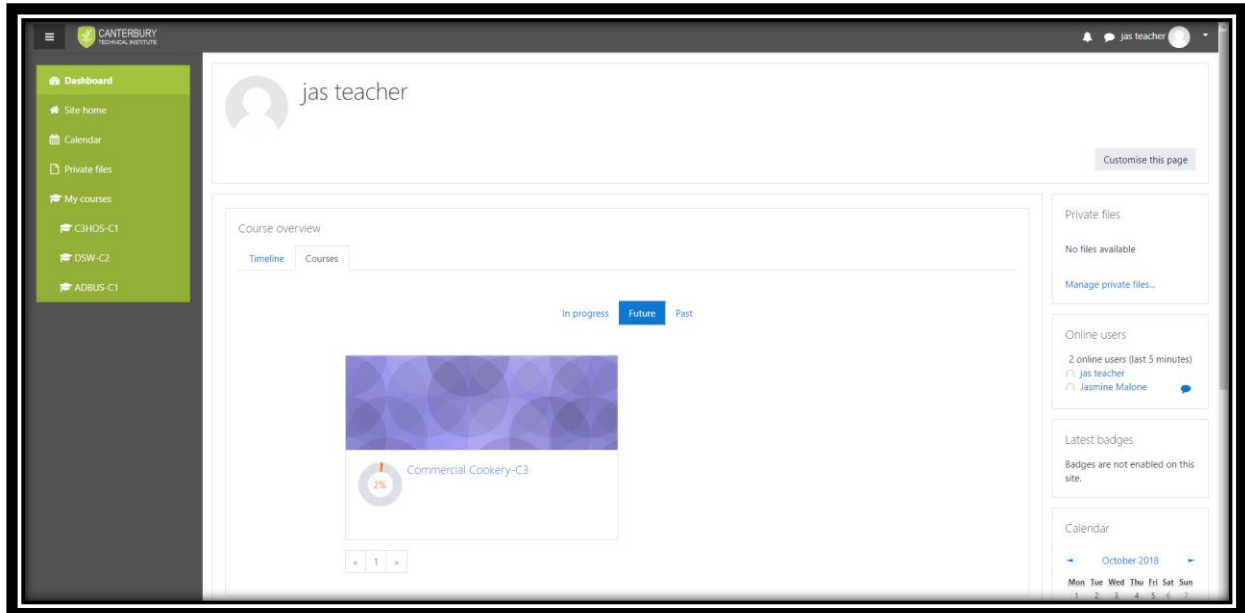




LMS Student Guide

Step One: Navigating your course

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

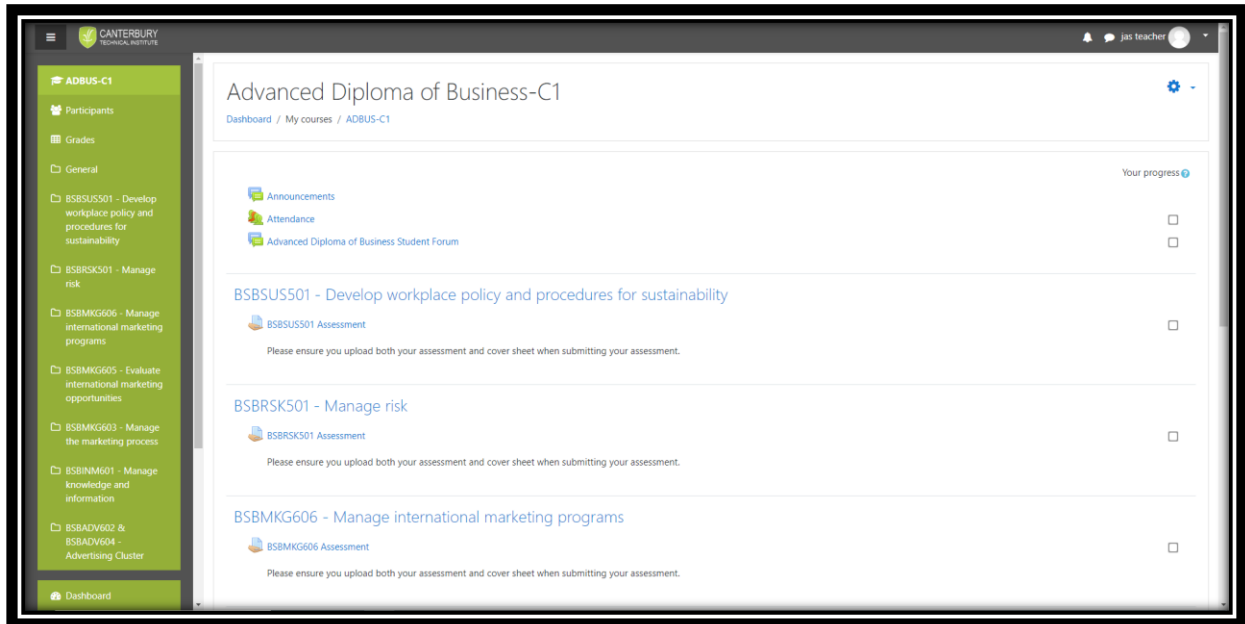


You will usually only have one option, unless you have studied more than one course with Canterbury Technical Institute. Select your course.

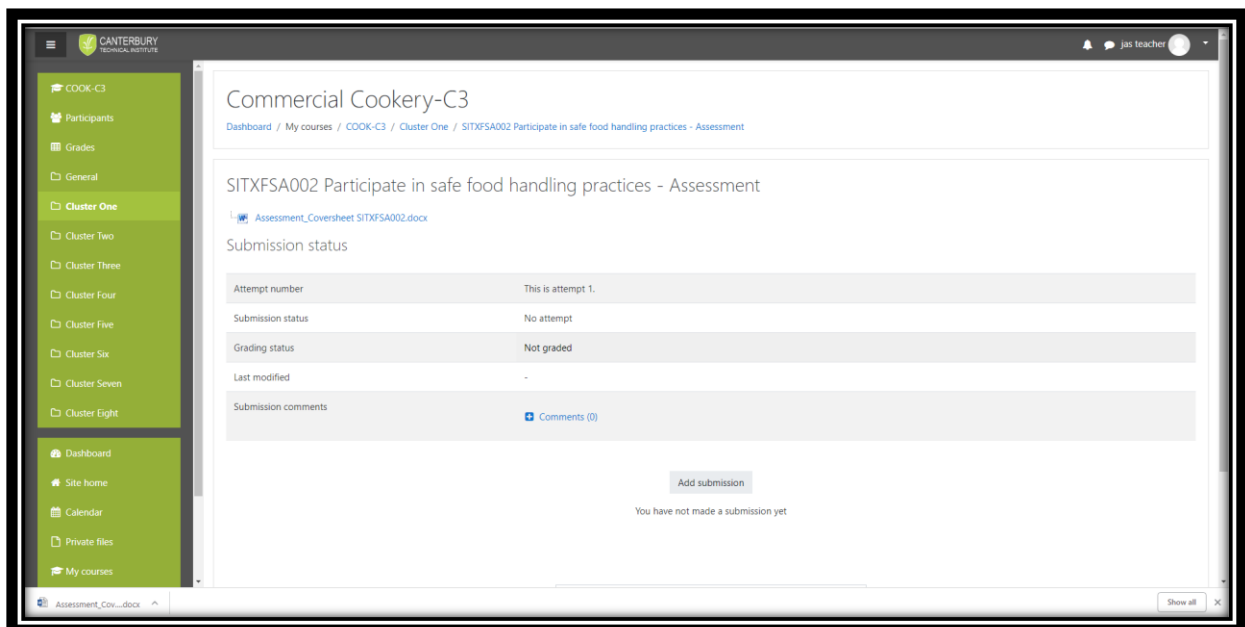
Step Two: Assessments

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:

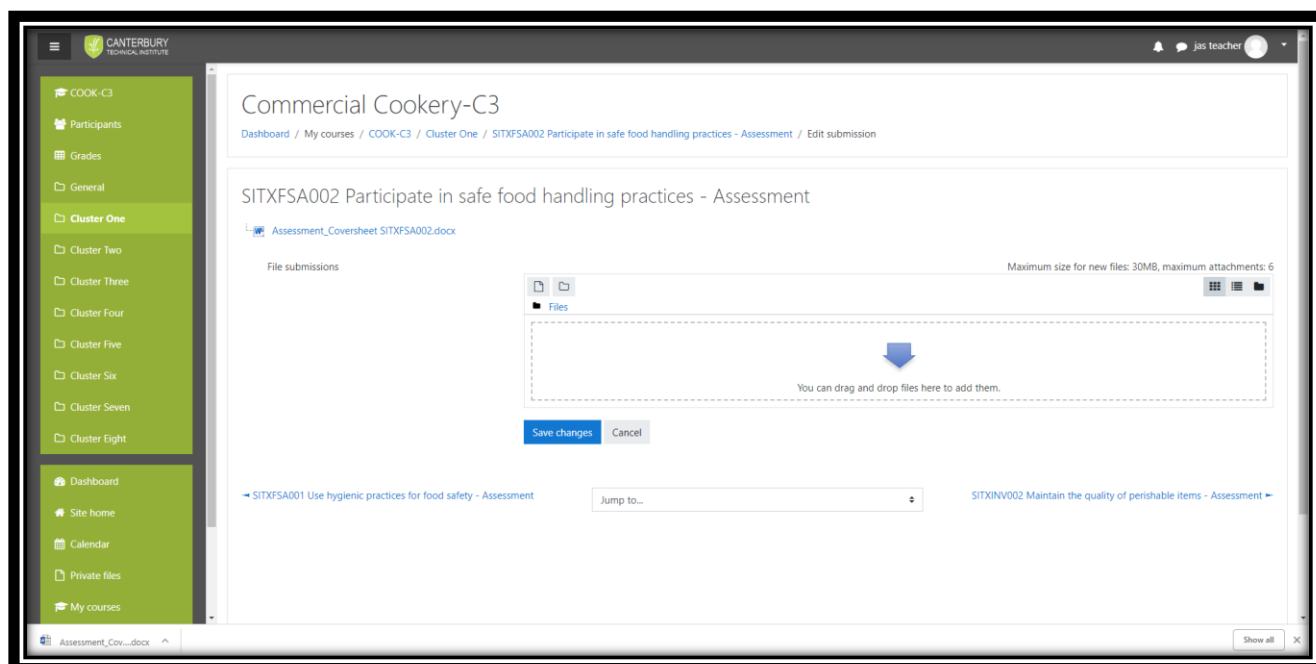


Once you click on the assessment section, you will see a page like this:



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

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:

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Commercial Cookery-C3						
SITXFSA001 Use hygienic practices for food safety - Assessment	100.00 %	C	NYC-C	100.00 %	Great work Jasmine. You did a fantastic job explaining the concepts of food hygiene.	100.00 %
SITXFSA002 Participate in safe food handling practices - Assessment	0.00 % (Empty)	-	NYC-C	-		0.00 %
SITXINV002 Maintain the quality of perishable items - Assessment	0.00 % (Empty)	-	NYC-C	-		0.00 %
SITXWHS003 I&M work health and safety practices - Assessment	0.00 % (Empty)	-	NYC-C	-		0.00 %
SITXWHS002 Identify hazards, assess and control safety risks - Assessment	0.00 % (Empty)	-	NYC-C	-		0.00 %
SITHCC001 Use food preparation equipment - Assessment	0.00 % (Empty)	-	NYC-C	-		0.00 %

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

Grade Item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Commercial Cookery-C3						
SITXFSA001 Use hygienic practices for food safety - Assessment	100.00 %	C	NYC-C	100.00 %	Great work Jasmine. You did a fantastic job explaining the concepts of food hygiene.	100.00 %
SITXFSA002 Participate in safe food handling practices - Assessment	0.00 % (Empty)	-	NYC-C	-		0.00 %
SITXINV002 Maintain the quality of perishable items - Assessment	0.00 % (Empty)	-	NYC-C	-		0.00 %
SITXWH5003 I&M work health and safety practices - Assessment	0.00 % (Empty)	-	NYC-C	-		0.00 %
SITXWH5002 Identify hazards, assess and control safety risks - Assessment	0.00 % (Empty)	-	NYC-C	-		0.00 %
SITHCCC001 Use food preparation equipment - Assessment	0.00 % (Empty)	-	NYC-C	-		0.00 %

