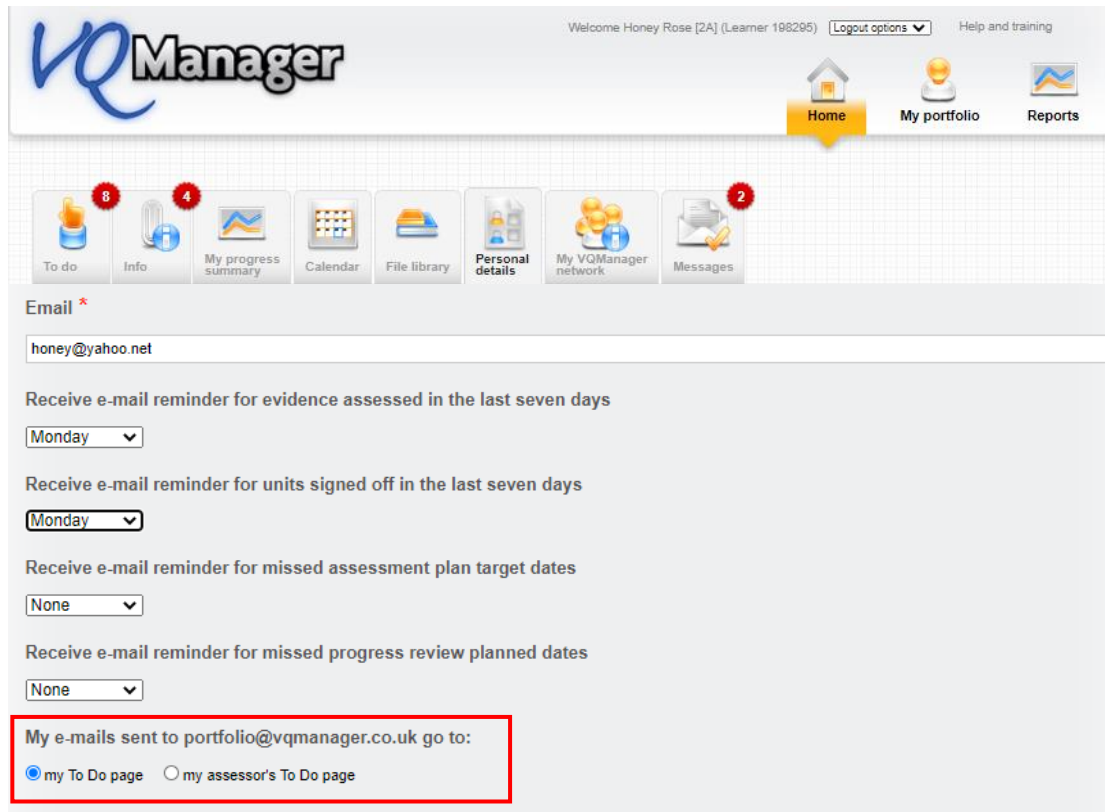


## E-mailing into VQManager

Emails can be sent to VQManager by the assessor or by the learner. The default switch is that whoever sends the email, receives the email in their **To Do** tab so that they can process it. This default setting can be changed in the learner's **Personal details** tab if required.



The screenshot shows the VQManager user interface. At the top, there is a navigation bar with the VQManager logo, a welcome message for 'Honey Rose [ZA] (Learner 198295)', and links for 'Logout options' and 'Help and training'. Below this are icons for 'Home', 'My portfolio', and 'Reports'. A row of icons represents various dashboard sections: 'To do' (8 items), 'Info' (4 items), 'My progress summary', 'Calendar', 'File library', 'Personal details', 'My VQManager network', and 'Messages' (2 items). The 'Email' settings section is highlighted with a red box. It includes a text input field for an email address (honey@yahoo.net), four dropdown menus for selecting days to receive reminders (all set to Monday), and a section for 'My e-mails sent to portfolio@vqmanager.co.uk go to:' with two radio button options: 'my To Do page' (selected) and 'my assessor's To Do page'.


