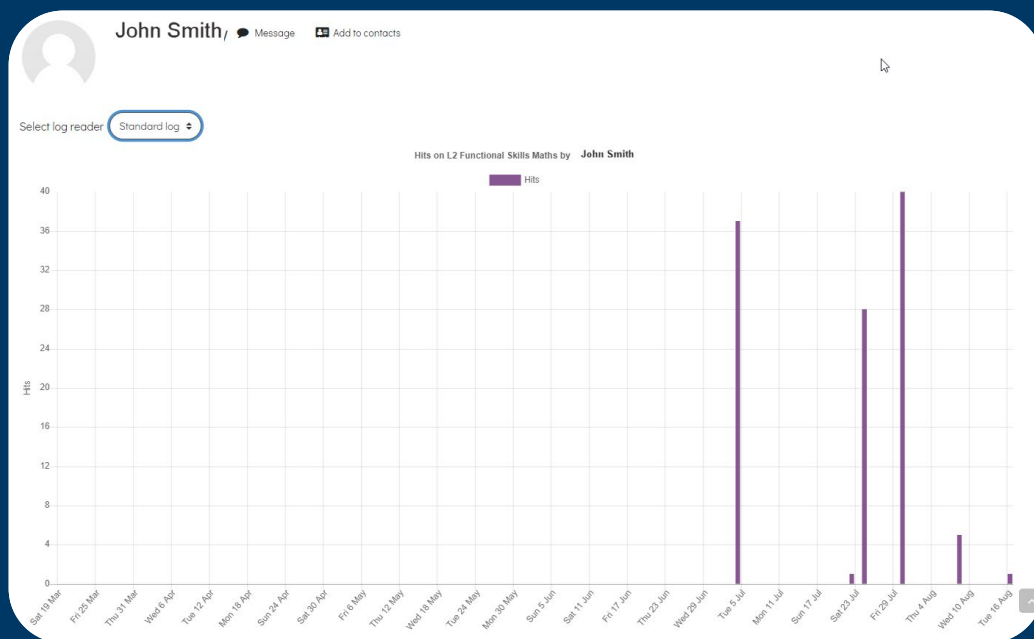


Aspiration Training Digital Learning Hub

User Guide for Teaching Staff

Checking your learner's engagement and progress



Copyright Notice

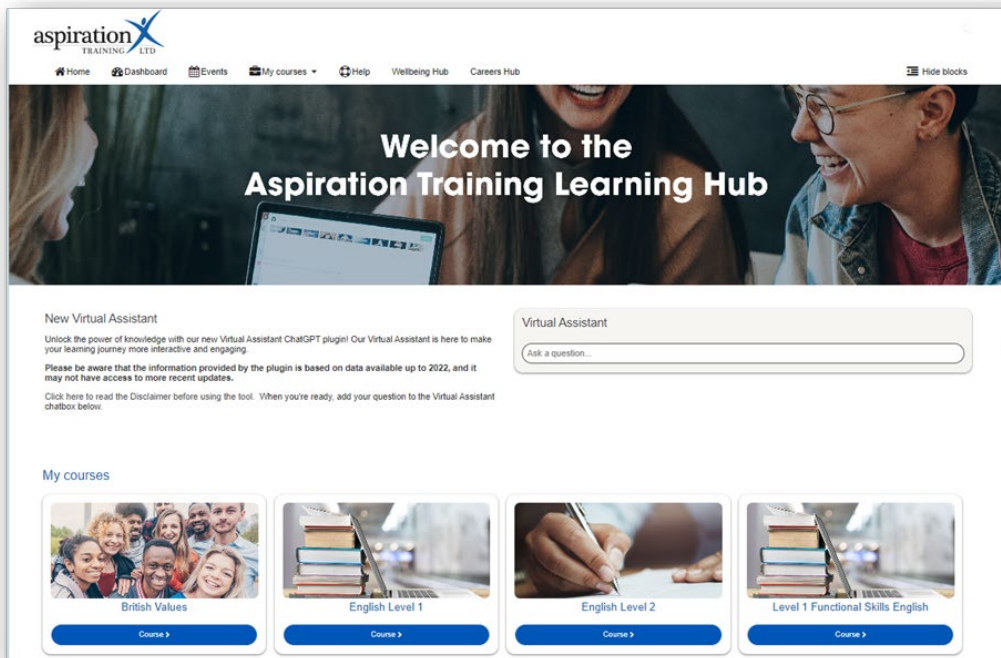
@ 2023 Aspiration Training Ltd

All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the publisher's prior written permission.

Contents

An overview of our Digital Learning Hub.....	4
Access your course site	5
Navigate to grades	6
Click on the learner's name to review their record.....	6
Individual Learner Reports	9

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:-

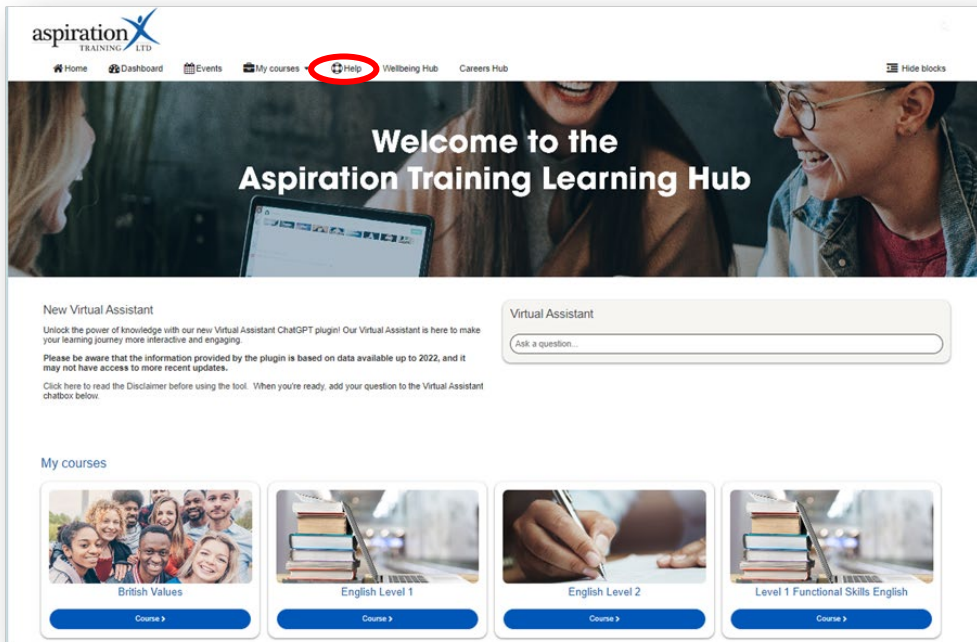
<https://learning.aspirationtraining.com>

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

Once logged in, a full suite of guides is available from the Learning Hub.

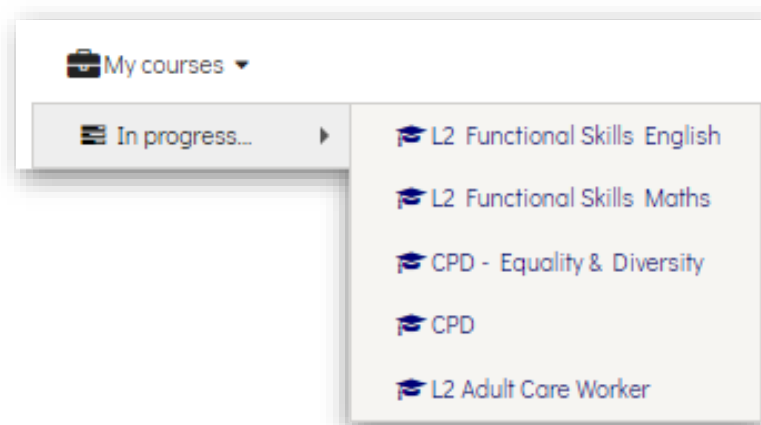
Access your course site

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 top menu bar, you can access helpful guides, by clicking the 'Help' icon (indicated below).



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

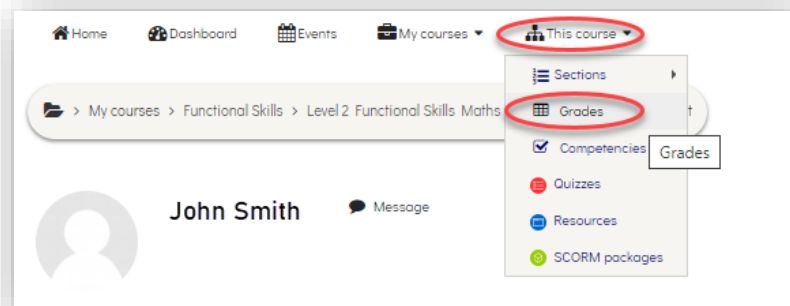
From **My Courses** in the menu bar, you can jump from course site to course site for all courses you have been given access to.



Navigate to grades

The Grades report displays all learners and all items that have been or can be graded from the various course sections.

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. Using the filters for First name and surname, find the learner you wish to review. You can see which quizzes the learner has completed and their scores from the grader report.

