

*The* CAREER *Academy*  
Your pathway to success!

# Student Success Guide

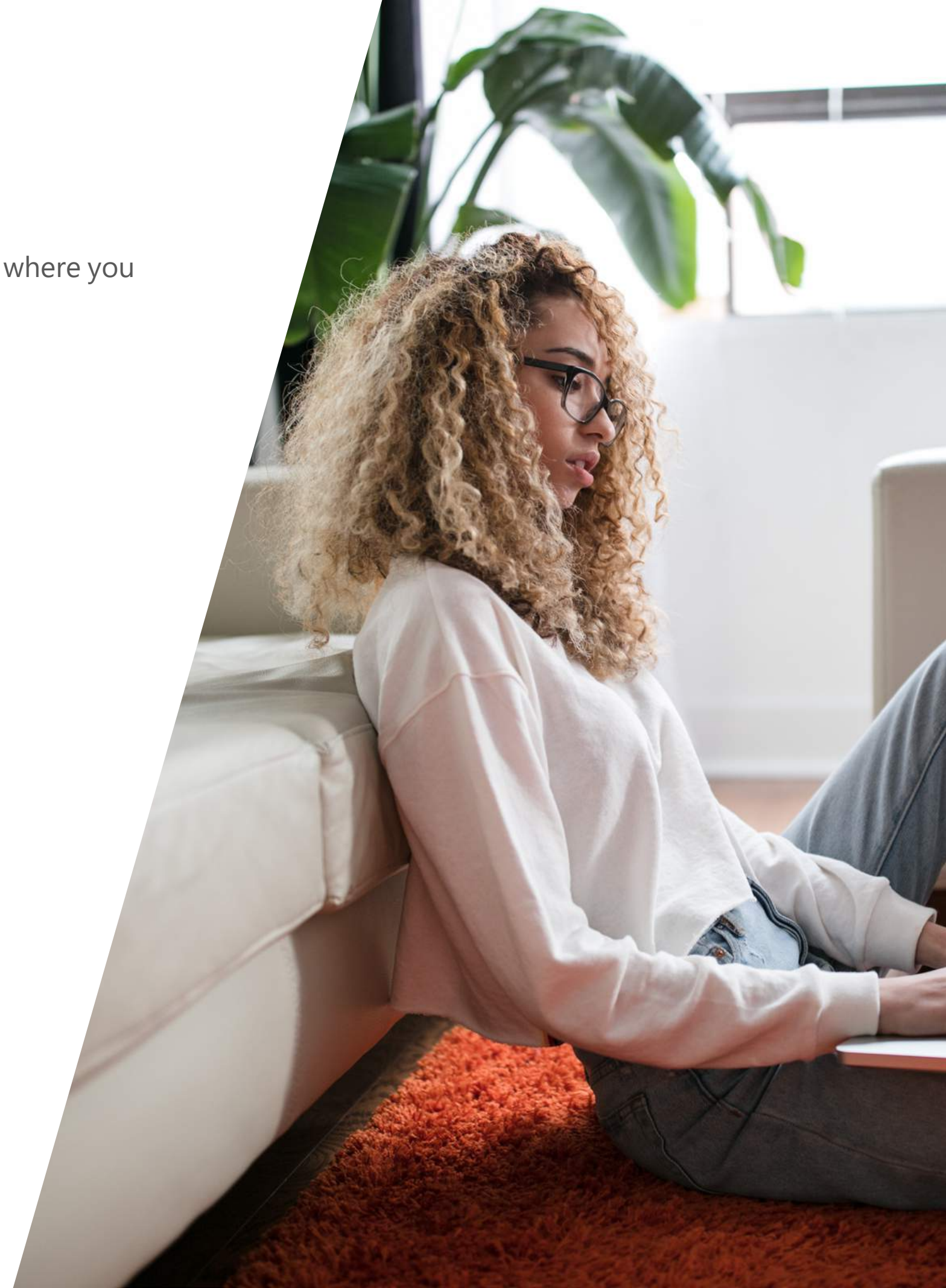




# Contents

Like a web page, links in this document can be clicked and they will take you to where you want to go.

Using a Mouse	6
The Left Button	6
The Right Button	7
The Scroll Wheel	7
Desktop and Icons	8
Using a Keyboard	9
Copying and Pasting Text	10
Copying and Pasting Images	11
What the Internet is	13
Searching the Internet	14
Referencing	15
Plagiarism	16
Using the Internet Effectively as a Study Tool	17
What is a File?	19
Microsoft Word Files	19
Searching on Windows	20
Searching on a Mac	20
Finding Lost Documents	20
Saving	21
Submitting Assignments	25
Receiving Assignment Feedback	25
Assignment Feedback for Resubmissions	29
Summary	31





# Welcome

Welcome to The Career Academy. We're sure you're itching to get started, but there's a couple of things you might need to know to make your learning experience the best it can possibly be.

We understand that learning can be daunting, especially if it's been some time since you've last studied. This guide is designed to answer some of the questions that students ask us, and address some of the common problems they run into in their course. But, if you can't find the information you need here, please don't hesitate to get in touch with your tutors, and they'll be more than happy to help.

Computer skills are an integral part of the modern workplace as well. So by getting up to speed on your computer skills, you're adding yet another skill which makes you stand out to potential employers.

Don't worry too much if the amount of information contained in this guide seems overwhelming, you'll be able to learn most of the things you need as you go. And if you run into any trouble, just remember you have a whole team of tutors ready and waiting to help.



# Navigating This Document

This document is split into 4 major parts. To move through the document, simply click on what you want to see, and it'll take you right to it.

Using a  
Computer

Studying  
Online

Writing  
Assignments

Submitting  
Assignments



# Using a Computer



# Using a Mouse

Your mouse is your primary way to use your computer. A mouse is very simple, and consists of only three buttons.

