

Student instructions for use of the Future Force on-line training system

Contents

What is the Future Force on-line training system?	3
How do I obtain access to the system?	4
How do I set up my profile?	5
How do I know when my trainer has sent me work?	6
How do I commence and complete the work allocated?	7
Can I upload additional information to support my responses?	8
How do I save my work?	9
Can the trainer review my work prior to me submitting it?	10
How do I submit my work for assessment?	11
How do I check the status of my submitted work?	12
What happens if my work is showing Not Yet Satisfactory?	13
What does the Dashboard tell me?	14

What is the Future Force on-line training system?

The on-line training system is your access to all the training material, tasks and assessments required throughout your program. All your responses will be made within this system. For the most part, you will be directed to fill in the response sections, but you may also be asked, or choose, to upload additional files such as documents, audio or video files or even hand written notes and drawings as additional evidence of your competence.

The system enables you to complete your assessments on any internet accessing device such as an iPad, android tablet or smart phone as well as laptops and desktop computers. The clean and simple menus allow for ease of use and straight forward navigation.

It also acts as a notification tool between yourself and your trainer where you will be able to follow your progress and the assessment status of your work.

To get the most from the system it's important to ensure update your phone or tablet software (iOS 7/ Android) and if you're using a desktop or laptop ensure you use a recommended browser Firefox, Safari or Chrome.



The Future Force system is a web app, this means you can access it from a web browser on a mobile device or computer.

How do I obtain access to the system?

Your trainer shall initially provide you with a brief explanation of the system. You will then receive an email asking you to accept the invitation to join the program. The e-mail will be from “Cloud Assess” and will look as follows:

Hi johnsmith@hotmail.com!

You have been invited to join Cloud Assess (<http://futureforce.assessapp.com/>).

You can accept the invitation through the link below.

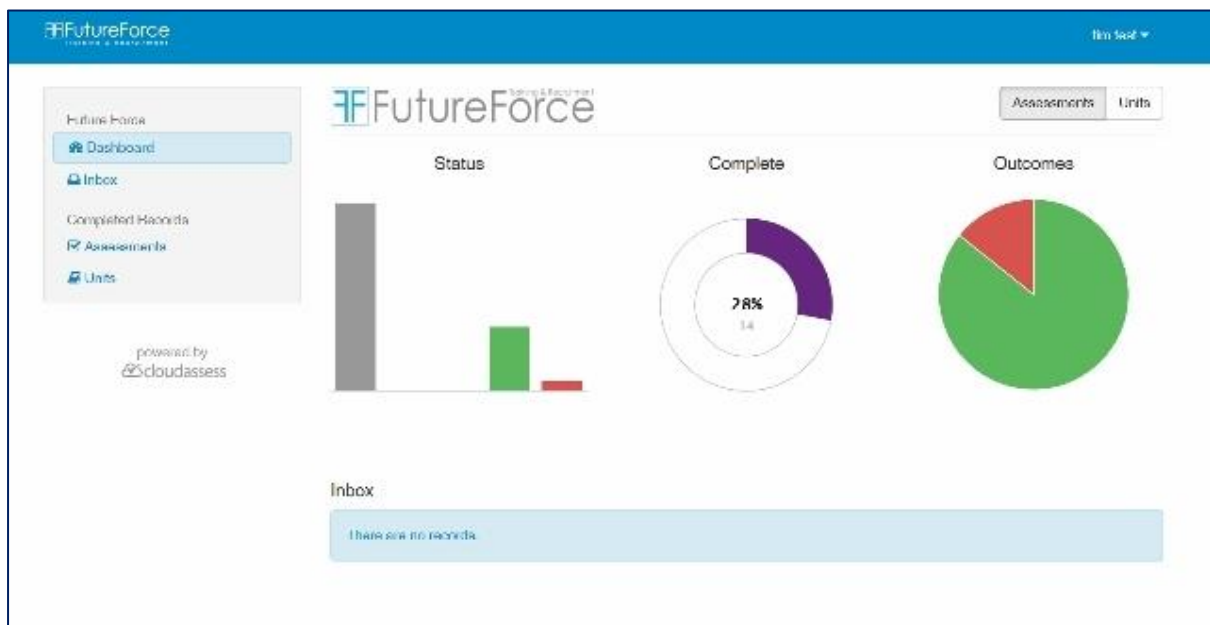
[Accept invitation](#)

If you don't want to accept the invitation, please ignore this email.

Your account won't be created until you access the link above and set your password.

