



Essential Training Solutions

Student Guide

Your guide to the Learning Management System

By Essential Training Solutions

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Introduction

The objective of this Student Guide is to provide you with simple, clear, step-by-step instructions to assist you in performing the most commonly used features available to you within your online learning environment. With the assistance of this guide, you will find that the online learning environment is simple and intuitive to use.

We recommend you read this Student Guide before you begin. You may find it helpful to login to the system and look at the screens as they are described here.

Please note, this is a generic student guide and not all of the features may be available to you. For example, if you are a Question Bank user only, you will not have access to a tutorial. However, the vast majority of the functionality described in this guide is available to all users.

As a part of your package we offer e-tutor support. We want you to get the most from your online learning experience and so please do not hesitate to contact us at:

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We always welcome feedback and so if there is a function that you feel is missing from this Student Guide please let us know!

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General Structure

The online learning management system has a very simple structure:

The system is accessed from the ETS 'Log In' page. The Log In page shows a welcome message from ETS, presents the site news and, if you wish, you can list all courses available on the site.

You will find the 'Log In' button at the top right of this page.

Once you have logged in, the Home Page will be displayed. The Home Page will display the ETS welcome message and will list all ETS courses. You can return to the Home Page at any time by clicking the 'Home' link or clicking the 'Home' icon (white house on black banner inside the Tutorial).

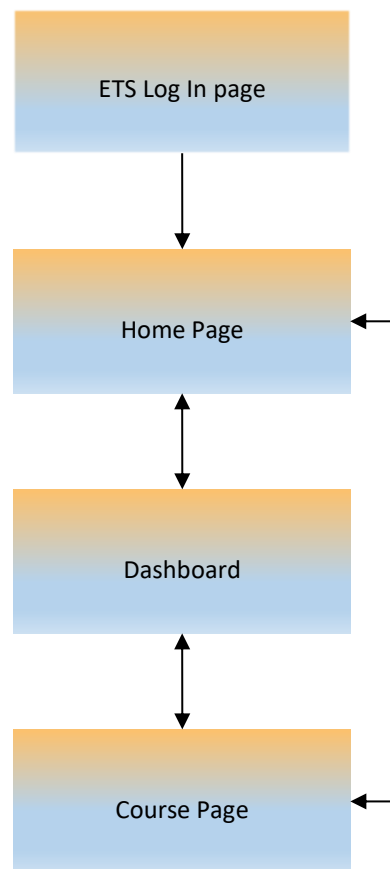
From the Home Page you can move to your **Dashboard**. Your Dashboard lists the courses to which you are enrolled. As well as listing your courses, you can add and display private files and add events to your calendar.

To access a course, simply click on its title. You can return to your Dashboard at any point by clicking the 'Dashboard' link at the top of the page under our logo. When you select a course from the Home Page or from your Dashboard, the Course Page for the selected course is displayed. From here you have access to all features of the course such as tutorials and assessments.

The Home Page, Dashboard and Course Pages all have a Navigation block to the right. As the title suggests, the Navigation block is there to help you navigate around the system. Other blocks will be displayed depending on where you are in the system.

In any block, the active option (the one you are using) will be shown in **bold**. If there is a solid triangle pointing right, the option can be expanded to display further options. To expand it, just click the right-pointing triangle. If the solid triangle is pointing down, then all associated options already displayed. To retract the options, click on the down-pointing triangle.

We will look at the key options you have available to you in detail later in this help document, but keeping this structure in mind, and being aware that you can expand and contract the options showing in the blocks may be all you need to know to successfully use the system!



Logging In

To login:

1. Go to the ETS Learning Management System - <https://secure.webcampus.co.uk/ets/>
2. Click 'Log In' (top right of the screen).
3. Type your Username.
4. Type your Password.
5. Click the 'Log in' button.
 - a. *The first time you log in you will be prompted to change your password. Simply type in your current password in the first box, what you want your new password to be, your new password (again) and then click 'Save changes'.*
 - b. *Your password change will be confirmed. Click 'Continue'.*
6. You will now see the ETS Learning Management 'Home' screen.

Logging Out

To log out:

1. Hover your cursor over your name in the top right hand of your screen
2. Click the bottom option on the list 'Log Out'

Your Password

Your password must:

- Be a minimum of 8 characters long.
- Be a mixture of upper and lowercase characters.
- Contain at least one number
- Contain at least one non-alphanumeric character (e.g. ! ? £).

Please do not divulge your password to anyone.

