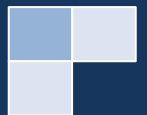




# Charles Sturt Campus Services Limited



## Users Guide for the Induction Series



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## Introduction

At CSCS we understand that starting a new job can be daunting and we want the Induction series to go as smoothly as possible, so we have developed these Instructions to help you complete the Induction modules. These instructions are explained in simple steps so that you can navigate through the Induction slides and quiz questions and get your completion certificate.

## Step 1 - What is the First step

You have been through the Interview stages at CSCS, and have now been asked to start with CSCS.

After discussions with yourself, your supervisor will arrange a day where you are invited to attend the campus for your first day and Induction to CSCS. At the arranged time and location, your Supervisor will meet you, show you around the campus and also arrange for you to sit down at computer to do an online Induction Series.

The online computer Induction series will take approximately 1.5 hours (1 hour average).

## Step 2 – Getting started

The computer is where you will view the Induction series slides and answer some simple questions to complete the Induction Series.

Your friendly supervisor should have already have a computer ready and running for you. To help you the room is which the computer is sitting will be away from disturbances and distractions.

Ask your supervisor for a pen and some paper to write on and take notes if you wish to write down information (if you have got them supplied already).

## Step 3 – Reading this Instruction Manual

It is important to read these instructions, before commencement of the Induction series. A printed copy will be given to you by your supervisor on the day.

If you experience any problems firstly refer to this Instruction manual and then ask your supervisor if the problem is not resolved.

When asked, your supervisor will place the computer onto the Introduction Page for you.

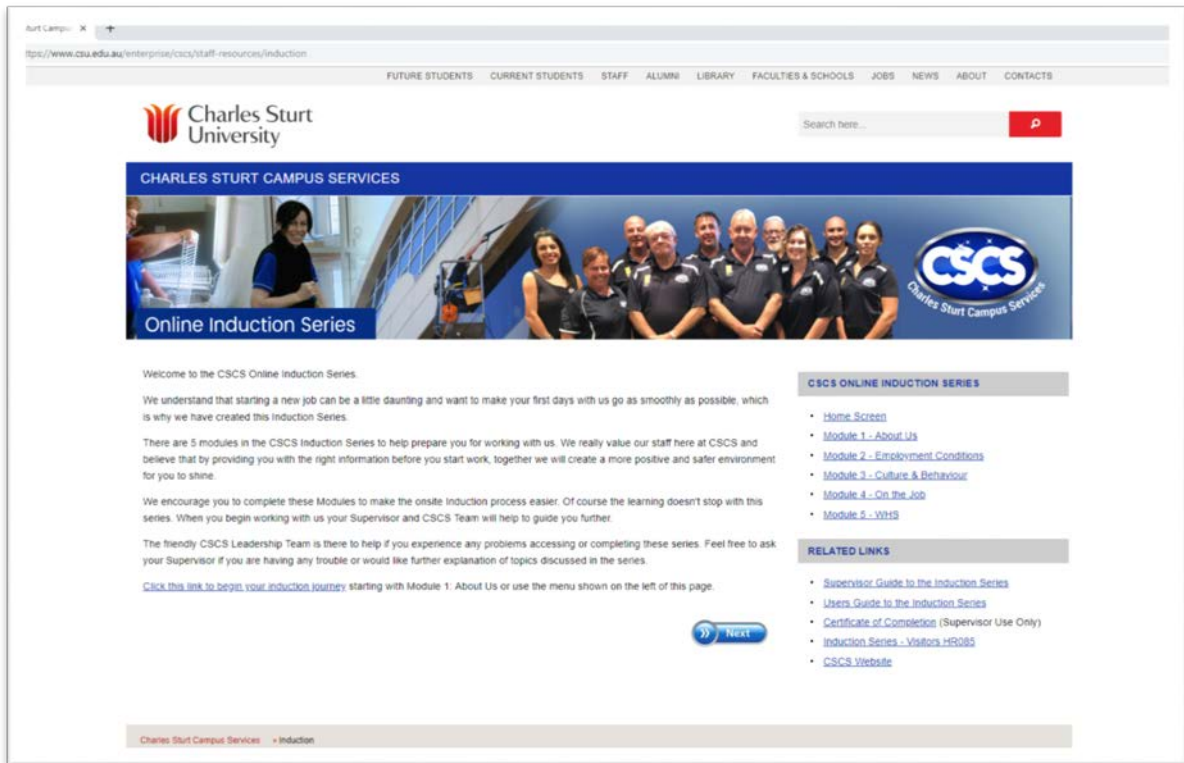
## **The URL pathway to find Induction Series**

