# VQManager enhancements July 2017

Calendar

We have created a new tab on the Home page for learners, assessors and IQA/IVs called Calendar. The calendar pulls data from various tabs throughout VQManager to display an up-to-date picture of activity on the selected learner's account. As work is carried out across the system, it is automatically entered into the Calendar to give an at-a-glance view for users.
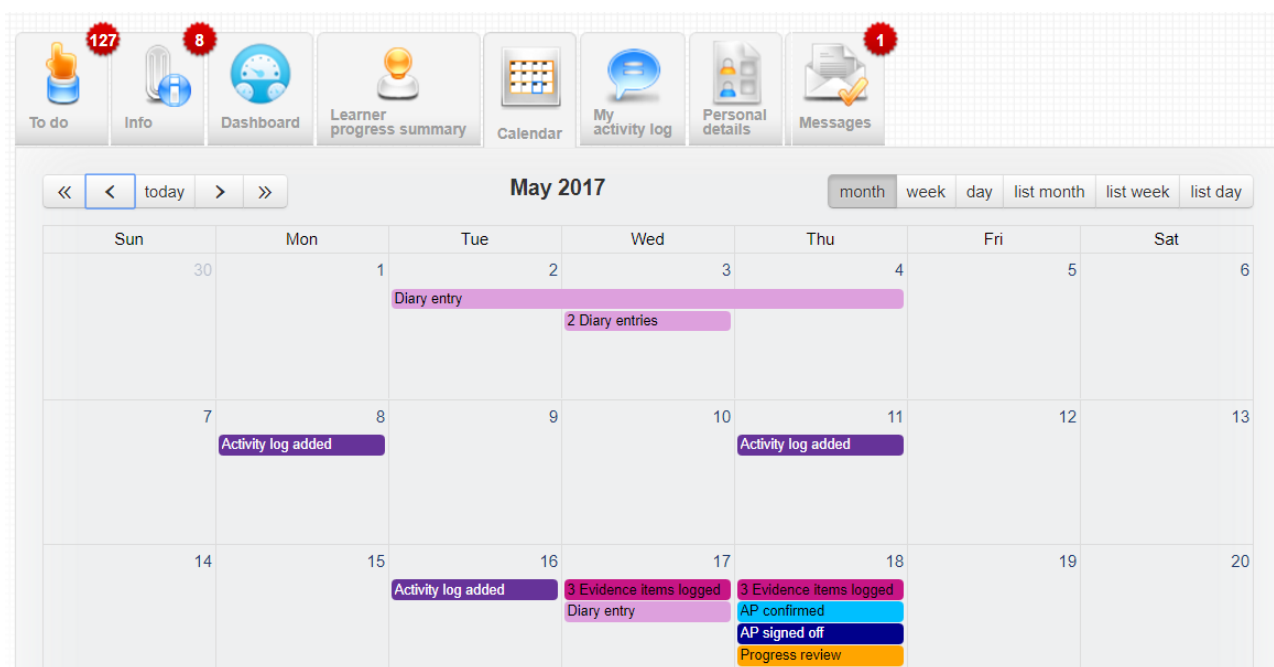
The calendar shows:

Diary entry - Plum
Progress review - Orange
Progress review confirmed by learner - DarkOrange
Progress review confirmed by a line manager - Chocolate
Evidence item logged - MediumVioletRed
Assessment/Action Plan due - Cyan
Assessment/Action Plan confirmed by learner - DeepSkyBlue
Unit signed off (assessor)- PaleGreen
Unit signed off (IV) - LimeGreen
Unit sign-off confirmed by learner - MediumSeaGreen
Qual signed off (assessor)- ForestGreen
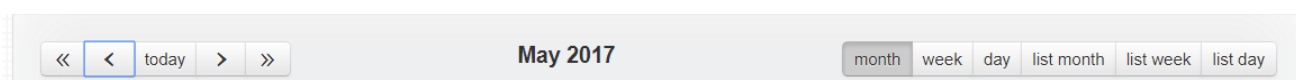Qual signed off (IV) - DarkOliveGreen
Activity log added - RebeccaPurple
Learner last logged in - Yellow
AP signed off - DarkBlue
Unit target date - Aquamarine

Use the tabs on the right to select the time period you wish to view i.e. month, week, day etc. and then use the arrows on the left hand side to scroll forward or backwards in time.

If you select a single entry a pop-up appears and will show you that entry.

If you click on an entry that says for example, 2 diary entries, the link takes you to the diary tab to reveal all the diary entries you may wish to see.

