Introduction to the AUSIT Learnbook

This document contains introductory information about the AUSIT Learnbook. You can use the hyperlinks to move around or scroll through the information.

How do I access the eBulletin?

The AUSIT eBulletin has moved from Yahoo Groups to AUSIT's Moodle Learnbook and is now being hosted as a series of specific 'Discussion Forums'.

To be able to access these forums you must first register for the AUSIT Learnbook Platform and then self-enrol in the AUSIT Learnbook 'Discussion Forums'. You will also need to confirm you accept the AUSIT Online Discussion Forum Rules before you can access the forums.

From there you can subscribe (or unsubscribe) to any forums that interest you, to receive email notifications or simply read what has been posted, by visiting the page when you have time.
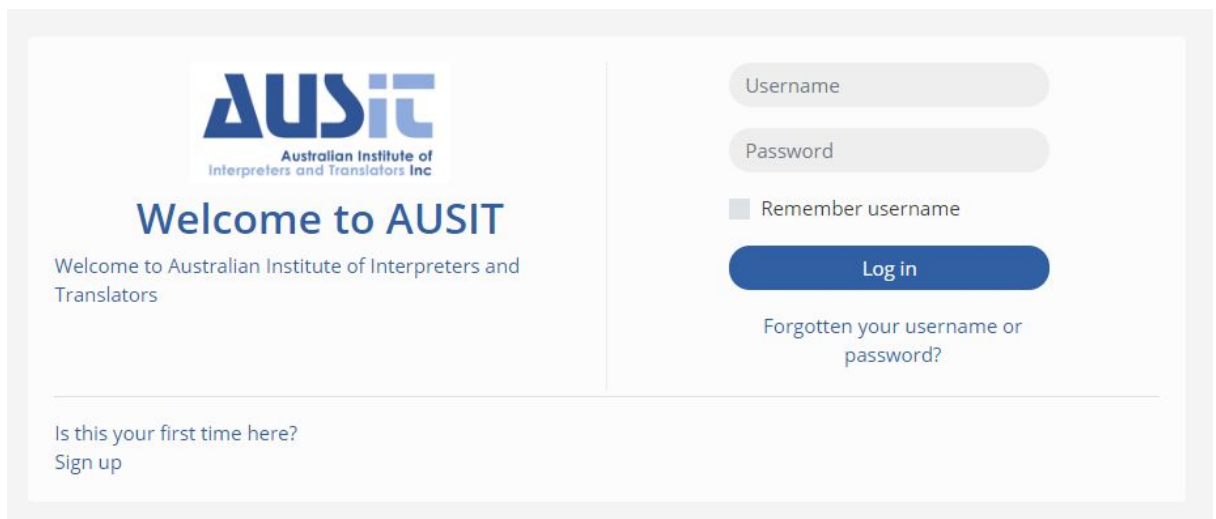
Registration for the Learnbook is only required once and it is different to self-enrolling for the various forums/courses (including 'Discussion Forums'). As time goes by other professional development courses will be hosted in the AUSIT Learnbook for which self-enrolment will not always be possible.

Please note: Registration for the AUSIT Learnbook is not instantaneous as it has to be validated by an administrator.

How to register for the AUSIT Learnbook Platform

This document will walk you through the process for self-registering in the AUSIT Learnbook platform. **Registration is not instantaneous** as it has to be validated by an administrator.

1. Go to the Learnbook login page: ausit.learnbook.com.au

2. Click on the 'Sign Up' in the bottom left hand corner.

3. Enter your personal information into the registration page.
    a. Username: The username can only contain alphanumeric lowercase characters (letters and numbers), underscore (_), hyphen (-), period (.) or at symbol (@).
    b. Password: Passwords must be at least **8 characters** long, have at least **1 digit**, at least **1 lower case letter**, at least **1 upper case letter** and at least **1 non-alphanumeric character** such as as *, -, or #.
    c. Email address: Please ensure you use the same email address you used to register as a member of AUSIT.
    d. City/town, Country: These are optional.

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New account

▶ Expand all

Choose your username and password

Username ❗

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Password ❗

More details

Email address ❗

Email (again) ❗

First name ❗

Surname ❗

City/town

Country

Select a country ⇕

Create my new account   Cancel

There are required fields in this form marked ❗ .

