



# WebClass

## USER GUIDE

July 2019 v3.1

## Contents

1. Overview of Webclass .....	2
2. User Name and Password Emailed to You .....	2
3. Webclass Address.....	2
4. Webclass Login Process .....	3
5. Webclass Home Page: Notifications and News .....	4
6. My Courses .....	4
7. Webclass Menus.....	5
8. Changing Passwords .....	6
9. Starting your Course – Administration Actions .....	7
10. Download Assessments and Administration Instructions.....	7
11. Instruction Button Meanings.....	8
12. Important Tips for Completing a Subject .....	9
13. Submit Assessment or Administration Documents.....	10
14. Quiz Completion .....	13
15. Seeing Your Results .....	14
16. Seeing Your Marked Task.....	14
17. Due Dates and Progress .....	14
18. Semesters and Progressing More Quickly.....	14
19. Tips for Resubmitting Assessments.....	15
20. Student’s Original Work (Copying and Plagiarism).....	15
21. Training Plan Copies.....	16
22. Government Forms .....	16
23. Applying for RPL.....	16
24. Training Journal / Training Record Book .....	17
25. Updating your Contact Information.....	17
26. Lodging Your USI .....	17
27. CPD Quiz Only Courses.....	18
28. Adding a Safe Sender or Filter to your Email Account .....	22
29. Backups and Copies of Assessments.....	29
30. Resizing Windows – View Workbook and Task .....	29
31. Inserting Text and Pictures into the Assessment Document .....	30
32. You notice an ‘oops’ or have a suggestion.....	30

## 1. Overview of Webclass

Welcome to the College's online eLearning software: **Webclass**

Webclass will allow you to do the following:

- View your Timetable and Subject Due Dates
- Access and Download Course Materials – your workbooks and assessments to be completed.
- Complete Online Quizzes / Knowledge Assessments
  
- Submit your Assessments online
- Receive the marked copies of your assessment in PDF format
- Look up Unit/Subject results
  
- Reset your Password online yourself if you happen to have forgotten it.
- Be Sent a reminder email if you have forgotten your Username.



## 2. User Name and Password Emailed to You

Once you are enrolled you will receive an email from the College with your Webclass Username and Password.

If you have not received your College email, please check your Junk mail or spam filter. You must add the College to your e-mail Safe Sender's list to ensure receipt. See the later sections on how to do this.

If you are a past student – you will retain the same Username and Password.



## 3. Webclass Address

Navigate to the following website address to access Webclass:

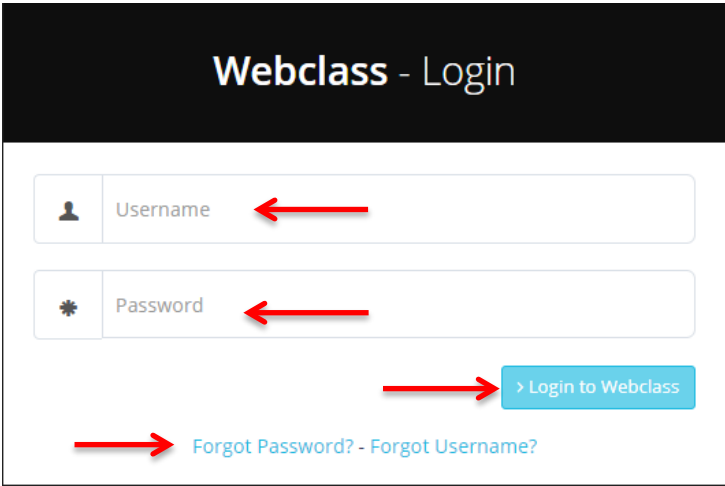
<https://webclass.austcollege.edu.au/>

Save this location as a favourite in your browser.



## 4. Webclass Login Process

On the Webclass home page you will see the following login menu.



**Webclass - Login**

Enter in the **Username** you have been emailed by the College.

Enter in the **Password** you have been emailed by the College.

Once both Username and Password fields have been entered, **click Login**

If you have **forgotten** your Username or Password, click this link and follow the prompts. \*

**Note**, ensure that you have applied the 'safe sender' rules to college emails. See later sections on how to do this.

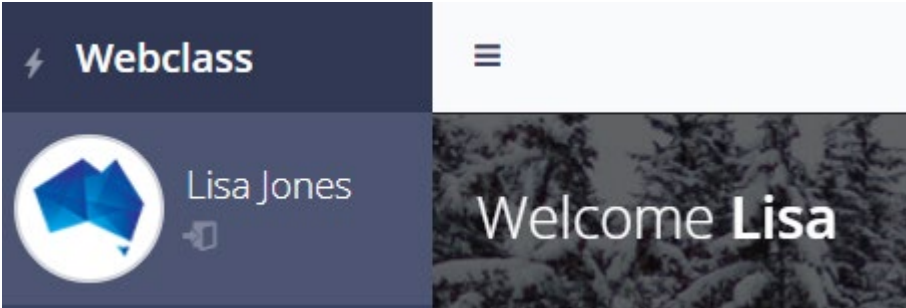
College staff do NOT know your user name or password. These are system generated.



### Login Name

When you are logged in, you can see who you are logged in as by looking at the top left corner of the page.

It will show your **First Name** and **Last Name**.



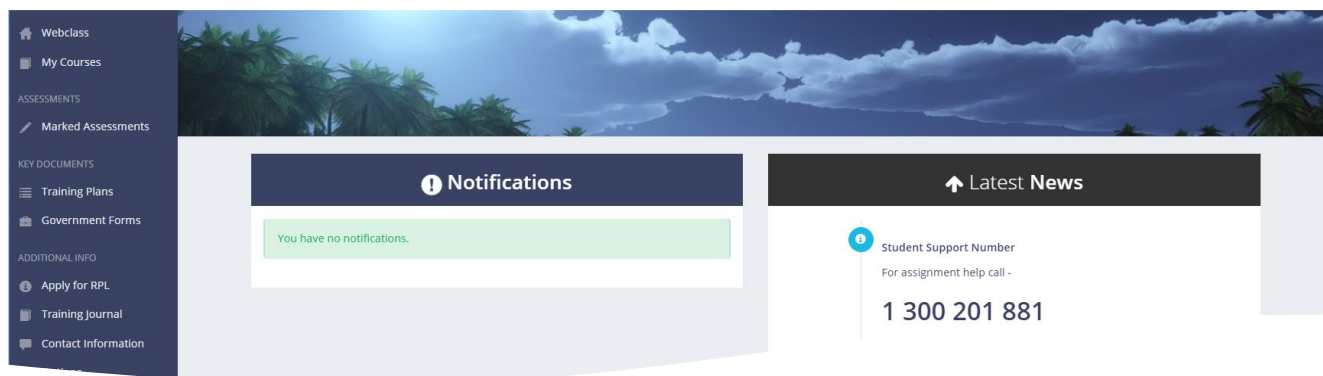
**Webclass**

Lisa Jones

Welcome Lisa

## 5. Webclass Home Page: Notifications and News

The Webclass home page will display:



### Notifications

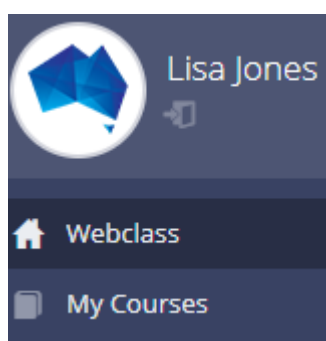
This section will give you important warnings or requests that you will need to action to progress your course.

