

How to use the genU LMS

What?

What is the LMS?

LMS means: Learning Management System

What do you need?

A computer, laptop or a tablet.

Why?

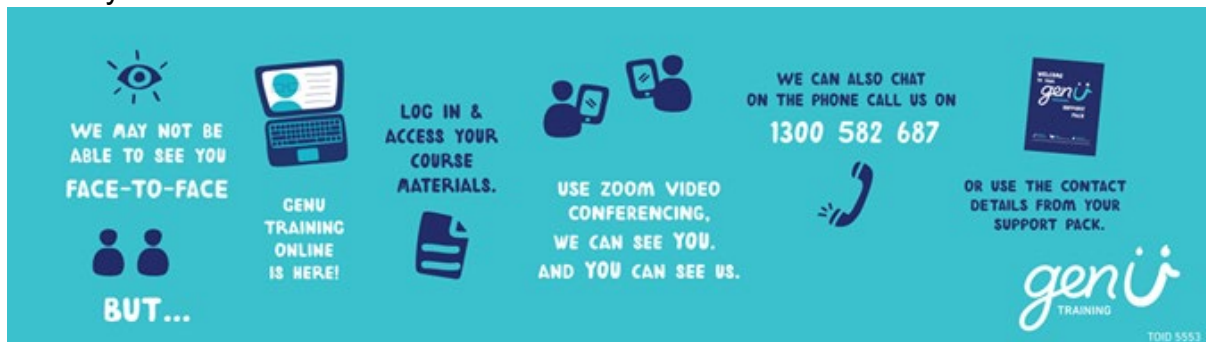
Why do you need the LMS?

So you can learn from home.

How?

How does it work?

Select your course and learn at home.



The infographic is a teal-colored banner with white and dark teal text and icons. It is divided into several sections:

- Left section:** An eye icon above the text "WE MAY NOT BE ABLE TO SEE YOU FACE-TO-FACE". Below this is an icon of two people and the text "BUT...".
- Second section:** A laptop icon above the text "GENU TRAINING ONLINE IS HERE!".
- Third section:** A document icon above the text "LOG IN & ACCESS YOUR COURSE MATERIALS.".
- Fourth section:** An icon of two people with speech bubbles above the text "USE ZOOM VIDEO CONFERENCING. WE CAN SEE YOU. AND YOU CAN SEE US.".
- Fifth section:** A telephone handset icon above the text "WE CAN ALSO CHAT ON THE PHONE CALL US ON 1300 582 687".
- Right section:** An icon of a support pack above the text "OR USE THE CONTACT DETAILS FROM YOUR SUPPORT PACK.".

At the bottom right of the banner is the "genU TRAINING" logo and the text "TOD 5553".

