

StudyBoard@VIT

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

LMS USER GUIDE FOR STUDENTS

Version: 1.0
Date: 1 Jan 2019
Email: Ims@vit.edu.au



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Login

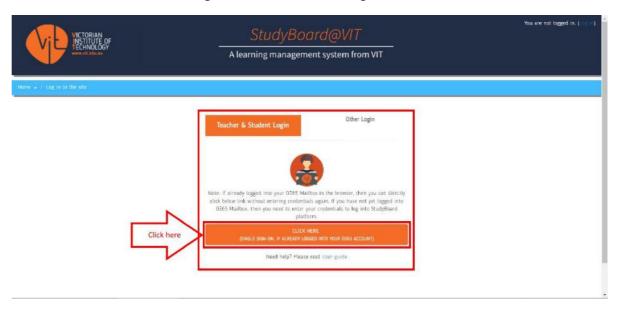
To access the **StudyBoard@VIT** visit https://e-learning.vit.edu.au/login/login_sso.php

OR click on

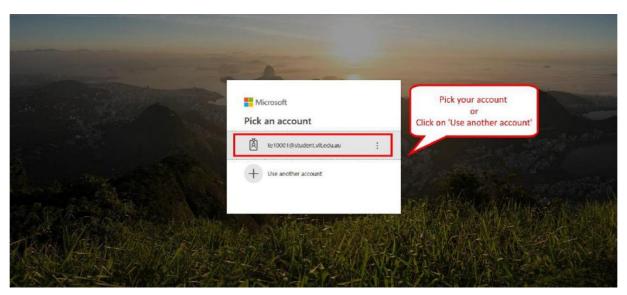


VIT website: www.vit.edu.au

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 you VIT username.

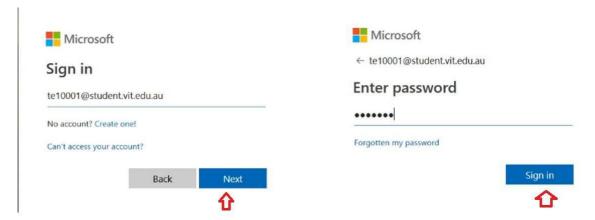


Note: If you have already logged into **Office365** mailbox or **Outlook** using your Student VIT email address, LMS will not ask login credentials again and by **single-sign-on** feature, you will be re-directed to LMS home page screen.



User name 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'

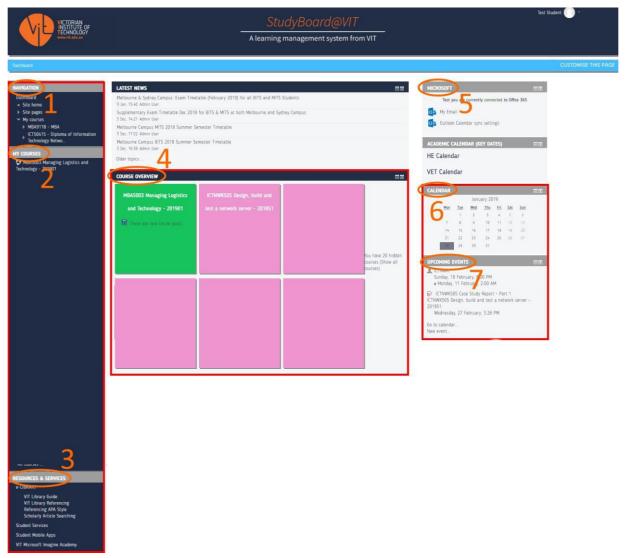


If unable to successfully login to LMS, please contact IT Support or LMS Team immediately.

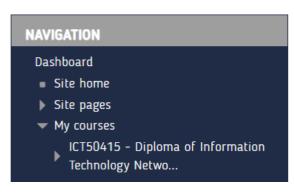


Navigation

Successful login would take you to **StudyBoard@VIT** dashboard



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



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

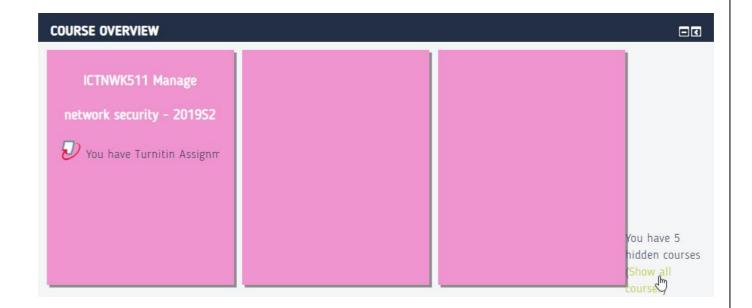


3. **Resources and Services** – It consist of links to VIT student resources and services



