Instructions for Online Pre-training Review

User name: student number (with ‘s’)

Password: pyyyyymmdd! (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):

![Internet Explorer icon]

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

![RMIT homepage]

3. Pick the “myRMIT login” link (see below)

![myRMIT login link]

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 “!”)
5. The screen below should appear. Pick the “myStudies” tab (see below)

6. In the list of programs, pick your program code (i.e. C5249) – see below
7. The list above will open. Pick the link “Blackboard” (see below)

![Blackboard link](image1)

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

![Blackboard shell](image2)

9. Pick either “Pre-training review” or “LLN Pre Training Review” or “Pre-Commencement” located in the left hand pane (see below)

![Pre-training review](image3)

![Pre-Commencement](image4)
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)

![LLN Pre Training Review](image)

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

![Begin button](image)

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

![Save and Submit button](image)

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

![Summary](image)


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.