## The Left Button

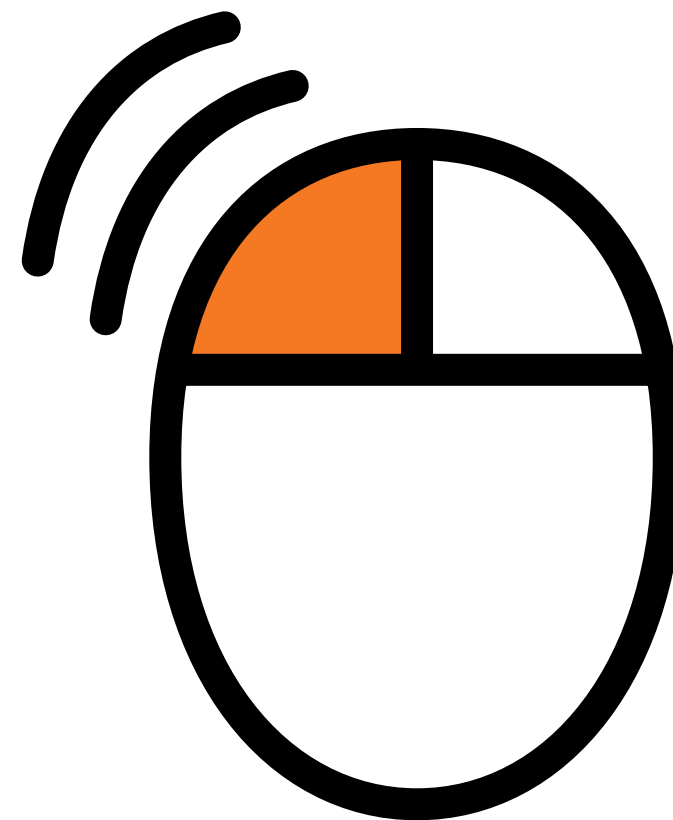
The Left Button is used to select, open, and move things on your computer.

To select something, click once with the left button. Usually the thing you have selected will be highlighted or will change in some other way.

To open something, click twice on it rapidly.

To move things, click and hold down the left mouse button on what you want to move. Then drag the mouse to where you want to move the item to.

The left button can also be used to select multiple items. If you click and hold the left mouse button, and then drag it, you will see multiple items being highlighted. In your course, you will mostly use this function to select different parts of your assignment.



# The Right Button

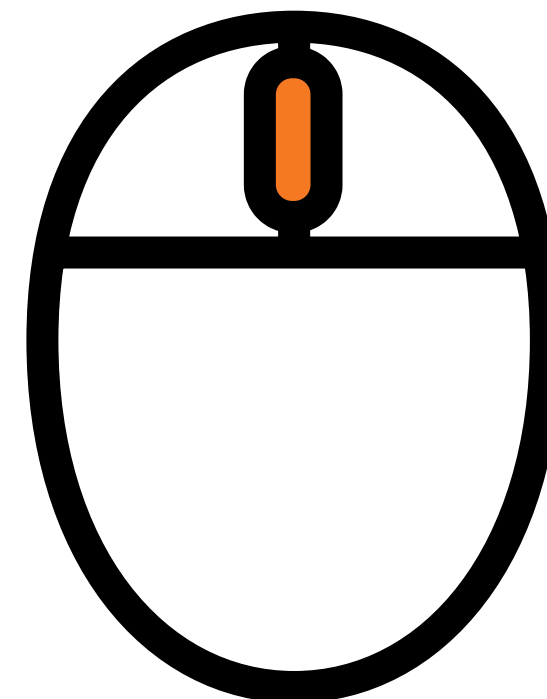
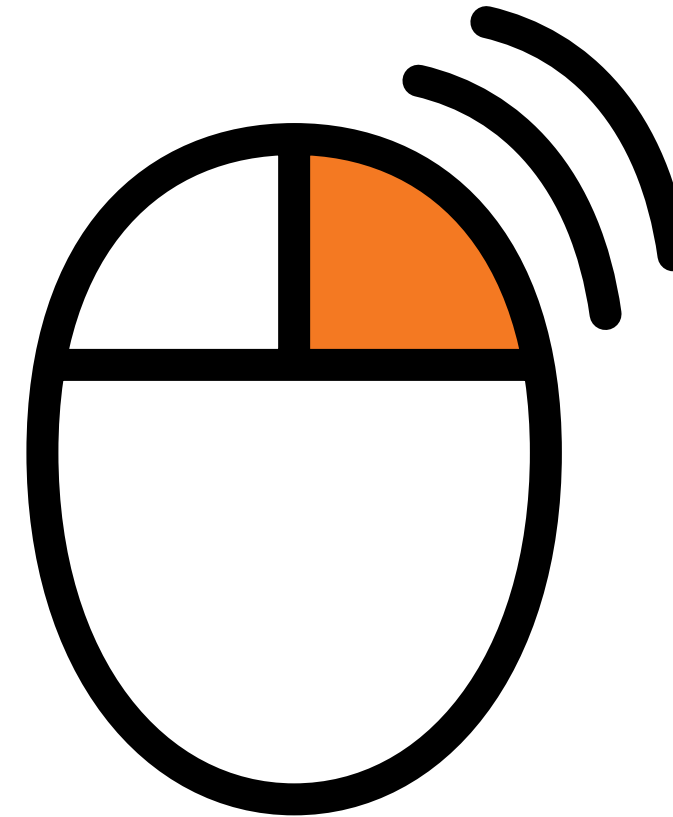
The Right button is used to open more options on your computer. For example, if you right click on this document you will see the following options.

Back	Alt+Left Arrow
Forward	Alt+Right Arrow
Reload	Ctrl+R
Save as...	Ctrl+S
Print...	Ctrl+P
Cast...	
Translate to English	
Rotate clockwise	Ctrl+]
Rotate counterclockwise	Ctrl+[
Inspect	Ctrl+Shift+I

You won't need to worry about these options for now, we'll explain the ones you need later in the document.

# The Scroll Wheel

The scroll wheel is used to move up and down in a document. If you scroll up now you'll notice you move further up the page, while if you scroll down you'll move further down it. You can also click the center button, although you won't need to use this function for your course.



# Desktop and Icons

The desktop is your computer's home. It is used to navigate to the different functions of your computer. The desktop is the first screen you see when you switch your computer on.

Most of your desktop will consist of three different types of images. Files, Folders, and shortcuts.



A **File** is a document on your computer. It could be text, imagery, or many other types of files. In your course, you will mostly be dealing with text files in a program called Microsoft Word.



A **Folder** is used to contain files. You can identify files as they look like paper folders.



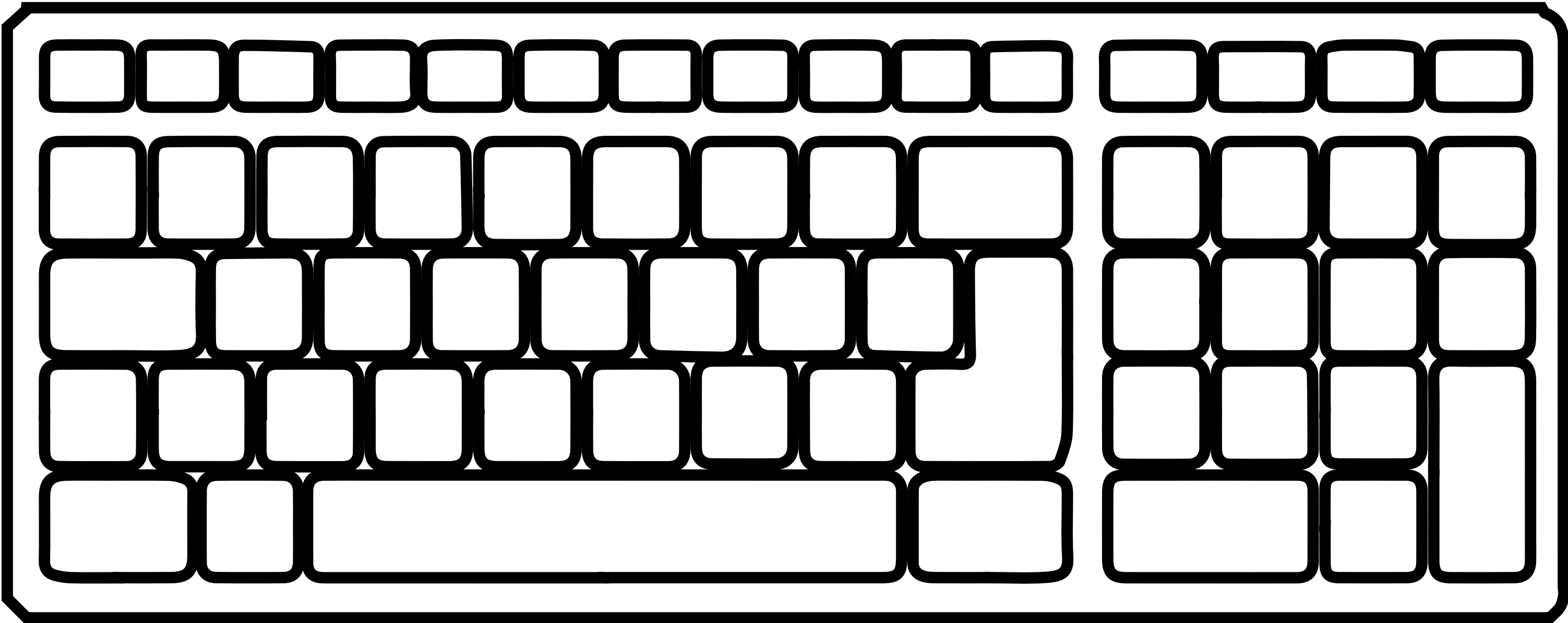
A **Shortcut** is a link to another part of your computer. These are designed to make your computer easier to navigate. A Shortcut can be identified by the small arrow in the bottom left corner of an icon.





# Using a Keyboard

Your keyboard is used to input text and perform other functions. Although it may look overwhelming at first, for the most part you'll simply be using it to type your assignments.



# Copying and Pasting Text

This is one of the most important functions you'll use during the duration of your course.

In short, **Copy** allows you to copy something that you've highlighted, whether it be text, imagery, or a file. Copying is very simple.

First, you will need to Highlight the text you want to copy. To Highlight **Left Click and hold** at the beginning on of the text you want to copy, and then drag your mouse to the end of the text. Then, release the **Left Mouse** button. The text you want to copy should now be highlighted.

**Right Click** on the highlighted area, and then select **Copy** from the menu that appears.

**Paste** allows you to place what you've copied somewhere else in your computer. Pasting is also simple. Simply **Right Click** and then click **Paste**. On some systems there will be several options listed under paste. In these cases select the one which says **Keep Text Only (T)** when you hover over it.

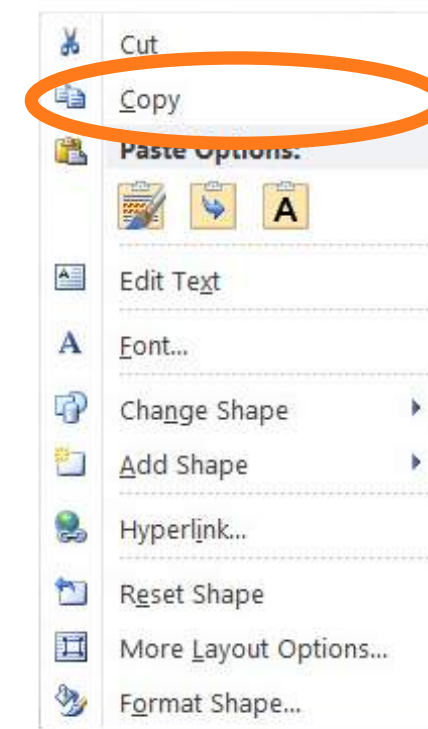
## Handy Tip:

Depending on what program you are using, the copy and paste menus may look a little different.

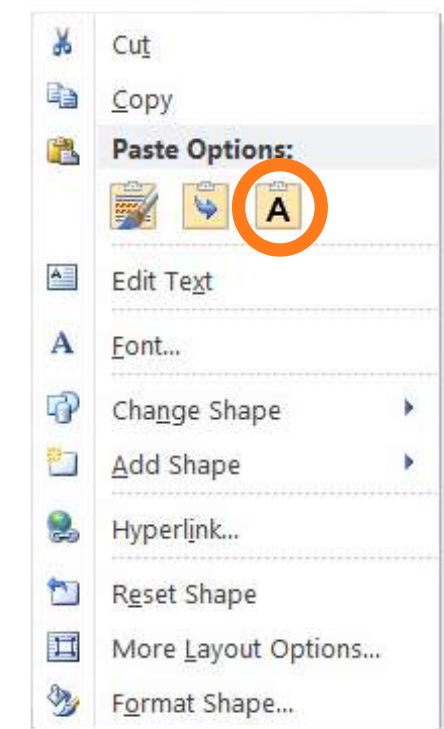
Highlight the text

This text is highlighted.

This text is not.



Select Copy



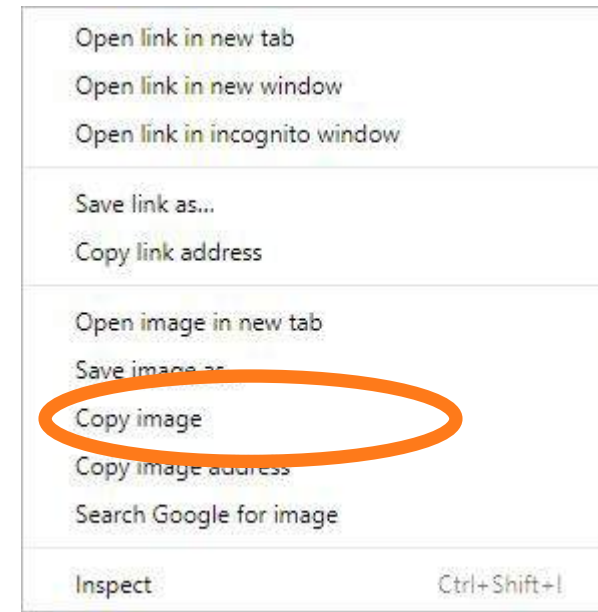
Select **Keep Text Only (T)** under paste



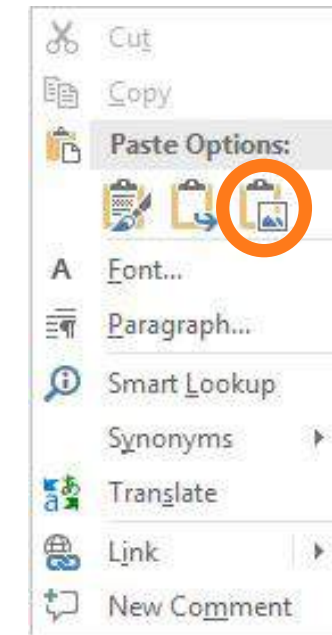
# Copying and Pasting Images

Sometimes you will need to attach an image to your assignment. This can be done in almost the same way as copying and pasting text.

1. Right Click on the image you would like to copy to bring up the additional options menu
2. Left Click on '**Copy**' or '**Copy Image**' (this may vary depending on what program you are using)
3. Navigate back to your assignment
4. '**Right Click**' where you would like the image to go, and then select '**Paste**'



Select Copy



Select **Picture (U)**  
under paste options

## Handy Tip:

Depending on what program you are copying and pasting from, the menus may look a little different.

# Studying Online





# What the Internet is

The Internet is a huge library of information, and outside of your course notes, it is the best source to gather information about the subjects in your course. Your learning platform is also accessible via the internet, so it will be the most important tool you use within your course.

To open the internet you can use a tool called a **Browser**. This will most likely appear as a **Shortcut** on your **Desktop**. To open your browser, simply double click on them like any other file. Four of the most popular browsers are called:



Internet Explorer  
(Also Called Microsoft Edge)



Chrome



Safari



Firefox

# Searching the Internet

The **URL Bar** is your primary tool for finding different pages on the internet. This is a bar at the top of your browser. It can be used to search for websites. The URL is the address of a page on the internet, similar to how your street address indicates where you live.

This is where you will find the URL of a webpage:



Moving to different sites on the internet is easy, and can be done with two methods:

**Direct** →

This is used to go directly to a website you want to visit. For example, to visit the website of the search engine Google you would type `www.google.com`. If you know the name of the website you want to visit, type it directly into the search bar.

**Search** 🔍

Search is used to look for things on the internet using a tool called a search engine. A search engine is essentially a giant index of everything on the internet. The most popular search engine is called Google, although there are many others available. This can be used to search for general terms. For instance, if you search 'animal care' it will return all search results relating to animal care.

To search, simply type the search term you are looking for into your URL bar.



# Referencing

Referencing is a critical part of studying, if you are completing an assignment which requires research outside of the course notes. One of most important aspects of learning is being able to do your own research and build upon the knowledge available in your course. This shows that you are engaging with the content beyond simply repeating what is in your course, and thinking about it in a deeper way.

Referencing is the way we show where we found our research. During your course, if you do research outside of you course notes, you should leave a reference showing where you found your information.

Remember, that although you are thoroughly encouraged to do research outside of the course notes, the information you find should always be interpreted and written in your own words.

## Physical Referencing

If your reference is from a physical book, you will simply have to write the title, author, and page of the book in your assignment.

## Online Referencing

Referencing information that you've gotten online is just as simple:

1. Go to the URL bar of the page that you're on.
2. Left Click once to Highlight the URL
3. Right Click to bring up the additional options menu
4. Left Click on Copy
5. Navigate back to your assignment and click where you'd like to paste the reference
6. Hold the Ctrl (control) key, and while holding it down press V

The address from the website will appear in your assignment.

# Plagiarism

Plagiarism is taking work that is not your own and making it look as if it is. Plagiarism can be deliberate or accidental, but either way it is a serious academic offence. For the most part, plagiarism takes the form of copying content directly from another source. For example copying and pasting content from a web page. In addition to this, if you copy information and only change a few words whilst retaining the original structure, this would also be counted as plagiarism.

It is important that you take what you have learned, become confident that you understand it, and then express your understanding in your own original way.

As well as being an academic offence, plagiarism will hurt your learning as well. By simply copying and pasting content, it's unlikely that you'll be able to engage with it and learn from it effectively. By writing assignments in your own words you are much more likely to learn and remember the content.

# Using the Internet Effectively as a Study Tool

The two most important things to remember when using the internet as a study tool are searching and referencing. If you can master these two tools, you'll have taken the first steps on the path of being a self-driven learner.



## Searching

So you can find the information you need.



## Referencing

So your tutors can know where you got your information from, and so you can revisit the information should you want to review it later.



# Writing Assignments



# What is a File?

A file is the container used to hold information on your computer. A file could be written, an image, or many other varieties of information. For the most part you will be using Microsoft Word files in your course.

## Microsoft Word Files

**Microsoft Word** is used to write and edit text files. This will be the primary tool which you use to submit your assignments. Microsoft Word is very simple to use. Most of your time will be spent typing your assignments into the Microsoft Word template we provide for you. There are also a handful of other features you will need to understand to submit and get the feedback on your assignments.

To open a Microsoft word file, simply **Double Left Click** on the Microsoft word icon on your **Desktop**. It may look different depending on which version of Microsoft Word you are using.

