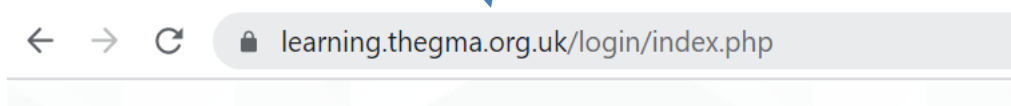


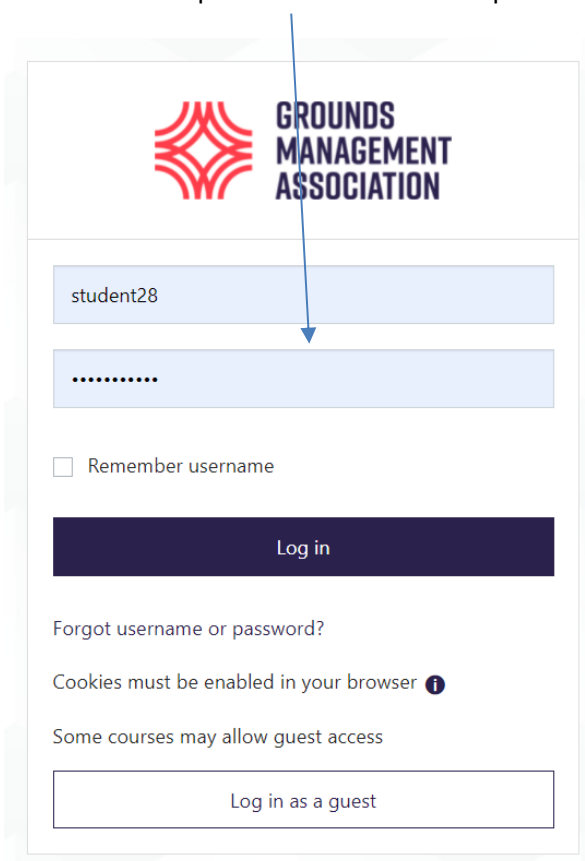
## User guide for GMA online short courses with single module courses

This user guide is for learners on one of the short online learning courses. It uses screen shots from the course 'Level 2 Winter Pitches (Applied Turf Culture)', but the principles are the same for all the Level 2 and 3 courses.

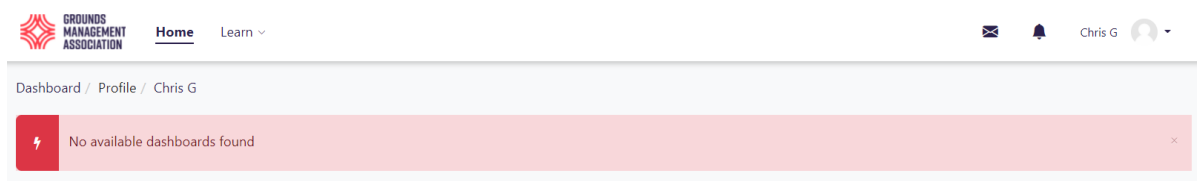
1. Enter the web address <https://learning.thegma.org.uk/login/index.php> in your browser, where the course is hosted on our Learning platform.



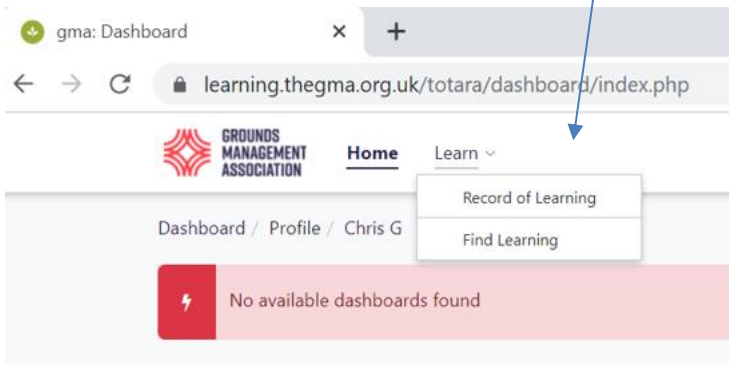
2. Login to the site using the username and password that have been provided specifically for this site.