4. Once all the required information is entered, click 'Create my new account'

Create my new account   Cancel

5. Your account has now been registered and will be confirmed by an admin. You will receive an email when your account is confirmed and ready to use.
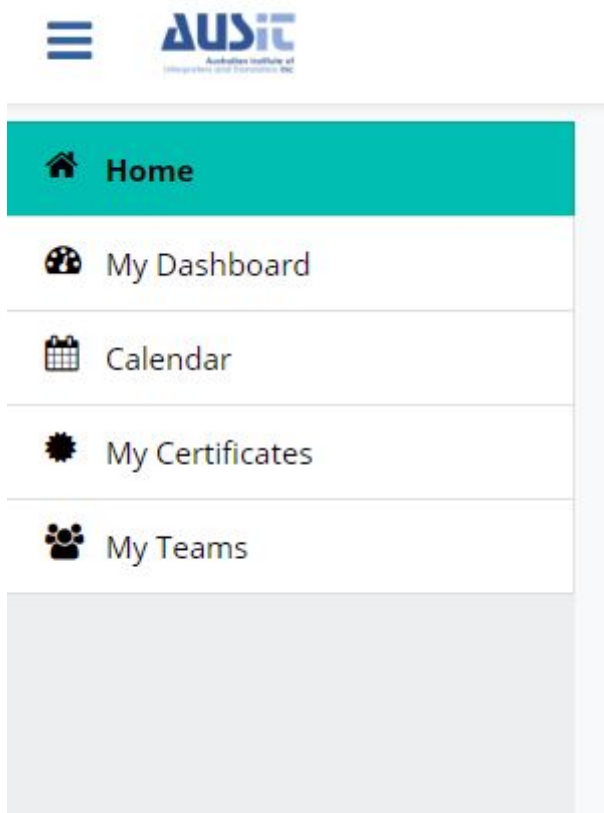
AUSIT

Home / Confirm your account

Your account has been registered and is pending confirmation by the administrator. You should expect to either receive a confirmation or to be contacted for further clarification.
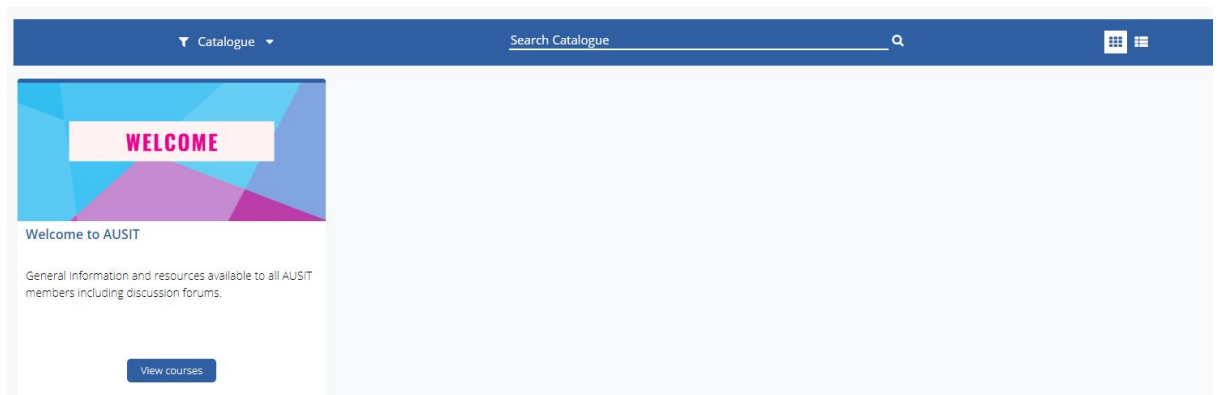
Continue

