

How to Add and View Moderation Feedback

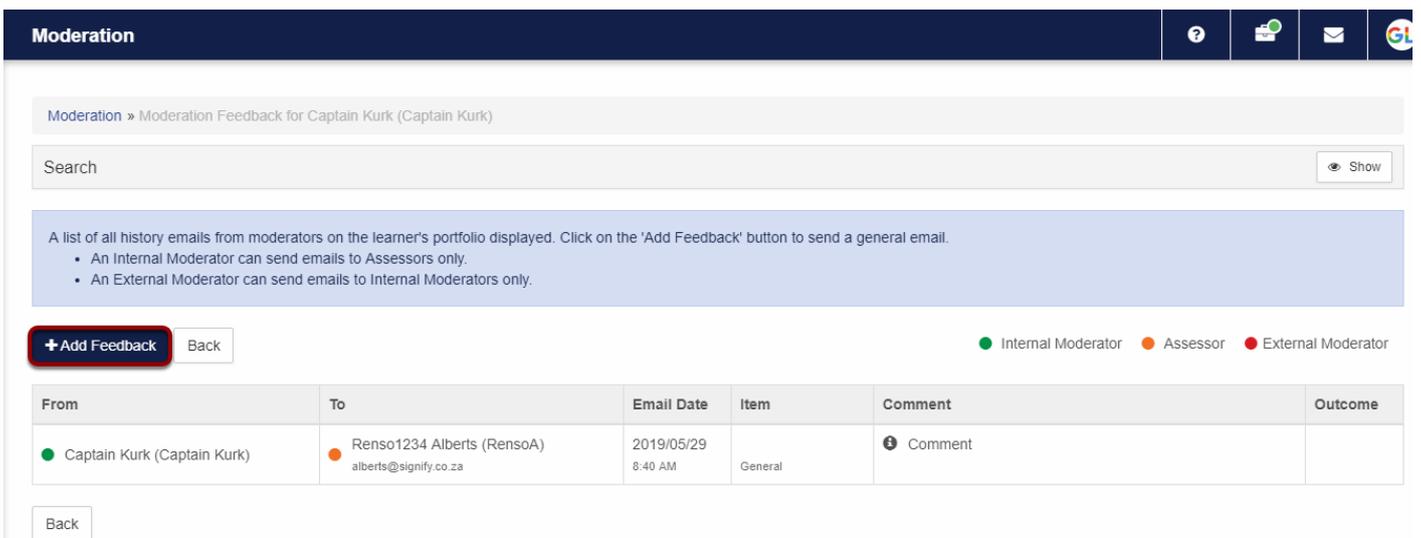
- The purpose of the Moderation Feedback functionality is to show a list of all history emails from moderators and assessors on a learner's profile.
- Open the Moderation Dashboard and click on **Moderation Feedback** in the **Actions** drop down.



The screenshot shows the 'Moderation' dashboard header with navigation icons. Below is a search bar and a table with columns: Actions, Employee, ID Number, Position, and Location in Organisation. The 'Actions' dropdown menu is open, showing options: Personal Documents, Learner Records, Online Assessments, and Moderation Feedback. The 'Moderation Feedback' option is highlighted with a red box.

Actions	Employee	ID Number	Position	Location in Organisation
Actions ▾	Captain Kurk (Captain Kurk)	93091350190873	Manager	Company
Personal Documents	... (Captain02)	Captain02	Pink / Navy Executive	Navy Anti-Villain
Learner Records				
Online Assessments				
Moderation Feedback				

- 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.



The screenshot shows the 'Moderation Feedback for Captain Kurk (Captain Kurk)' screen. It includes a search bar, a blue informational box with instructions, a '+Add Feedback' button (highlighted with a red box), a 'Back' button, and a table of feedback history. A legend indicates: Green dot for Internal Moderator, Orange dot for Assessor, and Red dot for External Moderator.

A list of all history emails from moderators on the learner's portfolio displayed. Click on the 'Add Feedback' button to send a general email.

- An Internal Moderator can send emails to Assessors only.
- An External Moderator can send emails to Internal Moderators only.

From	To	Email Date	Item	Comment	Outcome
● Captain Kurk (Captain Kurk)	● Renso1234 Alberts (RensoA) alberts@signify.co.za	2019/05/29 8:40 AM	General	Comment	

- 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:

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

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