

Aspiration Training Digital Learning Hub

User Guide for Teaching Staff

Overview of the Digital Learning Hub



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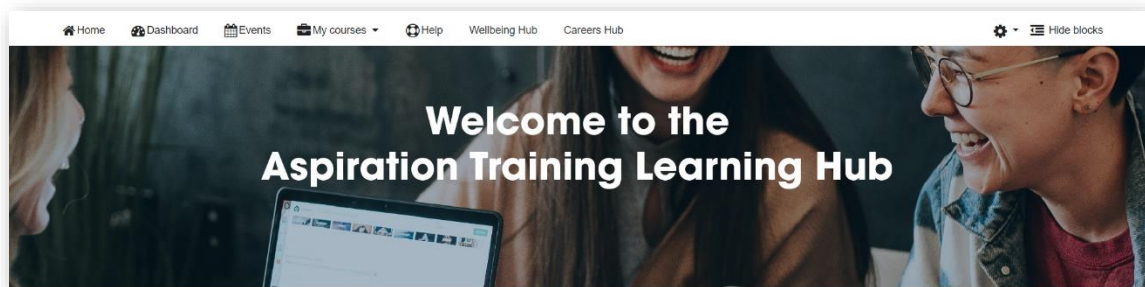
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An overview of our Digital Learning Hub



Aspiration Training's Digital Learning Hub gives you access to various online resources to support your learners. The 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 site to support an apprenticeship and another to support functional skills in Maths.

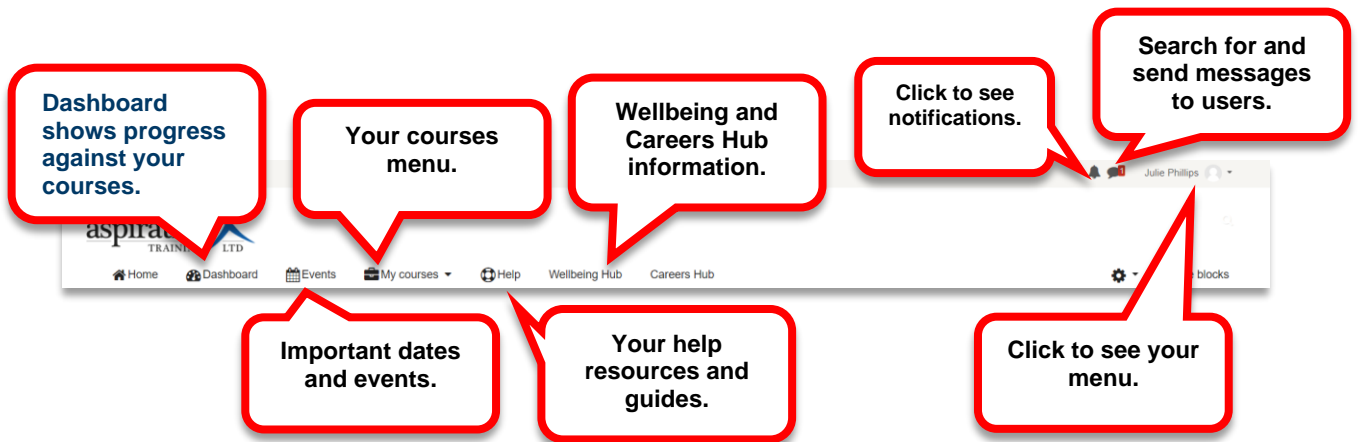
Aspiration Training's Digital Learning Hub can be found here:-

<https://learning.aspirationtraining.com>

Your log in details will be provided to you by your manager. For help on logging in, please see our guide here - [How to Log in](#).

