How To - Account Management

What is account management?

The TLM range of support services are offered through a combination of web based systems. The main systems are the Learning Site and the Markbook site. The login for both of these web sites exists on our main community site https://theingots.org/community [1]. In order to use these sites and get the most out of them, you need to be able to do some basic account management. This means looking after your secure login details, assigning units for students to work on with the Learning Site, and assessing and tracking the work that they do. The following suggestions should assist you to this end.

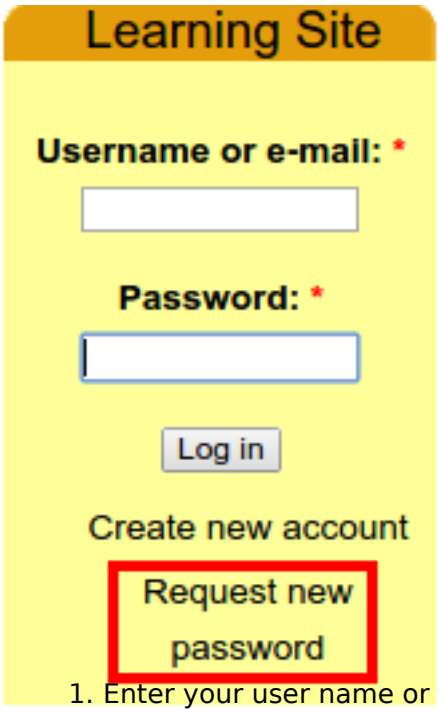
How do I change my password?

If you lost your password, see How do I get a new password? [2]. To change your password, click on My Account on the right side-bar. Then click on "Edit" at the top of the page. Scroll to the password field. Enter your new password and submit. **Use strong passwords**. Words that can be found in a dictionary are not good for passwords by themselves. Add numbers and characters like 75% or £23 or 89$.

How do I get a new password?

If you lost your password for the learning site and need a new one, follow these steps:

1. Go to the login for the Learning site, top block on the right hand side of the home page.
2. Click on Request new password.



1. Enter your user name or the email address you used to create your account.
2. Click on "Email new password".

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');

The computer does not actually send you a new password. It sends you a link which you can use to login to your account. You can only use this link to login once. As soon as you are logged in, change your password to something you'll remember (How do I change my password? [3]).

How do my learners submit evidence for me to assess?

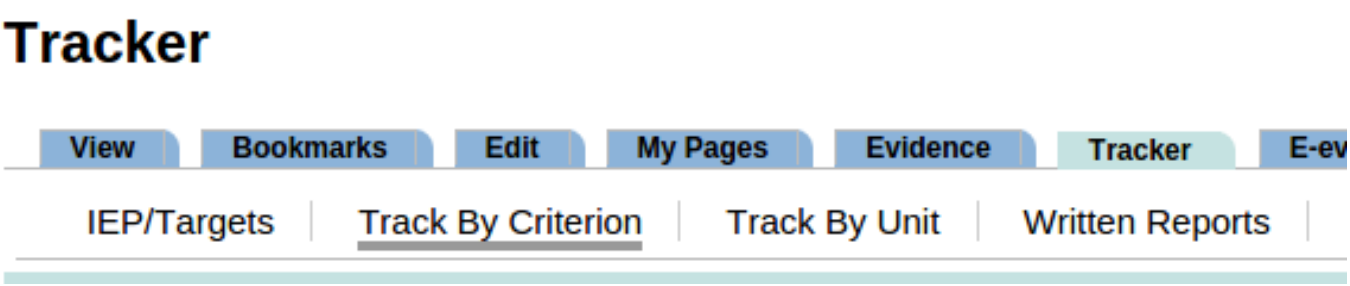
Using the Learning Site, your students can create evidence pages which they can either self-assess, or submit to you for formal assessment. A video detailing this process can be found here [4].

How do I create evidence and assess it as a learner?

As a learner, you will automatically be registred for all of the units which make up your qualification. This means that when you log in to the Learning Site, you will be able to see all of these units and create some evidence to try to meet the qualification assessment requirements.

How do I track the progress of my learners?

