

Learn with NALA

Tutor guide



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Guide updated: May 2023



1. Introduction

Welcome to the Learn with NALA Tutor Guide. This guide is intended for tutors in Registered Learn with NALA Centres to use the Learn with NALA Learning Management System as a blended learning tool.

What is Learn with NALA?

Learn with NALA virtual learning environment (VLE) is made up of:

- 1) a website, www.learnwithnala.ie, where learners can get information about what we offer, create accounts and register for courses
- 2) a Learning Management System (LMS), learn.nala.ie where learners can log in and take their courses. We work in partnership with Desire 2 Learn (D2L) and their Brightspace LMS to deliver our LMS.

We hope you find this document useful to:

- support learners in your centre to use Learn with NALA
- follow learner progress and
- support learners submitting portfolio work for a QQI award

We run many **free webinars** which cover sections of this document. You can register for the webinars on our [upcoming events page on the NALA website](#).

If you have any questions please contact learn@nala.ie.

If your **learners** have any questions please they can contact us on **Freephone 1 800 20 20 80**.



2. Glossary of terms

Learning Management System (LMS)	The core platform or infrastructure that most large providers use to support online learning experiences. For example: Brightspace, Moodle, Canvas.
Blended Learning	A type of education where direct teaching occurs using a mix of on-campus instruction, with online components taking place synchronously, asynchronously or in combination.
Virtual Learning Environment (VLE)	A term used to describe the wider digital learning ecosystem of tools and platforms used for learning that support the LMS.
Tutor	Refers to a person involved in supporting learners. On Learn with NALA, Tutors have their own account type.
Memorandum of Understanding (MOU)	The Memorandum of Understanding is a document agreeing the responsibilities between NALA and a Learn with NALA Registered Centre.
QQI	Quality and Qualifications Ireland is a state agency responsible for promoting the quality and integrity of Ireland's further and higher education system.
Recognition of Prior Learning (RPL)	Recognition of Prior Learning is a process to evaluate the skills and knowledge a person has gained through life outside of formal education and training.



3. Learner information

3.1 How do learners get started on Learn with NALA?

Step 1: Making a learner's account

Once you have completed your training, you will receive a 'learner link' by email. This link is unique to your centre and is used to create learner accounts and register for courses. We recommend saving this as a Bookmark in your web browser. Only learners who register through your unique centre link will appear in your Tutor view on Learn with NALA.

Register

Step 1

Create your account

All fields marked with * are required.

Create a username*

Example: Name122

Your username must be all lower case and contain no spaces.

Choose your password*

You will know that you are using the correct link if your Learning Centre is set to your centre name and cannot be edited. Please see the example below from National Learning Network Hollyhill.

Gender*

☐ Male

☐ Female

☐ Prefer not to say

☐ Other

Date of birth*

Day -- Month -- Year **1980**

Learning centre: *

National Learning Network Hollyhill

If this is not your registered Learning Centre please contact your tutor to get the correct link to register.

Terms and conditions

☐ I have read and accepted the [Terms of service](#).*

☐ I agree to the use of my personal data explained in the [Privacy policy](#).*

Create account

All learners need to create an account by completing the online form using their data including their own email address and PPS number.

This section is covered in our YouTube video [How do I sign up for Learn with NALA in a centre?](#)



Step 2: Register for courses

1. After creating an account, learners can register for one or more courses by going to the 'Online courses' website page and clicking on **Register now** beside a course of interest.

Advanced Everyday Maths

[Click here for more information](#) +

Register now

Your account has been created you have been signed up to your course.

Start your course

Your registration number is:
16678173525684

Your Course Details
Advanced Everyday Maths

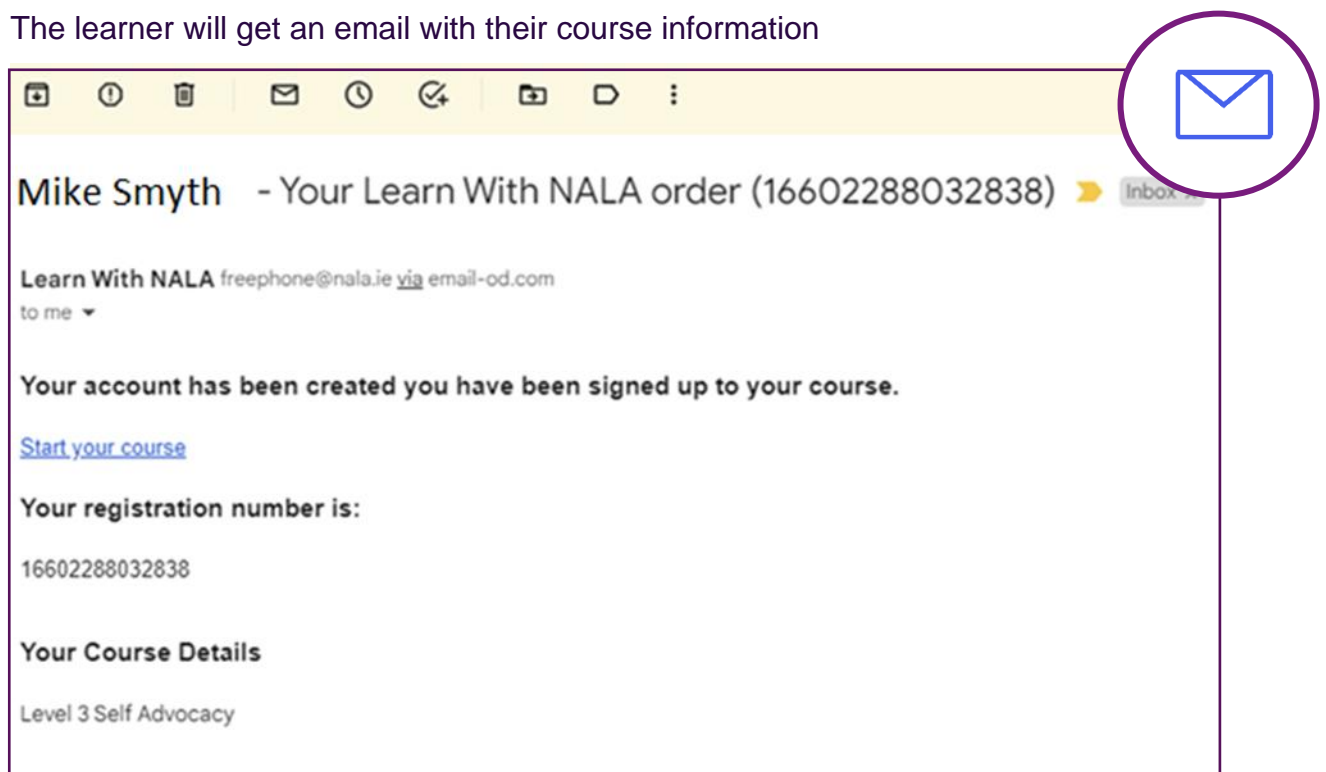
Should you have any queries about this registration please:

Freephone Or **Email freephone@nala.ie**

You can also Text 'LEARN' to 50050
Please quote your registration order number (16678173525684) in any correspondence.

Account details
Username: joebloggs
Password: Ranelagh2022

2. Then click on **start your course** as shown above.
3. The learner will get an email with their course information




4. The learner is brought to learn.nala.ie. We suggest that you bookmark this page. The learner can enter their username and password to login:

Username *



Password *





Log In

[Forgot your password?](#)





5. The image below shows the home page of Learn With NALA, where as part of the Memorandum of Understanding NALA has with your centre, we place your centre logo or centre name on your centre home page, for example Tipperary Education and Training Board in the next image.






Tipperary North Learner1






Course Home




Help




etb
Bord Oideachais agus
Oiliúna Thiobraid Árann
Tipperary Education and
Training Board

My Courses


All Pinned



Computer literacy
Level 3
3M0874_L3_3N0881_S



Preparing for Level 3
Personal skills
LEVEL25_L25_PERSONALSKIL



Preparing for Level 3
Writing
LEVEL25_L25_WRITING_S

Welcome to Learn with NALA

Press the button below to open the getting started guide.

Getting started guide

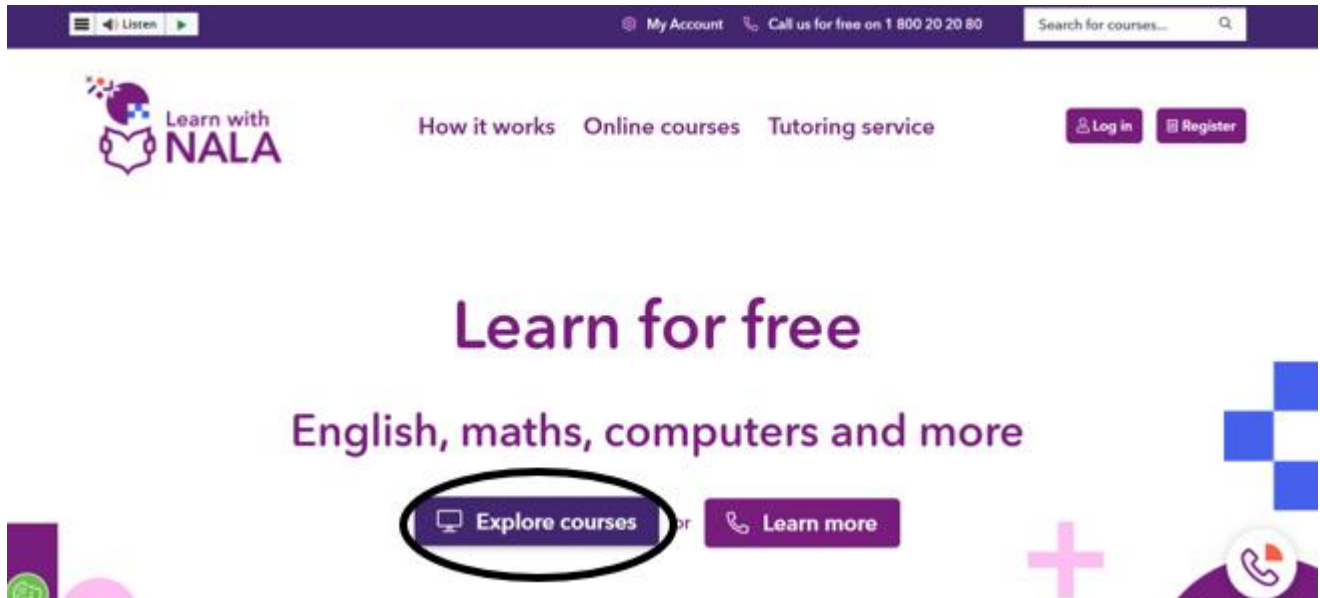
Need Help?

This section is covered in our YouTube video [Learn with NALA - Course Guide](#)

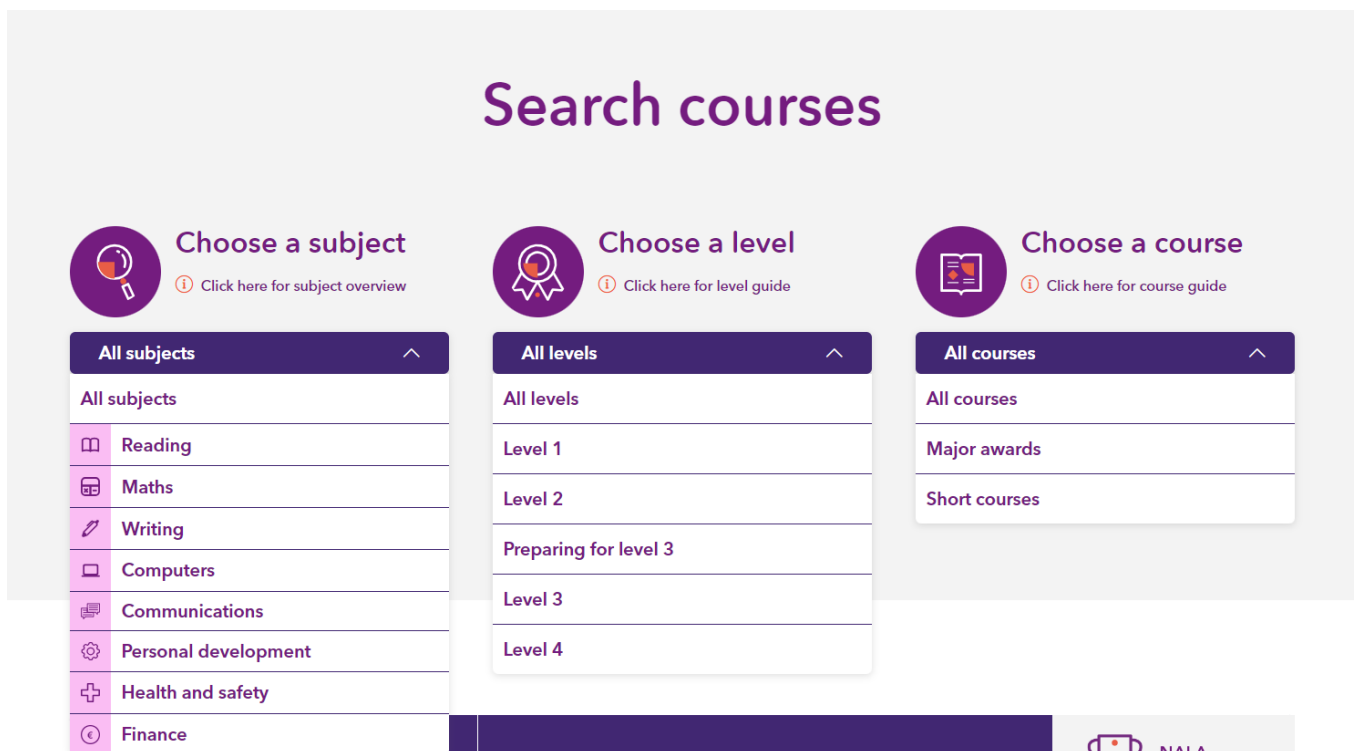


3.2 How do learners sign up for new courses?

1. Go to <https://www.learnwithnala.ie/> and click on **Explore Courses**



2. Learners can search for courses, filtering by the subject, level and course that they are interested in.



3. Click on a course of choice like Basic Everyday Maths and click on **Register now**. You can see the Course Level, Course Type and Subject in the top section (dark purple). You will also see if the course has a NALA Certificate or is QQI-Affiliated.