If you do forget your password it can be requested automatically from the ETS Log In page using the **'Forgotten your Username or Password'** link. Alternatively you can contact us by email or phone to have it reset.

Changing Your Password

You can change your password at any time. To do this:

1. Hover over your name at the top right of the screen
2. Click 'Preferences'.
3. Under 'User Account' click 'Change Password'.
4. Enter your current password
5. Enter your new password in the following two boxes
6. Click 'Save changes'.

You will receive a message of confirmation. Click 'Continue' as prompted.

Accessing a Course

A full list of available courses are displayed on the ETS Learning Management System 'Home Page'.

You will find the courses that you are enrolled on by clicking either 'Dashboard' or hovering your cursor over 'My Courses' – both found in at the top left of your screen.

To access a course, simply just click on it. The selected 'Course Page' will then be displayed.

Navigating a Course

The 'Course Page' lists the course content, instructions for the completion of the course and is the page from which all course activities are accessed. Scroll down the Course Page to view its content.

When you scroll down you will see your Course Page divides the course into sections or topics. The course title and a brief introduction are displayed at the top, followed by numbered sections. Typically these sections contain tutorials, assessments/quizzes, course information and tutor information.

Once you have selected your course, its name will be displayed in bold on the right hand side of your screen underneath 'Site Pages' and 'My Courses' in the 'Navigation' block. You can expand/contract the topics listed under 'My Courses' by clicking on the right/down arrows as explained earlier.

Any course activity can be selected from the 'Navigation' block on the right hand side of your screen by clicking it. This can be quicker than scrolling up and down the 'Course Page'.

The 'Navigation' block is useful for moving quickly from one part of the system to another. However when taking some activities, such as a quiz or assessment, the 'Navigation' block disappears. To maintain your orientation, keep an eye on the navigational line of text underneath our logo towards the top of your screen. For example, a student on a VTCT course (abbreviated to AC30407) who is working on the skeletal system and taking the joints self-assessment would see this:

 > **My Courses** > **AC30407** > **4. Skeletal System** > **Joints SA**

In general terms this is:

 > **MY COURSES** > **COURSE NAME** > **TOPIC** > **ACTIVITY**

Tip: Clicking on the COURSE NAME in this navigational line will take you back to the 'Course Page'.

Taking a Tutorial

Most online products include a tutorial. The tutorials provide you with the information you need to know to pass the assessments/quizzes.

To access a tutorial:

1. On the Course Page, scroll down to the section entitled Tutorial(s) or click Tutorial(s) within the 'My Courses' option in the 'Navigation' Block.
2. Click on the tutorial you wish to take.
3. The title of the tutorial shows along with a short narrative.
4. Click 'Enter'.
5. If you have already been into the tutorial, you will be asked if you wish to re-enter at the point that you left off. If so, click 'OK'. If you wish to start at the beginning, click 'Cancel'.

The tutorials have an information page, accessed from its Main Menu. We recommended that you read the information page on your first visit. Please pay particular attention to the section that explains the rules for answer analysis for open questions presented within the tutorial.

Exiting from a Tutorial

To exit from a tutorial, click 'Exit Activity' just above the tutorial area to the right.

Alternatively, select an option from the 'Navigation' block, which will also exit you from the tutorial.

IMPORTANT NOTE: Please ensure you exit from the tutorial in one of the ways described above before you log out. Logging out with the tutorial open can result in error messages appearing within the tutorial.

The "Exit Yes/No" options built into the tutorials have no function in this environment.

Taking an Assessment

Most products contain assessments. Depending upon the course these may be termed self assessments (SA), essential knowledge evidence assessments (EKEs) or quizzes.

They all work in fundamentally the same way except some assessments may be limited to one attempt. This will always explained to you on the 'Course Page' and before you attempt the assessment.

Taking an assessment:

- On the 'Course Page', scroll down to the topic containing the assessment you wish to take, or find the assessment within the 'My Courses' option in the 'Navigation' block.
- Click on the assessment you wish to take.
- You will be told how many questions will be presented, if there is a limit and how many times the assessment can be attempted. Your previous attempts will also be displayed.
- Click the 'Attempt quiz now' button.
- The questions will be presented for you to answer.
- Once you have answered all the questions, or at any other earlier stage, you can review your progress by clicking the 'Finish attempt' button at the bottom of the assessment or at the bottom of the Quiz Navigation block.
- The 'Summary of attempt' chart in on the left of your screen will depict your progress.
- To continue with the assessment or to review your answers, click the 'Return to attempt' button.
- To finish the assessment click the 'Submit all and finish' button.

