

## Introduction to the new trainer intranet

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Dear Trainers

Macquarie Community College has a new trainer intranet. This is now accessible by all trainers via any computer connected to the Internet. Access will be possible using your own personal trainer code and password, keeping information pathways secure and private between yourself and the College.

### What is an intranet?

An intranet is a private computer network that belongs to an organisation. It may be accessed only by authorised personnel, typically employees or other members of the organisation. The main purpose of an intranet is usually to share organisational information (announcements, policies and procedures, and other data) and resources among employees in a secure environment.

### What are the benefits of the trainer intranet?

The intranet will improve efficiency in operations, and enhance communication between Course Coordinators, the Management Team and Trainers. This personalised website will also provide the following time-saving features:

- Trainers can access the latest, up-to-the-minute course and class information. It is possible for trainers to view the number of enrolments in each of their courses, find out whether their courses are going to run or be cancelled, and print out the class list at the last minute before leaving home
- Course information can be verified by the trainers as well as the College to ensure accuracy of information as it will appear in the printed course catalogue and website. Trainers can check their course dates, course description, location and material list etc
- Trainers can access College information and documents at home or any other place with Internet access
- Time and expense will be saved for both the College and the trainers in phone conversation, faxing, postage and traveling
- Trainers can update their personal information remotely
- Workload will be reduced for the trainer, coordinator and other management staff
- Paperwork will be reduced
- The College can easily and promptly communicate important messages with the trainers via the bulletin

**What are the major functions of the trainer intranet?**

**Login** The trainer can log in to the intranet at any time using the provided unique trainer code and password. Once logged in, all course information relates specifically to that trainer only.

**Bulletin** The Bulletin is a public page featuring the latest news and announcements from the College

**College Documents** This area contains links to College forms and important documents that may be required throughout the term. They may be downloaded and printed as needed.

**Trainer details** Trainers can update and edit their own personal details at any time without contacting the College. The system will generate an automatic email to relevant management staff to notify them of these changes.

**Course List** A complete list of courses and detailed course information is always available for the current term, previous terms and the upcoming term (once those details have been confirmed).

**Detailed Course Information** Accessed via the Course List page, this area provides a more detailed level of information for each particular course.

**Class List** The Class List displays the number of enrolled students and student contact details. Trainers can print their class list at any time leading up to the course commencing. The class list will show up-to-date (live) enrolments, including any online enrolment that may have occurred one minute prior.

**Time Table** The weekly teaching timetable displays the trainers course details in an easy-to-view format. Those running multiple courses may wish to print this time table for more efficient planning.

**Logout** Trainers should logout of the Intranet once they have completed their session. This will help the system to close properly and securely.

The trainer intranet will continue to evolve to suit the needs of the user - YOU! Therefore your suggestions and feedback are welcomed for future developments. Should you have trouble navigating the system please do not hesitate to contact us for personalised assistance.

We do hope that you find the intranet to be useful and effective in preparing for your courses.

Regards,

Christine Guo & Lisa Papallo  
Macquarie Community College

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Please keep in mind that your computer may display images in a slightly different way to how they appear in this manual. Any differences may be due to the browser you are using and the version of software installed on your computer. The general message, however, should be the same.

### Section 1. Logging into the Trainer Intranet

The first step is to visit the Macquarie Community College website: [www.macquarie.nsw.edu.au](http://www.macquarie.nsw.edu.au)  
The home page is shown in the next image.

The new trainer intranet is accessible via the **Login** drop-down menu. Move your mouse over the Login button to make the menu appear. The drop-down menu shows 3 items: **Student**, **Trainer** and **Administrator**. Select **Trainer** as indicated by the red arrow.



Macquarie Community College home page

Once you have clicked on **Trainer**, you will see the following trainer login screen.

