[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'**.

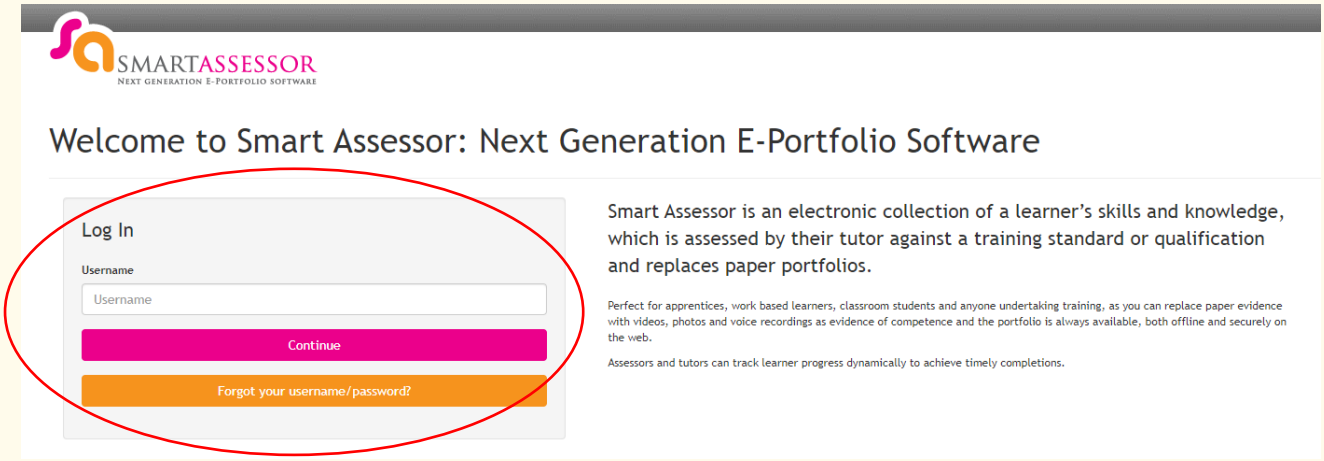
Smartassessor Portfolio combines the level of communication between the Apprentice, their Skills Coach and Employer to help support in achieving the goals of the **KSBs (Knowledge, Skills, Behaviour).** Learners can build a portfolio of evidence against the criteria of standards and then Skill Coaches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

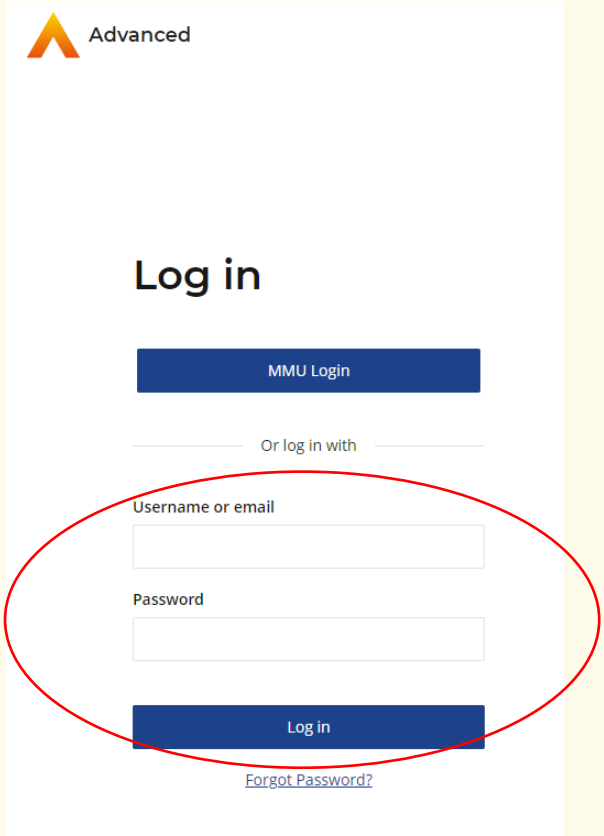
2 Smartassessor Portfolio- Logging In and Password Management

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.

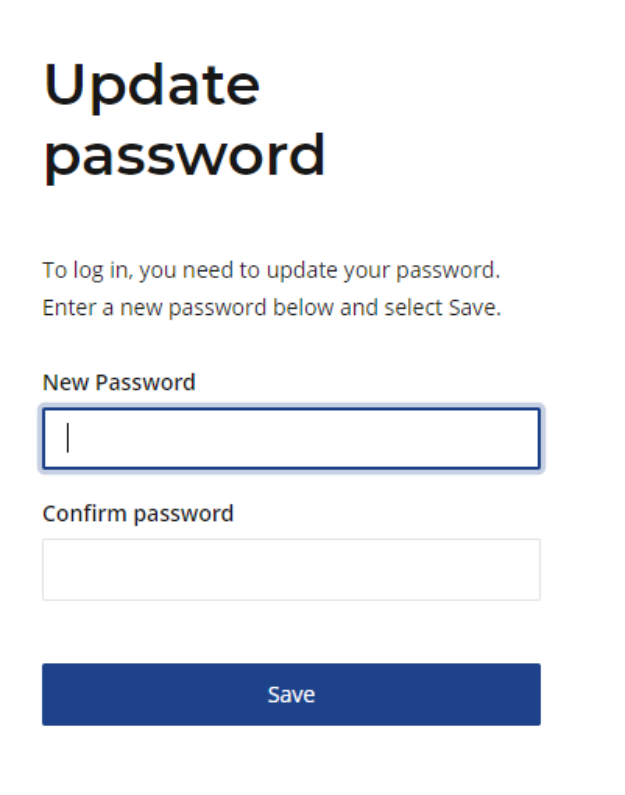


This will take to you to the Advanced single sign on page.

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



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



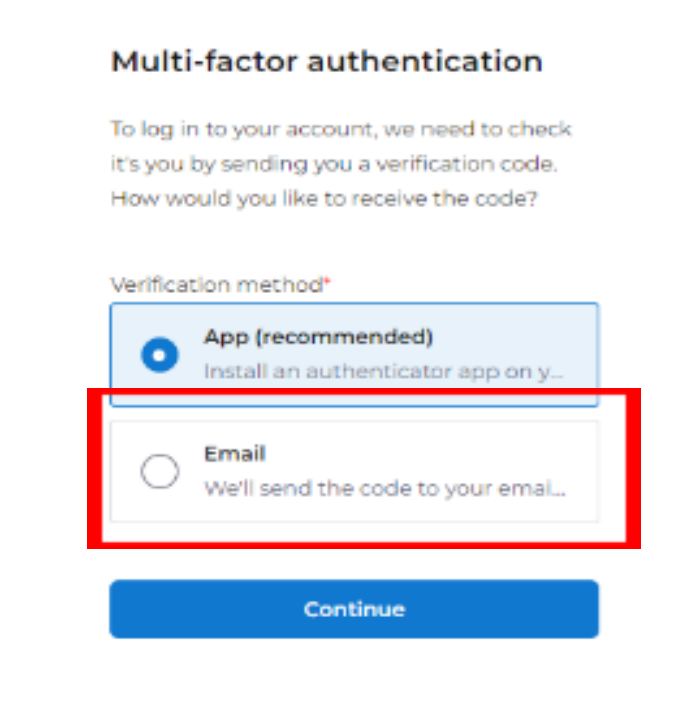
2.1 Multi-Factor Authentication Setup

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.

