

bksbLIVE Reference Guide

Completing assessments (for students)

Last updated 09 May 2016

Introduction

As part of your enrolment at RMIT University, you are required to complete a literacy (English) and numeracy (Maths) assessment using bksbLIVE. Completion of the English and Maths assessment may be used to:

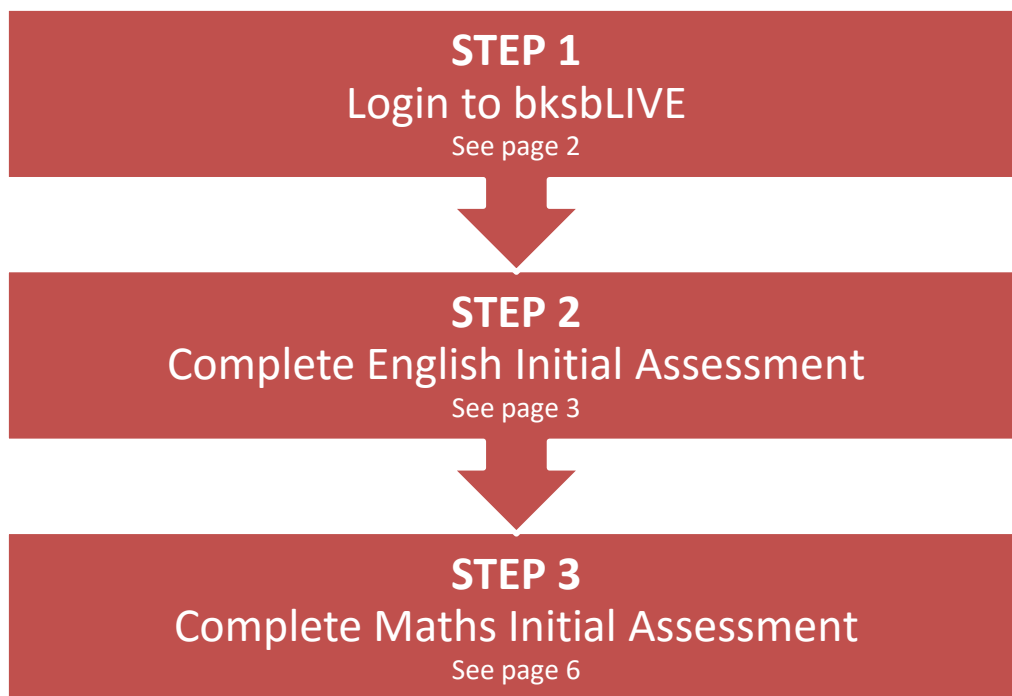
1. Help us identify your educational support needs, and
2. Determine your eligibility for VET FEE- HELP.

The results of these assessments are not used as an entry requirement to your program. Please complete both of these assessments before attending your enrolment session.

Tips for Use

- It is recommended you complete these assessments on either a PC or Tablet device. The test is not designed for use on a mobile phone.
- Allow around 30 minutes to complete each assessment. You can take as long as you need to complete each assessment. You can choose to retake an assessment if desired.
- The assessment automatically saves after each answer, so you do not need to complete each assessment in one sitting.
- Take a break between tests.
- If you need technical assistance, please contact the [ITS Service Desk](#). For all other queries, please contact [RMIT Connect](#).

There are three steps to completing your assessments:



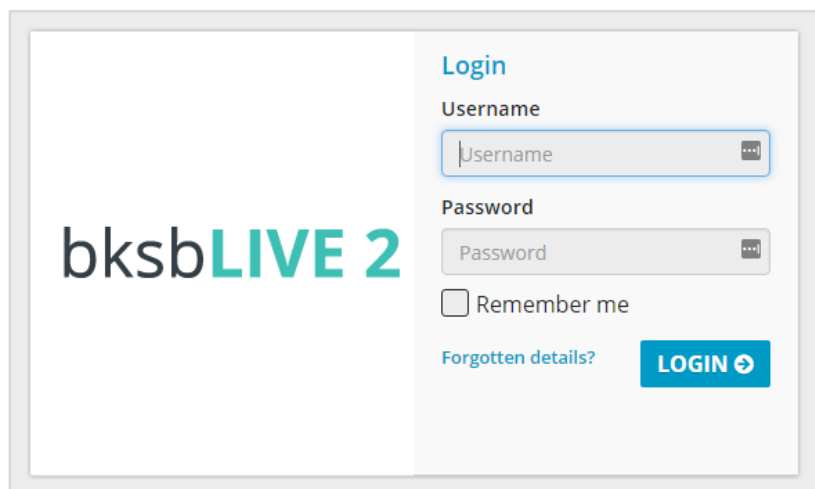
Logging in to bksbLIVE

To login to bksbLIVE:

1. Open a web browser and visit <http://RMIT.bksblive2.com.au>

2. Enter your username and password, which can be found in your [guide to enrolment](#) under *Complete a pre-training review*.

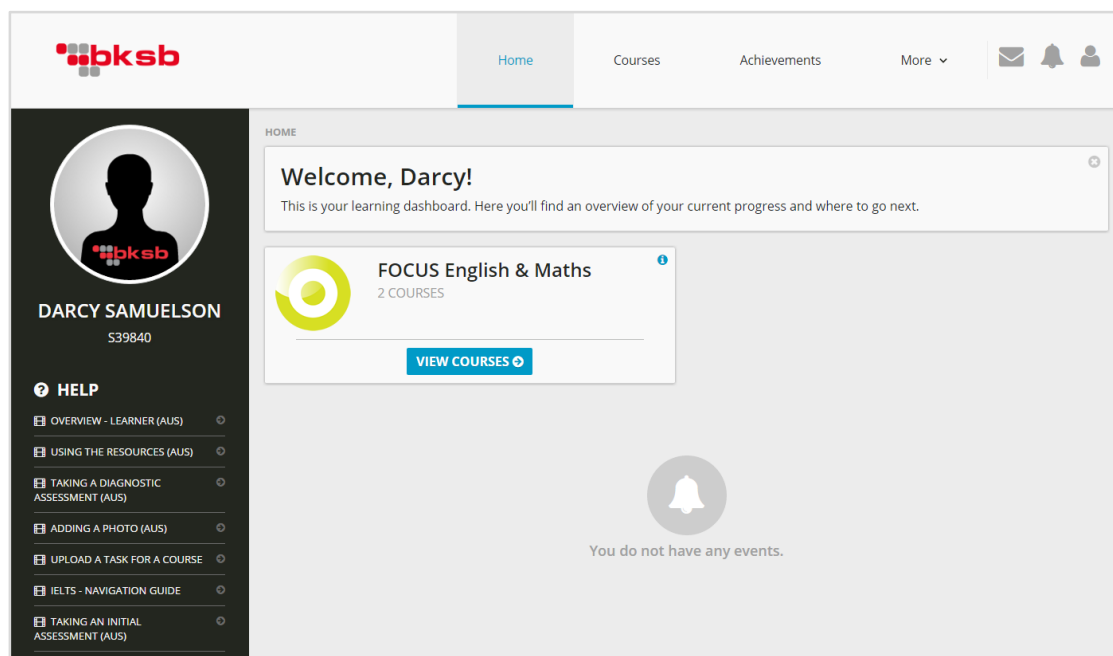
Note: You will be prompted to change your password the first time you login to bksbLIVE. This change will only be recorded for bksbLIVE and will not be synchronised to other RMIT systems.



The login form for bksbLIVE 2. It features the 'bksbLIVE 2' logo on the left. On the right, under the heading 'Login', there are input fields for 'Username' and 'Password'. Below these is a 'Remember me' checkbox and a 'Forgotten details?' link. A blue 'LOGIN' button with a right-pointing arrow is at the bottom right of the form.

3. After login, you will be presented with the bksbLIVE home screen. This will display:

- a navigation menu,
- courses you are required to undertake,
- notifications (including your progress and messages from teachers), and
- a list of help topics.



