

# LMS Live

## Lecture & Attendance

### Instructions



1. Check your email and find the email titled: LMS & Virtual Classroom Attendance Login Details - Builders Academy Australia. This will have the link to the LMS and your username and password. <http://buildersacademy.eduongo.com/>  
Example below:



**Hi Joshua,**

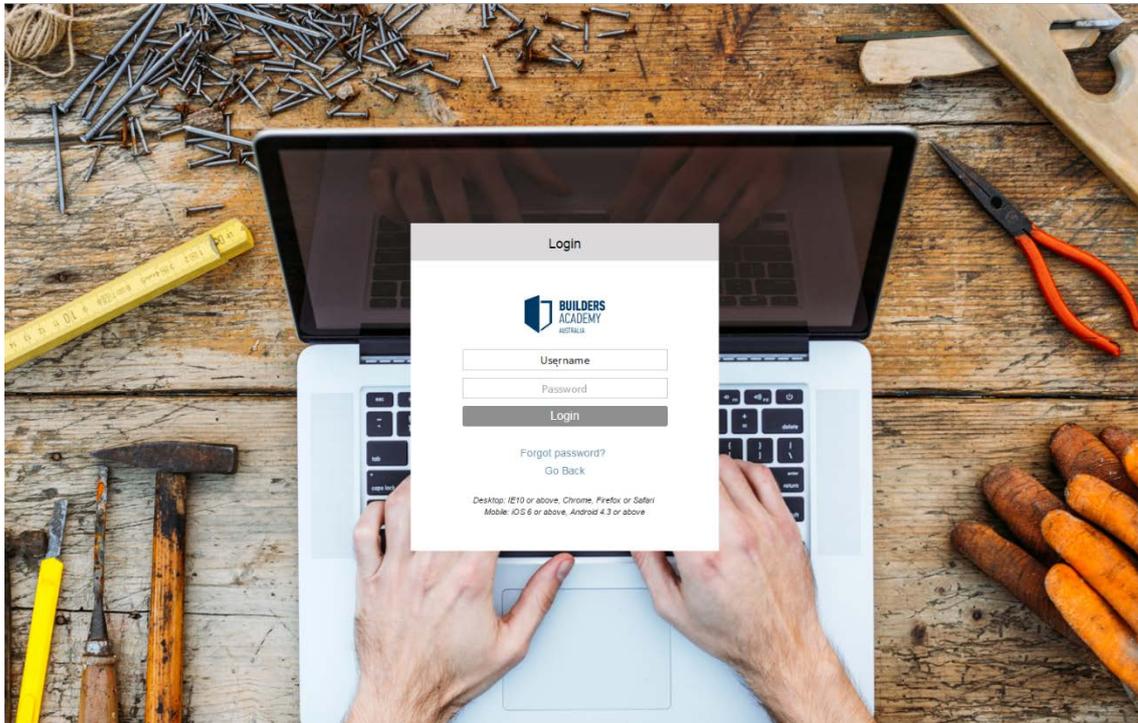
Congratulations! You have been enrolled to our class

**Diploma of B&C (Building) – CPC50210OL17S(A)**

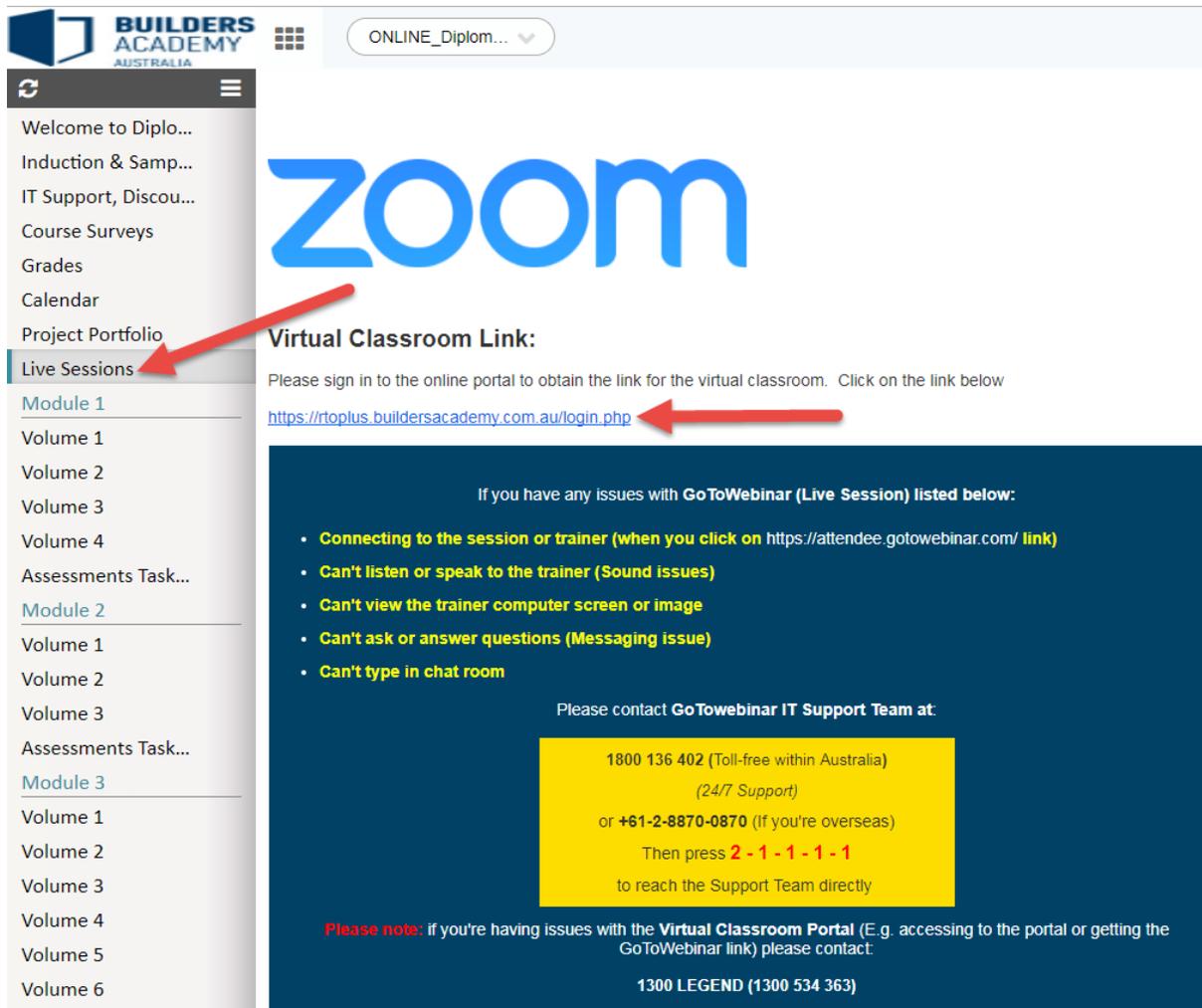
Here is your login details to our **Learning Management System (LMS)** and **Virtual Classroom Attendance Login Details**:

<b>First Login (1)</b>	<b>Second login (2)</b>
<p><b>LMS</b></p> <p>(LMS is where you will find the learning materials, resources, your assessments and grades)</p>	<p><b>Virtual Classroom</b></p> <p>(This portal is where you will find the link to join online Webinar and watch Live Session)</p>

2. Sign into the LMS using the username and password that was sent to you via email.



- The online system will load the welcome screen. On the left hand side is the menu that is used to navigate the system. Click on Live Sessions to view the link to the attendance system.



The screenshot shows the Builders Academy Australia online portal. On the left is a navigation menu with the following items: Welcome to Diplo..., Induction & Samp..., IT Support, Discou..., Course Surveys, Grades, Calendar, Project Portfolio, **Live Sessions**, Module 1, Volume 1, Volume 2, Volume 3, Volume 4, Assessments Task..., Module 2, Volume 1, Volume 2, Volume 3, Assessments Task..., Module 3, Volume 1, Volume 2, Volume 3, Volume 4, Volume 5, Volume 6. A red arrow points to the 'Live Sessions' menu item. The main content area displays the Zoom logo and the text 'Virtual Classroom Link:'. Below this, it says 'Please sign in to the online portal to obtain the link for the virtual classroom. Click on the link below' followed by the URL <https://rtoplus.buildersacademy.com.au/login.php>. A second red arrow points to this URL. Below the URL is a dark blue box with white text that reads: 'If you have any issues with GoToWebinar (Live Session) listed below:' followed by a bulleted list of common issues: 'Connecting to the session or trainer (when you click on https://attendee.gotowebinar.com/ link)', 'Can't listen or speak to the trainer (Sound issues)', 'Can't view the trainer computer screen or image', 'Can't ask or answer questions (Messaging issue)', and 'Can't type in chat room'. Below the list, it says 'Please contact GoToWebinar IT Support Team at:' and provides contact information: '1800 136 402 (Toll-free within Australia) (24/7 Support) or +61-2-8870-0870 (If you're overseas) Then press 2 - 1 - 1 - 1 - 1 to reach the Support Team directly'. At the bottom of the box, it says 'Please note: if you're having issues with the Virtual Classroom Portal (E.g. accessing to the portal or getting the GoToWebinar link) please contact: 1300 LEGEND (1300 534 363)'.

- Navigate to the virtual classroom attendance portal using the link below.  
<https://rtoplus.buildersacademy.com.au/login.php>



5. Enter your username and password and press login. This username and password is different than your LMS login credentials. Both the LMS and attendance passwords were sent to you in the welcome email listed above.

A screenshot of the Builders Academy Australia login interface. At the top left is the logo. Below it is a white login form with a light blue border. The form contains a "Username" field with the text "test", a "Password" field with masked characters "\*\*\*\*\*", a "Remember login" checkbox which is checked, and a "Login" button. Below the checkbox is the text "(if this is a private computer)".

**Username**

**Password**

Remember login  
(if this is a private computer)

Login

6. Your dashboard will load. This is to be used as a schedule to outline what days and times your classes are running. On the dashboard you have the following functionality:
  1. Change the date of the view by clicking the arrows forward or back
  2. Change the view from month, week or day
  3. The classes you have scheduled in the view that you have chosen



TEST TEST  
Student ▾

DASHBOARD

MY PROFILE

DASHBOARD

Dashboard

Calendar

1

2

Resync



today

Oct 23 — 29, 2016

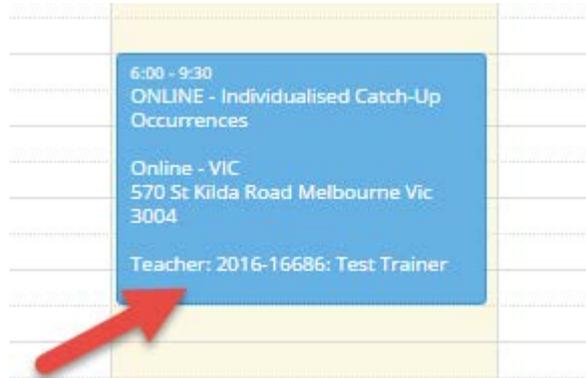
month week day

	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28	Sat 10/29
all-day							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm			3		3		
7pm							
8pm							
9pm							

6:00 - 9:30  
ONLINE - Individualised Catch-Up Occurrences  
Online - VIC  
570 St Kilda Road Melbourne Vic 3004  
Teacher: 2016-16686, Test-Trainer

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7. To sign in for your class click on the blue box for the date of your class.



8. This will load the attendance sheet for that class. It will outline the following information:
1. This is the confirmation that you will be attending the class Click I agree after you have signed your name
  2. Units being delivered in the session
  3. Sign with your mouse or touch screen device to enter your signature

TEST - ATTENDANCE SHEET  
2017-03-31 18:00:00 - 2017-03-31 21:30:00

Information

Qualification Code	Qualification Name	Programme Name	Enrolment Code	Course Start Date	Trainer/Assess
2016PD	Simonds PD Course	Professional Development - Internal	TEST	2016-05-23	Test Trainer

BAA St Kilda  
Simonds Head Office  
570 St Kilda Road, Melbourne 3004

Resources

Please sign below to view class resources

1

I declare that as part of my ongoing studies in the qualification and unit of competency listed above I am continuing my studies which includes completion of the learning activity/activities below.

- LND012 - Streamlined Training Packages

I agree

Class Details

Units

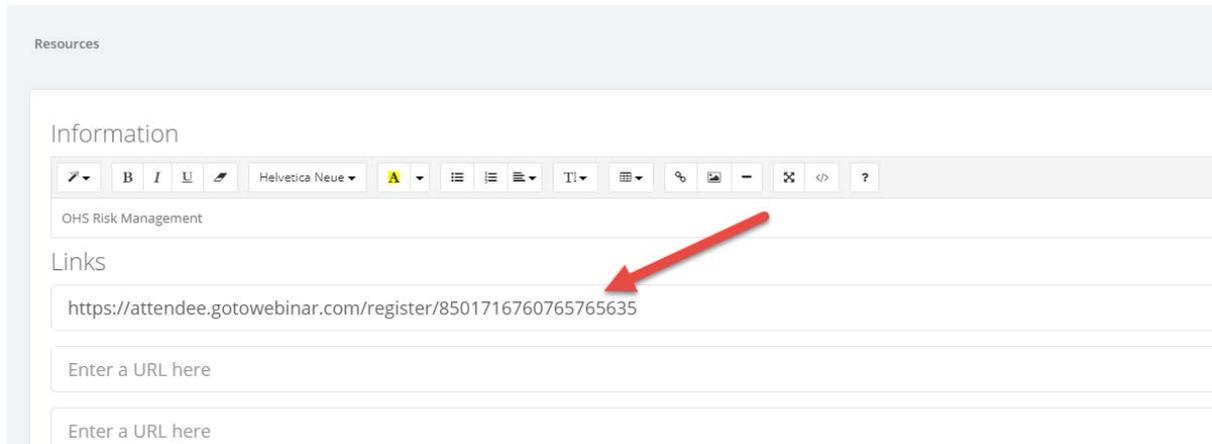
Code	Name
LND012	Streamlined Training Packages

2

Students

Student Number	Firstname	Lastname	Signature
2015-14999	Test	Test	3

9. Once you have signed to attend the class you will be given the link to join the Virtual Classroom



Resources

Information

OHS Risk Management

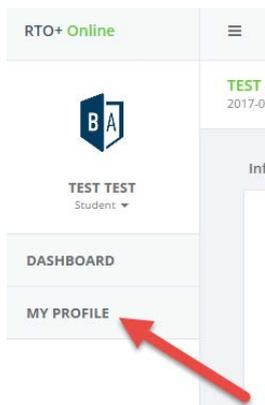
Links

<https://attendee.gotowebinar.com/register/8501716760765765635>

Enter a URL here

Enter a URL here

10. To view your class schedule including unit delivery dates and assessment due dates click the My Profile menu option.



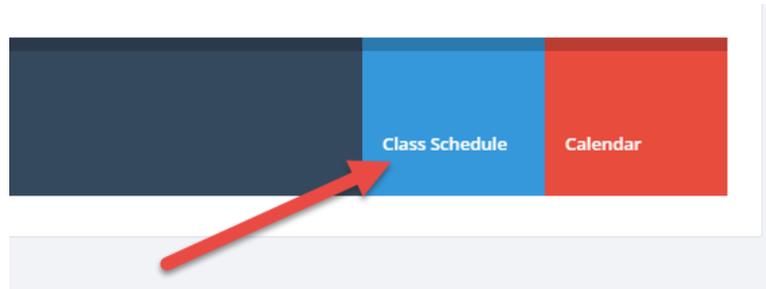
RTO+ Online

TEST TEST  
Student

DASHBOARD

MY PROFILE

- Click on the Class Schedule link and select your course and click go. This will show you what units you will be taught on what dates. It also shows you when your assessments are due for each unit.



Class Schedule

Select Enrolment: 2016PD - Simonds PD Course Go

Session	Date	Start Time	Unit Code/s	Module	Assessment Due Date
	14/02/2017	10:00 AM	ADM001 ADM002	The Unique Student Identifier (USI) AVETMISS & Student Data Processing	02/11/2017 02/11/2017
	15/02/2017	10:00 AM	ADM003 ADM004	General Direction: Retention Requirements for Completed Student Assessment Items Introduction to AVETMISS	08/06/2017 05/04/2017
	15/02/2017	10:00 AM	ADM005 COM001	Processing of Transitioned Students Accredited Courses in VET	25/10/2017 14/11/2017
	16/02/2017	10:00 AM	COM001 COM002	Accredited Courses in VET Challenging an ASQA Decision	14/11/2017 14/11/2017

## Navigating the Virtual Classroom – Zoom

When you click the link in the attendance system you will be prompted to register for the session. Enter your details and click register

### Meeting Registration

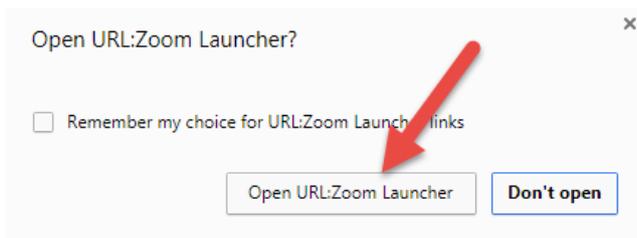


Topic	Module 1 - Volume 1 - Session 2
Time	Aug 16, 2017 4:00 PM in <a href="#">Canberra</a> , <a href="#">Melbourne</a> , <a href="#">Sydney</a>
First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Email Address*	<input type="text"/>
Confirm Email Address*	<input type="text"/>

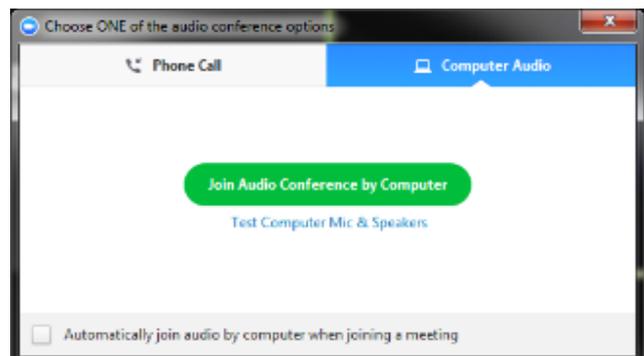
\* Required information

[Register](#)

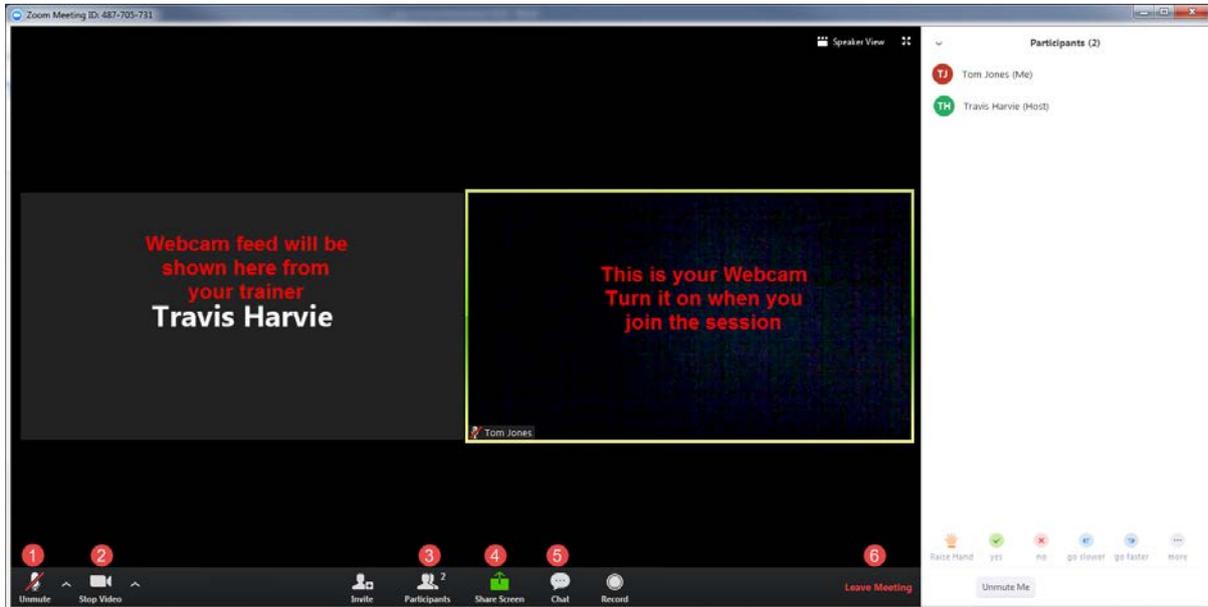
The session will begin to load. If the below popup appears click open



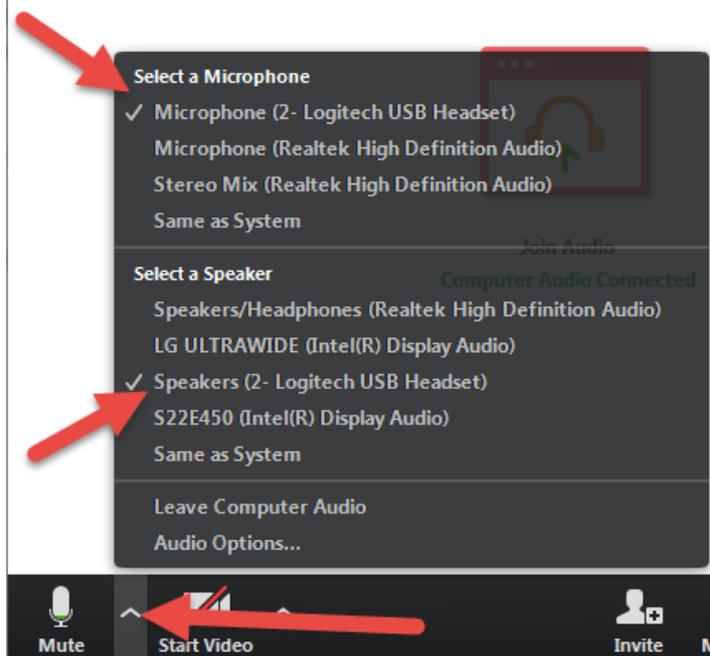
Choose your connection method for audio. If you are connecting on your PC / Laptop choose Join Audio Conference by Computer



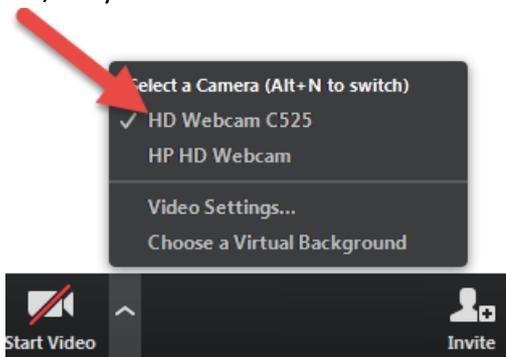
Once you have logged into our Virtual Classroom Platform Zoom you will be able to see and speak to your trainer. Shown below is the controls you have in the Virtual Classroom. We will discuss those options.



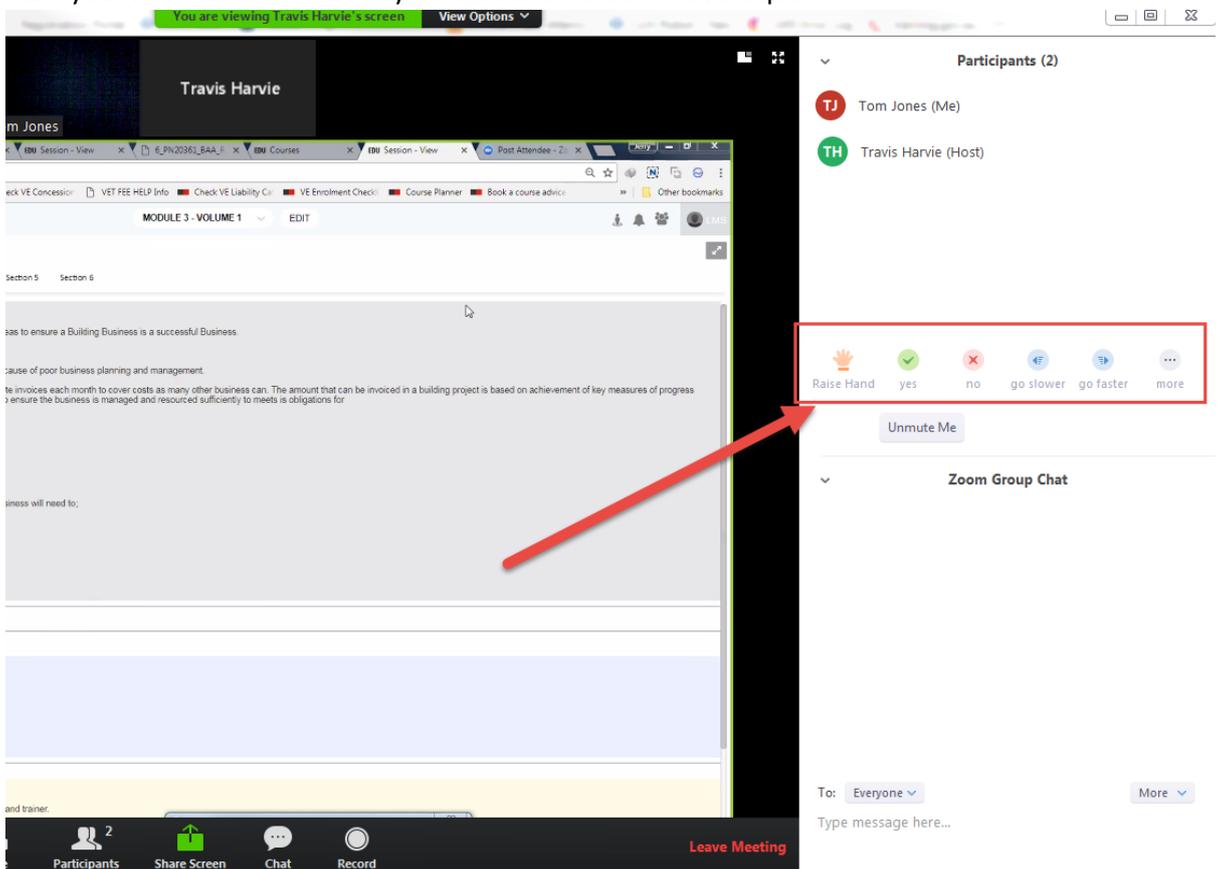
1. Mute: Click the up arrow to choose your audio options. This will include the ability to adjust the microphone and also speaker options. For the below image we are using a Logitech headset so this has been selected for both microphone and speaker options. Click the mute button to mute / unmute your microphone.



2. Start Video: Click the up arrow to select your webcam. Click the Start Video button to turn on / off your video



3. Participants: In this section you will see all of your class members. You have the ability to raise your hand in this section if you need assistance or have a question



4. Share screen: If your trainer asks you to show your screen you will click this button. This will show your screen to all people in the training session. This will also be used when doing group work etc.
5. Chat: This will give you the ability to talk to your trainer via the chat window if your microphone is muted.
6. Leave Meeting: At the end of the session you will click this to leave the Virtual Classroom.

Throughout the training from time to time you will be asked to draw or find things on plans etc. You have the ability to do this with the annotate function. This will give you the option to write and draw on the screen.

