

Introduction to Online Learning

The College for Adult Learning



The College for  
Adult Learning

We're who you trust |

## Table of Contents

The purpose of this manual.....	3
What is eLearning?.....	3
What is learning online?.....	3
Technical details and support? .....	3
What will I need for online study?.....	3
Setting up your computer for learning online .....	4
Login Details.....	4
Working safely .....	4
Creating the right environment for learning.....	5
Developing a study routine .....	6
Effective Time Management .....	6
Structure of the online program.....	6
Using the navigation tools.....	7
Using the media controller .....	8
Extra resources .....	8
Completing your online quizzes.....	8
Completing a training/learning plan .....	9
About your e-Coach.....	9

## The purpose of this manual

This booklet will help you, as a student of The College for Adult Learning, use your online learning portal. Read it carefully and then keep it handy but also remember to contact the college when/if you need our assistance.

## What is eLearning?

eLearning is using a computer to access learning resources, communication tools and support via the Internet. With eLearning you have a choice of where and when you study - from your home, your workplace or out in the park. All you need is access to the internet!

Don't be concerned if you have limited experience in the use of computers and the Internet. Follow the instructions in this booklet and you will soon develop the skills you need. If you need any further help you can always contact the staff at the College who are available to help you.

## What is learning online?

The College uses a web-based platform to deliver online training. You do not have to have this software on your own computer. Our online courses are just like a website on the internet that you access by using a browser and password.

Your Learning Online site (online course) is however, much more than web pages of resources, and may include communication tools and assessment tasks. Your eCoach can also record and track your progress.

Remember, anywhere you have access to the Internet; you can also enter Learning Online. It is like entering a virtual classroom, and in it you will find everything you need to guide you with your learning, including your tutorials (you can think of these like your classroom), assessment documentation, extra resources and quizzes (so that you can track your progress).

## Technical details and support?

This learning program is web-based. To access the program you need to click on the link that came in your 'welcome' email and use the username and password that were provided to you. <http://courses.collegeforadultlearning.com.au/>

If you have lost your log in details, or if you have any technical problems or concerns you should contact the course administrator on:

1300 907 870 or at [admin@collegeforadultlearning.com.au](mailto:admin@collegeforadultlearning.com.au)

## What will I need for online study?

To use your Learning Online course you will need a computer with access to the internet, basic computer skills and this book to get you started. If you have not previously worked with a computer you may need basic computer training which you should attend before you commence an online learning program.

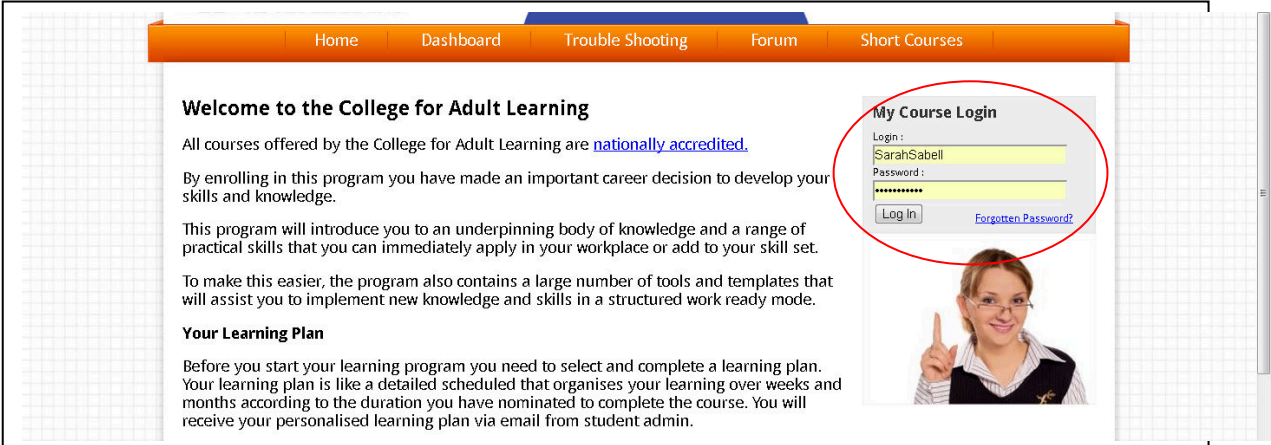
If you are working from home and/or sharing your space you may find it worthwhile using headphones. Online learning programs usually come with an audio file and/or extensive narration. This can be quite loud and quickly annoying to others in your home. You are also more likely to 'miss' key bits of the narration if there are other noises interfering and, it sometimes becomes quite difficult to maintain concentration. We would recommend using headphones as an aid to study focus as well as to hear the audio content.

