



Learner guidance for VQMobile

Introduction

The aim of the VQMobile app is to allow Learners from the VQManager e-Portfolio system to perform certain tasks in an offline environment (i.e. not connected to the internet or VQManager). Learners can download data to the device which includes:

- Learner progress - at qualification and unit level (as a percentage)
- Active and signed off assessment plans
- Existing activity logs

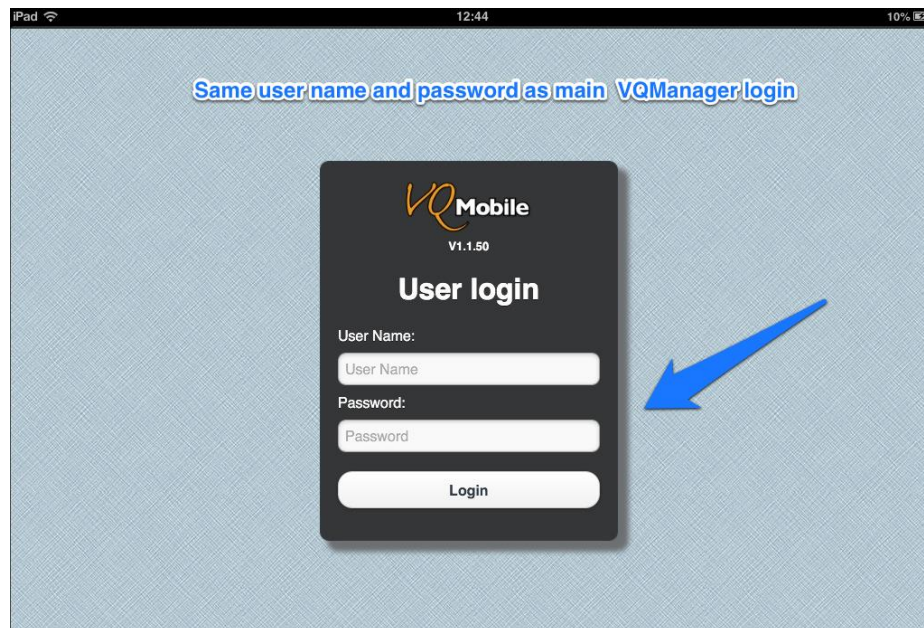
Learners can perform the following tasks:

- Add video, audio or picture evidence to an evidence library
- Create new evidence:
 - Select evidence methods
 - Add evidence descriptions
 - Select criteria that the evidence covers (including being able to view criteria that have already been met to minimum requirements)
 - Attach pictures, audio recordings or video recordings as proof
- View existing assessment plans
- Edit existing activity logs or add new logs

When the Learner regains a connection to the internet (either wireless or 3G) they can then synchronise the data back to VQManager.

1 – Log in to VQMobile

Step	Action
1	Open VQMobile on the device you are using
2	Enter the username and password which you use to access the VQManager e-Portfolio system
3	Click on the Login button. The VQMobile homepage will appear Note: <ul style="list-style-type: none">You must have a connection to the internet when you log in and perform the very first synchronisation.

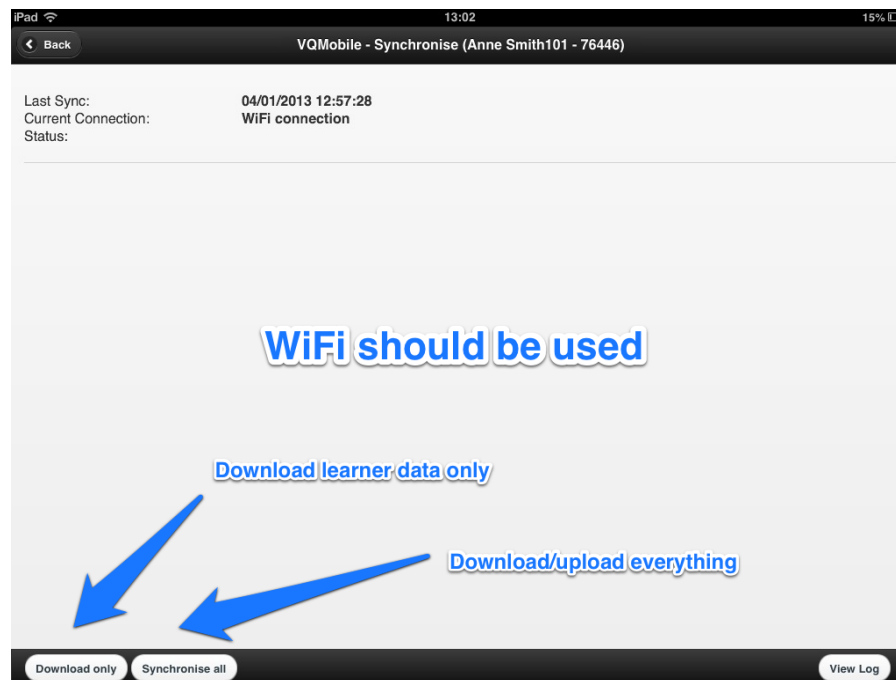


The image below shows the Homepage for a Learner once logged into the app.

