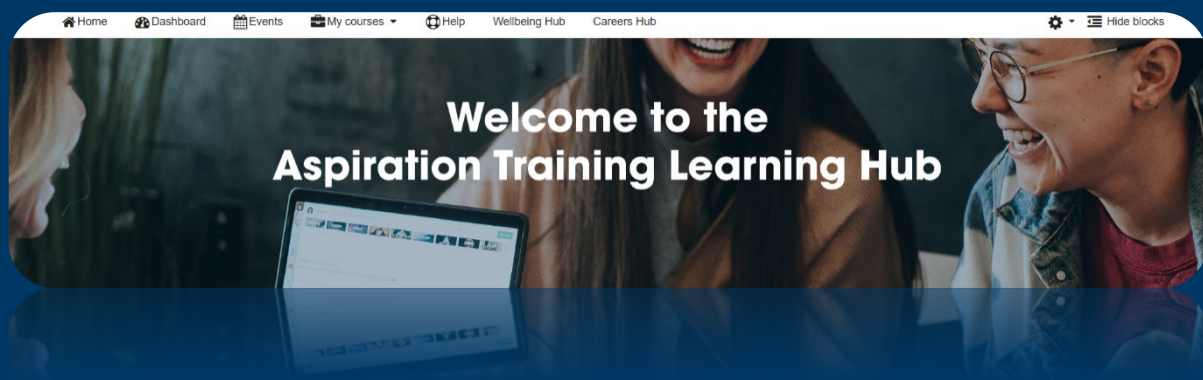


Aspiration Training Digital Learning Hub

User Guide for Learners

Overview of the Digital Learning Hub



V2 2023

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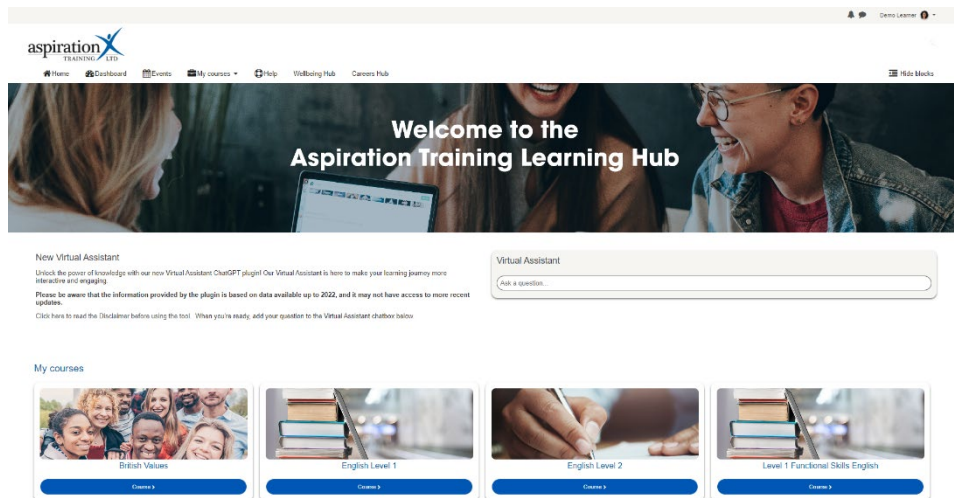
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An overview of our Digital Learning Hub



Aspiration Training's Digital Learning Hub gives you access to various online resources to support your learning. The Learning Hub contains resources separated into **course sites**, and you may have been given access to one or more course sites, depending on your needs. For example, you may have a course site to support an apprenticeship and another to support the development of your functional skills in Maths.

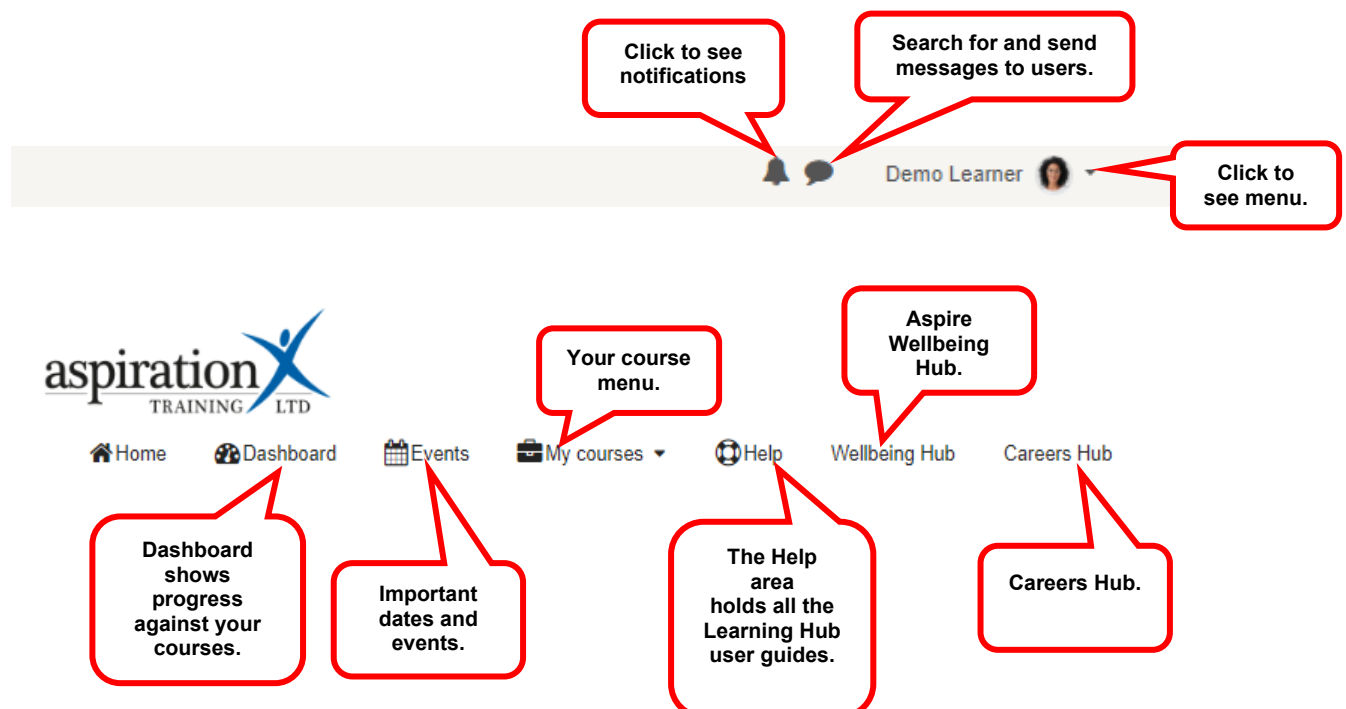
Aspiration Training's Digital Learning Hub can be found here: -

<https://learning.aspirationtraining.com>

Your log in details will be provided to you by your tutor. For help on logging in, please see our guide - Learner User Guide - How to Log in.

