



Tutor Guide

RQF Qualification Process and LearnDash LMS

Contents

Enrolment Process	2
Purchasing a course	2
Distance Learning (Self-study)	2
Tutor-led (Remote or Classroom)	3
General Functions	4
Log In	4
Group Management View	4
Full Dashboard View	5
Mark or Review Submitted Work (Essays)	6
1. Download and View Essays	6
2. Provide Feedback to the Learner	7
3. Save a copy of the Feedback	7
4. Approve and Score	8
5. Update the Learner Tracker	8
Reviewing other Uploads (Assignments)	9
1. Download	9
2. Review and provide Feedback	9
3. Update the Learner Tracker (if applicable)	9

Enrolment Process

Purchasing a course

Courses can be purchased online by an individual, this will grant immediate access to online materials and the learner will be added to the group (assigned to a Tutor) as pre-set in the system. This will also trigger any automated emails including a prompt to complete an initial assessment.

Alternatively, courses may be purchased by email or phone, and the learner added to the system manually. The automated process will then continue.

Distance Learning (Self-study)

	Stage	Who	When
1	Course purchased	Learner or Employer	
2	Learner is added to system	Automated or AC	Immediately or ASAP
3	Online course assigned; learner added to applicable tutor group.	Automated	Immediately
4	Welcome email sent with generic login info.	Automated	Within 1 minute
5	Course specific introduction sent, including link for initial assessment and Tutor contact details.	Automated	Within 3 minutes
6	Tutor notified of learner enrolment with contact details.	Automated	Within 3 minutes
7	Learner completes initial assessment (IA).	Learner	ASAP
8	Admin notified of IA completion.	Automated	Upon completion of IA
9	Learner folder set up on SharePoint.	Admin or Tutor	ASAP
10	Initial assessment saved as a PDF in learner folder.	Admin or Tutor	ASAP
11	Learner added to tracker, including DOB and Postcode.	Admin or Tutor	ASAP
12	Welcome pack posted to learner. Update tracker to show pack sent date.	Admin	ASAP, within 2 days of enrolment.
13	Welcome email from Tutor to Learner - arrange an introduction call via MS Teams or phone.	Tutor	ASAP, within 3 days of enrolment.
14	Introduction call between learner-tutor, complete ILP (if applicable).	Tutor	ASAP, within 7 days of enrolment.
15	Update tracker to reflect introduction call date.	Tutor	After intro call.
16	Learner registered with Awarding Organisation.	AC	Within 3 months of starting qualification, or when 25% complete.

Tutor-led (Remote or Classroom)

Stage		Who	When
1	Course purchased	Learner or Employer	
2	Learner is added to system	Automated or AC	Immediately or ASAP
3	Learner added to applicable group.	Automated	Immediately
4	Joining instructions sent, including link for initial assessment.	Automated	Within 3 minutes
5	Learner completes initial assessment (IA).	Learner	ASAP
6	Admin notified of IA completion.	Automated	Upon completion of IA
7	Learner folder set up on SharePoint.	Admin or Tutor	ASAP
8	Initial assessment saved as a PDF in learner folder.	Admin or Tutor	ASAP
9	Learner added to tracker, including DOB and Postcode.	Admin or Tutor	ASAP
10	Welcome pack posted to learners. Update tracker to show pack sent date. OR learning resources prepared and sent to the Tutor or direct to venue (as required)	Admin	2 weeks prior to course date
11	Pre-course email sent by tutor to welcome learners to the course.	Tutor	7 days prior to course date
12	Learner assigned access to online course materials.	AC	1-5 days prior to course date
13	Welcome email sent with generic login info to site.	Automated	Within 1 minute
14	Learner registered with Awarding Organisation.	AC	Within 3 months of starting qualification, or when 25% complete.

General Functions

Log In

The tutor can log in using the usual login box on the 'My Account' or 'My Courses' page. After logging in, tutors or group leaders will be redirected to the Group Management page.