Press in the following URL = <https://www.csu.edu.au/enterprise/cscs/staff-resources/induction>

(if your supervisor has not already done so to start the Induction Series)

## Step 4 – Introduction Home screen for the Induction series

The Introduction page will be the first screen you will see. Read this screen before entering the next page to start Modules.

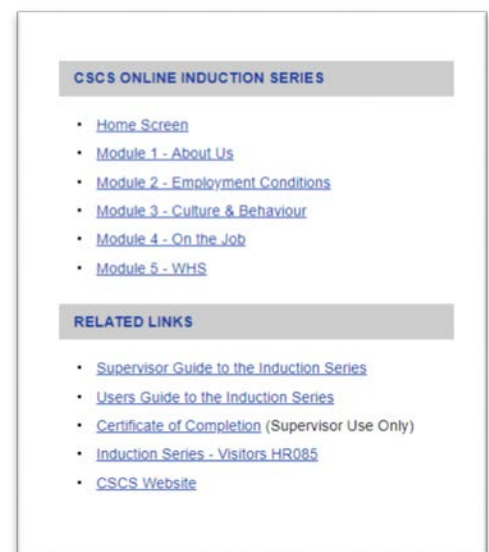


In order to be familiar with different parts of the page, we wish to explain to you some different features of the Home Page.

### The Menu area

At the right-hand side of the Home screen you will see the menu area.

In the menu the Home screen and the Modules can be accessed. This is one of the ways to go to start the modules. Related document links can also be found in the menu area.



### The Next Button

Another feature seen in different pages is the BLUE Next button. It will allow you to progress through the pages of the online Induction series.



### Step 5 – Starting a Module. How do I do that?

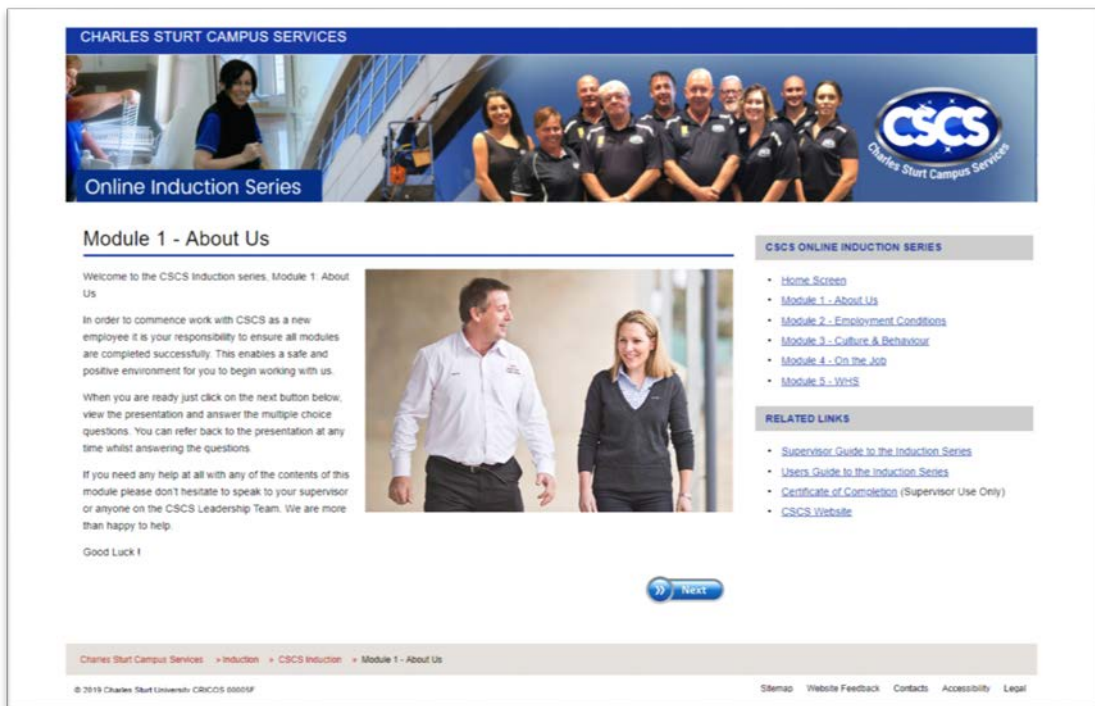
After reading the Home screen.

