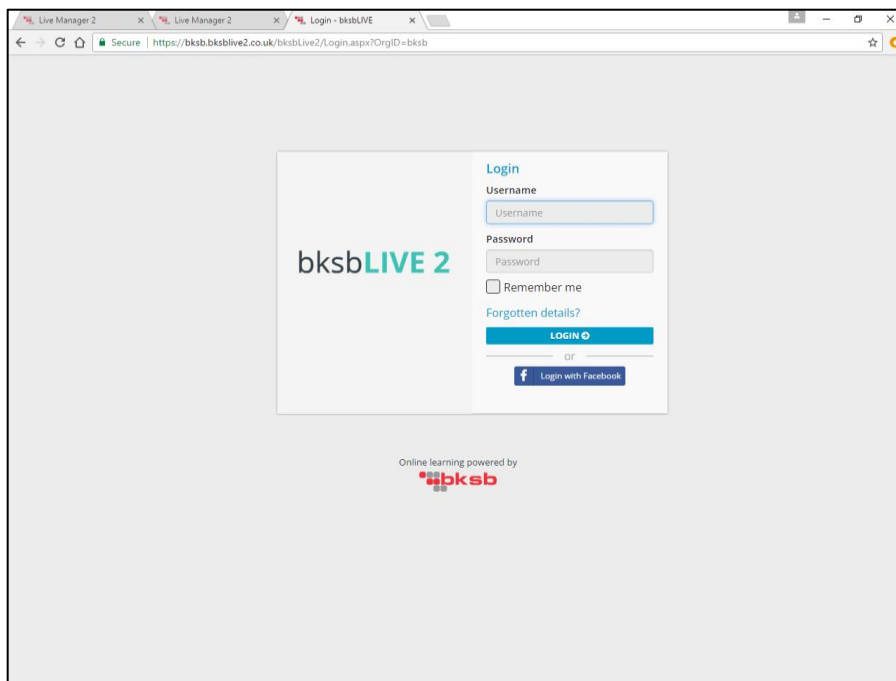


# Tutor Guide for bksbLIVE 2

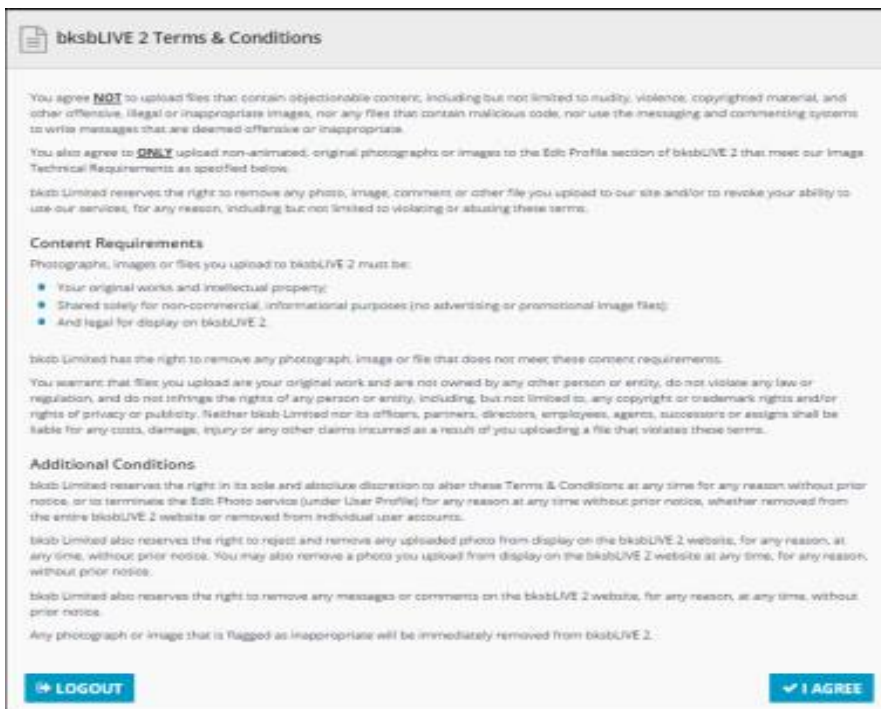
## How to Login

Every organisation will have its own unique URL, this should be provided by your tutor. If this is the first time you are logging in then the password will be *password* (all lower case) unless this has been modified by your administrator.

