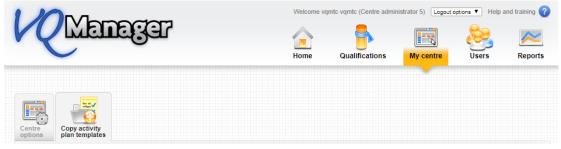
## Centre Admin can now copy assessment/activity plans from one assessor to another

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.

		Welcome vqr	mtc vqmtc (Centre admi	nistrator 5) Logout o	otions 🔻 Help a	and training
	P	Home	Qualifications	My centre	Users	Report
entre copy activity plan templates						
Assessor A2 ch	ange, A2 (1614)	۲				
Assessor Toolkit - Warehous	ing Apprenticeship L2 {linking	j test} (92)	)			
You have not created any activity plans yet						
BTEC Extended Diploma in M	lusic Technology L3 {QCF} Ed	lexcel 500	_7716_8 (96)			
You have not created any activity plans yet						
A - (1, 1)						
Activity plans not linked to c	nteria					
Date created	Description			Select		
09/11/2015	JavaScript test [745]					
Copy to assessors						
Name			Select a			
AAA_Wil_test_AAA, AAA_Wil_test_A	AA (1244)		Deselec			
Aaaaaaaa1, Aaaaaaaa1 (776)	,					
BCD, BCD (762)						
Bryson, Billy (912)						
Dalgleish Rob (1248)						

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.

Name	Select all / Deselect all	
AAA_WiI_test_AAA, AAA_WiI_test_AAA (1244)	۲	Done
Aaaaaaaa1, Aaaaaaaa1 (776)		
BCD, BCD (762)		
Bryson, Billy (912)		

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



**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.