



Edify Assessment Builder:

A Comprehensive User Manual



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Key



Premium Feature

This symbol indicates that a feature is a premium feature, which means that it is not enabled automatically. You can request that the feature be enabled by contacting the Catapult Team. If a non-premium feature is missing, speak to the Primary Account Owner (first user added to your Edify account) about enabling it for you.



Paid Feature

This symbol indicates that a feature is a paid feature. You can request to purchase the feature by contacting the Catapult Team.

Edify Overview



System Overview

Before building content, it is crucial to understand Edify's fundamental structure. Think of your Unit as consisting of two distinct environments: **Sections** and the **Online** Variant.

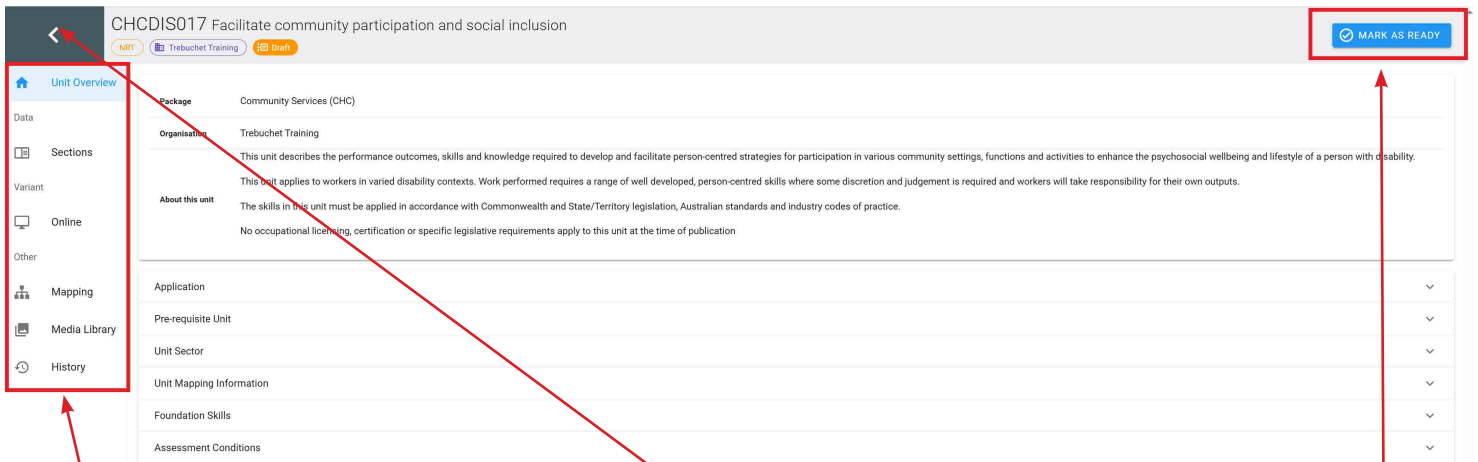
Sections acts as your workspace. This is where you build and store all individual Assessment and Supporting Information Sections.

The **Online** Variant controls the learner experience. This is where you arrange your Sections to determine what students see in the Learning Management System (LMS) and how it is presented.



Navigating around a Unit

The image below is a screenshot of the **Unit Overview** in Edify. This is the page you will see every time you open a Unit to edit it.



The screenshot shows the 'Unit Overview' page for unit CHCDIS017. The page is divided into several sections:

- Top Bar:** Contains the unit title 'CHCDIS017 Facilitate community participation and social inclusion', a 'MARK AS READY' button, and navigation links for 'NRT', 'Trebuchet Training', and 'Draft'.
- Left Navigation Menu:** Includes 'Unit Overview' (selected), 'Data', 'Sections', 'Variant', 'Online', 'Other', 'Mapping', 'Media Library', and 'History'.
- Main Content Area:**
 - Package:** Community Services (CHC)
 - Organisation:** Trebuchet Training
 - About this unit:** This unit describes the performance outcomes, skills and knowledge required to develop and facilitate person-centred strategies for participation in various community settings, functions and activities to enhance the psychosocial wellbeing and lifestyle of a person with disability. This unit applies to workers in varied disability contexts. Work performed requires a range of well developed, person-centred skills where some discretion and judgement is required and workers will take responsibility for their own outputs. The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice. No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.
 - Application:** (Dropdown menu)
 - Pre-requisite Unit:** (Dropdown menu)
 - Unit Sector:** (Dropdown menu)
 - Unit Mapping Information:** (Dropdown menu)
 - Foundation Skills:** (Dropdown menu)
 - Assessment Conditions:** (Dropdown menu)

Main Navigation Menu

Back to your Unit library

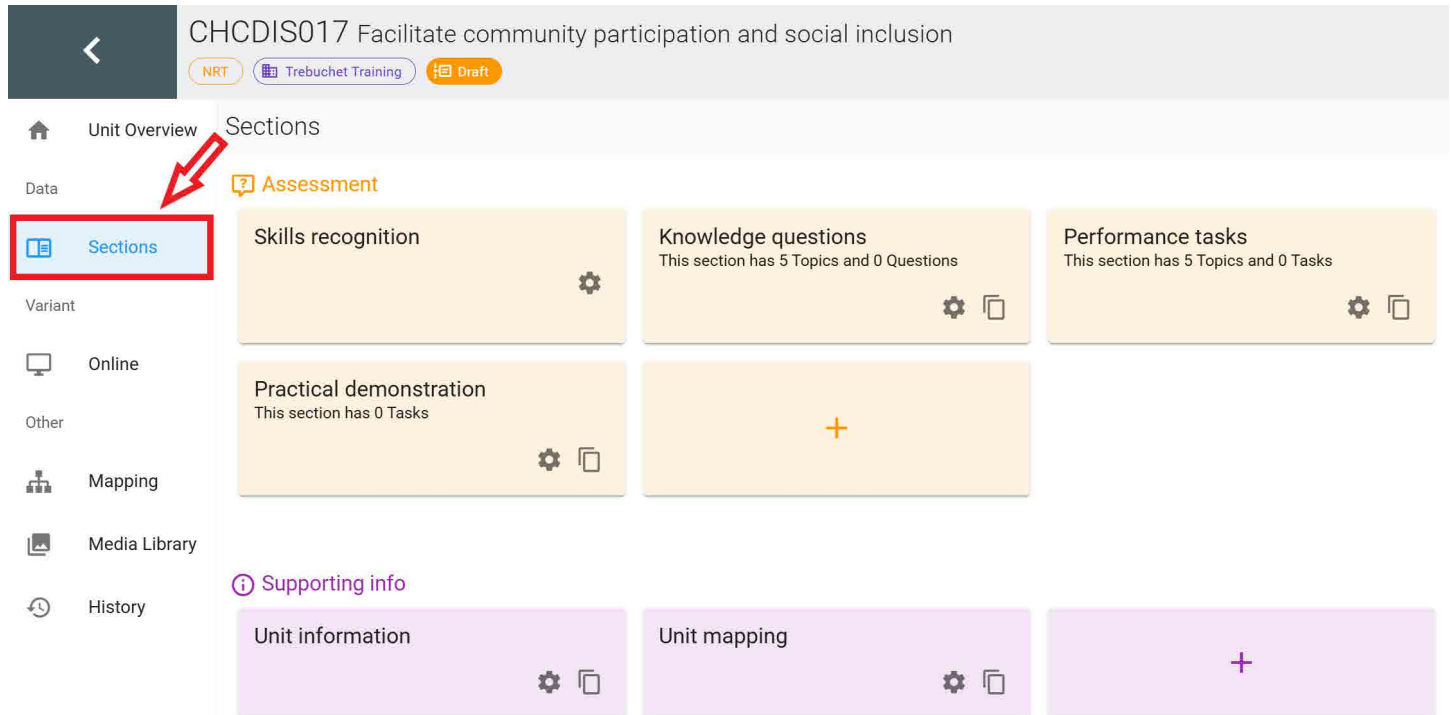
Unit editing state

Main Navigation Menu

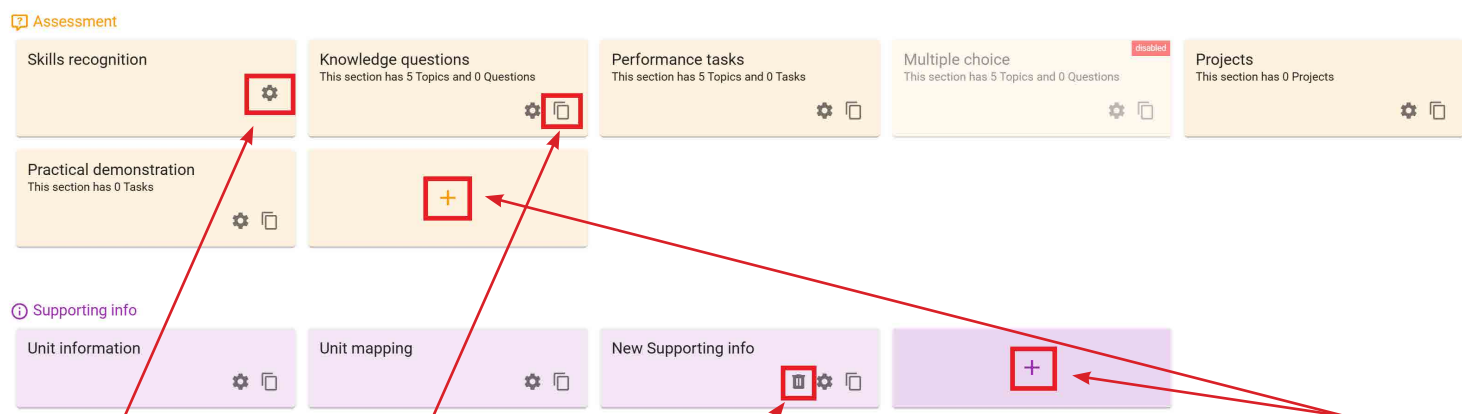
The **Main Navigation Menu** is how you will access all of the different areas in Edify. The main areas you will use are **Sections** and the **Online Variant**. You can also access the **Mapping**, **Media Library** and **History** from here.

Sections - An Overview

Sections is your main workspace for building content. The first step in building your assessment is to navigate to the **Sections** tab. Sections are the foundational components that will hold your **Assessments** (yellow rectangles) and **Supporting Info** (purple rectangles).



You can view and **edit** the internal structure of a section by **clicking** on the section.



This cog is used to **edit** a section.

This button is used to **duplicate** a section.

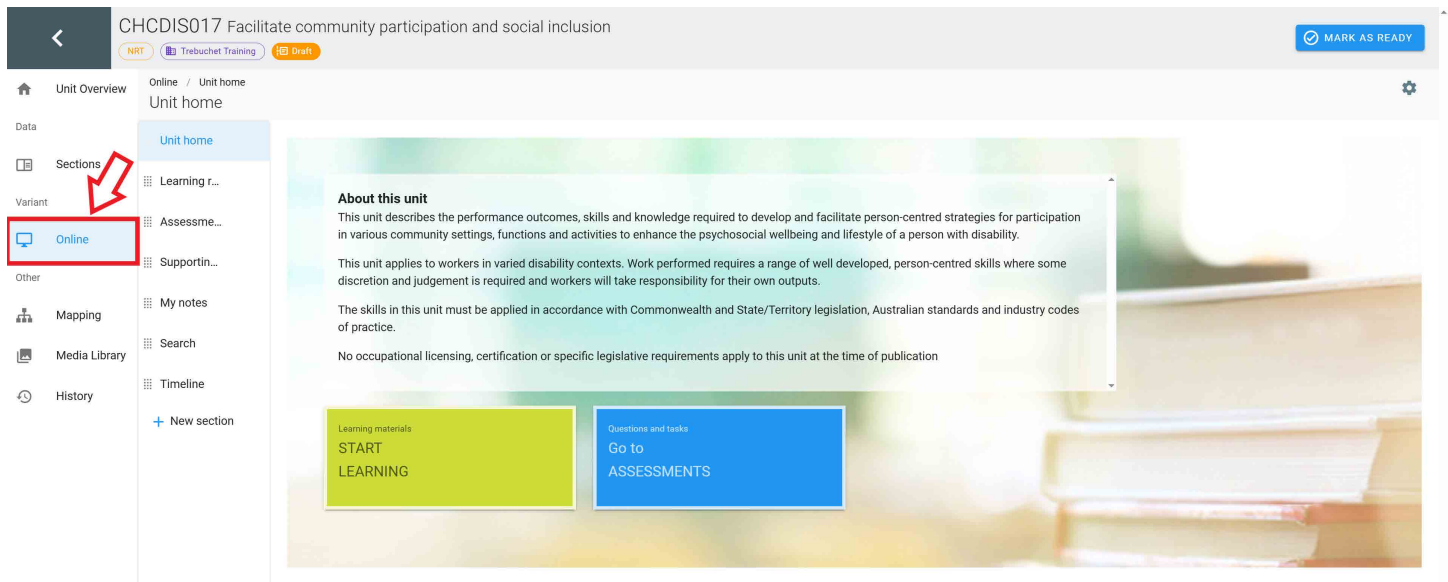
This rubbish bin is used to **delete** a section.

The plus symbols are used to **add** new sections.

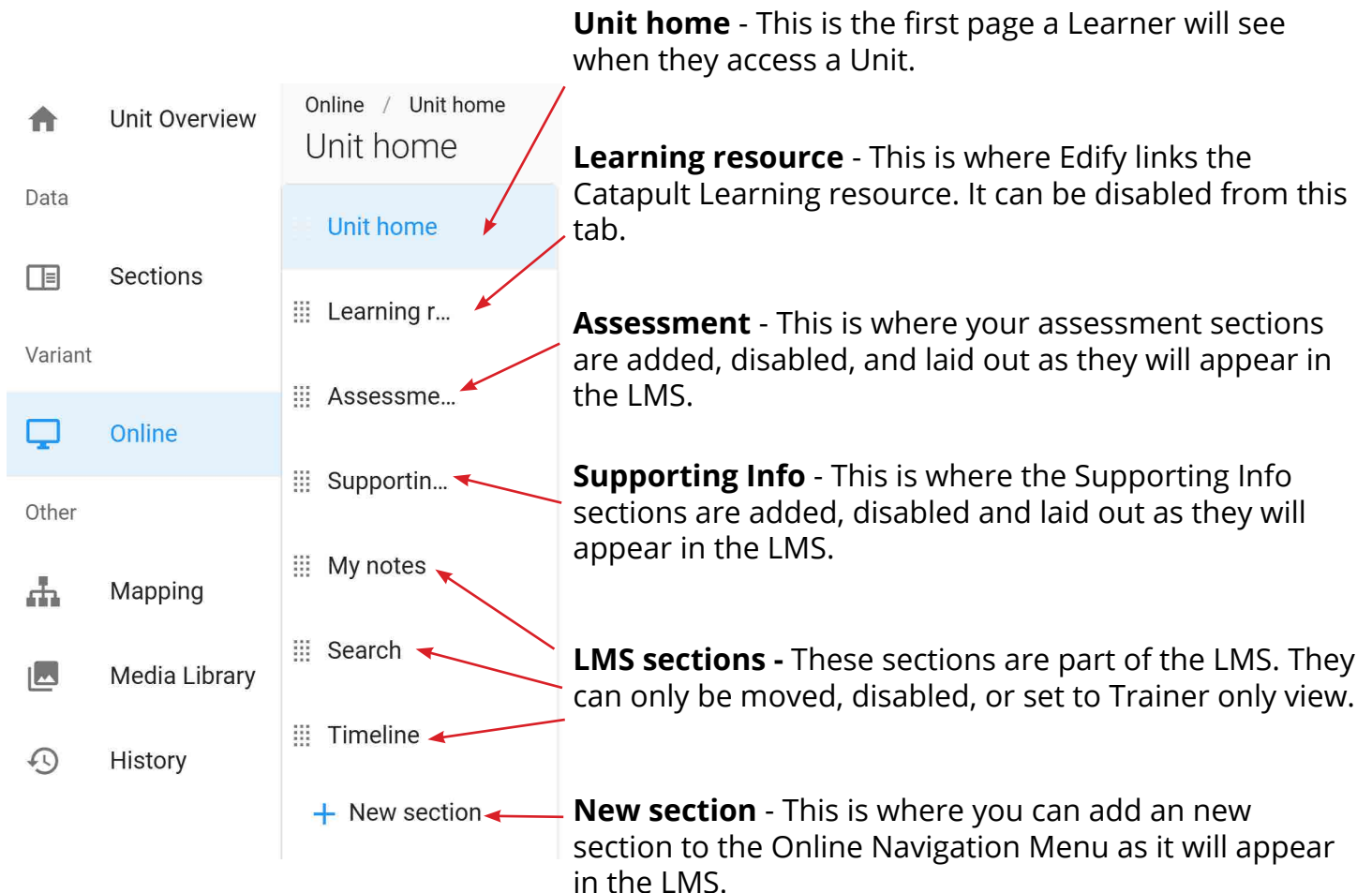
Now that you have a basic understanding of sections, let's look at the **Online Variant**.

