



Assignment Function in My Health Learning

Quick Reference Guides for Assignment Assessors

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Access

Access as Assignment Assessor is granted upon request. Currently the Assignment Assessor role is only allocated to educators who train and assess Units of Competencies (UOCs) offered through a qualification or as a standalone UOC.

When access is granted, the Assignment Assessor role will come up as one of the options under the educator's name as shown below.



The assignment assessor will only see UOCs where they are added as the Assessor. As shown in the below screenshot, Lisa can only see the UOCs that she is added as the assessor.


Assignment Offerings					
Name:	<input type="text"/>	Marking Status:	<input type="text"/>	Learner:	<input type="text"/>
Name	Files	Enrolments	Marking Status	Assessors	
(2021-1) Assessment 3: HLTWHS001 WHS (357181996) Submission Type: Fixed Date	2	Enrolled: 19	Graded - Finalised:18 Learner In Progress:1	Lisa Mitchell Karen Westwood	
(2021-1) Assessment 5: CHCCOM005 Communicate (357182123) Submission Type: Fixed Date	2	Enrolled: 17	Graded - Finalised:16 Learner In Progress:1	Lisa Mitchell Karen Westwood	
(2021-1) Assessment 9: BSBCUS301 Customer service (357182192) Submission Type: Fixed Date	2	Enrolled: 17	Graded - Finalised:10 Learner In Progress:7	Lisa Mitchell Karen Westwood	
(2021-2) Assessment 1: HLTWHS001 WHS (387485617) Submission Type: Fixed Date	4	Enrolled: 16	Graded - Finalised:7 Learner In Progress:9	Lisa Mitchell Karen Westwood	
(2021-2) Assessment 6: CHCCOM005 Communicate (387489703) Submission Type: Fixed Date	2	Enrolled: 16	Learner In Progress:16	Lisa Mitchell Karen Westwood	
(2021-2) Assessment 9: BSBCUS301 Customer service (387491348) Submission Type: Fixed Date		Enrolled: 16	Learner In Progress:16	Lisa Mitchell Karen Westwood	

Understanding Assignment Date

Each assignment has a range of dates that are provided by the program coordinator, prior to the assignments being created in MHL. The LMS Administrator assigns these dates when creating the assignments in MHL.

These dates include:

- Submission From:** This is the date from when the students can submit their coursework. Students cannot upload their workbooks before this date.
- Due Date:** Students are able to submit the coursework no later than 11:59pm on this date.
- Cut Off Date:** This is the latest date by when the students can submit their coursework.















































Content Object:	 (2021-1) Assessment 3: HLTWHS001 WHS
Assessor Type:	Assessor (Resource)
Submission Type:	Fixed Date
Submissions From:	18-Jun-21 AEDT
Due Date:	30-Jul-21 AEDT
Cut Off Date:	01-Dec-21 AEDT
Max Number of Submissions:	1
Modified By:	Jyoti Khanvilkar On 20-Apr-21 07:47 AEDT

An Overview of Dates

When you log on to MHL and change your role to Assignment Assessor, you will see all the Assignments where you are added as the assessor.

This view enables you to see all the dates including how many students have been **graded and finalised**, how many are **in progress**, how many are **overdue**.

This window also shows you the Submission From, Assignment Due and Cut off dates.

