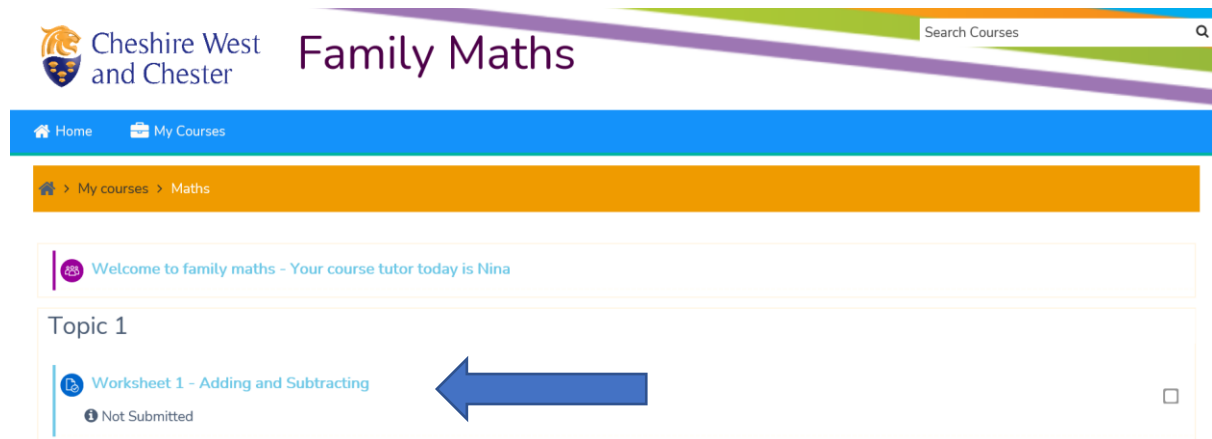


## Introduction to the Adult Education Learning Platform

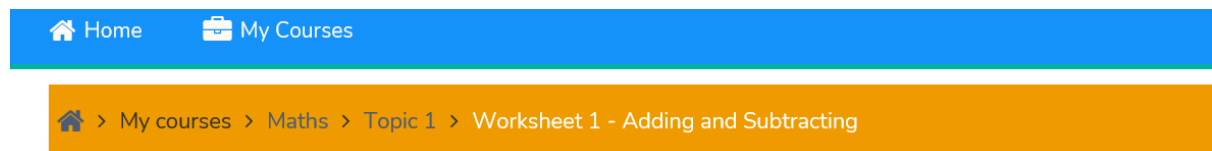
### Part 2: Opening and Completing Worksheets

#### Family Maths Course

During your course your tutor will set worksheets for you to complete. You can access these via the Learning Platform.



The screenshot shows the 'Family Maths' course page. At the top left is the Cheshire West and Chester logo. To its right is the text 'Family Maths' and a search bar labeled 'Search Courses'. Below this is a blue navigation bar with 'Home' and 'My Courses' links. A yellow breadcrumb trail shows 'My courses > Maths'. A purple notification box says 'Welcome to family maths - Your course tutor today is Nina'. Below that, under the heading 'Topic 1', there is a list item 'Worksheet 1 - Adding and Subtracting' with a blue arrow pointing to it from the right. The item also shows 'Not Submitted' and a small square icon.



The screenshot shows the worksheet page. It has a blue navigation bar with 'Home' and 'My Courses' links. Below it is a yellow breadcrumb trail: 'My courses > Maths > Topic 1 > Worksheet 1 - Adding and Subtracting'.

## Worksheet 1 - Adding and Subtracting

This worksheet has some questions which will help you to practise adding and subtracting.