The Online Variant - An Overview

The Online Variant is where you will organise your resource as you wish for it to appear in the LMS. You can order, place and add additional sections and features here to customise the learning experience.



The Online Variant contains the same navigation menu as the LMS. Let's take a look at the different tabs.



Unit home - This is the first page a Learner will see when they access a Unit.

Learning resource - This is where Edify links the Catapult Learning resource. It can be disabled from this tab.

Assessment - This is where your assessment sections are added, disabled, and laid out as they will appear in the LMS.

Supporting Info - This is where the Supporting Info sections are added, disabled and laid out as they will appear in the LMS.

LMS sections - These sections are part of the LMS. They can only be moved, disabled, or set to Trainer only view.

New section - This is where you can add a new section to the Online Navigation Menu as it will appear in the LMS.

Mapping, Media Library & History

Now that we've looked at **Sections** and the **Online Variant**, let's explore the rest of the Main Navigation Menu. Further down the menu, you will find **Mapping**, the **Media Library**, and **History**.

Let's look at **Mapping** first.

The screenshot shows the Edify interface for unit CHCDIS017. The left sidebar has 'Mapping' highlighted. The main content area shows a list of elements (E 1 to E 4) and a summary of performance criteria, knowledge evidence, performance evidence, and foundation skills. A red box highlights the 'Mapping' option in the sidebar and the 'Elements' section header in the main content area.

Mapping is where you will find a **breakdown of the mapping** relevant to the Unit you are working on. You can view all of the mapping here by expanding the sections using the arrow on the top right of the mapping section.

Next, we have the **Media Library**.

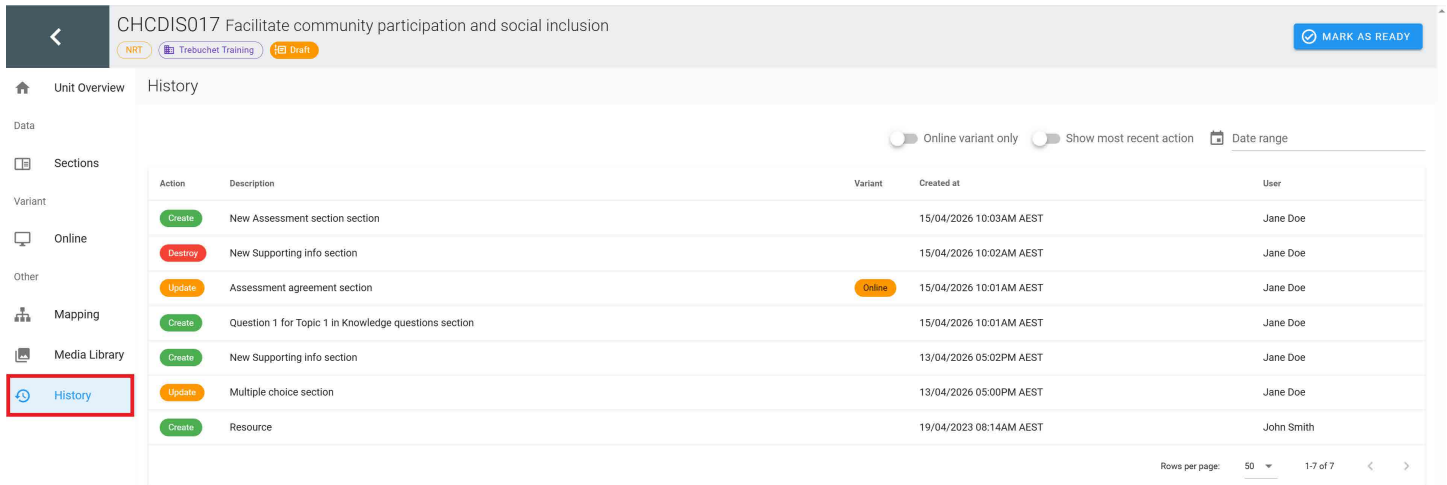
The screenshot shows the Edify interface for unit CHCDIS017. The left sidebar has 'Media Library' highlighted. The main content area shows tabs for 'UNIT SPECIFIC', 'COMMON MEDIA', and 'ARCHIVED', and buttons for 'CAPTURE VIDEO' and 'UPLOAD MEDIA'. A red box highlights the 'Media Library' option in the sidebar and the 'CAPTURE VIDEO' and 'UPLOAD MEDIA' buttons in the main content area.

The **Media Library** is where all of your attachments and images will be stored. You can add your **Assets** or **Images** here using the **Upload** or **Record Video** buttons at the top right of the screen, or you can add them to your Sections as you build your assessment and they will be stored here. You will also see at the top left that you can access **Common Media**. You will place any attachments or images here that need to be used across **multiple Units**, and also **Archived** where any **archived media** will be stored. If you haven't added any media yet, the Media Library will be empty.

Now let's look at **History**.

History shows what work has been changed on the assessment and who it was changed by.

This can be helpful if some time has passed between when you started working on the Unit and when you are completing the Unit so you can have a reminder of the changes you made. It is also useful if multiple people are working on a Unit to see who made a particular change and when.



CHCDIS017 Facilitate community participation and social inclusion

Unit Overview History

Online variant only Show most recent action Date range

Action	Description	Variant	Created at	User
Create	New Assessment section section		15/04/2026 10:03AM AEST	Jane Doe
Destroy	New Supporting info section		15/04/2026 10:02AM AEST	Jane Doe
Update	Assessment agreement section	Online	15/04/2026 10:01AM AEST	Jane Doe
Create	Question 1 for Topic 1 in Knowledge questions section		15/04/2026 10:01AM AEST	Jane Doe
Create	New Supporting info section		13/04/2026 05:02PM AEST	Jane Doe
Update	Multiple choice section		13/04/2026 05:00PM AEST	Jane Doe
Create	Resource		19/04/2023 08:14AM AEST	John Smith

Rows per page: 50 1-7 of 7

You will see there are headings at the top with:

Action - what was changed.









Description - a brief description of the change.

Variant - will say Online if it was in the Online Variant.

Created at - the time and date of the change.

User - the name of the User who made the changes.

This breakdown explains each action you might see in the **Actions** list:

Clone		If the unit was cloned from another unit, this will be the first action recorded.	Map		A mapping component has been added to a question.
Create		A new part of the unit has been created.	Move		A section or question has been moved.
Destroy		A section or question has been deleted.	Unmap		A mapping component has been removed from a question.
Duplicate		A section or question has been duplicated.	Update		An existing part of the unit has been changed.



Edify Sections



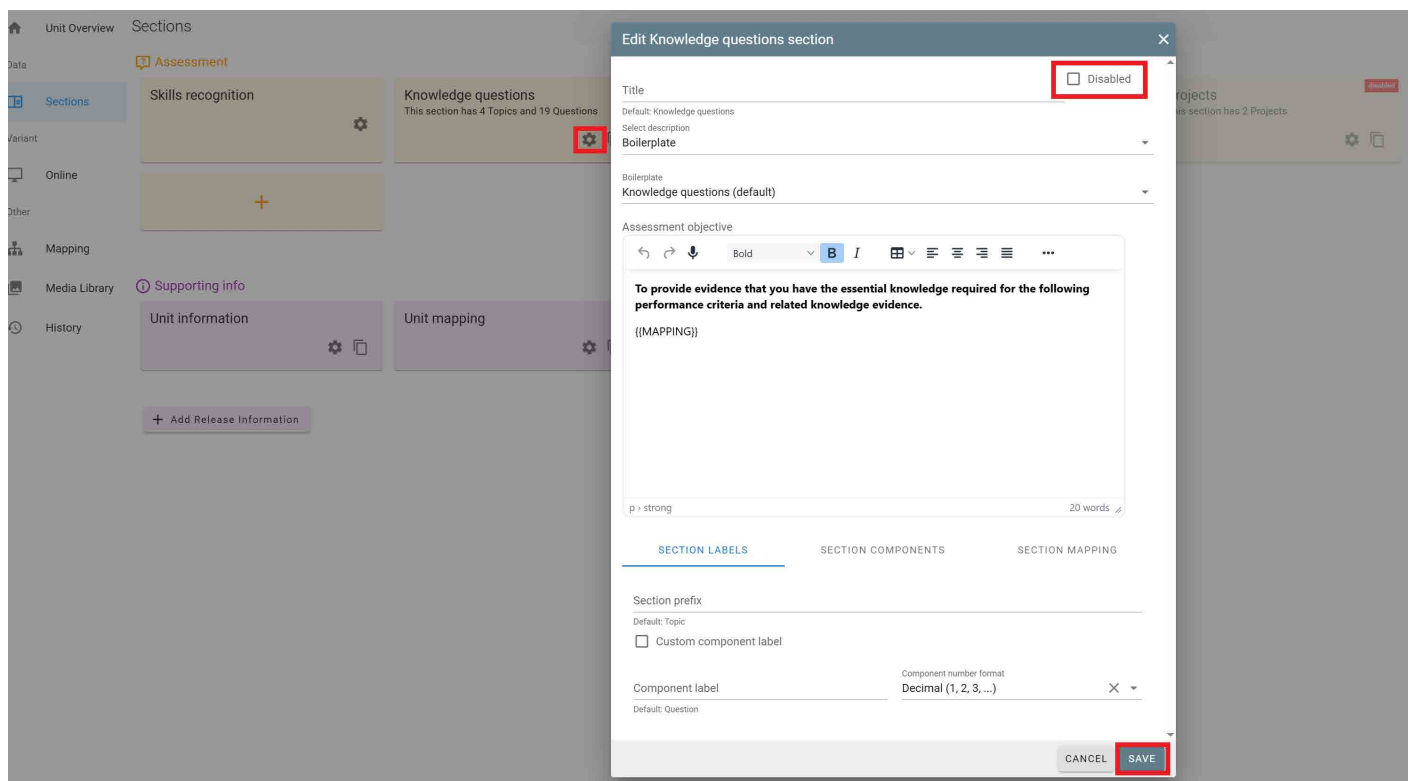
Assessment Sections

Your Edify assessment will include all of the Catapult assessment sections by default. You can edit, disable, or overwrite these sections if you do not require them. Some sections will be disabled by default such as the Multiple-choice section (this is an LMS feature) Projects (for V5 units) or sections that do not contain content for the particular unit. You can also create your own new sections. Let's start by going over how to disable an unwanted section.



Disabling an unwanted section

To disable an unwanted section, firstly, click the **cog** on the bottom right corner of the section you wish to disable. This will bring up the Section Settings pop-up. You will see a box in the top right corner of the pop-up which says **Disable**. Check the box and click **Save**.



The screenshot shows the 'Edit Knowledge questions section' pop-up. The 'Disabled' checkbox is checked, and the 'SAVE' button is highlighted. The pop-up contains the following fields and options:

- Title:** Knowledge questions
- Default:** Knowledge questions
- Select description:** Knowledge questions (default)
- Boilerplate:** Knowledge questions (default)
- Assessment objective:** To provide evidence that you have the essential knowledge required for the following performance criteria and related knowledge evidence. ({{MAPPING}})
- SECTION LABELS:** Section prefix (Default: Topic), Custom component label (checkbox), Component label (Default: Question), Component number format (Default: Decimal (1, 2, 3, ...))
- Buttons:** CANCEL, SAVE

Tip!

It is best practice to disable rather than delete, as disabled sections can be re-enabled, but *deletion is permanent* and can not be retrieved. Catapult Standard sections can only be disabled, not deleted.

Editing existing sections vs creating new sections

Edit an existing section

- Keep the same structure and only make edits to existing questions, or add/remove questions.
- Change the section title, sub-section titles and component labels and number format etc.
- Override the boilerplate text.
- Add additional section components like Multiple-choice style questions etc.
- Add additional section Mapping like 'Elements' for example.
- Retain the non-gradable functions of a Performance tasks or Practical demonstration section.

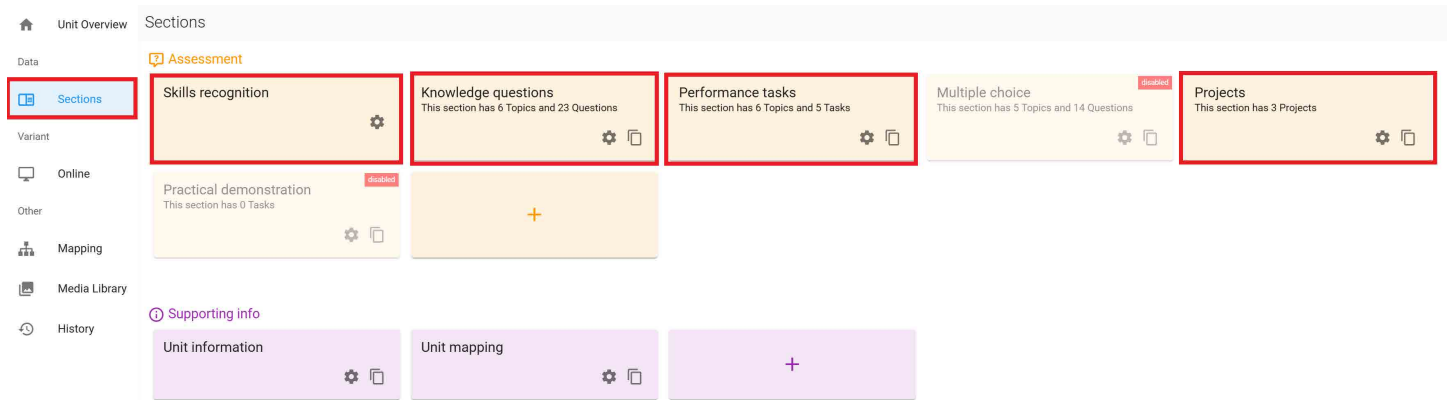
Create a new section

- Start from the beginning and build the assessment yourself.
- Create an additional assessment to be used along with the Catapult assessments.
- Create a section without Topics.
- Create your own Supporting Info section.
- New sections are automatically set as gradable.

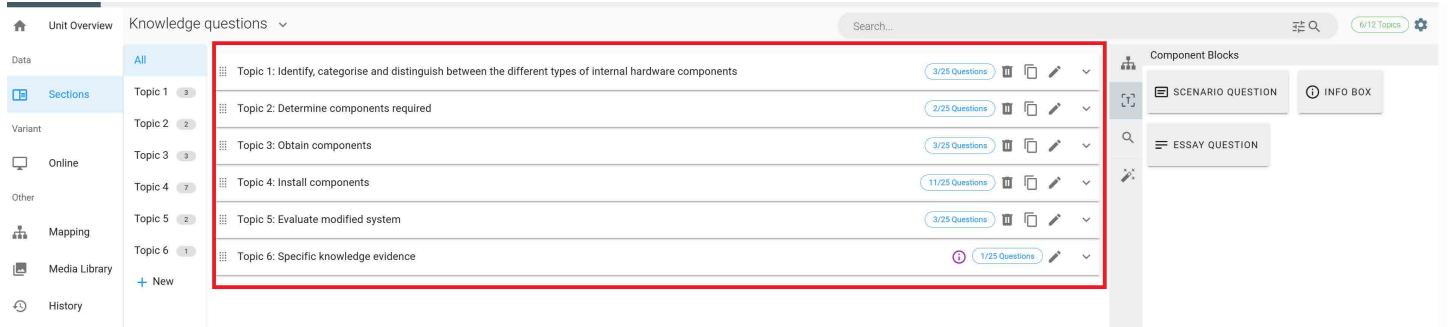
Editing an Existing Section

Editing an existing section is how you can make updates to the existing Catapult content. This can be useful if you want to make changes to a question or Task or want to add a question or task. These features are available as part of the **Basic Edify Subscription**.

To edit an existing Section, go to **Sections** and click on the **standard Catapult section** you wish to edit.

