



# Assessor Basics

Assigning templates



# Assigning templates

## 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.

of	Work Product	<a href="#">Edit</a> <a href="#">Assign to Learner(s)</a>
creation g and of	Case Study	<a href="#">Edit</a> <a href="#">Assign to Learner(s)</a>
of	Case Study	<a href="#">Edit</a> <a href="#">Assign to Learner(s)</a>

## 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.

### Select Learner(s)

Filter learners by class: **All classes**

Assign to multiple learners  Assign to single learner (attachments enabled)

Hide learners already assigned this template

[Select All](#) [Deselect All](#)

Test, MTemplate  Test, MichaelG

NB. Learners are only shown when:

1. they are registered against any of the units that match the criteria covered in the template
2. the primary assessment method is assigned to the learner's class

# 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.

Signed in agreement	Name	Signed	Date
Assessor	Sheldon Cooper	<input type="checkbox"/>	11/04/2014

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