



## STUDYBOARD @ RHODES COLLEGE

USER GUIDE TO NAVIGATE, FIND  
INFORMATION, PERFORM ACTIONS AND  
CONTACT YOUR FACULTY/TEACHER

# LMS USER GUIDE FOR RHODES COLLEGE STUDENTS

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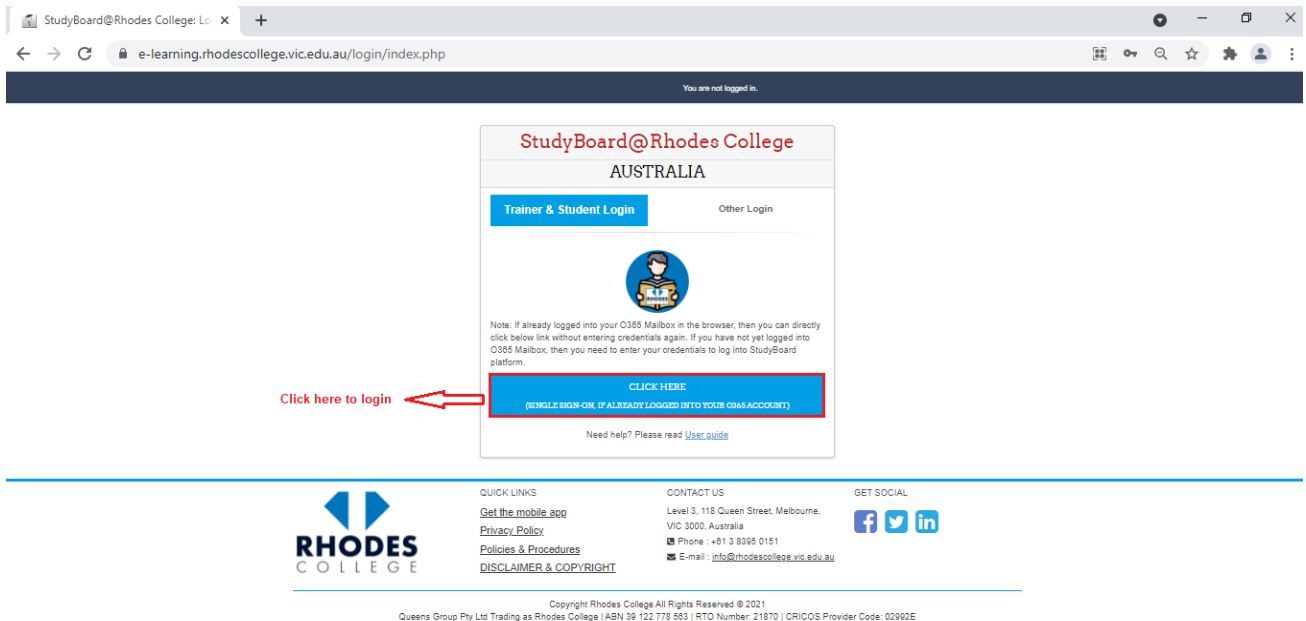
# 1. Login

To access the StudyBoard@Rhodes College visit <https://e-learning.rhodescollege.vic.edu.au> and click on 'Log in'

OR visit <https://e-learning.rhodescollege.vic.edu.au/login/index.php>

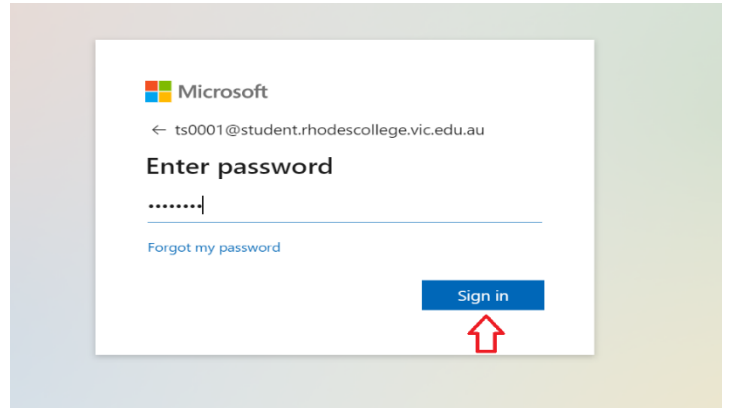
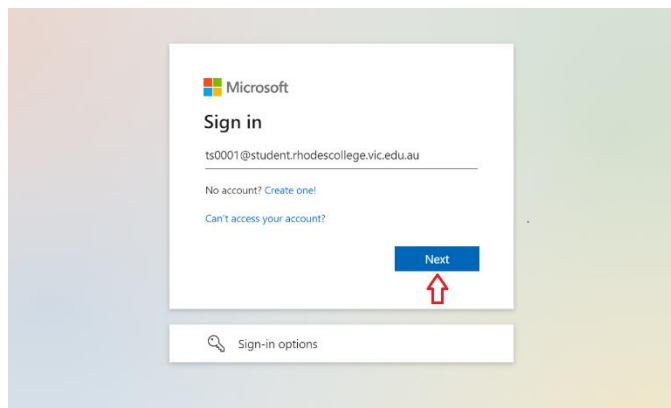
OR click on 'My LMS' under menu of RHODES COLLEGE website [www.rhodescollege.vic.edu.au](http://www.rhodescollege.vic.edu.au)

In the login page Select 'Trainer & Student Login' tab and Click on the large 'CLICK HERE' button.



**Note:** If you have already logged into **Office365** mailbox or **Outlook** using your Student Rhodes College provided email address, LMS will not ask for login credentials again and by **single-sign-on** feature, you will be re-directed to LMS home page screen

User name is your Rhodes College Student Email Address (official). If you don't have one, please contact IT Support Immediately via email: [info@rhodescollege.vic.edu.au](mailto:info@rhodescollege.vic.edu.au)  
Click '**Next**' and enter password. Click on '**Sign in**'



If unable to successfully login to LMS, please contact **IT Support** or **LMS Team** immediately.

## 2. Navigation

Successful login would take you to **StudyBoard@Rhodes College** dashboard

The screenshot shows the StudyBoard@Rhodes College dashboard with the following numbered callouts:

- 1**: Dashboard (left sidebar menu)
- 2**: Recently accessed courses (main content area)
- 3**: Course overview (main content area)
- 4**: Timeline (right sidebar)
- 5**: Online users (right sidebar)
- 6**: Latest badges (right sidebar)
- 7**: Calendar (right sidebar)
- 8**: Upcoming events (right sidebar)

1. **Navigation** – This block helps you navigate through the LMS

The navigation menu block contains the following items:

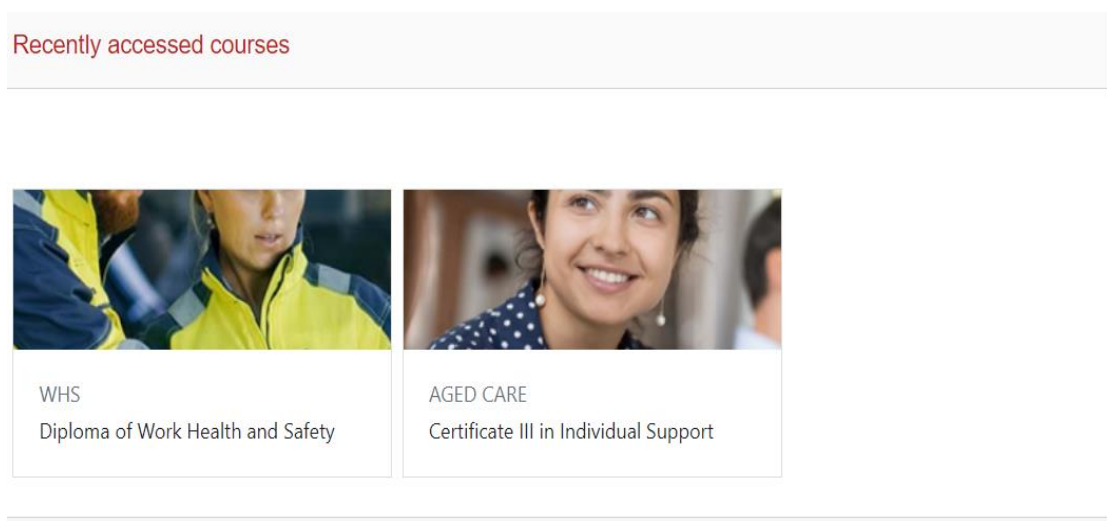
- Dashboard
- Site home
- Calendar
- My courses
- Diploma of Work Health and Safety
- Certificate III in Individual Support

2. **My Courses** – This block consist of the list of all the courses you are enrolled in



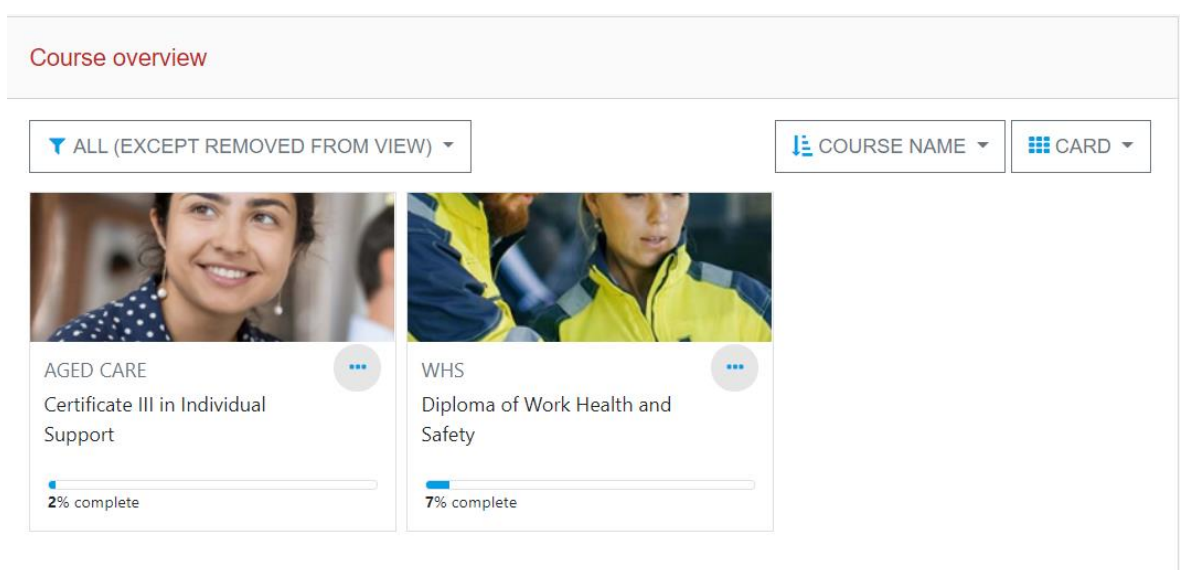
A vertical list of course cards. Each card has a blue graduation cap icon on the left. The first card is labeled 'My courses'. The second card is labeled 'Diploma of Work Health and Safety'. The third card is labeled 'Certificate III in Individual Support'.

3. **Recently accessed Courses** – This block consists of list of recently accessed courses.



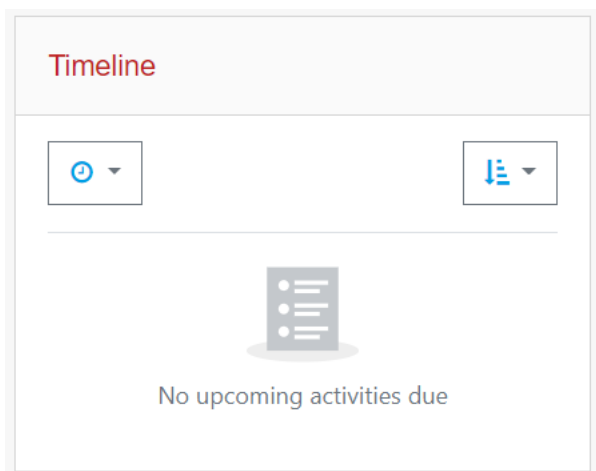
The section is titled 'Recently accessed courses' in red text. Below the title, there are two course cards. The first card features a photo of a person in a yellow safety vest and is labeled 'WHS Diploma of Work Health and Safety'. The second card features a photo of a smiling woman and is labeled 'AGED CARE Certificate III in Individual Support'.

4. **Course Overview** – It consist of blocks of all your enrolled (I.e. Studying) courses, clicking on block will take you to the course

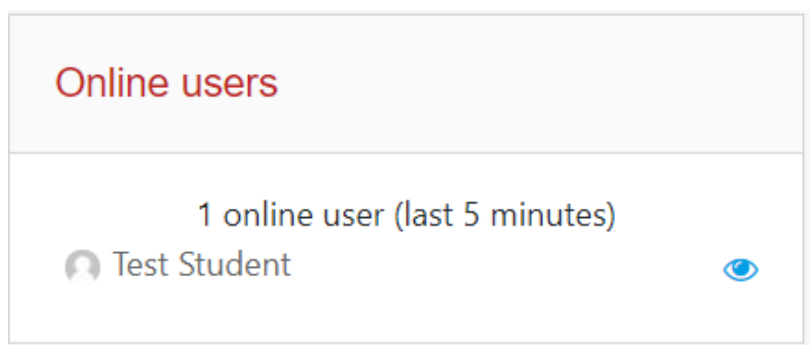


The section is titled 'Course overview' in red text. At the top, there is a filter dropdown menu set to 'ALL (EXCEPT REMOVED FROM VIEW)'. To the right are two buttons: 'COURSE NAME' and 'CARD'. Below these are two course cards. The first card shows a photo of a woman, the course name 'AGED CARE Certificate III in Individual Support', a progress bar at '2% complete', and a three-dot menu icon. The second card shows a photo of a person in a safety vest, the course name 'WHS Diploma of Work Health and Safety', a progress bar at '7% complete', and a three-dot menu icon.

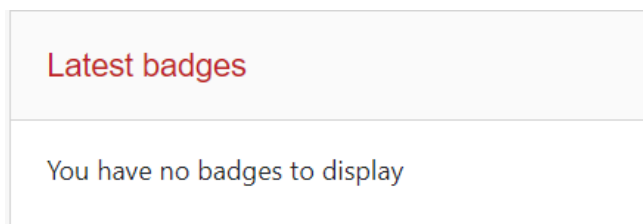
5. **Timeline** – It consist of links to your Upcoming Activities Due.



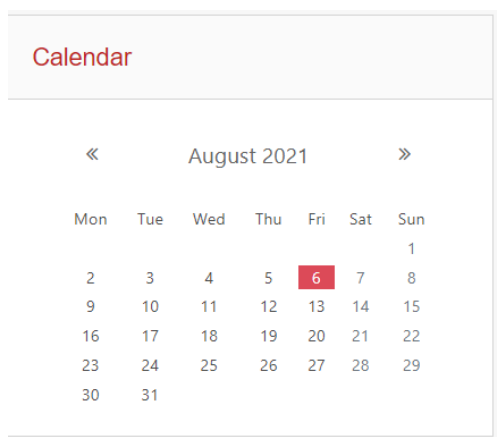
6. **Online Users** – It consist of links to who are in online in this course.



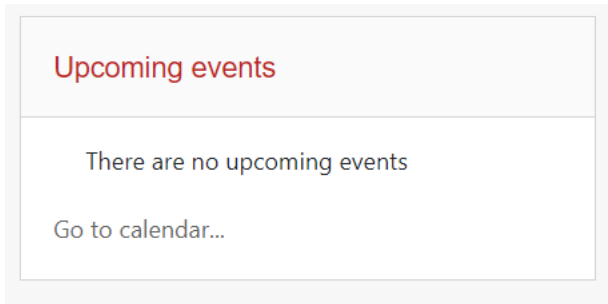
7. **Latest Badges** – It consist of links to your badges.



8. **Calendar** – Calendar shows marked dates of important activities and assessment due dates.



9. **Upcoming Events** – This block shows the upcoming task and events with due dates.

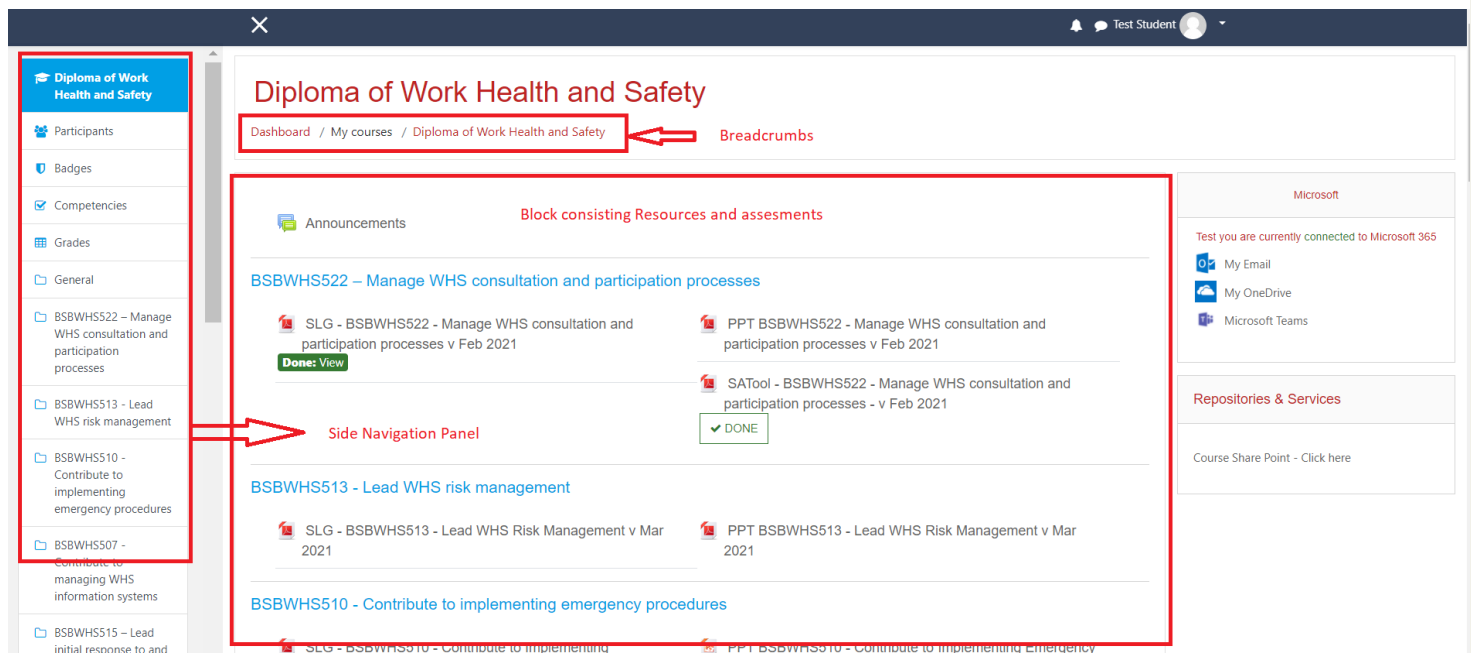


### 3. Courses

To access your course, click on course name from side navigation under **My Courses** or course block under **Course**.

**Overview** to visit the course homepage.

Course homepage shows the list of topics along with its resources and assessments.



Top Navigation Bar consist of **Breadcrumbs** that show the path to the course and can also be used to navigate through LMS

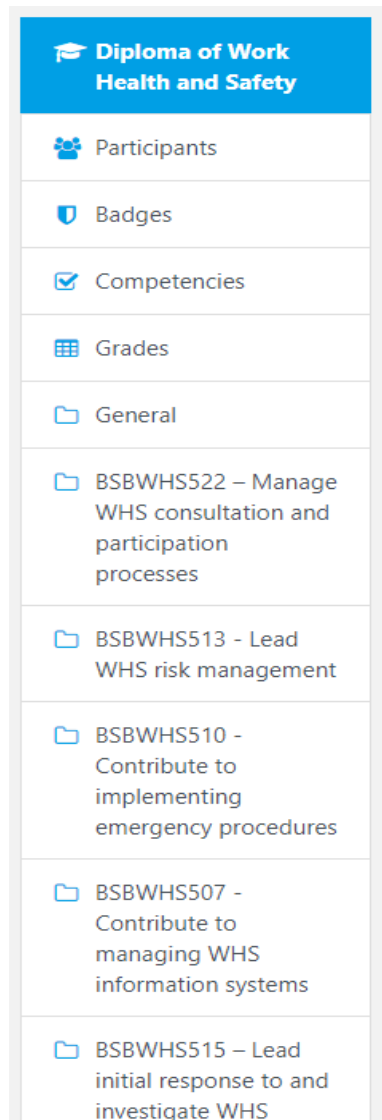
## Diploma of Work Health and Safety

Dashboard / My courses / Diploma of Work Health and Safety



### 3.1 Side Navigation

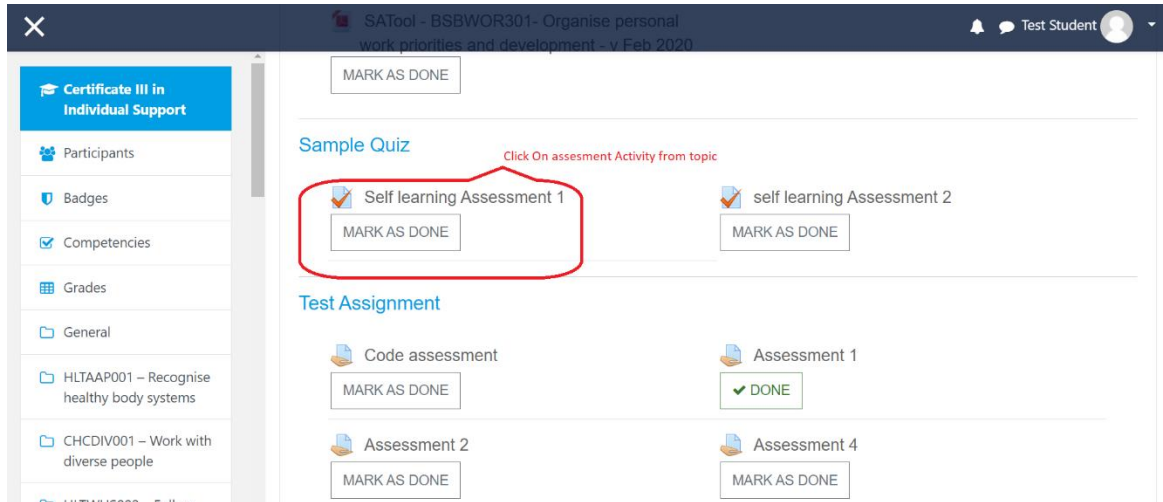
Side Bar consists of **Navigation** Block that shows all the resources and provides shortcut to navigate through to these resources.



## 4. Assessment (Online Questions)

To start an online assessment

1. Click on assessment name or a relevant block from VET Progress Bar to access the assessment.



2. Click on **Attempt Quiz Now** button to start the quiz

**Note:** Read quiz description and conditions before starting an attempt of quiz

- Some quizzes have no time limit and unlimited attempts, so you can leave and come back to your attempt later
- While some quizzes have a time limit with limited number of attempts.

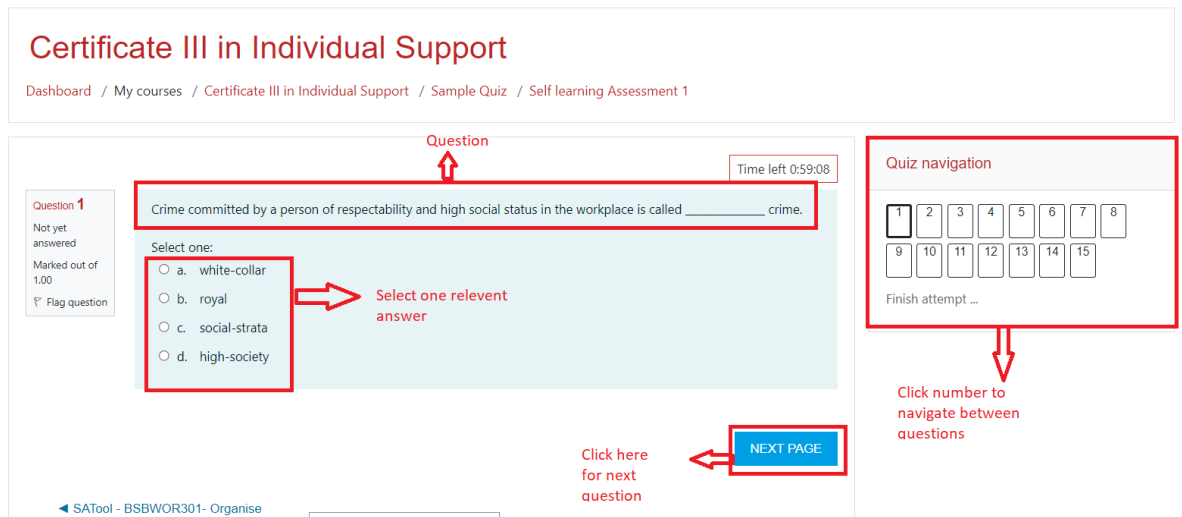
self learning Assessment 2

MARK AS DONE

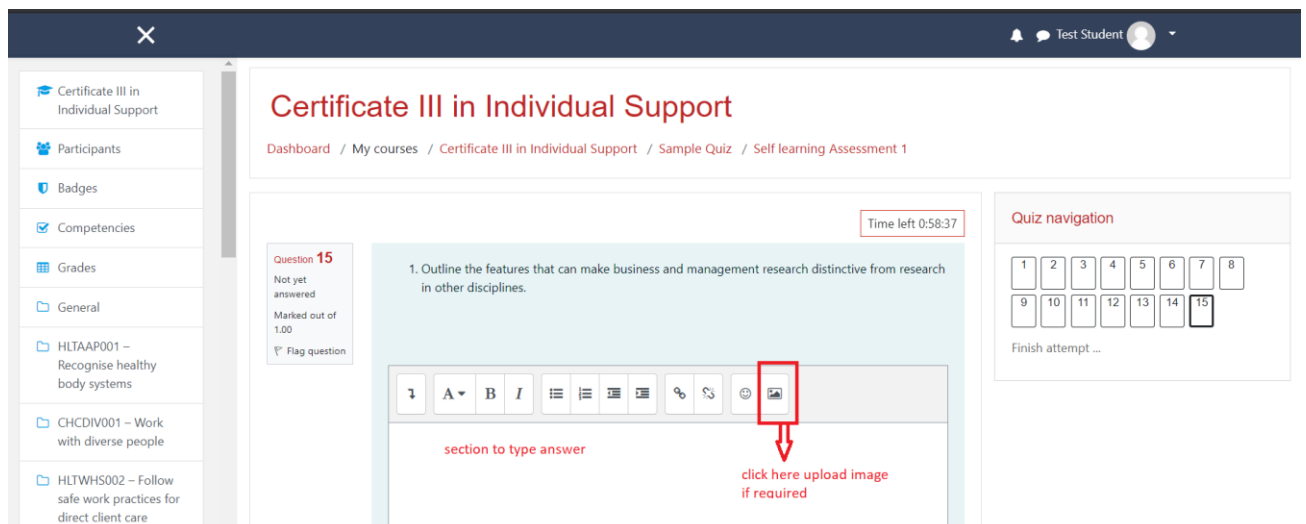
Grading method: Highest grade

ATTEMPT QUIZ NOW

- Most Multiple-Choice Quizzes have a set time limit.
- Quiz Navigation** on left side navigation pane helps you to navigate between different questions in quiz



- Quiz requiring essay/ description answers may not have time limit and allow multiple attempts and an option to leave and continue attempt later.
- Type answers in the section provided.
- Buttons below question can be used to do basic text editing and allow you to attach an image to your answer.



8. Upon quiz completion, a summary of attempt is displayed that allows to review all attempted answers.
9. Clicking on Return to Attempt takes you back to the quiz. Clicking Submit All and Finish would submit your answers and finish the attempt.

**Certificate III in Individual Support**

Dashboard / My courses / Certificate III in Individual Support / Sample Quiz / self learning Assessment 2 / Summary of attempt

**self learning Assessment 2**  
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved

shows the status of complete/incomplete answers

**RETURN TO ATTEMPT** click here to change answer or complete unfinished answer

**SUBMIT ALL AND FINISH** click to finish test

Quiz navigation: 1 2 3 4 5

**Status**

Answer saved

**Confirmation** ×

Once you submit, you will no longer be able to change your answers for this attempt.

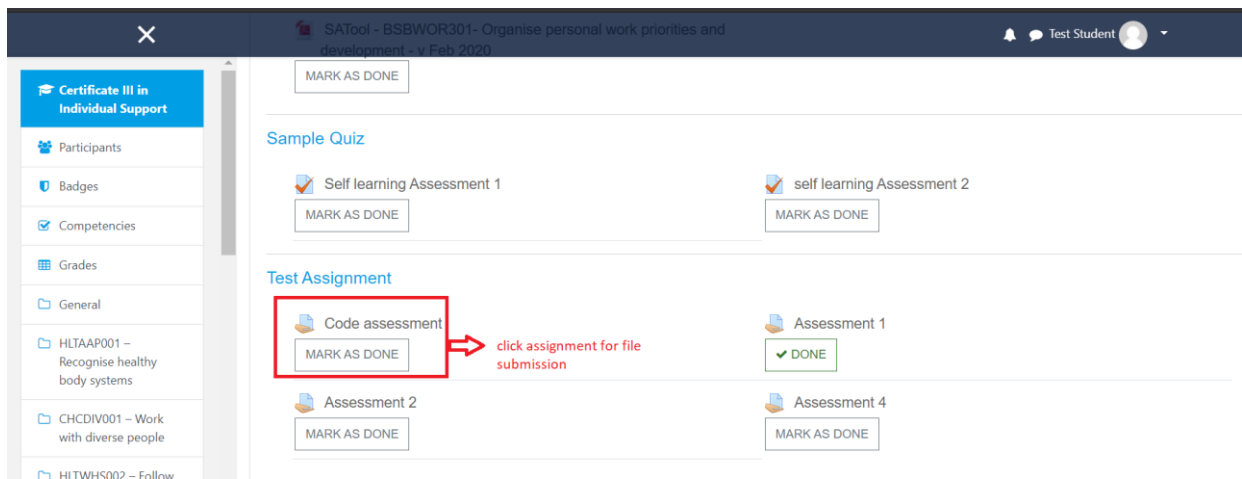
**SUBMIT ALL AND FINISH** ➔ Click to submit all answers and finish

**CANCEL**

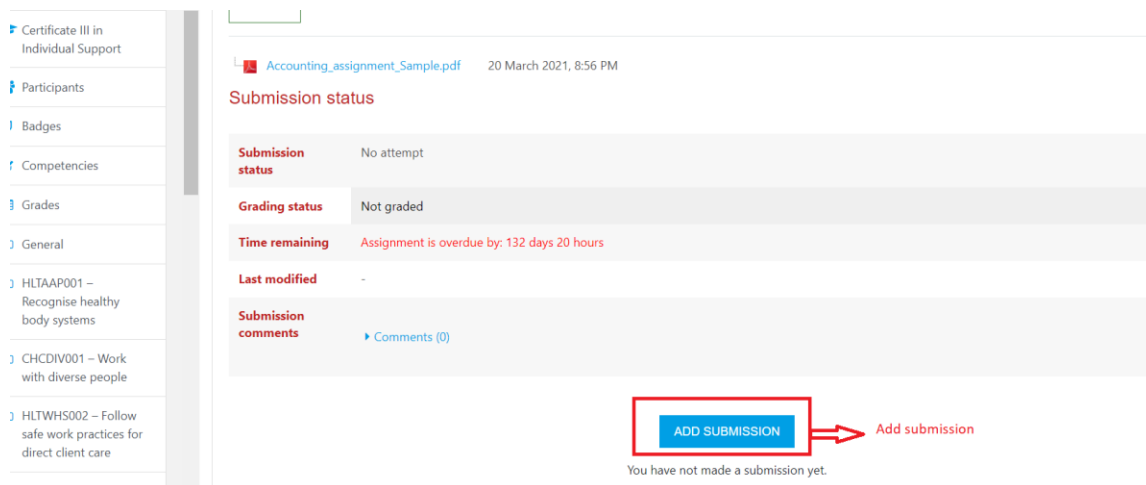
**SUBMIT ALL AND FINISH**

## 5. Assessment (File Upload)

1. Click on the assignment icon (shown below) to upload a non-Turnitin submission.



2. Click on **Add Submission** button.



3. Click on file upload symbol or drag and drop files into the section.

### Assessment 1

Opened: Saturday, 20 March 2021, 12:00 AM

Due: Saturday, 27 March 2021, 12:00 AM

✓ DONE

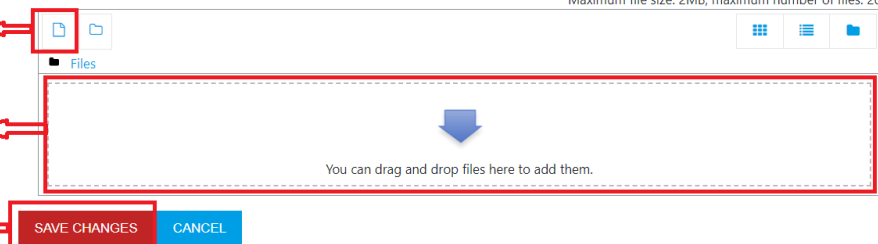
Accounting\_assignment\_Sample.pdf 20 March 2021, 8:56 PM

File submissions [Click here browse and upload file](#)

Maximum file size: 2MB, maximum number of files: 20

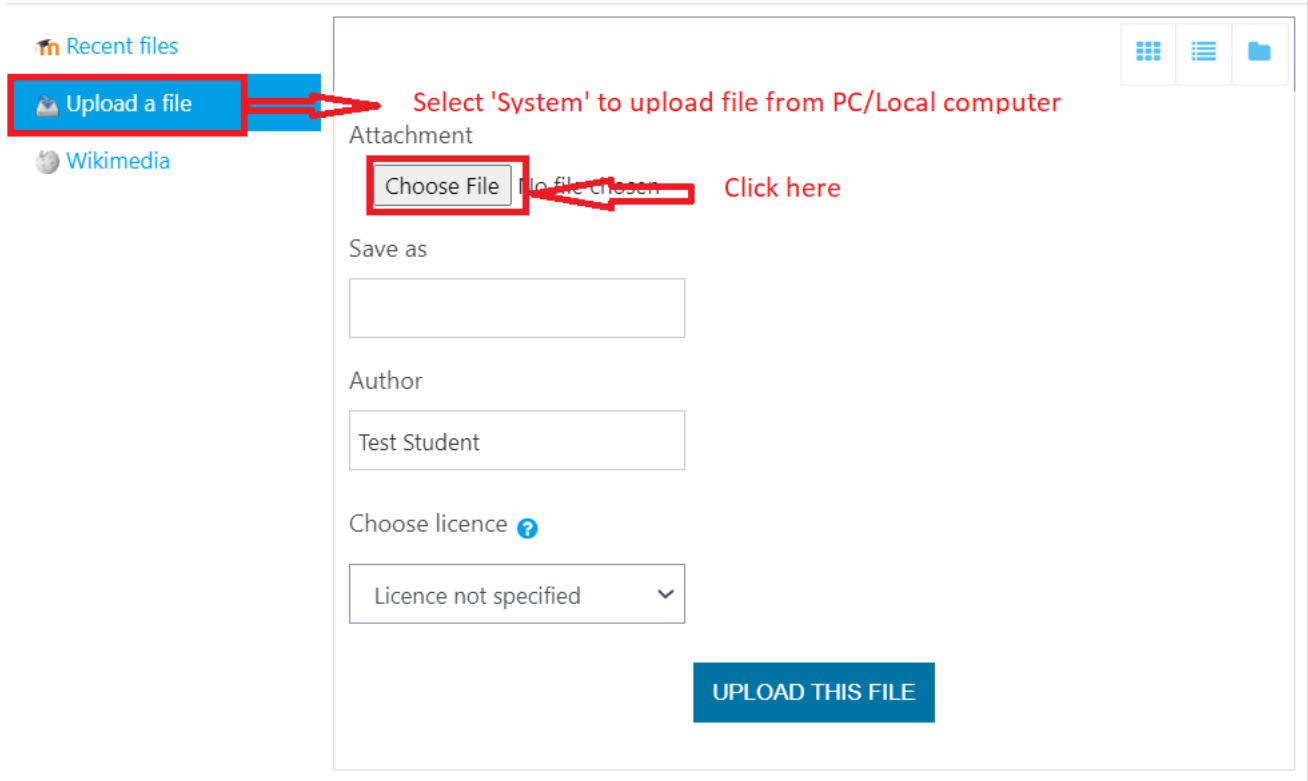
Drag and drop file here

Click here to add submission

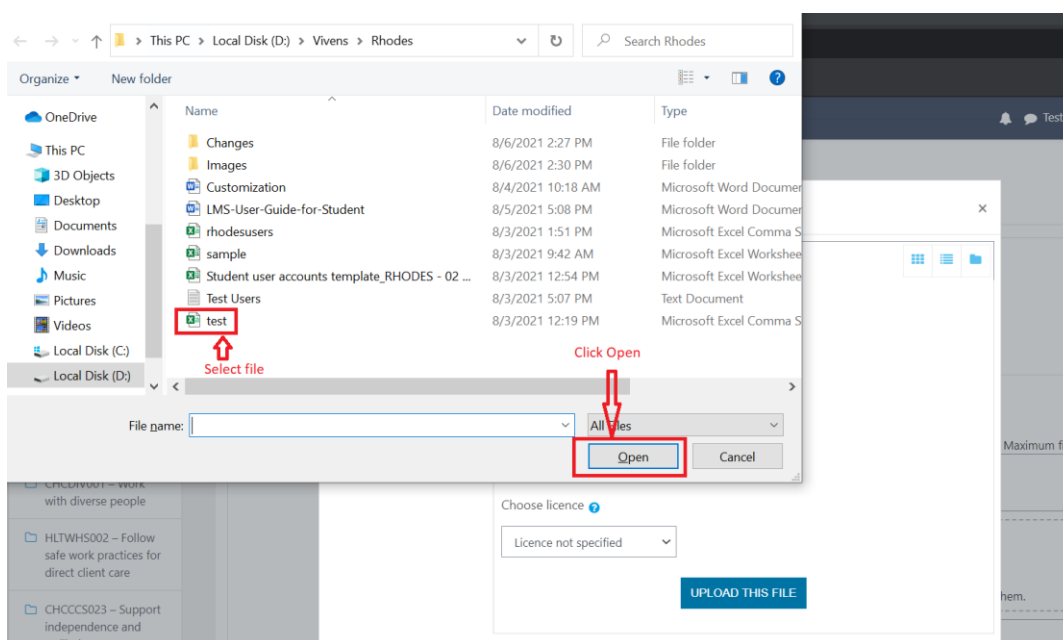


4. Upon clicking button, a file picker window will pop up.
5. Click on **System** to pick a file from local computer/ PC.
6. Click Choose File button.

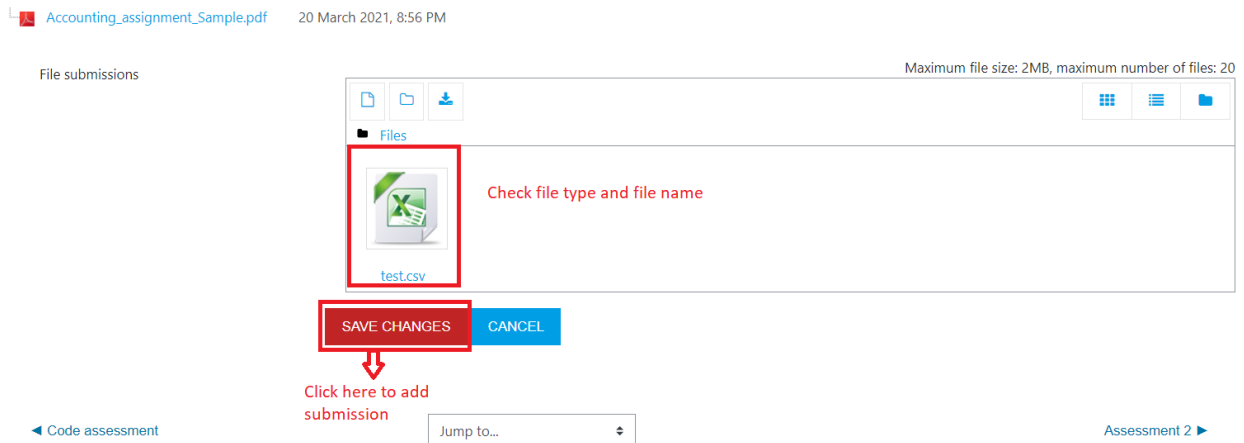
## File picker



7. Browse and select the file you wish to upload, click **Open**



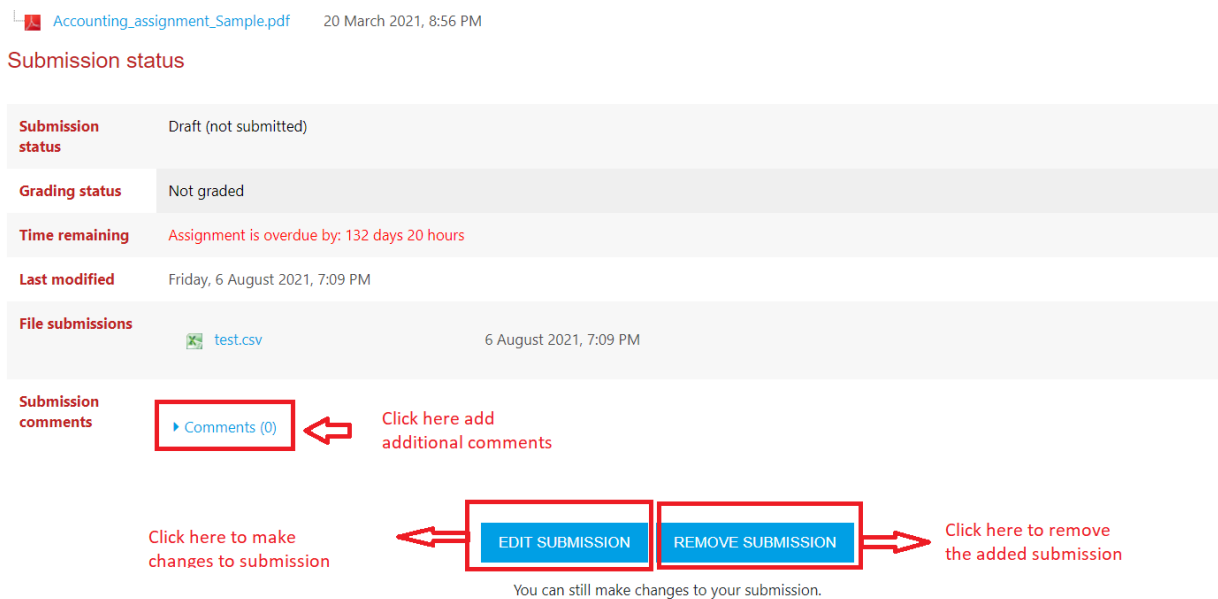
8. The file will be uploaded to submission folder. Click on **Save Changes** to add final submission



9. You will see a submission status video showing submission status and submitted file.

10. Clicking on **Edit Submission** (if permitted by unit coordinator) allows you to make changes to submission file until due date.

11. Clicking on **Remove Submission** it allows you to remove the Submission.



## 6. Grades

To view grades, Click on **Grades** block on left side navigation pane.

The screenshot shows the LMS interface for 'Certificate III in Individual Support'. The left navigation pane has the 'Grades' block highlighted with a red box and an arrow pointing to it. The main content area shows the 'Overview report' for 'Certificate III in Individual Support'. The breadcrumb trail is 'Dashboard / My courses / Certificate III in Individual Support / Grades / Overview report'. Below the title, there are tabs for 'Overview report' and 'User report'. A table lists the courses and their grades:

Course name	Grade
Diploma of Work Health and Safety	50.00
Certificate III in Individual Support	0.00

Select **Overview report** to view grades of all your enrolled courses.

The screenshot shows the LMS interface for 'Certificate III in Individual Support'. The left navigation pane has the 'Grades' block highlighted. The main content area shows the 'Overview report' for 'Certificate III in Individual Support'. The breadcrumb trail is 'Dashboard / My courses / Certificate III in Individual Support / Grades / Overview report'. Below the title, there are tabs for 'Overview report' and 'User report'. A red box highlights the 'Overview report' tab. A red arrow points to the 'Overview report' tab with the text 'Select overview report to view grades all enrolled units'. Below the tabs, a table lists the courses and their grades:

Course name	Grade
Diploma of Work Health and Safety	50.00

Select **User report** to view grades for a specific course.

The screenshot shows the LMS interface for 'Certificate III in Individual Support'. The left navigation pane has the 'Grades' block highlighted. The main content area shows the 'User report' for 'Certificate III in Individual Support'. The breadcrumb trail is 'Dashboard / My courses / Certificate III in Individual Support / Grades / Grade administration / User report'. Below the title, there are tabs for 'Overview report' and 'User report'. A red box highlights the 'User report' tab. A red arrow points to the 'User report' tab with the text 'Select user report to get grades for current unit'. Below the tabs, a table lists the grade items and their details:

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
<b>Certificate III in Individual Support</b>						
Self learning Assessment 1	100.00 %	0.00	0-10	0.00 %		0.00 %
self learning Assessment 2	0.00 % (Empty)	-	0-10	-		0.00 %
Code assessment	0.00 % (Empty)	-	0-100	-		0.00 %