

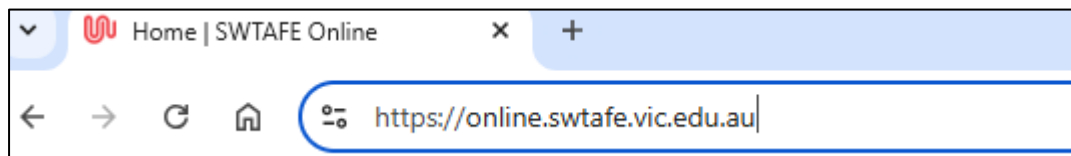
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How to login

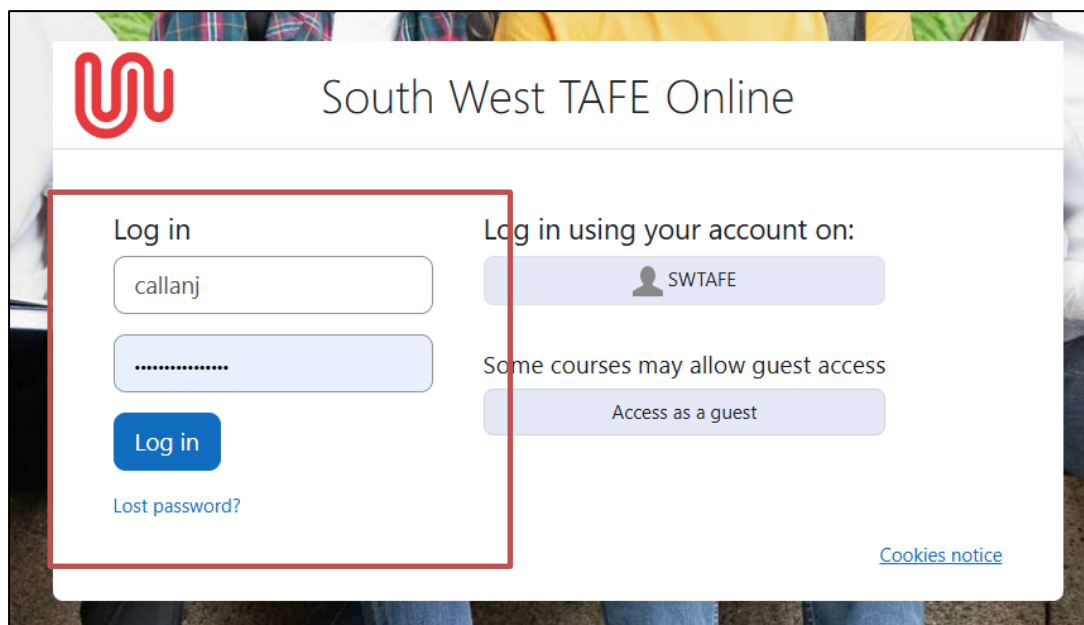
1. Type “online.swtafe.vic.edu.au” into your web browser

Or click on this link: online.swtafe.vic.edu.au



(Note we recommend you use Chrome when you use SWTAFE Online)

2. Login with the credentials you received when you enrolled with SWTAFE.

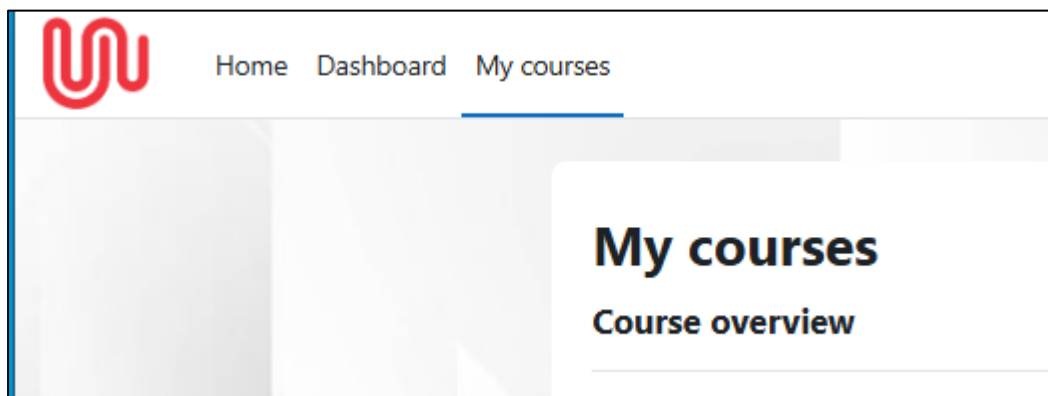


3. Type your username
4. Type your password and change your password when prompted.

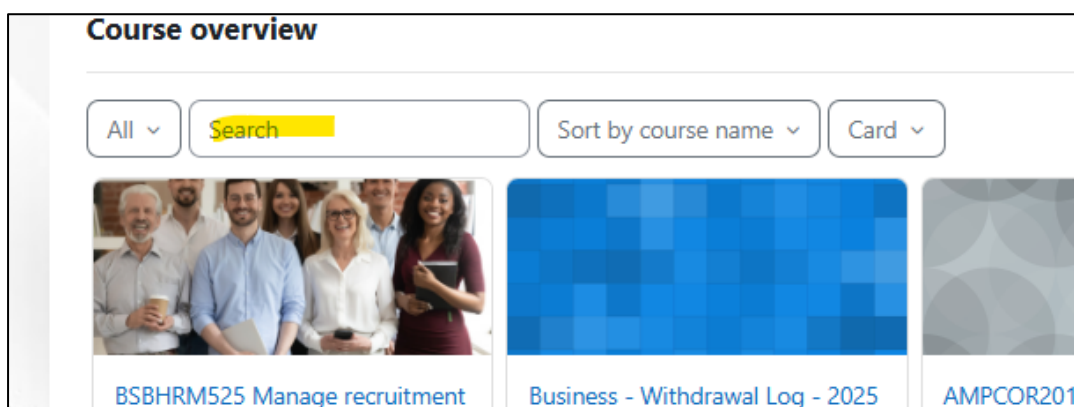
(Note: If you have login issues, please contact your teacher or [ICT Helpdesk](#).)

Finding a unit

To find a unit click on **My courses**.



Enter the unit code in the top search bar within the “**Course overview**” page.

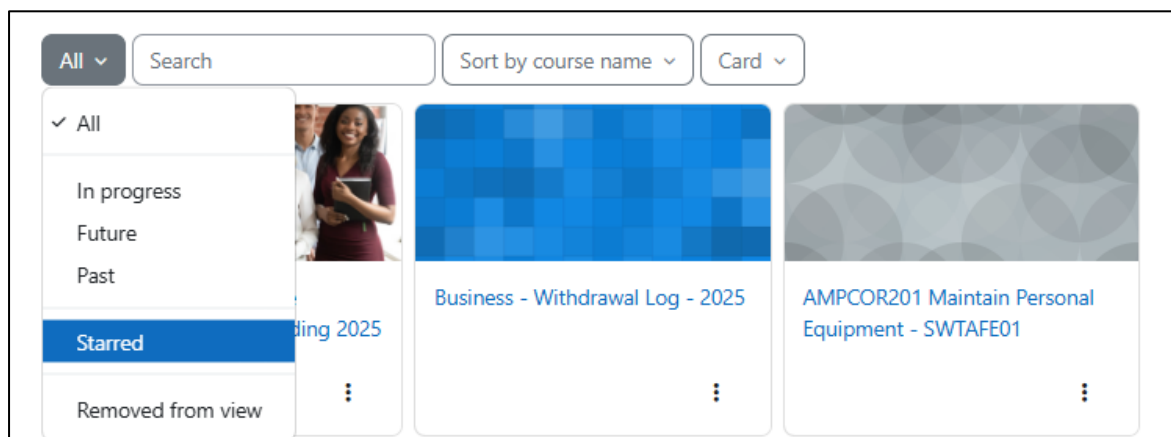


Quick tip: You can add a unit/course to your favorites so you don't have to search for it every time your logged in. To do this left click on the three dots on the course card and left click on **"Star this course"**.

This will then add a blue star to the course card to indicate that its in your favorites.



You can then filter the **My courses** page so that only the courses that are starred are showing on the page. To do this left click on the dropdown labelled **"All"** and left click on **"Starred"**.



Unit navigation

All units on SWTAFE Online have six sections. These are:

- Unit Introduction
- Assessments
- Learning Materials
- Outcome Acknowledgement
- Announcements and Questions

The screenshot displays the SWTAFE Online interface for a unit titled "Template SWTAFE02". The top navigation bar includes links for Home, Dashboard, My courses, and Site administration. The user is logged in as "Student JC".

On the left, a sidebar menu lists the unit sections: Welcome to Unit Code, Unit Introduction, Assessments, Learning Materials, Outcome Acknowledgment, and Announcements and Questions.

The main content area features a "Welcome to Unit Code" message with a placeholder for a unit description and a green box instructing users to select the "Unit Introduction" link. Below this, five blue tiles represent the unit sections: "Unit Introduction" (100% completion), "Assessments" (50% completion), "Learning Materials", "Outcome Acknowledgm...", and "Announcements and Qu...".

On the right, a "Completion Progress" widget shows a progress bar for the "NOW" section, with a note to "Mouse over or touch bar for info".

Unit Introduction

The unit introduction section is the first section you will access in every unit. This contains two things which you must complete before you can access your assessments. These are:

- **Unit Outline**
 - The Unit Outline contains description of the unit and what will be covered.
- **Commencement Activity**
 - The Commencement Activity is a short multiple-choice quiz that has questions based on the unit. This needs to be completed before you can access your assessments.

Note: You do not need to get a pass grade for this, you just need to receive a grade to gain access to the assessments.



Assessments

Once both the “**Unit Outline**” and “**Commencement Activity**” have been complete the “**Assessment Outline**” and “**Assessment Criteria Acknowledgement**” will be available.

To access the assessments section left click on “**Assessments**” in the Unit Introduction section.


Template SWTAFE02 / Unit Introduction

Unit Introduction


Main course page

[Welcome to Unit Code](#)[Assessments](#)

You are required to read the “**Unit Outline**” and complete the “**Commencement Activity**” before gaining access to the assessments. Once these tasks are completed, you will be able to access the assessments.

 Unit Code Unit Outline PDF ✓ Done

30.1 KB

 Unit Code Commencement Activity ✓ Done

Not available unless: The activity [Unit Code Unit Outline](#) is marked complete


[Welcome to Unit Code](#)

Jump to...

[Assessments](#)


Before you can access the assessment modules, the **Assessment Outline** needs to be read and then the **Assessment Criteria Acknowledge** needs to be ticked.

Before you can access the assessments for this unit, you need to read the **Assessment Outline** and complete the **Assessment Criteria Acknowledgement**.

 Unit Code Assessment Outline PDF


30.6 KB

✓ Done ▾

 Unit Code Assessment Criteria Acknowledgement

To do ▾


Make sure you left click on the circle with in the **Assessment Criteria Acknowledge** and then left click on **“Save my choice”**. If you do not complete this part you will not be able to access your assessment modules.

 **Unit Code Assessment Criteria Acknowledgement**

To do: Make a choice

You must complete the acknowledgement below before progressing to completing the assessment tasks.

The results of this activity will not be published after you answer. ×

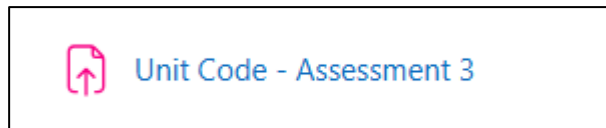
 I confirm that I have read and understand the assessment requirements as detailed in the Unit and Assessment Outlines and am prepared to commence the unit and related assessments.

Save my choice

Submitting an assignment module

Assignment modules accept electronic documents. The formats that are accepted are PDF and Word files (.pdf, .doc).


Assignment modules look like the following.



Left click on the assignment module to gain access to the submission window.

Once there you can left on **“Add submission”**

[Template SWTAFE02](#) / [Assessments](#) / Unit Code - Assessment 3

 **Unit Code - Assessment 3**

To do: Receive a grade

To do: Receive a passing grade

Upload Instructions

1. Click on 'Add submission' below.
2. Upload your file(s) and click on 'Save changes'.
3. You may edit your submission until you click on 'Submit assignment'.

Add submission

Submission status

Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	No submissions have been made yet
Grading status	Not graded

A window will open where you can either drag and drop your assessment files or choose to navigate to a location where your assessments are saved on your device by left clicking on the document icon highlighted in the following screenshot.

The screenshot displays the 'Add submission' interface. At the top, a blue header contains a dropdown arrow and the text 'Add submission'. Below this, the 'File submissions' section is visible, with a note stating 'Maximum file size: 500 MB, maximum number of files: 20'. A yellow box highlights a document icon in the top-left corner of the file upload area. The main area of the file upload section is a dashed rectangle with a large downward arrow and the text 'You can drag and drop files here to add them.' Below the file upload section is the 'Online text' section, which features a text editor with a menu bar (Edit, View, Insert, Format, Tools, Table, Help) and a toolbar with icons for undo, redo, bold, italic, image, video, link, unlink, and full screen. The text editor shows a single paragraph 'p' and a word count of '0 words'. At the bottom of the window are two buttons: 'Save changes' and 'Cancel'.

There is also an option to add online text if the assessment requires it.


Once you have uploaded your assessments you can click save changes. This will save your submission as a draft so that it gives you a chance to update your submission if required.

Submit assignment ?

Edit submission

Remove submission

Submission status

Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Friday, 11 April 2025, 2:09 PM
File submissions	<div>  <div>Example DOC.pdf</div> <div>11 April 2025, 2:09 PM</div> </div>
Submission comments	▶ Comments (0)

Note: Make sure you check with your Teacher that you have everything saved and uploaded before submitting the assessment.

Furthermore, it is always wise to keep a backup of your assessments on your device or a USB.

Once you are happy you have uploaded everything for the submission you can left click **“Submit assignment”**.

SWTAFE Online will prompt you to declare that the assessment is your own work and that you are sure you want to submit. Left click on the tick box to submit your assessment and left click on continue.


To do: Receive a grade

To do: Receive a passing grade

Upload Instructions

1. Click on 'Add submission' below.
2. Upload your file(s) and click on 'Save changes'.
3. You may edit your submission until you click on 'Submit assignment'.


Confirm submission

☒ I declare that all resource materials and assistance used in this submission have been acknowledged and that all unacknowledged work is my own. 

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

Continue

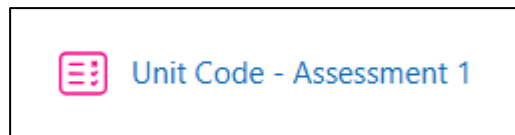
Cancel

 Required

Navigating and submitting a quiz

Quizzes are used for self-marking questions to test your knowledge.

A quiz looks like the following:



The main question types of a quiz that you will come across are:

- Multiple choice
- True or false
- Select the missing word
- Drag and drop
- Matching

To start a quiz left click on it.

Read the instructions carefully before beginning the quiz.

Once you have read the instruction left click on “**Attempt quiz**”

Instructions

1. To successfully complete this quiz, you must correctly answer all the questions.
2. During the quiz, you can flag any questions that you are struggling with so you can easily go back to them.
3. The quiz automatically saves your answers as you go, even if your attempt is interrupted by having to logout (the attempt isn't submitted until you click the 'Submit all and finish' button).
4. If you have a computer related issue during your quiz attempt, please contact your teacher or the ICT Helpdesk before starting another attempt.
5. When you are reviewing your attempt, take note of which questions you incorrectly answered so you can easily identify them when you next attempt the quiz.

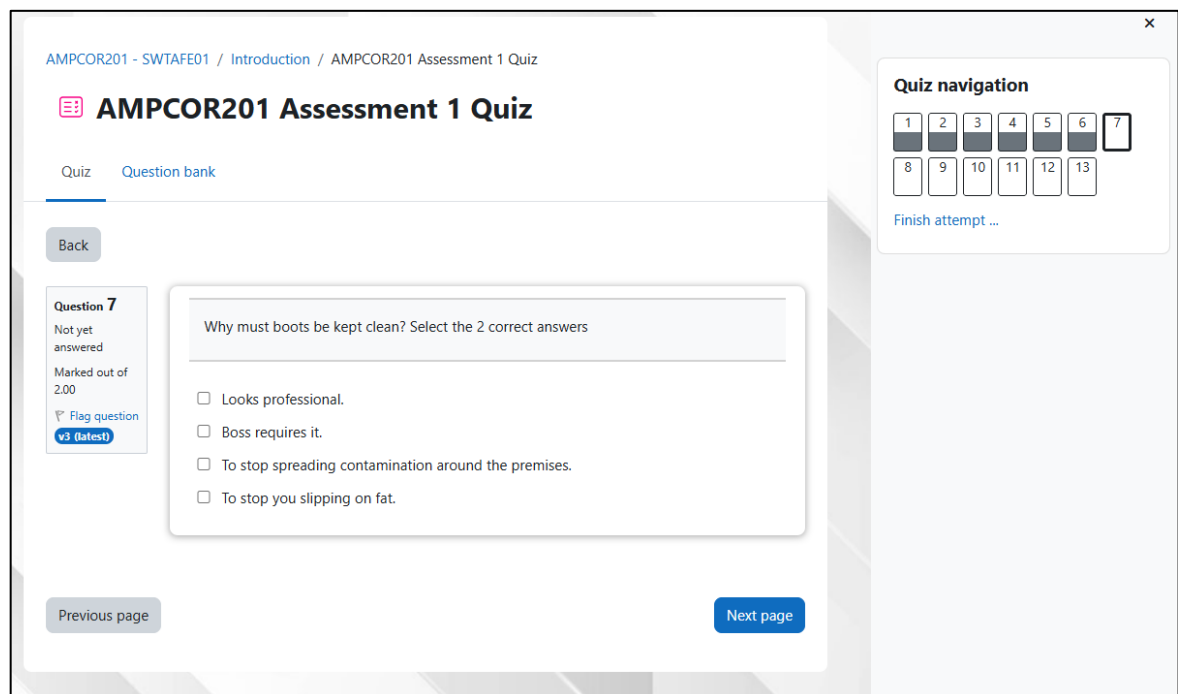
[Attempt quiz](#)