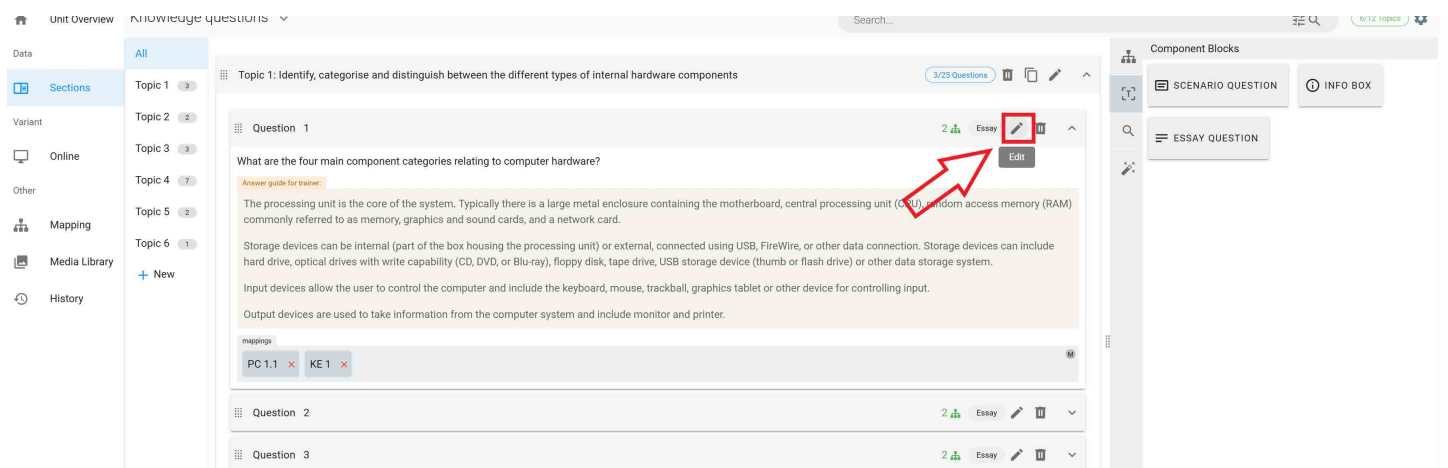


Now that you are inside the section, let's use Knowledge Questions as an example, you will see all of the **Topics** that make up the Section. Click the Topic to expand the internal components.



Inside the Topic you will see all of the **components**. The numbers on the components will correlate to the question numbers in the LMS. You can expand them by clicking on them to see the content inside.

To **edit** the component, click on the **pencil icon** at the top right of the component.



This will open the text editor where you can make any necessary changes to the text. You can type in the **top text field** to edit the text for the **Learner** or the **bottom text field** to edit text for the **Trainer**.

The screenshot shows the Catapult interface for editing a question. The question text is "What are the four main component categories relating to computer hardware?". The answer text is a paragraph about computer hardware components. The interface includes a sidebar with navigation options like Sections, Variant, Online, Other, Mapping, Media Library, and History. The main content area has a text editor with a rich text toolbar and a word count of 11 words.

Now scroll down and you will see a list of check-boxes. You can choose to **enable video recording** by checking the box next to **Record Videos**. You can **disable** the ability to add **attachments** (this is enabled by default) by un-checking the box next to **Attach files**. You can also check the box next to the text **Hide in Online Variant** to disable the question. This will **remove the question** for the LMS when the Unit is **published in the LMS**.

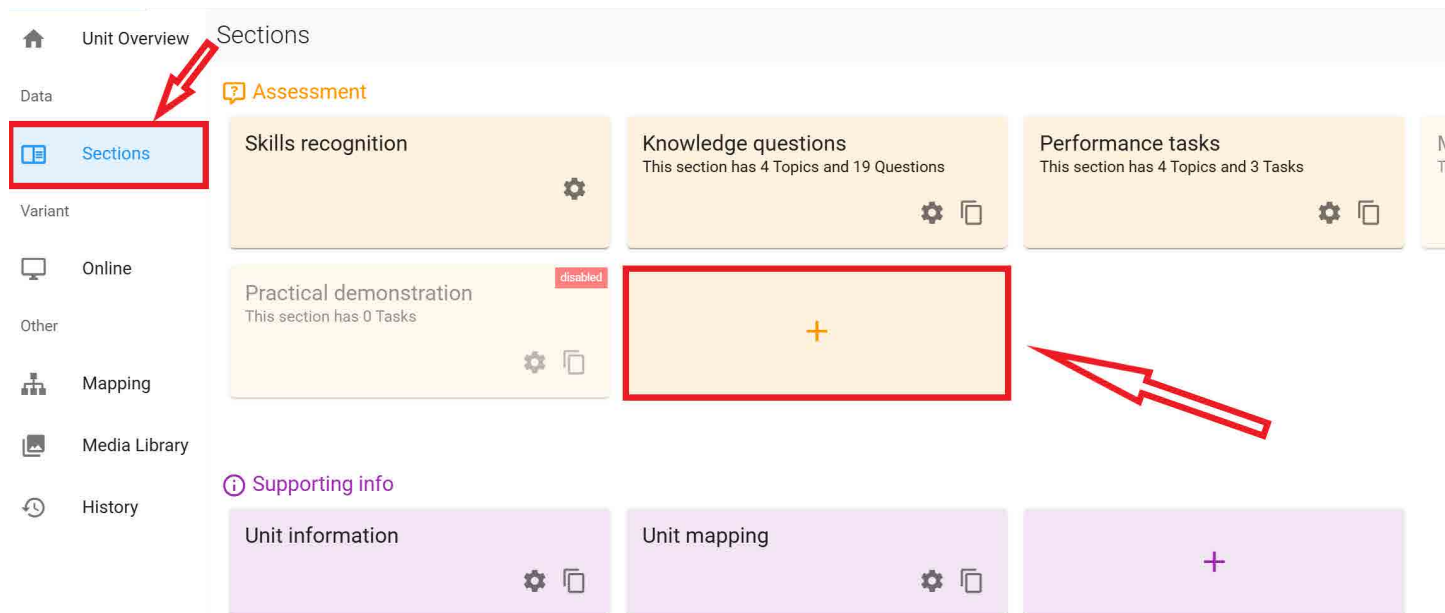
Once you have made all your changes, click **Save**.

The screenshot shows the Catapult interface for editing a question. The question text is "The processing unit is the core of the system. Typically there is a large metal enclosure containing the motherboard, central processing unit (CPU), random access memory (RAM) commonly referred to as memory, graphics and sound cards, and a network card." The answer text is a paragraph about computer hardware components. The interface includes a sidebar with navigation options like Sections, Variant, Online, Other, Mapping, Media Library, and History. The main content area has a text editor with a rich text toolbar and a word count of 133 words. Below the text editor, there are visibility and answer options settings. The 'Attach files' checkbox is checked, and the 'Record videos' checkbox is unchecked. The 'Hide in online variant' checkbox is also present. The interface includes buttons for 'CANCEL EDITS' and 'SAVE'.

To learn how to add new content, go to [Section Components](#).

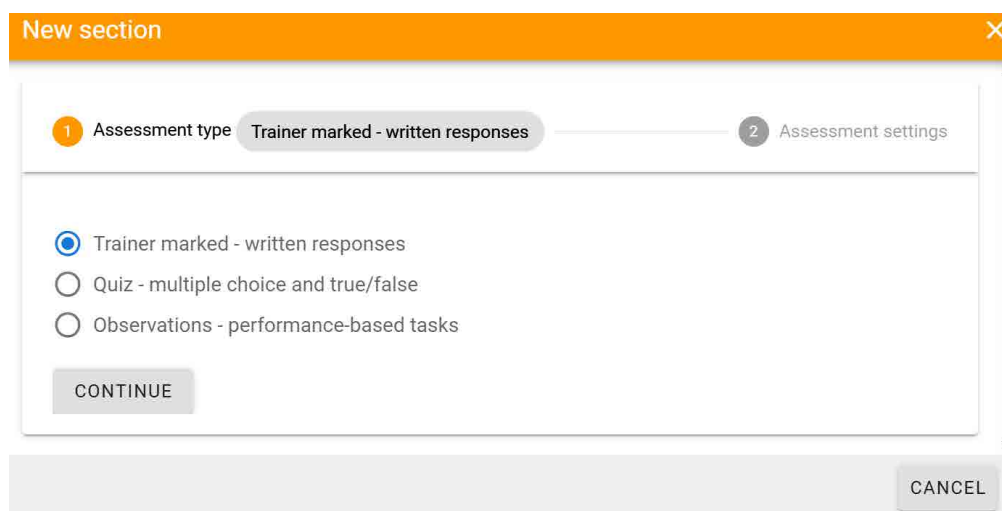
Creating a New Section

To create a new assessment section, click the yellow box with the + symbol under the **Assessment** heading.



The screenshot shows the 'Sections' page in the Edify system. On the left, there is a navigation menu with options: Home, Unit Overview, Sections, Data, Variant, Online, Other, Mapping, Media Library, and History. The 'Sections' page is divided into two main sections: 'Assessment' and 'Supporting info'. Under 'Assessment', there are four cards: 'Skills recognition', 'Knowledge questions' (with 4 Topics and 19 Questions), 'Performance tasks' (with 4 Topics and 3 Tasks), and 'Practical demonstration' (with 0 Tasks and a 'disabled' status). A red box highlights a yellow card with a plus sign (+) located below the 'Practical demonstration' card. A red arrow points to this card. Another red arrow points to the 'Sections' menu item in the navigation bar. Under 'Supporting info', there are three cards: 'Unit information', 'Unit mapping', and a card with a plus sign (+).

A dialogue box will appear with the 3 options for your new assessment.



The 'New section' dialog box is shown with an orange header and a close button (X). It has two steps: '1 Assessment type' and '2 Assessment settings'. Under '1 Assessment type', there are three radio button options:

- Trainer marked - written responses
- Quiz - multiple choice and true/false
- Observations - performance-based tasks

 A 'CONTINUE' button is located below the options. At the bottom right of the dialog, there is a 'CANCEL' button.

Let's go through what the capabilities of each **Assessment Section Type** are so you know which will suit your custom assessment best.

You can find an overview of **Section Component Question Types** in the **Catapult Knowledge Base** by searching **An Introduction to Question Types** or by clicking [here](#).

IMPORTANT!

Any new sections must be added to the Online Variant in order to appear in the LMS!

Please refer to the chapter The Online Variant on how to do this step.

Trainer marked

This section type is used for assessments that require **trainer marking**, such as written responses. Learners can also attach files and record videos (if enabled). **All** section components can be enabled in this assessment type. The default components are Info Box, Scenario, and Essay.

SECTION LABELS	SECTION COMPONENTS	SECTION MAPPING
	<input checked="" type="checkbox"/> Scenario question <input checked="" type="checkbox"/> Info box <input checked="" type="checkbox"/> Essay question <input checked="" type="checkbox"/> Table question <input checked="" type="checkbox"/> Multiple choice question <input checked="" type="checkbox"/> Short answer question <input checked="" type="checkbox"/> Drag and drop into text question <input checked="" type="checkbox"/> True/False question	

Quiz

This Section Type is intended for **answer selection** assessments. It has the benefit of enabling **auto-marking**. Auto-marking is a Section setting where the system automatically marks the Learner's responses as Satisfactory or Not Satisfactory. Auto-marking will need to be enabled as an additional step for this Section in the Online Variant. We will go over this step later.

A Quiz section allows for a variety of marking options such as:

1. Trainer marked and part of the submission cycle
2. Auto-marking and still part of the submission cycle
3. Auto-response, not part of the submission cycle

Only the following Section components can be used with this assessment style:

SECTION LABELS	SECTION COMPONENTS	SECTION MAPPINGS
	<input checked="" type="checkbox"/> Scenario question <input checked="" type="checkbox"/> Info box <input checked="" type="checkbox"/> Multiple choice question <input checked="" type="checkbox"/> Short answer question <input checked="" type="checkbox"/> Drag and drop into text question <input checked="" type="checkbox"/> True/False question	

Observations

This section type is for **practical assessments**. Learners will be asked to demonstrate the appropriate skills by recording observation notes, attaching additional files, or recording videos to provide evidence of their task completion. This section includes an **observation notes** section as a built-in feature for the trainer to record information about their observation, as well as the ability to upload their own attachments and videos of the learner completing the task.

For this observation:

What was done?

How were the tasks performed eg real workplace, simulation, role play

When was it done and over what period of time?

Who observed the tasks being performed?

As this assessment style is intended to record observable tasks, it does not have the function for students to type or select answers. Only the following section components can be used:

SECTION LABELS	SECTION COMPONENTS	SECTION MAPPING
	<input checked="" type="checkbox"/> Scenario <input checked="" type="checkbox"/> Info box <input checked="" type="checkbox"/> Task	

Setting up a New Assessment Section

Once you've selected your Assessment section type, you will need to add a few more details to set it up.

Firstly, your **New Section** will need a **Title**. You can add it in the text box provided. Please note that Section titles must be **unique**.

You can also add a **Description**, which is an overview of the assessment for the learner, and trainer to understand what will be assessed. Simply click the dropdown menu and select **Custom** to add a new description or **Boilerplate** to choose from the list of pre-existing boilerplates. A text box will appear where you can add text, links, or images. You can leave this as **None** if you do not want to add a description.

Important!

Section titles and sub-section titles must be unique, you cannot use the same title twice.

You can also check the box next to **Needs sub-sections** if you wish for your **New Section** to have sub-sections. This setup will be similar to how the standard Knowledge questions and Performance Tasks sections are setup with **Topic headings**. You can customise the sub-section headings as you build the assessment.

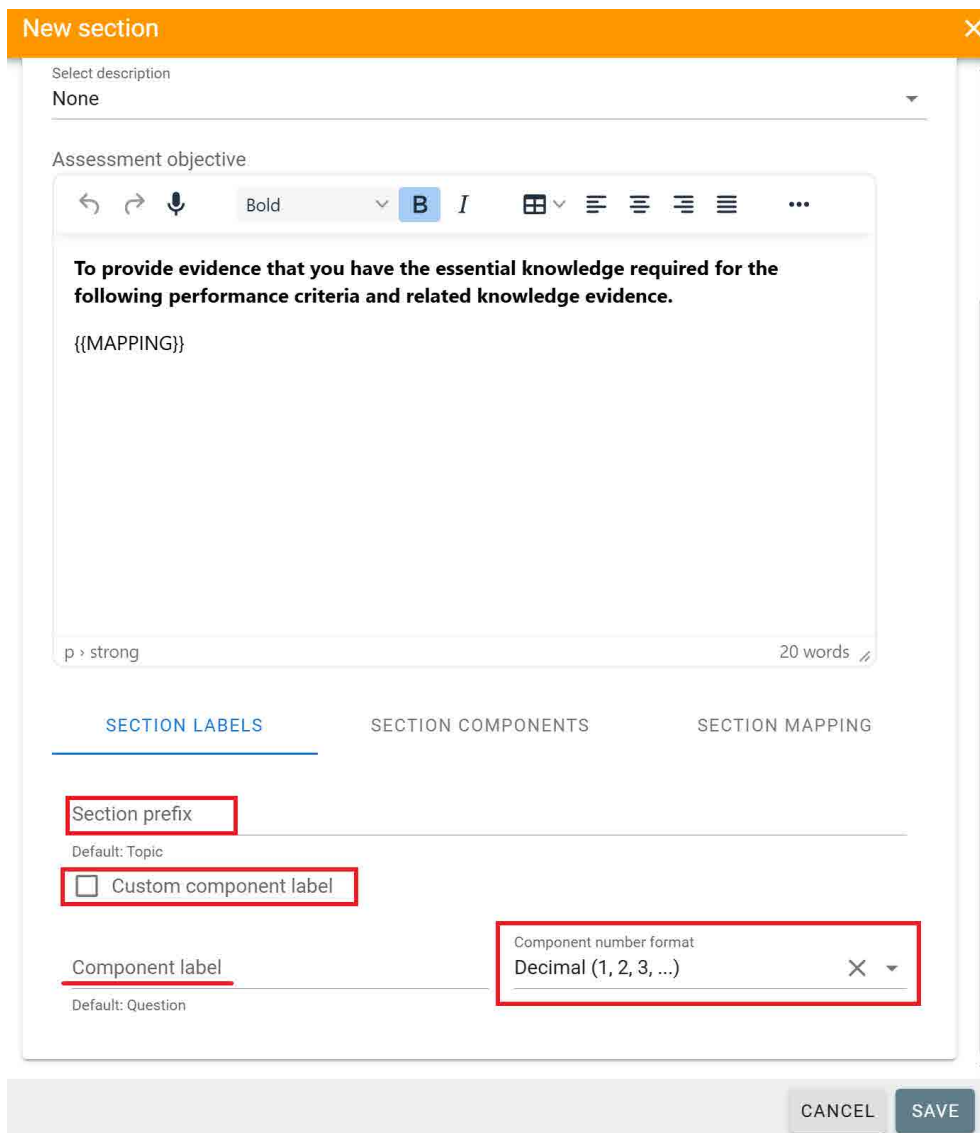
Once you check the box next to Needs sub-sections, a second checkbox will appear with the text **Automatically make sub-sections from the Units Elements**. This will create sub-sections that are automatically labelled with the Topic heading from **Training.gov**. We will go into more detail about sub-sections later.

Section labelling

At the bottom of the **New Assessment Section** setup panel, there is a tab called **Section Labels**. You can use this tab to change the default **Component label**. The default for **Trainer Marked** and **Quiz** is **Question**. The default for **Observations** is **Task**. By default, the system will label Questions numerically and Tasks with uppercase alphabet. You can adjust these to your preference using the **Component number format**.

