

## VQManager enhancements March 2019

### Adding user name to all comments boxes in evidence

We have now made sure that the name of the user making the comments will be displayed above the relevant box in the evidence, for clarity. This was already happening in most cases, but there were some exceptions.





Assessor comments to IQA (not visible to learner) (Bryson, Billy)

16:49 GMT 28/02/2019  
Assessor comments

Please note that this update will apply to comments added post- this update, but it will not be visible for pre-existing comments.

### Assessor access to delete files they didn't upload themselves

Previously, files could only be deleted by the person who uploaded them. This presented some issues, for example when a learner moved from one assessor to another. We have expanded access so that any user in the same role as the person who uploaded a file will be able to delete it. For example, if qualified assessor A uploaded a file to a piece of evidence, qualified assessor B will have access to delete that file when working on the evidence, should they need to.

	Date uploaded	File description	Uploaded by	Size	Delete
	28/02/2019	test document 1.docx	Sampson, Holly (958)	10 KB	
	28/02/2019	test document 2.xlsx	Sampson, Holly (958)	8 KB	

reset file descriptions

### **Adding note to Line Manager role for Centre Admins**

Over time, the OSU and Line Manager roles have developed from being functionally identical, to a situation where the Line Manager has additional functionality designed specifically for external users.

To remind Centre Admins of this when they are creating accounts, we have added a note in the User Profile.

Roles		Default
Learner	<input type="checkbox"/>	<input type="radio"/>
Assessor		
Qualified	<input type="checkbox"/>	
Trainee	<input type="checkbox"/>	<input type="radio"/>
IQA	<input type="checkbox"/>	<input type="radio"/>
External verifier	<input type="checkbox"/>	<input type="radio"/>
Line manager	<input type="checkbox"/>	<input type="radio"/>
OSU	<input type="checkbox"/>	<input type="radio"/>
Organisation admin	<input type="checkbox"/>	<input type="radio"/>

For external users, e.g. learner's employer

Please don't add Organisation admin to a multi role user

### **All IQAs linked to trainee assessors to see unit sign off notifications**

In a previous update, we added a comments box for the trainee assessor at unit sign off. This change means only qualified assessors can now sign off units. In some cases, different IQAs are assigned to the trainee and the qualified assessor. This update makes sure that all relevant IQAs will see a unit sign off notification for the learner.

### **Bulk edit function - adding filters for qual, curriculum area and employer**

To help with editing groups of users, we have added filters so admins can select users assigned to a particular qualification, curriculum area and / or employer.

The screenshot shows the 'Bulk edit' interface. At the top, there are four icons: 'Users', 'User search', 'New user', and 'Bulk edit'. The 'Bulk edit' section has a dropdown menu for 'Action' set to 'Remove assessor from learners'. Below this is a 'List learners' dropdown set to 'All'. A red box highlights the 'Filter by:' section, which contains three dropdown menus: 'Qualification' set to 'Any qualification', 'Employer' set to 'Any employer', and 'Cohort' set to 'Any cohort'. Below the filters, the text 'Select learners to remove assessor from' is displayed above a table.

Name	Role	Currently assigned to	
2016_12_16_L_1, 2016_12_16_L_1 1639	Learner	Krabbappel, Edna (6)	<input type="checkbox"/>
2017_02_13_Wil_test_L_1, 2017_02_13_Wil_test_L_1 1642	Learner		<input type="checkbox"/>
2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 1643	Learner		<input type="checkbox"/>
2017_03_10_WIL_TEST_L_1. 2017_03_10_WIL_TEST_L_1			<input type="checkbox"/>

## File sharing - adding filters for qual, curriculum area and employer

Similar to the above, we have added filters for admins to filter users when they are sharing files in the File Library.

▼ Library file sharing with learners: test document 1.docx

☐ Share with all learners  
(this will ensure that the file is automatically shared with all learners added to your centre in the future)

Filter by:

Qualification  
Any qualification ▼

Employer  
Any employer ▼

Cohort  
Any cohort ▼

Name	Select all / Deselect all
2016_12_16_L_1, 2016_12_16_L_1 (1639)	<input type="checkbox"/>
2017_02_13_Wil_test_L_1, 2017_02_13_Wil_test_L_1 (1642)	<input type="checkbox"/>
2017_02_16_Wil_test_L_1, 2017_02_16_Wil_test_L_1 (1643)	<input type="checkbox"/>

## Show all IQA dates in Evidence matrix

Previously, only the most recent IQA date showed against evidence in the Evidence matrix. We have altered this so that all IQA interactions with the evidence are listed.

**Bangisa, Janice**  
**Customer Services NVQ - L2**

Unit: 1 Prepare yourself to deliver good customer service

Assessor sign off date:  
IQA sign off date:

Element: 1.1 Describe the customer service of your organisation to customers and/or colleagues

Evidence	Summary	IQA dates	Method										Performance criteria						Range statement	Knowledge and understand										
			1	2	3	4	5	6	7	8	9	10	A	B	C	B	C	D		E	F	1	2	3	4	5	6	7	8	9
712/E/1018	test	19/07/2017(verified) 22/10/2018(verified) 01/03/2019(returned)		1								1	1	1	1					1	1	1	1							
Total				1								1	1	1	1					1	1	1	1							
Recommended minimum												1	1	1	2	3	4	5	2	1	1	1	1	1	1	1	1	1	1	1

## Improving navigation where lists are long

Some pages in VQManager quickly get quite long, and for users, this can mean a lot of scrolling up and down to find the item you are interested in. To reduce the need for scrolling, we have altered some of the page layouts so users don't need to scroll to the bottom to click on options to open or edit after selecting an item in the list.

For example, this is the 'Apply single assessment plan templates' tab:

### Old view:

The screenshot shows a web interface titled 'Assessment plans not linked to criteria'. It contains a table with three columns: 'Date created', 'Description', and 'Select'. The table has three rows of data. Below the table, there are four buttons: 'View assessment plan template', 'Edit assessment plan template', 'Delete assessment plan template', and 'Apply to learner(s)'. The 'Apply to learner(s)' button is highlighted with a blue arrow pointing to it.

Date created	Description	Select
29/07/2008	Xxxxxxxxxxxxxx [111]	<input checked="" type="radio"/>
29/07/2008	Yyyyyyyyyyyyyyyy [112]	<input type="radio"/>
13/08/2008	NO UNITS IE [126]	<input type="radio"/>

View assessment plan template   Edit assessment plan template   Delete assessment plan template   Apply to learner(s)

### New view:

The screenshot shows a web interface titled 'Housing Benefits NVQ (9)'. It contains a table with four columns: 'Units and criteria covered', 'Date created', 'Description', and an empty column for actions. The table has one row of data. To the right of the table, there are five buttons: 'Apply to learner(s)', 'Delete template', 'Edit template', 'View template', and 'Apply to learner(s)'. The first and last buttons are highlighted with blue arrows pointing to them.

Units and criteria covered	Date created	Description	
20.1 F, G; 22.1 D; 23.1 A, B, C	30/03/2007	Gilly,s Assessment Plan [104]	

Apply to learner(s)   Delete template   Edit template   View template   Apply to learner(s)

These changes are applied in the following areas:

- Apply single assessment plan template
- Assessment plan tab in 'My Portfolio / My Learners / Verify'
- Unit status and sign off
- IQA assessor feedback reports
- EQA feedback reports