Uploading and tagging files

November 2022

Version 3.0

Contents

Uploading and tagging files_v3.0 November 2022
Information classification: Public   Page **2** of **9**
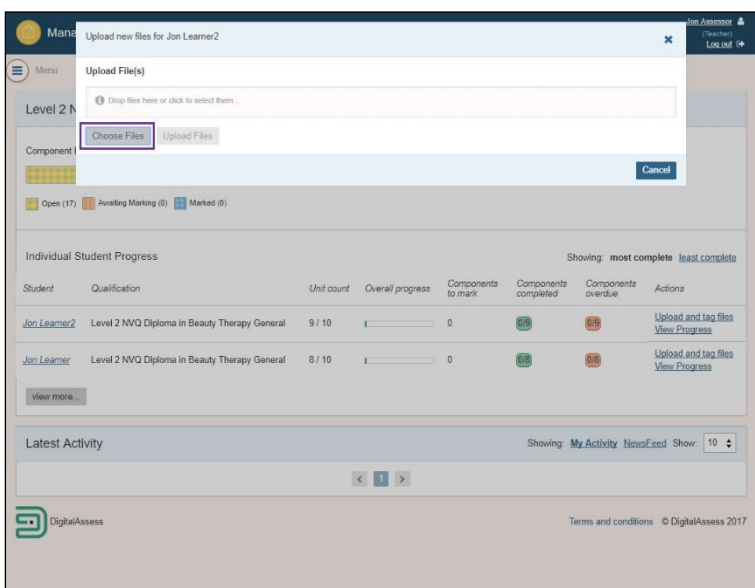If printed this document becomes uncontrolled

1. Uploading files

1) There are multiple ways to upload and tag evidence files to a learner's portfolio. Here we are going to show you quickest and simplest way.

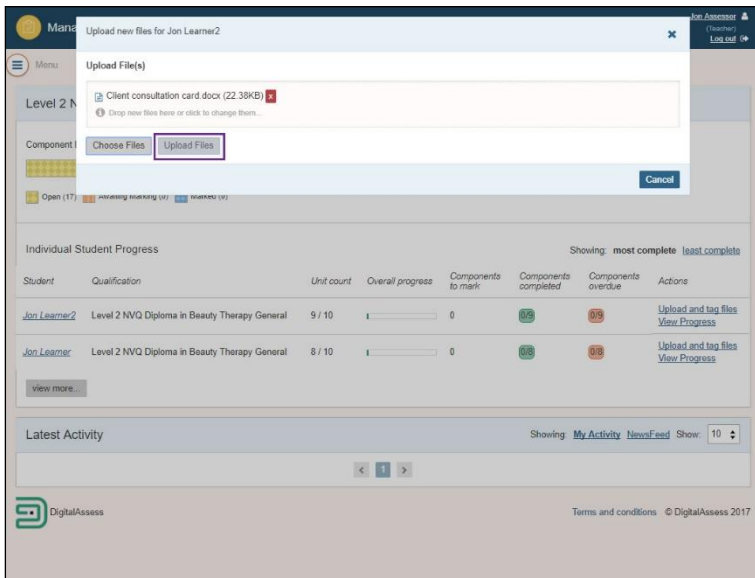2) From the Home screen, select the Upload and tag files link for the learner you want to upload files for.
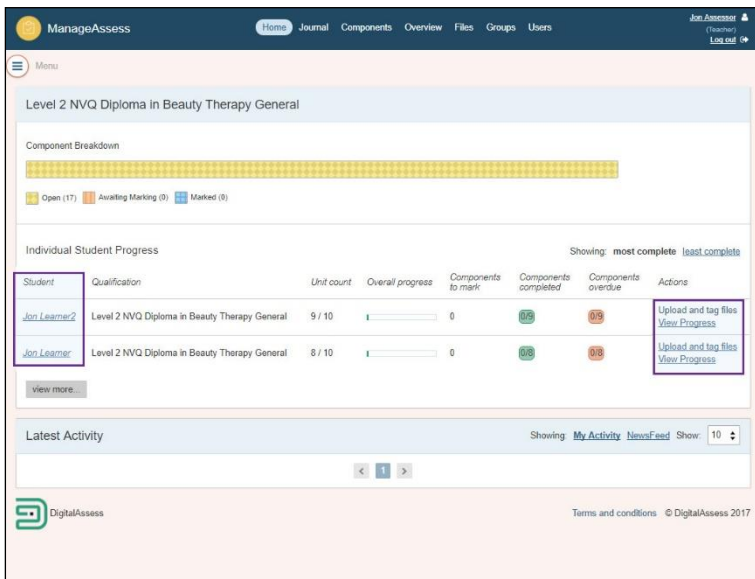
3) Select Choose Files to navigate your local folders or you can drag and drop.
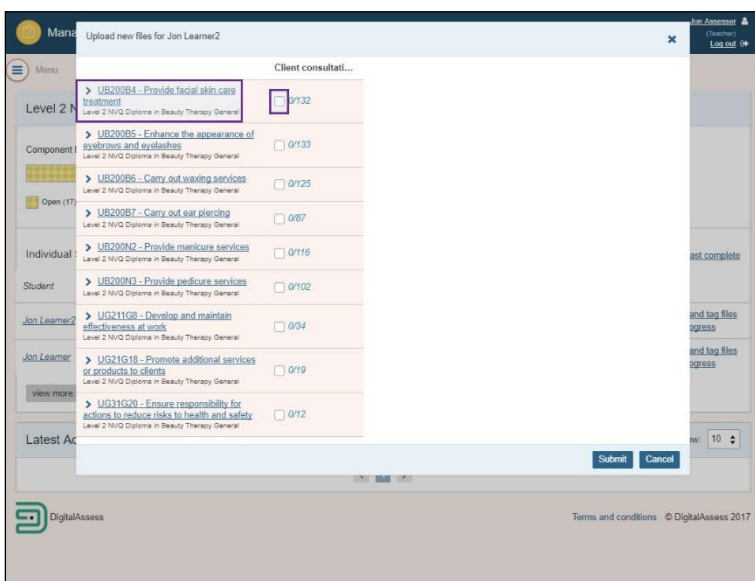
Multiple file upload is not allowed.

