# Sharp End Training

# Coursebase Users Manual

*"......for the online assessment of classroom training...."*

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## Logging On with your organisation password

You will need 2 things to log on to the online coursebase;
1. Your organization user name and password and
2. Your own personal user name and password.
(You can get your organisation password from your administrator, and it is the same for you and all your colleagues)

Type into your browser the website name for your organisations own campus for example,.

www.sharp-end-training.co.uk/yourorganisation.

You will see a box like the one below appear.
For the purposes of these notes we have used our test coursebase www.sharp-end-training.co.uk/campus.
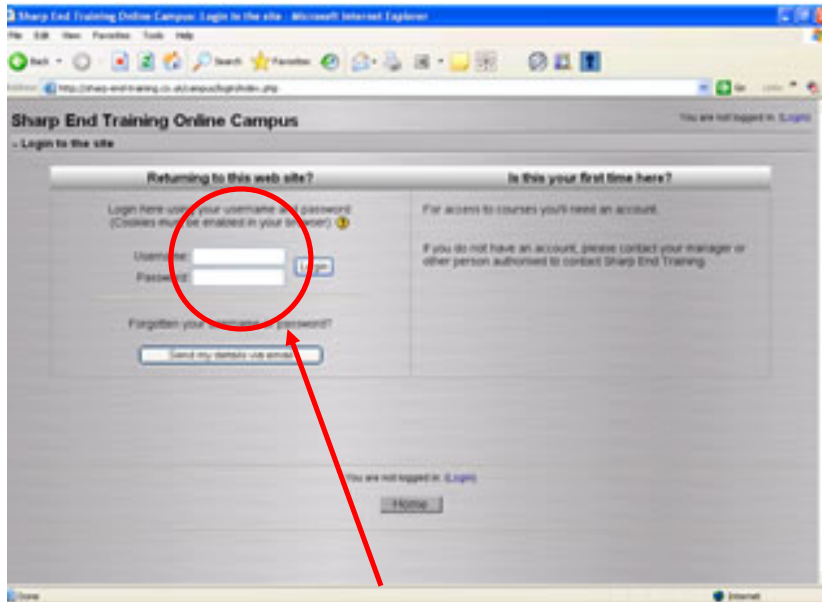


Enter in your ORGANISATION USER NAME AND PASSWORD HERE.

**Logging on with your personal password**

You will then see your user logon page. This is where you will logon personally. You will need to be setup as an individual user. If you don't know your personal logon details, see your manager.



