IMI Apprenticeship Standards

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1. All users – Logging in and access codes

1. If you have already redeemed your access code then go to <u>www.theimi.org.uk</u> and login as shown here, if you have a code to redeem then go to step 2:

i hini		8	6 1061	Create as account your list forsetter sensessi
	STRY			+44 (0) 1992 511521 Mon - PH 08:30 - 17.00
Click on	Booked	Courses:		
Welcome back, wh	ere would you like	e to go now ?		
Welcome back, wh	ere would you like	e to go now ?		
Velcome back, wh	ere would you like	e to go now ?		

Thank you for logging in to The IMI family of websites. If you'd like more information on anything not covered online, please <u>contact us</u>.

Your courses will now show - go to step 4.

2. To redeem an access code go to: <u>http://www.theimi.org.uk/redeem/</u>, enter the code in the box and click the button:



3. If you already have an account with the IMI, login using the two boxes on the right, if not then enter your username, password and email on the left:

SISTER AND REDEEM MY CODE	LOGIN AND CONTINUE
ne	Username
	Password
	LOGIN AND REDEEM CODE
nail	Forget Your Password



Enter your contact details when this screen shows (only part is shown here):

Please complete / confirm your details below as courses will be booked with this information. (*
indicates required)

First Name*

Last Name*

January
January
J1

Make sure your email is a real one as you will need this if you forget your password or username.

When all the details are correct, the following is displayed:

SUCCESS! CODE REDEEMED

You have successfully redeemed your access code and your course is now available to view.

4. A list of your courses will now show:

S MANAGE MY ACCOU
 My IMI Activity
My Details
 My MA's
My Membership My Booked Courses

 ${\bf 5}_{\hbox{\scriptsize \bullet}}$ Click the 'Log into course' button and you will be taken directly to the course area:

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A + Chernel + Demost + Trafficiants + 1	NUTRAL MESS	A
E Progress to Gatemay 1		INF Traiblasse examining and all generic
The second second		Next August of the process particular and announces
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		Bit happer document
Service of spaces.		Phase 0: Practice Practice where elements on here a practical adjusting some indexes and hereins are spineling.
Progress to Cateway 1		
		Press 1: cross 1: 501 458 and behaviours Commence framework in a submitter with the sales of the company, see a of them also results constantly free and there are commence interacted metagenerative programmer.
A Nargation		Phase 1: Group 2 Induction and foundation skills

You can access the course directly from My Sites (or My Courses).



OR click *Home* or the IMI logo, and then the big buttons on the home page, to take you to your course(s):



The buttons near the top right side help you fit the course on to your screen – just click them to see what happens:

🔚 Hide blocks 📌 Standard view

This 'breadcrumb' trail means you can move back to the course main page easily:

☆ > Courses > Centres > Apprenticeships > IMILVASFULLDEMO



2. All users – Overview and structure

The IMI eLogbook/eLearning system not only makes it easy for Centres to meet the apprenticeship requirements for mentoring and electronic logging, it can also be combined with eLearning making it a one-stop-shop solution.

This document outlines the basic processes from how to log in to how Centres can allocate mentors to apprentices.

The following is an example of one of the groups (G4) (some of the learning packages are not shown so it fits on this page):

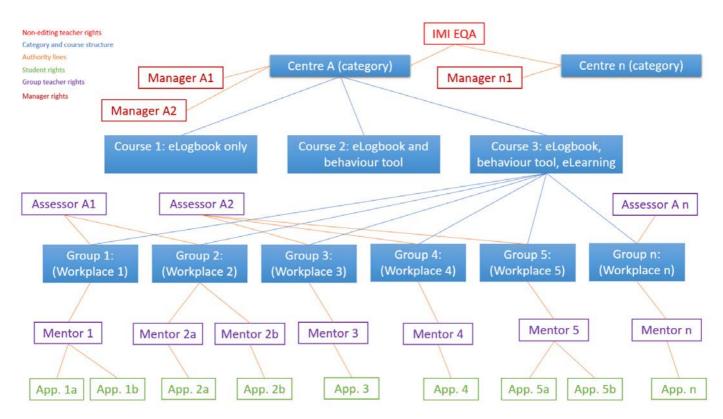




The following diagram shows an outline of the structure and lines of authority, in other words, who can access what, and what they can see!

For example, a training provider can see all activity by apprentices, mentors and assessors. Apprentices can only see their own materials and results, mentors can only see the activity of apprentices they are responsible for, and assessors can see groups of employers.

The different courses shown are because options are available to suit specific training provider requirements.



