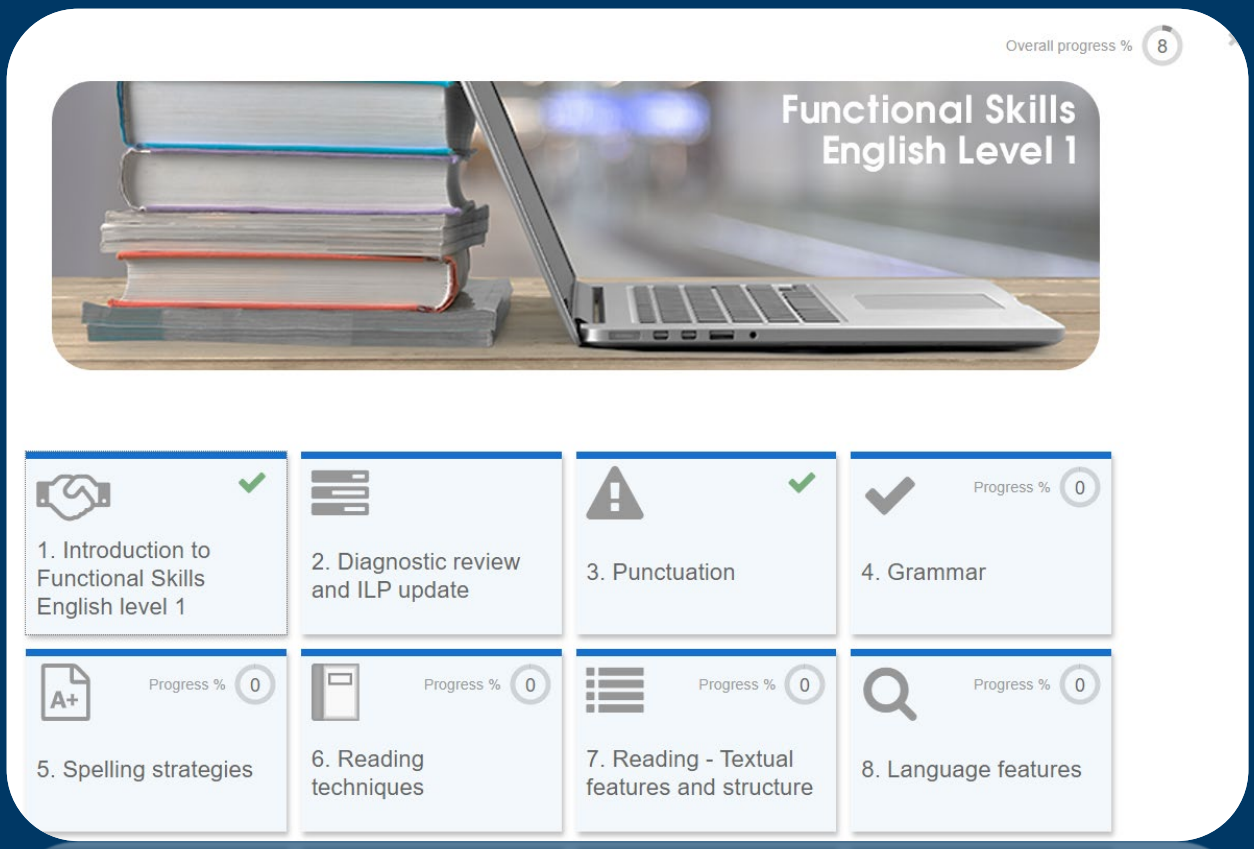
Aspiration Training Digital Learning Hub

User Guide for Teaching Staff

Managing your course



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aspiration TRAINING LTD

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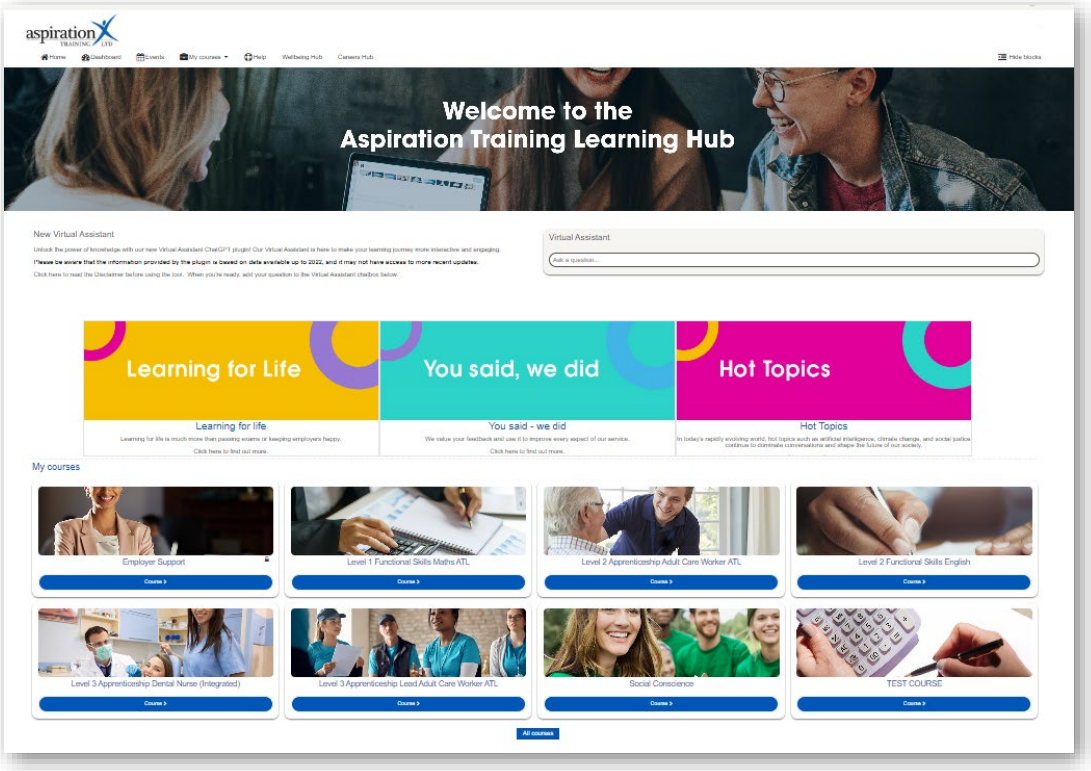
An overview of our Digital Learning Hub



