BUILDERS ACADEMY AUSTRALIA

Student LMS Manual

LEARNING MANAGEMENT SYSTEM USER GUIDE

Students' Manual

Release 2

Participant Name:

BUILDERS ACADEMY AUSTRALIA

STUDENT MANUAL

Session 1 – Navigating the LMS 3

Main features of the LMS 3
The basics of navigation 4
Basic Troubleshooting 6

Assessment of your learning 7

The types of assessment task in each Unit 7
Assessment A - Observation/Demonstration 8
Assessment B - Written Questions 10
Assessment C - Project 11
Checking your submission 11
Locating your marks and feedback after assessment is complete 11

Other LMS Tools 14

Adding your personal details to My Profile 14
Using the My Documents Area 15

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Session 1 – Navigating the LMS

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 learning tool – 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.

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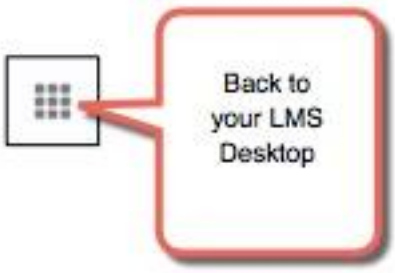
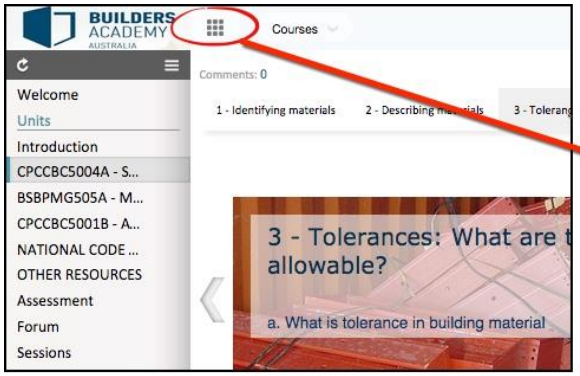
The basics of navigation

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 helponline@buildersacademy.com.au

Please don't use the 'Write to Tech Support' link as your messages will not be answered here.

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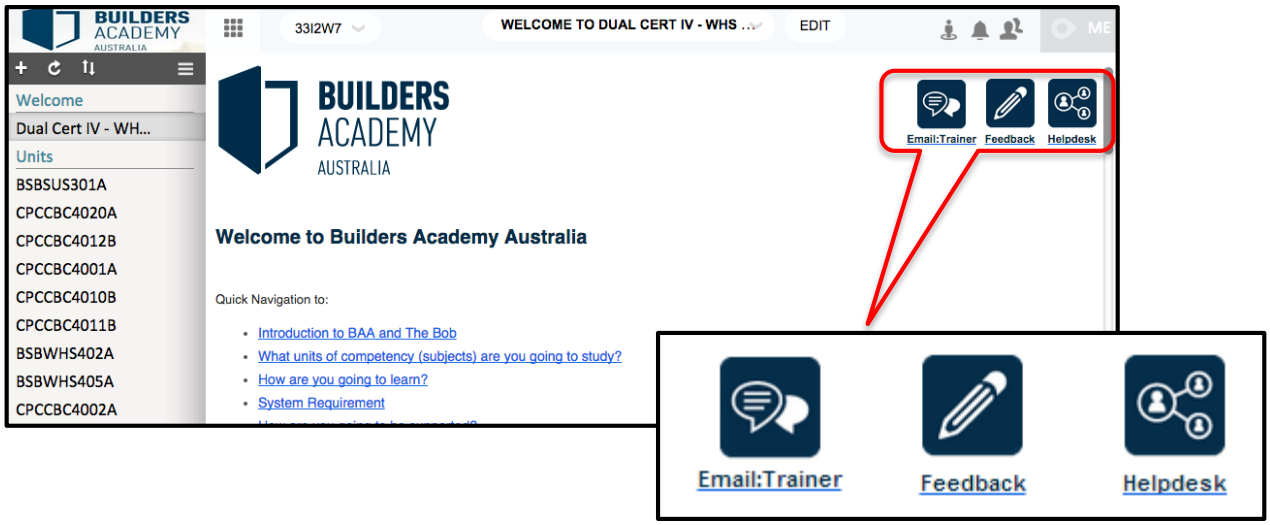
Please also note you can reach us at normal working hours via these blue buttons on the introductory page of your course. We will do our best to get back to you in a timely manner.



