

# How to: Take an induction module

**This is a guide on taking and completing an induction module in the AUT Events Induction Portal.**

**NOTE:** This guide focuses on completion from a mobile device. However, the steps and experience will be similar across all devices and browsers, including mobile phones, tablets, laptops and desktops.

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Last updated by Thomas Brears on 05/05/25. V1.0

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## 1. Sign in to your account

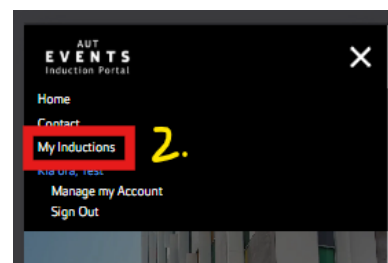
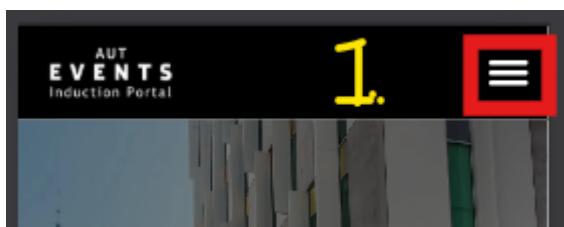
If you have not signed in to your account, please sign in.

Check out the how-to sign-in guide if you need instructions on how to do that.

## 2. Navigate to the my inductions page

From any page, click the “My Inductions” link at the top of the page in the navigation menu.

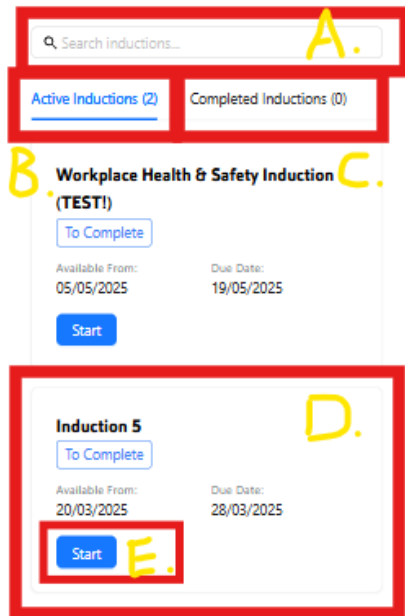
On mobile, first open the menu, then select the “My Inductions” link



**You will now be taken to the, my inductions page**

### 3. My induction page overview

On larger screens, modules are shown in a table format



- a. **Search:** You can filter the active inductions by searching by the induction name
  - b. **Active inductions tab:** Clicking the active inductions tab, will show all inductions assigned to you that need to be completed
  - c. **Completed module tab:** Clicking the Completed induction module tab will show you all past inductions that you have completed.
  - d. **Induction Card:** Each induction assignment has its own card; this includes the induction module's name, status (in tab format), Available from date, and due dates, as well as a start button.
- NOTE:** Completed induction module tab includes similar information, however also includes a completion date and does not include a start button.
- e. **Start Button:** This is the start button that you'll click to start the induction (it may also be "Continue" if you have already started the induction and are resuming it).

**For clarity:** Active inductions are classed as inductions that are yet to be completed and have either of these statuses: Assigned, In Progress or Overdue.

### 4. Locate the induction and click "start"

Search inductions...

Active Inductions (2) Completed Inductions (0)

**Workplace Health & Safety Induction (TEST!)**  
To Complete  
Available From: 05/05/2025 Due Date: 19/05/2025  
**Start**

**Induction 5**  
In Progress  
Available From: 20/03/2025 Due Date: 28/03/2025  
**Continue**

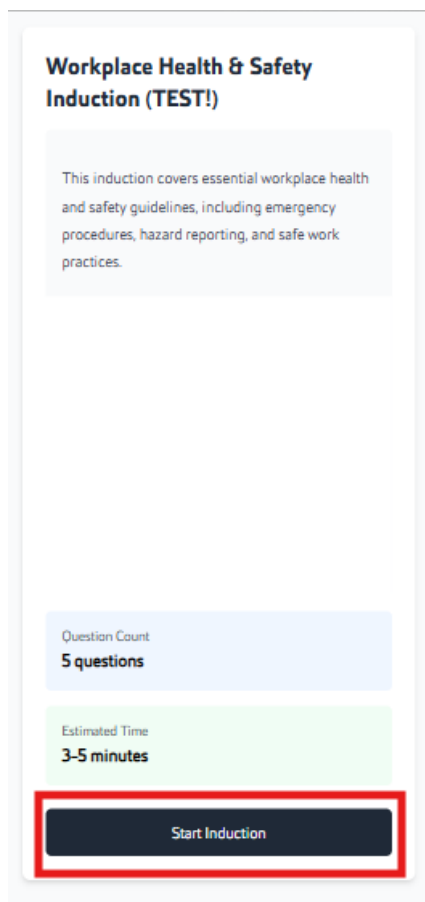
Locate the induction module you would like to complete by manual search or by using the search bar at the top

Then, click the blue "Start" button.

(It may also be a blue "Continue" if you have previously started but not finished it.)

**You will be taken to the module taking page to complete the induction module**

## **5. Read about and confirm the induction selected**



First, please read the induction description and confirm you are completing the correct induction.

The question count and estimated time are also displayed here.

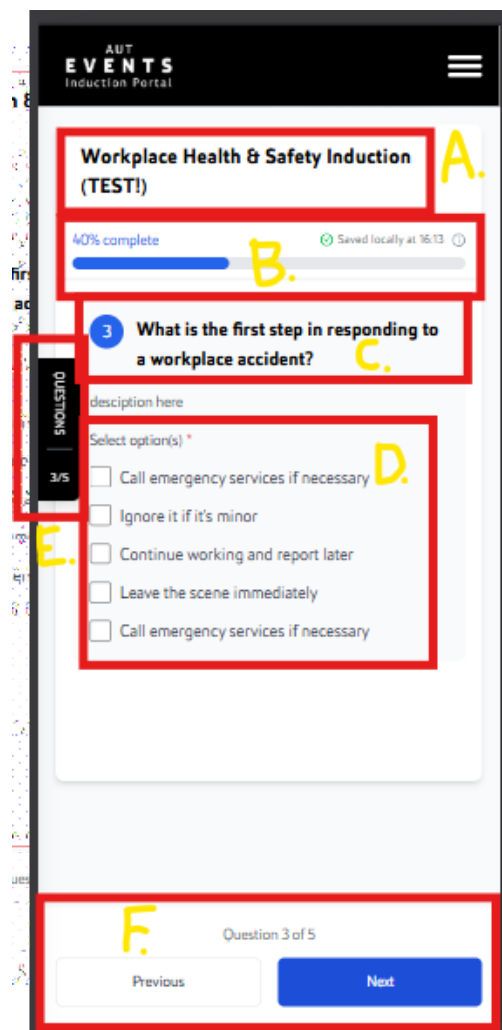
**Please ensure you have enough time to complete the module in one sitting on the same device.**

When you are ready, click the dark grey "Start Induction" button at the bottom of the screen to start

NOTE: If you are continuing an induction, you will not see this introduction screen and will go straight to the questions.

**You will now start the induction; please aim to complete it in one sitting on the same device.**

## **6. Taking the module overview page:**



- a. **Title:** The induction module's name will always be displayed at the top of the page
- b. **Progress bar (incl save indicator):** The progress bar provides you with a visual indication of the completion percentage  
Also displayed here is the locally saved indicator. This tells you the last time progress was locally saved. (See below for more about how it is saved as you go)
- c. **Question number & Title:** The question number and question title, along with description, are displayed here
- d. **Answer options:** The options for the question will be shown here. i.e, check boxes for multiple-choice questions or a text area for short answer questions
- e. **Question list sidebar:** When you click the question sidebar, the list of questions for this module will appear, and you can jump between questions using this sidebar.
- f. **Next & Previous buttons:** You will primarily navigate questions using the white "Previous" button or blue "Next" buttons.

## 7. Answer the questions

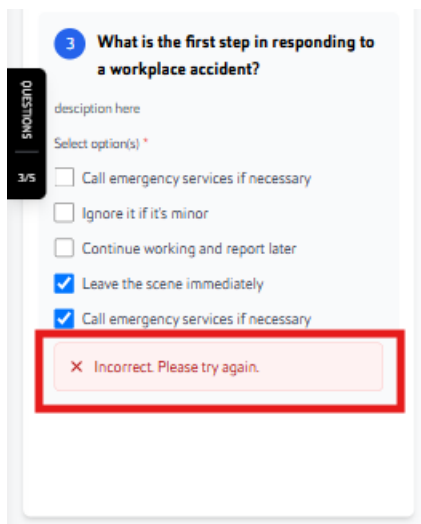
Answer the questions based on the question type

Here are the current question types:

1. Multiple choice: Select all of the correct answers
2. Dropdown: Select the one correct answer
3. Yes or No: Select yes or no depending on whether the statement is correct or not
4. True or False: Select true or false depending on whether the statement is true or false.
5. Short answer: Write your answer in reply to the question (character limits apply)
6. File upload: Please upload the requested file or image (File size and type restrictions apply - 1 upload only)
7. Information sections: Not a question, but is used to display helpful information.

