

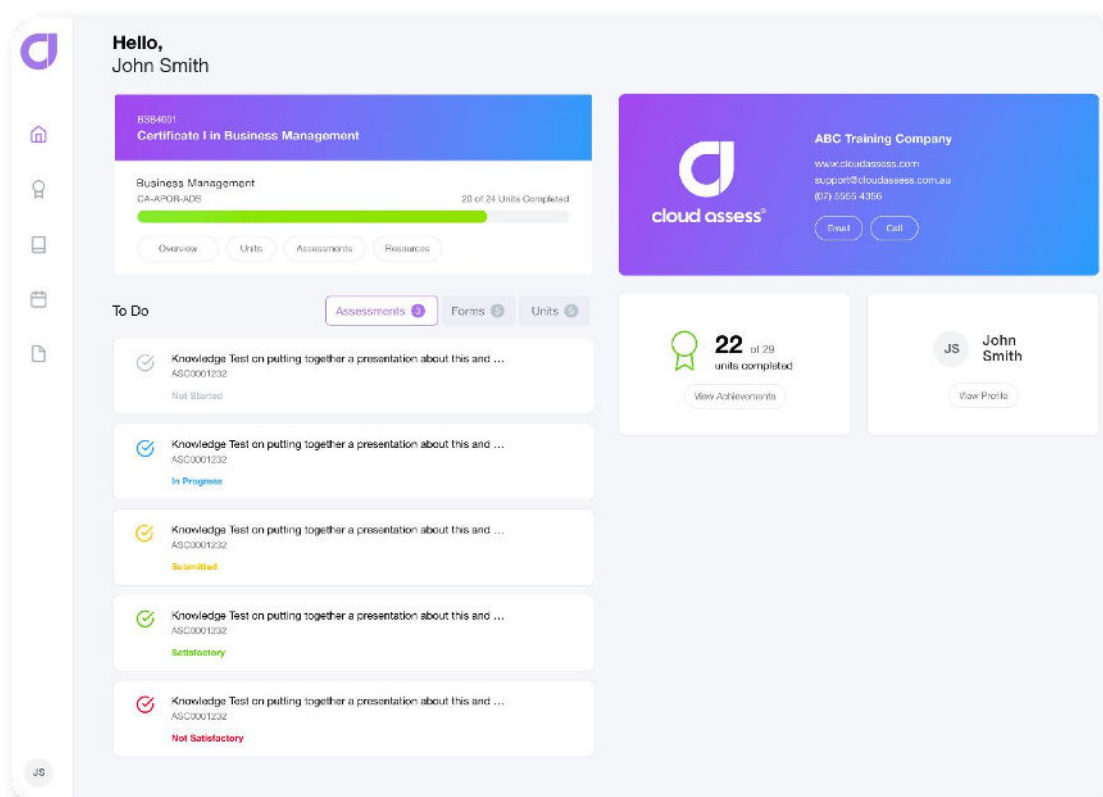
There are Learner Guides within CloudAssess to help you find your way around and understand how to get things done. Click "Help" on the left hand menu, and then select "Learner Guide" to review more of these articles.

- ✓ As soon as you log in you will see what needs actioning and what's been achieved.
- ✓ At each level of your learning, from enrolment to coursework all the way through to Assessment, you will clearly be able to see progress and requirements.
- ✓ Navigation of the app will be much clearer. Your Course Summary, Unit Assessments To-Do and learning content will be front and centre.

Getting around Cloud Assess is very straight forward.

[An interactive tour of the new Progressive Learner App is available by clicking here.](#)

Your Dashboard Will Look Like This:

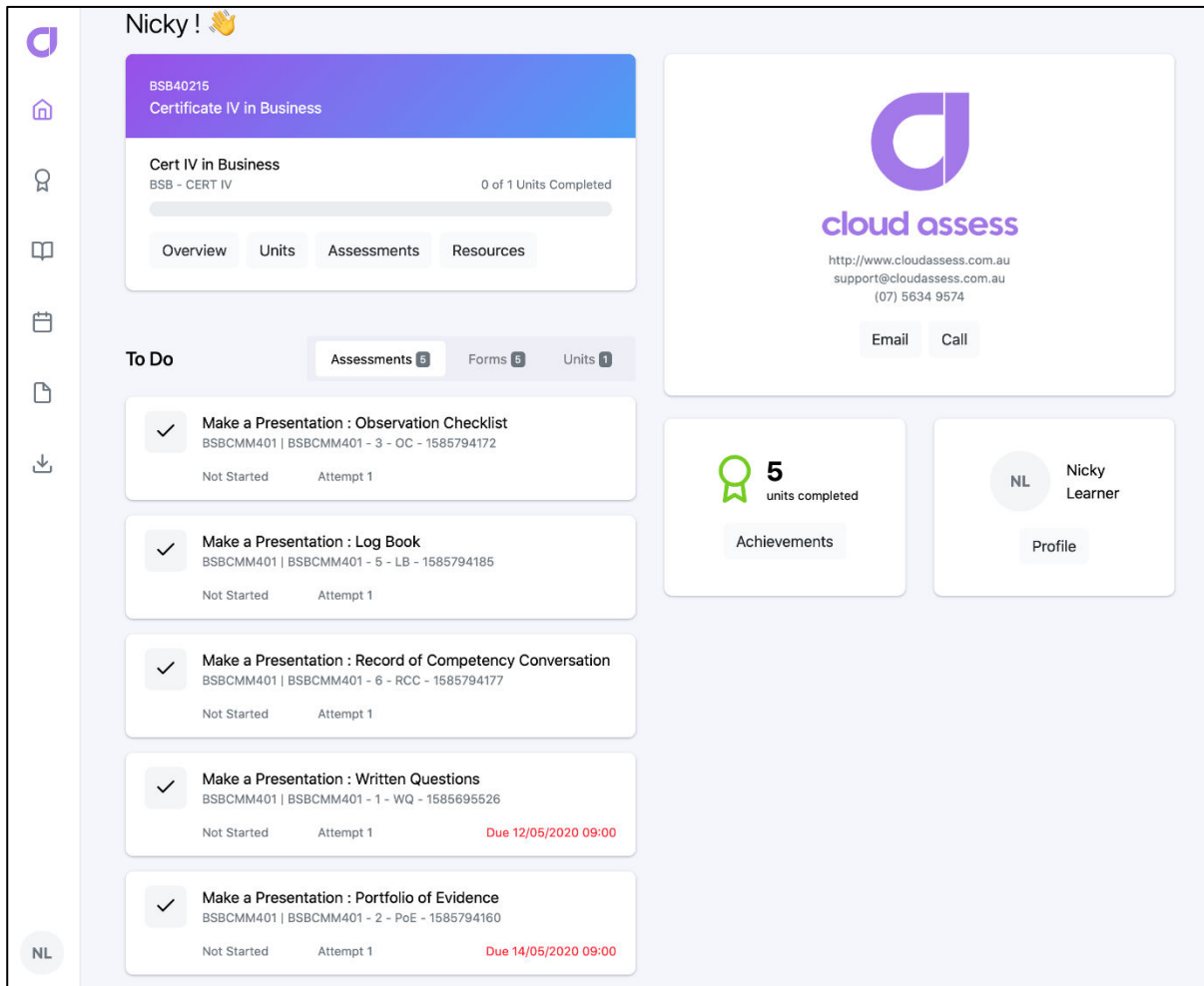


Below is a short guide showing how to navigate the new layout.

Starting from the **Dashboard**, which is where you will be directed as soon as you log in.

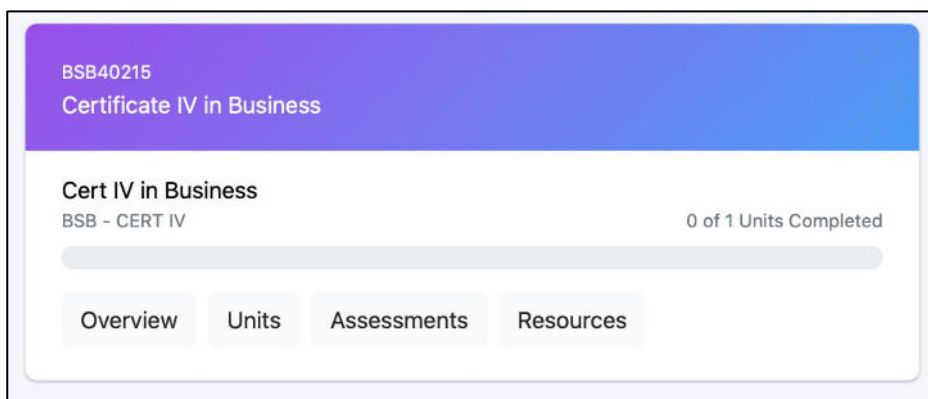
If you're not sure you're in the right place, hover over the left hand navigation menu, and select "Dashboard" at the top of the list.

