



Managing Assignments

Quick Reference Guides for Students
VET in Schools
Diploma of Nursing

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Access

You are granted access to My Health Learning (MHL) at the beginning of your course. The username is your 8-digit Stafflink ID and the password is the one you would have changed at the time of logging on to MHL.

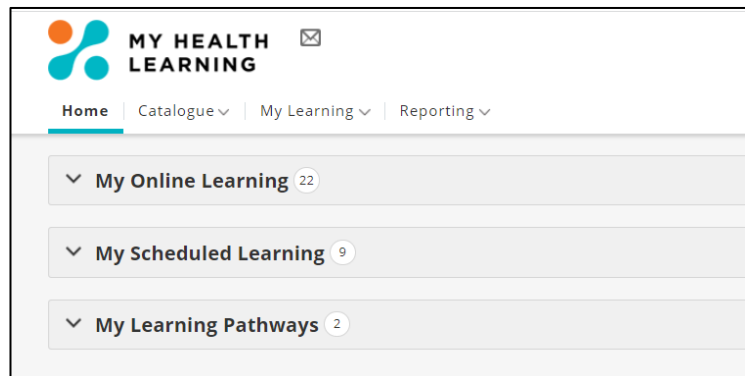
If you are unsure of your password or log in details, please contact your course coordinator.

Assignments

At the time of enrolment, you will be enrolled in all Assignments.

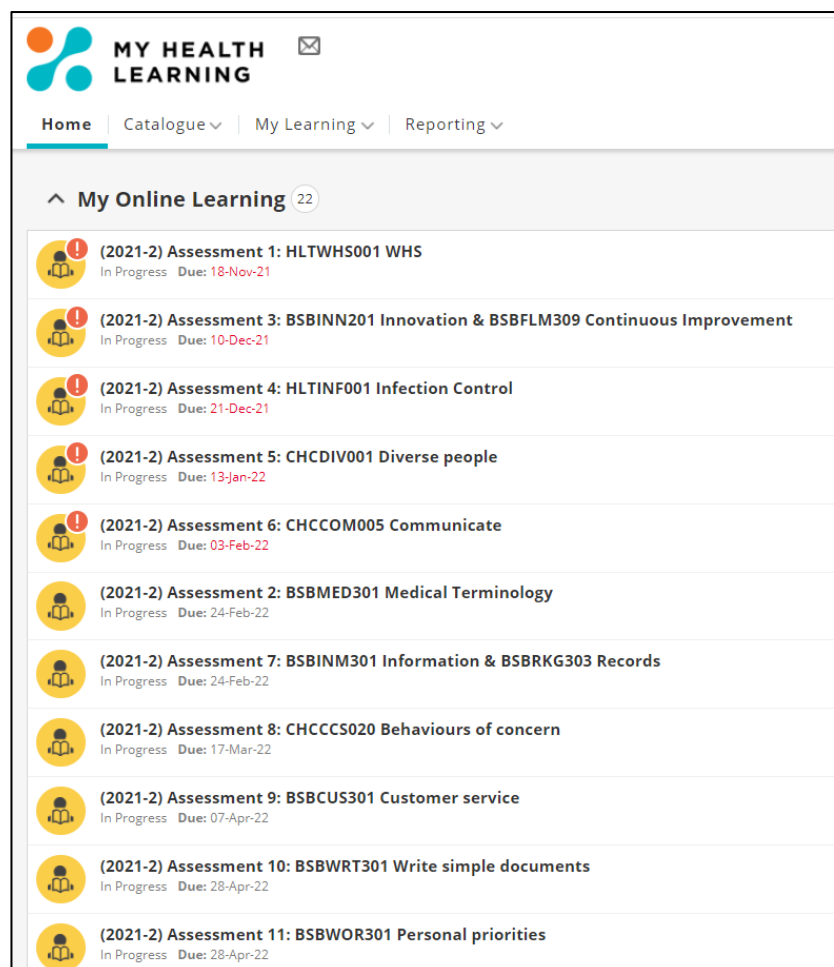
When you log on to MHL, you will see all the Assignments you are enrolled in under the **My Online Learning** dropdown menu.

