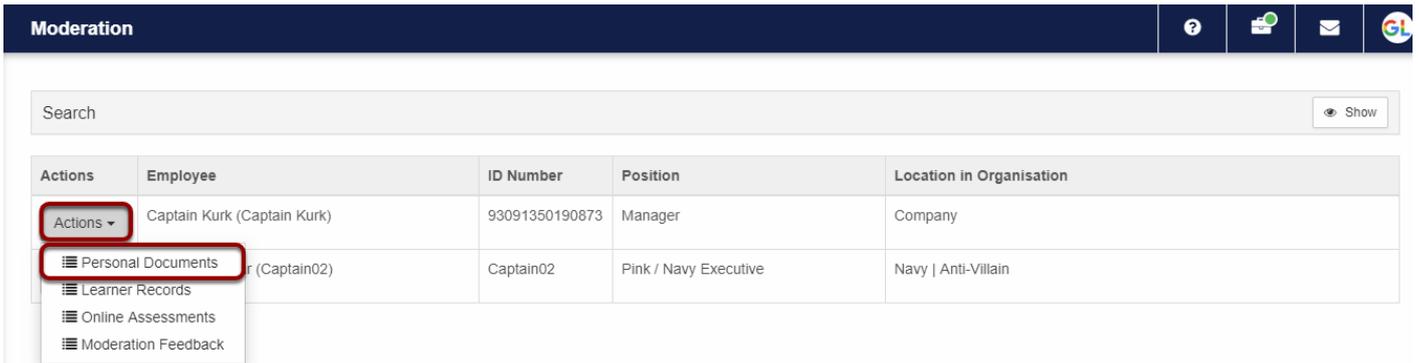


# How to Moderate a Learner's Personal Documents

- On the previous screen, click on **Personal Documents** in the **Actions** drop down.

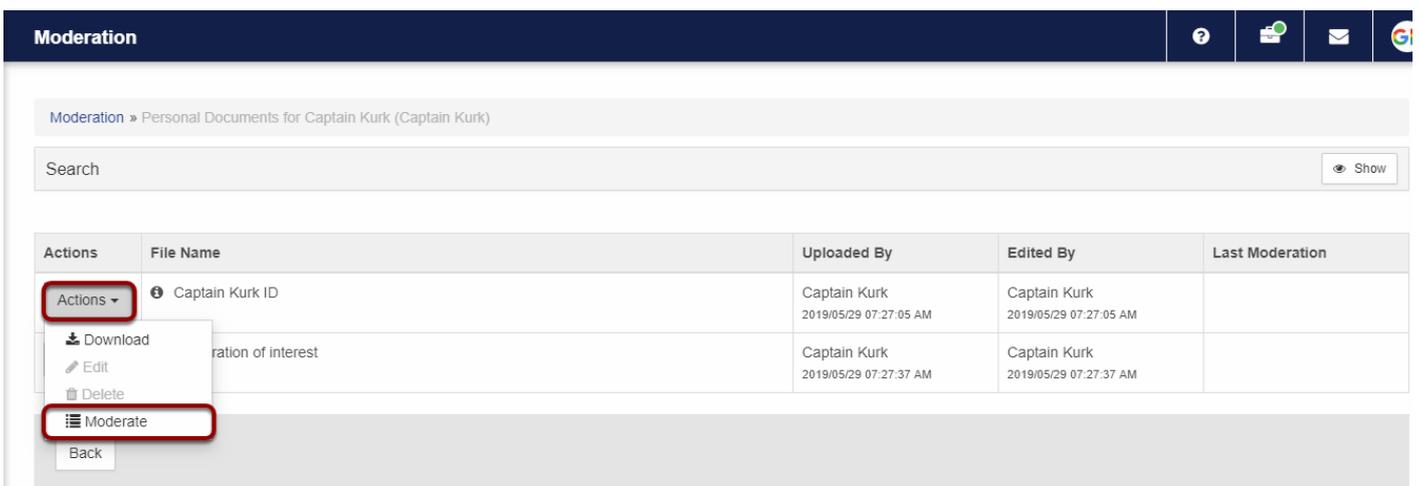


The screenshot shows the 'Moderation' interface. At the top, there is a search bar and a 'Show' button. Below the search bar is a table with columns: Actions, Employee, ID Number, Position, and Location in Organisation. The first row shows 'Captain Kurk (Captain Kurk)' with ID '93091350190873' and position 'Manager'. The second row shows 'r (Captain02)' with ID 'Captain02' and position 'Pink / Navy Executive'. A dropdown menu is open under the 'Actions' column for the second row, with 'Personal Documents' highlighted.