This diagram shows the groups and gateways of the apprenticeship and how it is spread out over three years:

		Group 1	: Soft skills and beł	naviours				
Group 2: Induction and foundation skills	Group 3: Routine service and inspections	Gateway 1	Group 4: Simple diagnosis and repair	Group 5: Intermediate diagnosis and repair	Gateway 2	Group 6: Complex diagnosis and repair	Gateway 3	End Assessment
	Group 7: Complete	systems	s understanding an	d repair major com	ponents	5		
	Year 1		Y	Year 2		Year 3		

6-Jul-17

3. Apprentices – eLogbook

The IMI apprenticeship eLogbook has been designed to make it easy for you to keep a track of what you have done and how you are progressing. You should keep it up to date with the help of your mentor.

Once logged in you will see something like the following:



The first thing to note is the set of three progress bars at the top left. These indicate how you are progressing towards completing the eLogbook and your course in general.

The key to the segment colours is:

- Blue no notes or files uploaded (yet)
- Amber you have uploaded evidence or added some notes
- Green your mentor has 'marked' to show you have completed this part and that you are competent
- **Red** your mentor has looked at the evidence and, together with their knowledge of your performance so far, has indicated that further work is needed

rogress to Gateway 1	
J	

The 'Assignment' links in the phases and gateways are what you click to upload evidence and add information for your mentor to review:



Let's assume for this activity that you are working on the 'Group 2. Practical competences'.



When you click on that link the following will show (the same happens if you click the corresponding segment in the progress bar):

1, Oil 2, Re 3, 60 4, Ho 5, DH 6, Ca 7, Jad	Upped ar devices to show the pocket. Correlates to the maintenance of a safe and efficient to volvidey and adhere to business processes. Carry or historemain status associated with terminal and registrement processors and white: Ing consons toots, top-paramethical measuring instruments. Inding and registed business processors. Units have, a section as an exercise within the section and the section associated and the section and the section and exercises of the section as and the section and parates. Inding fails. Inding on their processors with the diagnostic machine.
ubmission stat	tus
	No attempt
Submission status	and accounted
	Not graded
laberitation status Srading status Jast modified	

The status indicates '*No attempt' and 'Not graded'* so click the '*Add submission'* button, and the following will show:

Materian app to new Res 592, manuances	
1	
	[H] =
1	[H] =
1	[H] =
1	[H] =

You can drag and drop an image, PDF or whatever file you like, to upload it, or click the small document symbol with the + sign next to it (limit is 2Mb).

Add some text in the box to describe what the evidence is or why you have uploaded it:

Online text	leading 1 2 9	
File submissions	0 m 6	. We show the time that the second s
	a Bite	

Click 'Save changes' when done and you will see the status change to show it has been submitted but not graded:



Group 2. Practical competences

1. UN 2. Re 3. Ex 4. Hu 5. Dr 6. Ca	Underrendal table associated with removal and replacement ing common tools, tongut werench and meaning instrume moning and register bits, associated, sociation to the second tradem tools, and the second tools, and the second tools, and the second test and the second tools, and the fing costing, fing, equipy, inverse private means and pla mysing out back procedures with the shaprostic machine. Aing and litting a version	eres. al connectors, trim, clips, drive betts, gaskets.
ubmission sta	tus	
iubmission status	Submitted for gracing	
Dracting status	Not graded	
ast modified	Tuesday, 16 May 2017, 5:22 PM	
Draine text	20 Tenzing 1 2 3	
File submissions	E Bosch-showcar_pes2017_1008.jpg	
lubmission comment	s + Comments (0)	

When your mentor has graded the 'evidence' you have uploaded, the message will change again. However, you can still add more information or files if you wish:



And that's it, except that you must complete all the assignments – and your mentor must grade them all!

Don't worry, take your time and get help from your mentor and you will find it quite easy. You can use a smartphone, tablet or computer to complete your eLogbook and access the eLearning.



4. Mentors – eLogbook

Mentors, please also refer to the login instructions and the information provided for apprentices.

Your status must be upgraded to allow you to monitor and grade the apprentices you are mentoring. Contact your training Provider if this has not been done yet.

Your task on the eLogbook, in consultation with your apprentice, is to grade them as competent by adding a 100% mark to a range of assignments (but only when you agree they have reached the required standard).

Click one of the Overview of students buttons under a progress bar:

· MUTURE I MUTURED		
E Progress to Genevaty 1		Ad Tualifacer examine a print
[Incomposition]		
Progress to Geneway 2		
		E Seperatories
Environ if domain.		Phase 0: Practice Native externment approximation at here a grid appending some extension and the most cart ty exit for grading
Propriet to Galaway 3		Taga Segura 1 Agen 11
	and some	Phase 1: Group 1 Soft skills and behaviours
Desire diamen		Construction effectively, before in accordance with the values in the company, work as an effective loan revealer, constructly warn and decompany connector accordence (belongies) throughout the programmed,
		AND

The number of apprentices you are mentoring will determine what you see next. In the example shown, there are two:

uible groups All participants				3
laie Apprentice				8
	first name / Sumane	Last in course	Progress Bar	Progress
	threst1003first threst1002secord	Tuesday, 16 May 2017, 5:22 PM		128
00	ibles(1003finit tbass(1003second)	Never		0%

The status shown in yellow indicates that this apprentice has submitted something, but you have not yet graded it.

Green means submitted and graded as a pass, red means submitted and marked but not yet complete. Click on one of the segments and it will take you here (I clicked the yellow one as it needed marking):



Group 2. Practical competences

tbt	est1002fin	st tbtest1	002second	(tbtest1002)

Submission status	Submitted for grading Not graded					
Grading status						
Editing status	Student can edit this submission					
Last modified	Tuesday, 16 May 2017, 5:22 PM					
Online text	testing 1 2 3					
File submissions	bosch-showcar_ces2017_1008.jpg					
Submission comments	Comments (0)					
Grade Grade						
	of 100 ①					
Grade						

At this stage, consider the evidence the apprentice has uploaded (click the links to view it), the text they have entered and especially your knowledge of their ongoing work performance.

IF you determine they are fully competent, enter **100** in the grade box.

IF you decide more work is needed then you can add a lower grade as a guide to progress.

However, note that **100** is the only **pass mark**.

Enter the score and any comments you wish to add in the boxes as shown here:

File submissions	bosch-showcar_ces2017_1008.jpg
Submission comments	Comments (0)
Grade	
Grade	
Grade out of 1	100 ⑦ 100
Current grade in grad	ebook -
Feedback con	
	Well done



When you have finished, scroll down and click the Save changes button and this page will show:



Click Continue, and you will see all your apprentices and you can grade others if appropriate:

Droose													
		12											
Select	Oser picture	First name / Surname	Username	Status Ti	Grade	Edit T	Last modified (submission)	Online text	File submissions	Submission comments	Last modified (grade)	feedback comments	final grade
0	0	titres: 1003first Iblesi 1003second	104est/1002	Submitted for grading Graded	Grade 100 % (100)	fot*	Tuesday, 16 May 2017, 5:22 PM	9 testra 123	bosch- showcar_res2017_1008.jpg	Contrients (D)	Tuesday, 16 May 2017, 5/28 PM	Well-done	100 s (100)
	0	ibsex1003final ibsex1003second	t08mi1003	No submission	Grafe.	Edt-							

Use the breadcrumb trail to return to the course:

☆ > Courses > Centres > Apprenticeships > IMILVASFULLDEMO

5. All users – Soft skills and behaviours assessment

At each of the three gateways, the apprentice must complete a soft skills and behaviour assessment (sometimes called a 360 survey). The mentor and training provider must then also complete the same survey for each of their apprentices.

To start the process as an apprentice, simply click the link as shown here:



The following will show where you should click View:

Activity	Respondents	Reports
Profile	Date Completed	Options
Self	Not Completed	View

Next there will be four pages of statements that you should **read carefully** and then answer honestly what you consider to be the best description of your behaviour (statement 1, 2 or 3):



The final page is a comments box where you can add notes:



Click Finish to complete the process.



Next, you need to request that your mentor **and** trainer both complete the same survey about you. You do this by entering their email address in the box, selecting the *Respondent type*, and clicking the *Send email* button:

Activity Respondents Reports	
 Request respondent 	
Please enter the email address of a pe You need to invite 2 more respondent	rson you would like to invite to complete your 360 degree diagnostic activity. (s).
Email address	
Respondent type	Mentor or Employer
	Send email

No respondents have been entered yet.

