

# CAP DATABASE

## STUDENT PORTAL INSTRUCTIONS

To log in to the student portal, go to

[act-australia.knack.com/cap2017](http://act-australia.knack.com/cap2017)

This will take you to the login screen. Enter the email address that you use for CAP. For most of you this will be your school email address. The default password is Learning@1.



The screenshot shows the OneSchool login page. At the top left is the OneSchool logo. Below it is the heading "Login" followed by the instruction "Enter your email address and password to login." There are two input fields: "Email Address" and "Password (Forgot?)". Below the password field is a checkbox for "Remember me" and a blue "Sign In" button.

This will take you to a page showing that you are logged in. You can change your email address by selecting Account Settings in the top right. If not, proceed to the Student home page.



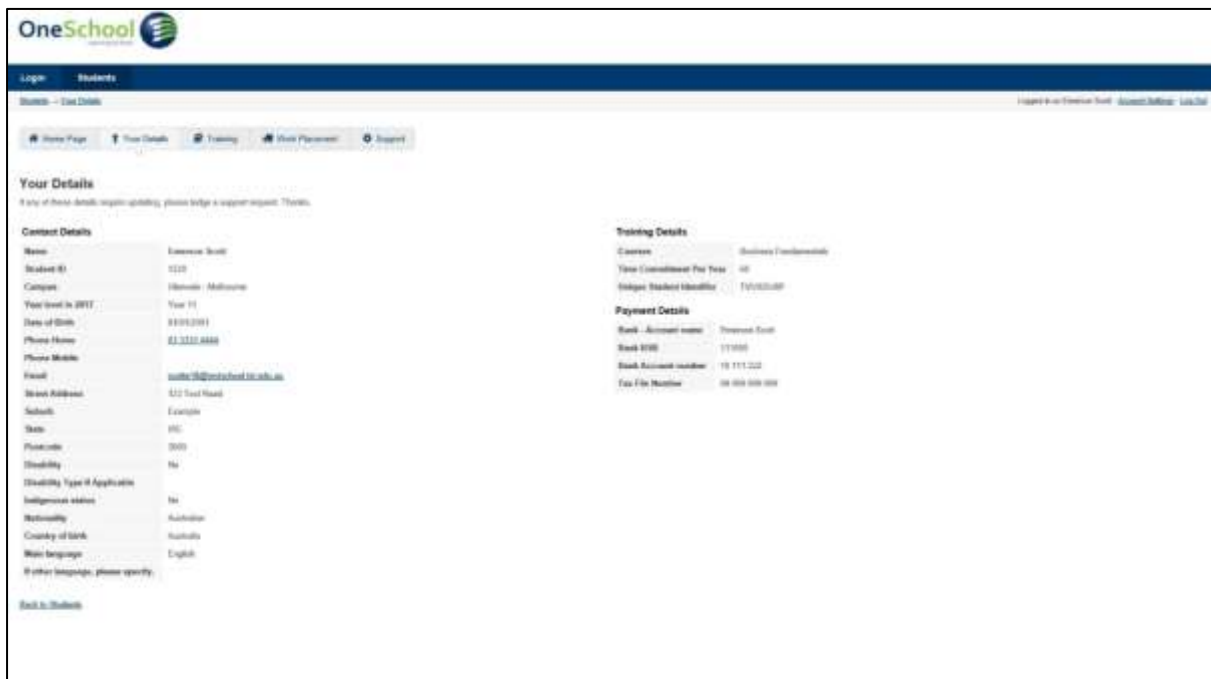
The screenshot shows the OneSchool site login page. At the top left is the OneSchool logo. Below it is a navigation bar with "Login" and "Students" (highlighted with a red box). On the right side of the navigation bar, it says "Logged in as [username] | Account Settings | Logout". Below the navigation bar is the heading "Site Login Page" and the text "Welcome to the OneSchool CAP Portal" and "To get started, navigate to the portal via the menu bar."

This page displays key CAP contacts and their contact details as well as Your Work Placement Tracker, which will display the number of hours you have completed during the year.



