



StudyBoard@VIT

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

LMS USER GUIDE FOR STUDENTS

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Date: April 2025
Email: lms@vit.edu.au

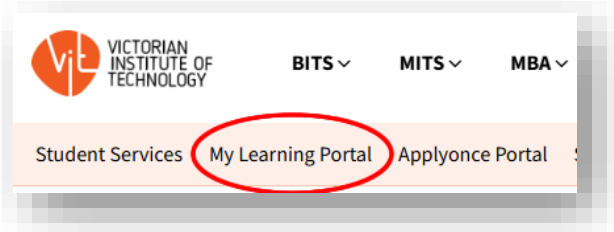
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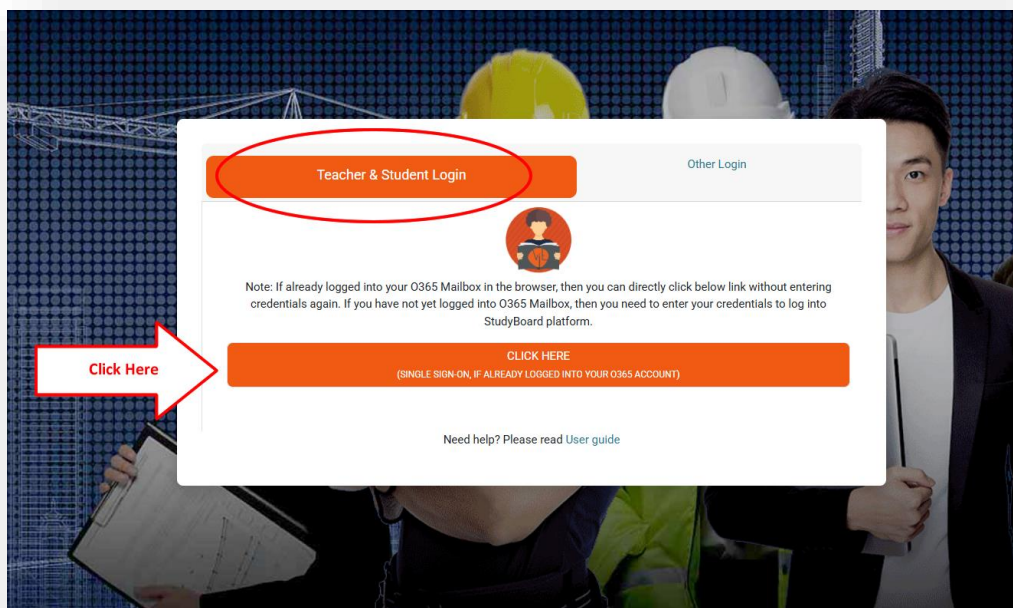
1. Login

To access the LMS visit e-learning.vit.edu.au

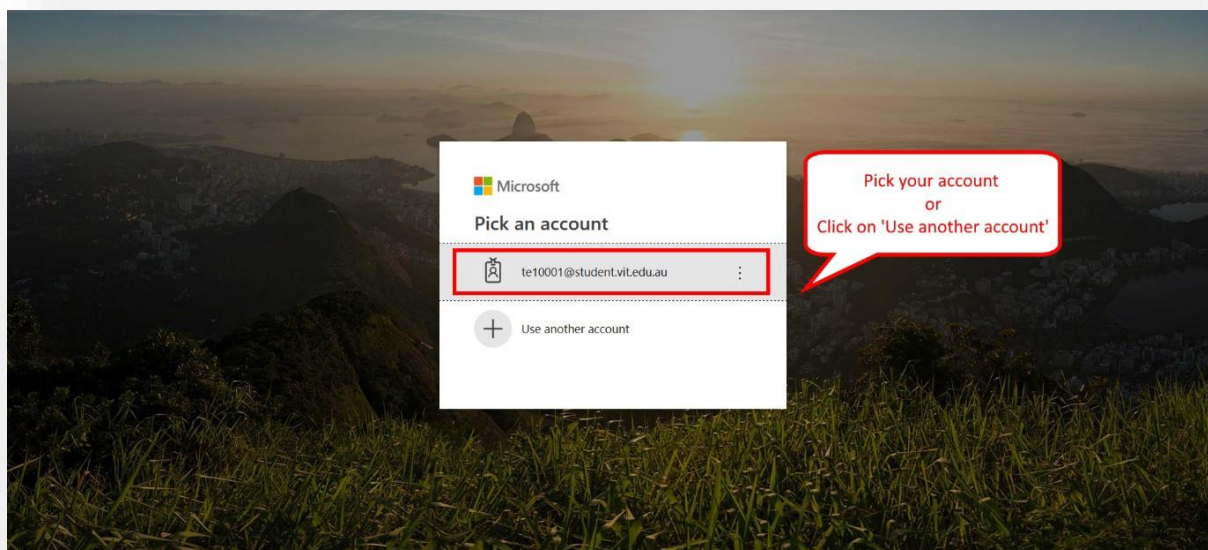
OR click on My Learning Portal on VIT's main website: www.vit.edu.au



Select Under 'Teacher and Student Login' tab and Click on the large 'CLICK HERE' button



Select your account or click on 'Use another account' to enter your VIT username.



Note: If you have already logged into **Office365** mailbox or **Outlook** using your Student VIT 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.

The login username is your VIT Student Email Address (official). If you don't have one, please contact IT Support immediately via email: it-support@vit.edu.au

Click '**Next**' and enter password. Click on '**Sign in**'

Microsoft
Sign in
te10001@student.vit.edu.au
No account? Create one!
Can't access your account?
Back Next
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 the LMS dashboard

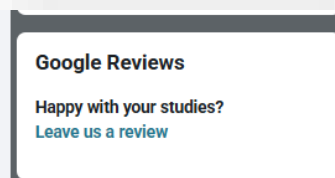
Dashboard My courses
Dashboard Latest announcements
1
2
3
4
5
6
Microsoft
Course search
My courses
Academic Calendar (Key Dates)

1. **Latest announcement** – This block includes institutional wide announcements. All the announcements posted there will be broadcasted in your VIT student email. Please check your email regularly.

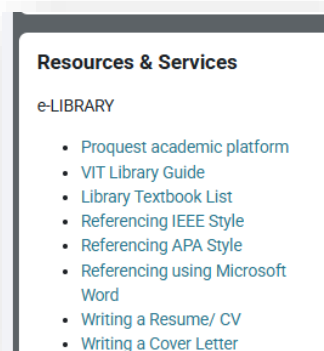
2. **Student Dashboard** – This block includes a summary of your courses, assignments, quizzes and discussions. Under “Courses” tab, you can view a list of courses you have access to.
3. **Microsoft O365 Signal Sign-on Integration Block** – It includes the links to your VIT student mail and OneDrive on Microsoft Office365. As you have already logged in to O365, you don’t need to login again.
4. **Course Search** – A quick unit search feature. If you know the unit code, eg. For ITAP1001 Software Development Fundamentals - 2025S1 The unit code is **ITAP1001-2025S1**, you can search “**ITAP1001**”, or “**ITAP1001-2025**”, or “**ITAP1001-2025S1**”, the system will show you the matching units that you have access to.
5. **My Course** – Links to the units you have access to.
6. **Academic Calendar (Key Dates)** – Link to the Key Dates page on the main VIT website, this page contains important information about the key dates you should be aware of during your studies.

	Enrollment of Units Begins	Semester dates	Assessment / Exam period	Holiday Period	Finalization of Result	Supplementary Examination Starts*
Semester 1 (251 Intake - 1)	Monday 24 February 2025	Monday 3 March to Sunday 15 June 2025	Wednesday 4 June to Sunday 15 June 2025	Monday 16 June to Sunday 27 July 2025	Sunday 29 June 2025	Tuesday 8 July 2025
May Special Semester (Special intake)	Monday 19 May 2025	Monday 26 May to Sunday 13 July 2025	Tuesday 8 July 2024 to Sunday 13 July	Not Applicable	Sunday 20 July, 2025	Saturday 26 July 2025
Semester 2 (252 Intake - 2)	Monday 28 July 2025	Monday 4 August to Sunday 9 November	Wednesday 5 November to Sunday 9 November 2025	Monday 10 November to Sunday 22 February 2026	Sunday 30 November 2025	Tuesday 2 December 2025
Semester 2 (mid) (253 Intake - 3)	Monday 1 September 2025	Monday 8 September to Sunday 14 December 2025	Tuesday 2 December to Sunday 14 December 2025	Monday 15 December to Sunday 22 February 2026	Friday 19 December 2025	Tuesday 10 February 2026
Summer Semester (254 Intake - 4)	Monday 24 November 2025	Monday 8 December to Saturday 14 February 2026	Tuesday 10 February to Saturday 14 February 2026	Sunday 14 February to Sunday 8 March 2026	Sunday 22 February 2026	Thursday 26 February 2026

7. **Google Reviews** – Links to external VIT’s Google Review site.

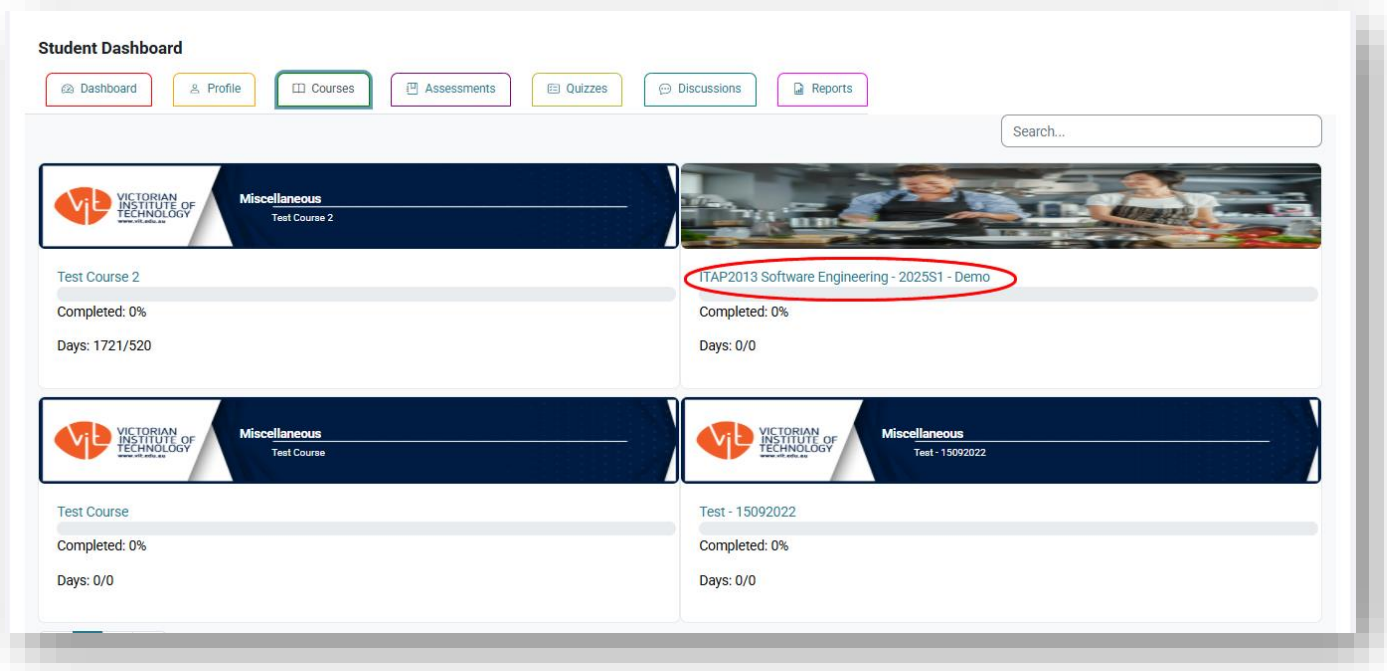


8. **Resources & Services** – Link to the ProQuest online library and other useful digital resources and links

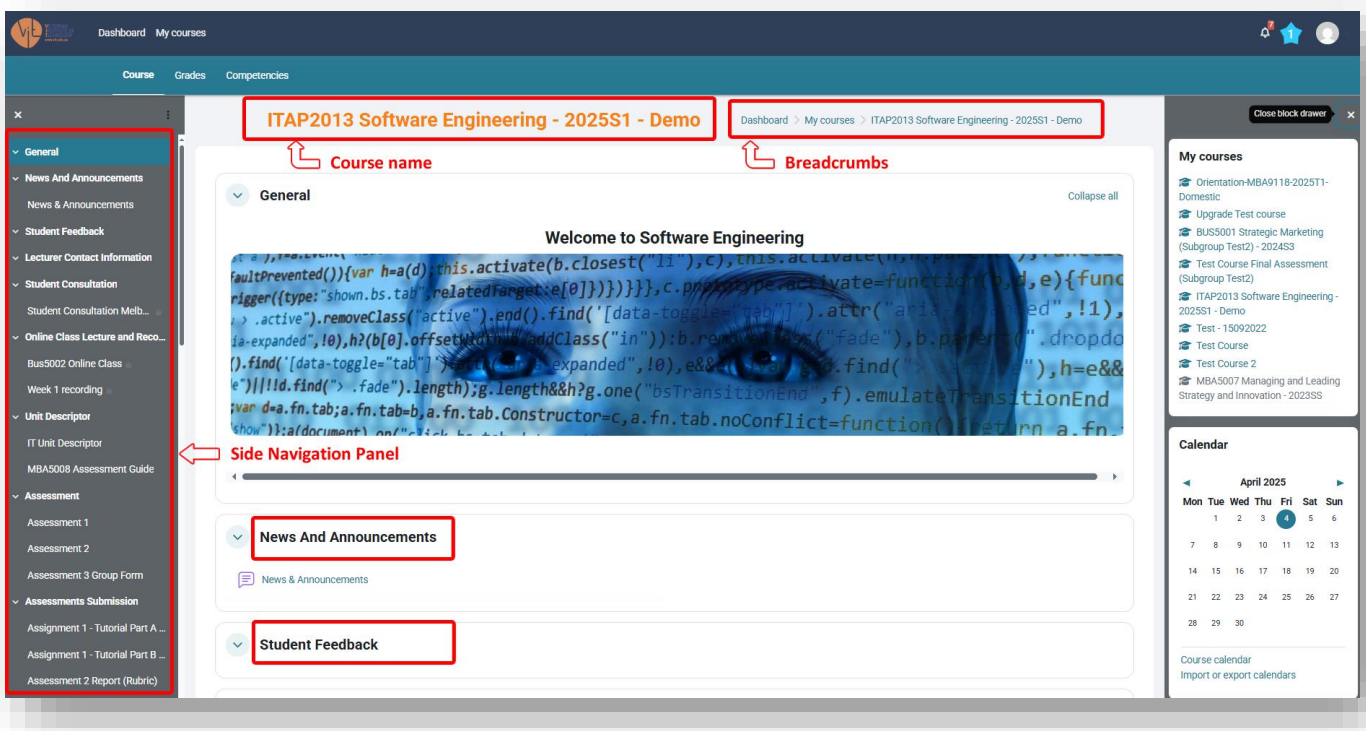


3. Courses/Units

To access your courses, click on the course name listed on your dashboard.



