BUILDERS ACADEMY AUSTRALIA

Students

Material

LEARNING MANAGEMENT SYSTEM
USER GUIDE
Students' Material
Release 1

Participant Name:

Students' materials

Session 1 – Navigating the LMS

a. Main features of the LMS

Welcome to the world of online learning. This training resource is designed to give you both practical and educational tips for making this online experience a positive one for you.

It's important that you get comfortable with your new classroom – the Learning Management System or **LMS** for short. This is where most of the activity in your learning will occur. One of the key skills you will need to develop is the ability to navigate easily and intuitively so that you can find your way around.

In most cases, when first login you will have seen blocks for the following:

- **Courses** – this is where you will find the learning materials, learning activities and assessments.

- **My Profile** – you can add your details and a picture of yourself

- **My Books** – in this section you will find eBooks that will have additional content that is not in the Courses section. These eBooks can be saved, annotated and searched.

- **My documents** – You can upload and save documents that you want to use or submit as part of the course, and you can link to files on Dropbox and GoogleDrive if you use these services.

- **My Wall** – This is a bit like a Facebook wall and allows you to communicate, post videos, files and comments
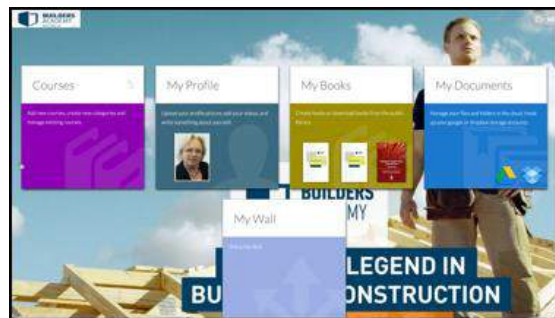
So now we would like you to select the second slide in this session and learn more about the basics of navigation in the LMS.

b. The basics of navigation
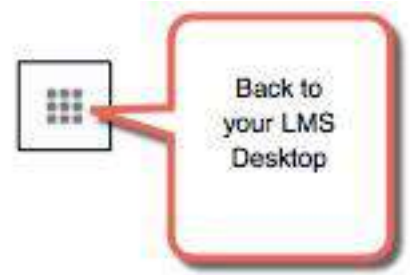
There are many ways to navigate the online LMS site.

Going back to the desktop

From time to time you will need to go back to the Home Desktop. The 9 dot icon at the top of your screen will take you back there.
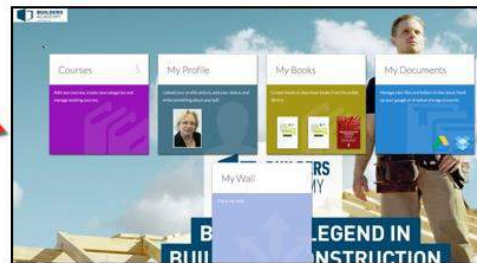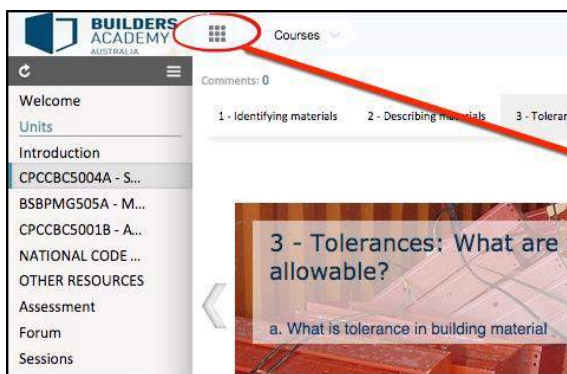
Logging out

When you are finished working in the LMS you will want to log out. You can do this by clicking on the Logout Button in the top, right-hand corner of the screen.
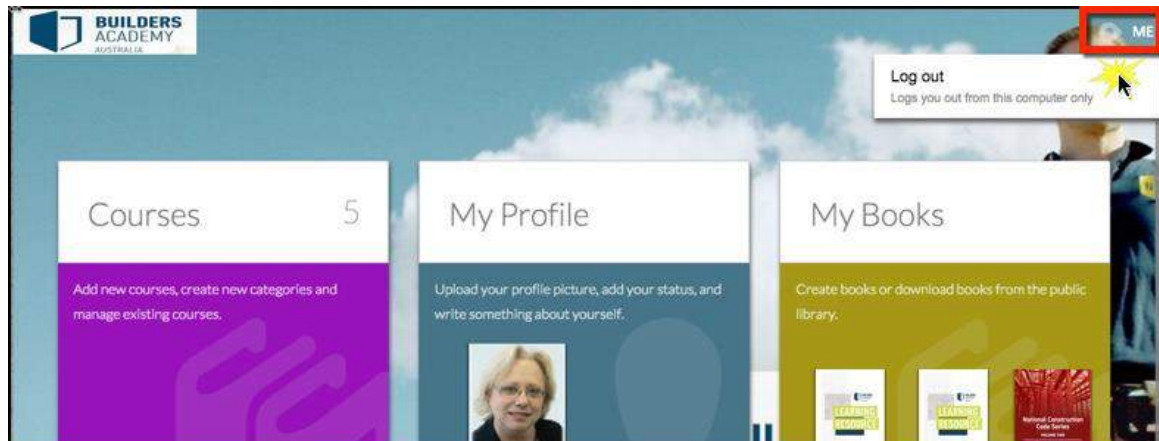
Technical support

If you have any issues regarding LMS, please feel free to contact us via help@buildersacademy.com.au

Please don't use the 'Write to Tech Support' link as your messages will not be answered here.
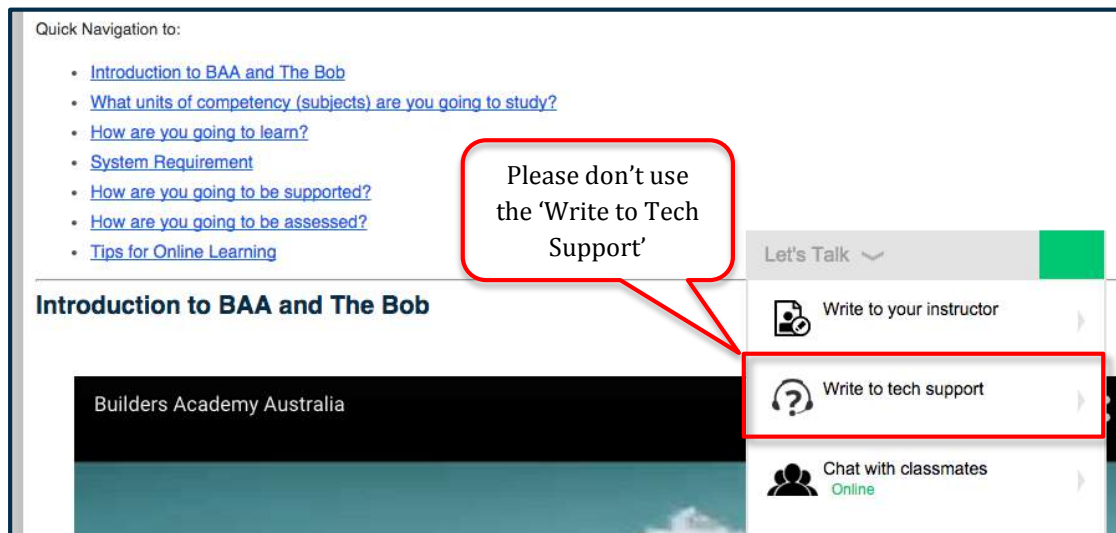
Please also note you can reach us at normal working hours via these blue buttons on the introductory page of your course. We will do our best to get back to you in a timely manner.
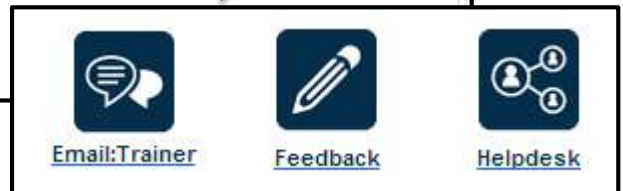
c. Layout of the content, learning activities and assessment

The basic structure the content of the Diploma Units

As you have seen earlier in the video, the content and activities of each Diploma Unit has been structured as follows.
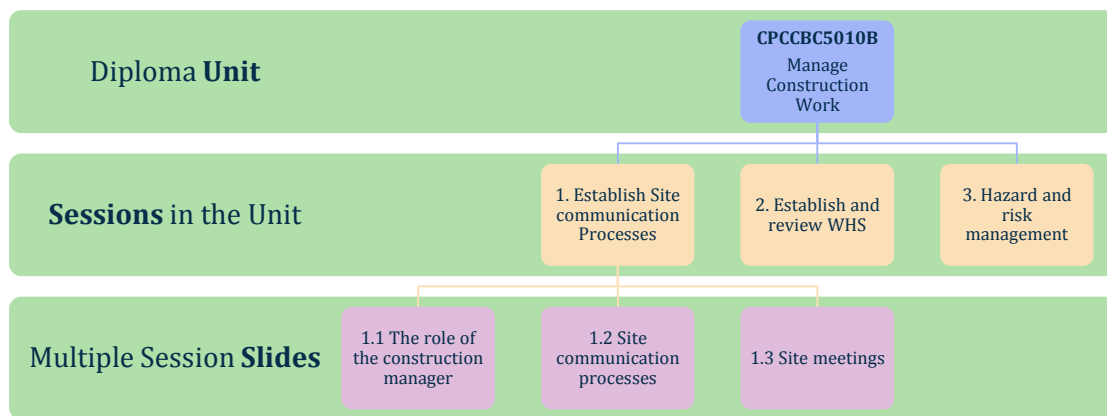
When you are in the LMS, this structure will look like this:

1. **Diploma Units -** listed in the left hand navigation. Select your current Unit first
2. **Sessions in the Unit -** Tabs at the top of the page that show you the main breakdown of content (think of this as the chapters in a book).
3. **Slides** – Under each session there will be a number of slides with numbers that allows you to move through the content of the slides (think of this as the sections within a chapter) Alternatively you can use the backwards and forwards arrows on the slider to navigate.
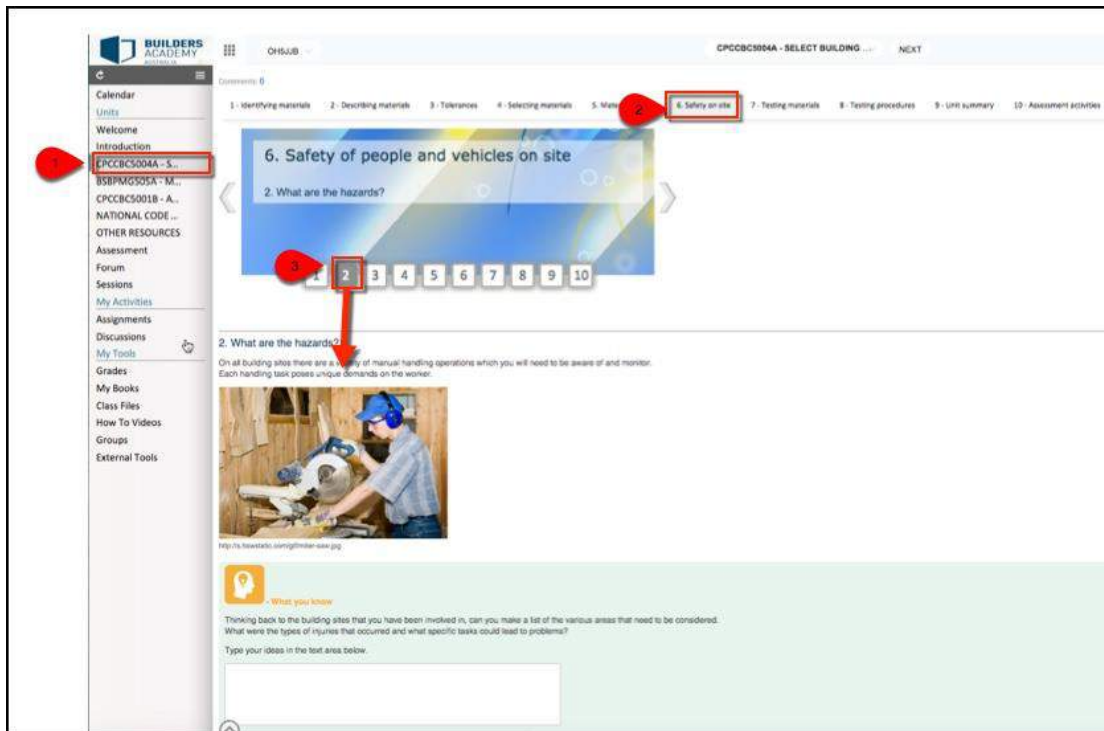
As we mentioned earlier the content is structured hierarchically by Unit, Session (tabs), and Slides (numbers on the slider). Let's look at an examples of how this may look in practice. In the image below you can see the following:

A. Unit Number and Name
B. Session number and name
C. Slide
D. Slide name
E. Photo gallery slider
F. Take notes activity. These notes are a place for you to make notes. They are viewable by your trainers so that you can check that you have both completed the task, and understood the content.

d. Basic Troubleshooting

Sometimes when you are learning online there will be the inevitable hiccups. Here are a few tips that may help if you experience issues.

Some browsers may take a while to refresh and you may think that something has gone wrong. For example, when you click on a link in the Navigation bar you may find that nothing loads into the main screen.

This should resolve if you 'refresh' the browser. The following picture will show you how to do this, depending on which browser you are using.

Internet Explorer

Firefox
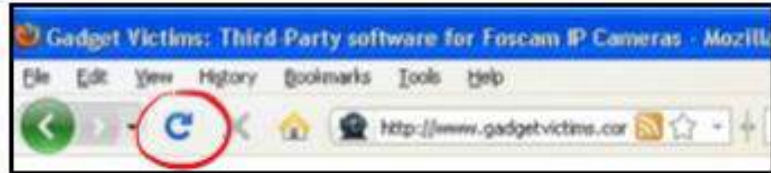
Google Chrome
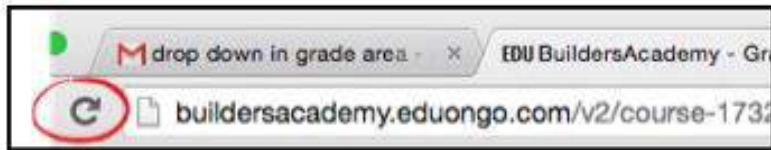
Safari

Session 2 – Communicating with your trainer

a. A variety of options, a variety of tools

Successful elearning depends very much on good communication: between you and your trainer, and between you and the other students in your class .

In this connected world there are so many options for contacting with each other. Apart from the tools within the Builders Academy LMS you have email, phone, SMS, Skype, Google hangouts, Facebook, Viber, Twitter, and the list goes on and on and on.

As an online student you could easily become overloaded with messages from your trainers and the other students and they, in turn, could miss vital messages from you. So before you start learning online it is important to get a clear idea of the communication tools that will be used in this Course.

It is important to know about the options available to you in the Builders Academy LMS and we will look at these now.

The communication tools in the LMS can be categorized into two categories:

- **Asynchronous** – Communication is posted but students and trainers can do it at any time of the day (or night) and responses can also be given at any time.
- **Synchronous** – That means the communication happens in real time. All parties need to be online at the same time.

b. Let's Talk

One communication tool that you may be interested in is the Let's Talk feature. This feature is designed for short messages and questions.

You can locate the Let's Talk option at the bottom of the LMS screen.
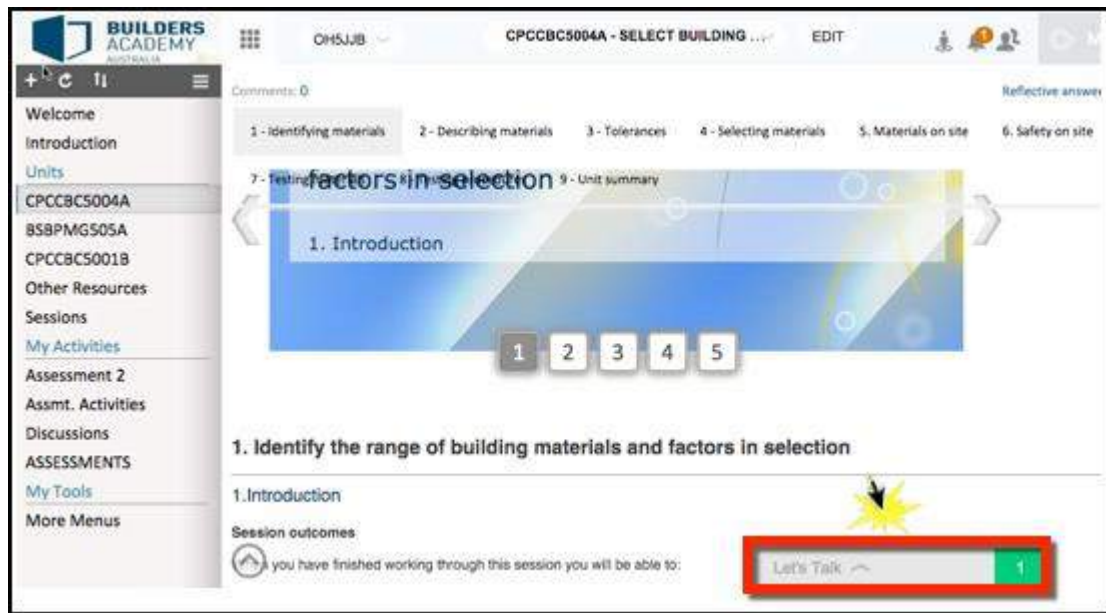
There are three options for using this tool:
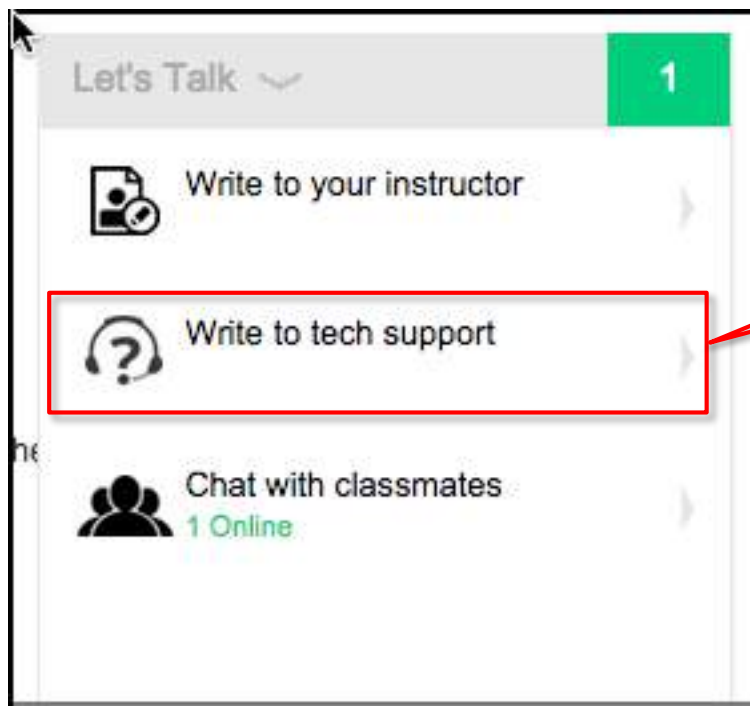
Please don't use the 'Write to Tech Support'

You will be able to chat to any other students who are online at the same time as you and send messages to your trainer (instructor).

c. Discussions

Throughout this Course you will be expected to participate in online Discussions. Links to the discussions are located throughout the learning materials and are directly linked to the content or topic. These discussion spaces will enable you to share your learning, experiences and insights, and to learn from others in the Course.
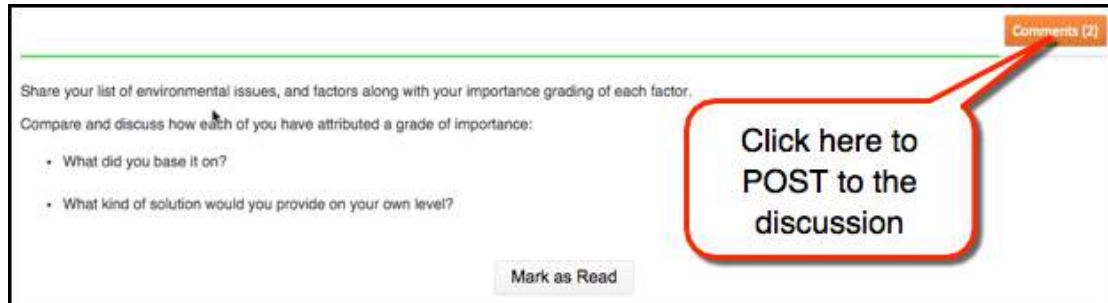
Your active participation in the discussions is also linked to **Assessment A - Observation**, which involves the trainer observing a range of competencies. As you work through the learning activities and discussions you will be demonstrating these competencies, so the Discussion tasks are very important. This is explained more in the Assessment session.

