

[Smartassessor Portfolio Guides- Employer]

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1 Intro to Smartassessor 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.

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

Smartassessor 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.

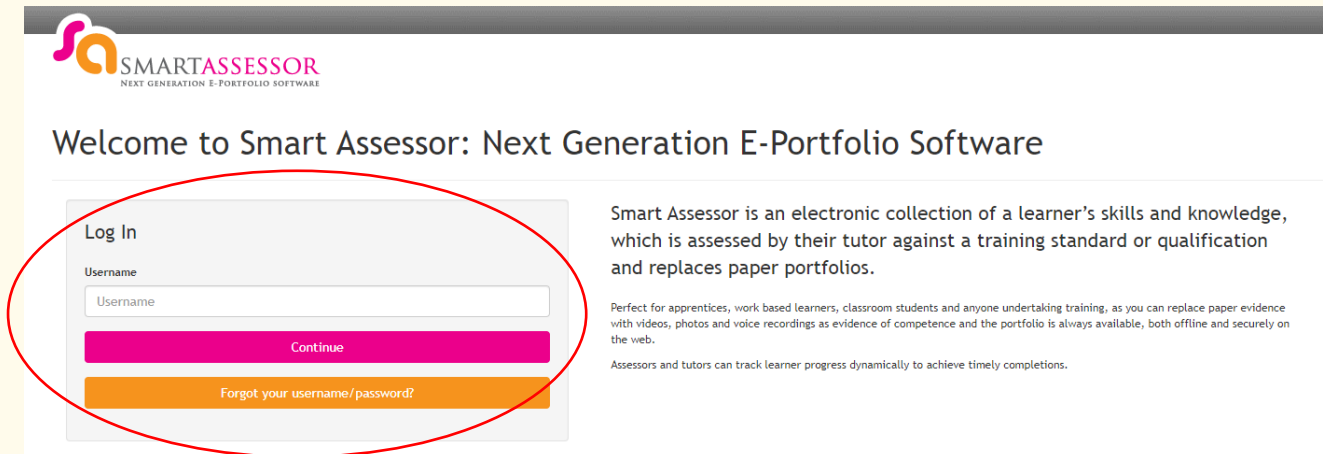
Let's get started by logging onto Smartassessor Portfolio and managing your own password resets.

URL Link for Smartassessor Portfolio: <https://www.smartassessor.co.uk>



2 Smartassessor Portfolio- Logging In and Password Management

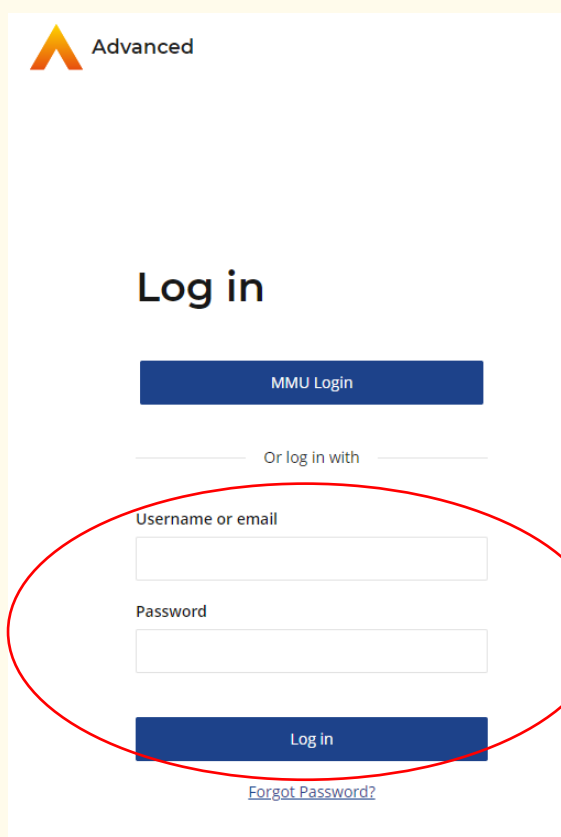
When you open Smartassessor in your browser, you will first be taken to the Login page. To log in, you need to enter the **Username** of your Smartassessor User Account and select **Continue**. The **username** will be your employer email address.



The image shows the Smart Assessor login page. At the top left is the logo for SMARTASSESSOR, with the tagline 'NEXT GENERATION E-PORTFOLIO SOFTWARE'. Below the logo is the heading 'Welcome to Smart Assessor: Next Generation E-Portfolio Software'. The main content area is divided into two columns. The left column contains a 'Log In' section with a 'Username' label and a text input field. Below the input field is a pink 'Continue' button and an orange 'Forgot your username/password?' button. The right column contains a paragraph of text: 'Smart Assessor is an electronic collection of a learner's skills and knowledge, which is assessed by their tutor against a training standard or qualification and replaces paper portfolios.' Below this is a smaller paragraph: 'Perfect for apprentices, work based learners, classroom students and anyone undertaking training, as you can replace paper evidence with videos, photos and voice recordings as evidence of competence and the portfolio is always available, both offline and securely on the web.' At the bottom of the right column is another line of text: 'Assessors and tutors can track learner progress dynamically to achieve timely completions.'

