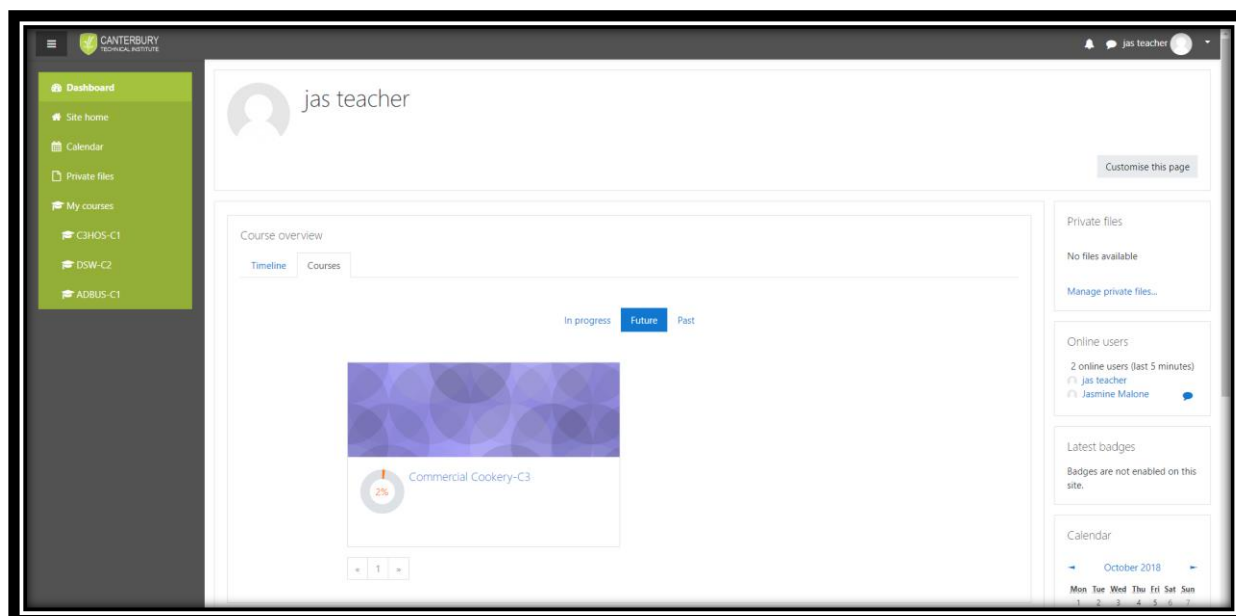# MyCTI Student Guide

Step One: Navigating your course

When you log into your course, it will display a page that looks like this:


You will usually only have one option, unless you have studied more that one course with Canterbury Technical Institute. Select your course.
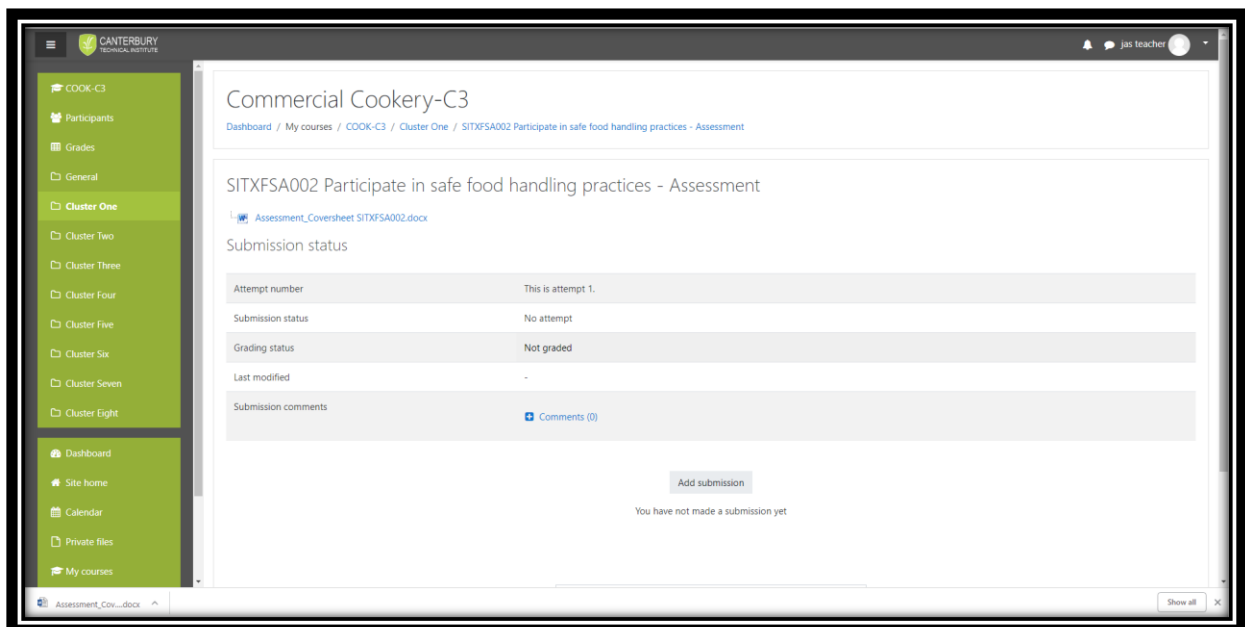
Step Two: Assessments