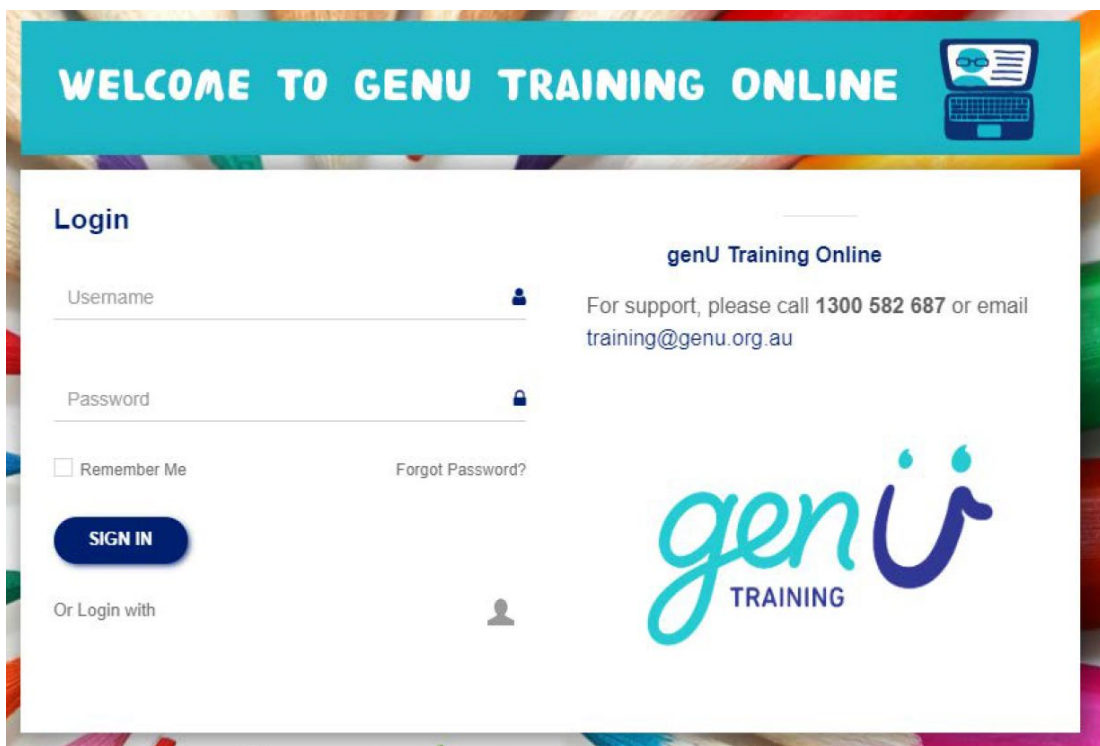
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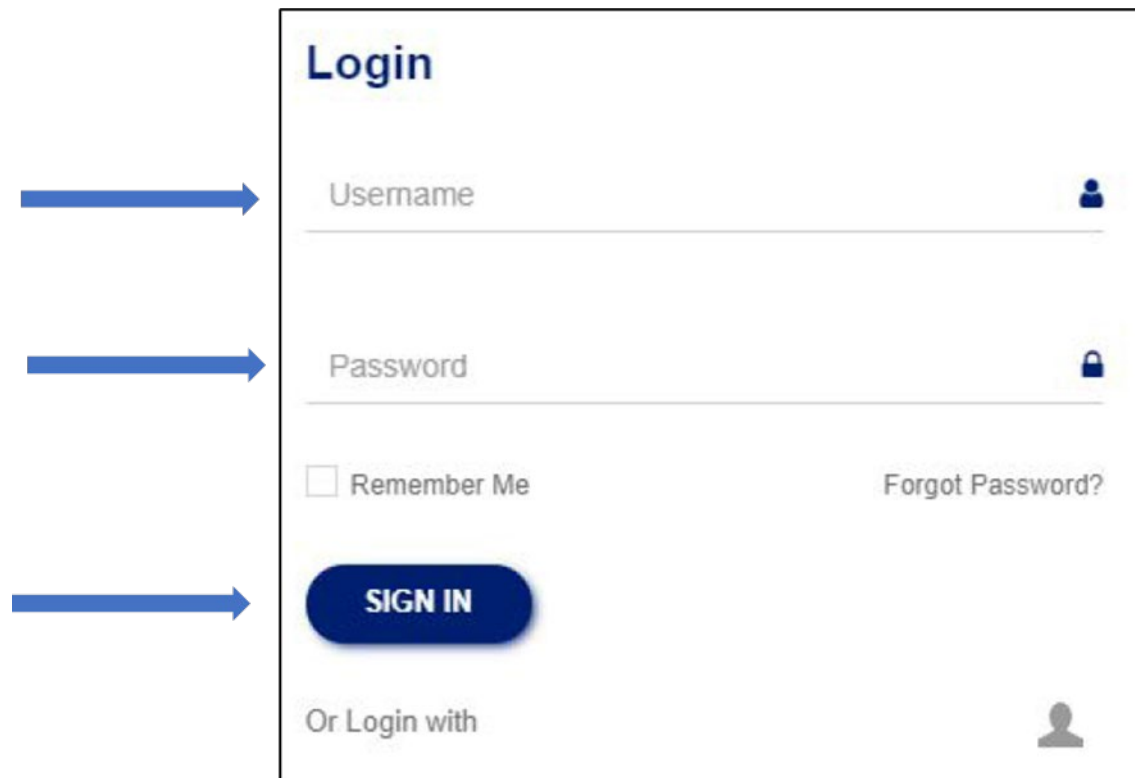
How to use LMS on your device

You will get an email from  about the LMS

1. You will get a username and a password
2. The email will have a link to genU Training Online
3. Select the link <https://www.genutrainingonline.org.au/>
4. This will lead you to genU Training Online



Login

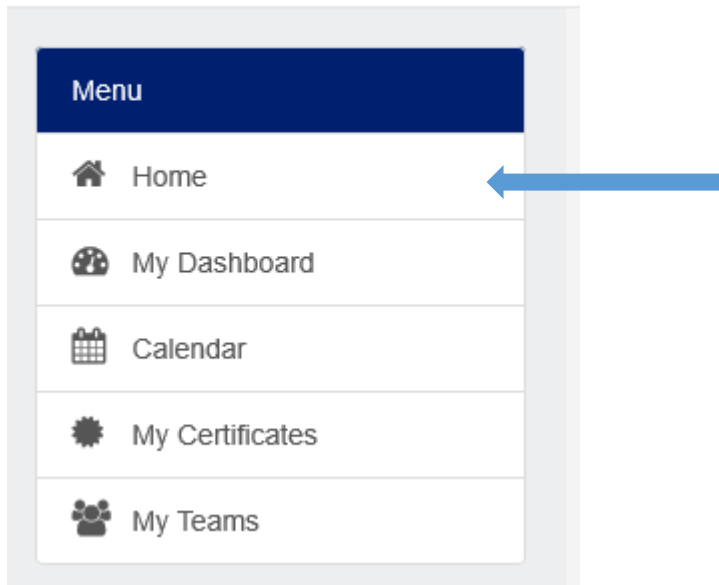


The screenshot shows a login form titled "Login". It contains the following elements:

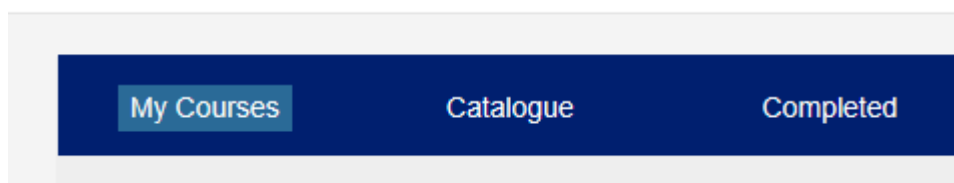
- A "Username" input field with a user icon on the right. A blue arrow points to this field.
- A "Password" input field with a lock icon on the right. A blue arrow points to this field.
- A checkbox labeled "Remember Me" and a link labeled "Forgot Password?".
- A blue "SIGN IN" button. A blue arrow points to this button.
- An "Or Login with" section with a user icon.

1. Type your username
Your username will be in your email
2. Type your password
Your password will be in your email
3. Change your password
Make sure to use at least 8 letters and include a capital letter, a number and a symbol
(For Example: GenU&me2020)
4. Select **Sign in**