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

- A list of documents will be displayed.
- Click on the **Actions** drop-down next to the document to view the options available.
- To download a document, click **Download**. The document will be downloaded in the Downloads folder of your computer.
- To moderate the document, click **Moderate**.

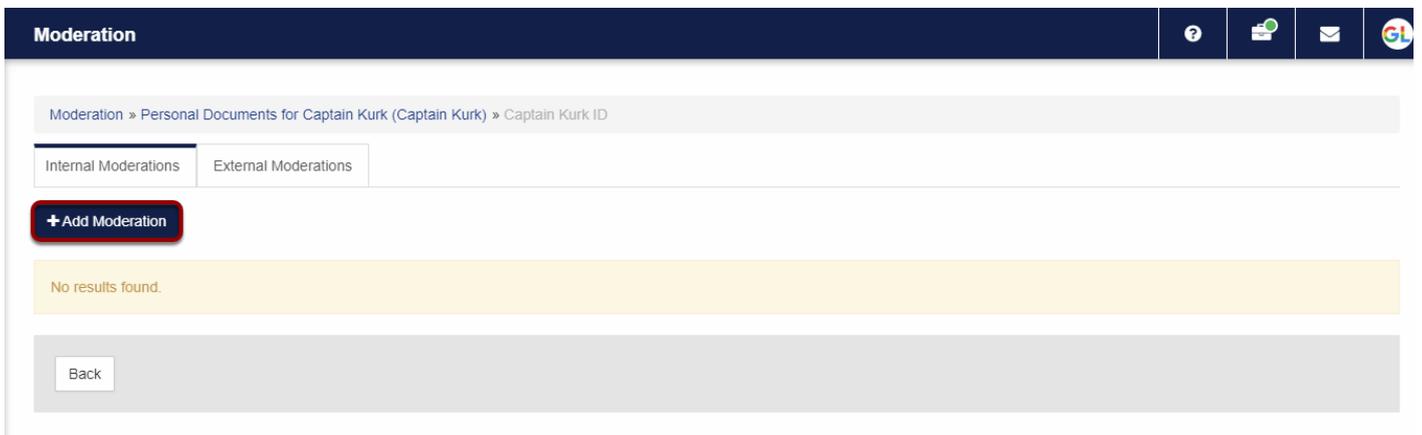
Note: A moderator will not be able to upload, edit or delete any documents.



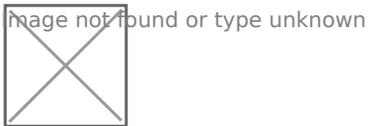
The screenshot shows the 'Moderation' interface with a breadcrumb trail 'Moderation > Personal Documents for Captain Kurk (Captain Kurk)'. Below the breadcrumb is a search bar and a 'Show' button. Below the search bar is a table with columns: Actions, File Name, Uploaded By, Edited By, and Last Moderation. The first row shows 'Captain Kurk ID' with 'Uploaded By' 'Captain Kurk' and 'Edited By' 'Captain Kurk'. The second row shows 'ration of interest' with 'Uploaded By' 'Captain Kurk' and 'Edited By' 'Captain Kurk'. A dropdown menu is open under the 'Actions' column for the first row, with 'Moderate' highlighted.

Actions	File Name	Uploaded By	Edited By	Last Moderation
Actions ▾	ⓘ Captain Kurk ID	Captain Kurk 2019/05/29 07:27:05 AM	Captain Kurk 2019/05/29 07:27:05 AM	
Download Edit Delete Moderate Back	ration of interest	Captain Kurk 2019/05/29 07:27:37 AM	Captain Kurk 2019/05/29 07:27:37 AM	

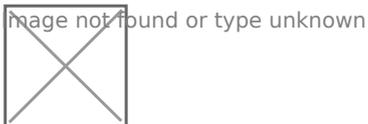
- To create a new moderation record click on the **+Add Moderation** button.



- 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.



- To Edit/Delete the moderation records click on the **Actions** drop-down next to the moderation record to view the options available.
- Click **Edit** to amend the moderation record.
- Click **Delete** to remove the moderation record.
- Click **Back** to return to the Personal Documents screen.

Note: The Edit and Delete options will only be available on moderation records added by you. All other moderation records can only be viewed.

Internal Moderations External Moderations

+ Add Moderation

Actions	Moderator	Moderation Date	Comment	Outcome	Email Sent to Assessor	Last Edited
<b>Actions</b> ▾ Edit Delete Back	Captain Kurk	2019/05/29	The ID document you have submitted is correct.	Endorsed		Captain Kurk 2019/05/29 07:39:00 AM

Revision #1

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