

OVERVIEW

Smart Assessor provides the opportunity for Assessors to access the learner's profile page. This user guide will support the use of the Course tab feature within the profile page.

PREPARATION

Use login credentials to access Smart Assessor to view the learner's profile page.

USER RESTRICTIONS

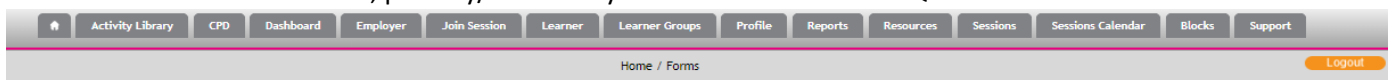
Master Admin, Assessor, Basic Admin, Curriculum Manager and IQA have access to the learner's profile area.

DETAILS

1. Click onto the learner name, which will navigate to the Learners Profile page.



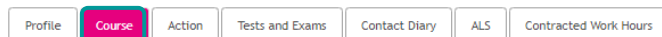
2. There are two options available to populate Course information:
Option1- Data integration from MIS system or Option2- Manually input
(Note*This user guides shows how to input course data manually)
3. Select dropdown list to choose course to be added, select Add Course
4. Record start date and end date, primary/ secondary assessor and allocated IQA.



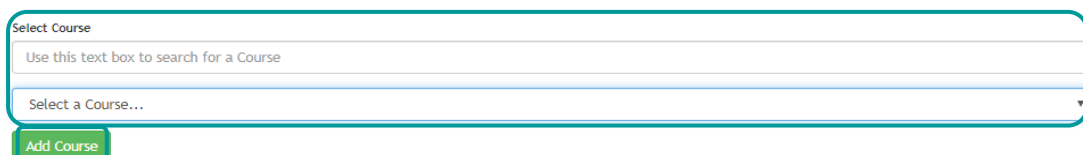
Welcome, ryan demo (AS)

ryan test

← Learner dashboard



Learner Course Management



The screenshot shows the 'Add Course' form. It has a search box with the placeholder text 'Use this text box to search for a Course'. Below the search box is a dropdown menu with the text 'Select a Course...'. A green 'Add Course' button is located below the dropdown.

Showing 10 entries

Course Name	Status	Episode	Grouping	Framework Code	Course Start/End	Extension Date	Actual End Date	Assessor(s)	IQA(s)	Grades	Awarding Body	Reg Det
C&G Functional Skills English Level 1 50093198	In Training				23/01/2019 31/01/2022			P: ryan demo	Marcus Topley Rob moger Susy Watson	Entry: Current: Predicted:	City and Guilds	
C&G Functional Skills Maths Level 1 50109868	In Training				23/01/2019 31/01/2022			P: ryan demo		Entry: Current: Predicted:		
Construction Site Engineering Technician 259	In Training				23/01/2019 31/01/2022			P: ryan demo	ryan demo	Entry: Current: Predicted:	No Awarding Body	
Team Leader-Supervisor L3 (KSB) Standards 105	In Training				15/07/2019 31/07/2020			P: ryan demo		Entry: Current: Predicted:	EDEXCEL	

Showing 1 to 4 of 4 entries

Showing 1 to 4 of 4 entries