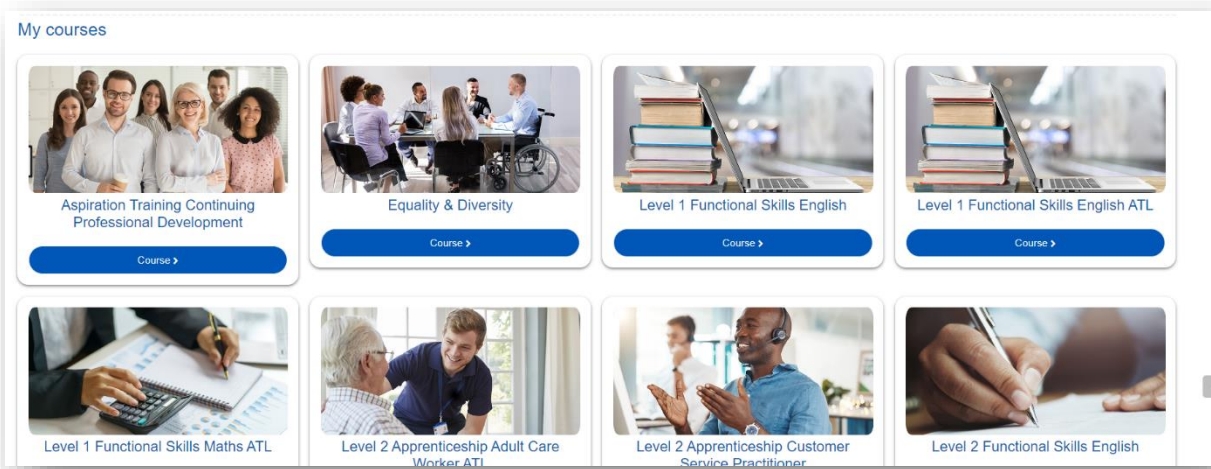
A full suite of guides is available to you from the Learning Hub once you have logged in.

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



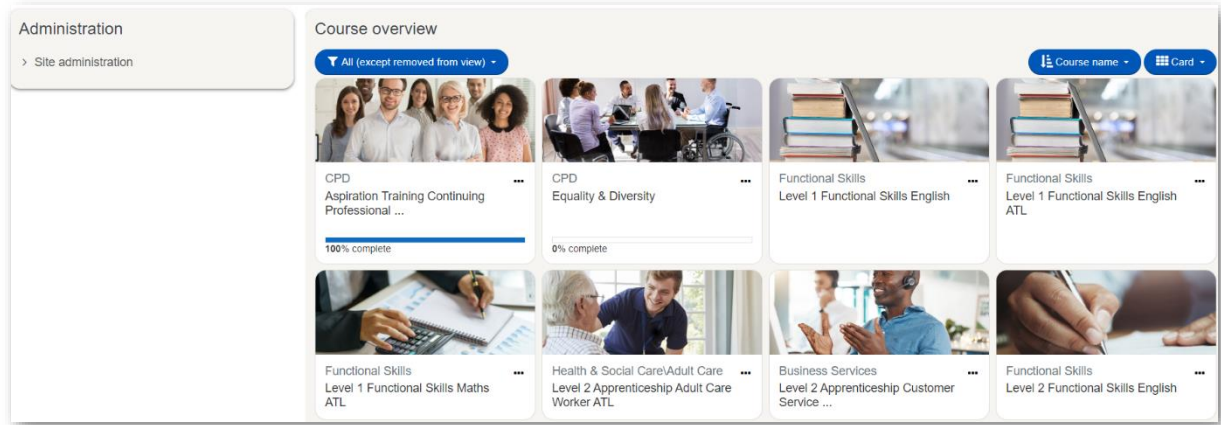
Home page

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.



Dashboard

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



The dashboard screenshot shows a 'Course overview' section with a grid of course cards. Each card includes a representative image, the course title, and a progress bar. The first card, 'CPD Aspiration Training Continuing Professional ...', shows 100% completion. The second card, 'CPD Equality & Diversity', shows 0% completion. Other cards include 'Functional Skills Level 1 Functional Skills English' and 'Health & Social Care/Adult Care Level 2 Apprenticeship Adult Care Worker ATL'. The interface also features an 'Administration' sidebar and a 'Course overview' filter dropdown.

Help for Delivery Staff

Links to user guides for users with responsibility for learners within the system. There are also helpful guides aimed at learners on the system.

General User Guides

Overview of the Learning Hub.

This guide provides you with a brief overview of the Learning Hub and helps you to navigate the site.

How to log in to Learning Hub.

This guide talks you through how to log in to the Learning Hub and what to do if you experience problems.

Getting started - Using the Learning Hub on your pc or mobile device.

Do you want to access Learning Hub via your mobile phone or a tablet? Check out this guide for help in downloading and installing the app.

