

Learning Management System -Supervisor

Login and Home page

Login

Go to this URL to find the login screen.

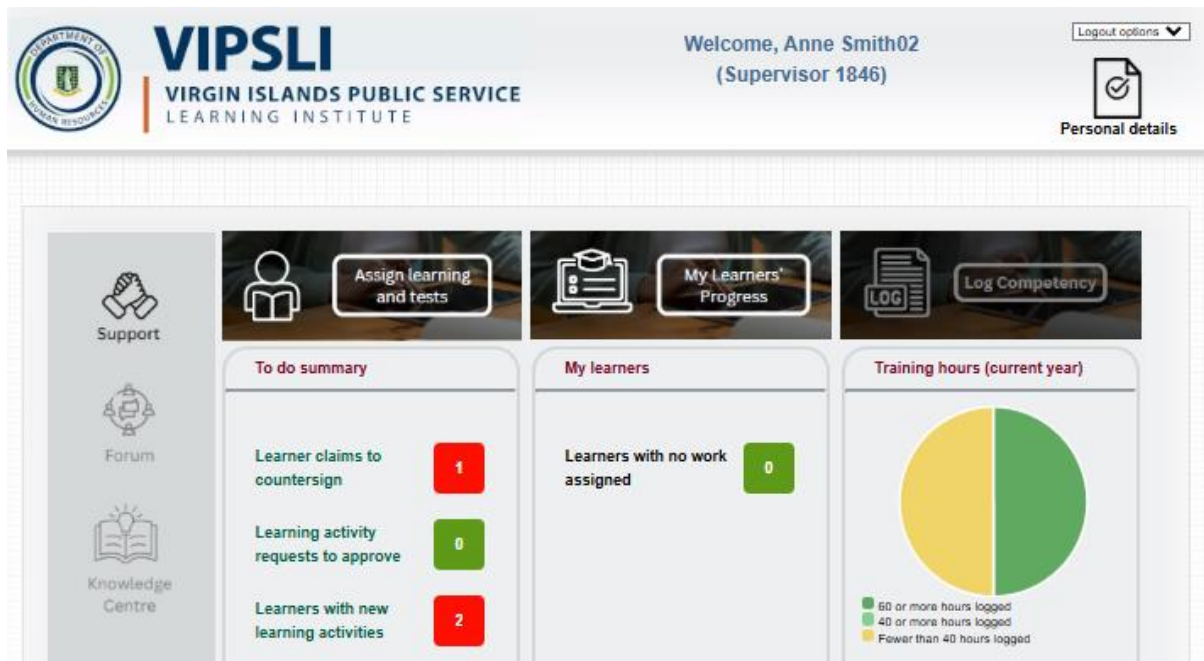
<https://www.vqmanager.co.uk>



If you forget your username or your password, you will be guided through resetting your password using the links on this screen.

Home Tab

The “**Home**” tab will give you access to all areas and will give you an instant overview of the current situation with your learners.

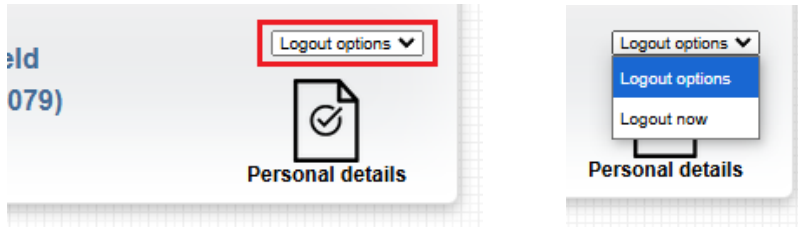


At the top of the screen you will see your name and your role within the LMS.

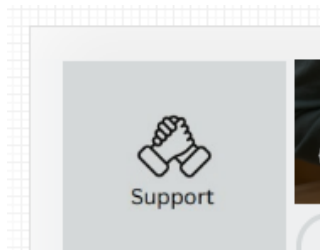
Welcome, Anne Davies
(Supervisor 1837)

Logging out

You can close the window to exit the LMS or use the dropdown filter to close the application.



