Assessor – emailing into the e-portfolio

Introduction

The purpose of this manual is to outline the feature, emailing into the e-portfolio.

Emails can be sent to VQManager by the assessor or by the learner. The default switch is that whoever sends the email, receives the email in their ToDo tab so that they can process it. The email arrives in a table on the ToDo tab entitled: **Emails awaiting further processing**.

There is a centre switch whereby all emails sent to the e-portfolio from the learner can be rerouted to their assessor for processing:
They arrive in a table in the assessor's ToDo tab entited: **Emails received from learners, awaiting further processing**

Please speak with your Centre Administrator to establish which option has been selected for your centre.

Emails must be sent to the following email address:

portfolio@vqmanager.co.uk

Step 1: Setup

The first thing you need to check is that the email address from which you are sending emails to VQManager is correctly set up in the system. Click on the Home button > Personal details tab and the email address is listed.

Step 2: Assessor Homepage

New emails sent by you the assessor will appear on your **Home** page on the **To Do** tab in a section titled **Emails waiting further processing**:
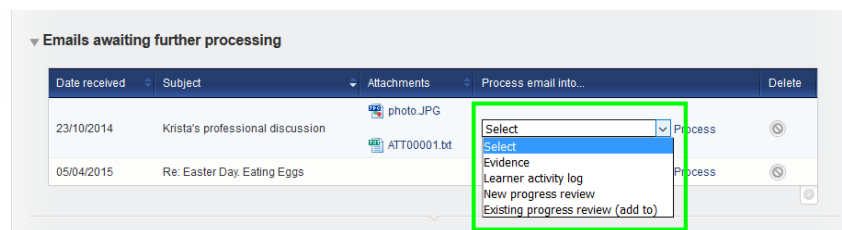
If your switch has been altered so that emails are sent to you ditrectly by the learner they will appear in this table:

Either way, Click on the **Process mail into** and select either **Evidence Learner Activity Log New Progreess Review** or **Existing progress Review (add to)** to proceed.

Process into **Evidence**

Once you have selected the "Evidence" option link a Log evidence form will appear.

Select the learner's name from the drop down box in the grey area and the email and the email attachment will appear.

Note:
The subject line of the email appears in the **Summary of evidence description** field and the body of the email appears in the **Description of evidence** field.

Hint:
Always include the learner's name in the title of the email when creating it.

Continue to add information about the evidence item as normal mapping the criteria as required. When you are finished, save the evidence and it will be added to the **Evidence list**.

Process in **Learner activity log**

Again the fields prepopulate but remain editable until you save it so you can add more information if required.
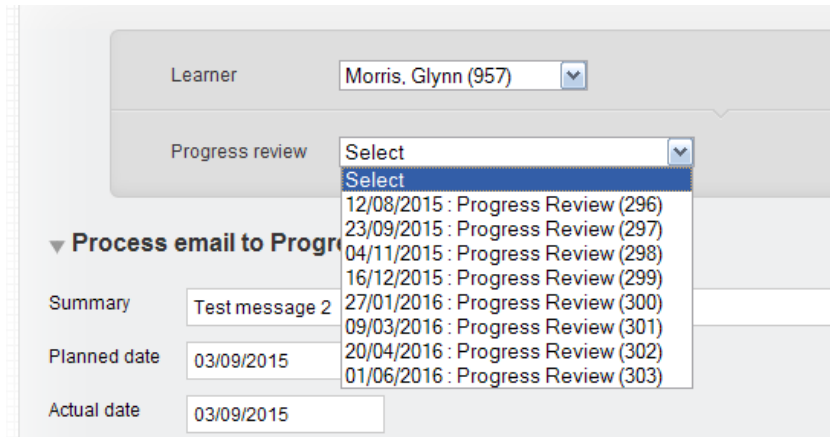
Process in **"New progress review"**

If you select 'New Progress Review', a new page opens for you to select the learner and complete the Progress Review. Complete the form and click 'save' at the bottom.

Process in **"Existing Progress Review"**

If you select 'Existing Progress Review', the page asks you to select the learner and the review you want to add to. Complete the form in the same way and click 'save' at the bottom.

Note:

Remember that the email that is received by VQManager must be sent from the same email address that is in the learner's personal details. The email must be sent to portfolio@vqmanager.co.uk.

If you are not receiving emails, please check that the email address in your Personal Details tab (accessed from the **Home** page) is correct (see image on page 2).