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:-

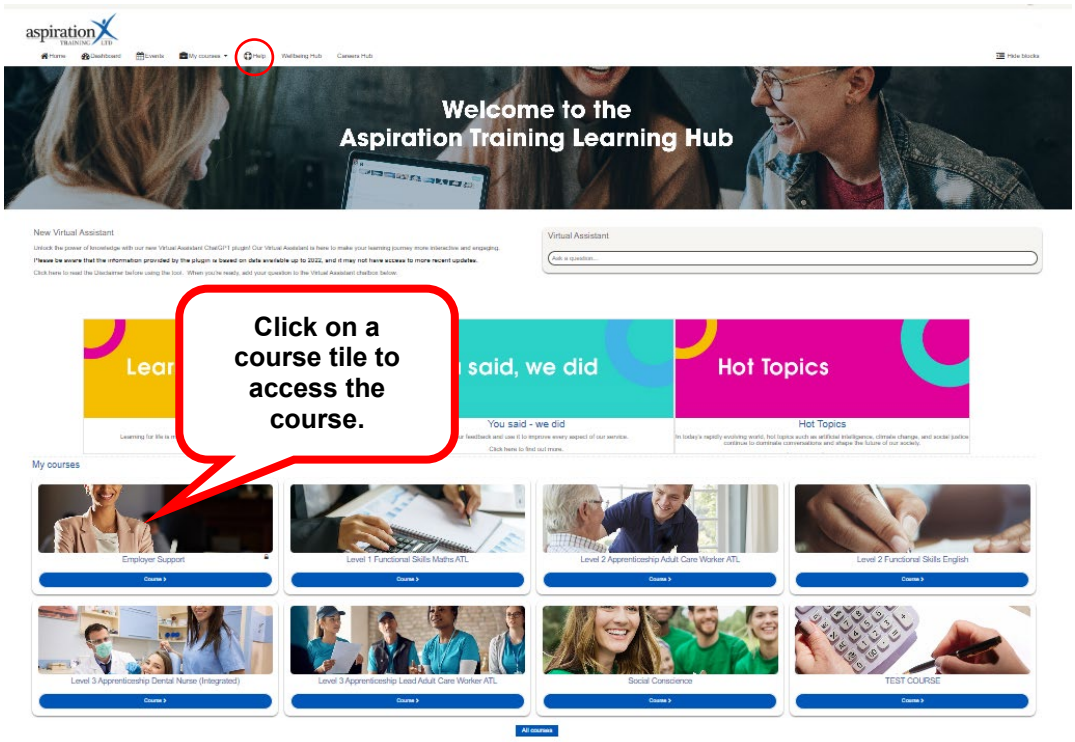
https:\\learning.aspirationtraining.com

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.

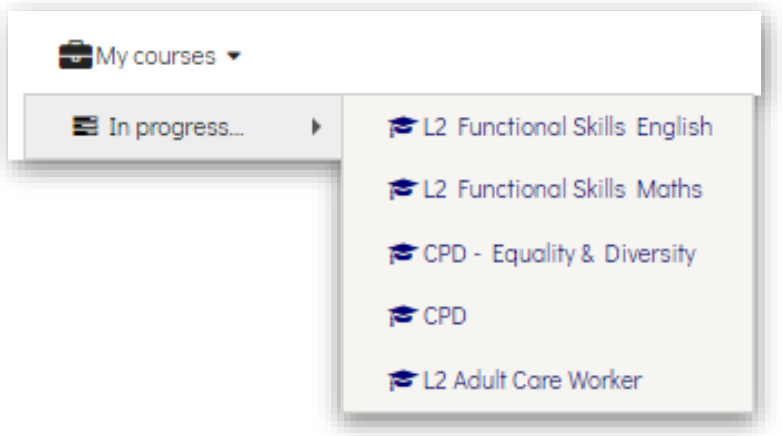
Accessing your course site

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. From the help bar at the top of the screen, you can access helpful guides.