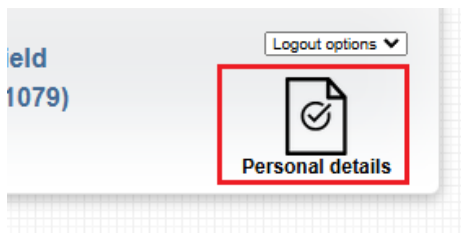
Support link



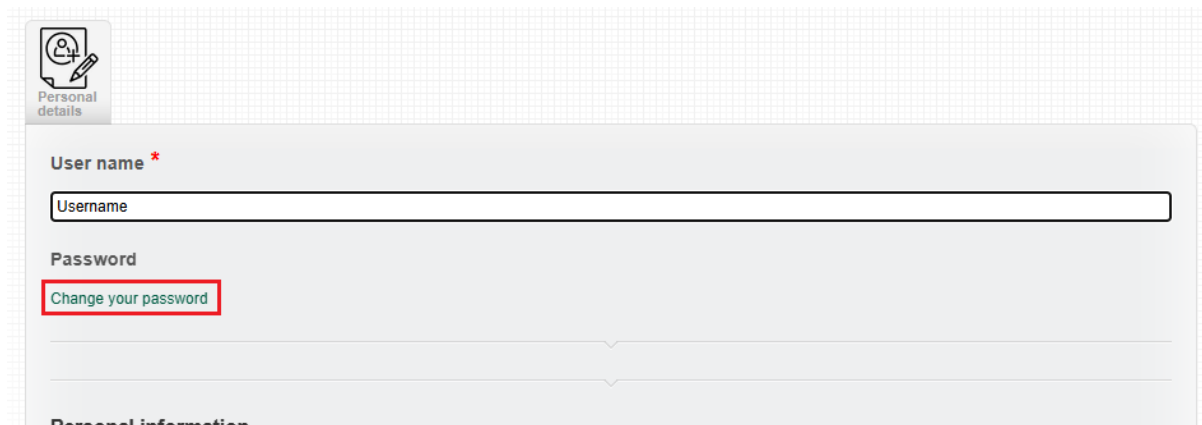
This icon will take you to a support page with learning documents and videos in respect of the LMS for both you and the learner too.

Personal details Tab

If you select the “**Personal details**” tab at the top of the screen you can open your profile and make some changes. If you need to change your password, you can do that here.



Clicking on “Change your password” will open the section for you to do that.



Change your password

New password *

Confirm new password *

Other details can be changed further down the page.

Personal information

Title
Not specified ▾

Forename *
Peter

Surname/ family name *
Witfield

Date of birth

Clicking **“Save”** at the bottom of the page will take you back to the **“Home”** screen (as will clicking either **“Cancel”**; or **“Home”** in the top right).

user@mail.com

To Do Summary

Selecting any of the below hyperlinks will take you to your **“Inbox”**

To do summary

- Learner claims to countersign **1**
- Learning activity requests to approve **0**
- Learners with new learning activities **2**

Learner claims to countersign

If there are items to countersign a table will appear called **“Learning content completed by learners”**. This will display all learning activities completed by the learner waiting for you to countersign. If there is no table, the number in the box alongside the link in the previous screen should be reading 0.

The screenshot shows the top navigation bar with the VIPSLI logo, the text "VIRGIN ISLANDS PUBLIC SERVICE LEARNING INSTITUTE", and a welcome message for "Anne Smith02 (Supervisor 1846)". A "Home" button is visible in the top right. Below the navigation bar, a section titled "Learning content completed by Learners" contains a table with the following data:

Learner	Date received	Task number	Unit number	Qualification	
Knight, Heather(1847)	23/01/2025	1847/T/1689	1	AI Tools at Work - Practical Workshop {BVI} 1	Review

Select **“Review”** and the item will open.

The screenshot shows the "Review" page for the learning activity "AI Tools at Work - Practical Workshop". The page includes a header with the same navigation as the previous screenshot. Below the header, the title "AI Tools at Work - Practical Workshop" is displayed, followed by an "Audit trail" section. The last action recorded is "Learner submitted work to Supervisor". Below this, the "Learning content" section is empty, with the message "There is no content to be shown here." At the bottom of the page, there is a "Comments" section.

Scroll down to find the comments section:

Last action: Learner submitted work to Supervisor

Learning content







There is no content to be shown here.

