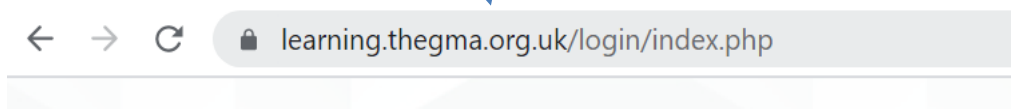


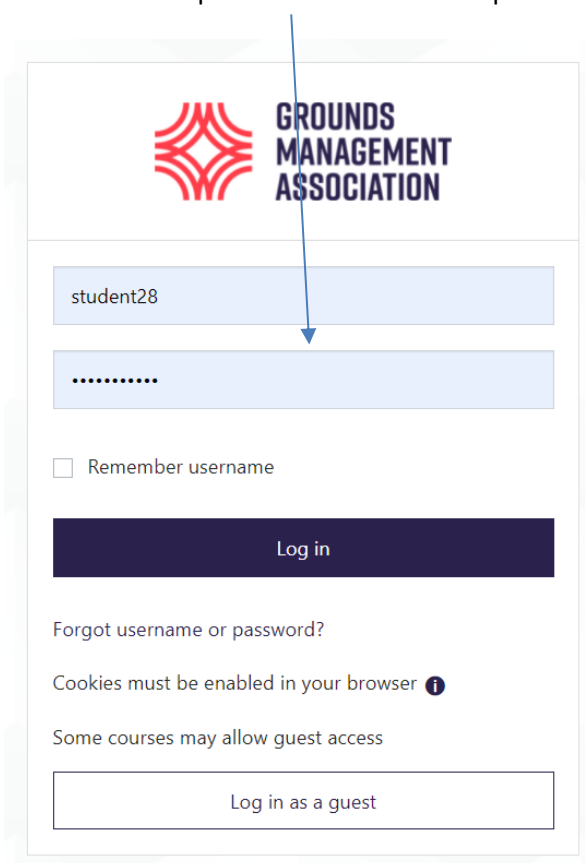
User guide for GMA online short courses with multiple modules

This user guide is for learners on one of the short online learning courses. It uses screen shots from the course 'Football Grounds Maintenance', but the principles are the same for all the courses.

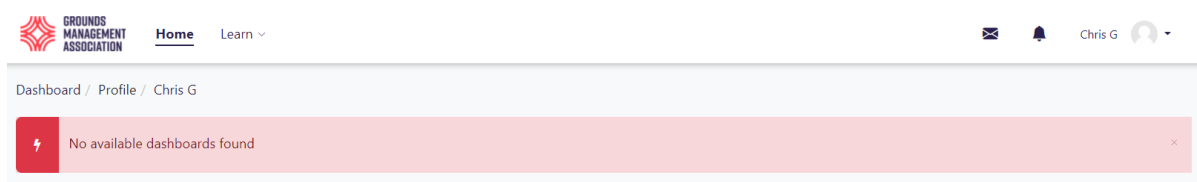
1. Enter the web address <https://learning.thegma.org.uk/login/index.php> in your browser, where the course is hosted on our Learning platform.



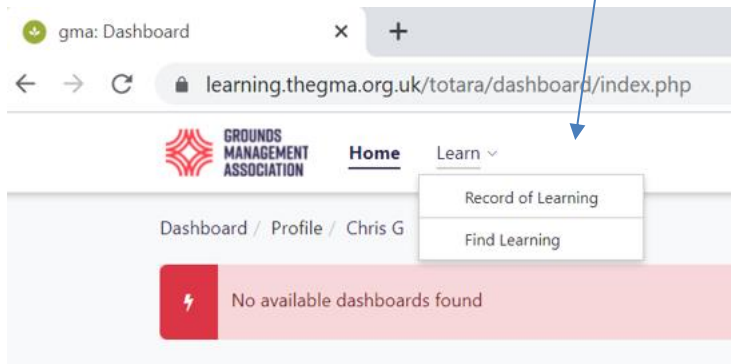
2. Login to the site using the username and password that have been provided specifically for this site.



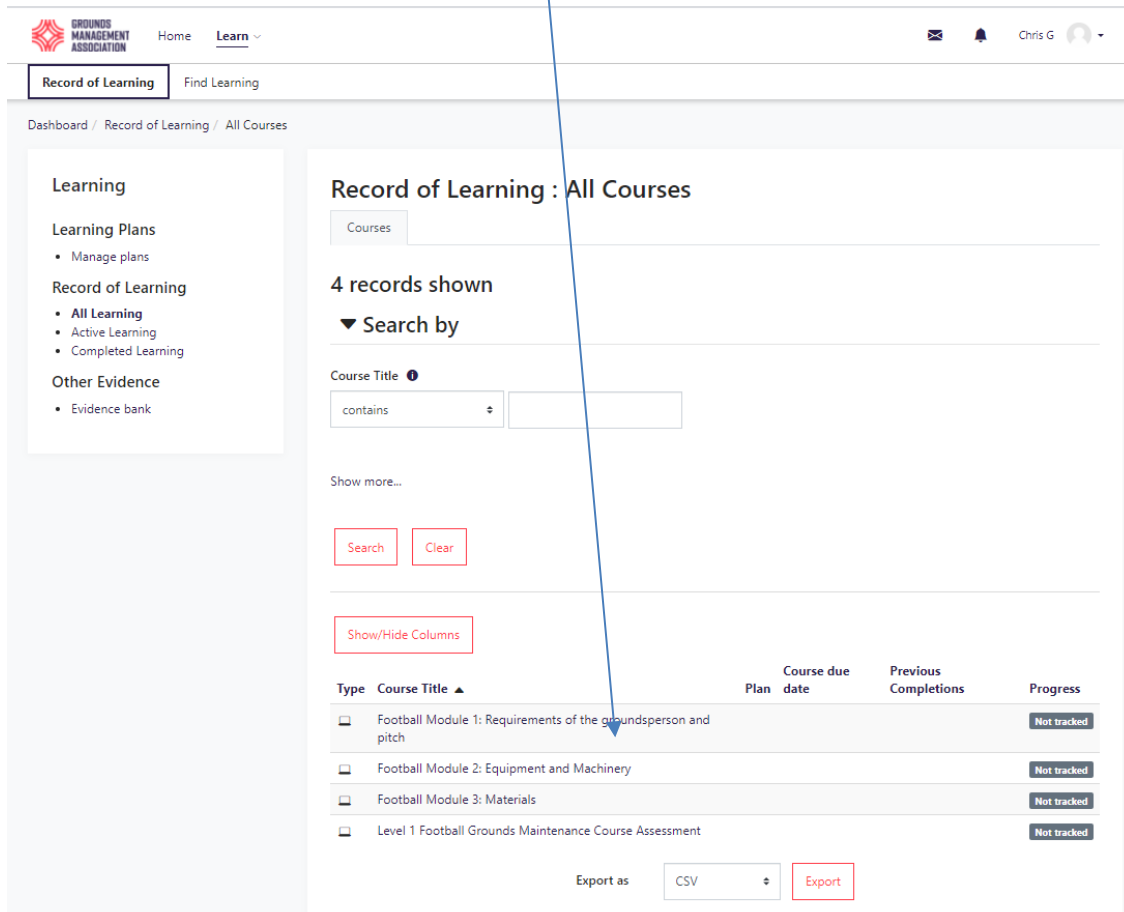
3. Once you have successfully logged in you will be most likely be shown your dashboard, which will look different to different users, but if this is your first course it will probably look like the following:



4. To find the modules 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. [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.]