Uploading and tagging files_v3.0 November 2022
Information classification: Public
If printed this document becomes uncontrolled

Page **3** of **9**

4) Once you have selected the file select Upload Files.

1.1. Tagging files

1) Now you have uploaded the file, you can select where within the learner's portfolio you want to tag (attach) the evidence file to.

There are 3 levels of tagging: Unit, Learning Outcome and Assessment Criteria.

Uploading and tagging files_v3.0 November 2022
Information classification: Public   Page **4** of **9**
If printed this document becomes uncontrolled

1a) You can tag at unit level - **NB** tagging at unit level will not sign-off any criteria
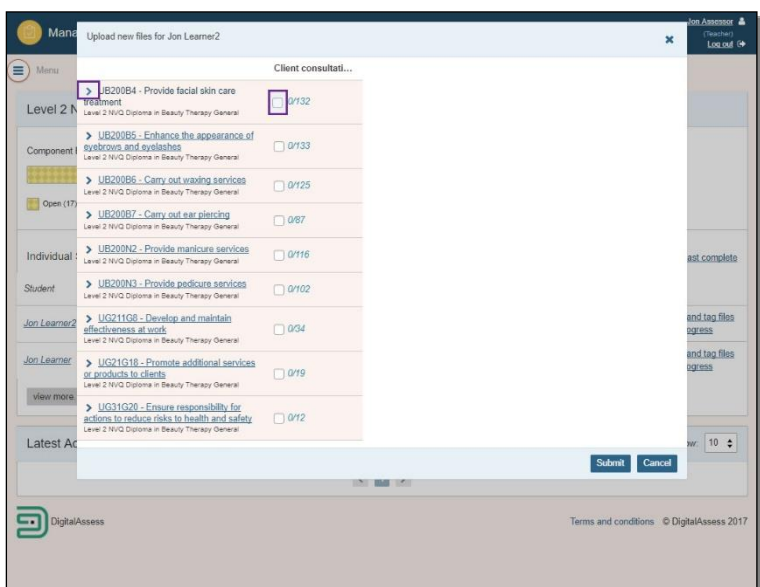
