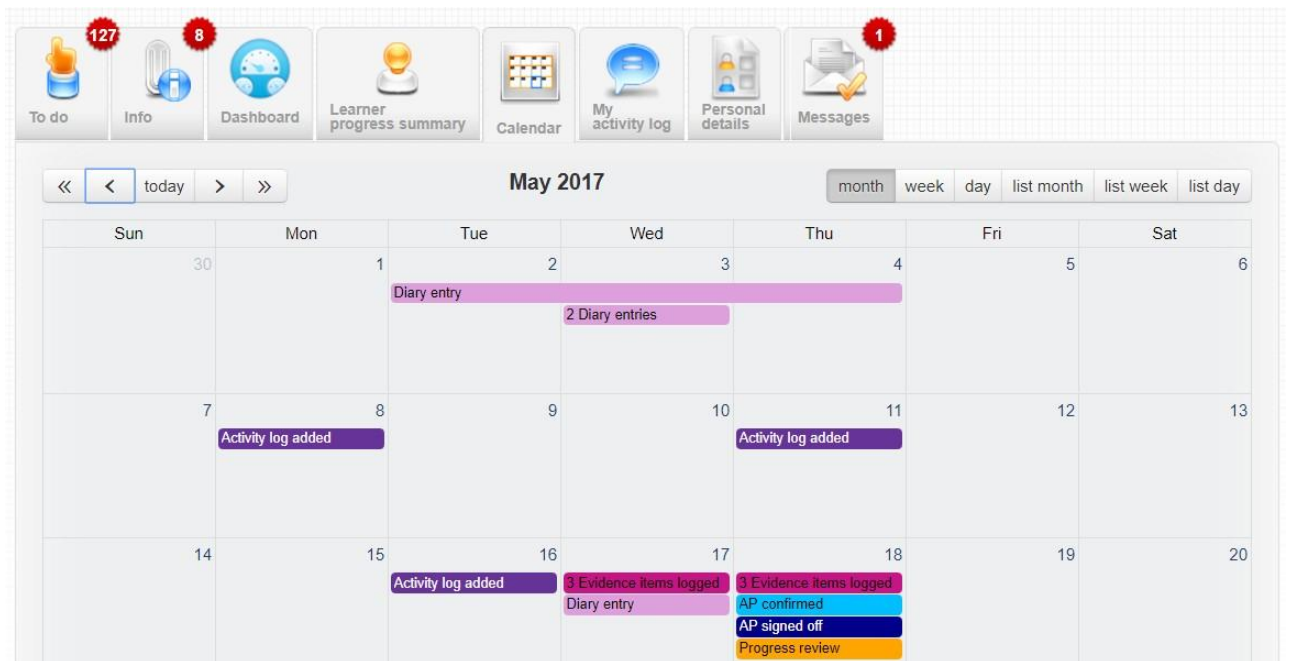


## Calendar

We have created a new tab on the Home page for learners, assessors and IQA/IVs called Calendar. The calendar pulls data from various tabs throughout VQManager to display an up-to-date picture of activity on the selected learner's account. As work is carried out across the system, it is automatically entered into the Calendar to give an at-a-glance view for users.



The calendar shows:

Diary entry - Plum

Progress review - Orange

Progress review confirmed by learner - DarkOrange

Progress review confirmed by a line manager - Chocolate

Evidence item logged - MediumVioletRed

Assessment/Action Plan due - Cyan

Assessment/Action Plan confirmed by learner - DeepSkyBlue

Unit signed off (assessor)- PaleGreen

Unit signed off (IV) - LimeGreen

Unit sign-off confirmed by learner - MediumSeaGreen

Qual signed off (assessor)- ForestGreen

Qual signed off (IV) - DarkOliveGreen

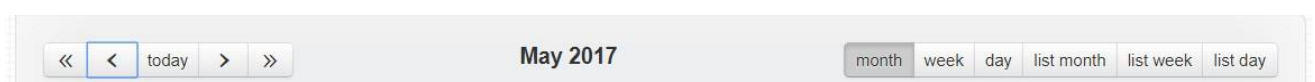
Activity log added - RebeccaPurple

Learner last logged in - Yellow

AP signed off - DarkBlue

Unit target date - Aquamarine

Use the tabs on the right to select the time period you wish to view i.e. month, week, day etc. and then use the arrows on the left hand side to scroll forward or backwards in time.



If you select a single entry a pop-up appears and will show you that entry.