It should look like the screenshot below:



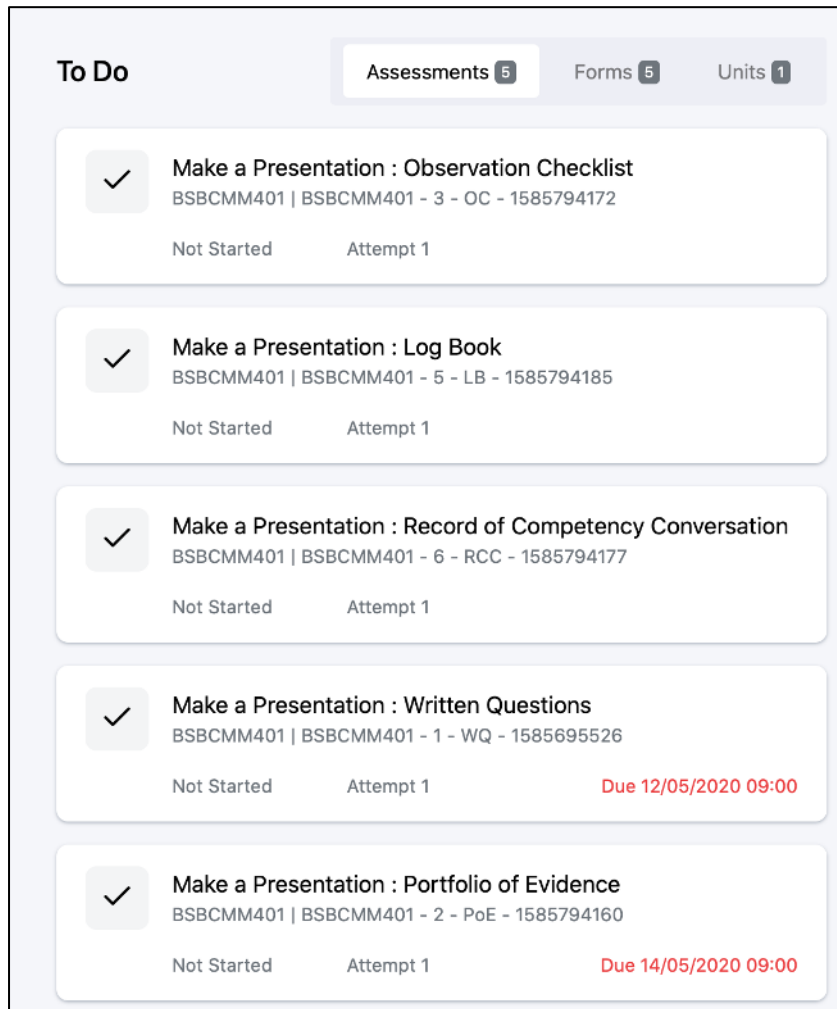
The tiles on the dashboard, are designed to help you understand what you need to get done and how you are tracking with your course(s).

The first tile shows your course(s) overview and progress on it.



From this tile you can click into the "Overview", "Units", "Assessments" and "Resources" associated to this course to view them.

The next tile is your **"To Do"** list.



To Do				Assessments 5	Forms 5	Units 1
☒	Make a Presentation : Observation Checklist	BSBCMM401 BSBCMM401 - 3 - OC - 1585794172	Not Started	Attempt 1		
☒	Make a Presentation : Log Book	BSBCMM401 BSBCMM401 - 5 - LB - 1585794185	Not Started	Attempt 1		
☒	Make a Presentation : Record of Competency Conversation	BSBCMM401 BSBCMM401 - 6 - RCC - 1585794177	Not Started	Attempt 1		
☒	Make a Presentation : Written Questions	BSBCMM401 BSBCMM401 - 1 - WQ - 1585695526	Not Started	Attempt 1		Due 12/05/2020 09:00
☒	Make a Presentation : Portfolio of Evidence	BSBCMM401 BSBCMM401 - 2 - PoE - 1585794160	Not Started	Attempt 1		Due 14/05/2020 09:00

The "To Do" list shows your to do "Assessments" by default but will also show the number of "Forms" and "Units" that require to be completed.

Selecting the "Tabs" for "Forms" and "Units" will change the view to show these record types that require to be completed.

