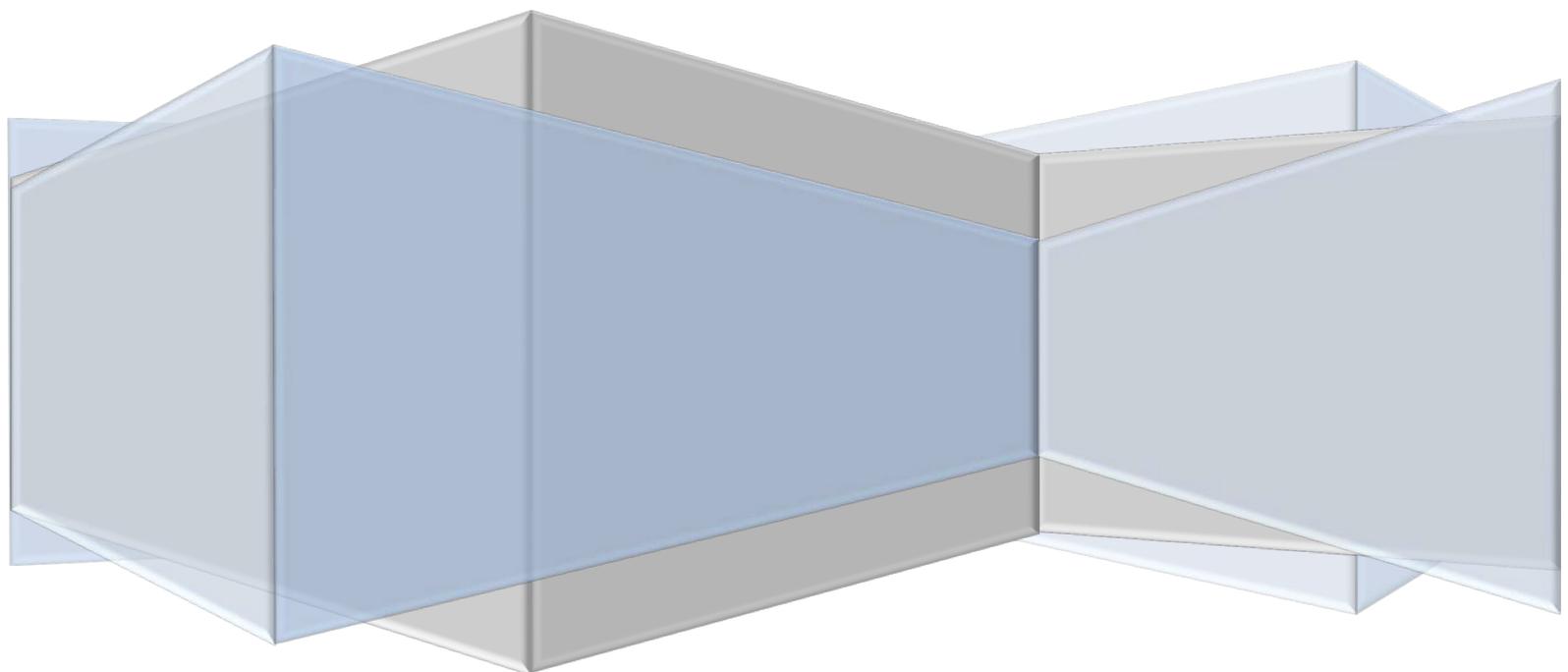# Electronic Learning Blue Print

Student User Guide

Conn Warwicker

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Contents

1. Student User Guide

Once you have logged into Moodle you will find the ELBP block (it may be named something else on your Moodle site, for example "Personal Learning Plan" or "Individual Learning Plan") either on the Moodle homepage or in one of your course pages. It will be listed as a block down one of the sides of the page, for example:

In this block you will find a link to your ELBP page, as well as some summary progress counts showing things like how many targets you have, how many tutorials you have, etc…

If you click on the "My PLP" link it will take you through to your Electronic Learning Blue Print, which should look something like this:

Along the top you will find your Student Info and Student Profile section. Beneath that is a summary section of some information such as overall attendance & punctuality, target grades, etc… And beneath that is where you will find all the ELBP sections, such as Attendance, Targets, Tutorials, Timetable, BKSB, etc…

1.1. Student Details / Student Info

This section at the top of the ELBP displays some of your personal information as stored in your institution's student management system. If your institution allows it, you may be able to edit this information by hovering over the "Student Details" section (an "Edit" link will appear beneath it if you are able to edit it).