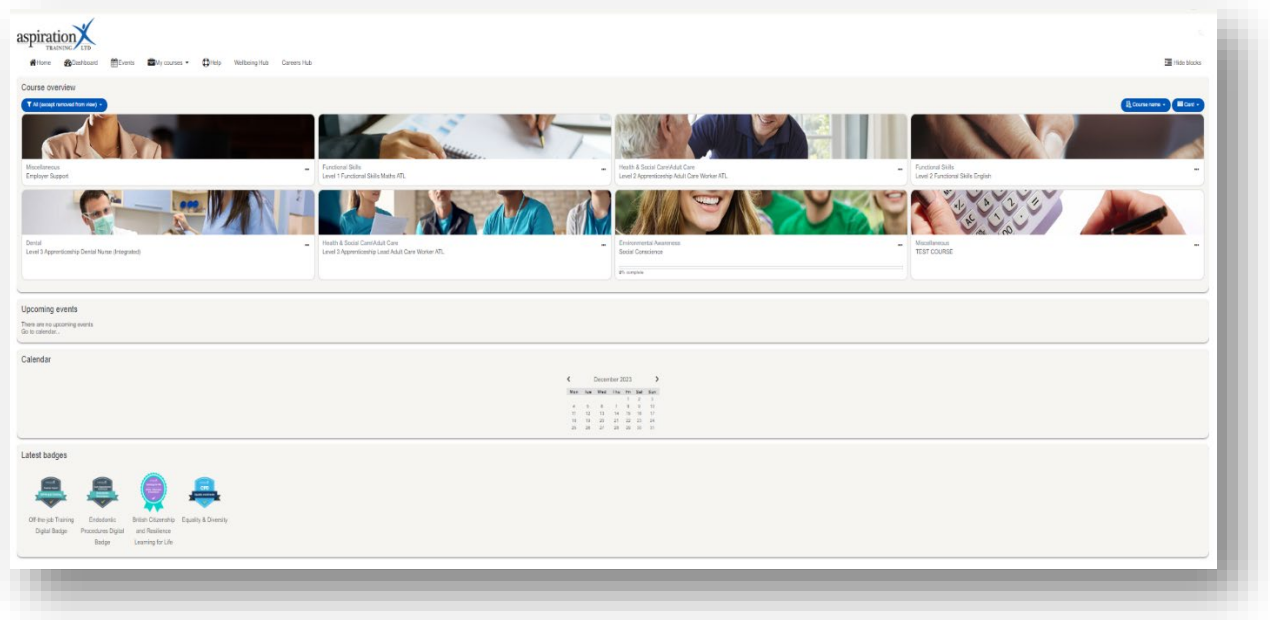


You can also access your course sites from the **My courses** link in the menu bar.

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.

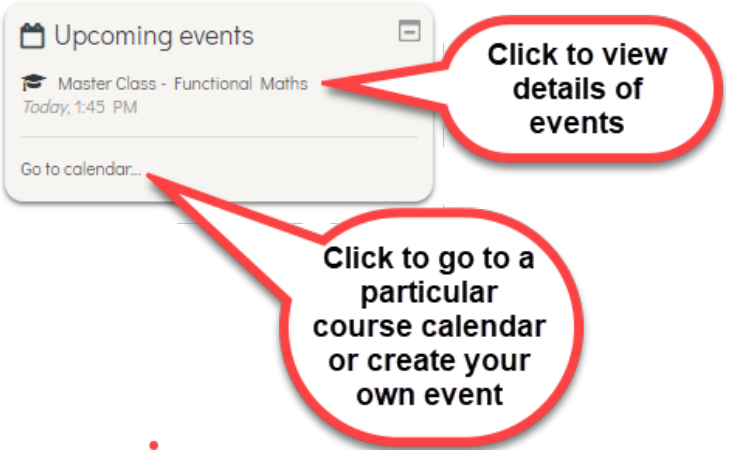


From **the Dashboard**, you can view all courses and your progress on each course. You can also view any upcoming events and a calendar. In addition, the Dashboard includes a Latest Badges block that displays all the Digital Badges you have earned by completing specific sections within your courses.



Upcoming Events

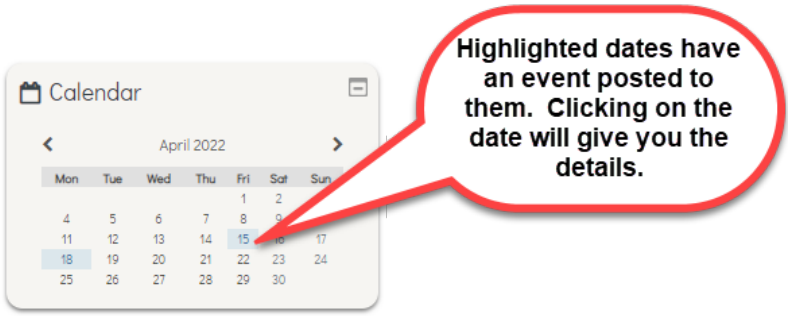
The **Upcoming Events** block gives you a quick view of any upcoming events, and from here, you can click to view more details. You can go to a specific calendar or even create your own events. You should note that your own events are only visible to you.



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.

