

# eILP Quick Guide

What you need to know to get your  
e-ILP/s started

# eCourses Homepage

Staff access group ILPs via course  
Student access their ILP via direct link

The screenshot shows the eCourses homepage with the following layout:

- Header:** [John Evens] You are logged in as Tutor Test (Logout)
- Navigation:** eCourses Overview of my courses [Edit this page]
- My courses:** Admin TESTING\*\*\*\*, Making and Managing a Small Business, All courses ...
- Calendar:** September 2011 (8th highlighted)
- Useful links:** cskills awards, skillsfile
- Course Assignments:**
  - \*\*\*\*Admin TESTING\*\*\*\*: Assignment: testing (Due date: Wednesday, 3 August 2011, 10:55 AM)
  - Making and Managing a Small Business: Assignment: Classifying the Businesses on North Street in Romford (Due date: Friday, 12 August 2011, 01:10 PM); Assignment: Group Activity: Submission Deadline (Due date: Monday 7 November 2011, 12:00 AM); Assignment: Case Study: Twitter co-founders Biz Stone and Evan Williams talk to CNET News (Due date: Friday, 12 August 2011, 05:25 PM)
- Your Google Apps:** My Mail, My Docs, More in information
- Individual Learning Plan (ILP) - Top:** Hi Tutor, please click on your courses on the left to access your course ILPs
- Upcoming Events:** There are no upcoming events. Go to calendar... NewEvent...
- Individual Learning Plan (ILP) - Bottom:** Getting Started. Hi Test, please click the link above to access your ILP

**Annotations:**

- A red arrow points from the course title "Making and Managing a Small Business" to a yellow box: "Staff info - go to courses to get course ILPs".
- A red arrow points from the "Getting Started" link in the bottom ILP section to a yellow box: "Can access ILP from Homepage. Learners have 1 ILP only! Staff have many!".

[John Evens] You are logged in as Tutor Test (Logout)

# Access to eLP via course

The screenshot displays a Moodle course interface for 'e Courses' under the 'BMFS' category. The user is logged in as 'Moodle Student 06'. The page is organized into several sections:

- Activities:** Assignments, Forums, Glossaries, Lessons, Resources, Wikis.
- My courses:** Lists courses such as 'Admin TESTING', 'Making and managing a Business', and 'Making and Managing a Small Business'.
- Administration:** Grades, Profile.
- People:** Participants.
- Search Forums:** A search bar with a 'Go' button and an 'Advanced search' link.
- Course Content:**
  - Course News and Announcements: Introduce yourself, Class Discussion Forum.
  - Case Studies: A collection for contributing case studies.
  - What is your product?: Learn how to identify your niche product. Includes links for 'Reasons why people start up in business', 'Reasons for Starting a Business: Case Study', 'Identifying and determining your niche product (Booklet1)', and 'Identifying your Niche'.
  - How should I set myself up?: What are the options? Includes links for 'On the High Street...', 'How to become a sole trader (booklet2)', 'Classifying the Businesses on North Street in Romford', and 'Further Reading and Resources'.
  - How should I set myself up? - Part 2: What are the options? Includes links for 'Setting up a limited company (booklet 4)', 'Types of Business Ownership: Private vs Public Limited Company (\*\*content to be supplied\*\*)', 'Internet investigation: Councils', and 'Social Enterprise (\*\*content to be supplied\*\*)'.
- Your Google Apps:** My Mail, My Docs, and More information.
- Individual Learning Plan:** Getting Started.

A red arrow points to the 'Getting Started' link in the 'Individual Learning Plan' section, with a callout box stating: 'Click on the link to open / access the eLP'.

# Staff Access from course

eCourses: eCourses : Individual Learning Plan - Windows Internet Explorer

http://vle.barkingcollege.ac.uk/ecourses/blocks/ilp/actions/

Google

Favorites eCourses: eCourses : Individual Learning Plan

[John Ewins] You are logged in as Sue Morgan (Logout)

e Courses

eCourses > ILPs > test

Students: test

Change Course test

Status Any Status Apply Filter

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

Display Reports

Student Picture	Name	Status	Attendance	Punctuality	About me	My Targets	Concerns	Learner support request	My College Induction Record	Student Code of Conduct	Work readiness	Last Updated
	Moodle Student 01	Green View	0	0	2 About me	1 My Targets	2 Concerns	1 Learner support request	1 My College Induction Record	1 Student Code of Conduct	1 Work readiness	7 September 2011
	Moodle Student 04	Green View	0	0	1 About me	0 My Targets	0 Concerns	0 Learner support request	0 My College Induction Record	0 Student Code of Conduct	1 Work readiness	7 September 2011
	Moodle Student 06	Green View	0	0	1 About me	3 My Targets	0 Concerns	0 Learner support request	1 My College Induction Record	1 Student Code of Conduct	0 Work readiness	7 September 2011
	Russell Hardy	Green View	0	0	1 About me	0 My Targets	0 Concerns	0 Learner support request	1 My College Induction Record	1 Student Code of Conduct	0 Work readiness	8 September 2011
	Test Learner	Green View	0	0	1 About me	1 My Targets	1 Concerns	1 Learner support request	1 My College Induction Record	0 Student Code of Conduct	0 Work readiness	7 September 2011
	Moodle Student 03	Green View	0	0	1 About me	1 My Targets	0 Concerns	0 Learner support request	0 My College Induction Record	0 Student Code of Conduct	0 Work readiness	5 September 2011
	Moodle Student 05	Green View	0	0	0 About me	0 My Targets	0 Concerns	0 Learner support request	0 My College Induction Record	0 Student Code of Conduct	0 Work readiness	N/A
	Moodle Student	Green View	0	0	1 About me	1 My	0	0 Learner	0 My College	1 Student Code	0 Work	6 September

# Homepage - Getting Started(Forms / Activities / Reports)

The screenshot displays the Moodle Student 06 homepage. At the top, a green header contains the text "e Courses" and "You are logged in as Moodle Student 06 (Logout)". Below the header, a breadcrumb trail reads "eCourses > My ILP > Moodle Student 06 > Dashboard". The user's name "Moodle Student 06" and a profile picture are shown, along with the text "Student Status Green".

