cognassist

Cognassist Tutor Workbook

Updated January 2024

Contents

cognassist

Support Process

Assessment

To establish an accurate starting point.

Conversation with your learner

To discuss the outcome of the assessment.

To introduce the support programme.

Monitor Engagement

To monitor learners' engagement.

Support Session

To discuss learner support.

To provide evidence of support provided.

cognassist

Platform Reference Guide

Welcome to Cognassist

Let's get started.
Would you like to review learner progress or contact your learners?

① Learner progress
Click this launch button to
- see your caseload of learners
- check if learners are **Consider needs assessment, Monitor and Review** or **No Need Identified**
- download assessment reports
- monitor engagement
- download intervention reports
- view support programme content
- add notes as evidence of support

② Contact learners
Click this launch button to
- re-send assessment invitations if the learner is Not Started or In Progress
- send engagement reminders

③ Learners Dropdown Box
- Create Learners

④ Tutor Dropdown Box
- Home
- Learner Progress
- Edit Learners
- Contact learners
- Search Learners
- Task Progress

⑤ Account
- Change your account settings
- Password & Email address

What will my learner need to know before sitting their assessment?

- Complete on a desktop or Laptop.

- Internet Connection – Google Chrome/Safari/Microsoft Edge/Firefox installed on your computer. Internet Explorer will not work..

- Don't use any supportive aids.

- Tasks are timed.

- Instructions screens aren't timed.

- Read Instructions carefully – cannot return to these.

- Please ask learners to add comments about their assessment.

cognassist

How to download the Cognitive Assessment Report

You will receive an email from the platform once your learner

has completed their assessment – Click on View the Report

Basma's
Cognitive diversity report
We're all the same in that we're all unique. This report shows you why your learner thinks and learns the way they do.

The cognitive diversity assessment has identified a potential learning difference...

Hi Tutora 31229, the Cognassist cognitive diversity assessment has identified a potential learning difference for Another V2 10 Learner. Based on their assessment results we recommend considering a needs assessment in relation to the areas of cognition we measure. To access their report, log in to your dashboard to see the details.

Contact them as soon as possible to discuss the result and support them with accessing their first strategy.

View the report

If you have any queries, please contact the customer support team by e-mail at
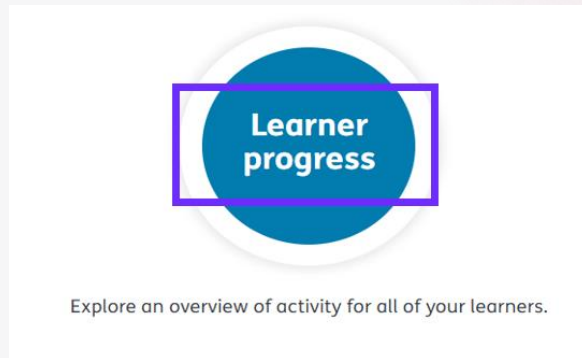support@cognassist.com

You have been sent this e-mail as it has been registered by **Apps and Ed V2 Client** to an account within Cognassist. We will never share your e-mail address or other information with any third parties.

© 2023 Cognassist. All Rights Reserved.

Registered office: Cognassist UK Ltd
c/o RMT Accountants & Business Advisers Ltd, Gosforth Park Avenue, Newcastle Upon Tyne, England, NE12 8EG

cognassist

Head to the Learners Programme Page

To get here click on the Learner Progress button on your home screen, then click on your learners name.

The Assessment Report button is where you can download the report from.

Learner progress

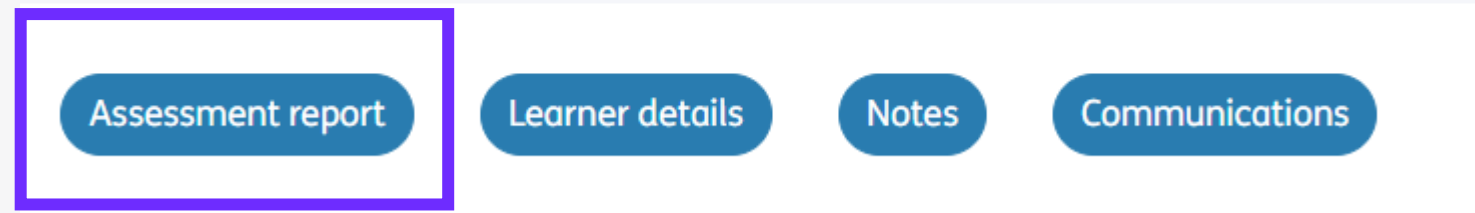Explore an overview of activity for all of your learners.

