



IMI Apprenticeship Standards

Contents

1.	All users – Logging in and access codes	2
2.	All users – Overview and structure	5
3.	Apprentices – eLogbook	7
4.	Mentors – eLogbook	10
5.	All users – Soft skills and behaviours assessment	13
6.	All users – eLearning	16
7.	All users – Grades and reports	18
8.	Training Providers – Setting up groups	23
9.	Training Providers – Adding users to groups	25
10.	Training Providers – Creating mentors and assessors	27



1. All users – Logging in and access codes

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

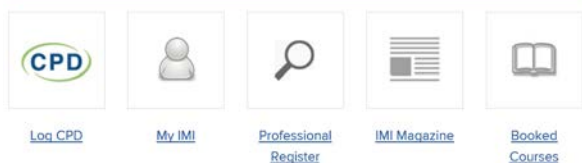
Enter Keyword [Contact Us](#) [Feedback](#)



+44 (0) 1992 57521
Mon - Fri 08:30 - 17:00

Click on Booked Courses:

Welcome back, where would you like 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 [contact us](#).

Your courses will now show – go to step **4**.

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

ENTER YOUR ACCESS CODE

Access code

[REDEEM CODE](#)

(If you have already claimed your code, please [view your course list](#))



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:

REGISTER AND REDEEM MY CODE

Username

Password

Email

Confirm Email

[REGISTER AND REDEEM MY CODE](#)

LOGIN AND CONTINUE

Username

Password

[LOGIN AND REDEEM CODE](#)

[Forgot 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*

1

January

1970

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.

[VIEW COURSE ►](#)

4. A list of your courses will now show:

Course Name: [VIEW COURSE](#)

DVSA Application Selection

Booked:
Fri, 05/05/2017 - 09:59

[LOG INTO THE COURSE](#)

MANAGE MY ACCOUNT

- My IMI Activity
- My Details
- My MA's
- My Membership
- My Booked Courses

5. Click the 'Log into course' button and you will be taken directly to the course area:

The screenshot shows the IMI eLogbook/eLearning interface. On the left, there's a sidebar with navigation links: Home, My Courses, My Sites, and Help. The main content area displays 'Progress to Gateway 1' with a progress bar and a 'Log into course' button. Below this, there's a section for 'Phase 1: Group 1 Soft skills and behaviours' with a description and a 'Log into course' button. The right sidebar contains a 'MANAGE MY ACCOUNT' section with links to My IMI Activity, My Details, My MA's, My Membership, and My Booked Courses.

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:

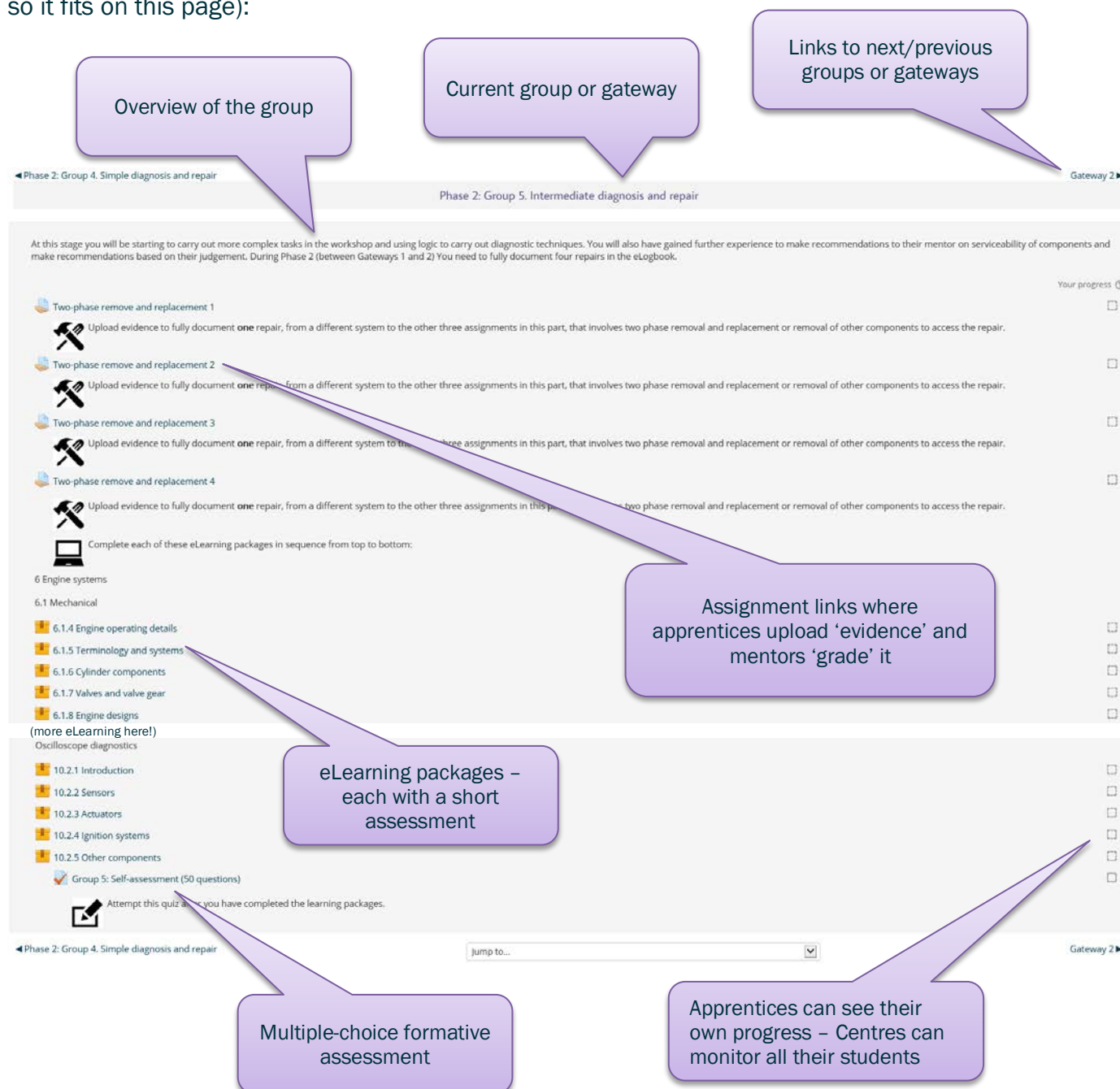
> Courses > Centres > Apprenticeships > IMILVASFULLDEMO