The unique URL usually will look something like this: <https://organisationname.bksblive2.co.uk> If you forget your login details, select the forgotten details? Link.



If this is your first time logging in, you will be presented with a pop-up screen outlining the terms and conditions for the site. Select the **I AGREE** button.



The next pop-up screen will ask you to change your password. This will usually be *password* in lower case unless changed by your tutor or administrator.

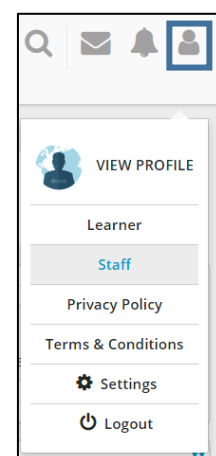
## Home Page

After you have logged in and agreed to terms, you will be sent to your home screen:



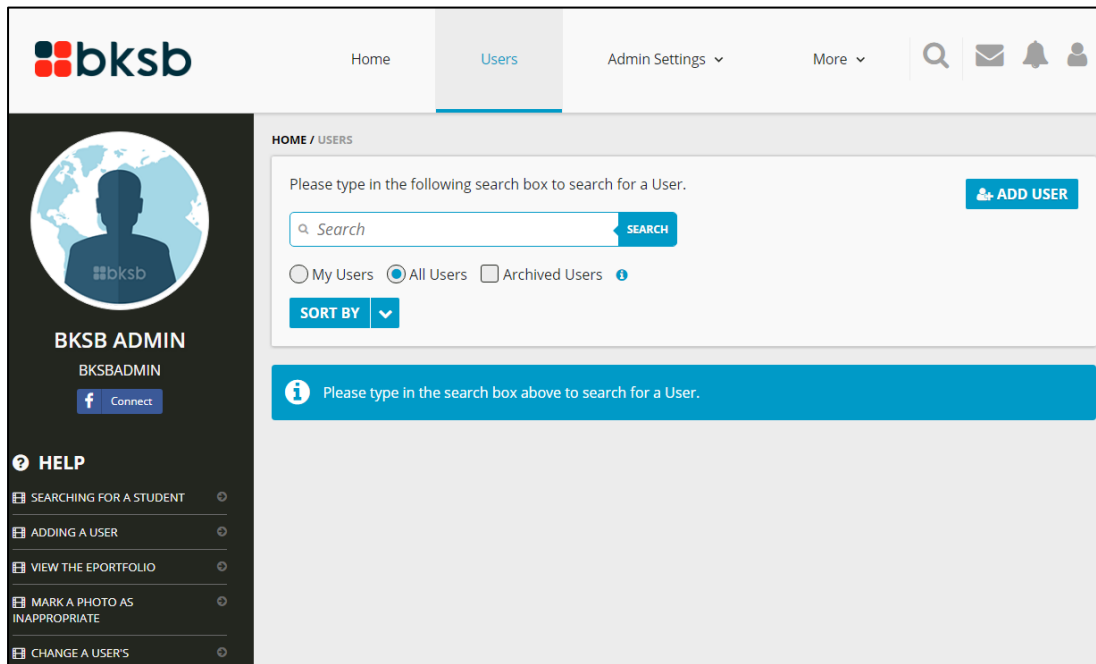
Here you can manage your groups and Students, there is also a bksb news reel to update you with the goings on in bksbLIVE 2. From the home page you can access quick links to help you get to where you need to go instantly.

Tutor and Admin accounts have the ability to access both perspectives of bksbLIVE 2, you can switch to a learners view by using the little “man” in the top right hand corner



