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.

Contents

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.

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.

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.

Click on the e-learning module link in Step 1.

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.

Click on 'Reports'

Settings ☐

► My profile settings

► Site administration

Info   **Reports**

Basic Report   Graph report   Interactions Report

PTS e-learning module

Separate groups   All participants ▼

91 attempts for 1585 users, out of 1585 results

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

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

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

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

	First name / Surname	**Email address**	**Attempt**	**Started on**	**Last acces**
☐	**Glen Jones**	info@gsfoamconcrete.co.uk	1	Friday, 28 June 2013, 3:49 PM	Friday, 28 J 2013, 3:54 P
☐	**Glenn Palmer**	glenn.palmer@gbrailfreight.com	1	Sunday, 30 June 2013, 7:27 PM	Sunday, 30 2013, 7:27 P
☐	**Richard Bonney**	richardbonney@neway-training.com	1	Monday, 1 July 2013, 2:52 PM	Thursday, 4 2013, 1:06 P

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.

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

Select	User picture	First name / Surname	Grade	Edit	Last modified (grade)	Final grade
☐		Laura Whey	☑ Attended ⌄	☑ ▸	Tuesday, 25 June 2013, 9:34 PM	Attended
☐		Joe Armstrong	☑ Attended ⌄	☑ ▸	Tuesday, 25 June 2013, 9:34 PM	Attended
☐		Kate trainer	☑ Attended ⌄	☑ ▸	Tuesday, 25 June 2013, 9:34 PM	Attended
☐		Kate learner	☑ Attended ⌄	☑ ▸	Tuesday, 25 June 2013, 9:49 AM	Attended
☐		Jane Delegate	☑ No grade ⌄	☑ ▸	-	-
☐		Steve Learner	☑ No grade ⌄	☑ ▸	-	-
☐		Mark Sponsor	☑ No grade ⌄	☑ ▸	-	-
☐		Mark Trainer	☑ No grade ⌄	☑ ▸	-	-
☐		Mark Learner1	☑ Attended ⌄	☑ ▸	Tuesday, 25 June 2013, 9:34 PM	Attended

Save all quick grading changes

With selected... [Lock submissions ⌄] [Go]

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.

- 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.

Click on 'Final assessment'

Click on the 'Attempts' link.

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 ✗

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 [formatting toolbar]

Path:

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: '	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).
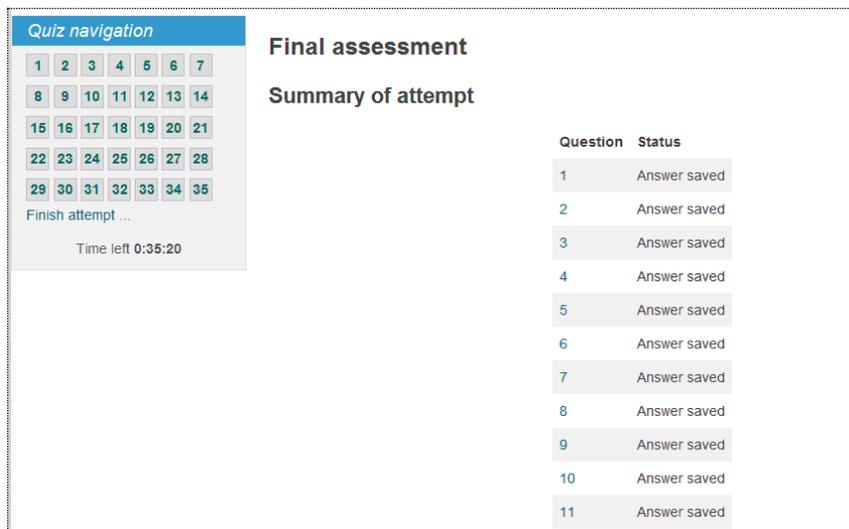
The learner's view of the assessment

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

Final assessment

Attempts allowed: 1

Time limit: 40 mins

Attempt quiz now

Confirmation ✕

⚠ This quiz has a time limit and is limited to 1 attempt(s). You are about to start a new attempt. Do you wish to proceed?

Cancel   Start attempt

Click on 'Attempt quiz now.

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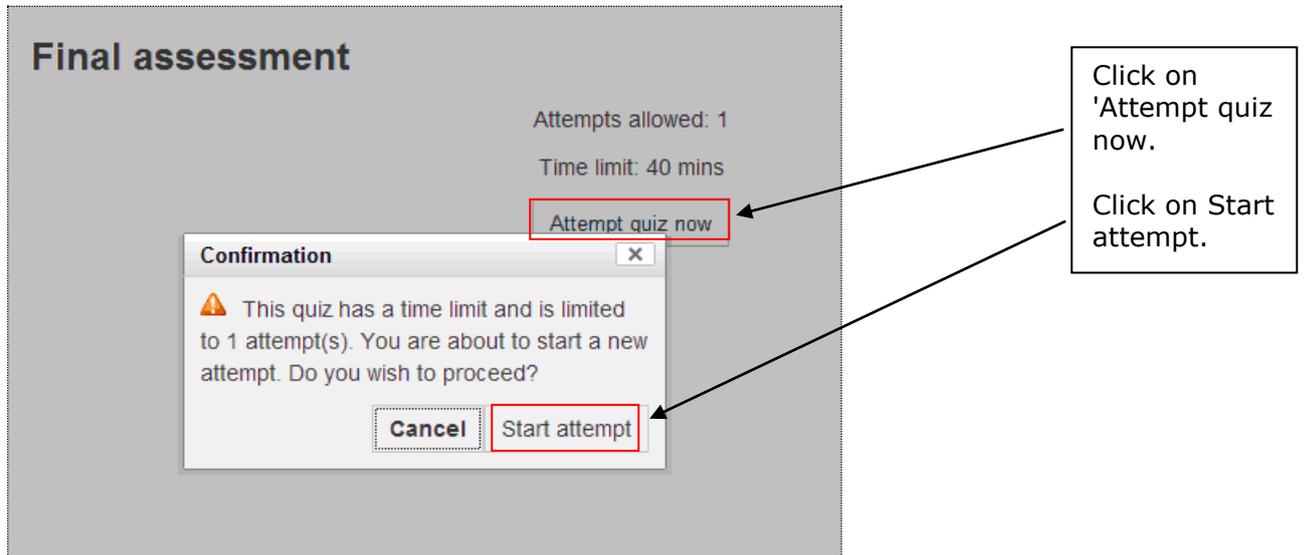
Questions are presented in blocks of 5 at a time. The learner can use the Next button to move between blocks on questions. After answering all questions, a summary screen will show which questions they have answered.

Quiz navigation

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	32	33	34	35

Finish attempt ...

Time left **0:35:20**

Final assessment

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved
11	Answer saved

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

Confirmation ✕

⚠ Once you submit, you will no longer be able to change your answers for this attempt.

Cancel   Submit all and finish
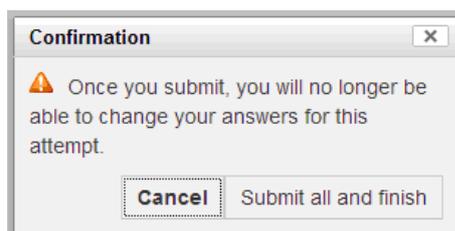
Need help?

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.

Links on the login screen