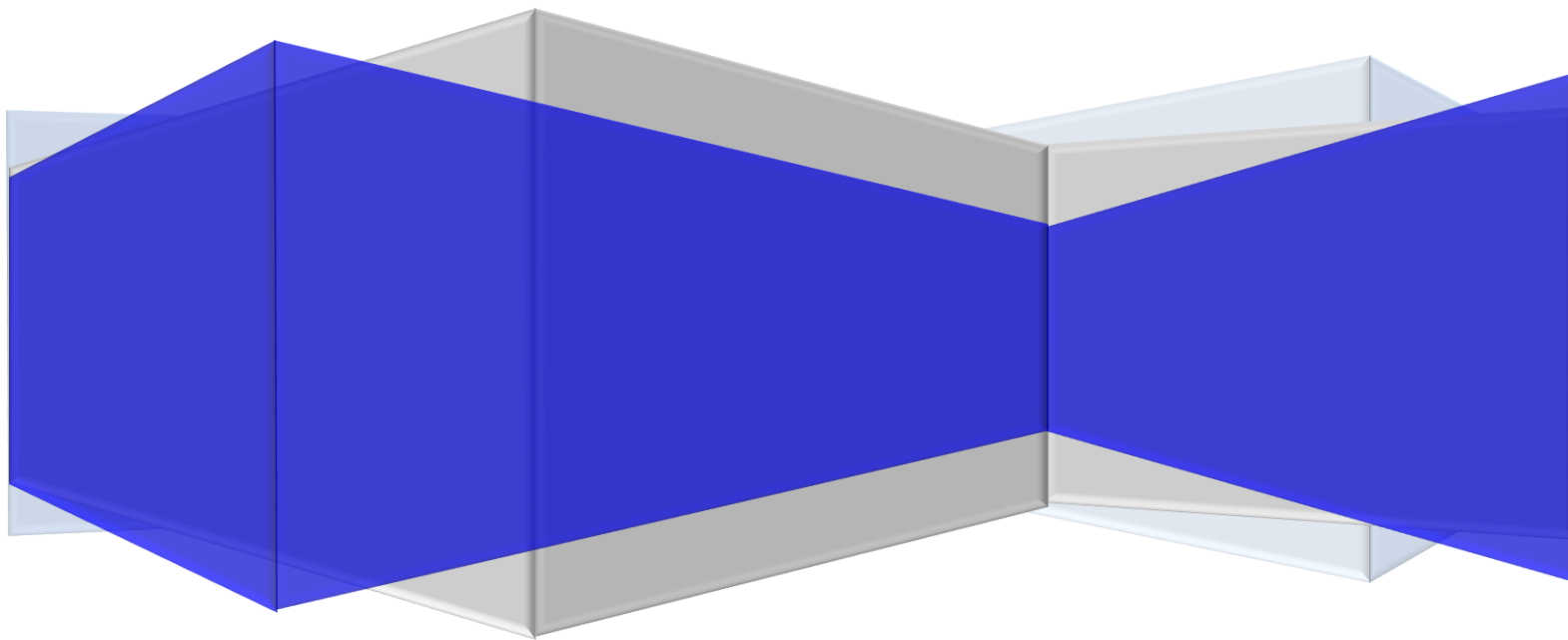




VOLT EDGE

Student User Guide

Cloud Assess



Contents

1	Welcome to Cloud Assess.....	2
2	Web Browser	2
3	Log On and Password Set Up.....	3
3.1	Forgotten Password.....	4
4	Cloud Assess Views.....	4
4.1	Mobile Devices.....	4
4.2	Desktop PCs	5
5	Dashboard	5
5.1	Dashboard View Screen.....	5
5.2	Dashboard Status Graph Views	6
5.2.1	Status Graph.....	6
5.2.2	Complete Graph	6
5.2.3	Outcomes Graph	7
6	Inbox.....	7
7	Forms.....	7
7.1	Completed Forms.....	7
8	Assessments	7
8.1	Save and Submit Assessment	8
8.2	Assessment Status	8
8.3	Assessment Results.....	8
8.4	Additional Assessment Attempts.....	8
9	Completed Assessments.....	9
9.1	Accessing Completed Assessments past 7 days	9
9.2	2 nd Attempt Result	10
10	Workbook.....	11
11	Answering Assessment Questions.....	12
12	FAQ's and Trouble Shooting	13

1 Welcome to Cloud Assess

The purpose of this guide is to enhance your user experience of Cloud Assess.

Cloud Assess 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.

You are welcome to print this guide to have it readily available for any trouble shooting required.

2 Web Browser

To get the most from Cloud Assess, it is important to ensure you update your phone or tablet software to the latest iOS/Android equivalent. If you are using a desktop/laptop, please ensure you use **Firefox**.



Cloud Assess is a web-based application (web app), this means you can access it from a web browser on a mobile device or computer.

You can find the Volt Edge Cloud Assess log on at <https://voltage.assessapp.com>

If you are using an apple device, you can download the app from the app store free.

Type in cloud assess in the search bar and download the app that is for Cloud Assess Pty Ltd.



