CENTRAL SKILLS LOG™

Innovations in learning

Central Skills Log

For Learners

To access the Central Skills Log open a Web Browser, go to **http://www.cqual.org** and click on the **Central Skills Log** link in the top menu. Then click the **CSL Login** button. Enter the Username, Password and Pin number that you will have been provided with. Having entered the correct details you will be taken to the Central Skills Log Welcome Page.

On the right of the window is a set of Icons that enable you to adjust the size of the font used within the Central Skills Log. Click any of the icons to adjust the font size to your liking.

On the left of the window are the menu options CSL, Learners and Logout. Move your mouse over the menus to reveal the other options available. This document describes these options in more detail.

CSL > My Account

My Account > Change Password - enables you to change your existing password to a new one. You must enter your current password correctly to change to a new one.

My Account > Change Pin - enables you to change your existing Pin to a new one. You must enter your current Pin correctly to change to a new one.

My Account > Change Details - from here you can see, and if necessary, make changes to the personal details that were added for you when you were registered in CSL. Any fields with a red asterisk * to the right of them are mandatory fields: information must be provided in these fields.

My Account > Change Name – from here you can change your log-in name. If you choose a log-in name which already exists, you must choose a different one.

CSL > Learners Help

Selecting Learners Help will open the latest version of this user guide in a new window (in PDF format), for printing or viewing on screen.

CSL > Resize Files Help

Selecting Resize Files Help will open the latest version of our file resizing guide in a new window (in PDF format), for printing or viewing on screen.

CSL > About

The About option displays the version number of the CSL software and confirms which user is currently logged into CSL. This information may be useful if you need to talk to CQ's Customer Service Team.

Learners > My Courses

Selecting My Courses from the Learners Menu, produces a table showing the Courses you are registered for.

Learners > My Courses. Click the course to view the course units

Click on a course within the table to open a course tab to the right. This provides a table of all the units that make up the course.

To display the tasks for a specific unit:

1. Click a ✚ to expand a unit, revealing the subunits that make up the unit.
2. Click a subunit name to open a tab to the right. This provides a table of the tasks for each subunit. It is from here that your progress on the course can be tracked.

Displaying the Course Units

To display all Tasks for a Unit, click the Unit Name, rather than a ✚

Displaying the Tasks for a Subunit

Keeping Track of your Progress

Learners > My Courses > course > Task

From the Tasks tab you are able to view and manage your progress through the course:

Click the Add Evidence icon to provide evidence that you have completed the Task, (detailed below).

Click Display Guidance & Further Information icon to reveal more about the selected Task.

Notes can be created against your Tasks by your Coach, these and any Evidence you have provided can be viewed by clicking the View/Edit Evidence icon, which opens a tab to the right (detailed below).

Shown — Ticked by your Coach to show the Task has been shown to you.

Demonstrated — Ticked by your Coach to show you have demonstrated your ability to carry out the Task.

Task has Text Evidence icon (a red pencil). Visible when a single Note or Evidence Text has been provided.

or or Visible when a task has 2 or 3 or more than 3 items of Evidence provided.

A green pencil icon will be visible when your progress through the course has been transferred from previous NPL progress.

Task has Evidence File icon. Visible when a file has been attached as Evidence.

Claimed — Once your Coach has ticked the Shown and Demonstrated boxes and you have provided evidence, click the Claimed box (a tick will appear) when you wish to claim completion of the Task.

Checked — Ticked by your Coach when they have verified completion of the Task.

Displayed if your coach has marked the task as having insufficient evidence

Verified — Ticked by an Internal Verifier to when sampled at interim and final stages.

If you see this displayed in a tick box in 'Verified' column, speak to your tutor

Unit progress

All tasks in this unit complete

All tasks in this unit checked

NPL Order — Click to display the tasks in their NPL order. The Code column will display the Task's NPL number and Tasks will be reordered. Click again to remove the NPL codes.

Note: The width of the display columns within the tables are adjustable. Therefore if you cannot see some of the icons it may be that the column width needs to be adjusted to make it wider. Do this by hovering the mouse in the column header over the column dividing line. When the mouse pointer turns to a left and right arrow click and drag the column width until all expected icons are visible.

Providing Your Evidence

Learners > My Courses > course > Task > Evidence

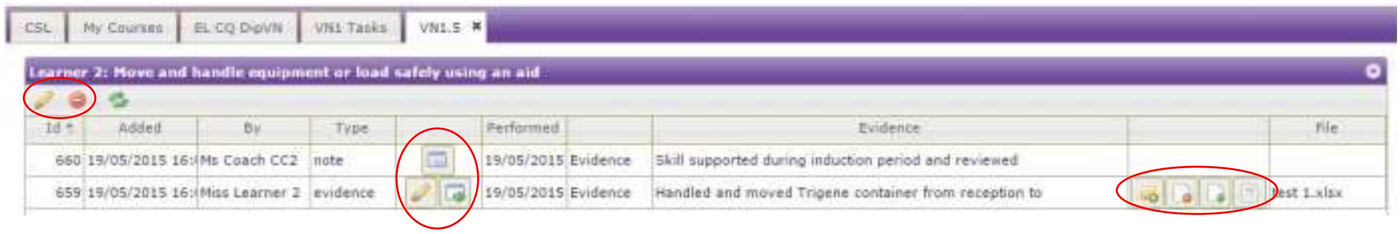
From the Tasks tab, you can provide the Evidence of your progress through the course by clicking the Add Evidence icon. A small dialogue box will open where you can type in a Description for the task's evidence, followed by the date the evidence was performed. In the Evidence box type in the details of the Evidence. Once complete, click the Submit button.

Shared Evidence Prompt

For some Tasks, a Shared Evidence window will open. This enables you to share this evidence with other suggested Tasks. If you feel this is appropriate, click the tick box to the left of any or all of the suggested tasks. Click the Submit button to finish the sharing process.

Viewing existing Evidence

Clicking the View/Edit Evidence icon will open the Evidence tab to the right where any evidence you have already provided can be seen. Your Tutors can also leave Notes for you relating to Tasks and they too can be seen from here by clicking the View Note icon.



Reviewing Evidence and Notes

From the Evidence tab, new evidence can be added to Tasks by clicking the Add Evidence icon in the top left of the window. Evidence previously added by you that has not been flagged as "checked" by your coach is editable by clicking the Edit Evidence icon next to the Task.

Until your evidence has been checked by your Tutor it can be deleted by clicking the Delete Evidence icon.

Attaching Evidence Files

The set of icons to the right of each line of evidence enable files to be Uploaded to the Central Skills Log. Once uploaded it is possible to Download the file to your workstation, or open it to View. The Delete Evidence File icon can be used to delete any attached files.

The Share Evidence icon is detailed in the next section.

Providing Your Evidence (continued)

Learners > My Courses > *course* > Task > Evidence > Shared Evidence

Share Evidence

Although sharing evidence is automatically prompted for in relevant tasks, in some cases you may feel the experience you have gained and evidence you have provided for one unit may also be appropriate to use for other units. For this situation it is possible to manually share the recorded evidence with the other units:

1. From the Evidence tab, click the Share Evidence icon next to the task. The Shared Evidence tab will open to the right. Any evidence that has already been shared for this task will be displayed.

2. Click the Add Task icon. The Add a Task sharing this evidence dialog will open.

3. Use the drop down boxes to choose a Unit and a Task that will share the recorded evidence and click the Submit button.

4. Now, when you display the Unit and Task selected in the drop down lists, you will find the evidence has been copied here too.

Amend Shared Evidence

If you need to amend the evidence that has been shared, open the Shared Evidence tab (as above), select the task that needs amending and click the Edit Task icon. Use the drop down lists to select different Units or Tasks as required.

Viewing Shared Evidence

If you need to view which other tasks this evidence is shared with, from the Evidence tab (as above), all tasks listed will also have this information listed when looking at evidence.

