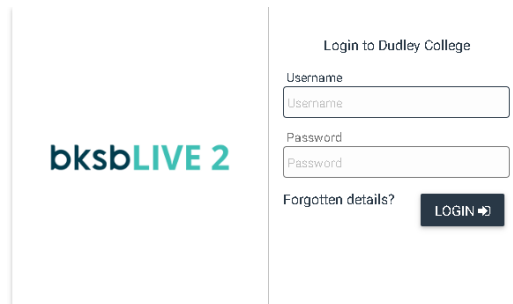


BKSB Guidance – Student

1. Login using your student ID as your username, this will be provided by the Apprenticeship administrator. The password should be **“password”**

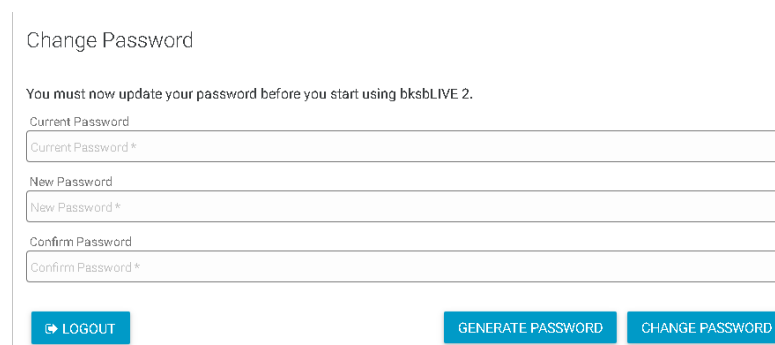


The login form for bksbLIVE 2 at Dudley College. It features the bksbLIVE 2 logo on the left and a login section on the right. The login section has fields for Username and Password, a 'Forgotten details?' link, and a 'LOGIN' button with a right-pointing arrow.

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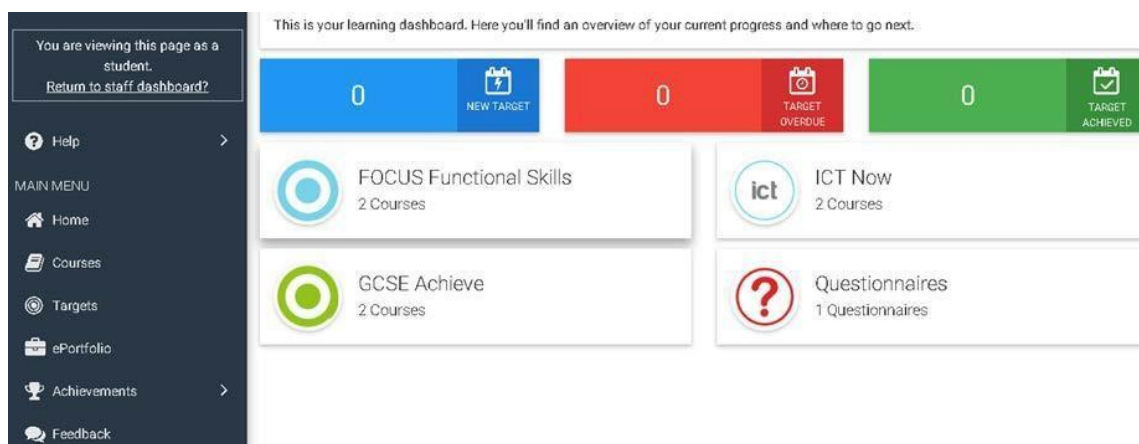


2. Check your name and press continue if it is correct
3. Scroll down and click agree to the terms
4. If asked to change passwords, set it to **“Password1”**



The 'Change Password' form. It includes a heading 'Change Password', a message 'You must now update your password before you start using bksbLIVE 2.', and three input fields: 'Current Password *', 'New Password *', and 'Confirm Password *'. At the bottom, there are three buttons: 'LOGOUT', 'GENERATE PASSWORD', and 'CHANGE PASSWORD'.