To accept the invitation, click on the **Accept invitation** link on the e-mail, then set your password by following the on-screen instructions. **Make sure you note your password down in a secure place!** **There is provision to note your password down at the end of these instructions. Do so now.**

You should now be looking at the Dashboard screen of the training system. It will look similar to this example:



You now have access to the system by using your e-mail address and password when logging into the system. The URL for subsequent log-ins is:

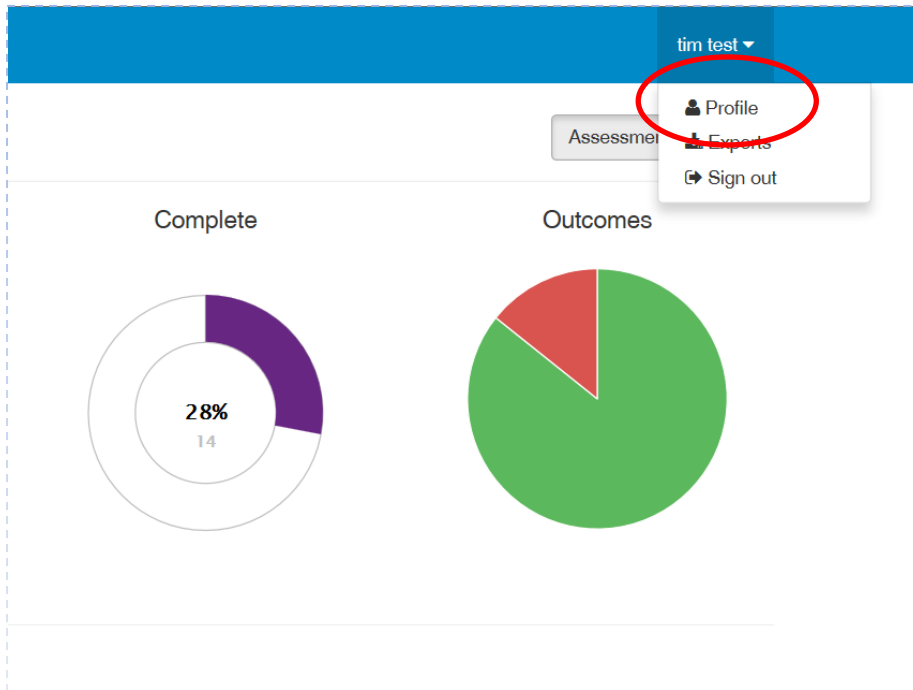
<http://futureforce.assessapp.com>

How do I set up my profile?

The first time you log in, you should set up your profile.

Click the drop down arrow next to your name on the top right.

Click **Profile**

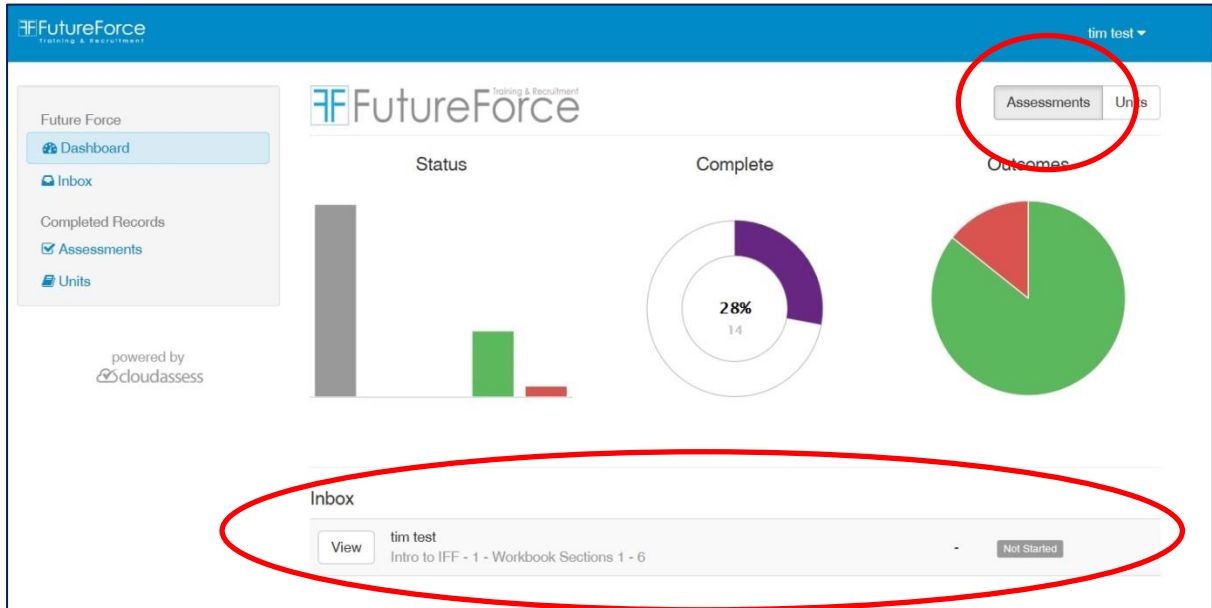


Enter your name and the e-mail address to where you would like correspondence and/or notifications to come.

You may also use this screen to change your password, although it is not necessary to do so. This screen is available to return to at any time in order to amend any of these details.

How do I know when my trainer has sent me work?

Log in using your password and check the **Inbox**. This will show any work or units that your trainer has released to you for commencement and completion. If there is nothing there, it means your trainer has not yet set you any work that have not already commenced. Refer the following example:



Click **Assessments** (circled, top right)

Your **Inbox** (circled bottom) shows the work you have not yet commenced.

Alternatively, you can click **Inbox** from the left hand menu, which will provide the Inbox information without the Dashboard graphics.

