

How to access your Taster Session through Smart Assessor.

Firstly, welcome to the Digital Skills for Growth project which will support you through every step of your learning journey and help you to digitally upskill with some creative and technical skills.

To enrol on to your taster session you will need to follow the step by step instructions below. If you do need help, contact a member of the team at digitalskillsforgrowth@tees.ac.uk.

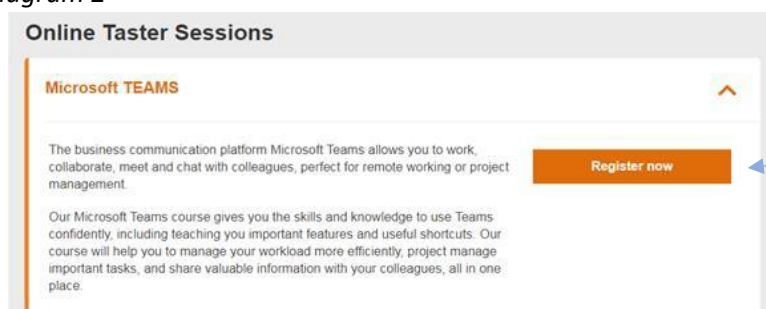
1. Go to the Digital Skills for Growth webpage --
<https://www.tees.ac.uk/sections/business/digitalskills/index.cfm>
2. Click on the **Online Taster Session** tab as shown below in Diagram1

Diagram 1



3. You will now be shown a list of available Taster Sessions some of which are still under development and these are shown in the **Upcoming Online Taster Sessions** and we also have some Taster Sessions especially for our colleagues in education shown at the bottom of the page. Our taster sessions for Teachers can be viewed by anyone, especially anyone with little knowledge of a subject so please feel free to register for one of these.
4. To select the taster session you want to apply for, click on the **arrow** to the right of the title.
5. Click on the **Register now** box, as shown below in Diagram 2, which will now take you to our application page.

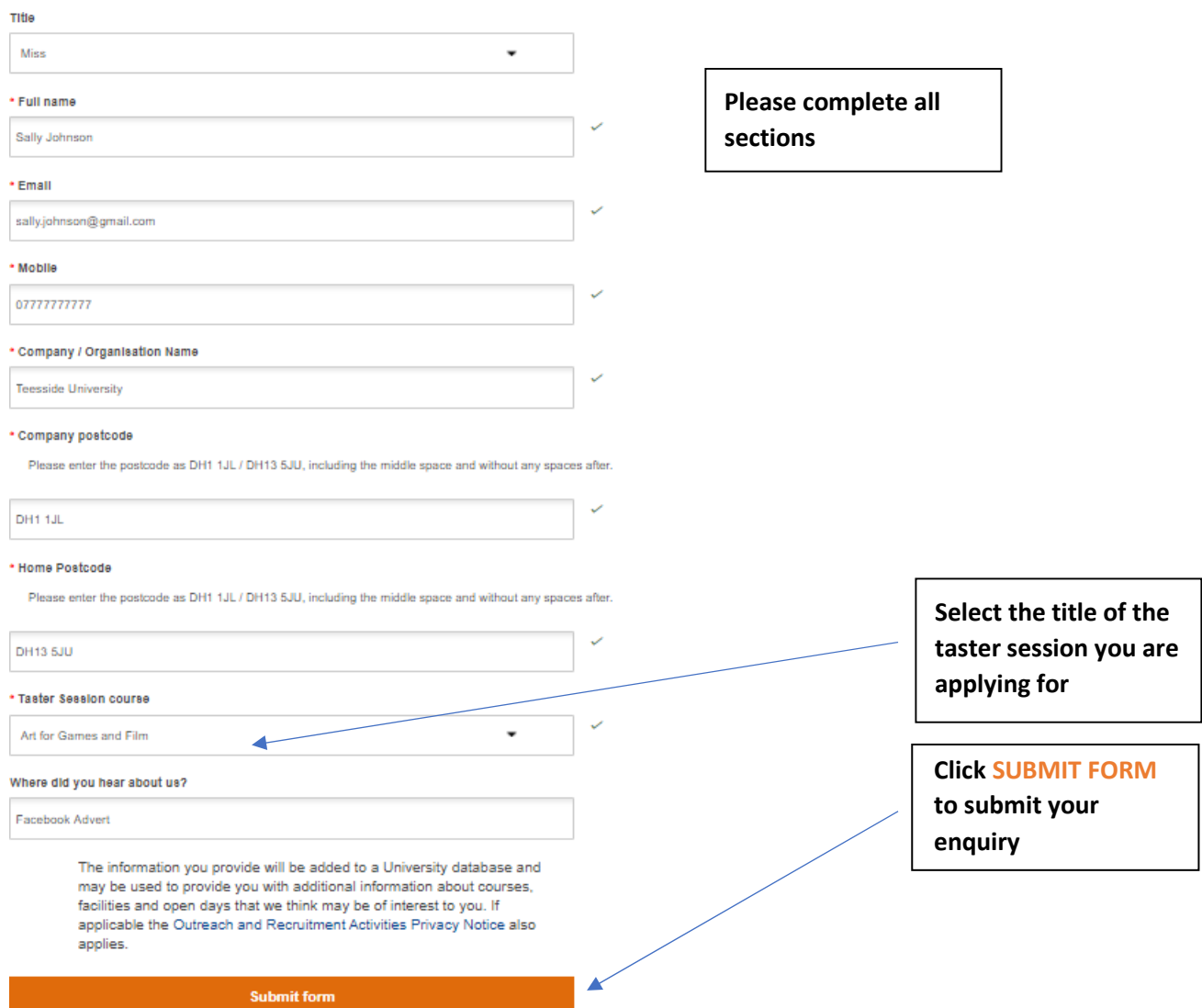
Diagram 2



Click on
REGISTER NOW
to apply

6. To confirm your eligibility and register for the Taster Session, you will need to complete ALL fields on the Enquiry Page including your **Title, Full Name, Email address, mobile number, Home postcode** along with details of your employer, **Employer Name and Postcode**. When entering postcodes please enter these carefully as they are 'space sensitive' and should be entered as follows e.g. DH1 1JL or DH14 2PX. If you don't include the space or press enter once you have entered, you may receive an email saying you are not eligible. If this does happen, please don't worry as a member of the team also checks the information.
7. Select the name of the Taster Session that you'd like to sign up for and let us know how you heard about the course. Click Submit Form. You can find an example of a filled in form in Diagram 3.

