

Individual Learners' Guide to the Learning through Work system

This guide is for learners who are using LtW to develop and undertake an individually designed programme which includes a personalised Learning Plan.

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1. Introduction

This guide is for learners who are using LtW to develop and undertake an individually designed programme which includes a personalised Learning Plan.

It is designed to help you through the stages of developing your Learning Plan and using the features of the LtW system.

You are encouraged to make use of the guidance available through the Support and Advice menu block and – of course – the personalised advice provided by your tutor.

It might be an idea to print off this guide so that you can have it handy when you need it.

Any problems?

If you can't remember your password there is a 'Forgotten password?' link on the login page.

For any other problems with using the system you should contact either your tutor through the dialogue function or your university or college whose contact details can be found on the 'Welcome' page that is displayed as soon as you've logged in.

2. My Details

The My Details area is used to hold contact information etc. and is initially automatically created from your application form. It is your responsibility to maintain the page in an up to date state.

The My Details are also allows you to change your password.

Edit My personal details

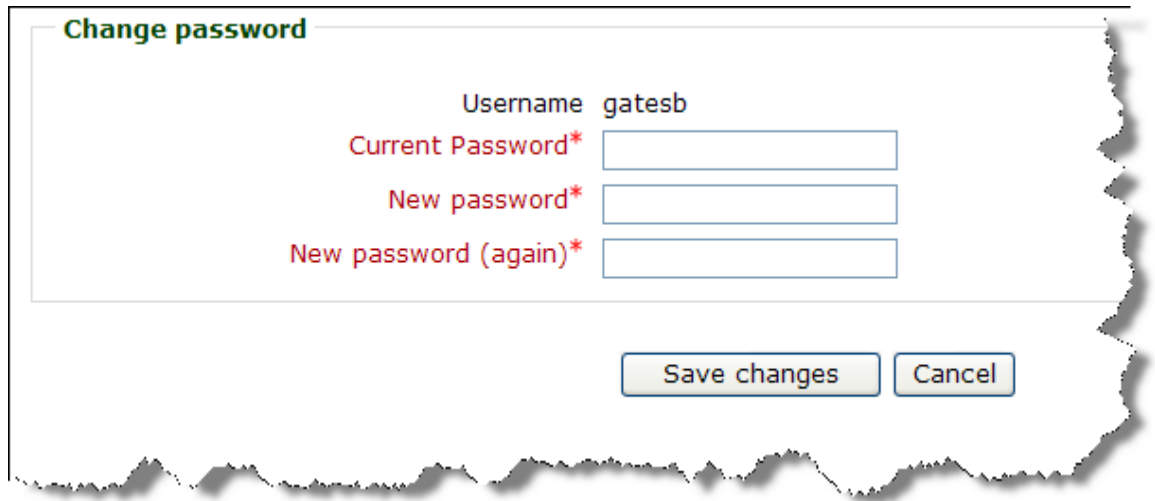
Select [My details](#) from the **My Menu** block to display the 'Edit my personal details' page.

Edit my personal details	
Title	Mrs
First name	Bill
Last name	Gates
Home address line 1	23 Crigyll Road
Home address line 2	
Home address line 3	
Town	Rhosneigr
Postcode	LL64 5QS
Home telephone	01407 811233
Home mobile	07812 799781
Home email	jon@jslnet.co.uk
Work address line 1	University of Derby
Work address line 2	Keddlestone Road
Work address line 3	
Town	

Change the appropriate form field on the page and click on **Save** at the bottom of the page to save the changes.

Change my password

Select [My details](#) from the **My Menu** block to display the 'Edit my personal details' page. Click on **Change password** at the bottom of the page to display the 'Change password' page.

A screenshot of a web form titled "Change password" in green text. The form is enclosed in a light gray border. Inside, the "Username" is displayed as "gatesb". Below this, there are three input fields with red labels: "Current Password*", "New password*", and "New password (again)*". At the bottom right of the form are two buttons: "Save changes" and "Cancel". The entire screenshot has a torn paper effect on its right and bottom edges.

Change password

Username gatesb

Current Password*

New password*

New password (again)*

Enter your previous and the new password, confirm your new password and then click the **Save changes** button to save your new password.