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



3.1. Course name and Breadcrumbs

The first item on the course's homepage is the **Course Name**. On the right is the **Breadcrumbs**, which shows the

path to the course and can also be used to navigate through LMS

[Dashboard](#) > [My courses](#) > [ITAP2013 Software Engineering - 2025S1 - Demo](#)

3.2. Side Navigation Panel

The **Side Navigation Panel** shows all the resources and provides shortcuts to navigate through these resources.

3.3. News and Announcements

The **News and Announcements** section includes the News & Announcements activity. Lecturers will post important messages related to the study of this course. You should check these messages regularly. You can also find all the related latest announcements in the side panel on the right side.

Latest announcements

6 March 2025, 2:00 PM
test staff
[Broadcast this first message](#)
6 March 2025, 12:30 PM
test staff
[Welcome to September semester](#)
6 March 2025, 12:25 PM
test staff
[Broadcast this first message](#)
6 March 2025, 12:25 PM
test staff

3.4. Student Feedback

The **Student Feedback** section will include links for the Mid-term feedback and End of term feedback. It is important you provide us with this feedback so we can improve our teaching in the future.

Dashboard **My courses** **Student Feedback**

Course **Grades** **Competencies**

Lecturer Contact Information

Melbourne Campus

- Name: test-staff
- Email: test-staff@vit.edu.au

Sydney Campus

- Name: test-staff
- Email: test-staff@vit.edu.au

Geelong Campus

- Name: test-staff
- Email: test-staff@vit.edu.au

Student Consultation

Student Consultation

[Student Consultation Melbourne](#)

Consultation time: 10 AM

Trainer Sam

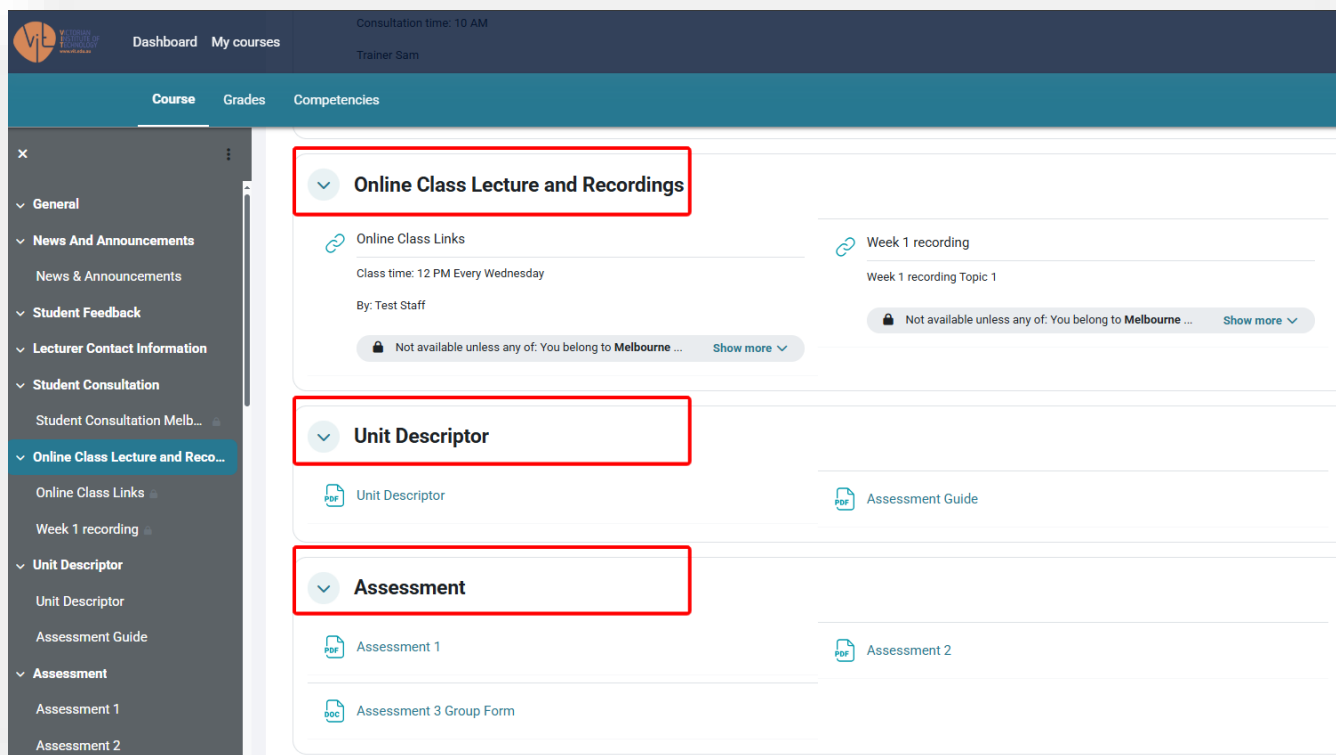
Not available unless: You belong to Melbourne

3.5. Lecturer Contact Information

The **Lecturer Contact Information** section contains lecturers' names and their contact details. The lecturer is the first point of contact for questions you may have when you are studying that course.

3.6. Student Consultation

The **Student Consultation** section contains details, such as the time and link for online consultation or the time and address for the physical location.



3.7. Online Class Lecture and Recordings

The **Online Class Lecture and Recordings** section contains the Zoom link to the online class, your lecturer will also add recordings.

3.8. Unit Descriptor

The **Unit Descriptor** section contains the important Unit Descriptor document, it is a document describing what the course/unit is about, what you will learn from this course, how you will be assessed, etc. You must get yourself familiar with the document.