Normally you would access the discussions as you work through the content, however you can also access **ALL the discussions for the Course** from the left hand navigation bar. They are listed under the Unit code.
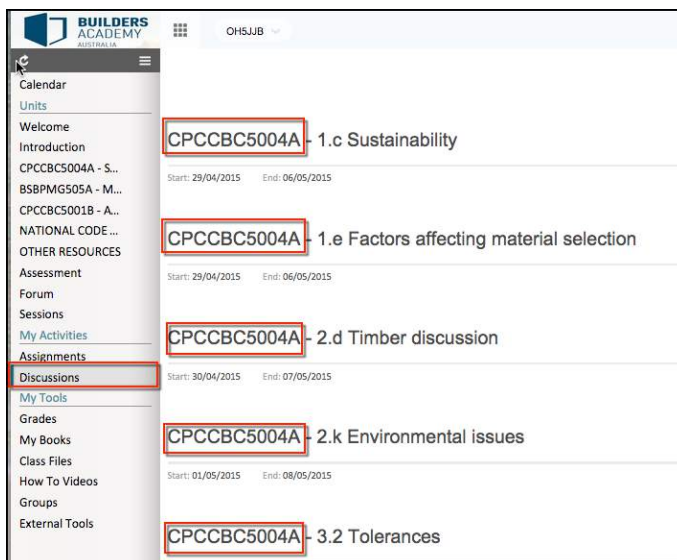
When you select a link to a discussion you will first be taken to a screen where the discussion task may be outlined. To actually participate in the discussion you have to click on the Comments button.

d. My Wall and the Forum

There are two identical messaging tools in the LMS that work a bit like Facebook. They are identical in their functionality, however, depending on which one you choose, different cohorts of people will receive your message.

Forum - to send messages designed for the other students and trainers **of the course you are in**, such as upcoming events for that course etc. You can share images, links, ideas and ask questions. You will find the Forum link within each of the Course(s) in which you are enrolled.	
My Wall – to send information that is relevant **to all trainers and students, in any of your courses**, such as an Expo, an update to a building regulation, a TV show to watch etc. You can share images, links, ideas and ask questions. This tool is Located on the LMS Desktop.	
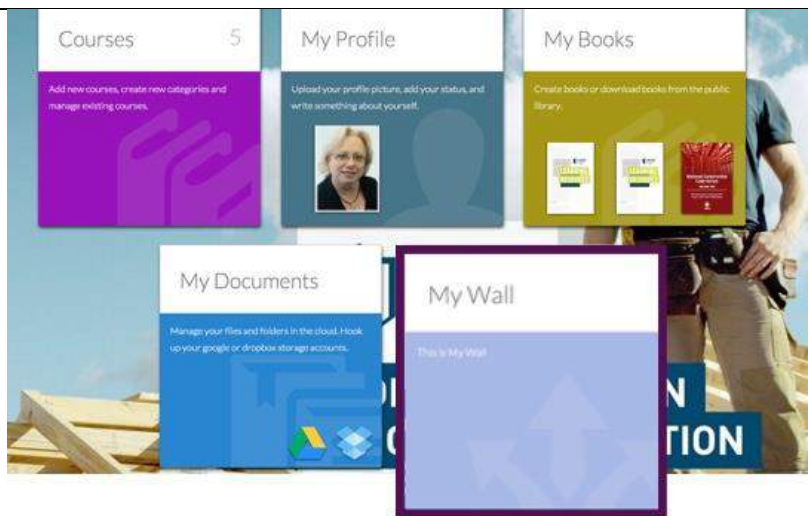
e. Live sessions - The Big Blue Button (BBB) Virtual Classroom

These sessions are the closest thing to a traditional face-to-face classroom. The trainer and students are logged into the virtual learning environment *at the same pre-determined time* and use a number of tools to participate in activities and presentations.

It is likely that a BBB session will be scheduled every week or fortnight and you will be advised of the time by your trainer. All the participants, including the trainer, can log in from anywhere with an internet connection (i.e. home, work or a library).
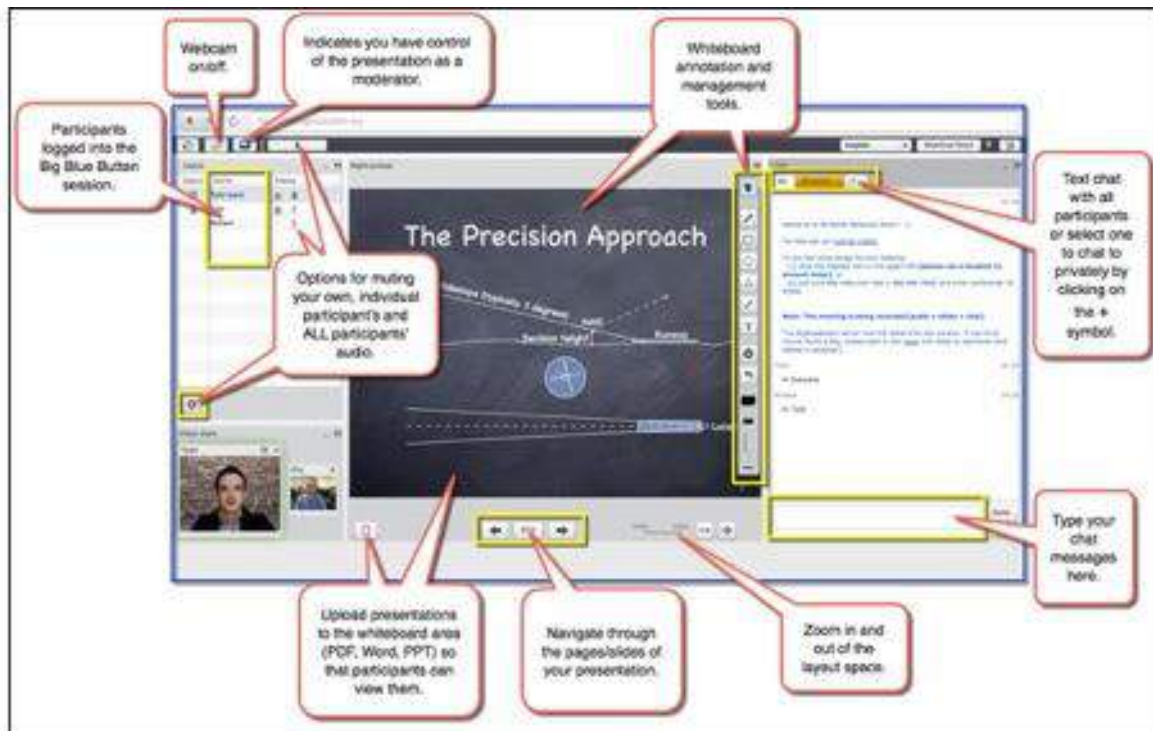
As this is a really important tool we will be looking at this in closer detail in Session 4.

f. Other external communication tools

Other communication tools like SMS, Twitter, Facebook and Skype may also play a part in the overall communication you have with your trainer and other students, however it is important that they are not overwhelmed with too many options. Remember that interactions that take place within the LMS are recorded and managed in one space and can assist in verifying that you have been engaged in the learning.

Session 3- Being an online student

a. What's it like to be an online student?
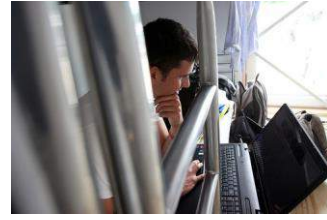
Online learning has numerous advantages, and some obvious disadvantages too. One of the advantages that is cited most often is the ability to study and learn in 'my *own time'.* Ironically, it is this flexibility factor that can cause some online students to constantly procrastinate, or worse still to fail to engage in the learning activities and content at all, leading to them dropping out or not completing their Unit or Course.

So let's look more closely at what you can do to become a successful online learner who is capable and willing to direct your own learning?

Tip 1 – Become familiar with the Learning Management system, Big Blue Button and the course structure.

Once the course gets going, review the introductory materials, check assessment information, requirements for discussion topics, etc. Look at these things at the beginning of each week as well to keep on track with what is happening during that week.

Tip 2 - Plan weekly study times

This will involve working through the learning content and activities, participating in discussions and completing assignments. Plan to put aside time to do the asynchronous work (reading the content, watching videos, completing activities, researching, and place appointments in your diary for the synchronous sessions in Big Blue Button.

