

ManageAssess

Evidence Record, File Upload / Self-Assessment, Files and Hand-in

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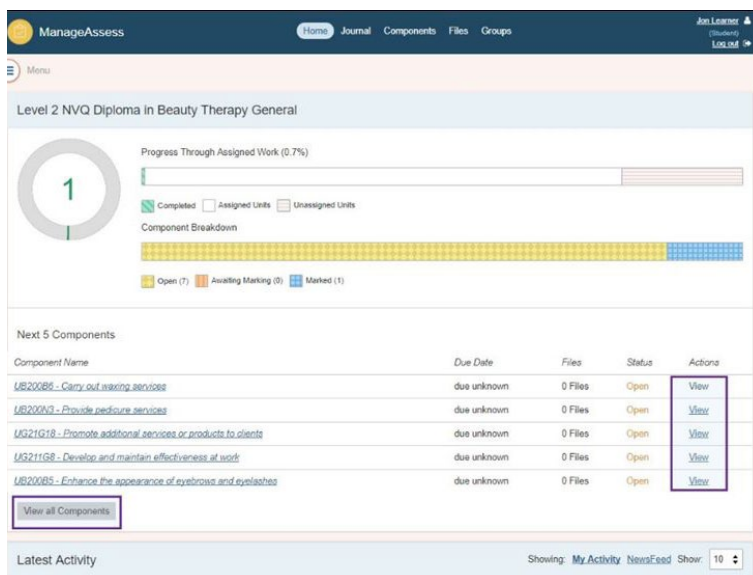
1. Evidence Record

The Evidence Record provides you with a unit breakdown of progress, files uploaded, the unit description and any default resources.

It is recommended that you study the evidence record for each unit; this will help if you self-assess your work.

1. To access the Evidence Record, from your Home page select View for the components (unit) that you want to access.

You may have more components (units) than the ones listed; select View all Components to view all.



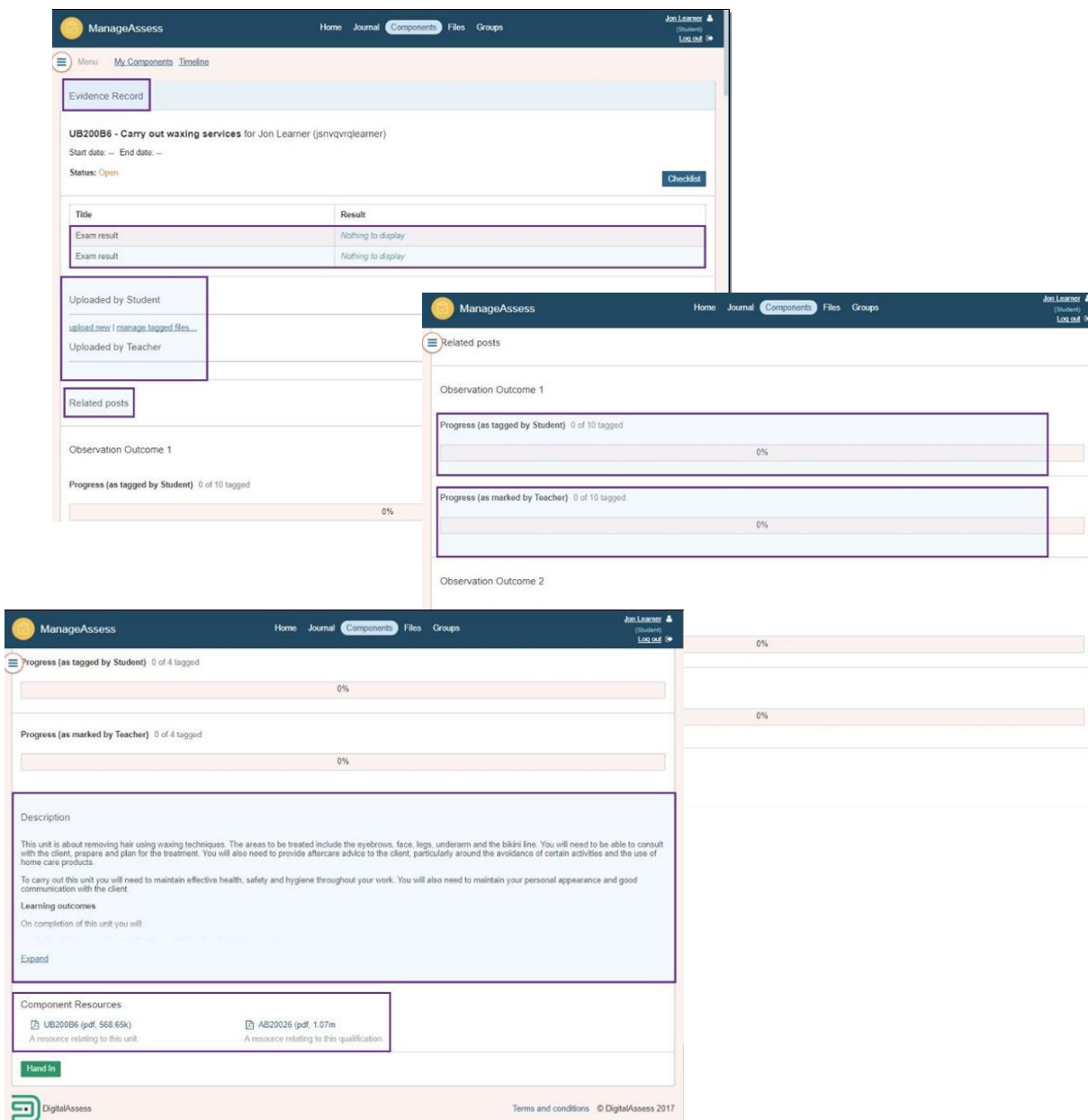
The screenshot shows the ManageAssess interface for a Level 2 NVQ Diploma in Beauty Therapy General. It features a progress bar at 0.7% and a table of components. The 'View' buttons in the 'Actions' column are highlighted with red boxes.