Home page



1. Select "Home"
2. Select "My Courses"
3. You can see the courses you are enrolled in



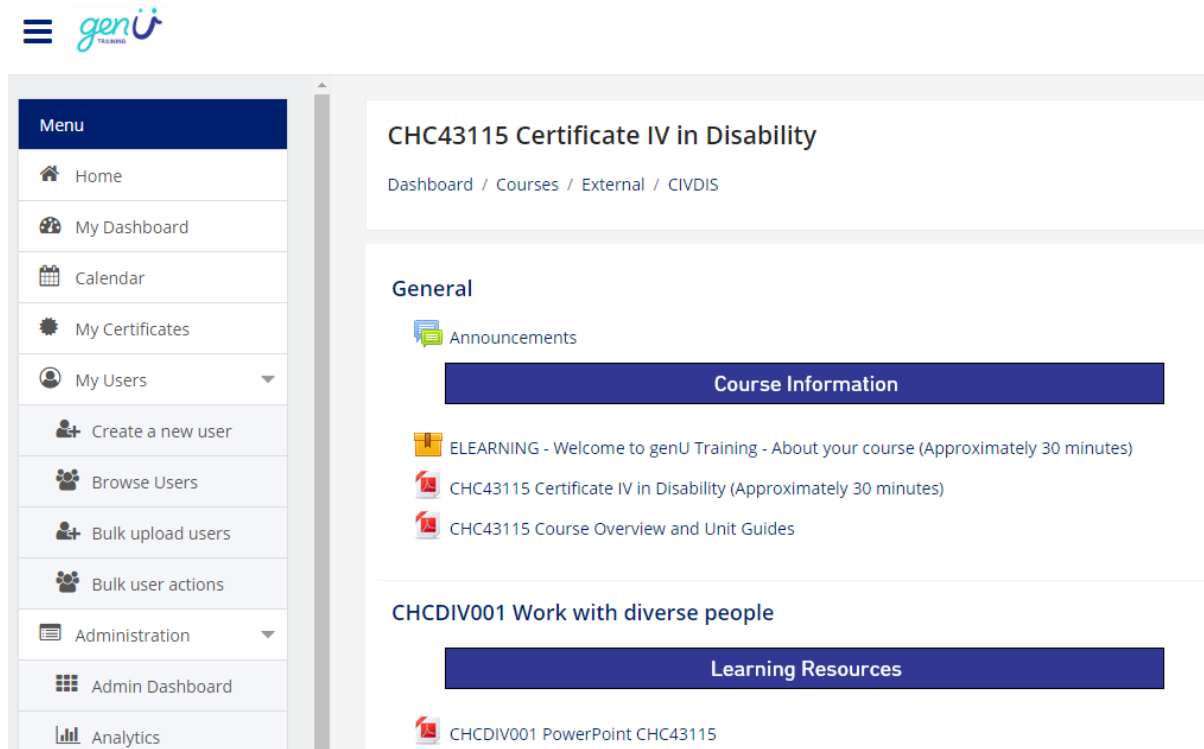
4. Select "Enter Course"



Course Information

Select the unit you are working on.

For example CHCDIV001 Work with diverse people



The screenshot shows the genU LMS interface. On the left is a navigation menu with options like Home, My Dashboard, Calendar, My Certificates, My Users, Create a new user, Browse Users, Bulk upload users, Bulk user actions, Administration, Admin Dashboard, and Analytics. The main content area displays the course title 'CHC43115 Certificate IV in Disability' and a breadcrumb trail 'Dashboard / Courses / External / CIVDIS'. Under the 'General' section, there are announcements including 'ELEARNING - Welcome to genU Training - About your course (Approximately 30 minutes)', 'CHC43115 Certificate IV in Disability (Approximately 30 minutes)', and 'CHC43115 Course Overview and Unit Guides'. Below this, the unit 'CHCDIV001 Work with diverse people' is shown with a 'Learning Resources' section containing 'CHCDIV001 PowerPoint CHC43115'.

Every unit has:

- Learning Resources
- Discussion Forum
- Learner Assessments

How do I download files to my own computer?

1. For best results use Google Chrome as your internet browser
2. Select the file you want to download
3. When the file opens right click (or Ctrl S) to save as
4. Save the file

Learning Resources

Learning resources for each unit may include: Learner Workbook, PowerPoint presentation, eLearning, video or website links, Word documents or PDF documents.

Discussion forum

This is a public class forum.

That means others learners, your Trainer and the Coordinator can read what you write.

