Assignment Management

for Learners

The Assignment Control Panel List will show the following information per learner:

- Action button drop down for editing (edit, upload, download or delete documents) and viewing comments
- Employee Name, Surname and Employee Number
- Pathway Name and Pathway Step Name
- Learner Record Name, only if the Log to Learner Record status has been set to TRUE on the pathway step
- Tick mark to show the assignments have been assessed
- The number of assignment documents uploaded



The colour coded icons will show the progress and status of the assignment pathway steps and learner records:

- **Default Status (black):** Documents may have been uploaded, but documents have not been submitted yet.
- **Submitted (blue)**: The learner uploaded and submitted assignments on the pathway step.
- **Feedback Provided (orange)**: The Assessor provided feedback on the pathway and changed the pathway step status to Re-submit, General Action Required or Remedial.
- **Not Yet Competent (red)**: The assessor found the learner Not Competent on the assignment i.e. the learner did not pass the assignment.
- **Competent (green)**: The assessor found the learner competent.

Click on the colour coded icons in the list to view more information on the status of each pathway step or learner record.

3. Add a New Assignment Pathway Step Record by Assessor

If the learner does not have access to the LMS Portal and no assignment record exists in the Assignment Control Panel List for the learner, an Assessor can add the assignment pathway step record on behalf of the learner.

When the **Add New Assignment** button (on the previous screen) is clicked the following pop up screen will display. Choose the learner name and pathway step for creating the assignment pathway step record.

To add the physical documents or assignments go to the next article **Assignment Details - Documents Screen**.



4. Edit: How to edit, add, delete and download documents on the selected assignment pathway step.

After selecting the **Edit** in the **Actions** drop down on the Assignment Control Panel for a specific learner, the Assignment Details screen will open. How to work with assignment documents will be discussed in the article **Assignment Details - Documents** below**.**

5. Comments: View Comments made by Assessors and

Moderators

A pop up screen will display all comments made by Assessors and Moderators on the assignment pathway step. These comments are also visible to the learner on the pathway step.

Zoom:

Assignment Details - Documents Screen

- After selecting the **Edit** link in the **Actions** drop down on the Assignment Control Panel for a specific learner assignment, the **Assignment Details - Documents** tab will open. See screen image below.
- This screen shows a list of existing documents on the selected assignment. The following functionality will allow the assessor to manage documents.
  1. **Update Status** button: Update the assignment pathway step status to one of the following values: **Submitted, Resubmit and General Action Required**. The assessor has the opportunity to send an email to the learner with the updated status. The **Resubmit** and **General Action Required** statuses will open the pathway step for the learner to upload more documents e.g. when documents are corrupt or the incorrect documents were uploaded. The **Submitted** status will close or disable the pathway step for the learner so that no more documents can be uploaded on the pathway step via the LMS Portal.
  2. **The Documents tab functionality**:
     - **Add** documents
     - **Download documents** in the list
     - **Delete documents** which are not locked
     - **Edit documents**:
       - Lock documents - documents cannot be deleted.
       - Show or hide documents for the learner.
  3. **View comments button:** View comments made by assessors and moderators on the assignments.

Zoom:

Assignment Details - Assessments

After the Assessor has downloaded and evaluated the assignment documents, he/she can enter the results in the **Assessment tab** on the Assignment Details screen. See screen image below.

The **Assignment Details | Assessment tab** screen shows a list of existing assessments as well as the following functionality that will allow an assessor to manage assessments.

1. **Add a new assessment:** How to add or edit an assessment will be discussed in the next article.
2. **Actions:**
   - **Delete assessments:** All assessment can be deleted.
   - **Edit assessments:** Only the latest assessment will be editable
3. **View comments button:** View comments made by assessors and moderators on the assignments

The assessments will be sorted with the latest assessment at the top of the list.

Why is the **Assessments tab** disabled?

The Assessments tab will only become available for editing once documents were added and the pathway step's **"Log to Learner Record" setting is TRUE**.

Zoom:

Add or Edit an Assessment

The **Assessor Feedback** screen below will open when clicking on the **Add** button or **Edit** link on the **Assignment Details - Assessments** screen.

- The following fields and functionality are available on the **Assessor Feedback** screen.
  1. **Assessor Name:** The Assessor can be selected from a predefined list of assessors. An assessor should be registered as a user in the system and be configured in the assessor master data.
  2. Assessment **From and To Dates**
  3. **Pathway Step Status:**
     - The pathway step status can be updated to **Remedial, Competent or Not Yet Competent**.
     - The **Remedial** Pathway Step status will open/enable the pathway step for the learner to upload more documents.

    - The **Competent or Not Yet Competent** Pathway Step statusses will lock/disable the pathway step for the learner. The learner will not be able to upload more documents.
    - **Remedial** and **Not Yet Competent** Pathway Step status: The learner record competent status will be updated to "No".
    - **Competent** status: The leaner record competent status will be updated to "Yes".
4. **Score:** Any Alpha-numeric value can be entered.
5. **Attempt Number:** Numeric value should be entered.
6. **Comments:** Feedback or comments made by the Assessor.
7. **Send email**: An email with comments can be sent to the Learner if the Send Email indicator is checked.

Note: The learner's email address should be configured for emails to be sent.

An example of the assessor feedback email to the learner can be viewed in one of the next articles.

Zoom:

Example of Assessor Feedback Email sent to Learner



Assignment Details - Moderation

The **Internal and External Moderations tabs** are available to view moderation outcomes and feedback from moderators. The assessor will only be able to view the information on these tabs.

Why are the **Internal and External Moderations tabs** disabled?

These tabs will only become available once documents were added and the pathway step's **"Log to Learner Record" setting is TRUE**.



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