

# How to Moderate a Learner's Learner Records

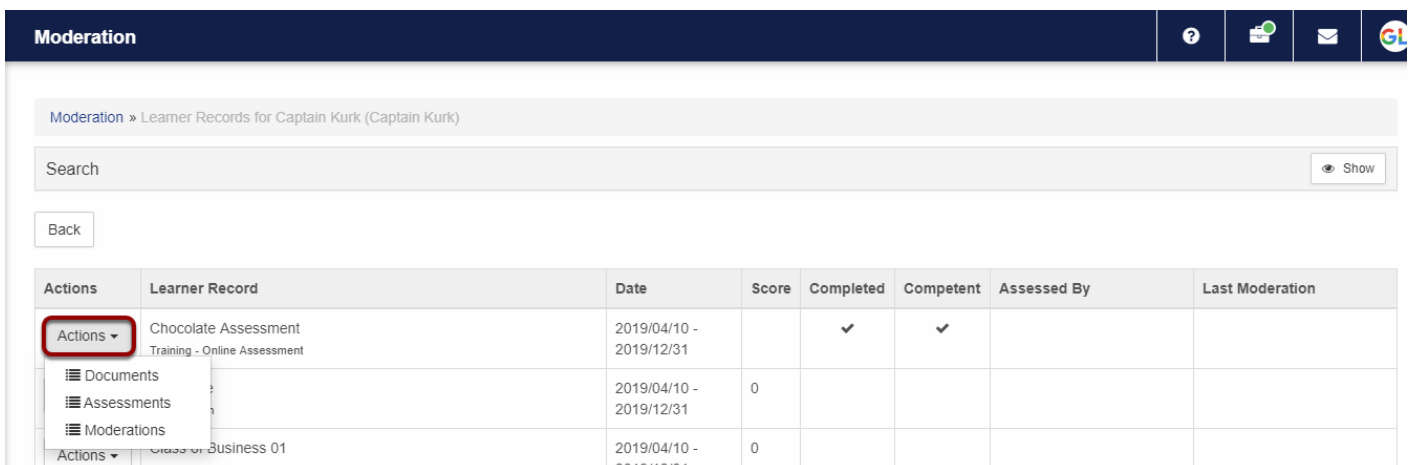
- Open the Moderation Dashboard and click on **Learner Records** in the **Actions** drop down.



The screenshot shows the 'Moderation' dashboard header with a search bar and a table of learner records. The 'Actions' dropdown menu is open, highlighting 'Learner Records'.

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 'Learner Records for Captain Kurk (Captain Kurk)' page. The 'Actions' dropdown menu is open, highlighting '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 Assessment Training - Online Assessment	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