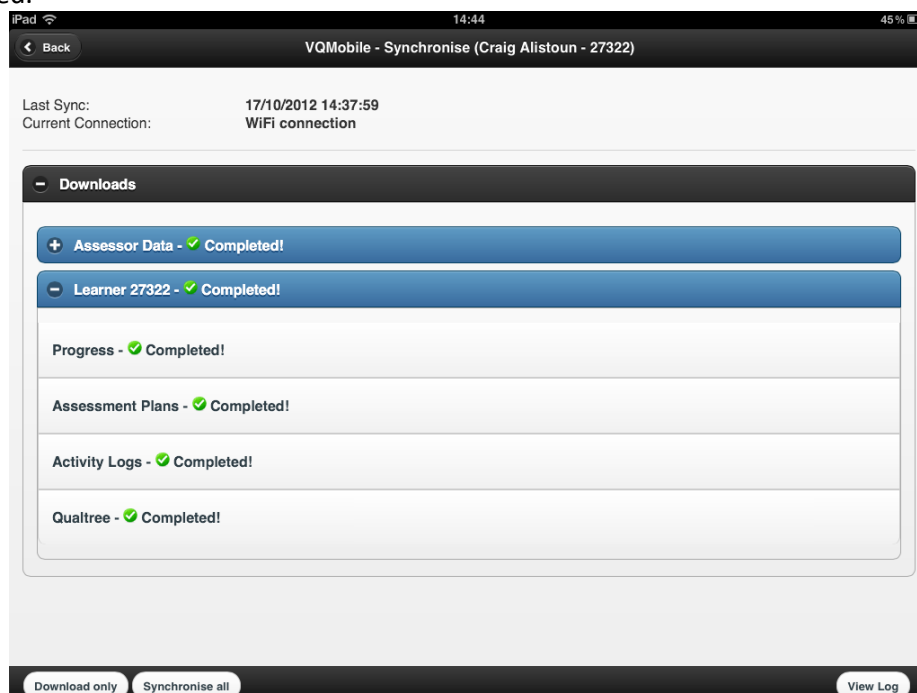


2 – Synchronise data to VQMobile

Step	Action
1	Tap the Synchronise menu option on the homepage
2	In this first sync you'll only need to download data to the device, so click on the Download only button.
3	Enter your password in the Password field. You will need to enter your password when any synchronisation is done for security purposes.
4	Press the Login button.
5	You will receive a feedback page telling you exactly what data was downloaded. Press the < Back button to return to the homepage.

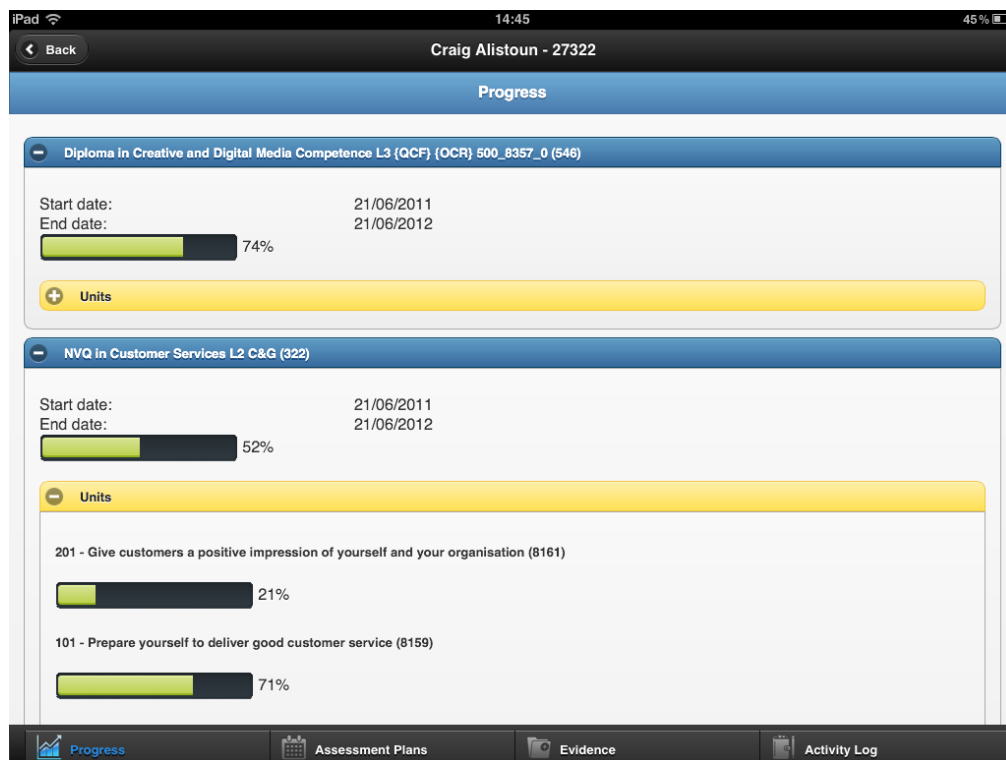


The image below shows the view of the Synchronise screen after the Download only button was used.



