

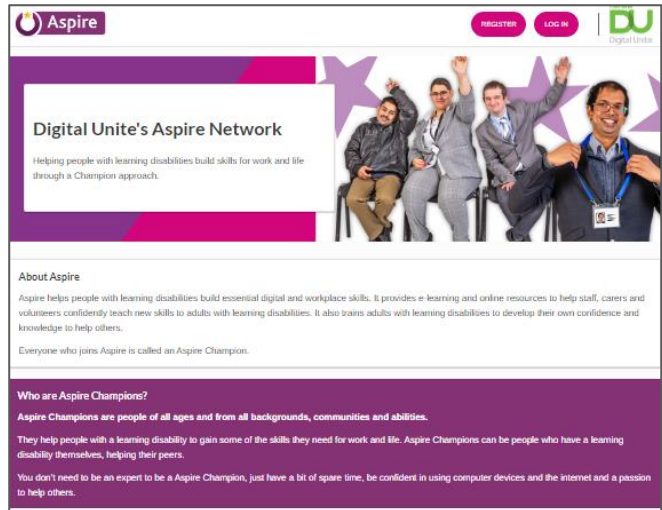
Helping someone with a learning disability to be an Aspire Champion

About Aspire

Aspire helps people with learning disabilities build essential digital and workplace skills. It provides e-learning and online resources to help staff, carers and volunteers confidently teach new skills to adults with learning disabilities. It also trains adults with learning disabilities to develop their own confidence and knowledge to help others.

Everyone who joins Aspire is called an Aspire Champion.

People with learning disabilities who become Aspire Champions may need a little support through this training and beyond. That's where you come in, as an Aspire Helper.



Being an Aspire Helper

Aspire Helpers are friends, family members, carers or supporters who can help an Aspire Champion with the e-learning and put into practice what they've learnt by teaching others online skills.

This guide covers five simple steps to get Aspire Champions started, from registering for the training, to completing the e-learning and celebrating their success.

Got a question?

If you or the person you're helping, need support along the way, please contact the Aspire team at Digital Unite on 0800 228 9272 or email du@digitalunite.com.

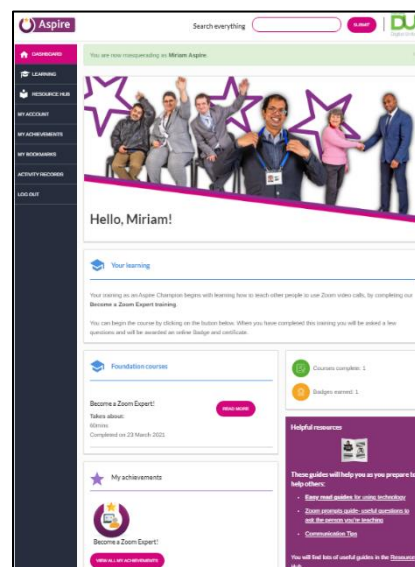
You can also get in touch with your organisation who introduced you to Aspire.

Five simple steps to helping someone learn about being Aspire Champion

Before you begin, make sure the Aspire Champion has an email address as they'll need this for their Aspire account. You may find [our guides on setting up an email account useful](#).

1. Helping an Aspire Champion register for their training

- First things first, an Aspire Champion needs to register themselves on the Aspire website. To do this, go to <https://www.digitalchampionsnetwork.com/aspire> and click on the *Register* button.



- You and the Aspire Champion will have been given a voucher code by your organisation. They will need to enter that here. *No voucher code? Get in touch with the organisation who introduced you to Aspire.*
- The Aspire Champion must complete the registration questions to create their account. They should use their email address and details, not yours, so their badges and certificates can be awarded to them. Do encourage them to make a note of their password and username. Once their account is created, they'll be taken straight to their dashboard to access their training.

2. Starting the e-learning

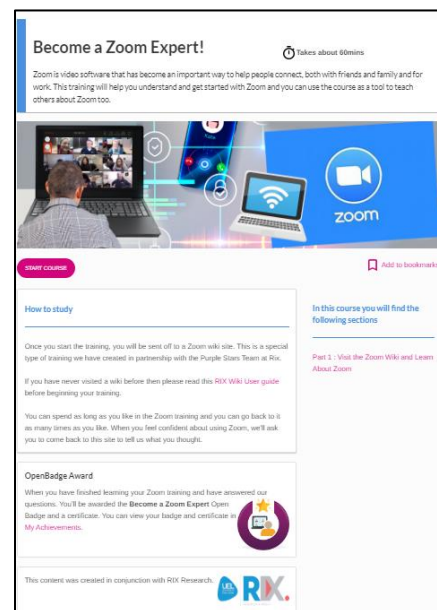
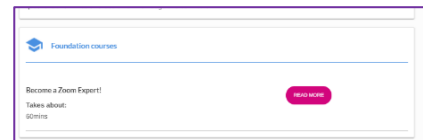
There is currently one course available called *'Become a Zoom Expert!'*. This has been created by people with learning disabilities and reflects the growing popularity of Zoom as an online tool for work and life.

The Zoom course will appear on their dashboard (the page they see when they log in), under *Recommended Courses*. This training is designed as a Wiki, a type of accessible and interactive website.

To begin, the Aspire Champion will need to:

- Click on *Read More*. The next page will provide an introduction that you can read together.
- Then click *'Start course'*. Two pages of information are provided about what the Champion is going to learn and how they'll learn it.