Comments

Learner comments to supervisor (Knight, Heather)

By submitting this evidence for assessment, I confirm that it is the result of my own work.

Supervisor comments (Smith02, Anne) (max. 8000 words)

B I U    Normal  A  

10:54 GMT 29/01/2025:

3/8000 words

Save and mark complete Return to Learner for further work Save and continue later Cancel

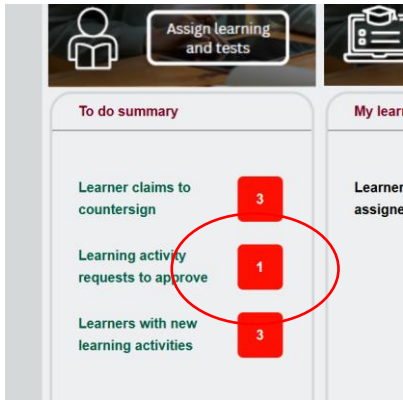
This year (2025), all the activities have been created with no learning content so they will all read **“There is no content to be shown here”**. In this set-up, the learner cannot see this screen, or any comments on it, so just click either **“Save and mark complete”** if you are happy that the learner has completed the learning activity, or **“Return to learner for further work”** if not. Clicking on “Return to learner for further work” will alert the learner that they need to claim completion again.

Clicking “Save and continue later” lets you make a decision at a later time. If you click on this, the item will remain on your To Do Summary page.

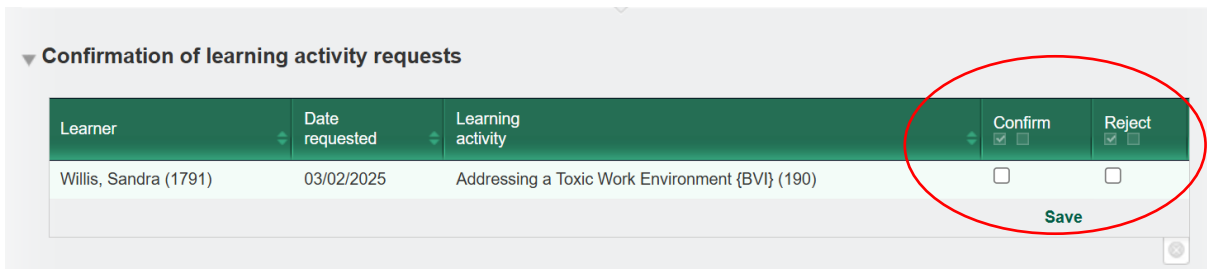
The page refreshes to the previous view. Any item you confirmed or sent back to the learner will no longer be displayed. If that was the only item, the table will disappear completely too.

Learner activity requests to approve

If there are items to approve, a table will appear called **“Learning activity requests to approve”**.

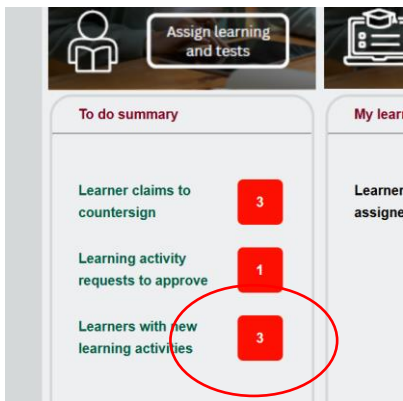


Clicking on this will display all the current learner requests for additional learning activities. The Supervisor can select to either confirm or reject requests, and then click Save.



If confirmed, the request will automatically pass to the Administrator to assign that particular activity.

Once the Administrator has assigned the activity, the Supervisor will see the item in **Learners with new learning activities**




The Supervisor selects the appropriate item and clicks on **view/edit units**

▼ **New learning activity assignments**

Learner	Learning activity	Date assigned	Remove	
Stevenson, Charles (1839)	Managing for Success in the Public Service {ICPS}	24/09/2024	<input checked="" type="checkbox"/>	View/edit units
Stevenson, Charles (1839)	Home Affairs {ICPS}	08/10/2024	<input type="checkbox"/>	View/edit units
Stevenson, Charles (1839)	Housing Policy {ICPS}	08/10/2024	<input type="checkbox"/>	View/edit units



The Supervisor selects appropriate units, and then clicks **Save**.

