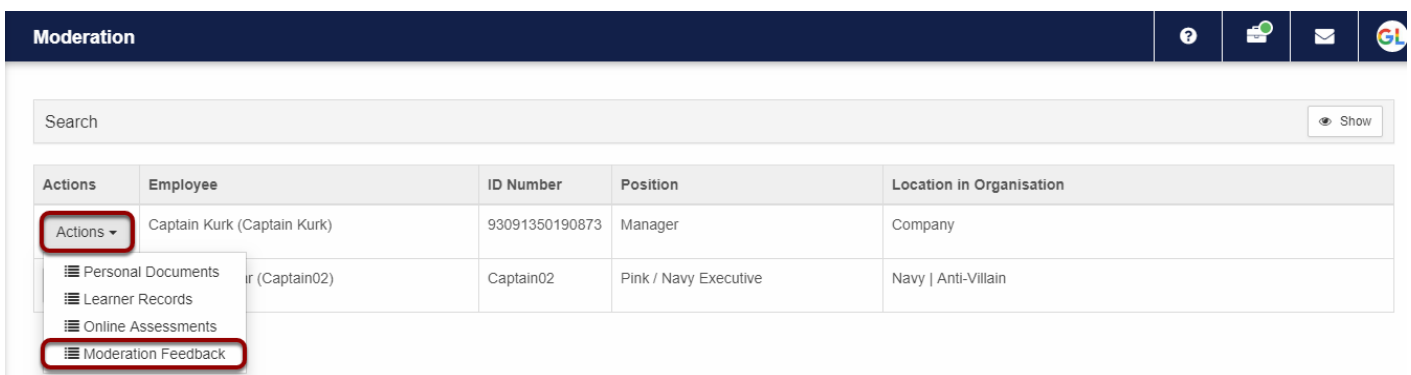


How to Add and View Moderation Feedback

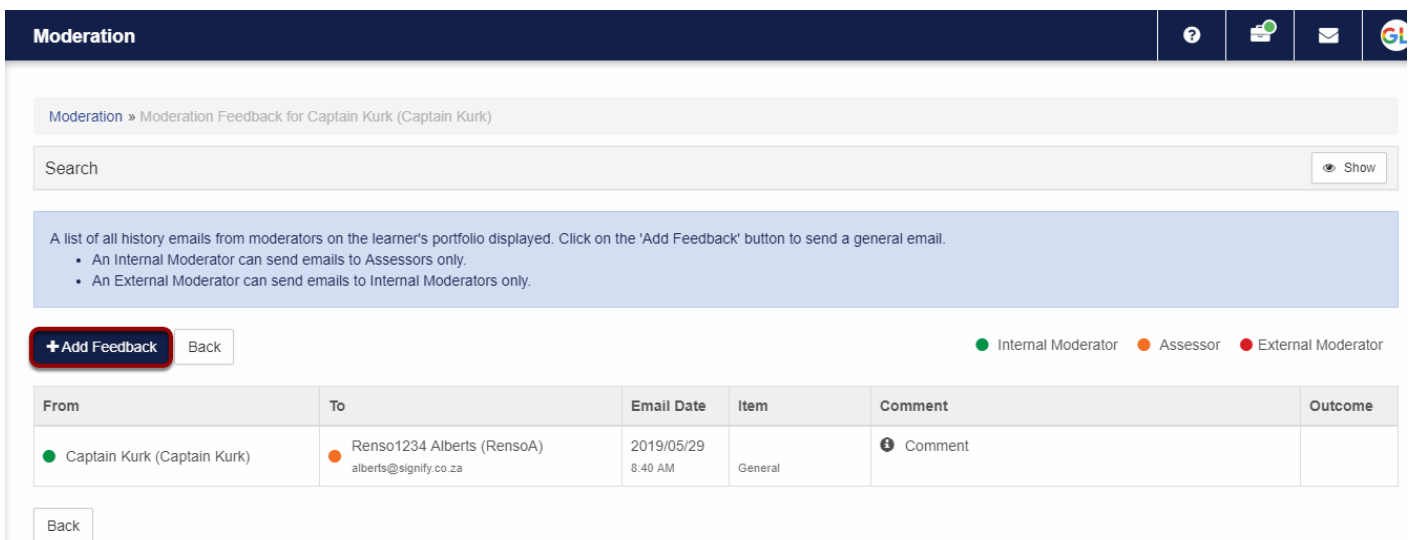
- The purpose of the Moderation Feedback functionality is to show a list of all history emails from moderators and assessors on a learner's profile.
- Open the Moderation Dashboard and click on **Moderation Feedback** in the **Actions** drop down.



The screenshot shows the 'Moderation' dashboard header. Below it is a search bar with a 'Show' button. A table lists employees 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 (highlighted with a red box).

| Actions | Employee | ID Number | Position | Location in Organisation |
|---------------------|-----------------------------|----------------|-----------------------|--------------------------|
| Actions ▾ | Captain Kurk (Captain Kurk) | 93091350190873 | Manager | Company |
| Personal Documents | Renso1234 Alberts (RensoA) | 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 = Internal Moderator, Orange dot = Assessor, Red dot = External Moderator.

Moderation » Moderation Feedback for Captain Kurk (Captain Kurk)

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.

+Add Feedback Back

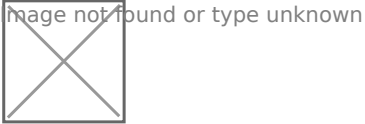
● Internal Moderator ● Assessor ● External Moderator

| 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 | |

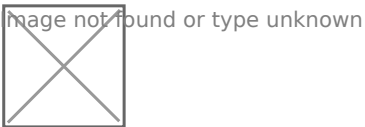
Back

- 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.



Revision #1

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