

ManageAssess

The Homepage and Flyout menu

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1. The Homepage

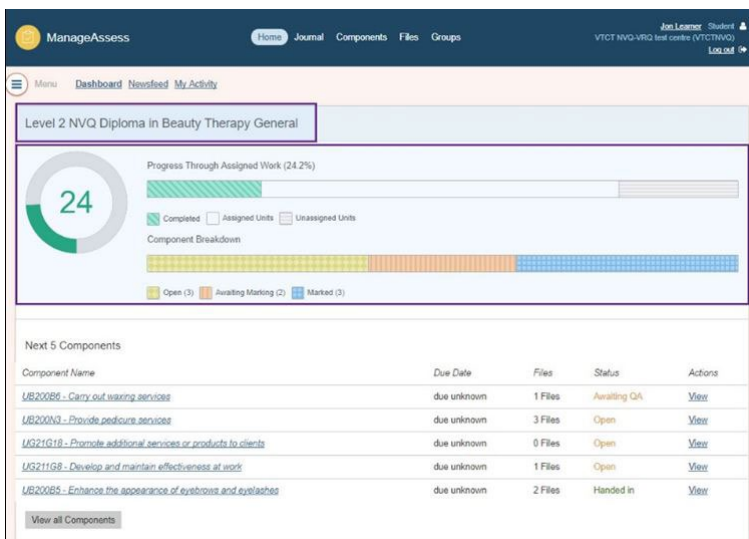
Your homepage provides you with a progress overview of your qualification.

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 Breakdown:

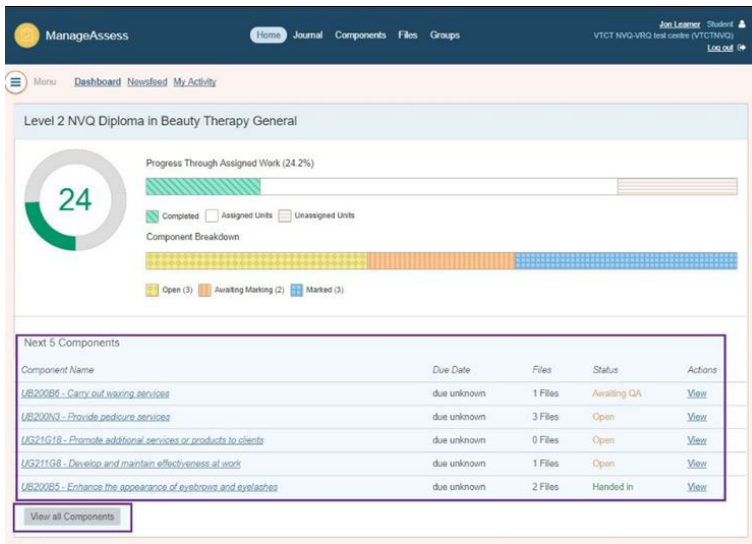
Open = incomplete

Awaiting Marking = handed-in to tutor by you

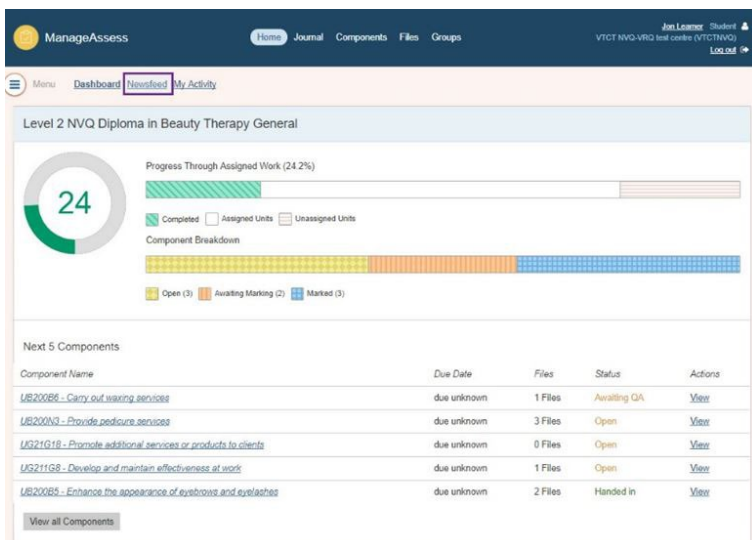
Marked = marked by tutor



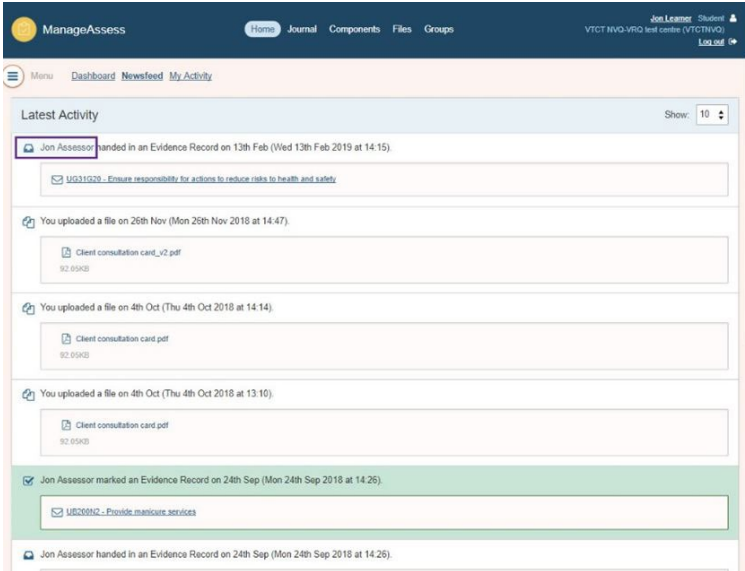
4. Components (units): Your next 5 components, by due date (if an end date has been set by your tutor), are listed.
5. You may have more than 5 components; select View all Components to view all components.



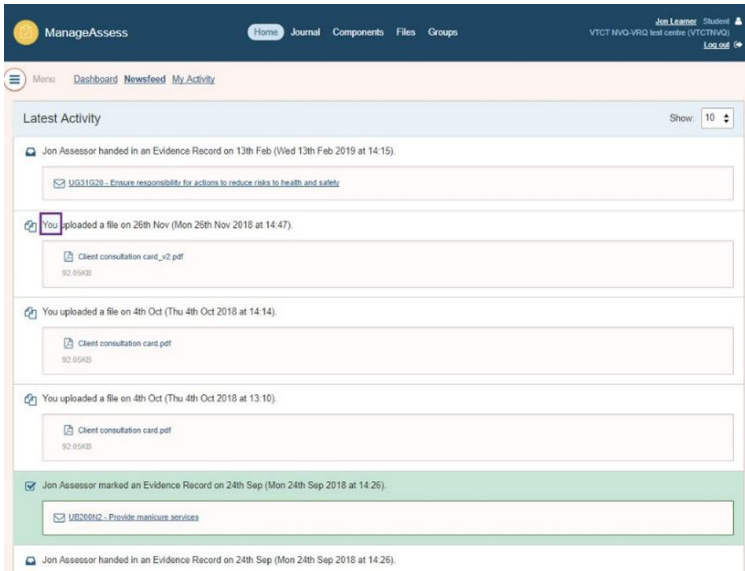
6. Newsfeed: Your Newsfeed is a combination of your activity, and any activity from your portfolio team, tutor for example.



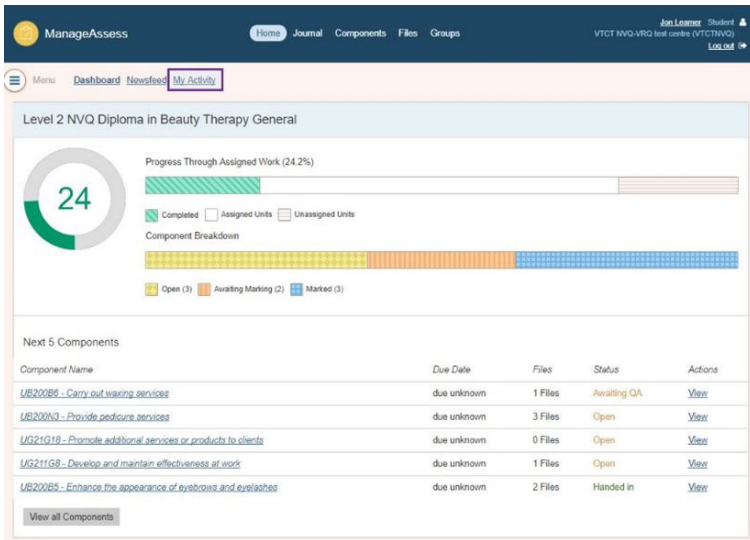
- Activity from your portfolio team, tutor for example, will start with their name; in this instance Jon Assessor.



- Your activity will start with 'You'.



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



Level 2 NVQ Diploma in Beauty Therapy General

Progress Through Assigned Work (24.2%)

24

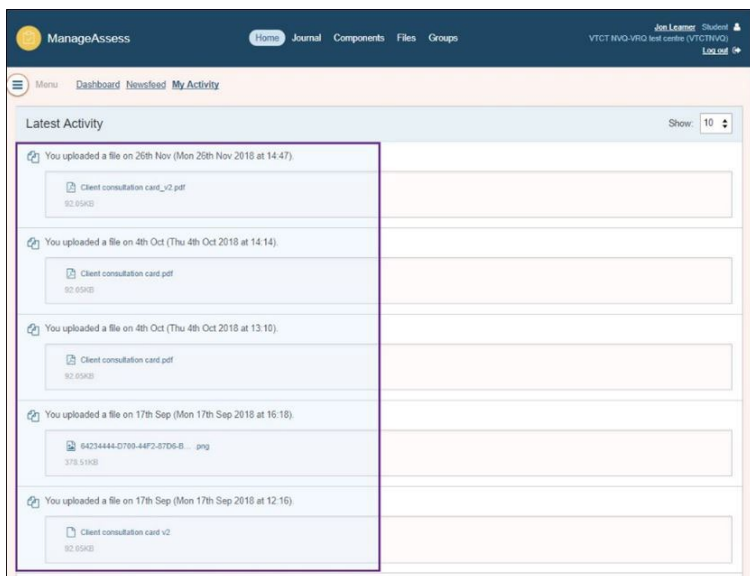
Completed Assigned Units Unassigned Units

Component Breakdown

Open (3) ■ Awaiting Marking (2) ■ Marked (3) ■

Component Name	Due Date	Files	Status	Actions
UB20066 - Carry out waxing services	due unknown	1 Files	Awaiting QA	View
UB20063 - Provide pedicure services	due unknown	3 Files	Open	View
UG21G18 - Promote additional services or products to clients	due unknown	0 Files	Open	View
UG21G8 - Develop and maintain effectiveness of work	due unknown	1 Files	Open	View
UB20065 - Enhance the appearance of eyebrows and eyelashes	due unknown	2 Files	Handed in	View

[View all Components](#)



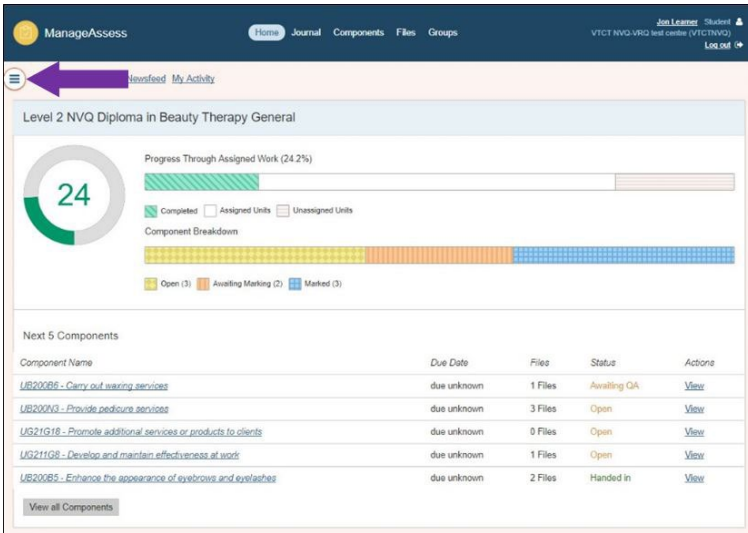
Latest Activity Show: 10

- You uploaded a file on 26th Nov (Mon 26th Nov 2018 at 14:47)
 - Client consultation card_v2.pdf (82.65KB)
- You uploaded a file on 4th Oct (Thu 4th Oct 2018 at 14:14)
 - Client consultation card.pdf (82.65KB)
- You uploaded a file on 4th Oct (Thu 4th Oct 2018 at 13:10)
 - Client consultation card.pdf (82.65KB)
- You uploaded a file on 17th Sep (Mon 17th Sep 2018 at 16:16)
 - 64234444-0769-44F2-87D6-B... .png (3.76.51KB)
- You uploaded a file on 17th Sep (Mon 17th Sep 2018 at 12:16)
 - Client consultation card v2 (82.65KB)



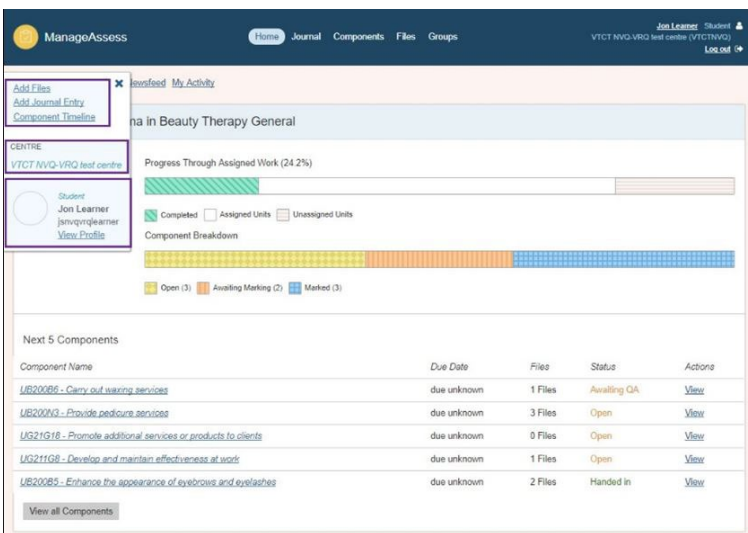
1.1 The Flyout menu

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



2. From the Flyout menu you can:

Add Files; Add a Journal Entry; View a component timeline; View your profile, and change information like your email address and password; View the name of your training provider/college.



For help and support:

- [ManageAssess support page](#)
- Contact your tutor