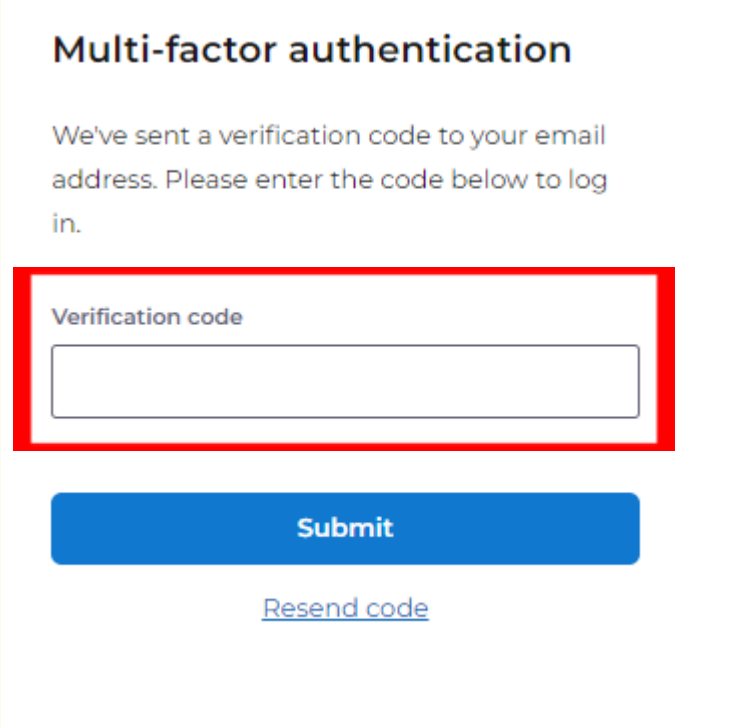
Guidance for both options provided below. This process will only be required for the initial setup.

2.1.1 Email MFA Setup

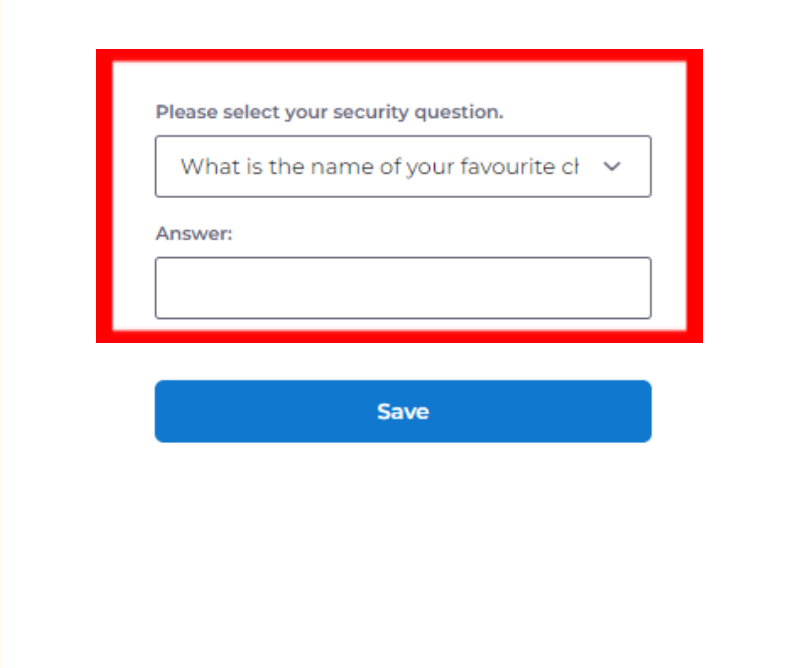
1. **Select Email as MFA Method:** In the MFA options, **we recommend choosing "Email"** as your preferred method for authentication. However, **if you decide to verify via an authenticator app, please skip to step 1B.**



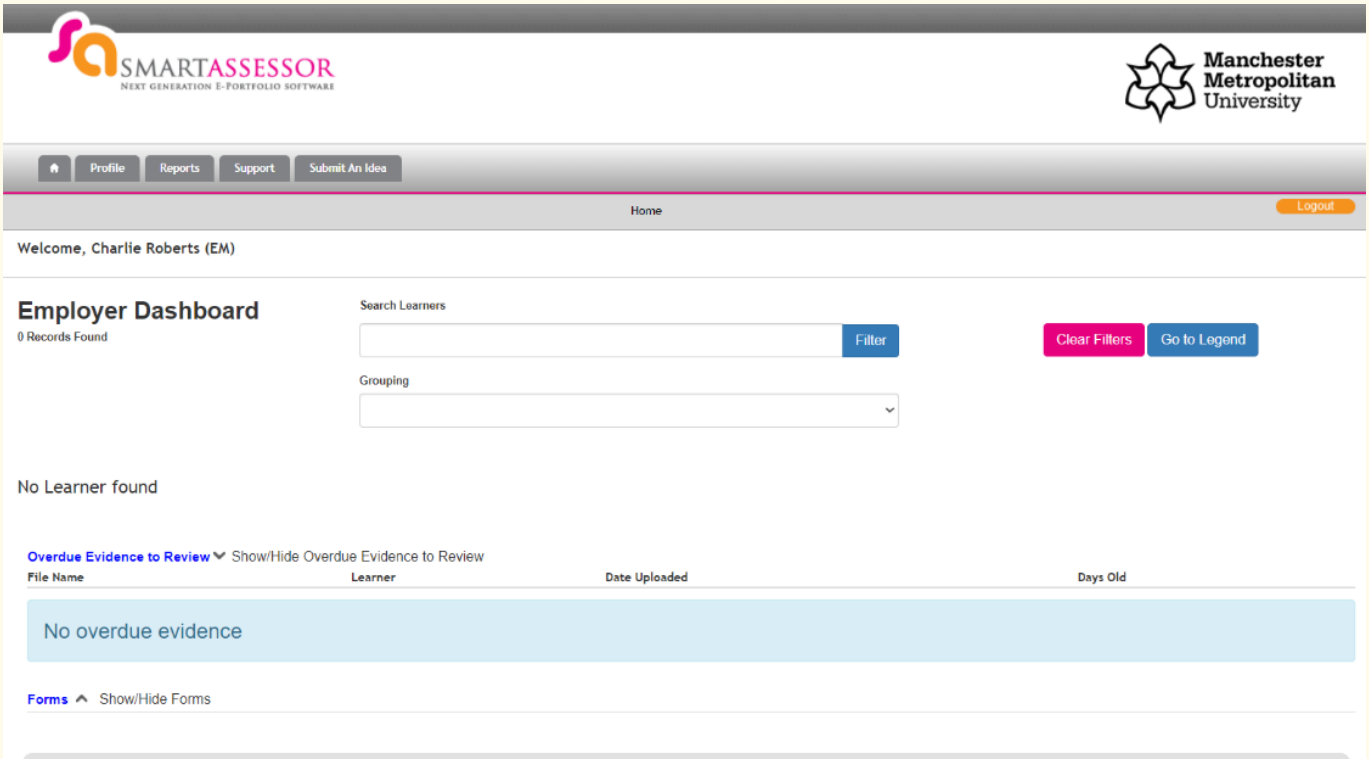
2. **(Email) Enter Authentication Code:** Retrieve the authentication code from the email you received and enter it into the designated field on the Smart Assessor login page. After entering the authentication code, submit it through the login page. The system will verify the code to confirm your identity.



3. **(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.



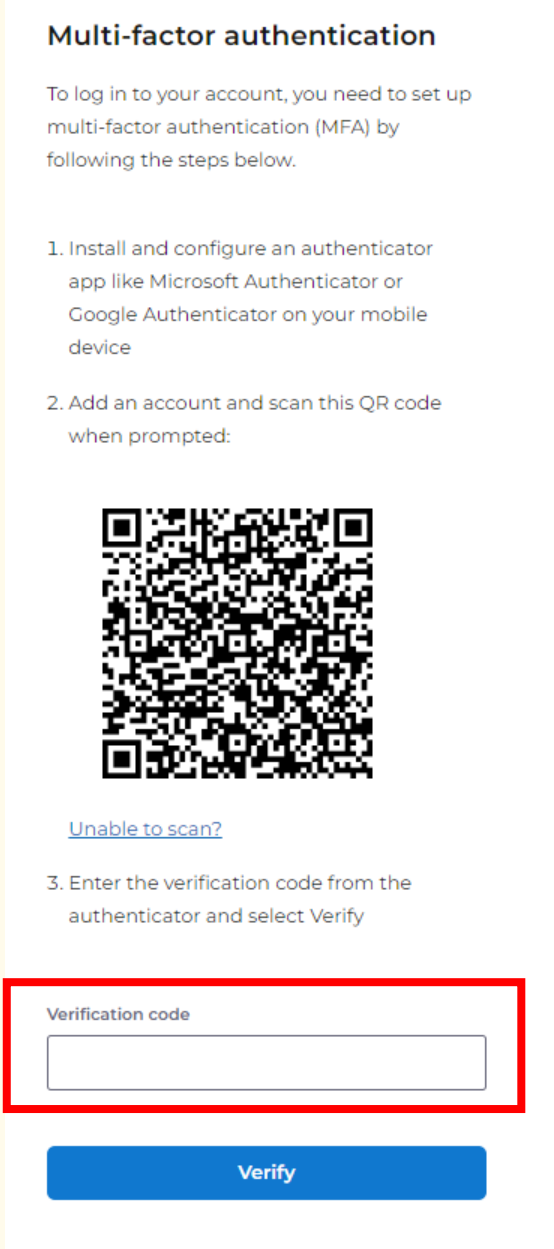
4. **Access Smart Assessor Dashboard:** Once the authentication code is successfully verified, you will gain access to the Smart Assessor dashboard. Please refer to further guidance regarding page navigation & specific task completion.