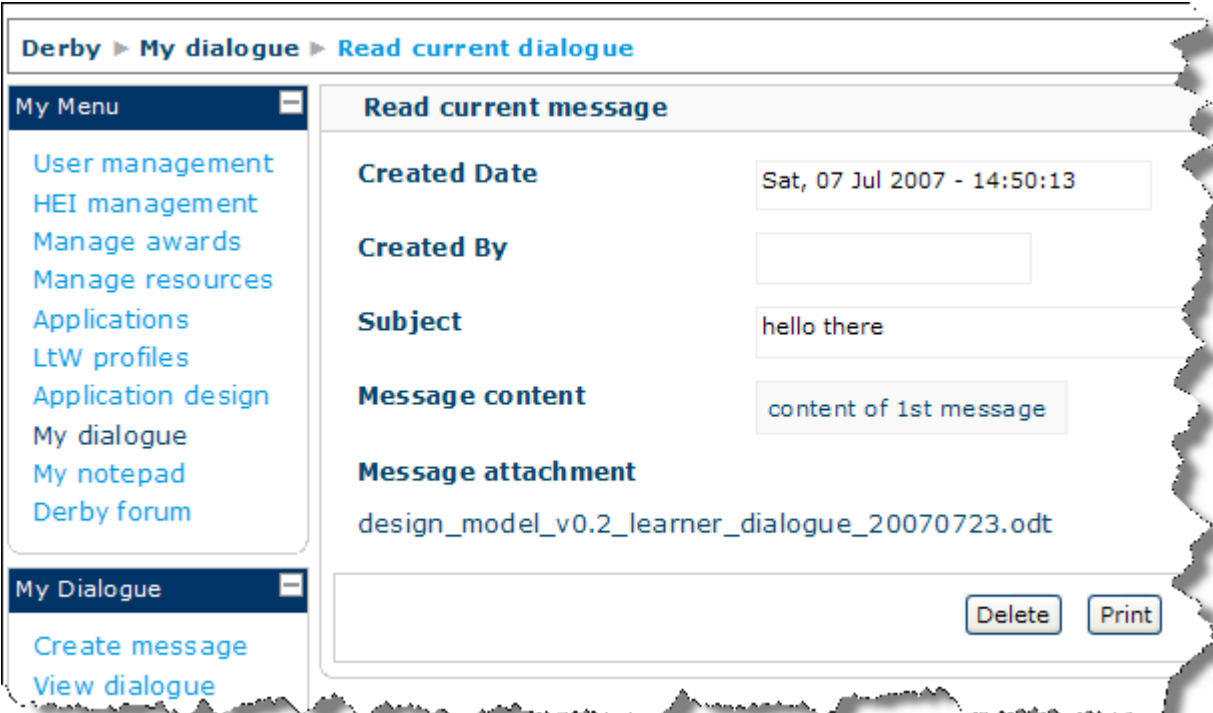
4. Using Dialogue

The LtW system provides a messaging environment similar to a simple email system. You will have access to the this messaging system, which allows you to create / read / print / sort messages to and from your tutors.

View unread messages

Select **My dialogue** from the **My Menu** block to display a list of any unread messages. Any unread messages are always displayed to you when you go into dialogue.

Navigate to the required message and select it. The contents of the message, plus any attachments are displayed.



The screenshot shows a web-based messaging interface. At the top, a breadcrumb trail reads "Derby > My dialogue > Read current dialogue". On the left, there are two menu blocks. The "My Menu" block contains links: "User management", "HEI management", "Manage awards", "Manage resources", "Applications", "LtW profiles", "Application design", "My dialogue", "My notepad", and "Derby forum". The "My Dialogue" block contains links: "Create message" and "View dialogue". The main area is titled "Read current message" and displays the following fields: "Created Date" (Sat, 07 Jul 2007 - 14:50:13), "Created By" (empty text box), "Subject" (hello there), "Message content" (content of 1st message), and "Message attachment" (design_model_v0.2_learner_dialogue_20070723.odt). At the bottom right of the message content area are "Delete" and "Print" buttons.

View all messages

Select **My dialogue** from the **My Menu** block to display a list of any unread messages and then select **View Dialogue** from the **My Dialogue** menu block to view all messages sent and received.

Messages can be sorted by Date Sent, Sender, Type and Subject by clicking on the icon next to each of these headings.

The message list can be searched for a specific message using the search form shown in the right hand side panel. Specify the subject, sender, type, date range and any content text required and click the **Search** button.

Navigate to a message and select it to display the contents of the message.

Create a message

Select **My Dialogue** from the **My Menu** block and then select **Create message** from the **My Dialogue** block to create a new message. The 'Create new message' page is displayed together with the list of possible recipients in the right hand column.

