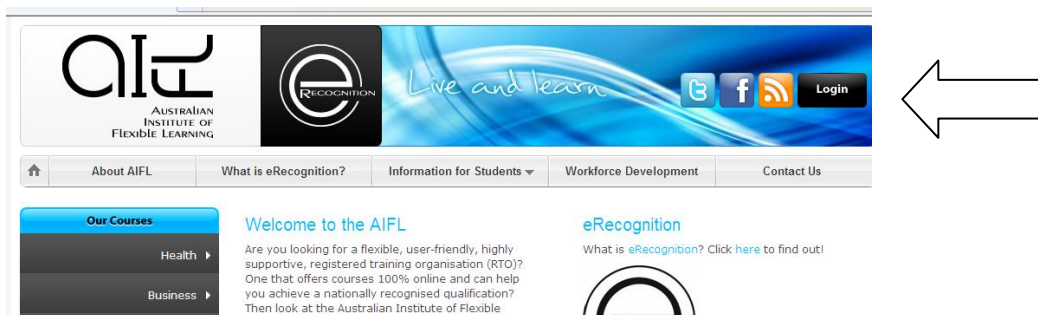


Guide to Online Learning

Online learning is a great way to fit a qualification around your life. Learning online gives you the flexibility to study when it is convenient for you. The AIFL has aimed to make its online environment simple but challenging to its students. We attempt to provide you with learning that is adult learning focused, which means that you will need to undertake some research yourself, and that we will not just 'spoon feed' you information. This will enable you to receive a nationally recognised qualification that has been taught using a variety of formats, that complements many learning styles and consolidates learning in the work environment when applicable

Logging In

- Logging into website- This is done from the www.aifl.edu.au website.
- Select the login button on the top right hand side of the page. Use the username and password provided to you at enrolment.



- You will then be asked to fill in your user name and password – this will have been emailed to you or provided to you when your enrolment was confirmed

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

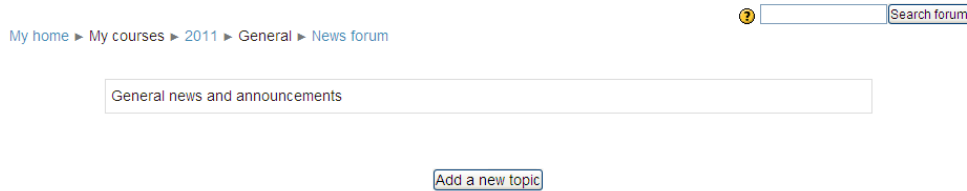
[Forgotten your username or password?](#)

- The next page will display the course/s that you are enrolled in, simply click on the course and it will open up for you to start work.

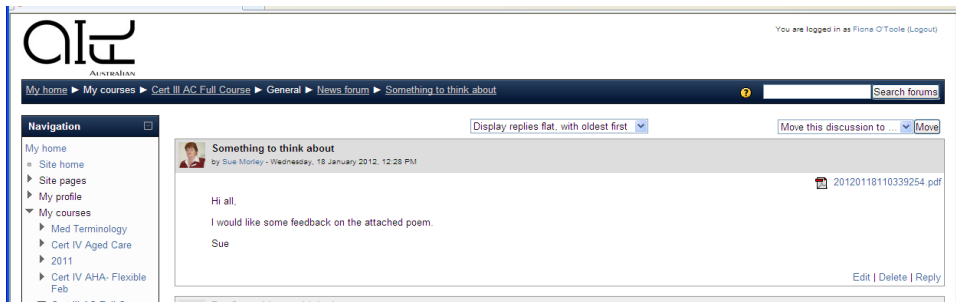
- Please start at the forum by introducing yourself to everyone.

Using the forums

- Forums are an excellent way of keeping in contact with your assessor and feeling supported by meeting others in your qualification.
- Select the news forum from the course page.
- Select a discussion that you would like to read or add a new topic using the button **Add a New Topic**.



- If you would like to reply to a discussion, click on the discussion topic of your interest, and when the box opens you will see an option for you to reply



- This will take you to a new page where you can type in your response. When you are happy with your response select the **Post To Forum** button.
- To get back to your main page please select the course name from the blue bar that runs across your page.