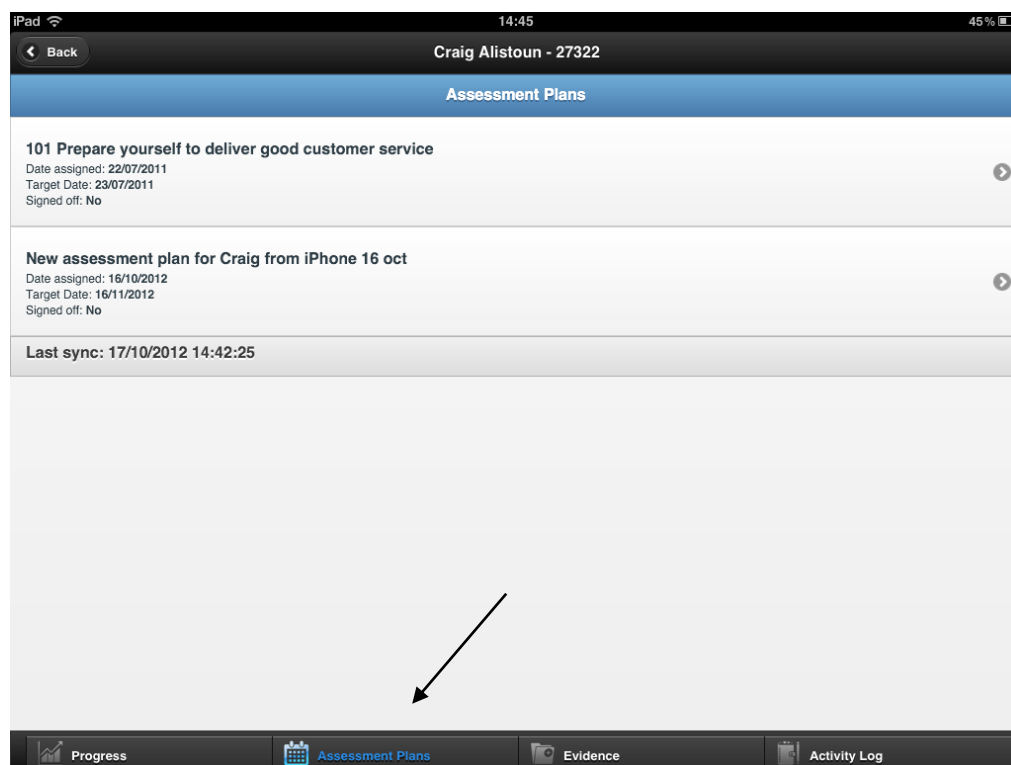
3 – My Portfolio: View progress

Step	Action
1	From the homepage, tap the My Portfolio menu option
2	<p>Your Progress tab will appear. You can review progress against any qualification as a whole that has been allocated to you or any unit that has been assigned to you.</p> <p>You are also able to see:</p> <ul style="list-style-type: none"> • Start date for each qualification • End date for each qualification



4 – Assessment plans

Step	Action
1	Tap the Assessment plans tab.
2	<p>A list of current active or signed off assessment plans appears. This summary view includes:</p> <ul style="list-style-type: none"> • Assessment plan name • Date assigned • Target date • Whether the plan has been signed off or not. <p>Select the plan you wish to work with by tapping it.</p>
3	<p>You can view:</p> <ul style="list-style-type: none"> • Assessment plan title • Target date • Notes <p>Additionally you can also see (if available):</p> <ul style="list-style-type: none"> • Assessor feedback • Assessment plan signoff • Request learner confirmation for the plan
4	Once viewing is completed tap the < Back button.



5 – Evidence

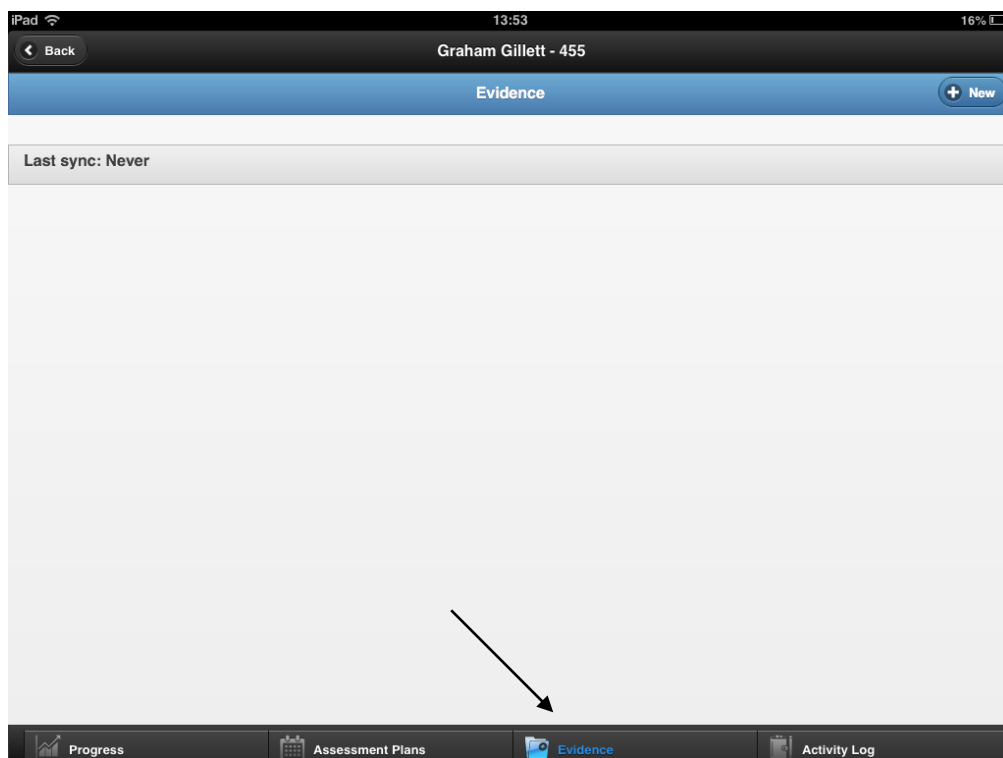
Learners are able to log new evidence

Step	Action
1	Tap on the Evidence tab.
2	Tap the + New button to add a new evidence item.
3	Select an evidence method by tapping the Methods button.
4	Press the method(s) that matches the evidence.
5	Press the Done button.
6	Type in a Summary Description for the evidence.
7	Add an attachment to the evidence by tapping the Attachments button (this could be video, audio or pictures that prove the learner has achieved the criteria selected)
8	Press the + Add button to select/ create media attachments.
9	You can now select attachments from your Evidence Library (if applicable). If you have no attachments in your Media Library press the + New button.
10	You can now either create New media attachments, or in the case of pictures and video select from the Gallery on the device.
11	Once your attachment(s) have been selected, you can rename them if you wish so that they are easier to recognise. Press the media item and rename the item in the Media Item name field.
12	Tap the Save button when complete.
13	Tap the Back button to return to the evidence item.
14	Add the relevant criteria by tapping the Map to criteria button.
15	Select the qualification, unit, element, criteria applicable. Note: <ul style="list-style-type: none"> • Tap the Show completed button to see the criteria which have already been met to the minimum requirements • Tap the Done button to save selections • Tap the < Back button to step back one step (nothing is saved)
16	Tap the relevant option for the evidence: <ul style="list-style-type: none"> • Submit to assessor • Save and continue later

Note:

Evidence which has been created and saved in VQMobile can be:

- Edited by tapping the evidence in the summary view
- Deleted from the device so that it is never uploaded to VQManager