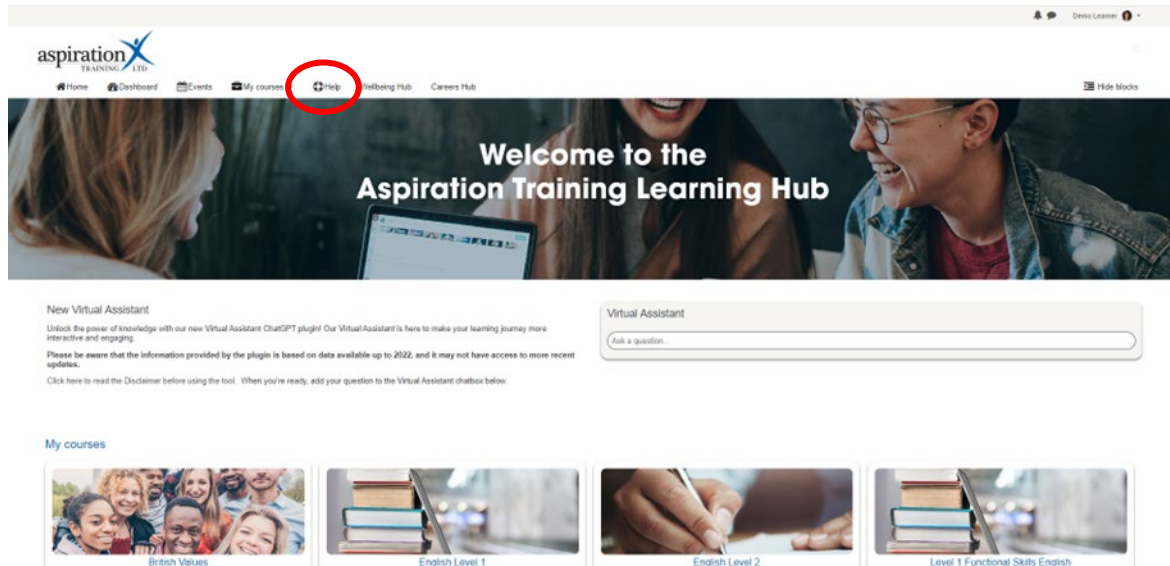
For an overview of the Learning Hub, access our online guide - User Guide - Overview of the Digital Learning Hub. Once logged on to the system, a full suite of guides is available to you.

Once you are logged in, you should see a menu bar across the top of the page:-



Home page

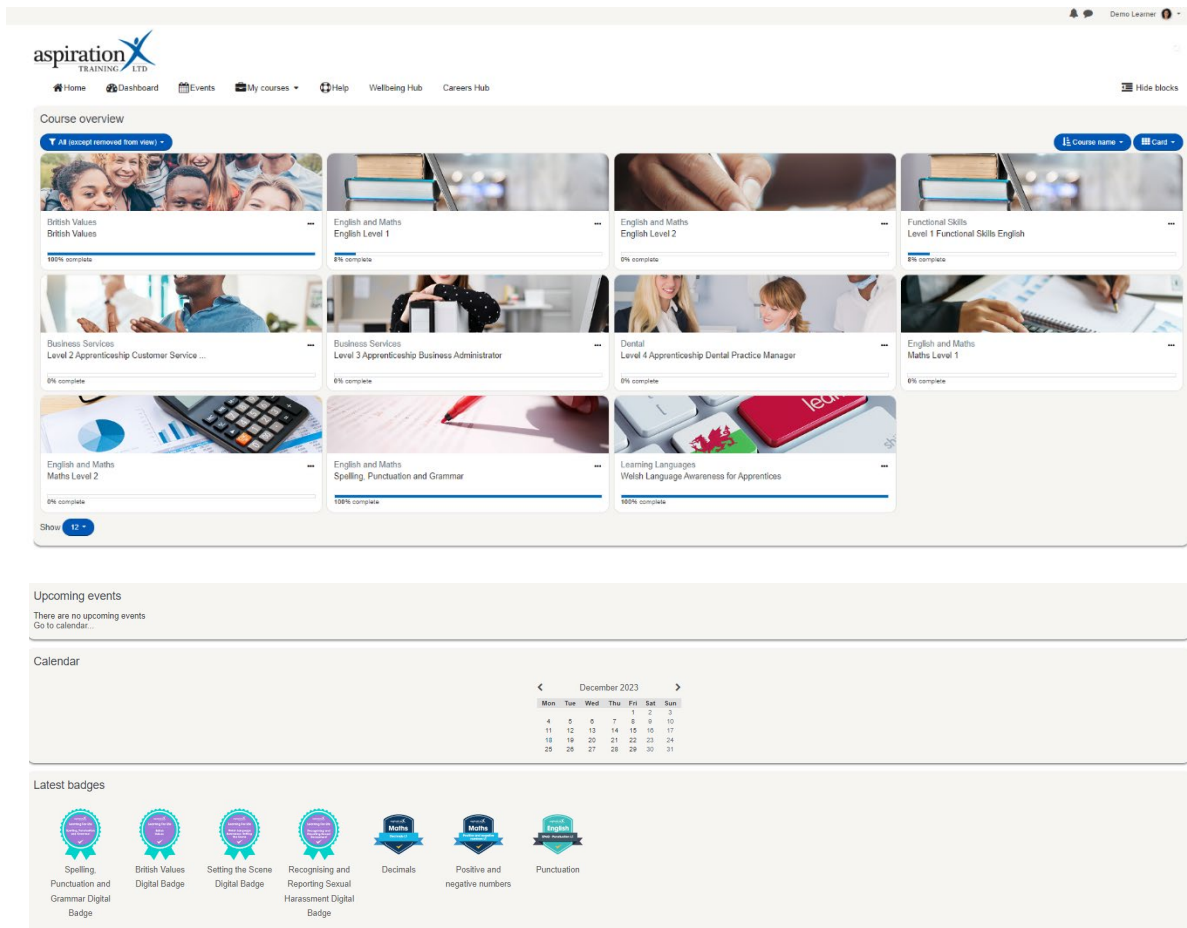
From the Home page, you can access your course sites. You should see tiles for each course you have access to. Clicking on any of these tiles takes you to that course site. You can access useful help guides by clicking on 'Help' at the top of the screen.