Component Name	Due Date	Files	Status	Actions
UG20088 - Carry out waxing services	due unknown	0 Files	Open	View
UG20093 - Provide pedicure services	due unknown	0 Files	Open	View
UG21018 - Promote additional services or products to clients	due unknown	0 Files	Open	View
UG21058 - Develop and maintain effectiveness of work	due unknown	0 Files	Open	View
UG20085 - Enhance the appearance of eyebrows and eyelashes	due unknown	0 Files	Open	View



2. The Evidence Record screen displays:

- External exam results
- Files uploaded by you and/or your tutor
- Posts tagged to the component (unit)
- Progress as marked by your self-assessment
- Progress as marked by your tutor
- Component (unit) description
- Default resources



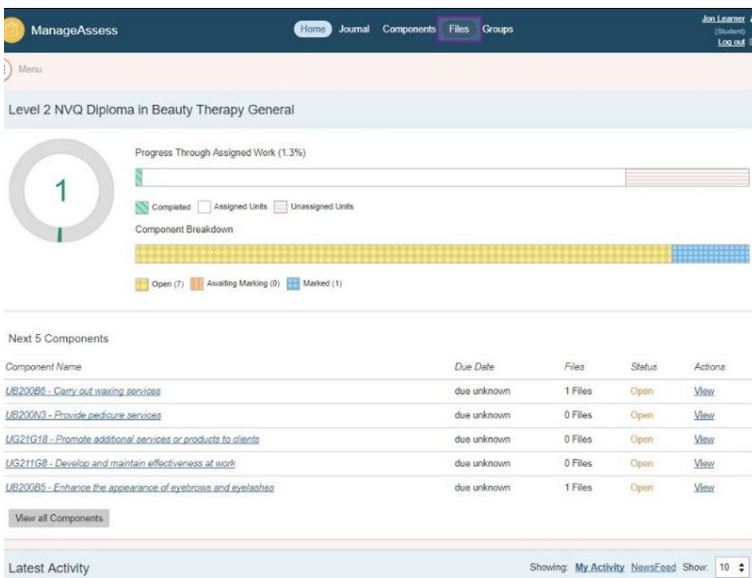
The screenshots illustrate the ManageAssess Evidence Record interface. The top screenshot shows the 'Evidence Record' for component 'UB200B6 - Carry out waxing services for Jon Learner'. It includes a table for 'Exam result' and sections for 'Uploaded by Student', 'Uploaded by Teacher', and 'Related posts'. The middle screenshot shows 'Related posts' with progress bars for 'Observation Outcome 1' and 'Observation Outcome 2', both at 0%. The bottom screenshot shows 'Progress (as tagged by Student)' and 'Progress (as marked by Teacher)' sections, both at 0%, followed by a 'Description' box and 'Component Resources'.

1.1 File upload and Self-Assessment

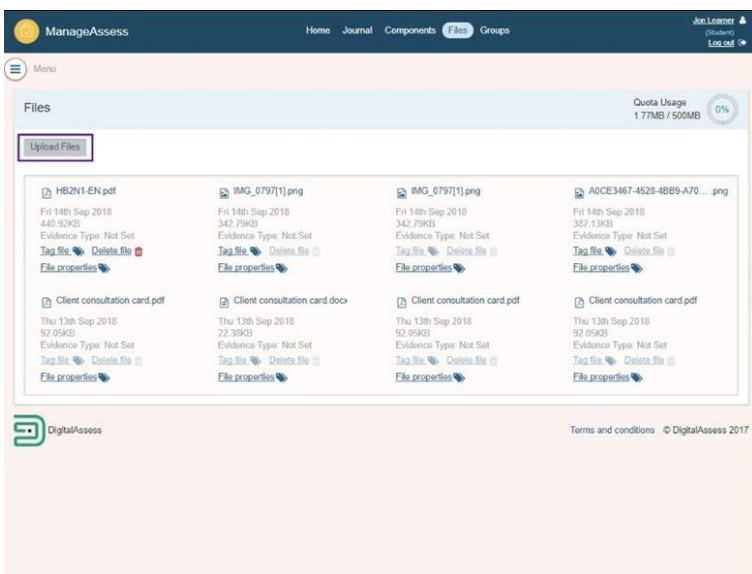
As you progress through your qualification you will gather evidence, for example consultation sheets and photos.

After gathering this evidence you can to upload and tag it to your portfolio.