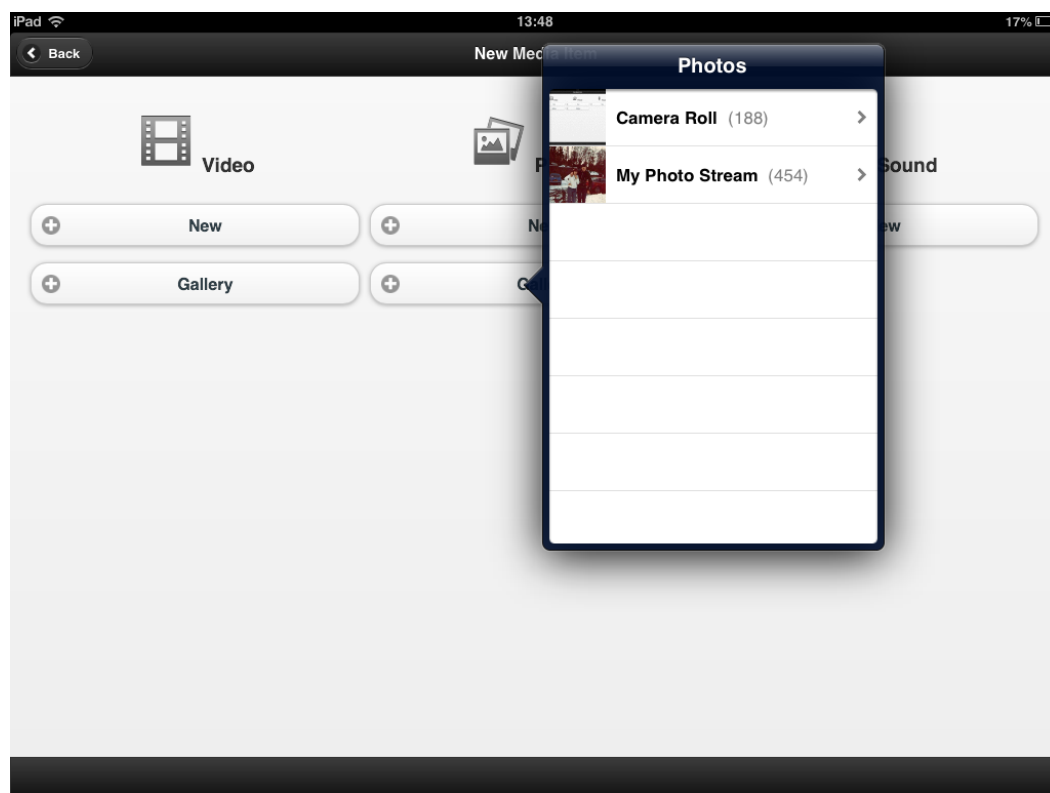


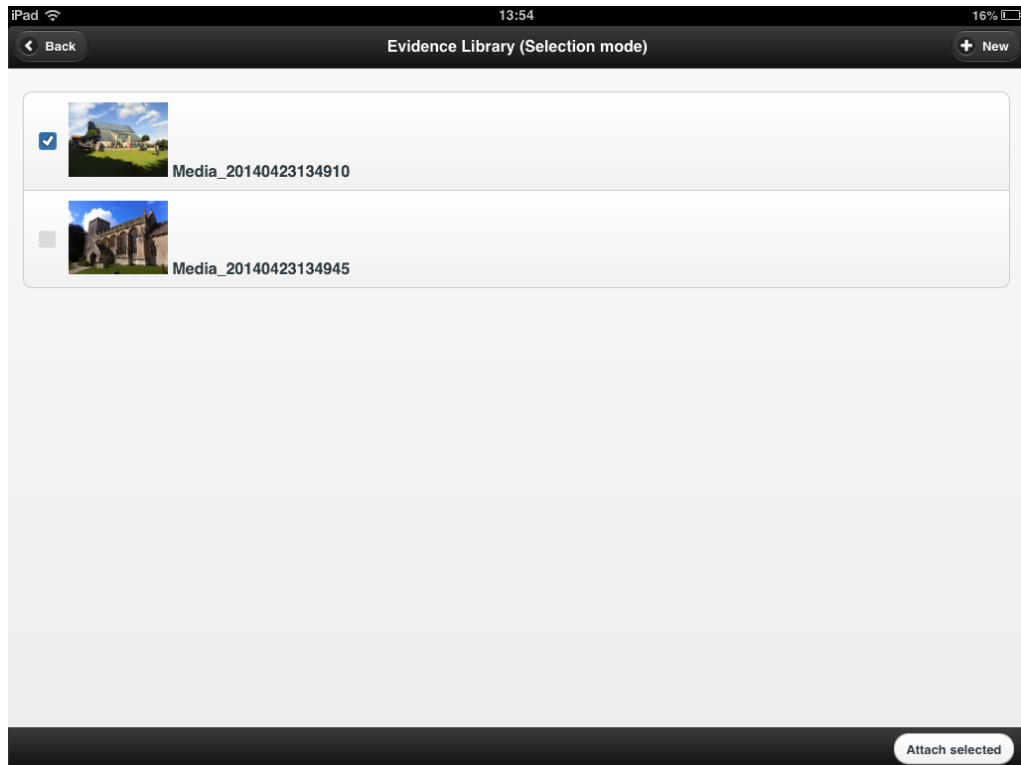
The images below show the series of logging evidence screens. Use the arrows to show the additional screens and use the **done** button to move back a page.

