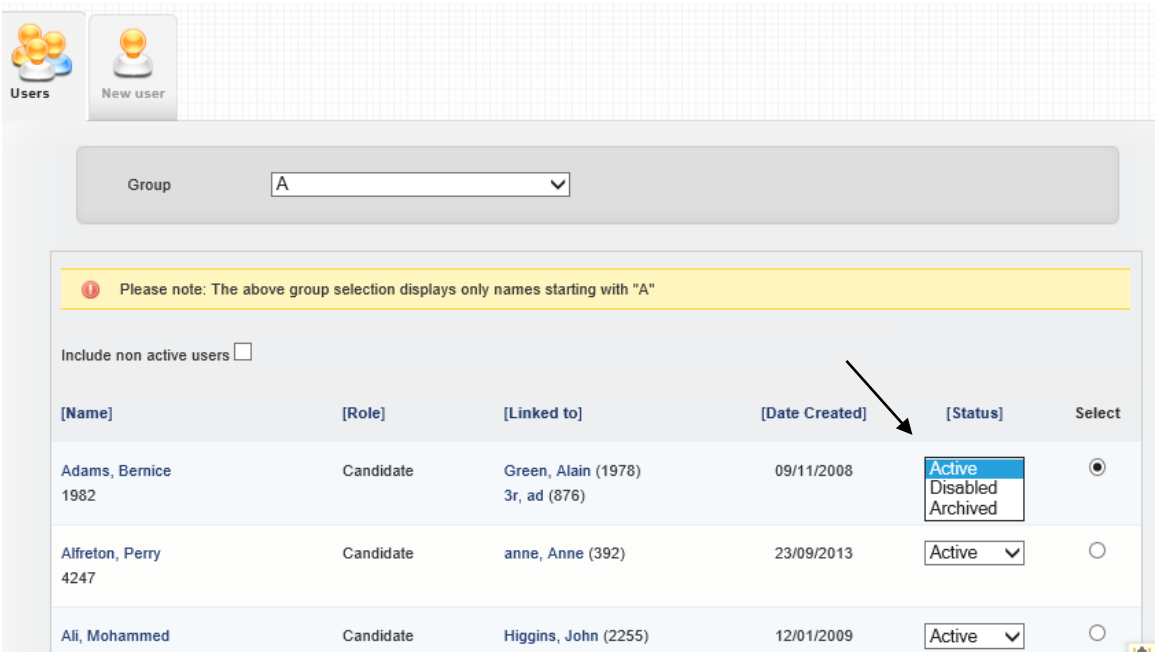
Archiving a Learner and Future Access to the e-Portfolio for the Learner

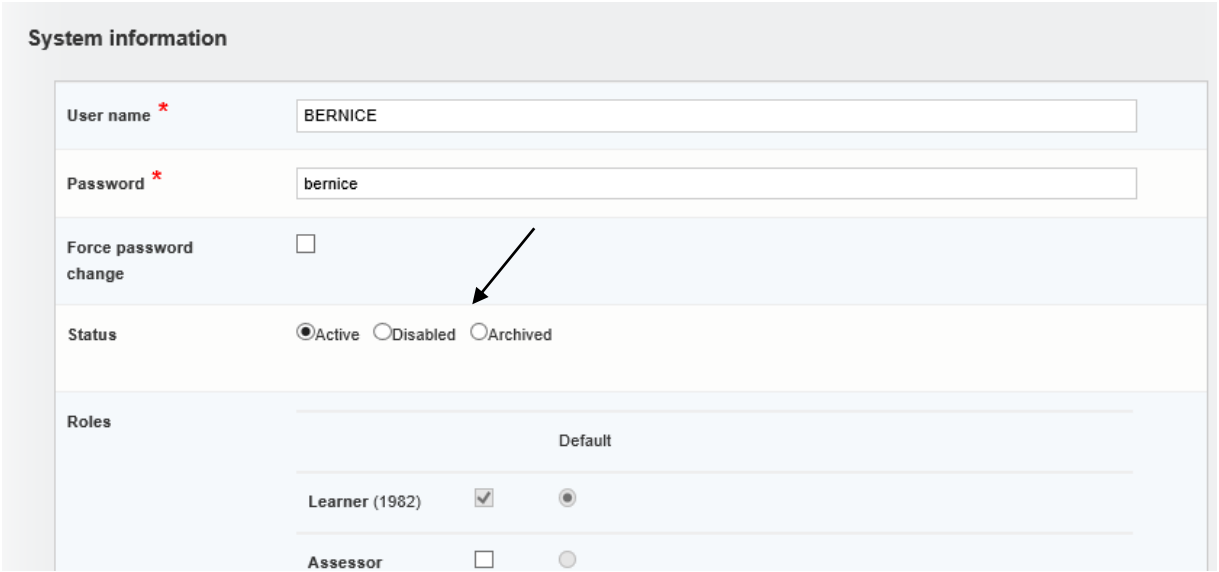
Archiving

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.