1. To upload files select Files from the top menu.

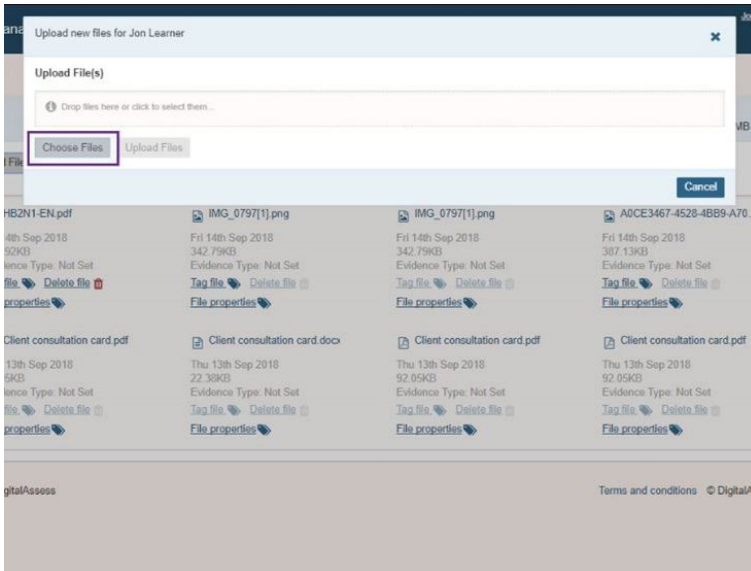


2. Select Upload Files.

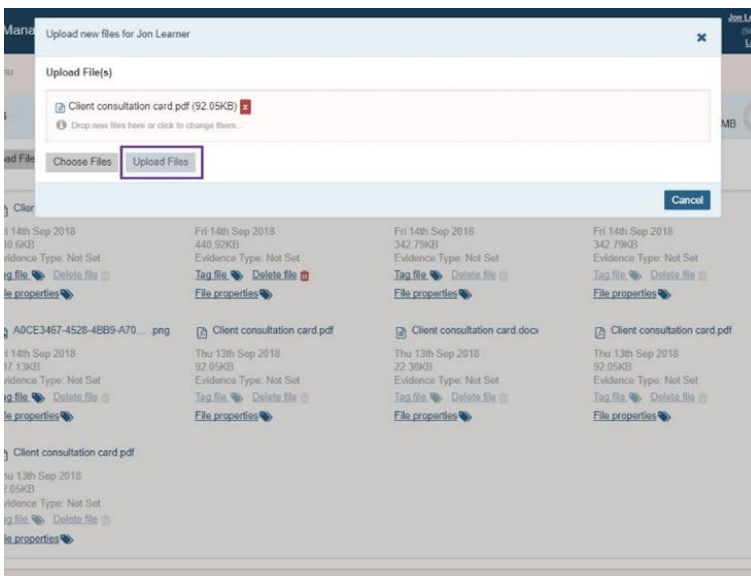


3. Select Choose File, then locate and select the file you want to upload.

Multiple file upload is allowed however, all the files must be saved in one place on your PC, Desktop for example. Simply highlighted/select all the files you want to upload.

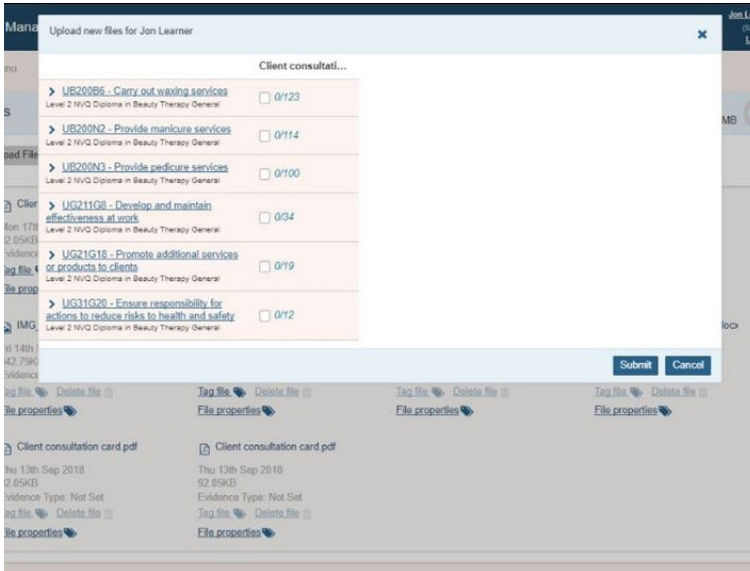


4. Once you have located and selected the file(s), select Upload Files.



- Now you can now tag (Self-Assess) the evidence file(s) to your portfolio.

There are 3 ways of tagging which we will run through now.



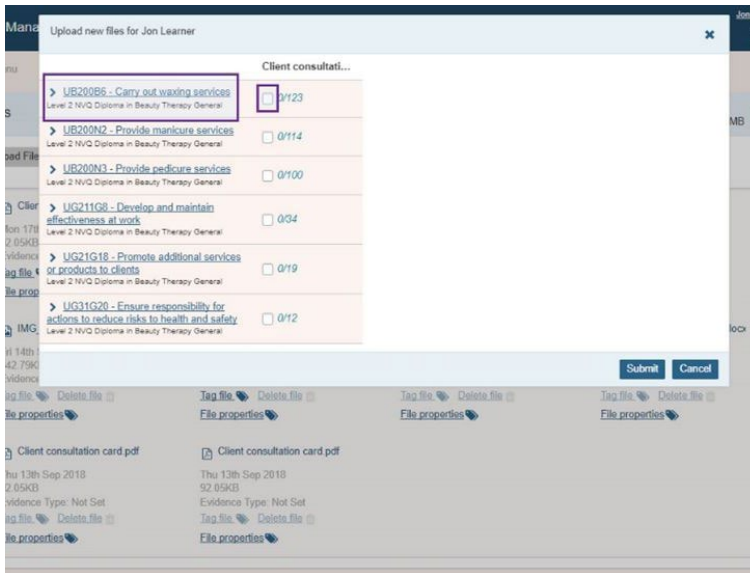
- Self-assessment is an important skill to develop. When you enter the workforce, it is important that you are able to evaluate your own performance. To do this, you need to learn and hone the skills to identify and understand the professional or industry standards expected of you. You will then be able to reflect on your own performance to determine if you are meeting those standards.

2 out of the 3 ways of tagging evidence files allows you to self-assess. This is done by ‘signing off’, from the learner perspective, the criteria you tag evidence to. By doing this you are self-assessing your work, indicating that the evidence provided meets the criteria as detailed within the evidence record of a unit.

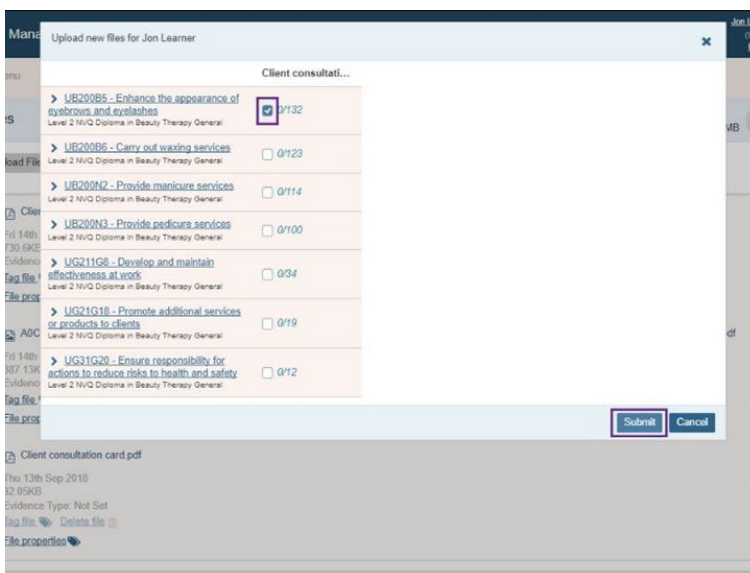
Self-assessment is not mandatory; we recommended that you discuss self-assessment with your tutor before starting to tag files.

