

Assessor/IQA File Library

The file library is somewhere for you to upload and store documents you may wish to access whilst you are completing your qualification(s).

Assessor view:

The screenshot shows the VQ Manager Assessor view dashboard. At the top left is the VQ Manager logo. To the right, it says "Welcome Sid Knee (Assessor 96980)" and "Logout options" with a dropdown arrow, and "Help and training". Below this are navigation icons: Home, My learners, Assessment tools (highlighted in yellow), and Reports. A row of six main action buttons is displayed below: "View, edit or apply single assessment plan templates", "Apply multiple assessment plan templates", "Create new assessment plan templates", "File library", "Internal verifier assessor feedback reports", and "External verifier feedback reports".

IQA view:

The screenshot shows the VQ Manager IQA view dashboard. At the top left is the VQ Manager logo. To the right, it says "Welcome Jon Stuart (Internal verifier 97020)" and "Logout options" with a dropdown arrow, and "Help and training". Below this are navigation icons: Home, Verify, Internal verifier tools (highlighted in yellow), Internal verifier collaboration, and Reports. A row of six main action buttons is displayed below: "Internal verifier assessor feedback reports", "External verifier feedback reports", "Assessor activity log", "File library", "Internal verifier sampling plan", and "Rationale".

In the **Add files to library** section, you choose and then upload the file:

The screenshot shows the "Add files to library" section. It features a header "Add files to library" with a dropdown arrow. Below this is a box containing the text "8 files 100 Mb total maximum". Inside this box is a "Choose File" button and the text "No file chosen". Below the box is an "Upload Files" button.

All files will automatically go into your **Default folder**

▼ Uploaded files

▼ Default folder

Date uploaded	File description	Source	Size	Delete	Select
05/02/2020	centre admin functionality webinar feb 2020.pptx	Uploaded by you	36547 KB		<input type="checkbox"/>

If you wish to sort your files you can select using the box in the far right hand column and click on the hyperlink – **Move selected files to a new folder**

[Move selected files to a new folder](#)

You can then rename the new folder anything you like

▼ Uploaded files

▼

Date uploaded	File description	Source	Size	Delete	Select
05/02/2020	centre admin functionality webinar feb 2020.pptx	Uploaded by you	36547 KB		<input type="checkbox"/>

Remember to select save



You may have documents added to your file library by your Centre Administrator or File Librarian. These files will in the **Source** column, indicate who the file was uploaded by:

17/01/2017	assessor - assigning units.pdf	Uploaded by you	392 KB		<input type="checkbox"/>
18/12/2017	dsc_0476.jpg	Shared with you by North, Kari (96736)	3280 KB		<input type="checkbox"/>

These files cannot be deleted by you, they have to be deleted by the person who uploaded them.