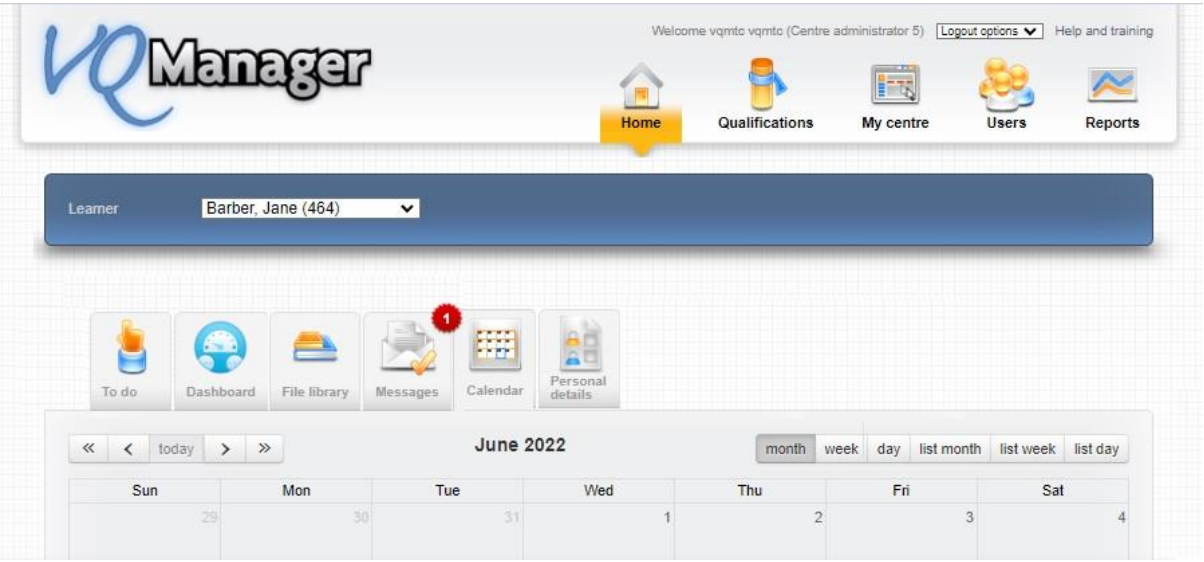
VQManager Enhancements September 2022

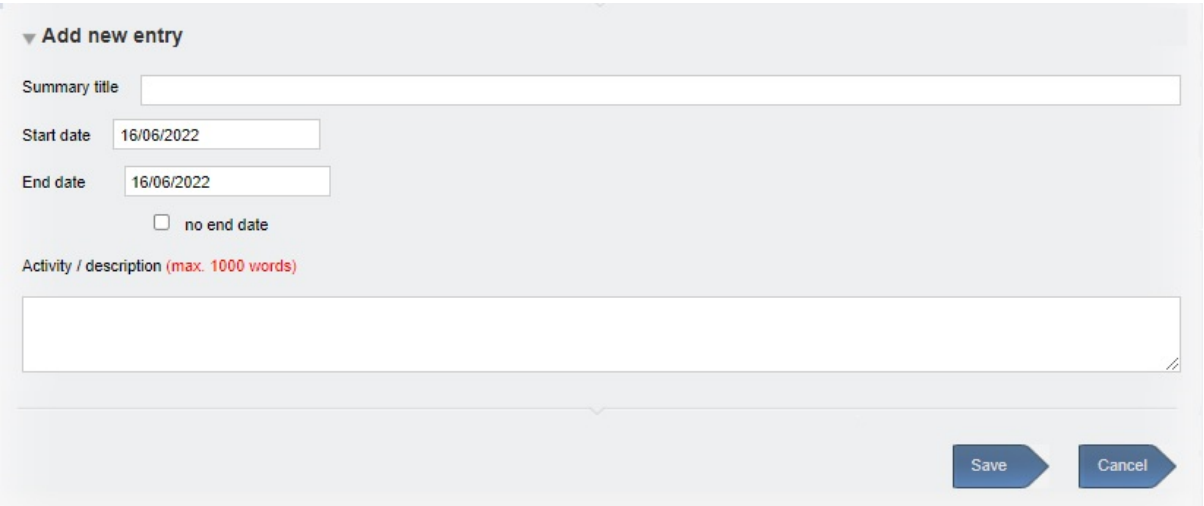
Allow users to add entries to the learner Calendar

Users are now able to add events to Learner Calendars. This involves the following changes to the system:

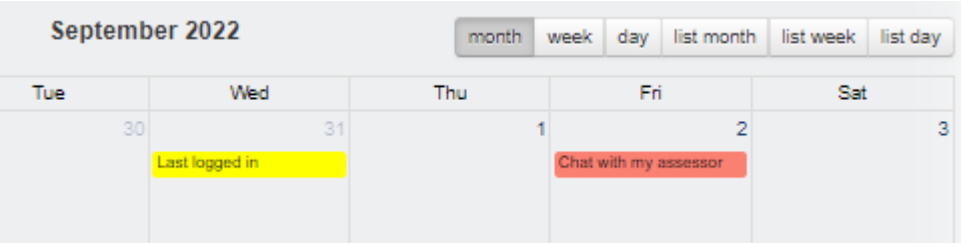
- Learners can add entries to their own Calendar
- Assessors can add entries to the learner Calendar, and copy them to other learner Calendars
- We have added the learner Calendar to the Employer view, so they can also add entries and copy them to learners they are associated with. (OSU remains a "view only" type of user so cannot add entries)
- We have added the learner Calendar to the Centre Admin view, so they can add entries and copy them to other learner Calendars



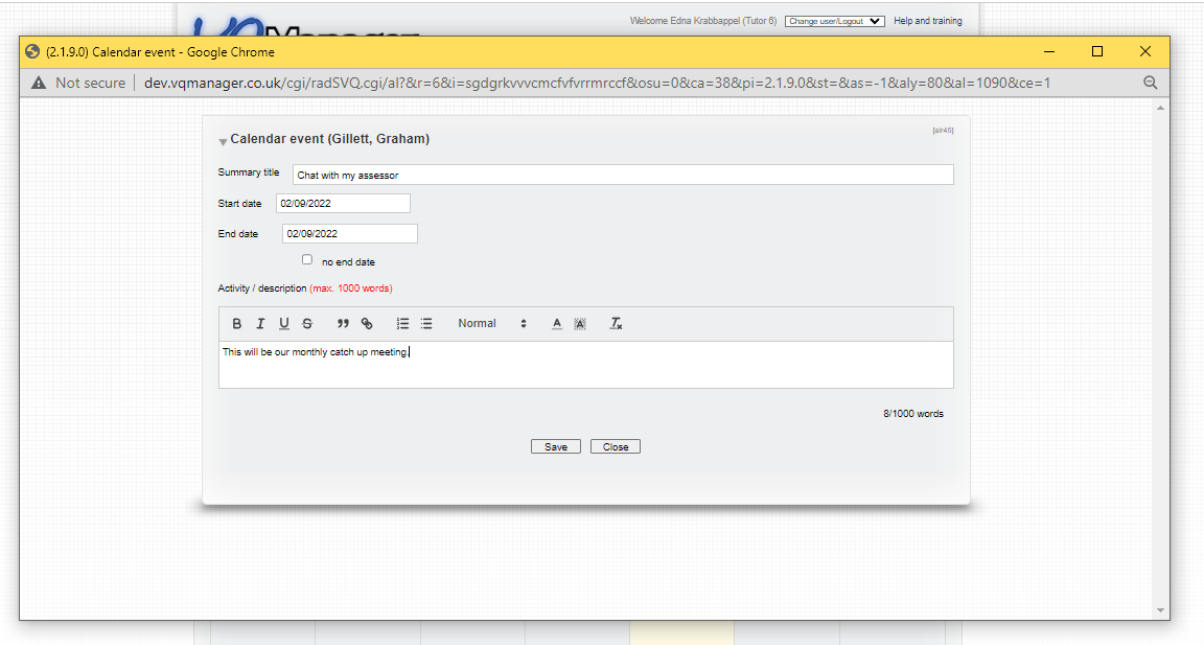
New entries will have a title, a start date, an end date (optional), and a description (optional). They can be edited by the user who created them.