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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.

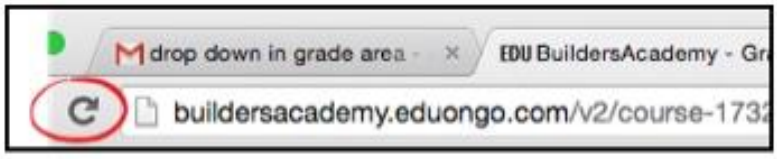
Some browsers may take a while to refresh and you may think that something has gone wrong. For example, when you click on a link in the Navigation bar you may find that nothing loads into the main screen.

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. **For best results, we strongly suggest using only Google Chrome as your browser.** Download it for free from https://www.google.com/chrome/

Internet Explorer

Firefox

Google Chrome



Safari

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Assessment of your learning

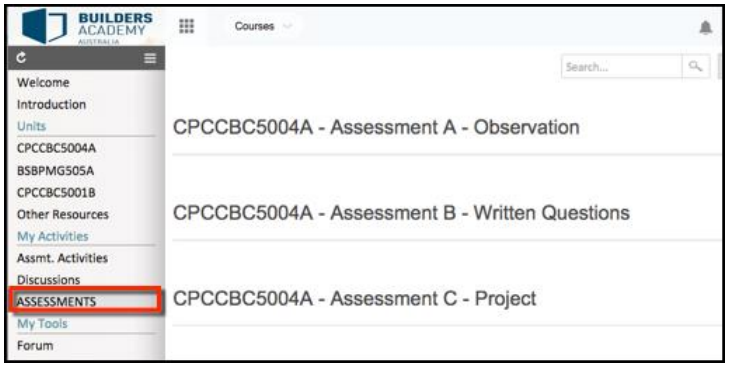
The types of assessment task in each Unit

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**:

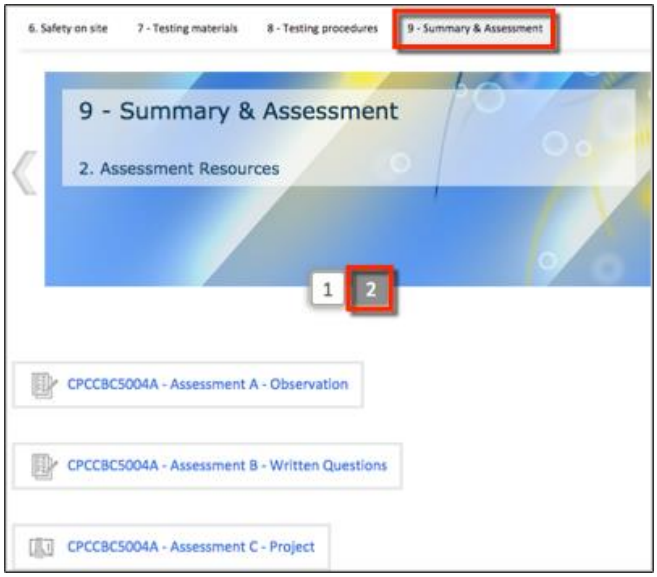
- **Assessment A - Observation/Demonstration**
- **Assessment B - Written Questions**
- **Assessment C - Project**

Each task has been set up in the LMS Gradebook . 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



