

Australian School of Security and Investigations

INTERACTIVE CLASSROOM HELP



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Welcome to the Interactive classroom. The Interactive classroom is a unique interface exclusive to the Australian School of Investigations which allows students and their instructors to send assignments, comments and queries to each other by way of a private messaging interface.

Every message, comment or assignment that is sent through the interactive classroom is logged in chronological order so that students and instructors have a visual record of each interaction.

Students and instructors can log in to the classroom from anywhere in the world.

LOG IN

Once you have received an email "Login Details" from the student administrator- including your USERNAME and PASSWORD, please visit the login page at www.trainingschool.com.au/training.

The login box will pop up and you will need to enter your email address and password that was emailed to you.

MESSAGES

Sometimes you will receive an email alerting that there is a message from your instructor in your classroom. Click on the link in the email and you will be taken directly to the login screen. Once you are logged in you will see the message from you instructor and the time and date it was posted. You can then send a message back by typing in a heading in the Title box and the message. When needed you can also attach files to your message.

RECEIVING YOUR ASSIGNMENT

When you first log on, you will find a list of all your assignments but one in grey. The unlocked assignment in white is the first one for you to start with.

Click it and follow the prompts. See the image below.



Home

| From | Title | Message |
|---------------------------------|-------|---------|
| Selected Messages: Mark as read | | |

| Code | Title | Description | Status |
|------------------------------|--|--------------------------------|-------------|
| 01- PRSIS311A | Work Effectively in the Investigatons Industry | This competency standard co... | Not Started |
| 02- PRSIS301A | Determine Method of Investigation | This competency standard co... | Locked |
| 03- PRSIS306A | Gather Information by Factual Investigation | This unit covers the invest... | Locked |
| 04- PRSIS307A | Conduct Interviews and Take Statements | This competency standard co... | Locked |
| 05- PRSIS302A | Compile Investigative Report | This competency standard co... | Locked |
| 06- PRSS0311A | Prepare and Present Evidence in Court | This competency standard co... | Locked |
| 07- PRSIS303A | Provide Quality Investigative Services to Clients | This competency standard co... | Locked |
| 08- PRSS0306A | Maintain Effective Workplace Relationships | This competency standard co... | Locked |
| 09- PRSS0307A | Manage Own Work Performance and Development | This competency standard co... | Locked |
| 10- PRSS0302A | Maintain a Safe Workplace and Environment | This competency standard co... | Locked |
| 11- PRSIS309A and BSB5BM301A | Perform Administrative Functions and Research Business Opportunities | This unit covers the invest... | Locked |
| 12- PRSSO315A | Store and Protect Information | This competency standard co... | Locked |

As you progress through your course, your next assignment will be unlocked generally within a few hours of you sending an assignment to be marked. This is not done automatically; Trainers will need to unlock the assignments for you. This is to enable you to only do one or two assignments at a time, depending on your capabilities.

To download your assignment, click on the assignment that has been allocated to you on the home page (For example above.) This will load a screen with the two attachments for your assignment that you need to download and a brief explanation of the assignment. To open your assignment it is best to **right click** on the attachment and click on "Save target to" Then you will be given the usual options of where to save the unit to.

Once you have saved the assignment to a suitable folder on your computer, you can open your first assignment. You will see that there are answer boxes for your comments to go into. There are also instructor comments boxes. Once you have read through the assignment, fill out your answers in the red boxes provided in the document.

SUBMITTING YOUR COMPLETED ASSIGNMENT

Once you have completed your assignment, you need to save it as the original file name, but add your name in the beginning, for example, " Joe Bloggs_PRSIS311A Work Effectively in the Investigative Industry.doc" Then send your completed assignment back for it to be marked:

If you are submitting attachments, please be sure to add your name, then the unit code and then an attachment number.

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1. Click on the particular unit you have just completed, in your home page of the interface.
2. Find the upload form at the bottom of the page to attach your completed file and any attachments.

Please upload your answer below.

Add

| | |
|----------------------|-----------|
| <input type="text"/> | Browse... |
|----------------------|-----------|

Send File(s)

3. Press the "add" button (circled) to create as many upload boxes as you will need for each attachment, before beginning to attach your files.

Add

| | |
|----------------------|-----------|
| <input type="text"/> | Browse... |
| <input type="text"/> | Browse... |
| <input type="text"/> | Browse... |
| <input type="text"/> | Browse... |

4. Then simply attach a file separately in each box and press submit.

Add

| | |
|-------------------------|-----------|
| Z:\ASSI MAIN\CERT III L | Browse... |
| Z:\ASSI MAIN\CERT III L | Browse... |
| Z:\ASSI MAIN\CERT III L | Browse... |
| <input type="text"/> | Browse... |

RECEIVING YOUR MARKED ASSIGNMENT

| Code | Title | Description | Status |
|---------------------------------|--|--------------------------------|--------|
| 01- PRSIS311A | Work Effectively in the Investigatons Industry | This competency standard co... | Passed |
| 02- PRSIS301A | Determine Method of Investigation | This competency standard co... | Locked |
| 03- PRSIS306A | Gather Information by Factual Investigation | This unit covers the invest... | Locked |
| 04- PRSIS307A | Conduct Interviews and Take Statements | This competency standard co... | Locked |
| 05- PRSIS302A | Compile Investigative Report | This competency standard co... | Locked |
| 06- PRSS0311A | Prepare and Present Evidence in Court | This competency standard co... | Locked |
| 07- PRSIS303A | Provide Quality Investigative Services to Clients | This competency standard co... | Locked |
| 08- PRSS0306A | Maintain Effective Workplace Relationships | This competency standard co... | Locked |
| 09- PRSS0307A | Manage Own Work Performance and Development | This competency standard co... | Locked |
| 10- PRSS0302A | Maintain a Safe Workplace and Environment | This competency standard co... | Locked |
| 11- PRSIS309A and BSBSBM301A | Perform Administrative Functions and Research Business Opportunities | This unit covers the invest... | Locked |
| 12- PRSSO315A | Store and Protect Information | This competency standard co... | Locked |

Once your assignment has been assessed, the assessor's detailed comments will be posted on your homepage.

If you have passed, the assignment will show up in green. Click the assignment and it will show the assessor's comments.

| Code | Title | Description | Status |
|---------------------------------|---|-----------------------------------|--------|
| 01- PRSIS311A | Work Effectively in the Investigatons Industry | This competency standard co... | Failed |
| 02- PRSIS301A | Determine Method of Investigation | This competency standard co... | Locked |
| 03- PRSIS306A | Gather Information by Factual Investigation | This unit covers the invest... | Locked |
| 04- PRSIS307A | Conduct Interviews and Take Statements | This competency standard co... | Locked |
| 05- PRSIS302A | Compile Investigative Report | This competency standard co... | Locked |
| 06- PRSS0311A | Prepare and Present Evidence in Court | This competency standard co... | Locked |
| 07- PRSIS303A | Provide Quality Investigative Services to Clients | This competency standard co... | Locked |
| 08- PRSS0306A | Maintain Effective Workplace Relationships | This competency standard co... | Locked |
| 09- PRSS0307A | Manage Own Work Performance and Development | This competency standard co... | Locked |
| 10- PRSS0302A | Maintain a Safe Workplace and Environment | This competency standard co... | Locked |
| 11- PRSIS309A and BSBSBM301A | Perform Administrative Functions and Research Business Opportunities | This unit covers the invest... | Locked |
| 12- PRSSO315A | Store and Protect Information | This competency standard co... | Locked |

If you need to resubmit your assignment, it will show up in red.

Click the assignment and you will again be able to see the comments the assessor has left. At the bottom of this screen, **there is another upload form** for you to re-submit your assignment once you have made changes.

SUPPORT

Support for your assignments is available from approximately 8pm- 6pm on weekdays. Sometimes you may receive a reply in a matter of minutes; sometimes it may take a few hours. If there is a delay with a reply, please work on the next question until your instructors gets back to you. Delays usually mean a number of students have submitted assignments at once, or there is unusual demand.

QUESTIONS

If you have any questions about the use of the Interactive Classroom please email us at the address below, or use the messaging interface in your classroom.

Australian School of Security and Investigations

Ph: 1300 656 732

Fax: (08) (08) 9250 8233

Email: admin@trainingschool.com.au

www: www.trainingschool.com.au