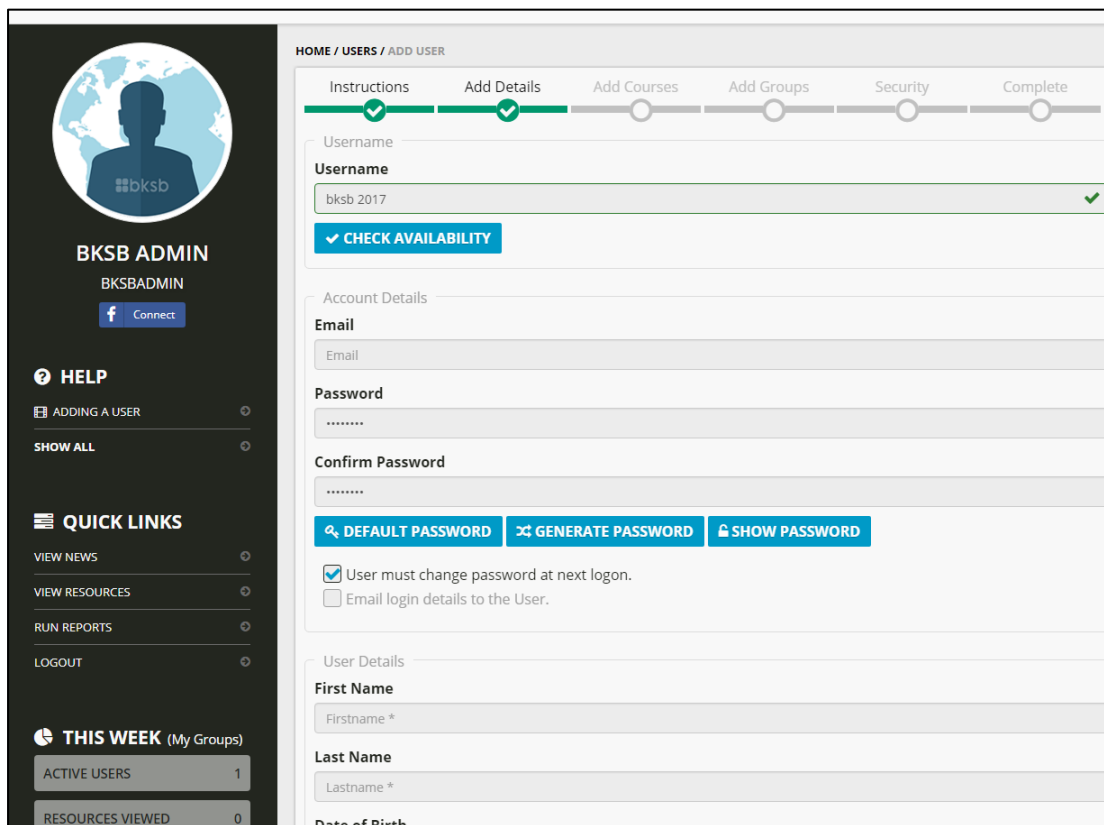
## Adding a User

Adding a user is the first step you do when you are set up with a URL, this is a fairly straight forward process to add a user. From the home page along the top you will see the “User” tab. This will take you to this page:



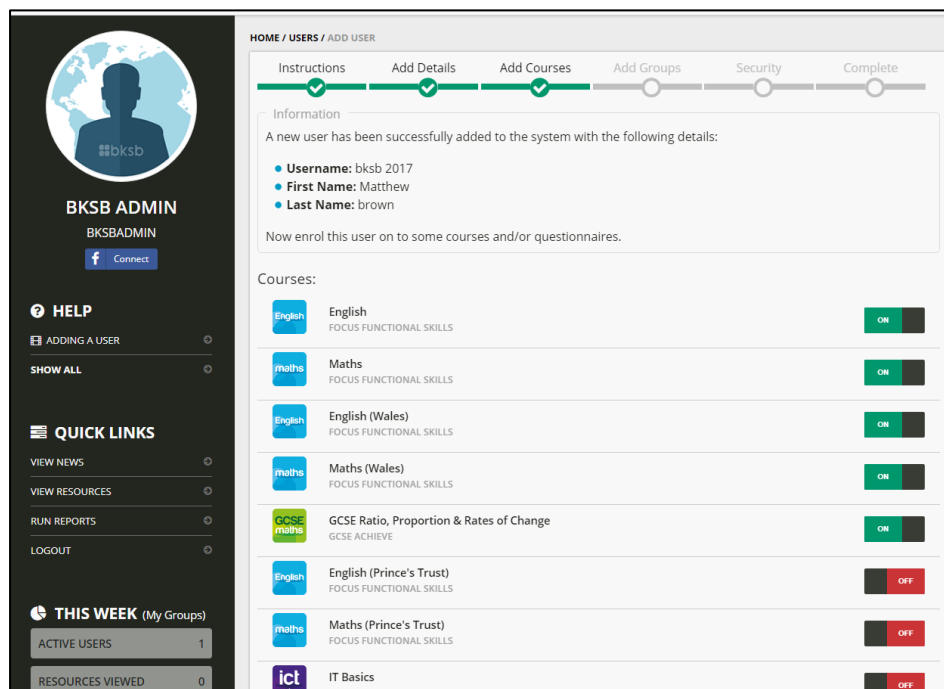
The screenshot shows the BKSb Admin interface. The top navigation bar includes the BKSb logo, 'Home', 'Users' (selected), 'Admin Settings', and 'More'. A search bar and notification icons are on the right. The left sidebar shows the user profile 'BKSb ADMIN' and a 'HELP' menu with options like 'SEARCHING FOR A STUDENT' and 'ADDING A USER'. The main content area is titled 'HOME / USERS' and contains a search box with the text 'Please type in the following search box to search for a User.' and an 'ADD USER' button. Below the search box are radio buttons for 'My Users', 'All Users' (selected), and 'Archived Users', along with a 'SORT BY' dropdown. A blue banner at the bottom of the main area repeats the search instruction.