A screenshot of the GMA login page. At the top left is the GMA logo. Below it are two input fields: the first contains the username "student28" and the second contains a masked password ".....". Below the password field is a checkbox labeled "Remember username" which is currently unchecked. A dark blue "Log in" button is positioned below the checkbox. Underneath the button are links for "Forgot username or password?", a message "Cookies must be enabled in your browser" with an information icon, and a note "Some courses may allow guest access". At the bottom is a "Log in as a guest" button. A blue arrow points from the text in the previous step to the password input field.

3. Once you have successfully logged in you will 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, especially at Level 2 or 3, you will typically have been enrolled onto a **single module course**, within which will be the end of course assessment. [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].

**5 records shown**

▼ Search by

Course Title ⓘ

contains

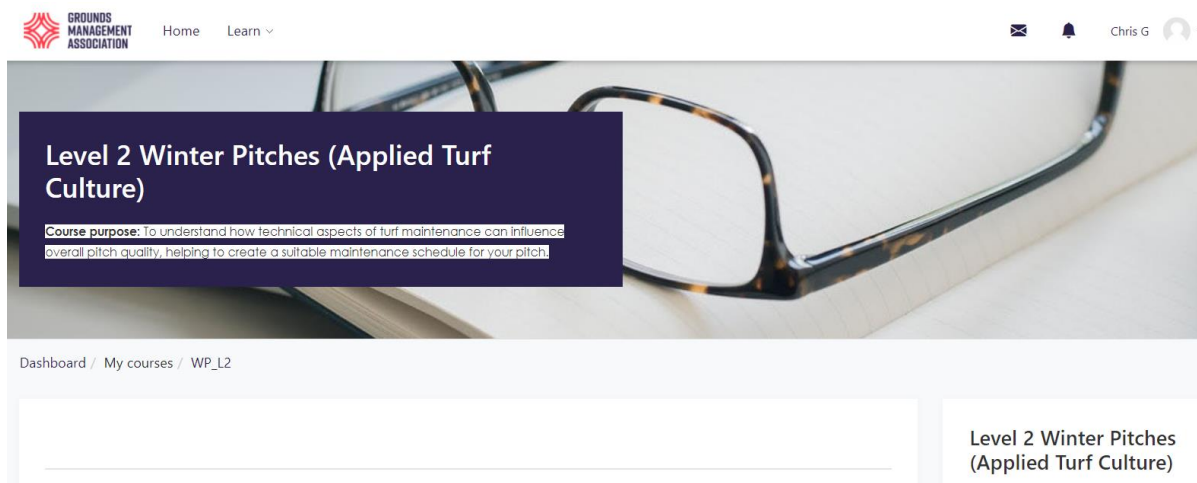
Show more...

Search Clear

Show/Hide Columns

Type	Course Title ▲	Plan	Course due date	Previous Completions	Progress
<input type="checkbox"/>	Level 1 Football Module 1: Requirements of the groundsperson and pitch				Not tracked
<input type="checkbox"/>	Level 1 Football Module 2: Equipment and Machinery				Not tracked
<input type="checkbox"/>	Level 1 Football Module 3: Materials				Not tracked
<input type="checkbox"/>	Level 1 Football Module 4: Course Assessment				Not tracked
<input type="checkbox"/>	Level 2 Winter Pitches (Applied Turf Culture)				Not tracked

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



The screenshot shows the GMA website interface. At the top left is the GMA logo and navigation links for 'Home' and 'Learn'. On the right, there are icons for email, notifications, and a user profile for 'Chris G'. The main content area features a large image of a pair of glasses on a desk. Overlaid on this image is a dark purple box with the course title 'Level 2 Winter Pitches (Applied Turf Culture)' and a 'Course purpose' text box. Below the image, a breadcrumb trail reads 'Dashboard / My courses / WP\_L2'. On the right side of the page, a sidebar contains the course title 'Level 2 Winter Pitches (Applied Turf Culture)'.

