

[PICSWeb Portfolio Guides- Employer]

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1 Intro to PICSWeb Portfolio

The Apprenticeships eLearning team is a dedicated team who can help support with several aspects of academic content. The eLearning team's primary aim is to contribute and assist in developing and encouraging technology enhanced learning (TEL).

The Apprenticeships eLearning Team manage the ePortfolio system that is used by apprentices to upload evidence and log '**Off the Job**' materials and times for their degree. This e-Portfolio system guide will cover how to make changes and updates to PICSWeb Portfolio.

The key highlights for this guide will be on how to access PICSWeb Portfolio, accessing existing learner e-Portfolio's in relation to evidence uploads, updating '**Off the Job**' contact hours, '**Skill Scans**' and '**Reviews**'.

PICSWeb Portfolio combines the level of communication between the Apprentice, their Skills Coach and Employer to help support in achieving the goals of the **KSBs (Knowledge, Skills, Behaviour)**. Learners can build a portfolio of evidence against the criteria of standards and then Skill Coaches and Employers can access their portfolio to track their progress and offer feedback.

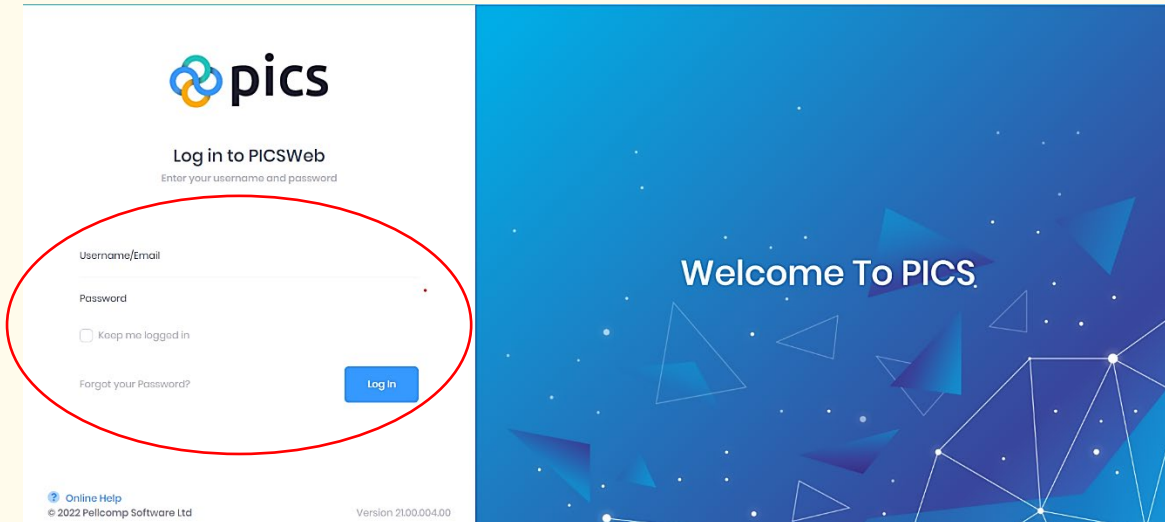
Let's get started by logging onto PICSWeb Portfolio and managing your own password resets.

URL Link for PICSWeb Portfolio: <https://mmu.picsweb.co.uk>

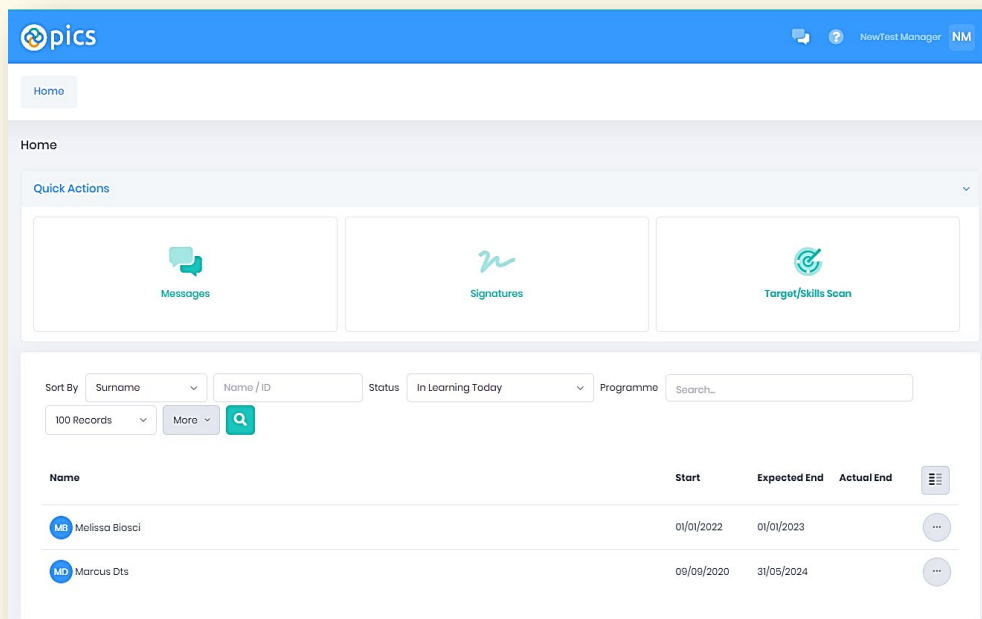


2 PICSWeb Portfolio- Logging In and Password Management

When you open PICSWeb in your browser, you will first be taken to the Login page. To log in, you need to enter the **Username** and **Password** of your PICS User Account and select **Log In**. If you are the only PICSWeb user on your machine, you may want to tick **Keep me logged in**.



Once you have successfully logged in, you will be taken to the **PICSWeb Home Screen**



If you have forgotten your password, you can reset it from the Login page. To do this, select **'Forget your Password?'**. This will take you to a page where you can enter the email address linked to your PICS user account.

The image shows two screenshots of a web interface. The top screenshot is the 'Log in to PICSWeb' page. It features the PICS logo at the top, followed by the title 'Log in to PICSWeb' and the instruction 'Enter your username and password'. Below this are two input fields: 'Username/Email' and 'Password'. There is a checkbox labeled 'Keep me logged in' and a blue 'Log In' button. A red circle highlights the text 'Forgot your Password?' with a red arrow pointing to the bottom screenshot. The bottom screenshot is a password reset form. It contains the text 'Please enter your email address, and we will send you a link to reset your password:' followed by an input field containing 'name@example.com' and a blue 'Submit' button.

Select **Submit** and an email will be sent to the address with a link to choose a new password.

Selecting **Reset Password** in this email will open a page in your browser where you will need to enter your staff **Email**, choose your **New Password** and **Confirm** the new password. After entering these details, select **Reset** to finish.

Username/Email:

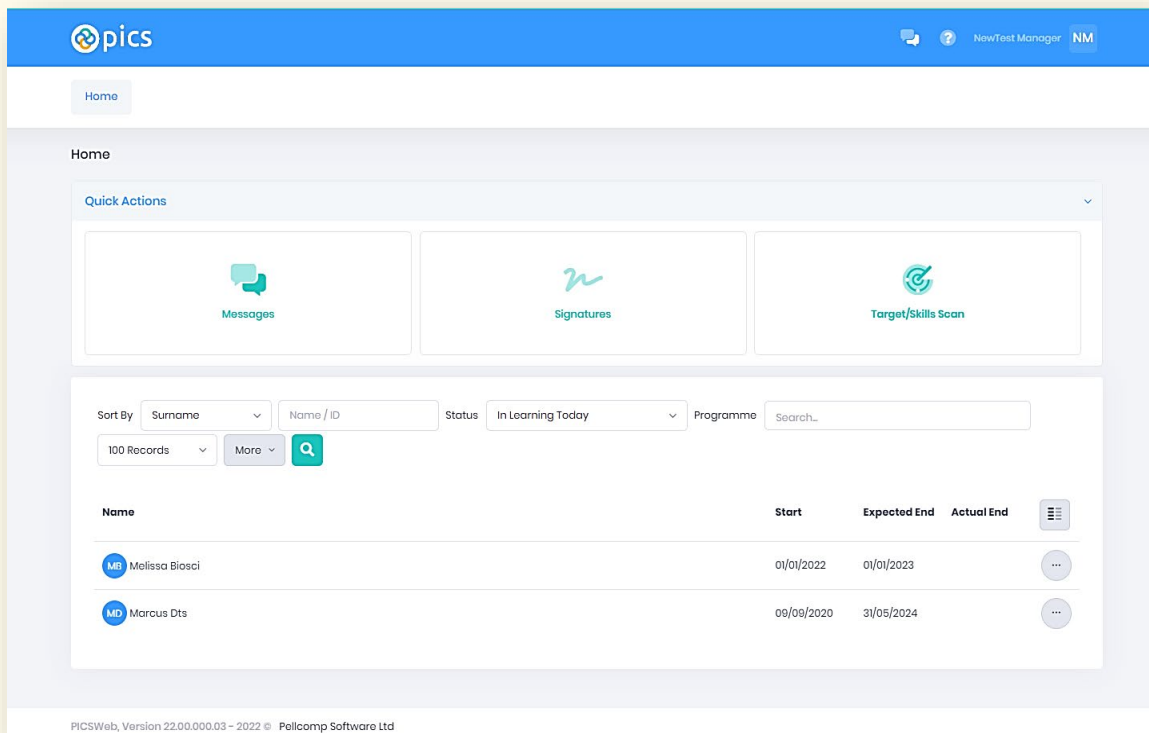
New/Existing users will use their company/personal email address and you will be provided with a random generated password which can then be changed once logged in.

Any issues regarding login credentials please email the TEL team:

telapprenticeship@mmu.ac.uk

When you have logged onto the PICSWeb Portfolio, we will now look at the user dashboard and the components involved.