Enter your own user name here

All the courses you can enrol on will be shown in the central panel. On the right hand side will be a calendar. It will fill up with dates that you need to be aware of, such as, when tests open and close. The calendar will be dealt with in more detail later.
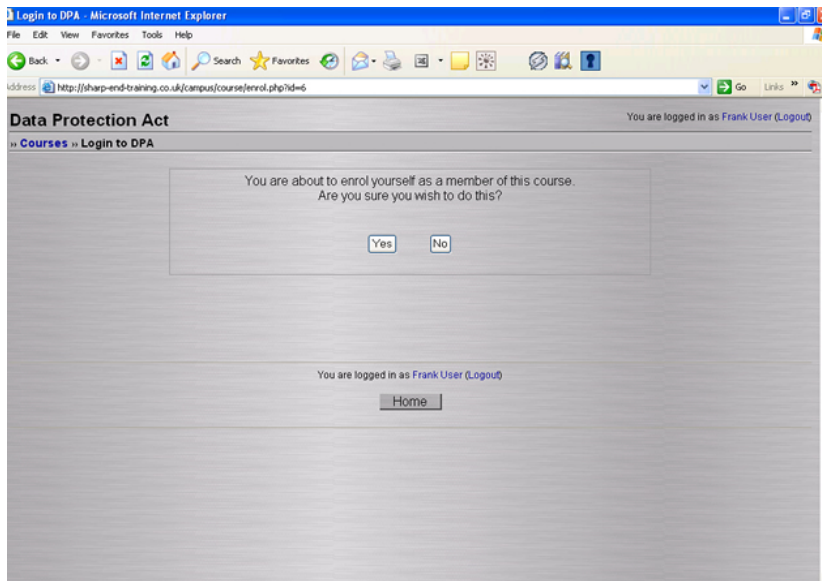
# Enrolling on a course
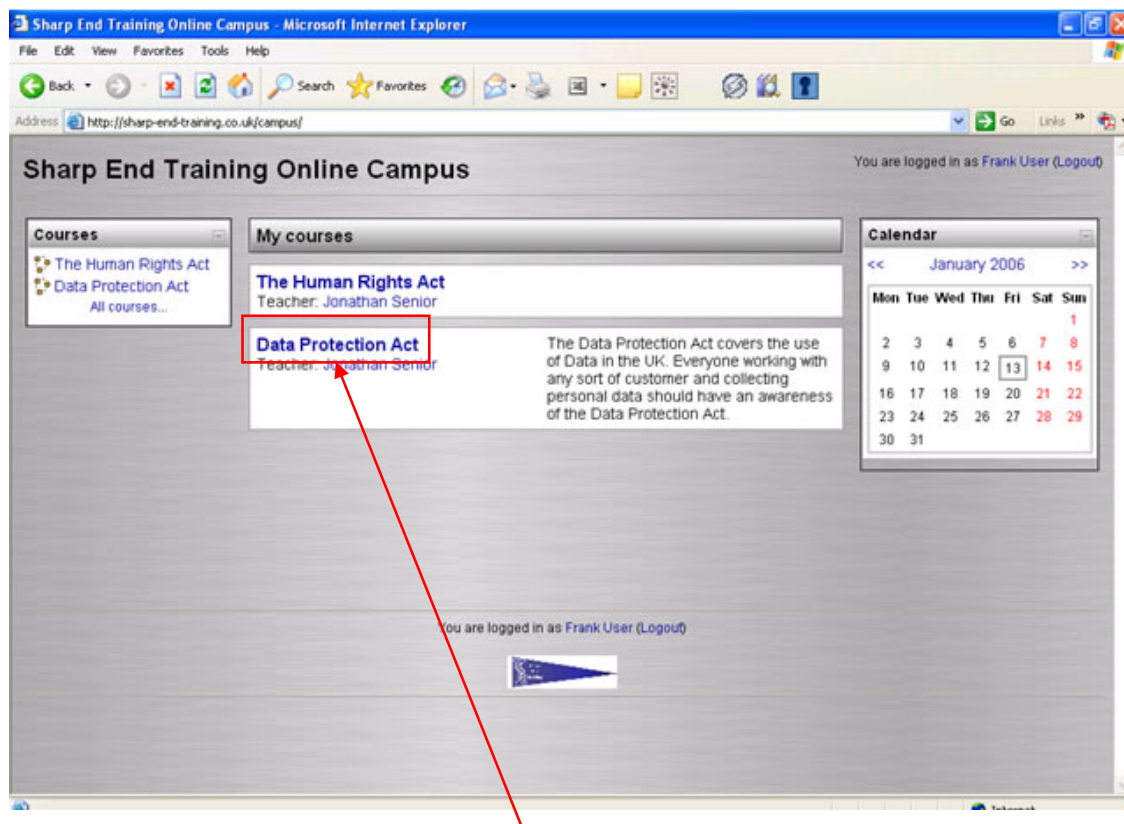


Click on the blue main title to enrol on a course.

To choose a course, click on the course title with the main blue header.

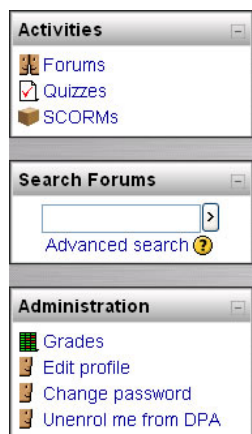The screen will look blank at first but don't worry. It will fill up soon enough!

Click yes to enrol yourself on the course.

You can move the individual sections (called blocks) to customize the space to your liking. For the purposes of this manual the blocks will be shown as default (as on the screen below).

