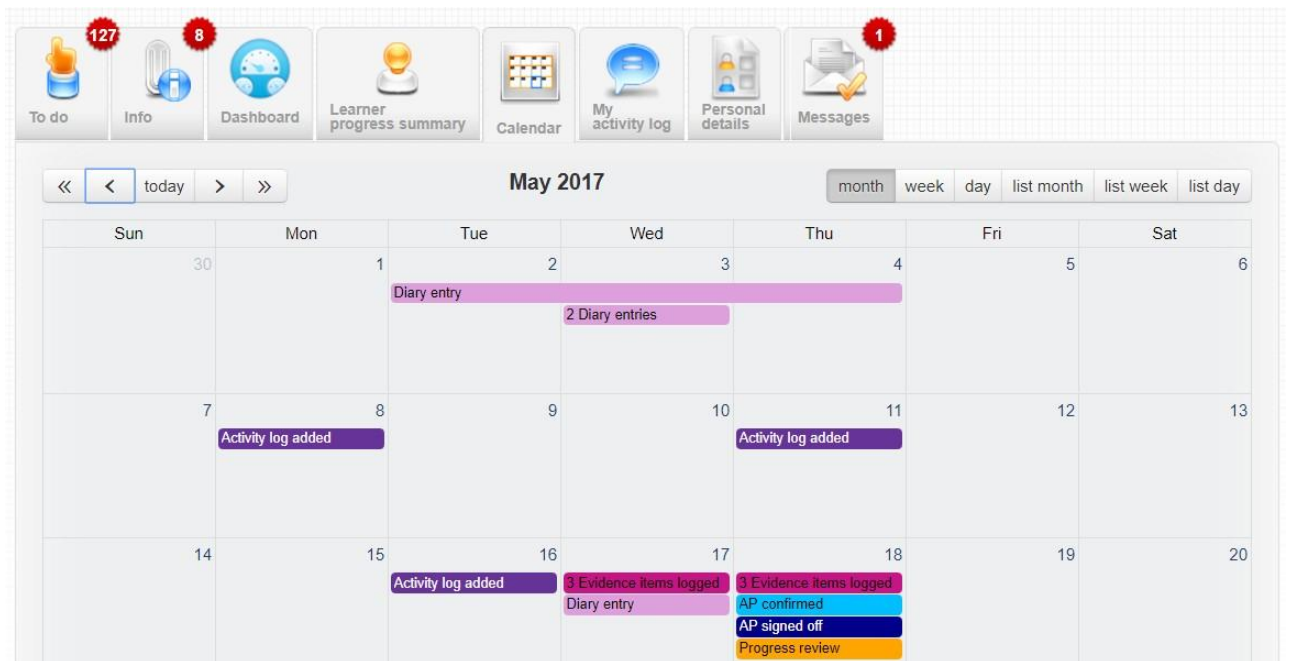# Calendar

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
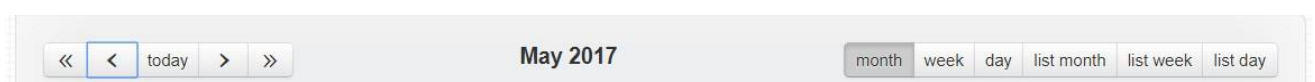Qual signed off (IV) - DarkOliveGreen
Activity log added - RebeccaPurple
Learner last logged in - Yellow
AP signed off - DarkBlue
Unit target date - Aquamarine

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.



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.