3.9. Assessment

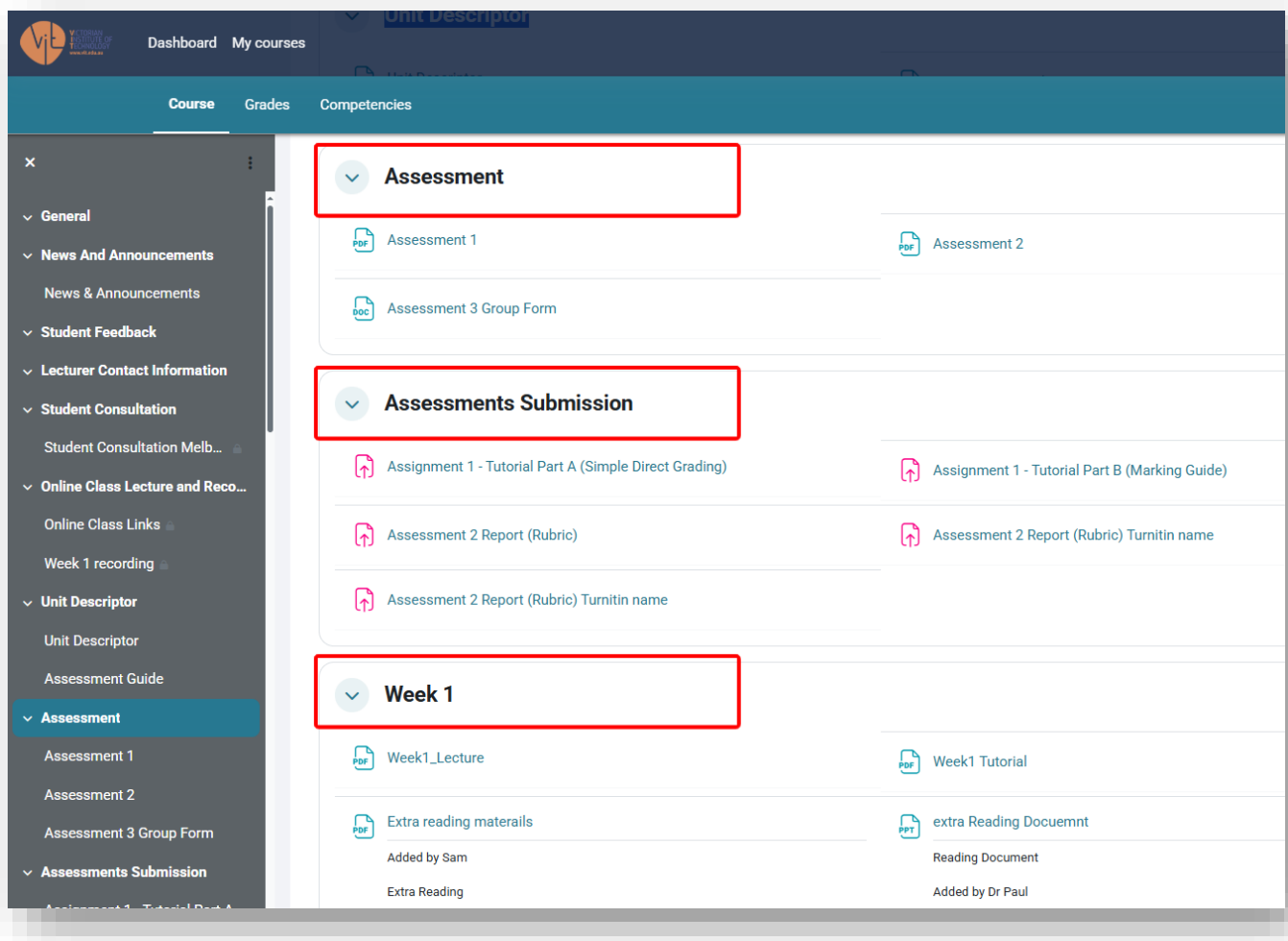
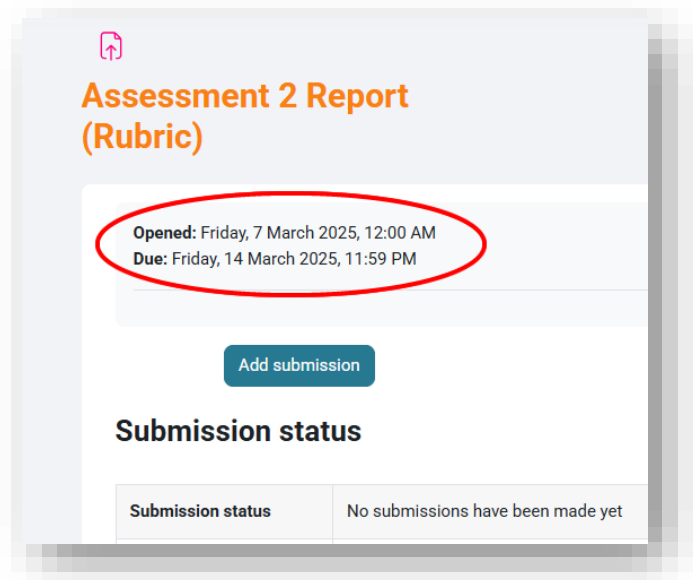
The **Assessment** section include all the documents and descriptions related to your assignments.

3.10. Assessments Submission

The **Assessments Submission** section includes the links for you to submit your work. As shown on the right, make sure you submit within the timeframe. You may not be able to find the “**Add submission**” button if you are trying to submit before the assessment open date, and after the cut-off date.

3.11. Weekly Learning Materials

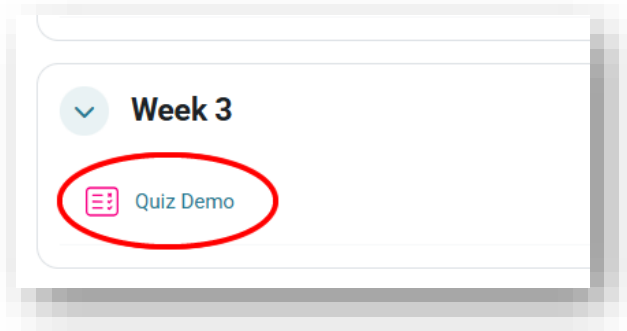
We provide all relevant learning materials under the weekly sections, including lecture slides, tutorial, other related materials, etc.



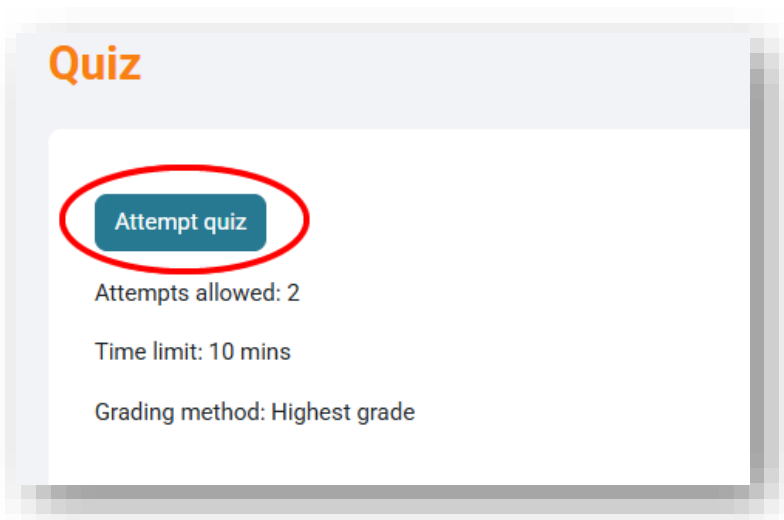
4. Assessments

There are different types of assessments that you may need to complete during your studies. These may include but are not limited to online quizzes, short answer questions, uploading of essay-type assignments, etc.

4.1. Quiz



To start a quiz, you need to click on the link on the Course/Unit homepage.



Then click on 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.

- Most Multiple-Choice Quizzes have a set time limit.
- **Quiz Navigation** on the right navigation pane helps you to move between different questions in quiz, unless the quiz is sequential, in which case you won't be able to go back to previous question.

The screenshot shows a quiz interface. At the top, there's a breadcrumb trail: Dashboard > My courses > Test Course 2 > General > Quiz. The main heading is "Quiz". On the left, there's a "Back" button and a sidebar for "Question 1" which is "Not yet answered" and "Marked out of 1.00". The question text is "test question" and it asks to "Select one:" with options "True" and "False". A "Time Limits" box shows "Time left 0:09:20". On the right, a "Quiz navigation" panel shows five question numbers (1-5), with number 1 highlighted. Below the numbers is a "Finish attempt ..." link. A red arrow points from the text "Click numbers to navigate between questions" to the navigation panel.

- Quiz requiring essay/ description answers may or may not have time limit and allow multiple attempts and an option to leave and continue attempt later.