The home screen of the bksbLIVE system. At the top is a navigation bar with the bksb logo, 'Home' (selected), 'Courses', 'Achievements', and a 'More' dropdown. On the right of the bar are icons for email, notifications, and a user profile. The main content area is titled 'HOME' and includes a 'Welcome, Darcy!' message with a subtext: 'This is your learning dashboard. Here you'll find an overview of your current progress and where to go next.' Below this is a card for 'FOCUS English & Maths' showing '2 COURSES' and a 'VIEW COURSES' button. At the bottom, a notification bell icon is shown with the text 'You do not have any events.' On the left side, there is a dark sidebar with a user profile for 'DARCY SAMUELSON' (ID: S39840) and a 'HELP' section listing various guides and assessments.

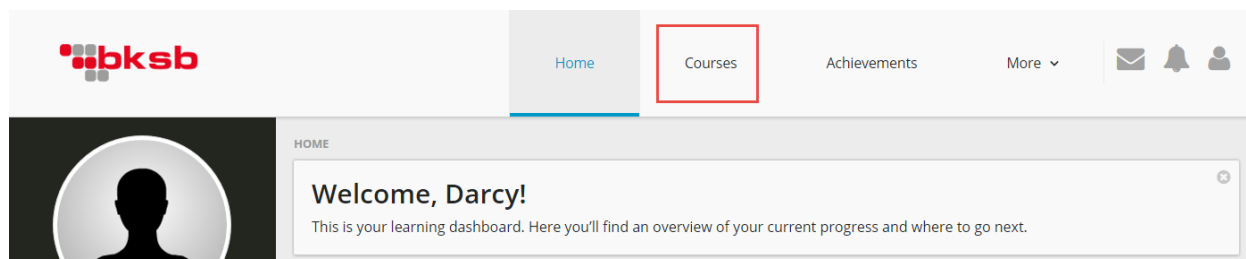
Completing your English assessment

You are required to complete the Initial Assessment for English. This could take between 20 and 40 minutes to complete, depending on your individual pace.

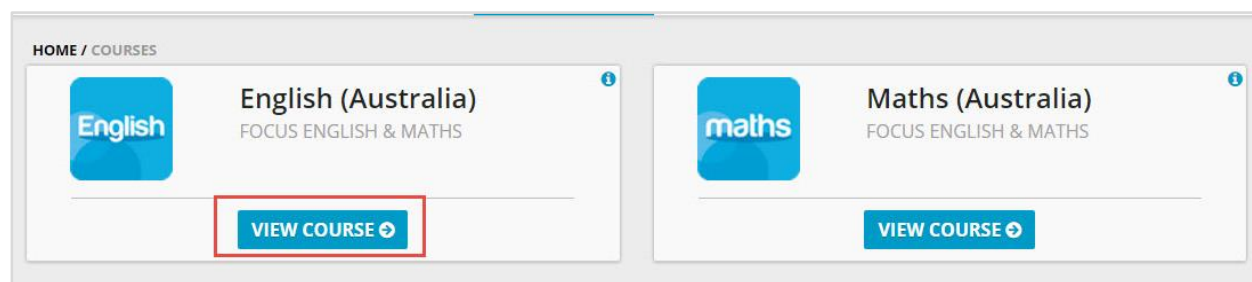
Note: You are not required to complete the English Diagnostic Assessment.

To take the English Initial Assessment:

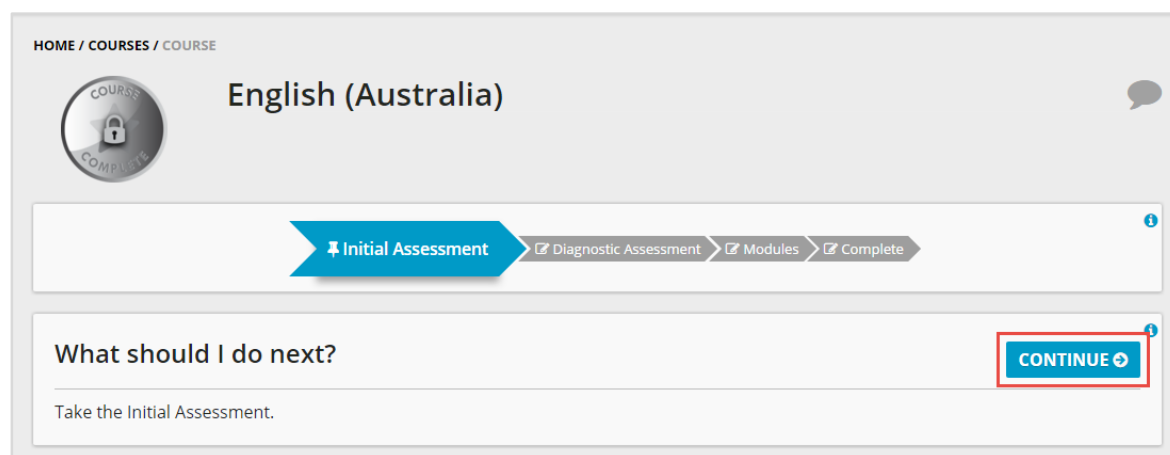
1. Click the **Courses** button in the top navigation menu.