## The Course Homepage
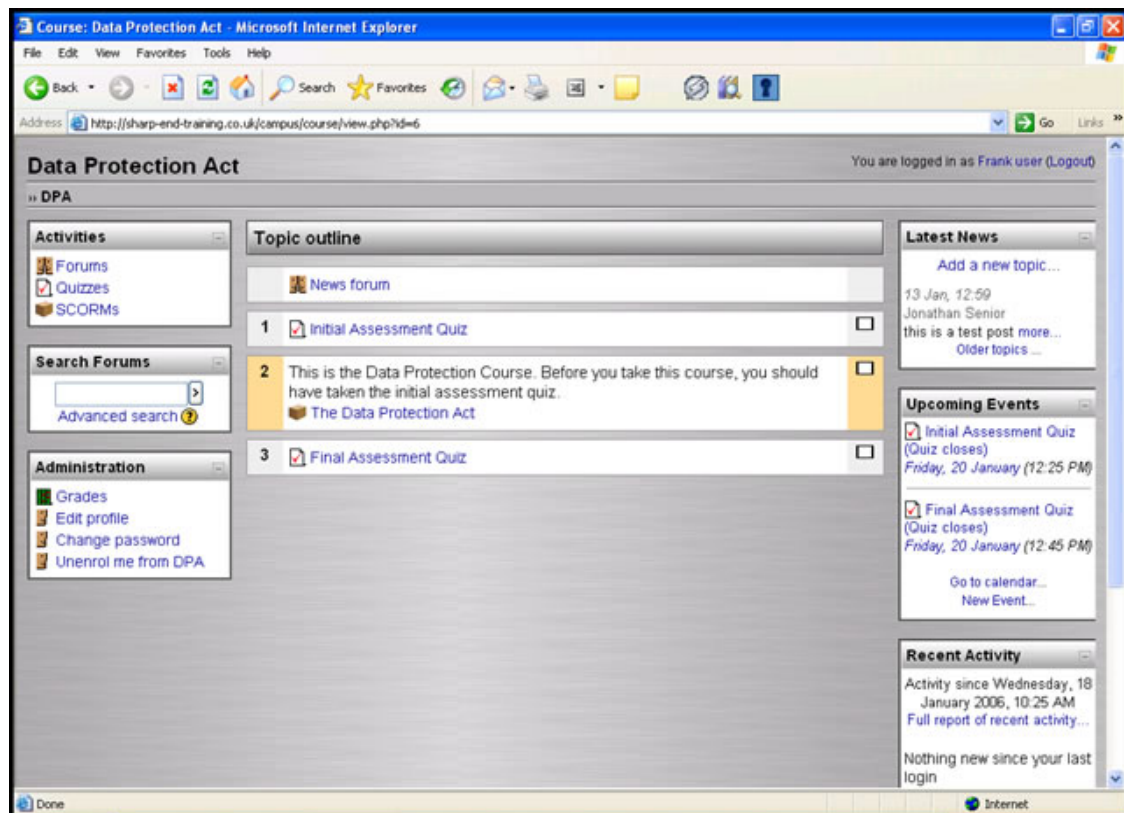


The various blocks are as follows
**Left Panel**



Activities
This block lists all the activities that are available on the course (forums, quizzes, assignments, etc.).

Search Forums
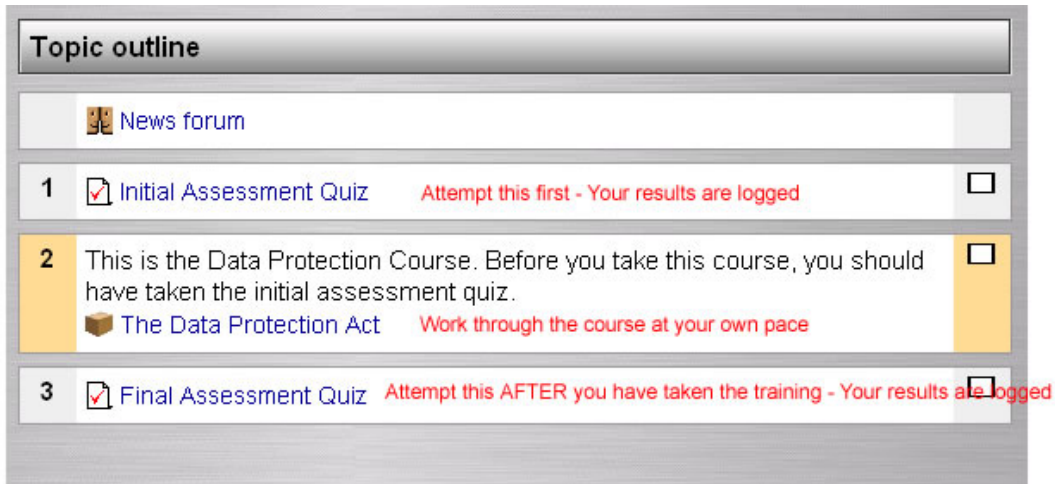This block allows you to search for any word/words that occur in any forums (discussion groups) you have on your course. This lets you track down any keyword(s) that you are interested in.

