

Dear Greenwich Management College students,

We are so excited for you to join us for your online learning!

We can't wait to welcome you to your **Virtual Classroom** and to introduce you to your Trainers and peers! It's going to be fun, engaging and super collaborative, so get excited!

In order to be prepared for the class, become familiar with the following before your class.

YOUR ONLINE CLASS WILL BE DELIVERED THROUGH CANVAS - GOALS!

Canvas is a leading online learning platform that replicates the classroom environment and offers a personalised experience for every student. You'll be able to interact with your trainers and peers just as you would if you were on-campus and get access to all your learning resources. It's jam-packed with resources to support your learning and the best part is - it's easy to use and can be accessed on any device.



Share screens
in real time



Real-time, multi-user
whiteboard



Breakout rooms for
team collaboration
& group



Debate, collaborate
& learn from
one another



DM your peers
& educators



Lessons can be
recorded for later use



Real time chat



Poll students at anytime
& display results

HOW TO ACCESS YOUR ONLINE CLASS

Before you Start:

Make sure you have the following requirements:

- A. Access to the Internet
- B. Your login and password for GOALS
- C. A webcam
- D. A microphone
- E. Download and install the Zoom Client for Meetings <https://zoom.us/download>

Note:

When attending an online class, you are required to show yourself and participate as you would in a face-to-face class. This is very important especially when you are completing your Assessment Task. If you cannot show yourself when completing an assessment, your trainer will not be able to assess your work.

Let's Begin!

Step 1: Go to the website <https://www.greenwichcollege.edu.au/goals> and click on **Login**.

YOUR ACCESS TO COURSE CONTENT

Greenwich Online Assessment & Learning System (GOALS) provides online access to course materials identified by your course coordinator as being essential for your units.



How to access your GOALS

1. Register your contact details by completing the online registration form to get your login details. You will receive your login access within 48 hours via email.

REGISTER

2. Once you have registered and received your email confirmation, click below to log in and access your course material.

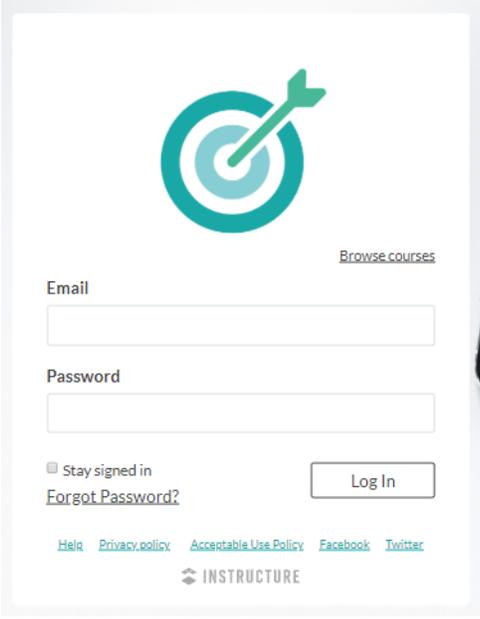
LOGIN

3. For students who studied at GMC from 09/2015 to 07/2018

LOGIN ARCHIVE

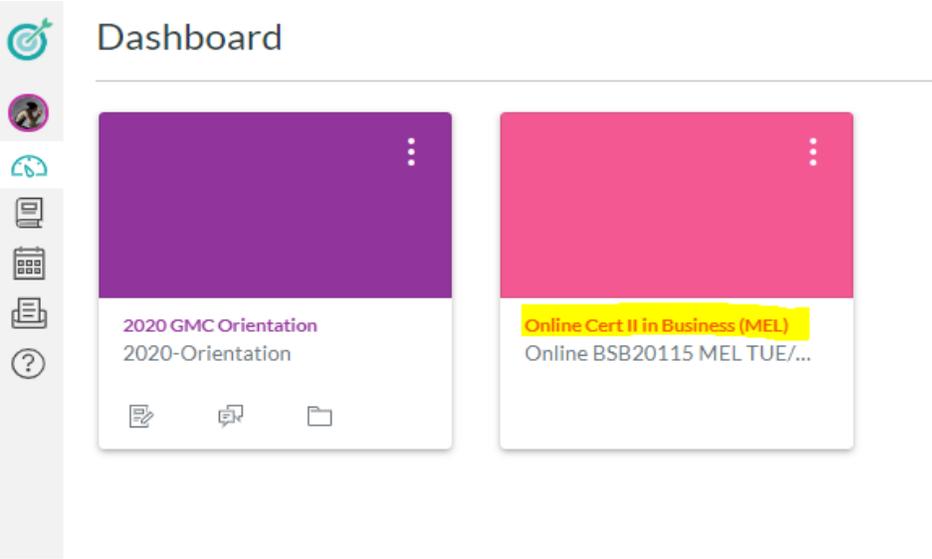


Step 2: Log into the Greenwich Online Academic Learning System (**GOALS**) with your personal email address and password.