The screenshot shows a quiz interface for "Question 2", which is "Not yet answered" and "Marked out of 1.00". The question text is "Question No: 3" and "The time allocated for this question is 2 minutes. Please answer all questions." It asks to "explain the importance of". A "Time left for this question is (h:min:sec) 0:01:21" box is shown. Below the question is a rich text editor with a toolbar containing various icons for text formatting, alignment, and insertion. A red oval highlights the toolbar. On the right, a "Quiz navigation" panel shows five question numbers (1-5), with number 2 highlighted. Below the numbers is a "Finish attempt ..." link. A "Time left 0:04:07" box is also visible.

- Type answers in the section provided.
- The **WYSIWYG** (What You See Is What You Get) editor buttons below question can be used to do basic text editing and allow you to attach an image or a file to your answer.

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

Quiz

Summary of attempt

Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered

Shows the status of complete/incomplete answers

Return to attempt

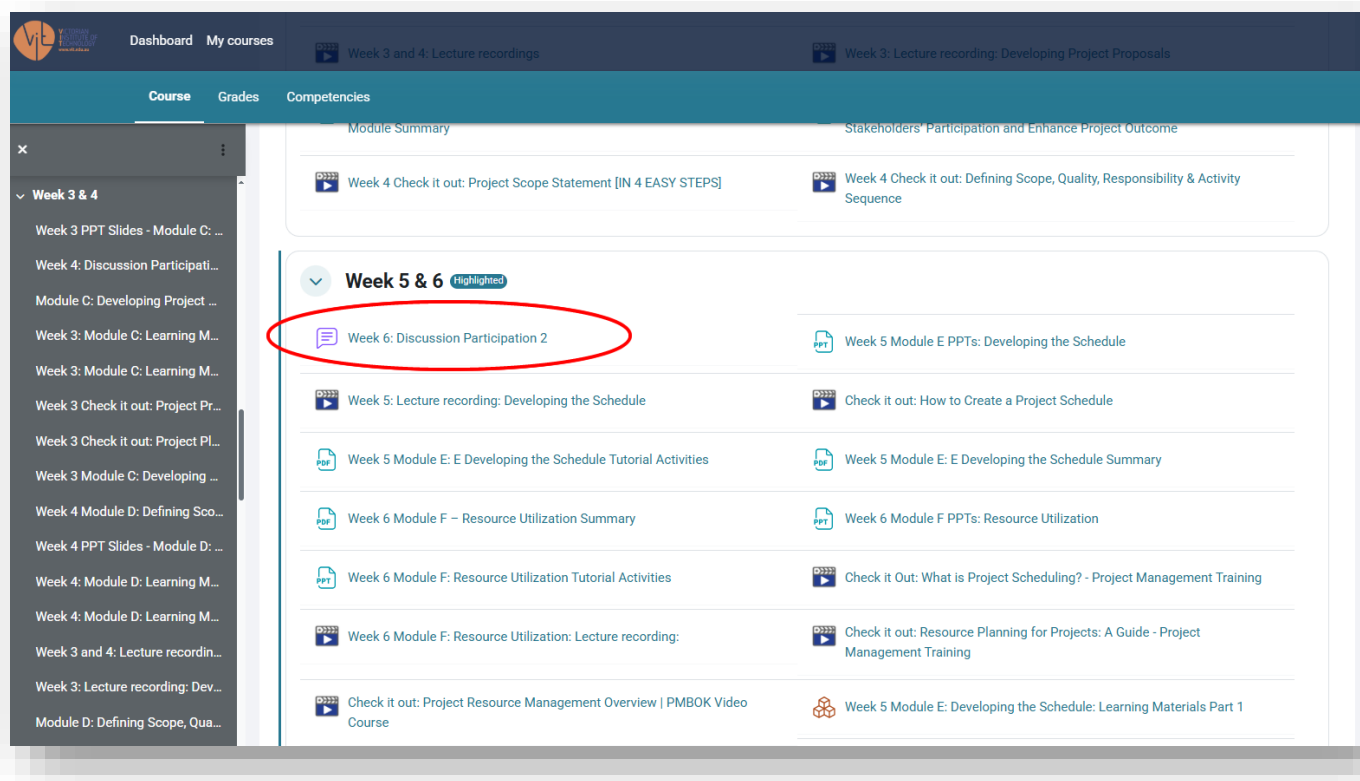
Time left 0:08:04 Hide

This attempt must be submitted by Monday, 7 April 2025, 4:10 PM.

Click to submit all answers and finish → Submit all and finish

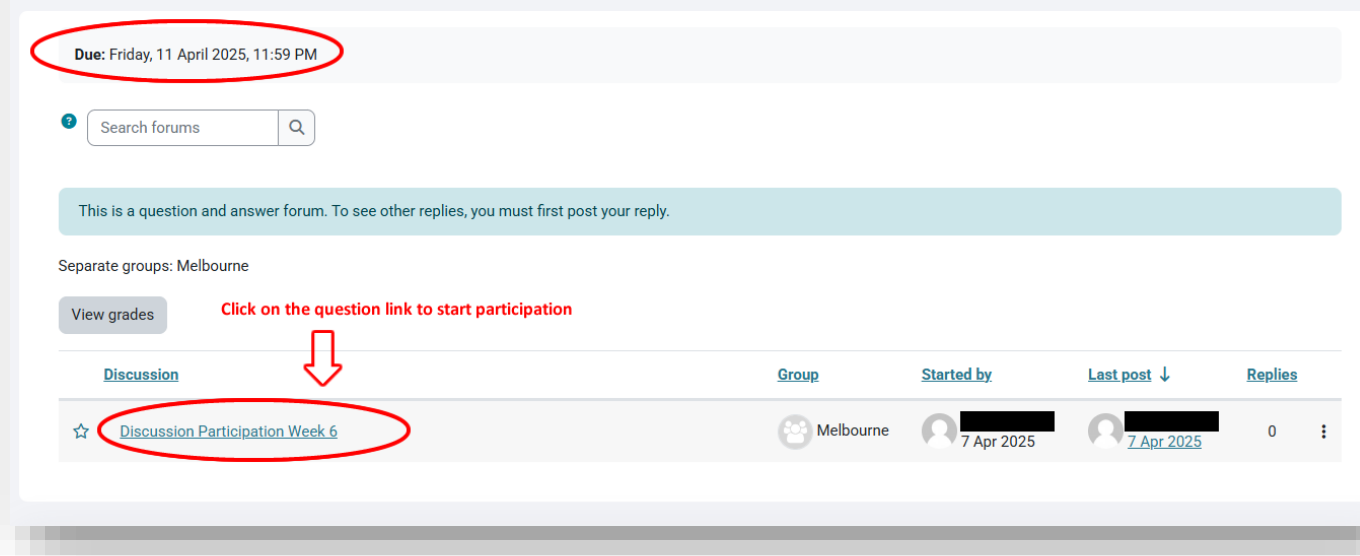
4.2. Discussion Forums

Some courses/units may require students to participate in weekly discussions. To participate in the weekly discussions, students should find the week they need to participate in on the course/unit homepage. And click on the Discussion Participation link, it should look something similar to the following screenshot.



Find the question link posted by your lecturer and click on the link to start participation, make sure you participated in the correct campus/group, and participate before the due date.

Week 6: Discussion Participation 2



Click on “Reply” to add your responses in the text field, and when finish click on “Post to forum”.

Discussion Participation Week 6

Display replies in nested form Settings

The due date for posting to this forum is Friday, 11 April 2025, 11:59 PM.

This is a question and answer forum. To see other replies, you must first post your reply. ×

Discussion Participation Week 6
by [redacted] - Monday, 7 April 2025, 12:40 PM

Use 300 words to discuss and answer the below Question:
You are appointed as a project manager. What is [redacted]
[redacted] assigned to your project.

