

The  LearnerPortal

The Intelligent Portfolio

Learner Portal Quick Start Guide

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Introduction.

The Learner Portal gives you access to view your portfolio documents, read training packs, complete question sheets and e-sign documents.

You can also upload evidence for your Assessor to assess and add to your portfolio.

The Learner Portal can be accessed over the internet by any device (smart phone, tablet, laptop etc.). Simply go to www.thelearnerportal.com and log in using the Username and Password given to you by your Assessor.

Logging On



1 Click here to read our Terms & Conditions.

2 Click here agree to our Terms & Conditions.

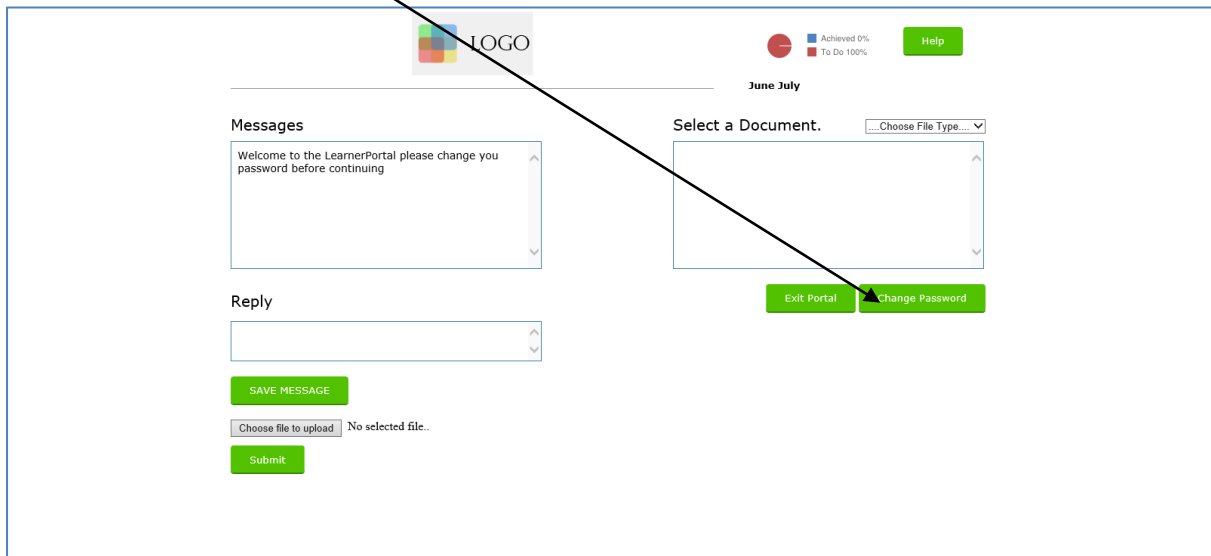
3 Enter your Username & Password.

4 Click to enter the Learner Portal.

Changing your Password

When you first log-on you should change your password.

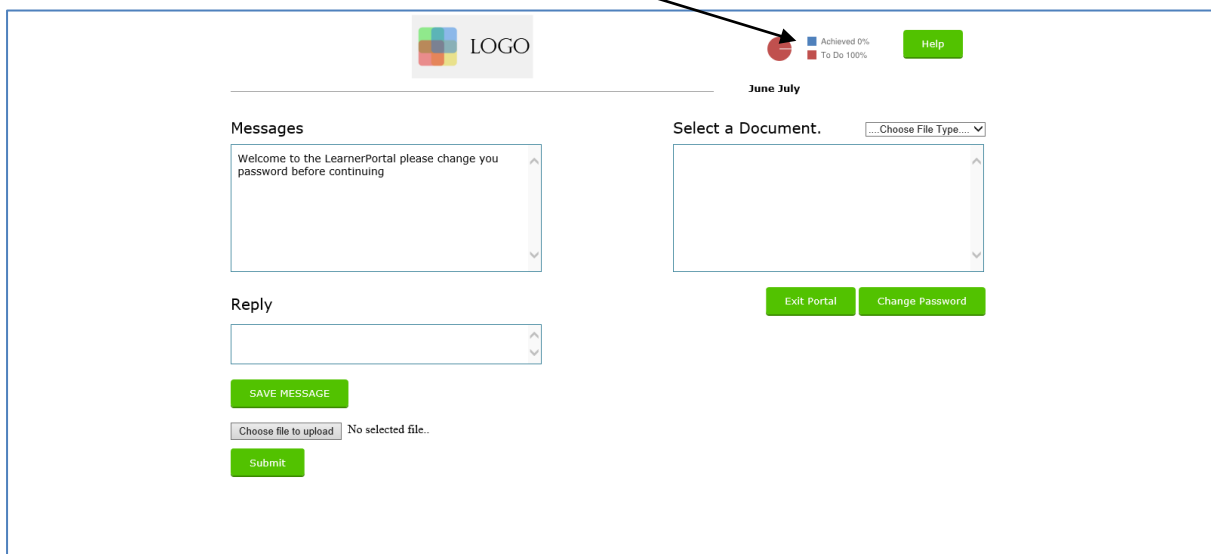
Use this button to change your Password.