The screenshot shows the Aspiration Training Learning Hub home page. At the top left is the Aspiration Training Ltd logo. Below it is a navigation menu with links for Home, Dashboard, Events, My courses, Help (circled in red), Wellbeing Hub, and Careers Hub. On the top right, there is a user profile for 'Demo Learner' and a 'Hide blocks' button. The main header features a large image of three people looking at a laptop, with the text 'Welcome to the Aspiration Training Learning Hub'. Below this is a 'New Virtual Assistant' section with a disclaimer and a 'Virtual Assistant' chat box. The 'My courses' section displays four course tiles: 'British Values', 'English Level 1', 'English Level 2', and 'Level 1 Functional Skills English'.

Dashboard

Your dashboard is another way to access your course sites, but this page also shows you your progress against each course.



The dashboard interface includes a navigation bar with links for Home, Dashboard, Events, My courses, Help, Wellbeing Hub, and Careers Hub. The main content area is divided into several sections:

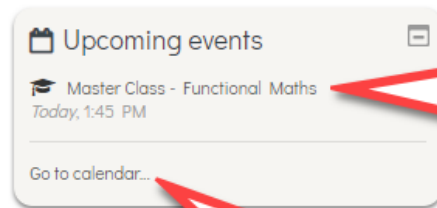
- Course overview:** A grid of course cards showing progress bars and completion percentages. Courses include:
 - British Values (100% complete)
 - English and Maths English Level 1 (8% complete)
 - English and Maths English Level 2 (0% complete)
 - Functional Skills Level 1 Functional Skills English (0% complete)
 - Business Services Level 2 Apprenticeship Customer Service... (0% complete)
 - Business Services Level 3 Apprenticeship Business Administrator (0% complete)
 - Dental Level 4 Apprenticeship Dental Practice Manager (0% complete)
 - English and Maths Maths Level 1 (0% complete)
 - English and Maths Maths Level 2 (0% complete)
 - English and Maths Spelling, Punctuation and Grammar (100% complete)
 - Learning Languages Welsh Language Awareness for Apprentices (100% complete)
- Upcoming events:** A section stating "There are no upcoming events" with a link to "Go to calendar...".
- Calendar:** A monthly calendar for December 2023 showing dates from 1 to 31.
- Latest badges:** A row of digital badges earned, including:
 - Spelling, Punctuation and Grammar Digital Badge
 - British Values Digital Badge
 - Setting the Scene Digital Badge
 - Recognising and Reporting Sexual Harassment Digital Badge
 - Decimals
 - Positive and negative numbers
 - Punctuation

It also shows information on upcoming events, gives you the calendar block to look ahead for events and lists the digital badges you have achieved.