The screenshot shows the login interface for the Greenwich Online Academic Learning System (GOALS). At the top center is a teal target icon with an arrow hitting the bullseye. Below the icon is a link that says "Browse courses". There are two input fields: "Email" and "Password". Below the "Email" field is a "Stay signed in" checkbox and a "Forgot Password?" link. To the right of these is a "Log In" button. At the bottom, there are links for "Help", "Privacy policy", "Acceptable Use Policy", "Facebook", and "Twitter". The word "INSTRUCTURE" is at the very bottom.

Step 3: In your Dashboard, you will see the course that you are currently enrolled in. Make sure that the course has the word **"Online"** at the start of the Course name. See sample below:



The screenshot shows a user dashboard titled "Dashboard". On the left is a vertical sidebar with icons for home, profile, notifications, documents, calendar, folders, and help. The main area contains two course cards. The first card has a purple header and is titled "2020 GMC Orientation" and "2020-Orientation". The second card has a pink header and is titled "Online Cert II in Business (MEL)" and "Online BSB20115 MEL TUE/...". The text "Online Cert II in Business (MEL)" is highlighted in yellow. Both cards have three dots in the top right corner and icons for documents, chat, and folders at the bottom.

Step 4: On the Left-side Menu, click on Zoom

Online BSB20115 MEL TUE/WED/EVE A

Home
Modules
Zoom
Marks
Collaborations
Google Drive
Chat
Discussions

Online Cert II in Business (MEL)

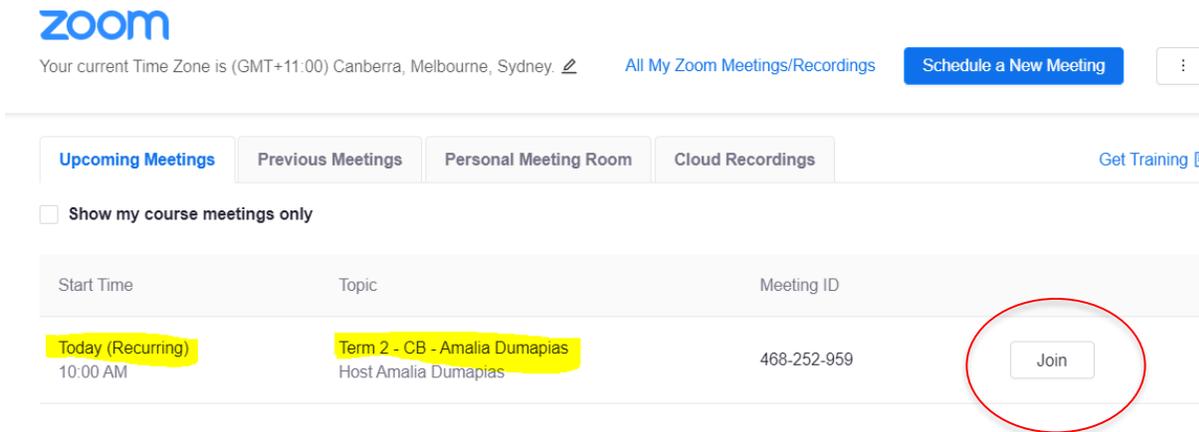


GREENWICH

Management College

INTRODUCTION TO A BUSINESS ENVIRONMENT

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, to support to a team.

Step 5: You will see a list of classes as per your timetable. Click **Join** when your class is about to start.

zoom

Your current Time Zone is (GMT+11:00) Canberra, Melbourne, Sydney. [All My Zoom Meetings/Recordings](#) [Schedule a New Meeting](#)

Upcoming Meetings Previous Meetings Personal Meeting Room Cloud Recordings [Get Training](#)

Show my course meetings only

Start Time	Topic	Meeting ID	
Today (Recurring) 10:00 AM	Term 2 - CB - Amalia Dumapias Host Amalia Dumapias	468-252-959	Join

Note: You will not be able to join before your Trainer starts the class.