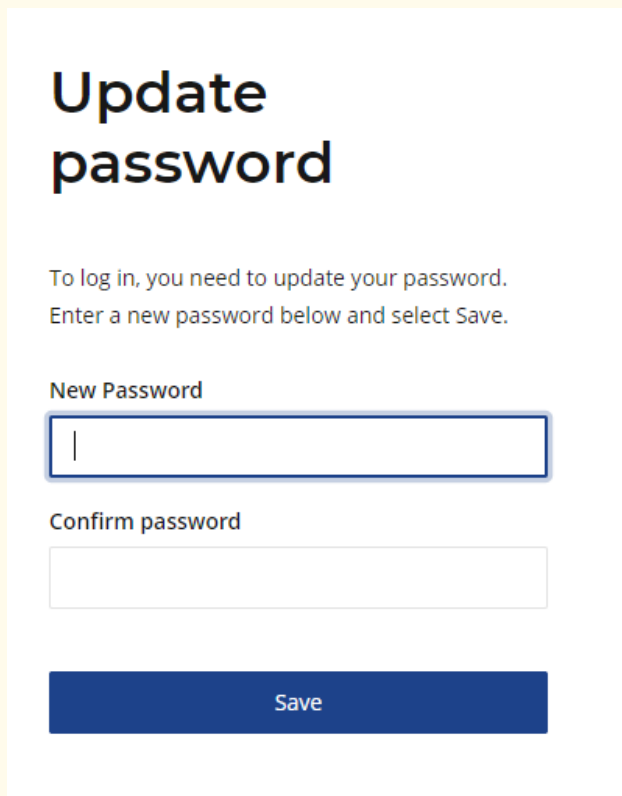
This will take you to the Advanced single sign on page.

To log in enter your **username** and **password** and select Log In.



The image shows the Advanced single sign on page. At the top left is the 'Advanced' logo. Below it is the heading 'Log in'. There is a blue 'MMU Login' button. Below that is the text 'Or log in with' followed by a horizontal line. Underneath are two text input fields: 'Username or email' and 'Password'. Below the input fields is a blue 'Log in' button. At the bottom is a link for 'Forgot Password?'.

You will now be prompted to enter a new password. Enter a new password and select **Save**. The password must be 14 characters long.



Update password

To log in, you need to update your password.
Enter a new password below and select Save.

New Password

Confirm password

Save

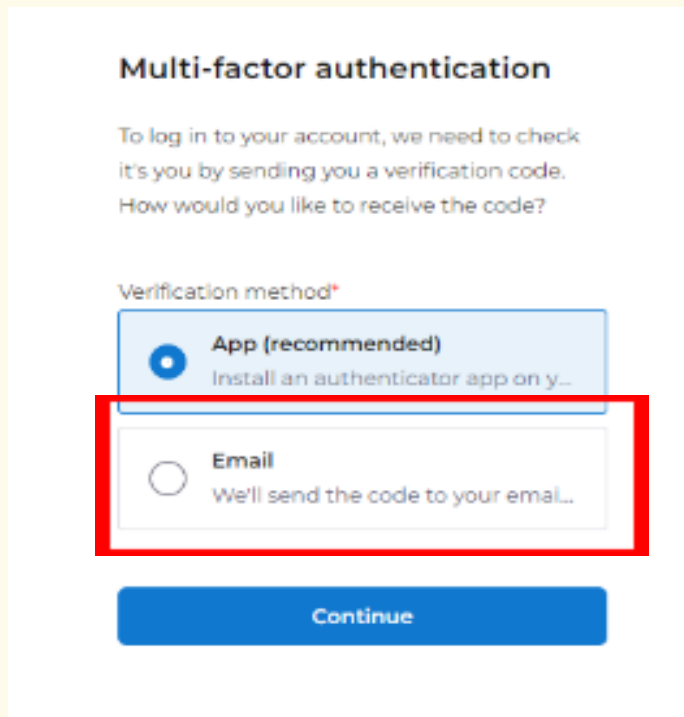
2.1 Multi-Factor Authentication Setup

You will now be required to setup MFA (Multi-Factor Authentication). You will have two options. This can be setup using an Authenticator App or by using your email for a verification code to be sent.

Guidance for both options provided below. This process will only be required for the initial setup.

2.1.1 Email MFA Setup

1. **Select Email as MFA Method:** In the MFA options, **we recommend choosing "Email"** as your preferred method for authentication. However, **if you decide to verify via an authenticator app, please skip to step 1B.**



Multi-factor authentication

To log in to your account, we need to check it's you by sending you a verification code.
How would you like to receive the code?

Verification method*

App (recommended)
Install an authenticator app on y...

Email
We'll send the code to your email...

Continue

2. **(Email) Enter Authentication Code:** Retrieve the authentication code from the email you received and enter it into the designated field on the Smart Assessor login page. After entering the authentication code, submit it through the login page. The system will verify the code to confirm your identity.

Multi-factor authentication

We've sent a verification code to your email address. Please enter the code below to log in.

Verification code

Submit

[Resend code](#)

- (Email) Set Security Question & Update password:** Smart Assessor will prompt you to provide a security question and answer. Please make sure you select an appropriate question with an answer you will remember. Once submitted, you will then be prompted to change your password. Please ensure it is at least 14 characters in length using a mixture of numbers and letters.