In this area, you also need to check that the email address from which you are sending emails into VQManager is correctly set up in the system. The email needs to be the same as the one on the device you are emailing into.

To send an email into VQManager, the email address is: [portfolio@vqmanager.co.uk](mailto:portfolio@vqmanager.co.uk)

The email arrives in a table on the To Do tab entitled: **Emails awaiting further processing** both for the assessor and the learner.



The screenshot shows a table titled 'Emails awaiting further processing'. The table has five columns: 'Date received', 'Subject', 'Attachments', 'Process email into...', and 'Delete'. There are two rows of data.

Date received	Subject	Attachments	Process email into...	Delete
20/06/2012	Evidence from my daily work	 Craig assembling goods for dispatch.doc	Select Process	
20/06/2012	Direct observation of Kurt	 photo.JPG  ATT11905.txt	Select Process	

For assessors: if the learner has changed their settings so that emails are sent to you instead of to themselves, they will appear in this table:

▼ **Emails received from learners, awaiting further processing**

Date received	Learner	Subject	Attachments	Process email into...	Delete
10/11/2015	Leigh, Krista (96738)	Krista's professional discussion	bookshelf.jpg	Select	Process
08/03/2017	Leigh, Krista (96738)	Krista's APL Certificate	Metadata is.docx	Select	Process

Learners: on the **To Do** in **Emails awaiting further processing**, click on the **Process email into** to provide the options available to you.

Welcome Honey Rose [2A] (Learner 198295) Logout options Help and training

Home My portfolio Reports

To do (9) Info (4) My progress summary Calendar File library Personal details My VQManager network Messages (2)

► Evidence requiring action

▼ Emails awaiting further processing

Date received	Subject	Attachments	Process email into...	Delete
07/01/2021	My evidence	image0.png	Select Evidence Learner activity log Learner diary	Process

You have three options:

- Evidence
- Learner activity log
- Learner diary

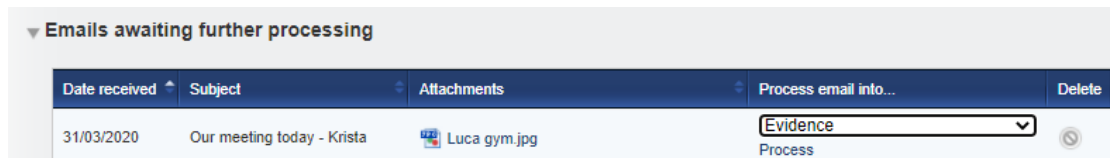
As an assessor you have seven options:

▼ **Emails awaiting further processing**

Date received	Subject	Attachments	Process email into...	Delete
28/03/2014	Wil test 2014_03_28 A		Select	Process
28/03/2014	Wil test 2014_03_28 B		Select	Process
28/03/2014	Wil test 2014_03_28 C		New evidence	Process
28/03/2014	Wil test 2014_03_28 D		Existing evidence (add to)	Process
28/03/2014	Wil test 2014_03_28 E		New learner activity log	Process
28/03/2014	Wil test 2014_03_28 F		New assessor activity log	Process
28/03/2014	Wil test 2014_03_28 G		New progress review	Process
28/03/2014	Wil test 2014_03_28 H		Existing progress review (add to)	Process
28/03/2014	Wil test 2014_03_28 I		New Reflective account	Process
12/02/2015	Test message		Select	Process
12/02/2015	Test 2015_02_12 B		Select	Process

- Evidence
- Existing Evidence (add to)
- Learner activity log
- Assessor activity log
- New Progress Review
- Existing progress Review (add to)
- Learner Diary

### Process into Evidence



Once you have selected the **Evidence** option link a Log evidence form will appear.