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):



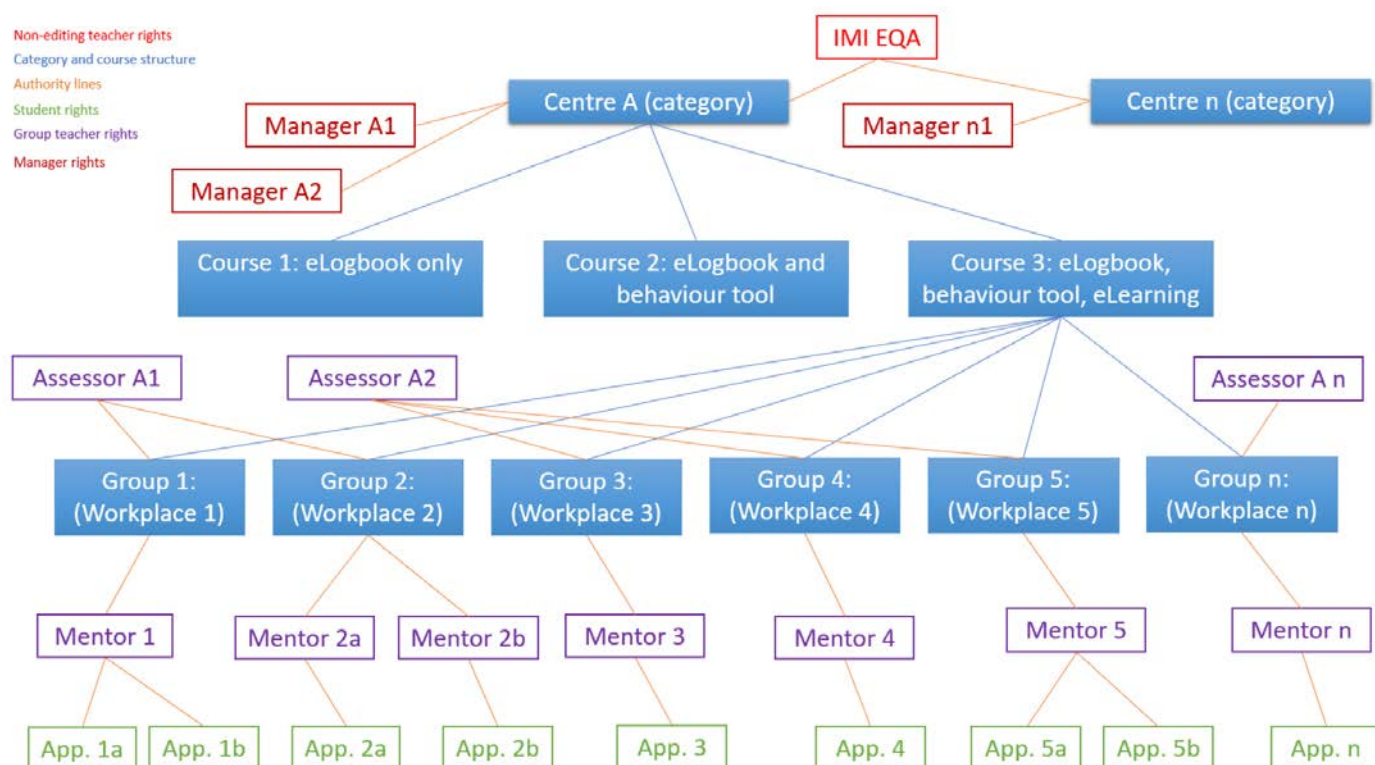
The screenshot shows the IMI eLogbook/eLearning system interface. It displays a navigation bar at the top with 'Phase 2: Group 4. Simple diagnosis and repair' and 'Phase 2: Group 5. Intermediate diagnosis and repair'. The main content area lists various tasks and eLearning packages. Callouts provide additional information:

- Overview of the group:** Points to the 'Phase 2: Group 4. Simple diagnosis and repair' header.
- Current group or gateway:** Points to the 'Phase 2: Group 5. Intermediate diagnosis and repair' header.
- Links to next/previous groups or gateways:** Points to the 'Gateway 2' link at the top right.
- Assignment links where apprentices upload 'evidence' and mentors 'grade' it:** Points to the list of tasks, including 'Two-phase remove and replacement 1' through '4'.
- eLearning packages – each with a short assessment:** Points to the '6 Engine systems' section, which includes '6.1 Mechanical' and '6.1.4 Engine operating details' through '6.1.8 Engine designs'.
- Multiple-choice formative assessment:** Points to the 'Group 5: Self-assessment (50 questions)' link.
- Apprentices can see their own progress – Centres can monitor all their students:** Points to the 'Your progress' link at the top right.