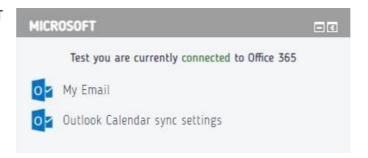
4. **Course Overview** – It consist of blocks of all your enrolled (i.e. Studying) courses, clicking on block will take you to the course







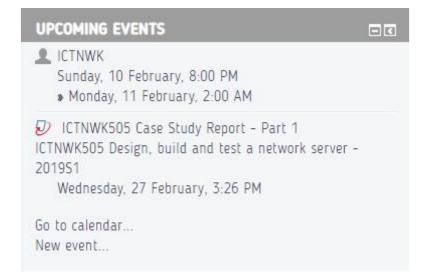
5. **Microsoft** – It consist of links to your VIT outlook mail and VIT calendar





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

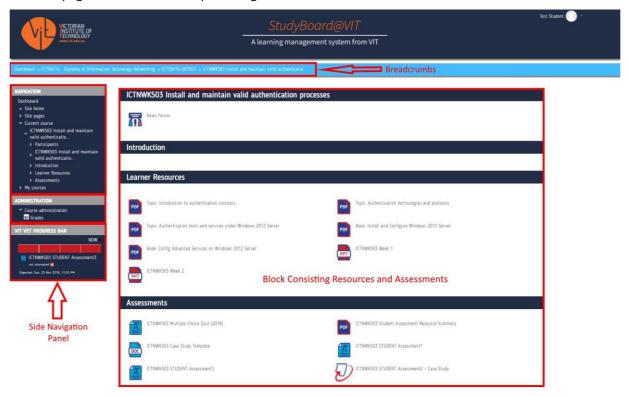
7. **Upcoming Events** – This block shows the upcoming task and events with due dates



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

Dashboard • ICT50415 - Diploma of Information Technology Networking • ICT50415-2019S1 • ICTNWK503 Install and maintain valid authenticatio...

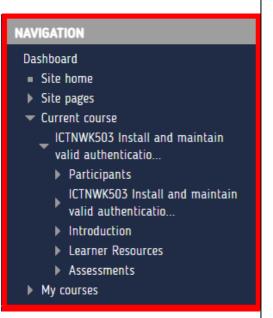


Side Navigation

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

Administration block consist of **Grades** that can be used to view assessment grades and overall grade report of entire course





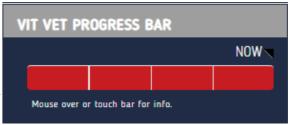
VIT VET Progress Bar

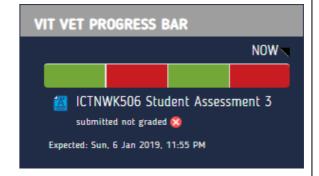
Side Navigation shows a **VIT VET Progress Bar** block. This block helps keep track of assignment due dates, submission status and pass/fail status.

The number of **red** coloured blocks represent the total number of assessments in the course.

Scrolling over blocks shows assessment **name**, **status** and **due date**.

Red coloured block turns **Green** when assessment is **graded** and **passed**.



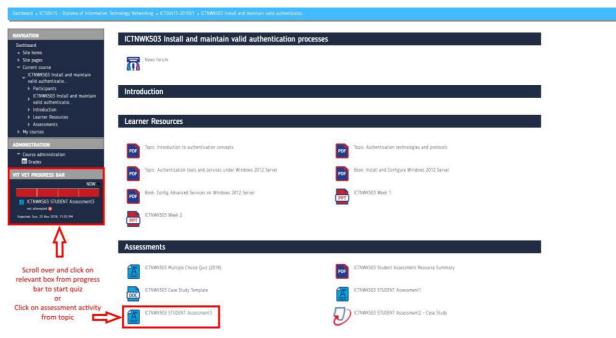




Assessment (Online Questions)

To start an online assessment

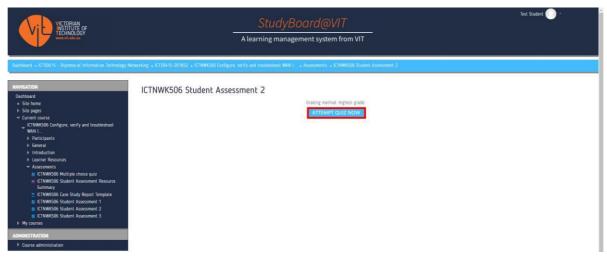
1. Click on assessment name or a relevant block from VET Progress Bar to access the assessment.



