

How to Join a Smart Room Session as an Assessor

OVERVIEW

Smart Assessor uses virtual conferencing rooms which will allow you to conduct remote meetings with Apprentices.

PREPARATION

Ensure that the Smart Room session has been booked prior to joining the Smart Room.

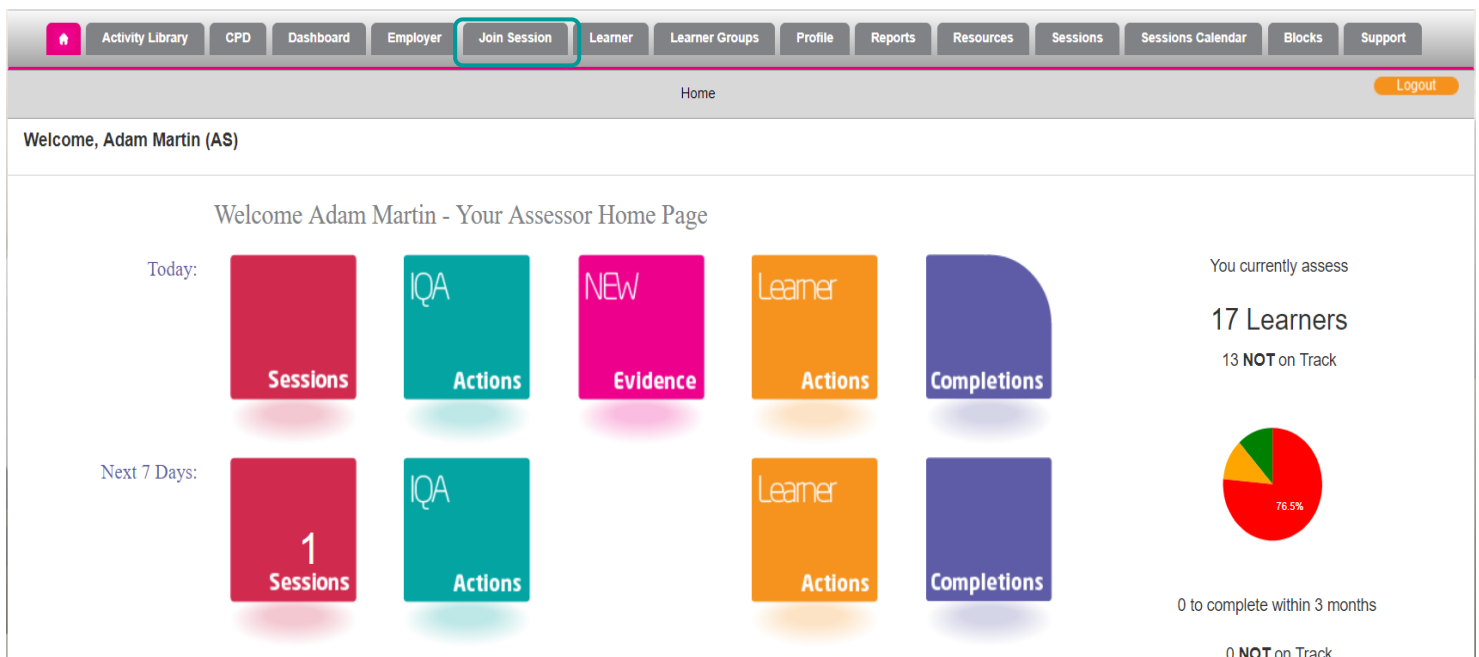
USER RESTRICTIONS

Accessing the Smart Room session can only be done by an Apprentice or Assessor

DETAILS

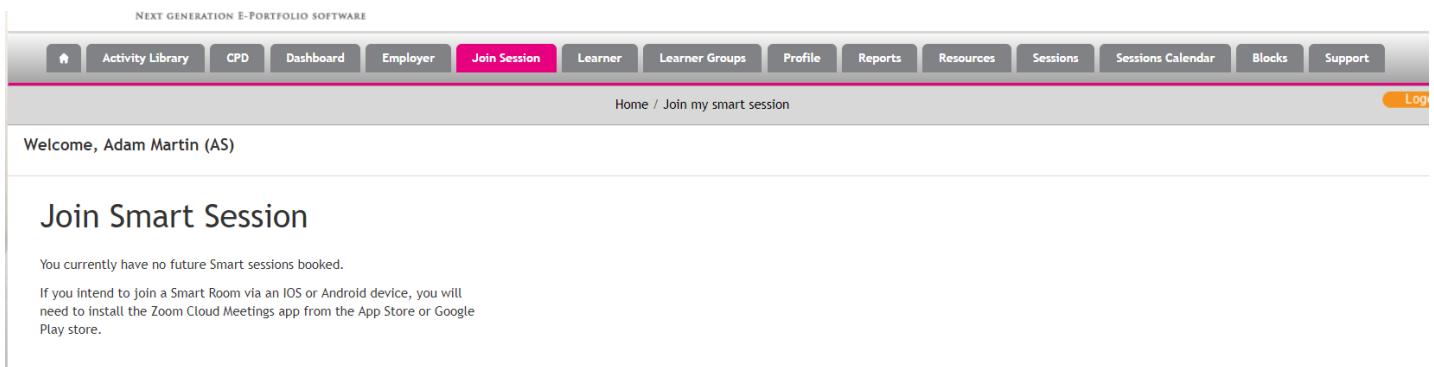
STYLE GUIDE

1. Log in to your account and select the “Join Session” tab



The screenshot shows the Assessor Home Page. At the top, there is a navigation bar with tabs: Home, Activity Library, CPD, Dashboard, Employer, **Join Session** (highlighted with a red box), Learner, Learner Groups, Profile, Reports, Resources, Sessions, Sessions Calendar, Blocks, and Support. Below the navigation bar, the page displays a welcome message: "Welcome, Adam Martin (AS)". The main content area is titled "Welcome Adam Martin - Your Assessor Home Page". It features two rows of cards: "Today:" and "Next 7 Days:". The "Today:" row includes cards for Sessions, IQA Actions, NEW Evidence, Learner Actions, and Completions. The "Next 7 Days:" row includes cards for 1 Sessions, IQA Actions, Learner Actions, and Completions. On the right side, there is a summary section: "You currently assess 17 Learners, 13 NOT on Track". Below this is a pie chart showing 76.5% completion, with a note "0 to complete within 3 months, 0 NOT on Track".

2. A button will appear to allow you to join the Smart Room Session



The screenshot shows the "Join Smart Session" page. At the top, there is a navigation bar with tabs: Home, Activity Library, CPD, Dashboard, Employer, **Join Session** (highlighted with a red box), Learner, Learner Groups, Profile, Reports, Resources, Sessions, Sessions Calendar, Blocks, and Support. Below the navigation bar, the page displays a welcome message: "Welcome, Adam Martin (AS)". The main content area is titled "Join Smart Session". Below the title, there is a message: "You currently have no future Smart sessions booked." and a note: "If you intend to join a Smart Room via an IOS or Android device, you will need to install the Zoom Cloud Meetings app from the App Store or Google Play store."

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Note: If no future Smart Room Sessions are booked, a message will display telling you no future meetings are booked. You can only join a Smart Room session 5 minutes before it is due to begin.