



The Homepage and Flyout menu

February 2021

Version 3



Contents

1. The Homepage.....	3-6
1.1. The Flyout menu	7



1. The Homepage

Your homepage provides you with a progress overview of your qualification.

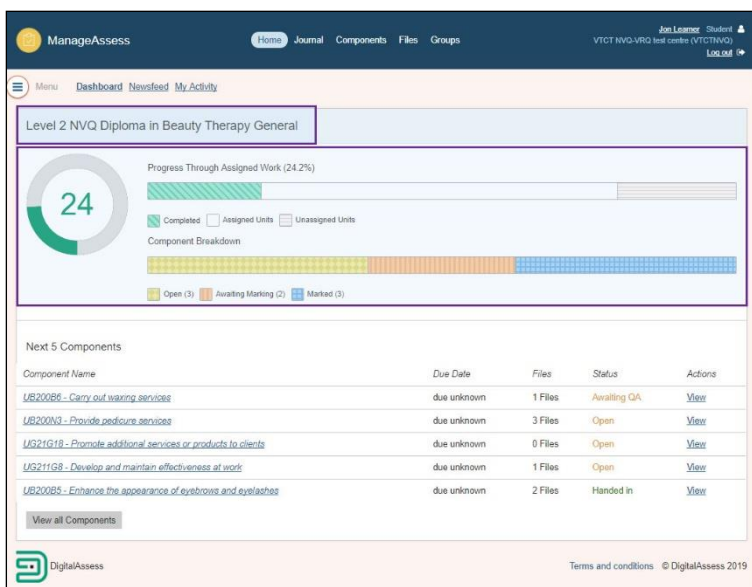
- 1) Qualification title: If you are assigned to more than one qualification this will be listed separately.
- 2) Progress Through Assigned Work: As your tutor signs off evidence your progress will increase.
- 3) Component (unit) Breakdown:

Open = incomplete

Awaiting Marking = handed-in to tutor by you

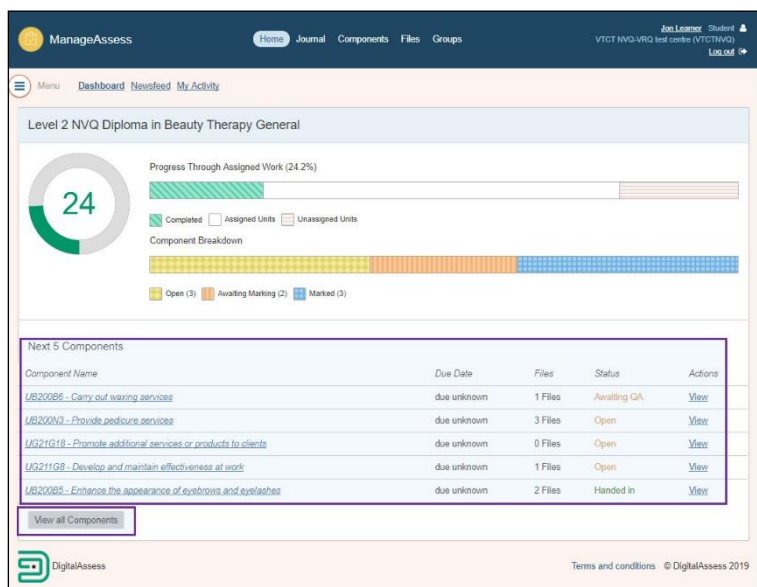
Marked = marked by tutor

Completed = when components (units) are marked by the tutor they will also show as completed

