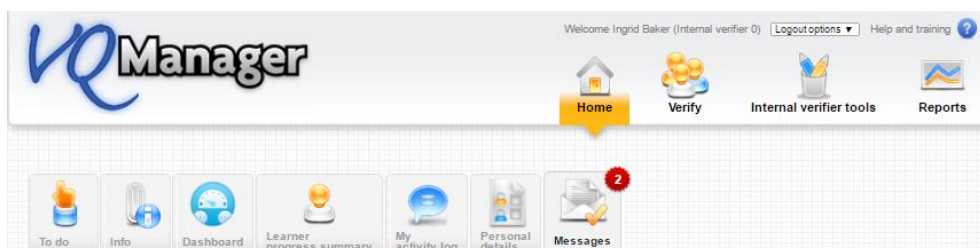


## VQManager IQA/IV Dashboard

A new Dashboard tab is now available on the Home page for IQA/ IV, giving customisable and downloadable information relevant to each role.

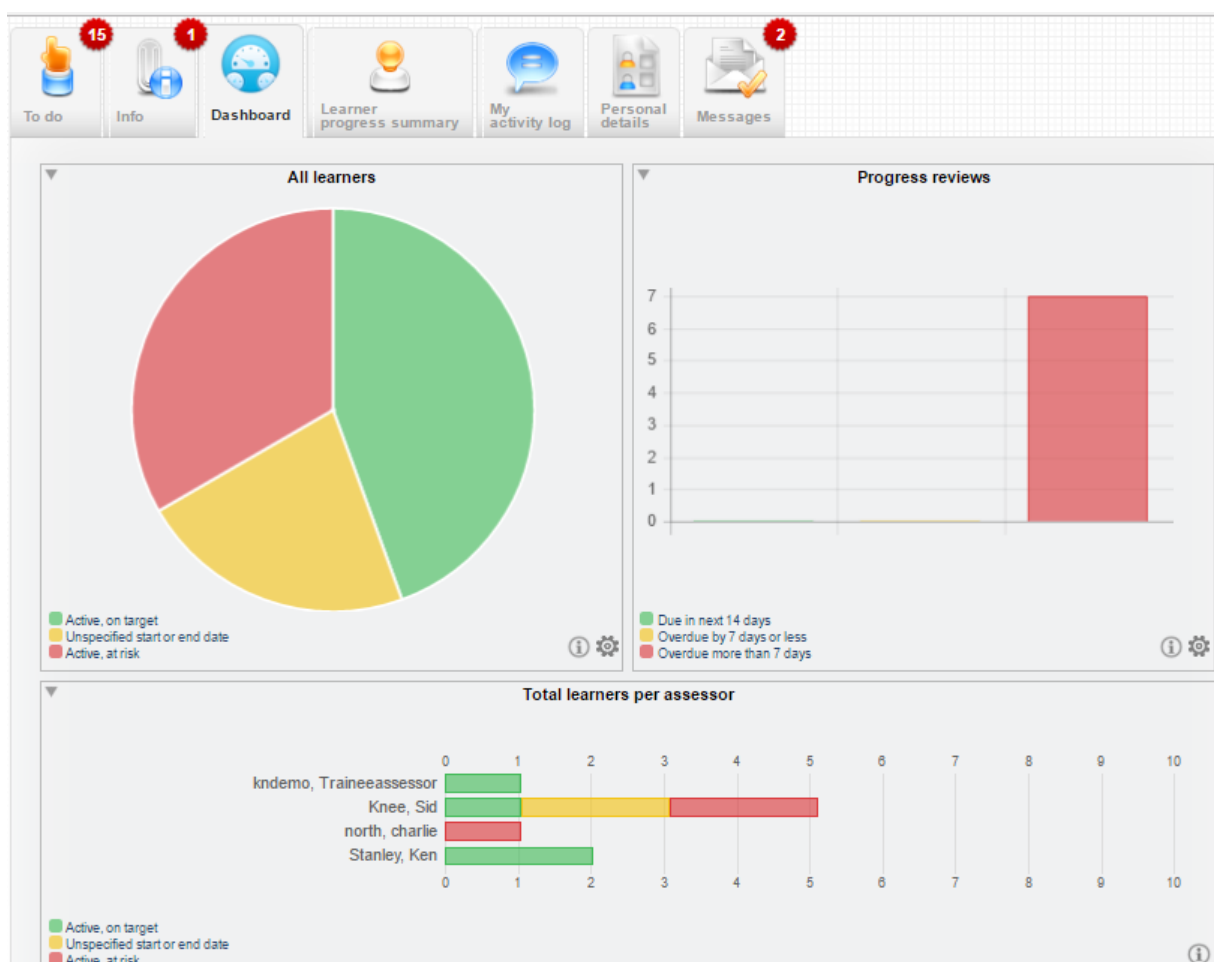
### IQA/IV dashboard



Selecting the new Dashboard Tab will bring up a selection of graphs which include All Learners, Progress Reviews and Total Learners per assessor.

