

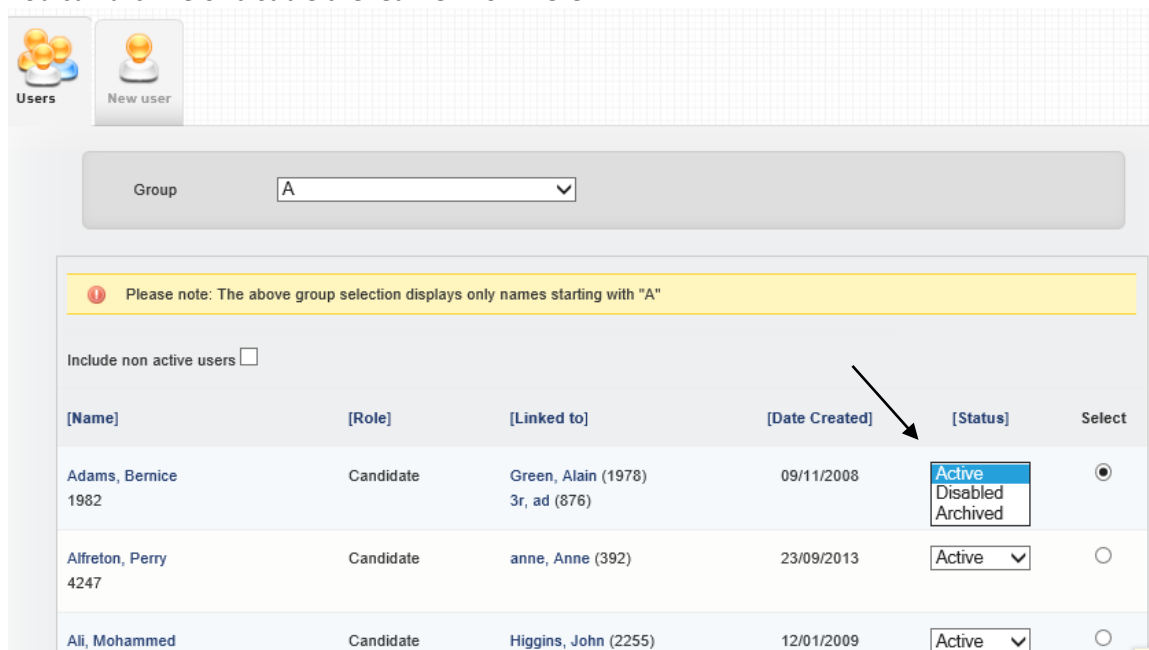
Archiving a Learner and Future Access to the e-Portfolio for the Learner

Archiving

When you are ready, you can archive completed learners. This will hide all of their work from view in the system and will exclude them from any reports you run. Archiving is reversible - you can re-activate the user at any time, and then archive them again.

Both the 'archive' and 'disable' functions do the same thing. We have two options to allow you to differentiate between, for example, learners who have finished their qualifications versus learners who are taking a short break, for instance for maternity leave.

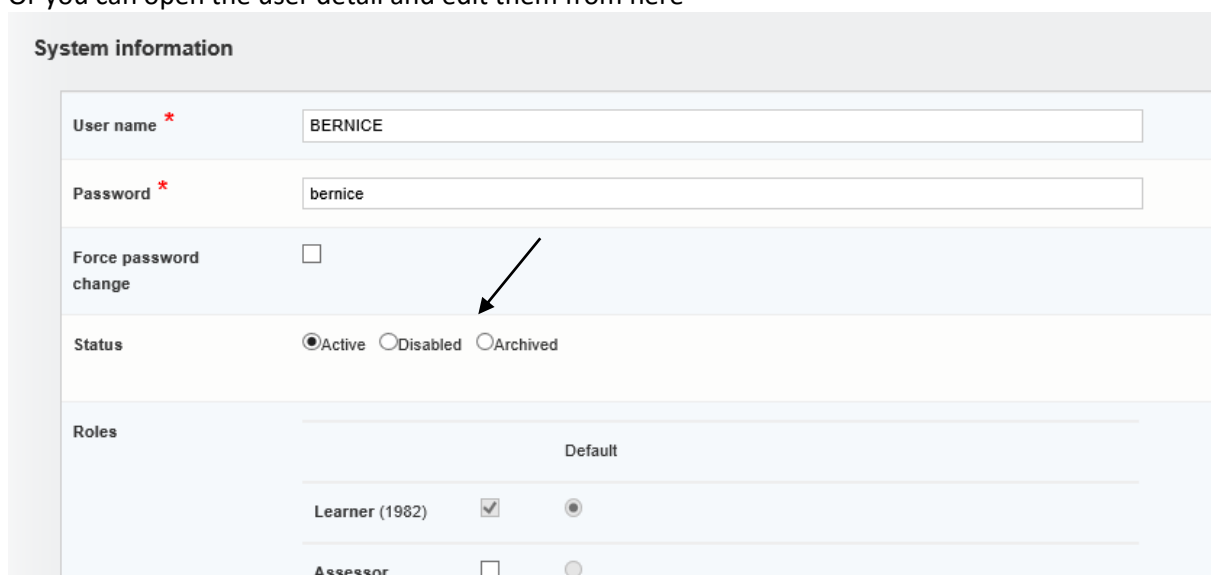
You can archive or disable the learner from here:



The screenshot shows the 'Users' management interface. At the top, there are icons for 'Users' and 'New user'. Below them is a 'Group' dropdown menu set to 'A'. A yellow warning box states: 'Please note: The above group selection displays only names starting with "A"'. Below this is a checkbox for 'Include non active users'. The main part of the interface is a table with columns: [Name], [Role], [Linked to], [Date Created], [Status], and Select. An arrow points to the [Status] column for the first user, Bernice Adams, where a dropdown menu is open showing 'Active', 'Disabled', and 'Archived' options.

[Name]	[Role]	[Linked to]	[Date Created]	[Status]	Select
Adams, Bernice 1982	Candidate	Green, Alain (1978) 3r, ad (876)	09/11/2008	Active	<input checked="" type="radio"/>
Alfreton, Perry 4247	Candidate	anne, Anne (392)	23/09/2013	Active	<input type="radio"/>
Ali, Mohammed	Candidate	Higgins, John (2255)	12/01/2009	Active	<input type="radio"/>

Or you can open the user detail and edit them from here



The screenshot shows the 'System information' user detail form. It has fields for 'User name' (BERNICE) and 'Password' (bernice). There is a checkbox for 'Force password change'. Below this is the 'Status' section with three radio buttons: 'Active' (selected), 'Disabled', and 'Archived'. An arrow points to the 'Active' radio button. At the bottom is the 'Roles' section with a 'Default' column and two rows: 'Learner (1982)' with a checked checkbox and 'Assessor' with an unchecked checkbox.

System information	
User name *	BERNICE
Password *	bernice
Force password change	<input type="checkbox"/>
Status	<input checked="" type="radio"/> Active <input type="radio"/> Disabled <input type="radio"/> Archived
Roles	
	Default
Learner (1982)	<input checked="" type="checkbox"/> <input type="radio"/>
Assessor	<input type="checkbox"/> <input type="radio"/>

In the user profile, it is also possible to choose a completion status to show why you are archiving the learner:


Country of domicile	L24	None	
Funding stream		None	
Funding model	A10	None	
Completion status	A34	<div> None Changed within programme (5) Complete (2) On hold (6) Transferred to new learning aim (4) Underway (1) Withdrawn (3) </div>	<div> Select the degree of completion of the learning activities leading to the learning aim </div>
On hold date			
On hold reason		None	
Date results submitted to awarding body			
Date certificate received			
Date sent certificate to learner			

Archived and disabled learners see own account as 'view only'

After a learner completes their qualification(s) they can continue to access their e-portfolio using their username and password even if the centre has archived or disabled their profile. This access is a view only access so they are not able to make changes or amendments to their e-portfolio.


These learners do not appear on assessor, IQA or CA reports.

Welford, James 872	JAMESWELFORD jameswelford	Candidate	Gillespie, Mary (318) Krabbappel, Edna (6)	05/01/2011	Active	<input type="radio"/>
Willis, Bruce 1580	BRUCEWILLIS1 brucewillis1	Candidate	Gillespie, Mary (318)	07/01/2014	Active	<input type="radio"/>
Wolfson, Graham 330	STRESSCANGW1 StressCanGW1	Candidate	StressAss, StressAss (323) Flanders, Ed (39) Krabbappel, Edna (6) Gillespie, Mary (318) Wolfson, Graham (827)	16/05/2007	Archived	<input type="radio"/>




Welcome Graham Wolfson (Learner 330) (View only) Logout options Help and training

HomeMy portfolioReports




2


To do




Info




My progress summary



File library



Personal details



2

Messages

Evidence requiring action

Assessor	Date returned	Evidence number	Summary	
Flanders, Ed (39)	18/01/2012	330/E/345	Wil's test evi	View

[Help for this page](#)

Archiving Learners and Future Access

Version 2

01/02/2016