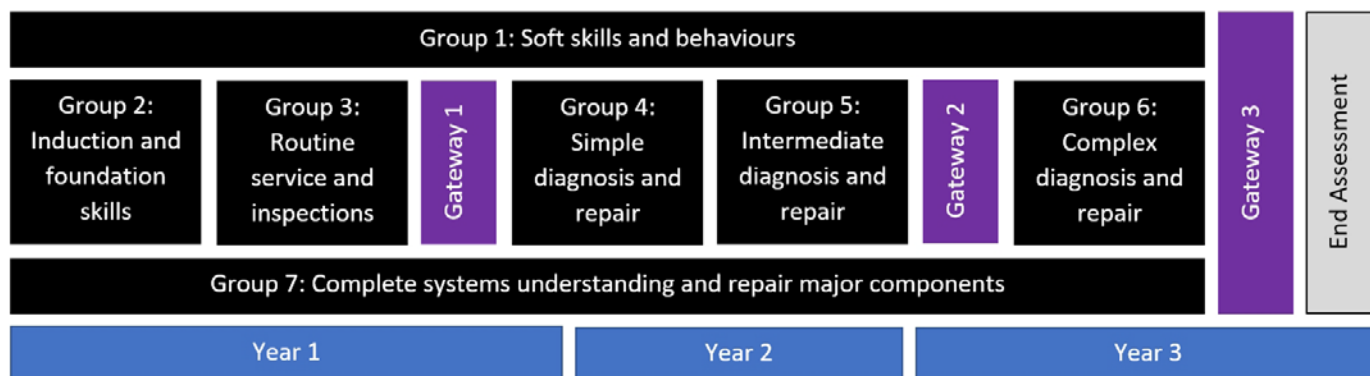
The following diagram shows an outline of the structure and lines of authority, in other words, who can access what, and what they can see!

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:



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.

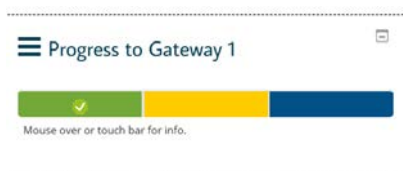
Once logged in you will see something like the following:



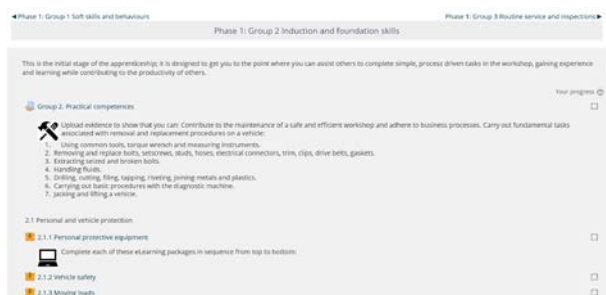
The first thing to note is the set of three progress bars at the top left. These indicate how you are progressing towards completing the eLogbook and your course in general.

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



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):

Group 2: Practical competences

- Upload evidence to show that you can: Contribute to the maintenance of a safe and efficient workshop and adhere to business processes. Carry out fundamental tasks associated with removal and replacement procedures on a vehicle:
1. Using common tools, torque wrench and measuring instruments.
 2. Removing and replace bolts, set screws, studs, bases, electrical connectors, trim, clips, drive belts, gaskets.
 3. Extracting seized and broken bolts.
 4. Handling fluids.
 5. Drilling, cutting, filing, tapping, riveting, joining metals and plastics.
 6. Carrying out basic procedures with the diagnostic machine.
 7. Jacking and lifting a vehicle.

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	0 Comments (0)

Add submission

Make changes to your submission

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

Online text

File submissions

Maximum size for new files: 5MB, maximum attachments: 10

You can drag and drop files here to add them.

Save changes Cancel

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

Testing 1 2 3

File submissions

Maximum size for new files: 5MB, maximum attachments: 10

Save changes Cancel

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

Upload evidence to show that you can: Contribute to the maintenance of a safe and efficient workshop and adhere to business processes. Carry out fundamental tasks associated with removal and replacement procedures on a vehicle:

1. Using common tools, torque wrench and measuring instruments.
2. Removing and replace bolts, screws, nuts, hoses, electrical connectors, tiles, clips, drive belts, gaskets.
3. Extracting seized and broken bolts.
4. Handling fluid.
5. Drilling, cutting, filing, tapping, riveting, joining metals and plastics.
6. Carrying out basic procedures with the diagnostic machine.
7. Jacking and lifting a vehicle.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Last modified	Tuesday, 16 May 2017, 9:22 PM
Online test	0% testing 1/2/3
File submissions	1 Bench showcar_img2017_1068.jpg
Submission comments	0 Comments (0)

[Add submission](#)

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:

IMI Toolkit eLogbook

Navigation

Administration

Switch role to...

Return to my normal role

Site administration

Search

Practice assignment

Apprentices: Use this assignment to practice uploading - take a picture of your favourite car, or upload a selfie, and add 'Hello World' in the textnotes box! File sizes are limited to 1MB. I have included a couple of example pictures showing the sort of thing you might upload for the proper assignments. **Mentors:** Grade them as 100% if you like the picture!

1605066.jpg

service wheel example.jpg

Submission status

Submission status	No attempt
Grading status	Graded
Last modified	-
Submission comments	0 Comments (0)

[Add submission](#)

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.

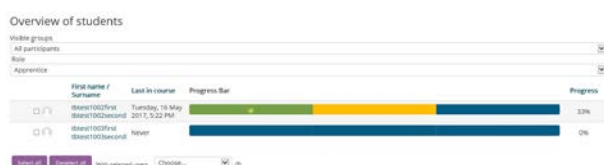
Your status must be upgraded to allow you to monitor and grade the apprentices you are mentoring. Contact your training Provider if this has not been done yet.

