Instructions for Online Pre-training Review
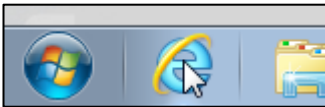
User name: student number (with 's')

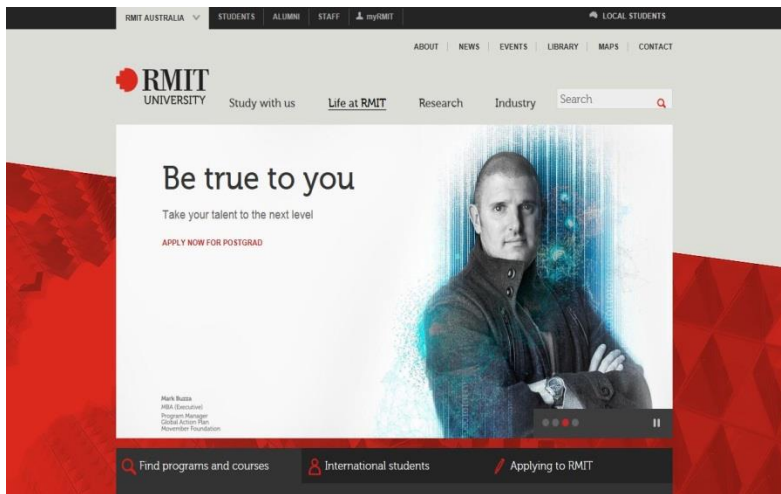Password: **p**yyyymmdd**!** (your date of birth; note the 'p' and the exclamation mark)

Note: if you have deferred you will need to call the help desk for password assistance 99254888
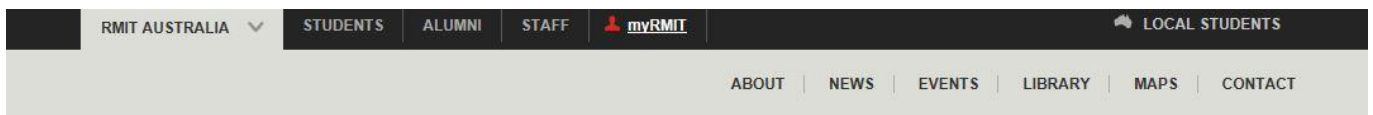
Pre-Training Review -- access instructions

1. Start Internet Explorer (link near the bottom left of the screen):

2. If the screen below doesn't appear, go to the RMIT homepage (www.rmit.edu.au)

3. Pick the "myRMIT login" link (see below)

4. Type your RMIT ID (i.e. s1234567) and your rmit password (i.e. pYYYYMMDD! where this is lower case "p" proceeded by your date of birth backwards and an "!")

RMIT ID

s2309378

Password

•••••••••

LOGIN

5. The screen below should appear. Pick the "myStudies" tab (see below)

RMIT AUSTRALIA ∨ | ALUMNI **STUDENTS** STAFF

RMIT UNIVERSITY | myRMIT

Home   myStudies   myDetails

Welcome s2309378

EMAIL

↗ UNREAD EMAILS (181)

