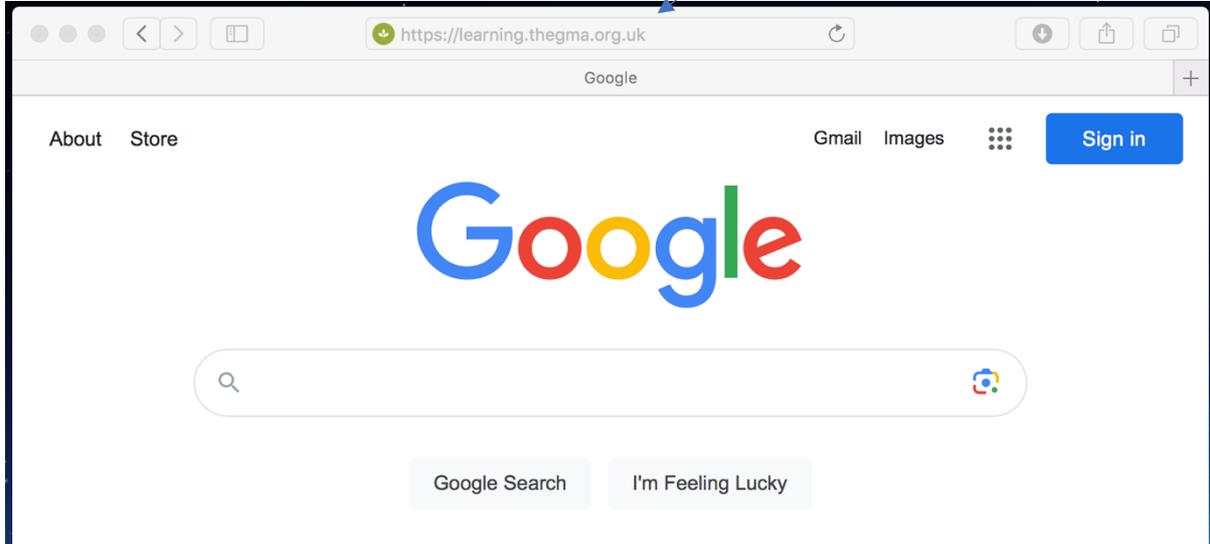
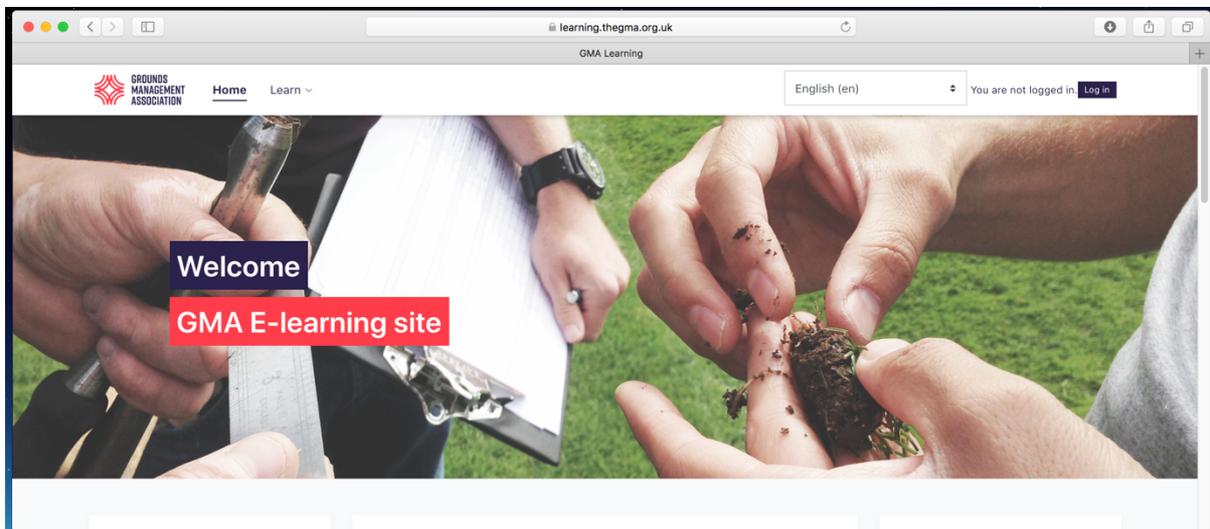


This user guide is for learners on the short online training courses.

1. Enter the web address <https://learning.thegma.org.uk> in the address bar, which is located at the top of the page, of your browser: This is where the course is hosted on our learning platform.



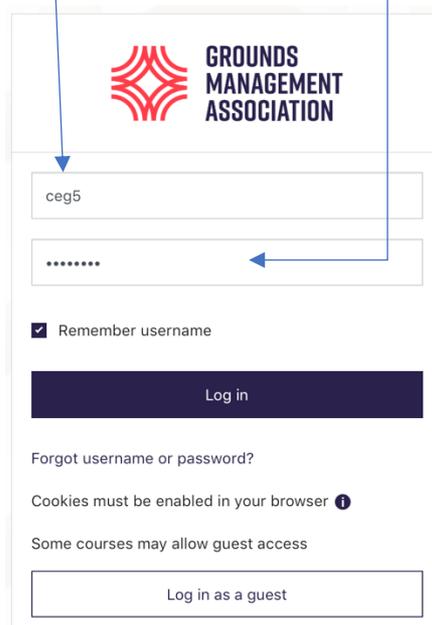
2. Press the Return key and you will be taken to the home page of our learning platform.



