

Introducing you to the Lennox Institute

Learning Portal

What is the Learning Management System?



The LMS is your one stop shop for all things learning while you are at Lennox Institute

Course ID	Name	% Complete	Status	Score	Prerequisites
LL_HLTAD001	Provide CPR - Lennox - Provide CPR - HLTAD001 - E-Learning V95.0	10%	Started	0	2014-08-27
LI_HLTAD003	Provide First Aid - Lennox - Provide First Aid - HLTAD003 - E-Learning V95.14	10%	Started	0	2014-08-27
safeRclean_Cleaning_Induction	safeRclean_online_descing induction course - Lennox	10%	Started	0	2014-09-21
greenRclean	greenRclean	33%	Started	100	2014-03-18 2014-09-30
LI_greenRclean_S_Module_1	greenRclean_Safe_cleaning	100%	Passed	100	
LI_greenRclean_Module_2	greenRclean_Effective_cleaning	0%		0	
LI_greenRclean_Module_3	greenRclean_Sustainable_cleaning	0%		0	

You can:

- Review and complete your course content by watching the eLearning content or presentation.
- Download your Learner Guide and other supporting documents
- Download and access your assessment documents
- Track your learning progress
- Receive course and session notifications/reminders

How do I login to the LMS?

Go to the Lennox Institute LMS website

(follow email link or enter <http://coursemill.lennoxinstitute.com.au/cm6>)



On the login page enter your User ID and Password

(User ID: = Firstname_Lastname)

Password = Firstname)



If you have forgotten your password

Click on “Forgot your user ID or password” fill out your details and your User ID will be emailed to you

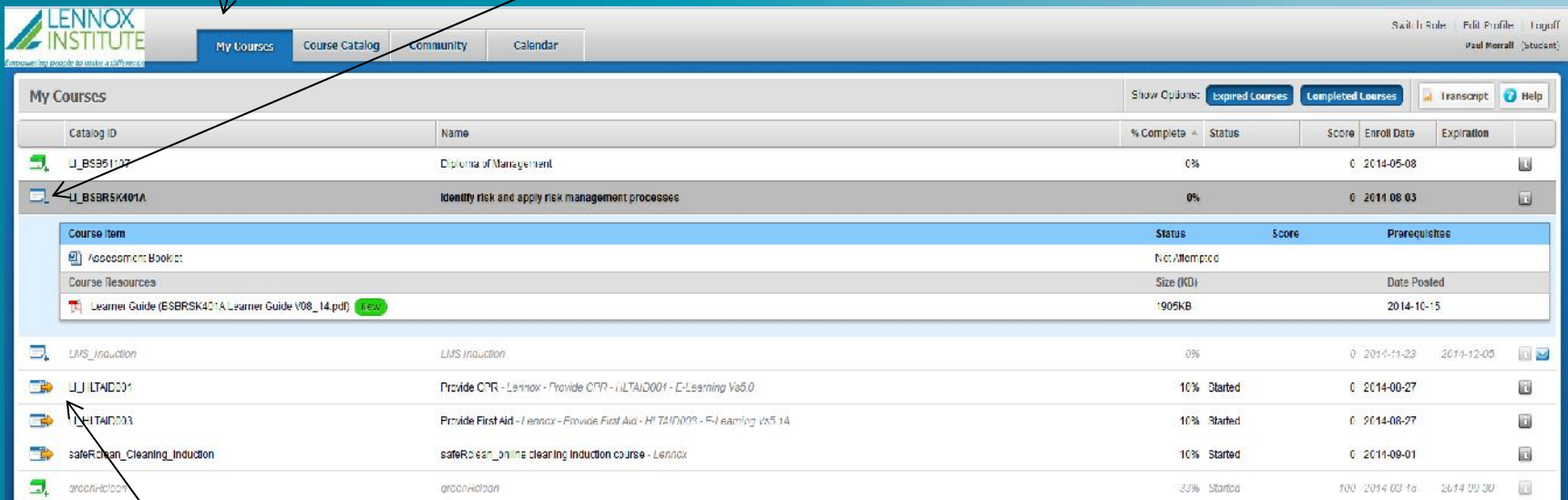


Show Options:

[Expired Courses](#)
[Completed Courses](#)
[Transcript](#)
[Help](#)

How do I access my course?

Click on “My Courses” Click on  to open or view documents.



