



City &
Guilds

Digital Learning

E-FUNCTIONAL SKILLS

STUDENT USER GUIDE



Contents

Introducing e-Functional Skills.....	3
Getting started – logging in	3
Messaging inbox.....	4
My latest work – To do list	5
Your course resources	9
Test your knowledge quizzes	10
Further support	11



Introducing e-Functional Skills

e-Functional Skills is an online digital learning resource for learners undertaking their Functional Skills qualification. e-Functional Skills will help you to complete your Functional Skills qualification by thoroughly preparing you for your exam.

There are three key parts to e-Functional Skills:

1) Initial and diagnostic assessment

The initial and diagnostic tests are online tests to determine your ability and 'skills level.' The initial assessment determines your overall skills level and the diagnostic tests help identify areas where you might be struggling slightly and need to focus your learning.

2) Course resources

e-Functional Skills contains 100s of course resources including lessons, video clips and interactive quizzes to help guide you through the course and check your progress.

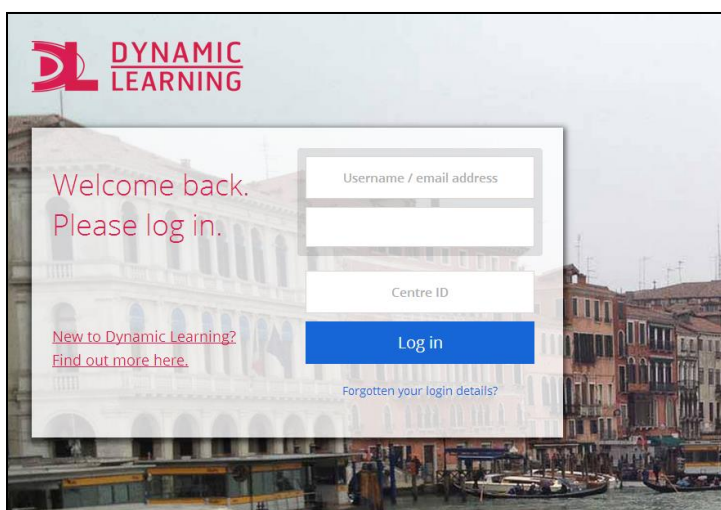
3) Exam preparation

Practice tests and exam guidance will help you prepare and gain confidence for your final exam.

Getting started – logging in

Logging in to e-Functional Skills is easy.

- Log in at <http://my.dynamic-learning.co.uk/>
- Your tutor will provide you with your username and password. Please note these down for future reference.
- Add the login page to your web browser's favourites.
- If you forget your log in details do not click the link on the log in screen – please contact your tutor.
- As a first time user, we'll ask you to accept our Terms and Conditions and Privacy and Cookies policy. This message will only ever appear when you first log in.





When you first log in you will see three boxes:

1. The 'Lessons box' is for any extra work your tutor decides to assign to you.
2. The 'To do list' will have the next thing you need to do.
3. The 'How am I doing?' list gives a snapshot of your progress in the tests you have completed.

My latest work

Lessons
Latest lessons
No lessons have been assigned to you.
[View all lessons](#)

To do list [Show Me How](#)
Recently-assigned tests

- Initial Assessment: Level 1 English Functional Skills Due in 10 days
- Initial Assessment: Level 1 Maths Functional Skills Due in 10 days
- Initial assessment: ICT: Using ICT Functional Skills Due in 10 days
- ICT File Management Screener question

How am I doing?
You've completed **1** test so far

- Initial Assessment: Entry Level 3... Functional Skills 22%

[View my reports](#)

Messaging inbox

- Your message inbox is where you'll see any messages about shared lessons or assigned tests.
- When you receive a message, simply click the link to open the lesson or test. Once you've done so, the message will go white, to indicate that you've read it.