To view your courses, please login.

Username or Email Address

Password

Remember Me

[Lost your password?](#)

Group Management View

The default system view for tutors will be the Learner (Group) Management page. From this page, tutors can view any groups they are assigned as a group leader.

ATC TRAINING About ▾ Browse Courses ▾ My Courses My Account Logout Cart

Learner Management

Tutor Dashboard **Tutor Handbook** **ATC SharePoint** **My Courses** **Logout**

Select the cohort or group from the list below to view progress or use the dashboard link above to view assignments and mark work.

Group ▾
 RH - L3ACWE - Distance Learning
 RH - L3CAVA - Distance Learning
 RH - L4AIQA - Distance Learning
 RH - L4CET - Distance Learning
 RH - L5DET - Distance Learning
 Verisure - Group 2

1 Course
 — **Level 3 Certificate in Assessing Vocational Achievement (RQF)**

Users ▾ Reports ▾

Search by name, email, status or key

After choosing the group from the list available, you will see a list of learners in the group and their status. Click on the status (in progress etc.) to view further details of any online lessons they have completed.

Group: RH - L3CAVA - Distance Learning ▾

Group Courses

1 Course

— **Level 3 Certificate in Assessing Vocational Achievement (RQF)**

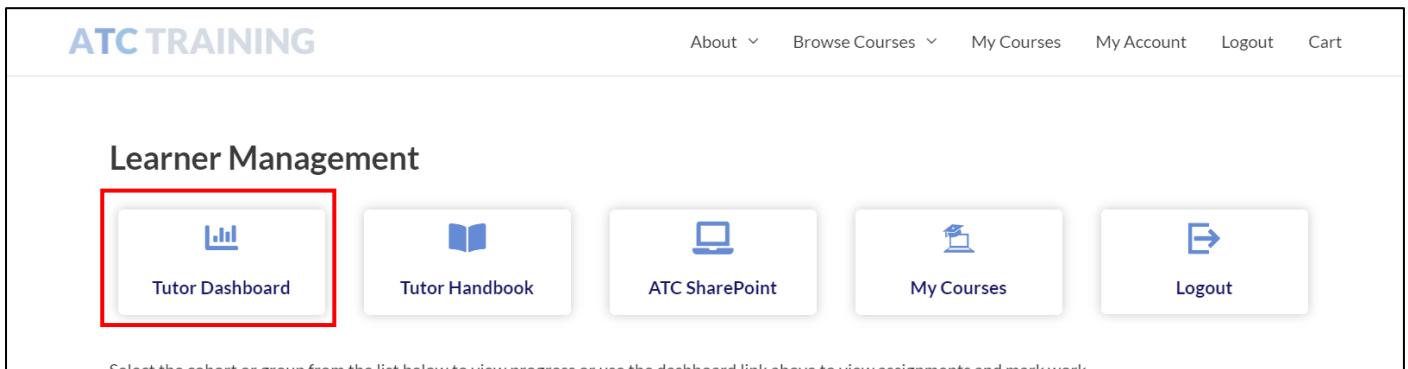
Users ▾ Reports ▾

Search by name, email, status or key

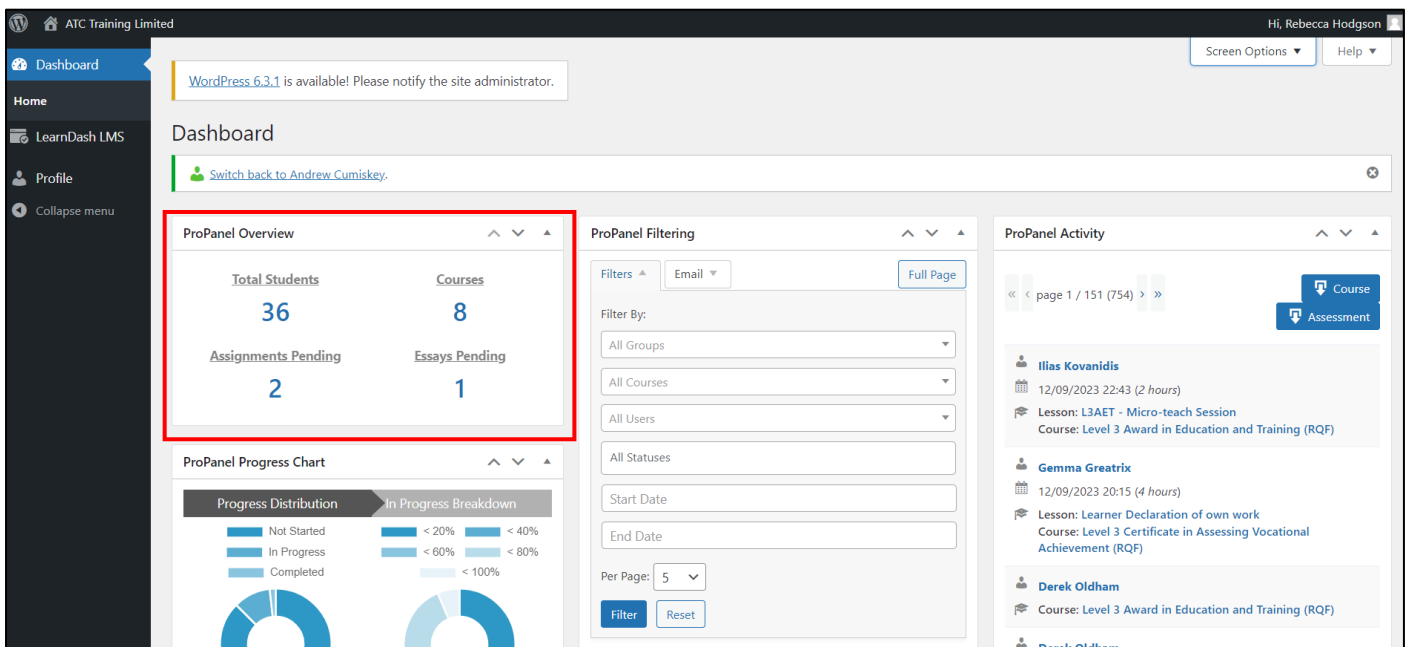
First name	Last name	Email	Status	Key
Claire	Christian	cl...	Completed	
Ann	Myatt	ar...	In Progress	
Daniel	Jacobs	Tr...	In Progress	
Danielle	Judge	gl...	In Progress	

Full Dashboard View

Click the Tutor Dashboard link to view a full learner dashboard or go to it directly at <https://atctraining.net/wp-admin/>.



ProPanel Overview will display all learners and courses within any of your groups and any Essays or Assignments waiting to be marked. You can also see an overview of any recent activity from your learners. ProPanel Filtering can be used to filter more specifically.