Always read any introductory information first.

## Introduction (10-mins)

This introduction provides a brief recap of what was covered in the Level 1 Course and what to expect from this Level 2 course.

### Introduction

To get the most from the course you might find it handy to either have a pen and paper for taking some notes, or take notes digitally on a word processor, text pad or similar. Either way, enjoy the course.

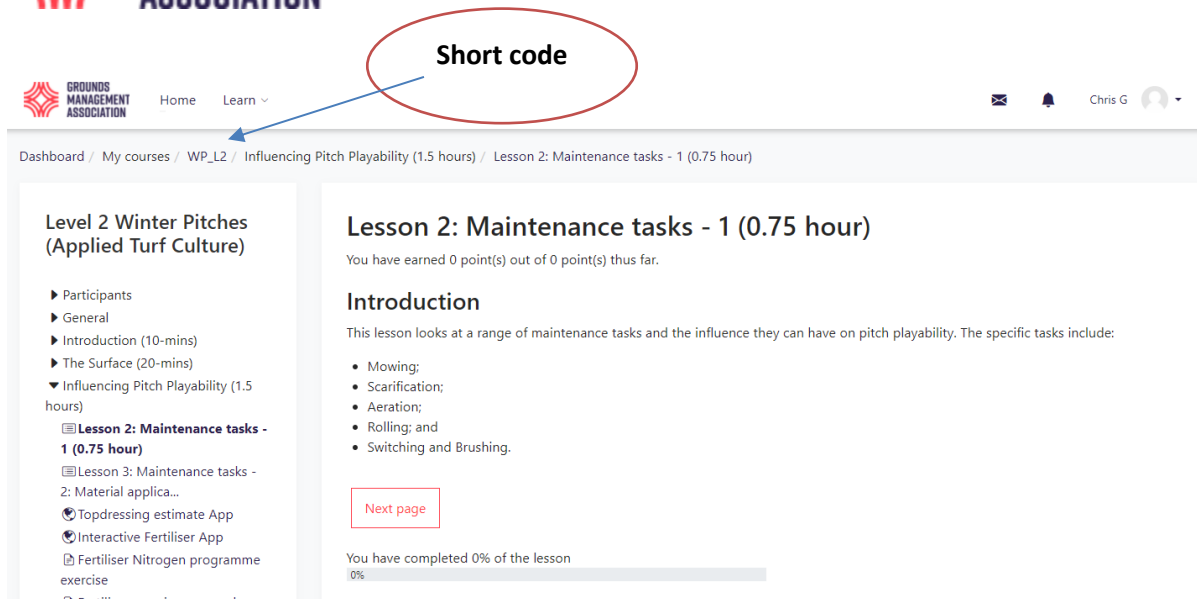
If you do make notes you will find these useful when you attempt Lesson 10 as the final lesson.

### Recap page for the Level 1 564.2KB PDF document

Once you have read through the introductory text, you might want to download the Level 1 aims and objectives as a quick reminder. If you think you would benefit from studying the Level 1 course (especially if you haven't already done so) before this Level 2 course, then why not enrol on that one now?

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. WP\_L2, or similar) in the courses navigation bar. The following image shows part of the content of Lesson 2, so to get back out of this you can just click on the short course code as mentioned just now.



**Short code**

Dashboard / My courses / WP\_L2 / Influencing Pitch Playability (1.5 hours) / Lesson 2: Maintenance tasks - 1 (0.75 hour)

**Level 2 Winter Pitches (Applied Turf Culture)**

- ▶ Participants
- ▶ General
- ▶ Introduction (10-mins)
- ▶ The Surface (20-mins)
- ▼ Influencing Pitch Playability (1.5 hours)
  - ▣ Lesson 2: Maintenance tasks - 1 (0.75 hour)
  - ▣ Lesson 3: Maintenance tasks - 2: Material applica...
  - 📄 Topdressing estimate App
  - 📄 Interactive Fertiliser App
  - 📄 Fertiliser Nitrogen programme exercise
  - 📄 Fertiliser exercise examples

**Lesson 2: Maintenance tasks - 1 (0.75 hour)**

You have earned 0 point(s) out of 0 point(s) thus far.