Administration
This block is the administrative tools section. You will be able to alter certain information about yourself but you will find some fields locked.

Change password & Unenrol me do exactly as they say.

**The Central Course Panel**



| Topic outline | | |
|---|---|---|
| | 📖 News forum | |
| 1 | ☑ Initial Assessment Quiz    *Attempt this first - Your results are logged* | ☐ |
| 2 | This is the Data Protection Course. Before you take this course, you should have taken the initial assessment quiz.<br>📦 The Data Protection Act    *Work through the course at your own pace* | ☐ |
| 3 | ☑ Final Assessment Quiz  *Attempt this AFTER you have taken the training - Your results are logged* | ☐ |

Each course contains four items.

**News Forum**
On all courses there is a course News Forum. Anyone enrolled on a course can post items of interest relating to their course, weblinks to relevant website etc.
Note. The laws of what is acceptable on the Internet and your organisations acceptable use policy apply here just as much as they do everywhere else. Be aware of what you post.
Offensive, obscene or other inappropriate posts will be removed and action taken against offenders if appropriate.

**An initial quiz.**  – See later section for detail
This tests you on your current knowledge of the subject. There are a number of questions of various types, multiple choice, true/false, missing word etc. This quiz tests your *current* knowledge and awareness of the subject

On all courses, your score on this test is recorded so it is important that you do not login using someone else's password.

Depending on the score you get, training may be relevant for you and you should discuss the results with your manager.

**The Sharp End Training course**.  This is a self paced course designed to equip you with the appropriate level of knowledge and awareness of the subject. Depending on how your coursebase is set up, the course has a number of quizzes, tests and learning screens.

You are free to work through these at your own pace. Your results are not being judged but you should still avoid sharing passwords.

**The Final Assessment Quiz**
This tests you on your knowledge of the subject AFTER you have completed the training. It has the same format as the initial assessment quiz.

**The Right Panel**
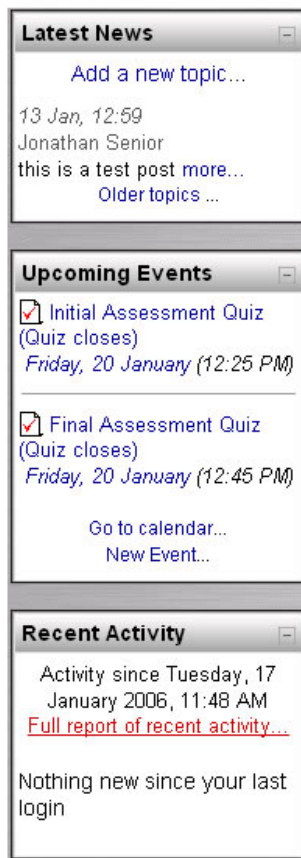
Latest News
This contains the most recent posts on the course News forum.

Upcoming Events
This shows the events that are coming up (based on the calendar). It also includes a link to go to the calendar or to add new events (See Calendar for more details on adding events).

If you click on a date, you will go to the day-view calendar showing all events for that day. If you click on the title of an event, you will be taken to that event.

Recent Activity
This shows you what has changed since the last time you logged in. It is a good way to keep track of what is changing on the course.

## Calendar

Assessment time will be limited, the calendar will show dates in which assignments and quizzes etc need to be completed. Other activities taking place can also be shown.
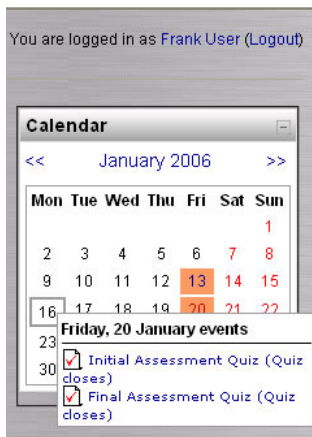


Click on the month header to expand the calendar to fill the whole screen. You will be able to show or hide events as required.

You can view previous or future months events by clicking on the left or right arrows next to the current month's name.

Today is always outlined in black (January 16th on the example shown) and other activities are also shown.
Hover your mouse over a date, to show details of the events on that date.