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

Commercial Cookery-C3

[Dashboard](#) / [My courses](#) / [COOK-C3](#) / [Cluster One](#) / [SITXFSA001 Use hygienic practices for food safety - Assessment](#)

SITXFSA001 Use hygienic practices for food safety - Assessment

[Assessment_Coversheet SITXFSA001.docx](#)

Submission status

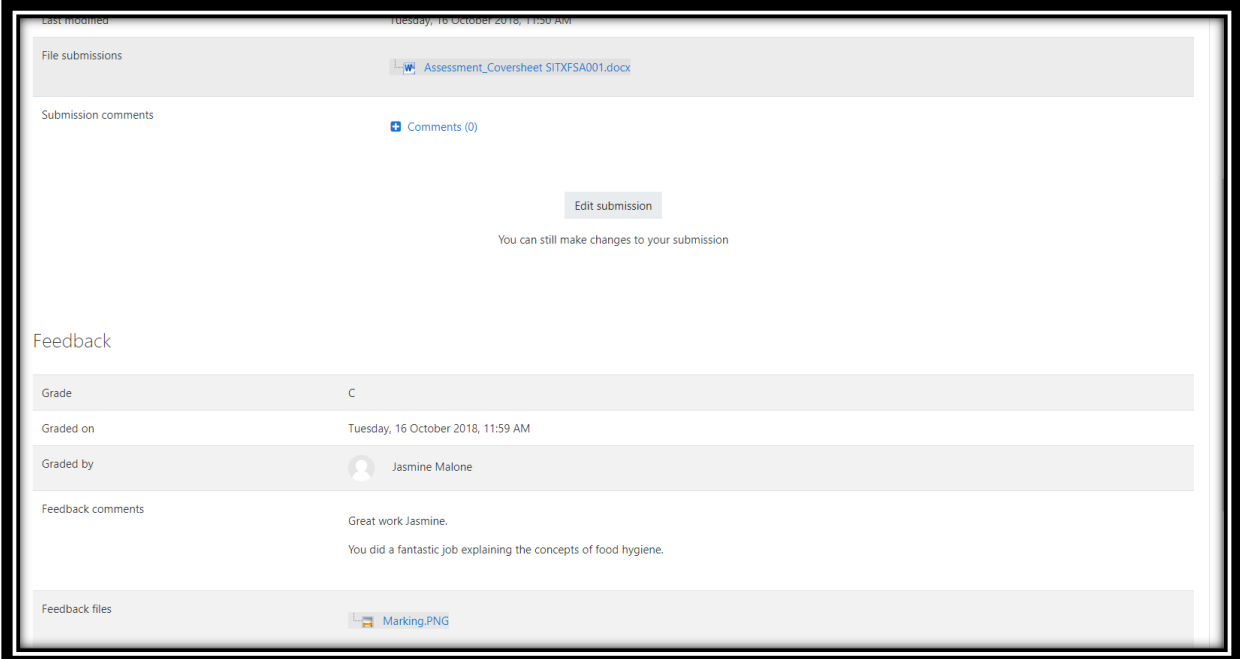
Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Graded
Last modified	Tuesday, 16 October 2018, 11:50 AM
File submissions	Assessment_Coversheet SITXFSA001.docx
Submission comments	Comments (0)

[Edit submission](#)

You can still make changes to your submission

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.



The screenshot displays a submission page with the following sections:

- File submissions:** A document titled "Assessment_Coversheet SITXFSA001.docx" is listed.
- Submission comments:** A section with a "Comments (0)" indicator and an "Edit submission" button. Below the button, it states "You can still make changes to your submission".
- Feedback:** A section containing:
 - Grade:** C
 - Graded on:** Tuesday, 16 October 2018, 11:59 AM
 - Graded by:** Jasmine Malone (with a profile picture icon)
 - Feedback comments:** "Great work Jasmine. You did a fantastic job explaining the concepts of food hygiene."
 - Feedback files:** A file named "Marking.PNG" is attached.