The screenshot shows a web interface for creating a new message. The main area is titled 'Create new message' and contains the following fields:

- Recipient(s)**: A text input box.
- All associated tutors**: A checkbox.
- Subject**: A text input box.
- Message content**: A large text area with a rich text editor toolbar below it.

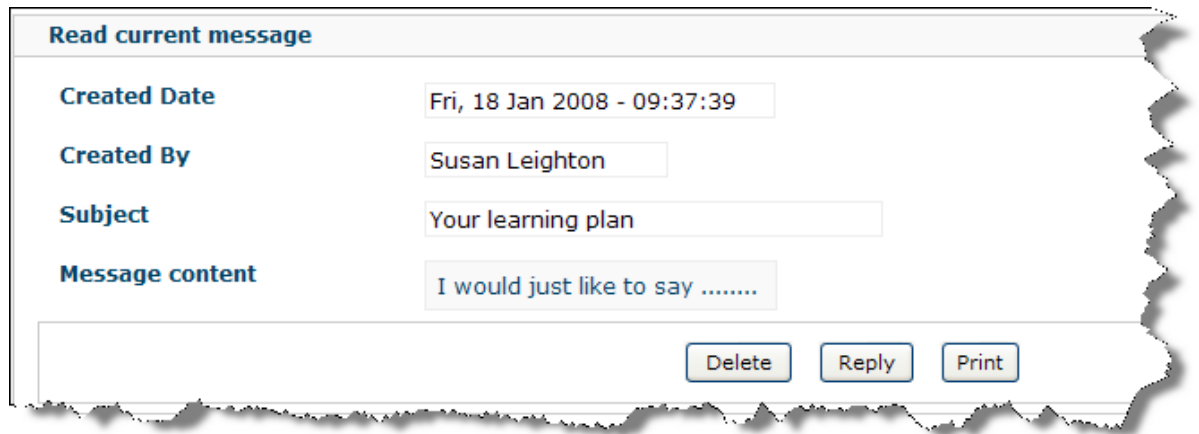
On the right side, there is a panel titled 'select recipients' which contains a list of recipients. In this example, 'Leighton, Susan' is listed. Below the list are two buttons: 'de-select all' and 'select all'.

Complete the Subject and Message content boxes and select who you want to send it to either by clicking on their name(s) in the **Select Recipients** panel or by ticking the box next to 'All associated tutors'.

Attach a file to send with the message if required by using the browse button below the Message content box. Click on **Send** to send the message.

Reply to a message.

Navigate to a message you want to reply to and select it to display the contents of the message.



The screenshot shows a web interface for reading a message. It has a title bar 'Read current message'. Below it, there are four fields: 'Created Date' with the value 'Fri, 18 Jan 2008 - 09:37:39', 'Created By' with the value 'Susan Leighton', 'Subject' with the value 'Your learning plan', and 'Message content' with the value 'I would just like to say'. At the bottom right of the window, there are three buttons: 'Delete', 'Reply', and 'Print'.

Read current message	
Created Date	Fri, 18 Jan 2008 - 09:37:39
Created By	Susan Leighton
Subject	Your learning plan
Message content	I would just like to say

Delete Reply Print

Click the **Reply** button to display a 'Create new message' page, complete the appropriate boxes on the page and click the **Send** button.

Note: you can only reply to messages from your tutors. If you have been sent a 'general message' from your university or college you will not be able to reply to it.

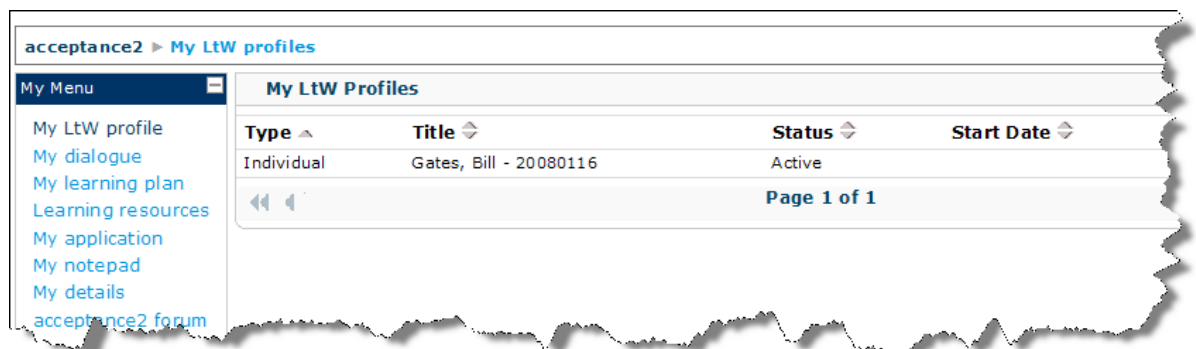
5. My Profile

Your Profile is the means by which you and your programme of learning are identified on the LtW system and it allows tutors and resources to be assigned to you

A note about terminology: There are two types of profile; **cohort** and **individual**, and each profile has a particular features associated with it. If you are a learner developing your own pathway you will have an individual profile. As an individual learner it is most likely that your university or college will have given you access to all the functions and resources that are on the system – this is called a ‘flexible programme’. However, some universities or colleges may give individuals access to only some features and resources – this is called a ‘prescribed programme’. All this means is that you will be able to get to just the things that you need and not be confused with those that you don’t.

View my profiles

Select [LtW Profile](#) from the **My Menu** block to display your profile(s) – you will usually have only one - and select your profile to display its details, including the names of your tutor or tutors.



If you have a learning plan attached to your profile (an as an individual learner you probably will) it can viewed by selecting [View plan](#). The next section of this guide is all about developing learning plans.

5. Developing My Learning Plan

Overview of the learning plan

The Learning Plan is the mechanism by which you set out your intended learning and have it formally approved by your university or college so that it can lead to a qualification (or award) or to a specified number of credits.

Note: most individual learners will have a learning plan but if you are using LtW only to access one or more of the on-line modules it could be that you don't need a learning plan. If this is the case the rest of this section will not be relevant to you.

If you have a learning plan you are required to develop the details of your plan with your tutor or tutors. This will mean completing the plan overview, programme learning outcomes and proposed modules and your tutor reviewing these and providing feedback by way of dialogue or annotations on the plan.

When you and your tutor are satisfied that your plan is acceptable you submit it for approval.

The following pages are largely to do with how you enter the details of your plan on the LtW system. For help and advice on the content of your plan you should look at the Step by Step Guide (which you can access from the My Learning Plan menu block), and the relevant materials from the Support & Advice menu block. At any stage of developing your plan you can always ask your tutor for help.

Viewing the learning plan

Select [My learning plan](#) from the **My Menu** block to display the learning plan overview and the **Learning plan** menu block.

acceptance2 > Learning plan > View overview

Your Learning Plan status is [in design]

My Menu

Learning Plan

- Plan overview
- Outcomes
- Modules
- View timetable
- Step by step guide
- Print learning plan

Support & Advice

- FAQ
- Quick help
- Support documents
- Example plans
- System help
- Local resources

Legend

Actions

Submit for approval

Learning plan overview : Starting your plan

Your experience

Work related experience

We'd like to know more about your interests. Please write an overview of how your experience relates to your programme.

Where you are now

LtW builds on your work based learning and current skills and expertise relevant to your programme.

Relevant Qualifications

We need to know where you're currently working or studying, and what qualifications you have.

The Learning plan overview page asks you to enter details of your experience and qualifications etc.

It also asks you to indicate the award (or qualification) which you are aiming for.

Finally it indicates the number of credits which you will need to gain through completion of your modules in order to achieve the award.

If the plan is currently in design stage (that is you are still developing it with your tutor) the overview page provides a link to enable the plan to be submitted for approval.

If the plan is currently approved the overview page provides a link to enable a request to be sent to your tutor for the plan to be renegotiated

Editing the learning plan

Select [My learning plan](#) from the **My menu** block to display the learning plan overview and the **Learning plan** menu block.

Click the [Edit plan](#) button displayed at the bottom of the page to enter text into the plan or to edit existing text.

Complete the 'Work related experience', 'Where you are now', 'Relevant Qualifications' and 'Purpose' boxes. Each of these boxes contains advisory text to provide some insight as to the purpose of the entry. You can enter as much text as you need to in the boxes – you are not restricted by the size of the boxes on screen.

Remember to use the Step-by-Step Guide and the Support & Advice menu for help with this.

Modify the 'Award Title' if appropriate and then complete the 'Intended Qualifications' field from the drop down list. When an option is selected this will be saved automatically and the page will be re-displayed with the levels and credits associated with that award.

Your tutor will be able to see the details you are entering into you plan and can make comments for you to see by adding annotations against any of the fields on the learning plan. If an annotation has been made on your plan, then the 'view annotation' icon (a stylised red pen) will display against the field.

Select the red pen icon to view the annotation.

