



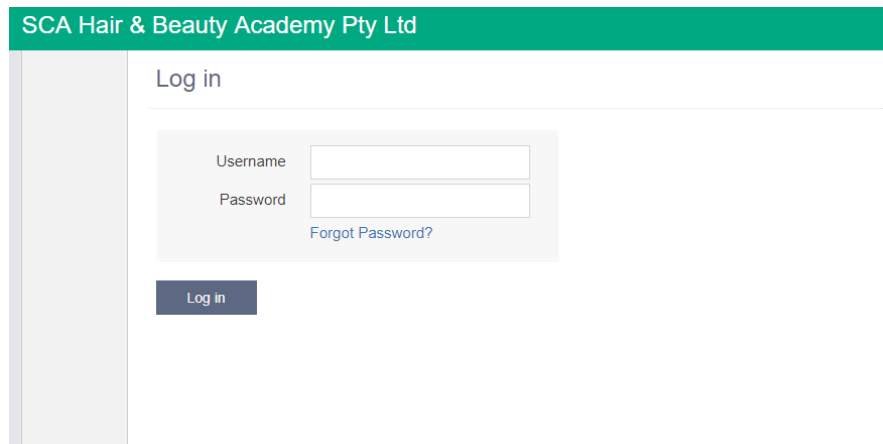
Hair & Beauty Academy

RTO Code: 40921

Manual for Moodle & Wisenet for Students

Logging into Wisenet

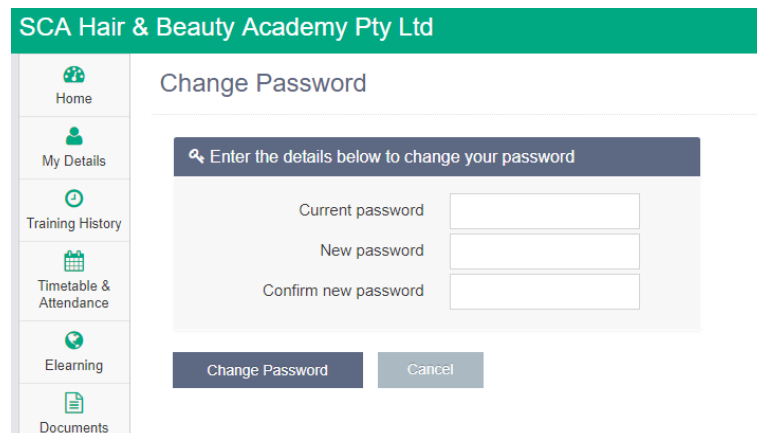
1. Enter the following address into your web search bar:
<https://learner.wisenet.co/SHB/Account/LogOn?ReturnUrl=/SHB>
2. The link to this log in page is available on the SCA website: Students → Wisenet Student Portal Login
3. When the page loads, please enter your email as your username and enter the password provided to you by wisenet. Please ensure that all your personal details are correct



4. To change your password to your wisenet and moodle student portal, please click on the  icon on the top right hand corner of your dashboard page.

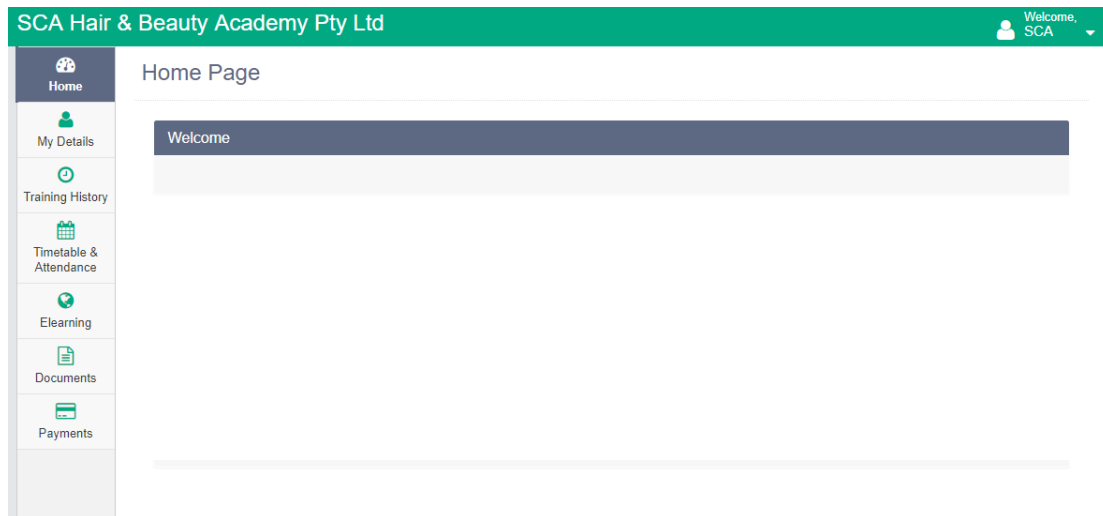


On the drop down menu, you will see the option to 'Log Off' or 'Change Password'. Follow the steps to change your password. Please ensure you save your password in a save location, so you will remember it for each time you log on. If you forget your password, please contact Admin.