NB This will generate a warning message advising that you will not be able to change your answers if you continue. If you are not ready to submit the assessment, click the 'Cancel' button and then the 'Return to attempt' button to continue with the assessment.

Tips for navigating within an assessment:

- The 'Quiz Navigation' block on the right hand side of your screen displays how many questions there are and allows you to short-cut to a question by clicking on the appropriate question box.
- If you wish to highlight a question, you can click 'Flag question' under the question's number.
- Clicking 'Finish attempt' updates the 'Quiz Navigation' block. Each question has its own box to depict its status. Questions you have flagged will show a red tip on the top right corner of the box, questions unanswered show a white box, and questions you have answered show a grey box.

When you have finished an assessment:

- Your overall score will be shown along with your result for each question.
- The boxes in the Quiz Navigation block will show **green** for a correct answer, **yellow** for a partially correct answer and **red** for an incorrect answer.
- When you have finished reviewing your assessment, click 'Finish review' either at the bottom of the page or underneath the 'Quiz Navigation' block.
- A summary of all attempts of that assessment will be shown.
- You can review any previous attempt by clicking its 'Review' link.
- If allowed, you can select to 'Re-attempt quiz'. This starts a fresh attempt.
- Alternatively, leave the assessment using an option on the Navigation block or the navigational line.

Further System Navigation

Hover your cursor over your name at the top right hand corner of your screen to display numerous options:

Dashboard - Takes you to your Dashboard.

View Profile - Displays a screen with options relating to YOU.

User Details

Shows the information the system holds for your Country and City/town. It also has a 'Edit Profile' option.

Edit profile

This is used to edit your system profile. The areas marked with a red asterisk are mandatory and must therefore contain data. If you wish you can complete the Description area with information about yourself. To upload a picture, click 'User picture', drag/drop a picture to the files area (or use 'Add'). When you have completed editing your profile click 'Update profile'.

Privacy and Policies

A summary of our data retention policy

Course Details

Lists the courses to which you are enrolled. If you click on a course title, the course will open in the Navigation panel under 'My Courses'.

Miscellaneous

This 'Blog Entries' link allows you to view any blogs you have made and create a new site blog (see Add a New Entry, page 14). If you have selected a course under Course Details, the blogs that are displayed relate to the selected course. If a course is selected then any blog you make from here is to the selected course. You are not able to make 'Forum posts' or make 'Forum discussions' and so these options have no function for you.

Reports

'Browser sessions' allows you to view details of previous sessions.

Login Activity

The 'Last access to' areas shows when you last logged in.

Edit Profile – A quick link that directs you to the edit profile area as detailed on page 10.

Grades – Takes you to your gradebook where you can review your current progress through your course.

Preferences - Displays a screen offering you the chance to change some of the default settings within the system. There are only three options you may need to use here:

Edit profile

As described on page 10, use this option to edit your system profile.

Change Password

As described in page 5, use this option to change your password.

Notification Preferences

Use the 'disable notifications' tick box to stop receiving emails from the LMS.

Calendar – Takes you to the calendar where you can add and view events. More detail on page 13.

The Blocks

The blocks present the options available to you from the point you are at in the system. You will soon get used to what is available to you from where but, don't worry, you don't have to remember - you just have to look!

Remember that if an option within a block has a solid triangle pointing right, that option can be expanded to offer further options. To expand it, just click the right-pointing triangle. If the solid triangle is pointing down, then all associated options are already displayed. To contract the options, click on the down-pointing triangle. In all cases, if you want to select an option just click on it.

You can also hide all the options within the blocks. If you look to the right of the block's header you will see a '-'. If you hover the mouse over this, it says 'Hide Navigation Block'. This will hide all the options within the block. When hidden, the '-' becomes a '+' and this is used to 'Show Navigation block'.

If you want to remove the block from that area of the screen altogether there is a 'Dock Navigation Block' function. This shows as a '<' to the right of the '-/+ ' Hide/Show icon. Docking a block will move it from its current location and position it as a vertical tab to the left of the screen. Hover over this tab and all the block's options will be available to you. When the tab is expanded to show its options, there is an 'Undock block' option. This shows as '>'. This will put the block back to its initial location.

Docking a panel increases the width of the display screen. Depending upon the screen resolution you are working at this may affect how some activities, particularly a tutorial, fit into the visible area of your screen without the need for scrolling.

