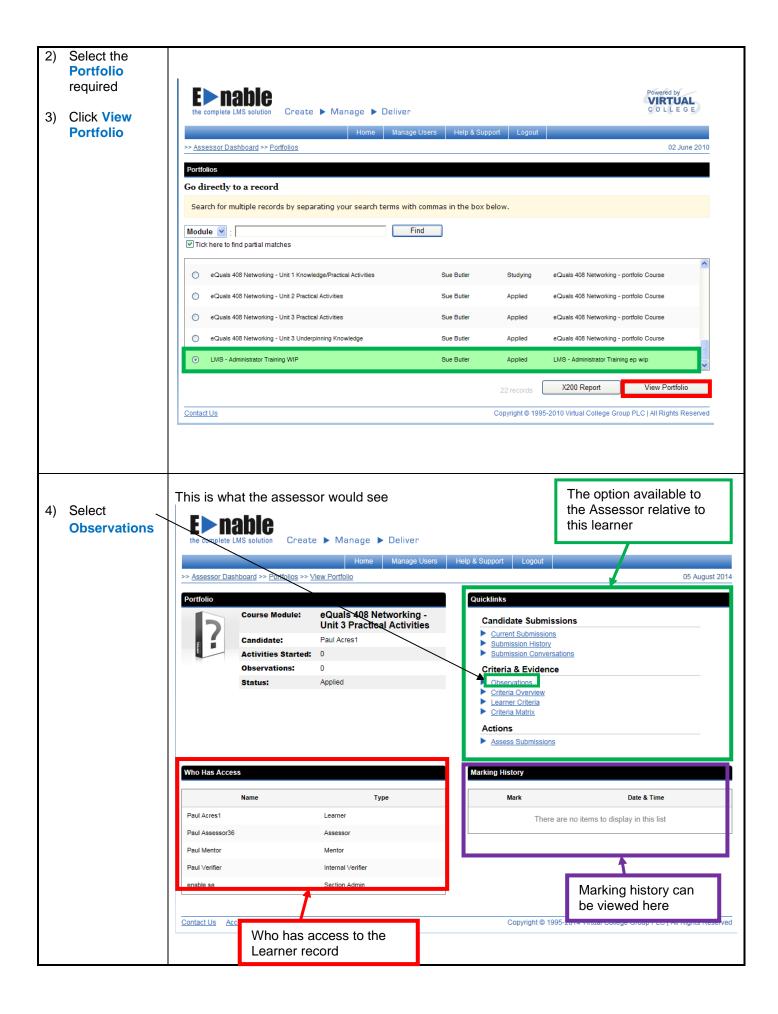
## LMS USER GUIDE

**ASSESSORS VIEW OF E-PORTFOLIOS** 

From the Dashboard select the **E** nable VIRTUAL **Portfolios** Link Create ▶ Manage ▶ Deliver 05 August 2014 >> Assessor Dashboard Recently Viewed Items Users View Portfolio: Paul Acres1 on eQuals 408 Networking - Unit 3 Practical Activities ► <u>Users</u> Users
 Groups
 Excel Reports
 Detailed Reports
 Pending Certificates
 Edit Profile Marking Submissions (1)
Extended Activities (0) Extended Activity History Remarking
Alter Submission ► <u>Portfolios</u> Activity Matrix
Course Detail Messages ☑ You have (79) new messages in your inbox Announcements (1) Links Resources (1)

Look Up Email

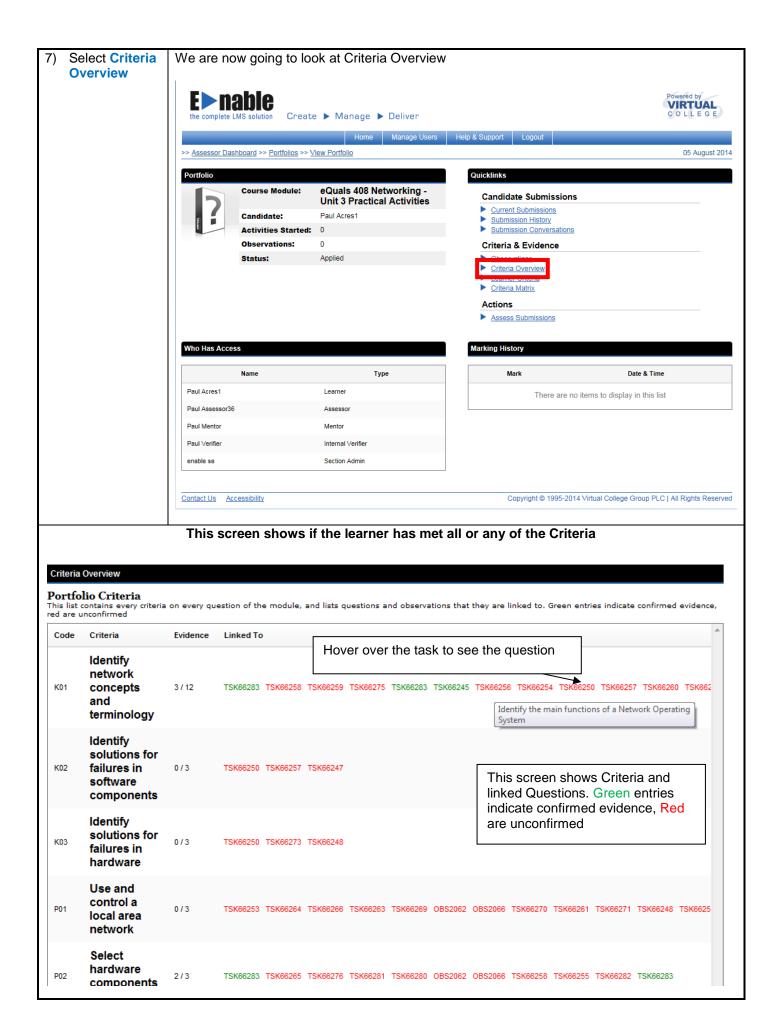
Subscriptions Copyright @ 1995-2014 Virtual College Group PLC | All Rights Reserved Contact Us Accessibility