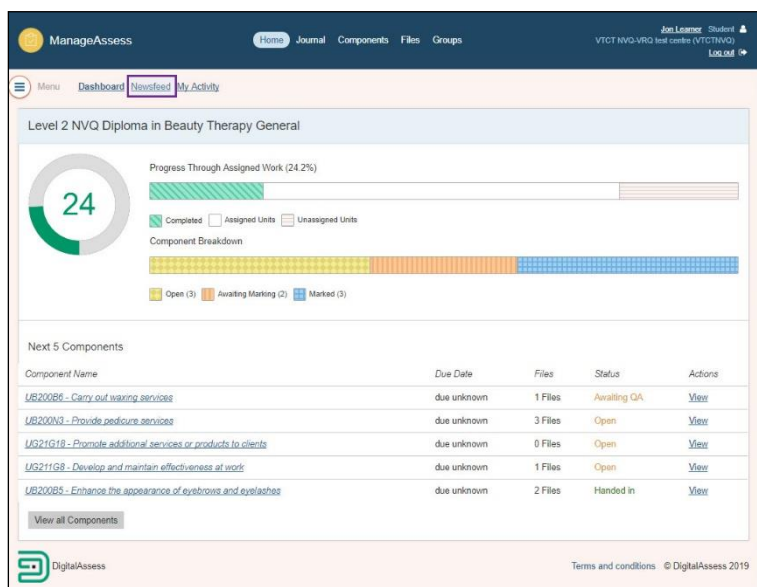




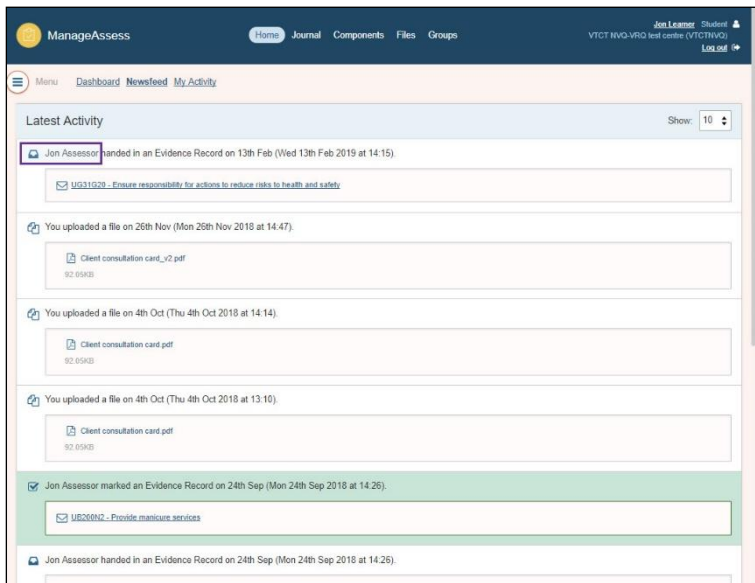
- 4) Components (units): Your next 5 components, by due date (if an end date has been set by your tutor), are listed.
- 5) You may have more than 5 components; select 'View all Components' to view all components.



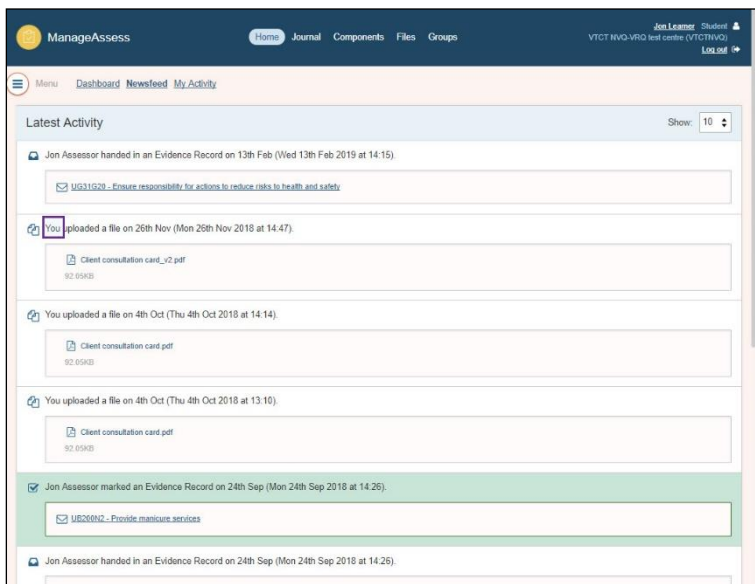
- 6) Newsfeed: Your Newsfeed is a combination of your activity, and any activity from your portfolio team, tutor for example.



7) Activity from your portfolio team, tutor for example, will start with their name; in this instance Jon Assessor.



8) Your activity will start with 'You'.





9) Another way to view your own activity is via My Activity.

The screenshot shows the 'My Activity' page in the ManageAssess system. At the top, there is a navigation bar with 'Home', 'Journal', 'Components', 'Files', and 'Groups'. The user is identified as 'Jon Leamer' (Student) at 'VTCT NVQ-VRO test centre (VTCTNVQ)'. The main content area is titled 'Level 2 NVQ Diploma in Beauty Therapy General'. It features a circular progress indicator showing '24' and a bar chart for 'Progress Through Assigned Work (24.2%)'. Below this, there are checkboxes for 'Completed', 'Assigned Units', and 'Unassigned Units'. A 'Component Breakdown' bar chart shows 'Open (3)', 'Awaiting Marking (2)', and 'Marked (3)'. A table lists the 'Next 5 Components' with columns for 'Component Name', 'Due Date', 'Files', 'Status', and 'Actions'. The table contains five rows of component information.

