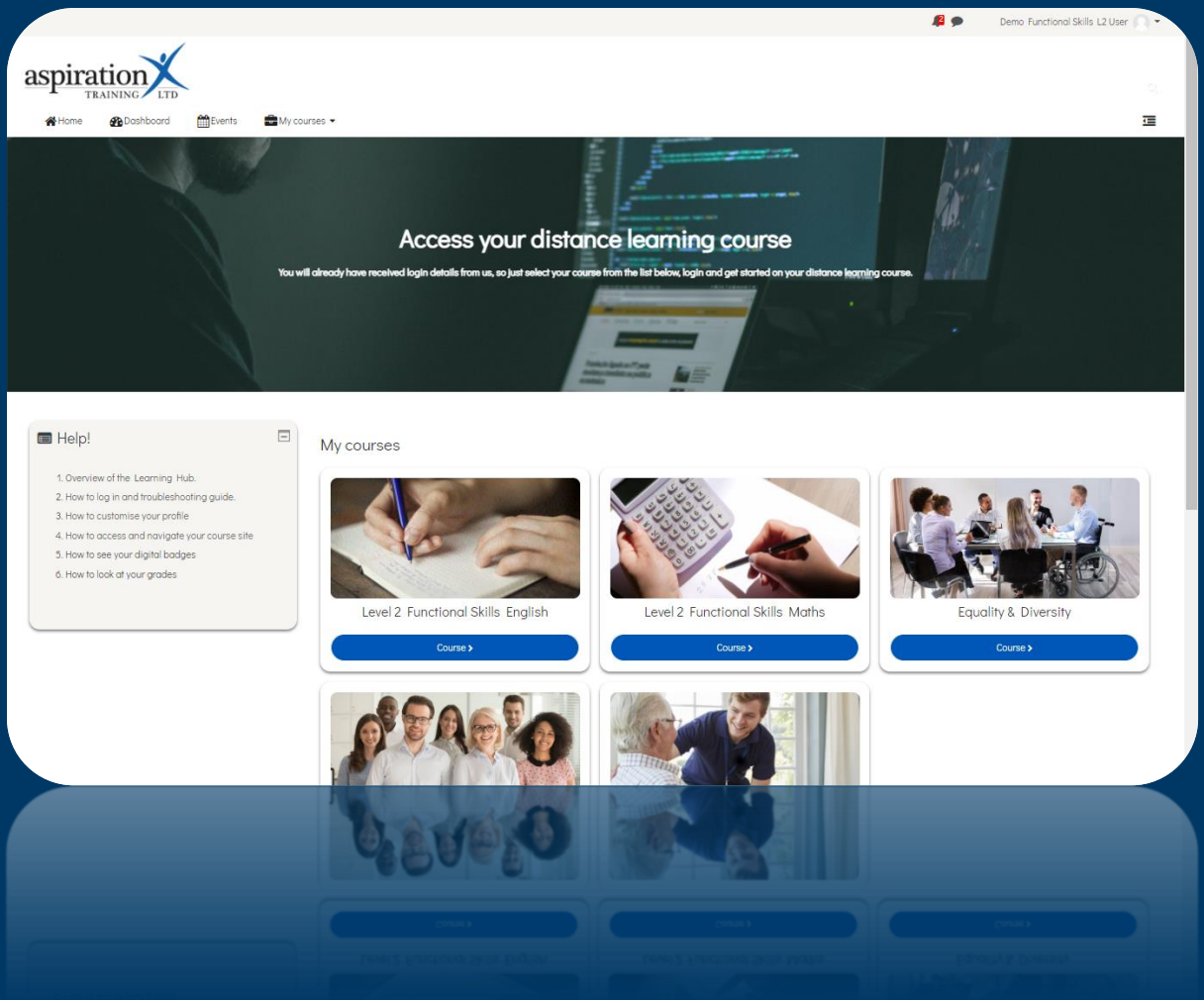
Aspiration Training Digital Learning Hub

User Guide for Teaching Staff

Personal Development Tracking



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aspiration TRAINING LTD

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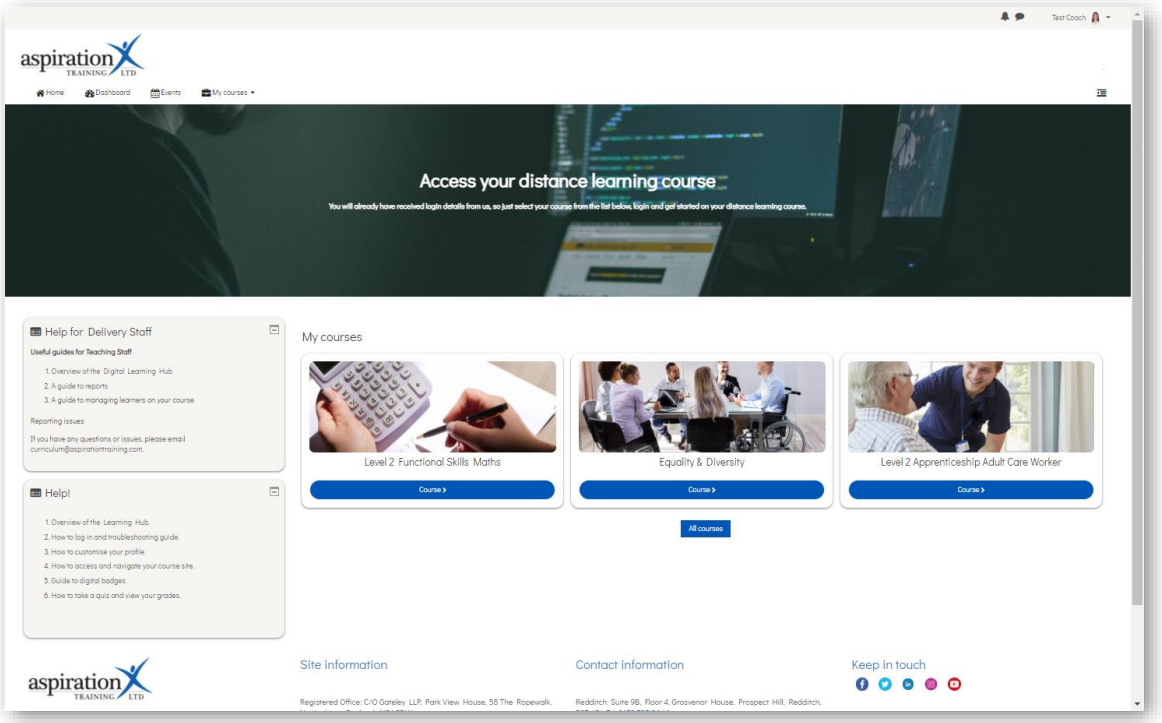
Contents

An overview of our Digital Learning Hub 4
Personal Development Tool 5
View Learner Progress 6
What your learners see 7
Overview of completion of all mandatory training modules in the Gradebook 8
Export to Excel 8

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.

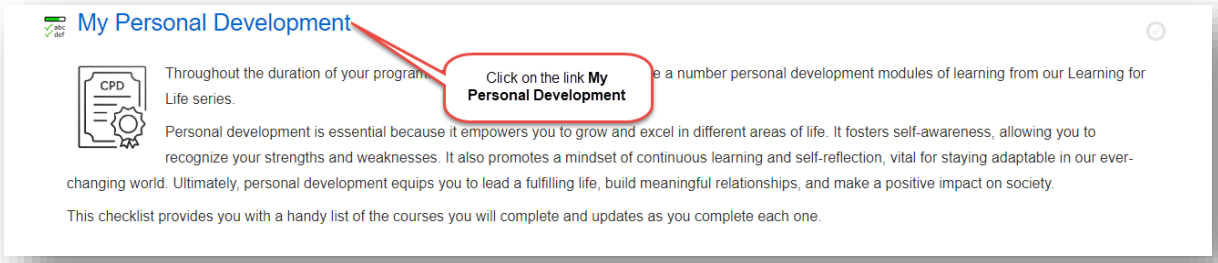
A full suite of guides is available to you from the Learning Hub once you have logged in.

Personal Development Tool

The Personal Development tool allows you and learners to track the completion of any mandated personal development courses from the Learning for Life series.