2.1.2 Authenticator Setup

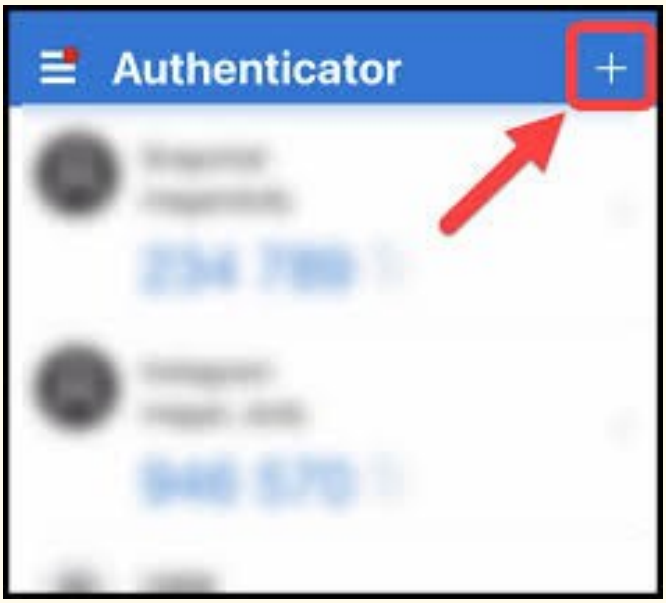
1. **(APP) Download an Authenticator App**: If you haven't already, download and install the Microsoft Authenticator (recommended) or Google Authenticator app on your mobile device. You can find it in the App Store for iOS devices or Google Play Store for Android devices.

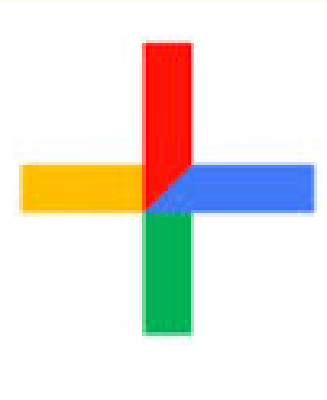
2. **(App) Initiate Two-Factor Authentication (2FA)**: After entering your username and password, Smart Assessor should prompt you for two-factor authentication.



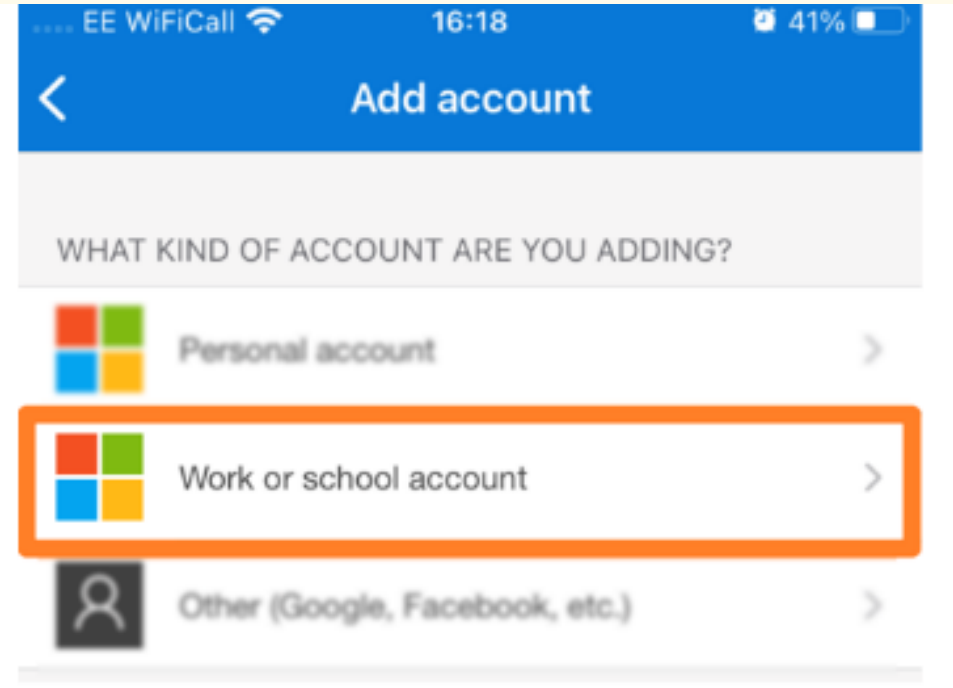
3. **(App) Open Authenticator App**: On your mobile device, open the Microsoft Authenticator app. If it's your first time using the app, you may need to go through a setup process to link it to your Microsoft account.

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

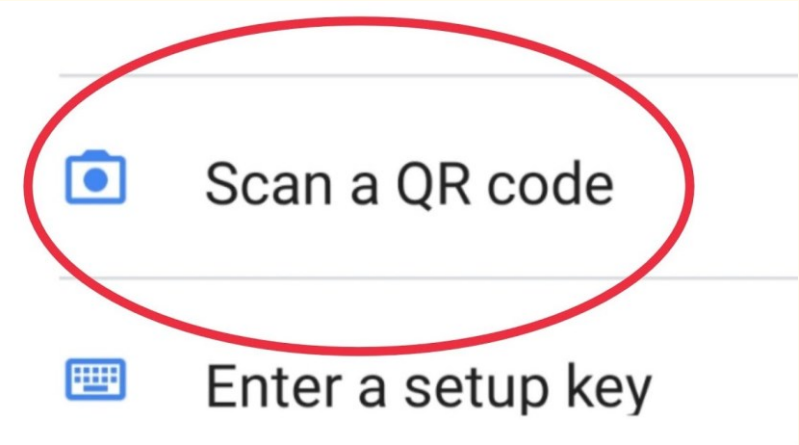


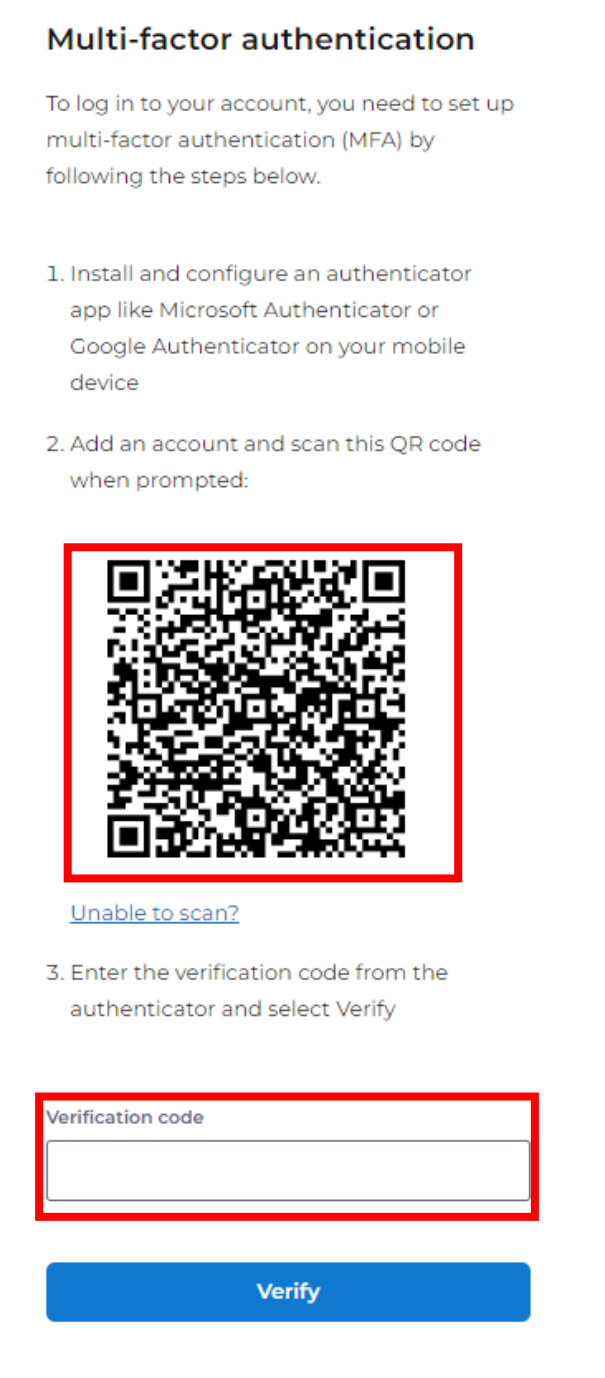


5. **(App) Select "Work or School Account"**: Choose the option that says "**Work or School Account**" from the list of available options. If authenticating via Google Authenticator skip this step.

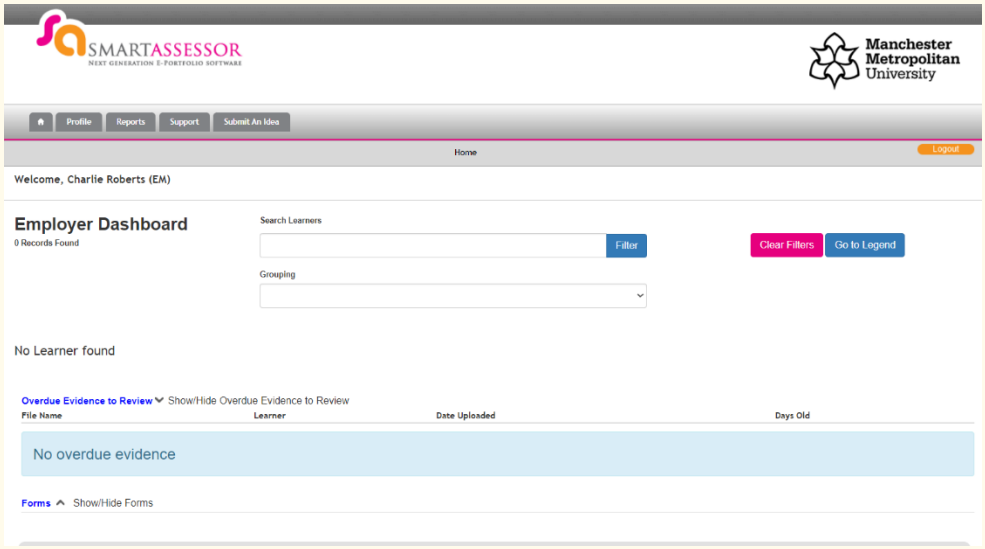


6. **(App) Scan QR Code and Enter Code Manually**: Smart Assessor will provide you with a QR code or a code that you can enter manually. Use the Authenticator app on your mobile device to scan the QR code and enter the verification code provided.



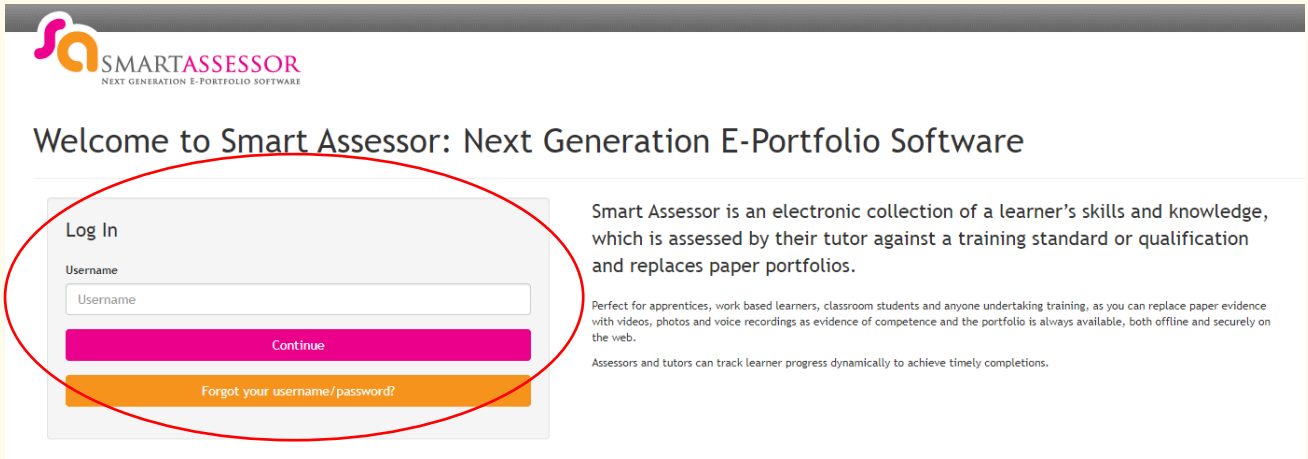


7. **Access Smart Assessor Dashboard:** Once the authentication code is successfully verified, you will gain access to the Smart Assessor dashboard. **Please refer to further guidance regarding page navigation & specific task completion.**

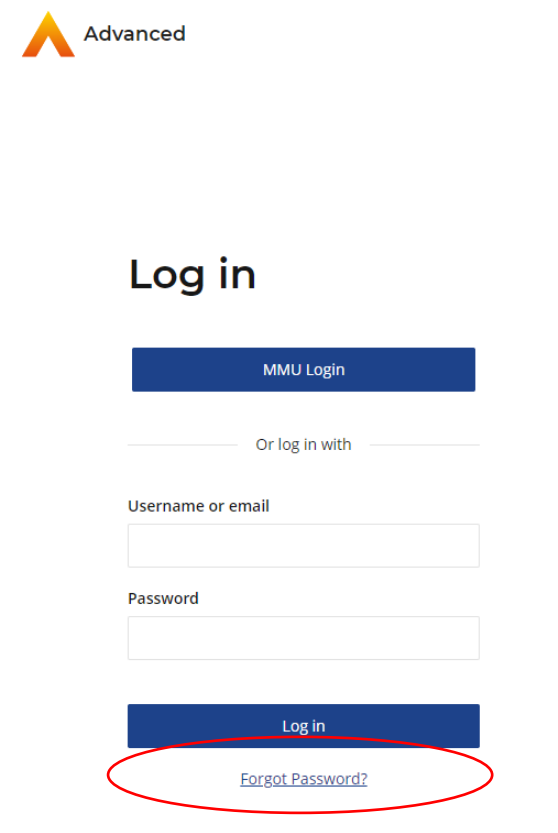


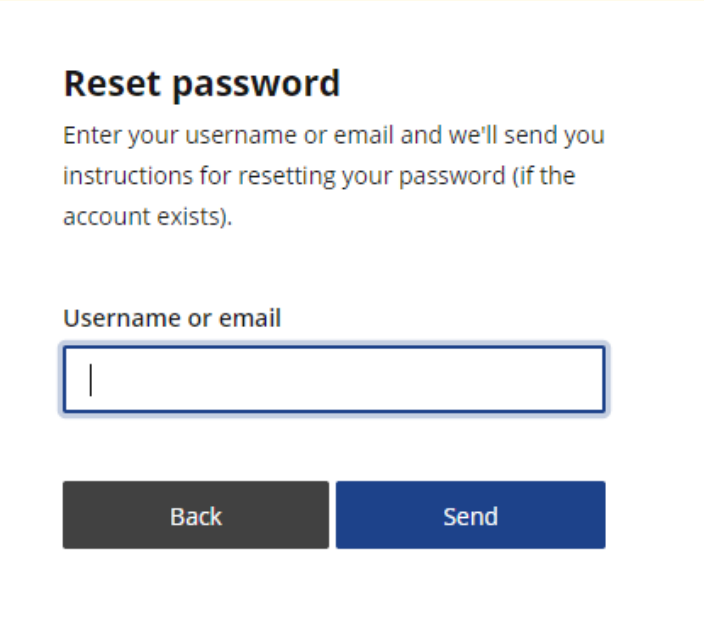
2.2 Forgotten Password

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.



