Step 1: Log in to Canvas by using the following URL:
https://trainaustralia.instructure.com/login/canvas

Step 2: Once logged in, you will be on your **Dashboard**. Select your course – **Covid-19**
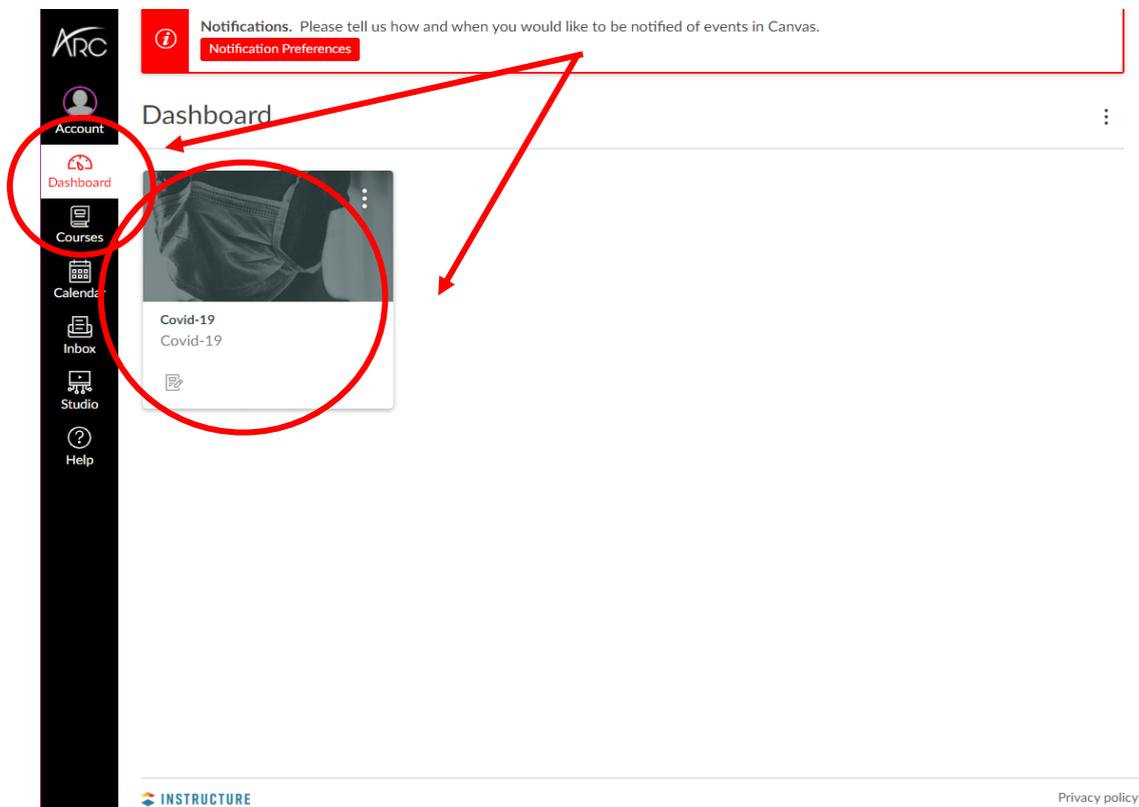
Step 3: Click on **Sessions** to read learning material and click on the **Knowledge Test** to complete the quiz
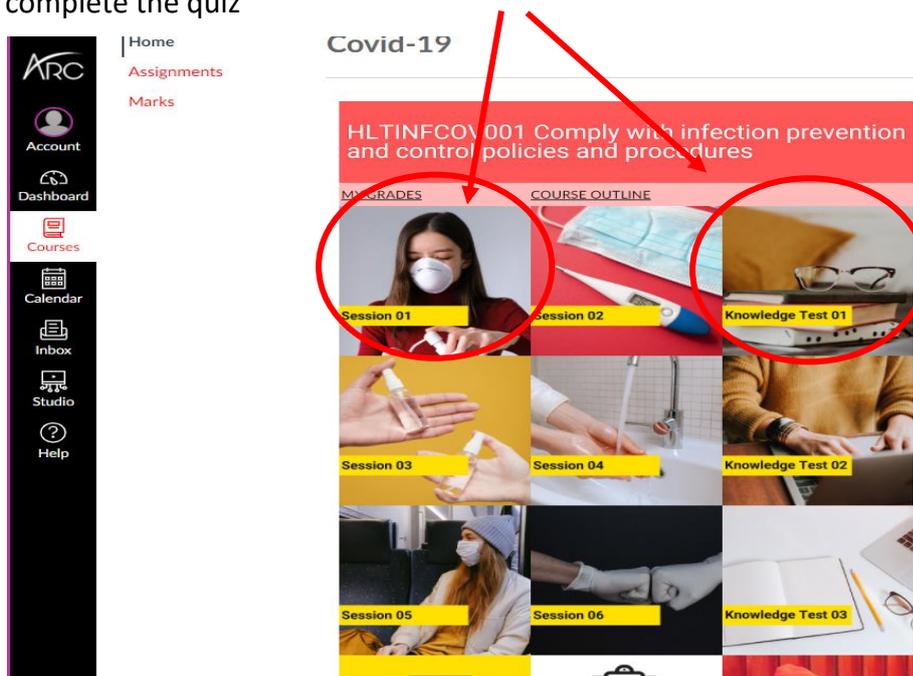
Step 4: Click on **Take the Quiz** and complete the assessment questions on the next page.

Step 5: The system will automatically save your answers when you click anywhere in the blank white space on either side of the question. To confirm if your answers have been saved, scroll to the very bottom of the page to check that the timestamp matches the time on your device. If the time, matches, you can now exit the Quiz and come back to it at a later time.

To submit your work, click the **Submit** button. You will need to wait for your Trainer to then mark your assessment submission.

The system will auto-mark the multiple choice and true/false questions. You will need to wait for a Trainer to mark your work before you reattempt the Quiz.

Step 6: Once a Trainer marks your assessments, you can check your how many questions you got correct by clicking on the **Marks** page.

Step 7: A rocket ship will indicate the Trainer needs to mark your assessment. Once marked, you will receive your score for your assessment. You will need to get all questions correct so if you do not get full marks, you will need to attempt the Quiz again.

Name	Due	Status	Score	Out of	
HLTINF001 - Quiz 1			18	21	📧
HLTINF001 - Quiz 2			🚀	18	
HLTINF001 - Quiz 3			🚀	20	

Step 8: To take another attempt, click on the Quiz, read the feedback given by your Trainer and click on **Take the Quiz Again** and only redo the questions that you got incorrect.

You can view your previous answers by going to your **Attempt History** further down this page.

Step 9: To complete the Third Party Report, you will need to download this document by clicking on **Download your Third Party Observation Checklist here**. You will need to first fill this out before giving it to your supervisor to fill out. Select the **Submit Assignment** button to upload your Third Party Report.