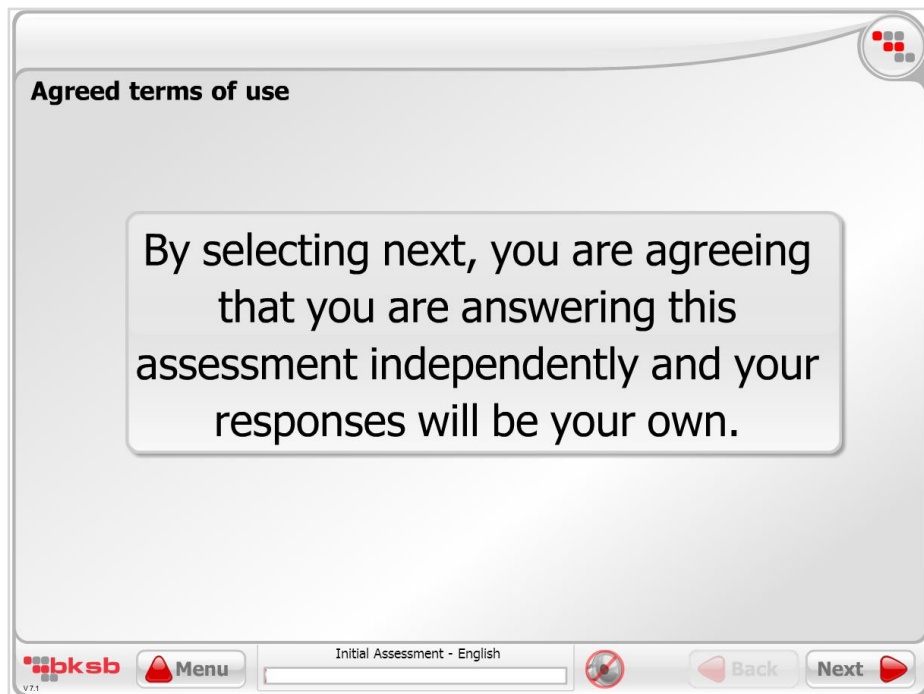
2. Click the **View Course** button on the **English (Australian)** course.



3. Find the **'What should I do next?'** section. It should notify you that you need to take the Initial Assessment. Click the **Continue** button to start the assessment.



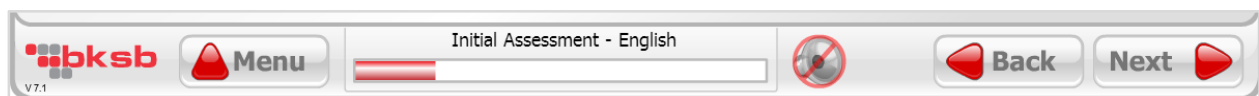
4. The Initial Assessment will load. You must agree to the terms of use when prompted. Click the **Next** button to continue.



5. Read each question carefully and answer the question using the answer spaces/options provided.

Tips:

- Use the **Next** and **Back** buttons to move between questions.
- Click the **speaker** icon to enable sound. Then use the play and stop buttons to hear the questions read aloud.
- Use the **Menu** button to adjust the volume, colours and animation speed.
- Use the **Menu** button to exit the assessment.
- Your answers are automatically saved. If you need to exit the assessment before finishing, you will automatically be returned to the same place.



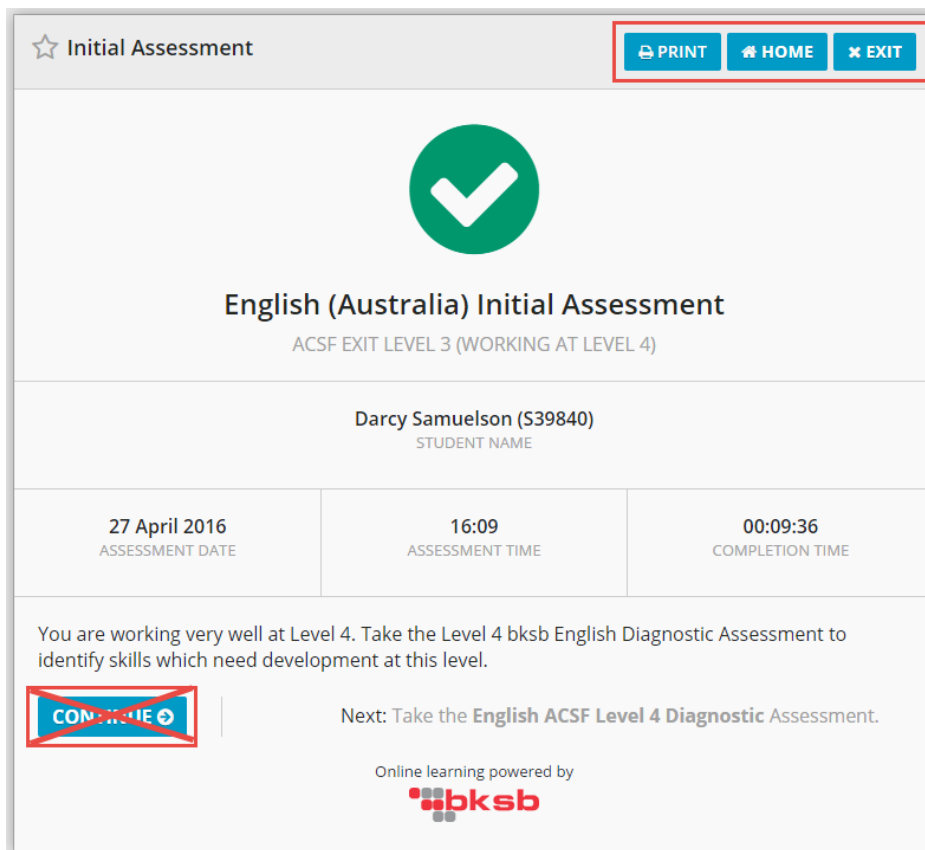
6. When you have answered all the questions, you will see the following results screen. Click on the **Results** button to view your results.



7. Your results will be displayed. Click the **Print** button to print a copy of your results.

8. Click the **Exit** button to return to the bksbLIVE home screen.

Note: Do not click the Continue button. This will take you to the Diagnostic Assessment, which you do not need to complete.



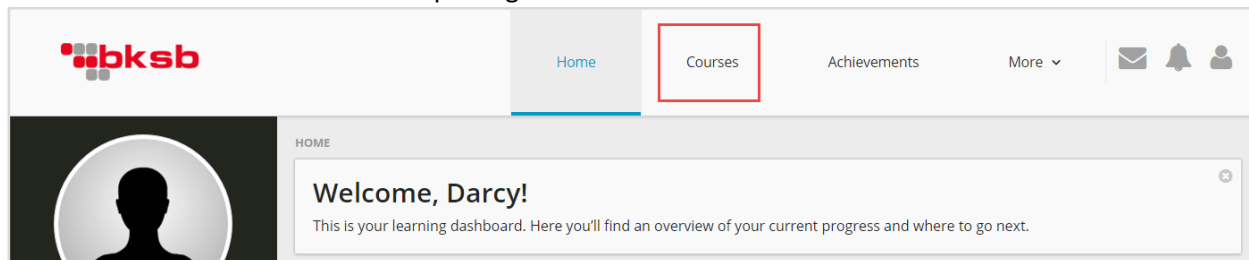
Completing your Maths assessment

You are also required to complete the Initial Assessment for Maths. This could take between 20 and 40 minutes to complete, depending on your individual pace.