Next to the Student Details is the Student Info section, which is basically a mini-profile you can fill out if you want to. To edit it, hover over the Student Info section and an "Edit" link should appear beneath it. If you click the edit link a text box should appear which lets you type into.

Please do not put anything inappropriate in this section, as it will be removed.

The kind of thing you could put here if you want to, includes:

- Brief bio
- Goals/Aims for your course
- Career aspirations
- Etc…

Do be aware that anyone who has access to your ELBP will be able to see what you have written here though.

However, not all of the personal information in the "Student Details" section will be viewable to staff, if your Moodle Administrators have set it to private.

1.2.   Summary

The Summary Section beneath your Student Profile displays an overview of any summary information available from your ELBP, such as overall attendance & punctuality, target grades, etc…

SUMMARY		
Attendance 90	Punctuality 100	Aspirational Target Grade DM, D

1.3.   Sections (Plugins)

Depending on how your institution uses the ELBP, beneath that you may find one group of ELBP sections, or you may find several groups broken down into tabs. For this example we are working with one tab and all the sections within that group/tab.

PLP

Each section will be displayed in a small summary box, usually colour coded.

These summaries contain an overview of each section. For example the Attendance section contains your average attendance & punctuality scores, as well as averages for any courses you are on in Moodle. Whilst the Targets section tells you how many targets you have in each group ("To be Achieved", "Achieved", "Partially Achieved", "Not Achieved", "Withdrawn").

If when you hover over a summary box a grey arrow appears beneath it, this means that there is more information in this box which you can't see. If you click the grey arrow the box will expand to show you this extra information.

Timetable

This Week's Timetable

MON
No records found...

TUE
No records found...

▼

Timetable

This Week's Timetable

MON
No records found...

TUE
No records found...

WED
No records found...

THU
No records found...

FRI
No records found...

▲

To view the "Full View" of any plugin, you can click on its coloured header and it will open up a larger popup window with all the information displayed.

Targets	✖

Test Student (88888888)

To Be Achieved (2)	Achieved (6)	Partly Achieved (2)	Not Achieved (1)	Withdrawn (0)

🖨 Print All

New Target

To Be Achieved (2)

Filter: [▼]

◎ | **Target**
Due: Jan 12th 2017   Set By: Sophie Peachey, Jan 9th 2017
(3 Days remaining) | | 15%

🖨 Print

Target

This is your target

Target Type: TAP

1.3.1. Attendance & Punctuality

The Attendance & Punctuality section will display your current attendance & punctuality information, as an overall and for each of the courses you are linked to on Moodle.

You can view this in a simple text view:

Or in various graphical views, such as a bar chart:
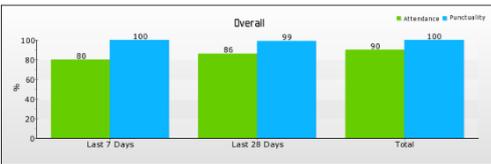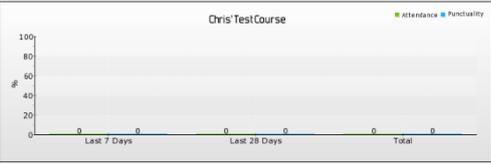
1.3.2. Targets

The Targets section will show you all the targets you have been set either by subject teachers or your personal tutor. These are broken down into tabs so you can see all your targets of a specific status, for example "To Be Achieved", "Achieved", "Partially Achieved", "Not Achieved", "Withdrawn".

When you click on a status tab you will see a list of targets, displaying their title, deadline and progress:

If you click on one of these targets it will expand to show you the full target, with all the information that was added into it:

If you wish to add comments to a Target, to update your tutor with your progress or just make any additional notes after it has been set, you can click the "Add Comment" link at the bottom of each expanded Target:

Which will bring up a form that allows you to enter your comment.

In addition to this, you will also find that you have a progress bar on the actual ELBP block itself, which lists the number of targets you have and the number you have achieved:

1.3.3. Tutorials

The Tutorials section on the ELBP is where your personal tutor will store information about the tutorial sessions you have.