Select methods

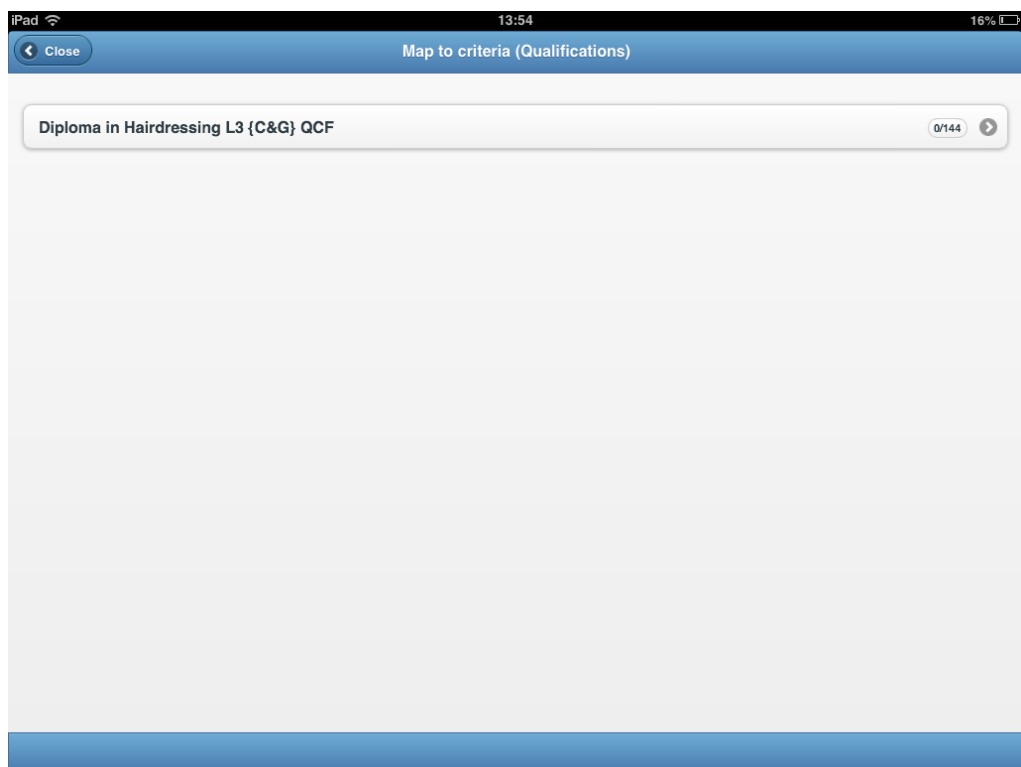


Select attachments

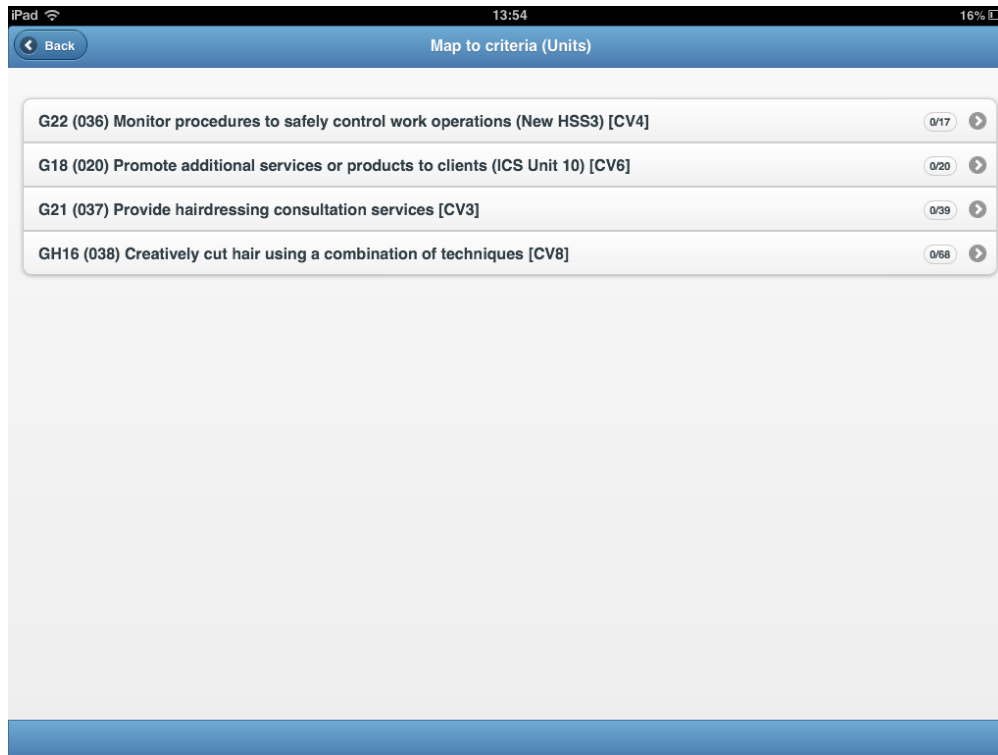




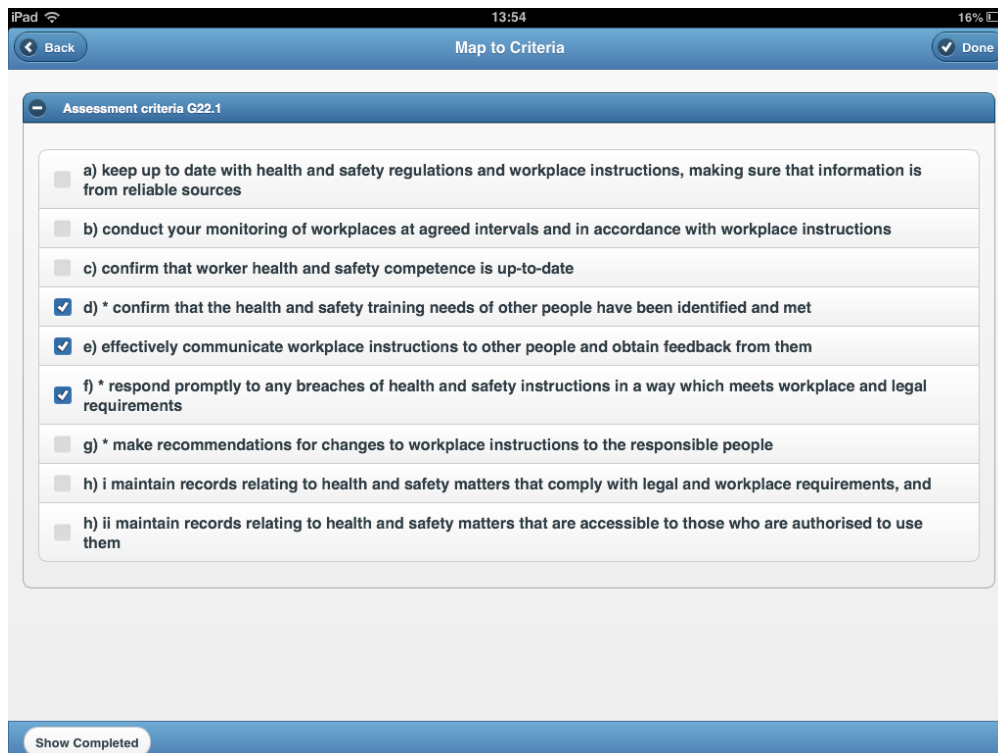
Select qualification



Select unit



Select criteria



Submit to assessor or save and continue later

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Back Evidence (Graham Gillett - 455)

Evidence method(s) Methods (2 selected)

Summary description Observation

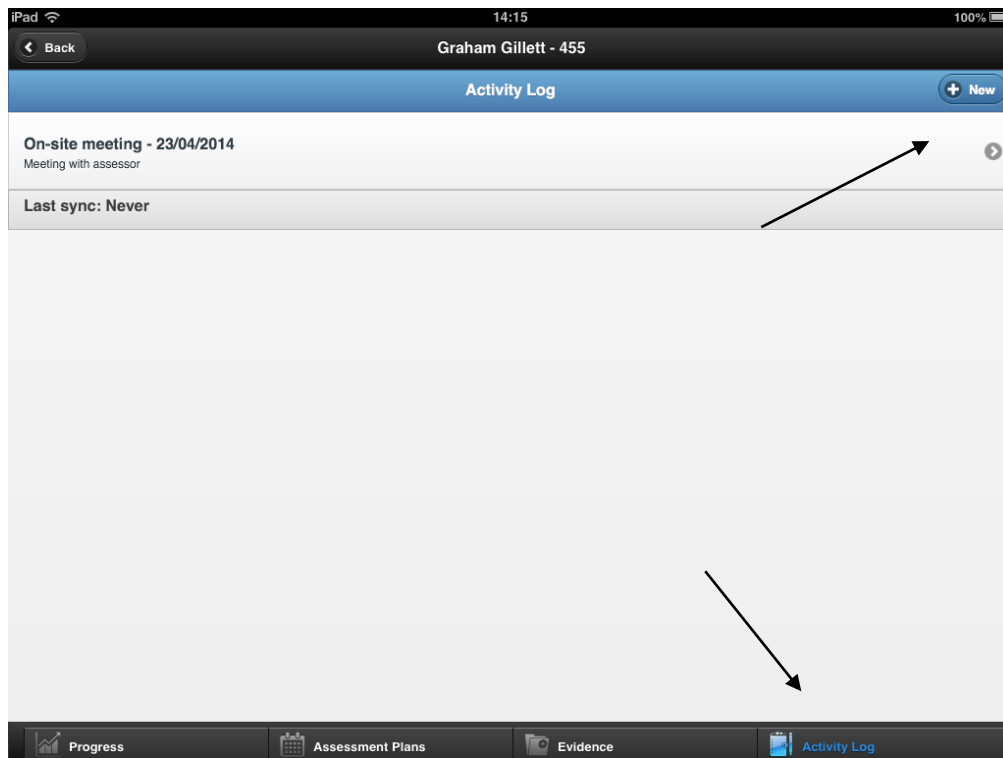
Attachments (1 selected)