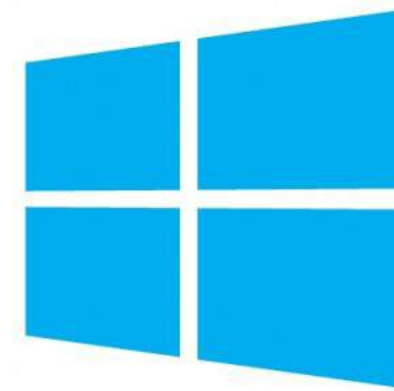


Depending on your version, the Microsoft Word icon may look different

# Searching on Windows

If you can't see the Microsoft Word icon on your Desktop, there probably isn't a Shortcut for it. This isn't a problem. Depending on what computer you are using you will be able to click the **Start** button on the **Bottom Left** hand side of your screen. Your Start button may look different depending on your computer.

Then type 'Word.' The icon for Microsoft Word should appear. You can click on this and it will open Microsoft Word for you.



# Searching on a Mac

If you are using a Mac computer, the search process is a little different. In the top right hand corner there will be a magnifying glass icon. Simply click this, and then type 'Word.'



# Finding Lost Documents

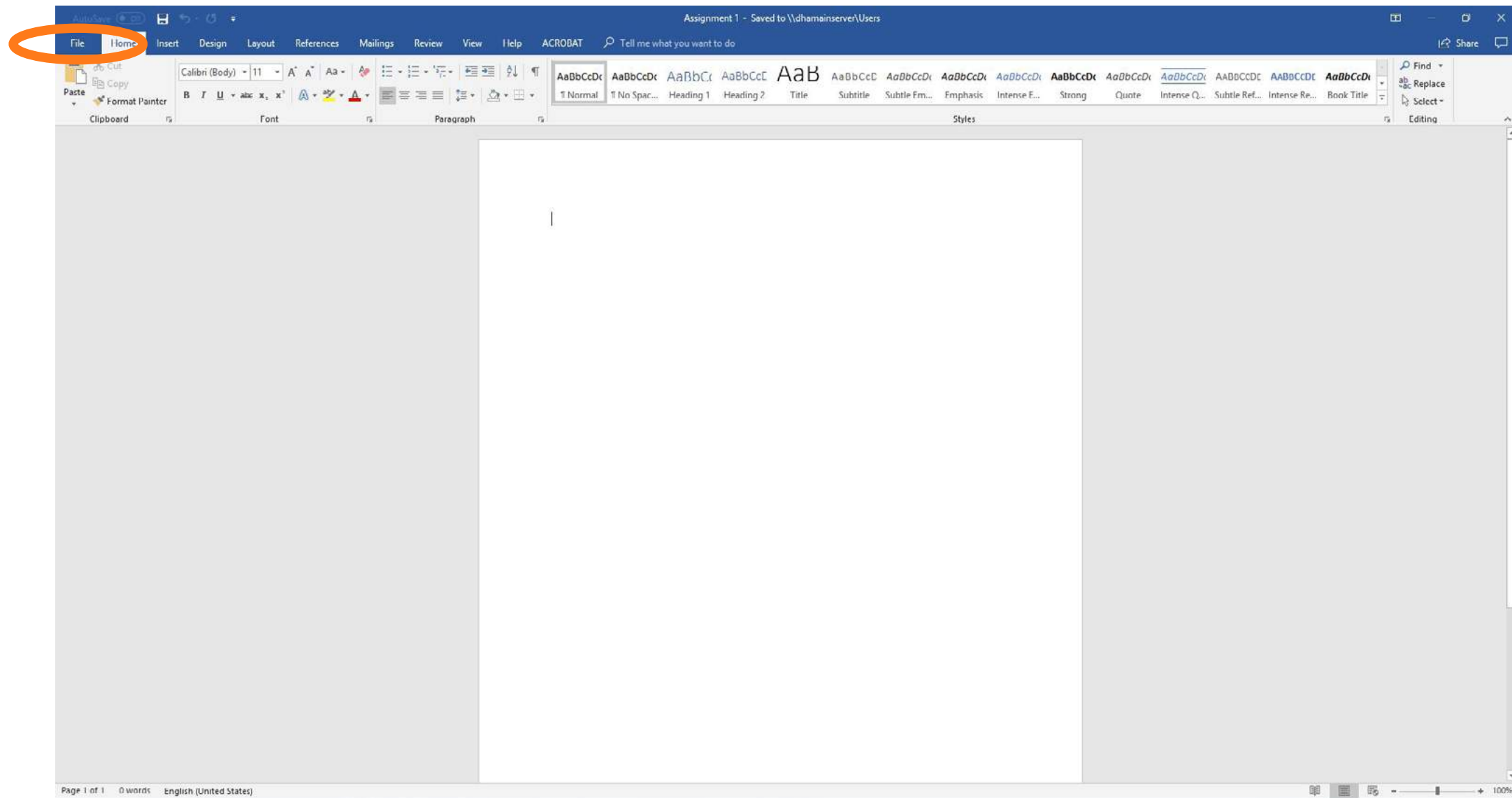
If you can't find an assignment, don't panic. Lost documents are generally easy to recover.

Simply follow the search instructions, but search for the name of your file (or part of the name of your file).



# Saving

Saving is a critical part of your assignment, it is how you make your assignments accessible and submittable after you have closed them. To save your document. Navigate to the top left hand corner of your screen and **Left Click** the button which says **File**.