Please note that the system will not automatically label your assessment components in order if you have checked the box next to **Custom component label** as this is intended for use when assessment components need different labels within the same assessment e.g. Topic 1 has questions and Topic 2 has Case Studies.

If you selected to use sub-sections, you can also customise this here. The **Section prefix** is the label for your **sub-sections**. The default for **Sub-sections** is **Topic**.



New section [X]

Select description
None

Assessment objective

← → 🎤 Bold B I [Grid] [List 1] [List 2] [List 3] [List 4] ...

To provide evidence that you have the essential knowledge required for the following performance criteria and related knowledge evidence.

{{MAPPING}}

p > strong 20 words

SECTION LABELS SECTION COMPONENTS SECTION MAPPING

Section prefix

Default: Topic

Custom component label

Component label

Default: Question

Component number format
Decimal (1, 2, 3, ...) [X] ▾

CANCEL SAVE

Enabling Section Components

The middle tab in the section setup panel is **Section Components**. You can access it by clicking the heading. It will bring up a list of all the sections components which can be enabled for your assessment type. Simply check the box next to the components you wish to enable or disable for use in your new assessment section. We will go into more detail about each of them in [Section Components](#).

Enabling Section Mapping

The final tab in the section setup panel is **Section mapping**. In this tab, you can use the checkboxes to enable or disable any mapping components you will require for your assessment. We will go into more detail in [Unit Mapping](#).

Now, click **Save** and you will have completed setting up your new assessment section.

Your new section will now appear in **Sections** at the end of the list. You can rearrange how this appears in the LMS in the Online Variant, we will go over this in the chapter [The Online Variant](#).

Sub-sections

Sub-sections are a handy way to **split** up your **assessment** into sections. This also means that you can **increase** your **question count**. Each sub-section has a question limit of 25, and you can add up to 12 sub-sections. Sub-sections can be split by Topics, Parts or in whatever way suits your assessment.

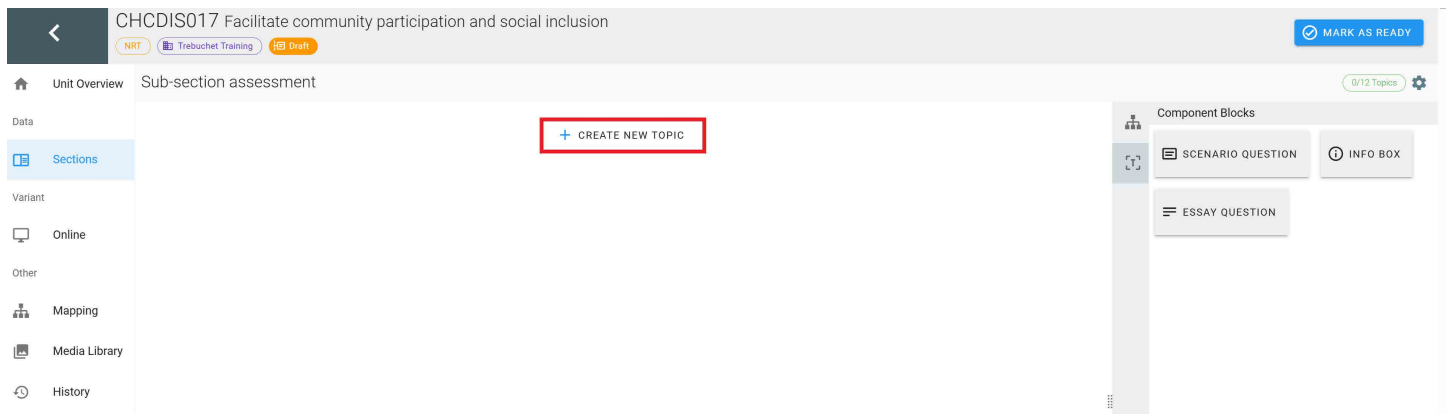
You will need to **enable Sub-sections** in the **Section settings** when creating your assessment by checking the box next to **Needs Sub-sections**. You can then choose to check the box next to **Automatically make sub-sections from the Units Elements** if you want the titles for the Subsections to be auto-generated. You can find more detailed instructions under [Setting up a New Assessment Section](#).

Note:

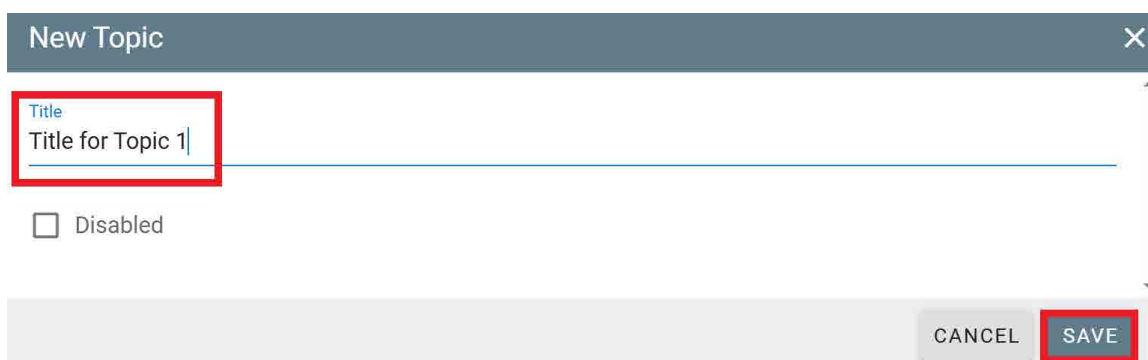
Topic numbering is sequential starting at number 1 and cannot be altered to start at a different number or be changed to alphabetical.

If you need to update your new assessment section to include sub-sections, you can do this by cloning your assessment and checking the box **needs subsections**. You will then be able to drag your existing questions into the sub-sections.

Now that you have created your new section with Sub-sections, this is what it will look like if you have chosen to create custom sub-sections.

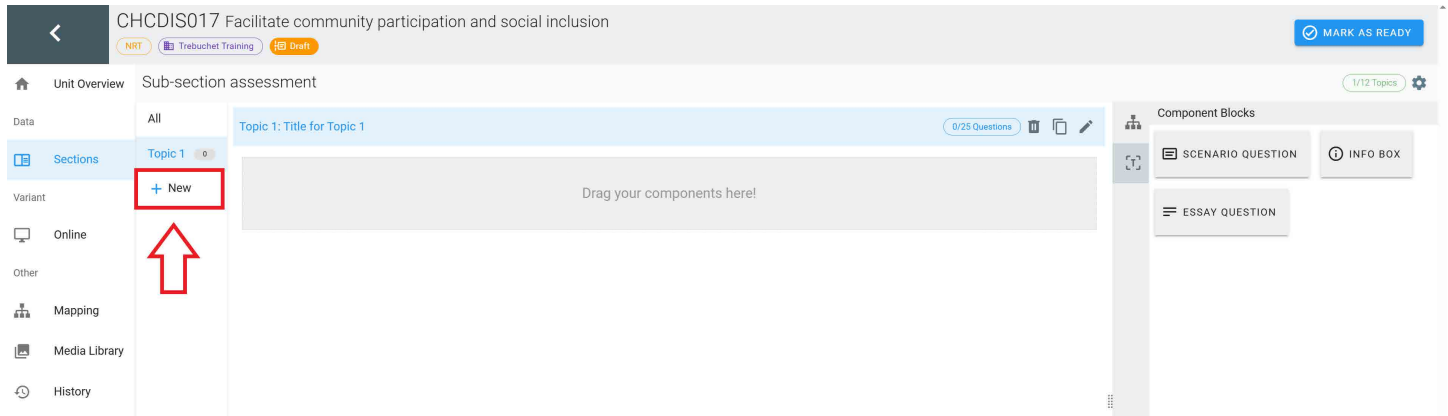


Click the **+ Create Topic button** to add your first topic. A text box will appear where you can add the **title**. The system default is to use the **Section Prefix, Topic**. You can change the **Section Prefix** in the **Section settings**. Click **Save** to continue.

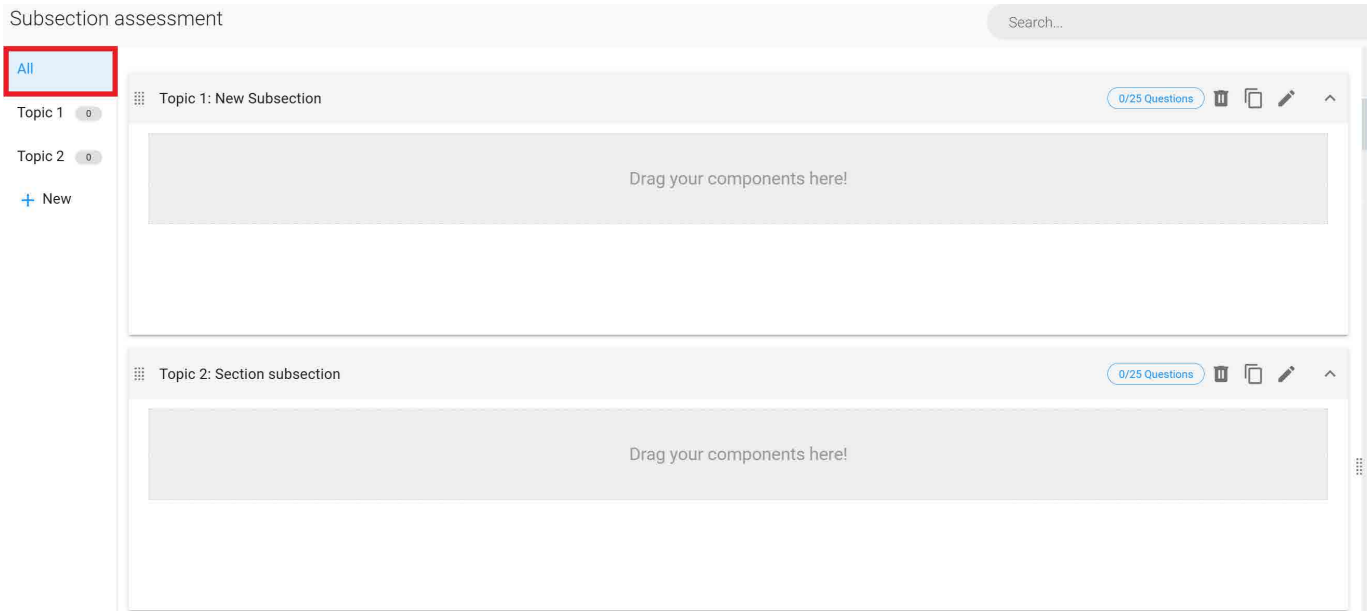


Now that you have created your first sub-section, you can start filling it in the same way that you would a regular assessment section. Just drag over your components from the right-side menu.

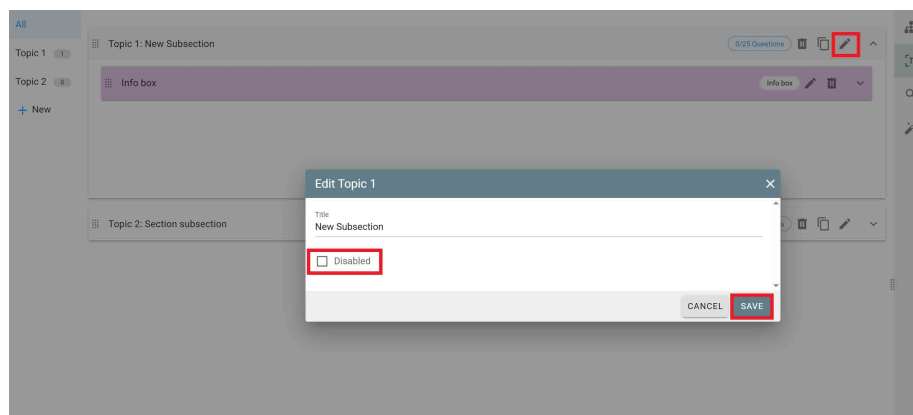
Adding your second sub-section works a little differently. As the assessment is now filling out the centre panel, there is now a **left-side menu** which will display your sub-sections. Click the **+ New** button to add another sub-section.



Repeat the same steps of adding the **title** and clicking **Save**. You will then have a second subsection. You can **navigate** between them by clicking the **heading** to open them up, or you can click the top option **All**, to view all at once.



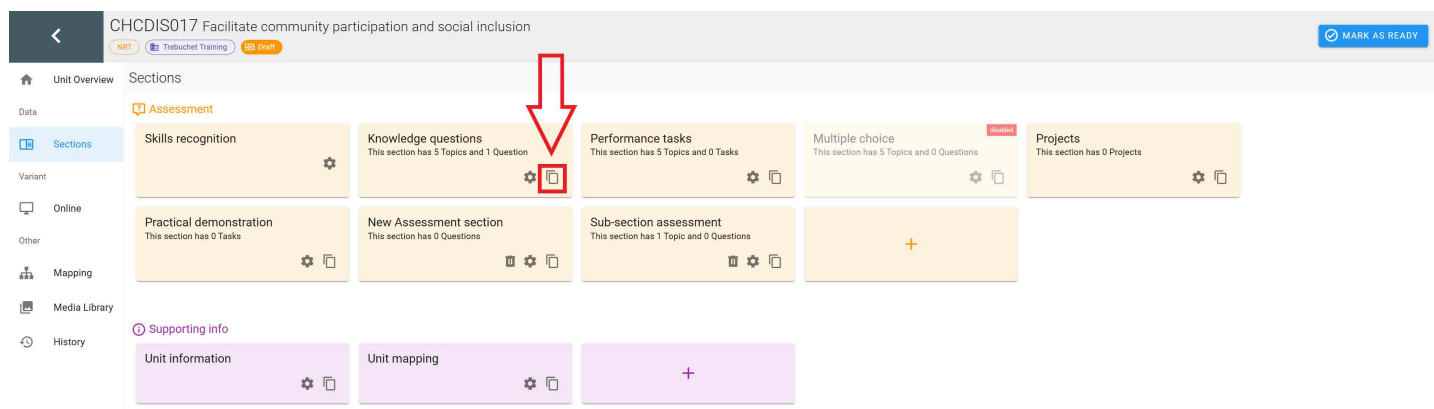
You can **disable a sub-section** by clicking the **Edit pencil icon** on the top right of the **Topic header** and checking the box next to the word **Disabled**, then click **Save**.




Section cloning

Cloning an existing section creates an **exact copy** of that section. Cloning a section allows you to make major changes to the section while retaining the original version.

To clone an existing section, click the **icon** at the bottom right that looks like **two rectangles stacked together**.



This will bring up a pop-up window. You can add the **title** for the new cloned version of the section here.

The screenshot shows a 'Clone section' pop-up window. The window has a dark grey title bar with the text 'Clone section' and a close button (X). Below the title bar is a text input field with the label 'Title'. At the bottom right of the window are two buttons: 'CANCEL' and 'SAVE'. The 'SAVE' button is highlighted with a red border.

Click **Save** and your new version of the assessment will be created.

Gradable vs Non-gradable

These are the two types of assessment functions you can have in Edify:

Gradable assessments - These assessments are locked into the submission cycle and can only be edited by the Learner or trainer **one at a time**, depending on the unit submission status. They count towards the Learner's assessment progression percentage in the unit.

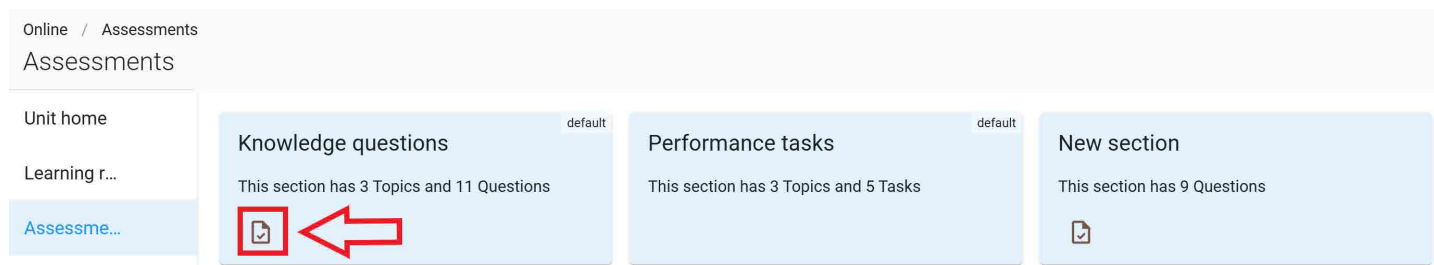
Non-gradable assessments - These assessments can be edited by the Learner or Trainer at **any time** and do not count towards the Learner's assessment progression percentage in the unit.