3. Click on the 'Login' button on the right-hand side of the page to go to the login page.



4. On the login page, enter your **username** and **password** you have been provided with in the relevant boxes.



A screenshot of the GMA Learning login page. At the top is the GMA logo and the text 'GROUNDS MANAGEMENT ASSOCIATION'. Below this are two input fields: the first contains the username 'ceg5' and the second contains a masked password '.....'. A blue arrow points from the text 'relevant boxes' in the previous step to these two fields. Below the password field is a checked checkbox labeled 'Remember username'. A dark blue 'Log in' button is positioned below the checkbox. Underneath the button are links for 'Forgot username or password?' and a message 'Cookies must be enabled in your browser' with an information icon. At the bottom, there is a link for 'Log in as a guest'.

5. Once you have successfully logged in you will be most likely be shown the home screen, which might look different to different users, but it will probably look something like the following:

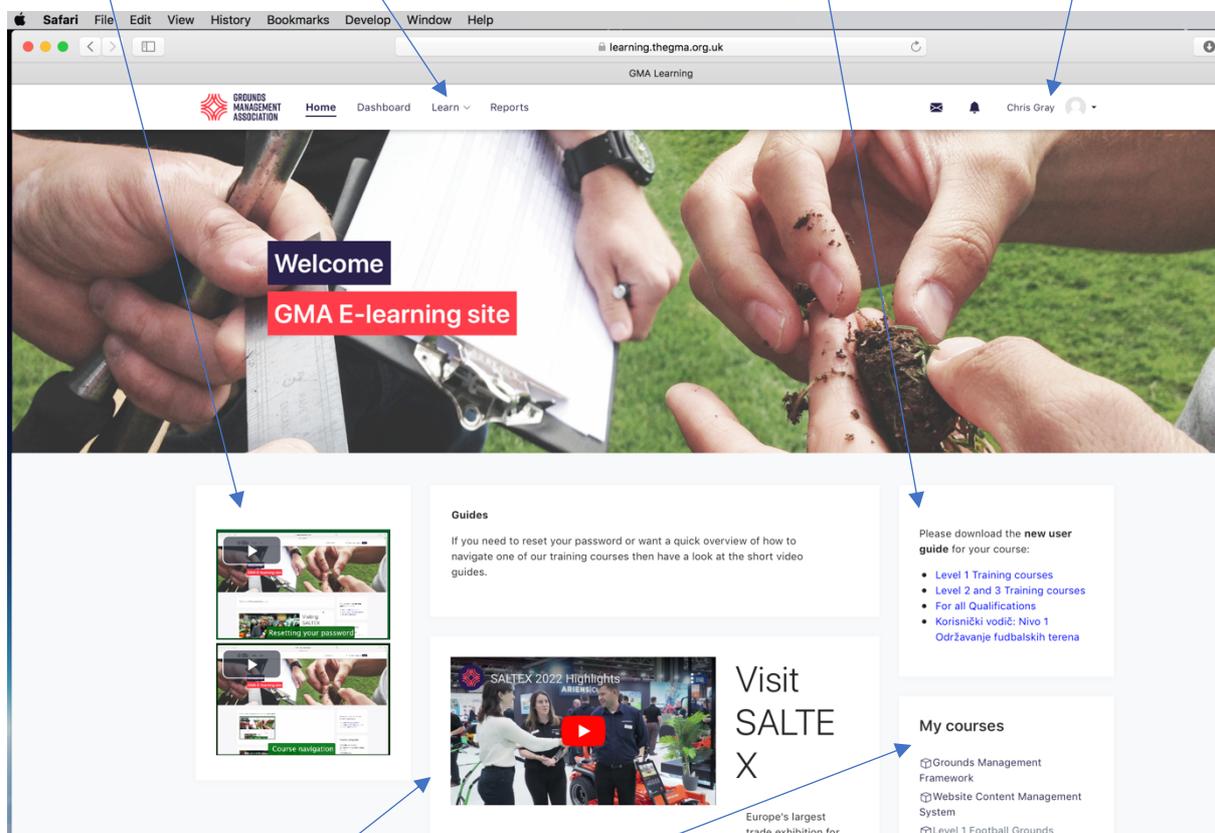
Your name (which was used when enrolling onto a course)

Links to user guides

Online video / screen cast help guides, for example:

Resetting your password | Course navigation

'Learn' text link (more on this shortly)

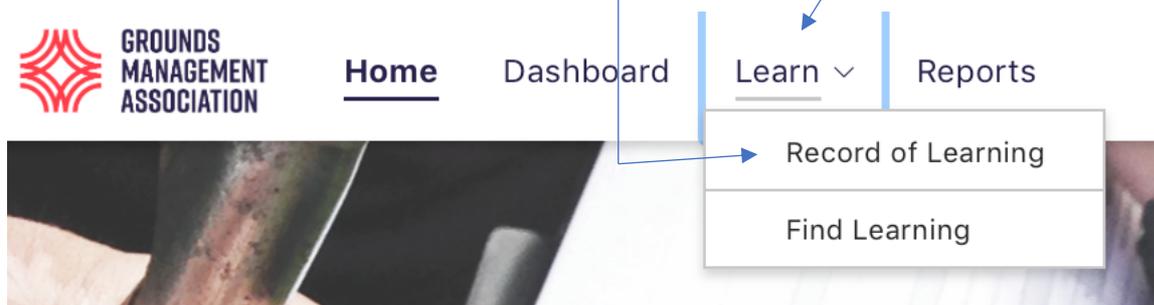


And other information

This section gives an overview of the course or courses you are currently enrolled on. This might only show a few if you are doing lots of courses, so for a more detailed overview it is usually best to click on the Learn text link towards the top of the page.

