



The Home Page

June 2021

Version 2



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1. The Home Page

1) Qualification title.

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

The screenshot shows the ManageAssess Home Page. The qualification title 'Level 2 NVQ Diploma in Beauty Therapy General' is highlighted with a red box. Below the title, there is a 'Component Breakdown' section with a progress bar. The 'Individual Student Progress' table shows two students, 'Jon Learner2' and 'Jon Learner', both with a unit count of 9/10 and 8/10 respectively, and overall progress bars. The 'Latest Activity' section is also visible.

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

The screenshot shows the ManageAssess Home Page. The 'Component Breakdown' section is highlighted with a red box. It displays a progress bar and a legend: 'Open (17)' (yellow), 'Awaiting Marking (0)' (orange), and 'Marked (0)' (blue). The 'Individual Student Progress' table and 'Latest Activity' section are also visible.



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

ManageAssess

HomeJournalComponentsOverviewFilesGroupsUsers

Jan Assessor
(Teacher)
Log out

Menu

Level 2 NVQ Diploma in Beauty Therapy General

Component Breakdown

Open (17)Awaiting Marking (0)Marked (0)

Individual Student Progress

Showing: most completeleast complete

Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions
Jon Learner2	Level 2 NVQ Diploma in Beauty Therapy General	9 / 10	<div></div>	0	0/9	0/9	Upload an View Prog
Jon Learner	Level 2 NVQ Diploma in Beauty Therapy General	8 / 10	<div></div>	0	0/8	0/8	Upload an View Prog

view more...

Latest Activity

Showing: My ActivityNewsFeedShow: 10

<1>

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5) Learner name.

ManageAssess

HomeJournalComponentsOverviewFilesGroupsUsers

Jan Assessor
(Teacher)
Log out

Menu

Level 2 NVQ Diploma in Beauty Therapy General

Component Breakdown

Open (17)Awaiting Marking (0)Marked (0)

Individual Student Progress

Showing: most completeleast complete

Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions
Jon Learner2	Level 2 NVQ Diploma in Beauty Therapy General	9 / 10	<div></div>	0	0/9	0/9	Upload an View Prog
Jon Learner	Level 2 NVQ Diploma in Beauty Therapy General	8 / 10	<div></div>	0	0/8	0/8	Upload an View Prog

view more...

Latest Activity

Showing: My ActivityNewsFeedShow: 10

<1>

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6) Qualification.

This screenshot shows the 'ManageAssess' web application interface. The top navigation bar includes links for Home, Journal, Components, Overview, Files, Groups, and Users. The user is logged in as 'Jon Assessor (Teacher)' with a 'Log out' option. The main content area is titled 'Level 2 NVQ Diploma in Beauty Therapy General'. Below this, there is a 'Component Breakdown' section with a progress bar and counts for 'Open (17)', 'Awaiting Marking (0)', and 'Marked (0)'. The 'Individual Student Progress' section is displayed with a table. The table has columns for Student, Qualification, Unit count, Overall progress, Components to mark, Components completed, Components overdue, and Actions. Two students are listed: 'Jon Learner2' and 'Jon Learner', both with a unit count of 9/10 and 8/10 respectively. The 'Qualification' column for both students is highlighted with a red box. Below the table is a 'view more...' link. At the bottom, there is a 'Latest Activity' section with a 'Showing: My Activity NewsFeed' filter and a 'Show: 10' dropdown menu.

7) Unit count (number of units assigned against the minimum requirement).

This screenshot is similar to the one above, showing the 'ManageAssess' interface for the 'Level 2 NVQ Diploma in Beauty Therapy General'. The 'Individual Student Progress' table is the same, but the 'Unit count' column for both students is highlighted with a red box. The table shows 'Jon Learner2' with a unit count of 9/10 and 'Jon Learner' with a unit count of 8/10. The rest of the interface, including the navigation bar, component breakdown, and latest activity section, remains the same.