When you open up the expanded view you will see a list of Tutorials that have been set for you, very similar to the list in the Targets section, which displays when the tutorial was set, by who and how many targets were set in this tutorial:

If you click on this Tutorial it will expand and show you all the information that was set, such as student comments, tutor comments, targets, attendance, etc…

Test Student (88888888)

All Tutorials

Tutorial
Set: Tue 23rd Jul 2013   By Conn Warwicker
(1 Target(s) set)

Set By: Conn Warwicker

Tutor Comments

Exit tutorial - Test knows what he has left to complete and is confident this will be achieved.

Student Comments

This year has been the best year at brooks. Looking forward to my final year.

	Last 7 Days	Last 28 Days	Total
Attendance	80	89	92
Punctuality	80	87	90

Targets

No. Targets Set:	1
No. Old Achieved Targets:	0
No. Old Unachieved Targets:	0

Targets Set In This Tutorial

Target Name	Status	Deadline	No. Comments
Complete Outstanding Assessments	To Be Achieved	31 Aug 2013	0

Targets Set In Previous Tutorials

No results found.

1.3.4. Timetable

The Timetable section of the ELBP will display your current timetable, as brought through from the Timetabling system, so it should always be accurate, however if you are unsure please do check with your teacher/tutor.

There are several different views you can use in the Timetable section, they are:

View by Day – This lets you look at a specific day and every lesson you have:

Test Student (88888888)

Full Calendar

| Day | Week | Month | Year | 23 July 2013 | Today ◀ ▶ ⚙ |

Tue. July 23

| 09:00 |
| 09:30 |
| 10:00 |
| 10:30 |
| 11:00 |
| 11:30 |
| 12:00 |
| 12:30 |
13:00	**Hair Cutting**
13:30	13:00 - 15:00
14:00	Room: A002
14:30	*R Smith*
15:00
15:30

View by Week – This lets you look at a whole week and all the lessons you have:

Test Student (88888888)

Full Calendar

| Day | Week | Month | Year | 22 Jul 2013 - 28 Jul 2013 | Today | ◀ | ▶ | ⚙ |

	Mon, July 22	Tue, July 23	Wed, July 24	Thu, July 25	Fri, July 26
09:00	**Face Scrubbing** 09:00 - 11:00 Room: A001 *M Smith*			**Testing** 09:00 - 17:00 Room: LAB 1 *GladOS*	**Beard Washing** 09:00 - 10:00 Room: B003 *Z Smith*
09:30					
10:00			**Nail Trimming** 10:00 - 12:30 Room: A001 *J Smith*		**Foot Massaging** 10:00 - 11:00 Room: C070 *B Smith*
10:30					
11:00					
11:30					
12:00					
12:30					
13:00		**Hair Cutting** 13:00 - 15:00 Room: A002 *R Smith*			
13:30					
14:00					
14:30					
15:00					
15:30					

View by Month – This lets you look at a whole month and all the lessons you have:

Test Student (88888888)

Full Calendar

| Day | Week | Month | Year | July 2013 | Today | ◀ | ▶ | ⚙ |

Mon	Tue	Wed	Thu	Fri	Sat	Sun
01 **09:00** Face Scrubbing	02 **13:00** Hair Cutting	03 **10:00** Nail Trimming	04 **09:00** Testing	05 **09:00** Beard Washing **10:00** Foot Massaging	06	07
08 **09:00** Face Scrubbing	09 **13:00** Hair Cutting	10 **10:00** Nail Trimming	11 **09:00** Testing	12 **09:00** Beard Washing **10:00** Foot Massaging	13	14
15 **09:00** Face Scrubbing	16 **13:00** Hair Cutting	17 **10:00** Nail Trimming	18 **09:00** Testing	19 **09:00** Beard Washing **10:00** Foot Massaging	20	21
22 **09:00** Face Scrubbing	23 **13:00** Hair Cutting	24 **10:00** Nail Trimming	25 **09:00** Testing	26 **09:00** Beard Washing **10:00** Foot Massaging	27	28
29 **09:00** Face Scrubbing	30 **13:00** Hair Cutting	31 **10:00** Nail Trimming	-	-	-	-

View by Year – You get it by now

Test Student (88888888)

Day Week Month Year   2013   Today ◀ ▶ ⚙

			January			
M	T	W	T	F	S	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

			Feburary			
M	T	W	T	F	S	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

			March			
M	T	W	T	F	S	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

			April			
M	T	W	T	F	S	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

			May			
M	T	W	T	F	S	S
		01	02	03	04	05
06	07	08	09	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