Course level Level 1	Course type Short Courses	Subject Maths		 NALA Certificate
--------------------------------	-------------------------------------	-------------------------	--	-------------------------------------------------------------------------------------------------------------


Basic Everyday Maths

[Click here for more information](#) +

Register now

4. You can also pick a major award bundle like Level 2 Certificate in General Learning and automatically sign up for 6 courses within that bundle.

Once a learner picks a bundle they will be automatically enrolled into all courses in that bundle. To see the details of what's included in the bundle, click on the + and see all courses included.

Course level Level 2	Course type Major Awards	Subject Communications		 QQI AWARD
--------------------------------	------------------------------------	----------------------------------	--	--------------------------------------------------------------------------------------------------------

Level 2 Certificate in General Learning

[Click here for more information](#) +

Register now

5. On the next page under **Existing user**, click on **Login**. The learner enters their username and password.



Welcome to Learn with NALA

Log in to get started.

If you have any questions call us for free on **1 800 20 20 80**.

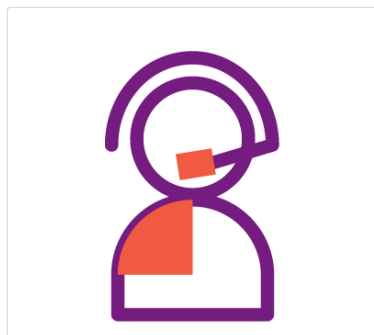
Show cookies we use

Username *

Password *

Log In

[Forgot your password?](#)



6. On the next screen, click **Start your course** to go to the course, or click **Online Courses** on the top navbar to explore more courses.

[Home](#) — [Checkout](#)

Checkout

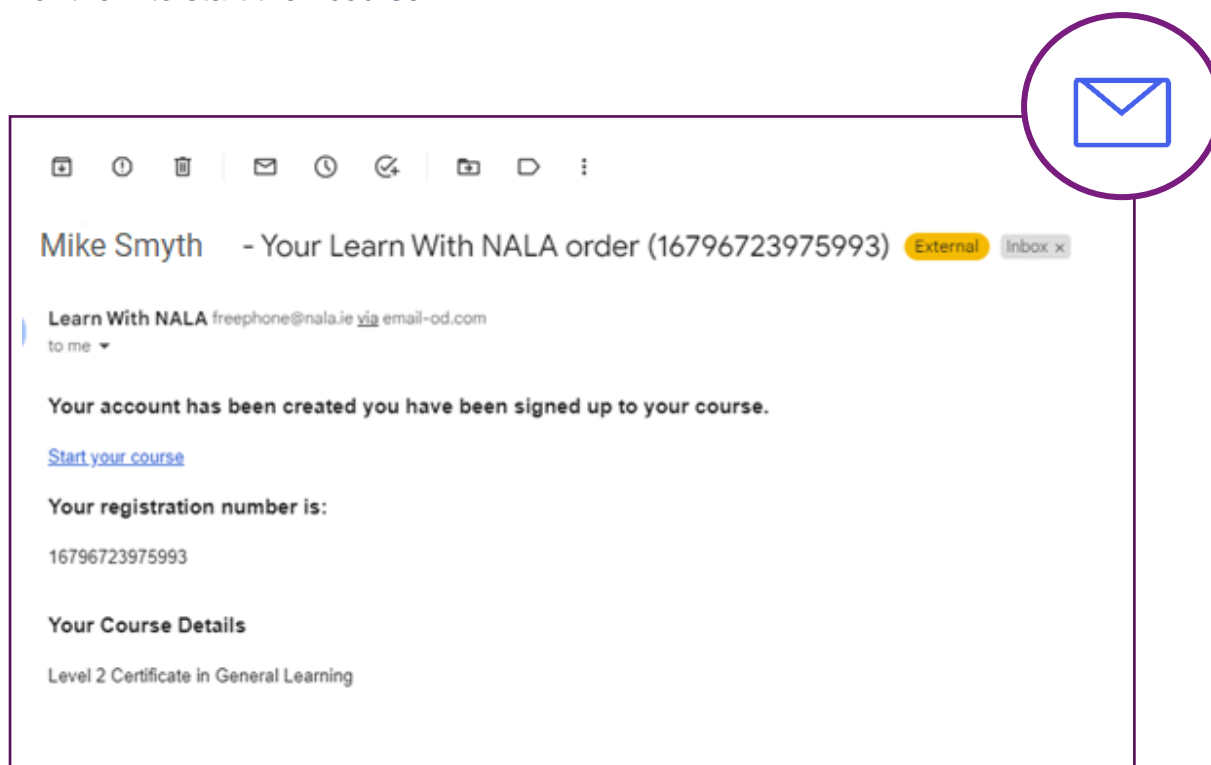
Your account has been created you have been signed up to your course.

[Start your course](#)

Your registration number is:
16796723975993

Your Course Details
Level 2 Certificate in General Learning

7. The learner will get an email to the email address they used to register. It will include a link for them to start their course.



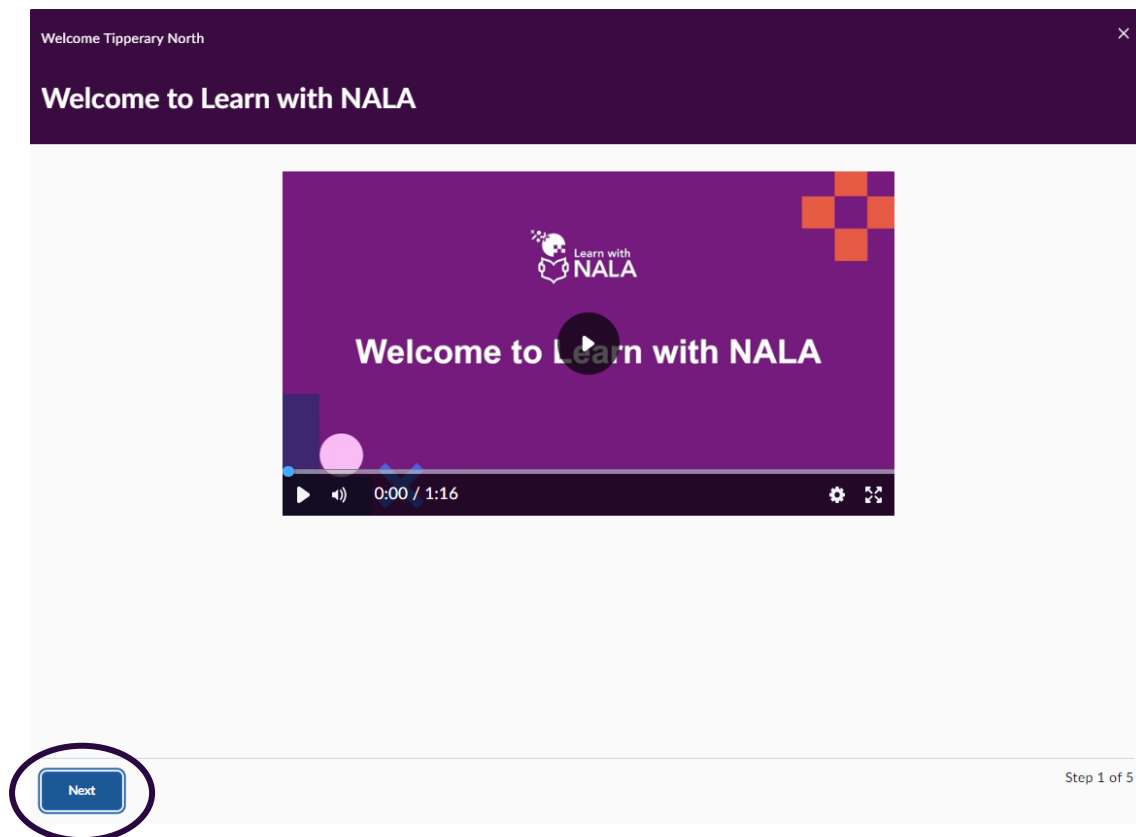
3.3 The learner home page

When a learner logs in to learn.nala.ie, this is what they see. This is an example of a learner account in Tipperary ETB; learners from your centre will see your centre logo on the banner.

The screenshot shows the learner home page. At the top, there is a navigation bar with a home icon, the 'Learn with NALA' logo, a grid icon, a chat icon, a bell icon, a 'The expert in welcome with a beginner' badge, the user name 'Tipperary North Learner1', and a settings gear icon. Below this is a secondary bar with 'Course Home' and 'Help' links. The main banner features the ETB logo (a green circular design) and the text 'etb Bord Oideachais agus Oiliúna Thiobraid Árann Tipperary Education and Training Board'. The 'My Courses' section on the left has tabs for 'All' and 'Pinned'. It displays six course cards: 'Computer literacy Level 3' (ID: 3M0874_L3_3N0881_S), 'Preparing for Level 3 Personal skills' (ID: LEVEL25_L25_PERSONALSIL), 'Preparing for Level 3 Writing' (ID: LEVEL25_L25_WRITING_S), and three 'Preparing for Level 3' cards. On the right, the 'Welcome to Learn with NALA' widget includes a 'Getting started guide' button. Below it, the 'Need Help?' widget features a large question mark icon.

If it is the first time a learner is logging in, the **Getting Started Guide**, also known as the **Welcome Widget** will pop up.