Studying Online

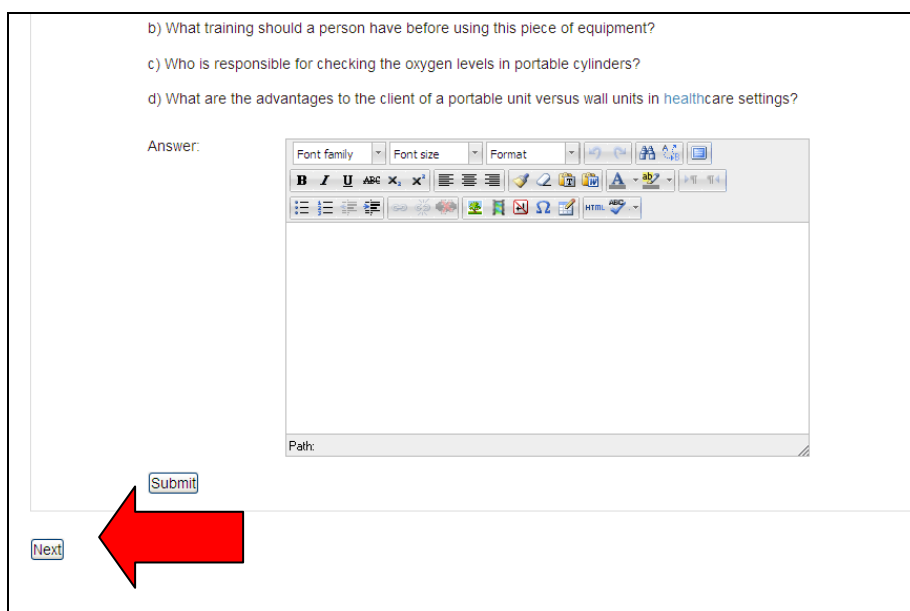
- Each course is made up of different units, or subjects and they are listed on your course page in the order you need to complete them. Some courses have pre-requisite units , core units and electives. It is very important to ensure you follow the units one by one, as often information from a previous unit is referred to, or knowledge built on. Sometimes you will find that we will open different units at a time, to ensure that you are progressing correctly through the course.
- Follow the instructions regarding the tasks and requirements for the unit you are working on. PLEASE contact us if you are stuck or having any issues with something working. We are well aware of the frustration and difficulty of something not working when you are studying online, and quite often we can fix it over the phone or via email by giving you step by step instructions. Feel free to contact either

ICT Coordinator on 1300 8454987 (local call) or enquiries@aifl.edu.au

Or

Your Course Coordinator on the details provided to you at enrolment whenever you need assistance.

- The AIFL advise you to frequently save your work. **The system we use to provide your course content on will time out after two hours**
- The best way to do this is to look for the NEXT button when undertaking activities or assessments. It looks like this:

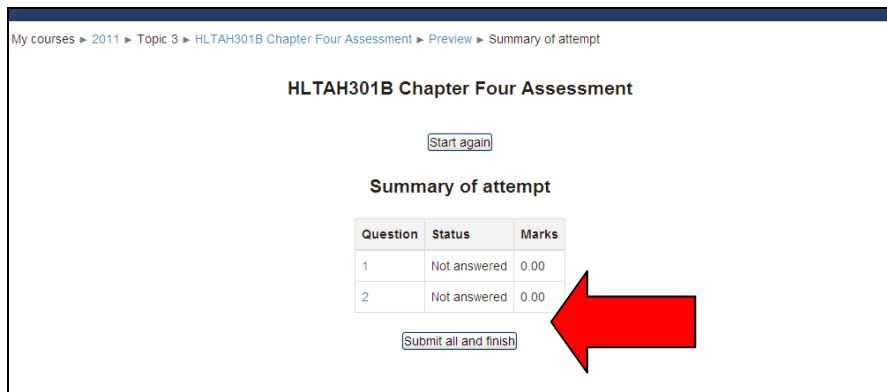


The screenshot shows an online assessment interface. At the top, there are three questions:

- b) What training should a person have before using this piece of equipment?
- c) Who is responsible for checking the oxygen levels in portable cylinders?
- d) What are the advantages to the client of a portable unit versus wall units in healthcare settings?