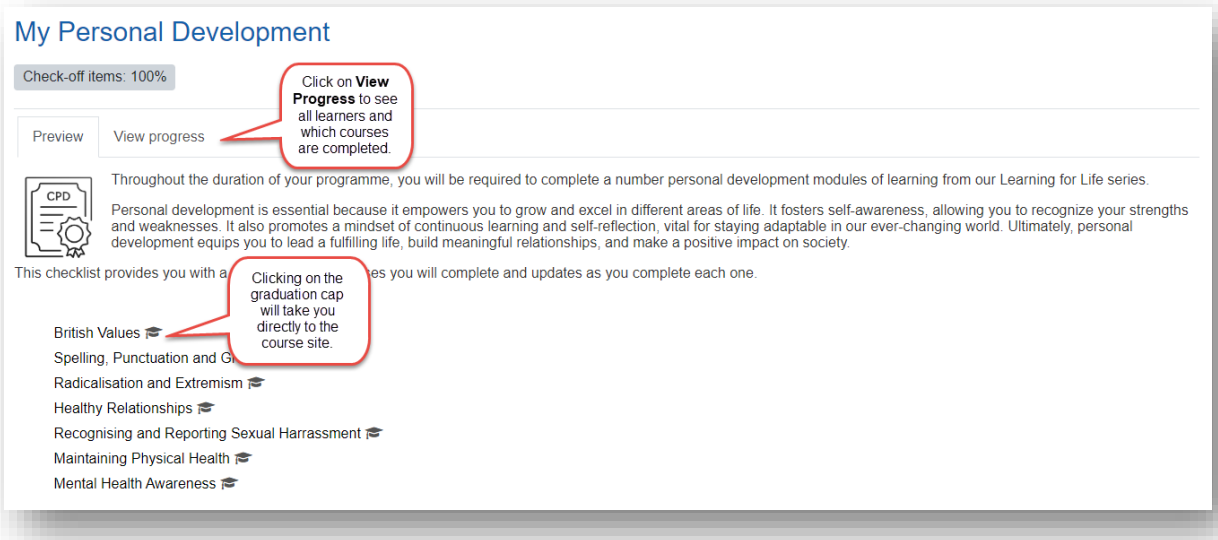
As a course tutor, you can see which mandated modules have been completed.

To access the tool, navigate to your apprenticeship course site. On the page, you should now see:-



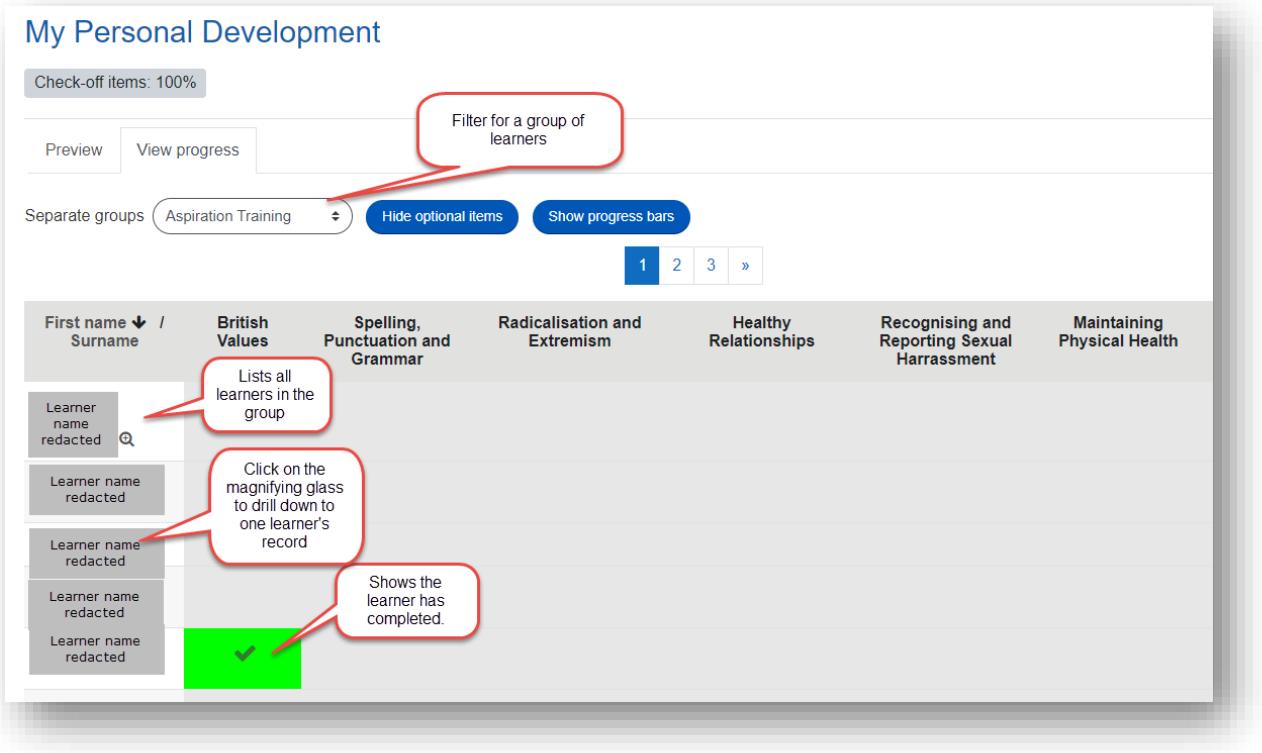
Click on the link **My Personal Development.**