Assignment Offerings								
Name: <input type="text"/>		Marking Status: <input type="text"/>		Learner: <input type="text"/>		Manager: <input type="text"/>		Search <input type="text"/> Clear <input type="text"/> Advanced Search <input type="text"/>
Name	Files	Enrolments	Marking Status	Assessors	Submissions From Date	Assignment Due Date	Cut Off Date	
(2021-2) Assessment 1: HLTWH5001 WHS (387485617)  	 4	Enrolled: 16	Graded - Finalised:12 Learner In Progress:4	 Lisa Mitchell  Karen Westwood	07-Oct-21 00:00 AEDT	18-Nov-21 00:00 AEDT Overdue (4)	30-Jun-22 00:00 AEDT	
Submission Type: Fixed Date								
(2021-2) Assessment 2: BSBMED301 Medical Terminology (387486499)  	 3	Enrolled: 16	Graded - Finalised:8 Learner In Progress:8	 Karen Westwood	07-Oct-21 00:00 AEDT	24-Feb-22 00:00 AEDT	30-Jun-22 00:00 AEDT	
Submission Type: Fixed Date								
(2021-2) Assessment 3: BSBINN201 Innovation & BSBFLM309 Continuous Improvement (387487078)  	 2	Enrolled: 16	Graded - Finalised:12 Learner In Progress:4	 Jyoti Khanvilkar  Karen Westwood	28-Oct-21 00:00 AEDT	10-Dec-21 00:00 AEDT Overdue (2)	30-Jun-22 00:00 AEDT	
Submission Type: Fixed Date								
(2021-2) Assessment 4: HLTINF001 Infection Control (387487824)  	 3	Enrolled: 16	Graded - Finalised:11 Learner In Progress:5	 Karen Westwood	18-Nov-21 00:00 AEDT	21-Dec-21 00:00 AEDT Overdue (3)	30-Jun-22 00:00 AEDT	
Submission Type: Fixed Date								
(2021-2) Assessment 5: CHCDIV001 Diverse people (387489068)  	 2	Enrolled: 16	Graded - Finalised:11 Learner In Progress:5	 Karen Westwood	10-Dec-21 00:00 AEDT	13-Jan-22 00:00 AEDT Overdue (5)	30-Jun-22 00:00 AEDT	
Submission Type: Fixed Date								
(2021-2) Assessment 6: CHCCOM005 Communicate (387489703)  	 2	Enrolled: 16	Graded - Finalised:8 Learner In Progress:8	 Lisa Mitchell  Karen Westwood	21-Dec-21 00:00 AEDT	03-Feb-22 00:00 AEDT Overdue (8)	30-Jun-22 00:00 AEDT	
Submission Type: Fixed Date								
(2021-2) Assessment 7: BSBINM301 Information & BSBRKG303 Records (387490339)  	 3	Enrolled: 16	Graded - Finalised:4 Learner In Progress:12	 Jyoti Khanvilkar  Karen Westwood	13-Jan-22 00:00 AEDT	24-Feb-22 00:00 AEDT	30-Jun-22 00:00 AEDT	
Submission Type: Fixed Date								
(2021-2) Assessment 8: CHCCS020 Behaviours of concern (387490821)  	 2	Enrolled: 16	Graded - Finalised:1 Learner In Progress:15	 Karen Westwood	03-Feb-22 00:00 AEDT	17-Mar-22 00:00 AEDT	17-Mar-22 00:00 AEDT	
Submission Type: Fixed Date								
(2021-2) Assessment 9: BSBUS301 Customer service (387491348)  		Enrolled: 16	Graded - Finalised:1 Learner In Progress:15	 Lisa Mitchell  Karen Westwood	24-Feb-22 00:00 AEDT	07-Apr-22 00:00 AEDT	30-Jun-22 00:00 AEDT	
Submission Type: Fixed Date								
(2021-2) Assessment 10: BSBWRT301 Write simple documents (387492022)  		Enrolled: 16	Graded - Finalised:2 Learner In Progress:14	 Karen Westwood	17-Mar-22 00:00 AEDT	28-Apr-22 00:00 AEDT	30-Jun-22 00:00 AEDT	
Submission Type: Fixed Date								
(2021-2) Assessment 11: BSBWOR301 Personal priorities (387492337)  		Enrolled: 16	Graded - Finalised:1 Learner In Progress:15	 Karen Westwood	17-Mar-22 00:00 AEDT	28-Apr-22 00:00 AEDT	28-Apr-22 00:00 AEDT	
Submission Type: Fixed Date								

Enrolling students in Assignments

The LMS Administrator will enrol the students in the Assignments when they are created at the beginning of the program.

If students have subsequently withdrawn from the program, the program coordinator can inform the LMS Administrator to unenrol the withdrawn students from the remaining offerings to ensure a current list of students is visible in their assignment assessor window.