You will then see the following summary (where reminders can be sent if necessary):

Activity Respondents	Reports		
Email address	Respondent type	Completion date	
	 Mentor or Employer 	None	Send reminder
transferrance of	Trainer	None	Send reminder

Each of the people you email will receive a message similar to the following and all they need to do is click the link (this will probably be your usual mentor and an assessor or teacher from your training provider):

tbtest1010first tbtest1010 initiation to complete a 360 Diagno	Hello, I would appreciate if you would please comolete my 360-degree diagnostics and gap analysis. Te do so, please click on this link http://dominimientamins.comart.com/kmol/threestruk/sore.php- code=55/393013eeb8da52da3277842d8c22ddbe20df Thank yeu, thtest10106irst thtest101Dsecond
---	--

They will **not** need to log in and will be presented with the same questions you answered previously:

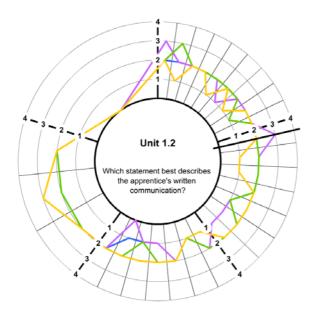


When complete they only need to close the browser.

When you (the apprentice) next logs in, you can click the *Reports* tab and compare the mentor's and trainer's responses with your own. It is likely you will do this as part of a mentoring session so you can discuss any differences:

Activity Respondents Reports				
Gap Analysis Spiderweb Diagram				
Report for user: tbtest1010first tbtest1010second				
Filters				
Self 😒 Mentor or Employer 😒 Trainer 😒	Averag	çe		
Apply				
r Key				
Below average Above average nit 1.1				
	Self	Mentor or Employer Average	Trainer Average	Average
Which statement best describes the apprentice when working with others?	2	2	3	2.3
Which statement best describes the apprentice regarding positive working relationships?	1	з	2	2
Which statement best describes the apprentice when receiving and managing tasks?	2	2	2	2

The results can also be shown as a 'spider web' diagram. Rolling the mouse over each part will show the individual statement:



There are no right or wrong answers in this survey, its purpose is to help you, the apprentice, improve your soft skills and behaviours with the help and guidance of your mentor and trainer.



6. All users – eLearning

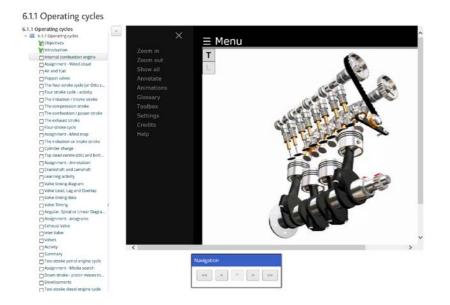
An optional extra, that can be included as part of the eLogbook, is IMI eLearning content. This has been structured to match each of the phases and groups. Part of Phase 2, Group 4 is shown here:

ateway 1	Phase 2: Group 5. Intermediate diagnosis and repair ►
	Phase 2: Group 4. Simple diagnosis and repair
	lentify obvious broken or heavily worn components and will refer all other diagnoses to their mentor. Repair will be limited to removing re easy to access and require limited still.
	Your progress @
Complete each of t	hese eLearning packages in sequence from top to bottom:
6 Engine systems	
6.1 Mechanical	
6.1.1 Operating cycles	8
1.2 Engine components	0
6.1.3 Engine variations	0

(lots more learning packages here)

9.5 Final driv	ve and differential		
9.5.1 Fin	hal drive		
🚽 Gro	up 4: Self-assessment (50 questions)		
Ľ	Attempt this quiz after you have completed the	learning packages.	
Gateway 1 ■ Gateway 1 ■	jump to		Phase 2: Group 5. Intermediate diagnosis and repair

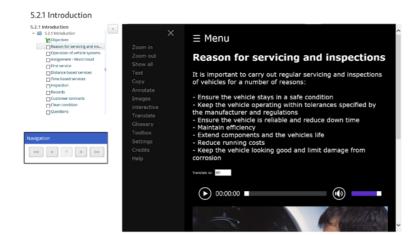
Clicking on the first link in this list shows the following:



The above example is one type of learning screen where to show the text associated with (in this case) a 3d animation, you just need to click the T in the square box. The voiceover plays automatically.

There are other types of screen where the text is displayed together with an option to play the sound and other resources such as, in this case, a simple image:





The main menu at the left shows you which screens you have completed, and the menu inside the screen (in black) allows a number of options to be chosen – just try these out, it will not break!

At the end of each learning package, there is a short multiple-choice quiz, usually of four questions. At the end of a Group, there is a 50 question multiple-choice quiz that is ideal practice for the formal assessments that will be arranged at the Gateways.

The system tracks your progress - and your mentor and trainer can also see how you are progressing.