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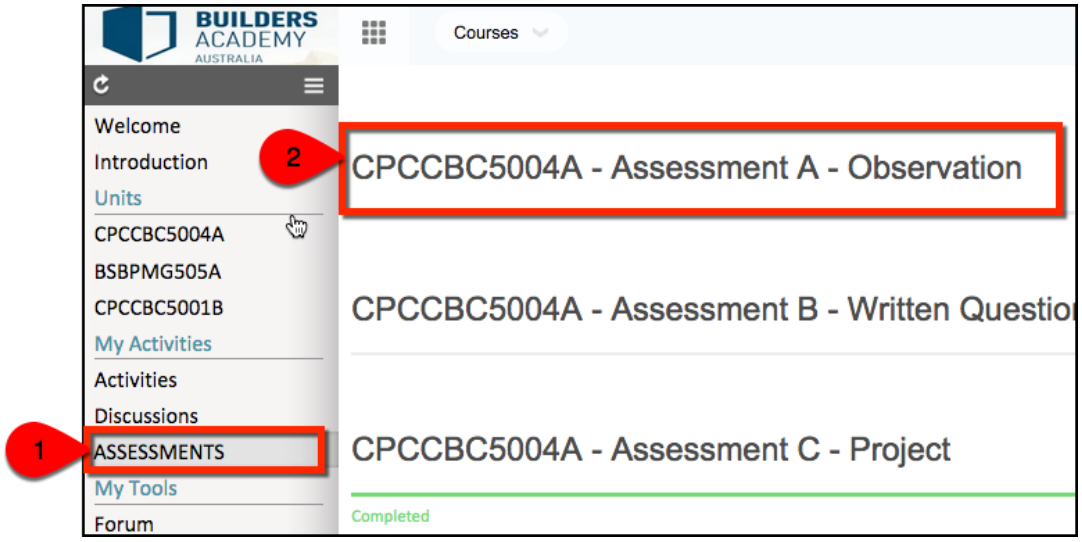
Assessment A - Observation/Demonstration

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. These can be completed in your Learner Resource Workbook. So that you can complete the activities during class, you should open your Learner Resource Workbook for the unit you are studying – right click on the link and select open in new window - and save it to your local computer drive or desktop. That way you can read through material and then click the tab with the open Workbook and type in your answers as you go through the learning. Don't forget to save as you go. You can then upload your Workbook or email it to your trainer.

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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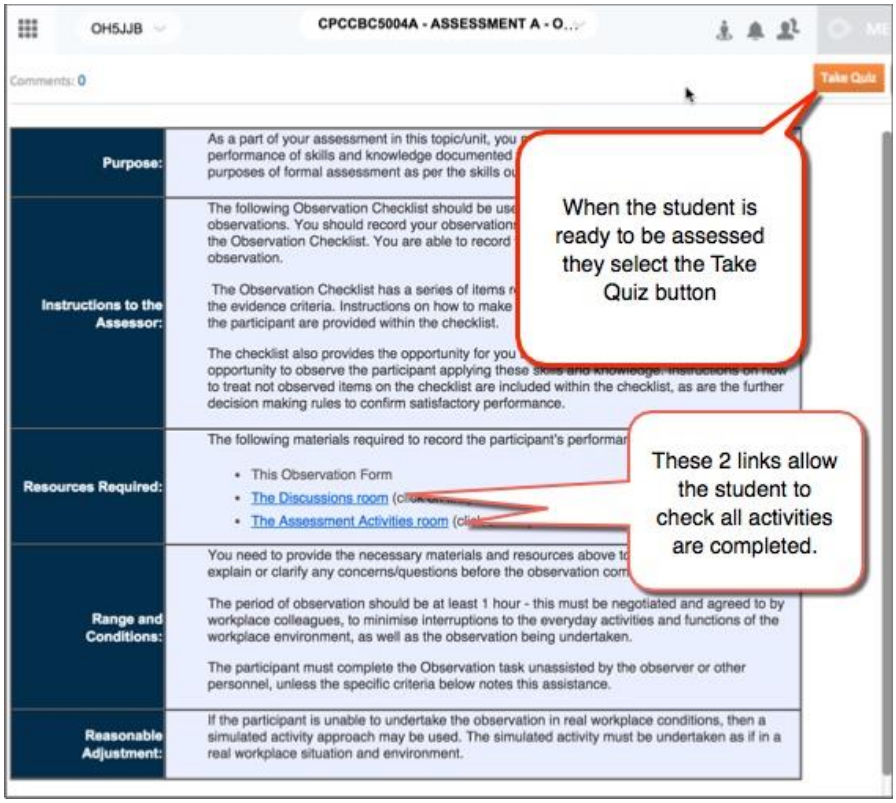

At this point you should:

1. Double check you have completed all classroom activities and discussions
2. Select you submission method, ie either classroom participation or hard copy
3. Then select ***'Submit'***