7. You can tag at unit level by selecting the unit check box.

Tagging at unit level will not sign-off any criteria within the unit, meaning that you are not self-assessing.

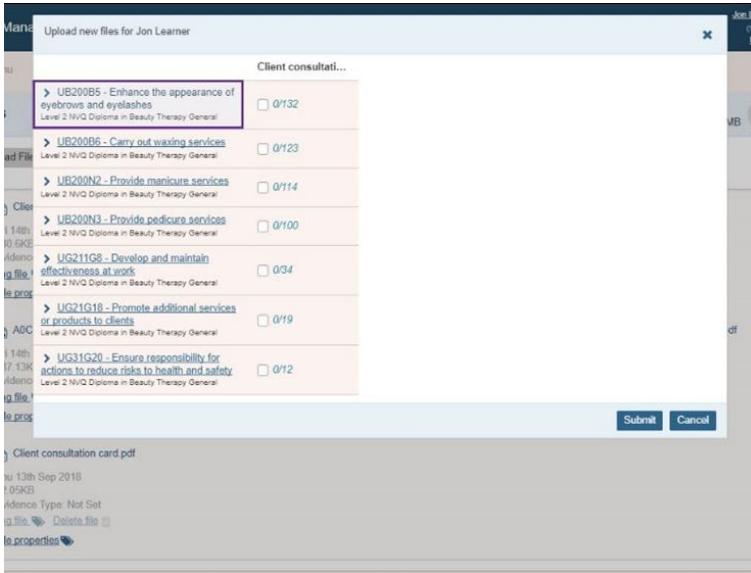


8. When you are finished select Submit.

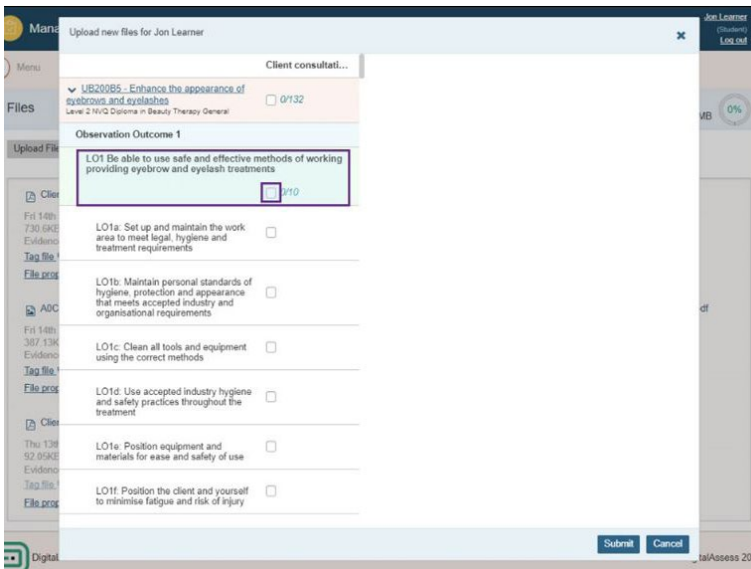


9. You can tag at Learning Outcome level. Tagging at Learning Outcome level will sign-off all Assessment criteria within the selected Learning Outcome, meaning that you are self-assessing.

Select the unit.