Click on the Blue link to begin and start Module 1 (or any other module) or press the Next button.



### Step 6 – Module 1 Home page

You will be greeted with the Module 1 Home page. Please read the information and once comfortable press the Blue link to go into the slides, or press the Next button.



## Step 7– The Quiz questions (Name, surname, email and Phone number)

All the modules require some assessment questions to be answered in order to carry on further through the Series. It is compulsory to answer all these questions.

You will be required to enter some details before answering the quiz questions.

CHARLES STURT CAMPUS SERVICES

Online Induction Series

### Induction Quiz - Module 1

Welcome to the CSOS Induction Quiz for Module 1 - About Us.  
To start the questionnaire, please enter your details below and hit submit.

First Name:

Surname:

Email Address:

Phone Number:

**CSOS ONLINE INDUCTION SERIES**

- Home Screen
- Module 1 - About Us
- Module 2 - Employment Conditions
- Module 3 - Culture & Behaviour
- Module 4 - On the Job
- Module 5 - WHS

**RELATED LINKS**

- Supervisor Guide to the Induction Series
- Users Guide to the Induction Series
- Certificate of Completion (Supervisor Use Only)
- CSOS Website

Once you have finished filling your details, press the Red Submit button to submit.

You can also clear the form by pressing the “Clear Form” button.

## Step 8 – Induction Quiz Home Page . There are Two Parts (steps)

Once you have filled out your details, and pressed the Submit button you will be greeted with the Quiz question home page.

This Page is divided into 2 Steps. Step 1 the Powerpoint presentation section and Step 2 is answering the quiz questions (bottom of page)

Induction Quiz - Module 1

**CSOS ONLINE INDUCTION SERIES**

- Home Screen
- Module 1 - About Us
- Module 2 - Employment Conditions
- Module 3 - Culture & Behaviour
- Module 4 - On the Job
- Module 5 - WHS

