

Online Portal Instructions

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ICAN Learn has 2 online portals for student use.

Portal 1: Catapult

Portal 2: School Network (E-lecta).

Enrolled students will need to access both online portals throughout their enrolment.

Follow the instructions below to access the Portals.

Portal 1: ICAN Learn Portal (Catapult)

Purpose: Learning resources and assessments

Link: https://icanlearn.learnlogin.com.au/users/sign_in

Login: First initial and surname i.e. jsmith

Password: Set by you after you receive an email providing you with a username and initial access Catapult.

1. Login to get to the Home page -

On the Home page you will see a dashboard that looks like this:

Welcome,

 You have 4 units of study.

 Inside demoments can be accessed through Enrolment Tab (More button). Click here to access Finalised Enrolments.

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- (a) the current assessments allocated to you
- (b) your progress in each unit
- (c) feedback from the trainer, once a submitted assessment has been marked.
- (d) You may be required to provide more information in some of your answers. You can't progress before you read the feedback from the trainer and follow their instructions.



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2. Click on the assessment you want to work on



- (a) Click on Start Learning to read the learning resources
- (b) Click Go to Assessment to answer the assessment questions
- (c) You are required to complete all topics, specific knowledge sections and projects

A Unit home	Assessment				
E Learning resource					
🗹 Assessment	Knowledge questions Projects				
Supporting info					
Q Search	You are required to answer questions about each of the topics to test the knowledge required for this unit. Your trainer/ assessor may ask additional questions to clarify or expand on your understanding and will explain the format for submitting answers.				
🛗 Timeline	see more				
	Topic 1 Topic 2 Topic 3 Topic 4 Topic 5 Topic 6 Specific knowledge 7				
	Legend: Not started 🗾 In progress				



- (a) Click on the Enrolment icon to see the due dates for your unit assessments
- (b) If you cannot submit an assessment by the due date, you must submit an Assessment Extension Request form to <u>administration@icanlearn.edu.au</u> 3 days before the due date

Active enrolments

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Unit 🗢	Status 🗢	Assigned staff	Due 🗢	Submitted -	Enrolled at \$	Action
CHCFIN001	Seedback from trainer	Shepherd-Murdoch, Robyn [Trainer] 🥥	31/07/2022	12/11/2021	10/08/2021	More -
CHCFIN002	In progress	Mc Kinlay, Jill [Trainer] 🥝			01/12/2021	More -
CHCCSM005	In progress	Mc Kinlay, Jill [Trainer] 🤗	31/01/2022		03/11/2021	More -
CHCCSL001	In progress	Mc Kinlay, Jill [Trainer] 🥝	10/01/2022		24/09/2021	More -



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Portal 2: School Network (E-lecta)

Access to all course resources, timetables, feedback links, assessment extension request Purpose: forms and additional learning materials

Link: http://www.school-network.net/Account/Login?ReturnUrl=%2FSite%2FDashboard

Login: Your email address

- Password: Is set by you when you receive an email to confirm your username and access E-lecta for the first time.
- 1. Login

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Click on My Courses (left l	The Home		
Click on your course		🛗 My Live Classes	
		🖂 Messages	
BULL THUCHTIONAL ES	SP220 Diploma of Financial Counselling - Resources	Courses	~
INFORMATION TO ELECOURCE UTION	05/09/2021	My Courses	
UNV UNVERSION OF PLAN PROS	CHC51115 Student 👤 Robyn Shepherd-Murdoch Topics: 22 Resources: 289		

4. Click Open Course



5. Access common resources, general tools and templates at the top of this page

Course: GP220 Diploma of Financial Counselling - Resources

Common Course Resources			
短 Student Handbook 2021.pdf 國 Online Portal Instructions.pdf	 24022021 Assessment Extension Request.pdf Free Harvard Referencing Generator [Updated for 2021] 	 26 03 2021GP220 TIMETABLE CHC51115.pdf GP220. Diploma of Financial Counselling Students - tell us about your training experience! Survey 	
Templates for students use Topic 1 of 22		• • • •	
Financial Counseling files management documents - Tools and Templates (for assessment purposes ONLY)		Client Case Notes.docx	
		7 FC Authorisation Form.pdf	
	01102021 SoFP.xlsx		
		19082021 Creditor list - for asssessments.pdf	
		🔁 Data Base Consent Form.pdf	
		🔁 Release of Information Authority- within agencies (2).pdf	
		🔁 Financial Counsellor intake and asssessment form.pdf	

6. Click on the 9 dots (top right hand side) and select a unit to access templates, case studies etc for that unit.







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7. Feel free to download and save any documents from the school network (E-lecta) to your computer.

Questions?

Email <u>administration@icanlearn.edu.au</u> if you have any questions.