



**The
Australian
College**
of Commerce & Management

Webclass User Guide



April 2014

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Overview of Webclass

Welcome to the College's online eLearning software: Webclass.

Webclass will allow you to do the following:

- View your Timetable and Subject Due Dates
- Download Course Materials – your workbooks and assessments to be completed.

- Submit your Assessments online
- Receive the marked copies of your assessment in PDF format
- Look up Unit/Module results

- Reset your Password online yourself if you happen to have forgotten it.
- Be Sent a reminder email if you have forgotten your Username.



User Name and Password Emailed to You

Once you are enrolled you will receive an email from the College with your new Webclass Username and Password.

If you have not received your College email please check your Junk mail or spam filter. You must add the College to your e-mail Safe Sender's list to ensure receipt. See the later sections on how to do this.

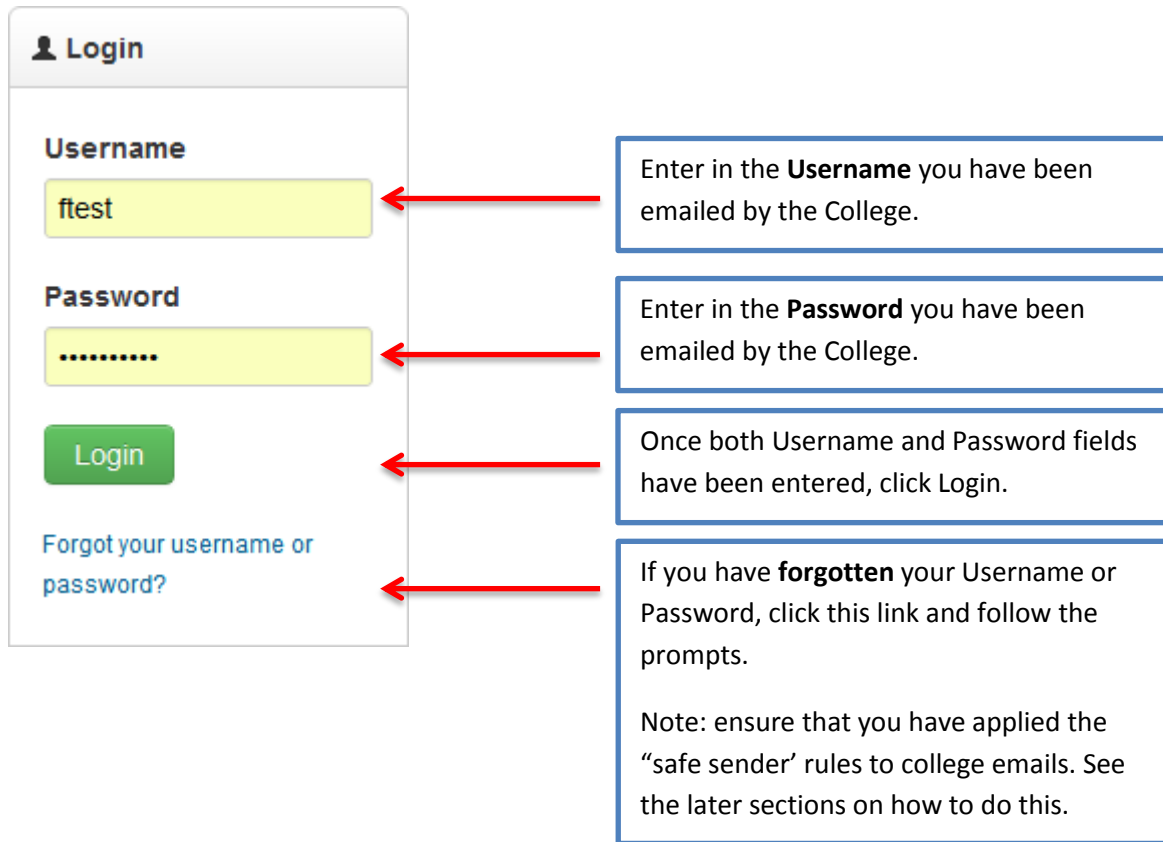
Webclass Address

Navigate to the following website address to access Webclass:

<http://webclass.austcollege.edu.au/>

Webclass Login Process

On the left hand side of the Webclass home page you will see the following login menu.



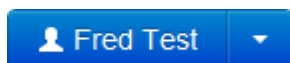
The screenshot shows a login form with the following elements and callouts:

- Username:** A text input field containing "ftest". A callout box states: "Enter in the **Username** you have been emailed by the College."
- Password:** A password input field with masked characters. A callout box states: "Enter in the **Password** you have been emailed by the College."
- Login:** A green button labeled "Login". A callout box states: "Once both Username and Password fields have been entered, click Login."
- Forgot your username or password?:** A blue link. A callout box states: "If you have **forgotten** your Username or Password, click this link and follow the prompts." Below this callout, a note reads: "Note: ensure that you have applied the 'safe sender' rules to college emails. See the later sections on how to do this."

Note that College staff do not know your user name or password. These are system generated.

Login Name

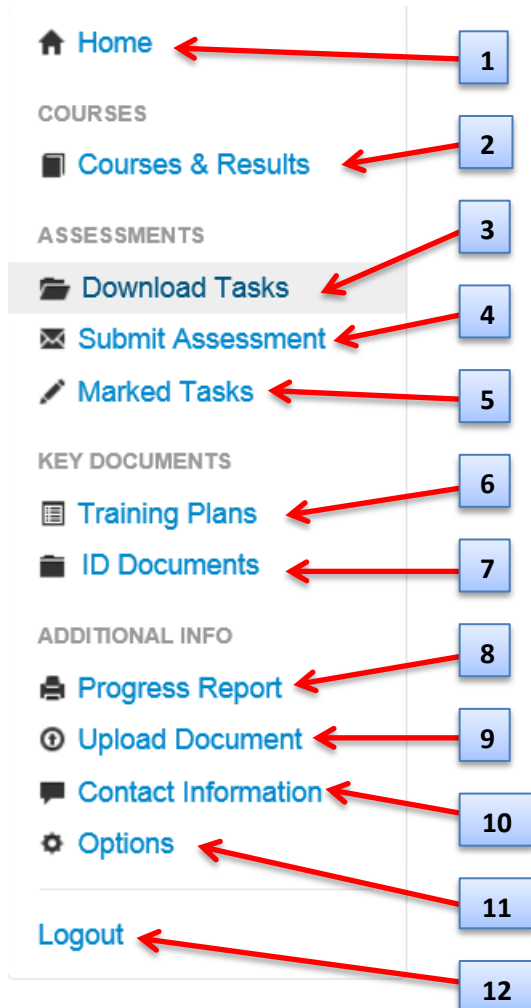
When you are logged in, you can see who you are logged in as by looking at the top right corner of the page. It will show a blue box similar to below with the Student's First Name and Last Name displayed. For example:



Webclass Menus

Students Enrolled in Qualifications

For students enrolled in a qualification you will see the following menu on the left hand side once you log in.



1) The **Home** link will display any news articles.

2) The **Courses & Results** link will allow you to view any courses you have completed with the College and your Results.

3) The **Download Tasks** link will allow you to download Course Materials specific to your Course.

4) The **Submit Assessment** link will allow you to submit your Assessment online.

5) The **Marked Tasks** link will allow you to download all of your submissions that have been marked.

6) The **Training Plans** link will allow you to submit and view your signed Training Plan.

7) The **ID Documents** link will allow you to lodge

8) The **Progress Report** link will allow you to print out a detailed report of your course progress.

9) The **Upload Document** link will allow you to upload a miscellaneous document.