The screenshot shows the LearnerPortal interface. At the top left is the 'LOGO' with a colorful square icon. To the right, there is a progress indicator showing 'Achieved 0%' and 'To Do 100%' with a red circle icon, and a green 'Help' button. Below this is the text 'June July'. The main content area is divided into two columns. The left column has a 'Messages' section with a message: 'Welcome to the LearnerPortal please change you password before continuing'. Below the message is a 'Reply' text input field, a 'SAVE MESSAGE' button, a 'Choose file to upload' button (with 'No selected file..' text), and a 'Submit' button. The right column has a 'Select a Document.' section with a '...Choose File Type...' dropdown menu. Below this are two green buttons: 'Exit Portal' and 'Change Password'. A black arrow points from the text box above to the 'Change Password' button.

Tracking Your Progress on Your Qualification

Your progress on your qualification is displayed as pie chart & percentage.



This screenshot is identical to the one above, showing the LearnerPortal interface. The progress indicator at the top right is highlighted with a red circle and a black arrow pointing to it from the text box above. The rest of the interface, including the messages, document selection, and buttons, is the same as in the previous screenshot.

Communicating With Your Assessor

This panel displays messages from your assessor.

The screenshot shows a web interface for a LearnerPortal. At the top left is a logo with the word "LOGO" next to it. To the right of the logo, there is a progress indicator showing "Achieved 0%" and "To Do 100%". A green "Help" button is located in the top right corner. Below the logo, the text "June July" is displayed. The main content area is divided into two sections. On the left, under the heading "Messages", there is a scrollable box containing the text: "Welcome to the LearnerPortal please change you password before continuing". Below this is a "Reply" section with a text input field. Underneath the input field is a green "SAVE MESSAGE" button. Below the button is a file upload area with a "Choose file to upload" button and the text "No selected file.". A green "Submit" button is located below the file upload area. On the right side of the interface, under the heading "Select a Document.", there is a scrollable box and a dropdown menu labeled "...Choose File Type...". Below this section are two green buttons: "Exit Portal" and "Change Password".

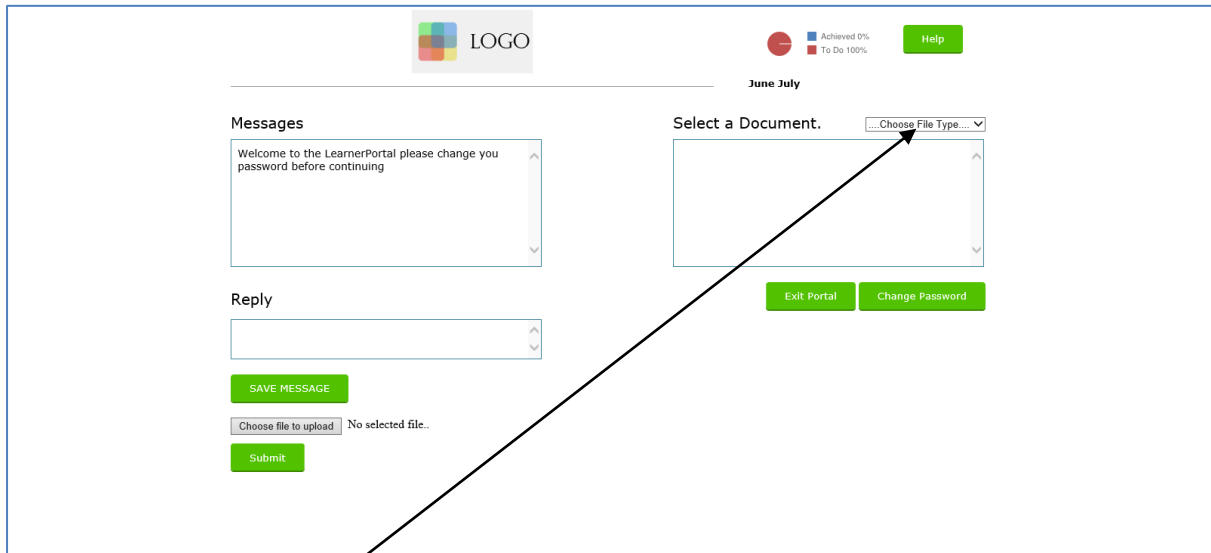
Use this panel to reply to your assessor's message.