Diagram 3



Title

Miss

*** Full name**

Sally Johnson

*** Email**

sally.johnson@gmail.com

*** Mobile**

07777777777

*** Company / Organisation Name**

Teesside University

*** Company postcode**

Please enter the postcode as DH1 1JL / DH13 5JU, including the middle space and without any spaces after.

DH1 1JL

*** Home Postcode**

Please enter the postcode as DH1 1JL / DH13 5JU, including the middle space and without any spaces after.

DH13 5JU

*** Taster Session course**

Art for Games and Film

Where did you hear about us?

Facebook Advert

The information you provide will be added to a University database and may be used to provide you with additional information about courses, facilities and open days that we think may be of interest to you. If applicable the [Outreach and Recruitment Activities Privacy Notice](#) also applies.

Submit form

Please complete all sections

Select the title of the taster session you are applying for

Click **SUBMIT FORM to submit your enquiry**

8. Depending on the information that you have provided, you will be instantly advised on your eligibility after submitting your form by getting one of the two following messages in Diagram 4.

Diagram 4

Congratulations, your postcode is eligible and you will be soon receiving access to view the Taster Session you selected for free. Please check your email for more information.

Eligible

We've just checked your postcode and unfortunately it is not supported by the Digital Skills for Growth project. Why not contact a member of the team by email to discuss your options, digitalskillsforgrowth@tees.ac.uk.

Ineligible

We deliver our Taster Sessions through Smart Assessor and once your eligibility is confirmed, you will receive an Account Setup email providing details on how to sign in. You will also receive a **Starter Enrolment Form** as we want to understand and support our learners every step of the way and as part of this we need to gather some information from you.

This will include collecting some personal details which are required by our funders, for instance your home address which confirms your eligibility, date of birth and gender. *Please be aware that we will not share or disclose your information with anyone, all reporting is autonomous using a unique ULN reference specific to you, shown in Diagram 7.* You will also be contacted by a member of the team as we would like to understand what you are looking to learn and what skills you currently have so that we point you in the right direction.

9. Diagram 5 shows the email you will receive from Smart Assessor providing your **Log in** details. Using this information, you can now log in to your account at <https://www.smartassessor.co.uk>. Please note that you will be prompted to change your password the first time you log in.

Diagram 5

noreply@smart-assessor.co.uk

to [redacted]

Hi Cristina,

You have been set up on the Smart Assessor E-portfolio system, with a username and password.

To access your system you need to go to www.smartassessor.co.uk and log in with your login details.

Username

Your username is: [redacted]

Your password is: [redacted]

Password

Please keep these safe and secure, you can change your password once you have logged in.

For more information please contact us at support@smartapprentices.com or on 01788 834 669 or contact your training provider/assessor.

To access the help section where you can find user guides and training videos simply [click here](#).

W: http://bit.ly/ESF_DSfG

E: digitalskillsforgrowth@tees.ac.uk

T: 01642 738701

10. The completion of your **Starter Enrolment Form** is the first step to viewing your Taster Session and is a quick and easy form to complete. Please click on the link in the email and fill out the form as soon as possible (email shown in Diagram 6). You will be unable to access your taster session without completing this form and the form will be active for 72 hours to give you plenty of time to complete.

Diagram 6

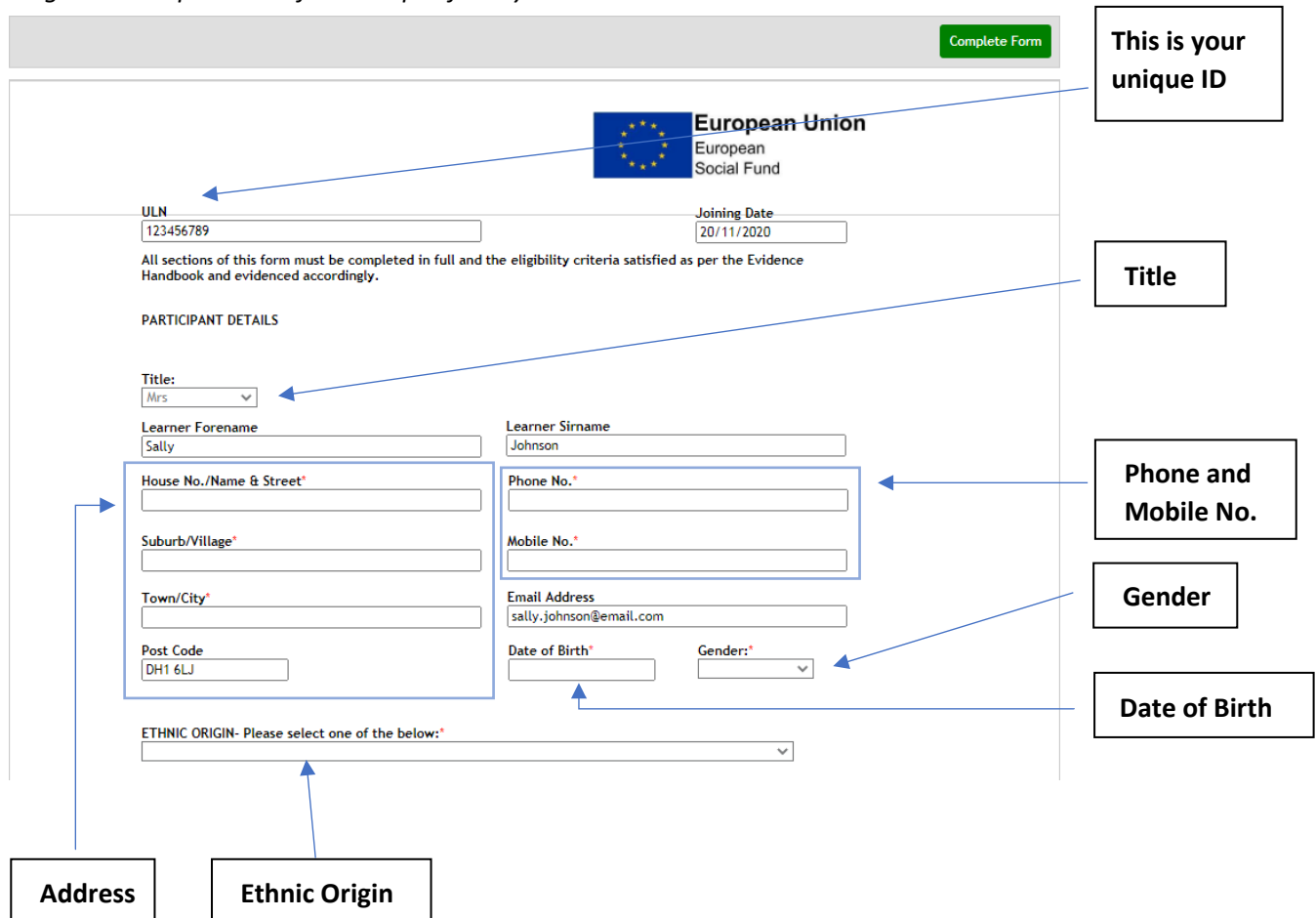
You have been sent an e-form that requires your signature, please click the link, review and sign the form.