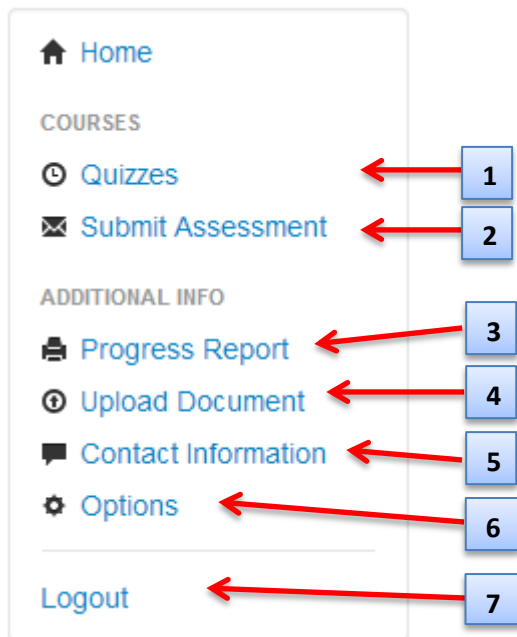
10) The **Contact Information** link will allow you to update your Contact Information.

11) The **Options** link will allow you to change your password and show / hide the issuing history page.

12) The **Logout** link when clicked will log you out of Webclass.

Students Enrolled in CPD (Continuing Professional Development) or Tier 2 Advisor Training

For students enrolled in a Quiz based course you will see a limited menu that has the option for Quizzes:



Students enrolled in both a qualification and a Quizzes link.

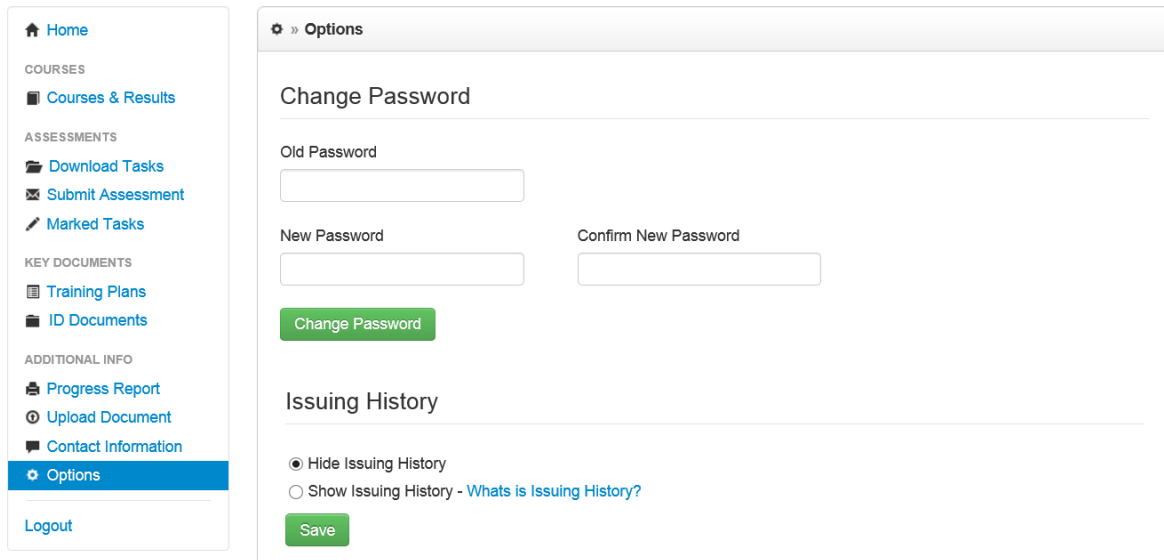
- 1) The **Quizzes** link will take you to where you can begin to do the quizzes.
- 2) The **Submit Assessment** link will allow you to submit any completed written modules that are associated with your Quiz.
- 3) The **Progress Report** link will allow you to print out a detailed report of your course progress.
- 4) The **Upload Document** link will allow you to upload a miscellaneous document.
- 5) The **Contact Information** link will allow you to update your Contact Information.
- 6) The **Options** link will allow you to change your password and show / hide the issuing history page.
- 7) The **Logout** link when clicked will log you out of Webclass.

Password Selection

When you first login to Webclass – go to the Options Menu and select the Change Password option.

Select a new password that you are likely to remember; and is secure.

Minimum size for the password is 6 characters. See our recommendations for a strong password.



The screenshot shows the 'Options' page in the Webclass system. On the left is a navigation menu with categories: Home, COURSES (Courses & Results), ASSESSMENTS (Download Tasks, Submit Assessment, Marked Tasks), KEY DOCUMENTS (Training Plans, ID Documents), and ADDITIONAL INFO (Progress Report, Upload Document, Contact Information, Options, Logout). The 'Options' menu item is highlighted. The main content area is titled 'Options' and contains a 'Change Password' section with three input fields: 'Old Password', 'New Password', and 'Confirm New Password'. A green 'Change Password' button is below these fields. Below that is an 'Issuing History' section with two radio buttons: 'Hide Issuing History' (selected) and 'Show Issuing History - [Whats is Issuing History?](#)'. A green 'Save' button is at the bottom of this section.

The password is system controlled. To change it or if you forget it – use the Webclass prompts to get a new one issued. College staff do NOT know your password.

Creating Strong Passwords

- Have a mix of numbers and letters and special characters eg # !
- Minimum of 6 characters
- Avoid repeated numbers or letters
- Avoid your date of birth and other personal details
- Change your password regularly

1. Start With a Base Word Phrase - A good password starts with a base phrase. Eg You Can Lead a Horse to Water = yclahtw

2. Lengthen the Phrase - lengthen your password by adding the website name or computer software name to the base phrase.
Eg yclahtwWin7

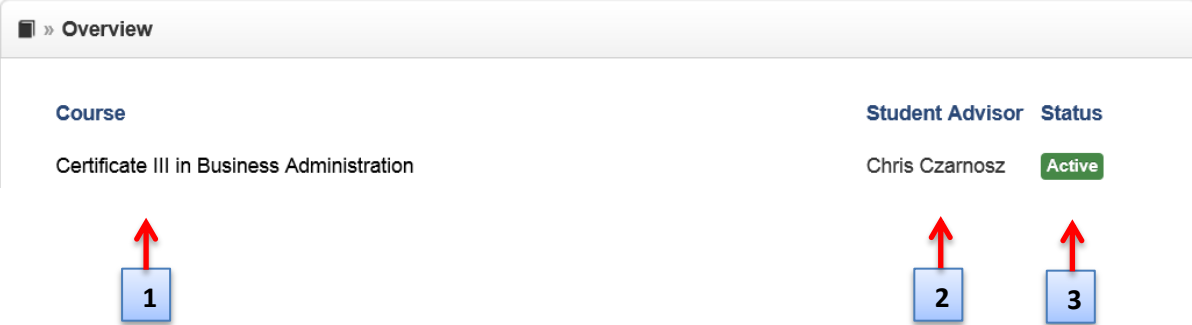
3. Scramble the Phrase – This can be achieved by swapping one or more of the password letters with a non-alphabetic character, and then purposely including uppercase and lowercase letters within the password. Eg Ycl@htwWin7



Courses and Results Menu

Enrolment Overview

When you select the Courses and Results menu item the courses you have enrolled in will be displayed:



Course	Student Advisor	Status
Certificate III in Business Administration	Chris Czarnosz	Active

- 1) By clicking the Course Name it will take you to a page which will display your Timetable with your results and when they were updated.
- 2) This shows who the current Student Adviser is for your Course.
- 3) This shows the status of your Course. It will be active or completed.

If you have been enrolled in multiple courses with the College in the past – they will all list in the Courses menu.

