



ActiveHub

Starter Guide



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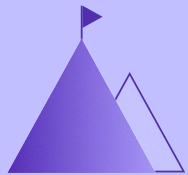
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Explore

Get quick or detailed overviews of the assessments, insights, tasks and resources areas of the platform.



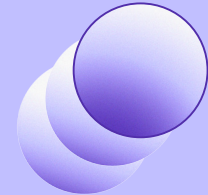
Discover

Learn more about how ActiveHub can support both teachers and learners using a range of front-of-class or independent learning content.



Access

Get onboarding support with step-by-step guidance on all the key features and benefits of the platform.



Support

Access detailed user guides and videos, or contact our team for further support.

Get to know ActiveHub

ActiveHub Introduction



ActiveHub Resources



ActiveHub Tasks



ActiveHub Assessments



ActiveHub Insights



ActiveHub Trust



Meeting the needs of today's learners

ActiveHub empowers you with the tools you need to help learners reach their full potential by combining assessment, data insights, tasks and resources in one single space.

Carefully designed to be used at every stage of the learning journey, ActiveHub provides you with a continuous cycle of support for digital teaching and learning.

Take a tour

Take a short guided tour of ActiveHub and explore its key features. From a quick overview of the whole platform to deeper dives into the Front-of-Class eBooks, Independent Practice, Resource Library, Assessments and Insights - you'll see how this one-stop interactive platform works for you and your learners.

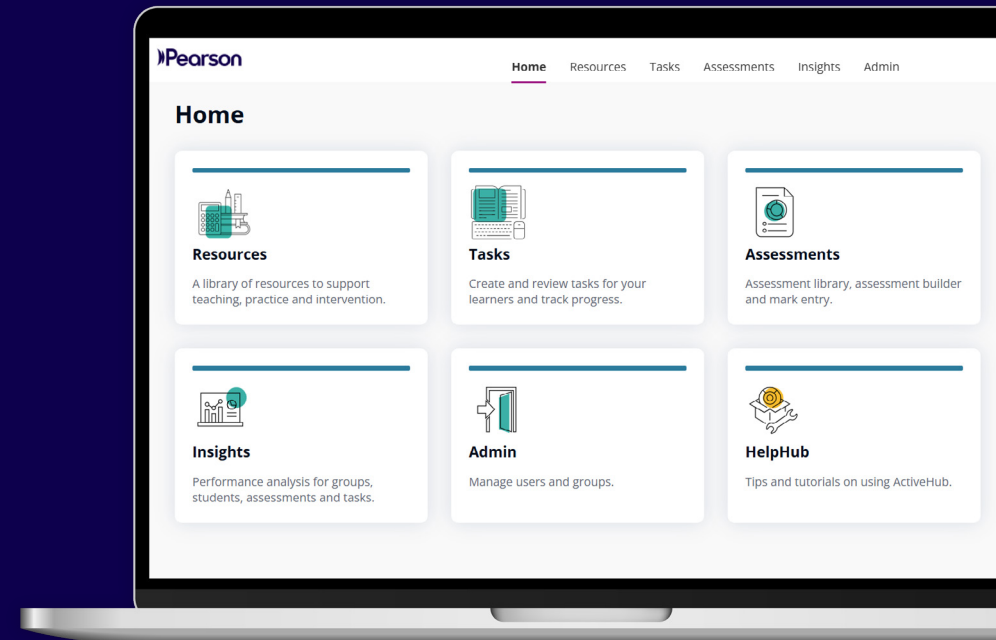


Getting started

Signing on

You'll receive your username and password in your '**Welcome email**'. This will allow you to log in to your ActiveHub account at: activehub.pearson.com. The email will be sent by noreply@notifications.pearson.com – please check your spam folder if you haven't received the email, check with your IT team or get in touch with our team if you need support. Contact details are available in the '**Support**' section of this document.

Remember, all ActiveHub users manage their own passwords and can use the '**Forgot password**' option on the login screen, if needed. Having an email set up in ActiveHub is essential to reset passwords.



Your 5-step guide

1

Set up your admin by syncing to your MIS

2

Explore teaching resources

3

Assign tasks to your learners

4

View assessments and submit results

5

Get valuable insights

1

Set up your admin by syncing to your MIS

If you're new to ActiveHub, and don't have an ActiveLearn subscription:

You can set up new users (both staff and learners and groups) in the '**Admin**' area of ActiveHub. First, add your Data Manager* with the '**Admin**' role. They should follow the guidance in the '**MIS integration**' screens. Once synced with your MIS, any changes (e.g. learners moving groups) will show the next day in ActiveHub.

If you already have an ActiveLearn subscription but are new to ActiveHub:

It's easy to bring your ActiveLearn users across, without needing to enter their login details again. First, ensure your staff and learners have accurate emails in ActiveLearn by checking in the '**Admin**' area.

Then, go to the '**Authorise ActiveLearn users**' section in the '**Admin**' area of ActiveHub. Here you will see a list of all the staff and learners that were in ActiveLearn. To give them access to ActiveHub, simply tick their name and confirm. They will get an email, with a link to ActiveHub. They can use the same login details to access both ActiveLearn and ActiveHub.

Next, to sync with your MIS, your Data Manager* should follow the guidance in the '**MIS integration**' screens. Users sync by matching on emails, so it is important your emails are up to date in ActiveHub first.

* Data Managers, or anyone who has responsibility for sharing data for the school.

2

Explore teaching resources

There's a wealth of teaching content in ActiveHub's '**Resources**' area (depending on your subscription), ranging from interactive PowerPoints, worksheets, and videos to Front-of-Class eBooks.



3

Assign tasks to your learners

Many online activities (e.g. quizzes, videos and more) can be assigned to learners as a task (e.g. for homework). Learners log in to complete the activity, which is then automatically marked and analysed in Insights. To assign tasks go to the '**Tasks**' area and create a task by choosing the online activities.