Component Name	Due Date	Files	Status	Actions
UB20086 - Carry out waxing services	due unknown	1 Files	Awaiting QA	View
UB20093 - Provide pedicure services	due unknown	3 Files	Open	View
UG21G18 - Promote additional services or products to clients	due unknown	0 Files	Open	View
UG21G18 - Develop and maintain effectiveness at work	due unknown	1 Files	Open	View
UB20085 - Enhance the appearance of eyebrows and eyelashes	due unknown	2 Files	Handed in	View

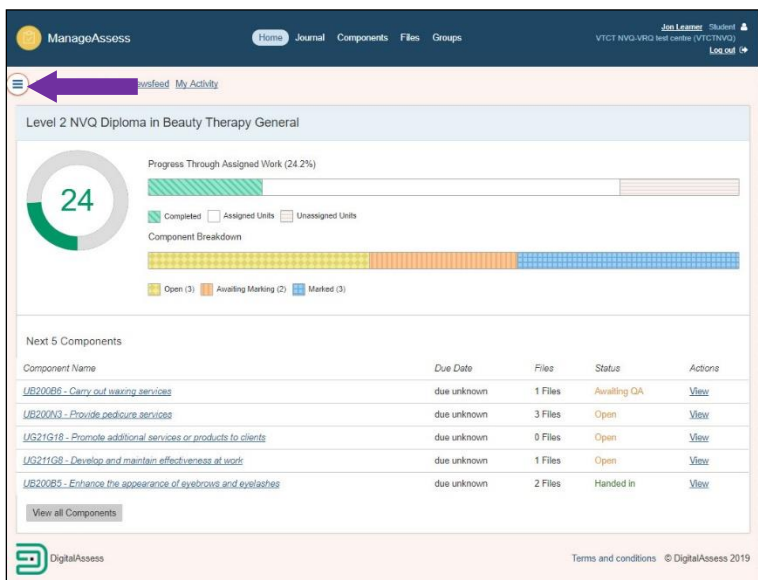
The screenshot shows the 'My Activity' page in the ManageAssess system, specifically the 'Latest Activity' section. It displays a list of recent file uploads. Each entry includes a timestamp, a description of the activity, and a file icon with the file name and size. The 'My Activity' tab is highlighted in the navigation bar.

Activity	File Name	Size
You uploaded a file on 26th Nov (Mon 26th Nov 2018 at 14:47)	Client consultation card_v2.pdf	92.65KB
You uploaded a file on 4th Oct (Thu 4th Oct 2018 at 14:14)	Client consultation card.pdf	92.65KB
You uploaded a file on 4th Oct (Thu 4th Oct 2018 at 13:10)	Client consultation card.pdf	92.65KB
You uploaded a file on 17th Sep (Mon 17th Sep 2018 at 16:18)	64234444-0760-44F2-87D5-6... .jpg	378.51KB
You uploaded a file on 17th Sep (Mon 17th Sep 2018 at 12:16)	Client consultation card v2	92.65KB



1.1. The Flyout menu

1) The flyout menu gives you quick access to some areas of your portfolio.



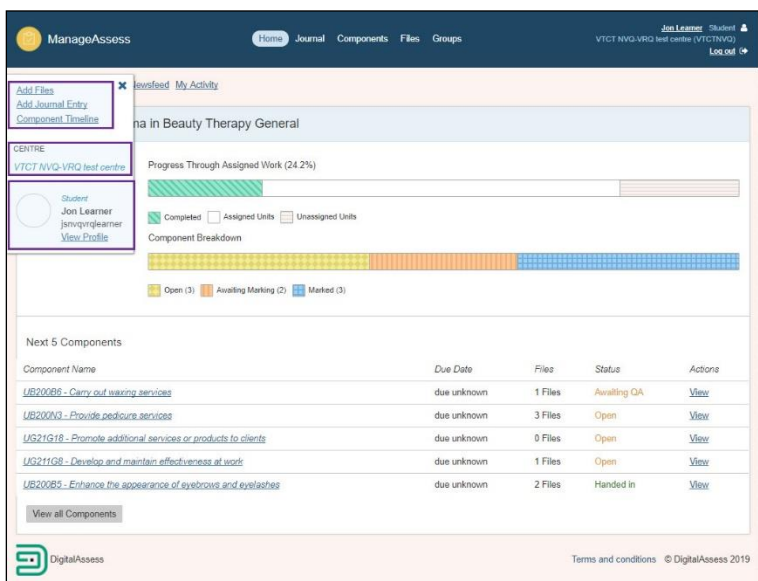
2) You can Add Files.

3) You can Add a Journal Entry.

4) You can access a component timeline.

5) the name of your training provider/college is displayed.

6) You can view your profile, and change information like your email address and password.





Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	12/07/2019	New document	Customer Support Manager
2	Customer Support Manager	22/07/2019	Point 2 of 1. The Homepage amended to tutor sign off	Customer Support Manager
3	Customer Support Manager	05/02/2021	Completed info added to section 1, point 3; information classification added	Customer Support Manager

Document Review

Role	Review Status
QA and Technical manager	Reviewed

Document Owner

Document Owner	Document shared with
Customer Support Manager	

Document Sign-off

Role	Sign-off Date
Customer Support Manage	12/07/2019