Grader report

View Setup Export

Grader report Grade history Overview report Single view User report

Separate groups: Demo
Demo: 3/3

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

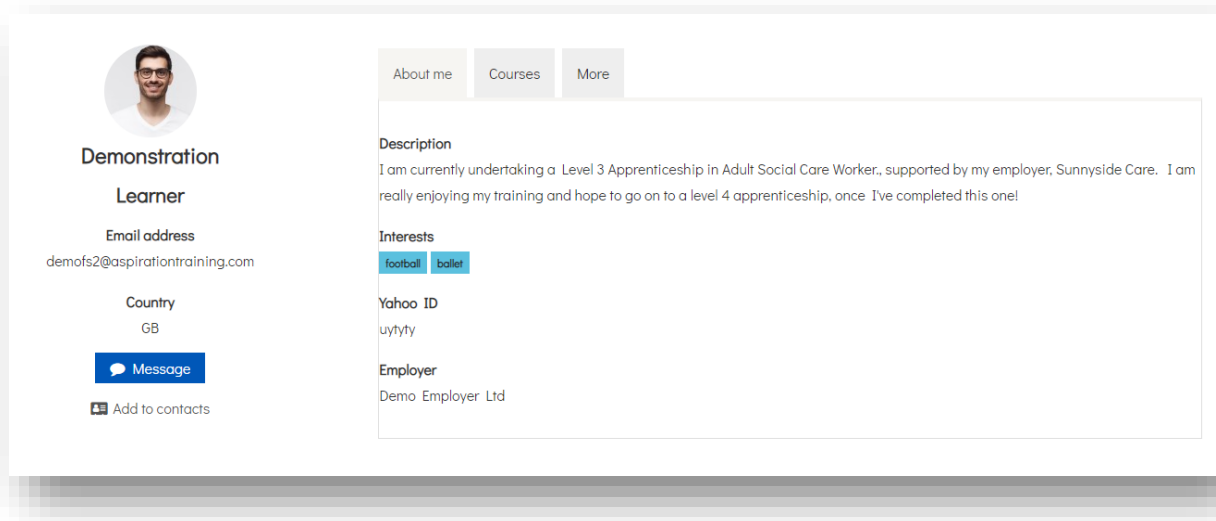
Filter by initial on first name and surname

				Level 2 Functional Skills Ma...	
First name / Surname	address	Positive and negative numb...	Decimals - Knowledge check		
Demo L2 Adult Care	demol2adultcare1@aspirationtraining.com	-Q	-Q		
Demonstration	demouserfs2 demofs2@aspirationtraining.com	10 (100%)	10 (100%)		
Demo Student1	demostudent1 demostudent1@aspirationtraining.com	-Q	-Q		
Group average				10 (100%)	10 (100%)
Overall average				8 (77%)	7 (68%)

Click on the learner's name

Click on the learner's name to review their record

To review the learner's engagement and what they have been doing on Learning Hub, click on their name from the grade book. You should now see:-



About me Courses More

Description
I am currently undertaking a Level 3 Apprenticeship in Adult Social Care Worker, supported by my employer, Sunnyside Care. I am really enjoying my training and hope to go on to a level 4 apprenticeship, once I've completed this one!