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:



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







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


```
tbtest1002first tbtest1002second (tbtest1002)
```

Submission status

Submission status	Submitted for grading
Grading status	Not graded
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

Grade out of 100 

Current grade in gradebook -

Feedback comments

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 100

Current grade in gradebook -

Feedback comments



Well done



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

Group 2. Practical competences

- Upload evidence to show that you can: Contribute to the maintenance of a safe and efficient workshop and adhere to business processes. Carry out fundamental tasks associated with removal and replacement procedures on a vehicle.
1. Using common tools, torque wrench and measuring instruments.
 2. Removing and replace bolts, screws, studs, hoses, electrical connectors, trim, clips, drive belts, gaskets.
 3. Extracting, sealing and broken bolts.
 4. Handling fluids.
 5. Drilling, cutting, filing, tapping, riveting, joining metals and plastics.
 6. Carrying out basic procedures with the diagnostic machine.
 7. Jacking and lifting a vehicle.

Grade

The grade changes were saved

[Continue](#)

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

Group 2. Practical competences

Guiding action
Choose...

Separate groups: Station Garage

Select	User picture	First name / Surname	Username	Status	Grade	Edit	Last modified (submission)	Online test	File submissions	Submission comments	Last modified (grade)	Feedback comments	Final grade
<input type="checkbox"/>		lsteat1000fira lsteat1000fira.com	lsteat1000	Submitted for grading	100 %	Edit	Tuesday, 16 May 2017, 5:22 PM	Is testing 1.2.3	lsteat1000fira_rec2017_1008.jpg	Comments (0)	Tuesday, 16 May 2017, 5:28 PM	Well done	100 % (100)
<input type="checkbox"/>		lsteat1000fira lsteat1000fira.com	lsteat1000	No submission		Edit							

Web selected... Lock submissions

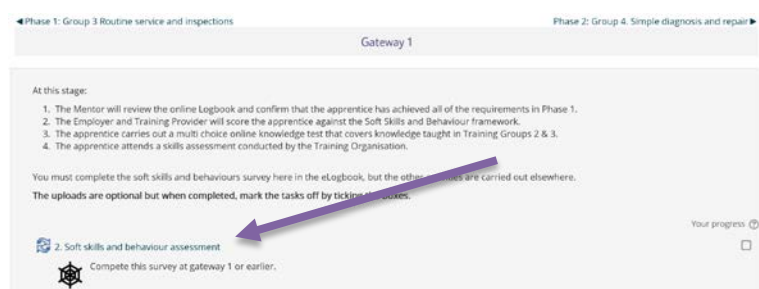
Use the breadcrumb trail to return to the course:

[Home](#) > [Courses](#) > [Centres](#) > [Apprenticeships](#) > [IMILVASFULLDEMO](#)

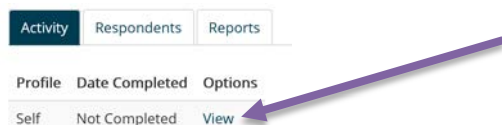
5. All users – Soft skills and behaviours assessment

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.

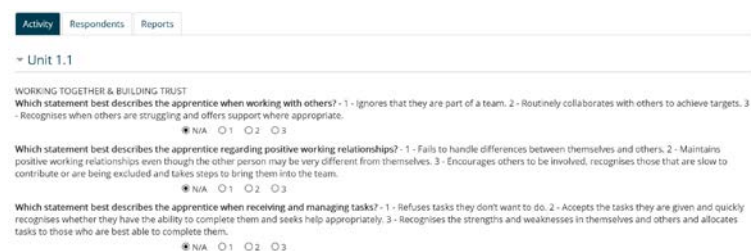
To start the process as an apprentice, simply click the link as shown here:



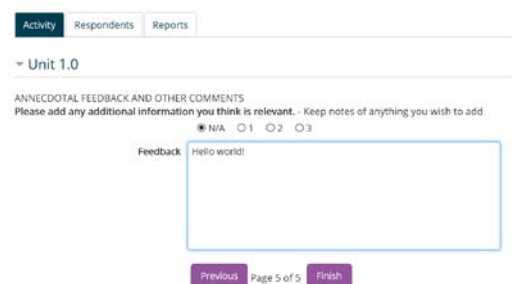
The following will show where you should click **View**:



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:

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

Email address	Respondent type	Completion date	
[redacted]	Mentor or Employer	None	<button>Send reminder</button>
[redacted]	Trainer	None	<button>Send reminder</button>

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):



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 ☒ Average

Apply

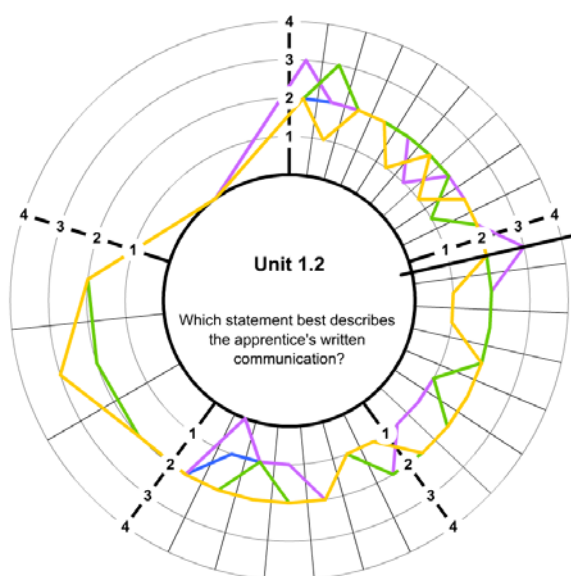
Key

Below average Above average

Unit 1.1

	Self	Mentor or Employer	Average	Trainer	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	3		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:



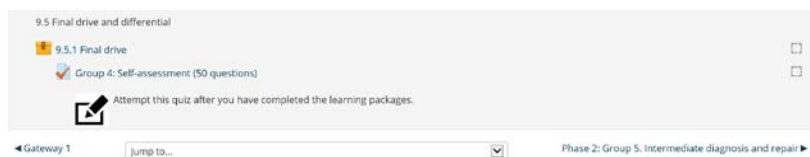
There are no right or wrong answers in this survey, its purpose is to help you, the apprentice, improve your soft skills and behaviours with the help and guidance of your mentor and trainer.

