

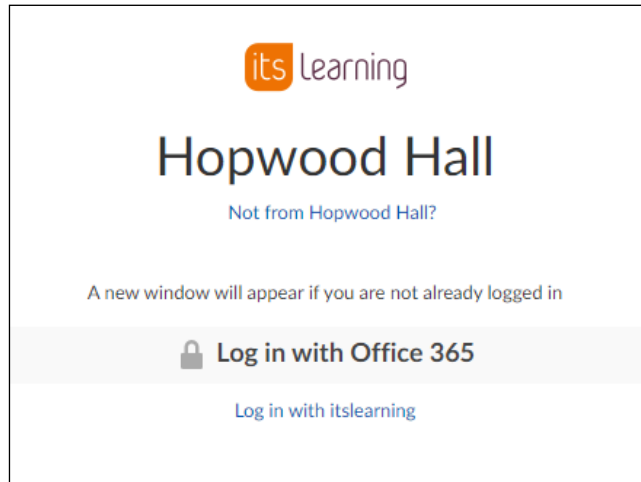


Accessing ItsLearning



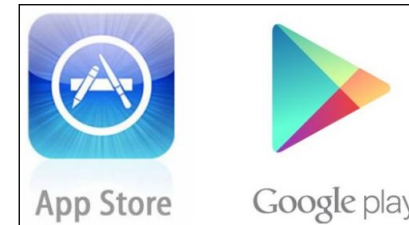
To access the 'desktop' version of ItsLearning - the version you would usually access from a laptop or desktop computer:

- Go to <https://hopwoodhall.itslearning.com> or type 'Hopwood ItsLearning' in your web browser
- You should land on this log in page where you should click 'Log in with Office 365'

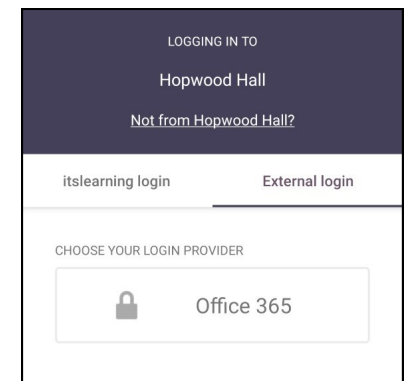
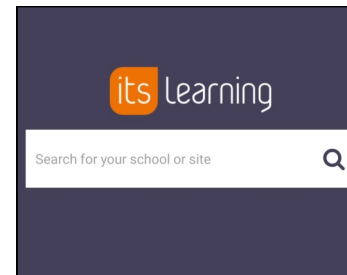


- Your username is your college email address, for example: 123456@student.hopwood.ac.uk
- Your password is your usual password for the college computers

To access the free app version of ItsLearning you should go to your app store on your device and search for ItsLearning:



- When you have downloaded the app you should search for Hopwood Hall and then tap on external login



- Using the Office 365 login your username and password are as mentioned in the logging into the desktop version of ItsLearning section.

When you first log into **ItsLearning** (desktop version) here is an **example** of the page you will usually see...

If you click on 'College Info' you can find out more information about things such as: Enrichment, study skills, student support and the iLearn Centres