 Unit assignments

Hide criteria for unassessed evidence

▼ **Managing for Success in the Public Service {ICPS} (154)**

Unit number	Unit title	Mandatory?	Select all / Deselect all
1	Managing for Success - Learning Content (2664)	Yes	<input checked="" type="checkbox"/>
2	Managing for Success - Questions (2665)	Yes	<input checked="" type="checkbox"/>


Other items in the To Do Summary

In this view you may also see other tables such as “**New learners assigned (last 30 days)**”. You can remove this notification by selecting the tick box on the far right and then “**Update page**”. The page will refresh and items you selected to remove will disappear. If that was the only item, the table will disappear completely too.

▼ **New learners assigned (last 30 days)**

Date assigned	Learner		Remove
27/01/2025	Kenobi, Ben (1849)	View	<input type="checkbox"/> Update page

You can remove these notifications by selecting the tick box and then “**Update page**”. The page will refresh and the selected items disappear. If that was the only item, the table will disappear completely too.



Assign learning and tests

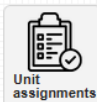
From the To Do Summary page, you can view and edit the units by selecting the hyperlink **“View/edit units”** in the table. This year all the learning activities only have one “unit” but this may change in future years when learning content is added. The single unit for that activity should have already have been assigned to the learner by your administrator.

From the drop down, select the learner and click on the learning activity name to display the unit.



The header banner for the VIPSLI system. On the left is the logo for the Department of Human Resources. In the center, the text reads "VIPSLI VIRGIN ISLANDS PUBLIC SERVICE LEARNING INSTITUTE". On the right, it says "Welcome, Anne Smith02 (Supervisor 1846)" and includes a "Logout options" dropdown menu and a "Home" button with a house icon.

Learner Kenobi, Ben (1849) ▼



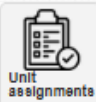
Hide criteria for unassessed evidence

▶ Public Service 101 {BVI} (160)

▶ AI Tools at Work - Practical Workshop {BVI} (189)

▶ Addressing a Toxic Work Environment {BVI} (190)

Learner Kenobi, Ben (1849) ▼



Hide criteria for unassessed evidence

▼ Public Service 101 {BVI} (160)

Unit number	Unit title	Mandatory?	Select all / Deselect all
1	Public Service 101 (2783)	Yes	<input checked="" type="checkbox"/>

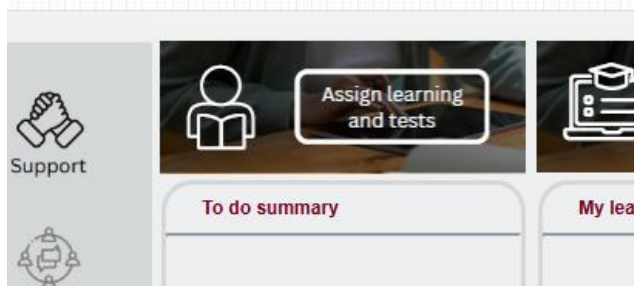
▼ AI Tools at Work - Practical Workshop {BVI} (189)

Unit number	Unit title	Mandatory?	Select all / Deselect all
1	AI Tools at Work - Practical Workshop (2784)	Yes	<input checked="" type="checkbox"/>

“Save” will take you back to the **“To do Summary”** page.

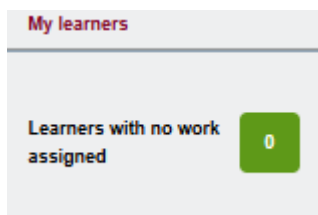
“Home” in the top right will take you back to Home page.

You can also access the “Unit assignments” page by clicking on the button **“Assign learning and tests”** on the Home page.



My Learners and Reports

This area will let you know if there are any learners with no learning activities assigned. This should always read 0. If not please contact your administrator to rectify the situation with any of those learners.



If this number is not 0, open the To Do Summary page to view a list of recently assigned learners (described above), and click on **“View”** to check which one(s) need work assigned.

On the **“Home”** page there is a report showing you a quick overview of learner training hours for the current training year.



