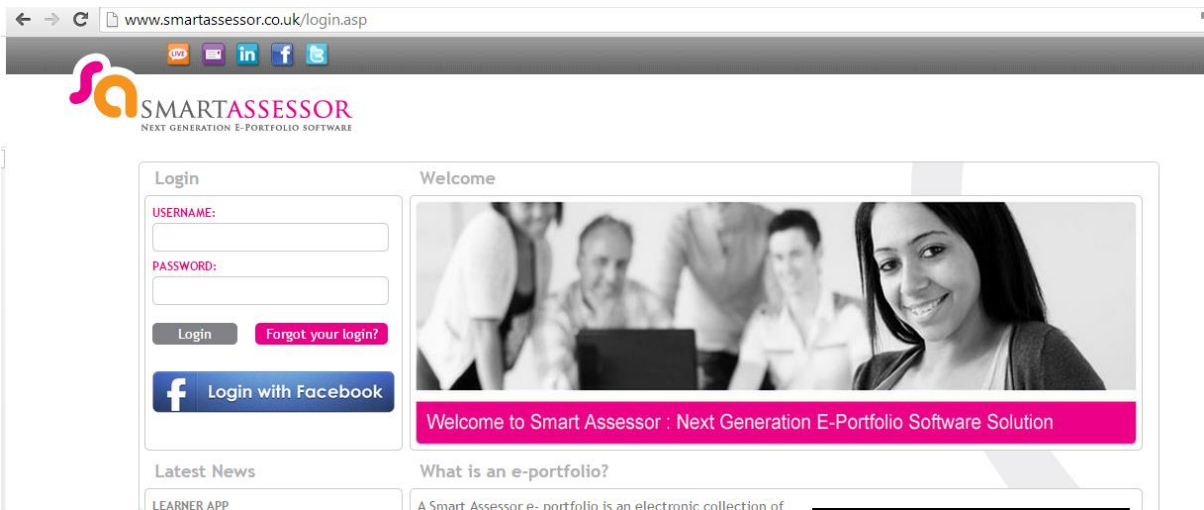


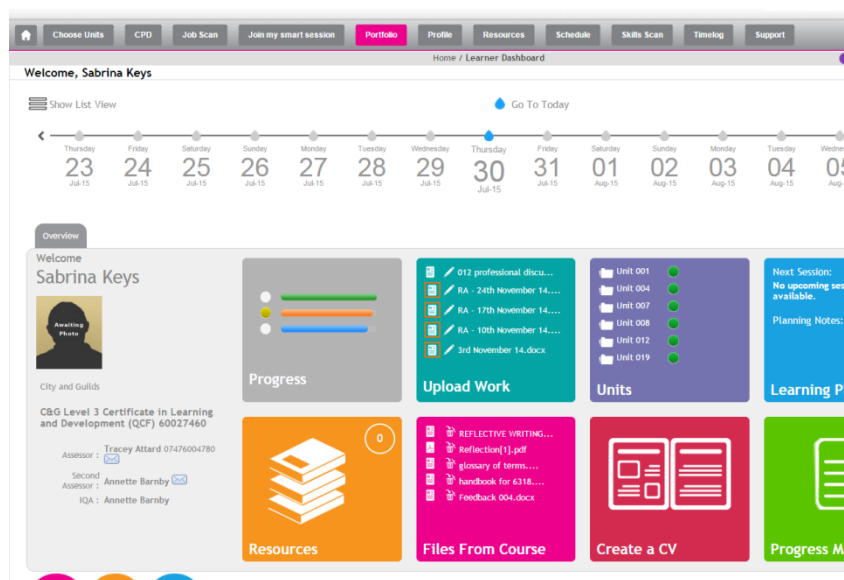
Smart Assessor is a fresh and advanced web hosted e-portfolio, using electronic portfolios makes it quick and easy to track how well you are progressing at the click of a button.



Check your phones for an email or text with your login details and log on to Smart Assessor



Read and agree the introductory statement. You should now be able to view your portfolio





Check your personal details are correct on your profile, you must update this if you have any changes to your contact details

The screenshot shows the 'View/Edit your personal details' page for Annette Barnby. The navigation bar includes 'Choose Units', 'CPD', 'Job Scan', 'Join my smart session', 'Menu', 'Portfolio', 'Profile' (highlighted), 'Resources', and 'Schedule'. The page title is 'Home / Edit user details'. Below the navigation bar, it says 'Welcome, Annette Barnby'. The main content area is titled 'View/Edit your personal details' and contains several form fields: 'UserID' (BarnbyAA), 'Password' (masked), 'Email' (annette.barnby2511@outlook), 'Tel No' (01582 490033), 'Mobile' (07889646148), 'Secret Questions' (a dropdown menu), 'Secret answer', 'TimeZone' (a dropdown menu), and 'Weekly Action Reminder' (checked). To the right of the form is a 'Photo' section with a placeholder image labeled 'Awaiting Photo' and buttons for 'Choose File' (No file chosen) and 'Upload photo'. At the bottom of the form are 'Update', 'Cancel', and 'Units' buttons.



