Learner Guide

Learning Management System

(LMS)

User Guide

Contents

1 Introduction

Master Builders Registered Training Organisation (RTO) uses a Learning Management System (LMS). This provides a number of benefits including:

- a central location for students to access learning resources and their assessments.
- a streamlined process for assessment submissions.

This learner guide provides you with the information you need to know to effectively use the LMS. The information you may need to refer to initially is contained at the start of the manual. Other information, such as using the *My dashboard* functionality, is located at the end of the manual.

1.1 Learning objectives

At the end of this training, you will have the skills and knowledge to:

- log in to the LMS
- navigate around the LMS
- access the resources for your course
- download the assessment and save it to your computer
- upload your completed assessment and associated documents, if applicable
- correctly name your file
- submit your assessment documents for marking.

2   Before you start

Before using the LMS, there are some key points to follow.

Use Google Chrome

The LMS functions better if you select **Google Chrome** as your internet browser. If you don't have the Google Chrome browser, download it at the following location:
https://www.google.com/chrome/

Allow pop-ups

If the learning material does not display, it is because the pop-up has been blocked by Chrome. To enable pop-ups from the LMS, follow these steps:

1. In the address bar on the right hand side there will be a red alert titled **Pop-ups blocked**.

2. Select the red alert.

3. To always see pop-ups for the site, select **Always show pop-ups from [site]** and then select **Done**.

Page loading

There may be a delay when you first load some larger resources. This may take a couple of minutes. Do not refresh your page if this occurs, or you may need to select it again.

3   Log in

1. To login to the LMS, open the Google Chrome browser from your computer.
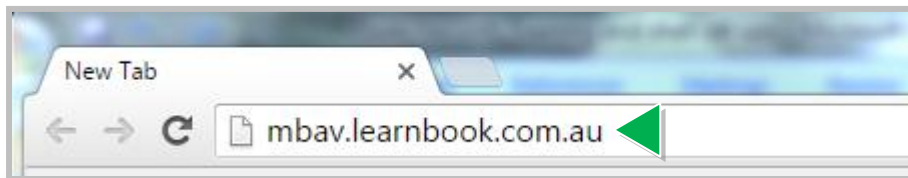
The Google Chrome browser will be either in:

     a.   Your task bar at the bottom or...

     b.   On your desktop as a shortcut.

2. Type the LMS address into the address bar of the browser: **mbav.learnbook.com.au**


3. When the LMS has loaded, login using the login area on the top right hand side of the page.
    *   Your **Username** will be provided. Enter this into the first field.
    *   Your **Password** will be emailed to you by Master Builders. Enter the password into the second field.
    *   Select *Login* or *Enter* on the keyboard
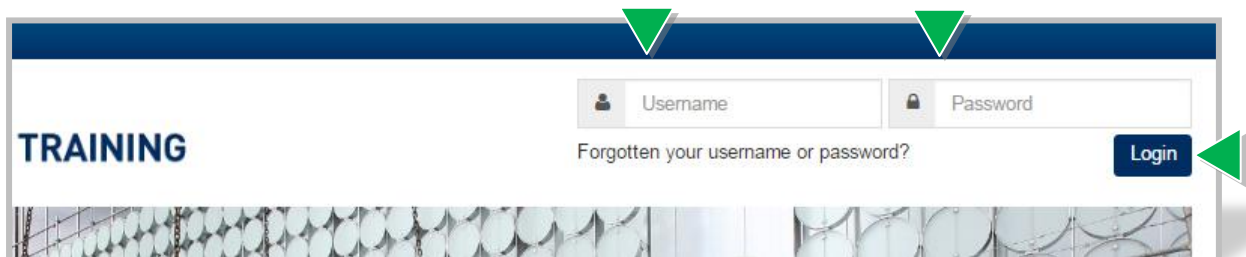
4   Access a course from the home page

The Home Page is where you to interact with your courses. From here you can access *My Courses and Calendar*

You can view a list of your course/s from the *My Courses* area of the home page. To access your course, select the *Title* or the *Enter* button on the lower right.
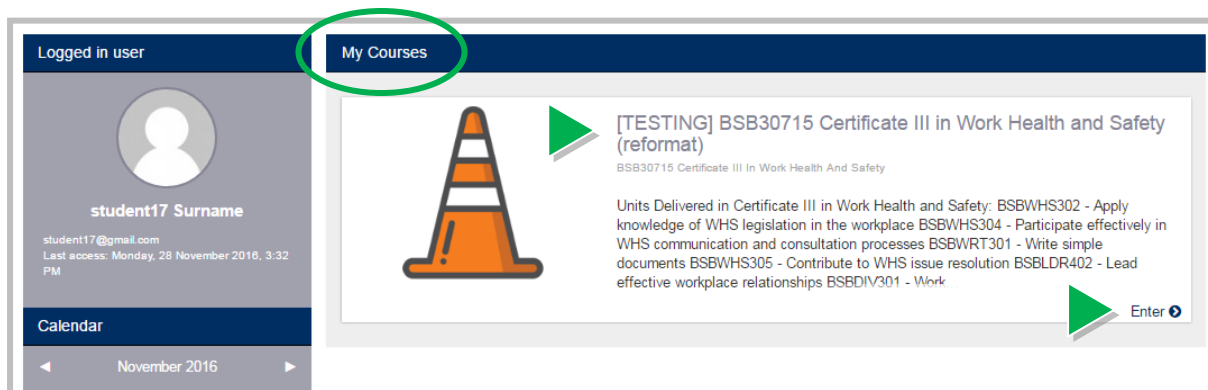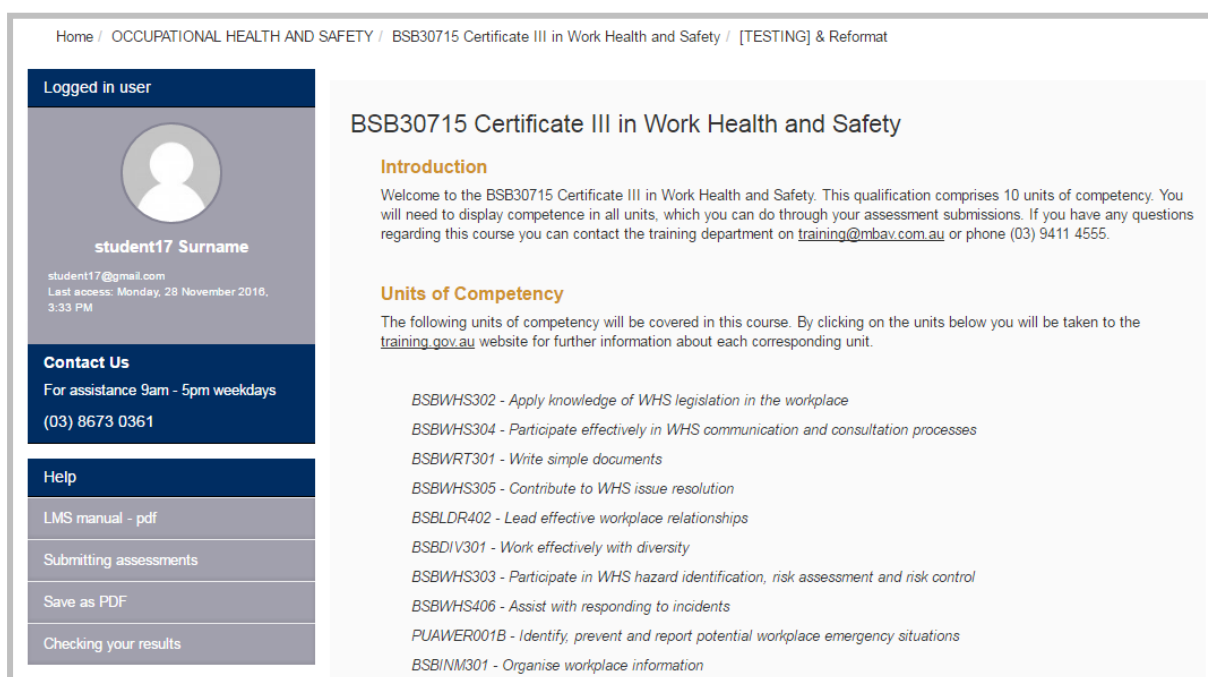

4.1   My Course page overview

When you display your course:

*   the menu displays on the left
*   the course content displays on the right. Scroll through the course content to access instructions, handouts and assessments.

At the top of the page is an important navigation tool, the 'breadcrumb trail'. The breadcrumb trail shows where you currently are inside the LMS and gives you the option to go back to the **Home** page. If you roll your mouse over the individual elements of the breadcrumb trail you will see links that can be selected.
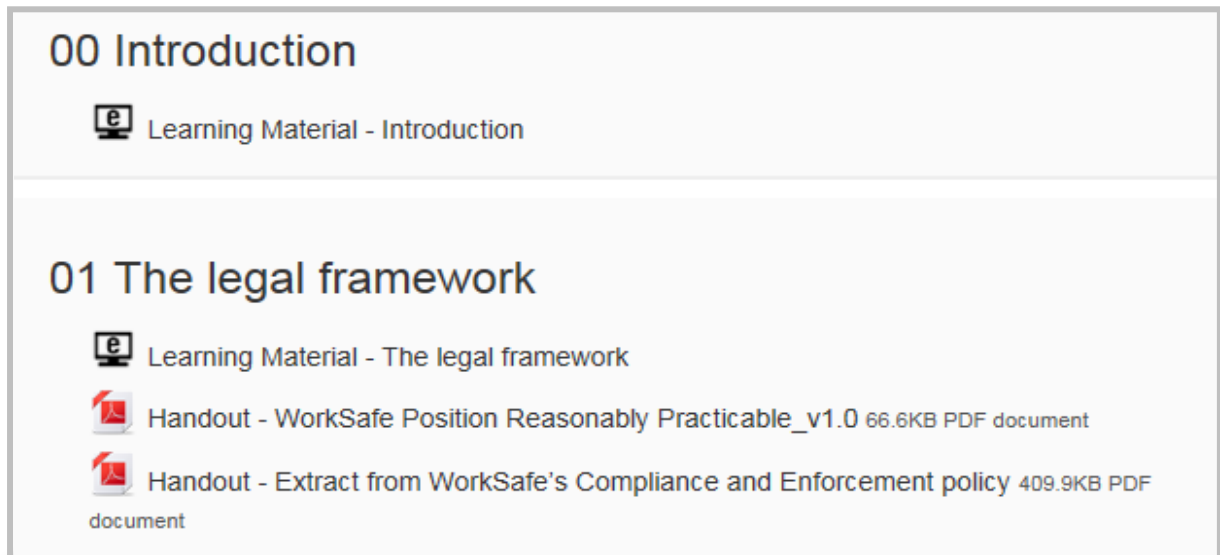
Take some time to look through the My course page. When scrolling through the page you will notice the course is divided into the following sections:

Section	Information displayed
Introduction	Provides a very brief overview of the course or qualification. Note: Additional information is available in the Course Information Sheet
Units of Competency	This is a list of units covered in the course. The units link to the unit's further information about the unit.
Required texts	Lists the mandatory texts you'll need.
Assessments	Enables you to access, download and submit your assessments
Student Resources	Displays resources which all students will be able to use (this is not qualification or course specific)

4.2   View resources

To view resources in your course, select any item with an icon and it will open in your web page.

In this example, a PDF document "Handout – WorkSafe Position Reasonably Practicable_ V1.0" is selected.

The resource will open either:

- in the same browser window tab. In this instance, select your browser's Previous Page button to return to the LMS
  OR
- in a new tab. You can close the tab to return to the LMS window or select the tab with the Moodle icon to be in the LMS window.

5   Assessments in the LMS - Overview

There is a sequence to submitting your assessment and this diagram is an overview of the steps you will follow in the following pages.
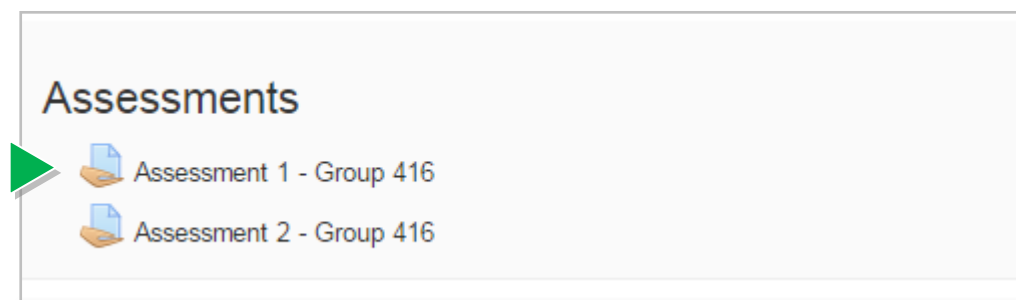
Download the assessment document

↓

Save the document to your computer using the correct naming convention

↓

Stop – have you named it correctly?