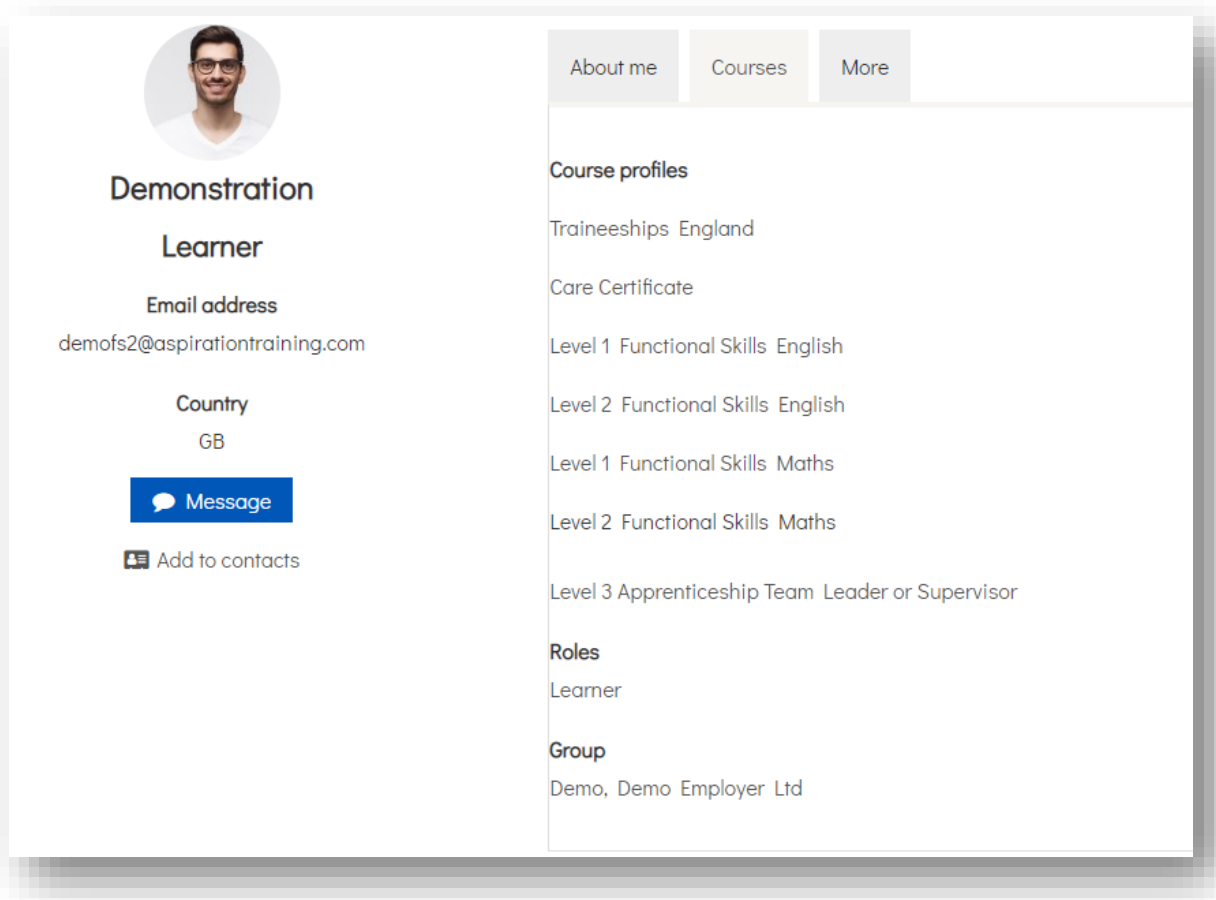
Interests
football ballet

Yahoo ID
uytyty

Employer
Demo Employer Ltd

You can directly message the learner from this screen or add them to your contacts. You can see any information the learner has added to their profile, and - if their employer is added to the system - you can see their employer details.

From the Courses tab, you should see all of the courses they have access to, their role in the Learning Hub and the groups to which they are attached:-



