

Think Online Training - Login Guide

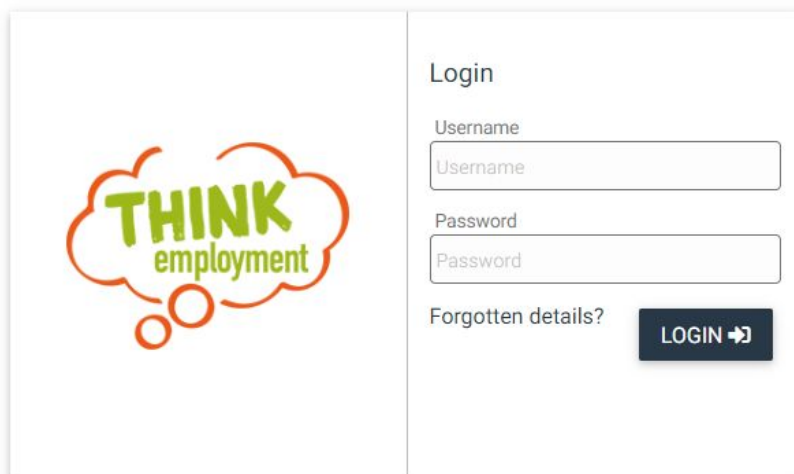
Contents

How to login	1
Navigating the course dashboard	2
Your Learning	3
Switch Courses	5
Progress Checks	6
What to do when finished?	7
How to reset your password	7

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:



Online learning powered by



Enter the username you received via email. The password at first login will be password.

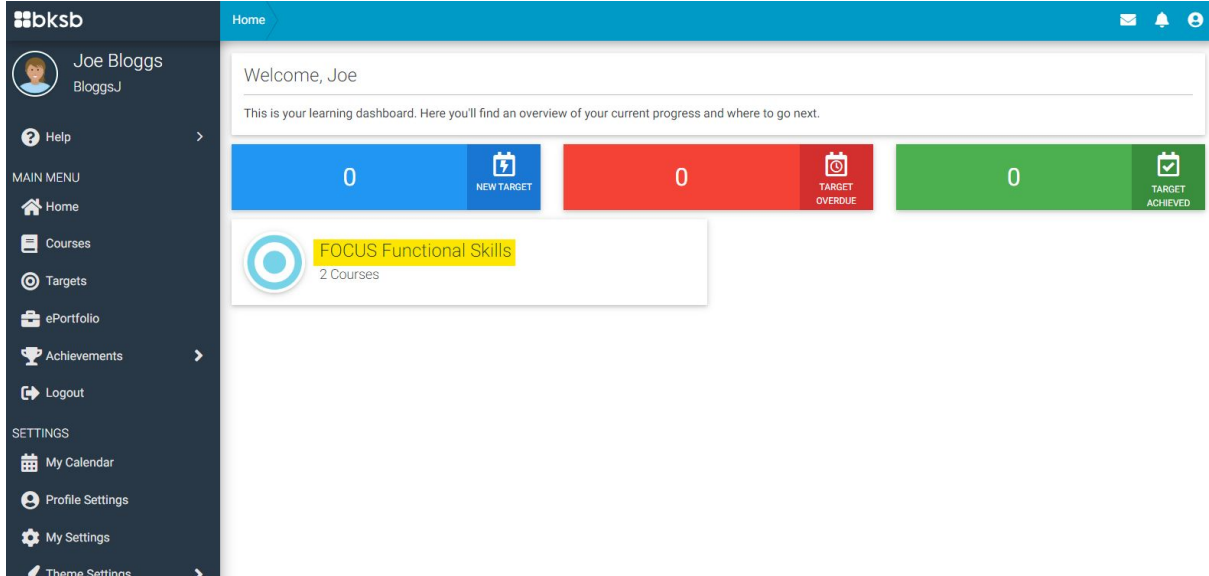
You will need to change your password at first login. Please make a note of your login details for your own reference and do not share these details.

