How to access and upload the Online Course and Assessments via the AAMC Members' Area

IMPROVING LIVES THROUGH EDUCATION®

This 'how to' booklet will guide you through the process to access your online course materials, assessments and case studies. The material you have access to will be dependent upon your delivery method chosen at enrolment.

Detailed below is the content or assessments you will expect to see within your member's area.

- Online students – Online material, online assessments and case studies
- Correspondence and Face to Face students – Online assessments and case studies.
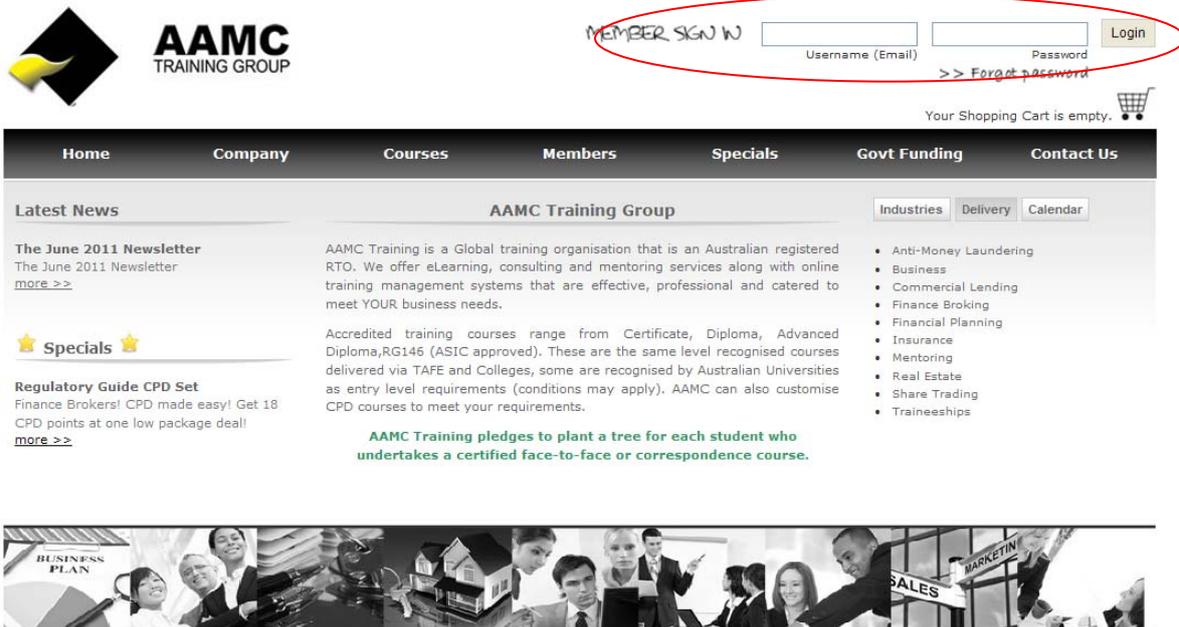
Should you experience problems with accessing your course:

- ensure that you allow pop-ups for our website.
- our correct web address must be used to gain access to your members area: www.aamctraining.edu.au

Please follow the step by step instructions to access your material or assessments accordingly. Should you have any queries during this process, please do not hesitate to contact us.
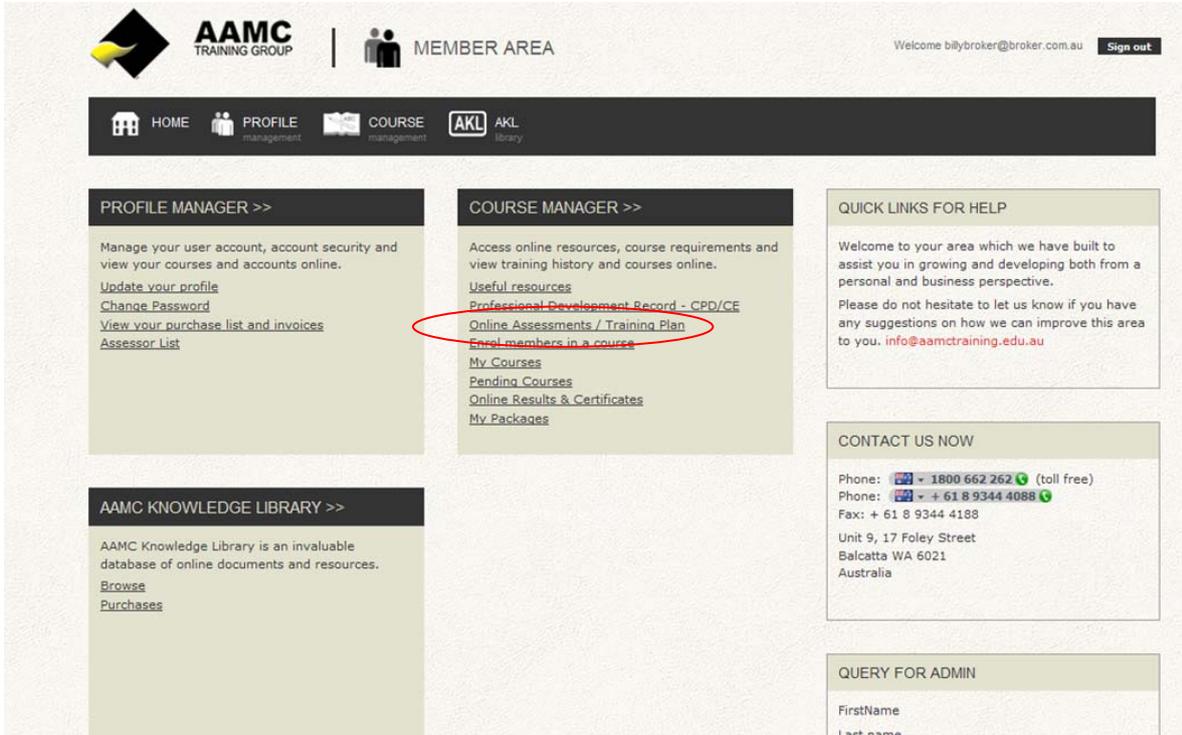
Step by Step Instructions