Tip 3 - Log onto the course a minimum of three times per week

Logging onto the course home page consistently each week is associated with greater success for online students, according to several studies on online student success. Get into the habit of checking in consistently, even daily if you can manage it, to read discussion posts, check for trainer announcements and/or review course materials. While you are logged on, get involved and be an active participant in discussions. By logging on consistently each week, reading and responding to classmate postings, you will begin to feel part of a community, and enhance your learning experience at the same time.

Tip 4 - Ask questions. Your trainers are there to help. Don't allow the relative anonymity of the virtual space in online learning to be a barrier. If you have a question about course content or need clarification on a difficult concept – ask.

Tip 5 - Make connections with the other students. Connecting with other online students and building a learning community is easier than you might think given all of the social tools and applications available today. Reach out to one student, send an email to ask a question, or create a Facebook group for your class, even create a small study group. If you are assigned to a group project, try Google Docs, which is a terrific collaborative tool, or try Skype or Google Hangouts applications that allow you to video chat and discuss in real time, even share documents and Web pages.

b. Participating successfully in discussions

The discussions in an online course play a central role in the learning experience for the students.

There are no black and white rules as to the best way to participate in the online discussions, but it is useful to consider some of the following:

Take time to participate: This is a shared learning environment and the discussions are integral parts of forming a successful learning group. They also form part of your assessment. Try not to lurk in the cyberspace background. It is not enough to login and read the discussion posts of others. In order for the online environment to be successful, **everyone** must contribute.

Encourage Others: You may have more experience with online discussion spaces than the other students in the class. Respect and encourage their contributions.

Be Patient: Read everything in the discussion thread before replying. This will help you avoid repeating something someone else has already contributed. Acknowledge the points made with which you agree and suggest alternatives for those with which you don't.

Be Succinct: Everybody involved in this online course is going to be busy so they won't have time want to read through long ramblings in the discussions. So stay on the subject and concisely give your opinion or share your experience. Don't lose yourself, or your readers, in overly wordy sentences or paragraphs. Being misunderstood is quite common in online discussions; avoid the miscommunication trap by double-checking everything that you write. The best way to test your messages make sense is to read them aloud before you send them; this way, you will be able to see if they make sense.

Use Standard Writing Style: Try to write in Plain English, avoiding slang and overly informal language. Also avoid using some of the abbreviations that you may be used to using in text and SMS. The discussion space is supposed to be a friendly and inviting place, but remember it is also an educational space and your contributions will be counting towards your final assessment. Finally, don't type in all caps; writing in all capital letters is regarded as shouting, and could be considered rude.

Cite Your Sources: If your contribution to the discussion includes the intellectual property (authored material) of others, e.g., books, newspaper, magazine, or journal articles—online or in print—they must be given proper attribution.

Respect Diversity: Studying online means that you are more likely to meet people from all parts of Australia and even the world. It can be an ethnically rich and diverse, multi-cultural experience. So it is really important to use no language or state sentiments that could be construed to be offensive toward others in the class or the community. Racists, sexist, and homophobic comments and jokes are unacceptable.

No Flaming! Unfortunately discussion spaces have occasionally been used to rant and scream at others' opinions. Criticism must be constructive, well meaning, and well articulated. Rants directed at any other student or at the trainer are simply unacceptable and will not be tolerated.

Report Technical Glitches: Discussion spaces are electronic and rely on technology working. They sometimes break despite the best of intentions. If for any reason you experience difficulty participating, please call, email, or otherwise inform technical support of the issue. Chances are others are having the same problem.

Lastly, Remember: You can't take back a posting. Once you've hit the send button, your words will be available to everyone and cannot be retracted.

Session 4 – Live sessions in the Big Blue Button Virtual Classroom

a. What is a virtual classroom and why would you use it?

Big Blue Button is the name of the virtual classroom technology that we will be using in the Builder's Academy Online Diploma.
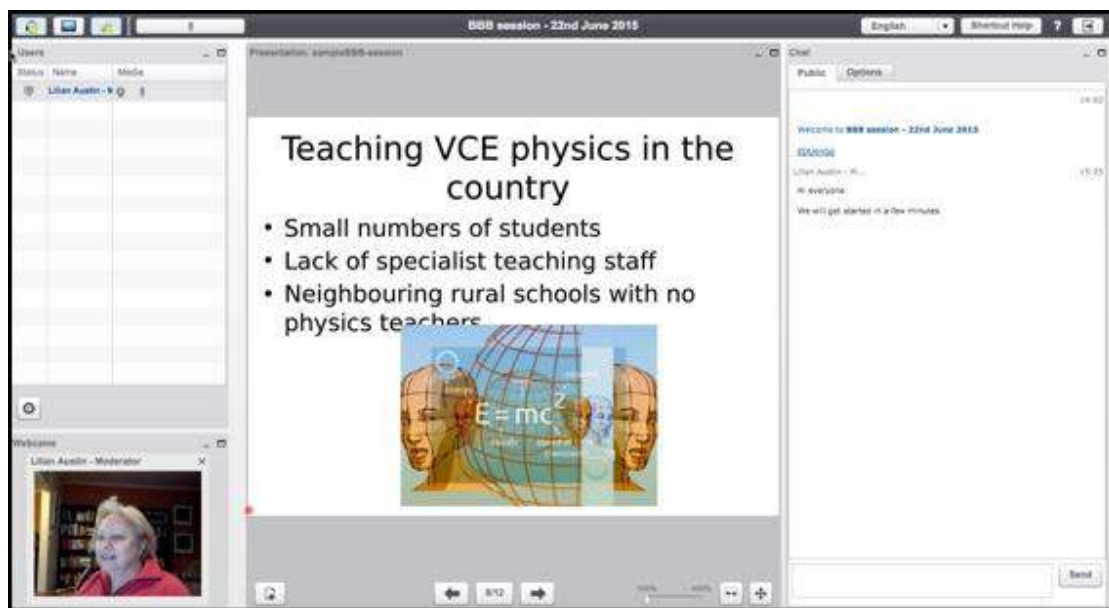
A *virtual classroom* is a private, dedicated, online meeting space for synchronous (real-time) learning activities between trainers and groups of students. Using this space will give you the opportunity to work together with your trainer and the other students in 'real time' and to give you the chance to share your ideas, ask questions, interact with the other students and learn more.

These sessions can be formal or informal or somewhere in between. It is anticipated that the virtual sessions will include some or all of the following:

- **a chance to meet regularly** (weekly or fortnightly) with each other at a pre-determined time to catch up on your progress
- **watch a short PPT presentation** about a particular topic of the week's learning which may need emphasising or which the trainer may feel is best taught in a real-time way.
- provide **an opportunity for a Q&A session** where you can ask the trainer about issues of concern or to clarify some of the areas of your learning
- a dedicated session to address **issues concerning assessment**
- an opportunity for **you to show and discuss examples of work** that you are doing

- **listen to a specialist guest speaker** who has been invited to join the class online and share their area of expertise.

b. The layout and features of the virtual classroom

The Blue Button Virtual classroom include the following elements:

- your trainer and all the students can **login at the same time together**
- **text chat** – you can type in real time to your trainer and other students
- **audio and video** – participants can contribute with a microphone/video and speakers
- **shared whiteboard** – a blank screen where trainer and students can share information, brainstorm, write comments, and upload pictures/diagrams in real time.
- **presentation of content** –the whiteboard space can be used to upload a presentation in PPT, PDF or Word so that your trainer can give a short tutorial or lecture to the students
- **recording** –sessions are recorded and the link to the recording is provided in the LMS after the session has concluded. Students can revisit the session if you want to, or those who missed the session can view it later.
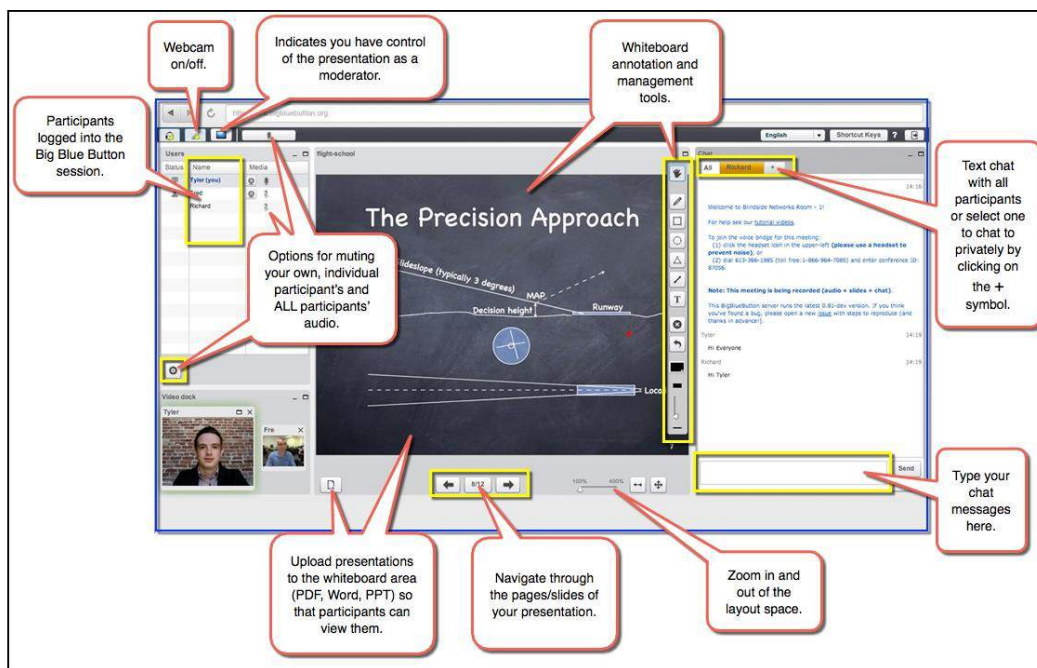
FIGURE 1 - KEY FEATURES OF THE BIG BLUE BUTTON INTERFACE

c. How and where do you login to Big Blue Button?

