

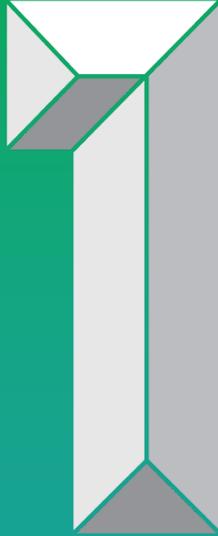


TAFE NSW DIGITAL CAMPUS

STUDENT USER GUIDE

INDEX

1. Getting Started
2. Your Online Campus
3. Beginning your Studies
4. Study Support Options

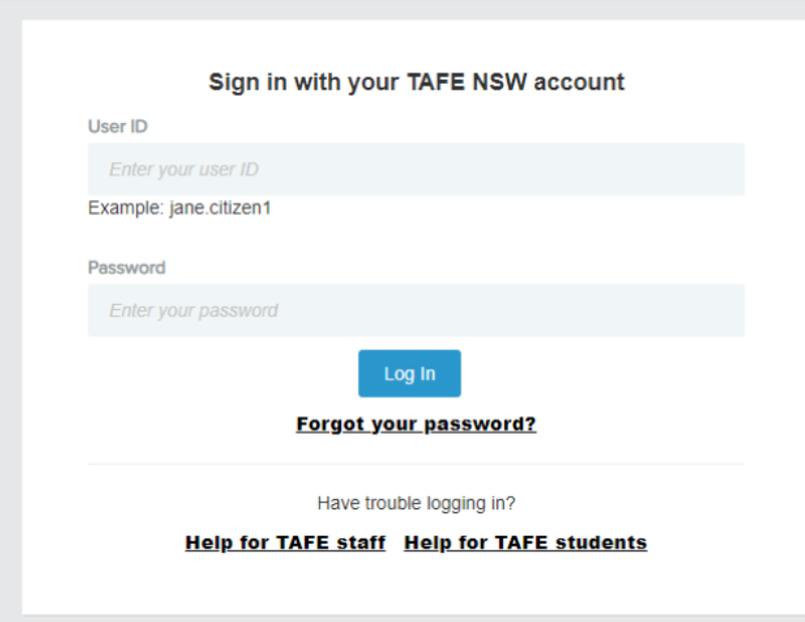


GETTING STARTED

HOW TO ACCESS YOUR COURSE

There are two ways to log into the TAFE NSW Digital Campus. Please note Google Chrome is the recommended browser.

- ❑ Through the student portal:
<https://my.tafensw.edu.au>
- ❑ Directly at the TDC website:
<https://www.studytafensw.edu.au>



The screenshot shows a login interface for a TAFE NSW account. At the top, it says "Sign in with your TAFE NSW account". Below this, there are two input fields: "User ID" and "Password". The "User ID" field has a placeholder "Enter your user ID" and an example "Example: jane.citizen1". The "Password" field has a placeholder "Enter your password". Below the fields is a blue "Log In" button. Underneath the button is a link that says "Forgot your password?". At the bottom of the form, there is a link "Have trouble logging in?" followed by two links: "Help for TAFE staff" and "Help for TAFE students".

yourtafeuserID@studytafensw.edu.au

TAFE NSW STUDENT PORTAL

The screenshot shows the TAFE NSW Student Portal interface. At the top left is the TAFE NSW logo. In the top right, a user profile dropdown menu is open, showing 'Hello', 'My Details', 'Change Password', and 'Logout'. A green arrow points to this menu. Below the header is a 'Home' section with a 'Please note' message. The main content area is divided into two columns. The left column is titled 'Learner Portal, Moodle & Library' and contains a list of links under 'My Learner Portal, Moodle and Library Links'. A green arrow points to the 'Learner Portal - TAFE Digital' link, and a blue arrow points to the 'TAFE Digital Campus (TDC) - TAFE Digital' link. Below this is a 'Find Learner Portal, Moodle and Library Links' section with a 'Select your campus' dropdown and a list of campus options. The right column is titled 'Announcements' and contains a message about Term 2 study. Below this is a 'Smarthinking' section with a green arrow pointing to the 'On-demand study help for students' link. At the bottom of the right column is a 'Resource and Information Links' section with a list of links: 'Email', 'TAFE NSW Moodle', 'Moodle - Higher Education', 'Office 365', 'TAFE Virtual Desktop', and 'TAFE Libraries'. Green arrows point to the 'Email' and 'Office 365' links.