This page helps you add new learners and search for existing. The 4 step process is clear and easy to follow. The first is selecting a username and filling in the user’s relevant details.



The screenshot shows the 'HOME / USERS / ADD USER' page. A progress bar at the top indicates the steps: 'Instructions' (completed), 'Add Details' (current step), 'Add Courses', 'Add Groups', 'Security', and 'Complete'. The 'Add Details' section includes a 'Username' field with the value 'bksb 2017' and a green checkmark, followed by a 'CHECK AVAILABILITY' button. Below this are 'Account Details' fields for 'Email', 'Password', and 'Confirm Password', each with a 'SHOW PASSWORD' button. There are also checkboxes for 'User must change password at next logon' and 'Email login details to the User'. The 'User Details' section includes fields for 'First Name', 'Last Name', and 'Date of Birth'.

The next process is to add the courses the user will be doing, you will have to select from a list of the ones you as an organisation are licensed for. These are usually all switched on but sometime additional products purchased will need to be switched on for learners.



**HOME / USERS / ADD USER**

Instructions Add Details Add Courses Add Groups Security Complete

Information

A new user has been successfully added to the system with the following details:

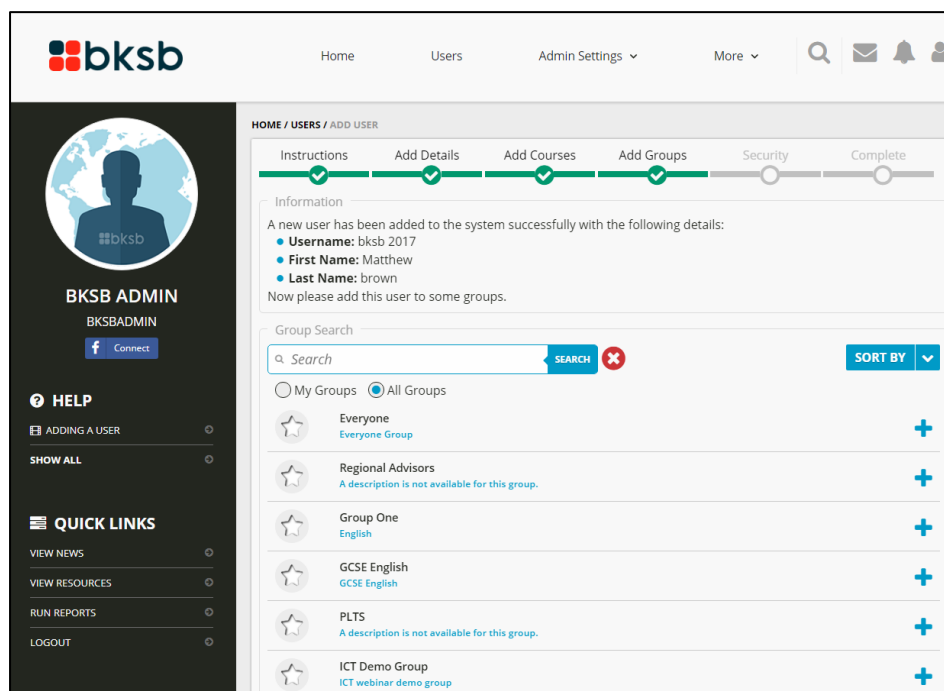
- Username: bksb 2017
- First Name: Matthew
- Last Name: brown

Now enrol this user on to some courses and/or questionnaires.

