

EQUAL

STARTER GUIDE

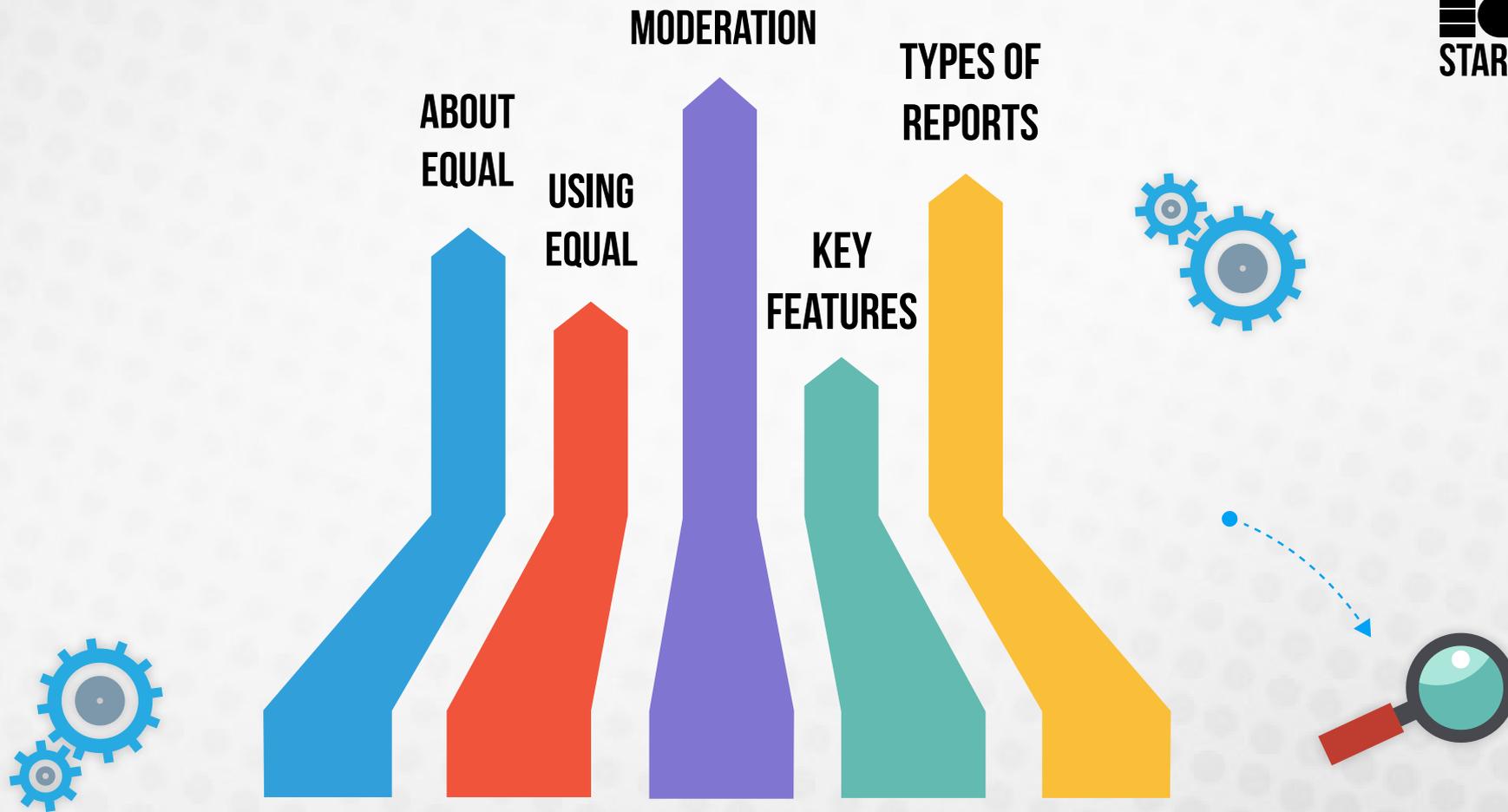
EQUAL

STARTER GUIDE

This presentation will show you how to get the most out of EQUAL, our powerful and award-winning online learning platform.

Throughout this tutorial, we will explain and demonstrate how to use the fundamental tools of EQUAL. There will also be more information available via our online help and support manual.

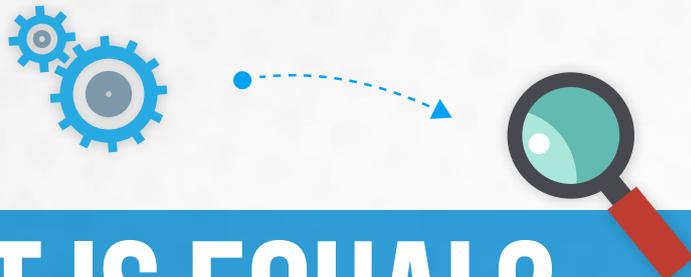




WHAT WILL YOU LEARN?

ABOUT EQUAL



Decorative icons at the top left include two interlocking gears and a magnifying glass with a red handle. A dashed blue arrow points from the gears towards the magnifying glass.

WHAT IS EQUAL?

EQUAL is The Skills Network's innovative online learning platform. Developed to provide interactive learning content, and supported by an intelligent learner management system, it suits the needs of any organisation.

Using our expert knowledge and experience, we have created a system that is flexible, efficient and cost-effective, which most importantly, delivers results at a time when the FE sector must harness technology in learning.

A dashed blue arrow pointing from the bottom right of the text block towards the right edge of the page.

Cross-platform accessibility

Integrate into any system or use as a stand-alone product

Intelligent learner management system

Gives an organisation the edge over competitors

Cost-effective

USING EQUAL



WHO USES EQUAL?

Using EQUAL has never been easier.

Our system enables easy access for both administrators and tutors to manage internal processes for learners, while learners are able to access and complete their courses through a personal dashboard.

- **Administrators** are able to review reports, retrieve information and search data
- **Learners** have the ability to complete their courses online in a user-friendly platform
- **Tutors** have the ability to mark and view online assessments, whilst fully supporting the learner
- **Other users**, such as moderators and specific administrators, can be added to oversee specialist tasks, for example tutor feedback.



ADMINISTRATORS



LEARNERS



TUTORS



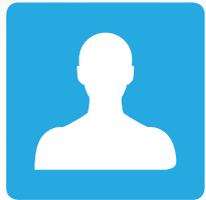
OTHER USERS



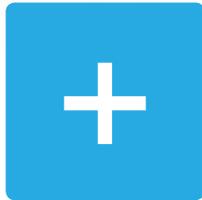
ICON KEY

Throughout all of the help and support materials you will see **'Action'** icons displaying the stages of the tutorials on the flash cards. Each one represents a separate action that needs to be completed before moving on to the next one.

The **'Action'** icons are only used for the help section purposes:



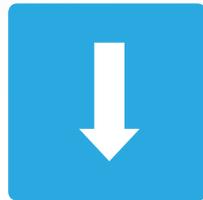
User or Contact



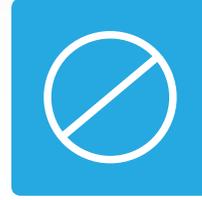
Create or Add



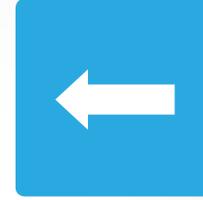
Assign or Write



Download



Delete or
Deactivate



Return or Log
out



Email or Send



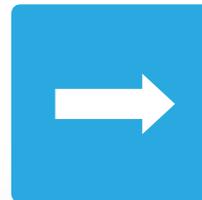
List or Tasks



Search or
Explore



Correct or Tick



Next or Log in



Click or Select



Question or
Problem



Log out of EQUAL by clicking your name at the top of the page and selecting the 'logout' option.

When you would like to log back into EQUAL, please visit www.equal-online.com/login.

Alternatively, the login page can also be found by clicking the 'login' button from the EQUAL home page.



RELATED HELP TOPICS

1. Changing your password
2. Submitting your work
3. My accounts not paying
4. Logging in
5. Logging out

CONTACT DETAILS

HELP SECTION TOPIC WITH VIDEO DROP DOWN

VIDEO TUTORIAL

ARTICLE INSTRUCTIONS

RELATED ARTICLE TOPICS



THE ONLINE HELP SECTION

Throughout this presentation there are brief demonstrations that are supplementary to the online help section. The help section can be accessed by logging into EQUAL. Your homepage will be displayed, and by clicking the 'Help' tab in the main menu you will enter the Help section. The online help section provides users with detailed breakdowns of internal and external processes of EQUAL.

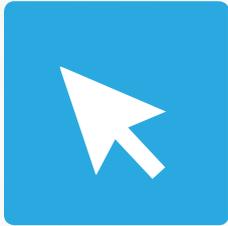
www.equal-online.com/help

Each article example shows users how to interact with an active part of EQUAL: inductions, adding learners, completing the course, submitting work, assigning a tutor to a learner, assigning a moderator to a tutor, and giving feedback.

HELP SECTION ARTICLES

LOG IN AS ADMIN

Go to: www.equal-online.com/login



To log in, you should enter your email address into the email cell, and type your chosen password into the password cell.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION.



www.equal-online.com/help

Get online. Get quality

Login

Email:

Password:

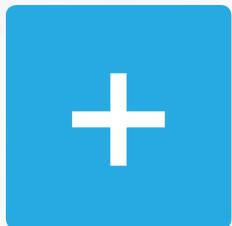
[Forgot y](#)

Log In



SETTING UP A PROJECT

EQUAL > Administration Menu > Select Projects



Manage learners by creating projects. Add a **'Project'**, and complete and save the form.



Assign courses to a **'Project'** using the cog.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION, OR REFER TO THE EQUAL USER MANUAL: SECTION 2 PAGE 7.



www.equal-online.com/help

ADD PROJECT

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PROJECT DETAILS

* Name

* Start Date

* End Date

* Payment Rate
The percentage taken as provider payment e.g. 80

* Status

College

Maximum Contract Value

Maximum Age

At Enrolment Date At Given Date

* Tutor Due Days
Default number days added to the Sent To Tutor date, e.g 7

* Tutor Re-submission Due Days

Student Record Advisor (SRA)

* Activation Type

* Department Code

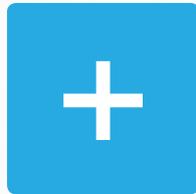
Save

CREATE LEARNER

EQUAL > Learners > New Enrolment



Search for existing enrolment.



Add enrolment for new learner.



Fill in the learner contact and course information.



PERSONAL DETAILS

EQUAL STARTER GUIDE

* Title

* First Name * Na

Middle Names

* Last Name

* Gender

* Name On Certificate Different? Yes No

CONTACT DETAILS

* Contact Preference

* Email

Daytime Phone Number

Evening Phone Number

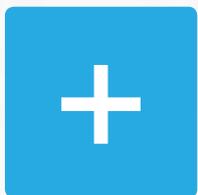
TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION, OR REFER TO THE EQUAL USER MANUAL: SECTION 2 PAGE 6.



www.equal-online.com/help

CREATING A TUTOR AND ASSIGNING THEM TO ASSESS A COURSE

EQUAL > Administration Menu > Tutors



Add a **'Tutor'** using the cog.



Fill in the learner contact and course information.



Select courses you wish the tutor to mark.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION, OR REFER TO THE EQUAL USER MANUAL: SECTION 5 PAGE 28 & 29.



www.equal-online.com/help

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ADD TUTOR

PERSONAL DETAILS

User Account Add New User Account

Phone

* Address 1

Address 2

Address 3

* Town

County

* Postcode

FINANCE

* Account Reference

Payment Blocked

COURSES

- Courses
- Alcohol Awareness L1 (Online)
 - BTEC NATIONAL DIPLOMA IN SPORT: PERFORMANCE AND EXCELLENCE (Online)
 - BTEC Public Services Unit 1 (Online)
 - BTEC Public Services Unit 15 (TEST) L3 (Online)
 - BTEC Public Services Unit 15 (TEST) L3 (Online)
 - BTEC SPORT (TEST) (Online)
 - BTEC SPORT (TEST) (Online)

ASSIGNING A LEARNER TO A TUTOR

EQUAL > Learners > New Enrolment



After searching for a learner in the **'New Enrolment'** drop down from the **'Learner'** tab.



Click the learner's name, then their **'Submission tab'**, before clicking on the **'due date'** of their submission.



Select the tutor by choosing one from the drop down list and clicking **'Save'**.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION.



www.equal-online.com/help



DEMONSTRATION

No College - Mental Health Awareness L2 - MHA - (Paper), USA.

PERSONAL

COURSE

SUBMISSIONS

TUTOR CONTACT

CONTACT HISTORY

EMPLOYEE



SUBMISSION DETAILS

* Assessment

1 - Part A

Tutor

Hide current workload for all Tutors covering Mental Health Awareness L2 - MHA - (Paper)

17/01/2014				
2	Monday	Jan 8, 2014 (41 Wks ago)	2	
4	Friday	Dec 17, 2013 (44 Wks ago)	1	
2	Monday	Jan 5, 2014 (47 Wks ago)	0	
2	Monday	Dec 16, 2013 (44 Wks ago)	0	
2	Monday	Aug 19, 2013 (1.2 Yrs ago)	0	

* Due Date

10/05/2013

Submitted Date

13/05/2013

Scanned Submission

Part A.pdf (Remove)

Sent To Tutor

05/06/2013

Due From Tutor

12/06/2013

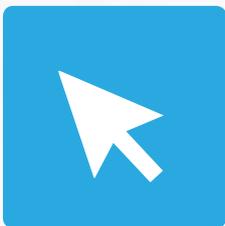
Defaults to 7 days after the Sent To Tutor date

Returned From Tutor

12/06/2013

ADDING OTHER USERS

EQUAL > Administration Menu > Users



To add a user, select **'Add user'** from the cog's drop down list. Select the type of user and fill in all of the information.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION, OR REFER TO THE EQUAL USER MANUAL: SECTION 2 PAGE 6.



www.equal-online.com/help

ADD USER

USER DETAILS

Title

* First Name

* Last Name

* Email

New users will receive an email introducing them to the system and requiring them to provide

Status

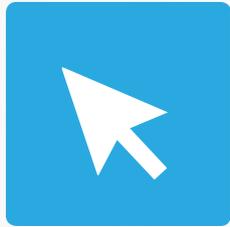
Roles

- Learner Support Team Member
- Sales Team Member
- Tutor
- Moderator
- Site Admin
- Sales Manager
- Quality Team Member
- Inductor
- Learner Support Team Manager
- Sales Induction Team
- Finance Team Member
- Learner
- Content Author
- College User
- Affiliate User
- Tutor Administrator
- CSA Allocation
- Student Record Advisor
- External Verifier
- Senior Manager

WHAT A LEARNER SEES



EQUAL Learner > Log in > Home



Once the learner has logged in and their account is set up, they can begin to explore their EQUAL profile and get the course underway.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION.



www.equal-online.com/help

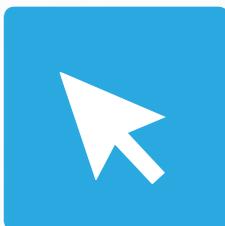


SUBMITTING WORK AS A LEARNER

EQUAL Learner > Assessment > Submit



Learners must complete the assessments and check over their work.



Only then can they click the 'Submit' button.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION, OR REFER TO THE EQUAL USER MANUAL.



www.equal-online.com/help

Processing support in a new job

Describe three sources of support at your workplace and state where you can find them:

sdf
sdf
sdf

Identify the support departments that are relevant to the following issues.

You need a copy of your contract or job description. sdf
You are unaware of the fire evacuation procedure. sdf
You need to give your new bank details. sdf
You need to print 1000 leaflets. sdf

Only submit your unit for marking once you have answered all of the questions in the unit. You will not be able to change your answers after doing this.

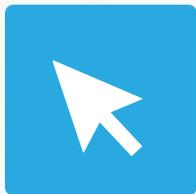
I can confirm that all of this work is my own.



Submit

LOG IN AS A TUTOR

EQUAL > Login > Tutor Home page



Log in with
tutor details.



Tutors can add
absences.



Then, search
learners and
send feedback.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION.



www.equal-online.com/help

WELCOME TO EQUAL

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FEEDBACK OVERVIEW

Learner	Project	Co
Demo 1	Test	Mental Health Aw
Demo 1	Pending Enrolments	Principles of Dem
Demo 1	Pending Enrolments	Understanding Management of D
Demo 1	Pending Enrolments	Understanding Management of D
Demo 1	Test	Mental Health Aw
Demo 1	Test	Principles of Dem
Demo 1	Test	Health and S
Demo 1	Test	Health and S

ACTIONS FROM MODERATION

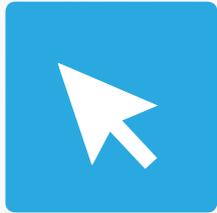
Learner	Course	Moderator	Unit
---------	--------	-----------	------

CURRENT RESUBS

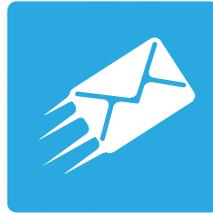
Learner	Project
---------	---------

ASSESSMENT AND RETURNING ASSESSED WORK TO A LEARNER

EQUAL > Tutor > Submissions



Select '**Learner**' and complete feedback form.



Save feedback and send to learner.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION.



www.equal-online.com/help

FEEDBACK

CONTACT TIME

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ADD FEEDBACK FOR DEMO 1

Name: Demo 1
Contact Information: Email (demo1@tsn.com)
Learner Background: Disability: None
Learning Difficulty: None
Requires Help: No
Learners Submission: Demo assessment.pdf

Course: Health and Safety L2 (Paper)
Project: Test

Introduction

Feedback

Additional guidance is available in the Tutor Help Guide

Summary and Action Plan

Outcome: Pass Subject to Moderation

Save

Fully Completed, Send to Learner

HOW A LEARNER RESUBMITS WORK

EQUAL Learner > Profile > Resubmission



Click the **'Assessment'** tab in the EQUAL learner dashboard.



Answer the flagged resubmission questions and select the **'Submit'** button.



The resubmission will be sent to the tutor for marking.

TO SEE MORE, GO TO THE EQUAL ONLINE HELP SECTION.



Q6	Why is it important to tailor your CV and cover letters?		Click to revisit your answer →
Previous Answer	asdsad		
New Answer			
Feedback	asdas		

Section 2 Job search skills

Q1	Define the following terms:		Click to revisit your answer →
Previous Answer	Open job market asdsad	Hidden job market asdas	
New Answer	Open job market	Hidden job market	
Feedback	asdsad		

Q2	Where can you look for job leads in open and hidden job markets?		
Your Answer	Open job market asdsa	Hidden job market asd	

Q3	Define the following terms:		
Your Answer	Networking sads	Cold calling asd	

You may only submit your unit for marking once you have answered all of the questions in this unit. You will not be able to change your answers after doing this.

