



ASC Online Training Platform User Training Guide

Introduction

This document provides an overview of the Training Platform provided by ASC Associates Ltd and presents a brief guide to using the site.

Overview

The Training Platform is a web-based system. It has been designed to guide the trainee through a training course comprising a number of units. Each unit is not accessible by the trainee until they have successfully completed the preceding unit of the course.

In each unit, the trainee is presented with training material in the form of a video. These videos are followed by an assessment. The trainee must successfully complete an assessment before the next unit is revealed. The trainee is allowed three attempts for the assessment after which, if still unsuccessful, they will not be able to complete the course and will have to apply for new access.

Gaining Access

Following enrolment, a prospective user must provide an email address. ASC Associates will register the user in the system and will enrol the user on a number of courses as required.

To access the system, the user must visit the following URL:

<https://training.ascassociates.co.uk>

A list of available courses appears on the front page of the site.

The user should select “Log in” at the top right-hand side of the screen.

The user should enter their username and password.

After successfully logging in, the screen changes to present a menu on the left-hand side and a list of available courses.

The user should select a course in which they have been enrolled.



Course Navigation

On entering the course, the user may select the first activity. E.g. "Introduction".

The activity comprises some text followed by a video.

The user should play the video.

After watching the video, the user should select the link at the bottom right-hand side of the screen. The link will typically be the title of the next section.

These videos will be followed by an assessment.

Whenever an assessment is presented, the user should select "Attempt quiz now".

The screen changes to present a number of questions that relate to the video which has just been watched.

The questions will typically be single or multiple-choice answers.

Complete each question and select "Finish attempt" at the bottom of the screen.

At the next screen the user has the option to "Return to attempt" or "Submit all and finish".

When ready, select "Submit all and finish" and provide confirmation.

The next screen provides a summary of attempts for the assessment.

If the user is unsuccessful, they may select "Re-attempt quiz". The questions will be presented in a different order each time the quiz is attempted. But only up to the maximum number of attempts allowed. After which, they cannot proceed.

If the user is successful, the next stage of the course is revealed as a link at the bottom right-hand side of the screen. The link will typically be the title of the next section.

Select the link to proceed to the next section.

The user should proceed through all the available sections until the course is complete.

At any point during the course, the user may make a selection from the main menu on the left-hand side of the screen.

Selecting "Home" from the main menu will return the user to the screen as displayed after logging in.

Selecting "Dashboard" from the main menu will take the user to a screen which displays the progress for courses the user is currently enrolled in.



Under "My courses", in the main menu, selecting a course will take the user to the overview page for the course. This displays links for each section of the course that have been successfully completed. It also displays the next, as yet, incomplete stage, if there is one, as indicated by the completion check mark on the right-hand side of the screen.

Course Completion

Upon successful completion of the course a certificate will be issued by ASC to the trainee.