Click courses to see the page that displays all your courses in tile view

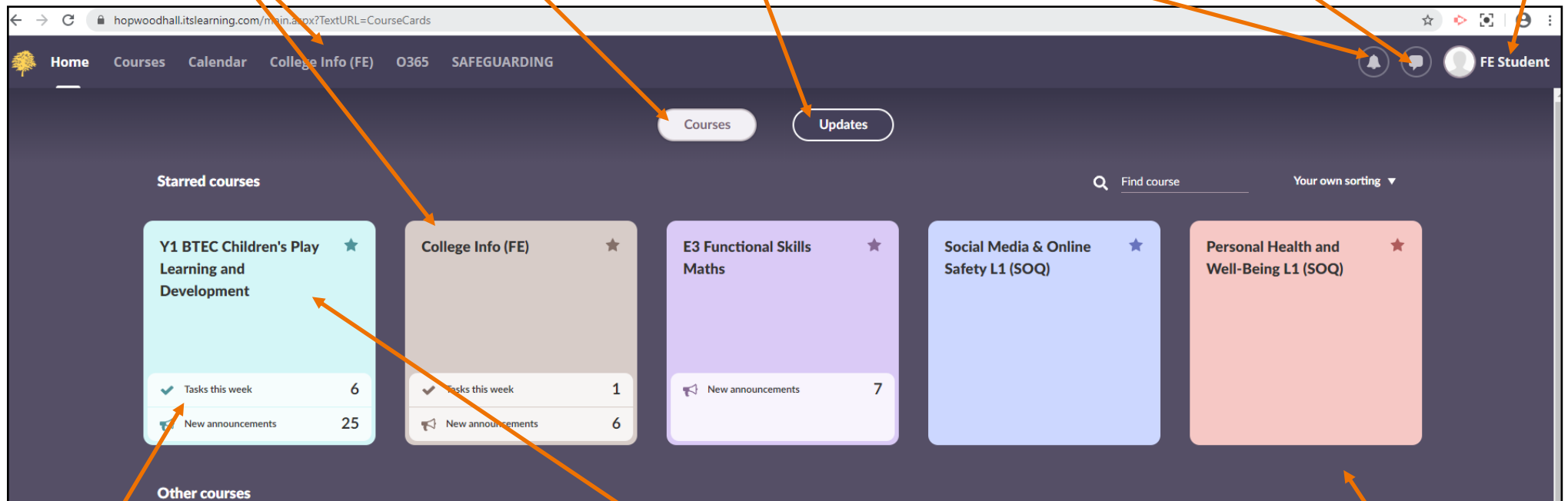
Click updates to see a more detailed list of any course tasks and announcements, for all your courses

On the messenger & notifications icons a number will appear telling you how many new messages/ notification you have!

Click the alarm bell icon to display a list of any notifications from your courses

Click the speech bubble icon to access ItsLearning Instant messenger

Your name will appear here. If you click on your name you will be able to get to, for example: your profile, files, settings and ePortfolio



On each course tile you can see a summary of any new tasks and announcements added to your course

If you click on one of the course tiles it will take you to your course overview page - All courses have the same layout (see next page in the guide for more details on this!)

These tiles are all the courses you are enrolled on; this includes your main vocational course, any English & Maths courses and any other courses you may complete

ItsLearning course overview page for learners - Desktop version example

Where ever you go in ItsLearning you have access to the top tool bar.

