

OVERVIEW

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

PREPARATION

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

USER RESTRICTIONS

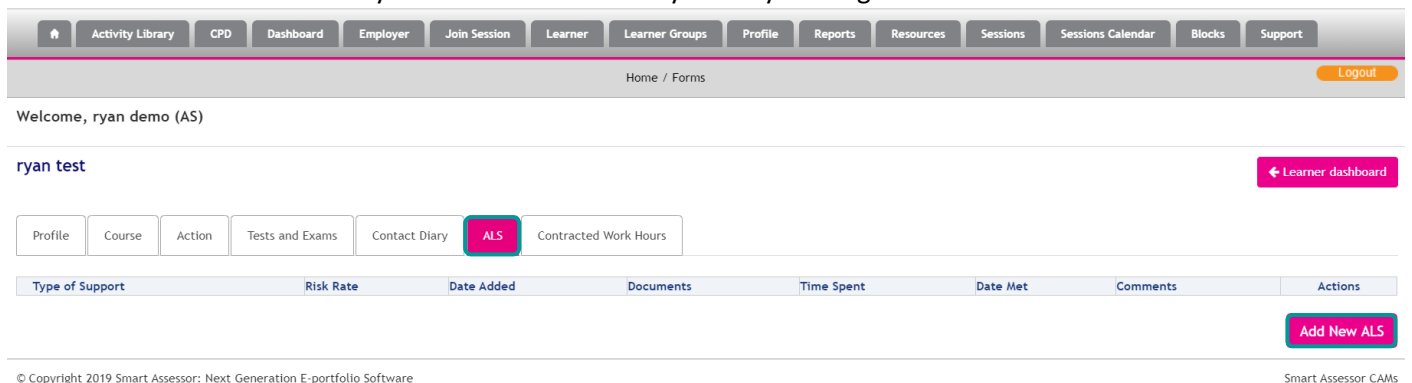
Master Admin, Assessor, Basic Admin, Curriculum Manager and IQA have access to the learner's profile area.

DETAILS


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




2. Select the ALS tab to record any ALS details within the system by clicking on Add New ALS.



3. Complete the required ALS information using the fields held within the table below (**Note* no fields are mandatory**)
4. Press submit to save ALS information (**Note* only internal staff will have the ability to view the ALS entry**)

Start date of support: 


End date of support: 

Type of Support:

Documents: No file chosen

Risk Rate:

Time Spent (mins):

Date Met: 

Comments: