

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 to use the AUSIT Learnbook	2
How to register for the AUSIT Learnbook Platform	3
How do I access Professional Development courses?	5
How to access and/or self-enrol in AUSIT Learnbook courses (including the Discussion Forums page)	6
How to access the new 'Discussion Forums'	9
How to subscribe to/unsubscribe from a forum	11
How to subscribe to/unsubscribe from a chain of posts within a forum	14
Where can I get help?	16

How to use the AUSIT Learnbook

The AUSIT Learnbook is an exciting and interactive communicative and educational platform with features like the AUSIT members' Discussion Forums and Professional Development courses.

To be able to access these features, you must first register for the AUSIT Learnbook Platform.

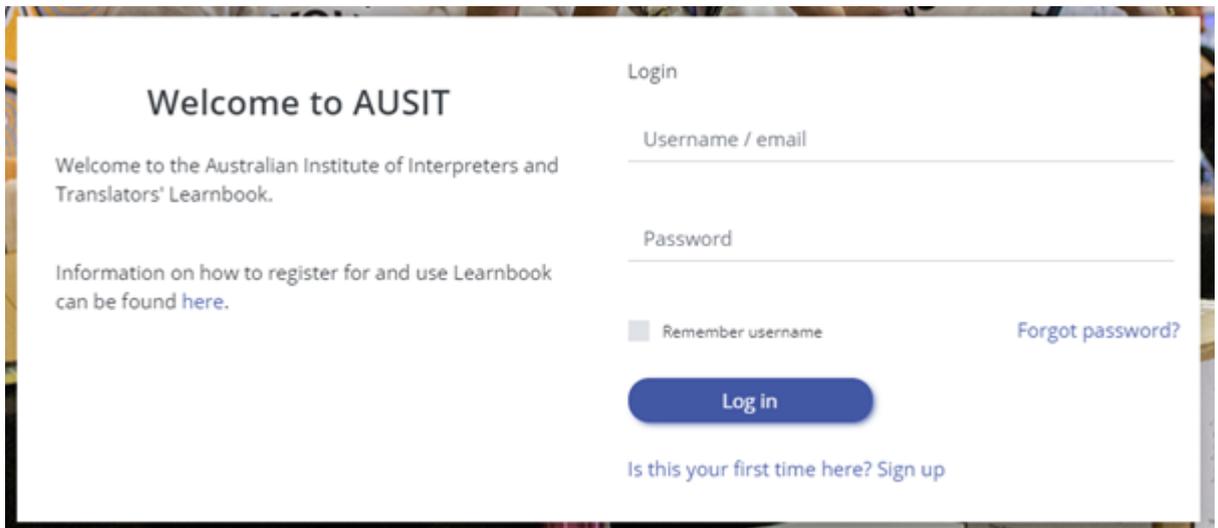
Registration for the Learnbook is only required once and **is different to registering as an AUSIT member** or self-enrolling in the various forums/courses.

Please note: Registration for the AUSIT Learnbook is not instantaneous as it has to be validated by a Learnbook administrator and **you will receive an email within 5 – 7 business days when your account is confirmed and ready to use**. Please send any questions about this process to learnbook@ausit.org.

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 Learnbook administrator. If you are an AUSIT member, you **must use the same email address** to register, as you have used to register your AUSIT account. Otherwise, you will not be recognised as an AUSIT member or be able to access member-only features.

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



The screenshot shows the login page for the AUSIT Learnbook platform. On the left, there is a 'Welcome to AUSIT' message with a link to registration information. On the right, there is a 'Login' form with fields for 'Username / email' and 'Password', a 'Remember username' checkbox, a 'Log in' button, and a 'Forgot password?' link. At the bottom of the form, there is a link that says 'Is this your first time here? Sign up'.

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

[Is this your first time here? Sign up](#)

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 (@). You can use your email address.
 - 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.



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

There are required fields in this form marked ❗.

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

- Your account has now been registered and will be confirmed by a Learnbook administrator. You will receive an email within 5 – 7 business days when your account is confirmed and ready to use. Please send any questions about this process to learnbook@ausit.org.

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.

How do I access Professional Development courses?

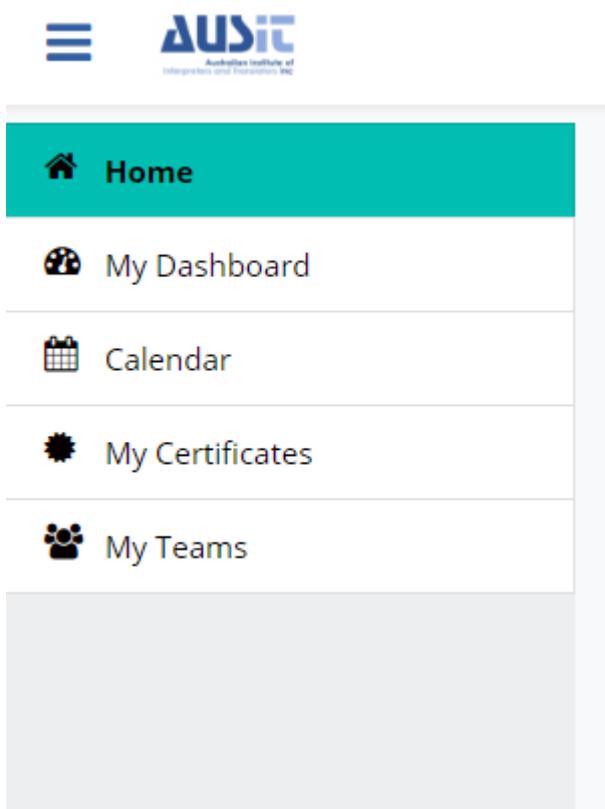
Some PDs are open to all AUSIT members and to access them (after [registering for the AUSIT Learnbook Platform](#)), you will only need to [self-enrol in that PD](#). You are not able to self-enrol in some courses/PDs for the following reasons:

- You may not be part of the group which is eligible for access to that course
 - If you think a mistake has been made, email learnbook@ausit.org
- Some courses are not free for members and only registered participants will be added
 - Look for the line “Open to all AUSIT members.” under the title to check if this course is free for all AUSIT members or only registered participants.
- The course may not yet be available
 - If you think a mistake has been made, email learnbook@ausit.org

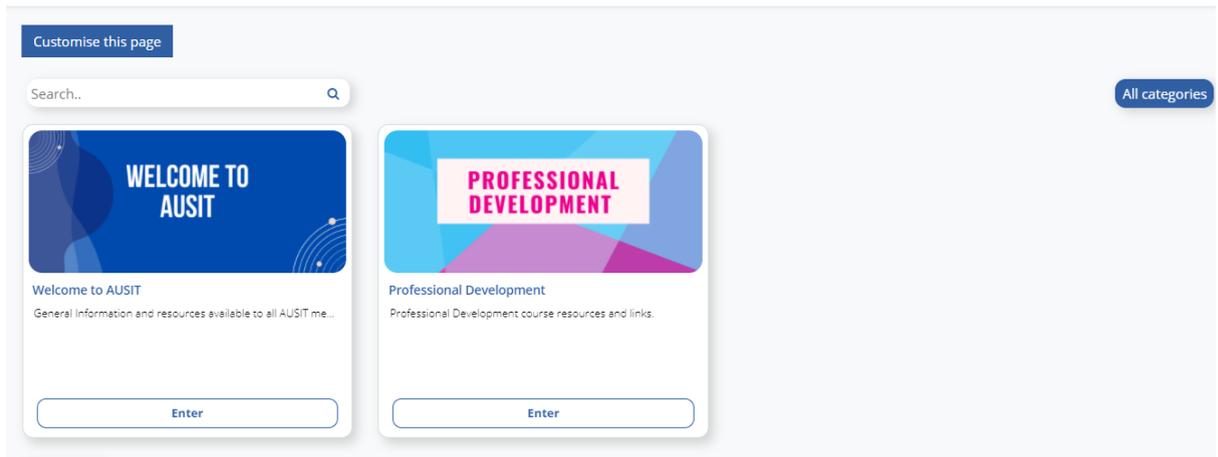
How to access and/or self-enrol in AUSIT Learnbook courses (including the Discussion Forums page)

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' and our various PDs are examples of courses/units.

