

Aspiration Training Digital Learning Hub

User Guide for Teaching Staff

Emailing learners who are not engaging with their learning



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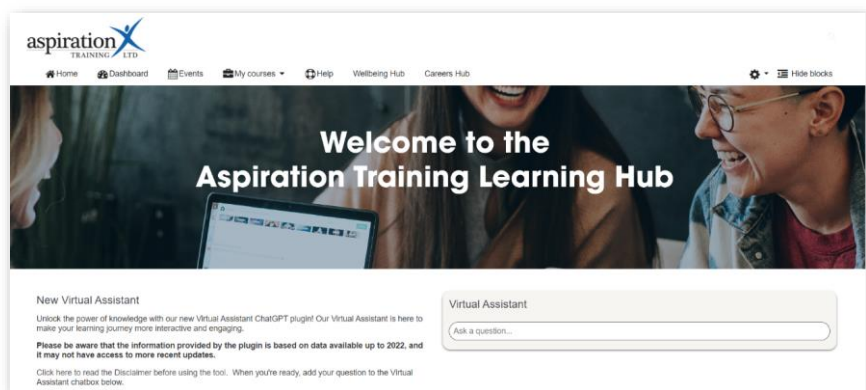
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An overview of our Digital Learning Hub



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 login 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.



Learner engagement is paramount to their success, including engaging with their learning in Learning Hub.

Learning Hub has the facility to filter down a list of learners to show all those who have not engaged in their learning and send them messages of encouragement or queries to ensure they are not having any issues accessing their course.

This guide provides you with step-by-step instructions on how to contact learners who are not engaging.

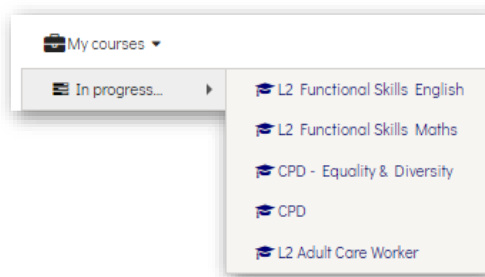
Access your course site

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 left, you can access helpful guides.



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

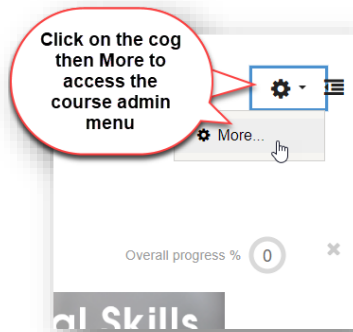
From **My Courses** in the menu bar, you can jump from course site to course site for all courses you have been given access to.



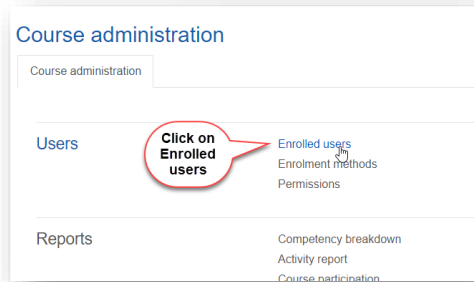
Navigate to participants

Access the course administration menu by clicking on the cog in the top-right of the page.

Select **More** from the drop-down menu.