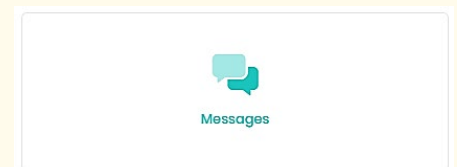
3 PICSWeb Portfolio – User Dashboard



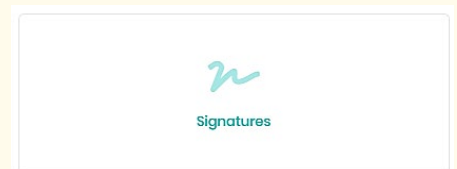
This is what the homepage looks like as soon as you have successfully logged in.

These are the 3 **core** options on the '**Quick Actions**' home screen of PICSWeb Portfolio:

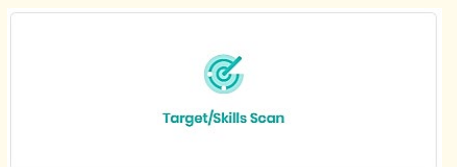
Messages: The tasks are anything that has been assigned to yourself to do such as reminder notes of signatures, evidence uploads from learners, or any form of requests which will alert you with notifications to action.



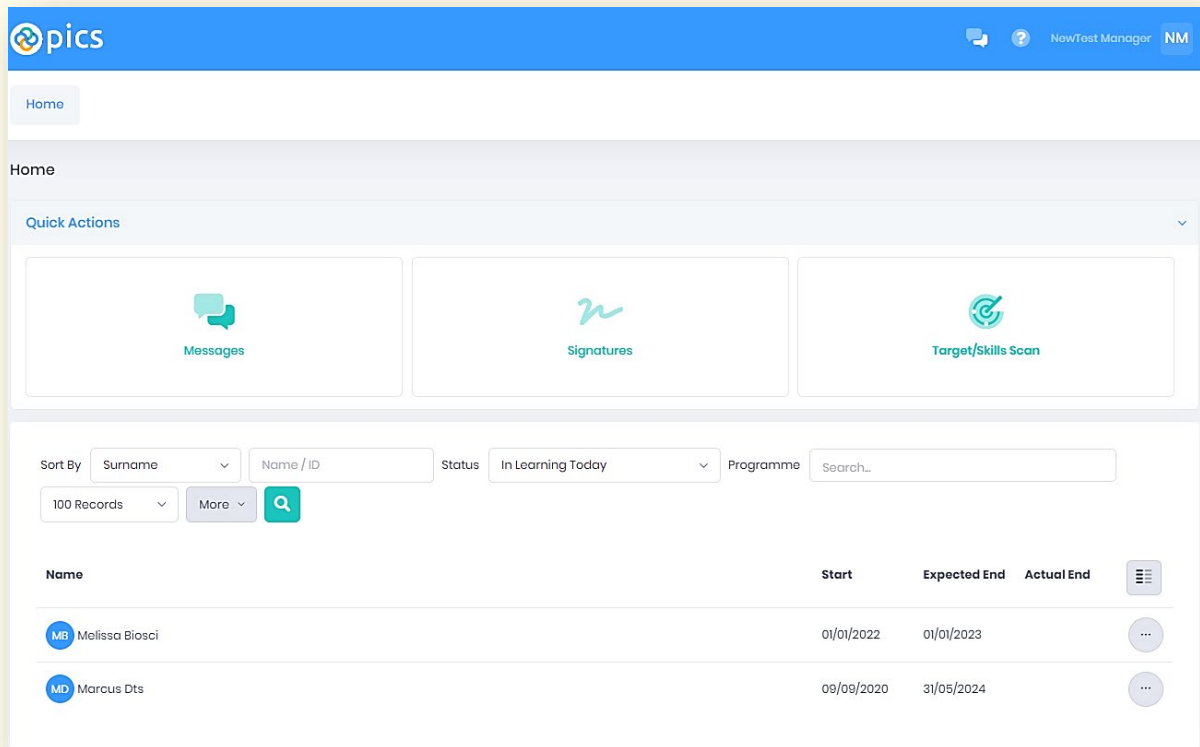
Signatures: This will play a vital role in PICSWeb Portfolio for signature requests outstanding for Learner reports and making sure they are complete.



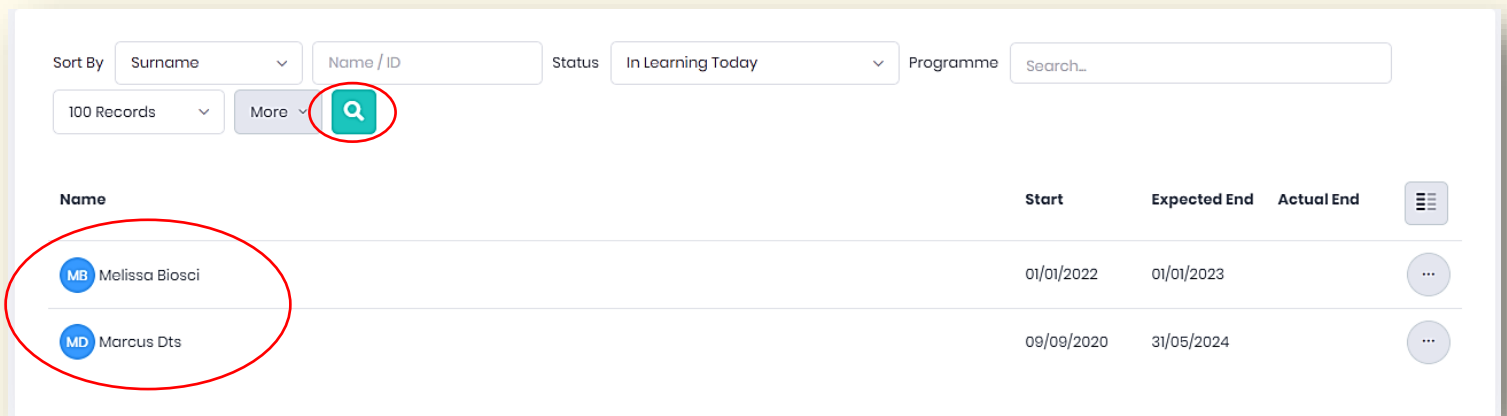
Target/Skill Scans: These are the targets for Skill Scans that are due to be planned in the next 2 weeks for your required Learners.



4 PICSWeb Portfolio – Finding and Locating Learners

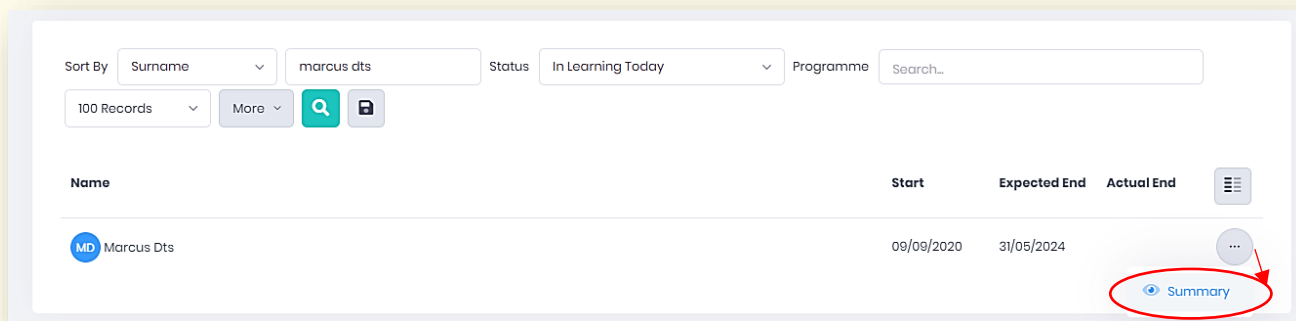


You will be able to see all your **Learners** assigned to you on the dashboard once logged in. You can also search for a **Learner** by typing in their name in the **Name/ID** or search by **Programme** and clicking the search button.