You will use this portal to upload your assessments, track your attendance and to discuss concepts with your fellow classmates and trainer.

To download and submit your assessments, click on your course:
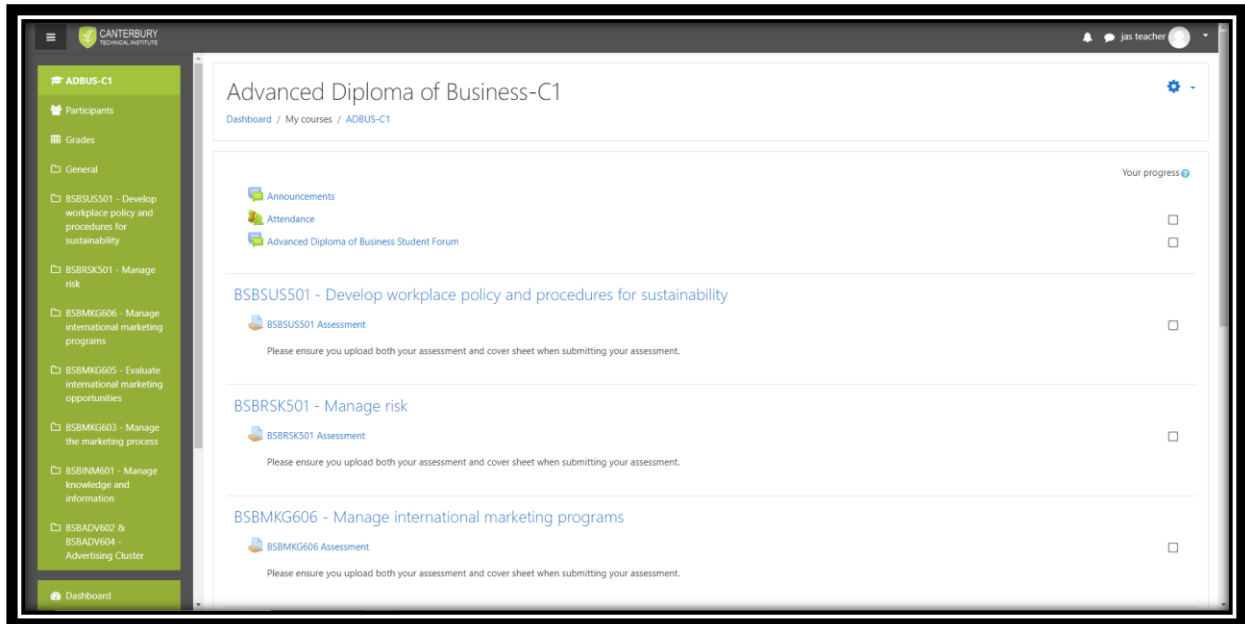
Once you click on the assessment section, you will see a page like this:

You can download your assessment and your coversheet from the 'blue' link.