6. All users – eLearning

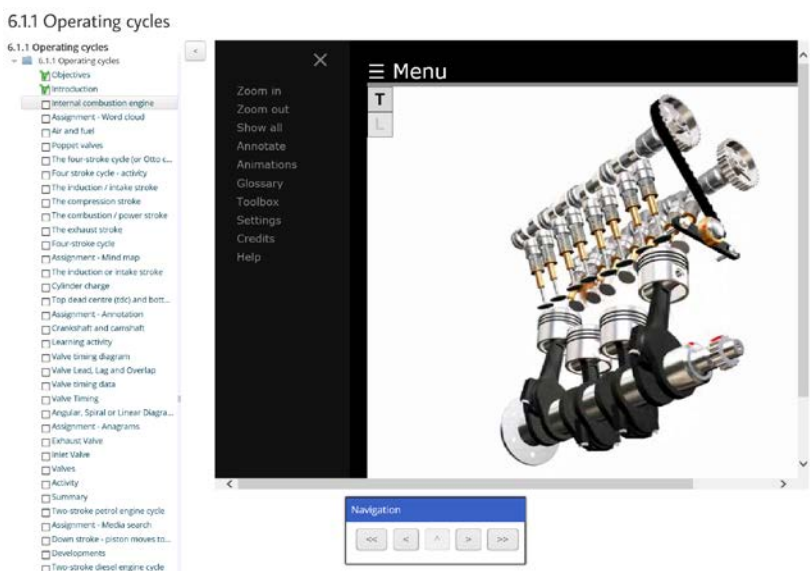
An optional extra, that can be included as part of the eLogbook, is IMI eLearning content. This has been structured to match each of the phases and groups. Part of Phase 2, Group 4 is shown here:



(lots more learning packages here)

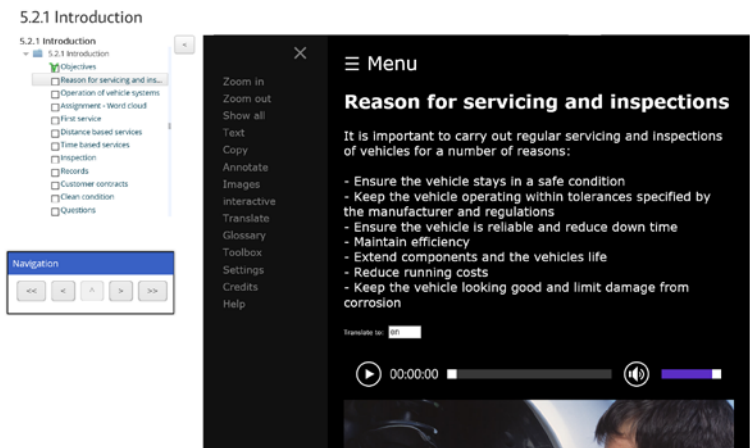


Clicking on the first link in this list shows the following:



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:

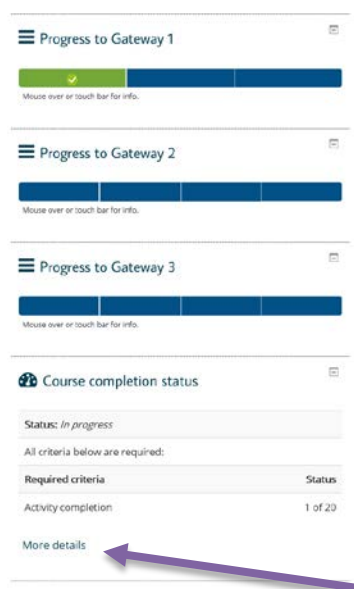
- Apprentice – can only see his or her own results
- Mentor – can only see the results of apprentices in their group (employer area)
- Assessor – can see results of all the groups they are allocated to
- Training provider – can see results and reports (logs) of all apprentices, mentors and assessors

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):



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:

Criteria group		Status/progress		Status		Completion date	
Activity completion (all required)		Required criteria below are required	Requirement	Complete			
Activity completion (all required)	Practice assignment	Achieving grade	Achieving grade	Yes		4 July 2017	
	3. Gateway 1 Online multiple-choice knowledge test	Marking yourself complete	Marking yourself complete	No			
	4a. Vehicle inspection assessment	Marking yourself complete	Marking yourself complete	No			
	4b. Engineering task assessment	Marking yourself complete	Marking yourself complete	No			
	Two-phase remove and replacement 1	Achieving grade	Achieving grade	No			
	Two-phase remove and replacement 2	Achieving grade	Achieving grade	No			
	Two-phase remove and replacement 3	Achieving grade	Achieving grade	No			
	Two-phase remove and replacement 4	Achieving grade	Achieving grade	No			
	2. Soft skills and behaviour assessment	Marking yourself complete	Marking yourself complete	No			
	3. Gateway 2 Online multiple-choice knowledge test	Marking yourself complete	Marking yourself complete	No			
	4a. Skills assessment	Marking yourself complete	Marking yourself complete	No			
	4b. Professional discussion	Marking yourself complete	Marking yourself complete	No			
	Complex diagnosis and repair 1	Achieving grade	Achieving grade	No			
	Complex diagnosis and repair 2	Achieving grade	Achieving grade	No			
	Complex diagnosis and repair 3	Achieving grade	Achieving grade	No			
	Complex diagnosis and repair 4	Achieving grade	Achieving grade	No			
	2. Soft skills and behaviour assessment	Marking yourself complete	Marking yourself complete	No			
	4a. Skills assessment	Marking yourself complete	Marking yourself complete	No			
	4b. Professional discussion	Marking yourself complete	Marking yourself complete	No			
	9 Gas certificate	Marking yourself complete	Marking yourself complete	No			