### Latest News

This section will give College news and tips (i.e., how to set up your phone number in Webclass so your calls go directly through to your student adviser)

## 6. My Courses

To start your course – go to **My Courses** in the left hand menu bar.



This will display your current course.

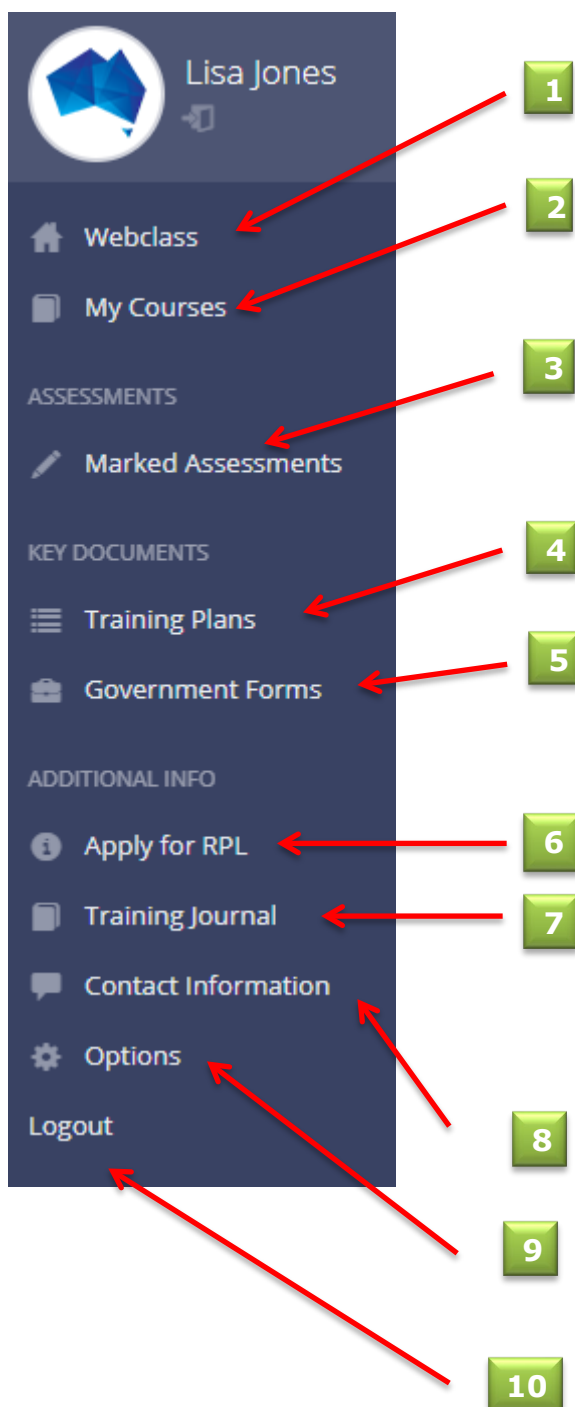
If you have past courses with us – you will need to select the current one.

**(Refer to section 9 on how to start your course).**

## 7. Webclass Menus

### Students Enrolled in Qualifications

For students enrolled in a qualification you will see the following menu on the left hand side once you log in.



**1.** The **Home** link will display any news articles

**2. My Courses** will allow you to view any courses you have completed with the College and your Results.

**3.** The **Marked Assessments** link will allow you to download marked assessments and read the feedback.

**4. Training Plans** can be accessed in this menu.

**5.** The **Government Forms** folder contains copies of important forms to be kept such as your 'notification of enrolment' form or student invoices.

**6. Apply for RPL** link will allow you submit an application for Recognition of Prior Learning.

**7. Training Journal** link will allow you to maintain a journal of the work that you have undertaken, and skills used. It shows the full unit of competency details.

**8. Contact Information** link will allow you to update your Contact Information such as phone and email addresses and your USI.

**9. Options** link will allow you to change your password.

**10. Logout** link, when clicked, will log you out of Webclass.

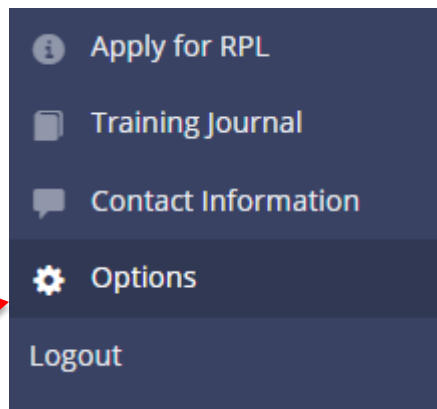
## 8. Changing Passwords

### Password Selection

When you first login to Webclass – go to the **Options** Menu and select the Change Password option.

Select a new password that you are likely to remember; and is secure.

Minimum size for the password is 6 characters. See our recommendations for a strong password.



### Creating Strong Passwords

- Have a mix of numbers and letters and special characters e.g. # !
- Minimum of 6 characters
- Avoid repeated numbers or letters
- Avoid your date of birth and other personal details
- Change your password regularly

**1. Start With a Base Word Phrase** - A good password starts with a base phrase.  
E.g. You can lead a horse to water = Y c l a h t w

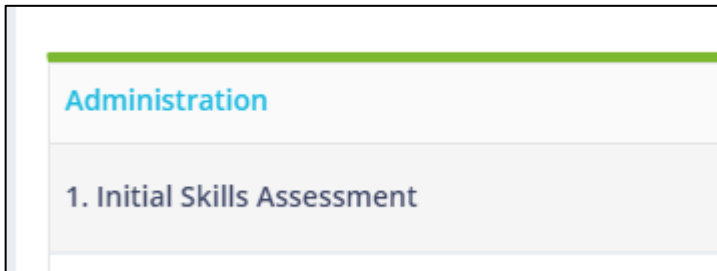
**2. Add numbers and Special Characters** - lengthen your password by adding your favourite number and special character E.g. Y c l a h t w 7 \$

Change Password	
Old Password	<input type="text"/>
New Password	<input type="text"/>
Confirm New Password	<input type="text"/>
<input type="button" value="Change Password"/>	

## 9. Starting your Course – Administration Actions

To start your course – go to **My Courses**

In your course you will have a list of Administration items to be actioned to progress your enrolment. You cannot access your course materials until these have been done.



These items may include:

**Initial Skills Assessment**

**ID Documents**

**Training Plan**

Each of these items will have Instructions and Written Activities.

Download these and complete the requirements. See the next instructions.

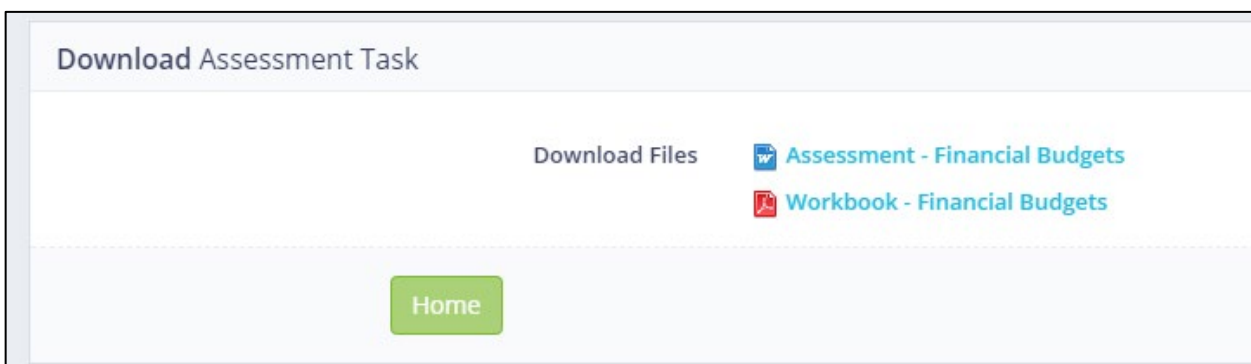
Upload any required parts. See later instructions for this step.