The Getting Started Guide

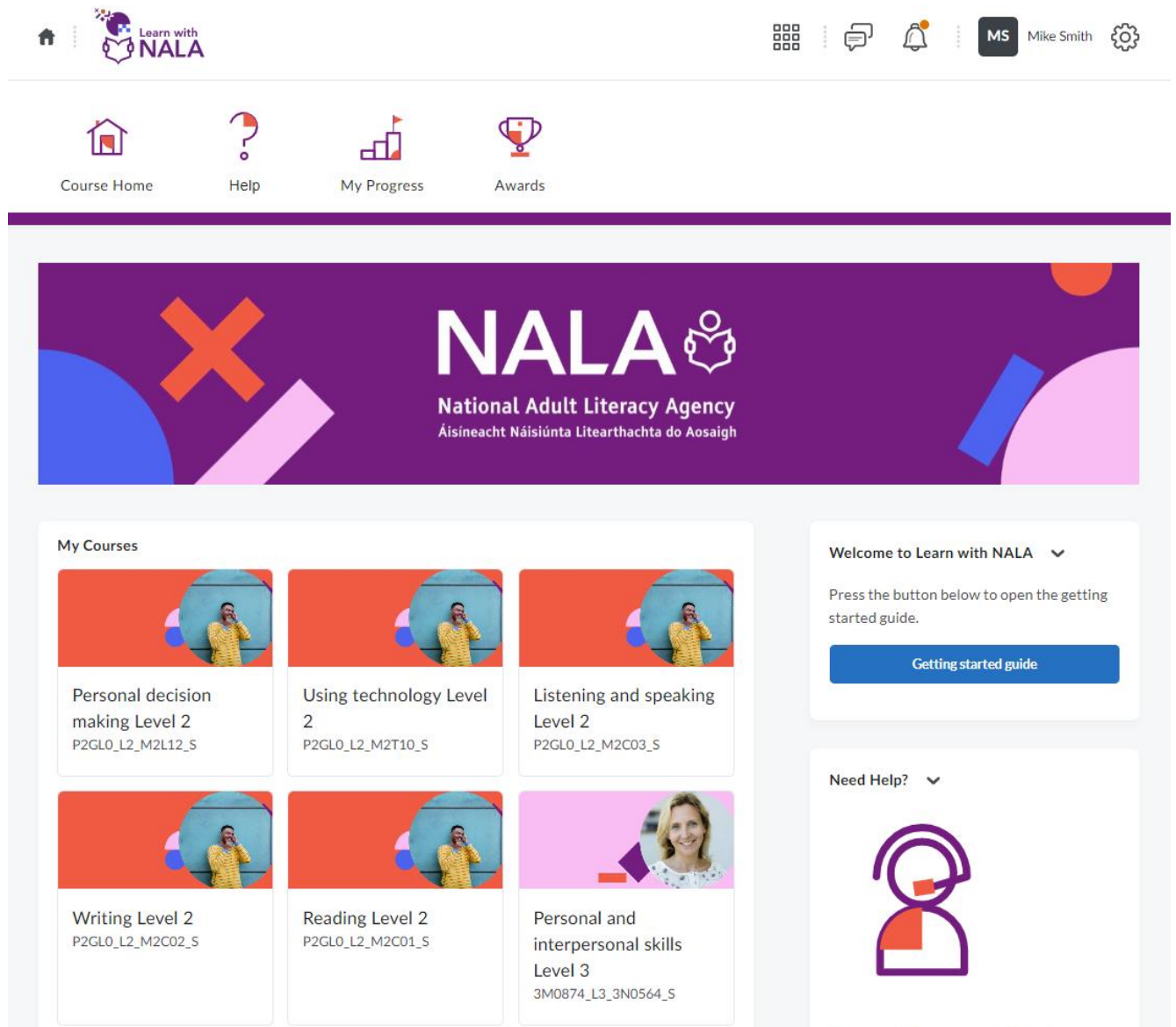


- The **Getting Started Guide** is a pop-up containing five screens with helpful videos and information about the Learn with NALA website.
- The content within the guide has been tailored for different user types. Tutors will see a particular set of videos and information screens, and learners will see a different set. The format and layout will be the same.
- Learners can click through the screens and click on the blue “**Dismiss**” button when they are done. This will stop the guide from popping up again on subsequent visits to the website.
- If the learner needs to access to the guide again, they can do so at any time by clicking on the blue “Getting started guide” button on their personal homepage.


3.4 Where can learners find their courses?

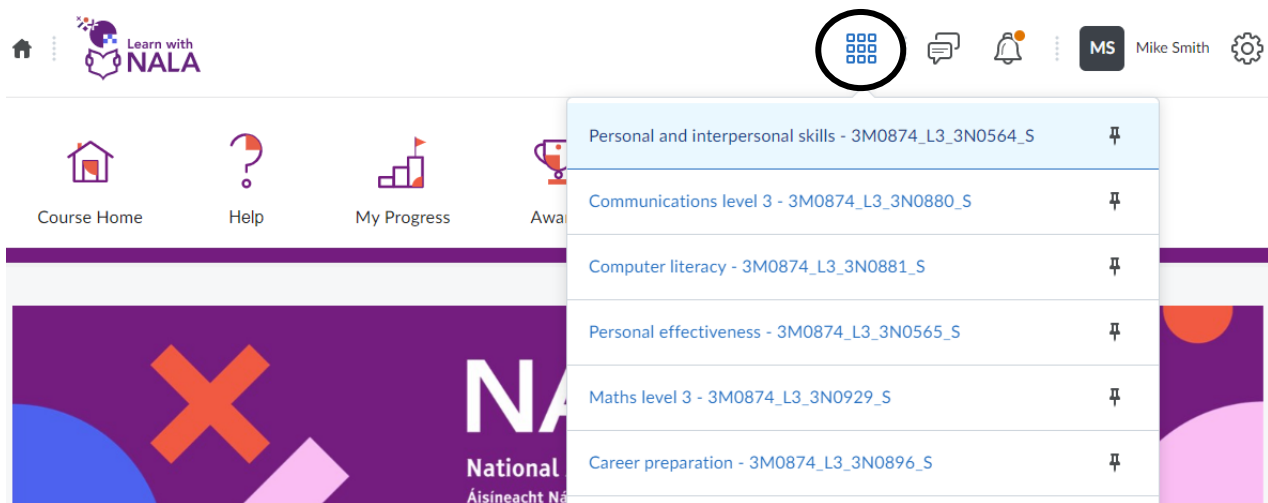
Finding Courses:

- On the learner home page, all active courses will be available under **My Courses**.



- Learners can only see the courses they registered for on <https://www.learnwithnala.ie/>.

- You can also find courses by using the Course Selector/ “Waffle” icon  at the top of the page. Clicking on this list will show you a list of all of the courses you are registered on.
- You can click the pin icon next to this list to pin it to the top for quicker access. Use the waffle icon to quickly jump between courses without going back to the homepage.



- To view a course, click on any of the courses listed. From there you will be brought to the course home page.
- At any time, you can return to the site home page by clicking on the house icon:





3.5 Where can learners find help resources?

Video Help section on Learn with NALA



1. Learner help resources can be found in the navigation bar by clicking [Help](#)



Help

2. Click on the video icon [Help](#) to go to the video help section.
3. The video help section includes videos on:
 - How do I register for a course?
 - How do I access my course?
 - What is 'What Do I Already Know'?
 - How do I check my results for What Do I Already Know?
 - How do I check my grades?
 - How do I check my results for the End Test?
 - How do I submit my Portfolio?
 - Level 2 Listening and Speaking Assessment
 - Level 2 Writing Assessment

YouTube Video Help Resources

We have a number of videos available for Learners on our [YouTube channel](#). See the video resources section at the end of this document for more information.

- [Learn with NALA webinar recording 26 April 2023](#)
- [Introduction to Learn with NALA](#)
- [How it works](#)
- [More about how it works](#)
- [How to register](#)
- [Course Guide](#)
- [Level Guide](#)

- [Subject Guide](#)
- [How to create an account](#)



4. Tutor information

4.1 How can I get started on Learn with NALA as a tutor?

NALA manually sets up all centre tutors on Learn with NALA. Each centre has a nominated centre contact. NALA receives a list of tutor names and email addresses for set up on Learn with NALA through that centre contact. NALA creates all tutor accounts and automatically enrolls tutors into all available courses. NALA sends an email to the tutor with their login details.

If there is a change to the tutors in a centre, the centre contact gets in touch with NALA

Logging in:

- Go to **<https://learn.nala.ie>** using a username and password given by email. You will only be able to view progress of learners in your centre through this account.



Welcome to Learn with NALA

Log in to get started.

If you have any questions call us for free on **1 800 20 20 80**.

Show cookies we use

Username *

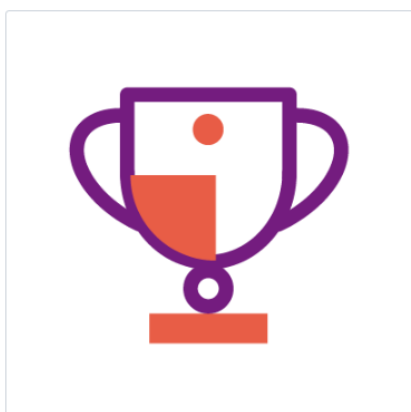
CWtesttutor|

Password *

.....

Log In

[Forgot your password?](#)



Finding Courses:

- Tutors have a similar but slightly different view to learners on Learn with NALA with access to more features. On the tutor home page, all active courses will be available, under **My Courses**.

Learn with NALA

Course Home Help

Test Centre

My Courses

All Pinned

Internet skills Level 3
3M0874_L3_3N0931_N

Maths Level 3
3M0874_L3_3N0929_N

Communications Level 3
3M0874_L3_3N0880_N

Reading Level 2
P2GL0_L2_M2C01_N

Using technology Level 1
P1GL0_L1_M1T10_N

Listening and speaking Level 2
P2GL0_L2_M2C03_N

Welcome to Learn with NALA

Press the button below to open the getting started guide.


Getting started guide

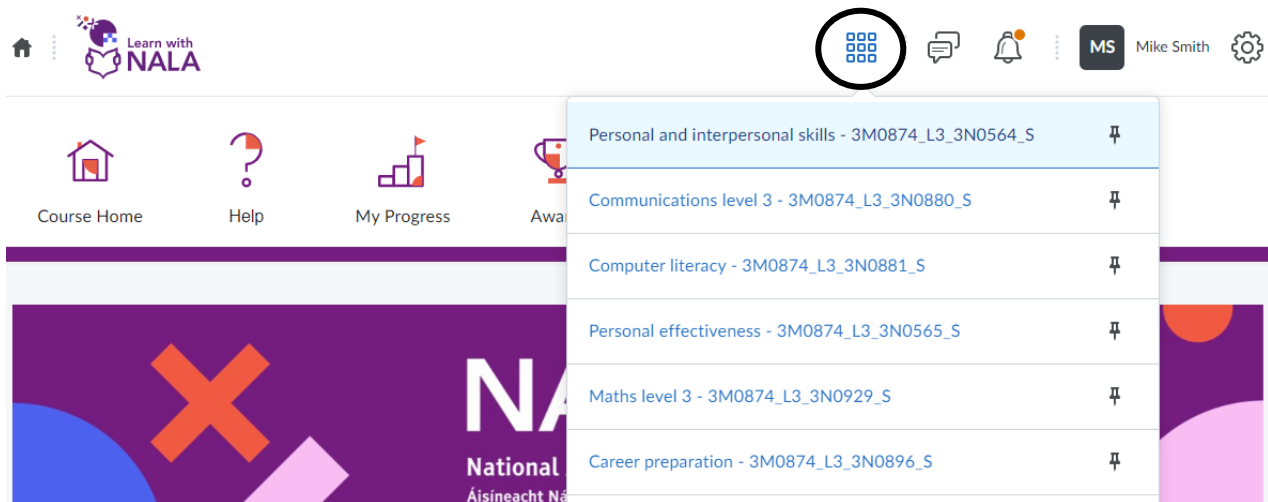
Subscribe for updates

Subscribe here to our e-zine for tutors and centre staff on training, QQI rounds and news about Learn with NALA.

Need Help?

- Tutors have access to all courses without having to register for them. This is to allow you to try out courses before using them with learners.

- You can also find your courses by using the Course Selector/ “Waffle” icon  at the top of the page. Clicking on this list will show you a list of your courses.
- You can click the pin icon next to this list to pin it to the top for quicker access. Use the waffle icon to quickly jump between courses without going back to the homepage.



- To view a course, click on any of the courses listed. From there you will be brought to the course home page. The **Course Home** icon should be visible.



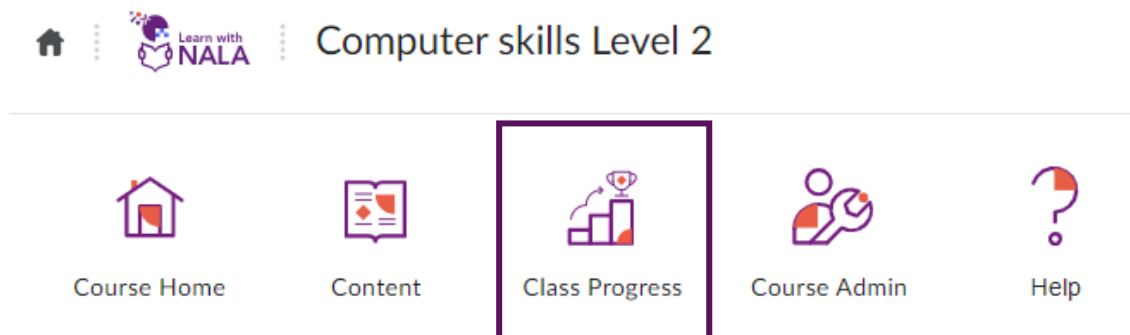
- At any time, you can return to the site home page by clicking on the house icon:





- You can follow a course just like a learner by clicking on **Content** and then working your way through the blocks on the lessons page.

4.2 Viewing Learner Progress:

Tutors can view learner progress. When your learners have created accounts and logged in, you will be able to see how they are getting on in each course.



