User Manual - Moderation

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How to Start with the Moderation Process

The moderation functionality allows internal and external moderators to easily access, open and moderate personal document and various training history records e.g. online assessments, practical assessments and POE documentation.

- The number of learners accessible by a moderator will be determined by his active subgroup e.g. a specific group/pipeline or other defined search criteria.
- Moderation results can be captured and stored by the moderator. The following accompanying information is also captured: moderation date, moderation outcome and comments.
- The Internal Moderator will be able to send email notifications to the assessor containing the outcome of the moderation process.
- The External Moderator will be able to send email notifications to the Internal Moderator containing the outcome of the moderation process.
- The moderator has access to the following information:
  - Personal learner documentation e.g. copies of ID books.
  - All documents uploaded by the different role players on a learner's training history record e.g. POE documents.
  - Online assessment attempts and transcripts.
  - Practical Assessment results e.g. assessment date, score, number of attempts and comments.
  - Training history records displaying the following information: Complete and competent status, Assessed status, Moderated status (Final or Mid-Year).
  - All the comments made on a learner's training history record by the assessor and moderator.

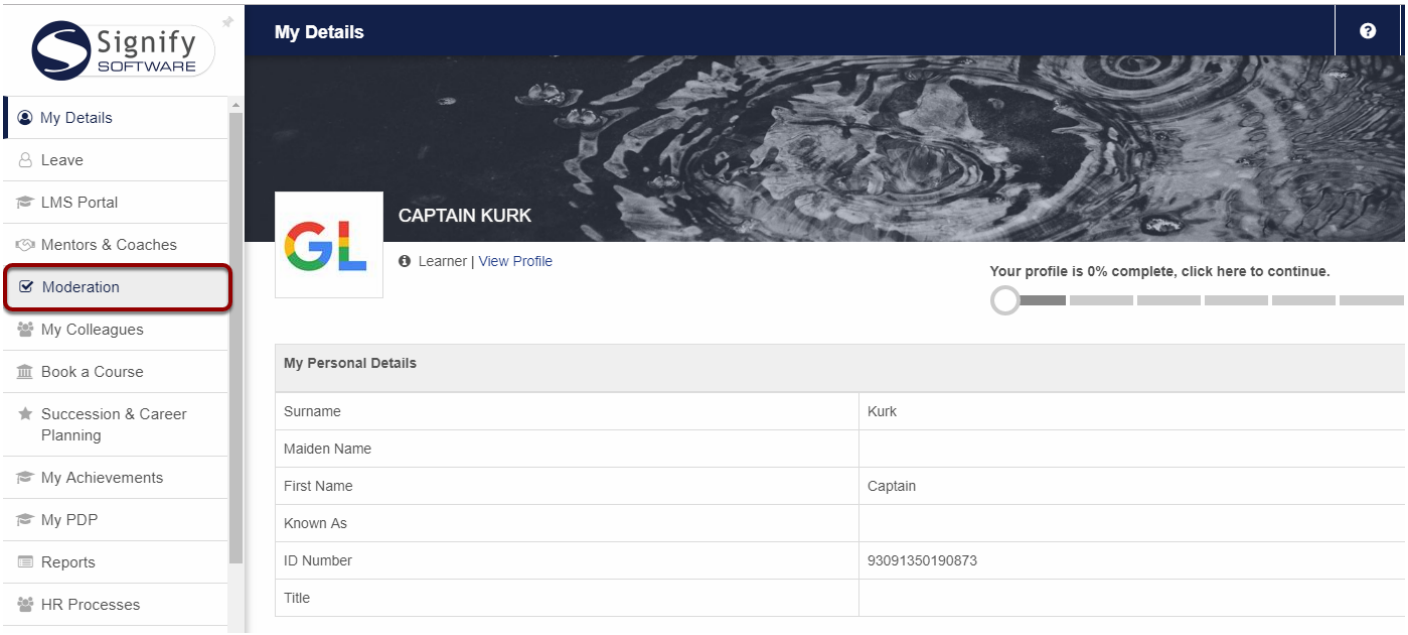
> **WHO**: *Internal or External Moderators.*