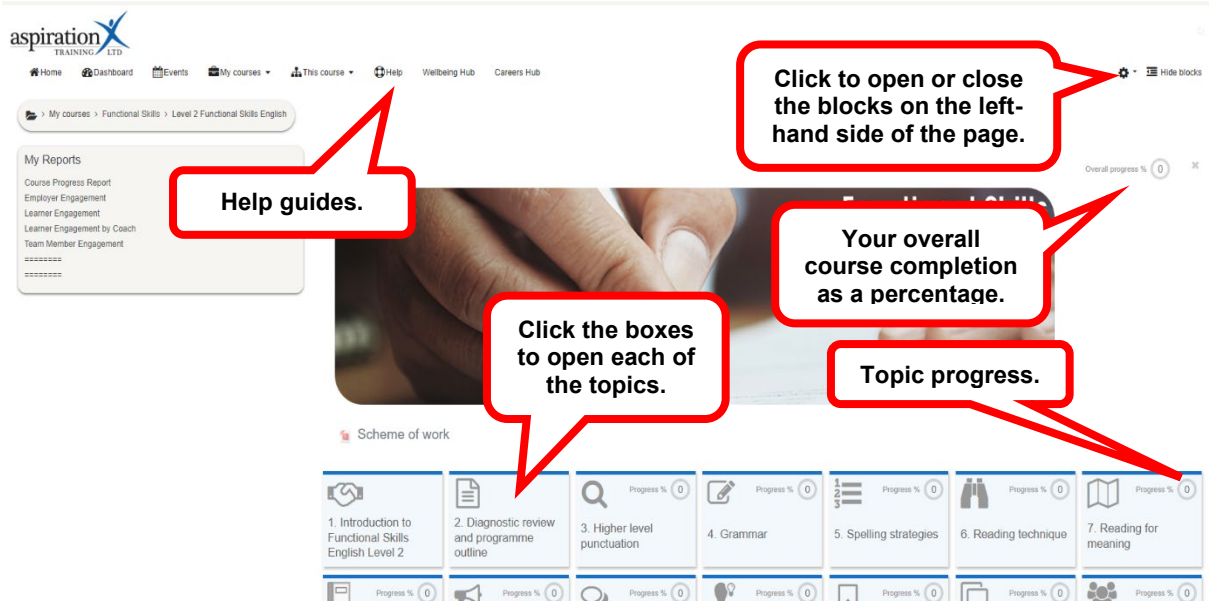


Latest Badges block

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.

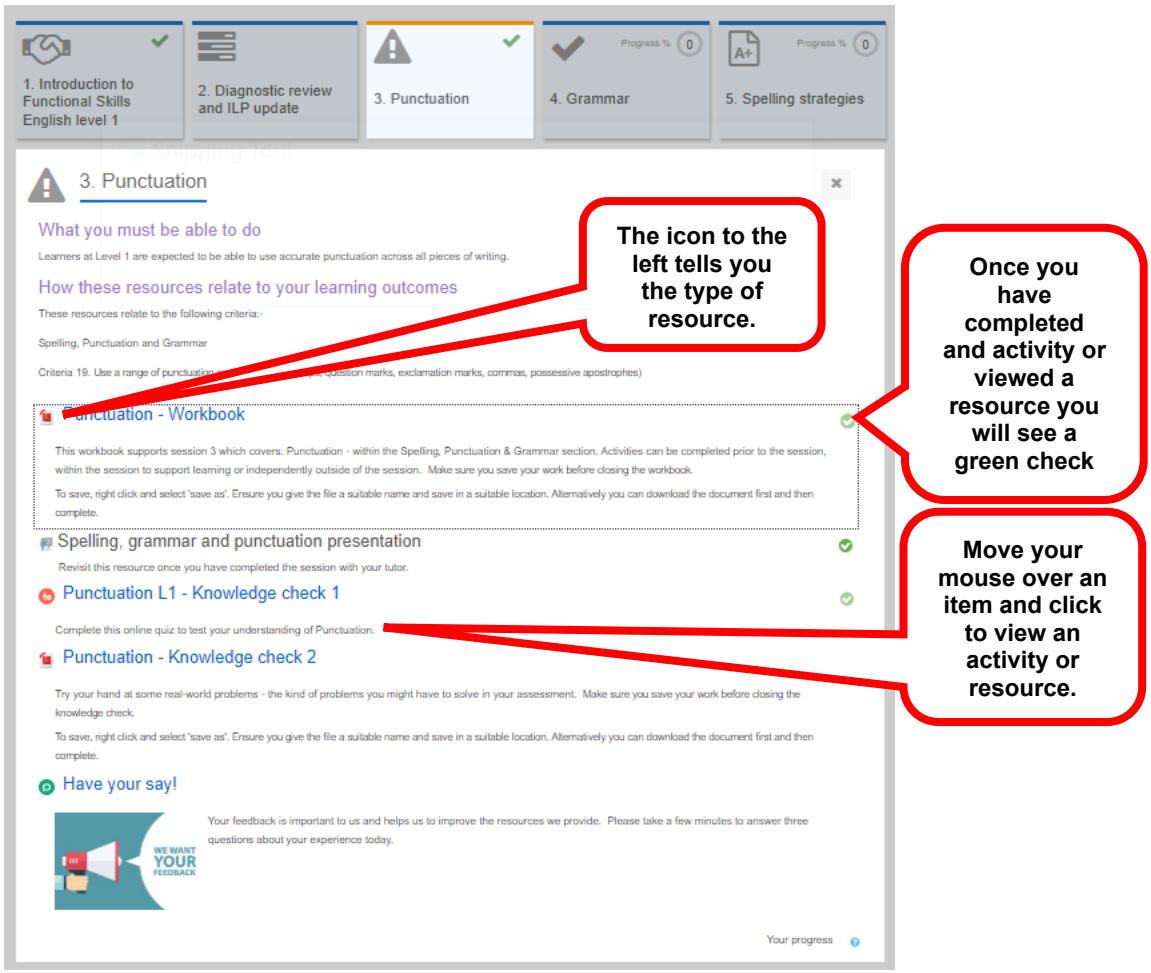
Navigating your course site



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 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 a learner has completed an activity or resource, you will see a green tick to its right. This progress is captured against your topic.