On the course home page, click on **Class Progress** to see who has logged in, **grades** if any and what **content** they have visited.

Name ▲	Logins	Content Visited	Grades	Checklist
 Bloggs, Joe	No logins	<div><div></div></div> 13 % Visited: 10 / 78	<div><div></div></div>	No checklist items
 Learner, CWtest2	No logins	<div><div></div></div> 0 % Visited: 0 / 76	No grades	No checklist items
 Learner6	<div><div></div></div> Logins: 4	<div><div></div></div> 87 % Visited: 73 / 84	<div><div></div></div>	No checklist items

- Click on a learner's name to view their details. You are brought to the Progress Summary screen.
- You can click on **Grades** to view grades for initial assessment/What do I already know tasks and for End test(s). Click on the dropdown arrow to see all items.

Progress Summary

Grades

Current Grade: Unsuccessful

Grades Received: 21

Content

Topics Visited: 53 / 143 | Total Visits: 104 | Time Spent: 0d 0h 29m 52s

34 % Completed: 48 / 143

- You can also view progress on a lesson under **Content**. Click on the arrow under the Lesson to view what content the learners have visited.

The screenshot displays the 'Content' section of the NALA Tutor Guide. On the left, a sidebar lists 'Content', 'Login History', and 'System Access History'. The main area shows progress for three items:

- What do I already know?**: 100% completed (6 / 6), Last Visited: Sep 30, 2020 10:02 PM.
- Section 1 Numbers**: 100% completed (69 / 69), Last Visited: Sep 30, 2020 12:25 AM. A 'Hide Details' button is visible.
- Lesson 1 - Numbers**: 100% completed (12 / 12), Last Visited: Sep 29, 2020 11:52 PM. A 'Hide Details' button is visible.

Below these, a 'Start here' button is highlighted with a yellow box, showing '1 visits' and a duration of '0d 0h 1m 1s'. The 'Last visited' time for this item is Sep 29, 2020 11:44 PM.

For example, in the figure above, the learner spent 1 minute and 1 second on the Start here page for Lesson 1 Numbers.

4.3 Checking Grades

- For courses leading to QQI awards at Level 2 and 3, in the **Progress Summary** page, click on the **Grades** section to see if a learner has attempted the:
 - Initial assessment '**What do I already know**'
 - summative assessment, **End Test**.

If there are no grades, then the learner has not attempted these sections yet.

Note: this is only available for courses leading to QQI awards and not for courses at Level 1 and Preparing for Level 3.

- Initial assessment results are called **Tasks**. In the example below, the learner has attempted tasks in the block 'What do I already know' in the course Self Advocacy Level 3.

Task 5 Self Advocacy	100 / 100 Pass
▶ Feedback	Last Modified: Aug 11, 2022 3:54 PM
Task 4 Self Advocacy	100 / 100 Pass
▶ Feedback	Last Modified: Aug 11, 2022 3:54 PM
Task 3 Self Advocacy	100 / 100 Pass
▶ Feedback	Last Modified: Aug 11, 2022 3:53 PM
Task 2 Self Advocacy	50 / 100 Go to Lesson
▶ Feedback	Last Modified: Aug 11, 2022 3:53 PM
Task 1 Self Advocacy	75 / 100 Go to Lesson
▶ Feedback	Last Modified: Aug 11, 2022 3:52 PM

- They have answered all tasks incorrectly, except Task 1 and 2. In this case, the learner would need to work their way through Lessons 1 and 2 to get the End Test to appear.
- Summative assessment/End test results are listed as **Questions**. In the example below, the learner has attempted all questions but needs to redo question 9.2 again.

Question 10.2 Internet skills Level 3

100 / 100 | Pass

[▶ Feedback](#)

Last Modified: Mar 20, 2023 11:14 AM

Question 10.1 Internet skills Level 3

100 / 100 | Pass

[▶ Feedback](#)

Last Modified: Mar 20, 2023 11:13 AM

Question 9.2 Internet skills Level 3

66.67 / 100 | Redo

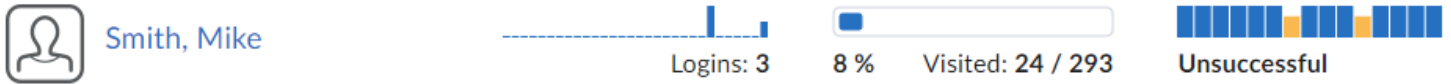
[▼ Feedback](#)

Last Modified: Mar 20, 2023 11:11 AM

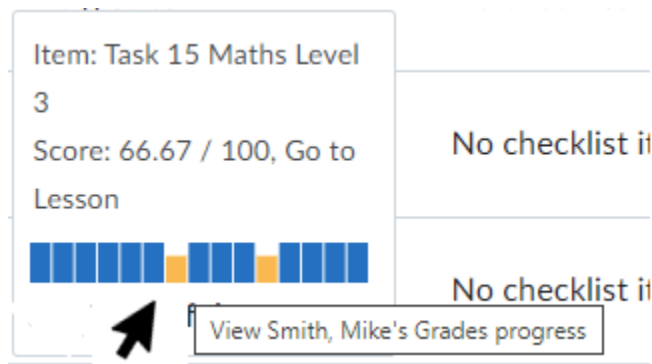
[Load More](#)

4.4 Additional ways to monitor progress:

- You can click on a course, then click on **Course Admin** then **Class Progress** to see who has logged in, grades if any and what content they have visited.



- You can scroll over the graph under **Grades** above and see the result for each Task and Question attempted.



- You can also view grades for each learner using the **Grades view**. Click on the course > Course Admin > Grades and then learners will be listed as follows. The learner highlighted in the box below needs to do question 9.2 again.

Last Name ▲, First Name ▼		Question 8.2 Internet skills Level 3 ▼	Question 9.1 Internet skills Level 3 ▼	Question 9.2 Internet skills Level 3 ▼
🔍 [Name] ▼	Redo	Redo	Redo	Redo
🔍 [Name] ▼	Pass	Pass	Pass	Pass
🔍 [Name] ▼	Pass	Pass	Pass	Pass
🔍 [Name] ▼	Pass	Pass	Pass	Redo

Beside each learner name you can scroll across and see either 'red' Redo or green 'Pass' for each Task from the initial assessment and each Question for the End




Test(s). Redo may mean that the learner hasn't tried a Task/Question either, so the **My Progress** view can be used to see if the learner attempted it.

- As a tutor you can view if a learner has submitted **portfolio** work or not by clicking on the course in question > Course Admin > Grades and under Enter Grades you can search for a learner and scroll across to the last grade items in the list which are always the portfolio items:

Portfolio Task 1 Website screenshots ▼	Portfolio Task 2 Email ▼
Not done yet	Not done yet
Not done yet	Not done yet
Pass	Pass


If portfolio work is not done, then the status will be 'Not done yet', otherwise once graded it will either be 'Pass or Redo'. Please note that NALA tutors will give feedback in the feedback box which the learner can view themselves.


- Portfolio grades will also appear under Grades within Class Progress, when you click on a particular learner.

Graded Items ▼	
Portfolio Task 3 Taking pictures ▶ Feedback	Redo  Last Modified: Apr 2, 2023 10:55 PM
Portfolio Task 1 Screen grabs ▶ Feedback	Redo  Last Modified: Apr 2, 2023 10:46 PM
Portfolio Task 2 Texting ▶ Feedback	Pass  Last Modified: Apr 2, 2023 10:22 PM

- If you click on **Feedback** above, you will see the Feedback that a NALA tutor has given to a learner, which you can use to support your learner going forward. Below is an example of specific feedback given to a learner who did not pass a portfolio task.

▼ Feedback

Last Modified: , 2023 10:55 PM

Hi 

Well done on your work so far. You are nearly there, the photos you have taken are great - however, they need to be pasted onto a page into a programme - Microsoft Word or something similar. If you need any support on this please do not hesitate to contact me on comahony@nala.ie

Kind regards,

Cathy O'Mahony

Tutor with NALA.

4.4 What is the Grades view?


1. As a tutor you can view progress by clicking on **Course Admin** and **Class Progress** or you can click on **Grades**.
2. Here you can see learners on the course, and scroll across to see results for each task or question or portfolio tasks, found on the right of all the grade items.
3. **What are IAG and QQI Grades?**

IAG ▼	QQI ▼
100	Successful
100	Successful
100	Unsuccessful

IAG (Initial Assessment Grade):

Indicates that the learner passed some or all of the block 'What do I already know'. This grade doesn't affect their final grade but just indicates that Recognition of Prior Learning was used.

QQI grade: is the final grade that triggers NALA to check the learner work and put the learner forward for a QQI award.

4. Clicking on the  **User Progress** symbol beside a learner will bring you to the progress view where you can see grades and content completed.

4.5 Can my learner view their progress?



1. When learners log in and click on a course, they can click on **My Progress** or they can click on their profile name in the top right-hand corner and Progress.

[Profile](#)
[Notifications](#)
[Account Settings](#)

[Progress](#)

[Log Out](#)

2. The learner can see all courses that they are enrolled in and get a Progress Summary. In this example, the learner can click on each course on the left-hand side and see their progress in each course.

The screenshot shows the NALA Progress Summary page for user Luke Dowling (luke007). The page has a purple header with navigation icons and a sidebar on the left. The main content area displays the 'Progress Summary' for 'Computer literacy Level 3', which is marked as 'Unsuccessful'. Below this, there is a 'Grades' section showing 'Grades Received: 0' and a 'Content' section showing 'Topics Visited: 0' and 'Completed: 0 / 135'. The sidebar lists other courses: 'Digital media Level 3' (Successful) and 'Internet skills Level 3' (Successful).

Course Home **Help** **My Progress** **Awards**

Progress Summary [Print](#) [Help](#)

Computer literacy Level 3
Unsuccessful

Summary
Grades
Content
Assignments
Login History
System Access History

Digital media Level 3
Successful

Internet skills Level 3
Successful

Grades
Current Grade
Unsuccessful

Grades Received: 0

Content

Topics Visited	Total Visits	Time Spent
0 / 135	0	0d 0h 0m 0s

0 % Completed: 0 / 135

Topics Visited: 0

4.6 How do I know how many Tasks and Questions there are in What do I already know and the End test?

The table below lists the number of Tasks and Questions for each course. Portfolio items are also indicated.

Course	Tasks in Initial Assessment/What do I already know	Questions in Summative Assessment/End Test(s) <small>*At level 3 there are 2 questions per learning outcome</small>
Computer skills level 2 (6 learning outcomes) QQI descriptor	6 Tasks numbered Task 1 to Task 6	6 Questions numbered Question 1 to Question 6
Data handling level 2 (5 learning outcomes) QQI descriptor	5 Tasks numbered Task 1 to Task 5	5 Questions numbered Question 1 to Question 5
Reading level 2 (5 learning outcomes) QQI descriptor	5 Tasks numbered Task 1 to Task 5	5 Questions numbered Question 1 to Question 5
Writing level 2 (4 learning outcomes)	4 Tasks numbered Task 1 to Task 4	4 Questions numbered Question 1 to Question 4

QQI descriptor	This course also has 1 portfolio task – submit 5 sentences online and via post (see Portfolio section of the course)	
Listening and speaking level 2 (5 learning outcomes) QQI descriptor	5 Tasks numbered Task 1 to Task 5	5 Questions numbered Question 1 to Question 5
	This course also has 1 portfolio task – to make a phone call to NALA (see Portfolio section of the course)	

Using Technology level 2 (3 learning outcomes) QQI descriptor	3 Tasks numbered Task 1 to Task 3	3 Questions numbered Question 1 to Question 3
Pattern and Relationship level 2 (4 learning outcomes) QQI descriptor	4 Tasks numbered Task 1 to Task 4	4 Questions numbered Question 1 to Question 4
Quantitative Problem Solving level 2 (5 learning outcomes) QQI descriptor	5 Tasks numbered Task 1 to Task 5	5 Questions numbered Question 1 to Question 5
Quantity and Number level 2 (7 learning outcomes) QQI descriptor	7 Tasks numbered Task 1 to Task 7	7 Questions numbered Question 1 to Question 7
Personal Decision Making level 2 (5 learning outcomes) QQI descriptor	5 Tasks numbered Task 1 to Task 5	5 Questions numbered Question 1 to Question 5
Shape and Space level 2 (4 learning outcomes) QQI descriptor	4 Tasks numbered Task 1 to Task 4	4 Questions numbered Question 1 to Question 4

Setting Learning Goals level 2 (7 learning outcomes) QQI descriptor	7 Tasks numbered Task 1 to Task 7 (7 learning outcomes)	7 Questions numbered Question 1 to Question 7
-------------------------------------------------------------------------------------------	------------------------------------------------------------	-----------------------------------------------

Application of Number level 3 (12 learning outcomes) QQI descriptor	12 Tasks numbered Task 1 to Task 12 (12 learning outcomes)	12 Questions numbered Question 1.1, 1.2 to Question 12.1 and 12.2
	This course also has 1 portfolio task – to draw 3 maths drawings according to instructions and submit online and via post. *This is the same portfolio task as Maths Portfolio Task 1.	
Personal Effectiveness level 3 (7 learning outcomes) QQI descriptor	7 Tasks numbered Task 1 to Task 7 (7 learning outcomes)	14 Questions numbered Question 1.1, 1.2 to Question 7.1 and 7.2
	This course also has 1 portfolio task – to fill out a form and upload online (see Portfolio section of the course)	
Career Preparation level 3 (9 learning outcomes) QQI descriptor	9 Tasks numbered Task 1 to Task 9 (9 learning outcomes)	18 Questions numbered Question 1.1, 1.2 to Question 9.1 and 9.2
	This course also has 2 portfolio tasks – 1) to upload a CV online and 2) upload online (see Portfolio section of the course)	
Functional maths level 3 (20 learning outcomes) QQI descriptor	20 Tasks in 2 sections Numbers: Task 1 to Task 11 Algebra: Task 12 to Task 20	40 Questions in 2 End tests Number: Question 1.1, 1.2 to 11.1 and 11.2 Algebra: Question 1.1, 1.2 to 9.1 and 9.2
Maths level 3 (21 learning outcomes in 5 sections) QQI descriptor	21 Tasks in 5 sections Number: Task 1 to Task 5 Measurement: Task 6 to Task 11 Algebra: Task 12 to Task 14 Data: Task 15 to Task 18 Problem solving: Task 19 to Task 21 (21 learning outcomes in 5 sections)	42 Questions in 5 End tests Number: Question 1.1, 1.2 to 5.1 and 5.2 Measurement: Question 1.1, 1.2 to 6.1 and 6.2 Algebra: Question 1.1, 1.2 to 3.1 and 3.2 Data: Question 1.1, 1.2 to 4.1 and 4.2 Problem solving: Question 1.1, 1.2 to 3.1 and 3.2
This course also has 3 portfolio tasks – 1) to submit maths drawings online and via post and 2) a form to upload online and 3) a data survey to upload online (see Portfolio section of the course)		

Communications level 3 (14 learning outcomes in 3 sections) QQI descriptor	14 Tasks in 3 sections Reading: Task 1 to Task 4 Writing: Task 5 to Task 7 Personal skills: Task 8 to Task 14 (14 learning outcomes in 3 sections)	28 Questions in 3 sections Reading: Question 1.1, 1.2 to 4.1 and 4.2 Writing: Question 1.1, 1.2 to 3.1 and 3.2 Personal skills: Question 1.1, 1.2 to 7.1 and 7.2 (14 learning outcomes in 3 sections)
	This course also has 3 portfolio tasks – 1) file upload 2) phone call 3) online chat (see Portfolio section of the course)	
Internet Skills level 3 10 learning outcomes QQI descriptor	10 Tasks numbered Task 1 to Task 10	20 Questions numbered Question 1.1, 1.2 to Question 10.1 and 10.2
	This course also has 2 portfolio tasks – 1) screen grab file upload 2) email (see Portfolio section of the course)	
Computer literacy level 3 (9 learning outcomes) QQI descriptor	9 Tasks numbered Task 1 to Task 9	18 Questions numbered Question 1.1, 1.2 to Question 9.1 and 9.2
	This course also has 2 portfolio tasks – 1) create a word processing document and upload 2) file upload from a workspace review (see Portfolio section of the course)	
Digital media level 3 (10 learning outcomes) QQI descriptor	10 Tasks numbered Task 1 to Task 10	20 Questions numbered Question 1.1, 1.2 to Question 10.1 and 10.2
	This course also has 4 portfolio tasks – 1) to take screen grabs and upload in a word processing document 2) to send a text 3) to upload photos and 4) to upload 2 short videos (see Portfolio section of the course)	
Self Advocacy level 3 (8 learning outcomes) QQI descriptor	10 Tasks numbered Task 1 to Task 10	20 Questions numbered Question 1.1, 1.2 to Question 10.1 and 10.2
Personal and interpersonal skills level 3 (8 learning outcomes) QQI descriptor	8 Tasks numbered Task 1 to Task 8	16 Questions numbered Question 1.1, 1.2 to Question 8.1 and 8.2
	This course also has 2 portfolio tasks – 1) to fill out a form personal profile and upload and 2) to fill out a form about networks/relationships and upload (see Portfolio section of the course)	



4.7 Supporting with portfolio work

1. The learner's portfolio is always visible at the end of a block of lessons, for example Career Preparation below.

The screenshot displays a user interface for a learner's portfolio. It features three purple header bars at the top, each with a title on the left and a completion status on the right. The first bar is 'Lesson 9 - Joining the workplace' with 'Completed 15/15'. The second bar is 'End test' with 'Completed 20/20'. The third bar is 'Portfolio' with 'Completed 2/3'. Below the 'Portfolio' bar is a white content area. At the top of this area is a blue button labeled 'Launch Unit'. Below the button is a list of items, each preceded by a globe icon. The first item is 'Instructions'. The second item is 'Task 1 CV information file upload' followed by a checkmark. The third item is 'Task 2 Mock interview' followed by a checkmark.

Item	Status
Lesson 9 - Joining the workplace	Completed 15/15
End test	Completed 20/20
Portfolio	Completed 2/3
Launch Unit	
Instructions	
Task 1 CV information file upload	✓
Task 2 Mock interview	✓

2. As a tutor, it is a good idea to familiarise yourself with the portfolio tasks so that you can **support learners when it is time to submit**. Portfolio work will be corrected by NALA tutors **however End tests must be successfully completed first, see section 3.2** on how to monitor progress as a tutor.

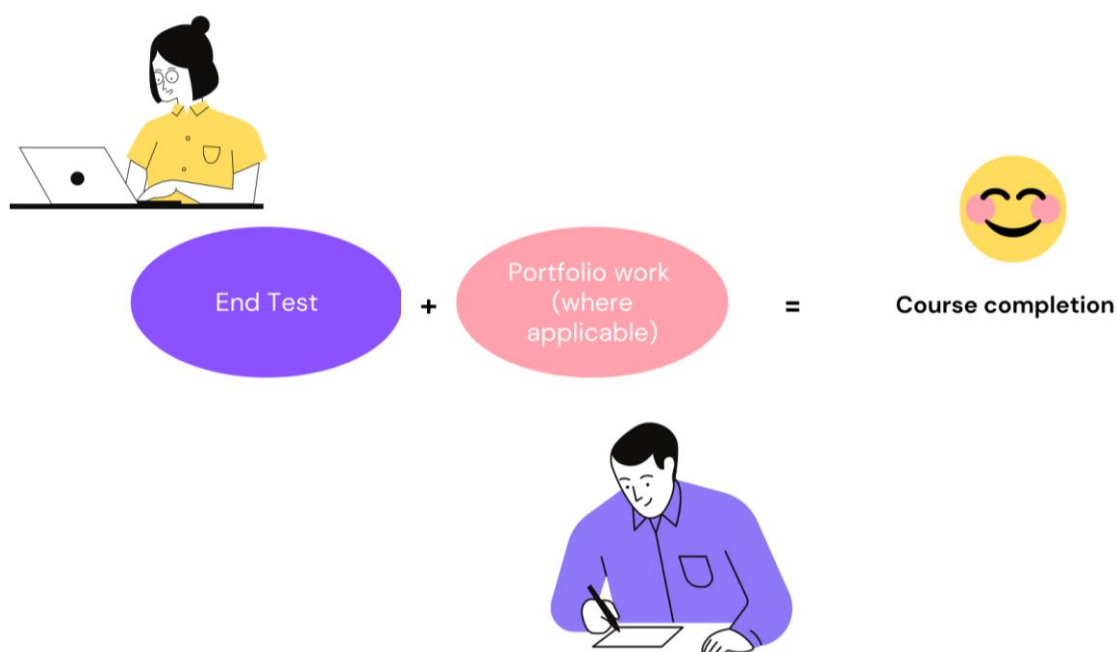


Figure 1 QQI Submission Requirements

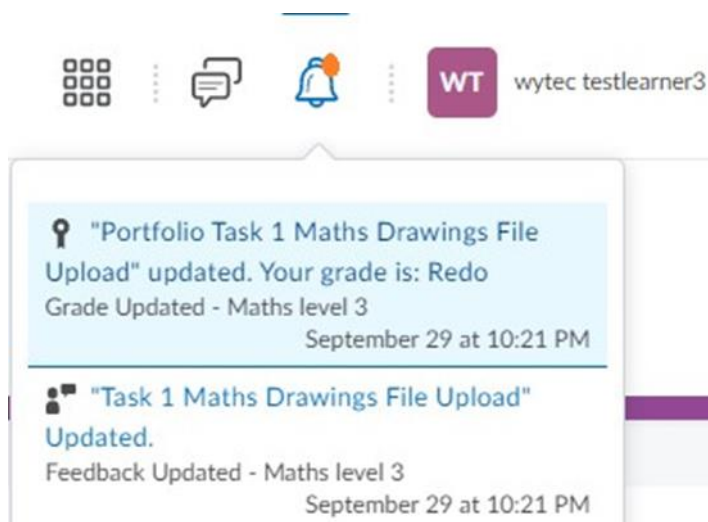
3. As a centre tutor, it is your responsibility to check portfolio work to make sure that the learner practices and submits their best work. **Please check that it meets criteria before submission. Please review the [NALA Quality Assurance Manual](#) for further information.**

This means that for:

- a) Any courses with forms or written submissions, learners should write full sentences, using correct punctuation, spelling and grammar.
- b) Maths drawings at level 3 have been submitted online and by post, that drawings are accurately measured, have measurements and angles marked in and ideally submitted on graph paper.
- c) The Career preparation mock interview, learners listen to the questions asked, answer with full answers, show interest, give opinions and take part in the conversation. We recommend a 'mock' interview in advance of the scheduled one with NALA to ensure the learner is ready.

If you have any queries about the above, please call us on 1 800 20 20 80.

4. When the learner submits portfolio work they will automatically receive an email saying they have submitted work. They will also see an **orange notification mark beside the bell symbol** when they login to their account.



5. If the learner receives feedback, they will also see this under the **notifications bell as seen above**. Clicking on the feedback brings the learner to a page of grades and they can see their feedback. The learner will either need to Redo or will Pass. If the result is Redo the learner can repeat as many times as needed. If a learner needs to redo the portfolio work, they are directed to seek support from their tutor in their local centre. Please see sample text below for an example of learner feedback.

Hello Mike Smyth,

Thank you for submitting your writing. You need to do a little more work, please talk to your centre tutor and they will explain what more is needed or call our freephone 1800 20 20 80.

Thank you.

Paula O'Connor

NALA Verifier 1800 20 20 80

6. As a tutor you can view if a learner has submitted work or not by clicking on the course in question > **Course Admin** > **Grades** and under Enter Grades you can

search for a learner and scroll across to the last grade items in the list which are always the portfolio items:

Last Name ▲, First Name	Question 3.2 Problem Solving ▼	Portfolio Task 1 Maths Drawings File Upload ▼	Portfolio Task 2 Measurement File Upload ▼
Not done yet ▼	Redo	Not done yet	Redo
Not done yet ▼	Redo	Not done yet	Redo

If portfolio work is not done, then the status will be 'Not done yet', otherwise once graded it will either be 'Pass or Redo'. Please note that NALA tutors will give feedback in the feedback box which the learner can view.

If work has been submitted and **not viewed by the NALA tutor** it will appear with a file symbol and an orange dot, if **it has been viewed** then only the file symbol appears. Clicking on the file will bring you to the submission.

 Not done yet	Not done yet
 Not done yet	Not done yet

- Portfolio grades and feedback will also appear under Grades within Class Progress, when you click on a particular learner. As a tutor you can view this feedback by clicking on the course in question then Class Progress, then click on the learner's name and Grades. Look for portfolio grades and click on the arrow for feedback, so you can see feedback given to the learner by a NALA verifier:

Graded Items ▼

Portfolio Personal Effectiveness

▼ Feedback

Well done. You have passed.

Pass

Last Modified: Mar 3, 2021 2:09 PM



4.8 How do I use Learn with NALA for blended learning?

1. On Learn with NALA, learners can dip in and out of each of the lessons by clicking on the lesson. By clicking on a lesson block in the lesson page, all the activities in the lesson become visible.

Section 1 Reading Completed 0/47 ▼

Launch Unit

Lesson 1 - Skimming and scanning 0/10 ▼

Launch Lesson

- Start Here
- 1. Skimming and scanning
- 2. Definitions of scanning and skimming
- 3. Scanning text
- 4. Skimming text
- 5. Reading different materials
- 6. Skimming a recipe
- 7. Scanning for specific information
- 8. Scanning and skimming activities

2. You can direct a learner to particular content by telling them what activities to go to. Remember each lesson maps to a learning outcome from a QQI award. For example,

in the course Personal Decision Making Level 2, Lesson 1 maps to the QQI outcome PDM1 'Explore possible influences on decision making'. You can search for QQI award descriptors using the [QSearch on the QQI site](#). They are also linked in the course descriptor for all our courses on the '[Online courses](#)' page on the Learn with NALA website.

3. We recommend that you become familiar with the content, by following a course through your tutor account. You will have access to all of the courses on your tutor account. We ask that you do not make a test learner account for yourself as this impacts the accuracy of our reporting as well as the costs of maintaining the virtual learning environment (VLE).

5. Frequently Asked Questions

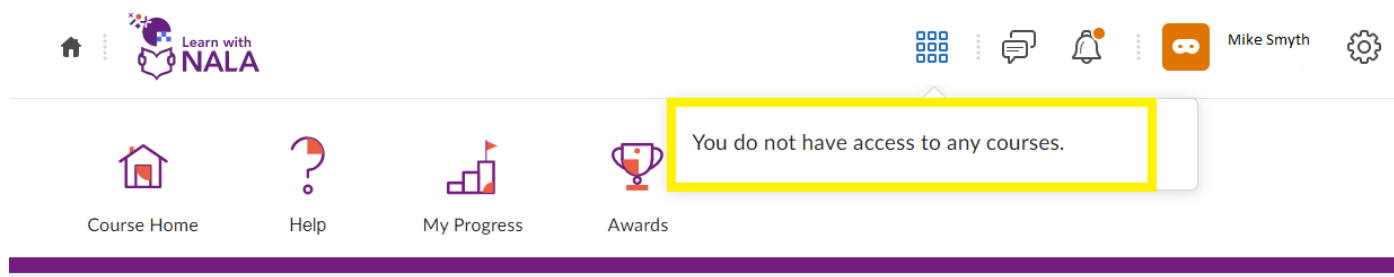
5.1 General queries

1. I don't see anything under Content

If you click on a course and then Content and you see a blank screen, it may be because you are using an older version of a browser. Make sure you are using the latest version of Google Chrome, Firefox, Microsoft Edge, Apple Safari. See [D2L Browser support](#) more information.

In some centres you may need to log into a Virtual Private Network (VPN) and from there open a browser. Check with your IT department if a particular setup is affecting Learn with NALA content.

2. I don't see any courses for my learner



Your learner has an account but has not registered for courses.

- The learner can go to <https://www.learnwithnala.ie/> and click on **Explore Courses**.
- Click on **Register now** beside a course of interest.
- Then click on **Log in** under Existing user.
- The learner types in their username and password. They will then be registered on that course. [See section 2.2 for more](#).

3. Learners are sharing a computer and information is appearing from the last user, how can I clear this?

Google Chrome and other internet browsers try to be helpful to keep information but this is not useful if multiple learners are using the same computer. For example, when filling out the address field below:



You need to set your browser up to clear cookies and site data and turn off autofill each time it is closed.

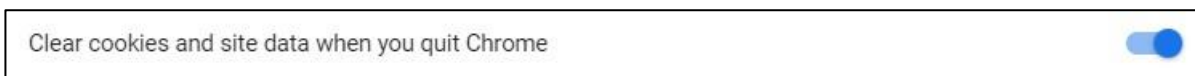


For example, in Google Chrome click on the icon in the top right-hand corner. Then scroll down to Settings.

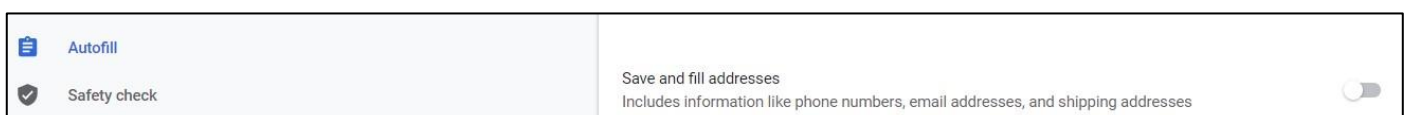
Click on **Privacy and security** and then **Cookies and other site data**.



and move the switch across under **Clear cookies and site data when you quit Chrome** so it is 'on'



Repeat for **Autofill** and under Addresses and more go to **Save and fill addresses** move the switch across so it is 'off'



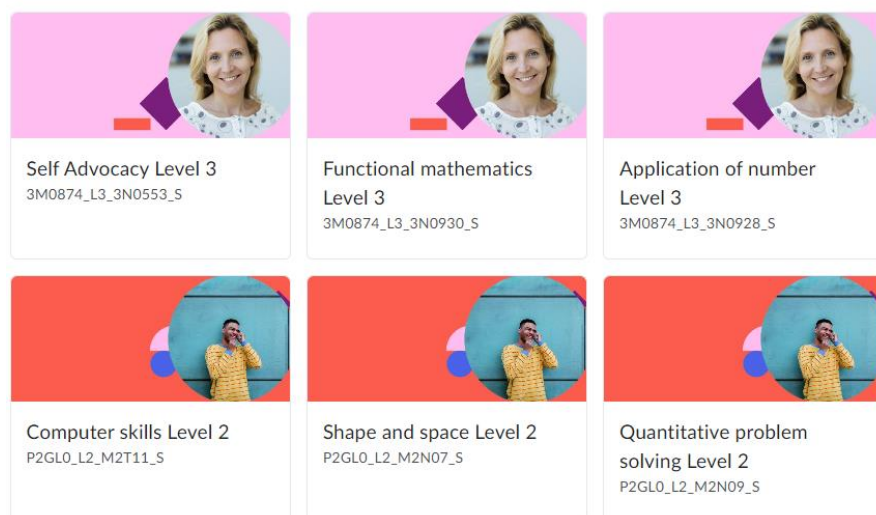
Then close the browser. The next time it is opened, personal information from other users will not be shown.

Your IT department could also install an extension to clear this information.

4. I don't see any courses for my tutor account

You should be automatically enrolled into courses. They will appear under **My Courses > All**. If a course doesn't appear for you please contact NALA and we will check this for you.

My Courses



5. I don't see my centre logo

Make sure you are using the latest version of your internet browser (for example, the latest version of Chrome or Edge) close the browser and open again.


If you or a learner don't see a logo for your centre when you log in, please contact learn@nala.ie

6. I've noticed an issue/something isn't working on the website. How do I let NALA know?

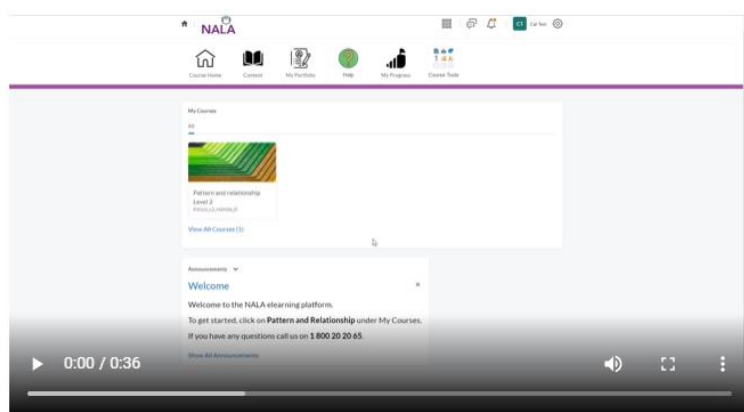
On your tutor homepage, on the right-hand side you will notice a box that says "report an issue". You can click on the online form link to report an issue directly to the NALA team.

Welcome ▾

Welcome to the NALA elearning platform.

The video below will explain how to get started. Click on the square symbol  to make the video bigger, and again to make the video smaller.

If you have any questions call us on **1 800 20 20 65**.



Need Help? ▾



Get support over the phone, book a session with one of our tutors or request extra materials in the post.

Freephone: 1800 20 20 65

Freetext: 'LEARN' to 50050

Email: freephone@nala.ie

Report an issue ▾

Use this [online form](#) to report an issue to the Learn with NALA team.

5.2 Learner course queries

1. The End Test hasn't appeared for my learner

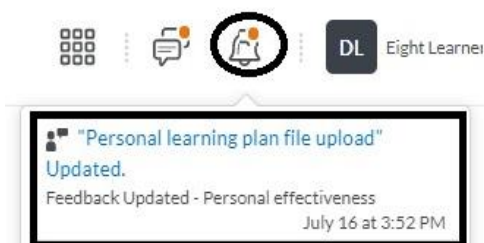
The End Test for our level 2 and 3 courses only appears if the learner has completed all the learning outcomes for the course. Check learner progress and make sure that the learner has completed every lesson. If you are using the "What do I already know?" Recognition of Prior Learning, check that the learner has completed the lessons based on incorrect tasks.

! There can be a slight delay in the End Test appearing. We recommend to logout and login again after 5 minutes and the End Test should appear. If the End Test still hasn't appeared, please contact **1 800 20 20 80** or email learn@nala.ie.

2. My learner has submitted portfolio work. What happens next?

A NALA tutor will correct learner work in due course and submit and publish feedback in the portfolio area. Please note there is a large volume of submissions to review and NALA tutors may take several weeks to review.

When the learner logs in, they will see a notification as an **orange dot beside the bell symbol**. If the learner clicks on the bell, then they will see a **notification** about portfolio feedback once done:



If the learner then clicks on the notification itself they will see the feedback:

[Assignments](#) > [View Feedback](#)

Feedback for Personal learning plan file upload

Submission Feedback

Overall Feedback

Well done you Dochas Learner 8.
You have passed.

Score

14 / 14 - Pass

Feedback Date

Jul 16, 2020 3:52 PM

Assignment


Personal learning plan file upload

As a tutor, you can go to Class Progress > select the learner and go to Grades. Look for portfolio grades and click on the arrow for feedback, so you can see feedback given to the learner by a NALA tutor/verifier:

Class Progress

[Settings](#) [Help](#)

Filter to: [Involve Youth Project Navan](#)

Name	Logins	Content Visited	Grades	Checklist
 Learner, Involve Test	No logins	<div><div></div></div> 33 % Visited: 104 / 319	<div><div></div></div> Unsuccessful	No checklist items

3. Does my learner have to 'apply' to do an award?

No. Once the learner has created an account, and successfully completed assessments and where applicable portfolio work, then NALA will carry out internal verification and external authentication on that learner's work.

If everything is correct, then NALA will **automatically** forward the learner for a QQI award in that course. If we don't have up-to-date information for the learner (for example, a PPS number) we cannot proceed. In this instance, we will attempt to make contact with your centre to clarify the correct information. QQI certificates are be dispatched to centres as soon as possible after NALA receives them.

4. I'm checking progress for a learner and the learner has not passed tasks and it says 'Go To Lesson', what does this mean?

Tasks are activities in the block 'What do I already know'.

This is an initial assessment or Recognition of Prior Learning (RPL).

The result of Tasks can be seen by clicking on course > Course Admin > Class Progress > Grades.

If the task has not be passed, the result will be **Go to Lesson**, indicating that the learner must go to that Lesson. The learner must click on Content and then click on the lesson, there is no hyperlink to the lesson.

Progress Summary


[Print](#)[Help](#)

Grades

Current Grade

Unsuccessful



Grades Received: 14		
Task 14 Communications Level 3	100 / 100 Pass	
▶ Feedback	Last Modified: Nov 29, 2021 10:41 PM	
Task 13 Communications Level 3	66.67 / 100 Go to Lesson	
▶ Feedback	Last Modified: Nov 29, 2021 10:39 PM	
Task 12 Communications Level 3	100 / 100 Pass	
▶ Feedback	Last Modified: Nov 29, 2021 10:36 PM	

Note: you must click this drop-down arrow to see grades.

In the example above, the learner has not got Task 12 correct and must do Lesson 12. The task cannot be repeated and the status will never change.

If a Task **doesn't appear in the list above then the learner has not attempted the Task.** The learner must click on the block 'What do I already know', go to Start here and then do the tasks. The tasks will then disappear from 'What do I already know' once attempted. Alternatively, a learner can go through lessons. The End Test will only appear once one of three paths has been done see Figure 2 Pathways to course completion.

5. The learner has done all the lessons but task grades still say 'Go to Lesson' in My Progress. Will this affect the learner's overall result?

No. The status for tasks will stay 'Go to Lesson' and the task will stay as not passed. The initial assessment tasks can't be repeated but they won't affect the overall grade. The tasks in the first block 'What do I already know' act as Recognition of Prior Learning (RPL), where the learner can apply their existing skills and knowledge to skip content if they want.

6. My learner has done the End test but the status for the learner is 'Unsuccessful', what has gone wrong?

Check to ensure that all Questions have been passed. Every learning outcome/lesson will have one question at Level 2 and two questions at Level 3. For example, in Maths, and Data, the fourth learning outcome, should look like this:

Question 4.2 Data	100 / 100 Pass
▶ Feedback	Last Modified: Sep 30, 2020 2:49 PM
Question 4.1 Data	100 / 100 Pass
▶ Feedback	Last Modified: Sep 30, 2020 2:48 PM

The tutor can check if all items have been attempted by logging into their account, finding the relevant course and going to Course Admin>Grades. Find the learner's name and scroll across to Questions. All items called questions are End Test questions. See example below where the learner has not passed the End Test question 1.1 and 1.2 and can "Redo".

Question 5.1 Number ▼	Question 5.2 Number ▼	Question 1.1 Measurement ▼	Question 1.2 Measurement ▼
Pass	Pass	Redo	Redo

On the learner's account, they can go to **Content**, then **End test** and complete the **questions that were marked “redo”**.

! Ticks may appear on the lessons screen which only shows that pages have been visited but questions have not necessarily been attempted. We recommend learners to go to My Progress and check their results or for tutors to go to Class Progress or Grades to check results. For questions please call us on 1 800 20 20 80 or email learn@nala.ie.

7. My learner has done the End test, all questions are listed and everything says 'Pass' but the status for the learner is still 'Unsuccessful', what has gone wrong?

If all questions have been successful passed in the End Test, then that particular course may have portfolio work which has to be either:

- a) submitted or
- b) if submitted, graded and repeated if necessary until the quality is 'pass'.

You can click on the course > Course Admin > Class Progress > learner name > Grades to see if there is a grade for the portfolio tasks, for example Maths at Level 3 has 3 portfolio tasks.

8. In Maths there seems to be more than one End test, is this correct?

Yes. Maths and Communications at Level 3 have more than one End test, due to the QQI learning outcomes being grouped into sections. For Maths there are 5 End tests which map to the Maths Level 3 QQI learning outcomes and in Communications there are 3 End tests which map to the **Communications Level 3 QQI learning outcomes**.

Learners must pass all End tests to successfully complete the course, along with portfolio work.

The End tests must be completed first before portfolio work is submitted for review.

Note, the End tests can be done out of sequence and will only appear when either their respective tasks or lessons have been successfully completed. For example, the Algebra End test will appear only if Tasks 12, 13 and 14 are correct, or Lessons 12, 13 and 14 have been completed or a combination of both.

9. If my learner fails the End test, do they need to go back and do lessons again? Do they need to do the whole End test again?

The learner does not need to repeat any lessons. They can check My progress, view the Grades dropdown and only repeat the questions in the End Test that are listed as Redo.

Question 7.1 Self Advocacy	100 / 100 Pass
▶ Feedback	Last Modified: Aug 22, 2022 4:39 PM
Question 6.2 Self Advocacy	100 / 100 Pass
▶ Feedback	Last Modified: Aug 22, 2022 4:39 PM
Question 6.1 Self Advocacy	80 / 100 Redo
▶ Feedback	Last Modified: Aug 22, 2022 4:38 PM
Question 5.2 Self Advocacy	66.67 / 100 Redo
▶ Feedback	Last Modified: Aug 22, 2022 4:37 PM

10. Do I have to enter grades for my learner?


No. The system will automatically enter grades for each Task and Question attempted in the blocks 'What do I already know', and End test(s).

NALA tutors will grade portfolio work. We do recommend however that you check portfolio work with your learners before your learners submit work.

5.3 Learner account queries

1. My learner has forgotten their password. How can this be obtained?

Go to <https://learn.nala.ie/d2i/login> and click on Forgot your password. The learner should type in their username. Call us on **Freephone 1 800 20 20 80** if you need help.



Username *

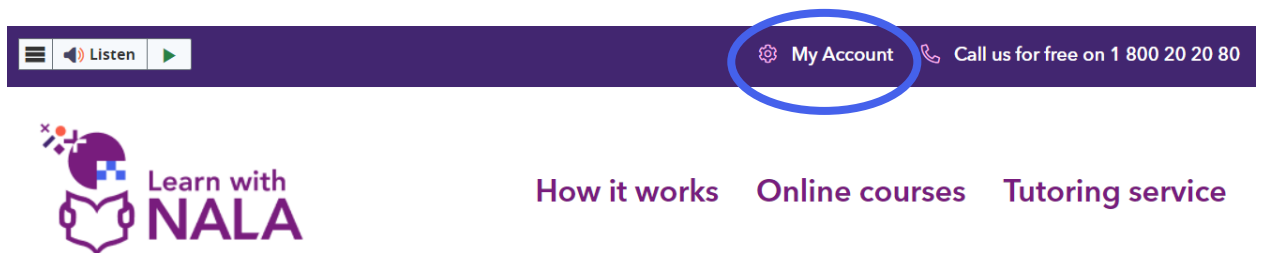
Password *

Log In

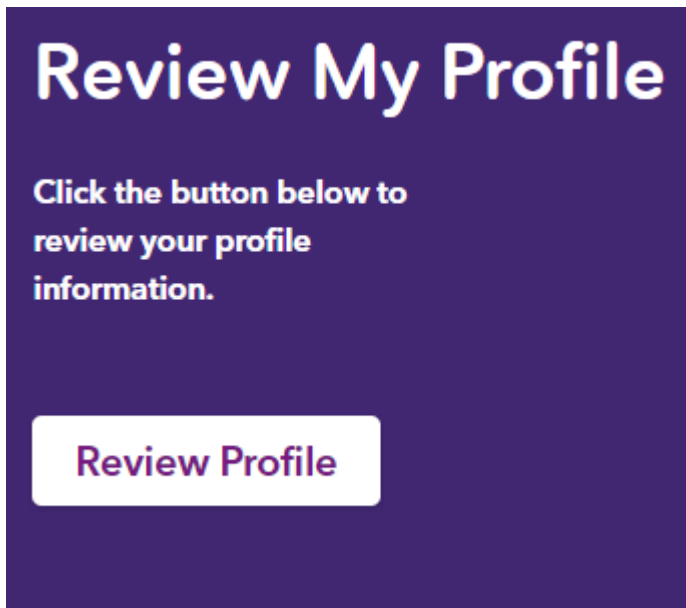
[Forgot your password?](#)

2. My learner has a new email address. Can they update their details?

- Yes. Learners can go to <https://www.learnwithnala.ie/>
- Click on **My account** at the top of the page



- On the next page click on **Login** and the learner enters their username and password.
- Then under **Review My Profile** click on **Review Profile**.



- Then make any changes necessary to the form and **Save**.
- To go back to your courses, go to learn.nala.ie

3. Can my learner pin favourite courses?

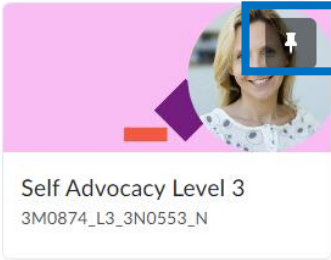
The learner can click on the waffle symbol and click on the pin symbol beside a course of interest.



Then on the home page of the learner's account, under My Courses, a Pinned area is created with all pinned courses. Click on a pin again to 'unpin' from this area.

My Courses

All **Pinned**



A course card with a pink background. It features a circular profile picture of a woman with blonde hair. A blue rectangular box highlights a pin icon in the top right corner of the profile picture. Below the image, the text reads "Self Advocacy Level 3" and "3M0874_L3_3N0553_N".

Self Advocacy Level 3
3M0874_L3_3N0553_N



A course card with a red background. It features a circular profile picture of a man in a yellow jacket. A dark grey rectangular box highlights a pin icon in the top right corner of the profile picture. Below the image, the text reads "Using technology Level 2" and "P2GL0_L2_M2T10_N".

Using technology Level 2
P2GL0_L2_M2T10_N



A course card with a red background. It features a circular profile picture of a man in a yellow jacket. A dark grey rectangular box highlights a pin icon in the top right corner of the profile picture. Below the image, the text reads "Writing Level 2" and "P2GL0_L2_M2C02_N".

Writing Level 2
P2GL0_L2_M2C02_N



A course card with a red background. It features a circular profile picture of a man in a yellow jacket. A dark grey rectangular box highlights a pin icon in the top right corner of the profile picture. Below the image, the text reads "Reading Level 2" and "P2GL0_L2_M2C01_N".

Reading Level 2
P2GL0_L2_M2C01_N



6. QAI information

6.1 Are NALA courses QAI affiliated?

NALA offers QAI awards for our Level 2 and 3 courses and NALA certificates for Level 1 and Preparing for Level 3 courses.

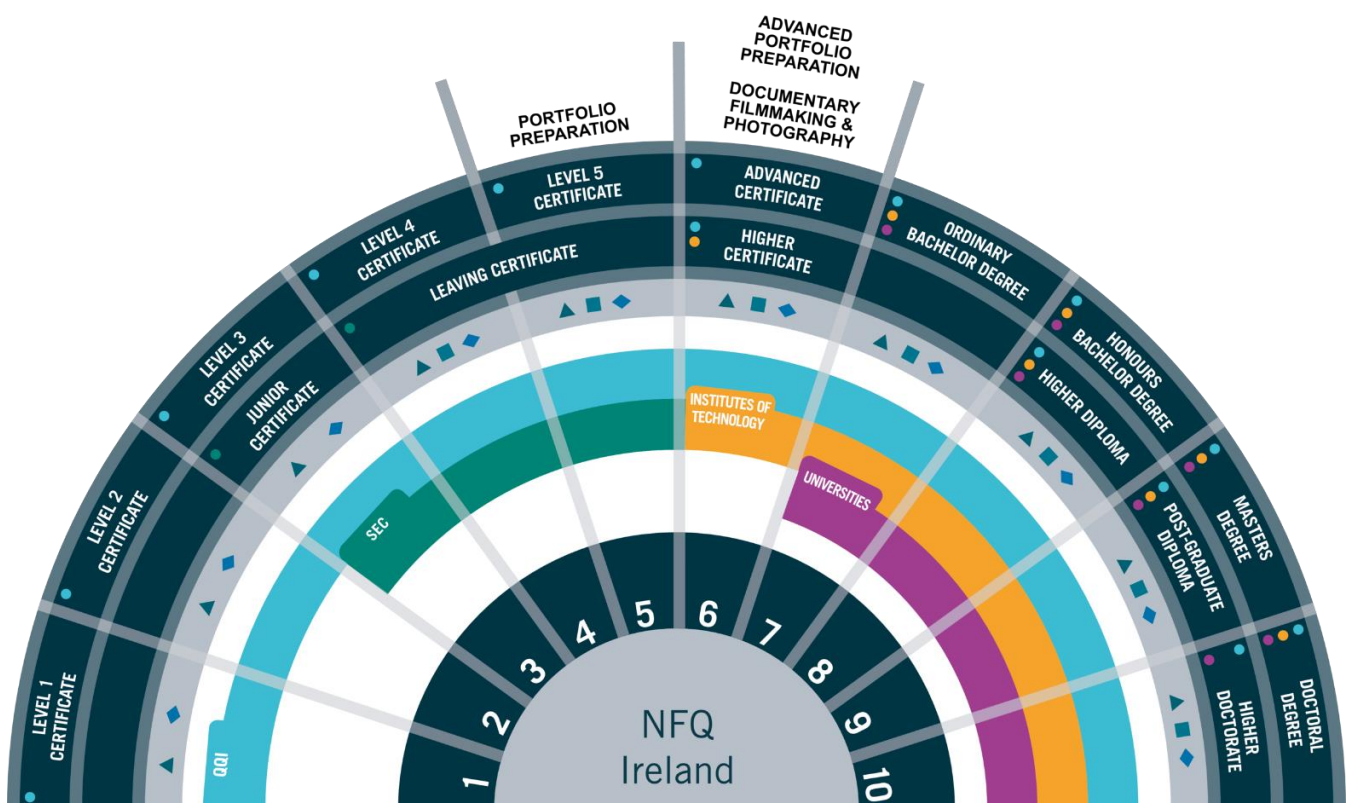


- Level 2
- Level 3



- Level 1
- Preparing for Level 3

You can refer to [QAI's National Framework of Qualifications](#) to understand more about the levels.