You should now see:-



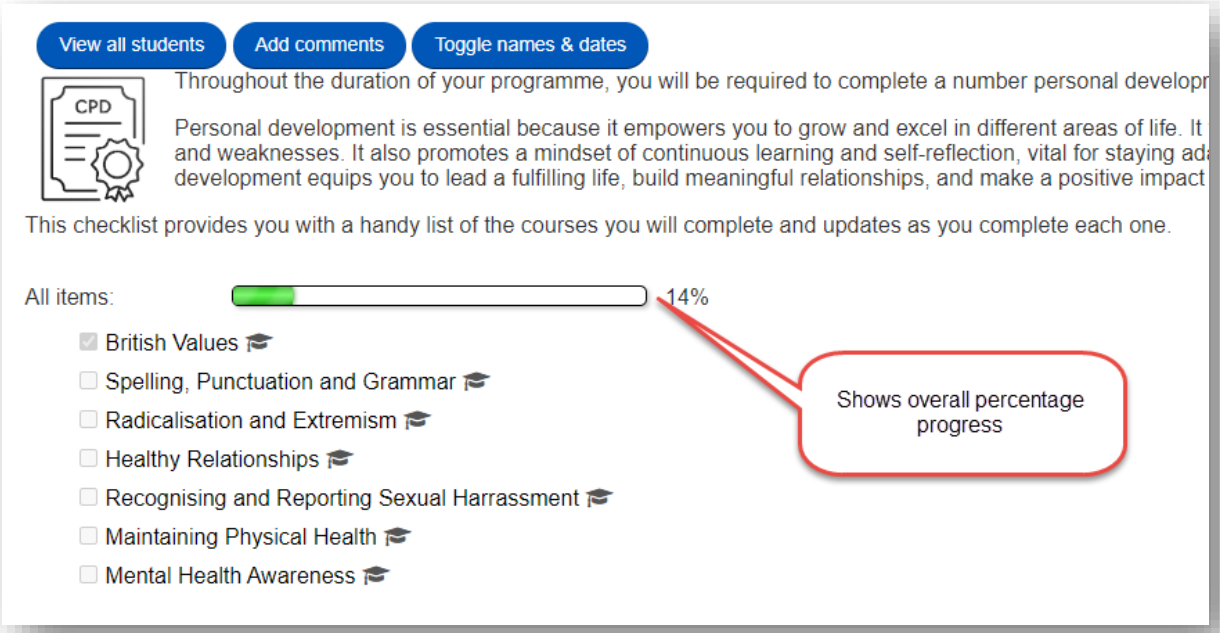
View Learner Progress

Click on the **View Progress** tab, and you should now see:-



You can now filter for your group by using the group option at the top of the page.