1. Please access the AAMC website www.aamctraining.edu.au and sign into the **AAMC Members' Area.** Enter your username and password which was issued to you upon enrolment for your RPL application.

2. There are two ways you can access the online course content and assessments, either by selecting **'My Courses'** or **'Online Assessment/Training Plan'**. We have suggested the second option as this will also show you your training plan which details any other certificate/CPD courses you are also enrolled in.

3. Now select the course name under the **'Certificate Courses'** heading. This will allow you to view the course content along with the online assessments. (Try holding down the CTRL key when clicking on your course if it does not respond by simply selecting it.)

4. Click on the **+** to expand the course content on the left hand side to view each module accordingly. Once you have read through your course content you can commence the relevant assessments. If you are a Correspondence or Face to Face student you will not see any content - only the assessments will be available.

5. When you are ready to complete your assessments, select the appropriate assessment. You will note that you can also complete your assessments in the Online Assessments/Training Plan area. See screen print in step 3.
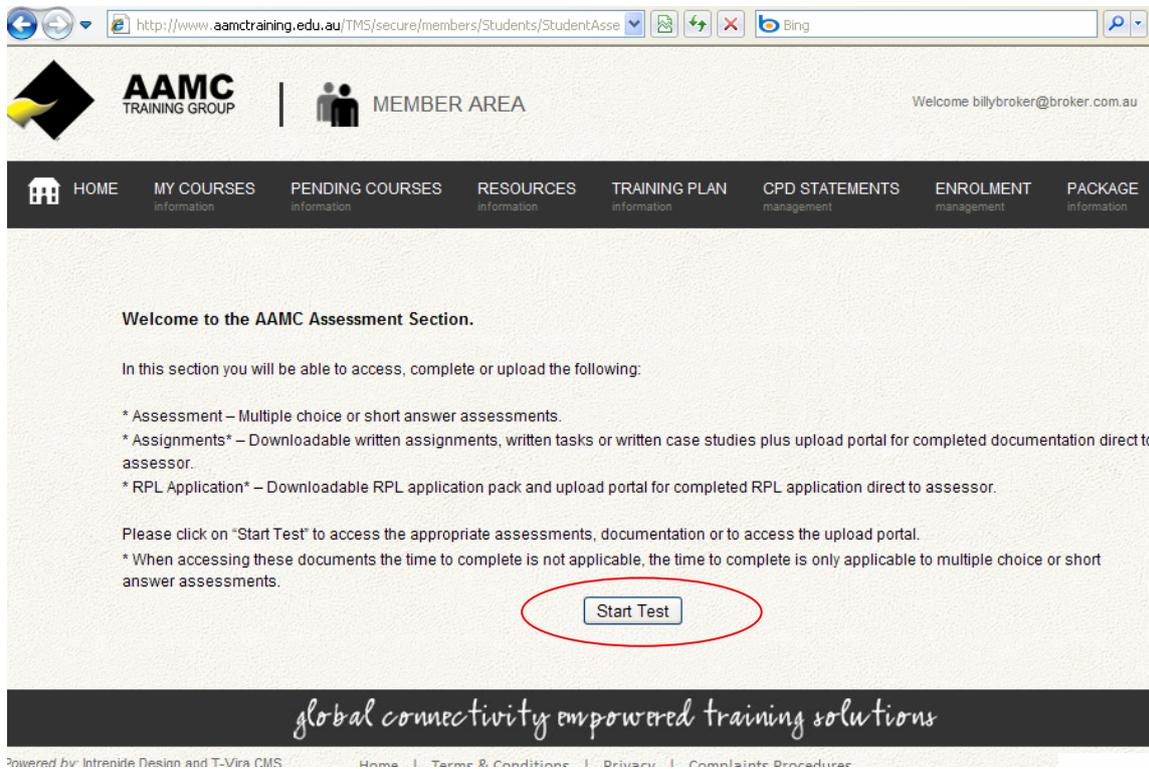
6. Select **Start Test** to commence your assessment. Upon completion of your online assessment you will receive email confirmation of your result.


