# VQManager Enhancements January 2023

Adding an icon for Help and Training

To help users spot the **Help and training** link in the top right of VQManager pages, we have added an icon there. This is visible on all pages, for all users, regardless of whether the other tab icons are switched on or not.

Adding 'Help and Training' icon to learner Shortcuts page

For ease and clarity, we have added a new icon for **Help and Training** on the learner's **Shortcuts** tab. This is in addition to (and not replacing) the top right-hand link **Help and Training** which will continue to be available and visible on every page regardless of user as per the previous development.
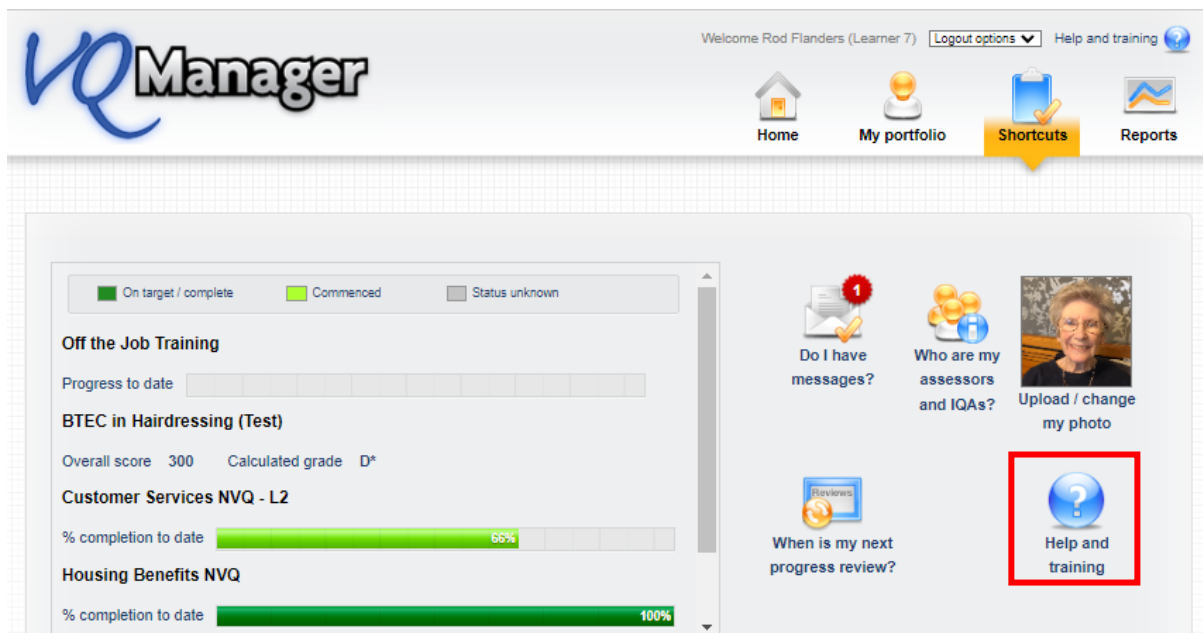
The new icon will lead directly the learner section of our **Help** pages.

Shortcuts for Line Managers

Following on from the success of our **Shortcuts** page for the learners, we have built one for Line Managers/Employers too.

