

Welcome to Your Training and Assessment Course



inspire education

Table of Contents

GETTING STARTED	3
LOGGING INTO YOUR PORTAL	4
ACCESSING YOUR DOCUMENTS	6
Viewing All Documents.....	6
Multimedia.....	8
Resources	10
Assessment Workbook.....	12
Via Firefox	13
Via Internet Explorer	16
SUBMITTING YOUR ASSESSMENT.....	19
Uploading.....	19
Via Post.....	22
ACCESSING YOUR MESSAGES.....	23
Viewing Your Messages.....	23
Send Us A Message	25
FURTHER INFO ABOUT USING THE PORTAL	28

GETTING STARTED

Ok... you are ready to start the first unit of your course...

Accessing the portal will allow you to communicate with your trainer, access your learning resources, upload your assessments and also view your assessment results and trainer feedback.

The information below is a roadmap to starting your course. It outlines how to access your Learner Guides, Assessment Workbooks and also where to look to find further information about how to use the Student Portal.

If you get stuck or need assistance please don't hesitate to contact your trainer. Never persevere when you are not sure what to do. We are always here to help you and you will have a much better experience if you understand what is required.

Simply call 1800 506 509 whenever you need help or alternatively you can send your trainer a message directly through your student portal and they will assist you wherever possible.

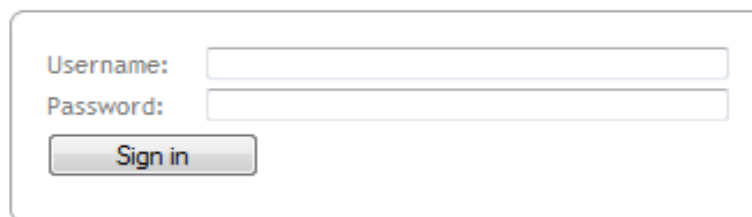
Let's get started!

LOGGING INTO YOUR PORTAL

1. To access your student portal click on the following link or copy and paste the address below into your web browser.

<https://inspireeducation.jobready.com.au>

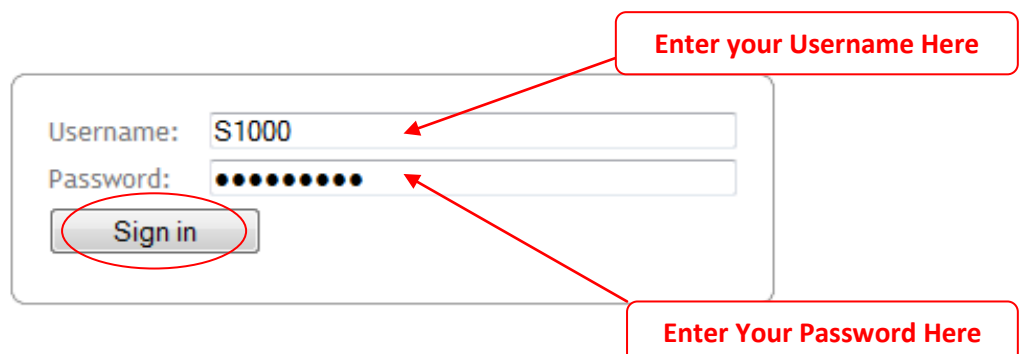
2. Next you will see the following “**Sign In**” screen



Username:

Password:

3. Enter your Username and then your Password and click on “**Sign In**”



Username: S1000

Password: ●●●●●●●●●●

Enter your Username Here

Enter Your Password Here

4. You will be directed to the page shown below.

The screenshot shows a web browser window with the URL `https://inspireeducation.jobready.com.au/user_student?commit=Sign+in`. The page features the Inspire Education logo and a navigation menu on the left. The main content area displays a message about new documents and a table of documents.

My Details

- My Details
- My Courses
- Timetable
- Employer
- Other
- My Messages (0 new)
- My Documents (58 new)
- Change my Password
- Balance:
- Invoices
- Payments

Messages

Priority	Category	Date	User	Details	Follow Up	Status	Belongs To
You have no new messages. View all messages							

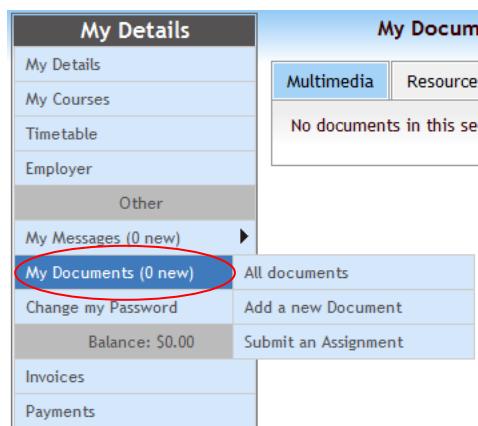
Documents

Name	Description	Category	Online	Created	Created By
Subject 3 CHCCN303A Learning Materials Version 4	Please click on the blue link above and read the learning material thoroughly before proceeding to the assessment workbook for this unit.	General	<input checked="" type="checkbox"/>	18 August 2011 4:28 PM	dana.khader
Subject 4 CHCCHILD401A Learning Materials V.4	Please click on the blue link above and read the learning material thoroughly before proceeding to the assessment workbook for this unit.	General	<input checked="" type="checkbox"/>	18 August 2011 4:31 PM	dana.khader
Subject 5 CHCCS400A Learning Materials Version 4	Please click on the blue link above and read the learning material thoroughly before proceeding to the assessment workbook for this unit.	General	<input checked="" type="checkbox"/>	18 August 2011 4:35 PM	dana.khader
Subject 6 HLTOHS300A Learning Materials Version 4	Please click on the blue link above and read the learning material thoroughly before proceeding to the assessment workbook for this unit.	General	<input checked="" type="checkbox"/>	18 August 2011 4:37 PM	dana.khader
Subject 7 CHCIC301D Learning Materials Version 5	Please click on the blue link above and read the learning material thoroughly before proceeding to the assessment workbook for this unit.	General	<input checked="" type="checkbox"/>	18 August 2011 4:42 PM	dana.khader
Subject 8 CHCCN301A Learning Materials Version 5	Please click on the blue link above and read the learning material thoroughly before proceeding to the assessment workbook for this unit.	General	<input checked="" type="checkbox"/>	18 August 2011 4:44 PM	dana.khader
Subject 9 CHCORG303A Learning Materials Version 4	Please click on the blue link above and read the learning material thoroughly before proceeding to the assessment workbook for this unit.	General	<input checked="" type="checkbox"/>	18 August 2011 4:46 PM	dana.khader
Subject 10 CHCCN305A Learning Materials Version 4	Please click on the blue link above and read the learning material thoroughly before proceeding to the assessment workbook for this unit.	General	<input checked="" type="checkbox"/>	18 August 2011 4:49 PM	dana.khader

ACCESSING YOUR DOCUMENTS

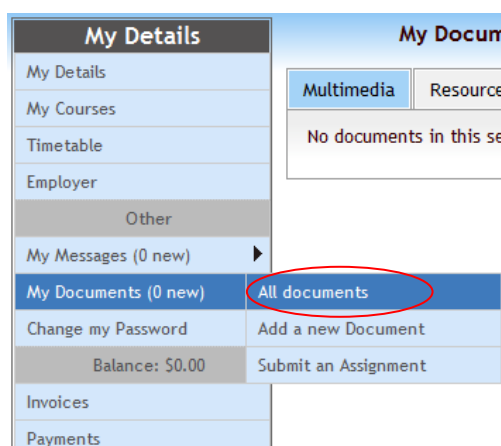
The “**My Documents**” link is used to access your learning resources such as any multimedia resources, learner guides, assessment workbooks and any extra helpful resources associated with your course.

This menu will also give you access to add new documents as well as submit your assignments.



Viewing All Documents

1. Click on “**All Documents**”



2. The following page will appear



“My Documents” is divided into 4 Groups of Information.

A	Multimedia	Here you can access any available multimedia resources or any other resources helpful to your course.
B	Resources	This is where you go to get started on your course. Your learner guides are available here for reading before progressing to your assessment workbook.
C	Assessment Workbook	Your Assessment Workbooks are available here.
D	Other	Other resources associated with your course can be found here including introductory information on how to use your student portal.

Multimedia

The Multimedia area is where you can view any available multimedia resources or any extra helpful resources associated with your course. Keep an eye on this area as we will be adding multimedia resources as they become available.

1. Click on Multimedia as shown below.



If the portal shows the message “**No documents in this section**” (as above) it means that there are no multimedia resources available to be viewed. Whereas if there is a Course Name or a Unit/Subject Name in this area clicking on the name will expand the view and show the available multimedia resources within.

2. In the example shown below it can be seen that the Unit “**Work effectively with culturally diverse clients and coworkers**” has two multimedia resources inside. Clicking on the Unit Name will expand the view of the unit to show the videos.

Unit Scopes	Code	Number of Documents	
Work effectively with culturally diverse clients and coworkers	HLTHIR403B	2	
Work in partnership with families to care for the child	CHCRF511A	1	

3. Click on the **play button** in the middle of a video to play it.

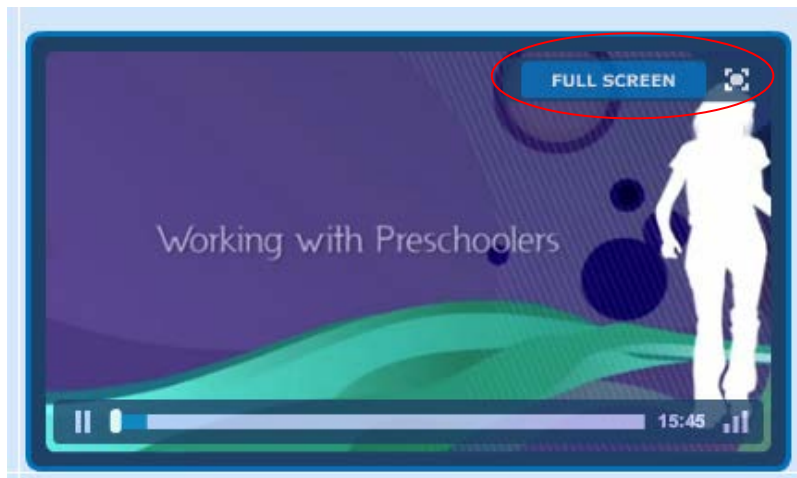
Unit Scopes	Code	Number of Documents
Work effectively with culturally diverse clients and coworkers	HLTHIR403B	2

#	Document	Category	Last Updated
1	Working with babies and young children	General	23/9/2011 8:57:58 am

(click play and then click on the full screen icon in the top right hand side of this video to view in full screen mode)



4. Click on the full screen icon at the top right of the video to view the video in full screen mode.



Resources

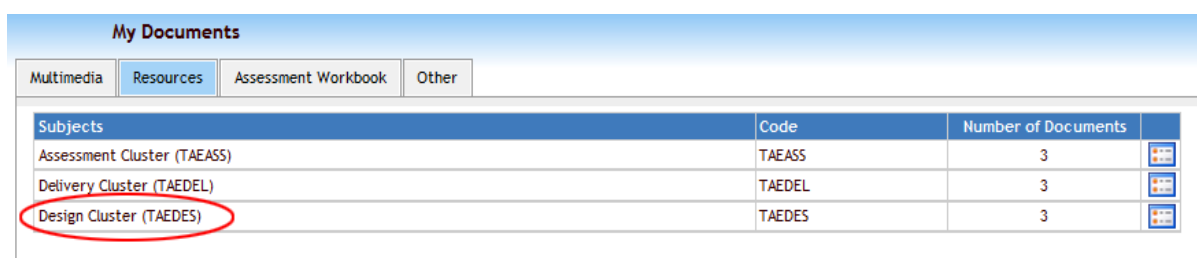
To get started on your course, you will need to read your learner guides which are available in the Resources area.

1. Click on “**Resources**.”



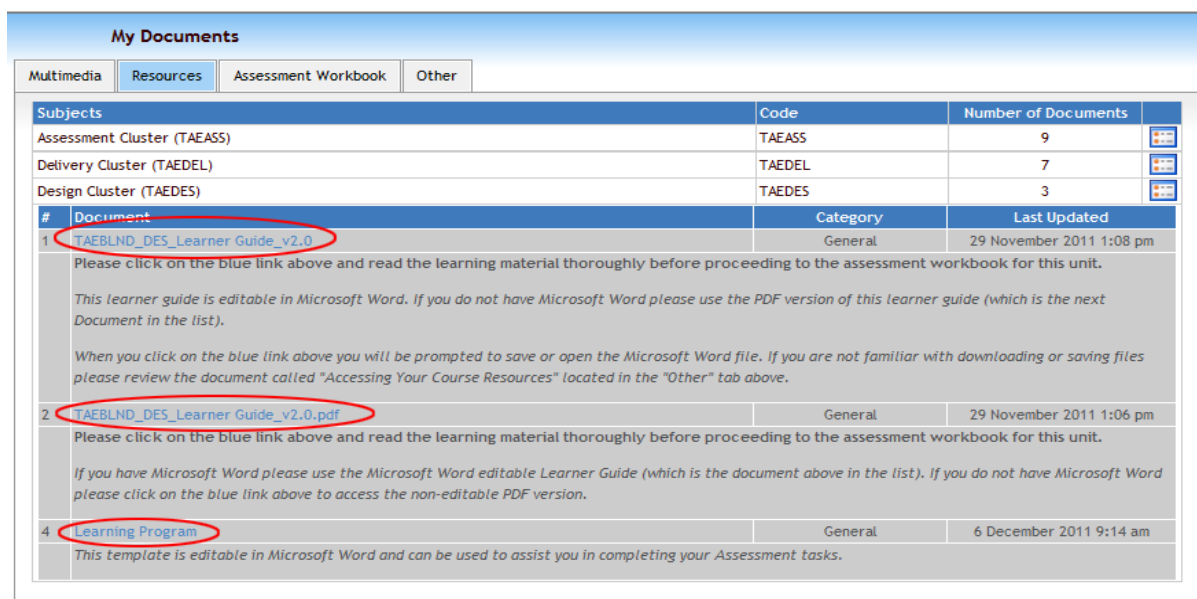
2. This will reveal the following screen. There are three subjects. Assessment, Delivery and Design. Each subject has learning resource documents inside.

Click on the subject that you wish to study, for example “**Design Cluster (TAEDES)**” to reveal the documents inside

A screenshot of the 'My Documents' page. The 'Resources' tab is selected. Below the tabs is a table with three columns: 'Subjects', 'Code', and 'Number of Documents'. The table lists three subjects: 'Assessment Cluster (TAEASS)', 'Delivery Cluster (TAEDEL)', and 'Design Cluster (TAEDES)'. The 'Design Cluster (TAEDES)' row is circled in red. Each row has a small icon to its right.

Subjects	Code	Number of Documents
Assessment Cluster (TAEASS)	TAEASS	3
Delivery Cluster (TAEDEL)	TAEDEL	3
Design Cluster (TAEDES)	TAEDES	3

3. For each unit there is a Learner Guide in both word and pdf formats. There is also a template file which is an editable word document that contains some formatting to make it easier for you to complete your Assessment tasks. The other subjects have more than one editable template file available. Click on the **blue** document link for any of the documents that you wish to access.

A screenshot of the 'My Documents' page. The 'Resources' tab is selected. Below the tabs is a table with four columns: '#', 'Document', 'Category', and 'Last Updated'. The table lists documents for the Design Cluster (TAEDES). The first document is 'TAEBLND_DES_Learner Guide_v2.0' and the second is 'TAEBLND_DES_Learner Guide_v2.0.pdf'. Both are circled in red. The third document is 'Learning Program'. Each row has a small icon to its right.

#	Document	Category	Last Updated
1	TAEBLND_DES_Learner Guide_v2.0	General	29 November 2011 1:08 pm
2	TAEBLND_DES_Learner Guide_v2.0.pdf	General	29 November 2011 1:06 pm
4	Learning Program	General	6 December 2011 9:14 am



You will start by reading the Learner Guide for a subject. Once you have completed the Learner Guide then complete the Assessment Workbook with the same title. The Assessment Workbooks can be found under the Assessment Workbook tab

You work through your Learner Guides and Assessment Workbooks until all subjects are completed.

Please make sure that you understand the learner guide thoroughly before proceeding to corresponding Assessment Workbook

While the Learner Guides are thorough and comprehensive if you get stuck or are having difficulty understanding a concept you may need to access supplementary learning materials. Your trainer will often be able to advise you which resources would be most beneficial.

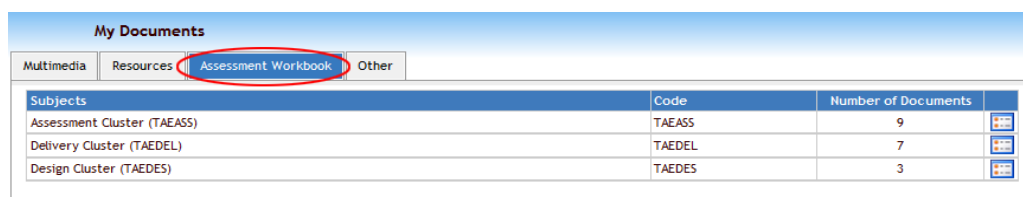
Simply call 1800 506 509 whenever you need help or alternatively you can send your trainer a message directly through your student portal and they will assist you wherever possible.

Assessment Workbook

Once you have completed reading your Learner Guide, you will then complete the associated Assessment Workbook with the same name.

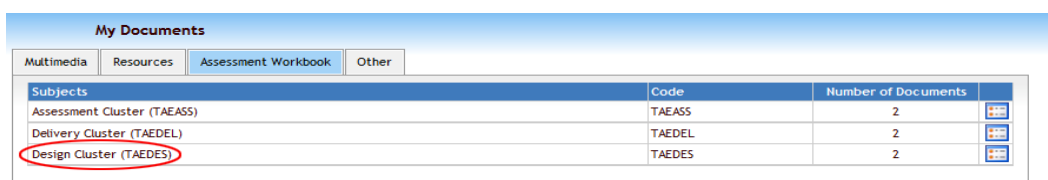
Your Assessment Workbooks are available for viewing in the “**Assessment Workbook**” tab as shown below.

1. Click on the “**Assessment Workbook**” tab.



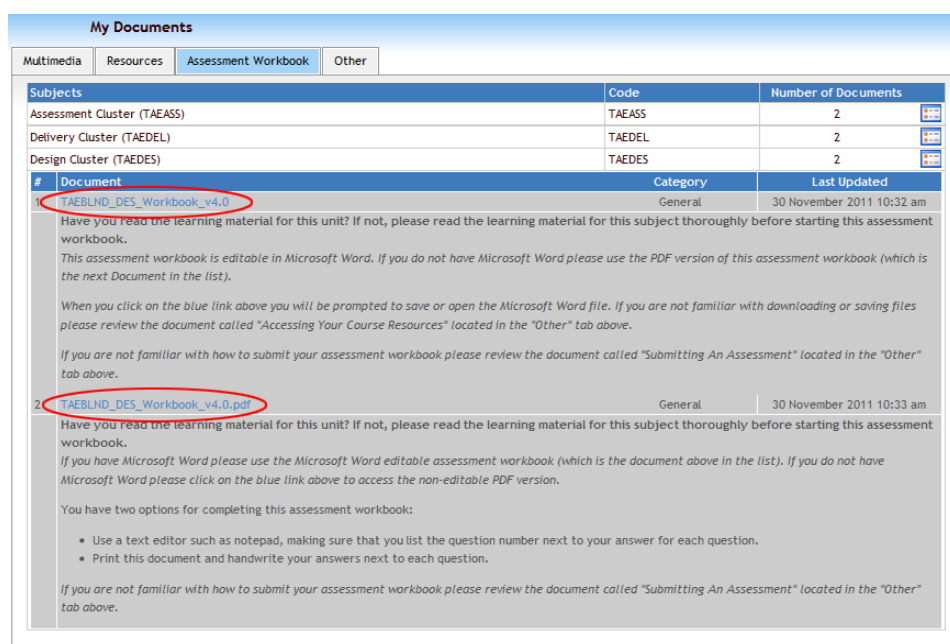
My Documents			
Multimedia	Resources	Assessment Workbook	Other
Subjects		Code	Number of Documents
Assessment Cluster (TAEASS)		TAEASS	9
Delivery Cluster (TAEDEL)		TAEDEL	7
Design Cluster (TAEDES)		TAEDES	3

2. Click on the name of the subject that you wish to view the Assessment documents for. For this example we are going to click on the Design Cluster. This will expand the view and reveal the assessment documents for that subject.



My Documents			
Multimedia	Resources	Assessment Workbook	Other
Subjects		Code	Number of Documents
Assessment Cluster (TAEASS)		TAEASS	2
Delivery Cluster (TAEDEL)		TAEDEL	2
Design Cluster (TAEDES)		TAEDES	2

3. As you can see in the diagram, there is a Word version of the Design Assessment Workbook and a PDF version of the same file. Click on the **blue** document link for any of the documents that you wish to access.



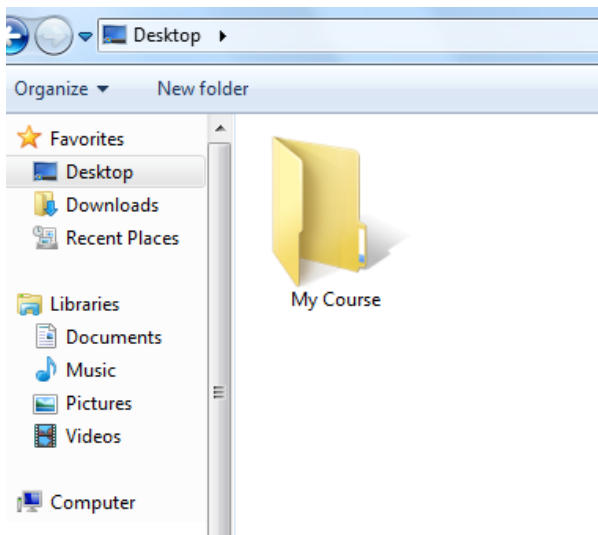
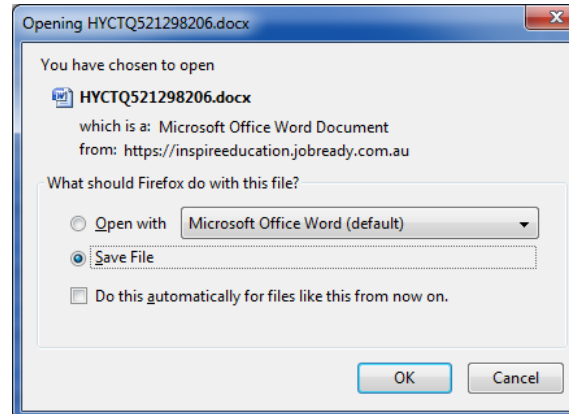
My Documents			
Multimedia	Resources	Assessment Workbook	Other
Subjects		Code	Number of Documents
Assessment Cluster (TAEASS)		TAEASS	2
Delivery Cluster (TAEDEL)		TAEDEL	2
Design Cluster (TAEDES)		TAEDES	2
#	Document	Category	Last Updated
1	TAEBLND_DES_Workbook_v4.0	General	30 November 2011 10:32 am
Have you read the learning material for this unit? If not, please read the learning material for this subject thoroughly before starting this assessment workbook. This assessment workbook is editable in Microsoft Word. If you do not have Microsoft Word please use the PDF version of this assessment workbook (which is the next Document in the list). When you click on the blue link above you will be prompted to save or open the Microsoft Word file. If you are not familiar with downloading or saving files please review the document called "Accessing Your Course Resources" located in the "Other" tab above. If you are not familiar with how to submit your assessment workbook please review the document called "Submitting An Assessment" located in the "Other" tab above.			
2	TAEBLND_DES_Workbook_v4.0.pdf	General	30 November 2011 10:33 am
Have you read the learning material for this unit? If not, please read the learning material for this subject thoroughly before starting this assessment workbook. If you have Microsoft Word please use the Microsoft Word editable assessment workbook (which is the document above in the list). If you do not have Microsoft Word please click on the blue link above to access the non-editable PDF version. You have two options for completing this assessment workbook: <ul style="list-style-type: none">• Use a text editor such as notepad, making sure that you list the question number next to your answer for each question.• Print this document and handwrite your answers next to each question. If you are not familiar with how to submit your assessment workbook please review the document called "Submitting An Assessment" located in the "Other" tab above.			

We have included instructions below showing how to save your document using two different Internet Browsers:

1. Mozilla Firefox
2. Internet Explorer

Via Firefox

4. A screen giving you the option to **Open** or **Save** the file will appear

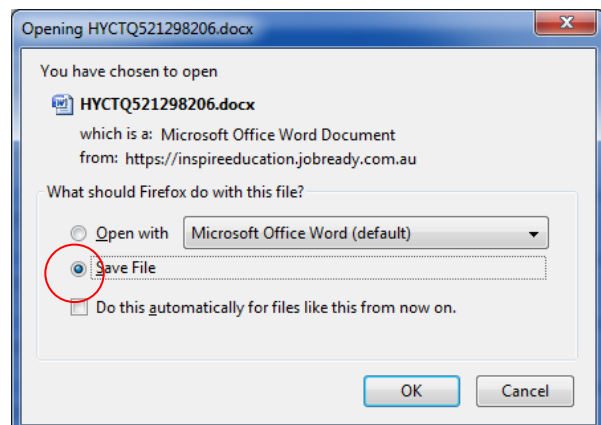


It is recommended that you save the file onto your computer.

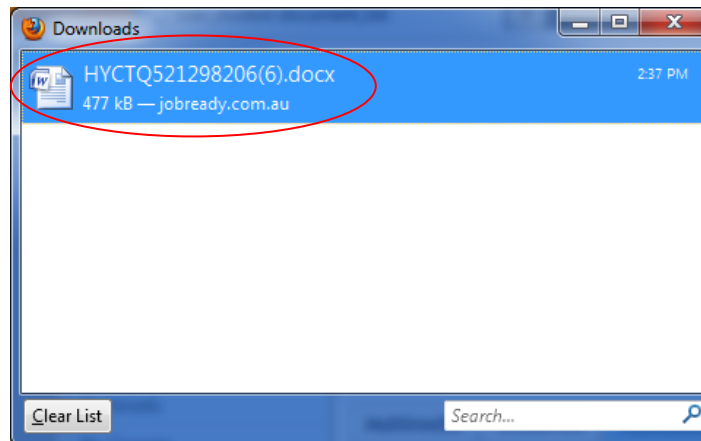
To the left is an example of a folder we have created on the Desktop called **“My Course”**

This is where all downloaded course information can be saved for easy access later. This way we don't need to go to the portal each time to access our Workbooks and can save our updates as we go.

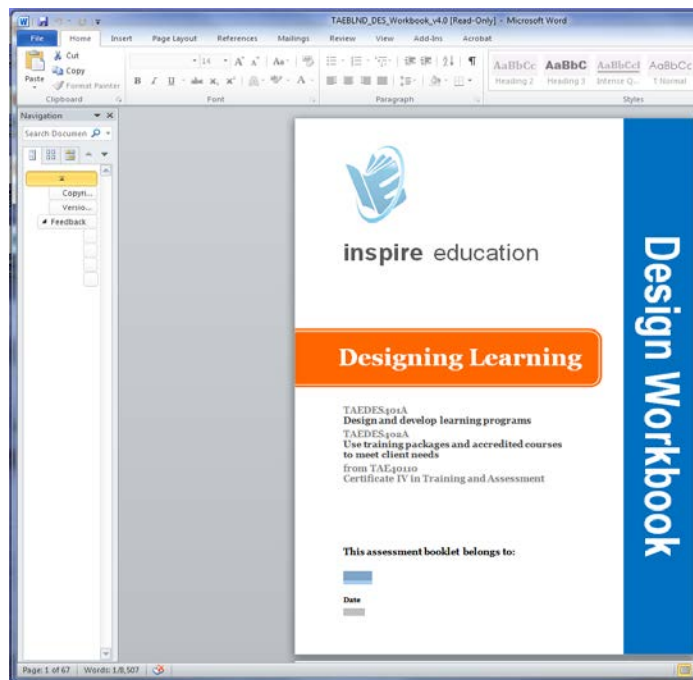
5. Please make sure the **“Save File”** radio button is selected and click on **“OK”**




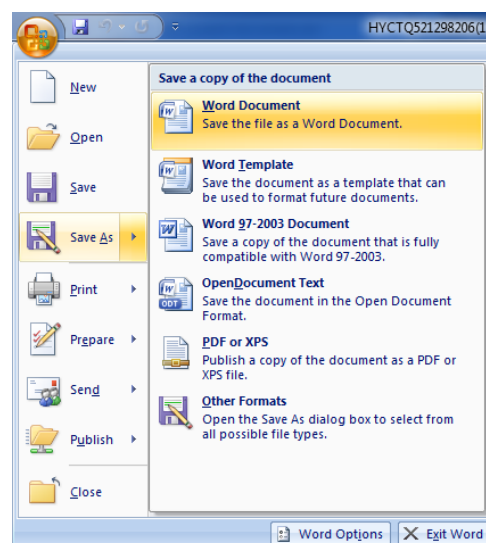
6. The following page will appear.
Please double click on the file name to open the document.



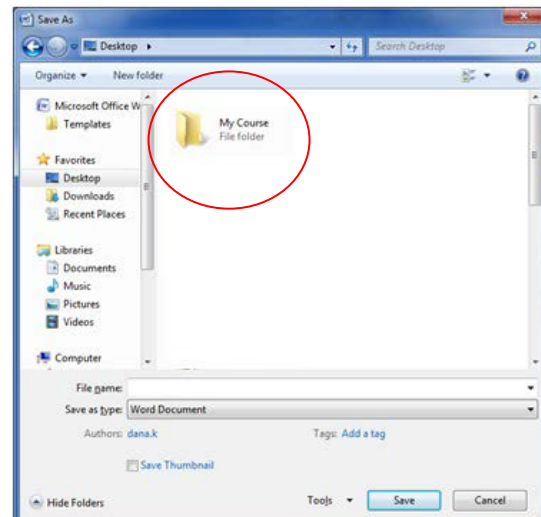
7. Your Assessment Workbook will appear as a Word Document file and it is now ready to save onto your computer.



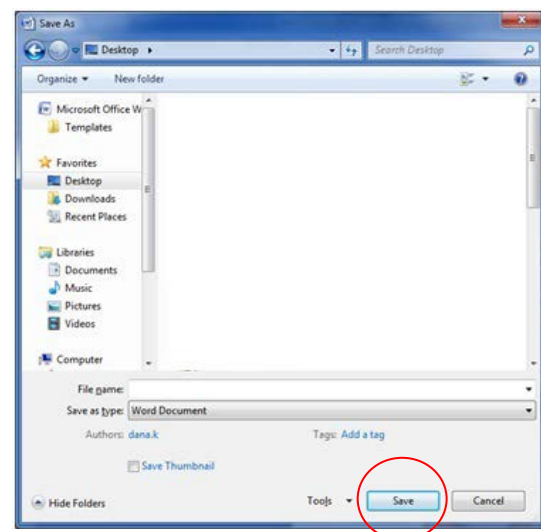
8. To Save the file:
(a) Click on the **“Office Button”**
 (located on the top left corner)
(b) Scroll your mouse down to **“Save As”**
(c) Then scroll up to **“Word Document”** and click with your mouse



9. You will now need to locate the desired folder where you wish to save your Document.
Please double click on your folder



10. And now click on **“Save”**



10. Your Assessment Workbook is now saved!



inspire education

Designing Learning

TAEDES401A
Design and develop learning programs
TAEDES402A
Use training packages and accredited courses
to meet client needs
from TAE40110
Certificate IV in Training and Assessment

This assessment booklet belongs to:

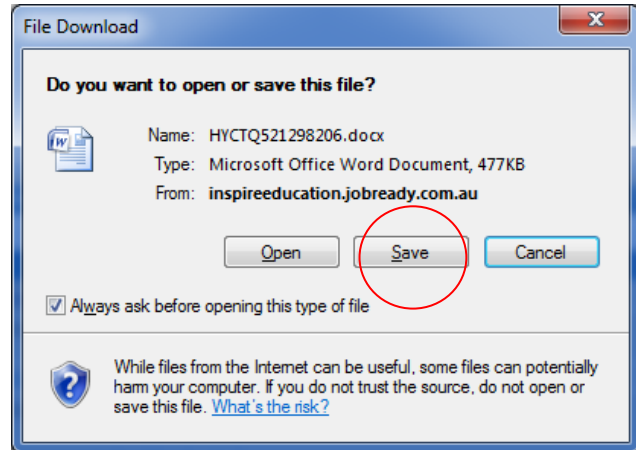
Date

Design Workbook

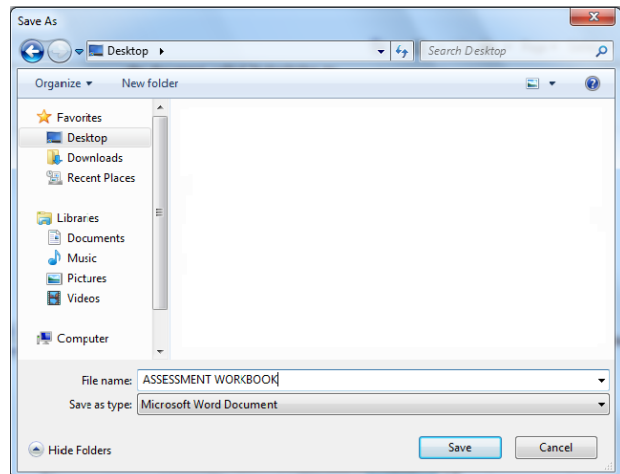
Via Internet Explorer

To save your **Assessment Workbook** using Internet Explorer, please follow Step 1 – 3 under the heading **Assessment Workbook**.

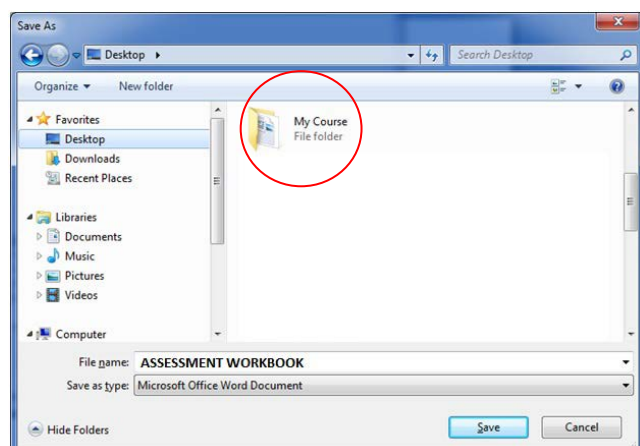
4. The following screen will appear. Please click on “**Save**”



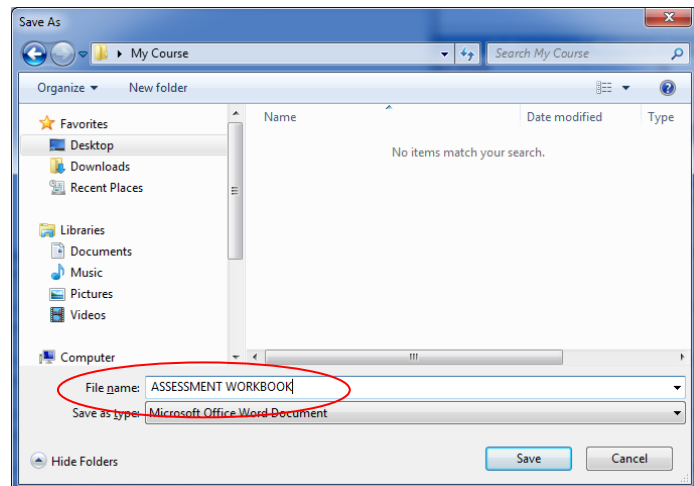
5. The page on your right will pop up. This will give you the opportunity to locate the desired destination you wish your file to be saved to.



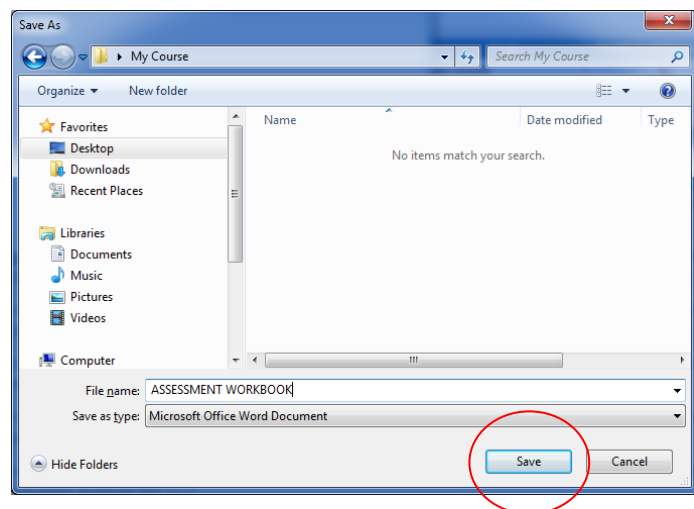
6. As an example, we have created a folder called “**My Course**” on the Desktop where all downloaded course materials can be saved. Please double click on your desired folder.



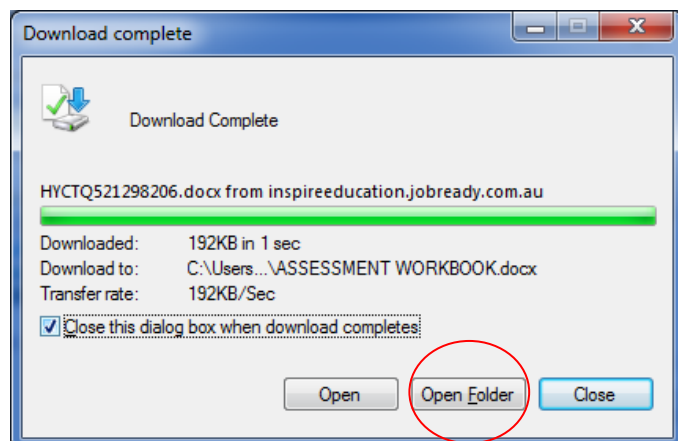
7. Please note that you can rename your file. We have called ours “**Assessment Workbook**”



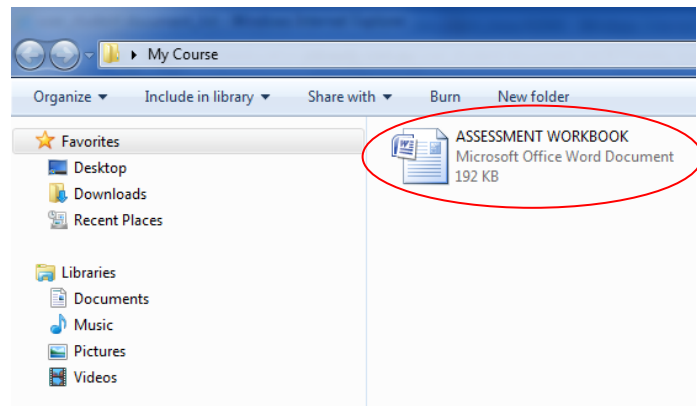
8. Click on “**Save**”



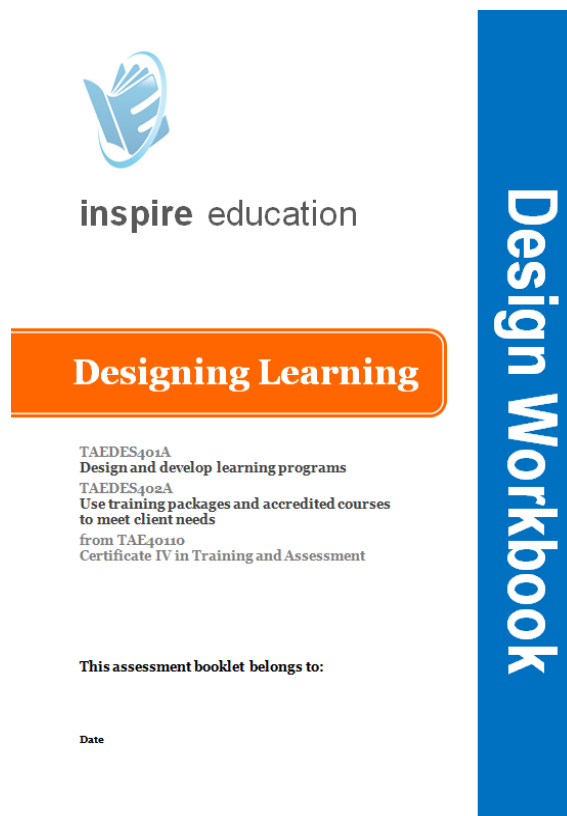
9. The pop up screen on your right will appear. Click on “**Open Folder**” to open the folder where your **Assessment Workbook** is saved.



10. Now that your **Assessment Workbook** is saved please double click on the file to open it.



11. Your **Assessment Workbook** will appear!



SUBMITTING YOUR ASSESSMENT

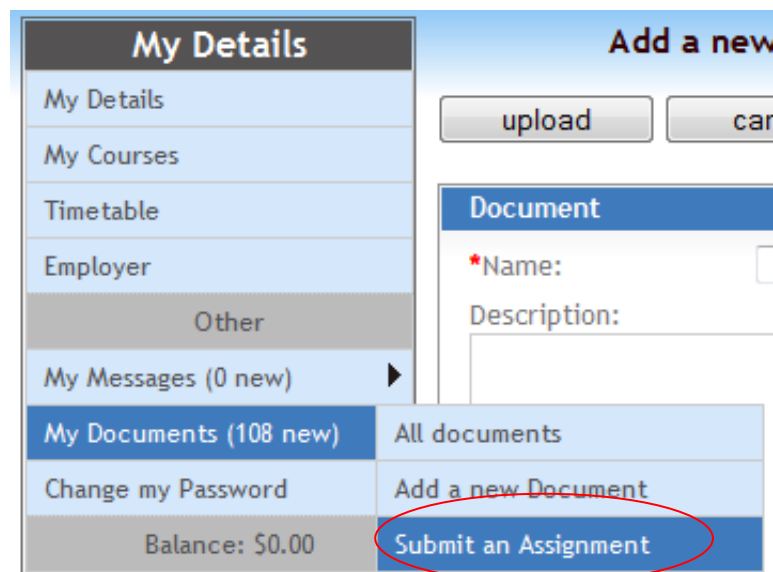
Uploading

Once you are satisfied with your assessment and are ready to upload your work to the Student Portal, please ensure that you:

1. Have completed **ALL** required work in your Assessment Workbook
2. Log in to the Student Portal via <https://inspireeducation.jobready.com.au>

NEXT

3. On the left hand side bar, hover over “**My Documents**” and select “**Submit an Assignment**”



This will display the following screen.

The screenshot shows the 'Submit an Assignment' form. At the top, there are 'upload' and 'cancel' buttons. Below this is the 'Assignment' section, which includes a 'Subject:' dropdown menu (callout 4), a 'Name:' text field (callout 4), and a 'Files' section with a file input field (callout 5), a 'Browse...' button (callout 5), and an 'Add Another File' link (callout 5). Below the 'Assignment' section is the 'Terms and Conditions' section, which contains a 'Candidate Declaration' text area (callout 6) and a checkbox labeled 'I agree to the terms stated above' (callout 6). At the bottom of the form, there are 'upload' and 'cancel' buttons (callout 7).

