



Welcome to MyLearning

A how to guide for students

July 2015

Welcome to MyLearning

The online learning system, **MyLearning** allows the flexibility to learn at a time and place which suits you.

All that is needed is a computer (with some minimum software requirements) and a connection to the Internet.

To access MyLearning, you will need a MyLearning account. This account will be created after you have enrolled.

Once your account has been created, your teacher will be able to enrol you into a range of units within your course of study.

The types of learning materials available for each unit will differ and may include: online information booklets, videos, interactive presentations, self-help assessments, checklists and much more. In some cases you may even be able to complete your final assessment online.

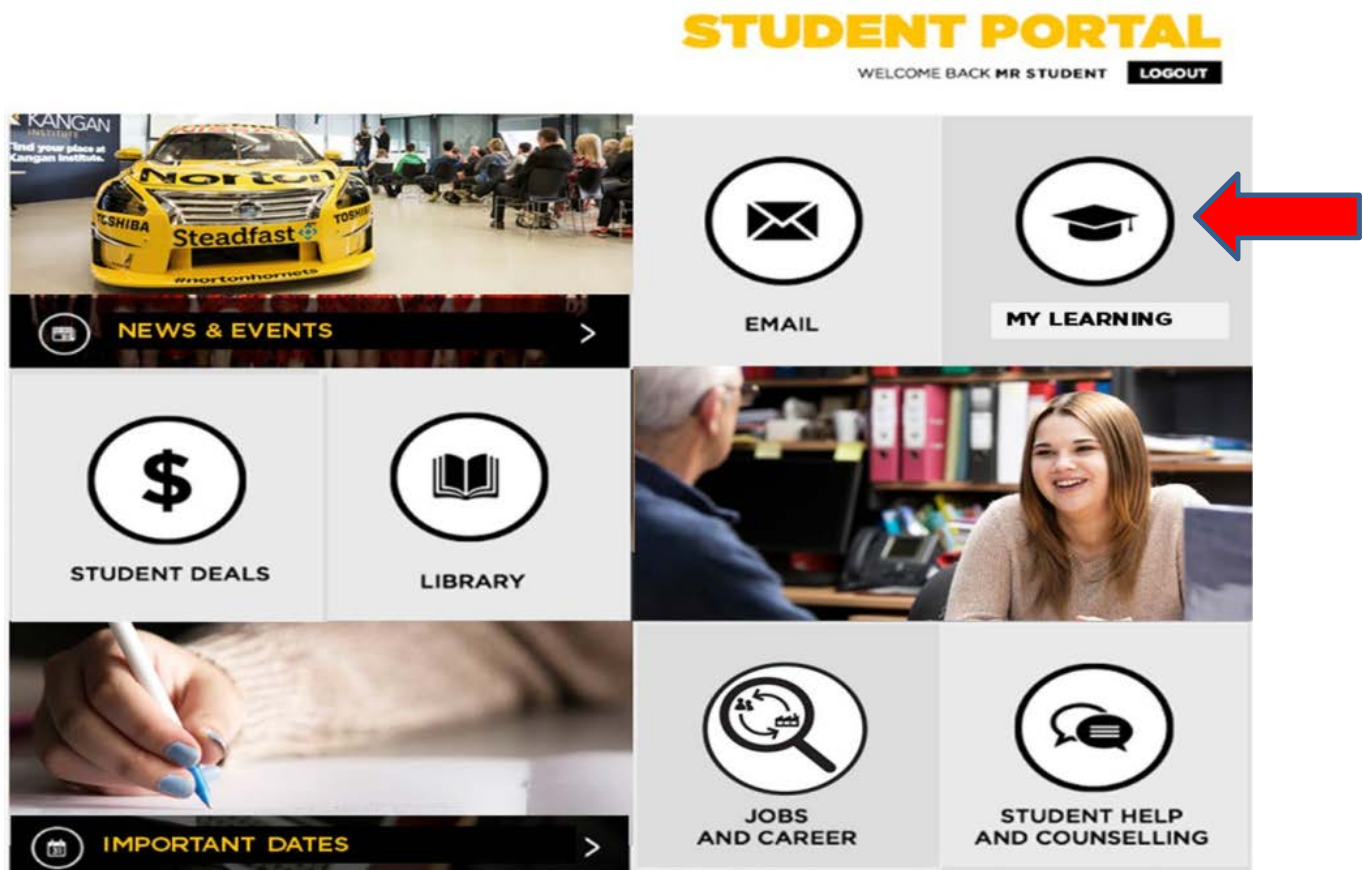
Although you may be learning online both on-campus and externally, you will always have access to teachers and support staff.

Logging in

Accessing MyLearning via the Student Portal – **ONSITE**

When using **MyLearning** whilst on campus using an institute computer, access via the Student Portal by clicking on the **MyLearning** icon.

