

Trainer's guide to the PTS e-learning system

Overview of process

As a trainer, you will be able to log in to the e-learning system and check your learners' progress through the PTS course. You will need to check that they have passed the e-learning before they attend the practical day.

You will also be able to mark attendance for your users on your practical classroom days.

You will then be able to unlock the Final Assessment. You will be able to review the learner's attempt, and override a mark if required.

This document explains how to do these activities. It also explains what the learner will see in the system, so that you can see it from their view too.

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Log in to the e-learning system

Note:

The login that you have been provided with is unique to each individual. The person named in the login username is responsible for the management and use of the account.

Click on the link: <https://elearning.networkrail.co.uk/>

Enter your own username and password. (Note: your username will be in the form of an email address.)

Tip:

If you forget your password or need any assistance, please click on the appropriate link on the login screen. The 'Need help' section of this document explains more.

The screenshot shows the Network Rail e-learning system login page. At the top right is the Network Rail logo. The word "Login" is displayed in large white text on a dark blue background. Below this, the text reads "Welcome to the Network Rail e-learning system" followed by "Login here using your username and password (Cookies must be enabled on your browser)". There are two input fields labeled "Username" and "Password". To the right of these fields is a red "Login" button with a right-pointing arrow. Below the input fields are two links: "Forgotten your username or password?" and "Need any assistance?". Two callout boxes with arrows point to the input fields and the "Need any assistance?" link.

Type in your login details

Help with logging in

When you login in you will see the Home page. This shows you the courses you have access to.

Logged in as: MARK TRAINER (Logout)

NetworkRail

Home Contact Help

Settings

- ▶ My profile settings
- ▶ Site administration

Welcome to the Network Rail e-learning system

Please click on a course title to view the course.
Can't find what you need? Please click on 'Help' in the menu above for assistance.

My courses

Personal Track Safety >>

 This course will give you the skills and knowledge to stay safe when working on track.

Make sure that you have selected the right version of the course. The course is archived every 3 months.

List of courses you have access to

How to check if a learner has completed the e-learning

Learners must complete and pass the e-learning before they can proceed to the practical event. To check if they have, go to the PTS course page.

Home > PTS

Personal Track Safety

This course will give you the skills and knowledge to stay safe when working on track. You **must** complete this course before you are allowed to work on or near a railway line.

Start by completing the online **Personal Track Safety - e-learning** module. Once you've completed this, you'll attend a **Practical training day**, which you'll arrange with your sponsor. At the end of the practical day you will take a **Final assessment**. Depending on your trainer, this will either be a written assessment on paper, or you will take the assessment online, from this screen.

Step 1 Personal Track Safety - e-Learning

PTS e-learning module Status: Complete

This e-learning module introduces you to the basics of track safety and working on the rail infrastructure. It will take you about 3.5 hours to complete. It is divided into 8 learning sections. You can take all the sections in one go if you wish, but we recommend that you learn in shorter sessions. The system will remember where you got to, the next time you access it.

At the end of the module is a Knowledge Check, which will test what you have learned in the module. You **must** pass this to be able to proceed to the Practical Day.

The Practical Day will start with a test. You need to make sure you are confident with all the information in this e-learning in order to pass this test.

You can review the e-learning as many times as you wish - even after you have completed the whole course and gained your PTS competence.

At the top of the screen are two tabs called Info and Reports. Click on the Reports tab to view a list of the learners which have completed the e-learning.

Home > PTS > PTS e-learning module

Settings

- ▶ My profile settings
- ▶ Site administration

Info **Reports**

PTS e-learning module

This e-learning module introduces you to the basics of track safety and working on the rail infrastructure. It will take you about 3.5 hours to complete. It is divided into 8 learning sections. You can take all the sections in one go if you wish, but we recommend that you learn in shorter sessions. The system will remember where you got to, the next time you access it.

At the end of the module is a Knowledge Check, which will test what you have learned in the module. You **must** pass this to be able to proceed to the Practical Day.

You can review the modules as many times as you wish - even after you have completed the course.