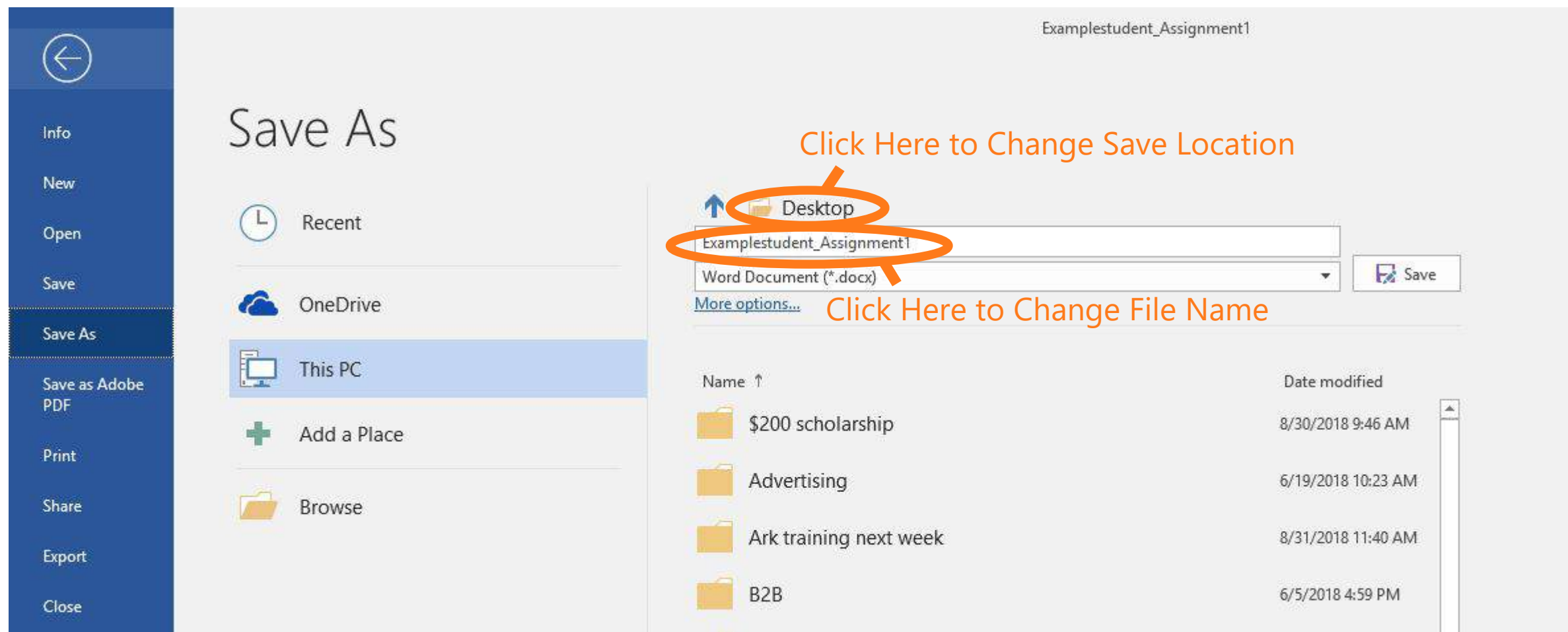


A menu will open up. On this, click the option which says **Save As**.

From here, you will be able to rename your file, and choose the location to save it in.

To rename your file click the first text box. This will highlight the document name, and from here you will be able to type in a new one. For ease of recovery, we would recommend naming your document something easy to remember. An easy to remember file name would be *yourname\_nameofassignment*.

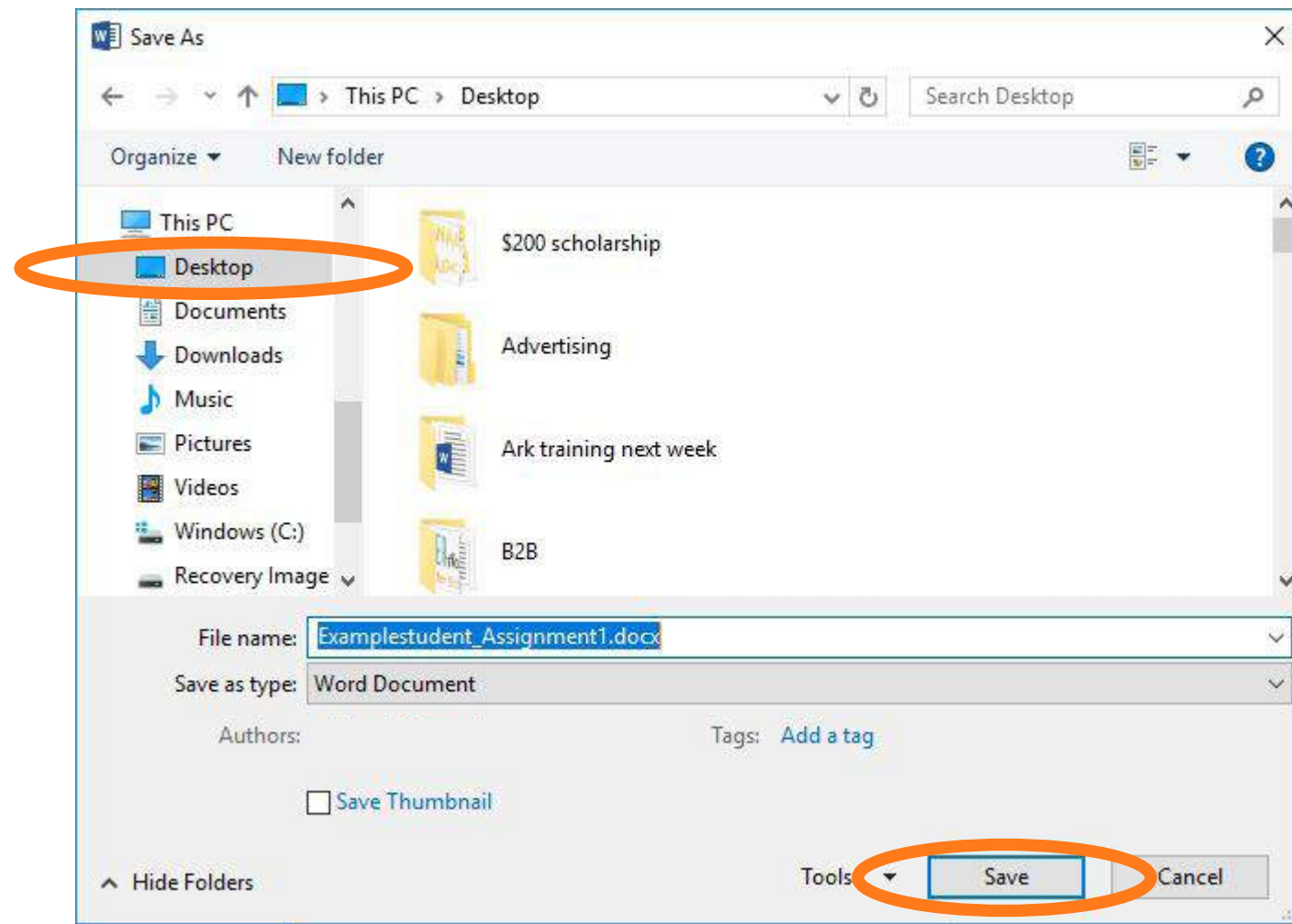
To see where your file is being saved, look above the document name. This will contain an **Address**, similar to the **Address** bar on the internet. This works in the same way as an internet address bar, and specifies where your file will be saved. To change the save location, click on this address.



