

**Introduction:** Free access to The Learning Consortium website is available to partners and anyone who has attended any of our training events. The website provides access to materials used during the training and resources which can be used to provide support and training to your team within your institution.



## Contents

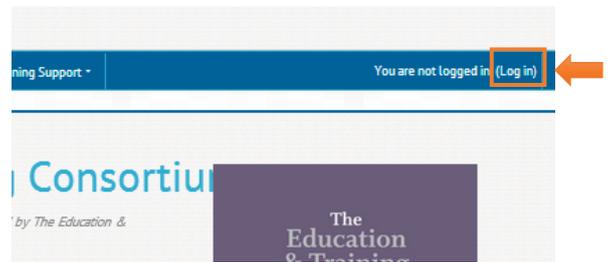
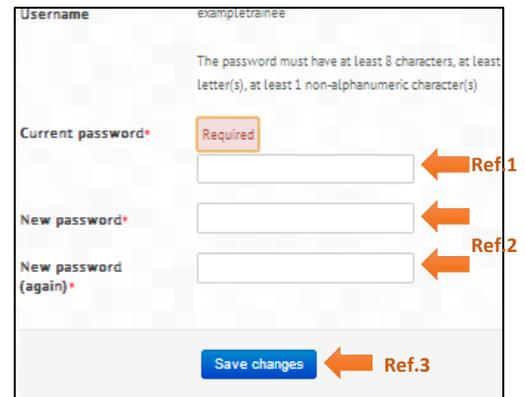
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## First Time Log-in

The first time you log-in to the site you will be required to change your password for the site in order to protect your privacy and security. To log-in:

1. Go to <http://thelearningconsortium.ac.uk>
2. In the upper right hand corner click the “[Log-in](#)” text
3. Type in your username and password which you should have received via e-mail from ‘Admin User’. The e-mail would be titled ‘The Learning Consortium: New user account’. If you have not received a username and password please e-mail: [chris.brookes@southessex.ac.uk](mailto:chris.brookes@southessex.ac.uk) along with details of which event you have attended and a user account will be created for you.
4. Your first-time log-in will require you to change your password; type in the password which you received via e-mail (ref.1) and type in your new password twice (ref.2). Your new password **must** contain the following:

- a. At least 8 characters
- b. At least 1 number
- c. At least 1 lower-case letter
- d. At least 1 upper case letter
- e. At least 1 non-alpha numeric character (e.g. ! “ £ \$ % ^ & \*)

Normal passwords can often be made more complex by replacing letters with characters which appear similar, for example:

**Simple:** password

**Complex:** P@\$w0rd

Once your new password has been entered, click ‘Save Changes’ (ref.3)

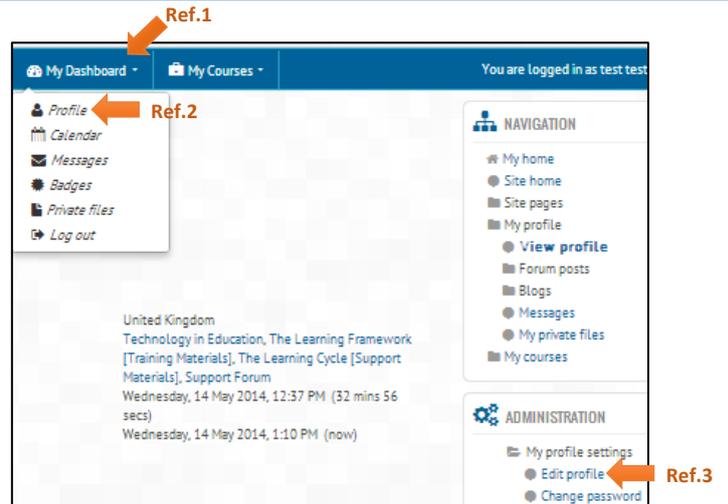
5. If your new password has been accepted you will be presented with a screen stating that your password has changed. Click ‘Continue’

## Edit Profile

If you wish to update the details on your profile, complete the following steps:

1. Click the **'Dashboard'** tab from the top menu [ref.1]
2. Click **'Profile'** [ref.2]
3. In the lower right hand side of the screen, in the box labelled **'Administration'** click **'Edit Profile'** [ref.3]
4. The edit profile page will allow you to enter any of the following information:
  - First Name
  - Surname
  - E-mail Address
  - City/Town

Once you have appropriately edited your profile, scroll down to the bottom of the page and select **'Update Profile'**



General

First name\*

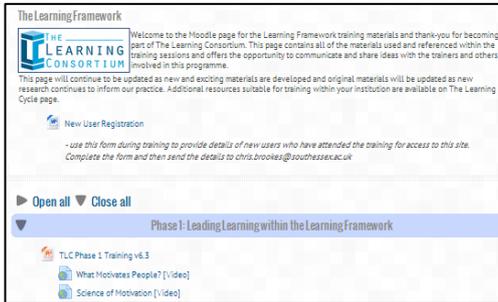
Surname\*

Email address\*

Email display

## Access Resources & Materials

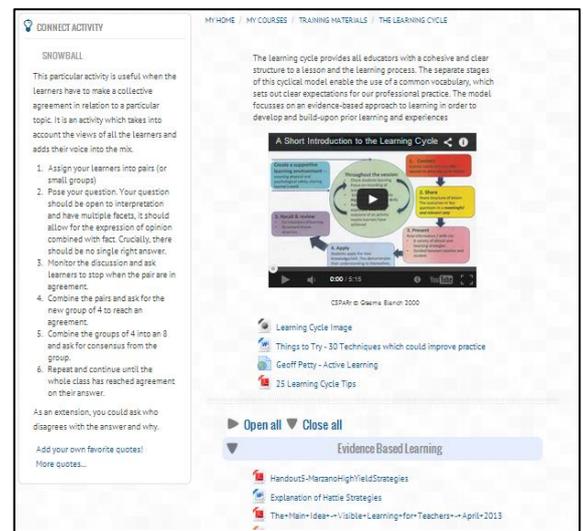
Currently there are four pages containing support and resources directly related to the training:



**The Learning Framework [Training Materials]:-** This page contains the training materials and resources used within Phases 1-3 of the training, it also contains guides and materials directly referenced as part of the training or as part of the evidence for the learning framework. This page uses collapsible menus, to access an area of simply click on the title of the training and a drop-down will appear containing the information.

**The Learning Cycle [Support Materials]:-** The page contains training materials from other institutions which have been used to support the embedding of the learning framework within an educational establishment and within teaching practice. These resources can be used to further embed your understanding of CSPARr (the learning cycle) and be downloaded and adapted to be used as training materials within your institution.

**Support Forum:-** The support forum allows you to communicate with anyone else who has attended the training nation-wide and with the trainers. You can post and share resources along with sharing your experience of the training or share difficulties or concerns where others may be able to offer incite and support.



**TEaCH:-** The TEaCH (Technology in Education) page contains materials and guides for using technology with education. Effective use of technology can drastically improve the learning experience within a lesson and improve engagement within the subject matter; this page links and guides for some of the technology available to educators to improve their learning provision. This page will be updated to accommodate new materials and sites which can support the effective delivery of education, but as with all strategies and tools, it's how you use it!



All of these pages can be access from:

- The first page after you log-in [not first time log-in]
- From the Training Support tab on the top menu bar
- From the 'My Courses' tab on the top menu bar

You can also return to the very front page of the website from your log-in page by click '[Go to Consortium Site Home](#)' beneath the logo under the menu bar.