Latest Badges block

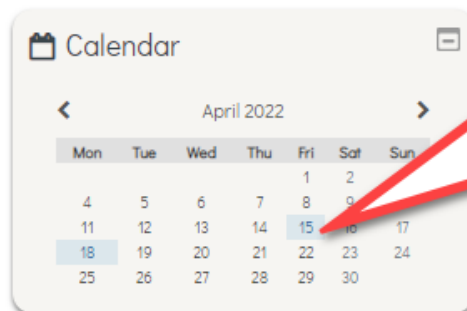
Digital badges can be earned by completing the activities on your course sites. These are validated indicators of your accomplishments or skills and can be transferred from the Learning Hub to other sites such as LinkedIn.



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

Calendar

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

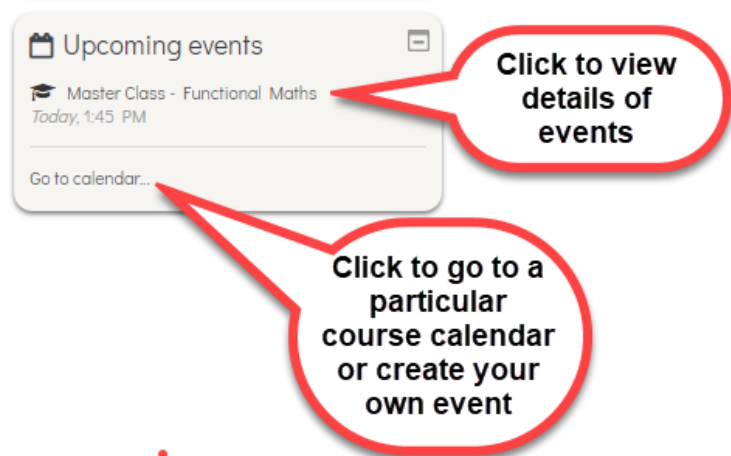


Highlighted dates have an event posted to them. Clicking on the date will give you the details.

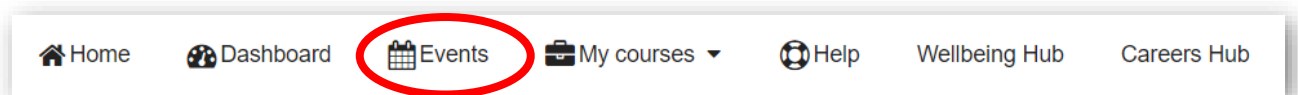
Upcoming Events

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:-

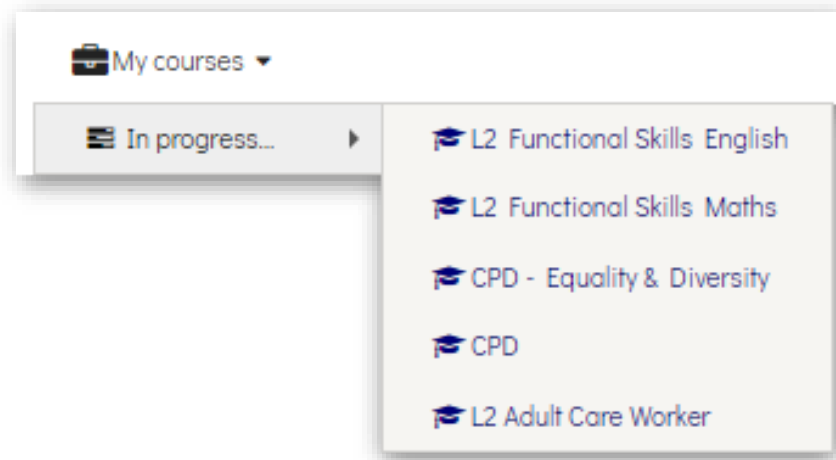


The screenshot shows a user interface element titled "Upcoming events". It contains a list item: "Master Class - Functional Maths" with a graduation cap icon and the text "Today, 1:45 PM". Below the list is a link that says "Go to calendar...". Two red callout boxes are present: one pointing to the event title with the text "Click to view details of events", and another pointing to the "Go to calendar..." link with the text "Click to go to a particular course calendar or create your own event".



