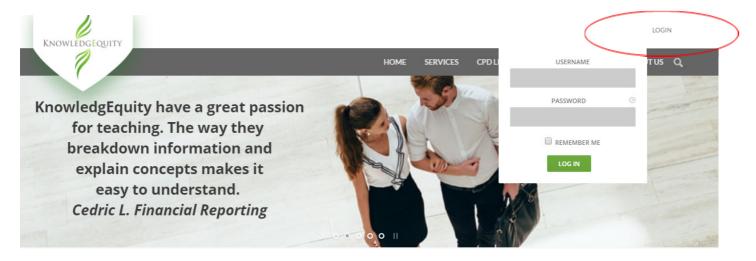
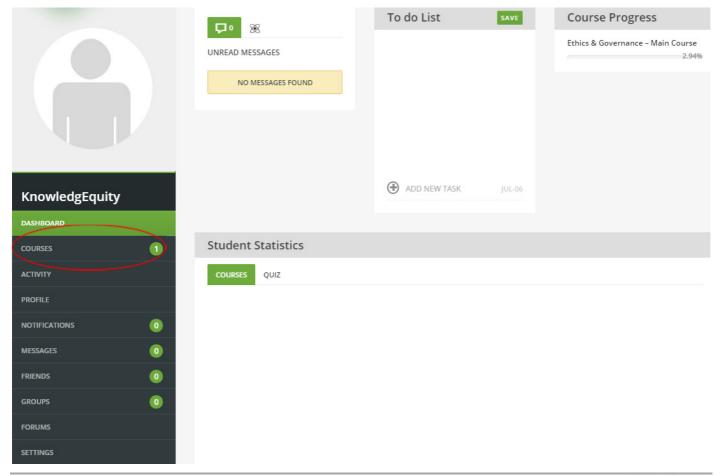
Login to the system

- 1. Go to our website to access our Learning Management System: www.knowledgequity.com.au
- 2. Click on *LOGIN* above the menu and enter your Username and Password. This will take you to your Dashboard screen.

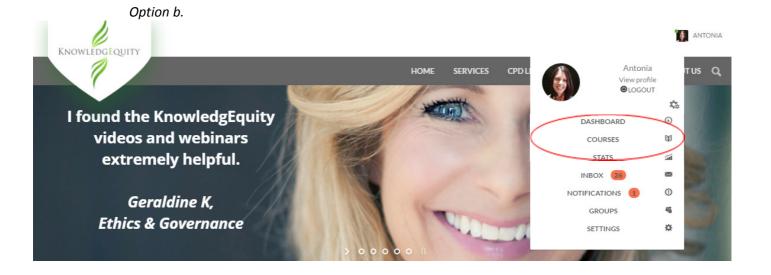


- 3. To view your available course(s), you can either:
 - a. Click on the Courses menu item in the left side main menu panel (displayed below) or,
 - b. Click on your name and select *Courses* from the top right corner of the screen dropdown menu

Option a.

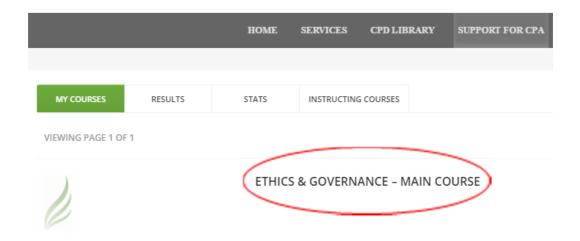






4. To select your course, click on the course name (displayed below).

Note 1: The course materials are located in your subject's 'main course'. For example, ETHICS & GOVERNANCE – MAIN COURSE

