

Using Ecordia to Check on Learner Progress

The screenshot shows the Ecordia website homepage. At the top, there is a navigation menu with links for Home, Features, Reviews, Contact, Pricing, and EPASystem. Below the menu is the Ecordia logo and a promotional banner for "Ecordia Online Meetings - Integrated Video Conferencing". A "LOGIN" button is visible. The main content area features a large graphic with a smartphone and a tablet displaying the Ecordia interface. The text reads "Easy, Efficient & Fully Equipped - Ecordia E-Portfolio" and "Request a 30-day free trial to see how easy to use the Ecordia system is, for you and your learners!". A "FREE 30-DAY TRIAL" button is present. Below the main graphic, there is a section titled "Choose Ecordia E-Portfolio For Your Assessment Centre" with three icons: a heart, a group of people, and a star.



Login (Username/Password Will Be Provided To You)

www.ecordia.co.uk

The image shows two parts of the e-cordia website interface. On the left, labeled '1', is a login form titled 'Please enter your login details'. It features the e-cordia logo at the top, followed by input fields for 'Username' and 'Password', a 'Login' button, and a link for 'Forgot Username or Password?'. A red arrow points to the login form. On the right, labeled '2', is a dashboard navigation menu. It includes the e-cordia logo, the text 'Powered by e-cordia™', and 'E-Assessment for Education and Training Centres'. The navigation menu has tabs for 'Dashboard', 'Connect', 'Candidates', 'QA', 'Resources', and 'My Account'. A dropdown menu is open under 'Candidates', showing 'Candidate Search' and 'Candidate Report'. A red arrow points to the 'Candidates' dropdown. Below the navigation menu is an 'Account details' section with the text: 'If you wish to receive email notifications, you should provide your email address.'



Choose Portfolio Live Status then Workplace or Learner

The screenshot shows the Quest Training E-Assessment interface. On the left, a search filter panel is open, showing a dropdown menu for 'Portfolio Status' with options: Archived, Certification, Complete, Deleted, Ended, Final Verification, Finalising, Gateway, Live, Prepared Template, Set Up, and Suspended. A red arrow points to the 'Live' option. The main search area has a 'Portfolio Status' dropdown set to 'Live'. A red arrow points to the 'Search' button. Below the search area, a table titled '2 Candidates' is displayed. A red arrow points to the 'Live' status in the 'Portfolio Status' column of the first row. A legend box at the bottom explains the status colors: Green = On Target, Amber = Slightly behind, Red = Cause for Concern.

Results will then be shown

Preferred Name	Last Name (Username)	Course	Portfolio Status	%	Last Login	Target Start Date	Target Completion Date	
Jane	Doe (Jane.Doe)	*BIIB L3 Residential Childcare - 60354070	Live	0		17/10/2022	17/10/2023	View Candidate View Portfolio
Joe	Bloggs (Joe.Bloggs1)	*BIIB L2 Diploma for the Early Years Practitioner - 60352279	Live	0		17/10/2022	17/10/2023	View Candidate View Portfolio

Green = On Target
Amber = Slightly behind
Red = Cause for Concern

