Onefile

Centre Manager Basics

Setting up rating scales for the Scorecard

Scorecard

The scorecard allows your learners to provide an ongoing rating of their ability their assigned standard. This allows you to keep track of how your learners are progressing as well as their confidence in their abilities.

To enable your learners to use the scorecard feature, you'll need to set up and assign a rating scale to the relevant qualifications. You can use the default scale or create your own.

This guide will walk you through the process of creating and assigning a rating scale to the required learning aims.

User Restrictions

Rating Scales can only be configured by a Centre Manager

Creating a new rating scale

1. Locate the Scorecard Rating Scales under **Centre** from the homepage

2. Select **Scorecard Rating Scales** from the list of icons

3. This page displays your existing rating scales. To create a new scale, select **Create**

4. To give your new rating scale a name, select **New Template** to edit

5. Provide instruction for your learners in the **Rating Prompt** text box

6. Provide your **Rating Values**. We recommend a 0-10 scale to offer precise scoring

7. Provide **Hints** to better describe the rating values

8. Click the colour icons to change the **Rating Colour**

9. To add or remove rows of the scale use the **+** or **Trash Can** buttons

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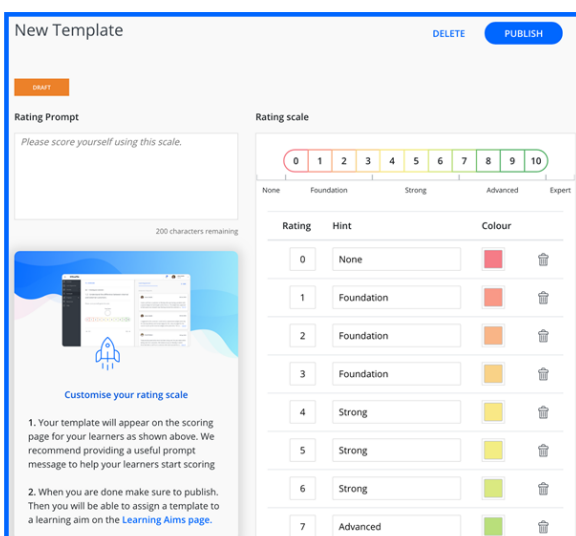
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10. Once you have finished your rating scale you can either publish the scale ready for use by selecting **Publish**,
or
you can delete the scale if no longer required by selecting **Delete**
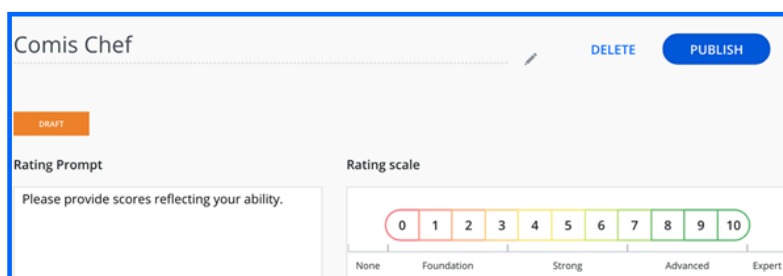
Assigning your new scale to Learning Aims

You can assign a rating scale to your centre's learning aims on the Learning Aims page, there is a link to the Learning Aims page in help tooltip.

1. Select **Learning Aims** which can be found under **Centre**
2. Find the learning aim you wish to assign a **Rating Scale** to
3. The column **Rating Scale Template** you will find a drop down where you can assign any **Rating Scale** you have published
4. Select **Save** at the bottom of the page for learners to be able to begin scoring themselves

Learning Aim	Assessment Workflow	Learner Signs-off Unit	IQA Signs-off Unit	Ignore Grouped Criteria Minimums	MIS Value	Rating Scale Template	Archive	View Learner
[29957] 1st4sport Level 3 NVQ Diploma in Supporting the Delivery of Physical Education and School Sport (QCF) (October 2016) [60095775]	QCF/NVQ ▼	☑	☑	☐			☐	View Learners
[32999] Accountancy/Taxation Professional Apprenticeship Standard [ST0001]	QCF/NVQ ▼	☑	☑	☐		New Template ▼	☐	View Learners
[33101] Accountancy/Taxation Professional End Point Assessment	QCF/NVQ ▼	☑	☑	☐			☐	View Learners
[33100] Accountancy/Taxation Professional Gateway to End Point	QCF/NVQ ▼	☑	☑	☐			☐	View Learners

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