Modules and Due Dates

To see your course modules and DUE DATES simply click on the course name in the Overview page above.

The following detail of course modules in that course will display in a “timetable” format:



Module Name	Due Date	Progress	Last Modified
1 Multiple Information Systems	08/06/2012	Competent	01/06/2012
2 Safety at Work	06/07/2012	NYC	05/07/2012
3 Install and Optimise Software	03/08/2012	I	16/07/2012
4 IT Advice to Clients	31/08/2012	I	02/07/2012
5 Computer Maintenance	28/09/2012	Tcomp	17/07/2012
6 User Documentation	09/11/2012	Competent	08/11/2012

Descriptions for this Timetable Screen

	Module Name	Due Date	Progress	Last Modified
1	Multiple Information Systems	08/06/2012	Competent	01/06/2012
2	Safety at Work	06/07/2012	NYC	05/07/2012
3	Install and Optimise Software	03/08/2012	I	16/07/2012
4	IT Advice to Clients	31/08/2012	I	02/07/2012
5	Computer Maintenance	28/09/2012	Tcomp	17/07/2012
6	User Documentation	09/11/2012	Competent	08/11/2012

1) This displays which Course you are currently viewing the Timetable for.

2) Module Name: This displays the list of modules that make up your course.

If an invoice is due to be paid your list will be limited to just the first 3 modules. The list will update once payment is processed.

3) Due Date: This displays the module's due dates. If it differs to any hardcopy issued, use the Webclass dates as the accurate ones.

See later for how to request variations to due dates.

4) Progress: This displays the result that your Module has been given. By using your Mouse to hover over the "I" image it will give you a short description of what each progress result means.

When you first enrol – these fields will be blank.

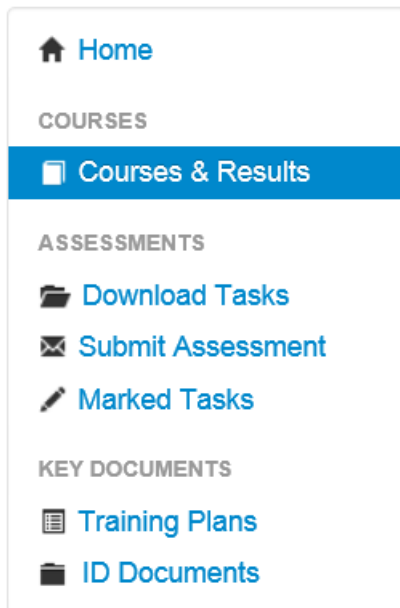
As you start a module – the code I (for Issued) will display eg IT Advice to Clients module above was issued or started on 2/07/2012

The other results are explained in detail in a later section of this Guide.

5) Last Modified: This displays the date in which the Progress result was updated.

For example the module User Documentation (last in the list) was assessed as competent on the 8/11/2012

Download Assessments Menu – Starting your Course



To start your course – click on the Download Tasks Menu

It will then give you the “Assessment Task” list (in order of Due Dates) of your modules.

It will only display those that you have not yet completed (and if you have an outstanding invoice, it may limit the list to the first 3 modules)

Complete your modules in the order listed OR call your College Student Adviser to request a change of order.

Select the module you want to download materials for.

The form is titled "Download Assessment Task" and contains the following elements:

- Select Enrolment**: A dropdown menu showing "Certificate III in Business Administration". A red arrow labeled **1** points to this dropdown.
- Select a Module to either Look at or Download.**: A heading for the module selection list.
- Select Module**: A list of radio buttons for various modules. A red arrow labeled **2** points to the "Multiple Information Systems" option.
- Next** and **Cancel** buttons: A red arrow labeled **3** points to the "Next" button.

1) Allows you to select which enrolment you wish to access if you have multiple enrolments.

2) The **Select Module** selection allows you to select which Module you would like to Print Assessment materials for.

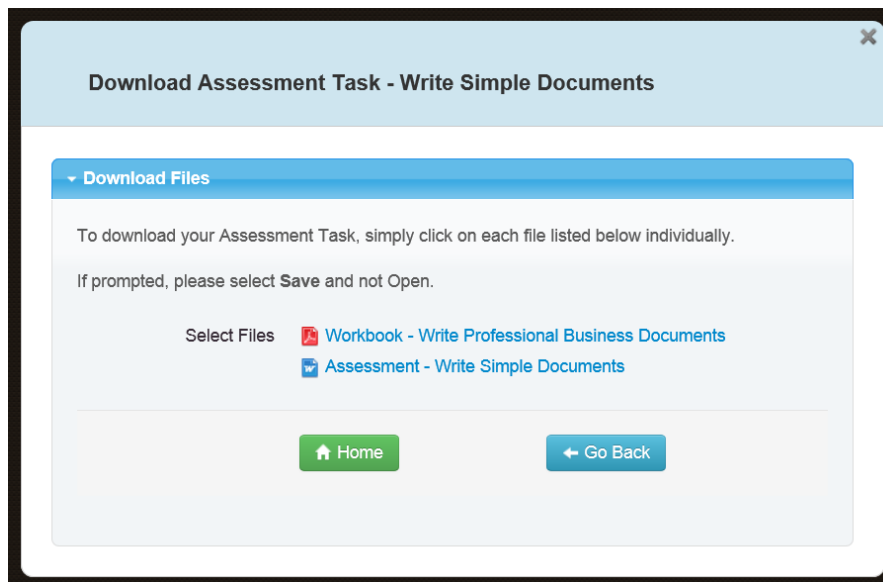
3) Once you have selected the appropriate Enrolment and Module, click the **Next** button to continue.

Downloading Files for a Module

If you wish to start a module – download the files by simply clicking on the Selected Files listed, you will be given the options to open the file or save it to your computer.

This will also record in your College Results that you have started this module.

Note: Any physical Textbooks required for a module will be posted out to you on the day that you download the Assessment Task.



Important Tips for Completing a Module

The Assessment questions and activities are in the Word document.

The questions are in same order as you will find the relevant information for that question in the provided Workbook or textbook.

The Assessment questions are in Parts – each part refers you to the relevant Workbook section.

- DON'T read the whole workbook in one go
- DO read the assessment questions before reading the related section of the workbook.

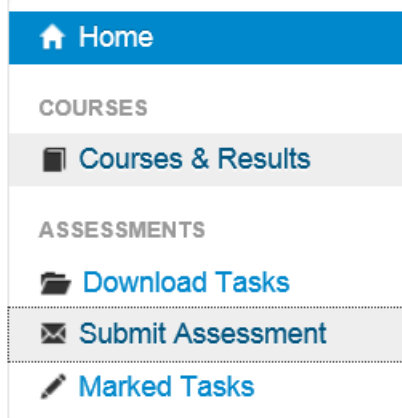
Complete the answers to the assessment questions by **TYPING** your answers in the word document as indicated in the document by *"type your answer here"*.

Do not have separate documents as your assessment – type the text and insert pictures into the provided Word document (unless instructed otherwise). Later sections show how to do this.

The most efficient way to complete your module is to open the documents on your computer; and use them simultaneously. See the later section on how to resize your windows to do this.

Make regular copies / back-ups of your work. See a later section on how to do this.

Submit Assessment Menu



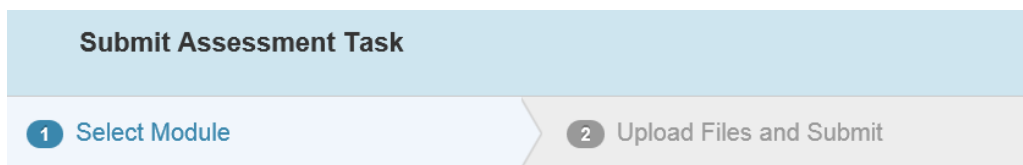
Complete your Assessment in Word. You do **not** print the whole assessment. The only section that will need to be printed is the Supervisor Submission Section which will require the verification checklist to be completed and signed if you are a part of a Traineeship. Once this section has been completed please scan this and upload with your assessment.