>From the unit list, select the unit(s) you want to tag the file to by selecting the appropriate check box
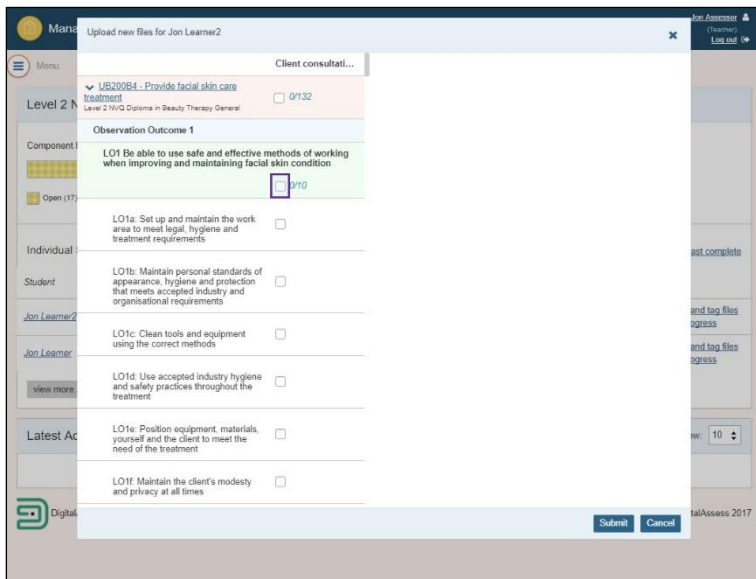>Now select Submit
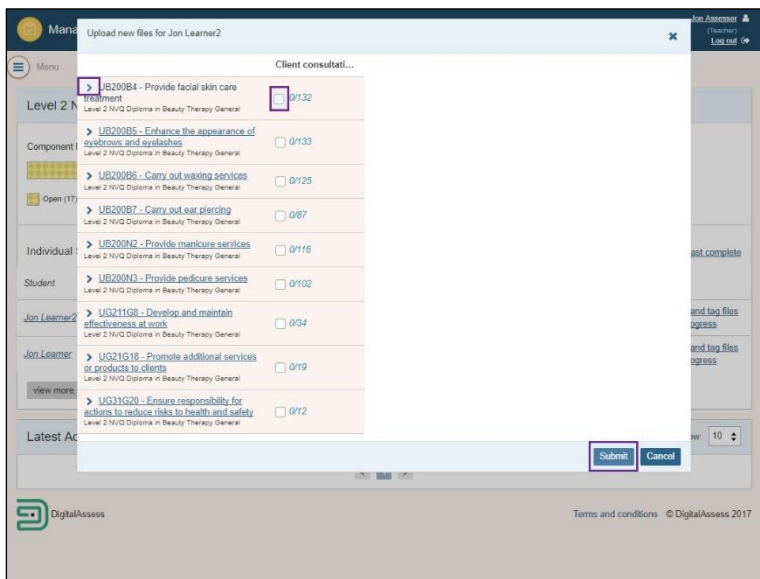
1b) You can tag at Learning Outcome level. Tagging a file at Learning Outcome level will tag the file to, and sign-off all, Assessment Criteria within the tagged Learning Outcome.

>From the unit list, expand the unit you want to tag the file to by selecting the expand icon (>) to the left of the appropriate unit

Uploading and tagging files_v3.0 November 2022
Information classification: Public   Page **5** of **9**
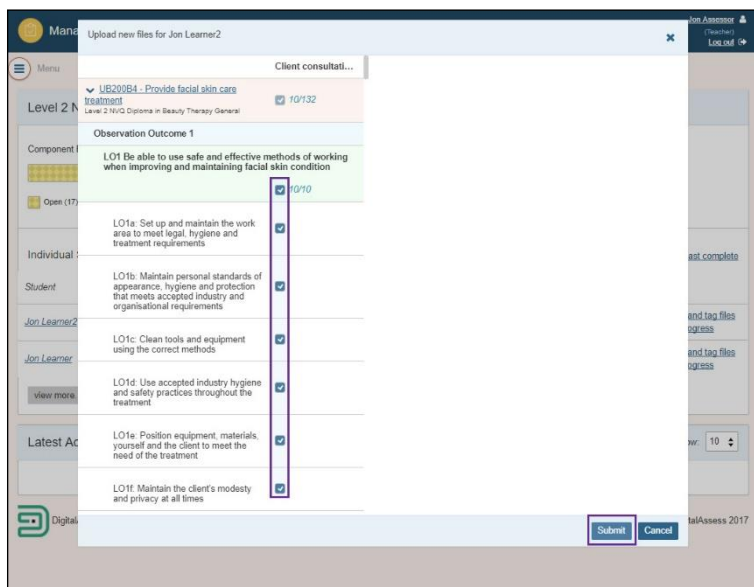If printed this document becomes uncontrolled

>Now select the appropriate Learning Outcome checkbox(es).

