

The Homepage and Flyout menu

February 2021

Version 3



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1. The Homepage

Your homepage provides you with a progress overview of your qualification.

1) Qualification title: If you are assigned to more than one qualification this will be listed separately.

2) Progress Through Assigned Work: As your tutor signs off evidence your progress will increase.

3) Component (unit) Breakdown:

Open = incomplete

Awaiting Marking = handed-in to tutor by you

Marked = marked by tutor

Completed = when components (units) are marked by the tutor they will also show as completed

ManageAssess	Home	Journal Compone	nts Files	Groups			Jon Learner Studen est centre (VTCTNVO) Log out
Menu Dashboard N	ewsfeed My Activity						
Level 2 NVQ Diplon	na in Beauty Therapy Genera	al					
24	Progress Through Assigned Work (2						
Next 5 Components	Dpen (3) III Awaiting Marking (2)	Marked (3)		Due Date	Files	Status	Actions
/B200B6 - Carry out waxing	services			due unknown	1 Files	Awaiting QA	View
/B200N3 - Provide pedicure	services			due unknown	3 Files	Open	View
IG21G18 - Promote additio	al services or products to clients			due unknown	0 Files	Open	Mew
IG211G8 - Develop and ma	intain effectiveness at work			due unknown	1 Files	Open	View
IB200B5 - Enhance the app	earance of eyebrows and eyelashes			due unknown	2 Files	Handed in	View
View all Components							
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4) Components (units): Your next 5 components, by due date (if an end date has been set by your tutor), are listed.

5) You may have more than 5 components; select 'View all Components' to view all components.

Meriu Dashboard New	sfeed My Activity				
Level 2 NVQ Diploma	in Beauty Therapy General				
- 24	Progress Through Assigned Work (24.2%)				
	Component Breakdown				
Next 5 Components	Component: Dreakdown				
		Due Date	Files	Status	Actions
Next 5 Components	Cipen (3) 🚺 Awating Making (2) 🔛 Marked (3)	Due Date due unknown		Status Awaiting QA	Actions <u>View</u>
Next 5 Components Component Name 1820086 - Carry out waxing se	Cipen (3) Mariang Maring (2) Mariad (3)		Files		10000
Next 5 Components Component Name 1820088 - Carry out waving se 1820013 - Provide pedicure se	Copen (1) Avasting Matrice (2) 🔜 Manked (1)	due unknown	Files 1 Files	Awaiting QA	<u>View</u>
Next 5 Components	Open (1) Avasting Matricy (2) Refered (3)	due unknown due unknown	Files 1 Files 3 Files	Awaiting QA Open	<u>View</u> <u>View</u>

6) Newsfeed: Your Newsfeed is a combination of your activity, and any activity from your portfolio team, tutor for example.

ManageAssess	Home Journal Compor	nents Files	Groups			Jon Learner Student a est centre (VTCTNVQ) Log cut (
Menu Dashboard	ewsfeed My.Activity					
Level 2 NVQ Diplon	na in Beauty Therapy General					
24	Progress Through Assigned Work (24.2%)					
	Component Breakdown					
Next 5 Components						
Component Name			Due Date	Files	Status	Actions
UB200B6 - Carry out waxing	services		due unknown	1 Files	Awalting QA	View
UB200N3 - Provide pedicure	services		due unknown	3 Files	Open	View
UG21G18 - Promote additio	nal services or products to clients		due unknown	0 Files	Open	View
UG211G8 - Develop and ma	intain effectiveness at work		due unknown	1 Files	Open	View
UB200B5 - Enhance the app	earance of eyebrows and eyelashes		due unknown	2 Files	Handed in	View
View all Components						
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7) Activity from your portfolio team, tutor for example, will start with their name; in this instance Jon Assessor.

ManageAssess Home Journal Components Files Groups VTCT IVV0-VR0 bet centre (VTCTIVV0) Loade (+ Loade
Merru Dashboard Newsfeed My.Activity
Latest Activity Show: 10 ¢
Jon Assessor handed in an Evidence Record on 13th Feb (Wed 13th Feb 2019 at 14-15).
UG31G20 - Ensure responsibility for actions to reduce roles to health and safety
Q You uploaded a file on 26th Nov (Mon 26th Nov 2018 at 14.47).
Client consultation card2 pdf 20 0920
(2) You uploaded a file on 4th Oct (7hu 4th Oct 2018 at 14.14).
Client consultation card pdf 2 0583
You uploaded a file on 4th Oct (Thu 4th Oct 2018 at 13:10).
Clert consultation card pdf 20 0582
G Jon Assessor marked an Evidence Record on 24th Sep (Mon 24th Sep 2018 at 14.26).
🖂 UE20002 - Provide manicure senices
Assesser handed in an Evidence Record on 24th Sep (Mon 24th Sep 2018 at 14.26).

8) Your activity will start with 'You'.

atest Activity		Show: 10 ¢
Jon Assessor handed in an Evi	dence Record on 13th Feb (Wed 13th Feb 2019 at 14:15).	
UG31G20 - Ensure respons	billy for actions to reduce risks to health and safety	
You uploaded a file on 26th No	v (Mon 26th Nov 2018 at 14:47).	
Client consultation card_ 92.05KB	2.pdf	
You uploaded a file on 4th Oct	(Thu 4th Oct 2018 at 14:14).	
Client consultation card p 92.05KB	ar	
You uploaded a file on 4th Oct	(Thu 4th Oct 2018 at 13:10).	
Client consultation card.p 92.05kB	df	
	nce Record on 24th Sep (Mon 24th Sep 2018 at 14:26).	