The main content area features a horizontal navigation bar with "Getting Started" and "Review" tabs, and a search box labeled "Name of the Form / Activity / Report". Below this, a list of report categories is presented, each with an icon, a title, a count of reports, and a last update date. To the right of each category is an "Add New" or "Edit" button. A yellow box labeled "Overview" is positioned above the list.

Annotations with red arrows point to specific elements:

- A yellow box labeled "Name of the Form / Activity / Report" points to the search box.
- A yellow box labeled "Number of instances of this Form / Activity / Report created. Last updated" points to the "3 Reports" and "Last Update: 7 September 2011" text for "My Targets".
- A yellow box labeled "Add New Form / Activity / Report" points to the "Add New" button for "Leamer support request".
- A yellow box labeled "If only one Form / Activity / Report is created it can be edited from here too. e.g. learners only have one Code of Conduct" points to the "Edit" button for "Student Code of Conduct".

At the bottom of the page, the text "You are logged in as Moodle Student 06 (Logout)" is visible.

# Completing a Form / Activity / Report

The screenshot shows a Moodle form titled "Learner support request" for "Moodle Student 06". The form includes a "PLEASE NOTE" section, a question about the type of support service needed, and two dropdown menus for selecting support categories. A rich text editor is provided for additional information, and the form concludes with "Submit" and "Cancel" buttons. Red arrows point from yellow callout boxes to specific form elements.

**Annotations:**

- Automatically inserts learners full name**: Points to the "Moodle Student 06" text.
- A typical control for collecting information. If it must be completed then it will have a red asterisk \***: Points to the "College Support" dropdown menu.
- Useful formatting tools such as undo / redo and support tools such as spell checker**: Points to the rich text editor toolbar.
- Submit - to save form and close. Cancel - closes without saving.**: Points to the "Submit" and "Cancel" buttons.

**Form Content:**

Learner support request for Moodle Student 06

PLEASE NOTE:  
This referral can be filled in by 'you' the learner or a member of staff on your behalf  
What type support service do you need?  
(please use the ctrl button to select more than one option)

College Support Support delivered by our cross college support team

- Health
- Finances
- Careers Advice
- Personal issues

Course Specific Support delivered by your course support.

- Course work
- Punctuality
- Attendance
- Behaviour

Any other information\* please use this box to type further information you think would be useful to know

Trebuchet 1 (8 pt) Lang B I U S x<sub>2</sub> x<sup>2</sup> [Rich text editor toolbar]

Path: [Help icon]

Submit Cancel

# Reviewing(Forms / Activities / Reports)

The screenshot shows the Moodle Student 06 dashboard. At the top, there is a green header with the 'e Courses' logo and the text 'You are logged in as Moodle Student 06 (Logout)'. Below the header, the breadcrumb trail reads 'eCourses > My ILP > Moodle Student 06 > Dashboard'. The user's name 'Moodle Student 06' and a profile picture are on the left, with 'Student Status Green' next to it. A navigation bar contains several tabs: 'Getting Started', 'My Profile', and 'Review'. Below this, a horizontal menu lists various options: 'About me', 'My Targets', 'Concerns', 'Learner support request', 'My College Induction Record', 'Student Code of Conduct', and 'Work readiness'. The 'Learner support request' tab is highlighted. Two yellow callout boxes with red arrows provide instructions: one points to the 'Review' tab, and another points to the 'Learner support request' tab.

You are logged in as Moodle Student 06 (Logout)

e Courses

eCourses > My ILP > Moodle Student 06 > Dashboard

Moodle Student 06

Student Status Green

Getting Started My Profile Review

About me My Targets Concerns Learner support request My College Induction Record Student Code of Conduct Work readiness

You are logged in as Moodle Student 06 (Logout)

Review Tab  
This is where all the completed and on-going forms are kept, ready for review  
Forms can be edited etc. from here

Click here to open all the forms activities of this type

# Reviewing

**e Courses** You are logged in as Moodle Student 06 (Logout)

eCourses ▶ My ILP ▶ Moodle Student 06 ▶ Dashboard

**Moodle Student 06**  
Student Status **Green**

Getting Started | Review

About me | My Targets | Concerns | Learner support request | My College Induction Record | Student Code of Conduct | Work readiness

**My College Induction Record**

Updates can be made in the Review area depending on the permissions on the form.

**Edit** |

Added By : Moodle Student 06  
Date : Tuesday, 6 September 2011, 09:43 AM

Information about when and by whom the form was created

**0 Comments** | **Add Comment**

Comments can be made in the Review area depending on the permissions on the form.

You are logged in as Moodle Student 06 (Logout)

**1. College Policies:** Not completed  
**2. Student Union and enrichment:** Completed  
**3. Support and Services:** Completed  
**4. Contact Information:** Completed  
**5. Initial Assessment:** Completed  
**6. About my Qualification:** Completed  
**7. Whats expected of me:** Completed  
**8. Target setting and assesment:** Completed