↓

Complete the assessment document and any other task documents

↓

Save as a PDF**

↓

Upload assessment PDFs and task documents

↓

Submit the assessment
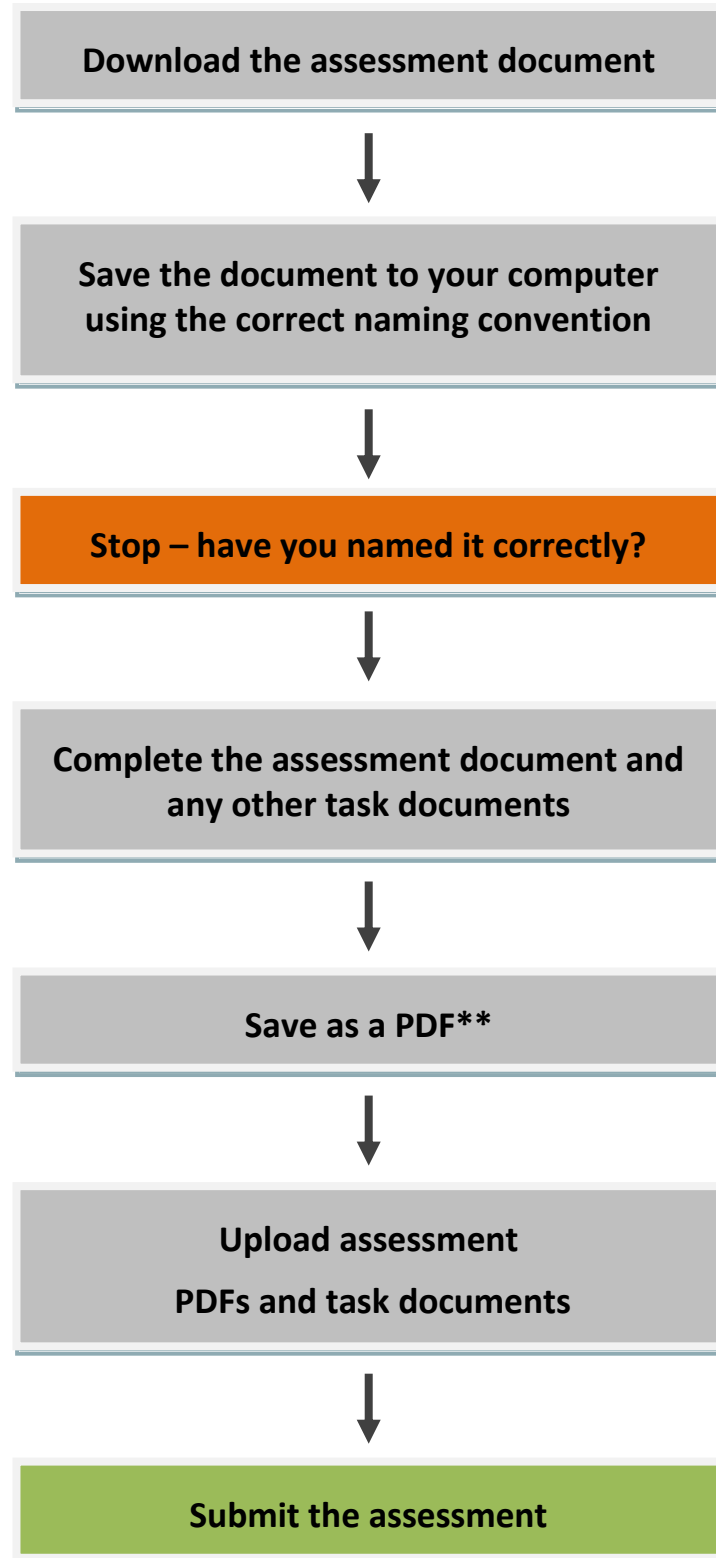
**Remember to save as a PDF. Otherwise there will be delays to the marking of your assessment.

5.1   Where to find your assessment

You will find your assessments in the *Assessments* section.

Select the assessment you would like to begin.

The assessment page loads and you will see the following.

5.2   Download the assessment booklet

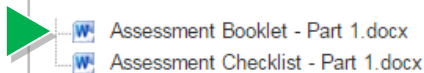Select the *assessment booklet.* It will download to your computer downloads folder.

In the bottom left of your page you will notice the *assessment booklet* is downloading. When it has completed downloading, select it to open it. It will open automatically in Microsoft Word or your computer's word processor.

5.3   Save the assessment to your computer using the correct naming convention

Before you start typing in the *assessment booklet* you need to save it with a new name.

Select > *Office button > Save As > Word Document*
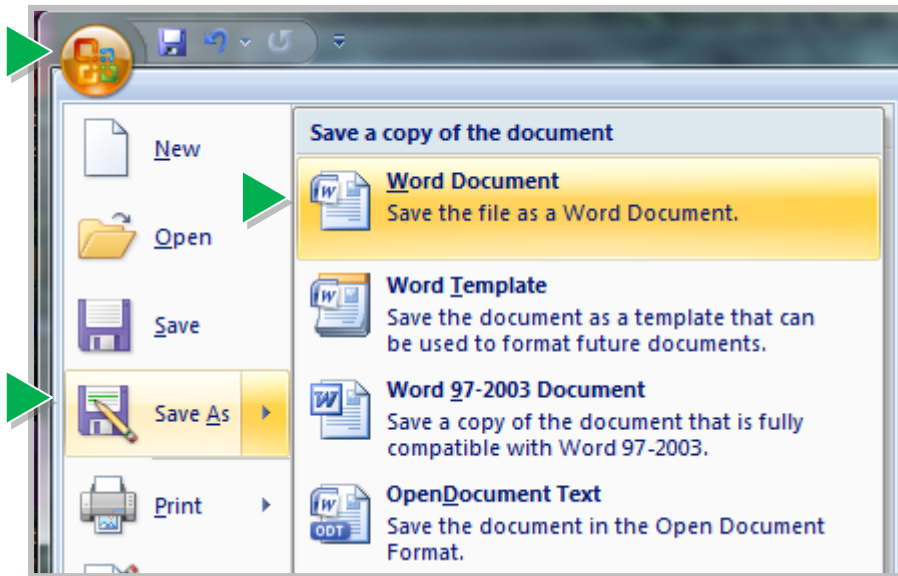
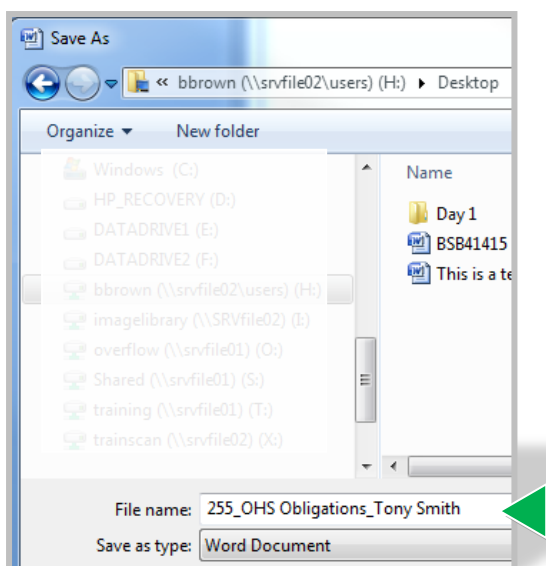
Save your *assessment booklet* using the following naming convention:

Group number_ Cluster or topic name_First name Surname

Example 1:   *255_OHS Obligations_Tony Smith*

Example 2:   *415_Part 1_Darcy Jones*

5.4 Naming additional documentation

If you are including additional documentation, use the file name you used for your assessment booklet, and add the assessment task number. For example:

Example 1: 255_OHS Obligations_Tony Smith_task 2

Example 2: 415_Part 1_Darcy Jones_task 4b

5.5 Save as a PDF

You must **save all completed assessment documentation as PDF files**. This includes the assessment booklet and all additional documentation.

To save your Word document as a PDF there may be 1 or 2 options on your computer. If you don't have one option, you can use the other.

1. Save As > Adobe PDF

2. Save As > PDF or XPS
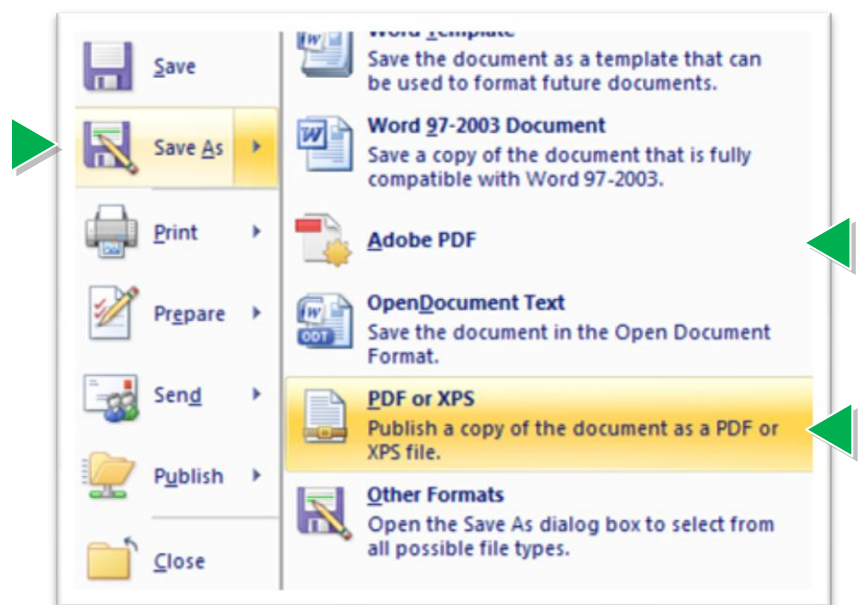
6   Assessments in the LMS – Submission process

Select *Add Submission* to upload your assessment booklet and any additional documentation.

Assessment 1 - Group 416

Assessment Process

Step 1 - Download the document **Assessment Booklet - Part 1** to your computer, answer the questions and complete all tasks.

Step 2 - Refer to **Assessment Checklist - Part 1**. This lists all the required documents you need to submit your assessment.

Step 3 - Submit your assessment. Further instruction can be found in the Help section on the left.

Assessment Files

- W Assessment Booklet - Part 1.docx
- W Assessment Checklist - Part 1.docx

Submission status

Attempt number	This is attempt 1 (3 attempts allowed).
Submission status	No attempt
Grading status	Not marked
Due date	Wednesday, 28 December 2016, 11:55 PM
Time remaining	58 days 12 hours
Last modified	Monday, 31 October 2016, 10:28 AM

Make changes to your submission   ▶   Add submission

6.1   Upload your document/s to file submissions

To upload your assessment document/s to the *File submissions* field, you can either:
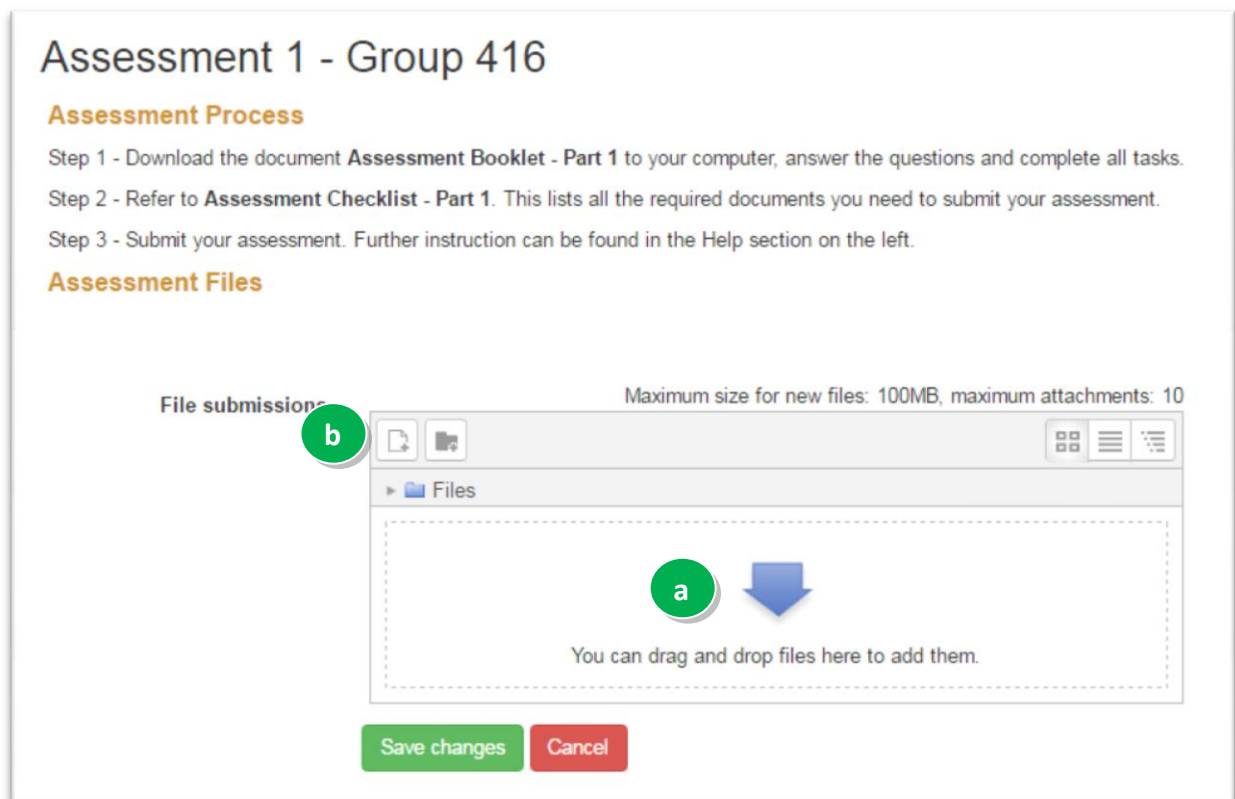
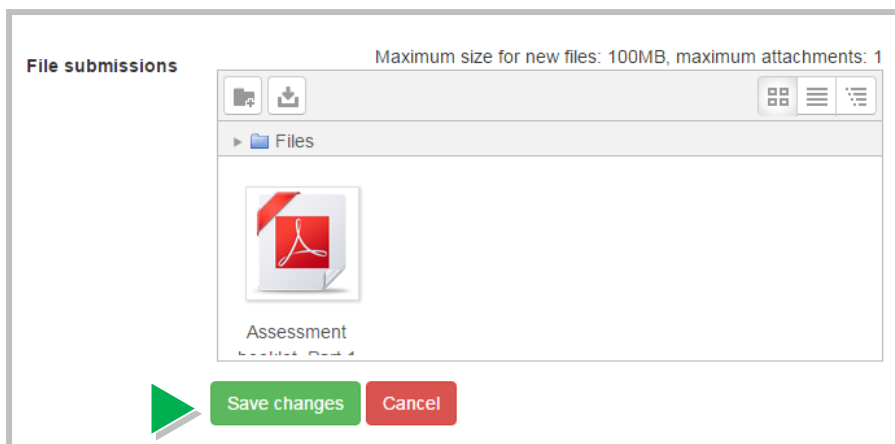a). Drag and drop your document/s into the area with the blue arrow.