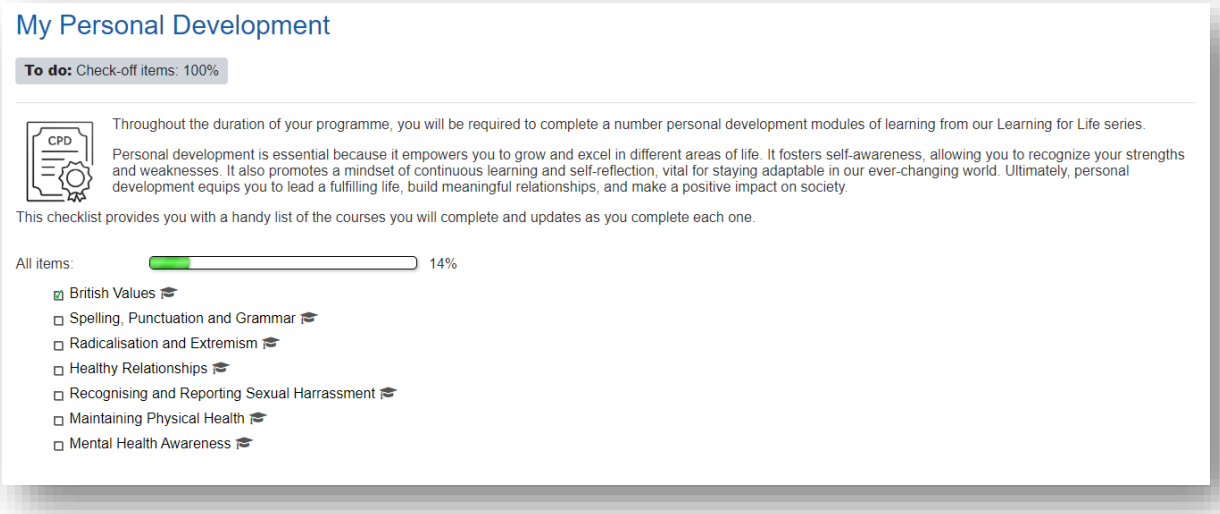
You can drill down to view just one learner by clicking the magnifying glass icon. This shows you a list of the modules with a tick against each one the learner has completed:-



PLEASE NOTE – it takes at least one minute from a learner completing a course to the results feeding into the tool. If a learner has completed and passed a module and it does not show up, please wait one minute and then refresh. If it still does not show up, please get in touch with curriculum@aspirationtraining.com.

What your learners see

Learners can access the tool from the course site, and it will present them with a list of their mandated courses and completion status:-

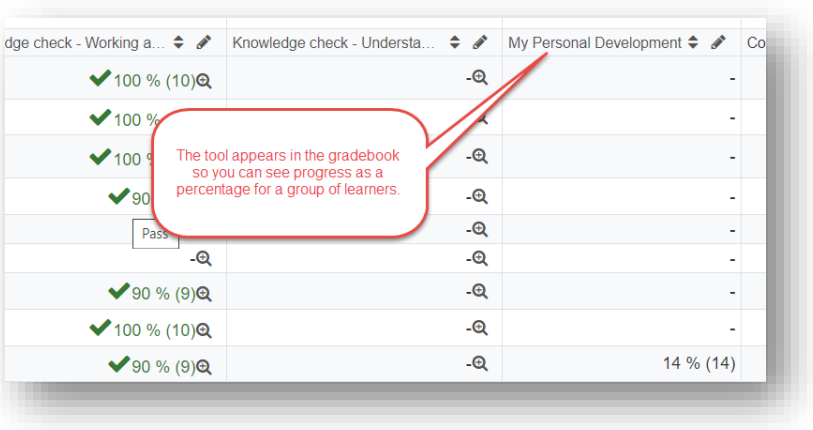


Learners **cannot** tick off items. They must click on the graduation cap, use the self-enrolment key to enrol on the course and complete the learning module before the item will be completed. If a learner completed the course prior to the release of this new tool, it will still show as completed on the report.

Remember, the results take one minute from completion to feed through to the report.