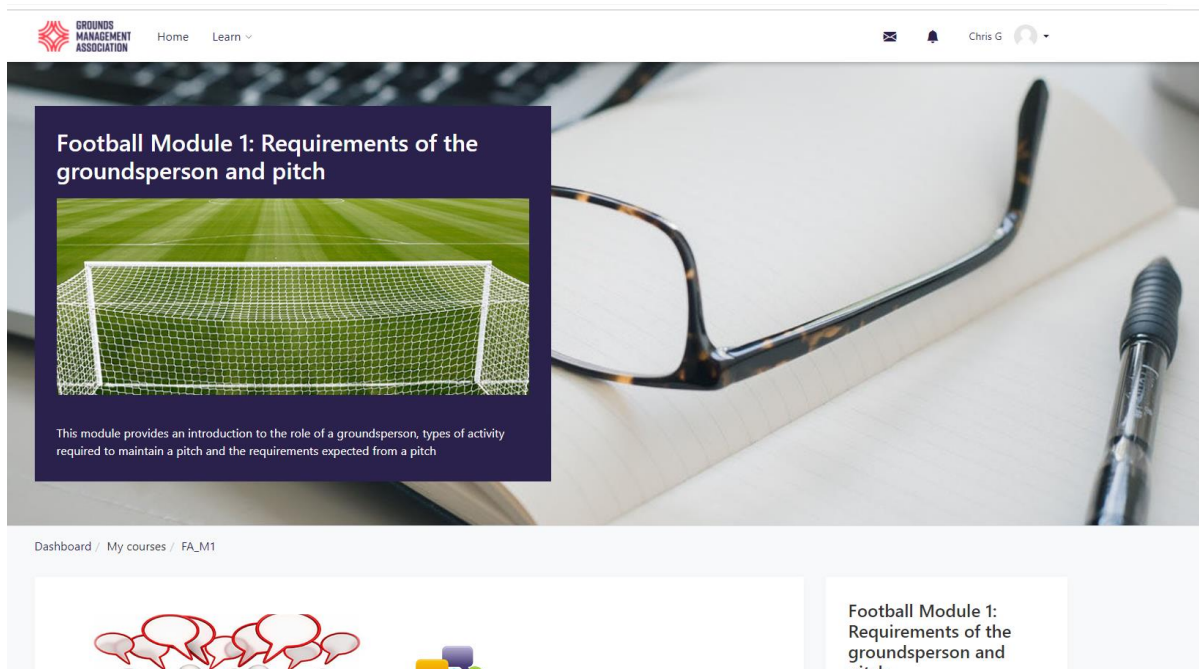
5. For a short sport specific course at Level 1, you will typically have been enrolled onto the 3 learning modules, as well as the end of course assessment, although courses have different numbers of modules. [Please note: There are other features which are available, for example in the left hand navigation box, however, this guide does not show how to use them, as it is just looking at accessing the course modules and assessment].



6. You can access each module by clicking on the module name. It is recommended that modules are worked through in sequence.

| Type | Course Title ▲ | Plan | Course due date | Previous Completions | Progress |
|--------------------------|--|------|-----------------|----------------------|-------------|
| <input type="checkbox"/> | Football Module 1: Requirements of the groundsperson and pitch | | | | Not tracked |
| <input type="checkbox"/> | Football Module 2: Equipment and Machinery | | | | Not tracked |
| <input type="checkbox"/> | Football Module 3: Materials | | | | Not tracked |
| <input type="checkbox"/> | Level 1 Football Grounds Maintenance Course Assessment | | | | Not tracked |

7. Once you have clicked on the module you wish to access, you can then work your way through it, with the page starting right at the top.



Always read any introductory information first.

1. Introduction

The purpose of the course and an introduction to this self-study online module are provided here.

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.

Spend about 5 - 10 minutes getting to know about the module as it helps 'set the scene' for you.

Please read this Introductory file **FIRST**.

Introduction



Module introduction file

Objectives and introduction to this module

Face to face and online support

It is really helpful to know where to go for help and support, whether for finding out what to do when you are not sure, how to solve a problem or just to explore technical aspects of football pitch maintenance or turf culture in general.