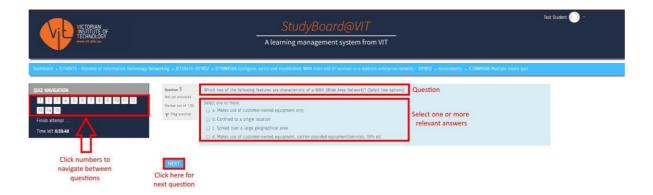
2. Click on **Attempt Quiz Now** button to start the quiz

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

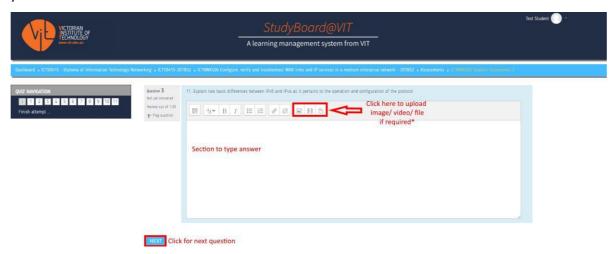
- Some quizzes have no time limit and unlimited attempts, so you can leave and come back to your attempt later
- While some quizzes have a time limit with limited number of attempts.



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

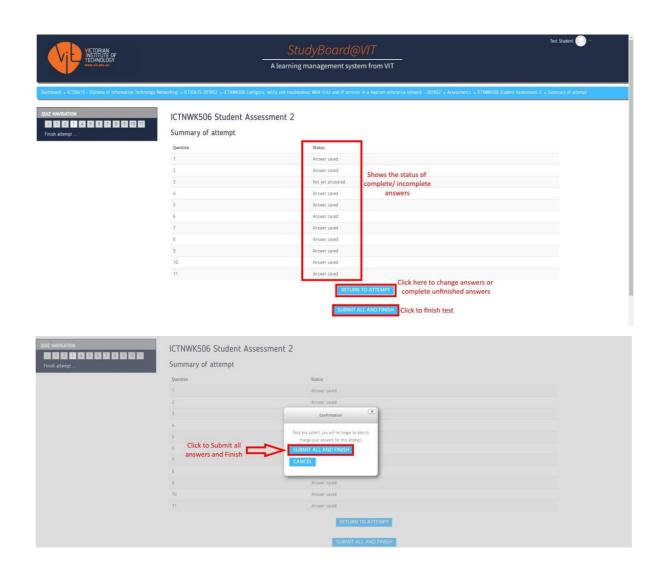


- 5. Quiz requiring essay/ description answers may not have time limit and allow multiple attempts and an option to leave and continue attempt later.
- 6. Type answers in the section provided.
- 7. Buttons below question can be used to do basic text editing and allow you to attach an image or a file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

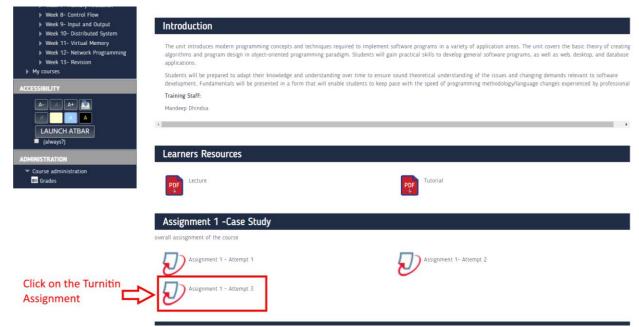




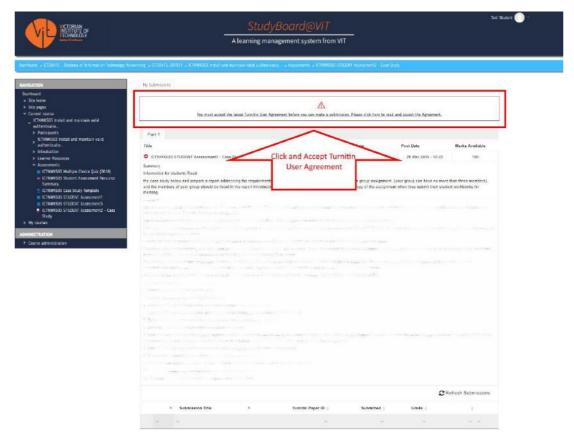


Assessment (Turnitin File Upload)

