

ManageAssess learner guide

October 2024

Version 1.0

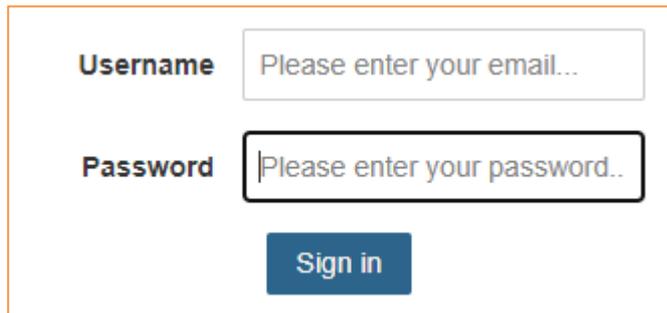
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1. Logging in and password reset

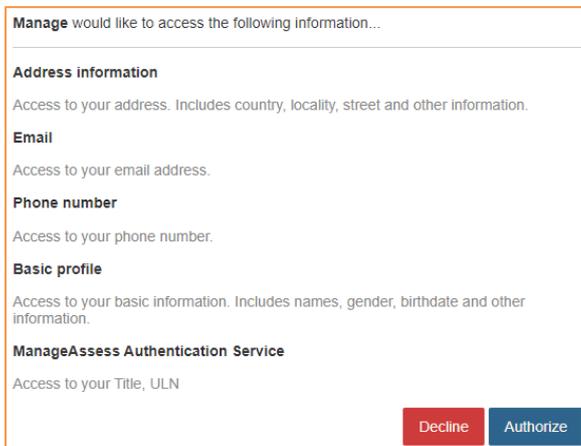
- a. To log in to ManageAssess access the [login page](#).
- b. Enter your login credentials and select ‘Sign in’.
 - i. Your login credentials will have been supplied to you via email or in person by your tutor.



The screenshot shows a login form with two input fields and a button. The first field is labeled 'Username' and contains the placeholder text 'Please enter your email...'. The second field is labeled 'Password' and contains the placeholder text 'Please enter your password..'. Below the fields is a blue button labeled '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.



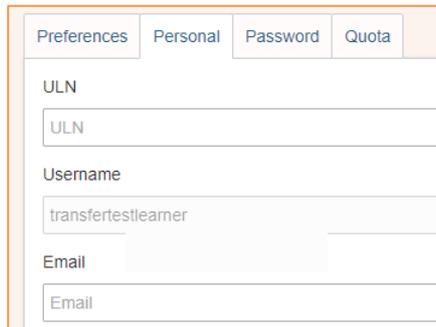
The screenshot shows an authorization screen with the title 'Manage would like to access the following information...'. It lists several categories of information: 'Address information' (Access to your address. Includes country, locality, street and other information.), 'Email' (Access to your email address.), 'Phone number' (Access to your phone number.), 'Basic profile' (Access to your basic information. Includes names, gender, birthdate and other information.), and 'ManageAssess Authentication Service' (Access to your Title, ULN). At the bottom right, there are two buttons: 'Decline' (red) and 'Authorize' (blue).

- 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



The screenshot shows a dark blue header bar with the text 'Transfer' on the left and 'Student' followed by a white user icon on the right.

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



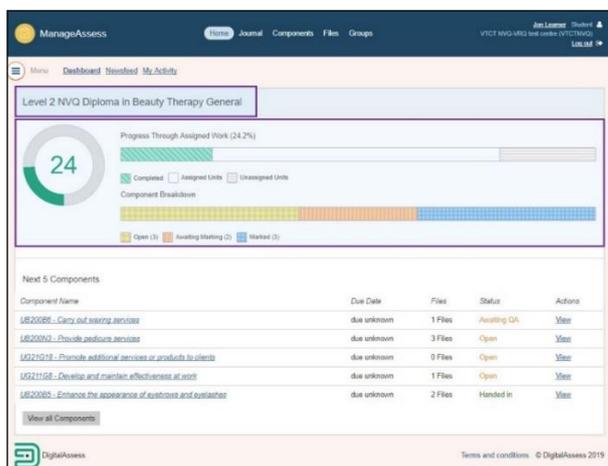
The screenshot shows a web interface with four tabs: 'Preferences', 'Personal', 'Password', and 'Quota'. The 'Personal' tab is active. It contains three input fields: 'ULN' (with a placeholder 'ULN'), 'Username' (with the text 'transfertestlearner'), and 'Email' (with a placeholder 'Email').