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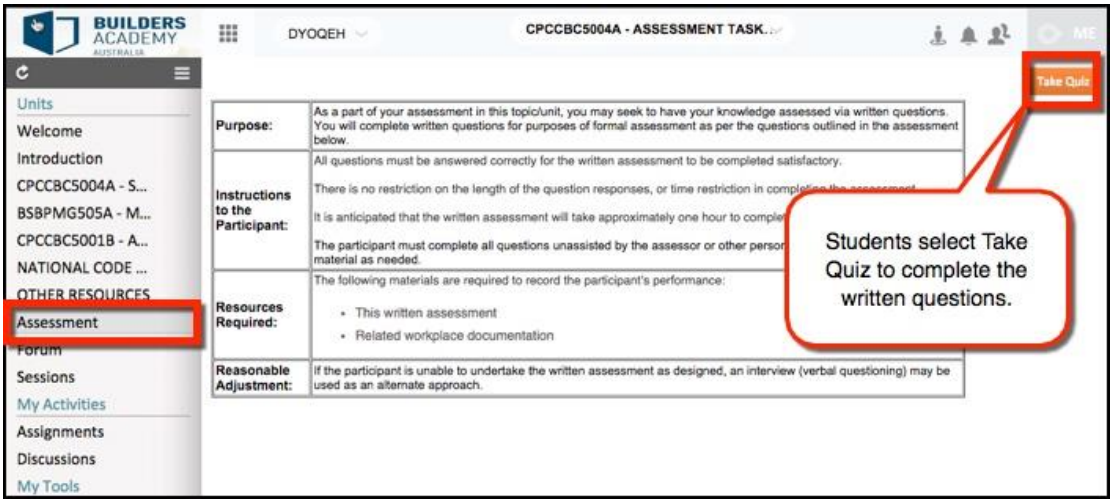
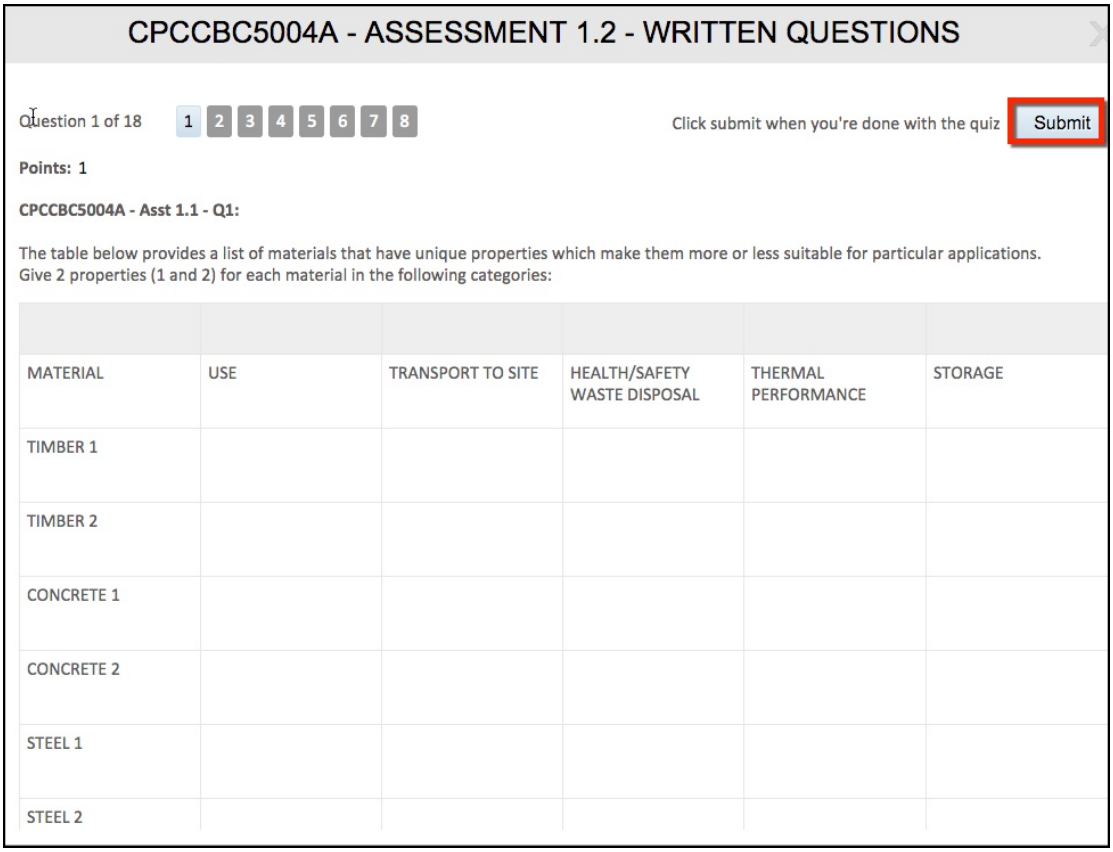
Assessment B - Written Questions

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.