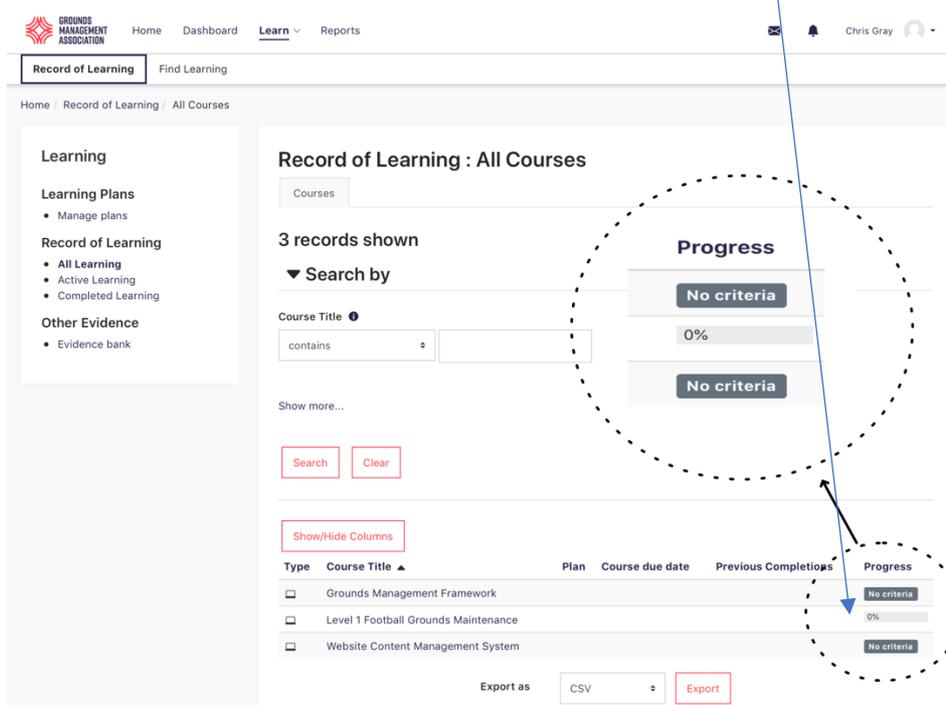
6. To find the course or courses you have been enrolled onto, click on the **'Learn'** navigation item and a couple of options will appear. Click on the **'Record of Learning'** option.

[Please note that if you click on the 'Find Learning' option this will bring up a page of all the different courses which the GMA offers online, however, you won't be able to access any of them, except those which you have been enrolled onto.]



7. Clicking on the **'Record of Learning'** option takes you to the following page. For this learner his is enrolled onto 3 courses. For some of the course there will be a **progress bar**, which is coloured blue. This indicates how much of the course the learner has completed: In this case he has not started the course, so therefore it is showing 0% progress. Some courses might show a comment as 'No criteria', or 'Not tracked', which just means they don't have any course completion criteria set.

[Please note: There are other features which are available, for example in the left-hand navigation box, however, this guide does not show how to use them, as it is just looking at accessing a course].



Record of Learning : All Courses

3 records shown

▼ Search by

Course Title

contains

Show more...

Search Clear

Show/Hide Columns

Type	Course Title	Plan	Course due date	Previous Completions	Progress
<input type="checkbox"/>	Grounds Management Framework			No criteria	0%
<input type="checkbox"/>	Level 1 Football Grounds Maintenance			No criteria	0%
<input type="checkbox"/>	Website Content Management System			No criteria	0%

Export as CSV Export

8. Once you have **clicked on the course** you wish to access (in this example it is the Level 1 Football Grounds Maintenance), you can then work your way through it, starting at the top of the page.

Type	Course Title ▲
<input type="checkbox"/>	Grounds Management Framework
<input checked="" type="checkbox"/>	Level 1 Football Grounds Maintenance
<input type="checkbox"/>	Website Content Management System

On the main course page, you will see a **circle** or a **square** at the end of some of the course material. When you first access a course, you will only see one circle, typically at the side of an introductory file or note.

You will also see one or many squares, which are optional elements, and which have been provided to enhance a course, but are not essential to view in order to successfully pass the course.

Module 1: Requirements of the grounds person and pitch



This module is estimated to take 1½ hours of study for all the online lessons given here; this does not include the time that you might spend studying the additional learning material, or the module's self assessment question paper.

Introduction

 Module 1 introduction file
Objectives and introduction to this module

standards or professional practice
nts, students, trainees, the general

A **circle** means that this element is mandatory and must be completed before another mandatory element is available. This is to ensure that the core learning material is completed, and also is completed in sequence. As one core element is viewed this will then open up the next core element in sequence allowing you to progress through the course in a logical order.

Every mandatory element (except the first one) has the following statement about being 'Not available unless: (i.e. the previous mandatory element has been completed), so you are unable to access it until the previous mandatory element has been fully viewed and completed.

Lesson 1

- Lesson 1: Role of a grounds person and pitch requirements
Not available unless: The activity **Module 1 introduction file** is marked complete

To view each element of the course material, click on the image or associated text:

 **Module 1 introduction file**
Objectives and introduction to this module

Once a mandatory element has been successfully worked through (it might be a single page or many pages) then an automatic tick will appear in the circle.