Colours changed on Unit Sign Off report and Sampling Plan

We have updated some of the colours in reports to make things clearer.
- 'Unit not assigned' and 'Unit assigned' are unchanged.
- Assessor sign off is now **PaleGreen**
- IQA sign off is now **DarkSeaGreen**

The affected reports are:

- Unit Sign Off report
- IV sampling report
- BTEC course progress report
- IV sampling plan

Fields added to Learner Status Details report

We have added extra columns to this report and it now includes:
- actual date of latest progress review
- qual sign off date

Employer and Curriculum Area selectors added to reports

We have added additional filters to the following reports so that they now can be filtered by Employer and Curriculum Area.

- Unit sign off
- Guided learning hours
- Progress reviews
- Learner activity
- BTEC course progress
- Qualification progress

Option added to "open all and see gaps" in qualification tree

We have added an option when opening criteria in the qualification tree so that it's possible to open all criteria and show the gaps highlighted in a contrasting colour in one click.

Changed layout of IQA unit sign off for clarity

We have adjusted the layout of the IQA/IV unit sign off page to make it clearer. The layout previously made it look as though the "unit not sampled" and "I confirm…" were alternatives when in reality this isn't the case. When signing off a unit the "I confirm…." box should always be ticked. The "Unit not sampled" should only be ticked when relevant.

Increased availability of reports

We have made some of the existing reports more widely available for other types of users.
For the EQA, we have added:
- Assessment plan recorded times (where this section is switched on for the centre)
- Progress Review report

For the IQA, we have added:
- Learner Contact Details
- Assessment plan recorded times (where this section is switched on for the centre)
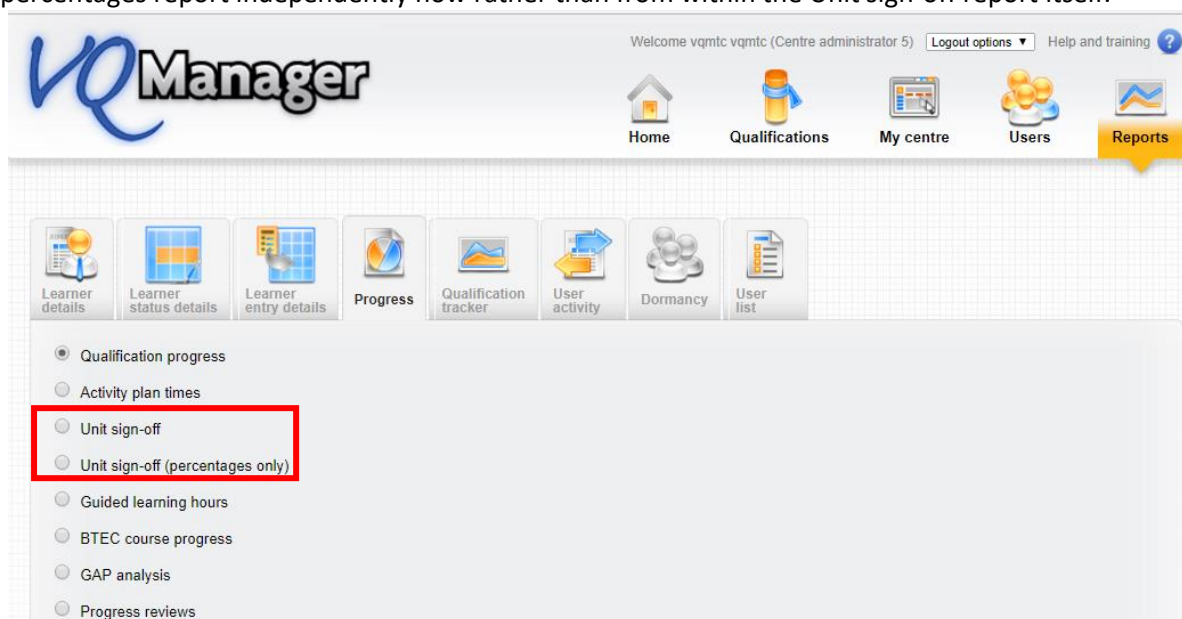- Progress Reviews report

For the Assessor, we have added:
- Assessment plan recorded times (where this section is switched on for the centre)
- Learner Activity