Upcoming Events

There may be events posted to your course sites from time to time. An example would be masterclasses or details of examination dates. The **Upcoming Events** block gives you a quick view of upcoming events; from here, you can click to view more details. You can go to a specific calendar or even create your own events. You should note that your own events are only visible to you.

You can also get to see all upcoming events by clicking on the **Events** link in the menu bar:-



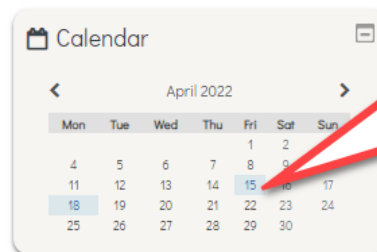
Click to view details of events

Click to go to a particular course calendar or create your own event



Calendar

The Calendar Block gives you quick access to view any events posted on the system.



Highlighted dates have an event posted to them. Clicking on the date will give you the details.

Latest Badges block

Digital badges can be earned by completing the activities on your course sites. These are validated indicators of your accomplishments or skills and can be transferred from the Learning Hub to other sites such as LinkedIn.

The latest badges block shows you the latest badges you have earned for completing activities and demonstrating competence.

Refer to the [User Guide to Digital Badges](#) for more information.

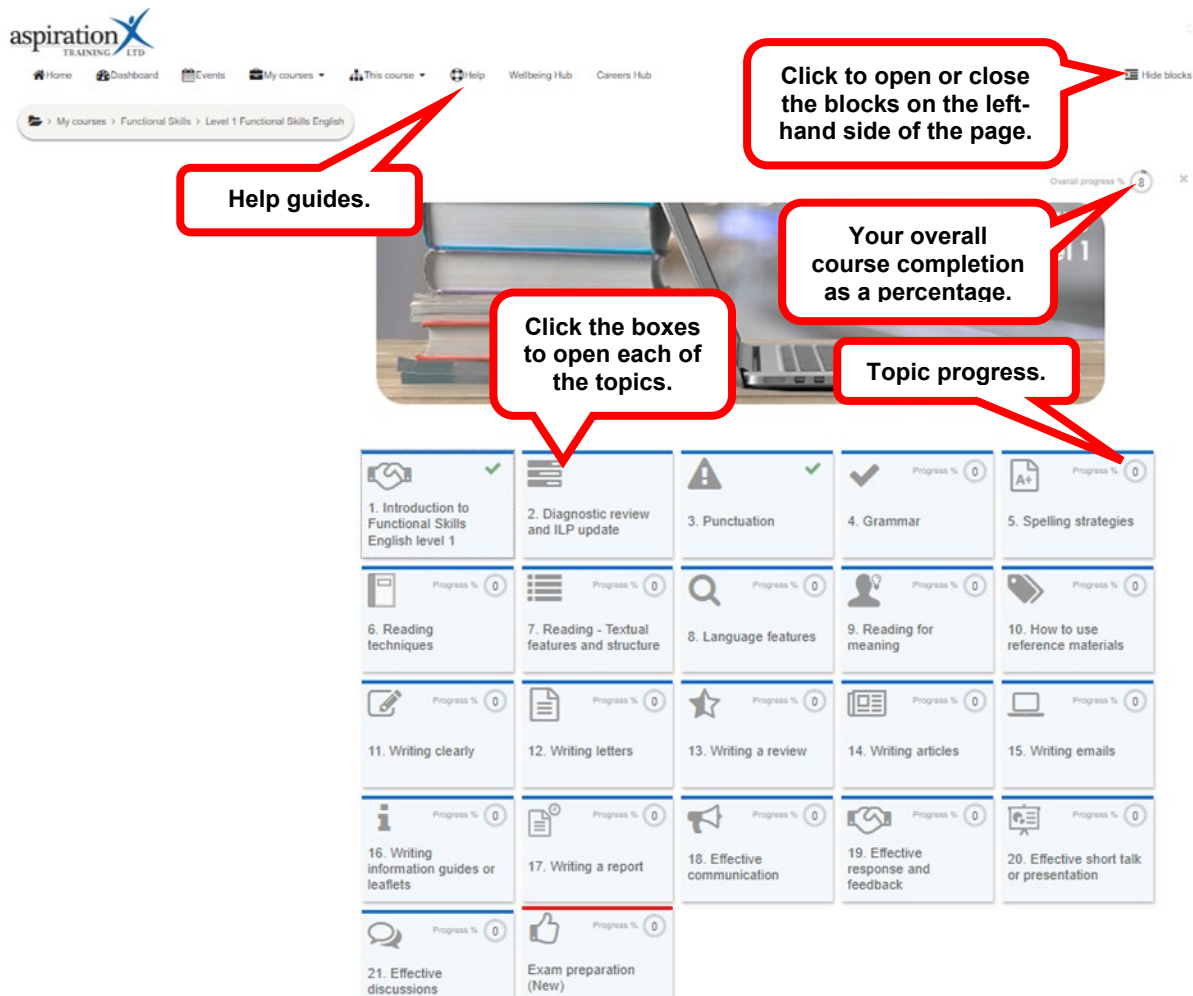


My Courses

From **My Courses** in the menu bar, you can jump from course site to course site for all courses that you have been given access to that are in progress and any you have previously completed.



Your course sites



The screenshot shows the course site interface for 'Level 1 Functional Skills English'. It includes a navigation menu with 'Home', 'Dashboard', 'Events', 'My courses', 'This course', 'Help', 'Wellbeing Hub', and 'Careers Hub'. A breadcrumb trail shows 'My courses > Functional Skills > Level 1 Functional Skills English'. A 'Hide blocks' button is in the top right. A 'Help guides.' callout points to the 'Help' menu item. A 'Click to open or close the blocks on the left-hand side of the page.' callout points to the 'Hide blocks' button. A 'Your overall course completion as a percentage.' callout points to the 'Overall progress % 8' indicator. A 'Click the boxes to open each of the topics.' callout points to a grid of 21 topic blocks. A 'Topic progress.' callout points to the progress percentage in a topic block.

| | | | | |
|--|---|-----------------------------|-------------------------------------|--|
