

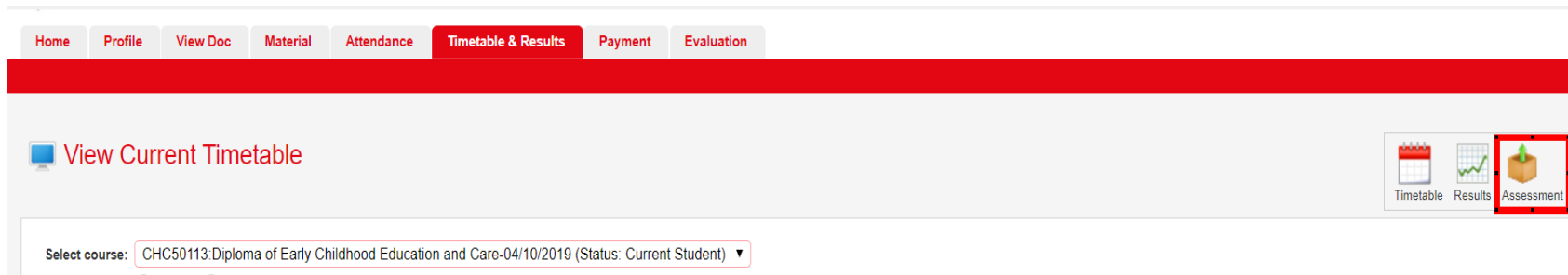
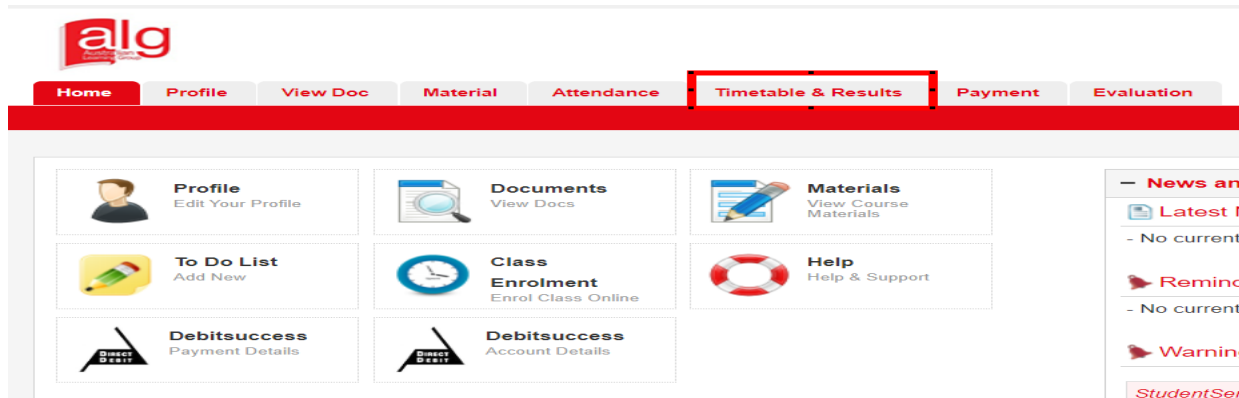
How do I login to ALG Student Portal?

Step 1: Login to **ALG Student Portal** alg.edu.au/studentportal with your Student ID and Password.

Please approach your Student Services Team for assistance if you cannot locate your Student ID and Password.

Step 2: Click on **Timetable & Results** tab and then click on **Assessment** button.

Please ensure you allow pop ups from your internet browser to see the next screen.



How do I find my class?

The system will automatically select your current course. You may view your other enrolled courses (if any), however, you can only submit assessments for the current course.

Step 3: Ensure that your **current class** is selected.



Submit Your Assessment

Student Details:

Course: CHC50113 : Diploma of Early Childhood Education and Care-04/10/2019 : Current Student ▼

Class: ECEDIP009:CHILDCARE DIP - NURTURING BABIES AND TODDLERS - ASSESSMENT(Batch: SYD_WED FRI 01) ▼

Assessments for Wave ECEDIP009:CHILDCARE DIP - NURTURING BABIES AND TODDLERS - ASSESSMENT(Batch: SYD_WED FRI 01)

Assessment Name	Status	Due Date	Teacher	File Submission History	Action
Assessment 1	Not Submitted			No file is submitted yet	
Assessment 2	Not Submitted			No file is submitted yet	

ALG Student Portal – Submit Assessments

How do I submit an assessment?

Step 4: Click on the **Action** button of the assessment task that you plan to submit. The due date is in Sydney Local Time.



Submit Your Assessment

Student Details: [Redacted]

Course: CHC50113 : Diploma of Early Childhood Education and Care-04/10/2019 : Current Student

Class: ECEDIP009:CHILDCARE DIP - NURTURING BABIES AND TODDLERS - ASSESSMENT(Batch: SYD_WED FRI 01)

Assessments for Wave ECEDIP009:CHILDCARE DIP - NURTURING BABIES AND TODDLERS - ASSESSMENT(Batch: SYD_WED FRI 01)

Assessment Name	Status	Due Date	Teacher	File Submission History	Action
Assessment 1	Not Submitted	[Redacted]		No file is submitted yet	
Assessment 2	Not Submitted	[Redacted]		No file is submitted yet	

Step 5: Click on **Choose File** button to upload your assessment in editable Word version (i.e. not PDF version), read and **tick** to acknowledge the **Declaration** statement and finally click on **Submit** button to submit your assessment. Maximum allowed file size is 20MB.

