# 6 Steps to Successful Online Learning

So excited you're joining us!

We're committed to helping you reach your goals.

These tips will help you navigate our platform, Totara, and maximise your learning experience.

## Plan Your Study Time

To ensure you complete your coursework:

1. Dedicate sufficient time each day or week.
2. Download and fill out the Study Planner
3. Adhere to your schedule.
4. Make sure to balance study with work, social life, and relaxation.

## 2. Engage and Connect

Don't feel alone! Online learning thrives on connection.

1. Jump into course forums and discussions, share your thoughts
2. Ask questions, and collaborate.
3. You're part of a learning community, so get involved!

## 3. Seek Help When Needed

Having trouble with the course or assignments?

1. Don't stress!
2. Your friendly tutors are ready to jump in and help you out.
   Just give that orange **'Help'** button a click-we're here to guide you, every step of the way.

## 4. Master Your Learning Dashboard

When you log in, you'll see your Dashboard. It's your personal learning hub! Here, you'll find a list of your enrolled programs and all your deadlines, helping you stay right on track."

How to Launch Your Course?

• Click on the program directly from your Dashboard.
• Select 'Launch Course' next to the course listed.

Once your course opens, you'll see three key sections:

• **Instructions:** This is your quick guide to getting started.
• **Course Material:** Here you'll find all the learning content.
• **Assessment:** This is where you complete and submit your assignments.

## CITA6002 - Certificate in Microsoft Excel

Date assigned: 18 March 2025      Due date: 16 September 2025, 4:59 PM

Chart a new course and let prospective employers know you are serious about learning.

### Welcome to the Certificate in Microsoft Excel

**Click on the "Launch Course" button beside each course to open the learning material.**

Click on the course name or Launch Course to open the learning material. Please ensure pop-ups are enabled.

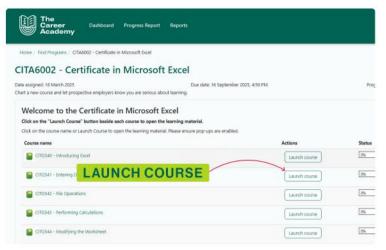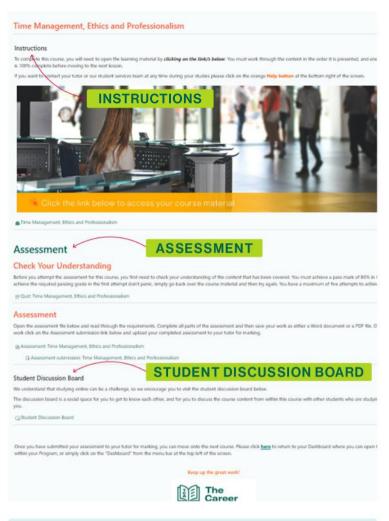| Course name | Actions | Status |
|---|---|---|
| CITG540 - Introducing Excel | Launch course | 0% |
| CITG541 - Entering D[**LAUNCH COURSE**] | Launch course | 0% |
| CITG542 - File Operations | Launch course | 0% |
| CITG543 - Performing Calculations | Launch course | 0% |
| CITG544 - Modifying the Worksheet | Launch course | 0% |

**ADMG547 - Role of Office Administration & Support**

START COURSE

**COURSE MATERIAL**

In this course, you will be introduced to the basic role and responsibilities of an office administrator.

**Guidance & Support**

- The approximate time to complete this section of the course is **3.5** hours.
- You **will not** need access to any additional software/programs to complete this course.
- You will need to read each page of content to complete the course material.
- You can check your progress within this course by looking at the percentage bar at the top left of the screen once you click on "Start Course".

Let's get started! Click on the first lesson below or click Start Course at the top of this page.

Learning Outcomes:

- Explain what an office administrator is.

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## Time Management, Ethics and Professionalism

### Instructions

To complete this course, you will need to open the learning material by *clicking on the link/s below*. You must work through the content in the order it is presented, and ens... is 100% complete before moving to the next lesson.

If you want to contact your tutor or our student services team at any time during your studies please click on the orange **Help button** at the bottom right of the screen.

**INSTRUCTIONS**

Click the link below to access your course material

🔒 Time Management, Ethics and Professionalism

### Assessment

**ASSESSMENT**

#### Check Your Understanding

Before you attempt the assessment for this course, you first need to check your understanding of the content that has been covered. You must achieve a pass mark of 80% in... achieve the required passing grade in the first attempt don't panic, simply go back over the course material and then try again. You have a maximum of five attempts to achie...

📄 Quiz: Time Management, Ethics and Professionalism

### Assessment

Open the assessment file below and read through the requirements. Complete all parts of the assessment and then save your work as either a Word document or a PDF file. O... work click on the Assessment submission link below and upload your completed assessment to your tutor for marking.

📄 Assessment: Time Management, Ethics and Professionalism

🔲 Assessment submission: Time Management, Ethics and Professionalism

#### Student Discussion Board

**STUDENT DISCUSSION BOARD**

We understand that studying online can be a challenge, so we encourage you to visit the student discussion board below.

The discussion board is a social space for you to get to know each other, and for you to discuss the course content from within this course with other students who are studyi... you.

💬 Student Discussion Board

Once you have submitted your assessment to your tutor for marking, you can move onto the next course. Please click **here** to return to your Dashboard where you can open t... within your Program, or simply click on the "Dashboard" from the menu bar at the top left of the screen.

*Keep up the great work!*

📖 The Career

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## 5. Reward Your Progress

Learning takes effort, so celebrate your milestones!

1. Reward yourself after completing assignments; it's a great motivator.
2. As you progress, you'll earn badges and points, showing your achievements and leveling up towards course completion.

## 6. Track Your Learning

Stay on top of your learning by regularly tracking your progress.

1. Use tools like your *'Course Dashboard'*, calendar, or progress trackers to monitor completed tasks, upcoming deadlines.
2. Allocate extra time to any areas that might need extra attention.

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**100% ONLINE -24/7 ACCESS**

**INSTANT ACCESS TO YOUR COURSES**

**UNLIMITED TUTOR SUPPORT**

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# BECOME
# UNSTOPPABLE

## WE CHANGE THE LIVES OF OVER 25,000+ STUDENTS EVERY YEAR

**The Career Academy**