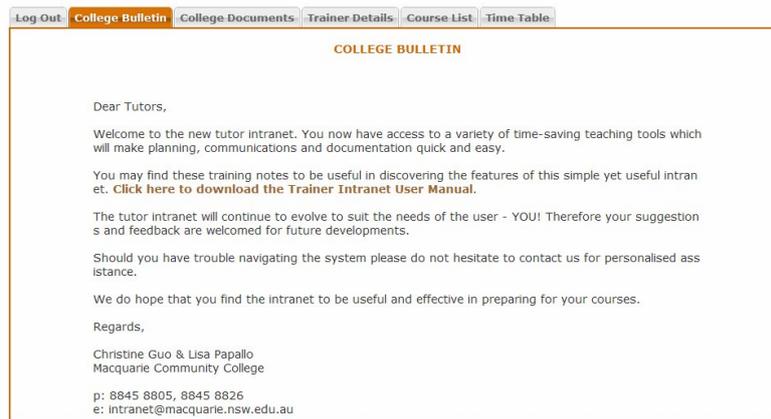
Trainer Login Screen

Enter your **Trainer Code** and **Password** into the fields. Then click **OK** to login. The trainer number and password are not case sensitive. If you do not have your trainer code and password, please contact your Course Coordinator. If an error message occurs re-enter the trainer code and password. Once the accurate code and password are entered, the system will log you in and display the **College Bulletin** page, as shown in the next image.

Now that you have successfully logged into the intranet you can browse the different pages by clicking on any of the 6 orange tabs: **College Bulletin**, **College Documents**, **Trainer Details**, **Course List** and **Time Table**. These tabs provide entrance to six sections. Section 1 is the Login and Logout function in which you are now familiar.

## Section 2. College Bulletin

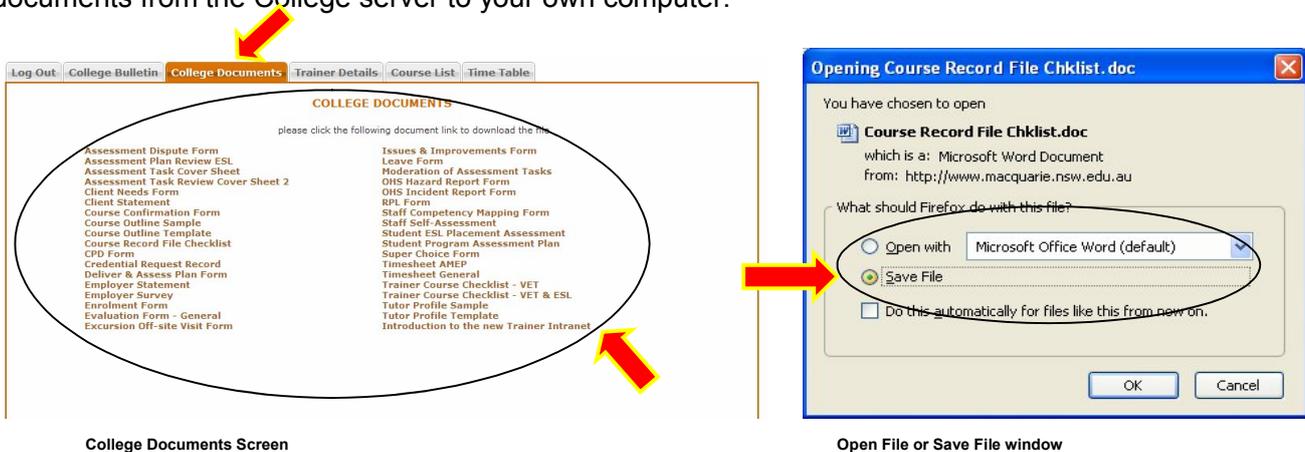
The College Bulletin will be updated by the College regularly with important and timely information specific to trainers. This may include updates on term dates, catalogue amendment deadlines, special events and the latest staff news.



College Bulletin Screen

## Section 3. College Documents

Click the **College Documents** tab. You will see two columns of **document links**, which allow you to download documents from the College server to your own computer.