The red rosette on each icon indicates how many items need attention on that page.
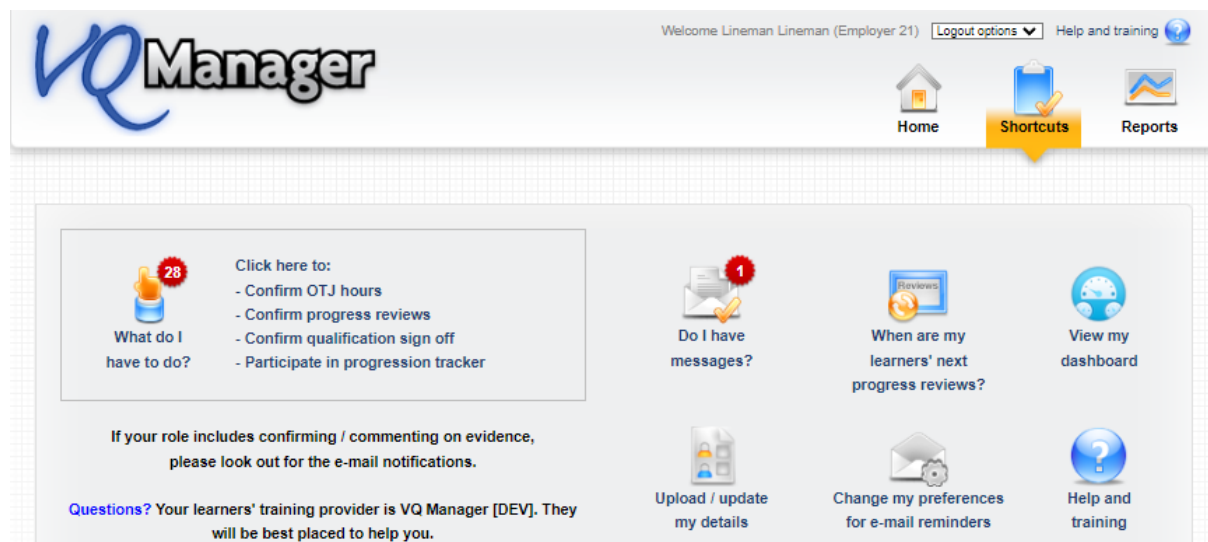
The area below will take the LM/Employer to the **To do** tab to complete any outstanding tasks**.**

If there are any important messages for the LM/Employer, this icon will take them to the **Messages** tab.

WELCOME to your VQ Manager electronic portfolio!

This is a messaging function that will be used to communicate new features and important information to you. So please read them carefully when you see them.

When you login, if you need any help please click on the Help and Training link in the top right hand corner of the screen. Also look out for the Help for this page links, which will take you to targeted content.

If you still have any questions or issues, please contact your training provider / Centre Administrator.

The SkillWise Team

Username and Password

The username and password that have been allocated to you may be difficult to remember. You can easily change your username and password once you log in. On your home page, click on the **Personal Details** tab, where you will be able to update your details. Remember to select a username and password that aren't easy to guess - a password should have at least 8 characters, including at least one number. Using special characters, e.g. & (*, will make it more secure. The password should be different to your username.

In the **Personal Details** tab, check that your e-mail address is correct and up to date. We will use this to send you a replacement password if you forget yours.

