• Tap the <b>Back</b> button to step back one step (nothing is saved)</li> </ul>
16	Return to the evidence item and type <b>Assessor comments</b> into the field.
17	Select the relevant option for the evidence: <ul style="list-style-type: none"> <li>• Save for verification</li> <li>• Return to learner for action</li> <li>• Save and continue later</li> </ul>

### Note:

Evidence which has been created and saved in VQMobile can be:

- Edited by tapping the evidence in the summary view
- Deleted from the device so that it is never uploaded to VQManager

The image below shows the Evidence logging page.



## 6 – Work with learners: Activity Logs

Step	Action
1	With a specific learner selected, tap on the <b>Activity Log</b> tab.
2	<p>A list of current assessment logs for the learner appears. This summary view includes:</p> <ul style="list-style-type: none"> <li>• Activity log type</li> <li>• Activity date</li> <li>• Summary title</li> </ul> <p>Select the activity log you wish to work with by tapping it or add a new log by tapping the <b>+ New</b> button.</p>
3	<p>For new logs add:</p> <ul style="list-style-type: none"> <li>• Category</li> <li>• Summary title</li> <li>• Activity date</li> <li>• Activity detail</li> </ul> <p>Additionally you can also:</p> <ul style="list-style-type: none"> <li>• Guided Learning Hours information</li> </ul>



## 7 – Using the Evidence Library

Assessors are able to use the Evidence Library to capture video, audio or pictures to store for later. You can quickly capture evidence without having to select the learner.

Step	Action
1	From the homepage tap the <b>Evidence Library</b> menu option.
2	Tap the + New button to add a new item.
3	Select video or pictures already in the Gallery of the device, or tap the New button to capture new: <ul style="list-style-type: none"> <li>• Video</li> <li>• Pictures</li> <li>• Sound</li> </ul>
4	Capture the new evidence.
5	Rename the evidence item to make it easier to find and recognise
6	Tap the <b>Save</b> button. The attachment will be saved in the Evidence Library so that you can use it when logging evidence at a later stage.

**Note:**

- You can delete evidence from the media library by pressing the Manage items button and then deleting the items you no longer require.

## 8 – Awaiting upload

VQMobile keeps track of all the items that have been logged or edited on the device and which need to be uploaded back to VQManager.

Step	Action
1	From the homepage tap the <b>Awaiting Upload</b> menu option.
2	A list will appear with all learners visible – and the learners with data to upload highlighted. This view is for information purposes only,
3	Tap the < <b>Back</b> button to return to the homepage.





## 9 – Settings

Settings change the way that VQMobile works

Step	Action
1	From the homepage tap the <b>Settings</b> menu option.
2	Change the picture quality by typing a new number into the field. 100 is the highest quality but creates large images and is probably not necessary for a lot of pictures. Reduce this to 50% to create smaller files.  Note that the quality of video or audio cannot be changed
3	VQMobile is set to sync over wireless connections by default. Change this so that it will use 3G by changing the Synchronise over WiFi only setting. Remember that some devices do not have a 3G connection and can only connect over WiFi.  <b>PLEASE NOTE: syncing over 3G will incur data costs from your service provider. Do not change this setting unless you are willing to carry the costs of the data transfer.</b>
4	Tap the <b>Save</b> button to save changes.

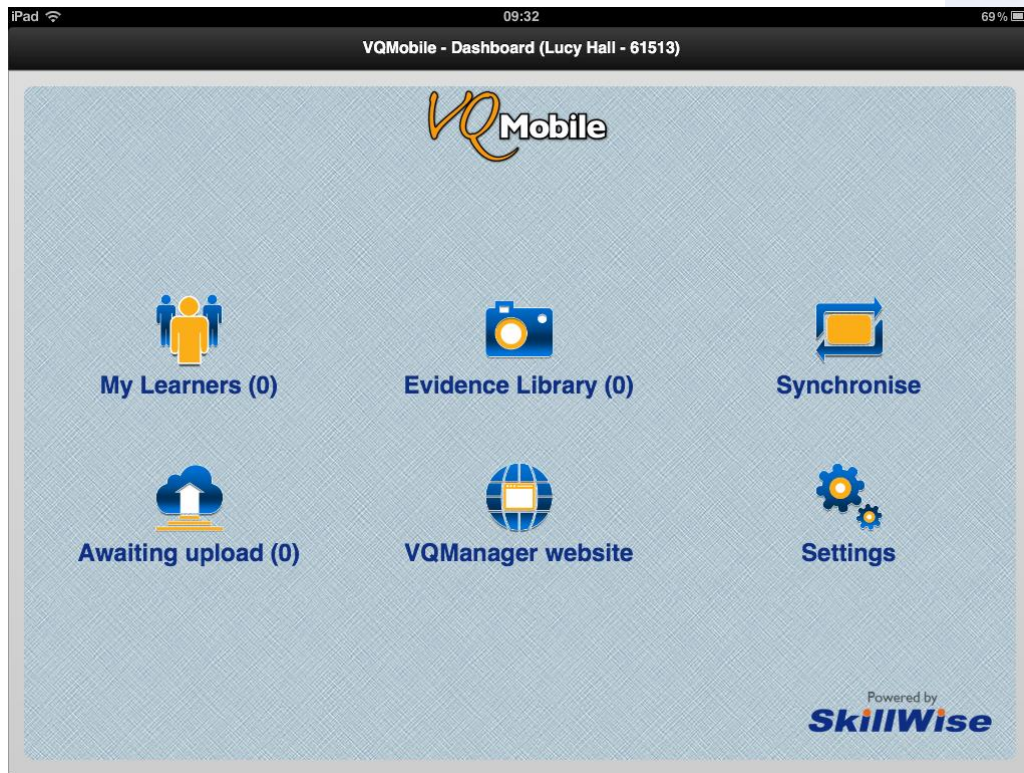
**Note:**

- You can view the agreement by tapping the **View app Agreement** button.

## 10 – Synchronise data from VQMobile to VQManager

When you are ready and have a wireless connection to the internet you can upload changes you have made on the device.

Step	Action
1	From the homepage tap the <b>Synchronise</b> menu option.
2	Tap the <b>Synchronise all</b> button.
3	Enter your password in the <b>Password</b> field. You will need to enter your password when any synchronisation is done for security purposes.
4	Tap the <b>Login</b> button.
5	The data on the device will be uploaded to VQManager.
6	A list of learners linked to the assessor appears. Select the learner(s) you wish to download to the device (or select all if required).
7	Tap the <b>Continue...</b> button.
8	You will receive a feedback page telling you exactly what data was download for each selected learner. Press the <b>&lt; Back</b> button to return to the homepage.
9	Your homepage will now tell you how many learners have been downloaded to the device in brackets



## Note

- VQMobile is not intended to replace VQManager as only limited functionality and data is catered for.
- VQMobile does not currently work if an assessor is a Trainee.
- VQMobile allows assessors to download a subset of their learners' data to the device over a wireless connection or 3G
- Go directly to the VQManager login page by pressing [VQManager website](#) on the homepage.
- Evidence created in VQMobile and uploaded to VQManager can be identified in the evidence audit trail. The audit trail will state that the evidence was created on a mobile device.

**\*\*\*\* please note that the maximum size file the VQMobile can accommodate is 45mb\*\*\*\***