OR

b). Select the *+ Add* button which displays the file picker.

1. Select *Upload a file*
2. Select *Browse*
3. Locate your file, and select *Open*
4. Select *Upload this file*

If your assessment requires multiple documents they can be added to the window.

4. Once your document/s has loaded into the window, select *Save changes*.

6.2 Submit your assessment

Select *Submit Assignment*.

The page will reload. Tick the *checkbox* to agree with the legal statement and select *Continue.*

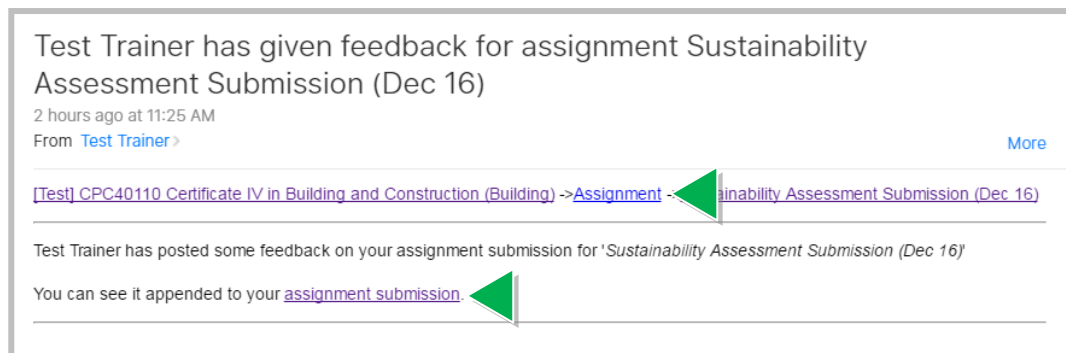You will receive an email confirming your submission has been submitted.

7   Viewing your assessment results

7.1   How to view your results

1.   When the trainer has marked your assessment, you will receive an email notification.

This email contains two links. Select either link to access your marked assessment.

Example email:

2.   The Online Student Application Form home page will display. Enter your *username* and *password* and select *Login* to display the assessment submission page.

7.2 View Assignment Page

This page contains the following:

1.	The file/s that you submitted for assessment.
2.	Your Result as marked by your assessor.
3.	Your assessment task/s with feedback from the assessor (you should save this for your own records)
4.	Your cover sheet for the assessments. (you should save this for your own records)

Sustainability Assessment Submission (Dec 16)

Submission status

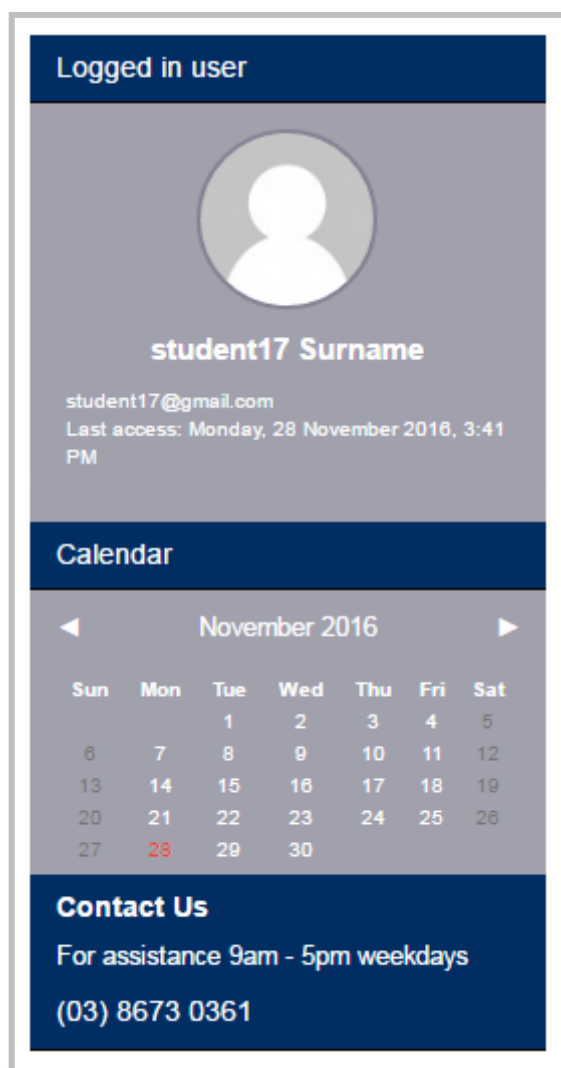|	
Attempt number	This is attempt 1 (3 attempts allowed).
Submission status	Submitted for grading
Grading status	Released
Due date	Tuesday, 29 November 2016, 12:00 AM
Time remaining	42 days 10 hours
Last modified	Monday, 17 October 2016, 11:15 AM
1 File submissions	Sustainability Assessment Student 7 Group 001.pdf
Submission comments	▶ Comments (0)

Feedback

2 Result	Satisfactory
Graded on	Monday, 17 October 2016, 11:21 AM
Graded by	Test Trainer
3 Annotate PDF	Test Group Qual 001-Student2 Name_829_0.pdf
	View annotated PDF...
4 Feedback files	Dummy_Test_Assessment Cover Sheet_Student1_Group001.pdf

8   Home page functionality

The home page also gives you access to:

Calendar – The calendar displays assessment due dates**.** The calendar displays the current date in red. If there is an event such as an assignment submission closing date, it will appear highlighted with an orange circle on your calendar. You will only see highlighted events for classes you are enrolled in.

Contact Us – You can call or email for support weekdays from 9am to 5pm.

Logged in user

student17 Surname

student17@gmail.com
Last access: Monday, 28 November 2016, 3:41 PM

Calendar

◄   November 2016   ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Contact Us

For assistance 9am - 5pm weekdays

(03) 8673 0361

8.1 Returning to the Home page

At times, you may want to return to the *Home* page to view the *My Courses* section. To return to the home page at any time select *Home* from the 'breadcrumbs' at the top of any page.
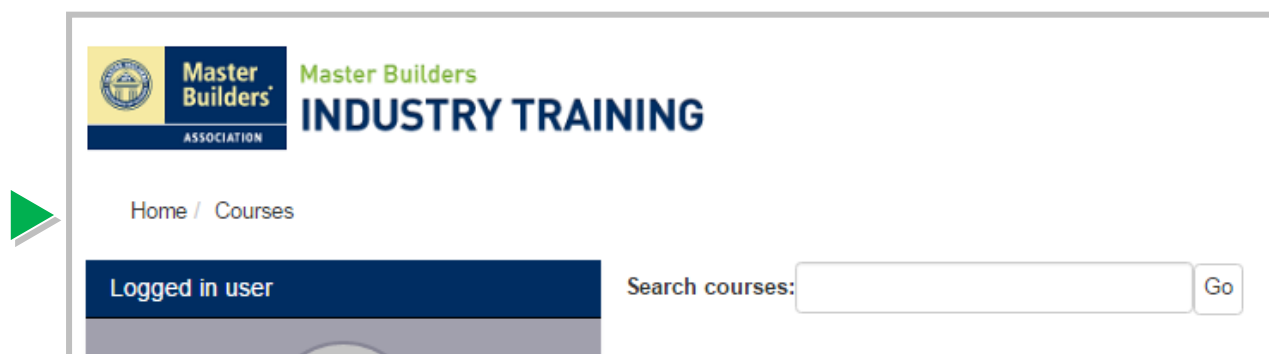
9   Online Forums (only applicable to online learners)

Online forums provide learners and trainers the opportunity to discuss a topic when they can't be together in the same room. Within a forum learners and trainers in the same group can post a discussion and reply to others with text and file attachments.

9.1   Viewing a forum

A forum activity will always have the "Speech bubbles" icon on the left and the wording

Forum -<activity name>. Select the forum activity to enter the forum.
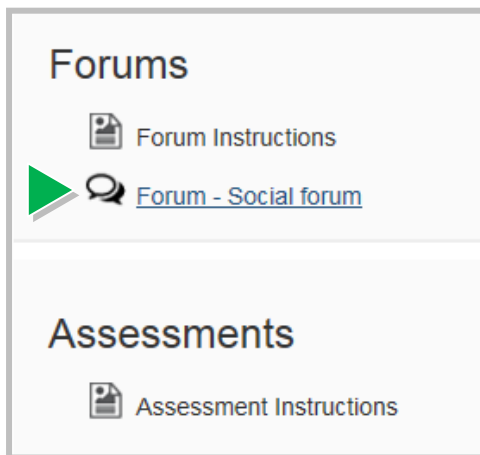
You will now see a page like the screen shot below. This example is a new and empty forum.
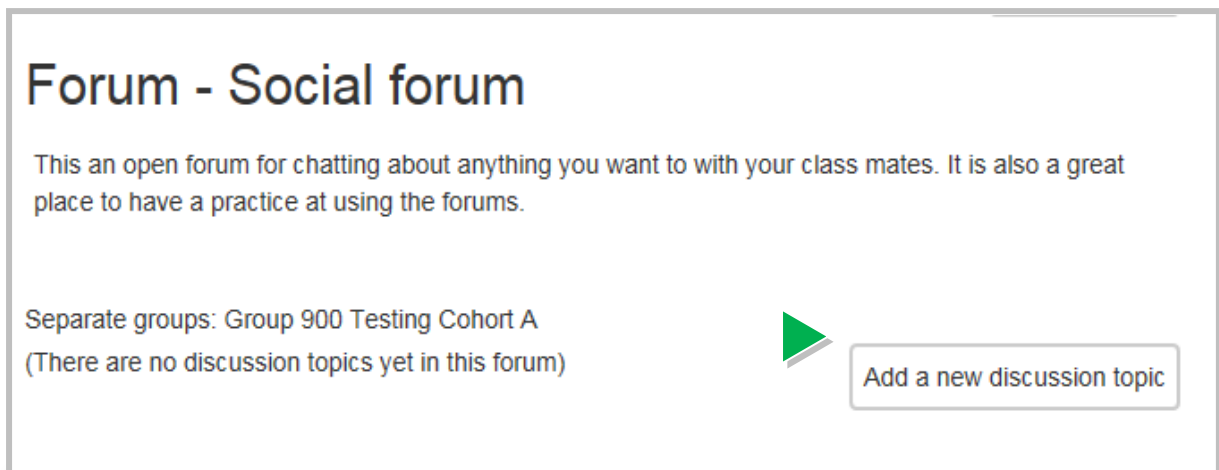
It has a title and a description of the forum at the top of the page.

Below that is the field *Separate groups***:** The group/s you see here are the class/es that you are enrolled in. A class can only share the forum with their class mates and trainer.
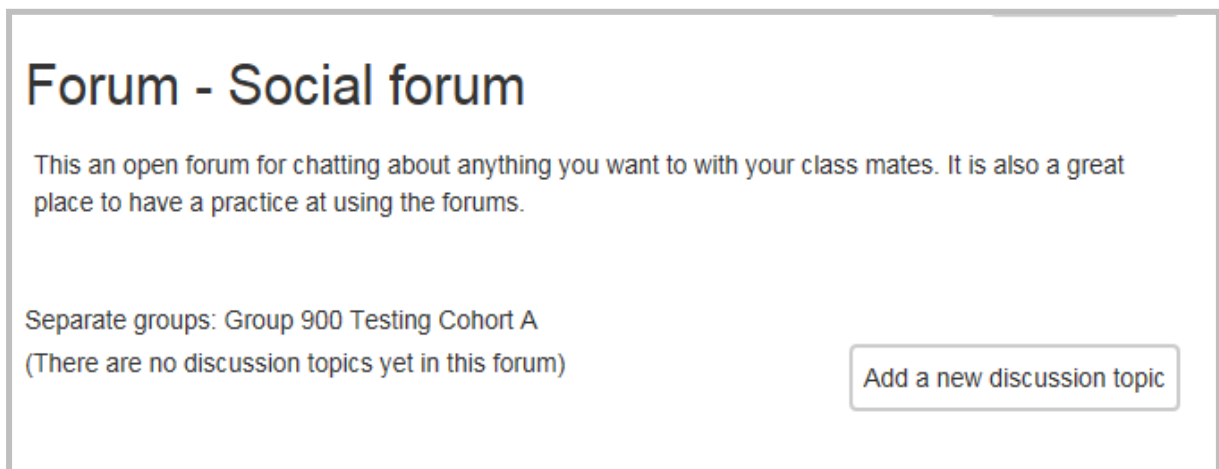
9.2   Add a forum discussion

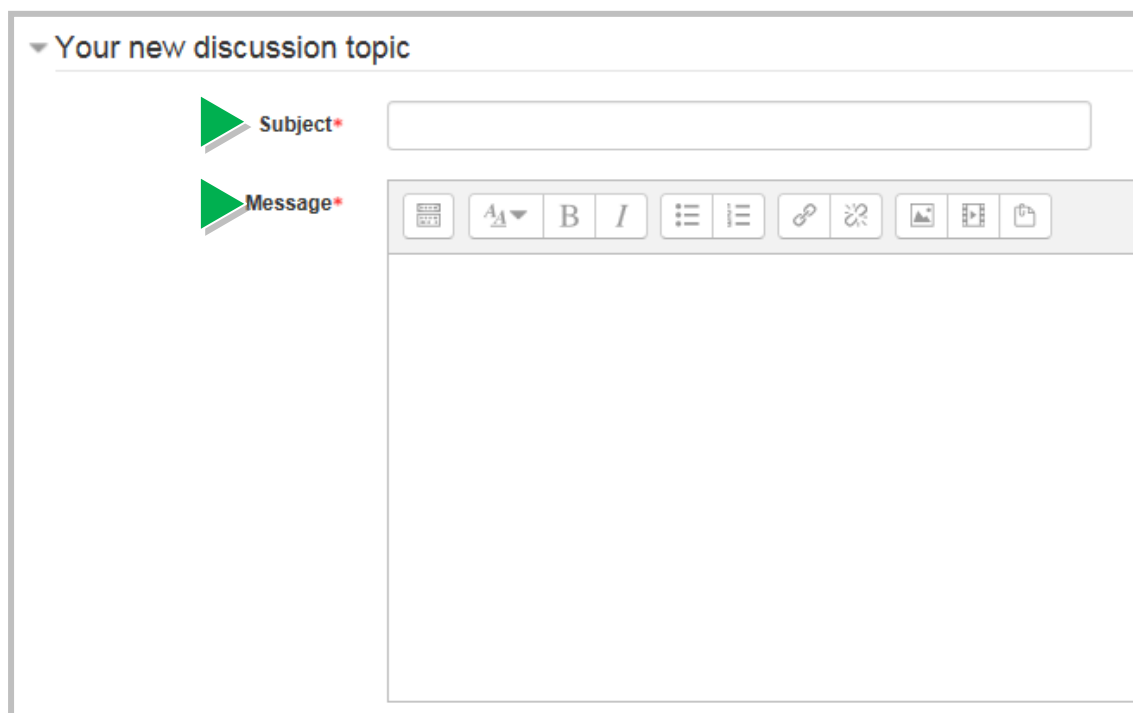1.   Select *Add a new discussion topic.*