Attempts allowed: 2

Grading method: Highest grade

Grade to pass: 55.00 out of 55.00

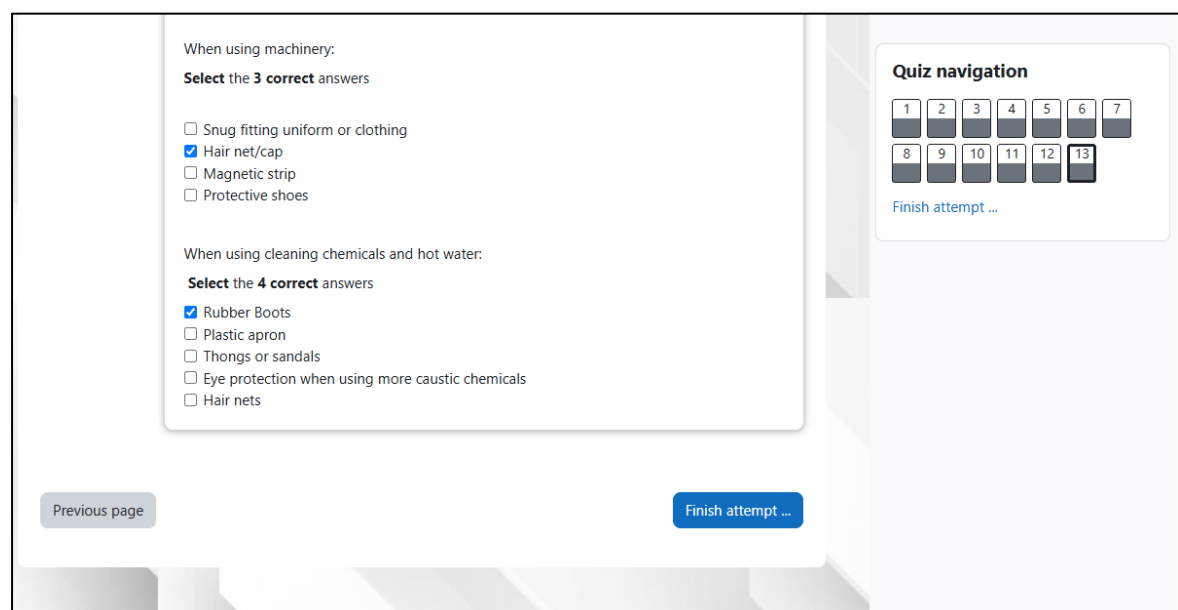
The Quiz navigation to the right of the screen is a useful guide to show you where you are at in the quiz. See example below.



If you wish you can save your quiz and finish it later.

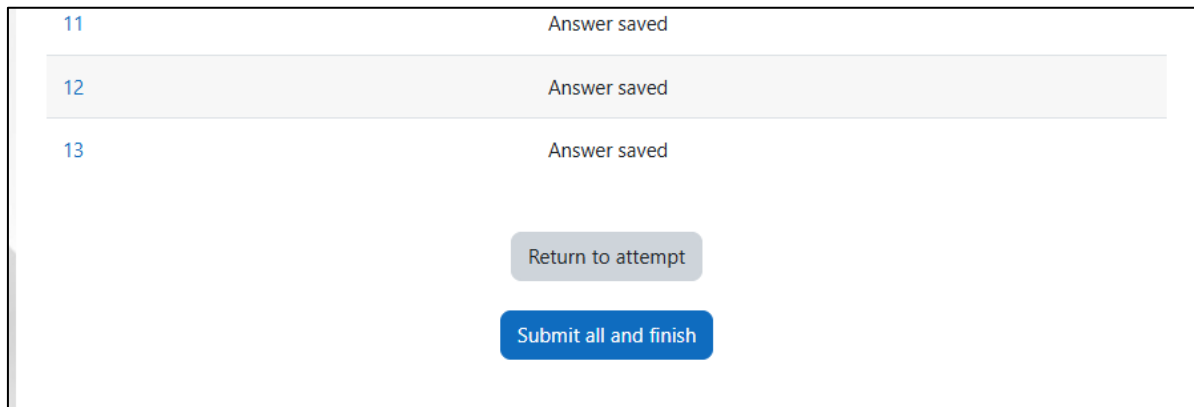
You have to answer each question and submit the quiz before your attempt is registered and sent to your teacher for review.

When all of the cards in the quiz navigation are grey every question has been answered and you can finish your attempt by left clicking the **“Finish attempt”** button.



If you are sure you have answered all of the questions correctly you can left click on **“Submit all and finish”**

Left click on **“Return to attempt”** if you want to edit your answers for any of the questions.



11 Answer saved

12 Answer saved

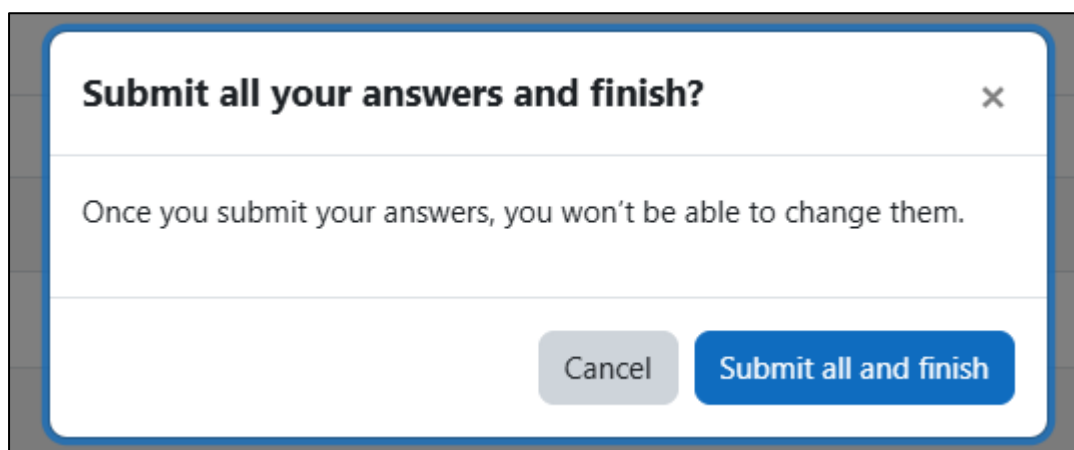
13 Answer saved

Return to attempt

Submit all and finish

Note: Once you have clicked on **Submit all and finish** you cannot change your answers.

SWTAFE Online will display a warning stating this before you submit your answers.



Submit all your answers and finish? X

Once you submit your answers, you won't be able to change them.

Cancel Submit all and finish

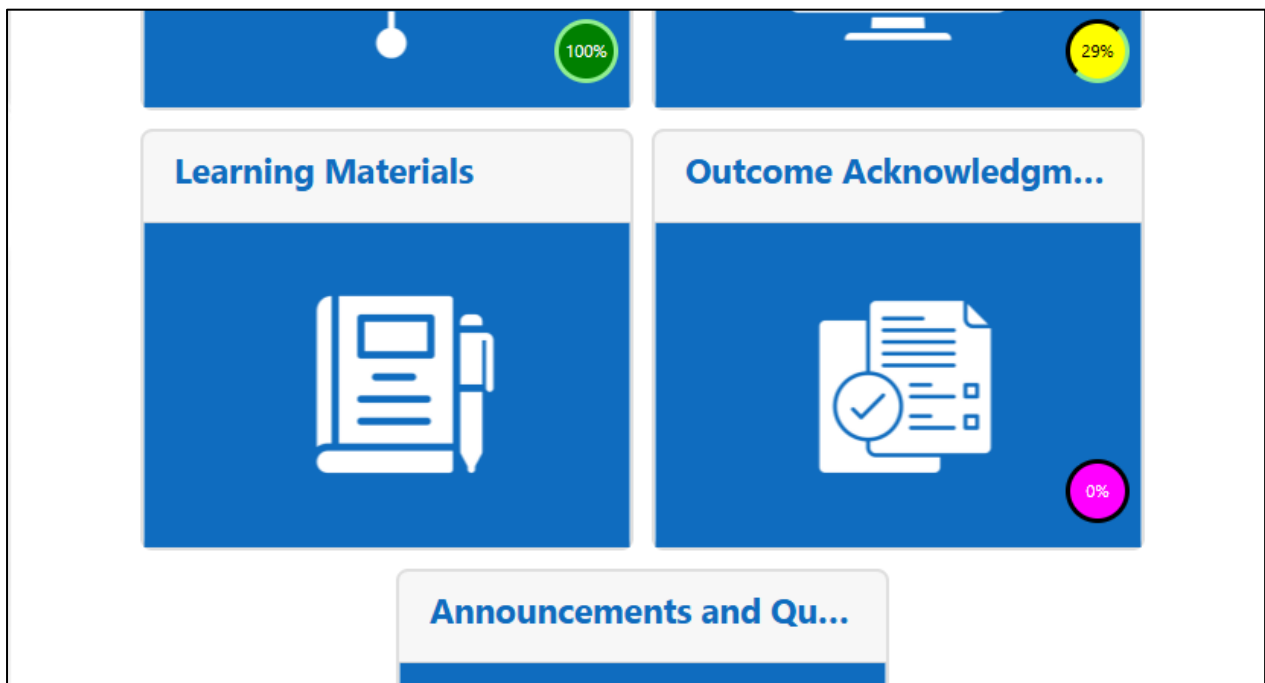
Learning Materials

The learning materials section is where you will find all of the learning content for the unit.

This could be a mixture of the following:

- Electronic Textbooks
- Video's
- Important Websites
- PowerPoints
- Spreadsheets
- Other relevant documents to the unit

The learning materials section can be found on the unit main page.



Outcome Acknowledgement

The Outcome Acknowledgement section is for you to sign off once all of your assessments have been graded as Satisfactory for the unit.

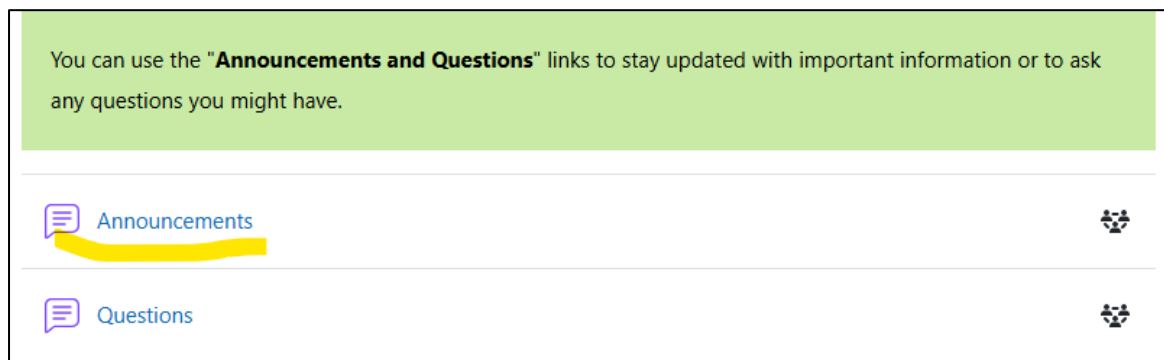
It acts exactly the same way as the assessment acknowledgement which you can find on [Page 9](#) of this document.

Announcements and Questions

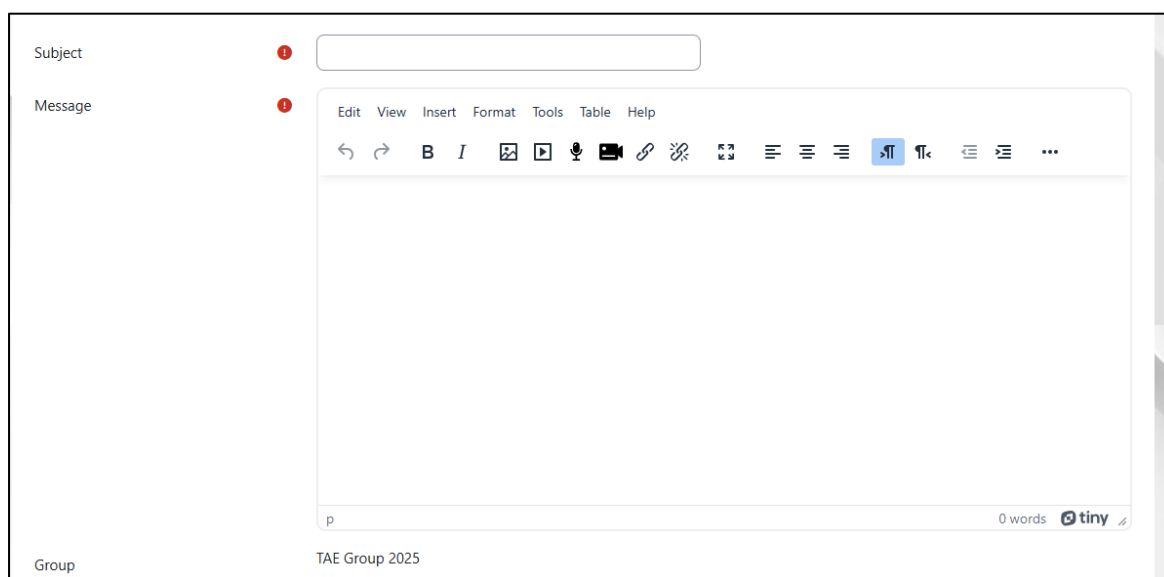
The Announcements and Questions section is where you can go to check for any announcements from your teacher or to ask your teacher questions regarding the unit.

This section is the last card in each unit.

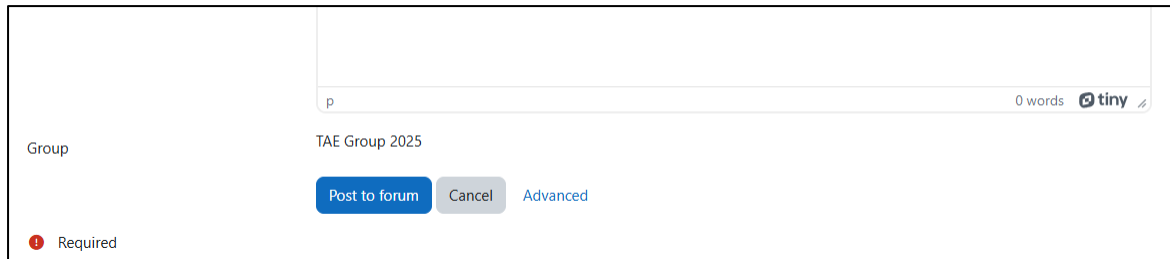
To check announcements left click on **“Announcements”** within the Announcements and Questions section.



To post a question to your teacher left click on **“Questions”** within the Announcements and Questions section and then left click on **“Add discussion topic”**.



A window will appear where you can enter a subject and your message. Once you have completed the message navigate down the screen and left click on **“Post a forum”** to post your message to your teacher.

