Learning Hub staff guide

Staff log in to the Learning Hub

The purpose of this staff guide is to explain how to log into the Learning Hub. The Learning Hub is the central point of access to the online courses in which students are registered.

Log in

To log in to the Learning Hub:

1. From the RMIT Home Page, select Staff, then under Learning and Teaching, select Learning Hub or go directly to the Learning Hub webpage http://www.rmit.edu.au/LearningHub
2 Login to the Learning Hub via CAS

<table>
<thead>
<tr>
<th>RMIT ID</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your staff number eg E12345</td>
<td>If you are a staff member your initial password is given to you when your account is created. The IT Service Desk will be able to provide you with further details.</td>
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</tbody>
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Problems logging in

If you have problems logging in to the Learning Hub:

1. Ensure you are using the correct login details for your RMIT ID and password.
2. Check your computer, internet browser and settings meet the minimum system requirements.
3. Note any error messages and contact the IT Service Desk for assistance at http://www.rmit.edu.au/ITS/ithelp

Forgotten your password

If you have forgotten your password refer to: http://www.rmit.edu.au/its/password
Learning Hub features

Your Learning Hub home page displays:

**Programs** you are instructing in.
Note: If you have more than eight Programs you will need to click on the Search Program offerings link to display them all.

**Courses** you are instructing in.
Note: If you have more than eight Courses you need to click on the Search Course offerings link to display them all.

**Links** to your > Previous semester’s course registrations.
Note: Will only display listing after a semester has passed.

**Announcements** on the left menu. **Links** on the left menu.
Logging out of the Learning Hub

To log out of the Learning Hub:

1. **Log out / Close** any applications you have open, eg. Backboard.
2. **Click on Exit**

3. The Exit screen is then displayed.

4. Remember to **close your browser**