4

View assessments and submit results

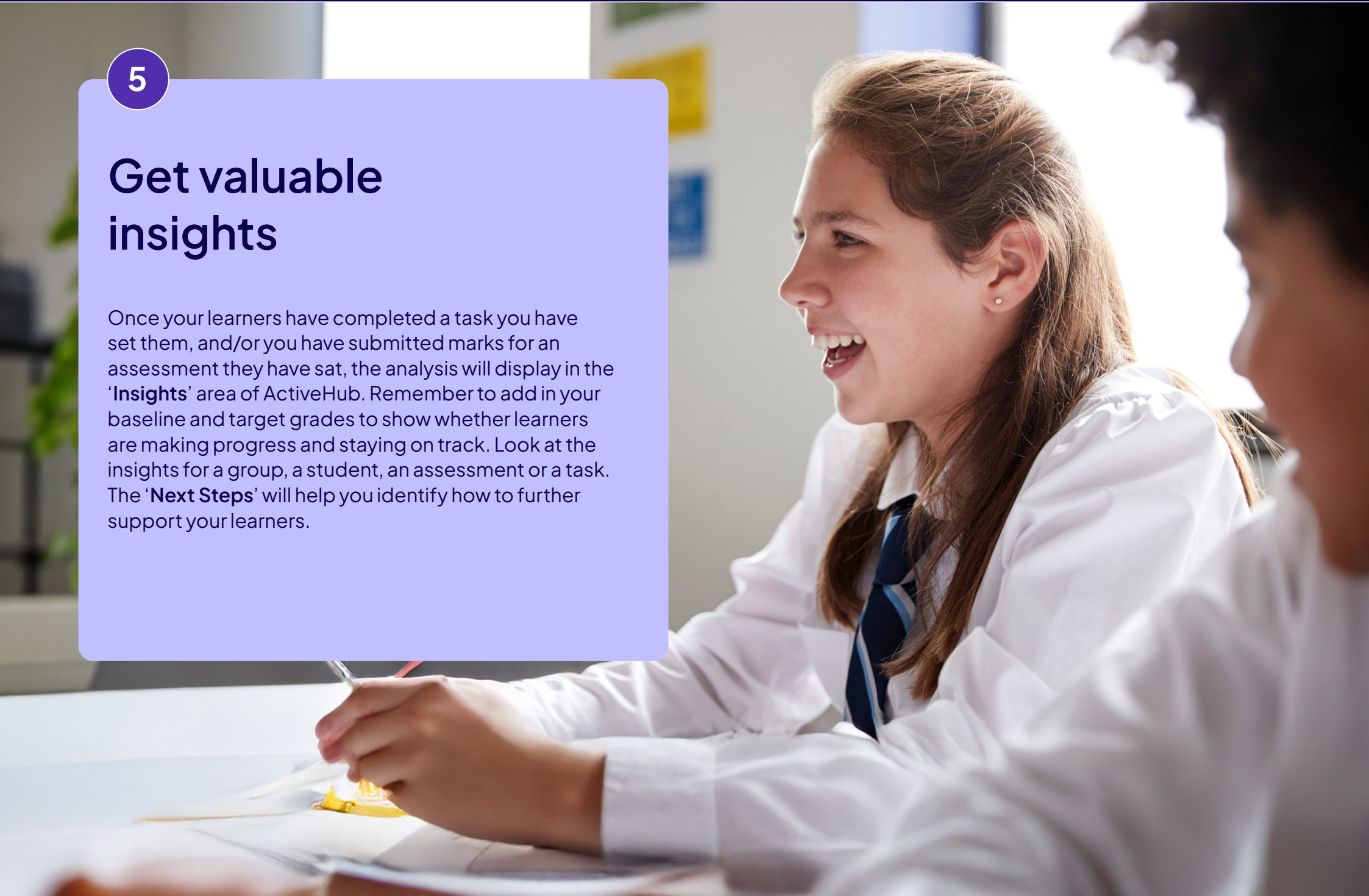
In the **'Assessment'** area, browse through the library of ready-made assessments, then download one to give to your learners. Alternatively, build your own using the bank of questions in **'Assessment Builder'**. Once the assessment has been marked, submit your results in the **'Mark entry'** area. You'll then be able to access class and student insights in the Insights Dashboard.



5

Get valuable insights

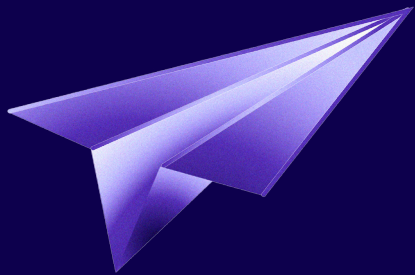
Once your learners have completed a task you have set them, and/or you have submitted marks for an assessment they have sat, the analysis will display in the '**Insights**' area of ActiveHub. Remember to add in your baseline and target grades to show whether learners are making progress and staying on track. Look at the insights for a group, a student, an assessment or a task. The '**Next Steps**' will help you identify how to further support your learners.



HelpHub and support

If you need extra guidance, our HelpHub is there to support you. In the HelpHub you'll find written instructions, step-by-step videos, and you can livechat with a member of our team by clicking on the **speech bubble** icon. If you're experiencing technical problems, click on '**Get technical help**'.

To keep up to date with the latest and upcoming releases, be sure to check out the '**What's new**' and '**What's next**' section in the HelpHub.





Want to find out more?

We've put together a selection of walkthrough videos to show you how to use some of ActiveHub's top features and to get the most out of the platform. From learning how to sync users to your MIS, to discovering how to use the zoom function for the best in-class experience, we've got you covered.