

LMS USER GUIDE

ASSESSORS VIEW OF E-PORTFOLIOS

1) From the Dashboard select the **Portfolios** Link

The screenshot displays the E-nable LMS interface. At the top left is the E-nable logo with the tagline 'the complete LMS solution' and navigation links for 'Create', 'Manage', and 'Deliver'. At the top right, it says 'Powered by VIRTUAL COLLEGE'. A navigation bar contains links for 'Home', 'Manage Users', 'Help & Support', and 'Logout'. Below this, the page title is '>> Assessor Dashboard' and the date is '05 August 2014'. The main content area is divided into two columns. The left column, titled 'Recently Viewed Items', contains a link to 'View Portfolio: Paul Acres1 on eEquals 408 Networking - Unit 3 Practical Activities'. The right column, titled 'Quicklinks', is organized into sections: 'Users' (with links for Users, Groups, Excel Reports, Detailed Reports, Pending Certificates, and Edit Profile), 'Marking' (with links for Submissions (1), Extended Activities (0), Extended Activity History, Remarking, and Alter Submission), and 'Portfolios' (with links for Portfolios, Activity Matrix, and Course Detail). The 'Portfolios' link is highlighted with a red box and a red arrow pointing to it. Below the Quicklinks section is a 'Messages' section with a 'Help' link and a notification: 'You have (79) new messages in your inbox'. At the bottom of the page, there are links for 'Contact Us' and 'Accessibility', and a copyright notice: 'Copyright © 1995-2014 Virtual College Group PLC | All Rights Reserved'.

- 2) Select the **Portfolio** required
- 3) Click **View Portfolio**

eNable
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Home Manage Users Help & Support Logout

>> Assessor Dashboard >> Portfolios 02 June 2010

Portfolios

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Module:

Tick here to find partial matches

<input type="radio"/>	eEquals 408 Networking - Unit 1 Knowledge/Practical Activities	Sue Butler	Studying	eEquals 408 Networking - portfolio Course
<input type="radio"/>	eEquals 408 Networking - Unit 2 Practical Activities	Sue Butler	Applied	eEquals 408 Networking - portfolio Course
<input type="radio"/>	eEquals 408 Networking - Unit 3 Practical Activities	Sue Butler	Applied	eEquals 408 Networking - portfolio Course
<input type="radio"/>	eEquals 408 Networking - Unit 3 Underpinning Knowledge	Sue Butler	Applied	eEquals 408 Networking - portfolio Course
<input checked="" type="radio"/>	LMS - Administrator Training WIP	Sue Butler	Applied	LMS - Administrator Training ep wip

22 records

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- 4) Select **Observations**

This is what the assessor would see

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Home Manage Users Help & Support Logout

>> Assessor Dashboard >> Portfolios >> View Portfolio 05 August 2014

Portfolio

Course Module: eEquals 408 Networking - Unit 3 Practical Activities

Candidate: Paul Acres1

Activities Started: 0

Observations: 0

Status: Applied

Quicklinks

Candidate Submissions

- ▶ [Current Submissions](#)
- ▶ [Submission History](#)
- ▶ [Submission Conversations](#)

Criteria & Evidence

- [Observations](#)
- ▶ [Criteria Overview](#)
- ▶ [Learner Criteria](#)
- ▶ [Criteria Matrix](#)

Actions

- ▶ [Assess Submissions](#)

Who Has Access

Name	Type
Paul Acres1	Learner
Paul Assessor36	Assessor
Paul Mentor	Mentor
Paul Verifier	Internal Verifier
enable.sa	Section Admin

Marking History

Mark	Date & Time
There are no items to display in this list	

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Who has access to the Learner record

The option available to the Assessor relative to this learner

Marking history can be viewed here

- 5) To create a New Observation select **New Observation** button

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>> Assessor Dashboard >> Portfolios >> View Portfolio >> Observations 25 February 2010

Observations

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.


Learner ▼ : Find

Tick here to find partial matches

Learner ↓	Module ↓	Date Planned ↓	Observation ↓
There are no items to display in this list			

Grouped Individual 0 records **New Observation** Delete Observation View Observation

6) Complete the form and select **Submit**



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[Home](#) [Manage Users](#) [Help & Support](#) [Logout](#)

25 February 2010

View Observation

The module / project field is mandatory
An observation with no people is a *placeholder* observation

Module / Project: LMS - Administrator Training WIP

Learners

	First Name	Surname
<input checked="" type="checkbox"/>	Sue	Butler
<input type="checkbox"/>	Paul	Butler

Observation Type: Observation

Planned For:

Date Observed:

Observation Text:

Criteria

Select criteria that this observation evidences

Code	Narrative	Module
<input checked="" type="checkbox"/>	P01 Use and control a local area network	eEquals 408 Networking - Unit 1 Knowledge/Practical Activities
<input checked="" type="checkbox"/>	P02 Select hardware components for a network	eEquals 408 Networking - Unit 1 Knowledge/Practical Activities
<input checked="" type="checkbox"/>	K01 Identify network concepts and terminology	eEquals 408 Networking - Unit 1 Knowledge/Practical Activities

-- Activity Module -- [Save & Continue](#)

* Saving will remove any criteria that are unchecked above, and will add any criteria that is checked below

Code	Criteria
There are no items to display in this list	

Attachments

Description	File
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/> Browse... Upload File

Type	Attachment Name	File Description
There are no items to display in this list		

[Delete File](#)

[Save](#) [Cancel](#)

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Select one or more learners to Observe

Select Observation dates

Criteria that this Observation evidences

Relevant Attachments

7) Select **Criteria Overview**

We are now going to look at Criteria Overview

The screenshot shows the e-nable LMS interface. At the top, it says "e-nable the complete LMS solution" and "Powered by VIRTUAL COLLEGE". Navigation links include "Home", "Manage Users", "Help & Support", and "Logout". The breadcrumb trail is ">> Assessor Dashboard >> Portfolios >> View Portfolio" and the date is "05 August 2014".

The main content area is divided into several sections:

- Portfolio:** Course Module: eEquals 408 Networking - Unit 3 Practical Activities; Candidate: Paul Acres1; Activities Started: 0; Observations: 0; Status: Applied.
- Quicklinks:** Candidate Submissions (Current Submissions, Submission History, Submission Conversations); Criteria & Evidence (Criteria Overview - highlighted with a red box, Criteria Matrix); Actions (Assess Submissions).
- Who Has Access:** A table listing users and their roles: Paul Acres1 (Learner), Paul Assessor36 (Assessor), Paul Mentor (Mentor), Paul Verifier (Internal Verifier), and enable sa (Section Admin).
- Marking History:** A table with columns "Mark" and "Date & Time", currently empty with the message "There are no items to display in this list".

At the bottom, there are links for "Contact Us" and "Accessibility", and a copyright notice: "Copyright © 1995-2014 Virtual College Group PLC | All Rights Reserved".

This screen shows if the learner has met all or any of the Criteria

Criteria Overview

Portfolio Criteria

This list contains every criteria on every question of the module, and lists questions and observations that they are linked to. Green entries indicate confirmed evidence, red are unconfirmed

Code	Criteria	Evidence	Linked To
K01	Identify network concepts and terminology	3 / 12	TSK66283 TSK66258 TSK66259 TSK66275 TSK66283 TSK66245 TSK66256 TSK66254 TSK66250 TSK66257 TSK66260 TSK66262
K02	Identify solutions for failures in software components	0 / 3	TSK66250 TSK66257 TSK66247
K03	Identify solutions for failures in hardware	0 / 3	TSK66250 TSK66273 TSK66248
P01	Use and control a local area network	0 / 3	TSK66253 TSK66264 TSK66266 TSK66263 TSK66269 OBS2062 OBS2066 TSK66270 TSK66261 TSK66271 TSK66248 TSK6625
P02	Select hardware components	2 / 3	TSK66283 TSK66265 TSK66276 TSK66281 TSK66280 OBS2062 OBS2066 TSK66258 TSK66255 TSK66282 TSK66283

Hover over the task to see the question

Identify the main functions of a Network Operating System

This screen shows Criteria and linked Questions. Green entries indicate confirmed evidence, Red are unconfirmed

8) Then you can Select either the **Excel Reports** or **Detailed Reports** link

We are now going to look at Reports available to an Assessor

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>> Assessor Dashboard 05 August 2014

Recently Viewed Items [Help](#)

Page
[View Portfolio: Paul Acres 1 on eEquals 408 Networking - Unit 3 Practical Activities](#)

Quicklinks

Users

- ▶ [Users](#)
- ▶ [Excel Reports](#)
- ▶ [Detailed Reports](#)
- ▶ [Edit Profile](#)

Marking

- ▶ [Submissions \(1\)](#)
- ▶ [Extended Activities \(0\)](#)
- ▶ [Extended Activity History](#)
- ▶ [Remarking](#)
- ▶ [Alter Submission](#)
- ▶ [Short Answers](#)
- ▶ [Portfolios](#)
- ▶ [Observations](#)
- ▶ [Activity Matrix](#)
- ▶ [Course Detail](#)

Messages [Help](#)

You have (79) new messages in [your inbox](#)

- ▶ [Announcements \(1\)](#)
- ▶ [Links](#)
- ▶ [Resources \(1\)](#)
- ▶ [Look Up Email](#)
- ▶ [Subscriptions](#)

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9) Select Report required and select **Submit**