Most assessment sections are gradable. Any new assessment section that is created will be gradable.

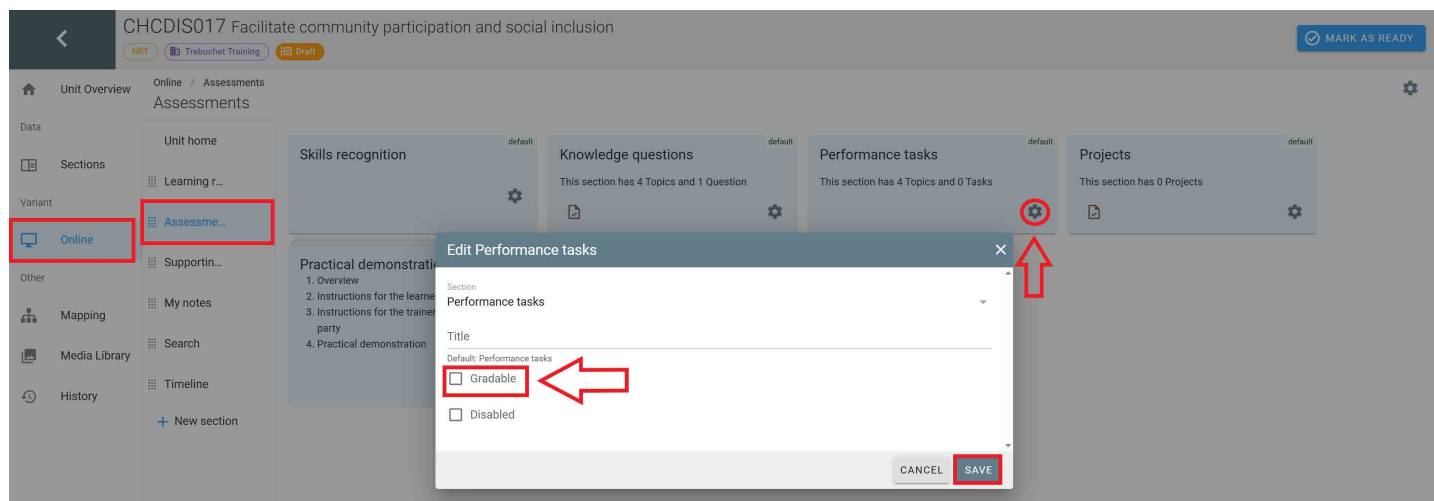
The default **non-gradable** sections are **Performance tasks** and **Practical demonstration**.

If you want your assessment section to be non-gradable, you will need to use either the **Performance tasks** or **Practical demonstration** section by relabelling the section and adding your own assessment in place of the existing one. You **cannot clone** these sections to gain non-gradable functionality.

A gradable Assessment Section will have an icon appear on the bottom left that looks like a rectangle with a tick on it in the Online Variant as per the screenshot below:

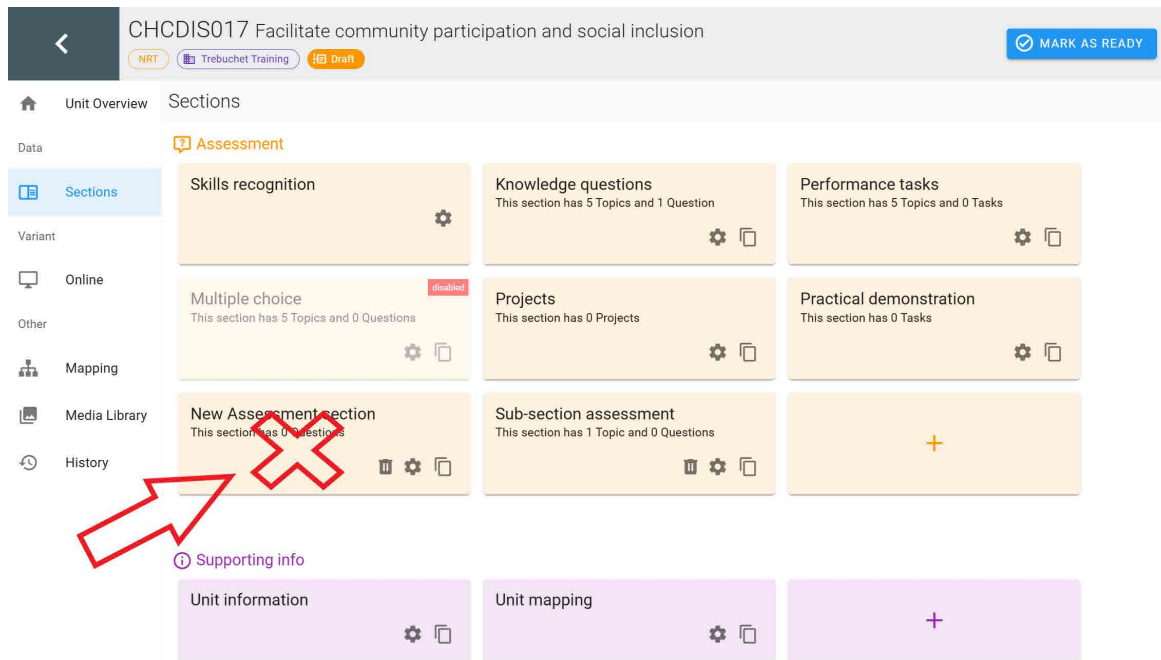


The **Performance tasks** and **Practical demonstration** can be made **gradable** by clicking the edit **cog** on the section in the **Assessment tab** of the **Online Variant** and then checking the box next to the word **Gradable** and then clicking **Save**.

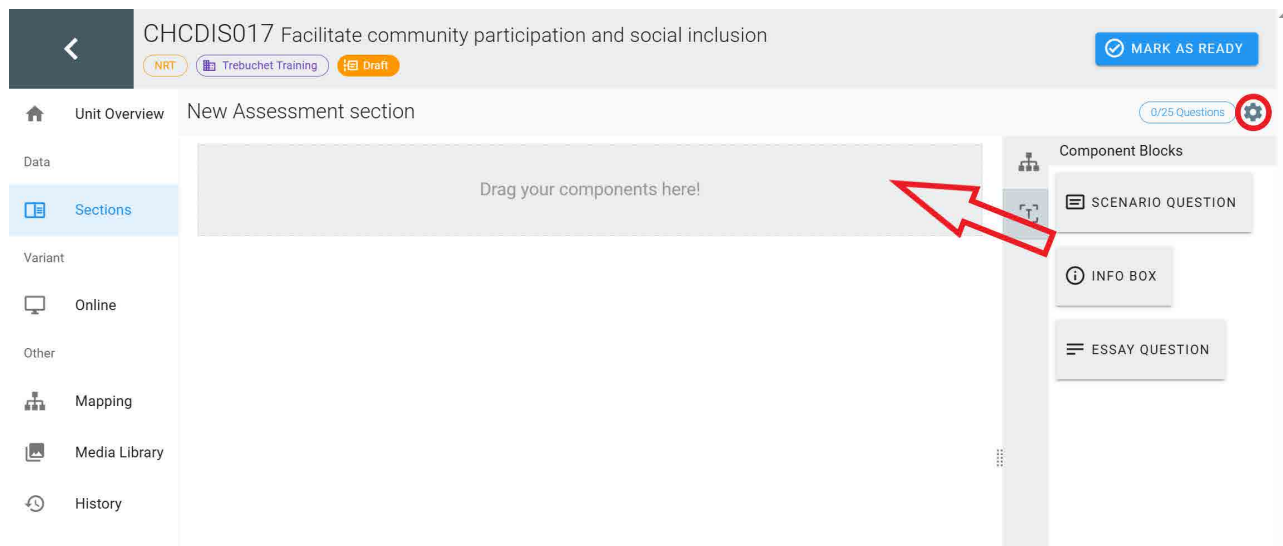


Section Components

Section Components are the building blocks of your Assessment Sections. They sit inside your Assessment Section and have different functions to allow for different question types. You can access the internal structure of your new assessment section by **clicking** in the middle of the **Section button**.



This will open your new assessment, which will look like this:



You can now **drag and drop** your **assessment components** from the **right-side menu** to start building your assessment. If you are missing any components that you need, you can return to the **section editor** by clicking the **cog** on the top right of the screen.

Essay Components

An Essay component is used for a typical **written answer**. You will have the **top text box** where you can input the **question** and the **bottom text box** where you can input the **answer** guide for the trainer.

You can format the text using the toolbar at the top of each text box.

If you scroll down, you will see three checkbox options.

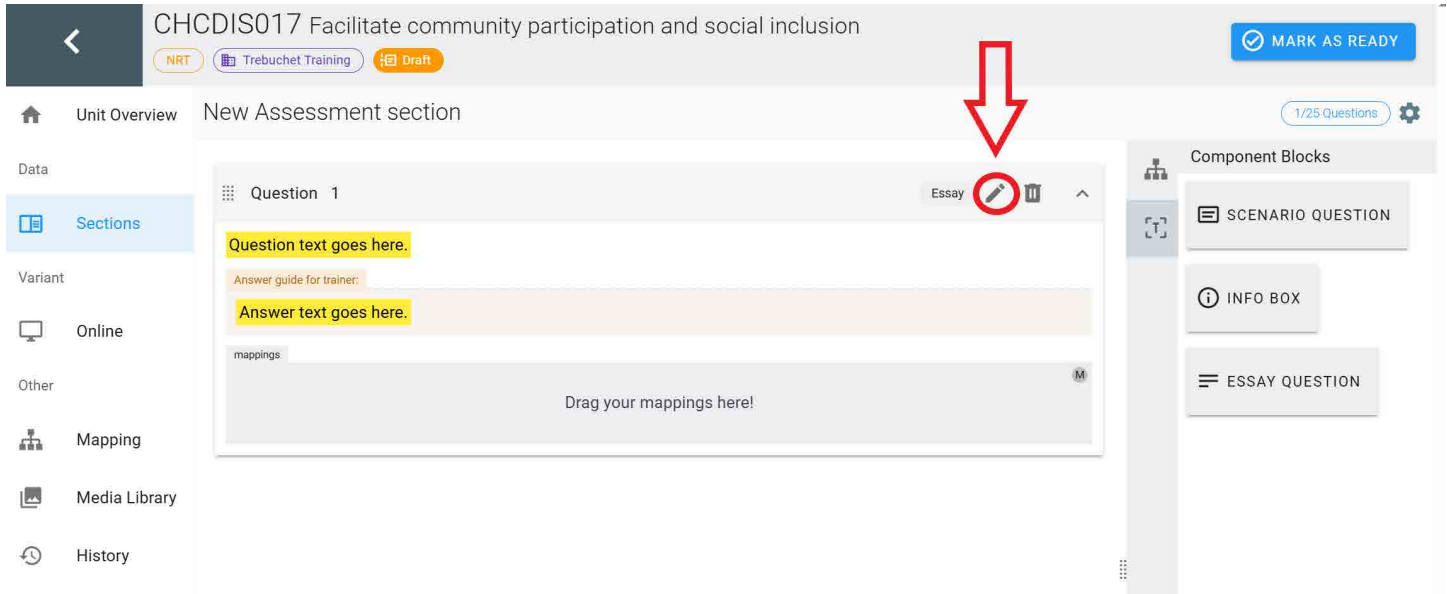
Hide in Online Variant — checking this box will mean that the question will not be visible in the LMS. You would use this if you want to remove the question, but keep the option of reactivating it later.

Attach files (checked on by default) — this will appear next to the text box in the LMS and will allow students to upload files along with their answer.

Record videos — Checking this box will allow students to record video evidence within the system for questions with a demonstrable answer.

Once you have finished adding your question, be sure to click **Save** to save your work.

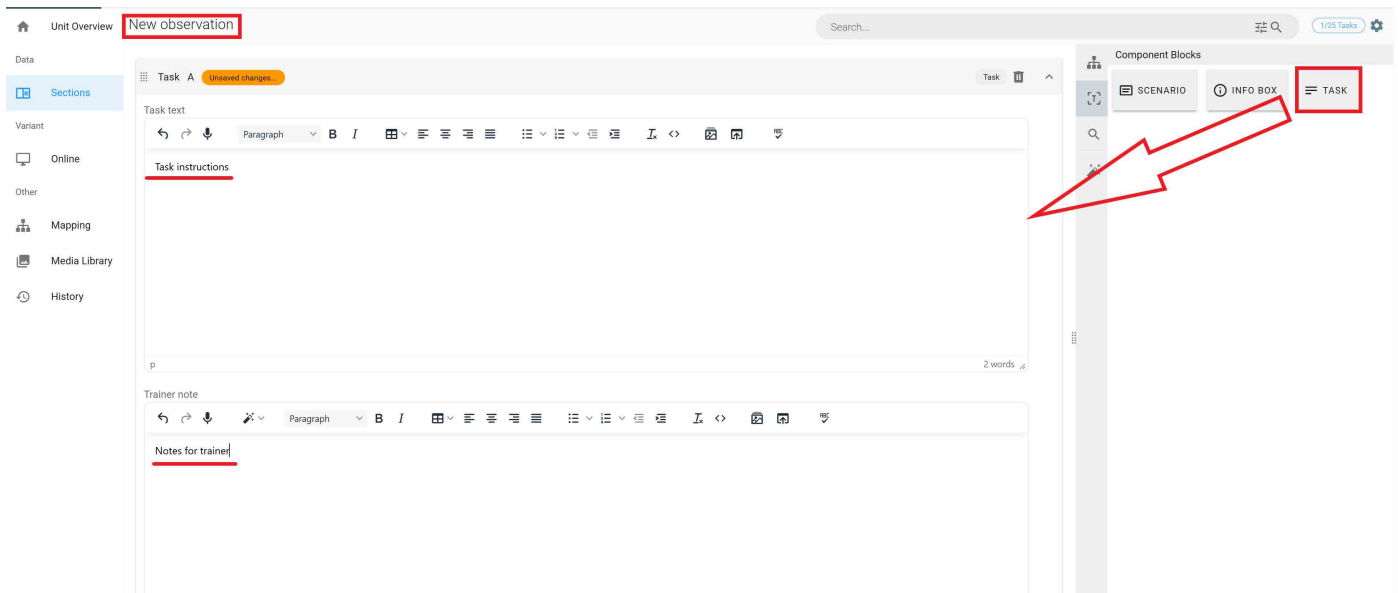
If you need to access the question to make further **edits**, you can open it back up by clicking the **pencil icon** at the top of the question.



The screenshot displays the Edify interface for editing a question. At the top, the unit title is "CHCDIS017 Facilitate community participation and social inclusion". Below this, there are tabs for "NRT", "Trebuchet Training", and "Draft". A "MARK AS READY" button is visible in the top right. The main area is titled "New Assessment section" and shows a question card for "Question 1". The question card contains a text input field for "Question text goes here.", an "Answer guide for trainer:" section with a text input field for "Answer text goes here.", and a "mappings" section with a "Drag your mappings here!" prompt. A red arrow points to the pencil icon in the top right corner of the question card, which is used to edit the question. The right sidebar shows "Component Blocks" with options for "SCENARIO QUESTION", "INFO BOX", and "ESSAY QUESTION".

Task Components

If you create an **Observation-style assessment**, **Task** will replace Essay as your main assessment component. **Task** has some different features than Essay, but functions in the same way in terms of setting up the question. Your **top text box** will be for **task instructions**, and the **bottom text box** will be for any **notes for the trainer**.



This section has the **built-in feature** for **Observation notes** (shown in the screenshot below) which will appear in the **LMS**. It also has **Record videos** enabled by default.

For this observation:

What was done?

How were the tasks performed eg real workplace, simulation, role play

When was it done and over what period of time?