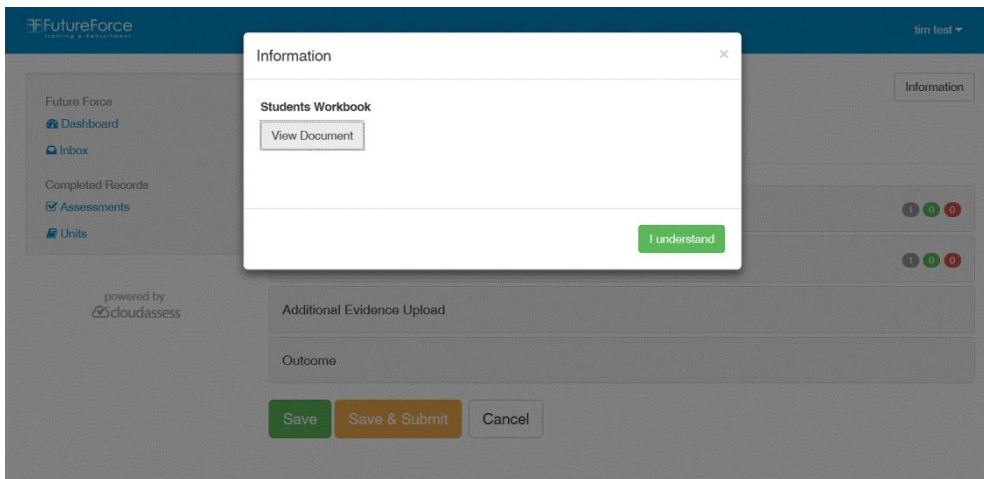
To commence the work, click **View** in the Inbox .

How do I commence and complete the work allocated?

To commence the work, click **View** in the Inbox .

You are then required to click the green **Start Assessment** button.

This shall produce the following screen:

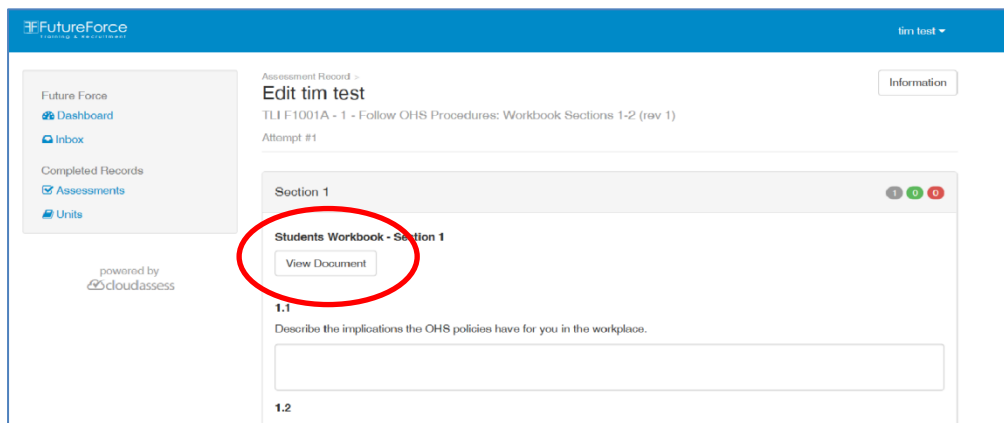


Click the **View Document** button, read the unit information that pops up, then click the green **I understand** button.

You are now ready to commence completing the unit.

Click the first section. Note that it is important to complete the section in order from top to bottom.

Now click **View Document**. This provides the reading and learning material that you will need to read and understand PRIOR to commencing the questions/tasks allocated.



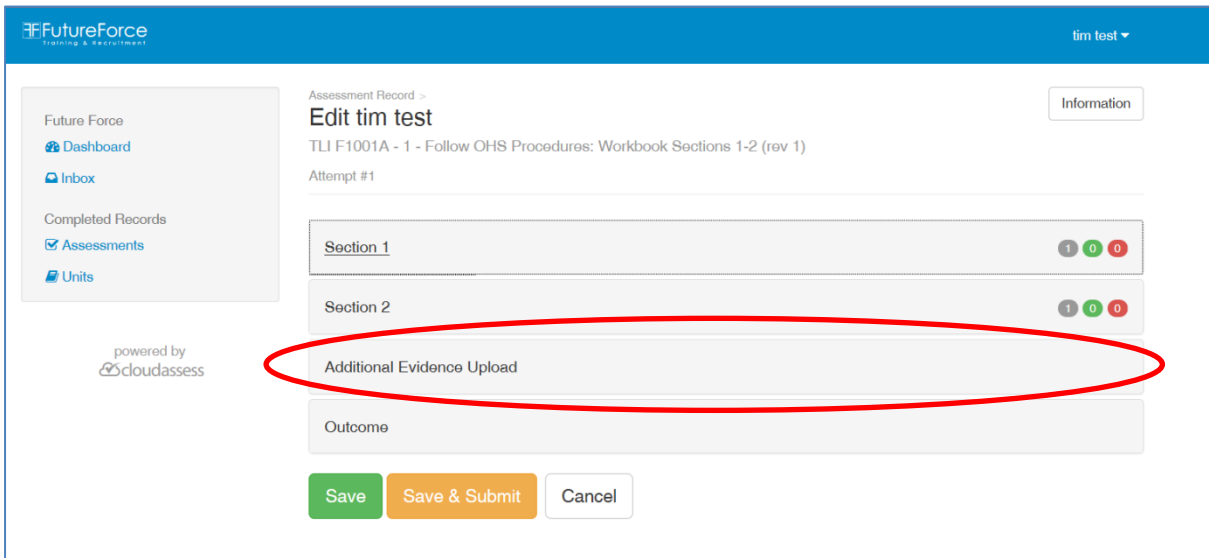
Now answer the questions or complete the tasks provided.