Use this button to SAVE your reply to your assessor's message.

Selecting Documents

Read Only Documents

Readable Files are Read Only documents such as Training Materials that your Assessor has loaded for you to read.

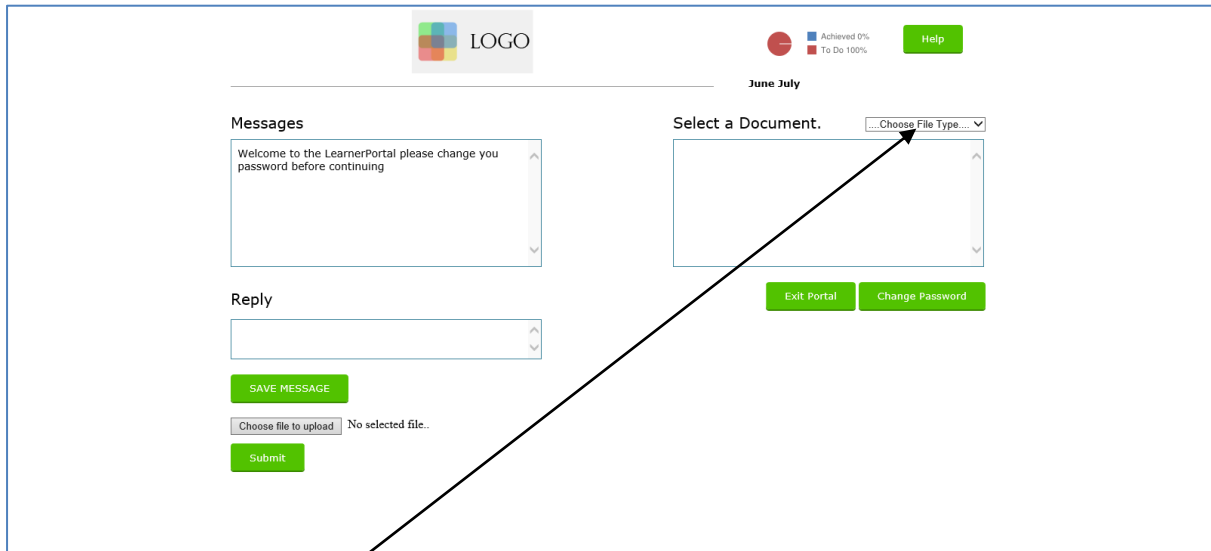


Use this button to select Readable from the dropdown menu.

- ... Choose File Type...
- Readable File
- Writable Pdf File
- Portfolio
- E-Sign Document

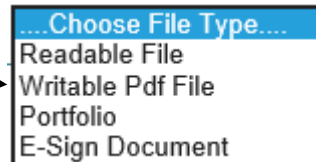
Writable (Editable) Documents

Writable Files are files which you can edit such Question Sheets. Be sure to click 'SUBMIT' to save your work.