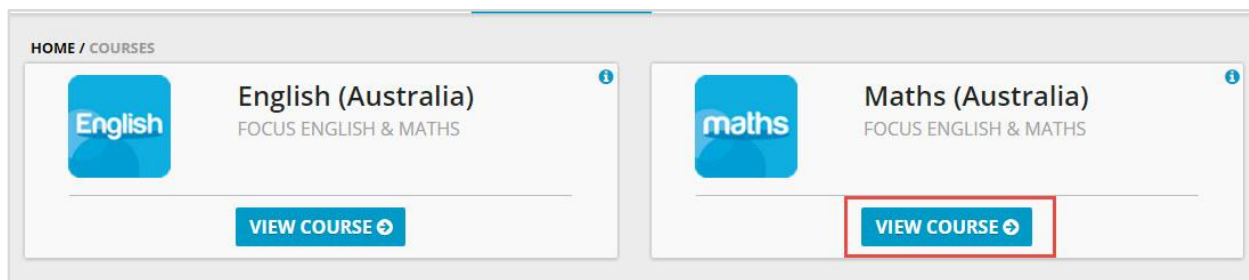
Note: You are not required to complete the Maths Diagnostic Assessment.

To take the Maths Initial Assessment:

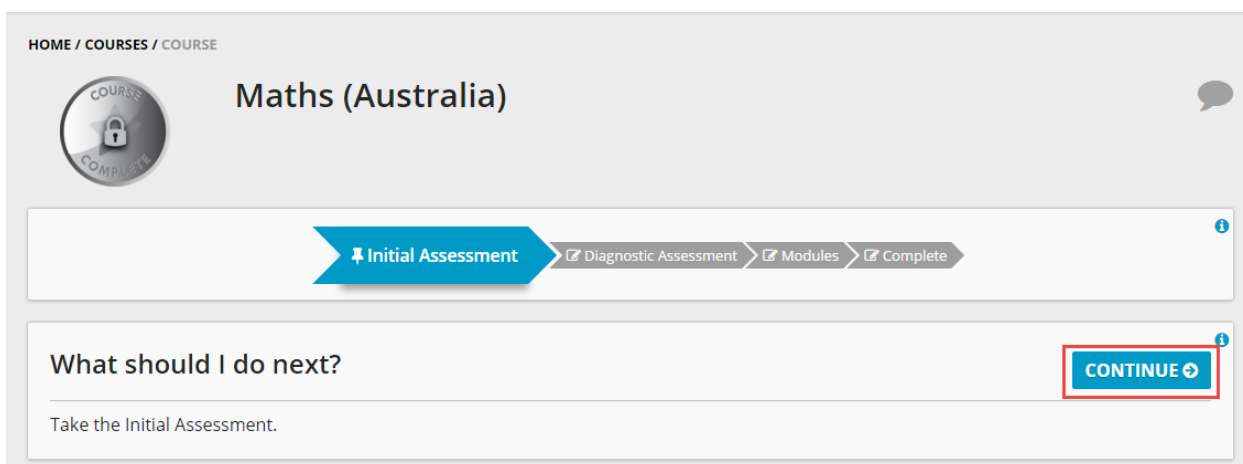
1. Click the **Courses** button in the top navigation menu.