Once completed you can click into the next section and repeat the process until all sections are finished.

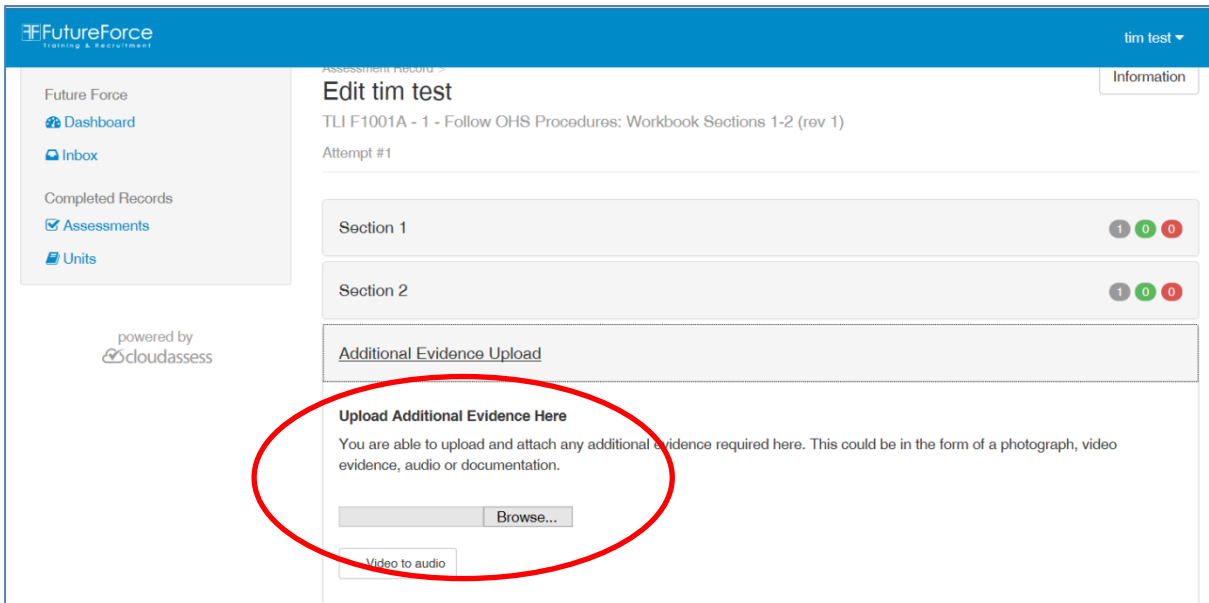
Can I upload additional information to support my responses?

In many cases you may wish to upload text files, documents, forms, audio files or video files to support your responses. In some cases you will be required to do so.

To do this use the Upload additional evidence button (if there is one). If there isn't such a button on the particular assessment, there is a final section of the workbook/assessment titled **Additional Evidence Upload**. Use this for additional upload of evidence.



Add the file by using the search function provided.