7. All users – Grades and reports

What you see when you look at progress, grades or reports, is determined by your role. This will be either:

- Apprentice can only see his or her own results
- Mentor can only see the results of apprentices in their group (employer area)
- Assessor can see results of all the groups they are allocated to
- Training provider can see results and reports (logs) of all apprentices, mentors and assessors

Apprentices:

You can only see your own progress as shown here (the yellow indicates you have submitted something but it has not yet been graded by your mentor):

IMI PLear	ping Fi
e Hone Bally Connet A The Issues 0 res	Œ mar bons ≠ bunded ow
+ Mysauries + MILINDFALDENO	
IMI NOTOR INDUSTRY	RM Lovel 3 Light Vehicle Apprenticeship Standards studjeosk and eLeaving
DEMO for use by MI BDMs, PD biam and EQAs enty	Block diagram of the groups, gateways and assessments
E Progress to Gateway 1	
a min gamming	And And And And And And And And And
E Progress to Gateway 2	Phase 0. Practice
Manager at solution for the late.	Practice enclose advant Appenditions can base a grant updatable granter evolution and Mericans can by our divise grading.
E Progress to Gateway 3	Phase 1: Group 1 Soft skills and behaviours
Maarine De Constantin de Vite	Consumption effectively, before it consistence with the values of the company, and it is an effective trans-sourced, constantly later and documentate community assesses generated throughout the programming.
	Figure 61
Course completion status	Phase 1: Group 2 Induction and foundation skills
Sianas Aur yet starter	This is the initial stage of the approximation is a designed to get you to the post of every you can assist others to complete simple, proves disarcheds in the every by generation of the productively of others.

When graded (as a pass) the segment will turn green. If it is red it means you need to do more work which should be discussed with your mentor:





Your Course completion status is also shown on the main page. Clicking the More details link will show the following, which indicates at this stage you have just completed the first criteria:



Mentors:

You can see the extra buttons under the progress bars which, when clicked, will show an overview of all the apprentices you are responsible for:

IMI COORTING		60
4 Hone BillyCorres & This source Dirette		📺 stale 10035 🖋 Mandard alwa
# > Mycourses > MILVASPULLDEMO		
INSTITUTE or Inc MOTOR INDUSTRY DEMO for use by MI BOMs, PD team and EDAs only	Mil Lovi J Light Vehicle ApprenticeNrp Standards eExplosek and elearning Block aligners of the groups, primage and assessments	
E Progress to Gateway 1		
Overview of stations	Phase 0: Practice	
Progress to Gateway 2	Provine entroveliers Jappenniss can have a go it uplicating same evaluate and Hommer can by our file graving .	Report Franzesser († Response) († 1
Overview of students	Phase 1. Group 1 Source of and behaviours Community theorety, before it and have only the unique, work as an effective taum member, constantly term and domainstate commonal estimates before throughout the programmet.	
E Progress to Gateway 3	α	Transmission (Const.) Program (C)
No. of some of two of the Mathematical Sciences of Mathematica	Phase 1 Group 2 Induction and foundation skills This the induction for superconducts to despect up to parature year when you can asstrate to conduct strategy provides superconductions to the workshop, gaving experiment electronic public control or go	e productivity of others. Antigeneses 1.2000 personne 30.000 1
Course completion status	Phase 1: Group 3 Routine service and inspections Or unintense of the program shall be date to implement a goal angle frame areas, though the expectable dates were of the more complexible have on large entries such astrong bet sharp. Not shall be provide provide program with the date or program is the segment to sub-angle protocol such astrong the sharp. The sharp the segment of the more complexible of any taxet action to be sub-atting bet sharp. The sharp the segment of the more complexible of any taxet action to be sub-atting to the segment of the more complexible of any taxet action to be sub-atting to the segment of the more complexible of any taxet action to be sub-atting to the segment of the more complexible of any taxet action to be sub-atting to the segment of the more complexible of the more complexibl	Propried 2112 adde to identify the difference between essen
You are carrently not being tracked by completion in this course. View course report		Augeneer V 92307 prologan V See 1 Program 2710

Here you can select just your own workplace (group):



If you follow the *Course report* link under the *Course completion status* the following will show. This allows you to see overall completion of each part:



Separate groups: 00 Tom's Garage

All participants: 2

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Criteria group		Acti	vities																							Course
Aggregation method		All																								All
Criteria		Practice assignment	3. Gateway 1 Online	4a. Vehicle inspection	4b. Engineering task	two-phase remove and		Two-phase remove and	Two-phase remove and	Two-phase remove and		2. Soft skills and	3. Gateway 2 Online	4a. Skills assessment	4b. Professional discussion		Complex diagnosis and repair 1	Complex diagnosis and repair 2	Complex diagnosis and repair 3	Complex diagnosis and repair 4	2. Soft skills and	4a. Skills assessment	4b. Protessional discussion	r oas ceruiid	ertific	Course complete
First name / Surname	Username	4	4	4	4	4			4	4	f	8	4	4	4			4	4	4		4	4	4	2	φ
									1-3	-	1					1 5	-	m	m	m						m
tbtest1005first tbtest1005second	tbtest1005	×				C	; L	9	u.	0		-	<u> </u>	-		1 6		~		~	-	-	-		-	·

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Download in spreadsheet format (UTF-8 .csv) Download in Excel-compatible format (.csv)

Assessors:

Your role allows you to see everything described previously for Mentors, except that you can see results of all the employers (groups) you have been allocated to.

