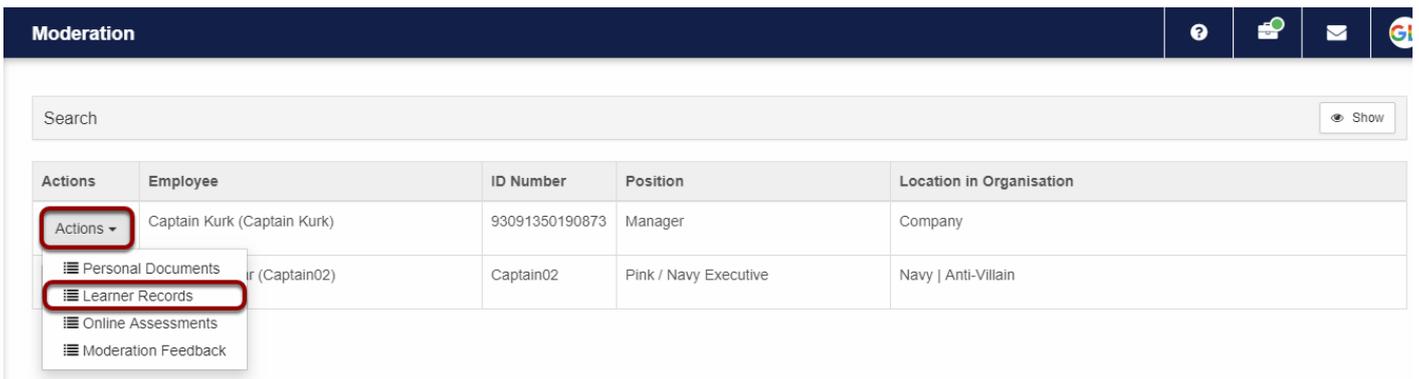


# How to Moderate a Learner's Learner Records

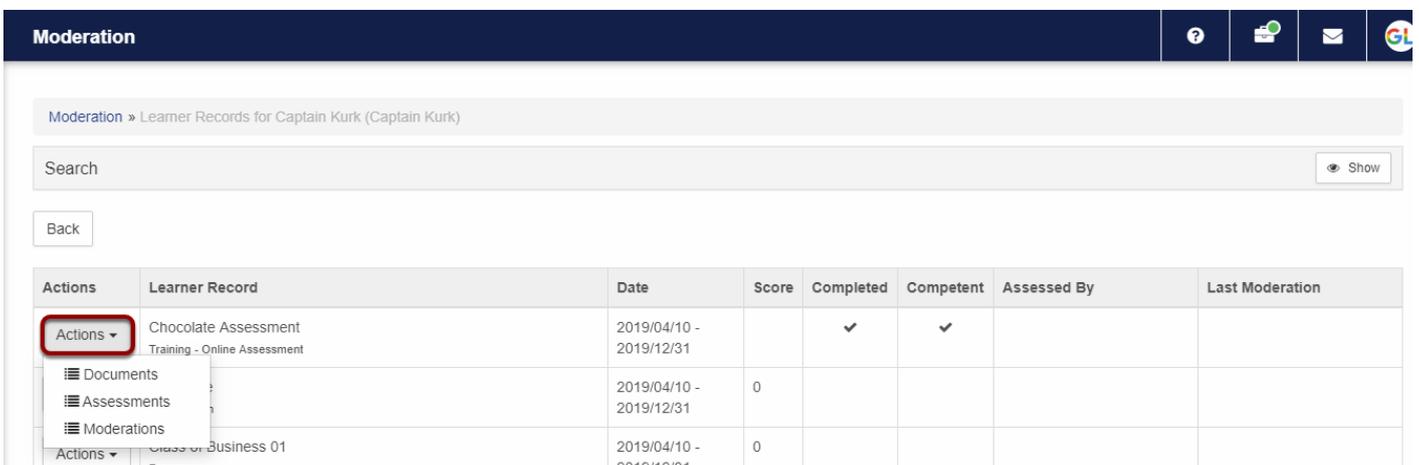
- Open the Moderation Dashboard and click on **Learner Records** in the **Actions** drop down.



The screenshot shows the Moderation Dashboard interface. At the top, there is a search bar and a 'Show' button. Below the search bar is a table with the following columns: Actions, Employee, ID Number, Position, and Location in Organisation. The first row of the table is highlighted, and the 'Actions' dropdown menu is open, showing options: Personal Documents, Learner Records, Online Assessments, and Moderation Feedback. The 'Learner Records' option is highlighted in red.

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				

- 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 interface for 'Learner Records for Captain Kurk (Captain Kurk)'. At the top, there is a search bar and a 'Show' button. Below the search bar is a 'Back' button. Below the 'Back' button is a table with the following columns: Actions, Learner Record, Date, Score, Completed, Competent, Assessed By, and Last Moderation. The first row of the table is highlighted, and the 'Actions' dropdown menu is open, showing options: Documents, Assessments, and Moderations. The 'Assessments' option is highlighted in red.

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 ▾	Class of 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

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

Documents	Assessments	Internal Moderations	External Moderations	Update Status
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[View Comments](#)

Actions	Document Title	Uploaded By	Comment	Edited By	Visible To Learner	Locked
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">                     Actions ▾                 </div>	Assignment part 1	Captain Kurk <small>2019/05/29 08:02:47 AM</small>		Captain Kurk <small>2019/05/29 08:02:55 AM</small>		

[Back](#)

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