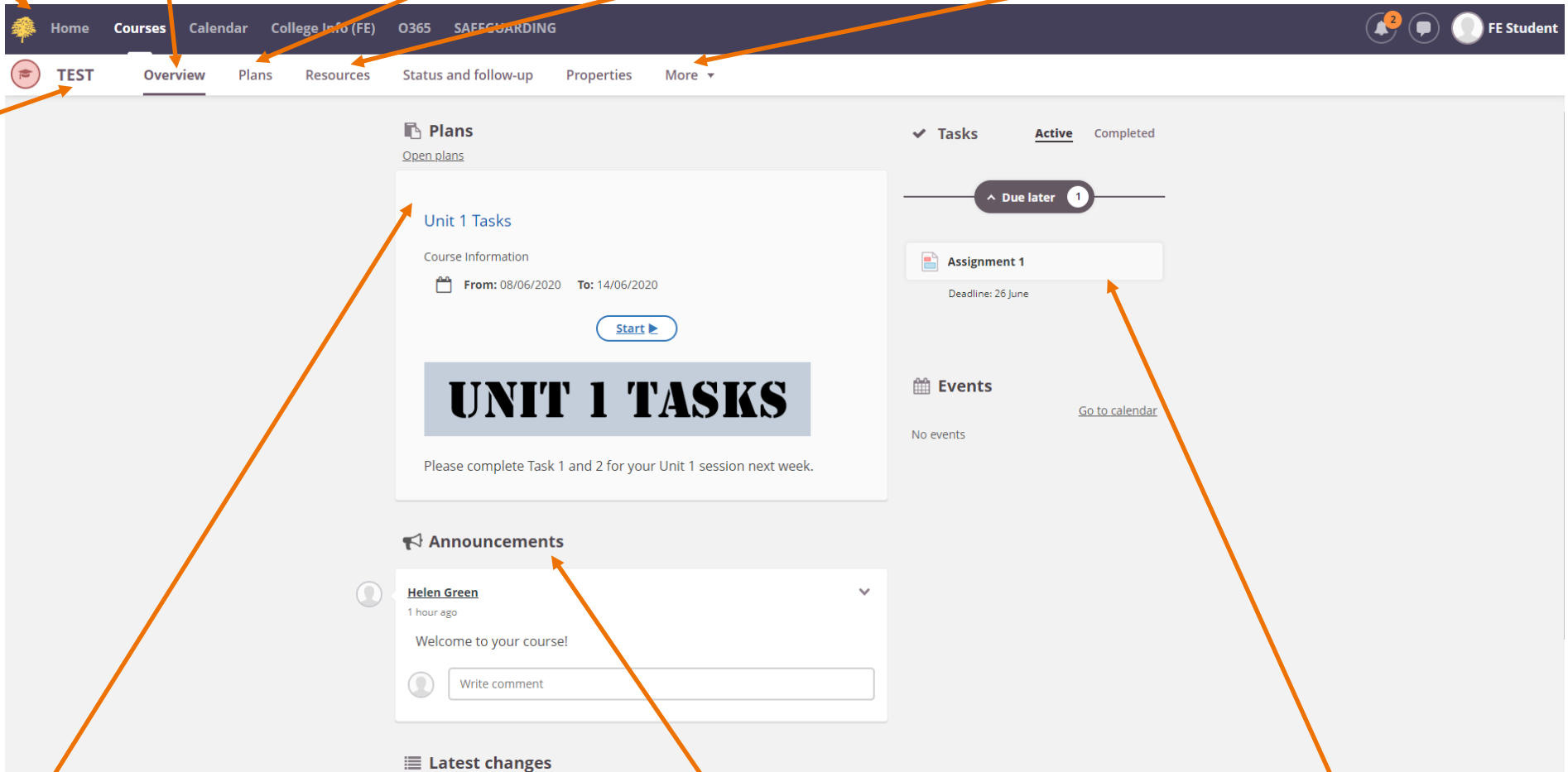
When you 'land' on your course page, you should be on the overview page. To get back to overview, click the overview tab

To view all plans for your course click the Plans tab. Plans are organised by unit

To view course resources click the Resources tab. Resources are organised by unit

Click on More to see any assessments/modules/tasks etc. hat have been set for you and to see any eportfolios you are working on

Course Name



Any course plans with a date set that is current will appear here on the course overview page. Make sure you always scroll down in case there are more

Any course announcements made by your Tutors will appear here. Scroll down to see past announcements

Any assignments/tasks set on ItsLearning will appear here until after the deadline date has passed

When you first log into **ItsLearning** (app version) here is an **example** of the page you will usually see...

The screenshot shows the ItsLearning app interface. At the top, there is a status bar with the time 10:10 and various icons. Below that is a navigation bar with a hamburger menu icon on the left, the text "FE Student TEST" in the center, and a notification bell icon with a "1" on the right. Below the navigation bar are five tabs: HOME, COURSES, MESSAGES, CALENDAR, and TASKS. The main content area displays a list of messages and announcements. The first message is from "Admin Admin" (57 minutes ago) about a "Final Vote: Staff Star of the Year" survey. The second message is from "Helen Green" (yesterday) about "Assignment 1". The third message is from "Helen Green" (yesterday) with a "Welcome to your course!" message and a "WRITE COMMENT" button. The fourth message is from "Admin Admin" (2 Jun 2020) about "Black Lives Matter #BlackoutTuesday #OneVoice".

Callout boxes provide the following instructions:

- Tap here to see all your courses (points to the COURSES tab)
- Tap here to send and receive messages through ItsLearning Messenger (points to the MESSAGES tab)
- Tap here to see if you have any new notifications/ announcements on any of your courses. (points to the notification bell icon)
- Tap here to see any tasks that have been set for you on any of your courses (points to the TASKS tab)
- View all course announcements here; remember you can scroll down for older announcements (points to the message list)
- Your name will appear here (points to the user profile icon in the top left of the app)
- Tap here to see the full app menu (points to the hamburger menu icon)

ItsLearning course overview page for learners (example)