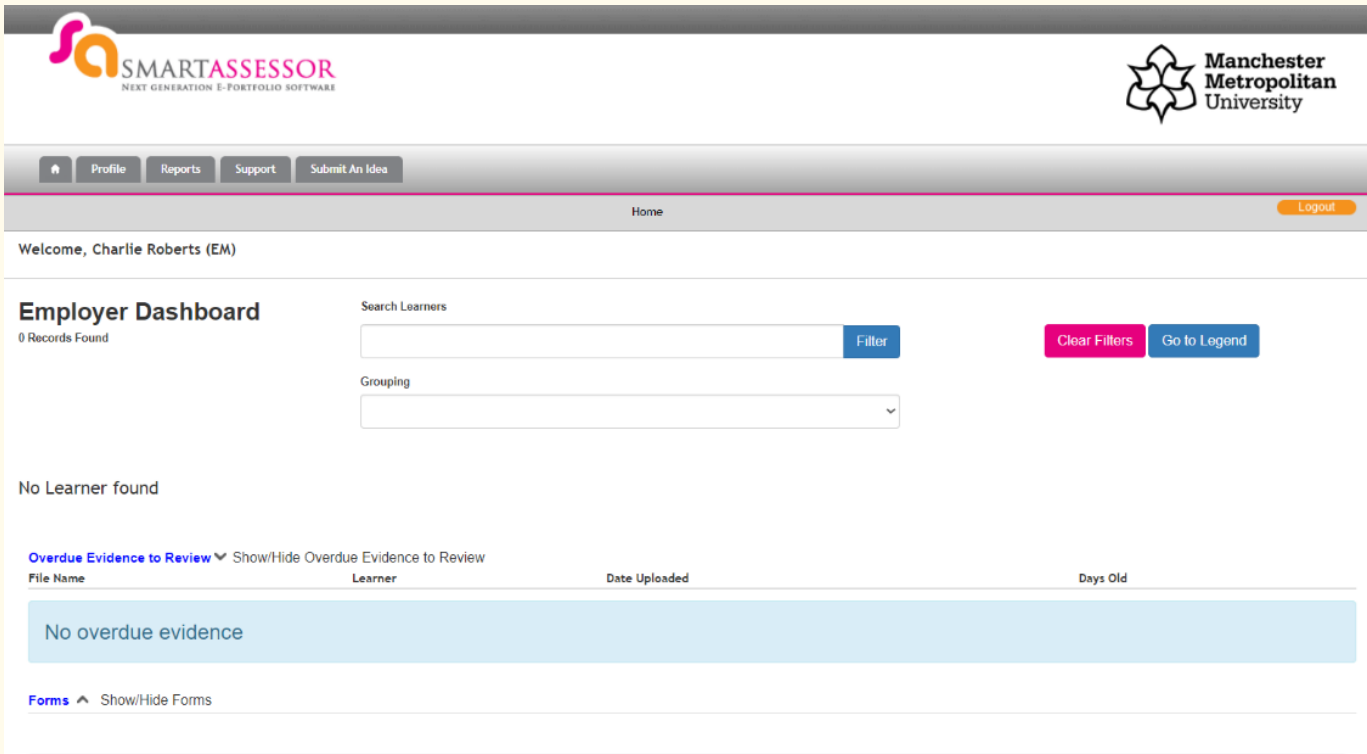
Please select your security question.

What is the name of your favourite cl ▼

Answer:

Save

- 4. Access Smart Assessor Dashboard:** Once the authentication code is successfully verified, you will gain access to the Smart Assessor dashboard. Please refer to further guidance regarding page navigation & specific task completion.



2.1.2 Authenticator Setup

- 1. (APP) Download an Authenticator App:** If you haven't already, download and install the Microsoft Authenticator (recommended) or Google Authenticator app on your mobile device. You can find it in the App Store for iOS devices or Google Play Store for Android devices.




- 2. (App) Initiate Two-Factor Authentication (2FA):** After entering your username and password, Smart Assessor should prompt you for two-factor authentication.

Multi-factor authentication

To log in to your account, you need to set up multi-factor authentication (MFA) by following the steps below.

1. Install and configure an authenticator app like Microsoft Authenticator or Google Authenticator on your mobile device
2. Add an account and scan this QR code when prompted:



[Unable to scan?](#)

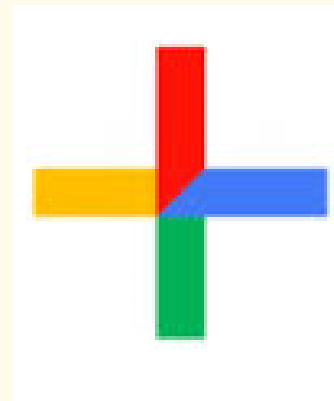
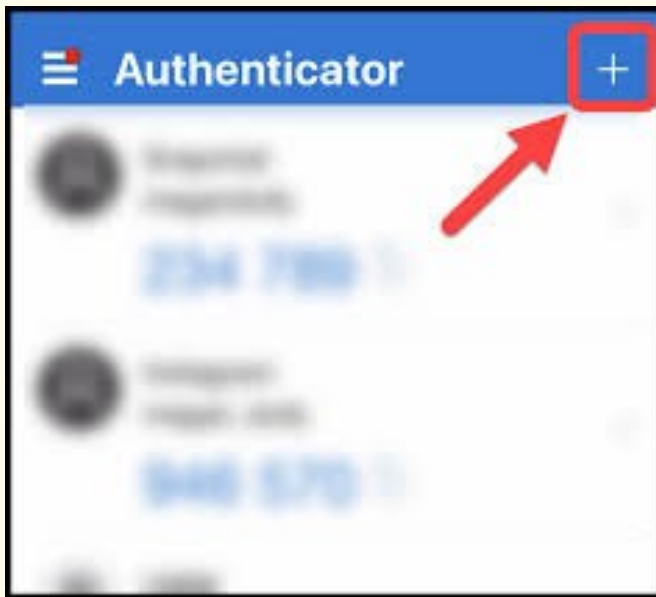
3. Enter the verification code from the authenticator and select Verify