To respond to the annotation either change the contents of the form field to reflect the advice in the annotation or use 'My dialogue' to respond directly to your tutor.

Adding or editing learning outcomes.

Select **My learning plan** from the **My Menu** block to display the learning plan overview and the **Learning plan** menu block.

Select **Outcomes** in the **Learning plan** menu block to display the 'Learning outcomes' summary page. Any existing Learning Outcomes will be displayed on the page.

To add an outcome, enter the text of the outcome in the panel in the right hand column and click **Create**. The new outcome will be added to the list displayed on the page.

To edit or delete an outcome, select the outcome you want to edit or delete from the list to display the outcome details page.

ing plan ► View programme outcomes

Learning outcome details

Programme outcomes describe what you want to achieve through your programme. They should be clear but not too detailed. They are, if you like, the "headlines" of your LtW programme. For more detailed advice on programme outcomes, please see the Support and Advice section.

Details

To be able to play both traditional and modern Jazz at a high standard.

B I U | ABC [list icons] [link icon] [unlink icon] [insert image icon] [link icon] [print icon] [dropdown menu]

Save Details **Delete Outcome**

To edit the outcome, change the text and click **Save Details**

To delete the outcome as a whole select click **Delete Outcome** and confirm the deletion when prompted.

Add or edit learning modules.

Select **Modules** in the **Learning plan** menu block to display the Modules summary page. Any existing Modules will be displayed on the page.

You should read the Step-by-Step guide and consult your tutor before starting to add modules to your Learning Plan.

To add a module

Enter a name for the module in the '**Add Module**' block in the right hand column and click on Create. The new module will be added to the list displayed on the page.

If you have access to any of the online Learning Resources they will be displayed in the **Assign resource modules** block in the right hand column. If you have agreed with your tutor that you will be using one of the Learning Resources on the system for the basis of your module, select it from the right hand list to add it as a new module to your plan.

To enter or edit module details select the module from the list to display the module page.

Details for this module

Module Title Jazz improvisation

Level 5/HE2 : 5/HE2

Number of Credits 50

Start Date 9 January 2008

End Date 14 March 2008

Module Type A pre-validated module

Module Code

Purpose of this module

What is your objective in undertaking this module ?

To better understand improvisation techniques as they apply to traditional ja

In the **Details for this Module** section modify the **Module title** field if appropriate.

Select the right **Level** for the this module from the drop down list of levels associated with your plan's award.

Complete the **Start Date** and **End Date** if these are relevant.

Select the **Module Type** from the drop down list as appropriate. Complete the **Module Code** field if advised to do so by your tutor.

In the remaining sections of the page complete the following boxes as appropriate:

- Purpose of this module
- Module learning outcomes
- Activities
- Method of assessment and intended evidence.

If your tutor adds an annotation to any area of your plan as you are developing it then the 'View annotations' icon will be displayed alongside the appropriate area. Select the icon to view the contents of the annotation.

When you have entered details click on [Save details](#) at the bottom of the page. You are advised to do this frequently to avoid losing your work.

Assigning Programme Outcomes and Level Indicators

At the start of your Plan you will have set out the 'headlines' of your plan by developing Programme Learning Outcomes. In order to be sure that the detail of your plan is heading in the right direction you need to consider which Programme Outcomes each of your Modules address and attach them appropriately.

There are also Level Indicators describing the expectations for each level of your programme. These two need to be considered alongside your modules and attached through the Plan.

To assign Programme Learning Outcomes to a module, select [Modules](#) in the **Learning plan** menu block to display the Modules summary page. Select the appropriate Modules from those displayed on the page.

Select the [Assign programme outcomes](#) button at the foot of the module page to display your list of outcomes. Check the box next to each outcome that you want to assign to that module and then select the [Save](#) button.

To assign level indicators to a module, select the [Assign level indicators](#) button at the foot of the module page to display the list of indicators that relate to the level of the module. Check the box next to each of the indicators that you want to assign to that module. The assignment will be saved automatically.

To delete a module, select the [Delete](#) button displayed at the bottom of the page and confirm the deletion.

Submitting your learning plan for approval

When you and your tutor are satisfied that your Learning Plan adequately meets your objectives and will be acceptable to the university or college, then it can be submitted for approval. To submit the plan select **My learning plan** from **My menu**, select the Submit for approval button and then confirm the submit when prompted.

Once your learning plan has been approved its status will change from “in design” to “implementation” and will be ‘locked’ so that no further changes can be made. Should you need to make changes you should discuss this with your tutor and submit a request for renegotiation if appropriate (see Section 9).