Technical terms in turf culture 76.3KB PDF document

This file provides a glossary of some of the many terms you might come across in maintaining a surface.

2. Role and requirements of the groundsperson and football pitch

We explore the importance of a groundsperson in maintaining football pitches and the characteristics expected from a good football pitch. Spend about 20 - 25 minutes on this topic.



groundsperson and ...

- ▶ 3. Maintenance activities
- ▶ 4. Preparation, Repair and Renovation
- ▶ 5. Safe and appropriate conditions
- ▶ 6. Self development
- ▶ Module Self Assessment

Search forums

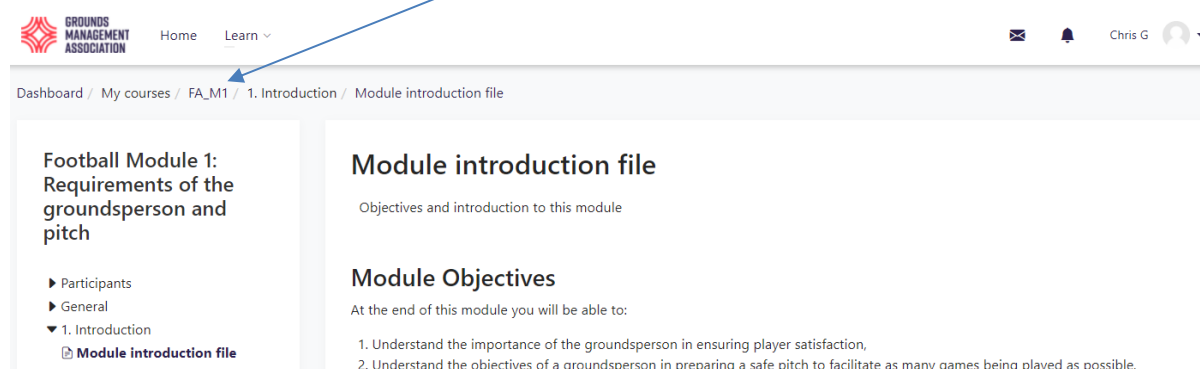
Advanced search

Recent activity

Activity since **Wednesday, 25 August 2021, 4:37 PM**
Go to full activity report

Each course module is split up into several elements, called topics. Each topic will have a lesson and may also have some additional information, presented as a word document, a pdf, a video or similar.

If you are in an element and want to return to the main contents page for the Module you are working through then a quick way is to click on the **short course code** (e.g. FA_M1, or similar) in the courses navigation bar. The following image shows part of the content of the 'Module introduction file', so to get back out of this you can just click on the short course code as mentioned just now.



The screenshot shows the GMA website interface. At the top left is the GMA logo. The navigation bar includes 'Home' and 'Learn' with a dropdown arrow. On the right, there are icons for email, notifications, and a user profile for 'Chris G'. Below the navigation bar is a breadcrumb trail: 'Dashboard / My courses / FA_M1 / 1. Introduction / Module introduction file'. On the left is a sidebar menu for 'Football Module 1: Requirements of the groundsperson and pitch', with sub-items for 'Participants', 'General', and '1. Introduction'. Under '1. Introduction', the 'Module introduction file' is highlighted. The main content area shows the title 'Module introduction file' and the text 'Objectives and introduction to this module'. Below this is a section for 'Module Objectives' with two bullet points: '1. Understand the importance of the groundsperson in ensuring player satisfaction,' and '2. Understand the objectives of a groundsperson in preparing a safe pitch to facilitate as many games being played as possible.'


Within a lesson there may also be some self-assessment (multiple choice) questions to aid learning, whilst at the end of the module there might be a short self-assessment test/quiz.

Module Self Assessment

We have created a short self assessment multiple choice question paper so you can review the learning from this module.