Verification code

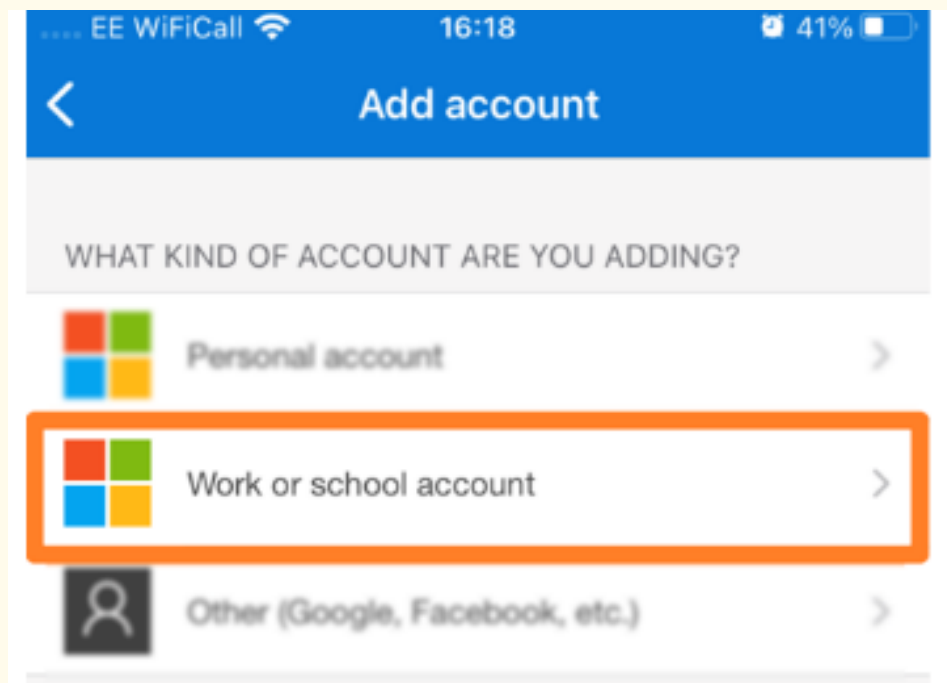
Verify

- 3. (App) Open Authenticator App:** On your mobile device, open the Microsoft Authenticator app. If it's your first time using the app, you may need to go through a setup process to link it to your Microsoft account.

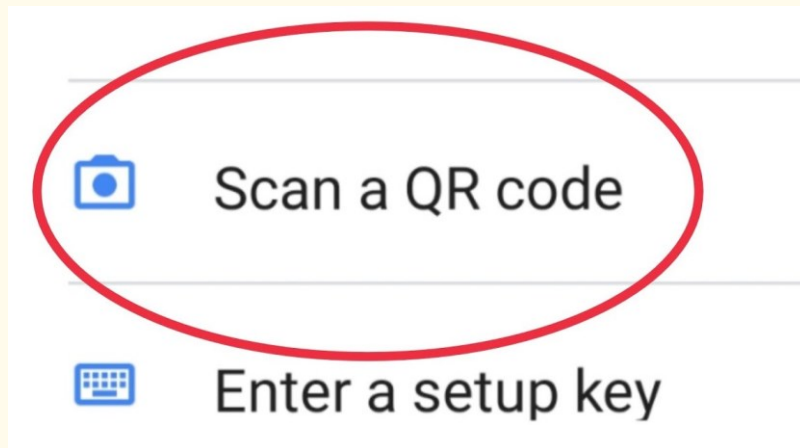
4. **(App) Tap on the "+" Symbol:** In the Authenticator app, tap on the "+" symbol to add a new account.



5. **(App) Select "Work or School Account":** Choose the option that says "Work or School Account" from the list of available options. If authenticating via Google Authenticator skip this step.



6. **(App) Scan QR Code and Enter Code Manually:** Smart Assessor will provide you with a QR code or a code that you can enter manually. Use the Authenticator app on your mobile device to scan the QR code and enter the verification code provided.



Multi-factor authentication

To log in to your account, you need to set up multi-factor authentication (MFA) by following the steps below.

1. Install and configure an authenticator app like Microsoft Authenticator or Google Authenticator on your mobile device
2. Add an account and scan this QR code when prompted:



[Unable to scan?](#)

3. Enter the verification code from the authenticator and select Verify

Verification code

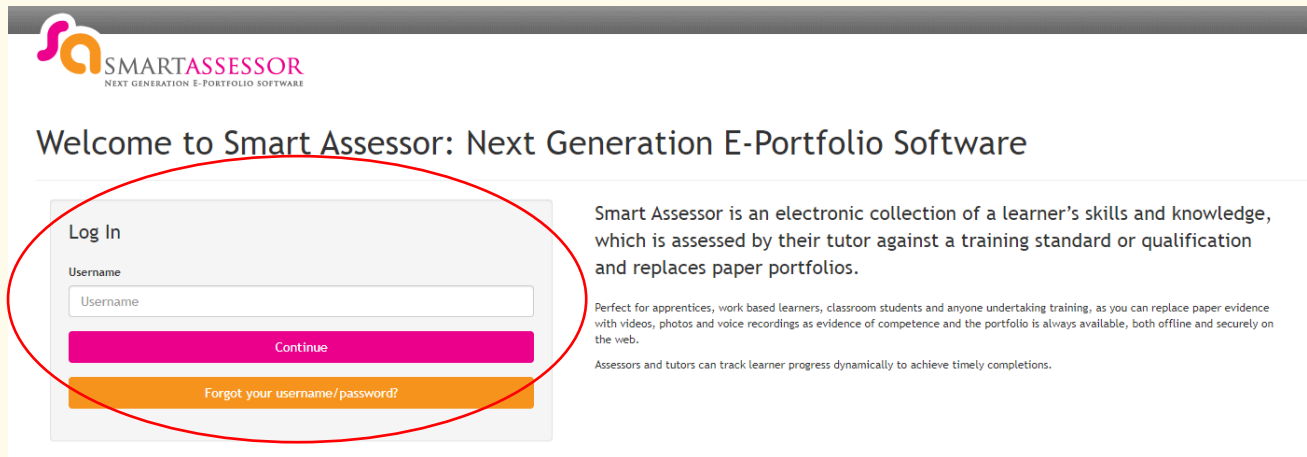
Verify

7. **Access Smart Assessor Dashboard:** Once the authentication code is successfully verified, you will gain access to the Smart Assessor dashboard. **Please refer to further guidance regarding page navigation & specific task completion.**