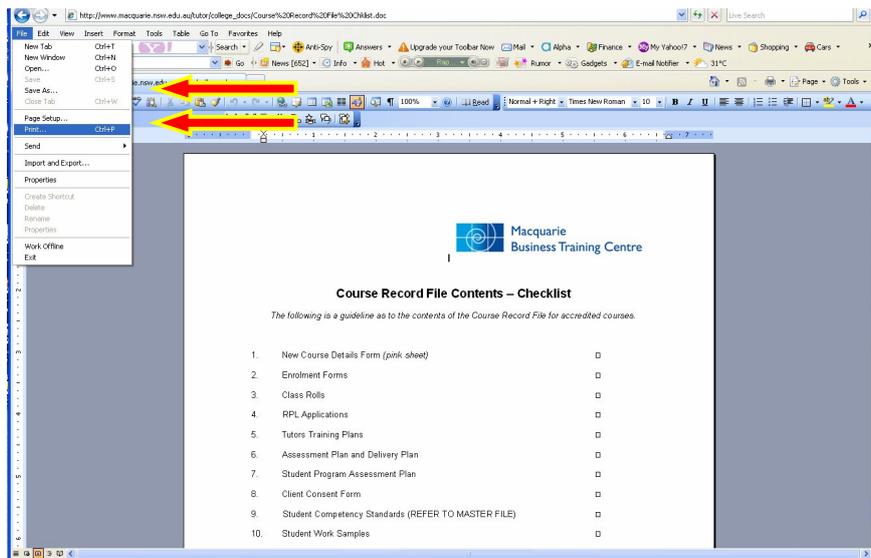
College Documents Screen

Open File or Save File window

To download a file, click the orange **document link**. The above window will be opened. Now you can choose whether to a) Open the file or b) Save the File.

a) If you wish to open the file, the document file will be opened in a new window (as shown in the next image). You may print it using the file menu in the top left corner of your screen as shown in the following screen. You may once again save the file if you wish using the Save As function indicated by the red arrow.

b) If you wish to save this file to your computer for use at a later date, please select Save File. You may need to select a destination folder to save them to your own personal computer.



A downloaded College Document

It is recommended that you do not file all of these documents for future use. It is best to download them from the intranet as required as they are regularly updated and may change before the next use.

#### Section 4. Trainer Details

This section allows you to view and update your own personal details and change your password at any time. You do not need to contact to the College about your change in details as the intranet will automatically send an email to the College to inform them of the changes.

Access this section by clicking the **Trainer Details** tab, the following page is displayed. This is the default Trainer Details **Summary** page.

Trainer Number:	FENTNA
Surname:	Fenton
Given Name:	Nairn
Address:	64A BARRY ST
Suburb:	NEUTRAL BAY
State:	New South Wales
Post Code:	2089
Home Phone:	9909 3194
Business Phone:	9878 2084
Mobile Phone:	0421427496
Fax Phone:	N/A
Email:	donola@optusnet.com.au

- Click the Update Personal Details link to change any personal details.
- Click the Update Password link to set a new password.

Trainer Details Screen

There are 3 function buttons: **Summary**, **Update Trainer Details** and **Change Password**.

**Summary** This is the default page which shows the current Trainer details as they appear on the College database. Click this link to return to the Summary screen.

**Update Trainer Details** Click on the **Update Trainer Details** link to edit your personal information. After you finish editing, please click the **Submit** button. If you would like to cancel the editing session and return to the original data please click **Reload**.

All fields can be edited except the Trainer Code, Surname and Given Name. The system will recognise errors in email and phone number formatting and will ask you to re-enter the details. Please contact your Coordinator should your name or surname change.

Summary | Update Tutor Details | Change Password

Tutor Code:

Surname:

Given Name:

Address:

Suburb:

State:

Post Code:

Home Phone:

Business Phone:

Mobile Phone:

Fax Phone:

Email:

- Click the Submit button to update personal details after you have edited.
- Click the Reload button to display original personal details.

Trainer Details – Update Trainer Details Screen

Summary | Update Tutor Details | Change Password

Enter Current Password:

Enter New Password:

Re-enter New Password:

- Click Change to update your password
- Or Cancel to return to Personal Detail page

Trainer Details – Change Password Screen

**Change Password** Click on the **Change Password** link to access this screen. Enter your current password once and your new password twice, then click the **Change** button to save your new password. If the **Cancel** button is clicked, the old password is kept.

### Section 5. Course List

The Course List allows you to view or print a complete list of your courses for each term. You may also access detailed course information and class lists through this page. Student outcomes can also be updated in this section. The functions of this section are explained in the following paragraphs. The following **Course List** screen indicates the key buttons to access these functions.