☐ **Don't show this message again**

This icon will take the LM/Employer to the **Dashboard** tab to see instant reports regarding the learner's progress and activity.
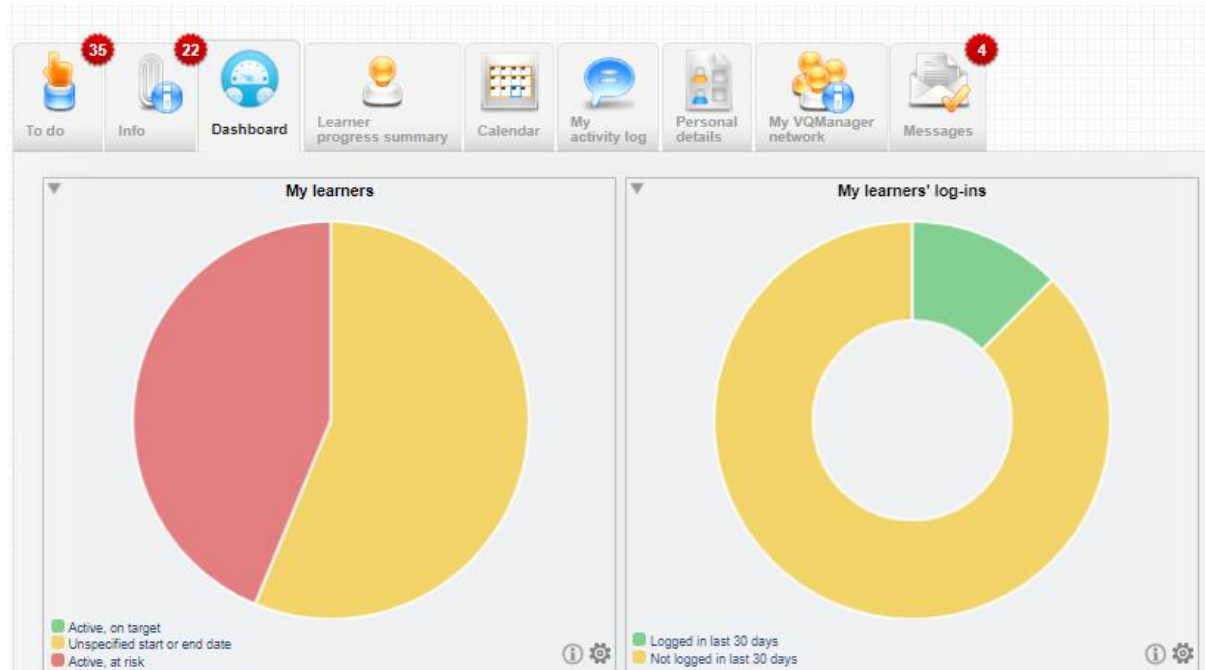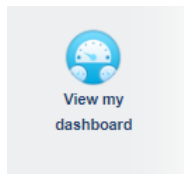
This icon will take the LM/Employer to the **Personal Details** tab where they can change their password or amend contact details.
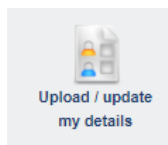
This icon will go to the same page as above (**Personal details**) but automatically scroll to the bottom to take the LM/Employer to the section where they can amend their email preferences:
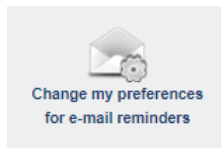
This icon will take the LM/Employer to the Support area, as per the top **Help and Training** link. The difference between this link and the one in the top right of each screen is that it takes the user directly to the LM/Employer section.
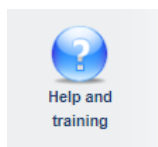
Lower down the page on the **Shortcuts** tab, the LM/Employer can view progress and activity related to their learner(s). Many LMs/Employers are only linked to one learner, but for those who have more than one, they can use the drop-down to switch between learners and refresh the view.

Once refreshed, progress of the selected learner and all activity associated with that learner can be seen.

The LM/Employer can click on the area below to view more detailed progress.
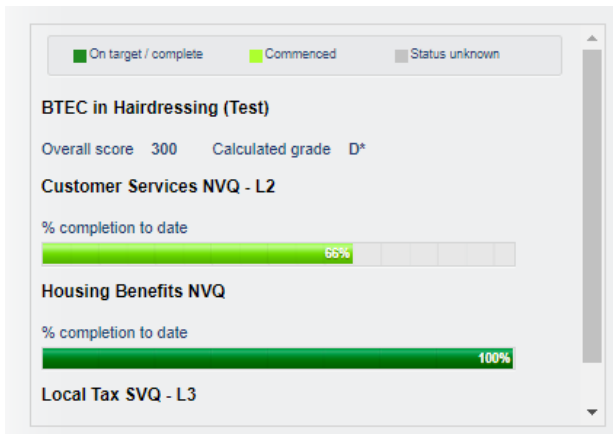
The link takes them to the learner's e-portfolio where unit progress can also be viewed.
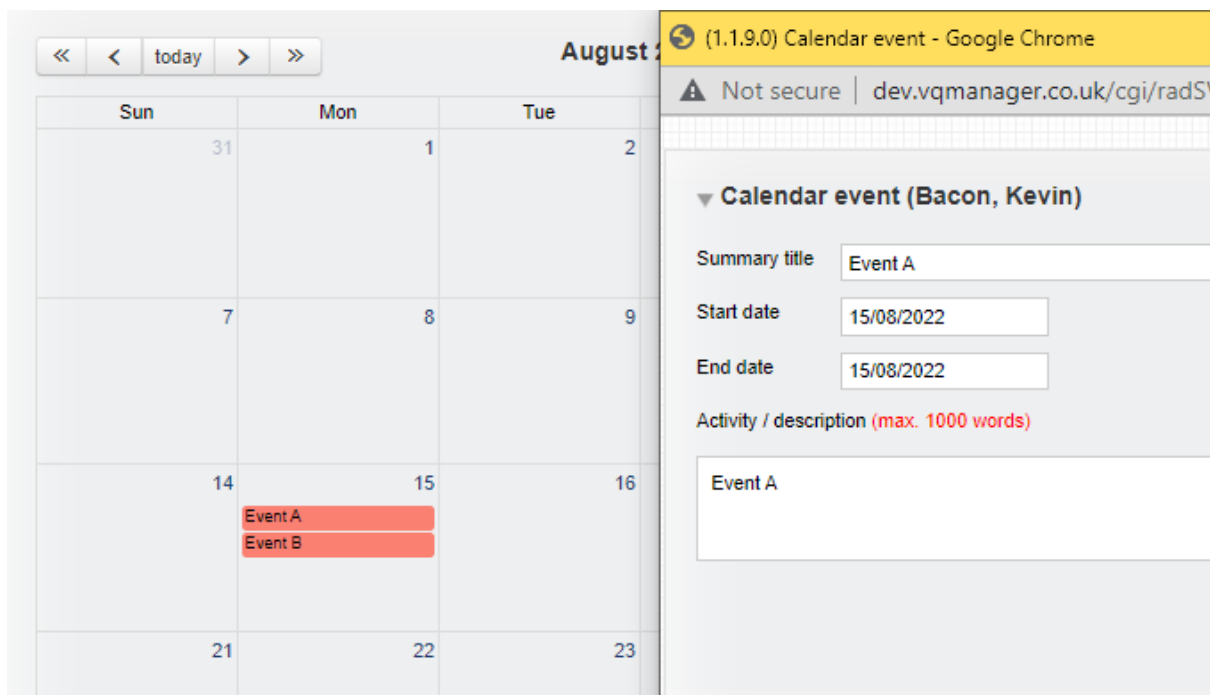
If the LM/Employer clicks in the calendar area, they can view the entries in more detail:

The link takes them to the Calendar in the learner's e-portfolio where entries can be opened by clicking on them.

The **Shortcuts** tab is automatically available for every LM/Employer but as with the learner, there is a switch to make the **Shortcuts** page the landing page for them when they log in. This means when they log in they will land on this page every time rather than the **Messages** or **To do** tab so everything they need to see and do is clear to see.

If you would like this switching on, please drop us a message.

Add note to IQA and EQA comments box in evidence to make it clear learner can't see these

We have added a note to the IQA and EQA comments boxes in evidence to make it clear to users that learners can't see these comments. This is like the other boxes on this page.

MCQ - Allowing for questions that require more than one answer

The e-learning function has been updated to include multiple-choice questions that ask for more than one answer to be ticked. For example:

Adding ability for Centre Admin to create Messages for other users in their centre

Centre Admins can now create messages for the **Messages** tab for all their users themselves. There is a new tab located in **Home** called **My centre's messages**

At the bottom of the page is an area where a new message can be added – **Add new message.**

The 'activation date' will default to today's date but can be altered.

The admin can set an end date, or tick the box to leave this field blank.

We have included separate fields for the title, body and signature of the message. These fields are all compulsory. Messages are easier for users to read and understand if they have a clear title, and information on who the message is from (this could be a person, a department or an organisation).

For example, a completed message might look like this:

Below these fields is a section where the admin can select which users will receive the message. They will be able to select one option per row for each user role. There are 'select all' options for ease of use.
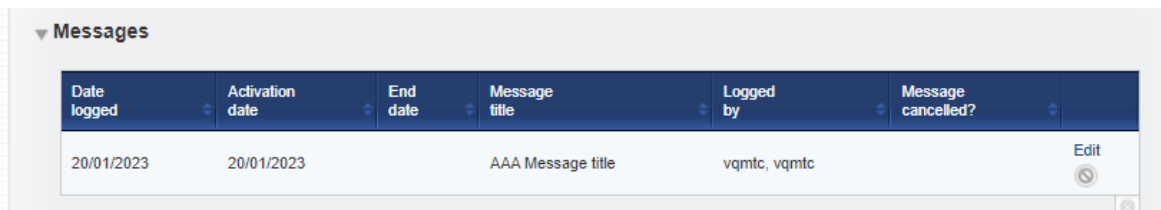

Messages remain editable after they are saved, so admins can update any details or correct mistakes as necessary.

