

ManageAssess learner guide

October 2024

Version 1.0



Contents

1.	Lo	ogging in and password reset	3
2.		The Homepage and flyout menu	4
з.		The Journal	6
4.		Evidence record, files and hand-in	7
	4.1.	Evidence record	7
	4.2.	Files	7
	4.3.	Hand-in1	0
5.		Uploading and tagging files on a mobile device	11
	5.1.	Uploading	11
	5.2.	Tagging the file1	4
	5.3.	Help and support1	4



1. Logging in and password reset

- a. To log in to ManageAssess access the <u>login page</u>.
- b. Enter your login credentials and select 'Sign in'.
 - i. Your login credentials will have been supplied to you via email or in person by your tutor.

Username	Please enter your email
Password	Please enter your password
	Sign in

- c. Upon first login you will be prompted to create a new password.
- d. You will need to authorise access to ManageAssess on the next screen. You will only need to perform this action once.

If you decline then you will be unable to access ManageAssess.

Manage would like to access the following information	
Address information	
Access to your address. Includes country, locality, street and other information.	
Email	
Access to your email address.	
Phone number	
Access to your phone number.	
Basic profile	
Access to your basic information. Includes names, gender, birthdate and other information.	
ManageAssess Authentication Service	
Access to your Title, ULN	
Decline Authorize	

- e. After logging in, you can check and/or add an email address. Having an email address within the system will mean you can reset your password anytime:
 - i. select your name link in the top right of the screen





ii. select the 'Personal' tab and check and/or add your email address

Preferences	Personal	Password	Quota
ULN			
ULN			
Username			
transfertestl	eamer		
Email			
Email			

f. Providing you have an email address associated with your account then you can reset your password anytime via the ManageAssess <u>login page</u>.

Forgot your password? You can reset it here.

- 2. The Homepage and flyout menu
 - a. The homepage Dashboard provides you with a progress overview of your qualification.
 - Qualification title: If you are assigned to more than one qualification this will be listed separately
 - Progress Through Assigned Work: As your tutor signs off evidence your progress will increase
 - Component (unit) Breakdown:
 - Open = incomplete
 - Awaiting Marking = handed-in to tutor by you
 - Marked = marked by tutor
 - o Completed = when components (units) are marked by the tutor they will also show as completed

Mirss Dashboard	Nonlord My Activity				
Level 2 NVQ Diplo	ma in Beauty Therapy General				
24	Progress Through Assigned Work (24.2%)				
	Cpen (3) and Availing Maring (2) and Marined (3)				
Next 5 Components	Cepen (1) 🔣 Averating Marting (2) 👪 Martine (2)	Due Date	Fies	Status	Actors
Next 5 Components Component Name J820086 - Carry out ward	Care () Care (Due Date due unknown	Files 1 Files	Stelus Analiting QA	Actona Yien
Next 5 Components Component Name /820086 - Camy out ware	Cons (); Anasting Making (); Maked ()	Due Date due unknown due unknown	Files 1 Files 3 Files	Status Amating QA Open	Actons Vien Vien
Next 5 Components Component Name 1820086 - Ceny out ward 18200143 - Provide pedio 18210143 - Provide pedio	Comer (2)	Due Date due unknown due unknown due unknown	Files 1 Files 3 Files 0 Files	Stelus Availing QA Open Open	Actions Mem Mem Mem Mem
Next 5 Components Component Name J820081 - Carry out warr J820031 - Provide pedia J821031 - Provide pedia J821031 - Develop and s	Cancias and ansies a constraint for the set and an	Due Dele due unknown due unknown due unknown due unknown	Files 1 Files 3 Files 0 Files 1 Files	Stetus Availiting DA Open Open	Actons Men Men Men Men Men
Next 5 Components Tomporent Name 820086 - Cary out wan 820010 - Provide peck 9201018 - Drovelage and 920108 - Drovelage and 820085 - Enhance the a	ng Anninas et anninas	Due Date dua unknown dua unknown dua unknown dua unknown dua unknown	Files 1 Files 3 Files 0 Files 1 Files 2 Files	Status Avratiting DA Open Open Open Handed in	Actons Men Men Men Men Men Men Men



b. Components (units): Your next 5 components, by due date (if an end date has been set by your tutor), are listed.