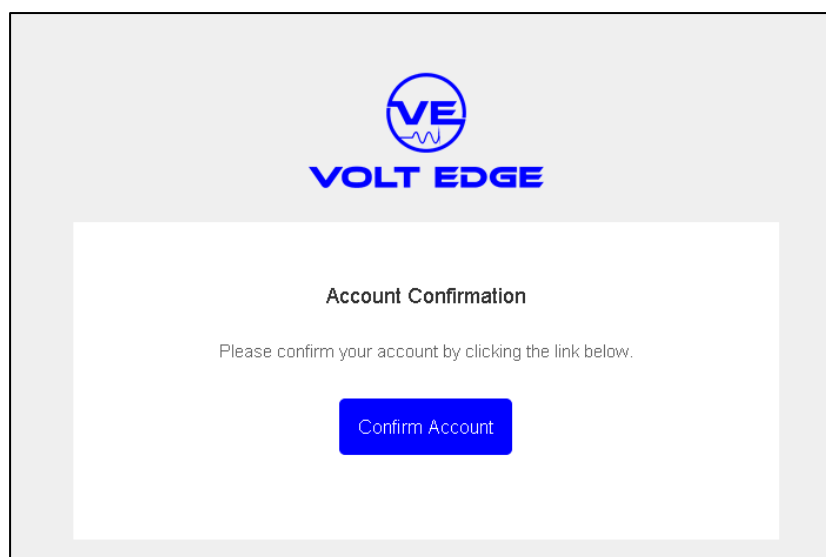
The Cloud Assess login screen is shown below:



3 Log On and Password Set Up

Your Account Confirmation will be emailed to the email address that was supplied at the time of your enrolment. Click the Confirm Account button and follow prompts. This will confirm your details and allow you to set your own password.

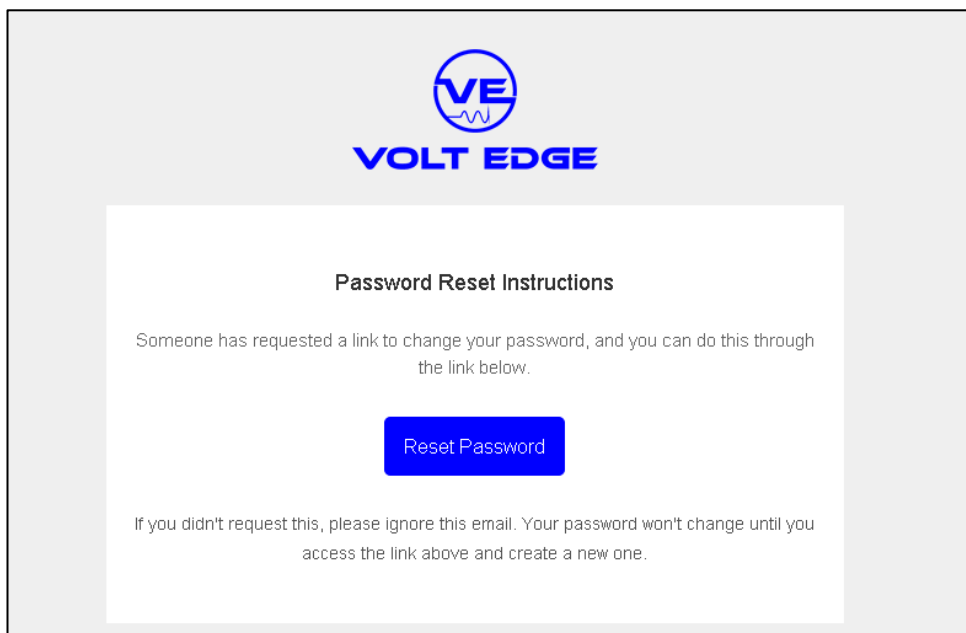
Your email address becomes your log on.



3.1 Forgotten Password

From the login screen you can click the “I forgot” link to reset your password.

You will be sent an email with your Password Reset Instructions

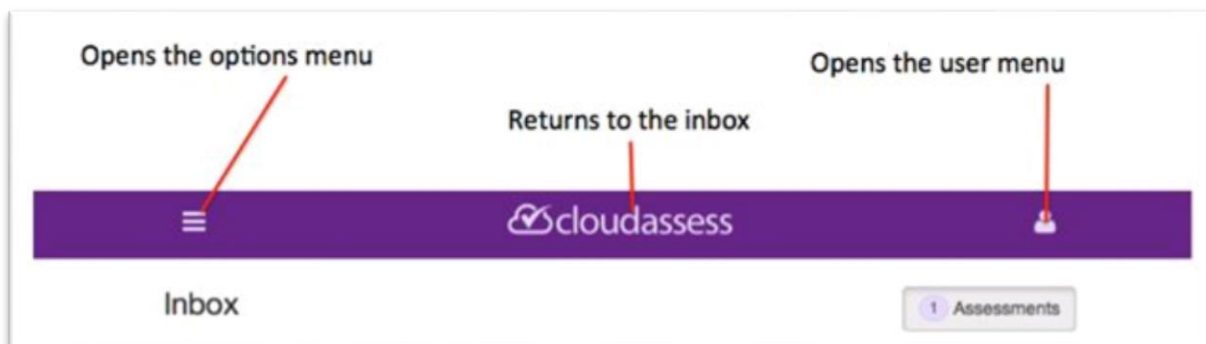


4 Cloud Assess Views

Cloud Assess 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 menu view for each of these is slightly different.