What's on your student portal?

- ❑ Change password
- ❑ Update details
- ❑ Check your study TAFE NSW email
- ❑ Access Microsoft Office
- ❑ Access Smarthinking
- ❑ Learner Portal
 - ❑ View academic records
 - ❑ View financial records



YOUR ONLINE CAMPUS

WELCOME TO YOUR TAFE NSW DIGITAL CAMPUS

Welcome back

WHERE YOU'RE UP TO...

ICT30118 | Certificate III in Information, Digital Media and Technology

VIEW ALL UNITS → Enrolment End Date: 14 Sep 2021

0/16: Units completed

VIEW RESULTS ▾

KEY DATES

Loading Dates...

SHOW CALENDAR →

RECENT UNIT

ICTICT303 | CONNECT INTERNAL HARDWARE COMPONENTS

VIEW ALL LESSONS →

25% COMPLETED

1/4: Assessments completed

LAST LESSON: Simulation activities

CONTINUE LEARNING →

GET SUPPORT

Contact information about your course facilitators

ONE DRIVE

Key Calendar Dates for upcoming study activities and deadlines.

Watch a short orientation video, view current alerts or chat with general help for support.

Check your emails and update your contact information.

Course progression overview showing percent of completed units.

Recent unit activity showing percent of completed assessments.

Continue Learning takes you to the last page you accessed.

One Drive allows you to access your files anywhere on any device.

COURSE OVERVIEW

ICT30118 | CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

COURSE PROGRESS



0/26: Units completed

COURSE OVERVIEW

UNITS

COURSE RESULTS

DISCUSSIONS

Course overview



[Video transcript](#) | TAFE NSW, 2:00 min

This course is for people who enjoy IT and want to learn about a wide range of IT activities. You will become an advanced IT user and get a head start in further study and basic IT job roles.

What will I learn? 

The course overview page provides information about your course including:

- ❑ A course introduction video (if included) – brief introduction about your course
- ❑ Course Assessment Guide – please review to get a better understanding of how you'll be assessed in your course
- ❑ Your teachers contact details
- ❑ Ready to start learning? – takes you to your lessons and assessments



Ready to start learning?

Begin your first unit from the list and continue to the introductory lesson

[VIEW ALL UNITS](#) →

COURSE UNITS

ICT30118 | CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

COURSE PROGRESS

0% COMPLETED

0/26: Units completed

COURSE OVERVIEW UNITS COURSE RESULTS DISCUSSIONS

Units

SHOW UNITS: IN PROGRESS ALL

- Operate application software packages**
ICTICT203
TASKS INCLUDED
0 × Activities
2 × Assessments
[START](#)
- Use advanced features of computer applications**
ICTICT308
TASKS INCLUDED
8 × Activities
2 × Assessments
[START](#)
- Install and optimise operating system software**
ICTICT302
TASKS INCLUDED
10 × Activities
2 × Assessments
[START](#)

You will be able to view all of your course units. The course unit page indicates the activities and assessments associated with each unit.

- Sometimes unit cards are **LOCKED**, please contact your teacher to discuss what you need to do to continue learning.



Perform basic cyber security data analysis 1345

VU21004

TASKS INCLUDED
5 × Activities
4 × Assessments

[LOCKED](#)

COURSE RESULTS

You are able to see an overview of the unit and assessment results for your course.