Map to criteria (3 selected)

Submit to assessor Save and continue later

6 – Activity Logs

Step	Action
1	Tap on the Activity Log tab.
2	<p>A list of current activity logs appears. This summary view includes:</p> <ul style="list-style-type: none"> • Activity log type • Activity date • Summary title <p>Tap the activity log you wish to work with by pressing on it or add a new log by pressing the + New button.</p>
3	<p>For new logs add:</p> <ul style="list-style-type: none"> • Category • Summary title • Activity date • Activity detail <p>Additionally you can also:</p> <ul style="list-style-type: none"> • Guided Learning Hours information



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Back Activity Log (Graham Gillett - 455)

Category Select Category

Summary title Summary Title

Activity date

Activity detail Activity detail

GLH ☐ Off the job

Start time

End time

Duration

Qualification Select Qualification

Save

Activity Log (Graham Gillett - 455)

Category: **Select Category**

Summary title:

Activity date:

Activity detail:

GLH: ☐ Off the job

Start time:

End time:

Duration:

Qualification: **Select Qualification**

Select Category

- Select Category ✓
- Phone Call
- On-site meeting
- Assessment Plan
- Assessment Meeting
- Other

Save

Activity Log

On-site meeting - 23/04/2014

Meeting with assessor

Last sync: Never

Progress **Assessment Plans** **Evidence** **Activity Log**

7 – Using the Evidence Library

Learners can use the Evidence Library to capture video, audio or pictures to store for later. You can quickly capture evidence without having to log evidence at the time.

Step	Action
1	From the homepage tap the Evidence Library menu option.
2	Tap the + New button to add a new item.
3	Tap video or pictures already in the Gallery of the device, or tap the + New button to capture new: <ul style="list-style-type: none">• Video• Pictures• Sound
4	Capture the new evidence.
5	Rename the evidence item to make it easier to find and recognise
6	Tap the Save button. The attachment will be saved in the Evidence Library so that you can use it when logging evidence at a later stage.

Note:

- You can delete evidence from the media library by tapping the **Manage items** button and then deleting the items you no longer require.



8 – Awaiting upload

VQMobile keeps track of all the items that have been logged or edited on the device and which need to be uploaded back to VQManager.

Step	Action
1	From the homepage tap the Awaiting Upload menu option.
2	A list will appear with data to upload highlighted. This view is for information purposes only,
3	Tap the < Back button to return to the homepage.



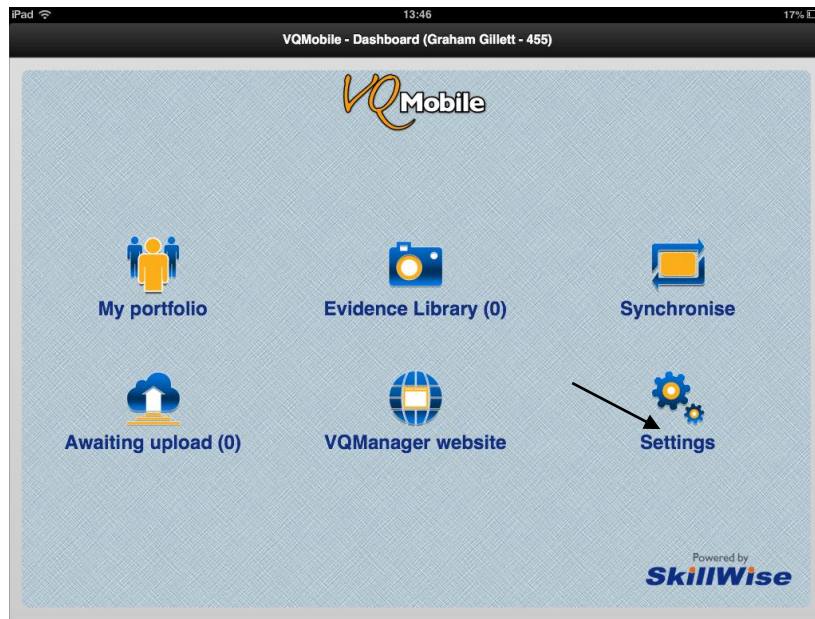
9 – Settings

Settings change the way that VQMobile works

Step	Action
1	From the homepage tap the Settings menu option.
2	Change the picture quality by typing a new number into the field. 100 is the highest quality but creates large images and is probably not necessary for a lot of pictures. Reduce this to 50% to create smaller files. Note that the quality of video or audio cannot be changed
	VQMobile is set to sync over wireless connections by default. Change this so that it will use 3G by changing the Synchronise over WiFi only setting. Remember that some devices do not have a 3G connection and can only connect over WiFi. PLEASE NOTE: synching over 3G will incur data costs from your service provider. Do not change this setting unless you are willing to carry the costs of the data transfer.
4	Tap the Save button to save changes.