 Module 1 introduction file ✔
 Objectives and introduction to this module

This then opens up access to the next mandatory element. [Notice that there is now a circle against this element when previously it was blank and the 'Not available unless: ...' statement was present, with that statement now being automatically removed.]

Lesson 1

 Lesson 1: Role of a grounds person and pitch requirements ○

(Notice that the 'Not available unless: ...' statement is no longer present. This same process works right through to the end of the course.)

9. A course might be split up into several parts, lessons, topics or modules. Each part will have one or more **lessons** and may also have some additional information, presented as a word document, a pdf, a **web page**, a video or similar.

Lesson 1

 Lesson 1: Role of a grounds person and pitch requirements ○
 Annual work on a football pitch □

This brief guide provides bullet points for the key maintenance and renovation activities involved on football pitches.

The annual maintenance of winter pitches is broken into the four seasons as indicated in this document, which has 5 sections (spring has two, one for maintenance and one for renovation), and will be dependent on other uses of the surface.

10. If you are in a lesson, or most elements, and want to quickly return to the main course page you can just click on the **short course code** (e.g. FBL_L1, in this example) in the navigation line (called a breadcrumb) near the top of the page.

Level 1 Football Grounds Maintenance

- ▶ Participants
- ▶ General
- ▼ Module 1: Requirements of the grounds person and p...
- ▶ **Module 1 introduction file**

Module 1 introduction file

Objectives and introduction to this module

Module Objectives

At the end of this module you will be able to:

11. Lesson information. A learning lesson, in contrast to say a web page, pdf etc. is indicated as a list icon along with the name for the lesson.

 Lesson 1: Role of a grounds person and pitch requirements

Within a lesson, as well as throughout the course, there may also be some self-assessment (multiple choice) questions to aid learning. You work through the lesson pages by going forward using the 'Next' button, or backwards using the 'Previous' button.



When you are in a learning lesson, we have set a feature that allows your progress to be shown within that lesson, starting at 0%. This allows you to come out switch off and go back in at a later date but will let you to return to the place you left the lesson if you so wish.

Lesson 1: Role of a grounds person and pitch requirements

Code of Conduct

A grounds person, whether employed, self-employed or a volunteer, has a responsibility to follow the Code of Conduct.

The Grounds Management Association has a 'Professional Code of Conduct' which applies to all grounds person. This code has been included as additional learning material for your course.

Previous
Next

You have completed 18% of the lesson

18%

Once you have reached the end of that lesson it will show 100% completion on the progress bar and if it is a mandatory lesson there will then be tick in the circle against the lesson title on the home page.

Lesson 1: Role of a grounds person and pitch requirements

Congratulations - end of lesson reached

Your score is 2 (out of 4).
Your current grade is 0.0 out of 0

You have completed 100% of the lesson

100%

Review lesson Return to Level 1 Football Grounds Maintenance

Please ignore these particular scores and grades as they are not used for these short training courses.

-  Lesson 1: Role of a grounds person and pitch requirements
-  Annual work on a football pitch

The circle has now been ticked.

This optional element hasn't been viewed, but this doesn't stop you moving onto the next mandatory lesson or element.



However, one slightly off-putting feature of this in-lesson progress bar is that whilst you can review the lesson many times, each time you start afresh the in-lesson progress bar will start from 0% again.

Lesson 1: Role of a grounds person

Attempt: 1

Importance of the grounds person

 Let's start this lesson off with a question: **How important**

Make a list of 4 reasons why do you think you are important

Next

You have completed 0% of the lesson

0%

Try not to be put off by this as the mandatory ticked circle will always stay as ticked because you have worked through the lesson at least once, so it knows you have done it.

The reason why the in-lesson progress bar resets is exactly as mentioned before – you can come out and then it will take you back to where you left off, without having to make a note somewhere. Just bear this in mind if you know you have completed the lesson but are reviewing for the second, or more times.

12. Recap on mandatory elements: Now that the Lesson 1 has been complete, a tick appears in the circle and the next mandatory element has been made available, which in this example, is Lesson 2. Lesson 3 will be the next mandatory element but as you can see this is not available until Lesson 2 has been completed.

Lesson 1

 Lesson 1: Role of a grounds person and pitch requirements

 Annual work on a football pitch

Lesson 2

 Lesson 2: Exploring the range of maintenance activities

Additional Material

 Maintenance planning: Recommended reading

141.4KB PDF document

A maintenance calendar can be created to help plan requirements of the maintenance of your football pitch.

It is usually beneficial to have a good idea as to when typical maintenance activities are carried out during the year.

Whilst weather and ground conditions will vary, especially due to the wide range of soil types and geographic locations in the UK, a general guide can be useful in helping to plan when work might typically be considered.

This document can provide you with the starting point for creating your own work programme.

Lesson 3

 Lesson 3: Essential pre-season, in season repairs and end of season renovation works

Not available unless: The activity **Lesson 2: Exploring the range of maintenance activities** is marked complete

End of course: Formal assessment

13. Once you have completed all the learning lessons and any other mandatory content, and maybe looked at some or all the optional material, you can then attempt the end of course assessment test.

Do reflect on what you have read, because just reading something does not mean that learning has taken place. So, review some of the course again if you think you are not quite clear on various aspects of the course content.

Course Formal Assessment



This is the formal 30 minute end of course assessment for the Football course.

There are 20 multiple choice questions in this assessment.