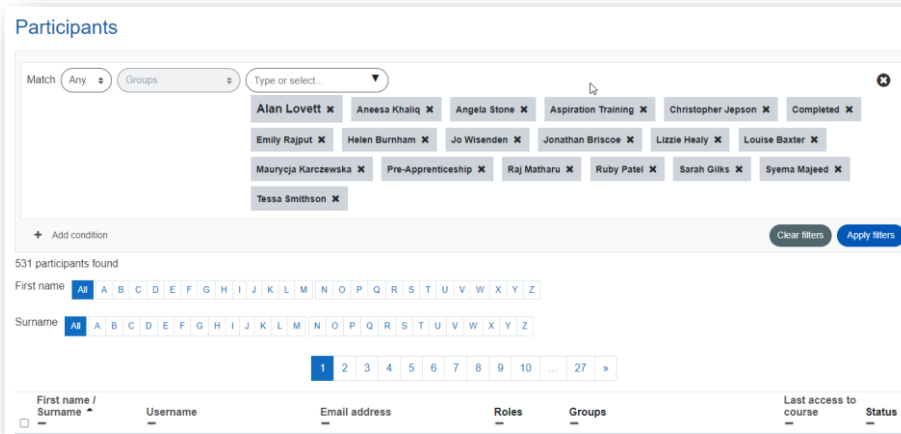


From the course administration menu, click on **Enrolled users**.



You will now see a list of the learners enrolled in the groups you are attached to.

Commented [A1]: It may be me but for this you need to click on the users tab and then find enrolled users. It isn't in the course administration tab.



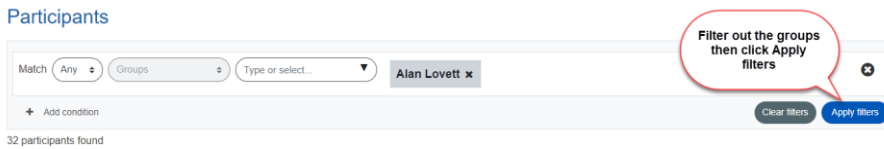
Filter for learners who have not engaged in a period of time.

There are various filters you can use to target specific learners. To filter for inactive learners, we need to filter the following:-

- By group
- By role (to show only learners)
- By inactive period.

Filter by group

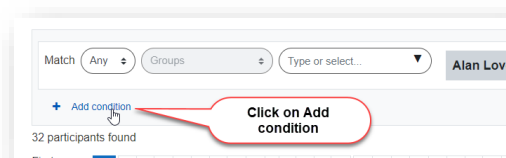
To filter by group, click on the group names you wish to exclude. You should exclude the "Aspiration Training" group as this is all learners of Aspiration Training. In the example below, we have removed all learners except those attached to one team member, and you can see that this has filtered the list to 32 users.



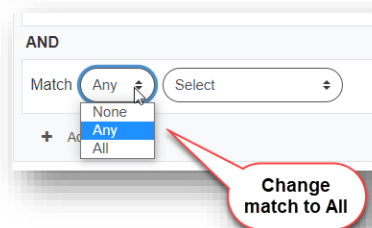
Filter by role

We now need to remove any users who are not learners.

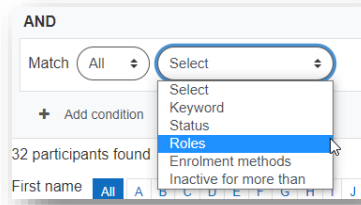
Click on **Add condition**



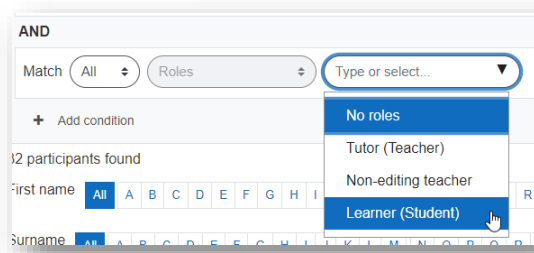
Because we want to filter the list to learners with a specific coach AND learners who are learners, change the Match field to All.



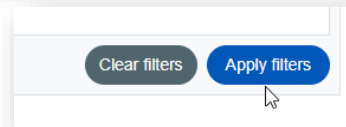
Select Roles from the Select drop-down list.



Select Learner (Student) from the list of roles.

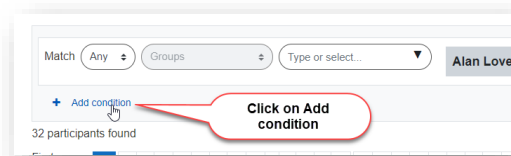


Click **Apply filters**.