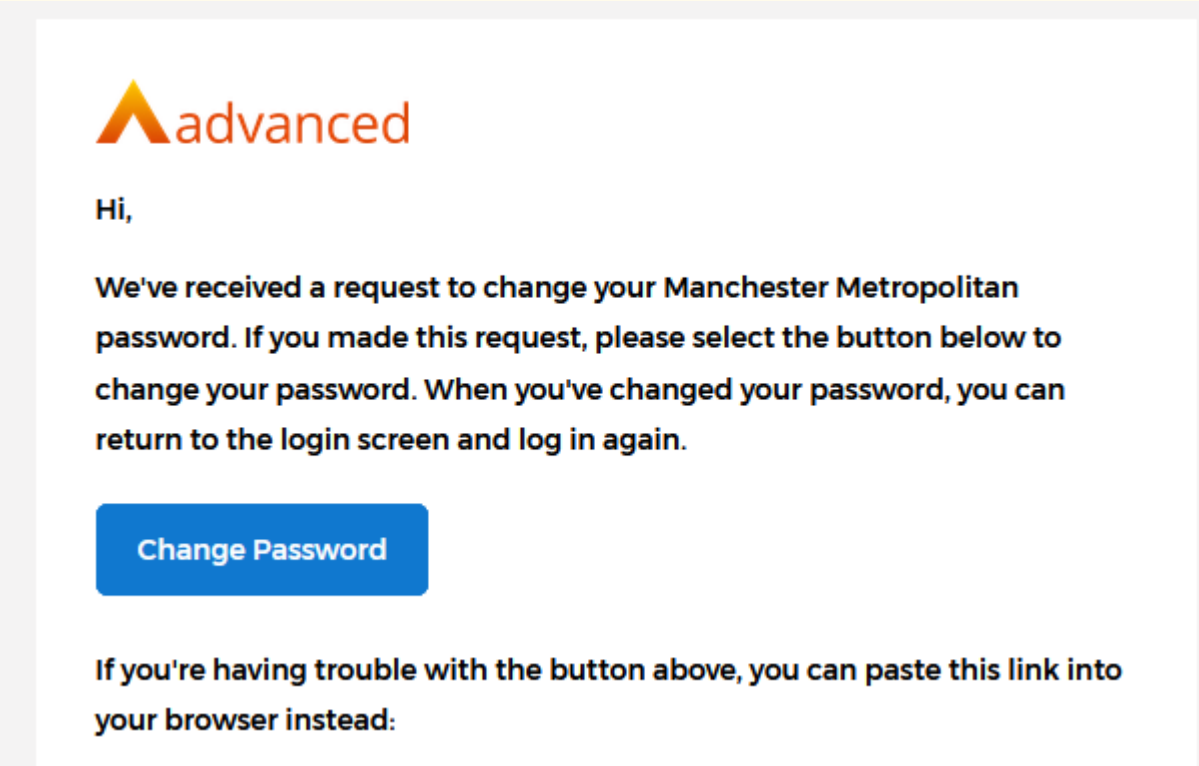
This will take to you to the Advanced single sign on page. Select **Forgot Password** at the bottom of the page.





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.

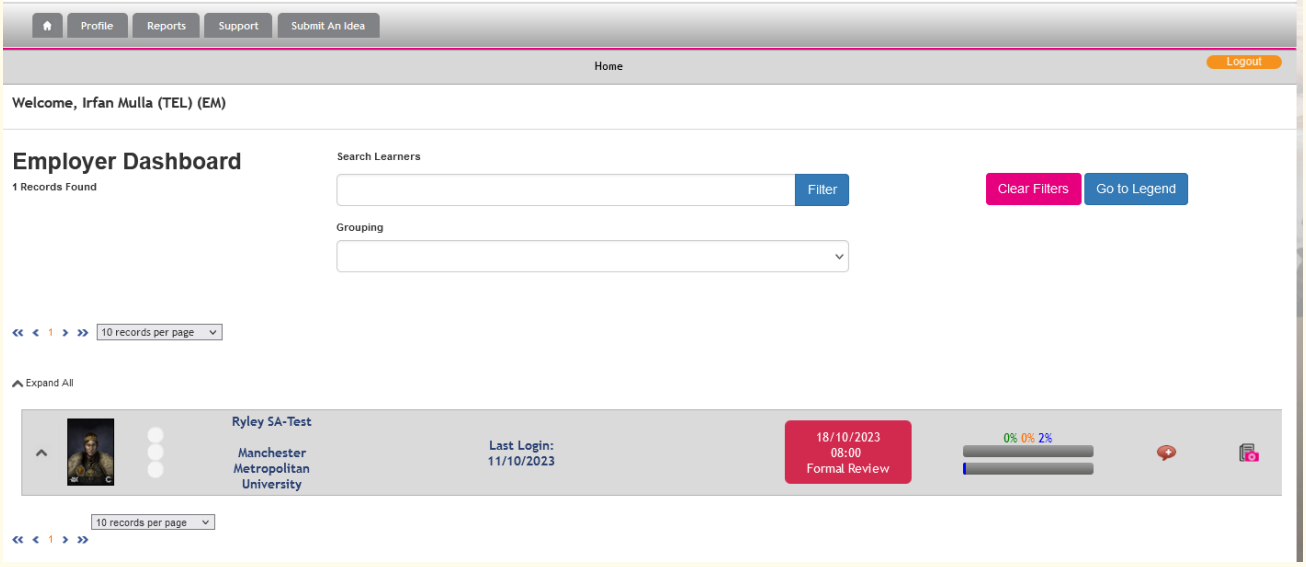


Any issues regarding login credentials please email the TEL team:

telapprenticeship@mmu.ac.uk

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

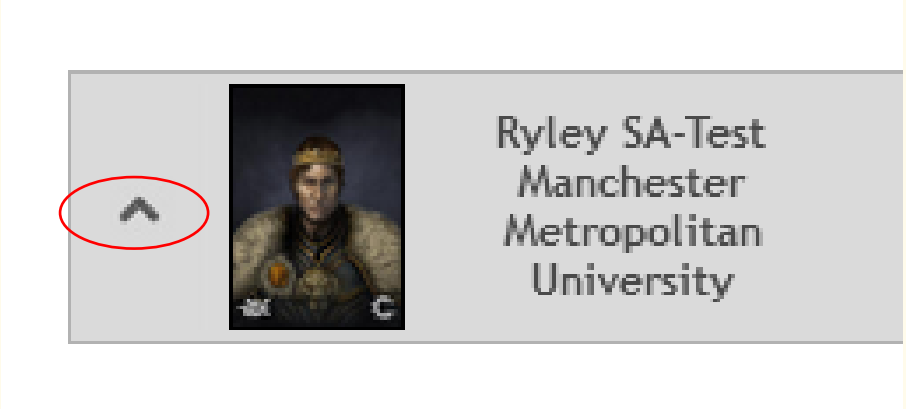
3 Smartasessor Portfolio – User Dashboard



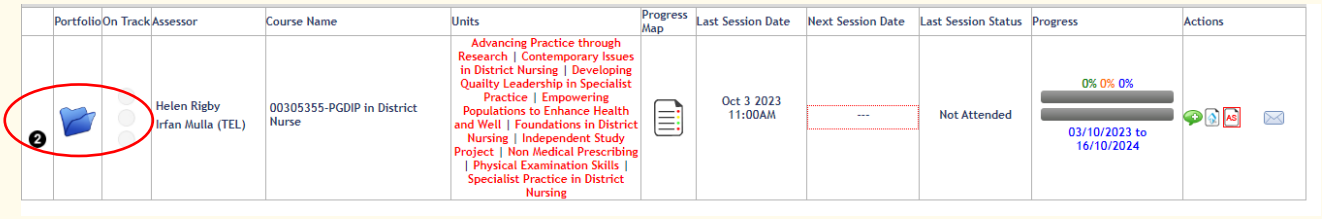
This is what the homepage looks like as soon as you have successfully logged in.