> **WHY**: *To open the Moderation Dashboard in order to moderate items on a learner's profile.*

> **WHERE**: *Main Portal Menu| Moderation*

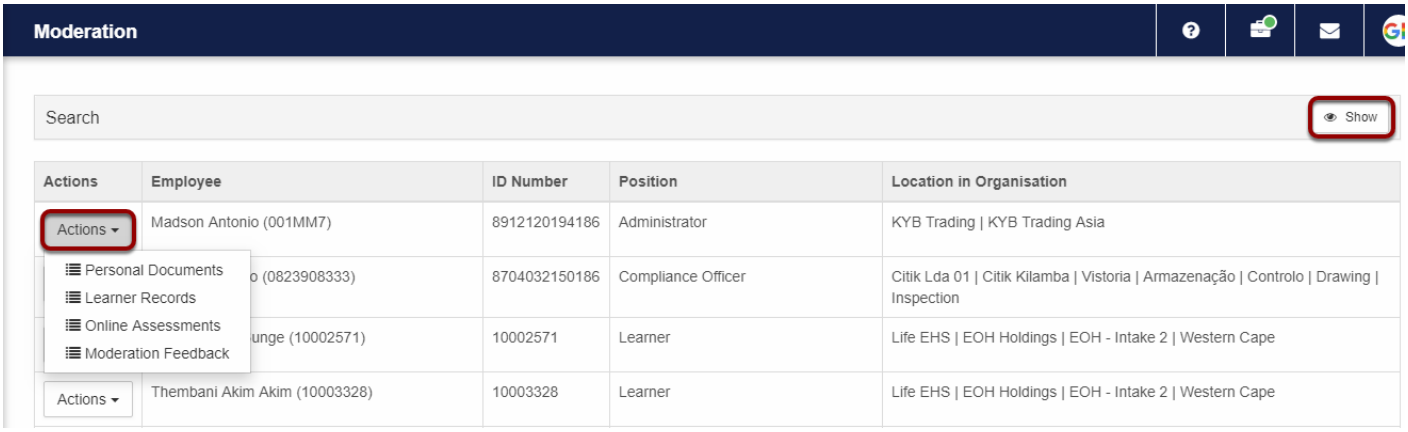
- Click on the **Moderation** menu item on the Main Portal.

- A list of all learners in your subgroup will be displayed.



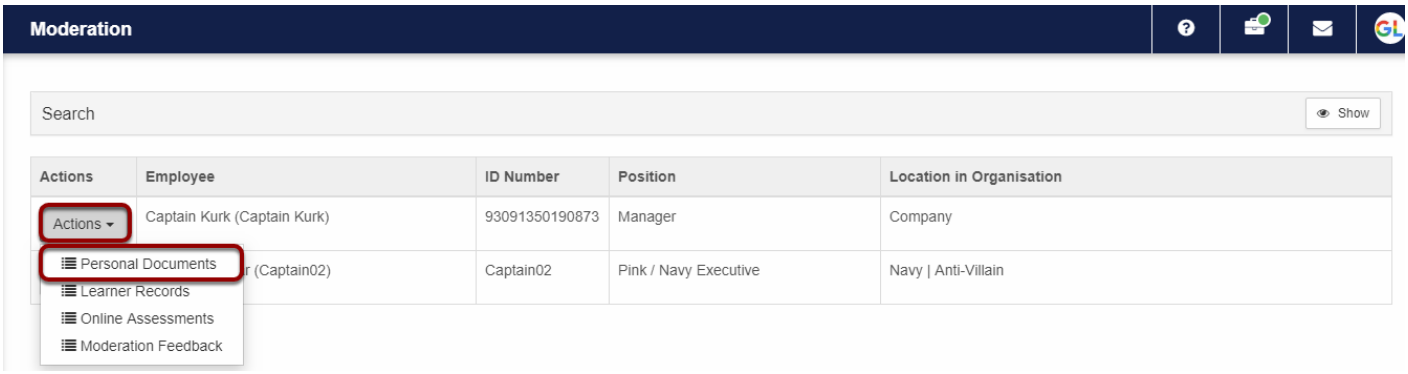
How to Access The Information on a Learner's Profile

- Use the Search functionality to find a specific employee by entering search criteria and click **Search**.
- Click on the **Actions** drop-down to view the three information categories available for moderation i.e. Personal Documents, Learner Records and Online Assessments.