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:

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	Activities	Course
Aggregation method	All	All
Criteria	Course complete F Gas certificate 4b. Professional discussion 4a. Skills assessment 2. Soft skills and ... Complex diagnosis and repair 4 Complex diagnosis and repair 3 Complex diagnosis and repair 2 Complex diagnosis and repair 1 4b. Professional discussion 4a. Skills assessment 3. Gateway 2 Online ... 2. Soft skills and ... Two phase remove and ... Two phase remove and ... Two phase remove and ... Two phase remove and ... 4b. Engineering task ... 4a. Vehicle inspection ... 3. Gateway 1 Online ... Practice assignment	Course complete F Gas certificate 4b. Professional discussion 4a. Skills assessment 2. Soft skills and ... Complex diagnosis and repair 4 Complex diagnosis and repair 3 Complex diagnosis and repair 2 Complex diagnosis and repair 1 4b. Professional discussion 4a. Skills assessment 3. Gateway 2 Online ... 2. Soft skills and ... Two phase remove and ... Two phase remove and ... Two phase remove and ... Two phase remove and ... 4b. Engineering task ... 4a. Vehicle inspection ... 3. Gateway 1 Online ... Practice assignment
First name / Surname	Username	
tbtest1005first tbtest1005second	tbtest1005	
tbtest1010first tbtest1010second	tbtest1010	

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:

Overview of students

Volunteer groups
All participants
Role
All participants

First name / Surname	Last in course	Progress Bar	Progress
tbtest1003first tbtest1003second	Tuesday 4 July 2017, 4:38 PM	<div></div>	0%
tbtest1001first tbtest1001second	Tuesday 4 July 2017, 11:15 AM	<div></div>	0%
tbtest1002first tbtest1002second	Tuesday 4 July 2017, 11:45 AM	<div></div>	0%
tbtest1004first tbtest1004second	Tuesday 4 July 2017, 11:58 AM	<div></div>	22%
tbtest1005first tbtest1005second	Tuesday 4 July 2017, 4:36 PM	<div></div>	0%
tbtest1006first tbtest1006second	Never	<div></div>	0%
tbtest1007first tbtest1007second	Never	<div></div>	0%
tbtest1008first tbtest1008second	Never	<div></div>	0%
tbtest1009first tbtest1009second	Never	<div></div>	0%
tbtest1010first tbtest1010second	Tuesday 4 July 2017, 4:36 PM	<div></div>	22%

Select all Deselect all With selected users: Choose...

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

Overview of students

Volunteer groups
Company Group
Role
Apprentice

First name / Surname	Last in course	Progress Bar	Progress
tbtest1003first tbtest1003second	Never	<div></div>	0%
tbtest1001first tbtest1001second	Tuesday 4 July 2017, 4:36 PM	<div></div>	22%

Select all Deselect all With selected users: Choose...

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:

Separate groups

All participants

All participants: 7

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	Activities	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. Professional discussion F Gas certificate Course complete	Course complete F Gas certificate 4b. Professional discussion 4a. Skills assessment 2. Soft skills and ... Complex diagnosis and repair 4 Complex diagnosis and repair 3 Complex diagnosis and repair 2 Complex diagnosis and repair 1 4b. Professional discussion 4a. Skills assessment 3. Gateway 2 Online ... 2. Soft skills and ... Two phase remove and ... Two phase remove and ... Two phase remove and ... Two phase remove and ... 4b. Engineering task ... 4a. Vehicle inspection ... 3. Gateway 1 Online ... Practice assignment
First name / Surname	Username	
tbtest1003first tbtest1003second	tbtest1003	
tbtest1005first tbtest1005second	tbtest1005	
tbtest1006first tbtest1006second	tbtest1006	
tbtest1007first tbtest1007second	tbtest1007	
tbtest1008first tbtest1008second	tbtest1008	
tbtest1009first tbtest1009second	tbtest1009	
tbtest1010first tbtest1010second	tbtest1010	

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)

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	Activities	Course
Aggregation method	All	All
Criteria		
First name / Surname	Username	
tbtest1005first tbtest1005second	tbtest1005	
tbtest1010first tbtest1010second	tbtest1010	

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)

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:

IMI Level 3 Light Vehicle Apprenticeship Standards eLogbook and eLearning DEMO

Navigation: Home, Dashboard, Site pages, My courses, IMI WALSLEY DEMO, Participants, Grades, IMI Level 3 Light Vehicle Apprenticeship Standards, Phase 1: Practice, Phase 1: Group 1 Soft skills and behaviour, Phase 1: Group 2 Induction and foundation skills, Phase 1: Group 3 Routine service and inspections, Gateway 1, Phase 2: Group 4 Simple diagnosis and repair, Phase 2: Group 5 Intermediate diagnosis and repair, Gateway 2, Phase 3: Group 6 Complex diagnosis and repair, Phase 3: Group 7 Complete systems understanding and repair, Gateway 3 (Final test)

Administration: Course administration, Users, Reports, Logs, Live logs, Activity report, Course participation, Activity completion

IMI Level 3 Light Vehicle Apprenticeship Standards eLogbook and eLearning DEMO

All sources, All events, Standard log, Get these logs

Page: 1 2 3 (Next)