Navigation: [Home](#) [Lessons](#) [Messages](#)

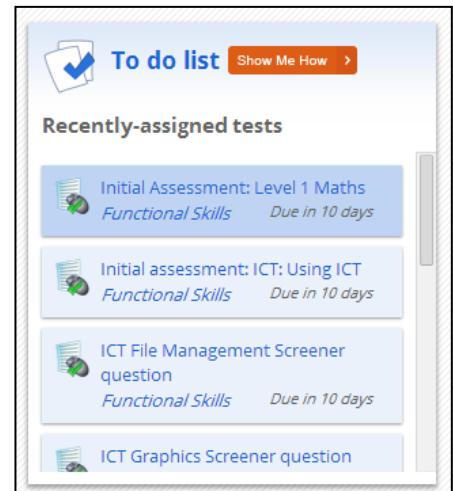
Messages

- New test due 15/3/2015
City & Guilds e-Functional Skills: ICT ICT File Management Screener question now available
- New test due 15/3/2015
City & Guilds e-Functional Skills: ICT ICT Graphics Screener question now available
- New test due 15/3/2015
City & Guilds e-Functional Skills: ICT ICT Internet and email Screener question now available
- New test due 15/3/2015
City & Guilds e-Functional Skills: ICT ICT Presentations Screener question now available
- New test due 15/3/2015
City & Guilds e-Functional Skills: ICT ICT Spreadsheets Screener question now available
- New test due 15/3/2015
City & Guilds e-Functional Skills: ICT ICT Data Handling Screener question now available



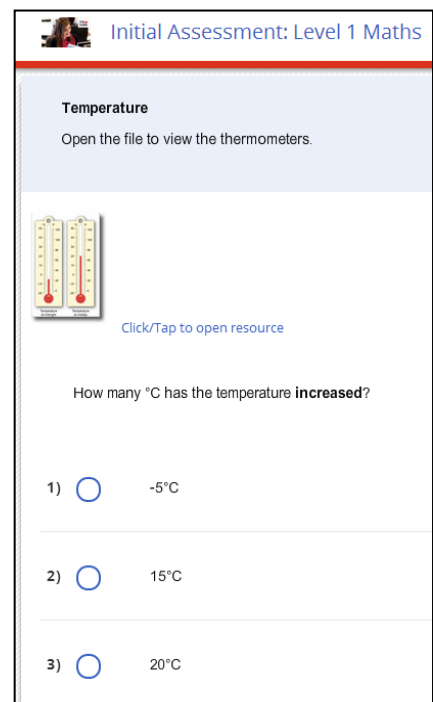
My latest work – To do list

- When you first log in, the 'To do list' will contain your initial assessment. The initial assessment contains a series of questions designed to determine your skills level in the subject.




For the purposes of this user guide, the screen shots show a learner taking an initial assessment in Level 1 Maths.

- Follow the on-screen instructions to complete the questions.







- When you have completed the initial assessment you will see your tests results which will show you how you performed.

 **Initial Assessment: Level 1 Maths** Version: 1.0.8.33









Test Results for learner Time Taken - 00:04:25

 **7/18**


39 %


Test Feedback

Your Initial Assessment results suggest that you are currently working towards Level 1. You should now take the diagnostic tests for each topic area at Level 1 for a more detailed analysis of your skills profile.


Question	Topic	Performance	
1) Mileage		 1/1	Review
2) Height		 1/1	Review
3) Temperature		 0/1	Review
4) Profit		 1/1	Review
5) Cubing		 0/1	Review
6) New Multiplication		 1/1	Review
7) Distance		 0/1	Review
8) Interpreting charts		 0/1	Review

- When you have completed the initial assessment it will take you to the next stage which will be a diagnostic test.


 **Initial Assessment: Level 1 Maths** Version: 1.0.8.33

Next steps


Diagnostic: Level 1 Maths: Adding and Subtracting




Diagnostic: Level 1 Maths: Multiplying 1




Diagnostic: Level 1 Maths: Multiplying 2




Diagnostic: Level 1 Maths: Decimals and Percentages




Diagnostic: Level 1 Maths: Money 1




Diagnostic: Level 1 Maths: Money 2



Diagnostic: Level 1 Maths: Shape, Space, Measures



Diagnostic Level 1 Maths: Tables, Charts and Graphs





- Follow the on-screen instruction to complete the questions.

Diagnostic: Level 1 Maths: Multiplying 1

Version: 1.0.8.33

Multiplication

Open the file to view the information about the mixed platters.
If you order 3 mixed platters, how many sandwiches will this provide?

Write your answer as a number in the box below, for example if you think the answer is 20 sandwiches you should enter 20 into the box.

The catering company needs to make 100 mixed platters.
How many sandwiches will there be in total?

Write your answer as a number in the box below.

- When you have completed the diagnostic test you will see your tests results which will show you how you performed.