**Introduction**

This lesson looks at a range of maintenance tasks and the influence they can have on pitch playability. The specific tasks include:

- Mowing;
- Scarification;
- Aeration;
- Rolling; and
- Switching and Brushing.

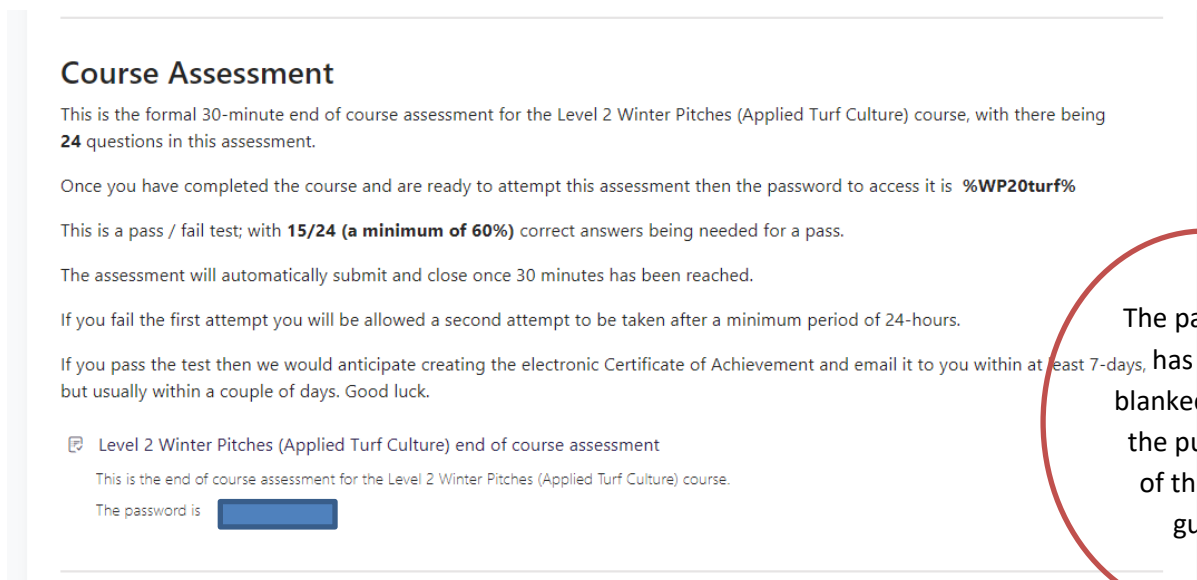
[Next page](#)

You have completed 0% of the lesson  
0%

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

7. Work your way through all of the learning material. It is usually best to follow the order of the lessons. Once you have completed all of these then you are ready to attempt the end of course formal assessment. Before attempting the assessment, you may wish to revisit some or all of the learning material.

8. Once you have been completed the course, you can then attempt the **end of course assessment**, which is usually located at the bottom of the course contents page.



**Course Assessment**

This is the formal 30-minute end of course assessment for the Level 2 Winter Pitches (Applied Turf Culture) course, with there being **24** questions in this assessment.

Once you have completed the course and are ready to attempt this assessment then the password to access it is **%WP20urf%**

This is a pass / fail test; with **15/24 (a minimum of 60%)** 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 to be taken after a minimum period of 24-hours.

If you pass the test then we would anticipate creating the electronic Certificate of Achievement and email it to you within at least 7-days, but usually within a couple of days. Good luck.

📄 Level 2 Winter Pitches (Applied Turf Culture) end of course assessment

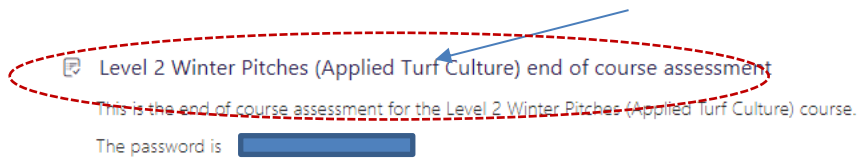
This is the end of course assessment for the Level 2 Winter Pitches (Applied Turf Culture) course.