## 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
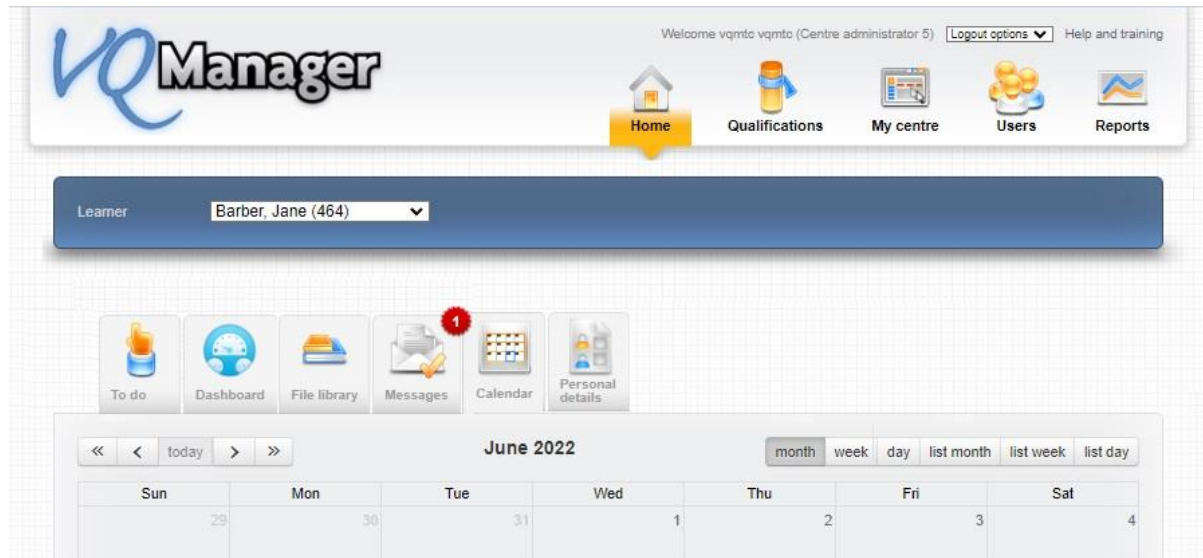


New entries will have a title, a start date, an end date (optional), and a description (optional). They can be edited by the user who created them.



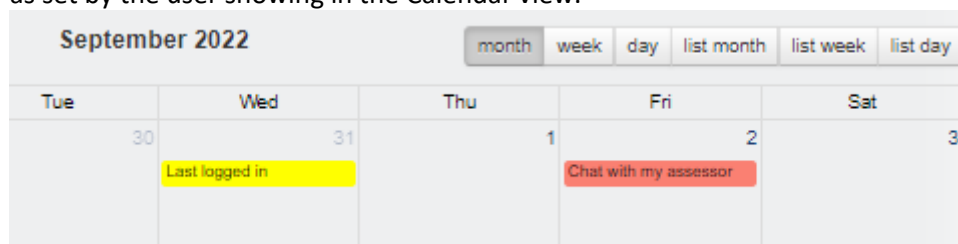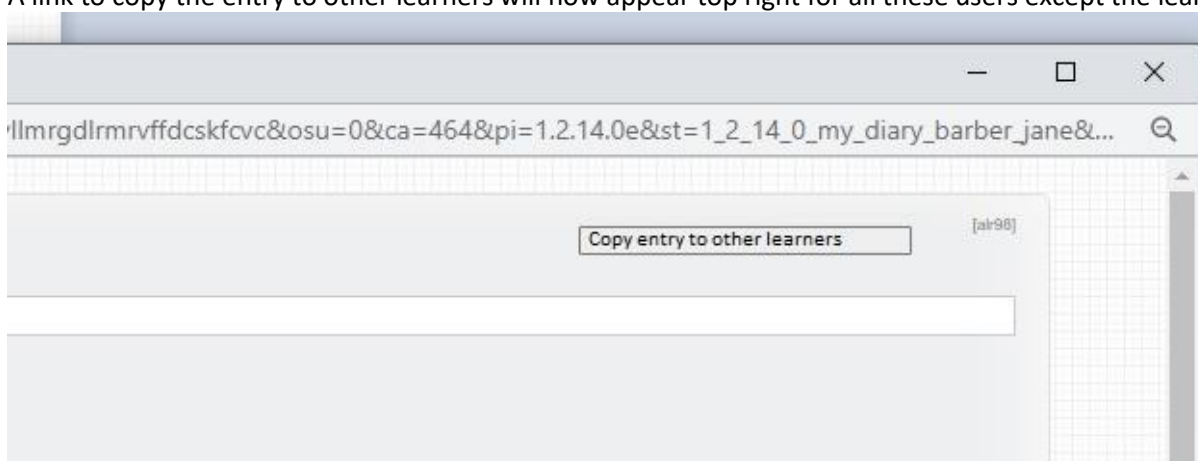Entries created by users will all appear as the same colour (Salmon) no matter who created them, with the title as set by the user showing in the Calendar view.



