cognassist

Flexible Learning Plan

Enabling Tutors to curate learning programmes for their learners

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What is a 'Flexible Learning Plan'?

A Flexible Learning Plan is a Cognassist feature that allows tutors to curate learning programmes for their learners. In other words, tutors can tailor the support (modules) a learner receives.

To begin

- On the Cognassist platform, select the learner who's plan you would like to adjust.

- On the 'Learner programme' page, go to the 'All modules' tab.

- To the right is the 'Modify flexible learning plan' button, click this to open the 'Flexible Learning Plan' page.

Filtering modules in the upcoming modules table:

- The 'Filter' button allows you to filter modules in the upcoming modules table by two parameters, these are:

    o Category – a high level container for skills, e.g. the category of 'Communication' contains skills for body language, listening skills, negotiating and influencing etc.

    o Skills – a more detailed descriptor for the module which fits under the category.

Setting up priority modules:

- You will now have the 'Upcoming modules' tab open in front of you.

- To start prioritizing modules, drag and drop modules from the upcoming modules table to the 'Priority modules' list.

    o You will notice that the module greys out in the table, indicating it is no longer interactable.

- Once dropped into the 'Priority modules' list, a number will appear next to the module, this indicated the order the modules will appear in their learning plan.

- This order can be changed at any time by dragging and dropping them into 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 to this list.

Removing modules from the 'Priority modules' list:

- Simply hover your cursor over the module in the 'Priority modules' list, a cross in a circle will appear.
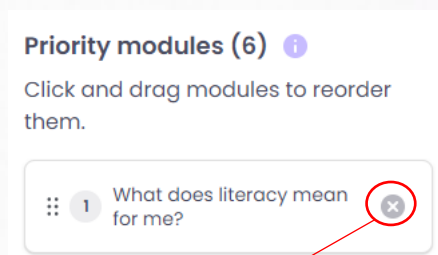
- Click the cross in the circle to remove it from the list.

- The module will disappear form the 'Priority modules' list and will be made interactable again on the upcoming modules table.

Current modules list:

- (Situated just above the 'priority modules'.) These modules are assigned at the start of the month.

- They are taken from the top four modules assigned in the 'Priority modules' list.

- A module turns green when completed.

- If a learner does not complete one or more modules in a month, it will move on to the next month's current modules.

- When a module is completed, it will move to the completed modules table.

Viewing all completed modules:

- Simply click the 'Completed modules' tab where all completed modules will be displayed in a table.

Saving and cancelling changes

- When changes have been made to the FLP (i.e. moving modules to and from the priority modules list or reordering them), the option to saved will be made available.

- There are three options for saving:

    o 'Save & Close' – this will save your changes and return the user back to the current app.

    o 'Save' will save the changes but keep the user on the FLP Page.

    o 'X' button – this will attempt to close the page, however if there are unsaved changes, a dialogue box will appear asking whether the 'Save & close' or 'Discard' changes. Clicking 'Discard' will not save any changes made to the FLP and return the user to the current app.

Common questions

What happens if a tutor doesn't assign any modules / run out of priority modules?

- It will automatically assign the top four modules from the upcoming modules table.

Are tutors the only role allowed to access a learner's FLP?

- No, Tutor Manager, Client Admins and System Admins may also access it.

- Secondary Tutors or Learners will not be able to access the FLP.

Is there a way to set a particular month's modules?

- There is no specific functionality to do this now, however, as an example, if a tutor want to set modules for the learner's 4th month, they could put 16 modules into the priority modules list. Modules 13, 14, 15 and 16 would be shown on the 4th month.

What happens if two or more people are making changes to the same learner's FLP?

- Priority is given to the person who accessed the learner's FLP first. For the other users, they will receive an error message saying they cannot save the changes they have made due to a conflict and will need to refresh the page.