Save it to your computer.

If you have been using a shortcut to access your assessment task – ensure that you don't just upload the shortcut instead of your task. See later details if unsure.

Logon to Webclass and select the Submit Assessments Menu

It will then show the following Submit task screen:



Module

Select Enrolment **1**

Select Module

- Multiple Information Systems
- Keyboarding Skills** **2**
- Safety at Work
- Write Simple Documents
- Human Resource Management Strategies
- Outlook
- Word Processing - Basics
- PowerPoint Presentations
- Spreadsheet - Basics
- Desktop Publishing - Basics

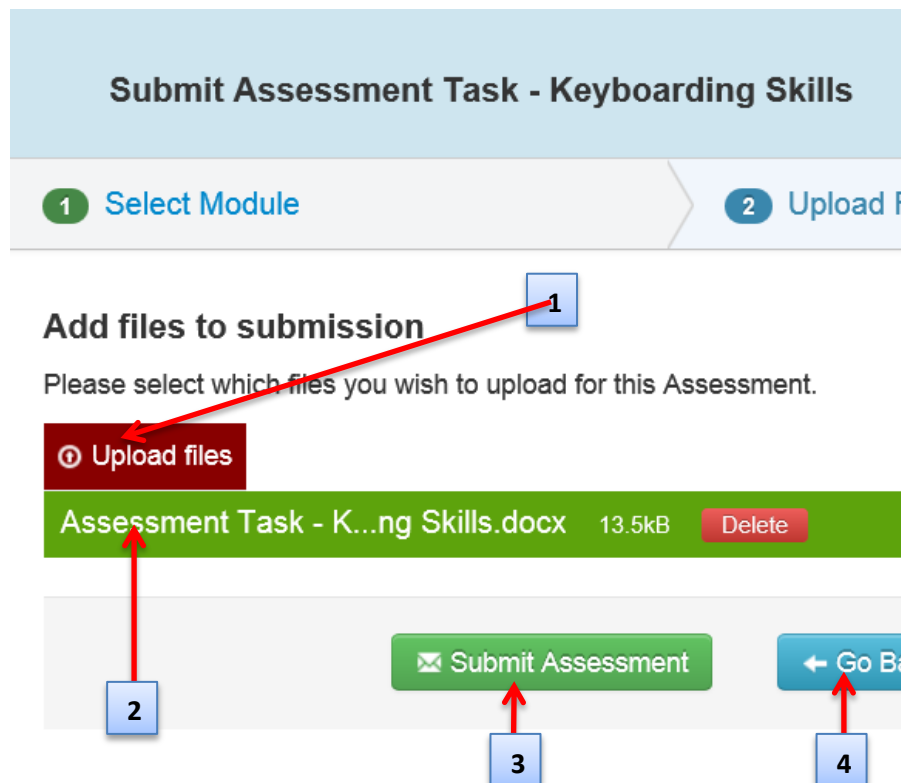
3

1) Allows you to select which enrolment you wish to access.

2) The **Select Module** selection allows you to select which Module you would like to submit your Assessment for.

3) Once you have selected the appropriate Enrolment and Module, click the **Next** button to continue to the upload screen.

The following File Upload screen will allow you to upload one or any number of assessment files that relate to that Module. If you are required to upload more than the one Word document – you can do so at the same time.



1) The **Upload files** button allows you to select a file from your computer to be attached.

Once you have selected the file, press “open” and it will be added to the list to be uploaded.

2) Repeat this step if there are a number of assessment files and the supervisor submission to upload for this module. The files you have added will be listed here.

3) Click the **Submit Assessment** button to submit your Assessment Task.

OR **4)** if you need to go back

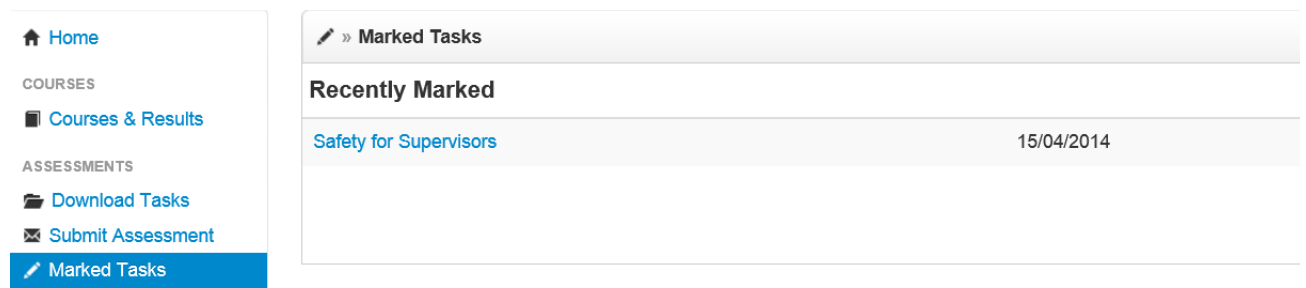
Email Confirmation

You will receive an email confirming we have received the submission.

Seeing Your Results and Marked Task

To see your results – go to the Courses and Results main menu. Select the course (if you have more than one) and then select Marked Tasks.

This will display your results for all submitted modules in that particular Course.



To access and download a copy of your marked Assessment Task – simply click on the name of the module. You will then have the option of saving it to your computer.

Resubmitting Assessments

For Not Yet Competent Results

Read the feedback on the returned Assessment Task. It will summarise the questions or activities that you need to revise.

To redo these activities – you can either re-open your copy of the word document you submitted OR download a new blank copy of the Assessment Task.

NOTE – we would prefer you not to submit any pages except those you redo. So make a copy of your word file and save as, so that you have the original still.

Update your answers; delete any pages not needed.

Leave the Cover page as is. Do NOT delete or edit it.

Upload the revised assessment as normal.

For Partial Submissions

We would prefer you not to submit any pages except those you have not already submitted to us. So make a copy of your word file and save as, so that you have the original still.

Update your answers; delete any pages not needed.

Leave the Cover page as is. Do NOT delete or edit it.

Upload the revised assessment as normal.



Student's Original Work (Copying and Plagiarism)

All work must be your own work. In all Colleges and Universities, submitting work that is not yours is regarded as a serious offence that can result in your disqualification from completing the course. As a minimum you and any others involved will be required to complete a new assessment task.

If you work with others in study groups, ensure that your submissions are your own work, and in your own words.

