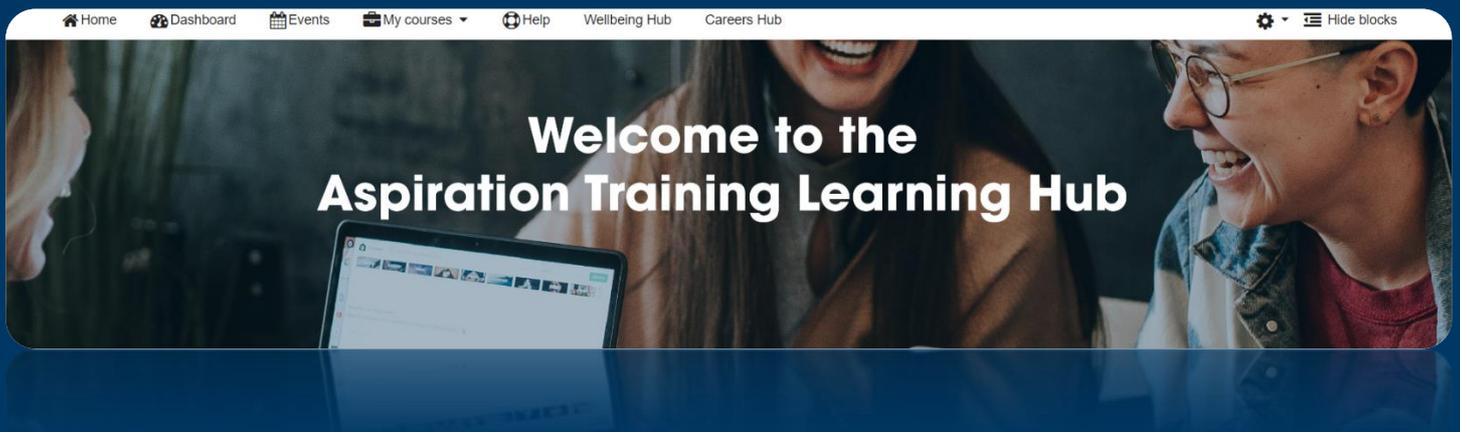


# Aspiration Training Digital Learning Hub

## User Guide for Learners

### How to use the Digital Skills Scan



V. 2 2023



**Copyright Notice**

**@ 2024 Aspiration Training Ltd**

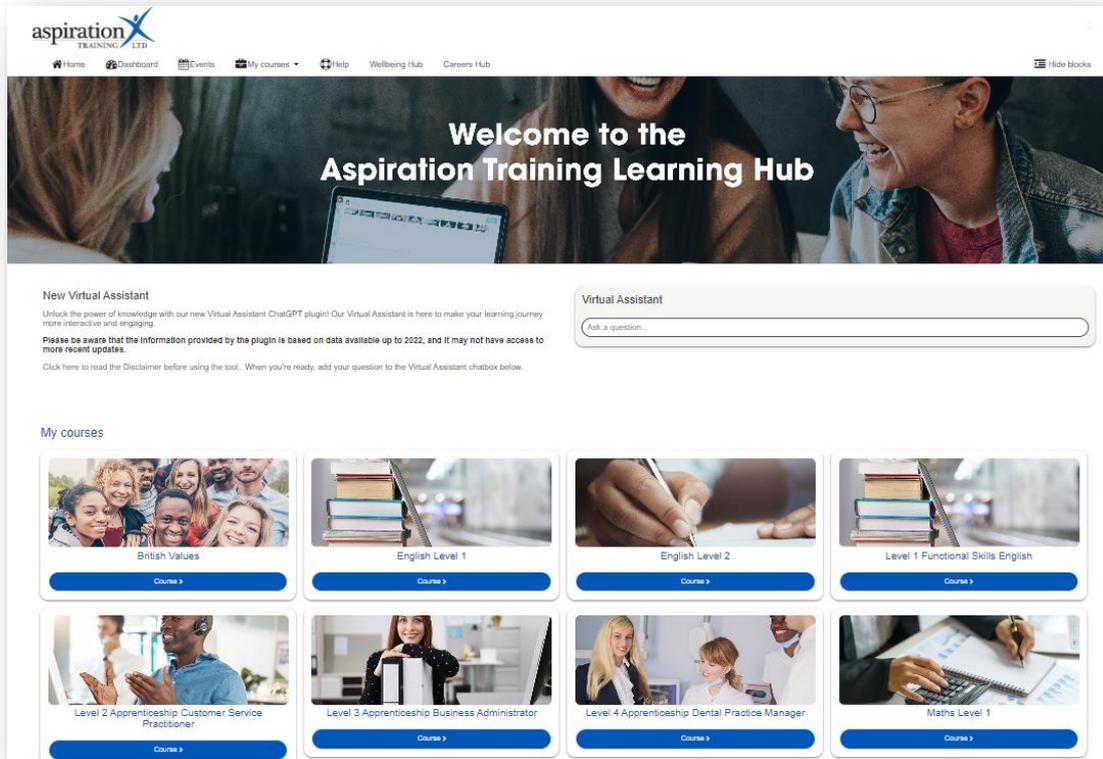
**All rights reserved. No part of this publication may be reproduced, distributed, or transmitted in any form or by any means, including photocopying, recording, or other electronic or mechanical methods, without the publisher's prior written permission.**