To access the documents that you are required to complete – go to the resources icon

The screenshot shows the 'Home / Learner Dashboard' for Annette Barnby (MA). The navigation bar includes 'Choose Units', 'CPD', 'Job Scan', 'Join my smart session', 'Portfolio' (highlighted), 'Profile', 'Resources', 'Schedule', 'Skills Scan', 'Timelog', 'Support', and an email icon. Below the navigation bar, it says 'Welcome, Annette Barnby (MA)'. The main content area features a calendar for August 2016, with the current date (Thursday, 04 Aug-16) highlighted. Below the calendar is a grid of icons for various dashboard features: 'Overview', 'CBG Level 2 Diploma ...', 'Review', and 'Apprentice Induction'. The grid includes: 'Welcome Ann Apprentice' with a photo placeholder; 'Progress Widget'; 'Upload Work' (No files found.); 'Units' (Please select Units for your Course, Click here to Choose Units.); 'Learning Plan' (Next Session: No upcoming session is available, Planning Notes:); 'Resources' (5 items, circled in blue); 'Files From Course' (No files found.); 'Create a CV'; and 'Progress Map'. At the bottom of the dashboard are 'Book', 'Contact', and 'Support' buttons.





Download the following 3 documents to the desktop

- SWOT Analysis
- All About You
- Learning Styles Questionnaire

Ann Apprentice - Apprentice Induction

Download Course Material you will need to undertake the course.

Course Resource Progress -0%

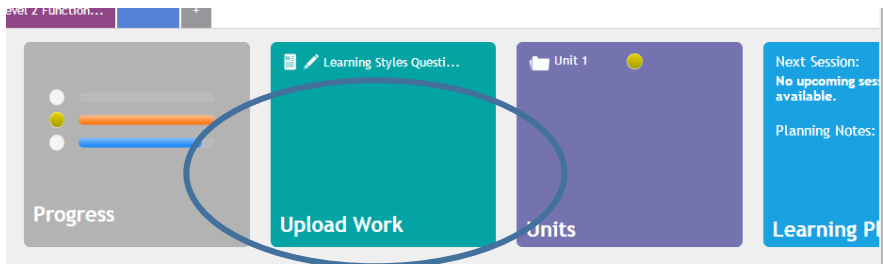
Materials for the all units	Description	Size	Date last viewed	Status	Completed	Date Completed	Resource Type	Suggested GLH	Leamer Feedback
Apprentice handbook 2016.pdf		1.00MB		Not Opened			N/A	0 minutes	
Induction...		1.58MB		Not Opened			N/A	0 minutes	
learning-styles-questionnaire-1-.xlsx		16.55KB		Not Opened			Essential support material	15 minutes	
All-about-you (1).docx		15.41KB		Not Opened			N/A	15 minutes	
SWOT (2).docx		402.68KB		Not Opened			N/A	15 minutes	



Complete all three documents and save to the desktop



From your portfolio, go to your Evidence Library to upload your documents



Choose the evidence to upload from your desktop into the evidence library

The screenshot shows the SmartAssessor Evidence Library interface. At the top, there are navigation tabs: Choose Units, CPD, Job Scan, Join my smart session, Menu, Portfolio, Profile, Resources, Schedule, Skills Scan, Timelog, Support. Below the tabs, it says "Welcome, Annette Barnby". The main area is titled "Evidence Library" and has a "Select evidence format" section with options: Upload File, Link Using URL, Paper. There is a "Choose File" button and "No file chosen" text. Below that is an "Evidence Filter" section with "Assigned to Course" and "All" radio buttons. A "Review" dropdown is also present. At the bottom, there is a table with columns: Group, ID, Evidence Name, Description, AFB, Date Uploaded, Size, ES, Type, Assessment, Unit 1, Actions. A file explorer window is open over the interface, showing the path "APPRENTICESHIPS > INDUCTION". The file list includes folders like Delegate Lists, Functional Skills, H&S, Handbook, Handouts, IA, INDUCTION 2013, INDUCTION 2014, Invites & Delegate Lists, Slideshow Presentations, Smart Assessor, and files like All about you. The "All about you" file is selected.