Number of attempts allowed: Unlimited
Number of attempts you have made: 0
Grading method: Highest attempt
Grade reported: None

Enter

Settings 

- ▶ My profile settings
- ▶ Site administration

Info Reports

Basic Report Graph report Interactions Report

Search for a specific learner using the first name and surname filters

PTS e-learning module

Separate groups All participants

91 attempts for 1585 users, out of 1585 results

First name: ABCDEFGHIJKLMNOPQRSTUVWXYZ

Surname: ABCDEFGHIJKLMNOPQRSTUVWXYZ

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...80 (Next)

To view the progress of the specific learning, click on the attempt link.

	First name / Surname	Email address	Attempt	Started on	Last access
<input type="checkbox"/>	 Glen Jones	info@gsfoamconcrete.co.uk	1	Friday, 28 June 2013, 3:49 PM	Friday, 28 June 2013, 3:54 PM
<input type="checkbox"/>	 Glenn Palmer	glenn.palmer@gbraillfreight.com	1	Sunday, 30 June 2013, 7:27 PM	Sunday, 30 June 2013, 7:27 PM
<input type="checkbox"/>	 Richard Bonney	richardbonney@neway-training.com	1	Monday, 1 July 2013, 2:52 PM	Thursday, 4 July 2013, 1:06 PM

Settings 

- ▶ My profile settings
- ▶ Site administration

PTS e-learning module

 Glenn Palmer
Attempt: 1

Title	Status	Time	Score
Network Rail - Personal Track Safety			
 Launch Course	Completed		Track details

The status column shows whether or not the learner in question has completed the e-learning.

To confirm a learner's attendance at a practical day event

When a learner completes and passes the e-learning, 'Step 2 Practical Training Day' will 'unlock' on their screen.

If you are using the online version of the final assessment, you will need to track your learners through the practical day event by confirming that they have completed and passed the event. This will then automatically give them access to the final assessment.

If you are using the written version of the final assessment, you do not need to track your learners through the practical day event or unlock the final assessment, as described on the following pages. However, you may still use this part of the system if you wish, as a means of tracking your classroom events.

At the end of the practical event, you can confirm the learners' attendance. You will need to do this in order to unlock the Final Assessment.

Note: You must only do this step at the time when the learner is scheduled to carry out the Final Assessment.

Go into your course, and click on your Session attendance, where you will be able to confirm the learners' attendance at their practical event.

Step 2 Practical Training Day >>

This is an event you must attend and not an online activity.
Contact your trainer to book your place on the next event.
Attendance will be marked by your trainer.

Once you are marked as attended then the activity status will show as 'Complete' and you will be able to move on to your assessment.

Session attendance Status: Not completed
Restricted: 'Not available until the activity **PTS e-learning module** is marked complete.'

Click on 'Session attendance'

Within the session attendance module, click on the 'View/grade all submissions' link under Grading summary.

Grading summary

Participants	1397
--------------	------

[View/grade all submissions](#)

Click on 'View/grade all submissions'

Select	User picture	First name / Surname	Grade	Edit	Last modified (grade)	Final grade
<input type="checkbox"/>						
<input type="checkbox"/>		Laura Wiley	<input type="checkbox"/> Attended		Tuesday, 25 June 2013, 9:34 PM	Attended
<input type="checkbox"/>		Joe Armstrong	<input type="checkbox"/> Attended		Tuesday, 25 June 2013, 9:34 PM	Attended
<input type="checkbox"/>		John Turner	<input type="checkbox"/> Attended		Tuesday, 25 June 2013, 9:34 PM	Attended
<input type="checkbox"/>		John Turner	<input type="checkbox"/> Attended		Tuesday, 25 June 2013, 9:49 AM	Attended
<input type="checkbox"/>		Jane Deegan	<input type="checkbox"/> No grade		-	-
<input type="checkbox"/>		Steve Learner	<input type="checkbox"/> No grade		-	-
<input type="checkbox"/>		Mark Turner	<input type="checkbox"/> No grade		-	-
<input type="checkbox"/>		Mark Turner	<input type="checkbox"/> No grade		-	-
<input type="checkbox"/>		Mark Learner	<input type="checkbox"/> Attended		Tuesday, 25 June 2013, 9:34 PM	Attended

Save all quick grading changes

With selected...