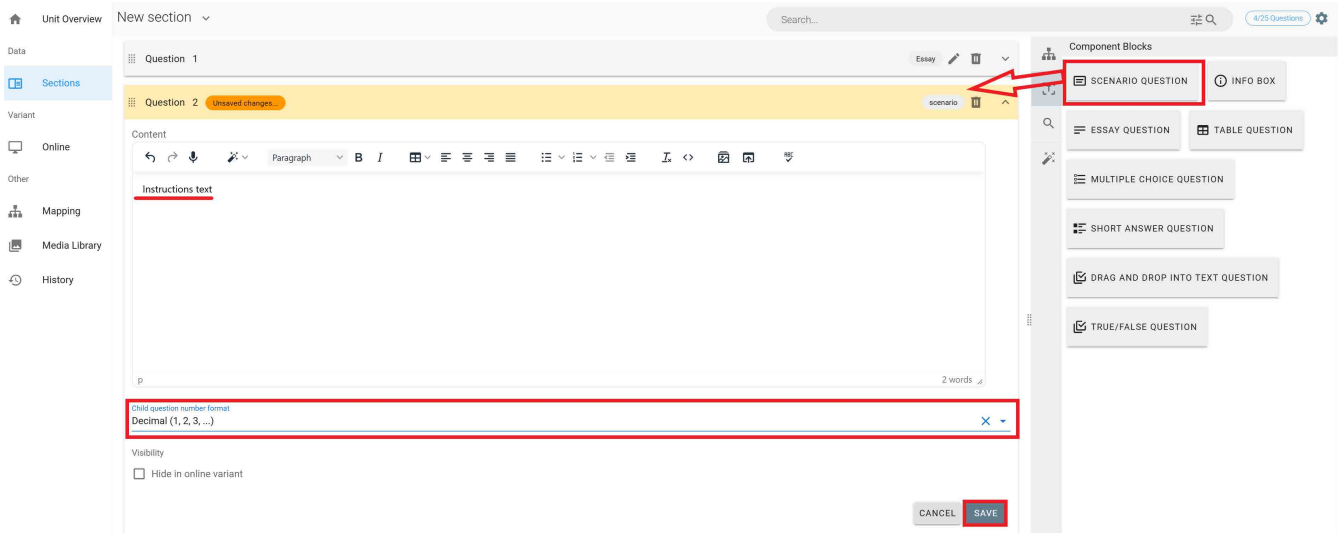
Who observed the tasks being performed?

Scenario Components

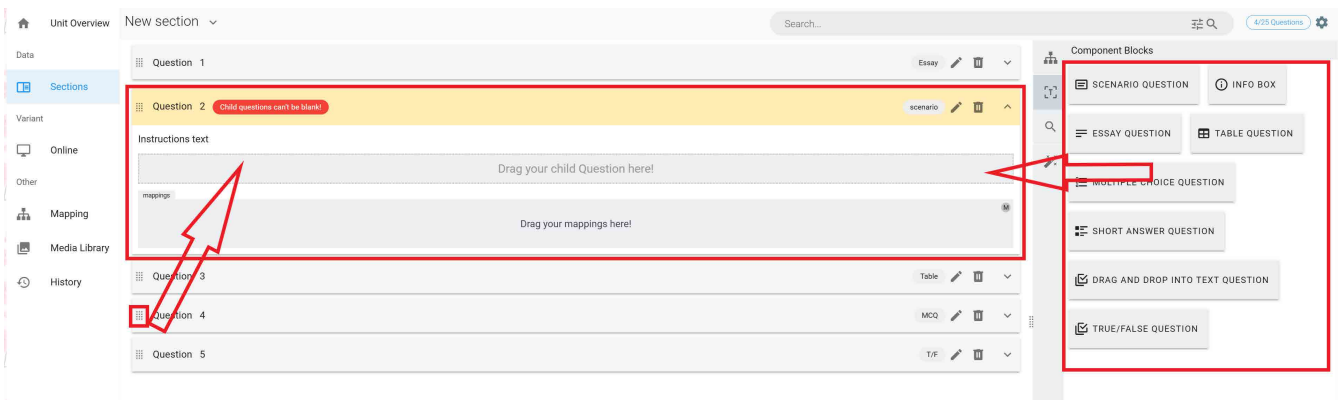
Scenario components can be used to **group together** any other **component blocks**. It includes a text box to add any overarching instructions for the components which are grouped under it. You can change the **Child Question Number Format** to be numerical or alphabetical.

To build a **Scenario** question, drag the **Scenario component** into the **assessment**.

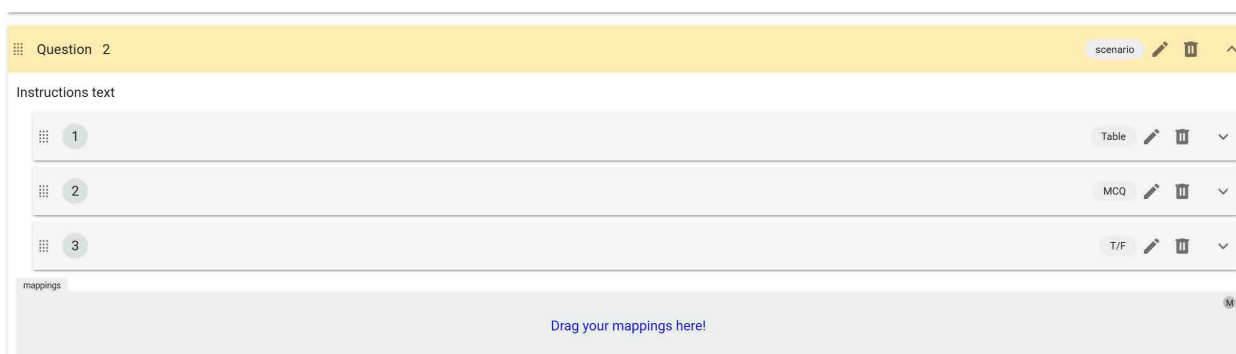
Add your **text** to the text field, choose the **Child Question Number Format** and then click **Save**.



Your saved scenario will look like the following image. You can now **drag and drop** your **Child Questions** into the box. You can also drag in pre-filled components from your assessment.



Once the Child Questions have been added, it should look like this:

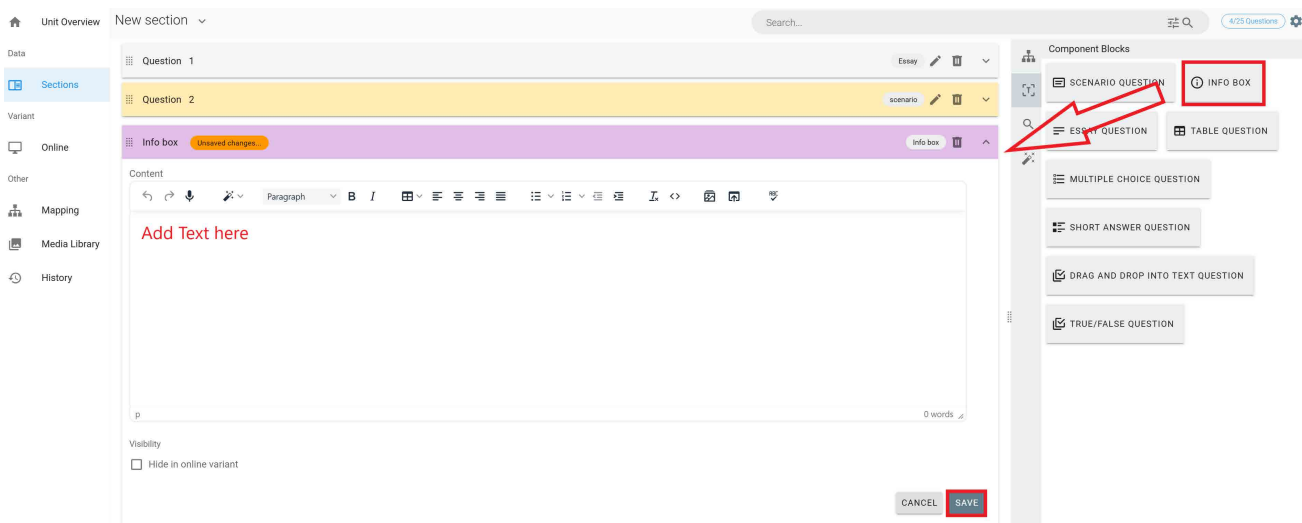


Info Box Component

The Info Box component is used when you want to add **additional instructions** to an assessment **without** the need for a **student response**. This can be used in place of a Scenario to provide overarching instructions without grouping components together. It can also be used to provide additional information that needs to sit separately from the actual assessment questions.

To use the Info Box, drag the Info Box component into the assessment.

There will be a **text field** where you can add text, images, or attachments. There is **no answer field** as this component is **not answerable**. The **Info Box** will appear **purple** to separate it from any assessment questions.



Be sure to click **Save**. Once saved, it should look similar to the image below.

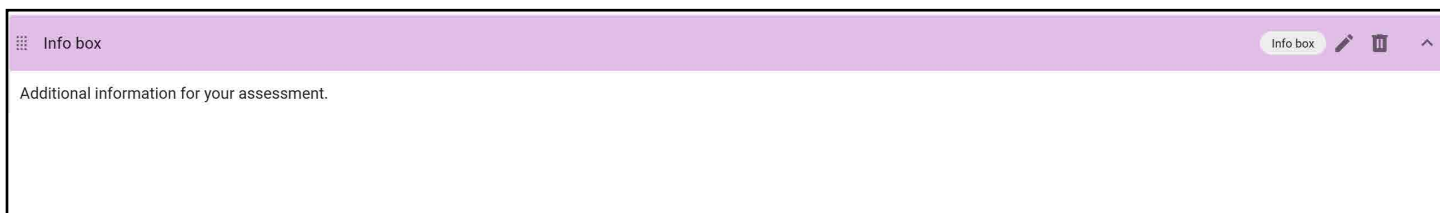
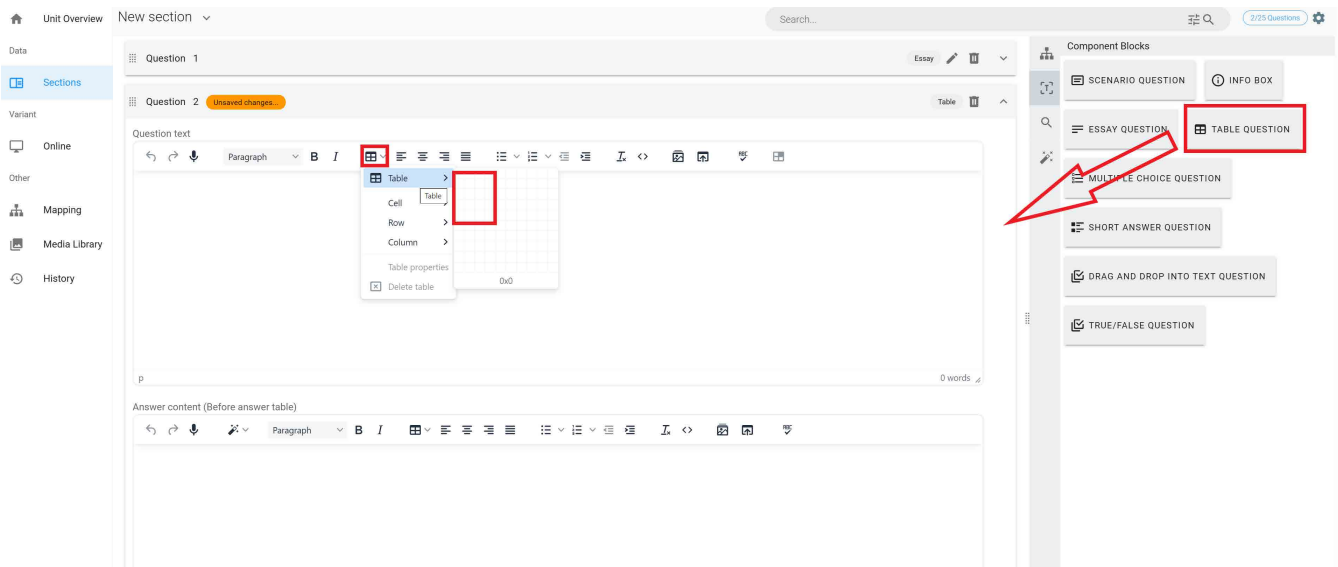


Table Style Components

If you want to add an **interactive table** to your assessment, then you will need to use the **Table component**. Table components have additional functions which allow the table to be interactive in the LMS, allowing learners to input answers directly into the table.

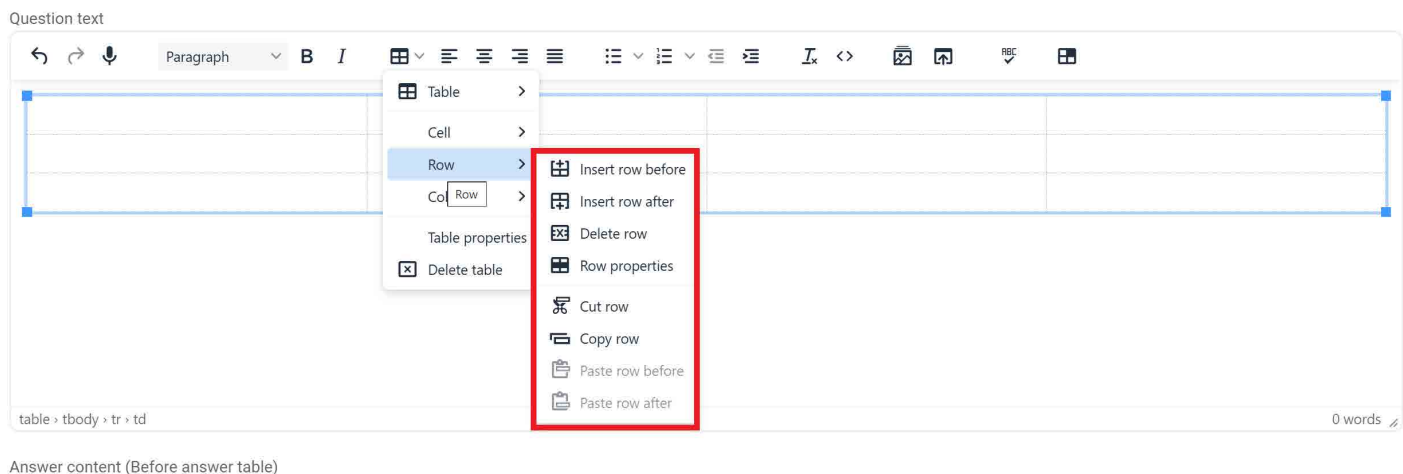
Firstly, you will need to ensure **Table** components are **enabled** in the **Section settings**.

Once you have added your **Table** component to the Assessment Section, you can build your table in the **Question** text field using the **table tool** in the **toolbar**.

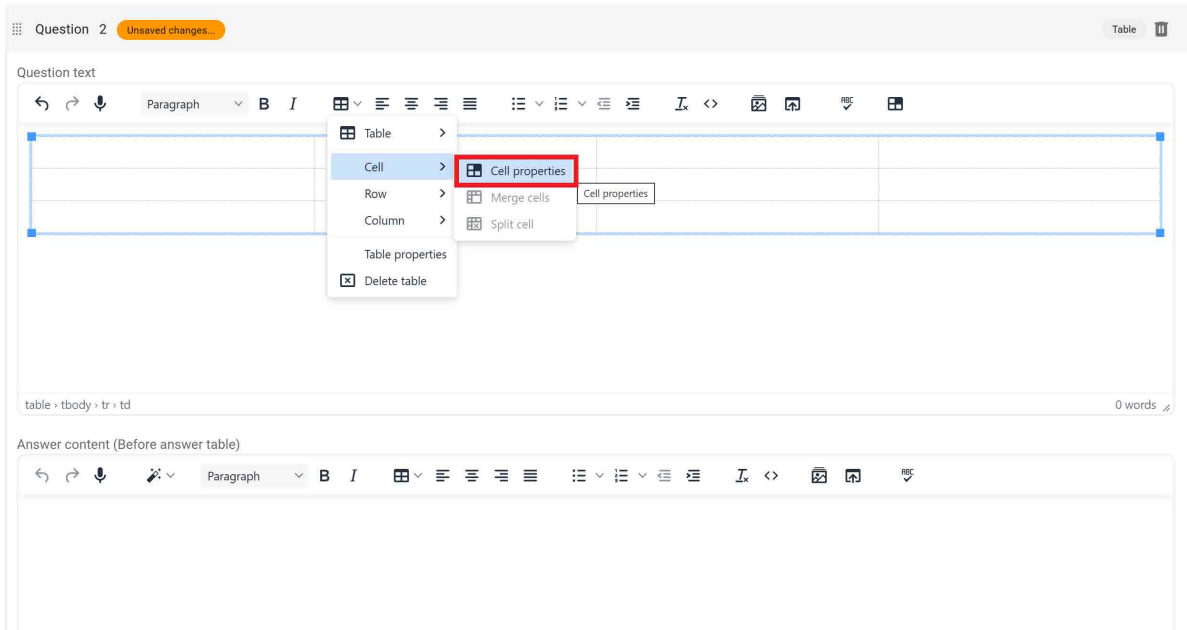


Click the **table icon** in the **toolbar**, select the option **Table**, then click and drag your cursor to **highlight** the number of **rows and columns** you want your table to have. Then release the click. Your table will appear in the question field.

