



Learn. Apply. Adapt.

Background

- Has your facilitator made a comment or asked you to provide more details on your responses to an activity in your course?
- Do you know how to find the details?
- Can you provide the details the facilitator is asking for?

This Guide is to support you through the process to cover the above points.

Pre-requisites

- You have completed activities in your course;
- Your facilitator has provided feedback on your activity submissions; and
- You are successfully logged into the Academy site

Process

1. The first step is to go to your My Account page or click this link to open the page.
<https://academy.proleaders.com.au/my-account-page/>
2. Find the course you have received feedback on and click the down arrow to expand the course.

My Account

Your Courses

Search

Expand All

<input type="radio"/> BSB51415 Diploma of Project Management 20200406	▼
<input checked="" type="radio"/> Cert IV Procurement & Contract - Public Offer C000414	IN PROGRESS ▼
<input checked="" type="radio"/> BSBPRC504 - Manage A Supply Chain	IN PROGRESS ▼

Your purchased Courses

Here are all the details related to the courses you have purchased and enrolled in.

3. Once the window has been expanded you will be able to see if comments have been added.

BSBPRC504 - Manage A Supply Chain

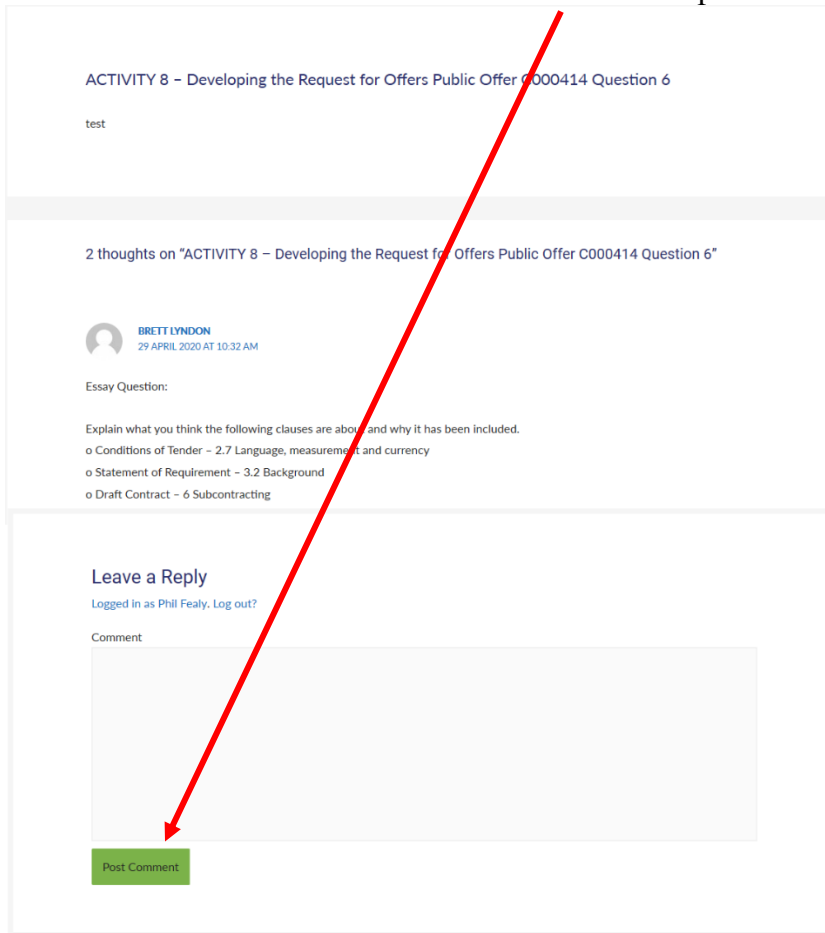
IN PROGRESS

COURSE PROGRESS 35% COMPLETE 5/14 Steps

Activities	Certificate	Score	Statistics	Date
Supply Chain Fundamentals		Pending		26 April 2020 11:04 am

Essays	Comments	Status	Points
Activity 1 Question 3	1	NOT GRADED	0/1
Activity 1 Question 2	0	GRADED	1/1
Activity 1 Question 3	1	NOT GRADED	0/1

4. Click on the comment you wish to review to bring up the details, provide your clarification in the comments filed below and click Post Comment to provide the feedback to your facilitator.



The screenshot shows a Moodle forum post titled "ACTIVITY 8 - Developing the Request for Offers Public Offer C000414 Question 6". The post content includes the word "test" and a list of three clauses: "Conditions of Tender - 2.7 Language, measurement and currency", "Statement of Requirement - 3.2 Background", and "Draft Contract - 6 Subcontracting". Below the post, there is a "Leave a Reply" section where the user is logged in as "Phil Fealy". A large red arrow points from the top of the page down to the "Post Comment" button in the reply form.

5. If the update requires you to provide your facilitator with an updated template or document, you are able to do this by emailing the files to your facilitator at training@proleaders.com.au with the course and facilitators name in the email.