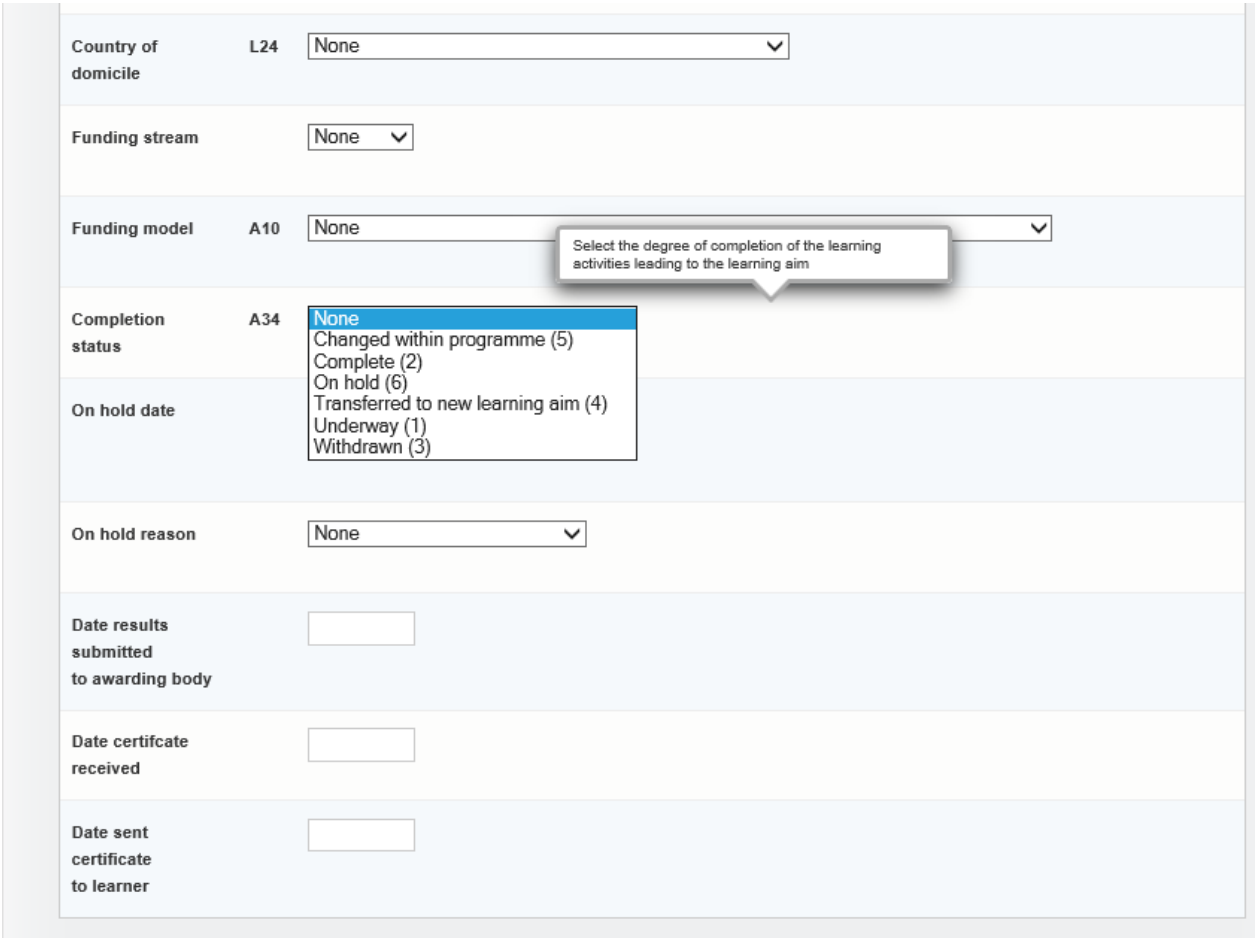
You can archive or disable the learner from here:



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



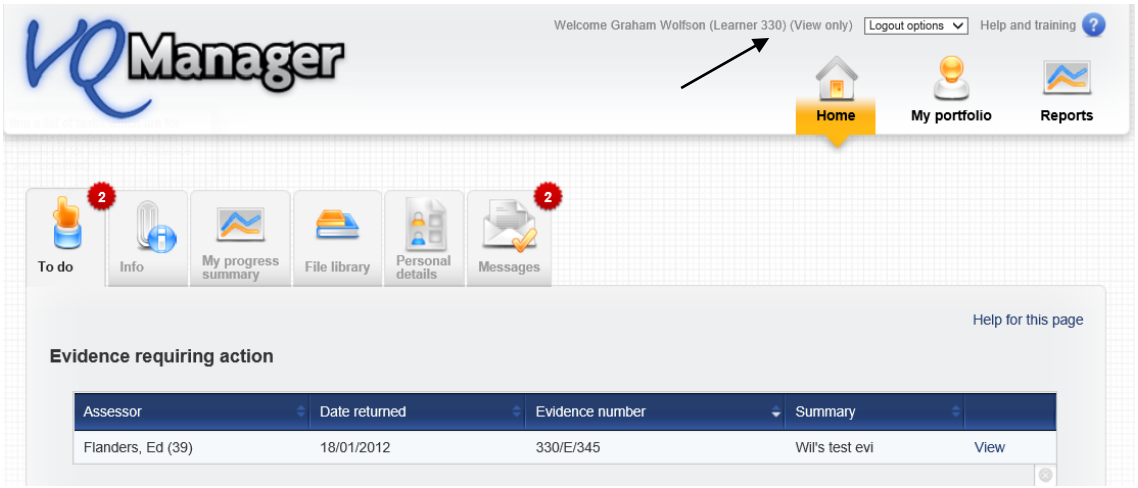
In the user profile, it is also possible to choose a completion status to show why you are archiving the learner:



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.


VQManager
Welcome Graham Wolfson (Learner 330) (View only)
Logout options
Help and training
Home
My portfolio
Reports
2
To do
Info
My progress summary
File library
Personal details
2
Messages
Help for this page
Evidence requiring action
Assessor
Date returned
Evidence number
Summary
Flanders, Ed (39)
18/01/2012
330/E/345
Wil's test evi
View