## Contents

An overview of our Digital Learning Hub..... 4

How to use the Digital Skills Scan ..... 4

## An overview of our Digital Learning Hub



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

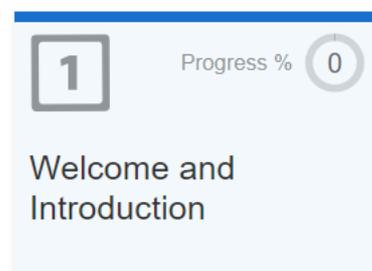
Aspiration Training's Digital Learning Hub can be found here:-

<https://learning.aspirationtraining.com>

## How to use the Digital Skills Scan

### 1. Access the Quiz:

- Log into your The Learning Hub account using your username and password.
- Click on your course page.
- Navigate to the "Induction" tab, which is typically the first tab on your course page.



- Locate the "Digital Skills Builder" quiz and click on it.



## Digital Skills Builder

Digital skills are essential today as they empower you to navigate and thrive in a technology-driven environment. From improving employability to enabling effective communication and access to information, strong digital skills open up opportunities for personal and professional growth, making them crucial for success in almost any field.

This exercise assesses your confidence level in completing tasks using technology and provides you with access to resources to help you develop your skills. Answer the questions to the best of your ability. If you don't understand a question, answer "No".

### 2. Begin the Quiz:

- Click the "Attempt quiz" button, which is usually located at the bottom of the page. This will begin the quiz and present you with the first question.

## Digital Skills Builder

✓ Done: View

To do: Make attempts: 1

Digital skills are essential today as they empower you to navigate and thrive in a technology-driven environment. From improving employability to enabling effective communication and access to information, strong digital skills open up opportunities for personal and professional growth, making them crucial for success in almost any field.

This exercise assesses your confidence level in completing tasks using technology and provides you with access to resources to help you develop your skills. Answer the questions to the best of your ability. If you don't understand a question, answer "No".

Attempt quiz

### 3. Answer Questions:

- Each question will present a statement related to a digital skill. Read the question carefully and consider your level of competency.
- Choose either "True" or "False" to indicate whether you believe the statement is accurate or not.

Information  
Flag question

## Using devices and connecting to the internet

Being able to use devices and connect to the internet is important because it helps us access a wealth of information, communicate easily, work efficiently, and learn new things. It also lets us stay connected with others and know what's happening around the world.

Answer the questions below to understand your skills in relation to this topic.



Question 1  
Not yet answered  
Marked out of 1  
Flag question

I can turn on a device and enter any account information as required.

Select one:

- True  
 False

Question 2  
Not yet answered  
Marked out of 1  
Flag question

I can use a mouse and keyboard on a computer, use a touch screen on a smart phone or tablet.

Select one:

- True  
 False

- If you are unsure of the answer, you may want to review the information you have learned about the topic before making a selection.
- Click the blue "Next page" button to ensure you complete all the questions.

Next page

#### 4. Submit the Quiz:

- Once you have answered all the questions, click the "Finish attempt" button. This will then take you to a page where you can review and check your answers before selecting "Submit all and Finish". This will submit your answers and generate your quiz results. If you need to revisit a question and edit it, select the "Return to attempt" button.

Finish attempt ...

Submit all and finish

#### 5. Review Results:

- Your quiz results will be displayed on the screen. The results will show you which questions you answered correctly and incorrectly.
- If you answered "False" for any question, you will see a link to a relevant course that can help you develop the necessary skills in that area.

Question 1  
Correct  
Mark 1 out of 1  
Flag question

I can turn on a device and enter any account information as required.

Select one:

- True ✓  
 False

The correct answer is 'True'.

Question 2  
Incorrect  
Mark 0 out of 1  
Flag question

I can use a mouse and keyboard on a computer, use a touch screen on a smart phone or tablet.

Select one:

- True  
 False ✗

Find this topic tough? The Learning for Life course **Basic Device Operation and Connectivity** will enhance your device usage skills. Click on the course name within the quotation marks to get started. Be sure to revisit the Skills Scan once you complete the Learning for Life course to inform that you are now confident in this skill.

The correct answer is 'True'.

## 6. Access Additional Resources:

- Click on the link provided for any "False" answers to access the corresponding Digital Skills Learning for Life course.
- These courses will provide you with additional information and resources to help you improve your digital skills.
- Enter the key “Aspiration2023” to self enrol onto the corresponding Digital Skills Learning for Life course and select “Enrol me” to access the course content.

### Enrolment options

Basic Device Operation and Connectivity 🔍



Are you new to using digital devices like computers, smartphones, or tablets? This course is designed to help you navigate the basics of device operation and connectivity. Learn how to effortlessly turn on your device, utilise device controls such as mouse and keyboard for computers or touch screens for smartphones and tablets, and efficiently navigate the home screen. Additionally, discover how to connect to Wi-Fi networks, enabling seamless access to the vast resources available on the internet.

#### Learning for Life

Enrolment key

\*\*\*\*\*

Enrol me