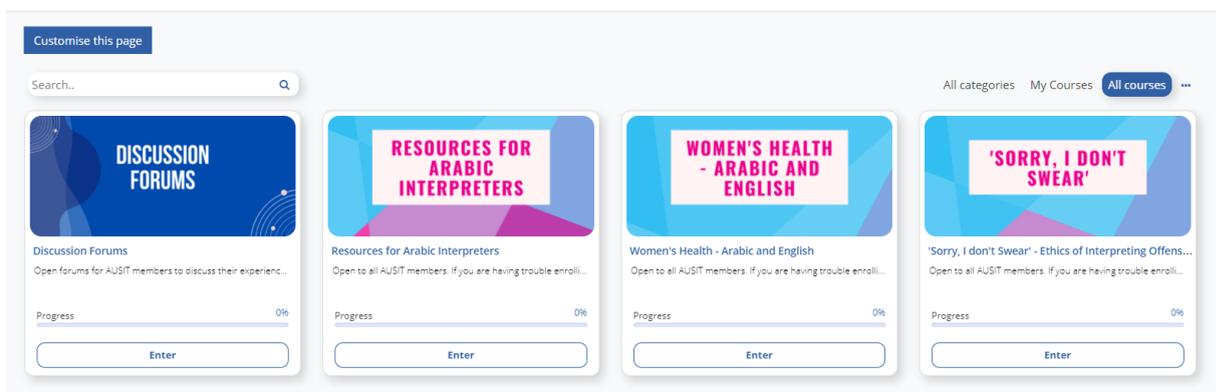
1. Once you have logged onto the AUSIT Learnbook, select "Home" if it is not already open.



2. Then find the course you wish to enrol in. You can do this by selecting "Enter" on the category you are interested in or can enter a course directly by selecting "All course" or using the "Search.." function.

