



## How to create an Activity

### Step 1:

Click on Activity Library Tab

The screenshot shows the 'Activity Library' tab highlighted in the top navigation bar. Below the navigation bar, the dashboard displays a welcome message for 'Assessor Smith (AS)' and a grid of activity cards for 'Today', 'Next 7 Days', and 'Overdue'. A 'NEW 1 Evidence' card is prominent. On the right, there are two pie charts showing learner progress: one for '8 Learners' (5 NOT on Track) and another for '5 to complete within 3 months' (3 NOT on Track). At the bottom, there are buttons for 'Assessor 8 Dashboard', 'Admin Actions', and 'Reports'.

### Step 2:

Filter and Select the course you are creating the activity for

The screenshot shows the 'Activity Library' page. The 'Course' filter dropdown menu is open, showing a list of courses. The selected course is '50111942 CRG Level 3 NVQ Diploma in Health and Social Care (Adults) for England'. Below the filter, there is a table with columns for 'Sequence No.', 'Activity name', 'Unit', and 'Actions'. A 'Create Activity' button is visible next to the 'Course' dropdown. A legend box at the bottom contains instructions: 'Map activity to assessment criteria.', 'Upload files to the activity.', and 'Edit your activity.'

### Step 3:

Click on Create Activity

This screenshot is identical to the previous one, but with a black arrow pointing to the 'Create Activity' button located next to the 'Course' dropdown menu.

## Step 4:

Select units the activity will be relevant for.

And complete the requested information including:

Activity Name,

Activity Description,

Sequence Number (if required)

Then click Submit

Course: 1st4sport Level 3 Certificate in Understanding Sports Performance (QCF) 60141761

Unit:  Unit 1 - Understanding technical skills to achieve excellence in sport  
 Unit 2 - Understanding tactical skills to achieve excellence in sport  
 Unit 3 - Understanding physical capability to achieve excellence in sport  
 Unit 4 - Understanding nutrition to achieve excellence in sport  
 Unit 5 - Understanding psychological skills and attitudes in relation to excellence in sport

Activity name: Group Presentation for Technical & Tactical skills inc

Activity Description: Design and deliver a presentation demonstrating your knowledge and understanding of Technical & Tactical Skills also including Physical capabilities to achieve excellence in sport. Refer to the unit requirements when designing the presentation to ensure you cover all required criteria.

Activity doesn't require evidence:

Sequence Number: (Optional)

Submit Cancel/Close

## Step 5:

Click on the blue + icon to select pre mappings to the unit criteria

Welcome, Assessor Smith (AS) Home / Learner Help Guide Logout

Course Filter:  Filter Course: 1st4sport Level 3 Certificate in Understanding Sports Performance (QCF) 60141761

Sequence No.	Activity name	Unit	Actions
1	Group Presentation for Technical & Tactical skills including physical capability	Unit 1 / Unit 2 / Unit 3	<input checked="" type="checkbox"/> Add Activity <input type="checkbox"/> + <input type="checkbox"/> <input type="checkbox"/>

Legend

- Map activity to assessment criteria.
- Upload files to the activity.
- Edit your activity.

## Step 6:

You select the criteria you would like the evidence mapped into once the activity is completed

Then click submit.

AC mappings display: [Show to do](#) | [Hide to know](#) | [Show range](#)

Unit 1 - Understanding technical skills to achieve excellence in sport

Tick	All	1.1	1.2	1.3	2.1	2.2	2.3	2.4	3.1	3.2	3.3	3.4	4.1	4.2	4.3	4.4	4.5	5.1	5.2	5.3	5.4	6.1	6.2	6.3	6.4
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Unit 2 - Understanding tactical skills to achieve excellence in sport

Tick	All	1.1	1.2	1.3	2.1	2.2	2.3	3.1	3.2	3.3	3.4	4.1	4.2	4.3	4.4	4.5	5.1	5.2	5.3	5.4	6.1	6.2	6.3	6.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unit 3 - Understanding physical capability to achieve excellence in sport

Tick	All	1.1	1.2	1.3	2.1	2.2	2.3	2.4	3.1	3.2	3.3	3.4	4.1	4.2	4.3	4.4	5.1	5.2	5.3	5.4	5.5	5.6	5.7	6.1	6.2	6.3	6.4	7.1	7.2	7.3	7.4
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Submit Cancel/Close

**Tip:** If you hover over the criteria number the description will appear.

Welcome, Assessor Smith (AS)

Course Filter:  Filter Course: 11st4sport Level 3 Certificate in Understanding Sports Performance (QCF) 60141761

Sequence No.	Activity name	Unit	Actions
1	Group Presentation for Technical & Tactical skills including physical capability	Unit 1 / Unit 2 / Unit 3	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Legend

- Map activity to assessment criteria.
- Upload files to the activity.
- Edit your activity.

## Step 7:

Click on the green arrow to upload files that are relevant to the activity.

## Step 8:

Select upload file, choose file, browse your local computer then click upload.

The file will then appear in the list. You can upload multiple files to the same activity here.

Click close to exit this screen

Manage Activities Files

Choose files:  Upload File  Link Using URL  Select Form  
Select Browse to upload files from your hard disk.

Choose file:  No file chosen

New file added successfully.

File Name	Dated
<input checked="" type="checkbox"/> Presentation Guidance.docx	04/11/2015 11:07:38

Close/Cancel

You will then be sent back to the initial page to select your course.

The activity is now set up and in the activity library ready to be allocated to learners.