Courses:

Course	Focus	Status
English	FOCUS FUNCTIONAL SKILLS	ON
Maths	FOCUS FUNCTIONAL SKILLS	ON
English (Wales)	FOCUS FUNCTIONAL SKILLS	ON
Maths (Wales)	FOCUS FUNCTIONAL SKILLS	ON
GCSE Ratio, Proportion & Rates of Change	GCSE ACHIEVE	ON
English (Prince's Trust)	FOCUS FUNCTIONAL SKILLS	OFF
Maths (Prince's Trust)	FOCUS FUNCTIONAL SKILLS	OFF
IT Basics	ICT NOW	OFF

You can also add the new user to a group but this is not a compulsory step, you can click next to skip as every customer of bksb will have an “everyone” group automatically in place to give the option for reports to be run on the entire learner system.



**HOME / USERS / ADD USER**

Instructions Add Details Add Courses Add Groups Security Complete

Information

A new user has been added to the system successfully with the following details:

- Username: bksb 2017
- First Name: Matthew
- Last Name: brown

Now please add this user to some groups.

Group Search

Search

My Groups All Groups

Group	Description	Status
Everyone	Everyone Group	+
Regional Advisors	A description is not available for this group.	+
Group One	English	+
GCSE English	GCSE English	+
PLTS	A description is not available for this group.	+
ICT Demo Group	ICT webinar demo group	+

The final stage when setting up a user account is the security tab, this is where you define what type of account it is going to be. If you want the account to be just a learner then you select “NO “at this stage and it complete. However there are two other types of accounts “Admin” and “Tutor”.

HOME / USERS / ADD USER

Instructions Add Details Add Courses Add Groups Security Complete

Information

A New user has been added To the system successfully With the following details:

- **Username:** bksb 2017
- **First name:** Matthew
- **Last name:** brown

Do you want to add staff permissions for this user?

✓ YES ✕ NO

⏪ SKIP NEXT >

To make the account an Admin or tutor you select “YES” this will take you to the page below. You will have two options “All Permissions”. This give all security rights to the user, defining them as an Admin. Tutors will have “All Tutor Permissions” allowing them to manage learner’s results and assessments but they will not have access to the system settings.

Instructions Add Details Add Courses Add Groups Security Complete

Information

A New user has been added To the system successfully With the following details:

- **Username:** hrtfhb
- **First name:** fsdgf
- **Last name:** sffsd

Security Group Search

Search SEARCH ✕ SORT BY ▾

All Permissions +

All Tutor Permissions +

## User Settings

Changing details of a user or requesting retakes of assessments is done by searching for the individual learner in questions. From the user's page, you should search for the name of the learner and view their profile. From this you can change username/password.

HOME / USERS / VIEW USER

Account Details

**Name:** Bksb Admin  
**Username:** bksbadmin  
**Highest Role:** Staff

**ACTIONS**

- Send message
- Change password
- Change Username
- Merge learner
- View permissions
- Resend login details
- Edit login method

Mark as inappropriate

Details Courses Questionnaires Security Login/Email Log

Courses

English English FOCUS FUNCTIONAL SKILLS VIEW COURSE

Maths Maths FOCUS FUNCTIONAL SKILLS VIEW COURSE

The actions button in the top right hand corner of a learner's profile gives you an option of administrative actions. You can from this page navigate/review assessments and set levels as well as request retakes on Initial and Diagnostics. Click in the course in question and select the actions on that page to bring up the list of options available to you.

HOME / USERS / VIEW USER / COURSE

Details

**Learner name:** bksb admin (bksbadmin)  
**Course:** English

**ACTIONS**

- Remove from course
- Set level override
- Clear override
- Skip Diagnostic Assessment
- Remove IA retake
- Request DA retake
- Pause course
- Resume course