ICT30118 | CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

COURSE PROGRESS
0% COMPLETED
0/26: Units completed

COURSE OVERVIEW UNITS **COURSE RESULTS** DISCUSSIONS

Course results

LEGEND →

Units

- Ac Achieved Competence
- NYC Not Yet Competent
- RPL Recognition of Prior Learning
- C Complete

Assessments

- ✓ Satisfactory
- ✗ Not satisfactory
- ⓘ More Evidence Required
- 🟡 Draft
- 🔒 In review
- 🔄 Reopened

UNIT	ASSESSMENT	ASSESSMENT RESULT	UNIT RESULT
Operate application software packages ICTICT203	Assessment event 1: Project assessment	●	
	Assessment event 2: Knowledge assessment	●	
Use advanced features of computer applications ICTICT308	Assessment event 1: Knowledge assessment	●	
	Assessment event 2: Project assessment	●	

COURSE DISCUSSIONS

ICT30118 | CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

COURSE PROGRESS
0% COMPLETED
0/26: Units completed

COURSE OVERVIEW UNITS COURSE RESULTS DISCUSSIONS

Course discussions

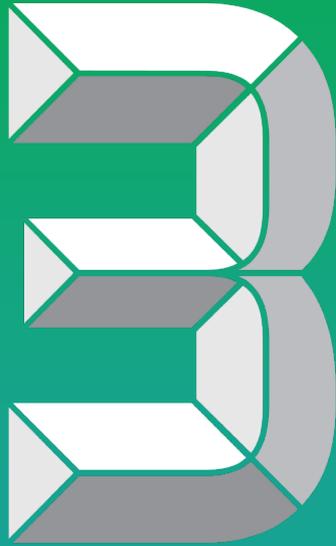
Unit Discussions

posted a discussion. Thursday, 26 November 2020

posted a discussion. Saturday, 10 October 2020

- [Operate application software packages](#)
- [Use advanced features of computer applications](#)
- [Install and optimise operating system software](#)
- [Use social media tools for collaboration and engagement](#)
- [Implement system software changes](#)
- [Customise packaged software applications for clients](#)
- [Develop macros and templates for clients using standard products](#)
- [Build simple websites using commercial programs & Review and maintain a website](#)

The Course Discussions tab will allow you to view the overall course discussions, latest post activity, and also jump to Unit Discussions.



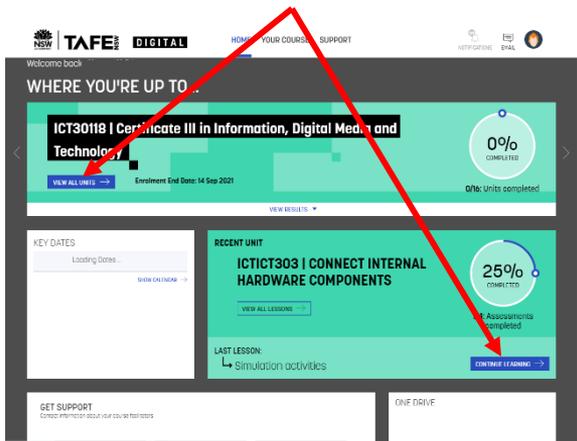
BEGINNING YOUR STUDIES

START YOUR UNITS

There are a three ways you can access your units:

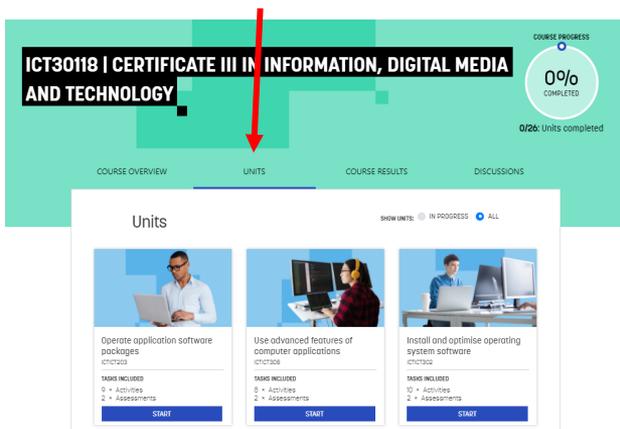
Dashboard

- View all units goes to Course Overview page, or
- Continue learning



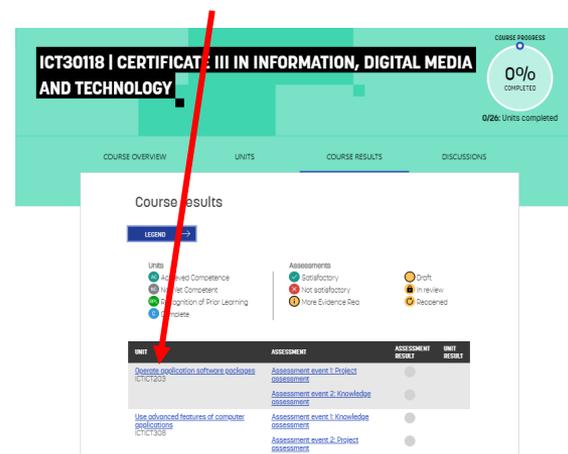
Course Overview page

- Units tab - select Unit card



Course Results page

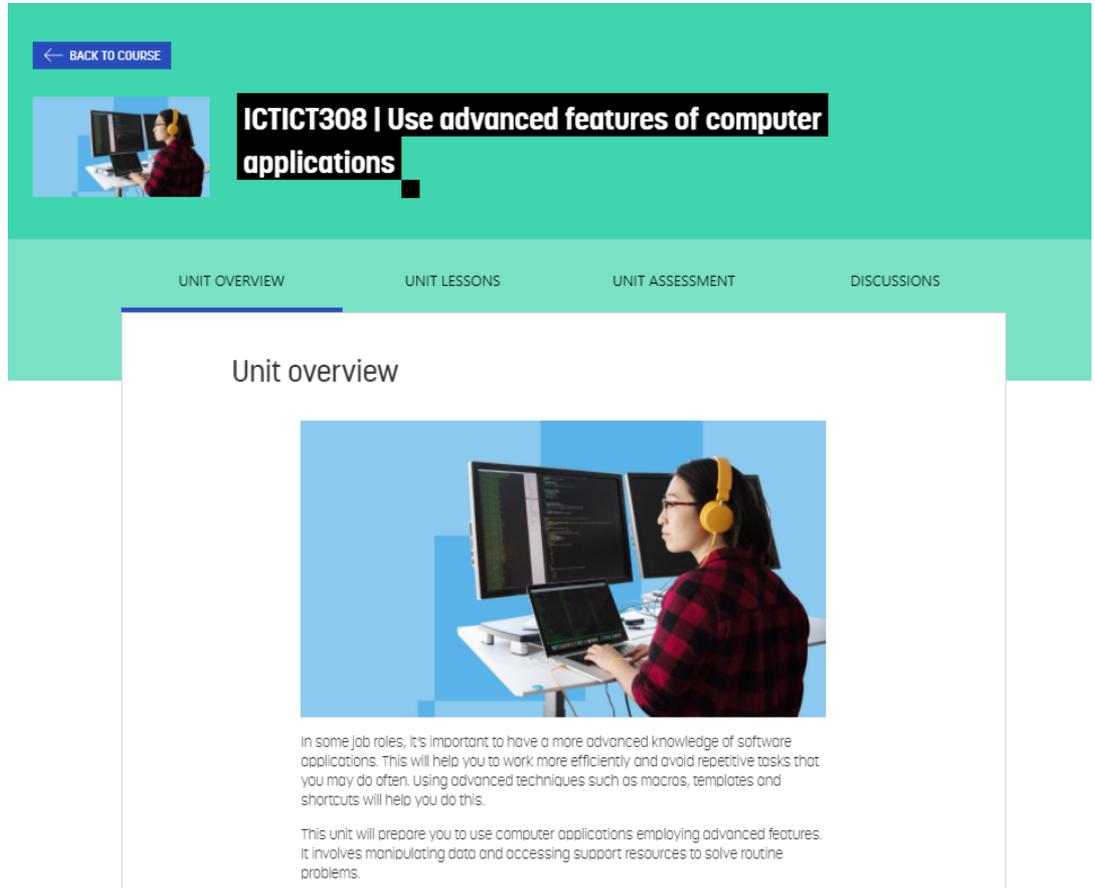
- Click on unit link



UNIT OVERVIEW

The Unit Overview page provides information about the unit including:

- ❑ What you'll learn
- ❑ How to pass the unit
- ❑ Prerequisite knowledge and skills required for the unit



← BACK TO COURSE

ICTICT308 | Use advanced features of computer applications

UNIT OVERVIEW UNIT LESSONS UNIT ASSESSMENT DISCUSSIONS

Unit overview



In some job roles, it's important to have a more advanced knowledge of software applications. This will help you to work more efficiently and avoid repetitive tasks that you may do often. Using advanced techniques such as macros, templates and shortcuts will help you do this.

This unit will prepare you to use computer applications employing advanced features. It involves manipulating data and accessing support resources to solve routine problems.

UNIT LESSONS

UNIT OVERVIEW

UNIT LESSONS

UNIT ASSESSMENT

DISCUSSIONS

1	Use Office applications	→
2	Quiz: Use Office applications	→
3	Microsoft Word : Advanced features	→
4	Quiz: Microsoft Word advanced features	→
5	Microsoft Excel: Advanced features	→
6	Quiz: Microsoft Excel advanced features	→
7	Microsoft PowerPoint: Advanced features	→
8	Quiz: Microsoft PowerPoint advanced features	→
Assessment event 1: Knowledge assessment		Result: ○
Assessment event 2: Project assessment		Result: ○



Workstations (or computers) are key to an organisation's office environment and are usually networked so teams can share files, access the internet and access printing devices.

Each workstation has an operating system (OS) which is a program that

The Unit Lessons page includes your learning material, quizzes, forums and your unit assessments.

To ensure you're ready to attempt the Assessment event, work down the Unit Lessons tab starting at (1). Only attempt the Assessment event when you feel confident to do so.

UNIT ASSESSMENT

You will be prompted to review and acknowledge the Unit Assessment Guide to unlock your assessments.



DOWNLOAD UNIT ASSESSMENT GUIDE

Unit assessment results

Satisfactory Not satisfactory Draft In review Reopened More Evidence Req

ASSESSMENT	TYPE OF ASSESSMENT	FILE UPLOADED	ATTEMPTS	RESULT	TEACHER FEEDBACK
Task 1: Knowledge assessment - Workstation specifications and maintenance <small>This assessment is currently locked. Click here for more information.</small>	Quiz		2 out of 2 attempts remaining		
Task 3: Skills assessment - install and configure operating system in a virtual machine <small>This assessment is currently locked. Click here for more information.</small>	File Upload		2 out of 2 attempts remaining		
Task 2: Skills assessment - Operating system troubleshooting <small>This assessment is currently locked. Click here for more information.</small>	File Upload		2 out of 2 attempts remaining		
Task 4: Skills assessment - Basic networking skills <small>This assessment is currently locked. Click here for more information.</small>	File Upload		2 out of 2 attempts remaining		

Important notice:

The Unit Assessment Guide contains important information about the assessment requirements for this unit. Please read and acknowledge this guide before starting your first assessment.

I reviewed and acknowledge my [unit assessment guide](#)

I ACKNOWLEDGE

On the Unit Assessment page you can:

- Access your Unit Assessment Guide – you must acknowledge the Unit Assessment Guide before continuing with the assessment
- Download your assessments
- Upload your completed assessments
- View your results and teacher feedback

DOWNLOADING AND UPLOADING ASSESSMENTS

Attempt 1 of 2

ASSESSMENT EVENT 2: PROJECT ASSESSMENT STATUS

Overview Submit Teacher review

Submit your assessment here.