4.1 Mobile Devices

Example of the top menu view on a tablet or smart phone.



4.2 Desktop PCs

Example of the menu view using a desktop or laptop computer.



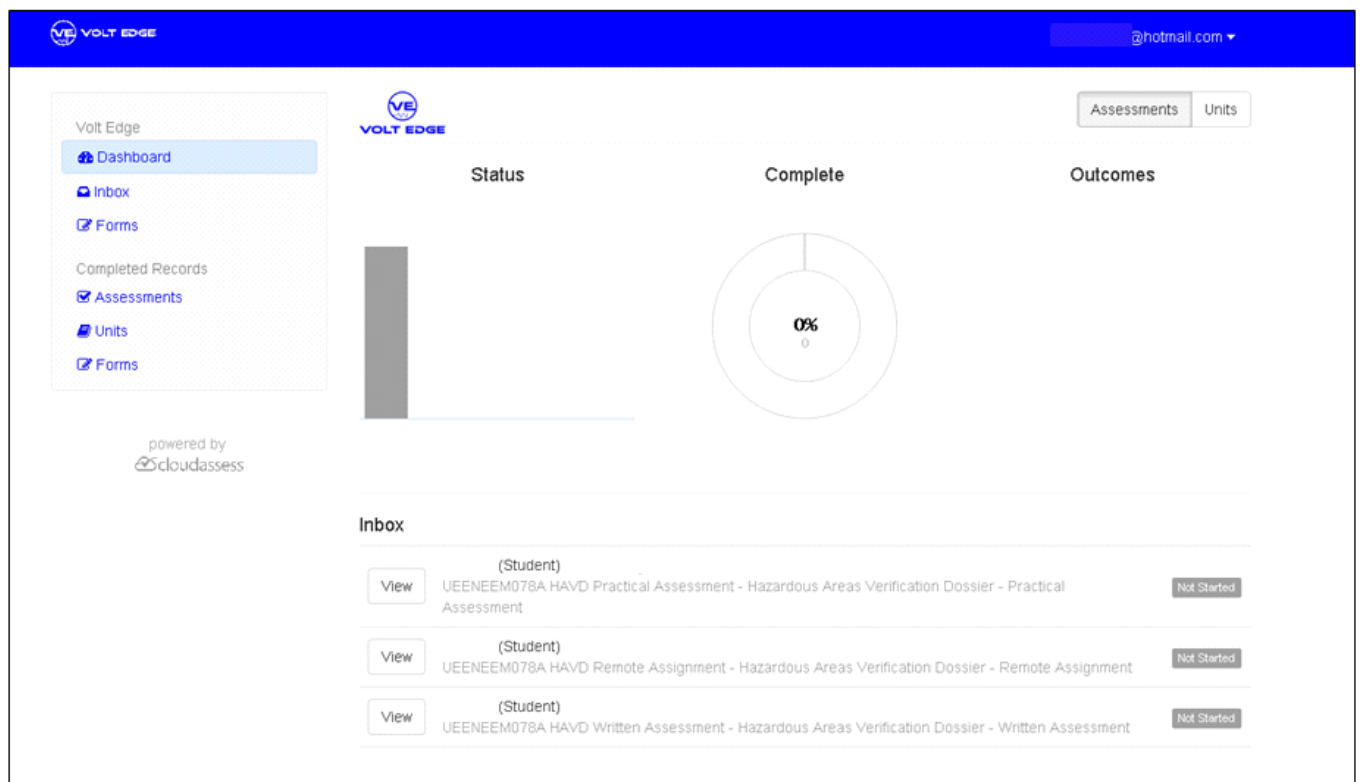
5 Dashboard

When you have successfully logged into Cloud Assess you will be taken to your Dashboard. The Dashboard is where you can see:

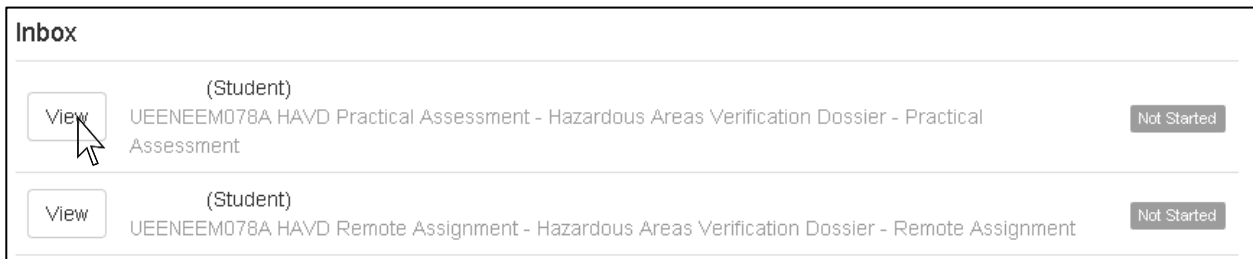
- Assessments to be completed/In Progress
- Assessments Submitted for Marking
- Status Graphs
- Other menus

As a learner/candidate you can only take part in assessments that have been released to you by the Trainer/ Assessor.

5.1 Dashboard View Screen

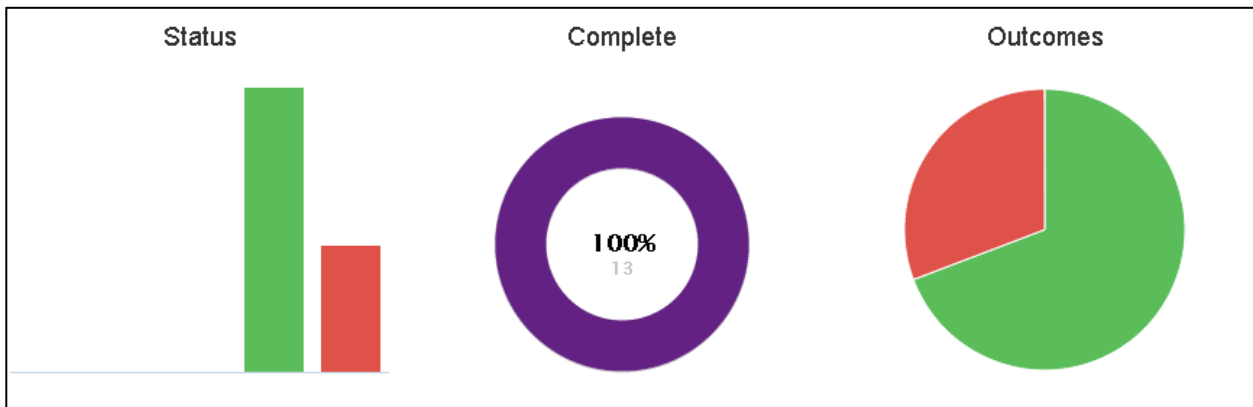


From the Dashboard you click [View](#) to access an assessment in your Inbox listing. This will take you to the body of the assessment where you can start answering the assessment.



5.2 Dashboard Status Graph Views

The Dashboard will also have 3 graphs. When you initially get started these will not represent much data, it's not until you get started that the graph will start representing your progress.



5.2.1 Status Graph

The Status graph records information relevant to your assessments.

GREY – How many assessments are Not Started

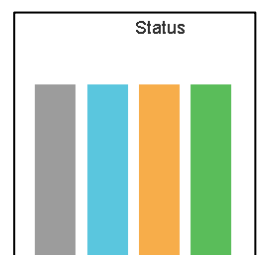
BLUE – How many assessments are In Progress

ORANGE – How many assessments have been Submitted

GREEN – How Many assessments marked Satisfactory on first attempt**

RED – How many assessments marked Not Yet Satisfactory on first attempt**

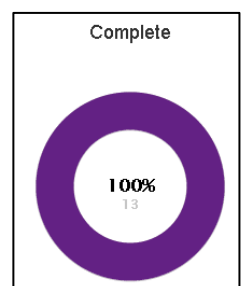
** If you have previously completed a Course in Cloud Assess with Volt Edge your previous assessments will show in this status.



5.2.2 Complete Graph

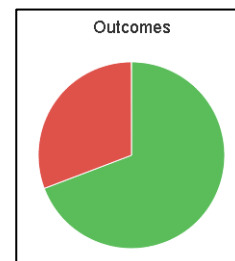
This graph will represent how many assessments you have to complete vs the percentage completed.

For the example provided you can see there were 13 assessments to complete in total and 100% of the assessments have been completed.



5.2.3 Outcomes Graph

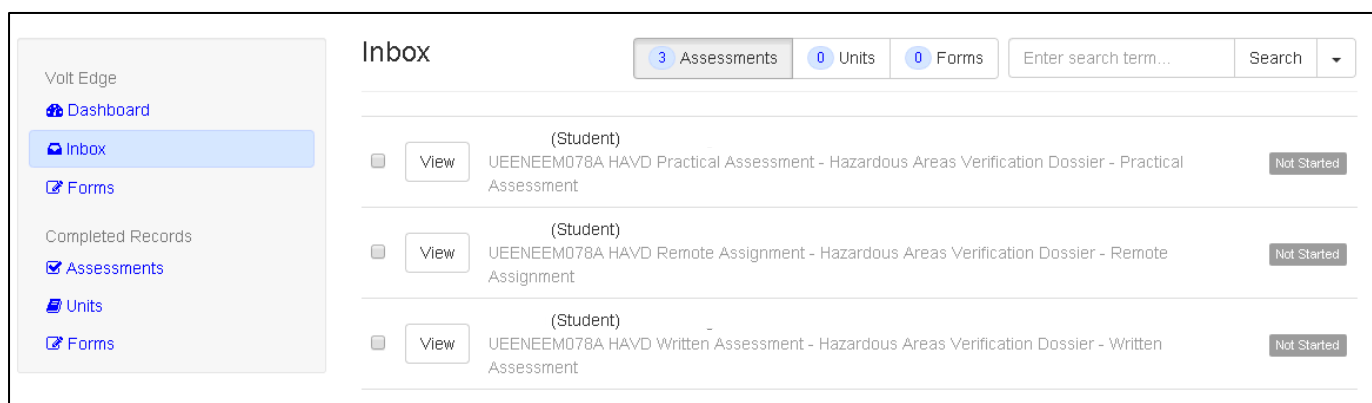
The Outcomes graph records how many assessments required re-submission.