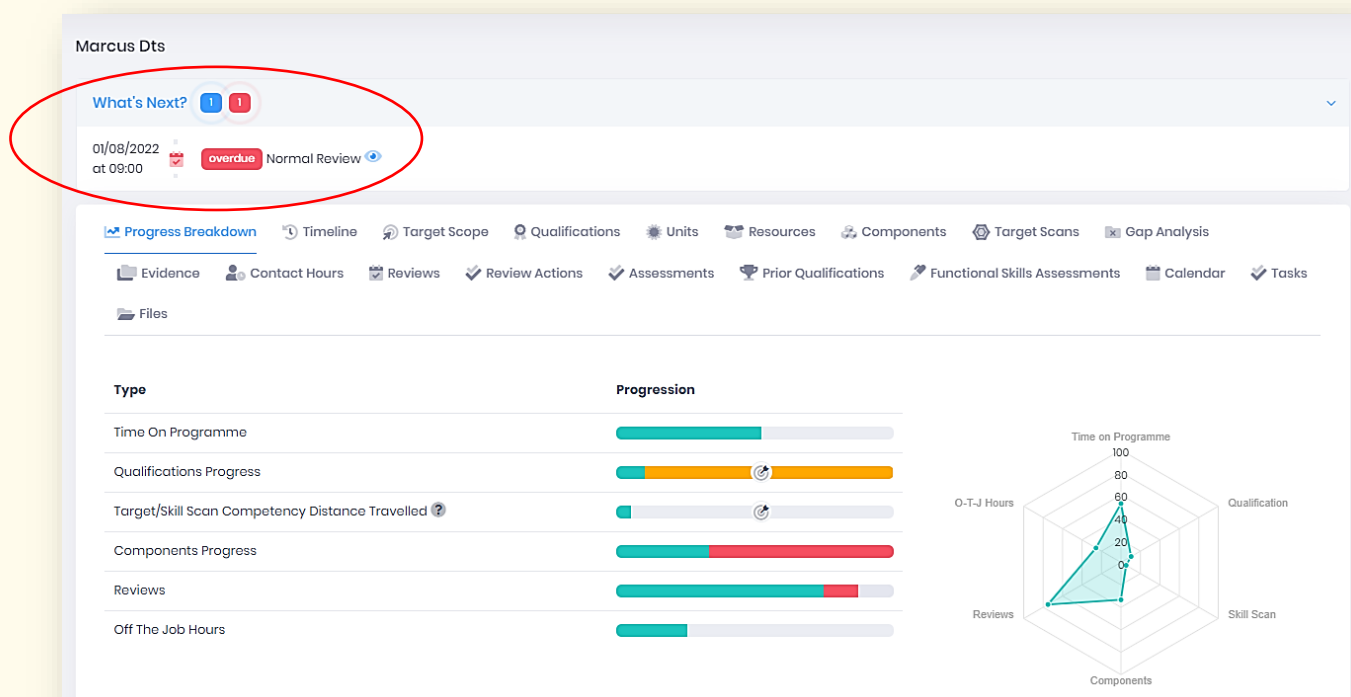


5 PICSWeb Portfolio – Learner Portfolio

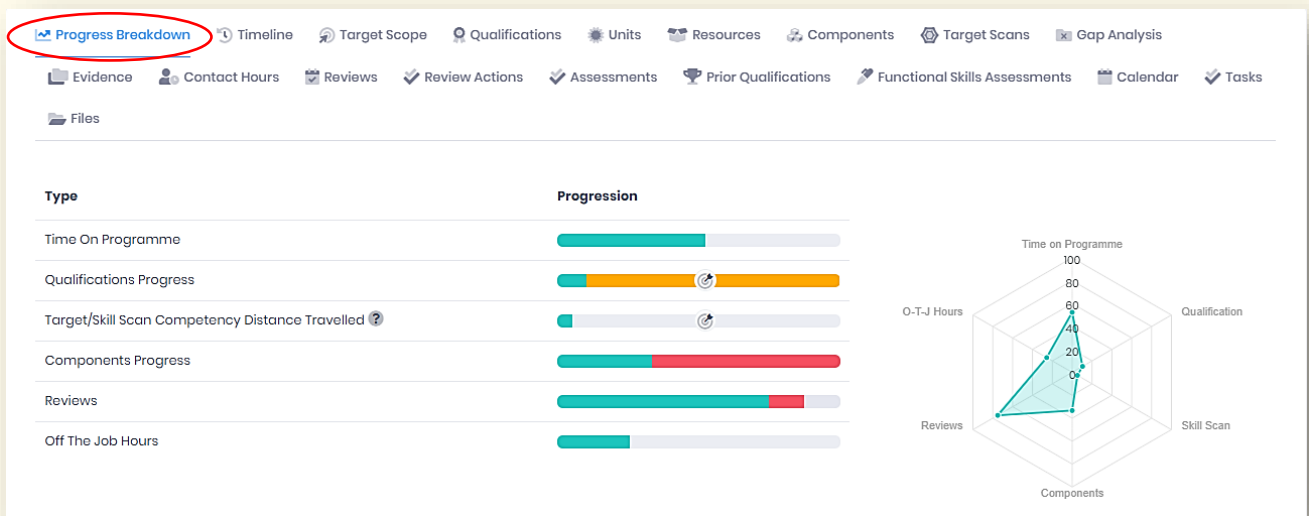
You can enter the Learner’s portfolio by clicking the three dots ‘...’ on the right side of the student’s name. Click **‘Summary’** and it will take you to the learner’s portfolio dashboard with a summary of different options to choose from.



You will now have a dashboard of the learner’s portfolio with a summary of different components. There is also a **‘What’s Next?’** notification area which will give you dates of what is due over the next week.



The **'Progress Breakdown'** is a radar chart which shows the core things we look at such as **'Off The Job' hours**, **'Reviews'**, **'Components Progress'** and these options will be explained in the sections below.



The **'Timeline'** functionality shows the scaling review of the student's activities throughout their portfolio, such as when their reviews have been completed, logging contact hours, signature requests etc and the month at which it was actioned/completed. You can click on each of these activities, and it will bring up a summary of each entry.



The **'Target Scope'** is one of the more important functionalities which show the standard consisting of the KSB's (Knowledge, Skills and Behaviours'). By clicking **'Learner'** in the **'Assessment Results'** dropdown and clicking search, it will filter all the populated answers in relation to the student.

The screenshot shows the 'Target Scope' interface. At the top, the 'Target Scope' tab is highlighted with a red circle and an arrow. Below the navigation bar, the 'Assessment Results' dropdown is highlighted with a red circle. The interface displays a list of knowledge items (K1-K10) with their respective scores and a radar chart on the right. The radar chart compares 'Latest' (blue) and 'Initial Answers' (light blue) scores across various knowledge items.

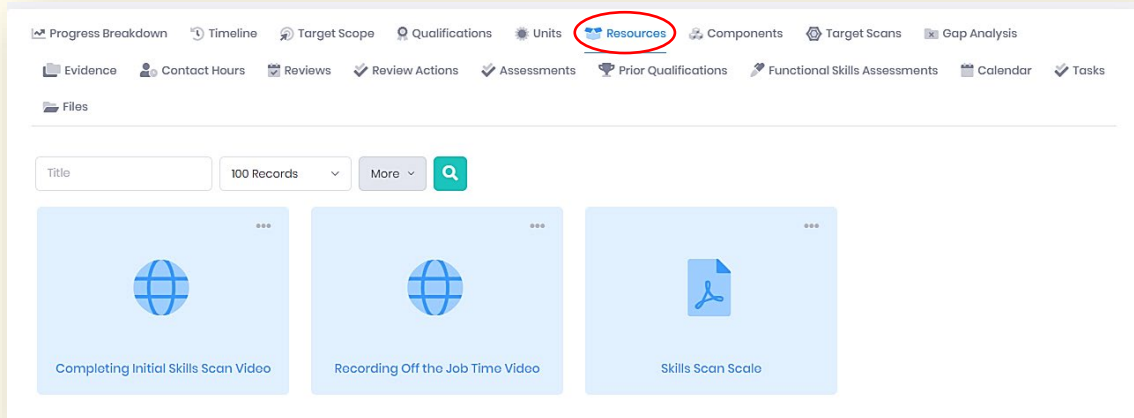
Knowledge Item	Description	Score	Percentage
K1	How business exploits technology solutions for competitive advantage.	0	25%
K2	The value of technology investments and how to formulate a business case for a new technology solution, including estimation of both costs and benefits.	0	0%
K3	Contemporary techniques for design, developing, testing, correcting, deploying and documenting software systems from specifications, using agreed standards and tools.	0	0%
K4	How teams work effectively to produce technology solutions.	0	0%
K5	The role of data management systems in managing organisational data and information.	0	0%
K6	Common vulnerabilities in computer networks including unsecure coding and unprotected networks.	0	75%
K7	The various roles, functions and activities related to technology solutions within an organisation.	0	0%
K8	How strategic decisions are made concerning acquiring technology solutions resources and capabilities including the ability to evaluate the different sourcing options.	0	0%
K9	How to deliver a technology solutions project accurately consistent with business needs.	0	0%
K10	The issues of quality, cost and time for projects, including contractual obligations and resource constraints.	0	0%

Once populated, it will look something like this, and you can click the **'Latest'** or **'Initial Answers'** by clicking the section highlighted below.

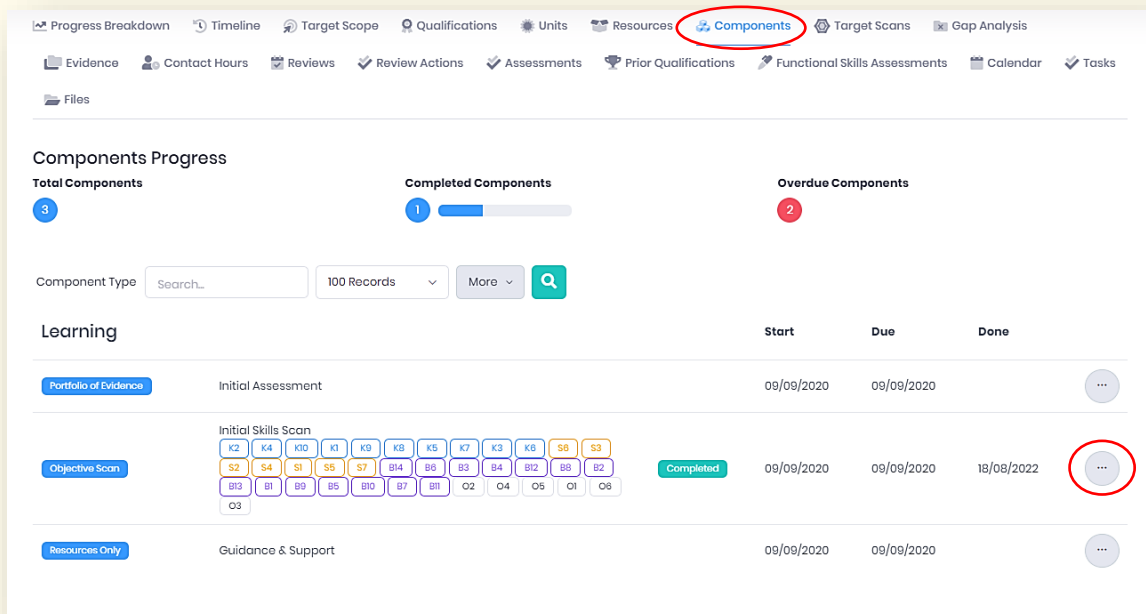
The screenshot shows the 'Target Scope' interface with the 'Assessment Results' dropdown set to 'Learner'. The 'Latest' and 'Initial Answers' legend is highlighted with a red circle. The interface displays a list of knowledge items (K1-K8) with their respective scores and a radar chart on the right. The radar chart compares 'Latest' (blue) and 'Initial Answers' (light blue) scores across various knowledge items.