Learner diary entry - Google Chrome

dev.vqmanager.co.uk/cgi/radSVQ.cgi/al?&r=6&i=smlcmvfiscrsrdvrgckkkvk&osu=0&ca=7&st=&as=-1&aly=70&al=388&ce=1

▼ **Learner diary (Flanders, Rod)**

Summary title

Start date

End date

☐ no end date

Activity / description

Reflective account

Assessor comments

If you click on an entry that says for example, 2 diary entries, the link takes you to the diary tab to reveal all the diary entries you may wish to see.

VR Manager

Welcome Edna Krabbappel (Assessor 6) [Change user/Logout](#) [Help and training](#)

Home My learners Assessment tools Reports

Learner

Unit assignments Activity plans Log evidence Evidence list **Learner diary** Question bank Progress reviews Unit status,evidence matrix&signoff Qualification status&signoff Learner activity log Learner details Search evidence

▼ **Learner diary (Flanders, Rod)**

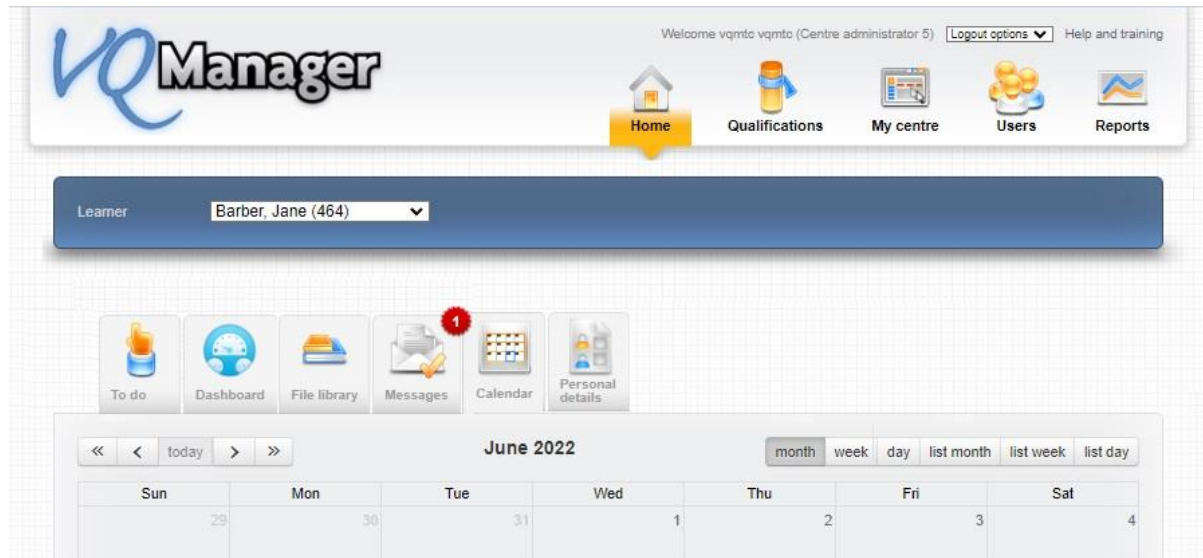
Date logged	Start date	End date	Summary title	Logged by	Start time	End time	Duration minutes	GLH?	
11/04/2017	01/03/2017	17/03/2017	Early March diary	Flanders, Rod					Edit
11/04/2017	12/03/2017	31/03/2017	second fortnight of March	Flanders, Rod					Edit

18	19	20	21	
				Friday, June 23
				2 Activity logs added
				2 Diary entries
				Evidence item logged
				Progress review
				Progress review confirmed (L)
				Progress review confirmed (LM)
25	26	27	28	
2 AP due		Progress review	2 Progress reviews confirmed	
		Unit signed off (IV)	Last logged in	
			Progress review	
			Progress review confirmed	

