

E-FUNCTIONAL SKILLS

TUTOR REFERENCE GUIDE



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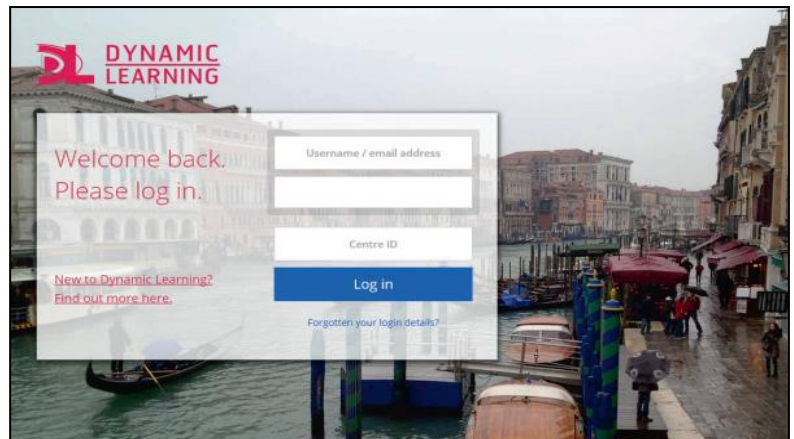
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How to log in

<http://my.dynamic-learning.co.uk/>

- Input the username, password and centre ID you have been given.
- Students login at the same location.



Registering students

- Click 'Manage' (top right on the e-Functional Skills home page).
- Click 'Manage Users.'
- Click 'Add Student.'
- You only need to fill in fields with a red asterisk, the other fields are optional.
- Give the learner a password and username of your choice. The password does not have any restrictions so there is no need to use capitals, symbols or numbers unless you want to.
- The username needs to be unique so we advise using their email address. It does not have to be an email address however as long as it is unique, eg joeblogs89.

Creating a class

- Click 'Manage' (top right on the e-Functional Skills home page).
- Click 'Manage Users.'
- Click 'New Group.'
- Enter a name for the group (make sure it is comprehensive so each class is easily distinguishable) – you can also enter a description.
- Click 'Create a group and assign students.'



- Choose your students from the list of all students enrolled at your organisation.

At this stage you can also enrol them on a course by using the 'Select a Title' drop down menu at the top.

Enrolling a student on a course

Whoever is going to take responsibility for a student should be the one who enrolls the learner on a course. This will ensure that any marking that needs to be done for that learner is allocated to the correct tutor. This can be done as above when you create a class or using the method below.

To enrol a learner onto a course:

- Click 'Allocate Copies' on the relevant subject
- Either:
 - choose an individual learner from the large window on the left at the bottom of the screen or;
 - use the drop down menu top right and select a group to enrol several students at once.
- Give the learner the Dynamic Learning URL, their username and password (keep a record of these safe) and then the learner can log in; their initial assessment will be waiting for them.

Starting a learner at diagnostic or a different level to initial assessment

By default the initial assessment will start at Entry Level 1. You may want to start a learner on their course at a higher level initial assessment or even start them at diagnostic if you already know their level. To do this you follow the same method as assigning a test.

Please see 'Assign a Test.'

Marking work



On the main tutor home page there is a large box part way down the screen on the left called 'Tests & Assessments.'

