

## Cloud Assess

About 2-3 weeks before your course you will be sent an invitation from “assessapp” which will ask you to create a password to get into our Cloud Assess online learning portal.

Here you will find assessments and worksheets for the theory part of the accredited course along with loads of resources that you can use to answer the questions and can print off for future use after the course is finished.

We ask that you explore these course resources and attempt the listed assessments before your training day if you can- this will help you on the day of training and save time later if you want a certificate. Even if you don't want to get the certificate you can still attempt the questions because they will help you in your training.

Please remember that the assessments/worksheets are not designed by us to trip you up, stress you or cause you to “fail”- our course is designed to give you as much information and advice as we can to ensure that you enjoy your future four-wheel driving or towing experiences safely and as trouble free as they can be.

Once you've received notification of your enrolment into CA, you can log in any time.

If you have trouble logging in – make sure you are logging in with the correct username (this will be the email address you provided to GTS on enrollment) and if you've forgotten your password, use the magic link to reset it (if you can't find it, contact us to request a “resend link”).

### Learner Dashboard

The screenshot displays a learner dashboard for the course FWPCOT3325, titled "Operate four wheel drive vehicle on unsealed roads". The course ID is 10686, and it shows "0 of 1 Units Resulted". Navigation tabs include Overview, Units, Assessments, and Resources. A "To Do" section lists one task: "TDA022 Vehicle Check (to be completed prior to attending the course)", which is marked as "In Progress" and is the 4th attempt.

Task	Status	Attempts
TDA022 Vehicle Check (to be completed prior to attending the course)	In Progress	Attempt 4

Once you're logged in, you should see this page first – this is your learner dashboard where all your courses and units are accessed. You can click on the items under 'to do' OR the assessments/units tab (if there is a number there, this means this is still to be done).

This will take you directly to the first page of the assessment and you can go from there.

- If this is your first attempt, start on page 1 and follow the instructions and answer the questions. The questions begin on page 4.
- If this is NOT your 1<sup>st</sup> attempt, (multiple attempts may be necessary,) you can click on the middle of the page indicator (bottom left) and a pop-up will give you an overview of which question(s) had incorrect answers and require amending. In the pop-up you can click on the relevant section, and it will take you directly to the correct page – please read any feedback provided by your trainer as this will assist you in providing the correct answer.

Once you've done this, make sure you submit your assessment – you should receive a notification “assessment submitted successfully”.

If you receive notification of “satisfactory results”, check that this is not just for one unit as you may have others outstanding. If all units are complete and satisfactory, Cover Sheets will be released for you to sign and submit – you will be notified when this has happened.

Only after all Cover Sheets have been signed, dated and submitted successfully, can a Certificate be generated and issued.