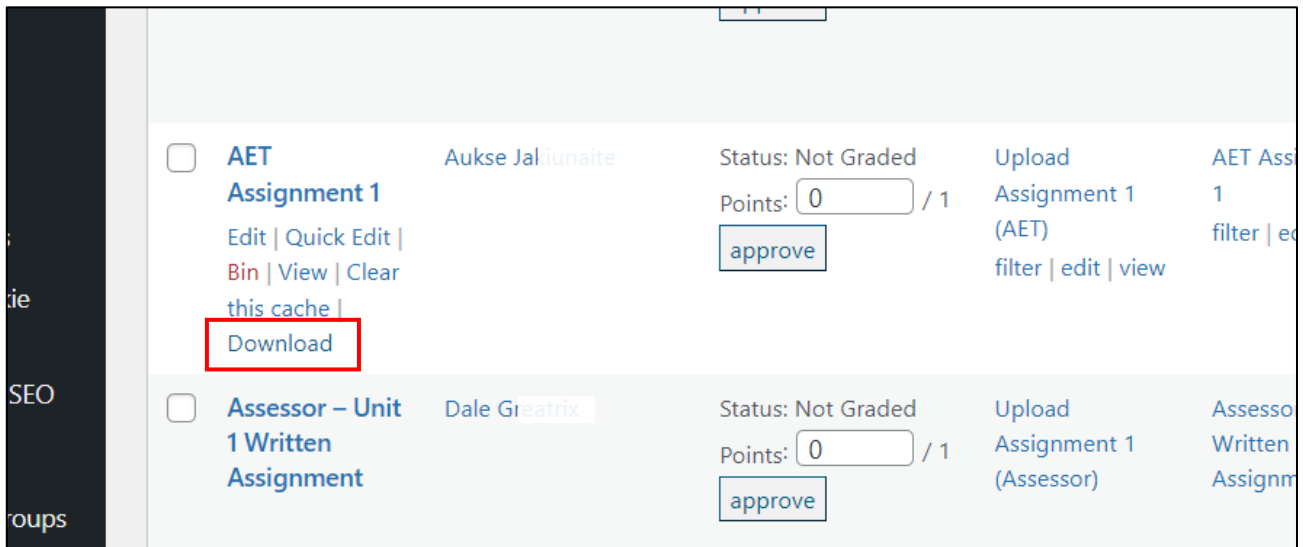


Click on any of the numbers within the overview to view full details or open work to be marked.

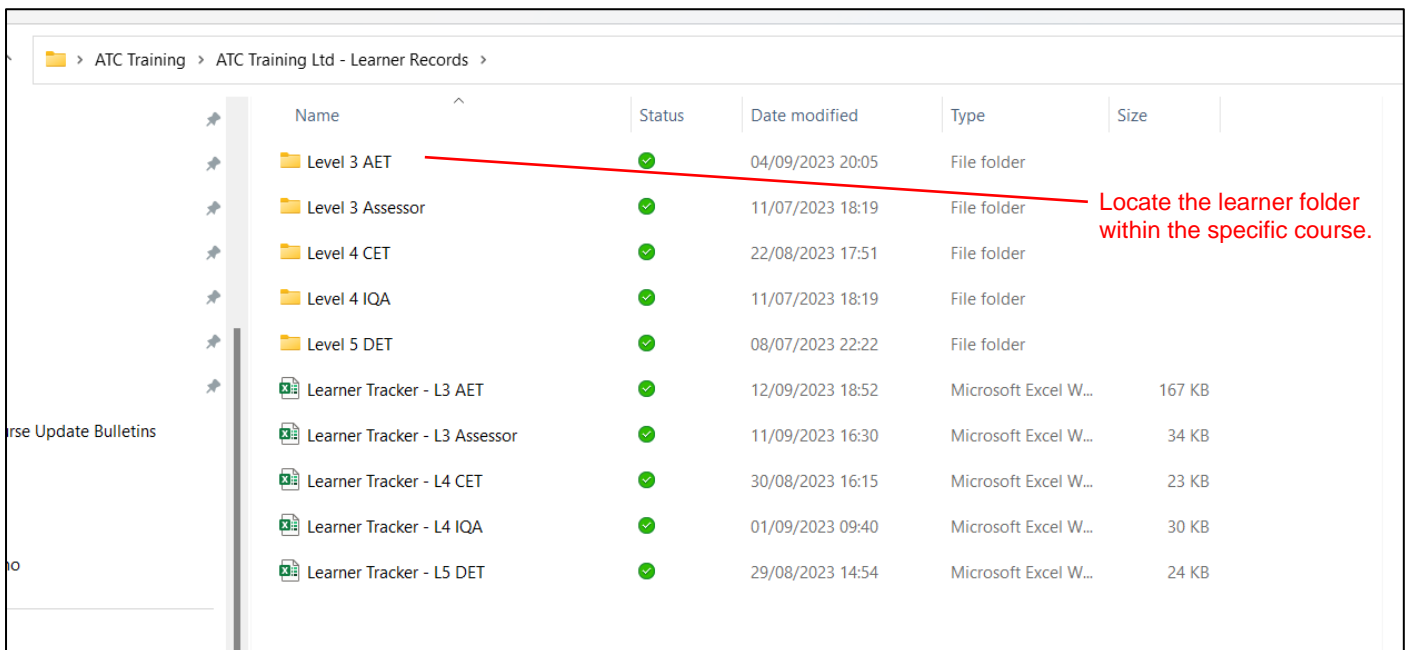
Mark or Review Submitted Work (Essays)