Notifications

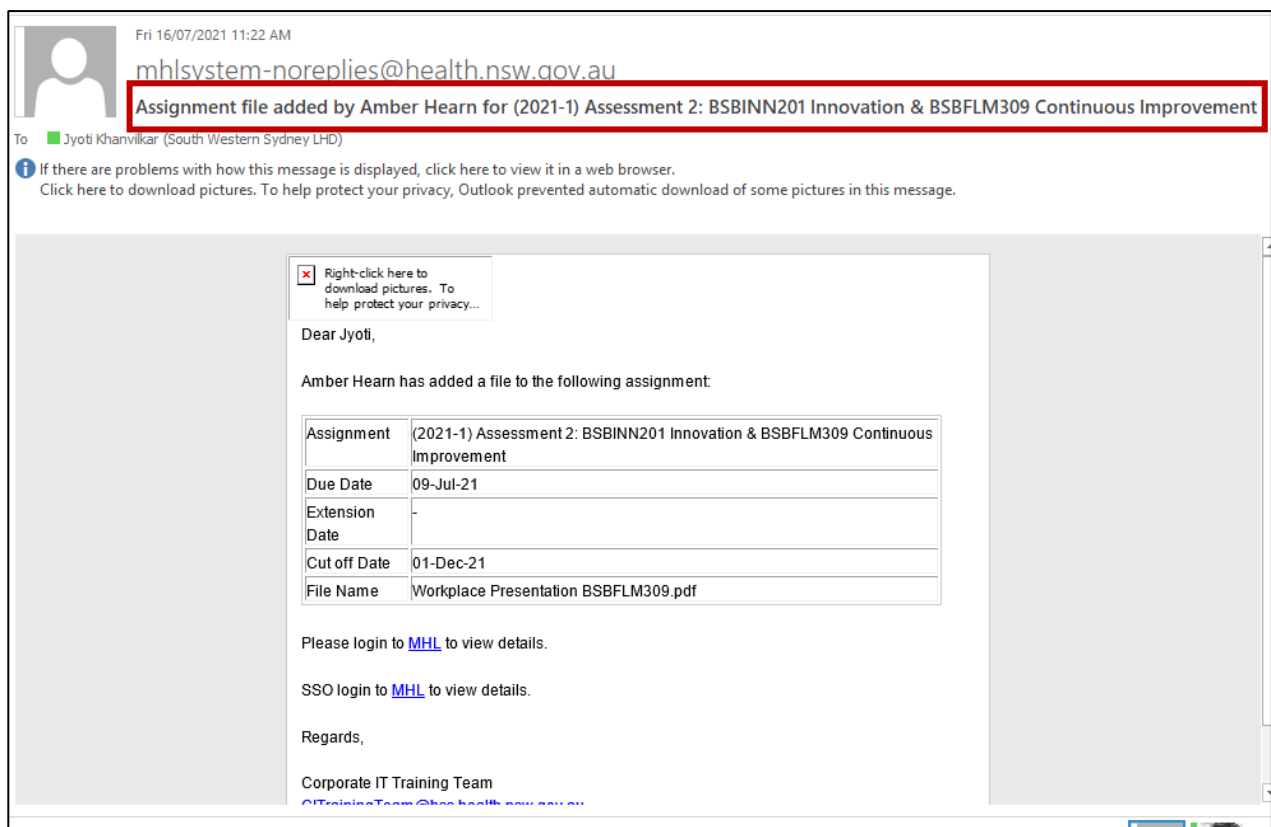
All actions completed by the assessor generates notification emails to the student. This email will be sent to the student's primary email address recorded in MHL. For staff members, the notifications will be sent to their work email address. For external students, this will be the email address recorded under their profile when their accounts were created in Stafflink.

When you upload a marked submission file, students will be notified of this via an email.

When you add a comment, students will be notified of the comment.

The same applies when students upload a file or add a comment. You will receive an email informing you that a file has been added or a comment has been added. If coursework has been submitted late, the notification will inform you that it is a late submission.

Examples of these are shown below and on the next page.