**RELATED LINKS**

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**QUESTIONS**

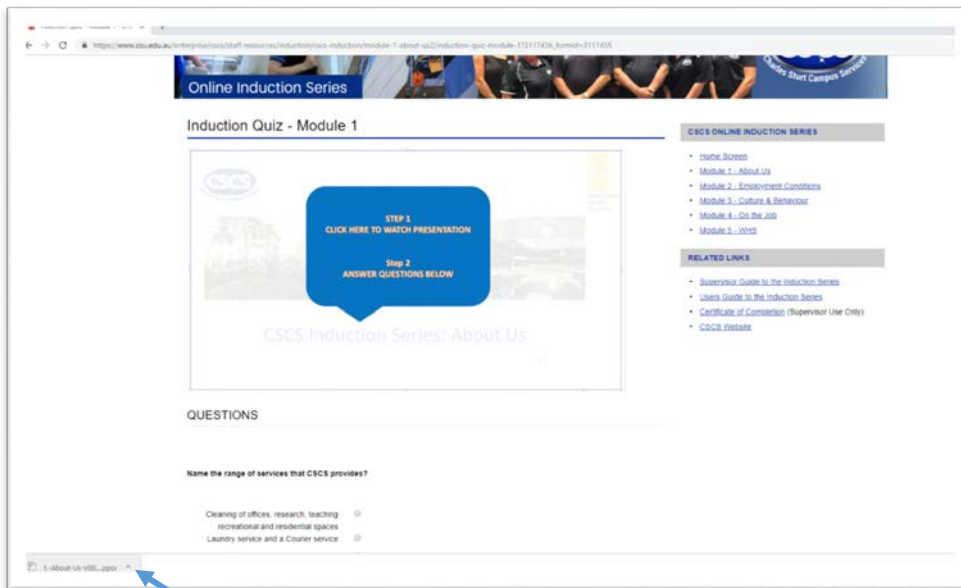
Name the range of services that CSOS provides?

## The Powerpoint presentation Section

**You are required to watch a Powerpoint presentation before attempting to answer the questions.**

How do I watch the Powerpoint presentation (in the quiz questions)?

Just press the Blue area, marked in the middle of the screen



You will then need to press on the bottom of the screen to Open the powerpoint slides. (see diagram above)

**WARNING – You may be greeted with an Security Alert pop up Screen, Just press OK to continue.**

**What happens if it does not START ON Cue?**

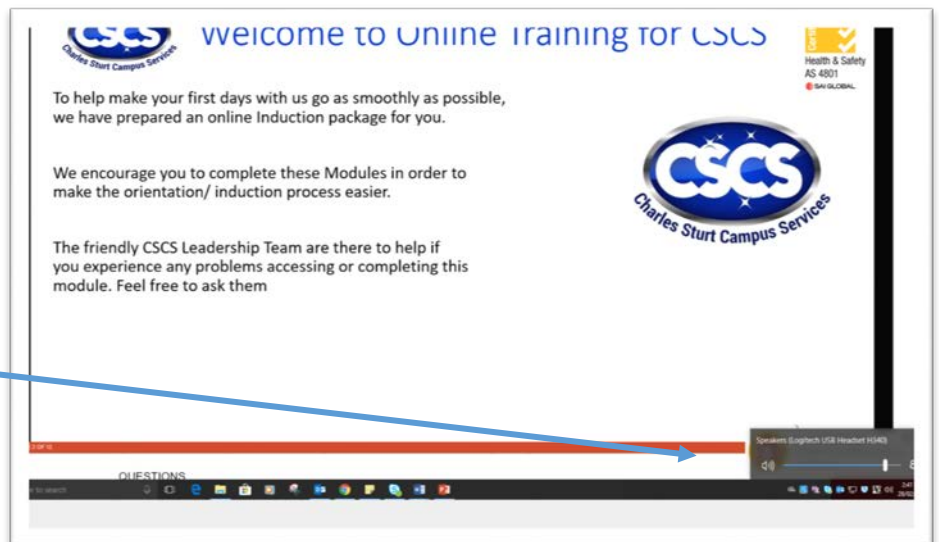
Just press the following on your keyboard F5 (this is located at the top row of keys on the keyboard).



**How do I adjust the sound in the powerpoint presentation?**



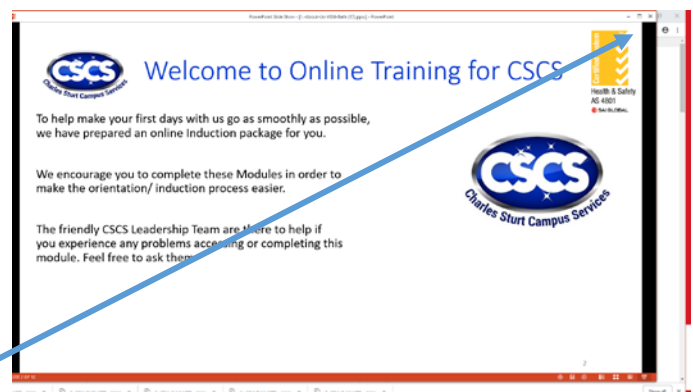
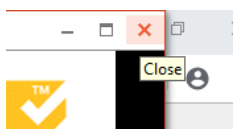
Just adjust the sound by going to the bottom of screen. Adjust by sliding or down.