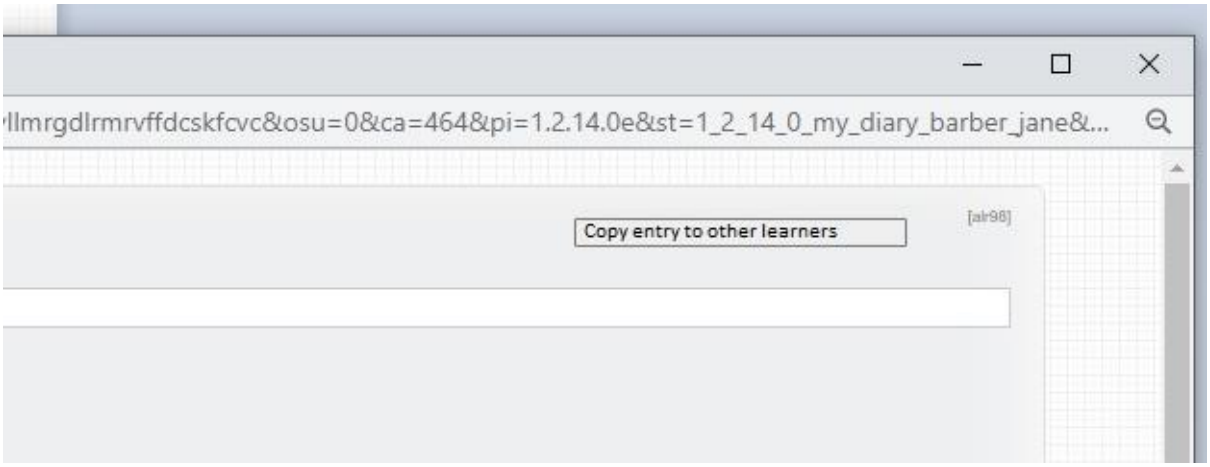
Entries created by users will all appear as the same colour (Salmon) no matter who created them, with the title as set by the user showing in the Calendar view.



Clicking on this entry will open a pop out showing the details.

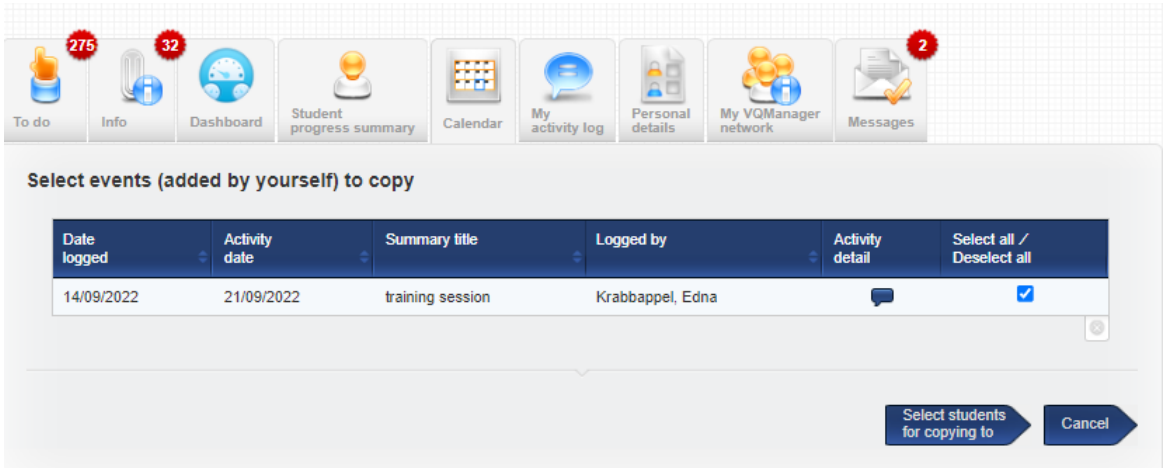


A link to copy the entry to other learners will now appear top right for all these users except the learner.

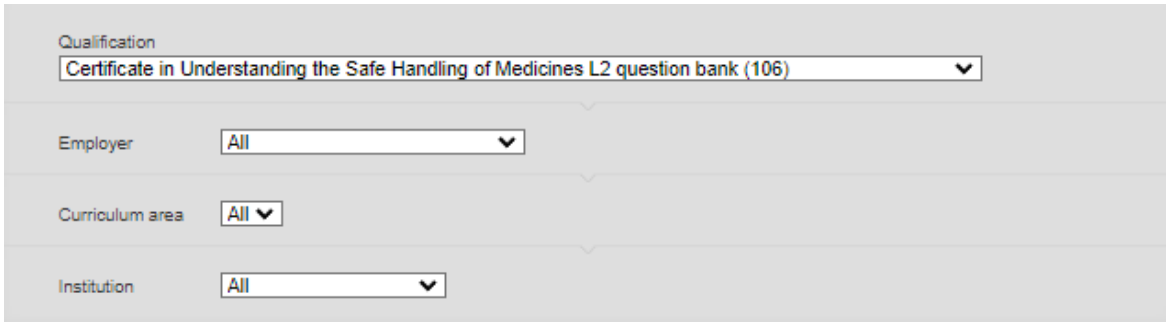


Select the event to copy:

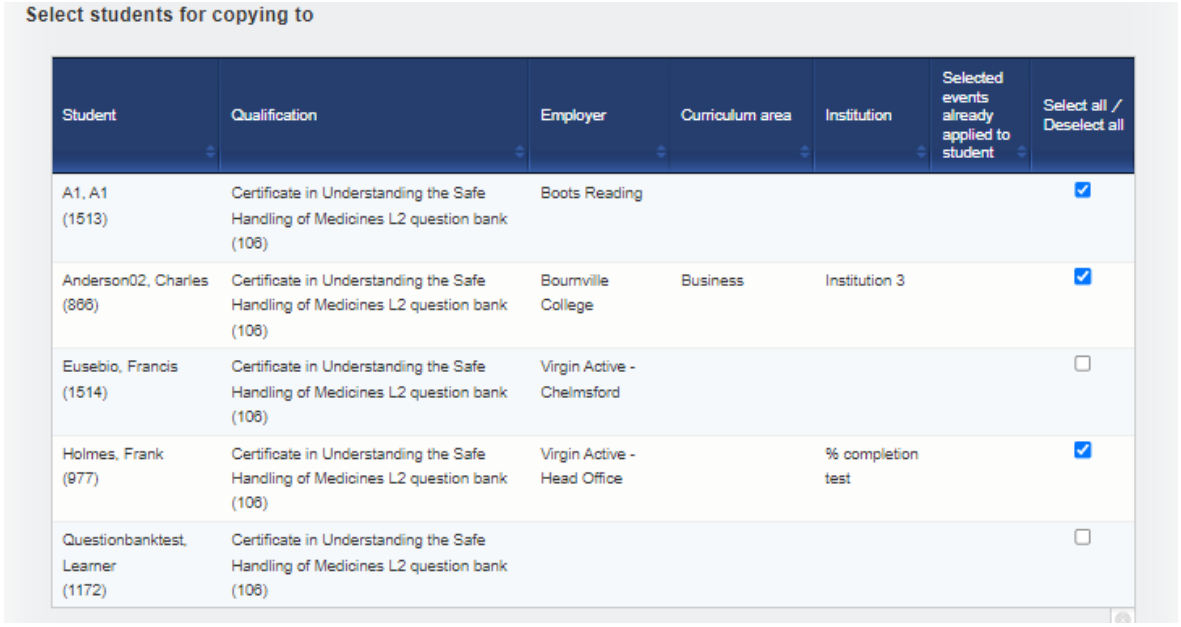
Users can copy events they have added to the Calendar themselves, but not events added by others.

