02 - Learner Guide

How learners use OTE Learn to access subjects, content, assessments, marks, reports, calendar, support, and feedback.

Use this guide for testing, pilot, and early user onboarding. Screens may change while OTE Learn is being improved. If a menu item is missing, your role may not have permission to use it.

Contents

1 Learner home and navigation
2 Opening subjects
3 Using learning content
4 Writing assessments
5 Understanding assessment status
6 Viewing marks and reports
7 Getting help

1. Learner home and navigation

After signing in, learners should use Home and My Subjects as their starting point. The learner view should not show admin setup pages. If you see teacher or admin pages, report it.

- Open My Subjects to see subjects assigned to your current class or programme.
- Open a subject to see content, assessments, and related information.
- Use Calendar to see assessment dates and institution events.
- Use Support if something is wrong or missing.

2. Opening subjects

1. Go to My Subjects or Learning.
2. Choose the subject card you want to open.
3. Read any instructions shown at the top of the subject page.
4. Use tabs or sections such as Content, Assessments, Marks, and Support if available.

If a subject is missing, the institution may not have placed you in the correct class or assigned the subject yet.

3. Using learning content

Learning content can include notes, PDFs, images, links, documents, activities, and teacher instructions. Some files may open in the browser and others may download.

- Click only content that belongs to your subject and class.
- Do not share private content outside your class unless your teacher allows it.
- Report broken files, missing downloads, or blank pages through Support or Feedback.
- Use the content title and page name when reporting a problem.

4. Writing assessments

1. Open the subject.
2. Go to the Assessments section.
3. Check the open date, due date, close date, time limit, attempt limit, and instructions.
4. Click Start or Continue.
5. Answer each question carefully.
6. Use Save and Exit if available and allowed.
7. Submit only when you are finished.

Do not wait until the last minute. If the assessment closes, the system may prevent submission depending on the teacher rules.

- Some questions may auto-mark. Others may need teacher marking.
- The system may record assessment security events such as copy, paste, tab switching, or page blur where enabled.
- A security event does not automatically prove cheating, but the teacher may review it.
- If the internet fails during an assessment, reconnect and try Continue if allowed.

5. Understanding assessment status

Status	Meaning
Not started	You have not opened or started the assessment.
In progress	You started the attempt but have not submitted yet.
Submitted	The attempt was submitted and may be waiting for marking.
Marked	The attempt was marked, but the result may still be hidden.
Released	The result is available to view.
Closed	The assessment is no longer open for writing.

6. Viewing marks and reports

Marks and reports are shown only when the institution releases them. If you cannot see a mark, it may still be in marking, not released, or not counted toward a report yet.

- Use Marks or Performance to view released assessment results.
- Use Reports to download available report PDFs.
- Use Calendar to check future due dates.
- Ask your teacher if a released result appears incorrect.

7. Getting help

- Use Support for a problem specific to your account, subject, assessment, file, marks, or report.
- Use Feedback for testing bugs, confusing pages, unclear buttons, and improvement ideas.
- Include a screenshot only if it does not expose another learner.
- Do not share passwords or private information in a support message.