How to sign off criteria

Step 1: On the assessor dashboard, open the learner chevron and click on the relevant portfolio.

Step 2: Click on the "Upload Work" icon.

Step 3: Click on the green tick on the piece of evidence you want to sign off.

Step 4: Tick which criteria you wish to sign off. The evidence should be mapped against the performance criteria first.

Then Save and return.

If you have signed off all performance criteria in a unit, you will then be able to see this has populated your digital signature and date in the unit overview page.

You can access this by clicking on the unit Number/Title.