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Assessment naming protocols – Sub 1

When submitting assessments to me marked by your trainer:

A. Please submit your Assessment for the unit, to the Trainer using MyCTI. The File naming protocol is as follows, and all your files and attachments need to be named in the following way:

Unit Code_CTI20XXXXX_Ass_Sub$ where:

- o Unit Code is the code for the unit e.g. BSBSUS501
- o XXXXX is the last 5 digits of your student number
- o Ass is the Document name
- o $ is the submission number e.g. Sub1 or Sub2 or Sub3 e.g.
  - − BSBCMM501_CTI2017521_Ass1_Sub1
  - − BSBCMM501_CTI2017521_Ass1_Sub2

B. Your Assessment must be spell checked prior to submission (i.e. no green, blue or red lines in your work please!!!!)

C. Adhere to any instructions you were given for the Assessment by the Trainer.

D. Failure to comply with any of these criteria will mean work will automatically be sent back to you and it will count as one submission!

E. Due dates for your Assessment are to be adhered to as per the Delivery Schedule and if you are unsure please see your Trainer.

F. A late fee of $50 applies to all Assessments submitted after the due date as per the Delivery Schedule, unless you have made prior arrangements with your Trainer or Administration.

Submission 1

G. If your Sub1 comes back to you with a C it means it is COMPETENT and you need take no further action e.g. BSBCMM501_CTI2017521_Ass1_Sub1 _C

Resubmitting Your Work - Submission 2 or Submission 3

H. If your Assessment is sent back to you with a NYC e.g. BSBCMM501_CTI2017521_Ass1_Sub1 _NYC it means your submission is NOT YET COMPETENT

I. When you were sent your first submission it came back to you as e.g. BSBCMM501_CTI2017521_Ass1_Sub1 _NYC

J. When you resubmit it, it becomes BSBCMM501_CTI2017521_Ass1_Sub2

K. Please leave all your original answers in your Submission No 2 along with all your Trainers comments so that the Trainer does not have to go back and check your Submission No 1 to compare it to your new answers in your Sub2.

L. Also, please put your new info/work/answer in Sub 2 underneath your previous answer in a different coloured font so it the Trainer can easily see what changes you have made in your answer for the 2nd Submission.

Plagiarism

A Student Handbook was provided to you in the Orientation Email. On page 63 you will find Academic Misconduct – Cheating, Plagiarism and Collusion. Plagiarising work is against the law in Australia and against CTI Policies and Procedures.

Referencing

Any information that you copy from a source e.g. the internet, a book, a journal, a manual etc. must be referenced, otherwise this is regarded as plagiarism. Pls see your Student Handbook.

Once you have correctly named your assessments and you are ready to upload your assessment,

Click on 'Add Submission' to upload your assessment, which will show you a page like this:
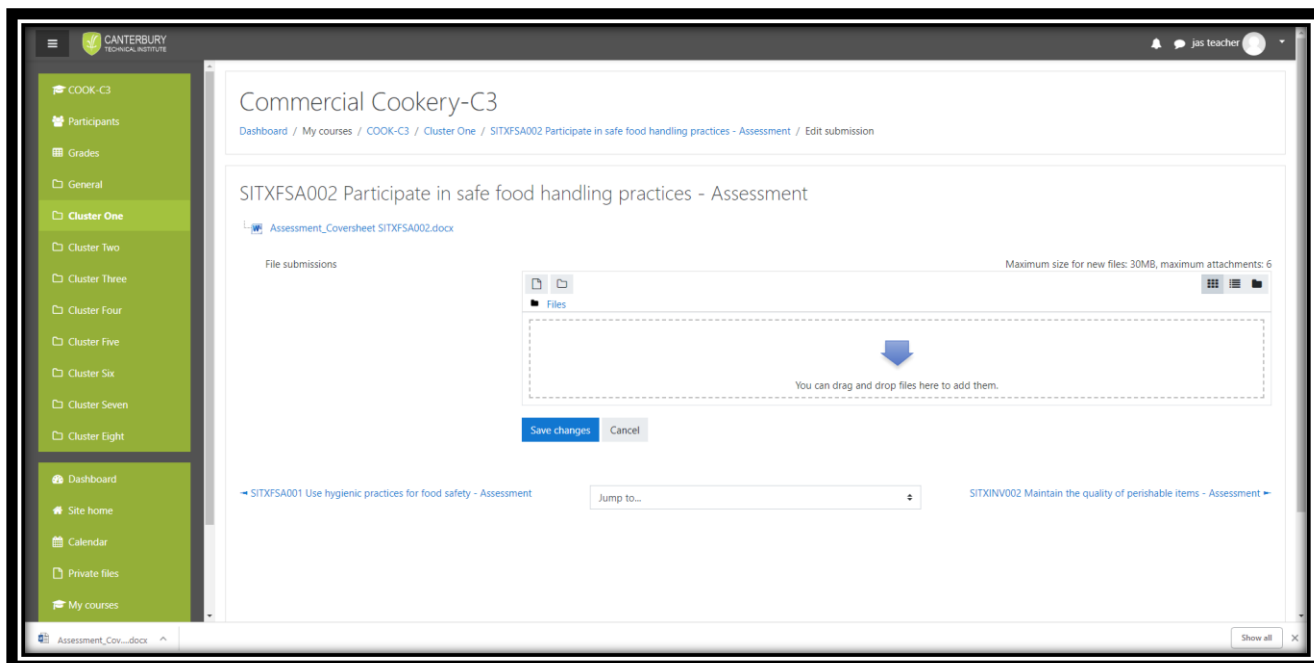
Simply drag your assessment into the box provided and click 'Save Changes'.
Ensure you submit both your assessment and cover sheet.