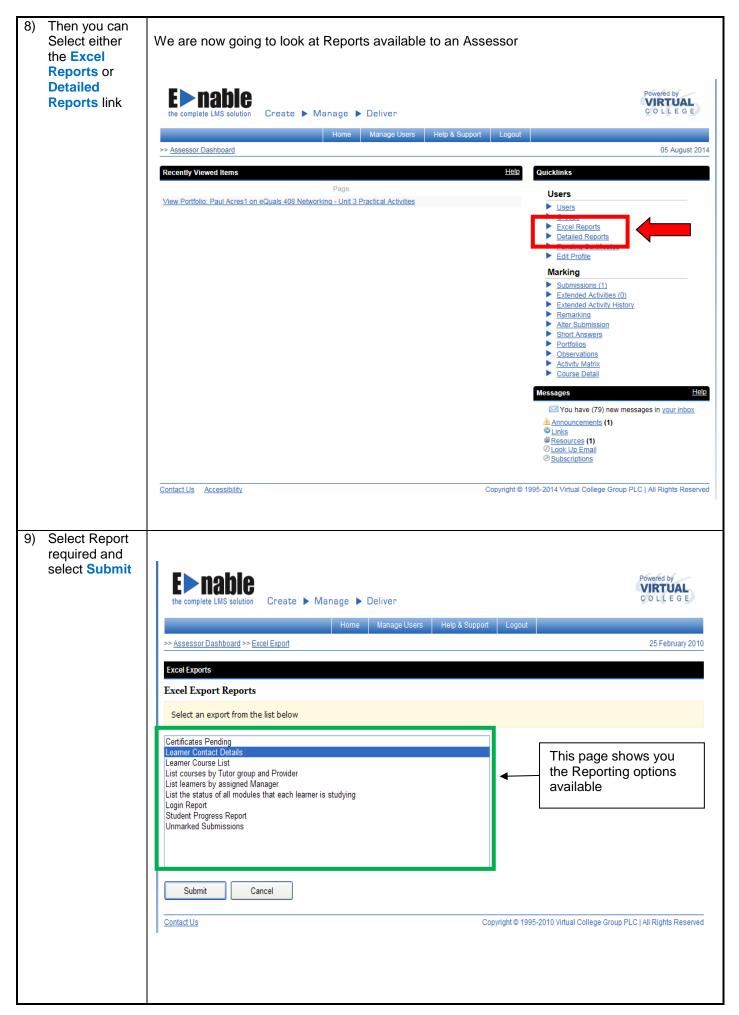


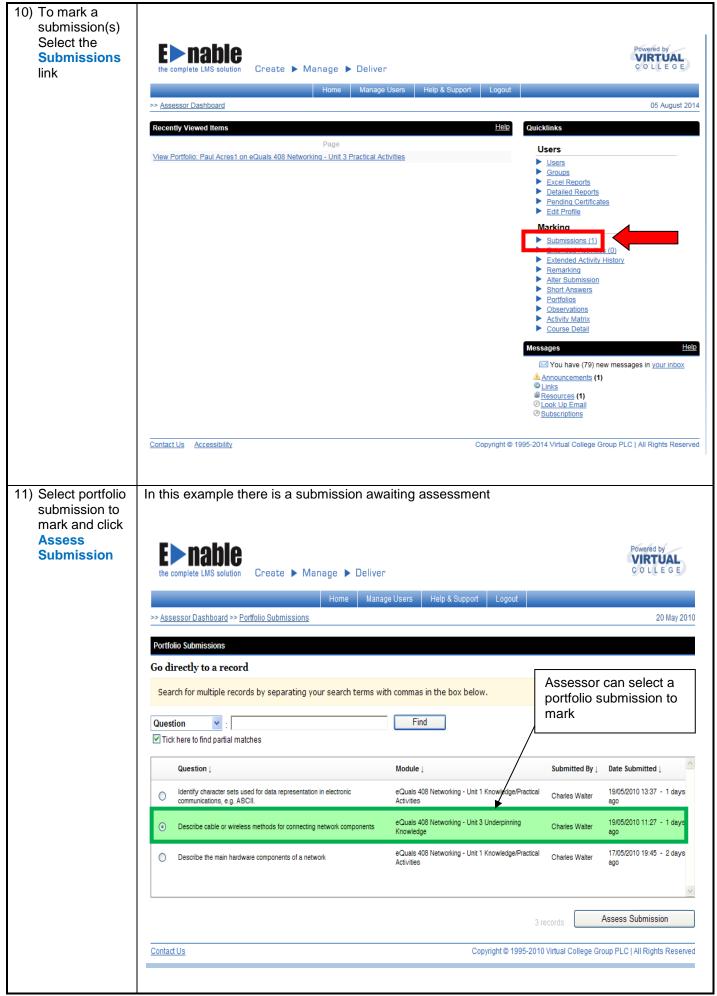
5) To create a
New
Observation
select New
Observation
button