In the example "To Do" list above, it shows there are 5 assessments, 5 forms and 1 unit record to work on.

The assessments also show any "Due Dates" that have been applied to the records to let you know that these require to be "submitted" before this time/date. If there are no due dates marked then they have not been allocated by your Assessor.

You also see a "Status" and "Attempt" number of each record.

Clicking on any of these tiles in your "to do" list will take you to that Record for you to complete.

As you work through any **Assessment**, you will likely be asked to provide responses to questions, select choices from a list, and asked for information in a range of formats. Spaces that you can fill in will normally be presented as below (white box). Note If there is a red asterisk (*) this means the response for this question/field is mandatory, and the assessment cannot be submitted without it.








 Make a Presentation : Written Questions

 0
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In Progress • Attempt 1 • Due 12/05/2020 09:00

Written Questions

Please answer the following Questions

Q1.
List three **(3)** possible techniques to evaluate presentation effectiveness?

1)

2)

3)

None

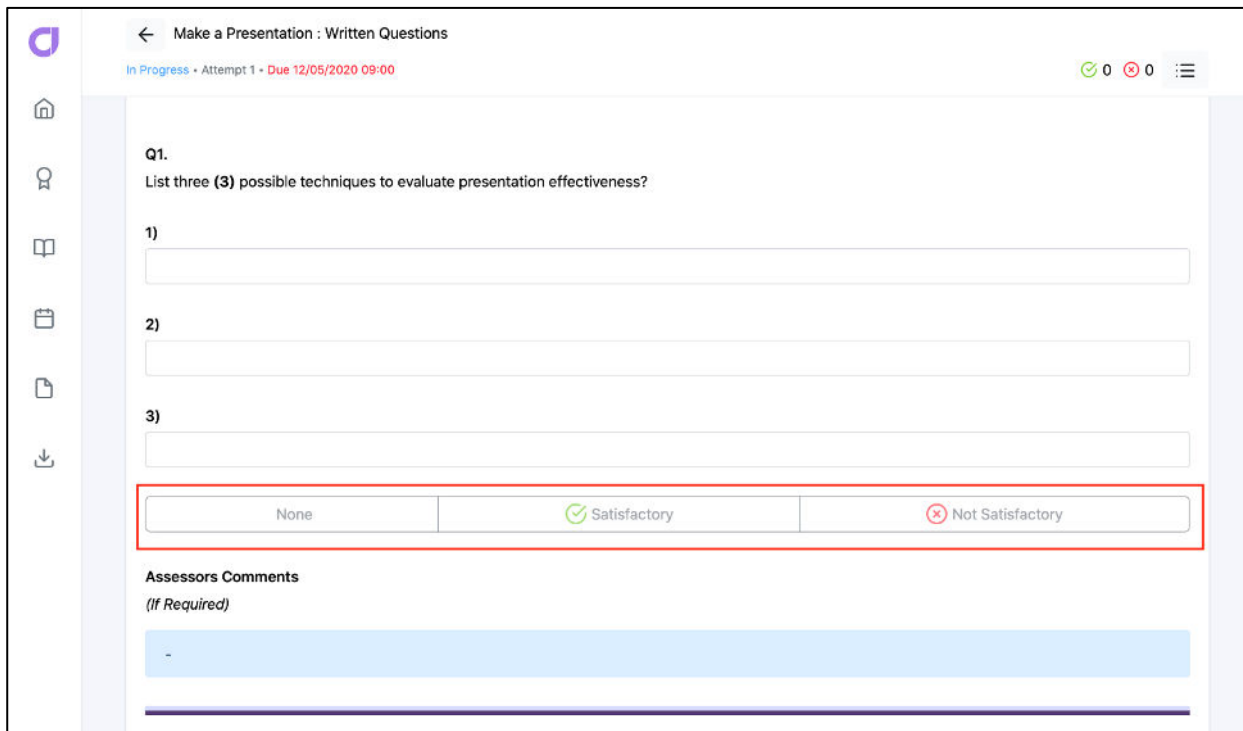
 Satisfactory

 Not Satisfactory

Assessors Comments
(If Required)

-

You will likely see "Marking Outcome Fields" through your assessment as shown below. Unless instructions state otherwise, these would usually be applied by the assessor and are not editable to a Learner. These are used by an assessor to mark your questions after you have submitted your work. The sum of and status off these fields is represented in the section header.