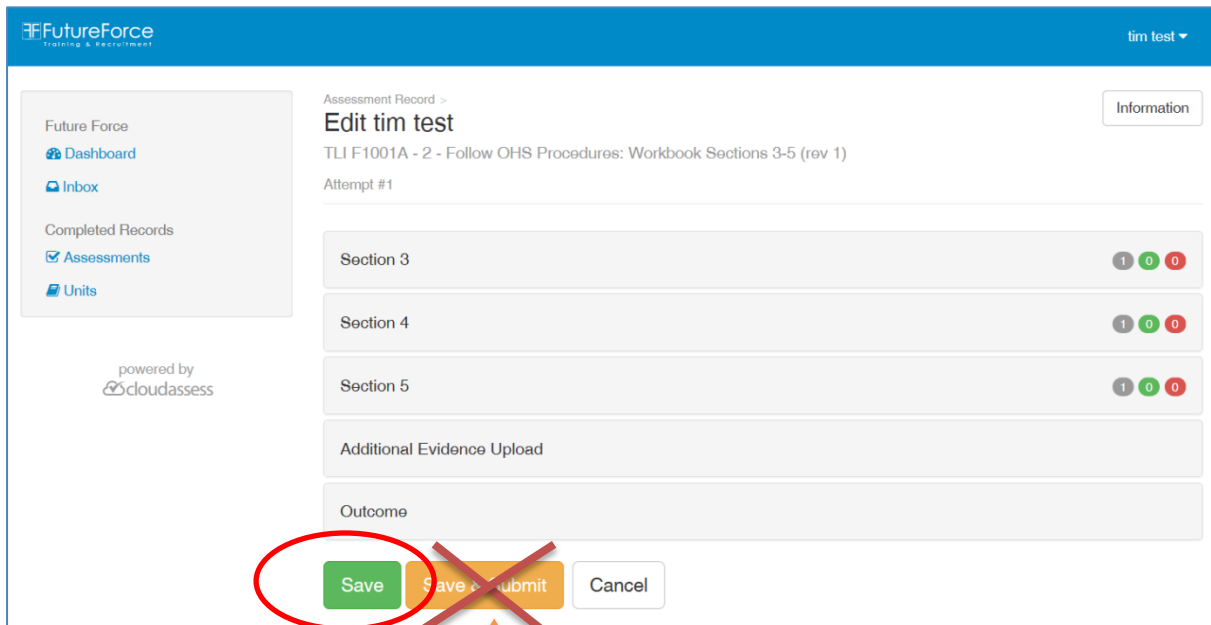


How do I save my work?

You don't have to complete all the work in one session. You can save it as incomplete and come back to it at a later time.

To do this Click the green **Save** button. Your work will be saved and you can return to it at any stage.

IMPORTANT: DO NOT click the orange **Save and Submit** button at this stage. If you do so your work will be submitted as final and cannot be edited further. If you do this by mistake, you will have to contact your trainer to have the submission reversed.



DO NOT CLICK THIS

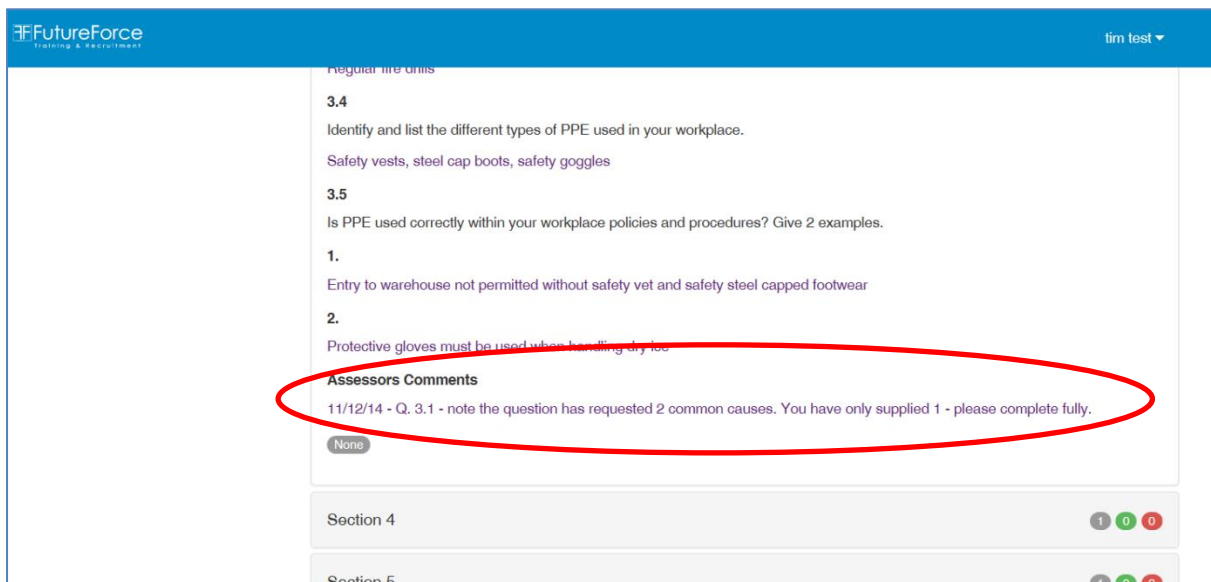
Can the trainer review my work prior to me submitting it?

The short answer is **YES**.

Your trainer has the ability to log in at any time to check your progress and any view any work that you have saved.

This is often quite beneficial as your trainer may make comments on your work that will be visible to you when you re-enter the workbook or assessment. Always take note of your trainer's comments as this may save you from having to attempt the workbook/assessment again.

It may often be beneficial to contact your trainer to alert him/her that you have completed some work but would like some comment/feedback prior to submitting it. This way your trainer can make comment on the system or discuss it with you in your face to face training session.