Once you have completed the course and are ready to attempt this assessment then the password to access it is **%2017testY%**

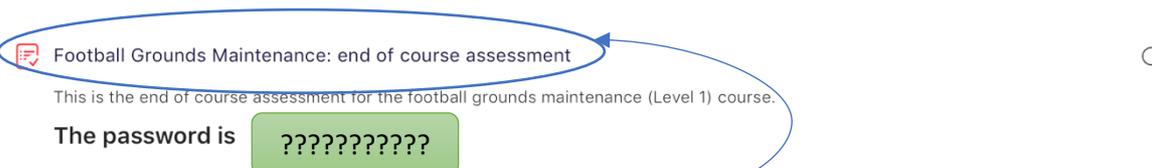
This is a pass / fail test; with 12/20 correct answers being needed for a pass.

The assessment will automatically submit and close once 30 minutes has been reached.

If you fail the first attempt you will be allowed a second attempt.

If you pass the test then we would anticipate the system automatically creating the electronic Certificate of Achievement and emailing it to you within 25-hours.

Good luck



When you have read all the information click on the link to start the end of course formal assessment.

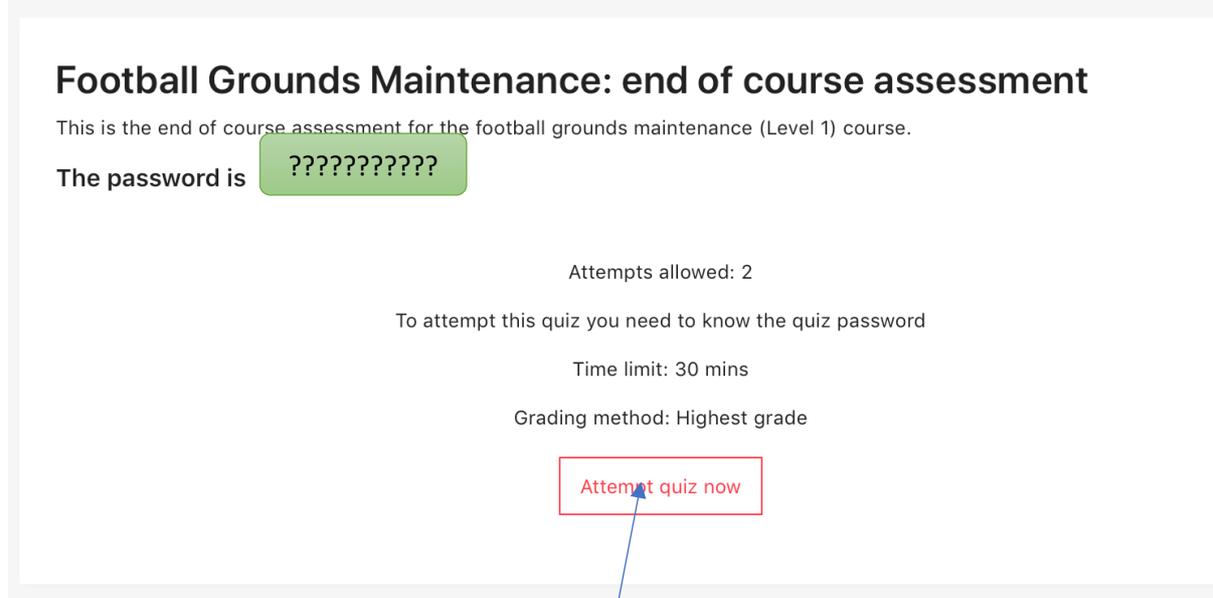
The password for the test is given in the information box for the test on the main course page, plus it is also given on the following page just prior to starting the assessment. You may wish to copy the password ready for use in a short while so it can be quickly pasted into the relevant place.

The pass requirement is given in the information about the assessment, which in this example is 12 out of 20. Allowance has been made within the assessment timings to reasonably ensure that any individual with a learning difficulty¹, such as dyslexia, has an appropriate time scale in which to achieve the minimum pass for an assessment.

¹ 'Learning disability or learning difficulty?', Mencap web site, <https://www.mencap.org.uk/learning-disability-explained/learning-difficulties>

14. The number of questions, attempts, time allowance and pass mark may vary depending on the course being studied. Sometimes there will also be a minimum time delay between the first and subsequent attempt/s if the minimum requirement for a pass is not achieved, although this information will be given on the previous instruction page.

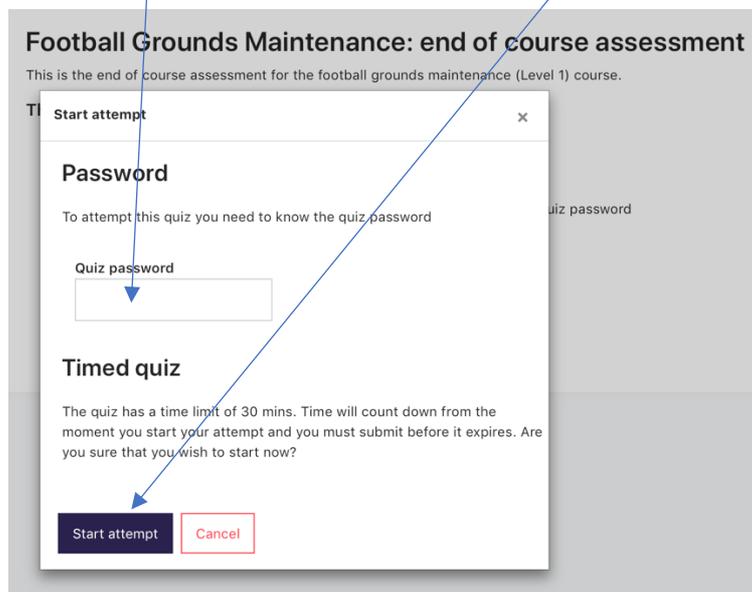
15. Once you click on the course assessment link, the following screen appears (in other courses the screen may be slightly different):



You have 2 attempts (in this example). Sometimes there will be a minimum time delay between the first and second attempt if someone does not get the minimum for a pass on their first attempt, although this information will be given on the previous instruction page.

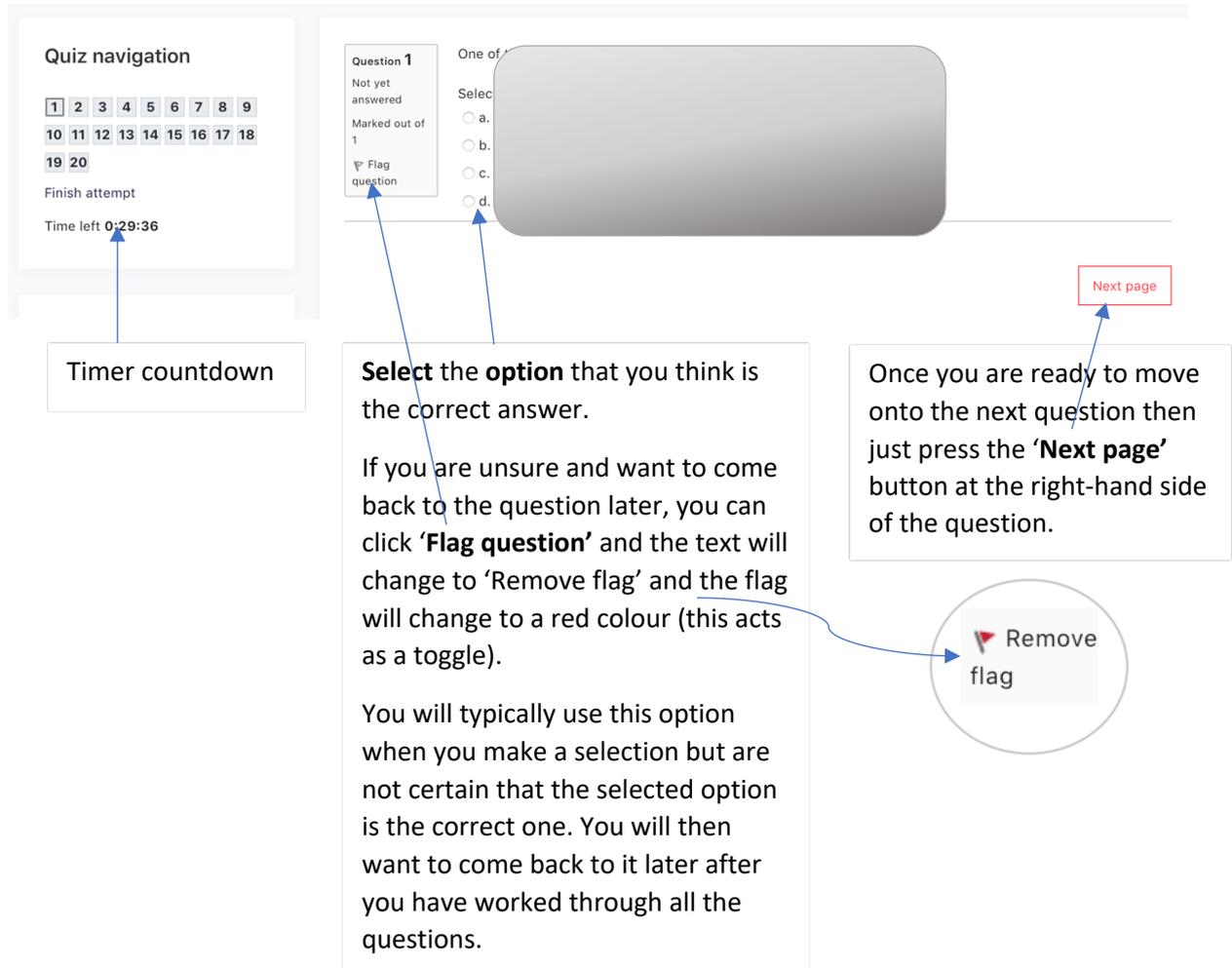
The password is repeated on this screen, so if you have not already copied it then do so now.

If you are ready, then click the **'Attempt quiz now'** button, and a confirmatory prompt appears as a pop-up box, asking for the password and then click the **'Start attempt'** button.



16. You have now started the assessment.

The question and possible options for the assessment have been hidden for this user guide.



Quiz navigation

1 2 3 4 5 6 7 8 9
10 11 12 13 14 15 16 17 18
19 20

Finish attempt
Time left 0:29:36

Question 1
Not yet answered
Marked out of 1
Flag question

One of
Select
a.
b.
c.
d.

