

LMS USER GUIDE

ASSESSORS VIEW OF E-PORTFOLIOS

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

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Welcome to the Training Management System.

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

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Portfolios

Go directly to a record

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

Module : [Find](#)

☒ 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 [X200 Report](#) [View Portfolio](#)

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4) Select **Observations**

This is what the assessor would see

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>> Assessor Dashboard >> Users >> View User >> Portfolios >> View Portfolio 02 June 2010

Portfolio

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

Candidate: Sue Butler

Activities Started: 1

Observations: 2

Status: Studying

Quicklinks

Candidate Submissions

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Criteria & Evidence

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

Actions

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

Who Has Access

Name	Type
Sue Butler	Learner
Paul ButlerAssessor	Assessor
Paul Butlerim	Learner Manager
paul Kissackm	Mentor
enable sa	Section Admin

Marking History

Mark	Date & Time
Q1.Create a departmental structure... marked In Progress by Paul ButlerAssessor	02/06/2010 17:06:00
Sue Butler is Studying on LMS - Administrator Training WIP	02/06/2010 17:00:05

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Who has access to the Learner record

Marking history can be viewed here

4) 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

- Submit

Relevant Attachments

6) Select **Criteria Overview**


We are now going to look at Criteria Overview

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25 February 2010

Portfolio



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

Candidate: Sue Butler

Activities Started: 0

Observations: 0

Status: Applied

Quicklinks

Candidate Submissions

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Criteria & Evidence

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Who Has Access

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

Marking History

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

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 TSK662
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

7) Then you can
Select **Reports**
link

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

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[View Portfolio: Sue Butler on LMS - Administrator Training WIP](#)

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

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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

Submit Cancel

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This page shows you the Reporting options available

- 9) To mark a submission(s)
Select the **Mark Submission** link

The screenshot shows the E-nable LMS interface. At the top, the logo 'E-nable' is followed by 'the complete LMS solution' and navigation links 'Create', 'Manage', and 'Deliver'. A top navigation bar contains 'Home', 'Manage Users', 'Help & Support', and 'Logout'. The main header area shows '>> Assessor Dashboard' on the left and the date '25 February 2010' on the right. The dashboard is divided into several sections: 'Recently Viewed Items' with links to portfolios and groups; 'Quicklinks' with categories like 'Users', 'Marking', and 'Messages'; and a 'Messages' section at the bottom right indicating no new messages. The 'Marking' section includes a red box around the 'Mark Submissions' link. A 'Contact Us' link is at the bottom left, and a copyright notice is at the bottom right.

- 10) Select portfolio submission to mark and click **Assess Submission**

In this example there is a submission awaiting assessment

The screenshot displays the 'Portfolio Submissions' page. The header is identical to the previous screenshot. The main content area is titled 'Portfolio Submissions' and includes a search box with the instruction 'Search for multiple records by separating your search terms with commas in the box below.' Below the search box is a 'Find' button and a checkbox for 'Tick here to find partial matches'. A table lists three submissions. The second submission, 'Describe cable or wireless methods for connecting network components', is highlighted with a green background. An arrow points from a text box stating 'Assessor can select a portfolio submission to mark' to this highlighted row. At the bottom right, there is a red box around the 'Assess Submission' button. The page also shows '3 records' and a 'Contact Us' link at the bottom left, with a copyright notice at the bottom right.

Question ↓	Module ↓	Submitted By ↓	Date Submitted ↓
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
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
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

11) When submission has been marked Select **Assess**

Learner's answer is shown here

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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:

Assessors view of a learner portfolio record

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25 February 2010

Portfolio



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

Candidate: Paul Butlerl

Activities Started: 1

Observations: 0

Status: Studying

Quicklinks

Candidate Submissions

- ▶ [Current Submissions](#)
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Criteria & Evidence

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

Actions

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

Who Has Access

Name	Type
Paul Butlerl	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 Butlerl is Studying on LMS - Administrator Training WIP	25/02/2010 11:17:45

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