

Creative English YETI How to Guide

<https://yeti.cognisoft.com/cogniapp/wa>

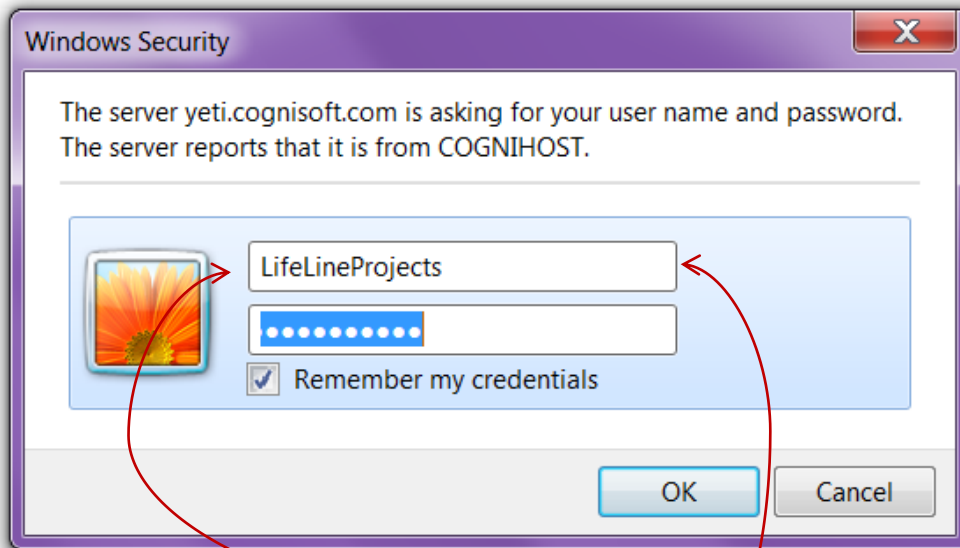
YETI Credential's Login

Username: LifeLineProjects

Case sensitive password: L1F3l1nePr0J#!

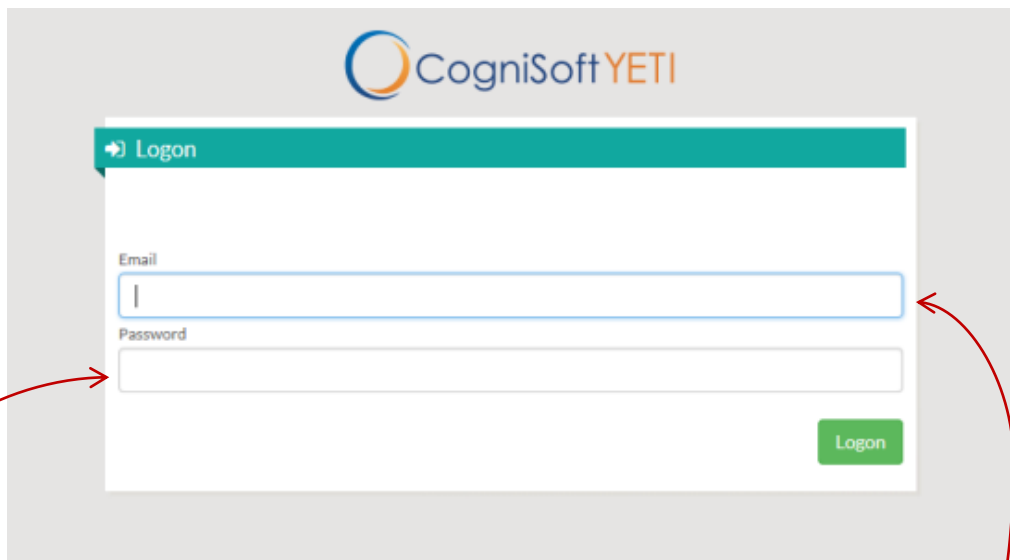
How to Login

You have each received a tablet that should have the YETI web page book marked so it is easy to find at all times, but in case this should not work for any reason this is the URL: <https://yeti.cognisoft.com/Cogniapp/wa/>. This will then take you to the credentials login page; this is the first login stage.



Here you will input the LifeLine Projects **username** and **password**, which you will find on the front page of this guide, again these credentials should already be saved to your tablet.

Once you have gotten past the credential login, you will be redirected to the user login page.



This page is where you will input your Hubs login details, the **email address** and **password**. If you are unsure of what these login details are you can find them of the first page of this guide.

Navigating the Home Page

Once you have logged in you will be taken to the YETI home page. From here you will be able to navigate through existing learners and be able to set up new learners.

The screenshot shows the CogniSoft YETI home page. The top navigation bar includes 'Help', 'Change Password', 'Charlie Ritchie (Lifeline Projects)', and 'Logout'. Below the navigation bar, there are tabs for 'Individuals', 'Customers', 'Organisations', 'Contracts', 'Qualifications', 'Manage SubContractor', 'Exports', and 'Reports'. The main content area is titled 'Dash' and contains two panels. The left panel, 'Create New Learner', has a table with one row: 'Create New Creative English Learner'. The right panel, 'Faith Action Learners', has a table with one row: '8262 Test Dummy Lifeline Projects'. Both tables have an edit icon (pencil) in the first column. Red arrows point from the text box below to these edit icons.

From this home page you can either edit a pre-existing learner record or add new learners.

To edit pre-existing learner you will **find the learner to the right of the page and click the edit icon** , this will take you to the learner's record.

Or you can create a new learner you can do this by finding the **'Create New Creative English Learner' section to the left of the page and clicking the edit icon** .

Setting Up a New Learner

To set up a new learner, follow the 2nd step of the Home Page section of this guide. This will then take you to the below page. This is a learner record; there are 2 sections that will need to be populated in full, for a learners start on the programme.

To the right you will see the first section of the learning record. This is the learners details Name, Date of Birth, Address etc. This section has had two additional fields added to it since the last contract; **these fields are full address and contract number.**

Please fill upon enrollment onto Course

First Name	<input type="text" value="First Name"/>	Surname	<input type="text"/>
Sex	<input type="text" value="- Please Select"/>	Date of Birth	<input type="text"/> <input type="calendar"/>
Number & Street	<input type="text"/>	Town/City	<input type="text"/>
Postcode	<input type="text"/>	Contact Number	<input type="text"/>
Marital Status	<input type="text" value="Please Select"/>		
Dependent Children			
Total number of dependent children:	<input type="text"/>		
Economic Status	<input type="text" value="Please Select"/>	Other:	<input type="text"/>
Learner's Economic Status:		Other:	<input type="text"/>
Ethnicity	<input type="text" value="Please Select"/>	Other:	<input type="text"/>
Religion	<input type="text" value="Please Select"/>	Other:	<input type="text"/>
Country of birth	<input type="text" value="Please Select"/>	Other:	<input type="text"/>
Year of Arrival in UK	<input type="text"/>		
Education		Additional details:	
Enter code for highest formal education level:	<input type="text" value="Unknown"/>	<input type="text"/>	
English			
Enter your assessment of Learners level of English:	<input type="text" value="Unknown"/>		

Motivation
Tick one of each item below:

(a) To get work Yes No

(b) To help with children's homework Yes No

(c) To improve their confidence to talk to other people Yes No

(d) To prepare for further study Yes No

(e) Other Yes No

If Other Enter reason for enrolling on course:

Confidence
Learners's confidence in speaking English:

(a) in shops or on public transport Not confident Fairly confident Confident Very confident

(b) to neighbours and acquaintances Not confident Fairly confident Confident Very confident

(c) to teachers, doctors and other professionals Not confident Fairly confident Confident Very confident

Future

(a) A formal ESOL course Yes No

(b) Other formal study Yes No

(c) Volunteering Yes No

(d) Paid work Yes No

The next section is the learner's initial assessment. This section needs to be populated so when the learner has completed the programme we can assess the progress the learner has made. This section must be populated in full.

Once all the learners details have been completed in full click the **green save button** located at the top right hand side of the page.

How to Update Attendance

As part of the contract you will be required to update each learner's attendance data on YETI. This is to evidence that learners have been attending sessions.

Tick each box of "Sessions Attended" and the total will automatically update

(b) to neighbours and acquaintances	<input type="radio"/> Not confident <input type="radio"/> Fairly confident <input type="radio"/> Confident <input type="radio"/> Very confident
(c) to teachers, doctors and other professionals	<input type="radio"/> Not confident <input type="radio"/> Fairly confident <input type="radio"/> Confident <input type="radio"/> Very confident
Future	
(a) Further English language training	<input type="radio"/> Yes <input type="radio"/> No
Sessions Attended	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 Total Sessions: 0
(b) Other formal study	<input type="radio"/> Yes <input type="radio"/> No
(c) Volunteering	<input type="radio"/> Yes <input type="radio"/> No
(d) Paid work	<input type="radio"/> Yes <input type="radio"/> No
(e) Other	

How to Input Progression

When a learner has complete the programme you will be required to update their record with data to evidence their progress since being on the programme. To do this you will go into the learner's record; go to [#Page 4](#) to find out how to open a learner's record, this will take you to the records main page.

Please fill on Course Completion

English

Tutor assessment of current level of English

Confidence

(a) in shops or on public transport Not confident Fairly confident Confident Very confident

(b) to neighbours and acquaintances Not confident Fairly confident Confident Very confident

(c) to teachers, doctors and other professionals Not confident Fairly confident Confident Very confident

Future

(a) A formal ESOL course Yes No

(b) Other formal study Yes No

(c) Volunteering Yes No

(d) Paid work Yes No

After being on Creative English, do you feel more confident to use English? Yes No

Since starting Creative English, I am more confident to: (mark each that apply)

Use local amenities (e.g. park, library)

Understand how to apply for work

Health professionals

Housing Office or landlords

Teachers at school

People in English outside the class

Benefits

Enter learner's perceptions of the main benefits gained from the course:

Once you are on the learners main page, scroll down until you see the section titled '**Fill in Course Completion**'. From here you will fill in the data in full.

Once you have filled in the data, scroll back to the top of the screen and **click the green Save button**.

Save

As with any system YETI has common issues that can occur, but are easily resolved.

1. I've tried to login and an error message occurs saying "logon failed"?

This is usually due to the fact that there are already two people logged in at this time. You will need to try logging back in later in the day and please ensure that when you are not using YETI and entering data to log out to avoid other people unnecessarily waiting to log in.

2. I've created a learner but now I can't find them on the system?

When entering learners you must make sure that you click the Green Save button otherwise the learner will not be registered on the system. This is also the case for any changes that you make to a learner's record.

3. Some of the fields won't let me enter data?

If there are fields that won't let you enter data, click the Green Save button to save any data that you have currently input and refresh the page.

4. There is a warning label on the top of the screen what does this mean?

There are two types of warning labels, if the warning label is Amber then there is no issue to be resolved and the warning is in relation to a separate part of the system. This means that you do not need to do anything.

If the warning label is Red then you have most likely missed a part of the form that is required to be filled in, double check through the form and any fields you have missed fill in the information and save. If the Red warning label continues please contact Charlie Ritchie.

5. I've logged on and an error message is on my screen saying "Please retry or report this error to the system administrator." What do I do?

This means that at the end of the website address (URL) "login/login" has been added to the end of the address. Remove so it only contains <https://yeti.cognisoft.com/cogniapp/wa> then proceed to login again. It should now let you login without any issues.