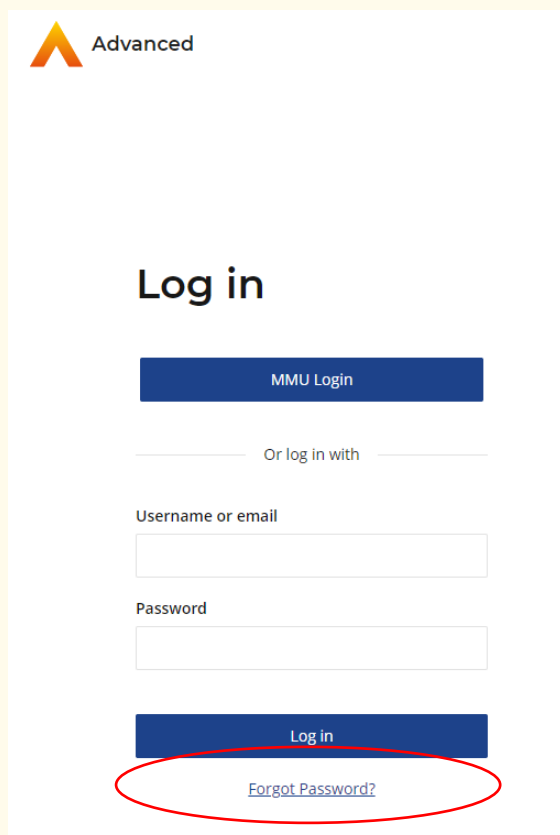
The screenshot shows the Smart Assessor web interface. At the top left is the 'SMARTASSESSOR' logo with the tagline 'NEXT GENERATION E-PORTFOLIO SOFTWARE'. At the top right is the Manchester Metropolitan University logo. Below the header is a navigation bar with links for 'Profile', 'Reports', 'Support', and 'Submit An Idea'. A 'Home' link is centered, and a 'Logout' button is on the right. The main content area starts with a welcome message: 'Welcome, Charlie Roberts (EM)'. The 'Employer Dashboard' section shows '0 Records Found'. It includes a search bar for 'Search Learners' with a 'Filter' button, a 'Clear Filters' button, and a 'Go to Legend' button. There is also a 'Grouping' dropdown menu. Below this, it states 'No Learner found'. A section for 'Overdue Evidence to Review' has a 'Show/Hide Overdue Evidence to Review' toggle. Below this is a table with columns for 'File Name', 'Learner', 'Date Uploaded', and 'Days Old'. The table is currently empty, displaying 'No overdue evidence'. At the bottom, there is a 'Forms' section with a 'Show/Hide Forms' toggle.

2.2 Forgotten Password

If you have forgotten your password, you can reset it from the Advanced Single Sign on Login page. To do this, enter the **Username** of your Smartassessor User Account and select **Continue**. The **username** will be your employer email address.



This will take you to the Advanced single sign on page. Select **Forgot Password** at the bottom of the page.



Reset password

Enter your username or email and we'll send you instructions for resetting your password (if the account exists).

Username or email

Back

Send

Enter your email address. This will usually be your company email address that your account has been setup with and select **Send**.

You will receive an email as shown below with details on how you can reset your password.



Hi,

We've received a request to change your Manchester Metropolitan password. If you made this request, please select the button below to change your password. When you've changed your password, you can return to the login screen and log in again.

Change Password

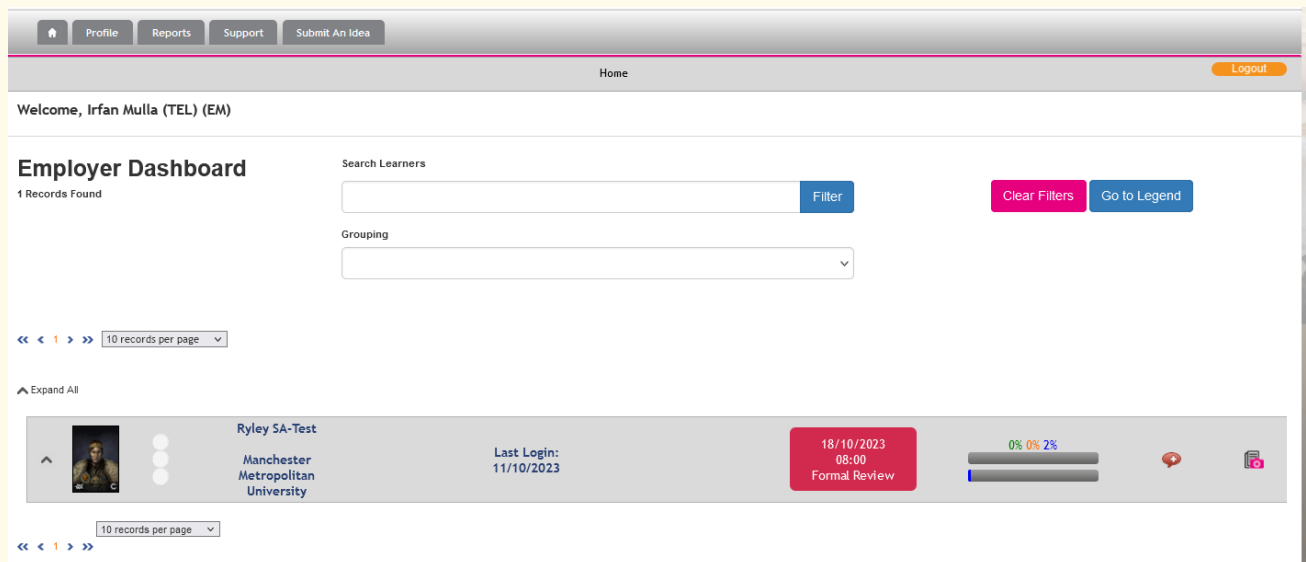
If you're having trouble with the button above, you can paste this link into your browser instead:

Any issues regarding login credentials please email the TEL team:

telapprenticeship@mmu.ac.uk

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

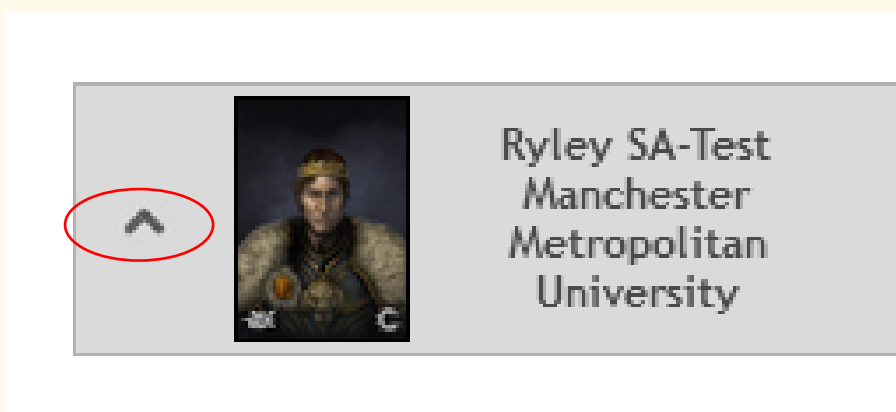
3 Smartassessor Portfolio – User Dashboard



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

You will be able to see all your **Learners** assigned to you on the dashboard once logged in.

To go into a specific Learner’s Portfolio, select the arrow to expand as shown below



Select the **Folder** icon to go into the Apprentices portfolio.

Portfolio	On Track	Assessor	Course Name	Units	Progress Map	Last Session Date	Next Session Date	Last Session Status	Progress	Actions
		Helen Rigby Irfan Mulla (TEL)	00305355-PGDIP in District Nurse	Advancing Practice through Research Contemporary Issues in District Nursing Developing Quality Leadership in Specialist Practice Empowering Populations to Enhance Health and Well Foundations in District Nursing Independent Study Project Non Medical Prescribing Physical Examination Skills Specialist Practice in District Nursing		Oct 3 2023 11:00AM	---	Not Attended	0% 0% 0% 03/10/2023 to 16/10/2024	

This will take you to the Dashboard to view the Apprentices Portfolio.


Welcome, John Doe (EM)

Show List View Go To Today

Friday 29 Sep-23 Saturday 30 Sep-23 Sunday 01 Oct-23 Monday 02 Oct-23 Tuesday 03 Oct-23 Wednesday 04 Oct-23 Thursday 05 Oct-23 Friday 06 Oct-23 Saturday 07 Oct-23 Sunday 08 Oct-23 Monday 09 Oct-23

Overview PGDIP in District Nu...

Welcome Ryley SA-Test



PGDIP in District Nurse
Assessor: Helen Rigby

2nd Assessor: Irfan Mulla (TEL)

IQA: Irfan Mulla (TEL)

Course: In Training
Status:

Progress Widget

No files found.
Upload Work

Advancing Practice through Research | Contemporary Issues in District Nursing | Developing Quality Leadership in Specialist Practice | Empowering Populations to Enhance Health and Well | Foundations in District Nursing | Independent Study Project | Non Medical Prescribing | Physical Examination Skills | Specialist Practice in District Nursing

Units

Next Session:
No upcoming session is available.

Planning Notes:
Learning Plan

0

Resources

No files found.

Files From Course

0

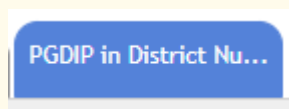
Syle
Smart Virtual Learning Environment

0

Progress Map

Most programmes will have two course areas. One area will cover the Academic Units where apprentices will be expected to upload their completed assessments with grade and feedback. The second area will cover part of the apprenticeship standard where they will need to complete activities to meet the standard.

The key areas in the course tab area you need to be aware of is: -



Progress Widget

This will show how the Apprentices are progressing in completing their portfolio.

Blue Bar – Indicates the duration of the course.

Orange Bar – Progress by the apprentice in uploading evidence and mapping to criteria.

Green Bar – Progress by the apprentice and signed off by the Skills Coach.

Upload Work

This is where you can see the Work that has been uploaded by the apprentices and which criteria it has been mapped to.

Units

This will show the components that have been setup for that course. The apprentice will need map the evidence to the components.

Learning Plan

This is where you can access the completed reviews uploaded by the skills coach and completed skills scans done by the apprentice.

Progress Map

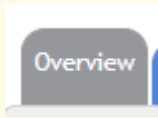
This shows a gap analysis view of the knowledge, skills, and behaviour for each competent.

Red indicates that no evidence has been provided for the element.

Orange indicates evidence has been provided by the apprentice.

Green indicates evidence provided and signed off.

The key areas in the overview tab you need to be aware of is: -



Overview PGDIP in District Nu...