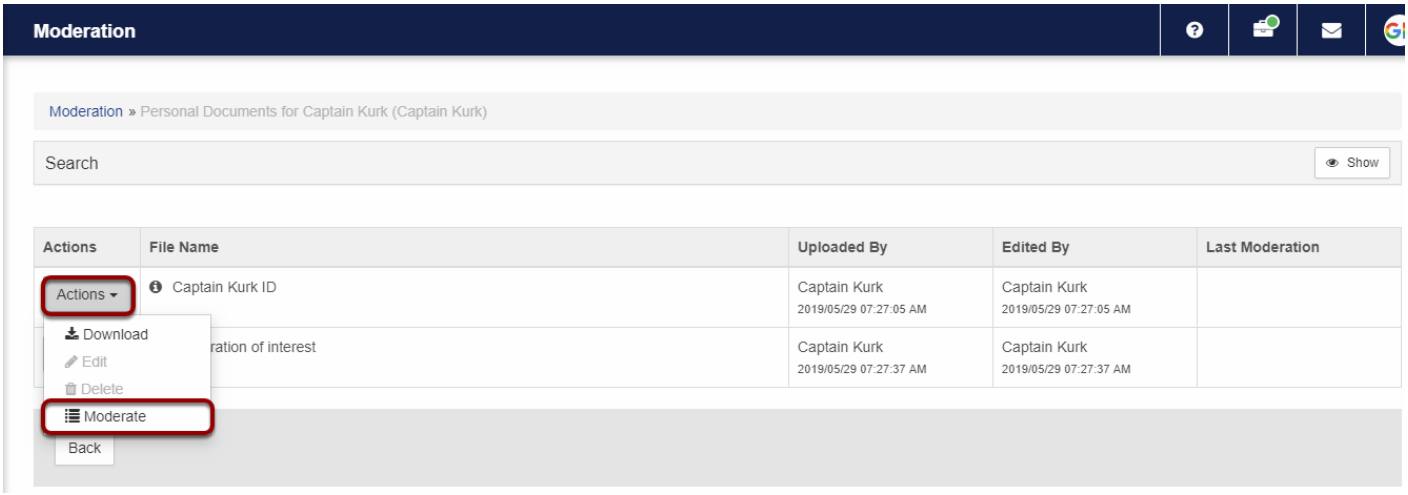
How to Moderate a Learner's Personal Documents

- On the previous screen, click on **Personal Documents** in the **Actions** drop down.