App version

Tap here to return to the app home page

Tap here scroll through course announcements on this course

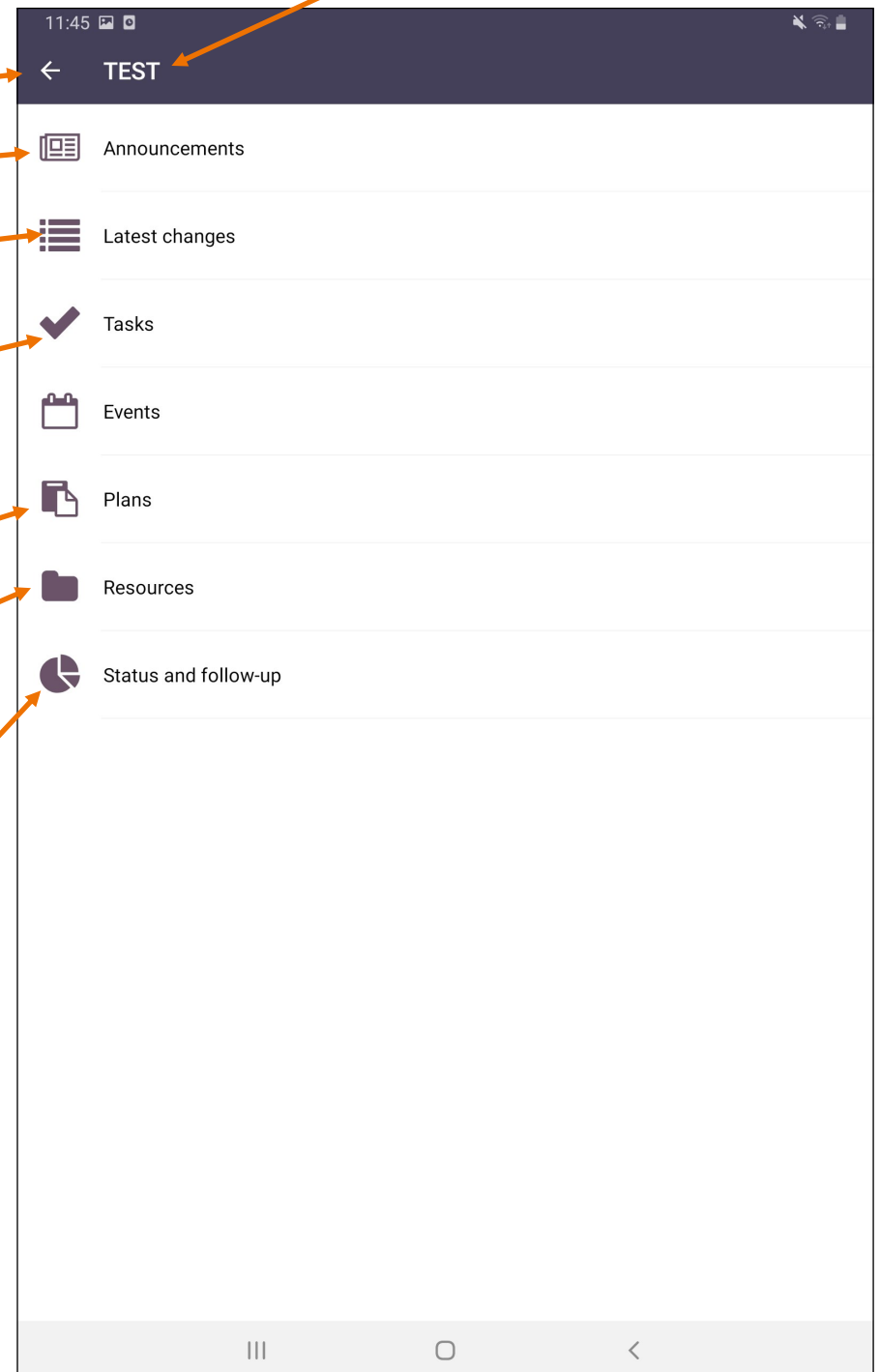
Tap here to see most recent changes on the course, for example, new assignments

Tap here to see most recent tasks set for you on your course, as agreed with your Tutors

Tap here to view all plans for this course. Plans are organised by unit

Tap here to view all resources for this course. Plans are organised by unit

Tap here to view any assessments you may have completed on ItsLearning and to view a list of all items added to your course, for example, eLearning modules and documents



Course name