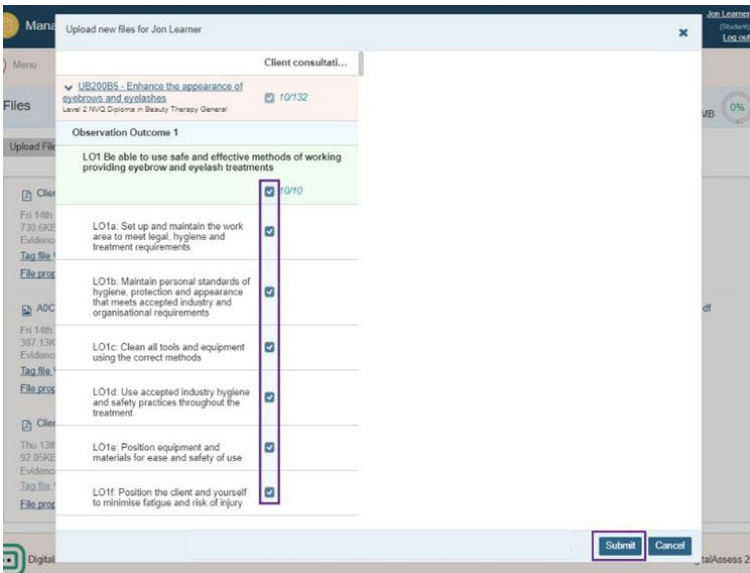


10. Locate the Learning Outcome and select the check box.



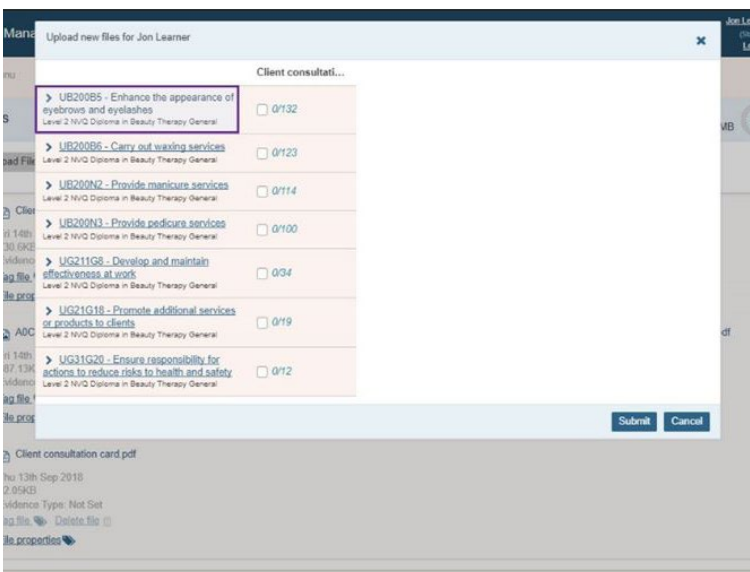
11. All Assessment criteria within the selected Learning Outcome is signed-off.

When you are finished select Submit.



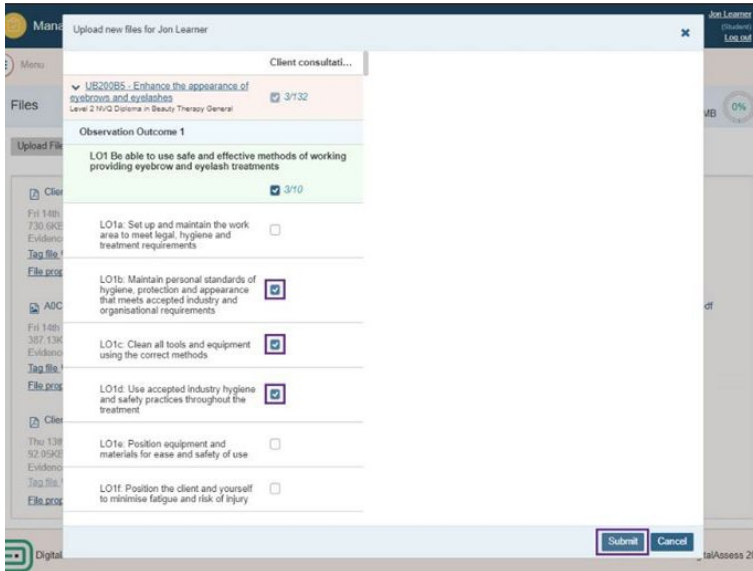
12. You can tag at Assessment Criteria level. Tagging at Assessment Criteria level will sign-off the criteria which you tag the evidence to, meaning that you are self-assessing.

Select the unit.



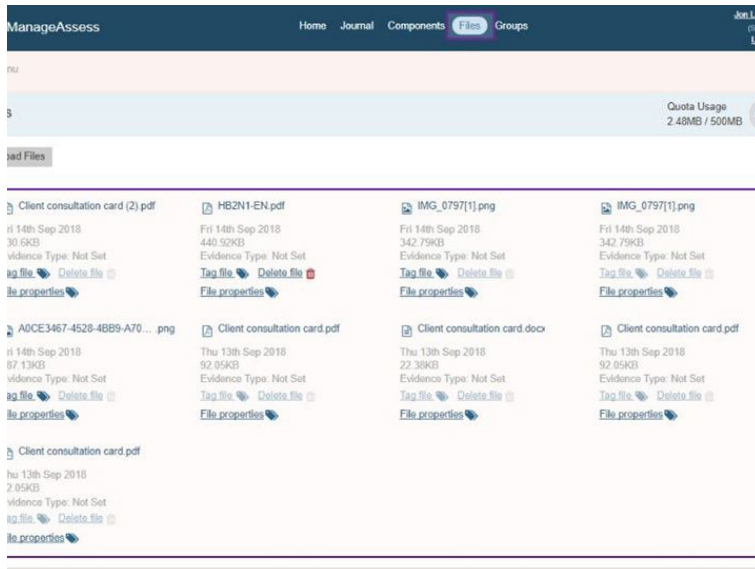
13. Locate the Learning Outcome and then select the individual Assessment Criteria check box(es) within that Learning Outcome.

When you are finished select Submit.