## 10. Download Assessments and Administration Instructions

To download any Administration items or Assessments – click on the Download Button.

A blue rectangular button with the word "Download" in white text.

You will then open a view that shows the files to be downloaded. e.g.



Click on each file to download it.

Save these files to the location you will use on your computer for your course.



**Note**, only download files when you are about to start that subject, as we update content regularly – and if you download too early – you may have an old version.

**Reminder**: save your assessment files regularly and make a back-up on an alternative device in case your computer fails.

## 11. Instruction Button Meanings

These visual buttons help you see at a glance what you need to do.

<b>Start</b>	<b>START</b> : Used for online Quizzes – to show that you have not yet attempted that Knowledge Assessment
<b>Download</b>	<b>DOWNLOAD</b> : This allows you to access written instructions and resources like learner workbooks and assessments
<b>Add Extra Files</b>	<b>ADD EXTRA FILES</b> : You have lodged an assessment to be marked. This is an option to add further files if needed.
<b>Continue</b>	<b>CONTINUE</b> : Used for online Quizzes – to show that you have not yet finished that Knowledge Assessment.
<b>Actions ▾</b>	<b>ACTIONS</b> : This allows you to either <b>SUBMIT</b> your completed Assessment or Administration document. (OR to re <b>DOWNLOAD</b> a new copy)
<b>Quizzes To Do</b>	<b>QUIZZES TO DO</b> : You have some quiz content to complete towards your full assessment.
<b>Resubmit</b>	<b>RESUBMIT</b> : Read the feedback in your marked assessment and resubmit the items indicated.
<b>Supervisor</b>	<b>SUPERVISOR</b> : You are required to upload the signed Supervisors On-the-Job Competency Checklist.
<b>RPL Pending</b>	<b>RPL PENDING</b> : You have applied for RPL but we are waiting on supporting evidence. Email this to us please.

Some of these buttons will change and give you results:

Credit Transfer

CREDIT TRANSFER: The result of Credit Transfer has been applied i.e. you have completed this unit before.

Completed

COMPLETED: This Quiz or Administration activity has been completed. For some subjects a completed result indicates that there is a later part of the assessment to be issued and completed.

Competent

COMPETENT: This subject has been successfully completed and the unit results will be Competent.

Withdrawn

WITHDRAWN: This subject has been started but has since been discontinued,

Exempt

EXEMPT: You do not have to do this activity. For a subject you are exempt from a unit/s due to Recognition of Prior Learning.

Did not Start

DID NOT START: This subject has been discontinued without starting.

## 12. Important Tips for Completing a Subject

Complete the quizzes first, as they contain foundation knowledge.

The written Assessment questions and activities are in the Word document that can be downloaded.

The questions are in same order as you will find the relevant information for that question in the provided Workbook or textbook.

The Assessment questions are in Parts – each part refers you to the relevant section in the Workbook.

- DON'T read the whole workbook in one go
- DO read the assessment questions before reading the related section of the workbook.



Complete the answers to the assessment questions by **TYPING** your answers in the word document as indicated in the document by “[insert your answer here](#)”.

Do not have separate documents as your assessment – insert the text and pictures into the provided Word document (unless instructed otherwise). Later sections show how to do this.

The most efficient way to complete your subject is to open the documents on your computer; and use them simultaneously. See the later section on how to resize your windows to do this.

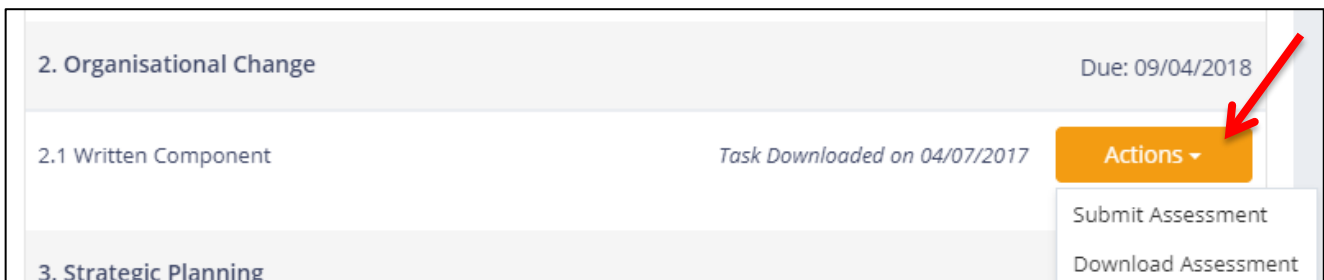
## 13. Submit Assessment or Administration Documents

Save your assessment to your computer when you are ready to submit it. There's no need to print it out.

If you have been using a shortcut to access your assessment task – ensure that you don't just upload the shortcut instead of your task. See later details if unsure.

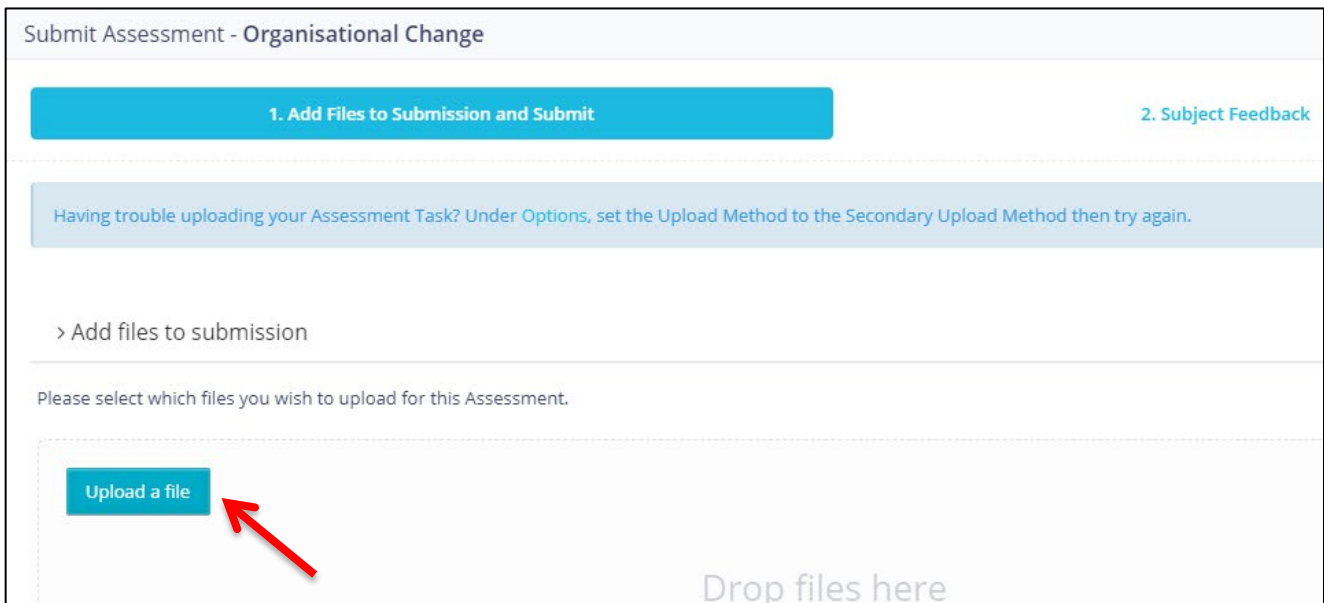
Next, logon to Webclass and select the **My Courses** menu.

Once in the course – select the subject **Actions** button.



Select **Submit Assessment**

This opens a view that allows you to upload files to be assessed. You can upload multiple files before clicking on the **Submit Assessment** button.



Click upload file and navigate and select the file OR drag and drop the files into the box

### Provide Subject Feedback

We use your feedback to improve our materials and College processes, so we appreciate you spending a minute or two to let us know how you felt about the subject you just completed.

Complete the short feedback quiz.

You can add comments and at the end you

The screenshot shows a web interface for 'Subject Feedback'. At the top, there are two navigation buttons: '1. Add Files to Submission and Submit' and '2. Subject Feedback'. Below this is a green notification box with the text: 'Assessment Submitted - Organisational Change. We have successfully received your assessment task, you will receive a confirmation email shortly to serve as a receipt of your submission. Please leave feedback below on what you thought of the Assessment Task and Learning Resources / Textbook.' Below the notification is a breadcrumb '> About the Learning Resources / Textbooks'. The main section contains four Likert scale questions, each with five radio buttons. A red arrow points to the fourth radio button of the second question. The questions are: 1. 'The workbook / textbook design / format is:' with options 'Easy to use' and 'Difficult to use'. 2. 'The workbook / textbook content is:' with options 'Easy to understand' and 'Difficult to understand'. 3. 'The workbook / textbook content is:' with options 'Appropriate for the course level' and 'Not appropriate'. 4. 'The learning resources provided overall were:' with options 'Very well suited to cover the course material' and 'Poorly suited'. Below the scales are two text input fields: 'Comments to explain your answers' and 'Problems that need fixing e.g. typos, unclear material..'. Each input field has a small 'x' icon in the bottom right corner.

### Uploading More Files

If you forgot to include a file in the Assessment lodgement – you can add to it.



### Uploading Supervisors Checklists

You can upload this with your original assessment lodgement or at any time afterward using either the **Add More Files**; or if already marked, Resubmit or Supervisor buttons.

### When to Provide the Supervisor Checklist

If you are enrolled in a traineeship course, you will be required to complete a few pages about the application of your new skills and knowledge to the workplace. Your supervisor will need to review and sign this part of the document.

As instructed in the Assessment, print off those supervisor pages once you have completed them. Get your supervisor's signature; and then scan and lodge those pages.

This is done at the same time or as a separate upload later.

You can submit your completed Assessment *without* having the Supervisor documents ready yet.

### Email Confirmation

You will receive an email confirming we have received the assessment submission.

## 14. Quiz Completion

Many subjects have short quizzes that contain foundation knowledge related to that subject and are assessed by short answer online quizzes.

The subject will list the Quizzes to be done and if any have been started.

1. Business and Resource Plans		Due: 04/07/2017
1.1 Quiz - Budgets	In Progress	<a href="#">Continue</a>
1.2 Quiz - Business Planning	Not yet Attempted	<a href="#">Start</a>
1.3 Quiz - Risk Management	Not yet Attempted	<a href="#">Start</a>

When you start or continue a Quiz – a page will open with the left side of the screen being the Workbook with the content related to that quiz.

The right side will include the quiz questions (showing one at a time) and your progress.

The screenshot displays a quiz interface. On the left, a workbook titled "Marketing Financial Products" is visible, featuring a large image of a smiling woman. On the right, a "Quiz Progress - 100%" panel shows a progress bar and a list of 12 questions, all of which are marked as completed with green dots. Below the progress panel, "Question 1" is displayed, which is a congratulatory message: "Congratulations, you have now reached the end of the Quiz. Click the button 'Mark Quiz' to have your Answers Marked or alternatively go through and revise your answers before clicking 'Mark Quiz'." Below the message, there is a question: "Select all that apply: Which of the following are promotional methods?" with four options: A) TV advertising, B) In branch/store displays, C) Website, and D) Social media. At the bottom of the question area, there are two buttons: "Save Question" and "Mark Quiz".

You can save the quiz and exit and/or complete it and have immediately marked.

If you get any questions wrong you will be given 2 further opportunities to correct your answers. If they are still incorrect you will need to call your College Student Adviser and get assistance.

## 15. Seeing Your Results

Your results will be updated in **My Courses**

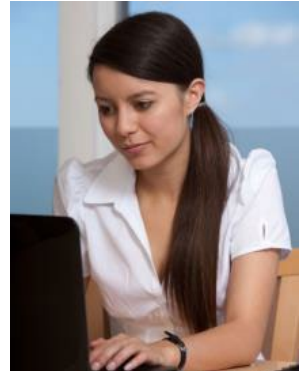
Refer to the explanations in section 11.

## 16. Seeing Your Marked Task

Use the left menu and find the **Marked Assessments** option.

The subjects you have attempted will list – and you can download all marked versions.

They will download in a ZIP file.



## 17. Due Dates and Progress

In My Courses each subject shows the due date to be completed.

As you complete a subject the date completed will show and the result.

Due: 09/04/2018

## 18. Semesters and Progressing More Quickly

Semesters are a way we break your course into 4 parts.

You can progress to the next semesters subjects as soon as you complete the current ones!

Until a semester is available you will not be able to start those subjects.

You can agree with your College Student Adviser to swap subject orders around and move a later subject to the current semester.



## 19. Tips for Resubmitting Assessments

If You Received a 'Partially Assessed' (PA) Result – ie the Resubmit button:

1. Read the feedback on the Marked Assessment Task.
2. Take a note of the questions or activities that you need to revise.



We recommend that you only submit the pages of the questions that you need to resubmit.

When attempting your resubmission you can either:

- Reopen your copy of the word document you submitted previously, or
- Download a new blank copy of the assessment task

In both cases:

1. Select 'save as' and rename the document e.g. Manage meetings resubmission 9.08.19
2. Update your answers for the questions that need resubmitting
3. Delete any pages that are not needed
4. Leave the cover page as it is
5. Upload onto Webclass as normal

**Note:** Please do not delete or edit the cover page

## 20. Student's Original Work (Copying and Plagiarism)

All work must be your own work.

In all Colleges and Universities, submitting work that is not yours is regarded as a *serious offence* that can result in your disqualification from completing the course.

As a minimum you, and any others involved, will be required to complete a new assessment task.



**Note:** If you work with others, in study groups for example, always ensure that your submissions are *your own work*, and in *your own* words.



## 21. Training Plan Copies

The left menu will have an option: Training Plans if there is a copy that needs to be made available to you in Webclass.



## 22. Government Forms

The left menu will have an option: Government Forms if there are documents that need to be made available to you in Webclass.

These include invoices, notification of training documents and any other documents.

## 23. Applying for RPL

The left menu will have an option: Apply for RPL.

Only use this option if you have already spoken to your College Student Adviser and they have given you instructions on what parts of these forms to complete.