Options

Assignments per page: 10

Quick grading

Click on 'Quick grading' at the bottom of the form, in order that you can grade all users at once.

For each attendee, click on the 'No grade' dropdown and select either 'Attended' or 'Not attended'.

'Attended' means that they have passed the practical day and are ready to proceed to the Final Assessment.

Click on 'Save all quick grading changes'.

Tip: Setting a learner's attendance to 'Attended' unlocks Step 3 Final Assessment.

How to give learners access to the Final Assessment

Your learners must have their Practical Training Day attendance set to 'Attended'. This will automatically unlock the online Final Assessment.

If you do not wish to use the online format of the final assessment, you can use the written format, which is available in your trainer packs.

Note:

You must only set the attendance to 'Attended' at the time the learner is ready to undertake the Final Assessment. Learners must not be given access to the Final Assessment at any other time.

Conducting the assessment online: briefing your learners

Before your learners start the online assessment, you may wish to let them know the format and how to complete it.

- The learner has 40 minutes (the assessment is timed).
- They can move forward and back through the questions, if they need to review or change their answers.
- Some questions require an answer to be typed in.
- At the end of the assessment, a summary screen will show a list to confirm which questions the learner has answered.
- The learner then clicks on 'Submit all and finish'. The Assessment will not be complete until this step is taken.

27	Answer saved
28	Answer saved
29	Answer saved
30	Answer saved
31	Answer saved
32	Answer saved
33	Answer saved
34	Answer saved
35	Answer saved

[Return to attempt](#)

This attempt must be submitted by Thursday, 23 May 2013, 12:52 PM.

[Submit all and finish](#)

- The learner can then review their assessment, and which questions were answered correctly (green highlight and tick) or incorrectly (red highlight and cross). Typed-in answers cannot be marked by the system, so a tick or cross will not show for these. The trainer must assess these manually.
- The 'Quiz navigation' pane shows a summary of correct and incorrect responses.



- The learner clicks on 'Finish review' (beneath the final question or in the 'Quiz navigation' pane) to end the Assessment.

Tip:

The learner's Final Assessment status on their course page will not change to 'Complete' until you have manually marked the three written questions.

How to check the Final Assessment and override a question score

You can check a learner's response to each question in the Final Assessment. Some questions require the learner to type in an answer, and you will need to check these yourself, as the system cannot mark them.

If required, you can override a question score if the learner selected the wrong answer, but on further interrogation you determine that they know the correct answer.

Step 3 Final Assessment >>



Final assessment

Status: Not completed

Restricted: 'Not available until the activity **Session attendance is complete and passed.**'

Click on 'Final assessment'

Final assessment

Attempts allowed: 1

Attempts: 1 (0 from your groups)

Attempt quiz now

Click on the 'Attempts' link.

	First name / Surname	Email address	State	Started on	Completed	Time taken
<input type="checkbox"/>	Epic Demo Learner Review attempt	joe.barber@epicdemo.co.uk	Finished	26 April 2013 10:40 AM	26 April 2013 10:41 AM	89 secs
<input type="checkbox"/>	Epic Demo Learner Review attempt	joe.barber@epicdemo.co.uk	Finished	26 April 2013 10:42 AM	7 May 2013 10:16 AM	10 days 23 hours
<input type="checkbox"/>	Kate Hudson Review attempt	kate.hudson@networkrail.co.uk	Finished	23 May 2013 3:38 PM	23 May 2013 3:43 PM	5 mins 4 secs
Overall average						

Click on 'Review attempt'

Can you use a mobile telephone on or near the line?

Select one:

- a. Yes, anytime, there are no restrictions
- b. Yes, but you must be in a position of safety and stand still until you have finished the call
- c. Yes, provided you have written authority from your Sponsor or Local Manager **X**
That's not right.
- d. No, you must never use a mobile phone or radio on or near the line they are totally banned

The correct answer is: Yes, but you must be in a position of safety and stand still until you have finished the call

Make comment or override mark

You can now scroll through the questions and view the learner's answers.

If they answered a question incorrectly, their answer is shown with a red bar and cross.

To override an incorrect answer, click on 'Make comment or override mark'.