As an assessor you will need to select the learner's name from the drop down box in the grey area and the email and the email attachment will appear. **Hint:** Always include the learner's name in the title of the email when creating it. This step is not required for the learner

From your email:

- The subject line becomes the **Summary of evidence description**
- The body of the email becomes the **Description of evidence**
- Any attachments are automatically added to page.

Complete the form:

- Add a method(s)
- Map the criteria as required

**Note:** all fields are editable if you need to change anything

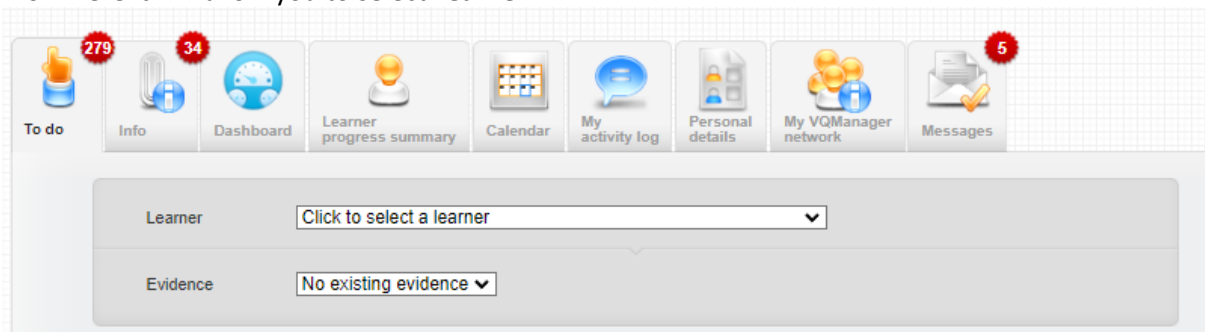
When you are finished, **save** the evidence and it will be added to the **Evidence list**.

## Allow content e-mailed into the system to be added to existing evidence

You are now able to e-mail evidence into the system and add it to an existing evidence item. Evidence will only appear as an option if the evidence is with the user in question for editing at the time.

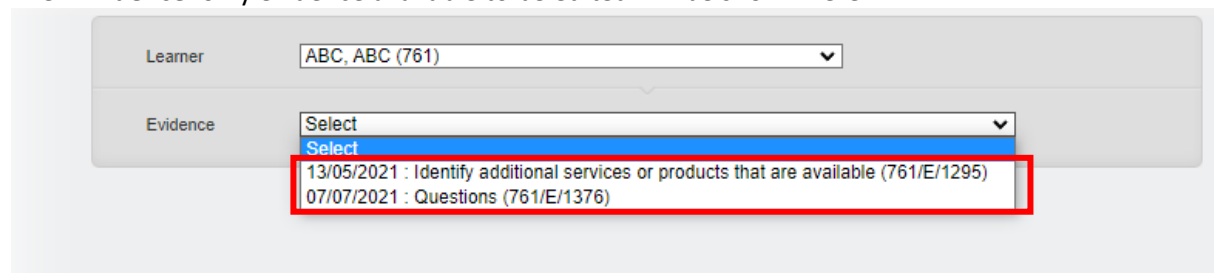
Select **Existing evidence (add to)** from the **Process email into** options and then select **Process**.

From here it will allow you to select **Learner**:



The screenshot shows a dashboard with navigation icons: To do (279), Info (34), Dashboard, Learner progress summary, Calendar, My activity log, Personal details, My VQManager network, and Messages (5). Below the icons are two dropdown menus: 'Learner' with the text 'Click to select a learner' and 'Evidence' with the text 'No existing evidence'.