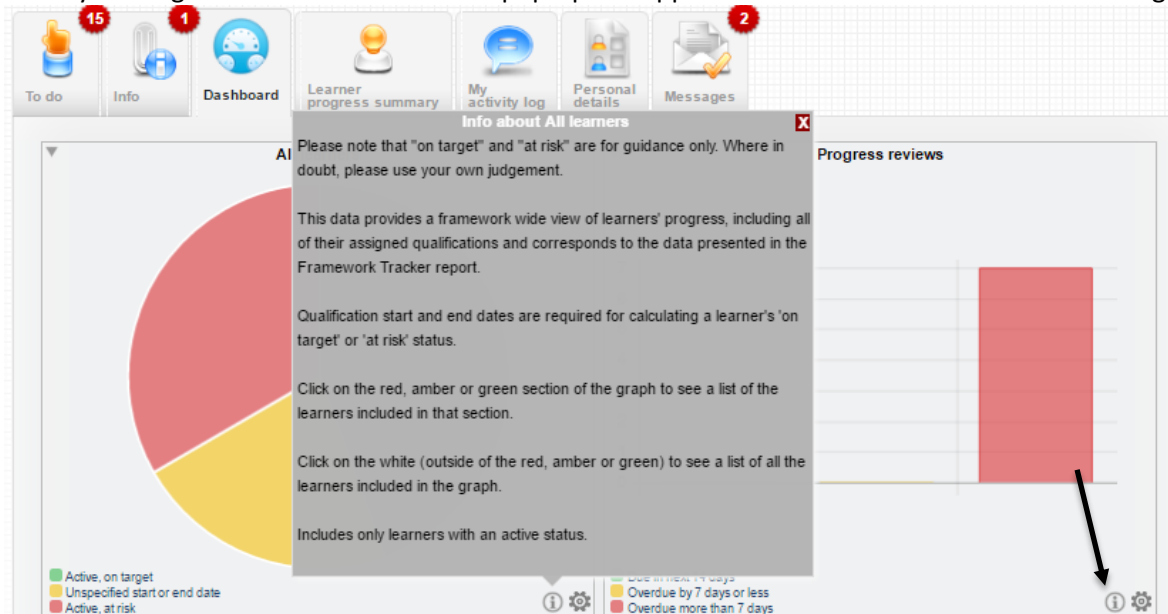
*Please note that the information provided only includes learners with an 'active' status.*

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.

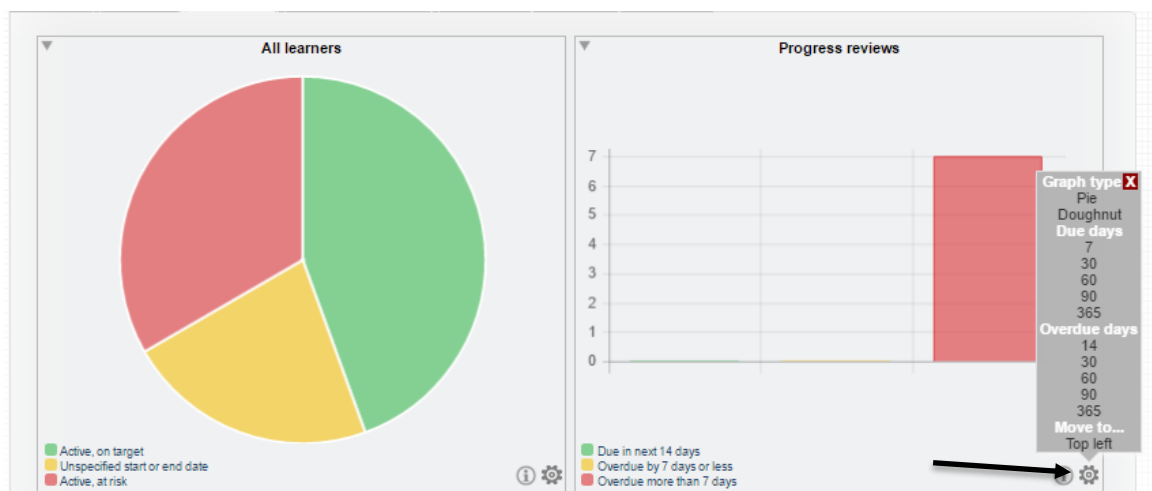


At the bottom right hand corner of each graph box you will find Information and Settings buttons.