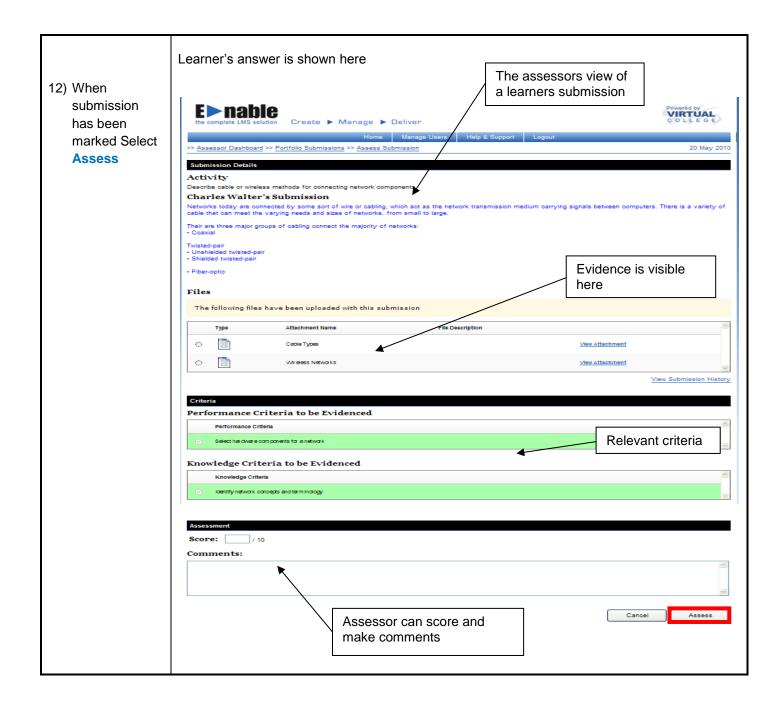


**E**>nable 6) Complete the VIRTUAL Create ▶ Manage ▶ Deliver form and select Home Manage Users Help & Support **Submit** >> <u>Assessor Dashboard</u> >> <u>Portfolios</u> >> <u>View Portfolio</u> >> <u>Observations</u> >> <u>View Observation</u> The module / project field is mandatory An observation with no people is a placeholder observation Module / Project LMS - Administrator Training WIP Select one or Learners First Name : more learners to Observe ✓ Sue Paul Butleri Observation Type Observation February 2010 ≥
Two Wed Thu Fri Sat Sun
26 27 28 28 30 31
2 3 4 5 5 7
9 10 11 12 12 14
16 17 18 18 20 21
21 24 25 26 27 28
2 3 4 5 5 7 Planned For Mon 25 1 2 15 22 1 **Select Observation** dates Date Observed 25 1 2 15 22 Observation Text Select criteria that this observation evidences Use and control a local area network ✓ P01 eQuals 408 Networking - Unit 1 Knowledge/Practical Activities Select hardware components for a network ✓ P02 eQuals 408 Networking - Unit 1 Knowledge/Practical Activities ✓ K01 Identify network concepts and terminology -- Activity Module --Save & Continue Criteria that this Observation evidences Code ↓ There are no items to display in this list Description File Browse... Upload File Attachment Name File Description Delete File Save Cancel Contact Us right© 1995-2010 Virtual College Group PLC | All Rights Reserved Relevant Attachments





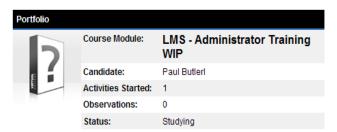




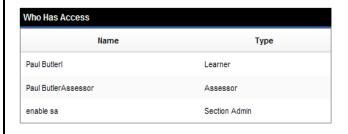
## Assessors view of a learner portfolio record

 $>> \underline{\mathsf{Assessor\,Dashboard}} >> \underline{\mathsf{Portfolios}} >> \underline{\mathsf{View\,Portfolio}}$ 

25 February 2010



Candidate VII		
Candidate 3u	ıbmissions	
<ul> <li>Current Submi</li> </ul>	<u>issions</u>	
Submission H	<u>listory</u>	
Submission C	Conversations	
Criteria & Evi  Observations	idence	
<ul> <li>Criteria Overvi</li> </ul>	<u>ew</u>	
Learner Criteri	<u>18</u>	





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