Think Online Training - Login Guide
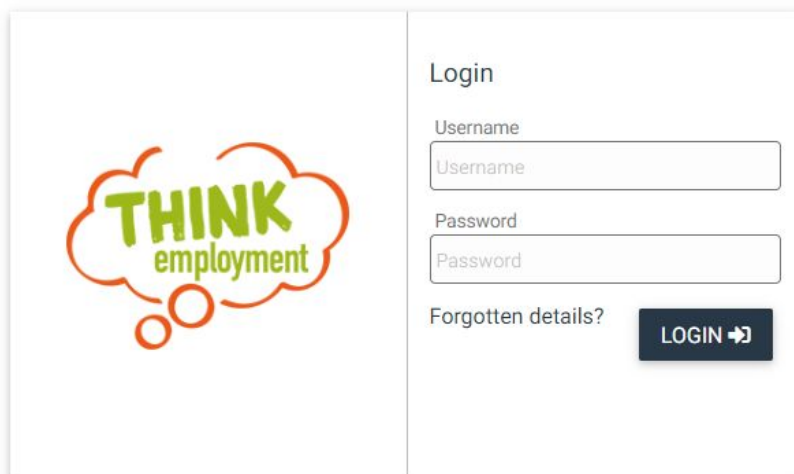
Contents

How to login

After purchasing a course from us, you will receive your login details within 1 working day via email.
To login with the details provided, go to http://ThinkEmployment.bksblive2.co.uk and you will see this page:

Enter the username you received via email. The password at first login will be password.
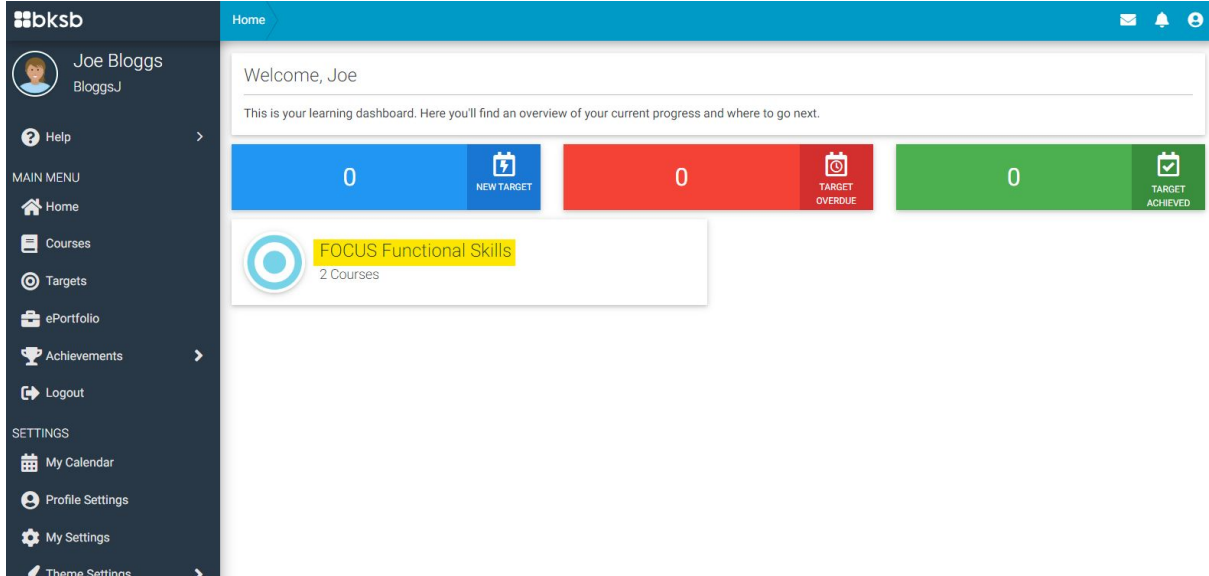
You will need to change your password at first login. Please make a note of your login details for your own reference and do not share these details.

You can also login using a mobile device or tablet using the same method. For this tutorial, we'll be using a desktop but mobile devices are very similarly laid out.
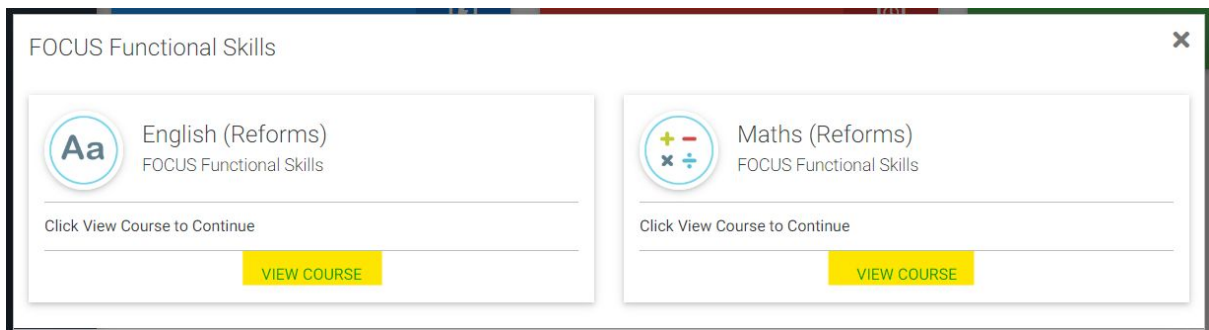
Instructions on how to reset your password can be found at the end of this document.