James Learner's Programme

This is your learner's programme page.

Here you can review the modules they have been assigned and add any notes against e
to review your notes during one-to-one sessions with the learner.

« Return to learner progress overview

Assessment report   Learner details   Notes   Communications

cognassist

You can also see your learners' outcomes in the Assessment Report Column

Learner name	Client Reference	Assessment report	Last logged in	Modules completed Last month | This month		Intervention report
Amaka Igwe	AICA2	**Monitor and review**	Not registered	0/4	0/4	Download
Basma Malik	BLCA2	**No need identified**	-			-
Helen Jones	HLCA2	Assessment Required	-			-
James Learner	JLCA2	**Consider needs assessment**	Not registered	4/4	0/4	Download

4 of 4

Filter: Learner name... Search X Overall status All Results per page 10 Download All Intervention Reports

Monitor and Review
Our system has identified some domains that may require support however we recommend monitoring if this is required.

No Need identified
Our assessment has not identified any areas of cognition that immediately need additional support.

Consider needs assessment
Our system has identified the potential need for additional support in one or more indexes.

cognassist

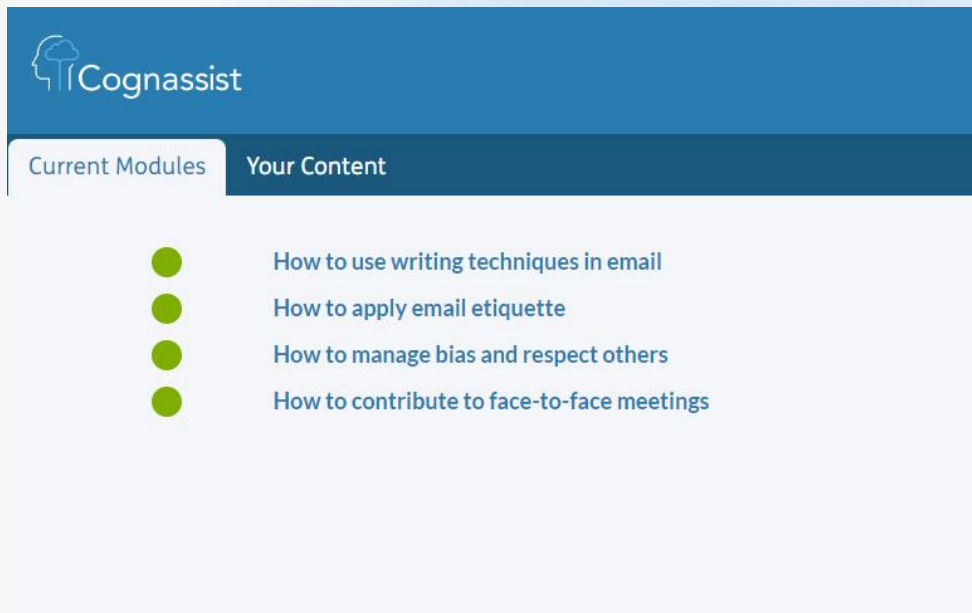# The Conversation with the learner

- To help your learner understand their assessment outcome and what impact it may have on them.

- To ensure your learner knows how and why to access their support programme.

- Complete the first module with the learner.

- Set the expectations.

- Explain the support process.

cognassist

Tips on managing the post-assessment conversation

- Start with a few simple questions – 'How was your experience of the assessment?'

- Explain what it means for the learner to identify in their domain(s).

- Present it as a reflective conversation - a safe environment for the learner to openly discuss their own experiences.

- Keep a positive tone throughout.

- It's not a diagnostic tool and it's not used for job/course suitability.

- We're not questioning the learner's competency.

- The assessment is a tool to find out if and where a learner would benefit from support.

cognassist

Learner Support Programme

- Each month learners will receive four strategy modules accessed through their own platform.

- The modules are tailored to their assessment outcome and their learning level.

- This will occur every month until the end of their course.

Cognassist

| Current Modules | Your Content |

- How to use writing techniques in email
- How to apply email etiquette
- How to manage bias and respect others
- How to contribute to face-to-face meetings

How to monitor progress

- Head to the Learner Progress button on your home page.

- You will see the Modules Completed Last Month | This Month against each of your learners.

