



'How to' Guide for using the

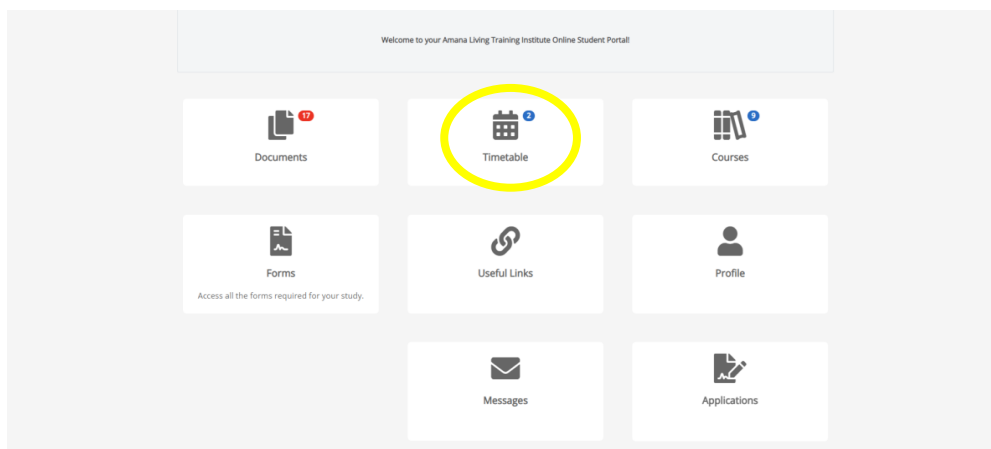
Student Portal

Accessing your Student Portal

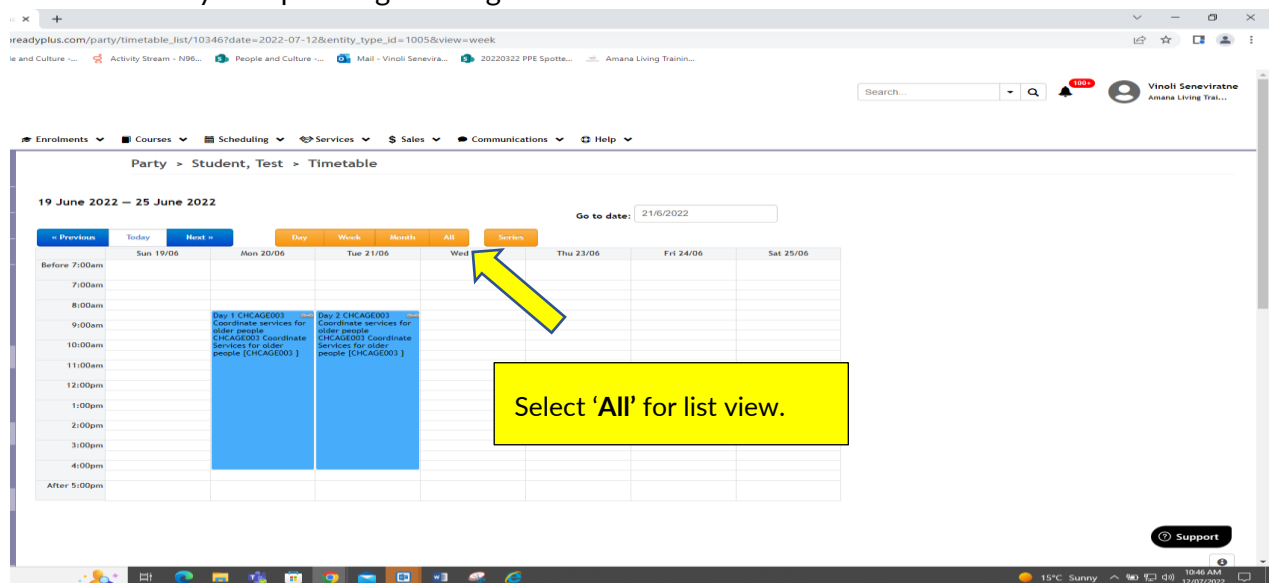
Having access to Your Student Portal is important for you to continue on your Student Journey with Amana Living Training Institute. Please remember to check in often to read your Timetable, which may change due to reschedules. It is best to use a Computer/Laptop with Google Chrome web browser.

On Enrolment you will receive an email titled '**Activate your Amana Living Student Portal**'. Click on the Student Portal Activation Link and sign in as instructed. We suggest you bookmark your Student Portal page for future use and remember your password.

You will now be taken to the following icons. By clicking on the 'Timetable' Icon you will be directed to your schedule of Events/Development Workshops & Zoom classes



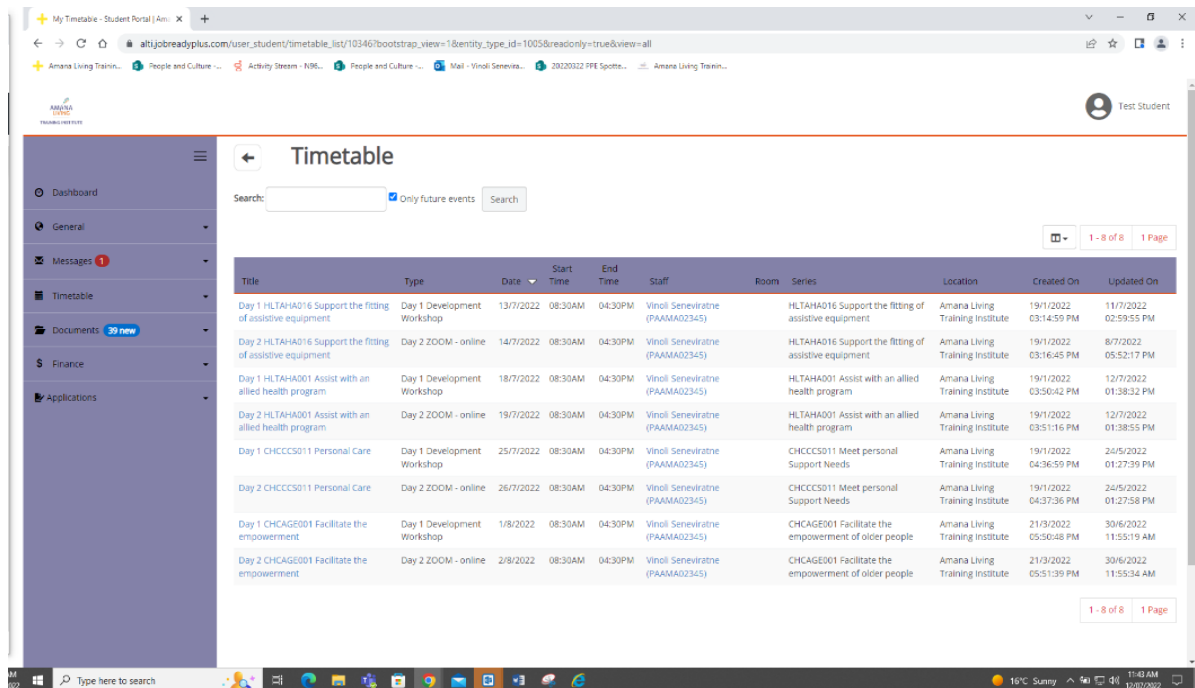
The timetable will show in a weekly calendar view. Hover your mouse over each booking to see more details or click on the block of time to find out more information. View your class schedule by hitting the 'Week' or 'Month' button, toggle between weeks/months by clicking 'Next' to view your upcoming bookings.



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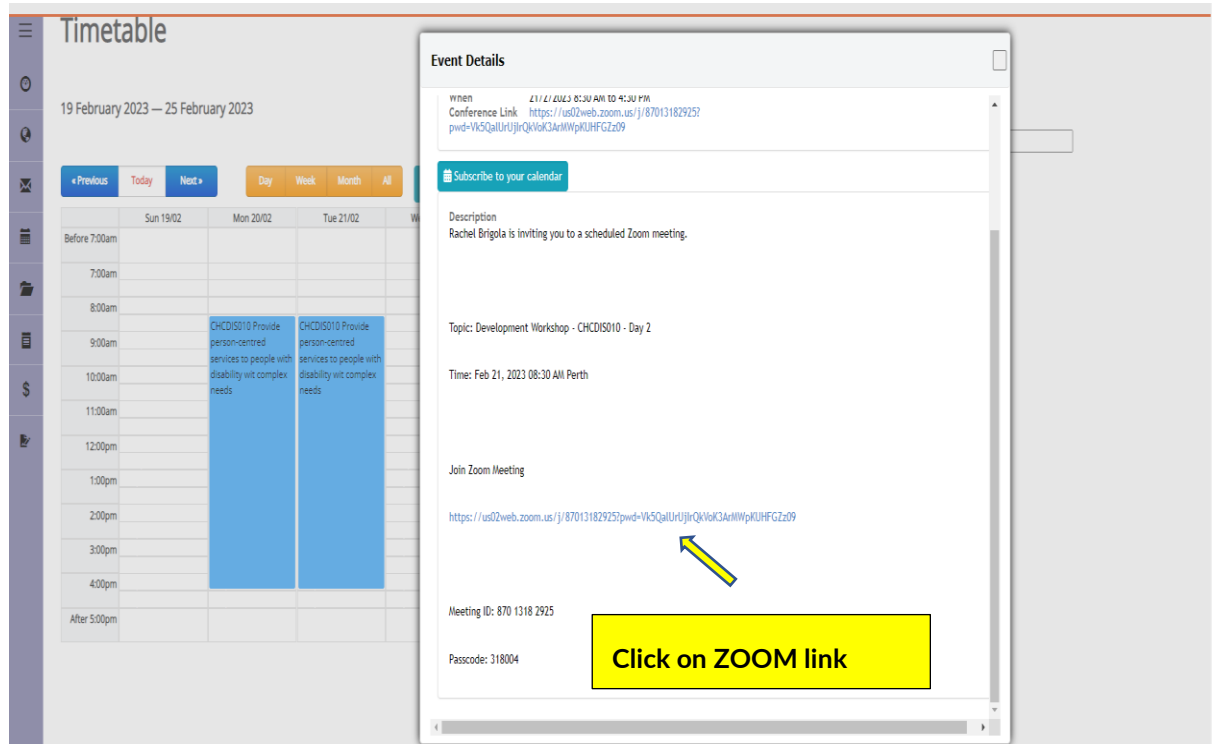
Alternatively, you can select 'All' for your calendar to be shown in list view as below.

You can see times, dates and locations for all your upcoming classes with Amana Living Training Institute.



The screenshot shows a web browser window displaying the 'Timetable' page. The page has a sidebar with navigation options: Dashboard, General, Messages (1), Timetable, Documents (39 new), Finance, and Applications. The main content area is titled 'Timetable' and includes a search bar and a 'Only future events' checkbox. Below this is a table listing various events.

Title	Type	Date	Start Time	End Time	Staff	Room	Series	Location	Created On	Updated On
Day 1 HLTAHA016 Support the fitting of assistive equipment	Day 1 Development Workshop	13/7/2022	08:30AM	04:30PM	Vinoli Seneviratne (PAAMA02345)		HLTAHA016 Support the fitting of assistive equipment	Amana Living Training Institute	19/1/2022 03:14:59 PM	11/7/2022 02:59:55 PM
Day 2 HLTAHA016 Support the fitting of assistive equipment	Day 2 ZOOM - online	14/7/2022	08:30AM	04:30PM	Vinoli Seneviratne (PAAMA02345)		HLTAHA016 Support the fitting of assistive equipment	Amana Living Training Institute	19/1/2022 03:16:45 PM	8/7/2022 05:52:17 PM
Day 1 HLTAHA001 Assist with an allied health program	Day 1 Development Workshop	18/7/2022	08:30AM	04:30PM	Vinoli Seneviratne (PAAMA02345)		HLTAHA001 Assist with an allied health program	Amana Living Training Institute	19/1/2022 03:50:42 PM	12/7/2022 01:38:32 PM
Day 2 HLTAHA001 Assist with an allied health program	Day 2 ZOOM - online	19/7/2022	08:30AM	04:30PM	Vinoli Seneviratne (PAAMA02345)		HLTAHA001 Assist with an allied health program	Amana Living Training Institute	19/1/2022 03:51:16 PM	12/7/2022 01:38:55 PM
Day 1 CHCCCS011 Personal Care	Day 1 Development Workshop	25/7/2022	08:30AM	04:30PM	Vinoli Seneviratne (PAAMA02345)		CHCCCS011 Meet personal Support Needs	Amana Living Training Institute	19/1/2022 04:36:59 PM	24/5/2022 01:27:39 PM
Day 2 CHCCCS011 Personal Care	Day 2 ZOOM - online	26/7/2022	08:30AM	04:30PM	Vinoli Seneviratne (PAAMA02345)		CHCCCS011 Meet personal Support Needs	Amana Living Training Institute	19/1/2022 04:37:36 PM	24/5/2022 01:27:58 PM
Day 1 CHCAGE001 Facilitate the empowerment	Day 1 Development Workshop	1/8/2022	08:30AM	04:30PM	Vinoli Seneviratne (PAAMA02345)		CHCAGE001 Facilitate the empowerment of older people	Amana Living Training Institute	21/3/2022 05:50:48 PM	30/6/2022 11:55:19 AM
Day 2 CHCAGE001 Facilitate the empowerment	Day 2 ZOOM - online	2/8/2022	08:30AM	04:30PM	Vinoli Seneviratne (PAAMA02345)		CHCAGE001 Facilitate the empowerment of older people	Amana Living Training Institute	21/3/2022 05:51:39 PM	30/6/2022 11:55:34 AM



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The calendar view shows the dates 19 February 2023 to 25 February 2023. The events are displayed in a grid format. The event details pop-up shows the following information:

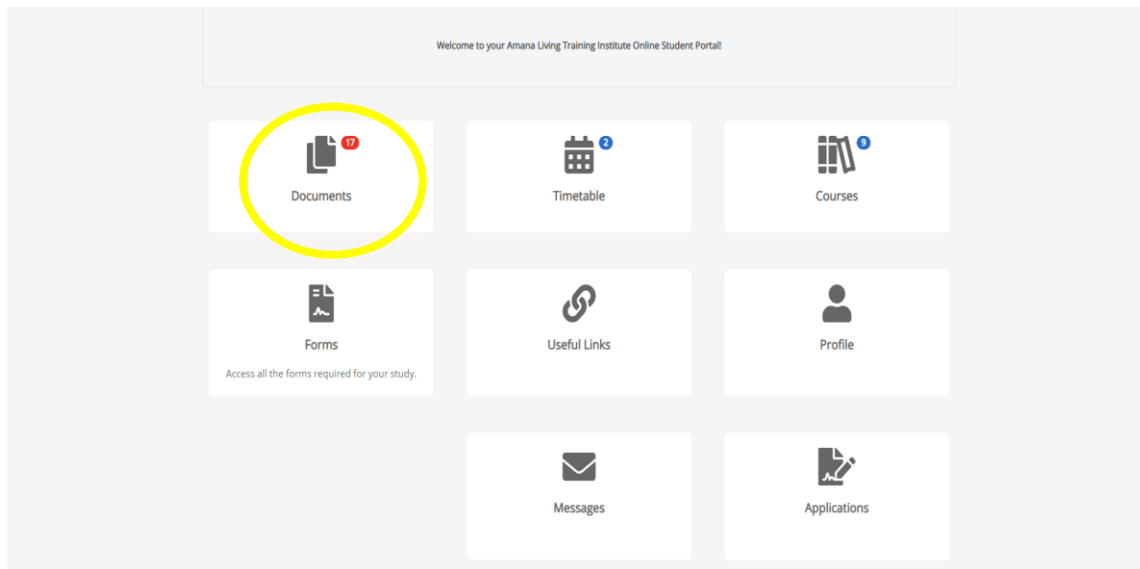
- Event Details:**
 - When: 21/2/2023 8:30 AM to 4:30 PM
 - Conference Link: <https://us02web.zoom.us/j/87013182925?pwd=Vh5QaUJjRkVhK3A0M0pKUHFGZz09>
 - Subscribe to your calendar
 - Description: Rachel Brigola is inviting you to a scheduled Zoom meeting.
 - Topic: Development Workshop - CHCDS010 - Day 2
 - Time: Feb 21, 2023 08:30 AM Perth
 - Join Zoom Meeting
 - <https://us02web.zoom.us/j/87013182925?pwd=Vh5QaUJjRkVhK3A0M0pKUHFGZz09>
 - Meeting ID: 870 1318 2925
 - Passcode: 318004

A yellow box with the text 'Click on ZOOM link' and a blue arrow pointing to the Zoom link is overlaid on the event details pop-up.

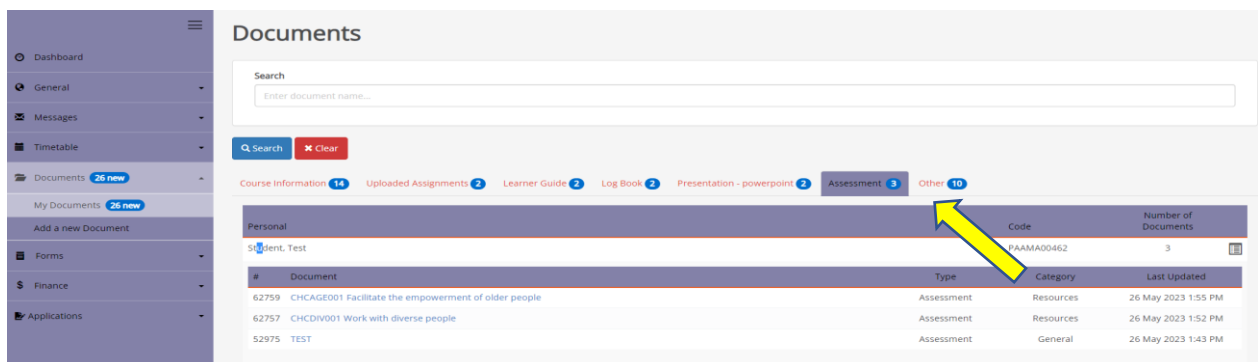
Your Day 2 ZOOM class can be accessed by clicking on the Day 2 event, which will open up a box as shown. Click on the ZOOM link to connect with the Trainer and your Group. **Please read our 'Quick Guide to join a ZOOM Meeting' on Instructions on how to join your ZOOM class**

ACCESSING DOCUMENTS RELATING TO YOUR UNITS

By clicking the 'Documents' Icon, you will be taken to all resources for your units of study.



All learning resources are uploaded to your student portal. Click on the relevant Tabs to access your Power-points, Written Assessments, Learner Guides and Log Books. Alternatively, check in the 'Other' tab as some sometimes these may be saved in this folder. **Resources for units will be available for your Day 2 ZOOM class, and only after we have marked you as attending Day 1.**



- Dashboard
- General
- Messages
- Timetable
- Documents **26 new**
- My Documents **26 new**
- Add a new Document
- Forms
- Finance
- Applications

Documents

Search

Enter document name...

Q Search X Clear

Course Information **14** Uploaded Assignments **2** Learner Guide **2** Log Book **2** Presentation - powerpoint **2** Assessment **3** Other **10**

Personal		Code	Number of Documents	
Student, Test		PAAMA00462	2	
#	Document	Type	Category	Last Updated
62760	CHCAGE001 Facilitate the empowerment of older people	Presentation - powerpoint	Resources	26 May 2023 1:57 PM
62758	CHCDIV001 Work with diverse people	Presentation - powerpoint	Resources	26 May 2023 1:53 PM

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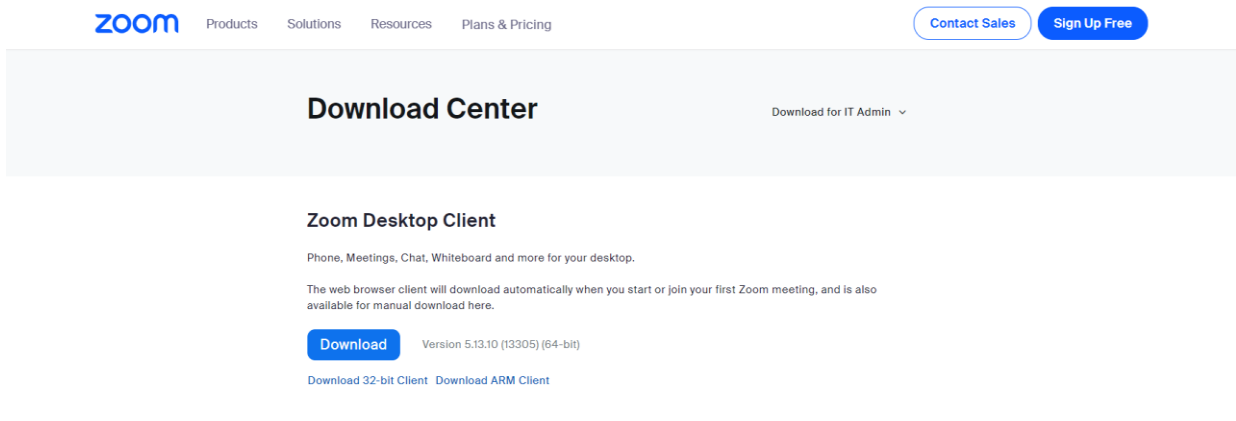
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Joining a Meeting on ZOOM for your Day 2 workshop.

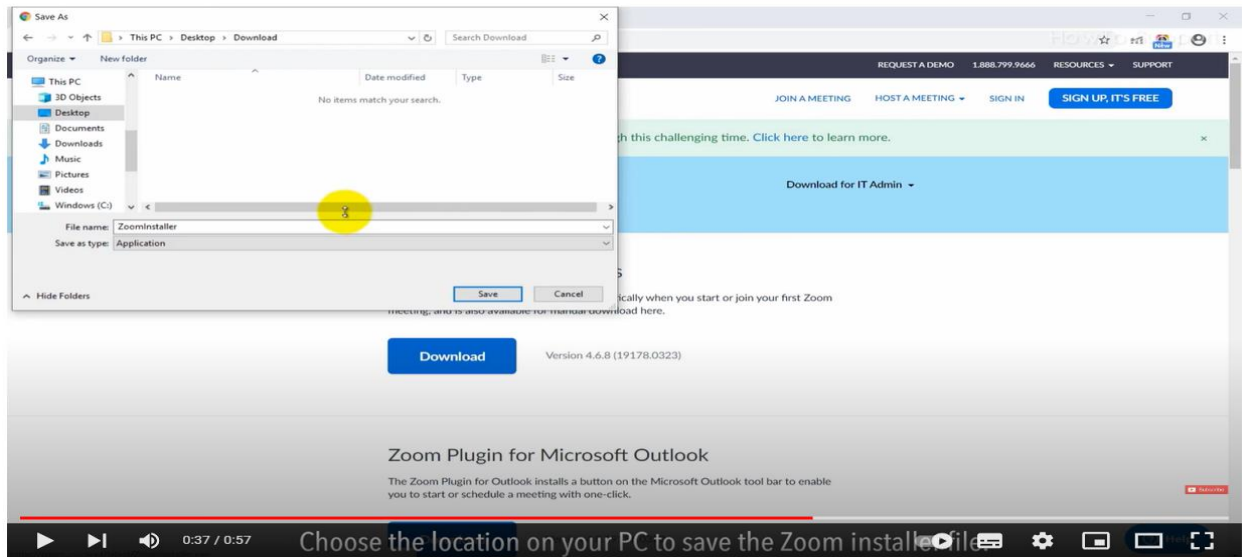
The instructions below will show how to join your **Day 2 workshop via ZOOM**.

Before joining a Zoom meeting on a computer or mobile device, you will be prompted to download and install Zoom when you click a join link, **OR** you can download ZOOM onto your Computer/Laptop prior to your first meeting.

1. ZOOM is free to install. In your web browser type in the link <https://zoom.us/download> and download ZOOM by following instructions



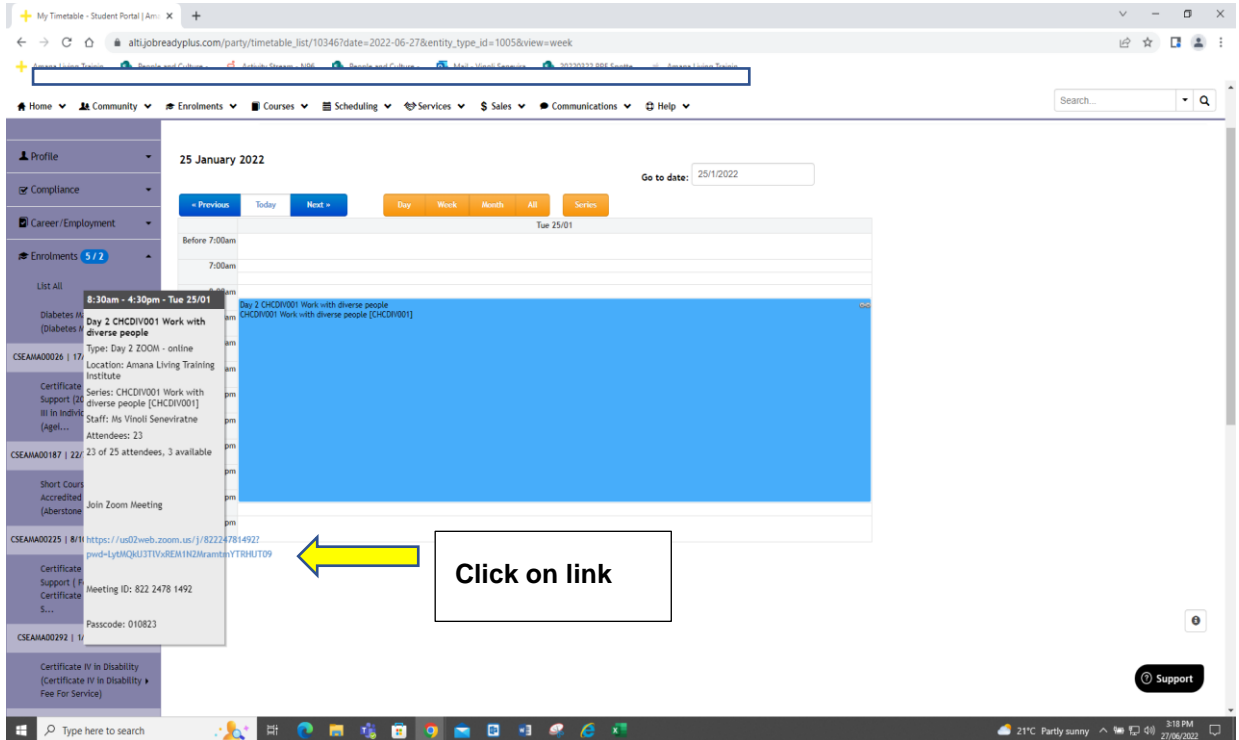
2. Choose the location on your PC to save the ZOOM installed files, this will install the ZOOM app on your PC.



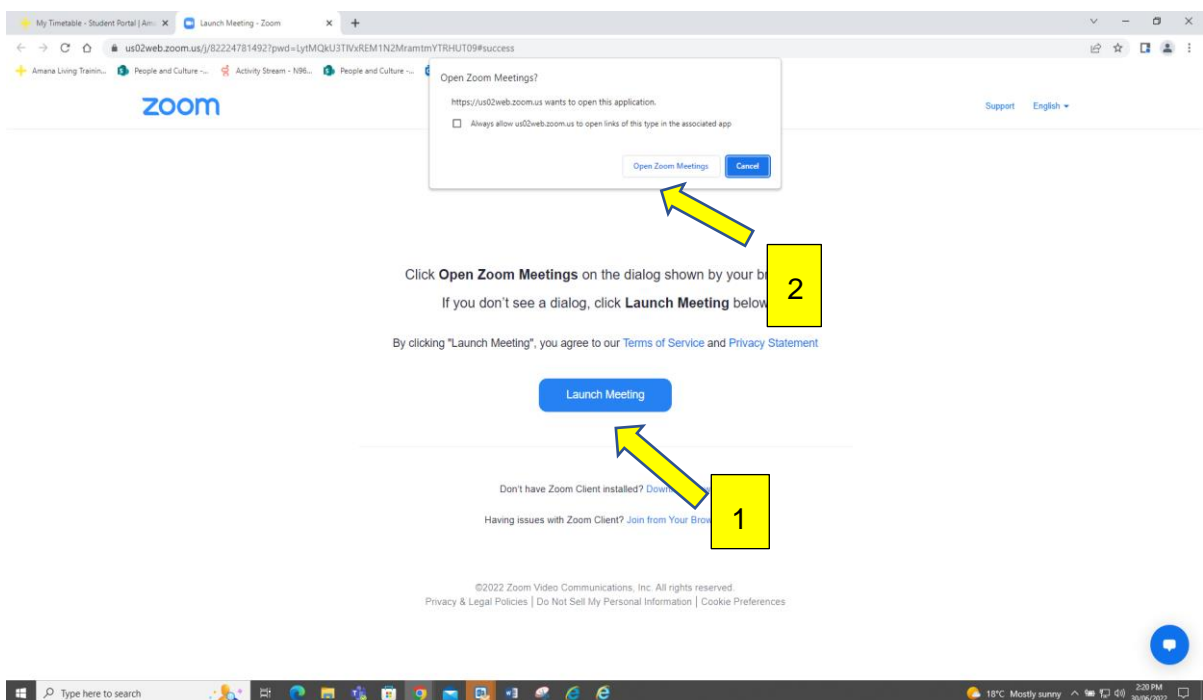
If required, watch the Youtube Video by clicking https://youtu.be/pAMDxH_H_Cs which shows you a simple way of joining a ZOOM Meeting.

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3. Joining Day 2 of your workshop - Open your calendar event for Day 2 where you will find the ZOOM link. Click on the link and if required include Meeting ID and Passcode.



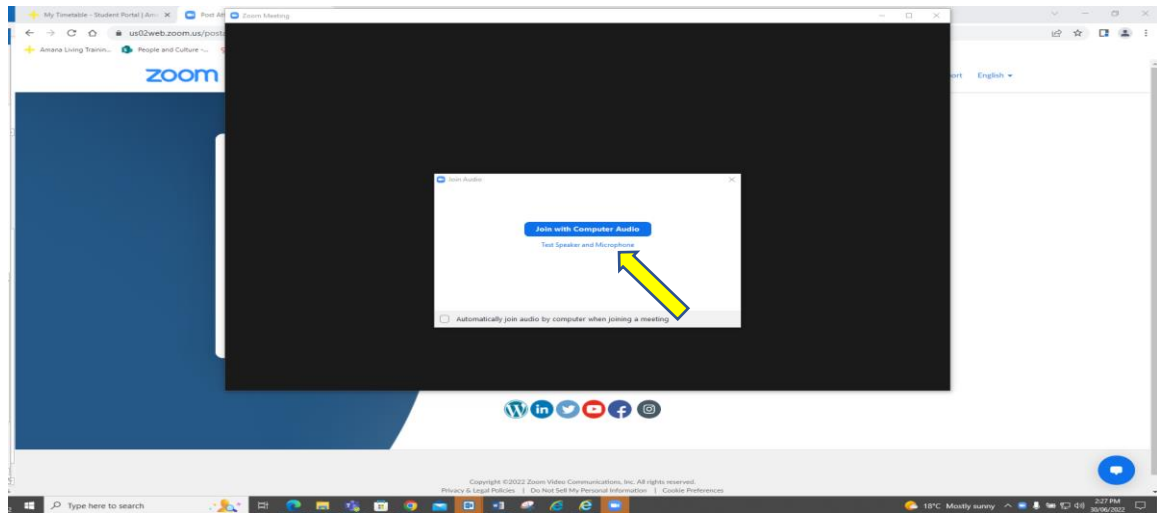
4. A new browser will open – Click on 'Launch Meeting'



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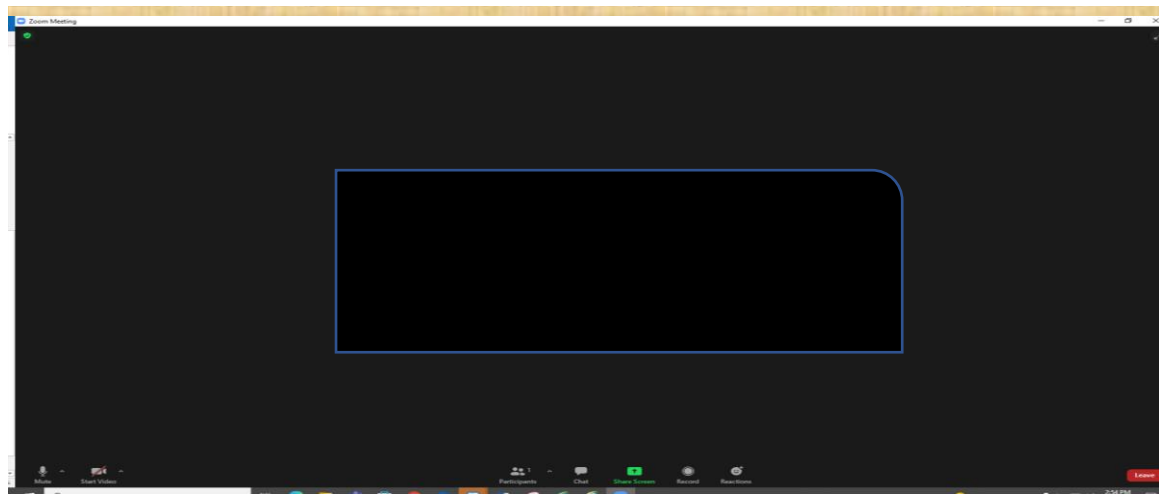
5. You will be requested to join with Computer Audio



By ticking the box '**Automatically join audio by computer when joining a meeting**', this dialog box will not pop up and ZOOM will automatically connect you via audio. If required, you can check that your Speaker and Microphone are working properly by clicking on '**Test Speaker and Microphone**'.

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6. Navigating the Video, Microphone and Chat functions



To mute and unmute your microphone, click on the mute button

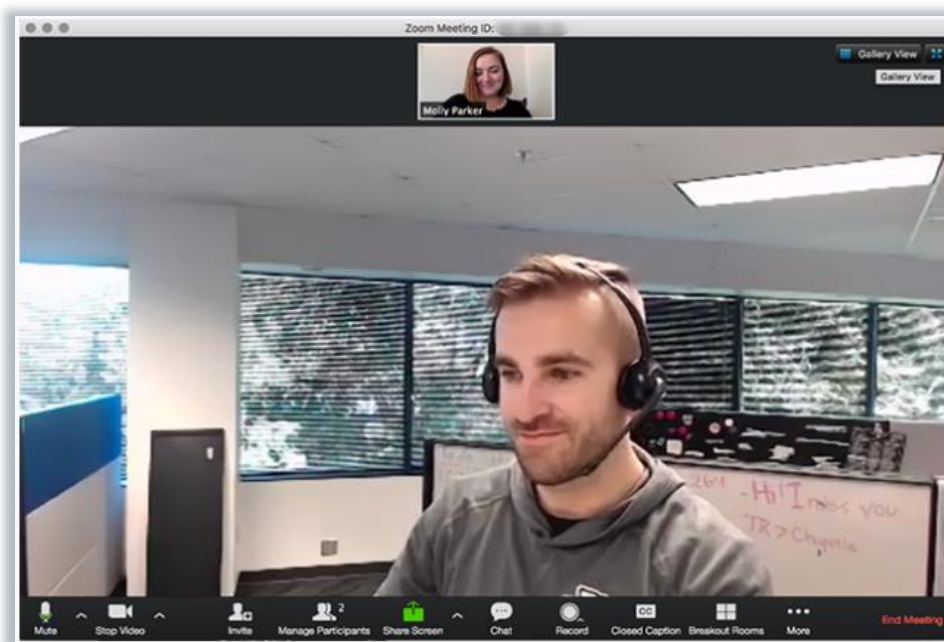
To turn your camera on/off, click on the start/stop video button

Chat with your Trainer. Click Chat to open up the chat window and select the drop down next to 'To' and select the Trainer's name.

Type in your name to record your attendance.

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7. You are now an active member of this session - the screenshot below is an example of when a student has successfully joined a Zoom meeting.



How to submit assessments via Student Portal

1. Log into your Student Portal
2. On the Dashboard, click the **Assignments** tile to upload your assessment.
3. You will be presented with **Assignment Submission** page.
4. Using the drop-down menus, select the **Unit** and **Course** you would like to submit the assessment for.
5. A name must be entered into the **Name** field to submit your assessment, for example 'Written Assessment' or 'Performance Evidence Project'.
6. To upload your assessment, click on the **Choose File** button and select the file to upload.
7. Once you have reviewed and ensured that all the fields are correct, click on the **Upload** button.

You have now submitted an assessment via your Student Portal!

You will receive an email confirmation that your assessment has successfully been submitted.

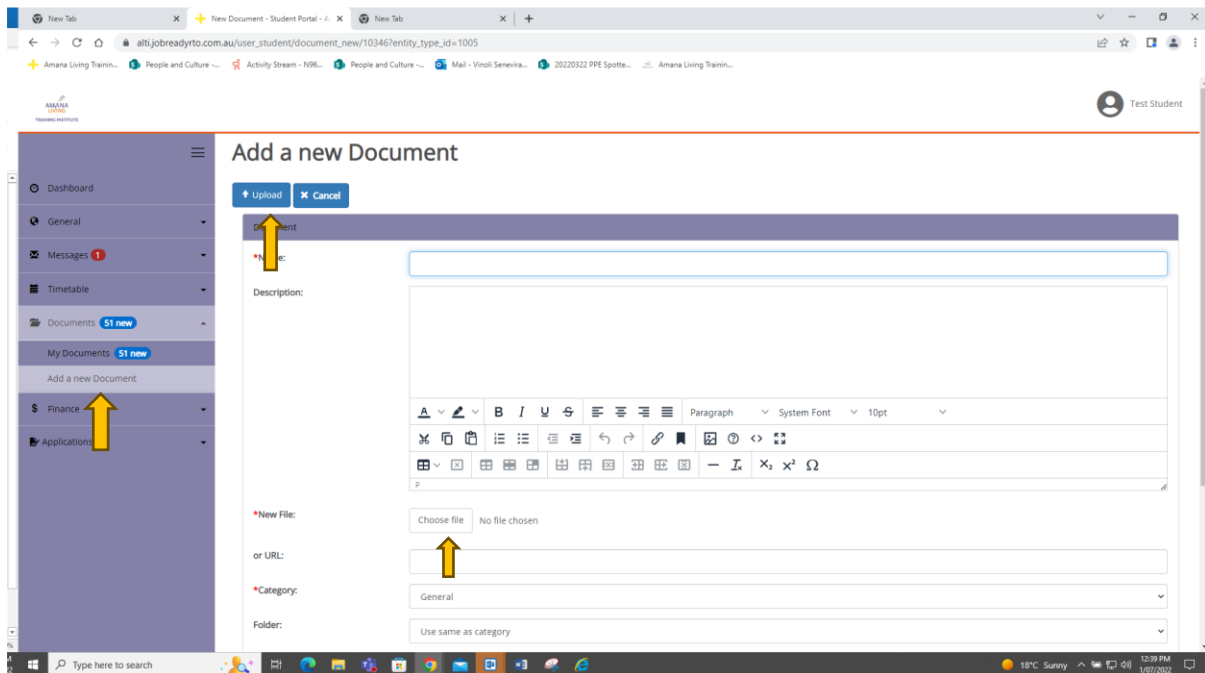
You will also receive an email when your assessment has been marked by one of our Assessors.

If you'd like to view a record of the assessments you have submitted, you can do this via the 'Documents' tile under the 'Uploaded Assignments' tab.

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How to upload a Document to the Student Portal

There are various reasons you may need to upload a document to the Student Portal. For example, you may require to provide proof of influenza or COVID vaccinations before completing your Workplace Observation Assessment at one of our residential care sites.



1. To upload a document, click the **Document** tile on your Dashboard.
2. Click the **Document** tab in the menu on the left of your screen.
3. Click **Add a new Document**.
4. Fill in the **Name** field.
5. Click the **Choose file** button and select the relevant document.
6. Click the **Upload** button.

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