Calendar showing expanded month view



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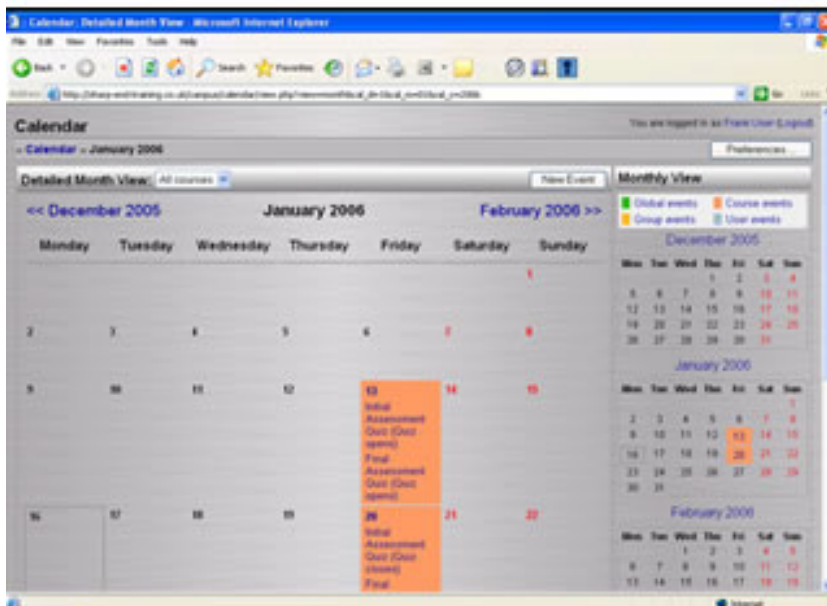
This can make the calendar easier to read (especially if there are many events to view).

To get back to the default small view, click the "calendar" link in the top left hand corner.