You may have more than 5 components; select 'View all Components' to view all components.

Menu Dashboard N	evisleed. My Activity				
Level 2 NVQ Diplon	a in Beauty Therapy General				
24	Progress Through Assigned Work (24.2%)	I Units			
	Open (3) 🔛 Awaiting Marking (2) 🏭 Marked	(3)			
Next 5 Components	Deen (3) 🏢 Awaiting Marking (2) 🏪 Marked	(3)			
Next 5 Components Component Name	Cpen (3) 🚻 Awaling Marking (2) 🔡 Marked	(3) Due Date	Files	Status	Actions
Next 5 Components Component Name 1820086 - Carry out waxing	Copen (3) () Awating Marting (2) () Narked	(3) Due Dete due unknown	Files 1 Files	Status Awating QA	Actions <u>View</u>
Next 5 Components Component Name 1820085 - Carry out waxing 1820013 - Provide pedicare	Copen (3) Awating Marking (2) Markad	(i) Due Date due unknown due unknown	Files 1 Files 3 Files	Status Awaiting QA Open	Actions <u>View</u> View
Next 5 Components Component Name (820086 - Cany out waxing (820013 - Provide pedicure (821013 - Provide pedicure	Copen (3) Availing Marking (2) Marked	(3) Due Date due unknown due unknown due unknown due unknown	Files 1 Files 3 Files 0 Files	Status Awatting QA Open Open	Actions Mew View Mew
Next 5 Components Xamponent Name 1820086 - Cany out waring 1820013 - Provide pedicurs 2021G18 - Provide additio 15211G8 - Develop and ma	Open (3) Austing Maring (2) Marked Annices Annices annices annices renn affectiveness at work	0) Due Date due unknown due unknown due unknown due unknown	Files 1 Files 3 Files 0 Files 1 Files	Status Awaling QA Open Open Open	Actions View View View View
Next 5 Components Component Name B20088 - Carry out waxing B20083 - Provide addicro IS21018 - Provide addicro IS21018 - Provide addicro IS21058 - Enhance the app	Copen (3) (1) Awating Marting (2) (1) Marked .denvices .services relaxervices or products for offentis nation effectiveness at works estances of experiores and explacities	(2) Due Date due unknown due unknown due unknown due unknown due unknown due unknown due unknown	Files 1 Files 3 Files 0 Files 1 Files 2 Files	Status Awating QA Open Open Open Handod in	Actions Mow Mow Mow Mow

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



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

Dashboard Newsfeed My Activity

e. The flyout menu provides you with quick access to some areas of your portfolio:



- a. Add files
- b. Add a journal entry
- c. Component timeline
- d. Name of your training centre
- e. View your profile



3. The Journal



- a. You can use the journal to make posts. You can make posts on your own personal journal or you can make a group post so that your peers can view them.
 - a. Who can view personal posts?
 - i. only you can view personal posts
 - b. Who can view group posts?
 - i. your tutor; your peers that are allocated to your group
- b. When on the journal page select 'Add New Entry' to make a post.



c. From the 'Group' dropdown select whether this a personal or group post.

Group	
None - this is a post for my journal	\$

d. Give the post a title and add the post content.

Post Title	
Post Title	
Post Content	
Bold Italic Underline	
1	

- e. You can also:
 - a. Tag new files to the post
 - b. Tag files previously uploaded
 - c. Tag the post to a specific component (unit)

Related Files
No files added to this post.
upload new manage tagged files
Tagged Component
No Component added to this post.
tag post to Component



f. Once your post is complete select 'Add Post'.



4. Evidence record, files and hand-in

4.1. Evidence record

- a. The Evidence Record provides you with a unit breakdown of progress, files uploaded, the unit description and any default resources.
- b. To access the Evidence Record, from your Home page select 'View' for the component (unit) that you want to access.