The password is

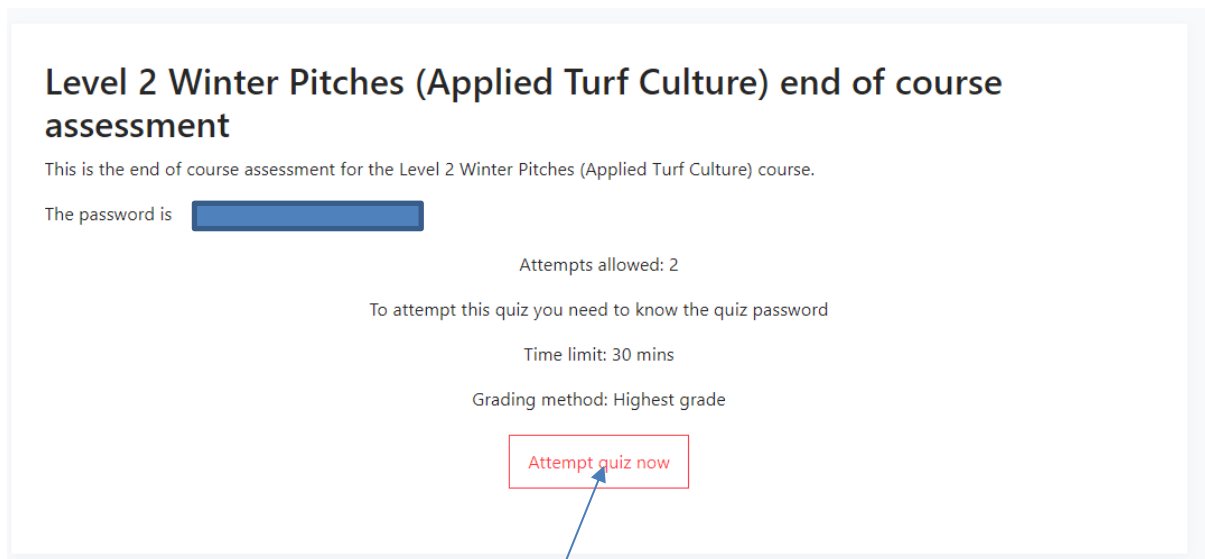
The password has been blanked out for the purposes of this user guide

9. The password and further information for the formal assessment are included in the text for the course assessment, so please read this carefully. You may wish to copy the password ready for use in a short while so it can be quickly pasted into the relevant place.

