

## ELMS Video Guides – Staff (Internal use only)

Please do not share these with learners unless you have checked that they are for external users! If in doubt, please speak to Stewart.

Creating events

<https://www.loom.com/share/4e563839ef3d4bde91ac718397004565>

Signing off work (incl leaving comments & releasing resources so that they can be edited)

<https://www.loom.com/share/53e3eb119b8e4a5b9875ae3aaf193691>

Using the comment system for resources/submitted work

<https://www.loom.com/share/27d243d3d5df4204841c16fcf1bc3d13>

Running programme status report (RAG Rating)

<https://www.loom.com/share/0f54e5705bde47109bf23e89547b611d>

Running learner information report

<https://www.loom.com/share/ddcbd66b044847a19ba0133bdacef82b>

Assigning a learner to a mentor

<https://www.loom.com/share/3f66ea8dc1e74515b86c0343e7546bb5>

Checking last date of learning on eLMS

<https://www.loom.com/share/fc37ef47816b4c81b8768ecdc6507172>

Uploading CPD

<https://www.loom.com/share/a13df4a55e224879846afb871fb6d73b?sid=e182a858-0c2e-4abe-9d16-0e3b8ae33e35>

Uploading a learner to ACE360

<https://www.loom.com/share/917c3dbc5dec4051bcb412e6a953e0c4?sid=95e7926f-ff4a-42f4-b35f-7e169f2d4fdc>

## ELMS Video Guides – Apprentices

Please check these videos are relevant for your learner/programme before sharing

Uploading evidence to the eLMS

<https://www.loom.com/share/8e0b5c60df394f89abe1d3d32817c93b>

Uploading OTJ training (non-vocate activities) to the eLMS

<https://www.loom.com/share/a672455864ec4ca0a75b27a9adbf06c9> (THIS IS A NEW PROCESS USING REFLECTIVE LOGS)

Accessing resources on the eLMS

<https://www.loom.com/share/b39917f2067c4cf5b9f062711d302bfd>

Accessing comments on your work and resubmitting on eLMS

<https://www.loom.com/share/8b85b5786e454d2bac46bd57bf4b7268>

Accessing workbooks and submitting them on eLMS (BA Learners only)

<https://www.loom.com/share/6afeefe884374be588cc9315ce54e613>

## Other Video Guides – Apprentices and Employers

Please check these videos are relevant for your learner/programme/mentor before sharing

Go1 introduction

<https://www.loom.com/share/9625b695f50243c1b656f2c158790369>

Evidence template completion

<https://www.loom.com/share/b17f2717dd974454895dc6eeadab774f>

Safeguarding Training – August 2022

<https://www.loom.com/share/e11aa92e31f3480aafd79ab760f73611>

Completing BA Workbooks that focus on skills and behaviours

<https://www.loom.com/share/296ab38f07cf4fba8b3cfef53cfa9d27>

Mentor accessing the eLMS

<https://www.loom.com/share/fbf92ccc8f844fef8c2ec0782d1054b3>

Recruitment learners completing resources

<https://www.loom.com/share/e19d10bafc0048e2ab55a66a980c86fd>

Business Admin Witness Testimonial Document

<https://www.loom.com/share/f26914ea3f0740bd8863792a5ccb6fc4?sid=4f92395c-ab70-4781-85d8-51697b3c1f42>

EPA Video Guides – Apprentices (Make sure to explain these to the learner and not just send the video)

Summative Portfolio (Make sure it's relevant to your programme)

<https://www.loom.com/share/f29f2d16ad97487ab4fd46b402625a1a>

Employer Reference (Make sure it's relevant to your programme)

<https://www.loom.com/share/3b664814ca5f473c9e0b6d79696f7b53>

Witness Testimonial for BA

<https://www.loom.com/share/09ef1b23ce264e10a9b52fb41a98d958>

## Old Videos

General Learner Guide

<https://www.loom.com/share/492c04af4bcb4d49ba7e54378052d15e>

- Please watch this first to make sure it is relevant