Results Codes

Result	Meaning and Action You Must Take
Competent (COMP)	You have demonstrated knowledge of all of the criteria and there is nothing further required from you.
Not Yet Competent (NYC)	There have been some questions or activities not correctly completed. Review the Task Cover Sheet to see the questions you must resubmit. Read the assessor's comments for guidance. Call the College if you require further assistance in your resubmission.
Parts Assessed (PA)	You have only submitted parts of your assessment. These parts "passed" but to be graded as competent you must submit the remaining parts, and any questions specified by the assessor in their comments. Review the Task Cover Sheet to see the parts you must submit.
Supervisor Check (SPV)	To finalise competency under a Traineeship the College requires workplace evidence that has been agreed to and signed by your supervisor.
Credit Transfer (CT)	You are exempt from this unit / module based on past formal studies
Exemption (E)	You are exempt from this unit / module due to Recognition of Prior Learning
Recognition of Prior Learning (RPL)	You have applied for Recognition of Prior Learning / Exemption. This is NOT a final result; as the application must be assessed first.
Task Competent (TComp)	You have successfully completed that task. However, to be competent in that unit another task you are due to complete later in your course must also be successfully completed.
Issued (I)	<p>You have accessed the assessment task and indicated that you are starting that module (regardless of the timetable start date).</p> <p>If you have an issued result but are not planning on starting the module in the near future, contact the College to get this code corrected and to gain assistance on how to "preview" materials on Webclass without issuing them.</p>

Quizzes

Requirements for Quiz Courses

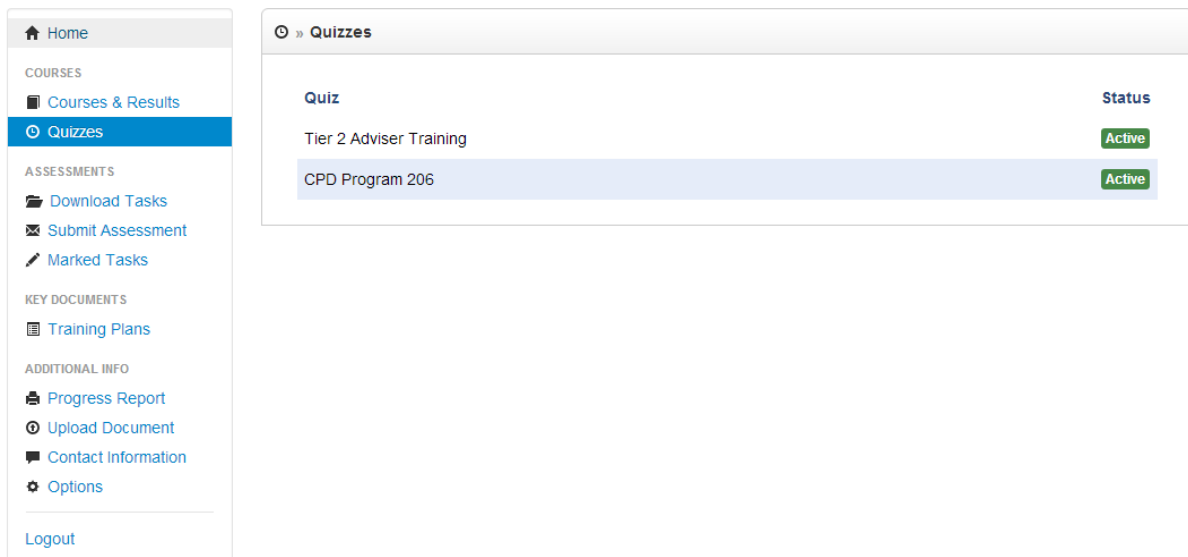
In order to access Quiz courses you must have the following computer systems and programs:

- Internet Explorer 7 or later
- Internet access
- PDF Reader

Due to copyright protection Quiz Course workbooks are not available in printable versions.

The following information will only be available if you are doing a Quiz based program.

If you are **doing more than 1 Quiz based program** with the College, upon clicking the Quizzes menu you will see the following.



The screenshot shows a user interface with a sidebar menu on the left and a main content area on the right. The sidebar menu includes sections for COURSES, ASSESSMENTS, KEY DOCUMENTS, and ADDITIONAL INFO. The 'Quizzes' option is highlighted in blue. The main content area shows a table with the following data:

Quiz	Status
Tier 2 Adviser Training	Active
CPD Program 206	Active

Simply click on which Quiz you currently wish to do.

If you are only doing 1 Quiz based program, then you will be taken straight to your Quiz.

Select the Quizzes Menu and you will be shown the Quiz program, the specific subjects and goal completion dates.

Quiz Module	Complete By	Status
1 Tier 2 Course Instructions - Download Module	15/07/2014	● Not Attempted
2 Tier 2 Understanding the Market Place	29/04/2014	● Not Attempted
3 Tier 2 Regulatory Bodies	29/04/2014	● Not Attempted
4 Tier 2 The Economic Environment	29/04/2014	● Not Attempted
5 Tier 2 Competition and Diversification	29/04/2014	● Not Attempted
6 Tier 2 Legislation in Finance	29/04/2014	● Not Attempted
7 Tier 2 Basic Deposit Products	29/04/2014	● Not Attempted
8 Tier 2 Non Cash Payment Facilities	29/04/2014	● Not Attempted
9 Tier 2 General Insurance	29/04/2014	● Not Attempted
10 Tier 2 Advice	29/04/2014	● Not Attempted
11 Tier 2 Disclosure Documents	29/04/2014	● Not Attempted
12 Tier 2 Role of Advisers - Download Module	06/05/2014	● Not Attempted

The status will show the subjects that are completed or still in progress.

A subject is completed once you achieve 100% correct answers in the Quiz.

Other status codes are:

- Not attempted (so not started yet)
- In progress (currently completing)



1) Lists the specific subjects associated with this particular Quiz.

2) Lists the goal completion dates and the current status of the Quiz.

3) Some Quiz Modules require the module to be downloaded and completed offline. Once you have completed the module, you can submit it under the **Submit Assessments** menu.

More information on this process can be found under the **Submit Assessment Menu** section.

4) By clicking on modules which have a downloadable component, if your module has been submitted and assessed, you will be able to download it from here.

Accessing a Quiz Subject

Click on the subject name to access that quiz.

This will open on the left of the screen the workbook; and the questions on the right screen.

The scroll panel controls the progress through the workbook.

National Credit Act

Responsible Lending Obligations

Contents

1. Background to the National Credit Act Reforms.....	2
2. Does the National Credit Act Apply?.....	11
3. Introduction to Responsible Lending Obligations.....	14
4. Key Obligations for Assessing Unsuitability.....	18
5. Make Reasonable Inquiries of the Consumer.....	19
6. Reasonable Steps to Verify Financial Situation.....	25
7. Reasonable Steps to Verify the Consumer's Objectives.....	33
8. Adequate Processes.....	35
9. Adequate Supervision and Audit.....	36
10. Preliminary Assessment by Brokers.....	37
11. Capacity to Repay.....	39
12. Assessment of Unsuitability.....	45
13. Statement if Credit Contract is "Not Unsuitable".....	48
14. Penalties – Responsible Lending Obligations.....	51
15. Court Remedies.....	55
References and Copyright.....	56

Quiz Progress

Questions

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

Overall Progress
8%

Question 4 (Section 1 - Background)

Exit fees on home loans entered into after 1 July 2011 have been banned

A) TRUE
B) FALSE

Save & Next Question Exit

As each question is answered – move to the next question using the Save and Next Question Button

The questions are in the order of the content in the workbook; and normally give you a reference point to refer to

Question 4 (Section 1 - Background)

Exit fees on home loans entered into after 1 July 2011 have been banned

- A) TRUE
B) FALSE

Save & Next Question

Exit

Marking of Quiz Subjects

At the end of a quiz you will request that the quiz is immediately marked.

You will then have the ability to review and correct any incorrect answers.

Quiz - Results

Unfortunately you only correctly answered 31/37 questions (84%).

If you would like to re-attempt the Quiz now, click "Retry Quiz" otherwise if you wish to attempt this Quiz at another time then simply click the "Home" button.

[↻ Retry Quiz](#) [🏠 Home](#)

Once you achieve 100% you have successfully completed this Quiz subject.

Quiz Statements of Participation

Once a Quiz Program has been completed you will be able to access and download your Quiz Statement of Participation.

This document will show the Quiz hours and subjects undertaken.

Tips for Quiz

If you are asked for a word or phrase as an answer – it must be the exact word or phrase used in the workbook.