Next page

Timer countdown

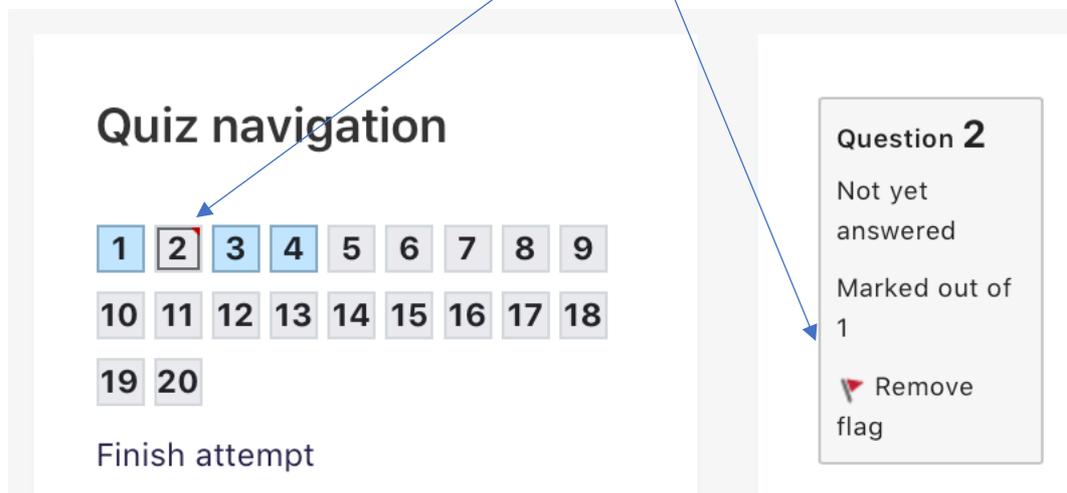
Select the option that you think is the correct answer.

If you are unsure and want to come back to the question later, you can click **'Flag question'** and the text will change to 'Remove flag' and the flag will change to a red colour (this acts as a toggle).

You will typically use this option when you make a selection but are not certain that the selected option is the correct one. You will then want to come back to it later after you have worked through all the questions.

Remove flag

17. Work through the questions in sequence and **'Red Flag'** any you are unsure of, as just mentioned above, so you can return to them later on and give the question a bit more thought. All you have to do is to just click on the question number in this navigation box.



Quiz navigation

1 2 3 4 5 6 7 8 9
10 11 12 13 14 15 16 17 18
19 20

Finish attempt

Question 2
Not yet answered
Marked out of 1
Remove flag

18. Once you have worked through all the questions, a summary page appears (it will list all the questions attempted and those you have not attempted and/or 'red flagged').

Quiz navigation

1 2 3 4 5 6 7 8 9
10 11 12 13 14 15 16 17 18
19 20

Finish attempt

Level 1 Football Grounds Maintenance

- ▶ Participants
- ▶ General
- ▶ Module 1: Requirements of the grounds person and p...
- ▶ Module 2: Equipment and Machinery
- ▶ Module 3: Material
- ▶ Course Survey
- ▼ Course Formal Assessment
 - ▣ **Football Grounds Maintenance: end of course assess...**

Football Grounds Maintenance: end of course assessment

Summary of attempt

Question	Status
1	Answer saved
2	Not yet answered
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Not yet answered
11	Answer saved
12	Answer saved
13	Answer saved
14	Answer saved
15	Answer saved
16	Answer saved
17	Answer saved
18	Answer saved
19	Answer saved
20	Answer saved

Return to attempt

One question still has a **'Red Flag'**, and says **'Not yet answered'**, plus there is another question that was missed as this also says **'Not yet answered'**, so go back and attempt them both. You can click on the **'Return to attempt'** button which takes you back to question one, but it is quicker just to click on the required question in the **'Quiz navigation'** box.

You might have **'red flagged'** a question and provided an answer, in which case the red flag will be there to act as a reminder to review the question and answer. However, the **'Status'** column will say **'Answer saved'** rather than **'Not yet answered'** because you have provided an answer in this instance.

Quiz navigation

1 2 3 4 5 6 7 8 9
10 11 12 13 14 15 16 17 18
19 20

Finish attempt

When a question has been answered then the relevant **'Quiz navigation'** box changes to a light blue colour.

With all the questions now being answered you can click the **'Finish attempt'**.

19. You should now be on the summary screen, ready to finally finish. Click the 'Submit all and finish' button.

Quiz navigation

1 2 3 4 5 6 7 8
9 10 11 12 13 14 15 16
17 18 19 20

Finish attempt

**Level 1 Football
Grounds Maintenance**

- ▶ Participants
- ▶ General
- ▶ Module 1: Requirements of the grounds person and p...
- ▶ Module 2: Equipment and Machinery
- ▶ Module 3: Material
- ▶ Course Survey
- ▼ Course Formal Assessment
 - 📄 **Football Grounds Maintenance: end of course assess...**

Football Grounds Maintenance: end of course assessment

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved
11	Answer saved
12	Answer saved
13	Answer saved
14	Answer saved
15	Answer saved
16	Answer saved
17	Answer saved
18	Answer saved
19	Answer saved
20	Answer saved

[Return to attempt](#)

