
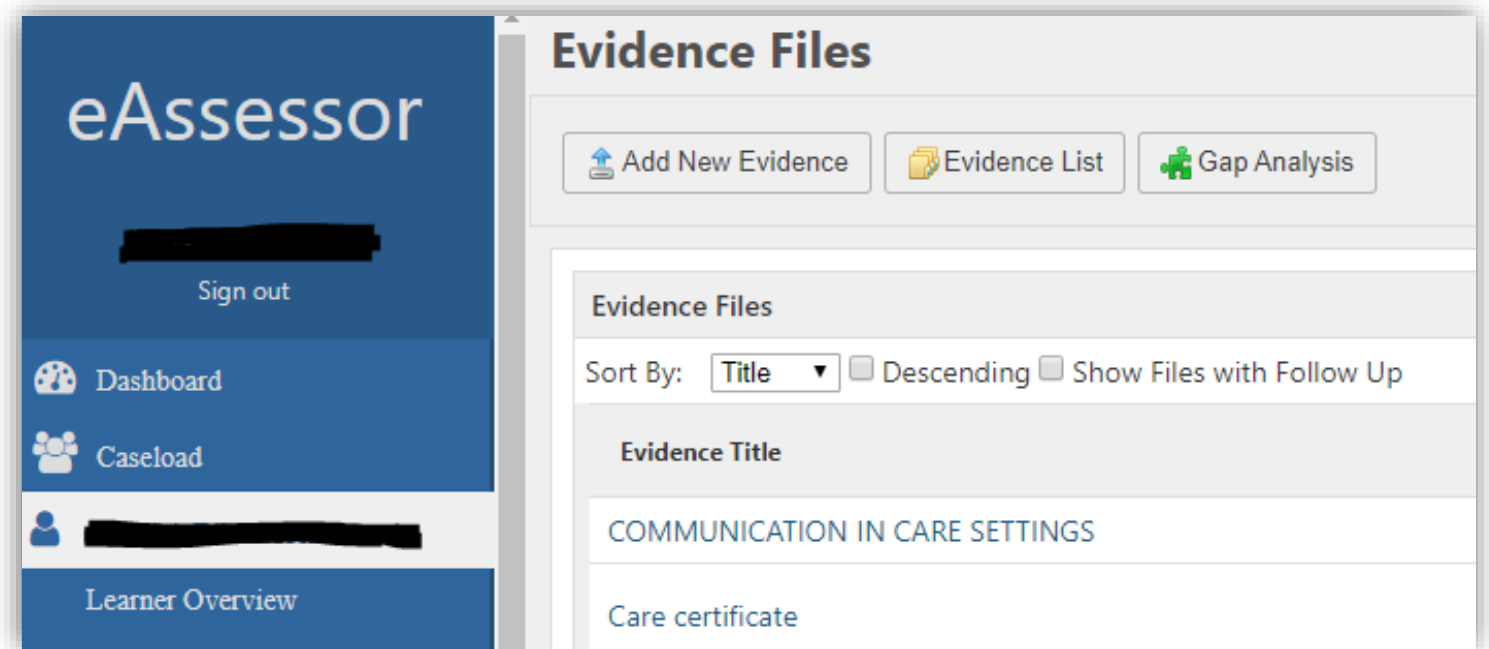


How to navigate eAssessor

For Learner user accounts

Adding New Evidence

- Select **Add New Evidence** from the [Evidence Page](#) to open the Add Evidence Wizard, which divides the process of adding a new evidence file into four steps: Select Option, Add Basic Details, Add Links and Finished.
- You can also add evidence from [Qualifications](#), [Units](#), [Learning Outcomes](#) and [Assessment Criteria](#) by selecting the  icon next to **Evidence** in the list.



