

VQManager Assessor Dashboard

A new Dashboard tab is now available on the Home page for the Assessor, giving customisable and downloadable information relevant to this role.

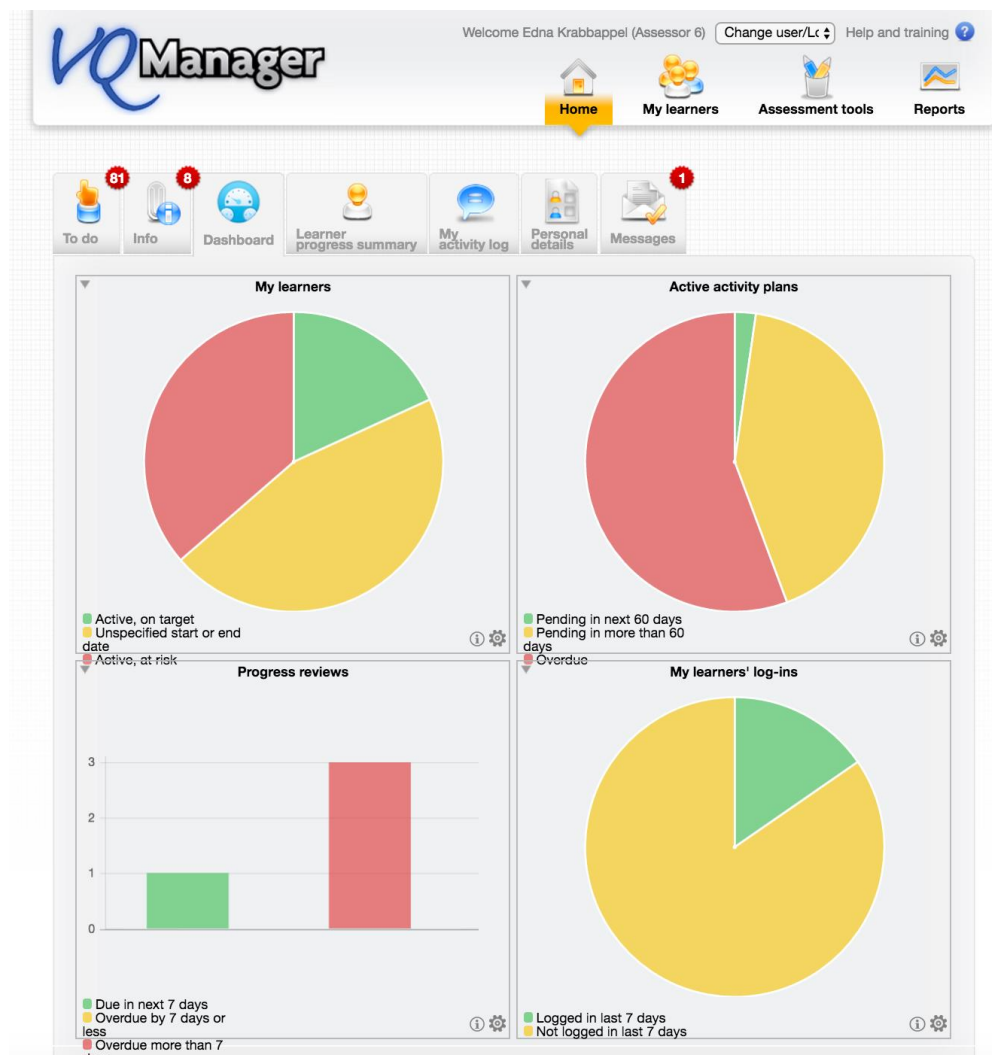
Assessor dashboard




Selecting the new Dashboard Tab will bring up a selection of graphs which include My Learners, Active Activity Plans- (also known as Assessment Plans or Action Plans – these are not Activity Logs) Progress Reviews, My Learner Log-ins.

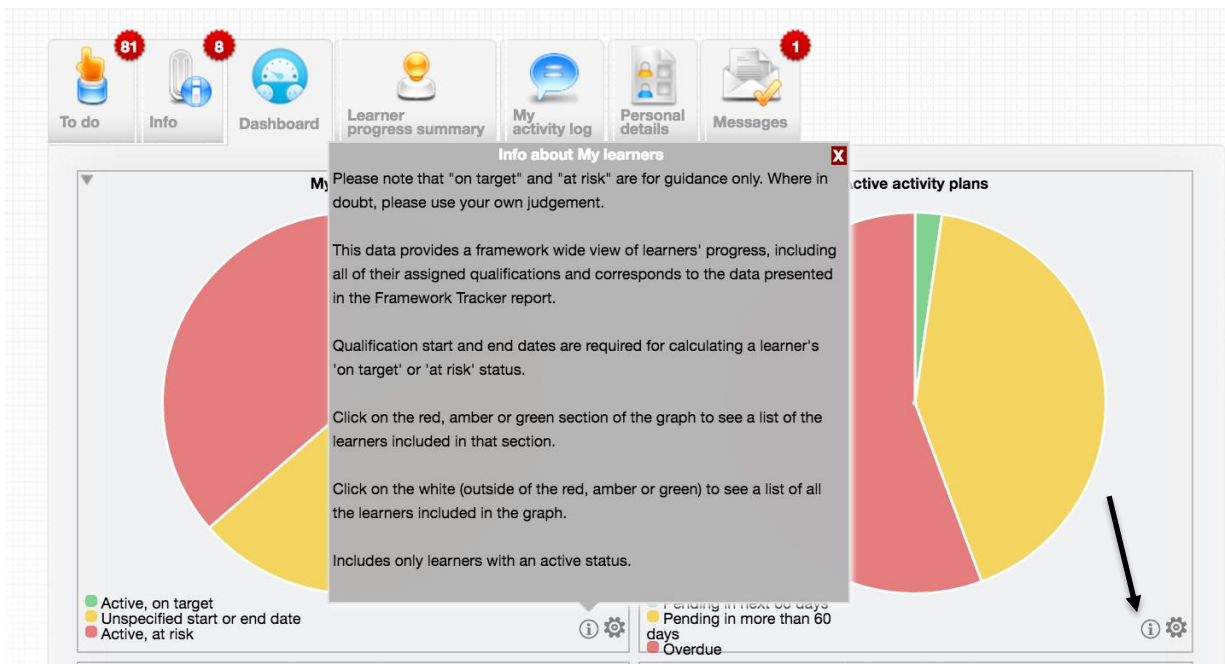
Please note that the information provided only includes learners with an 'active' status.


The page layout can be configured to your individual preference and importance of the information provided (See Settings button below). You also have the option to hide a graph from view by clicking on the downward arrow in the top left corner of each graph box. This can be reversed at any time.

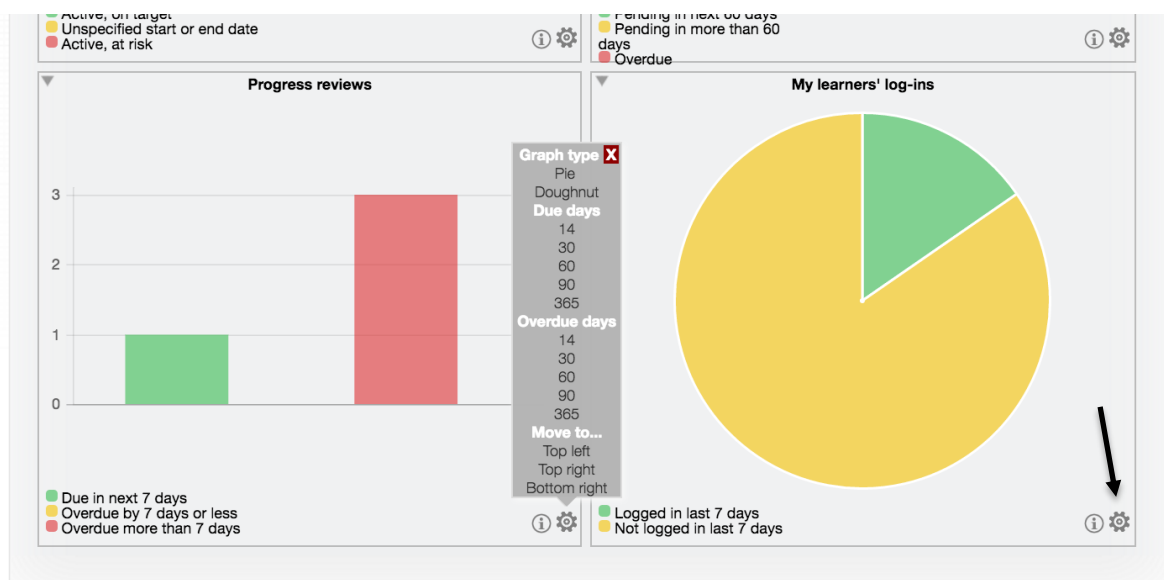


At the bottom right hand corner of each graph box you will find Information and Settings buttons.

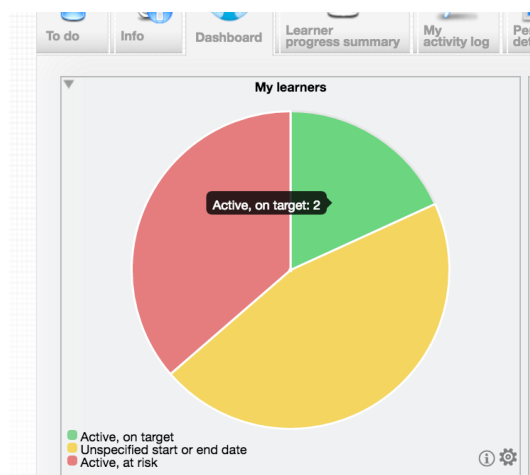
 By clicking on the information icon a pop-up will appear with useful information about that graph.