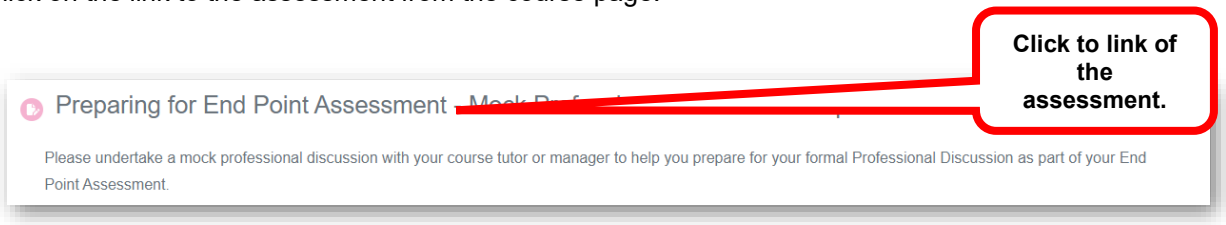
Reviewing learner work and grades

Several types of activities are available within the Learning Hub, some of which are auto-marked and some that are not.

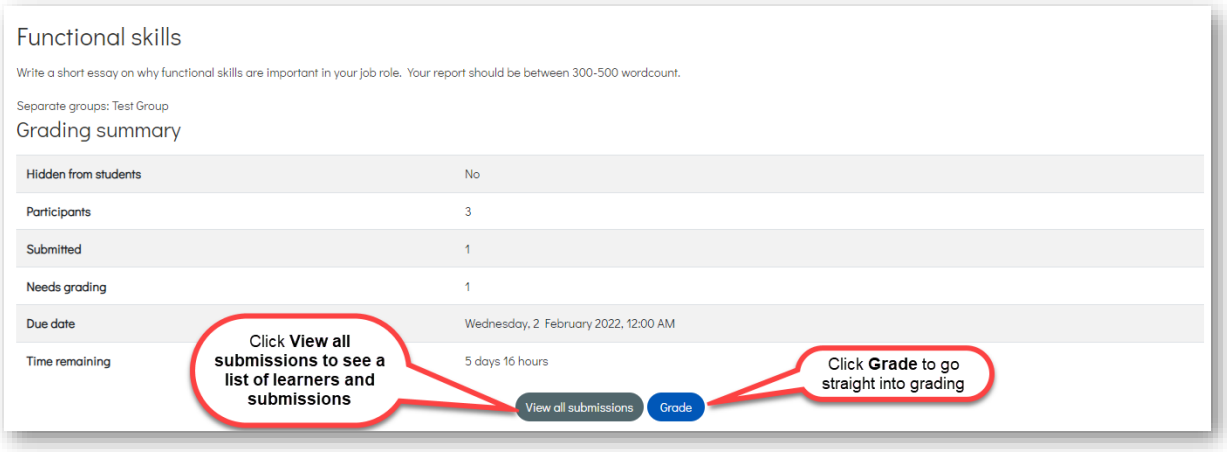
Icon	Type	Description	Marking
	An assignment	An assignment resource provides the learner with instructions on what they need to do and upload their submission directly into the Learning Hub. Learners can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require learners to type text directly into the text editor. A teacher-user can leave feedback comments and grade submissions directly from the Grader report.	Manual
	e-Learning module	A learning module that learners can complete independently and which is auto-marked. All results are available from the Grader report.	Automatic
	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.	Automatic

Grading an assessment task

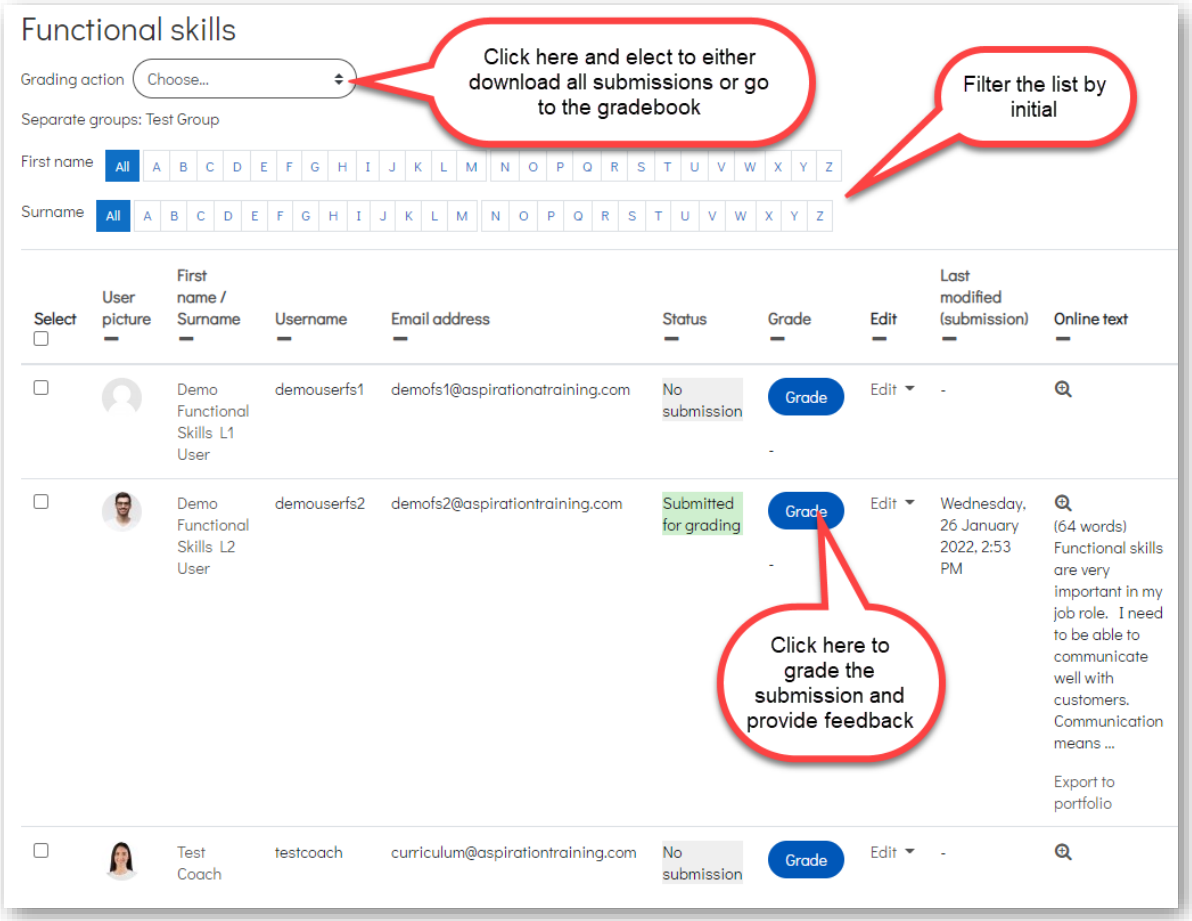
Click on the link to the assessment from the course page.