As shown in the example, the student can see 22 assignments that they are enrolled in under their My Online Learning dropdown menu.



When you open the **My Online Learning** drop down menu, you will see all the assignments that you are required to complete.

As shown in the example, the student can see all the assignments when the My Online Learning menu is opened up.



Resources

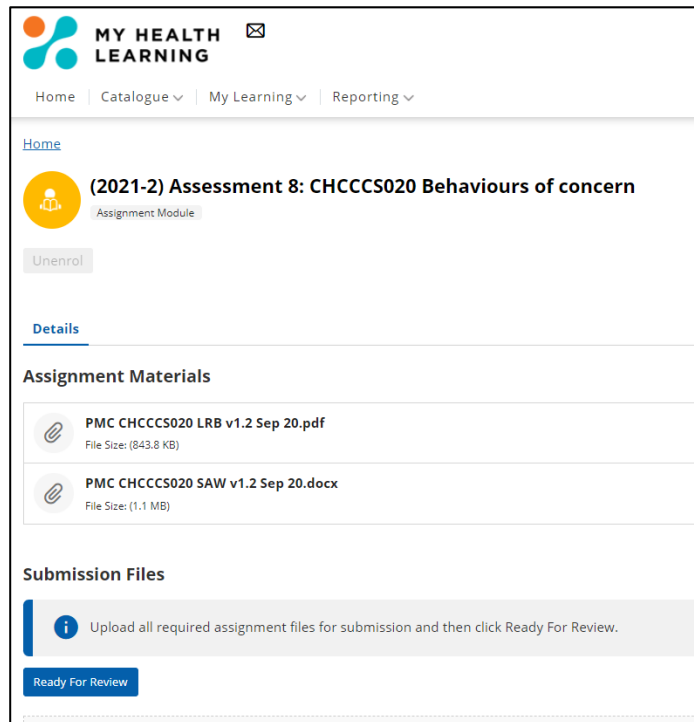
The course coordinator will upload the Student Assessment Workbook (SAW) and the Learner Resource Book (LRB) one to two (1-2) weeks prior to the Unit of Competency (UOC) being delivered.

These documents will be uploaded in the first assessment task for each UOC.

You can find the SAW and LRB by clicking on the relevant UOC assignment.

As an example, this student has clicked on Behaviours of concern UOC assignment. They can see the LRB and SAW.

You have to click on the attachments to download the documents.



The screenshot shows the My Health Learning interface. At the top, there is a navigation bar with 'Home', 'Catalogue', 'My Learning', and 'Reporting'. Below this, the main content area displays the assignment title '(2021-2) Assessment 8: CHCCCS020 Behaviours of concern' with a 'Details' link. Under 'Assignment Materials', two files are listed: 'PMC CHCCCS020 LRB v1.2 Sep 20.pdf' (843.8 KB) and 'PMC CHCCCS020 SAW v1.2 Sep 20.docx' (1.1 MB). A 'Submission Files' section contains an information icon and the text 'Upload all required assignment files for submission and then click Ready For Review.' Below this is a 'Ready For Review' button.

My Status

When you click on the Assignment, you will see the **My Status** box on the right hand side of the window.

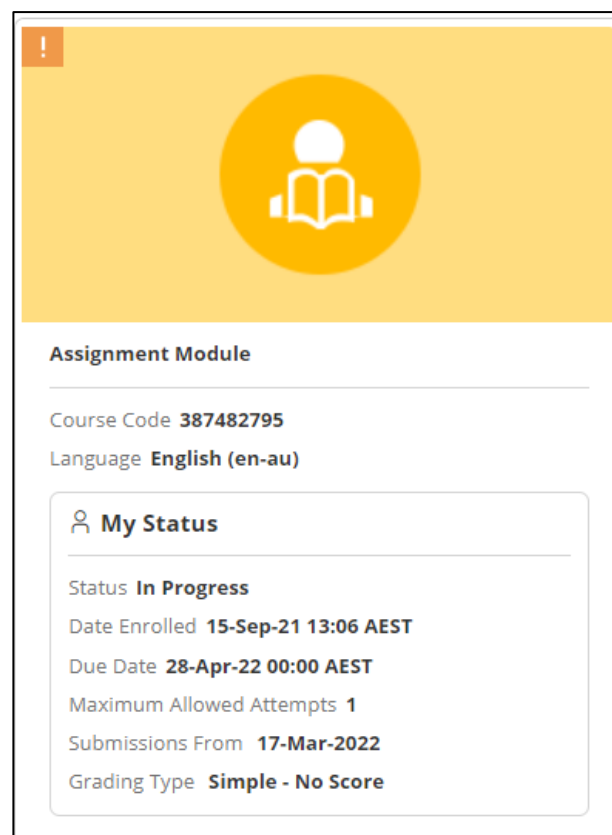
It will show you a range of dates and the status for the assignment.

As shown in this example, the due date for the Assignment is 28 April 2022. The student can only submit the assignment from 17 March 2022 onwards.

The status remains 'In Progress' until you attain competency in that assignment.

At the top left corner of the My Status box, you will see an orange exclamation mark for assignments that are due or upcoming.

For assignments that are overdue, the exclamation mark will be in red.



The screenshot shows the 'My Status' box for the assignment. At the top left, there is an orange exclamation mark icon. Below it is a large yellow circle containing a white icon of a person reading a book. The box is titled 'Assignment Module' and contains the following information: Course Code 387482795, Language English (en-au), Status In Progress, Date Enrolled 15-Sep-21 13:06 AEST, Due Date 28-Apr-22 00:00 AEST, Maximum Allowed Attempts 1, Submissions From 17-Mar-2022, and Grading Type Simple - No Score.

When you successfully meet all requirements of the assignment, the assessor will mark the assignment off as completed.

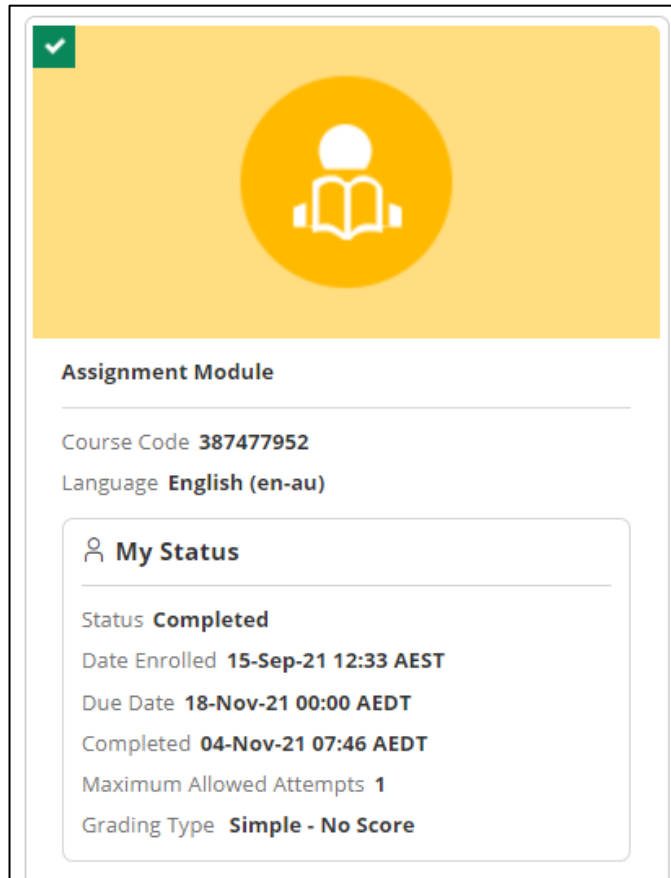
In this case, the assignment will drop off your My Online Learning menu.

You can find the completed assignments by clicking on the **My Learning drop down menu** and clicking on **My Learning History**.

All completed assignments will be listed in your history. The **My Status** box will indicate the date when the Assignment was completed and the Status will be shown as **'Completed'**.

At the top left corner of the My Status box, you will see a **green tick** for assignments that are successfully completed.

As shown in the example, the student successfully completed the assignment on 4 November 2021. The status indicates 'Completed' and there is a green tick on the top left corner.



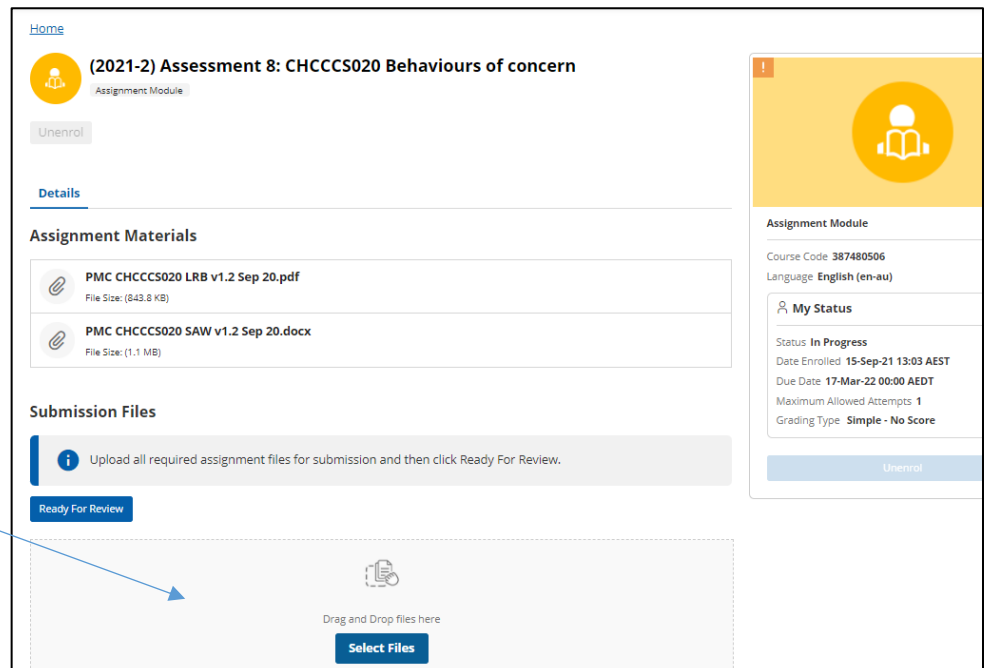
Uploading Submissions

When you are ready to submit your assignment, you can upload your submissions by clicking on the relevant assignment.

You will see a section with the heading **Submission Files**.

You will have an option to **'Drag and Drop files'** or **'Select Files'** from your drive, computer, USB, etc.

You can see the above options in the example shown here.



You can delete a file and upload an updated version of the file if you have made a mistake.

You can only replace a file BEFORE the submission has been marked by the coordinator.

If you are unsure whether the course coordinator has commenced marking the submission, please contact them first before deleting and replacing a file.

REMEMBER:

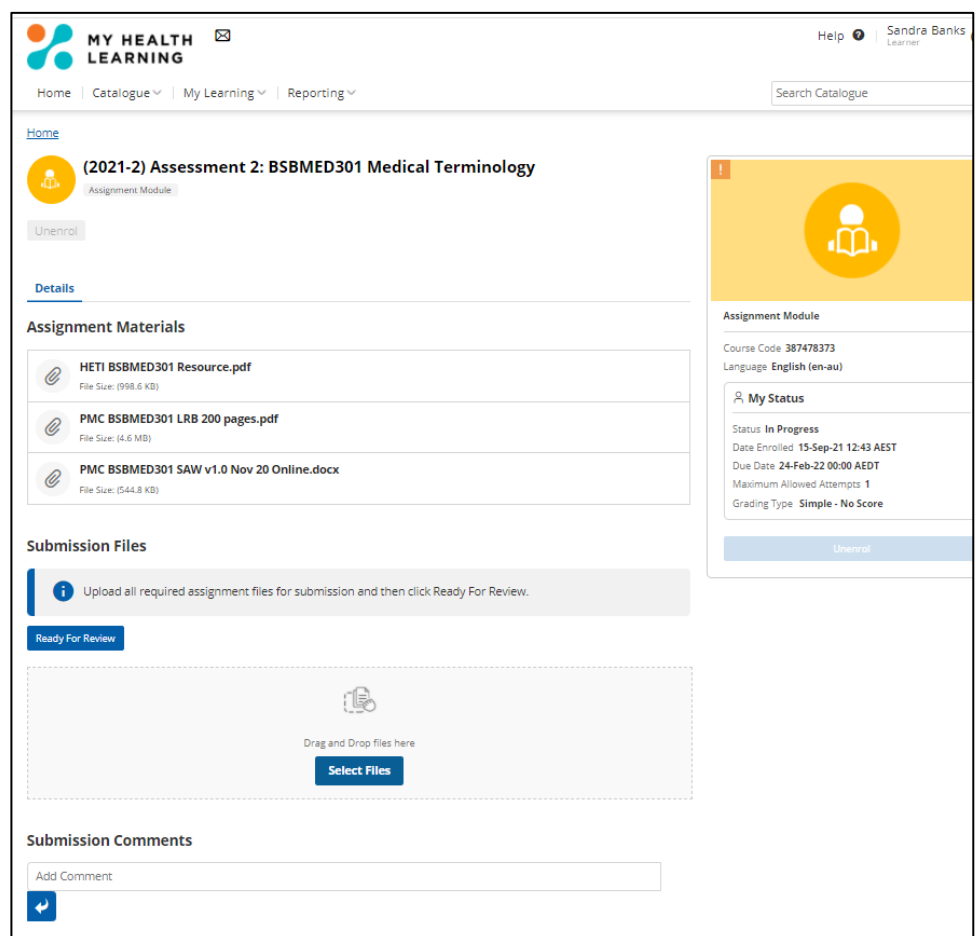
1. All written activities, case studies, reflections, etc. **must be submitted in a Microsoft Word format** only.
2. Clinical skills assessment sheets must be scanned and submitted in PDF format.
3. Please **DO NOT** click on Ready for Review button as this will lock you out of the assignment.
4. If you have made a mistake and need to replace the file, the system will not permit you to do so if you click on the Ready for Review button. In that case, you will have to inform the course coordinator to change your status to 'in progress' to enable you to upload additional or replacement files.

Adding Comments at the time of Submission

Just below the **Submission Files** section, you will find the **Submission Comments** section.

You can type comments for your assessor to read when you upload your submission.

The assessor will be notified of the comments you have added at the time of submission.



The screenshot shows the 'MY HEALTH LEARNING' interface for a submission. At the top, there is a navigation bar with 'Home', 'Catalogue', 'My Learning', and 'Reporting'. The main content area is titled '(2021-2) Assessment 2: BSBMED301 Medical Terminology' and includes an 'Unenrol' button. Below this is the 'Assignment Materials' section, which lists three files: 'HETI BSBMED301 Resource.pdf' (998.6 KB), 'PMC BSBMED301 LRB 200 pages.pdf' (4.6 MB), and 'PMC BSBMED301 SAW v1.0 Nov 20 Online.docx' (544.8 KB). The 'Submission Files' section contains an information icon and the instruction 'Upload all required assignment files for submission and then click Ready For Review.' Below this is a 'Ready For Review' button and a large dashed box for file uploads with a 'Select Files' button. At the bottom, there is a 'Submission Comments' section with an 'Add Comment' text box and a submit button. On the right side, there is a 'My Status' panel showing 'Status: In Progress', 'Date Enrolled: 15-Sep-21 12:43 AEST', 'Due Date: 24-Feb-22 00:00 AEDT', 'Maximum Allowed Attempts: 1', and 'Grading Type: Simple - No Score'. An 'Unenrol' button is also present at the bottom of this panel.

Overdue Submissions

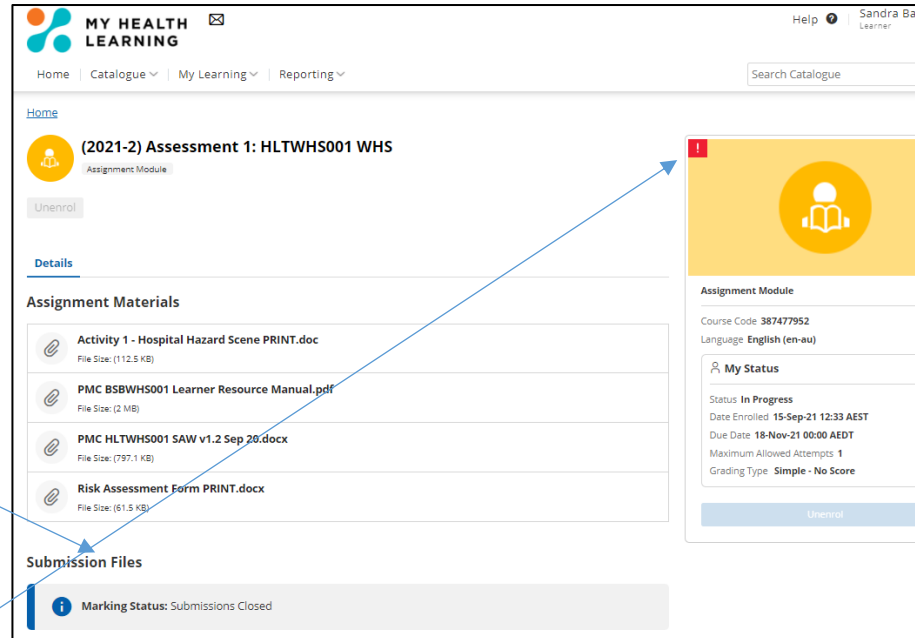
If your assignments are overdue and you have not negotiated a formal extension, you will not be able to upload submissions in MHL for the assignments.

The Submission Files section will indicate '**Submissions closed**'.

You must contact the course coordinator to negotiate an extension to allow you to submit your assignment.

In this example, you can see that the submission has been closed as it is past the due date.

You will also note that the exclamation mark is in red indicating overdue status.



The screenshot shows the My Health Learning interface for a course titled '(2021-2) Assessment 1: HLTWHS001 WHS'. The 'Submission Files' section at the bottom indicates 'Marking Status: Submissions Closed' with a red exclamation mark. A red exclamation mark is also visible in the top right corner of the assignment details panel. The 'Assignment Materials' section lists four files: 'Activity 1 - Hospital Hazard Scene PRINT.doc', 'PMC BSBWHS001 Learner Resource Manual.pdf', 'PMC HLTWHS001 SAW v1.2 Sep 20.docx', and 'Risk Assessment Form PRINT.docx'. The 'My Status' panel on the right shows the course code '387477952', language 'English (en-au)', status 'In Progress', date enrolled '15-Sep-21 12:33 AEST', due date '18-Nov-21 00:00 AEDT', maximum allowed attempts '1', and grading type 'Simple - No Score'.

Feedback and Notifications

All actions completed by the student and by the assessor will generate an automatic notification to the other person.

- Every time you upload a file, the assessor will be notified automatically of your submission.
- If you add a comment at the time of submission, the assessor will be notified of your comment.
- You will be notified when the assessor uploads the marked submission.
- You will be notified when the assessor provides feedback and comments when they upload the marked submission.

It is important that you read the comments provided by the assessor as it will help you understand the next steps to be completed in the assignment. If a resubmission is required, the comments provided by the assessor will indicate the sections that require a resubmission and a due date for the re-submission.

To ensure you are receiving all notifications, please check the email address that has been added to your profile in MHL. You can check the email address by clicking on your name on the top right hand corner and then clicking on **My Details**. You can add an alternate email address, however; the system will send all notifications to your primary email address. If unsure, contact your course coordinator.

Extensions

If you have sought a formal extension or if you are required to resubmit an assignment, the course coordinator will grant you an extension for the assignment in MHL. This will ensure the Submission Files section is active and it will allow you to upload files. The due date will also show a revised date.