

**VICTORIA
UNIVERSITY**
POLYTECHNIC

GETTING STARTED WITH VU COLLABORATE

Student Guide for using VU Collaborate

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Welcome

Welcome, new students. This guide will provide you detailed information on functionalities of VU Collaborate to assist you finding your way around the system.

What is VU Collaborate?

VU Collaborate is the Learning Management System used by Victoria University Polytechnic. Using VU Collaborate, you will be able to access your course materials, assessments, feedback results and you will be able communicate with your teachers/peers.

Computer Requirements and Supported Browsers

Component	Windows	Mac
Internet Browser	Chrome (Recommended)/FireFox - latest version/ Microsoft Internet Explorer - latest version	Chrome (Recommended) FireFox - latest version Safari - latest version
Operating System	Microsoft Windows XP, Vista, 7, 8, or 10	Mac OS X/ Mac OS9 or OSX
System Memory	1GB (Minimum)	512MB or higher (OS X)
Internet Connection	Broadband DSL or Cable-Modem strongly recommended 56kbs dial-up modem	
Audio	Sound Card and Speakers Also Recommended: Computer headphones with microphone	
Video	SVGA or XVGA monitor capable of displaying 1024x768 resolution in thousands of colours	
Software	Microsoft Office	

Help and Support

Your teacher is your first point of contact for VU Collaborate related issues you have. Email your teacher the details of the problem you are experiencing with regard VU Collaborate.

If you have, login issues contact the Victoria University's IT Service Desk through:

Online : Select this link: [Log a job](#)

Call : **+61 3 9919 2777 (select option 1)**

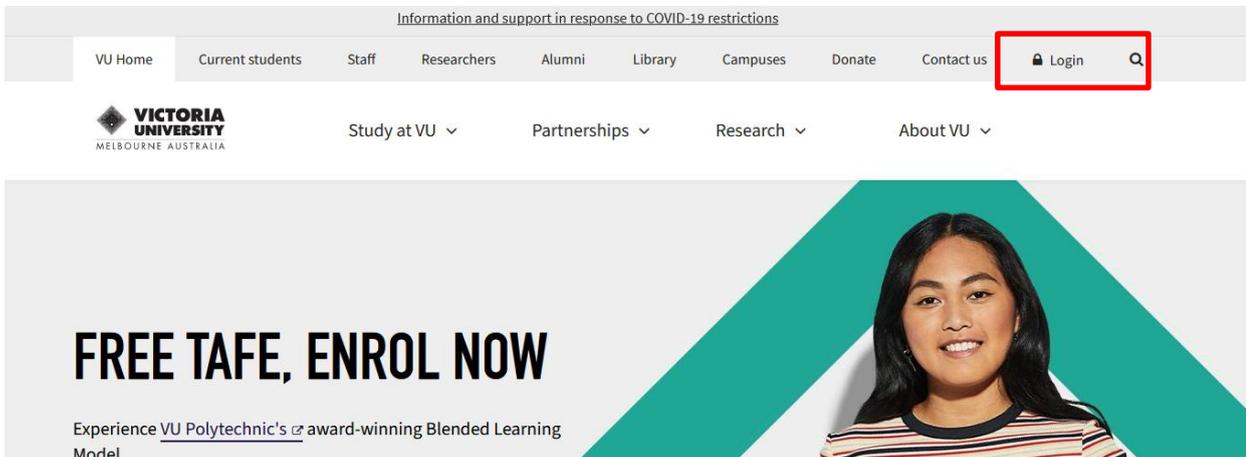
Email : servicedesk@vu.edu.au

Login to VU Collaborate via MYVU Portal

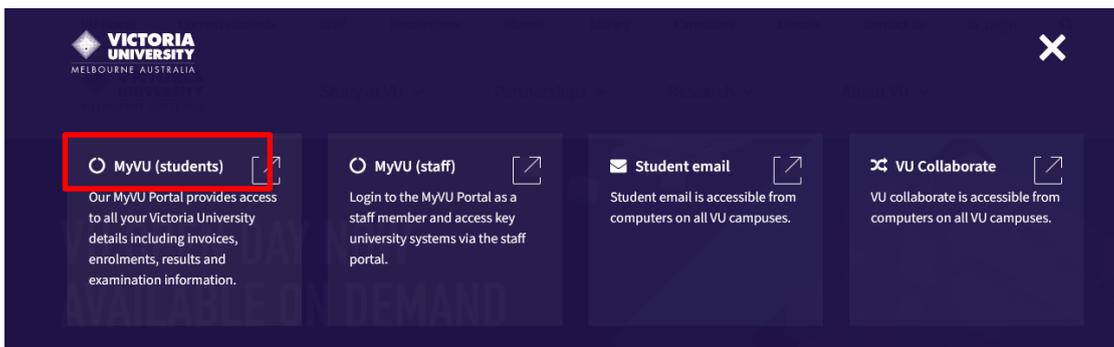
For new students, log into VU Collaborate is best done by firstly login into the MYVU Portal.

1. Navigate to: www.vu.edu.au

2. Select Login



3. Select MyVU (students)



4. Enter the Student ID and Password (Refer to instructions below)



User name:

Use "s" (lower case) followed by your student ID number provided in your offer email. For example, s4614567.

New user password:

Your default password will be set to "Temp" (uppercase T) followed by your date of birth in the format TempDDMMYYYY.

Click 'Log in'.

VUPOLYTECHNIC.EDU.AU

CRICOS Provider No. 00124K (Melbourne) and CRICOS Provider No. 02475D (Sydney). RTO Code: 3113

5. Enter the contact Details



Type in your personal email address and a mobile number.

Click 'Continue' to go the next page.

6. Change the Password



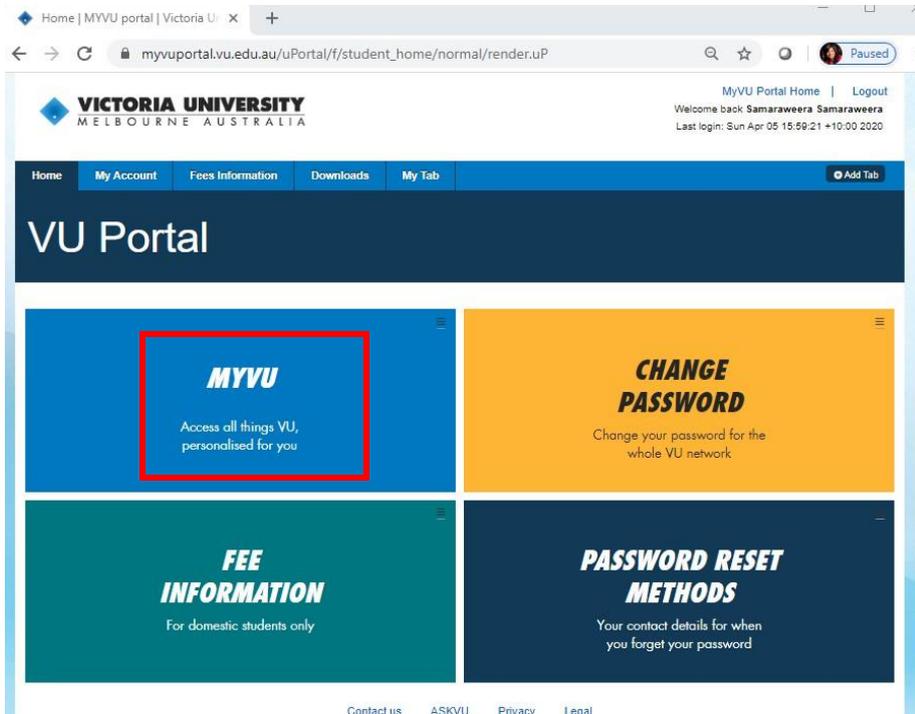
Type in current password followed by new password. Then confirm the new password.

Click on 'Change password' to go to MyVU.