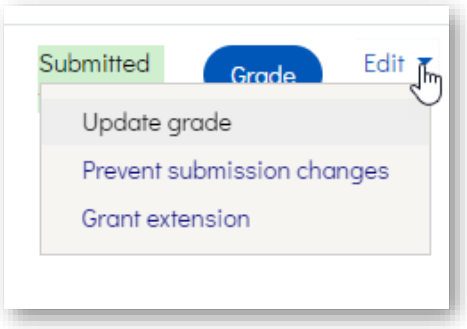


You will now see the grading summary, showing you the number of participants (including teachers), the number of submissions that have been made and the number of submissions that have not yet been graded.



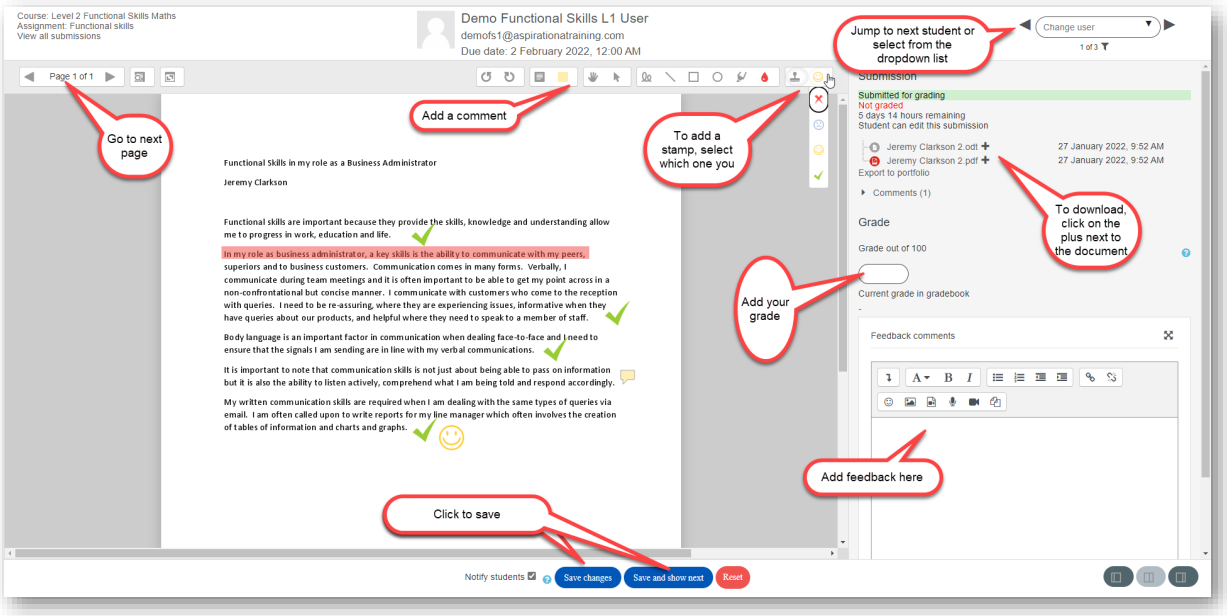
Clicking on the **View all submissions** button will give you a complete list of the participants in your group, which includes teaching staff. You can download all submissions (where the assessment has been set up so learners can upload files) or jump straight into grading any submission.





It is important to note that until a grade is locked, and depending on the assessment settings, the learner may modify their submission until the cut-off date (if set) is passed. By clicking on the Edit button, it is possible to prevent the learner from submitting changes. If you make a mistake, clicking the **Edit** button again allows you to release the submission so that the learner can continue making changes.