6. Learning Resources

Accessing learning resources

The system includes some on-line learning packages (known as Learning Resources) specifically created for LtW learners – you may have been given access to all or some of these by your university or college.

To access a Learning Resource, select **Learning resources** from **My menu** to display the 'Access my learning resources' page. A list of all of the learning resources associated with your profile is displayed.

Select the required resource by clicking the link. You will be prompted to save the resource file if it is a physical file, or the linked web page will display in a new browser window if it is an internet resource.

Note: your University or College may have also put onto the system a range of resources and links that are specific, rather than general to all LtW learners nationally. These are accessed through the Support & Advice menu block which is described in Section 7.

7. Accessing Support and Advice

The Learning through Work system provides a range of documents and links designed to help you through the process of developing a learning plan, undertaking your programme, preparing work for assessment and getting the most out of learning through Work.

The following items are available through the **Support & Advice** menu.

- **FAQs**

This links to a clickable list of frequently asked questions and answers.

- **Quick help**

This links to a clickable list of helpful definitions, explanations and tips in a range of areas to do with planning and undertaking your learning.

- **Support documents**

This links to a clickable list of documents covering a range of topics that will help you when you are planning your programme, doing your learning and preparing assessments. .

- **Example plans**

This links to a selection of summary learning plans in a range of subject areas.

- **System help**

This is the link to the User guide.

- **Local resources**

This provides access to any resources and links which have been provided by your university or college. They will be specific, rather than general to all LtW learners nationally and could include access to key documents; location maps, timetables and web-based learning content.

8. Using the Forum

Each University or College has a forum which any learner can contribute to and participate in.

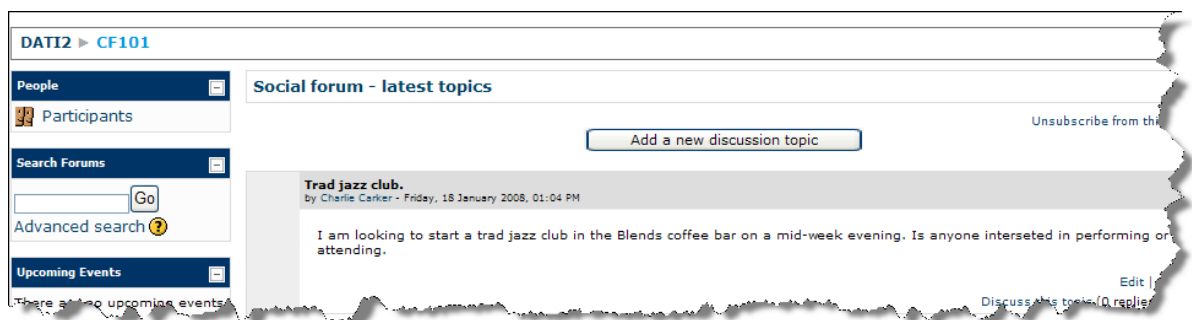
Participation in the forum allows you to communicate with other LtW learners in your university or college and specifically to:

- create new discussion topics,
- post new discussion points to existing discussions
- reply to previously posted discussion points.

The person who creates a topic or a discussion point or a reply can also delete the items which they have created, together with any responses to those items.

Create a new discussion topic

From **My Menu** block select the link to the university or college's named forum to display the top level discussion threads.



Create a new discussion topic by selecting the **Add a new discussion topic** button.

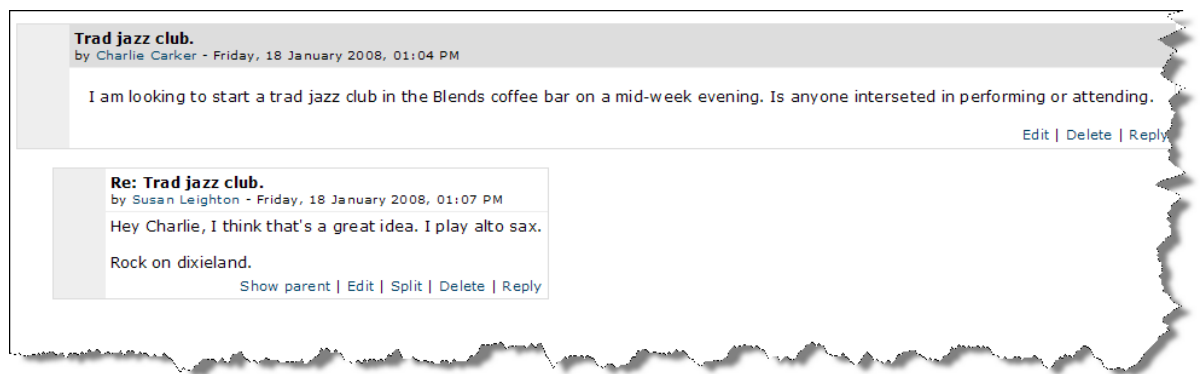
Complete the **Subject** and the **Message** fields and, if you want to, set up email notification of posts or attach a file to the discussion for participants to access.

