

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:

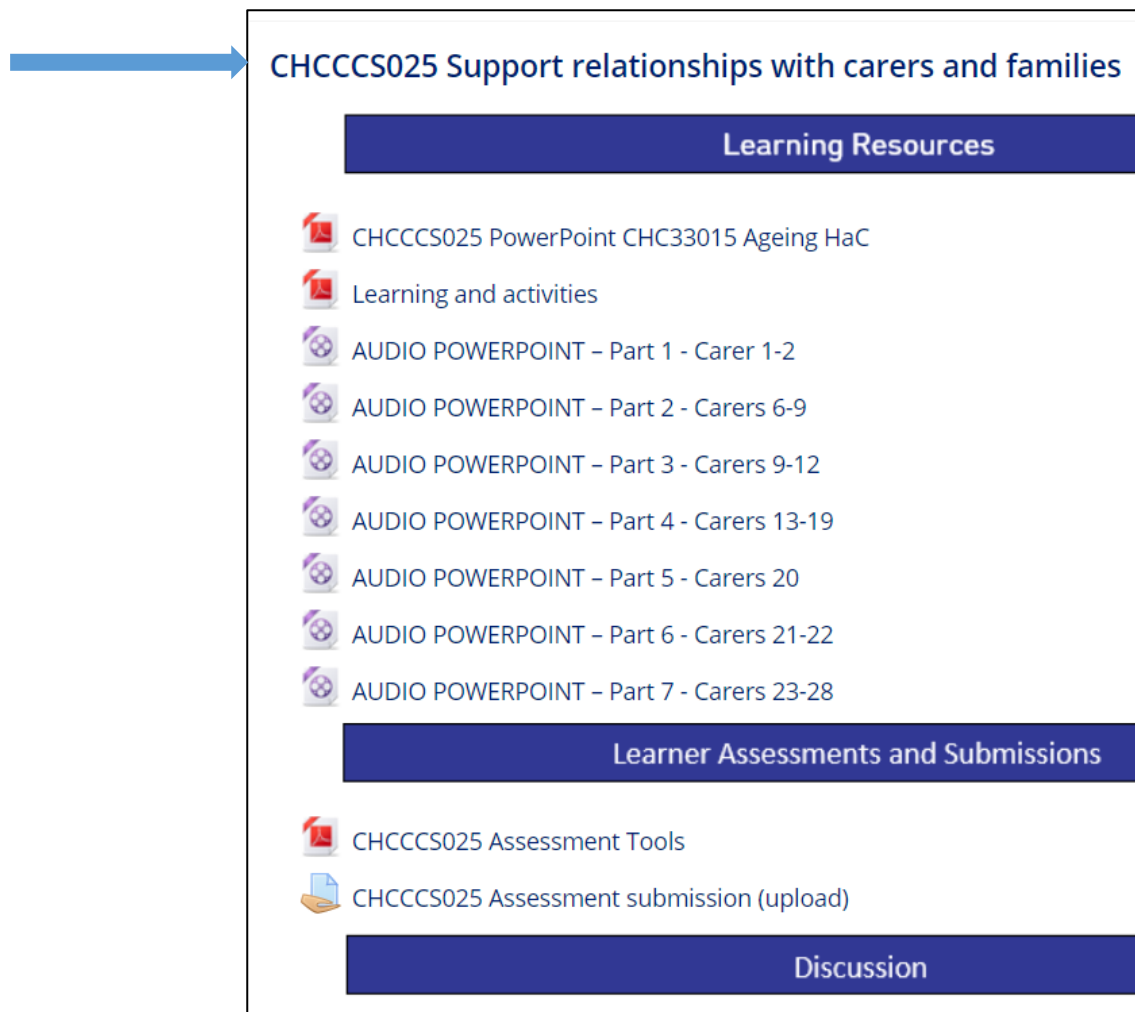
Lucy Learner-CHCDIV001-A1

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

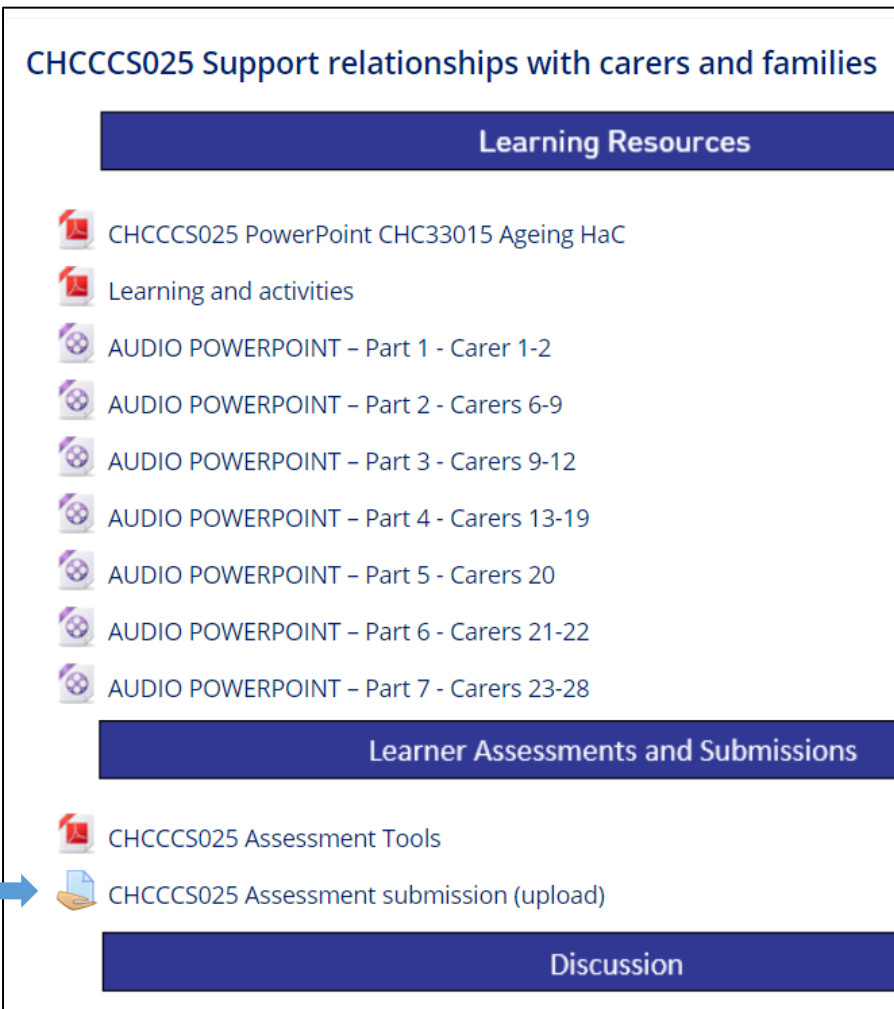
Learner Assessments and Submissions

-  CHCCCS025 Assessment Tools
-  CHCCCS025 Assessment submission (upload)

Discussion

Step 2 – find the upload link

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



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

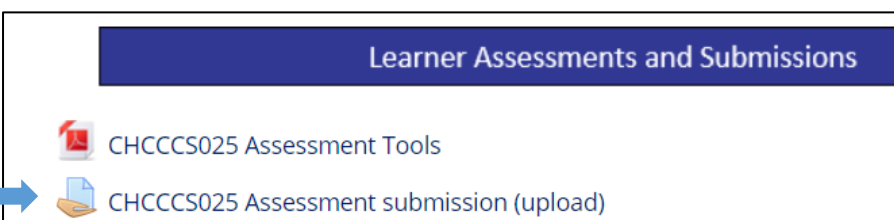
Learner Assessments and Submissions

- CHCCCS025 Assessment Tools
- CHCCCS025 Assessment submission (upload)

Discussion

Step 3 – select the link

Select the Assessment submission (upload) link.



Learner Assessments and Submissions

- CHCCCS025 Assessment Tools
- CHCCCS025 Assessment submission (upload)


Step 4 – add submission

Select **Add submission**

CHCCCS025 Assessment submission (upload)

Submission status

Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	Comments (0)




Make changes to your submission



Step 5 – add your file

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


Add file



Maximum size for new files: 4GB, maximum attachments: 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

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)

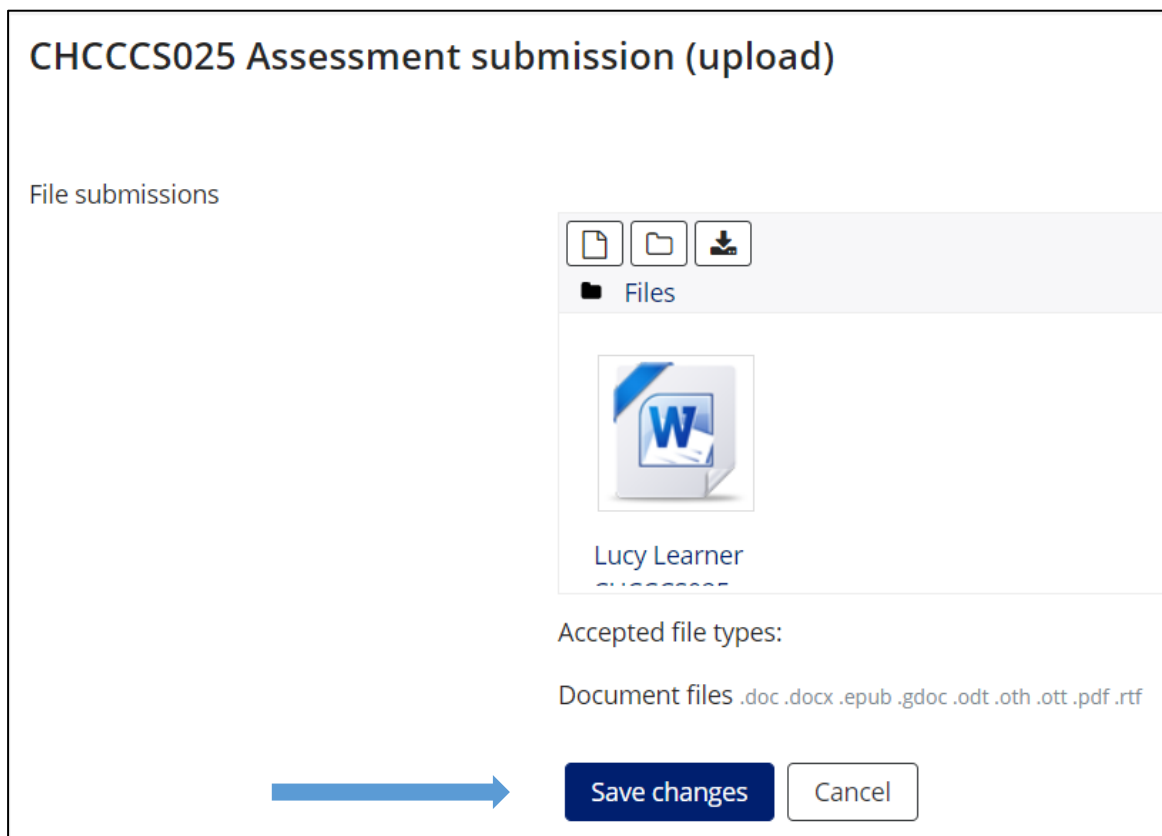
Rich Text documents (.RTF)

e-book (.epub)

Open office documents (odt .oth .ott)

Step 6 – save

Select **Save changes**



CHCCCS025 Assessment submission (upload)

File submissions

Files

Lucy Learner
21222222



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 **Edit submission** and repeat Steps 5 and 6.

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Friday, 24 July 2020, 11:25 AM
File submissions	 Lucy Learner CHCCCS025 - ALL.docx
Submission comments	 Comments (0)



Edit submission

Make changes to your submission

Submit assignment



Once this assignment is submitted you will not be able to make any more changes.

Step 8 – submit


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

No more changes can be made after this.

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Friday, 24 July 2020, 11:25 AM
File submissions	 Lucy Learner CHCCCS025 - ALL.docx
Submission comments	 Comments (0)

Make changes to your submission




Once this assignment is submitted you will not be able to make any more changes.

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.

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

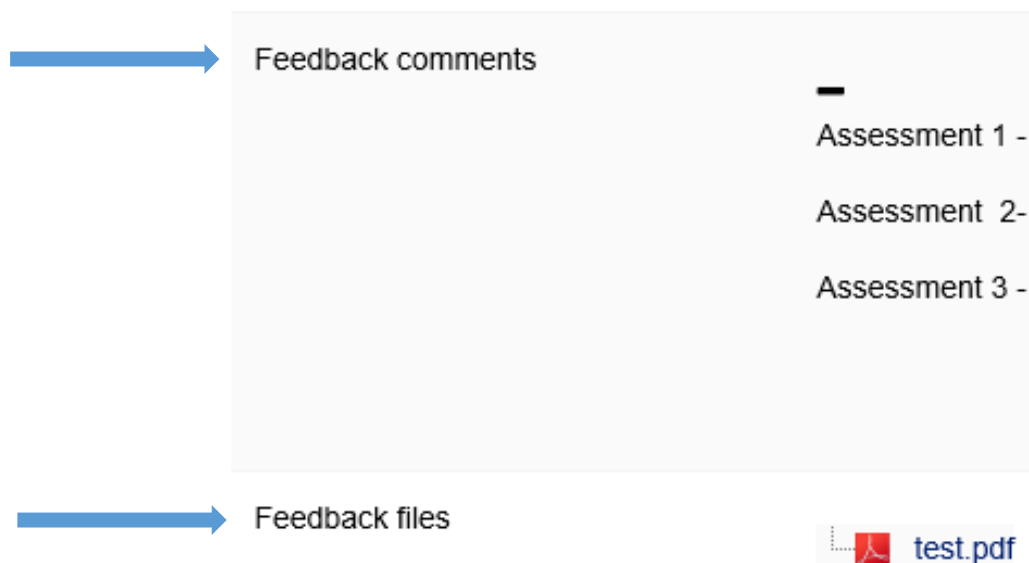
[CIVCOMSERV 19 5](#) ->[Assignment](#) ->[CHCDIV001 Assessment submission \(upload\)](#)

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 -

Feedback files

 test.pdf