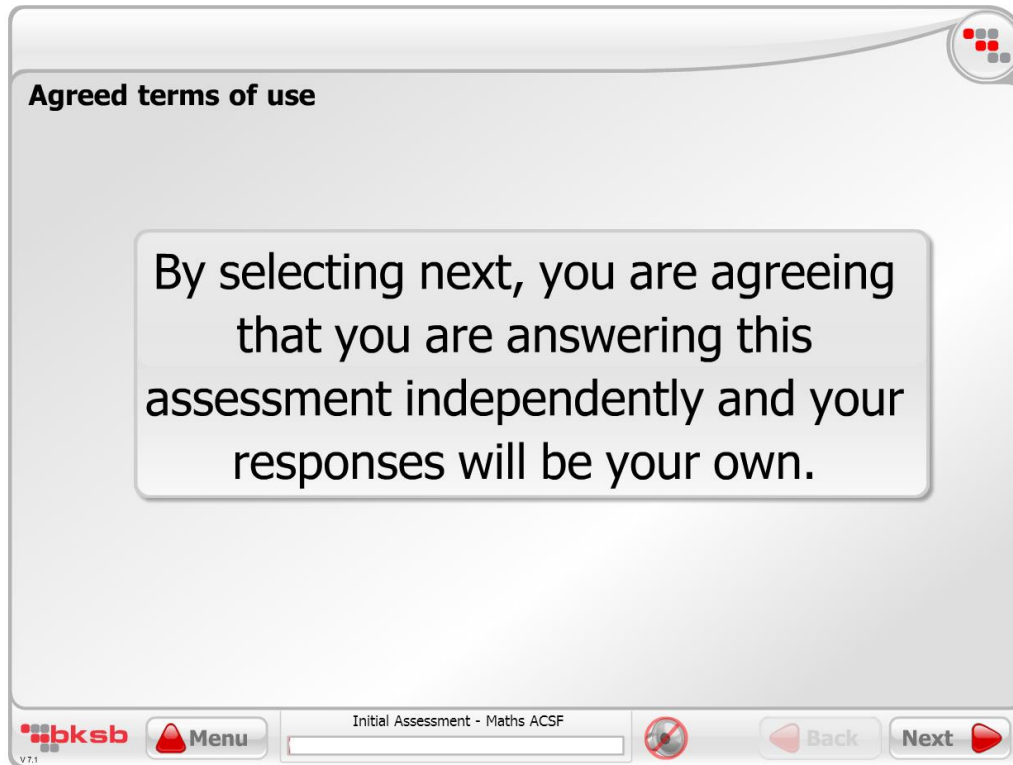
2. Click the **View Course** button on the **Maths (Australian)** course.



3. Find the **'What should I do next?'** section. It should notify you that you need to take the Initial Assessment. Click the **Continue** button to start the assessment.



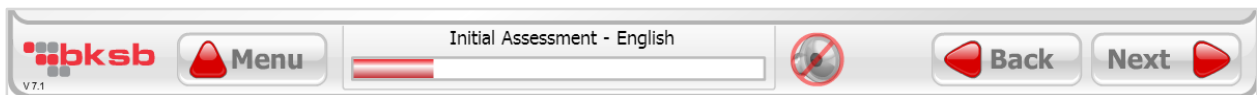
4. The Initial Assessment will load. You must agree to the terms of use when prompted. Click the **Next** button to continue.



5. Read each question carefully and answer the question using the answer spaces/options provided.

Tips:

- Use the **Next** and **Back** buttons to move between questions.
- Click the **speaker** icon to enable sound. Then use the play and stop buttons to hear the questions read aloud.
- Use the **Menu** button to adjust the volume, colours and animation speed.
- Use the **Menu** button to exit the assessment.
- Your answers are automatically saved. If you need to exit the assessment before finishing, you will automatically be returned to the same place.