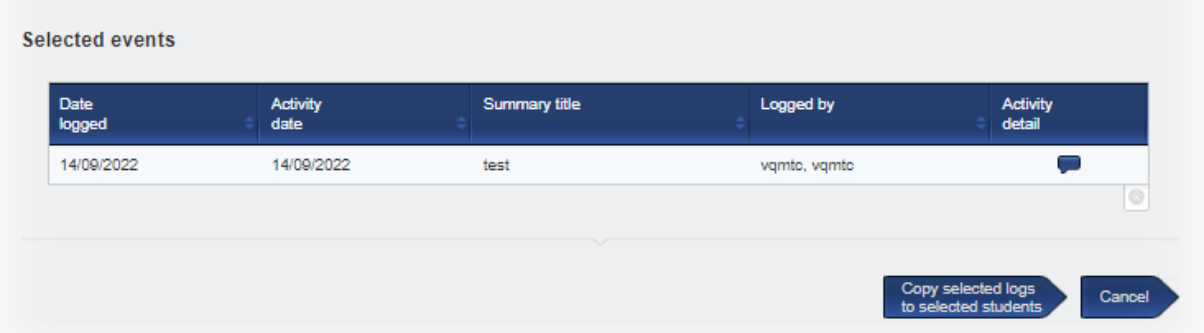


When sharing you will be offered the normal filtering options, by Qual, Employer organisation, Curriculum area, Custom filter. (This is the same format as copying an Activity Log entry to other learners).



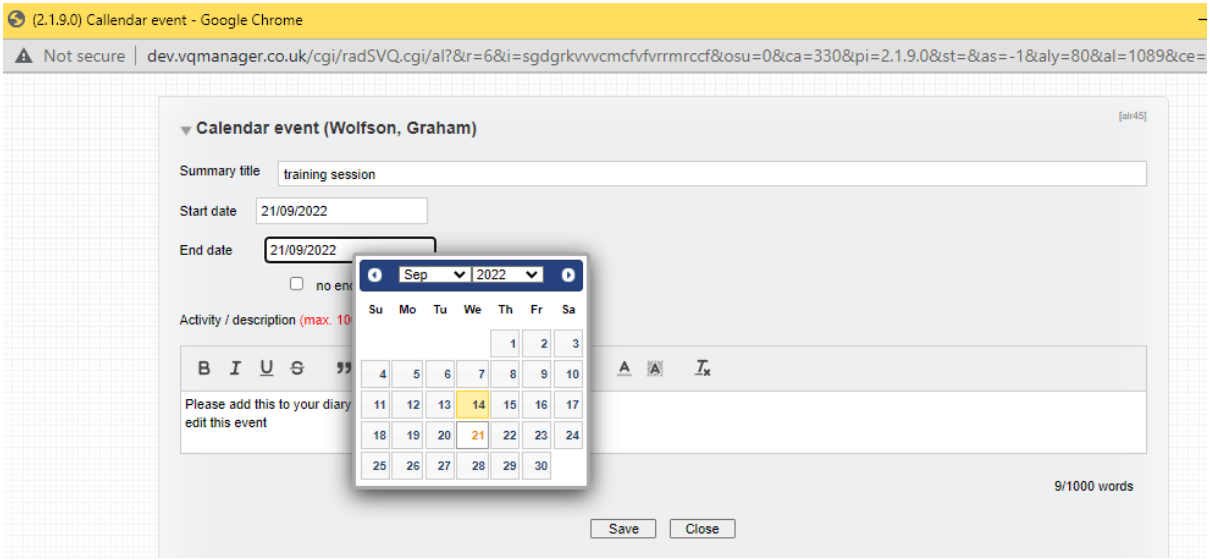
Select the learner(s) to copy to, and click the 'copy' arrow at the bottom of the page:





When the page refreshes the event has been copied to the learners:

You can open the event by selecting it and also edit it further if required:

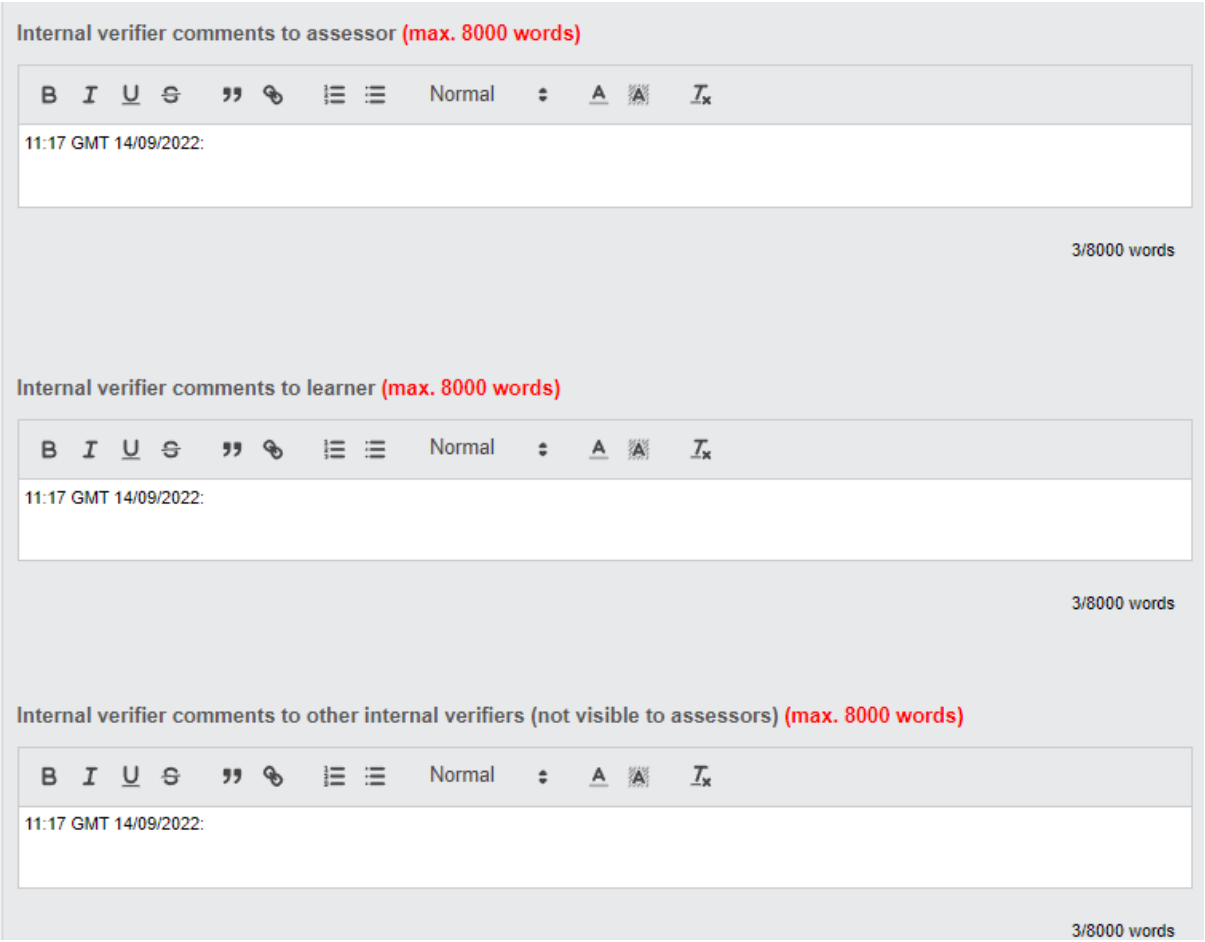


Add 'IQA comments to learner' box to evidence

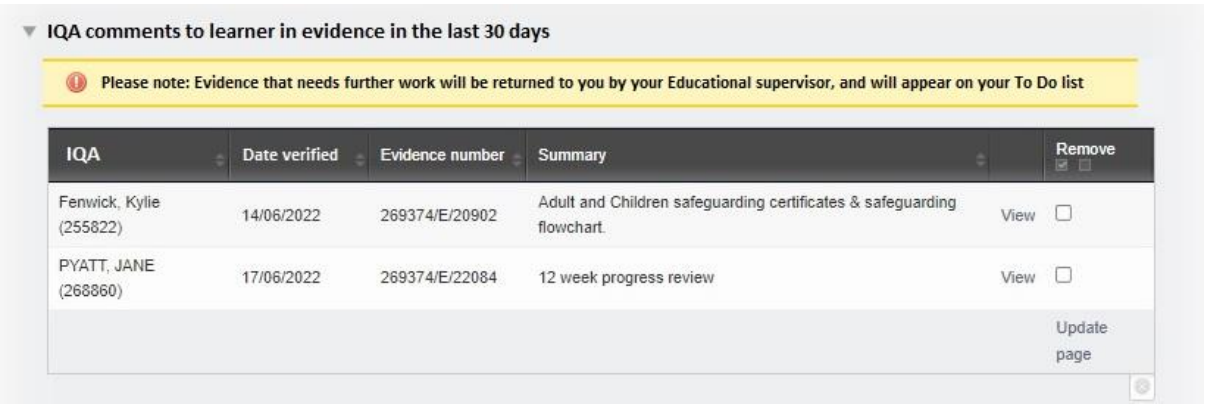
This development has not been automatically added to your centre. Please read the below and if it is applicable, please get in touch and we will switch this function on for you.

We have added a new comment box to allow the IQA to add comments to the evidence that are intended for learners. Everyone will be able to see these comments - learner, assessor, IQA, EQA.

Evidence will still be routed in the normal way, e.g. if the IQA leaves comments to the learner about additional work, they will need to send the evidence back to the assessor, who will then pass it on to the learner. There is no option for IQAs to send evidence directly to learners. This ensures the assessor is never 'locked out' of the process, but remains actively involved.



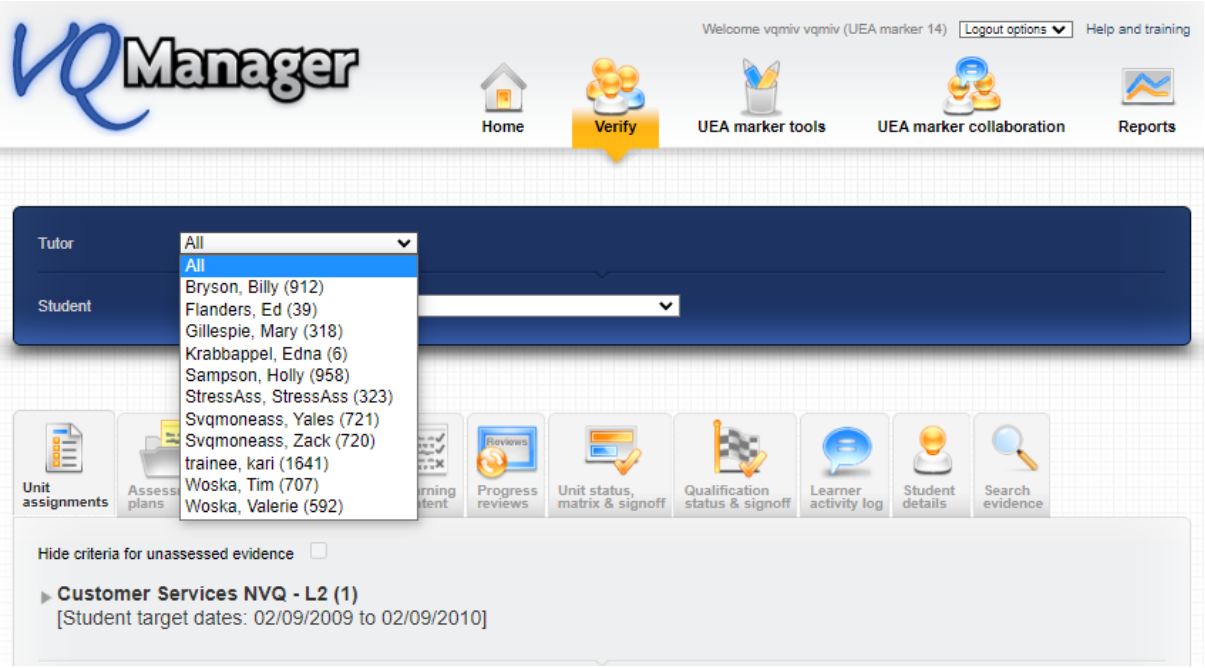
A new Info tab notification table for learners will show any entry for any piece of evidence where the IQA has left comments for the learner, regardless of whether the evidence is then signed off, or if it's returned to the assessor. It will stay on the list for 30 days, or until the learner removes it.



There is also a similar table for assessors on the Info tab. They will also get a To Do notification if the evidence is returned to them for action by the IQA, but this will not happen if the evidence has been signed off.

"All' option for IQAs in Assessor drop-down in Verify page

We have added an option for "All" assessors to be selected in the Verify tabs. This will make it much easier to identify a learner to verify without having to check which assessor is linked to which learner.



Add a new Message type

Currently all of our message types on the Messages tab disappear at some point. We have added a message type that stays on screen until it's cancelled by us.

Current types are:

1 = Show once if user has not seen this message before

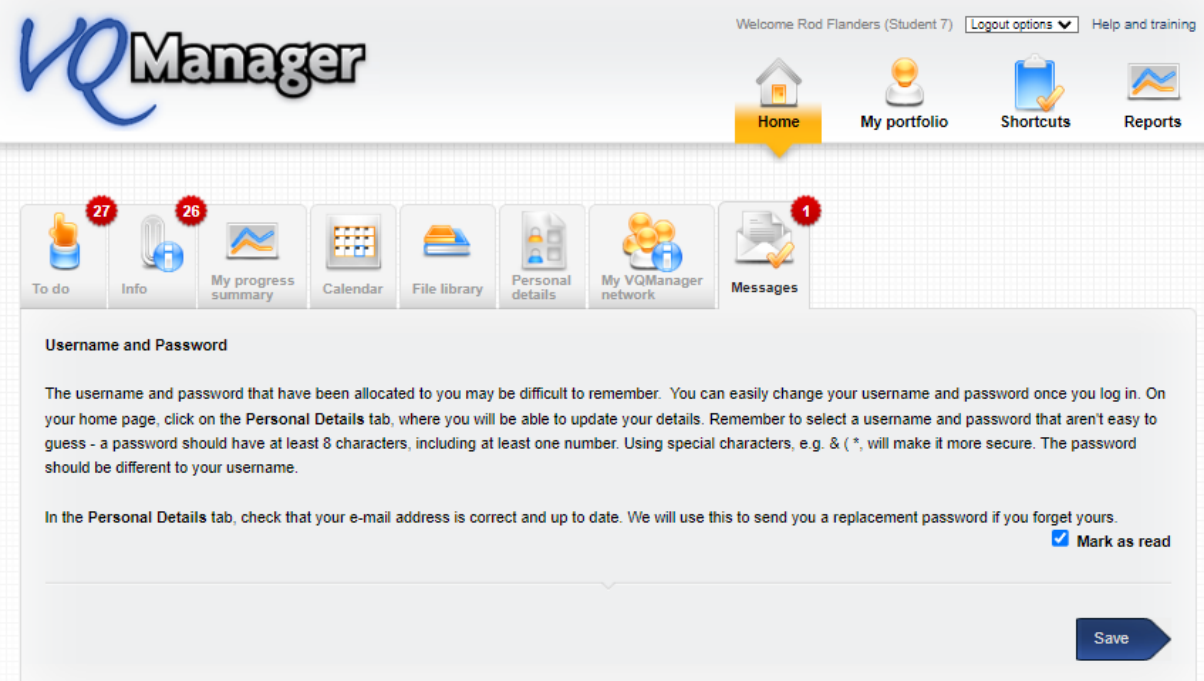
2 = Show once only when logging in for the first time