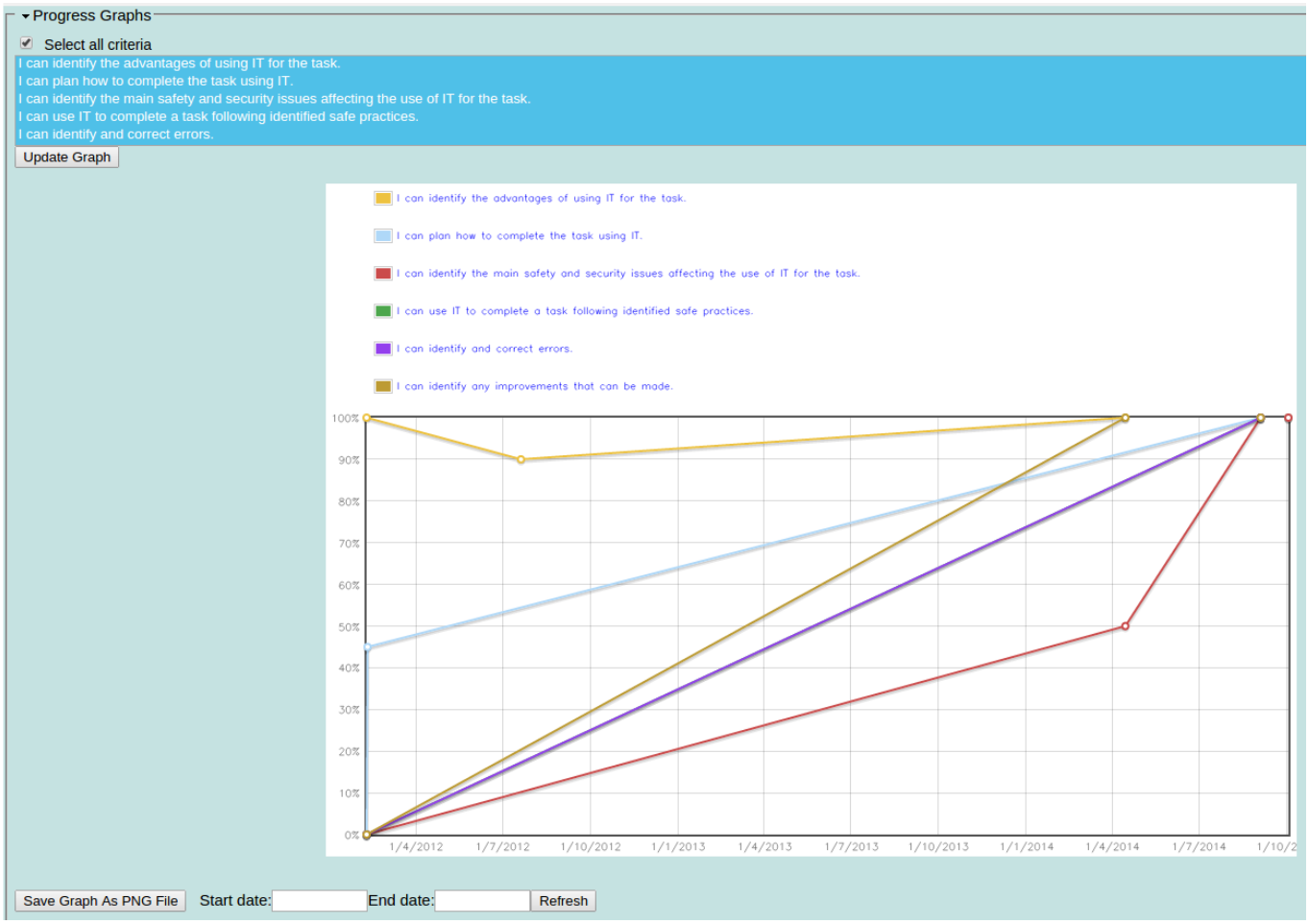
As you can see from the above linked video on managing learner evidence, if you and your students use the Learning Site, the system will automatically have a record of their actions and progress, and any scores listed against units or criteria which they are registered for will show in a graph if selected. The students will be able to see their own progress by clicking the Tracker tab on their profile page.



The students can see their progress against pre-set IEP targets, by criterion, unit or by assessor reports.

They can then select the appropriate criteria to display as shown here. The system will automatically create a graph which they can download for reference.

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The above graph is from a demo account, so actual student graphs will be far more accurate as to their actual progress.

Do you have some samples of student's work to show some assessment?

Please contact the office for some examples or ask to be added to the Assessor Support Site [5].

Source URL: https://theingots.org/community/howto-account-management

Links
[1] https://theingots.org/community
[2] https://theingots.org/community/howto#howto-new-passwd
[3] https://theingots.org/community/howto#howto-set-passwd
[4] https://www.youtube.com/watch?v=_jDi_Rrdu2s&index=54&list=UU0Qc5AI6ck1e8gSAMZPAGIg
[5] https://courses.theingots.org

(function(i,s,o,g,r,a,m){i['GoogleAnalyticsObject']=r;i[r]=i[r]||function(){ (i[r].q=i[r].q||[]).push(arguments)},i[r].l=1*new Date();a=s.createElement(o), m=s.getElementsByTagName(o)[0];a.async=1;a.src=g;m.parentNode.insertBefore(a,m) })(window,document,'script','//www.google-analytics.com/analytics.js','ga'); ga('create', 'UA-46896377-2', 'auto'); ga('send', 'pageview');