**Function 1:** View a complete list of courses for the selected term

Click the **Course List** tab, all courses you are teaching in the current term will be displayed on this page.

This data is in real time and drawn from the College enrolment database. This means the data is up-to-the minute. For example, if Joe Bloggs enrolled in a course through our website one minute ago, the enrolment number and the linked class list (which will be explained later) will immediately be updated to include Joe. If you have had this page open for some time, press the refresh button (indicated by the top red arrow in course list screen) for the most recent information.

Macquarie Community College - Windows Internet Explorer

http://www.macquarie.nsw.edu.au/index.php?action=tutor/user\_action=course

Macquarie Community College

summer 2009

Log Out | College Documents | Trainer Details | **Course List** | Time Table

**Function 1** (Refresh button)

**Function 2** (Print button)

COURSE LIST	TERM	1	2009						
TITLE	CODE	START DATE	SES DAY	TIME	LOCATION	MAX	MIN	ENROLLED	STATUS
Golf at Macquarie University: Beginners	109E701	09/02/2009	8 Mon	6:00PM -7:00PM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	2	Undecided
Golf at Macquarie University: Beginners	109E702	10/02/2009	8 Tue	9:30AM -10:30AM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	1	Undecided
Golf at Macquarie University: Beginners	109E705	10/02/2009	8 Tue	6:00PM -7:00PM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	1	Undecided
Golf at Macquarie University: Beginners	109E709	14/02/2009	8 Sat	9:00AM -10:00AM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	5	Started
Golf at Macquarie University: Beginners	109E700	14/02/2009	8 Sat	10:00AM -11:00AM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	3	Undecided
Golf at Macquarie University: Beginners	109E711	15/02/2009	8 Sun	9:00AM -10:00AM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	4	Started
Golf at Macquarie University: Beginners	109E712	15/02/2009	8 Sun	10:00AM -11:00AM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	4	Started
Golf at Macquarie University: Beginners	109E714	15/02/2009	8 Sun	4:00PM -5:00PM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	0	Undecided
Golf at Macquarie University: Beginners	109E715	15/02/2009	8 Sun	5:00PM -6:00PM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	4	Started

**Function 3** (Term/Year dropdown)

**Function 4** (Course title click)

- Select both Term and Year drop down boxes to view the corresponding term's course list.
- Click the Title of each course to view course specification.
- Enrolled Number of each course to view the enrolled students list and course si

Course List Screen

**Function 2. Print the course list for the selected term**

To print the displayed course list, click on the printer icon located in the top right corner of the orange frame.

**Function 3: Two ways to browse the Course Lists of different terms**

The intranet allows you to access any available course in the database, even in different terms. From the course list screen, the 3 buttons below the course list are **Prev term**, **Current term** and **Next term**. By clicking one of these buttons you can browse the course list of different terms.

The second way to view the course list for a particular term is to select both the TERM and YEAR from the drop down menu located above the course list.

**Function 4: Course details page**

Each of the orange **course titles** in the Title column link to a more comprehensive course detail page for that particular course. By clicking on a **course title** detailed course information will appear.

Choose another course: 109E709		<b>Function 5</b>	
Golf at Macquarie University: Beginners		8 Sessions	150.00 (Inc. GST)
Code	109E709	Status: Running	
Date	Sat 14/02/2009 - 04/04/2009		
Time	9:00AM-10:00AM		
Location	MACQUARIE UNIVERSITY GOLF RANGE		
Trainer	Nairn Fenton		
Course Description	Fast track for golf fundamentals. Learn coordination of the back and down swing, correct stance, chipping, putting, rules and etiquette, selection of golf clubs, and scoring. Individual assessment on each demonstrated skill. Clubs and balls included. If wet, phone 9878 2084. Strict dress code - no jeans or tracksuits.		
Course Material			
Course Change			

Course List – Course Details Screen

**Function 5: Browse through the Course Details of each course**

From the **Course Details** screen on the previous page, the red arrow indicates the **Choose Another Course** drop down list. Click the  symbol on the drop down menu and a list of course codes will appear. Click the selected course code to access the course details page for that course.

To return to the course list click the orange **Course List** tab.

Log Out | College Bulletin | College Documents | Trainer Details | **Course List** | Time Table

**Function 6**

COURSE LIST TERM 1 2009

TITLE	CODE	START DATE	SES DAY	TIME	LOCATION	MAX	MIN	ENROLLED	STATUS
Golf at Macquarie University: Beginners	109E701	09/02/2009	8 Mon	6: 00PM -7: 00PM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	2	Undecided
Golf at Macquarie University: Beginners	109E702	10/02/2009	8 Tue	9: 30AM -10: 30AM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	1	Undecided
Golf at Macquarie University: Beginners	109E705	10/02/2009	8 Tue	6: 00PM -7: 00PM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	1	Undecided
Golf at Macquarie University: Beginners	109E709	14/02/2009	8 Sat	9: 00AM -10: 00AM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	5	Started
Golf at Macquarie University: Beginners	109E710	14/02/2009	8 Sat	10: 00AM -11: 00AM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	3	Undecided
Golf at Macquarie University: Beginners	109E711	15/02/2009	8 Sun	9: 00AM -10: 00AM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	4	Started
Golf at Macquarie University: Beginners	109E713	15/02/2009	8 Sun	10: 00AM -11: 00AM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	4	Started
Golf at Macquarie University: Beginners	109E714	15/02/2009	8 Sun	4: 00PM -5: 00PM	MACQUARIE UNIVERSITY GOLF RANGE	10	5	0	Undecided
Golf at Macquarie University: Beginners	109E715	15/02/2009	8 Sun	5: 00PM -6: 00PM	MACQUARIE UNIVERSITY GOLF RANGE	15	5	4	Started

Prev term | Current term | Next term

- Select both Term and Year drop down boxes to view the corresponding term's course list.
- Click the Title of each course to view course specification.
- Click the Enrolled Number of each course to view the enrolled students list and course summary.

**Function 6: Display Class List**

The Enrolled column on the **Course Details** screen shows the number of enrolments taken for that particular course. These numbers link to the **Class List** page of the relevant course. Click on an orange **Enrolled number** link, to display the class list for that course.

Log Out | College Bulletin | College Documents | Tutor Details | **Trainer Details** | Time Table

**Function 7**

Choose another course: 408E710

Course Code: 408E710  
 Accredited Code: N/A  
 Title: Multi sport boot camp  
 Location: Sunshine Valley  
 Program&Year: 4 2008  
 Full Fee: 145.00  
 Enrolments: 10 (Min) 10 (Max)  
 Nominal Hours: 8.00  
 Sessions: 8  
 Starting Date: 20-10-2008  
 Time: Sat 10: 00 AM to 11: 00 AM  
 Tutor Surname: Example  
 Phones (Bus): 9999 4444  
 (Home): 9999 5555  
 (Mob): 0744 888 999

NAME	ENROL#	STU#	HOME	BUSI	MOBILE	OUTCOME
Harriet Smith	939097	7576	9999 6666	8888 7777		n/a
Henry Jones	518732	51497	9999 6666		0999 999 999	n/a
Sally Fielder	518867	51514	9999 6666	8888 7777	0999 999 999	n/a
Kim Hong	518562	51493	9999 6666			n/a
James Hong	518733	51497	9999 6666		0999 999 999	n/a
Amit Byger	939096	51255	9999 6666	8888 7777		n/a
Marta Ryskacic	938961	10863	9999 6666		0999 999 999	n/a
Alex Herring	938852	10858	9999 6666			n/a
Penny Walters	938888	10839	9999 6666			n/a
Josh Jameson	518734	51504	9999 6666			n/a

Course List | Update Student Outcomes

Course List - Class List Screen

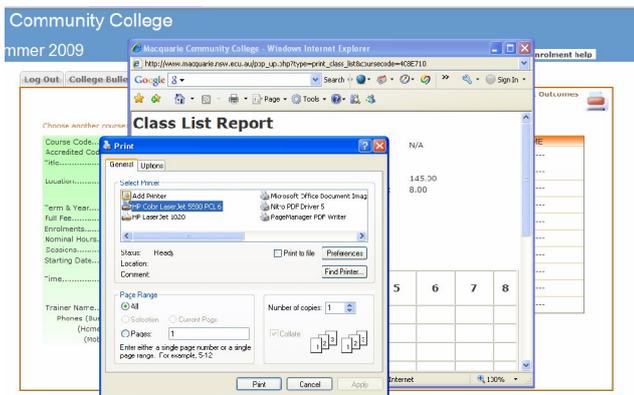
This list is an up-to-the minute report of the students who have enrolled in your course and their contact details, should you be required to contact them prior or during the course.