All Assessment Criteria under the selected Learning Outcome will also be tagged with the file.

>Now select Submit

Uploading and tagging files_v3.0 November 2022
Information classification: Public
If printed this document becomes uncontrolled
Page 6 of 9

1c) You can tag at individual Assessment Criteria level. Tagging a file at Assessment Criteria level will tag the file to, and sign-off, the individual Assessment Criteria.

>From the unit list, expand the unit you want to tag the file to by selecting the expand icon (>) to the left of the appropriate unit.

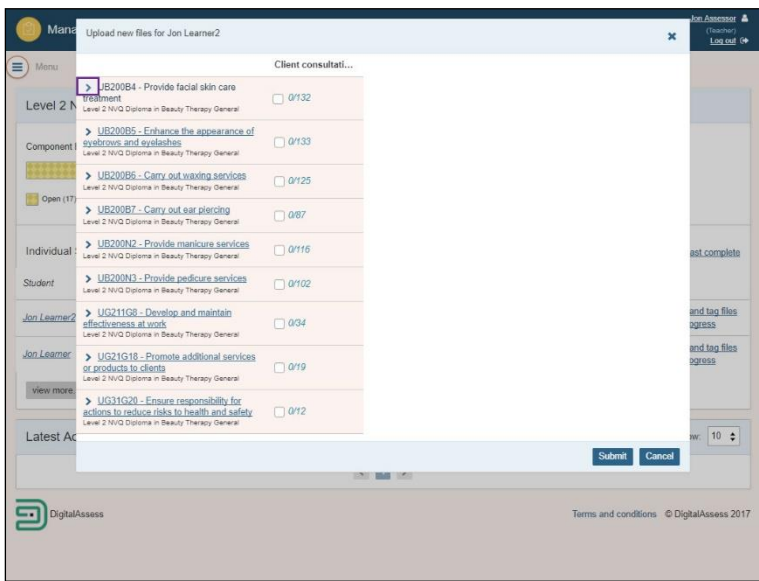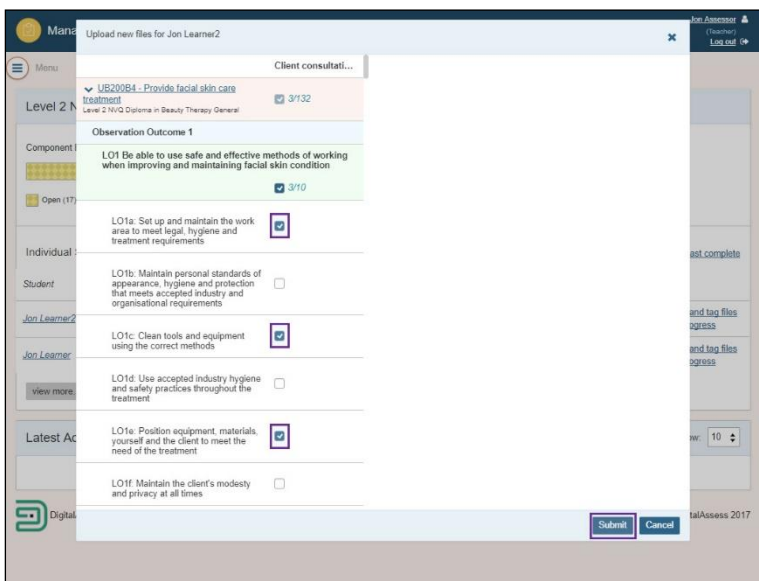>Now select the appropriate Assessment Criteria checkbox(es).

>Now select Submit

Uploading and tagging files_v3.0 November 2022
Information classification: Public
If printed this document becomes uncontrolled

Page **7** of **9**

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- E: customersupport@vtct.org.uk / T: +44 (0) 2380 684500
- ManageAssess support page

Uploading and tagging files_v3.0 November 2022
Information classification: Public
If printed this document becomes uncontrolled

Page **8** of **9**

Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
1	Customer Support Manager	21/06/2019	New document	Customer Support Manager
2	Customer Support Manager	29/06/2021	Document title change	Customer Support Manager
3.0	Customer Support Manager	04/11/2022	Steps 3 and 4 of section 1, and step 1 of section 1.1 amended.	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 Manager	10/07/2019

Uploading and tagging files_v3.0 November 2022
Information classification: Public
If printed this document becomes uncontrolled

Page **9** of **9**