  FS Maths Initial Assessment Part 1 V7.0.pdf30 November 2020, 3:50 PM

### Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-

Submission comments  Comments (0)

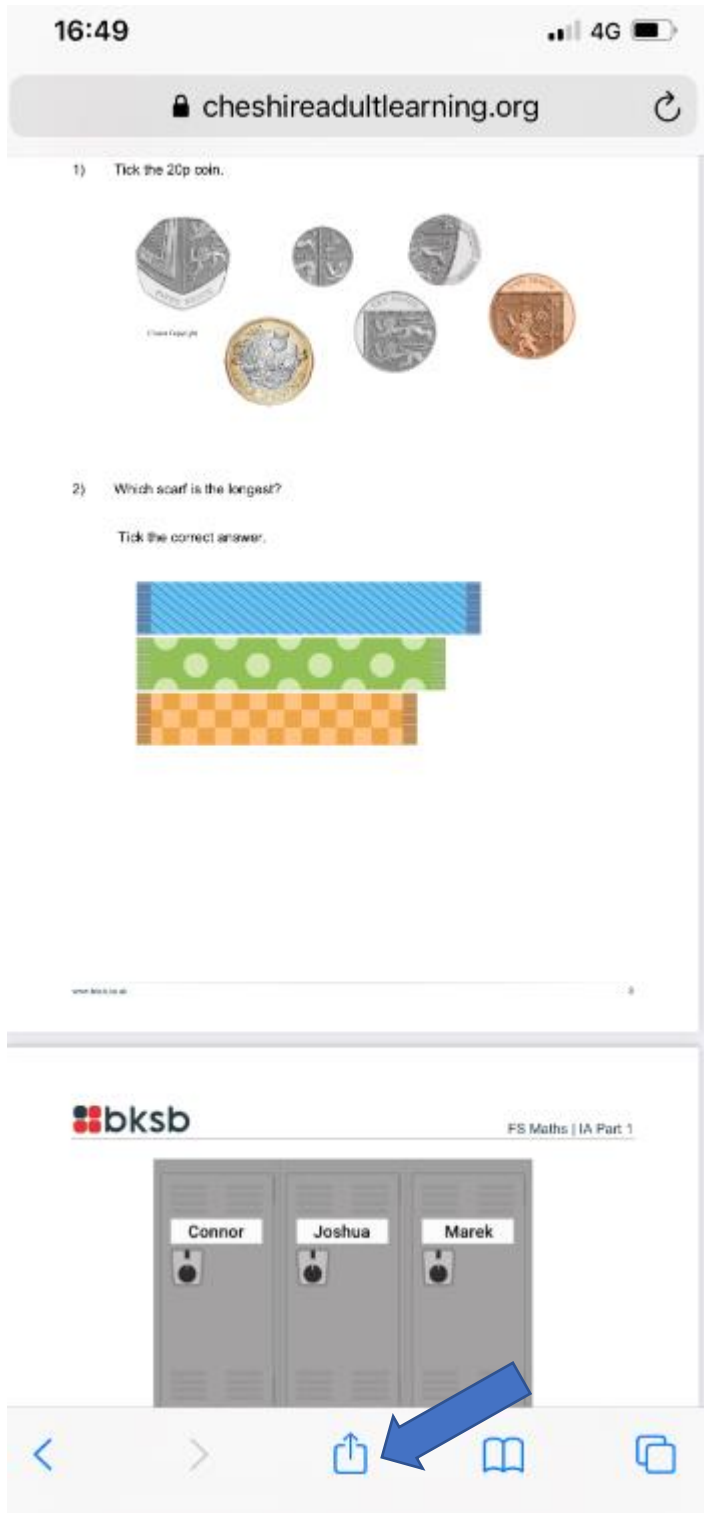
Add submission

You have not made a submission yet.

## Introduction to the Adult Education Learning Platform

### Part 2: Opening and Completing Worksheets

To open the worksheet you need to click on the red circle. *If you are doing this on a mobile you will need to open the worksheet then import it to your new Adobe Acrobat app.*