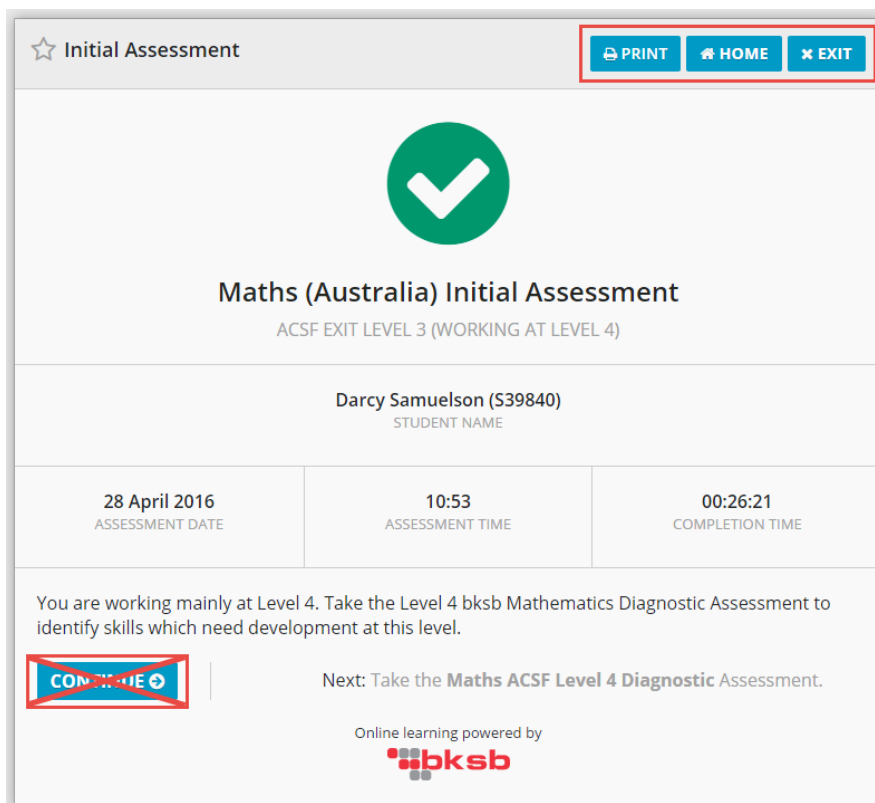
6. When you have answered all the questions, you will see the following results screen. Click on the **Results** button to view your results.



7. Your results will be displayed. Click the **Print** button to print a copy of your results.

8. Click the **Exit** button to return to the bksbLIVE home screen.

Note: Do not click the Continue button. This will take you to the Diagnostic Assessment, which you do not need to complete.

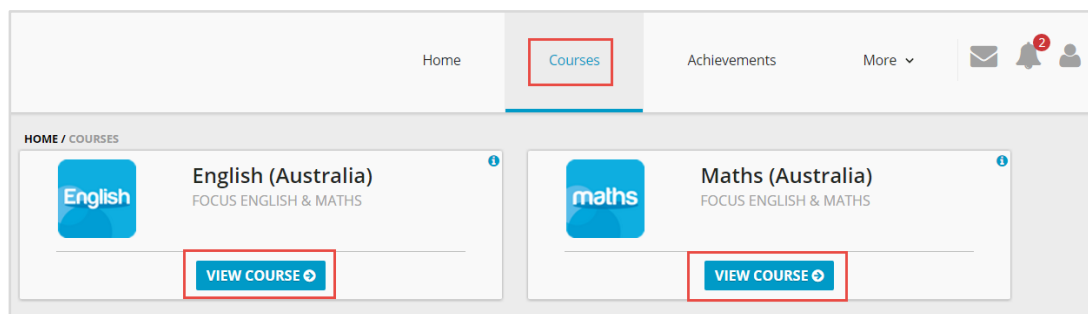


You have now completed the required literacy and numeracy assessments

Retaking Initial Assessments

If you would like to retake the Initial Assessment for English or Maths, follow the steps below.

1. Click the **Courses** button in the top navigation menu.
2. Click the **View Course** button for the course you want to re-take the assessment for.



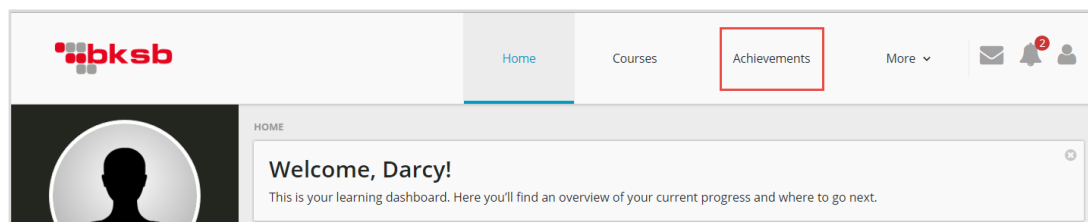
3. Click the **Retake Initial Assessment** link.



Viewing your achievements

If you need to access your results after completing the assessments, follow the steps below:

1. Click the **Achievements** button in the top navigation menu.



2. The ACSF level result for the Maths and English assessments will be shown. Click the **printer** icon to display and print a results statement.