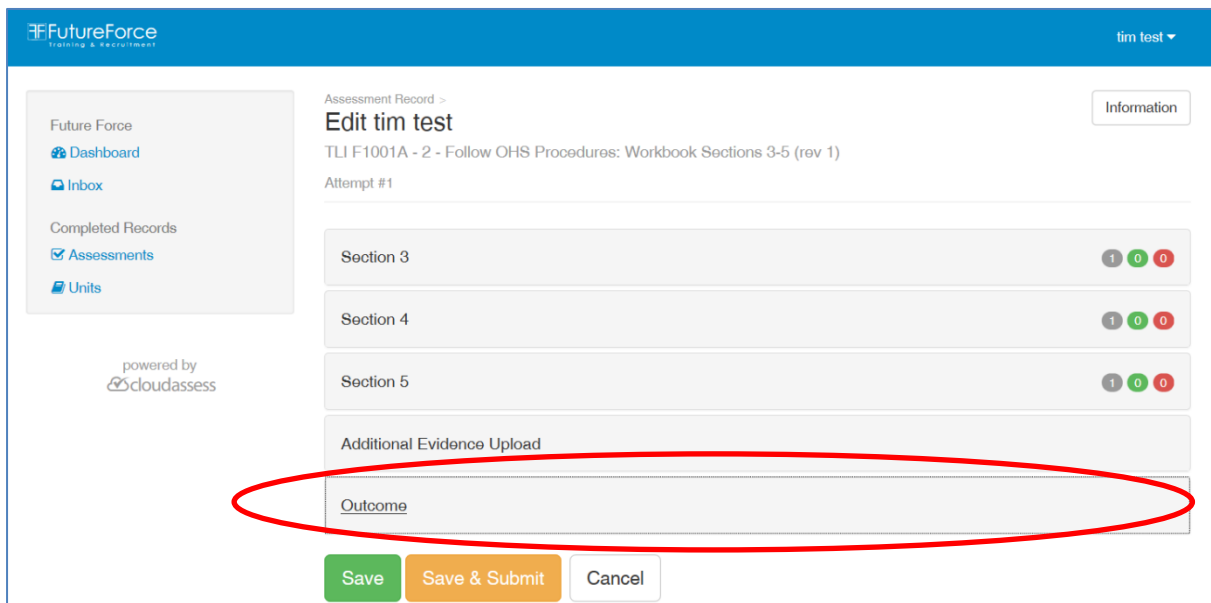


Example of Assessor's comments on saved but not submitted work

How do I submit my work for assessment?

Only after you have completed all the sections in this particular unit or part-unit can you submit your work for assessment.

If you are satisfied that all your responses are complete and you have uploaded any additional support files necessary you can then click the final box labelled Outcome.

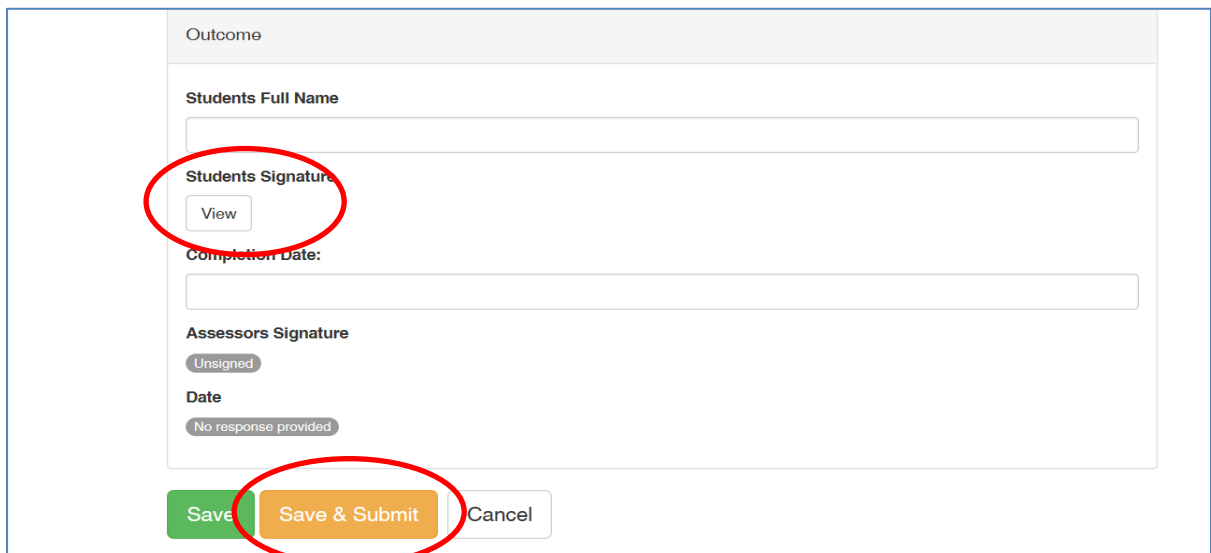


The screenshot shows the 'Edit tim test' page in the FutureForce system. The page includes a sidebar with navigation options like 'Dashboard', 'Inbox', 'Assessments', and 'Units'. The main content area shows the assessment record for 'TLI F1001A - 2 - Follow OHS Procedures: Workbook Sections 3-5 (rev 1)'. It lists three sections (Section 3, Section 4, and Section 5) with their respective scores (1, 0, 0). Below these sections is the 'Additional Evidence Upload' section, followed by the 'Outcome' section, which is highlighted with a red oval. At the bottom of the page are three buttons: 'Save', 'Save & Submit', and 'Cancel'.

You will then be required to complete the sections, including your name, signature and date.

To complete your signature click **View** in the Signature section. If on a PC, you can use your mouse to sign, or use your finger or pencil if using a tablet.

Once signed click **Close** in the signature section then click **Save and Submit**. Your work is now submitted for assessment by your trainer.

