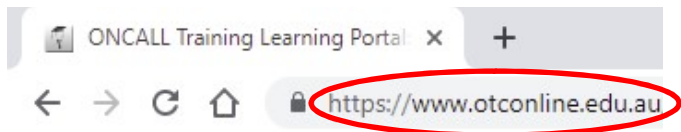
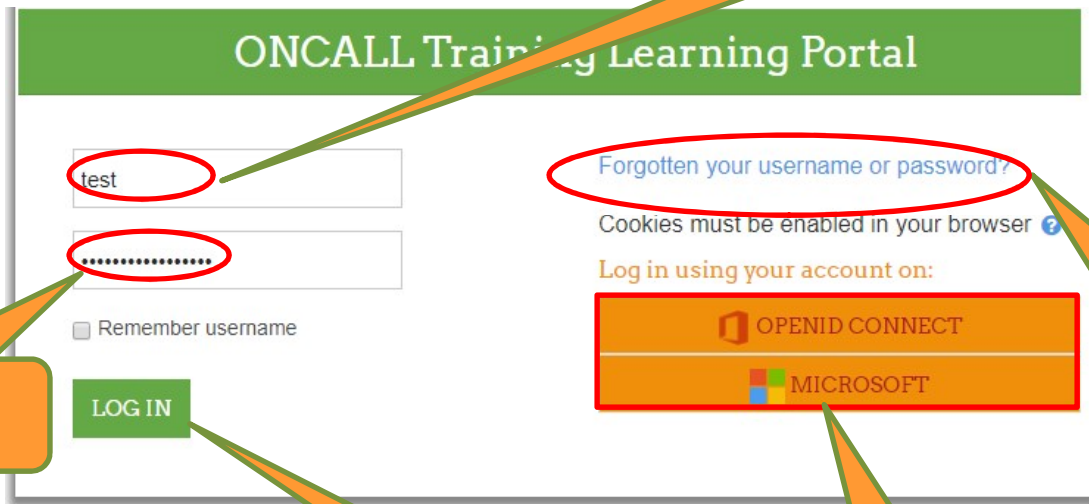


Logging in and navigating around OnCall Training LMS.

1 On your browser window type [otonline.edu.au](https://www.otonline.edu.au)



2 Login



2a. Enter your username here.

2b. Enter your password here.

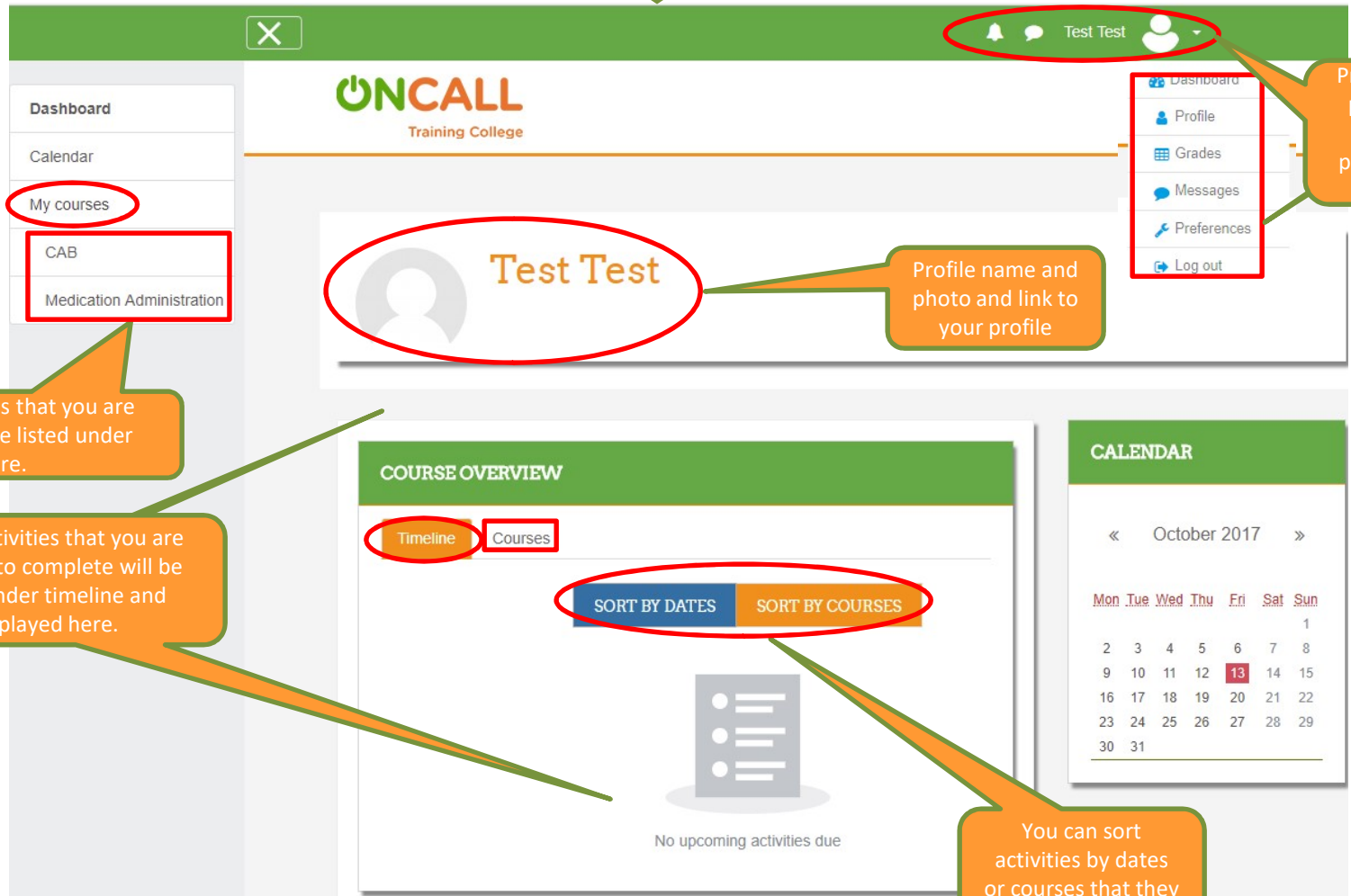
2c. Click this button to login.

