The Home Page

June 2021

Version 2

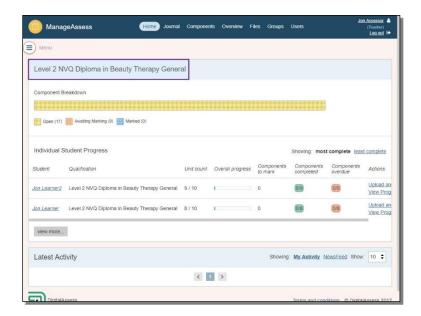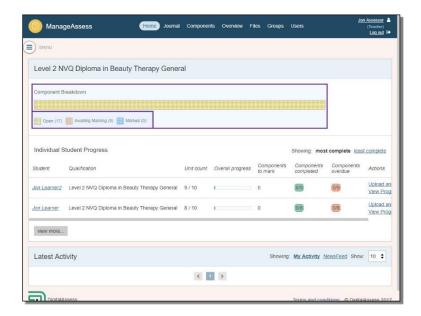## Contents

1. The Home Page

1) Qualification title.

If you are assigned to more than one qualification these will be listed separately.
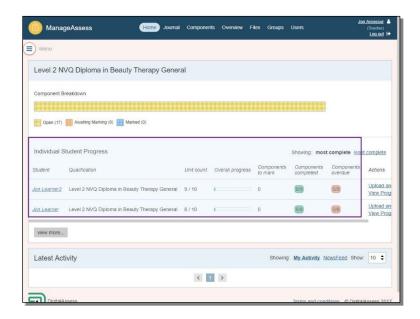

2) The component (unit) breakdown provides you with a quick view of the overall component status for your learners.

3) Open = incomplete

Awaiting Marking = handed-in to you by learner
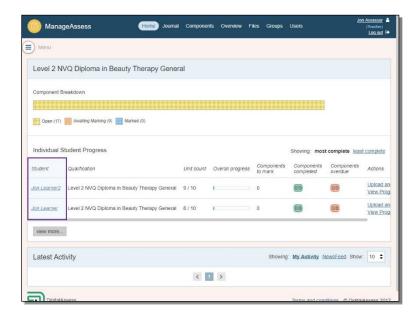
Marked = Sent for IQA sampling

4) Individual Learner Progress. This is an individual learner component (unit) breakdown.
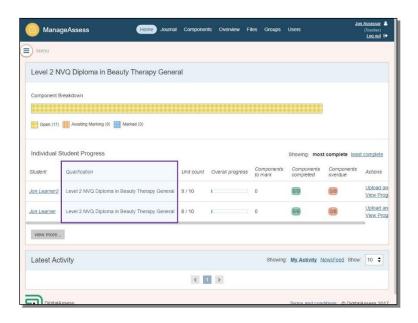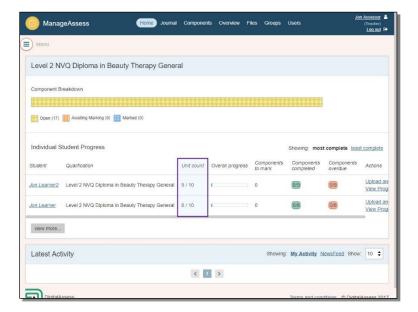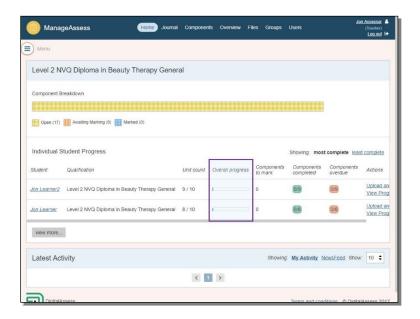

5) Learner name.

6) Qualification.

7) Unit count (number of units assigned against the minimum requirement).
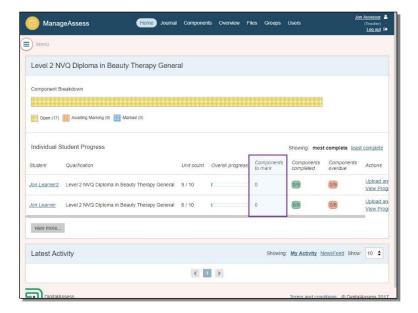
8) Overall progress as marked by tutor.
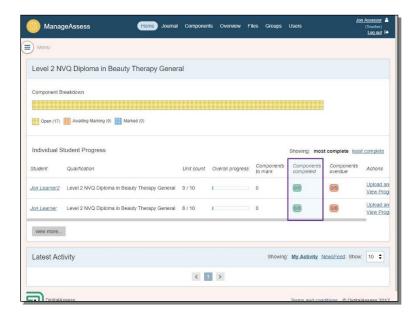

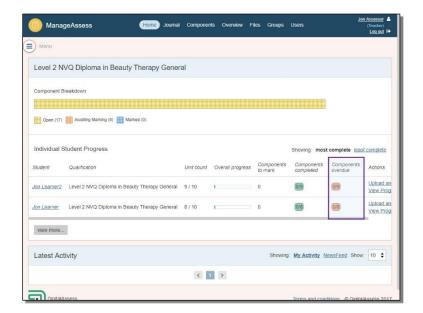9) Components to mark (handed-in to you by learner).

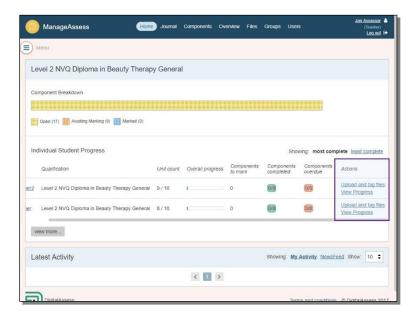10) Components completed (sent for IQA sampling).

11) Components overdue (end date set for component reached).

12) Under Actions you can quickly upload and tag evidence files or view the individual learner progress.

For help and support:

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

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	09/07/2019	New document	Customer Support Manager
2	Customer Support Manager	29/06/2021	Document title change	Customer Support Manager

Document Review

Role	Review Status
QA and Technical Manager	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Manager	QA and Technical Manager

Document Sign-off

Role	Sign-off Date
Customer Support Manager	09/07/2019