5. Click on **“Focus Functional Skills”**



The student learning dashboard. It features a dark sidebar on the left with a 'Help' icon, a 'Return to staff dashboard?' link, and a 'MAIN MENU' with links to Home, Courses, Targets, ePortfolio, Achievements, and Feedback. The main area has a header 'This is your learning dashboard. Here you'll find an overview of your current progress and where to go next.' Below this are three progress bars: 'NEW TARGET' (blue, 0), 'TARGET OVERDUE' (red, 0), and 'TARGET ACHIEVED' (green, 0). The dashboard also displays four course tiles: 'FOCUS Functional Skills' (2 Courses), 'ICT Now' (2 Courses), 'GCSE Achieve' (2 Courses), and 'Questionnaires' (1 Questionnaires).

6. Click on **“View Course”** for English or Maths

FOCUS Functional Skills ✕



English (Reforms)
FOCUS Functional Skills

Click View Course to Continue

[VIEW COURSE](#)

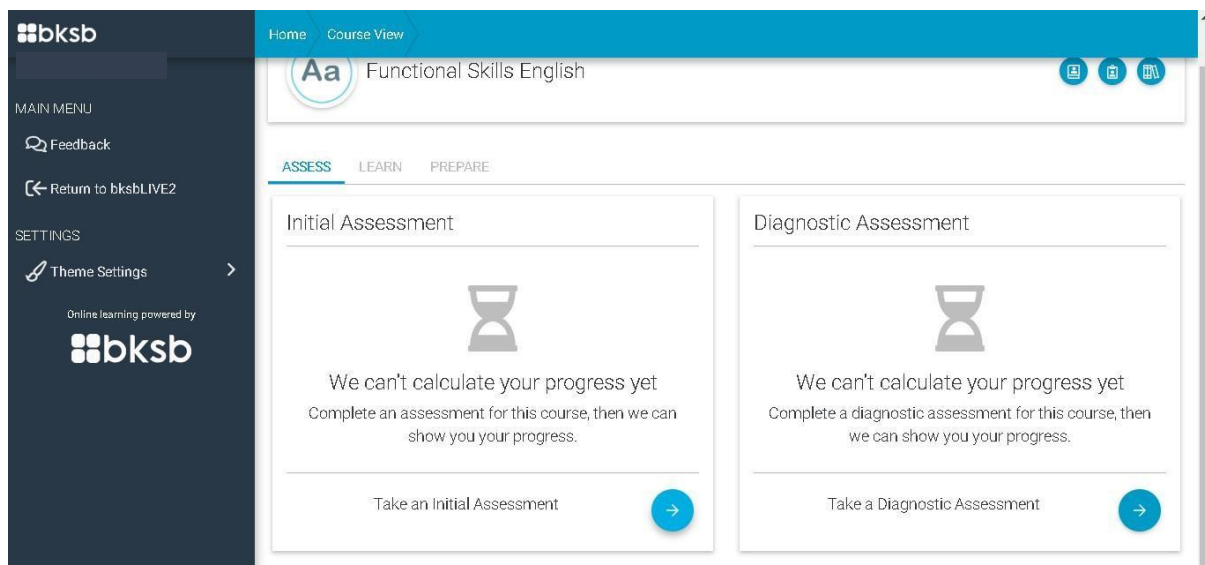


Maths (Reforms)
FOCUS Functional Skills

Click View Course to Continue

[VIEW COURSE](#)

7. Click on **“Take an Initial Assessment”**



The screenshot shows the bksb Functional Skills English course page. The left sidebar contains a 'MAIN MENU' with 'Feedback' and 'Return to bksbLIVE2', and a 'SETTINGS' section with 'Theme Settings'. The main content area has a 'Home' and 'Course View' breadcrumb. Below the course title 'Functional Skills English', there are tabs for 'ASSESS', 'LEARN', and 'PREPARE'. The 'ASSESS' tab is active, showing two assessment options: 'Initial Assessment' and 'Diagnostic Assessment'. Both options include a message: 'We can't calculate your progress yet. Complete an assessment for this course, then we can show you your progress.' and a button to 'Take an Initial Assessment' or 'Take a Diagnostic Assessment'.

8. Once you have completed your first initial assessment, click onto **“Return to bksbLive2”** and repeat the process.
9. Once both Initial Assessments (English and Maths) have been completed your results will be updated on our system.