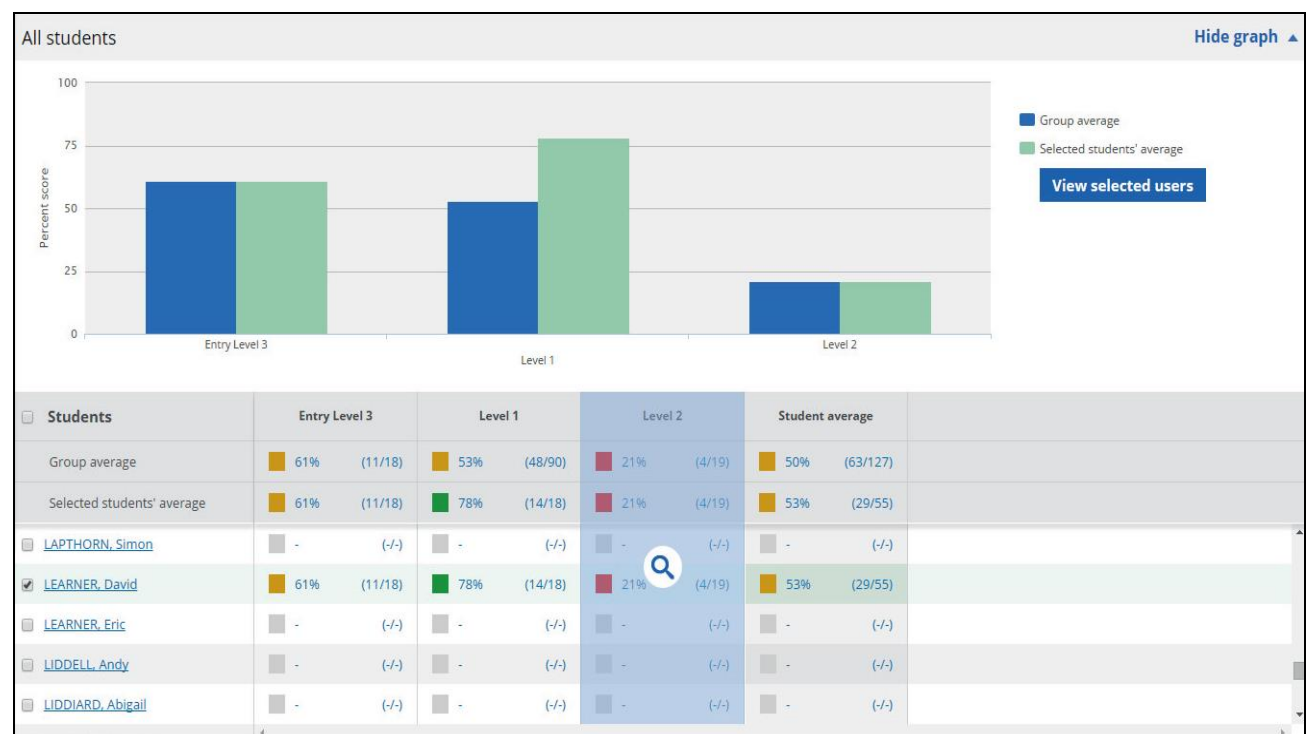
Click 'Marking.'

This will take you to the Marking In-Tray. You have 3 areas you can work in here:

1. 'All received' – this in-tray will list every piece of work completed by all students enrolled at your organisation.
2. 'Received for me' – this is your personal in-tray for students who you have enrolled.
3. 'Marked' – this is where all marked work is stored for you to review and edit if necessary.

You should spend 99% of your time in the 'Received for me' section but if a colleague is off sick you can mark their students work for them in the 'All received' section to prevent a student being held up.

Click 'Mark' on the right hand side of a submitted question. This will take you to a page with the question the learner answered along with a drop down menu to give an appropriate mark and a box for feedback. Once you have completed this, and moved away from this screen, the mark will be sent to the learner along with the feedback. There will be a PDF here with the source material, if necessary, to aid in marking. For diagnostic marking there will be the marking scheme.



Checking on learner progress and generating reports



e-Functional Skills reports on completed assessments. These could be initial and diagnostic assessments, course assessments or exam scenarios, therefore set your targets based on completed assessments as milestones.

Note - 'Task' Assessments are a set of practice questions; the 'End of chapter assessments' are the important tests which cover everything that will appear in the exam. Most of these test questions will be automatically marked but some, particularly in English, will be sent to the tutor to mark.

On the main tutor home page there is a large box part way down the screen on the left called 'Tests & Assessments.' Click 'Test Reports' – here you will have the option to choose a subject and then either all students or groups of students. It is more useful here to choose a specific class; the system will then generate a group average report on screen.

At the top of the page you will see a bar graph of the group average score across all assessments and the learners will be listed below. To compare a learner with the group average check the tick box next to their name and a green bar will appear on the bar graph showing that student's average next to the group.

To access an individual learner's ILP and results report, click their name. This will take you to the learner's Individual Learning Plan which has all the results from every test taken and the current level the learner is working towards. You can filter this to show one specific type of test, such as course assessments, by clicking the 'Filter Marksheet' button top right.

There are several fields in the report:

- Date Attempted (with how many attempts to date in brackets)
- Grade – Only for initial assessment results
- Score (with traffic light colour coded indicators)
- Review – click this to go to the actual results screen the learner receives when they complete an assessment

Clicking review is useful because you can actually see how a learner answered the question and whether or not they got it right or wrong. It is therefore easier to determine where a learner may be having a problem.

At the bottom of the ILP is the option to 'export as a word document'. This generates a dated report in word of the results and is important for showing progress over time. Every time a learner attempts an assessment the previous result is overwritten so capturing these is the only way to demonstrate progress over time.

Detailed reports



On the group average screen you also have the option of checking the tick box of a particular student to then generate a series of detailed reports. There is a blue button that says 'please select students to run a report' – choose a student or group and then click this to be given a series of options to choose the kind of report you want from initial assessment reports through to exam scenarios. This will give a comprehensive report on the results with timings and other relevant information.

Lesson builder and assigning tests

The lesson builder is a tool for manually sending work to a learner in addition to the automatically generated course. You can send any resource or assessment to the learner from the resources or any electronic document, such as a PDF or PowerPoint presentation, of your own (20mb size limit). You can also send a web link which is the best way to send videos or direct a learner to City & Guilds' online practice tests.

On the main tutor homepage you will see a box in the top left hand corner called 'Lessons'. Click 'Create a new Lesson' and you will be prompted to name the lesson. You will then be given a blank lesson to populate.

To add a resource simply click into the relevant resource box from the home page and find the resource you wish to use. Next to each resource you will see a blue cog icon: click this and then you will see the option to assign it to the lesson you have just created. It will then appear in the lesson box. If you have minimised it you can retrieve this lesson by clicking on the 'Lessons' button.

In a lesson you have the option to create different sections by clicking 'new section.' You can name this anything you choose, eg 'Tests' and then allocate relevant resources to that box by dragging and dropping.

Here you will also find an 'Upload Resource' button – this is for adding any resource of your own and works in a similar way to attaching a file to an email. Simply click 'upload file' and find it on your system. Name it and then click 'Link to resource'.

Weblinks can be sent by giving the link a name and then typing in the URL – be sure to test that the URL works before sharing.

You can view the lesson at any time by clicking 'Play Lesson'.

Interactive lessons

Once you are ready you can 'Share' it. This will take you to a page with all the students in your organisation listed. For ease, you can sort them by class using the group drop down menu.

On the right hand side you have the option of choosing a start date for the lesson to appear in the learners screen and an end date when it will be removed. Below this you can send a message to accompany the lesson. Simply click 'Assign/share



lesson' at the bottom right when you are ready.

Assign a test

You can send any assessment within the system via the lesson builder. To send a test directly to the learner so that it appears in their 'To Do List':

- Find the large box part way down the home page on the left called 'Tests & Assessments.'
- Click 'Assign Tests.'
- Choose the test from the drop down menus.
- Tick a student or group.
- Choose a start and end date.
- Click 'Assign test.'

Progressing a learner from one level to another

By using the same method as above you can assign the diagnostic test for the next level to the learner. This will start their course, bypassing the initial assessment stage.

Further support





For further support in using e-Functional Skills, please use our 'Show Me How' tutorial videos, which you can access when logged into Dynamic Learning.

Alternatively, please contact our Digital Sales team on digitalsales@cityandguilds.com

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