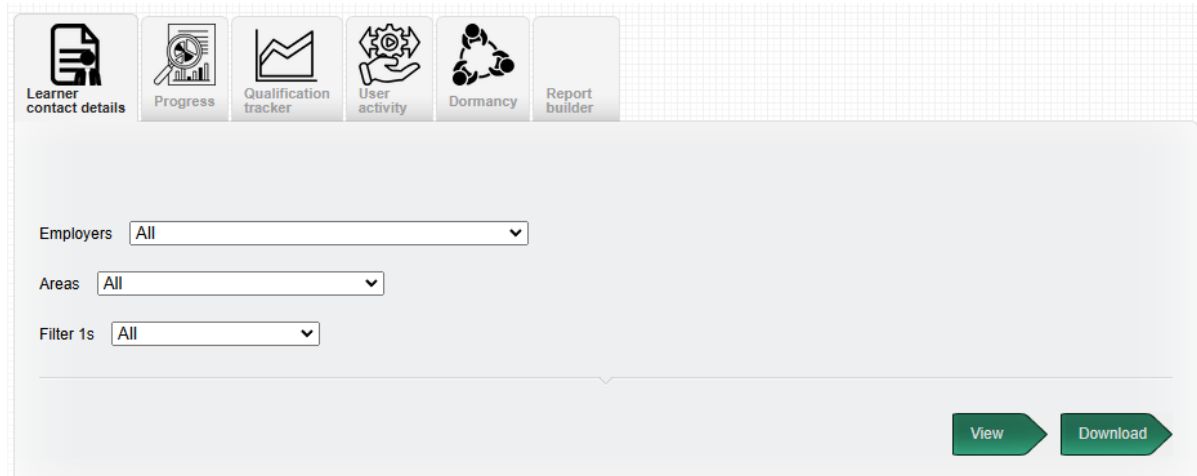
You can click on the chart to view and export the details.

Training hours: Fewer than 40 hours logged
Report generated for: Anne Smith02 (Supervisor)
Date: 31/01/2025 18:13

Employer Filter 1 Area

Learner	Training hours year starts	Employment start date	Training hours hours to date (current training hours year)	Employer	Filter 1	Area
Kenobi, Ben (1849)	Sep	01/09/2024	25:00			
King, Alana (1850)	Jan	08/05/2024	20:00			

For more extensive reports go to **“My Learners’ Progress”**. There are many other reports in this area available to view or export to Excel.



There are several reports available here but you can use the **“Report builder”** to create your own bespoke reports by selecting categories to add your own columns of data.

Report builder

Select, rename, add or delete a report

- Monthly management report
- monthly report
- New custom report
- VIPSLI learner report

Select the columns to include in the report

Learner

- User ID
- Surname
- First name
- Date created
- Created by
- DOB
- Email
- Phone, default
- Phone, home
- Phone, mobile
- Address line 1
- Address line 2
- Address line 3
- Address line 4
- Postcode, home
- Postcode, current
- ULN
- GUID
- Gender
- Ethnicity
- Status
- Enrolment number
- Reference number
- Curriculum area
- Area name
- Area reference
- Funding stream
- Special learning requirements
- Enrolment / induction date
- Date registered (awarding body)
- Target completion date
- Items on to-do list

Employer

- Name
- Address
- Postcode
- Country
- Other roles**
- Supervisors
- Internal verifiers
- External verifiers
- Workplace supervisors

Framework

- First qual start date
- Last qual end date
- Status

Qualifications

- Title
- Assigned date
- Start date
- Target date
- Criteria total
- Criteria met
- Current completion %
- P/M/D score and grade
- On target?
- Supervisor sign off date
- Internal verifier sign off date
- Learner confirmation date
- Assigned unit credits
- Signed off unit credits
- Target completion % today

Units

- Title
- Target date
- Supervisor sign off date
- Internal verifier sign off date
- Current completion %

Evidence

- Number of items
- Number awaiting assessment
- Oldest awaiting assessment
- Number awaiting action by learner
- Number sent for verification
- Number waiting for expert witness
- Last submission date

Logins

- Number
- First date
- Last date

Drag the column titles into the desired order

Learner Surname	Employer Name	Qualifications Title	Qualifications Target date	Qualifications Current completion %	Qualifications On target?
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Adjust the filtering

Supervisors

Employers

Areas

Filter 1s

Only active learners

All learners

Save report settings

Save report settings
and view report

Save report settings
and download report