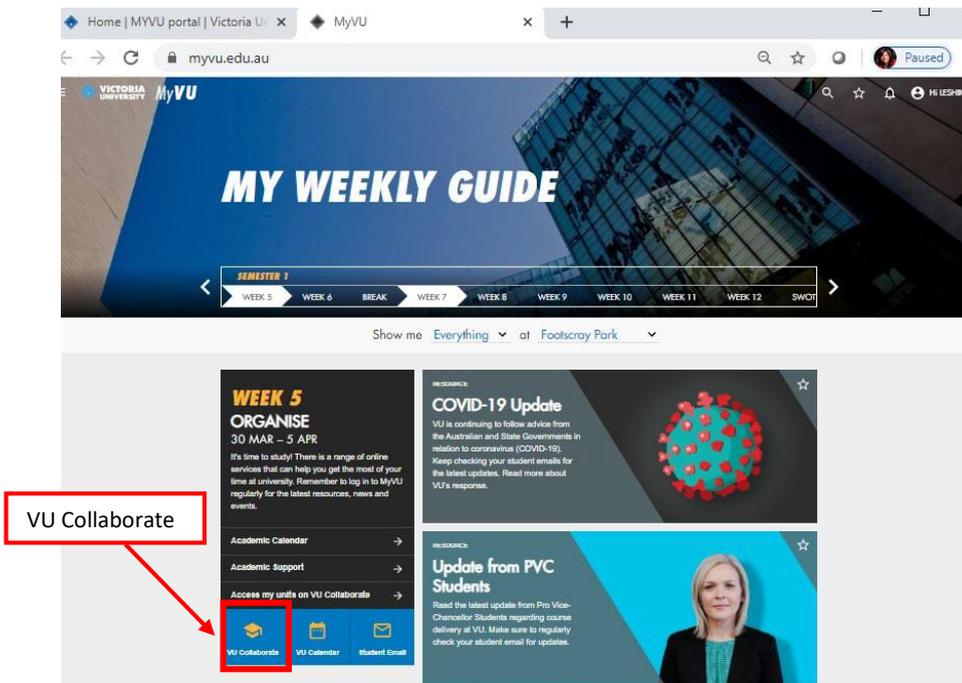
- If you are unsure of your Student ID, contact the VUHQ on +61 3 9919 6100
- If you are having difficulty in accessing the MyVU Portal, more information can be accessed [here](#) or you can contact IT ServiceDesk on +61 3 9919 2777

7. Once you successfully log into the MyVU Portal you will be navigated to the Homepage of Student MyVU Portal.

a) Select MYVU Portal



b) Now select VU Collaborate



Once you have completed this process and set up your individual password, VU Collaborate can be accessed in future by following the steps below:

1. Navigate to: vucollaborate.vu.edu.au
2. Enter your Student ID and Password, then select login

You will now see your VU Collaborate Home Page and the Courses in which you are enrolled.

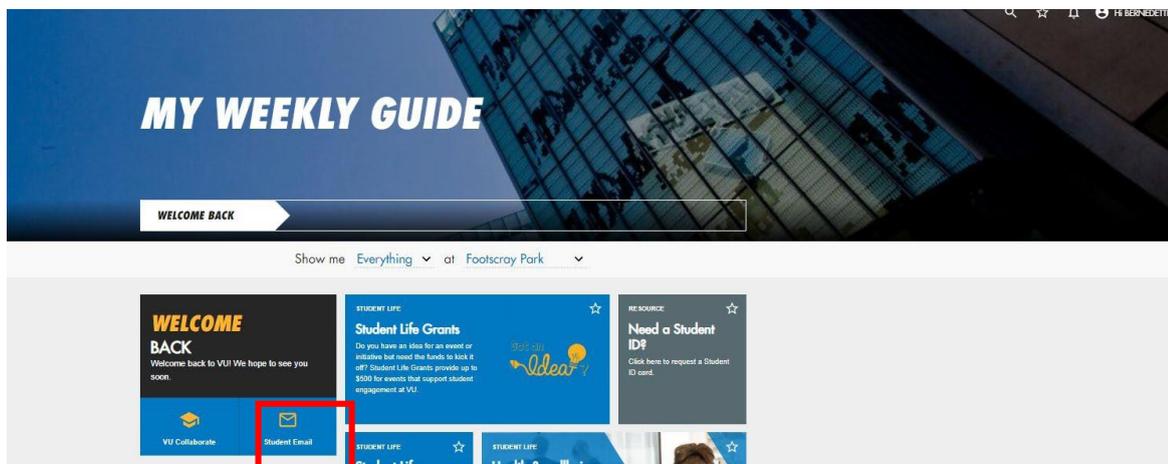
Setting up notifications

Forwarding your VU Student email to your personal email

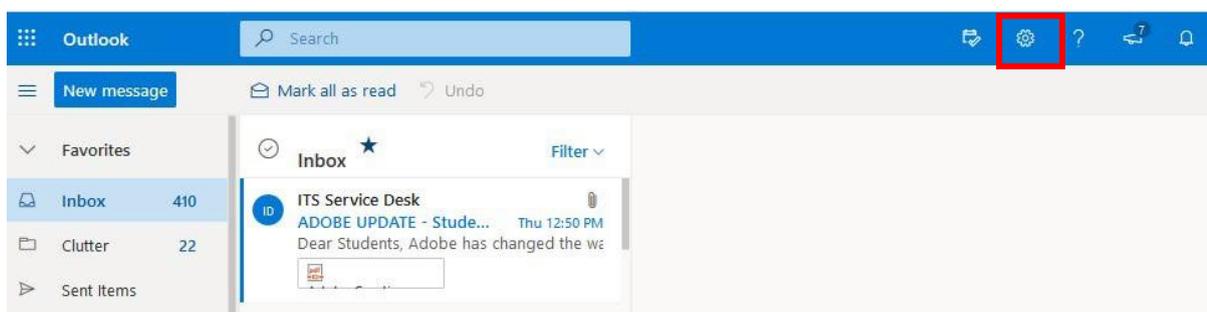
All email correspondence in VU Collaborate is automatically sent to your VU Student email account. If you have a personal email account that you check regularly, you can redirect your VU Student emails to your preferred personal email address. This will enable all notifications from VU Collaborate to be automatically sent to your preferred personal email address.

To forward your VU student emails into your preferred personal email account, follow these steps:

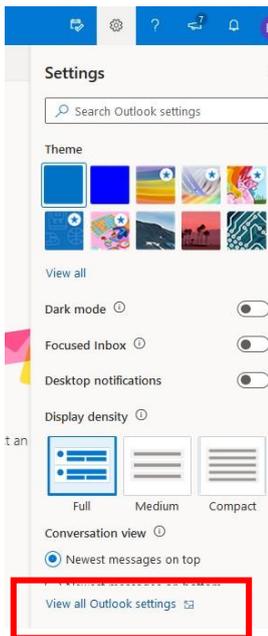
1. From MyVU Portal, select **Student Email**



2. Select the **settings icon** in the top right corner of your Student Email



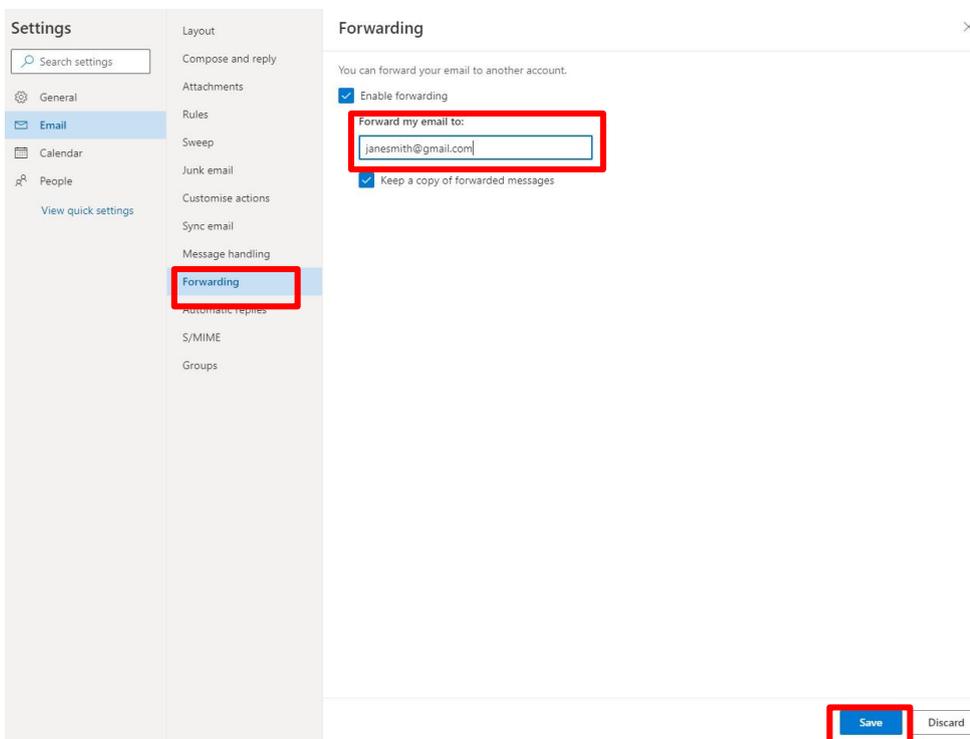
3. Select **View all Outlook settings**



4. Select **Forwarding** and

Then type your preferred personal email address.

Select **Save**



Setting up notifications from the VU Collaborate space

Notification control how you receive notifications about activity in your courses. You can receive instant notifications as things happen.

1. From the Qualification home space – select ‘Space Home’

The screenshot shows the VU Collaborate interface for the MAST-TLI50219 - Diploma of Logistics (Trades) space. The user is logged in as Bernedette Bonanno. The navigation menu includes 'Space Home' (highlighted with a red box), 'Content', 'Communication', 'Assessments', 'Results', 'Tools', 'Video', 'Space Admin', and 'Help'. The main content area features a banner for the course, a 'News' section with a 'Welcome!' message, a 'Recommended Browser' section, and a 'Learning Supports @ VU' section with a link to 'Support Services and Assessment Adjustments'.

2. From ‘News’ select the downward arrow and select ‘notifications’

The screenshot shows the VU Collaborate interface for the MAST-Diploma of Nursing (HLT54115) - Version 3 (2019) space. The user is logged in as Bernedette Bonanno. The navigation menu includes 'Space Home', 'Content', 'Communication', 'Assessments', 'Results', 'Tools', 'Space Admin', and 'Help'. The main content area features a banner for the course, a 'News' section with a 'Welcome!' message, a 'Recommended Browser' section, and an 'Updates' section. The 'News' dropdown menu is open, and the 'Notifications' option is highlighted with a red box.

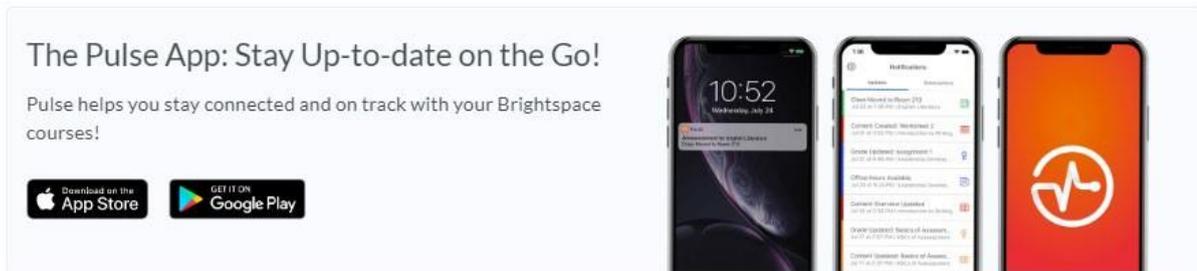
3. Now you will see the list of instant notifications you can receive from your VU Collaborate space. You can select the items you wish to receive notifications. Recommended settings include; Grades -grade item released, Grades -grade item updated, News – new item available, News – item updated
Once you finish selecting the notification items, select **Save**.

Instant Notifications	Email
Activity Feed - new comments from others on a post	<input type="checkbox"/>
Activity Feed - new posts created by others	<input type="checkbox"/>
Assessment Dropbox - assignment feedback released	<input type="checkbox"/>
Assessment Dropbox - assignment feedback updated	<input type="checkbox"/>
Assessment Dropbox - dropbox folder due date or end date is 2 days away	<input type="checkbox"/>
Assessment Dropbox - publish all feedback completion	<input type="checkbox"/>
Content - content item created	<input type="checkbox"/>
Content - content item updated	<input type="checkbox"/>
Content - content overview updated	<input type="checkbox"/>
Discussions - new message posted to a forum, topic or message for which I subscribed to instant notifications	<input type="checkbox"/>
ePortfolio - feedback added to subscribed items	<input type="checkbox"/>
ePortfolio - another user has subscribed to your updates	<input type="checkbox"/>
ePortfolio - feedback added to my items	<input type="checkbox"/>
Grades - grade item released	<input checked="" type="checkbox"/>
Grades - grade item updated	<input checked="" type="checkbox"/>
News - item updated	<input checked="" type="checkbox"/>
News - new item available	<input checked="" type="checkbox"/>
Quizzes - quiz end date is 2 days away	<input type="checkbox"/>

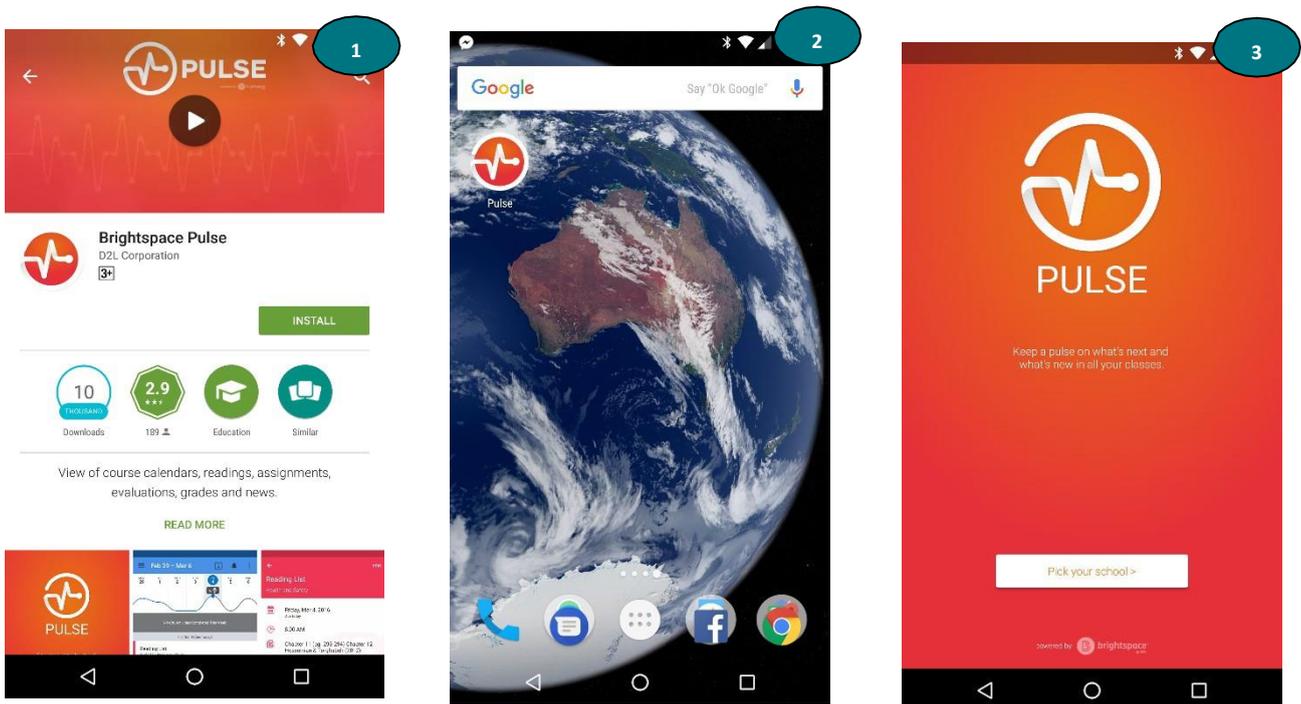
You will now receive notifications to your email (VU Student email) from selected items in the Notifications setting.

Brightspace Pulse App

You can download the Brightspace Pulse App and access your VU Collaborate space through your phone.



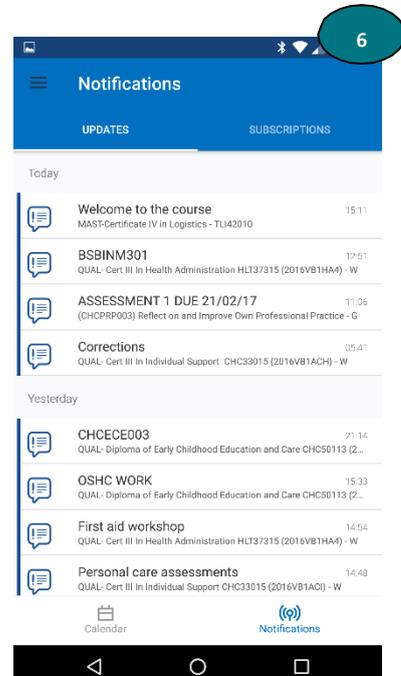
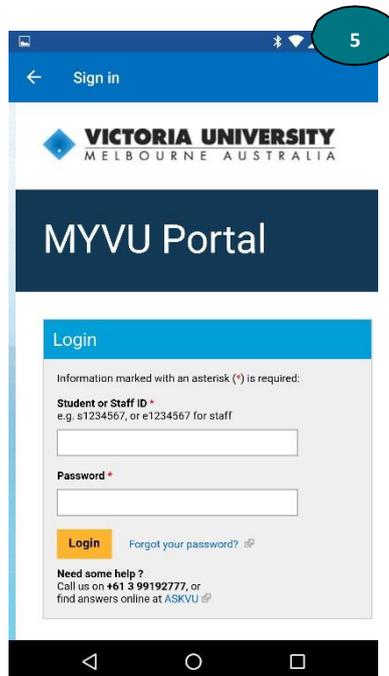
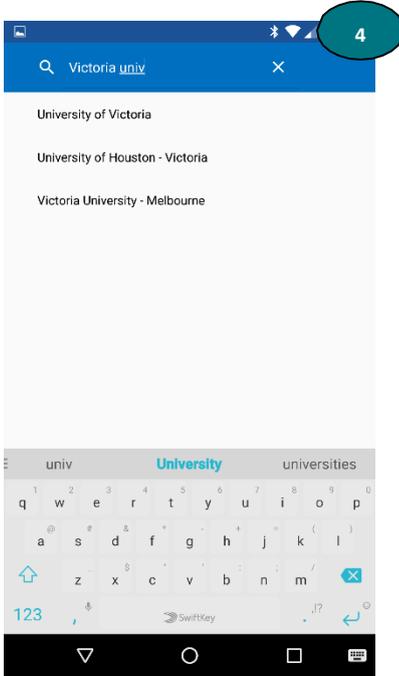
- 1 Search for **Brightspace Pulse** in the Apple App Store or Google Play Store. download it for free
- 2 Tap the app to open it
- 3 Tap to pick your School



4 Type in Victoria University, then Tap Victoria University – Melbourne

5 Log in with your Student ID and Password

6 Review your Course Calendar and Notifications



Finding your way around

VU Collaborate Homepage

VU Collaborate Home is the starting point of your Learning Management System. Once you successfully login through MyVU portal you will be navigated to VU Collaborate Home.

MiniBar

The minibar is the main navigation tool to courses and personal settings in VU Collaborate. The minibar contains a link to VU Collaborate Home, the course selector (waffle), alerts, and personal menu.

MiniBar

Personal Menu

Home

Course selector (waffle)

Unit & Course Feedback

You do not have any open surveys at this time. Please try again later.

If requested, please select **continue** above to access and complete your unit evaluation surveys. No personal information is shared with *eXplorance Inc* or any other external parties.

Have any questions? Email us at vusurveys@vu.edu.au

My Spaces

All Support and Collabora... Master 2020-SEM-1 2019-VES1 2019-VEJUL 20 >

STUDENT INDUCTION
Support and Collaboration
Ends January 1, 2049 at 00:00

(AET4002) Curriculum Design and Student Assessment - F
2020-SEM-1
Ends September 5, 2020 at 09:59

SPRT-Learning Hub Activities
Support and Collaboration
Ends December 31, 2025 at 23:59

Ask a Librarian
Visit the Library website or **Chat is offline**

Office 365
Sign in to your Office365 account

Respondus LockDown Browser
Got a test or exam that requires you to bring your own device and install Respondus LockDown Browser?
You'll find everything you need to know here on [Student VU Collaborate Help](#)

[View All Courses \(10\)](#)

Space selector

My Spaces section (in VU Collaborate Home) is comprised of courses you are enrolled at Victoria University. You can sort them by course name or by last date accessed.

My Spaces ▾

All Support and Collabora... Master 2020-SEM-1 2019-VES1 2019-VEJUL 20... ▸

STUDENT INDUCTION
Support and Collaboration
Ends January 1, 2049 at 00:00

(AET4002) Curriculum Design and Student Assessment - F
2020-SEM-1
Ends September 5, 2020 at 09:59

SPRT-Learning Hub Activities
Support and Collaboration
Ends December 31, 2025 at 23:59

[View All Courses \(10\)](#)

Respondus LockDown Browser ▾

Got a test or exam that requires you to bring your own device and install Respondus LockDown Browser?

You'll find everything you need to know here on [Student VU Collaborate Help](#)

Download the new VU Mobile App!

Select **View All Courses** to expand the course list if any course space is not visible. You will then be navigated to the following page.

All Courses ×

Find a course 🔍 Filter ▾ Sort: Default ▾

All Support and Collabora... Master 2020-SEM-1 2019-VES1 2019-VEJUL 2018-SEM-VE-YR

SPRT-Learning Hub Activities
Support and Collaboration
Ends December 31, 2025 at 23:59

(AET4002) Curriculum Design and Student Assessment - F
2020-SEM-1
Ends September 5, 2020 at 09:59

QUAL- Certificate III in Barbering (SHB30516) - B7 2019 - J 2019-VEJUL
Ends December 31, 2020 at 23:59

MAST-Staff Development Day Sandpit
Master
Ends December 31, 2049 at 23:59

MAST-Blended Delivery

MAST-Course Design

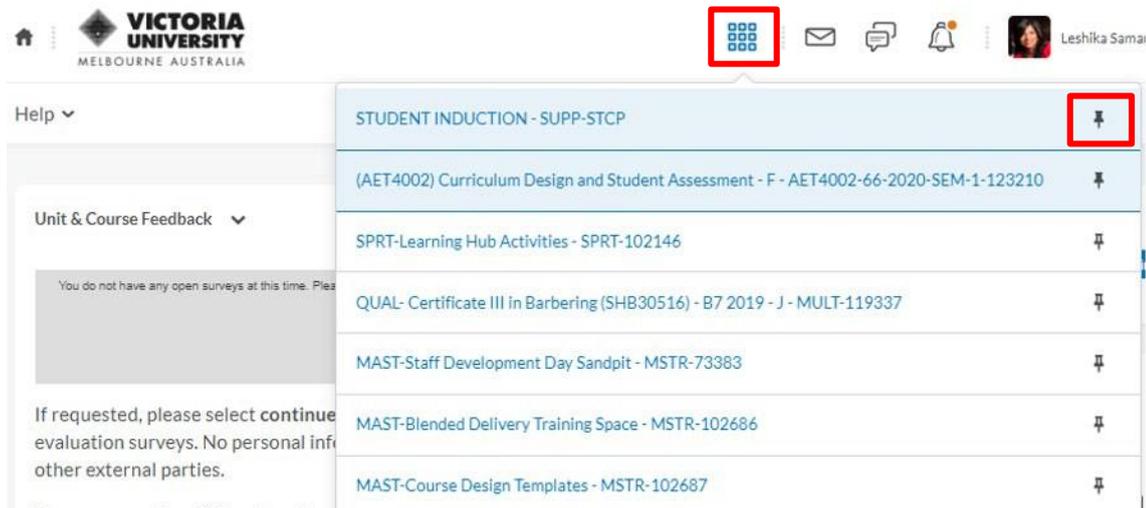
MAST-Diploma of Remedial

MAST-Student One Training

Use the Search bar to find a course (unit) by typing the course name.

Waffle  in the Minibar can be used to search for courses/units. Select the Waffle and you can see a drop down menu of courses/units you are enrolled for.

You can Pin  the courses to the top of the list for easier navigation.



Personal Menu

Personal menu can be used to update your Profile, Notification options, Account Settings and to Logout. To access the personal menu select your name in the Minibar



Alerts

Orange circle appears on the alert icon means that you have unread alerts



-  For Instant Messenger and Email
-  For Updates on news posts, upcoming end dates, due dates, new and updated grade items, ePortfolio notifications
-  For Subscriptions: New blog posts, and discussion posts in forums, topics, and specific message threads you have subscribed to, Comments left on ePortfolio items and ePortfolio subscription notifications

What is a space?

Once you choose a space from the VU Collaborate Homepage you will be navigated to the Course Homepage. Each space is a course or unit of study, where you can access content, activities and assessments related to that course or unit of study. Within a space, you can:

- Access your course content including eLearning activities and additional resources
- View and attempt assessments such as assignments, essays, quizzes
- Communicate with your teachers and peers in the course/unit
- View feedback, grades and results around your current progress

Space/Course Homepage

This is the first page you see when you navigate to a course. It contains widgets, tool links on the navbar, News, Calendar and Updates

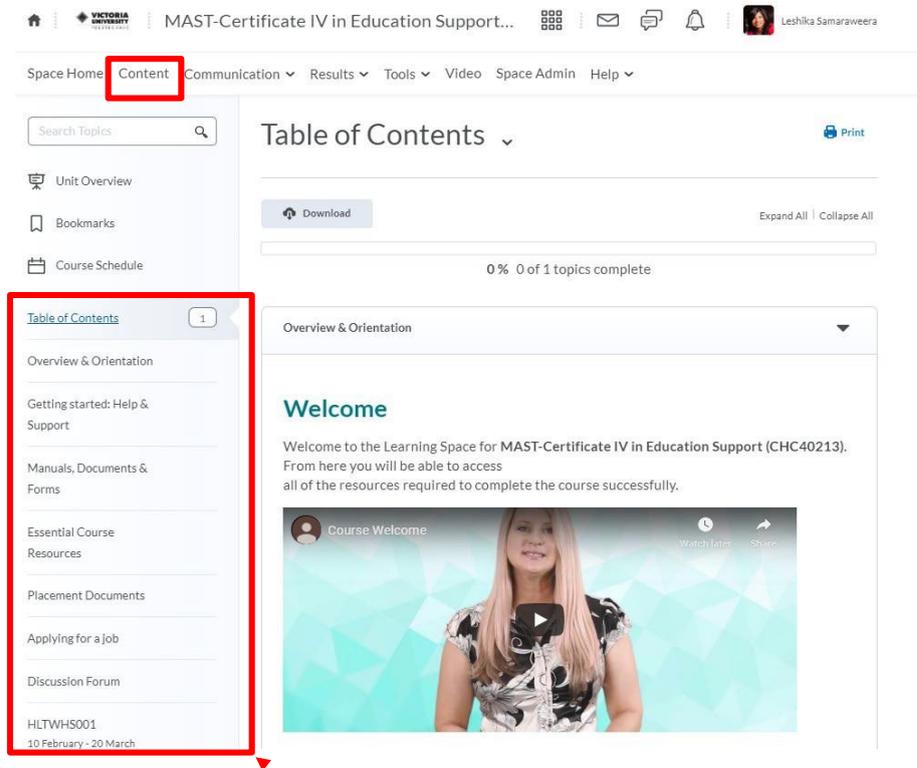
- 1** The **navbar** is the main navigation tool within a course/unit space. Navbar provides links to :
 - Content: All materials, information and assessments related to the unit/course
 - Communication: All channels of communication within the space including Discussions, Emails, News and the WebEx, Zoom virtual classroom tools
 - Results : Grades and User Progress
 - Toolbox: Options such as ePortfolio, Calendar, Attendance
 - Help: Learning support, students help, IT Service Desk, Student Tools
- 2** **News** section is comprised of important messages teachers post related to the course. Through News you are able to access important events that teachers have published. You are required to visit these news items regularly to keep yourself up-to-date with course information.
- 3** The **Updates** section will display any new emails, dropbox submissions, and new posts in the discussion rooms. These updates are related to activities within the space.
- 4** The **Calendar** is an important tool for displaying upcoming events in the course. Calendar will display assessment due dates, in-class events and important event dates published by teachers.

The screenshot shows a course homepage for 'Certificate IV in Education Support (CHC40213)'. The navigation bar (1) includes links for Space Home, Content, Communication, Results, Tools, Video, Space Admin, and Help. The main content area features a 'News' section (2) with a post titled 'CHCPRP003 Assessment 1-4 are Now Overdue' containing a 'DUE DATE' stamp. To the right, there is a 'Student Help' sidebar with 'VU COLLABORATE GUIDES' and 'STUDENT SUPPORT' buttons. Below this, an 'Updates' section (3) shows '41 Quizzes Not Attempted', and a 'Calendar' section (4) displays an event for 'Friday, 10 April, 2020' with an 'Upcoming events' dropdown showing 'MAY 22 23:30 CHCECE006 - Due'.

Content

The content area is where you can access all of your learning materials and assessments. To access the content area select the **Content** tab from the navbar

All course related information can be accessed from the left of the screen.

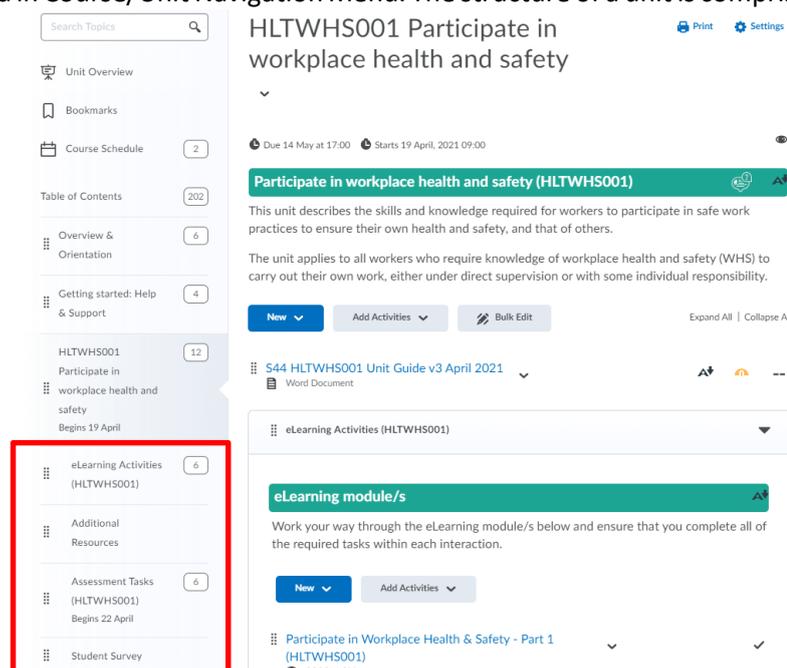


The screenshot shows the LMS interface for the course 'MAST-Certificate IV in Education Support...'. The 'Content' tab is highlighted in the top navigation bar. On the left, the 'Table of Contents' menu is expanded, showing various course sections. The main content area displays a 'Table of Contents' section with a 'Download' button and a progress indicator showing '0% 0 of 1 topics complete'. Below this, there is an 'Overview & Orientation' section with a 'Welcome' message and a video player titled 'Course Welcome'.

Course /Unit Navigation

Each unit in your course is presented in Course/Unit Navigation Menu. The structure of a unit is comprised of:

- eLearning Activities
- Additional Resources
- Assessment Tasks
- Student Survey



The screenshot shows the 'Course/Unit Navigation Menu' for the unit 'Participate in workplace health and safety'. The menu lists various sections, including 'eLearning Activities', 'Additional Resources', 'Assessment Tasks', and 'Student Survey', which are highlighted in a red box. The main content area displays the unit details, including the unit title, due date, start date, and a description of the unit. It also shows a list of activities, including 'eLearning Activities (HLTWH5001)' and 'Participate in Workplace Health & Safety - Part 1 (HLTWH5001)'.

eLearning Activities

eLearning activities are interactive learning tools, which are designed to present the content of your course.

To access eLearning activities:

- 1 Select the eLearning Activities section, which is listed under the unit you are studying. All related eLearning Activities will be displayed on the right side of the screen.
- 2 Select the eLearning activity you wish to view

Search Topics

Unit Overview

Bookmarks

Course Schedule 1

Table of Contents 1

HLTWHS001

eLearning Activities (HLTWHS001) 1

Additional Resources

Assessment Tasks (HLTWHS001)

Engage with health professionals and the health system (CHCPRP005)

eLearning Activities (HLTWHS001) Print

Please complete the following eLearning activities before proceeding to the assessment area.

Work your way through all of the content included in this eLearning activity.

Participate in Workplace Health & Safety - Part 1 (HLTWHS001) SCORM Object 2

Participate in Workplace Health & Safety - Part 2 (HLTWHS001) SCORM Object

Participate in Workplace Health & Safety - Part 3 (HLTWHS001) SCORM Object

Participate in Workplace Health & Safety - Part 4 (HLTWHS001) SCORM Object

Participate in Workplace Health & Safety - Part 5 (HLTWHS001) SCORM Object

The eLearning activity will now load within the same window. If you wish to view the eLearning Activity in full screen mode, choose the  icon. Once you finish the eLearning Activity close the window to return to the VU Collaborate space.

Participate in Workplace Health & Safety - Part 1 (HLTWHS001)

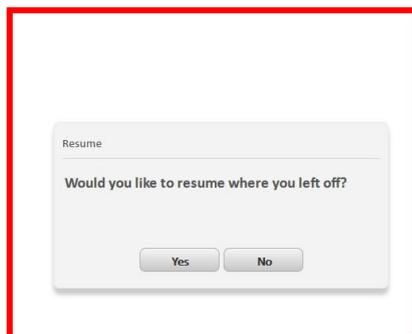


Each eLearning activity is comprised of information on how to navigate through the activity and complete it. Read the content of the eLearning Activity carefully.

Stop and start again

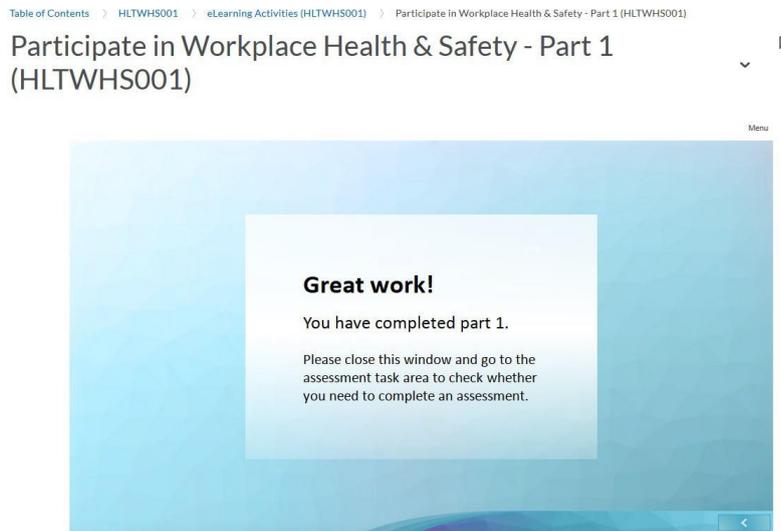
If you stop the eLearning Activity without completing and try to revisit it again you will be given the option of resuming from where you left off.

Participate in Workplace Health & Safety - Part 1 (HLTWHS001)



Completion

Once you complete the eLearning Activity you will get a completion notification.



Navigate to eLearning Section

To visit the eLearning Activity section again you can use the **breadcrumb trail**. The breadcrumb trail allows you to identify where you are within a course/unit easily. To return to the content area that you last accessed, choose the last active link on the breadcrumb trail.



Additional Resources

Some units may be comprised of additional resources that you are expected to read before you attempt the Assessment Tasks. To access Additional Resources:

- 1 Select the Additional Resources section, which is listed under the unit you are studying. All related Additional Resources will be displayed on the right side of the screen.
- 2 Select the Additional Resource you wish to view

Assessment Tasks

Once you complete viewing the course content, your teachers will guide you on undertaking Assessment Tasks of the unit. This section will guide you through how to access and complete some of the more common Assessment Tasks in VU Collaborate.

To access assessment tasks of the unit:

- 1 Select the Assessment Tasks section, which is listed under the unit you are studying
- 2 Select the Assessment Conditions link

You will then be navigated to Assessment Conditions page. You are required to read and accept the Assessment Conditions for Assessment Tasks to be released. Assessments Conditions provide you with information on re-assessment, assessment appeals and plagiarism. If you need further clarification with regard to Assessment Conditions, please contact your teacher.

To accept the Assessment Conditions:

Select the checkbox beside 'I understand and accept the conditions of my assessments'.

HLTWHS001 - Assessment Conditions - Click here to read ▼ □

0% 0 of 1 items complete

Assessment Conditions

I understand and accept the conditions of my assessments.

By accepting these conditions I declare that I have read and understood all of the conditions that relate to my assessment tasks including:

Re-assessment

Assessment Appeals

Plagiarism and Collusion

Plagiarism is 'a practice that involves the using of another person's intellectual output and presenting it as one's own'. This includes the presentation of work that has been copied, in whole or part, from other sources (including other students' work, published books or periodicals, or unpublished works or unauthorised collaboration with other persons), without due acknowledgement.

Consequences of Plagiarism and Collusion

A student found to have plagiarised material will be subject to one or all of the following:

Referral to Course Coordinator/Team Leader for: direction in regards to further submission, use of available support services such as Learning Hubs; and/or recording the alleged infringement on the student's file.

Referral of the matter to the Manager for: issuing of written warning; re-submission of work for assessment or the undertaking of another form of assessment such as an oral or unseen examination; allocating a not competent result for the unit.

Referral of the matter to the Dean for: suspension from the course; official disciplinary action by the University Disciplinary Committee.

Further information can be found [here](#).

Should you have any further questions or concerns please contact your teacher.

 Reflect in ePortfolio

To view the Assessment Tasks

Once the checkbox is completed, your response will save automatically.

To return to the Assessment tasks, select the 'Assessment Tasks' from the breadcrumb trail or simply use

the 'back button' in your browser. Assessment Tasks are now available for you to undertake:

The screenshot shows a web browser window with the address bar containing the URL: vucollaborate.vu.edu.au/d2l/le/content/848284/viewContent/6636015/View. The page title is "MAST-Certificate III in Barbering (SH...". The user is identified as "MSTR-130501 TestStudent Impersonating".

The main content area displays "SHBXIND001 - Assessment Conditions - Click here to read & accept". A progress bar indicates "100 % 1 of 1 items complete". Below this, there is a section titled "Assessment Conditions" with a checked checkbox: "I understand and accept the conditions of my assessments." A text box below states: "By accepting these conditions I declare that I have read and understood all of the conditions that relate to my assessment tasks including: Re-assessment".

On the left side, there is a navigation menu for "SHBXIND001" with the following items: Unit Guide (SHBXIND001), Sessions (SHBXIND001), eLearning Module/Tasks (SHBXIND001), Additional Resources (SHBXIND001), and Assessment Tasks (SHBXIND001). The "Assessment Tasks" item is highlighted with a red box.

Below the menu, there is a section titled "SHBXIND001 - Assessment Conditions - Click here to read & accept" with a "Checklist" icon. A note states: "Note: You must read and accept the assessment conditions in order to access the assessment tasks."

The main content area also shows "Assessment Task 1 (SHBXIND001)". The task title is "Assessment Task 1: Knowledge Questions". The instructions for the student are: "In this task you will be assessed on your knowledge from the following:" followed by a list of topics: Employees and employers' rights and responsibility's (Discrimination, Harassment and bullying, Equal employment opportunities), Staffing hours, leave entitlements, and Employer associations. It also states: "This is an individual assessment", "There is 1 quiz to complete", and "This quiz contributes to the final assessment of this unit. To be successful you must answer all 14 questions correctly." The assessment location is noted as: "Assessment Location: Complete your assessment in your own time off campus".

Undertaking Assessment Tasks: Quiz Style Assessments

Quiz style assessments can be in the form of multiple choice, multiple answer, short answer, essay style or matching type questions. You can easily recognise quiz style assessments by the 'Question Mark' icon

 Quiz next to the quiz name.

To access the quiz select the quiz link, which is listed under the Assessment Task description.

Assessment Task 1: Knowledge Questions

Instructions for Student:

In this task you will be assessed on your knowledge from the following:

- Employees and employers' rights and responsibility's:

This is an individual assessment

Assessment Location:

Complete your assessment in your own time off campus

Assessment Timing:

This is an open book quiz and will be required to be complete in session 3 after all required eLearning slides are completed.

Resources required for this assessment:

To complete the assessment, you will require:

- Access to VU Collaborate
- Internet connection
- Your eLearning resources for reference

Documents to submit:

No documents to submit / You are required to undertake and submit SHBXIND001 Comply with organisational requirements within a personal services environment Knowledge Questions through VU Collaborate

Satisfactory completion of the assessment task:

The assessment criteria are listed in the 'Criteria for Satisfactory Performance' table below. To achieve a satisfactory result all questions must be answered correctly

Resubmission Attempts:

As per the Assessment for Learning – Assessment Procedure (VET) Part G Reassessment, you are given two attempts for this assessment task.

If your first attempt is unsuccessful your teacher will give you feedback. Review the feedback and your learning materials before resubmitting /re-taking the assessment.

If you do not demonstrate competence in your second attempt /submission you should speak with your teacher about the options available to you

Assessment Task:

Access the SHBXIND001 Comply with organisational requirements within a personal services environment Knowledge Questions below here.

Work through each of the questions

Once you have provided a response to all questions, select 'Submit'

Once your submission has been assessed you will be able to track your grades in the 'Grades' area.

New

Add Activities

Bulk Edit

SHBXIND001 - Assessment Task 1 - Knowledge Questions

(Auto Graded)

 Quiz

You must answer **ALL** questions correctly to achieve a **Satisfactory** result.

Once you select the Quiz you will be navigated to summary page, which provides you information on quiz assessment conditions.

*Read the instructions carefully and select **Start Quiz***

SHBXIND001 - Assessment Task 1 - Knowledge Questions ▾

Summary

Quiz Details

Current Time

10:47 [Update](#)

Current User

MSTR-130501 TestStudent (username: TestStudent_848284)

Time Allowed

unlimited (estimated time required: 2:00:00)

Attempts

Allowed - 2, Completed - 0

Instructions

You can "Save" your response to each question as you work through the quiz. When you navigate to the Next Page or Previous Page, all your responses on the current page will be automatically saved.

Before you submit the quiz, you will have the opportunity to return to questions that you may have missed or have not yet answered. You can submit your quiz responses at any time.

When you have finished reviewing these instructions, click on "Start Quiz" to begin Attempt 1.



Start Quiz!

Now you can view the quiz.

Key Elements:

- 1 Number of questions in the quiz and the Save status
- 2 Question and Save status
- 3 Panel to provide your response(s)
- 4 Submit Quiz – Before you select the submit quiz option review all your answers

HLTWHS001 - Part 2 - Assessment Task 1 - Multiple Choice Questions (Auto Graded)

Est. Length: 2:00:00 Leshika Samaraweera: Attempt 2

Page 1:

1	2	3
4	5	6
7	8	9
10	11	12
13		



d) All of the above

Question 12 (1 point) ✓ Saved



You are an OH&S Representative for your area. You are concerned that a new piece of equipment is being incorrectly used and is a potential hazard. What should you do?