## The Initial Quiz & the Final Assessment Quiz.

When you click on the initial or final assessment quiz, the questions will appear as shown below.
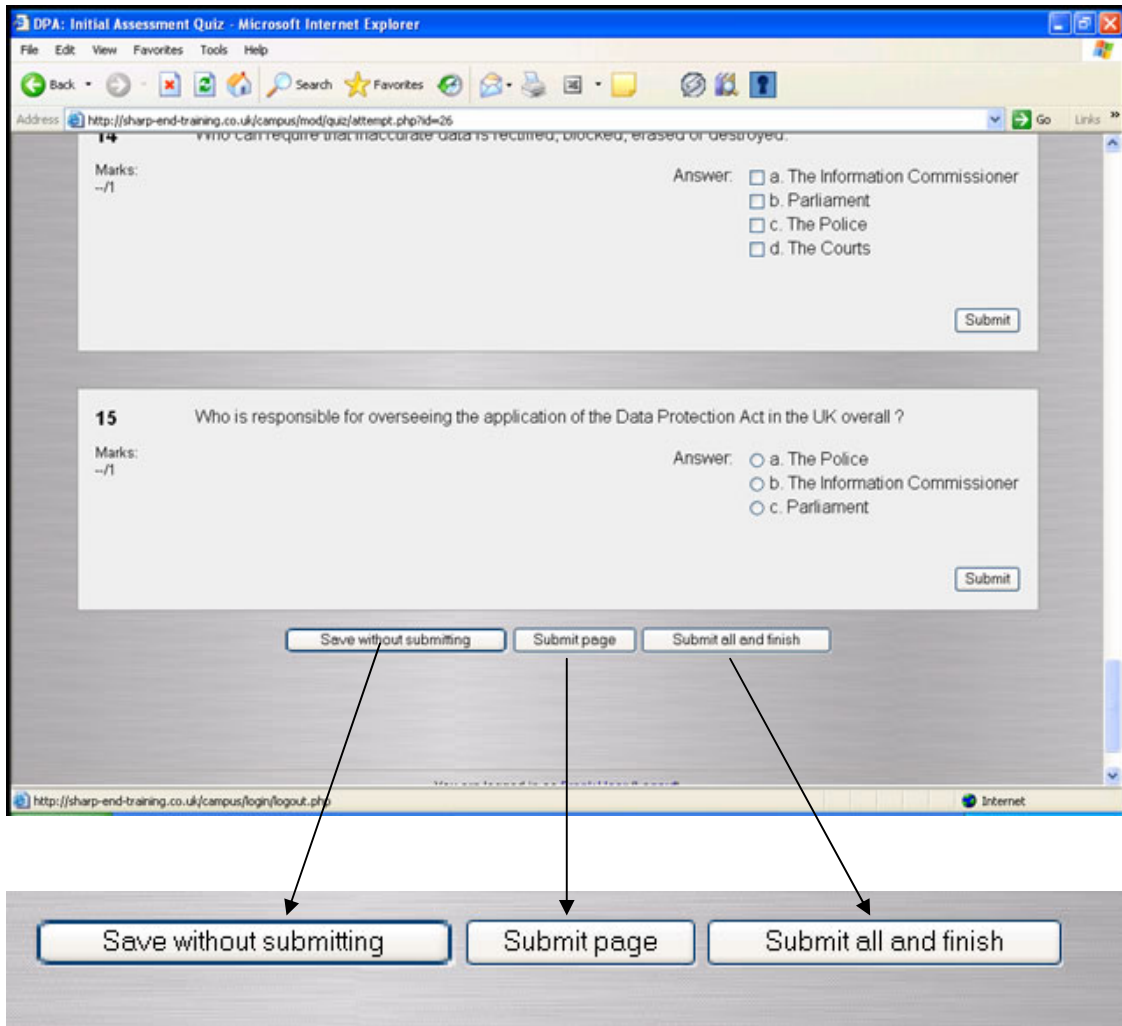
Your coursebase may have been set up with a timer or with a different number of questions on each screen.
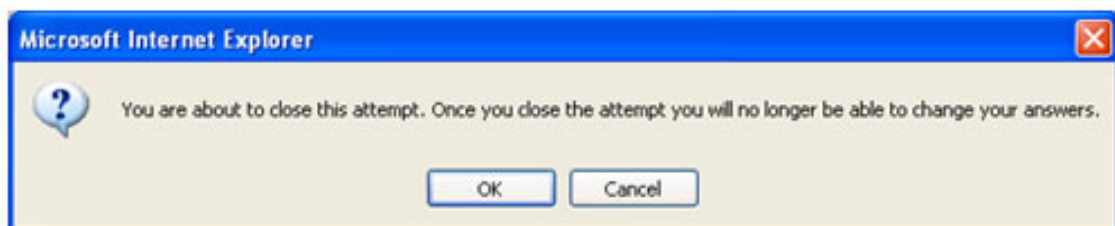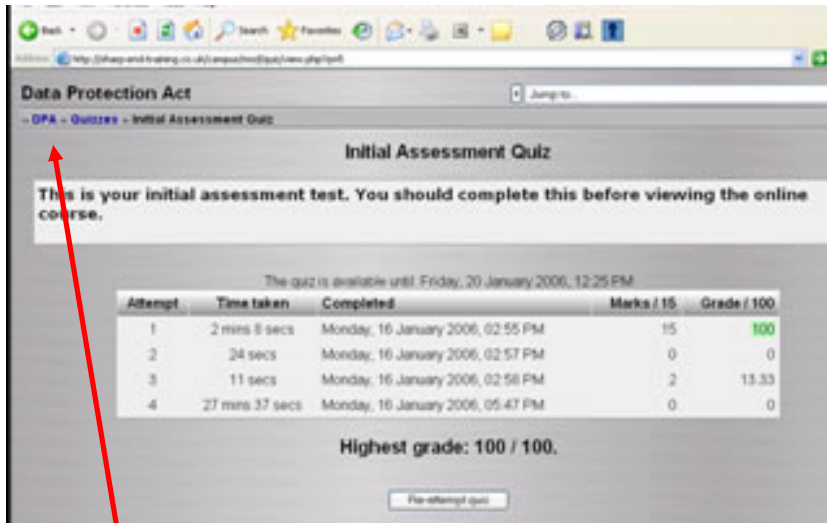Enter your answer where prompted.
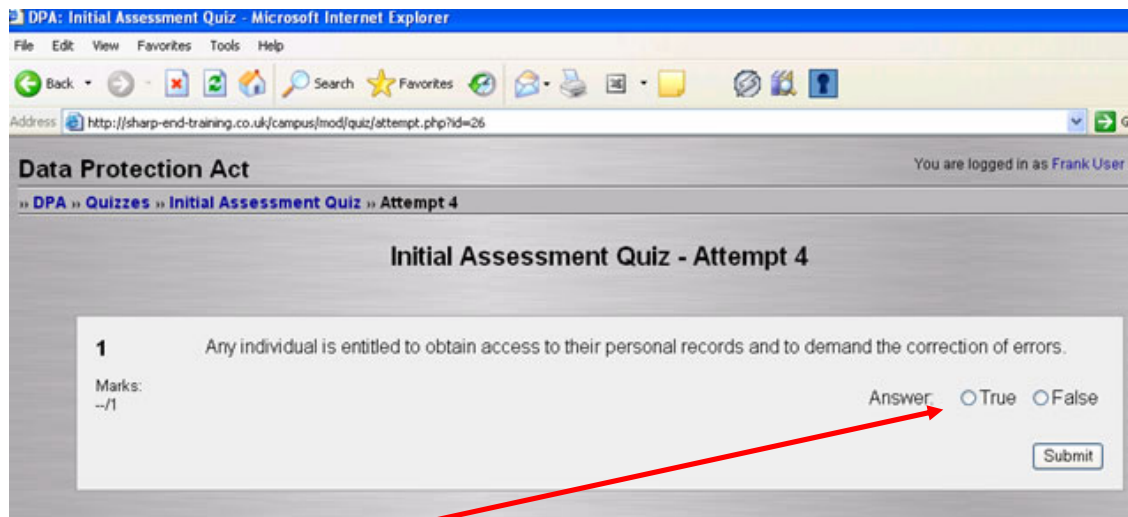


