

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**.

Emails awaiting further processing					
Date received	Subject	Attachments	Process email into...	Delete	
20/06/2012	Evidence from my daily work	 Craig assembling goods for dispatch.doc	Select ▼ Process		
20/06/2012	Direct observation of Kurt	 photo.JPG	Select ▼ Process		
		 ATT11905.txt			

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 entitled: **Emails received from learners, awaiting further processing**

▼ Emails received from learners, awaiting further processing					
Date received	Learner	Subject	Attachments	Process email into...	Delete
10/11/2015	Leigh, Krista (96738)	Krista's professional discussion	 bookshelf.jpg	Select ▼ Process	
08/03/2017	Leigh, Krista (96738)	Krista's APL Certificate	 Metadata is.docx	Select ▼ Process	

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.

Welcome Andre Pretorius (Assessor 3339) Logout options Help and training ?

Home My learners Assessment tools Reports

To do Info Learner progress summary My activity log Personal details Messages

Help for this page

User name *
ANDREPRETORIUS3

Password *
sijfnwli798wcmrpwuvp40mi[wjpgl]

Title
Mr (1)

Home telephone number
01344 742 947

Mobile telephone number
07841 231133

Email *
getmyemails@skillwise.net

Receive e-mail reminder for unassessed evidence
None

Save Cancel

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**:

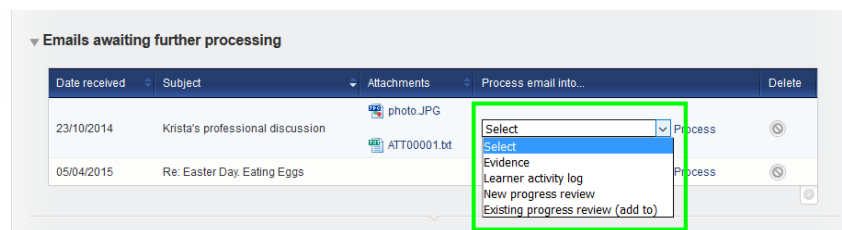
Emails awaiting further processing					
Date received	Subject	Attachments	Process email into...	Delete	
04/07/2012	DEST-ATD-AAF-8UA-D9-Observation Form-04-07-2012_09-50-57	SKB-GOS-ATD-AAF-8UA-D9-1-0-04-07-2012 09-50-57.pdf	Select Process		
20/06/2012	DEST-ATD-AAF-8UA-D9-Observation Form-20-06-2012_11-39-31	SKB-GOS-ATD-AAF-8UA-D9-1-0-20-06-2012 11-39-31.pdf	Select Process		
21/09/2011	Test	IMG_1093-1.jpg	Select Process		
24/08/2011	meeting notes	A5 Starter Notebook p. 1.pdf note.png	Select Process		

If your switch has been altered so that emails are sent to you directly by the learner they will appear in this table:

▼ Emails received from learners, awaiting further processing

Date received	Learner	Subject	Attachments	Process email into...	Delete
10/11/2015	Leigh, Krista (96738)	Krista's professional discussion	bookshelf.jpg	Select	Process
08/03/2017	Leigh, Krista (96738)	Krista's APL Certificate	Metadata is.docx	Select	Process

Either way, Click on the **Process mail into** and select either **Evidence** **Learner Activity Log** **New Progress 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**

The screenshot shows the VQ Manager interface. At the top, there's a header with the VQ Manager logo, a welcome message for 'Sid Knee (Assessor 96980)', and links for 'Logout options' and 'Help and training'. Below the header is a navigation bar with icons for 'Home', 'My learners', 'Assessment tools', and 'Reports'. A secondary navigation bar contains icons for 'To do' (58), 'Info' (7), 'Dashboard', 'Learner progress summary', 'My activity log', 'Personal details', and 'Messages' (1). The main content area features a 'Learner' dropdown menu with the text 'Click to select a learner'. Below this is a yellow warning box that says 'Please select a learner above before editing the activity log below.' The section is titled 'Process email to learner activity log'. It contains a 'Category' dropdown set to 'Assessment Meeting', a 'Summary title' text field with 'FW: test -', an 'Activity date' field with '08/03/2017' and a 'no date' checkbox, and an 'Activity detail' text area.

Again the fields prepopulate but remain editable until you save it so you can add more information if required.

Process in **"New progress review"**

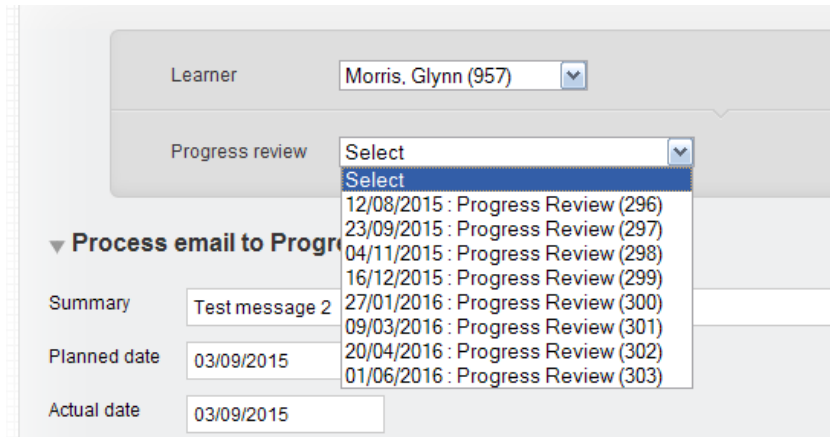
The screenshot shows a table titled 'Emails awaiting further processing'. The table has columns: 'Date received', 'Subject', 'Attachments', 'Process email into...', and 'Delete'. There are two rows of data. The first row has '10/07/2015' for the date, 'Test message 2' for the subject, and a dropdown menu open for the 'Process email into...' column. The dropdown menu lists options: 'Select', 'Evidence', 'Learner activity log', 'New progress review' (which is highlighted), and 'Existing progress review (add to)'. The second row has '10/07/2015' for the date, 'Test message' for the subject, and a 'Process' button in the 'Process email into...' column. Each row has a 'Delete' button with a trash icon.

Date received	Subject	Attachments	Process email into...	Delete
10/07/2015	Test message 2		Select Evidence Learner activity log New progress review Existing progress review (add to)	
10/07/2015	Test message		Process	

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.



The screenshot shows a web form for adding a progress review. At the top, there is a 'Learner' dropdown menu with 'Morris, Glynn (957)' selected. Below it is a 'Progress review' dropdown menu with 'Select' chosen, and a list of available reviews is displayed: 12/08/2015 : Progress Review (296), 23/09/2015 : Progress Review (297), 04/11/2015 : Progress Review (298), 16/12/2015 : Progress Review (299), 27/01/2016 : Progress Review (300), 09/03/2016 : Progress Review (301), 20/04/2016 : Progress Review (302), and 01/06/2016 : Progress Review (303). To the left of the dropdowns, there is a section titled 'Process email to Progress Review' with a dropdown arrow. Below this, there are three input fields: 'Summary' with the text 'Test message 2', 'Planned date' with the date '03/09/2015', and 'Actual date' with the date '03/09/2015'.

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).