Save the new topic by selecting the **Post to forum** button.

Post a comment or reply to an existing discussion

From **My Menu** block select the link to the university or college's named forum to display the top level discussion threads.

Navigate to a topic and view it by selecting the [Discuss this topic](#) link located at the right-hand foot right of the topic. The comments posted against the topic, plus any replies to those comments, are then displayed



To create a comment on the discussion, select [Reply](#) in the main topic panel.

To reply to an existing post, select [Reply](#) in the comment or reply panel of the post itself.

9. My Activities

When your Learning Plan has been approved a new item appears on the **My Menu** block: **My Activities**. This presents each of the modules which are attached to your plan, and summarises each one on a single page.

This area allows your tutors to create a range of activities to supplement or consolidate your learning. These may consist of assignments, quizzes, wikis etc..

To view any activities that your tutor(s) have added, navigate to the **My Activities** page to display your modules. Activities assigned to the modules are displayed beneath the module summary information.



To access a particular activity just click on the link.

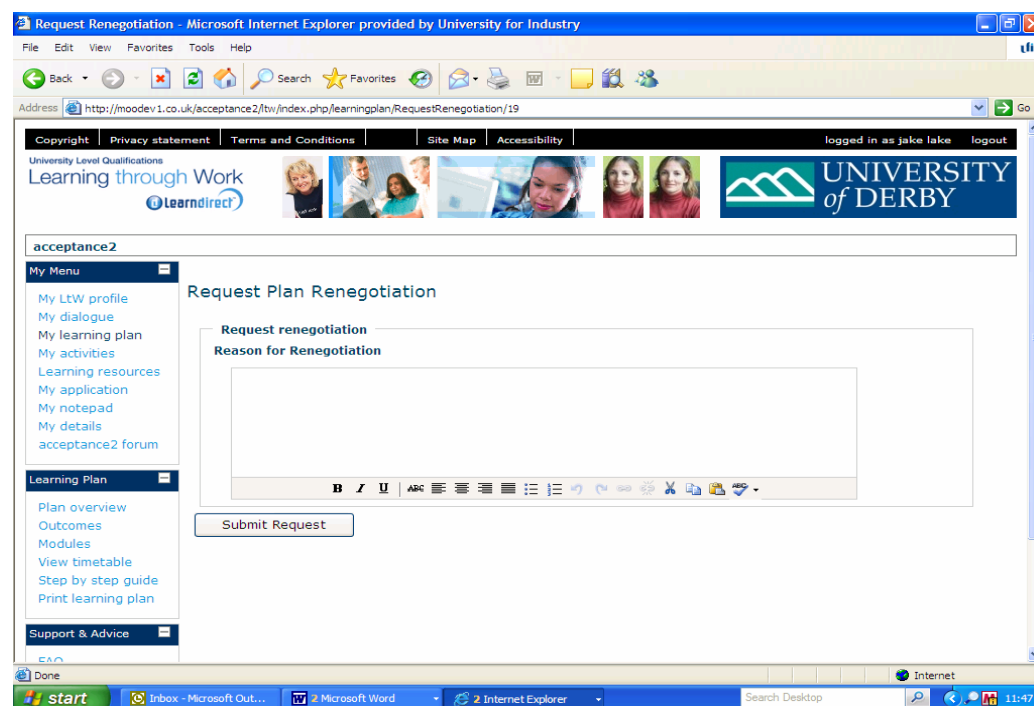
A **forum block** is also displayed on this page on the left hand side. This links to a forum that functions in the same way as your general university or college form described in Section 8 except that access to it is restricted to members of a group or cohort.

10. What if I need to change my Learning Plan?

Once your learning plan has been approved it is locked and cannot be edited. If you want to make any changes to your plan (and if you are taking a long programme it is likely that you will do at some point) then you need to submit a request to your tutor to do this. This is called re-negotiation.

