
Learn (m2) Student's Guide

Online e-learning courses



Introduction

Learn (m2) is the TAFE SA platform for online e-learning courses. This guide for Students covers basic information to get you started, and more detailed instructions to use the features most effectively and get the most out of your course.

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Getting Started

Before you can get started in Learn (m2) there are a few basics you'll need to know.

Web Browser compatibility

Google Chrome

While Learn (m2) can work with multiple browsers, file drag and drop functionality may be affected. Using Google Chrome will avoid this issue. Where applicable, download Google Chrome free from the following link:



[Download Google Chrome](#)

Your Learn (m2) student account

All students will need to have a Learn (m2) account to access online courses. The Faculty of Accounting and Finance will create your student account for you as a new student.

If you don't have an account please contact finance.online@tafesa.edu.au

Forget your password?

Never mind.

Go to the login screen and click **Forgot username or password**
http://learn.tafesa.edu.au/login/forgot_password.php

An email will be sent to you. Simply follow the instructions to retrieve your existing username or password.

For assistance please contact finance.online@tafesa.edu.au



For support with Learn (m2) please email the Help Desk

finance.online@tafesa.edu.au

Assistance will be provided within 3 working days.

Editing your profile



Your Learn (m2) profile determines what information other users can see about you in the online classrooms. It's also where you choose how you want to receive emails from lecturers, participate in forums, and edit text.

When you're first enrolled in Learn (m2), the system creates a personal profile for you. In the *Administration* block on the main page, you can **edit profile** settings to:

- Add a *picture* of yourself, an avatar, or other image. This will display next to your contributions in the course, eg. discussion forums. Please make sure you have appropriate copyright clearance for any photos you upload.
- Use any *email* address to receive messages, but it should be one you check frequently to keep up with course developments.
- Add a *description* about yourself that fellow students will be interested in knowing.
- List any *interests* you have and separate them with a comma

Don't forget to click the [Update profile](#) button at the bottom of the screen when you're finished making changes.

My Courses

What courses am I enrolled in?

When you first login to Learn (m2), a list of courses you are enrolled in will be shown. Lecturers add and remove students from online courses, but before you can be added to an online course, you must have registered in the unit through your myTAFESA online account, and paid your fees. You must also have a current Learn (m2) account.

Online courses are reset at the end of each semester, so please ensure you complete the course in a timely manner. If you can't complete your course on time it is important to contact your lecturer as soon as possible.

To enter a Learn (m2) course, simply login to Learn (m2) and click on the course name.

The *Menu* and *Administration* blocks on the left of screen are there to assist you manage your account and navigate in courses.



Course layout and features

All Financial Services courses in Learn (m2) will have the same look, same layout, similar features, and will work in the same way.

Courses are divided into *Topics* and arranged down the page in the order you should complete them.

Some parts of courses require the lecturer to grade your work before the solutions to activities are released, or the next part of the course is shown. This is known as conditional release and is described in more detail in the next section under *Activities and Assignments*.

You can keep track of your progress in a course by using *completion tracking*. This is explained in more detail in the section *Tracking your progress in the course*.

Course Components

Online e-Learning courses are made up of various components to facilitate the learning process. These include reading material, presentations, quizzes, activities with suggested solutions, model assessments, assignments and assessments.

Course Guide

This is a guide for your course. It contains:

- description of the course and how online courses work

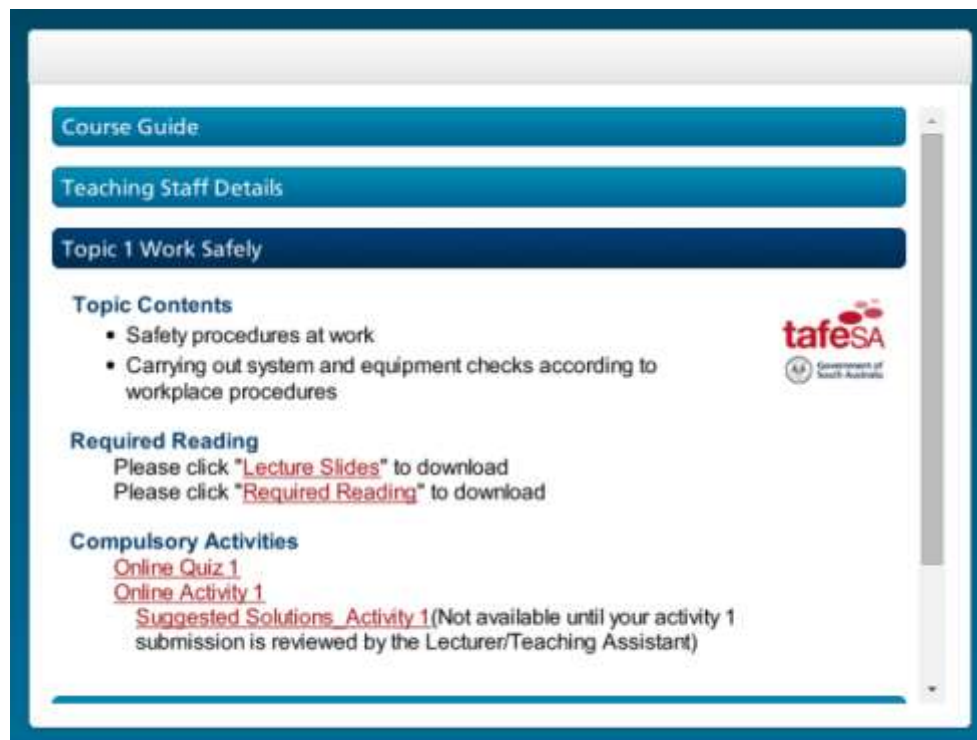
- Unit of competency details from www.training.gov.au
- details of text book (if required)
- study timetable
- assessment and grading information
- study load
- policies, guidelines, student support

Teaching Staff Details

This section includes lecturers and Teaching assistant's contact details and office hours.

Topics

Each Topic in a course contains similar features in a similar order. Topic layout is shown below.



Students should work through each Topic in the listed order. **Each Topic contains Topic Contents, Required Reading and Compulsory Activities.**

Topic contents are an overview of what is covered in this topic.

Required reading is the learning materials which may include power-point slides, reading material, video links etc.

Compulsory activities may consist of online quizzes, online activities and suggested solutions. Students must complete all online activities and quizzes as part of the course requirements.

Online quizzes are self-marking multiple choice questions with automatic feedback provided to the student. Correct answers are marked on first attempt and students are allowed a second attempt to correct their mistakes. Refer to the section "how to complete online quizzes".

Online Activities may include case studies, short answer or essay type questions, calculations and industry-based exercises.

Suggested solutions are provided for online activities. Students will have access the solutions after Lecturer/teaching assistant feedback has been provided.

See the section "*submitting online activities and assignments and receiving feedback*"

Model Assessments (where applicable)

Model assessments are available in some courses. These are practice assessments with solutions provided. These are completed prior to undertaking the formal Supervised Final Assessment.

Final Assignments and Final Assessments

Courses may have either final assignments or final supervised assessments depending on the course requirements stated in the course guide.

Solutions to final assignments and assessments will not be provided. Detailed feedback will be provided by the Lecturer.

Final assignments are unsupervised and will be provided in the online course. See the section "*submitting online activities and assignments and receiving feedback*"

Final assessments are supervised and students will need to book a time to attend. Please refer to the section "supervised assessment guidelines".

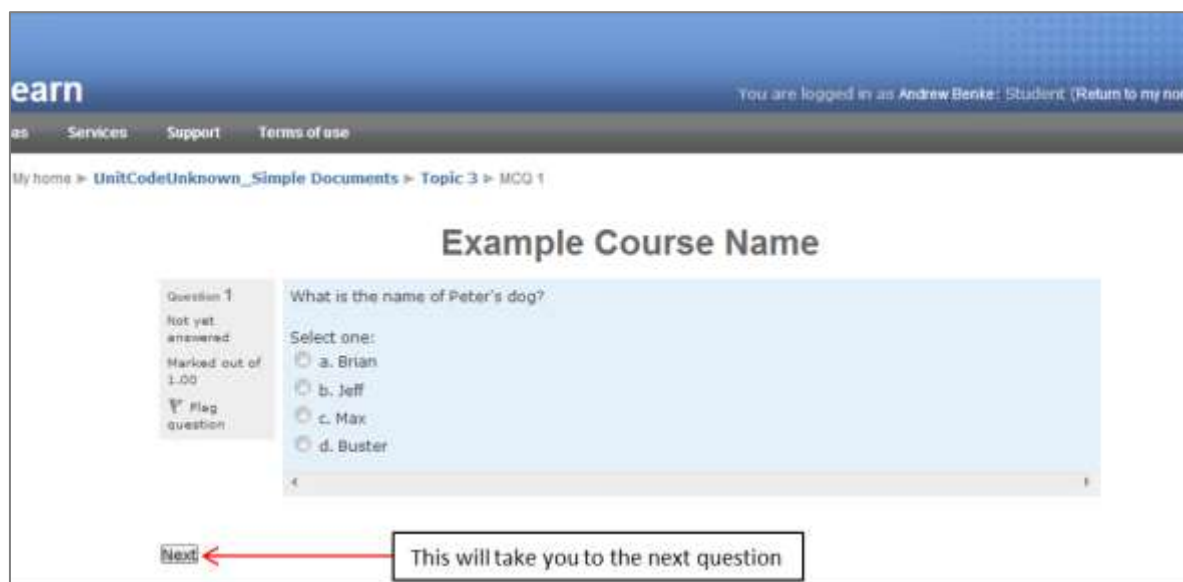
How to complete online quizzes

Quizzes are self-marking activities with automatic feedback provided. Only two attempts are allowed. Correct answers are marked on the first attempt. You will be allowed a second attempt to correct any mistakes.

To attempt a quiz:

1. Click on the **online quiz** link in the compulsory activity part of each topic.
2. A screen appears showing how many attempts are left and the current score/grade. To continue select **Attempt quiz now**

3. A confirmation box will appear, to continue select **start attempt**
4. The multiple choice quiz will start. Select the most appropriate answer and select **next** to display the next question.
5. Once you have completed the questions – select **Submit all and finish** and navigate past the confirmation box. You are now able to review your quiz attempt.
6. Select **finish review** and the summary of previous attempts will be displayed. You may decide to re-attempt the quiz now (unless you have used all attempts), or navigate back to your home screen.



Submitting online activities and assignments, and receiving feedback

In Learn (m2) online courses, all of your submissions should be **uploaded** to the course site ready for your Lecturer to review. Please do not email your work directly to your Lecturer. It is important to upload it to the course site as the system is designed to track your progress through each stage of the learning process. If not all sections of the course are fully completed, it may affect your overall grade and outcome in the course.

The Lecturer can see what you submit and will generally give you feedback. You too can see the activities you have completed, the work you submit, and the grades you are given. Your classmates cannot see anything you have done in the course or any of your personal results.

File protocol

To assist your Lecturer to mark your work, only Microsoft Word, Microsoft Excel, and Microsoft Publisher files should be uploaded in a Learn (m2) course.

The maximum file size is 10 Mb. A maximum of 5 attachments may be uploaded at one time. In most courses you'll only be able to upload a submission once, so be sure to have all the documents ready before you begin uploading.


Please name your files appropriately eg. First name_last name_Assignment_name

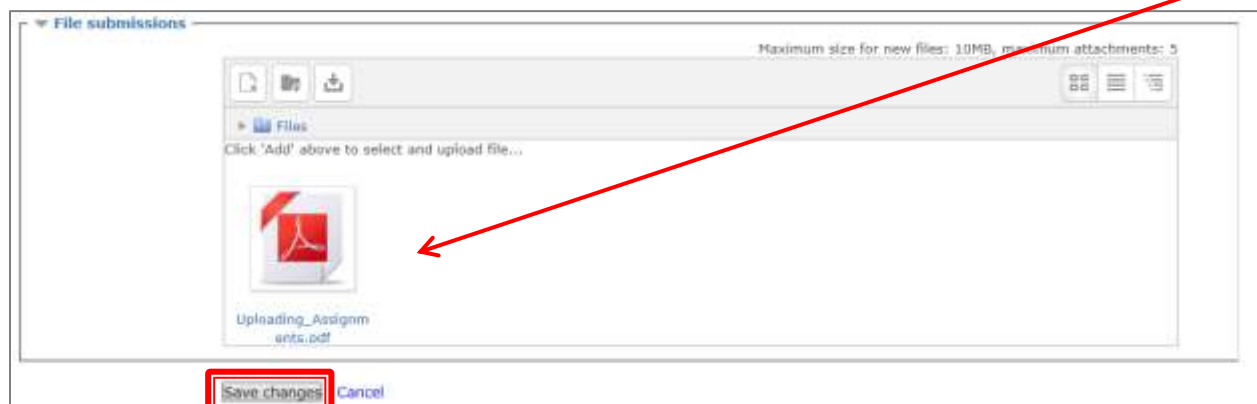
Uploading document files

There are two ways to upload documents in a Learn (m2) course.

- Drag and drop
- Find and select


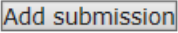

Drag & Drop

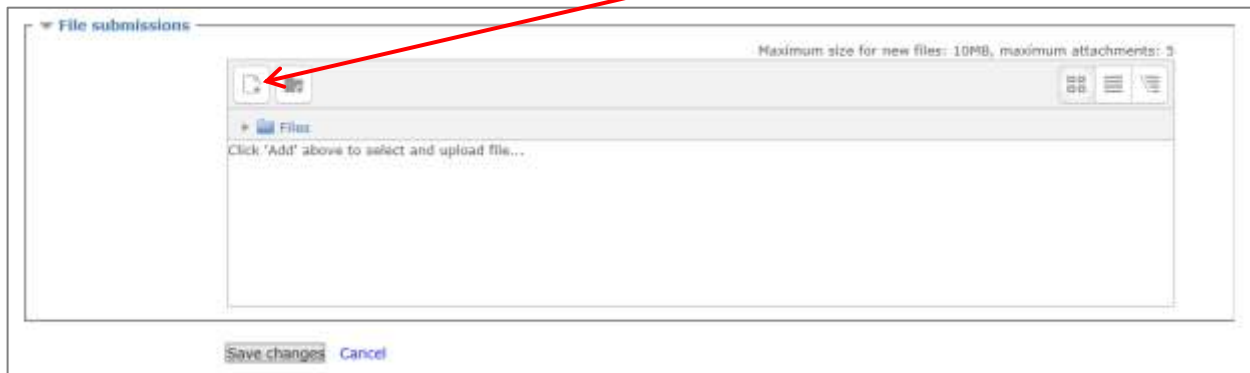
1. On the main course page, click on the *activity or assignment* to open it.  Activity 1
2. Click on the *Add Submission* button [Add submission](#)
3. A *File submissions* window opens. You can drag files from your computer and drop them here.



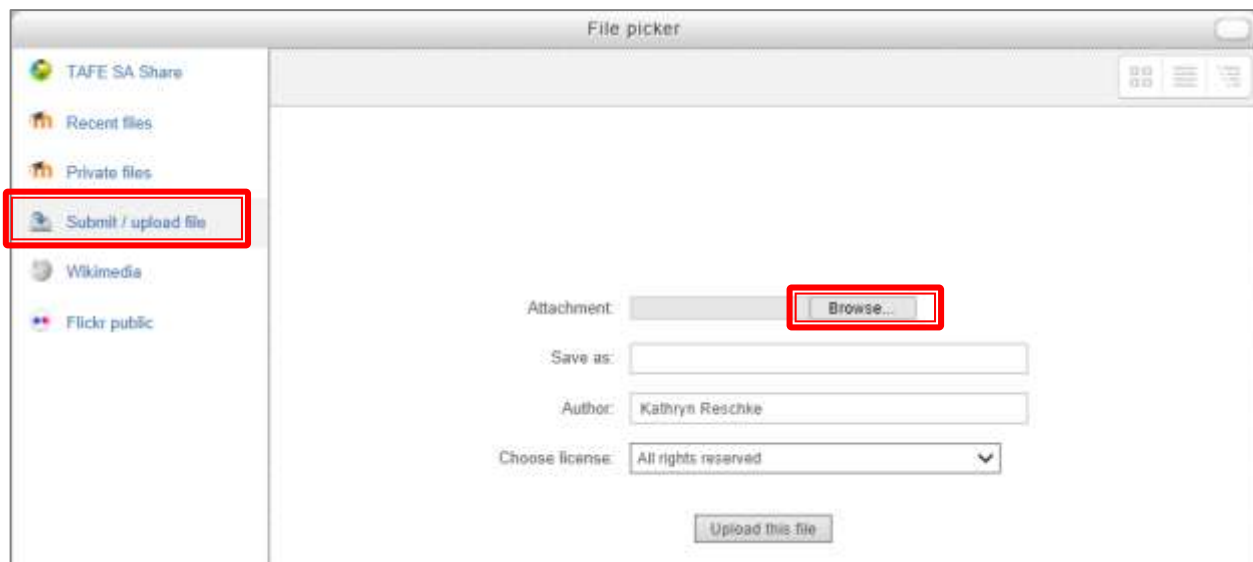
4. Click on **Save changes**

Find & Select

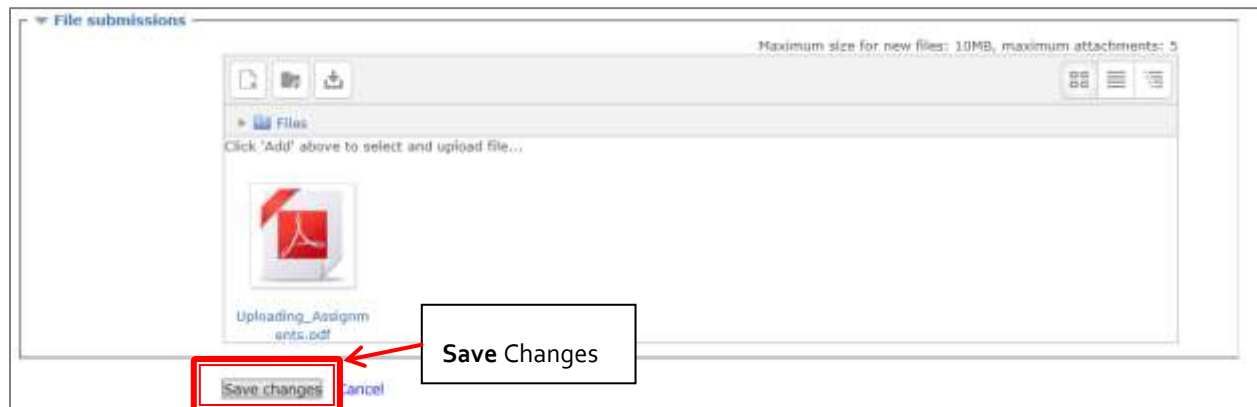
1. On the main course page, click on the *activity or assignment* to open it.  Activity 1
2. Click on the **Add Submission** button 
3. The *file submission* box opens. Click on the **Add** icon  to locate the file you want to upload.



4. The *File Picker* window opens. Click on **Submit / upload file** and then click **Browse**



5. This will open another window. Find the file you wish to upload and click **Open**.
6. The file is now uploaded. Click **Save changes** (see image below)



7. You will be returned to the assignment upload window which looks similar to the one above, and you will be asked to confirm the assignment is your own work. Once submitted you will not be able to make any changes to this document.

☒ This assignment is my own work, except where I have acknowledged the use of the works of other people.
Are you sure you want to submit your work for grading? You will not be able to make any more changes.

8. You have now completed the upload. A confirmation email may be sent to you.

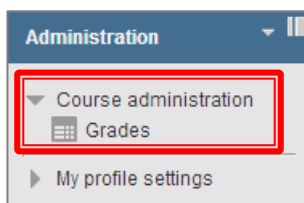
Feedback on your submissions

Your Lecturer will review the work you upload and provide you with feedback. In most cases, the solutions to activities will be released to you automatically once the lecturer has marked your work as *completed* or has graded your work.

e-Learning courses are designed for self-directed learning. It is your responsibility to compare your answers with the solutions provided. If you still have difficulty understanding the solutions, please contact your lecturer or tutor for assistance.

How can I see my recent online assignment feedback?

The easiest way to see your feedback is by simply going to the same place where you uploaded the work. Another way is to view **Grades**. If this feature has been activated in the course, you'll find it in the Administration block on the left of screen.



The **User report** shows you a table with all the required activities in that particular course, your grade, and Lecturer feedback. You can click on the activity name to see more information about that task. See the image below.

Why is my course average so low?

Don't panic. The Learn (m2) grade book takes into account unmarked and un-submitted work. You start with a zero grade and as you progress through the course and complete graded activities the percentage will steadily rise.



Grade item	Grade	Feedback
Participate in OHS Processes		
Assignment 1		
Activity 1		
MCQ 1		
Assignment 2		
Activity 2		
MCQ 2		
Assignment 3		
Activity 3		
MCQ 3		
Final Assignment		
Course total		

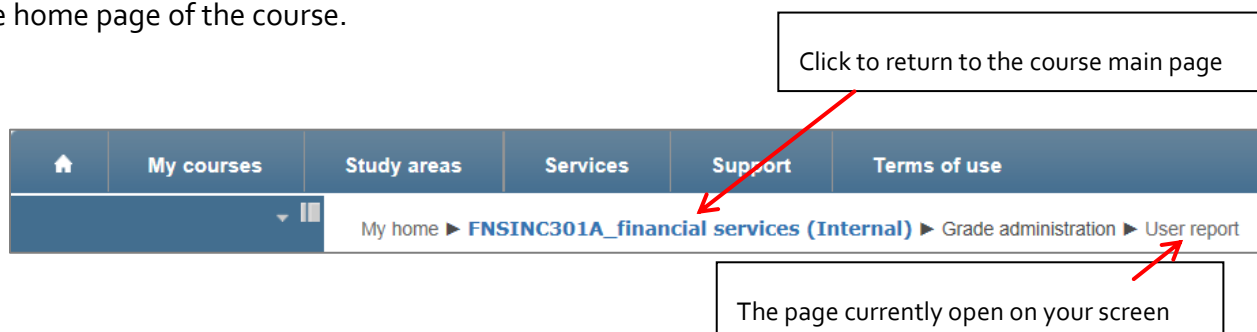
Navigating in Learn (m2)

Moving around the course

There are different ways to move around the screens in a course.

Breadcrumbs

Breadcrumbs are a trail showing you the pages you have passed through to get to your current location. At the top of every screen you will find the file path (see image below) that tells you where you are in the course. In Learn (m2) these are known as *breadcrumbs* and the main home page of the course will always be highlighted in blue. Clicking on this breadcrumb is the quickest way to return to the home page of the course.



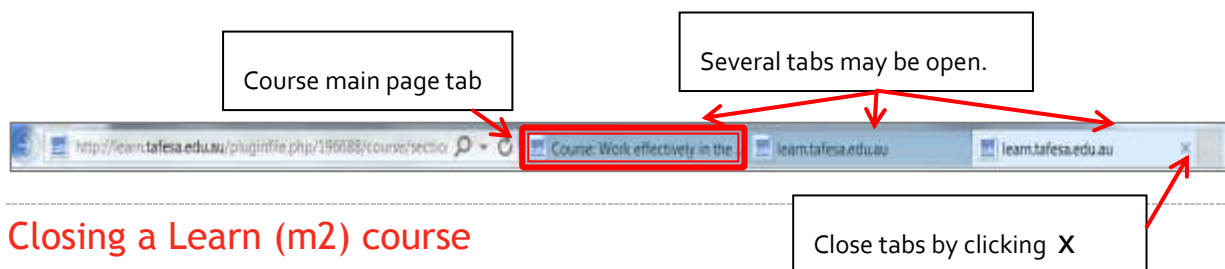
Back & forward buttons




When you are in the main body of the course you can also use the *Back* and *Forward* buttons located in the top left corner of the screen. This will not take you back to the main page of the course if you are in a PDF document.

Tabs - new windows

Learn (m2) courses contain several files, many of which are PDF documents. Depending on the settings when the course was created, some documents will open in a new tab. You may have many tabs open at the top of your screen. The tab titled *Course:.....* Is the main page of the course you are in. You can check which page the tab is for by hovering over it with your mouse pointer. Tabs can be closed by clicking the **X** in the top right corner of the tab.

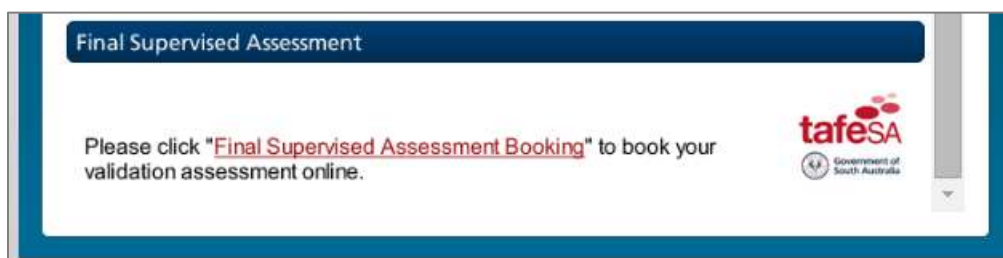


Closing a Learn (m2) course

To log out of the site, click on the **Logout** button near the top right corner of the screen or click the red cross in the very top right corner of the screen . Either way will close the course and your work will automatically be saved.

Supervised Assessment guidelines

If your course guide contains a final supervised assessment for the course, you will need to make a booking time to sit your assessment. A link to book your supervised assessment will be provided in the online course site. It will appear as follows:



For information about how to book your assessment go to [Supervised assessment guidelines](#)

Your responsibilities

As a student of TAFE SA you have a right to study, learn and develop your skills in a safe, healthy and supportive educational and social environment. As a student you also have certain responsibilities to your fellow students, staff and Lecturers. These include:

- Treat other students and TAFE SA staff with respect, fairness and courtesy
- Not engage in plagiarism, collusion or cheating in any assessment or examination
- Submit all assessment tasks by the due date or ask for an extension if there are exceptional circumstances
- Return or renew library resources by the due date
- Not behave in a way that could offend, embarrass or threaten others
- Use campus computing facilities in a responsible, ethical and lawful manner

Study support

We understand that studying online can be difficult for some people. For that reason we have a number of ways to support you. In all cases, the best person to help you with your course content is your Lecturer. For more general assistance such as literacy and numeracy, study skills, assignment skills and personal support we have a range of free services available to all our students. Please visit our website for full details: <http://www.tafesa.edu.au/services>

Help with Learn (m2)

If you are experiencing any difficulties and cannot find help in this booklet, please email the Help Desk on finance.online@tafesa.edu.au

Help can be provided for:

- Creating a new account
- Forgotten passwords or logins
- Uploading assignments
- Viewing feedback and answers

Notes:
