

ManageAssess

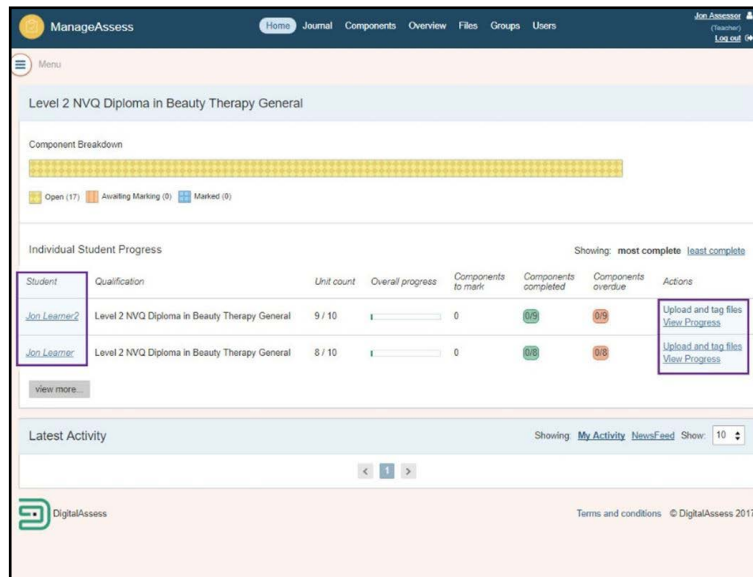
Uploading and Tagging files

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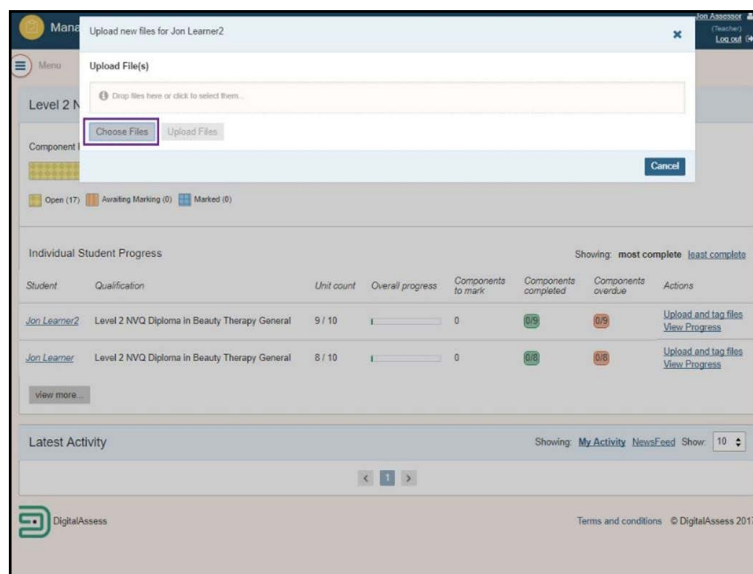
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1. Uploading files

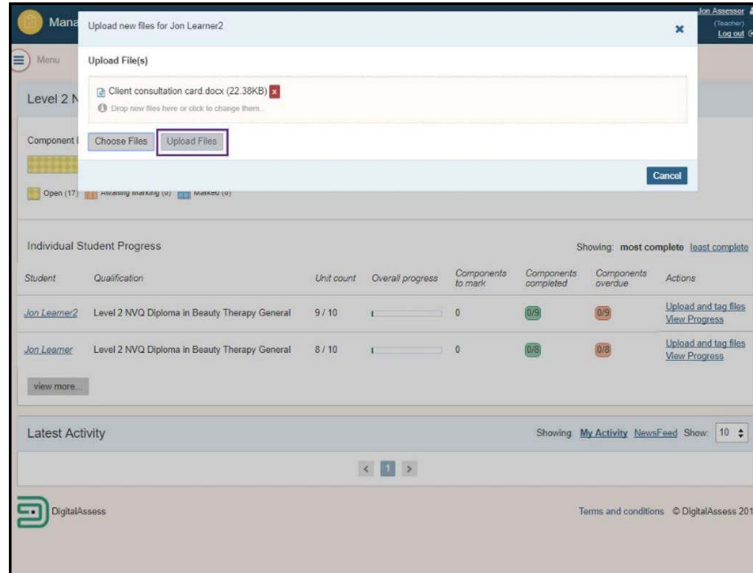
1. There are multiple ways to upload and tag evidence files to a learner’s portfolio. Here we are going to show you quickest and simplest way.
2. From the Home screen, select the ‘Upload and tag files’ link for the learner you want to upload files for.