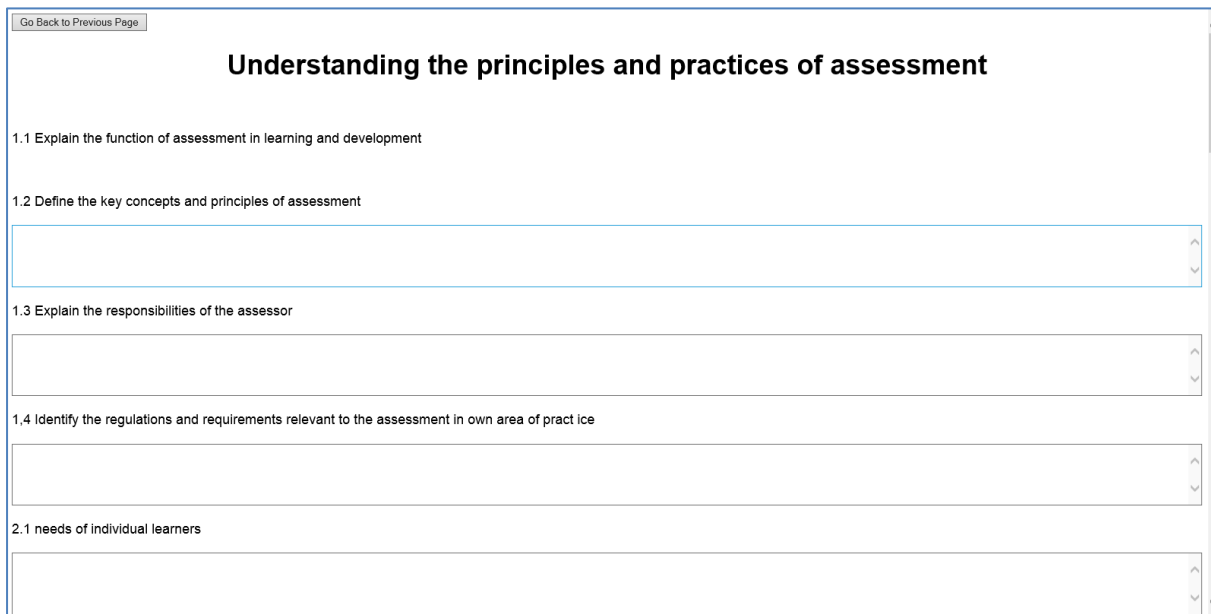
The screenshot shows the LearnerPortal interface. At the top, there is a logo and a progress indicator showing 'Achieved 0%' and 'To Do 100%'. A 'Help' button is also visible. The main content area is divided into two sections: 'Messages' and 'Select a Document.'. The 'Messages' section contains a welcome message and a 'Reply' field with a 'SAVE MESSAGE' button. The 'Select a Document.' section features a dropdown menu labeled '...Choose File Type...'. Below this menu are two buttons: 'Exit Portal' and 'Change Password'. A callout box with an arrow points to the dropdown menu, indicating that it is used to select a writable document.

Use this button to select Writable from the dropdown menu.



The close-up shows the dropdown menu with the following options: 'Readable File', 'Writable Pdf File', 'Portfolio', and 'E-Sign Document'. The 'Writable Pdf File' option is highlighted, indicating it is the selected document type.

You can then work on your question sheet.



The screenshot shows a question sheet titled 'Understanding the principles and practices of assessment'. The sheet contains several questions, each followed by a text input field. The questions are: '1.1 Explain the function of assessment in learning and development', '1.2 Define the key concepts and principles of assessment', '1.3 Explain the responsibilities of the assessor', '1.4 Identify the regulations and requirements relevant to the assessment in own area of practice', and '2.1 needs of individual learners'. A 'Go Back to Previous Page' button is located at the top left of the page.

Be sure to click 'SUBMIT' at the bottom of the page to save your work.

Portfolio Documents

The screenshot shows the LearnerPortal interface. At the top left is a 'LOGO' with a colorful square icon. To its right is a progress indicator showing 'Achieved 0%' and 'To Do 100%' with a red circle icon. A green 'Help' button is in the top right. Below the logo is the text 'June July'. The main area is divided into two sections. On the left, under 'Messages', there is a text box with the message 'Welcome to the LearnerPortal please change you password before continuing'. Below it is a 'Reply' text box and a green 'SAVE MESSAGE' button. At the bottom left is a 'Choose file to upload' button and a 'Submit' button. On the right, under 'Select a Document.', there is a dropdown menu labeled '...Choose File Type...'. Below it are two green buttons: 'Exit Portal' and 'Change Password'.

Use this button to select Portfolio from the dropdown menu.

The dropdown menu is open, showing the following options: 'Readable File', 'Writable Pdf File', 'Portfolio', and 'E-Sign Document'. The 'Portfolio' option is highlighted in blue.

