

# SWTAFE Online User Guide

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#### Integrity & Impartiality

We are transparent and ethical in all that we do, every day

#### Respect & Human Rights

We demonstrate trust, understanding and embrace diversity

#### Leadership

We will be forward thinking, collaborative and inspirational

#### Accountability

We take ownership of our actions and deliver on our promises

#### Responsiveness

We will deliver and respond with care

### 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.

	U	South West TAFE Online	
1	Log in	Lcg in using your account on	
2	callanj	SWTAFE	
		Some courses may allow guest acc	ess
		Access as a guest	
	Lost password?		Cookies notice

- 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.** 

Մ	Home	Dashboard	My courses
			My courses Course overview

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**".

All ~ Search		Sort by course name ~ Card	v
✓ All			20000
In progress	N.		
Past			
	Hing 2025	Business - Withdrawal Log - 2025	AMPCOR201 Maintain Personal
Starred	ang 2020		Equipment Swint Eor
Removed from view	:	I.	•



# Unit navigation

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

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





#### **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
  - $\circ$   $\;$  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.

Init introduction	n	
Main course page		
€ Welcome to Unit Code		Assessments ④
You are required to read the "Ur access to the assessments. Once	nit Outline" and complete the "Commencement e these tasks are completed, you will be able to ac	Activity" before gaining ccess the assessments.
You are required to read the " <b>Ur</b> access to the assessments. Once Unit Code Unit Outline PDF 30.1 KB	nit Outline" and complete the "Commencement e these tasks are completed, you will be able to ac	Activity" before gaining ccess the assessments.
You are required to read the " <b>Ur</b> access to the assessments. Once Unit Code Unit Outline PDF 30.1 KB	nit Outline" and complete the "Commencement e these tasks are completed, you will be able to ac	Activity" before gaining excess the assessments.
You are required to read the "Ur access to the assessments. Once Unit Code Unit Outline PDF 30.1 KB	nit Outline" and complete the "Commencement e these tasks are completed, you will be able to ac e e : Activity he activity Unit Code Unit Outline is marked complete	Activity" before gaining access the 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.

Befo	ore you can access the assessments for this unit, you need to read the <b>Assessment Outline</b> and complete <b>Assessment Criteria Acknowledgement</b> .
PDF	Unit Code Assessment Outline PDF ✓ Done ✓
	30.6 KB
Ŷ	Unit Code Assessment Criteria Acknowledgement <b>To do ~</b>

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 Acknowledge	ement
To do: Make a choice	
You must complete the acknowledgement below before progressing to completing the assessment	t tasks.
The results of this activity will not be published after you answer.	×
O I confirm that I have read and understand the assessment requirements as detailed in the Unit and As Outlines and am prepared to commence the unit and related assessments.	ssessment
Save my choice	



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#### 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 SWTA	E02 / Assessments / Unit Code - Assessment 3
🕞 Unit	Code - Assessment 3
To do: Receive	a grade <b>To do:</b> Receive a passing grade
Upload I	nstructions
1. Click or 2. Upload 3. You ma	'Add submission' below. your file(s) and click on 'Save changes'. y edit your submission until you click on 'Submit assignment'.
Add submission	on status
Attempt num	ber This is attempt 1 ( 2 attempts allowed ).
Submission s	No submissions have been made yet
Grading statu	s 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.

File submissions	Maximum file size: 500 MB, maximum number of files: 2
	You can drag and drop files here to add them.
Online text	Edit View Insert Format Tools Table Help
	ち ぐ B I 🛛 🕨 🔮 🚅 🖋 🐹 …
	p 0 words Ø tiny

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	dit 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	Example DOC.pdf	11 April 2025, 2:09 PM
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 Instruc	tions
1. Click on 'Add sub 2. Upload your file(s 3. You may edit you	mission' below. s) and click on 'Save changes'. r submission until you click on 'Submit assignment'.
Confirm subm	ission
	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
<ol> <li>Required</li> </ol>	



#### 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.
<ol><li>During the quiz, you can flag any questions that you are struggling with so you can easily go back to them.</li></ol>
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).
<ol> <li>If you have a computer related issue during your quiz attempt, please contact your teacher or the ICT Helpdesk before starting another attempt.</li> </ol>
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.

Quiz Question	COR201 Assessment 1 Quiz		1 2 3 4 5 6 7 8 9 10 11 12 13 Finish attempt
Back Question 7 Not yet answered	Why must boots be kept clean? Select the 2 correct answers		
Marked out of 2.00 P Flag question (3 (latest)	<ul> <li>Looks professional.</li> <li>Boss requires it.</li> <li>To stop spreading contamination around the premises.</li> <li>To stop you slipping on fat.</li> </ul>		
Previous page		Next page	

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.

	When using machinery: Select the 3 correct answers Snug fitting uniform or clothing Hair net/cap Magnetic strip Protective shoes	Quiz navigation           1         2         3         4         5         6         7           8         9         10         11         12         13           Finish attempt
	When using cleaning chemicals and hot water: Select the 4 correct answers V Rubber Boots Plastic apron Thongs or sandals Eye protection when using more caustic chemicals Hair nets	
Previous page	Finish attempt	



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 e	dit your answers f	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?	×
Once you submit your answers, you won't be able to change them.	
Cancel Submit all and finis	h



#### **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.

	29%
Learning Materials	Outcome Acknowledgm
<b>E</b>	
Announceme	nts and Qu



#### **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.

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To check announcements left click on "Announcements" within the Announcements and Questions section.

You can use the " <b>Announcements and Questions</b> " links to stay updated with important information or any questions you might have.	to ask
Announcements	<b>₩</b>
Duestions	* <u>*</u> *

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**".

Subject 9		
Message 9	Edit View Insert Format Tools Table Help	
	५ े В I छ ▶ ♥ ■ 8 ⅔ इइइ ¶ ¶ खख…	
	p 0 words Stiny //	
Group	TAE Group 2025	



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.

	p	0 words	🖸 tiny 🧳
Group	TAE Group 2025		
	Post to forum Cancel Advanced		
Required			

# **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.





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.

Course Grades Question bank More ~				
Welcome to Unit Code		<b>→</b>		
Unit description goes here				
To access the assessments for this unit, start by selecting	g the " <b>Unit Introduction</b> " link from the menu.			
Unit Introduction	Assessments			

The grades sections are setup into three major categories:

- Assessments
- Activities
- Course total

Grade	Range	For all so the
		reedback
-	0-31	
-	Not Yet Satisfactory–Satisfactory	
-	Not Yet Satisfactory-Satisfactory	
	0–5	
-	0–100	
-	Not Competent-Competent	
		-         0-31           -         Not Yet Satisfactory-Satisfactory           -         Not Yet Satisfactory-Satisfactory           -         Not Yet Satisfactory-Satisfactory           -         0-5           -         0-100           -         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