I can confirm that all of this work is my own.

 **Submit**



MODERATION



EQUAL allows the quality team the moderation of learners' submissions, and provides support in the registering of learners with an award body and in managing the certification process.

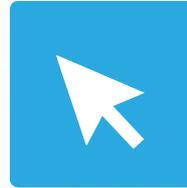
The quality team are provided with a dashboard to facilitate their daily tasks, as with other users in the system. The dashboard shows an overview of tutors (by project and course) for whom the current rate of moderation does not meet the proposed rate, the moderation jobs which have been outstanding for the longest period, submissions which have actions (following moderation) that have been outstanding for the longest period, and learners who have been achieved but not yet certified.

BEING A MODERATOR

EQUAL > Moderation Dashboard



Moderators have access to 'Moderation Overview' and 'Tutor Reports Outstanding'.



Here Moderators can view learner's work, tutor feedback and run a report on a tutor.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION, OR REFER TO THE EQUAL USER MANUAL: SECTION 6 PAGE 35 - 37.



HOME LEARNERS MYLEARNERS SALES QUALITY TUTOR MODERATION FINANCE

WELCOME TO EQUAL

IF YOU HAVE ANY QUERIES, PLEASE CONTACT US ON 0845 177 0047

MODERATION OVERVIEW

Learner	Project

TUTOR REPORTS OUTSTANDING

Tutor	Learner	Date Sent

MODERATION REPORTS RECENTLY ACKNOWLEDGED

Tutor	Learner	Tutor Acknowledged	Action Required

ASSESSMENT DECISION

EQUAL > Administration Menu > Moderators



Moderators can choose from a selection of assessment criteria, report, and sign off moderation reports.



The results can be sent to the learner and tutor regarding their feedback.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION, OR REFER TO THE EQUAL USER MANUAL: SECTION 6 PAGE 38 - 41.



www.equal-online.com/help

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Employer

Academic Year

Project

Project Tags

Course

Assessment

Submission

Learner Services Advisor

Tutor

Outcome

Moderator

Moderation Status

Assessment Decision Correct

Managed Tenancies

Preferred Contact Time

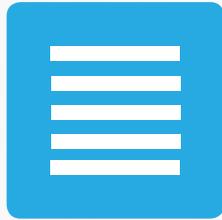
Due from Learner Date to

Show / Hide Status Filters

Please enter search criteria.

QUALITY TAB

EQUAL > Quality Dashboard



The quality tab allows moderators to pull samples of tutors based on many filters.



The filters allow the data to be analysed.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION OR, REFER TO THE EQUAL USER MANUAL: SECTION 6 PAGE 42 - 43.



www.equal-online.com/help

QUALITY OVERVIEW

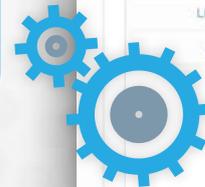
Name	Course	Total	Allocated	Moderated
Sheila Humphreys	NAHP - Nutrition and Health Paper	122	1	1
Steven Busuttil	NAHP - Nutrition and Health Paper	219	2	2
Carol Harle	USSEFOG4S - (G4S) Understanding Stewarding at Spectator Events	117	1	1
June Aoun	PDCP - Principles of Dementia Care	200	2	2
Nicola Fawcett	USSEFOG4S - (G4S) Understanding Stewarding at Spectator Events	87	1	1

MODERATION REPORTS PENDING

Name	Pending	Oldest
Leon Davis	11	Nov 24, 2014
Kathryn Bailey	9	Nov 25, 2014
Carole McGranachan	10	Dec 1, 2014
Deborah Hall	7	Dec 15, 2014
Jennifer Woods	14	Dec 15, 2014
Angie Booth	3	Dec 16, 2014
Anna-Marie Cousins	8	Dec 16, 2014
Lindsey Reddall	3	Dec 16, 2014
Emma O'Neil	17	Dec 16, 2014

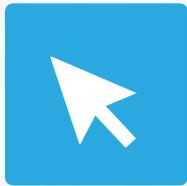
MODERATION REPORTS NOT ACK

Name	Outstanding
Jane Green	1
Jacqueline Cumberland	1
Michelle Edwards	1
Mick Hodgson	1
Rebecca Parks	1
Jennifer Marshall	1
Pam Iddon	1
Claire V...	1
Charlotte	1



ASSIGNING AND REMOVING MODERATION

EQUAL > Administration Menu > Moderators



Select 'Actions' on the Moderation screen and choose the appropriate Moderator or deselct to remove.



Assign the Moderator a submission by selecting a due date.



TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION, OR REFER TO THE EQUAL USER MANUAL: SECTION 6 PAGE 44 - 45.



