

Learning Hub staff guide

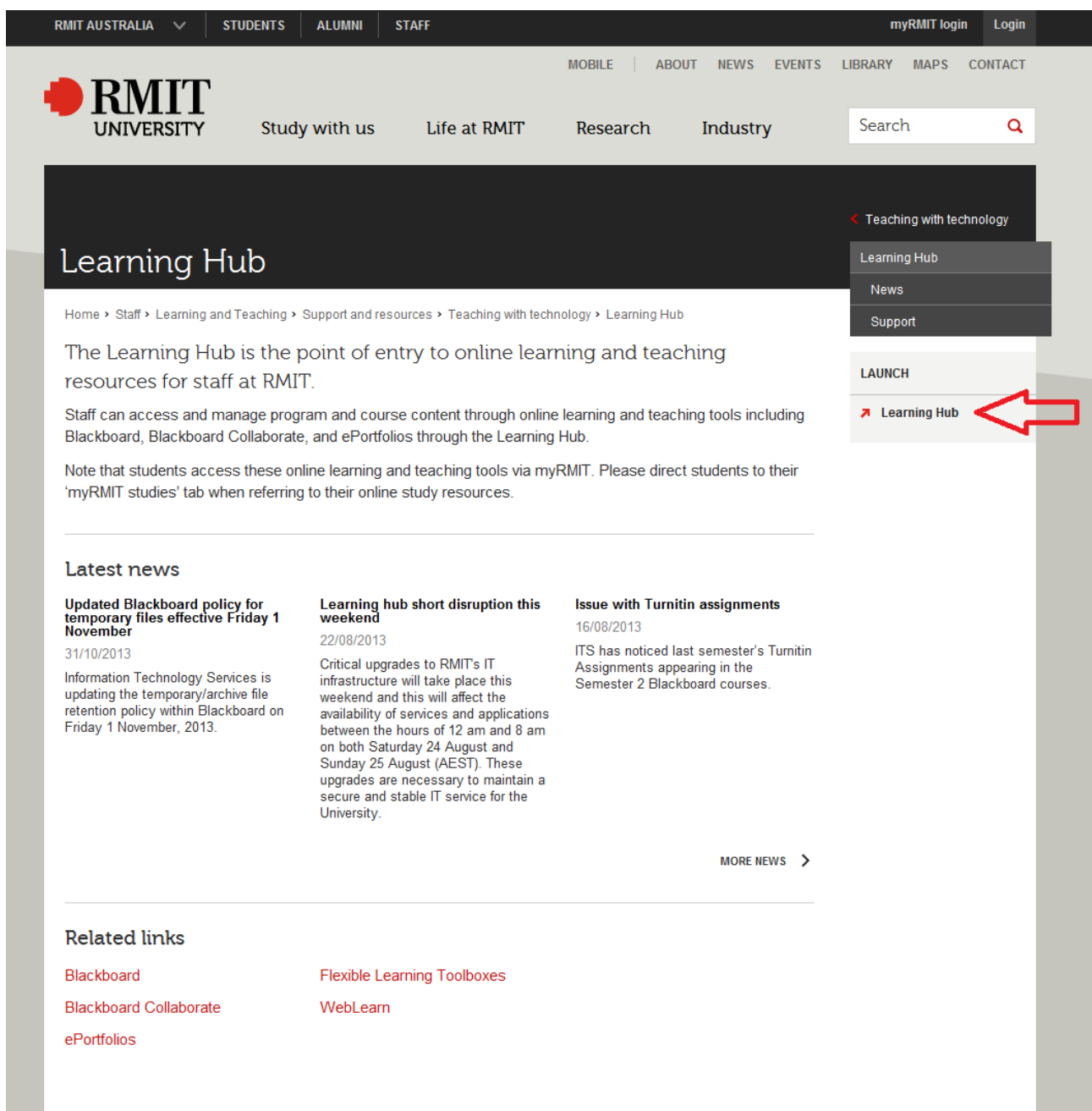
Staff log in to the Learning Hub

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

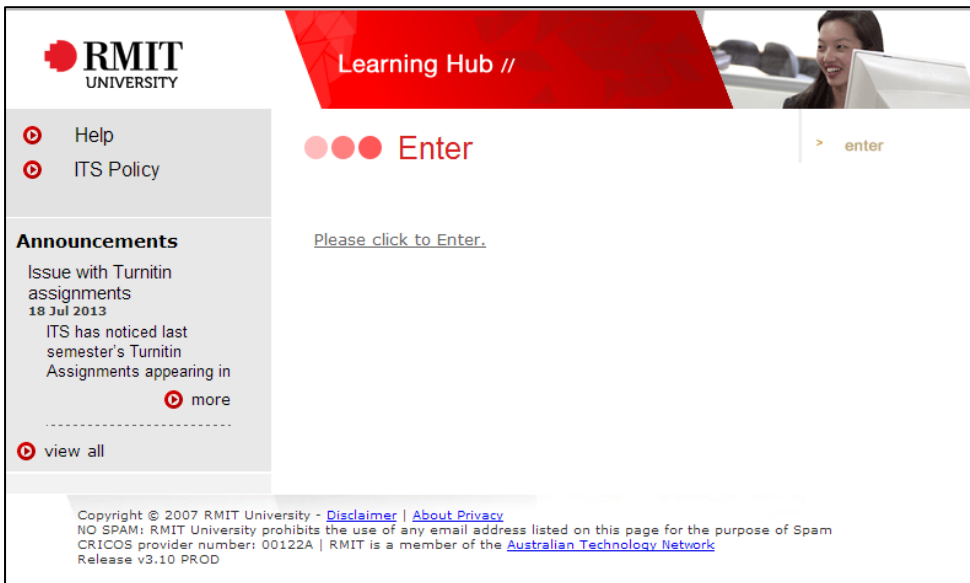
To log in to the Learning Hub:

- 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>

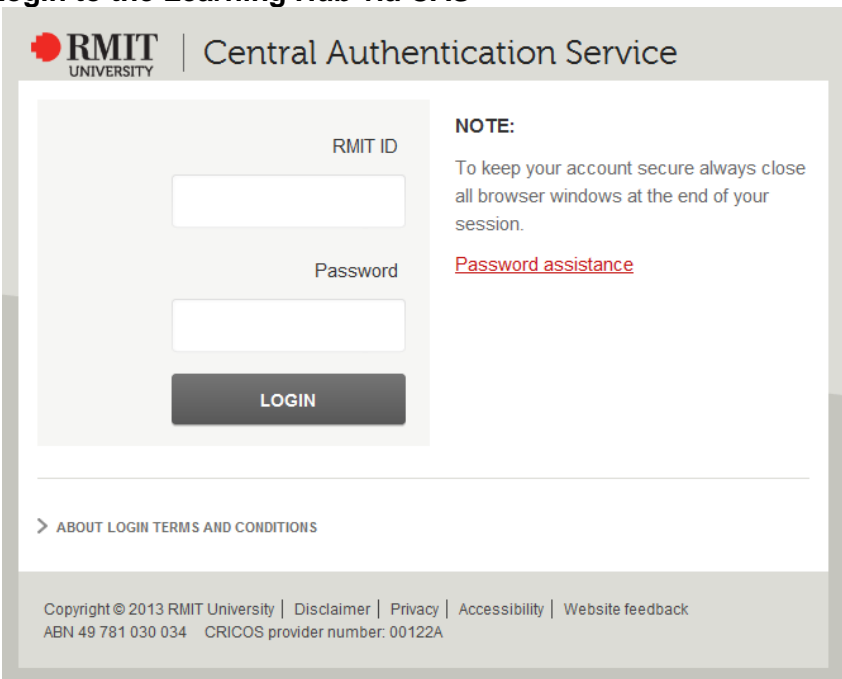


The screenshot shows the RMIT University website with the following navigation structure:

- Top navigation: RMIT AUSTRALIA, STUDENTS, ALUMNI, STAFF, myRMIT login, Login
- Secondary navigation: MOBILE, ABOUT, NEWS, EVENTS, LIBRARY, MAPS, CONTACT
- Header: RMIT UNIVERSITY, Study with us, Life at RMIT, Research, Industry, Search
- Main content area: Learning Hub (with breadcrumb: Home > Staff > Learning and Teaching > Support and resources > Teaching with technology > Learning Hub)
- Text: The Learning Hub is the point of entry to online learning and teaching resources for staff at RMIT. Staff can access and manage program and course content through online learning and teaching tools including Blackboard, Blackboard Collaborate, and ePortfolios through the Learning Hub. Note that students access these online learning and teaching tools via myRMIT. Please direct students to their 'myRMIT studies' tab when referring to their online study resources.
- Latest news section with three articles:
 - Updated Blackboard policy for temporary files effective Friday 1 November** (31/10/2013): Information Technology Services is updating the temporary/archive file retention policy within Blackboard on Friday 1 November, 2013.
 - Learning hub short disruption this weekend** (22/08/2013): Critical upgrades to RMIT's IT infrastructure will take place this weekend and this will affect the availability of services and applications between the hours of 12 am and 8 am on both Saturday 24 August and Sunday 25 August (AEST). These upgrades are necessary to maintain a secure and stable IT service for the University.
 - Issue with Turnitin assignments** (16/08/2013): ITS has noticed last semester's Turnitin Assignments appearing in the Semester 2 Blackboard courses.
- Related links section:
 - Blackboard
 - Blackboard Collaborate
 - ePortfolios
 - Flexible Learning Toolboxes
 - WebLearn
- LAUNCH menu: Learning Hub, News, Support, Learning Hub (highlighted with a red arrow)



2 Login to the Learning Hub via CAS



RMIT ID	Password
Your staff number eg E12345	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.

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.