3 = Show always until user ticks 'don't show again' checkbox

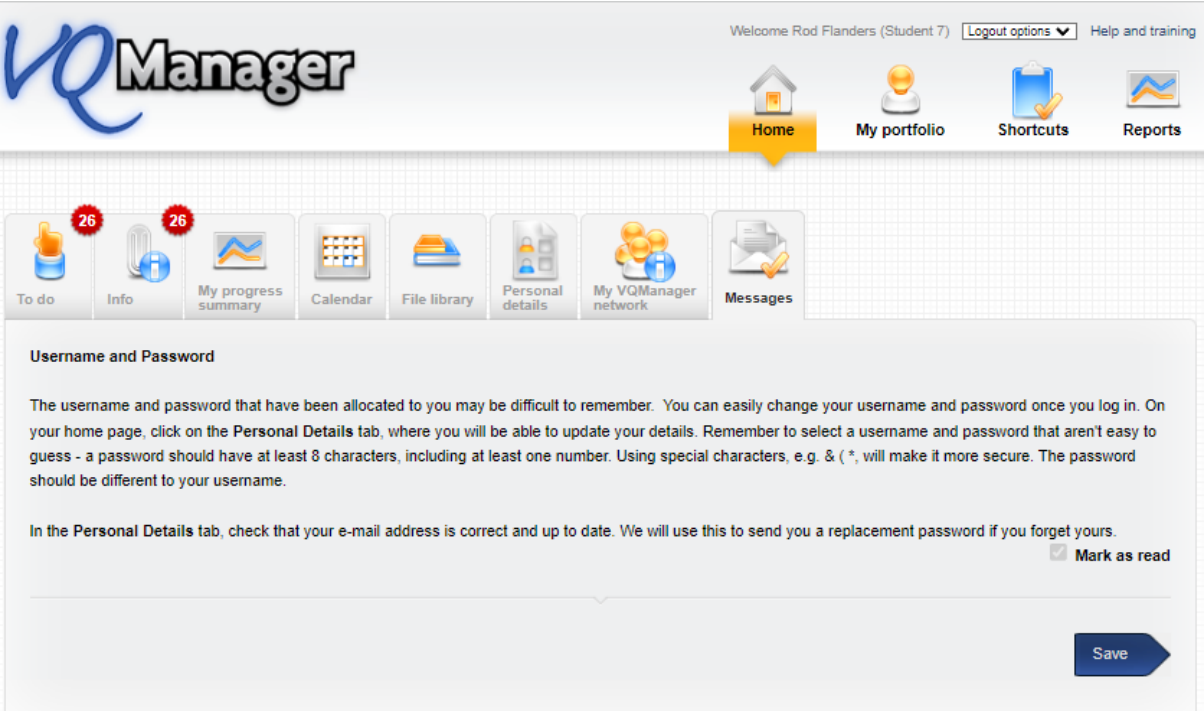
We have added:

4 = Show always until cancelled by admin

A message of type 4 would always show on screen for users. There is a tick box for the user to mark the message as read. This will cancel the notification so the red rosette on the Messages tab will disappear (or the number on it will be reduced by one, if there's more than one message).



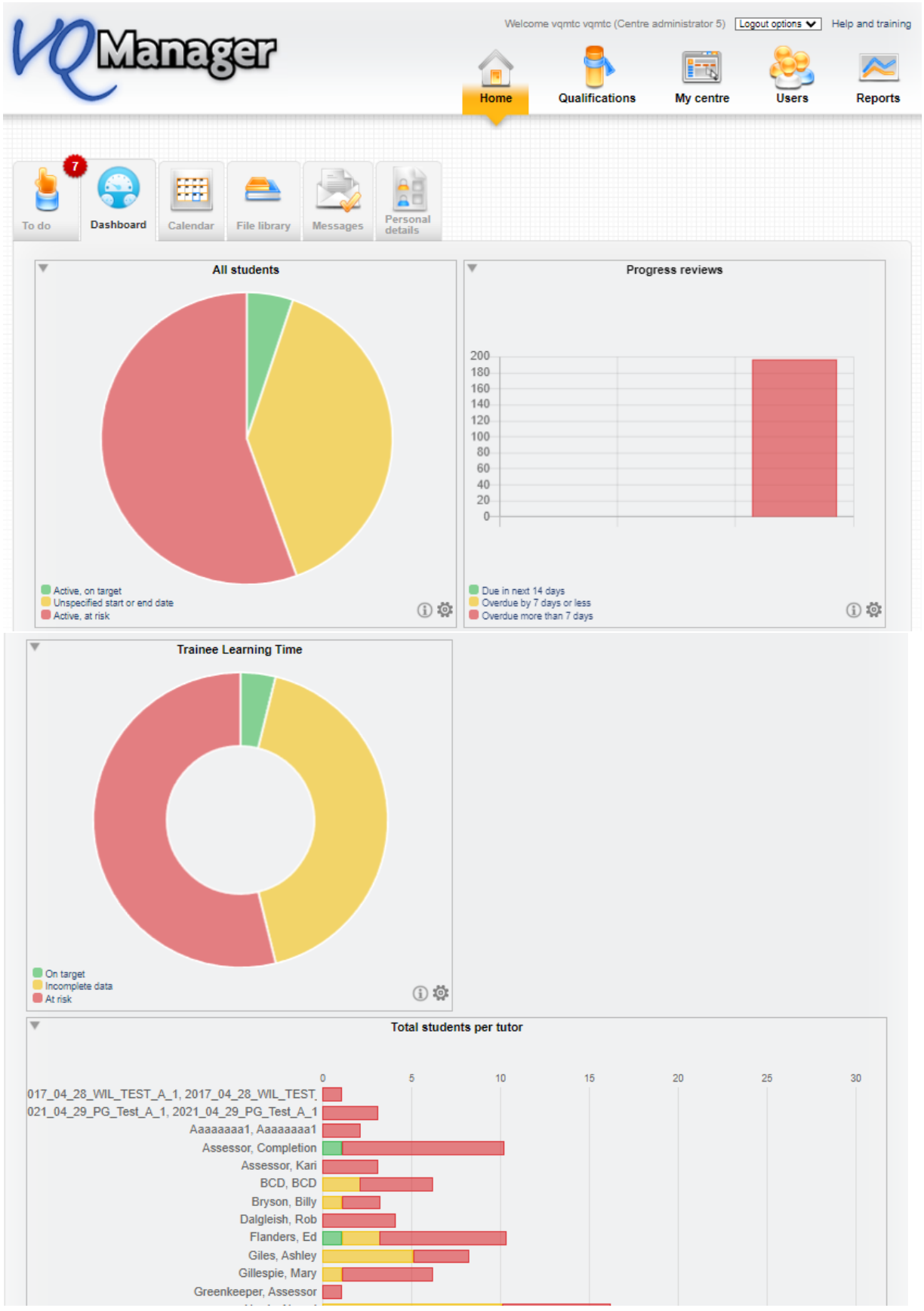
Ticked and rosette has disappeared.