Refer to the RPL Information for Students brochure on the website for details about the RPL processes.

## 24. Training Journal / Training Record Book

The left menu will have an option: Training Journal.

The Training Journal will allow you to maintain a journal of the work that you have undertaken, and skills used. It shows the full unit of competency details.

Type the details and save.

Print this as a permanent record and you may ask your supervisor to sign as a witness of your work efforts.

**Note**, Part P (Practical) in each Assessment will ask for similar examples and also forms part of your Training Journal.

## 25. Updating your Contact Information

The Contact Information Page allows you to currently update your Email and Phone numbers.

You are required to have at least one Email Address and one Phone number at all times.



» Contact Information

Email	Phone
Primary Email <input type="text" value="demo@demo.com"/>	Work Phone <input type="text" value="0242259881"/>
Other Email <input type="text" value="demoEmail2@demo.com"/>	Mobile Phone <input type="text" value="Mobile Phone Number"/>
<input type="button" value="Update"/>	Home Phone <input type="text" value="Home Phone Number"/>
	<input type="button" value="Update"/>

## 26. Lodging Your USI

The Contact Information Page allows you to enter your USI.

The College must check this is correct with the USI Registrar.

You may be asked to re-enter details if the USI provided does not successfully validate.

## 27. CPD Quiz Only Courses

If you are enrolled in a CPD program (e.g. RG206 CPD) the course view will be different. You will simply have a list of each quiz that you should complete and the status.

CPD Program 206			
Quiz Module		Complete By	Status
1	<a href="#">Responsible Lending Requirements</a>	25/12/2012	<span style="color: purple;">●</span> In Progress
2	<a href="#">Anti-Money Laundering and Counter Terrorism</a>	22/01/2013	<span style="color: purple;">●</span> In Progress
3	<a href="#">Privacy Act</a>	19/02/2013	<span style="color: green;">●</span> Completed
4	<a href="#">Credit Act Obligations</a>	19/02/2013	<span style="color: red;">●</span> Not Attempted
5	<a href="#">Dispute Resolution and Determinations</a>	19/03/2013	<span style="color: purple;">●</span> In Progress
6	<a href="#">Home Loan Approval and Product Trends</a>	16/04/2013	<span style="color: purple;">●</span> In Progress
7	<a href="#">Personal Insolvency</a>	14/05/2013	<span style="color: red;">●</span> Not Attempted
8	<a href="#">The National Economy</a>	11/06/2013	<span style="color: red;">●</span> Not Attempted

You will also have the ability to print at a Statement of Participation any time.

You may print or download your Statement of Participation for the CPD Program at any time.

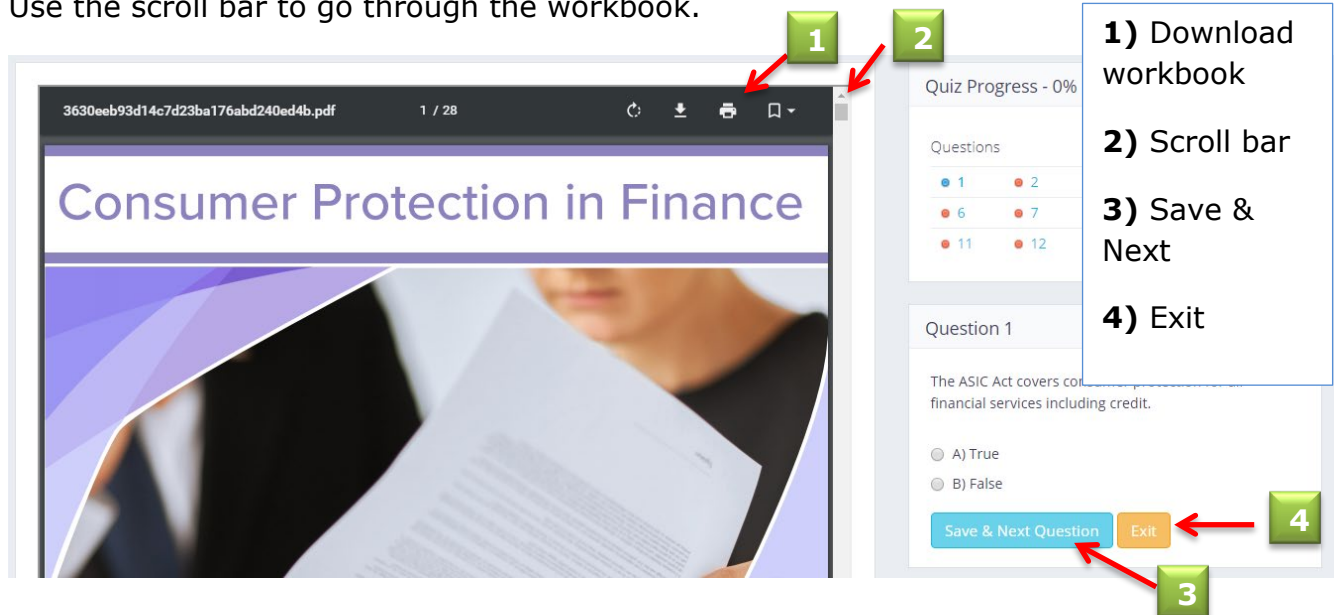
[Download Statement of Participation](#)

## Accessing a Quiz Subject

Once you have clicked on the subject name to access that quiz, it will open.

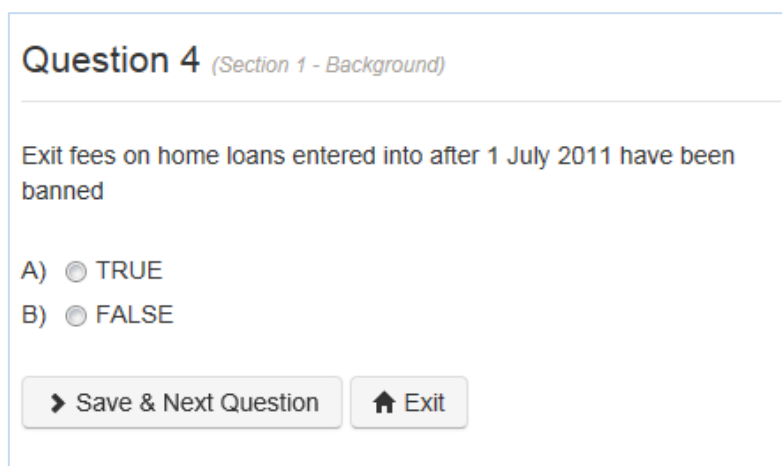
On the left of the screen is the workbook with the questions on the right of the screen.

Use the scroll bar to go through the workbook.



**Save & Next Question** - As each question is answered move to the next question using this button.

The questions are in the order of the content in the workbook, so you can scroll through and read as you answer.

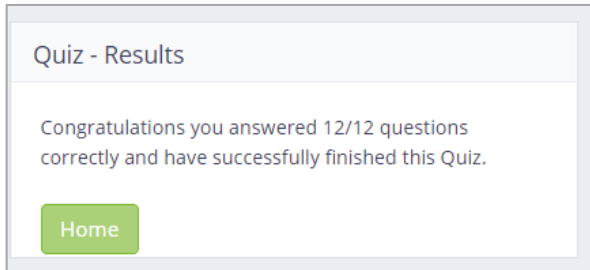


**Exit** - If needed, you can exit the quiz part way through and come back to it later.

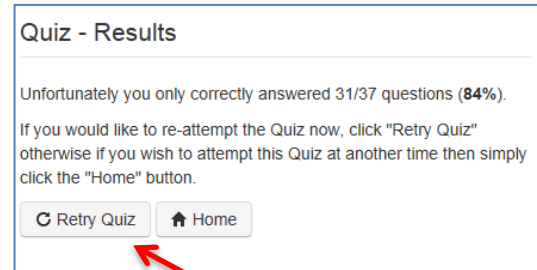
## Marking of Quiz Subjects

At the end of a quiz click the button to mark the quiz instantly.

