









Aspiration Training Digital Learning Hub

User Guide for Learners

Accessing and navigating your course site

Overall progress % 8



 ✓ 1. Introduction to Functional Skills English level 1	 2. Diagnostic review and ILP update	 ✓ 3. Punctuation	 Progress % 0 4. Grammar
 Progress % 0 5. Spelling strategies	 Progress % 0 6. Reading techniques	 Progress % 0 7. Reading - Textual features and structure	 Progress % 0 8. Language features

V. 2 2023

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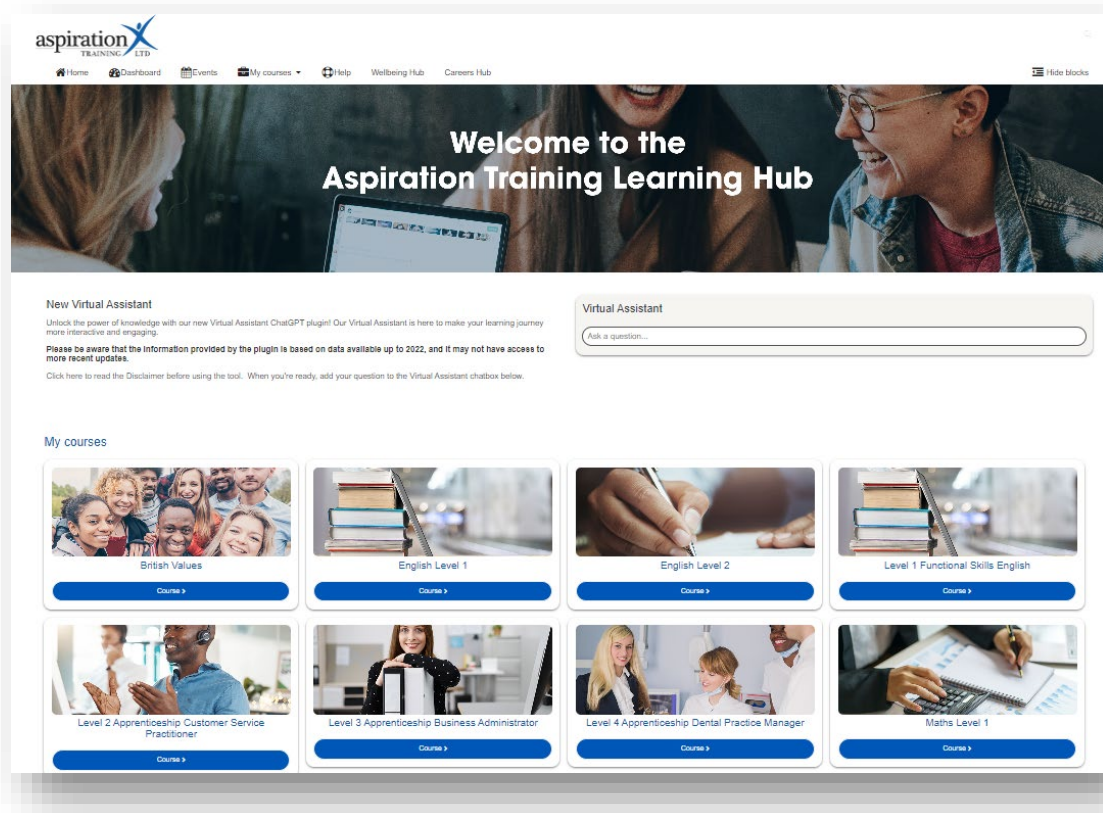
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An overview of our Digital Learning Hub



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:-

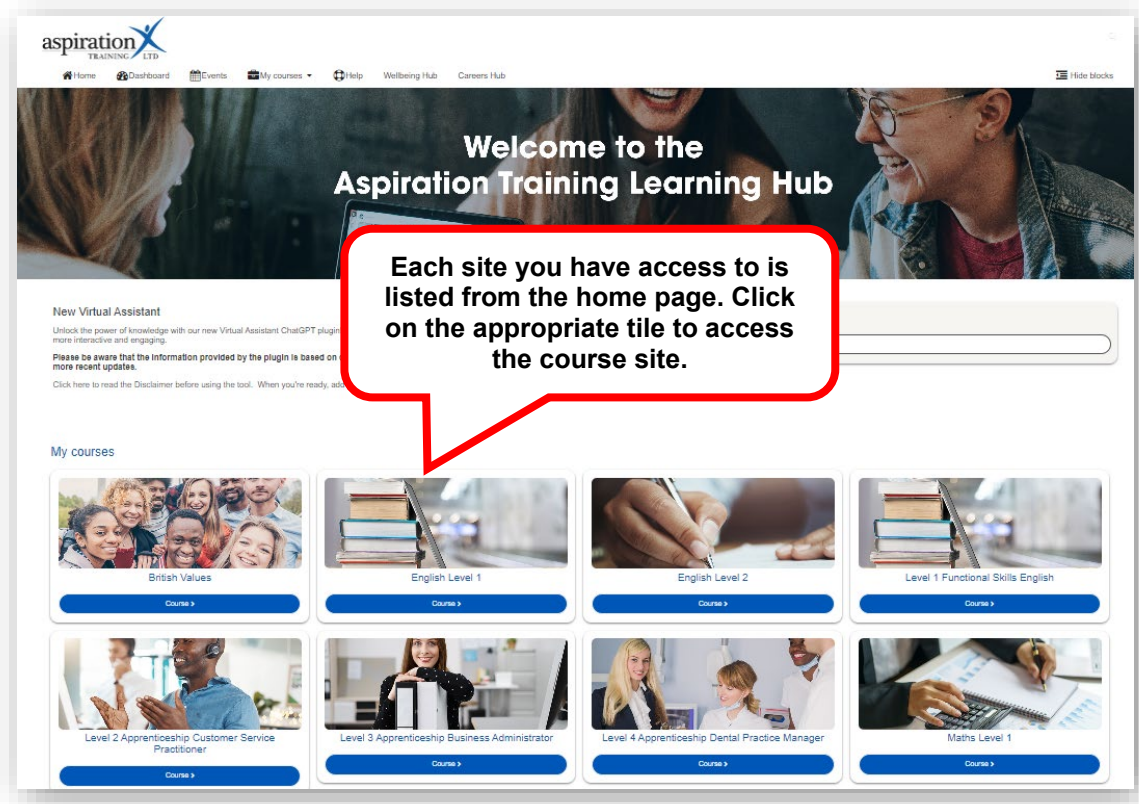
<https://learning.aspirationtraining.com>

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.

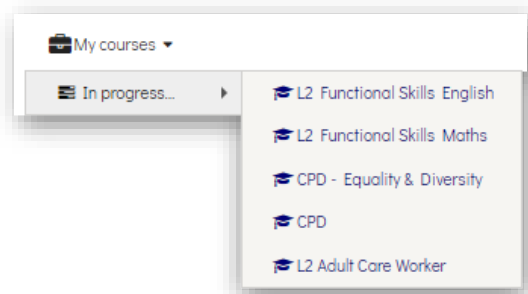
Accessing your course site

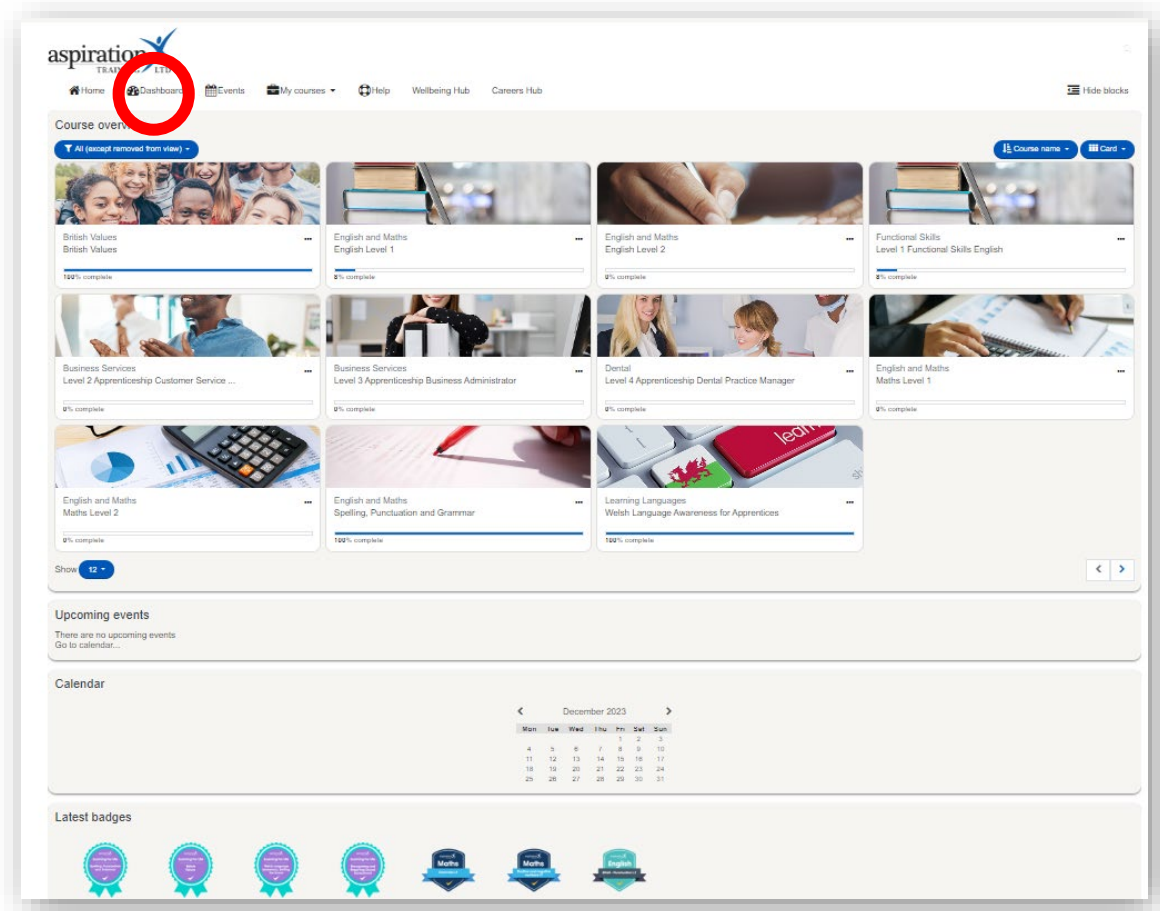
From the Home page, you can access your course sites. You should see tiles for each course you have access to. Clicking on any of these tiles takes you to that course site.



You can also access your course sites from the **My courses** link in the menu bar.

From **My Courses** in the menu bar, you can jump from course site to course site for all courses you have been given access to.

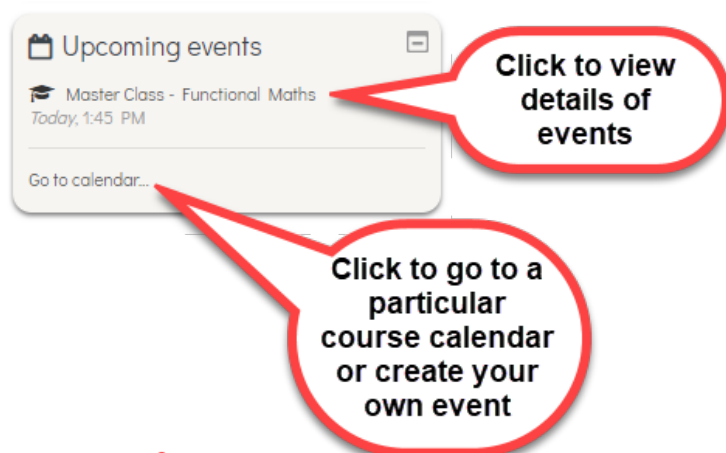




The Dashboard is where you can keep track of all your courses and monitor your progress on each course. You can also view any upcoming events and a calendar. In addition, the Dashboard includes a Latest Badges block that displays all the Digital Badges you have earned by completing specific sections within your courses.

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 any upcoming events, and 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.

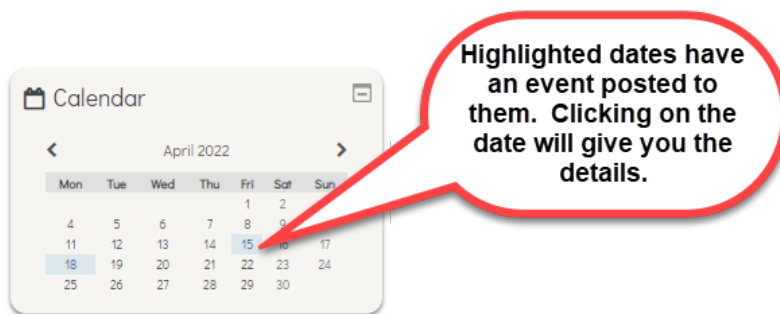


You can also get to see all upcoming events by clicking on the **Events** link in the menu bar:-



Calendar

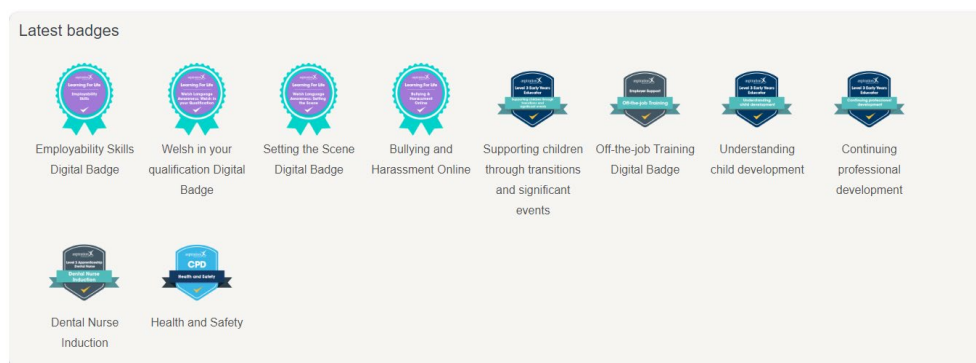
The Calendar Block gives you quick access to view any events posted on the system.



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.



Navigating your course site

The screenshot shows the course site interface for 'Functional Skills English level 1'. The navigation menu includes Home, Dashboard, Events, My courses, This course, Help, Wellbeing Hub, and Careers Hub. The breadcrumb trail shows 'My courses > Functional Skills > Level 1 Functional Skills English'. A 'Hide blocks' button is located in the top right corner. A progress indicator shows 'Overall progress % 8'. The main content area displays a grid of 21 topic blocks, each with an icon, a title, and a progress percentage (0%).

Help guides. (Callout pointing to the Help icon in the navigation menu)

Click to open or close the blocks on the left-hand side of the page. (Callout pointing to the 'Hide blocks' button)

Your overall course completion as a percentage. (Callout pointing to the 'Overall progress % 8' indicator)

Click the boxes to open each of the topics. (Callout pointing to the topic blocks)

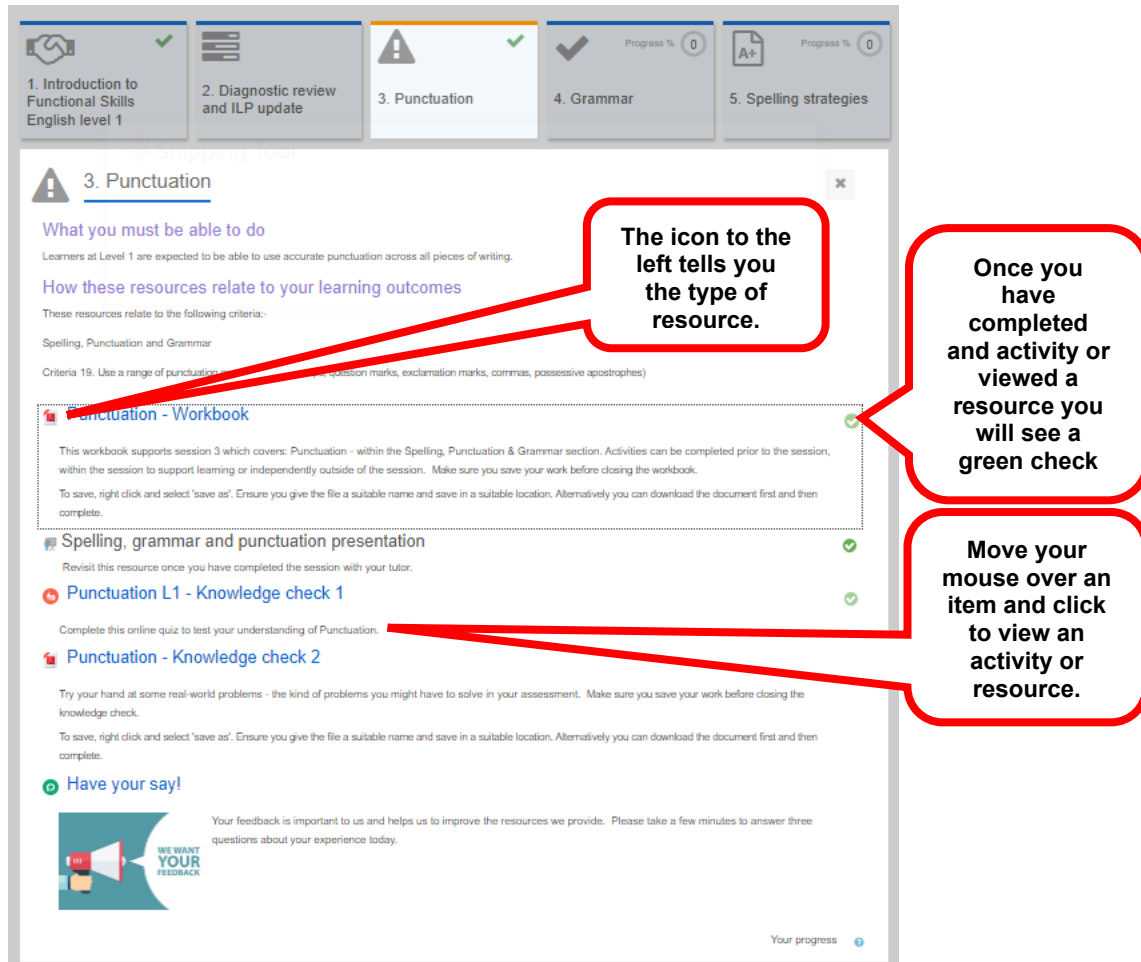
Topic progress. (Callout pointing to the progress percentage in a topic block)