## 8. Question feedback

After answering a question, you will get 1 of 3 responses.



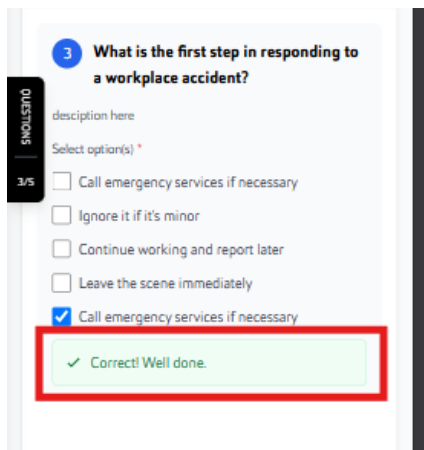
The screenshot shows a question interface with a sidebar on the left labeled 'QUESTIONS' and '3/5'. The question is 'What is the first step in responding to a workplace accident?'. Below the question, there are five options with checkboxes: 'Call emergency services if necessary', 'Ignore it if it's minor', 'Continue working and report later', 'Leave the scene immediately', and 'Call emergency services if necessary'. The first and last options are selected with blue checkmarks. A red box highlights a message at the bottom: '✗ Incorrect. Please try again.'

### Incorrect:

If the answer(s) submitted are not correct, you will see the red incorrect message

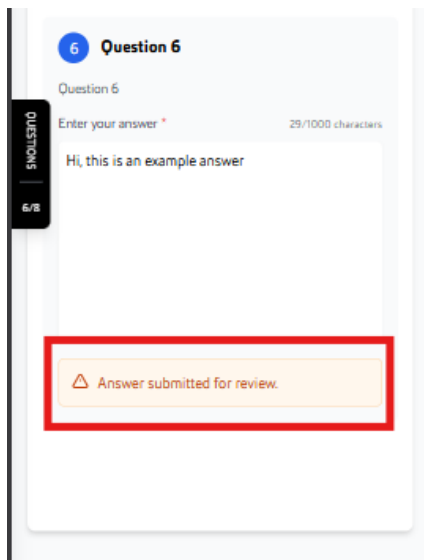
If a hint has been provided, you will also see this to help you answer the question.

You cannot continue and submit the module until you have selected the correct answer.



### Correct:

If the answer(s) submitted are correct, you will see a green correct message and be moved to the next question.

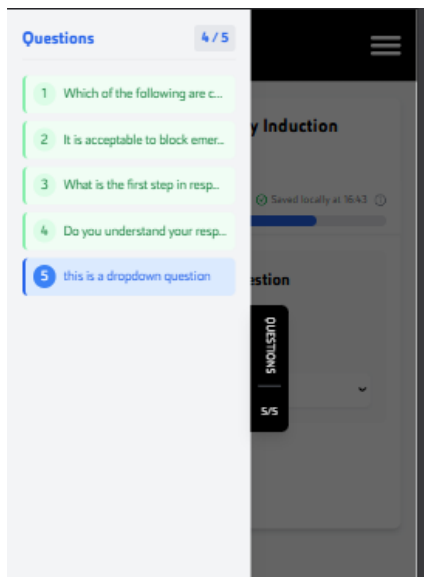


### Submitted for review:

The system cannot automatically mark file uploads and short answer questions, and they will require review from a manager.

If you submit this question type, you will see an orange submitted for review message and be moved to the next question.

## 9. Question sidebar



Clicking the sidebar will open it.

Here, you can now navigate between questions by simply clicking the question number and title.

Green questions mean you have completed it.

Grey questions mean they are yet to completed

The blue question is the current question you are on.

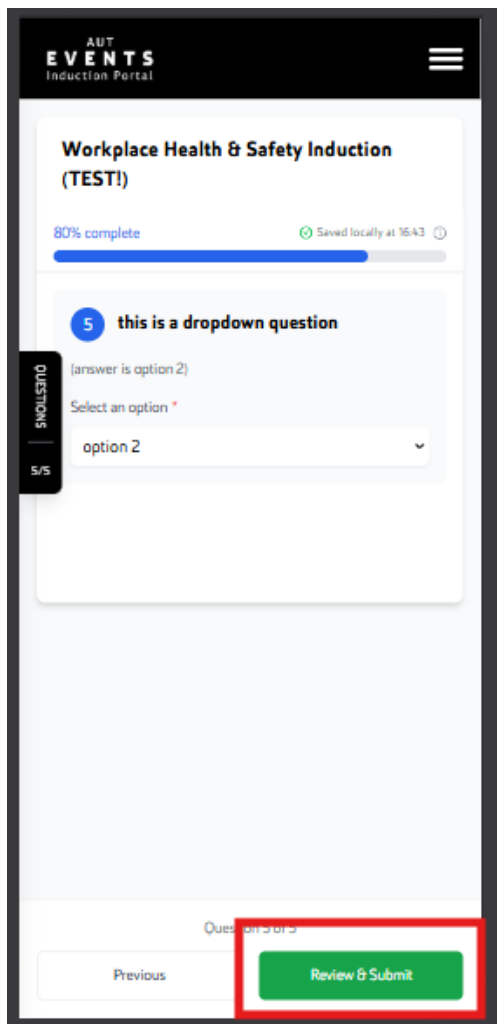
**NOTE:** On larger screens, this sidebar is a built-in menu and visible at all times