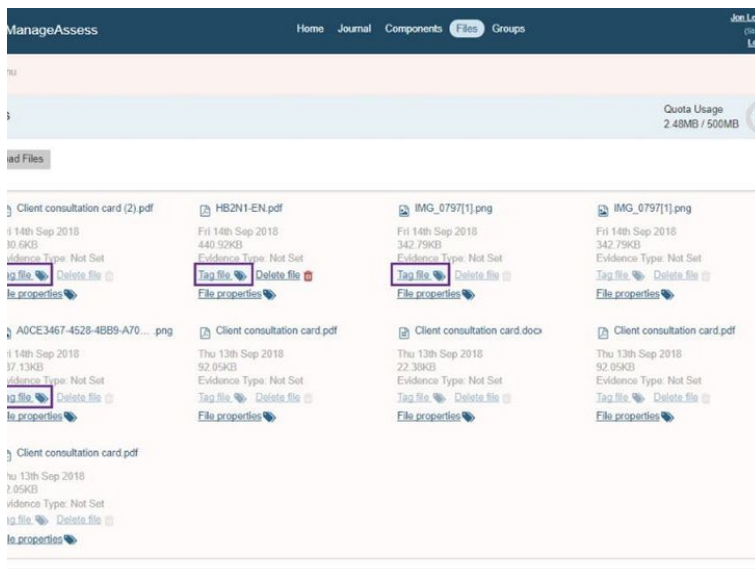


1.1.1 Files

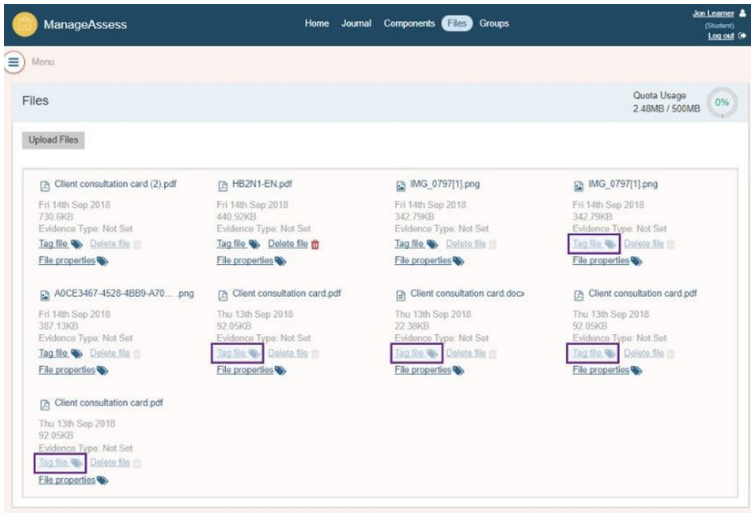
1. All files upload to your portfolio will be stored within Files. You can access Files from the top menu bar.



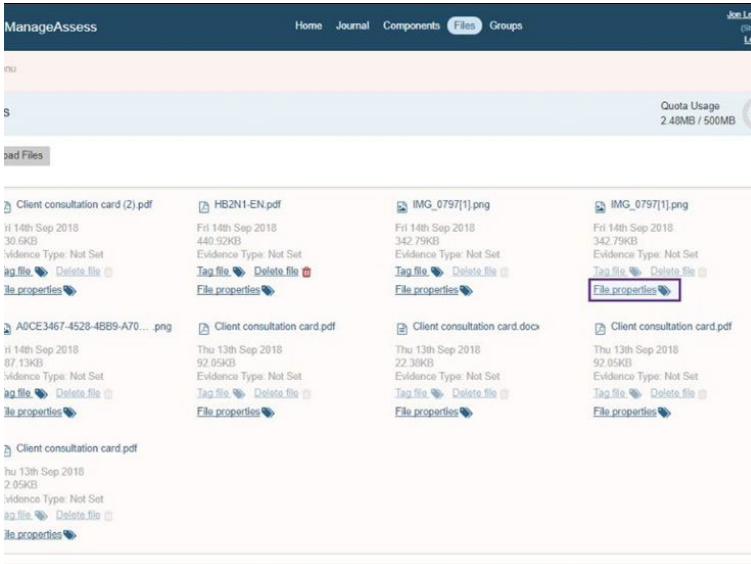
2. You can manage the tagging of any file you have uploaded by selecting Tag file.



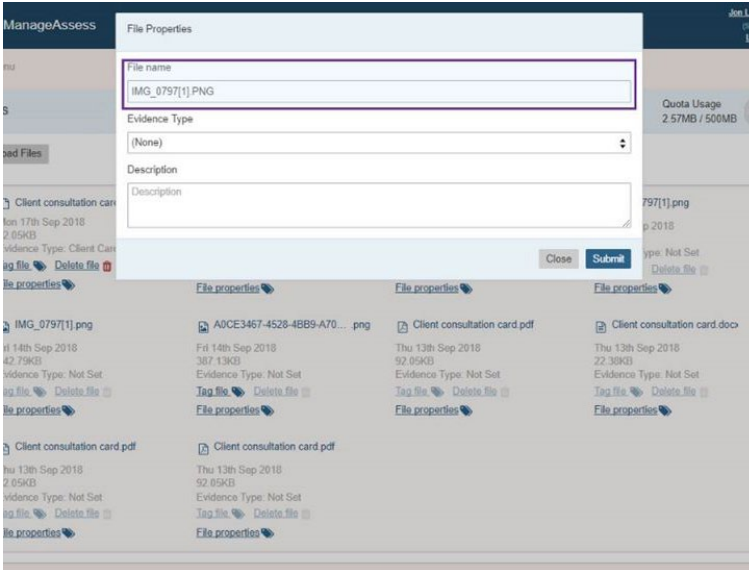
You cannot manage the tagging of any files uploaded by anyone else.



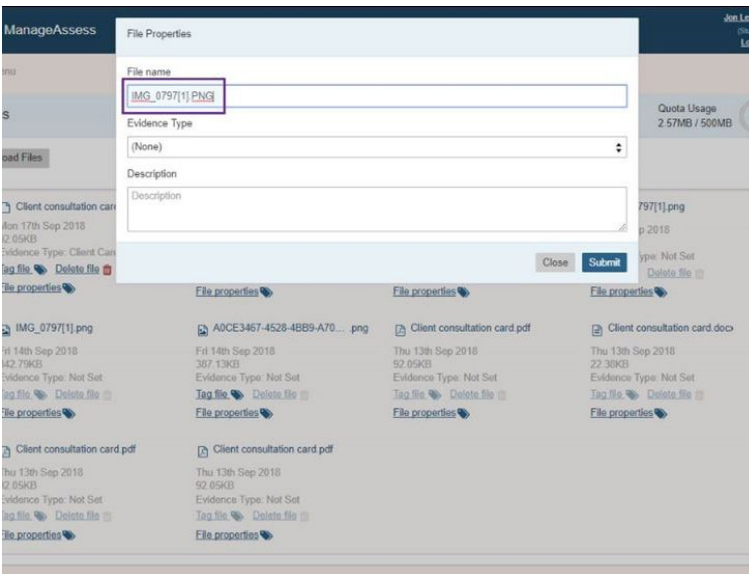
3. You can manage a file's properties by selecting File properties.



