Welcome! This tour introduces the key features of OTEN’s new and improved Online Learning Support (OLS) site.

To go to next screen, press [Page Down] on your keyboard
To return to previous screen, press [Page Up]
By logging onto the OLS you can:

- access your learning resources
- find useful links and study tips
- check your unit and course progress
- access your assignments and submit them online
- contact your teaching section
- update your contact details
- and more . . .
Below is the **Login screen**.
It’s the first screen you see when you access the OLS site.

To log in:
- enter your Department of Education and Training (DET) Portal username.
- then press the TAB key.
- next enter your password.
- click on the Login button.

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Each time you log into the OLS, you will always see how you are progressing in your course, under **My Course progress**

This student is enrolled in two courses. If you are enrolled in more than one course, simply click on the tab for the course you wish to view.

You can see:
- the unit name,
- the status of the unit, i.e., whether you are still enrolled or have completed
- the number of assignments required
- the number of assignments submitted to date
From My Course Progress, you can click on a unit to access the **Unit Assessment Information** tab.

To view a different unit, simply click on the drop down list to the right of the **Select a unit** box. [Page Up] or [Page Down] to continue.
At the **Assessment information** tab

You can

- download the **assessment guide** to find how you will be assessed
- download **assignment instructions**
- find about particular **resources** that may be required
- download **assessment tips** from your teachers
- check your unit **progress**, ie the date you submitted assignments and if they have been marked
- download **assignment question papers**
- submit your completed assignments **online**
- if appropriate for the unit you are studying, **complete an online test**
By clicking on the other tabs to the **left** and **right** of **Assessment information**: 

You can

- read an overview of the content of the unit
- view the latest **updates** about the unit
- find out about the **learning resources**, eg whether the unit is delivered online, via CD or paper learning materials
- find out how to **contact a teacher** by telephone or email
- find out about **practical sessions** if appropriate to the unit
- **interact** with your teacher and other students via blogs, wikis, etc if appropriate to the unit
Click on the **My Courses & Units** tab

Here you can:

- View and update **personal details** such as address, phone and email
- Find out about your studies at the **course** level, ie an overview, updates, resources, any practical sessions and contact a teacher
- Find out about your studies at the **unit** level, ie an overview, updates, learning resources, contact a teacher, practical sessions, assessment and interact with teachers and students
- Follow **Quicklinks** to the **online student diary**, **course guide**, **Student-E-Services** and **DET Portal**
- Keep up-to-date with the latest **OTEN news flashes**. eg deadlines for adding units, applying to sit exams, reenrolling, OLS outages, etc. So check this box each time you log in.

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Click on the **Getting Started** tab

Here you can:

- View a *virtual tour* of the OLS
- Check on **Important OTEN dates**
- Find out about **helping an OTEN student**
- View the online **Student Guide and Diary**
- Find out about **Study Skills**
- Find information about **computer requirements** and **internet access**
Click on the **Assessment Guidelines** tab

Here you can:

- Find advice about **writing assignments**
- Find out about **submitting assignments**
- Find out about **plagiarism and referencing**
- Find out about **exams and tests**
- Find out about **applying to sit tests and exams**
- Download **previous exam papers**
Click on the **Student information** tab

Here you can:

- Find out about enrolment and money matters
- Find out about student support services
- Find out about recognition of prior learning
- Get information on international students

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Click on the Qualifications & Careers tab

Here you can find out about:

- our qualifications
- career planning
- still at school -- school to TAFE -- TAFE to uni
- Australian Skills Vouchers; apprentices and traineeships
- mature age
- general education programs
- short courses
- courses for migrants

Always click the Logout button when you have finished on the OLS site

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Best wishes for success with your OTEN studies.