Please speak to your Student Services Team for assistance if you don't feel comfortable ticking the Declaration statement.

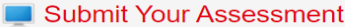
Assessment Submission for Assessment 1

Select file to submit: No file chosen

We declare that this assignment is my own original work. Where other peoples work has been used (either from a printed source, Internet or any other source), this has been properly acknowledged and referenced in accordance with departmental requirements.

How do I submit an assessment?


Step 6: Assessment that has been successfully submitted will be highlighted in green. Your submission will be routed automatically to your respective trainer for marking. Your Student Services team will update you the result outcome of your assessment once your trainer has completed the marking **and** the result is approved by the respective Head Trainer.





Student Details:

Course: CHC50113 : Diploma of Early Childhood Education and Care-04/10/2019 : Current Student

Class: ECEDIP009:CHILDCARE DIP - NURTURING BABIES AND TODDLERS - ASSESSMENT(Batch: SYD_WED FRI 01)

 **Assessment has been submitted.**

Assessments for Wave ECEDIP009:CHILDCARE DIP - NURTURING BABIES AND TODDLERS - ASSESSMENT(Batch: SYD_WED FRI 01)

Assessment Name	Status	Due Date	Teacher	File Submission History	Action										
Assessment 1	Submitted	[REDACTED]		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Submission Date</th> <th>Status</th> <th>Final</th> <th>Files Uploaded By Me</th> <th>Teacher Submission Details</th> </tr> </thead> <tbody> <tr> <td>18/11/2019 5:34:46 AM</td> <td>Submitted</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>20170107_Assessment 1.png</td> <td style="background-color: #f2f2f2; text-align: center;">No file is uploaded by teacher</td> </tr> </tbody> </table>	Submission Date	Status	Final	Files Uploaded By Me	Teacher Submission Details	18/11/2019 5:34:46 AM	Submitted	<input checked="" type="checkbox"/>	20170107_Assessment 1.png	No file is uploaded by teacher	
Submission Date	Status	Final	Files Uploaded By Me	Teacher Submission Details											
18/11/2019 5:34:46 AM	Submitted	<input checked="" type="checkbox"/>	20170107_Assessment 1.png	No file is uploaded by teacher											
Assessment 2	Not Submitted	15/12/2019 11:30:00 PM		No file is submitted yet											

Can I submit an assessment after the due date?

You are unable to submit an assessment after the due date. Your Student Services Team will send you a notification advising of the next step.

ALG Student Portal – Submit Assessments



Can I add something to an assessment once I have submitted?

You can re-upload the entire document if your original submission has not been selected for marking and the system will label the original document as 'old'. Your trainer will only mark the latest file you upload. Please refrain from submitting multiple files for marking.



Current submission

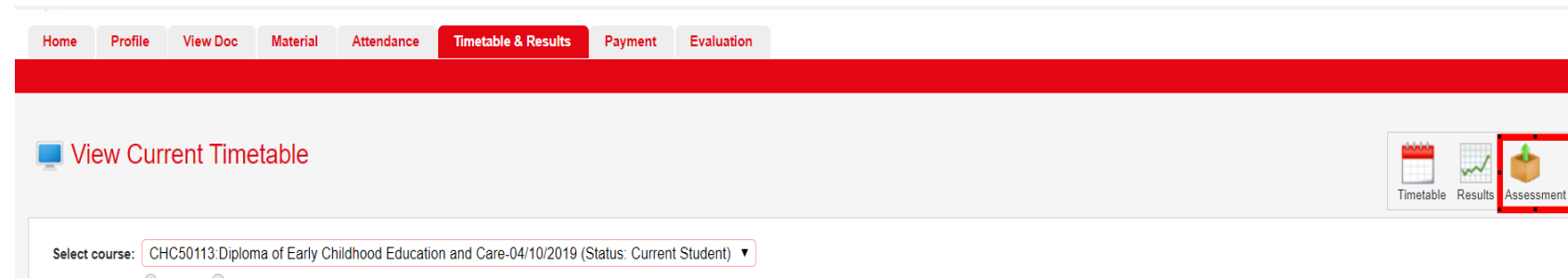
Original submission

Submission Date	Status	Final	Files Uploaded By Me	Teacher Submission Details
5/09/2019 2:16:55 PM	Selected For Marking	<input checked="" type="checkbox"/>	20170107_WWCC.xlsx	No file is uploaded by teacher
Submission Date	Status	Final	Files Uploaded By Me	Teacher Submission Details
5/09/2019 2:17:51 PM	Submitted	<input checked="" type="checkbox"/>	20170107_Photo ID.docx	No file is uploaded by teacher

NOTE: Once your assessment is labelled as “Selected for marking”, please DO NOT upload any new documents. The new upload will not be marked.