41 words Permalink Reply

Write your reply...

Type your response in this text field

Post to forum Cancel Advanced

Any discussion posts or replies to posts allow **15 minutes** of editing time after posting.

4.3. File Upload

1. Click on the assignment icon (shown below) to upload your file.

Assessment Submission

Assignment 1

Click on assignment submission link

Assignment 2

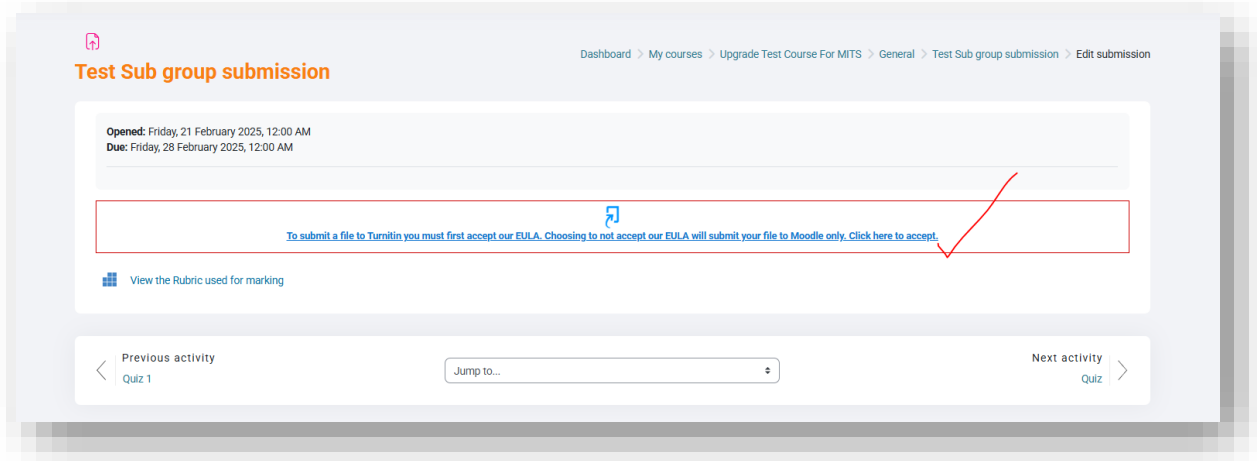
Not available unless: You belong to **Melbourne**

Assignment 3

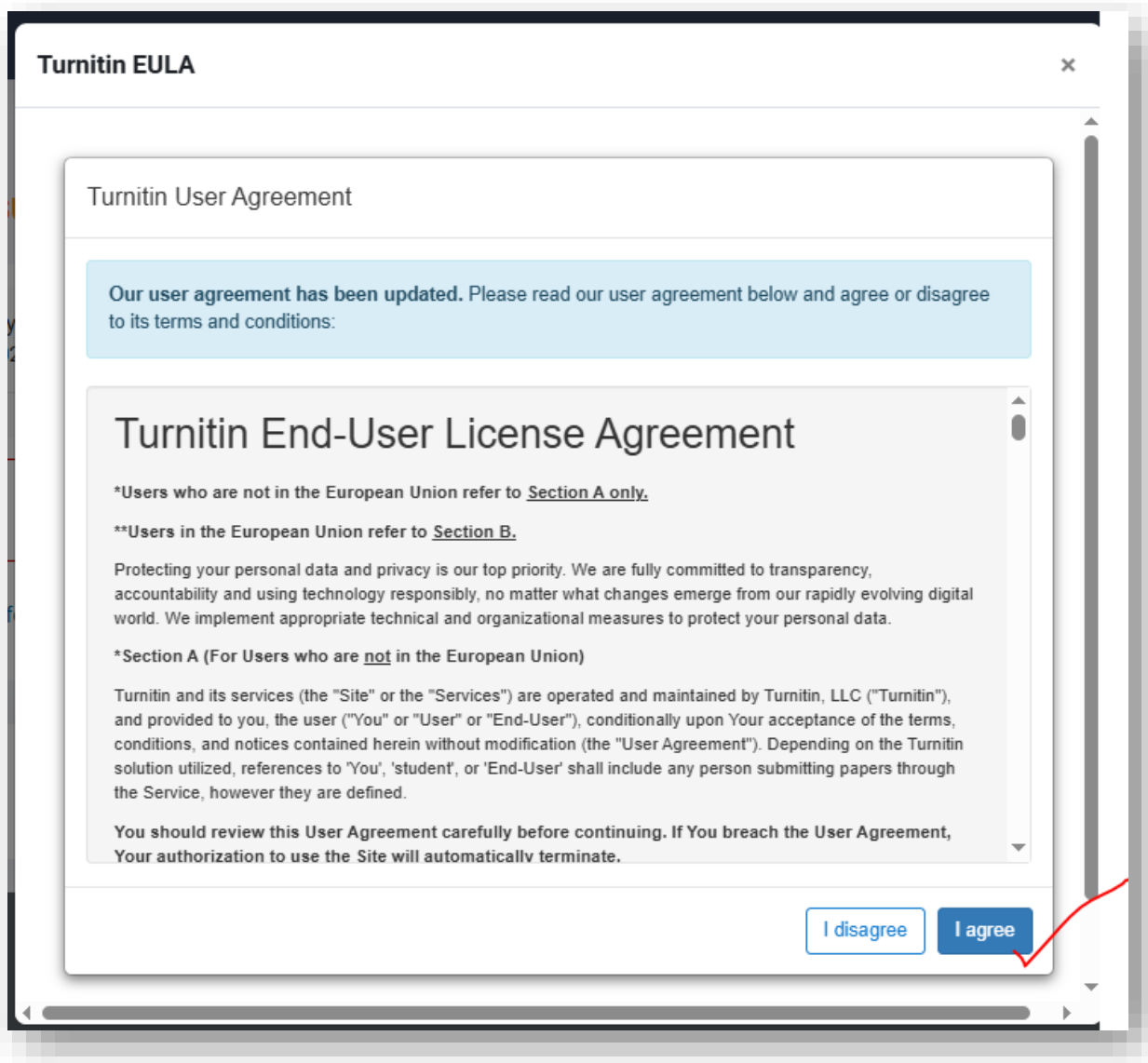
Not available unless: You belong to **Sydney**

2. First submission on Turnitin server would require you to read and accept Turnitin User Agreement. If this is your first time submitting assignment with Turnitin plagiarism checking enabled, you will see something like shown in the following screenshot. Click on the link to see the End-user license agreement (EULA).

Important Note: Turnitin Software analyses and compares submissions with online content for similarity scores/ plagiarism. Plagiarism is not tolerated at VIT and any student failing to abide by these rules may face strict penalties and consequences of academic misconduct.



3. Click on “I agree” to accept the EULA.



Note. Once you've accepted it, it won't show up again.

4. Click on **Add Submission** button

Assignment 1

Opened: Monday, 7 April 2025, 5:01 PM
Due: Thursday, 5 June 2025, 3:30 PM

Please submit on time. You won't be able to submit before it's opened for submission.

