

Hub login guidance - Students – Autumn 2023-24

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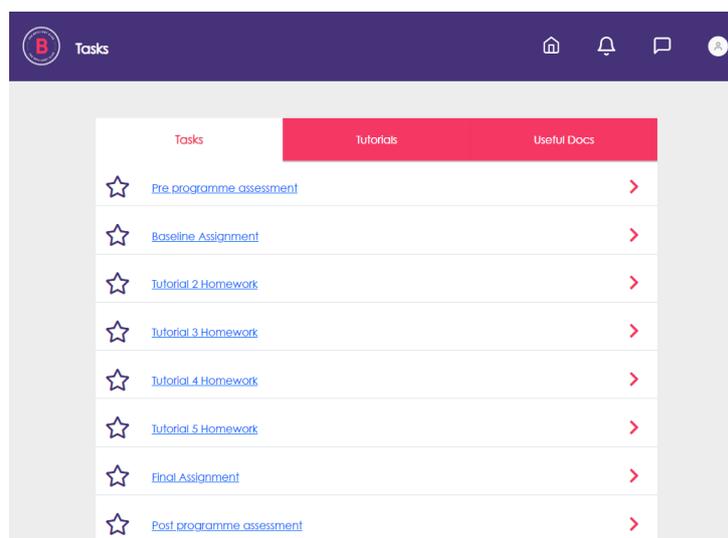
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What is the Hub?



The Hub is your online platform for keeping in touch with your tutor throughout your time on The Scholars Programme. On the Hub you will be able to:

- Send messages to your tutor and group
- Read useful documents your tutor shares with you like research articles
- Submit your homework and assignments
- Receive feedback from your tutor on how you've done in your homework
- If your tutorials are online, you'll be able to find the link to join on the Hub

Click on 'How to use the Hub' on the left-hand side for more guidance on how to use the different areas of the Hub.

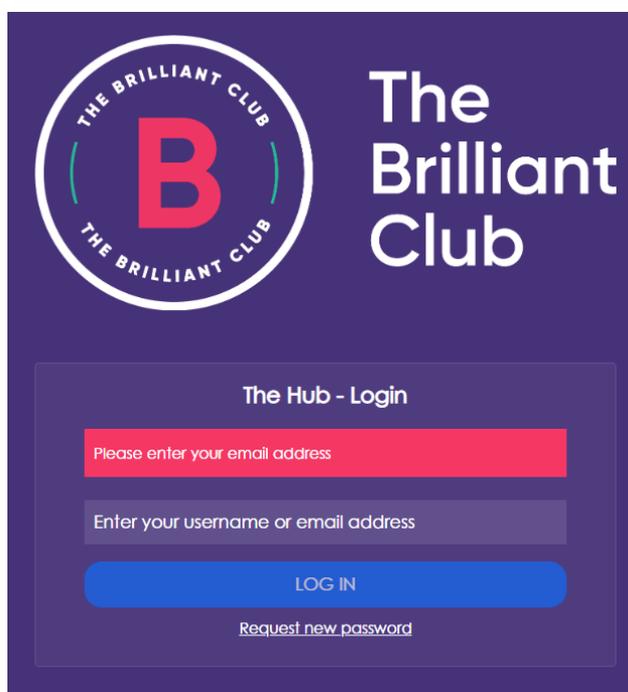
How do I log in?

You can use any device to access the Hub, it will work on a mobile or tablet as well as a laptop or computer.

[This short video](#) shows how to log in.

Your teacher will provide you with your email address and password to log in. Make a note of these so you don't forget them!

1. To log in go to <https://hub.thebrilliantclub.org/>
2. Enter your email address below the pink box where it says 'enter your username or email address'. Click 'log in' and you will then be asked to enter your password as well.



How do I log out?

To log out, go to your navigation bar – you'll find this at the top of your page on a laptop/computer or at the bottom on a mobile/tablet. Click on the **profile** icon.