Below the questions is an "Answer:" label. To the right of the answer label is a rich text editor with a toolbar containing various formatting options like bold, italic, underline, font color, background color, bulleted list, numbered list, link, unlink, and insert. Below the editor is a "Path:" field. At the bottom left of the interface is a "Next" button, and at the bottom right is a "Submit" button. A large red arrow points from the "Submit" button towards the "Next" button.

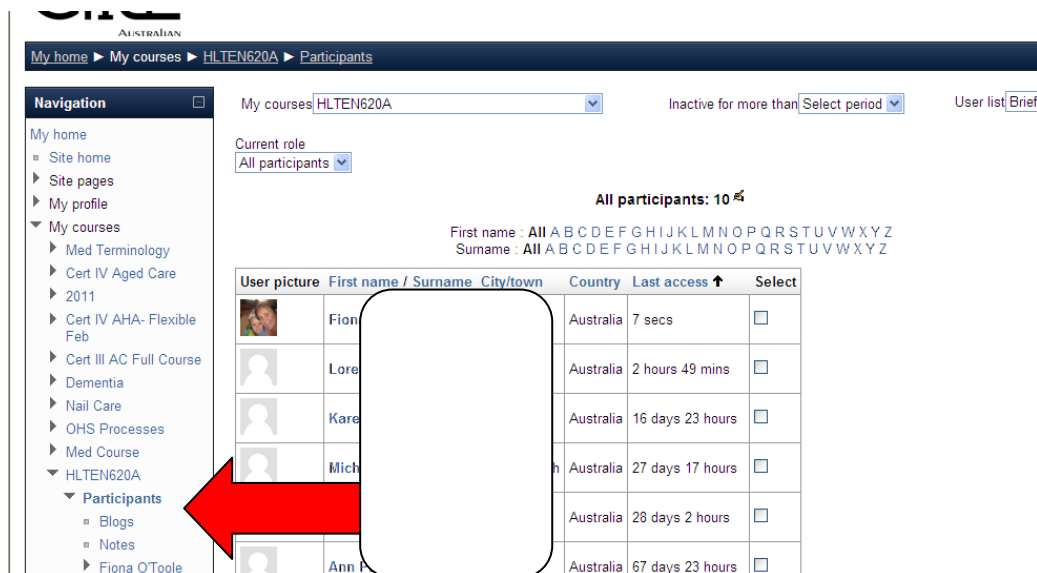
This will save your work and will be visible to your assessor. You are able to ask advice on what you have written or go back and change your work at this stage. Your Course Coordinator will not look at your work at this stage unless you request them to do so, as it is still in a draft format. When you are happy with your response go to the next page and press **SUBMIT ALL AND FINISH** – this will then send an email alert to your Course Coordinator that you have submitted some work to be graded.



- Usually, your Course Coordinator will wait until you've finished all of the work required in a unit before grading it. However, we are happy to look over something if you require feedback or assistance if you are not sure if you are on the right track before you submit it – simply make contact with your Course Coordinator if you need some advice.

Sending Messages

- If you would like to communicate to someone in your course privately, either assessor or other student, this too can be done.
- On your course main page select participants from under the **Navigation Bar** on the right hand side.



- Find the person that you would like to message and click on the blue highlight on their name.
- Select the **Send Message** button on the next page.
- This will open a new window for you to create your message. Type in the box what you want to say to the person. When you are happy with your message select **Send Message** at the bottom of the page. These messages will pop up to the recipient when they next log in to the course. If you send a message to your Course Coordinator this

way they will receive an email alert as soon as you send it, you won't need to wait until they log in to the AIFL site again.

If you are having any difficulties with any part of the course please contact us on our toll free number of ph 1300 854 987.

We are open from 8:30 to 5:00 Monday to Friday. If you wish to email us you can do so at enquiries@aifl.edu.au.

The AIFL Team