How to self-enrol in AUSIT Learnbook courses

This document will walk you through the process for self-enrolling in an AUSIT Learnbook course/unit. It is not always possible to self-enrol. 'Discussion Forums' is an example of a course/unit.
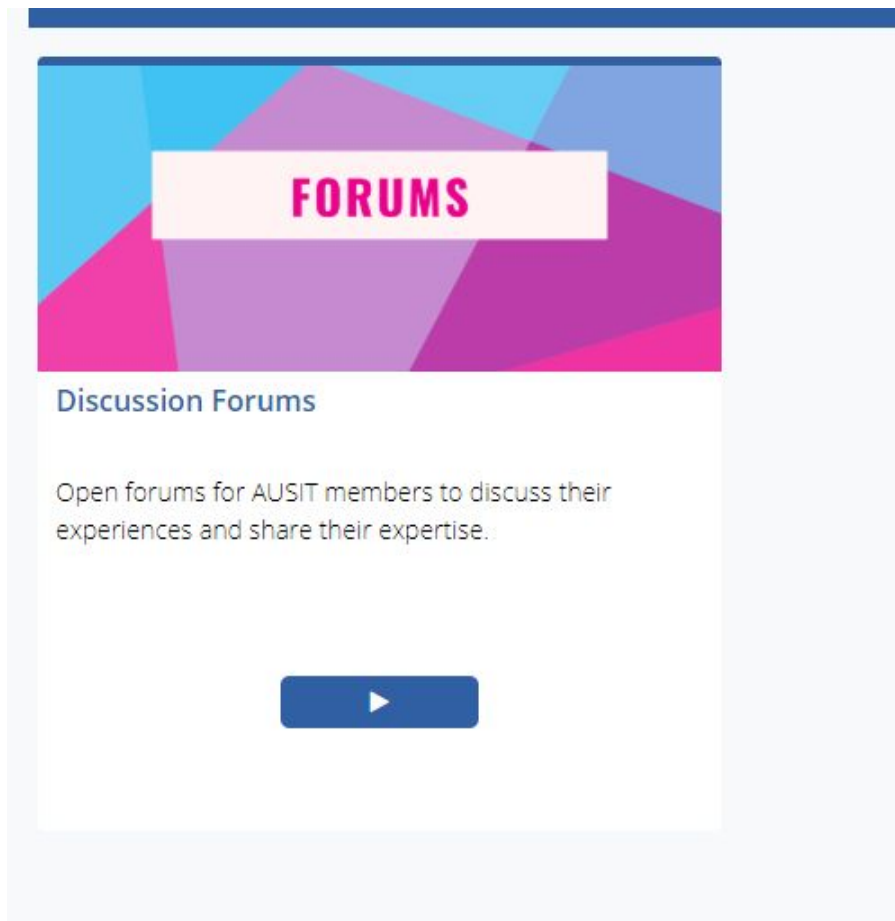
1. Once you have logged onto the AUSIT Learnbook, select "Home" if it is not already open.

2. Then find the course you wish to enrol in. You can do this using the "Search Catalogue" function or by selecting "View courses" on the category you are interested in.

3. Select the course, by clicking on the white triangle.

4. Click the "Enrol me" button at the bottom in the middle.

Enrolment options

🗀 Discussion Forums

Open forums for AUSIT members to discuss their expe

Teacher: AUSIT Support

▾ Self enrolment (Student)

No enrolment key required.

Enrol me

5. You are now enrolled in the unit.

How to access the new forums

This document will walk you through the process for accessing the forums which are replacing the eBulletin.

1. Select the "Discussion Forums" unit and open in.
   a. If you need information about how to find this course and enrol please refer to the '*How to self-enrol on AUSIT Learnbook*' *section.*

2. When you are enrolled in the 'Discussion Forums' course, you will need to read and accept the 'AUSIT Online Discussion Forum Rules' before you can access the forums.

   As a user of the AUSIT Forums, you are bound by the 'AUSIT Online Discussion Forum Rules'.

   Please read the 'AUSIT Online Discussion Forum Rules' (this will show as complete after you have viewed the document) and then confirm checkbox as complete.

   Please 'tick' the checkbox to confirm you have read and agree to the 'AUSIT Online Discussion Forum Rules'.

   Restricted Not available unless: The activity **AUSIT Online Discussion Forum Rules** is marked complete
   AUSIT Online Discussion Forum Rules

   Forum Announcements
   Restricted Not available unless: The activity **Please 'tick' the checkbox to confirm you have rea...** is marked complete

3. Clicking this document will open it in a new tab for you to read. After you are finished, the checkbox beside the document will now be ticked.