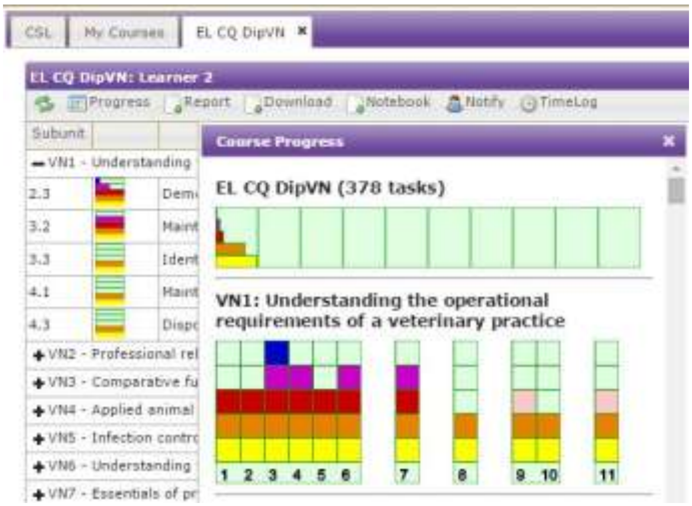
Deleting Evidence

To delete a piece of evidence, click on the line of evidence so it is highlighted and click the Delete icon. This will remove the evidence completely from this task.
This can also be done with shared evidence, but it will only delete it from this task. All other tasks using this shared evidence will not be affected.
Once a piece of evidence is deleted, it will not be able to be retrieved.

Viewing your Progress

Learners > My Courses > *course* > Progress

For a graphical overview of your progress through a course, click the Progress icon in the Course tab to open the Course Progress graphical view. You can scroll down to see a graphical view of each Subunit and its Tasks.



Viewing Progress graphically

Progress at a glance

Each Task is numbered along the bottom and your progress is charted upwards by the use of the coloured blocks.

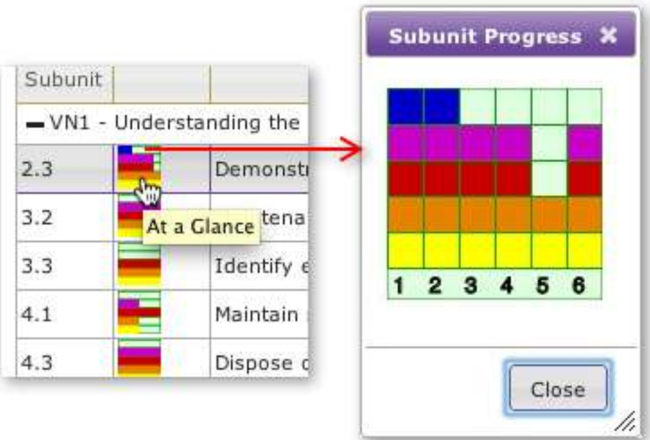
Yellow	Task shown (Coach)
Orange	Task demonstrated (Coach)
Pink	Task evidence added (Learner)
Red	Task claimed (Learner)
Purple	Task checked (Coach)
Blue	Task verified (IV)

Progress bar

Progress can also be viewed on the progress bar, on the top right of the CSL home page.

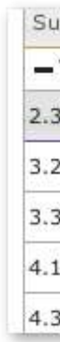
If you hover the cursor over the progress bar, it will show overall progress as a percentage.

The progress bar can be modified, using the hamburger icon beside the progress bar.



Progress at a glance

Having expanded a course to reveal the units you are studying, click the At a glance icon to display a graphical summary of your progress for a single unit.



Reports to Monitor your progress

Learners > My Courses > *course* > Report

You can view your progress through the course by viewing reports that have been provided. Click the Report icon at the top of the Course tab to open the Report Options. The three options for the report content: Include Overall Progress, Include Unit Progress and Include Task Progress, can be ticked on or off in any combination, depending on your requirements.

Once all report criteria has been specified, click the Generate PDF button to generate the report as a PDF.

Note: The method for viewing (or saving) the PDF may differ according to the Internet Browser you are using and the way in which it has been set up.

Alerts

Learners > My Courses > *course* > Task

Visible when your coach marks a task as having insufficient evidence

Will be displayed in 'Checked' column, when tutor marks task as having insufficient evidence

If you see this displayed in a tick box in 'Verified' column, speak to your tutor

Note: If your tutor marks a task as having insufficient evidence ; once you add more evidence, you must then notify your coach using the CSL notification system for your coach to check again.

You can download your Evidence

Learners > My Courses > course > Portfolio

Any evidence that you record in the Central Skills Log can be downloaded to your workstation as an evidence portfolio or a [1]CSV file.

From Learners > My Courses

Click on a course within the table to open a course tab to the right.

Download your evidence.