1. Assessments requiring plagiarism checking need to be submitted to Turnitin which looks like the following

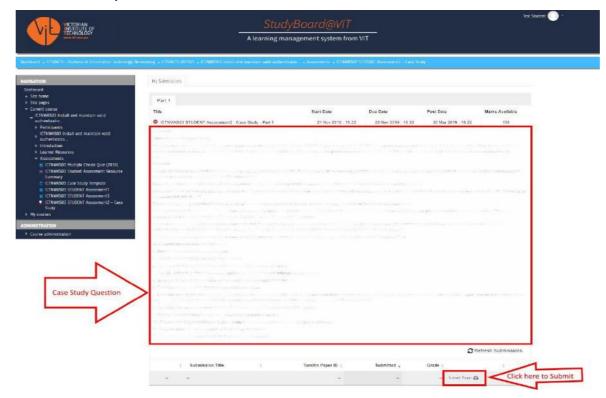


2. First submission on Turnitin server would require you to read and accept Turnitin User Agreement Important Note: Turnitin Software analyses and compares submissions with online content for similarity scores/ plagiarism. We, at VIT, encourage all academic members to honor academic integrity, honesty and fairness. Plagiarism is not tolerated at VIT and any student failing to abide by these rules may face strict penalties and consequences of academic misconduct.



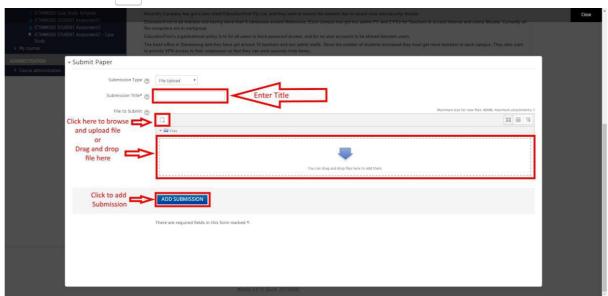
To upload submissions on Turnitin,

3. Click on **Submit Paper** button.

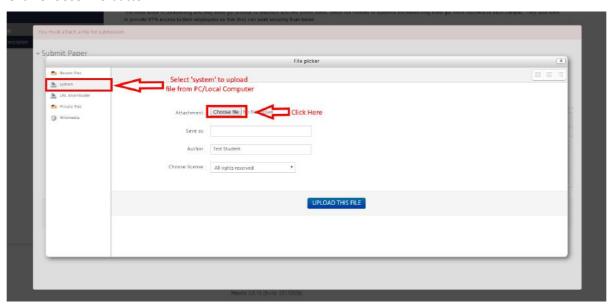




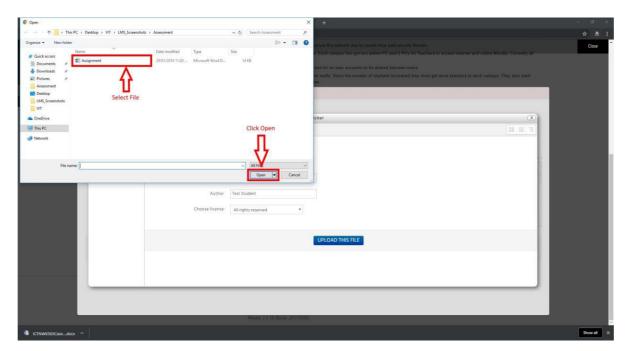
- 4. A Window would pop-up requiring you to enter submission title and a section to upload your assignment
- 5. Click on button to browse and upload the file **OR** drag and drop the file in section provided



