

Shortcuts for Line Managers

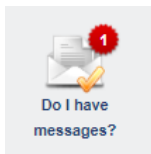
Following on from the success of our **Shortcuts** page for the learners, we have built one for Line Managers/Employers too.

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.

Date initiated	Title	Initiated by	Leamer	Date due	
10/03/2020	fourth evaluation	Sampson, Holly	Smith, Ben	05/03/2020	Evaluate

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

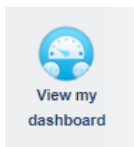
Username and Password

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.



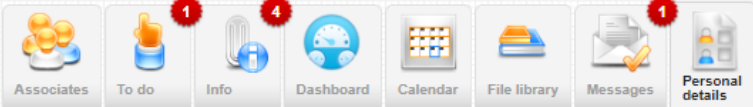
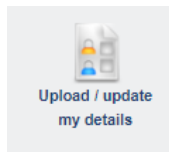
My learners

Category	Color
Active, on target	Green
Unspecified start or end date	Yellow
Active, at risk	Red

My learners' log-ins

Category	Color
Logged in last 30 days	Green
Not logged in last 30 days	Yellow

This icon will take the LM/Employer to the **Personal Details** tab where they can change their password or amend contact details.



Associates To do Info Dashboard Calendar File library Messages Personal details

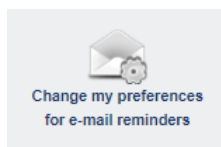
User name *
KARILINE

New password *

Confirm new password *

[Cancel new password](#)

This icon will go to the same page as before (**Personal details**) but scroll to the bottom to allow the LM/Employer to amend their email preferences:



E-mail options

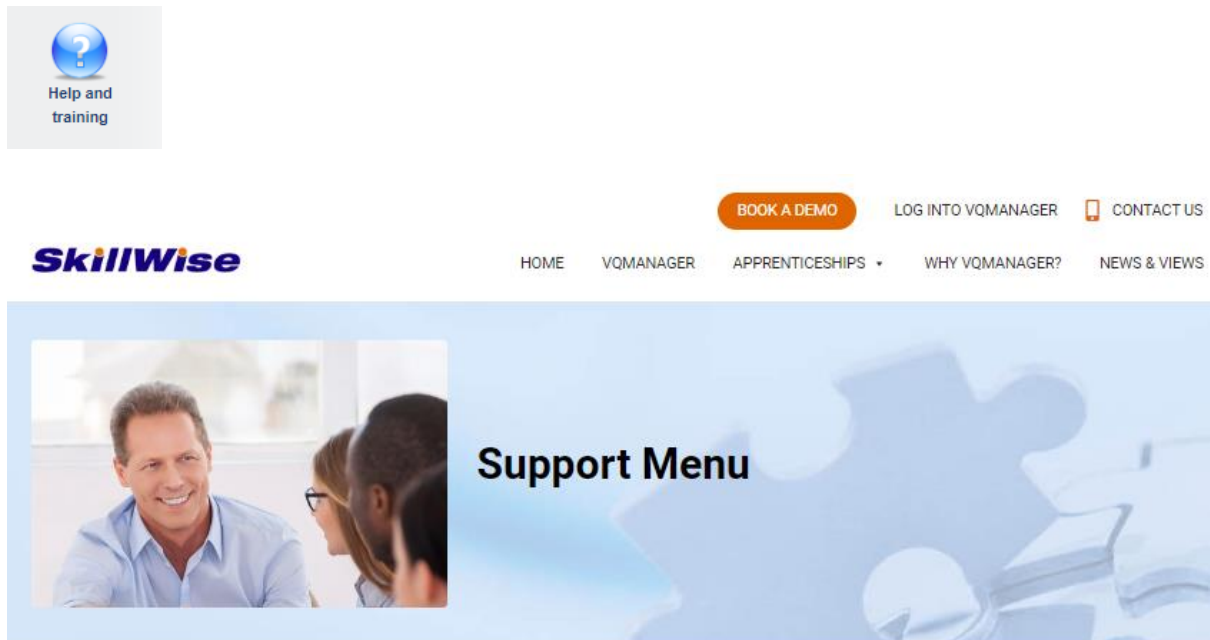
Receive e-mail reminders to confirm progress reviews