Click either of these button to login using your office365 account.

If forgotten, click here to reset your password or retrieve your username, you will be asked to supply your email or username. An email with the instructions to reset will be sent to your email address you provided to us.

3 Dashboard

This is what a landing page (Dashboard) looks like.



Profile name photo and link to the profile/page tools.

Profile name and photo and link to your profile

All the courses that you are enrolled in are listed under here.

All the activities that you are required to complete will be listed under timeline and displayed here.

You can sort activities by dates or courses that they belong to.

4 Dashboard

The screenshot shows a 'COURSE OVERVIEW' dashboard. At the top, there is a green header with the text 'COURSE OVERVIEW'. Below the header, there is a 'Timeline' section with a 'Courses' tab highlighted in orange and circled in red. Below the 'Courses' tab, there are three filter buttons: 'IN PROGRESS' (blue), 'FUTURE' (orange and circled in red), and 'PAST' (orange and circled in red). Below the filters, there are two course cards. The first card is titled 'Assist Clients with Medication' and shows a progress indicator of 0%. The second card is titled 'Candidate Assessment and Briefing' and also shows a progress indicator of 0%. At the bottom of the dashboard, there is a pagination control showing '« 1 »'. Three callout boxes provide additional information: one points to the 'Courses' tab, another points to the 'FUTURE' filter, and a third points to the 'PAST' filter.

Under course tab you will see the courses that you are currently taking.

All the courses that you are enrolled but haven't started yet will show up under this tab.

All the courses that you have completed will show up under this tab.

5 Logout

The screenshot shows a user profile menu. At the top, there is a green header with the text 'Test Test' and a dropdown arrow icon circled in red. Below the header, there is a list of menu items: 'Dashboard', 'Profile', 'Grades', 'Messages', 'Preferences', and 'Log out'. The 'Log out' item is circled in red.

To logout simply expand here and click Log out

6 Course Page

This is your course page, all the resources and activities will be available here

All course related announcements will be available under this link, click to open and read.

The screenshot shows a course page layout. At the top is a green slide titled "ASSIST CLIENTS WITH MEDICATION IN THE COMMUNITY SERVICES SECTOR (NON-ACCREDITED)" with the ONCALL Training College logo. Below the slide is a navigation bar with "Announcements" circled in red. The main content area is divided into sections: "Classroom Presentation & Handouts" (with "Student Workbook" and "Example Client Treatment Sheet"), "Learner Guide", "Activities" (with "Final Assessment"), and "Other Resources" (with "Ear and Eye Drop Administration" and "Medication Terms"). Each item has a checkbox on the right. The "Final Assessment" checkbox is circled in red with a dashed border. The "Announcements" link and the "Final Assessment" checkbox are also circled in red.

Tick the box next to an item to mark it as complete.

Check box with dashed border means it will automatically be checked by the system once you have completed an activity