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 the block.

Inside a topic

Click on a tile from your course to access the resources. This will then open that topic page.





















The screenshot shows a course interface with a navigation bar at the top containing five tiles: '1. Introduction to Functional Skills English level 1', '2. Diagnostic review and ILP update', '3. Punctuation', '4. Grammar', and '5. Spelling strategies'. The '3. Punctuation' tile is selected and highlighted. Below the navigation bar, the '3. Punctuation' topic page is displayed. It includes a title, a description, and a list of resources. Each resource has a small icon to its left and a green checkmark to its right. The resources listed are: 'Punctuation - Workbook', 'Spelling, grammar and punctuation presentation', 'Punctuation L1 - Knowledge check 1', 'Punctuation - Knowledge check 2', and 'Have your say!'. Three red callout boxes provide instructions: the first points to the warning icon on the 'Punctuation - Workbook' resource, stating 'The icon to the left tells you the type of resource.'; the second points to the green checkmark on the 'Punctuation - Knowledge check 1' resource, stating 'Once you have completed and activity or viewed a resource you will see a green check'; the third points to the green checkmark on the 'Punctuation - Knowledge check 2' resource, stating 'Move your mouse over an item and click to view an activity or resource.'

The icon to the left of each resource will tell you the resource type. An index of the different icons and their meaning is included as an appendix to this guide.

Click on a resource to open it. Once you have completed an activity or resource, you will see a green tick to its right. This progress is captured against your topic.

Appendix – Resource icons

Icon	Type	Description
	An assignment	<p>An assignment resource provides you with instructions for what you need to do and allows you to upload your submission directly into the Learning Hub.</p> <p>You can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor.</p> <p>Your tutors can leave feedback comments and grade your submission directly from the Learning Hub. Any grades awarded to you will be available to you from the Gradebook.</p>
	A book	The book module enables a tutor to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files and text and are useful for displaying lengthy passages of information that can be broken down into sections.
	Chat	The chat activity module enables participants to have text-based, real-time synchronous discussions.
	Choice	<p>The choice activity module enables a tutor to ask a single question and offer a selection of possible responses.</p> <p>Choice results may be published after students have answered, after a specific date, or not at all. Results may be published with names or anonymously (though tutors always see learner names and their responses).</p>
	Certificate	Certificates awarded to you can be downloaded as a PDF, or you can elect to send a copy to yourself via email.
	Feedback	A feedback activity is a survey that allows you to provide feedback to your course tutors.

Icon	Type	Description
	File	<p>A file you can access and download. Alternatively, you might see one of the following icons which tell you the specific type of file:-</p> <p> - Word processed document</p> <p> - PDF document.</p> <p> - An Excel spreadsheet file</p> <p> - A presentation file.</p>
	Forum	The forum activity module enables participants to have asynchronous discussions, i.e. discussions over an extended period of time.
	e-Learning module	A learning module that you can work through online. Usually, these modules will have questions at the very end that check you have understood the content. Your score is recorded in your gradebook.
	Glossary	The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or collect and organise resources or information.
	Quiz	The quiz activity usually comprises questions of various types, including multiple-choice, matching, short-answer and numerical. Your results are recorded and available to you via your gradebook.
	Survey	A survey you can complete to provide feedback to your coaches.
	Website (URL)	A link to an external website.
	Wiki	The wiki activity module enables participants to add and edit a collection of web pages. A wiki can be collaborative, with everyone able to edit it, or individual,

Icon	Type	Description
		where everyone has their own wiki that only they can edit.