My Courses

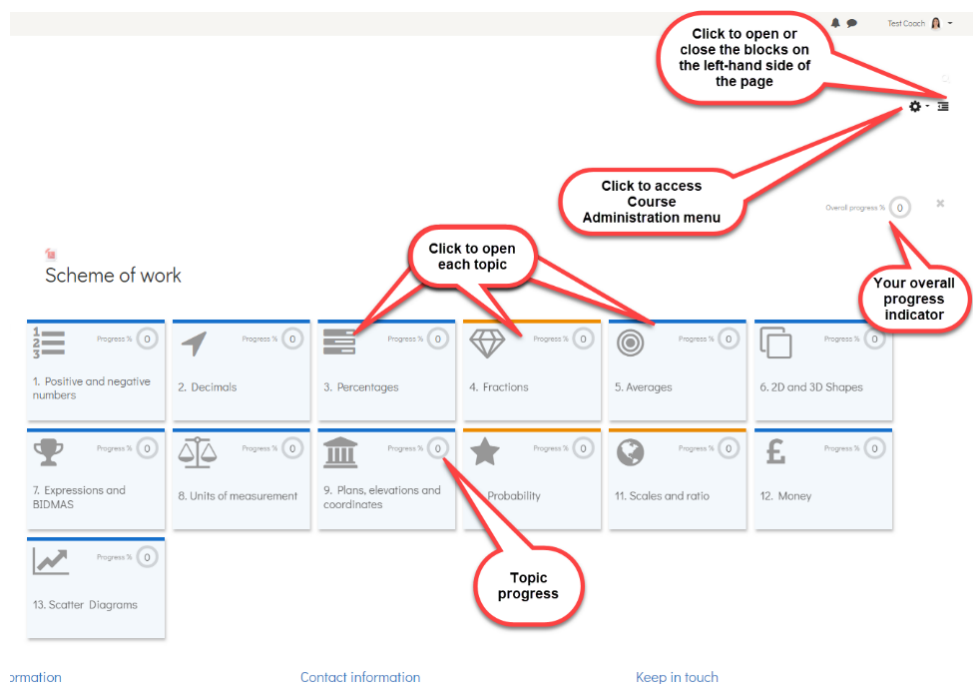
From **My Courses** in the menu bar, you can jump from course site to course site for all courses that you have been given access to



Your course sites

Your course sites are broken down into topics or units of learning. To access each topic, click on the block.

There may be some resources within the course site, such as Schemes of Work and lesson plans, that are available to course teachers but not visible to learners.



Course Administration Menu

To access the course administration menu, click on the cog at the top-right of the page and select **More**.



The course administration menu should now be displayed. By far, the most helpful section in the menu is the reports section, which provides you access to all of the course reports. Please refer to the guide on Reports for more information.

The users section allows you to see the permissions allocated to different roles on the course site.

Course administration

Course administration	
Users	<ul style="list-style-type: none"> Enrolled users Enrolment methods Permissions
Reports	<ul style="list-style-type: none"> Competency breakdown Activity report Course participation Statistics
Badges	<ul style="list-style-type: none"> Manage badges

View role permissions for the course site.

View all badges available on the course site.

Badges allow you to see the digital badges available to learners and the criteria to which they are attached. You can also see the number of times the badge has been awarded.

Reports

The block on the left hand side menu on the course administration page allows you to view the resources completed by you learners. Click on the report title to view a list of learners who have completed the resources.

My Reports

Resources completion report

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user	course	activitytype	activityname	sectionname	activitycompletiontype	progress	when
skaraa@aspirationtraining.com	Level 2 Apprenticeship Adult Care Worker ATL	page	Working in adult care	1a. Welcome and introduction	2 Auto	Completed	23/07/2022
demoemployer@aspirationtraining.com	Level 2 Apprenticeship Adult Care Worker ATL	page	Working in adult care	1a. Welcome and introduction	2 Auto	Completed	25/07/2022

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 your dashboard
2. View profile – You can view your profile, including the courses you have access to. You can view all of the badges you have earned, your log-in activity and any contributions you have made to blogs and forums. You can add or amend details in your profile, too!
3. Edit profile – Edit the details in your user profile
4. Grades – See all of the courses you have access to, and from the **Courses I am teaching** list, you can click on any course to see the grades reports.
5. Badges – See any badges you have earned on the system
6. Preferences – Change your password or set your user preferences for the various tools available to you in the Learning Hub
7. Calendar – Access, export, or add events to your calendar or the calendar of any course site, so they are visible to learners.
8. Log out – Log out of the Learning Hub.

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

