



How to Access set Actions and Activities

Step 1 – Click on the Actions & Activities widget.

Learner with Outstanding Actions.

Type:
 Status: Course:
 Date: From To

Course Name	Type	Action Name	Action Description	Units	Target Date	Status	Learner Status	Edit Action
50087009 Edexcel Level 1 Functional Skills in English	Learner	please complete this action..	please complete this action..	Unit 1	OverDue-22/05/2013	Not Started		Edit
50087009 Edexcel Level 1 Functional Skills in English	Learner	Action 1		OverDue-22/05/2015	Not Started	Completed	Edit
50087009 Edexcel Level 1 Functional Skills in English	Activity	business letter	complete the missing spaces	Unit 2	OverDue-29/05/2015	Not Started		
50087009 Edexcel Level 1 Functional Skills in English	Activity	English	This description.....	Unit 2 / Unit 3	OverDue-31/05/2015	Not Started		
50087009 Edexcel Level 1 Functional Skills in English	Learner	Complete Mock paper	Please complete the mock paper	Unit 1	OverDue-20/06/2015	Not Started	Completed	Edit
6012653X CBG Level 2 Diploma in Work-based Agriculture	Learner	Test LWM	Test LWM Des		Today-19/04/2016	Not Started	Completed	Edit

Actions

Step 2 – click on edit to view the action.

Step 3 – Here you can give feedback and change the status to In progress and Complete.

And click submit

Action

Action on: learner

Action Description:

Action Feedback:

Learner Feedback:

Learner Status:

Target Date:

Time Spent: Mins:

Status:

Action added by Assessor: Smith[A]
Action last updated by: Hilary.Indigo[L]



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50087009 Edexcel Level 1 Functional Skills in English	Activity	English	This description.....	Unit 2 / Unit 3	OverDue-31/05/2015	Not Started		
50087009 Edexcel Level 1 Functional Skills in English	Learner	Complete Mock paper	Please complete the mock paper	Unit 1	OverDue-20/06/2015	Not Started	Completed	Edit
6012653X C&G Level 2 Diploma in Work-based Agriculture	Learner	Test LWM	Test LWM Des		Today-19/04/2016	Not Started	Completed	Edit

Activities:

Step 2 – Click on the Activity Name

Evidence Library | Status: Type: Unit: | Course Name: | Assessor Name:

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
26	20/04/2016	08:00	09:00	General	Assessor: Smith	<input type="checkbox"/>	<input type="text"/>

0% 46% 100%
0% 3% 75%
15% 59% 100%

Action Activity
Files Resource
Teaching/Learning

Planning notes: Session Feedback:

Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Learner	Test LWM	Test LWM Des			19/04/2016		0	●	<input type="button" value="Evidence"/>
Activity	Posts			Unit 380	21/04/2016			●	<input type="button" value="Evidence"/>

ILP:
Assessment:
Review:
General:
Evidence:

Step 3 – In you learning plan, click on the chevron icon to view the attached activities.

Step 5 – upload a file by clicking choose file/browse, select file from your local computer and select upload.

Your evidence will show in the list with a tick.

Click the X to exit this screen.

Your evidence will now sit in the evidence library awaiting your assessor to sign it off.

Step 4 – To upload evidence to the activity, click on Evidence

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.

No file chosen

Map evidence files to the task

Map	Evidence	Description	Date Uploaded	Size	Type	Action
<input checked="" type="checkbox"/>	<input type="checkbox"/>	maths.docx	20/05/2015	13.38KB		<input type="button" value="X"/>