Modules completed Last month	This month	
0/4	0/4
1/4	0/4
	4/4
0/4	0/4
4/4	4/4
0/4	0/4
4/4	3/4

cognassist

Cognassist – Flexible Learning Plan

Cognassist's Flexible Learning Plans enable tutors and SEND coordinators to customise a learner's support plan.

Tutors can choose modules that are more relevant for their learners and assign them at a time that suits them.

This feature also allows staff to react to learners' challenges within their learning journey – reducing the level or increasing it can support stretch and challenge but also as a supportive tool.

Cognassist – Flexible Learning Plan

The filter button allows you to filter modules in the upcoming table by two parameters. These are:
- **Category** - a high level container for skills. For example, category of communication contains skills for body language, listening skills, negotiation, influencing, etc.
- **Skills** - a more detailed descriptor for the module which fits under the category.

Current modules - these have already been generated for the month and cannot be changed. They will remain until they have been completed. A learner will only receive FOUR modules each month, but they can access all modules via the all-modules tab on their own account.

To start prioritising modules, you simply drag and drop from the upcoming modules table into the priority modules list on the right-hand side. Once you have started to move modules you will notice the module grays out in the table indicating it is no longer interactable, as you have already allocated this.

Once the module has been dropped into the priority's module list, a number will appear which indicates the order that the modules will appear within the learning plan. This order can be changed at anytime by dragging and dropping them into the right place.

At the start of each month the top four modules in the priority list will be applied to the current modules list. These cannot be changed once they have moved into a current module.

Learn more about this on our Knowledge Base - _Flexible Learning Plan User Guide_

Where do you find the Intervention report?

- Head to the Learner Progress button on your home page

- You will see a column called Intervention Report against each of your learners

- The Intervention Report summaries the learners' support programme, and planned and completed activities.

- It can be used to prepare for support sessions and contains information about the support strategies and guidance for those first sessions.

Intervention report

Download

-

-

Download

Cognassist
Thinking your way

"Your personalised learning journey"

Learner monthly
Intervention report

cognassist

cognassist

How to prepare for a support session using the Intervention Report?

Intervention Report Content

Understanding Reading Decoding

Relevancy to domain

Reading Decoding is a cognitive domain which is required for the practical act of reading. Use this module to better understand what it means if you experience differences in this domain.

Description

Reading Decoding is a cognitive domain which is required for the practical act of reading. Use this module to better understand what it means if you experience differences in this domain.

cognassist

Intervention Report Content

Learning outcomes

Learn what Reading Decoding is. What it means for you. Practical strategies and assistive technologies you can use to overcome any barriers you face because of Reading Decoding differences

Learner's tasks

In this video, the learner was introduced to the Reading Decoding domain. Based on their understanding, the learner will able to identify areas in which they can improve their learning and ways to effectively manage literacy. The learner was given a quick tip to practice reading out loud, especially when given any written instructions for work. The learner understands that reading out loud will greatly improve their ability to carry out these tasks. During the week, the learner was instructed to read aloud any instructions for work and studies, making notes of how this affected the completion of the work or study assignment.

Tutor guidance during session

Review the learner's understanding of their Reading Decoding. Review and discuss the learner's experiences of reading materials aloud before completing an assignment. How effectively did the learner find this strategy?

cognassist

The Support Session

- This 5-stage structure helps you to clearly record the support you have provided and the impact this has had on your learner.

- Remember here, that it is the quality of the note that is important, as this detail may be used should another tutor need to pick up your learner or should your quality team look at the impact of support on your learner and their progress.

Issue

Identify the Issue

Action

What action did we take in the support session

Reasonable adjustment

What adjustment was applied in training?

Impact

What impact did it have on the learner

Next steps

What will we do next?

cognassist

Tips on managing monthly conversations

- Talk through the tutor guidance notes.

- Talk through the relevancy of the strategy.

- Ask how was the strategy tried out?

- How have you adapted your delivery to meet the learner's needs?

- What is the impact on the learner in terms of ability, confidence, skill, work management?

- Will they now embed this adjustment into their routine?

- Change the program level if required.

- If the strategy or adjustment didn't work for the learner, what strategy are they going to move onto next?

cognassist

How to send bulk communications from the platform

- Head to your contact learners button on your home page.

- Select which action you need –
  - Invitation to Assessment
  - Engagement Reminders
  Using the filters available.

- Select which learners or all and click on the Green Button available.

Send to all outstanding

Send

cognassist

Useful links

Knowledge Base

Events

Get in touch

www.cognassist.com

info@cognassist.com

linkedin.com/company/cognassist

twitter.com/cognassist

cognassist