## Complete the document information screen

martassessor.co.uk/evidence\_description.asp?id=27210&activityId=

Original Version

Evidence Description and Assessment Method

Uploaded evidence file: [martassessor details.docx](#) (17.0 KB)

Evidence uploaded by: Annette Embry on 04/09/2016 4:00:02 AM

This file will be uploaded to your Evidence Library. First please give it a Name and Description and select the Assessment Method from the options below.

Name:

Declaration:  Please tick to confirm I declare that all material in this submission is my own work except where there is clear acknowledgement and appropriate reference to the work of other

Description:

ASSESSOR FEEDBACK:  Last updated by: Last Updated on: martassessor details.docx - 4/9/16

UPLOAD LITERATURE FEEDBACK:   No file chosen

LEARNER COMMENTS:

Notes for improvement:

ASSESSMENT METHOD:

ASSESSMENT METHOD:  DO  VT  PE  OA  PS  SI  RI  ET  KS  QP  AN/AVL

ASSESSMENT:

SECTION:

Signed in agreement	Name	Signed	Role	Signature req
<input type="checkbox"/>	Primary Assessor	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Secondary assessor	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	LEARNER	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	Employer	<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>	ITA	<input type="checkbox"/>		<input type="checkbox"/>

Upload only if signature:   No file chosen

Put a brief description of the piece of evidence

Tick this plagiarism declaration

Tick the type of evidence – in this case it is PE – Product Evidence

Tick this box to confirm the details



You will have to go through this process every time you upload evidence to your Smart Assessor portfolio, always provide your assessor with a description of the evidence and select which type of evidence it is. A key is at the bottom of the screen



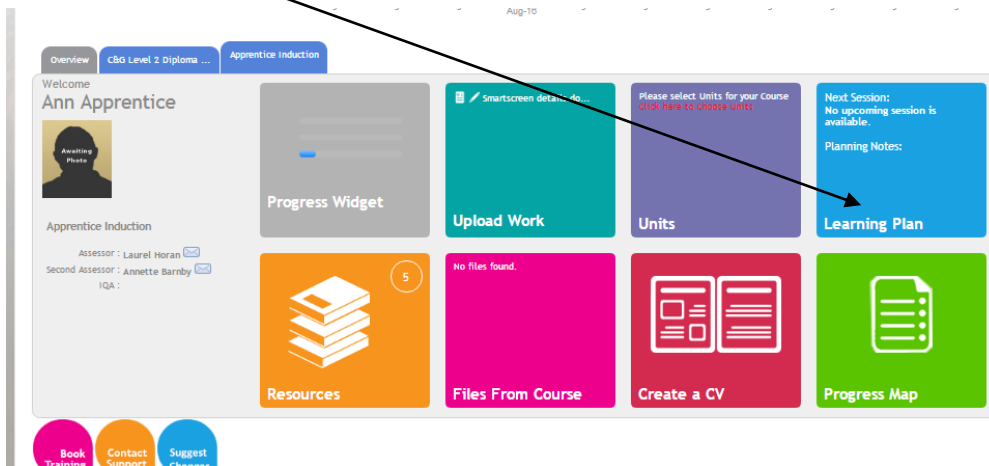
If your qualification doesn't use Smart Assessor, it will still be the way that your caseload officer keeps in touch and stores your reviews



Don't forget to delete your personal documents from the desktop



**Learning Plan** - This is where you will find all of your sessions booked, the planning needed for them, feedback on how you are progressing and any actions you have been set



Ann Apprentice - All Courses

Session:  Action with:  Activities/Actions:

Status:  Type:  Unit:

Learner Name: Ann Apprentice  
 Course Name:   
 Assessor Name:

Progress: 30% 30% 62%

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
4	15/06/2016	10:00	12:00	Induction	Laurel Horan	Attended	<input type="radio"/> <input type="radio"/> <input type="radio"/>

C&G Level 2 Diploma in Business Administration 60136078 (5528-02) (September 2014)

Planning notes:  Session Feedback:

Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Learner	301	301.1 by next week			01/07/2016			<input type="radio"/>	
Learner	201	criteria 2.1			01/07/2016			<input type="radio"/>	
Assessor	Handbook	Take handbook to next session			01/07/2016			<input type="radio"/>	

ILP:  
 Assessment:  
 Review:  
 General:  
 Evidence:



After each session or meeting you should leave your feedback. Click on one of the faces to the right of the session for the correct date - whichever one you think best expresses how you feel about the session. This then opens a screen with some boxes for you to put comments, including what you feel you learnt in the session.

Attended

What has gone well?  
 Learnt how to mail merge  
 What could we improve?  
 More resources / Activities  
 List 5 things you have learnt since our last session:  
 different types of things we use in work place  
 How to improve using smart assessor  
 Thoroughly use powerpoint  
 Insert header/footer  
 General Comments  
 Enjoyed today's session, mail merge is easier to use that thought.