Feedback is provided with the answers you provide, plus you can retake it several times as it is an informal method of self-assessment.

This will also provide you with an insight into the type of question which form the end of course formal assessment.

 Football Module 1: Self assessment test

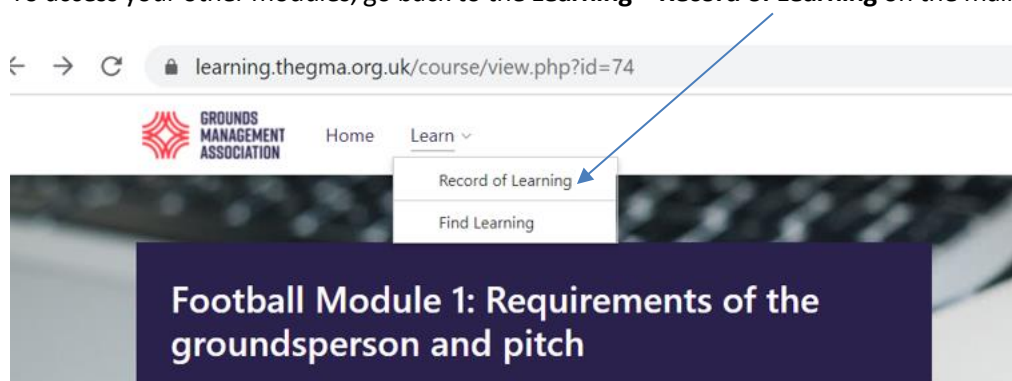
We have 12 questions for you to reflect on. This is an informal assessment to help you determine how well your learning is going.

Now that you have completed this module please move onto the next module.

If have completed this course and are doing some revision before taking the formal end of course assessment and have not yet completed the end of course feedback survey, then please help us improve our courses by completing the short 5 question survey. Thank you.

8. Once module 1 has been completed, please also complete modules 2 and 3, and the formal end of course assessment module. You may wish to revisit some, or all, of the modules and learning material before you attempt the end of course formal assessment.

To access your other modules, go back to the **Learning > Record of Learning** on the main navigation bar.



And then select your desired module.

| Type | Course Title ▲ | Plan | Course due date | Previous Completions | Progress |
|--------------------------|--|------|-----------------|----------------------|--------------------|
| <input type="checkbox"/> | Football Module 1: Requirements of the groundsperson and pitch | | | | Not tracked |
| <input type="checkbox"/> | Football Module 2: Equipment and Machinery | | | | Not tracked |
| <input type="checkbox"/> | Football Module 3: Materials | | | | Not tracked |
| <input type="checkbox"/> | Level 1 Football Grounds Maintenance Course Assessment | | | | Not tracked |

9. Once the 3 online learning modules have been completed, you can then attempt the **end of course assessment module**, which is shown on your 'Record of Learning' page.

| | | | | | |
|--------------------------|--|--|--|--|--------------------|
| <input type="checkbox"/> | Level 1 Football Grounds Maintenance Course Assessment | | | | Not tracked |
|--------------------------|--|--|--|--|--------------------|

10. The password and further information for the formal assessment are included in the text on the subsequent page once you click into the assessment page. You may wish to copy the password ready for use in a short while so it can be quickly pasted into the relevant place.

End of course 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


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 creating the electronic Certificate of Achievement and email it to you within 7-days.

Good luck


 Football Grounds Maintenance: end of course assessment

This is the end of course assessment for the football grounds maintenance (Level 1) course.

The password is

The password
has been
blacked out
for the
purposes of
this user guide

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

 Football Grounds Maintenance: end of course assessment

This is the end of course assessment for the football grounds maintenance (Level 1) course.

The password is

Once you click on the assessment feature, the following screen appears:

Football Grounds Maintenance: end of course assessment

This is the end of course assessment for the football grounds maintenance (Level 1) course.