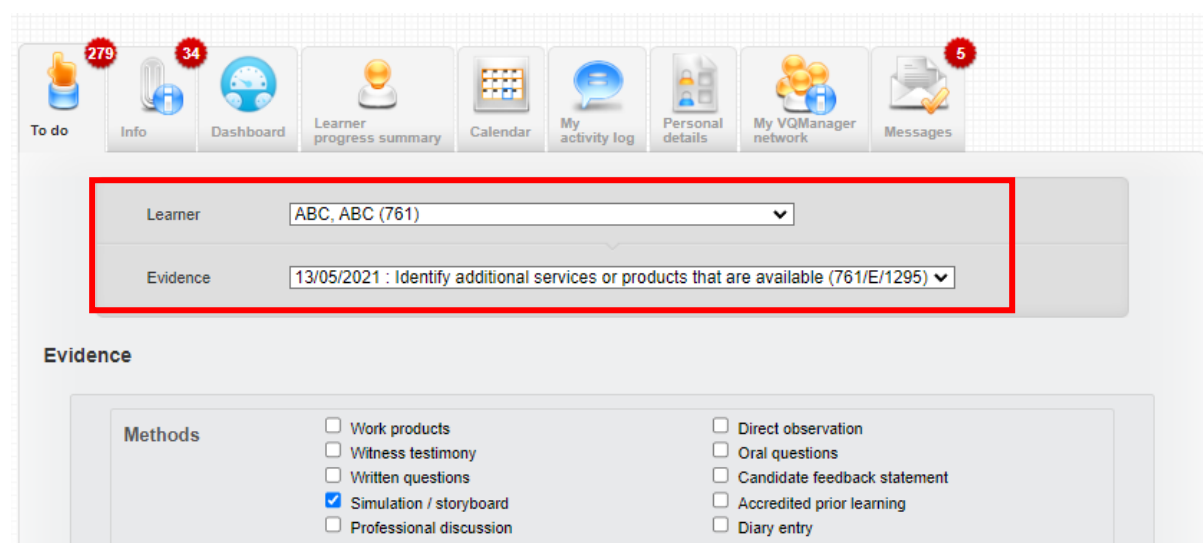
Then **Evidence**: only evidence available to be edited will be shown here.



The screenshot shows the 'Evidence' dropdown menu expanded. The 'Learner' dropdown is set to 'ABC, ABC (761)'. The 'Evidence' dropdown shows a list of options: 'Select', '13/05/2021 : Identify additional services or products that are available (761/E/1295)', and '07/07/2021 : Questions (761/E/1376)'. The first two options are highlighted in blue, and the entire dropdown area is enclosed in a red box.

Select the evidence and the page will refresh, dropping all elements of the email into the existing version –

- Description
- Any attachments



The screenshot shows the dashboard with the 'Learner' dropdown set to 'ABC, ABC (761)' and the 'Evidence' dropdown set to '13/05/2021 : Identify additional services or products that are available (761/E/1295)'. Below this is the 'Evidence' section with a 'Methods' list:

Methods			
<input type="checkbox"/>	Work products	<input type="checkbox"/>	Direct observation
<input type="checkbox"/>	Witness testimony	<input type="checkbox"/>	Oral questions
<input type="checkbox"/>	Written questions	<input type="checkbox"/>	Candidate feedback statement
<input checked="" type="checkbox"/>	Simulation / storyboard	<input type="checkbox"/>	Accredited prior learning
<input type="checkbox"/>	Professional discussion	<input type="checkbox"/>	Diary entry

The system will add a note at the top of the added content, to show where it's come from.

Number  
761/E/1295

Date created  
13/05/2021

Summary description (max. 80 characters)  
Identify additional services or products that are available

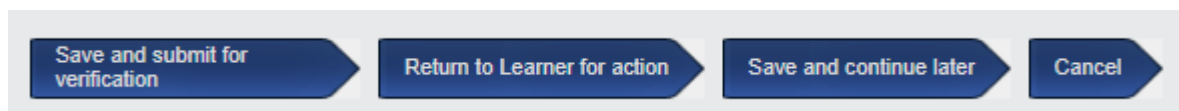
Date of activity  
no date  no date

Description (max. 1000 words)

Simulation 1

-----  
Email content added below.  
Subject: Wil test 2014\_03\_28 A  
Added on: 27/02/2023 15:14  
-----