In True / False or Multiple Choice – select the answer that best fits.

Module Attempts and Results

The Quiz program is intended to keep people with existing relevant knowledge “up to date”.

Therefore the quizzes are not formal tests; and as such you are given unlimited opportunities to get the correct answers.

The College does not report how many attempts you have made at any module; nor does it store results until you have passed a module.



Training Plans

The Training Plans page allows you to submit your Signed Training Plan to the College, track the progress as well as download the Training Plan that has been signed by your Student Advisor.

» Training Plans

Certificate III In Business

In your first weeks of enrolment your College Student Adviser will contact you to discuss your personal training needs, to explain how the course operates and to agree on the Training Plan for your qualification.

This will include: selection of electives; identification of any potential barriers to learning; confirmation that you have the necessary workplace resources and support; and how you can get help from your Student Adviser.

Once these issues are agreed, you will be sent a Training Plan to sign and return to us. Your employer must also agree to the Training Plan and sign it where indicated. Submit the signed copy here once finalised.

Submit Signed Training Plan

no file selected

- ✓ Training Plan Issued
- ✗ Training Plan Received by College
- ✗ Training Plan Signed by Student Advisor
- ✗ Training Plan Available for Download

ID Documents

The ID Documents page allows you to submit your Identity Documents to the College.

» ID Documents

Thank you, we have successfully received and confirmed your ID Documents.

The College is required by the Department of Education and Communities to verify the eligibility of students to ensure only eligible Australian Citizens and approved residents are allowed to access State and Federal training funds.

If you have not already done so, please complete the following form:

- [Identification and Eligibility Confirmation](#)

Submit ID Documents

📎 Attach the completed Form here

📎 Attach copies of your ID Documents here

📎 The Identity declaration form you completed.

📎 Usually a scanned copy of your Identity Documents.

If we have not received your ID Documents then you may see a below message on some Webclass pages:

Important:

Please complete and submit the ID Documents Form.

Go to the [ID Documents](#) page to get this form and upload it to us once you have completed it.

This message will be removed once we have received your ID Document Form fully completed. Thank you.

Progress Report

The Progress Report page allows you print a detailed overview of your Course Timetable. It includes all the Units you are doing, when you're due to finish as well as the status of your Course.

If you wish to print the Progress Report simply click the **Print Page** button at the top right.

» Progress Report							
Certificate II in Business							Print Page
Date Enrolled	Enrolment Type	Last Unit Due Date	Traineeship End Date	Total Units	Completed to Date	Status	Trn Mgr
13/06/2013	FF	09-Jan-14	13/06/2014	19	0	Overdue	MD
<i>Module Unit</i>		<i>Unit Name</i>				<i>Start Date</i> <i>End Date</i> <i>Prog</i> <i>Prog Date</i>	
1 - Multiple Information Systems						20/06/2013	20/06/2013
BSBWOR204A		Use business technology					
BSBADM101A		Use business equipment and resources					
BSBITU101A		Operate a personal computer					
2 - Prioritising Strategies						18/07/2013	18/07/2013
BSBWOR202A		Organise and complete daily work activities					
BSBWOR203B		Work effectively with others					
BSBWOR201A		Manage personal stress in the workplace					
BSBIND201A		Work effectively in a business environment					
3 - Work in IT						15/08/2013	15/08/2013 27/06/2013
BSBWHS201A		Contribute to health and safety of self and others					27/06/2013

KEY

Overall Status

OK: You have submitted and passed all required work at this time.

Behind: You are one module behind.

Overdue: You are seriously behind in your studies.

Tasks pending Assessment: One or more tasks are currently pending Assessment.

Upload Miscellaneous Document

Should you wish, you can upload a miscellaneous document and this document will then be actioned by the College.

Please note that this is not the page to submit your Assessment Task, Training Plans or ID Documentation.

» Upload Document

Note: If you wish to Submit an Assessment Task please use the [Submit Assessment page](#).

This page allows you to Upload a Miscellaneous document that isn't an Assessment Task, Training Plan or Identity Document and have it actioned by the College.

Upload Document

Document

 Browse...

Upload and Submit

To upload a file simply click **Browse**, once you have selected the file you will upload simply click **Upload and Submit**.

Updating your Contact Information

The Contact Information Page allows you to currently update your Email and Phone numbers.

You are required to have at least 1 Email Address and 1 Phone number at all times.

» Contact Information

Email

Primary Email

Other Email

Update

Phone

Work Phone

Mobile Phone

Home Phone

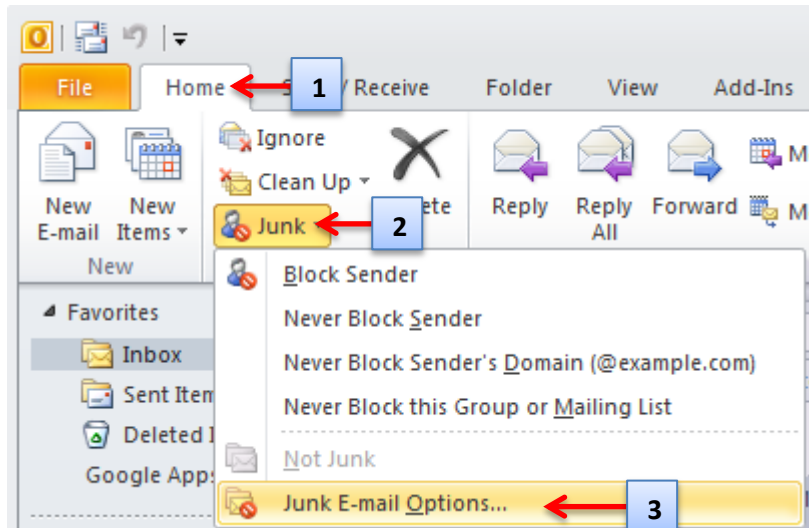
Update

Adding a Safe Sender or Filter to your Email Account

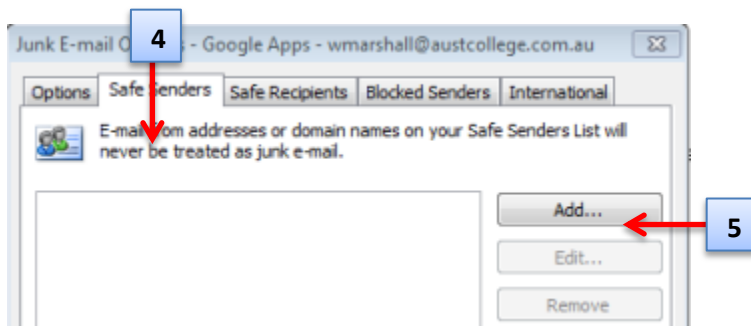
The College will regularly send automatic emails eg to confirm receipt of assessments and to allow password changes...

To ensure that you receive these emails and they are not treated as spam or junk mail – you need to update your email account/s to accept College emails. Follow these instructions for the common email systems. Call the College if you need assistance or have a different email system.

