Objectives

- To prepare you for using an online E-Learning environment
- The ability to navigate within the E-Learning Structure
- Interaction with other students and the course Trainer(s) and Program manager(s)

Student Guide – Introduction

In this guide you will be introduced to the basics of participating in an online course & unit. It will take you step-by-step through registration and entering the E-Learning environment. The E-Learning environment is an online program that allows the classroom to be extended onto the web. Your Program Manager and Trainer have many options in setting up the E-Learning environment to allow you to access your course materials, assignments and other online resources.

This guide contains steps to use the electronic classroom.
Registration

Visit the E-Learning site by clicking the following URL (http://elearning.scbit.edu.au) and then click on Login. If you do not have an account, you will need to create one by approaching Student Services. Read the text under the heading carefully.

Follow these steps to access the E-Learning site and your course & unit:

- Enter your student ID and password, then click the Login button

![Login form]

- Complete the New Account form with your details

![New Account form]

- After all required details are entered, click Update profile
- An activation e-mail will be sent to your e-mail address
- You will receive an email immediately at the email address you entered in the form. Click on the link in the email to confirm your registration.

Dear,

You have requested a change of your email address for your user account at E-Learning@SCBIT. Please open the following URL in your browser in order to confirm this change.

http://e-learning/user/emailupdate.php?key=Q7poQbyuo55id=10
Entering your courses & units

The E-Learning site is structured around the concept of courses & units. When a student logs in, they are presented with a screen which contains a list of courses/units in which they will be enrolled. The student would also be able to access a full list of courses/units by doing a keyword search.

If you are not already logged into the E-Learning site, you will be redirected to the log in page. You will be asked to enter your username and password. These are the same as when you first registered for the site and on campus PC.

In some cases the course may require an enrolment key (password) to enter. If this is the case you will see a key icon adjacent to the course title. The enrolment key will be provided separately by your trainer or program manager. Please do not share it with others unless requested to do so by your Trainer or Program Manager.
Basic Navigation

There are several ways to navigate within the ELearning site.

The above example of address bar shows your current location of the subject. If you click on “Information Technology” you will be redirected to a page that lists all Information Technology Resources and courses.

NAVIGATION menu on the left hand side is another way to navigate through courses and units, just click and go.
Editing your Profile and change password

You may edit your profile on the E-Learning site by clicking on SETTINGS as shown below.

Click on the Edit Profile tab to make any changes to your profile. Fill out the information you wish to update. Not all fields are required. When you are finished with the changes, click the “Update Profile“ button.