Save using the normal save options:



### Process in Learner activity log

▼ Emails awaiting further processing

Date received	Subject	Attachments	Process email into...	Delete
31/03/2020	Our meeting today - Krista	Luca gym.jpg	Learner activity log Process	

The screenshot shows the VQ Manager interface. At the top, there is a navigation bar with the logo and user information: "Welcome Sid Knee (Assessor 96980)", "Logout options", and "Help and training". Below this are icons for "Home", "My learners", "Assessment tools", and "Reports". A secondary row of icons includes "To do" (58), "Info" (7), "Dashboard", "Learner progress summary", "My activity log", "Personal details", and "Messages" (1). The main content area features a "Learner" dropdown menu with the text "Click to select a learner". Below this is a yellow warning message: "Please select a learner above before editing the activity log below." The form is titled "Process email to learner activity log" and contains the following fields:
 

- Category: Assessment Meeting
- Summary title: FW: test -
- Activity date: 08/03/2017
- no date
- Activity detail: (empty text area)

For the assessor, select the learner. The fields prepopulate again but remain editable until you **save** so you can add more information if required.

**Process in Assessor activity log (assessor only)**

The screenshot shows a table titled "Emails awaiting further processing". The table has the following columns: "Date received", "Subject", "Attachments", "Process email into...", and "Delete". The first row contains the following data:
 

Date received	Subject	Attachments	Process email into...	Delete
31/03/2020	Our meeting today - Krista	Luca gym.jpg	Assessor activity log	

 The "Process email into..." column has a dropdown menu with "Assessor activity log" selected. Below the dropdown is a "Process" button.

Again the fields prepopulate but remain editable until you **save** so you can add more information if required.

**Process in New progress review (assessor only)**

The screenshot shows the same table as above, but with "New progress review" selected in the "Process email into..." dropdown menu. The "Process" button is visible below the dropdown.

If you select **New Progress Review**, a new page opens for you to select the learner and the fields populate again. When complete click **save** at the bottom.

**Process in Existing Progress Review (assessor only)**

The screenshot shows the same table as above, but with "Existing progress review (add to)" selected in the "Process email into..." dropdown menu. The "Process" button is visible below the dropdown.

If you select **Existing Progress Review**, the page asks you to select the learner and the review you want to add to. Complete the form in the same way and click **save** at the bottom.

The screenshot shows a form with the following fields and options:

- Learner:** A dropdown menu with the selected value "Morris, Glynn (957)".
- Progress review:** A dropdown menu with "Select" selected. A list of options is visible, including "12/08/2015 : Progress Review (296)", "23/09/2015 : Progress Review (297)", "04/11/2015 : Progress Review (298)", "16/12/2015 : Progress Review (299)", "27/01/2016 : Progress Review (300)", "09/03/2016 : Progress Review (301)", "20/04/2016 : Progress Review (302)", and "01/06/2016 : Progress Review (303)".
- Process email to Progress Review:** A section header with a downward arrow.
- Summary:** A text input field containing "Test message 2".
- Planned date:** A text input field containing "03/09/2015".
- Actual date:** A text input field containing "03/09/2015".

### Process in Learner diary

The screenshot shows a table titled "Emails awaiting further processing" with the following columns and data:

Date received	Subject	Attachments	Process email into...	Delete
31/03/2020	Our meeting today - Krista	Luca gym.jpg	Learner diary Process	

Again the fields prepopulate but remain editable until you **save** so you can add more information if required.

#### **Note:**

Remember that the email that is received by VQManager must be sent from the same email address that is in the **Personal details** tab. The email must be sent to [portfolio@vqmanager.co.uk](mailto:portfolio@vqmanager.co.uk).

You will get a notification to let you know that the email send was successful or if it was rejected. If you are not receiving these emails, please check that the email address in your **Personal details** tab (accessed from the **Home** page) is the one you are sending the email from (see image on page 2).