- f. Providing you have an email address associated with your account then you can reset your password anytime via the ManageAssess [login page](#).

Forgot your password? You can reset it here.

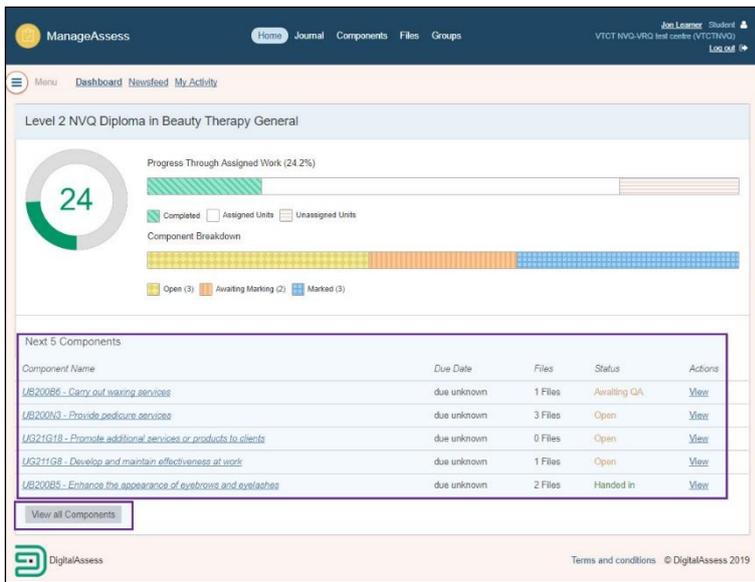
2. The Homepage and flyout menu

- 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
 - Completed = when components (units) are marked by the tutor they will also show as completed



- 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.



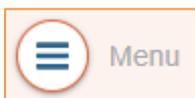
- c. Newsfeed: Your Newsfeed is a combination of your activity, and any activity from your portfolio team, tutor for example.



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

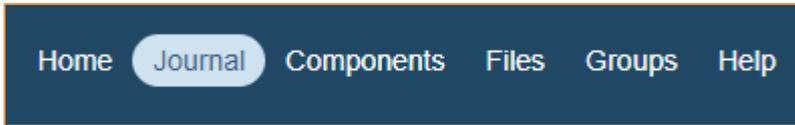


- e. The flyout menu provides you with quick access to some areas of your portfolio:

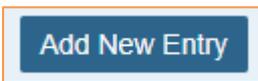


- a. Add files
- b. Add a journal entry
- c. Component timeline
- d. Name of your training centre
- e. View your profile

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.



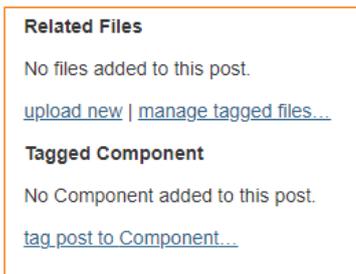
- c. From the 'Group' dropdown select whether this a personal or group post.



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



- 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)



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



4. Evidence record, files and hand-in

4.1. Evidence record

- The Evidence Record provides you with a unit breakdown of progress, files uploaded, the unit description and any default resources.
- 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

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



4.2. Files

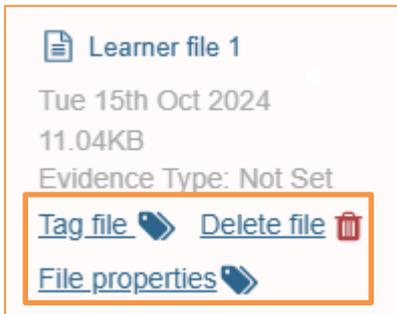
As you progress through your qualification you will gather evidence, for example consultation sheets and photos.

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

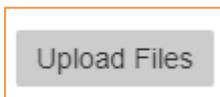
- To upload files select Files from the top menu.



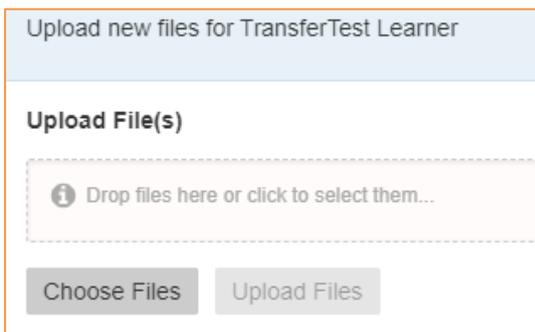
b. Any files previously uploaded will be displayed. You can manage files from this page.