About me Courses More

Course profiles

Traineeships England

Care Certificate

Level 1 Functional Skills English

Level 2 Functional Skills English

Level 1 Functional Skills Maths

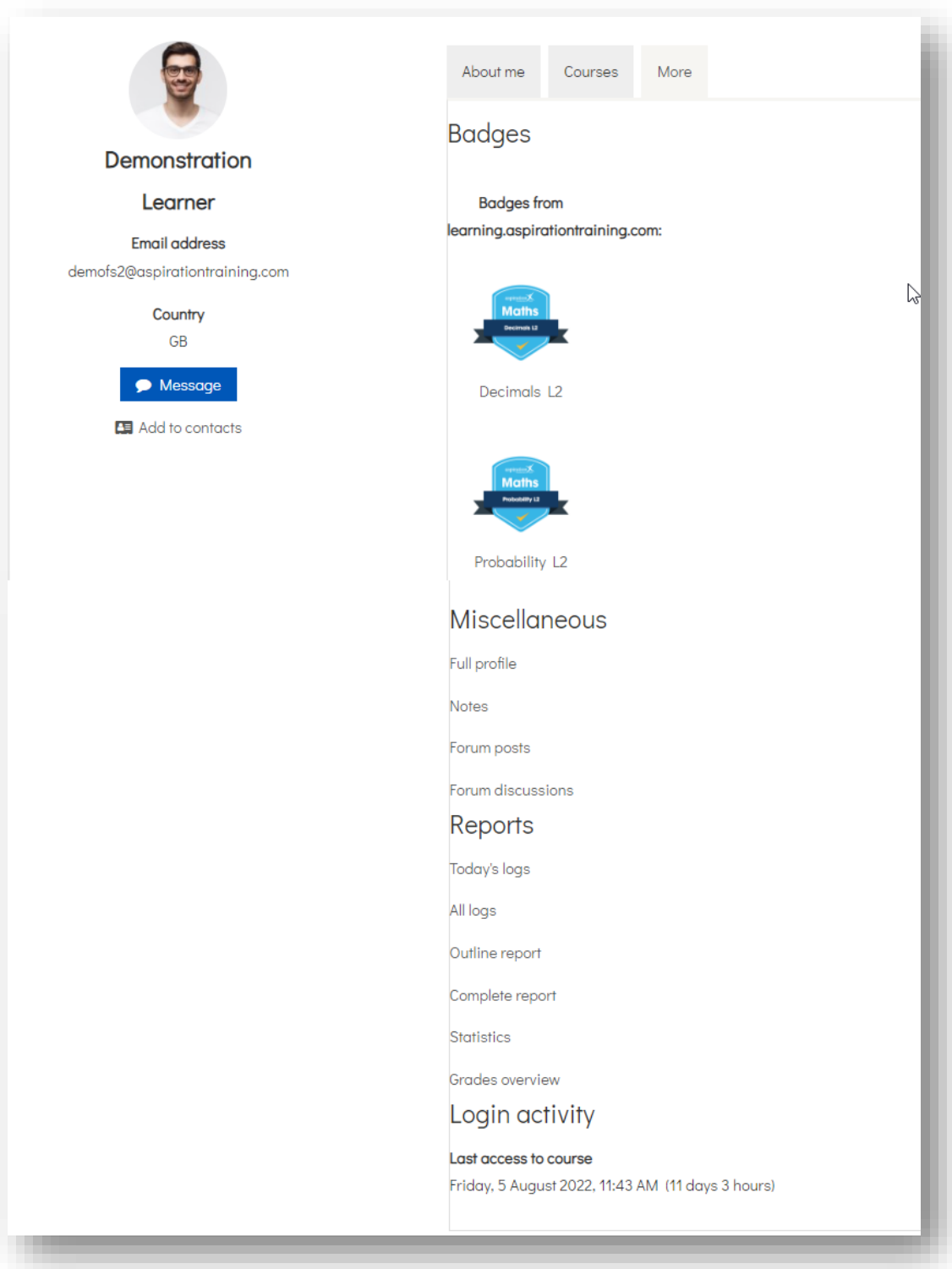
Level 2 Functional Skills Maths

Level 3 Apprenticeship Team Leader or Supervisor

Roles
Learner

Group
Demo, Demo Employer Ltd

Clicking on the **More** tab, you can see what digital badges the learner has achieved, any engagement they have had with forums and all individual reports. You can also see when the learner has logged on to the platform:-



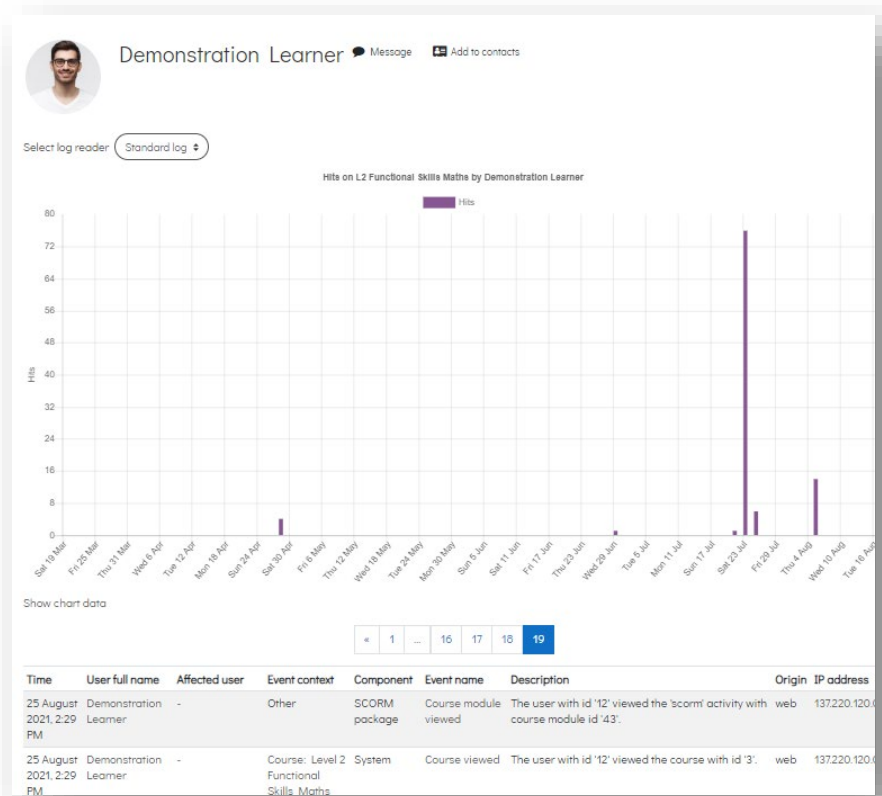
The screenshot shows a learner profile page with the following sections:

- Profile Information:**
 - Name:** Demonstration
 - Role:** Learner
 - Email address:** demofs2@aspirationtraining.com
 - Country:** GB
 - Actions:** Message, Add to contacts
- Navigation:** About me, Courses, More
- Badges:**
 - Badges from learning.aspirationtraining.com:
 - Decimals L2
 - Probability L2
- Miscellaneous:**
 - Full profile
 - Notes
 - Forum posts
 - Forum discussions
- Reports:**
 - Today's logs
 - All logs
 - Outline report
 - Complete report
 - Statistics
 - Grades overview
- Login activity:**
 - Last access to course:** Friday, 5 August 2022, 11:43 AM (11 days 3 hours)