ASSESSMENT : 1 - SOCIAL AWARENESS

Due	Submitted	Tutor	Sent To Tutor	Due From Tutor	Tutor Returned
Nov 23, 2014 (48 days)					

Returned From Tutor

Feedback To Learner Sent

Outcome

Moderator

Assigned To Moderator

Intercepted Date

AMEND A TUTOR'S PERSONAL DETAILS

EQUAL > Administration Menu > Moderators



Search for a tutor, and select their name.



View the tutor's personal details, amend the details, and click 'Save'.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION, OR REFER TO THE EQUAL USER MANUAL: SECTION 6 PAGE 46 - 48.



www.equal-online.com/help

PERSONAL DETAILS

Name MUHAMMAD AZRIZ
The login name and account details are edited via their account page.

Phone

* Address 1 The Skills Network

Address 2

Address 3

* Town Selby

County

* Postcode YO8 8PY

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FINANCE

* Account Reference ?

Payment (Blocked)

COURSES

- Courses
- AAFO - Alcohol Awareness
 - BTECPSU15 - BTEC in Public Services (Unit 15): Planning and Management of Major Incidents
 - BTECPSU1 - BTEC in Public Services (Unit 1): Government, Policies and the Public Services
 - BTECPSU3 - BTEC in Public Services (Unit 3): Citizenship, Diversity and the Public Services
 - BTECSU18 - BTEC in Sport (Unit 18): Sports Injuries
 - BTECSU1 - BTEC in Sport (Unit 1): Principles of Anatomy and Physiology in Sport
 - BTECSU3 - BTEC in Sport (Unit 3): Assessing Risk in Sport
 - BTECTU4 - BTEC in Travel and Tourism (Unit 4): Customer Service in Travel and Tourism
 - BTECSPO - BTEC Level 3 Subsidiary Diploma/Diploma/Extended Diploma in Sport
 - BTECSPOMC - BTEC Level 3 Subsidiary Diploma/Diploma/Extended Diploma in Sport (MAN CITY)
 - BAKFO - Business and Administration Knowledge
 - BAKQA - Business and Administration Knowledge
 - BAKP - Business and Administration Knowledge
 - BEFO - Business and Administration Knowledge
 - CKSPO - Certificate in Sport
 - CKSQA - Certificate in Sport

FORGOTTEN YOUR PASSWORD

EQUAL > Log in > Forgotten password



Click the **'Forgot your password'** link on the login page and follow the instructions in the email you receive.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION.



www.equal-online.com/help

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online. Get qualified.



Forgotten Password

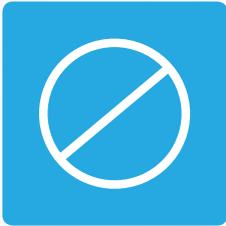
Enter the email address you use with Equal and we will send instructions about how to reset the password. Remember to check your *junk email* folder if the email has not been received within five minutes.

Email:

Send

DEACTIVATE A USER

EQUAL > Administration Menu > Users



To deactivate a user, select **'inactive'** from the drop down bar from the status field.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION, OR REFER TO THE EQUAL USER MANUAL: SECTION 2 PAGE 9.



www.equal-online.com/help

USERS

SEARCH USERS

Name
The users first or last name

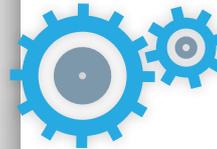
Sort
Sort by

Status
-- Please Select --

Items Per Page
25
The num

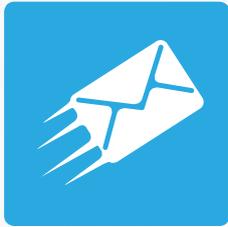
Role
A users role

Search



AUTOMATED EMAILS

EQUAL > Administration Menu > Email Templates



Administration members can edit and control the functionality of each email template.



Administration members can use a pre-defined list of tags to add information.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION, OR REFER TO THE EQUAL USER MANUAL: SECTION 2 PAGE 10.



www.equal-online.com/help

EDIT EMAIL TEMPLATE

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EDIT EMAIL TEMPLATE

Subject Account created at [sitename]

Parameters These are parameters used in this template:
[firstname] - This is the first name of the learner.
[surname] - This is the last name of the learner.
[url] - This is a URL link for the user to follow.
[host] - Server Host
[sitename] - This is the title of the site the user is accessing.
[date] - This is the current date.
[signature] - Adds the CSA name for the learner or 'Student Support Team' if

Body Dear [firstname],
An account has been created for you at [sitename]. Click the following <a href
Thank you.

Priority High

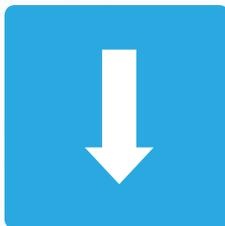
Format Html

Status Active

Save

REPORTING ON THE AUTO-MARKED COURSES

EQUAL > Reports > Learner Scores > Run Reports



To retrieve a learner's score data, first search for their '**Learner Scores**' by entering into the fields within the '**Reports tab**'.