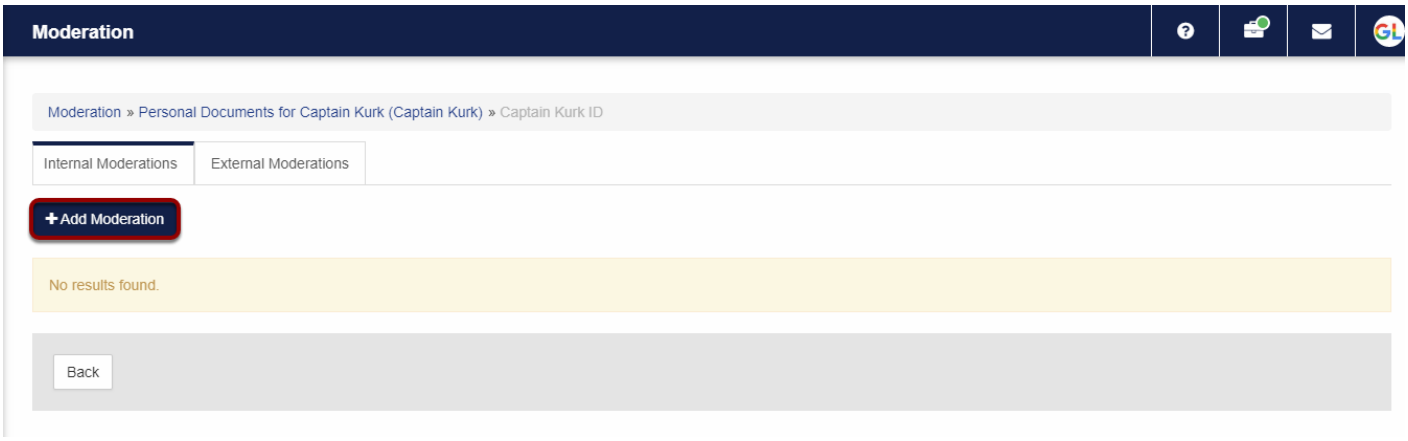


- A list of documents will be displayed.
- Click on the **Actions** drop-down next to the document to view the options available.
- To download a document, click **Download**. The document will be downloaded in the Downloads folder of your computer.
- To moderate the document, click **Moderate**.

> Note: A moderator will not be able to upload, edit or delete any documents.



- To create a new moderation record click on the **+Add Moderation** button.



- Complete the following values on the **Moderator Feedback** screen:
  - Moderator
  - Moderation Date
  - Outcome
  - Comment (This field is compulsory when the Send Email tick box is selected.
  - Select the **Send Email** tick box if you want to send an Email to an assessor containing the outcome of the moderation.
  - Assessor
  - If the selected Assessor's email address does not exist, the following message will be displayed:

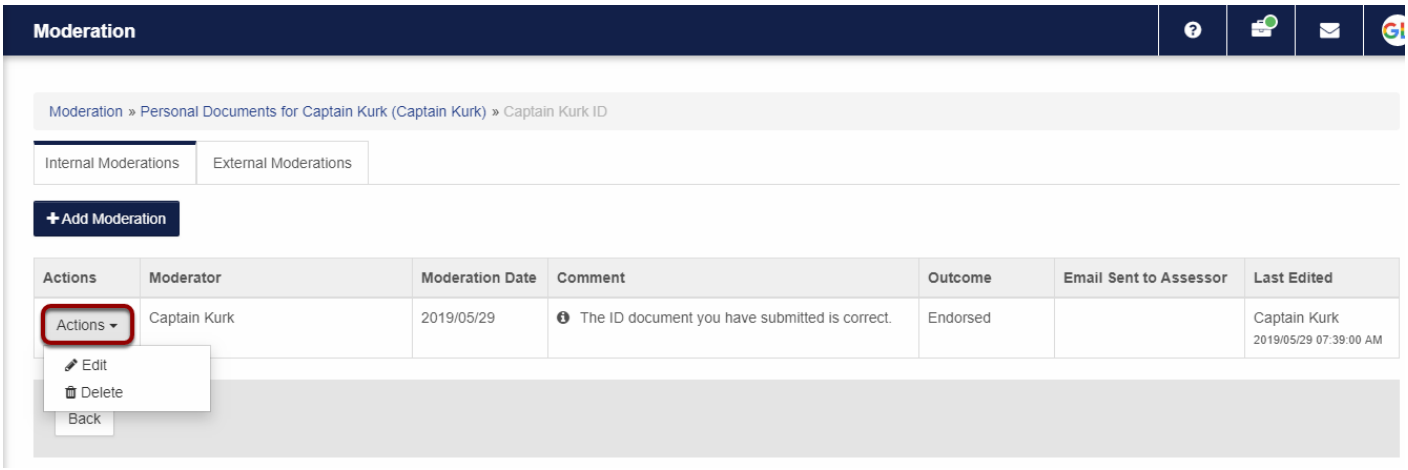


- Click **Save** to close the Moderator Feedback screen.