- a) Complete a risk assessment
- b) Complete an incident form
- c) Inform the OH&S Committee to action
- d) B and C



Question 13 (1 point) ✓ Saved

How does stress and fatigue affect your ability to work safely?

- a) You may be taking medication for your stress or fatigue which may affect your judgment or concentration
- b) When you are tired or stressed your concentration may be affected
- c) Fatigue increases the risk of accidents or incidents especially for vehicles drivers as micro-sleeps can be fatal
- d) All of the above



Submit Quiz

13 of 13 questions saved

Once you select Submit Quiz, you will be navigated to the following screen:

Select **Submit Quiz** again.

HLTWHS001 - Part 2 - Assessment Task 1 - Multiple Choice Questions (Auto Graded) ×

Est. Length: 2:00:00 Leshika Samaraweera: Attempt 1

Page 1:

1	2	3
4	5	6
7	8	9
10	11	12
13		

Quiz Submission Confirmation

You are about to submit your quiz...

Once you press the Submit Quiz button you cannot return to your quiz.

Submit Quiz

Back to Questions

Reviewing your submission and feedback

After submission you will be presented with a summary of the questions and responses.

Many quiz assessments are set up to self-mark, meaning that your results will be available immediately upon submitting. **Note:** This is only available for multiple-choice and true/false style quizzes. To view your response and quiz feedback, follow the steps below:

Select 'View Feedback' to view the feedback for the question

Quiz Submissions - HLTWHS001 - Part 2 - Assessment Task 1 - Multiple Choice Questions (Auto Graded) ×

Leshika Samaraweera

Attempt 2

Written: 13 April, 2020 01:52 - 13 April, 2020 02:03

[Submission View](#)

Your quiz is successfully submitted. Review your answers and ensure the overall result at the bottom of the page is **Satisfactory**. Please re-attempt the quiz if your result is **Not Satisfactory**.

Question 1 1 / 1 point

Infection control minimises the risk of spreading infections and includes:

- a) Hand washing procedures
- b) Loading the dishwasher
- c) Poor personal hygiene

[▶ View Feedback](#)

Feedback will be displayed for your submitted response

Question 1 1 / 1 point

Infection control minimises the risk of spreading infections and includes:

- a) Hand washing procedures
- b) Loading the dishwasher
- c) Poor personal hygiene

[▼ Hide Feedback](#)

That's correct!
You selected the right response.

Once you finish reviewing feedback, select Done.

Question 13

1 / 1 point

How does stress and fatigue affect your ability to work safely?

- a) You may be taking medication for your stress or fatigue which may affect your judgment or concentration
- b) When you are tired or stressed your concentration may be affected
- c) Fatigue increases the risk of accidents or incidents especially for vehicles drivers as micro-sleeps can be fatal
- d) All of the above

▶ View Feedback

Attempt Score: ● Not Satisfactory

Overall Grade (highest attempt): ● Not Satisfactory



Your attempt summary will be displayed as follows:

[Table of Contents](#) > [HLTWHS001](#) > [Assessment Tasks \(HLTWHS001\)](#) > [Assessment Task 1](#) > [HLTWHS001 - Part 2 - Assessment Task 1 - Multiple Choice Questions \(Auto Graded\)](#)

HLTWHS001 - Part 2 - Assessment Task 1 - Multiple Choice Questions (Auto Graded)

Submissions

Leshika Samaraweera (username: s4605308)

Individual Attempts	Score
Attempt 1	● Not Satisfactory
Overall Grade (highest attempt):	● Not Satisfactory

Reviewing Teacher Feedback on Quiz Style Assessments.

When the quiz is not a self-marked type quiz, the teachers will provide feedback for your answers. To access the feedback provided by the teachers:

- 1 Select **“Results”** from the navigation bar
- 2 Then select **“User Progress”**

Space Home Content Communication **Results** Tools Video Space Admin Help

Search Topics

Bookmarks

Course Schedule

Table of Contents 9

Course Overview - Getting Started!

Comply with organisational requirements within a personal services environment (SHBXIND001)

Comply with organisational requirements within a personal services environment (SHBXIND001)

This unit describes the performance outcomes, skills and knowledge required to work in a personal services environment by integrating knowledge of workplace rights and responsibilities and organisational policies and procedures, and by using effective team and individual work practices to plan and organise daily work activities.

Select **“Quizzes”**

Space Home Content Communication Results Tools Space Admin Help

Progress Summary

Print Help

QUAL- Cert III In Individual Support (Disability) CHC33015C - (2019VB1DCC) - G, S

Summary

Grades

Objectives

Content

Discussions

Dropbox

Quizzes

Grades

Grades Received: 1

Objectives

Learning Objectives Passed

0% (0/0)

In Progress: 0

- 1 Scroll down to the quiz you need to view feedback provided by the teacher
- 2 Then select “Details”

CHCCCS025

Part 1 - Quiz - CHCCCS025 (Auto Graded)
Attempts: 0 / 2 | Highest Attempt

Part 3 - Troy & Sue Case Study Questions - CHCCCS025 (Teacher Graded)
Attempts: 1 / Unlimited | Highest Attempt

Not Satisfactory

Details

Select the “Attempt” you need to view feedback

CHCCCS025

Part 1 - Quiz - CHCCCS025 (Auto Graded)
Attempts: 0 / 2 | Highest Attempt

Part 3 - Troy & Sue Case Study Questions - CHCCCS025 (Teacher Graded)
Attempts: 1 / Unlimited | Highest Attempt

Not Satisfactory

Details

Attempt 1

Not Satisfactory

Test overall feedback for the quiz

Select “View Feedback “

Feedback and assessment outcome

This assessment will be marked by your teacher and the results will be available in the Results area.

Note: Please allow 5 days for your teacher to mark the assessment.

Question 1

0 / 1 point

Read the 2 scenarios and answer the following short answer question.

What are the similarities and differences?

Test Answer 1

 [View Feedback](#)

You will now be able to view feedback provided by the teacher for individual questions of a quiz

Feedback and assessment outcome

This assessment will be marked by your teacher and the results will be available in the Results area.

Note: Please allow 5 days for your teacher to mark the assessment.

Question 1

0 / 1 point

Read the 2 scenarios and answer the following short answer question.

What are the similarities and differences?

Test Answer 1

▼ [Hide Feedback](#)

[Test feedback for question 1](#)

Dropbox Style Assessments

Some Assessment Tasks require you to upload documents as part of the assessment task. The documents could be a Report, Spreadsheet, Image, Scanned PDF or anything that is relevant to the Assessment Task. Assessment Task description provides you instruction on evidence to be submitted. Such evidence needs to be submitted through an Assessment Dropbox.

Upload assessment evidence to an Assessment Dropbox

1

Select the **Assessment Task**

2

Select the **Assessment Dropbox** listed under the Assessment Task description

The screenshot displays the VU Collaborate interface for an assessment task. On the left, a navigation menu lists various resources, with 'Assessment Task 2 (SHBXIND001)' highlighted by a red box and a circled '1'. The main content area shows the details for 'Assessment Task 2: Assignment', including instructions, location, timing, and resources. A 'Downloads' box at the top right of the main content area contains 'Assessment Task 2' and 'Assessment Criteria'. At the bottom of the main content area, a red box highlights the 'SHBXIND001 - Assessment Task 2 - Assignment' entry, with a circled '2' next to it. Below this entry, it says 'Use this Dropbox to submit your assessment task.'

3

You will then be navigated to the Assessment Dropbox .

Select **Upload** and attach the evidence from your local file. You can upload multiple documents to an Assessment Dropbox up to a maximum of 1GB

4

You can type a message for your teacher in the comments section. This is optional.

5

Select **Submit to Assessment Dropbox**

6

You will see a notification in the bottom left of the screen **“Confirmation Email Sent Successfully”** once the documents have been submitted successfully.

The screenshot displays the Assessment Dropbox interface with several key elements highlighted by red boxes and numbered callouts:

- Callout 3:** Points to the 'Upload' button in the file upload area.
- Callout 4:** Points to the text area in the 'Comments' section where a message is typed: "Dear Nelly, Please find the assessment evidence attached herewith for HLTWHS001 Assessment Task 3. Thank you. Peter".
- Callout 5:** Points to the 'Submit to Assessment Dropbox' button at the bottom of the form.
- Callout 6:** Points to a green notification box at the bottom right of the screen that reads "Confirmation Email Sent Successfully".

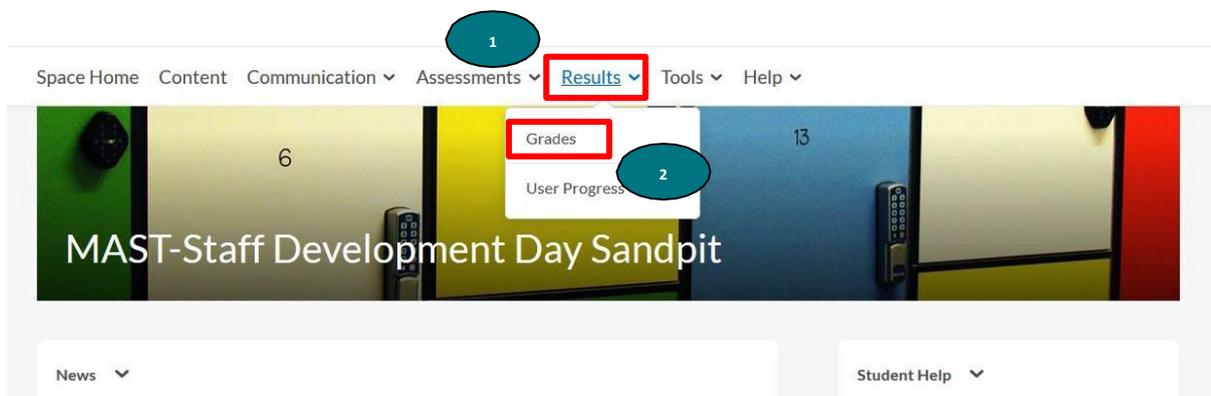
Other visible elements include a file named "VU Poly Logo.PNG (69.4 KB)", a rich text editor toolbar, and a "Reflect in ePortfolio" button at the bottom left.

Results

The Grades area is where you can see results for all the assessments that you have submitted in the space and eLearning activities you have undertaken. You can see your individual Grades and your Final Grade once they are released. When your grades are published, they appear in the Grades area of your course/unit space.

To access the Grades:

- 1 Select the **Results** tab from the navbar
- 2 Then select Grades from the dropdown menu



You will then be navigated to the Grades area

The Grades area will give you an overview of all the graded activities within a unit/course. Following are the key elements in the Grades area of a space.

- 3 Grade Item- This column includes all grades (eLearning Activities, Assessment Tasks and Overall Outcomes) related to your unit/course
- 4 Grade – This column indicates the outcome you have achieved for each Grade Item. Following are the possible Grade outcomes
 - 5 **Complete** You have successfully completed an eLearning Activity
 - 6 **Not Complete** You have not attempted/completed an eLearning Activity
 - 7 **Satisfactory** Assessment has been graded and you have met all assessment criteria
 - 8 **Not Satisfactory** Assessment has been graded and you have not met all assessment criteria

9

Not Yet Assessed

Overall Outcome of the unit. This will remain Not Yet Assessed until you receive a satisfactory result for all Assessment Tasks of the unit/course

Competent

Once you receive a satisfactory result for all Assessment Tasks of the unit/course the Overall Outcome will display as Competent

Grades

Print

Grade Item	Points	Grade	Assessment
Introduction to Blended Learning	3	Not Complete	
HLTWHS001 - eLearning Activities		Not Satisfactory	
HLTWHS001 - Part 1		Complete	5
HLTWHS001 - Part 2	6	Not Complete	
HLTWHS001 - Part 3		Complete	
HLTWHS001 - Part 4		Complete	
HLTWHS001 - Part 5		Not Complete	
HLTWHS001 - Assessment Tasks		Not Satisfactory	
HLTWHS001 - Assessment Task 1 - Part 1 (Auto Graded)		Satisfactory	7
HLTWHS001 - Assessment Task 1 - Part 2 (Auto Graded)	8	Not Satisfactory	
HLTWHS001 - Assessment Task 2 - Short Answer Questions (Teacher Graded)		-	
HLTWHS001 - Assessment Task 3		Satisfactory	
HLTWHS001 - Assessment Task 4		-	
HLTWHS001 - Assessment Task 5		-	
HLTWHS001 Overall Outcome		Not Yet Assessed	9
CHCEDS001 - eLearning Activities		-	

Accessing work submitted and quizzes completed

- 1 Select the **Results** tab from the navbar
- 2 Then select **User Progress** from the dropdown menu

The screenshot shows the Blackboard interface for a course titled "MAST-Certificate III in Barbering (SH...)". The user is logged in as Bernedette Bonanno. The navigation bar includes "Space Home", "Content", "Communication", "Assessments", "Results", "Tools", "Video", "Space Admin", and "Help". The "Results" dropdown menu is open, showing options for "Grades" and "User Progress". The "User Progress" option is highlighted with a red box and a circled number 2. The main content area displays the unit title "Comply with organisational requirements within a personal services environment (SHBXIND001)" and a green banner with the same title. Below the banner, there is a description of the unit's performance outcomes.

Dropbox Style Assessments

- 3 Select the **Dropbox** tab from the menu on the left of the screen

The screenshot shows the Blackboard interface for a course titled "QUAL- Certificate IV In Clinical Classification...". The user is logged in as Bernedette Bonanno. The navigation bar includes "Space Home", "Content", "Communication", "Results", "Tools", and "Help". The "Results" dropdown menu is open, showing options for "Grades" and "User Progress". The "User Progress" option is highlighted with a red box and a circled number 2. The main content area displays the unit title "Comply with organisational requirements within a personal services environment (SHBXIND001)" and a green banner with the same title. Below the banner, there is a description of the unit's performance outcomes.

- 4 Find the **Assessment Task** title for which you need to view the submission
- 5 Select the  arrow icon in the Details tab
- 6 Then you can view all your submissions related to the assessment task. Select the submission you want view. The document will be downloaded to the bottom of your screen

Quiz Style Assessments

- 7 Select the **Quizzes** tab from the menu on the left of the screen

8

Find the **Quiz title** for which you need to view the submission

9

Select the  arrow icon in the **Details** tab

10

Then you can view all your attempts related to the Quiz. Select the attempt you want view.

You will be able to view your responses to the selected quiz as follows

Quiz Submissions - VU21652 - Assessment Task 1 - Quiz 1 (Auto Graded)

Delphi Anderson (username: s3501890)

Attempt 2

Written: 16 May, 2018 11:24 - 16 May, 2018 12:07

Submission View

Your quiz has been submitted successfully.

Question 1 1 / 1 point

There are many social influences that can have an impact on the structure and function of a health system. Which of the following categories is not one of these social influences?

- a) Ethnicity
- b) Drug & Alcohol Use
- c) Mental Health
- d) Public Funding
- e) Chronic Disease

[View Feedback](#)

Question 2 1 / 1 point

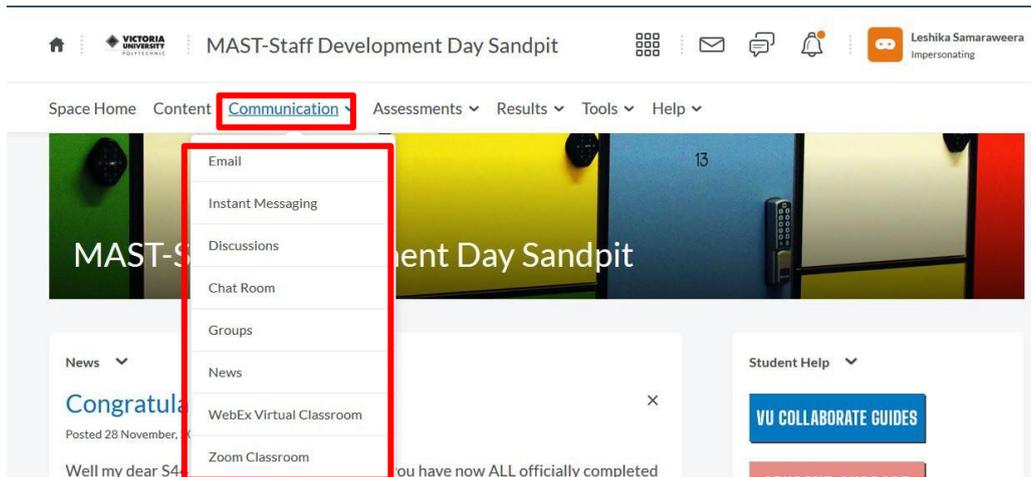
Whether public or private, which three elements are key to understanding the design and purpose of any hospital or health service?

- a) Funding, Stakeholders and Services

Communication

Communication tools in your VU Collaborate space act as great channels to link your peers and teachers to discuss important topics related to your course.

You can access communication tools through the Communication tab in the navbar



Following table will provide useful links to access information on how to use some key Communication Tools in your VU Collaborate Space.

Communication Tool	Link to access information on how to use the Communication Tool
Email	Compose and manage email messages through your VU Collaborate Space
Discussions	Participating in Discussions in your space
Chat Room	Participating in Chat Rooms
Zoom Classroom	Accessing a Zoom Virtual Classroom Participating in a Zoom Virtual Classroom

