

December 2018 VQManager enhancement

Add categories to process e-mails sent into VQM

When using the “emailing into the e-portfolio” function you are currently able to process the email in a variety of ways. As a learner you can add the email as:

- Evidence
- Learner activity log

As an assessor you the two above and also these additional categories:

- Existing progress review (add to)
- New progress review

We have now added the following for learners and assessors:

- Learner diary

And for assessor alone:

- Assessor activity log

Learner view:

▼ Emails awaiting further processing

Date received	Subject	Attachments	Process email info...	Delete
15/06/2012	Test 2012_06_15 to Rod Flanders (Learner 7) A	convy.jpg	Select	Process
15/06/2012	Test 2012_06_15 to Rod Flanders (Learner 7) B	Trace.txt	Select Evidence Learner activity log Learner diary	Process

Assessor view:

▼ Emails awaiting further processing

Date received	Subject	Attachments	Process email info...	Delete
28/03/2014	Wii test 2014_03_28 A		Select	Process
28/03/2014	Wii test 2014_03_28 B		Select	Process
28/03/2014	Wii test 2014_03_28 C		Evidence	Process
28/03/2014	Wii test 2014_03_28 D		Learner activity log	Process
28/03/2014	Wii test 2014_03_28 E		Assessor activity log	Process
28/03/2014	Wii test 2014_03_28 F		New progress review	Process
28/03/2014	Wii test 2014_03_28 G		Existing progress review (add to)	Process
28/03/2014	Wii test 2014_03_28 H		Learner diary	Process
28/03/2014	Wii test 2014_03_28 F		Select	Process
28/03/2014	Wii test 2014_03_28 G		Select	Process
28/03/2014	Wii test 2014_03_28 H		Select	Process
12/02/2015	Test message		Select	Process
12/02/2015	Test 2015_02_12 B		Select	Process

Set e-mail destination preference by user

The emailing into the e-portfolio function has been altered slightly. Traditionally the arrival location of the emails was set at Centre level. The choice was that the learner's email either:

- was received and processed by the learner
- was received and processed by their assessor

Because it was too restrictive deciding this at Centre level, the learner can now in their "Personal details" tab elect whether they wish to receive the email themselves or send it directly on to their assessor.

The new area looks like this:

Welcome Graham Gillett (Learner 38) Logout options ▾

Home My portfolio Reports

To do 7 Info 10 My progress summary Calendar File library Personal details My VQManager network Messages 2

Help for this page

User name *
GILLY

Receive e-mail reminder for evidence assessed in the last seven days
None ▾

Receive e-mail reminder for units signed off in the last seven days
None ▾

My e-mails sent to portfolio@vqmanager.co.uk go to:
 my To Do page my assessor's To Do page

Save Cancel

The learner can change this setting as often as they wish. The default setting is always "my To Do page".

This option affects all of the learner's currently unprocessed emails. You may wish action to be taken prior to the enhancement release date. I.e. when the default destination is "my To Do page", all of the learner's unprocessed emails will appear on his/her To Do page, regardless of how this option was set at the time the emails were sent.

Likewise assessors see all the unprocessed emails of all their learners who currently have their email destination set to "my assessor's To Do page", regardless of how it was set at the time their emails were sent.