

# How to Moderate a Learner's Learner Records

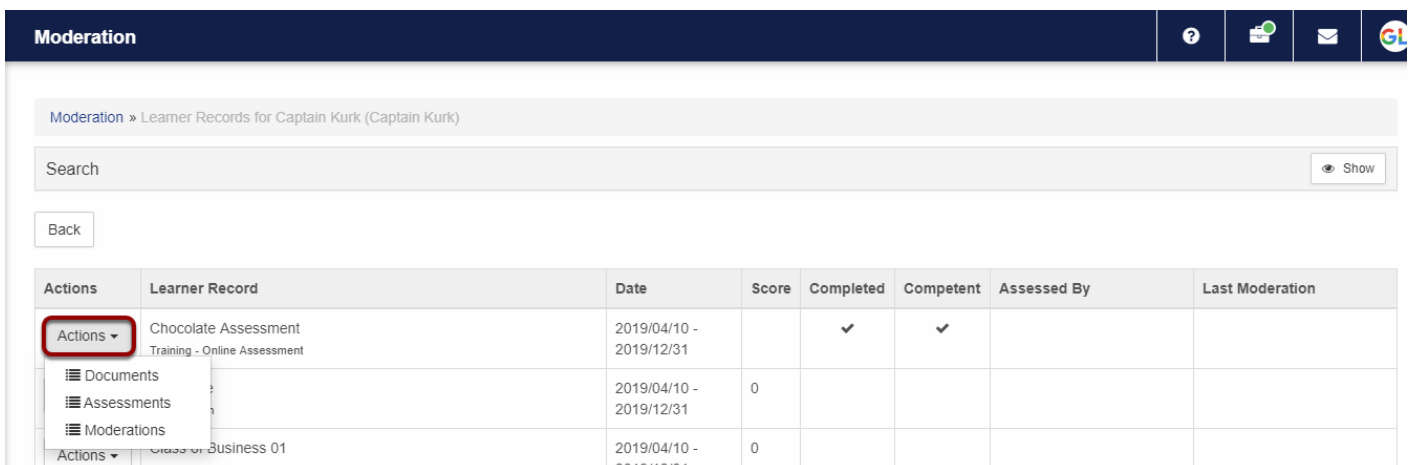
- Open the Moderation Dashboard and click on **Learner Records** in the **Actions** drop down.



The screenshot shows the 'Moderation' dashboard header with a search bar and a table of learner records. The 'Actions' column for the second record is highlighted, and the dropdown menu is open, showing options: Personal Documents, Learner Records (highlighted), Online Assessments, and Moderation Feedback.

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

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



The screenshot shows the 'Moderation' dashboard with the breadcrumb 'Moderation » Learner Records for Captain Kurk (Captain Kurk)'. Below the search bar is a 'Back' button and a table of learner records. The 'Actions' column for the first record is highlighted, and the dropdown menu is open, showing options: Documents, Assessments, and Moderations.

Actions	Learner Record	Date	Score	Completed	Competent	Assessed By	Last Moderation
Actions ▾	Chocolate Assessment Training - Online Assessment	2019/04/10 - 2019/12/31		✓	✓		
Documents		2019/04/10 - 2019/12/31	0				
Assessments							
Moderations							
Actions ▾	Chocolate Business 01 Programme	2019/04/10 - 2019/12/31	0				

- 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.

[Moderation](#) » [Learner Records for Captain Kurk \(Captain Kurk\)](#) » 013-MA Be Yourself

## 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
<div>Actions</div>	Assignment part 1	Captain Kurk 2019/05/29 08:02:47 AM		Captain Kurk 2019/05/29 08:02:55 AM		

[Back](#)

## Revision #1

Created 28 March 2021 13:53:37 by Lizette Lotter

Updated 28 March 2021 18:08:27 by Lizette Lotter