Navigation Block (All Main Pages)

Home - Takes you to the Home Page.

Dashboard - Takes you to your Dashboard.

Site Pages - Displays site-related options:-

Site Blogs

Blogging is a fast, easy and friendly way of communicating with the other students on your course. The Site Blogs option displays all blogs from the whole site.

To add a new blog, click 'Add new entry' and enter the title and the text for the blog. If you want to upload a file with your blog, drag the file and drop it in the Attachment area. When you have finished, click the 'Save changes' button.

Calendar

The calendar shows site events that have been added by the site administrator and course events that have been added by your tutor.

The Events Key will enable you to identify if they are global events (for the whole site), course events (for all candidates on this course), group events (only if groups are set up within a course) or a user event (personal to you). You can hide/show events by clicking on the event type in the events key.

You can add your own events which cannot be seen by anyone else. To add an event from the calendar:

1. Click the 'New Event' button.
2. Type in the title of the event and the description.
3. Enter the duration and whether you want the event to be repeated.
4. Click 'Save changes'.

Clicking on an event shown in a pastel colour will reveal its details. If the event is personal, you can delete it (by clicking the red cross) or edit it (by clicking the pencil icon).

Site News

Site News displays site-specific messages. When we need to bring something to the attention of all site users the post will be made here. To view a news item in detail, click on its title.

My courses - Displays the list of courses to which you are enrolled. When expanded, the course codes will be displayed in the Navigation block. Clicking on a course will open its Course Page. Once a course has been accessed, the selected course will appear in bold under 'My Courses' in the Navigation block.

Main Menu Block (Home Page Only)

Site news - Displays all posts that are relevant to the whole site. To read a post simply click on its link. Site news posts are made to draw attention to any scheduled downtime or system upgrades. Site news is also available from the Navigation Block/Site Pages.

Private Files Block (Dashboard Only)

This function allows you to upload files to your Dashboard. This is a useful feature if you work in various locations and want to have course-related files readily available, in one place.

When you click 'Manage private files' you have 3 icons at the top to allow you to add a file, create a folder and download all. To add a file, you can drag/drop it to the files area or use the 'Add' icon to browse for the file using the File Picker. Remember to save your changes using the 'Save changes' button.

You can make directories to organize your files using the 'Create folder' icon. To delete or download a file click on it and options will appear.

Calendar Block (Dashboard Only)

The Calendar Block on the Dashboard allows you to access the Calendar. The Calendar's functionality is described on page 13.

Upcoming Events Block (Dashboard and Course Page)

The Upcoming Events block shows entries in the system calendar. Site (global) events and your own (user) entries will appear in this block irrespective of the course whereas the appearance of course specific events is determined by which course you have accessed.

Clicking on any of the events listed will take you to the calendar where more detail about the event is presented. You can access the calendar using the 'Go to calendar link'. To add a user event, click 'New event'. The calendar is covered in more detail on pages 13.

Latest Announcements Block (Course Page Only)

All courses have a news forum to which your tutor will post course-related announcements. These posts will be listed in the Latest Announcements block. To view the post in detail, click on its title. You will also receive the announcement by email at the time that the post is made.

Blog Menu Block (Course Page Only)

The Blog Menu block appears on the Course Page. You can blog at site or course level. There are several options on this menu:-

View all entries for this course - This will show all users' blogs for the current course only.

View my entries about this course – This will list all the blogs you have made for the current course only.

Add an entry about this course – This is used to add a blog for the current course. To add an entry, enter its title, the message you wish to blog and, if you wish, drag and drop a file into the Attachment area. Notice the Associations area. The tick in the box against the course title emphasizes that you are entering a course-specific blog. If you remove the tick the blog will be categorized as a site blog. Once you have completed your entry, click the 'Save changes' button.

Blog entries – This option allows you to view all the blogs you have made. This takes you to the same screen as you would access from Navigation block / Profile / Blog entries.

Add a new entry

You can add a new site blog using this option. This takes you to the same screen as you would access from Navigation block / Profile / Blog entries / Add a new entry. To add an entry, enter its title, the message you want to blog and, if you wish, drag and drop a file into the Attachment area. Once you have completed your entry, click the 'Save changes' button.

Search Forums Block (Course Page Only)

You can use key words to search Site News and Latest Announcements. Enter your keyword(s) in the search area and then click the 'Go' button. Any posts containing your keyword(s) will be listed.