## Setting up your computer for learning online

When you enrol in your online course you will receive the URL and your login details. The URL is the web address for the online program and, once you have it (and are connected to the internet) you should type the address into your address bar and/or double click on the address line. This will open up the course home page. Once this is open you should add the web address to your favourites so that you can easily find it when you are ready to study.

## Login Details

When you have opened up the course following the directions above, you will land on a page that asks for your login and password (see screen below). You will need to enter both your user name and the password assigned to you in the fields as indicated on the screen. You need to be careful that you copy these details exactly as they are written as these are often case sensitive and will also register a space as a part of the name.



Once you are sure you have the details right you can enter the site by clicking on the login button.

If you have a recent version of Microsoft windows, you can also save these login details so that it is quick and easy the next time you want to enter the course.

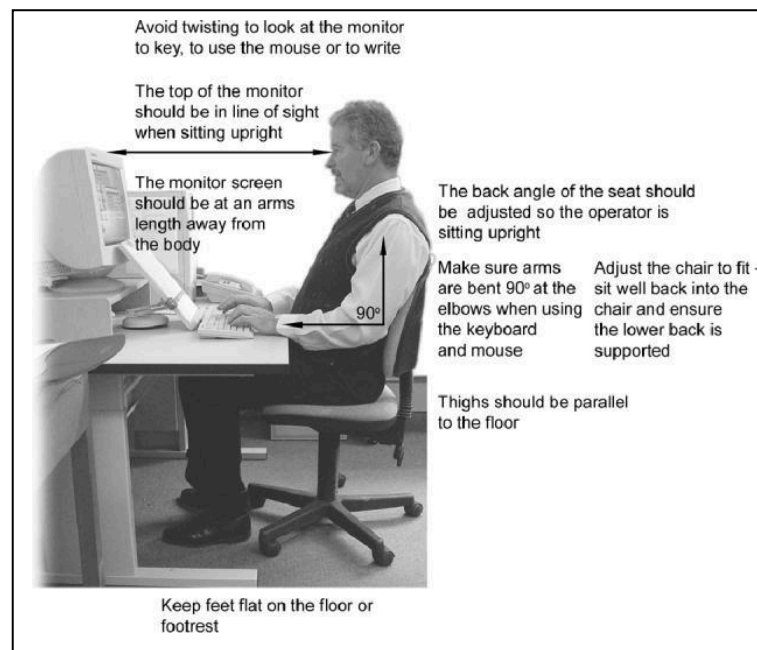
The system will record where you are up to and how much of the specific learning you have completed the next time you login.

## Working safely

Working safely is very important when studying online. You may be sitting at your desk using a computer for several hours at a time so it is important to take regular breaks to get up from your computer and move around. Some people find it helpful to use an alarm or schedule a pop-up reminder in your email task manager as it is very easy to spend much longer than you plan to once you get into the learning program,

There are simple exercises you can do during your breaks to help you to stretch and relax the muscles most at risk of strain, for example standing and walking around, stretching, and resting your eyes by looking up from the screen and focussing on distant objects.

The diagram below shows a student who has adjusted the furniture and position of the computer to suit himself and to ensure comfort and safety.



Take the following steps to set yourself up correctly for working at the computer:

1. Adjust seat height so that wrists are in-line with forearm when typing
2. Check that your back is straight and supported
3. See that the screen is around 65cms from your eyes
4. Use a footrest if needed. You can often improvise, for example use an old phone book

You should also ensure that you do take regular breaks, even if you only take a few minutes at a time to give your muscles a chance to stretch.

### Creating the right environment for learning

Online learning can take place anywhere however, many learning find it useful to have a base to study and, usually this base is either at your home or at your workplace. Wherever you decide to study you need to ensure you have an environment that is conducive to learning.

It is important that you have a place to study that is quiet and away from distractions such as the television. You may have to consider moving your computer to another room if it is located in the same room as the television or stereo. You might have to share a computer, so work out a timetable for sharing with other users.

Your study area needs to be comfortable, with adequate lighting and ventilation. Your computer desk should be large enough to handle to computer, monitor, printer and mouse pad and still give you room for a notebook. As mentioned in the previous section you should also make sure your chair, desk and computer screen are set up correctly.

If you are studying at work you will need to ensure (as much as you can) that you don't get interruptions during your scheduled study time. Some ideas for managing interruptions include closing down your email function or switching off the automatic email notification function for the duration of your planned study time. If you are in shared office space you should consider putting a sign up on your desk saying something like "Please do not interrupt me as I am studying" and, don't forget to schedule the time in your diary!

## Developing a study routine

A study timetable will assist you with your learning by organising your study routine. If you are studying at home, map out a weekly diary which shows study, work and family commitments, and your leisure activities. If you are studying at work you may need to discuss your schedule with your manager to find a regular time each week for study. It is much easier for you and your work colleagues if you can allocate a regular time and day for study and then stick to it.

For a longer term picture, use a semester or year planner alongside your training plan. Pin it up on the wall or a board near your desk if you can. Use your planner to show the goals you have set yourself.

## Effective Time Management

Studying online means you can plan your study routine around other commitments. You are not tied to a study routine based on attending campus at certain times. You can access your course materials and send messages to your tutor and other students at any time. However, always check when assessments are due and make sure you give yourself plenty of time to complete any tasks. Map out due dates on your planner.

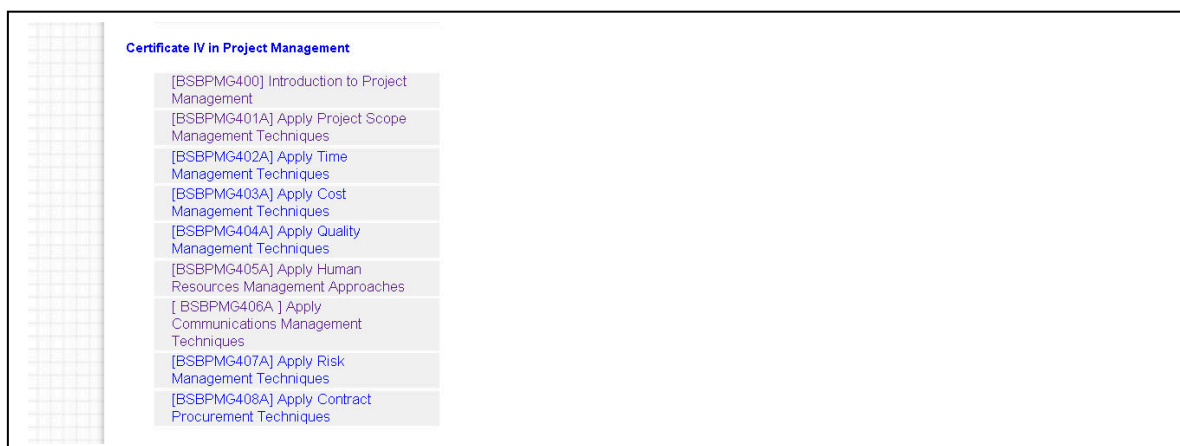
When planning times to login to your course, consider what is the best time to be on the Internet. Depending on the amount of 'traffic', certain times of the day appear to provide faster download times than others. Try different times and adjust your study routine.

If you share a computer with other users you will have to negotiate your online time with them. Remember to indicate any set times when you must be available to participate in online communications such as chat sessions. These should also be put on your planner.

Your time connected to the Internet costs you money (especially if you are a rural student who might not have local call connection) Look for ways to minimise this time. Downloading e-mail messages and disconnecting from the Internet before you read them will save online time - especially if there are a lot to get through and they don't require an immediate response. It might also be practical to download some of your course files to your hard drive to read later if this is a study option.

## Structure of the online program

When you first login, head to the dashboard tab you will see a list of the units and modules available to you down the left hand side of your screen.



When you click on the unit of study you would like to start all the assessment documents as well as your tutorials will load.

**Assessment Documents**

- [PM Unit One Assessment Task](#)
- [PM Unit One Assessment Cover Sheet](#)
- [Business Case - case study 1](#)

If you can't find your own business case to analyse for the assessment task then you can use this one on the national broadband or, if you prefer a less extensive one then use case study no. 2 instead!

[Business Case - case study 2](#)

This is a simpler business case than the national broadband - it is the local government Wireless Hill Project. You can use this one or case study 1 to complete the assessment task for this module.

[PM Case Study](#)

[Unit One Individual Learning Plan](#)

[A Guide to Studying Online and Ergonomics](#)

This booklet provides you with a 'must read' overview of how to ensure your workstation and/or laptop is positioned to ensure you are able to study effectively and safely. We strongly recommend you read this booklet before you commence your program of study.

[Student Guide to Netiquette](#)

This booklet provides you with a general overview of how to interact with other students online.

**Modules**

- Submit Work
- Unit Quiz
- Module 0

**Introduction to Project Management**

Don't forget to do the QUIZ when you finish the tutorials in this module.

To complete this unit of study you must complete the quiz with a score of 80% or above and submit your assessment task (this can be found above this box). Once both of these actions are complete the next module will be unlocked for you.

Good luck with this module we hope you enjoy it

- [Tutorial 1: About the Diploma of PM \[core\]](#)
- [Tutorial 2: What is PM? \[core\]](#)
- [Tutorial 3: The importance of Project strategy](#)
- [Tutorial 4: Project Selection &](#)

**Tutorial**

Play button icon

Description

Documents

### Using the navigation tools

When you click on the tutorial that you want to watch, it will load in the black video box.

**Modules**

- Submit Work
- Unit Quiz
- Module 0

**Introduction to Project Management**

Don't forget to do the QUIZ when you finish the tutorials in this module.

To complete this unit of study you must complete the quiz with a score of 80% or above and submit your assessment task (this can be found above this box). Once both of these actions are complete the next module will be unlocked for you.

Good-luck with this module we hope you enjoy it

- [Tutorial 1: About the Diploma of PM \[core\]](#)
- [Tutorial 2: What is PM? \[core\]](#)
- [Tutorial 3: The importance of Project](#)