You may use the **Choose Another Course** drop down menu to access the **Class List** for a different course.

**Function 7: Print Class List Report**

**Please note: The Class List Report is a legal document, which is a record of student attendance. Upon completion of the course please return the signed completed form to your Course Coordinator.**

To print a **Class List**, just click the printer icon located at the top right corner of the Course Details Screen. When the Print screen appears simply select the printer you wish to use and click ok to print the Class List Report. If you do not have a printer attached to your computer or you just want to view the list without printing, click the cancel button to close the print window.



Course List – Print Class List

**Class List Report**

Course Code: 408E710 Accredited Code: N/A  
 Title: Multi sport boot camp  
 Location: Sunshine Valley  
 Program/Year: 4 2008 Full Fee: 145.00  
 Enrolments: 6 (Min) 10 (Max) Nominal Hours: 8.00  
 Sessions: 8  
 Starting Date: 20-10-2008 - 15-12-2008  
 Time: Sat 9:00 AM to 13:00 AM  
 Tutor Surname: Example Phones (Bus): 9999 4444  
 (Home): 9999 5555  
 (Mob): 0744 888 999

Name	Enrol#	STU#	1	2	3	4	5	6	7	8
Harriet Smith	93880	10837								
Henry Jones	93796	9543								
Sally Fielder	51820	51873								
Kim Hong	93866	93860								
James Hong	51874	51505								
Amit Byger	51873	51506								
Marta Ryskacic	51849	51488								
Alex Herring	93880	10858								
Penny Walters	93802	10836								
Josh Jameson	93880	10056								

Date: \_\_\_\_\_  
 Hours: \_\_\_\_\_  
 Initials: \_\_\_\_\_  
 Tutor Signature: \_\_\_\_\_