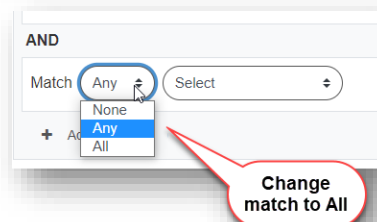


Filter by inactive period

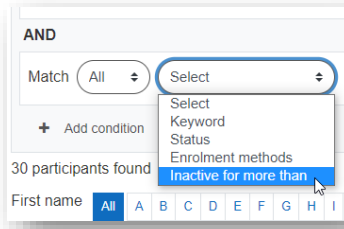
Click on **Add condition**



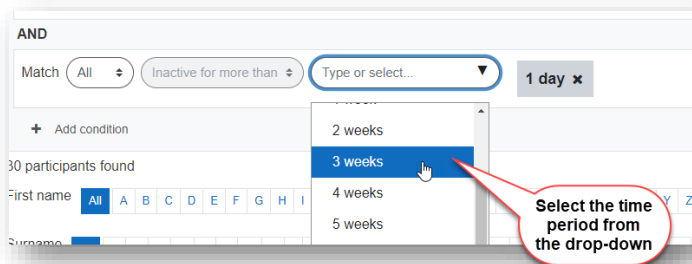
Change the Match field to All.



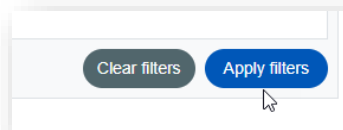
Select **Inactive for more than** from the drop-down.



Select the time period from the drop-down list.

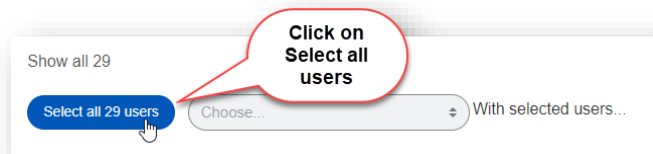


Click **Apply filters**.

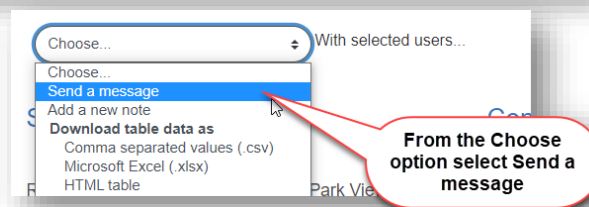


Message all users

Scroll down to the bottom of the page and click **Select all xx users**.

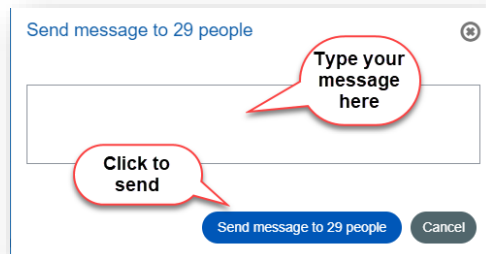


From the **Choose** drop-down, select **Send a message**.





A pop-up window will now appear. Enter your message in the box, then click **Send message to xx people** to send the message.



Here's a good example of an email you may choose to cut and paste to encourage learner participation:-

Dear learner,

We notice you haven't visited the Learning Hub or completed any online learning for some time. In order to progress, it is important that you log in and complete some self-study on a regular basis. Please log in and access your learning materials to help you achieve.

The link to the Learning Hub is <https://learning.aspirationtraining.com/>

Your **username** is your email address (all lower-case).

If you have not previously logged in, your password will be changeme. If you have forgotten your password, you can click the link on the login page to request a new one.

Remember that your time spent on completing the activities in your apprenticeship course site count towards your Off the Job training (when completed within your normal working hours). Links to Smart Assessor are provided within your course site to help you to stay on target.