- You can ask questions to your Trainer
- You can ask questions to other Learners in your class

Learner Assessments

You will need to print assessments so you can complete your work in writing.

Hand in your assessments on (or before) the due date.

How to hand in assessments

Sign and date every Assessment Task.

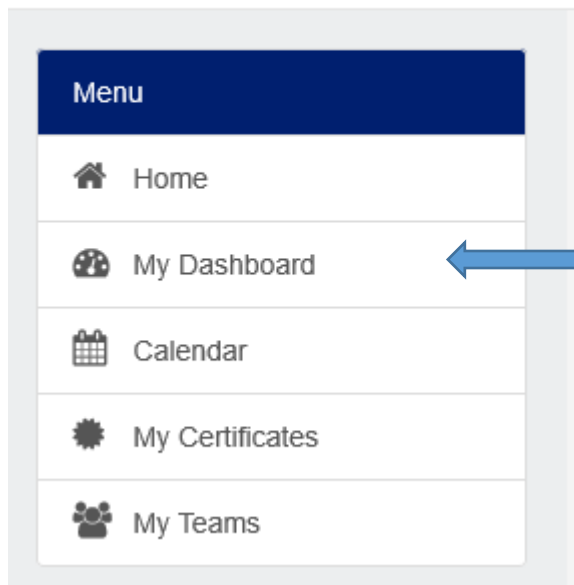
Choose 1 of these options:

1. Hand in your Assessment at the RTO
2. Scan your Assessment and send to your Trainer, as an attachment in an email
3. Post a printed Assessment to the RTO via mail
4. Submit your assessment in the LMS.

Refer to the document **Submit your assessment in the LMS** for details.

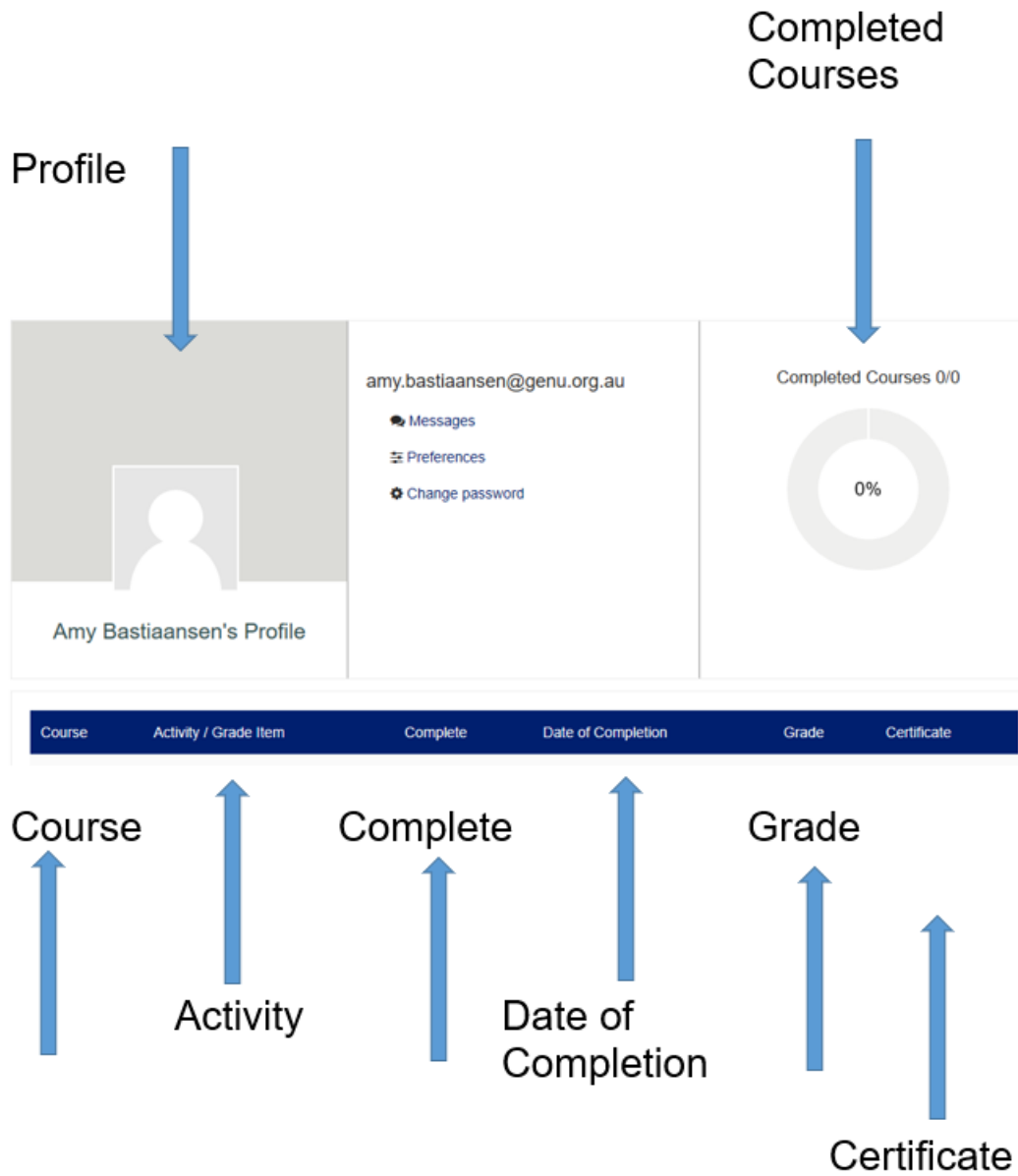
Please note: Some courses now have assessments in fillable PDF and Word. These assessments may be submitted online without printing first.

My Dashboard



- You can see all the courses you are enrolled in
- You can see your grades
- You can see how much you have completed

Example dashboard



Calendar

The screenshot shows the genU LMS interface. On the left is a 'Menu' sidebar with options: Home, My Dashboard, Calendar (highlighted with a blue arrow), My Certificates, and My Teams. On the right is the 'EVENTS KEY' section with icons for: Hide global events, Hide category events, Hide course events, Hide group events, and Hide user events. Below this is the 'MONTHLY VIEW' for 'March 2020', which includes a calendar grid.

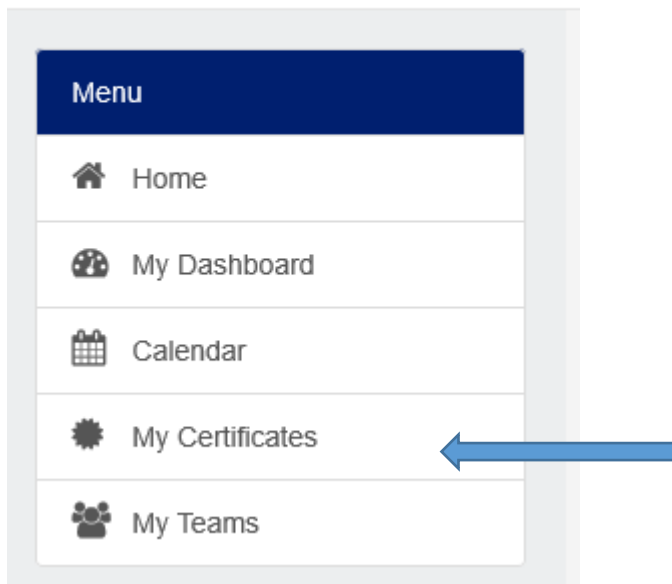
Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- You can see important dates and events
- You can add a reminder

The screenshot shows the 'Calendar' section with a 'Detailed month view for: All courses' dropdown and a 'New event' button. It displays a calendar for April 2020, with navigation arrows for March 2020 and May 2020. At the bottom, there are buttons for 'Export calendar' and 'Manage subscriptions'.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

My Certificates



- You can see all of your Certificates

My Teams