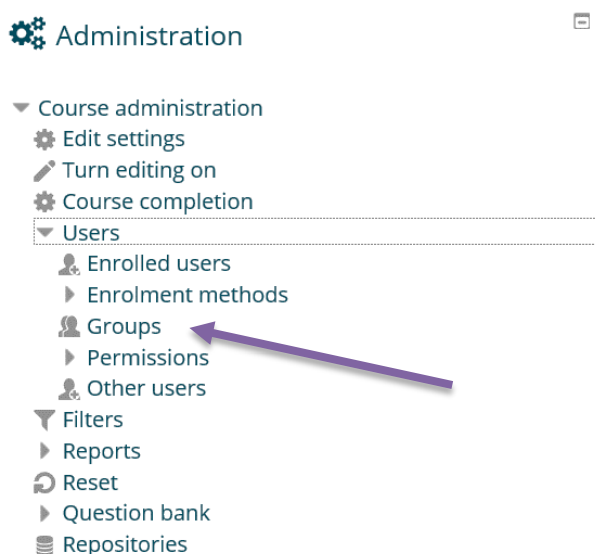
Time	User full name	Affected user	Event content	Component	Event name	Description	Origin	IP address
4 Jul 16:43	tbtest1002first tbtest1002second	-	Course: IMI Level 3 Light Vehicle Apprenticeship Standards eLogbook and eLearning DEMO	Course completion	Completion report viewed	The user with id '58258' viewed the completion report for the course with id '672'.	web	86.132.144.198
4 Jul 16:48	tbtest1002first tbtest1002second	-	Course: IMI Level 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
4 Jul 16:42	tbtest1002first tbtest1002second	-	Course: IMI Level 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
4 Jul 15:15	Tom Denton as tbtest1003first tbtest1003second	-	Course: IMI Level 3 Light Vehicle Apprenticeship Standards eLogbook and eLearning DEMO	System	Course viewed	The user with id '58259' viewed the section number '5' of the course with id '672'.	web	86.132.144.198
4 Jul 15:14	Tom Denton as tbtest1003first tbtest1003second	-	Course: IMI Level 3 Light Vehicle Apprenticeship Standards eLogbook and eLearning DEMO	System	Course viewed	The user with id '58259' viewed the section number '5' of the course with id '672'.	web	86.132.144.198
4 Jul 15:13	Tom Denton as tbtest1003first tbtest1003second	-	Course: IMI Level 3 Light Vehicle Apprenticeship Standards eLogbook and eLearning DEMO	System	Course viewed	The user with id '58259' viewed the course with id '672'.	web	86.132.144.198
4 Jul 12:19	tbtest1001first tbtest1001second	tbtest1003first tbtest1003second	Assignment: Group 2: Practical competences	Assignment	Grading form viewed	The user with id '58257' viewed the grading form for the user with id '58259' for the assignment with course module id '56378'.	web	85.255.235.150
4 Jul 12:19	tbtest1001first tbtest1001second	-	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	85.255.235.150
4 Jul 11:52	tbtest1001first tbtest1001second	-	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
4 Jul 11:52	tbtest1001first tbtest1001second	-	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
4 Jul 11:51	tbtest1001first tbtest1001second	tbtest1003first tbtest1003second	Assignment: Group 2: Practical competences	Assignment	Grading form viewed	The user with id '58257' viewed the grading form for the user with id '58259' for the assignment with course module id '56378'.	web	85.255.235.142
4 Jul 11:51	tbtest1001first tbtest1001second	-	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:



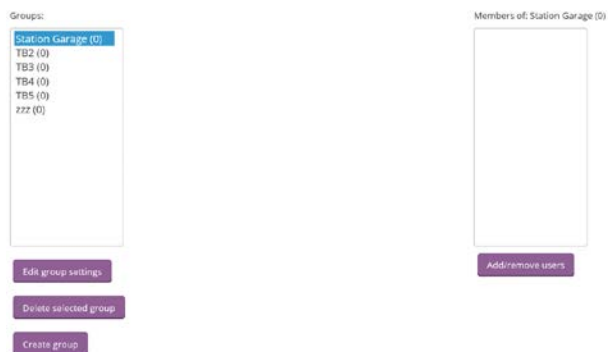
Click on the group you want to change and then click the *Edit group settings* button:



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

Group name* TB1- Johns Garage

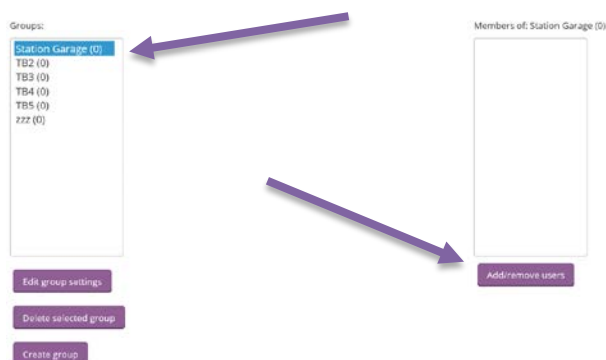
Click *Save changes* and the list will update (it may take a few seconds), and in this case I made a group called Station Garage:



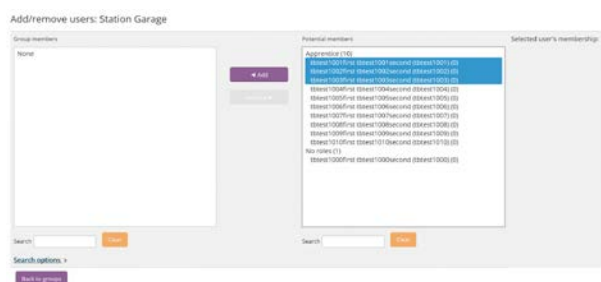
To create new groups, click the *Create group button*.