Add reports to Centre Admin Dashboard

To improve visibility, we have added the following three reports to the Centre Admin Dashboard namely:

- All Learners
- Progress Reviews
- Off the Job Training

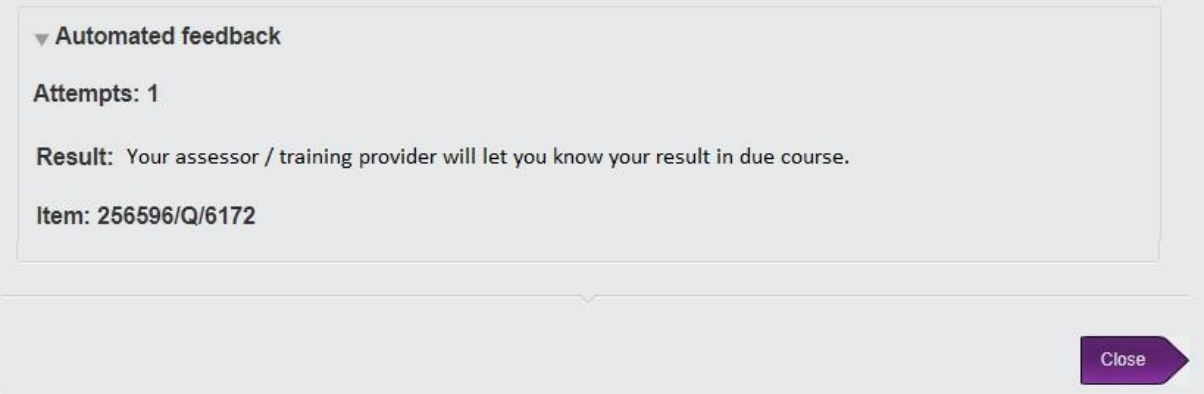

VQManager
Welcome vqmtc vqmtc (Centre administrator 5)
Logout options
Help and training
Home
Qualifications
My centre
Users
Reports
7
To do
Dashboard
Calendar
File library
Messages
Personal details
All students
Active, on target
Unspecified start or end date
Active, at risk
Progress reviews
200
180
160
140
120
100
80
60
40
20
0
Due in next 14 days
Overdue by 7 days or less
Overdue more than 7 days
Trainee Learning Time
On target
Incomplete data
At risk
Total students per tutor
0
5
10
15
20
25
30
017_04_28_WIL_TEST_A_1, 2017_04_28_WIL_TEST
021_04_29_PG_Test_A_1, 2021_04_29_PG_Test_A_1
Aaaaaaaa1, Aaaaaaaa1
Assessor, Completion
Assessor, Kari
BCD, BCD
Bryson, Billy
Dalgleish, Rob
Flanders, Ed
Giles, Ashley
Gillespie, Mary
Greenkeeper, Assessor

Add an option for MCQs to hide the result from the learner altogether

This development is only applicable if you are using the e-Learning function, and have multiple choice questions (MCQs) set up. If you want this option switched on for a new or existing MCQ, please let us know.

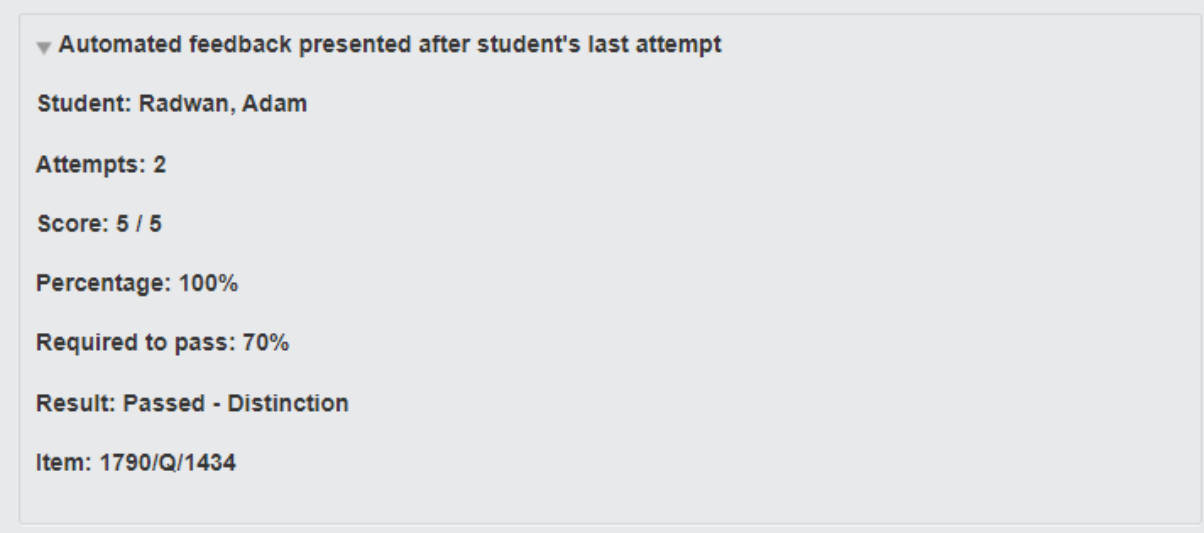
We have added an extra switch in our e-Learning area whereby the system does not report achievement of an MCQ test to the learners at all. Results will be communicated to the learner outside the system.

Where this is switched on, the learner would see the following on completion of an MCQ:



There is no change to the view for others, they would still see the results displayed in the normal places.

The standard results pane looks like this:



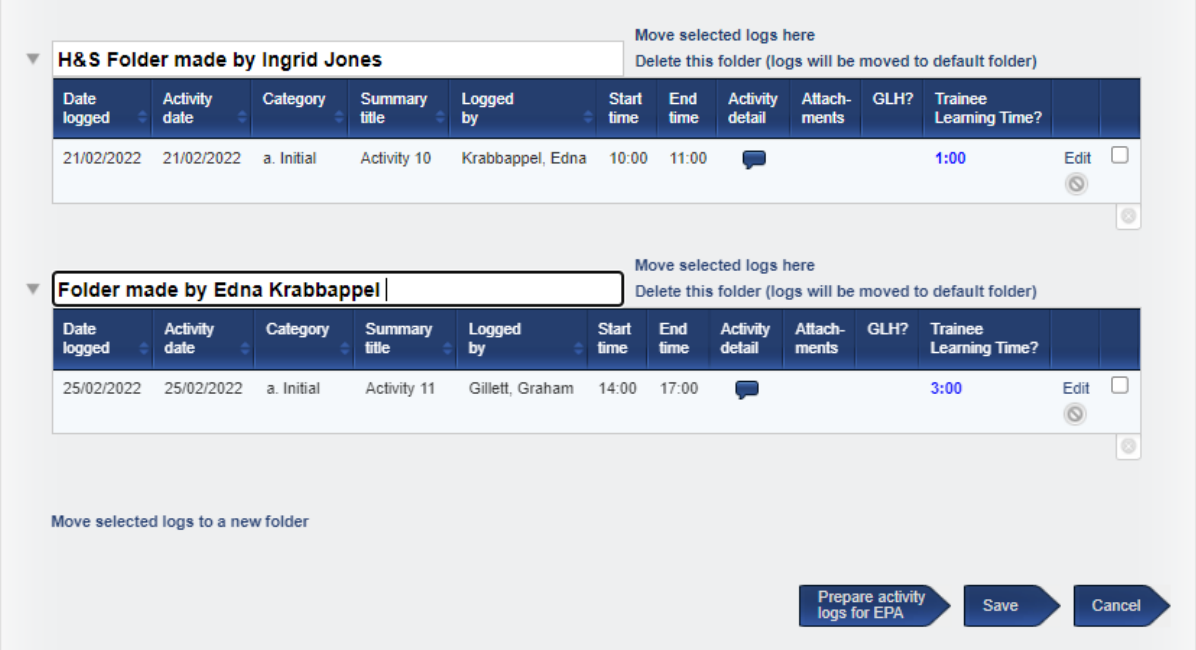
If this applicable to you, please get in touch and we will switch this function on for you.

