



How assessors/tutors upload and tag files to ManageAssess on a mobile device

January 2020

Version 1



Contents

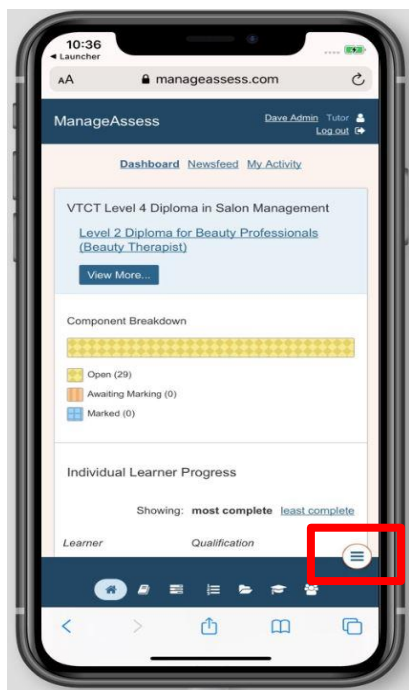
1. Uploading a file3-6

1.1. Tagging a file6-8

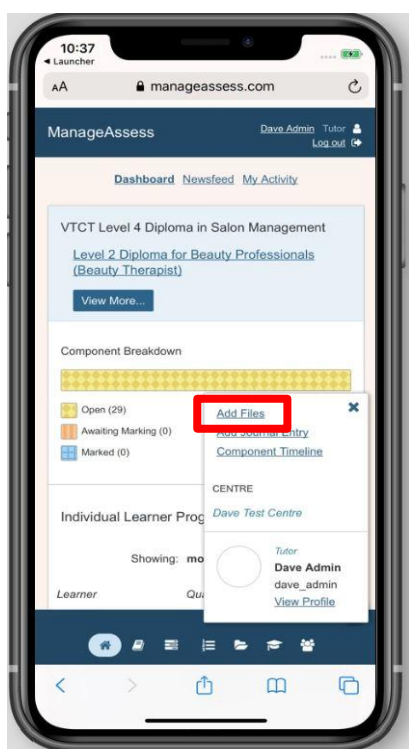
1.2 Accessing the learner file area.....9-11

1. Uploading a file

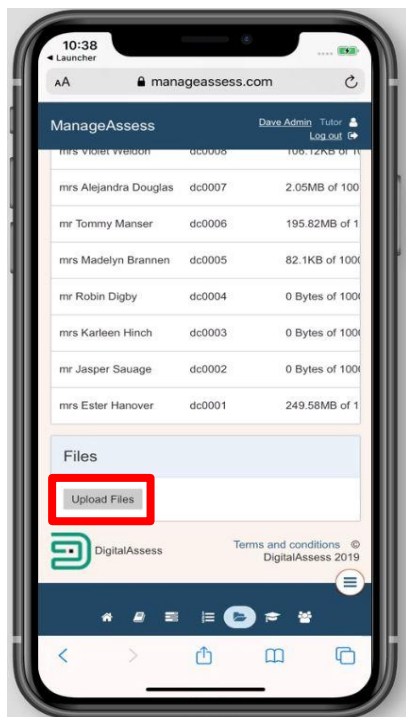
1. Once logged in, select the Flyout menu button.



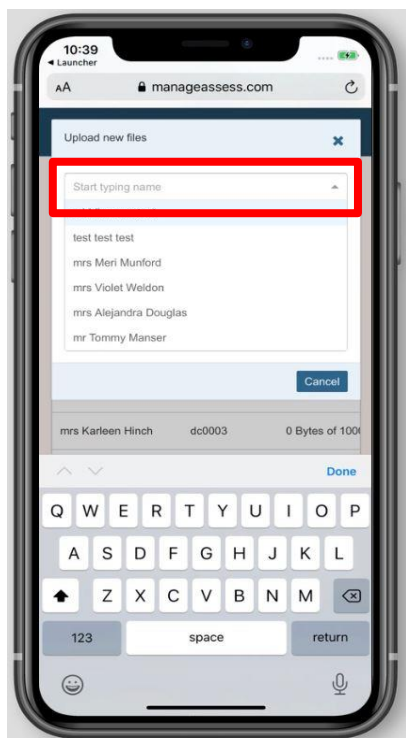
2. Select Add Files.



3. Select Upload Files.

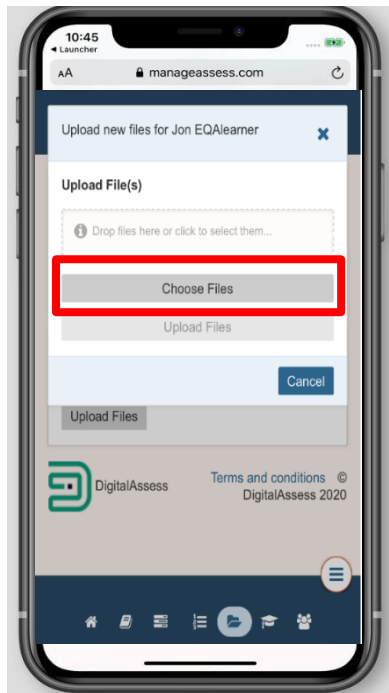


4. Search for and select the learner you want to upload to.



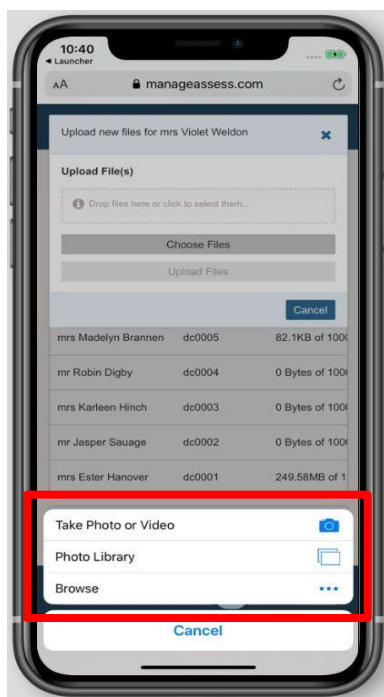


5. Select Choose Files.



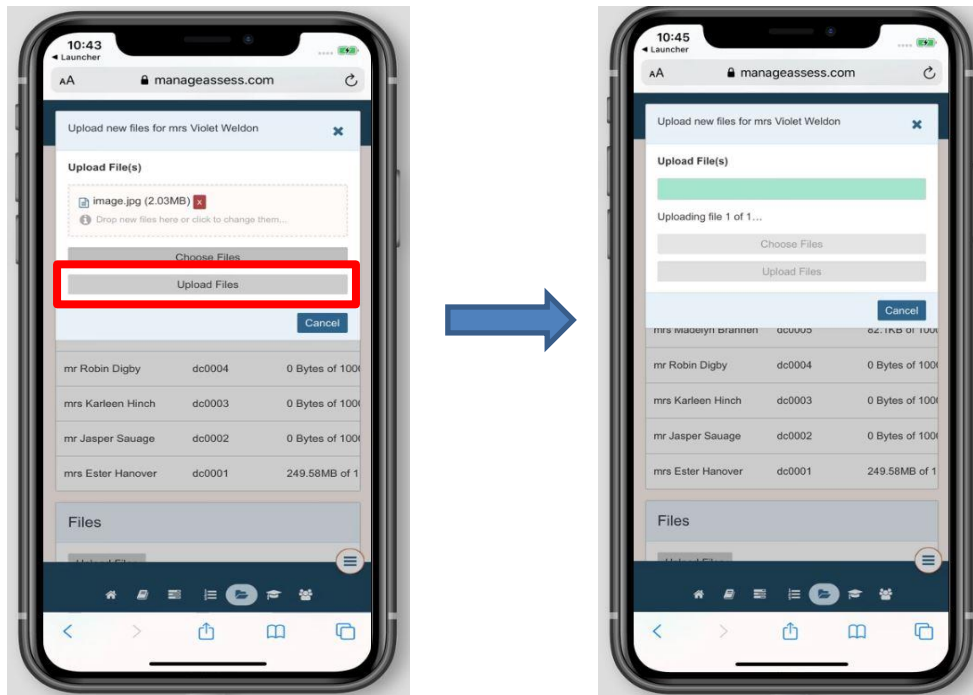
6. Select whether you want to take a photo or video or select from your existing photo library. You can only upload one file at a time.