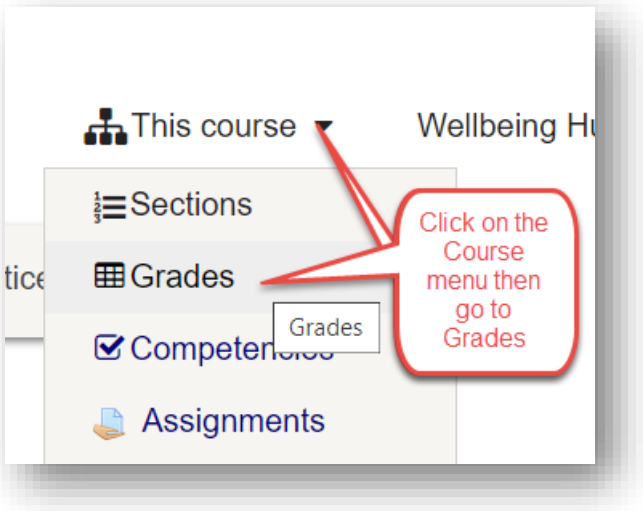
Overview of completion of all mandatory training modules in the Gradebook

The Personal Development tool also shows up in the gradebook so you can see progress.

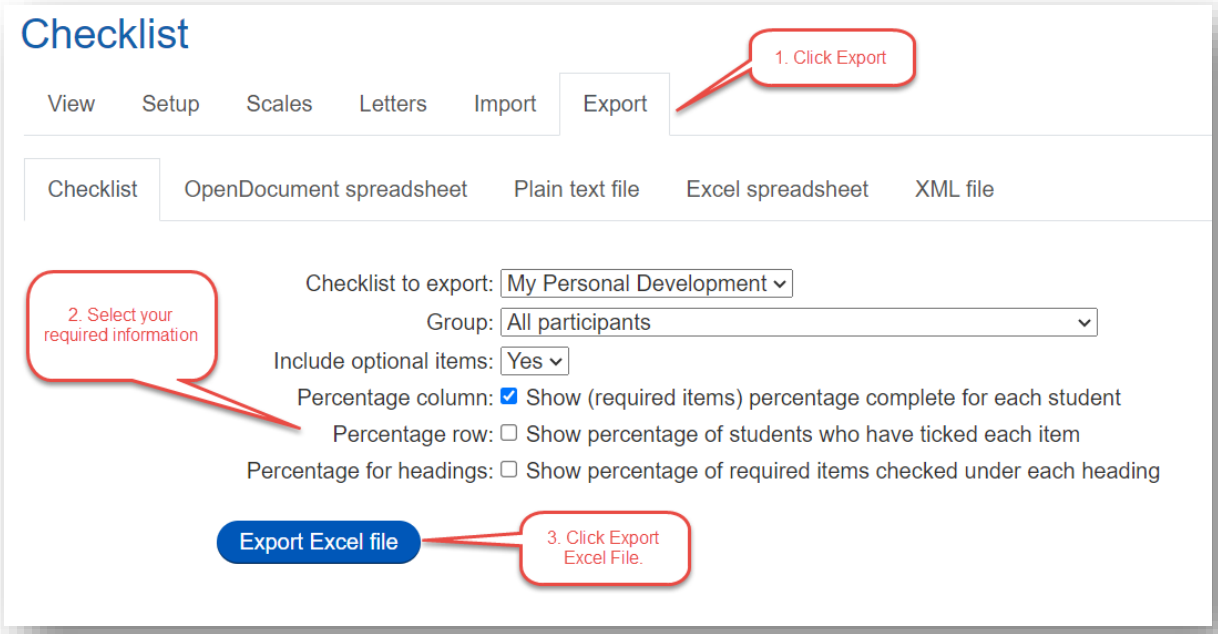


Export to Excel

To export the checklist to Excel, go to the Gradebook. Click on the Course link in the menu and select Grades from the dropdown.



Click on the Export Tab. You will then see the options for exporting the checklist. You can filter the export by group and show the percentage complete for each learner and each item. Make your selections, then click the Export Excel file button.


Checklist
1. Click Export
View
Setup
Scales
Letters
Import
Export
Checklist
OpenDocument spreadsheet
Plain text file
Excel spreadsheet
XML file
2. Select your required information
Checklist to export: My Personal Development
Group: All participants
Include optional items: Yes
Percentage column: Show (required items) percentage complete for each student
Percentage row: Show percentage of students who have ticked each item
Percentage for headings: Show percentage of required items checked under each heading
Export Excel file
3. Click Export Excel File.