6.2 How can learners get QQI certification?

Courses are structured with blocks of content that map to QQI learning outcomes.

The page below is the lessons page with learners starting at the top and working their way to the bottom.

What Do I already Know?	Completed 2/3 ▶
Lesson 1 - Turning computers on and off	Completed 10/10 ▶
Lesson 2 - Using keyboards	Completed 3/11 ▶
Lesson 3 - Introducing software	Completed 14/15 ▶
Lesson 4 - Using symbols	Completed 0/11 ▶
Lesson 5 - Introducing the internet	Completed 0/11 ▶

The goal is to see and complete an End Test, and where applicable, complete Portfolio work, successfully. The image below shows how to progress through a course on Learn with NALA.

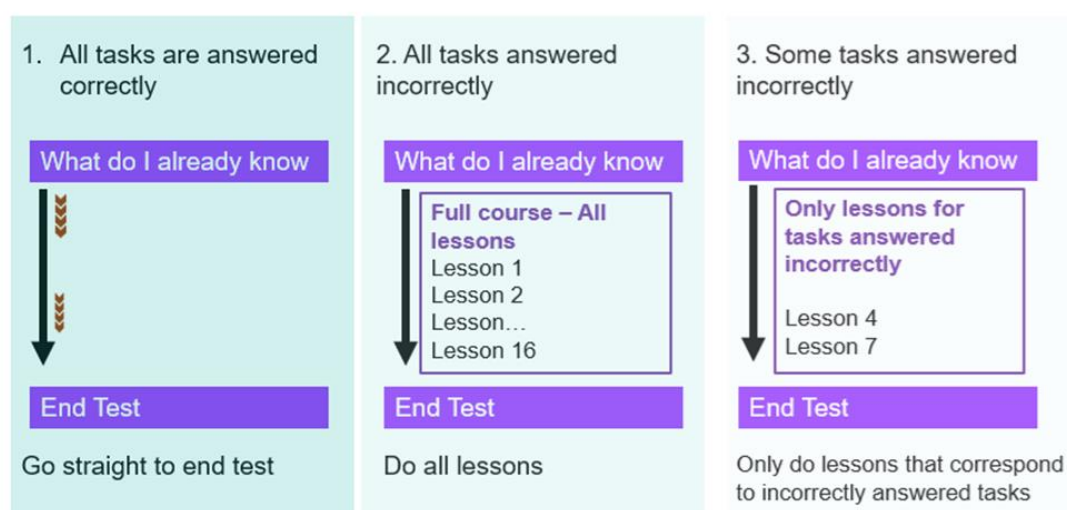


Figure 2 Pathways to course completion

- Learners can start by clicking on the first block called 'What do I already know'. This is an **initial assessment** to test learner skills. If learners have prior knowledge and complete every task in the assessment successfully, then the **summative assessment** called End Test will appear as shown below.
- Alternatively, learners can also complete all of the lessons and the end test will appear (See: Block 2 in the middle of Figure 2 Pathways to Course Completion) If the learner successfully completes the End Test and where applicable, Portfolio work, then they have completed all the work necessary for a QQI award.

What Do I already Know?	Completed 2/2 ▶
Lesson 1 - Meaning of self advocacy	Completed 16/16 ▶
Lesson 2 - Values and beliefs	Completed 17/17 ▶
Lesson 3 - Rights for minorities	Completed 0/15 ▶
Lesson 4 - Support organisations	Completed 0/15 ▶
Lesson 5 - Awareness of self	Completed 0/15 ▶
Lesson 6 - Effective communication	Completed 0/15 ▶
Lesson 7 - Self advocacy methodologies	Completed 0/15 ▶
Lesson 8 - Evaluating performance	Completed 0/15 ▶
End Test	Completed 13/18 ▶

- If the learner gets all tasks wrong in the initial assessment 'What do I already know' then they can complete **all** lessons to get the End Test to appear.
- If the learner gets some of the tasks wrong in the initial assessment 'What do I already know' then **they only need to complete corresponding lessons for the End test** to appear. For example, progress for the learner below shows that they have passed all task items, except Task 1. The notification **Go to Lesson** appears.

This means that the learner needs to complete Lesson 1 and only Lesson 1 and the End Test will appear. Please note that the learner must click into **Content** and **then click on Lesson 1**. The status for the grade Task 1 **will never change, it will remain as Go to Lesson**, but as long as the learner completes Lesson 1, then in this case the End Test will appear.

Task 5 Reading L2	100 / 100 Pass
▸ Feedback	Last Modified: Jun 12, 2020 4:58 PM
Task 4 Reading L2	100 / 100 Pass
▸ Feedback	Last Modified: Jun 12, 2020 4:58 PM
Task 3 Reading L2	100 / 100 Pass
▸ Feedback	Last Modified: Jun 12, 2020 4:58 PM
Task 2 Reading L2	100 / 100 Pass
▸ Feedback	Last Modified: Jun 12, 2020 4:58 PM
Task 1 Reading L2	66.67 / 100 Go to Lesson
▸ Feedback	Last Modified: Jun 12, 2020 4:57 PM

- How to view learner progress is shown in the section **4.1 How can I get started on Learn with NALA as a tutor?**
- If the learner gets some of the tasks wrong in the summative assessment 'End test' then they only need to retake the questions they got wrong. This is seen in the results as **Redo**. For example, in the results below, the learner only needs to redo Question 5 and Question 2

Question 6 Quantity and Number L2	16.67 / 100 Pass
▶ Feedback	Last Modified: Jul 2, 2020 5:11 PM
Question 5 Quantity and Number L2	0 / 100 Redo
▶ Feedback	Last Modified: Jul 2, 2020 5:11 PM
Question 4 Quantity and Number L2	0 / 100 Pass
▶ Feedback	Last Modified: Jul 2, 2020 5:11 PM
Question 3 Quantity and Number L2	22.22 / 100 Pass
▶ Feedback	Last Modified: Jul 2, 2020 5:11 PM
Question 2 Quantity and Number L2	0 / 100 Redo
▶ Feedback	Last Modified: Jul 2, 2020 5:10 PM
Question 1 Quantity and Number L2	75 / 100 Pass
▶ Feedback	Last Modified: Jul 2, 2020 5:10 PM

- All Questions in the End Test must be listed here. At Level 2 there is 1 question for every lesson/learning outcome, but at Level 3 there are 2 questions for every lesson/learning outcome, for example Maths results for the last question in Data will look like this:

Question 4.2 Data	100 / 100 Pass
▶ Feedback	Last Modified: Sep 30, 2020 2:49 PM
Question 4.1 Data	100 / 100 Pass
▶ Feedback	Last Modified: Sep 30, 2020 2:48 PM

- The learner can attempt a question as many times as needed, and only the **highest grade** is held. As soon as the learner gets the highest possible grade that is 100% in any question, then the learner has successfully passed that question.

Note – most courses at Level 3 and Writing and Listening and Speaking at Level 2 also have portfolio work. Portfolio work will only be verified upon successful completion of End tests. See section 2.5 for more details.

- When a learner has successfully completed all work, NALA will check the work as part of an internal verification and external authentication process. These processes or 'rounds' happen twice a year typically in May and November. In 2023, the first of verification will happen in May, the next in November. If there is any concern about

learner work, then NALA will contact the centre tutor. Once successfully validated, learner results will be submitted by NALA to QQI on behalf of the learner, and certifications will be distributed to centres.

6.3 How can my learner get a major award at Level 2?

Learners can sign up for a bundle like Level 3 Certificate in General Learning available on the [courses home page](#) and complete all those courses, or learners can use a combination of courses to get a major award. Once learners have completed the necessary minor awards, they will **automatically receive a major award** which NALA will post to centres along with certificates for the minor awards.

To get a Level 2 Major award in General Learning, a learner must achieve **30 credits**. This can be achieved through a combination of courses but must include:

Code	Title	NFQ Level	Credit Value
A minimum credit value of 5 from the following component(s)			
M2C01	Reading	2	5
M2C02	Writing	2	5
M2C03	Listening and Speaking	2	5
A minimum credit value of 5 from the following component(s)			
M2N05	Quantity and Number	2	10
M2N06	Pattern and Relationship	2	5
M2N07	Shape and Space	2	5
M2N08	Data Handling	2	5
M2N09	Quantitative Problem Solving	2	5
The remaining credit value of 20 can be obtained by using vocationally relevant component(s) from level 2. A maximum of 5 credits may be used from either level 1 or level 3.			

See <https://qsearch.qqi.ie/WebPart/AwardDetails?awardCode=P2GL0>

Each of the component courses (for example, Reading, Writing, Listening and Speaking) are available on Learn with NALA. Other awards can be achieved outside of Learn with NALA in a centre. The QQI database will add up all the credits.

Other awards available on Learn with NALA have credits as follows:

Setting Learning Goals 5 credits

Personal Decision Making 5 credits

Using Technology 5 credits

These can be used towards getting 30 credits for the major award.

6.4 How can my learner get a major award at Level 3?

To get a Level 3 Major award such as **General Learning**, a learner must achieve **60 credits**. This can be achieved through a combination of courses but must include:

Code	Title	NFQ Level	Credit Value
All of the following component(s)			
3N0880	Communications	3	10
A minimum credit value of 10 from the following component(s)			
3N0564	Personal and Interpersonal Skills	3	10
3N0565	Personal Effectiveness	3	10
A minimum credit value of 10 from the following component(s)			
3N0928	Application of Number	3	5
3N0929	Mathematics	3	10
3N0930	Functional Mathematics	3	5
A minimum credit value of 10 from the following component(s)			
3N0542	Spreadsheets	3	10
3N0550	Database	3	10
3N0551	Desktop Publishing	3	10
3N0588	Word Processing	3	10
3N0881	Computer Literacy	3	10

See <https://qsearch.qqi.ie/WebPart/AwardDetails?awardCode=3M0874>

Each of the component courses (for example: Communications, Personal and Interpersonal Skills, Personal Effectiveness, Mathematics, Computer Literacy) are available on Learn with NALA. Other awards can be achieved outside of Learn with NALA in a centre. The QQI database will add up all the credits.

Other awards available on Learn with NALA have credits as follows:

Career Preparation	10 credits
Digital Media	10 credits
Internet Skills	10 credits

These can be used towards getting 60 credits for the major award.

See also requirements for [Level 3 Major award in Information and Communication Technologies](#) and [Level 3 Major award in Employability Skills](#)



Video Resources

For Centre Tutors

1. [Webinar How to get started with Learn with NALA as a centre tutor](#) – how to create an account for a learner, register the learner for a course and start a course
2. [Webinar Using Learn with NALA as a Blended Learning Tool](#) – how to use Learn with NALA as a tool for blended learning in the classroom
3. [Portfolio work and QQI standards for tutors](#) – a webinar on portfolio requirements for Listening and Speaking, and Writing at Level 3, plus Career Preparation, Maths and Personal Effectiveness at Level 3
4. [Learn with NALA webinar Top 5 questions asked in 2020](#) – a webinar on the most common questions in 2020: how to update learner details, how does a learner get through a course, if a learner has failed Tasks or Questions how can they repeat, how can I support learners with portfolio work, what are the next courses coming online and how to enrol a learner

For Learners

- [Getting started with Learn with NALA YouTube Playlist](#) – a video guide with 12 videos about getting started on Learn with NALA. The playlist includes:
 - [Learn with NALA | Introduction](#) – an introduction to getting started with Learn with NALA
 - [Learn with NALA | Course Guide](#) - a guide to the different types of courses and certificates available on Learn with NALA.
 - [Learn with NALA | Level Guide](#) – reviews the different levels of courses learners can choose from.
 - [How do I sign up for Learn with NALA in a centre](#) – a guide for centre learners about using the learner link to create an account.

The National Adult Literacy Agency (NALA) is a charity and membership based organisation. We work to support adults with unmet literacy, numeracy and digital literacy needs to take part fully in society and to have access to learning opportunities that meet their needs. NALA does this by raising awareness of the importance of literacy, doing research and sharing good practice, providing online learning courses, providing a tutoring service and by lobbying for further investment to improve adult literacy, numeracy and digital literacy skills.

National Adult Literacy Agency (NALA)

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Charity Number: 8506

Company Number: 342807



Rialtas na hÉireann
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