3. Select ‘Choose Files’ to navigate your local folders or you can drag and drop. You can upload multiple files if the files are saved in one location on the PC. To do this simply select all the files you want to upload in one go.



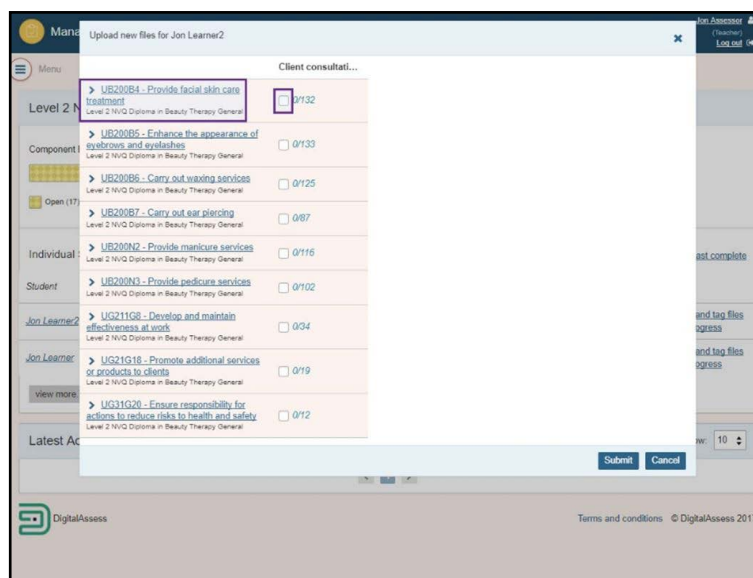
- Once you have selected the file(s), select 'Upload Files'.



1.1. Tagging files

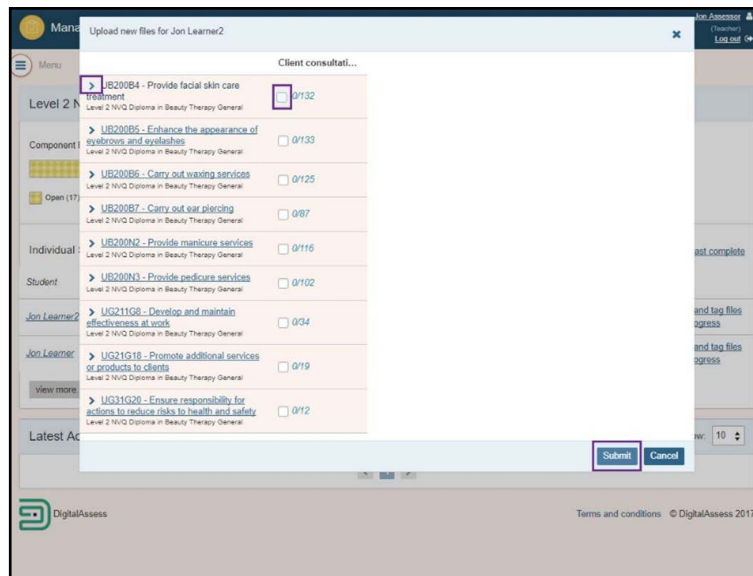
- Now you have uploaded the files, you can select where within the learner's portfolio you want to tag (attach) the evidence file(s) to.

If you uploaded multiple files, you will need to select the tagging location for each file individually. There are 3 levels of tagging: Unit, Learning Outcome and Assessment Criteria level.



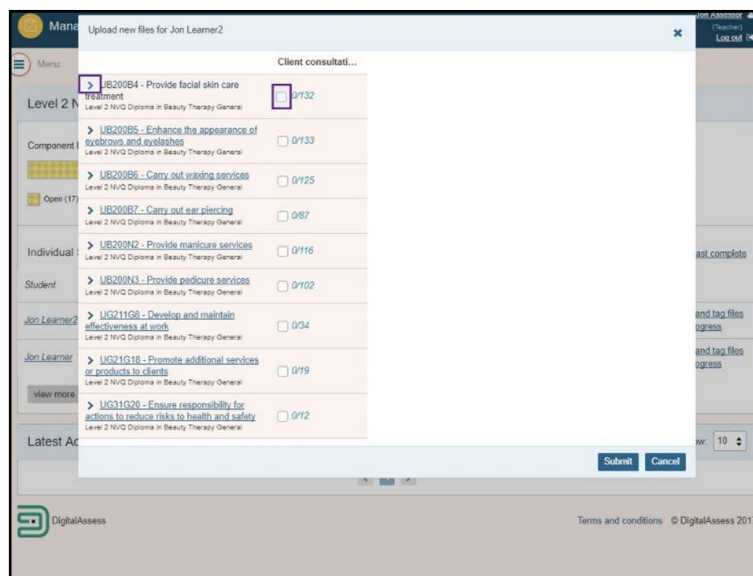
1a) You can tag at unit level - **NB: tagging at unit level will not sign-off any criteria.**

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

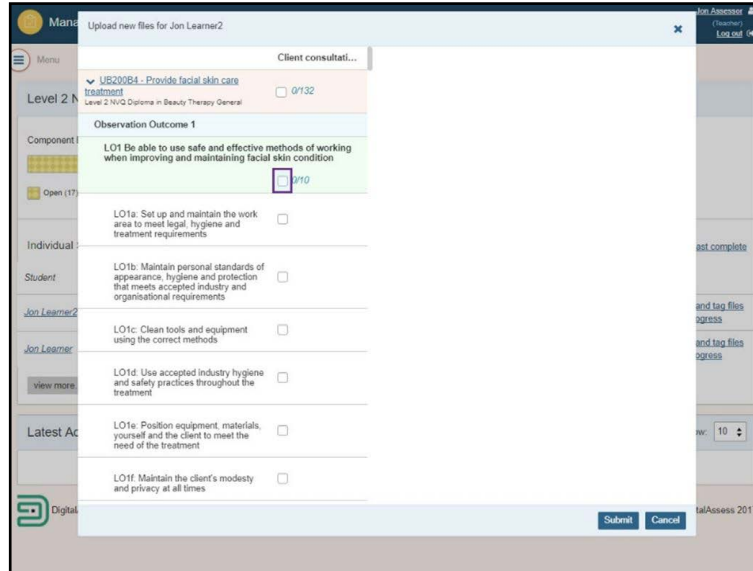


1b) You can tag at Learning Outcome level. Tagging a file at Learning Outcome level will tag the file to, and sign-off all, Assessment Criteria within the tagged Learning Outcome.

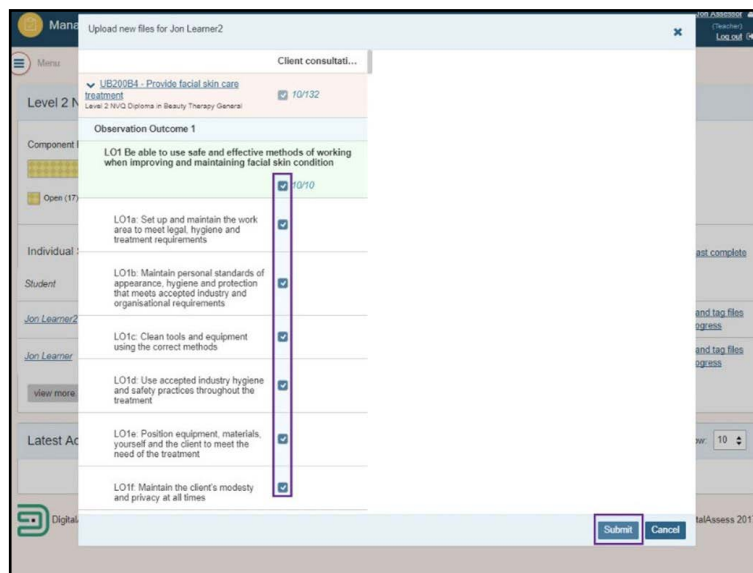
- From the unit list, expand the unit you want to tag the file to by selecting the expand icon ‘(>)’ to the left of the appropriate unit