Welcome Ryley SA-Test

Last Login Date : 03/10/2023 12:58
Days Until Course Completion: 378
Overall Status: 0%0%0%

0% Criteria Completed | 100% Criteria Remaining

bksb

OTJ Hours: -12.3 Hours differential
0.0 Actual hrs completed, 12.3 Expected hrs to date

New Docs to Sign (1)

EILP (0)

Actions & Activities (0)

Wellbeing (2)

OTJ Hours

This is where you can see the Off the Job hours that have been logged by the apprentice.

4 Signing off the Review

4.1 Signing using New Docs to Sign Tile

This is where you will be able to sign off any reviews that you are expected to sign off.

Once you go into the area you will see the following below

Learners Documents to sign

Course Name	Type	Date Uploaded	Document name	Uploaded By	Signed in Agreement	Session Date/Time	Action
PGDIP in District Nurse	Review	03/10/2023 12:39:31	148_Timetable 2023 DN.docx	Helen Rigby	Asr: <input checked="" type="checkbox"/> Emp: <input type="checkbox"/> IQA: <input type="checkbox"/>	03/10/2023 08:00:00	Sign / Open Doc

Select the **Sign** icon on the far right under **Action** to sign the Review as the Line Manager.

Select the **check box** next box next to Employer and then select **Save**.

Signed in Agreement :	Name :	Signed :	Date :
Assessor	Helen Rigby	<input checked="" type="checkbox"/> +	03/10/2023 14:10:28
Learner		<input type="checkbox"/> +	
Employer		<input checked="" type="checkbox"/> +	
IQA		<input type="checkbox"/> +	

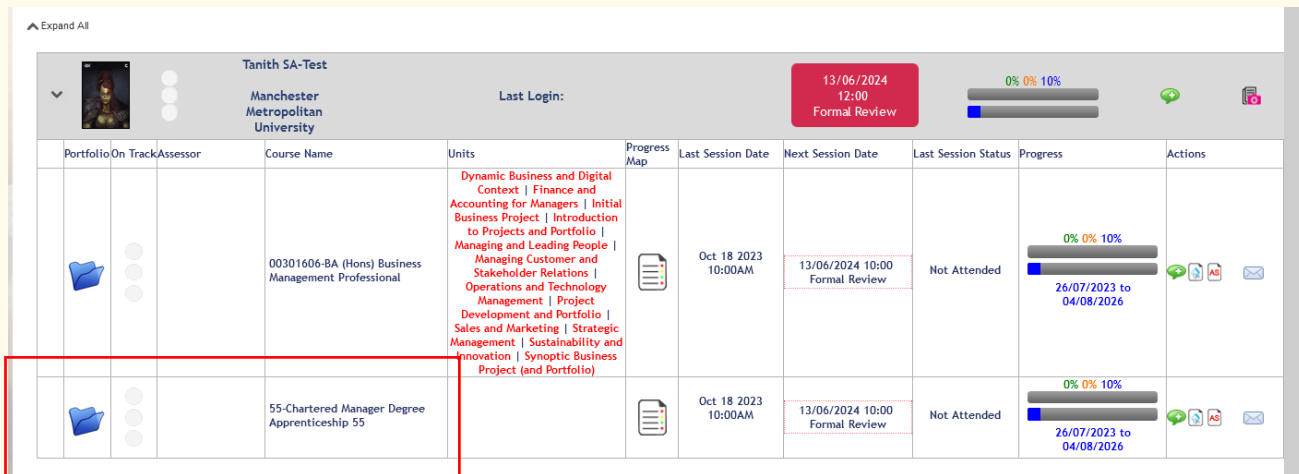
You will see a check box next to Emp under, **Signed in Agreement** to indicate you have signed it off.

Signed in Agreement
Asr: <input checked="" type="checkbox"/> Emp: <input checked="" type="checkbox"/> IQA: <input type="checkbox"/>

4.2 Signing Review via the Learning Plan

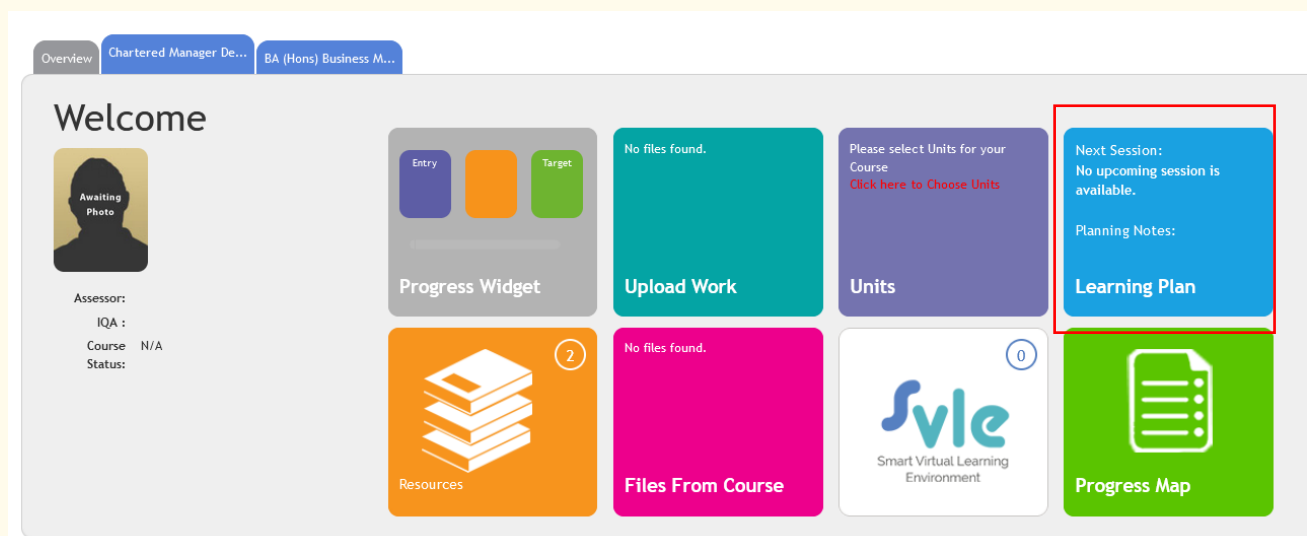
If you cannot see the document, you need to sign from **Docs to Sign** area you can access the review directly by going into Learning Plan. Guidance on how to do this is shown below.