			June			
M	T	W	T	F	S	S
					01	02
03	04	05	06	07	08	09
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

			July			
M	T	W	T	F	S	S
01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

			August			
M	T	W	T	F	S	S
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

			September			
M	T	W	T	F	S	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15

			October			
M	T	W	T	F	S	S
	01	02	03	04	05	06
07	08	09	10	11	12	13
14	15	16	17	18	19	20

			November			
M	T	W	T	F	S	S
				01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17

			December			
M	T	W	T	F	S	S
						01
02	03	04	05	06	07	08
09	10	11	12	13	14	15

With each view there are arrows which let you move back and forward and a "Today" button which will jump to today and highlight it yellow.

Day Week Month Year   2013   Today ◀ ▶ ⚙

So if you were in the "Day" view and clicked the forward arrow it would take you forward by one day, similarly if you were in the "Week" view and clicked the back arrow it would take you back by one week, and so on.

You can customise your timetable and change the colours for each day by clicking

the little settings icon: ⚙   Which will open up this popup window:

Change Colours   ✖

Monday - This will be the default colour for the given day on the timetable
🟧 ▾

Tuesday - This will be the default colour for the given day on the timetable
🟦 ▾

Wednesday - This will be the default colour for the given day on the timetable
🟦 ▾

Thursday - This will be the default colour for the given day on the timetable
🟪 ▾

Friday - This will be the default colour for the given day on the timetable
🟩 ▾

Saturday - This will be the default colour for the given day on the timetable

Save   Close

If for some reason you do not see a colour picker but instead see blank text boxes for each day, your web browser doesn't support colour pickers. We would recommend using a browser like Chrome or Opera. (If you know what they are, you can enter HEX codes for the colours in this instance and it should still work).

1.3.5. BKSB

The BKSB section on the ELBP will show you all your recent assessments, assuming you have taken them through Moodle which allows us to link your Moodle account to your BKSB account. It also shows you your best results in each assessment and your learning plan.

BKSB	⊗

Test Student (88888888)

| All Results | Best Results | Learning Plan |

Full Results

Initial Assessments				Diagnostic Assessments		
ASSESSMENT	RESULT	DATE		ASSESSMENT	RESULT	DATE
ENG	English Pre-Entry	Sep 24 2015 1:03PM		MATHEMATICS E3 DIAGNOSTIC	2%	Oct 14 2011 10:16AM
MATHS	Maths Pre-Entry	Sep 24 2015 1:03PM		ENGLISH L1 DIAGNOSTIC	6%	Oct 12 2011 2:50PM
				ENGLISH E3 DIAGNOSTIC	98%	Oct 12 2011 1:26PM
				MATHEMATICS E2 DIAGNOSTIC	1%	Oct 11 2011 4:53PM
				MATHEMATICS E3 DIAGNOSTIC	0%	Nov 15 2011 1:19PM
				ENGLISH L2 DIAGNOSTIC	0%	Nov 2 2011 2:06PM
				MATHEMATICS L3 DIAGNOSTIC	0%	Nov 2 2011 2:04PM
				MATHEMATICS L1 DIAGNOSTIC	0%	Nov 2 2011 2:03PM
				MATHEMATICS E2 DIAGNOSTIC	9%	Dec 1 2011 10:40AM

