

Learner shortcuts page

To make navigation easier for the learners, we have added a new tab to allow learners to view all the most important information on the one tab, **Shortcuts**. From there, the different links will take the learner to the different tabs.

For existing clients, the shortcuts page will be available for all learners, but if you wish, we can set your centre so this is the first page they see when logging in. Please contact us with the date you'd like the change and we will implement this for you. This will help limit confusion should you wish to communicate this change to your learners prior to us making the adjustment.

The screenshot shows the VQ Manager interface. At the top, it says "Welcome kari learner (Learner 1799)" with "Logout options" and "Help and training" links. The navigation menu includes "Home", "My portfolio", "Shortcuts" (highlighted), and "Reports".

The main content area is divided into several sections:

- Off the job training:** A progress bar for "Certificate in Supporting Teaching and Learning in Schools L2 {QCF} {C&G} 501_1136_X" shows 5% completion.
- Messages:** "Do I have messages?" with a notification of 3 messages.
- Assessors:** "Who are my assessors and internal verifiers?"
- Photo:** "Upload / change my photo"
- Reviews:** "When is my next progress review?"
- Help:** "Help and training"

Below this is a calendar for February 2023:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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	1	2	3	4

At the bottom left, there are four quick actions:

- What do I have to do? (1 notification)
- My Question bank
- My assessment plans
- Log a new entry in My activity log

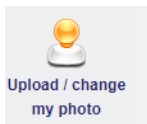
This screenshot shows a detailed view of a learner's progress for a specific course:

- Trainee Learning Time:** Progress bar.
- BTEC in Hairdressing (Test):** Overall BTEC score 300, Calculated grade D*.
- Customer Services NVQ - L2:** % completion to date 88%.
- Housing Benefits NVQ:** % completion to date 100%.

Progress against qualifications/standards can be viewed top left. Where several qualifications and Standards may be assigned to the learner, the grey scroll bar on the right allows the learner to view all progress. If applicable, OTJ hours are also visible – in this example above, it has been renamed **Trainee learning time**. (See our development below if you too wish to change the Off the Job Hours title). Click on the image and the learner is taken to the **My progress summary** tab.

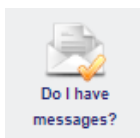
April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
			Activity log a Diary entry	2 Activity log 2 Diary entry		
3	4	5	6	7	8	9
	Activity log a					
10	11	12	13	14	15	16
				2 AP confirm Diary entry		
17	18	19	20	21	22	23
24	25	26	27	28	29	30
				AP due		Progress rev
1	2	3	4	5	6	7

Bottom right has the calendar and shows any activity which has been undertaken in the current month, as well as the dates of scheduled Progress reviews, Assessment plan target dates and unit target dates. These last 3 are shown in colour, to highlight them. Click on the image and the learner is taken to the **Calendar** tab.

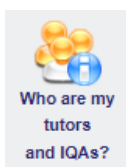


Top right is the option to add a photograph. (See below for details on how this works.) When the learner has a photo attached to their profile, a thumbnail of that will show here, as illustrated below.

These links will always be visible:



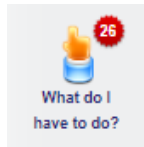
Takes the learner to the **Messages** tab



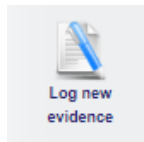
Takes the learner to the **My VQManager network** tab

The **Calendar** is also always visible.

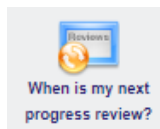
All other links only show if you currently have them switched on in your centre set up. If you have custom names set up for any of these functions, the Shortcuts page will match that, as well.



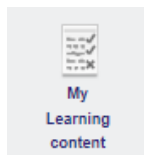
Takes the learner to the **To do** tab



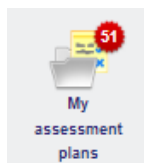
Takes the learner to the **Log new evidence** tab



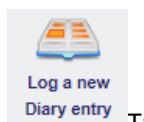
Takes the learner to the **Progress review** tab



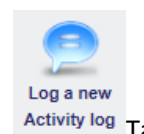
Takes the learner to the **Learning content** tab



Takes the learner to the **Assessment plan** tab



Takes the learner to the **Diary** tab



Takes the learner to the **Activity Log** tab