This assessment contributes to your final result for the unit.

Instructions to complete:

1. Download the **assessment information**
2. Follow the instructions from the assessment document on the format your response needs to take. You may be asked to supply a Word doc, PDF or other file type.
3. Complete your work and submit for grading.
4. When you have submitted your assessment, you will be notified by email that feedback has been given when your teacher/assessor has graded your work.

NEXT
SUBMIT

Attempt 1 of 2

ASSESSMENT EVENT 2: PROJECT ASSESSMENT STATUS

Overview Submit Teacher review

File limit: 5

Ready to upload your files?

Drag and drop files to upload
or
SELECT FROM YOUR COMPUTER
(Individual file size limit 1,024MB)

Please carefully read the assessment instructions as this outlines important information about the assessment event.

Assessment submission is a 2-step process:

Step 1: Upload your assessment

Step 2: Click on the **SUBMIT** button

UNIT ASSESSMENT

UNIT OVERVIEW UNIT LESSONS **UNIT ASSESSMENT** DISCUSSIONS

DOWNLOAD UNIT ASSESSMENT GUIDE 

Unit assessment results

 Satisfactory  Not satisfactory  Draft  In review  Reopened  More Evidence Req

ASSESSMENT	TYPE OF ASSESSMENT	FILE UPLOADED	ATTEMPTS	RESULT	TEACHER FEEDBACK
Task 1: Knowledge assessment - Workstation specifications and maintenance <small>This assessment is currently locked. Click here for more information.</small>	Quiz		2 out of 2 attempts remaining		
Task 3: Skills assessment - Install and configure operating system in a virtual machine <small>This assessment is currently locked. Click here for more information.</small>	File Upload	Your File Here	2 out of 2 attempts remaining		Feedback Here
Task 2: Skills assessment - Operating system troubleshooting <small>This assessment is currently locked. Click here for more information.</small>	File Upload		2 out of 2 attempts remaining		
Task 4: Skills assessment - Basic networking skills <small>This assessment is currently locked. Click here for more information.</small>	File Upload		2 out of 2 attempts remaining		

Once you have submitted an assessment, you will be able to see the files uploaded and the assessment will be 'in review' for marking by your teachers.

You will receive an email notification once a result has been uploaded by your teacher.

VIEW ASSESSMENT FEEDBACK

Once your assessment has been marked you can view your result and feedback from the View Results scroll bar:

- Click on the View Results button to show assessment feedback

[VIEW RESULTS](#) ▾

- Click on the scroll arrows to move left and right to view all assessment feedback



Welcome back, Five!

WHERE YOU'RE UP TO...

22334VIC | Certificate IV in Cyber Security 1310

[VIEW ALL UNITS](#) → Enrolment End Date: 31 Dec 2020

60% COMPLETED

1/16: Units completed

[VIEW RESULTS](#) ▾

VIEW YOUR FEEDBACK: 1 <

- STATUS: MORE EVIDENCE REQUIRED
Task 3: Project - Network security information
[View Feedback \(PDF\)](#) →
- STATUS: SATISFACTORY
Task 2: Project - Implement firewall technologies
[View Feedback \(PDF\)](#) →
- STATUS: SATISFACTORY
Task 3: Knowledge assessment - Scripting techniques
[View Feedback \(PDF\)](#) →

KEY DATES

Unable to connect to calendar. Please check that your browser is correctly setup, [more information](#).

[SHOW CAL ENDED](#) →

RECENT UNIT

VU21990 | RECOGNISE THE NEED FOR CYBER SECURITY IN AN ORGANISATION 1331

00% COMPLETED

UNIT DISCUSSIONS

The Discussions page allows you to view threads and comments from fellow students and your teacher(s) on various topics about the unit.

You're able to create a new discussion or add a comment to an existing discussion.