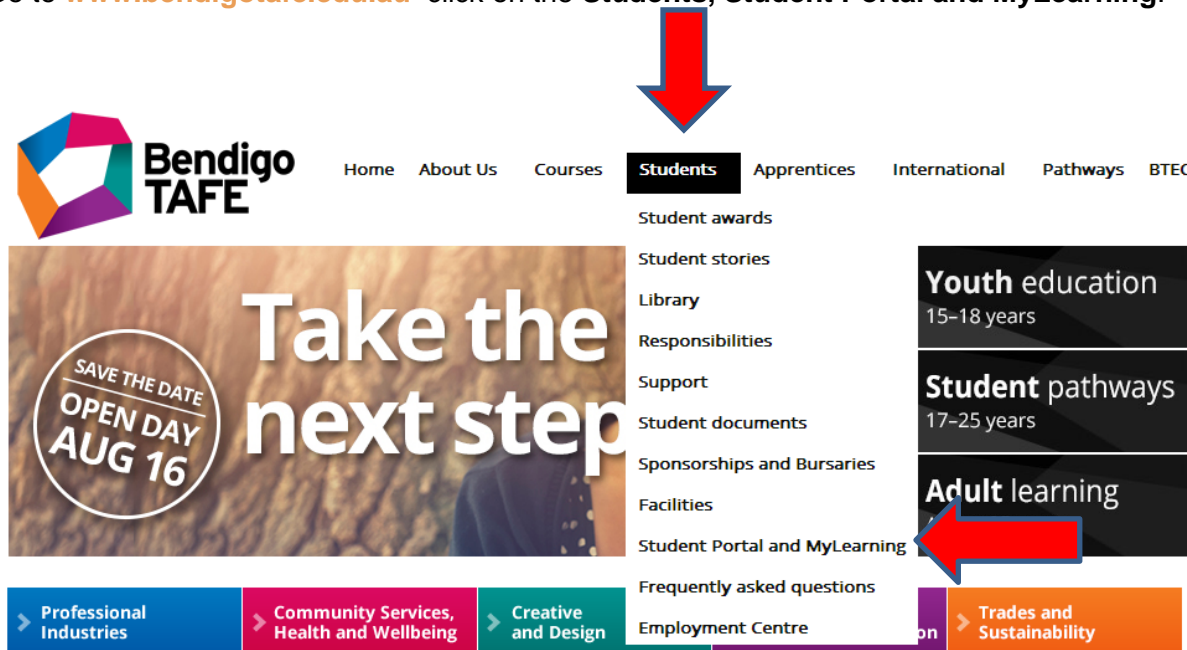
Once you have clicked on the **MyLearning** icon on the desktop, you will be automatically logged into your **MyLearning** account and directed to your online courses.



Accessing MyLearning via the Student Portal – OFFSITE

When accessing **MyLearning** whilst offsite either using your own computer or another mobile device, you will still be able to access your online courses via the Student Portal. The steps involved are as follows:

Go to www.bendigotafe.edu.au click on the **Students, Student Portal and MyLearning**:



You will now be required to log into the network.

User name type in your **username** which is your student number eg: **12345678**

Password type in your Bendigo TAFE network password
Note: this is the password you use when logging onto a campus computer

If you have forgotten your network password, please use the **FORGOT YOUR PASSWORD option or if on campus, see your teacher or call ITCU on 03 5434 1700 to have your password reset**



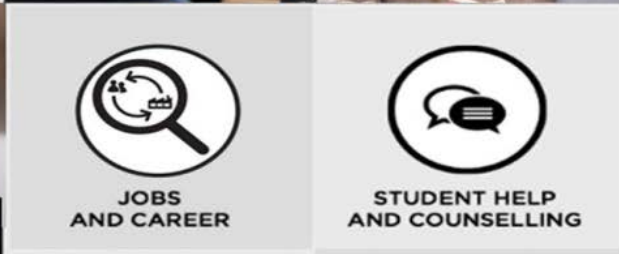
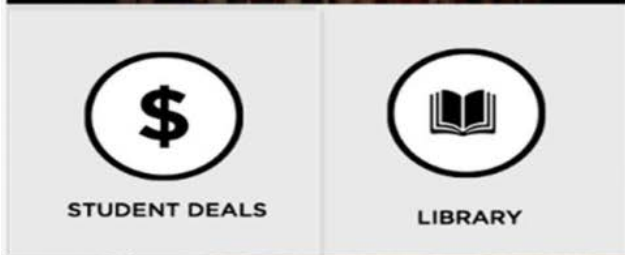
If you have entered your details correctly, once you click on **Log On**, you will be taken to the Student Portal.

Once you have clicked on the **MyLearning** icon on the desktop, you will be automatically logged into your **MyLearning** account and directed to your online courses.

STUDENT PORTAL

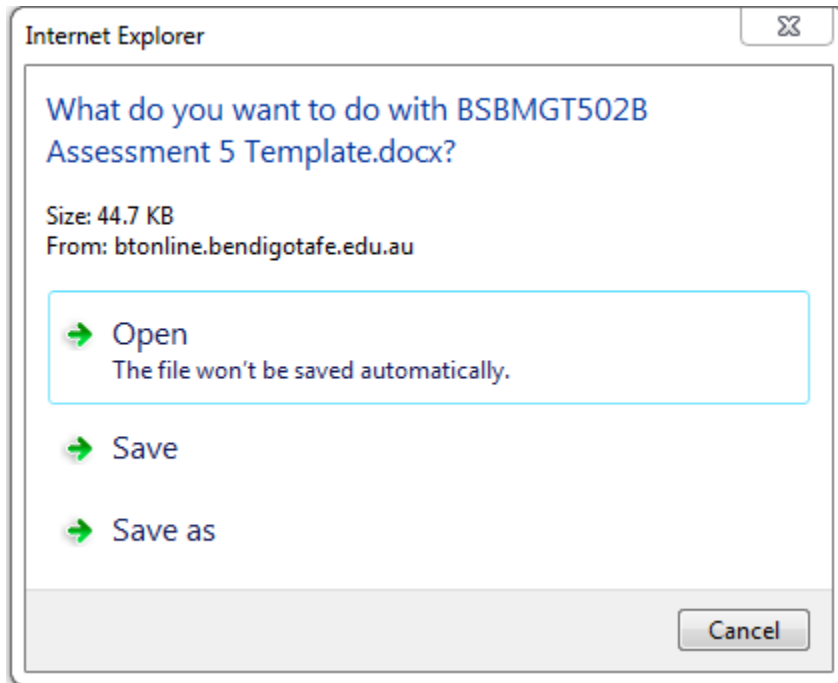
WELCOME BACK MR STUDENT

LOGOUT



Using MyLearning with Internet Explorer

When you click on a file in MyLearning that needs to be downloaded, Internet Explorer will ask you if you wish to open or save the file.

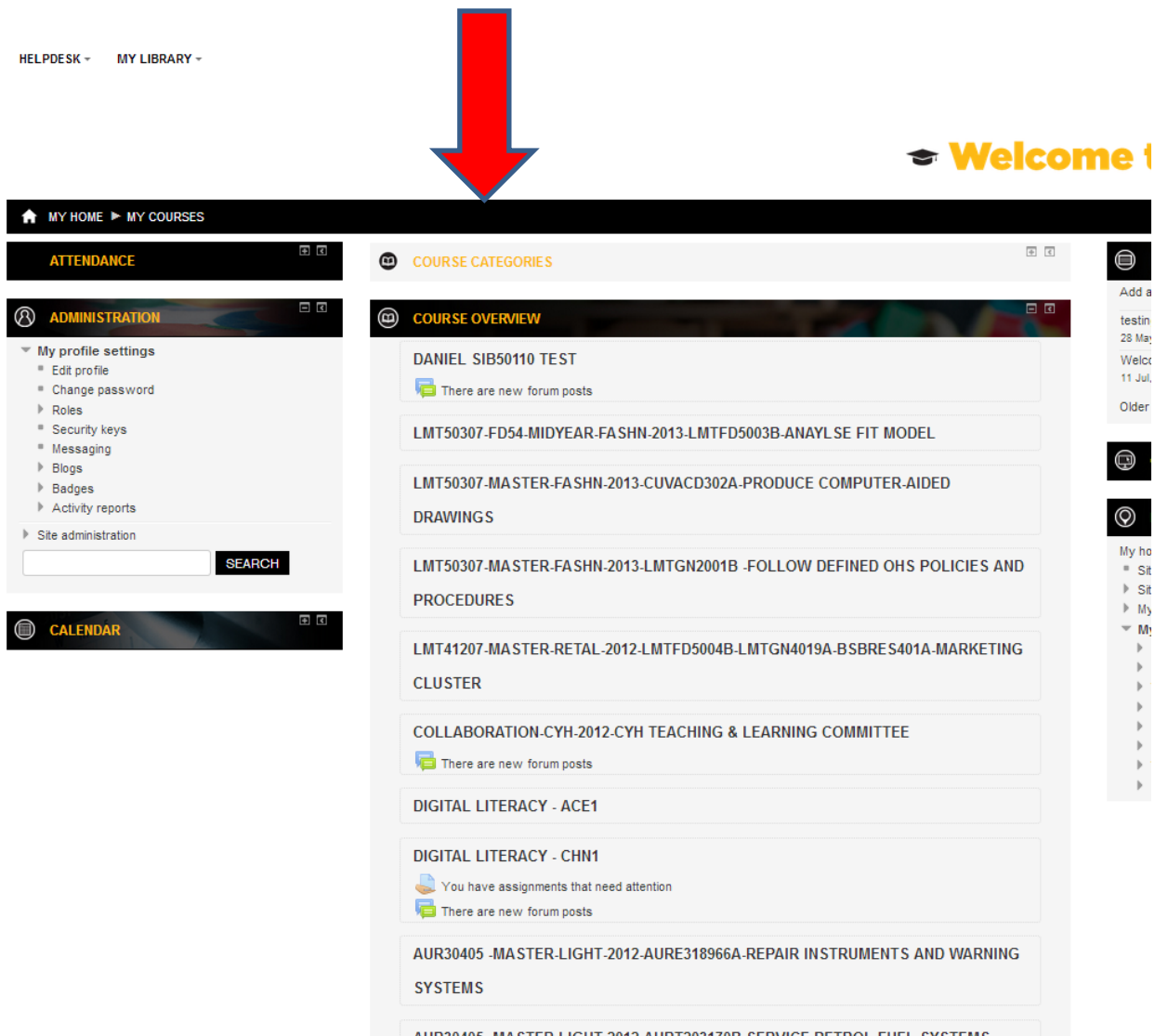


If you click open you can view the file immediately, by clicking save you can save the file for later viewing. (Note you can also save the file after opening it)

Finding your way around your online course

When you are logged in, you will see the online course/s you are enrolled in.

These are listed in your **Course Overview** and **My Courses** blocks.



The screenshot shows a user interface for a course management system. At the top, there are links for **HELPPDESK** and **MY LIBRARY**. A large red arrow points down to the **MY COURSES** link in the navigation bar. The navigation bar also includes **MY HOME** and **MY COURSES**. Below the navigation bar, the main content area is divided into several sections:

- ATTENDANCE**: A section for tracking attendance.
- ADMINISTRATION**: A section for managing the course, including profile settings, roles, security keys, messaging, blogs, badges, activity reports, and site administration. It also features a search bar.
- COURSE CATEGORIES**: A section for viewing course categories.
- COURSE OVERVIEW**: A section for viewing a list of courses, including details like course ID, title, and status. It also includes a search bar.
- CALENDAR**: A section for viewing the course calendar.

On the right side, there is a sidebar with a **Welcome** message and a list of recent activity, including "Add a", "testin", "28 May", "Welc", "11 Jul", and "Older".

Blocks

At the side(s) of your screen, there are **blocks** of information.


These blocks can be expanded and collapsed by clicking on the small



OR  icons in the top right corner of the block.

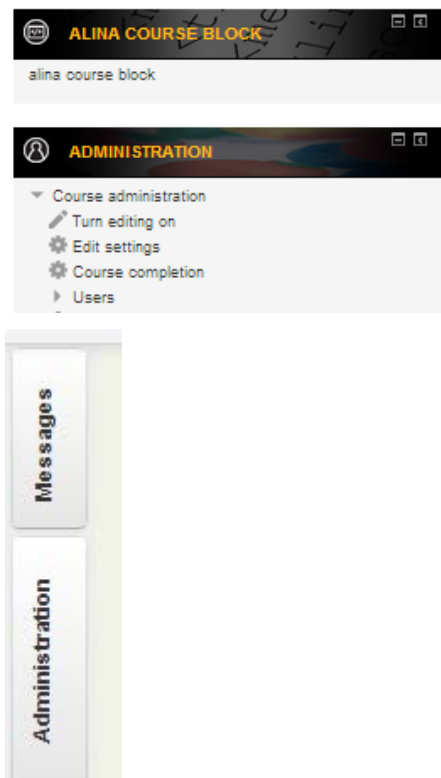
If you would like more room on your screen for your course, then you can 'dock' your blocks (in other words minimise) these blocks by clicking on



the small  icon which is in the top right corner of the block. The block will then be attached to the left of your screen.

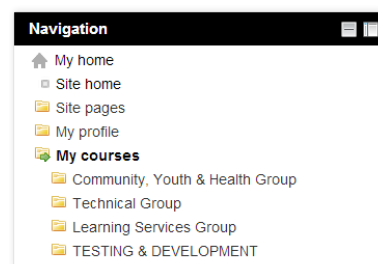
You can click on the 'docked' block and it will appear.

Breadcrumbs and blocks are available for helping you find your courses.



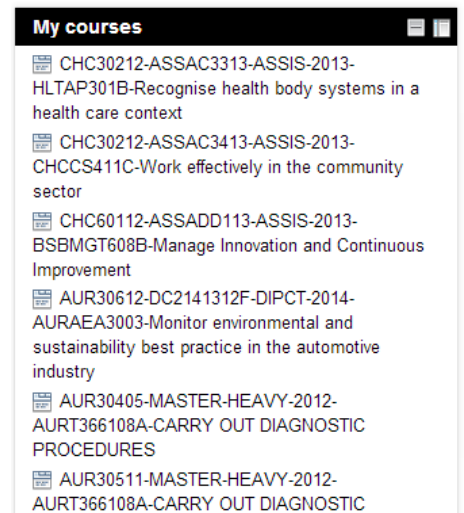
Navigation Block

By clicking on the **Navigation** block, you can find your way to your courses, home page, information about yourself (your profile), and your blogs and tags (in site pages).



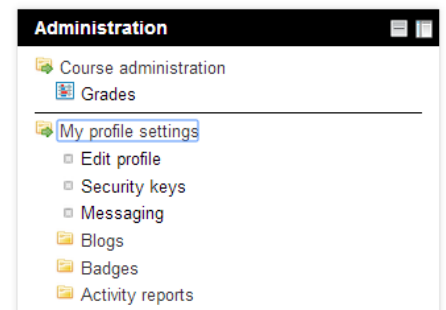
Courses Block

To go to your course, you can also click on the course name in the **My Courses** block. Any course you are enrolled in is listed here.



About you - your profile

You can see this information on your profile (and so can others in the course) by clicking on the **Administration** block: **My profile settings**



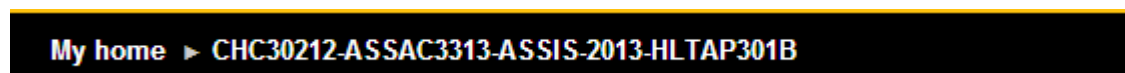
Changing your account details

Click on **Edit profile** to update any of the fields in here.

(Please note, that your teacher and other students in the course can see this information).

When you are finished, select the  button to save your changes.

Breadcrumbs



The location of the current course that you are in is displayed at the top of the screen.

This list is known as **breadcrumbs** and is similar to a file path.

Discussion forums

In your course, you may have Discussion Forums which are set up by the teacher.

Discussion forums are distinguished by this icon 

To access the forum, you can click on the icon or the words next to it *ie. The discussion forum name*



Ask a question - Reply to a question - Make a statement...

Use this forum to put any questions or help solve someone else's problems... or to make a statement!

Contributing to a forum discussion

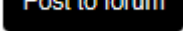
To contribute to the Forum, you can either:

- add a new topic by clicking on the **Add a new discussion topic** button, or
- add to an existing discussion by clicking on the name of a topic and adding/replying to any comments

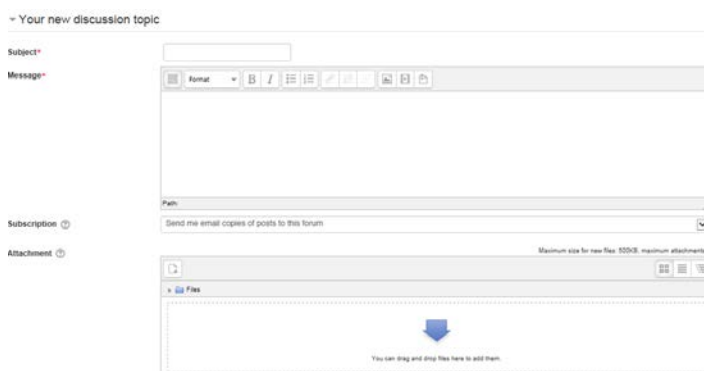
Adding a new discussion topic

When you add a discussion, you must enter a **Subject** name and a **Message**. See the example.

You can add a file (eg a picture).

When you are done, click on  at the bottom left.

If you change your mind, you will have 30 minutes to edit or delete your post after you have posted it.



Contribute to an existing discussion



If you would like to contribute to an existing discussion, then click on the Discussion **subject** name.


If the existing post is your own, then you can **edit** or **delete** the post.

You can also **Reply** to the other posts by selecting **Reply** –see bottom right.

You can then type your message in the **Message**

area and click  .

Discussion	Started by	Group	Replies	Last post
hello	 BIANCA CHRISTIE		0	BIANCA CHRISTIE Fri, 1 Mar 2013, 10:07 AM
test submission	 Provider Administrator		0	Provider Administrator Thu, 8 Nov 2012, 2:33 PM

 **Re: hello**
by automotive1 user - Tuesday, 1 July 2014, 11:38 AM

When you add a discussion, you must enter a **Subject** name and a **Message**. See the example.

You can add a file (eg a picture).

When you are done, click on at the bottom left.

If you change your mind, you will have 30 minutes to edit or delete your post after you have posted it.

Show parent | Edit | Delete | Reply


Search for a topic

You can search for a topic in a forum by putting the term in the search box at the top right

Search forums


You can do an advanced search by leaving the search box empty and clicking on the **Search forums** option

earch results: 1

 **alina test forum -> test submission**
by Provider Administrator - Thursday, 8 November 2012, 2:33 PM
fhjsjhdjsfhsjkd sdfhjshfjdshfsdfs

See this post in context

Quizzes

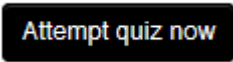
The  icon shows that the activity in your course is a **quiz**


After you have completed this activity, you can check your **Grades book** to see what grade has been recorded.

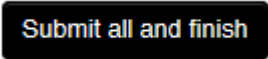
Completing a Quiz


To access the Quiz, you can click on the icon or the words next to it *ie. The quiz name*

You will then be presented with some instructions.
Once you have read your instructions, if you are ready to

proceed with the quiz, click on 

Read the information and again if still prepared to proceed
click on 

When you have completed the quiz click on 


If more than one attempt is allowed, you will be able to re-attempt the quiz by clicking on 

Alina's test quiz

Attempts allowed: 3
Grading method: Highest grade

Attempt quiz now

Confirmation


 Number of attempts allowed: 3. You are about to start a new attempt. Do you wish to proceed?


CancelStart attempt

Checking your Grade

After you have completed your quiz, you will be able to see your grade.
If there is an essay type question, it may not yet be graded, and this may not be your total mark.

Administration


 Course administration

 Grades

Example grade (essay still to be marked)

 numeracy quiz	-	0-100	-	
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Assignments

The  icon shows that the activity in your course is an assignment or essay.

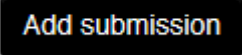
After you have completed this activity, your **Grades book** will not show your grade until your teacher has marked it.

Completing and submitting a TEXT/ESSAY ASSIGNMENT

To access the Assignment, you can click on the icon or the words next to it *ie. The assignment name*

You will then be presented with some instructions.

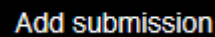
To write your assignment:

1. directly click on  and write your essay. **OR**
2. type your answer into Word or other text editing applications and then copy and paste it into your submission (see below for tip).

Tip - The best way to do that is to:

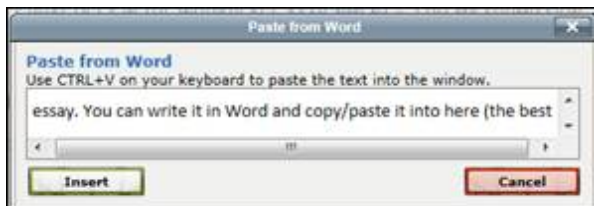
- write the essay in Word

- copy it and go to select your assignment and

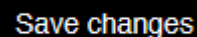


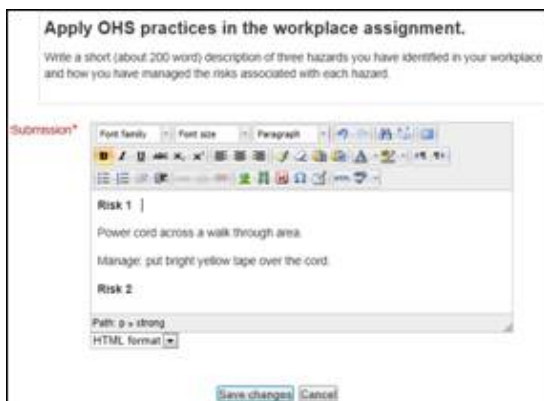
- then click on  paste it in and click on



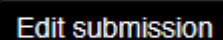


The essay must go into the text box, and when you are ready, select





You can keep going back until the due date to further edit your essay - by clicking on



Completing and submitting a – FILE UPLOAD ASSIGNMENT

This assignment is of the type that requires you to submit a file.






To access this assignment, you can click on the icon or the words next to it *ie. The assignment name*

To complete this assignment, you should read the assignment information, and then organise to complete it.

When you are ready to start submitting, select

Add submission

Select 

-  Server files
-  alina
-  Recent files
-  Upload a file
-  My Private Files

Select **Upload a file**, then **Browse**

Save changes

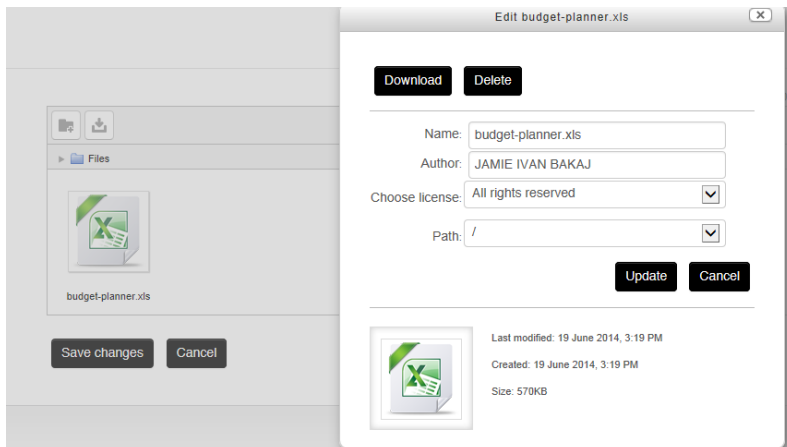
Click on

Once you have submitted file(s) you can download, rename, move or delete the files

Edit submission

by clicking on

You can click on the little square icon next to the file you want and choose an option.