 By selecting the Settings icon you will be presented with various options to customise your graph, eg: Type of Graph, Due days, Pending days, and the option to reconfigure the dashboard layout to suit your needs.



Hovering over the Red, Amber or Green areas of each graph will show a pop up displaying the number of your learners in that group. This example from My Learners shows 2 learners in the green (Active, On Target) group.



Clicking on an individual coloured area will open a pop-up with a list of learners included in that section. This example shows the two Green - Active, on Target learners from the hover-over above. This table can be further configured by clicking on the tick boxes to hide or show columns.

My learners: Active, on target
Report generated for: Edna Krabbappel (Assessor)
Date: 22/08/2016 14:20

☒ Target date
 ☒ Difference between actual and target %
 ☐ Employer
 ☐ Curriculum area

Learner	Actual % completion at today's date	Target % completion at today's date	Target date	Difference between actual and target %
James T, Kirk (701)	100	100	02/09/2009	0
Welford, James (872)	26	14	01/07/2017	0

Download Close

This can also be downloaded to a .CSV file by clicking on the Download button at the bottom of the page.

VqmDashboardOrg1Centre1 (1) - Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	My learners: Active, on target												
2	Report generated for: Edna Krabbappel (Assessor)												
3	Date: 22/08/2016 14:55												
4		Learner	Actual % c	Target % c	Target dat	Difference between actual and target %							
5		James T, K	100	100	02-09-09	0							
6		Welford, J	26	14	01-07-17	0							
7													
8													
9													

By clicking on the name of the learner, the hyperlink will take you to that learner’s e-portfolio to the relevant page for the report you are looking at.

Welcome Edna Krabbappel (Assessor 6) [Change user/Logout](#) [Help and training](#)

Home My learners Assessment tools Reports

Select learner: **Welford, James (872)**

Unit assignments Activity plans Log evidence Evidence list Question bank Progress reviews Unit status, evidence matrix & signoff Qualification status & signoff Learner activity log Search evidence

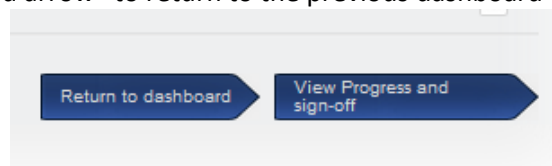
Help for this page

▼ Customer Services NVQ - L2 (1)

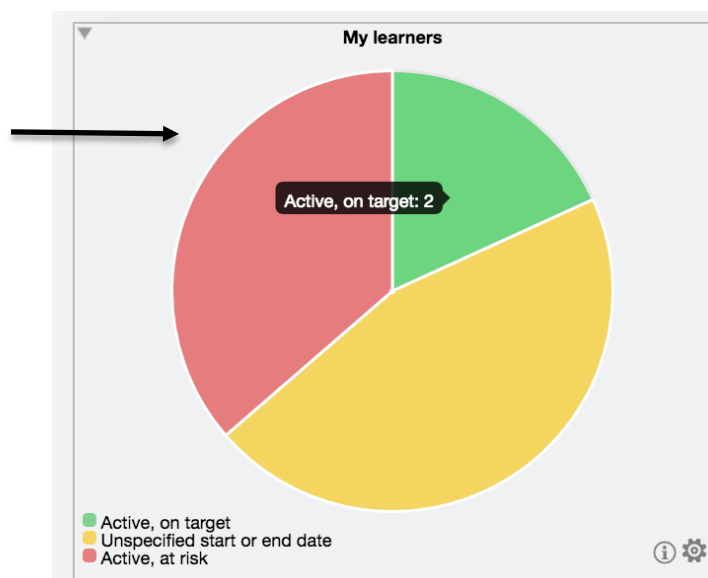
Start date: 01/07/2016 Overall qualification % completion to date: 34 %
End date: 01/07/2017
[Sign off multiple units](#)

Num	Unit title	% Completed (Actual)	Date assigned	Signed off by assessor	Confirmed by learner	Verified
1	Prepare yourself to deliver good customer service (1)	71	05/01/2011			<input type="radio"/>
5	Provide customer service within the rules (2)	0	05/01/2011			<input type="radio"/>
6	Recognise and deal with customer queries, requests and problems (15)	34	05/01/2011			<input type="radio"/>

Use the “Return to dashboard arrow” to return to the previous dashboard view.



Clicking outside the graph within the white area will take you to a list of all your learners.