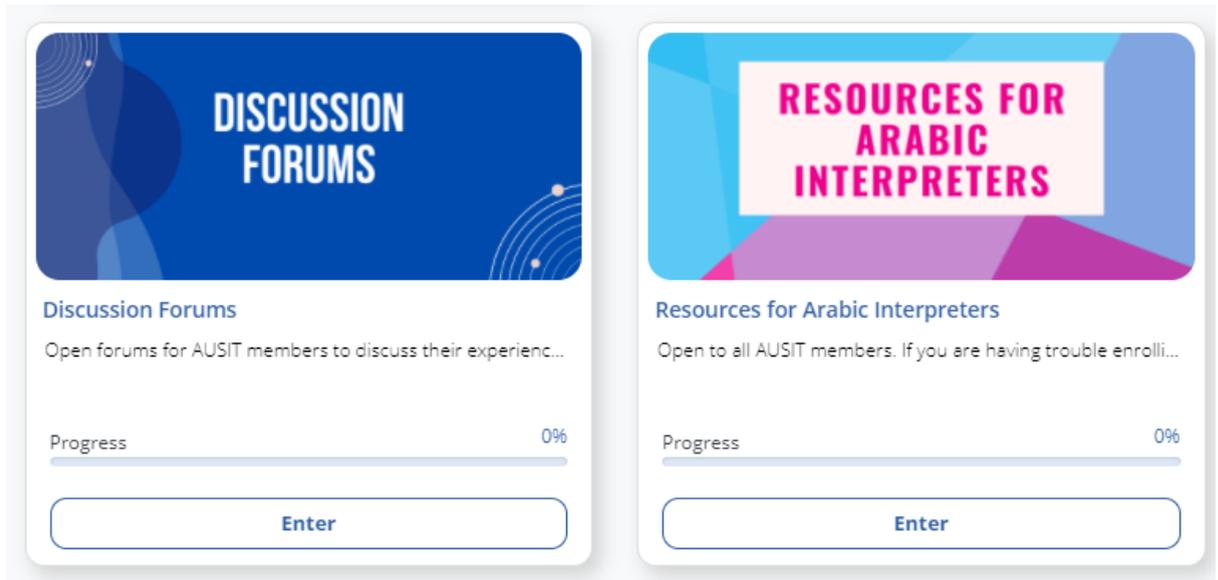


a. View when “All categories” is selected



b. View when “All courses” is selected

3. Select the course, by clicking “Enter”.



4. You may then be able to access the course as you have already been enrolled in it based on your cohort (such as 'AUSIT Members' or 'Students').

5. If you can't access it but can see an "Enrol me" button at the bottom in the middle, click that to self-enrol.

Enrolment options

Resources for Arabic Interpreters



Open to all AUSIT members. If you

▼ Self enrolment (Student)

No enrolment key required.

Enrol me

6. If no button is present, this course may not have self-enrolment as an option, or it may be restricted to a cohort (such as AUSIT members) that you are not a part of. If you are unsure about this, email learnbook@ausit.org

▼ Self enrolment (Student)

Only members of cohort 'Members' can self-enrol.

7. You are now enrolled in the unit.

How to access the new 'Discussion Forums'

This document will walk you through the process for accessing the forums which are replacing the eBulletin. It is now being hosted as a series of specific forums within a course called 'Discussion Forums'. This 'course' simply refers to a page where various forums can be hosted.

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

 Forum Announcements

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

General

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

Domain-Specific

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

b. After agreeing

 Forum Announcements

General

 General Discussions

 PD & Education & Research

Domain-Specific

 Legal T&I

-
5. You can now click on forums to view them and [subscribe to them](#). You can also view and [subscribe to individual chains of posts within a forum](#).
 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

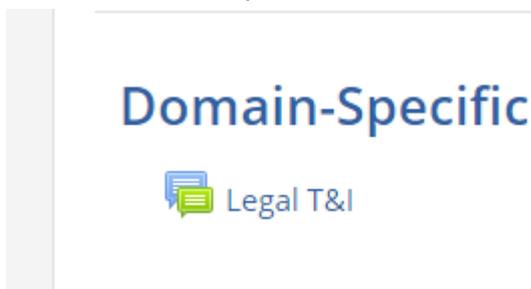
How to subscribe to/unsubscribe from a forum

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

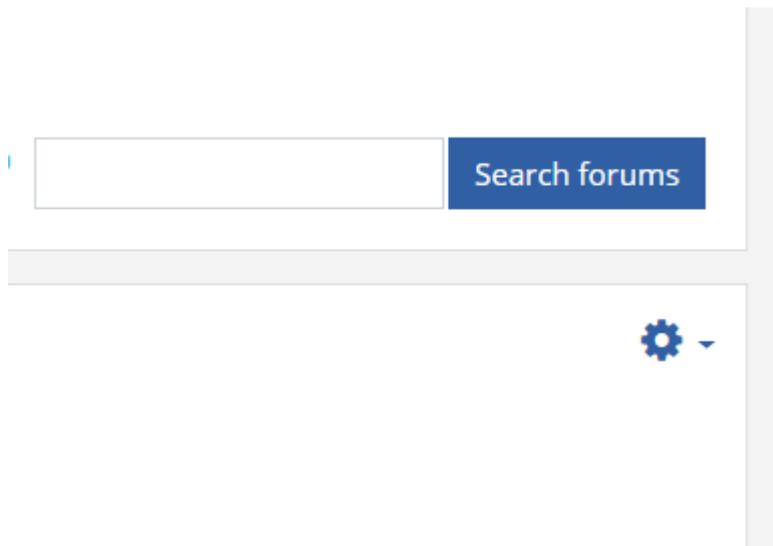
1. Select '[Discussion Forums](#)' and open it.
 - a. *If you need information about how to find this course and enrol please refer to the '[How to access and/or self-enrol in AUSIT Learnbook courses](#)' section.*
2. All of the available forums will be shown in this page. 'Forum Announcements' is used by Learnbook Administrator to communicate important information and you will be automatically subscribed to this forum.
You will have to individually subscribe to all other forums.

The screenshot shows the 'Discussion Forums' page. At the top, there is a breadcrumb trail: 'Dashboard / My courses / Welcome to AUSIT / Discussion_Forums'. A gear icon is in the top right corner. Below the breadcrumb, there is a section for 'Your progress' with a blue circle icon. The main content area contains a notice: '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 your agreement with the below statement by marking the checkbox as complete.' Below this, there is a checkbox labeled 'Please tick the checkbox to confirm you have read and agree to the 'AUSIT Online Discussion Forum Rules'.' which is checked. There are two more checkboxes, one for 'AUSIT Online Discussion Forum Rules' and one for 'Please contact the AUSIT Learnbook Support Team if you have any questions, concerns or suggestions: learnbook@ausit.org', both of which are also checked. Below the checkboxes, there are two links: 'Introduction to the AUSIT Learnbook' and 'Forum Announcements'. The page is divided into sections: 'General' with links for 'General Discussions' and 'PD & Education & Research', and 'Domain-Specific' with a link for 'Legal T&I'.

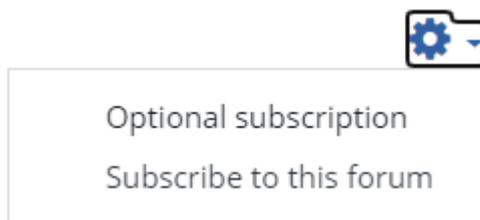
3. Choose the forum you would like to subscribe to and click it, for instance, 'Legal T&I'.



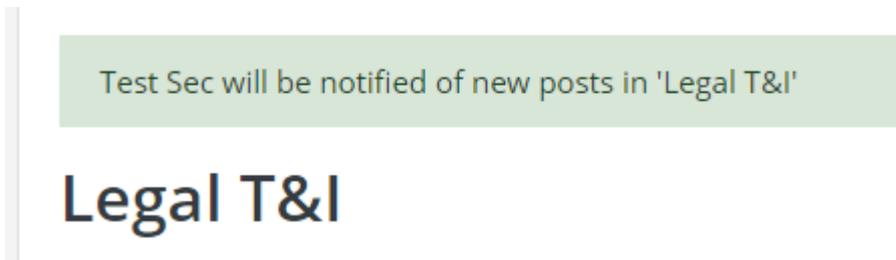
4. Once in the desired forum, click on the blue cog in the top right-hand corner.



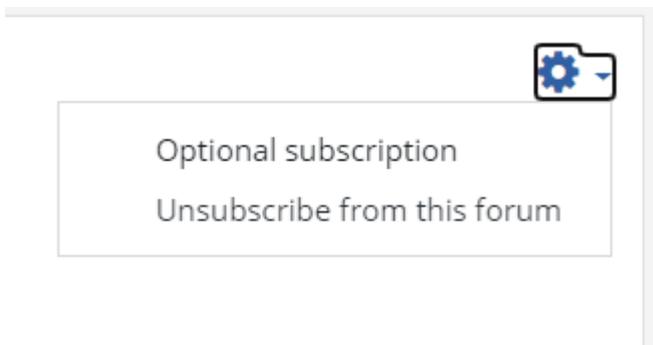
5. **To subscribe**, select 'Subscribe to this forum'.



