

# How to submit assessments in the genU LMS

## What?

### What is the LMS?

LMS means: Learning Management System

### What is submit?

Submit means handing in.

### What is assessment?

The tasks you need to complete for your genU course.

### What do you need?

A computer, laptop or tablet and your assessments from the LMS.

If you complete assessments in fillable PDF format you will also need to use Adobe Acrobat Reader. [Download the latest version of Adobe Acrobat Reader here.](#)

## Why?

### Why are assessments in the LMS?

So you can do assessments at home

## How?

### How does it work?

Complete your assessments and hand them in from home.

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## **Before you begin**

If you choose to submit your assessments in fillable PDF format, download and use [Adobe Acrobat Reader](#). Using software other than Adobe to complete fillable PDF assessments may cause reading issues with your work after it is submitted.

## **Name your file**

If all your assessments for the unit are in one document choose OPTION 1.

### **OPTION 1: Assessment tools (all assessments for the unit in one document)**

Save your assessment tools file as:

Your Name-UNIT CODE-Assessment ALL

For example:

**Lucy Learner-CHCDIV001-ALL**

If you have completed assessments one at a time in separate documents, choose OPTION 2.

### **OPTION 2: Individual assessments**

Save your individual assessment file as:

Your Name-UNIT CODE-A<assessment task number>

For example:

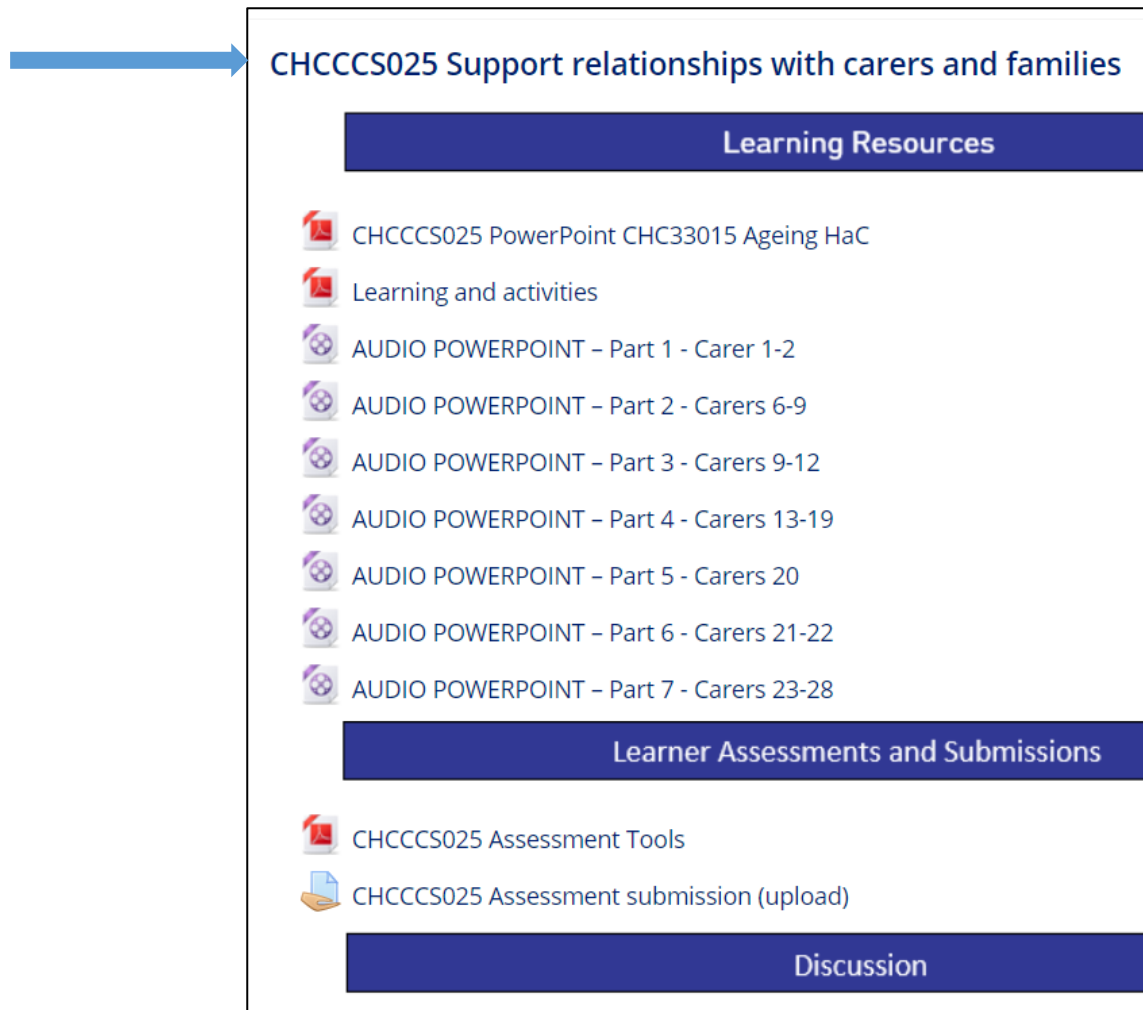
**Lucy Learner-CHCDIV001-A1**

## Upload your assessment

### Step 1 – find the unit










Go to the unit of competency in the LMS

Example: CHCCCS025 Support relationship with carer and families





**CHCCCS025 Support relationships with carers and families**

**Learning Resources**

-  CHCCCS025 PowerPoint CHC33015 Ageing HaC
-  Learning and activities
-  AUDIO POWERPOINT – Part 1 - Carer 1-2
-  AUDIO POWERPOINT – Part 2 - Carers 6-9
-  AUDIO POWERPOINT – Part 3 - Carers 9-12
-  AUDIO POWERPOINT – Part 4 - Carers 13-19
-  AUDIO POWERPOINT – Part 5 - Carers 20
-  AUDIO POWERPOINT – Part 6 - Carers 21-22
-  AUDIO POWERPOINT – Part 7 - Carers 23-28

**Learner Assessments and Submissions**

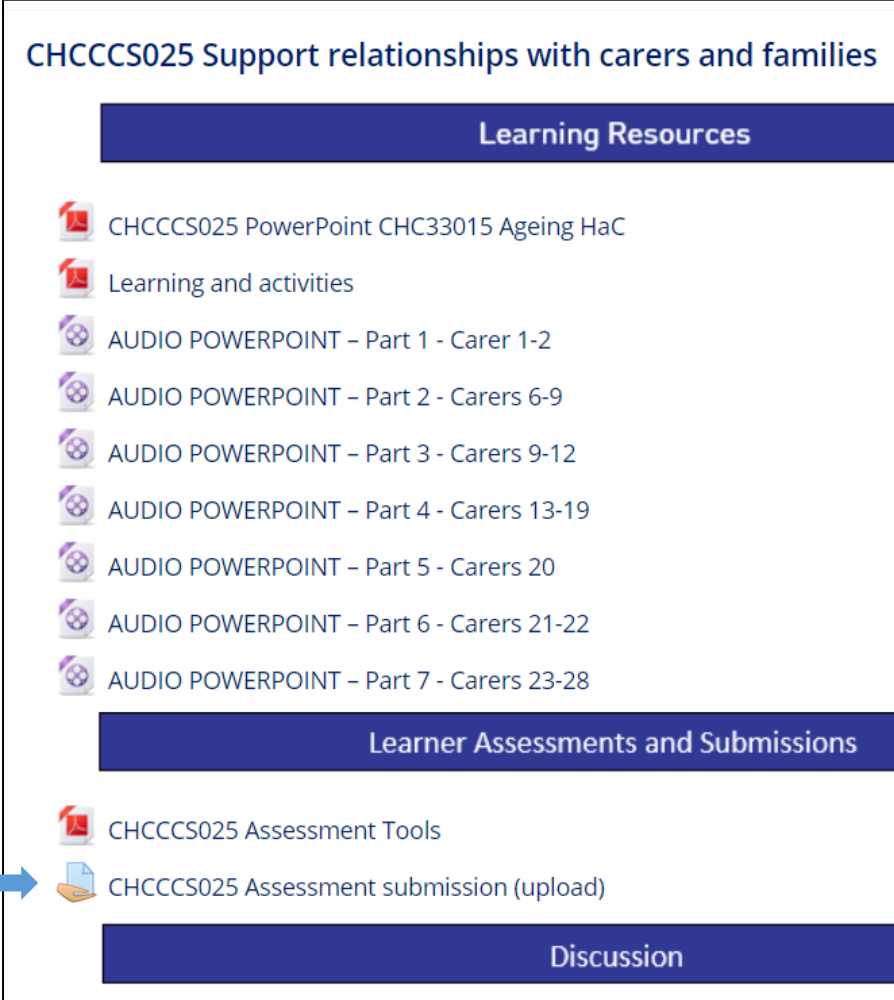
-  CHCCCS025 Assessment Tools
-  CHCCCS025 Assessment submission (upload)

**Discussion**

## Step 2 – find the upload/submission link

Go to **Learner Assessment and Submissions** and find the Assessment submission (upload) link.

Example 1



CHCCCS025 Support relationships with carers and families

**Learning Resources**

- CHCCCS025 PowerPoint CHC33015 Ageing HaC
- Learning and activities
- AUDIO POWERPOINT – Part 1 - Carer 1-2
- AUDIO POWERPOINT – Part 2 - Carers 6-9
- AUDIO POWERPOINT – Part 3 - Carers 9-12
- AUDIO POWERPOINT – Part 4 - Carers 13-19
- AUDIO POWERPOINT – Part 5 - Carers 20
- AUDIO POWERPOINT – Part 6 - Carers 21-22
- AUDIO POWERPOINT – Part 7 - Carers 23-28

**Learner Assessments and Submissions**

- CHCCCS025 Assessment Tools
- CHCCCS025 Assessment submission (upload)

**Discussion**

## Example 2

Select “My assessments”

[↑ Back to course 'Master Course Template '](#)

# CHCDIV001 Work with diverse people

## My Learning Materials

## My Assessments

The submission links are listed under the heading “Submit my assessment”

[↑ Back to 'CHCDIV001 Work with diverse people'](#)


### My Assessments

You have the option of completing Assessment Tasks in your preferred file format. Choose one method to complete.

1. **Fillable PDF (Online)** - download and save. Submit online (requires Adobe Acrobat Reader); or
2. **Word (Online)** - download and save. Submit online (requires Microsoft Word or compatible); or
3. **Word (Offline)** - download and print. Suitable for hand written responses. Submit online or in person (requires Microsoft Word or compatible).


For support contact your Trainer or Course Coordinator.

### Assessment Tasks - Fillable PDF (Online)

 [CHCDIV001 Assessment Task 1 \(fillable PDF 820KB\)](#)

 [CHCDIV001 Assessment Task 2 \(fillable PDF 699KB\)](#)


### Assessment Tasks - Word (Online)

 [CHCDIV001 Assessment Task 1 \(Word 56KB\)](#)

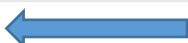
 [CHCDIV001 Assessment Task 2 \(Word 62KB\)](#)


### Assessment Tasks - Word (Offline)


 [CHCDIV001 Assessment Task 1 \(Word Offline 62KB\)](#)

 [CHCDIV001 Assessment Task 2 \(Word Offline 58KB\)](#)

### Submit my Assessment

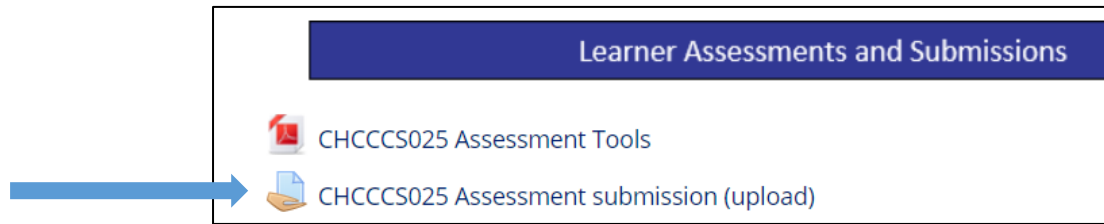


 [Submit CHCDIV001 Assessment Task 1](#)

 [Submit CHCDIV001 Assessment Task 2](#)

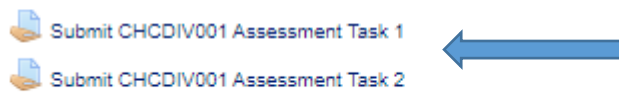
### Step 3 – select the link

Example 1 - Select the Assessment submission (upload) link.