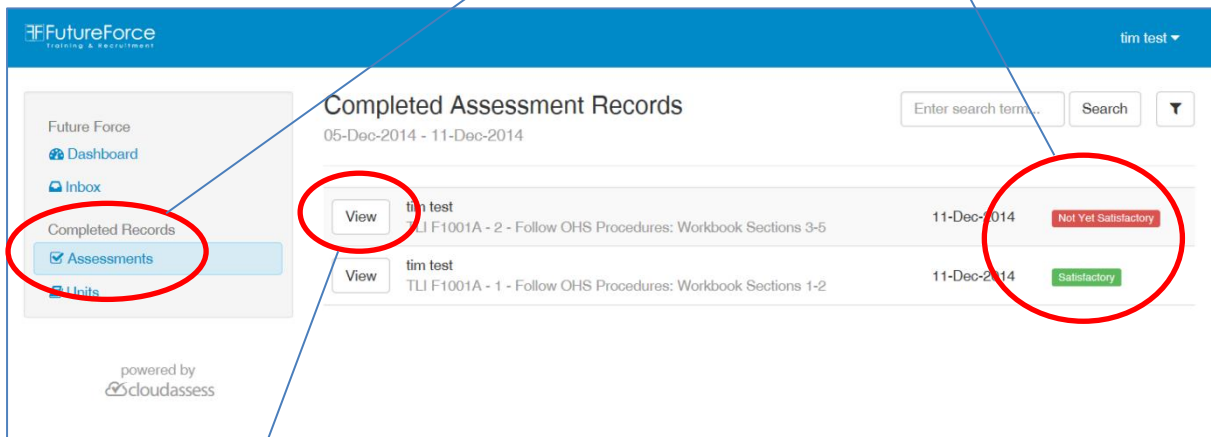


This screenshot shows a close-up of the 'Outcome' section. It contains several input fields: 'Students Full Name', 'Students Signature' (with a 'View' button highlighted by a red oval), 'Completion Date', 'Assessors Signature' (with a 'Unsigned' button), and 'Date' (with a 'No response provided' button). At the bottom of the section are three buttons: 'Save', 'Save & Submit' (highlighted with a red oval), and 'Cancel'.

How do I check the status of my submitted work?

Once you have submitted work, your trainer will assess it. When the assessment is complete you can check on the assessment by logging in and clicking **Assessments** from the left hand menu.

There you will see a list of completed assessments which will be available for viewing. This screen will tell you whether or not the work submitted has been assessed as *Satisfactory*, or *Not Yet Satisfactory*.



By clicking on **View** in the relevant assessment, you can see not only the results, but your assessors comments next to each question/task .

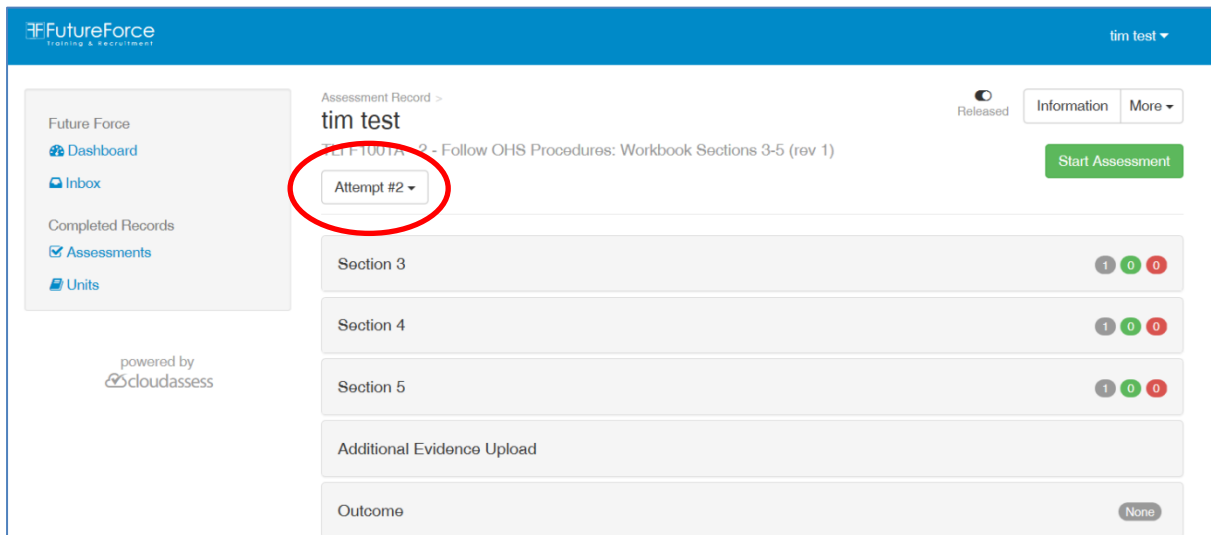
What happens if my work is showing Not Yet Satisfactory?

The first thing to do if your work is showing *Not Yet Satisfactory* is to [View](#) the assessment and read your trainer’s comments. The trainer’s comments will clearly show exactly which question/s they have assessed as *Not Yet Satisfactory*.

Note that you are unable to amend this attempt at completing the assessment.