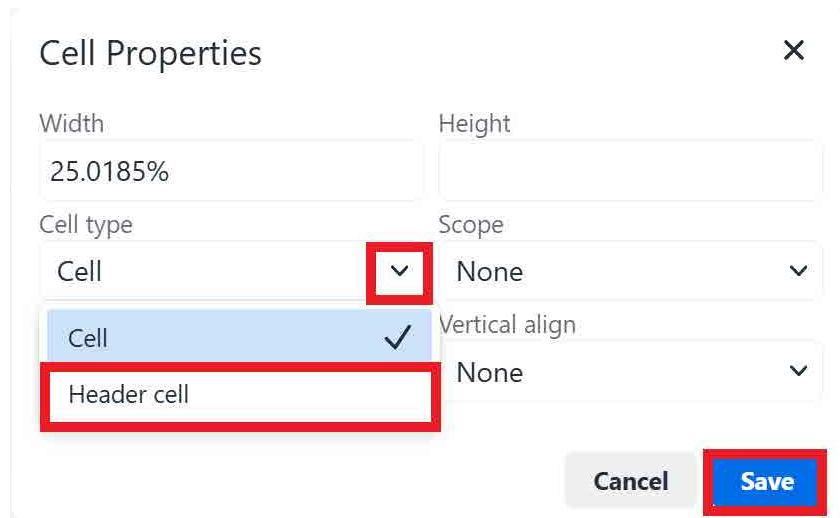
You can **further edit** your table with the other options under the **table tool** to **add/remove columns or rows**.



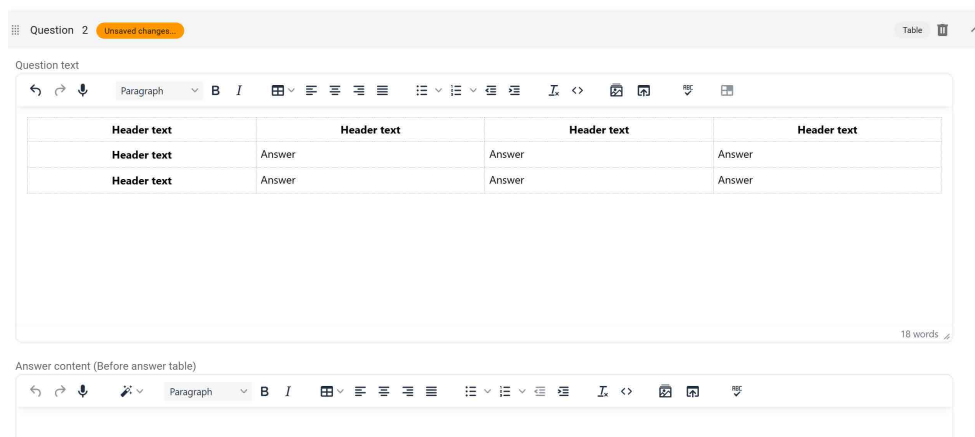
You can also edit the cell properties to set a cell as a **header**. First, **highlight the cells** you want to make into **headers**. Click **Cell**, then **Cell properties**.



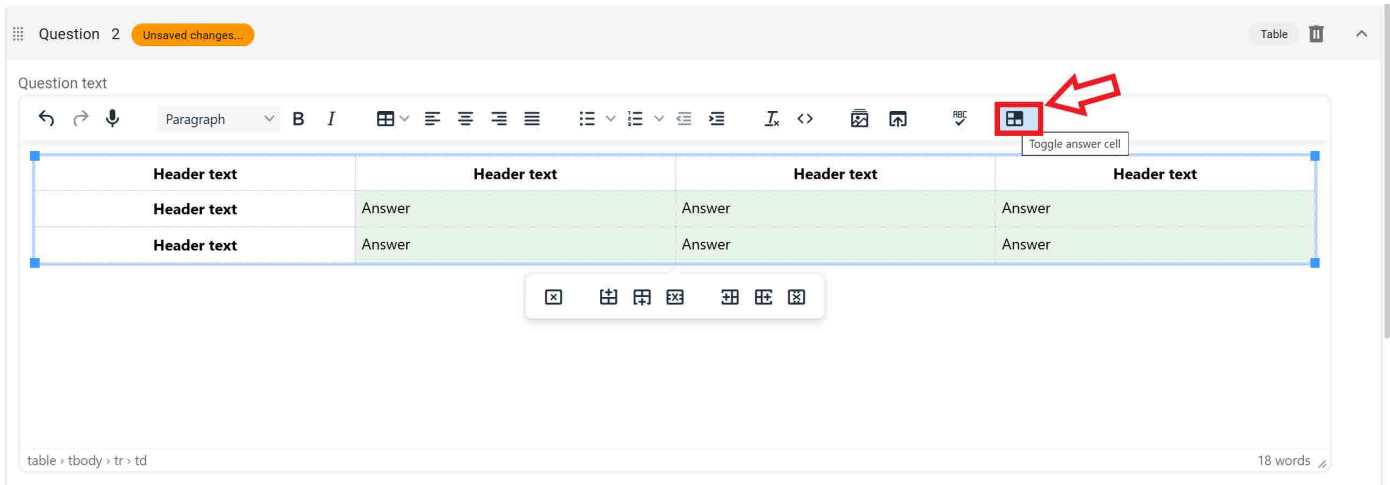
A pop-up window will appear with a few different options. Select the drop-down **Cell type**, then select **Header cell**. Click **Save**.



Your **headers** will now appear in **bold** to indicate that they have the **header setting enabled**.



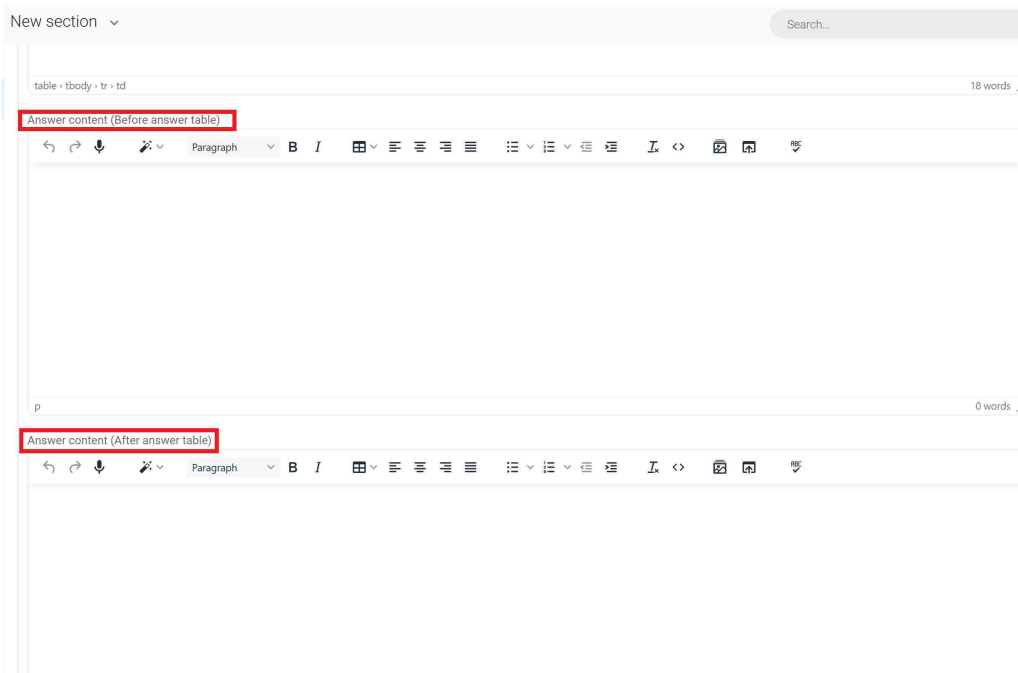
Now that your table is setup, you want to make your table interactive by setting the **answer cells as interactive**. To do this, **highlight the answer cells** and then select the **last icon** on the **toolbar**, which will set them as **interactive**. You will know that it has worked when the **cells** appear shaded **green**.



The screenshot shows the Edify editor interface. At the top, it says "Question 2" and "Unsaved changes...". Below that is a "Question text" field with a rich text toolbar. A table is displayed with four columns and three rows. The first row has four "Header text" cells. The second and third rows have "Header text" in the first column and "Answer" in the other three columns. The "Answer" cells are highlighted in green. A red arrow points to the "Toggle answer cell" icon in the toolbar, which is a small square with a plus sign. Below the table is another toolbar with icons for deleting, inserting, and editing cells. At the bottom left, it says "table > tbody > tr > td" and at the bottom right, it says "18 words".

You can also add instructional text and any required attachments and images either before or after your table.

Once the question part is complete, you will notice that there are two text fields for the answer guide. This is because the system will **auto-generate** the table for the answer guide if **suggested answers** have been added to the **interactive cells**. As the system will auto-generate the answer guide table, the two text fields allow you to **choose** if you want the answer guide text to sit **before** or **after** the table in the answer guide in the LMS. You can add text to both if you wish, or leave them both blank if you only require the suggested answers provided in the table.





The screenshot shows the Edify editor interface with two text fields for answer content. The top field is labeled "Answer content (Before answer table)" and is highlighted with a red box. Below it is a rich text toolbar. The bottom field is labeled "Answer content (After answer table)" and is also highlighted with a red box. Below it is another rich text toolbar. At the top left, it says "New section" and at the top right, there is a search bar. At the bottom left, it says "table > tbody > tr > td" and at the bottom right, it says "18 words" and "0 words".

You will also have the option to enable attachments and videos for table components.

Be sure to click **Save** once you are done to save your work.

Once you have clicked **Save**, your new table question will look something like the image below. Note how the answer text sits before and after the table and how the **answers** within the table have been **separated out** into the **answer guide**.

Question 2 Table   ^

Header text	Header text	Header text	Header text
Header text			
Header text			


Answer guide for trainer:

Text before

Header text	Header text	Header text	Header text
Header text	Answer	Answer	Answer
Header text	Answer	Answer	Answer

Text after

mappings

Drag your mappings here! 

Tip!

Remember that if the cells aren't green, then they are not interactive. Always check that the cells are green on any interactive tables before setting your Unit to Ready.

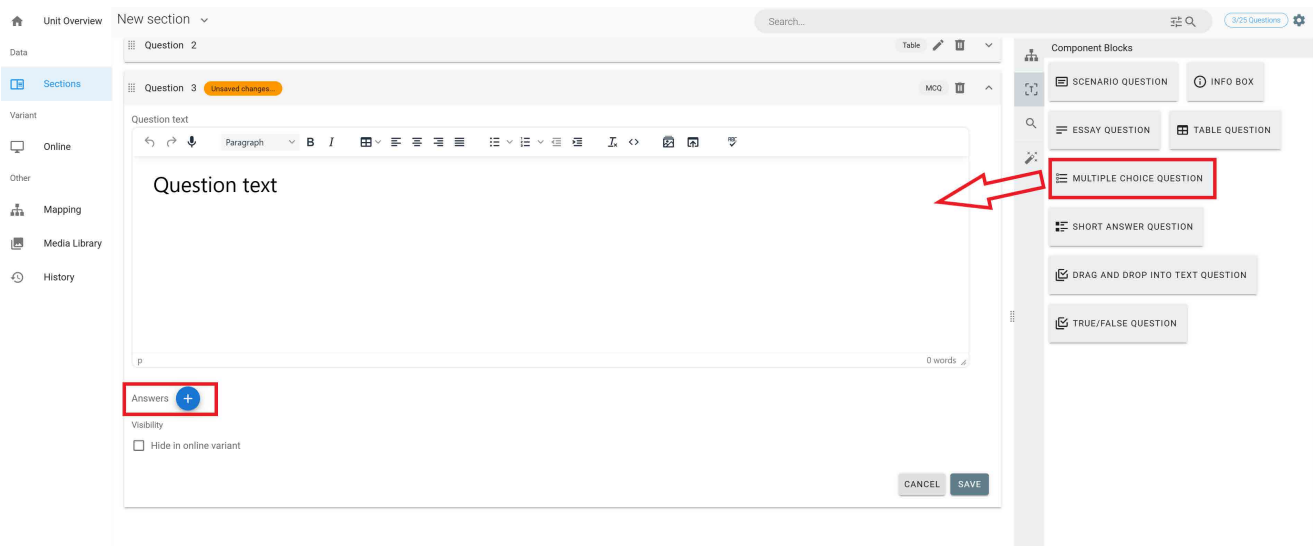
Multiple-choice Components

Multiple-choice components require the learner to select from a list of **pre-written answer options**. Multiple-choice components can be set as **auto-marking**, we will go into more depth on this in [Auto-marking](#).

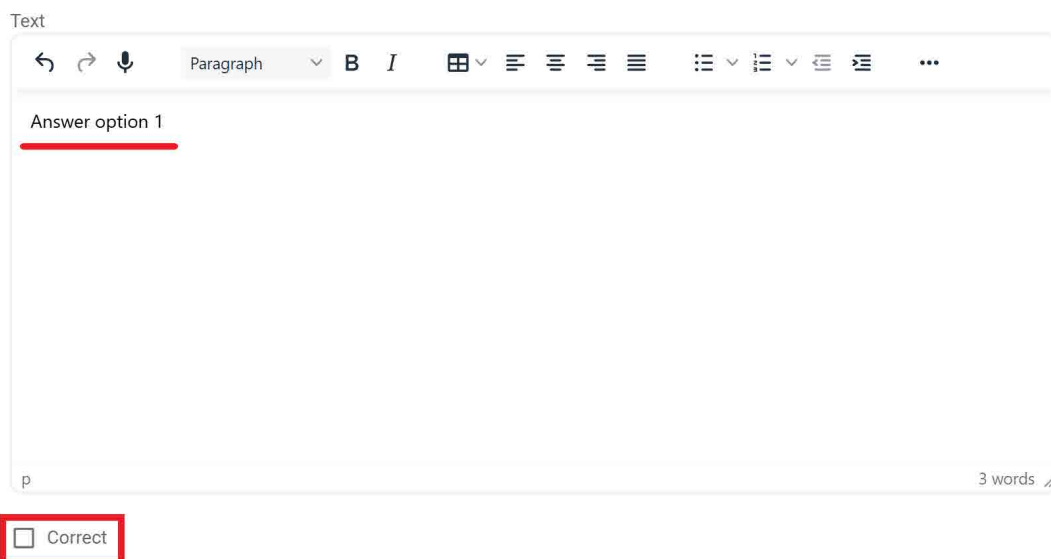
To create multiple-choice questions, you first need to enable the **Multiple-choice component** in the **Section settings**.

Once you have the **Multiple-choice** component, **drag** it into your **assessment**.

The **Multiple-choice** component looks a bit different from the previous components we have gone over so far. The question field works the same, but instead of an answer field, you will see a **button to add an answer**.



If you click the **+ symbol button**, a pop-up window with a text field will appear where you can add your **first answer** option. If this is a **correct answer**, check the **checkbox** next to the word **Correct**. Click **Okay** to save.



CANCEL

Repeat the previous step until all of your answer options have been added. Ensure that **at least one** is marked as **correct**. Your answers should look similar to the image below. Be sure to click **Save** once you have finished creating the question to save your work.

Once saved, your Multiple-choice question should look something like the image below. Note that the **correct answers** will appear **green** to indicate they've been marked as correct responses.

True/False Components

True/False components can be used to create questions that the student only needs to indicate if they are **true or false**.

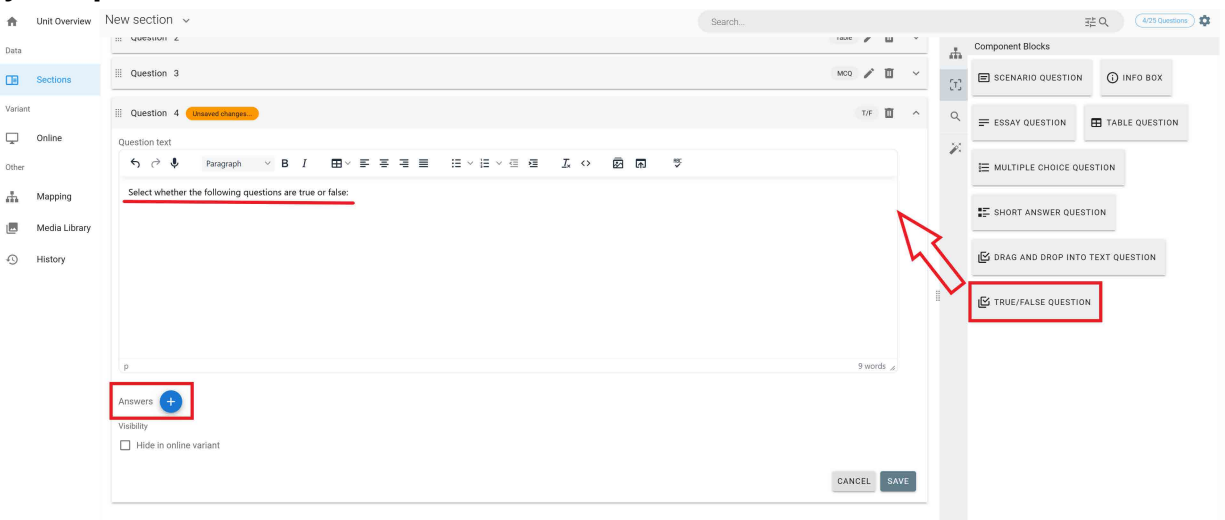
To create a True/False question, you will first need to enable the **True/False component** in the **Section settings**.