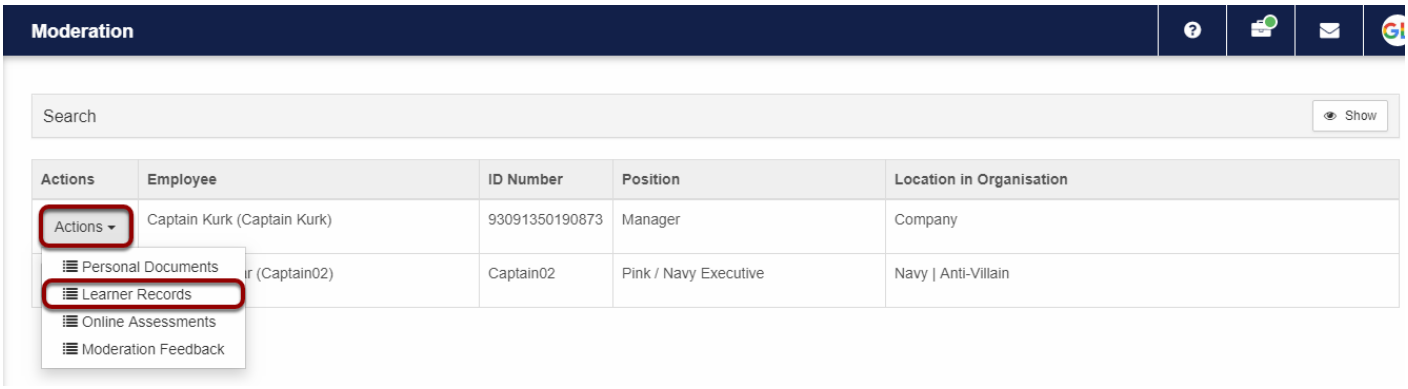
- To Edit/Delete the moderation records click on the **Actions** drop-down next to the moderation record to view the options available.
- Click **Edit** to amend the moderation record.
- Click **Delete** to remove the moderation record.
- Click **Back** to return to the Personal Documents screen.

Note: The Edit and Delete options will only be available on moderation records added by you. All other moderation records can only be viewed.