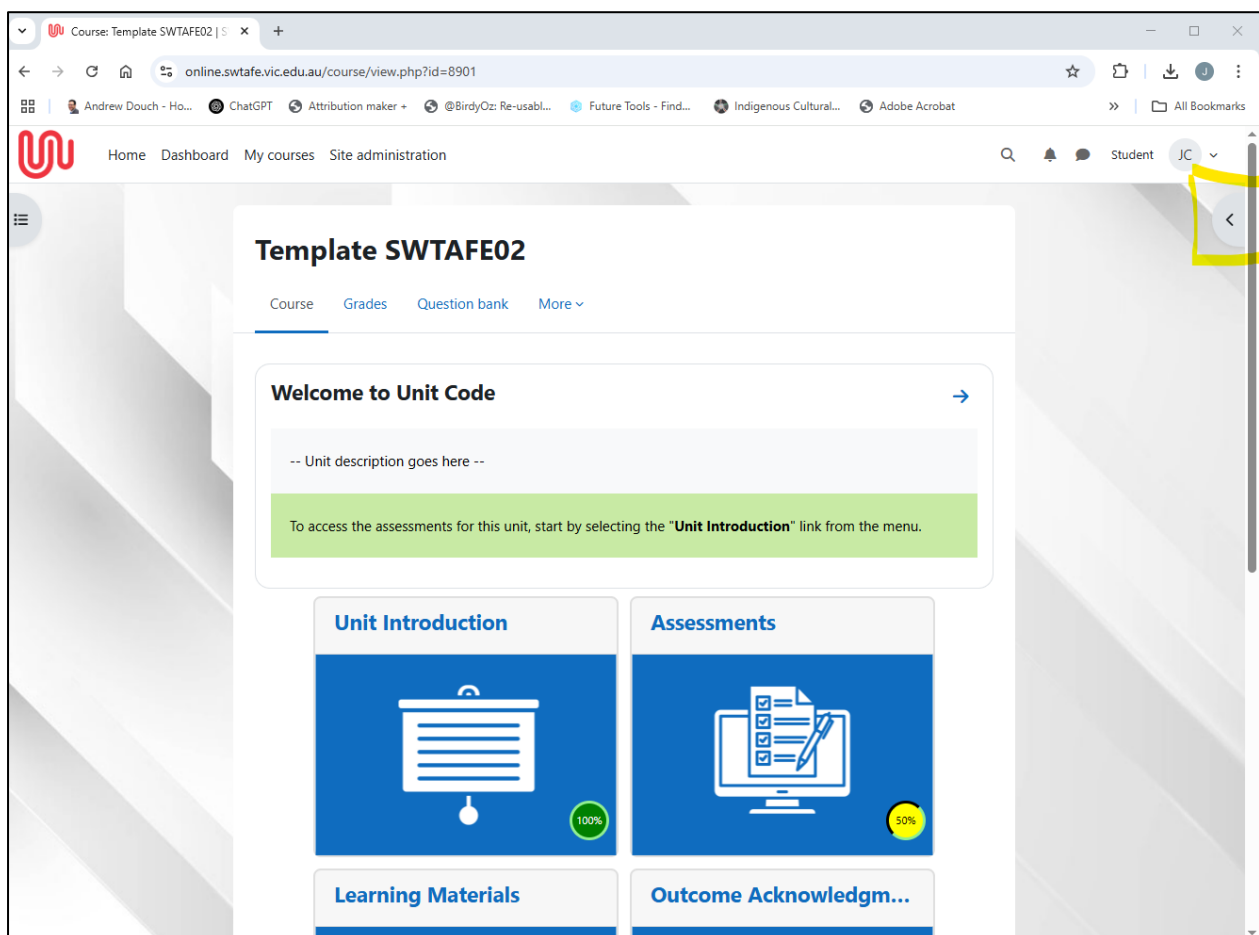


The screenshot shows a forum post window. At the top, there is a text input field with the letter 'p' and a character count '0 words' next to a 'tiny' logo. Below the input field, the text 'TAE Group 2025' is displayed. At the bottom, there are three buttons: 'Post to forum' (highlighted in blue), 'Cancel', and 'Advanced'. A red icon with the word 'Required' is visible in the bottom left corner.

Checking Your Progress

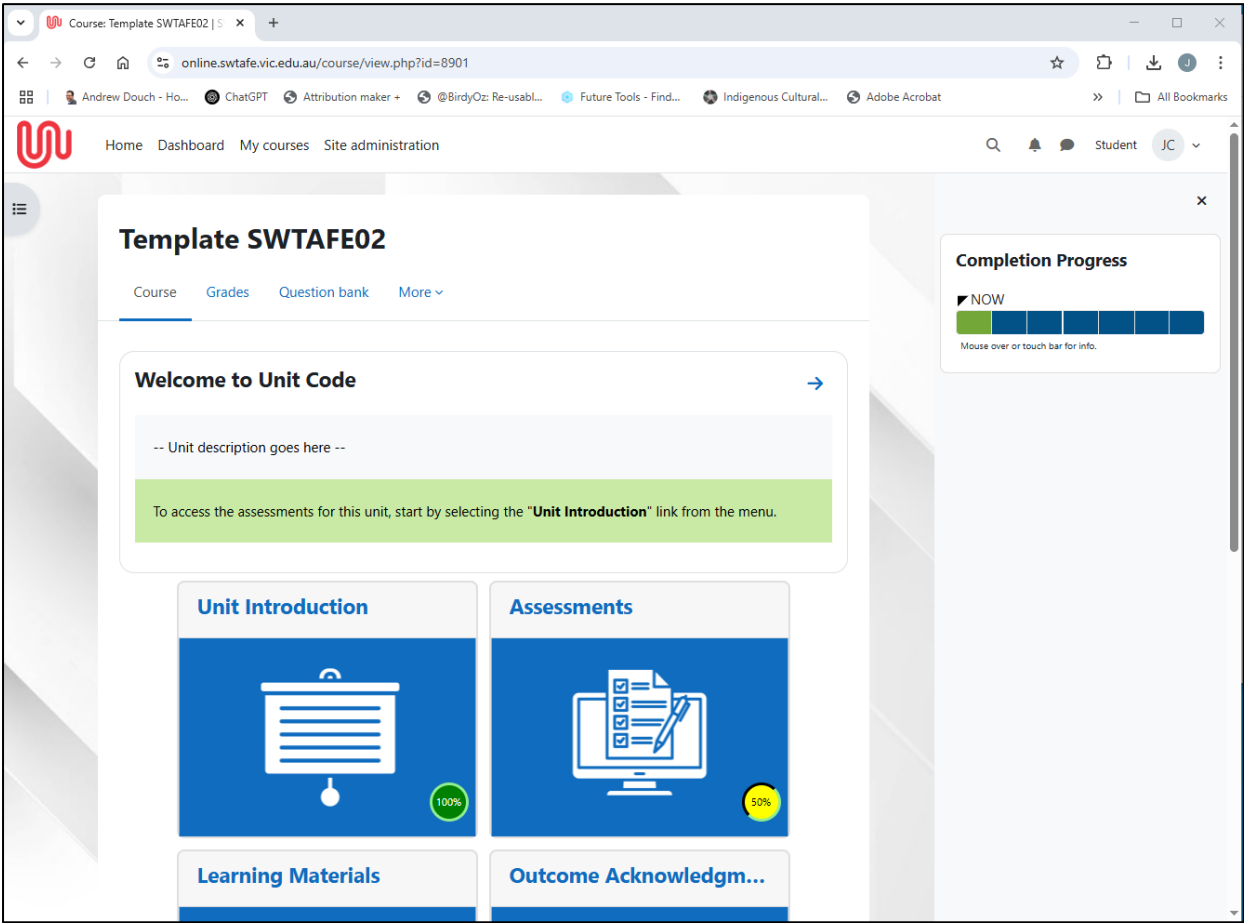
Each unit has a progress bar to the right of the screen.

If you can't see the progress bar click on the arrow on the right side of the dashboard window.