How do I review my marked assessment and Assessment Result Sheet?

Step 1: Click on **Timetable & Results** tab and then click on **Assessment** button upon receiving the notification from your Student Services Team.



Home Profile View Doc Material Attendance **Timetable & Results** Payment Evaluation

View Current Timetable

Timetable Results **Assessment**

Select course: CHC50113: Diploma of Early Childhood Education and Care-04/10/2019 (Status: Current Student)

Step 2: Download the file from **View/Download** under Teacher Submission column.



Submission Date	Status	Final	Files Uploaded By Me	Teacher Submission
5/09/2019 2:16:29 PM	Marked	✓	20170107_Police Check.jpg	View/Download 20170107_8446.pdf

Step 3: Refer to the **Assessment Result Sheet** to find out your (1) marked results, (2) areas that required resubmissions (if any) and (3) comments left by your trainer.

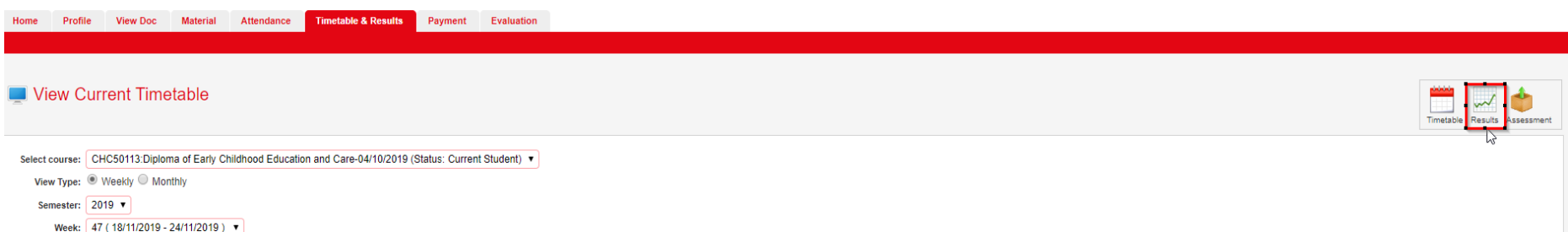
ALG Student Portal – Submit Assessments

How do I review my results?

Step 1: Look out for emails from your Student Services Team.

Step 2: Click on **Timetable & Results** tab and then click on **Results** button.

Please note that results will only appear in the Student Portal once the marking is approved by the respective Head Trainer.



Home Profile View Doc Material Attendance **Timetable & Results** Payment Evaluation

[View Current Timetable](#)

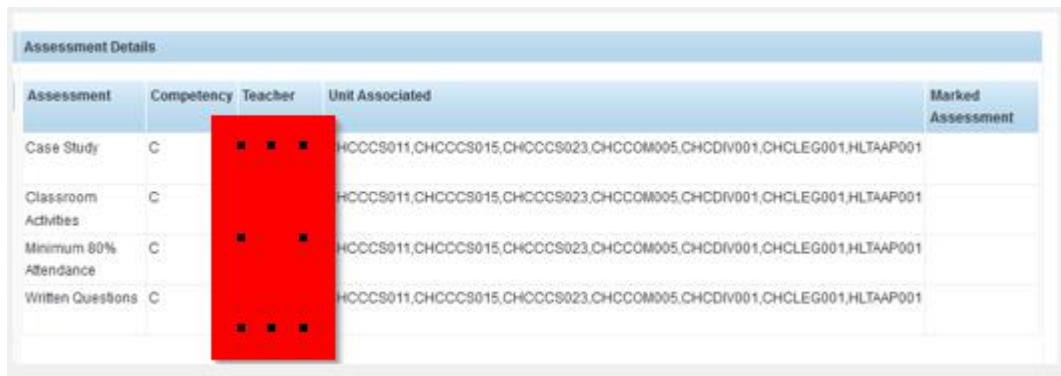
Select course: CHC50113: Diploma of Early Childhood Education and Care-04/10/2019 (Status: Current Student) ▼

View Type: Weekly Monthly

Semester: 2019 ▼

Week: 47 (18/11/2019 - 24/11/2019) ▼

Step 3: View your results in the **Competency** column for each assessment task.



Assessment	Competency	Teacher	Unit Associated	Marked Assessment
Case Study	C	• • •	HC00S011,CHCCCS015,CHCCCS023,CHCCOM005,CHCDIV001,CHCLEG001,HLTAAP001	
Classroom Activities	C	• • •	HC00S011,CHCCCS015,CHCCCS023,CHCCOM005,CHCDIV001,CHCLEG001,HLTAAP001	
Minimum 80% Attendance	C	• • •	HC00S011,CHCCCS015,CHCCCS023,CHCCOM005,CHCDIV001,CHCLEG001,HLTAAP001	
Written Questions	C	• • •	HC00S011,CHCCCS015,CHCCCS023,CHCCOM005,CHCDIV001,CHCLEG001,HLTAAP001	

Any questions?

••••
Ask our friendly staff!

Please let us know how we can help you.