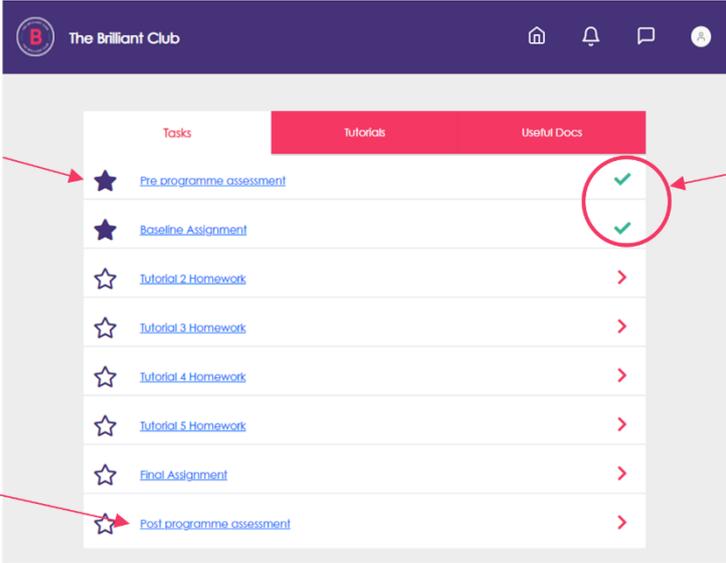


On the drop down you'll see the option to log out – click on this to log out.

How do I complete my Pre- and Post-Programme Assessment?

[This short video](#) shows how to complete your pre- and post-programme assessments.

You can see your pre- and post-programme assessments on the Tasks page on the Hub like this:



The screenshot shows the 'Tasks' page of 'The Brilliant Club' Hub. The page has a dark purple header with the logo and navigation icons. Below the header, there are three tabs: 'Tasks' (selected), 'Tutorials', and 'Useful Docs'. A list of tasks is displayed, each with a star icon on the left and a tick or arrow on the right. The 'Pre programme assessment' and 'Baseline Assignment' tasks have purple stars and green ticks. The 'Post programme assessment' task has a purple star and a red arrow. Red arrows point from text annotations to the stars and ticks.

When you first log in:
complete your pre-programme assessment

After Tutorial 7:
complete your post-programme assessment

Ticks will appear and the stars on the left will turn purple when you complete a task. You only need to do each task once.

Click on the assessment you need to complete. It will take about 15 minutes to complete and there are instructions when you first open it.

What are the Pre- and Post-Programme Assessments?

The pre- and post-programme assessments ask you to answer questions about how you learn and what you think about university. No one will see your answers and you should take your time to answer the questions carefully.

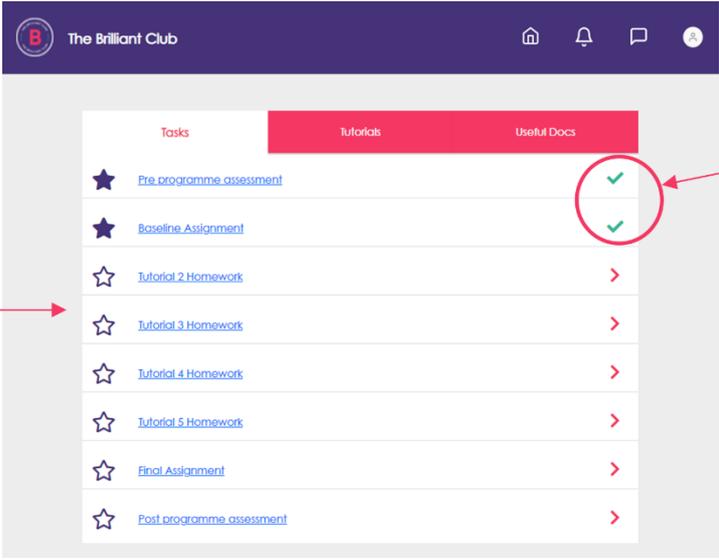
When do I complete them?

- Pre-programme assessment - complete this when you first log in or before your first tutorial.
- Post-programme assessment - complete this after Tutorial 7 when you've received your feedback from your tutor.

How do I submit my assignments and homework?

[This short video](#) shows how to submit assignments and homework. Your tutor will set you homework and assignments. If you need more information about what you need to do, then you can look in your handbook or by asking your tutor in the chat on the Hub.

You can see your assignments and homework from the Tasks page on the Hub like this:

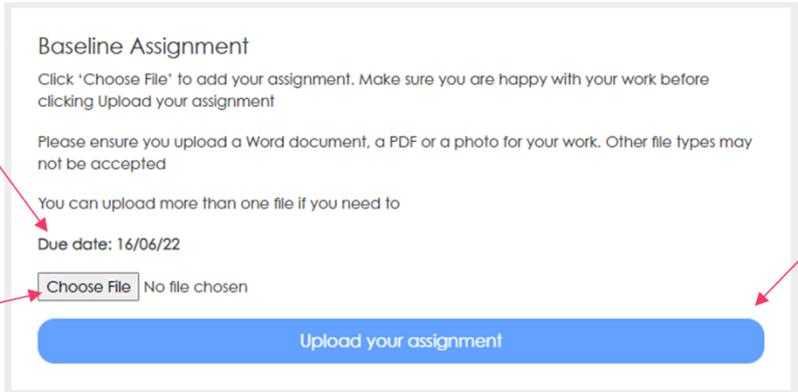


The screenshot shows the 'Tasks' page of 'The Brilliant Club' interface. It features a list of tasks with stars on the left and checkmarks on the right. The tasks listed are: Pre programme assessment, Baseline Assignment, Tutorial 2 Homework, Tutorial 3 Homework, Tutorial 4 Homework, Tutorial 5 Homework, Final Assignment, and Post programme assessment. The first two tasks have purple stars and green checkmarks, while the others have white stars and red arrows. A red circle highlights the checkmarks for the first two tasks.

Your tutor will tell you when: to complete your assignments and homework

Ticks will appear and the stars on the left will turn purple when you complete a task. You only need to do each task once.

You can submit your work by clicking on the name of the work you want to submit from the tasks page. For example, to submit your Baseline Assignment click where it says Baseline Assignment. You will then see a page like this:



The screenshot shows the 'Baseline Assignment' submission page. It includes instructions on how to upload a file, a due date of 16/06/22, and an 'Upload your assignment' button. Annotations with red arrows point to the 'Choose File' button and the 'Upload your assignment' button.

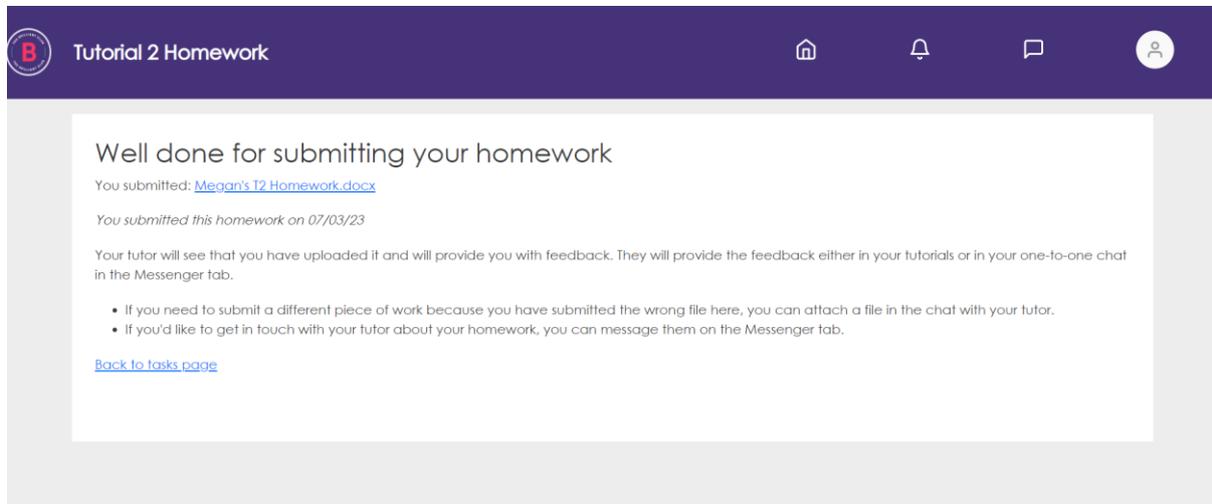
Your tutor may provide a due date for the work here

Click 'choose file' to select a file to upload. You can use this up to five times to add more documents.

Click 'upload your assignment' to send it to your tutor.

How do I see the work I have submitted?

Once you have submitted your work, you can view it by clicking back into the work from the 'Tasks' page. The following page will appear. Click on the link to view your upload(s), it will also show the date that you submitted.



What should I do if I upload the wrong file?

You cannot add a new submission after you have clicked 'Upload your assignment'. If you need to send your tutor another file, you can do this in your chat.

What are the assignments and homework?

- **Baseline assignment:** your tutor will ask you to complete this at the start of the programme, after your first tutorial. This is to help them decide how to best support you and the other students throughout the programme
- **Final assignment:** your tutor will ask you to complete this at the end of the programme. This is your opportunity to show them the progress you have made in your skills and knowledge.
- **Tutorial homework:** your tutor will ask you to complete other work throughout the programme. Completing this work will help you to get ready for your final assignment.

Your tutor will provide you with feedback throughout the programme to help you develop your knowledge and skills. They will share your feedback in the chat you have with your tutor.