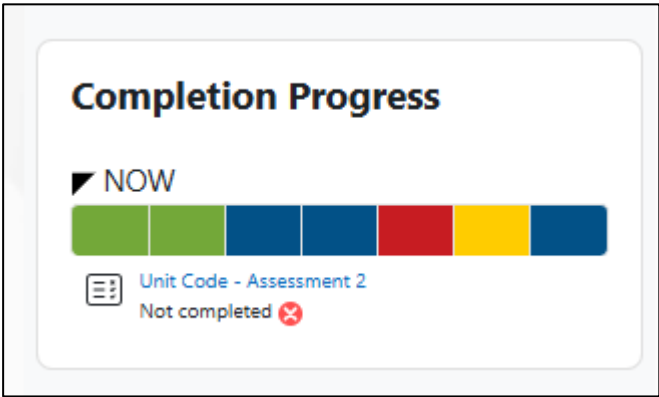
The screenshot shows the 'Template SWTAFE02' course page. The page has a navigation bar with 'Home', 'Dashboard', 'My courses', and 'Site administration'. The main content area is titled 'Template SWTAFE02' and includes tabs for 'Course', 'Grades', 'Question bank', and 'More'. A 'Welcome to Unit Code' section is visible, followed by a green box with instructions: 'To access the assessments for this unit, start by selecting the "Unit Introduction" link from the menu.' Below this, there are four tiles: 'Unit Introduction' (100% progress), 'Assessments' (50% progress), 'Learning Materials', and 'Outcome Acknowledgm...'. A yellow box highlights a small arrow icon on the right side of the dashboard window.

This will reveal the progress bar.



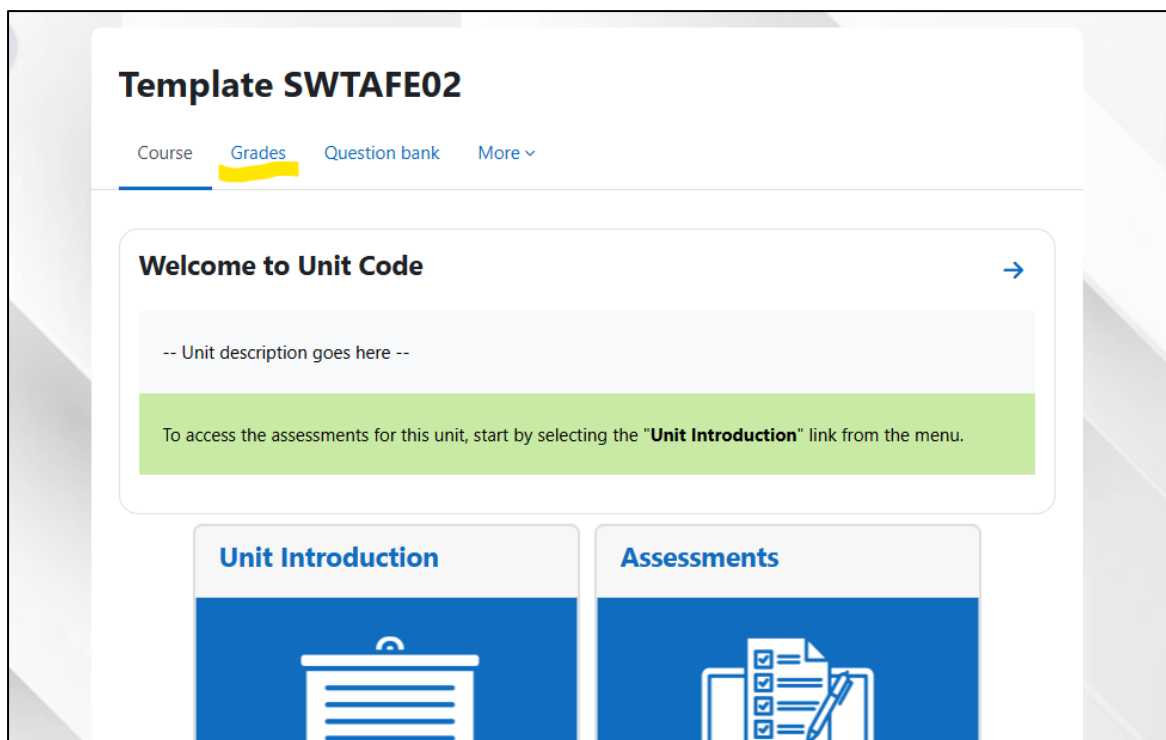
The “Completion Progress” bar will show four different colors.

- Green:** You are satisfactory for the task
- Red:** You are not yet satisfactory for the task
- Blue:** The task has not yet been attempted
- Yellow:** You have submitted the task and its ready to be marked by your teacher



Check Your Grades

To check your grades left click on “**Grades**” in the course navigation.



The grades sections are setup into three major categories:

- **Assessments**
- **Activities**
- **Course total**

The screenshot shows a user profile for 'JC Jeremy Callan' with a table of grade items. The table has columns for 'Grade item', 'Grade', 'Range', and 'Feedback'. The items are categorized into 'Assessments' and 'Activities', with a final 'Course total' row.

Grade item	Grade	Range	Feedback
SITXCOM010 Manage conflict 2025			
Assessments			
QUIZ SITXCOM010 - Assessment Task 1	-	0-31	
ASSIGNMENT SITXCOM010 - Assessment Task 2 Part B	-	Not Yet Satisfactory-Satisfactory	
AGGREGATION Assessments total	-	Not Yet Satisfactory-Satisfactory	
Activities			
QUIZ SITXCOM010 Commencement Activity	-	0-5	
AGGREGATION Activities total	-	0-100	
AGGREGATION Course total	-	Not Competent-Competent	

Mobile App

To open SWTAFE Online on your phone download the Moodle application from either google store or the app store.

Once you have downloaded the app follow the below steps.

1. Download the Moodle App

- Go to the **App Store** (iPhone) or **Google Play Store** (Android).
- Search for “**Moodle**”.
- Tap **Download** or **Install**.

2. Open the App

- Once installed, tap on the **Moodle icon** to open the app.

3. Enter: <https://online.swtafe.vic.edu.au/>

4. Log In

- Enter your **username and password** provided by SWTAFE when you enrolled.
- Tap **Log in**