| 1. Introduction to Functional Skills English level 1 | 2. Diagnostic review and ILP update | 3. Punctuation | 4. Grammar | 5. Spelling strategies |
| 6. Reading techniques | 7. Reading - Textual features and structure | 8. Language features | 9. Reading for meaning | 10. How to use reference materials |
| 11. Writing clearly | 12. Writing letters | 13. Writing a review | 14. Writing articles | 15. Writing emails |
| 16. Writing information guides or leaflets | 17. Writing a report | 18. Effective communication | 19. Effective response and feedback | 20. Effective short talk or presentation |
| 21. Effective discussions | Exam preparation (New) | | | |

Your course sites are broken down into topics or units of learning. To access each topic, click on each topic block. The 'Help' option at the top of the screen holds the guidance documents to help you understand and complete tasks within the Learning Hub. You can also access other areas of the course site by clicking on 'This Course' at the top of the page:-

Participants – This shows you a list of the other participants within your group.

Badges – See all of the badges you could earn from the course site and which ones you have been awarded

Competencies – From the competencies section, you can view a list of the knowledge, skills and behaviours or the learning criteria that have been attached to the resources on your course site. This can be useful when you're building your CV and need to reference your skills.

Grades – Shows you all of the grades you have achieved and links to knowledge checks you would need to complete the course.

Your User Menu

Your user menu can be accessed by clicking on your user name at the very top-right of the page:-

From your user menu, you can:-

1. View profile – You can view your profile, including the courses you are enrolled on. You can view all of the badges you have earned, see your log-in activity or view your grades. You can add or amend details in your profile, too!
2. Edit profile – Edit the details in your user profile.
3. Grades – See all of the grades you have achieved.
4. Preferences – Change your password or set your user preferences for the various tools available to you in the Learning Hub.
5. Calendar – Access, export, or add events to your calendar.
6. Log out – Log out of the Learning Hub.

Click on your user name at the top of the screen to access your user menu

