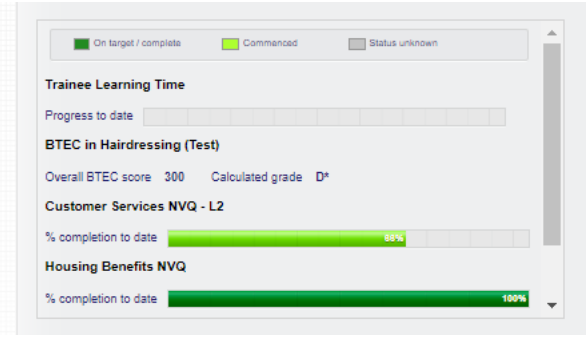
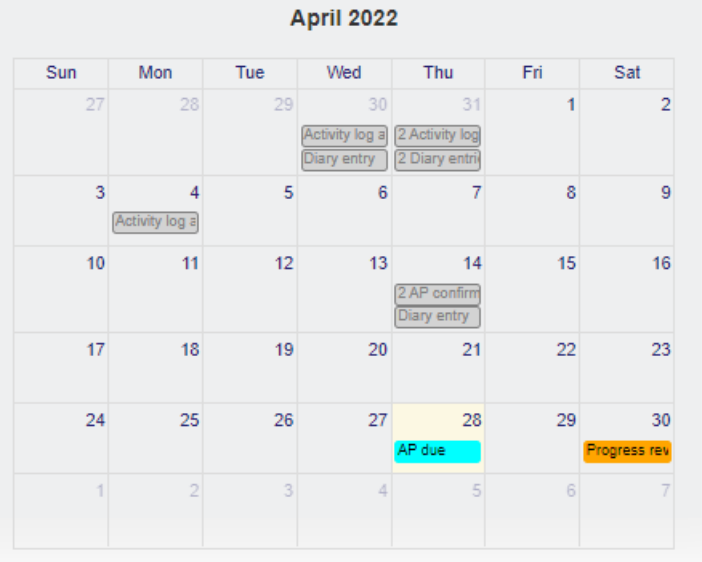
Learner shortcuts page

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.

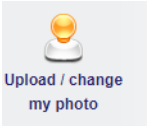
For existing clients, the shortcuts page will be available for all learners, but if you wish, we can set your centre so this is the first page they see when logging in. Please contact us with the date you'd like the change and we will implement this for you. This will help limit confusion should you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



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.

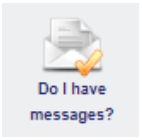


Bottom right has the calendar and shows any activity which has been undertaken in the current month, as well as the dates of scheduled Progress reviews, Assessment plan target dates and unit target dates. These last 3 are shown in colour, to highlight them. Click on the image and the learner is taken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

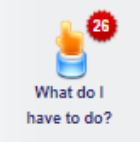


Takes the learner to the **Messages** tab

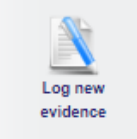
Takes the learner to the **My VQManager network** tab

The **Calendar** is also always visible.

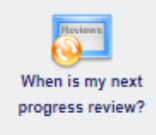
All other links only show if you currently have them switched on in your centre set up. If you have custom names set up for any of these functions, the Shortcuts page will match that, as well.



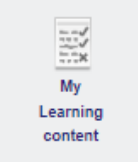
Takes the learner to the **To do** tab



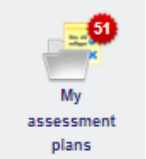
Takes the learner to the **Log new evidence** tab



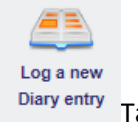
Takes the learner to the **Progress review** tab



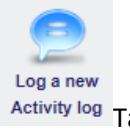
Takes the learner to the **Learning content** tab



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



Takes the learner to the **Diary** tab



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