◀Onefile

Assessor Basics

Assigning templates

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User Restrictions

Only the Assessor has the ability to assign the template to a learner. This will send an unplanned assessment to the learner, which contains preselected criteria.

To assign an assessment template to a learner, follow the steps below.

- 1. Open the Assessment Templates page.
- 2. Scroll to the template you wish to assign.
- 3. Click the Assign the Learner(s) button.



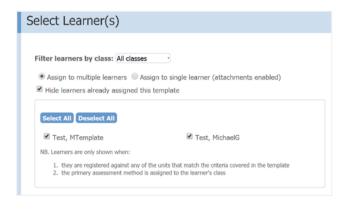
Assigning the template

When you assign a template, you have the following options.

- · Assign to multiple learners
- · Assign to a single learner with attachments enabled.

If you can't see a learner in this list, it means that...

- The learner isn't working towards the units selected on the template.
- The method of the assessment template isn't assigned to the learner's class.
- They have already been assigned to the template.

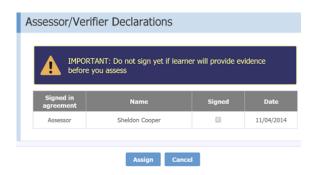


Continued...

To assign the template:

- 1. Select the learner's name from the list.
- 2. Scroll to the bottom of the page and select 'assign'.

Please note if you sign the template before selecting the 'assign' button, your learners will not be able to upload evidence.





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