9. Training Providers – Adding users to groups

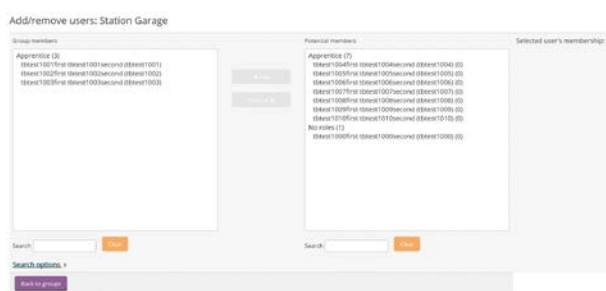
To add users (apprentices **and** mentors **and** 'assessors') to the groups, select the group and then click the *Add/remove users* button on the right:



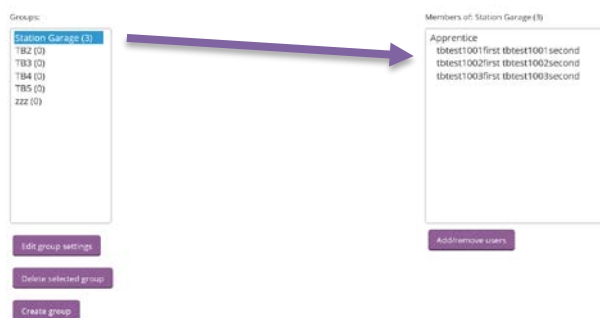
This will show the list of all your users who have redeemed their access codes:



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:



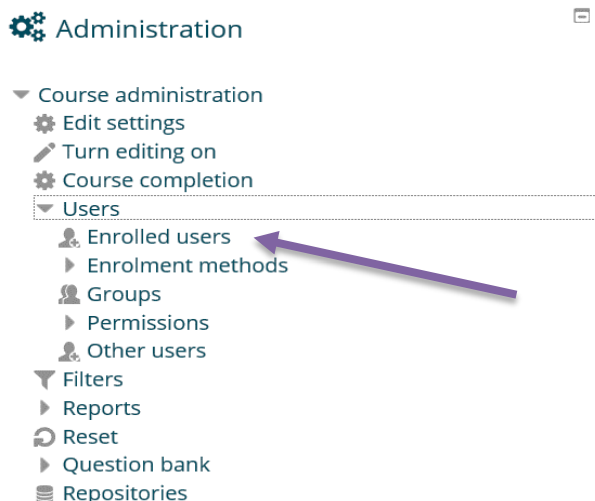
Continue to add new groups, edit their names and add apprentices and mentors and assessors to the appropriate groups as needed.

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*:

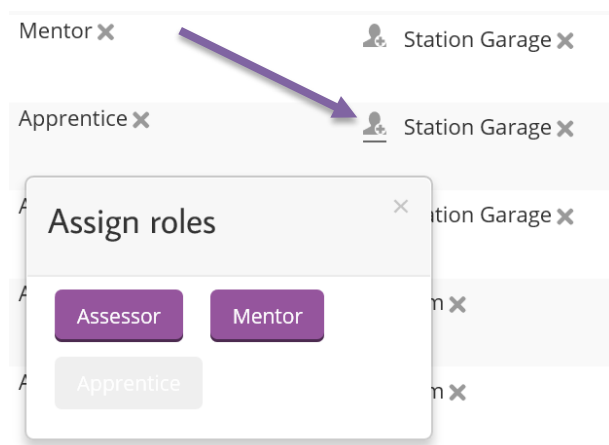


This will show a list of all the apprentices and mentors who have redeemed their access codes:

Enrolled users

First name / Surname	Last access to course	Manager	Groups	Enrolment methods
000010001 First Street 1000second Street 1000	33 mins 14 secs	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x
000010001 First Street 1000second Street 1000	40 mins 12 secs	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x
000010001 First Street 1000second Street 1000	Never	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x
000010001 First Street 1000second Street 1000	Never	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x
000010001 First Street 1000second Street 1000	Never	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x
000010001 First Street 1000second Street 1000	Never	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x
000010001 First Street 1000second Street 1000	Never	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x
000010001 First Street 1000second Street 1000	Never	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x
000010001 First Street 1000second Street 1000	Never	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x
000010001 First Street 1000second Street 1000	Never	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x
000010001 First Street 1000second Street 1000	Never	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x
000010001 First Street 1000second Street 1000	Never	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM to x

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
secs	<div>Manager</div> <div>Unassign role Apprentice</div>	Station Garage X
secs	Apprentice X Mentor X	Station Garage X
secs	Apprentice X	Station Garage X
	Apprentice X	Station Garage X
	Apprentice X	
	Apprentice X	
	Apprentice X	

The result will be similar to this (note your users will have their names listed, this is just dummy data):

Enrolled users				
Search	Enrolment methods	Role	Group	Status
First name / Surname ~ / Username	Last access to course	Roles	Groups	Enrolment methods
00000001st 00000002nd 00000003rd	24 secs	Centre coordinator		Manual enrolments from Tuesday, 16 May 2017, 12:00 AM
00000001st 00000002nd 00000003rd	36 days 17 hours	Mentor X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM
00000001st 00000002nd 00000003rd	26 days 23 hours	Assessor X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM
00000001st 00000002nd 00000003rd	31 days 8 hours	Apprentice X	Station Garage X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM
00000001st 00000002nd 00000003rd	Never	Apprentice X	tom X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM
00000001st 00000002nd 00000003rd	9 days 20 hours	Apprentice X	tom X	Manual enrolments from Tuesday, 16 May 2017, 12:00 AM

Use the breadcrumb trail to return to the course page:

[Home](#) > [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 elearning@theimi.org.uk for further help.