The Learning Plan tab will show the areas in a subject you are strong in or need more practice in, according to your assessment results.
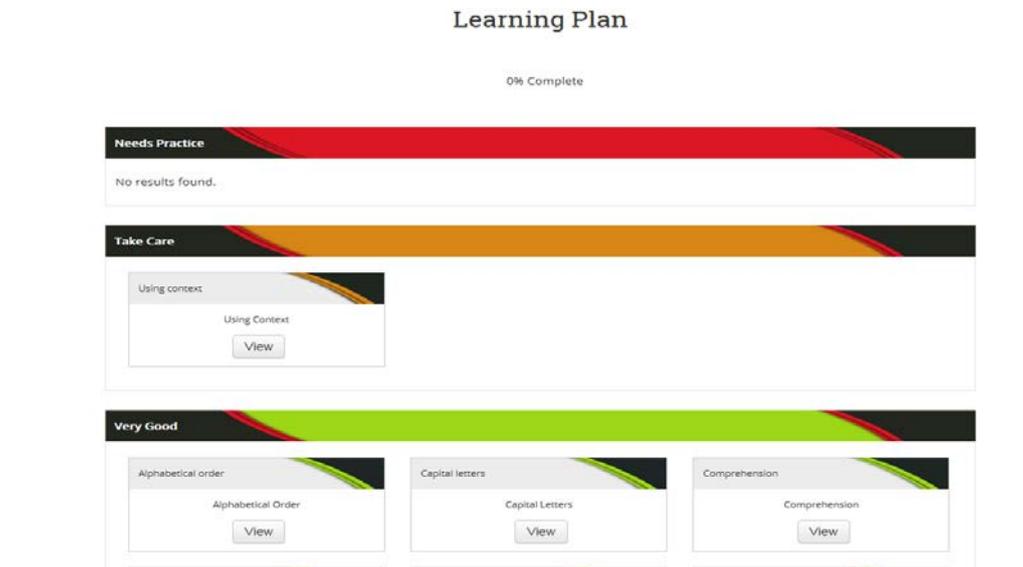
If you wish to take a BKSB assessment, you will need to use the BKSB block which is separate to the ELBP block. You should find it on the front page of your Moodle:
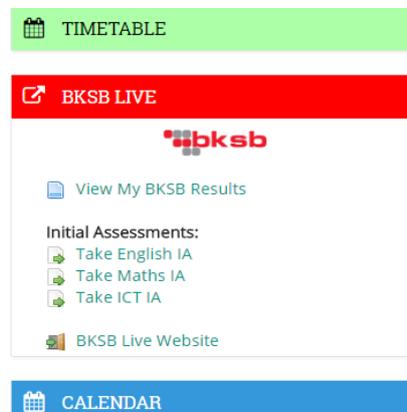
You can either click to take an assessment straight through Moodle, or you can click on the "External BKSB Portal" link which will take you through to the BKSB site and log you in automatically. Either of these ways will allow your BKSB results to come through into Moodle.

1.3.6. Course Reports

The Course Reports section on the ELBP is where your course teachers will record your course reports as you progress through the year.

When you open the full view you will see a list of the courses you are assigned to in Moodle and links to the latest course report for each one.

You can either click on that report link to view that specific report, or if you click on a course name it will take you through to a list of all course reports you've had for that course.

When viewing a list of reports, they are very similar to lists of tutorials and targets, and will show you who the report was created by and when.

ILP Test Course   ILP Test Course

Course Report
Set By: Conn Warwicker, Tue 23rd Jul 2013

If you click on the report it will open up the expanded view with all the report's information:

Course Report
Set By: Conn Warwicker, Tue 23rd Jul 2013

Review Questions   **Review Details**

Attitude/effort made towards study	Good	Attendance	Punctuality
In-class performance	Good	90	84
Meets deadlines	Satisfactory		
Progress made against academic targets	Satisfactory		
Standard of work produced	Satisfactory		
Well Organised	Satisfactory		
Works well with other students	Good		

Comments
Test is doing well so far.

1.3.7. Attachments

The Attachments section on the ELBP is where your teachers/tutors may from time to time upload documents/files for you. As a student you won't have the rights to upload things yourself, but you can view & download anything that has been uploaded for you.

Test Student (88888888)

	Title	Uploaded By	Date Added	Comments
	Important Document	Conn Warwicker	Jul 23rd 2013	0

1.3.8. Comments

The Comments section on the ELBP is where any comments regarding your behaviour, attendance, academic performance, etc… will be recorded by your teaching staff or personal tutor, as well as any information about any further action which is required.

Test Student (88888888)

All Comments

🖨 Print All

New Comment

Academic Performance
Fri 25th April 2014
Set By: Conn Warwicker, Fri 25th April 2014

✏ Edit   ❌ Delete   🖨 Print

[Mark as Unresolved]

Category
Academic Performance

Description
testtest

Action Taken
testt

1.3.9. Additional Support

The Additional Support lecturer will create a session for you with a number of targets to compete within that 6-week block.

For each additional support session, you will be able to go in and update the status of the targets yourself, so that you can set them to Achieved when you believe they are achieved. You can also change your levels of confidence of being able to achieve these targets, and add comments to the session if you wish.

Once the deadline has passed the session will be locked and you will be unable to update the targets.

1.3.10. Register

The Register section on the ELBP shows you your Register record for all your courses and whether you were Present, Absent, Late, etc...