The wording of the options may vary depending on your operating system.





7. Once you have selected your file, select Upload Files



1.1. Tagging a file

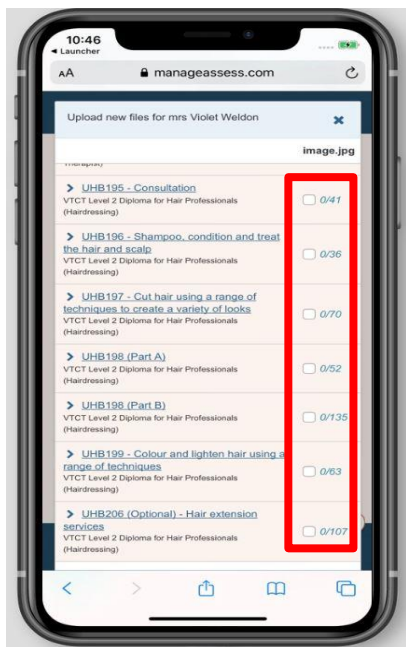
1. After uploading a file you will have the option to tag it to the learner portfolio.

If you choose not to tag the file at this stage then it will be saved in the learner's Files area. Click [here](#) for guidance on accessing a learner's File area.

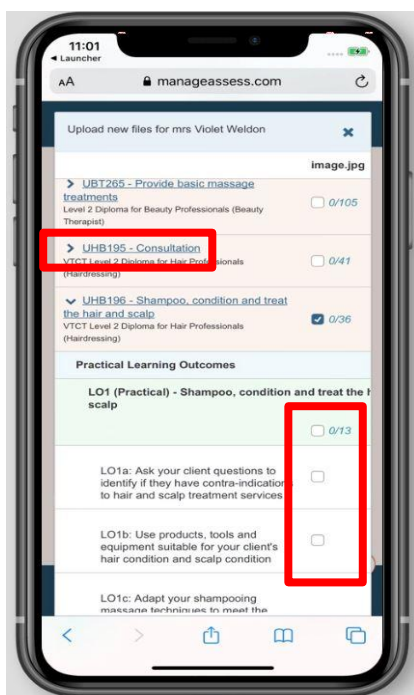


- Select where within the learner's portfolio you want to tag the uploaded file to. If you are assigned to the learner for multiple qualifications then all relevant units will be available to select.

You can tag a file to units by selecting the relevant unit check box.

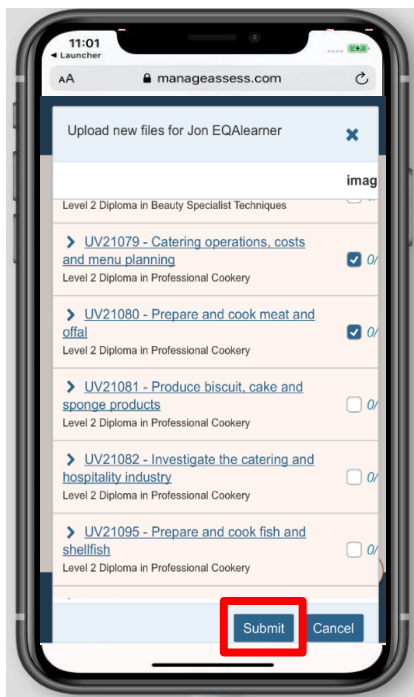


- You can tag a file to Learning Outcomes/Assessment Criteria within a unit. First select the unit to expand it, and then select the relevant Learning Outcomes/Assessment Criteria check boxes.