1. Download and View Essays

Download a copy of the learners work and save it into the learner folder on SharePoint.



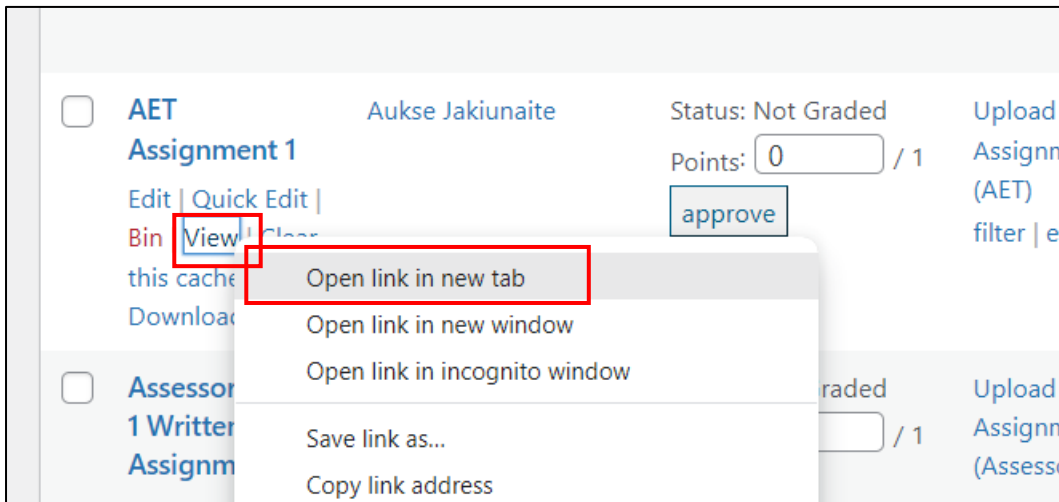
The download will usually go into to your download folder where it can be cut and pasted into the correct folder.



Now you can open the file from its saved location, review the work and provide feedback as shown in the next step.