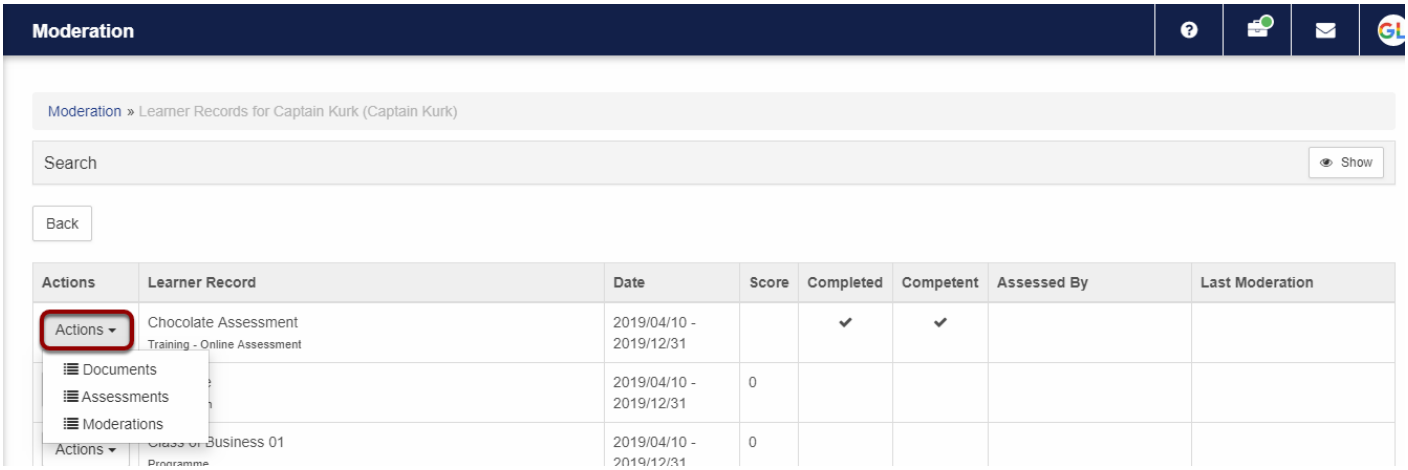

Moderation
Moderation » Personal Documents for Captain Kurk (Captain Kurk) » Captain Kurk ID
Internal Moderations
External Moderations
+ Add Moderation
Actions
Moderator
Moderation Date
Comment
Outcome
Email Sent to Assessor
Last Edited
Actions
Captain Kurk
2019/05/29
The ID document you have submitted is correct.
Endorsed
Captain Kurk
2019/05/29 07:39:00 AM
Edit
Delete
Back

How to Moderate a Learner's Learner Records

- Open the Moderation Dashboard and click on **Learner Records** in the **Actions** drop down.



- A list of learner records will be displayed.
- Click on the **Actions** drop-down on the learner record to view the options available.



- When the Documents, Assessments or Moderations options are clicked, a screen will be displayed showing four tabs with the following functionality:
  1. Documents: Download documents
  2. Assessments: View assessments done by Assessors
  3. Internal Moderations: Create, Edit or Delete Internal moderations
  4. External Moderations: Create, Edit or Delete External moderations
- On an Assignment type learner record, a moderator can View all comments made on the assignment learner record by clicking on the **View Comments** button.

Assignment Details

Pathway:	Altron Demo Test	**Training Intervention:**	013-MA Be Yourself
Pathway Step:	Assignment step	**Learner Record Status:**	Not Yet Competent
Pathway Step Status:	Submitted		

Documents | Assessments | Internal Moderations | External Moderations

Update Status

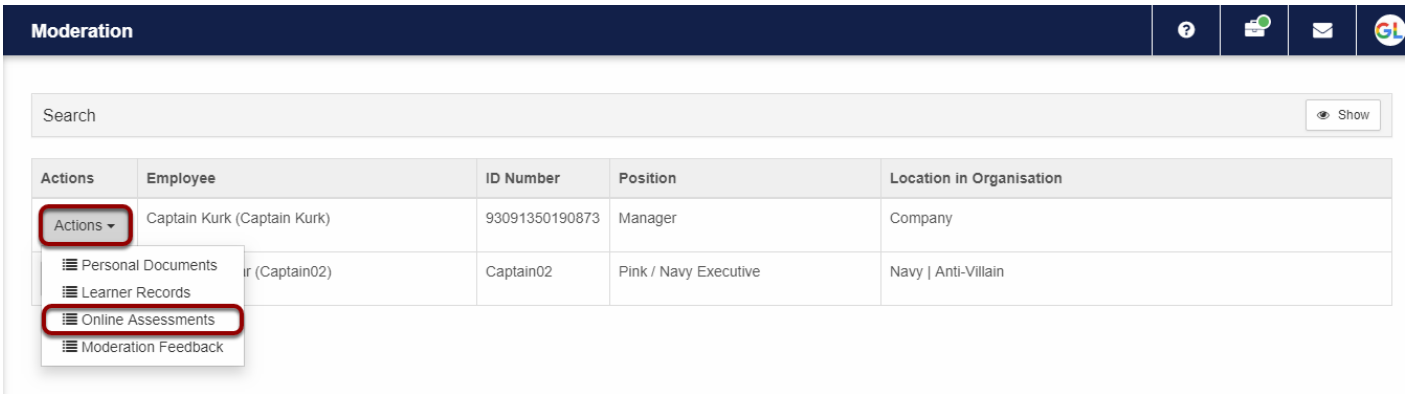
View Comments

Actions	Document Title	Uploaded By	Comment	Edited By	Visible To Learner	Locked
Actions	Assignment part 1	Captain Kurk 2019/05/29 08:02:47 AM		Captain Kurk 2019/05/29 08:02:55 AM	✔	🔒