Allow sorting of Learner Activity Log into folders

We have added a new function to the Activity log area for sorting this tab into folders, like you can with the file library.

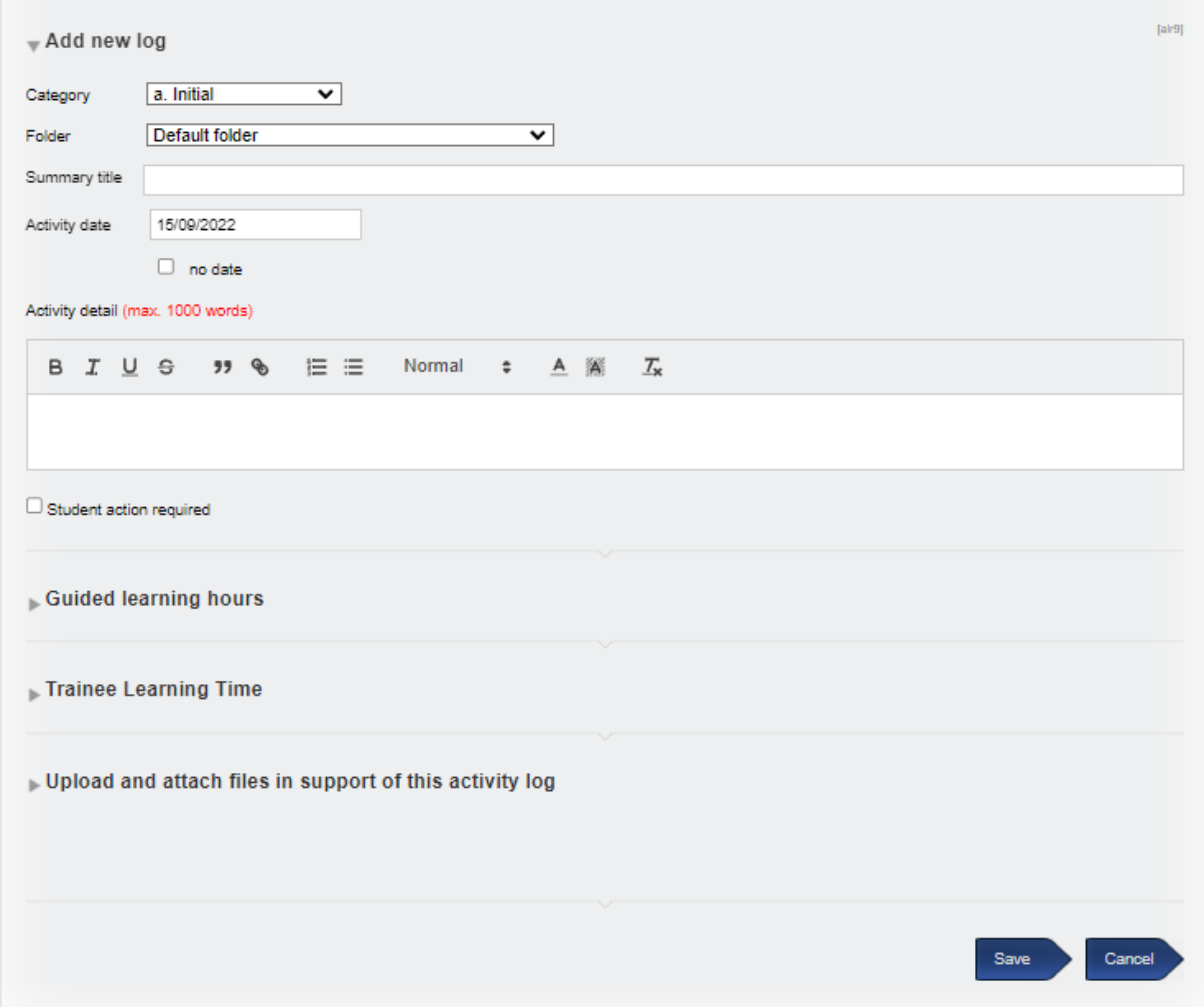
It has been designed so that learners, assessors and IQAs have the ability, in the Learner activity log, to create and name folders, and move entries between folders.

Folders are created in the same way as they are for the file library:



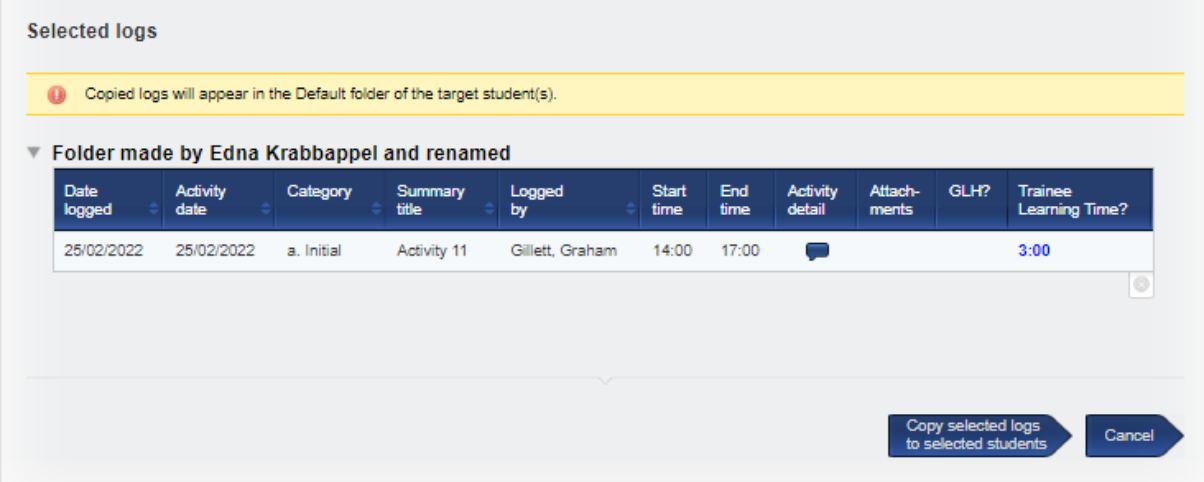
This may be really useful where a learner is moving on to a second qualification or year two of an apprenticeship for example.