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



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'.



9. You can also unsubscribe by clicking the link in the email you have been sent called 'Unsubscribe from this forum'.

[Top](#)

Have questions? Email Learnbook Support at: learnbook@ausit.org

[Unsubscribe from this forum](#) [Unsubscribe from this discussion](#) [Change your forum digest preferences](#)

Reading this in an email? [Download the mobile app and receive notifications on your mobile device.](#)

 Reply

 Forward

How to subscribe to/unsubscribe from a chain of posts within a forum

This document will walk you through the process for subscribing to or unsubscribing from a chain of posts within a forum. Subscribing results in email updates being sent when someone replies to a discussion. This is not the same as a forum which refers to a collection of these chains.

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 access and/or self-enrol in AUSIT Learnbook courses'](#) section.*
2. Select the specific forum which contains the chain of posts you wish to update the subscription of and click it. For instance: 'General Discussions'

General



General Discussions



PD & Education & Research

3. Find the relevant chain of posts. Here an example is: 'Fit2work'.

General Discussions

Add a new discussion topic

Discussion

☆ Fit2work

- Click on the envelope to the right of the name of the chain of posts. If the envelope is closed, you are subscribed to that chain topic. If it is open, you are unsubscribed.

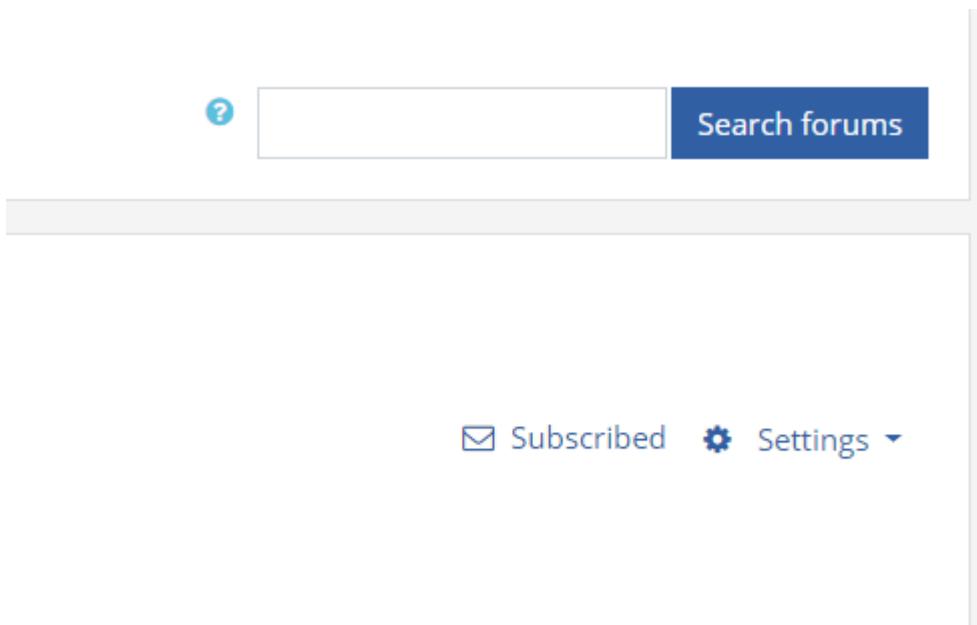


Subscribed/Closed



Unsubscribed/Open

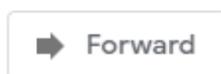
- If you are within the discussion itself, the envelope will be found in the top right-hand corner.



- Repeat this for all the chains of posts you would like to follow/unfollow. You can change this at any time.
- You can also unsubscribe clicking the link in the email you have been sent called 'Unsubscribe from this discussion'.

[Unsubscribe from this forum](#) [Unsubscribe from this discussion](#) [Change your forum digest preferences](#)

Reading this in an email? [Download the mobile app and receive notifications on your mobile device.](#)



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