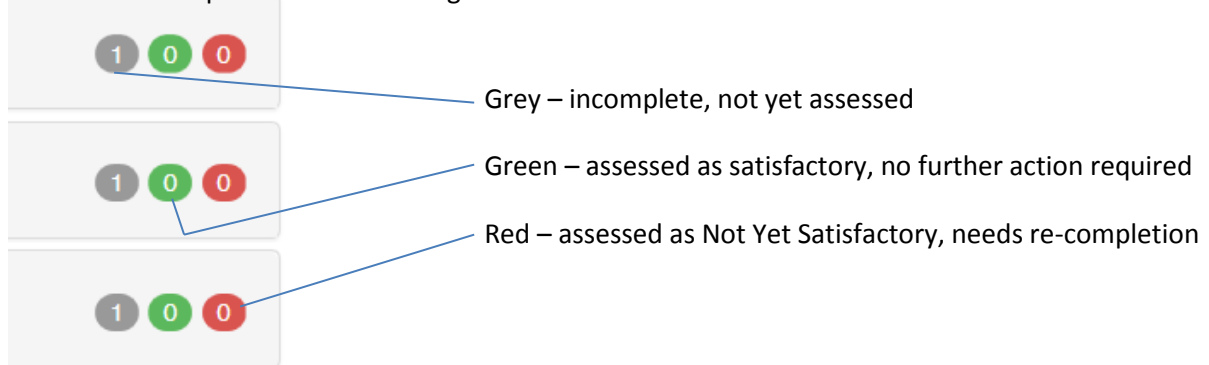
Your trainer will re-send the assessment to you for re-completion.

The new assessment will appear in your **Inbox** on the Dashboard. When you click [View](#) on the new assessment, it will be identified as **Attempt #2** (or #3 or #4 etc..). You will only have to re-complete the questions/tasks that are marked as Not Yet Satisfactory. Note that you can view Attempt #1 (or any previous attempts) any time by using the drop down menu where it shows Attempt #2.



The grey, red and green buttons on the right hand side give you a clear indication of the status of each section, and therefore, which section requires to be re-completed.

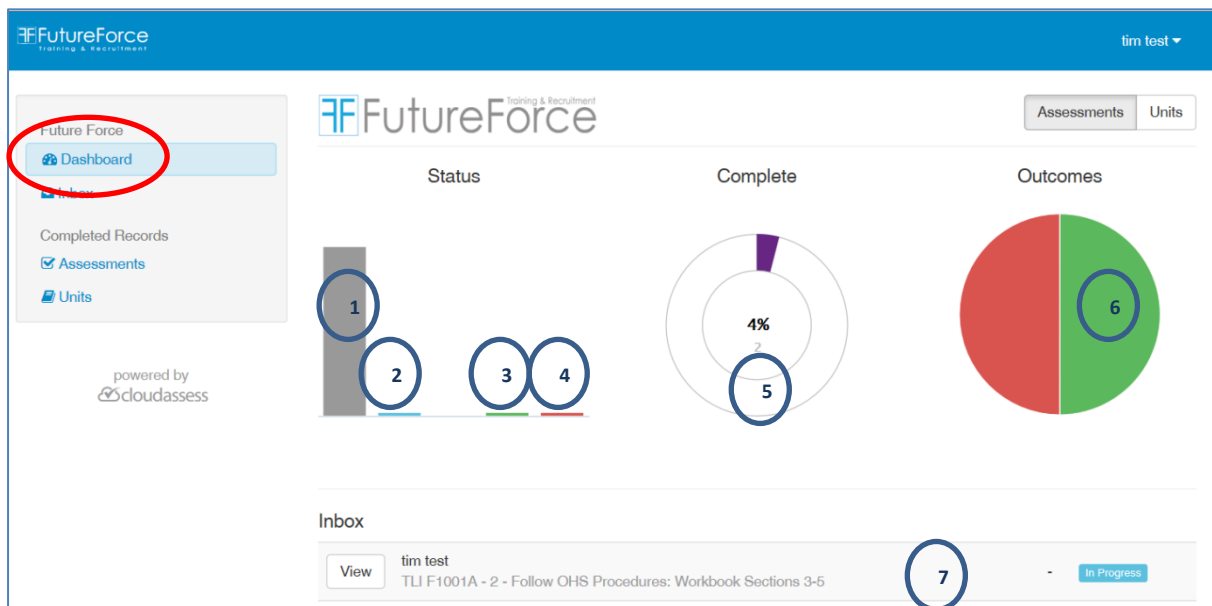
These buttons represent the following:



What does the Dashboard tell me?

The Dashboard is a one-stop quick view of you overall progress and current status of the course.

Here's what the graphics represent:



1. The total number of workbooks/assessments within the course you are undertaking
2. The number of workbooks/assessments currently in progress
3. The number of workbooks assessments completed & assessed as competent
4. The number of workbooks/assessments assessed as Not Yet Satisfactory, still in need of re-completion and submission
5. Graphical representation of how much of the entire course has been successfully completed
6. Pie chart representing a percentage of the number of successfully completed completed workbook/assessments versus unsuccessfully completed units
7. Inbox – units currently Submitted, In-progress, or Not started.