



Learning  
Assistant

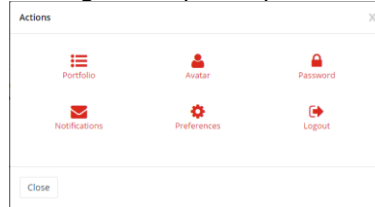
THE  
**E-PORTFOLIO**  
DESIGNED  
AROUND YOU

Training Manual **Learner**

Version 4.0

## Getting Started

Update your details in **PROFILE** by clicking on the profile picture icon



- **Avatar** - you can upload a photo of yourself
- **Password** – You can change your password at any time (always keep it secure)
- **Notification** – this allows you to manage your tasks a little easier by letting the Learning Assistant system send you updates to your external email address
- **Preferences** – this allows you to set certain aspect of the system to suit your needs

You can easily move between your portfolios by **selecting** your course

Status:  Not Started  Started  Completed  Verified

600/4175/4 - AWARD - 60041754 LEVEL 1 EXTENDED AWARD IN EMPLOYABILITY AND PERSONAL DEVELOPMENT SH 25.10.12 (7546-11) ★ SELECTED

303 304 307

Started 61% Completed 40% Expected 100%

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601/3607/8 - DIPLOMA - LEVEL 2 DIPLOMA IN BUSINESS ADMINISTRATION (5528-02)

103 104 222 224 225 226 239 240

Started 56% Completed 13% Expected 100%

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3748 - QCF - FUNCTIONAL SKILLS JUNE 2012 (FS)

EL2 FML2 ICL2

Started 100% Completed 100% Expected 100%

You can review your **Tasks** (relating to the selected Course), **Appointments**, **Resources** and how to access **LA Anywhere (the mobile apps)**

Tasks Messages Appointments Resources LA Anywhere

Tasks related to Course: 5528-02 - Level 2 Diploma in Business Administration (601/3607/8)

Order By: Latest First

Recently Reviewed Elements

ELEMENT	STATUS	DATE
222.1	Returned	18-07-16

Latest Contact Diary entries

MESSAGE	DATE POSTED
Review Appointment at 20 ...	20-Mar-17 at 03:16 PM
Review Appointment at 20 ...	20-Mar-17 at 03:14 PM
Onsite meeting	07-Mar-17 at 10:48 AM
Review Meeting	26-Oct-16 at 08:43 AM
Element 222.1 Returned...	18-Jul-16 at 02:12 PM

Deadlines

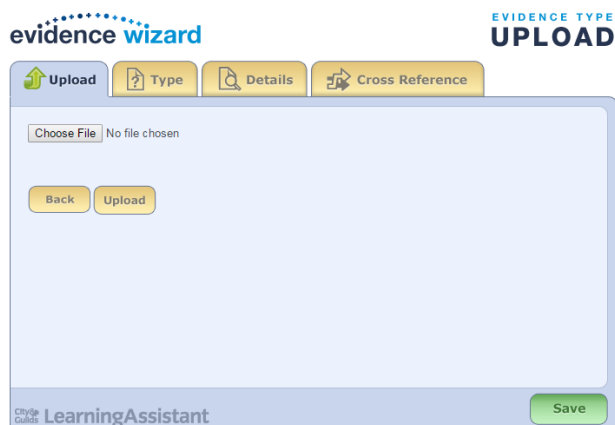
ELEMENT	DEADLINE
No Current Deadlines.	

We will be covering 3 basic stages

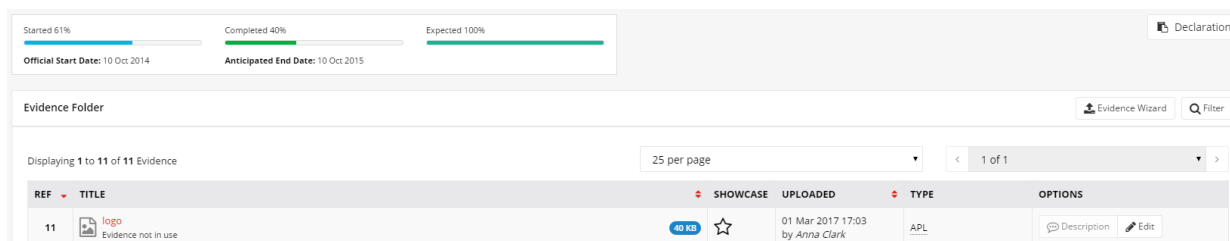
1: Upload evidence 2: Cross Reference 3: Submit Learning Outcome to Assessor

