

Australian School of Security and Investigations

INTERACTIVE CLASSROOM



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Welcome to the Interactive classroom. The Interactive classroom is a unique interface exclusive to the Australian School of Investigations which allows students and their instructors to send assignments, comments and queries to each other by way of a private messaging interface.

Every message, comment or assignment that is sent through the interactive classroom is logged in chronological order so that students and instructors have a visual record of each interaction.

Students and instructors can log in to the classroom from anywhere in the world.

LOGIN

Once you have received an email "Login Details" from the student administrator- including your Login name and Password, please visit the login page at www.trainingschool.com.au/training. A login/password box will pop up and you will need to enter your email address and password that you have been given on the "Login Details" email.

MESSAGES

Sometimes you will receive an email message alerting that there is a message from your instructor in your classroom. Click on the link in the email and you will be taken directly to the login screen. Once you are logged in you will see the message from you instructor and the time and date it was posted. You can then send a message back by typing in a heading in the Title box and the message.

RECEIVING YOUR ASSIGNMENT

When you first log on, you will find a list of all your assignments in grey, but one. This unlocked assignment is the first one.



Home

From	Title	Message
Selected Messages: Mark as read		

Code	Title	Description	Status
01- PRSIS311A	Work Effectively in the Investigatons Industry	This competency standard co...	Not Started
02- PRSIS301A	Determine Method of Investigation	This competency standard co...	Locked
03- PRSIS306A	Gather Information by Factual Investigation	This unit covers the invest...	Locked
04- PRSIS307A	Conduct Interviews and Take Statements	This competency standard co...	Locked
05- PRSIS302A	Compile Investigative Report	This competency standard co...	Locked
06- PRSS0311A	Prepare and Present Evidence in Court	This competency standard co...	Locked
07- PRSIS303A	Provide Quality Investigative Services to Clients	This competency standard co...	Locked
08- PRSS0306A	Maintain Effective Workplace Relationships	This competency standard co...	Locked
09- PRSS0307A	Manage Own Work Performance and Development	This competency standard co...	Locked
10- PRSS0302A	Maintain a Safe Workplace and Environment	This competency standard co...	Locked
11- PRSIS309A and BSB5BM301A	Perform Administrative Functions and Research Business Opportunities	This unit covers the invest...	Locked
12- PRSSO315A	Store and Protect Information	This competency standard co...	Locked

As you progress through your course, your next assignment will be unlocked within a few hours of you sending an assignment to be marked. This is not done automatically; Trainers will need to unlock the assignments for you. This is to enable you to only do one or two assignments at a time, depending on your capabilities.

To download your assignment, click on the assignment that has been allocated to you on the home page (For example above.) This will load a screen with the two attachments for your assignment that you need to download and a brief explanation of the assignment. To open your assignment it is best to **right click** on the attachment and click on "Save target to" Then you will be given the usual options of where to save the unit to.

Once you have saved the assignment to a suitable folder on your computer, you can open your first assignment. You will see that there are answer boxes for your comments to go into. There are also instructor comments boxes. Once you have read through the assignment, fill out your answers in the red boxes provided in the document.

SUBMITTING YOUR COMPLETED ASSIGNMENT

Once you have completed your assignment, you need to save it as the original file name, but add your name in the beginning, for example, " Joe Bloggs_PRSIS311A Work Effectively in the Investigative Industry.doc" Then send your completed assignment back for it to be marked:

If you are submitting attachments, please write the unit code, your name, and attachment 1 of 1/2/3 etc.

1. Click on the particular unit you have just completed, in your home page of the interface.
2. Find the upload form at the bottom of the page to attach your completed file and any attachments.

Please upload your answer below.

Add

<input type="text"/>	Browse...
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Send File(s)

3. Press the "add" button (circled) to create as many upload boxes as you will need for each attachment, before beginning to attach your files.

Add

<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...
<input type="text"/>	Browse...

4. Then simply attach a file separately in each box and press submit.

Add	
Z:\ASSI MAIN\CERT III U	Browse...
Z:\ASSI MAIN\CERT III U	Browse...
Z:\ASSI MAIN\CERT III U	Browse...
	Browse...

RECEIVING YOUR MARKED ASSIGNMENT

Code	Title	Description	Status
01- PRSIS311A	Work Effectively in the Investigatons Industry	This competency standard co...	Passed
02- PRSIS301A	Determine Method of Investigation	This competency standard co...	Locked
03- PRSIS306A	Gather Information by Factual Investigation	This unit covers the invest...	Locked
04- PRSIS307A	Conduct Interviews and Take Statements	This competency standard co...	Locked
05- PRSIS302A	Compile Investigative Report	This competency standard co...	Locked
06- PRSS0311A	Prepare and Present Evidence in Court	This competency standard co...	Locked
07- PRSIS303A	Provide Quality Investigative Services to Clients	This competency standard co...	Locked
08- PRSS0306A	Maintain Effective Workplace Relationships	This competency standard co...	Locked
09- PRSS0307A	Manage Own Work Performance and Development	This competency standard co...	Locked
10- PRSS0302A	Maintain a Safe Workplace and Environment	This competency standard co...	Locked
11- PRSIS309A and BSBSBM301A	Perform Administrative Functions and Research Business Opportunities	This unit covers the invest...	Locked
12- PRSSO315A	Store and Protect Information	This competency standard co...	Locked

Once your assignment has been marked, the comments will be posted on the homepage. If you have passed, the assignment will show up in green. Click the assignment and it will show your comments.

Code	Title	Description	Status
01- PRSIS311A	Work Effectively in the Investigatons Industry	This competency standard co...	Failed
02- PRSIS301A	Determine Method of Investigation	This competency standard co...	Locked
03- PRSIS306A	Gather Information by Factual Investigation	This unit covers the invest...	Locked
04- PRSIS307A	Conduct Interviews and Take Statements	This competency standard co...	Locked
05- PRSIS302A	Compile Investigative Report	This competency standard co...	Locked
06- PRSS0311A	Prepare and Present Evidence in Court	This competency standard co...	Locked
07- PRSIS303A	Provide Quality Investigative Services to Clients	This competency standard co...	Locked
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10- PRSS0302A	Maintain a Safe Workplace and Environment	This competency standard co...	Locked
11- PRSIS309A and BSBSBM301A	Perform Administrative Functions and Research Business Opportunities	This unit covers the invest...	Locked
12- PRSSO315A	Store and Protect Information	This competency standard co...	Locked

If you need to resubmit your assignment, it will show up in red. Click the assignment and you will see the comments the assessor has left. At the bottom of this screen, there is another upload form for you to re-submit your assignment once you have made changes.

SUPPORT

Support for your assignments is available from approximately 8pm- 6pm on weekdays.. Sometimes you may receive a reply in a matter of minutes; sometimes it may take a few hours. If there is a delay with a reply, please work on the next question until your instructors gets back to you. Delays usually mean a number of students have submitted assignments at once, or there is unusual demand.

QUESTIONS

If you have any questions about the use of the Interactive Classroom please email the student co-ordinator.

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