- Now select the appropriate Learning Outcome checkbox(es)

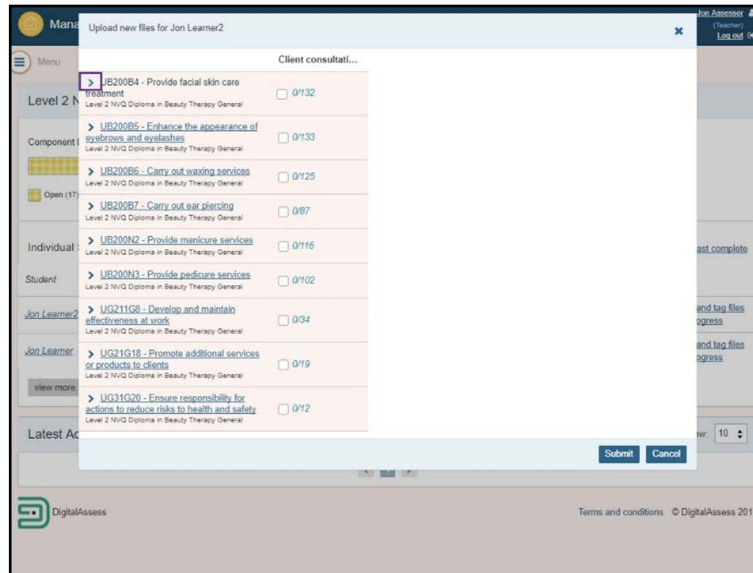


- All Assessment Criteria under the selected Learning Outcome will also be tagged with the file
- Now select 'Submit'

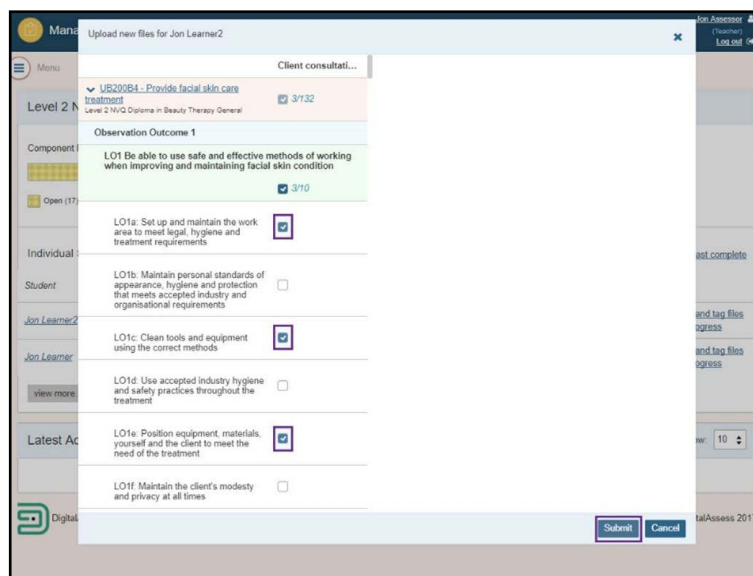


1c) You can tag at individual Assessment Criteria level. Tagging a file at Assessment Criteria level will tag the file to, and sign-off, the individual Assessment Criteria.

- 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’



For help and support:

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