# Online Student Area Guide

- ✓ How to Log on
- ✓ View Assessment Areas
- ✓ Upload your documents
- ✓ View your Grades & Results

GLOBAL TRAINING INSTITUTE®

SKILLS. KNOWLEDGE. HOPE.

How to Log On to the Global Training Institute Student Area
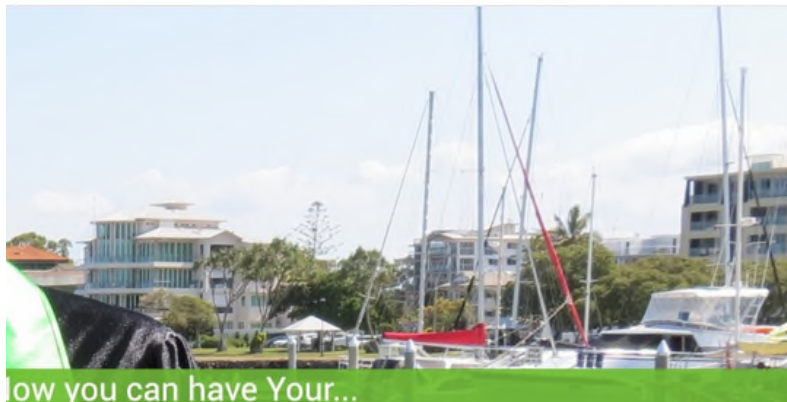
1. Go to the Global Training Institute website – globaltraining.edu.au
2. Click on the 'Student Login' button in the top menu – alternatively navigate to gtionline.edu.au/moodle.
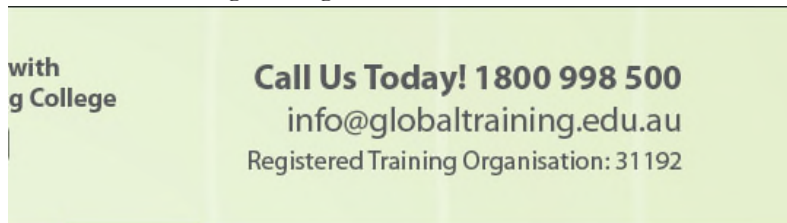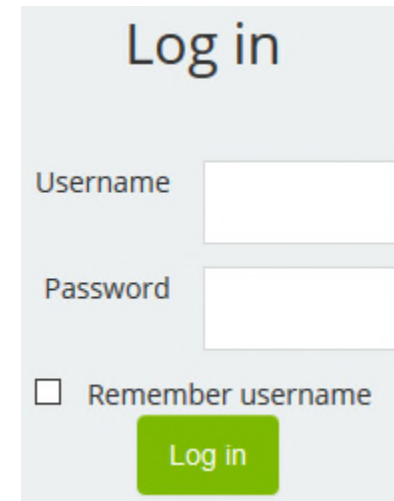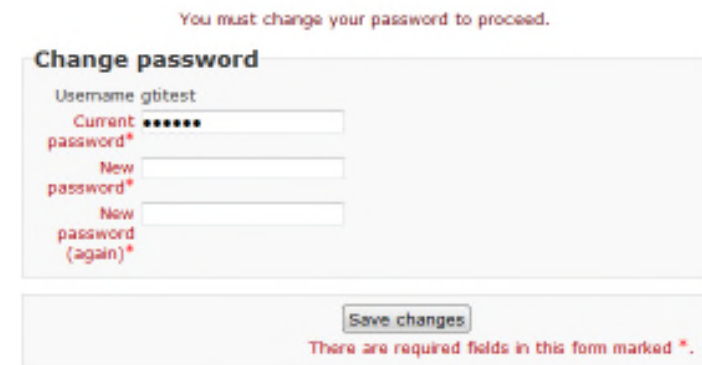

3. You will reach the Student area. Click on 'Log In'. Enter your login credentials in the username and password fields, then press login.

Log in

Username

Password

☐ Remember username

Log in

4. If you are logging in for the first time, you will be prompted to change your password to a new password of your choice, which needs to be at least six characters long.

5. A notice will then pop up 'Password has been changed' – click 'Continue' to proceed. Make sure you save your password somewhere; your GTI folder or diary would be a useful place.

Password has been changed

Continue

6. Now click the 'My Courses' button in the top menu, which will take you to your personal home page with a picture of Graduates in the centre.


7. You can now view all the courses you are currently enrolled in, either by clicking on 'My Courses' in the Menu at top of page left side or on right side of page. Click on any course to begin.

8. Your unit will appear like this. Please feel free to browse around the unit and start learning by going through the Introduction, Core Learning & Recommended Resources toggles.
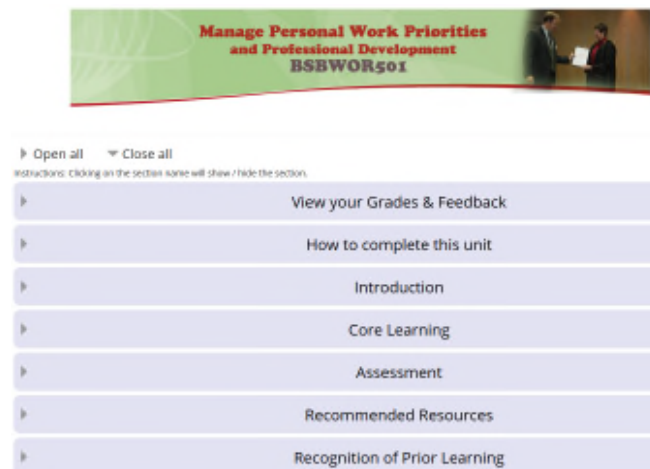
9. On the Top Right hand side, you have access to your Dashboard, student profile page, Grades, Messages, Preferences and Log out options.
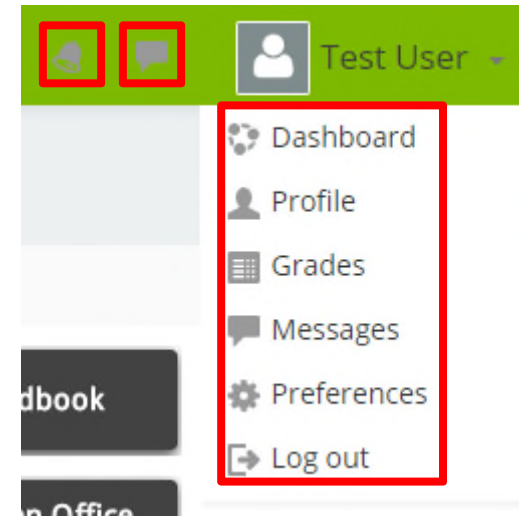
10. You also have the Bell icon – which will notify you when trainers assess your work (if your preferences are correct and allow notifications onsite)

11. The Message bubble icon – will notify you if someone messages you on the site.

Student Home Page

Here you are able to fill out all forms need to progress, complete and notify us about anything. GTI will contact as soon as we can with your request.

Here you can download the Student Handbook, Open Office, Chrome, Adobe Flash and the Starting video for Moodle. Your Trainers Calendar is available for you to book appointments with them.

GLOBAL TRAINING INSTITUTE   Home   My Courses   Main Site   Test User

GLOBAL TRAINING INSTITUTE - STUDENT AREA

STUDENT FORMS

Completed Qualification Request Form

Assessment Appeals Form

Compliments + Concerns

Confirmation of Enrolment, or Statement of Results Request

Request Early Access to next Tri-Semester

Student Survey

Incident Form

Notification of Withdrawal from Course

Request for Deferral or Suspension

Request for Course Extension

Request for Reissuing Certificate/Qualification

Update Contact Details

CHANGE PASSWORD   CONTACT US

Introduction to your Online Student Area - Global Training Institute

Click here to view a tutorial for the Online Student Area.

Tech Support

Help Documents

How to Use this Student Area

How to Log on

How to view & upload your assessments

How to View your Grades & Results

Assessment Acknowledgement (Read before you Submit)

Frequently Asked Questions

Site announcements

(No announcements have been posted yet.)

Subscribe to this forum

MAIN MENU

Student Handbook

Download Open Office (or use Microsoft Office)

Download/Update Chrome

Download Adobe Flash (needed for videos)

Starting Videos (for new Students)

Brian's Schedule Calendar

Karen's Schedule Calendar

Completion Coach Calendar

Site announcements

MY COURSES

Resource Library

BSBPMG512A Manage Project Time

RIICWM401D Supervise Civil Works

BSBADM502B Manage Meetings

BSBMGT605B-2 Provide Leadership across the Organisation

BSBPMG602A-2 Direct the Scope of a Project Plan

BSBWOR402A-2 Promote Team Effectiveness

BSBWOR502B-2 Ensure Team Effectiveness

Critical Thinking - Short Course

Here you have access to helpful documents that will help you through Moodle. Please download and read.

Here are all the units you have access to unit. This is a quick access to them from the home page.

Student Dashboard

Navigation block, which allows you to have quick access to units, home page etc.

Calendar block, which allows you to see the appointments made with your trainer and/or other events GTI lets you know about.

Access to units and the percentage of course completed.

Upcoming event for you in the next few days. Keep an eye out and keep up to date.

TEST USER

Home ▶ Dashboard

NAVIGATION

Home
Dashboard
Site pages
My courses
- Resource Library
- BSBPMG512A
- RIICWM401D
- BSBADM502B Manage Meetings
- BSBMGT605B-2
- BSBPMG602A-2
- BSBWOR402A-2
- BSBWOR502B-2
- Critical Thinking
- test
- BSBADM503 Plan and Manage Conferences
- BSBADM504
- testBSB
- BSBWOR501
- BSBWOR502 & BSBLDR502
- BSBPMG514.1
- BSBADM502.1
- BSBADM409.1

COURSE OVERVIEW

Timeline | Courses

In progress | Future | Past

Resource Library
0%

BSBPMG512A Manage Project Time

MANAGE PROJECT TIME (BSBPMG503A) Project Manager Training in managing project time. Discover the essentials required to effectively ...

Customise this page

CALENDAR

◄ January 2019 ►

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	31		

UPCOMING EVENTS

Meeting with your Karen Mahoney, Karen Mahoney
Tomorrow, 12:00 » 12:45

Meeting with your Karen Mahoney, Karen Mahoney
Tomorrow, 14:00 » 14:45

Meeting with your Karen Mahoney, Karen Mahoney
Wednesday, 13 February, 12:00 » 12:45

Go to calendar...

Student Profile

Navigation block, which allows you to have quick access to units, home page etc.

Here you are able to see your personal details and update them as you wish.

Here you are also able to see the trainer/s that you have.

TEST USER

Home ▶ Dashboard ▶ Profile

Reset page to default   Customise this page

NAVIGATION

Home
- Dashboard
- Site pages
- My courses
  - Resource Library
  - BSBPMG512A
  - RIICWM401D
  - BSBADM502B Manage Meetings
  - BSBMGT605B-2
  - BSBPMG602A-2
  - BSBWOR402A-2
  - BSBWOR502B-2
  - Critical Thinking
  - test
  - BSBADM503 Plan and Manage Conferences
  - BSBADM504
  - testBSB
  - BSBWOR501
  - BSBWOR502 & BSBLDR502
  - BSBPMG514.1
  - BSBADM502.1
  - BSBADM409.1

User details

Email address
test@user.com

Trainer 1
Shane Botting

Trainer 2
Karen Mahoney

Trainer 3
Brian Cook

Completion Coach
Leanne Crowe

Qualification Studying
BSB50215 Diploma of Business

Trimester 1

BSBWOR501 Manage personal work priorities and professional development - Trainer

BSBFIM501 Manage Budgets & financial plans - Trainer

BSBHRM405 Support the recruitment, selection and induction of staff - Trainer

Trimester 2

BSBRSK501 Manage Risk - Trainer

Edit profile

Miscellaneous
Blog entries
Forum posts
Forum discussions
Learning plans

Reports
Browser sessions
Grades overview
Grade

Mobile app
Mobile app connected

the qualification you are studying and units that you will have to complete

How to Complete this Unit

Step 1: Open this Toggle and read through the information, outlining the steps which you can get to go about completing your units.

Step 2: If you are still stuck in not knowing how to go about this unit, please contact GTI staff or your trainer, who can help you out in knowing what resources match the tasks, to give you more of a guide to completing the assessment.

Assessment Area Explained via Diagram

This is the area you need to look for when doing assessments

Assessment

Assessment

Some Units include Audio Files which allow you to better understand the Assessment

📄 Assessment Acknowledgement

Narrated Assessment

📄 BSBWOR501 Narrated Assessment

Download Assessment

Download your assessment here

📄 BSBWOR501 Assessment Download

📄 BSBWOR501 Assessment Document (Word)

Assessment Resources

Download your assessment resources here to help you to complete

📄 Bogan Building & Plumbing Case Study

📁 Case Study Additional Resources

📁 Task 91 - 93 Templates

Assessment Submission Area

📄 BSBWOR501.1 Submit Assessment

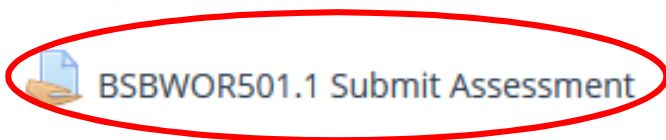Upload your documents here into the submission area

How to Upload your Assessments for Marking

Step 1: Put all your documents for a unit in one place ready to be uploaded and label them clearly as shown below.
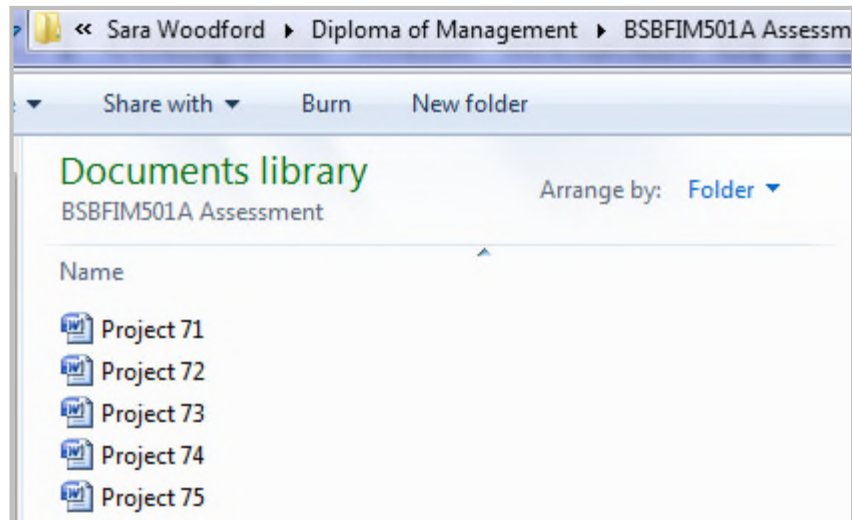
Step 2: Click on your first submission area

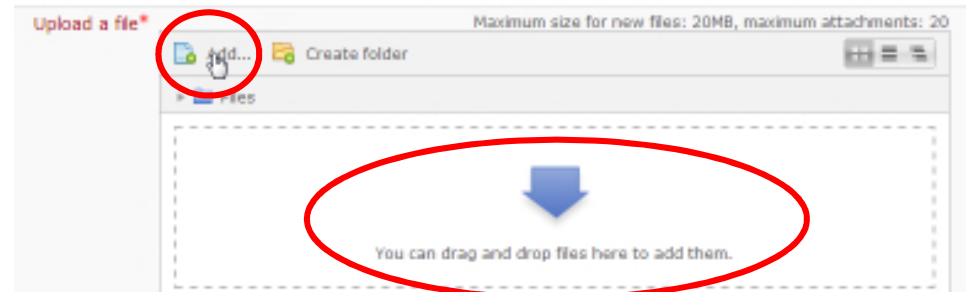**Step 3:** Scroll down to the bottom of the page & click the green 'Add submission' button.
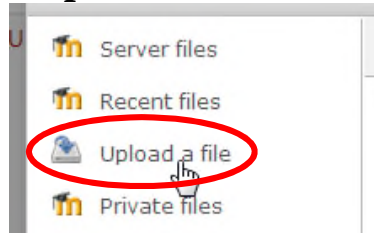

Step 4: Next click 'Add' to begin uploading your documents or drag and drop your documents onto the box with the blue arrow.
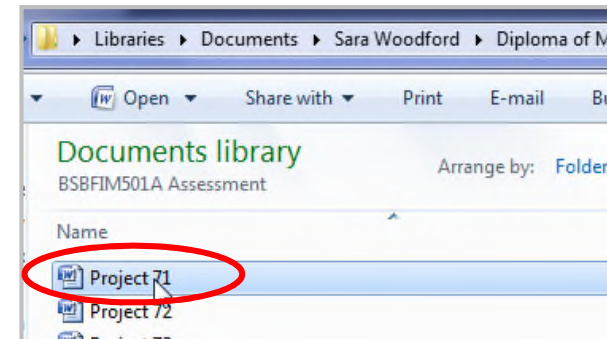
Step 5: In the File picker pop-up box, click 'Upload a file'

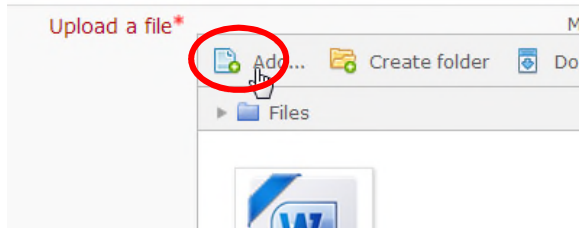**Step 6:** On the right hand side click 'Choose File'

Step 7: Find your documents on your computer and when you've found the document you would like to upload double click on it.

Step 8: Now your document will be taken into the previous screen and simply click 'Upload this file'

Step 9: You will now see your document uploaded. If you wish to add more documents repeat steps 4-8

Step 10: Now click 'Save changes'

Step 11: Scroll down again to the bottom of the page where you will see your document. If you want to edit at this point (either add more documents or delete any) click '**Edit submission**', otherwise to submit your documents click '**Submit assignment**'

Make changes to your submission

NOTE: PLEASE Click This Button, if You want Your Submission assessed. OTHERWISE it will not be assessed. Once this assignment is submitted you will not be able to make any more changes unless you call and request it to be opened by staff.

Step 12: If you are ready to submit click 'Continue'

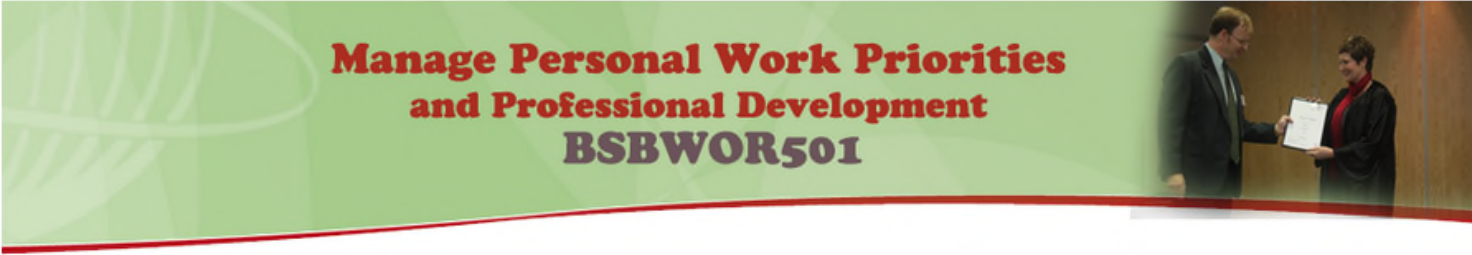Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Step 13: You have now submitted your documents for your first Project or Question – congratulations! Please repeat all above steps to submit the rest of your Projects or Questions:

How to View your Grades & Results within each Unit

Step 1: Click the 'View your Grades and Feedback' – Toggle to expand it

Step 2: Click the link 'View your Grades and Feedback – Click here'

**Manage Personal Work Priorities
and Professional Development
BSBWOR501**

▶ Open all   ▼ Close all

Instructions: Clicking on the section name will show / hide the section.

▼   View your Grades & Feedback

🌐 View your Grades & Feedback - Click Here

How to View your Grades & Results within each Unit

This area shows what is being marked, which will include all questions for the Current Industry Experience Assessment

You will be able to see feedback from your Trainers in the area below

Grade item	Calculated weight	Grade	Feedback
BSBPMG514.1 Manage Project Cost			
BSBPMG514.1 Submit Assessment	0.00 %	Satisfactory	Well done
Task 2204	100.00 %	Satisfactory	
Task 2203	0.00 %	Satisfactory	
Task 2202	0.00 %	Satisfactory	
Task 2201	0.00 %	Satisfactory	
Course total Highest grade.	-	100.00	

This area is very important as it lets you know if your submission is satisfactory or whether more evidence is required. To be competent for the unit, all the Tasks (i.e. T81-T88) need to be marked as 'Satisfactory'. If extra evidence is required then it will read 'More Evidence Required'.