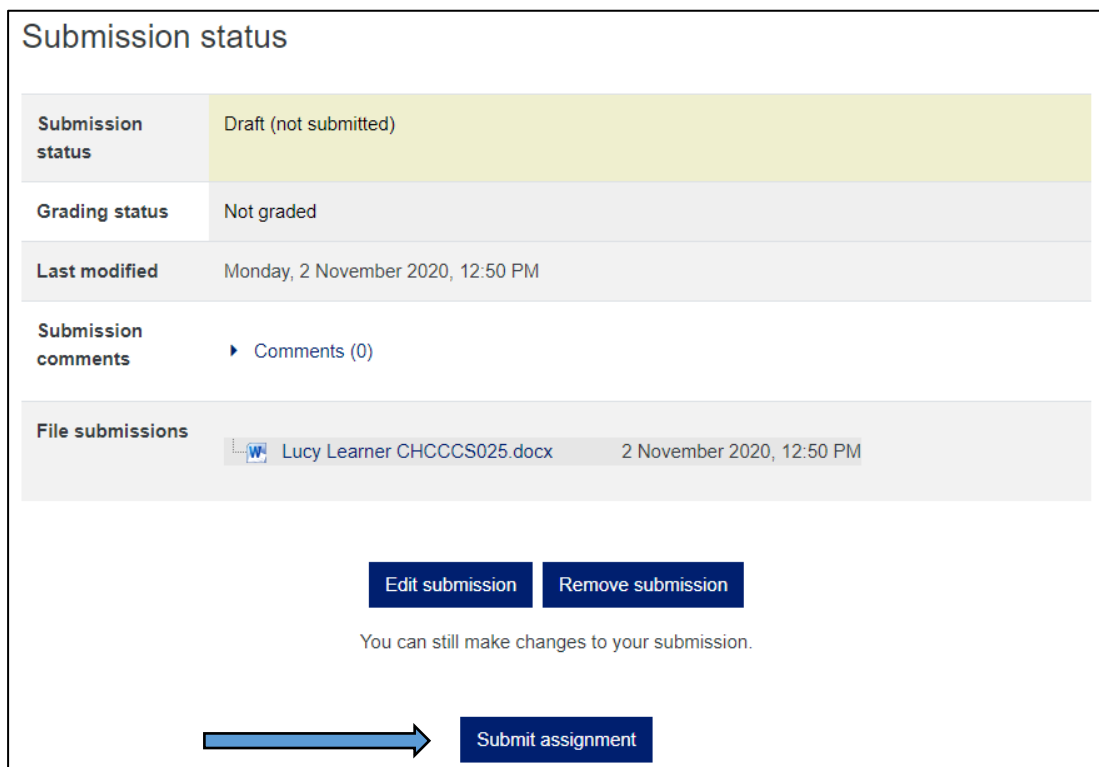
Example 2 – Select Submit link

### Submit my Assessment



### Step 4 – add submission

Select **Add submission**








### Step 5 – add your file

Drag and drop your file (or select the Add file option)


## Add file

CHCCCS025 Assessment submission (upload)

File submissions Maximum file size: 2GB, maximum number of files: 20

Files



You can drag and drop files here to add them.

Accepted file types:

Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf

Save changes Cancel



### How many files can I upload?

Up to 20

### How big can the files be?

Each file must be less than 4GB

### What type of files are OK?

Most file types are accepted including:

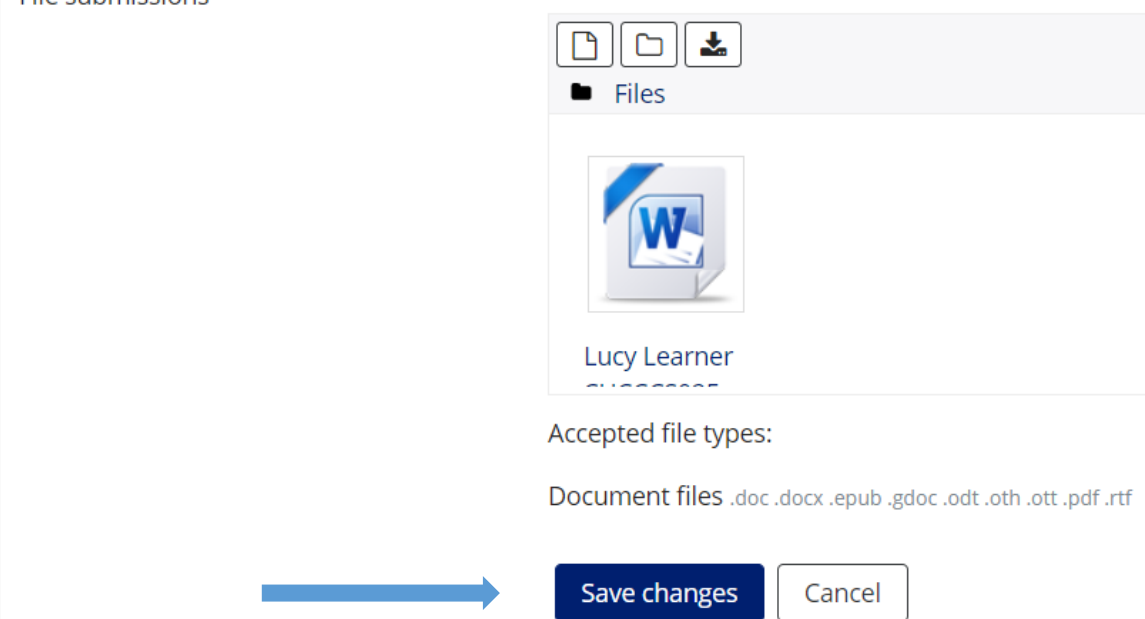
- Microsoft word (.doc, .docx)
- Adobe Portable document files (.pdf)
- Google docs (.gdoc)
- Rich Text documents (.RTF)
- e-book (.epub)
- Open office documents (odt .oth .ott)

## Step 6 – save

Select **Save changes**

### CHCCCS025 Assessment submission (upload)

File submissions



Accepted file types:  
Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf

**Save changes** Cancel

## Step 7 – want to add more?


To add more assessment files, select “**Edit submission**” and repeat Steps 5 and 6.


### CHCCOM005 Assessment Task 1 submission (upload)

Submission status

Attempt number	This is attempt 1.	
Submission status	Draft (not submitted)	
Grading status	Not graded	
Last modified	Tuesday, 10 November 2020, 4:59 PM	
Submission comments	▶ Comments (0)	

File submissions

 Test Assessment.docx	10 November 2020, 4:59 PM
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Edit submission

Remove submission

You can still make changes to your submission.

Submit assignment

## Step 8 – submit

Select **Submit assignment** when you are finished.

No more changes can be made after this.

## Step 9 – is it your work?

If the work you submitted is your own work check the **Learner declaration** box and select **Continue**.

### CHCCCS025 Assessment submission (upload)

#### Confirm submission




Learner declaration:

I declare that the evidence provided for this assessment is my own work and not that of another person.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.



**Continue**

Cancel

There are required fields in this form marked  .

## Step 10 – confirmation

The submission status for your upload will have changed to **Submitted for grading**.

Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Friday, 24 July 2020, 11:47 AM
File submissions	 Lucy Learner CHCCCS025 - ALL.docx
Submission comments	 Comments (0)

### What happens next?

You (and your Course Trainer) will receive an email confirming your assessment submission.

## Receiving feedback

If your trainer submits feedback in the LMS you will receive an email.