For security reasons this link will expire after 72 hours.

<https://www.smartassessor.co.uk/FormGuestLink/ViewEditForm?a=dc3ecd37-7b28-4d8b-bb67-dce332b5a0f3>

11. You will now be directed to the **Starter Enrolment Form**, as shown below in Diagram 7. You will find that some of the fields are already pre-populated with the information you provided on your initial enquiry form and all you need to do now is to fill in the blank fields. You will need to fill in ALL fields of the form, such as your title, address, phone and mobile number (you can use the same number in both fields if necessary), your date of birth, gender and ethnic origin.

Diagram 7 unique ULN reference specific to you



Complete Form

European Union
European Social Fund

ULN: 123456789 Joining Date: 20/11/2020

All sections of this form must be completed in full and the eligibility criteria satisfied as per the Evidence Handbook and evidenced accordingly.

PARTICIPANT DETAILS

Title: Mrs

Learner Forename: Sally Learner Surname: Johnson

House No./Name & Street* Suburb/Village* Town/City* Post Code: DH1 6LJ

Phone No.* Mobile No.*

Email Address: sally.johnson@email.com

Date of Birth* Gender*

ETHNIC ORIGIN- Please select one of the below*

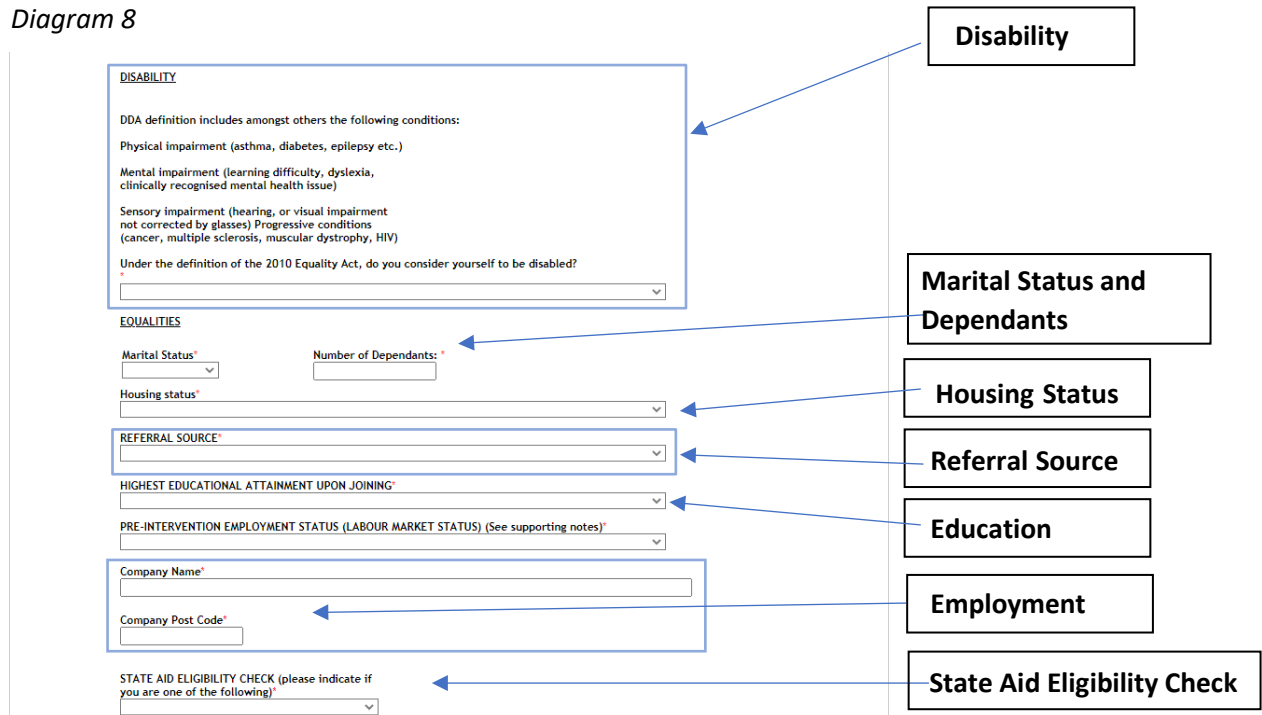
Annotations:

- This is your unique ID (points to ULN)
- Title (points to Title dropdown)
- Phone and Mobile No. (points to Phone No. and Mobile No. fields)
- Gender (points to Gender dropdown)
- Date of Birth (points to Date of Birth field)
- Address (points to House No./Name & Street, Suburb/Village, Town/City, and Post Code fields)
- Ethnic Origin (points to Ethnic Origin dropdown)

All fields marked with a * are mandatory and will need populating.

12. The next section of the form (Diagram 8) focuses on other personal details such as disability, marital and housing status, education level, employment status as well as details about your employer.

Diagram 8



DISABILITY

DDA definition includes amongst others the following conditions:

Physical impairment (asthma, diabetes, epilepsy etc.)

Mental impairment (learning difficulty, dyslexia, clinically recognised mental health issue)

Sensory impairment (hearing, or visual impairment not corrected by glasses) Progressive conditions (cancer, multiple sclerosis, muscular dystrophy, HIV)

Under the definition of the 2010 Equality Act, do you consider yourself to be disabled?