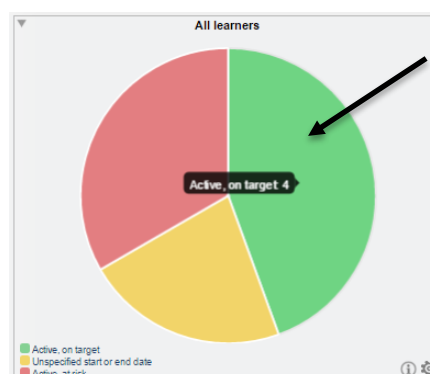
**i** By clicking on the information icon a pop-up will appear with useful information about that graph.



**⚙** 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 green - Active, on Target learners. This table can be further configured by clicking on the tick boxes to hide or show columns.

All learners: Active, on target  
Report generated for: John Stuart  
Date: 26/10/2016 12:06

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

Learner	Assessor	Actual % completion at today's date	Target % completion at today's date	Target date	Difference between actual and target %	Employer	Curriculum area
skills, functional (140062)	kindemo, Traineeassessor	100	100	08/10/2015	0		
Newbury, Nana (146680)	Knee, Sid	100	100	12/01/2016	0		
details, personal (140210)	Stanley, Ken	100	0	05/08/2014	0		

Download Close

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

VqmDashboardOrg1Centre20.csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

Calibri 11 A A

B I U

General

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Paul Greenhalgh

A1

All learners: Active, on target

	A	B	C	D	E	F	G	H	I	J	K	L
1	All learners: Active, on target											
2	Report generated for: John Stuart											
3	Date: 26/10/2016 14:13											
4		Learner	Assessor	Actual % co	Target % co	Target date	Difference	Employer	Curriculum area			
5		skills, functi	kindemo, Tr	100	100	#####	0					
6		Newbury, N	Knee, Sid	100	100	#####	0					
7		details, pers	Stanley, Ken	100	0	#####	0					

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.

All learners: Active, on target  
Report generated for: John Stuart  
Date: 26/10/2016 12:06

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

Learner	Assessor	Actual % completion at today's date	Target % completion at today's date	Target date	Difference between actual and target %	Employer	Curriculum area
skills, functional (140062)	kindemo, Traineeassessor	100	100	08/10/2015	0		
Newbury, Nana (146680)	Knee, Sid	100	100	12/01/2016	0		
details, personal (140210)	Stanley, Ken	100	0	05/08/2014	0		

Download Close

**VQManager** Welcome John Stuart (Internal verifier 97020) [Logout options](#) [Help and training](#)

Home Verify Internal verifier tools Reports

Select assessor: **Knee, Sid (96980)**

Select learner: **Newbury, Nana (146680)**

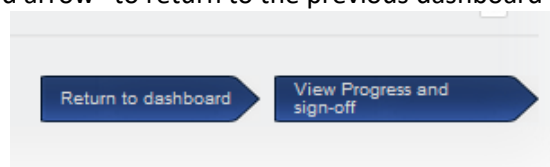
Unit assignments Assessment plans Evidence list Question bank Progress reviews **Unit status, matrix & signoff** Qualification status & signoff Learner activity log Learner details Search evidence

▼ **Diploma in Children's Learning and Development (Early Years Educator) L3 (QCF) (Pearson Edexcel) 601\_2963\_3 (1858)**

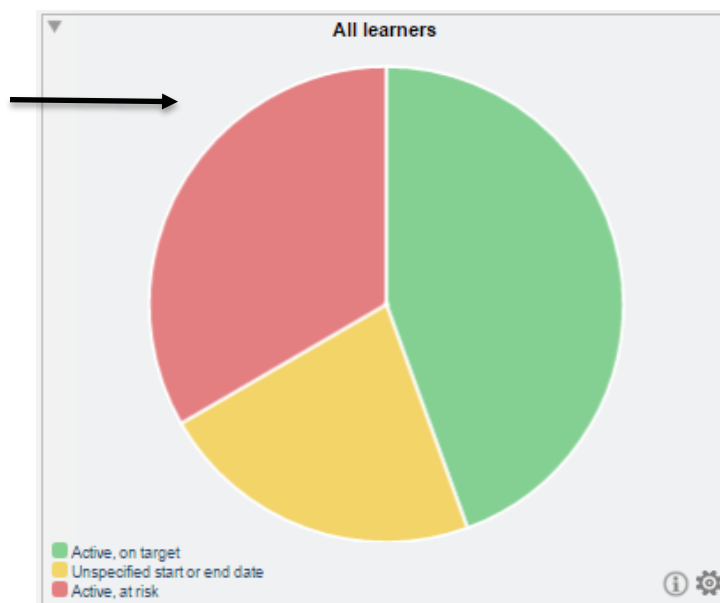
Start date: 07/01/2015 Overall qualification % completion to date: 100 % Total credit value for signed off units: 4  
End date: 12/01/2016 Total credit value for units not yet signed off: 30

Num	Unit title	Credit value	% Completed (Actual)	Date assigned	Signed off by assessor	Confirmed by learner	Verified
1	Understand Children's Early Years Education and Development (41929)	9	68	07/01/2015			●
2	Implementing Early Years Foundation Stage (41930)	6	52	07/01/2015			●

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 the learners.