### 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.

▼ Add new entry

Summary title

Start date

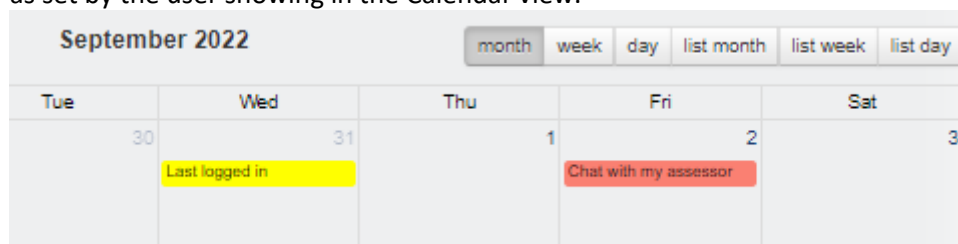
End date

☐ no end date

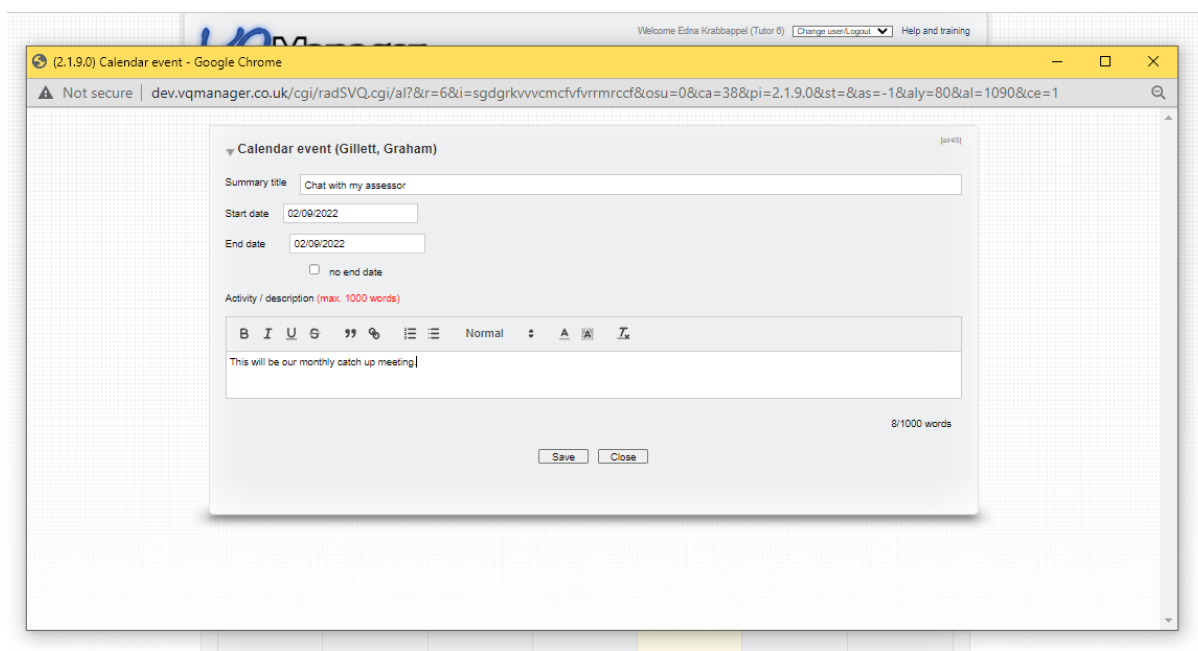
Activity / description (max. 1000 words)

Save Cancel

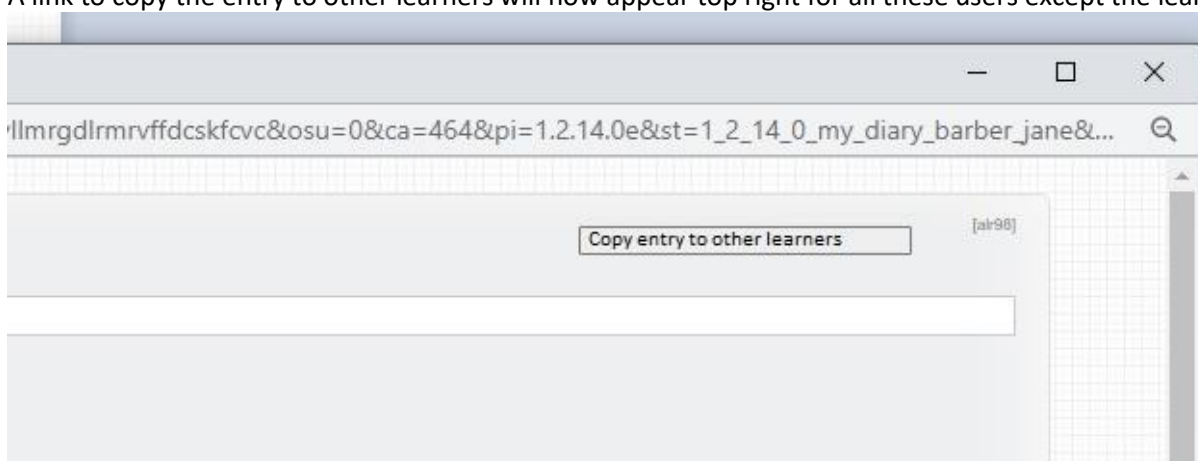
Entries created by users will all appear as the same colour (Salmon) no matter who created them, with the title as set by the user showing in the Calendar view.



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

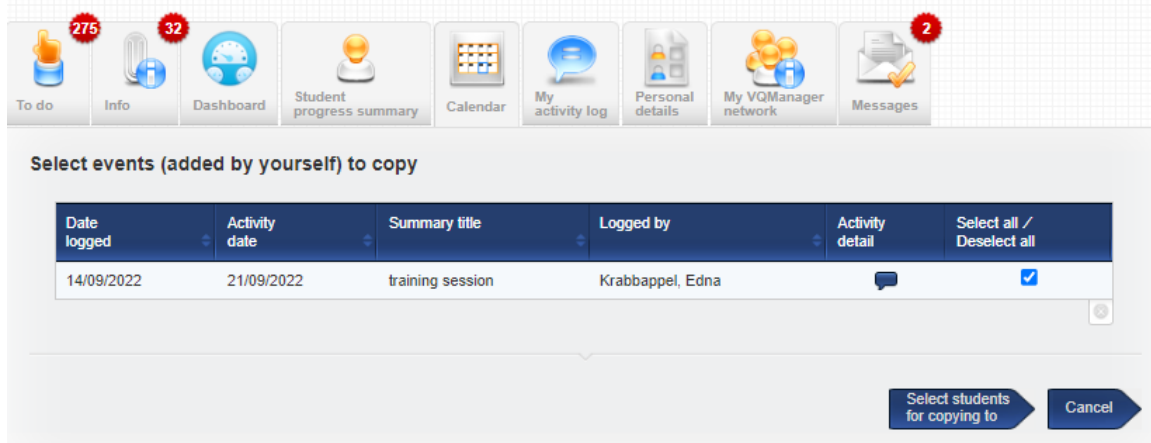


A link to copy the entry to other learners will now appear top right for all these users except the learner.



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).

Qualification  
Certificate in Understanding the Safe Handling of Medicines L2 question bank (106) ▼

Employer  
All ▼

Curriculum area  
All ▼

Institution  
All ▼

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

Select students for copying to

Student	Qualification	Employer	Curriculum area	Institution	Selected events already applied to student	Select all / Deselect all
A1, A1 (1513)	Certificate in Understanding the Safe Handling of Medicines L2 question bank (106)	Boots Reading			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Anderson02, Charles (866)	Certificate in Understanding the Safe Handling of Medicines L2 question bank (106)	Bournville College	Business	Institution 3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Eusebio, Francis (1514)	Certificate in Understanding the Safe Handling of Medicines L2 question bank (106)	Virgin Active - Chelmsford			<input type="checkbox"/>	<input type="checkbox"/>
Holmes, Frank (977)	Certificate in Understanding the Safe Handling of Medicines L2 question bank (106)	Virgin Active - Head Office		% completion test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Questionbanktest, Learner (1172)	Certificate in Understanding the Safe Handling of Medicines L2 question bank (106)				<input type="checkbox"/>	<input type="checkbox"/>

Selected events

Date logged	Activity date	Summary title	Logged by	Activity detail
14/09/2022	14/09/2022	test	vqmtc, vqmtc	

Copy selected logs to selected students Cancel

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:

Calendar event (Wolfson, Graham) [air45]

Summary title

Start date

End date

☐ no ent

Activity / description (max. 1000 words)

Please add this to your diary  
edit this event

9/1000 words

### Add notification for learners of new Calendar entries.

We have added a new notification to the learner's **To Do** tab to notify them when someone adds a new entry to their **Calendar**.

The learner would see a new table on the **To Do** list indicating **Calendar entries logged by others in the last 30 days**.

Calendar entries logged by others in the last 30 days					
Summary title	Start date	End date	Created by	Remove	
Assessment meeting with Rod	04/02/2024	04/02/2024	Krabbappel, Edna (Assessor)	<input type="checkbox"/>	<a href="#">View</a>
				<input type="checkbox"/>	<a href="#">Update page</a>

Clicking on 'view' opens the calendar entry in question for the learner to view.

Calendar event (Flanders, Rod) [air118]

Summary title

Start date

End date

Activity / description (max. 1000 words)

Just as a quick reminder, once a calendar entry has been created for a single learner, it can be duplicated across to other learners if required.

Select events to copy to other learners