4. This means you can now access the statement, "Please 'tick' the checkbox to confirm..." above it. By checking the second checkbox which is attached to that statement, you agree to the statement and all forums will become visible.
   a. Before agreeing

8

Forum Announcements

Restricted Not available unless: The activity **Please 'tick' the checkbox to confirm you have rea...** is marked complete

Social

Restricted Not available unless: The activity **Please 'tick' the checkbox to confirm you have rea...** is marked complete

Business

Restricted Not available unless: The activity **Please 'tick' the checkbox to confirm you have rea...** is marked complete

b. After agreeing

Forum Announcements

Social

General

Book and Film Club

Business

Business Matters

External PD Opportunities

Marketing

Pay and Conditions

5. You can now click on forums to view them and subscribe to them. You can also view and subscribe to individual discussion topics.
6. To return to the main 'Discussion Forum' page, you can use the back arrow or select the "Discussion_Forum" link under the heading.
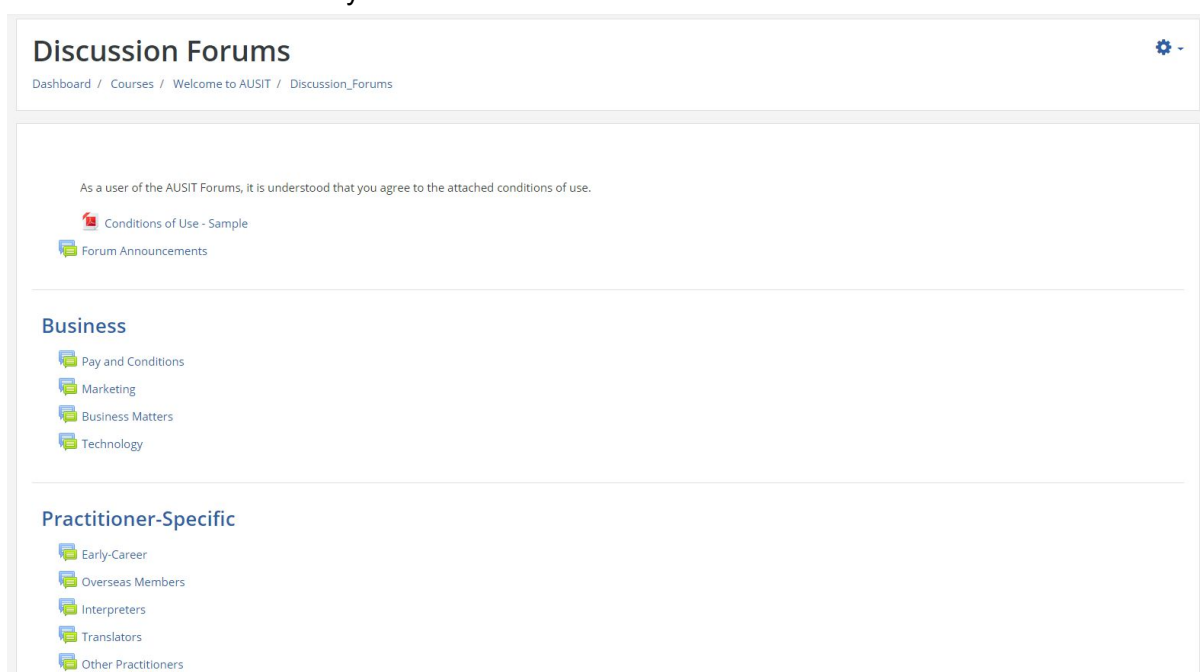
Discussion Forums

Dashboard / My courses / Discussion_Forums / Social / General

General

How to subscribe to/unsubscribe from a forum

This document will walk you through the process for subscribing to or unsubscribing from an AUSIT Learnbook forum. Subscribing results in email updates being sent when someone replies to or creates a discussion.