Enter your answer here

Submitting your answer.
You can click the "Submit" button next to each question but your score is not recorded until you click the "Submit all and finish button" – See below.

When you click on the "Submit all and finish", you will be prompted before your scores are recorded.
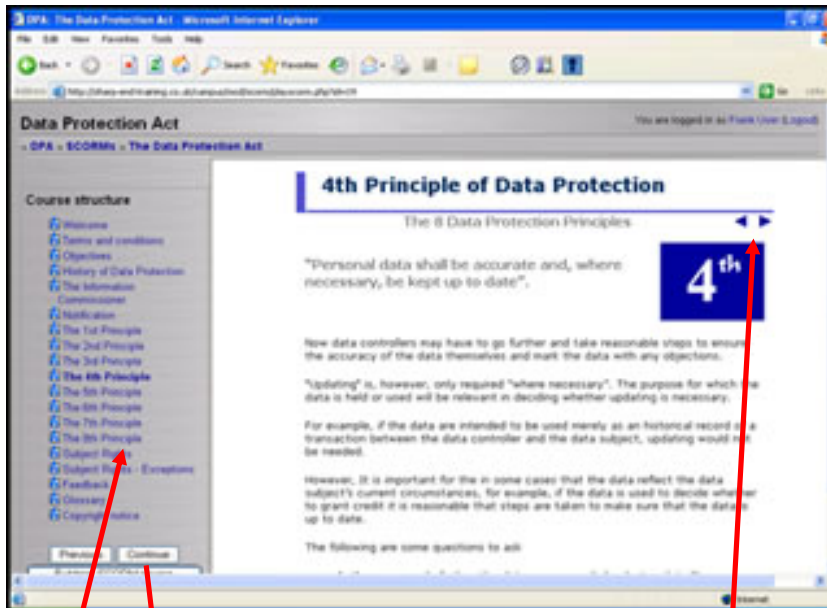
To return to the course homepage click on the course short name in the top left hand corner.


## Sharp End Training Course

Each course contains information we believe you need to have an understanding and awareness of the subject. If your coursebase contains bespoke material, this will have come from your manager.
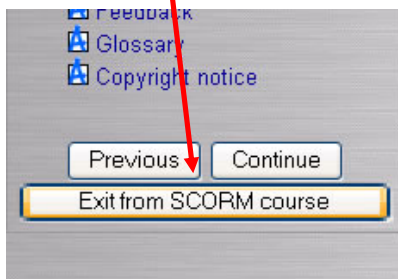
Depending on how your coursebase has been set up, it will include webpages and movies to increase your knowledge. Your scores are NOT being recorded on these pages although your presence is.

You are free (and encouraged) to make use of these pages. A typical layout is shown below.

Use the left
Hand panel
to navigate

Or the navigation on the course itself



To return to the course homepage, click on
the "Exit from SCORM course" button at
the bottom left hand corner. Clicking this
will take you back to the course homepage.

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## User Feedback

Please let have us your thoughts and comments on this users guide. What would you like to see in the next version of this manual?

Please email any thoughts or comments to

contact@sharp-end-training.co.uk