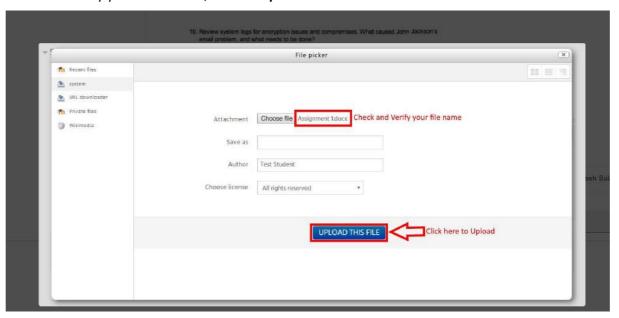
- 6. Upon clicking button, a file picker window will pop up.
- 7. Click on **System** to pick a file from local computer/ PC.
- 8. Click Choose File button



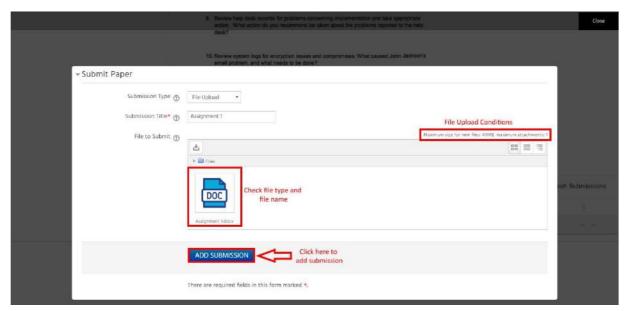
9. Browse and select the file you wish to upload, click **Open**



10. Check and verify your submission, click on Upload this file.



- 11. Your file will be added to File to Submit section
- 12. Verify the uploaded file, click on **Add Submission**.



- 13. A digital receipt will be generated for your submission, click Close on top right corner.
- 14. Your submission will be added successfully

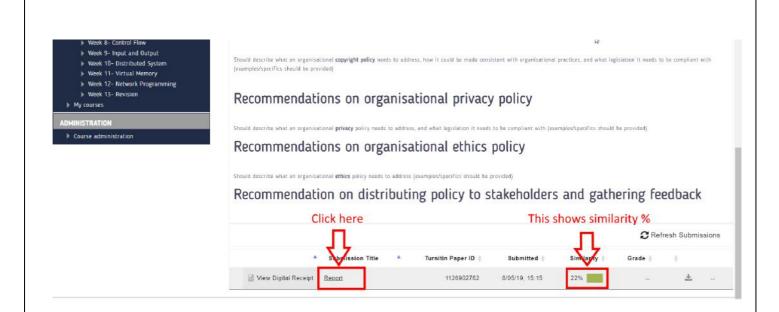
NOTE: You do not need to retain the copy of digital receipt.



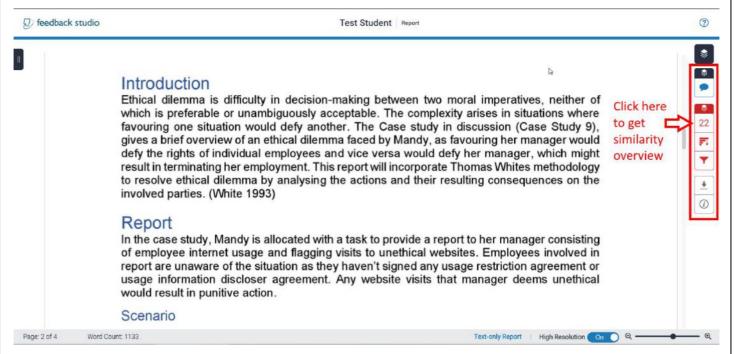
Reviewing Turnitin Submission

- 1. Similarity column shows the similarity score (in %) of your submission.
- 2. Clicking on submission or similarity score takes you to the feedback studio of Turnitin which displays the similarity overview, overall and inline feedback.