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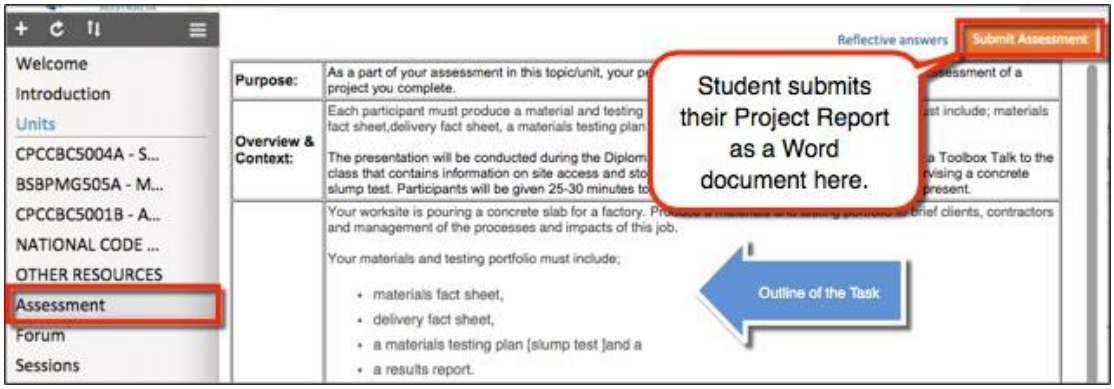
Assessment C - Project

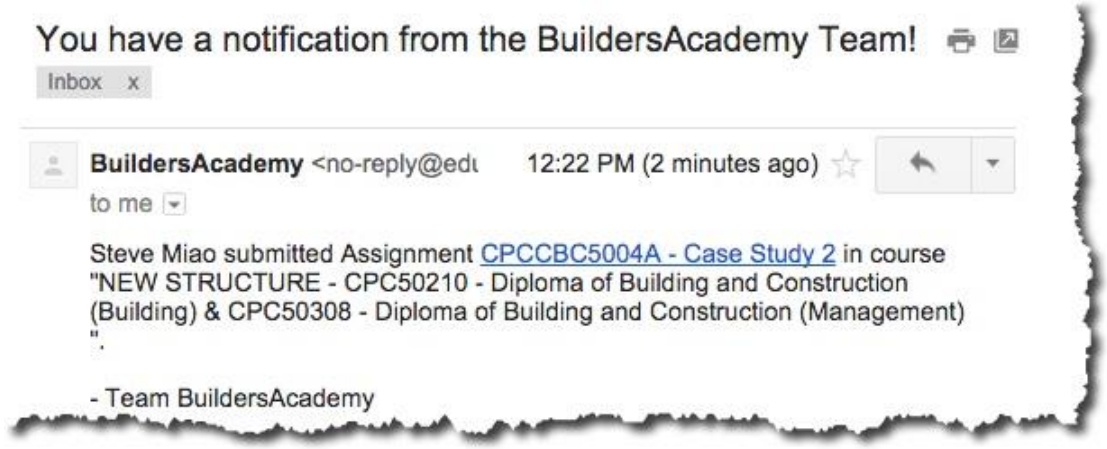
You will develop your project in a Word document at the completion of the Unit, and submit it via the Assessment link in the left-hand Navigation Bar.



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.



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.

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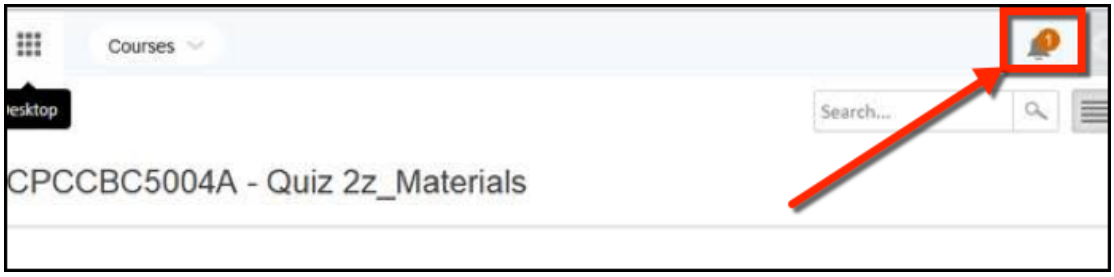
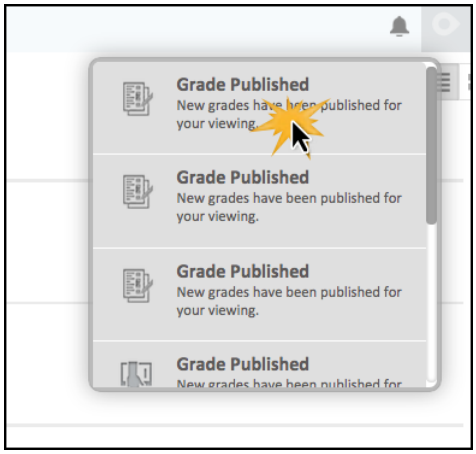
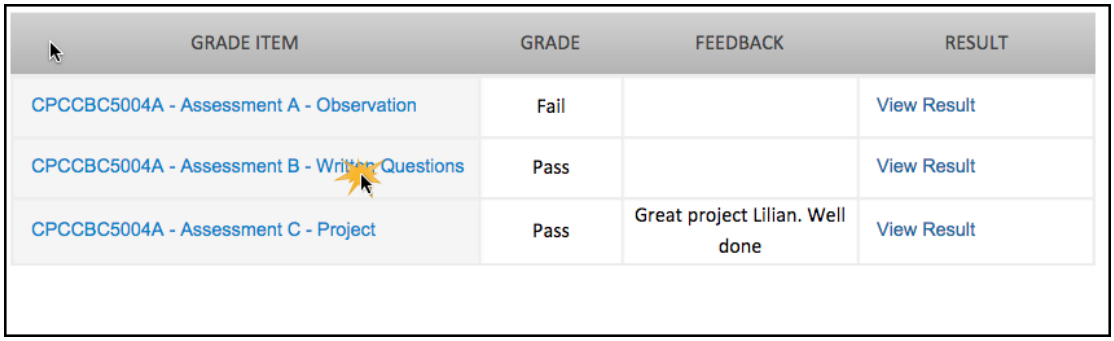


Click on the red number and a list of all your completed assessments will appear.



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

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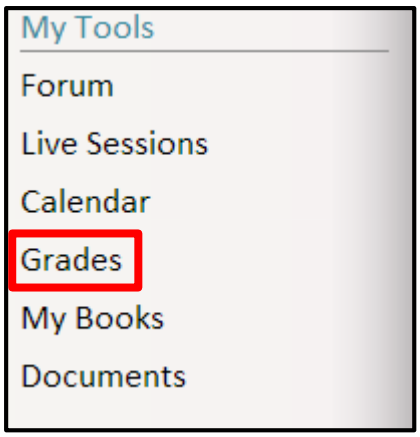

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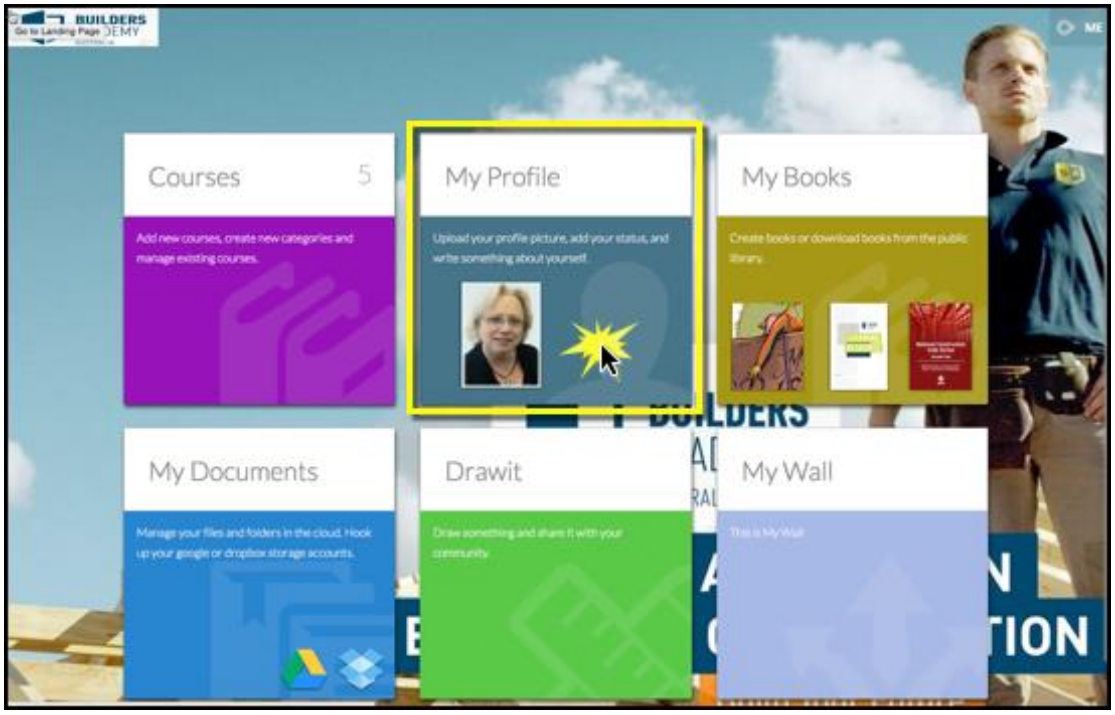
Other LMS Tools

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.



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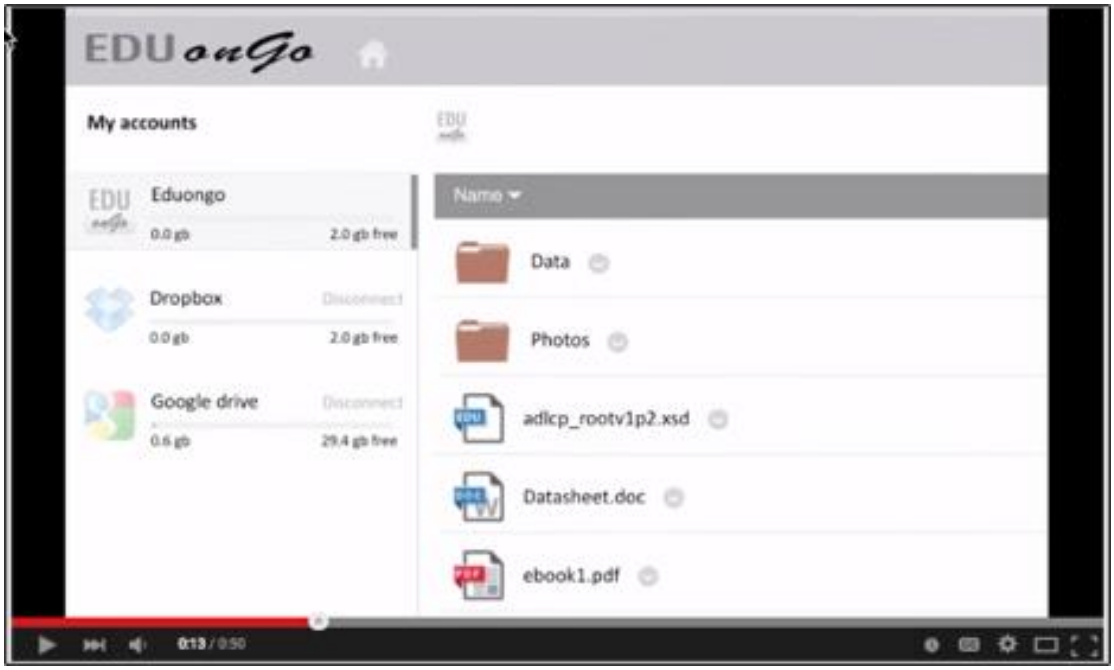
Using the My Documents Area

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.



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