You will then have the ability to review and correct any incorrect answers if necessary.



OR



You have two chances to get the answer right before the quiz will lock — and to unlock a quiz and continue, please call your student advisor.

Once you achieve 100% you have successfully completed this Quiz subject.

## Quiz Statements of Participation

If you are completing the Quizzes as part of a Continuing Professional Development (CPD) course, you will be able to access and download your Statement of Participation upon completion.

This document will show the Quiz hours and subjects undertaken.

## Tips for Quiz

If you are asked for a word or phrase as an answer – it must be the exact word or phrase used in the workbook.

In True / False or Multiple Choice – select the answer that best fits.

## Attempts and Results

The Quizzes are used to either test your knowledge in a given area or to confirm that your knowledge is up-to-date.

Therefore the quizzes are not formal tests; and as such you are given unlimited opportunities to get the correct answers. However, after two attempts the quiz will lock and you will need to call your student advisor who will then coach you on that wrong answer before unlocking the quiz so you can continue.

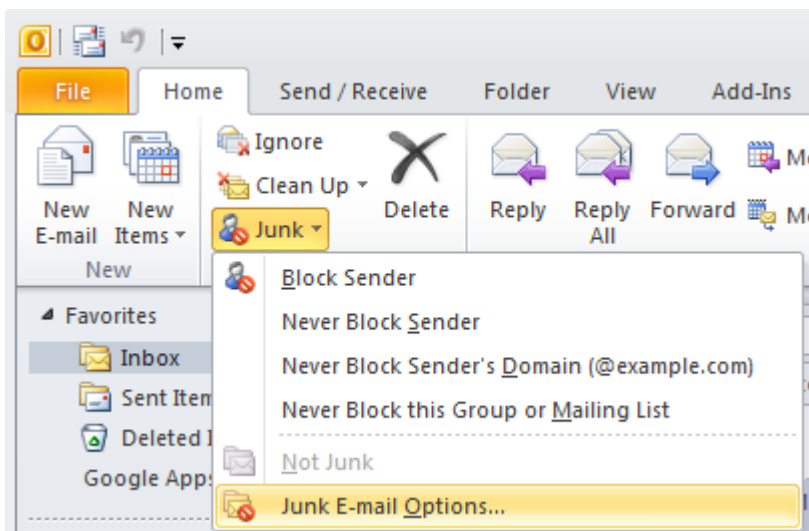
**Note**, the College does not report how many attempts you have made at any module; nor does it store results until you have passed a module.

## 28. Adding a Safe Sender or Filter to your Email Account

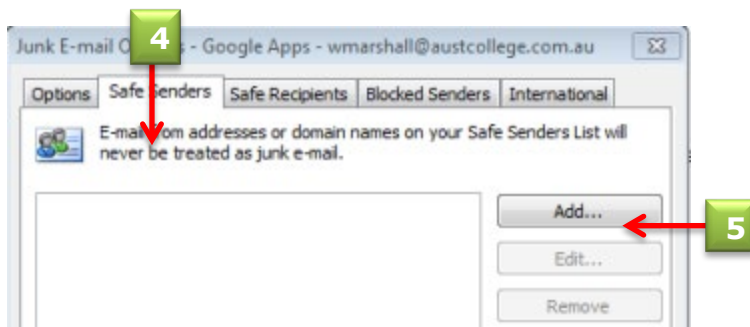
The College will regularly send automatic emails, e.g. to confirm receipt of assessments and to allow password changes...

To ensure that you receive these emails, and they are not treated as spam or junk mail – you need to update your email account/s to accept College emails. Follow these instructions for the common email systems. Call the College if you need assistance or have a different email system.

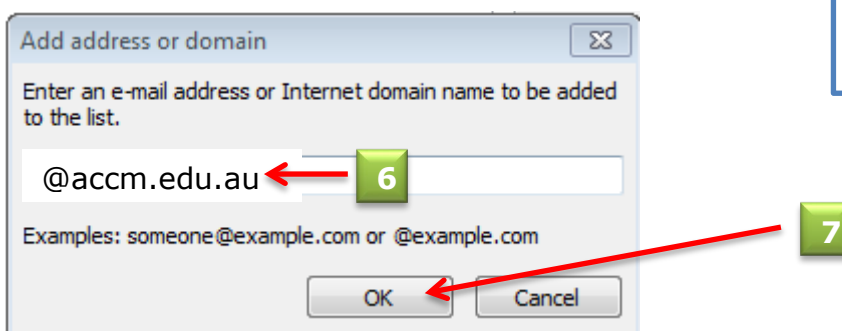
### Outlook 2010 - Adding a Safe Sender



- 1) Click the **Home** tab
- 2) Click the **Junk** drop down menu
- 3) Click **Junk E-mail Options**



- 4) Click the **Safe Senders** tab
- 5) Click **Add...**
- 6) Type in @accm.edu.au
- 7) Click **OK**



## Gmail - Adding a Filter

**1) Click the Cogwheel**

**2) Click Settings**

**3) Click Filters**

**4) Click Create a New Filter**

**5) Type @accm.edu.au**

**6) Click Create Filter with this search**

Mail - 1-50 of 709 < > ⚙️

1-50 of 711 < > ⚙️

Display density:  
✓ Comfortable (on larger displays)  
Cosy  
Compact

Configure inbox

Settings  
Manage this domain  
Themes  
Help

Settings

General Labels Inbox Accounts **Filters** Forwarding and POP/IMAP Chat Labs Offline Themes

The following filters are applied to all incoming mail:

Select: All, None  
Export Delete

Create a new filter Import filters

Filter

From  
[ @accm.edu.au ]

To

Subject

Includes the words

Doesn't have

Has attachment

⚙️ Create filter with this search »



[« back to search options](#)

When a message arrives that matches this search:

- Skip the Inbox (Archive it)
- Mark as read
- Star it
- Apply the label:
- Forward it [add forwarding address](#)
- Delete it
- Never send it to Spam
- Always mark it as important
- Never mark it as important
- Categorise as:

**7)** Click **Never** send it to Spam

**8)** Click **Create Filter**

7

8

Also apply filter to 0 matching conversations.

