TRAINEE GUIDELINES

Instructions

Polls

**ATutor:** To find a poll click on the ‘polls’ tab at the top right of the page OR click on the ‘home’ tab and then scroll to the ‘polls’ box and click on the ‘polls’ link in the box.

Guideline: Answer the poll which asks you what cake you like the best.

**Question:**

<table>
<thead>
<tr>
<th>How easy was it?</th>
<th>Please circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>To find the poll?</td>
<td>Very Easy  Easy  Difficult  Very Difficult</td>
</tr>
<tr>
<td>To answer the poll?</td>
<td>Very Easy  Easy  Difficult  Very Difficult</td>
</tr>
<tr>
<td>To see the results of the poll?</td>
<td>Very Easy  Easy  Difficult  Very Difficult</td>
</tr>
</tbody>
</table>

Additional Comments:

Quizzes

**ATutor:** To find a quiz go to the appropriate page (e.g. History of Cake making) of the course (using the ‘content navigation’ box on the left hand side of the page) and then click on the link with a tick next to the title (all quizzes are shown by having a tick next to their title).

Guideline: Complete the multiple choice quiz on ‘History of Cake Making’.

**Question:**

<table>
<thead>
<tr>
<th>How easy was it?</th>
<th>Please circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>To find the quiz?</td>
<td>Very Easy  Easy  Difficult  Very Difficult</td>
</tr>
<tr>
<td>To complete the quiz?</td>
<td>Very Easy  Easy  Difficult  Very Difficult</td>
</tr>
<tr>
<td>To find out what your results/scores were?</td>
<td>Very Easy  Easy  Difficult  Very Difficult</td>
</tr>
</tbody>
</table>

Additional Comments:

Quiz Feedback

**ATutor:** To view quiz feedback click on the ‘Tests and Surveys’ tab near the top of the page and look under the ‘Your Submissions’ section - find the quiz you wish to view the results of and click on the ‘View Results’ link.
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**Guideline:** Once you have completed the quiz:

**Question:**
What feedback on your results (e.g. well done, you have passed), if any, did you get?

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**Photos**

**ATutor:** To find the course photos click on the 'Photo Album' tab at the top right of the page.

**Guideline:** Go to the course photo album and have a look at the photos.

**Question:**

<table>
<thead>
<tr>
<th>How easy was it:</th>
<th>Please circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To find the photo album?</td>
<td>Very Easy</td>
</tr>
<tr>
<td>• To view the album?</td>
<td>Very Easy</td>
</tr>
</tbody>
</table>

Additional Comments:

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**Searching the Course Content**

**ATutor:** To search the course content type the words you wish to search for in the ‘Search’ box on the bottom left hand side of the page.

**Guideline:** Search the course content to find out about ‘cake in ritual’ (make sure you have the ‘All words’ option selected).

**Question:**

<table>
<thead>
<tr>
<th>How easy was it:</th>
<th>Please circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>• To find the search function?</td>
<td>Very Easy</td>
</tr>
<tr>
<td>• To use the search function?</td>
<td>Very Easy</td>
</tr>
<tr>
<td>• To view the search results?</td>
<td>Very Easy</td>
</tr>
</tbody>
</table>

Additional Comments:

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**View the Site Map**

**ATutor:** to view the contents of the whole site, click on the ‘Home’ tab and then click on the ‘site-map’ link in the grey site-map box.

**Guideline:** Find a way to view the contents of the whole site.
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Question:
How easy was it: | Please circle
---|---
- To find the contents of the site? | Very Easy | Easy | Difficult | Very Difficult
- To read and understand the site’s menu? | Very Easy | Easy | Difficult | Very Difficult

Additional Comments:

Navigation Scheme

**ATutor:** to look around the course use the ‘Content Navigation’ near the top left of your page.

Guideline: Have a look around the course.

Question:
How easy was it: | Please circle
---|---
- To use and understand the navigation scheme to move around the course? | Very Easy | Easy | Difficult | Very Difficult

Additional Comments:

Resume Reading Content

Guideline: Go to the ‘History of Cakes’ section and start reading the page about ‘Cake in Rituals’. Log out of the platform and then log back in to see if the course allows you to resume reading at the point you left it at.

Question:
Does the platform allow you to resume reading at the previous point? | YES | NO

Additional Comments:

Glossary

Guideline: using the glossary, find out what ‘aeration’ means (use the tab ‘Glossary’ near the top of the page).

Question:
How easy was it: | Please circle
---|---
- To find the glossary? | Very Easy | Easy | Difficult | Very Difficult
Videos


Question:

<table>
<thead>
<tr>
<th>How easy was it:</th>
<th>Please circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>To watch the video?</td>
<td>Very Easy</td>
</tr>
</tbody>
</table>

Additional Comments:

Additional Instructions

Podcasts (not fully uploaded)

Guideline: Listen to a bit of the podcast on the main course page.

Question:

<table>
<thead>
<tr>
<th>How easy was it:</th>
<th>Please circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>To listen to the podcast?</td>
<td>Very Easy</td>
</tr>
</tbody>
</table>

Additional Comments:

Quiz Results (Gradebook)

ATutor: to look at your quiz results click on the ‘Tests & Surveys’ tab near the top of the page.

Guideline: Have a look at your quiz/test results.

Question:

<table>
<thead>
<tr>
<th>How easy was it:</th>
<th>Please circle</th>
</tr>
</thead>
<tbody>
<tr>
<td>To view your grades?</td>
<td>Very Easy</td>
</tr>
</tbody>
</table>

Additional Comments:

Adding Notes to Courses

Guideline: Have a look to see if the platform allows you to add notes (e.g. your own revision notes) to the course pages?
Question:

<table>
<thead>
<tr>
<th>Does it allow you to add notes to the pages?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

Additional Comments: