

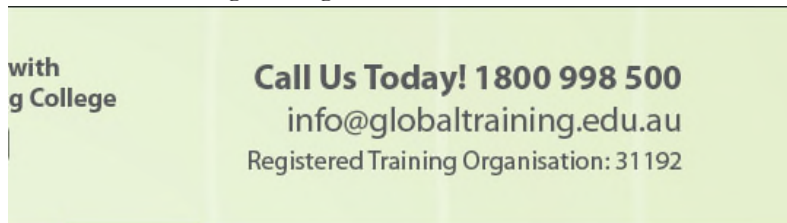


# Online Student Area Guide

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


## How to Log On to the Global Training Institute Student Area

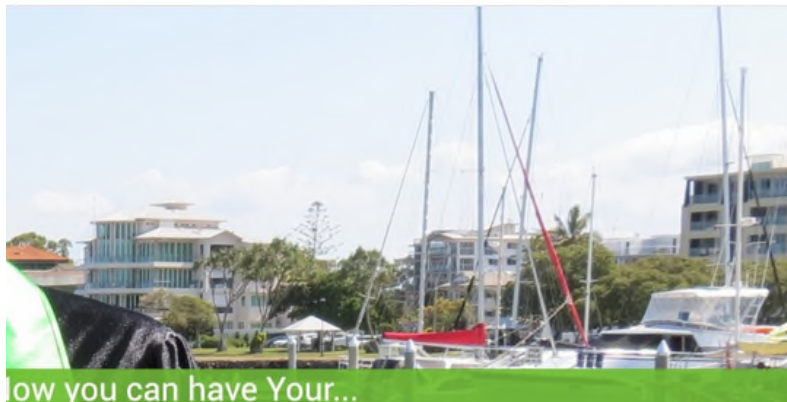
1. Go to the Global Training Institute website – [globaltraining.edu.au](http://globaltraining.edu.au)
2. Click on the ‘Student Login’ button in the top menu – alternatively navigate to [gtionline.edu.au/moodle](http://gtionline.edu.au/moodle).



 [Contact Us](#)

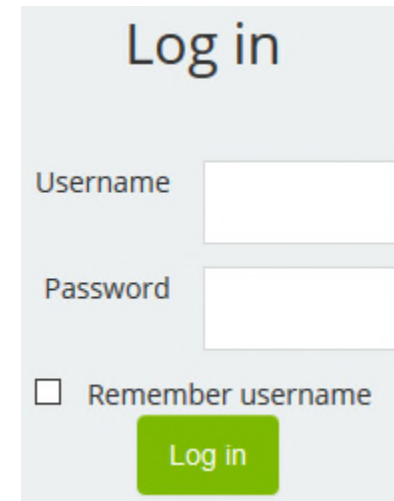
 [Blog](#)

 [Student Login](#)

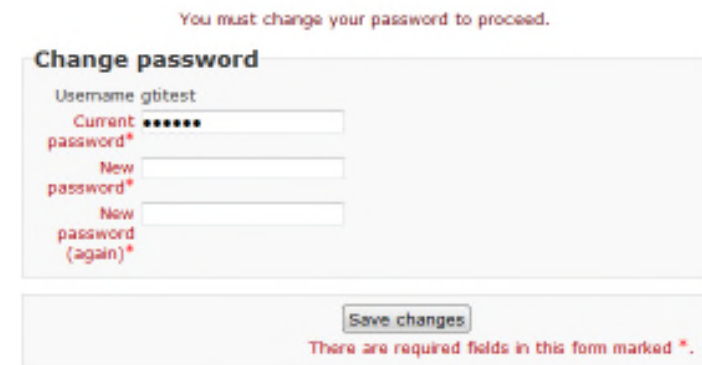


3. You will reach the Student area. Click on ‘Log In’. Enter your login credentials in the username and password fields, then press login.

You are not logged in. (Log in)

A light blue login form. It has a title "Log in". Below it are two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember username". At the bottom is a green button labeled "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.

A form titled "Change password". It has a message "You must change your password to proceed." above it. The form contains: "Username gbitest", "Current password\*" (masked with dots), "New password\*" (empty), and "New password (again)\*" (empty). There is a "Save changes" button at the bottom. A red note at the bottom says "There are required fields in this form marked \*.".

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

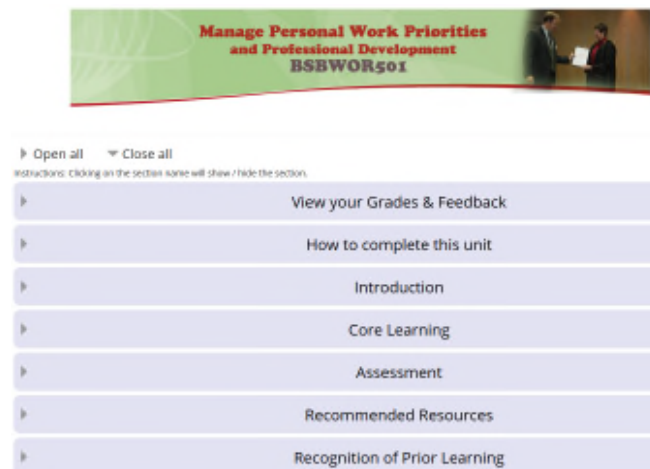
6. Now click the 'My Courses' button in the top menu, which will take you to your personal home page with a picture of Graduates in the centre.



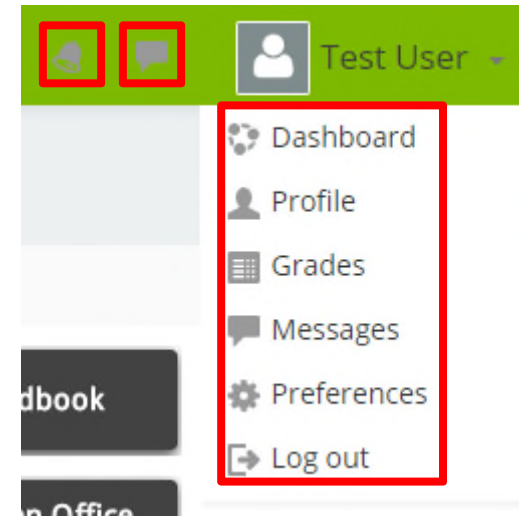
7. You can now view all the courses you are currently enrolled in, either by clicking on 'My Courses' in the Menu at top of page left side or on right side of page. Click on any course to begin.



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.

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.

## Student Home Page

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.

The screenshot shows the 'GLOBAL TRAINING INSTITUTE - STUDENT AREA' interface. At the top is a green navigation bar with links for Home, My Courses, and Main Site, along with a user profile icon labeled 'Test User'. The main content area is divided into several sections:

- STUDENT FORMS** (highlighted with a red box): A list of forms including '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', and 'Update Contact Details'.
- MAIN MENU** (highlighted with a blue box): A vertical list of buttons for 'Student Handbook', 'Download Open Office (or use Microsoft Office)', 'Download/Update Chrome', 'Download Adobe Flash (needed for videos)', 'Starting Videos (for new Students)', and a section for 'Brian's Schedule Calendar', 'Karen's Schedule Calendar', 'Completion Coach Calendar', and 'Site announcements'.
- Help Documents** (highlighted with a green box): A list of documents including 'Introduction to your Online Student Area - Global Training Institute', 'Tech Support', '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)', and 'Frequently Asked Questions'.
- MY COURSES** (highlighted with a purple box): A list of courses including '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', 'BSBWDR402A-2 Promote Team Effectiveness', 'BSBWDR502B-2 Ensure Team Effectiveness', and 'Critical Thinking - Short Course'.

Other visible elements include a central image of graduates, buttons for 'CHANGE PASSWORD' and 'CONTACT US', and a 'Site announcements' section at the bottom stating '(No announcements have been posted yet.)'.

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.

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

## Student Dashboard

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

The screenshot shows the Student Dashboard for a user named 'TEST USER'. The interface includes a navigation sidebar, a course overview section, a calendar, and an upcoming events list.

**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 & BSLDR502
  - 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 ...

**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...

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.



# 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.

Edit profile

Reset page to default

Customise this page

## Miscellaneous

Blog entries  
Forum posts  
Forum discussions  
Learning plans

## Reports

Browser sessions  
Grades overview  
Grade

## Mobile app

Mobile app connected

The screenshot shows a user interface for a 'Student Profile'. At the top left, there is a user icon and the name 'TEST USER'. Below this is a breadcrumb trail: 'Home > Dashboard > Profile'. On the left side, there is a 'NAVIGATION' sidebar with a list of links: 'Home', 'Dashboard', 'Site pages', 'My courses' (expanded), 'Resource Library', 'BSBPMG512A', 'RIICWM401D', 'BSBADM502B Manage Meetings', 'BSBMGT605B-2', 'BSBPMG602A-2', 'BSBWDR402A-2', 'BSBWDR502B-2', 'Critical Thinking', 'test', 'BSBADM503 Plan and Manage Conferences', 'BSBADM504', 'testBSB', 'BSBWDR501', 'BSBWDR502 & BSLDR502', 'BSBPMG514.1', 'BSBADM502.1', and 'BSBADM409.1'. The main content area is divided into several sections. The 'User details' section shows 'Email address: test@user.com' and a list of trainers: 'Trainer 1: Shane Botting', 'Trainer 2: Karen Mahoney', 'Trainer 3: Brian Cook', and 'Completion Coach: Leanne Crowe'. Below this is a section for 'Qualification Studying' titled 'BSB50215 Diploma of Business', which lists units for 'Trimester 1' and 'Trimester 2'. The right sidebar contains sections for 'Miscellaneous', 'Reports', and 'Mobile app'. Callouts point to various elements: a red box highlights the navigation sidebar; a green box highlights the 'User details' section; a purple box highlights the 'Edit profile' button; and a blue box highlights the 'Qualification Studying' section.

TEST USER

Home > Dashboard > Profile

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
  - Resource Library
  - BSBPMG512A
  - RIICWM401D
  - BSBADM502B Manage Meetings
  - BSBMGT605B-2
  - BSBPMG602A-2
  - BSBWDR402A-2
  - BSBWDR502B-2
  - Critical Thinking
  - test
  - BSBADM503 Plan and Manage Conferences
  - BSBADM504
  - testBSB
  - BSBWDR501
  - BSBWDR502 & BSLDR502
  - 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

- BSBWDR501 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

Reset page to default

Customise this page

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.

How to complete this unit

Please read the following information on:

- How to complete this unit
- How to learn and understand the topic for this unit
- Ready to be assessed?
- Does the Assessment need to be modified for you?
- How to complete the assessment for this unit
  - Preparing to complete your assessment
  - Completing your assessment
  - Uploading and submitting your assessment
- How to contact your trainer/assessor for more assistance

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

## Assessment Area Explained via Diagram

### Assessment

#### Assessment



Assessment Acknowledgement

#### Narrated Assessment



BSBWOR501 Narrated Assessment

#### Download Assessment



BSBWOR501 Assessment Download



BSBWOR501 Assessment Document (Word)

#### Assessment Resources



Bogan Building & Plumbing Case Study



Case Study Additional Resources



Task 91 - 93 Templates

#### Assessment Submission Area



BSBWOR501.1 Submit Assessment

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

Download your assessment here

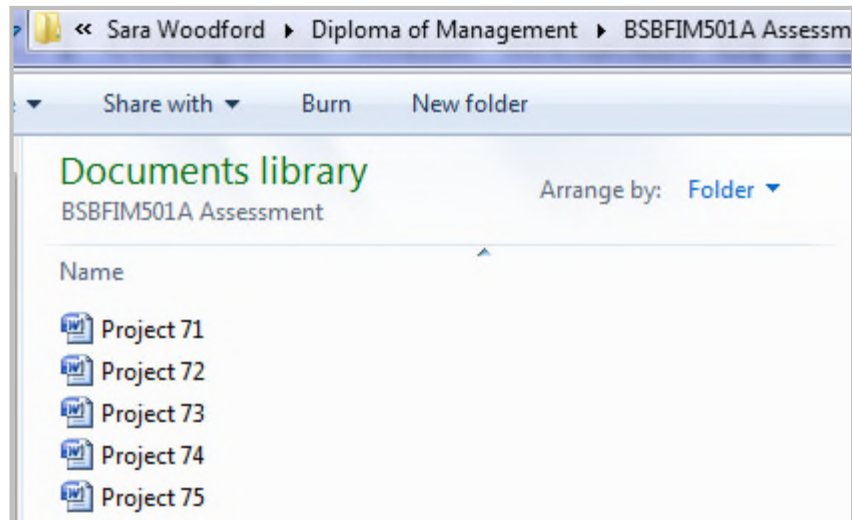
Download your assessment resources here to help you to complete

Upload your documents here into the submission area



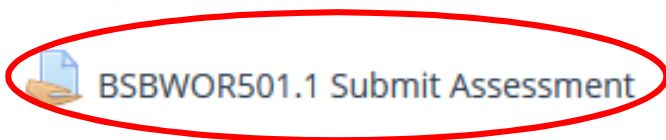
# How to Upload your Assessments for Marking

**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

## Assessment Submission Area



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

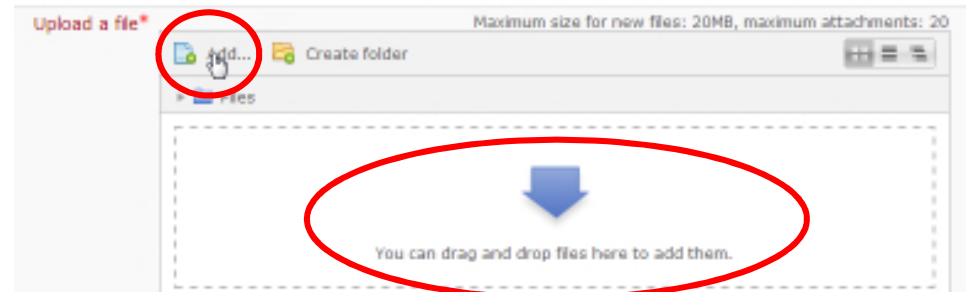
## Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	Comments (0)

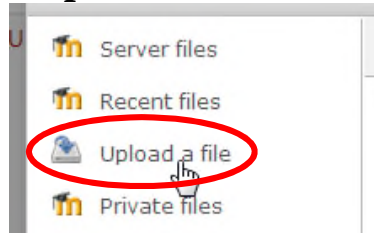
[Add submission](#)

Make changes to your submission

**Step 4:** Next click 'Add' to begin uploading your documents or drag and drop your documents onto the box with the blue arrow.



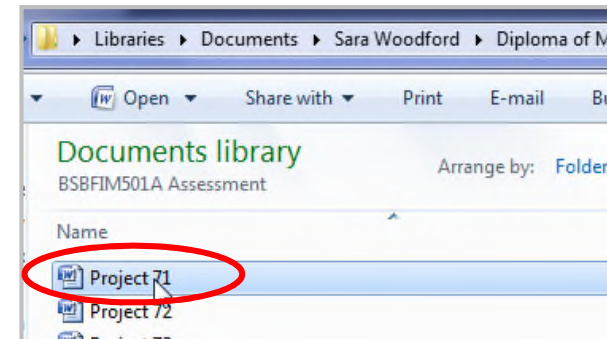
**Step 5:** In the File picker pop-up box, click 'Upload a file'



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

A screenshot of a file upload form. At the top, there is a label 'Attachment' followed by a button labeled 'Choose File' and the text 'No file chosen'. The 'Choose File' button is circled in red. Below this are three input fields: 'Save as', 'Author', and 'Choose license'. The 'Choose license' dropdown menu is set to 'All rights reserved'. At the bottom of the form is a green button labeled 'Upload this file'.

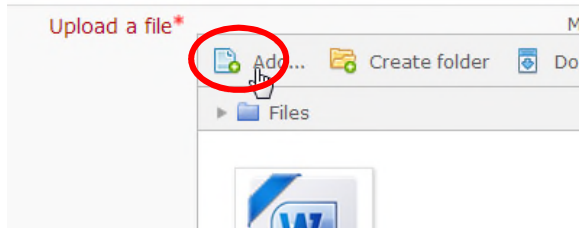
**Step 7:** Find your documents on your computer and when you've found the document you would like to upload double click on it.



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

A screenshot of a file upload form. It has two input fields: 'Author' with the value 'Timothy Williams' and 'Choose license' with the value 'All rights reserved'. At the bottom is a green button labeled 'Upload this file', which is circled in red.

**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**'

Edit submission

Make changes to your submission

Submit assignment

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.

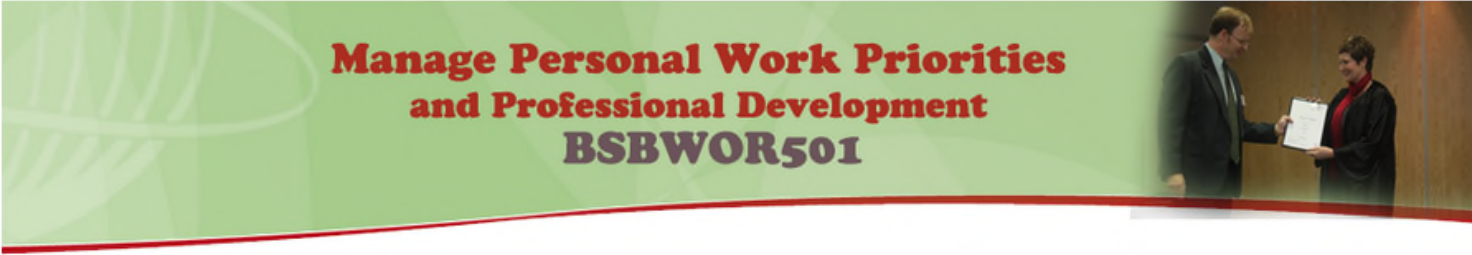
Continue Cancel

**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'.