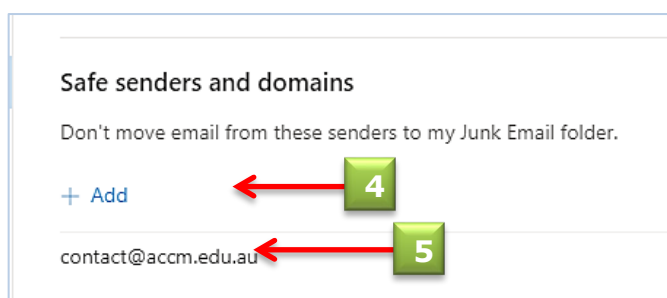
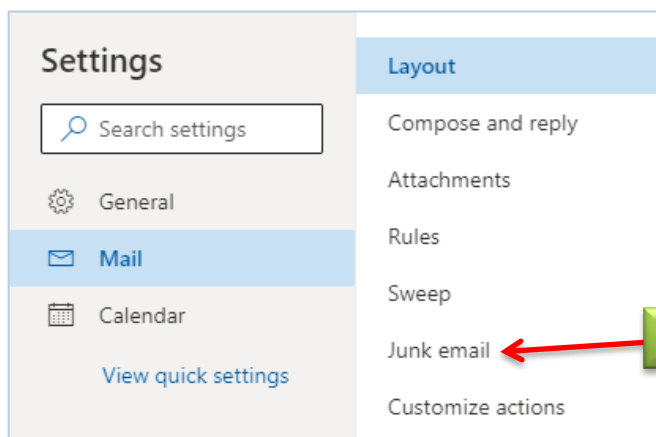
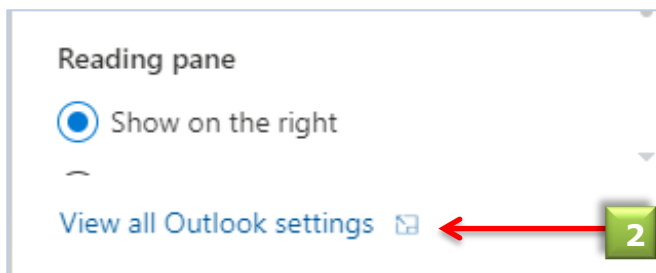
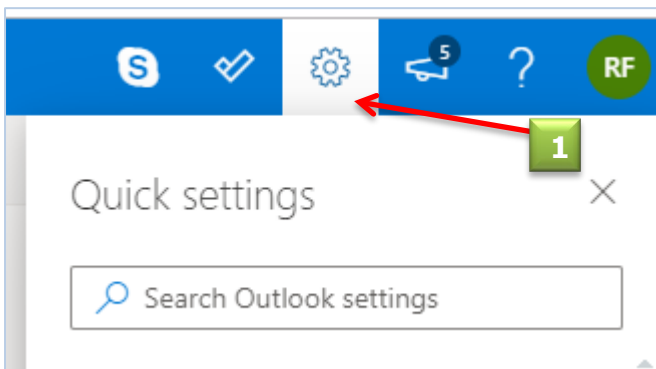
[Learn more](#)

Note: filter will not be applied to old conversations in Spam or Bin

## Hotmail / Outlook - Adding a Safe Sender

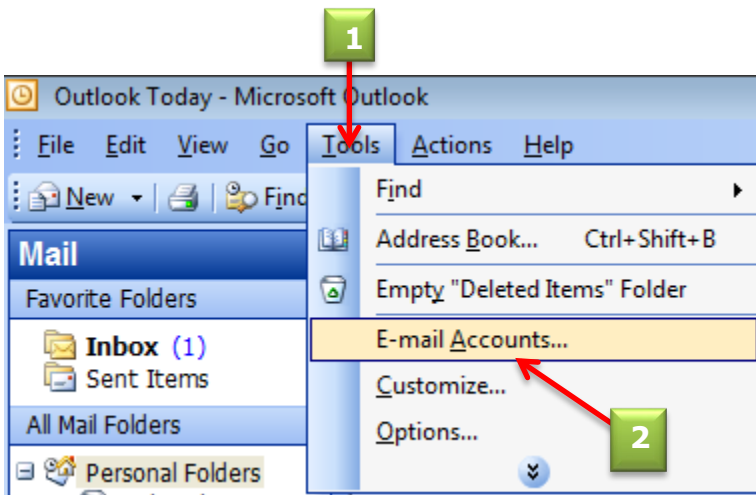
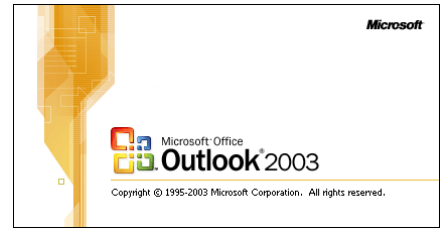


Hotmail Outlook.com

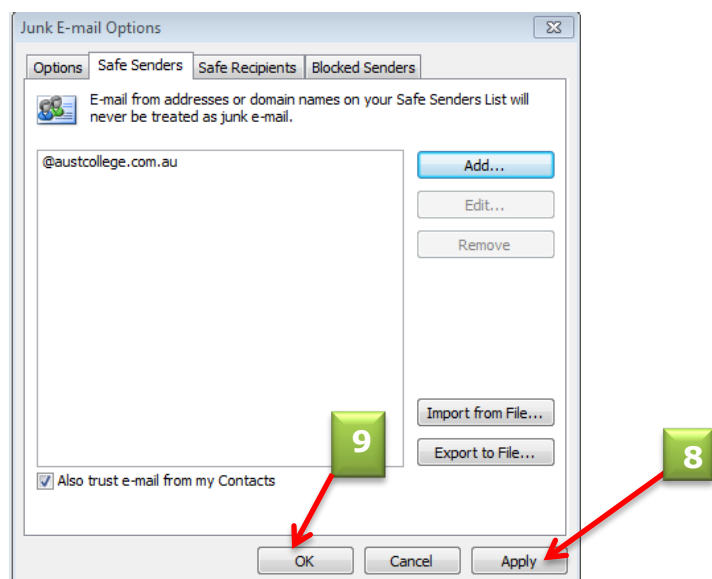
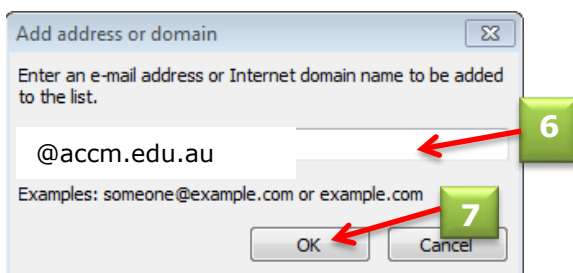
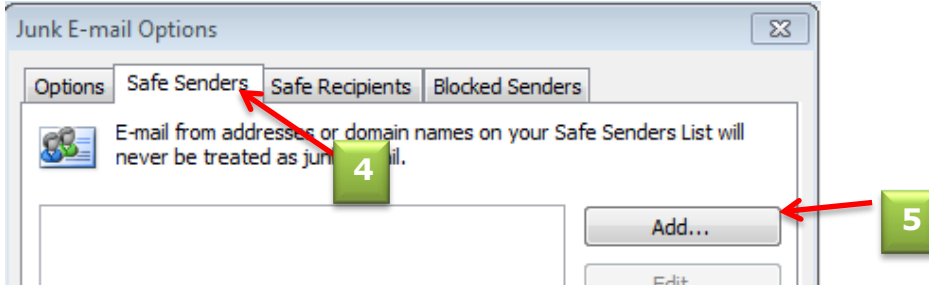
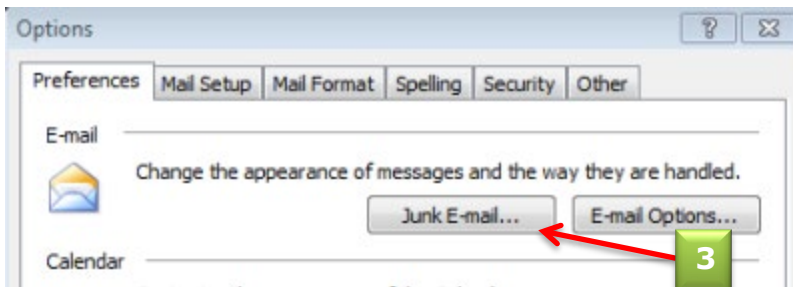