Click the Portfolio option, then the generate button. This will download a zip file, which you can save on your workstation. You will be able to open and view your evidence as a html evidence portfolio, or a [1]CSV file.

Evidence portfolio

Click the icon to open and view uploaded evidence files.

Note: The options to save the file will differ according to the browser you are using and the way in which it has been set up.

[1]CSV: A Comma Separated Values file stores exported data in a tabular format. Typically each data field is separated by a comma (although other delimiters can also be used). This means that the data can be imported into different applications, from CSL into a spreadsheet for example.

Getting organised: Print a course notebook

Learners > My Courses > *course* > Download

To help organise your work and track your progress you can print out the course notebook, which lists all the Tasks for all the Units.

From the Course tab, click the Notebook button. This will provide you with a choice of layout for your notebook:

Compact: perfect for printing as an A5 sized notebook (although A4 will work too). It provides enough space to tick off the tasks as you do them.

Portrait: best printed as A4. This provides a bit more space for your notes against each task.

Landscape: best printed as A4. This provides the most space for making notes against each task.

If you wish to have your name printed on the notebook, click the Personalised tick box.

Click the Generate PDF button to generate the notebook as a file called csl_notebook.pdf. Save the file to your computer so you can print it out with your choice of print options, for example you may wish to print it double-sided since the notebooks may be quite large.

Communicating with your Tutor

Learners > My Courses > *course* > Notify

The Notify facility enables you to stay in touch with your Tutor via CSL. Notifications sent and received in CSL are stored in CSL and are visible to Internal and External Verifiers as well. The notification may also be received by them via their email.

From the course tab, click the Notify option at the top of the page.

Notify Tutors

The Notify My Tutors window will open. All Tutors that have been set up for you to communicate with will be listed in the To: field, (it may be that you only see your Lead Clinical Coach). If more than one Tutor is listed you can use the Select Individuals option below the To: box to deselect everyone enabling you to select individual Tutors.

The Subject will automatically be “CSL Notification”, however you may change this if you wish.

The Tags field enables you to create searchable “keywords” that will help with recalling the sent notification (see “Searching for Notification” section for more information).

Type your message in the area below the “Subject” and click the Send button to have the message emailed to the Tutor(s).

Learners > Sent Notifications

Messages you have sent to your Tutors can be viewed by selecting Sent Notifications from the Learners menu option.

The Sent Notifications tab will open and all notifications you have sent to your Tutors will be displayed in the table.

Learners > Received Notifications

In the same way as you can stay in touch with your Coaches, they can communicate with you through Notifications in CSL as well. You can view any notifications sent to you by selecting Received Notifications from the Learners menu option.

The Received Notifications tab will open and all notifications received from your Tutors will be displayed in the table.

Note that you will also receive notifications as an email to the address that has been recorded for you in your registration details.

Adding Searchable Tags

Over time you may find that you have many Sent and Received Notifications and finding the one you want to view may therefore take some time. To help simplify finding the one you want, you can add searchable tags to each notification;

1. To create and Add Tags, click the Edit Tag icon next to a Notification. The Edit Tags window will open.
2. In the Add a Tag field, type in a keyword(s) that is relevant to the selected Notification and click the Add button.
3. The new Tag will be added to the list of Tags available and will automatically receive a tick in the box next to it which means it is currently being used for the selected Notification. Click the Submit button to save the new tag and close the Edit Tags window.
4. If you wish to add any other Tags, previously created to the currently selected Notification then click in the tick box next to the relevant Tag.

Searching for Notifications

Clicking the Search Icon in the tool bar opens a row of empty search fields above the Notification columns. Each field corresponds to the columns below.

Type a word(s) in the relevant empty field and press Return. If the word(s) exists in the corresponding column all other Notifications will temporarily disappear, leaving just the Notifications that match the search criteria. For example, if you wish to search for Notifications created on a specific date, type the date in DD/MMM/YYYY format in the first column.

The second column is the Tags column. Typing one of the created Tags in this column will list only those Notifications that have been given that Tag.

To list all Notifications again, delete the search criteria from the search fields and press Return.

Viewing Notifications

The content of each Notification is displayed in the table in the Notes column, however the amount displayed is limited to the size of the browser window. Clicking the View Notification icon next to the relevant Notification will open a separate window displaying the complete contents of the Notification.