The password is

Attempts allowed: 2

To attempt this quiz you need to know the quiz password

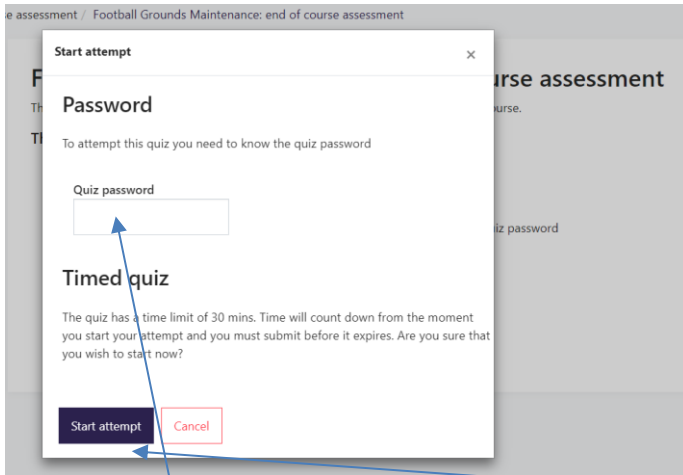
Time limit: 30 mins

Grading method: Highest grade

[Attempt quiz now](#)

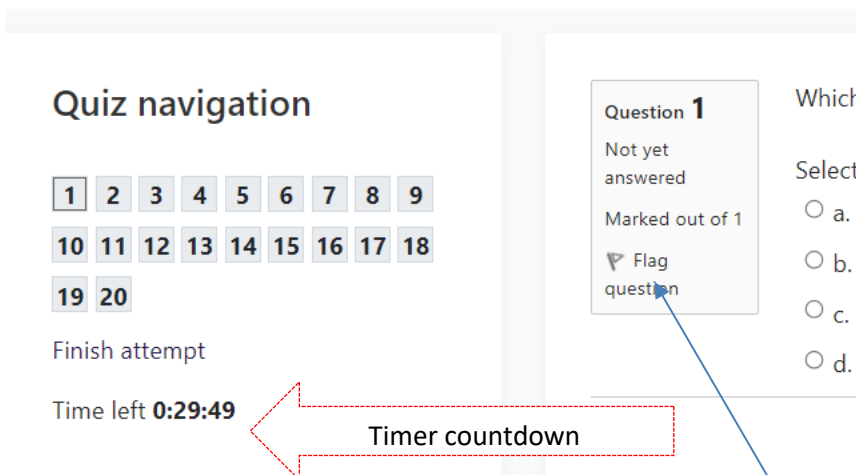
You have 2 attempts (in this example). Sometimes there will be a minimum time delay between the first and second attempt if someone does not get the minimum for a pass on their first attempt, although this information will be given on the previous instruction page.

If you are ready, then click the **'Attempt quiz now'** button, and a confirmatory prompt appears:

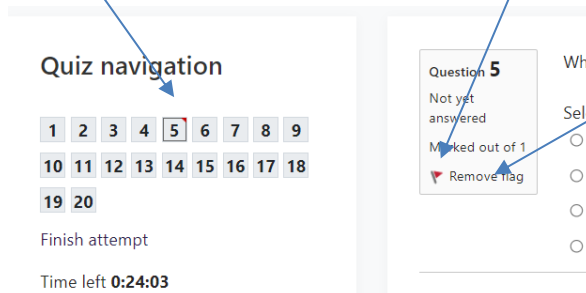


Enter the **password** that was given just now and then click '**Start attempt**' to proceed.

12. You have now started the assessment.




- Work through the questions in sequence and '**Red Flag**' any you are unsure of, so you can return to them later on by just clicking on the question number in this navigation box.



- Select what 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).