To request renegotiation, navigate to your learning plan and select the **Request renegotiation** button at the top of the plan.

This will display a page that will enable you to enter some information on why and what you want to change and send this to your tutor. Once you have entered some text, click on the **Submit request** button.



If your tutor agrees that your plan can be changed he or she will re-set the status of your plan to “in design”, it will be ‘unlocked’ and you can begin the process of renegotiation.

11. Other features of the system

My Notepad

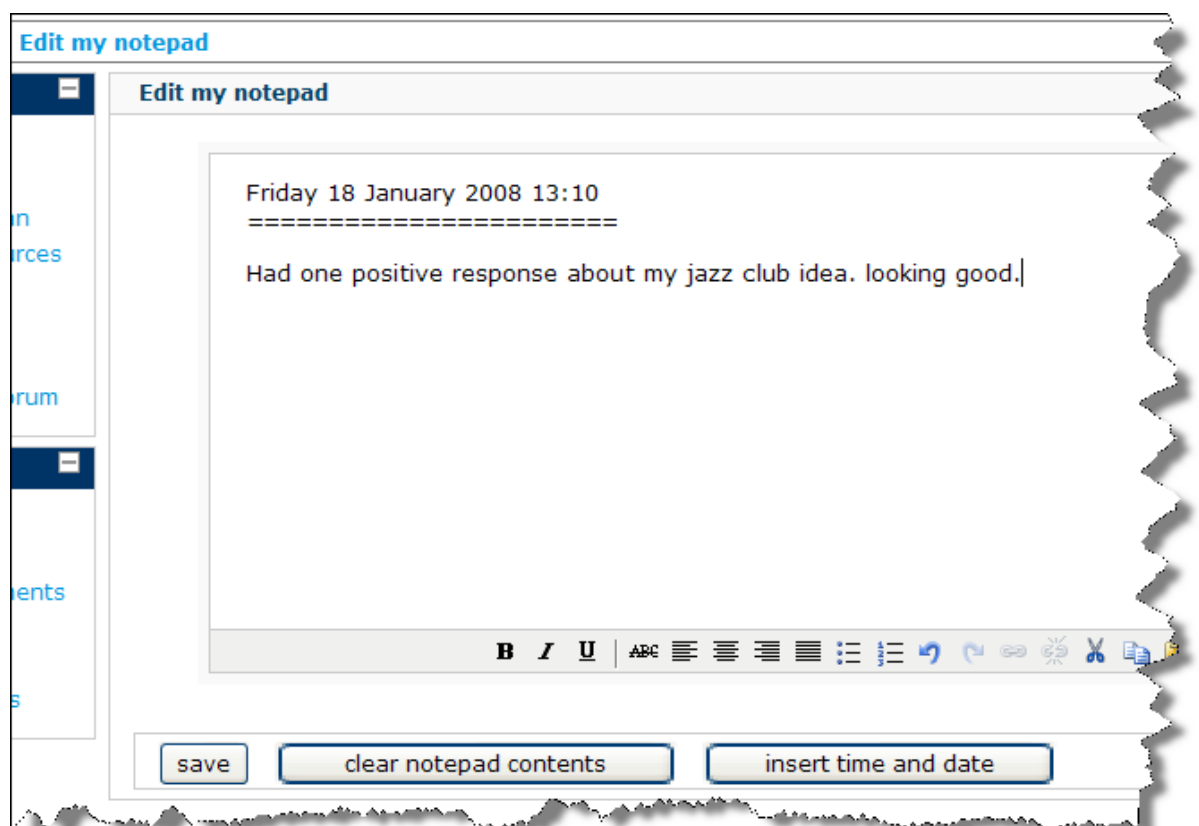
You have access to a personal, single-page notepad which allows you to make notes / prompts / suggestions etc. to yourself. This notepad is never deleted so it accompanies you throughout your use of the LtW system.

To add comments to or edit your notebook, select **My Notepad** from the **My Menu** block to display the notepad page. Any entries previously made on the notepad will be visible. These entries can be modified or deleted and new entries can be added.

Select **Clear notepad contents** to clear the notepad.

Select **Insert time and date** to add the time and date that you made the entry.

Select **Save** to save any entries made before closing navigating away from the notepad.



My application

If you applied to your university or college through the LtW system your application form will have been saved and you can view or print it at any point.

To view your application, select [My application](#) from the **My Menu** block and your application form will be displayed.

You can print your application form or view the dates when it was submitted and accepted using the buttons at the top of the application form on this page.