Diagnostic: Level 1 Maths: Multiplying 1

Version: 1.0.8.33

Test Results for learner

Time Taken - 00:01:32

3/5

60 %

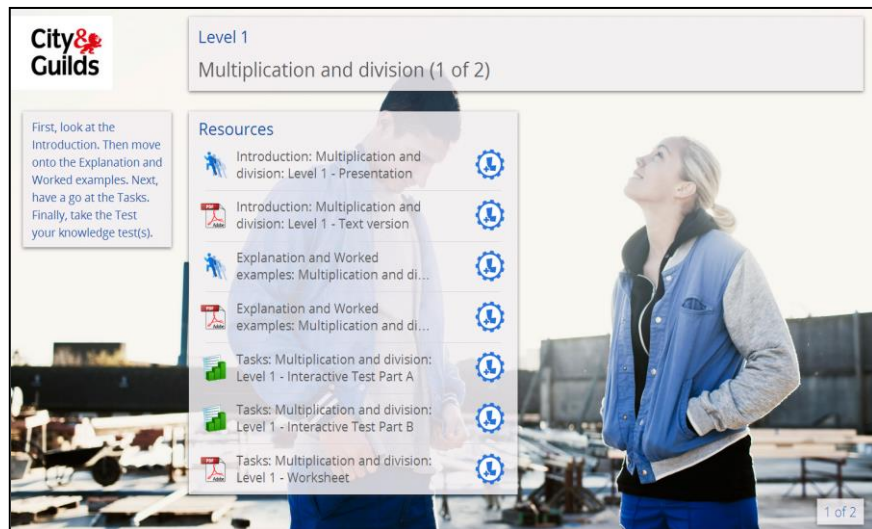
Test Feedback

You have some knowledge in this area, but you will need a better understanding of these topics before you take an assessment. The resources linked to from the Next Steps button on this page will help your understanding of this topic.

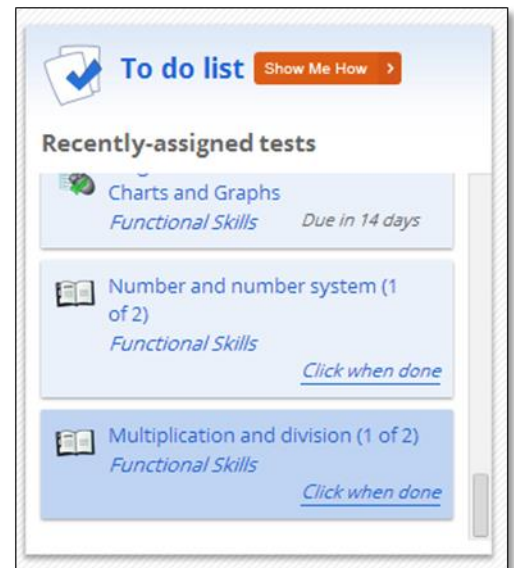
Question	Topic	Performance	
1) Multiplying 1	rounding to the nearest 10	<div></div> 1/1	Review
2) Multiplying 2	solving practical problems invol...	<div></div> 2/4	Review



- After completing your diagnostic test you will be directed to a learning module on the same subject.



- This learning module will also appear in your 'To do list.'