Select the auto-mark course and select the '**Run report**' to download the data.

TO SEE MORE, GO TO THE ONLINE EQUAL HELP SECTION.



www.equal-online.com/help

LEARNER SCORES

REPORT PARAMETERS

Project

Automarked Course

Assessment

Section

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REPORTS

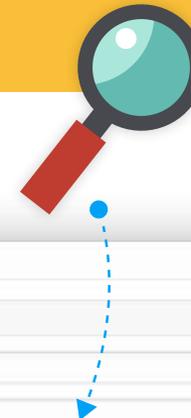
EQUAL allows administrators, tutors and moderators to search and review data through a sophisticated reporting tool regarding learner scores and progression, course and college overviews, learner contact information and delivery reports.

These reports can all be accessed from the EQUAL homepage, and filtered to suit your needs. They can also be saved and printed for future reference.



COLLEGE SUMMARY

EQUAL > Reports > College Summary > Run Report



COLLEGE SUMMARY

✎
REPORT PARAMETERS

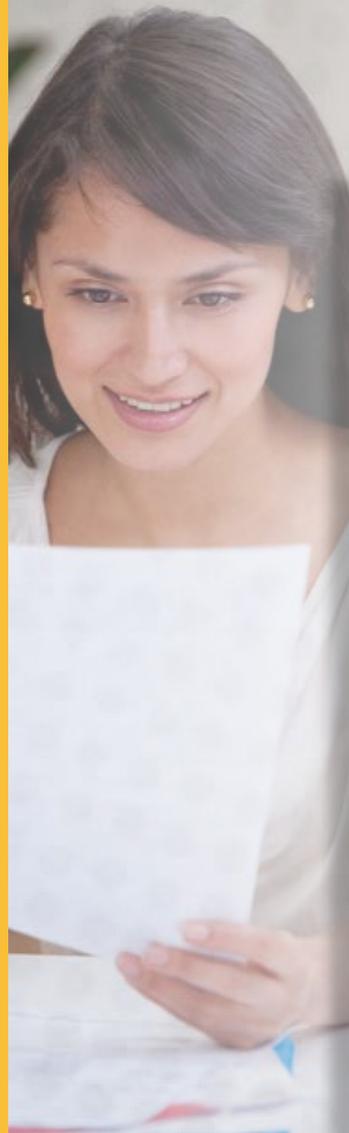
Academic Year: All

Project:
 -- Please select --
 Amersham 2
 Bradford 4
 Bradford 5
 Bradford 6
 Bristol 3
 Bristol 4
 BTEC FEATURE TEST
 BTEC FEATURE TEST (GC)

Run Report

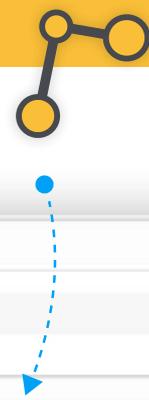
📊
COLLEGE OVERVIEW

Project	Course	Activation Type	Project Profile	Total No Shows From Project	Net Enrolled On Equal	Total Class List	Confirmed Class List	College Pending	Learners/EF's to be activated	No Shows On Class List and/or Activated At College	Completers (Class List)	Completers Total	Achievers (Class List)	Achievers Total	C-Form Claimed	Advised to College	Total C-Forms Confirmed by College
Amersham 2	Customer Service Knowledge	On Enrol	0	0	0	0	0	0	0	0	0 (0%)	0	0 (0%)	0	0	0	0
Amersham 2	Customer Service Knowledge	On Enrol	0	0	0	0	0	0	0	0	0 (0%)	0	0 (0%)	0	0	0	0



COURSE OVERVIEW

EQUAL > Reports > Course Overview > Run Report



COURSE OVERVIEW

 **REPORT PARAMETERS**

Course:

COURSE DETAILS

Title	Details
Course name (short name):	Certificate in Nutrition and Health ()
Cost:	41.00
Achievement Bonus:	20
Marketing Rate:	12
Moderation Rate:	15
Home Learner Marketing Rate:	4
Home Learner Achievement Bonus:	10
Duration:	63



DELIVERY REPORT

EQUAL > Reports > Delivery Report > Run Report

DELIVERY REPORT

 **REPORT PARAMETERS**

Run Report

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LEARNER CONTACT

EQUAL > Reports > Learner Contact > Run Report



LEARNER CONTACT

REPORT PARAMETERS

* Project: Amersham 2

First Name:

Last Name:

Date From: to

Include Internal Comments?