Knowledge Item	Description	Score	Percentage
K1	How business exploits technology solutions for competitive advantage.	0	75%
K2	The value of technology investments and how to formulate a business case for a new technology solution, including estimation of both costs and benefits.	0	75%
K3	Contemporary techniques for design, developing, testing, correcting, deploying and documenting software systems from specifications, using agreed standards and tools.	0	75%
K4	How teams work effectively to produce technology solutions.	0	100%
K5	The role of data management systems in managing organisational data and information.	0	75%
K6	Common vulnerabilities in computer networks including unsecure coding and unprotected networks.	0	75%
K7	The various roles, functions and activities related to technology solutions within an organisation.	0	75%
K8	How strategic decisions are made concerning acquiring technology solutions resources and capabilities including the ability to evaluate the different sourcing options.	0	75%

There is also a **'Resources'** area where you can find documentation and videos for student support such as completing the initial skills scan, off-the-job guidance etc.



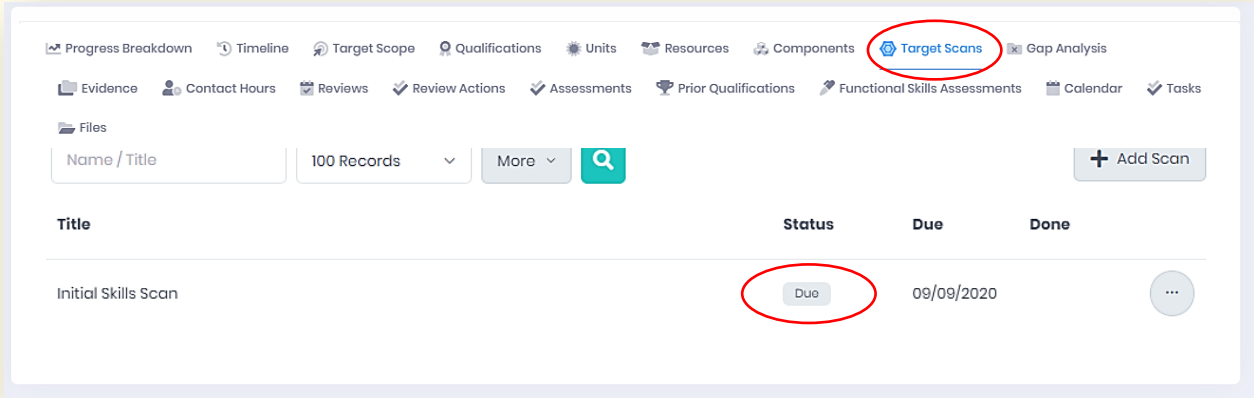
The **'Components'** functionality is what was known as the **'Delivery Plan'** in eAssessor. Everything in terms of Skill Scans and Portfolio components will be in this section. All students will need to complete the **'Initial Assessment'** and the **'Initial Skills Scan'** prior to enrolment.



You can view these sections by clicking the three dots (...) on the side of each section and click **'Summary'** to view the files uploaded or the component summary.

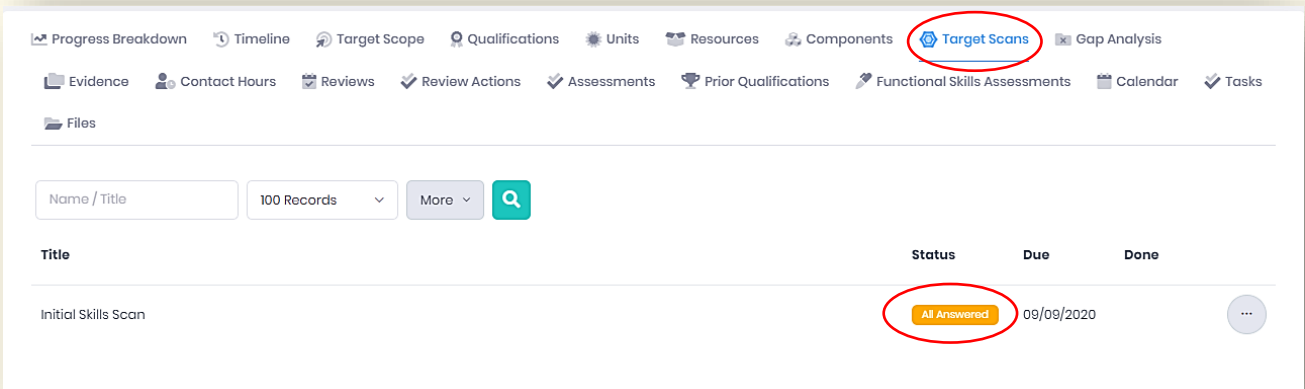
6 PICSWeb Portfolio – Skills Scan

The **'Target Scans'** section will show all skill scans and if it has been completed or not. You will see the **Status** as **'Due'** or **'All Answered'**, after the skills scan has been completed.



The screenshot shows the 'Target Scans' section of the PICSWeb interface. The 'Target Scans' tab is selected and highlighted with a red circle. Below the navigation bar, there is a search bar and a table with the following columns: Title, Status, Due, and Done. The table contains one entry: 'Initial Skills Scan' with a status of 'Due' (highlighted with a red circle) and a due date of '09/09/2020'. A red circle also highlights the three dots menu icon for this entry.

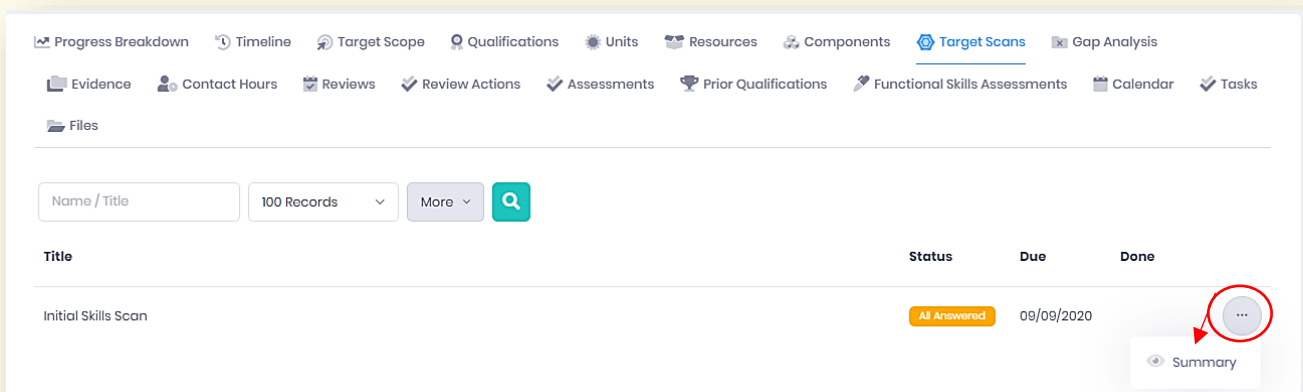
Title	Status	Due	Done
Initial Skills Scan	Due	09/09/2020	



The screenshot shows the 'Target Scans' section of the PICSWeb interface. The 'Target Scans' tab is selected and highlighted with a red circle. Below the navigation bar, there is a search bar and a table with the following columns: Title, Status, Due, and Done. The table contains one entry: 'Initial Skills Scan' with a status of 'All Answered' (highlighted with a red circle) and a due date of '09/09/2020'. A red circle also highlights the three dots menu icon for this entry.

Title	Status	Due	Done
Initial Skills Scan	All Answered	09/09/2020	

To see a summary of the **Skills Scan**, click on the three dots (...) of the component and click **'Summary'**.



The screenshot shows the 'Target Scans' section of the PICSWeb interface. The 'Target Scans' tab is selected and highlighted with a red circle. Below the navigation bar, there is a search bar and a table with the following columns: Title, Status, Due, and Done. The table contains one entry: 'Initial Skills Scan' with a status of 'All Answered' and a due date of '09/09/2020'. A red circle highlights the three dots menu icon for this entry, and a red arrow points to the 'Summary' option in the dropdown menu that appears.

Title	Status	Due	Done
Initial Skills Scan	All Answered	09/09/2020	

By clicking **'Summary'** it will take you to the **'Target Scan Summary'** and you can see all the completed answers on the **Initial Skill Scan**.

The screenshot shows the 'Target Scan Summary' page for a learner named Marcus Dts. On the left sidebar, the status is 'All Answered' (circled in red), and the due date is '09/09/2020'. The main content area has a 'Charts' tab selected (circled in red), showing four radar charts: Knowledge (K1-K10), Skills (S1-S7), Behaviours (B1-B14), and Other (O1-O6). Each chart has a scale from 0 to 100.

Once the learner has completed the **Skill Scan** and answered all KSB's (Knowledge, Skills and Behaviours), the learner's **Skills Coach** can change the status from **'All Answered'** to **'Done'** with a completion date once checked and approved.