Your Student Portal

1. Once logged in you will be directed to your student dashboard on Wisenet.



2. On the left hand side of your page you will find your links that you will need to utilise:
 - My Details – All your personal and student details are located here
 - Training History – Your enrolment
 - Timetable and Attendance – your timetable for your current term
 - Elearning – the link to your elearning page 'Moodle'

3. Please check all your details are correct on your 'My Details' Page

The screenshot shows the 'My Details' page. A red arrow points to the 'My Details' link in the left sidebar. The page has a green header with the academy name and 'Welcome, SCA'. The sidebar is the same as the previous screenshot. The main content area is titled 'My Details' and has tabs for 'Personal', 'Demographics', and 'Next Of Kin'. Below the tabs is an 'Edit' button. The 'Personal' tab is active, showing a form with the following fields:

Personal Details	
Title	
First Name	SCA
Middle Name	
Last Name	Student Example
Preferred Name	
Suffix	
Previous Name	
Gender	Female
DOB	13/03/1997
Learner ID	SHB00000BO
Alternative ID	

There are two additional sections on the right side of the page:

- What is your usual residential address?** (with fields for Country, Address, PO Box, Extra Address Line, Town/City/Locality, Postcode, and State)
- Where will you be living whilst training?** (with fields for Country and Address)

4. For your timetable and your attendance please click on the link. You will see on a day/week/monthly basis your timetable for your units/course.

SCA Hair & Beauty Academy Pty Ltd

Welcome, SCA

Home

My Details

Training History

Timetable & Attendance

Elearning

Documents

Payments

Timetable Attendance

Feb 2019

TodayEvents Feb 3 — 9, 2019 Day Week Month

S	M	T	W	T	F	S	Sun 03-02	Mon 04-02	Tue 05-02	Wed 06-02	Thu 07-02	Fri 08-02	Sat 09-02
27	28	29	30	31	1	2	GMT+11:0						
	3	4	5	6	7	8	9	5am					
	10	11	12	13	14	15	16	6am					
	17	18	19	20	21	22	23	7am					
	24	25	26	27	28	1	2	8am					
								9am					
								10am					
								11am					
								12pm					
								1pm					
								2pm					
								3pm					

Accessing Moodle

1. To access your moodle page from your Student Portal on Wisenet, click on the 'Elearning' tab on the left hand site of your internet page. This will redirect you to your Moodle Dashboard.

SCA Hair & Beauty Academy Pty Ltd

Welcome, SCA

Home

My Details

Training History

Timetable & Attendance

Elearning

Documents

Payments

Home Page

Welcome

2. Once on your moodle dashboard, you will be able to access the resources for your units/course.

SCA Hair & Beauty Academy



SCA Student Example

Dashboard

NAVIGATION

Dashboard

- Site home
- Site pages
- Courses
 - Apply Gel Nail Enhancements
 - Provide Manicure & Pedicure Services
 - Provide Indian Head Massages for Relaxation
 - Provide Specialised Facials & Provide Micro-de...
 - Diploma of Screen & Media
 - Off Campus Theory Units
 - SHBBHRS001 - Provide Waxing Services
 - SHBBBOS003 Provide Body Treatments
 - SHBBSPA003 Provide Stone Therapy Massage
 - SHBBBOS005 Use Reflexology Relaxation Techniques I...
 - Provide Facial Treatments and Skin Care
 - Recomendat...
 - Certificate III in Hairdressing
 - Certificate III in Barbering
 - Apply Eyelash Extensions

COURSE OVERVIEW

Timeline

Courses



No courses

3. On the left hand side bar, you will find all the courses/units that are open for your term. You will be enroled in these via the Academy, **you do not need to enrol yourself in courses.**
4. Click on the current unit/course you are studying, and it will take you to that resource page.

SCA Hair & Beauty Academy

Apply Gel Nail Enhancements

Dashboard > Courses > Apply Gel Nail Enhancements > SHBBNLS002DT119

Turn editing off

NAVIGATION

- Dashboard
- Site home
- Site pages
- Courses

ADMINISTRATION

- Course administration
 - Edit settings
 - Turn editing off
 - Course completion
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Outcomes
 - Badges
 - Backup
 - Restore
 - Import
 - Share
 - Reset
 - Question bank
- Site administration

ADD A BLOCK

Add...



Announcements

Edit

Add an activity or resource

Course Information and Outline

Edit

SHBBNLS002 Apply Gel Nail Enhancements - Unit Outline

Edit



Add an activity or resource

Student Resources

Edit

SHBBNLS002 Apply Gel Nail Enhancements - Student Workbook

Edit

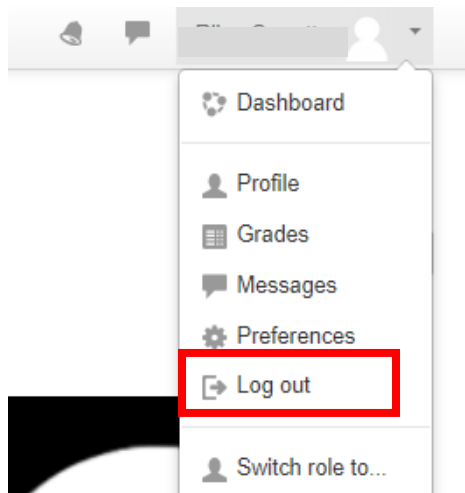


Please see attached your student workbook for your SHBBNLS002 Apply Gel Nail Enhancement unit. In this workbook please find your class activities and course information.

5. All resources that you need will be made available on this page for your course. Student workbooks will be available for you to download from the pages you are enrolled in. These student work books contain all the unit information and classroom activities you will need for your classes. **Please ensure you bring a laptop or device that allows you to access and work on these student workbooks every lesson.**
6. On this page is your course outline. You will be required to go through this outline each class you have. This outline will demonstrate to you when you require models, when you have assessments due and if a lesson will be theory or practical. **It is essential that you continue to check these outlines daily for which course you are studying to ensure you are prepared for class.**

Logging out of your Student Portal

1. Ensure that after you have finished using your Student Portals on Both Wisent and Moodle you log out.
2. For Moodle, click on the  icon on the top right hand side. From there a dropdown bar will appear. Click 'Log Out'.



3. For Wisenet, click on the  icon on the top right hand side. From there a dropdown bar will appear. Click 'Log Out'.