Training providers:

Your status (role) has been set to *Manager* and this allows you to monitor **all** the apprentices, mentors and assessors registered with your IMI Centre. You can grade apprentices but this will normally be left to the mentors.



Clicking one of the *Overview of students* buttons under the progress bars (as above) will show **all** participants:



e groups articipanes				
atiques				
	First name / Sumarur	Last in course	Programs Bar	
100	threat1000/kat threat1000xecand	Tuesday, 4 july 2017, 4:38 PM		
an	tbread 300 first tilmest 100 tomored	Tuesday, 4 July 2017, 12:16 PM		
an.	divest10025vst threat1002second	Tuesday, 4 July 2017, 11:46 AM		
un.	Weenana Content darawana Contentational	Tuesday, 4 july 2017, 11:58 AM		
nn)	threat9304/eps threat93040econd	Tuenday: 43uly 2017, 4336-765		
D(1	tknest9305/first tknest9305/second	Never		
00	thread/000/level doimed/0000eccorid	haver		
цņ	(bites#1907%ni) rbites#1907tecond	hiver		
00	thread 9 00 kines thread 9 00 kines and	tureer.		
D.O.	thread 300 View and	Never		
an	thread 910 feat thread 90 featured	Tuenday 43.4y 2017, 430 PM		

Or more likely, you will choose to select a specific group (employer):



If you follow the *Course report* link under the *Course completion status* the following will show. This allows you to see overall completion of each part for all apprentices registered with your organisation:

3

All participants																						
All participants: 7																						
irst name: All A B C D E F G H urname: All A B C D E F G H																						
Criteria group		Act	ivities	9																		Cour
Aggregation method		All																				All
Criteria		Practice assignment	3. Gateway 1 Online	4a. Vehicle inspection	4b. Engineering task	Two-phase remove and	Two-phase remove and	Two-phase remove and	Two-phase remove and	2. Soft skills and	3. Gateway 2 Online	4a. Skills assessment	4b. Professional discussion	Complex diagnosis and repair 1	Complex diagnosis and repair 2	Complex diagnosis and repair 3	Complex diagnosis and repair 4	2. Soft skills and	4a. Skills assessment	4b. Professional discussion	F Gas certificate	Course complete
First name / Sumame	Usemane	4	4	4			4	2	4	8	4	-10	-	4	10	4	4	12	4	.0		Ð.
tbtest1003first tbtest1003second	tbtest1003						0							0		0						
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tbtest1008first tbtest1008second	tbtest1008													C								
tbtest1009first tbtest1009second	tbtest1009					0		0						\Box	0							0
tbtest1010first tbtest1010second		3													C							100

Firstname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Download in spreadsheet format (UTF-8 .csv) Download in Excel-compatible format (.csv)

Or, you can narrow the results down to just one employer if you wish:

Separate groups

00 Tom's Garage All participants: 2

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Criteria group		Activ	vities																					Cours
Aggregation method		All																						All
Criteria		Practice assignment	3. Gateway 1 Online	4a. Vehicle inspection	4b. Engineering task	Two-phase remove and	Two-phase remove and	Two-phase remove and	the procession of the second sec	Two-phase remove and	2. Soft skills and	3. Gateway 2 Online	4a. Skills assessment	4b. Professional discussion	omplex elegnosis and repair	diagnosis and repair	Complex diagnosis and repair 2	Complex diagnosis and repair 3	Complex diagnosis and repair 4	2. Soft skills and	4a. Skills assessment	4b. Professional discussion	FGas	Course complete
First name / Sumame Usernam	name	4	4	4		4	4	4	4		8	4	4	4	4		4	4	4	8	4	4	4	÷.
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Download in spreadsheet format (UTF-8 .csv) Download in Excel-compatible format (.csv)

Finally, all users can view reports (or logs) of everything that goes on! However, as mentioned before you can only see information appropriate to your role.

In this way, apprentices only see their own logs, mentors will see only their own employer (group), assessors will see all employer groups they are allocated to, and training providers will see the logs of everybody in their area.