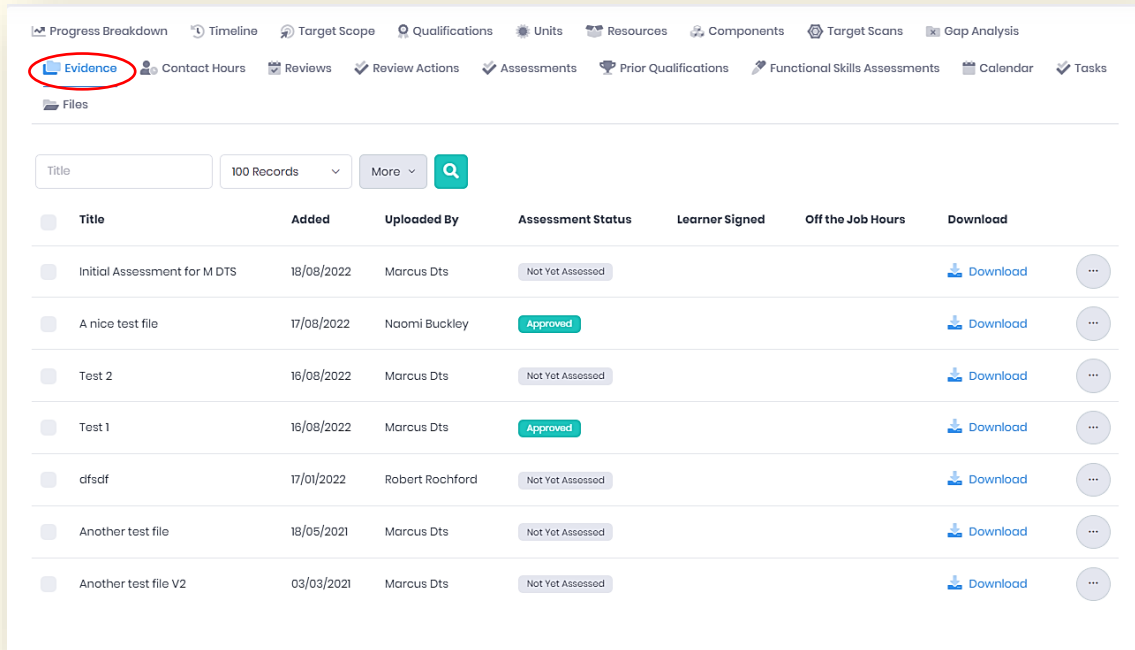
The screenshot shows a 'Target Scans' table with the following data:

Title	Status	Due	Done
Initial Skills Scan	Done	09/09/2020	17/08/2022

In this case, the **'Initial Skills Scan'** will look like this with the **Status** as **'Done'** and the date it was completed.

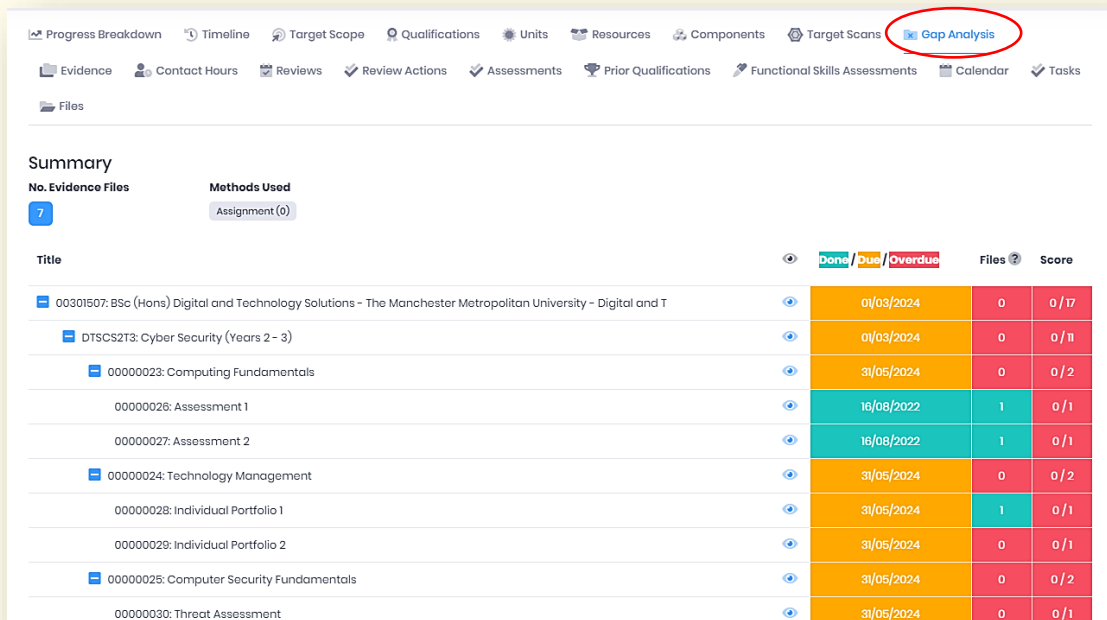
7 PICSWeb Portfolio – Evidence Uploads

The ‘Evidence’ and ‘Gap Analysis’ are areas which show both the Evidence uploads and the assessments of each unit.



Title	Added	Uploaded By	Assessment Status	Learner Signed	Off the Job Hours	Download
Initial Assessment for M DTS	18/08/2022	Marcus Dts	Not Yet Assessed			Download
A nice test file	17/08/2022	Naomi Buckley	Approved			Download
Test 2	16/08/2022	Marcus Dts	Not Yet Assessed			Download
Test 1	16/08/2022	Marcus Dts	Approved			Download
dfsdf	17/01/2022	Robert Rochford	Not Yet Assessed			Download
Another test file	18/05/2021	Marcus Dts	Not Yet Assessed			Download
Another test file V2	03/03/2021	Marcus Dts	Not Yet Assessed			Download

The area ‘Gap Analysis’ shows the completed, due and overdue assignments which are colour coded to represent each status. Useful -



Title	Done	Due	Overdue	Files	Score
00301507: BSc (Hons) Digital and Technology Solutions – The Manchester Metropolitan University – Digital and T		01/03/2024		0	0 / 17
DTSCS2T3: Cyber Security (Years 2 – 3)		01/03/2024		0	0 / 11
00000023: Computing Fundamentals		31/05/2024		0	0 / 2
00000026: Assessment 1		16/08/2022		1	0 / 1
00000027: Assessment 2		16/08/2022		1	0 / 1
00000024: Technology Management		31/05/2024		0	0 / 2
00000028: Individual Portfolio 1		31/05/2024		1	0 / 1
00000029: Individual Portfolio 2		31/05/2024		0	0 / 1
00000025: Computer Security Fundamentals		31/05/2024		0	0 / 2
00000030: Threat Assessment		31/05/2024		0	0 / 1

The **Gap Analysis** section is a more visual representation to the **'Units'** section which will look like the diagram below showing the student's qualifications.

Reference	Title	Status	Start	Due	Done
DTSCS2T3	Cyber Security (Years 2 - 3)	In Progress	09/09/2020	01/03/2024	...
DTSYEARI	DTS Year 1	In Progress	09/09/2020	01/03/2024	...

By going back into the **'Evidence'** area, we will now look at how to view the Evidence uploaded and how to download.

Title	Added	Uploaded By	Assessment Status	Learner Signed	Off the Job Hours	Download
Initial Assessment for M DTS	18/08/2022	Marcus Dts	Not Yet Assessed			Download
A nice test file	17/08/2022	Naomi Buckley	Approved			Download
Test 2	16/08/2022	Marcus Dts	Not Yet Assessed			Download
Test 1	16/08/2022	Marcus Dts	Approved			Download
dfsdf	17/01/2022	Robert Rochford	Not Yet Assessed			Download
Another test file	18/05/2021	Marcus Dts	Not Yet Assessed			Download
Another test file V2	03/03/2021	Marcus Dts	Not Yet Assessed			Download

You can download the evidence file by clicking **'Download'** or you can go into the file summary by clicking the three dots **'...'** followed by clicking the **'Summary'** box.

Title	Added	Uploaded By	Assessment Status	Learner Signed	Off the Job Hours	Download
Initial Assessment for M DTS	18/08/2022	Marcus Dts	Not Yet Assessed			Download ⋮
A nice test file	17/08/2022	Naomi Buckley	Approved			Download Summary
Test 2	16/08/2022	Marcus Dts	Not Yet Assessed			Download ⋮
Test 1	16/08/2022	Marcus Dts	Approved			Download ⋮
dfsdf	17/01/2022	Robert Rochford	Not Yet Assessed			Download ⋮
Another test file	18/05/2021	Marcus Dts	Not Yet Assessed			Download ⋮
Another test file V2	03/03/2021	Marcus Dts	Not Yet Assessed			Download ⋮

Here is what the **'Evidence Summary'** looks like once you have clicked into the **'Summary'** of the file.

Evidence Summary • My Record • Evidence Summary

Evidence Details

Title
Initial Assessment for M DTS

Assessment Status
Not Yet Assessed

Download
[Download](#)

Added
18/08/2022 13:17

Off the Job Hours

Previous Version [None](#) **This is the current version** **Next Version** [None](#)

Messages & Log [Linked To](#) [Signatures](#) [Link's Resources](#)

[New Message](#)

18/08/2022 at 13:17
Evidence created by Marcus Dts
[Download](#)

18/08/2022 at 13:17
Signature requested for Naomi Buckley
[Preview Signature](#)

When the **Learner** has uploaded the evidence file, you can see if any signature is required and the unit it has been linked to by going into the relevant area.

Evidence Summary [My Record](#) • Evidence Summary

Evidence Details

Title
Initial Assessment for M DTS

Assessment Status
Not Yet Assessed

Download
[Download](#)

Added
18/08/2022 13:17

Off the Job Hours

Previous Version Next Version

None This is the current version None

[Messages & Log](#)
Linked To
[Signatures](#)
[Link's Resources](#)

100 Records More Q

Type	Reference	Title	Assessment Status	IQA Status	EQA Status
Component	001005	Initial Assessment	Not Yet	Not Yet	Not Yet

Here you will see the **Component** and **Title** the evidence file is linked to by the learner.