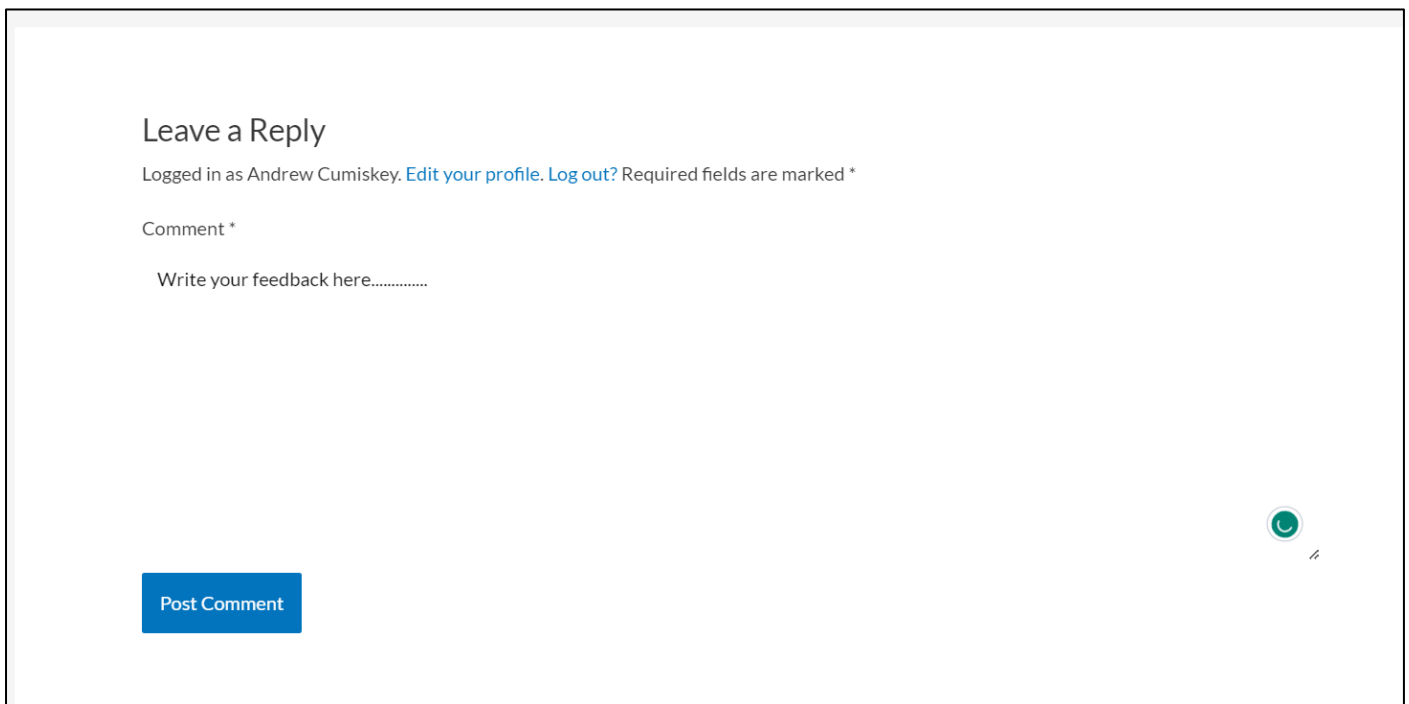
2. Provide Feedback to the Learner

First, right click 'View' and open in a new tab.



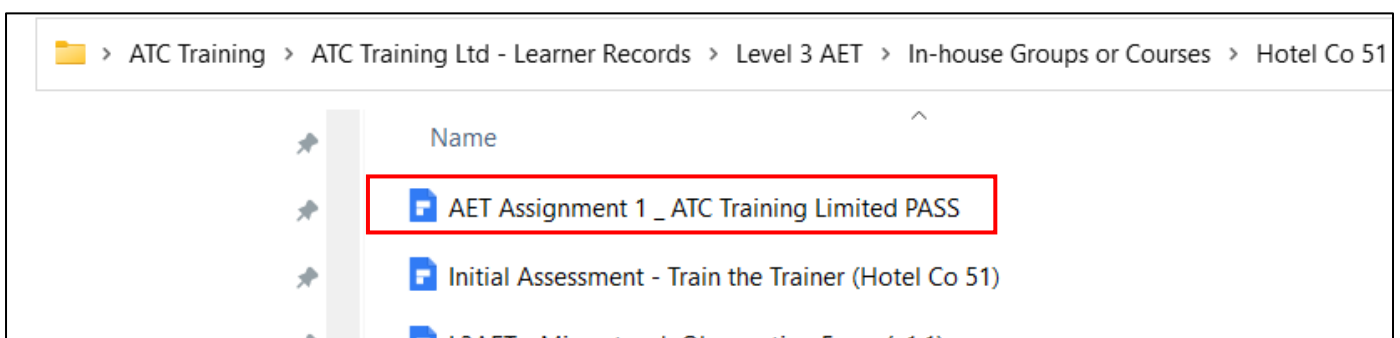
Now write your feedback in the comment box. Clearly state your assessment decision.

Click 'Post Comment' when done to submit the feedback.