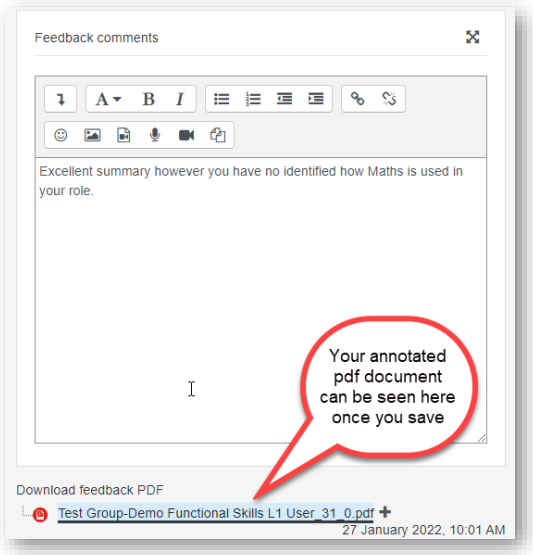
To grade a submission, click the **Grade** button. This will open the learner's submission and convert it to an editable pdf document that you can then annotate using the tools in the toolbar across the top of the page.



Add your grade and feedback and click **Save**. Your feedback annotations will then be saved, and a link to the feedback will appear beneath your feedback comments.

Depending on their settings, learners will be notified via email or online notifications when their work has been graded.

Use the navigation tools at the top-right to progress to the next learner.

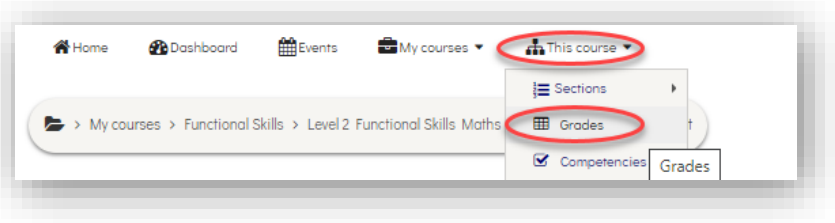


Seeing all grades awarded for auto-marked activities

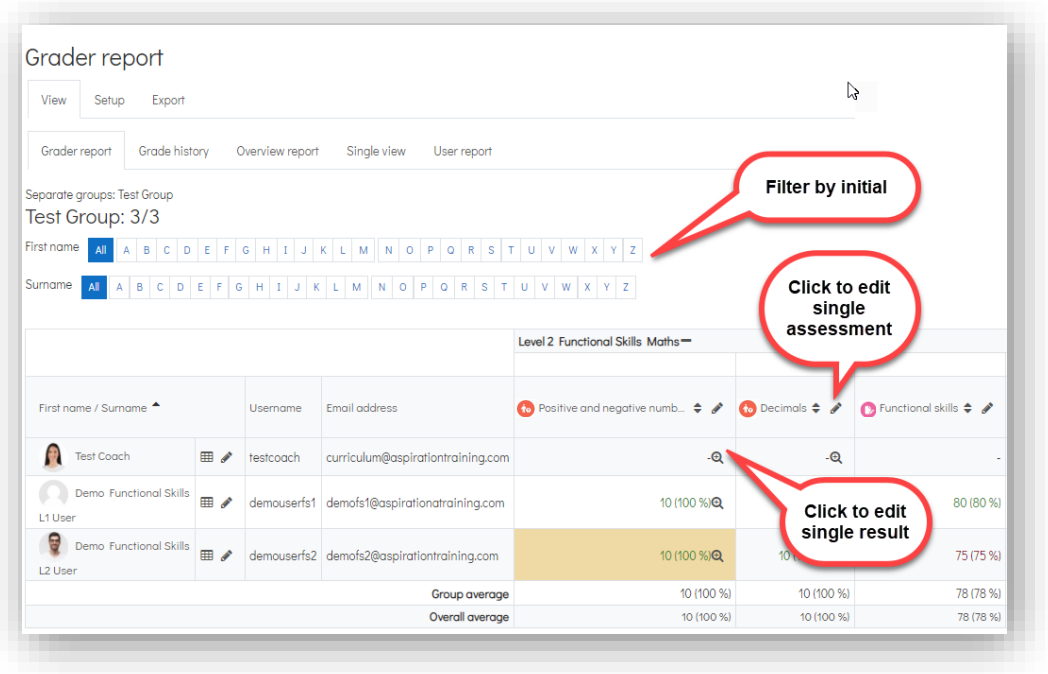
Accessing the grader report and reviewing submissions

The Grader report displays all items that have been or can be graded from the various sections of a course. From the Grader Report, teachers can view the results for each item and each learner on the course. A learner can access the grader report but only see their results.

To access the grade reports, navigate to the course site then select **Grades** from the **This course** link in the menu bar:-



You will then see the grader report.



Amending a grade

To alter a grade, access the grader report following the steps identified above. Click on the magnifying glass to the right of the grade you wish to add or amend to amend the result for a single submission, or click on the pencil icon in the column header to edit all grades for an assessment.

Competencies

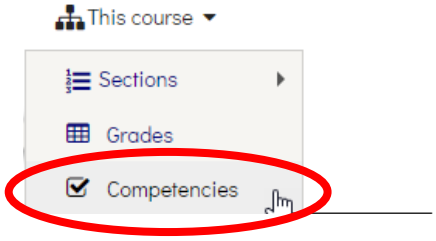
What are competencies?

A competency describes a level of understanding or proficiency of a particular skill. For the most part, competencies are linked to the learning outcomes or knowledge skills and behaviours that a learner must achieve.

In some cases, competencies are attached to assessments and activities, such as e-learning modules or quizzes. In these cases, the competency will be achieved automatically once a learner achieves a passing grade. You can, however, manually rate a learner as having achieved competency or review/amend a competency.

