

# Uploading and tagging files

November 2022

Version 3.0



## Contents

1.	Uplo	bading files	8-4
1	1.1.	Tagging files	I-7



# **1. Uploading files**

- 1) There are multiple ways to upload and tag evidence files to a learner's portfolio. Here we are going to show you quickest and simplest way.
- 2) From the Home screen, select the Upload and tag files link for the learner you want to upload files for.

O Mana	ageAssess	ome Journal	Components	Overview	Files	Groups Users		Jon Assessor 🛔 (Teacher) Log out (†
Menu								
Level 2 N	IVQ Diploma in Beauty Therapy Ge	neral						
Component	Breakdown							
Open (17	Awaiting Marking (0) 👬 Marked (0)							
Individual	Student Progress						Showing: most co	mplete least complete
Student	Qualification	Unit co	ount Overall	progress	Compone to mark	nts Compone completed	nts Components overdue	Actions
Jon Learner2	Level 2 NVQ Diploma in Beauty Therapy Gen	eral 9 / 10	-		0	69	0/9	Upload and tag files <u>View Progress</u>
Jon Learner	Level 2 NVQ Diploma in Beauty Therapy Gen	eral 8 / 10	1		0	0/8	0/8	Upload and tag files View Progress
view more.								
Latest Ac	stivity					Showir	g My Activity New	sFeed Show: 10 \$
			< 1	>				
Digital	Assess						Terms and condition	ns © DigitalAssess 2017

3) Select Choose Files to navigate your local folders or you can drag and drop.

Multiple file upload is not allowed.

O Mana	Upload new files for Jon Learner2						×	Jon Assessor 🌡 (Teather) Los out 🗘
Menu	Upload File(s)							
Level 2 N	Orop files here or click to select filem							
Component I	Choose Files Upload Files							
						· · · · · · · · · · · · · · · · · · ·	Cancel	
Open (17)	Avraiting Marking (0) Marked (0)							
Individual S	tudent Progress				s	howing: most co	mplete le	ast 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	I	0	0/9	09	Upload View Pro	and tag files ogress
Jon Learner	Level 2 NVQ Diploma in Beauty Therapy General	8 / 10	ı	0	08	<u>618</u>	Upload I	and tag files ogress
view more	i							
Latest Act	ivity				Showing:	Activity News	Eeed Sho	w: 10 ¢
			< 1 >					
DigitalAs	ssess				т	erms and conditio	ns © Digi	talAssess 2017
0								

Uploading and tagging files\_v3.0 November 2022 Information classification: Public If printed this document becomes uncontrolled Document Reference Number 3GUCD51



4) Once you have selected the file select Upload Files.

) Menu	Upload File(s)						
Level 2 N	Client consultation card.docx (22.38KB) x Drop new files here or click to change them						
Component I	Choose Files Upload Files						
Open (17)	whether marking (u) in market (u)						Cancel
Individual S	tudent Progress				SI	nowing: most cor	mplete least.complet
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		0	09	0/9	Upload and tag files View Progress
Jon Learner view more	Level 2 NVQ Diploma in Beauty Therapy General	8 / 10	1	0	68	08	Upload and tag file: View Progress
Latest Act	ivity				Showing M	ly Activity News	Feed Show: 10 \$
			< 1 >				
DigitalA	ecace				Te	arms and condition	ns © DigitalAssess 2

## 1.1. Tagging files

1) Now you have uploaded the file, you can select where within the learner's portfolio you want to tag (attach) the evidence file to.

There are 3 levels of tagging: Unit, Learning Outcome and Assessment Criteria.

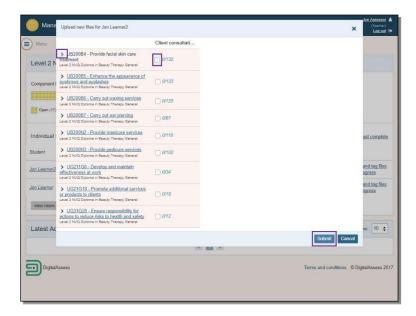
Mana	Upload new files for Jon Learner2				acher) acher) a <u>q out</u> (+
Menu		Client consultati			
Level 2 N	UB20084 - Provide facial skin care treatment Level 2 NVQ Diploma in Beauty Therapy General	<b>0</b> 132			
Component I	> UB200B5 - Enhance the appearance of oyobrows and oyolashos Lavel 2 NVQ Diptoma in Beauty Therapy General	0/133			
	> UB200B6 - Carry out waxing services Level 2 NVQ Diploma in Beauty Therapy General	0/125			
Open (17)	> UB200B7 - Carry out ear plercing Level 2 NVQ Diploma in Beauty Therapy General	0/87			
Individual :	UB200N2 - Provide manicure services     Level 2 NVQ Diploma in Beauty Therapy General	() ar116		ast.con	nplete
Student	UB200N3 - Provide pedicure services Level 2 NVQ Diploms in Beauty Therapy General	01102			
Jon Learner2	UG211G8 - Develop and maintain effectiveness at work Level 2 NVQ Diploma in Beauty Therapy General	034		and tag ogress	
<u>Jon Learner</u>	UG21G18 - Promote additional services or products to clients Level 2 NVQ Diploms in Beauty Therapy General	019		and tag ogress	
view more.	UG31G20 - Ensure responsibility for actions to reduce risks to health and safety Level 2 NVQ Diptoma in Beauty Therapy General	0/12			
Latest Ac			· · · · · · · · · · · · · · · · · · ·	w. 10	D \$
			Submit Can	el	
		12			
Digital	Assess		Terms and conditions	© DigitalAsse	xss 201

Document Reference Number 3GUCD51



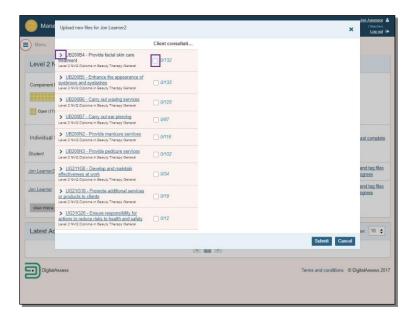
1a) You can tag at unit level - NB tagging at unit level will not sign-off any criteria

>From the unit list, select the unit(s) you want to tag the file to by selecting the appropriate check box >Now select Submit



**1b)** You can tag at Learning Outcome level. Tagging a file at Learning Outcome level will tag the file to, and sign-off all, Assessment Criteria within the tagged Learning Outcome.