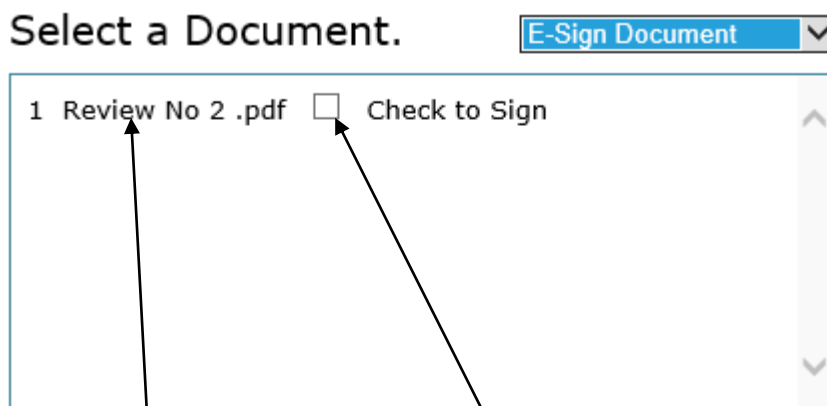
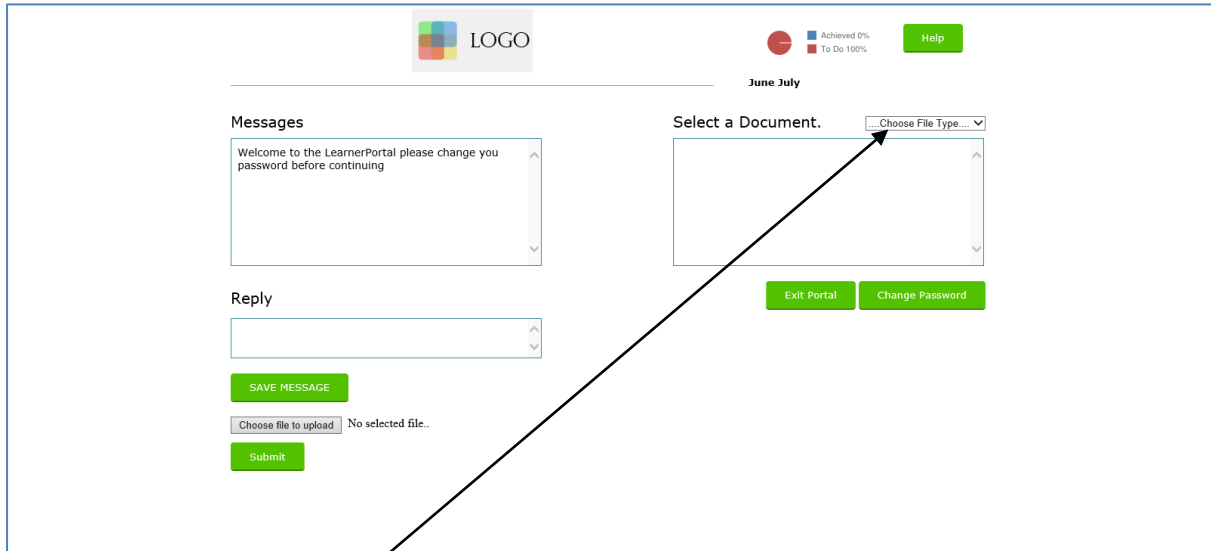
The 'Select a Document.' dropdown menu is open, showing a list of documents. The dropdown menu is set to 'Portfolio'. The list contains the following items:

- 1 Evidence No 1 Video with Audio.pdf
- 2 Evidence No 2 Observation.pdf
- 3 Evidence No 3 Video with Audio_Sampled.pdf
- 4 Review No 1 .pdf
- 5 Review No 1 _Sampled.pdf

Select the Portfolio Document you wish to view.

E-Signing Documents

E-Sign Document, this allows you to e-sign a document that requires your signature.