The screenshot shows the RMIT Learning Hub interface. At the top left is the RMIT University logo. The main header is red and contains 'Learning Hub //'. Below the header is a navigation menu with 'Home', 'Help', and 'ITS Policy'. To the right of the menu is a 'Testing Account' indicator and an 'exit' button. The main content area is divided into two sections: 'Program(s)' and 'Course(s)'. The 'Program(s)' section lists several programs with their respective Blackboard links. The 'Course(s)' section lists courses for the term 'UGRD Semester 2 2013' with their respective Blackboard links and 'course guide' buttons. At the bottom left, there is a link '> Previous semester's course registrations'. Red arrows point to the 'Announcements' section on the left, the 'Program(s)' and 'Course(s)' section headers, and the '> Previous semester's course registrations' link.

Announcements

Issue with Turnitin assignments
18 Jul 2013
ITS has noticed last semester's Turnitin Assignments appearing in
more

Resources

- Library
- Learning Hub web page

Program(s)

BP056	B Eng (Environmental Eng)
Blackboard	
BP056EQR	English Ready Quiz
Blackboard	
COPYRIGHT	Copyright Service
Blackboard	
ILC1	REW Online ILC
Blackboard	
RESEARCHIPD	Research Integrity Professional Development
Blackboard	
REW01	HOTSPOT Melbourne
Blackboard	

Course(s)

Term : UGRD Semester 2 2013

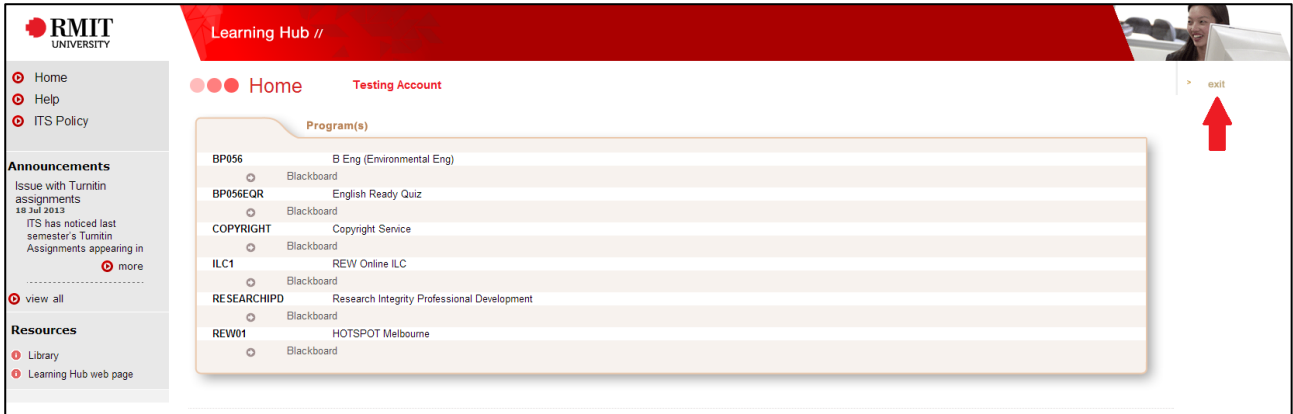
CIVE1122	Advanced Hydrogeology	course guide
Blackboard		
CIVE1200	Wastewater Systems Des & Model	course guide
WebLearn		
Blackboard		
ENVI1038	Environmental Studies	course guide
WebLearn		
Blackboard		
OENG1042	Workplace Project 2	course guide
Blackboard		

> Previous semester's course registrations

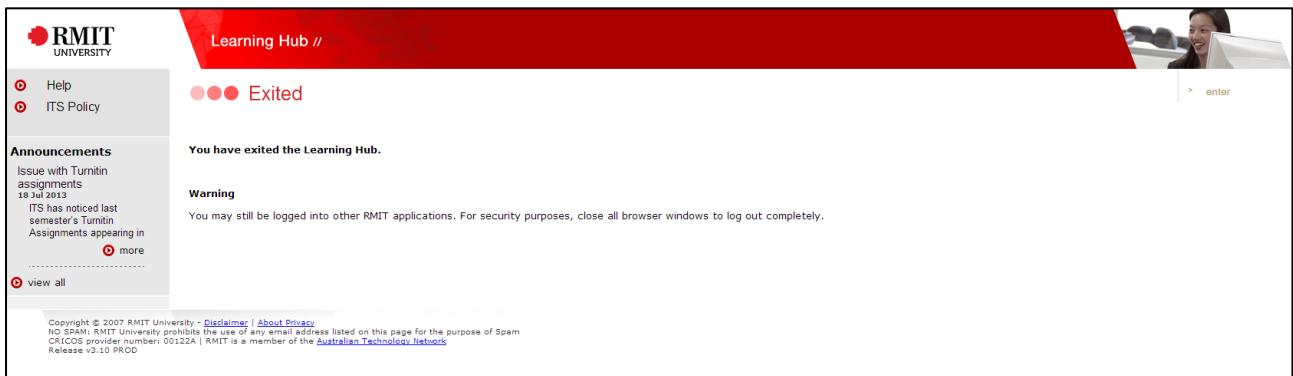
Logging out of the Learning Hub

To log out of the Learning Hub:

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



- 3 The Exit screen is then displayed.



- 4 Remember to **close your browser**