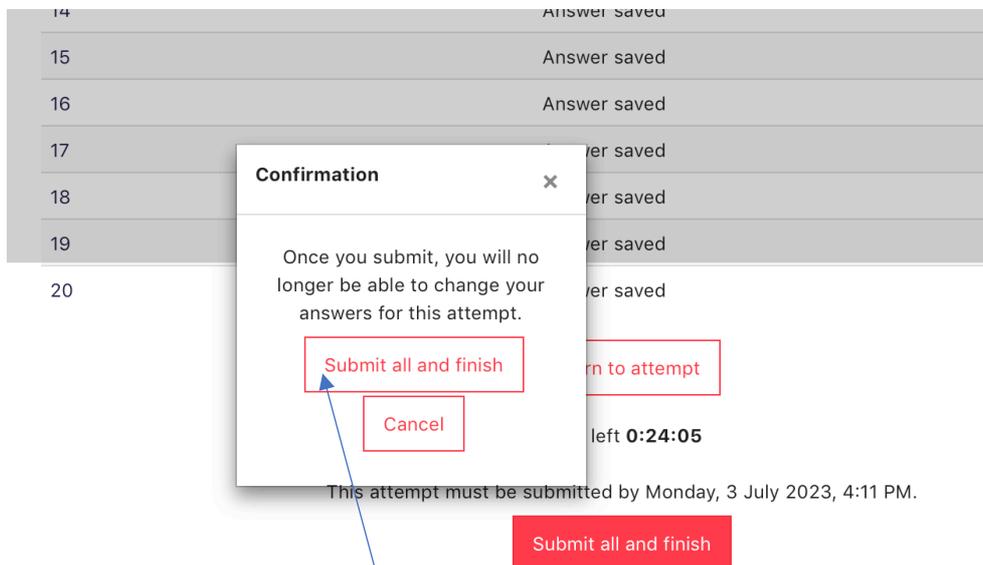
Time left **0:24:27**

This attempt must be submitted by Monday, 3 July 2023, 4:11 PM.

[Submit all and finish](#)

You can still return to the questions if you like by clicking '**Return to attempt**', but for now we are happy with our answers and want to finish the assessment: Click '**Submit all and finish**'.

20. A confirmatory prompt appears just to check you are sure you want to finish and there is no way back into the assessment after you click **'Submit all and finish'** this final time.



If, for whatever reason, you do not want to finally submit your answers you can click the 'Cancel' button and review the questions and answers again, so long as you still have time remaining.

For now, we will click the **'Submit all and finish button'** in the confirmation pop-up box.

21. This completes the assessment and shows you the results, indicating if you have been successful or not. The following screen shot shows the page after the first attempt, with the minimum marks needed for a pass being achieved. A Certificate of Achievement for the course will typically be automatically generated and emailed to you within 25 hours of passing.

If you do not pass the assessment following the second attempt but would like to try again then you will need to purchase the course again.

Summary of your previous attempts

Attempt	State	Grade / 20	Review	Feedback
1	Finished Submitted Monday, 3 July 2023, 3:47 PM	19		Pass - well done. An electronic Certificate of Achievement will be produced and sent to your email address. This will usually be automatically created and emailed within 25-hours.

Highest grade: 19 / 20.

Overall feedback

Pass - well done.

An electronic Certificate of Achievement will be produced and sent to your email address.
This will usually be automatically created and emailed within 25-hours.

Re-attempt quiz

Once you click away from this page and if you then decide to have another attempt at the assessment, or just view this page again then all that is shown is the date and time of the previous attempt.

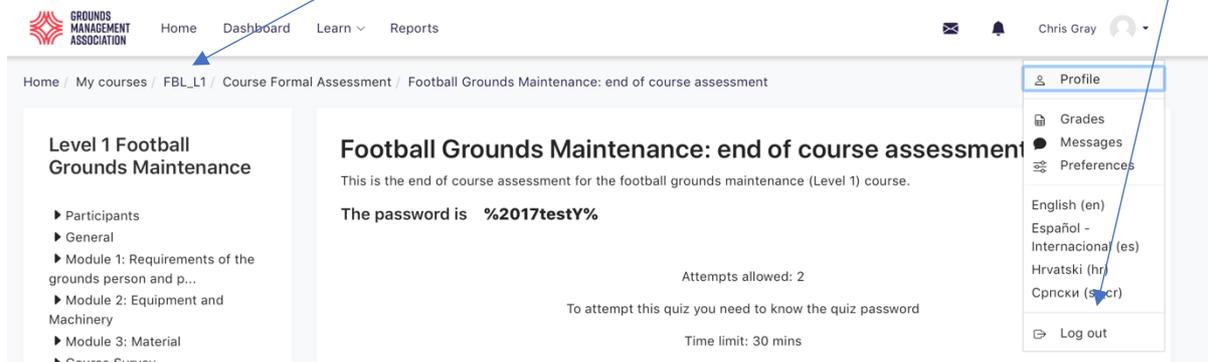
Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Review
1	Finished Submitted Monday, 3 July 2023, 3:47 PM	Not permitted

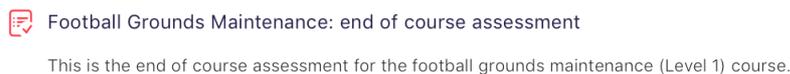
Re-attempt quiz

22. Click the **short course code** in the navigation line to return you to the main course page or **Log out**.



The screenshot shows the user interface for the Grounds Management Association. The navigation line includes: Home, Dashboard, Learn, Reports, and a user profile for Chris Gray. The main content area displays the 'Football Grounds Maintenance: end of course assessment' page. The page includes a sidebar with course details, a main heading, a password field, and a dropdown menu with options: Profile, Grades, Messages, Preferences, English (en), Español - Internacional (es), Hrvatski (hr), Српски (scr), and Log out.

If you return to the main course page you should see that a green tick in the circle at the end of the assessment element will also now be present: This indicates that all the course requirements have now been achieved.



The screenshot shows the assessment element with a green tick in a circle at the end. The text reads: 'Football Grounds Maintenance: end of course assessment' and 'This is the end of course assessment for the football grounds maintenance (Level 1) course.'

Thank you, enjoy your course and good luck.

----- End -----