9) Another way to view your own activity is via My Activity.

							C. Sector
Menu Dashboard	Newsfeed My Activity						
Level 2 NVQ Diplo	oma in Beauty Therapy	General					
	Progress Through Assigne	ed Work (24.2%)					
24		8					
24	Completed Assigned	d Units 📄 Unassig	ned Units				
	Component Breakdown						
		:::::::::::	::::::				
	Open (3) Awaiting M	tarking (2) 🔚 Mari	ed (3)				
Vext 5 Components	Open (3) Mariting M	larking (2) 🔛 Mari	ed (3)				
Next 5 Components	Cpee (3) 🎹 Awaiting M	larking (2) 🔠 Mari	ed (3)	Due Date	Files	Status	Actions
		larking (2) 🔛 Mari	ed (3)	Due Date due unknown	Files 1 Files	Status Awaiting QA	Actions
omponent Name 1820086 - Carry out waxi	ng services	larking (2) 🔛 Mari	ad (3)				
omponent Name 1820086 - Carry out waxi 18200N3 - Provide pedicu	ng services		ed (3)	due unknown	1 Files	Awaiting QA	View
omponent Name 1820086 - Carry out waxi 18200N3 - Provide pedicu 1921G18 - Promote addit	ng services		ad (3)	due unknown due unknown	1 Files 3 Files	Awalting QA Open	<u>View</u>
omponent Name 1820086 - Carry out waxi 1820013 - Provide pedicu 1821618 - Promote addit 1821168 - Develop and n	ng.services ras.services ional services or products to clie	ents	ad (3)	due unknown due unknown due unknown	1 Files 3 Files 0 Files	Awalting QA Open Open	<u>View</u> <u>View</u> <u>View</u>

<u> </u>	ManageAssess Home Journal Components Files Groups	<u>iton Learner</u> Student ≜ VTCT NVQ-VRQ test centre (VTCTNVQ) Log cat (4
) Men	u Dashboard Newsfeed My Activity	
Lates	st Activity	Show: 10 ¢
ව ු Yo	ou uploaded a file on 26th Nov (Mon 26th Nov 2018 at 14:47).	
	Client consultation card_u/2.pdf 92.05K8	
තු Yo	ou uploaded a file on 4th Oct (Thu 4th Oct 2018 at 14:14).	
	Client consultation card pdf 92.05K8	
20 Yo	ou uploaded a file on 4th Oct (Thu 4th Oct 2018 at 13:10).	
	Client consultation card pdf 92.05x8	
ව Yo	ou uploaded a file on 17th Sep (Mon 17th Sep 2018 at 16:18).	
	64234444-0760-4472-8706-8 prg 378.51%8	
දා Yo	ou uploaded a file on 17th Sep (Mon 17th Sep 2018 at 12:16).	
	Cleat consultation card v2 02.0540	



1.1. The Flyout menu

1) The flyout menu gives you quick access to some areas of your portfolio.

ManageAssess	Home Journal C	Components Fi	les Groups			Jon Learner Student & test centre (VTCTNVO) Log.out (+
	wsfeed My Activity					
Level 2 NVQ Diplom	a in Beauty Therapy General					
24	Progress Through Assigned Work (24.2%)	Units				
Next 5 Components	Open (3) 🔛 Awaling Marking (2) 🔜 Marked (3	1)	Due Date	Files	Status	Actions
UB200B6 - Carry out waxing	services		due unknown	1 Files	Awaiting QA	View
UB200N3 - Provide pedicure	services		due unknown	3 Files	Open	View
UG21G18 - Promote addition	al services or products to clients		due unknown	0 Files	Open	View
UG211G8 - Develop and mai	ntain effectiveness at work		due unknown	1 Files	Open	View
UB200B5 - Enhance the app	earance of eyebrows and eyelashes		due unknown	2 Files	Handed in	View
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2) You can Add Files.

- 3) You can Add a Journal Entry.
- 4) You can access a component timeline.
- 5) the name of your training provider/college is displayed.
- 6) You can view your profile, and change information like your email address and password.

ManageAssess	Home Journal Component	ents Filles Groups			Jon Learner Student J rst centre (VTCTNVQ) Log out @
Add Flies	lewsfeed My Activity				
Add Journal Entry Component Timeline	na in Beauty Therapy General				
ENTRE /TCT NVQ-VRQ test centre	Progress Through Assigned Work (24.2%)				
Student Jon Learner jsnvqvrqlearner <u>View Profile</u>	Completed Assigned Units Unassigned Units Component Breakdown				
	Open (3) 🔢 Awailing Marking (2) 🏭 Marked (3)				
Next 5 Components					
Component Name		Due Date	Files	Status	Actions
UB200B6 - Carry out waxing	z services	due unknown	1 Files	Awaiting QA	View
UB200N3 - Provide pedicun	a services	due unknown	3 Files	Open	View
UG21G18 - Promote additio	nal services or products to clients	due unknown	0 Files	Open	View
UG211G8 - Develop and ma	intain effectiveness at work	due unknown	1 Files	Open	View
UB200B5 - Enhance the ap	searance of eyebrows and eyelashes	due unknown	2 Files	Handed in	View
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Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	12/07/2019	New document	Customer Support Manager
2	Customer Support Manager	22/07/2019	Point 2 of 1. The Homepage amended to tutor sign off	Customer Support Manager
3	Customer Support Manager	05/02/2021	Completed info added to section 1, point 3; information classification added	Customer Support Manager

Document Review

Role	Review Status
QA and Technical manager	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Manager	

Document Sign-off

Role	Sign-off Date
Customer Support Manage	12/07/2019