1. Go into the Apprenticeship Learners portfolio. This will be where it does not say BSc or BA in the title as shown below.



Portfolio	On Track	Assessor	Course Name	Units	Progress Map	Last Session Date	Next Session Date	Last Session Status	Progress	Actions
			00301606-BA (Hons) Business Management Professional	Dynamic Business and Digital Context Finance and Accounting for Managers Initial Business Project Introduction to Projects and Portfolio Managing and Leading People Managing Customer and Stakeholder Relations Operations and Technology Management Project Development and Portfolio Sales and Marketing Strategic Management Sustainability and Innovation Synoptic Business Project (and Portfolio)		Oct 18 2023 10:00AM	13/06/2024 10:00 Formal Review	Not Attended	0% 0% 10% 26/07/2023 to 04/08/2026	
			55-Chartered Manager Degree Apprenticeship 55			Oct 18 2023 10:00AM	13/06/2024 10:00 Formal Review	Not Attended	0% 0% 10% 26/07/2023 to 04/08/2026	

2. Select Learning Plan



Overview | Chartered Manager De... | BA (Hons) Business M...

Welcome

Assessor: Awaiting Photo

IQA :
Course : N/A
Status :

Progress Widget: Entry, Target

Upload Work: No files found.

Units: Please select Units for your Course. [Click here to Choose Units](#)

Learning Plan: Next Session: No upcoming session is available. Planning Notes:

Resources: 2

Files From Course: No files found.

svle Smart Virtual Learning Environment

Progress Map: 0

3. This will take you to the Learning Plan area where you can see all the reviews that have taken place.

- Select the Apprenticeship course area for the review you need to sign off. In the example below I have selected the Chartered Manager Degree Apprenticeship area.

- You can use the date to determine which review you are wanting to sign off. The review date below had taken place on 18/10/23.

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
7	18/10/2023	11:00	12:00	Formal Review	Irfan Mulla (TEL)	Attended	

Chartered Manager Degree Apprenticeship 55

1. ILP:
2. Assessment:
3. Review:
4. General:
5. Evidence:

- To access the review document, you can access the file by selecting the icon next to Review on the far right.

- To sign off the review select **Files** on the left. The option is the third one on the list.

Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action

- Select the + icon on the far right.

File	Type	Name	Description	Date Uploaded	Signed in agreement	Signatures
	Review files	304_Review.pdf	304_Review.pdf	22/11/2023 10:32:02	Asr: <input type="checkbox"/> SAsr: <input type="checkbox"/> Ler: <input type="checkbox"/> Emp: <input type="checkbox"/> IQA: <input type="checkbox"/>	

Cancel/Close

7. This will bring up a pop up as shown below. You can select the check box next to Employer to sign the review and select Save. The review has now been signed.

304_Review.pdf

Type

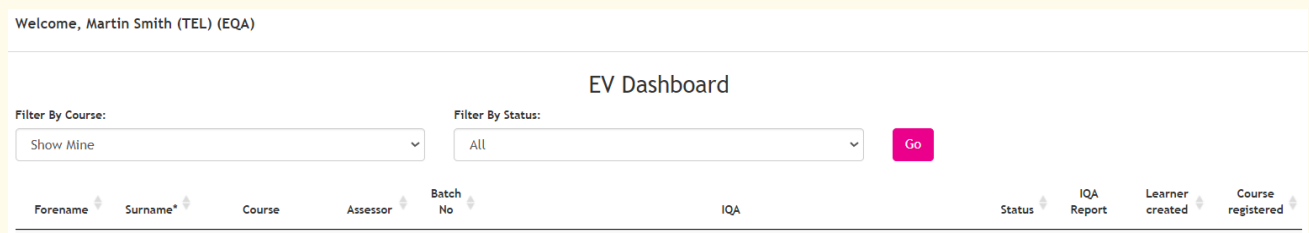
ILP files Review files Assessment files General files

Signed in Agreement:	Name:	Signed:	Date:	Signature req:
	Primary Assessor	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Secondary Assessor	<input type="checkbox"/>		<input type="checkbox"/>
	Learner	<input type="checkbox"/>		<input checked="" type="checkbox"/>
	Employer	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
	IQA	<input type="checkbox"/>		<input type="checkbox"/>

Last Requested: 22/11/2023 10:33:38 Cancel/Close Save

5 Mentor Access

Mentor access works essentially identical to that used for **Line Managers** (Employer Manager Role). The landing screen is different and will open with a list of apprentices linked on the **EV Dashboard**



In each case you can click on the small **Purple Folder Icon** next to the name of your **Apprentice's** name and this will take you to the **Learner Dashboard** as seen in **Section 3**. From this point all the guidance provided in **Sections 1-3** is the same for **Mentors**, **Section 4** will not be used as **Mentor** accounts cannot provide **Signatures**.



Support:

If you require any assistance or are having any difficulties regarding Smartassessor Portfolio, please email us on:

telapprenticeship@mmu.ac.uk