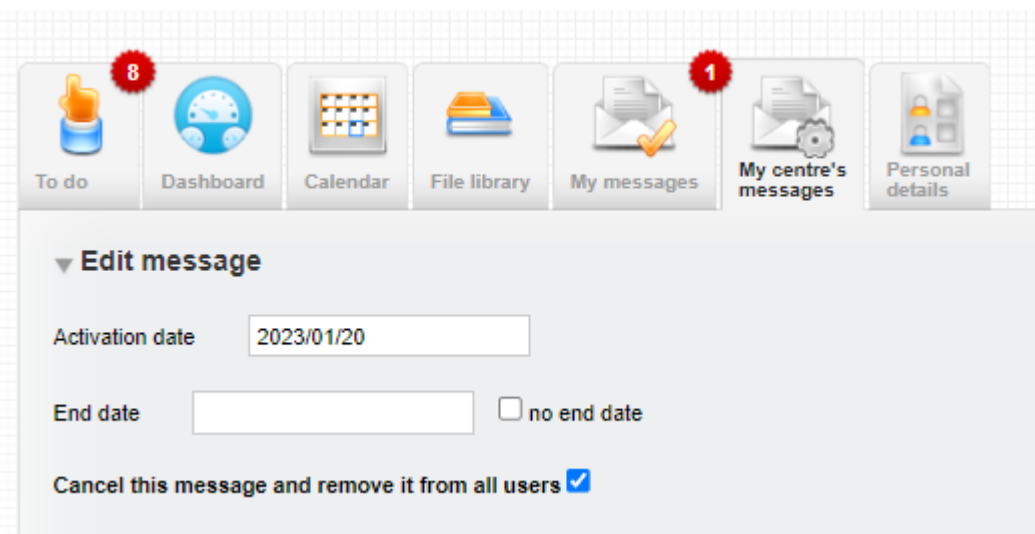Once set up, the admin will be able to open a message from the table by selecting **Edit**

To cancel a message, the admin should open the message in this way and tick the box '**Cancel this message and remove it from all users'**.

Messages where an end date has been set will be automatically cancelled at the end of the day selected.
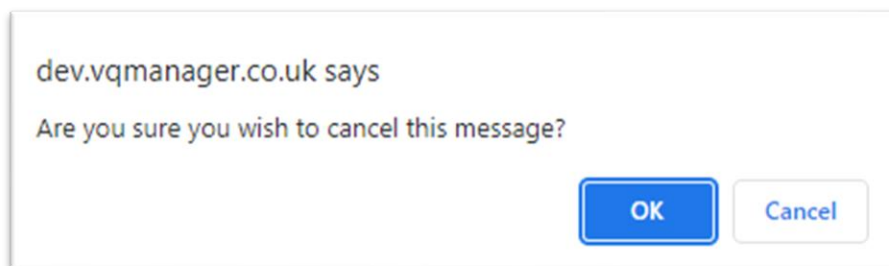

Clicking 'cancel' and saving will give a pop-up 'are you sure' message.

Messages that have been cancelled in this way, or that have passed their end date, can be deleted by an admin. Messages which are currently 'live' cannot be deleted.

We have completed the first part of this development which is to build the function. The second part will include the ability to add images to the messages too.

Password security - Maintaining access to user accounts in training centres

As part of our security drive, for all training centres there will be no visible access to the passwords for the training users. For ease, users will be able to enter the username in the password field and be granted access.

UN sid@trainingcentre

PW sid@trainingcentre

Existing passwords will still work, so if you have any of those saved, this won't be a problem.

This function only applies to training centres, and cannot be applied to live centres.

Adding to categories for report builder to create bespoke reports in VQM - phase 2

The report builder released last November is for assessors, IQAs, Employers, OSU and Centre Administrators to create and save their own, bespoke reports.

The function allows for:
- unlimited number of bespoke reports for each user
- option for adding new reports
- option for deleting a report

This release has made many more categories available for selection in your bespoke reports:

Categories that are still greyed out will be made available in a future release.

These enhancements have been automatically added to VQManager for you.