

OVERVIEW

Smart Assessor provides the opportunity to create an EILP (Electronic Individual Learning Plan) which can be applied to all apprentice's portfolios. These EILP's can be allocated to the learners and worked on within their portfolio to track their progress and other fields over time.

- Assessor Home Page & Dashboard

PREPARATION

Access Smart Assessor using Assessor login credentials.

USER RESTRICTIONS

Assessor login only

DETAILS

1. Login as an Assessor User and scroll to the bottom of the dashboard, and check the EILP to sign widget which indicates the number of EILP's are currently waiting to be signed by yourself.

The screenshot displays the 'Your Assessor Home Page' for Emma Haywood (AS). The dashboard is organized into sections: 'Today:', 'Next 7 Days:', and 'Overdue:'. Each section contains widgets for 'Sessions', 'IQA Actions', 'Evidence', 'Learner Actions', and 'Completions'. A 'To Sign' widget is highlighted with a green border, showing 56 EILP's. Other widgets include 'Assessor Dashboard' (30), 'Reports', 'Learner Progress', 'Overdue Reviews', 'Waiting Induction', and 'Admin'. On the right side, there is a summary section titled 'You currently assess 30 Learners' with '8 NOT on Track' and a pie chart showing 33.3% in green and 66.7% in red. Below this, it states '0 to complete within 3 months' and '0 NOT on Track'.

2. Select the EILP widget and this will launch the Assessor Dashboard filtered to learners specifically requiring a signature on their EILP

3. On the dashboard there is a new EILP icon that allows quick access into the learner's EILP Snapshot page