4. **IMPORTANT**

- **Please ensure that you select the subject that your assignment belongs to from the drop down menu.**

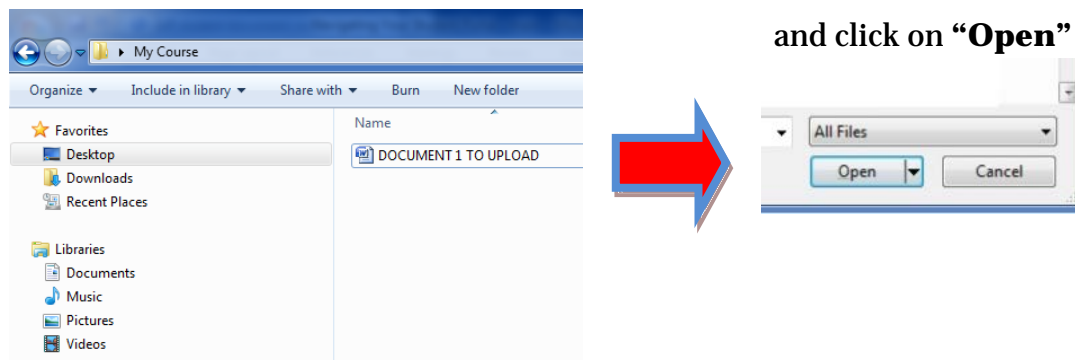
(An example of the drop down unit list is shown below)

The screenshot shows a dropdown menu with the text 'Please select' in the input field. The dropdown list is open, showing the following options: 'Please select', 'Assessment Cluster (TAEASS)', 'Delivery Cluster (TAEDEL)', and 'Design Cluster (TAEDES)'.

- **Please type in the full name of your assessment in the “Name” field which includes the subject this assessment relates to.**
 - *For Example*
 - eg. **“Assessment Cluster Workbook”**

5. Click on '**Browse**' - This will take you to your folder directory. Locate the Completed Assessment file that you wish to upload.

Once you have found your document file, select it,



The "File" field will populate with the location and name of the document you have selected to upload. If several documents need to be submitted to complete the unit or subject you will need to submit them at the same time by using the + button to add each extra document. **Please be aware that there is a limit to the number of submissions for each unit/subject that will be accepted so it is important that you have all required files ready and upload them in the one submission.**

6. Read the Candidate Declaration under the terms and conditions. If you understand and agree to the terms and conditions tick the check box '**I agree to the terms stated above**'

7. Click on '**Upload**'

8. The following should appear at the top of your screen:

Assignment was successfully submitted.

9. You have now successfully uploaded your Assessment to be marked!

Please do not email your assessments. Any emailed assessments will not be accepted or marked. Assessments will only be accepted as submitted when you upload them to the Student Portal, fax them to 1800 008 128 or post them to GPO Box 1180, Brisbane, QLD 4001

Via Post

Once you are satisfied with your assessment and are ready to submit your work, please ensure that you:

Have completed an Assessment Cover Sheet (completed in full and dated).

Mail to:

Assessments

Inspire Education

GPO Box 1180

Brisbane

QLD, 4001

ACCESSING YOUR MESSAGES

The Message Centre is used to communicate if you are seeking assistance in your course or you need to speak to your Trainer or Inspire Education Administration Staff.

The message centre now replaces email communication as the primary method of contact with your Trainers or Administration. Alternatively you can phone 1800 506 509.

Viewing Your Messages

1. Click on “My Messages”

My Details	
My Details	
My Courses	
Timetable	
Employer	
Other	
My Messages (0 new)	All
My Documents (0 new)	See
Change my Password	Pre
Balance: \$0.00	
Invoices	
Payments	

2. Click on “All Messages”

My Details		Messages	
My Details		Priority	Category
My Courses		Normal	Teams - Certific
Timetable		Normal	Teams - Certific
Employer		Normal	Teams - Certific
Other		Normal	Teams - Certific
My Messages (0 new)	All Messages	Normal	Teams - Certific
My Documents (0 new)	Send us a message		
Change my Password	Previous Messages		
Balance: \$0.00		Normal	Teams - Certific
Invoices		Normal	Teams - Certific
Payments		Normal	Teams - Certific

3. This option will take you to a list all of your messages which is also accessible via **“Viewing All Messages”** after you first log in to the portal.

To view a message, simply click on any of the details of a particular row as shown below.

Messages						
				33 matches found	Page 1 of 4	1 2 3 Next Last page
Priority	Category	Date	User	Details	Follow Up	Status
Normal	General	24/11/2011	Leah.Arteta	Just a quick hello	24/11/2011	Closed
Normal	General	11/10/2011	Leah.Arteta	Assignment submitted by Rogers, Scott for Identify and respond to children and young	11/10/2011	Closed
Normal	General	11/10/2011	Administration	Assignment submitted by Rogers, Scott for Identify and respond to children and young	11/10/2011	Closed
Normal	General	11/10/2011	Glenn.Saunders	Assignment submitted by Rogers, Scott for Plan and organise assessment (Credit from B	11/10/2011	Open
Normal	General	11/10/2011	Administration	Assignment submitted by Rogers, Scott for Plan and organise assessment (Credit from B	11/10/2011	Closed
Normal	General	10/10/2011	Glenn.Saunders	Assignment submitted by Rogers, Scott for Plan and organise assessment (TAAASS401C)	10/10/2011	Open
Normal	General	10/10/2011	Administration	Assignment submitted by Rogers, Scott for Plan and organise assessment (TAAASS401C)	10/10/2011	Closed
				33 matches found	Page 1 of 4	1 2 3 Next Last page

4. You have now retrieved your message.

Message Details			
For Date Category	Party: Rogers, Scott 24/11/2011 General	Created By Updated By	Rogers, Scott Rogers, Scott
Title			
Just a quick hello			
Description			
Hi Scott, This is a quick hello from your trainer. We haven't received an Assessment Submission from you recently and wanted to remind you that should you have any queries there is a whole team of trainers available to assist you who are only a phone call away on 1800 506 509.			

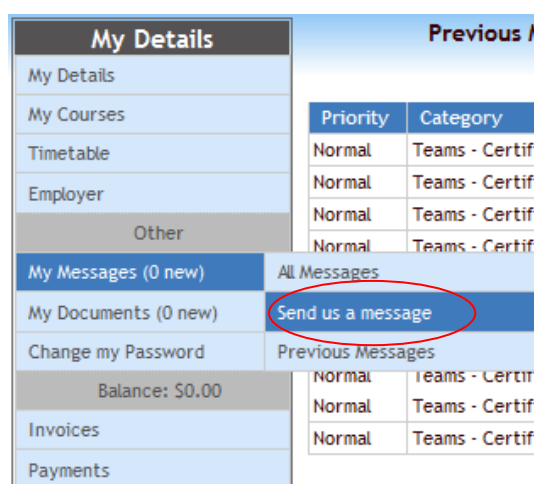
Remember to check your messages regularly as your trainer will send you messages about your course containing helpful and important information.

Send Us A Message

The Message Centre is used to communicate if you are seeking assistance in your course or you need to speak to your Trainer or Inspire Education Administration Staff.

The message centre now replaces email communication as the primary method of contact with your Trainers or Administration. Alternatively you can phone 1800 506 509.

1. Click on “Send Us A Message”



2. The following page will appear.

The screenshot shows the 'Messages Create' form. The form has a header bar with the title 'Messages Create'. Below the header, there are several fields and buttons. The fields are labeled with letters A through J. A is the 'For' field, B is the 'Date' field, C is the 'Category' dropdown menu, D is the 'Party' field, E is the 'Created By' field, F is the 'Updated By' field, G is the 'Assigned To' dropdown menu, H is the 'Title' field, I is the 'Create' button, and J is the 'Cancel' button. The form also includes a '0 characters' indicator for the title field and a large text area for the message content.

Please refer to the following table for more information on the diagram above.

Please take note of the following details and their locations:

A	For	This is your name and shows that the message is from you.
B	Date	Date of the message.
C	Category	Select an appropriate Category from the drop down list
D	Created By	This field will automatically populate once the message is created.
E	Updated By	This field will automatically populate with the name of whoever updated the message.
F	Assigned To	Who you are sending the message to.
G	Title	The subject of your email or a quick description.
H	Body Of Text	This is where you write your message.
I	Create	Click on “Create” to send your message.
J	Cancel	Click on “Cancel” if you do not wish to send your message

3. Click on the **“Category”** drop down menu and select the appropriate category for your message.

The screenshot shows the 'Messages Create' form. The 'For' field is 'Party: Rogers, Scott'. The 'Date' is '8/9/2011'. The 'Category' dropdown menu is open, showing 'Teams - Certificate Issued' as the selected option. The 'Created By' field is empty. The 'Updated By' field is empty. The 'Assigned To' field is 'Leah Arteta'.

4. Now click on the **“Assigned To”** drop down menu and select the person whom you wish to send the message to.

The screenshot shows the 'Messages Create' form. The 'For' field is 'Party: Rogers, Scott'. The 'Date' is '8/9/2011'. The 'Category' dropdown menu is 'Teams - Certificate Issued'. The 'Created By' field is empty. The 'Updated By' field is empty. The 'Assigned To' dropdown menu is open, showing 'Administration' as the selected option. The 'Title' field is empty, with a placeholder '0 characters'.

5. In **“Title”** write a short title or description of your message.

The screenshot shows the 'Messages Create' form. The 'For' field is 'Party: Rogers, Scott'. The 'Date' is '30/11/2011'. The 'Category' dropdown menu is 'General'. The 'Created By' field is empty. The 'Updated By' field is empty. The 'Assigned To' dropdown menu is 'Administration'. The 'Title' field is highlighted with a blue bar, and the placeholder text 'This is where you type the title/description of your email' is circled in red. The 'Title' field has a character count of '58 characters'.

6. You are now ready to write your letter! Enter your message in the area shown in the image below.

The screenshot shows a web form titled "Messages Create". At the top, there is a header bar with the title. Below it, a form contains several fields: "For" (set to "Party: Rogers, Scott"), "Date" (set to "30/11/2011"), "Category" (set to "General"), "Created By", "Updated By", "Assigned To" (set to "Administration"), and a "Title" field. Below the title field is a large text area for the message. The text "This is where you type the message that you would like to send to us." is written inside this area and is circled in red. At the bottom of the form are two buttons: "Create" and "Cancel".

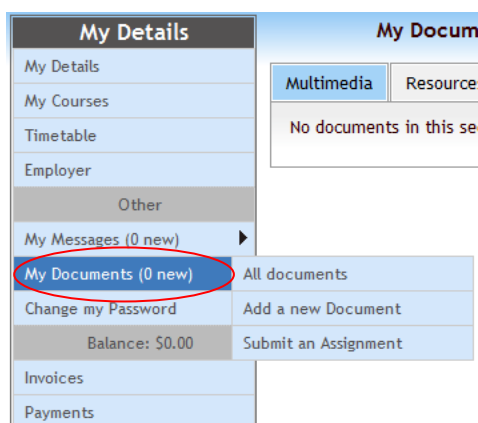
7. Once you are satisfied with your message, click on **“Create”** to send the message or **“Cancel”** to cancel sending your message.

This screenshot is identical to the one above, showing the "Messages Create" form. However, in this version, the "Create" and "Cancel" buttons at the bottom of the form are circled in red, indicating the next step in the process.

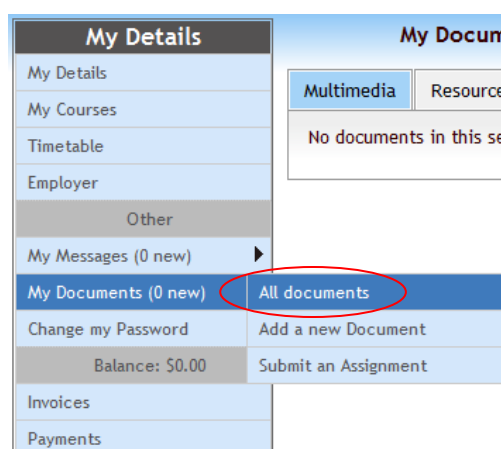
FURTHER INFO ABOUT USING THE PORTAL

Further information on using the portal can be found in the document which accompanies this one called “**Navigating Your Student Portal**”

1. To access this file click on the “**My Documents**” link in the “**My Details**” menu as shown below.



2 Then Click on “**All Documents**” as shown below.



3. The following page will appear. Click on the “**Other**” tab.

My Documents			
Multimedia	Resources	Assessment Workbook	Other
Course Scopes		Code	Number of Documents
Training and Assessment		TAE40110	8
Course		Code	Number of Documents
Training and Assessment		TAE40110	1

4. The following page will appear. Double click on the course scope name to expand the view and show the documents contained inside as per the image below.

My Documents			
Multimedia	Resources	Assessment Workbook	Other
Course Scopes		Code	Number of Documents
Training and Assessment		TAE40110	8
Course		Code	Number of Documents
Training and Assessment		TAE40110	1

5. The following page will appear. The files which provide further information are shown in the circle below. Double click on the relevant blue link to open the file you wish to view.

My Documents			
Multimedia	Resources	Assessment Workbook	Other
Course Scopes		Code	Number of Documents
Training and Assessment Distance		TAE40110	8
#	Document	Category	Last Updated
1	Student Handbook	General	29 November 2011 12:38 pm
	Please click on the blue link above and read the helpful information about Inspire Education.		
2	Getting Started	General	29 November 2011 12:32 pm
	This is a guide of how to get started using the Student Portal.		
3	Accessing Your Course Resources	General	29 November 2011 12:35 pm
	This is a guide of how to use the Student Portal to access your Course Resources.		
4	Submitting an Assessment	General	29 November 2011 12:33 pm
	This is a guide of how to use the Student Portal to Submit your Assessment Workbook.		
5	How to Send a Message to your Trainer	General	29 November 2011 12:34 pm
	This is a guide of how to use the Student Portal to Access your Messages and also how to Send a Message to Your Trainer.		
6	Navigating your Student Portal	General	29 November 2011 12:34 pm
	This document is a comprehensive guide to using the student Portal. It includes all topics including Getting Started , Accessing Your Course Resources , Submitting An Assessment and How to send a message to your Trainer or Admin .		
10	I can't open a Microsoft Word Document on my PC	General	29 November 2011 12:37 pm
	The common problem here is you may be using an old version of Microsoft Word. The new Microsoft Word format is Docx. Office 2003 or later can not open these document and needs to have a compatibility pack installed to be able to view and edit these documents.		
	Simply click on the blue link which will take you to the microsoft page where you can download and install the compatibility pack. You will then be able to view these documents as they were created to be viewed.		

For a complete guide see the file named:

Navigating Your Student Portal

For information about a specific area see the relevant files named:

Getting Started

How To Send A Message To Your Trainer or Admin

Accessing Your Course Resources

Submitting An Assessment.