

How to use Jobready for student marking and student details

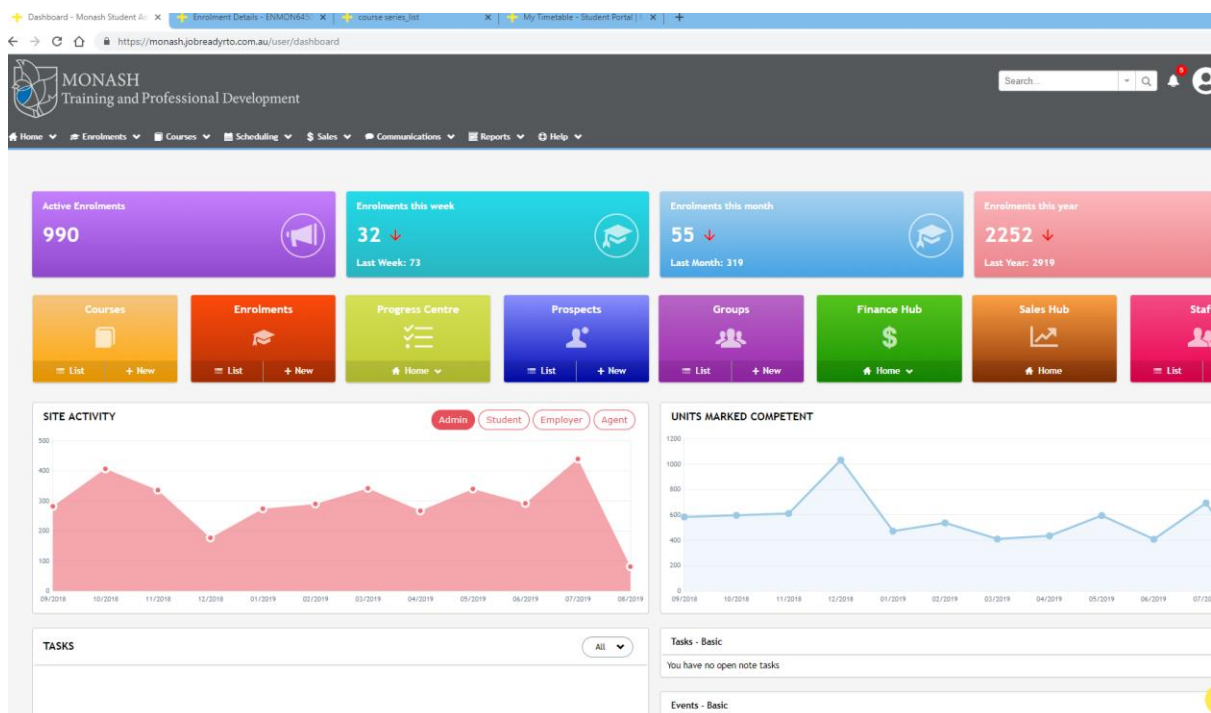
To access Jobready you will need to click the below link:

<https://monash.jobreadyrto.com.au/>

You will be asked to login.

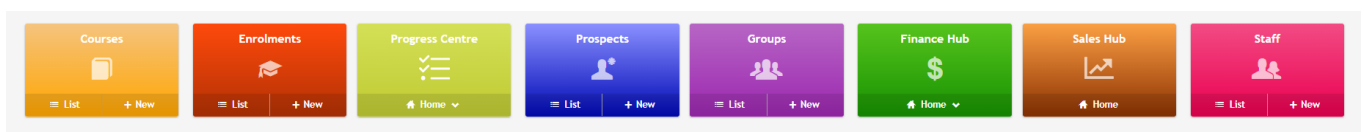
Please contact us if you don't know your username and password.

- Once logged in you will see the "Dashboard"



The main tabs you will use will be the courses and enrolments tabs

- You can click on the courses tab list to see all the courses assigned to you including upcoming courses and how many numbers we currently have enrolled into upcoming classes.
- You can click on enrolments list to see what students you currently have enrolled from there you can click on each individual student which will allow you to access the students profile.



You can also scroll further down on the dashboard and see your events calendar and your caseload which will show when you will be in classes and the list of students again.

When you click on the courses list tab it displays the courses you are scheduled or currently taking.