RMIT UNIVERSITY | myRM

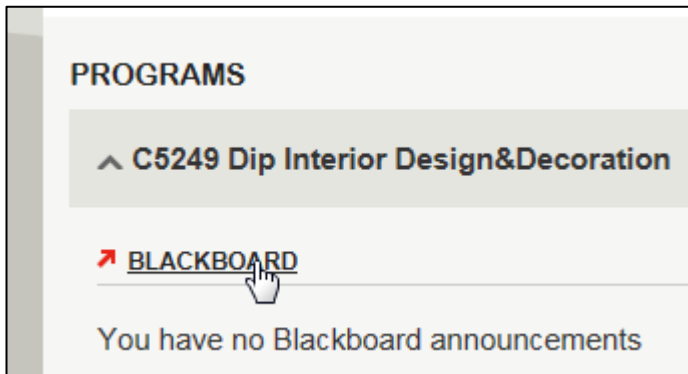Home   myStudies   m

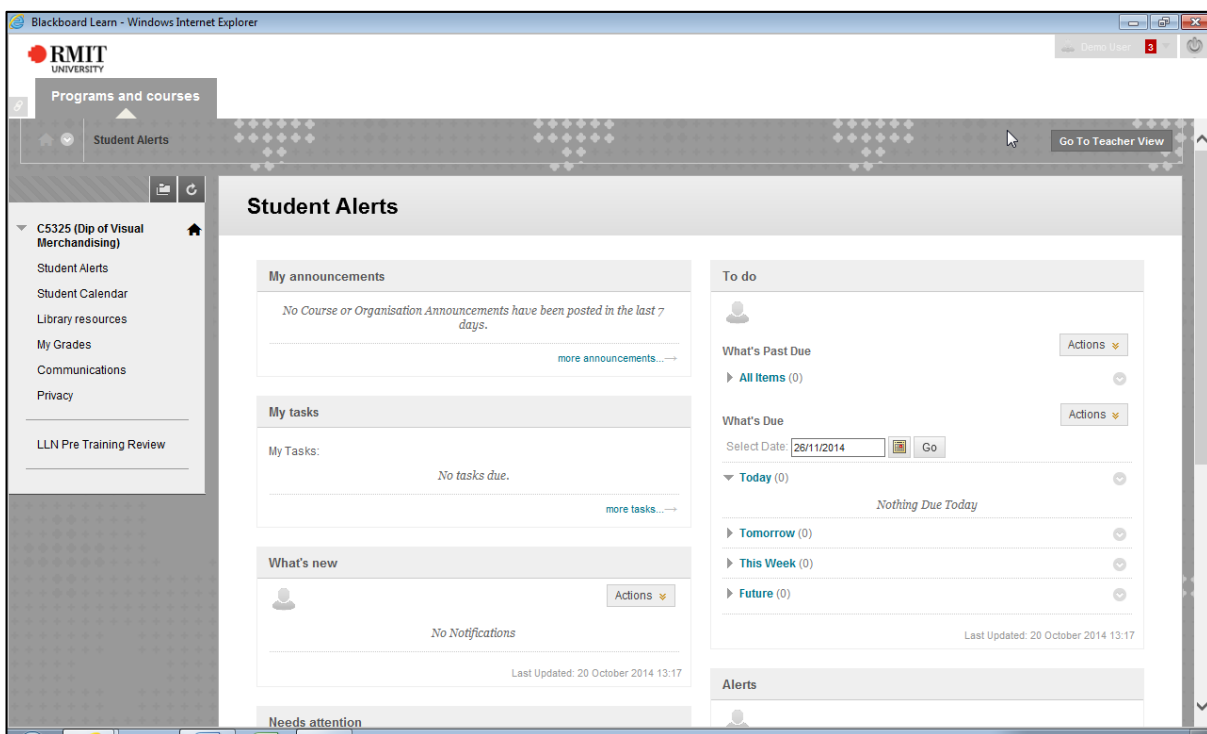6. In the list of programs, pick your program code (i.e. C5249) – see below

PROGRAMS

∨ C5249 Dip Interior Design&Decoration
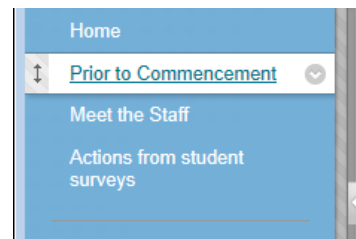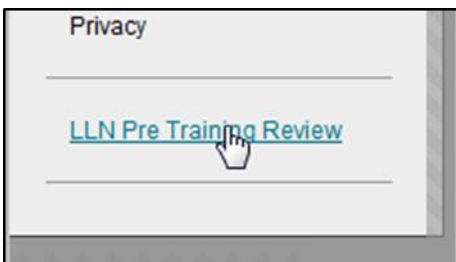
∨ COPYRIGHT Copyright Service