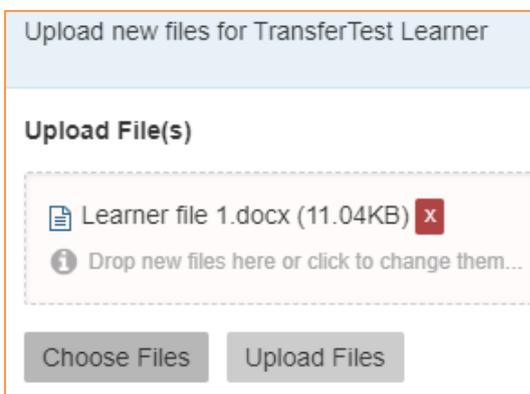
c. To upload a new file select 'Upload Files'.



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



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

Upload new files for TransferTest Learner

Learner file 1.docx

> UHB25 - Shampoo, condition and treat the hair and scalp <small>Level 2 NVQ Diploma in Barbering</small>	<input type="checkbox"/> 0/44
> UHB26 - Develop and maintain your effectiveness at work <small>Level 2 NVQ Diploma in Barbering</small>	<input type="checkbox"/> 0/15
> UHB31 - Cut men's hair using basic techniques <small>Level 2 NVQ Diploma in Barbering</small>	<input type="checkbox"/> 0/58

- b. You can tag the file to individual unit components

Upload new files for TransferTest Learner

Learner file 1.docx

<div style="border: 1px solid #ccc; padding: 2px;"> ▼ UHB25 - Shampoo, condition and treat the hair and scalp <small>Level 2 NVQ Diploma in Barbering</small> </div>	<input type="checkbox"/> 0/44
Observation Outcome 1	
LO1 Be able to shampoo, condition and treat the hair and scalp	
LO1a: Prepare for shampooing, conditioning and treatment services	<input type="checkbox"/> 0/6
LO1b: Apply safe and hygienic methods of working throughout services	<input type="checkbox"/>
LO1c: Consult with clients about services and outcomes of tests	<input type="checkbox"/>

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

Submit

Cancel

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.

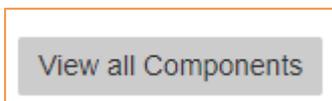
NB: Handing in a unit locks it down and prevents you from interacting with it.

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

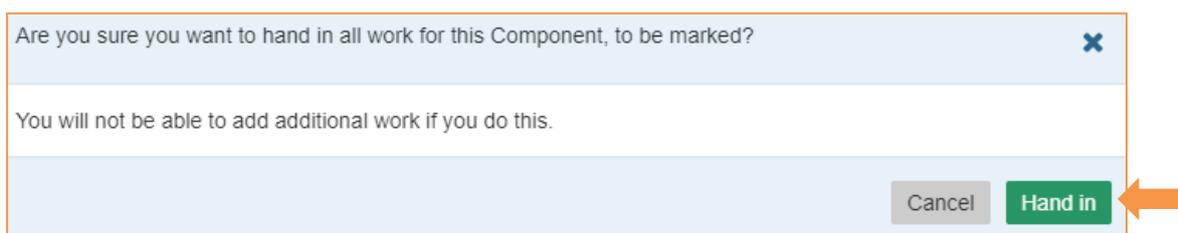
- b. You may have more components (units) than the ones listed; select ‘View all Components’ to view more.



- c. Scroll to bottom of the next screen and select ‘Hand In’.



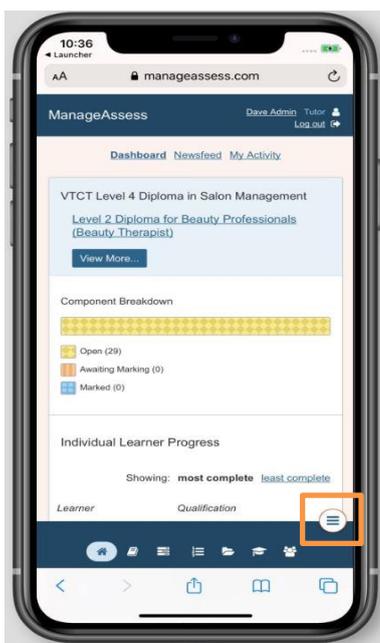
- d. Select ‘Hand in’ or ‘Cancel’ to go back.