Note:

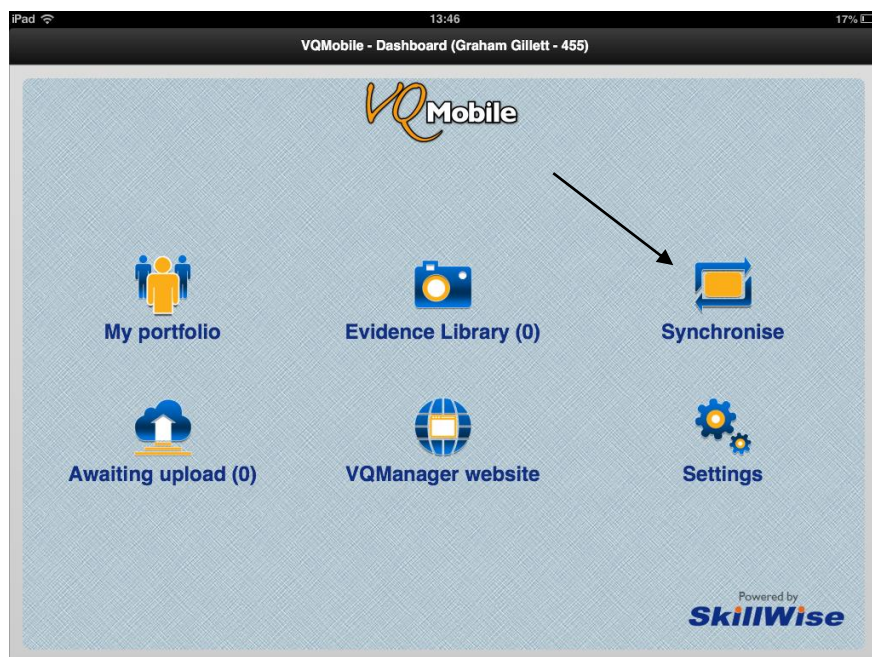
- You can view the agreement by pressing the **View app Agreement** button.

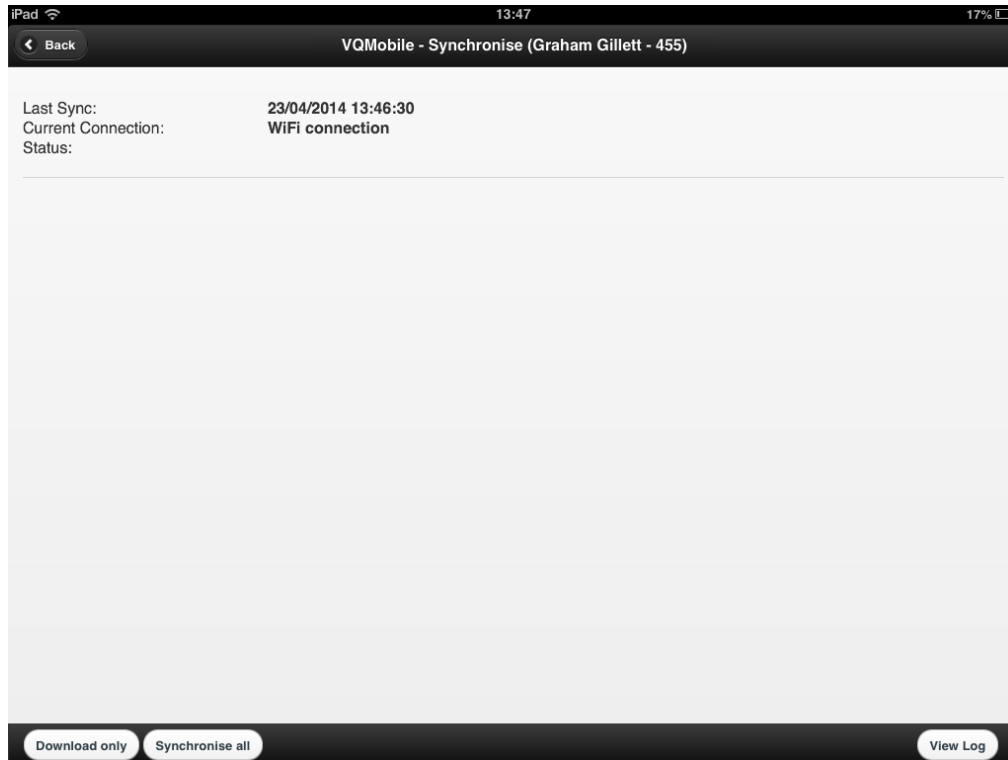


10 – Synchronise data from VQMobile to VQManager

When you are ready and have a wireless connection to the internet you can upload changes you have made on the device and updates from VQManager.

Step	Action
1	From the homepage tap the Synchronise menu option.
2	Tap the Synchronise all button.
3	Enter your password in the Password field. You will need to enter your password when any synchronisation is done for security purposes.
4	Tap the Login button.
5	The data on the device will be uploaded to VQManager.
6	You will receive a feedback page telling you exactly what data was downloaded. Tap the < Back button to return to the homepage.





Note

- VQMobile is not intended to replace VQManager as only limited functionality and data is catered for.
- VQMobile allows learners to download data to the device over a wireless connection or 3G
- Go directly to the VQManager login page by pressing [VQManager website](#) on the homepage.
- Evidence created in VQMobile and uploaded to VQManager can be identified in the evidence audit trail. The audit trail will state that the evidence was created on a mobile device.