Fri 16/07/2021 11:22 AM
 mhlssystem-noreplies@health.nsw.gov.au
Assignment file added by Amber Hearn for (2021-1) Assessment 2: BSBINN201 Innovation & BSBFLM309 Continuous Improvement

To: Jyoti Khanvikar (South Western Sydney LHD)

If there are problems with how this message is displayed, click here to view it in a web browser.
 Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click here to download pictures. To help protect your privacy...

Dear Jyoti,

Amber Hearn has added a file to the following assignment:

Assignment	(2021-1) Assessment 2: BSBINN201 Innovation & BSBFLM309 Continuous Improvement
Due Date	09-Jul-21
Extension Date	-
Cut off Date	01-Dec-21
File Name	Workplace Presentation BSBFLM309.pdf

Please login to [MHL](#) to view details.

SSO login to [MHL](#) to view details.

Regards,

Corporate IT Training Team
ITTrainingTeam@hse.health.nsw.gov.au



Thu 15/07/2021 8:51 AM

mhlsystem-noreplies@health.nsw.gov.au

LATE Assignment submitted by Ellen O'Grady-Priest for (2021-1) Assessment 2: BSBINN201 Innovation & BSBFLM309 Continuous Improvement

To Jyoti Khanvilkar (South Western Sydney LHD)

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Right-click here to download pictures. To help protect your privacy...

Dear Jyoti,

Ellen O'Grady-Priest has submitted the following assignment. It has been submitted after the due/extension date:

Assignment	(2021-1) Assessment 2: BSBINN201 Innovation & BSBFLM309 Continuous Improvement
Due Date	09-Jul-21
Extension Date	-
Cut off Date	01-Dec-21
Status	Ready For Review

Please login to [MHL](#) to view details.

SSO login to [MHL](#) to view details.

Regards,

Corporate IT Training Team

Thu 24/06/2021 5:22 PM

mhlsystem-noreplies@health.nsw.gov.au

Assignment comments added by Luke Collins for (2021-1) Assessment 2: BSBINN201 Innovation & BSBFLM309 Continuous Improvement

To Jyoti Khanvilkar (South Western Sydney LHD)

MARKING

If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Date

Cut off Date 01-Dec-21

Please login to [MHL](#) to view details.

SSO login to [MHL](#) to view details.

Comments:

Hi Jyoti,

Thank you again for the reminder. I have now uploaded all documents in word format for your review. Please advise if you would like any further supporting information in relation to Assessment 3 - Presentation. As this was done in the past and during team meetings without the use of PowerPoint, I have submitted the documentation that was created and supplied to staff.

Many thanks,
Luke Collins

Regards,
My Health Learning

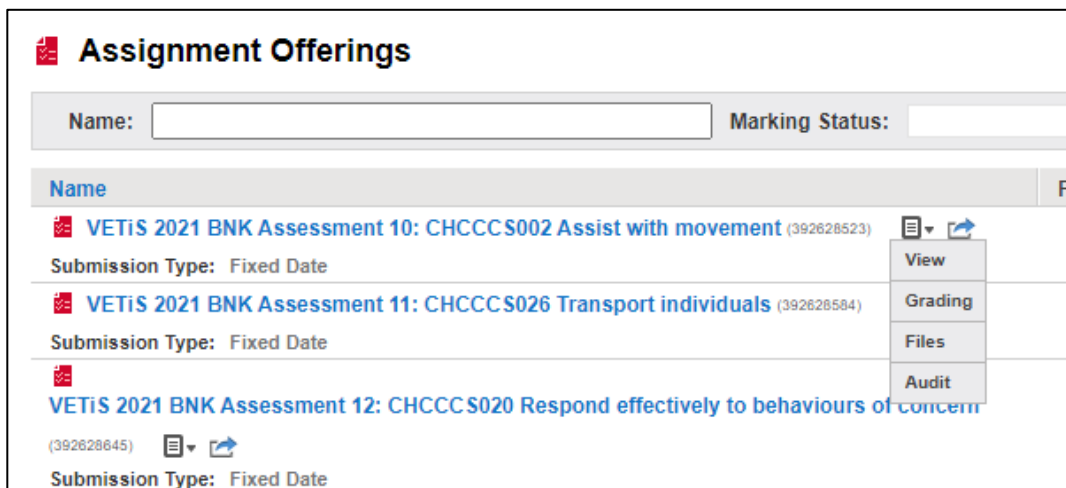
For technical queries (E.g. login difficulties, password resets, course launching) please contact the **State Wide Service Desk on 1300 28 55 33.**

Uploading Student Assessment Workbook and Learner Resource Book (SAW & LRB)

The educator who has Assignment Assessor role and is the trainer and assessor for the UOC has to upload the Student Assessment Workbook (SAW) and Learner Resource Book (LRB) two (2) weeks prior to training date. This timeline may vary depending on individual preference or program schedule.

However, it is recommended that the SAW and LRB **are not uploaded before the two weeks' timeline** to ensure the most updated version is accessible by the students. Steps to follow:

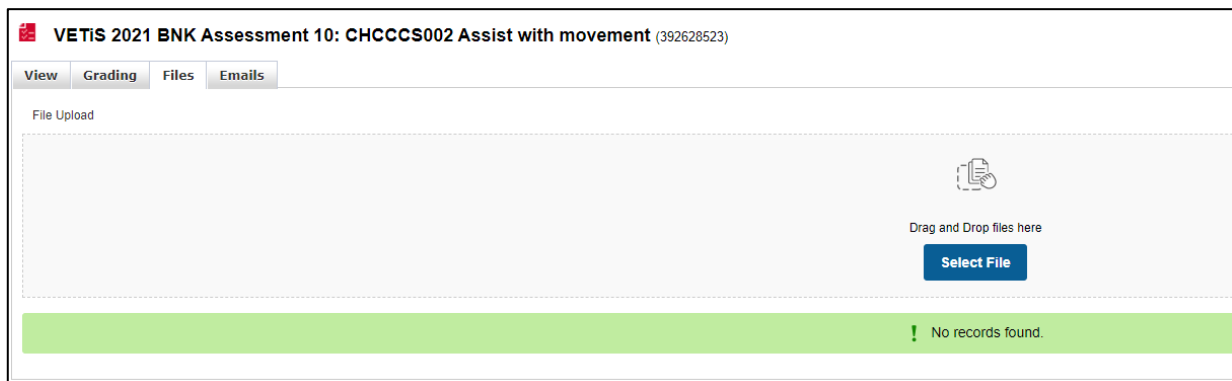
1. Log on to MHL.
2. **Change your role to Assignment Assessor** by clicking on your name (top right corner).
3. Click on the **drop down menu next to the relevant assignment** as shown in the screen shot.
4. Click on the **Files** option.
5. Click on **Select File** to search for relevant files. Double click on the file that you want to upload.
 - or
 - Open up your File Explorer on your second monitor and **drag and drop** the relevant files in the section.
6. The files will be uploaded to the assignment.
7. It is easy to delete an incorrect file. You can click on the delete button to remove an incorrect file.
8. Students will be automatically notified of the files being uploaded. If you prefer, you can also notify them via MS Teams.



Assignment Offerings

Name: Marking Status:

Name	File
 VETiS 2021 BNK Assessment 10: CHCCS002 Assist with movement (392628523) Submission Type: Fixed Date	 <ul style="list-style-type: none"> View Grading Files Audit
 VETiS 2021 BNK Assessment 11: CHCCS026 Transport individuals (392628584) Submission Type: Fixed Date	
 VETiS 2021 BNK Assessment 12: CHCCS020 Respond effectively to behaviours of concern (392628645)	



VETiS 2021 BNK Assessment 10: CHCCS002 Assist with movement (392628523)

View Grading Files Emails

File Upload

Drag and Drop files here

Select File

! No records found.

Downloading submissions

When you are notified that a student has submitted their coursework for your assessment, you can download the submission for assessment as follows:

1. Log on to MHL.
2. **Change your role to Assignment Assessor** by clicking on your name (top right corner).
3. **Click on the Learner in Progress** hyperlink for the relevant assignment.
4. You will be presented with the following window. You can see the number of files the student has submitted for your assessment.
In case of resubmissions, you will see a total number of files that the student and you have uploaded thus far.

