Diploma of Management and Diploma of International Business

Student Login:

Note: You must already be enrolled and issued with a Username and Password

www.hs.edu
Start here

Select your course
Read attached documents before you start

Enter Username and Password

Select: Course and Start
Welcome to IBSA's Online Learning Management System

1. To begin, enter the following URL into your internet browser:

   http://lms.ibsa.org.au

2. Upon entering the site you will be presented with the following screen.

3. Enter your username and password as provided to you.

4. Click “Login” button.
5. The following screen will be displayed which allows you to launch the different courses and access assessment tasks for each unit of competence.

Please click on your course name e.g. **Certificate IV in Training and Assessment TAA40104** to commence learning.

6. The next screen allows you to open your learning activities. Click on the “>” sign to expand the Course title then click on an activity to begin.
The Bright Ideas symbol appears throughout various Activities. This feature allows you to add notes which are not used for assessment. **Please note:** As it is not assessed the notes will not be saved once the activity is closed therefore it is important to print the notes before closing the activity.

To use Bright Ideas:

1. Click on the Bright Ideas symbol
2. Type your notes in the space provided
3. Click Submit
4. At the end of the activity click on the Bright Ideas Print symbol to print the notes.
Finding your assessment

1. On the final page of the last activity within a unit you will be directed to the Resources section to find your assessment.

2. Close the activity.
3. Click on the Resources tab.
4. The number in brackets indicates the number of resources within that unit.
5. Click on the + sign next to the unit.
6. Click on the resource you wish to view.
Uploading your Assessment

1. Once you have completed all assessment tasks in this document, you need to upload your completed documents to the Assessment Portfolio section within the Learning Management System (LMS).
2. Document formats that can be uploaded are: PDF, Word Documents (.doc), Excel Spreadsheets (.xls), PowerPoint files (.ppt), images (.jpg, .gif etc).
3. Follow the instructions below to upload your assessment document/s.
4. You need to navigate to the course listing.
5. After accessing the course, click on the Assessment Portfolio tab at the top of the screen.
6. Click on the Add button next to the correct unit name ie: TAADEL402B Facilitate group-based learning.
7. Type in a description for the assessment piece. It is recommended to reference the unit name ie: Assessment TAADEL403B Facilitate individual learning.
8. Click on the Browse button to browse your computer and locate your file.
9. Select the file and then click on the Open button.
10. Finally, click on the Upload button.
11. You should now see the document connected under the relevant unit heading.

Trainer Feedback

Your trainer may provide feedback on your review activities or assessments. If your trainer has any feedback for you it will appear on the home screen when you login to the LMS.
Update Details

This area allows users to update their password and address details.

1. Click Update Details
2. Click Edit
3. Update your password, email or address.

4. Click Save.
5. The LMS will confirm your changes have been successful.
6. Click OK.
Help

The Help menu is where users go to access help documentation and to request support.

Show Help
The Show Help menu allows users to access the available help documentation.
1. From the main menu of the LMS, click on the Help menu.
2. This displays the Show Help menu option. Click to select this option.
3. This displays the attached help document.

Support
Use the Support menu if you require technical assistance with the LMS.
1. From the main menu of the LMS, click on the Help menu.
2. This displays the Support menu option. Click to select this option.
3. This displays the Support Submission window. Type your query in the text box and click Submit. Your query will be sent to the LMS support team where a team member will review and respond to the query.

We hope you enjoy the IBSA Online Learning Management System.
Very Important Tips – Before Logging in to the Learning Centre

Please remove the Google Toolbar which interferes with the effective running of the system.

Please disable all Pop Up blockers – the quizzes and some learning activities cannot load while you have active pop up blockers on your computer.

Minimum Hardware Requirements

- Pentium 4, 2.8 GHz or better
- 1 GB Ram
- 80 Gig hard disk space
- Accelerated graphics card with at least 2 MB of memory
- CD Rom 48 speed
- Video and Sound Card
- Computer speakers
- 17 inch monitor
- Standard keyboard and mouse
- Standard USB ports
- Headphones
- Easy access to laser printer, photocopier & scanner (or multifunction unit) which may be networked

Software & Connection Requirements

- PC
  1. Operating system- Windows XP, Vista, 7
  2. Internet browser- Internet Explorer 6, 7, 8 or Firefox
  3. Screen resolution- 1024 x 768 or higher

- Mac
  1. Operating system- OSX 10.4 or later
  2. Internet browser- Firefox 3.6.3 or later
  3. Screen resolution- 1024 x 768

- Macromedia and Flash 8 or higher (these can easily be downloaded)
- ADSL Broadband Internet Connection (satellite in remote locations)