EQUALITIES

Marital Status* Number of Dependents: *

Housing status*

REFERRAL SOURCE*

HIGHEST EDUCATIONAL ATTAINMENT UPON JOINING*

PRE-INTERVENTION EMPLOYMENT STATUS (LABOUR MARKET STATUS) (See supporting notes)*

Company Name*

Company Post Code*

STATE AID ELIGIBILITY CHECK (please indicate if you are one of the following)*

Disability

Marital Status and Dependants

Housing Status

Referral Source

Education

Employment

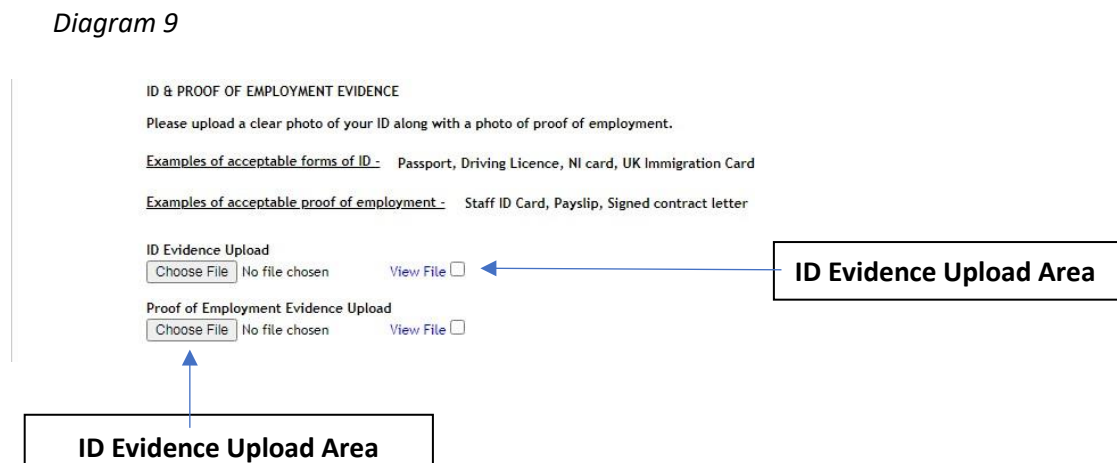
State Aid Eligibility Check

All fields marked with a * are mandatory and will need populating.

Employment Evidence Upload Area

13. The following section focuses on ID and Proof of Employment Evidence. Please upload a clear photo of your ID which could be a Driving License or Passport along with a photo of proof of employment i.e. a copy of a blanked out payslip or employment contract. Click on the *Choose File* button under the section corresponding to the proof you're uploading as seen in Diagram 9.

Diagram 9



ID & PROOF OF EMPLOYMENT EVIDENCE

Please upload a clear photo of your ID along with a photo of proof of employment.

Examples of acceptable forms of ID - Passport, Driving Licence, NI card, UK Immigration Card

Examples of acceptable proof of employment - Staff ID Card, Payslip, Signed contract letter

ID Evidence Upload

Choose File No file chosen View File

Proof of Employment Evidence Upload

Choose File No file chosen View File

ID Evidence Upload Area

ID Evidence Upload Area

W: http://bit.ly/ESF_DSfG

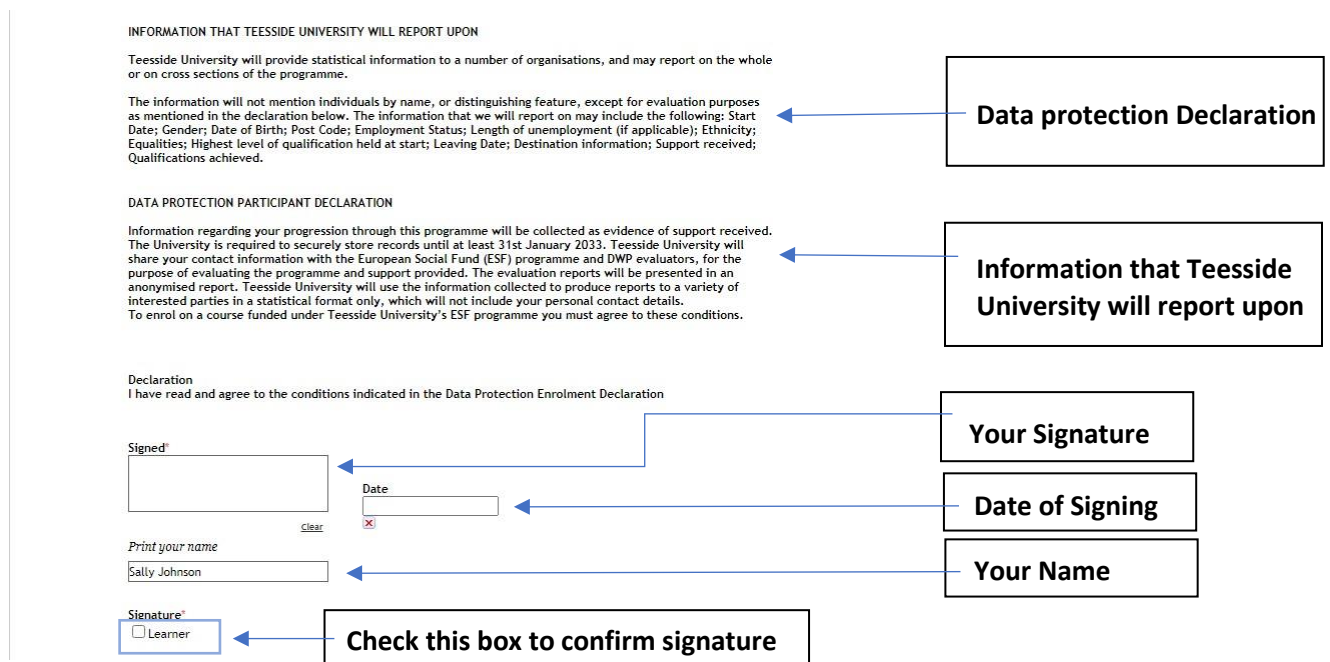
E: digitalskillsforgrowth@tees.ac.uk

T: 01642 738701

14. The final section of this form contains details about the information that Teesside University will report upon and the Data Protection Participant Declaration (Diagram 10). This section requires you to sign and date the form and print your name.

You will also need to tick the checkbox next to *Learner* to sign the form and that will open a pop-up window requesting your username and password. Use your Smart Assessor log-in details and select the Login button to confirm your signature as shown in Diagram 11.

Diagram 10



INFORMATION THAT TEESSIDE UNIVERSITY WILL REPORT UPON

Teesside University will provide statistical information to a number of organisations, and may report on the whole or on cross sections of the programme.

The information will not mention individuals by name, or distinguishing feature, except for evaluation purposes as mentioned in the declaration below. The information that we will report on may include the following: Start Date; Gender; Date of Birth; Post Code; Employment Status; Length of unemployment (if applicable); Ethnicity; Equalities; Highest level of qualification held at start; Leaving Date; Destination information; Support received; Qualifications achieved.

DATA PROTECTION PARTICIPANT DECLARATION

Information regarding your progression through this programme will be collected as evidence of support received. The University is required to securely store records until at least 31st January 2033. Teesside University will share your contact information with the European Social Fund (ESF) programme and DWP evaluators, for the purpose of evaluating the programme and support provided. The evaluation reports will be presented in an anonymised report. Teesside University will use the information collected to produce reports to a variety of interested parties in a statistical format only, which will not include your personal contact details. To enrol on a course funded under Teesside University's ESF programme you must agree to these conditions.