Test Student (88888888)

🖶 Print

Course	Description	Day	Start	End	8	9	10	11	12	13	14	15	1
-	Unit 1: Principles of Anatomy &...	Monday	09:00	10:30	/	/	/	/	/	/		/	
-	Unit 4: Fitness Training & Prog...	Monday	10:45	12:15	/	/	/	/	/	/		/	
-	Functional Skills - Maths Level 1	Monday	13:15	14:45									
-	Functional Skills - English L2	Monday	13:15	14:45	/	/	/	/	/	/		/	
-	CYQ Assessments	Monday	15:00	16:30	/	/	/	/	/	/		/	
-	Unit 8: Practical Sport & Unit 3...	Tuesday	09:00	10:30								/	
-	Functional Skills - English L2	Tuesday	10:45	12:15	/	/	/	/	/	/		/	
-	Functional Skills - Maths Level 1	Tuesday	10:45	12:15									
-	Unit 1: Principles of Anatomy &...	Tuesday	13:15	14:45	/	/	/	/	/	/		/	

1.3.11. Grade Tracker

This section on the ELBP lets you view your Grade Tracker grids for any qualifications you are assigned to.

Open Student Grid   Print Grid

Test Student (88888888)

BTEC Level 3 Certificate - Sophie's Test

Grid Key									
Achieved	Capped	Extension	Late	Not Achieved	Partially Achieved	Referred	Work Not Submitted	Work Submitted	Not Attempted

Unit (Total Credits: 30/30)	Award	P1	M1	D1	IV	
223: Unit 1 ⓘ (10 Credits)	N/A	✓	✓	✓	Date / Verifier	
223: Unit 2 ⓘ (10 Credits)	Pass	✓	🕐	❓	Date / Verifier	
223: Unit 3 ⓘ (10 Credits)	Merit	✓	✓	❓	Date / Verifier	

1.3.12. Prior Learning

The Prior Learning section on the ELBP lets you see what Prior Qualifications have been entered into the system for you, such as GCSEs. It will also calculate your Average GCSE Score, which is used in the Grade Tracker to work out what your Target Grades should be.

Test Student (88888888)

Avg GCSE Score
37.00

Qualification Type	Subject	Grade	Year
GCSE	GCSE in English	A*	2016
GCSE	GCSE in Maths	A	2016
GCSE	GCSE in Geography	B	2016
GCSE	GCSE in History	C	2016
GCSE	GCSE in Psychology	D	2016
GCSE	GCSE in Biology	E	2016

1.3.13. Parent Portal

The Parent Portal section on the ELBP is where you can see who has requested access to your data through the Parent Portal, and where you can Accept/Reject these requests.

If you accept a request, the parent/guardian/etc... will be able to login to the Parent Portal system and view information such as:

- Your Attendance
- Your Comments
- Your Course Reports
- Your Grade Tracking
- Your Timetable
- Etc…

1.4. Tips & Tricks

1.4.1. Customizing Your Colours

If your institution allows it, you will have a Settings icon along the top right of your ELBP ⚙ if you click on this it will allow you to change the colours of the sections on your ELBP page.

Please make sure the titles are easily readable though, or you may find they get reset by a staff member.

1.4.2. The Dock

At the bottom of the ELBP, you should see a blue bar running along the page. This is the Dock. Whenever you close a "Full View" of a section, its current state will be saved into the Dock, so you can restore it exactly how it was when it was closed.

For example, if you clicked to open up the Targets section and you started typing out a new target for yourself, but then closed the popup without saving it, if you were to just click to open Targets again in the normal way it would default to the start page and you would lose what you typed, but if you opened it up from the Dock at the bottom, it would bring it back exactly how it was when you closed it, with what you typed.

1.4.3. Centre the Popup Window

If you drag and drop an expanded popup off the screen so that the draggable handle or the close icon is no longer visible and it gets stuck there, you can centre it on the screen by pressing:

```
Ctrl + Shift + | (Pipe character)
```

1.4.4. Clearing the Popup Window

If you encounter an error which causes the popup window to close but leaves the transparent overlay over the top, making it impossible to click anything, you can clear it by pressing:

```
Ctrl + Shift + Enter
```

If you have any questions or problems using the ELBP system, please either speak to your tutor or contact your Moodle Support team: moodlesupport@bedford.ac.uk