7. Once you have completed all of your online assessments, you will need to view, print and complete your case studies/tasks.
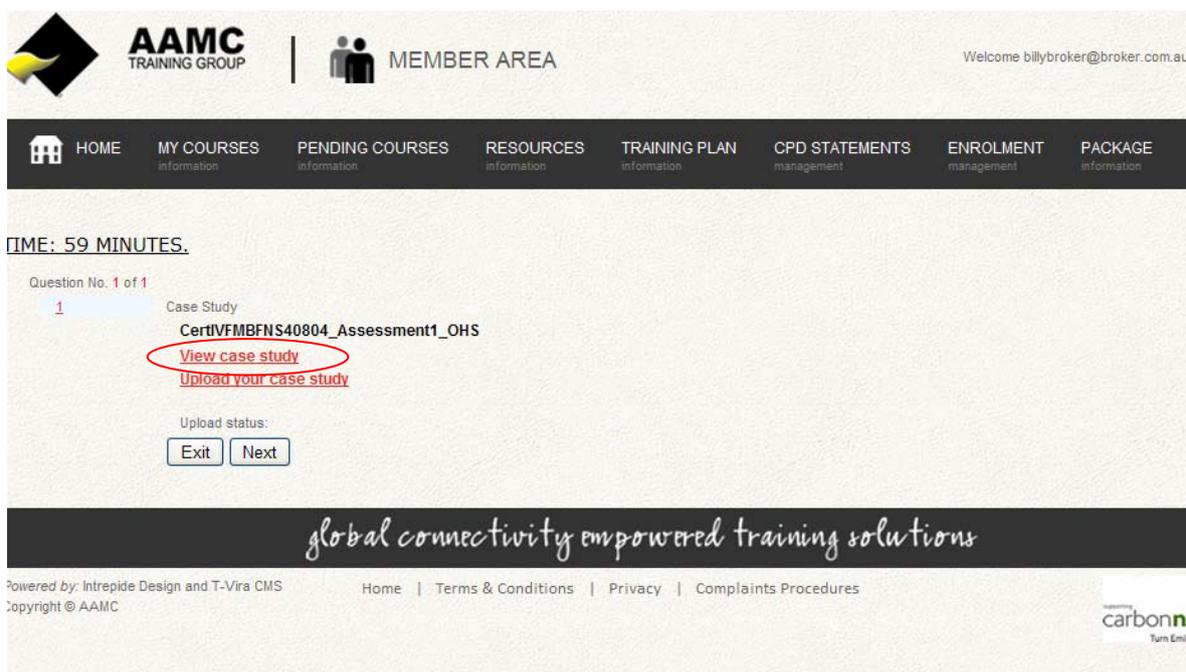
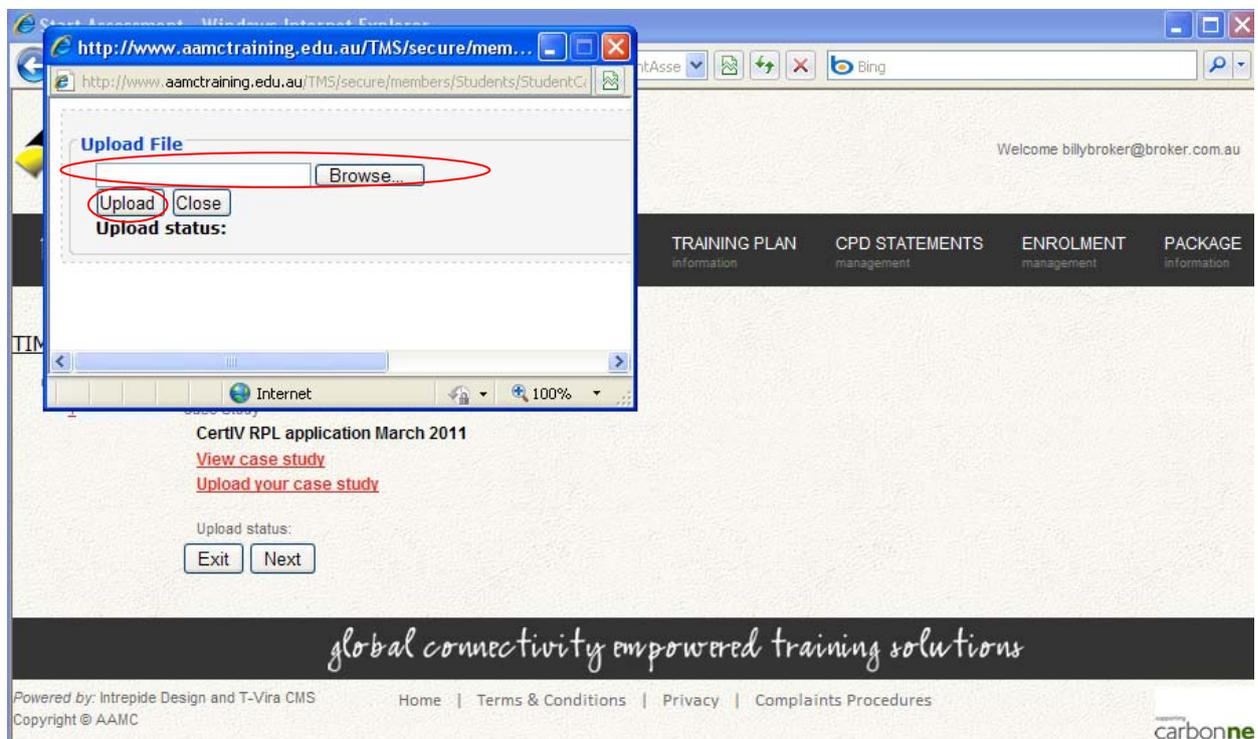8. Now you have completed your case study you have the ability to electronically upload your submission directly to the assessor in an electronic format (Word, Excel, PDF, etc.).
In order to do this you will need to *save your files into one document* only, and retrace your steps to the following page. This time select **Upload your case study**.