Declaration
I have read and agree to the conditions indicated in the Data Protection Enrolment Declaration

Signed

Date

Print your name
Sally Johnson

Signature
☐ Learner

Callouts:

- Data protection Declaration
- Information that Teesside University will report upon
- Your Signature
- Date of Signing
- Your Name
- Check this box to confirm signature

Diagram 11



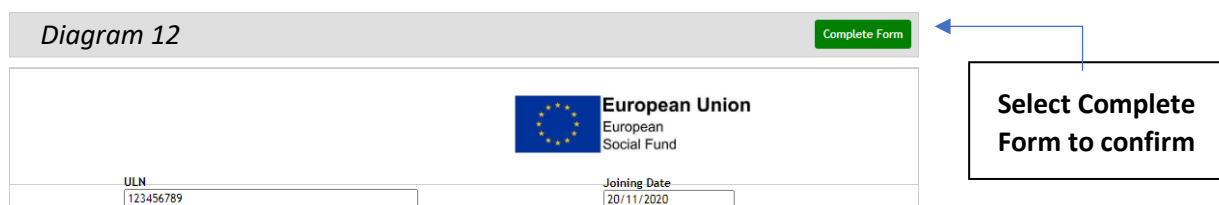
Enter Username and Password for Learner

Username : Sally Johnson Password : [masked]

Login

Callout: Use your Smart Assessor log-in details and select the Login button to confirm your signature

15. Finally, return to the top of the form and select the **Complete Form** button as shown in Diagram 12. This will send a copy of your form to us to review and a copy to your email.



Complete Form

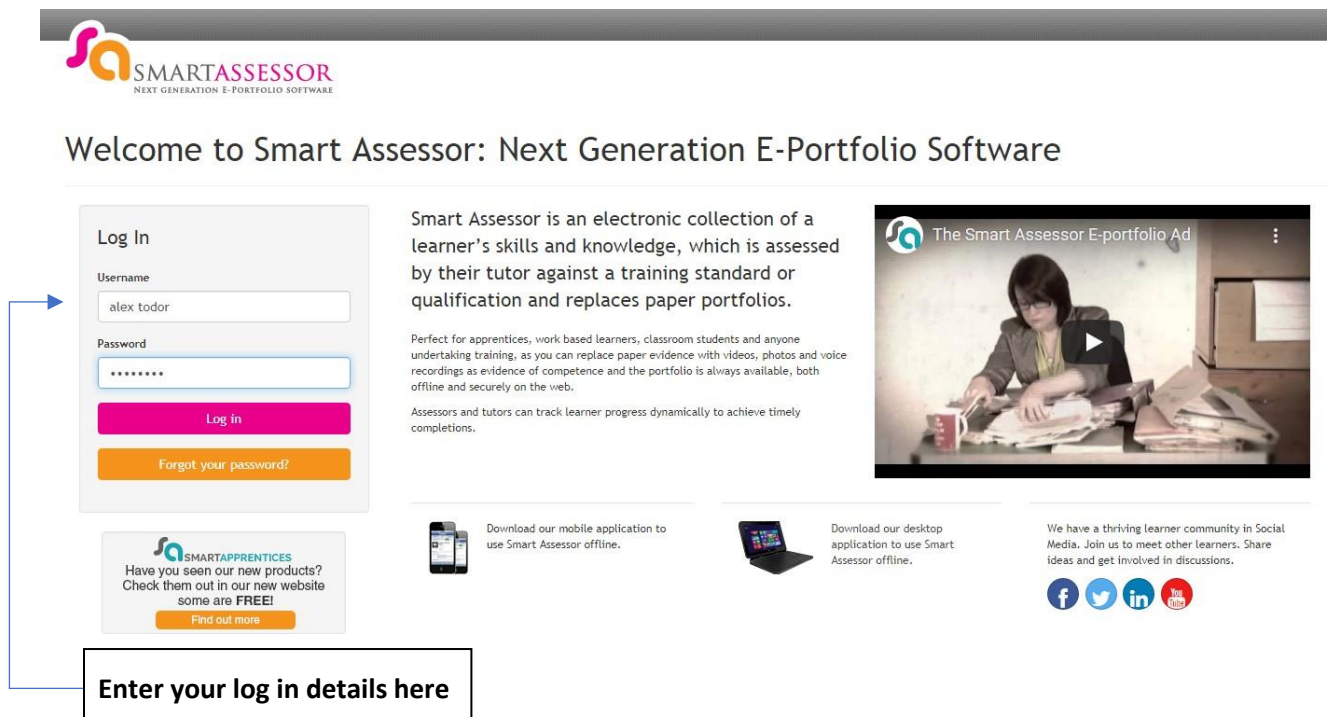
European Union European Social Fund

ULN: 123456789 Joining Date: 20/11/2020

Callout: Select Complete Form to confirm

16. Once the Enrolment Form has been processed by the team, we will book a session with you to discuss further information. This will allow a member of your team to process your Individual Learner Plan (ILP). Once this informal telephone call has been completed you will have access to all your course materials.
17. To access your course materials Go to <https://www.smartassessor.co.uk> and use your login details to sign into your account as shown in Diagram 13.