Question 10
Complete
Mark 0.00 out of 1.00

Can you use a mobile telephone on or near the line?

Select one:

- a. Yes, anytime, there are no restrictions
- b. Yes, but you must be in a position of safety and stand still until you have finished the call
- c. Yes, provided you have written authority from your Sponsor or Local Manager
- d. No, you must never use a mobile phone or radio on or near the line they are totally banned

Comment

Mark 0.00 out of 1.00

Response history

Step	Time	Action	State	Marks
1	23/05/13, 15:38	Started	Not yet answered	
2	23/05/13, 15:39	Saved: [redacted]	Answer saved	
3	23/05/13, 15:43	Attempt finished	Complete	0.00

Save Cancel

A new window will open, showing you the question and learner's answer.

In the Comment box, write a note of why you are changing their mark.

If you wish to pass the learner on this question, change the Mark from 0.00 to 1.00

Click on Save. The window will close and your comment will be shown against the question.

The learner's view of the system

Once a learner has logged in, they see a similar Home page to the one you see. However, they will not have the same options in the navigation pane.

When they select Personal Track Safety from the list of My Courses, they will see the course screen. From here they can launch the PTS e-learning module in "Step 1". On successful completion, their trainer will be able to unlock Step 2 (Practical Training Day). On completion of the practical day, the trainer will be able to unlock Step 3, the Final Assessment (if they are using the online format).

Logged in as: MARK LEARNER1 (Logout)



Home Contact Help

Home > PTS

Personal Track Safety

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Start by completing the online **Personal Track Safety - e-learning** module. Once you've completed this, you'll attend a **Practical training day**, which you'll arrange with your sponsor. At the end of the practical day you will take a **Final assessment**. Depending on your trainer, this will either be a written assessment on paper, or you will take the assessment online, from this screen.

Step 1 Personal Track Safety - e-learning >>

 PTS e-learning module **Status:** Not started

This e-learning module introduces you to the basics of track safety and working on the rail infrastructure. It will take you about 3.5 hours to complete. It is divided into 8 learning sections. You can take all the sections in one go if you wish, but we recommend that you learn in shorter sessions. The system will remember where you got to, the next time you access it.

At the end of the module is a Knowledge Check, which will test what you have learned in the module. You **must** pass this to be able to proceed to the Practical Day.

You can review the modules as many times as you wish - even after you have completed the course.

Step 2 Practical Training Day >>

This is an event you must attend and not an online activity.

Contact your trainer to book your place on the next event.

Attendance will be marked by your trainer.

Once you are marked as attended then the activity status will show as 'Complete' and you will be able to move on to your assessment.

 Session attendance

Not available until the activity **PTS e-learning module** is marked complete.