Adding a Comment for your teacher

Comments - you can write a Comment for your teacher by clicking

Submission comments	▼ <u>Comments (0)</u>
	<div>Add a comment...</div> <div>Save comment Cancel</div>

then type a comment, then Save **comment**

Final submission

When you are completely ready to submit your assignment, click
You will not be able to change anything once this has been done.

Submit assignment

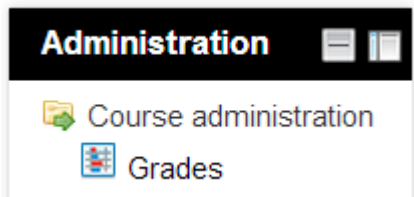
, then

Continue

.

Grades

To check your grades at any time, go to **Administration> Course administration> Grades**

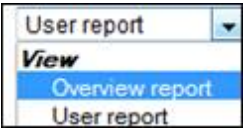


You will see your grades and feedback for all activities in the course.

User report - JAMIE IVAN BAKAJ

Grade item	Grade	Range	Percentage	Feedback
Alina Daniliuc SANDBOX				
Assessment Dropbox	-	COM-NYC	-	
Practical Task from Auto course - INCLUDES MARKING GUIDE	-	0-100	-	
numeracy quiz	-	0-100	-	
alina's quizzzy	-	0-100	-	
Evy's OHS Terms	-	0-100	-	
activity 1	-	0-100	-	

In the drop down box at the top left, select **Overview Report**



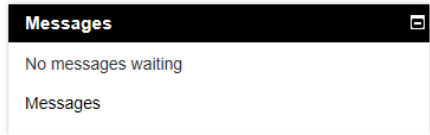
Overview Report will show your current overall grade for courses you are enrolled in.

Overview report - JAMIE IVAN BAKAJ

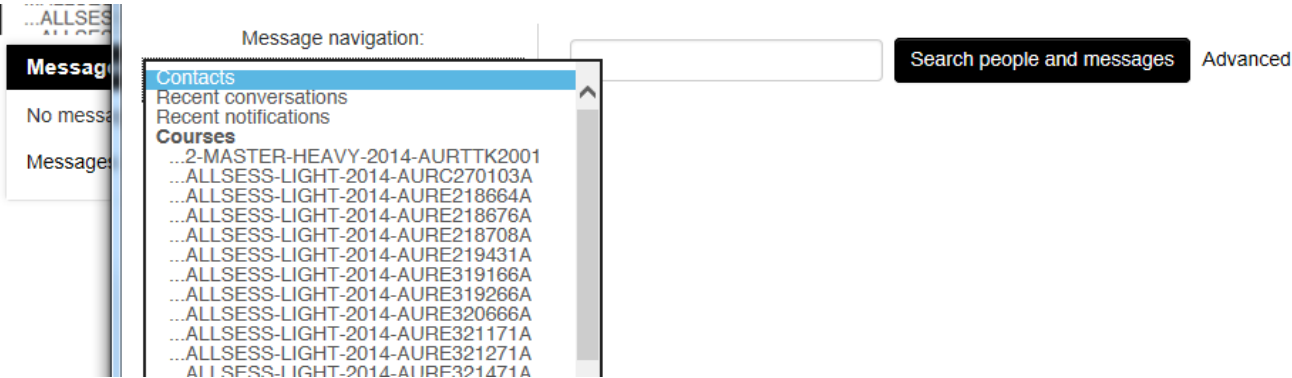
Course name	Grade
AUR30712-MASTER-HEAVY-2014-AURTTK2001	-
AUR05-ALLAUTO-ALLSESS-LIGHT-2014-AURC270103A	-
AUR05-ALLAUTO-ALLSESS-LIGHT-2014-AURE218664A	-
AUR05-ALLAUTO-ALLSESS-LIGHT-2014-AURE218676A	-

Messages

You can message other users on the site. Go to **Messages** block



You can click on **Search people and messages**.



Eg type the name of the person you are wishing to send a message too (in this example Sarah).

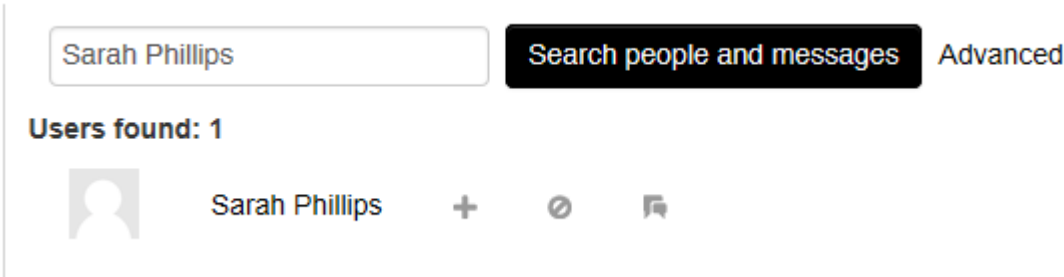
You can then click:

Sarah Phillips **Send** a message to Sarah

Add Sarah in your contacts list **+**

Block Sarah **⊘**

See past messages to and from Sarah **📧**



Blogs

If you add a blog, please be aware that you can either:

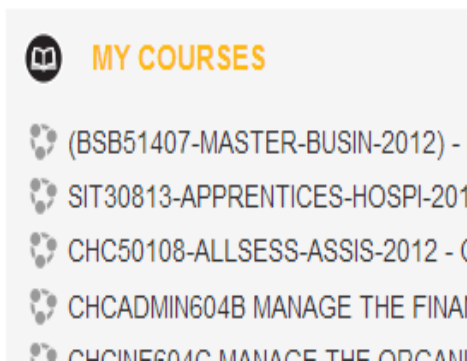
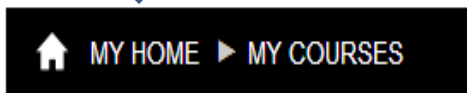
- Let anyone on the site (not just your course) see it
- Let only yourself and the site administrator (who is not your teacher) see it

If you have an external blog, you can register it. You can also change the appearance of how you receive your blogs.

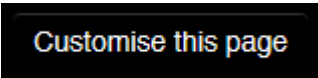
My Home

You have a home page that you can use for your own purposes.

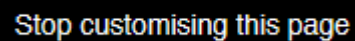
To go to your home page, go to click on the **My Home** link at the top left hand side of your page.



Customising your home page



You can change this page by clicking on the button at the top right.



Once you have completed your edits ensure that you click the button at the top right.

Technical Information and troubleshooting

Minimum System Requirements for MyLearning Users

MyLearning is based on the Moodle Learning Management System.

To run MyLearning effectively you should, as a minimum, use the system components listed on this page.

If you do not, MyLearning may still work but some functionality may be lost.

When undertaking a MyLearning course from work, please be aware that workplace IT networked configurations may restrict the functionality of MyLearning. Access to content may be affected, as may the possibility of uploading files. File size limitations may also apply. Workplaces may also have older versions of software, and Moodle may not perform well with these.

Recommended system requirements for using MyLearning online training system

	WINDOWS	MAC
Operating system:	Windows XP or better	Mac OS X 10.7 or better
Processor:	2.4GHz or more	Intel processor (Core 2 Duo)
RAM:	2GB or more	512MB
Internet:	Broadband Internet connection (DSL or cable) is recommended Dial-up access is not recommended for using MyLearning.	
Bandwidth:	As a minimum 700Kbps or more for simultaneous screen sharing and audio conferencing	
Browser:	Internet Explorer 9.0 or later – (IE 10 required for drag and drop of files from outside the browser into Moodle) Google Chrome 22 or later - (recommended for optimal compatibility). Free download. Mozilla Firefox 15 or later - free download Safari 6 or later (please note that there are known issues with Safari and TinyMCE, the editor used in the text editor throughout MyLearning) Opera 9 or later – available for computers, smartphones and tablets Moodle.org have now officially dropped support for older versions of Internet Explorer (6,7,8)	
Browser settings:	All browsers should have the following enabled: <ul style="list-style-type: none">• Cookies• Pop-ups (in both Internet browser and security software)• Javascript	
Additional software and plugins:	Java – free download Adobe Flash Player – free download Adobe Acrobat Reader – free download Microsoft Office (Word, Excel, PowerPoint) or an equivalent (e.g. Open Office http://www.openoffice.org/ - free download)	
Additional hardware:	Microphone and speakers (built-in or USB headset)	
Mobile devices:	You can also access your Moodle courses using mobile devices, using the free Moodle app. For assistance see: <ul style="list-style-type: none">• Moodle Docs Mobile app• Mobile Moodle FAQs	

Support and troubleshooting

If you are experiencing difficulties, please contact:

- your teacher OR
- MyLearning Support

The best method of contact for assistance is via email.

In the email include:

First name Last name Institute Student ID (Pm01012001, Mb03061972..etc)

In your email, outline the problem that you are having and try to give as much detail as possible.

Also include some screen shots showing the problem and a link to where the problem is occurring.

MyLearning Support

If requiring any support with issues that you are experiencing with the online courses you are enrolled in, and/or your MyLearning student account:

MyLearning Support

Email: **MyLearningsupport@kangan.edu.au**

Phone: 1300 329 330 or 03 5434 1836

Institute Network & Computer Support

If requiring support with your ***Institute network usernames, passwords, logging into the STUDENT PORTAL*** and other general technical enquiries when using institute computers and equipment:

Information Technology & Communications Unit

E - Mail: **ithelp@bendigotafe.edu.au**

Phone: 03 5434 1700