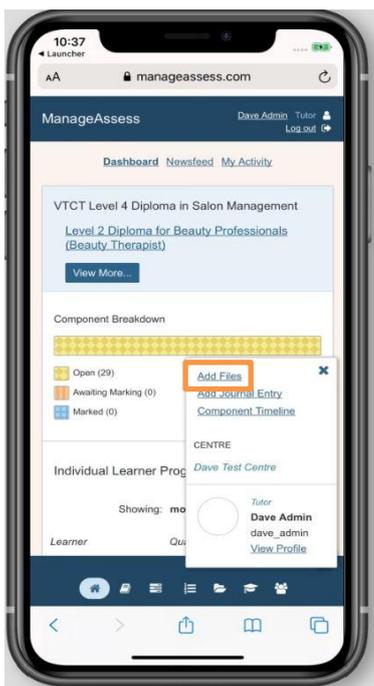
5. Uploading and tagging files on a mobile device

5.1. Uploading

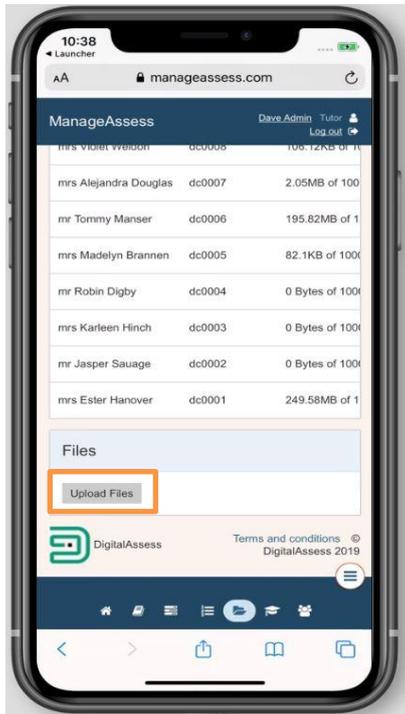
- a. [Log in](#) to ManageAssess in the usual way using the applicable internet browser on your device.
- b. Once logged in, select the Flyout menu button.



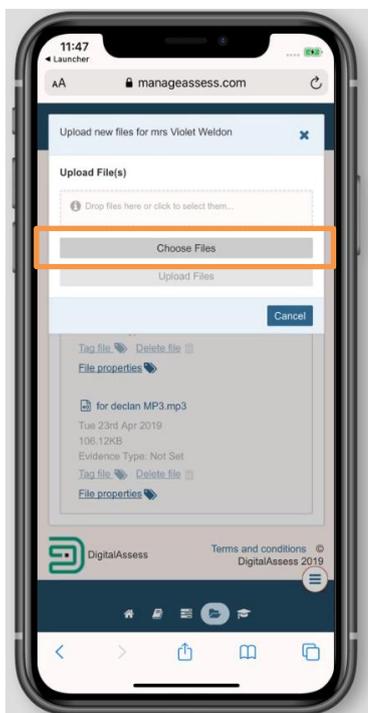
- c. Select Add Files.



d. Select Upload Files.

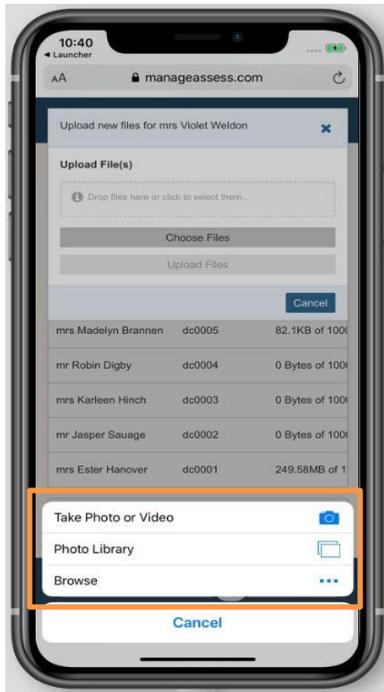


e. Select Choose Files.