8) Overall progress as marked by tutor.

This screenshot shows the 'ManageAssess' interface for a tutor. The page title is 'Level 2 NVQ Diploma in Beauty Therapy General'. Under 'Component Breakdown', there is a progress bar and counts: Open (17), Awaiting Marking (0), and Marked (0). The 'Individual Student Progress' table shows two students: 'Jon Learner2' and 'Jon Learner'. The 'Overall progress' column for both students is highlighted with a purple box, showing progress bars. The table also includes columns for 'Components to mark', 'Components completed', and 'Components overdue'. The 'Latest Activity' section at the bottom shows 'My Activity' and 'NewsFeed' tabs.

Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions
Jon Learner2	Level 2 NVQ Diploma in Beauty Therapy General	9 / 10	<div><div></div></div>	0	0/9	0/9	Upload an View Prog
Jon Learner	Level 2 NVQ Diploma in Beauty Therapy General	8 / 10	<div><div></div></div>	0	0/8	0/8	Upload an View Prog

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

This screenshot is identical to the one above, showing the 'ManageAssess' interface. In this view, the 'Components to mark' column for both students is highlighted with a purple box, indicating the components that have been handed in by the learner and are awaiting marking by the tutor.

Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions
Jon Learner2	Level 2 NVQ Diploma in Beauty Therapy General	9 / 10	<div><div></div></div>	0	0/9	0/9	Upload an View Prog
Jon Learner	Level 2 NVQ Diploma in Beauty Therapy General	8 / 10	<div><div></div></div>	0	0/8	0/8	Upload an View Prog



10) Components completed (sent for IQA sampling).

ManageAssess

Home Journal Components Overview Files Groups Users

Jan Assessor (Teacher) Log out

Menu

Level 2 NVQ Diploma in Beauty Therapy General

Component Breakdown

Open (17) Awaiting Marking (0) Marked (0)

Individual Student Progress

Showing: most complete least complete

Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions
Jon Learner2	Level 2 NVQ Diploma in Beauty Therapy General	9 / 10	<div></div>	0	0/9	0/9	Upload an View Prog
Jon Learner	Level 2 NVQ Diploma in Beauty Therapy General	8 / 10	<div></div>	0	0/8	0/8	Upload an View Prog

view more...

Latest Activity

Showing: My Activity NewsFeed Show: 10

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

ManageAssess

Home Journal Components Overview Files Groups Users

Jan Assessor (Teacher) Log out

Menu

Level 2 NVQ Diploma in Beauty Therapy General

Component Breakdown

Open (17) Awaiting Marking (0) Marked (0)

Individual Student Progress

Showing: most complete least complete

Student	Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions
Jon Learner2	Level 2 NVQ Diploma in Beauty Therapy General	9 / 10	<div></div>	0	0/9	0/9	Upload an View Prog
Jon Learner	Level 2 NVQ Diploma in Beauty Therapy General	8 / 10	<div></div>	0	0/8	0/8	Upload an View Prog

view more...

Latest Activity

Showing: My Activity NewsFeed Show: 10



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

The screenshot shows the ManageAssess interface for the Level 2 NVQ Diploma in Beauty Therapy General. The top navigation bar includes links for Home, Journal, Components, Overview, Files, Groups, and Users. The user is logged in as Jan Assessor (Reader) and can Log out.

Component Breakdown

Open (17) Awaiting Marking (0) Marked (0)

Individual Student Progress

Showing: most complete least complete

Qualification	Unit count	Overall progress	Components to mark	Components completed	Components overdue	Actions
Level 2 NVQ Diploma in Beauty Therapy General	9 / 10	<div><div></div></div>	0	0/9	0/9	Upload and tag files View Progress
Level 2 NVQ Diploma in Beauty Therapy General	8 / 10	<div><div></div></div>	0	0/8	0/8	Upload and tag files View Progress

[view more...](#)

Latest Activity

Showing: My Activity NewsFeed Show: 10

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