



Learner User Guide

Smart assessor is here to help you manage your course.

We use an online portfolio where you can see how you are progressing with your qualification, interact with your assessor, upload evidence for your course and review feedback from your assessor.

Step 1 – Getting your Login

You will receive a email with your login and password when your account has been set up.

Forgot our password?

Contact your Assessor who can reset it for you, alternatively request a new one from smartassessor.co.uk

Step 2 – Using Smart Assessor

Once you are logged in click the “support” tab to access online tutorials and user guides.

Step 3 – Download the offline App

To work offline you can use the offline app, download this from your devices app store.

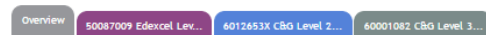


Learner Homepage Overview

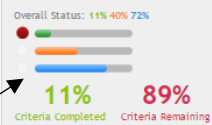
Tabs to navigate the system



Qualification tabs, to view each portfolio.



Traffic light system showing learner status



Progress bars

- Blue bar presents course duration.
- Orange bar shows percentage of course criteria which has evidence mapped against it.
- Green bar shows course criteria signed off.

Number of days left until expected end date of your course.
Current Status: off track, on track or ahead of track

Welcome, Hilary Indigo

Home / Learner Dashboard

Show List View

Go To Today

Monday 14 Mar-16, Tuesday 15 Mar-16, Wednesday 16 Mar-16, Thursday 17 Mar-16, Friday 18 Mar-16, Saturday 19 Mar-16, Sunday 20 Mar-16, Monday 21 Mar-16, Tuesday 22 Mar-16, Wednesday 23 Mar-16, Thursday 24 Mar-16, Friday 25 Mar-16, Saturday 26 Mar-16, Sunday 27 Mar-16, Monday 28 Mar-16

Welcome Hilary Indigo

Last Login Date : 21/03/2016 15:58

Smart Session, Time Log, New Docs to Sign (2)

Actions & Activities (12), 24 Mar - 10:00AM, Facebook

You have 163 days until the completion of your course

You are off track, Get in touch to see how we can help you.

Your next session with Assessor Smith Thursday 24th March 10:00AM

Book Training, Contact Support, Suggest Changes

Date and Time of next planned session.

Interactive widgets on Homepage, see further user guides for detail.



Learner Dashboard Overview

The dashboard is titled "Welcome Hilary Indigo" and shows the user's profile and current progress for a qualification. The progress bar is divided into three segments: blue (duration), orange (evidence mapped), and green (signed off). The dashboard includes several widgets: "Progress" (with a bar chart), "Upload Work" (with a list of files), "Units" (with a list of units and progress indicators), "Learning Plan" (with session details and planning notes), "Resources" (with a stack of books icon), "Files From Course" (with a "No files found" message), "Create a CV" (with a CV icon), and "Progress Map" (with a document icon). There are also buttons for "Book Training", "Contact Support", and "Suggest Changes". A callout box explains the current progress for the qualification, and another callout box explains the units widget. A callout box explains the "Files From Course" widget, and another callout box explains the "Create a CV" widget. A callout box explains the "Next session details" widget, and another callout box explains the "Progress Map" widget. A callout box explains the "Assessor and IQA details" widget, and another callout box explains the "Resources" widget. A callout box explains the "Upload work widget" and another callout box explains the "Individual course tabs".

Individual course tabs

Upload work widget is where all evidence is uploaded and stored.

Units widget, displays all units you are working towards, with their progress

Widget to show all sessions with planning notes, actions, activities and where you can leave session feedback.

Current progress for this qualification:

- Blue bar presents course duration.
- Orange bar shows percentage of course criteria which has evidence mapped against it.
- Green bar shows course criteria signed off.

Assessor and IQA details

Widget to view all resources available.

Widget to view all files uploaded to you.

Next session details

Create or upload a CV in Smart

View current progress and gaps remaining on the qualification.