Level Override Diagnostic Assessment

**What should bksb do next?**

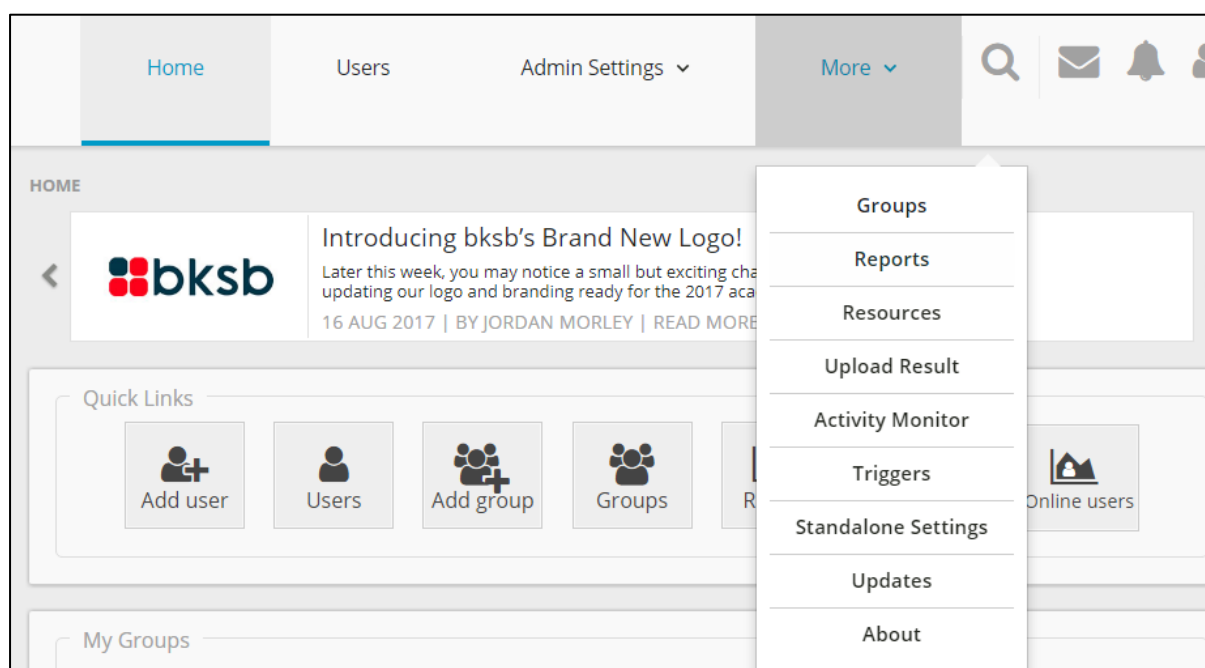
Take the Initial Assessment.  
OR  
bksb now needs to select a working level for this course. Alternatively, you can set the working level yourself.

Current working level

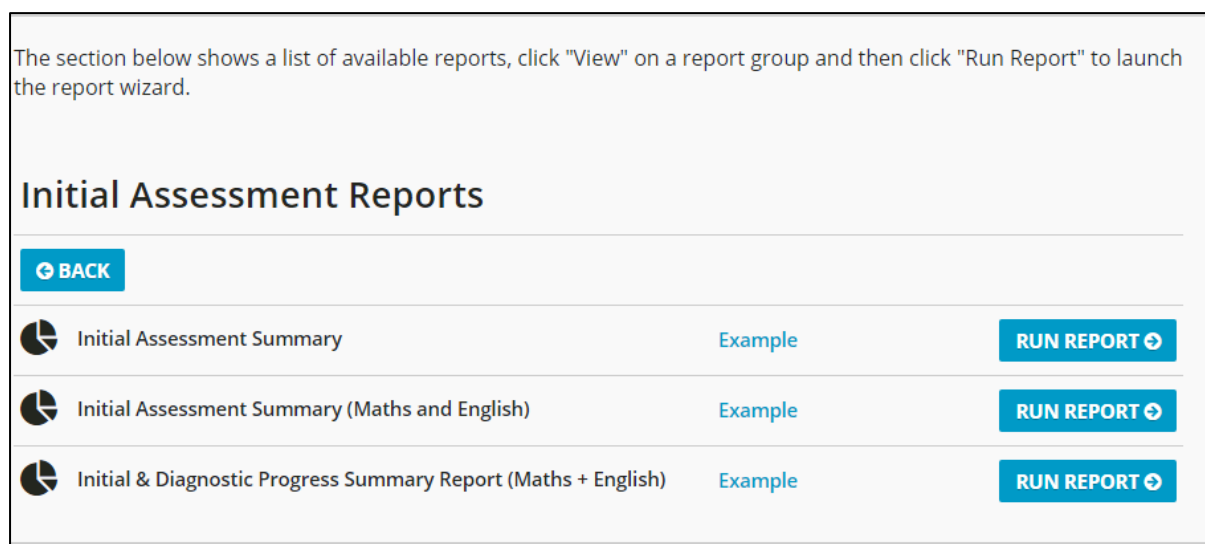
## Reporting

bksbLIVE 2 has a large catalogue of reports available for tutors and managers to run in order to get results on progress and recent grades as well as to see how learners are engaging on the system.