Big Blue Button sessions will be set up for you in the LMS. You can locate these sessions in the left-hand navigation bar under '**Live Sessions**'. Recordings of each session will appear here too after the conclusion of the session. Make sure you note the times and dates of these sessions in your diary or electronic calendar, and try to be online at least 10 mins before the session to get set up and check your settings.
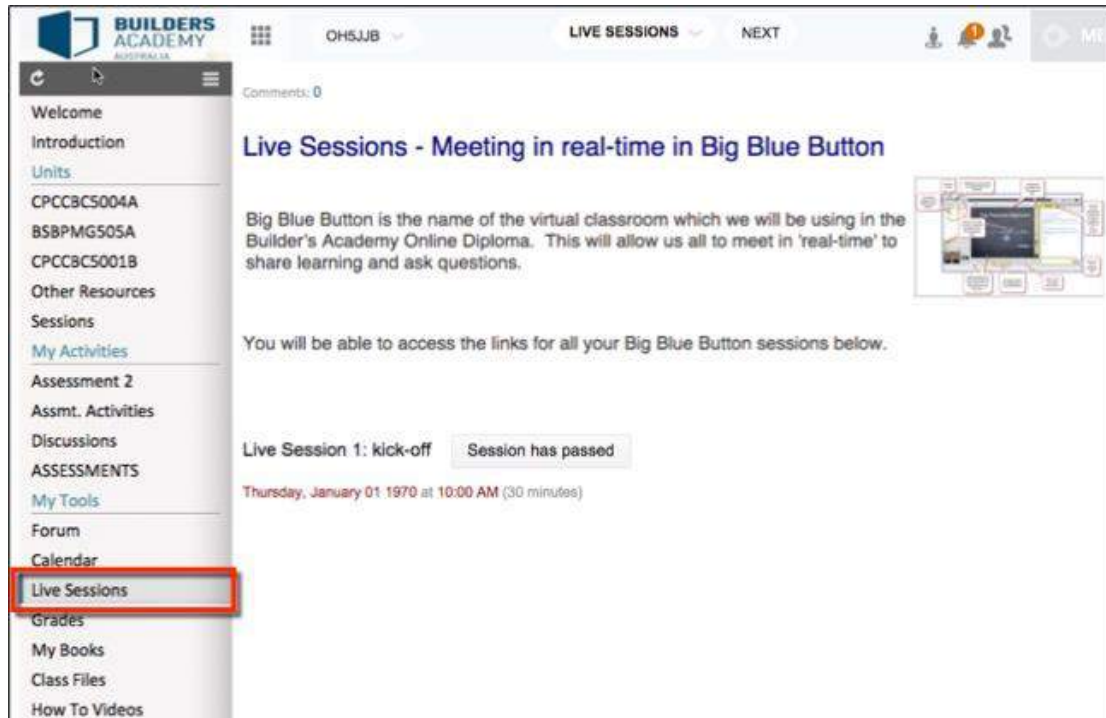
d. Getting your audio set up for Big Blue Button

Making sure that you have your audio working is an important first step in using a Virtual Classroom. It is critical that you test this first so that your communication with your trainer and the other students is successful and doesn't create too many frustrations. Big Blue Botton seems to work better with a headphone/microphone set. These are relatively cheap to buy from a shop like Dick Smith, Harvey Norman or Officeworks. Avoid using your built in computer microphone as it seems to create echoes.

Session 5 – Assessment of your learning

a. Assessment and feedback on activities and tasks

Assessment and feedback is critical to the learning process. In this online Diploma you will be undertaking a number of **learning activities** and **assessment activities**, which will lead to the final 3 formal assessment tasks. More about these final tasks in the next two pages.

Learning activities – are woven throughout the learning materials and require you to complete a written task, reflect on something, find something online or participate in a discussion. These tasks are not formally assessed but will allow the trainer, to view your progress and to provide feedback, support or clarification.

Assessment activities – are also woven through the learning materials but these activities are gradeable and when you have completed them all they will contribute to a major assessment, Task A – Observation. You will learn more about these when we look at Assessment A in detail.

b. The types of assessment task in each Unit

All the assessment tasks for the Diploma will be managed and assessed within the LMS. In each Unit of the Diploma there are **3 formal, final assessment tasks**:

- **Assessment A - Observation/Demonstration**
- **Assessment B - Written Questions**
- **Assessment C - Project**

Each task has been set up in the LMS Grade book . You can submit the assessment task from either of the following places:

1. From the left hand navigation bar
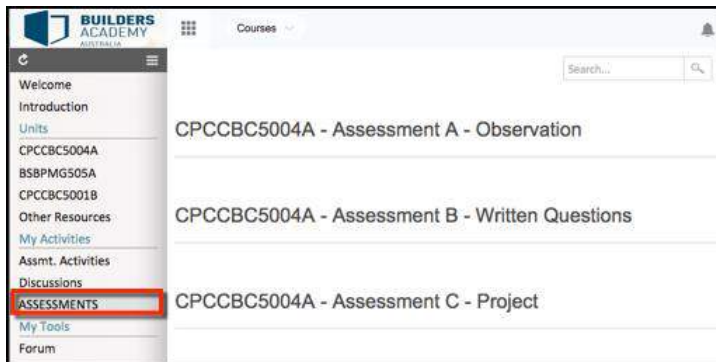
2. Or from the Unit Summary
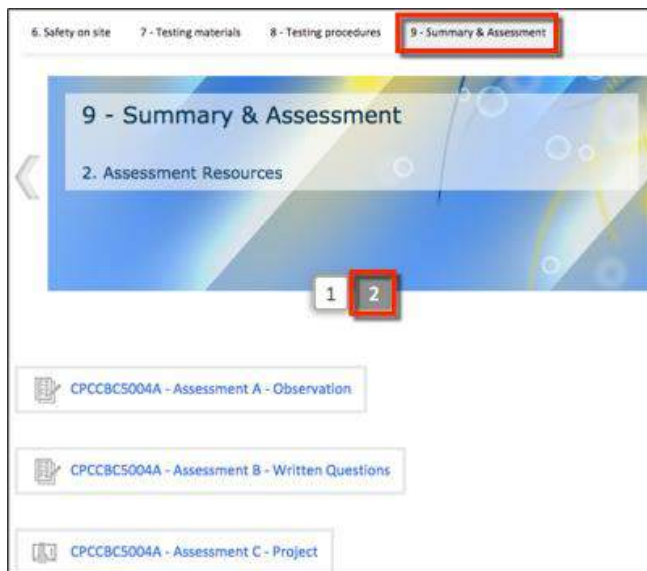
c. Assessment A - Observation/Demonstration

This assessment will be observed and assessed by the trainer as you successfully complete a number of ongoing Assessment Activities and discussion activities embedded in the content throughout the Unit.

You can see all these assessment activities collated into one spot by clicking on the Assessment Activities Link in the left-hand navigation bar.
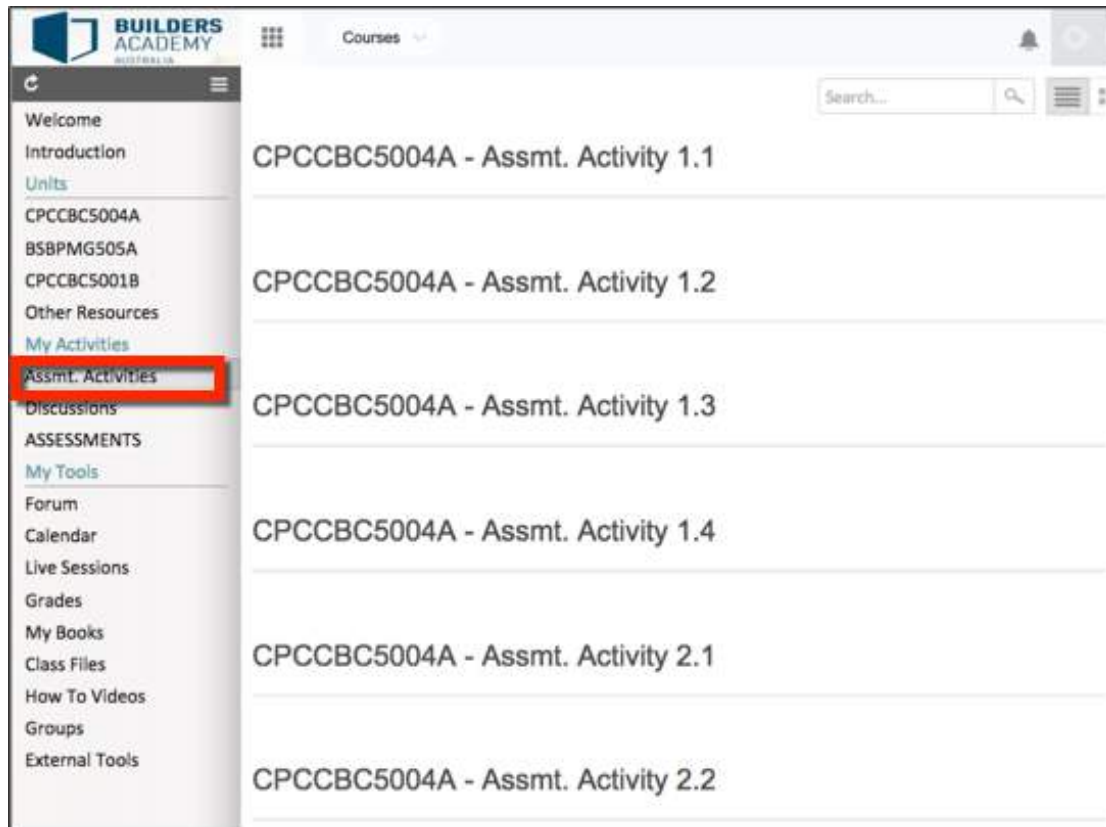
Some of these activities will require you to type into a text box in the same way as you learnt about earlier for learning activities.

Other assessment activities will require you to upload some files (Word doc, Images, Excel files etc.)