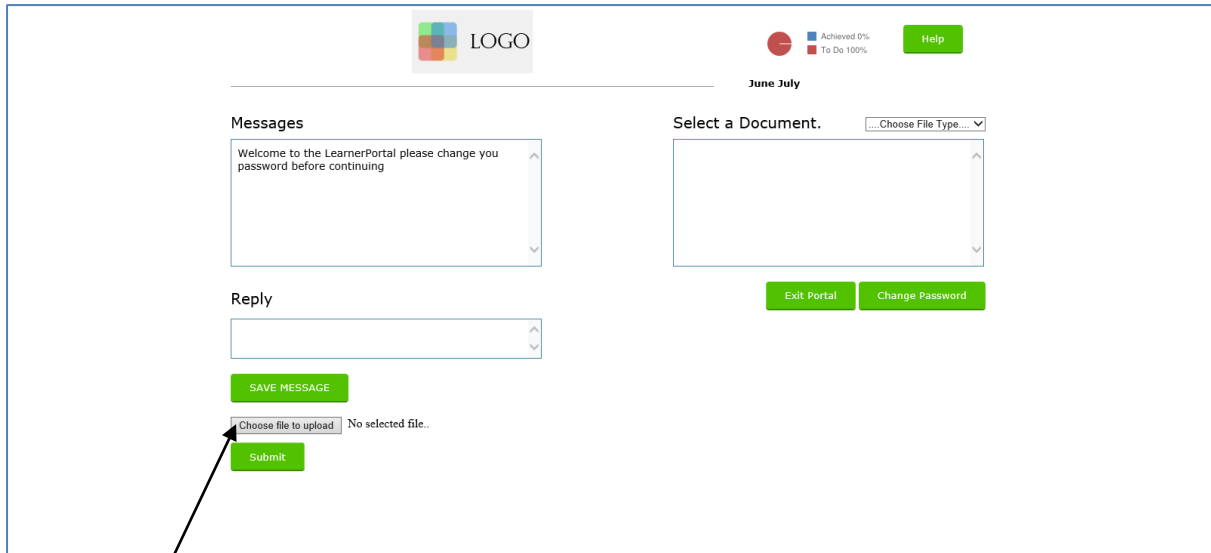


Click on the document to view it before e-signing.

Click in the Check Box to e-sign the document.

Uploading Documents, Photos, Video or Audio Evidence etc.

You can upload a range of files for your Assessor to assess and load into your portfolio



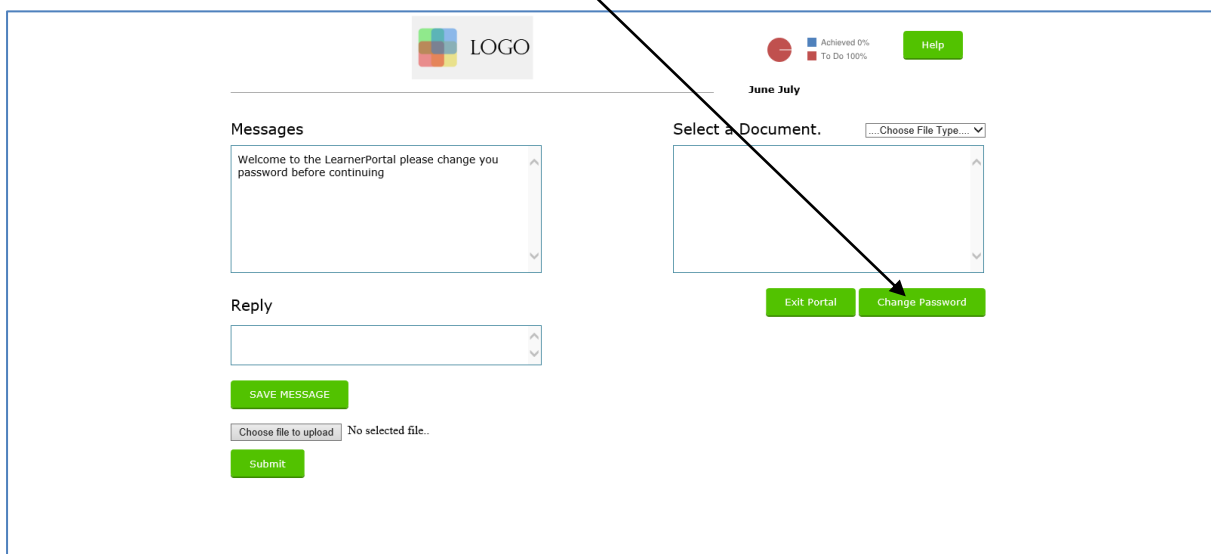
The screenshot shows the Learner Portal interface. At the top, there is a 'LOGO' and a progress indicator showing 'Achieved 0%' and 'To Do 100%'. A 'Help' button is also present. Below the header, there is a 'Messages' section with a welcome message and a 'Reply' field. To the right, there is a 'Select a Document.' section with a 'Choose File Type...' dropdown and a large empty area for file selection. Below this, there are 'Exit Portal' and 'Change Password' buttons. In the bottom left, there is a 'Choose file to upload' button with the text 'No selected file..' and a 'Submit' button. An arrow points from the 'Submit' button to a callout box.

Chose a File to Upload, you can then 'Browse' for the file to upload.

When you have selected your file click 'SUBMIT' to upload..

Exiting the Learner Portal.

Click to Exit the Learner Portal



This screenshot is identical to the one above, showing the Learner Portal interface. An arrow points from the callout box above to the 'Exit Portal' button in the 'Select a Document.' section.