Component Name	Due Date	Files	Status	Actions
UHB26 - Develop and maintain your effectiveness at work	due unknown	0 Files	Open	View
UHB34 - Create basic outlines and detailing in hair	due unknown	0 Files	Open	<u>View</u>
UHB33 - Dry and finish men's hair	due unknown	0 Files	Open	<u>View</u>
UHB31 - Cut men's hair using basic techniques	due unknown	0 Files	Open	View
UHB32 - Cut facial hair to shape using basic techniques	due unknown	0 Files	Open	<u>View</u>

c. You may have more components (units) than the ones listed; select 'View all Components' to view more.



4.2. Files

As you progress through your qualification you will gather evidence, for example consultation sheets and photos.

After gathering this evidence you can to upload and tag it to your portfolio.

a. To upload files select Files from the top menu.





b. Any files previously uploaded will be displayed. You can manage files from this page.



c. To upload a new file select 'Upload Files'.



d. Select 'Choose File', then locate and select the file you want to upload.

Upload new files for	or TransferTest	Learner
Upload File(s)		
1 Drop files here	or click to select t	hem
Choose Files	Upload Files	

e. Once you have located and selected the file, select 'Upload Files'.

Upload new files f	or TransferTest Learner
Upload File(s)	
Learner file 1 Drop new files	I.docx (11.04KB) ×
Choose Files	Upload Files



- f. You can now select where within your portfolio to tag the file to.
 - a. You can tag the file to a whole unit



b. You can tag the file to individual unit components

Upload new files for TransferTest Learner	
	Learner file 1.docx
✓ UHB25 - Shampoo, condition and treat the hair and scalp Level 2 NVQ Diploma in Barbering	0/44
Observation Outcome 1	
LO1 Be able to shampoo, condition and scalp	d treat the hair and
	□ 1/6
LO1a: Prepare for shampooing, conditioning and treatment services	
LO1b: Apply safe and hygienic methods of working throughout services	
LO1c: Consult with clients about services and outcomes of tests	

g. Once you have tagged the file select 'Submit'





4.3.Hand-in

You can hand-in a unit to your tutor. It is not mandatory to hand-in units – you should discuss the use of this feature with your tutor.

NB: Handing in a unit locks it down and prevents you from interacting with it.

Your tutor can also hand-in a unit to their Internal Quality Assurer for the next stage of marking. Again this will lock it down and prevent you from interacting with it.

a. To access the Evidence Record, from your Home page select 'View' for the component (unit) that you want to access.

Component Name	Due Date	Files	Status	Actions
UHB26 - Develop and maintain your effectiveness at work	due unknown	0 Files	Open	View
UHB34 - Create basic outlines and detailing in hair	due unknown	0 Files	Open	View
UHB33 - Dry and finish men's hair	due unknown	0 Files	Open	View
UHB31 - Cut men's hair using basic techniques	due unknown	0 Files	Open	View
UHB32 - Cut facial hair to shape using basic techniques	due unknown	0 Files	Open	View

b. You may have more components (units) than the ones listed; select 'View all Components' to view more.



c. Scroll to bottom of the next screen and select 'Hand In'.



d. Select 'Hand in' or 'Cancel' to go back.

Are you sure you want to hand in all work for this Component, to be marked?		×
You will not be able to add additional work if you do this.		
	Cancel	Hand in



5. Uploading and tagging files on a mobile device

5.1. Uploading

- a. Log in to ManageAssess in the usual way using the applicable internet browser on your device.
- b. Once logged in, select the Flyout menu button.



c. Select Add Files.





d. Select Upload Files.



e. Select Choose Files.





f. Select whether you want to take a photo or video or select from your existing photo library. You can only upload one file at a time.

The wording of the available options may vary depending on your operating system.



g. Once you have selected your file, select Upload Files.





5.2. Tagging the file

a. Select which unit you want to tag the file to. You can tag a file to a unit by selecting the relevant check box.

You can tag a file to specific criteria within a unit. First expand the unit, and then select the relevant criteria check box.



b. After making your tagging choices select 'Submit'.



5.3. Help and support

Please contact your tutor/centre of study for support with using ManageAssess.



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1.0	Customer Support Manager	15/10/2024	All previous learner guides aligned; Contact transferred to re-brand template	Customer Support Manager

Document Review

Role	Review Status
Customer Support Associated	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Associate	Customer Support Manager

Document Sign-off

Role	Sign-off Date
Customer Support Manager	15/10/2024