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

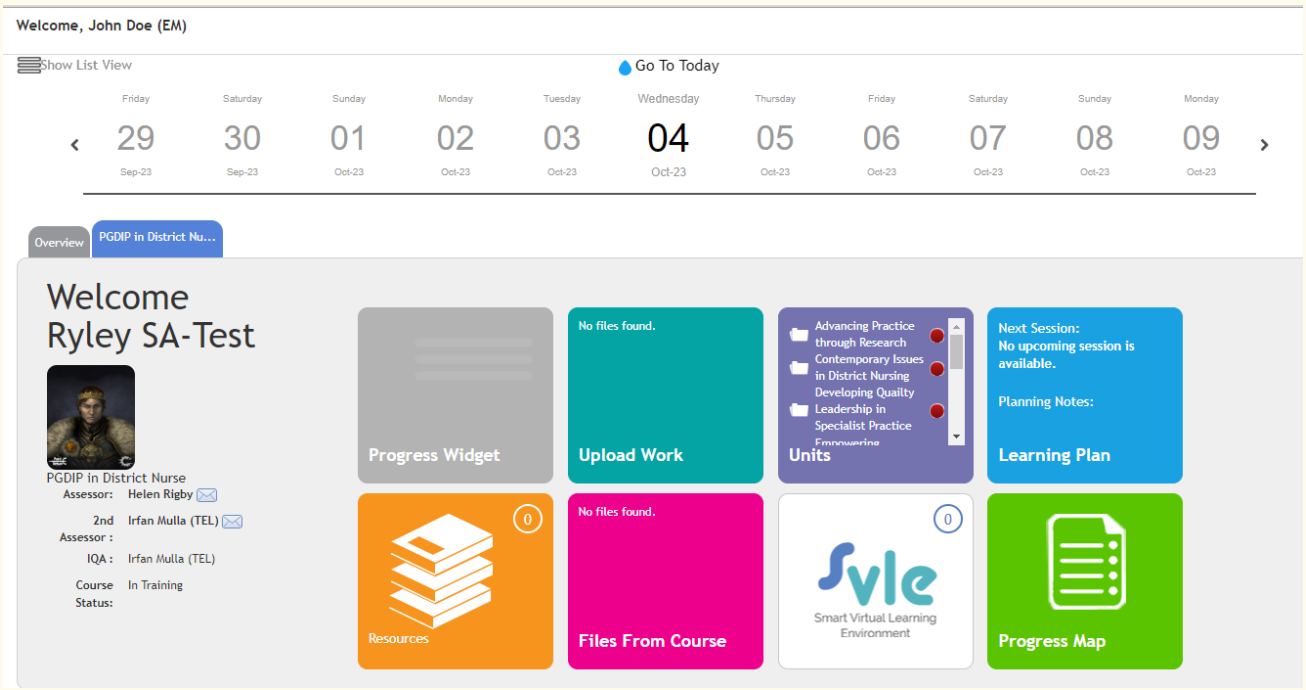
To go into a specific Learner's Portfolio, select the arrow to expand as shown below



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

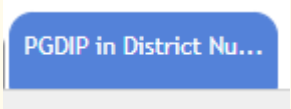


This will take you to the Dashboard to view the Apprentices Portfolio.



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

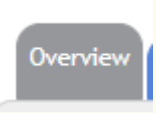
This shows a gap analysis view of the knowledge, skills, and behaviour for each competent.

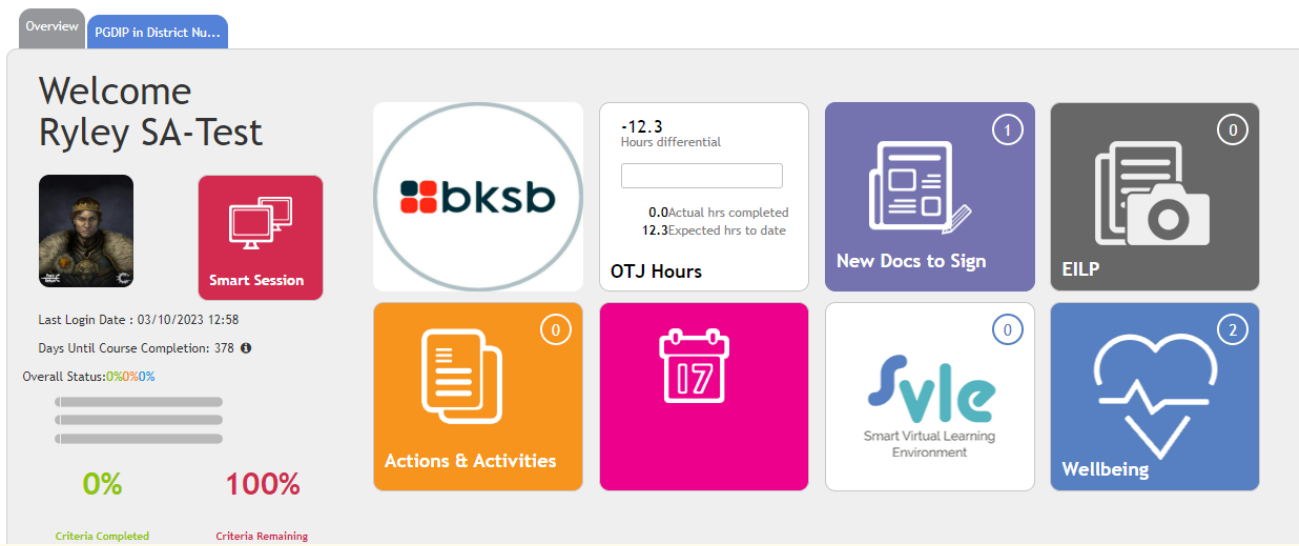
Red indicates that no evidence has been provided for the element.

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: -





OTJ Hours

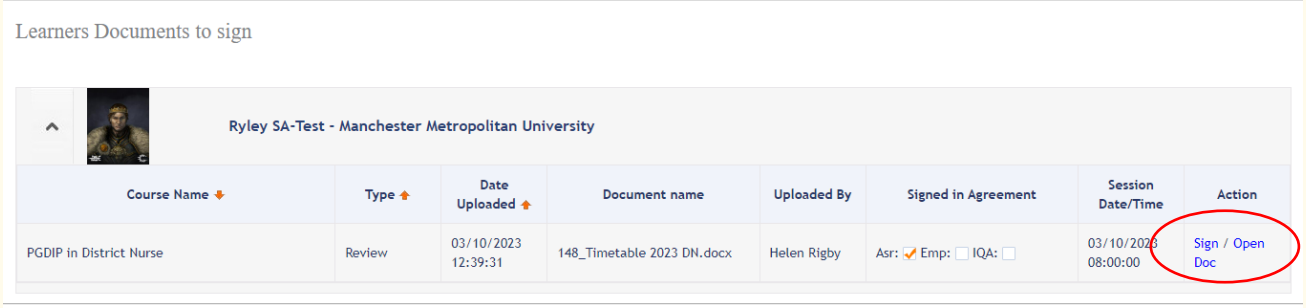
This is where you can see the Off the Job hours that have been logged by the apprentice.

4 Signing off the Review

4.1 Signing using New Docs to Sign Tile

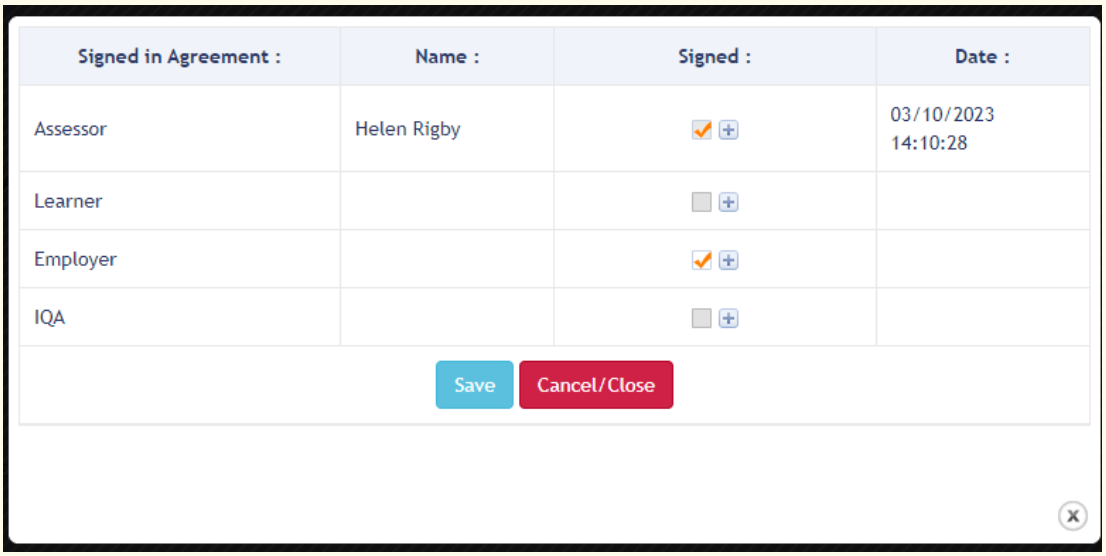
This is where you will be able to sign off any reviews that you are expected to sign off.