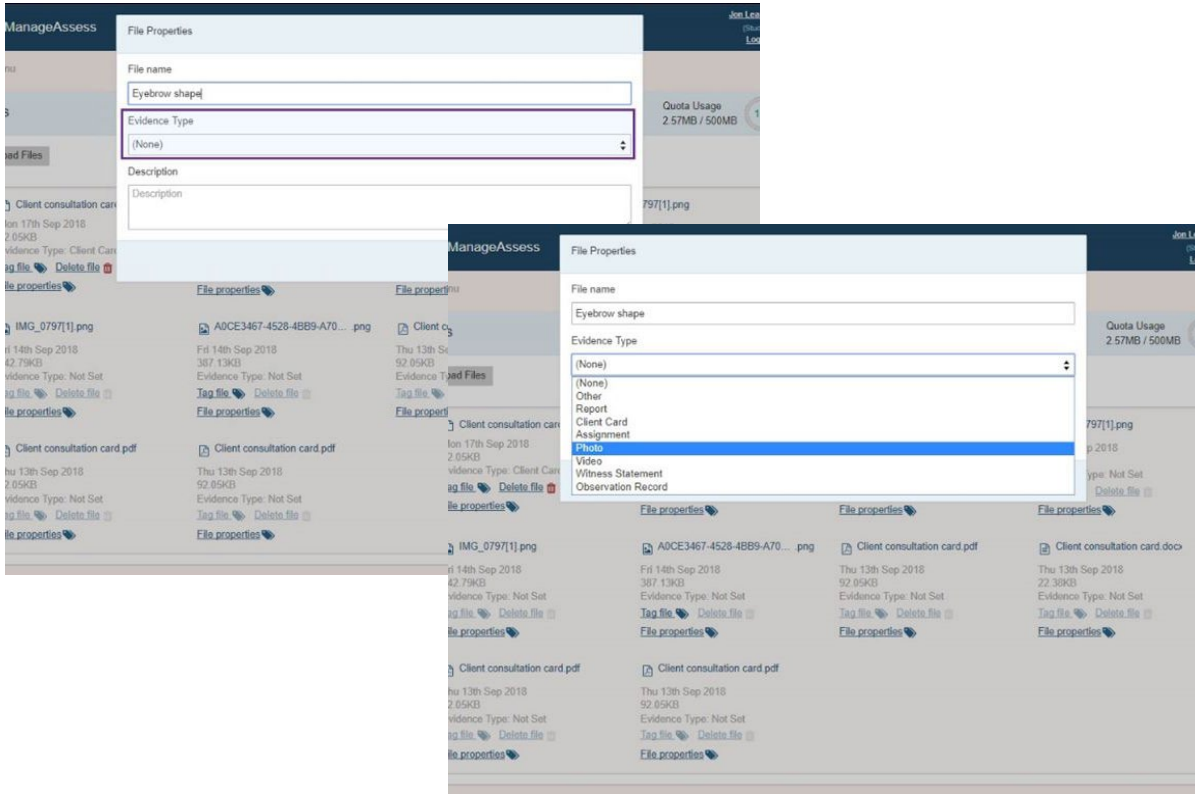
4. Within file properties you rename the file name.



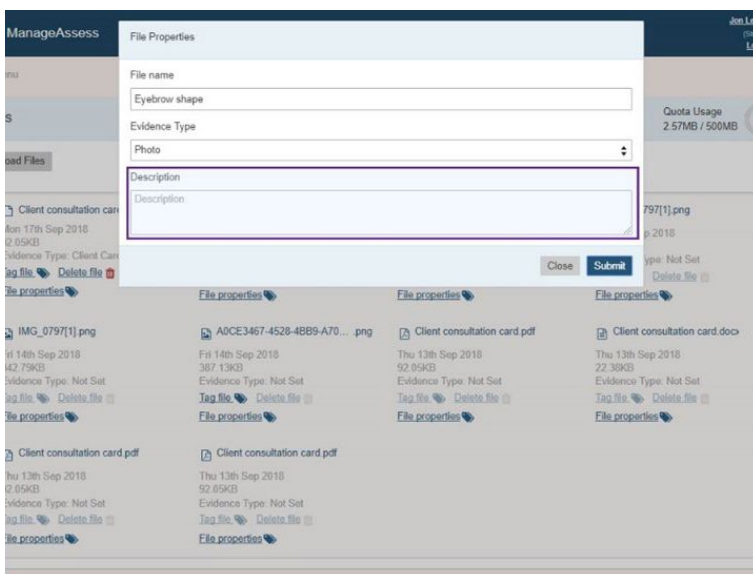
5. To change the file name, simply delete the current name and then rename it.



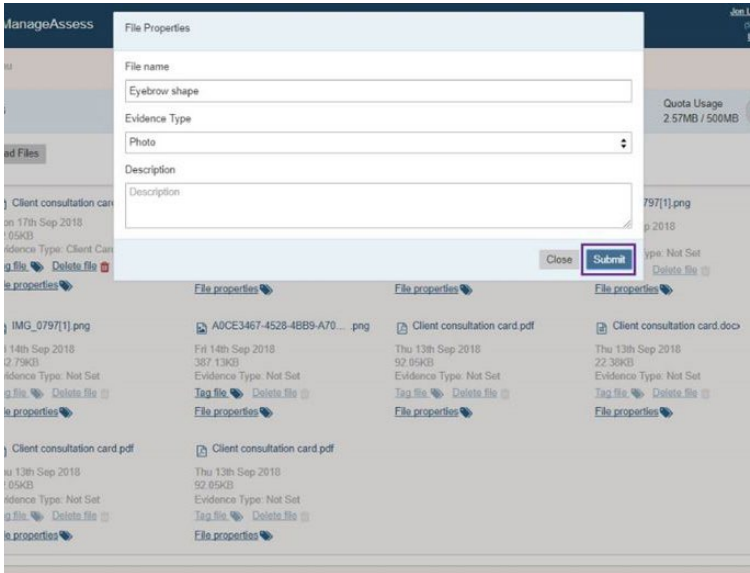
6. You can also apply an evidence type to the file.



7. You can also add a description.



8. When you are finished amending a files properties, select Submit.



1.1.1.1 Hand-in

When you are confident that a unit is complete, you can hand it in to your tutor. It is not mandatory to hand in units however, you may wish to consider doing this if you are self-assessing.

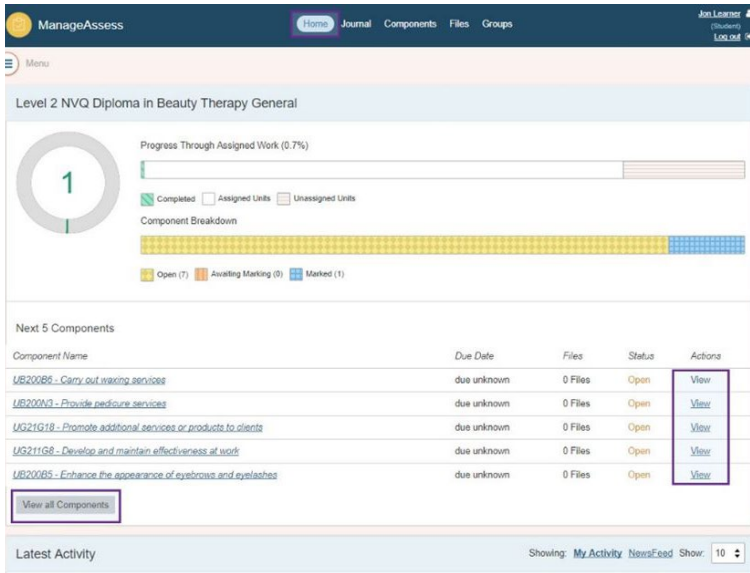
NB: Handing in a unit locks it down and prevents you from interacting it.

Your tutor can also hand in a unit to their Internal Quality Assurer for the next stage of marking. Again this will lock it down and prevent you from using it.

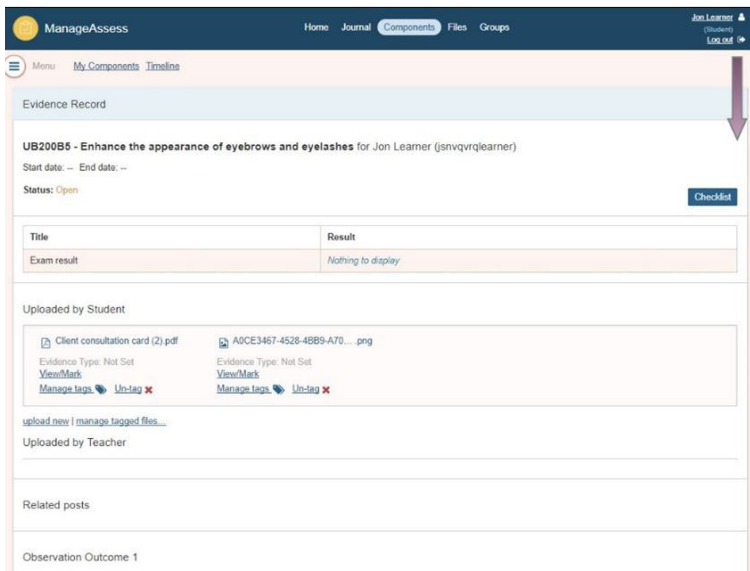


1. From your Home page, select View for the component (unit) that you want to hand in.

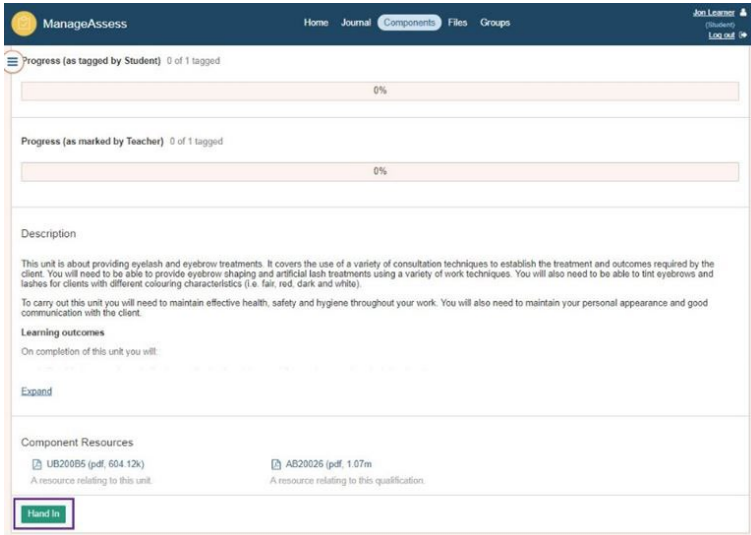
You may have more components (units) than the ones listed, if so select View all Components.



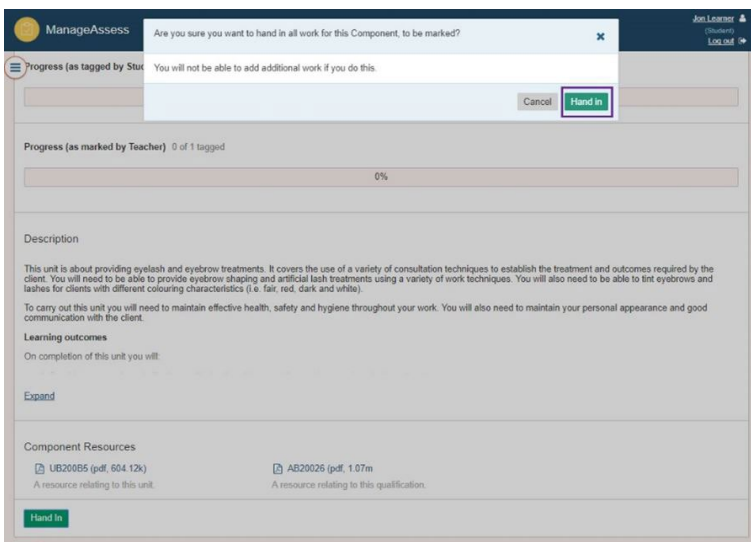
2. Scroll down to the bottom of the Evidence Record screen.



3. Select Hand In.



4. Select Hand In on the confirmation screen.



For help and support:

- Your tutor
- [ManageAssess support page](#)