






# Aspiration Training Digital Learning Hub

## User Guide for Learners

### How to download a workbook



 End of unit assignment - Assignment title  Edit 


 Complete this assignment to show your knowledge.


 Before completing this workbook, please download and save it to your own device, either to the local drive or a folder.

Once completed, upload your document to Smart Assessor evidence library. [Click here to access the Library](#). Once you have completed this assessment, click on the circle to the right to mark the task as completed.

If you need any further support or information, please speak to your course tutor or line manager.

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## How to download a workbook

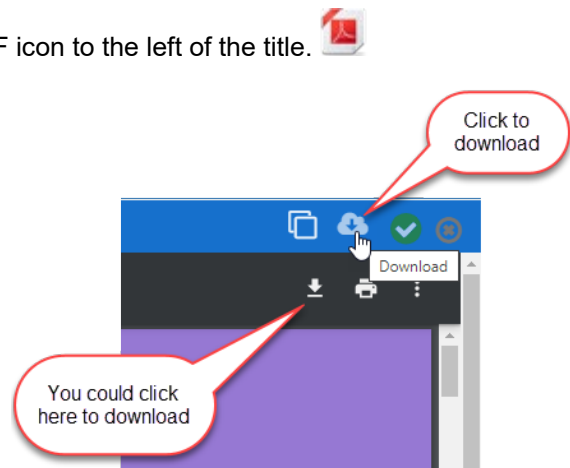
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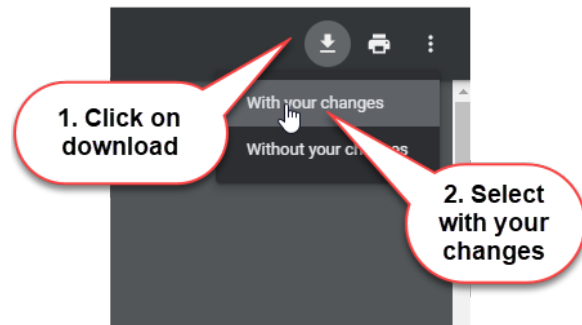
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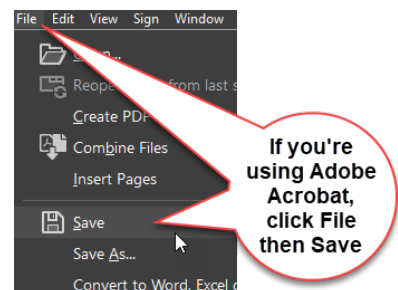
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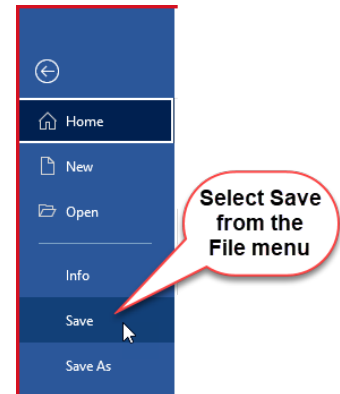
## Downloading a Word document

If your assessment is a Microsoft Word™ document, you will see a W icon to the left of the document.



The document will automatically be downloaded to your Downloads folder when you click on the title.

To save your work, click on File (top-right of the screen), then select **Save** from the menu.



## Uploading your work to Smart Assessor



Once you have completed your workbook/assignment, you need to upload it to your evidence library in Smart Assessor so that it can be marked by your coach.

Click this link to access your evidence library:-

<https://www.smartassessor.co.uk/Account?ReturnUrl=%2FEvidenceLibrary%2FEvidenceLibrary>