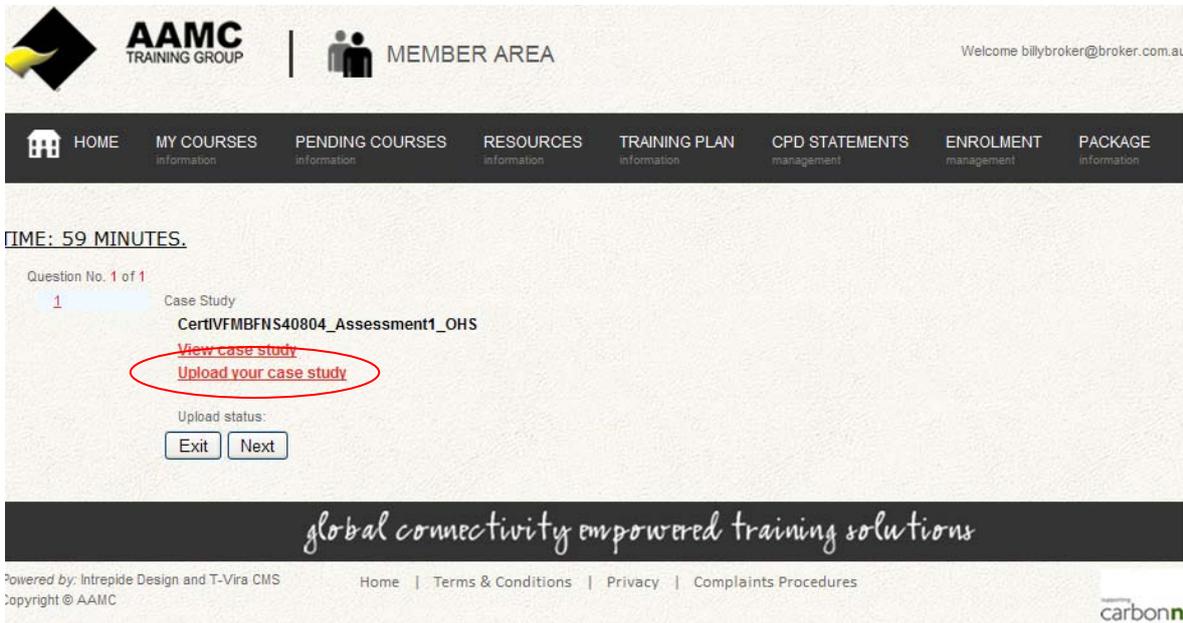
9. Select **Browse** to search your directory for your saved document. Once selected, your file path will show in the description. If this is the correct document you can select **Upload**.

10. You will now see that you have successfully uploaded your case study. You now need to select the **Close** tab. ***If you do not close this page your upload will not submit to the assessor.*** The assessor will contact you should any additional information be required, or if marked as competent, an email will be sent to you advising you of your result.