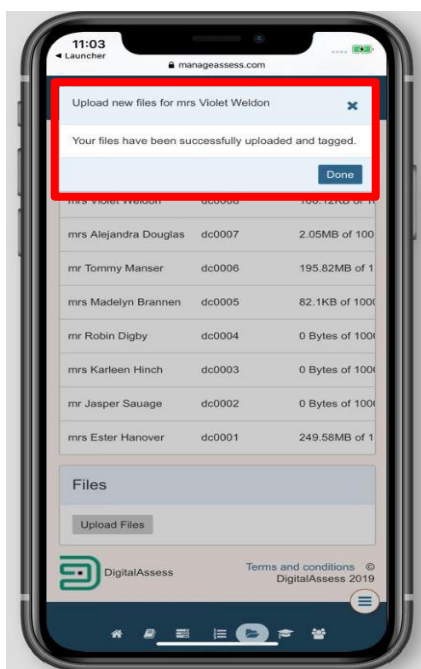




4. After making your tagging choices select Submit.

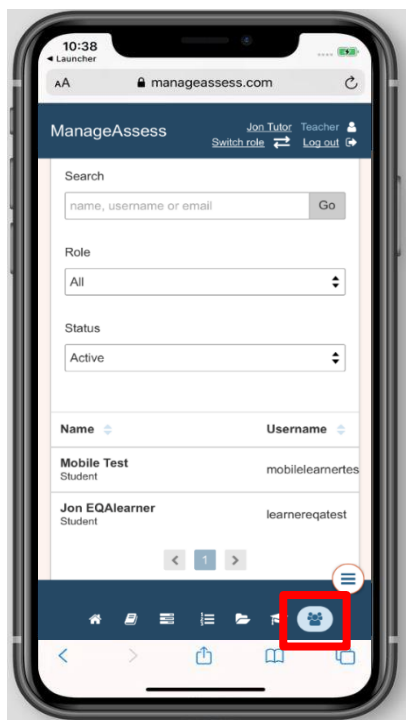


5. The file has been successfully uploaded and tagged.

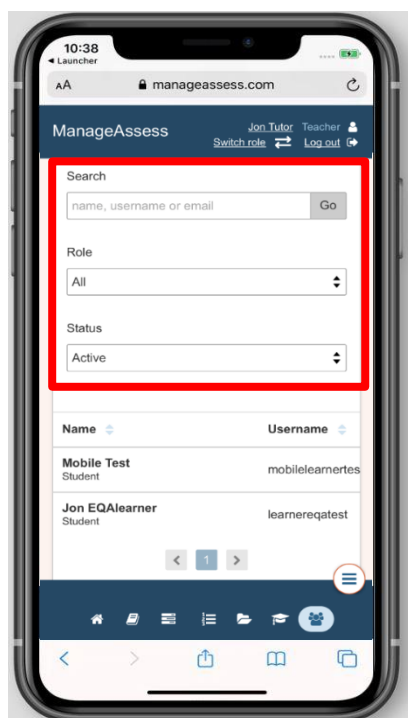


1.2. Accessing the learner File area

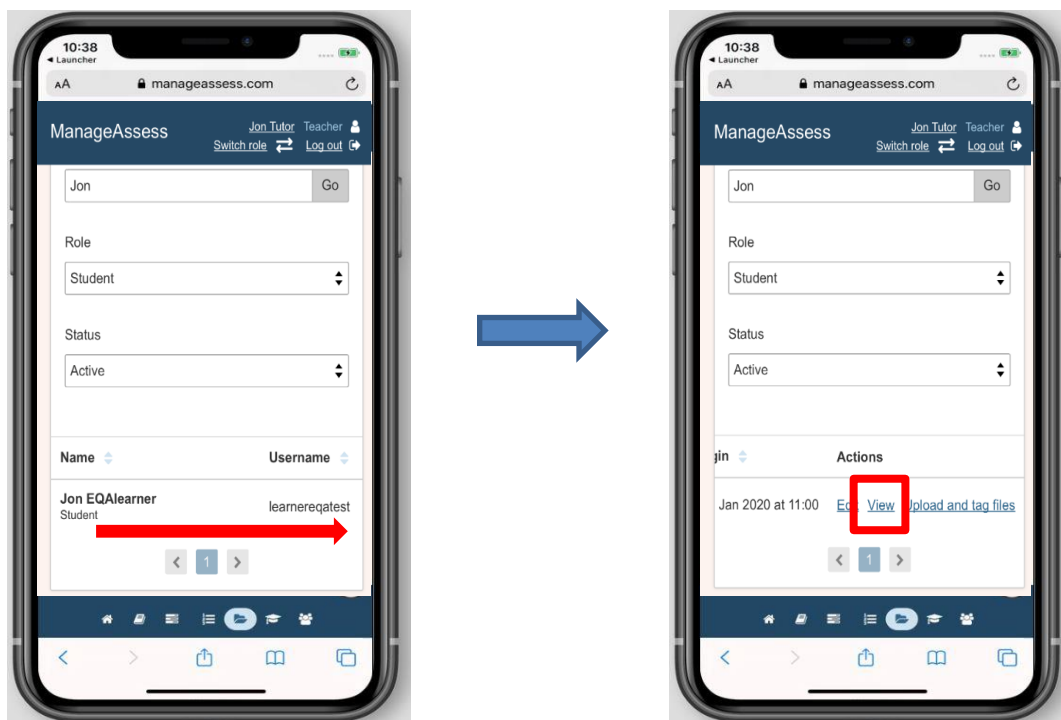
1. Once logged in, select the Users menu option.



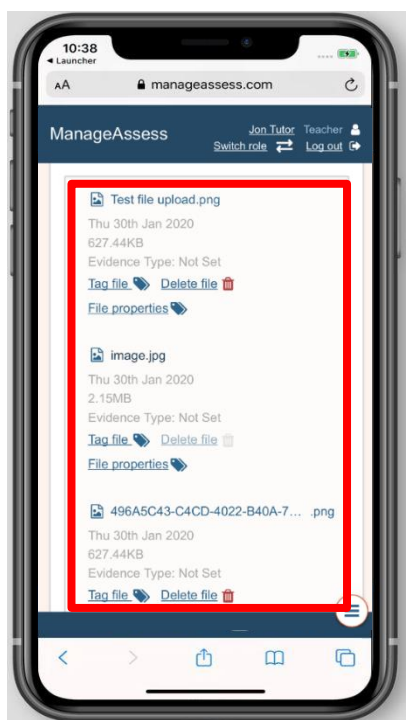
2. Locate the learner; you can use the filter options to narrow your search or type in the learner name.



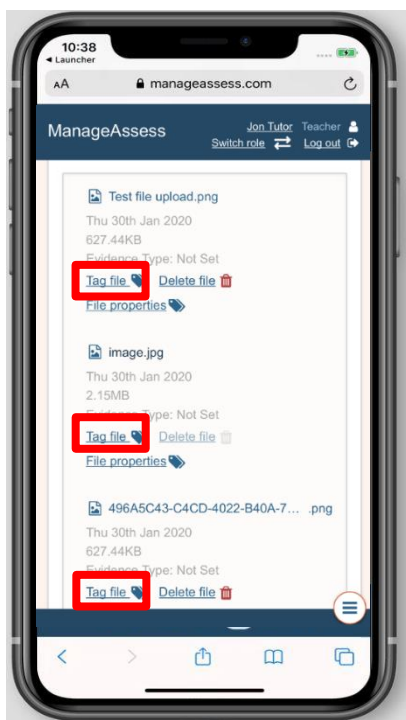
- Once located, scroll to the right of the learner details and then select View.



- You will now be able to access any files uploaded for or by the learner.



5. You can manage the tagging of a file by selecting the Tag file link.



For help and support:

- E: customersupport@vtct.org.uk / T: +44 (0) 2380 684500
- [ManageAssess support page](#)



Document amendment history page

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[0.1 Draft]	Customer Support Manager	30/01/2020	[First draft for internal consultation]	Customer Support Manager
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Document Owner

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Document Sign-off

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