Run Report

Items Per Page: 25
The number of results per page

LEARNER CONTACT

Showing 1 to 25 of 1467

Learner	Contact	Enrol Date	DoB	Course	Contact Date	Contact Method	Contact Reason	Contact Notes
Emma Abegunde	Michael Wilson	Feb 15, 2013	Jan 4, 1901	Understanding Working in Mental Health L2	May 2, 2013	Phone	Learner Phoned In	Learner called made aware passed part A will be posted shortly.

LEARNER PROGRESS

EQUAL > Reports > Learner Progress > Run Report

LEARNER PROGRESS



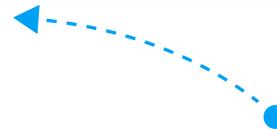
REPORT PARAMETERS

Project

Demo

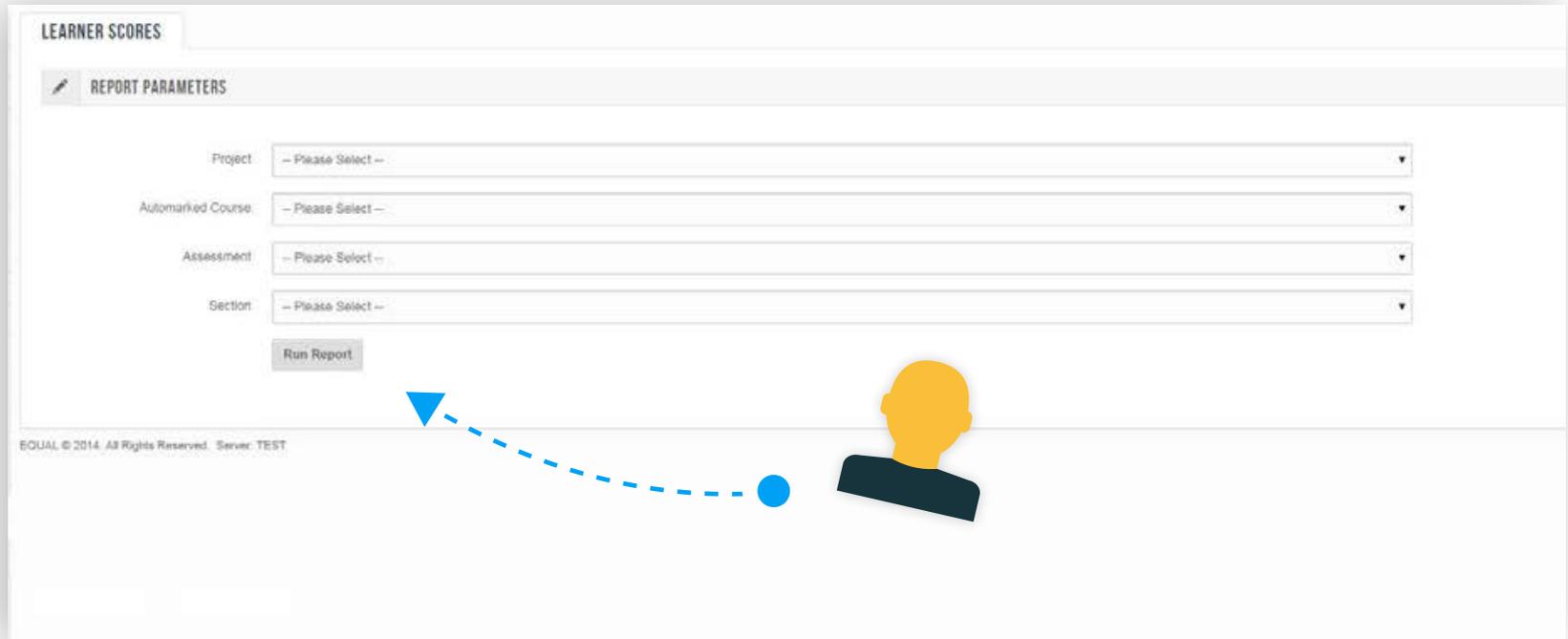
Pivot Report?

Run Report



LEARNER SCORES

EQUAL > Reports > Learner Scores > Run Report



The screenshot shows a web interface for generating learner scores reports. At the top, there is a tab labeled "LEARNER SCORES". Below this is a section titled "REPORT PARAMETERS" with a pencil icon. It contains four dropdown menus for "Project", "Automarked Course", "Assessment", and "Section", each with the text "-- Please Select --". A "Run Report" button is located below the dropdowns. A blue dashed arrow points from a user icon in the bottom right corner to the "Run Report" button. At the bottom left of the interface, there is a footer that reads "EQUAL © 2014. All Rights Reserved. Server: TEST".

LEARNER SCORES

REPORT PARAMETERS

Project: -- Please Select --

Automarked Course: -- Please Select --

Assessment: -- Please Select --

Section: -- Please Select --

Run Report

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THANK YOU FOR USING THE
EQUAL
STARTER GUIDE

VERSION 1.0



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www.theskillsnetwork.com/equal