- 1) Click the **cogwheel**
- 2) Click **View All Outlook Settings**
- 3) Choose **Junk email**
- 4) Under **Safe senders and domains**, click +Add.
- 5) Type in **contact@accm.edu.au**
- 6) Click **Enter**

## Adding a Safe Sender in Outlook 2003



- 1) Click **Tools**
- 2) Click **E-mail Accounts**
- 3) Click **Junk E-Mail**
- 4) Click the **Safe Senders** tab
- 5) Click **Add**
- 6) Type *@accm.edu.au*
- 7) Click **OK**
- 8) Click **Apply**
- 9) Click **OK**



## Adding a Safe Sender in Mac OS X



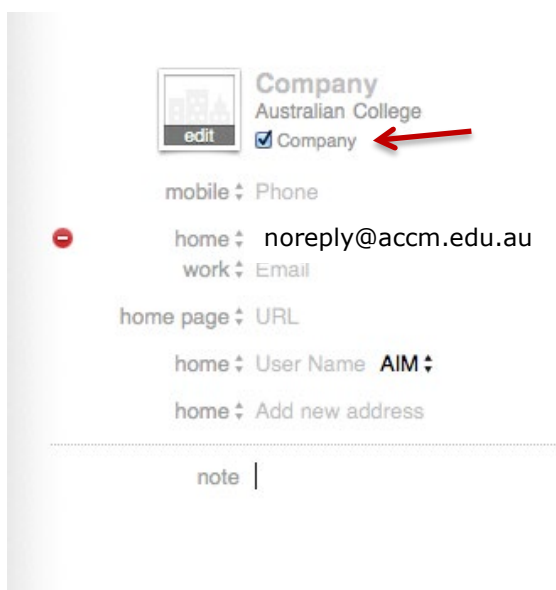
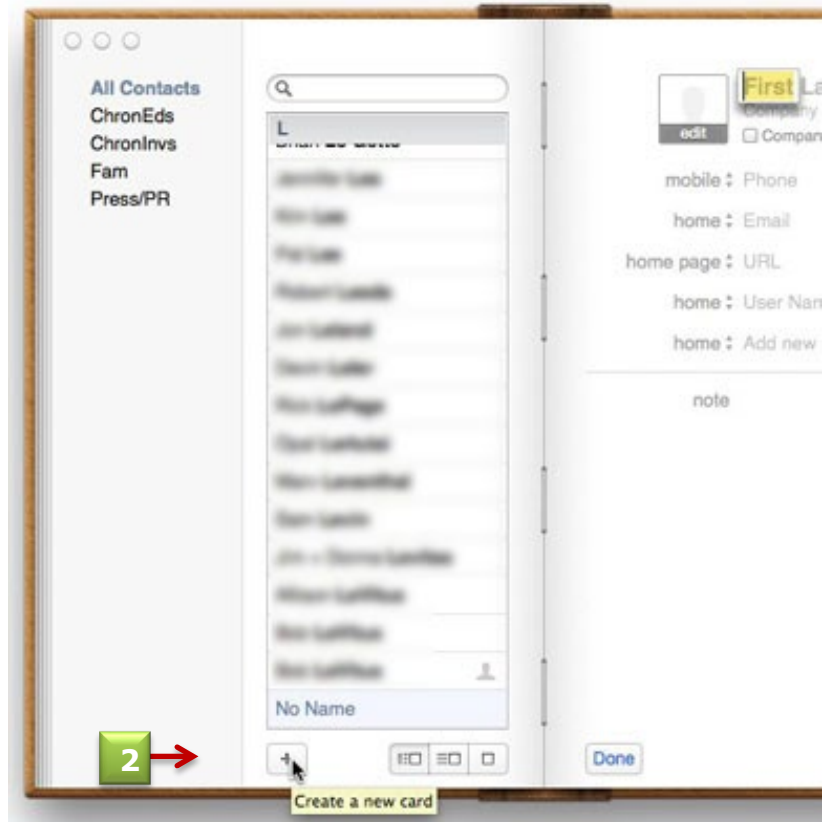
**1)** Navigate to the **Address Book program**, located either on the dock or available in Finder -> Applications -> Address Book.

**2)** Click the **"+" sign** at the bottom.

**3)** Please enter the following details:

- First Name: **Australian**
- Last Name: **College**
- Email Address: **noreply@accm.edu.au**
- Please tick the **Company checkbox**.

**4)** Click **Done**.



## Adding a Safe Sender for Yahoo mail

A screenshot of the Yahoo Mail 'New Contact' form. The interface includes tabs for 'INBOX', 'CONTACTS', and 'CALENDAR'. The 'CONTACTS' tab is active, and a '+ New Contact' button is visible. The form fields are: 'Australian' (First Name), 'Middle' (Middle Name), and 'College' (Last Name). Below these are sections for 'Basics' (Nickname, Email, Yahoo!7 Messenger, Phone, Job, Employer) and 'Addresses' (Home Address, Country, Address, City, County). A 'Save' button is at the top right. Numbered callouts (1-4) indicate the steps: 1 points to the 'CONTACTS' tab, 2 points to the '+ New Contact' button, 3 points to the 'Email' field containing 'noreply@accm.edu.au', and 4 points to the 'Save' button.

**1)** Please click the **contacts** tab.

**2)** Click **New Contact**

**3)** Please enter the following details:

- First Name: **Australian**
- Last Name: **College**
- Email Address: [noreply@accm.edu.au](mailto:noreply@accm.edu.au)

**4)** Once you have entered the information, please click the **Save** button.

## 29. Backups and Copies of Assessments

It is important that you save the assignments that you submit to the College. It is best to save them in Word format.

When saving your files – ensure that you have a backup in case there is a hardware failure on your computer. Ways to do this include:

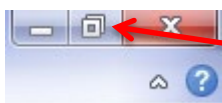
- Saved to a network that is backed up
- Copying to a CD or thumb drive
- Emailing it to yourself at a “cloud” email service (e.g. Hotmail, Gmail ...)



## 30. Resizing Windows – View Workbook and Task

Computer programs will allow you to adjust the size of the display of each open document. This will allow you to open the PDF workbook for your subject alongside the Assessment Task document where you type your answers.

You do so using the window menus in the top right hand side of the open document. Then you can click and slide the document to any position on your screen and by hovering your mouse over the edges of the windows – you can change the size of the open window.



the resizing button

Resizing doesn't make permanent changes to the document; so there is no risk in experimenting with doing this until you find the best way for you and your computer.

## 31. Inserting Text and Pictures into the Assessment Document

Your Assessment may ask you to complete a computer activity and place a “screen dump” or picture into your task.

There are a range of options of how to do this. An easy one is to simply find the Print Screen key on your keyboard. Then paste the captured picture into the word document.



## 32. You notice an 'oops' or have a suggestion

At the College we strive to present materials that are factual, enjoyable and informative. If you happen to notice any errors (typographical mistakes, poor formatting etc.) please let us know.

You can let your College Student Adviser know directly.

If you have a suggestion about a task or workbook, please let us know. Just send a message to: [contact@accm.edu.au](mailto:contact@accm.edu.au) and let us know how we can support you better by improving our online service.