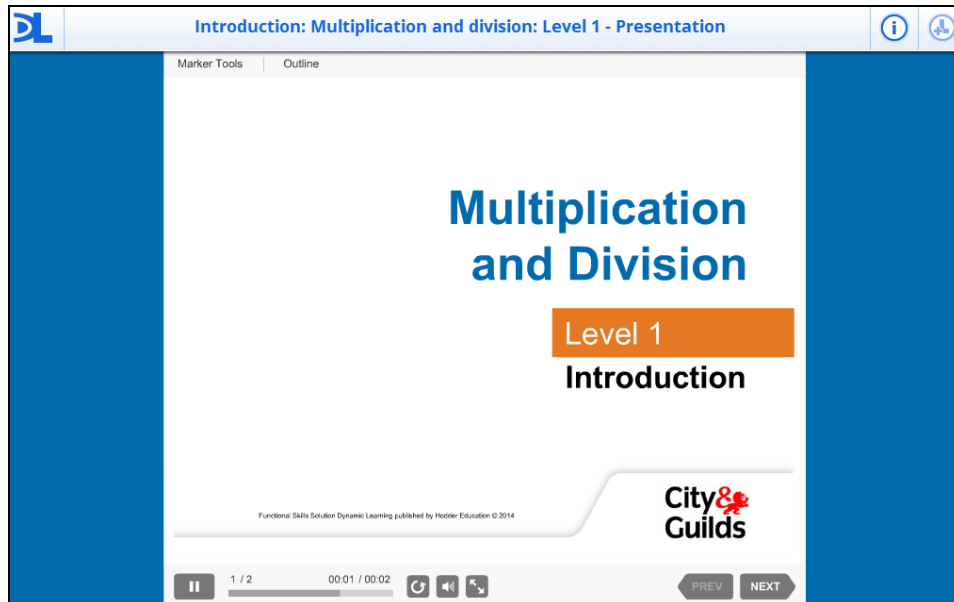


- Remember to complete the modules on your 'To do list' in order and when you have finished click the 'Click when done' button.
- Once you have completed a module, this module will disappear from your 'To do list.' The results are saved in your 'How am I doing?' box.

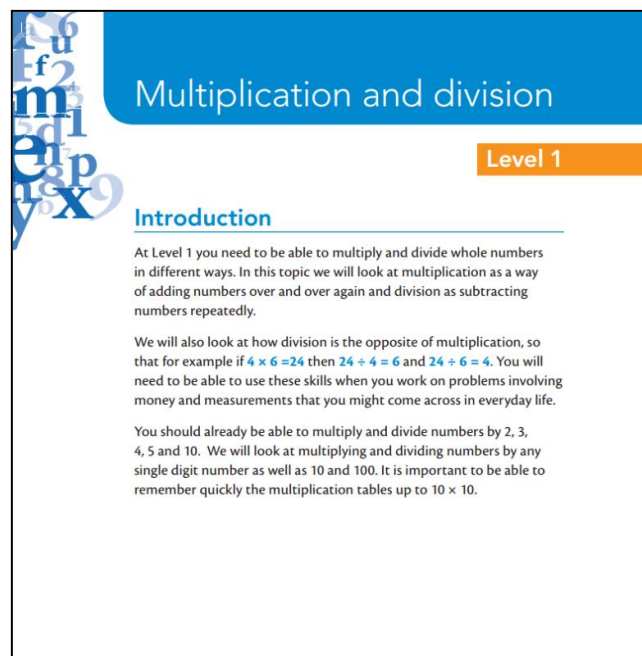


Your course resources

- Interactive lessons explain all of the key concepts using video clips.



- Each lesson has a PDF below it that you can print so you have a written version of the lesson that you can take away and make notes on.





- Interactive quizzes help you practise the skills you have been learning. You need to pass these tests to move to the next stage of the course.

Level 1 Maths: Multiplication and Division: Tasks 1 Version: 1.0.8.33

Answer the questions below.

List the multiples of 6 less than 100. Write your answers with a comma and a space between, for example 5, 10, 15, 20.

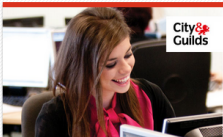
List the multiples of 8 less than 100. Write your answers with a comma and a space between, for example 5, 10, 15, 20.

Use your answers to the above to list the common multiples of 6 and 8 that are less than 100. Write your answers with a comma and a space between, for example 5, 10, 15, 20.

Test your knowledge quizzes

- On the second page of each module you will find the 'Test your knowledge' quizzes.
- Your success in these quizzes will be rated red, amber or green.
- You must get green in each of these quizzes before you move on.
- Back on your home page simply click the 'Click to complete' button on the module you have just finished and it will disappear.
- Once all of your 'To do list' is blank you have completed the course and you are now ready to start your exam preparation.

City & Guilds e-Functional Skills: Maths Version: 1.0.8.33



Level 1 : Multiplication and division
Level 1 Maths: Multiplication and Division: Test Your Knowledge 1

[Start Test](#)



Further support

For further help and support using e-Functional Skills please use our 'Show me how' videos, accessible within e-Functional Skills. Alternatively, please contact your tutor.

Every effort has been made to ensure that the information contained in this publication is true and correct at time of going to press. However, City & Guilds' products and services are subject to continuous development and improvement and the right is reserved to change products and services from time to time.

City & Guilds cannot accept responsibility for any loss or damage arising from the use of information in this publication.

© 2015 The City and Guilds of London Institute. All rights reserved.

City & Guilds is a trademark of The City and Guilds of London Institute, a charity established to promote education and training registered in England & Wales (312832) and Scotland (SC039576).

1 Giltspur Street
London EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com