



How to book a Repeat Session

Step 1:

Click on the portfolio icon (Folder)

Portfolio	On/Off Track	Course Name	Units	IQA Reports	Progress Map	Next Session Date	Progress	Actions
		50089067-50089067 Edexcel Level 1 Functional Skills in Maths	Unit 1 Unit 2 Unit 3			---	29% 64% 71% 15/02/2015 to 15/02/2016	
		50093009-50093009 EDI Level 2 NVQ Certificate in Business and Administration	Unit CU449 Unit CU460 Unit CU674 Unit CU678 Unit CU679 Unit CU680 Unit CU681 Unit CU687 Unit CU690 Unit CU693 Unit CU694 Unit CU696 Unit CU698 Unit CU700		ID = 2	---	7% 61% 71% 15/02/2015 to 15/02/2016	
		50094683-50094683 Edexcel Level 1 Functional Skills in ICT	Unit 1 Unit 2 Unit 3			---	0% 53% 71% 15/02/2015 to 15/02/2016	
		50065488-Edexcel BTEC Level 1 Award in Retail Knowledge (QCF) 50065488	Unit 1 Unit 2 Unit 3 Unit 4 Unit 5 Unit 6			05/11/2015 10:00 General	0% 0% 71% 15/02/2015 to 15/02/2016	
		60131597-GCSE English	Unit 1 Unit 2 Unit 3			---	Entry D Current C Target B 01/07/2015 to 02/07/2016	



Welcome Danny Taylor

GCSE English

Assessor: Assessor Smith 01788 834 669
Second danny Assessor 01788 834
Assessor: 669
IQA:

Your Grades: Entry D, Current C, Target B

Upload Work: No files found.

Units: Unit 1, Unit 2, Unit 3

Learning Plan: Next Session: No upcoming session is available. Planning Notes:

Resources: 0

Files From Course: No files found.

Create a CV

Progress Map

Your next session with: Thursday 5th November

Step 2:

Click on the learning plan.

Step 3:

Click New Session.

Welcome, Assessor Smith (AS)

Danny Taylor - GCSE English

New session

Unit Progress

Evidence Library

Session: [dropdown] Action with: [dropdown] Activities/Actions: [dropdown]

Status: [dropdown] Type: [dropdown] Unit: [dropdown]

Learner Name: Danny Taylor
Course Name: GCSE English

Assessor Name: Assessor Smith
Last review was 8 week(s) ago.

Progress: 0% 0% 33%

No sessions booked for this learner.

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Smart Assessor Training Site



Book a new session

1. Select assessor:
Assessor Smith
2. Select learner:
Danny Taylor (Smart Assessor)
3. Select session method:
Traditional
4. Enter session location:
Classroom
5. Select session date and time:
DD/MM/YYYY HH:MM
- 6.
- 7.
8. Time: 00:00
9. Hour: Minute:
10.

Step 4:

Fill out the relevant information. Parts 1 – 8.

Step 5:

Part 10 - Repeat Session to enable this session to repeat.

1. Select assessor:
Assessor Smith
2. Select learner:
Danny Taylor (Smart Assessor)
3. Select session method:
Traditional
4. Enter session location:
5. Select session date and time:
DD/MM/YYYY HH:MM
6. Select session duration
HH:MM
7. Select course:
 Select all
 50089067 Edexcel Level 1 Functional Skills in Maths
 50094683 Edexcel Level 1 Functional Skills in ICT
 Edexcel BTEC Level 1 Award in Retail Knowledge (QC...
 GCSE English
 50093009 EDI Level 2 NVQ Certificate in Business an...
8. Select session type:
Induction Session
9. Available places:
10. Repeat session?

- I. Repeat frequency:
Daily
- II. Repeat every (x) days:
1
- III. Include holidays?
- IV. Include weekends?
- V. End date:
DD/MM/YYYY
- VI. Planning notes:
- VII. Upload session file attachment?
 Add files



Step 6:

You can specify a daily, weekly or monthly frequency. **(i)**

Once a frequency has been set you can then set how often this will be repeated. **(ii)**

After this you can then specify if you want these sessions to include holidays and weekends **(iii) (iv)** and finally setting an End Date when the repeat session will end. **(v)**

I. Repeat frequency:

II. Repeat every (x) days:

III. Include holidays?

IV. Include weekends?

V. End date:

VI. Planning notes:

VII. Upload session file attachment?
 [Add files](#)

Example: Frequency = Weekly, Repeat every = 8.

This will schedule a session every 8 weeks up until the specified end date.



VI. Planning notes:

VII. Upload session file attachment?

Add files

Step 7:

Once you have set the session up you can, if required, provide planning notes for the repeat session.

There is also the option to upload session files by clicking Upload session file attachment **(vii)**

Additional:

If you wish to add files to these repeat sessions you first need to browse to the file in question by pressing the choose file button.

Once the file has been selected you need to nominate the file type (ILP Review etc..) You can then specify if this file is to be allocated to the first session created or all sessions.

Upload files for session

Choose File No file chosen ILP First session

Submit

Danny Taylor - 50089067 Edexcel Level 1 Functional Skills in Maths

New session

Unit Progress

Evidence Library

Session Action with Activities/Actions

Status Type Unit

Learner Name: Danny Taylor

Course Name: All

Assessor Name: Assessor Smith

Last review was 8 week(s) ago.

Session No:	Date:	Start:	End:	Type:	Assessor:	Attended:	To Do:	Learner Feedback:
Session 24	31/12/2015	00:00	01:00	General	Assessor Smith			
Session 23	30/12/2015	00:00	01:00	General	Assessor Smith			
Session 22	29/12/2015	00:00	01:00	General	Assessor Smith			
Session 21	28/12/2015	00:00	01:00	General	Assessor Smith			
Session 20	24/12/2015	00:00	01:00	General	Assessor Smith			
Session 19	23/12/2015	00:00	01:00	General	Assessor Smith			
Session 18	22/12/2015	00:00	01:00	General	Assessor Smith			

Once the session has been created you will then go back to the learning plan with the repeat sessions present.

The planned repeat sessions can be identified by the blue