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

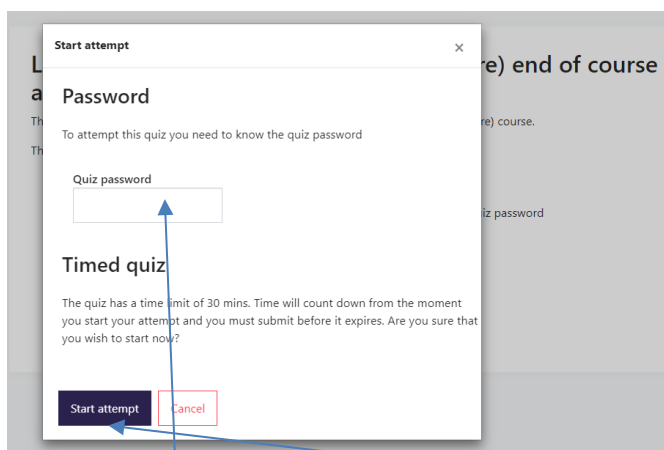


11. Once you click on the course assessment link, the following screen appears:



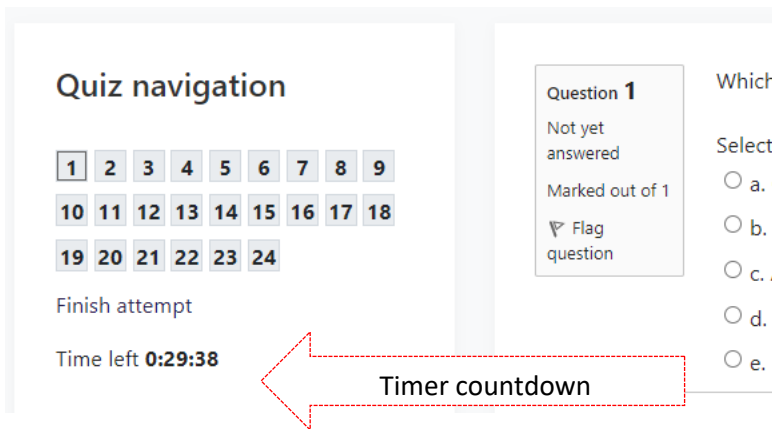
You have 2 attempts (in this example). Sometimes there will be a minimum time delay between the first and second attempt if someone does not get the minimum for a pass on their first attempt, although this information will be given on the previous instruction page.

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

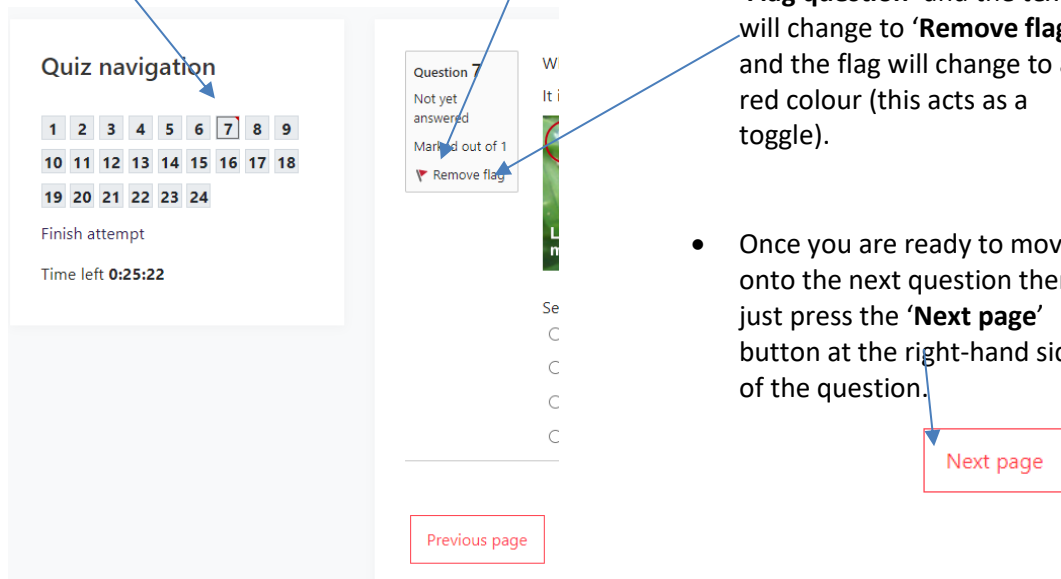


Enter the **password** that was given just now and then click **'Start attempt'** to proceed.


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 page**' button at the right-hand side of the question.

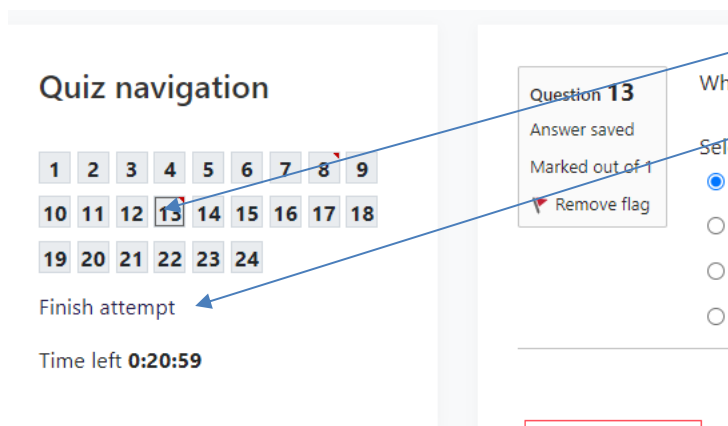


13. Once you have attempted all the questions, a summary page appears (it will list all questions attempted):

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.