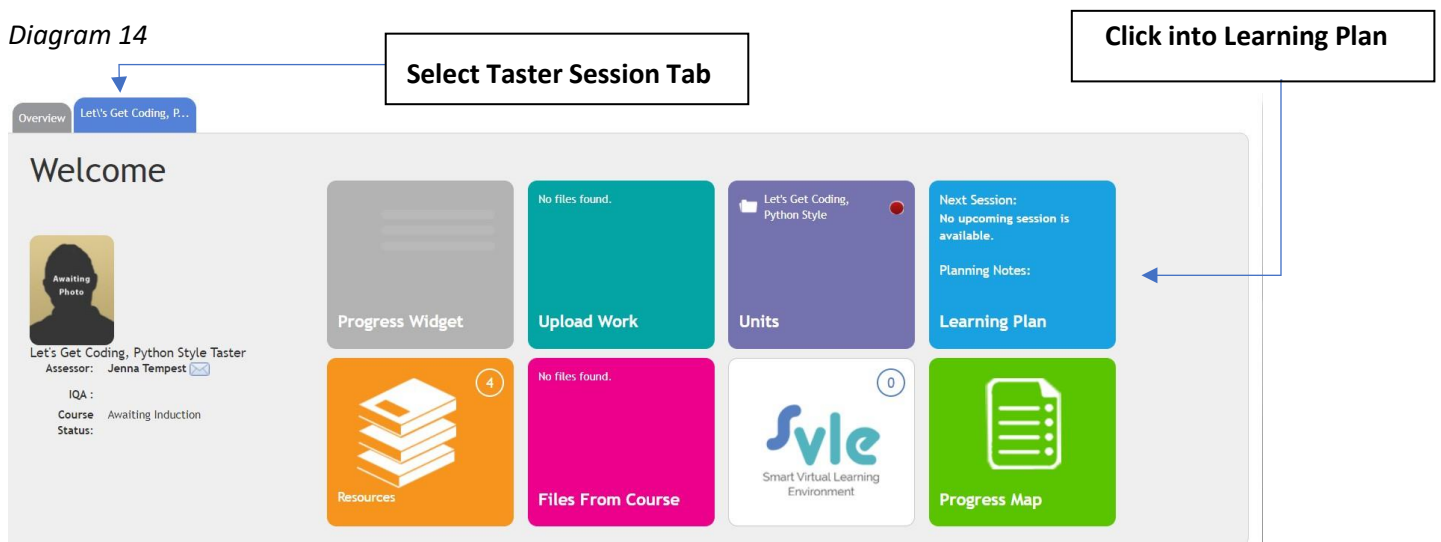
Diagram 13



The image shows the Smart Assessor login page. At the top left is the SMARTASSESSOR logo with the tagline 'NEXT GENERATION E-PORTFOLIO SOFTWARE'. Below it is a 'Welcome to Smart Assessor: Next Generation E-Portfolio Software' heading. On the left is a 'Log In' form with fields for 'Username' (containing 'alex.todor') and 'Password' (masked with dots), and buttons for 'Log in' and 'Forgot your password?'. To the right of the form is a text block describing Smart Assessor as an electronic collection of a learner's skills and knowledge, assessed by their tutor against a training standard or qualification, replacing paper portfolios. It mentions it's perfect for apprentices, work-based learners, classroom students, and anyone undertaking training, as it allows replacing paper evidence with videos, photos, and voice recordings. It also states that assessors and tutors can track learner progress dynamically. To the right of this text is a video player titled 'The Smart Assessor E-portfolio Ad' showing a person working at a desk. Below the login form is a section for 'SMARTAPPRENTICES' with a link to 'Find out more'. At the bottom, there are links to download mobile and desktop applications, and social media icons for Facebook, Twitter, LinkedIn, and YouTube. A blue arrow points from the 'Log in' button to a box labeled 'Enter your log in details here'.

18. To access your course, you will be assigned its resources in your *Learning Plan*. You will be able to access these through sessions. Every time you are assigned a new session you will get an email notification to inform you of this. In Diagram 14, you will see where to access your *Learning Plan*

Diagram 14

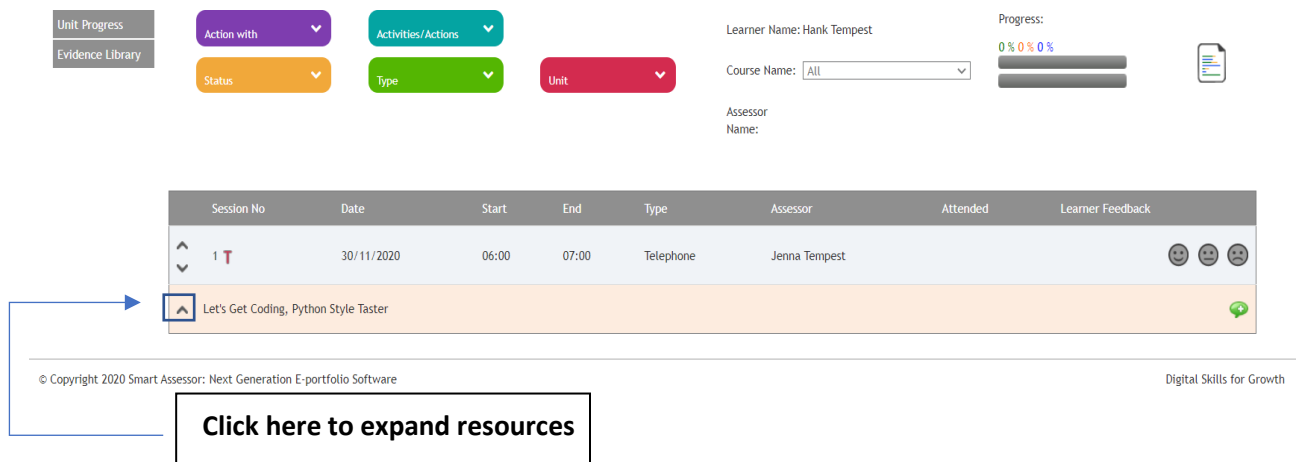


The image shows the Smart Assessor dashboard. At the top, there are two tabs: 'Overview' and 'Let's Get Coding, P...'. Below the tabs is a 'Welcome' section with a user profile picture (labeled 'Awaiting Photo') and text: 'Let's Get Coding, Python Style Taster', 'Assessor: Jenna Tempest', 'IQA: Awaiting Induction', and 'Course Status:'. To the right of the welcome section is a grid of widgets. The first row contains 'Progress Widget', 'Upload Work' (with 'No files found.'), 'Units' (with 'Let's Get Coding, Python Style'), and 'Next Session: No upcoming session is available. Planning Notes: Learning Plan'. The second row contains 'Resources' (with a count of 4), 'Files From Course' (with 'No files found.'), 'Syle Smart Virtual Learning Environment' (with a count of 0), and 'Progress Map'. A blue arrow points from the 'Let's Get Coding, P...' tab to a box labeled 'Select Taster Session Tab'. Another blue arrow points from the 'Learning Plan' widget to a box labeled 'Click into Learning Plan'.

19. As demonstrated in Diagram 15 and 16, click the chevron to expand your learning plan. This will allow you to access the videos, assessments, and possible assignments of your course. To view a resource of your course simply click its name.

Before starting your Taster Session, we recommend you read the ***Digital Skills for Growth Booklet*** which contains information about the Digital Skills for Growth program and the European Social Fund, as well as general guidelines about the courses we offer and the support that is available to you. The Digital Skills for Growth Booklet can also be found within this session.