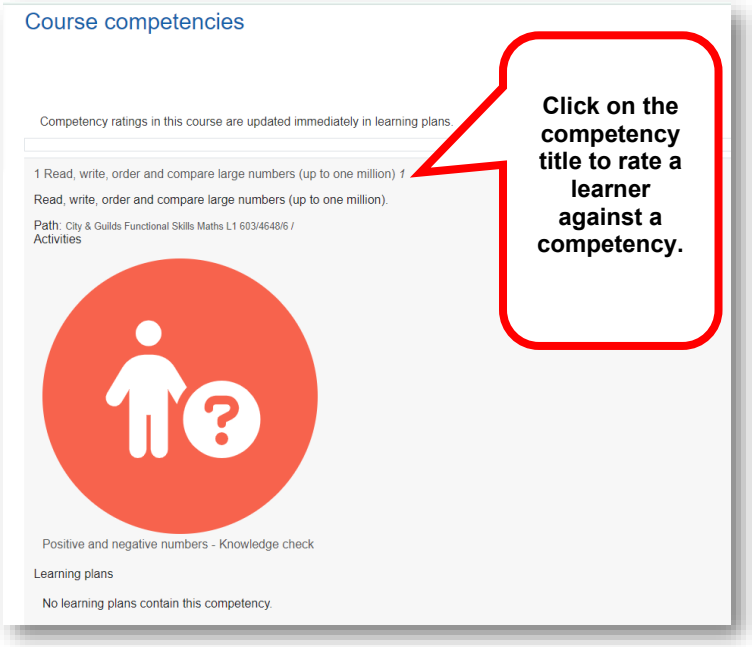
View and edit competencies of a learner

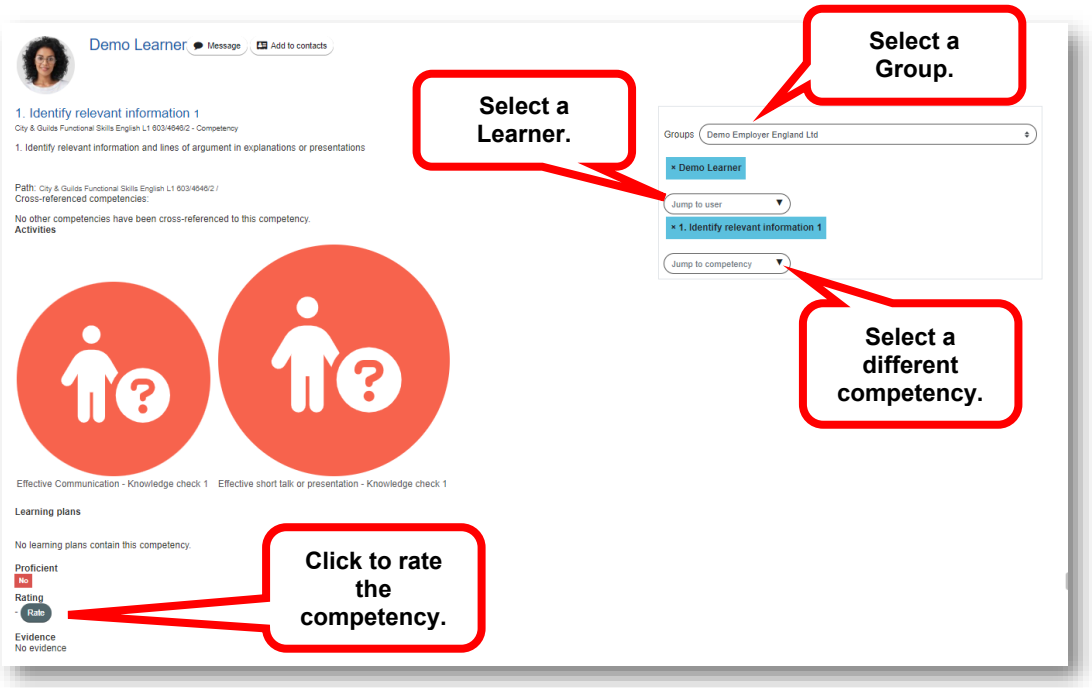
You can view the competencies attached to a course by navigating to the course and selecting **Competencies** from the course menu in the toolbar at the top of the page.



You will then see a list of all of the competencies attached to the course and the Learning Hub activities attached to those competencies.

To rate a learner against a competency, click on the title of the competency, and the following window will appear:-

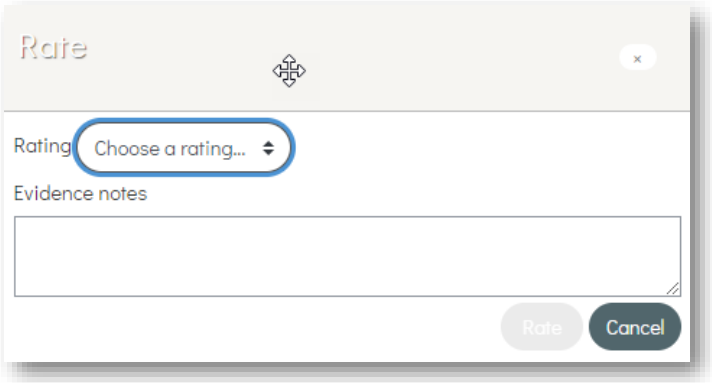




Select a learner from the drop-down list in the top-right of the screen. You will then see which competencies that learner has achieved.

Click the **Rate** button to rate the competency, and the following popup window will appear.

Click on the **Rating** drop-down and select a rating:-

- **Not yet competent**
- **Competent**

As soon as you add or change a rating, the Rate button will be enabled. If desired, you can add evidential notes to the rating and then click the **Rate** button to save.