If your trainer/host has not started the meeting and you click Join, you will see the following:

 **Please wait for the host to start this meeting.**

This is a recurring meeting

Term 2 - CB - Amalia Dumapias

Test Computer Audio

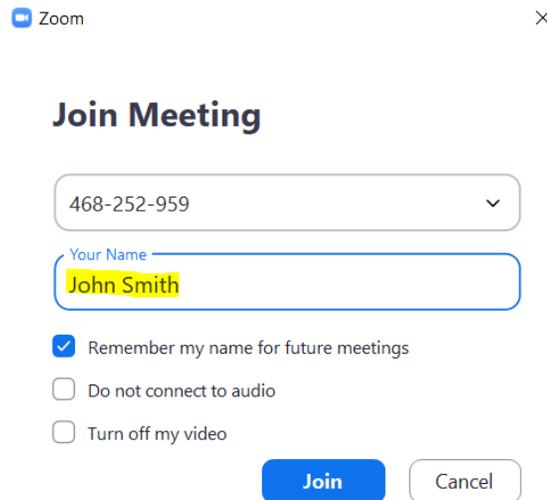
If you are the host, please [login](#) to start this meeting.

While you're waiting, click on **Test Computer Audio**.

Step 6: Once your trainer starts the class and you click Join, a window will pop up and you will be asked to Join a Meeting. Click **Join A Meeting**.



Step 7: Type in your **Full Name** as per your passport or enrolment name so that your trainer can recognise your name and mark your attendance.



Zoom X

Join Meeting

468-252-959

Your Name
John Smith

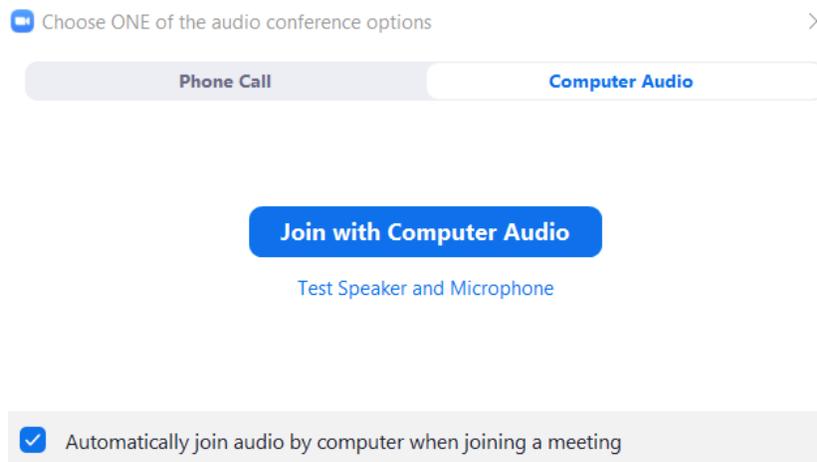
Remember my name for future meetings
 Do not connect to audio
 Turn off my video

Join Cancel

Note:

*DO NOT put a tick on **Do not connect to audio** or **Turn off my video**. You can switch off your video when it's not required during the Zoom class.*

Step 8: Click on **Join with Computer Audio** also place a tick in **Automatically join audio by computer when joining a meeting**.



Choose ONE of the audio conference options X

Phone Call Computer Audio

Join with Computer Audio
Test Speaker and Microphone

Automatically join audio by computer when joining a meeting

Congratulations, you are now in your Online Class!

Recordings

For recordings of your online class, go to GOALS>Zoom and click on **Cloud Recordings Tab**. See sample below:

Online BSB20115 MEL TUE/WED/EVE A > Cert II in Business (MEL)

Home

Zoom

Announcements 

Modules

Conferences

Discussions

Marks

Attendance

Google Drive

Chat



Your current Time Zone is (GMT+11:00) Canberra, Melbourne, Sydney 

All My Zoom Meetings/Recordings [Schedule a New Meeting](#) 

Upcoming Meetings
Previous Meetings
Personal Meeting Room
Cloud Recordings
[Get Training](#)

From To Search By Show my course recordings only

	Topic	ID	Start Time	File Size
<input type="checkbox"/>	Term 2 - CB - Amalia Dumapias Host Amalia Dumapias	468-252-959	Mar 26,2020 09:47	1 Files (89 KB)

Help Desk

Contact **Student Services** or lodge a support request.



Help ✕

HELP! | Lodge a Support Request
Check out our online Support Portal and lodge a support ticket if required.

Request a Sandbox
Looking for an empty course to experiment and play in to learn the tools? Request a sandbox today.

How to use Canvas
A great resource to learn how to use this online system.

Ask Your Instructor a Question
Questions are submitted to your instructor

Search the Canvas Guides
Find answers to common questions

Report a Problem
If Canvas misbehaves, tell us about it

Ask the Community
Get help from a Canvas expert

Submit a Feature Idea
Have an idea to improve Canvas?



Account



Admin



Dashboard



Courses



Calendar



Inbox 14



Help

Contact Details

Sydney: (02) 9264 2223 or student.syd@greenwichcollege.edu.au

Melbourne: (03) 8609 0000 or student.melb@greenwichcollege.edu.au