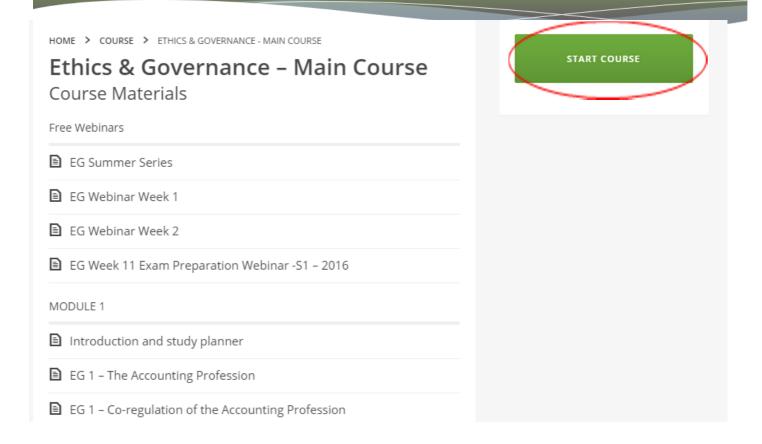


5. The course structure will be displayed. Then select *Start Course* green button (displayed below).

Note 1: This page lists the resources that are available in the course, but **you cannot access individual resources directly from here**. You need to click the green *Start Course* button first.

Note 2: The next time you access this course structure page, the button will change from 'Start Course' to 'Continue Course'.

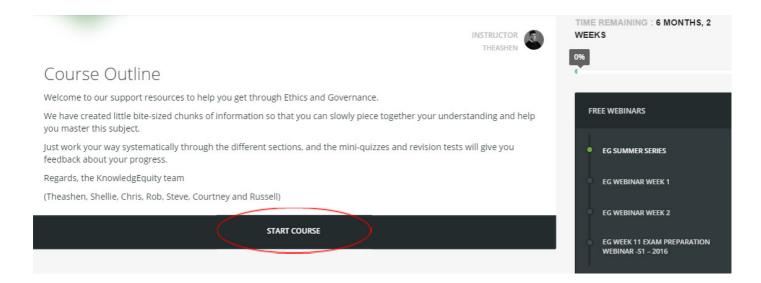




6. The Course Outline is displayed, read through this.

A menu is displayed on the right with all the resources (units and quizzes) listed under section headers (see example below).

You can either select *Start Course* button in the black bar and the course will begin at the start. Alternatively, navigate to a specific unit that you want to study from the menu.



7. You have now entered the course. You will see the study materials available such as videos, PDF flowcharts or practice quizzes.



- 8. When you finish a unit you <u>must</u> click *MARK THIS UNIT COMPLETE* and then you can select *NEXT UNIT*.
 - Note 1: By marking a unit as complete, you can track your study progress.
 - Note 2: You can revisit all content, anytime even when you have marked a unit as complete.



Resources, resources!

To access the **videos**, **PDF downloads** and **quizzes** you must go into a unit, you will then see the related materials.

Webinars

Our weekly live webinars are recorded, so you will find the *WEBINARS* menu contains the **recorded** webinar and a PDF of the presentation slides up to the week in the semester.

Please note: For live webinars an email will be sent to you from *Click Webinar* on the day of your webinar to join in the live session. You need to click on the link in the email to access the live webinar. You cannot access the live webinar inside our website.

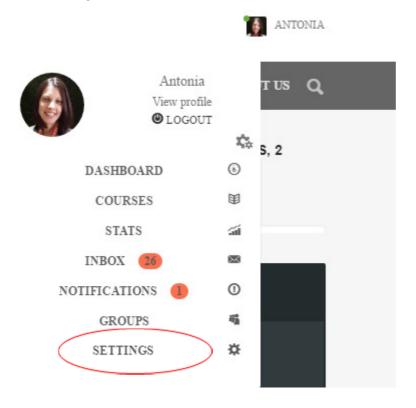
Practice Exams

The *PRACTICE EXAMS* will not be populated until around week 8 or 9. You will be notified when these become available.



Change your password

1. Go to the *LOGIN panel* (or your profile if you are already logged in) in the top right corner *and select Settings*.



2. Enter your new password, repeat the new password, and then click on the *Save Changes* button.