3. Save a copy of the Feedback

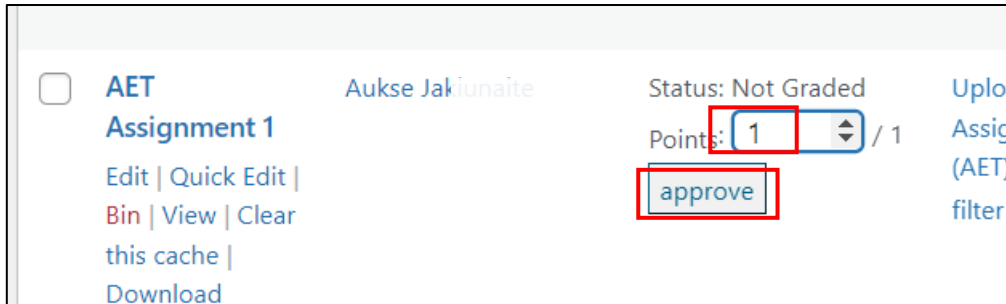
Now print the feedback as a PDF (ctrl + P) and save a copy in the learner folder on SharePoint. The system usually provides a file name by default, add the word PASS or REFER to the end to indicate the result.



4. Approve and Score

If the assignment has passed, change the points from 0 to 1. This indicates 1/1 in the system and therefore is complete. Press the approve button. **If the assignment has not passed, leave the score as 0 and press approve.**

The approve button when pressed will trigger an email to the learner advising them that the assignment has been marked and the learner is prompted to check the feedback comments.



The essay should now disappear from the list on your dashboard.

5. Update the Learner Tracker

Open the learner tracker and indicate whether the assignment is a Pass or Refer.

A		B		C		D	E	O	P	Q	R	S	T
Name	Email	M-T Plan	No.	Enrolled	Source	Observer ID	IA	A1	A2	A3			
Aukse Jakiunaite			9627	07/08/2023			Yes	Yes	Pass				

Reviewing other Uploads (Assignments)

The system allows other documents to be uploaded, this may include evidence for units or miscellaneous documents. The system will categorise these all under the 'Assignments' section although bear in mind they may not specifically relate to an assignment.

1. Download

Download a copy of the learners work and save it into the learner folder on SharePoint.

The screenshot shows the 'Assignments' page in the LearnDash LMS interface. The page title is 'Assignments' and the user is logged in as 'Hi, Rebecca Hodgson'. The page contains a notification about WordPress 6.3.1, a link to switch back to Andrew Cumiskey, and a list of assignments. The list has columns for Title, Author, Status / Points, Assigned Course, Assigned Lesson / Topic, and Date. Two assignments are visible, both by Gemma Greatrix, with a status of 'Not Approved' and 'Points: Not Enabled'. Each assignment has an 'approve' button and a 'filter | view' link.

<input type="checkbox"/>	Title	Author	Status / Points	Assigned Course	Assigned Lesson / Topic	Date
<input type="checkbox"/>	assignment_51360_169450817756_Feedback_and_Action_Record_v1_1_4.pdf Edit Quick Edit Bin View Download	Gemma Greatrix	Status: Not Approved Points: Not Enabled approve	Level 3 Certificate in Assessing Vocational Achievement (RQF) filter view	Lesson: Upload Additional Evidence (Unit 2 – Assessor) filter view	Published 2023/09/12 at 09:42
<input type="checkbox"/>	assignment_51360_169450814008_Assessment_Plan_Template_v1_1_e	Gemma Greatrix	Status: Not Approved Points: Not Enabled	Level 3 Certificate in Assessing Vocational Achievement (RQF)	Lesson: Upload Additional Evidence (Unit 2 – Assessor)	Published 2023/09/12 at 09:42

2. Review and provide Feedback

Review the downloaded work, and if required provide feedback in the same way by clicking view, open in a new tab and add your comments.

Note – points may not be available to indicate the pass or fail, so make this clear in your comments then press 'approve'.

3. Update the Learner Tracker (if applicable)

If sufficient documents are downloaded to pass the applicable unit, update the learner tracker.