Receive e-mail reminders to confirm Off the Job Training hours

Receive e-mail reminder for missed assessment plan target dates

Receive e-mail reminder for missed progress review planned dates

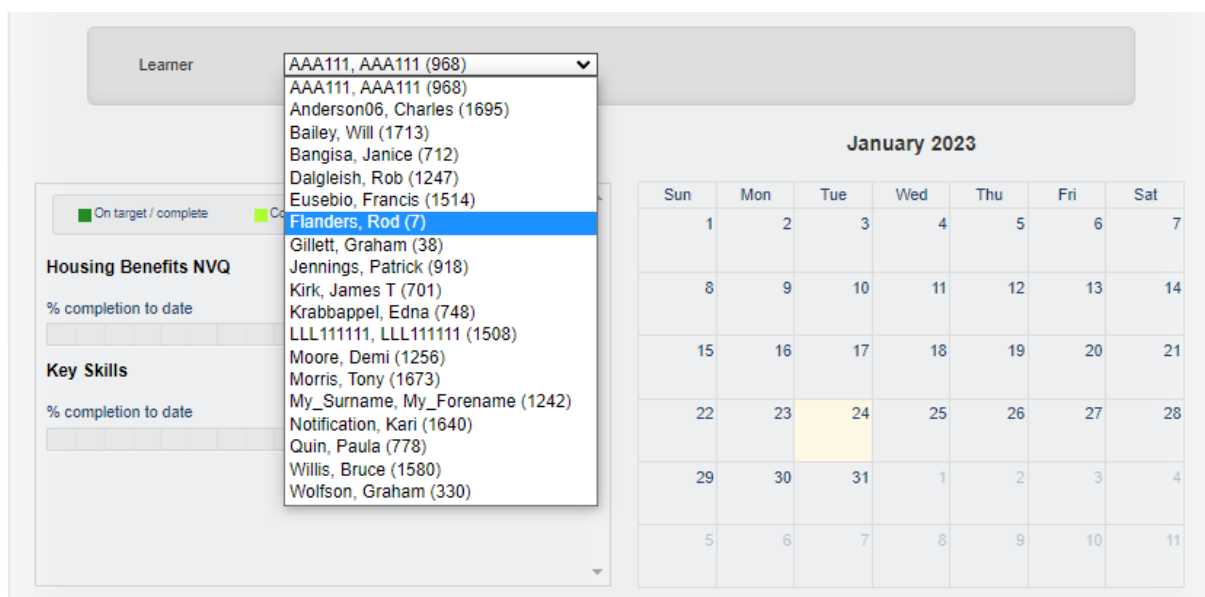
This icon will take the LN/Employer to the Support area, as per the top **Help and Training** link.



This page provides you with all VQManager resources. Just click on the image for all the information and use the back button to return to this page.



Lower down the page the **Shortcuts** tab, the LM/Employer can select a learner particularly if they are associated with more than one learner from their workplace to view progress and activity.



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

The screenshot shows a learner's progress dashboard for January 2023. At the top, a dropdown menu shows the learner's name as "Flanders, Rod (7)". Below this, a calendar for January 2023 is displayed, with the date 24th highlighted and a "Last logged" label. To the left of the calendar, a list of units is shown with their completion status:

- BTEC in Hairdressing (Test)**: Overall score 300, Calculated grade D*. Status: Commenced (66% completion).
- Customer Services NVQ - L2**: Status: On target / complete (100% completion).
- Housing Benefits NVQ**: Status: On target / complete (100% completion).
- Local Tax SVQ - L3**: Status: On target / complete (100% completion).

The LM/Employer can click on the area below and to view more detailed progress.

This is a close-up view of the unit progress section from the dashboard. It shows the same list of units and their completion status as the previous screenshot:

- BTEC in Hairdressing (Test)**: Overall score 300, Calculated grade D*. Status: Commenced (66% completion).
- Customer Services NVQ - L2**: Status: On target / complete (100% completion).
- Housing Benefits NVQ**: Status: On target / complete (100% completion).
- Local Tax SVQ - L3**: Status: On target / complete (100% completion).

The link takes them to the learner's e-portfolio where unit progress can also be viewed

Viewing the data of Kevin Bacon (Learner 1249) [View options](#) [Help and training](#)

VQ Manager

Home My portfolio Shortcuts Reports

To do (8) Info (21) My progress summary Calendar File library Personal details My VQManager network Messages (3)

On target / complete
 Commenced
 Status unknown

► BTEC Extended Diploma in Music Technology L3 {QCF} Edexcel 500_7716_8

▼ Certificate in Pharmacy Service Skills L2 (Edexcel) QCF 500_9351 (GW)

Overall qualification % completion to date **100%**

Unit 1 Assist with the provision of a pharmacy service to meet individuals' needs **76%**

Unit 2 Ensure your own Actions Reduce risks to Health and Safety **100%**

Unit 3 Contribute to the effectiveness of teams **100%**

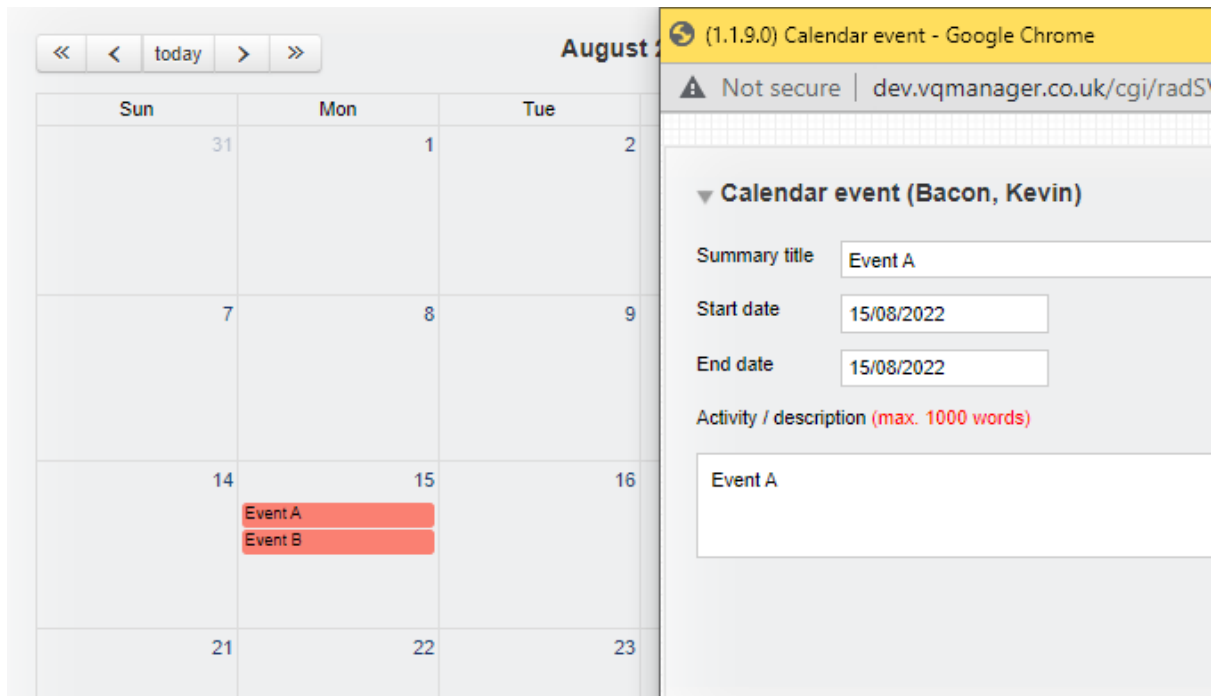
If the LM/Employer clicks in the calendar area, they can view the entries in more detail:

January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

A tooltip 'Last logged' is visible over the date 24.

The link takes them to the learner's e-portfolio where an entry can be opened by clicking on it.



The **Shortcuts** tab is automatically available for the employer but as with the learner, there is a switch to make the **Shortcuts** page the landing page for the LM/Employer 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 clear to see.

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