



How to sign off an Activity and attach evidence to be pre-mapped

Welcome, Assessor Smith (AS)

Helen Wilkes - 50093423 EDI Level 2 Certificate in Principles of Business and Administration

Learner Name: Helen Wilkes
 Course Name: 50093423 EDI Level 2 Certif
 Assessor Name: Assessor Smith
 Last review was 8 week(s) ago.

Progress: 23 % 42 % 69 %

Session No:	Date:	Start:	End:	Type:	Assessor:	Attended:	To Do:	Learner Feedback:
Session 2	02/11/2015	10:00	11:00	General	Assessor Smith	Attended		
Session 1	08/09/2015	12:00	14:00	Formal Review	danny Assessor			

Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Activity	bfdsn gxdf	gxdf gdf's gxdf gxdf gxdf		Unit CT182 / Unit CT183 / Unit CT184					Evidence

Step 1: Click on the word Evidence in the activity.

Step 2: You can browse and upload the evidence if you have it saved locally on your computer

AND/OR

You can select the evidence from the evidence list

Select evidence format:

Upload File Link Using URL Paper Hardcopy Use other completed units Select Form

Select Browse to upload evidence from your hard disk. This will then be added to your Evidence Library below where you can cross reference it across your mandatory and optional units.

Choose File No file chosen Upload

Map evidence files to the task

Map	Evidence	Description	Date Uploaded	Size	Type
<input type="checkbox"/>	Example learner work.jpg	Example learner work	19/06/2013	659.18KB	PE,
<input type="checkbox"/>	Sales spreadsheet	Sales spreadsheet	28/05/2015	10.01KB	PE,
<input checked="" type="checkbox"/>	Workbook 1	This is a workbook...	20/05/2015	939.29KB	OT,

Step 3: Provide feedback on the activity

Step 4: Input the time of how long the learner spent completing this activity

Step 5: finally set the status as completed and click save.

Action Feedback:

Target Date: 17/11/2015

Time Spent Mins:

Mark as Completed

Once you mark this as completed, the system will automatically attach any evidence you have selected and fill in all pre defined mapping for you, simply select from the drop down below:

Status: not started

Save



Jeff Newman - 50093009 EDI Level 2 NVQ Certificate in Business and Administration

New session
Unit Progress
Evidence Library

Session
Action with
Activities/Actions

Status
Type
Unit

Learner Name: Jeff Newman
Course Name: 50093009 EDI Level 2 NVQ Cr
Assessor Name: Assessor Smith
Last review was 8 week(s) ago.

Progress: 36 % 39 % 100 %

36 % 52 % 85 %

Session No: Date: Start: End: Type: Assessor: Attended: To Do: Learner Feedback:

Session 25 23/07/2015 12:00 14:00 General danny Assessor

Planning notes :
Session Feedback :

Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Activity	Workbook 1	dg s gds gds gds gs gds gds		Unit CU449	17/11/2015				Evidence:

33 % 48 % 74 %

Session 24 28/06/2015 10:00 11:00 Formal Review Assessor Smith

ILP:
Assessment:
Review:
General:
Evidence:

You will now return to the learning plan. Here the activity will be completed with the evidence attached

Click on the Green Tick to view and check the pre mappings have been completed.