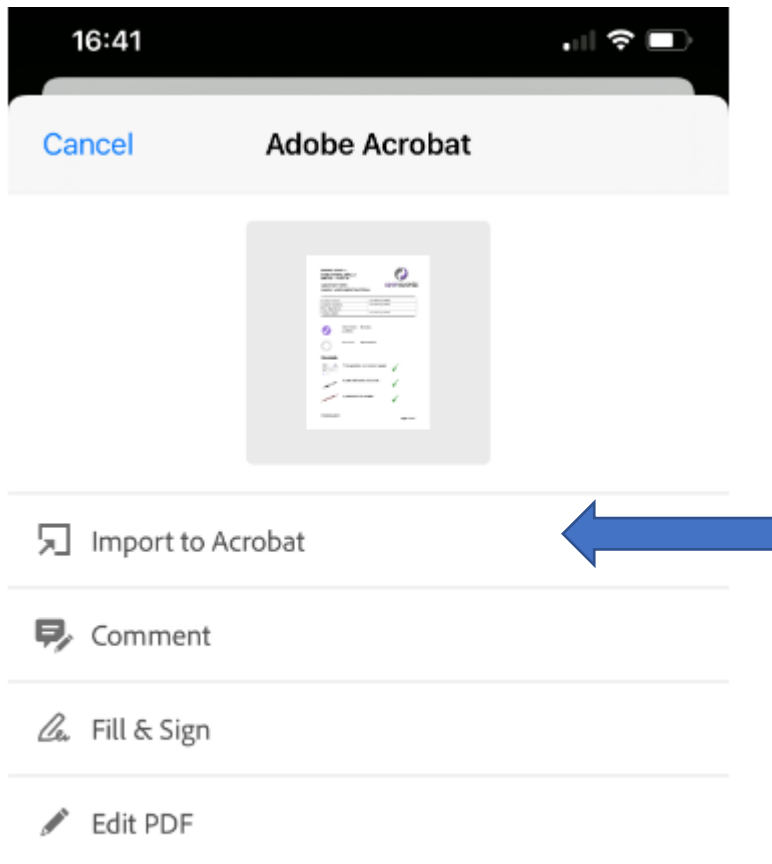


This is a mobile phone screen shot.

Use this button to share the document to the Adobe Acrobat app

## Introduction to the Adult Education Learning Platform

### Part 2: Opening and Completing Worksheets



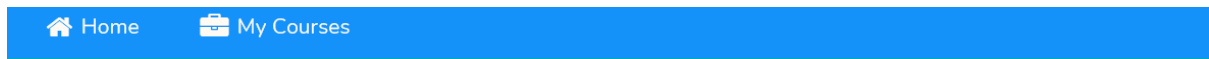
This is a Mobile phone screen shot

You need to complete the worksheet and **SAVE** your work. If you are doing this on a computer or laptop it would be a good idea to create a new folder and save all your worksheets in here. If you are doing this on a mobile phone or tablet you will be given an option of saving to a cloud or online document store.

When you are happy with your work you can submit it here (See instructions below). This will go directly to your course tutor who will mark it and give you feedback.

# Introduction to the Adult Education Learning Platform

## Part 2: Opening and Completing Worksheets



### Worksheet 1 - Adding and Subtracting

This worksheet has some questions which will help you to practise adding and subtracting.

FS Maths Initial Assessment Part 1 V7.0.pdf 30 November 2020, 3:50 PM

#### Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)



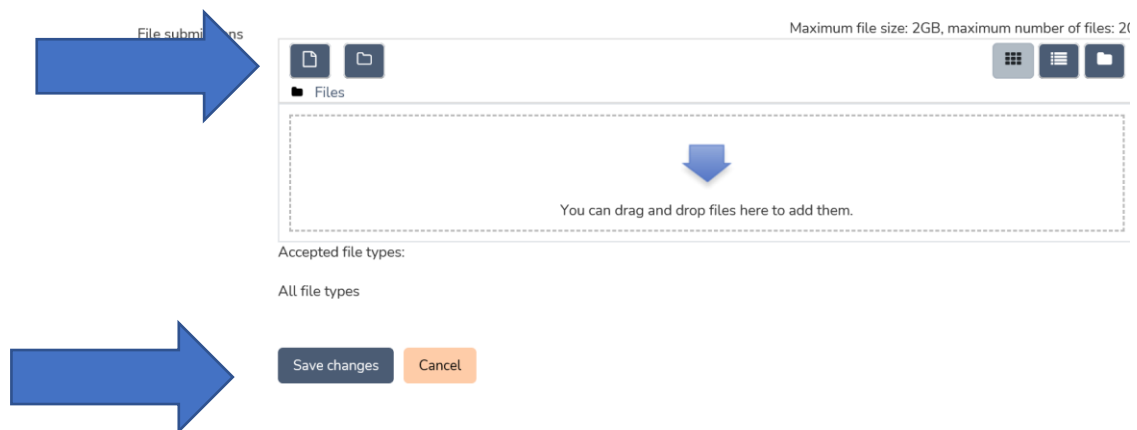
You have not made a submission yet.

You could drop your saved worksheet into the box or upload your saved worksheet from your documents. You click to Files option shown below.

### Worksheet 1 - Adding and Subtracting

This worksheet has some questions which will help you to practise adding and subtracting.

FS Maths Initial Assessment Part 1 V7.0.pdf 30 November 2020, 3:50 PM



File submissions

Maximum file size: 2GB, maximum number of files: 20

Files

You can drag and drop files here to add them.

Accepted file types:

All file types

Save changes Cancel

## Introduction to the Adult Education Learning Platform

### Part 2: Opening and Completing Worksheets

File picker

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

Browse...

Save as

Author

Student2 AASStudent2

Choose license

All rights reserved

Upload this file

When you click on BROWSE you will be given a list of all your recent files and documents stored on your computer or device. Find the worksheet and select it.

Click on the upload this file button.

### Worksheet 1 - Adding and Subtracting

This worksheet has some questions which will help you to practise adding and subtracting.

FS Maths Initial Assessment Part 1 V7.0.pdf30 November 2020, 3:50 PM

Nothing was submitted

File submissions

Maximum file size: 2GB, maximum number of files: 10

Files

e3-fsq-maths...

Accepted file types:

All file types

Save changes

Cancel

When you have done this you must click the SAVE CHANGES button.

## Introduction to the Adult Education Learning Platform

### Part 2: Opening and Completing Worksheets

The screenshot shows the 'Family Maths' interface. At the top left is the Cheshire West and Chester logo. The main header reads 'Family Maths'. Below this is a blue navigation bar with 'Home' and 'My Courses' icons. A breadcrumb trail below shows 'Home > My courses > Maths'. A purple notification box says 'Welcome to family maths - Your course tutor today is Nina'. The main content area is titled 'Topic 1' and contains a card for 'Worksheet 1 - Adding and Subtracting'. This card has a green status box that says 'Submitted 30 November 2020' and a 'Feedback available' link with a speech bubble icon. A large blue arrow points from the 'Feedback available' link towards the right.

When your worksheet has been marked you can access it by clicking on the feedback available sign.

This screenshot shows the submission details page. It features a blue navigation bar with 'Home' and 'My Courses' icons. The page is divided into sections: 'Last modified' (Monday, 30 November 2020, 4:08 PM), 'File submissions' (listing a PDF file), and 'Submission comments' (showing 0 comments). Below these are 'Edit submission' and 'Remove submission' buttons, followed by the text 'You can still make changes to your submission.' A 'Feedback' section contains a 'Feedback comments' box with the text 'Great worksheet! Have a look at the ones that you got wrong. I have shown you how to work these out and the correct answers.' Below this is a 'Feedback files' section with a blue arrow pointing to a PDF file link.

Scroll to the bottom of the page to see the comments and click on the red circle to open the marked worksheet.

## Introduction to the Adult Education Learning Platform

### Part 2: Opening and Completing Worksheets

If you need to try some questions again, re-save the document to your computer or phone. Click on 'remove submission' to take away your first worksheet, then 'edit submission' to add your amended worksheet.

The screenshot shows a user interface for a submission. At the top, there is a blue navigation bar with 'Home' and 'My Courses' icons. Below this, a grey bar indicates the submission was 'Last modified' on Monday, 30 November 2020, at 4:08 PM. The 'File submissions' section shows a single submission: 'e3-fsq-maths-question-paper-and-mark-scheme-sample-assessment open awards.pdf' uploaded on 30 November 2020, at 4:08 PM. Below the file name, the 'Submission comments' section shows 'Comments (0)'. At the bottom of the submission area, there are two buttons: 'Edit submission' and 'Remove submission'. A blue arrow points to the 'Remove submission' button. Below the buttons, a message states: 'You can still make changes to your submission.' Below this section is a 'Feedback' section. The 'Feedback comments' section contains the text: 'Great worksheet! Have a look at the ones that you got wrong. I have shown you how to work these out and the correct answers.' The 'Feedback files' section shows the same file as above, uploaded on 30 November 2020, at 4:14 PM.

Once you have uploaded your worksheet, remember to press the save button at the bottom of the screen.