← Make a Presentation : Written Questions

In Progress • Attempt 1 • Due 12/05/2020 09:00

Q1.
List three (3) possible techniques to evaluate presentation effectiveness?

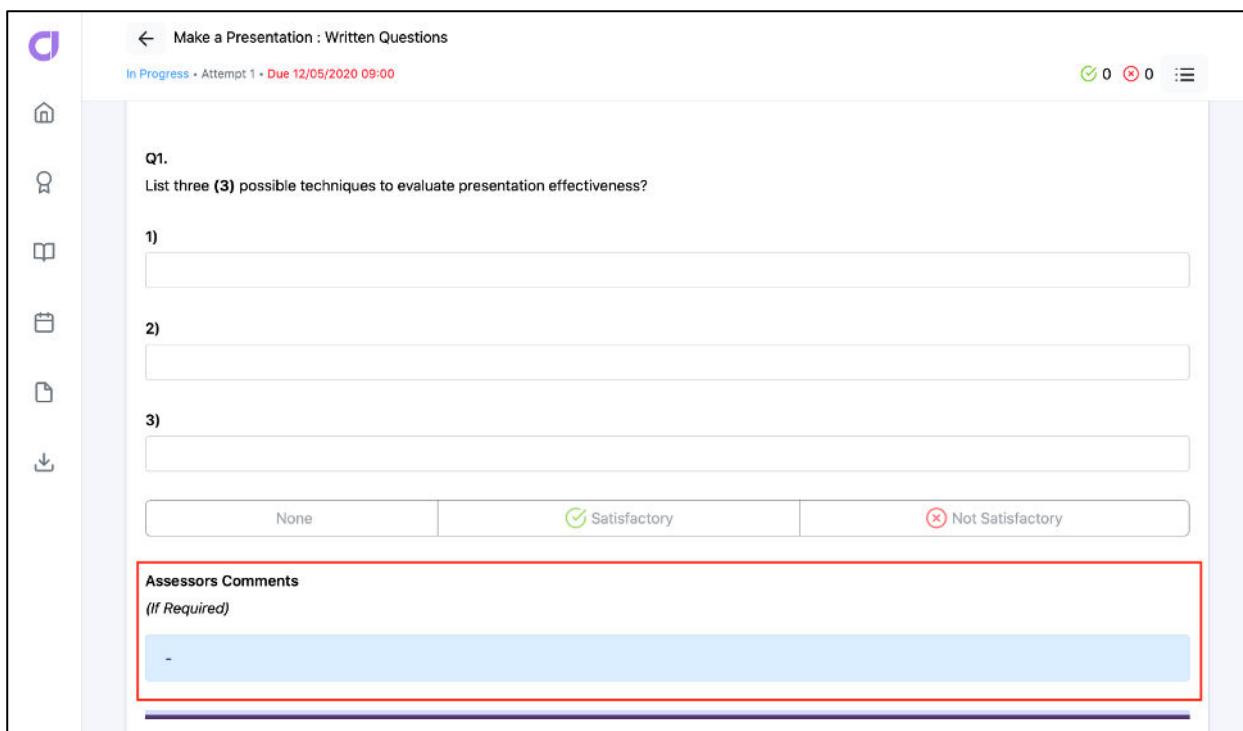
1)
2)
3)

None Satisfactory Not Satisfactory

Assessors Comments
(If Required)

-

There will also be other fields that you are not required to complete. Generally these will be shaded out in blue as shown below.



← Make a Presentation : Written Questions

In Progress • Attempt 1 • Due 12/05/2020 09:00

Q1.
List three (3) possible techniques to evaluate presentation effectiveness?

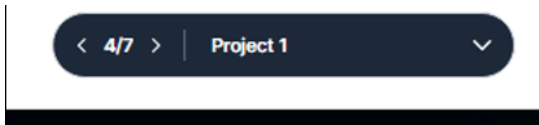
1)
2)
3)

None Satisfactory Not Satisfactory

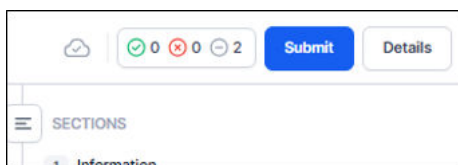
Assessors Comments
(If Required)

-

Continue to navigate through the sections and complete all sections in accordance with the instructions from your training provider. You can log out and come back to your record as required the assessment will automatically save any changes you are making and **you do not have to manually save you work.**

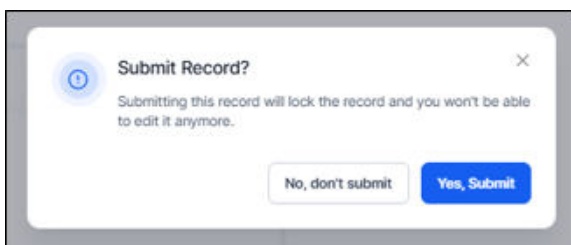


When you are satisfied that you have completed the assessment as required, click the "Submit" button to submit your work for Assessor review. Note this process cannot be undone.