## Upload Evidence & Cross Reference

- Go to the **Evidence** Folder tab
- Click on **Evidence Wizard** – located on the right hand side of the screen
- Within the Evidence Wizard, **Browse** and **Upload** evidence (anything of a digital nature)



- Moving along the tabs across the top, determine the **Evidence Type**, add the relevant **Details**
- Click the **Cross Reference** tab, click into a **Unit**, click into a **Learning Outcome** (Element)
- Tick as many boxes as are relevant in the **Assessment Criteria** in the drop down list
- Click **Save** after each **Unit**
- You can select additional units, outcomes and criteria for the same piece of evidence
- Once you have completed the cross referencing, click **Save**




**Tip:** You should now see the piece of evidence uploaded in the Evidence Folder, with a date stamp and signature of who uploaded the evidence. Hover over the **Description** button, and the details of the evidence will pop up. If you have forgotten to cross reference every criteria, click on the **Edit** button to continue cross referencing or edit the details you added earlier.

## Contact Diary

- Go to **Contact Diary**
- You will see any **assessment planning, feedback, reviews** or **documents** your assessor wants to share with you.

The screenshot shows the 'Contact Diary' page for Henry Smith. At the top, there are three progress bars: 'Started 100%', 'Completed 100%', and 'Expected 100%'. Below these are the dates: 'Official Start Date: 10 Oct 2014' and 'Anticipated End Date: 10 Oct 2015'. A 'Declaration' button is visible in the top right. The main content area is titled 'Contact' and shows 'Displaying 1 to 4 of 4 Diary Entries'. A single entry is visible: 'One to One Review - Posted by Anna Clark (Primary Assessor) - 01 Feb 2017 17:02'. The entry details include: 'Description: Review Appointment at 11 Feb 2017 10:00 AM', 'Action: Review Planned on 11 Feb 2017 at 10:00 AM', 'Location: London', 'Activity: review', and 'Company: Clever Council'. A 'Requires Acknowledgement' icon is present in the top right of the entry.

- Any entries needing **acknowledgment** will have the  appear on the top right hand side of the entry.

The screenshot shows a specific diary entry titled 'General - Posted by Anna Clark (Primary Assessor) - 07 Mar 2017 10:03'. In the top right corner, it says 'Requires Acknowledgement' with a checkmark icon and '(1) Related Docs'. The entry details are: 'Description: Onsite meeting', 'Action: discussed progress', 'went through current assessment plan', and 'recorded GLH details - please see attached'. At the bottom, it shows 'On the Job GLH - 3 Hours 0 Minutes' and 'Off the Job GLH - 0 Hours 30 Minutes'.

## Submit work to your Assessor

- Go to the **Course Folder**
- Find a **Learning Outcome** that has been **Started**

307 - Supporting others		STARTED
> 307.1 - Be aware of others who need support Total Docs: 1		Submitted & Awaiting Review 21 Mar 2017
> 307.2 - Know what he/she can do to support others Total Docs: 1		Started
> 307.3 - Understand what he/she cannot do to support others and why Total Docs: 0		Not Started
> 307.4 - Be aware of relevant health and safety issues Total Docs: 0		Not Started
> 307.5 - Be able to support others Total Docs: 0		Not Started

Started 40%      Completed 0%

- Click on the **Learning Outcome** number
- Within the Outcome you'll see the pieces of evidence that you cross referenced earlier

103 .1 - Know how to meet visitors in a business environment

This unit aims to develop the knowledge and skills required to meet and welcome visitors in a business environment. Upon completion of this unit, learners will be able to meet visitors in a business environment.

**Resources**

RESOURCE	TYPE
Unit 103 Standard	Learner Guidance

**Actions**

Status: Element Started

Deadline: 27 Apr 17 at 12:00AM

Actions:  Submit Your Competence Claim

**Competence Claim**  Choose Evidence    Evidence Wizard

Ref	Document	Type(s)	IV	Assessment Criteria					
				1.1	1.2	1.3a	1.3b	1.3c	1.4
2	DSC_0878	PD	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	staff stationery order...	P	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Completed</b> (Assessor Only)									

**Tip: you could add further evidence from the evidence folder if you wish by clicking on Choose Evidence tab, and continue cross reference within the matrix.**

- If you think you have completed the **Learning Outcome**, you can send it to your assessor by clicking **Submit Your Competence Claim**
- The outcome status has now changed to **Element Submitted & Awaiting Review**
- The outcome is now locked and cannot be edited until the assessor and reviewed and given feedback