Step 3 Final Assessment >>

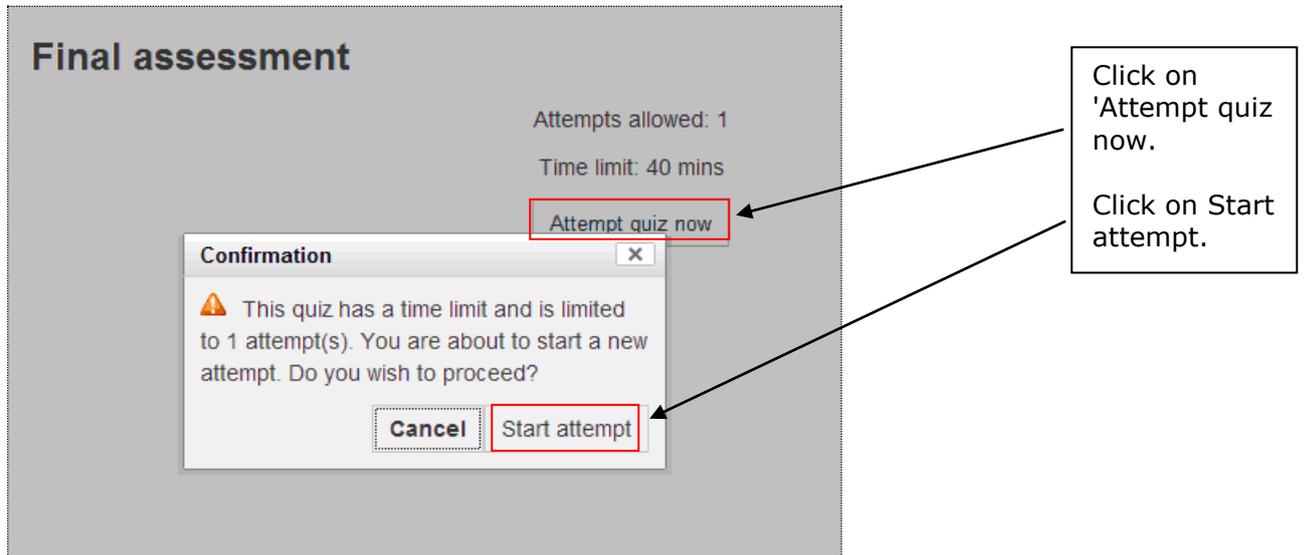
 Final assessment

Not available until the activity **Session attendance** is marked complete.

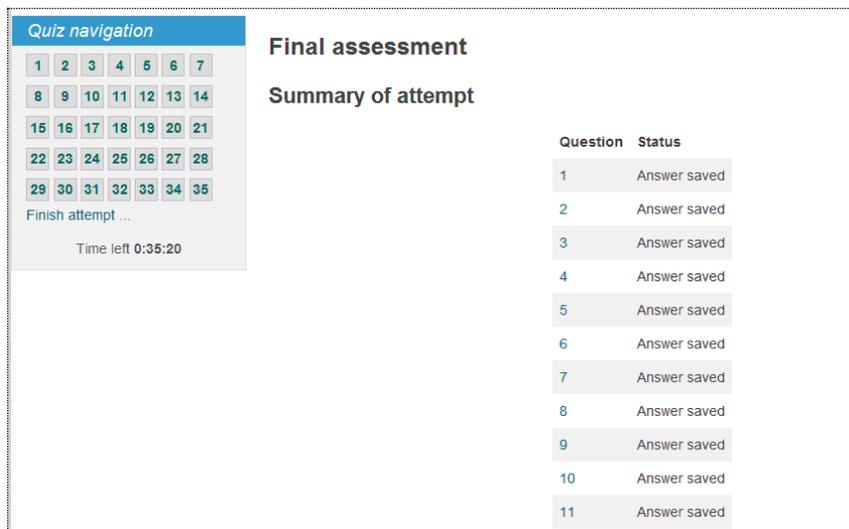


The learner's view of the assessment

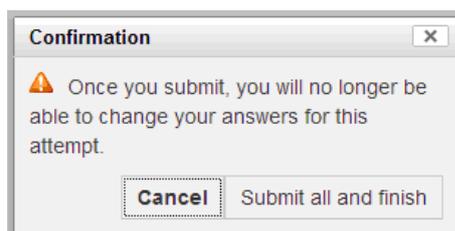
From the course screen, the learner clicks on Step 3 Final Assessment to take the assessment online.



Questions are presented in blocks of 5 at a time. The learner can use the Next button to move between blocks on questions. After answering all questions, a summary screen will show which questions they have answered.



When they have finished, the learner clicks on 'Submit all and finish'. They will then need to confirm that they wish to submit the assessment. They can not change their answers after this point.



Need help?

We want your experience of the system to be as straightforward and easy as possible, and the following help is available if you need it.

Forgotten password

If you forget your login password, please use the "Forgotten your username or password?" link on the login screen. This will ask you for some information about you (your username or your email address) and will email you a link so that you can get back in.

Any other help?

If you need further help, there are answers to commonly-asked questions on the system. On the login screen, click on the "Need any assistance?" link. If you are logged in to the system, click on the Help button at the top of any screen.

A Service Desk (email or phone) is also available to answer any other queries about using the system. Please click on the "Need any assistance?" link or the Help button and scroll to the bottom of the screen for details of the phone number, email address and hours of support.

NetworkRail

Login

Welcome to the Network Rail e-learning system
Login here using your username and password (Cookies must be enabled on your browser)

Username Password Login >

[Forgotten your username or password?](#) [Need any assistance?](#)

Links on the login screen