1. Select the "Discussion Forums" unit and open it.
   a. *If you need information about how to find this course and enrol please refer to the 'How to self-enrol in AUSIT Learnbook courses' section.*

2. All of the available forums will be available in front of you. 'Forum Announcements' is used by Learnbook Admins to communicate important information and you will be automatically subscribed to this forum.
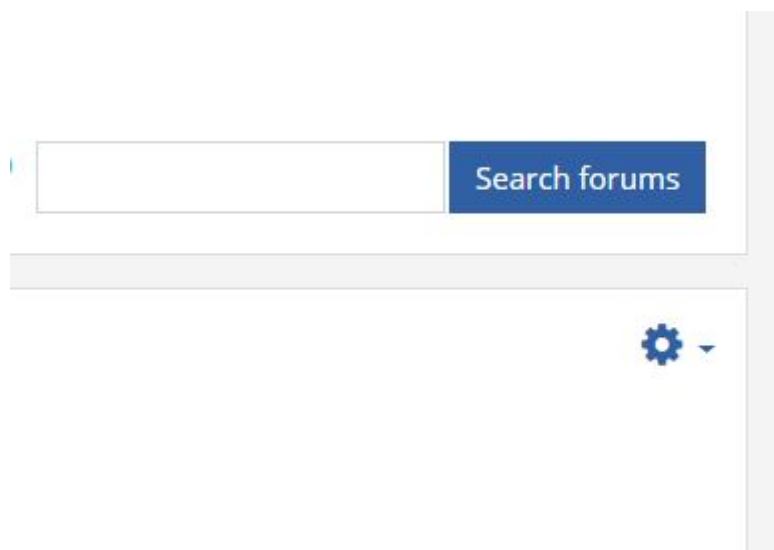   You will have to individually subscribe to all other forums.

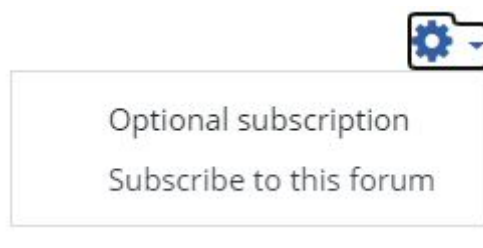3. Choose the forum you would like to subscribe to and click it, for instance, 'Book and Film Club'.

4. Once in the desired forum, click on the blue cog in the top right-hand corner.
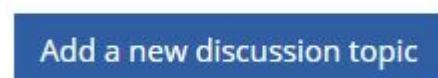
Search forums

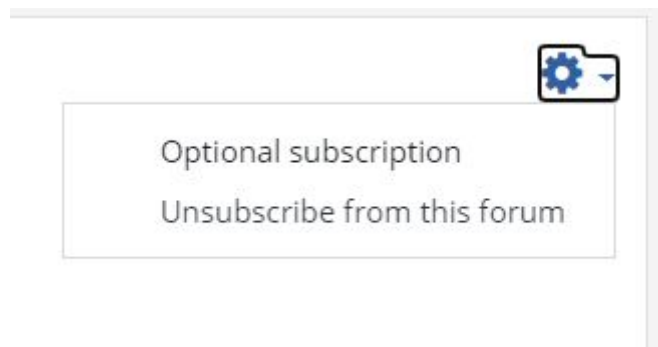5. **To subscribe**, select 'Subscribe to this forum'.

Optional subscription
Subscribe to this forum

6. A green box will appear with your username confirming you will be notified of posts.

Test Rachel will be notified of new posts in 'Book and Film Club'

Book and Film Club

Add a new discussion topic

7. Repeat this for all the forums you would like to follow. You can change this at any time.
8. **To unsubscribe**, follow the same steps and select 'Unsubscribe from this forum'.