**Quiz navigation**

1 2 3 4 5 6 7 8 9  
 10 11 12 13 14 15 16 17 18  
 19 20 21 22 23 24

Finish attempt

Time left **0:20:59**

**Question 13** Whi  
 Answer saved  
 Marked out of 1  
 Remove flag

Sele

You are now returned to the summary page.

20	Answer saved
21	Answer saved
22	Answer saved
23	Answer saved
24	Answer saved

Return to attempt

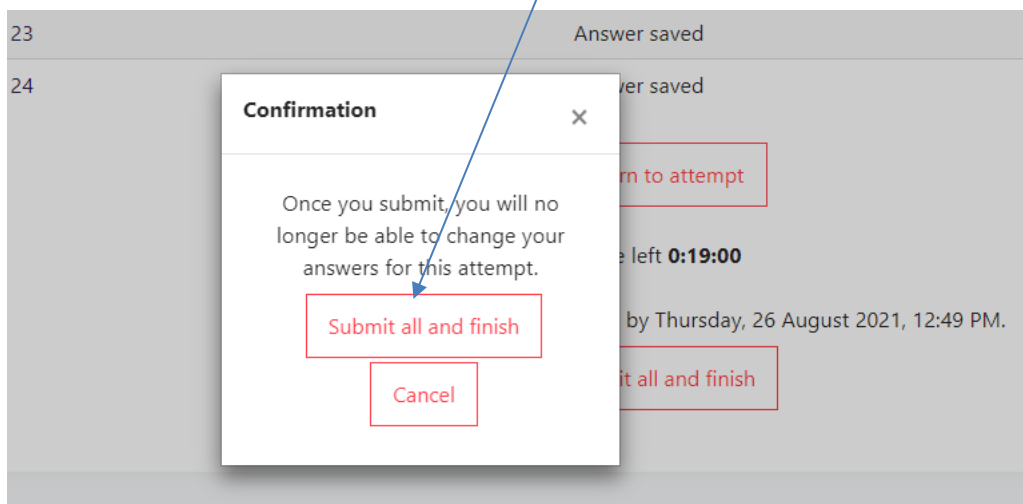
Time left **0:19:53**

This attempt must be submitted by Thursday, 26 August 2021, 12:49 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.



The screenshot shows a confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The dialog contains the text: "Once you submit, you will no longer be able to change your answers for this attempt." Below the text are two buttons: "Submit all and finish" and "Cancel". The background is a blurred view of the quiz interface, showing question numbers 23 and 24, a "Return to attempt" button, a timer showing "Time left 0:19:00", and a deadline notice: "This attempt must be submitted by Thursday, 26 August 2021, 12:49 PM." A blue arrow points from the "Submit all and finish" button in the dialog to the "Submit all and finish" button in the background interface.

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 achieved the minimum required marks.



## Level 2 Winter Pitches (Applied Turf Culture) end of course assessment

This is the end of course assessment for the Level 2 Winter Pitches (Applied Turf Culture) 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 / 24	Review	Feedback
1	Finished Submitted Thursday, 26 August 2021, 12:31 PM	20		Pass - well done.  An electronic Certificate of Achievement will be produced and sent to your email address within 7 days.

**Highest grade: 20 / 24.**

### Overall feedback

Pass - well done.

An electronic Certificate of Achievement will be produced and sent to your email address within 7 days.

You must wait before you may re-attempt this quiz. You will be allowed to start another attempt after Friday, 27 August 2021, 12:31 PM.

[Back to the course](#)

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 (in this example there is a 24-hour delay.). 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 -----