the up

**What happens once the powerpoint presentation finished?**

You will presented with a blank screen, press to close the screen to return back to the online Induction series quiz question area.



The close area is located at the top right hand corner of the screen.



## What happens when I get to a Video Presentation slide?

In the WHS and work practices module you are to watch videos embedded in the powerpoint slides. You will be greeted with the following screen:



Press on the RED button on the black screen to play the video on this slide, then continue to the next page, press the BLUE button.

Once you have finished viewing the powerpoint presentation and are confident you can answer the Quiz questions, these are located at the bottom of the page.

### Step 9 – Answering the Quiz Questions

You are asked to answer all the quiz questions as they are compulsory to pass the Module

How do I answer the quiz questions?

Press on the circle (radio button) near the answer.

They will fill in the button black once pressed.

**QUESTIONS**

**Name the range of services that CSCS provides?**

- Cleaning of offices, research, teaching recreational and residential spaces
- Laundry service and a Courier service
- Event preparation and maintenance services
- All of the Above

**What is Charles Sturt Campus Service' vision?**

- Our vision is to be recognised as a premium quality cleaning contractor
- Our vision is to be recognised for the provision of premium services to the University
- Our vision is to provide excellence in cleaning services to the University

**IMPORTANT: It is your responsibility to ensure all quiz questions are filled (and not left blank), as this will be given as a wrong answer.**

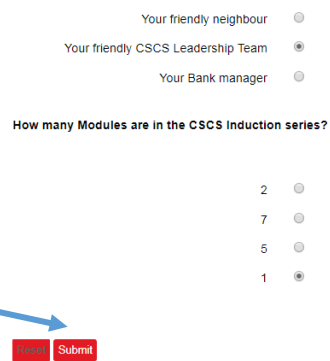
**Please check the ensure ALL questions are pressed before submitting.**

[Step 10 - Submitting your answered questions](#)

Once you have happy with your answers to the questions and want to submit your questions.

Press the Red Submit button at the bottom of the page.

If you need to reset and start again press the Reset Button.



Your friendly neighbour

Your friendly CSCS Leadership Team

Your Bank manager

How many Modules are in the CSCS Induction series?

2

7

5

1

Reset Submit

[How do I know that I have passed ?](#)

Your answers will be assessed and I return email will be sent to you. This email is notify you on whether you have passed or need to return to the quiz questions. (see below)

Example of an Notification email (next page):

## CSCS Induction Quiz Module 1 - About Us

Thank you Allison Jarvis for completing the CSCS Induction Module 1 Quiz.

You got 10 correct out of a possible 10.

If you score is less than 12 out of 12 re read through [Module 1](#) again and retake the quiz.

If you scored 12 out of 12 congratulations, you are now ready to move on to Module 2.

Don't forget that your friendly CSCS Management team is always on hand to help.

Your results are displayed below:

If you unable to pass, you can press the Blue Module 1 link in the email to re read and retake the quiz.

If you have passed the Module, press on the link on the next module to continue . (repeating Steps 4 to 10 of this User guide until and 5 modules are completed. After the 5 modules have been successfully passed will you continue to Step 11 ( getting a Completion Certificate

### [Step 11 – Receiving a completion certificate](#)

Once you have completed your Induction series, a Completion Certificate will sent to you via email.



If you are having trouble reading or accessing the email, please contact your supervisor immediately

You are now ready to begin your modules.