For the OSU/LM we have added:
- Evidence Matrix
- Assessment plan recorded times (where this section is switched on for the centre)
- Unit Sign Off report
- Guided Learning Hours (GLH need to be set up in your centre for data to show here)
- Gap Analysis
- Progress Reviews report
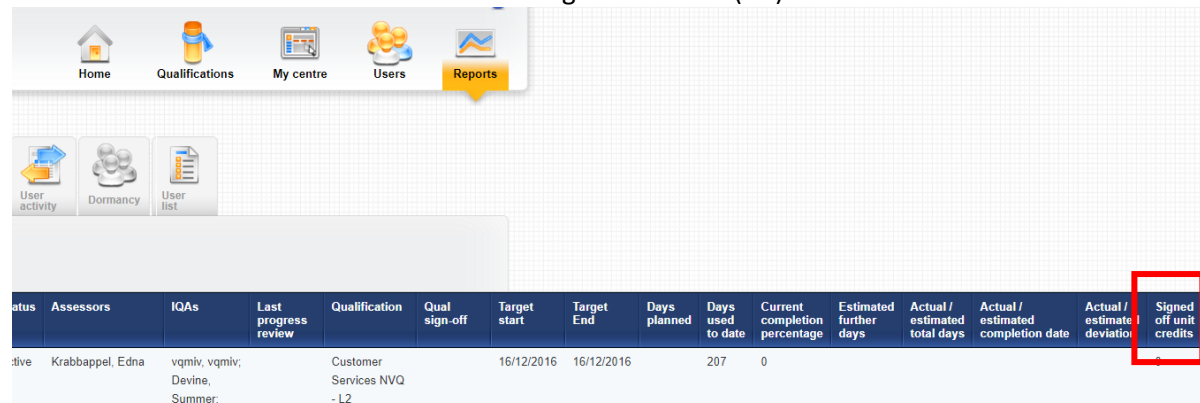- Framework Tracker
- Users who logged in

Unit sign off and Unit sign off (percentages only) have been separated out so you run the percentages report independently now rather than from within the Unit sign-off report itself.

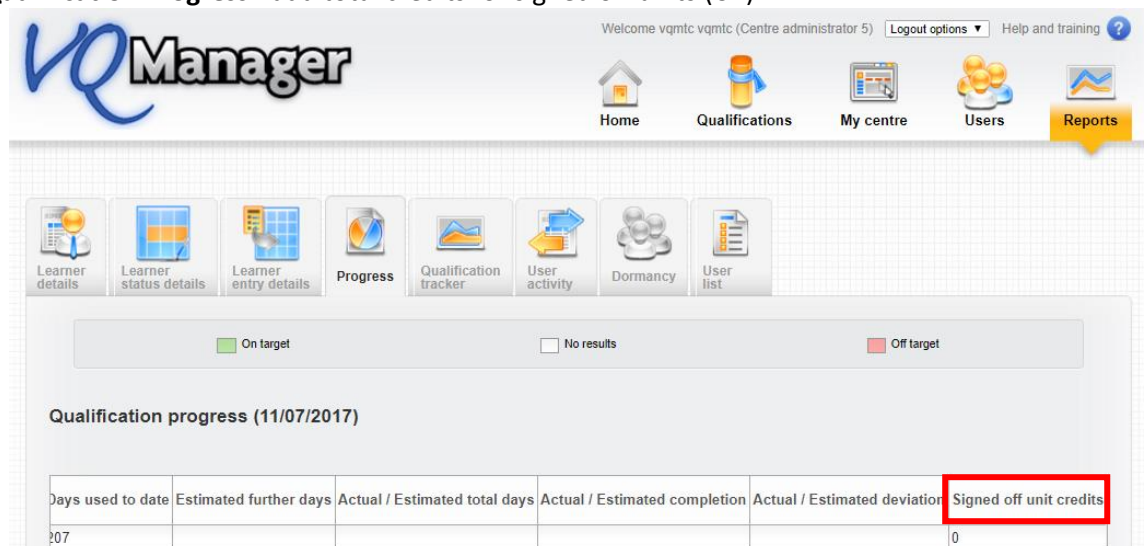## Credit values have been added to certain reports

Credit value information has been added to the following reports:

Learner Status Details - add total credits for signed off units (CA)