**Tutorial 1: About the Diploma of PM**

Diploma of Project Management

**Tutorial 1**

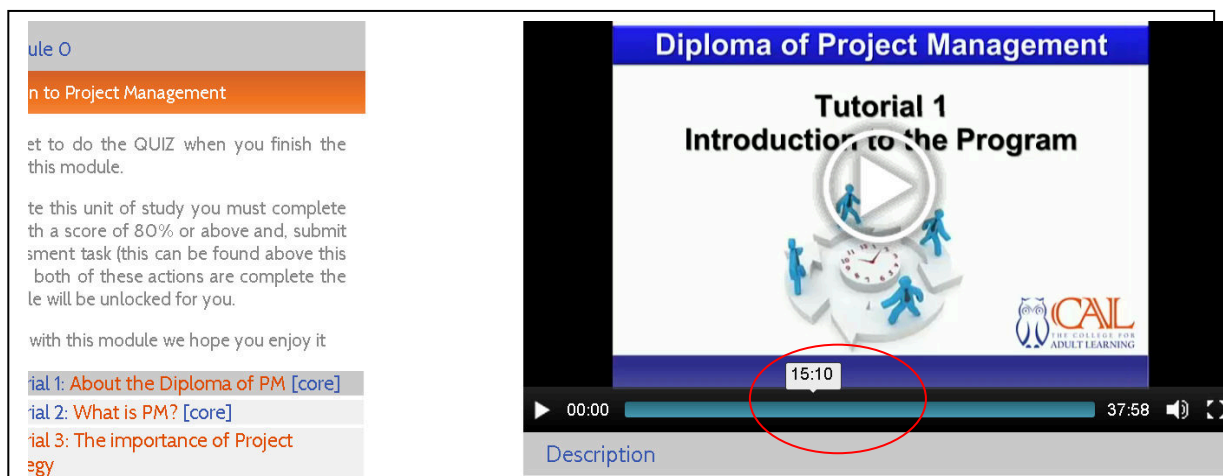
**Introduction to the Program**

00:00 / 37:58

Description

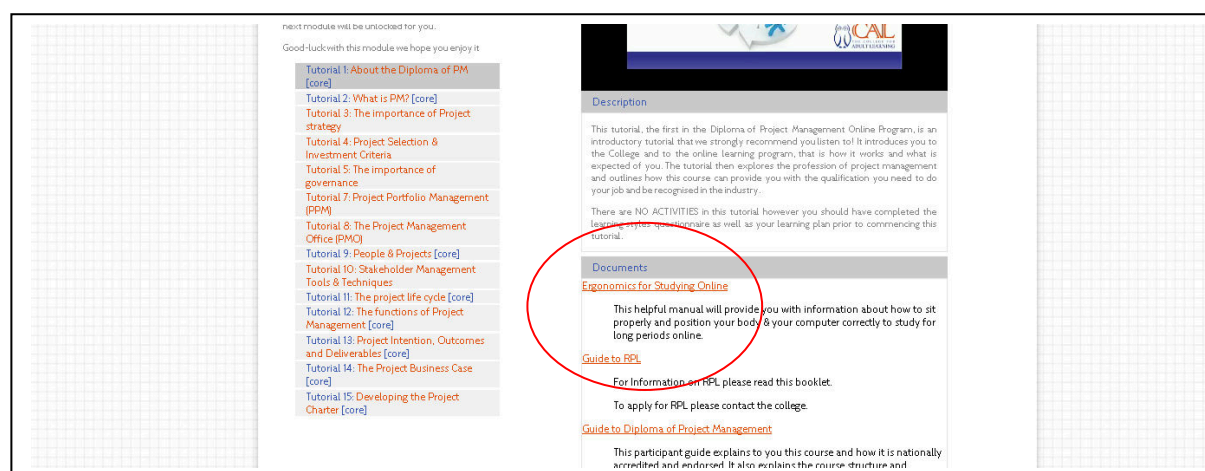
## Using the media controller

When displayed you can use the media controller to pause, play and rewind the content at anytime during the tutorial.



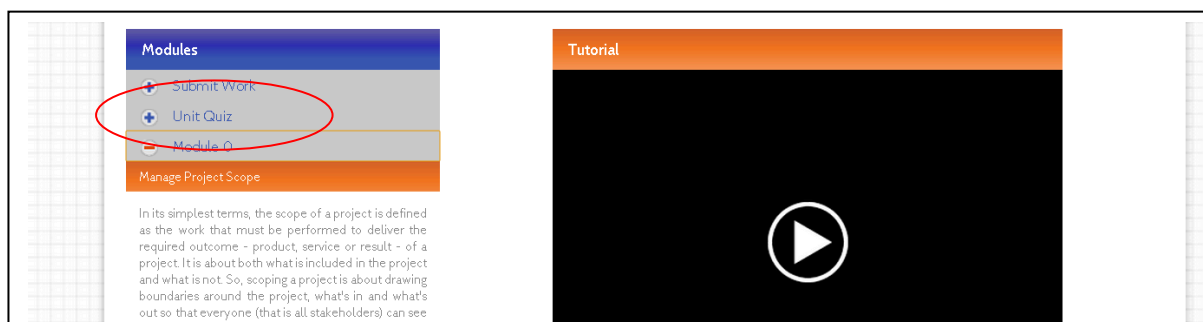
## Extra resources

You will see that underneath each tutorial there is a list of useful and helpful extra resources. If you want to download any or all of these simply click on the title of the document and follow the prompts for downloading. Save these documents somewhere handy so that you can refer back to them at anytime during your study.



## Completing your online quizzes

When you have completed your tutorial work – as well as all the associated activities – it's time to assess how much you've taken in, so head to the quiz for the unit that you're in.



Your multiple choice quiz will open in the same window – where you can select your answers.


**BSBPMG502A Manage Project Scope**

The Concept Stage is important to a Project's success because

- A.  It sets out the budget and timeframes to complete the project
- B.  It sets out to capture, document and clarify project details so that the project can be approved
- C.  It sets out to develop the project schedule so that you know what it going to happen when
- D.  It sets out to design the WBS and resource requirements of the project

A Framework used to divide deliverables of a Project into smaller and smaller pieces is the

- A.  Organisational chart
- B.  Project Schedule
- C.  Project work statement
- D.  Work breakdown structure



**PLEASE NOTE:** If you miss a question your quiz won't go through so once you hit 'submit' if you DO NOT see a message telling you your score you need to hit the 'back' and go through and check that you have selected an answer for every question.

When you have answered every question and then hit 'submit' your score will be displayed for you.

You need to achieve 80% or higher in order to pass a unit of study – if you have tried a few times and reviewed your notes but you still can't get above 80% contact your coach and he/she will have a look at your results and point you in the right direction.

### Completing a training/learning plan

When you enrol in this course you will have your 'welcome' call scheduled with your eCoach. Your coach will discuss your plans for completing your study and will generate a learning plan for you – around your desired finish date.

This will be emailed to you with instructions around completing, signing and returning it to the college.

Before your coach calls you, it is a good idea if you can start to think about how many hours – realistically – you will be able to dedicate to your study so that he/she can gauge your completion date and milestone dates along the way.

### About your e-Coach

Once you are enrolled in your course and have received your login, you will be assigned an e-coach. Your e-coach is available to you to assist you in your learning he/she will also monitor your progress and, where required, provide additional resources or activities to further assist you. Your e-coach may also facilitate group forums with other online learners however, this is an optional activity that you can choose (or not) to participate in.