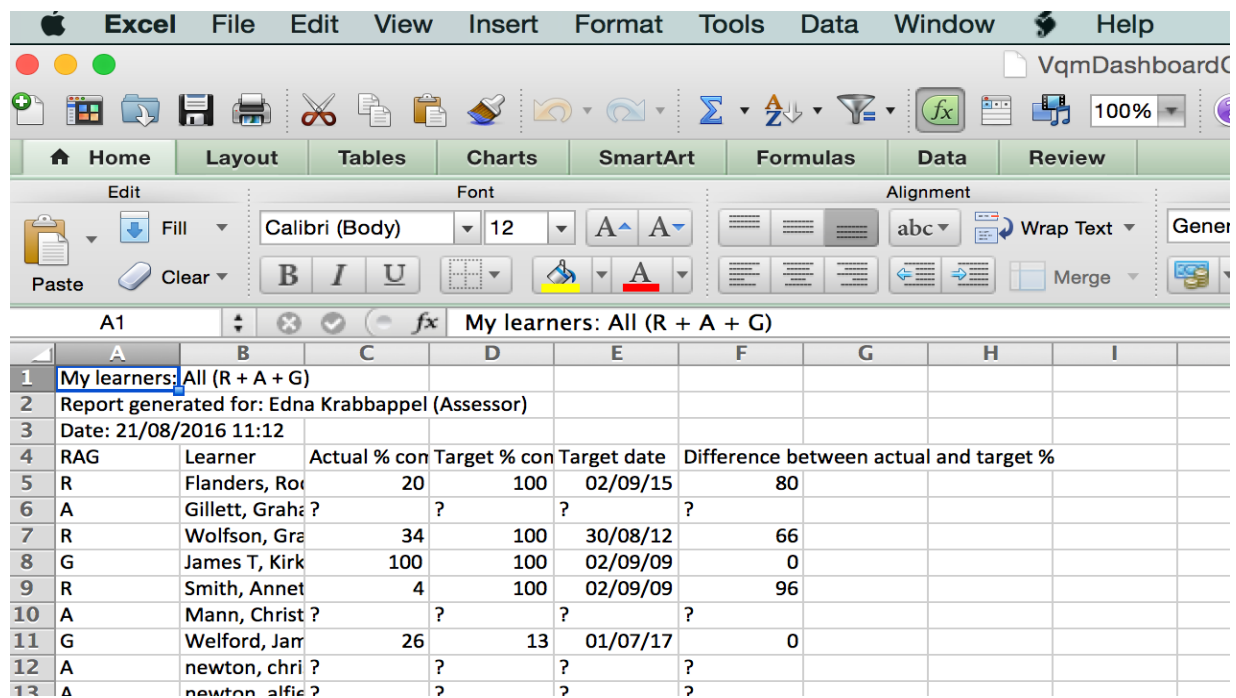
By using the tick boxes you can select more or less information as required.

My learners: All (R + A + G)
Report generated for: Edna Krabbappel (Assessor)
Date: 21/08/2016 11:10

☒ RAG ☒ Target date ☒ Difference between actual and target % ☐ Employer ☐ Curriculum area

RAG	Learner	Actual % completion at today's date	Target % completion at today's date	Target date	Difference between actual and target %
	Welford, James (872)	26	13	01/07/2017	0
	Flanders, Rod (7)	20	100	02/09/2015	80
	Wolfson, Graham (330)	34	100	30/08/2012	66
	James T, Kirk (701)	100	100	02/09/2009	0
	Smith, Annette (706)	4	100	02/09/2009	96
	Bangisa, Janice (712)	8	100	02/09/2009	92
	Gillett, Graham (38)	?	?	?	?
	Mann, Christopher John (713)	?	?	?	?
	newton, chris (16/30)	?	?	?	?

Downloading to a .CSV will enable you to filter and sort the data in Excel.



	A	B	C	D	E	F	G	H	I
1	My learners: All (R + A + G)								
2	Report generated for: Edna Krabbappel (Assessor)								
3	Date: 21/08/2016 11:12								
4	RAG	Learner	Actual % con	Target % con	Target date	Difference between actual and target %			
5	R	Flanders, Rod	20	100	02/09/15	80			
6	A	Gillett, Graha	?	?	?	?			
7	R	Wolfson, Gra	34	100	30/08/12	66			
8	G	James T, Kirk	100	100	02/09/09	0			
9	R	Smith, Annet	4	100	02/09/09	96			
10	A	Mann, Christ	?	?	?	?			
11	G	Welford, Jam	26	13	01/07/17	0			
12	A	newton, chri	?	?	?	?			
13	A	newton, alfi	?	?	?	?			

NB: the percentage calculations are based on the overall completion of all qualifications assigned to the learner.