Evidence Summary [My Record](#) • Evidence Summary

Evidence Details

Title
Initial Assessment for M DTS

Assessment Status
Not Yet Assessed

Download
[Download](#)

Added
18/08/2022 13:17

Off the Job Hours

Previous Version Next Version

None This is the current version None

[Messages & Log](#)
[Linked To](#)
Signatures
[Link's Resources](#)

More Q

User	Requested	Completed	
Naomi Buckley	18/08/2022 13:17:17	⌚	⋮

You will see if a **Signature** is required for this evidence file. Once a signature has been created and signed, it will then lock the file from the **'Edit'** actions. ***It is important to make sure everything is checked and completed before authorising any signature.*** We will look at signatures in the **'Reviews'** section in more detail and how reviews have a more significant role in the new PICSWeb Portfolio.

8 PICSWeb Portfolio – Contact and Learning Hours (Off The Job)

The ‘Off The Job’ entries are now in the section known as ‘Contact Hours’.

The screenshot shows the 'Contact Hours' section in the PICSWeb Portfolio. The navigation bar includes tabs for Progress Breakdown, Timeline, Target Scope, Qualifications, Units, Resources, Components, Target Scans, Gap Analysis, Evidence, Contact Hours (highlighted), Reviews, Review Actions, Assessments, Prior Qualifications, Functional Skills Assessments, Calendar, and Tasks. Below the navigation bar, the 'Total Contact and Learning Hours' section displays five metrics: Total Contact (288 Hours), Total Off the Job (288 Hours), ILR Planned Off the Job (1158 Hours), ILR Planned Off the Job To Date (650 Hours), and Average Weekly Off the Job (2 Hours 48 Minutes). Below these metrics is a table with the following columns: Date, Actual, Contact Type, OTJ, Qualification, Officer, Notes, and Approved. The table contains four records, each with a date, actual hours, contact type, OTJ status, qualification, officer, notes, and approval status.

Date	Actual	Contact Type	OTJ	Qualification	Officer	Notes	Approved
18/08/2022	5 Hrs 30	In Class Time Span: Day	✓			A PWP workshop with Martin	✓
18/08/2022	9 Hrs	In Class Time Span: Day	✓				✓
17/08/2022	5 Hrs 30	In Class Time Span: Day	✓			A PWP Workshop with Martin	✓
17/08/2022	9 Hrs	In Class Time Span: Day	✓			defghjkl;	✗

There are 5 sets of records in the ‘Total Contact and Learning Hours’ which indicate the following:

Total Contact – Total of all entries made in system.

Total Off the Job – Total record of all ‘Off the Job’ entries.

ILR Planned Off the Job – This is the student’s target for ‘Off the Job’.

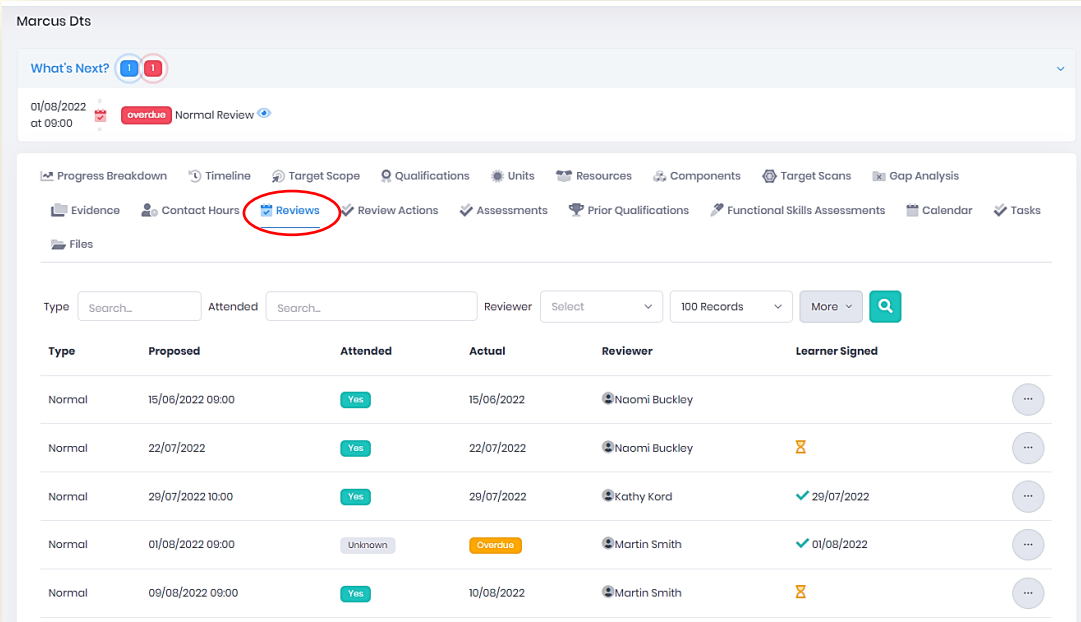
ILR Planned Off the Job To Date – How many hours expected to have ‘Off the Job’ to date.

Average Weekly Off the Job – This will not be necessary for every programme but is a useful way to see each week if the student is hitting their ‘Off the Job’ target.

You will be able to view all the learners ‘Off the Job’ hours in this area, the date and time, contact type and any notes with a description of what was conducted on that specific day.

9 PICSWeb Portfolio – Reviews & Signatures

The **‘Reviews’** area of the learner’s e-Portfolio has become a more prominent component of the learners e-Portfolio and this is illustrated in the PICSWeb Portfolio system.



Marcus Dts

What's Next? 1 1

01/08/2022 at 09:00 **Overdue** Normal Review

Progress Breakdown Timeline Target Scope Qualifications Units Resources Components Target Scans Gap Analysis

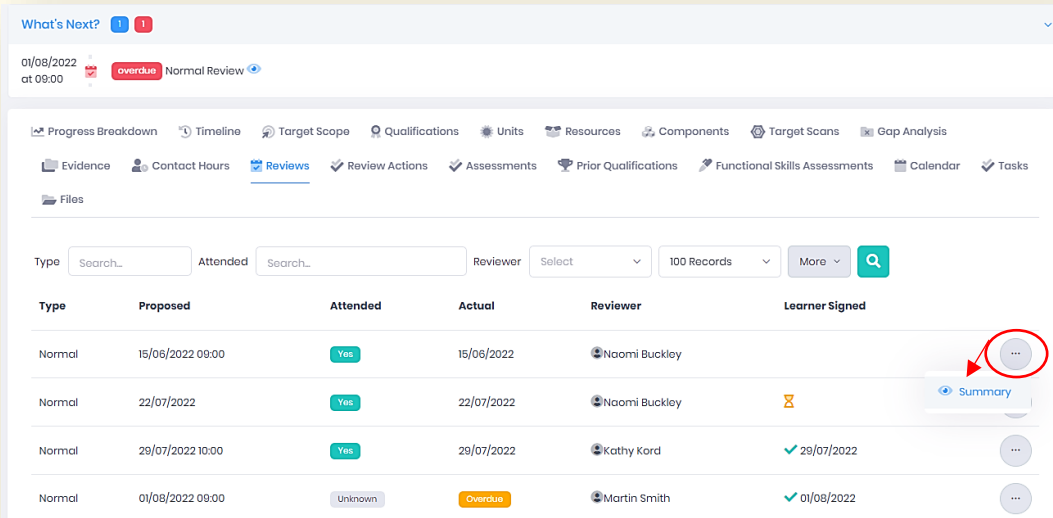
Evidence Contact Hours **Reviews** Review Actions Assessments Prior Qualifications Functional Skills Assessments Calendar Tasks

Files

Type Search... Attended Search... Reviewer Select 100 Records More Q

Type	Proposed	Attended	Actual	Reviewer	Learner Signed
Normal	15/06/2022 09:00	Yes	15/06/2022	Naomi Buckley	...
Normal	22/07/2022	Yes	22/07/2022	Naomi Buckley	⌚
Normal	29/07/2022 10:00	Yes	29/07/2022	Kathy Kord	✓ 29/07/2022
Normal	01/08/2022 09:00	Unknown	Overdue	Martin Smith	✓ 01/08/2022
Normal	09/08/2022 09:00	Yes	10/08/2022	Martin Smith	⌚

Once you have gone into the **‘Learners’** summary, click **‘Reviews’** and this will take you to all the reviews of the learner.



What's Next? 1 1

01/08/2022 at 09:00 **Overdue** Normal Review

Progress Breakdown Timeline Target Scope Qualifications Units Resources Components Target Scans Gap Analysis

Evidence Contact Hours **Reviews** Review Actions Assessments Prior Qualifications Functional Skills Assessments Calendar Tasks

Files

Type Search... Attended Search... Reviewer Select 100 Records More Q

Type	Proposed	Attended	Actual	Reviewer	Learner Signed
Normal	15/06/2022 09:00	Yes	15/06/2022	Naomi Buckley	...
Normal	22/07/2022	Yes	22/07/2022	Naomi Buckley	⌚
Normal	29/07/2022 10:00	Yes	29/07/2022	Kathy Kord	✓ 29/07/2022
Normal	01/08/2022 09:00	Unknown	Overdue	Martin Smith	✓ 01/08/2022

You can view each of the **‘Reviews’** by clicking the three dots **‘...’** on the right-hand side of the review and click **‘Summary’**.

You will now see the **'Review Summary'** which consists of all details on when the review was proposed, when it was attended and the date, the name of the reviewer, mentor and any comments specified from when the review was conducted in the **'Notes'** area.