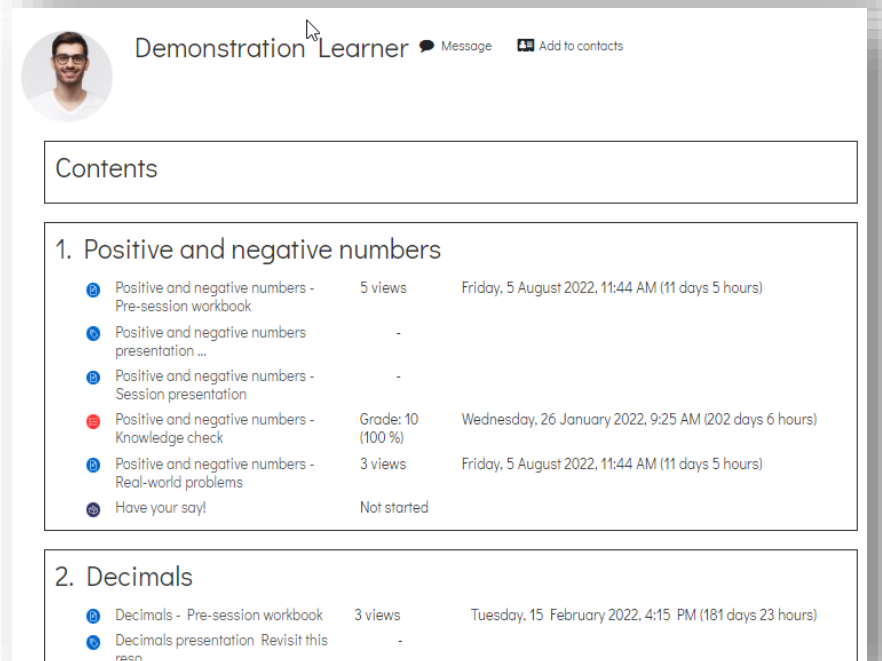
Individual Learner Reports

From the More tab (shown above), you can access several reports related to a particular learner:-

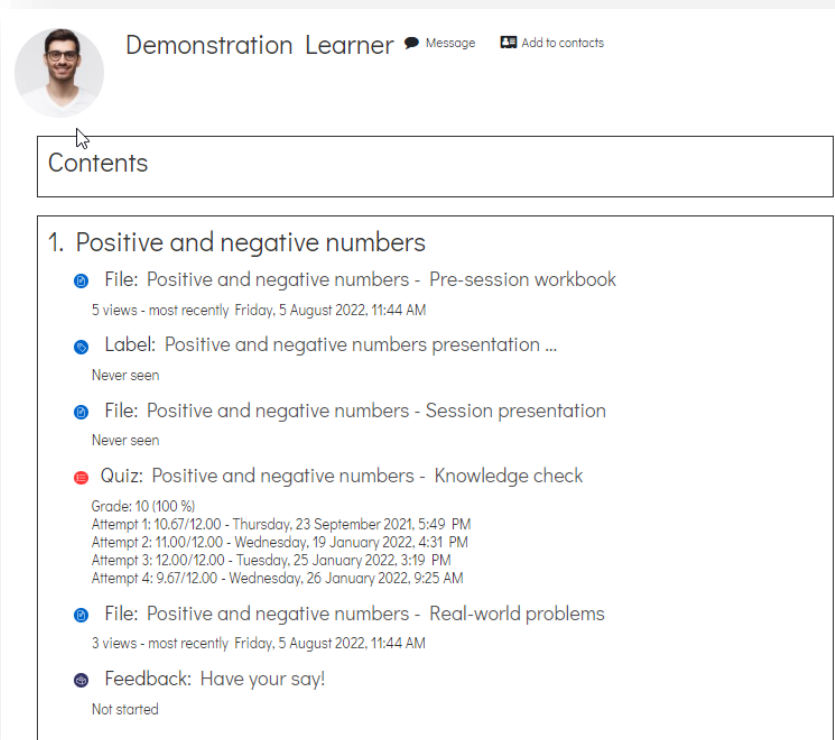
1. **Today's logs** show you all the activities a learner has undertaken in the last day.
2. **All logs** – Shows you all of the activities for the learner in a graph and a list



3. **Outline report** – Provides a list of the content and the number of times a learner has viewed it. You can see the grades achieved if the resource is a quiz or an assessment.



4. The complete report shows you the same list as above with one difference. For each quiz or assessment, you can see how many attempts and the score for each attempt.