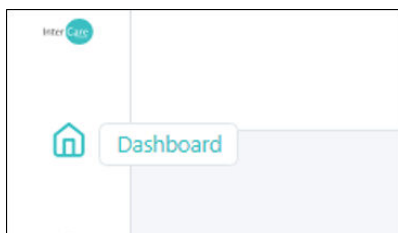
After hitting "Submit" you will be presented with the pop-up below. Acknowledge this to finalise your assessment and lock in your submission.

PLEASE NOTE: Once you have submitted an assessment, you will be unable to unlock it without contacting InterCare Training at training@intercaretraining.com.au.



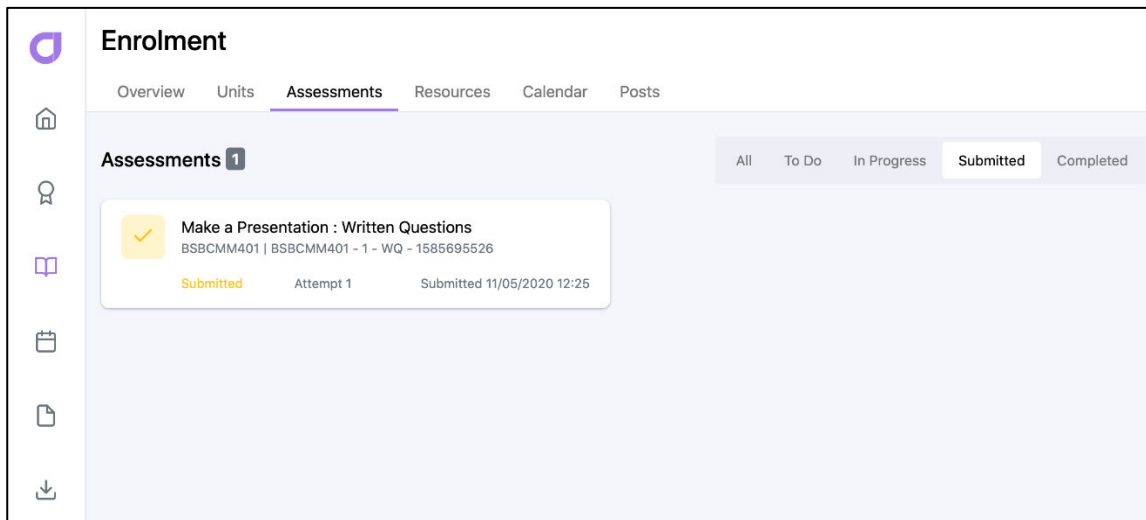
Upon submitting your assessment, you will be directed back to your main enrolment. Click on the 'house' icon in the top, right-hand corner to return back to your dashboard.

You will receive an email to acknowledge that your assessment has been submitted.



Your record will now be waiting for your Assessor to review it. If your training provider continues to provide you access, you can view it at any time from your enrolment view under the "Assessments" tab.

Note the record is now read-only and can no longer be changed or updated.



The screenshot shows the 'Enrolment' page in the CloudAssess system. The 'Assessments' tab is selected, showing a list of assessments. One assessment is visible: 'Make a Presentation : Written Questions' for unit 'BSBCMM401 | BSBCMM401 - 1 - WQ - 1585695526'. The status is 'Submitted' and it was submitted on 11/05/2020 at 12:25. The page includes a sidebar with navigation icons and a top navigation bar with tabs: Overview, Units, Assessments, Resources, Calendar, and Posts.

HANDY HINT: Working with the same assessment open in multiple tabs may result in the loss of work. Please ensure you are only working with one tab open in your internet browser at any time.

If at any time you require further assistance, please don't hesitate to contact the CloudAssess Helpdesk via your CA login or the InterCare Team on training@intercaretraining.com.au.