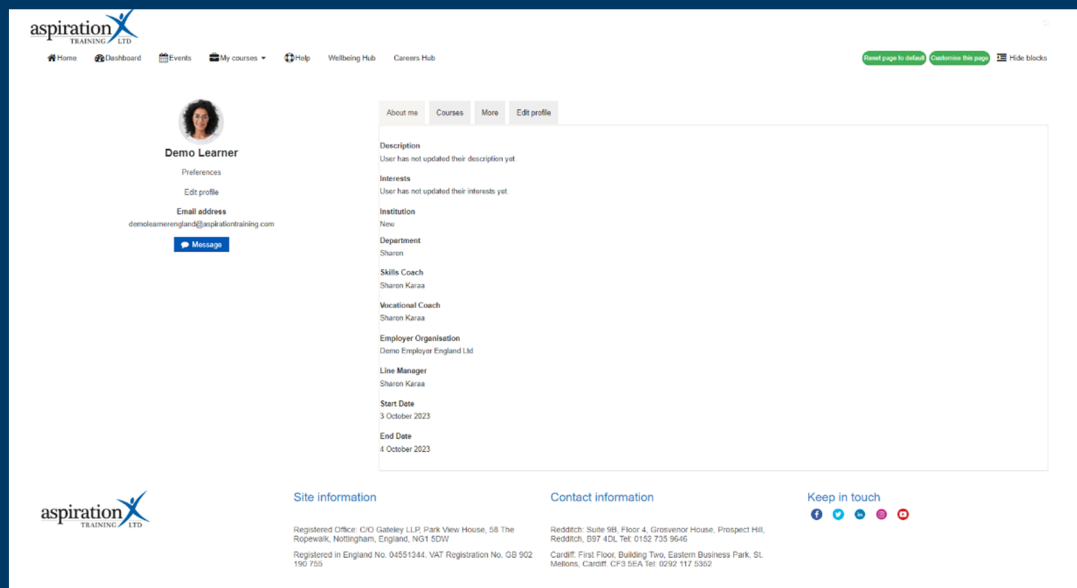


Aspiration Training Digital Learning Hub

User Guide for Learners

How to customise your profile



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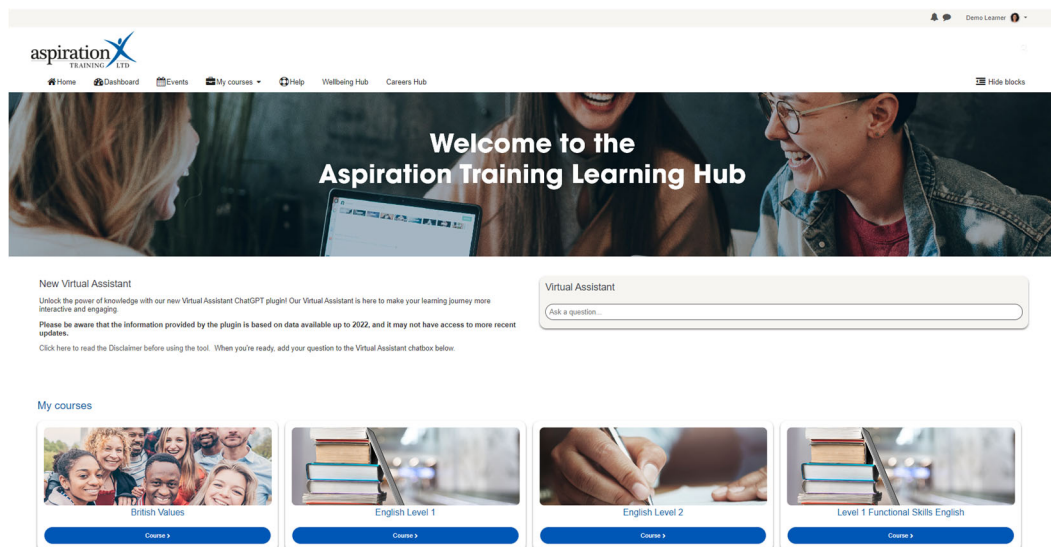
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An overview of our Digital Learning Hub



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:-

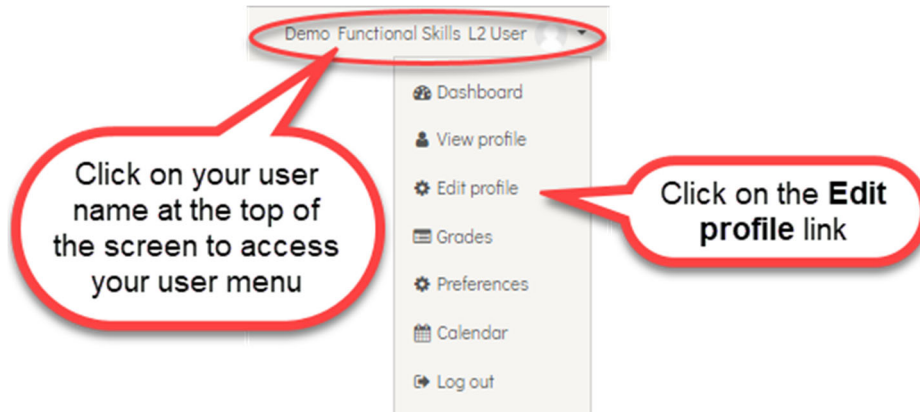
<https://learning.aspirationtraining.com>

Your log in details will be provided to you by your tutor. For help on logging in, please see our guide here - 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.

Accessing your profile

To access your profile, click on your username at the top, right-hand side of the screen.



Editing your Profile

General settings

You cannot change your name or email address as these are locked. If these details need to be updated, please speak to your tutor.

You can elect to limit who views your email address from the Email Display option.

You can edit your time settings from your profile. You can also add a description or overview of yourself, which will be visible to your course tutors.

A screenshot of the "General" profile settings page. The page has a left-hand column with labels and a right-hand column with input fields. The labels and their corresponding values are: First name (Demonstration), Surname (Functional Skills L2 User), Email address (demos2@aspirationtraining.com), Email display (Allow only other course participants to see my email address), MoodleNet profile (empty), City/town (empty), Select a country (United Kingdom), Timezone (Server timezone (Europe/London)), and Description (I am currently undertaking a Level 3 Apprenticeship in Adult Social Care V really enjoying my training and hope to go on to a level 4 apprenticeship, c). The Description field has a rich text editor toolbar above it with icons for bold, italic, list, link, unlink, and smiley.

User picture

Scrolling down your profile page, you will find the options to upload your user picture. Your picture appears against your posts in forums and some other activities.

▼ User picture

Current picture None

New picture ?

Files

84MB, maximum number of files: 1

You can drag and drop files here to add them.

Accepted file types:
Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description

Additional names

You may add additional names to your profile, which can be helpful if your name is often misspelt or mispronounced. You may also add any middle names or alternate names.

▼ Additional names

First name - phonetic

Surname - phonetic

Middle name

Alternate name

Interests

Add a list of your interests as tags by typing into the tags box and pressing the return or enter key on your keypad.

▼ Interests

List of interests ?

x football x ballet

Enter tags...

Type your interest into the box and then press return to add it as a tag

Once you have finished editing, click the **Update profile** button at the bottom of the page.

Update profile