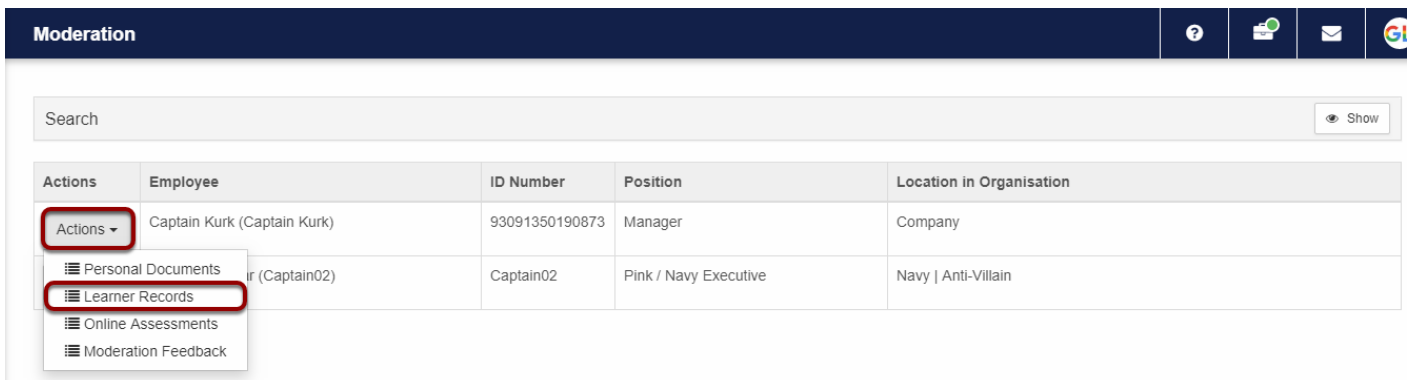


# How to Moderate a Learner's Learner Records

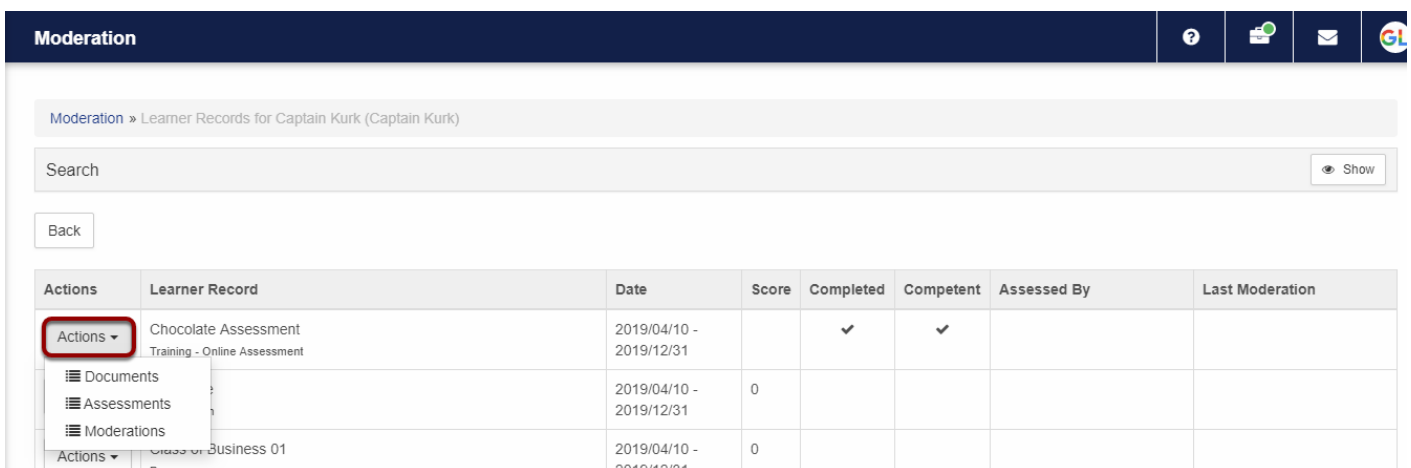
- Open the Moderation Dashboard and click on **Learner Records** in the **Actions** drop down.



The screenshot shows the Moderation Dashboard interface. At the top, there is a dark blue header with the word "Moderation" and several utility icons. Below the header is a search bar with a "Show" button. The main content area contains 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	ir (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 with a breadcrumb trail: "Moderation » Learner Records for Captain Kurk (Captain Kurk)". Below the breadcrumb is a search bar with a "Show" button. A "Back" button is visible on the left. The main content area contains 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	<a href="#">Update Status</a>
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[View Comments](#)

Actions	Document Title	Uploaded By	Comment	Edited By	Visible To Learner	Locked
<a href="#">Actions</a> ▾	Assignment part 1	Captain Kurk 2019/05/29 08:02:47 AM		Captain Kurk 2019/05/29 08:02:55 AM	<input checked="" type="checkbox"/>	<input type="checkbox"/>

[Back](#)

## Revision #1

Created 2021-03-28 15:53:37 UTC

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