This example is a mentor's view:

♣ → My courses → IMILVASEULLDEMO → Reports → Logs										
A Navigation	0	INT Level	13 Light Vehicle Apprenticeship Stan	dards eLogbook and eLe	arming DEMO 👻 All participants	All days	All activities	5	▼ A)	actions 💌
ravigation		All source	es 🖌 All events 🔽 👩 Star	card log 🐼 🛛 Get these	logs					
Home		Page: 1.2	and the second se							
 Dashboard 			User full name	Affected user	Event context		23 million 1997		-	IP address
 Stepages 		Time	Oser tui name	whected user	Event contost	Component	Event name	Description	Origin	IP address
* My courses		430	threst1002/lest	10	Course: IMI Level 3 Light Vehicle Apprenticeship	Course	Completion report viewed	The user with id '68258' viewed the completion report for the	web	86,137,144,198
 IMILVASFULLDEMO 		16:43	tbtest1002second		Standerds eLogbook and eLearning DEMO	completion		course with id '672'.		
 Participants. Grades 		4 Jul,	tbtest1002first		Course: IMI Level 3 Light Vehicle Apprenticeship	System	Course viewed	The user with id '58258' viewed the course with id '672'.	web	86,132,144,198
 IMI Level 3 Light Vehicle Apprendicieship Standards. 		16:43	cbtest1002second		Standards eLogbook and eLearning DEMO					
 Phase II: Practice Phase I: Group 1 Soft skills and behaviours 		4 Jul 16:42	tbrest1002first tbrest1002second		Course: IMI Leviel 3 Light Vehicle Apprenticeship Standards eLogbook and eLearning DEMO	System	Course viewed	The user with Id '58258' viewed the course with id '672'	web	86.132.144.198
 Phase 1: Group 2 Induction and foundation skills Phase 1: Group 3 Pourtne service and inspections Gateway 1 		4 Jul 15:15	Tom Denton as thtest1003%st threst1003second		Course: IMI Level 3 Light Vehicle Apprenticeship Standards ecoglocik and elsewining DTMO	System	Course viewed	The user with id '68259' viewed the section number '5' of the course with id '672'.	web	86.132.144.198
 Phase 2: Group 4. Simple diagnosis and repair Phase 2: Group 5. Intermediate diagnosis and repair 		4 jul 15:14	Tom Benton as threst1003%st threst1003second	949 	Course: IMI Level 3 Light Vehicle Apprenticeship Standards eLogbook and eLearning DEMO	System	Course viewed	The user with id %8259' viewed the section number '5' of the course with id %72'.	web	86.132.144.198
 Gateway 2 Phase 3: Group 6: Complex diagnosis and repair Phase 3: Group 7: Complete systems understanding a 		4 jul 15:13	Tom Denton as thtest1003/irst threst1003second	\$	Course: IMI Level 3 Light Vehicle Apprenticeship Standards eLogbook and eLearning DEMO	System	Course viewed	The user with id '68259' viewed the course with id '672' $$	web	\$6,132,144,198
 Gatewary 3 (End test) 		4 Jul. 12:16	tbrest1001first tbrest1001second	thtest1003first thtest1003second	Assignment: Group 2. Practical competences	Assignment	Grading form viewed	The user with id '68257' viewed the grading form for the user with id '68259' for the assignment with course module id '56378'.	web	85,255,235,150
Q ^D Administration	10	4 Jul. 12:16	dbtest1001first dbtest1001second	•	Assignment: Group 2. Practical competences	Assignment	Grading table viewed	The user with id '86257' viewed the grading table for the assignment with course module id '56378'.	web	85,255,235,150
Course administration Users		4 Jul. 11:52	tbrest1001first tbrest1001second	S.	Assignment: Group 2. Practical competences	Assignment	Grading table viewed	The user with id '68257' viewed the grading table for the assignment with course module id '56378'.	web	85.255.235.142
Reports Course complecton		4 jul 11:52	threat1001first threat1001second	2	Assignment: Group 2. Practical competences	Assignment	Grading table viewed	The user with 1d '38257' viewed the grading table for the assignment with course module id '56378'.	web	85,255,235,142
Logs		4 jul, 11:51	tbtest1001first tbtest1001second	tbtest1003first tbtest1003second	Assignment: Group 2. Practical competences	Assignment	Grading form viewed	The user with id '68257' viewed the grading form for the user with id 68259' for the assignment with course module id '56378'.	web	85.255.235.142
Course participation		4366	cbrest10018est cbrest1001second	(92)	Assignment: Group 2. Practical competences	Assignment	Grading table viewed	The user with id '58257' viewed the grading table for the assignment with course module id '56378'.	web	85,255,235,142