You will receive a notification in your email to verify that you have submitted.
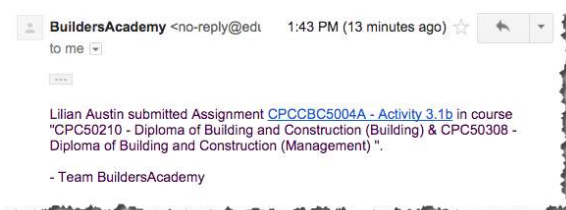
You can also check that submission back in the LMS. You will be able to view what you submitted and also see the Green line and 'Completed' statement .
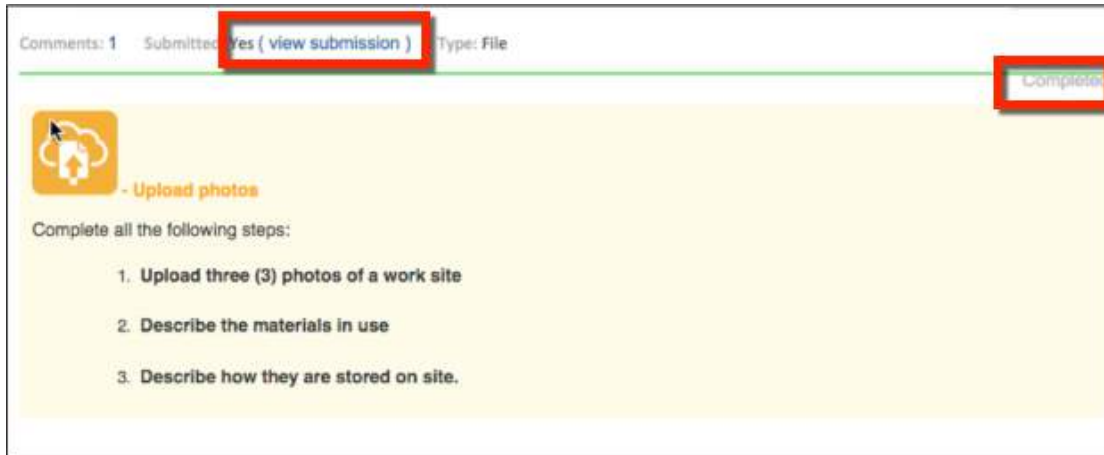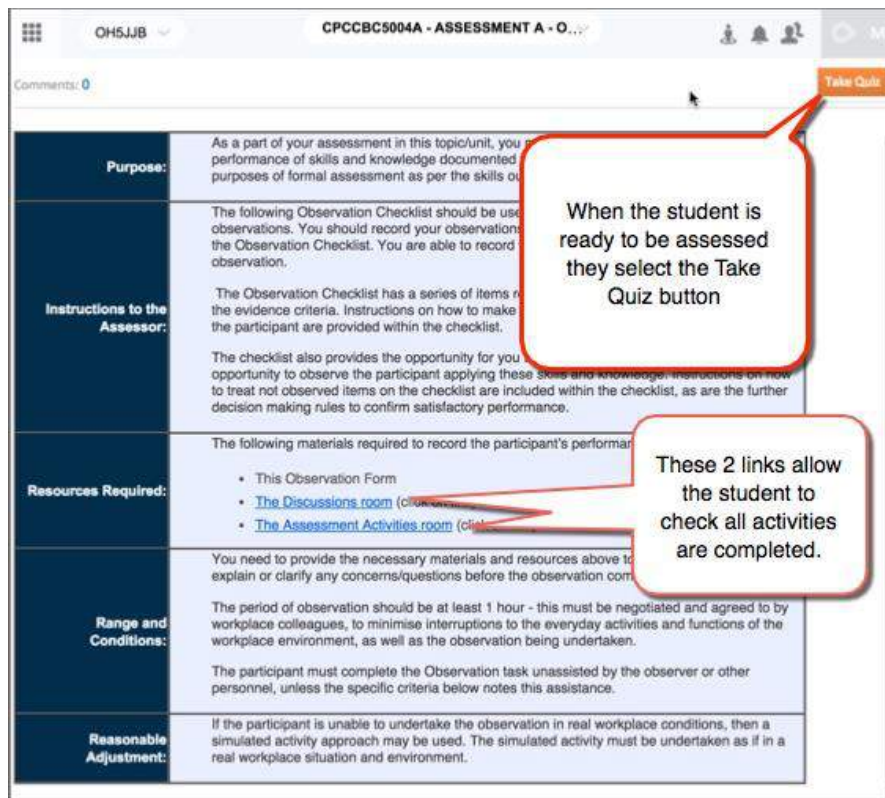
What happens when you have completed all the component assessment activities which make up Assessment A?

The final sign-off and grading will take place in the Grade Book you have successfully completed all these activities. When you are ready for your trainer to mark your work for Assessment A, follow the steps below.
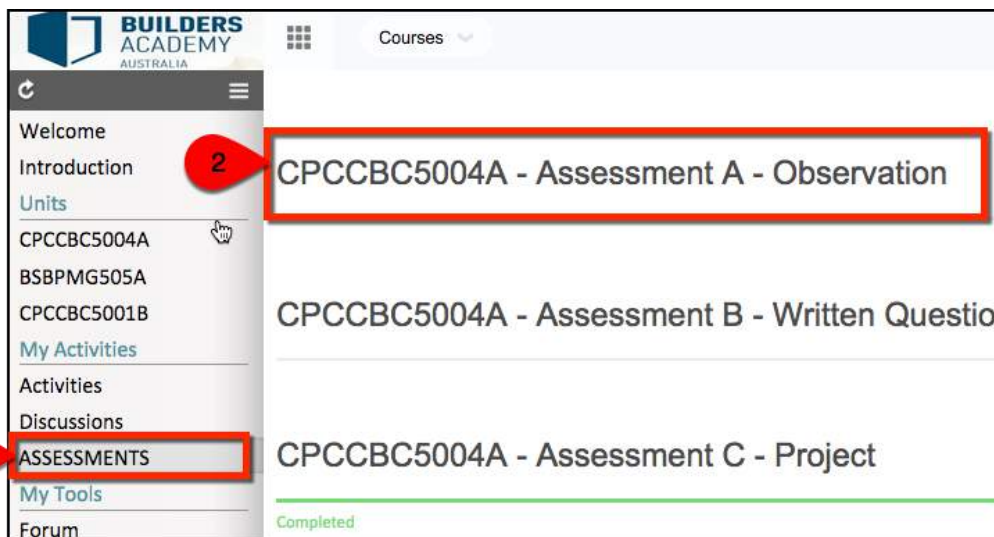
You will be asked to submit a short quiz to indicate that you believe that they are ready to be assessed for Assessment A. This will notify your trainer that he can start the marking.

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At this point you should:

1. Double check you have completed all the activities and discussions that form Assessment A. There are links on the quiz page to make this easier for you to check.
2. If you are confident you have completed everything then select '*True*'
3. Then select '*Submit'*

d. Assessment B - Written Questions

You will complete this major assessment at the end of the Unit via the Assessment Link in the left-hand Navigation Bar. This task requires written answers to a series of questions. For technical reasons it has been set up in the LMS using the Quiz tool so you will be prompted to Take a Quiz. It is however not a formal quiz, but a short answer written assessment. There will be spaces and boxed for you to type in your answers.
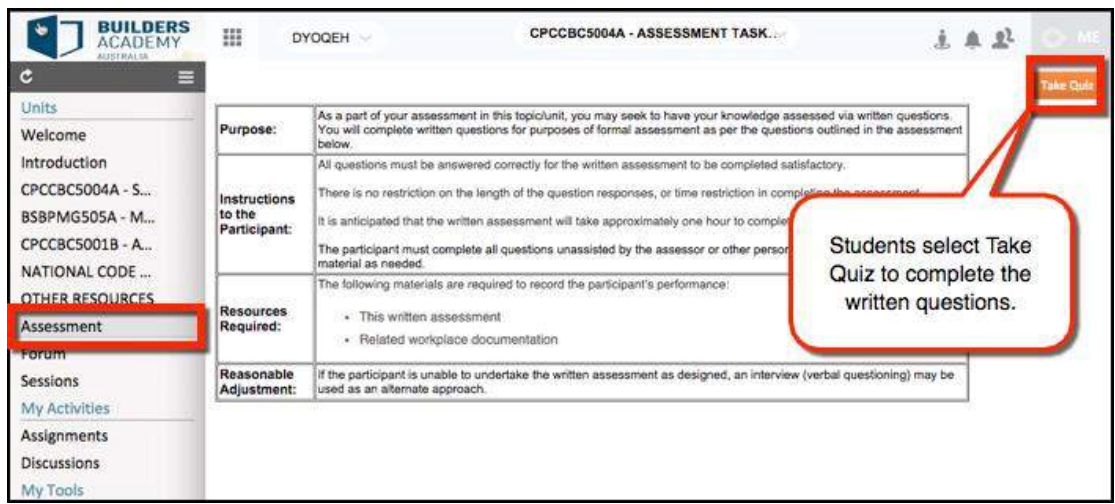
An example of what you will see when you take the Quiz and type the written response is shown below. In this example, you will be able to type your answers into the grid.

