How to access CPD course content and complete online assessment
How to access and upload the course and assessment content

This ‘how to’ booklet will guide you through the process to access your online CPD course materials and online assessments.

Detailed below is the content or assessments you will expect to see within your Members’ Area.

• Online students – Online material, online assessments

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. Select country. Click Login. Click Member. Enter your email address and password.

2. You can access the online course content and assessments by selecting ‘Course-LMS’ -> ‘Course Content and Assessments’.

3. Now select the course name under the ‘Online CPD 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.)

<table>
<thead>
<tr>
<th>Course Start Date</th>
<th>Course Expiry Date</th>
<th>Course Name</th>
<th>Course Content</th>
<th>Available Points</th>
<th>Accrued Points</th>
<th>Certification Date</th>
<th>Renew Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/10/2014</td>
<td>20/10/2015</td>
<td><em>Credit Reporting Privacy Code</em></td>
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<td>31/10/2016</td>
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</tbody>
</table>

4. Click **Course Content**. Click on the + box to expand the course content under **Modules**
on the left hand side to view each module accordingly. Click on the relevant module to
view the content.

5. After you had gone through the content, you would like to take the assessment. Click
**Assessments**. Click on the relevant assessment to take the assessment.

6. Click on **Start Test** button to start the assessment. Otherwise, click **Back to Content &
Assessment** to go back to **Online Content and Assessment** page.
7. You have the first question on your screen. Attempt the question and click **Next** to proceed to next until you are on the last question.