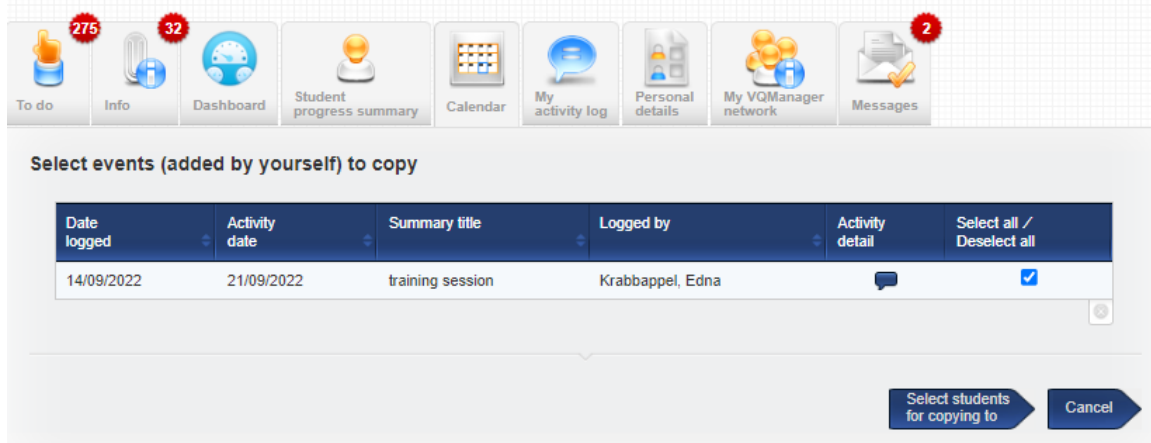Clicking on this entry will open a pop out showing the details.
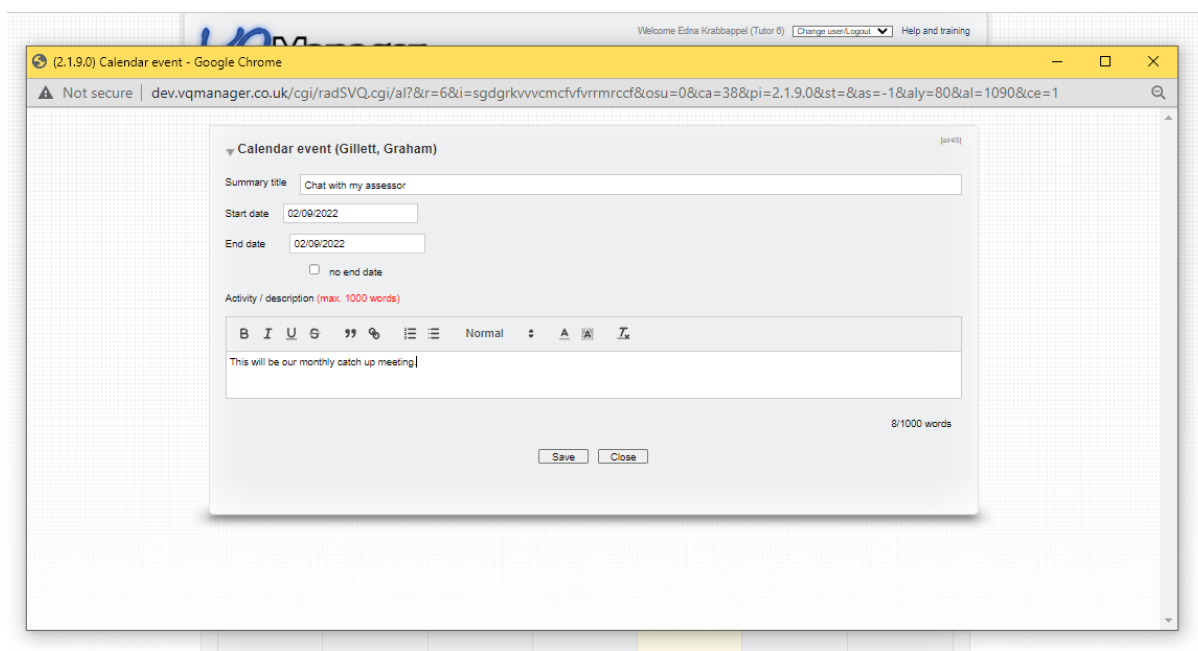
A link to copy the entry to other learners will now appear top right for all these users except the learner.



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



**Select events (added by yourself) to copy**

| Date logged | Activity date | Summary title | Logged by | Activity detail | Select all / Deselect all |
|---|---|---|---|---|---|
| 14/09/2022 | 21/09/2022 | training session | Krabbappel, Edna | 💬 | ☑ |

Select students for copying to    Cancel

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 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**.



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

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