Navigating the course dashboard

After logging in successfully, you will see this page:

This is your Dashboard where you can access all the courses you are enrolled in.
To access your courses, click FOCUS Functional Skills (highlighted in yellow above).

You'll see the popup similar to the one in the image above. It may look slightly different depending on how many courses you are enrolled in.
Click VIEW COURSE under the course you wish to start. You will then be redirected to the Course View.

Your Learning

First, take the Initial Assessment by clicking "Take an Initial Assessment". After you have done the Initial Assessment, take the Diagnostic Assessment by clicking "Take a Diagnostic Assessment".

After taking your assessments, go to the LEARN tab highlighted above. This is where you will find all your learning resources. The programme will recommend learning resources and progress checks based on the results of your assessments. We recommend going over the resources first and then taking the progress checks.

The PREPARE tab will become available when you make sufficient progress to move onto exam preparation.

You can also view any resource at any level by going to the Resources Tab in the top right corner of the Course View.

Switch Courses

To go back and switch between courses on your Dashboard, click Return to bksbLIVE2.

Progress Checks

These are a great way of checking progress during your course. But it's important to remember Progress Checks are only a guide.

Your Initial Assessments do count towards your progress. So when you first login, you may find some of your modules progress bars are filled. You should still complete all of the resources in this module, even if progress is already filled.
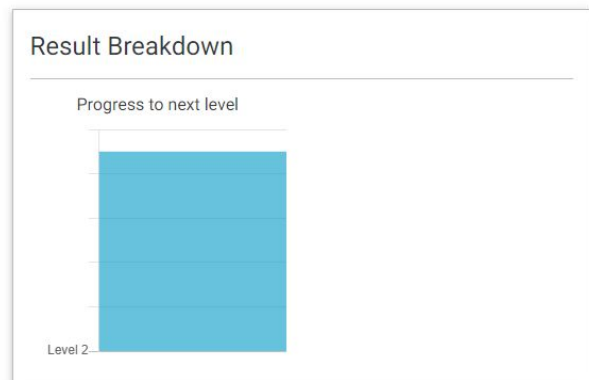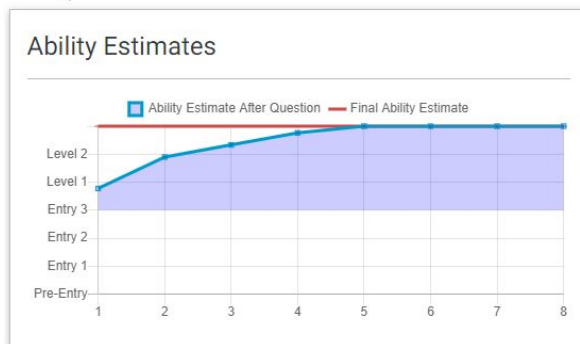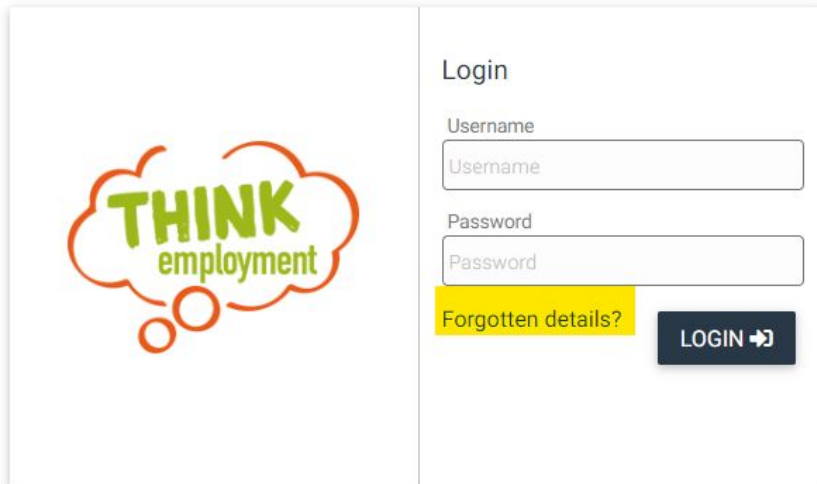

At the end of Progress Checks you get a breakdown of your results with an estimate of how much progress until the next level.
You can PRINT these results if you wish or EXIT to go back to Course View and move on to the next resource.

What to do when finished?

If you finish your course and complete all of the learning resources available to you, please contact your tutor. They will assess your progress and recommend whether you are ready for your final exam. Alternatively, you can contact our customer service team on 0800 433 7896 for more information about exams.

How to reset your password

If you forget your login details, use the link highlighted in yellow. Follow instructions given to you via email to reset your password.