6 Inbox

When you select Inbox from the main menu on the left this will allow you to see:

- Assessments to be completed/in progress
- Assessments Submitted for marking
- Other menus



Assessments	Units	Forms	Search
3	0	0	Enter search term... Search

View	Assessment Title	Status
View	UEENEEM078A HAVD Practical Assessment - Hazardous Areas Verification Dossier - Practical Assessment	Not Started
View	UEENEEM078A HAVD Remote Assignment - Hazardous Areas Verification Dossier - Remote Assignment	Not Started
View	UEENEEM078A HAVD Written Assessment - Hazardous Areas Verification Dossier - Written Assessment	Not Started

From the Inbox you can click the VIEW next to an assessment to open it.

7 Forms

This section will have Forms that you can access online.

The most commonly used Form is the Supporting Evidence form. This Form allows you to attach and upload calculations or answers if you are having trouble submitting your answers within the assessment itself.

7.1 Completed Forms


Once you have completed and submitted a form it can be accessed here.

8 Assessments

You can view your Assessments here.

To commence an assessment you will need to click VIEW on the assessment you wish to start.

An Information Box will pop up on your Screen giving you Instructions about the assessment you are about to start. This is also where you can access your Workbook and any relevant documents pertaining to your assessment.

Once you have clicked  you are then ready to start the assessment.

8.1 Save and Submit Assessment

There are two Save functions available at the end of each assessment Save and Save and Submit



If you are still working on your assessment progressively, click SAVE to save your work. Click SAVE so that you do not lose any answers. If you lose internet connection, click out of your web browser or accidentally close without saving you will lose your answers. We can not get these back.



When you are finished answering all the questions, click SAVE AND SUBMIT. This will send your assessment to your Trainer for marking and will **LOCK** your assessment.

If you accidentally click SAVE & SUBMIT in error please contact us so we can release it back to you.

8.2 Assessment Status

Not Started

- You have not yet commenced the assessment

In Progress

- You have started the assessment

Submitted

- You have submitted your assessment for marking. The assessment answers are now locked.

Not Yet Satisfactory

- Your assessment attempt was not yet satisfactory and you may need to redo the incorrect answers.

8.3 Assessment Results

Once you have submitted an assessment for marking and it has been given an Overall result it will drop away from your Inbox and will appear in your **Completed Assessments** section.

8.4 Additional Assessment Attempts

If the Trainer requires a 2nd Attempt you will receive the assessment back in your Inbox but this will be Attempt 2. Your 1st Attempt will be in Completed Assessments.

You will see this in the top of your assessment where it will record the assessment as Attempt #2

The screenshot shows a web interface for an assessment record. At the top, there is a breadcrumb trail: 'Courses > HAVD Course 2015 - HAVD Course 2015 > Assessment Record >'. Below this, the text '(Student)' is displayed. To the right of '(Student)', there is a dropdown menu showing 'Attempt 2' with a downward arrow, which is circled in red. Next to it is another dropdown menu labeled 'Information'. Below the breadcrumb and dropdowns, the assessment title is 'UEENEEM078A HAVD Practical Assessment - Hazardous Areas Verification Dossier - Practical Assessment (rev 2)'. A table below shows the assessment details:

Status	In Progress	Due	-
Attempt #	2	Submitted	-
		Assessed	-
		Assessed By	

9 Completed Assessments

You can access your completed Assessments by Selecting Assessments from the main left hand menu under completed records.

The list of completed assessments will show:

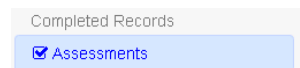
The name of the assessment, the date completed and the **outcome of the 1st Attempt**.

Completed Assessment Records		Enter search term...	Search	▼
01/01/2015 - 21-Jul-2015				
<input type="checkbox"/>	View Brett (Student) Newton UEENEE117A - Instrumentation Calibration Written Assessment	11-May-2015	Satisfactory	
<input type="checkbox"/>	View Brett (Student) Newton UEENEE1106A - Set up and adjust PID control loops	11-May-2015	Satisfactory	
<input type="checkbox"/>	View Brett (Student) Newton UEENEE1104A - Instrumentation Flow Written Assessment	11-May-2015	Satisfactory	
<input type="checkbox"/>	View Brett (Student) Newton UEENEE1139A - Diagnose and rectify faults in digital controls systems	11-May-2015	Satisfactory	
<input type="checkbox"/>	View Brett (Student) Newton UEENEE1110A - Set up and adjust advanced PID process control loops	07-May-2015	Satisfactory	
<input type="checkbox"/>	View Brett (Student) Newton UEENEE1104A - Instrumentation Flow Written Assessment	07-May-2015	Not Yet Satisfactory	
<input type="checkbox"/>	View Brett (Student) Newton UEENEE1106A - Set up and adjust PID control loops	06-May-2015	Not Yet Satisfactory	
<input type="checkbox"/>	View Brett (Student) Newton UEENEE1103A - Instrumentation Level Written Assessment	05-May-2015	Satisfactory	
<input type="checkbox"/>	View Brett (Student) Newton UEENEE1101A - Instrumentation Drawings Assessment	30-Apr-2015	Satisfactory	

9.1 Accessing Completed Assessments past 7 days

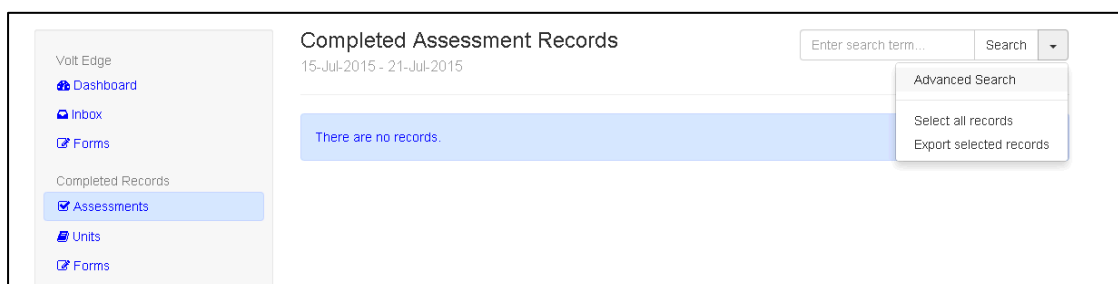
To see past assessment records that have been marked and are now completed past 7 days you will need to filter the search settings to display them.

1. Click on Assessments in the Completed Records Section (Left hand menu)



2. Now you will need to change the filter to be greater to view records past 7 days.

Click on the drop down option then select under the search function.



3. Change the search filter to search for

Status : All

Dates: Completed

From and To: Change the date range to be possibly 1/01/2015 to the current date to ensure you capture when the assessment was completed.

Advanced Search

Search Term

Enter search term...

Status

All Uncommenced In Progress Submitted Satisfactory Not Yet Satisfactory

Dates

Created Submitted Completed

From

15-Jul-2015

To

21-Jul-2015

Close Search

Then Click Search



9.2 2nd Attempt Result

If you want to see the Satisfactory result of an assessment that is showing Not Yet Satisfactory you need to click VIEW next to that assessment

<input type="checkbox"/>	View	(Student) UEENEE1139A - Diagnose and rectify faults in digital controls systems	11-May-2015	Satisfactory
<input type="checkbox"/>	View	(Student) UEENEE110A - Set up and adjust advanced PID process control loops	07-May-2015	Satisfactory
<input type="checkbox"/>	View	(Student) UEENEE104A - Instrumentation Flow Written Assessment	07-May-2015	Not Yet Satisfactory
<input type="checkbox"/>	View	(Student) UEENEE106A - Set up and adjust PID control loops	06-May-2015	Not Yet Satisfactory

You will then be looking at Attempt 1 of that Assessment. You will need to change the dropdown option to Attempt 2 to see your 2nd Attempt.

Courses > UEE40411 Instrumentation Theory (2015) - Electrical Instrumentation Theory >
Assessment Record >

(Student)
UEENEE104A - Instrumentation Flow Written Assessment (rev 2)