CPCCBC5004A - ASSESSMENT 1.2 - WRITTEN QUESTIONS

Question 1 of 18   1 2 3 4 5 6 7 8   Click submit when you're done with the quiz   Submit
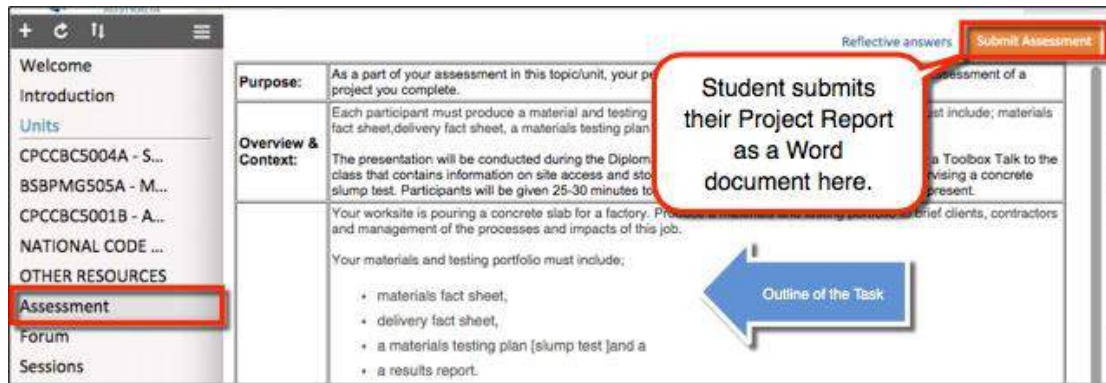
Points: 1

CPCCBC5004A - Asst 1.1 - Q1:

The table below provides a list of materials that have unique properties which make them more or less suitable for particular applications.
Give 2 properties (1 and 2) for each material in the following categories:

MATERIAL	USE	TRANSPORT TO SITE	HEALTH/SAFETY WASTE DISPOSAL	THERMAL PERFORMANCE	STORAGE
TIMBER 1					
TIMBER 2					
CONCRETE 1					
CONCRETE 2					
STEEL 1					
STEEL 2					

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e. Assessment C - Project

You will develop your project in a Word document at the completion of the Unit, and submit it via the Assessment link in the left-hand Navigation Bar.

f. Checking your submission

So how do you know that you have submitted correctly and how will your trainer know that it is submitted so that he/she can mark it? We looked at this briefly before but let's review it for the final assessments A, B and C.

Your trainer will receive an email from the LMS system when you have submitted work.

You have a notification from the BuildersAcademy Team! 🖨 ⬀

Inbox x

BuildersAcademy <no-reply@edu   12:22 PM (2 minutes ago) ☆   ↩ ▾
to me ▾

Steve Miao submitted Assignment CPCCBC5004A - Case Study 2 in course "NEW STRUCTURE - CPC50210 - Diploma of Building and Construction (Building) & CPC50308 - Diploma of Building and Construction (Management)".

- Team BuildersAcademy
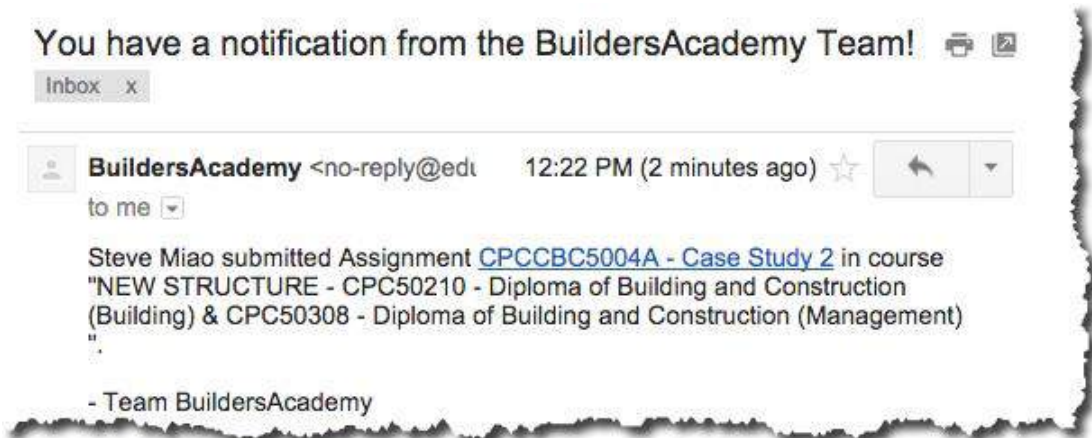
g. Locating your marks and feedback after assessment is complete

When your work has been marked, graded and published by your trainer, you will notice a red number over the notifications bell button. This indicates that there is something that needs your attention.
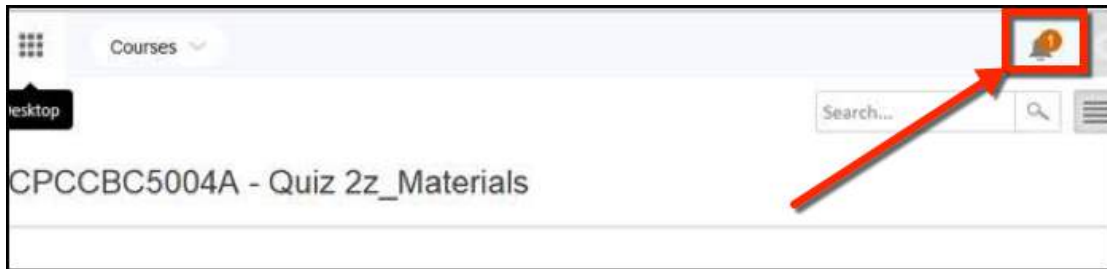
Click on the red number and a list of all your completed assessments will appear.
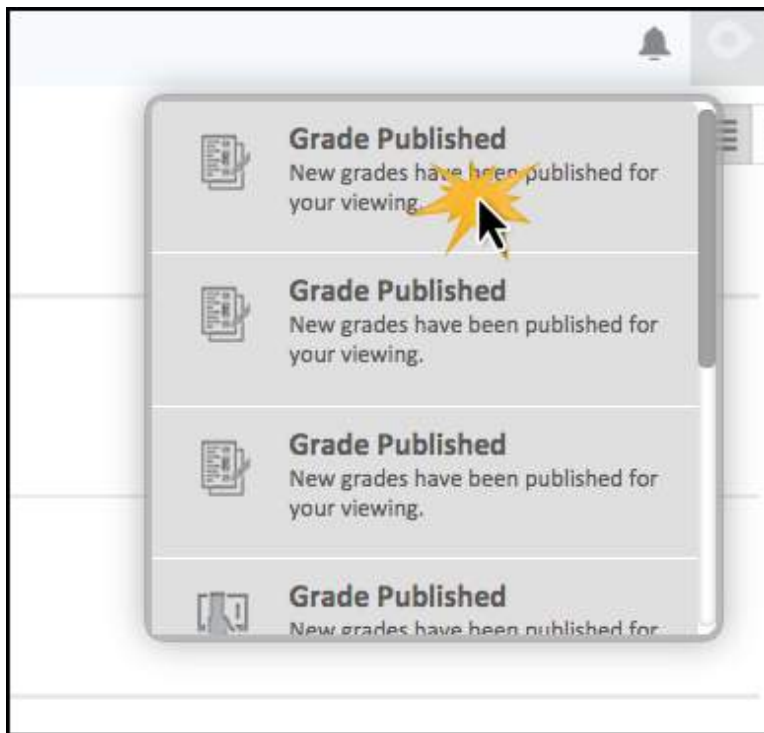
Click on the assessment item and you will see something like the following screen. You may want to look at your answers and results in more detail. Select the underlined link to the assessment task.

GRADE ITEM	GRADE	FEEDBACK	RESULT
CPCCBC5004A - Assessment A - Observation	Fail		View Result
CPCCBC5004A - Assessment B - Written Questions	Pass		View Result
CPCCBC5004A - Assessment C - Project	Pass	Great project Lilian. Well done	View Result

You will now be able to see the individual assessment task screen. Select **View Submission** to see your answers, feedback and marks.

Alternatively, you can check your results and feedback given by you trainers by accessing the gradebook

My Tools
Forum
Live Sessions
Calendar
Grades
My Books
Documents

Session 6 – Other LMS Tools

## a. Adding your personal details to My Profile

One way that you can personalize the experience of online learning for your students is to set up your My Profile page. This allows you to add a picture and other personal details. This will mean that whenever you respond to discussions or use other tools in the LMS your picture will appear.
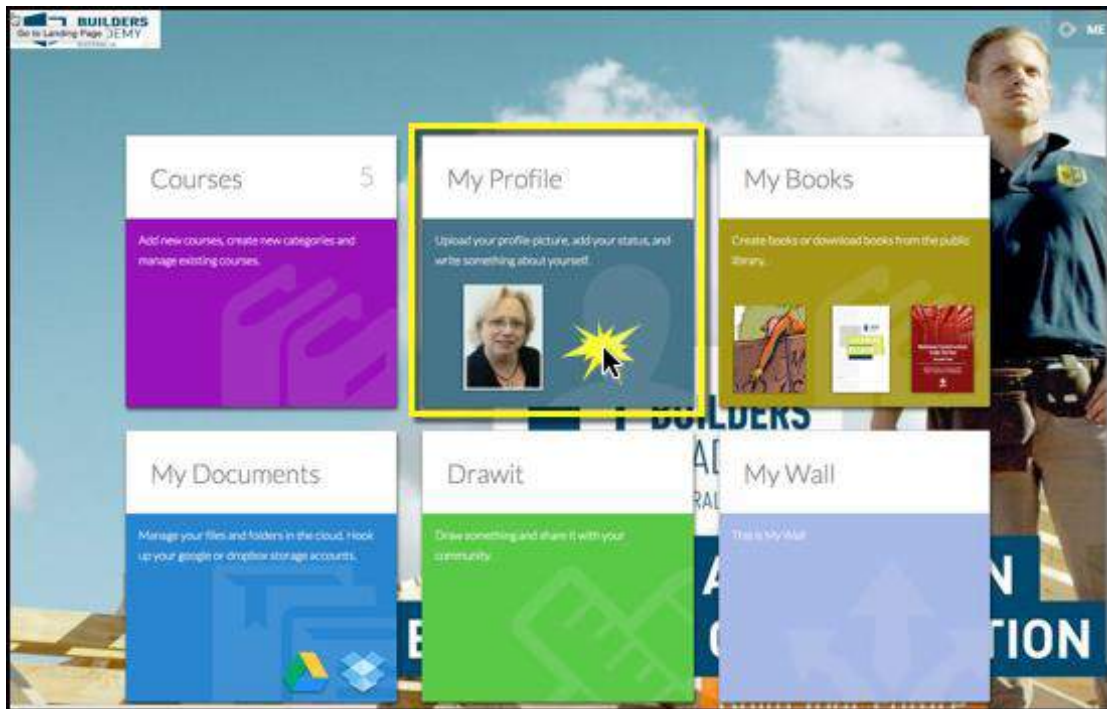
b. Using the My Documents Area

You can upload your documents and pictures onto LMS which are stored in EDUonGo Cloud.