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>> Assessor Dashboard >> Excel Export 25 February 2010

Excel Exports

Excel Export Reports

Select an export from the list below

- Certificates Pending
- Learner Contact Details**
- Learner Course List
- List courses by Tutor group and Provider
- List learners by assigned Manager
- List the status of all modules that each learner is studying
- Login Report
- Student Progress Report
- Unmarked Submissions

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This page shows you the Reporting options available

10) To mark a submission(s)
Select the **Submissions** link

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>> Assessor Dashboard 05 August 2014

Recently Viewed Items Help

Page

[View Portfolio: Paul Acres 1 on eEquals 408 Networking - Unit 3 Practical Activities](#)

Quicklinks

Users

- ▶ Users
- ▶ Groups
- ▶ Excel Reports
- ▶ Detailed Reports
- ▶ Pending Certificates
- ▶ Edit Profile

Marking

- ▶ **Submissions (1)**
- ▶ [Assessments \(0\)](#)
- ▶ Extended Activity History
- ▶ Remarking
- ▶ Alter Submission
- ▶ Short Answers
- ▶ Portfolios
- ▶ Observations
- ▶ Activity Matrix
- ▶ Course Detail

Messages Help

✉ You have (79) new messages in [your inbox](#)

- 🚩 Announcements (1)
- 🔗 Links
- 📄 Resources (1)
- 📧 Look Up Email
- 📧 Subscriptions

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11) Select portfolio submission to mark and click **Assess Submission**

In this example there is a submission awaiting assessment

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>> Assessor Dashboard >> Portfolio Submissions 20 May 2010

Portfolio Submissions

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Question [v] : Find

Tick here to find partial matches

Question ↓	Module ↓	Submitted By ↓	Date Submitted ↓
<input type="radio"/> Identify character sets used for data representation in electronic communications, e.g. ASCII.	eEquals 408 Networking - Unit 1 Knowledge/Practical Activities	Charles Walter	19/05/2010 13:37 - 1 days ago
<input checked="" type="radio"/> Describe cable or wireless methods for connecting network components	eEquals 408 Networking - Unit 3 Underpinning Knowledge	Charles Walter	19/05/2010 11:27 - 1 days ago
<input type="radio"/> Describe the main hardware components of a network	eEquals 408 Networking - Unit 1 Knowledge/Practical Activities	Charles Walter	17/05/2010 19:45 - 2 days ago

3 records

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Assessor can select a portfolio submission to mark

12) When submission has been marked Select Assess

Learner's answer is shown here

The assessors view of a learners submission

Evidence is visible here

Relevant criteria

Assessor can score and make comments

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>> Assessor Dashboard >> Portfolio Submissions >> Assess Submission 20 May 2010

Submission Details

Activity
Describe cable or wireless methods for connecting network components.

Charles Walter's Submission
Networks today are connected by some sort of wire or cabling, which act as the network transmission medium carrying signals between computers. There is a variety of cable that can meet the varying needs and sizes of networks, from small to large.
Their are three major groups of cabling connect the majority of networks:
• Coaxial
Twisted-pair
• Unshielded twisted-pair
• Shielded twisted-pair
• Fiber-optic

Files
The following files have been uploaded with this submission

Type	Attachment Name	File Description
	Cable Types	View Attachment
	Wireless Networks	View Attachment

[View Submission History](#)

Criteria

Performance Criteria to be Evidenced

Performance Criteria
<input checked="" type="checkbox"/> Select hardware components for a network

Knowledge Criteria to be Evidenced

Knowledge Criteria
<input checked="" type="checkbox"/> Identify network concepts and terminology

Assessment

Score: / 10

Comments:

Cancel Assess

Assessors view of a learner portfolio record

>> [Assessor Dashboard](#) >> [Portfolios](#) >> [View Portfolio](#)

25 February 2010

Portfolio



Course Module: **LMS - Administrator Training
WIP**

Candidate: Paul Butler

Activities Started: 1

Observations: 0

Status: Studying

Quicklinks

Candidate Submissions

- ▶ [Current Submissions](#)
- ▶ [Submission History](#)
- ▶ [Submission Conversations](#)

Criteria & Evidence

- ▶ [Observations](#)
- ▶ [Criteria Overview](#)
- ▶ [Learner Criteria](#)

Actions

- ▶ [Assess Submissions](#)
- ▶ [Finalise Portfolio](#)

Who Has Access

Name	Type
Paul Butler	Learner
Paul ButlerAssessor	Assessor
enable sa	Section Admin

Marking History

Mark	Date & Time
<i>Q1.Create a departmental structure...</i> marked In Progress by Paul ButlerAssessor	25/02/2010 12:12:00
Paul Butler is Studying on LMS - Administrator Training WIP	25/02/2010 11:17:45

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