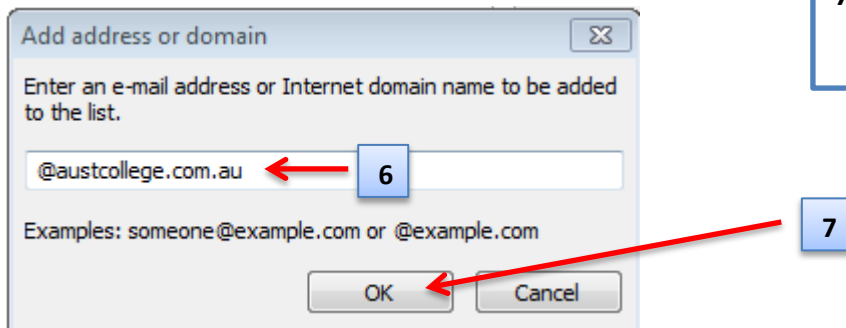
Outlook 2010 - Adding a Safe Sender




- 1) Click the **Home** tab
- 2) Click the **Junk** drop down menu
- 3) Click **Junk E-mail Options**





- 4) Click the **Safe Senders** tab
- 5) Click **Add...**
- 6) Type in @austcollege.com.au
- 7) Click **OK**




Gmail - Adding a Filter

1-50 of 709  **1**

1-50 of 711  **2**

Settings  **3**

Settings  **4**

General Labels Inbox Accounts **Filters** Forwarding POP/IMAP Chat Labs Offline Themes

The following filters are applied to all incoming mail:

Select: All, None

[Create a new filter](#) [Import filters](#)

5

Filter ×

From

To

Subject

Includes the words

Doesn't have

Has attachment

6

[Create filter with this search »](#)

- 1) Click the Cogwheel**
- 2) Click Settings**
- 3) Click Filters**
- 4) Click Create a New Filter**
- 5) Type @austcollege.com.au**
- 6) Click Create Filter with this search**

[« back to search options](#)

When a message arrives that matches this search:

Skip the Inbox (Archive it)

Mark as read

Star it

Apply the label:

Forward it [add forwarding address](#)

Delete it

Never send it to Spam ← 7

Always mark it as important

Never mark it as important

Categorise as:

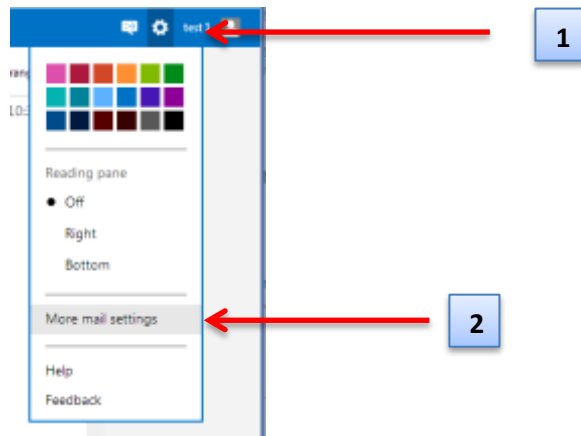
8 → Create filter Also apply filter to 0 matching conversations.

[Learn more](#)

Note: filter will not be applied to old conversations in Spam or Bin



Hotmail - Adding a Safe Sender



- 1) Click the **cogwheel**
- 2) Click **More mail settings**
- 3) Click **Safe and blocked senders** under the Preventing junk email heading
- 4) Click **Safe Senders**
- 5) Enter @austcollege.com.au
- 6) Click **Add to list**

Preventing junk email

Filters and reporting

3 → Safe and blocked senders

Safe senders ← **4**

Manage who is allowed to send you email. Messages from safe senders will not be sent to the junk email folder.

Safe mailing lists

Manage which mailing lists are sent to your account. Messages to safe mailing lists will not be sent to the junk email folder.

Blocked senders

Manage who is blocked from sending you email. Messages from blocked senders are automatically deleted.

Sender or domain to mark as safe:

@austcollege.com.au ← **5**

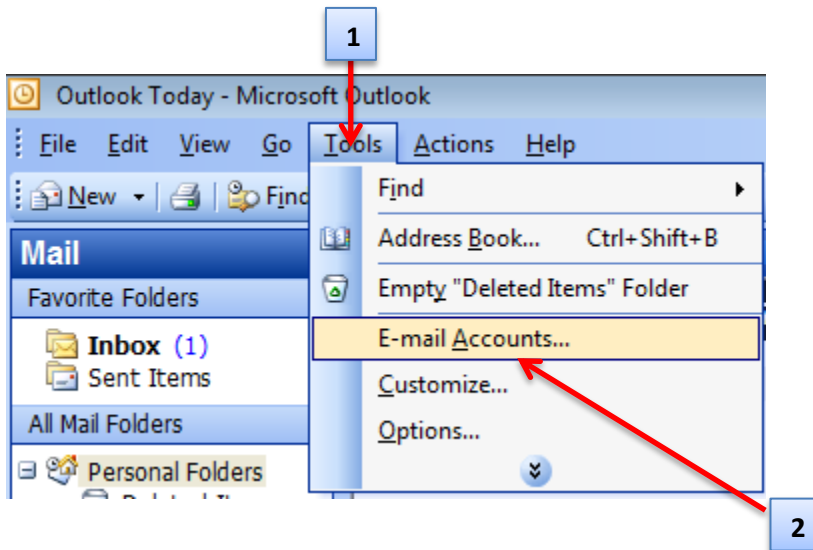
Example: name@example.com

Add to list >> ← **6**

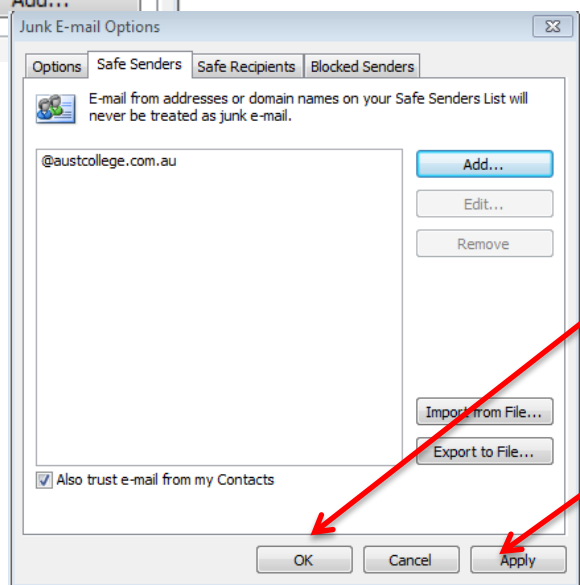
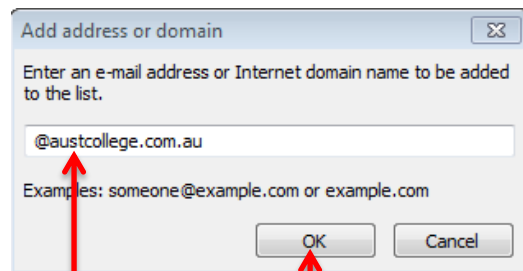
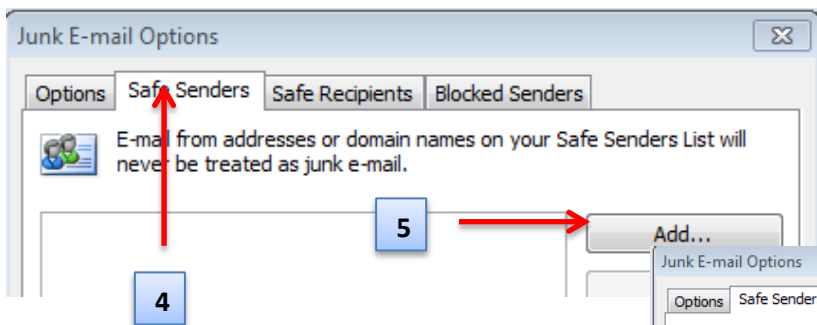
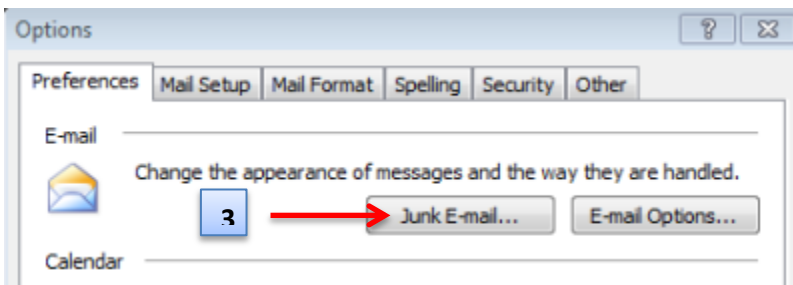
<< Remove from list



