# LMS USER GUIDE
## ASSESSORS VIEW OF E-PORTFOLIOS

| | |
|---|---|
| 1) From the Dashboard select the **Portfolios** Link |  |
| 2) Select the Portfolio required<br><br>3) Click **View Portfolio** |  |

| | | |
|---|---|---|
| 4) Select **Observations** | This is what the assessor would see | The option available to the Assessor relative to this learner |

**E▶nable** the complete LMS solution  Create ▶ Manage ▶ Deliver

| Home | Manage Users | Help & Support | Logout |

>> 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**
▶ Current Submissions
▶ Submission History
▶ Submission Conversations

**Criteria & Evidence**
▶ Observations
▶ Criteria Overview
▶ Learner Criteria

**Actions**
▶ Assess Submissions
▶ Finalise Portfolio

**Who Has Access**

| Name | Type |
|---|---|
| Sue Butler | Learner |
| Paul ButlerAssessor | Assessor |
| Paul Butlerlm | 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 |

Marking history can be viewed here

Who has access to the Learner record

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| | | |
|---|---|---|
| 4) To create a New Observation select **New Observation** button | | |

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| Home | Manage Users | Help & Support | Logout |

>> 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]

| | |
|---|---|
| 5) Complete the form and select **Submit** |  |

| | | |
|---|---|---|
| 6) Select **Criteria Overview** | We are now going to look at Criteria Overview | |

We are now going to look at Criteria Overview



**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

4

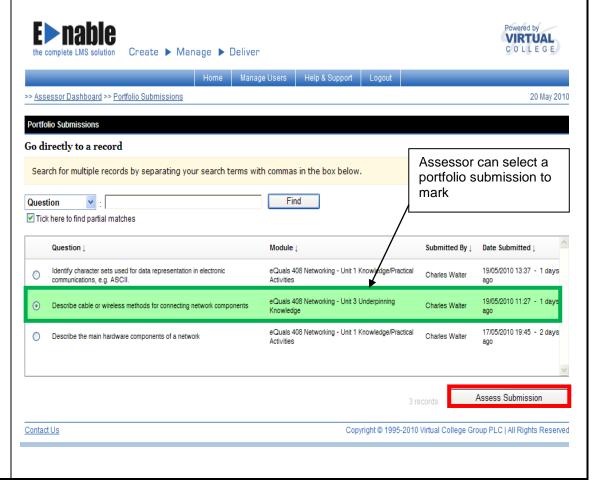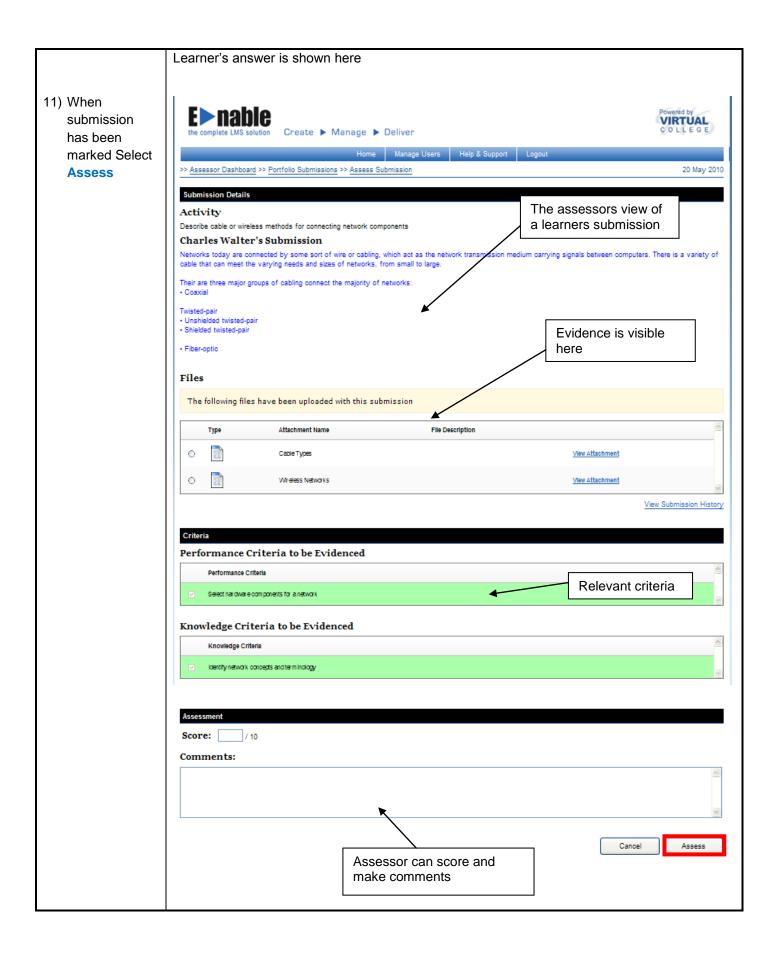| | | |
|---|---|---|
| 7) | Then you can Select **Reports** link | We are now going to look at Reports available to an Assessor  |
| 8) | Select Report required and select **Submit** |  This page shows you the Reporting options available |

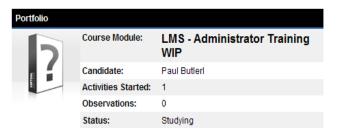| | | |
|---|---|---|
| 9) | To mark a submission(s) Select the **Mark Submission** link |  |
| 10) | Select portfolio submission to mark and click **Assess Submission** | In this example there is a submission awaiting assessment<br> |

Learner's answer is shown here

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

# Assessors view of a learner portfolio record

## Portfolio

| | |
|---|---|
| Course Module: | **LMS - Administrator Training WIP** |
| Candidate: | Paul Butlerl |
| 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 Butlerl | Learner |
| Paul ButlerAssessor | Assessor |
| enable sa | Section Admin |

## Marking History

| Mark | Date & Time |
|---|---|
| *Q1.Create a departmental structure...* 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 |