7. The list above will open. Pick the link "**Blackboard**" (see below)

8. The Blackboard program shell will now appear (see below)

9. Pick either "Pre-training review " or "LLN Pre Training Review" or "Pre-Commencement" located in the left hand pane (see below)
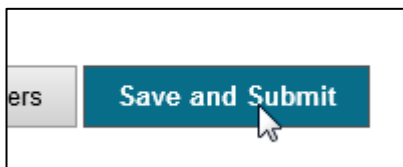
10. Note that there are 3 parts to the evaluation, you will need to return to this page to complete parts 2 and 3. Pick the "Part 1" link to start the quiz (see below)
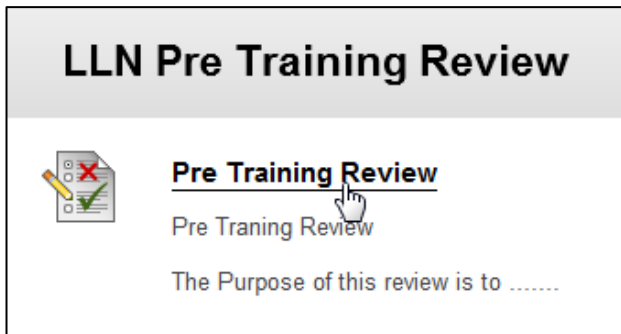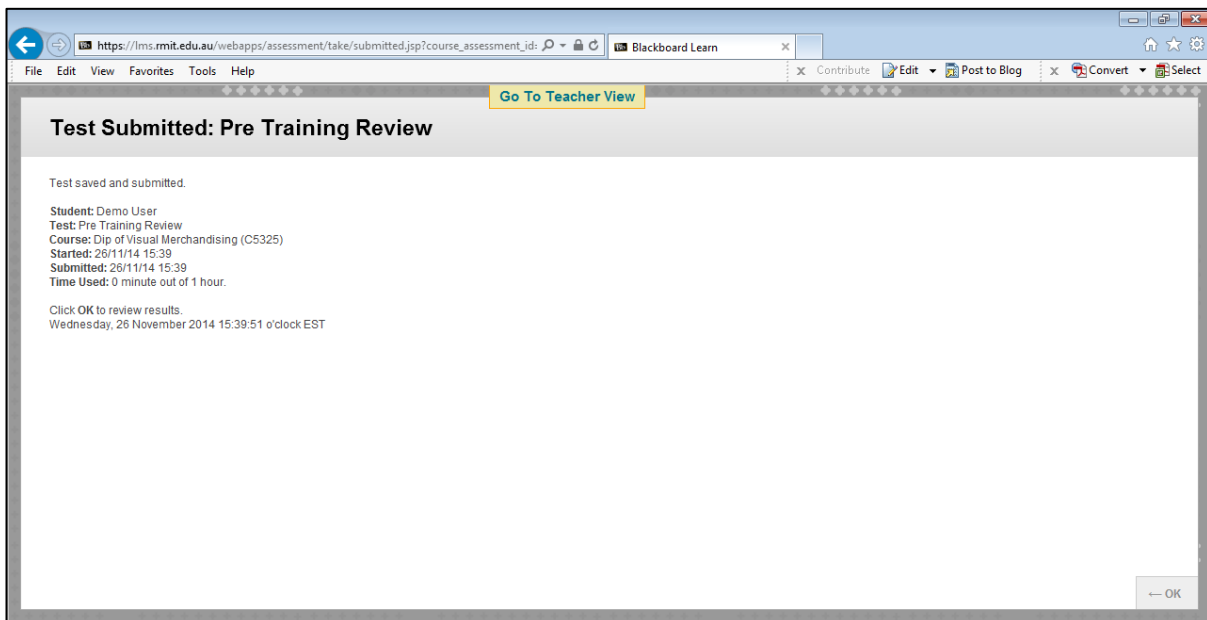

11. Read the instructions then pick the "Begin" button (see below)

12. When completed, "Save and Submit" button (see below)

13. A summary will now appear. Have a quick read, then pick the "OK" button at the bottom right

14. Now complete Part 2 and Part 3 in the same way.
15. To now exit the "blackboard" shell, pick the icon near the top right corner of the screen (see below)

16. Close the Internet browser to complete this task.