Review Summary [My Record](#) [Review Summary](#)

Review Summary

Type
Normal

Proposed
22/07/2022

Attended
Yes - on 22/07/2022

Reviewer
Naomi Buckley

Mentor
Martin Smith

Qualification Progress at Previous Review on 15/06/2022

Qualification Progress for this Review

Qualification Progress Change Since Previous Review
No Change

Learner Signed Status
Requested

Notes Actions Files Signatures Messages & Log

Progress Overview
Not specified

Detailed Comments
Not specified

Employer's Comments
Not specified

Apprentice's Comments
Not specified

The **'Actions'** tab may not show any actions needed as there is a Power app used for this. However, the **'Files'**, **'Signatures'** and **'Messages & Log'** sections will be used more often.

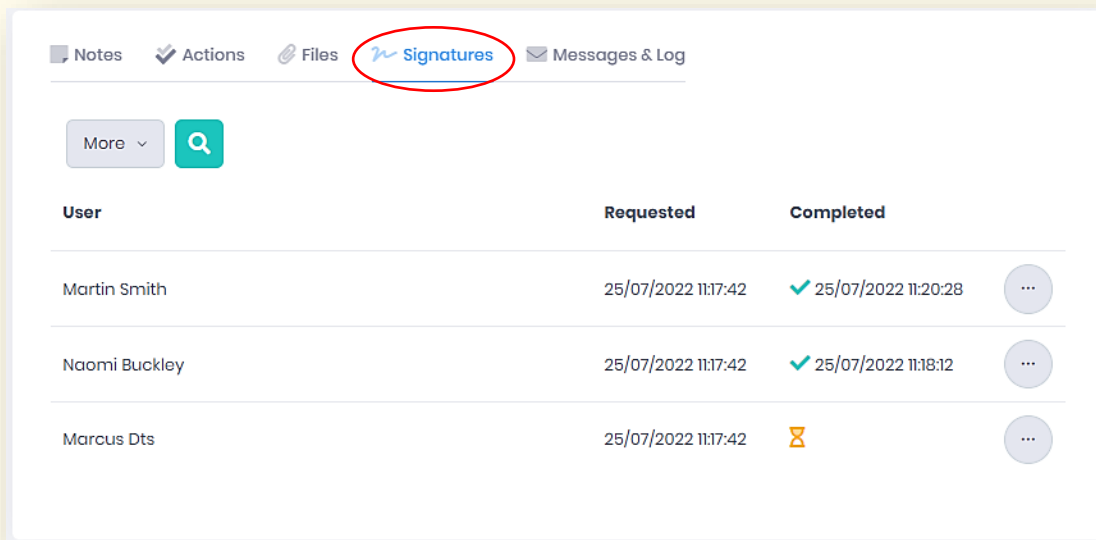
Notes Actions **Files** Signatures Messages & Log

Description / Filename 100 Records More Search

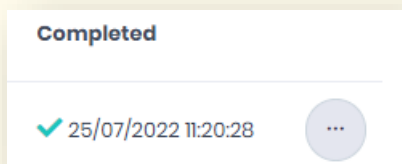
Filename	Description	Created	Download
Marcus A.JPG	review	25/07/2022 11:11:30	Download

The **'Files'** tab will show the downloadable file of the Review that has been created and you can click **'Download'** for the file to be viewed.

When a review is created, the individual who has uploaded the review now has the ability to add a signature request for all parties to sign, ensuring the review has been checked and completed. For example, a **skills coach** can request for the **learner** and for you, the **employer** to sign off this review.



The **'Signatures'** tab will show all the required signatures and if they have been completed or not. If a signature has been completed it will show a green tick following the time and date it was completed. If it a signature is still awaiting, it will show the diagram shown below.

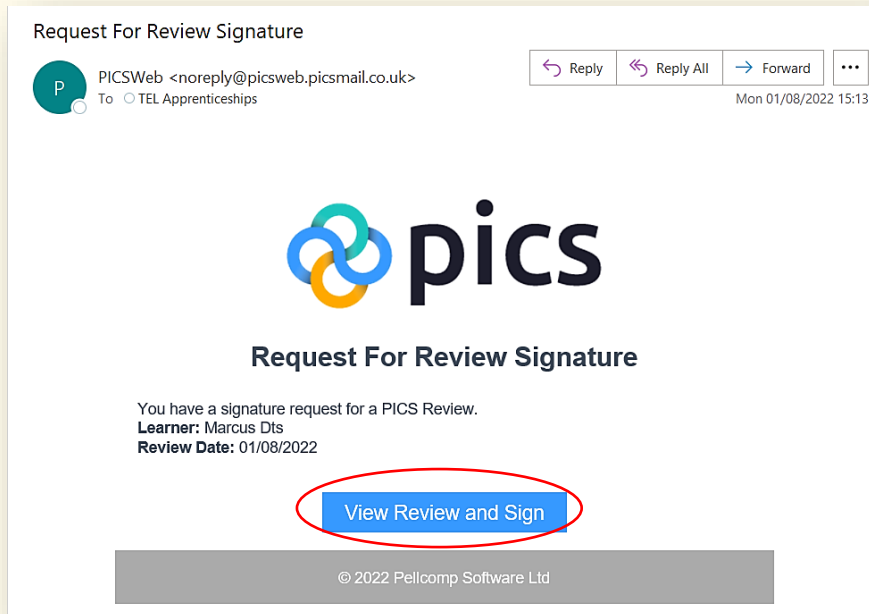


Completed – Time and Date

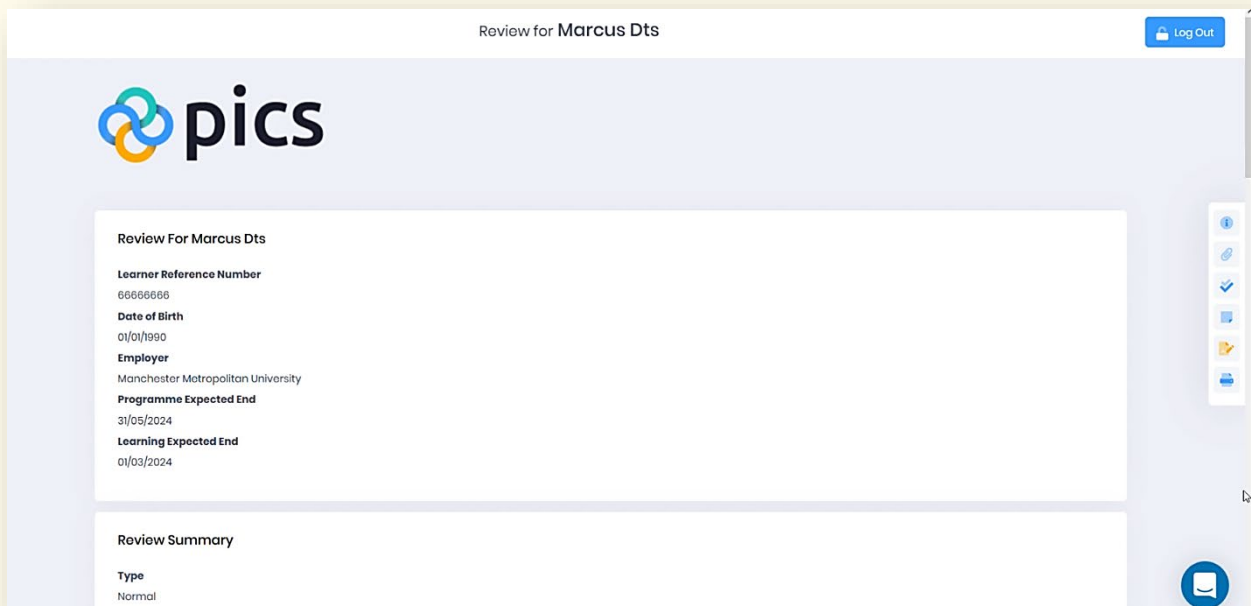


Incomplete - Awaiting

Once the review has been created and the requested signatures have been assigned, you will receive an automatic email for a signature request. The email will look like the screenshot below.

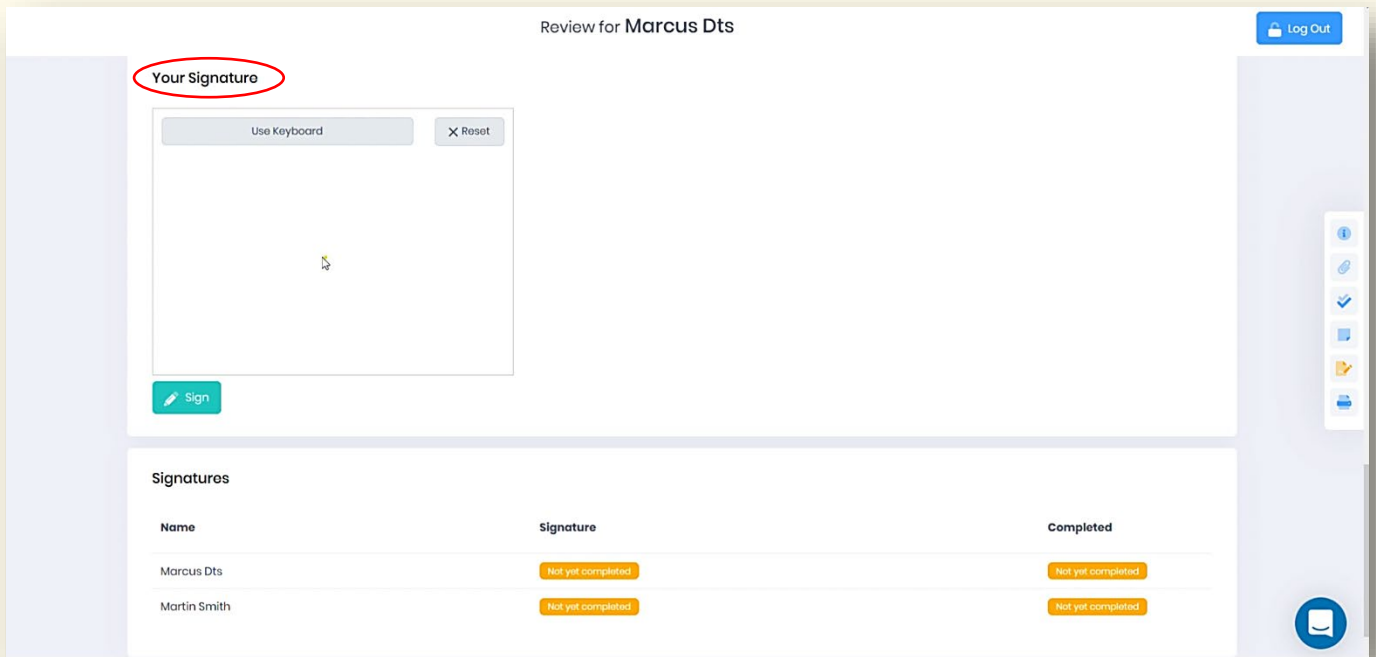


The email will show the **'Learner'** and the **'Review Date'**. Simply click on **'View Review and Sign'** from the email and it will take you to the PICSWeb Portfolio webpage with a review of the summary to sign.