2.   Type a *Subject* heading.
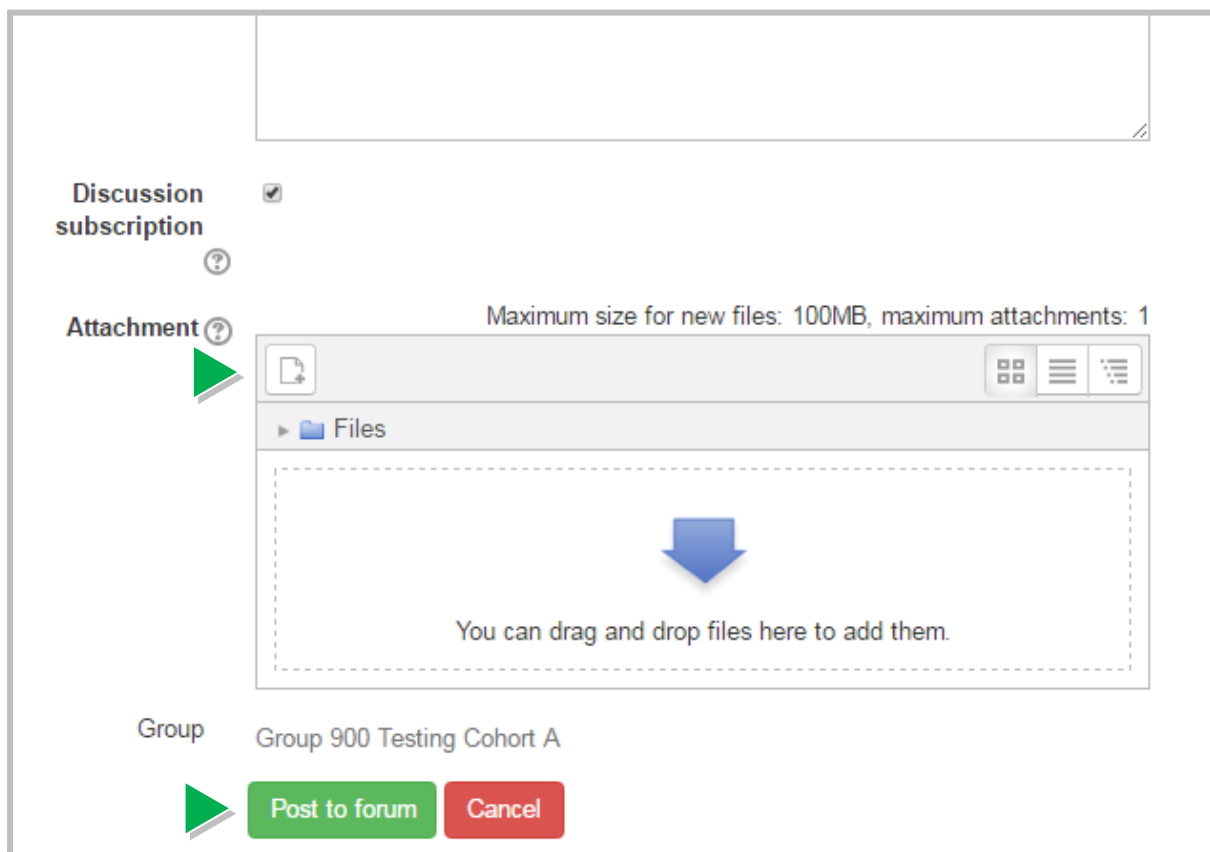
3.   Type your content into the *Message* field.

4.   Beneath the message box you can add an *attachment* to your message (if applicable).
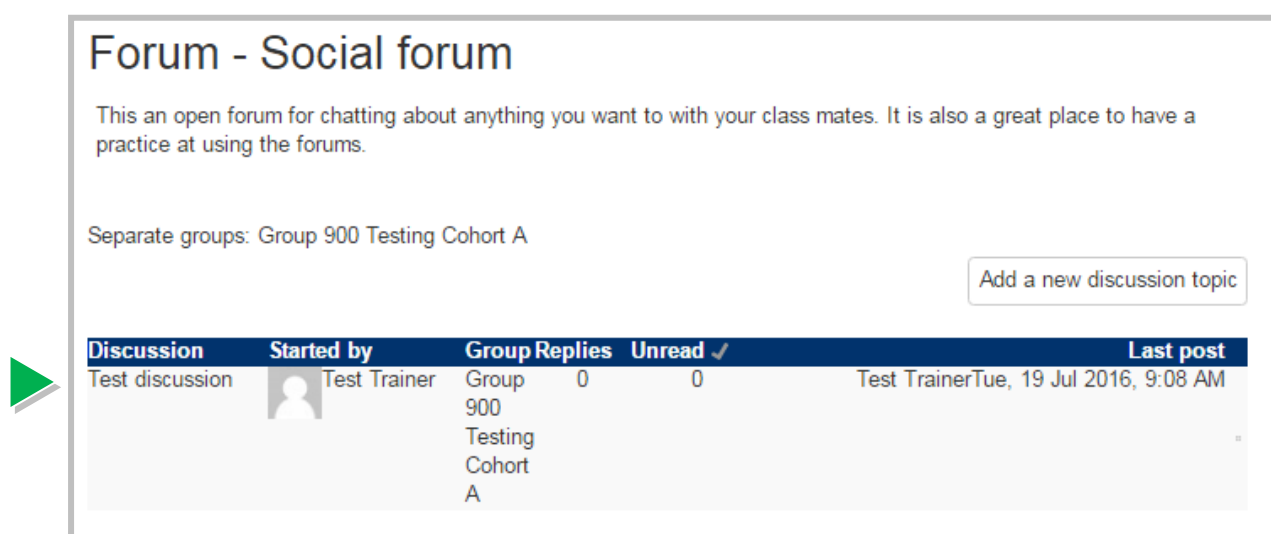
5. Select *Post to forum.* Your discussion topic will be added to the forum.

9.3 Reply to a discussion

1. Select the discussion you wish to reply to.

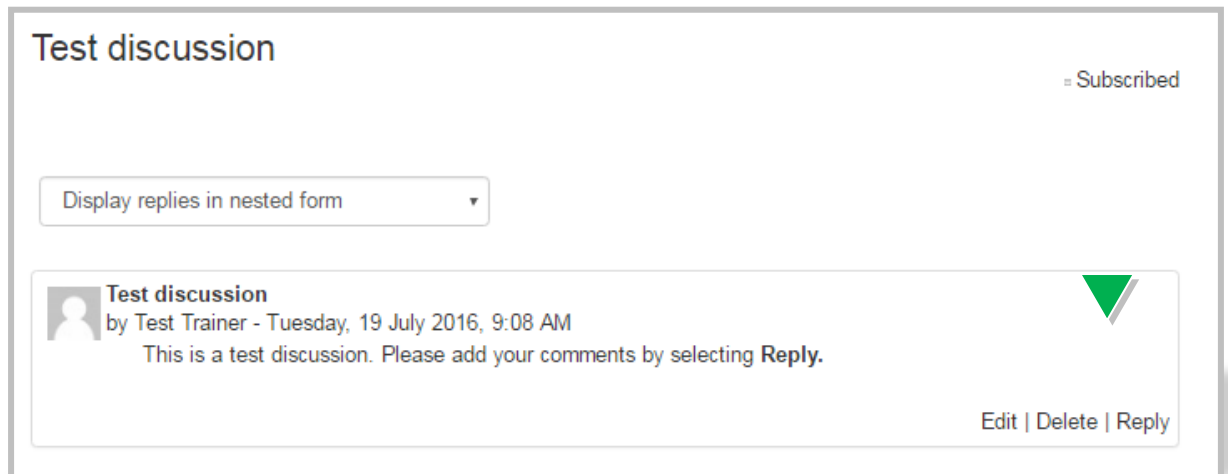2. Select *Reply* in the topic you wish to reply to. If it is a discussion topic that **you** created, you will be able to Edit, Delete or Reply. If it is not you discussion topic you will only be able to Reply. This is so that other users cannot edit or delete other user's comments in forums.

3. Type your comment in the *Message* field.
4. Select *Post to forum*.

9.4 Delete or edit your forum post

You can only delete a forum post you have created.

1. Select the post you wish to delete.
2. Select *Delete*. You will receive a message confirming you wish to delete the post.
3. Select *Continue.* The post will be deleted

To edit your forum post

You can only edit a forum post you have created.

1. Select the post you wish to delete.
2. Select *Edit*.
3. Your discussion topic page will appear. Edit your text by typing in the Message field.