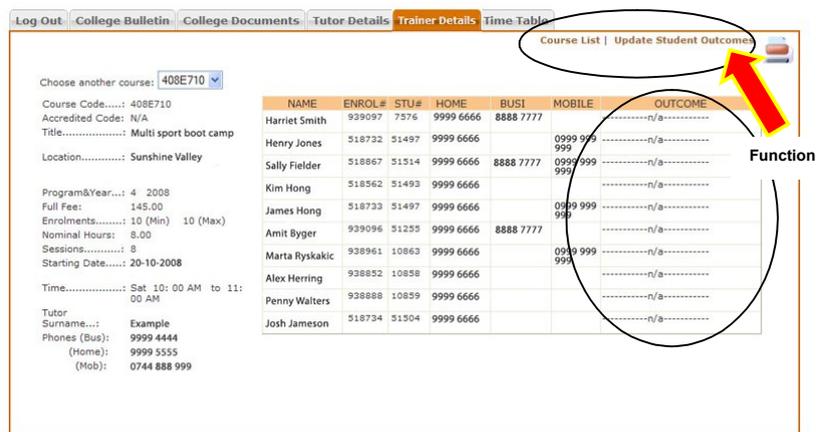
\*\*\* END OF REPORT \*\*\*

Course List – An example of a Class List Report

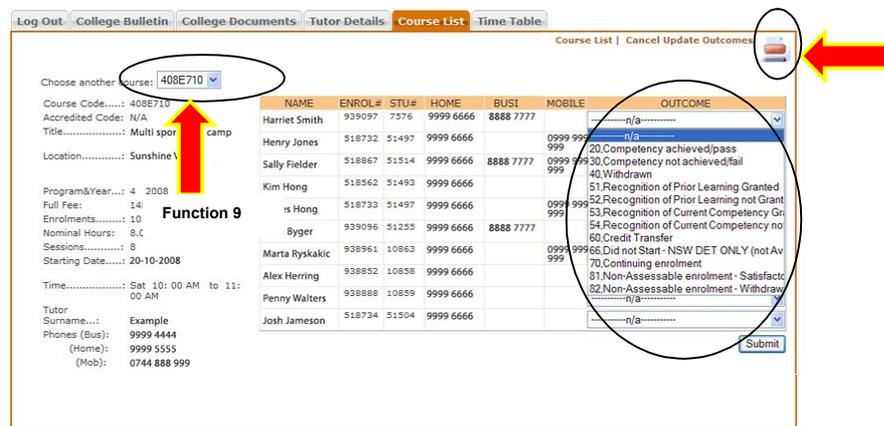
**Function 8: Update Student Outcome**

It is a legal requirement for VETAB trainers to record the outcomes of the students.

On the Class List Screen there are two orange links in the top right-hand corner: **Course List** and **Update Student Outcome**. To update student outcomes, please click the **Update Student Outcome** link.



Course List – Without Outcomes Updated



Course List – Update Student Outcome Page

On the Update Student Outcome page, you may select the appropriate outcome for each individual student by clicking on the  symbol of the drop-down menu next to each students name. A list of outcomes will appear. Select a suitable student outcome for that student. When you have finished selecting all the student outcomes press **Submit** to save these outcomes.

The updated outcomes are confirmed with the following onscreen message. Click the **Ok** button to complete the updates.



Course List – Update Successful Page

**Function 9: Update Student Outcomes for another course**

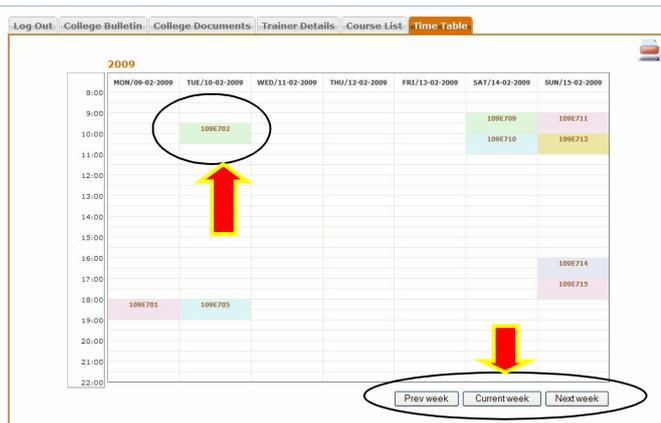
You may continue to update student outcomes from other courses by clicking on the  symbol on the **Choose Another Course** drop down menu.

**Section 6. Timetable**

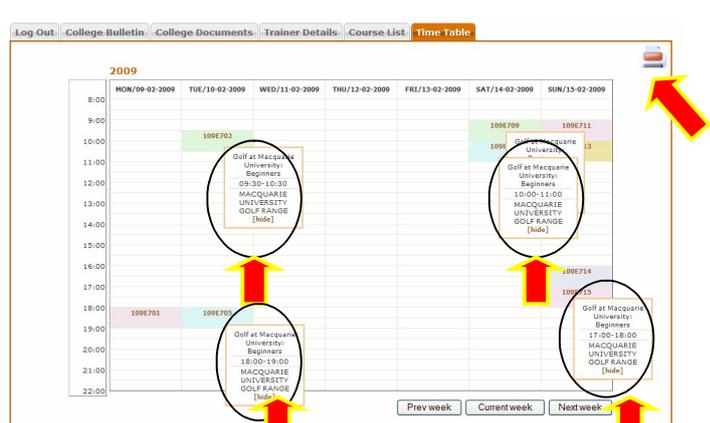
This section displays all of your course dates and times on a weekly timetable making it easy to plan your time. You may print this page by clicking the printer icon located at the top right corner.

When the mouse passes over a course code the course title and location will appear. Pass the mouse over **[hide]** to hide this information once again. Each Course Code links to the Course Details Page for that course. Click on any course code to access the Course Details Page.

You may browse between different weekly timetables by clicking the **Prev week**, **Current week** and **Next week** buttons. If no courses are displayed in the weekly table, it means our database has no record of you teaching for that week. Please contact your Coordinator if your courses do not appear.



Time Table – without popup



Time Table – with popup course title and location

**Section 7. Log out**

When you have finished your session, please click *Log Out* for your own security.