Add submission

Click here to add submission

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	58 days 4 hours remaining
Last modified	-

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

Assignment 1

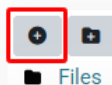
Opened: Monday, 7 April 2025, 5:01 PM
Due: Thursday, 5 June 2025, 3:30 PM

▼ Add submission

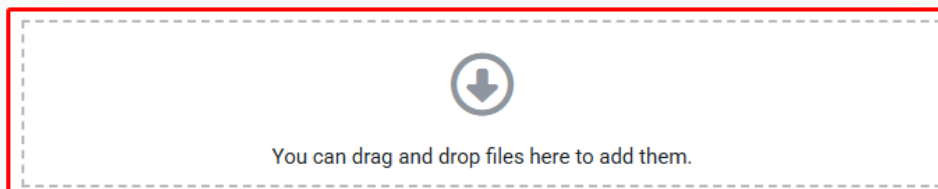
File submissions

Maximum file size: 250 MB, maximum number of files: 20

Click here to browse and upload a file



or
Drag and drop file here

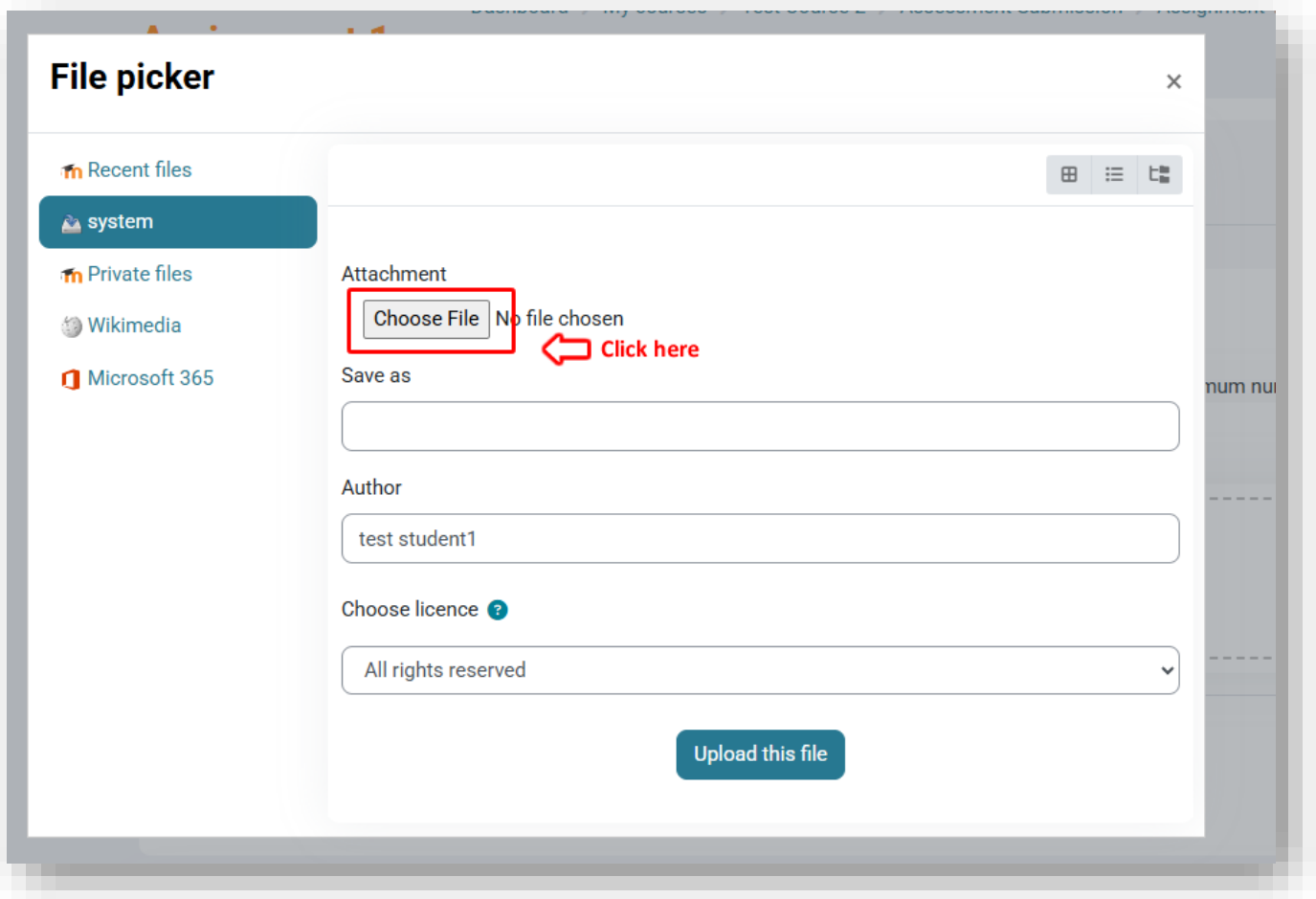


Click here to add submission

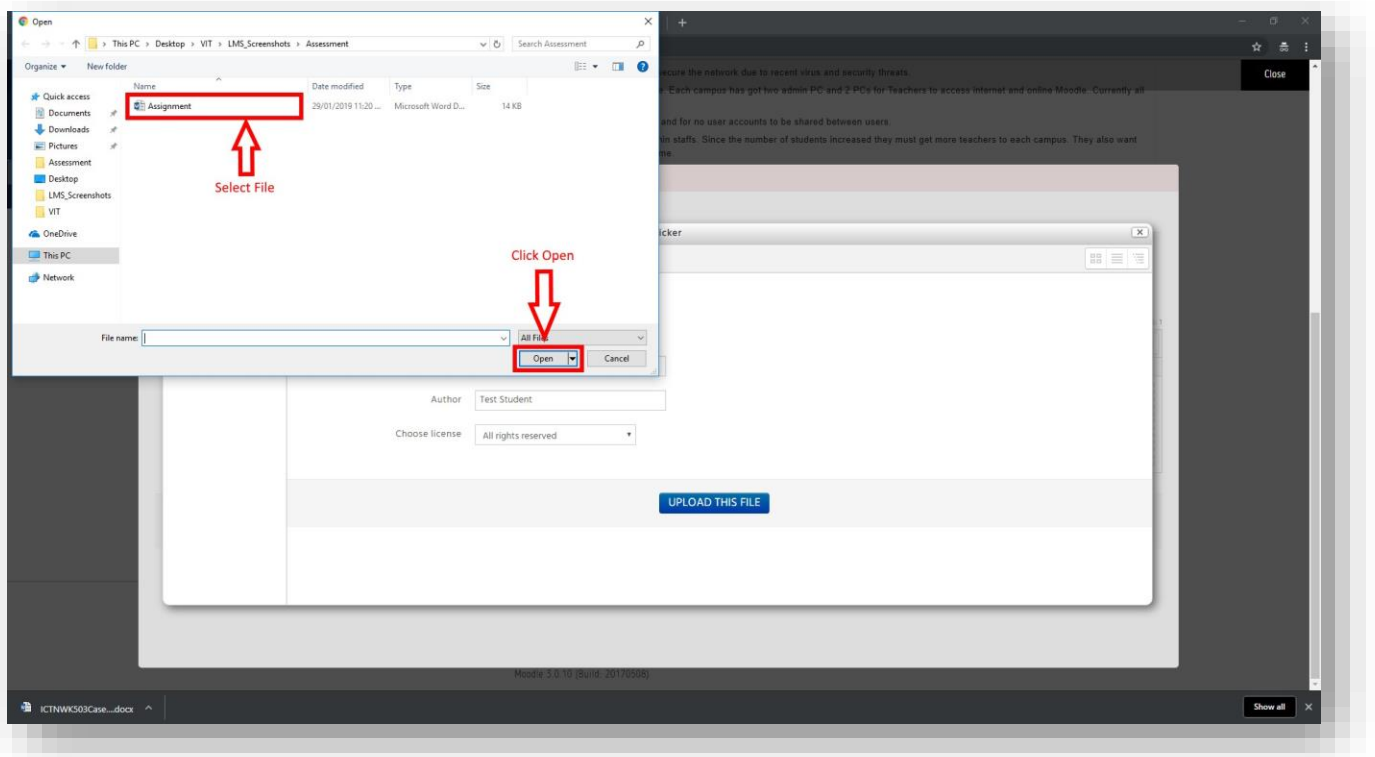
Save changes

Cancel

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

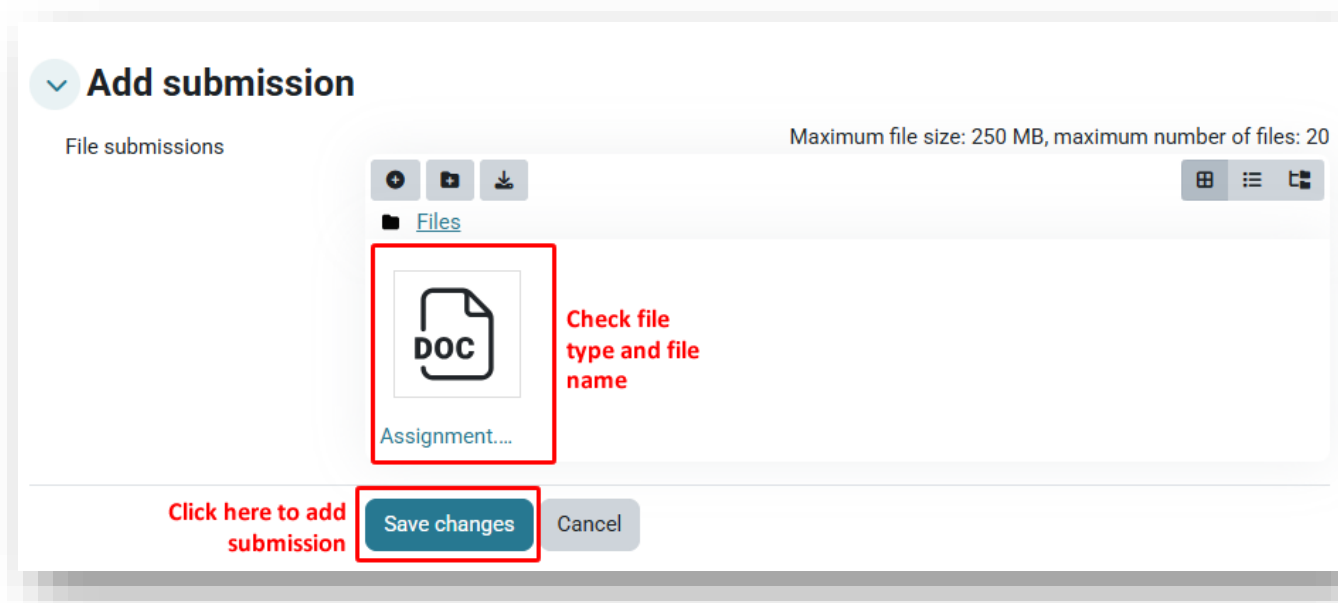


9. Browse and select the file you wish to upload, click **Open**



10. Click on the “**Upload this file**” button

11. The file will be uploaded to submission area. Click on **Save Changes** to add final submission



Maximum file size: 250 MB, maximum number of files: 20

File submissions

Files

DOC

Assignment...

Click here to add submission

Save changes

Cancel

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

13. Clicking on **Edit or Remove submission** allows you to make changes to submission file until the due date.

Assignment 1

Opened: Monday, 7 April 2025, 5:01 PM



Due: Thursday, 5 June 2025, 3:30 PM

Edit submission

Remove submission

Click these buttons to edit or remove your submission

Submission status

Submission status	Submitted for grading	
Grading status	Not graded	
Time remaining	Assignment was submitted 58 days 3 hours early	
Last modified	Tuesday, 8 April 2025, 11:57 AM	
File submissions	<div><div> Assignment.docx 8 April 2025, 11:57 AM</div><div> Turnitin status: Queued</div></div>	

4.4. Assignment Similarity Score

1. You will see the similarity score (in %) under your submission.
2. Clicking on the similarity score bar takes you to the feedback studio of Turnitin which displays the similarity overview, overall and inline feedback.

Assignment 1




Opened: Monday, 7 April 2025, 5:01 PM

Due: Thursday, 5 June 2025, 3:30 PM

Edit submission

Remove submission

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 58 days 3 hours early
Last modified	Tuesday, 8 April 2025, 11:57 AM
File submissions	<div><div> Assignment.docx 8 April 2025, 11:57 AM</div><div> Turnitin ID: 2638768759</div><div><div>13%</div><div> You will see the similarity % here. Click on it to view more details.</div></div></div>

3. Click on the icons on right menu to access overall feedback and similarity overview.

feedback studio Test Student Report

Introduction