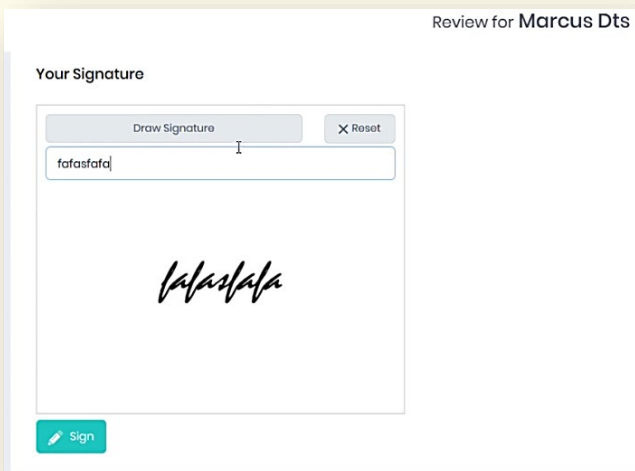


You can scroll down once all the details have been checked and completed, the review can also be downloaded from this page and there will be a section where you can sign the review at the bottom.

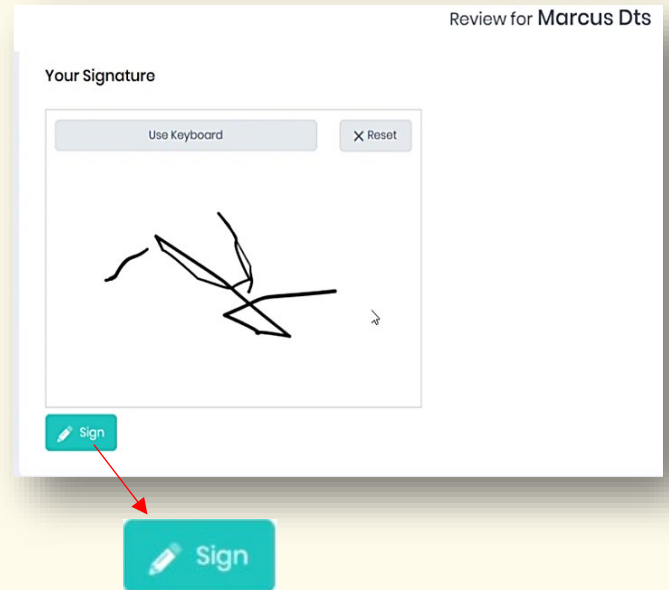
The **Signature** area at the bottom of the page will look like this. You will have the option to use your keyboard to sign the review, or you can hand sign by using your cursor as shown below.



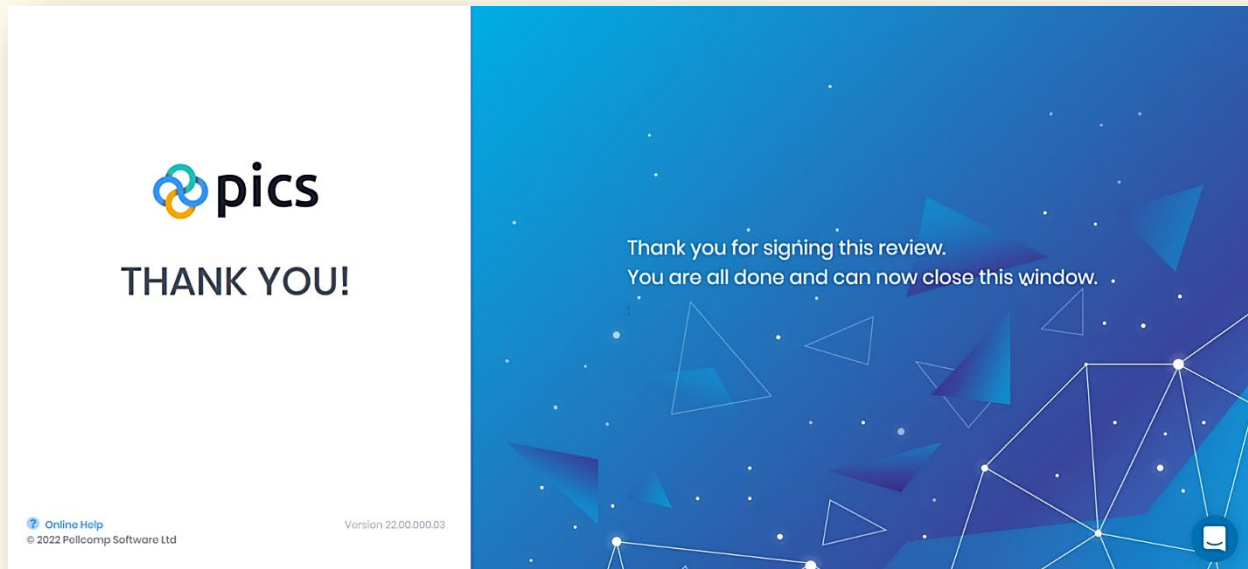
Keyboard



Draw Signature



Once you have completed the signature as requested, click **'Sign'** and a confirmation page will thank you for signing the review, you can then close the window.



Once you have refreshed PICSWeb Portfolio, go back into the **Learner's** review that was signed and it will show the signature as **complete** with the date and time.

Review Summary [My Record](#) • [Review Summary](#)

Review Summary

Type
Normal

Proposed
01/08/2022 09:00

Attended
Unknown

Reviewer
Martin Smith

Qualification Progress at Previous Review on 29/07/2022

Qualification Progress for this Review

Qualification Progress Change Since Previous Review
↑ 10%

Learner Signed Status
Complete on 01/08/2022

Notes Actions Files **Signatures** Messages & Log

More 🔍

User	Requested	Completed	
Marcus Dts	01/08/2022 15:13:02	✓ 01/08/2022 15:15:25	⋮
Martin Smith	01/08/2022 15:13:02	✓ 01/08/2022 15:13:58	⋮

You can also see a log of who has signed the review and who's signature is still awaiting through the **'Messages and Log'** section of the **'Review Summary'**.

Review Summary • My Record • Review Summary

Review Summary

Type
Normal

Proposed
01/08/2022 09:00

Attended
Unknown

Reviewer
Martin Smith

Qualification Progress at Previous Review on 29/07/2022

Qualification Progress for this Review

Qualification Progress Change Since Previous Review
↑ 10%

Learner Signed Status
Complete on 01/08/2022

Notes Actions Files Signatures **Messages & Log**

01/08/2022 at 15:13
Signature requested for Martin Smith
[Preview Signature](#)

01/08/2022 at 15:13
Signature requested for Marcus Dts
[Preview Signature](#)

01/08/2022 at 15:13
Martin Smith has completed their signature
[Preview Signature](#)

01/08/2022 at 15:15
Marcus Dts has completed their signature
[Preview Signature](#)

By going into any **Learners 'Portfolio'** page, clicking **'Calendar'** on the learner summary will show you all upcoming **reviews** and **skill scans** so you can expect future communication via email and on the PICSWeb Portfolio system.

Progress Breakdown Timeline Target Scope Qualifications Units Resources Components Target Scans Gap Analysis

Evidence Contact Hours Reviews Review Actions Assessments Prior Qualifications Functional Skills Assessment **Calendar** Tasks

Files

Type All

August 2022

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 Normal Review	2	3	4	5	6	7
8 Normal Review	9 Normal Review	10	11	12	13	14 Normal Review
15	16 Normal Review	17	18 Initial Skills Scan Initial Skills Scan - Due	19	20	21

10 PICSWeb Portfolio Video Resource Links

Accessing PWP (New & Existing Apprentices)	https://mmutube.mmu.ac.uk/media/Accessing%20PWP%20(New%20%26%20Existing%20Apprentices)/1_cdg322iu
PWP - Target Scans & Target Scope	https://mmutube.mmu.ac.uk/media/PWP%20-%20Target%20Scans%20%26%20Target%20Scope/1_lp1khiwv
PWP - Units & Gap Analysis	https://mmutube.mmu.ac.uk/media/PWP%20-%20Units%20%26%20Gap%20Analysis/1_d7qejo4g
PWP - Evidence Uploading	https://mmutube.mmu.ac.uk/media/PWP%20-%20Evidence%20Uploading/1_awtkue2k
PWP - Off the Job Hours	https://mmutube.mmu.ac.uk/media/PWP%20-%20Off%20the%20Job%20Hours/1_43yfazucv

Support:

If you require any assistance or are having any difficulties in regards to PICSWeb Portfolio, please email us on:

telapprenticeship@mmu.ac.uk

Support is available for:

- Username and Passwords
- Submissions
- Logging Off the Job Hours
- System Use



THANK YOU!