Attempt 1 | Information

Attempt 1
Attempt 2

Status **Not Yet Satisfactory**

Due Submitted -

Assessed 06-May-2015 10:34

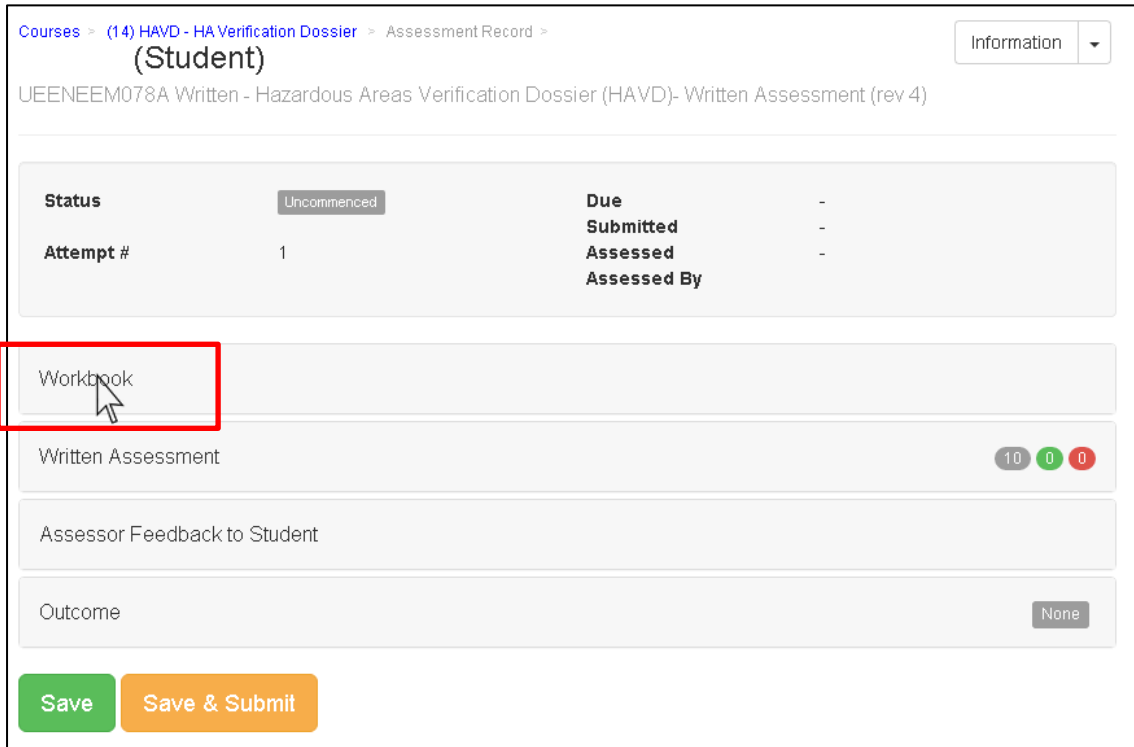
Assessed By 07-May-2015 07:27

Attempt # 1

10 Workbook

Your workbook is located under the Information Section of the Assessment.

From your Dashboard or Inbox click VIEW on the Assessment you wish to work on.



Courses > (14) HAVD - HA Verification Dossier > Assessment Record > Information

(Student)

UEENEEM078A Written - Hazardous Areas Verification Dossier (HAVD)- Written Assessment (rev 4)

Status	Uncommenced	Due	-
Attempt #	1	Submitted	-
		Assessed	-
		Assessed By	-

Workbook

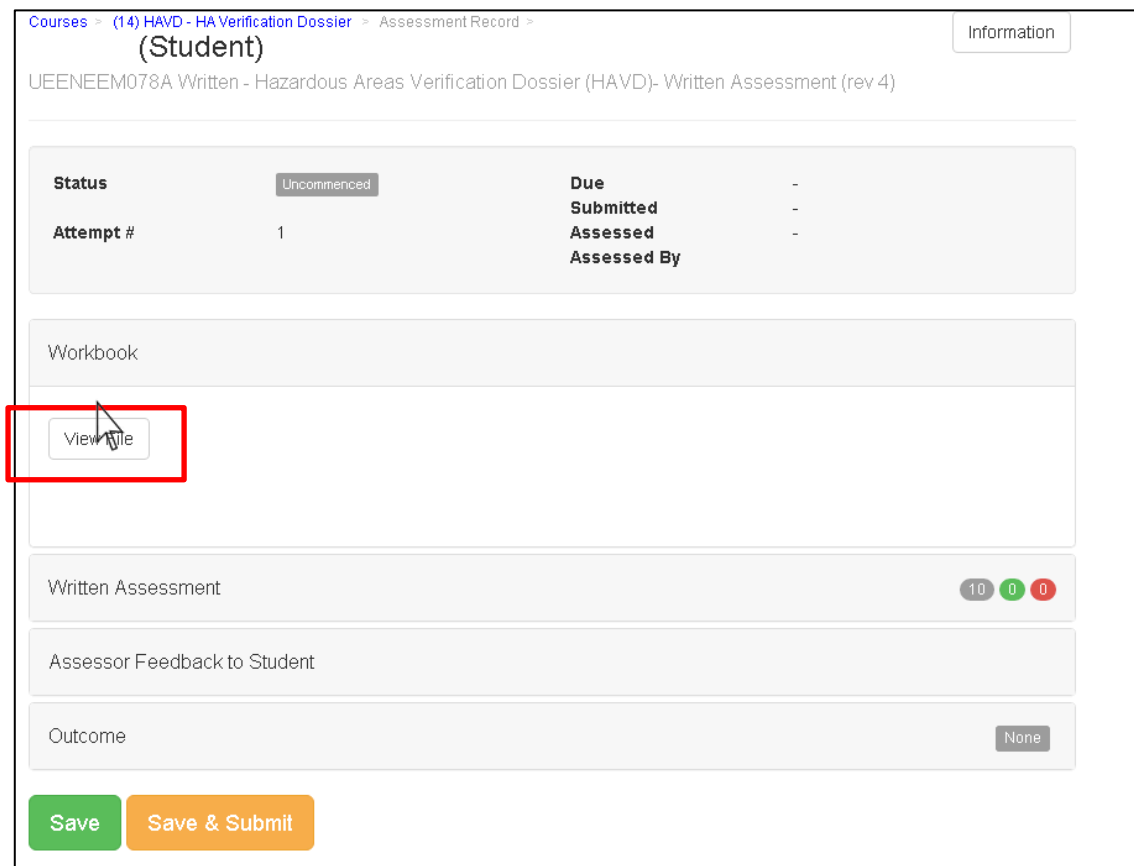
Written Assessment 10 0 0

Assessor Feedback to Student

Outcome None

[Save](#) [Save & Submit](#)

The click Workbook, then the view file button.