Diagram 15



Unit Progress
Evidence Library

Action with
Status

Activities/Actions
Type

Unit

Learner Name: Hank Tempest
Course Name: All
Assessor Name:

Progress: 0% 0% 0%

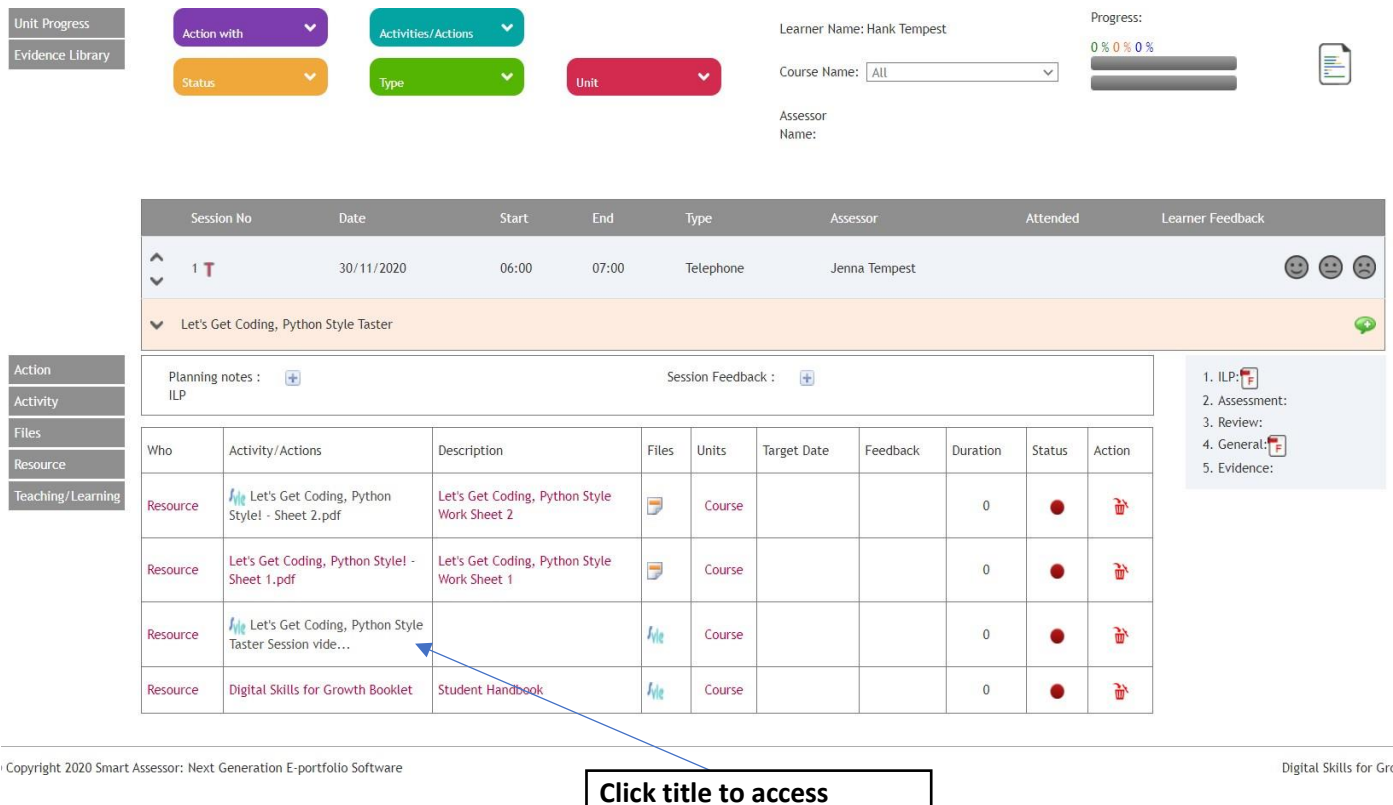
Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
1	30/11/2020	06:00	07:00	Telephone	Jenna Tempest		
Let's Get Coding, Python Style Taster							

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Digital Skills for Growth

Click here to expand resources

Diagram 16



Unit Progress
Evidence Library

Action with
Status

Activities/Actions
Type

Unit

Learner Name: Hank Tempest
Course Name: All
Assessor Name:






Progress: 0% 0% 0%

Session No	Date	Start	End	Type	Assessor	Attended	Learner Feedback
1	30/11/2020	06:00	07:00	Telephone	Jenna Tempest		
Let's Get Coding, Python Style Taster							

Planning notes : ILP

Session Feedback :

Who	Activity/Actions	Description	Files	Units	Target Date	Feedback	Duration	Status	Action
Resource	Let's Get Coding, Python Style! - Sheet 2.pdf	Let's Get Coding, Python Style Work Sheet 2		Course			0		
Resource	Let's Get Coding, Python Style! - Sheet 1.pdf	Let's Get Coding, Python Style Work Sheet 1		Course			0		
Resource	Let's Get Coding, Python Style Taster Session vide...			Course			0		
Resource	Digital Skills for Growth Booklet	Student Handbook		Course			0		

1. ILP: 
2. Assessment: 
3. Review: 
4. General: 
5. Evidence: 

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Digital Skills for Growth

Click title to access

20. Once you have clicked into your desired learning material, you will be redirected to Smart Assessor's partner site VLE. Please follow the instructions demonstrated in Diagram 17 and 18