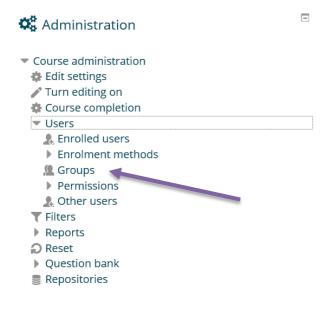


8. Training Providers – Setting up groups

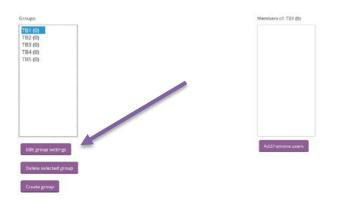
A number of groups have already been created in your eLogbook/eLearning course area. One of these groups should be used for **each** of your employers.

The training provider login comes with full Manager rights, which includes the power to move apprentices from one group to another, grade them, and carry out other administrative tasks such as setting up groups.

To make changes, click the Groups link in the Administration menu:



Click on the group you want to change and then click the Edit group settings button:



Enter whatever text you want, but something like the following will probably be best:

Group name* TB1- Johns Garage X

Click Save changes and the list will update (it may take a few seconds), and in this case I made a group called Station Garage:



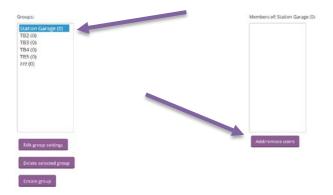
Groups:	Members of: Station Garage (0)
Station Garage (0) TB2 (0)	
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TB4 (0) TB5 (0)	
222 (0)	
Edit group settings	Addiremove users
cos group settings	
Delete selected group	
Create group	

To create new groups, click the Create group button.



9. Training Providers – Adding users to groups

To add users (apprentices **and** mentors **and** 'assessors') to the groups, select the group and then click the *Add/remove users* button on the right:



This will show the list of all your users who have redeemed their access codes:

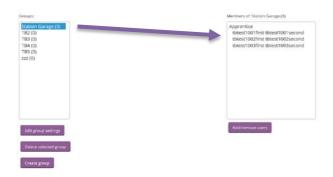


Select the apprentices **and** mentors **and** assessors that you want in the group (you can use Ctrl+Click or Shift+Click to select multiples) and then click *Add:*



Click the *Back to groups* button when done, and you will now see a list of the group members:





Continue to add new groups, edit their names and add apprentices and mentors and assessors to the appropriate groups as needed.

If an apprentice moves from one employer to another, simply remove them from the old group (employer) and add them to the new one. All their records will transfer with them.



10. Training Providers – Creating mentors and assessors

To allow mentors to grade apprentices and your assessors to monitor their apprentices (and mentors), they must be promoted to the appropriate role.

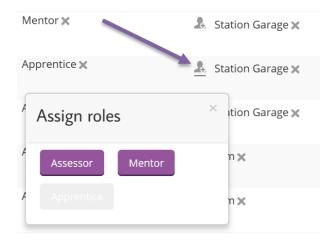
In the Administration menu of the course, click Enrolled users:

🎎 Administration	
 Course administration 	
🏟 Edit settings	
🥕 Turn editing on	
🏟 Course completion	
 Users 	
🤱 Enrolled users 🛛 👞	
Enrolment methods	
🧟 Groups	
Permissions	
🤱 Other users	
T Filters	
Reports	
Reset	
Question bank	
Repositories	

This will show a list of all the apprentices and mentors who have redeemed their access codes:

Enrolled u	sers								
Search	Environment results	AL.	in the second	AR 3	e tree	All particle	States AL	8	Film: Fermi .
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The Assign roles symbol, as shown here, allows you to make a user into a Mentor or an Assessor, click the symbol and then the *Mentor* or *Assessor* button:



You will now see this role added to the user. For mentors **and** assessors, click the **X** next to Apprentice to remove that role from the mentor:

s to course	Roles	Groups	
	Manager Unassign role Apprentice	£	
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The result will be similar to this (note your users will have their names listed, this is just dummy data):

Enrolled users

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Use the breadcrumb trail to return to the course page:

☆ > Courses > Centres > Apprenticeships > IMILVASFULLDEMO

Note 1: Mentors can only see and grade the apprentices in their groups. Mangers can see all apprentices.

Note 2: Assessors should be added to all the groups (employers) that they look after.

Contact <u>elearning@theimi.org.uk</u> for further help.