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

VQ Manager e-portfolio by SkillWise - Google Chrome

SkillWise UK Ltd. [GB] | <https://www.vqmanager.co.uk/cgi/radSVQ.cgi/ddd7&tr=97020&i=mvmdgdgdcffifgrlrgcvmcfcrf&uuiid=%27A9f3B291-58F0-4999-8FDA-03CD39A>

All learners: All (R + A + G)  
Report generated for: John Stuart  
Date: 26/10/2016 14:17

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

RAG	Learner	Assessor	Actual % completion at today's date	Target % completion at today's date	Target date	Difference between actual and target %	Employer	Curriculum area
	skills, functional (140062)	Indemo, Traineeassessor	100	100	08/10/2015	0		
	Leigh, Krista (96738)	Knee, Sid	25	100	26/03/2016	75		HEALTH AND SOCIAL CARE
	Stuart, Tim (96996)	Knee, Sid	?	?	?	?		Curriculum area A
	stuart, patrick (96997)	Knee, Sid	16	100	08/10/2015	84		Curriculum area B
	testing, password (124927)	Knee, Sid	?	?	?	?		
	Newbury, Nana (146680)	Knee, Sid	100	100	12/01/2016	0		
	details, personal (140210)	Stanley, Ken	100	0	05/08/2014	0		

Download Close

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

VqmDashboardOrg1Centre20 (1).csv - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW

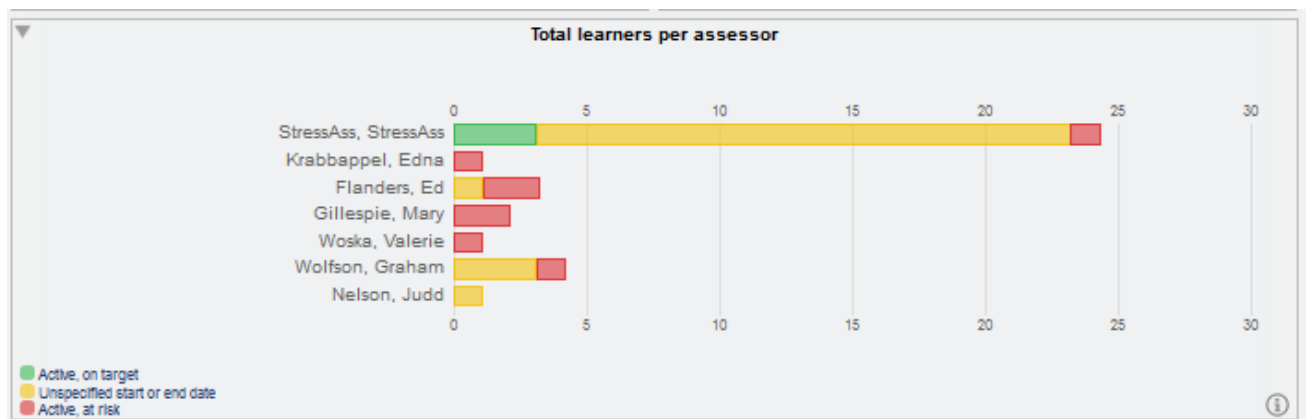
Clipboard Font Alignment Number Styles Cells Editing

G16

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	All learners: All (R + A + G)												
2	Report generated for: John Stuart												
3	Date: 26/10/2016 14:22												
4	RAG	Learner	Assessor	Actual % co	Target % co	Target date	Difference t	Employer	Curriculum area				
5	G	skills, functi	Indemo, Tr	100	100	08/10/2015	0						
6	R	Leigh, Krista	Knee, Sid	25	100	26/03/2016	75		HEALTH AND SOCIAL CARE				
7	A	Stuart, Tim	Knee, Sid	25	100	27/03/2016	76		Curriculum area A				
8	R	stuart, patri	Knee, Sid	16	100	08/10/2015	84		Curriculum area B				
9	A	testing, pas	Knee, Sid	16	100	09/10/2015	85						
10	G	Newbury, N	Knee, Sid	100	100	12/01/2016	0						
11	G	details, per	Stanley, Ker	100	0	05/08/2014	0						
12													

### “Total learners per assessor”.

This report displays the total number of learners per assessor with a visual of the number of learners Active on target (green), Unspecified start or end date (amber) and At risk (red).



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