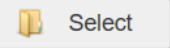
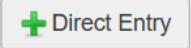
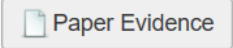
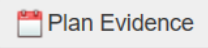
The screenshot displays the eAssessor web application interface. On the left is a dark blue sidebar with the 'eAssessor' logo at the top. Below the logo is a 'Sign out' button. The sidebar contains a menu with 'Dashboard' (globe icon), 'Caseload' (group of people icon), and 'Learner Overview' (person icon). The main content area is titled 'Evidence Files' and features three buttons: 'Add New Evidence' (with a plus icon), 'Evidence List' (with a folder icon), and 'Gap Analysis' (with a puzzle piece icon). Below these buttons, there is a section for 'Evidence Files' with a 'Sort By:' dropdown menu set to 'Title', and checkboxes for 'Descending' and 'Show Files with Follow Up'. A table lists evidence files, with the first entry being 'COMMUNICATION IN CARE SETTINGS' and a sub-entry 'Care certificate'.

Select Option

- **Upload Electronic Evidence** - Select this to upload an evidence file to be attached to the record. You will then be taken to **Add Basic Details**.
- **Enter Evidence Text** - Select this to go to **Add Basic Details**, where a text box will with some formatting options will be available for you to enter your evidence text.
- **Reference Paper Based Evidence** - Select this to go to **Add Basic Details**, where a **Notes** field will be available for you to enter a reference to a physical evidence document.
- **Plan Future Evidence** - Select this to go to **Add Basic Details**, where an **Evidence Due** field will be available for you to enter a date by which evidence must be uploaded. This deadline will show up in the [eAssessor Learner Events](#) diary and your [eAssessor Workspace](#).

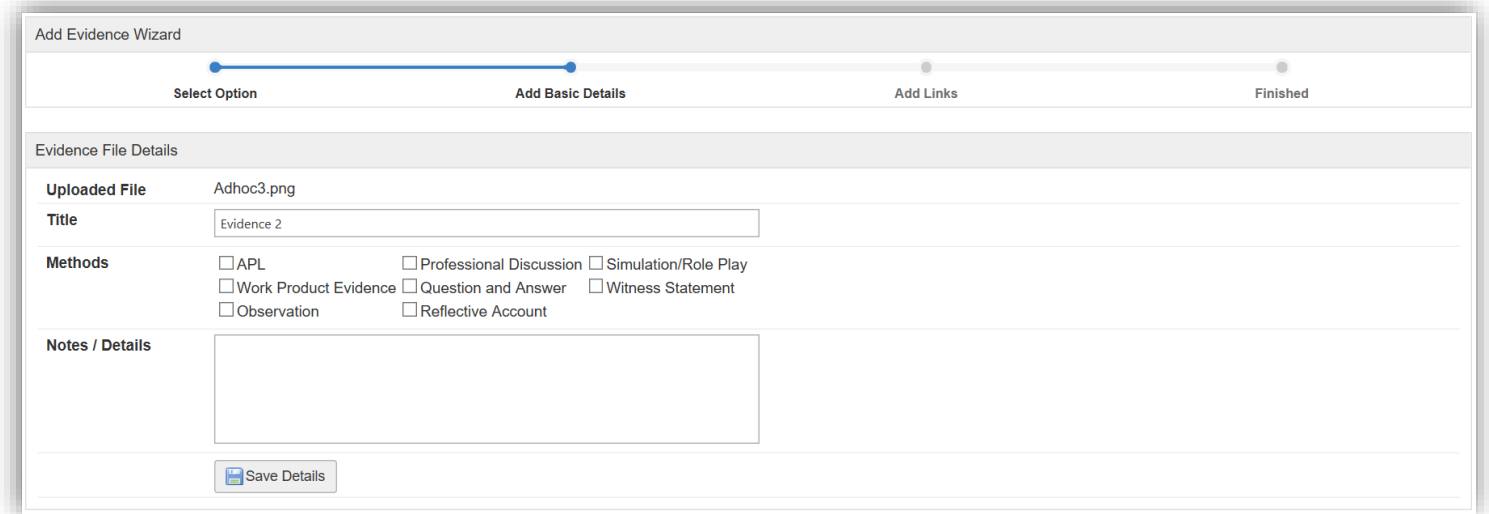
Add Evidence Wizard

Progress: Select Option (Active), Add Basic Details, Add Links, Finished

Option 1: Upload Electronic Evidence	Option 2: Enter Evidence Text	Option 3: Reference Paper Based Evidence	Option 4: Plan Future Evidence
Click or drop a file below to upload evidence files:	Click below to enter evidence text directly:	Click below to reference paper based evidence:	Click below to plan some future evidence:
			

Add Basic Details

- In this section you can add the following details, along with any that are specific to the option you have just selected:
- Title
- Methods of evidence collection
- Notes/Details
- Select **Save Details** to progress to **Add Links**.