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.

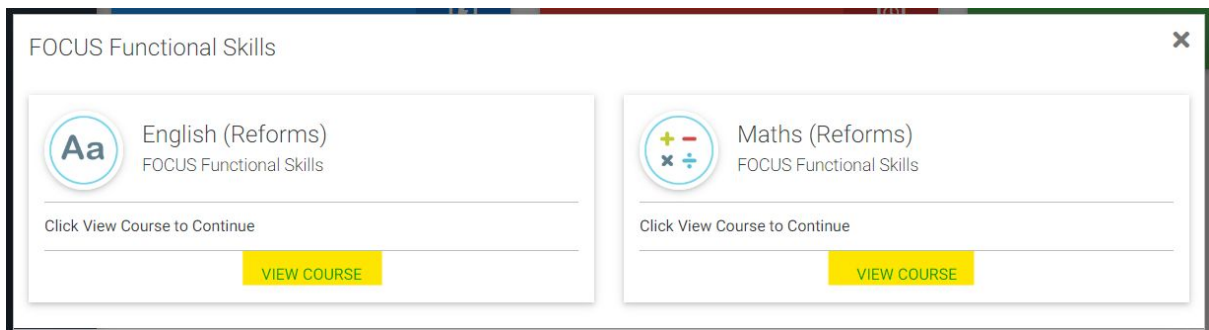
Instructions on how to reset your password can be found at the end of this document.

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

The screenshot shows the bksb course view for 'Functional Skills English'. The user is Joe Bloggs (BloggsJ). The main menu includes 'Feedback' and 'Return to bksbLIVE2'. The course progress is shown as 'Initial Assessment' and 'Diagnostic Assessment', both with an hourglass icon and the text 'We can't calculate your progress yet'. The 'ASSESS' tab is active, and the 'What should I do next?' section offers two options: 'Take an Initial Assessment' and 'Take a Diagnostic Assessment', both with right-pointing arrows.

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”.

The screenshot shows the bksb course view for 'Functional Skills Maths'. The user is Joe Bloggs (BloggsJ). The main menu includes 'Feedback' and 'Return to bksbLIVE2'. The course progress is shown as 'Initial Assessment: L2' and 'Progress: L1', with a progress bar between L1 and L2. The 'LEARN' tab is active. The 'Shape' section shows 'You are currently working at: E3.7' and lists three resources: 'Entry 3 Resource' (Not Started), 'Level 1 Resource' (Recommended, 5/31, 0/29), and 'Shape Progress Check'. The 'Calculations' section also shows 'You are currently working at: E3.7'.

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.

The screenshot displays the bksb Course View interface. On the left, a dark sidebar contains the user's name 'Joe Bloggs', a 'Feedback' icon, and a 'Return to bksbLIVE2' link. The main content area has a blue header with 'Home Course View'. Below this, the course title 'Functional Skills Maths' is shown with 'Initial Assessment: L2' and 'Progress: L2' progress bars. A 'Resources' tab is active in the top right. The main content is organized into sections: 'Calculations' (green header) and 'Whole Numbers' (green header). Under 'Calculations', the user is currently working at 'E3.7'. A list of resources includes 'Entry 3 Resource' (Not Started), 'Level 1 Resource' (Recommended, Not Started), and 'Calculations Progress Check'. Under 'Whole Numbers', the user is currently working at 'L1.4'. A URL is visible at the bottom of the page.

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

The screenshot shows the user interface for a course titled "Functional Skills Maths". The user is identified as Joe Bloggs (Bloggs.J). The interface includes a navigation menu on the left with options like "Feedback" and "Return to bksbLIVE2". The main content area shows progress bars for "Initial Assessment" and "Progress" across levels L1 and L2. Below this, there are tabs for "ASSESS", "LEARN", and "PREPARE". The "Shape" section indicates the user is currently working at level E3.7 and lists resources such as "Entry 3 Resource" (Not Started), "Level 1 Resource" (Recommended, 5/31, 0/29), and "Shape Progress Check". The "Calculations" section also shows the user is currently working at level E3.7.