Example for CHCDIV001

[CIVCOMSERV 19 5](#) ->[Assignment](#) ->[CHCDIV001 Assessment submission \(upload\)](#)

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learnbook administrator has posted some feedback on your assignment submission for '*CHCDIV001 Assessment submission (upload)*'

You can see it appended to your [assignment submission](#).

1. Select **assignment submission**
2. Go to **Feedback** (this will be the last item)
3. Feedback comments and/or Feedback files are here.


### Feedback

**Feedback comments**

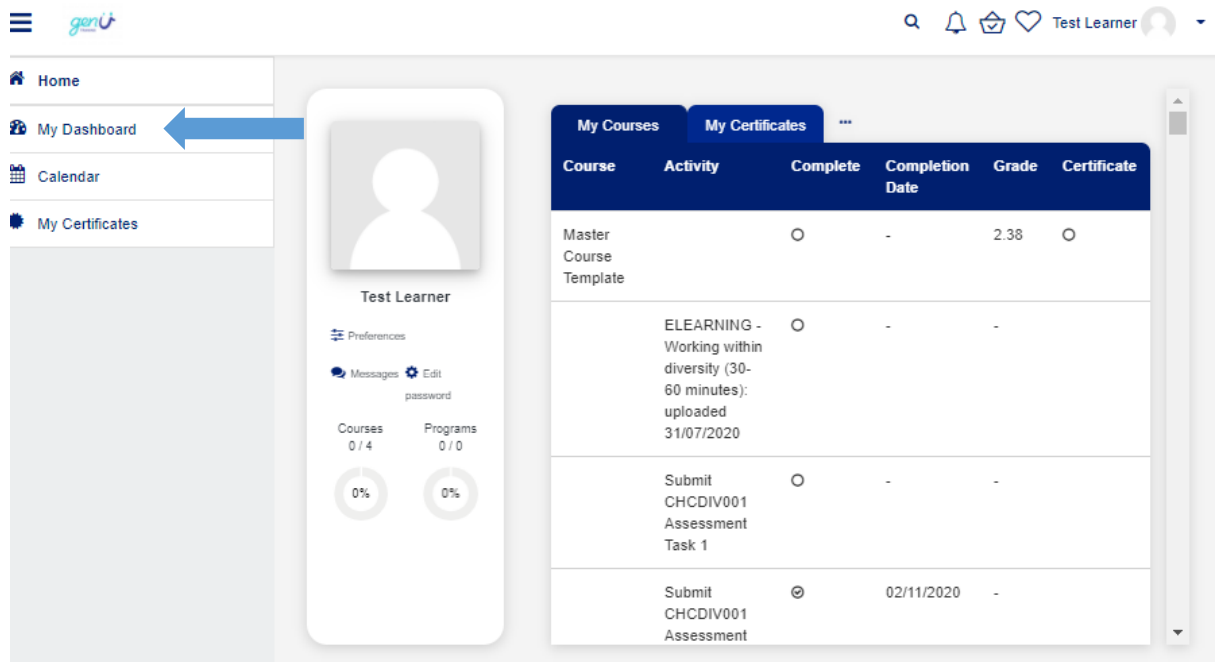
-  
Assessment 1 -  
Assessment 2-  
Assessment 3 -

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**Feedback files**

 test.pdf

You can also access feedback (if your trainer has provided) by logging into the LMS and selecting “My dashboard” from the home page.



Select the unit in the My courses Tab that you wish to view feedback for. If you have submitted an assessment through LMS the completion date is the date you submitted the assessment.

Course	Activity	Complete	Completion Date	Grade	Certificate
Master Course Template		<input type="radio"/>	-	-	<input type="radio"/>
	ELEARNING - Working within diversity (30-60 minutes): uploaded 31/07/2020	<input type="radio"/>	-	-	
	Submit CHCDIV001 Assessment Task 1	<input type="radio"/>	-	-	
	Submit CHCDIV001 Assessment Task 2	<input checked="" type="radio"/>	02/11/2020	-	
	CHCCOM005 Assessment Task 1 submission (upload)	<input type="radio"/>	-	-	
	CHCCOM005 Assessment Task 2 submission (upload)	<input checked="" type="radio"/>	03/11/2020	-	