In addition, you can also link your Dropbox and Google Drive to your EDUonGo account.
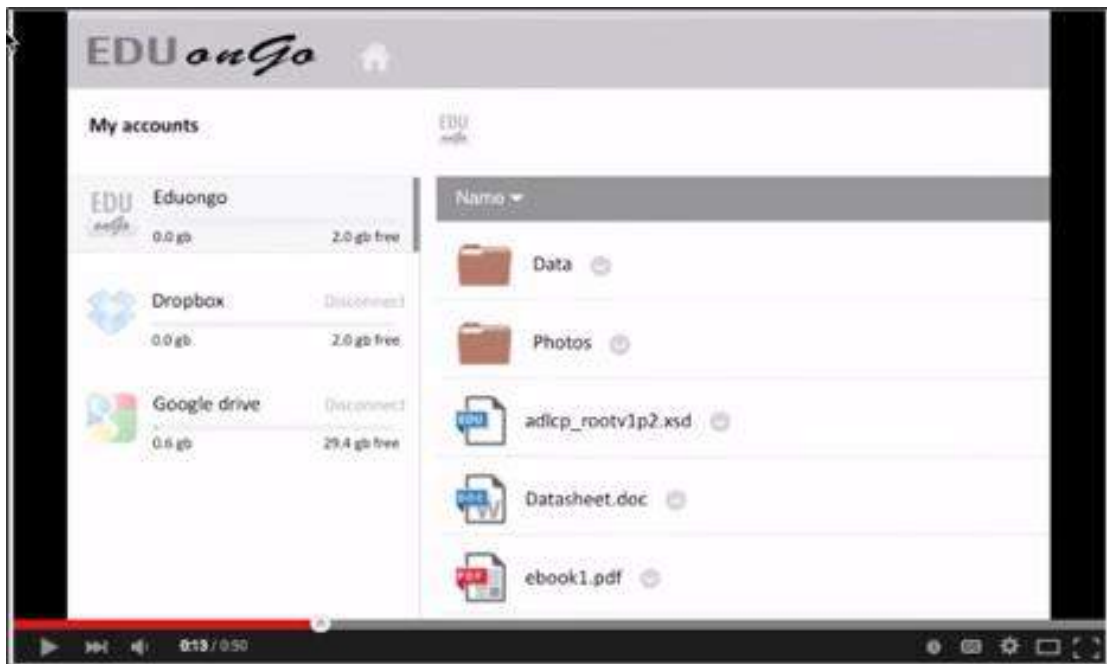
c. Using the e-books in My Books

In the LMS you will find a link in the left-hand navigation to My Books. This is where some additional content may have been placed. These eBooks are typically compilations of some of the content related to the Unit which was considered to be quite lengthy and managed more effectively in the form of an e-book.
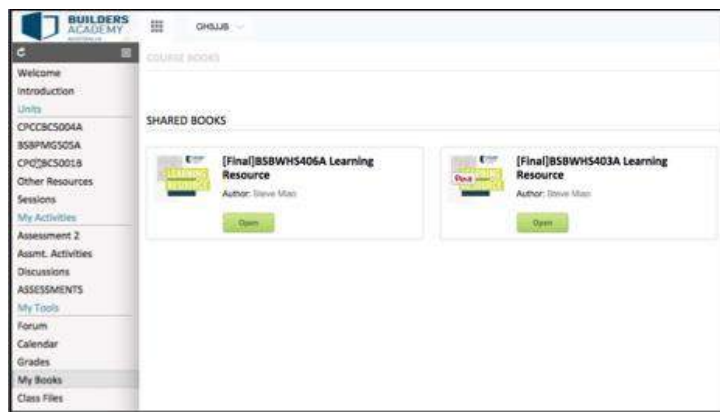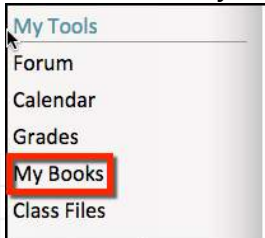
The ebooks have more functionality than a simple PDF document and allow you to make notes and bookmarks for future access to the most important information. At various places within the LMS content the you will find direct links to the ebooks for further information.
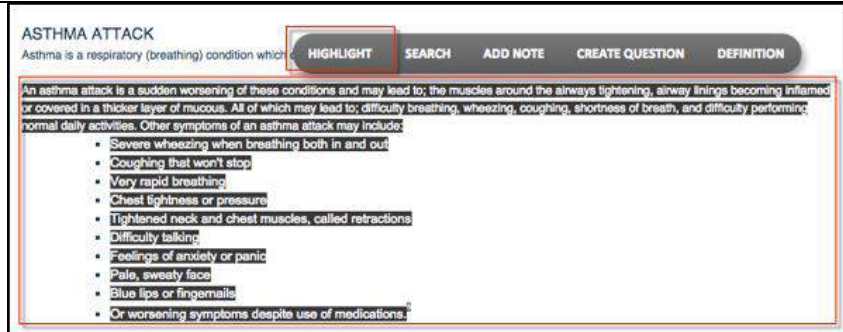
Initially you will want to browse your ebook using the navigation:

1. The chapter contents
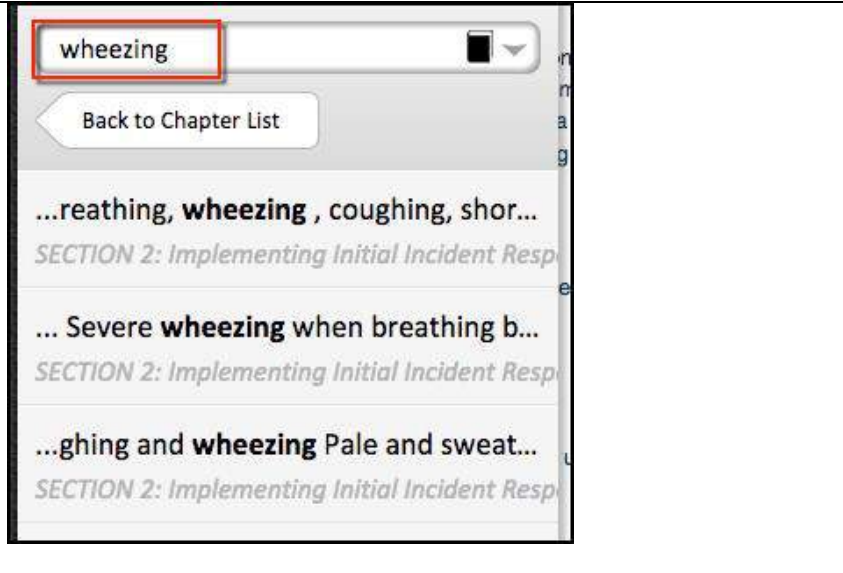2. The next button
3. The full screen option.

The eBooks allow you and your students to annotate and record information on individual pages. All you need to do is to highlight a section of text which will result in an action bar you can choose to:
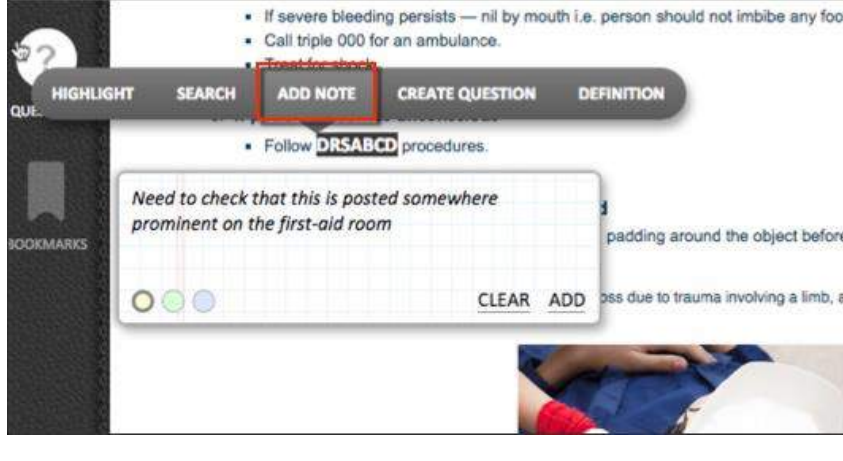
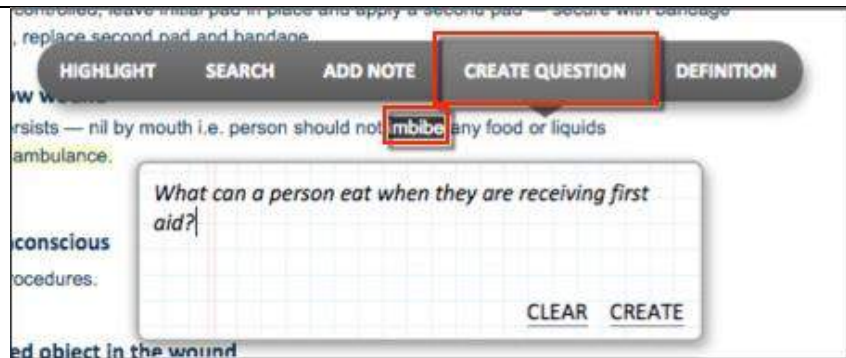|	
Highlight a section of text so that it stands out for you next time you are looking for it.	
Search - allows you to select a word and the eBook will display other pages which refer to this word.	
Add a note – to remind you of an important point or for something that needs following up.	

Create a question – this is particularly useful when you may need to know the answer for an assessment.	
Definition – if you don't know the meaning of that word you can highlight that word (one word only) and you will be given a definition.	

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