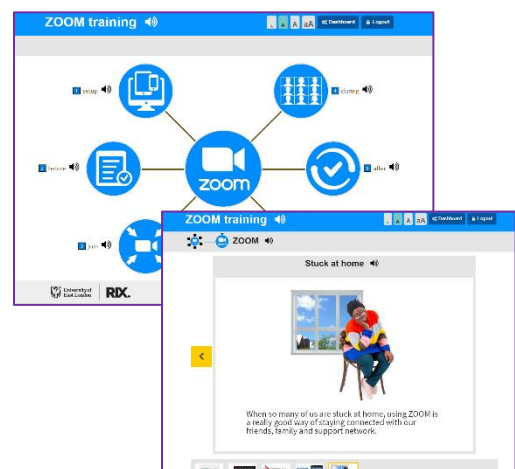
The Aspire Champion will be asked if they are *Ready to visit the Wiki?* If yes, they click *Go there now* to begin their learning.



3. Learning about Zoom

The course will teach the Champion all aspects of using Zoom. You can both spend as long as you need reading through it and you can revisit the course as many times as you like.

The course can also be used by the Champion as a teaching aid when they're ready to help others. To support them a little more, there is a guide available here on Aspire called *Zoom Training Prompts* with useful questions to ask when helping someone use Zoom.



4. Completing the course

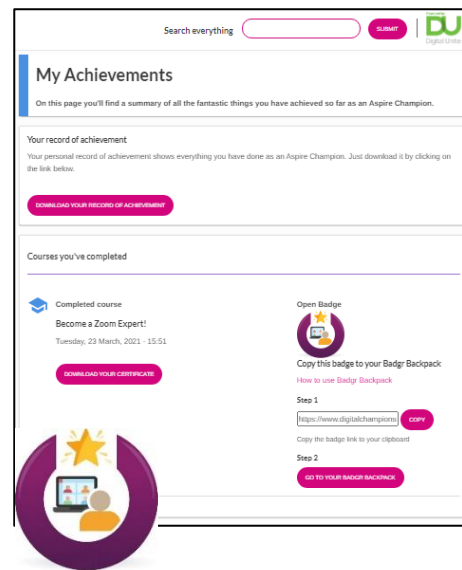
Once you and your Aspire Champion are happy and feeling confident about Zoom, it's time to officially complete the course back on the Aspire Network. Your Champion will need to do this so they can receive their digital badge and certificate.

- Go back to the Aspire Network at <https://www.digitalchampionsnetwork.com/aspire> and log in.
- On the Champion's dashboard, it'll say that the 'Become a Zoom Expert' course is in progress. Click on 'Carry on' next to the course. This will take your Champion to where they left off last time. Now, instead of clicking through to the Zoom course, they click 'Next'.

5. Help your Aspire Champion claim their badge and certificate 🌟🌟

Some simple questions will ask the Champion what they learned and how they feel about helping others to learn about Zoom. This isn't a test, it's just to make sure they feel more confident after following the course. The Champion needs to fill in their answers and click 'Finish' to the end of the course. That's it!

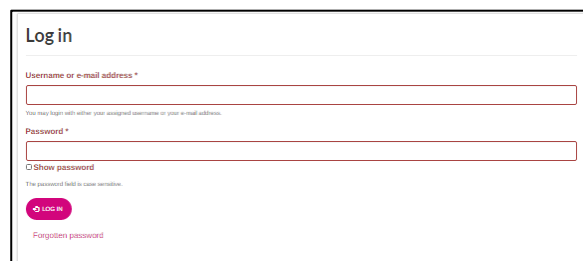
The Champion's Zoom Expert badge and certificate will be there to download on their dashboard and in their Achievements area. Now they can show off what they've achieved and go on to help others use Zoom too.

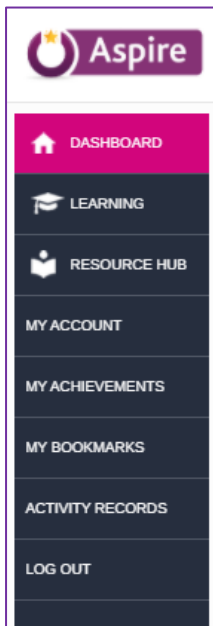


What next

The Champion is now ready to help other people to use Zoom. You might need to help them to do this too. Why not run a practice teaching session with them, using the course and Zoom Prompts guide? The organisation supporting the Aspire Champion will be in touch to organise their teaching sessions with others.

And if they want to return to the Aspire Network at any time they just log in at www.digitalchampionsnetwork.com/aspire, using the password and username they entered when they set up their Aspire account.





Elsewhere on the Network

There is lots more on the Aspire Network for the Aspire Champion to discover.

- **Resource Hub** - dozens of practical guides to help an Aspire Champion improve their digital skills and the skills to help others.
- **My Account** – Here the Aspire Champion can make their area a little more personal. They can also change their password and update their email address too.
- **My Achievements** – This area holds the Aspire Champion’s badge and certificate for completing their course.
- **My Bookmark** – An Aspire Champion can bookmark their favourite resources on the Network so they are easier to find in the future.
- **Activity Records** – The Aspire Champion can enter a quick and simple learner tally to keep track of the people they have helped and see the numbers creep up on their dashboard.