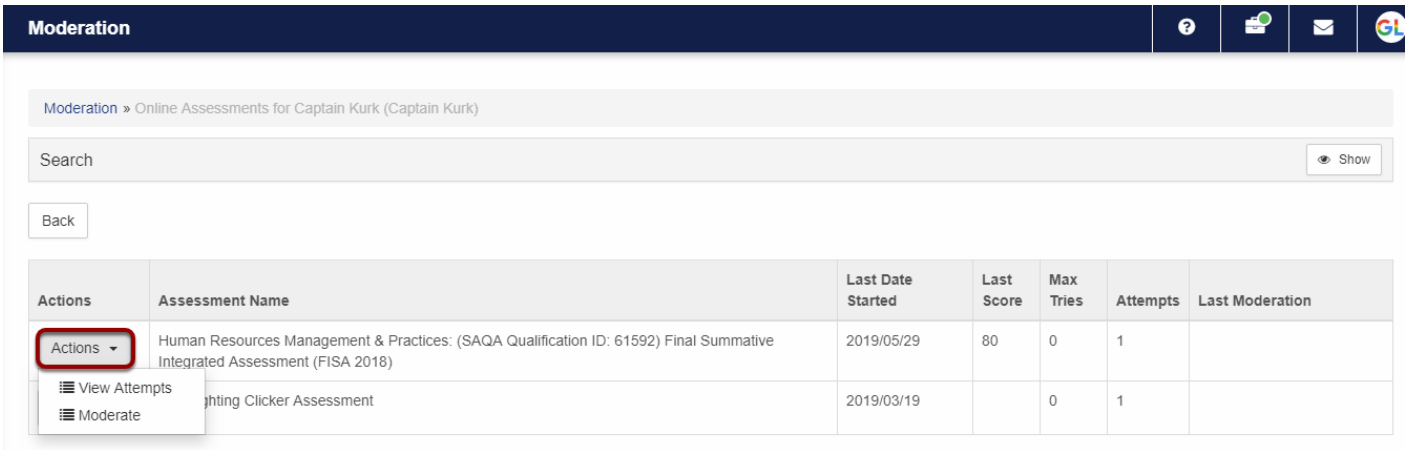
Back

How to Moderate a Learner's Online Assessments

- Open the Moderation Dashboard and click on **Online Assessments** in the **Actions** drop down.



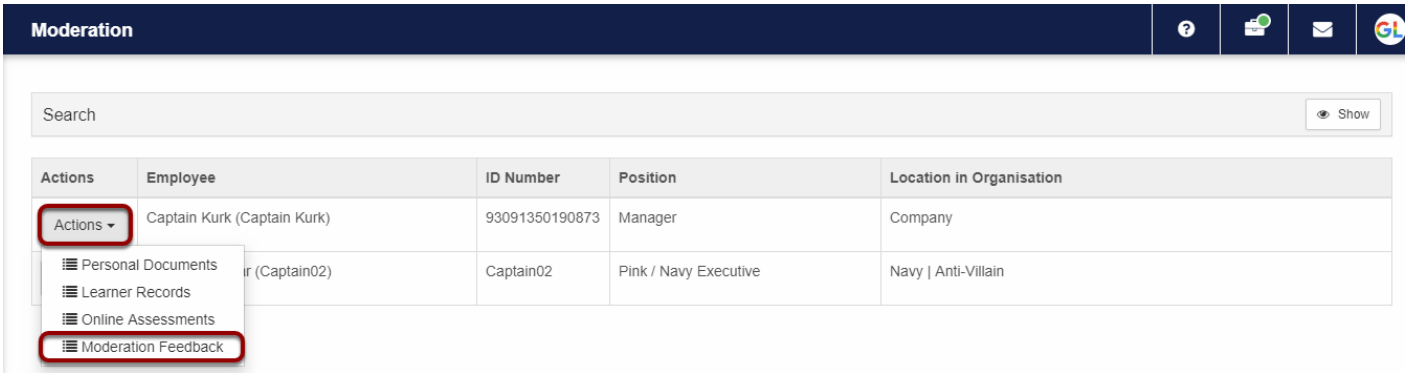
- A list of online assessments will be displayed.
- Click on the **Actions** drop-down on the Assessment record to view the options available.



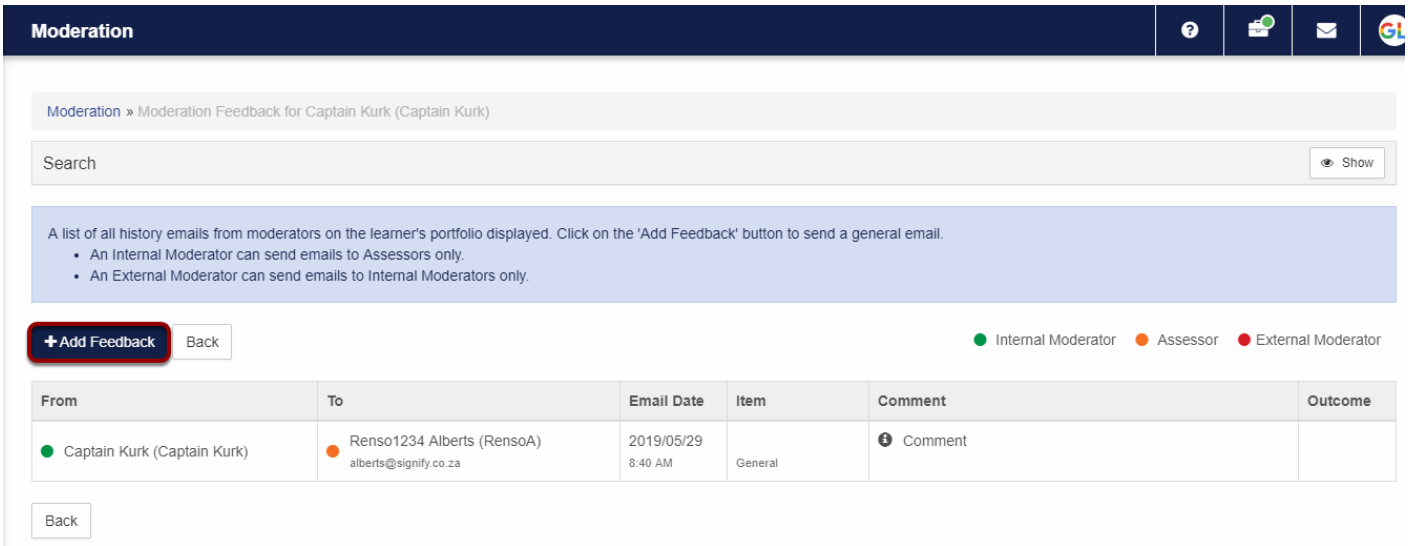
- When any of the Actions options are clicked, a screen will be displayed showing three tabs with the following functionality:
  1. Assessments Attempts: View all assessment attempts and a transcript report.
  2. Internal Moderations: Create, Edit or Delete Internal moderations
  3. External Moderations: Create, Edit or Delete External moderations

How to Add and View Moderation Feedback

- The purpose of the Moderation Feedback functionality is to show a list of all history emails from moderators and assessors on a learner's profile.
- Open the Moderation Dashboard and click on **Moderation Feedback** in the **Actions** drop down.



- Click on the **+Add Feedback** button to send a general email.
  1. An Internal Moderator can send emails to Assessors only.
  2. An External Moderator can send emails to Internal Moderators only.



- Complete the following values on the **Moderator Feedback** screen:
  - Moderator
  - Moderation Date
  - Outcome
  - Comment (This field is compulsory when the Send Email tick box is selected.

- Select the **Send Email** tick box if you want to send an Email to an assessor containing the outcome of the moderation.
- Assessor
- If the selected Assessor’s email address does not exist, the following message will be displayed:



- Click **Save** to close the Moderator Feedback screen.



Example of Feedback Email sent from Moderator to Assessor

- This is an example of an email that the assessor will receive.