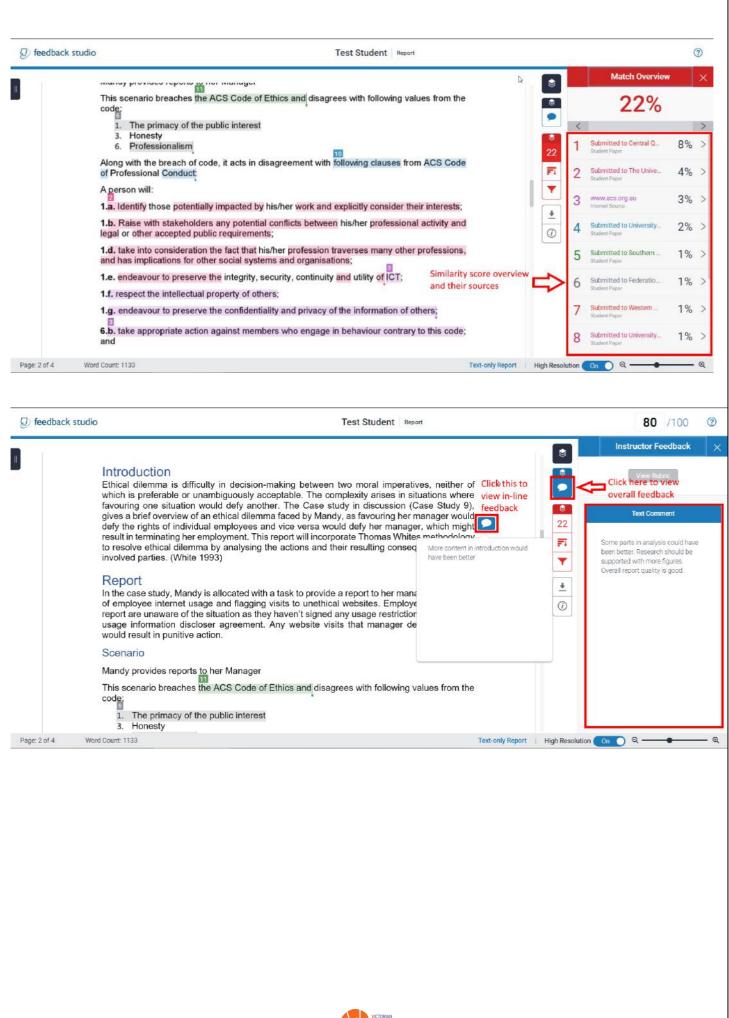




3. Click on the icons on right menu to access overall feedback and similarity overview.

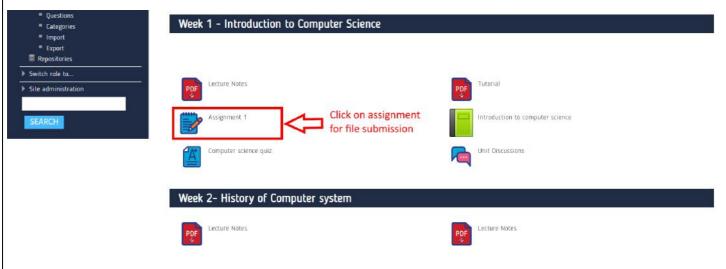


- 4. **Match Overview** gives individual similarity scores with their sources which helps in identifying and reducing the overall similarity before final submission.
- 5. Instructor's overall feedback or inline feedback can be accessed by clicking speech bubble \bigcirc

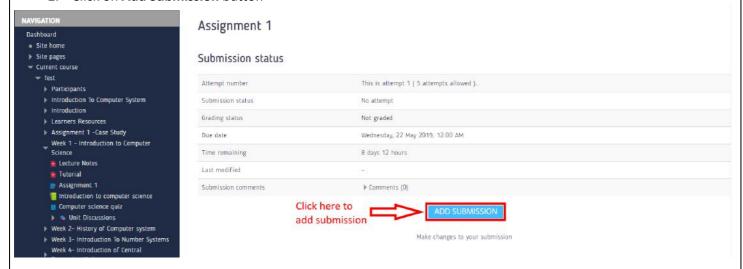


Assessment (File Upload)

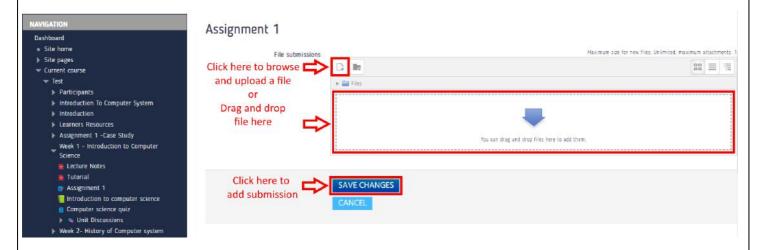
1. Click on the assignment icon (shown below) to upload a non-Turnitin submission.