Optional subscription
Unsubscribe from this forum

9. You can also unsubscribe by clicking the link in the email you have been sent called 'Unsubscribe from this forum'.
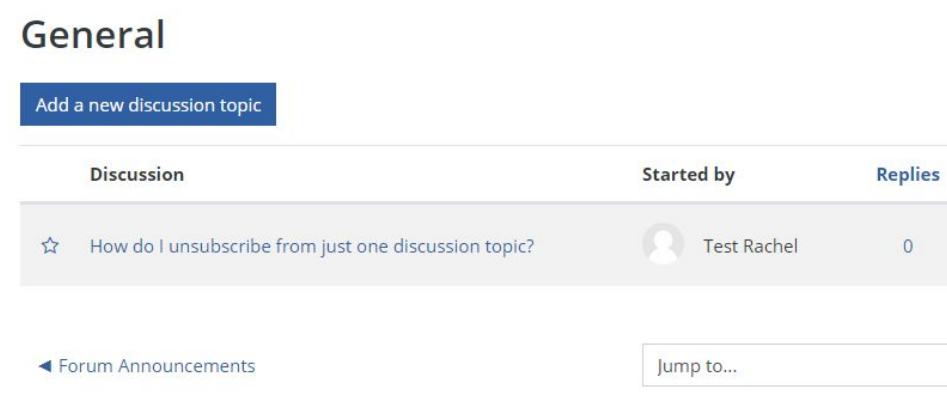
How to subscribe to/unsubscribe from a discussion topic

This document will walk you through the process for subscribing to or unsubscribing from an AUSIT Learnbook discussion topic. Subscribing results in email updates being sent when someone replies to a discussion.

1. Select the "Discussion Forums" unit and open in.
   a. *If you need information about how to find this course and enrol please refer to the '*[*How to self-enrol in AUSIT Learnbook courses*](#)*' section.*

2. Select the specific forum which contains the discussion topic you wish to update the subscription of and click it. For instance: 'General'

3. Find the relevant discussion topic. For instance, 'How do I unsubscribe from just one discussion topic?'.

4. Click on the envelope to the right of the discussion topic name. If the envelope is closed, you are subscribed to the discussion topic. If it is open, you are unsubscribed.
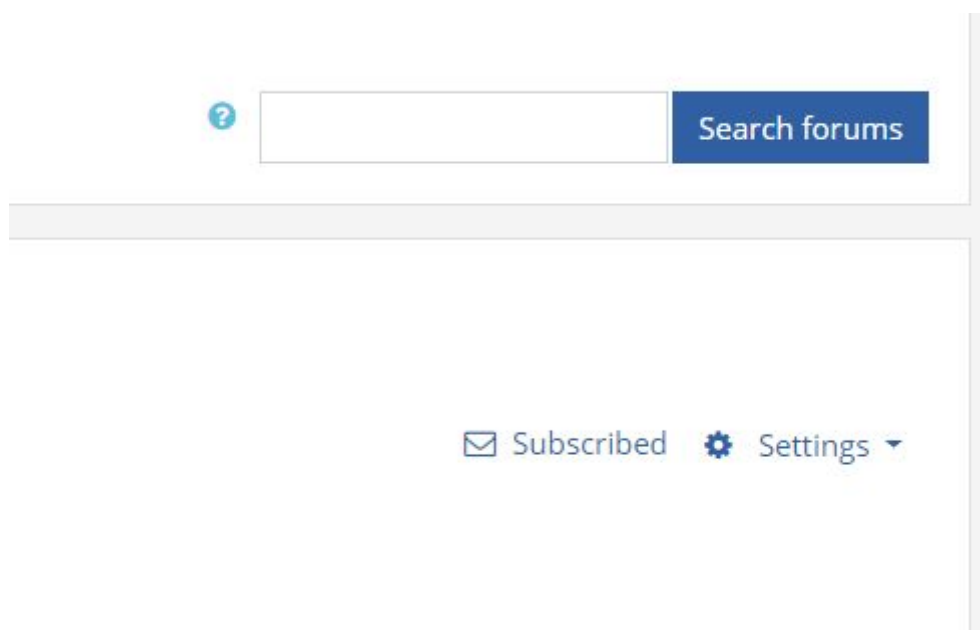
Subscribed/Closed   **Unsubscribed/Open**

5. If you are within the discussion itself, the envelope will be found in the top right-hand corner.

6. Repeat this for all the discussion topics you would like to follow/unfollow. You can change this at any time.

7. You can also unsubscribe clicking the link in the email you have been sent called 'Unsubscribe from this discussion'.

Where can I get help?

If you have any questions about how to use the AUSIT Learnbook or you would like to report any comment, email the site support team at: learnbook@ausit.org