After clicking on the save address, a new menu will open. On the left-hand side will be a list of locations you can save your file to.

For ease of access, we would recommend saving your file to Desktop. This should be one of the first options in the list.

After choosing your save location, click **Save**. Your file will now be accessible from this location.





# Submitting Assignments





# Submitting Assignments

Submitting assignments through your online learning platform is easy, and is outlined in the video below.

[Watch the video on uploading assignments](#)

# Receiving Assignment Feedback

Every time you submit an assignment, a tutor will mark it and upload a feedback document. The feedback document will contain comments from our tutors about your answers. If a resubmission is required, this is where you will find all the changes that you need to make. If you have passed your assignment, you should still review your feedback as tutors will leave comments containing extra information, or aspects you should be aware of even if you have passed the question. Tutors will also leave positive comments highlighting areas in your assessments where you have done particularly well, so be sure to always look at your feedback! The following is a step-by-step guide on how to find your feedback.

On your course page, scroll down until you see **Assessment**. When you reach this section, click on the **Assessment Submission** link that has been circled in the image below.

## 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. Once you have saved your work click on the Assessment submission link below and upload your completed assessment to your tutor for marking.

- Assessment: Introduction - Theories of Human Development
- Assessment Submission: Introduction - Theories of Human Development**



You will be directed to a page that looks like the image below.

## Assessment Submission: Introduction - Theories of Human Development



### Assessment Submission

Once you have completed the assessment for this course make sure you have saved your work as a Word document or a PDF file, and then attach the file on this screen to submit your assessment for marking. Make sure you click the submit button and then accept the submission statement.




### Submission status

Attempt number	This is attempt 1 ( 3 attempts allowed ).
Submission status	Submitted for grading
Grading status	Graded
Last modified	Saturday, 12 May 2018, 9:57 PM
File submissions	PSCG151 - Introduction - Theories of Human Development.docx
Submission comments	▶ Comments (0)



If you scroll down on this page, you will see a section titled **Feedback**. Click on the link under **Feedback Files** to open the assignment that your tutor has graded.

## Feedback

Grade	Pass
Graded on	Monday, 14 May 2018, 2:03 PM
Graded by	
Feedback comments	 Excellent work on your assignment. You demonstrate a strong understanding of both Piaget's and Erikson's theories of human ...
Feedback files	 Theories of Human Development 1.docx

Once you download and open this file, you should be able to see the comments that your tutor has left you in the right-hand margin.

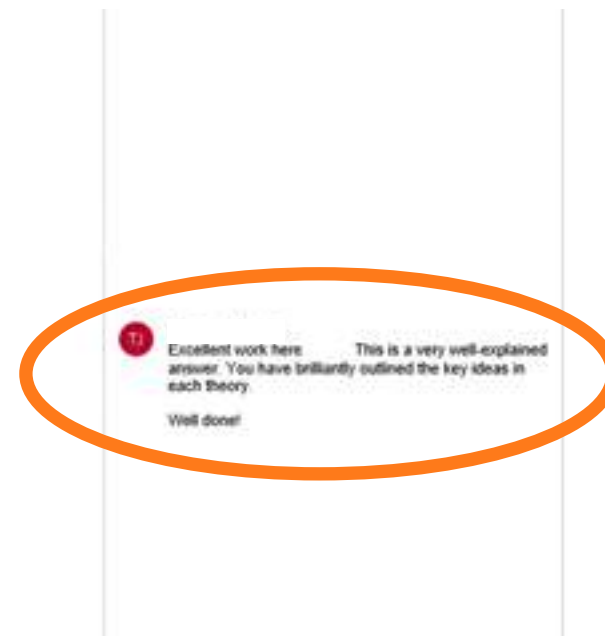
## Introduction - Theories of Human Development

Read through the requirements below, complete all parts of the assessment and then save your work as either a Word document or a PDF file. Once you have saved your work click on the **Assessment submission** link within this course and upload your completed assessment to your tutor for marking.

### Required

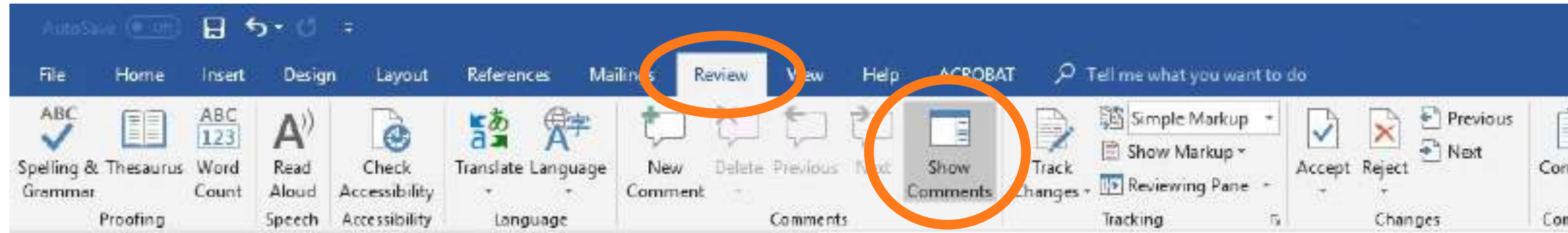
#### Question 1

Briefly summarise in your own words Piaget's and Erikson's theories. (Up to 150 words each)



 Excellent work here. This is a very well-explained answer. You have brilliantly outlined the key ideas in each theory.  
Well done!

If you can't see this feedback then you might have an old version of Microsoft Word, or you might have comments turned off. To turn comments on, click on the **Review** tab, and then click **Show Comments**.





***If you still cannot view your comments after this, then please send in a help ticket from your learning platform and your tutor will get back to you.***




# Assignment Feedback for Resubmissions

The process for looking at feedback on a resubmission is slightly different. Once you have clicked on the assessment submission option, to find your feedback, you need to scroll down to the end of the page where you will see the following. On this page, you will notice **Previous Attempts** in orange.