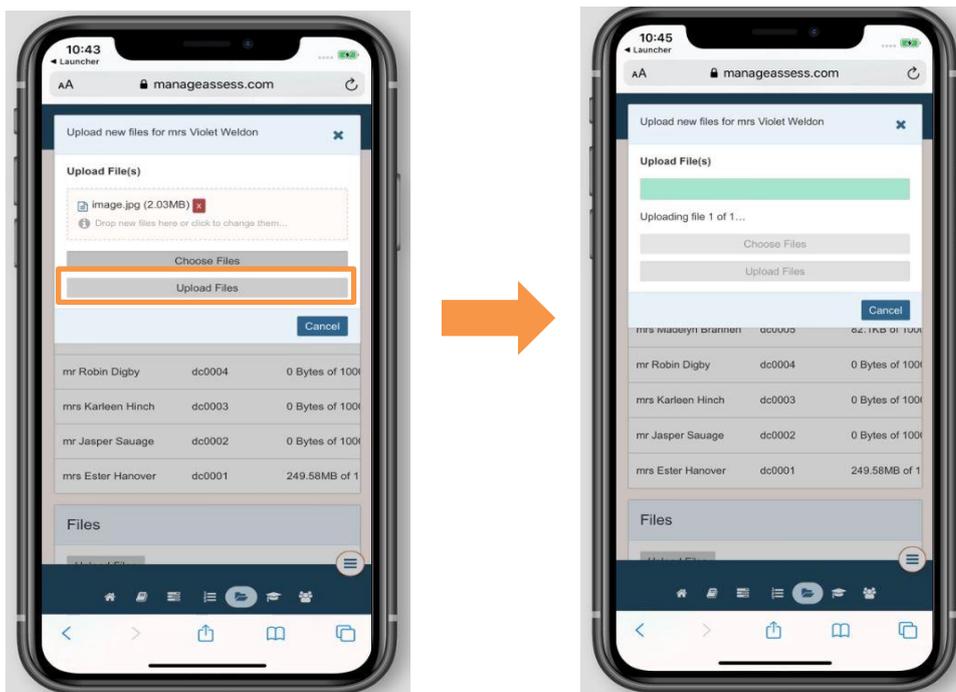


- f. Select whether you want to take a photo or video or select from your existing photo library. You can only upload one file at a time.

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



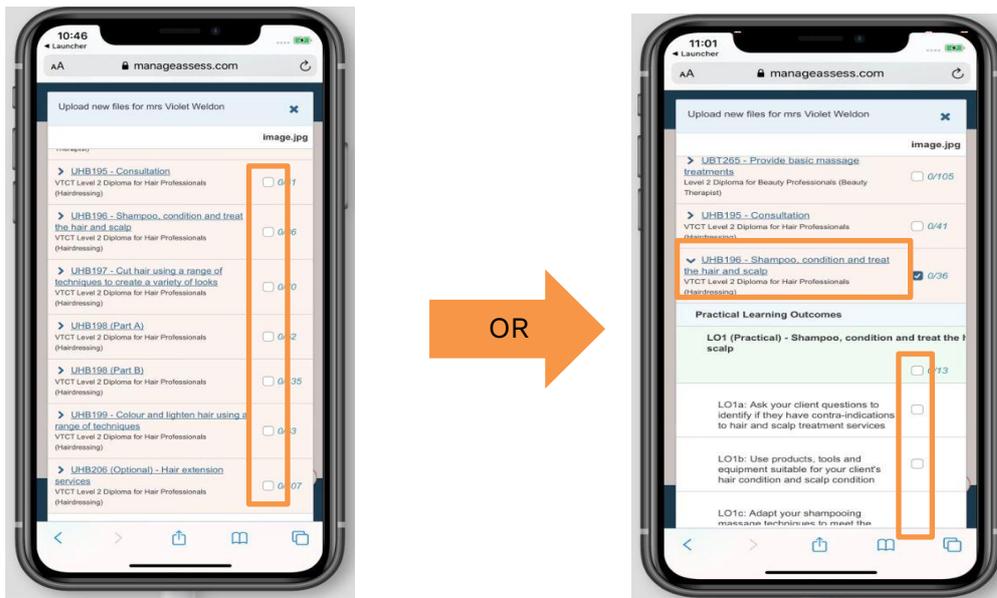
- g. Once you have selected your file, select Upload Files.



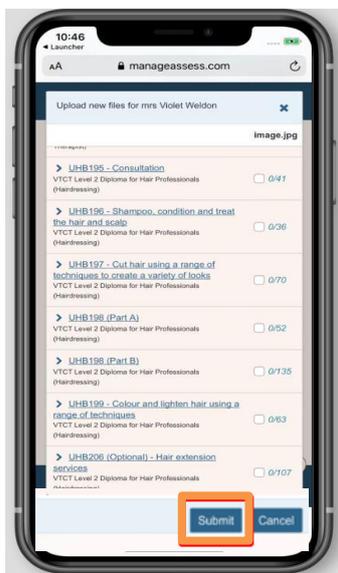
5.2. Tagging the file

- 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