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.

Calculations

You are currently working at: **E3.7**

Entry 3 Resource	Not Started	>
Level 1 Resource	Recommended	Not Started >


⌵

🔗 Calculations Progress Check >

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.

End of Assessment Report

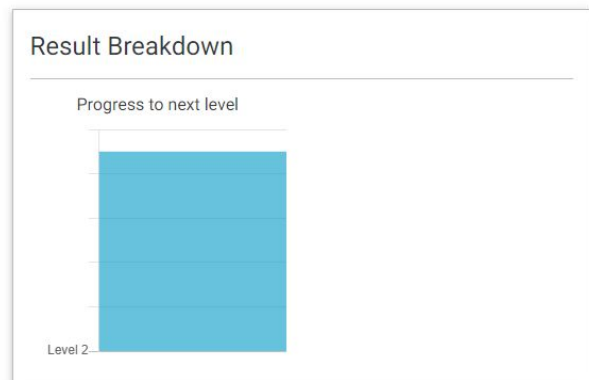
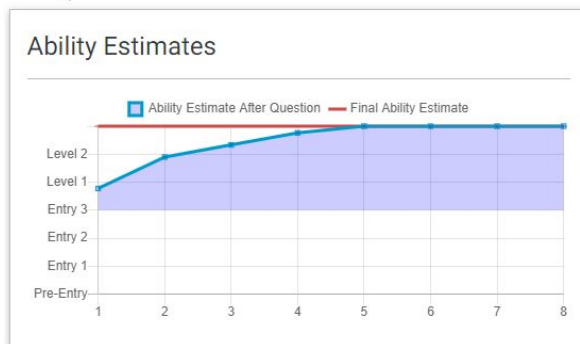
[PRINT](#) [EXIT](#)



Shape Progress Check
Shape Level 2.9

Student Name		
Joe Bloggs (BloggsJ)		
Started At	Completed At	Time Spent
06/03/2020 12:24:49	09/03/2020 14:49:00	74:24:11

Shape



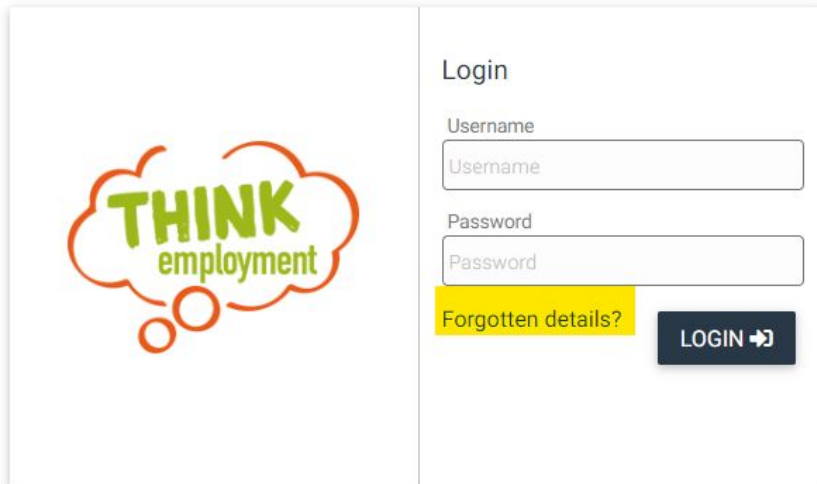
At the end of Progress Checks you get a breakdown of your results with an estimate of how much progress until the next level.

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



The screenshot shows a login interface. On the left is a logo for 'THINK employment' inside a thought bubble. On the right, under the heading 'Login', there are two input fields: 'Username' and 'Password'. Below the 'Password' field is a yellow button labeled 'Forgotten details?'. To the right of this button is a dark blue button labeled 'LOGIN' with a right-pointing arrow.

Online learning powered by



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