Logging Your Time

Learners > My Courses > *course* > TimeLog

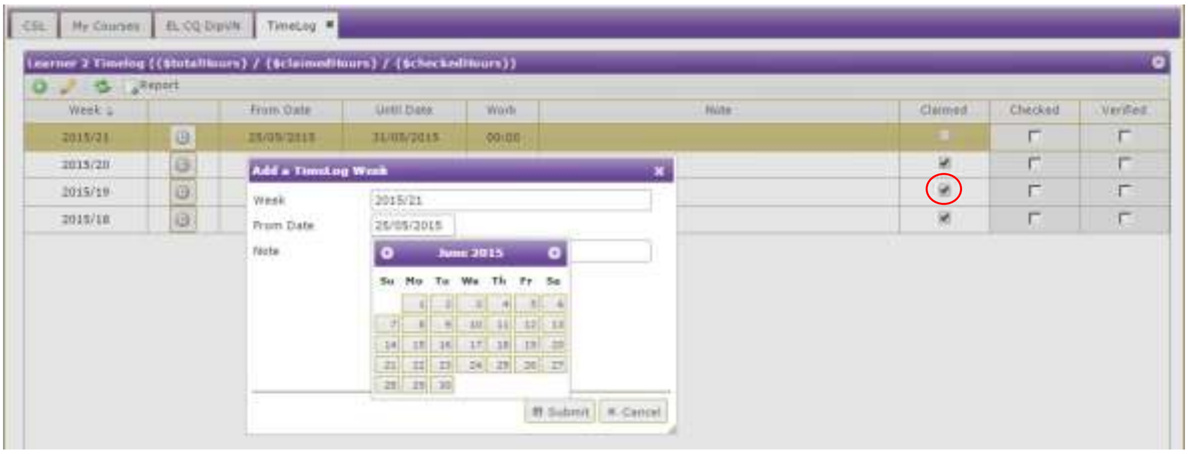
To help you keep a record of your work experience CSL can provide a time logging facility, (note that time logging may not have been switched on for you, if this is the case, the TimeLog option will not be visible).

From the course tab, select the TimeLog icon at the top of the page.

The TimeLog tab will open to the right.

Time Logging

To start recording your time for a new week, click the Add a TimeLog button. The Add a TimeLog Week dialogue window will open.



Log your working hours

The **Week** field will already have been filled in with the Year/Week Number of the next unlogged week. This can be changed by changing the **From Date**; either change the date by typing in the correct date or click and select the date on the calendar that will pop up. The date entered must be a Monday.

The Note field can be used to enter any text that may be useful to describe the week of work.

These fields can be amended by selecting the relevant week and clicking the Edit a TimeLog icon.

Once all required fields are complete, click the Submit followed by the Cancel button.

Logging Your Time (continued)

Learners > My Courses > *course* > TimeLog > View/Edit this week

Having created a new week, select the week in the table and click the View/Edit this Week icon to open daily time log table. A day for each day of the week will be displayed in the tab that opens to the right.

For each day that you wish to record your working time for, click the Edit this entry icon. The Edit WorkTime dialogue will open.

Daily Time Log

If you are registered in CSL at more than one place of work click the Work Place drop down list and select the relevant work place.

The From and Until date fields can be changed, however they must still fall within the currently selected week.

In the From and Until time fields enter your start and end working times (this can be typed in manually in the format of HH:00 or use the time selector pop-up). Enter the amount of time spent as breaks in the Break field. The total amount of time you have worked will be calculated and entered in the Work field.

Enter any relevant notes in the Note field and click the Submit button. If you wish to move on to the following day, click the right arrow . Press Submit each time you have completed entering your information. Click the Cancel button when you have finished to close the Time Logging dialogue.

When all your time has been logged for a week, notify your Tutor that it is complete by clicking the Claimed column in the TimeLog tab.