## 10. Ready to submit

When you are on your final question, you will see the next button has changed to a green “Review & Submit” button.

This means you are almost done!





Click the green “Review & Submit” button.

This will check that all questions have been completed and prepare your answers for submission.

If you have not completed a question, it will be brought to your attention here and you must complete it before you can continue and submit

## 11. Note on auto-saving

After each question is answered, we save your progress locally to your device’s browser session, just in case.

### **This is saved locally on your device only!**

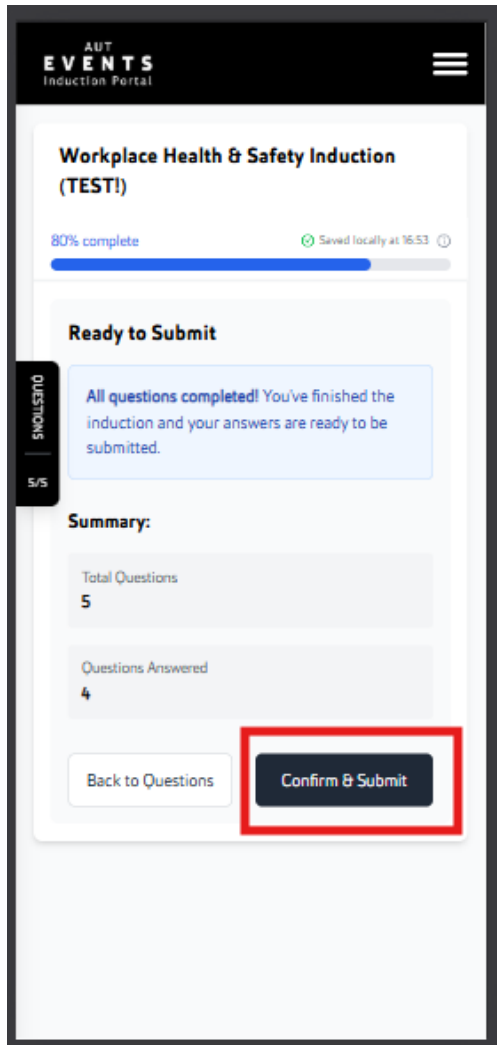
After a set period of time (Controlled by your browser settings) or if you clear you cookies or history, the saved progress will be deleted.

If you start on one device or browser and attempt to resume it on another, the progress will NOT be transferred, and you will be required to start over. (i.e, going from your phone to you laptop or from Chrome to Firefox the progress will NOT transfer.)

We recommend you complete it in one sitting on one device



## 12. Confirm & Submit



This is the final confirmation screen before you submit your induction module.

Please review and click the dark grey "Confirm & Submit" button to submit your answers

Your attempt will now be submitted and recorded.

You will also receive an email confirming your submission

## 13. Feedback

The screenshot shows a feedback form with a vertical title bar on the left that says 'Feedback'. The form contains three sections:

- Section 1:** A question with a red asterisk: "How easy was it to complete the induction using our website?". It has five radio button options: "Very easy - I had no issues" (selected), "Easy - I had minor issues", "Neutral", "Difficult - I had several issues", and "Very difficult - I had many issues".
- Section 2:** A question with a red asterisk: "How clear and helpful was the induction content?". It has four radio button options: "Very clear and helpful" (selected), "Mostly clear and helpful", "Somewhat clear and helpful", and "Not clear or helpful".
- Section 3:** A text input field with the prompt "Do you have any specific feedback or suggestions for improvement?". Below the prompt is a light gray box with the placeholder text "Please share your thoughts, suggestions, or any issues you encountered...".

At the bottom right of the form is a dark gray button with the text "Submit Feedback", which is highlighted by a red rectangular border.

After completing your induction, you will be asked to provide feedback on the process. We would appreciate any feedback here.

If you do not wish to provide feedback, please press the "X" in the top right corner

Please answer the feedback questions, then click the submit feedback button when you are done.

**You now know how to complete an induction module; well done.**

# AUT EVENTS Induction Portal