You will be notified when your trainer has marked your assessment. To see your feedback, click on 'Grades' in the side panel. You will see:

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In the 'grade' column, you will be marked 'C' for Competent/Satisfactory and 'NYC' for Not Yet Competent/Not Satisfactory.

If you are deemed 'NYC' or not competent, you will be required to resubmit your assessment. Click on the unit you submitted, and you will be taken to the area where you can resubmit your assessment. At the bottom of this page, you will be able to download your feedback for your first submission.

- Click on your subject

- You'll see this page. Scroll down to the bottom.

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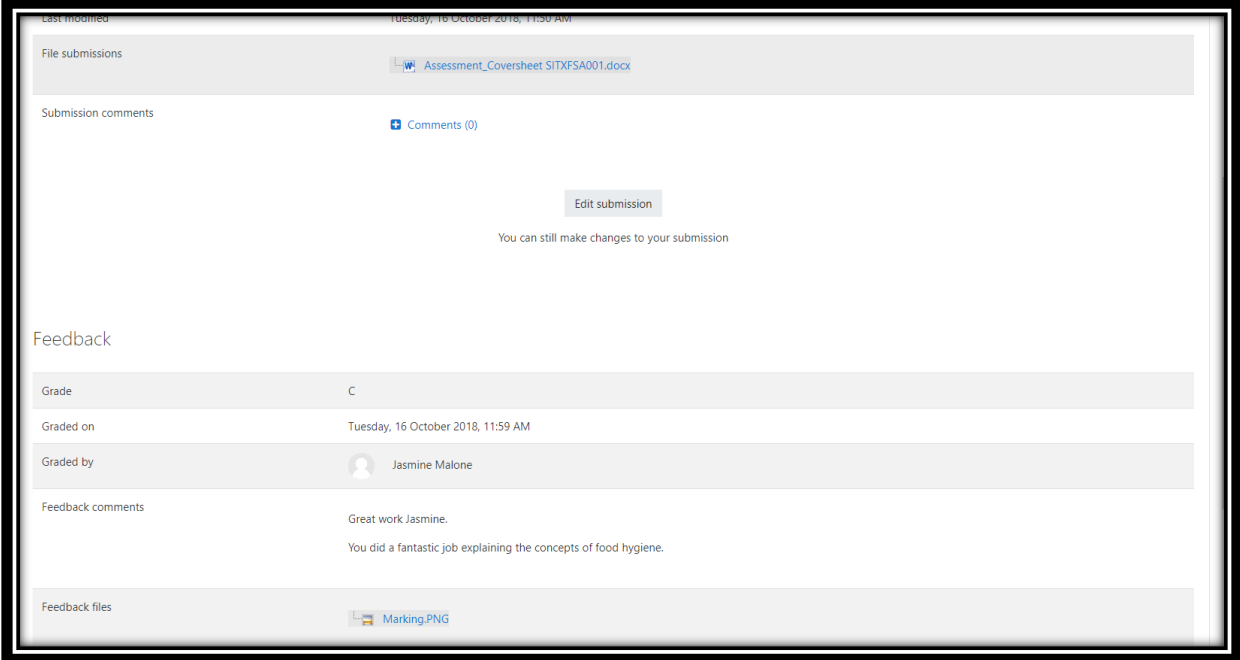
At the bottom of this page, you will see your feedback section.

- Click on the document and it will download. Your file will automatically download for you to review the trainers feedback.