2. Click on Add Submission button



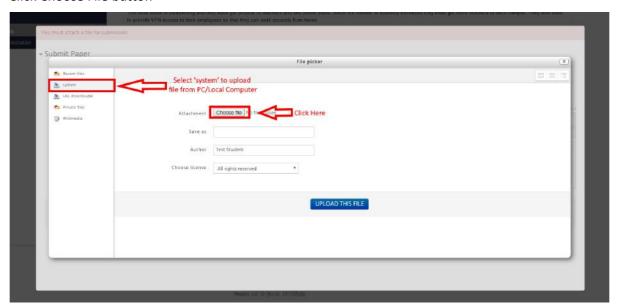
3. Click on file upload symbol or drag and drop files into the section



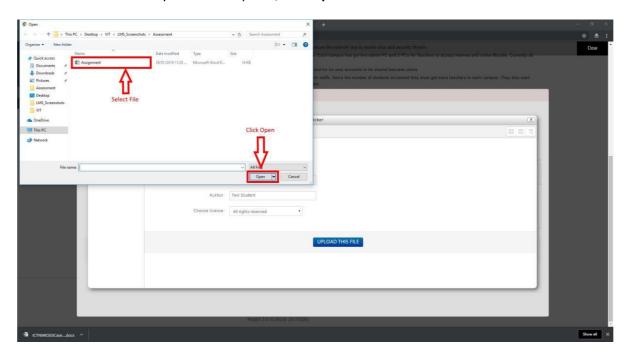
4. Upon clicking button, a file picker window will pop up.



- 5. Click on **System** to pick a file from local computer/ PC.
- 6. Click Choose File button



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

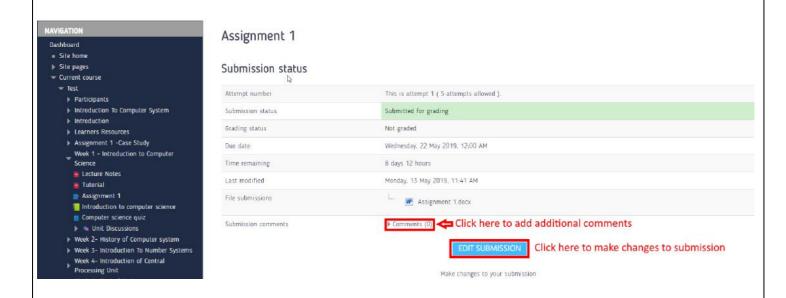


8. The file will be uploaded to submission folder. Click on **Save Changes** to add final submission





- 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.

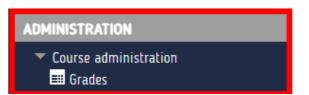


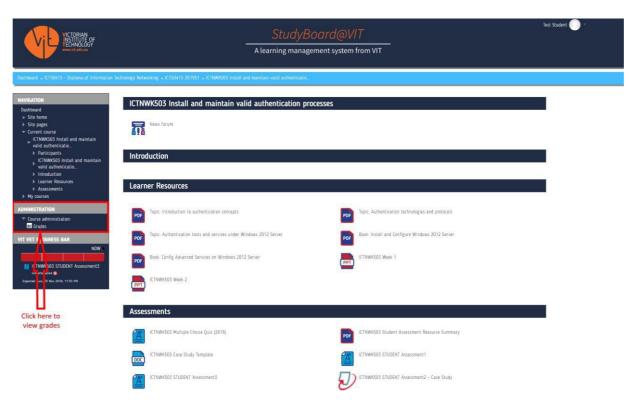


Grades

To view grades,

1. Click on **Grades** in administration block on left side navigation pane.





2. Select **User report** from top drop down to view grades for a specific course.



Figure 1: HE Marksheet



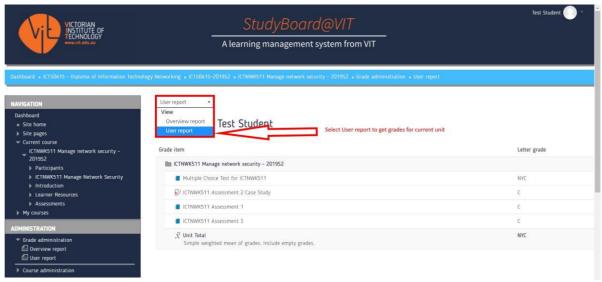


Figure 2: VET Marksheet

3. Select **Overview report** from top drop down to view grades of all your enrolled courses.