The set process for a report is the same for any, you can find the reports from the top tab under the “More” option.



From here you can see a range of different headings containing various reports for a variety of uses.



After you select the report you want, you must select your criteria you wish to run the report on. Some reports are based on individuals or a group. These can sometimes be more specific in terms of selecting the course and level you wish the report to run on.



HOME / REPORTS / RUN REPORT

### Tracking Grid Report

Please select a course.

**ENGLISH** ▼

Please select a course level.

**SELECT A LEVEL...** ▼

- English Entry 1
- English Entry 2
- English Entry 3
- English Level 1
- English Level 2
- English Level 3
- English Pre-Entry

**NEXT** ➔

Following from this is when you select either the group or learner to run the report on.

HOME / REPORTS / RUN REPORT

### Tracking Grid Report

Please select a group for this report.

Search Group

**SEARCH**

**SORT BY** ▼

☐ My Groups ☒ All Groups

**Everyone**  
Built-in everyone group

Use the search above to start adding items to the list.

Please select at least one group.

**BACK** **NEXT** ➔

Selecting the next button can sometimes lead you to add a date range to set or additional information you want include in the report result. These are optional and will not stop you from running the report if not selected. The last page will be just a breakdown of the criteria you are going run the report on. Here you select "RUN REPORT" .

Find		SEARCH	<a href="#">BACK/EXIT</a> <a href="#">EXCEL</a> <a href="#">WORD</a> <a href="#">PRINT</a>					
<b>English Initial Assessment Summary</b>								
From: Monday, January 1, 2001 To: Tuesday, September 19, 2017								
<b>Selected groups:</b> jasontest								
Recent Level Key: <input type="checkbox"/> Increase in level on latest IA <input type="checkbox"/> Same level on latest IA <input type="checkbox"/> Decrease in level on latest IA <input type="checkbox"/> Only 1 IA taken								
<b>Working Levels Totals:</b>								
Students	Not Taken	PE	E1	E2	E3	L1	L2	L3
2	0	0	0	0	0	1	1	0
<b>Username</b>	<b>First Name</b>	<b>Last Name</b>	<b>Working Level</b>	<b>Working Level Set By</b>	<b>Recent Level</b>	<b>Recent Date</b>	<b>First Level</b>	<b>First Date</b>
1235	Diane	Gibbs	L1	Dorota Matuszyk	L1	24-07-2012	L1	24-07-2012
cd1357	Cheryl	Makins	L2	Carol Smith	L1	12-11-2013	L1	12-11-2013

The end result will look similar to this, showing all results and providing a key to inform what certain colours and levels mean. You can also see from the top right hand corner that all of our reports are exportable to excel and word, so you can amend and tailor these results for your own purposes.

### Additional Help

A help system is built in which will always show up on the left hand side in a black vertical bar (see below). These helpful videos and PDF's load when you press them.

These are here help find where you want go or what you want to do.

The screenshot shows the BKSb Admin interface. On the left is a dark sidebar with the BKSb logo and a user profile for 'BKSb ADMIN'. Below this is a 'HELP' section with a list of links: OVERVIEW - STAFF, HOW TO REQUEST A DA RETAKE, REQUEST AN INITIAL ASSESSMENT RETAKE, ADD/REMOVE A QUESTIONNAIRE, CHANGE YOUR ACCOUNT SETTINGS, CREATE A PRIVATE GROUP, and SEARCH FOR A LEARNING. The main content area has a top navigation bar with 'Home', 'Users', 'Admin Settings', and 'More'. Below this is a 'HOME' section with a 'Quick Links' area containing 'Add user' and 'Users' buttons. A video player overlay is shown in the foreground, displaying a video titled '4.1 Level 2 Interactive Resource: Collect and Represent Data'. The video content includes a bar chart titled 'Favourite Subjects of Students' and text explaining the skill of representing data in a bar chart. The video player has a progress bar at 0:07 / 0:38 and an 'Exit' button. A 'LOAD MY GROUPS' button is visible below the video player.