Catalog ID	Name	% Complete	Status	Score	Enroll Date	Expiration
UJ_BS951102	Diploma of Management	0%		0	2014-05-08	
UJ_ESBR5K401A	Identify risk and apply risk management processes	0%		0	2014-08-03	
UJ_LTAID001	Provide CPR - Lennox - Provide CPR - iLTAD001 - E-Learning V45.0	10%	Started	0	2014-00-27	
UJ_LTAID003	Provide First Aid - Lennox - Provide First Aid - iLTAD003 - E-Learning V45.14	10%	Started	0	2014-08-27	
safeReClean_Cleaning_Induction	safeReClean_online cleaning Induction course - Lennox	10%	Started	0	2011-09-01	
grochvalban	grochvalban	33%	Started	100	2014-03-16	2014-03-30

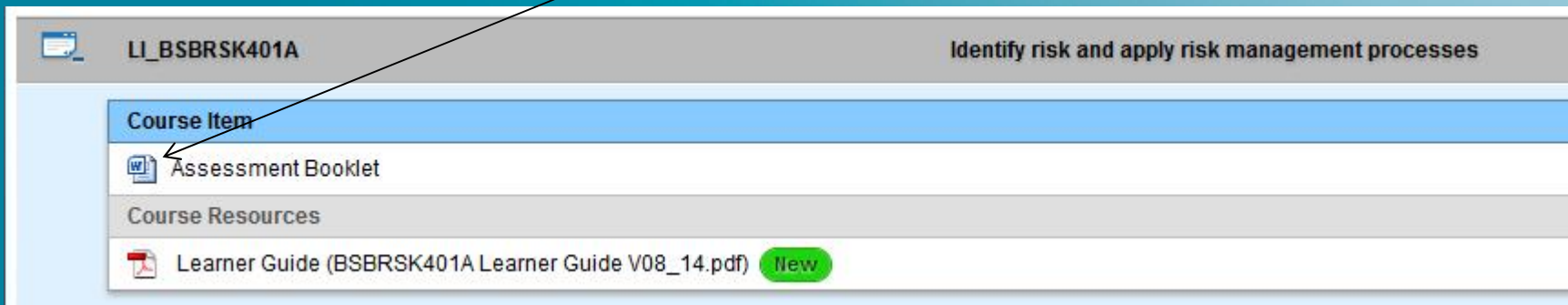
Course Item	Status	Score	Prerequisites
Assessment: Booklet	Not Attempted		
Course Resources	Size (KB)	Date Posted	
Learner Guide (ESBR5K401A_Learner Guide V08_14.pdf)	1905KB	2014-10-15	

Click on  **Launch course** to launch program (if applicable)

Click on  **Curriculum** to open / view courses

How do open my documents?

Click on the document icon. The document will only open if you have the corresponding program to open it. (example, to open the "assessment booklet" you will need to have Microsoft Word installed on your computer.



The screenshot shows a course interface for 'LI_BSBR401A' with the title 'Identify risk and apply risk management processes'. Under the 'Course Item' section, there is a document icon for 'Assessment Booklet'. Below that, under 'Course Resources', there is a PDF icon for 'Learner Guide (BSBR401A Learner Guide V08_14.pdf)' with a green 'New' badge. An arrow from the text above points to the 'Assessment Booklet' icon.

Once you have the Assessment Booklet open, a good idea is to save it to a location on your computer, once you have done this you may now start to edit the document.

I have finished my assessment, what next

When you have completed your assessment, enter your name, sign it and email it back to your trainer*.

Student Checklist

Please tick when you have:

- Completed the front cover page
- Written** your name on every page
- Read the "Assessment Instructions" on pages 3
- Completed all "Assessment Activities" pages 4 to 15
- Read the "Assessment Result Sheet" on page 18
- Sign the Student declaration below

Student Declaration:

I declare that:

- I have fulfilled the checklist requirements.
- No part of this assessment has been copied from another person's work, except where circumstances or work is listed or referenced.
- No part of this assessment has been written for me by another person.

Signed: Joe Bloggs

12/12/13

Date: _____

*For identification purposes - only send from an email registered to you

Next steps

1. Once your assessment is received you will receive an acknowledgment from your trainer (within 24hrs)
2. Your trainer will assess and communicate your results with comments within 5 working days

Show Options:		Score	Enroll Date	Expiration	
% Complete	Status				
0%		0	2014-11-23	2014-12-05	
1%	Started	0	2014-05-08		
10%	Started	0	2014-08-03		
10%	Started	0	2014-08-27		
10%	Started	0	2014-08-27		
10%	Started	0	2014-08-01		
10%	Started	100	2014-03-18	2014-09-30	
33%	Started				

Your status on the LMS will show complete or the trainer will communicate to you any further requirements that are needed to complete your unit (within 5 days)



For help or further information on the LMS, please contact Lennox Institute on 1300 130 666

Empowering people to make a difference

Any questions?



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