Qualification Progress - add total credits for signed off units (CA)
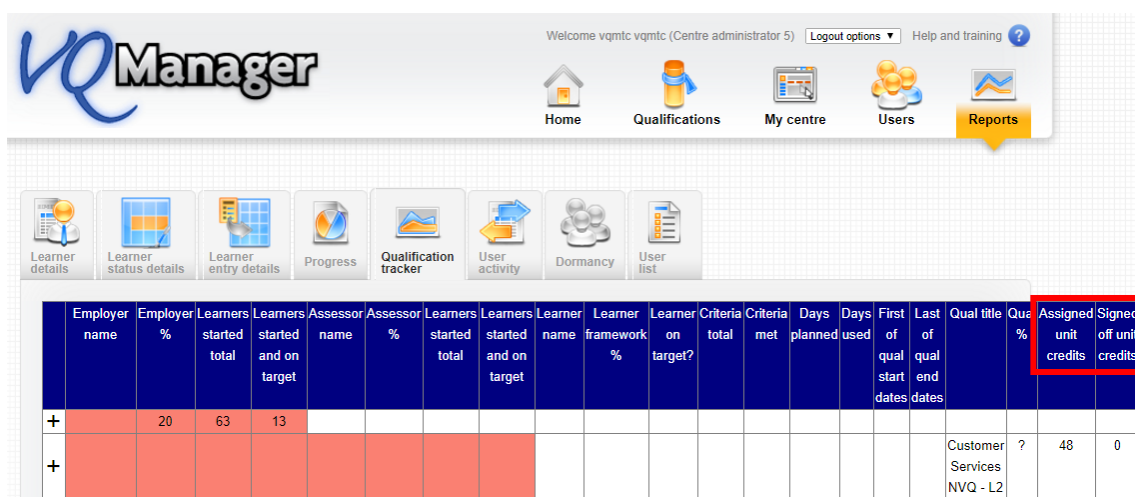
Unit Sign Off - add the unit credit values and the total credits for signed off units
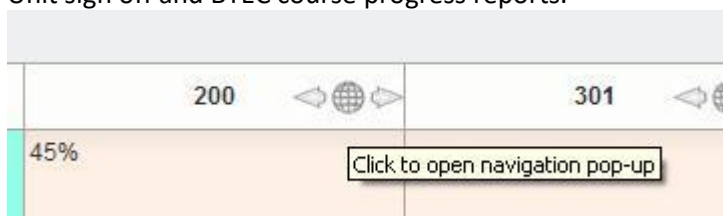
Framework Tracker - add total credits assigned and total credits signed off

A 'globe' function has been added to reports so the whole qualification can be seen in a pop up

The global view (already available in the IQA/IV sampling plan tab) has now been added to both the Unit sign off and BTEC course progress reports.
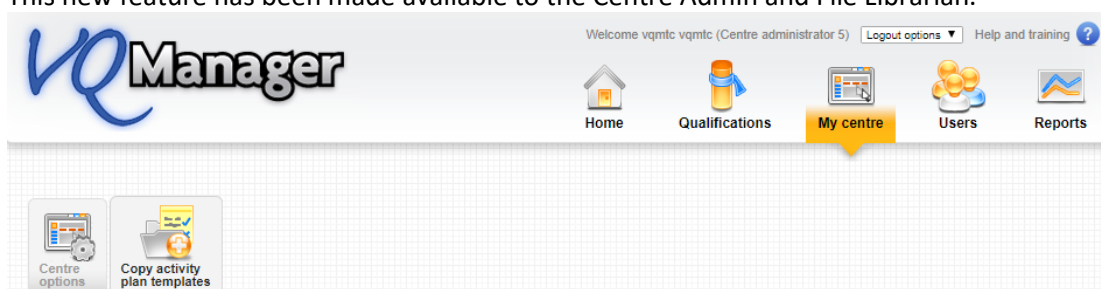

It works in exactly the same way, click on the globe icon and a pop up appears showing a full version of the report. This is especially important where the report is too wide to be displayed on the screen.

Centre Admin can now copy assessment/activity plans from one assessor to another

This new feature has been made available to the Centre Admin and File Librarian.

The user selects an assessor in the top selector which then reveals the assessment plan templates available to that assessor. The templates are grouped by qualification for ease of use. Having

selected which assessment plan template(s) to copy, the user selects the assessors to copy them to in the list at the bottom of the page.

Select "copy" at the bottom of the page and a popup appears asking the user to confirm.

"Done" appears next to each assessor name when the copying for that person is complete.

Once all assessment plan templates are copied for all assessors, another pop up appears confirming that copying is complete.

Copying completed

OK
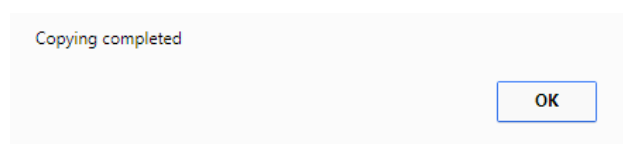
Note: This function **does not** check if an assessor already has a copy of a particular assessment plan template. If the Centre Admin selects an assessment plan template that is already in the 'to' assessor's account, another copy will be created and assigned to that assessor. Assessors can delete any assessment plan templates they don't need.

Learner visibility of unit target dates

Where unit target dates are switched on for a centre, we have added a column on the 'Unit status, evidence matrix and sign off' tab to indicate unit target dates set by the assessor.

All of these changes will be added automatically to your centre.