TimeLog Reports

Learners > My Courses > *course* > TimeLog > Report

Clicking the **Report** icon opens the TimeLog Report Options dialogue. There are a number of options for reports that enable you to produce printable versions (PDFs) of your Timelogs for a specified date range:

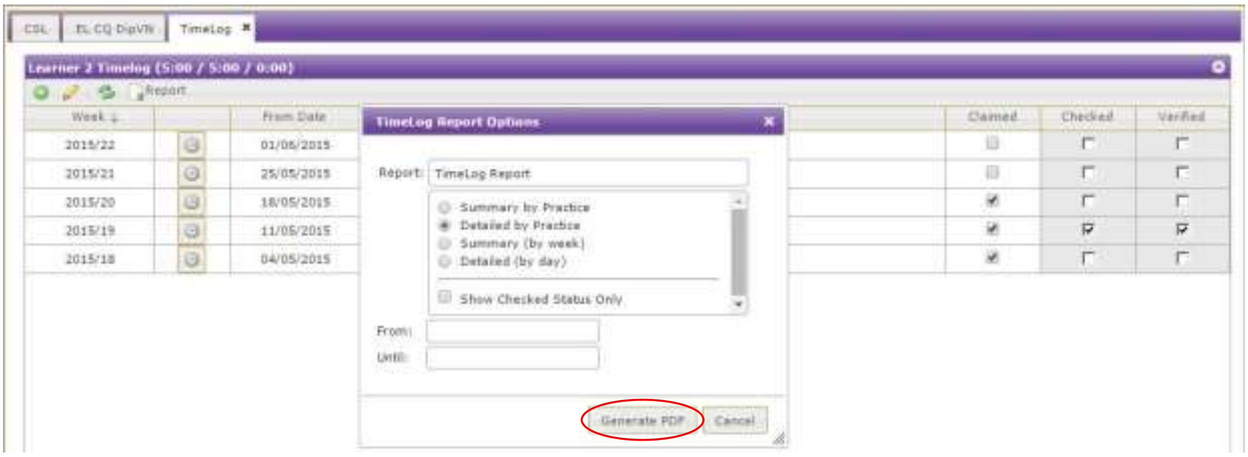
1) Summary by Practice
2) Details by Practice
3) Summary (by week)
4) Detailed (by day)

Tick the Show Checked Status for each of the 4 reports, if you wish a report of just the TimeLogs that have been checked. Click the Generate PDF button to produce the report in a printable format. This can also be viewed on screen.

Logging Your Time (continued)

You can also print out the TimeLog for clinical evidence of hours accumulated during Veterinary Nursing training.

Click the **Report** icon. Tick the Detail by Practice and un-tick Checked hours only. Click the Generate PDF button to produce the report in a PDF format, which can also be viewed on screen.

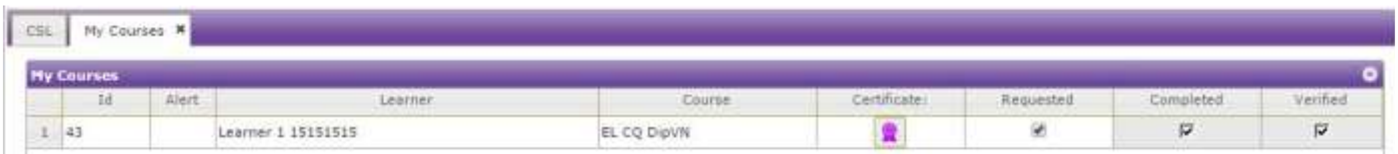


Timelog reports

Note: Once this PDF has been printed, the document can be signed by the Practice Principal which then allows this document to be presented to the RCVS for RVN registration.

When You've Completed CSL

When you have completed all the tasks and provided all necessary evidence for your course within CSL, you can send a notification that goes to your Internal Verifier to inform them that you feel you have finished. Do this by opening the My Courses tab from the Learners menu. Click the Requested tick box, which will turn the Certificate icon to red . Your Internal Verifier will then check and verify your Central Skills Logs. You will notice the Certificate icon will change to blue when they confirm all has been completed and pink when everything has been verified.



Claim your completion

Printing a completion certificate

Once your completion of CSL has been verified and the Certificate icon is showing in pink, you can click the certificate icon to download a CSL completion certificate as a PDF file.

CSL > Learners Help

This document; Central Skills Log for Learners User Guide is available in PDF format to view and print by clicking the menu option CSL then IV Help.

Logout

Use the Logout menu option to logout of CSL when you have finished using it.

Note that for your security, if your login session is left unused for 60 minutes you will need to login again to be able to continue to use CSL.

Contact Us

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