Courses > (14) HAVD - HA Verification Dossier > Assessment Record > Information

(Student)

UEENEEM078A Written - Hazardous Areas Verification Dossier (HAVD)- Written Assessment (rev 4)

Status	Uncommenced	Due	-
Attempt #	1	Submitted	-
		Assessed	-
		Assessed By	-

Workbook

[View File](#)

Written Assessment 10 0 0

Assessor Feedback to Student

Outcome None

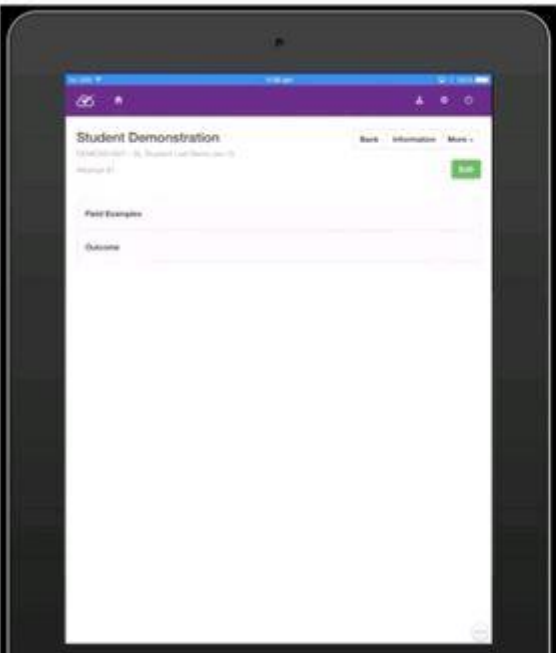
[Save](#) [Save & Submit](#)

11 Answering Assessment Questions

Within the assessment answers can be entered in a number of ways, typically you type your answer but there are other ways to enter data.

Some assessment answer fields are as follows:

- Text type field
- Checkboxes for Multiple Choice
- Upload Field for answers where evidence is required
- Sketch/Canvas where you draw your answer onto the canvas using your mouse



The screenshot shows a tablet interface for a 'Student Demonstration' assessment. The screen displays a header with 'Student Demonstration' and navigation options like 'Back', 'Information', and 'More'. Below the header, there are several input fields: a 'Field Examples' section with a text input, an 'Outcome' section with a text input, and a 'Table' section with a table structure. The interface is clean and modern, with a purple header bar.

Text fields

Short field, long field

Checkboxes / Multi choice

Sketch

Mark-up

Table

File Upload

Photo, video, audio

12 FAQ's and Trouble Shooting

Question	Oops! What's my log on?
Answer	This will be the email address you supplied at time of enrolment.
Question	Oops! What's my password?
Answer	Use the prompt on the log on screen. Cloud Assess will then send you a link to reset your password.
Question	Why are blank images showing on screen?
Answer	Are you using Windows Internet Explorer? Internet Explorer does not work with some of the latest coding. For best results we recommend Firefox. Firefox is highly recommended for seamless uploading. Please note: Internet Explorer is not a supported platform.
Question	Why are there no assessments showing in my inbox or on my dashboard?
Answer	Contact Volt Edge as your assessment may not have been re released to you for another attempt.
Question	How often should I save my answers?
Answer	We suggest you save after every 2 – 3 questions to ensure you don't lose your work. If your web browser closes without saving or you accidentally hit the back arrow in your browser, you will lose your work. We can not get it back.
Question	Where is my workbook?
Answer	It is in the Information tab at the top right of the screen, open information and in the bottom left of dialog box you can open the workbook.
Question	Why can't I open the assessment I was working on?
Answer	You may have hit Save and Submit in error. Don't worry, contact Volt Edge and we will unlock it again.
Question	Why can't I make changes to my assessment?
Answer	Ensure you click the green Start Assessment box, not just view the assessment.
Question	The signature field does not work on iOS device
Answer	Has the device got the latest software update? iOS devices should be updated to iOS 6 or above, ideally the latest version (iOS7)
Question	Why can't I log into Cloud Assess anymore?
Answer	Once you have completed your course in full, you will no longer have access to Cloud Assess. Please contact us for further information.

Just remember:

Web address: <https://voltedge.assessapp.com>

Tips for Seamless Cloud Assess usage:

1. Use FireFox (**NOT Internet Explorer**)
2. Remember to **SAVE** after every 2 or 3 questions – Do not hit SAVE & SUBMIT until you are finished the whole exam/assessment – *Please note - only Volt Edge staff can unlock your assessment if you hit Save & Submit in error*
3. Using an apple device? Download the Cloud Assess app from the app store.