## Submission status

Attempt number	This is attempt 2 ( 4 attempts allowed ).
Submission status	Submitted for grading
Grading status	Graded
Last modified	Monday, 7 May 2018, 9:34 PM
File submissions	 ADMN127 - Workplace Health and Safety.docx 
Submission comments	<a href="#">▶ Comments (2)</a>

## Feedback

Grade	Pass
Graded on	Tuesday, 8 May 2018, 6:31 PM
Graded by	
Feedback comments	 Hi Thanks for taking the time to resubmit your assignment and for taking on board all of Becky's feedback. I am thoroughly ...
Feedback files	 - Workplace Health and Safety- Attempt 2- Pass.docx

## Previous attempts






[▶ Attempt 1: Tuesday, 1 May 2018, 6:23 AM](#)



Click on the attempt you would like to see, and you will see the following:

## Previous attempts

### ▼ Attempt 1: Tuesday, 1 May 2018, 6:23 AM

Submission status	Submitted for grading
File submissions	 ADMN127 - Workplace Health and Safety.docx 
Submission comments	▶ Comments (0)
<b>Feedback</b>	
Grade	-
Graded on	Thursday, 3 May 2018, 7:02 PM
Graded by	 Becky Caufield
Feedback comments	 Hi Doreen, Thanks for the submission. You have made a very good start to this assessment, and I can see that you have put a lot of time ...
Feedback files	 Workplace Health and Safety, Attempt 1 - Resubmit.docx

#### Disclaimer:

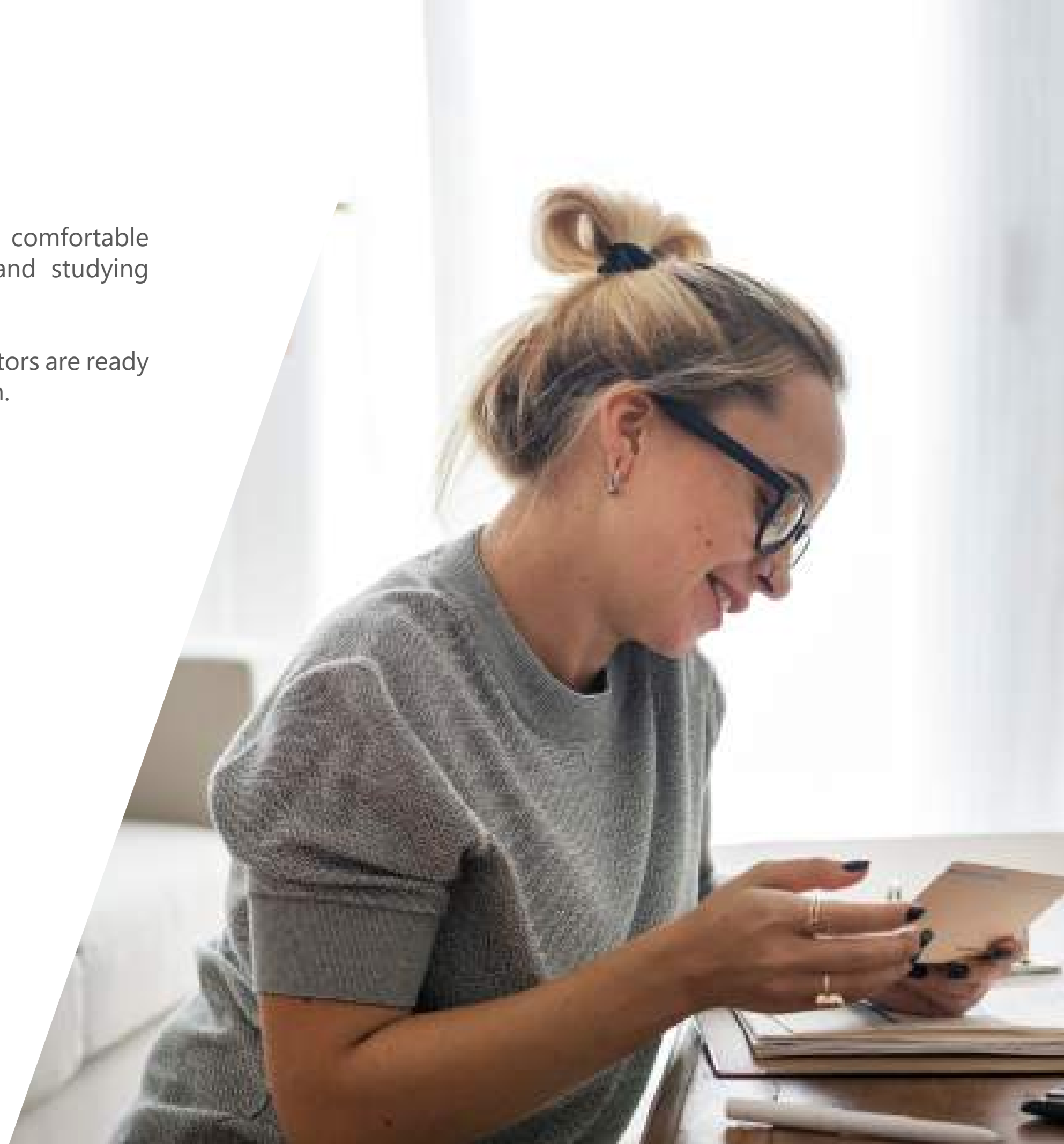
*The material provided by The Career Academy has been prepared for educational purposes only. The content is general in nature, and we recommend you seek independent professional advice before acting on the information supplied.*

On this page, you will find the feedback file from your tutor. Click to open the file, and you will find your tutors comments on the righthand side of the document. If you can't see your feedback, refer to the instructions on page 28.

# Summary

That's almost everything. Hopefully by now you feel comfortable navigating through your Career Academy Experience and studying online.

But if you have any other questions, remember that your tutors are ready and waiting to help, so don't hesitate to reach out to them.



# Glossary

**Left Click:** Used to select, open, and move things on your computer.

**Right Click:** Used to open up more options on your computer.

**Desktop:** The first screen you see when your computer is turned on. Used to easily navigate to the different parts of your computer.

**Internet:** A platform used to perform many different tasks including research, assignment submission, and reading your course content.

**Search Engine:** An online index which is used to search for content on the internet.

**Microsoft Word:** A tool used to write text. Mostly this will be used for submitting assignments.

**Highlight:** Selecting text, files, or imagery.

**Copy:** Making a copy of text, an image, or a URL

**Paste:** Placing a copied item somewhere

**File:** A document on your computer. It could be text, imagery, or many other types of files. In your course, you will mostly be dealing with text files in a program called Microsoft Word.

**Folder:** Used to contain files. You can identify files as they look like paper folders.

**Shortcut:** A link to another part of your computer. These are designed to make your computer easier to navigate.