The screenshot displays the 'Add Evidence Wizard' interface. At the top, a progress bar indicates four steps: 'Select Option', 'Add Basic Details' (the current step), 'Add Links', and 'Finished'. Below the progress bar, the 'Evidence File Details' section contains the following fields:

- Uploaded File:** Adhoc3.png
- Title:** Evidence 2
- Methods:** A grid of checkboxes for various evidence collection methods:
 - APL
 - Professional Discussion
 - Simulation/Role Play
 - Work Product Evidence
 - Question and Answer
 - Witness Statement
 - Observation
 - Reflective Account
- Notes / Details:** A large empty text area for additional information.

At the bottom of the form, there is a 'Save Details' button.

Add Links

- In this section you can link evidence to the following data, using the three tabs available.
- Once you have chosen your links, there are two more options on the page:
- You can choose whether to **Add Another Piece of Evidence**, which will take you back to **Select Option** once you have saved the current evidence.
- You can **Save** your combination of links as a template. This means that you will be able to load the same combination of links for another piece of evidence without selecting them all manually.
- Once you are finished, select **Add Links** to progress to **Finished**.

You are here: All Evidence > Evidence File > Add Evidence Links

Add Evidence Wizard

Progress: Select Option | **Add Basic Details** | Add Links | Finished

Tick the items to link this evidence item to:

Qualifications | Target Scope | Portfolio Components

Expand All | Collapse All

60020337: Diploma in Utilities Network Planning and Management (QCF)

Save

Add another Add another piece of evidence

Save Link Template

Qualifications

- In this tab, you can choose qualifications, units, learning outcomes or assessment criteria to be linked to your piece of evidence. This section contains a list of qualifications linked to the learner, which you can expand into units, learning outcomes, and assessment criteria by selecting the title of each item. Any item with no sub-levels available will have a tick box next to it, which you can select to set it as a linked item. For assessment criteria, buttons are available to **Check All** or **Uncheck All** criteria in the learning outcome.

Once you have selected / checked the criteria relevant to the evidence, click on '**Add Links**' button to finish upload. Or select Target Scope tab to select KSB items, see next slide >>>

You are here: All Evidence > Evidence File > Add Evidence Links

Add Evidence Wizard

Select Option Add Basic Details Add Links Finished

Tick the items to link this evidence item to:

Qualifications Target Scope Portfolio Components

Expand All | Collapse All

60020337: Diploma in Utilities Network Planning and Management (QCF)

Save

Add another Add another piece of evidence

Save Link Template

+ Add Links

Remember: Click on qualification title to expand / reveal units & assessment criteria.

Target Scope

- This tab will appear if you have set up any [Scope Items](#) for a [Delivery Target](#) linked to the learner. Ticking a **Knowledge**, **Skill**, or **Behaviour** item will link the evidence to it.

Once you have selected the scope items relevant to the evidence, scroll down the page and click on '**Add Links**' button to finish upload.

You are here: All Evidence > Evidence File > Add Evidence Links

Add Evidence Wizard

Select Option Add Basic Details Add Links Finished

Tick the items to link this evidence item to:

Qualifications Target Scope Portfolio Components

Knowledge

- K1 Understands the concepts of networking
- K2 Understands and applies the principles of networking
- K3 Understands the key functions of a network
- K4 Is aware of the different situations that a network may be required
- K5 Understands the components of a network
- K6 Is aware of some of the most common network issues

Skills

- S1 Can diagnose network problems
- S2 Can assemble a network
- S3 Can apply security measures to a network
- S4 Can advise on good network setup
- S5 Can locate the appropriate resources to help with network issues