Ethical dilemma is difficulty in decision-making between two moral imperatives, neither of which is preferable or unambiguously acceptable. The complexity arises in situations where favouring one situation would defy another. The Case study in discussion (Case Study 9), gives a brief overview of an ethical dilemma faced by Mandy, as favouring her manager would defy the rights of individual employees and vice versa would defy her manager, which might result in terminating her employment. This report will incorporate Thomas Whites methodology to resolve ethical dilemma by analysing the actions and their resulting consequences on the involved parties. (White 1993)

Report

In the case study, Mandy is allocated with a task to provide a report to her manager consisting of employee internet usage and flagging visits to unethical websites. Employees involved in report are unaware of the situation as they haven't signed any usage restriction agreement or usage information disclosure agreement. Any website visits that manager deems unethical would result in punitive action.

Scenario

Page: 2 of 4 Word Count: 1133 Text-only Report High Resolution On

Click here to get similarity overview

4. **Match Overview** gives individual similarity scores with their sources which helps in identifying and reducing the overall similarity before final submission.
5. Instructor's overall feedback or inline feedback can be accessed by clicking speech bubble

feedback studio Test Student Report

Match Overview

22%

1	Submitted to Central Q...	8%
2	Submitted to The Unive...	4%
3	www.acs.org.au	3%
4	Submitted to University...	2%
5	Submitted to Southern ...	1%
6	Submitted to Federatio...	1%
7	Submitted to Western ...	1%
8	Submitted to University...	1%

Similarity score overview and their sources

Page: 2 of 4 Word Count: 1133 Text-only Report High Resolution On

5. Grades

To view grades, click on the **Grades** tab as shown in the following screenshot, select “**User report**” to view your grades of one unit.

The screenshot shows the LMS interface. At the top, there is a navigation bar with 'Dashboard' and 'My courses'. Below this, a secondary bar contains 'Courses', 'Grades' (highlighted with a red circle), and 'Competencies'. The main content area is titled 'MITS5002 Software Engineering Methodology - 2024S2'. A breadcrumb trail shows the path: Dashboard > My courses > MITS5002 Software Engineering Methodology - 2024S2 > Grades > Grade administration > User report. A dropdown menu labeled 'User report' (circled in red) is open, showing a user profile icon and a list of grade items. The 'Grades' column in the table below is highlighted with a red rectangle.

Grade item	Grade	Letter grade	Feedback
▼ MITS5002 Software Engineering Methodology - 2024S2			
▼ Assessments			
ASSIGNMENT Assessment 1: Research Report	C	C	
ASSIGNMENT Assignment 2 SUBMISSION	A	A	