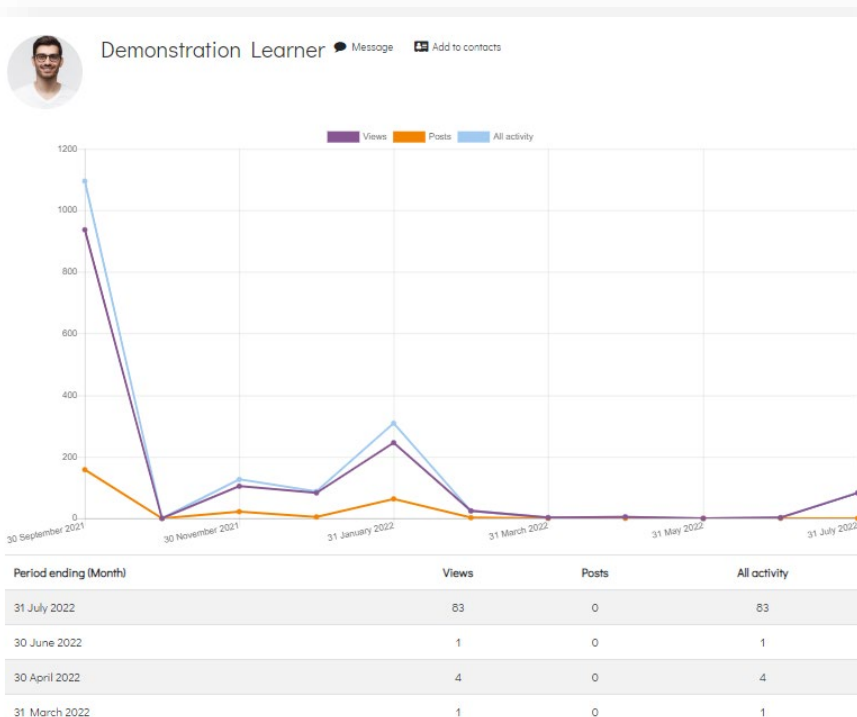


Demonstration Learner Message Add to contacts

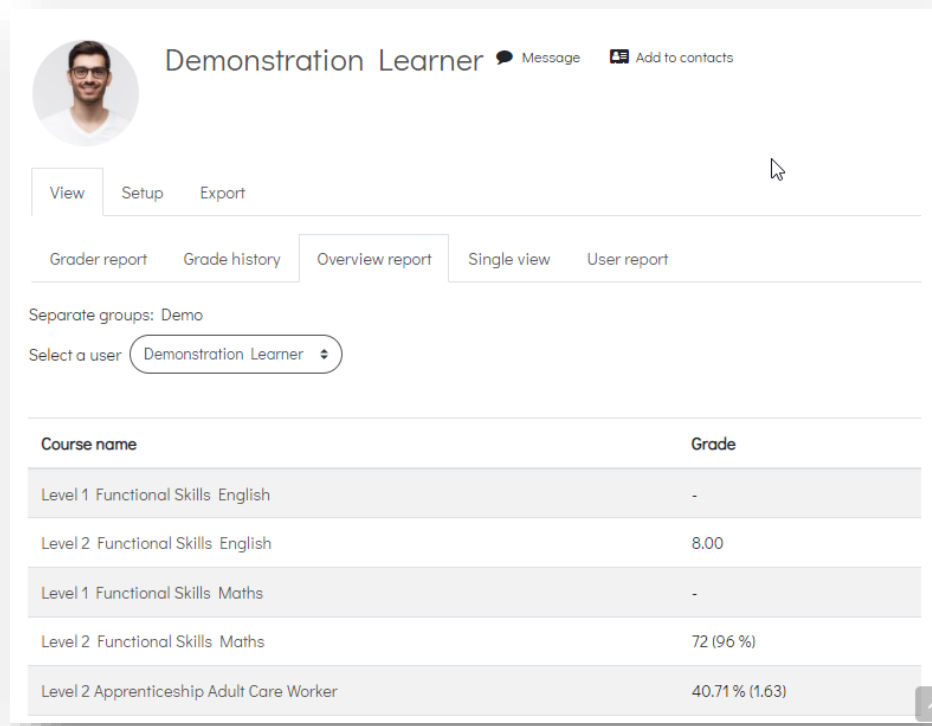
Contents

1. Positive and negative numbers
 - File: Positive and negative numbers - Pre-session workbook
5 views - most recently Friday, 5 August 2022, 11:44 AM
 - Label: Positive and negative numbers presentation ...
Never seen
 - File: Positive and negative numbers - Session presentation
Never seen
 - Quiz: Positive and negative numbers - Knowledge check
Grade: 10 (100 %)
Attempt 1: 10.67/12.00 - Thursday, 23 September 2021, 5:49 PM
Attempt 2: 11.00/12.00 - Wednesday, 19 January 2022, 4:31 PM
Attempt 3: 12.00/12.00 - Tuesday, 25 January 2022, 3:19 PM
Attempt 4: 9.67/12.00 - Wednesday, 26 January 2022, 9:25 AM
 - File: Positive and negative numbers - Real-world problems
3 views - most recently Friday, 5 August 2022, 11:44 AM
 - Feedback: Have your say!
Not started

5. **Statistics** – This shows you a graph of the activity by the learner. Beneath the graph is a list of dates with interactions below.