The screenshot shows the OneSchool student portal dashboard. At the top left is the OneSchool logo. Below it is a navigation bar with "Login" and "Students". Below the navigation bar is a heading "Key Contacts" and a list of contacts with their names, email addresses, and phone numbers. Below the key contacts is a heading "Course & Tutor" and a list of courses with their names, email addresses, and phone numbers. Below the course and tutor information is a heading "Your Work Placement Tracker" and a bar chart showing the number of hours completed during the year. The bar chart has a y-axis labeled "Hours" and an x-axis labeled "Year". The bar for the year 2017 reaches the 1000 mark on the y-axis.

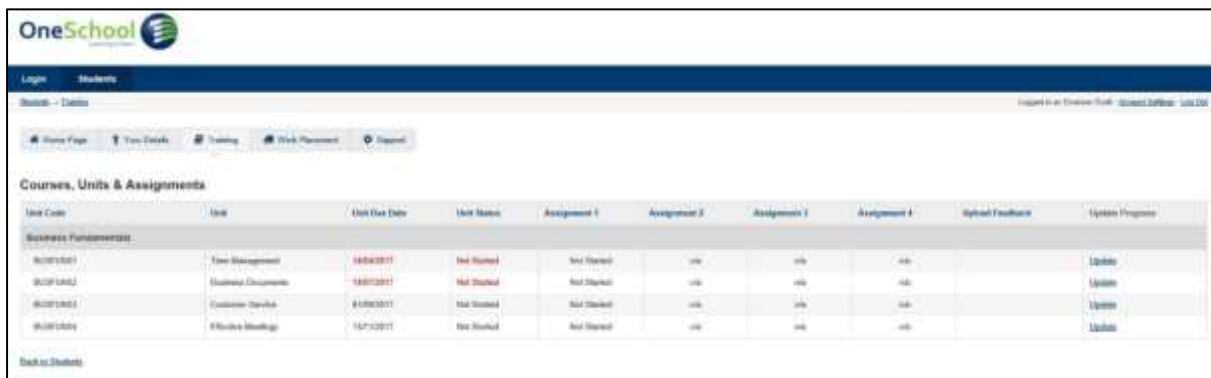
The next page displays Your Details. This includes Your Contact Details, Your Training Details and Your Payment details.



The next page displays more detailed training details, including:

- the units that you have been allocated for 2017
- the dates by which they are due
- the status of each unit and the status of each assignment within the unit.

For each unit, there is a link to update your progress.



Unit Status options:

- Not Started – this is the default for each unit
- In Progress – this is the unit status once you have commenced a unit and are **actively** working on it
- Complete – this is the status when **all unit assignments** have been assessed as satisfactory.

*Continued on next page*

Assignment Status update options are:

- In Progress – this is the assignment status once you have commenced an assignment and are **actively** working on it
- Submitted – this is the status when you have submitted work to your trainer, but have not yet received feedback on the assessment.
- Satisfactory – this is the status when your trainer sends back your assignment cover sheet with a Satisfactory grade reported. You need to upload a copy of this document.
- Not Satisfactory – this is the status when your trainer sends back your assignment cover sheet with a Not Satisfactory grade reported. You need to upload a copy of this document.

Once the form is complete, click on *Submit* and then *Back to Training*. The training page displays the updated unit details.



The screenshot shows the OneSchool website interface. At the top, there is a navigation bar with 'Home Page', 'Your Details', 'Training', 'Work Placement', and 'Support'. Below this is a 'Status Update' form. The form includes fields for 'Student', 'Enrolment Start', 'Course', 'Enrolment Period/End Date', 'Unit', 'Unit Status' (with a dropdown menu), 'Assignment 1' (with a dropdown menu), and 'Upload Unit Feedback' (with a 'Browse...' button). A 'Submit' button is located at the bottom of the form, and a 'Back to Training' link is at the very bottom.

***Ensure that you update the student portal as soon as there is a status change.***

If you have a change of personal details request, please use the Support function. This function is for this purpose only.