Assignment Modules

(2021-2) Assessment 3: BSBINN201 Innovation & BSBFLM309 Continuous Improvement (387487078)

View Edit Assessors Targeting Enrolments Grading Files Emails Audit

Name: Marking Status: Learner In Progress Manager: Search Clear

Full Name	Marking Status	Status	Due Date	Cut Off Date	Submission Status
Trae Raman <small>Username: 60249005 Trae.Raman@health.nsw.gov.au</small>	Learner In Progress (Overdue)	(0) Points: 0	10-Dec-21	30-Jun-22	Comments: 0
Natasha Peter <small>Username: 60250607 Natasha.Peter@health.nsw.gov.au</small>	Learner In Progress (Overdue)	Incomplete (0) Points: 0	12-Jan-22	30-Jun-22	Files: 5 Comments: 3
Sandra Banks <small>Username: 60250604 Sandra.Banks1@health.nsw.gov.au</small>	Learner In Progress	(0) Points: 0	16-Feb-22	30-Jun-22	Files: 5 Comments: 8
Christine Fittler <small>Username: 60126363 Christine.Fittler@health.nsw.gov.au</small>	Learner In Progress	(0) Points: 0	28-Feb-22	30-Jun-22	Comments: 2

5. Click on the **Files** hyperlink for the student whose submission you intend to assess.
6. You will see the File Upload window pop-up.
7. You can click on the hyperlink for each of the files that the student has uploaded.
8. By default the files will be downloaded to the Downloads folder on your computer. You can go to the Downloads folder to cut the file from that location and paste it in the relevant folder for the student.

OR

Follow the steps shown on next page.

File Upload - Assignment Files

Drag and Drop files here


Select Files

File Name	Upload By	Date	Action
NPeter BSBFLM309_BSBINN201 Sub1 JK Marked.pdf (1.2 MB)	Jyoti Khanvilkar	17- Dec-21 09:04 AEDT	Delete
PMC BSBFLM309_BSBINN201 Contibute to workplace innovation.docx (583.3 KB)	Natasha Peter	15- Dec-21 14:46 AEDT	Delete
Admissions Report.pdf (1.3 MB)	Natasha Peter	15- Dec-21 14:45 AEDT	Delete
4. Procedure - Admission Report.doc (76.5 KB)	Natasha Peter	15- Dec-21 14:45	Delete

When you click on the hyperlink for each of the files that the student has uploaded, the file is downloaded at the bottom left hand corner of the popped up window.

See example shown below.


File Upload - Assignment Files



Drag and Drop files here

Select Files

File Name	Upload By	Date	Action
NPeter BSBFLM309_BSBINN201 Sub1 JK Marked.pdf (1.2 MB)	Jyoti Khanvilkar	17- Dec-21 09:04 AEDT	Delete
PMC BSBFLM309_BSBINN201 Contribute to workplace innovation.docx (583.3 KB)	Natasha Peter	15- Dec-21 14:46 AEDT	Delete
Admissions Report.pdf (1.3 MB)	Natasha Peter	15- Dec-21 14:45 AEDT	Delete
4. Procedure - Admission Report.doc (76.5 KB)	Natasha Peter	15- Dec-21 14:45 AEDT	Delete

 PMC BSBFLM309....docx ^

[Show all](#) ×

You can open the student's folder on the 2nd monitor and drag and drop the downloaded file which is sitting at the bottom left hand corner.

Ideally you should download all files that the student has uploaded and drag and drop each file in their folder at the same time. You still have to do this one file at a time.


In all instances, the file naming convention must be followed.


Comments

You can use the Comments box for multiple purposes:

- To send a notification to the student about a document/s or attachment/s to the coursework that they haven't submitted.
 - To notify the student that they haven't submitted the Assessment Cover Sheet.
 - To notify the student of the outcome of your Assessment Judgement.
 - To provide summarised feedback to the student that you would normally do via email.
 - To notify the student of resubmission requirements.
 - To notify the student of resubmission due date.
1. To add a comment, click on the **Learner in Progress** hyperlink for the relevant assignment.
 2. Click on the **Comments** hyperlink for the student. You can also click on the **drop down menu** option next to the student's name to go to the Comments section for the student.
 3. The following window will open up. You will see all comments exchanged between you and the student.
 4. You can add your comments in the empty box provided and click on **Save**.
 5. The student will be notified of the comment you have saved.

Comments


(2021-2) Assessment 3: BSBINN201 Innovation & BSBFLM309 Continuous Improvement (387487078)

Full Name:  Natasha Peter

*Comments to Learner:

Submission Comments 3

Jyoti Khanvilkar 11-Jan-22 07:25

Comments:
Hi Natasha, your resubmission was due on 23 Dec 21.. I am just chasing up to ensure you don't forget to submit your resubmission. The window is open until cob tomorrow so that you can upload the revised word file.

thanks Jyoti.

Natasha Peter 04-Jan-22 15:54

Comments:
Hi Jyoti, I just got back from leave and seen this, very heart broken but i hope its not to late to resubmission all of the below task. Kind regards Natasha Peter

Jyoti Khanvilkar 17-Dec-21 09:06

Comments: Hi Natasha, thank you for your submission. All assessment tasks require resubmission.

Assessment Task 1: Activities 1, 2, 3, 4a, 4c, 5, 7, 9, 10, 11, 12, 13
 Assessment Task 2: Review feedback provided and resubmit.
 Assessment Task 3: Not submitted for assessment.

Resubmission due date: Thursday, 23 December 2021

Regards
Jyoti.

Granting Extensions for Resubmissions


You would grant extensions in MHL for one or both reasons as listed below:


1. The student has formally requested for an extension for an assignment. If this extension is granted, you are required to change the date in MHL to enable the student to submit their assignment by the revised due date which would fall after the original assignment due date set up in MHL.
OR
2. To enable the student to resubmit their coursework by the resubmission due date.


NOTE: If extension is not granted in MHL, the student will be locked out of the assignment after the assignment due date and will not be able to submit their coursework through MHL.

1. To grant extension, click on the **Learner in Progress** hyperlink for the relevant assignment.
2. Click on the **drop down menu** option next to the student's name.
3. Click on **Grant Extension**.
4. The following window opens up.
5. **Select the date** you have agreed as the extension date or the resubmission due date.

Grant Extension

 (2021-2) Assessment 3: BSBINN201 Innovation & BSBFLM309 Continuous Improvement (387487078)

Full Name:  Trae Raman

*Extension Date: 

Comments to Learner:


Add comments that state '**Extension granted as per formal application**' or '**Resubmission due date extended**'.


If the student's grade is changed to '**Ready for Review**', please ensure you change the status to '**Learner in Progress**' to enable the student to resubmit their assignment.

Grading

Once the student has successfully met all requirements of the assignment, you can finalise the grade for the student with 'Competent' status.

Grade

 (2021-2) Assessment 3: BSBINN201 Innovation & BSBFLM309 Continuous Improvement (387487078)

Full Name:  Natasha Peter

Marking Status: [Learner In Progress](#)

Grade:

Comments to Learner:

1. To assign a grade, click on the **Learner in Progress** hyperlink for the relevant assignment.
2. Click on the **drop down menu** option next to the student's name.
3. Click on **Grade**.
4. The above window opens up.
5. For the **Marking Status** option, click on the **drop down to change the status to 'Graded – Finalised'**.
6. For the **Grade option**, click on the **drop down to change the option to Competent**.

Once the student is marked as Finalised and Competent, they will drop off the 'Learner in Progress' list and move to the 'Graded – Finalised' section.

NOTE:

1. You may need to change the Marking Status and Grade options to other outcomes if relevant. If unsure, please check with the LMS Administrator prior to assigning an alternate status.
2. During submission, students may click on the 'Ready for Review' button. If so, they will not be able to upload attachments or other documents. In that case, you can change the Marking Status from 'Ready for Review' to 'Learner in Progress' status, which should enable the students to upload additional documents. Remember, this is not the same as granting extension. If unclear, please discuss with the LMS Administrator.
3. Indicating 'Competent' status in the assignment does not automatically mark off the UOC for the student. You are still required to change your role to RTO Assessor and mark the UOC status as competent.