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



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	☑	03/10/2023 14:10:28
Learner		☐	
Employer		☑	
IQA		☐	

Save Cancel/Close

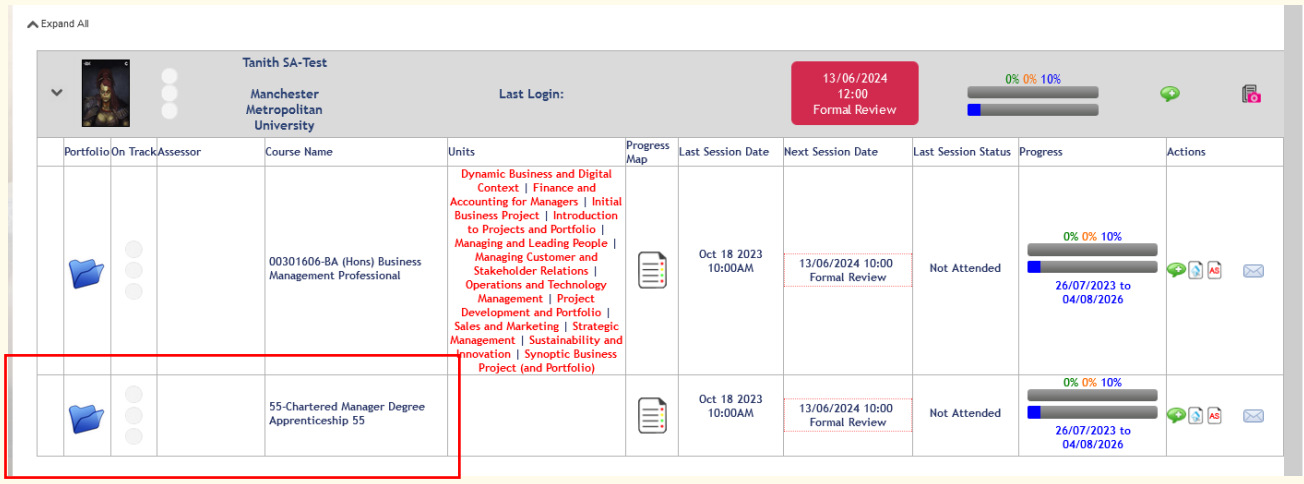
You will see a check box next to Emp under, **Signed in Agreement** to indicate you have signed it off.

Signed in Agreement
Asr: ☑ Emp: ☑ IQA: ☐

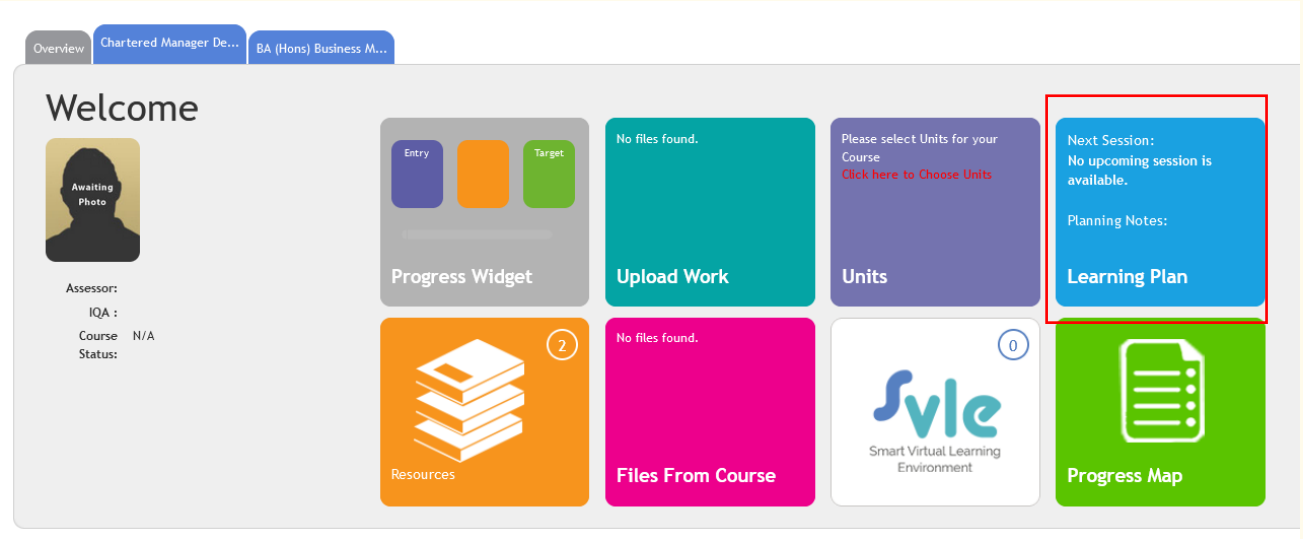
4.2 Signing Review via the Learning Plan

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.



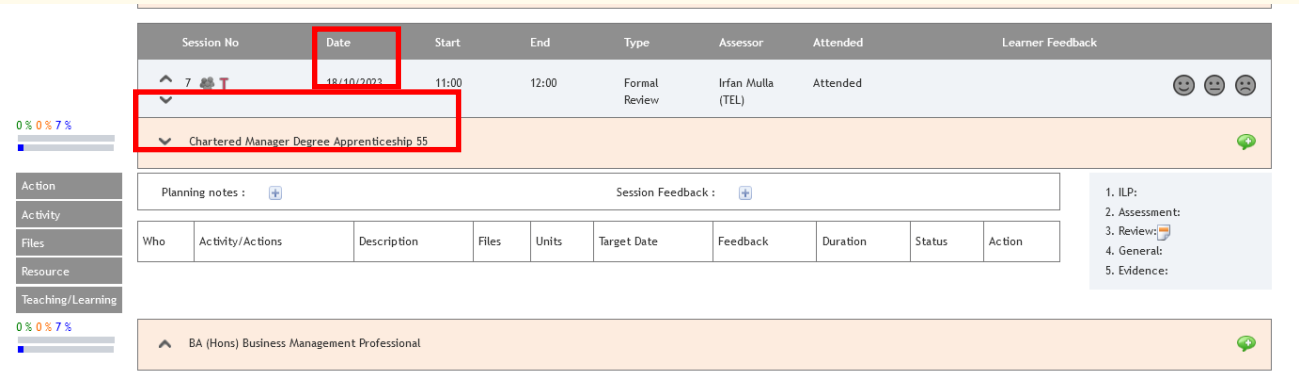
2. Select Learning Plan



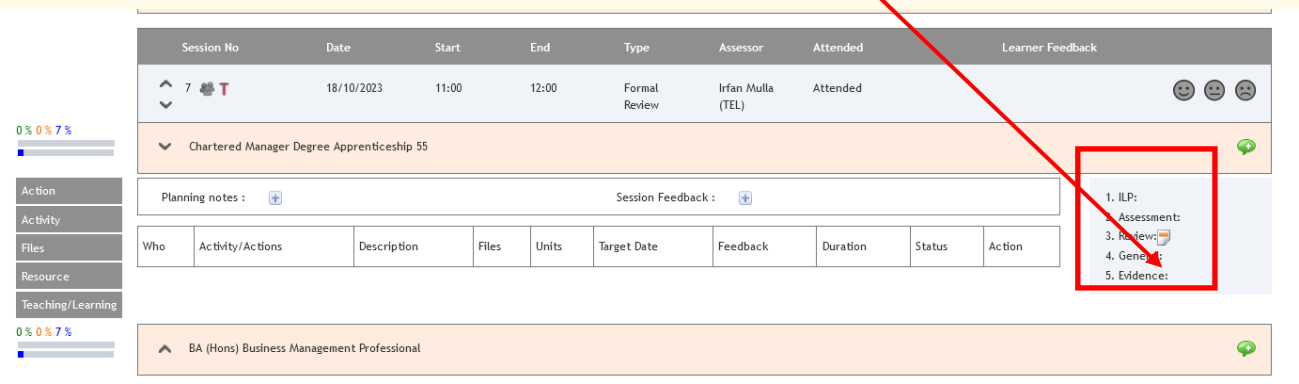
3. This will take you to the Learning Plan area where you can see all the reviews that have taken place.