Diagram 17

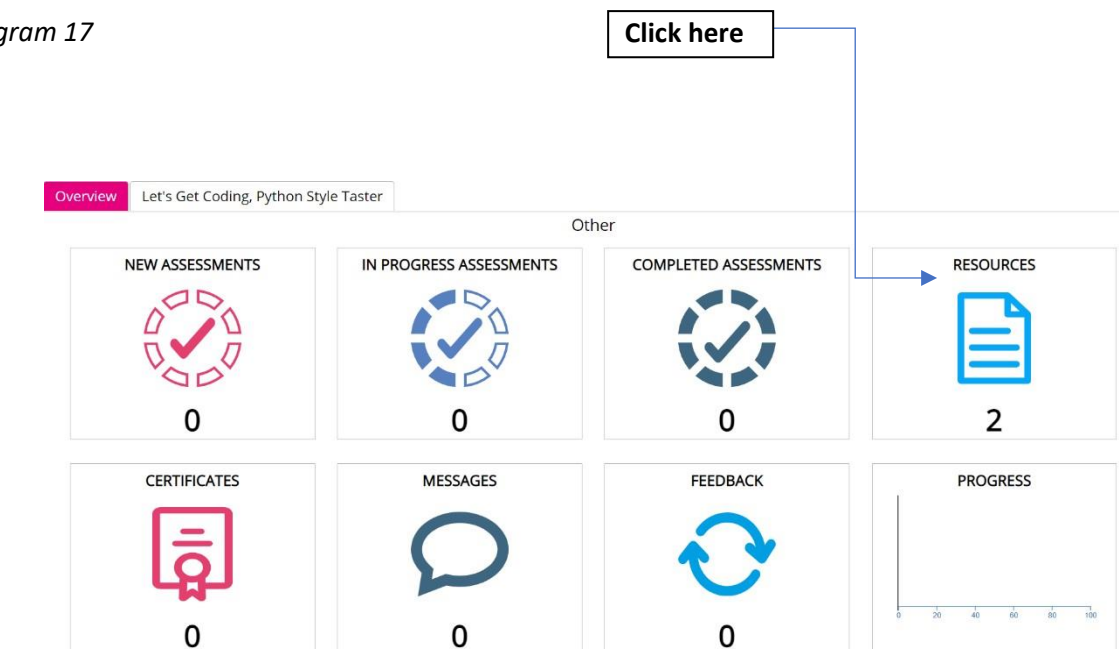
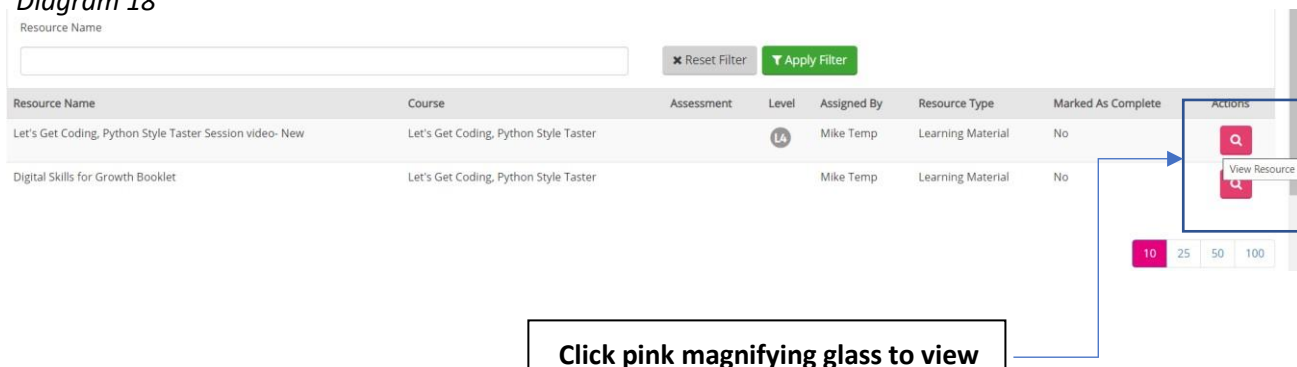
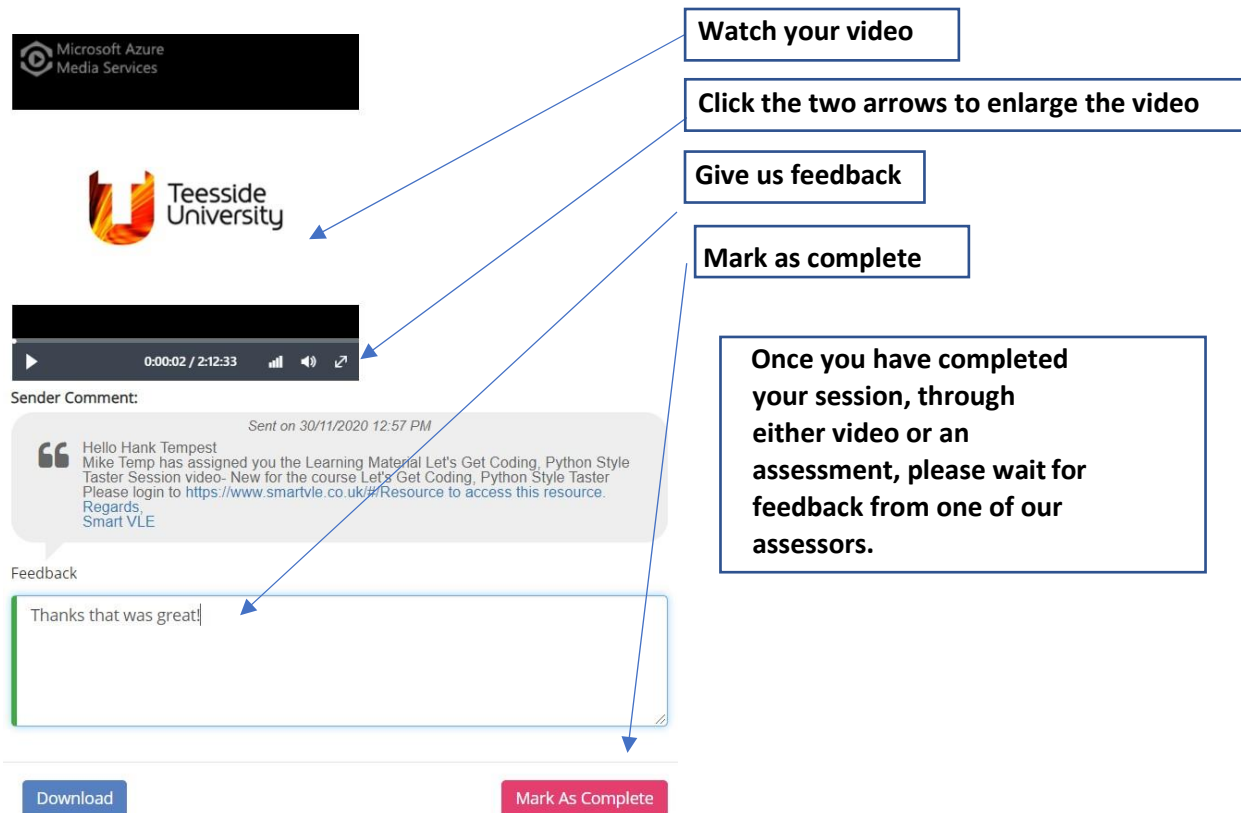


Diagram 18



21. From here you will be able to access your video, this will be followed by a short assessment which is either a worksheet or some questions about the session you have just viewed. Once you have completed your taster video and assessment, you will be assessed and given some feedback. You will get an e-mail alert to inform you that you have been assessed. In Diagram 19 you will see the way in which you can view your taster session video. Once you have completed the taster session video, give us some valuable feedback and press *Complete*. This will let us know that you have finished the session.

Diagram 19



We hope you enjoy completing the taster session. If you would like to find out more about a subject you may want to consider registering for one of our fully funded short courses. To register please visit our website

<https://www.tees.ac.uk/sections/business/digitalskills/industry.cfm>.

If you have any questions please feel free to email the team at Digitalskillsforgrowth@tees.ac.uk

W: http://bit.ly/ESF_DSfG

E: digitalskillsforgrowth@tees.ac.uk

T: 01642 738701