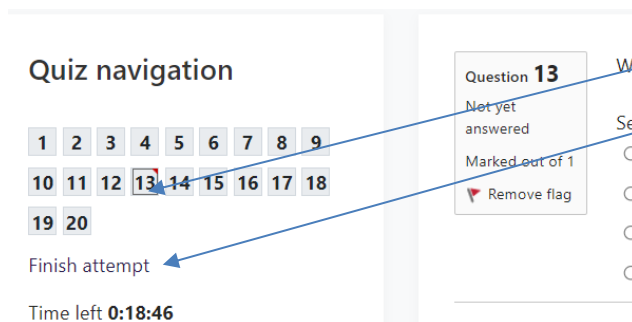
- Once you are ready to move onto the next question then just press the '**Next**' button at the right-hand side of the question.

13. Once you have attempted all the questions, a summary page appears (it will list all questions attempted):

| 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  | Not yet answered |
| 14 | Answer saved |
| 15 | Answer saved |
| 16 | Answer saved |
| 17 | Answer saved |
| 18 | Answer saved |
| 19 | Answer saved |
| 20 | Answer saved |

One question still has a **'Red Flag'**, and says 'Not yet answered', so go back and attempt it.

Click **'Finish attempt'** once you have cleared all your red flags.



You are now returned to the summary page.

| | |
|----|--------------|
| 17 | Answer saved |
| 18 | Answer saved |
| 19 | Answer saved |
| 20 | Answer saved |

Return to attempt

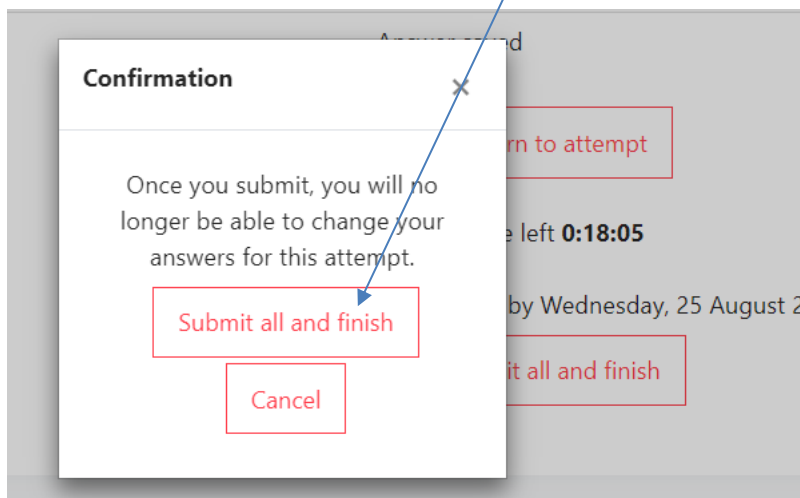
Time left **0:18:25**

This attempt must be submitted by Wednesday, 25 August 2021, 5:57 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**'.

14. 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.



15. This completes the assessment and shows you your results, indicating if you have been successful or not. The following screen shot shows the page after someone has not achieved the required marks.

Football Grounds Maintenance: end of course assessment

This is the end of course assessment for the football grounds maintenance (Level 1) course.

The password is

Attempts allowed: 2

To attempt this quiz you need to know the quiz password

Time limit: 30 mins

Grading method: Highest grade

Summary of your previous attempts

| Attempt | State | Grade / 20 | Review | Feedback |
|---------|---|---------------|--------|--|
| 1 | Finished Submitted Wednesday, 25 August 2021, 5:39 PM | 2 | | Unlucky, you need 12 correct answers for a pass - try again? <input type="text"/> |

Highest grade: 2 / 20.

Overall feedback

Unlucky, you need 12 correct answers for a pass - try again? Review the course material and try again

[Re-attempt quiz](#)

If you fail the first attempt, you will be allowed a second attempt to be taken, which you might be able to do straight away, or after a minimum period which will be stated. It is usually a good idea to review the course content before attempting the assessment again.

If you pass the assessment then we would anticipate creating the electronic Certificate of Achievement and email it to you within 24-hours on a working day, or the first working day following a weekend.

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.

Thank you, enjoy and good luck.

----- End -----