   - 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.

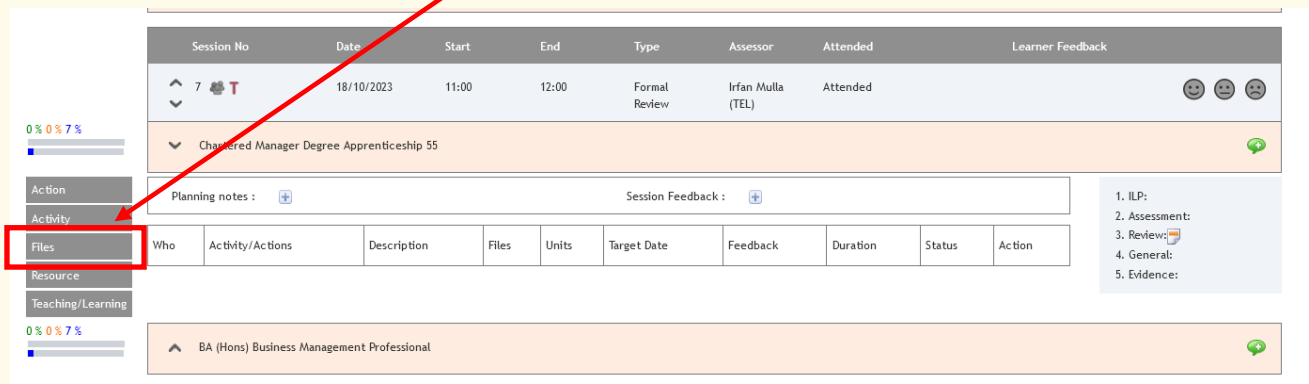
- You can use the date to determine which review you are wanting to sign off. The review date below had taken place on 18/10/23.



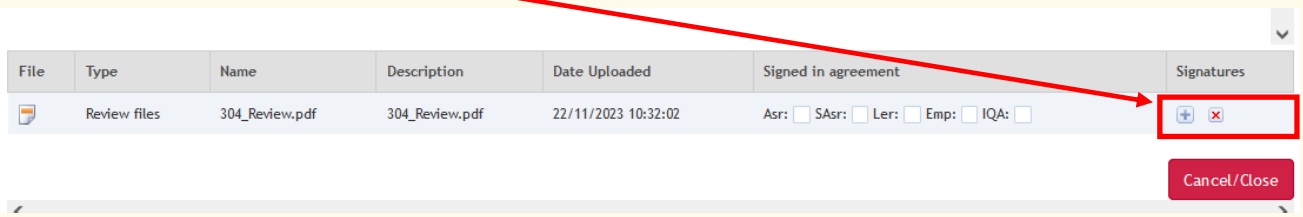
4. To access the review document, you can access the file by selecting the icon next to Review on the far right.



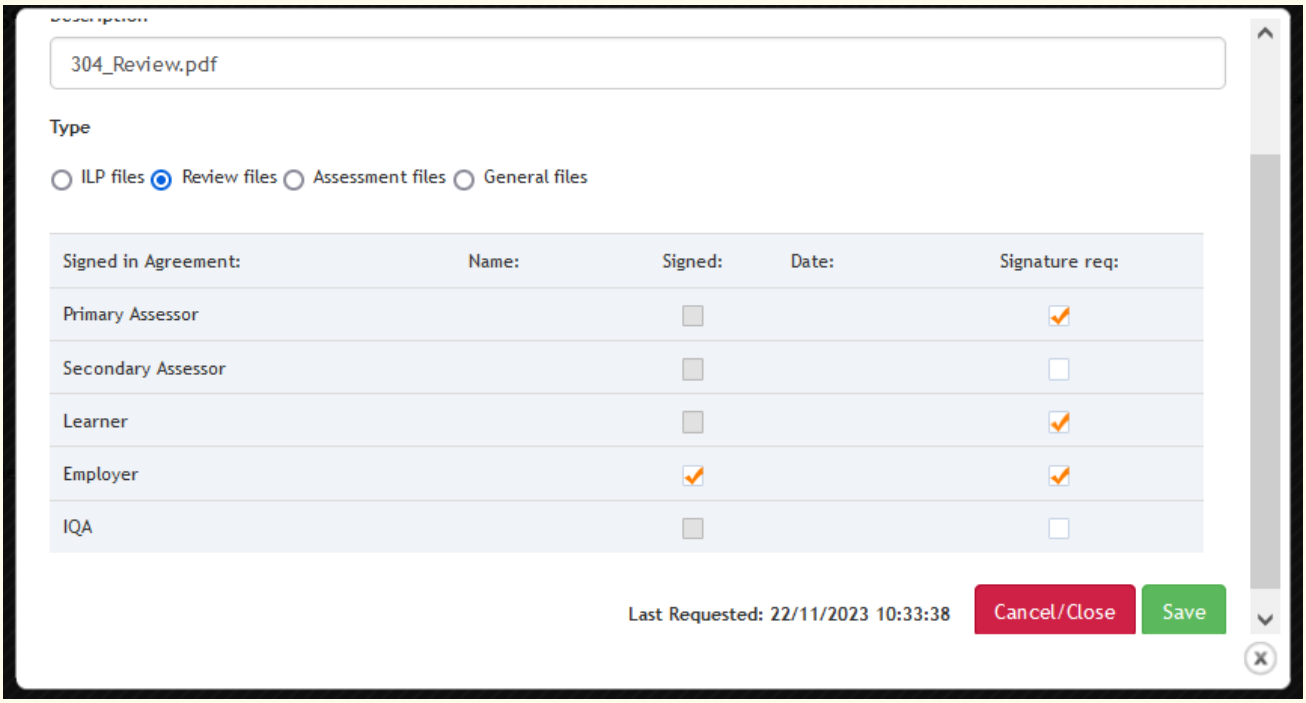
5. To sign off the review select **Files** on the left. The option is the third one on the list.



6. Select the + icon on the far right.

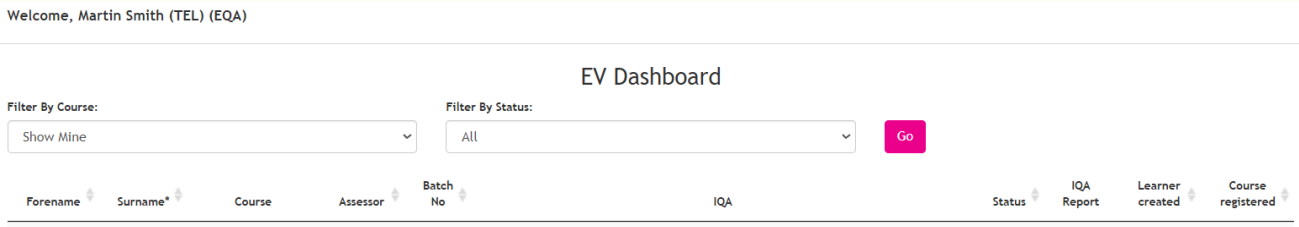


7. This will bring up a pop up as shown below. You can select the check box next to Employer to sign the review and select Save. The review has now been signed.

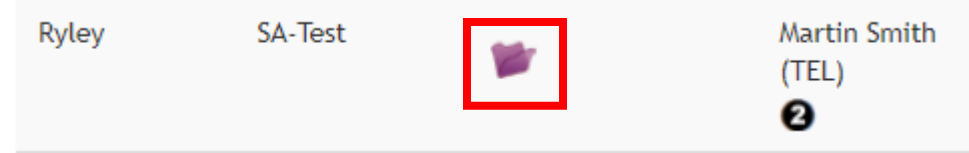


5 Mentor Access

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 Smartassesor Portfolio, please email us on:

telapprenticeship@mmu.ac.uk