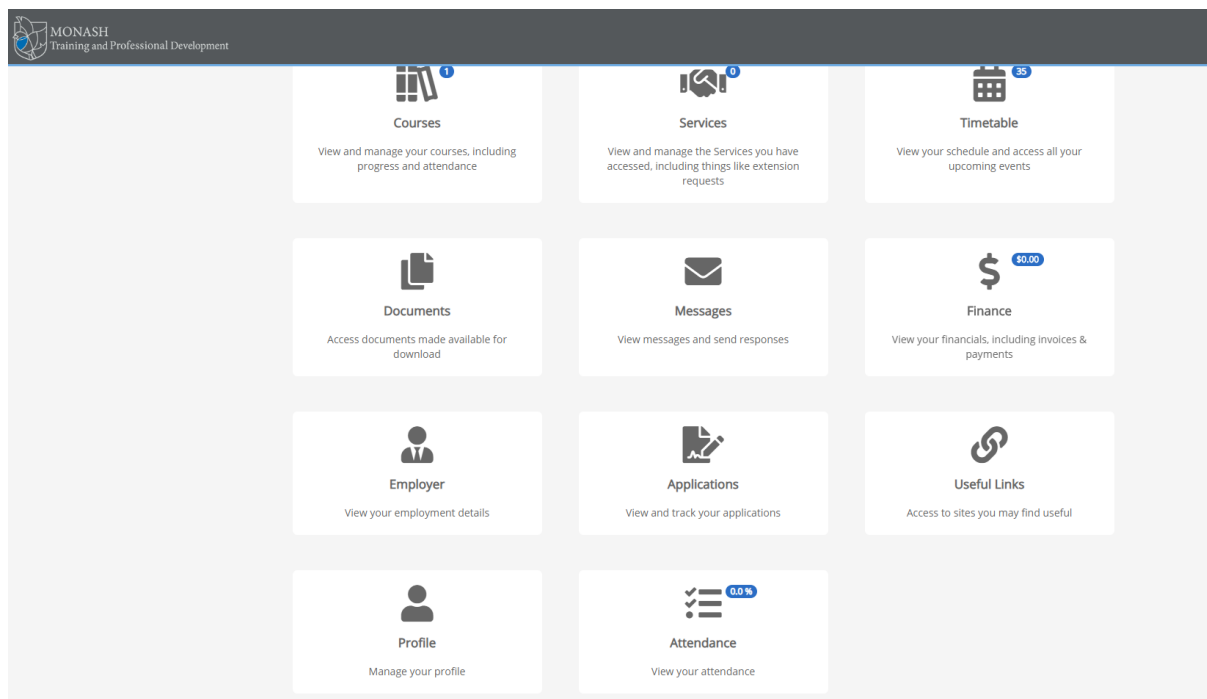
If you click on your current course code it will the open up the course which lists the students.

The documents tab on the left-hand side will show all of the documents the students have access to as a class.

This includes course timetable, course information sheet, and the ART and SAB units. I have also placed a description of what number units they are to make it easier for the students to know what order they're in.

If you click on the units it will download as a word document. Students have access to all of these documents and can then type directly into the word document their answers and also add any further attachments to that document that may be required as evidence.

The students have a different Dashboard to that of the trainers. Please see a view of a student's dashboard below:



Students can access the units they have and what classes coming up. They can access all of the learning and assessment materials by clicking the documents tab.

This is what they will see once they click the documents tab, they can then click on resources and it will show all of the resources available to them. They can download the document and can edit the unit and complete all of the answers. Once they are ready to submit the unit they can click documents then on the left hand side tab there is an “add new document” tab. Students can click this tab and upload their finished unit for you to mark.

Please ask your students to email you each time they have uploaded a document for marking so you know it is there.

To mark the student's work:

Find the student on Jobready. This is often easiest by typing the student's name into the search bar on the top righthand side.

Open the student's profile and then click on 'Documents' on menu the lefthand side.

The screenshot shows the Monash Training and Professional Development interface. On the left sidebar, the 'Documents' menu item is circled in red. The main content area displays the profile of Wen K B Goh (OXY21720). The profile includes a photo placeholder, personal details (Title, First Name, Surname, Middle Name, Known By, Gender, Email, Phone), identification information, login credentials, and a list of groups.

Click "All Documents" and then select the file you wish to mark. This will download the document for you. Mark the assessment and upload it back to Jobready by clicking on "+ New" and selecting the file.

The screenshot shows the 'Documents' page for Wen K B Goh (OXY21720). The '+ New' button is circled in red. Below the button, there is a search bar and a table of documents. The table has columns for Name, Description, Category, Type, Portal, Web, Order, Belongs To, Created, and Created By.

Name	Description	Category	Type	Portal	Web	Order	Belongs To	Created	Created By
Invoice :JHVNCH11037		Invoice						1 May 2019 4:13 PM	Peter Lee
Payment on :JHVNCH11037		Invoice						1 May 2019 4:17 PM	Peter Lee
Payment on :JHVNCH11037		Invoice						28 August 2019 12:10 PM	Patrick Ci
Payment on :JHVNCH11037		Invoice						11 September 2019 11:13 AM	Peter Lee
Payment on :JHVNCH11037		Invoice						26 September 2019 10:22 AM	Patrick Ci
Training Plan V7.0		General						22 July 2019 1:27 PM	Angela Kc
BSBND301 Work Effectively in an Edu Environment final 25112019.docx		Assessment						16 January 2020 3:37 PM	Jessica Qi
BSBTLU312 Create Electronic Presentations final 12122019.docx		Assessment						16 January 2020 3:37 PM	Jessica Qi
Formative Assessments Presentation (Creating Word Documents).pptx		Assessment						16 January 2020 3:37 PM	Jessica Qi
Healthy Eating Habits (Summative Assessment 2).pptx		Assessment						16 January 2020 3:37 PM	Jessica Qi

Email msa-assessment@monash.edu to let us know that the marked assessment has been uploaded for us.