The screenshot shows a navigation bar with four tabs: UNIT OVERVIEW, UNIT LESSONS, UNIT ASSESSMENT, and DISCUSSIONS. The DISCUSSIONS tab is active. Below the navigation bar, there are four discussion entries, each featuring a user profile picture, the text "posted a discussion.", a date, and icons for replies and likes. The entries are:

- User 1: posted a discussion. Thursday, 14 May 2020. 0 replies, 0 likes.
- User 2: posted a discussion. Monday, 11 May 2020. 0 replies, 0 likes.
- User 3: posted a discussion. Saturday, 02 May 2020. 1 reply, 0 likes.
- User 4: posted a discussion. Friday, 21 February 2020. 4 replies, 1 like.

At the bottom of the page, there are two buttons: "NEW DISCUSSION" and "VIEW ALL DISCUSSIONS". Below these buttons is the text "Latest Activity".



STUDY SUPPORT OPTIONS

GETTING HELP FROM YOUR TEACHERS

Your teachers' office hours and contact details are located at the bottom of every page.

You can contact the teachers either through phone or by email (MS Teams chat function coming soon).

When contacting your teachers, please ensure to include your student number and detailed information about what task you require assistance with.

Have a question about this course?

TAFE Digital staff are available between 8 am and 6 pm (AEST/AEDT) Monday to Friday to help with any questions and provide any advice related to your course or unit.



GETTING HELP FROM TAFE NSW SERVICES

Access TAFE NSW support via the Support tab

Welcome back

WHERE YOU'RE UP TO...

ICT30118 | Certificate III in Information, Digital Media and Technology

VIEW ALL UNITS →

Enrolment End Date: 14 Sep 2021

0/16: Units completed

VIEW RESULTS ▾

KEY DATES

Loading Dates ...

SHOW CALENDAR →

RECENT UNIT

ICTICT303 | CONNECT INTERNAL HARDWARE COMPONENTS

VIEW ALL LESSONS →

25% COMPLETED

1/4: Assessments completed

LAST LESSON:

↳ Simulation activities

CONTINUE LEARNING →

GET SUPPORT

Contact information about your course facilitators

ONE DRIVE

Frequently Asked Questions

[How do I contact my teacher?](#)

[What if I need help with something else?](#)

[What should I do if my circumstances change and I cannot continue with my study?](#)

[How long do I have to finish my course?](#)

[How do I know when my assessment is marked?](#)

[How long does it take to get feedback on my assessments?](#)

[What if I have questions about my assessment feedback?](#)

[I didn't pass an assessment. What do I do now?](#)

[How do I submit video evidence?](#)

How do I contact my teacher?

You can find the contact details for your teachers at the bottom of the course and unit overview page. You can instant message or call them for immediate assistance if their status is showing a green circle. Alternatively you can email your teacher who will get back to you to assist you with your learning.

To utilise the voice / video feature you will need to download and install the Skype for Business application. [Click here to download Skype for business.](#)

[Back to top](#)

What if I need help with something else?

Need more help?

Contact Us

[Aboriginal and Torres Strait Islanders](#)

[Accessibility](#)

[Counselling and Career Development](#)

[Disability Services](#)

[Library Services](#)

[Multicultural Education Services](#)

CHAT WITH OUR CUSTOMER HELP TEAM

You're not alone when you study online with TAFE NSW – chat with one of our Customer Help Team members - found on bottom right corner of every page on the TAFE NSW Digital Campus.

Office hours:

- 8:00am–7:45pm Monday – Friday
- 9:00am-3:45pm on Saturdays

CPC32413 | CERTIFICATE III IN PLUMBING

COURSE OVERVIEW UNITS COURSE RESULTS DISCUSSIONS

Course overview

The Certificate III in Plumbing will give you the skills and knowledge in common and specialist areas including mechanical services, roofing and gas services. These skills can be used in career roles such as:

- Plumber
- Plumber and drainer
- Plumber and gasfitter
- Roof plumber.

Your course provides specialist streams you can choose for the area of plumbing you

Chat with our Customer Help team

Chat with our Customer Help team

Please give us some more information to get started.

First Name * Last Name *

Email Address *

Start Chat