>From the unit list, expand the unit you want to tag the file to by selecting the expand icon (>) to the left of the appropriate unit



Uploading and tagging files\_v3.0 November 2022 Information classification: Public If printed this document becomes uncontrolled



>Now select the appropriate Learning Outcome checkbox(es).

Mana	Upload new files for Jon Learner2			X Jon Assessor Log or	
Menu		Client consultati			
Level 2 N	✓ UB20084 - Provide facial skin care treatment Level 2 NVQ Diploma in Beauty Therapy General	0/132			
	Observation Outcome 1				
Component I	LO1 Be able to use safe and effective r when improving and maintaining facial	methods of working I skin condition			
Open (17)		0/10			
Individual	LO1a: Set up and maintain the work area to meet legal, hygiene and treatment requirements			ast.comple	
Student	LO1b: Maintain personal standards of appearance, hygiene and protection that meets accepted industry and organisational requirements				
<u>Jon Learner?</u> Jon Learner	LO1c: Clean tools and equipment using the correct methods			and tag file ogress and tag file	
view more.	LO1d: Use accepted industry hygiene and safety practices throughout the treatment	0		ogress	
Latest Ac	LO1e: Position equipment, materials, yourself and the client to meet the need of the treatment			w; 10	•]
	LO1f: Maintain the client's modesty and privacy at all times				
Digital			-Submit Cano	el talAssess	201

All Assessment Criteria under the selected Learning Outcome will also be tagged with the file.

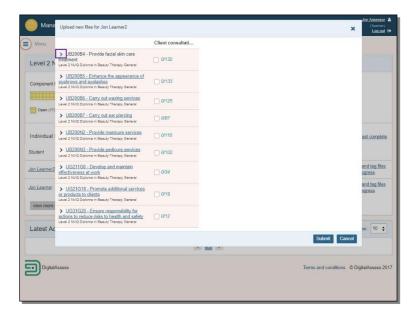
#### >Now select Submit

Mana	Upload new files for Jon Learner2			×	Jon Assessor 🌲 (Teather) Log out 🗘
Menu		Client consultati			
Level 2 N	✓ <u>UB20084</u> - Provide facial skin care treatment Lavel 2 NVQ Diploma in Beauty Therapy General	10/132	-		
	Observation Outcome 1				
Component I	LO1 Be able to use safe and effective r when improving and maintaining facial	nethods of working skin condition			
Open (17)		10/10			
Spon(17)	LO1a: Set up and maintain the work				
Individual	area to meet legal, hygiene and treatment requirements	Ŭ			ast complete
Student	LO1b: Maintain personal standards of appearance, hygiene and protection that meets accepted industry and organisational requirements	•			
Jon Learner2					and tag files ogress
Jon Learner	LO1c: Clean tools and equipment using the correct methods				and tag files
view more.	LO1d: Use accepted industry hygiene and safety practices throughout the treatment	2			ogress
Latest Ac	LO1e: Position equipment, materials, yourself and the client to meet the need of the treatment	ø			w: 10 🛊
	LO1f. Maintain the client's modesty and privacy at all times	8			
Digital			Subr	nit Cancel	talAssess 2017



**1c)** You can tag at individual Assessment Criteria level. Tagging a file at Assessment Criteria level will tag the file to, and sign-off, the individual Assessment Criteria.

>From the unit list, expand the unit you want to tag the file to by selecting the expand icon (>) to the left of the appropriate unit.



>Now select the appropriate Assessment Criteria checkbox(es).

>Now select Submit

Mana	Upload new files for Jon Learner2			×	Jon Assessor 👗 (Teacher) Log out 🕩
Menu		Client consultati			
Level 2 N	✓ UB20084 - Provide facial skin care treatment Level 2 NVΩ Diploma in Beauty Therapy General	2/132			
	Observation Outcome 1				
Component I	LO1 Be able to use safe and effective r when improving and maintaining facial	nethods of working skin condition			
		3/10			
Individual :	LO1a: Set up and maintain the work area to meet legal, hygiene and treatment requirements	2			ast complete
Student	LO1b: Maintain personal standards of appearance, hygiene and protection that meets accepted industry and organisational requirements				
Jon Learner2 Jon Learner	LO1c: Clean tools and equipment using the correct methods				and tag files ogress and tag files
view more.	LO1d: Use accepted industry hygiene and safety practices throughout the treatment				ogress
Latest Ac	LO1e: Position equipment, materials, yourself and the client to meet the need of the treatment				nw: 10 🛊
_	LO1f: Maintain the client's modesty and privacy at all times				
Digital			Submit	ncel	talAssess 2017

Uploading and tagging files\_v3.0 November 2022 Information classification: Public If printed this document becomes uncontrolled



For help and support:

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

Document Reference Number 3GUCD51



## Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	21/06/2019	New document	Customer Support Manager
2	Customer Support Manager	29/06/2021	Document title change	Customer Support Manager
3.0	Customer Support Manager	04/11/2022	Steps 3 and 4 of section 1, and step 1 of section 1.1 amended.	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 Manager	10/07/2019