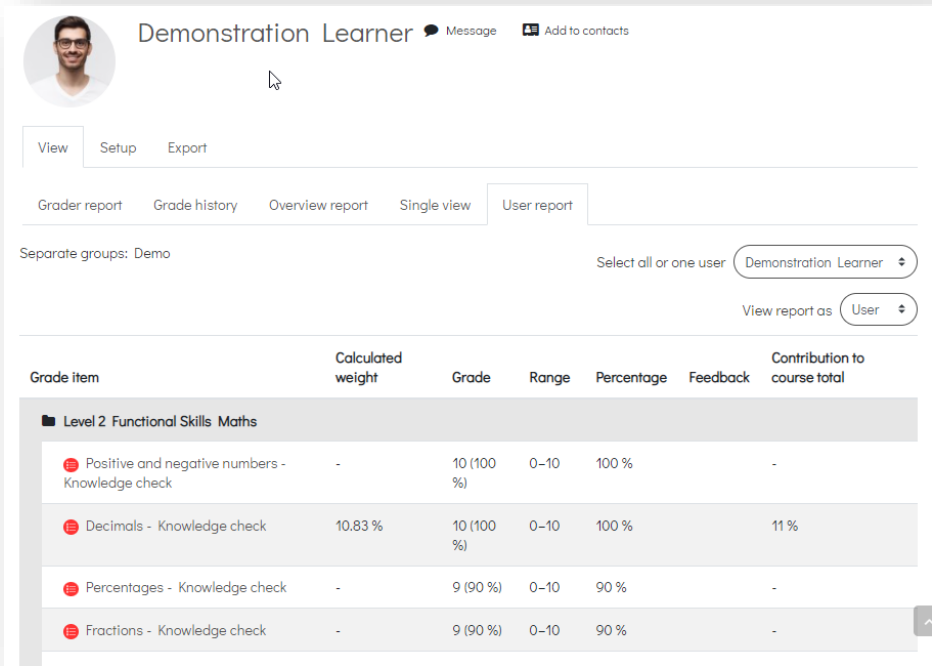
6. **Grades overview** – Provides a list of all courses and the grades achieved.



The screenshot shows the 'Grades overview' page for a user named 'Demonstration Learner'. At the top, there is a profile picture, the name 'Demonstration Learner', and links for 'Message' and 'Add to contacts'. Below this are tabs for 'View', 'Setup', and 'Export'. Underneath, there are more tabs: 'Grader report', 'Grade history', 'Overview report' (which is selected), 'Single view', and 'User report'. A dropdown menu shows 'Separate groups: Demo' and 'Select a user' with 'Demonstration Learner' selected. The main content is a table with two columns: 'Course name' and 'Grade'.

Course name	Grade
Level 1 Functional Skills English	-
Level 2 Functional Skills English	8.00
Level 1 Functional Skills Maths	-
Level 2 Functional Skills Maths	72 (96 %)
Level 2 Apprenticeship Adult Care Worker	40.71 % (1.63)

You can click on any course title to get a breakdown of how the score is calculated.



The screenshot shows the 'User report' page for 'Level 2 Functional Skills Maths'. At the top, there is a profile picture, the name 'Demonstration Learner', and links for 'Message' and 'Add to contacts'. Below this are tabs for 'View', 'Setup', and 'Export'. Underneath, there are more tabs: 'Grader report', 'Grade history', 'Overview report', 'Single view', and 'User report' (which is selected). A dropdown menu shows 'Separate groups: Demo' and 'Select all or one user' with 'Demonstration Learner' selected. Another dropdown shows 'View report as' with 'User' selected. The main content is a table with columns: 'Grade item', 'Calculated weight', 'Grade', 'Range', 'Percentage', 'Feedback', and 'Contribution to course total'.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Level 2 Functional Skills Maths						
Positive and negative numbers - Knowledge check	-	10 (100 %)	0-10	100 %	-	-
Decimals - Knowledge check	10.83 %	10 (100 %)	0-10	100 %	-	11 %
Percentages - Knowledge check	-	9 (90 %)	0-10	90 %	-	-
Fractions - Knowledge check	-	9 (90 %)	0-10	90 %	-	-