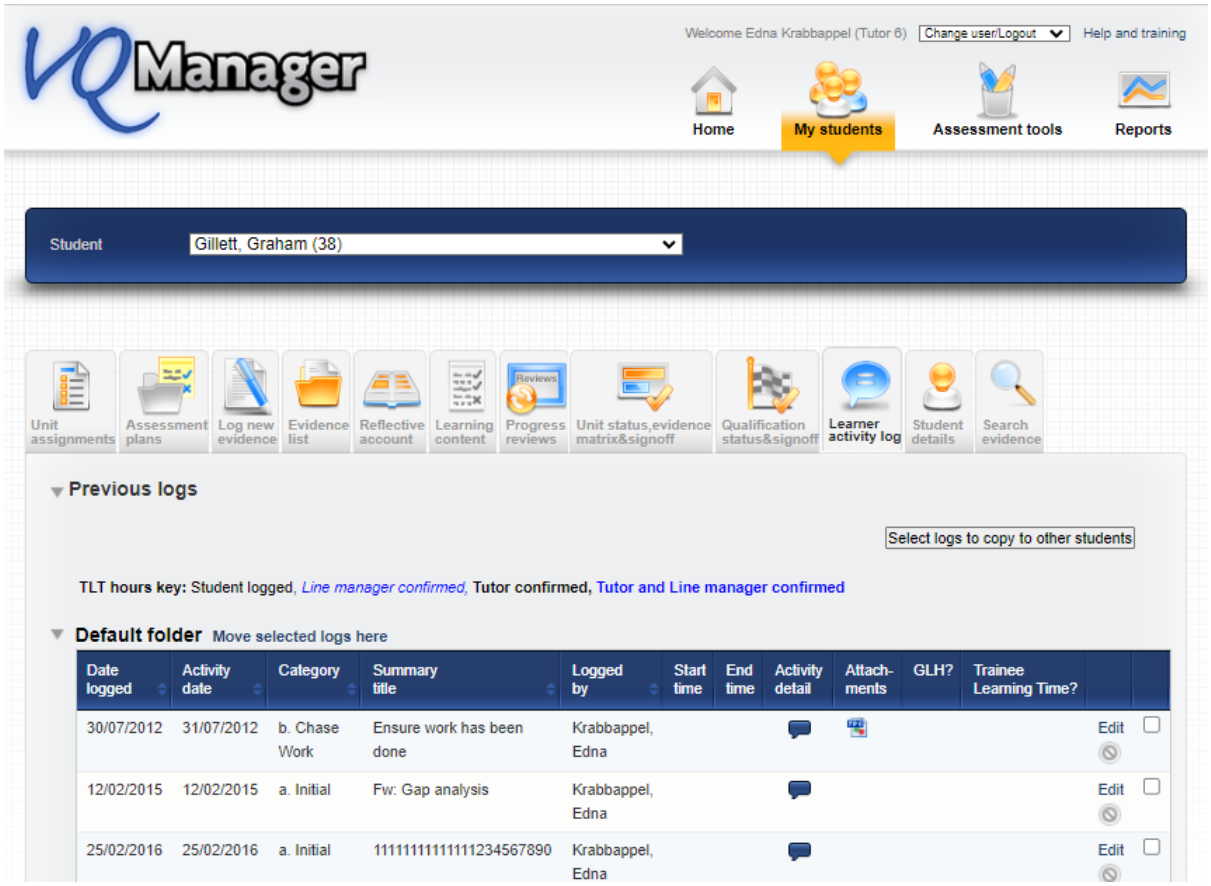
When creating a new log, there is a new option to select the folder that the creator would like the new log adding to:



All users except learners are able to copy the logs to other learners. If you copy a log, it will always appear in the recipient learner's default folder. This is to take account of the fact that each learner's folder structure may be unique.

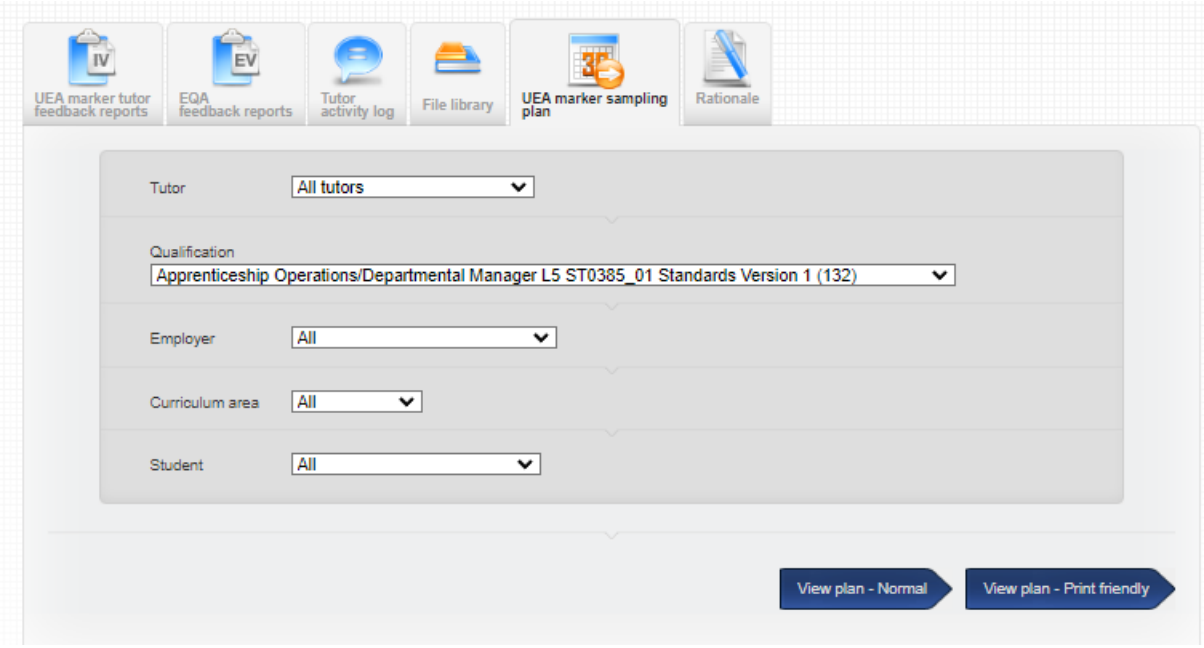
There is a note to remind sharers of this aspect.

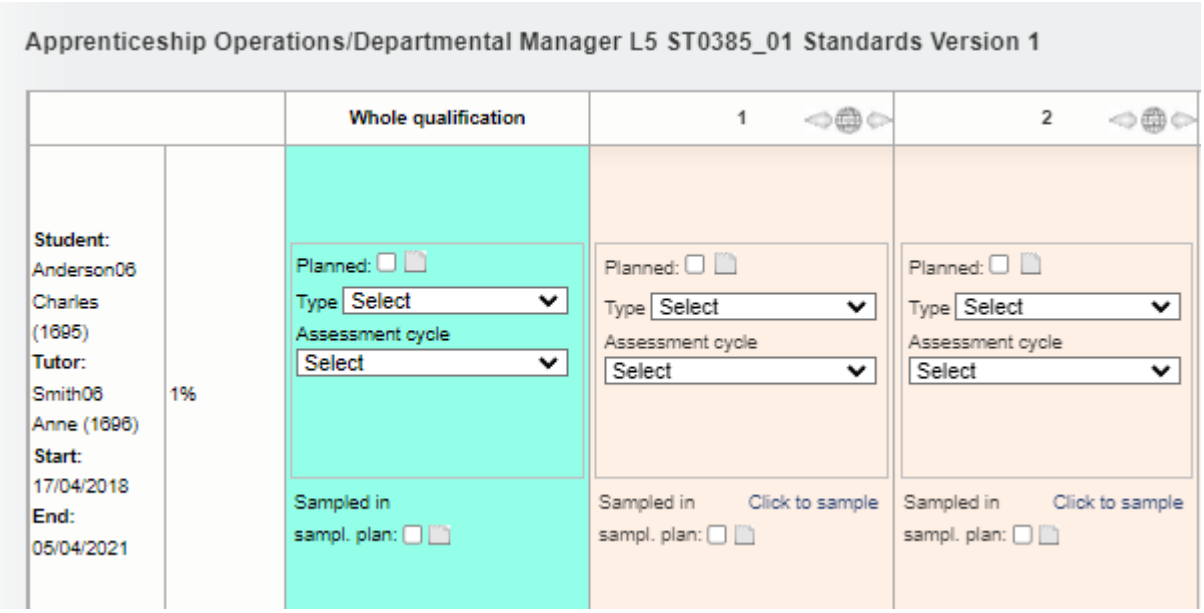




Add assessor and qualification name to the Sampling plan

Previously when an IQA selects 'all assessors' in the sampling plan, the assessors' names don't show in the plan making it difficult to see which assessor is associated with which learner. We have now included the assessor name in all views of the sampling plan, like it is in the sampling plan report.





You may also have noticed that we have also added qualification title at the top of the sampling plan, in line with the sampling plan report.

Apart from the two highlighted, all of these enhancements have been automatically added to VQManager for you.