Adding a Safe Sender in Outlook 2003



- 1) Click **Tools**
- 2) Click **E-mail Accounts**
- 3) Click **Junk E-Mail**
- 4) Click the **Safe Senders** tab
- 5) Click **Add**
- 6) Type **@austcollege.com.au**
- 7) Click **OK**
- 8) Click **Apply**
- 9) Click **OK**



Adding a Safe Sender in Mac OS X

1



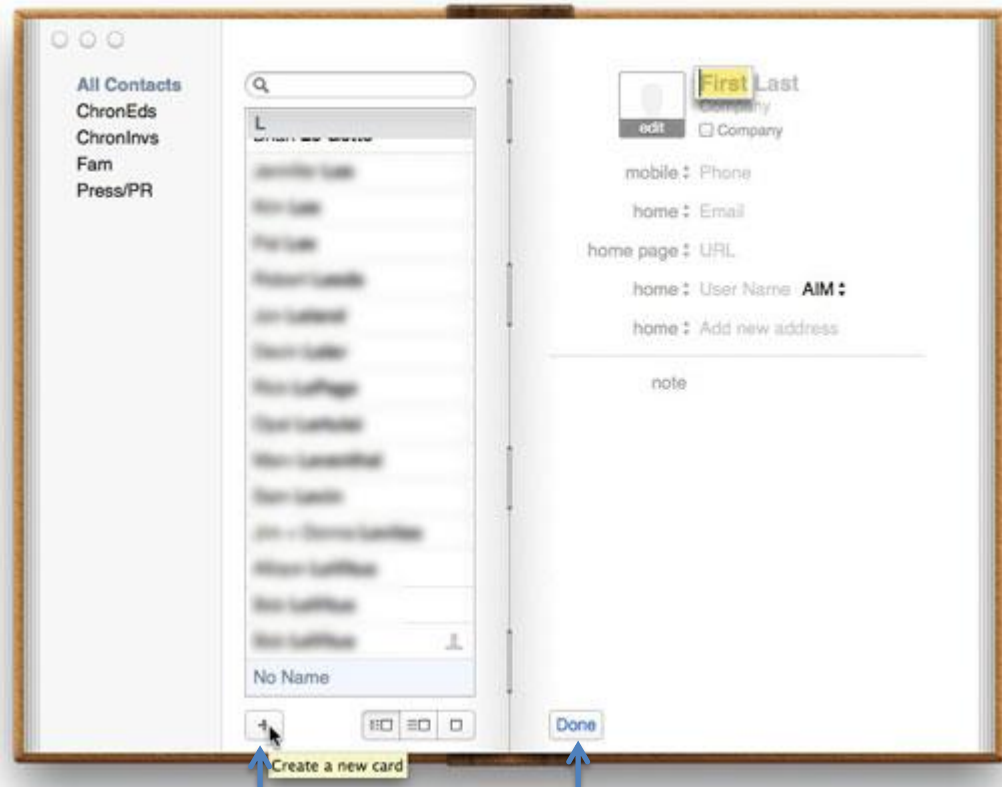
1) Navigate to the **Address Book** program, located either on the dock or available in Finder -> Applications -> Address Book.

2) Click the **“+”** sign at the bottom.

3) Please enter the following details:

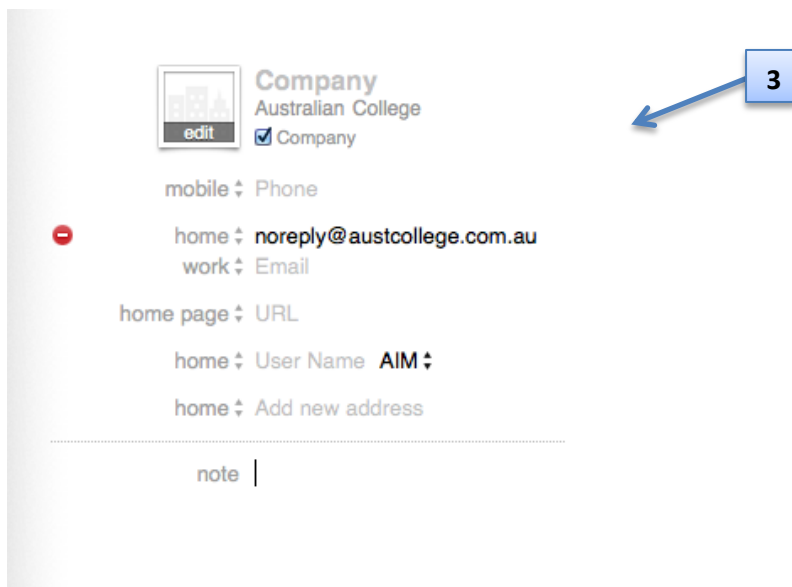
- First Name: **Australian**
- Last Name: **College**
- Email Address:
noreply@austcollege.com.au
- Please tick the **Company** checkbox.

4) Click **Done**.



2

4



3

Adding a Safe Sender for Yahoo mail

1

2

3

4

INBOX CONTACTS CALENDAR

+ New Contact Look for...

Australian Middle College

Save Cancel

Basics

Nickname:

Email +

Yahoo!7 Messenger +

Don't add to Yahoo!7 Messenger List

Phone +

Job:

Employer:

Addresses

Home Address +

Country:

Address:

City:

County:

Postcode:

Other Details

Website: +

Birthday Day Month Year +

Notes:

- 1) Please click the **contacts tab**.
- 2) Click **New Contact**
- 3) Please enter the following details:
 - First Name: **Australian**
 - Last Name: **College**
 - Email Address:
noreply@austcollege.com.au
- 4) Once you have entered the information, please click the **Save** button.

Back Ups and Copies of Assessments

It is important that you save the assignments that you submit to the College. It is best to save them in Word format.

When saving your files – ensure that you have a back-up in case there is a hardware failure on your computer. Ways to do this include:

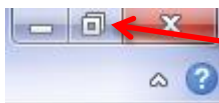
- Saved to a network that is backed up
- Copying to a CD or thumb drive
- Emailing it to yourself at a “cloud” email service eg Hotmail, Gmail ...



Resizing Windows – View Workbook and Task

Computer programs will allow you to adjust the size of the display of each open document. This will allow you to open the PDF workbook for your subject alongside the Assessment Task document where you type your answers.

You do so using the window menus in the top right hand side of the open document. Then you can click and slide the document to any position on your screen and by hovering your mouse over the edges of the windows – you can change the size of the open window.



the resizing button

Resizing doesn't make permanent changes to the document; so there is no risk in experimenting with doing this until you find the best way for you and your computer.

Inserting Text and Pictures into the Assessment Document

Your Assessment may ask you to complete a computer activity and place a “screen dump” or picture into your task.

There are a range of options of how to do this. An easy one is to simply find the Print Screen key on your keyboard. Then paste the captured picture into the word document.

You notice an oops or have a suggestion

At the College we strive to present materials that are factual, enjoyable and informative. If you happen to notice any errors (typographical mistakes, poor formatting etc.) please let us know. You can let your College Student Adviser know directly.

If you have a suggestion about a task or workbook please let us know. Just send a message to: contact@austcollege.com.au and let us know how we can support you better by improving our on-line service.