Once the component has been enabled, drag it into your assessment.

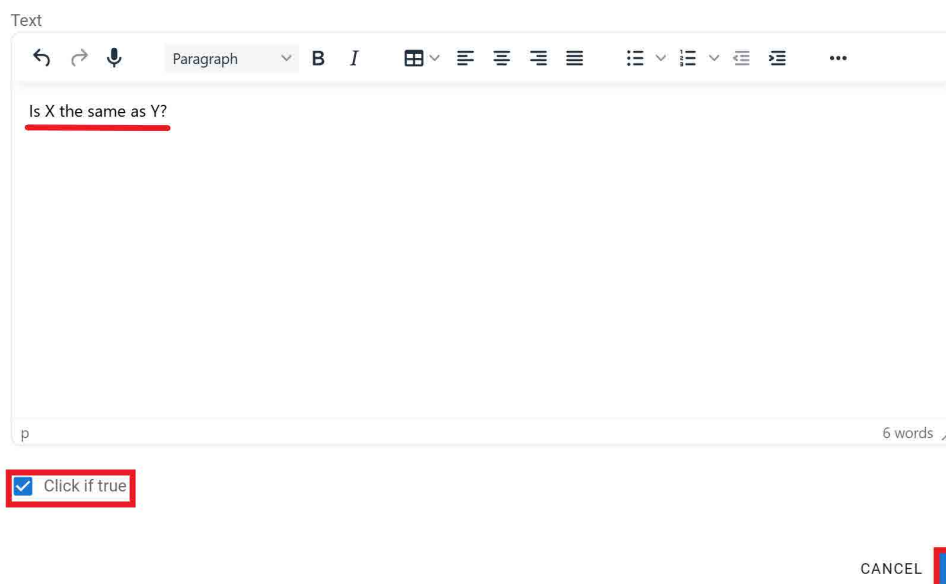
You will notice that the True/False component has a similar look to the Multiple-choice component.

In the **Question text** box, you will need to add a **lead-in sentence** rather than the question itself. This will be something along the lines of "Indicate whether the following statements are true or false".

To **add your questions**, select the **+ button** below next to the word **Answer**.



A text field will appear where you can **add your question**. If the answer is true, **check** the box next to the text **Click If True**. Then click **OK** to **save** the question.



You can repeat this to add as many questions as you like. Be sure to click **Save** to save your work.

Once saved, your True/False questions will appear as below.

Question 4 T/F ✎ 🗑️ ^

Select whether the following questions are true or false:

	TRUE	FALSE
Is X the same as Y?	<input checked="" type="radio"/>	<input type="radio"/>

mappings M

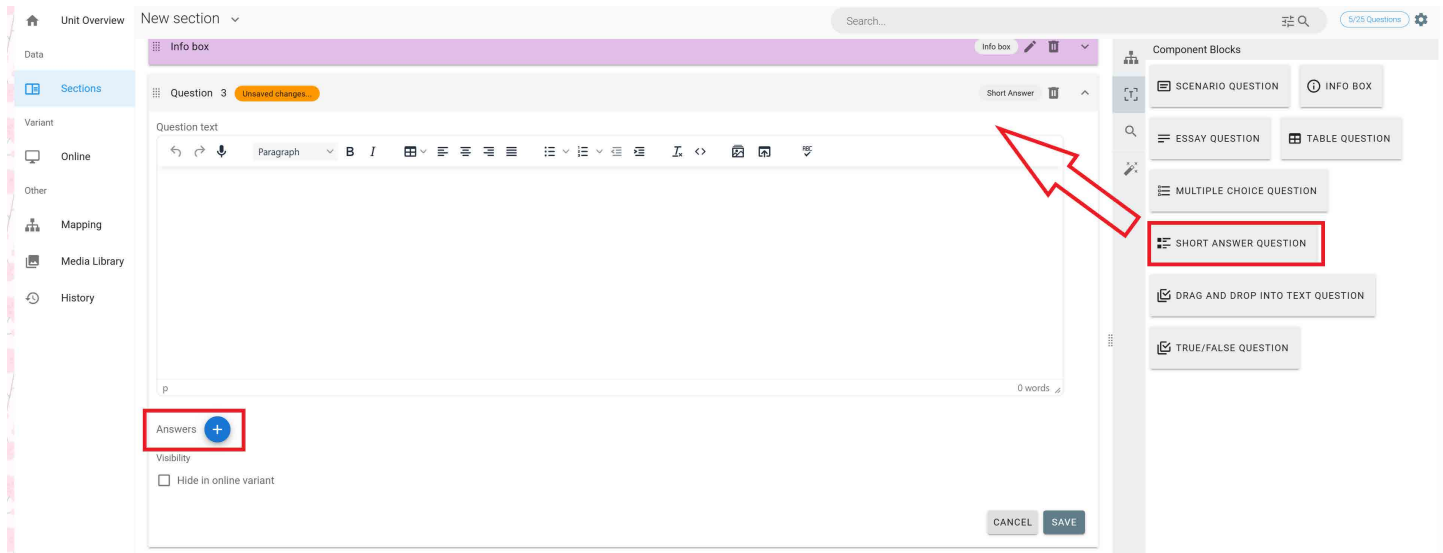
Drag your mappings here!

Short Answer Components

Short Answer components are intended for questions which have an **answer** of only a **few words**, such as a name or a term. The answer will need to have only **one correct option**, which the student will need to **match** in order to be marked correct. They are intended for use with **auto-marking**. If the answers vary or require a full sentence response, then the Short Answer component would not be recommended in this case.

To use a **Short Answer component**, you will first need to **enable** the component in the **Section settings**.

Once you have the component, **drag and drop** into your **assessment**.



You will notice that this component looks very similar to the last two we have gone over; Multiple-choice and True/False.

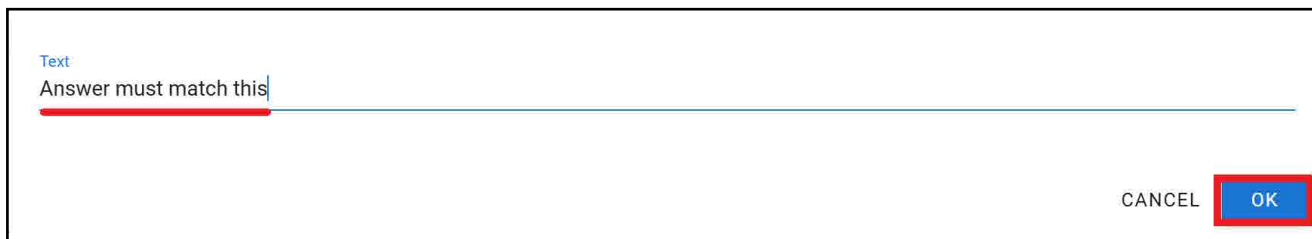
You will add your **question** text to the **text field** and then use the answer **+ button** to add your **answer text**.

Tip:

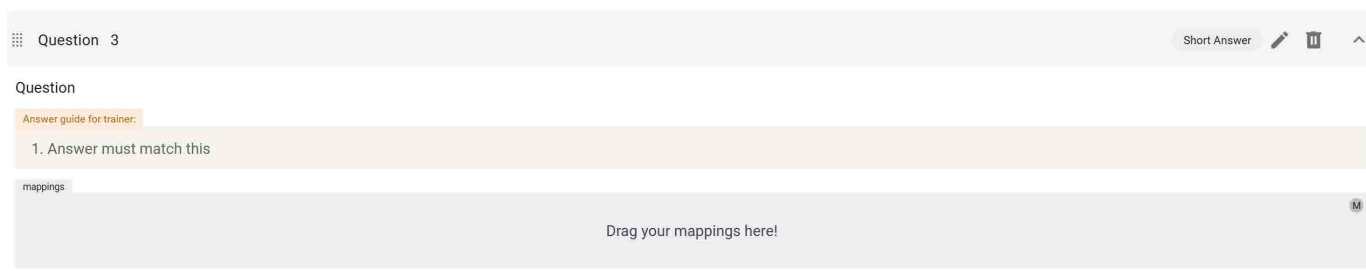
Some things to consider...

- **Answers should only be one word (or two words max) because the learner must write the exact answer, otherwise the system *will not* mark it as correct.**
- **No full stops or punctuation, capital letters are OK.**
- **A word bank can be helpful to provide suggested answer.**

When you press the **+** **button**, a pop-up window will appear where you can add your **answer text**.



Click **OK** to **save**. You can **only** add **one answer option** for this component to function correctly. Click **Save** to save your work. Once saved, it should look something like this:

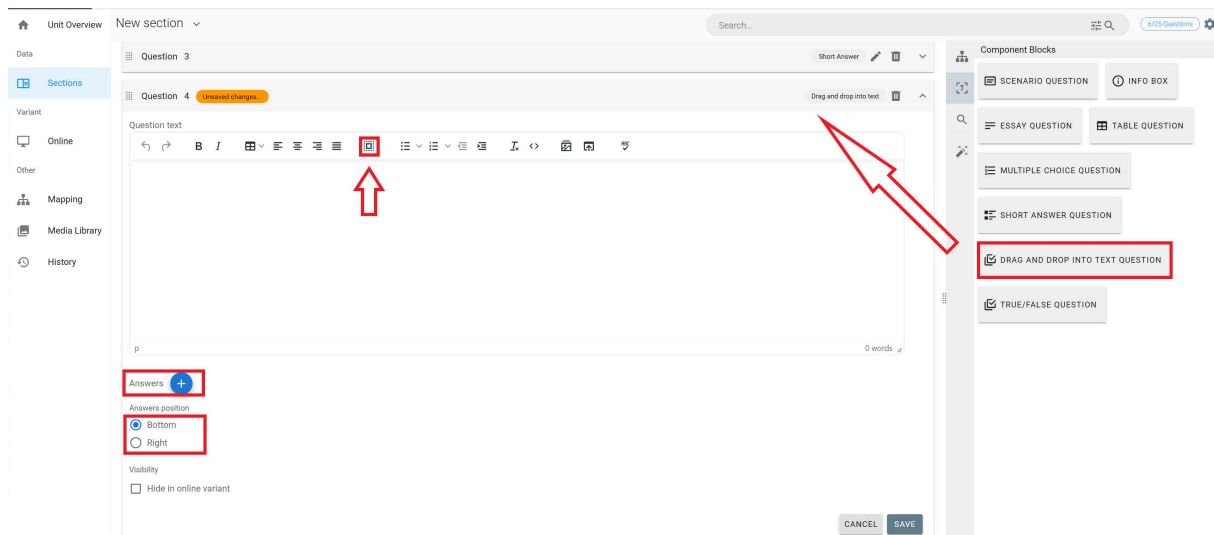


Drag and Drop Components

Drag and Drop components are used for **fill-in-the-gaps** style assessments. The most common one is the **table style**, where you match text or images, or put words **in order**. This could also be a sentence with blank sections which the learner has to fill with words chosen from a **word bank**. The Drag and Drop component can be used with **auto-marking**.

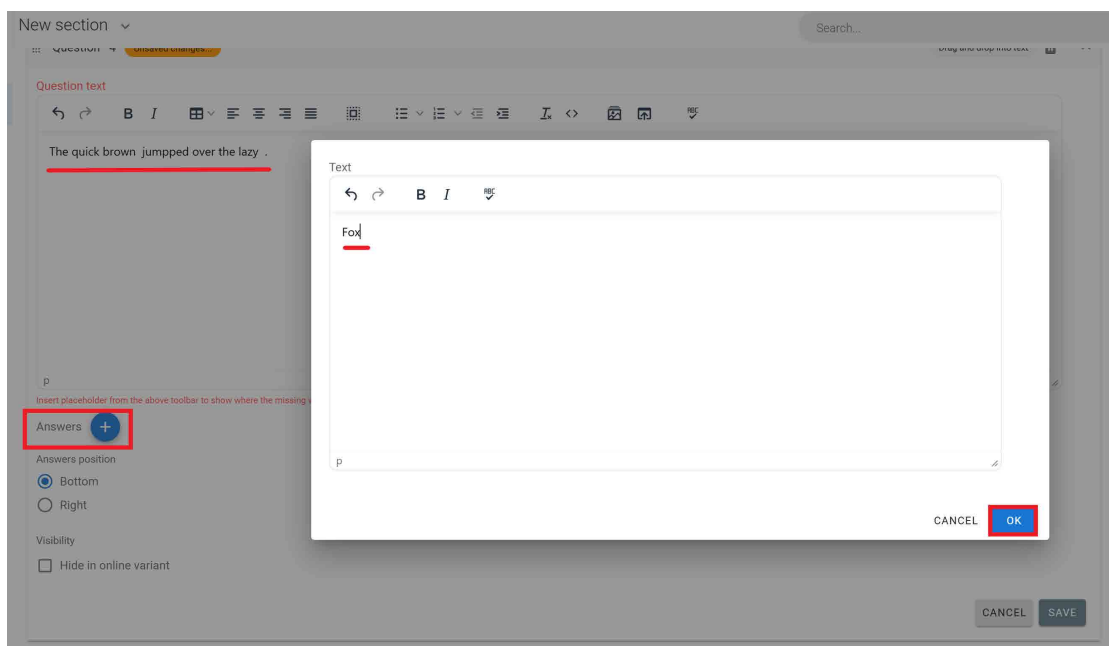
To build a **Drag and drop** assessment, you first need to **enable** the component in the **Section settings**.

Once enabled, drag the component into the assessment.

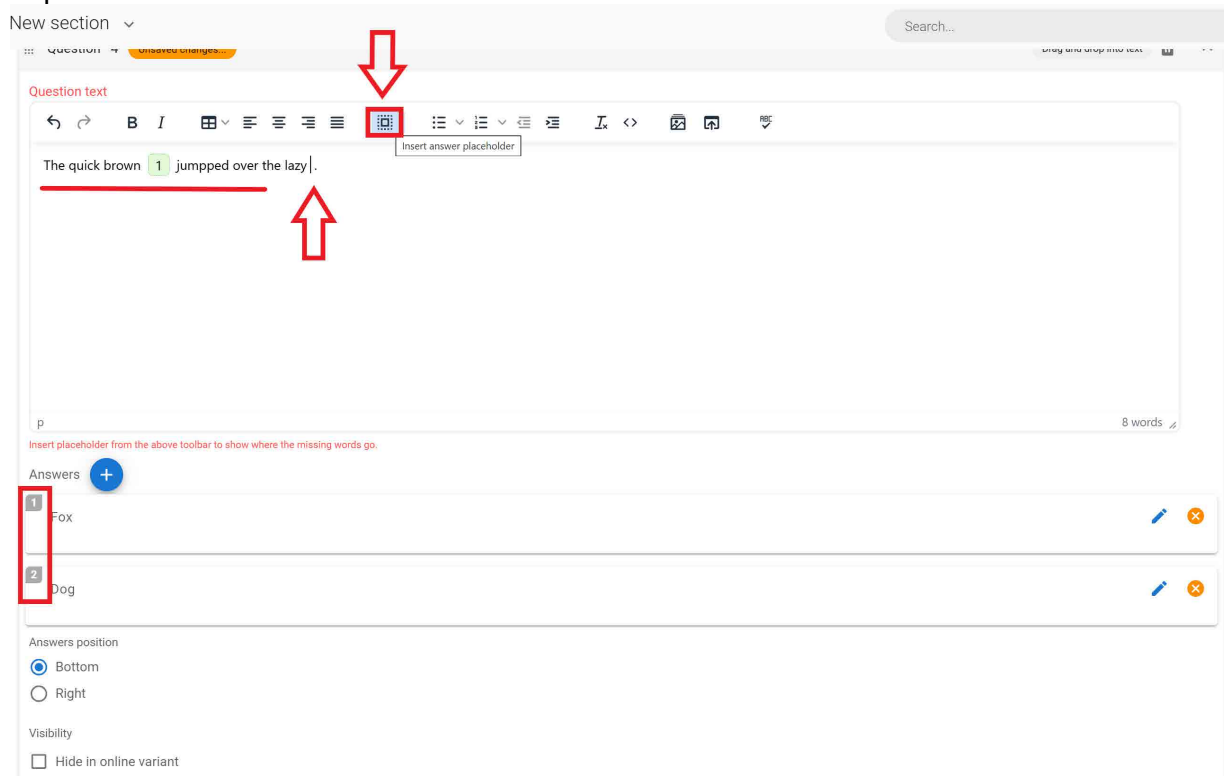


You will notice that this component looks very similar to the last few we have looked at, however this one functions quite differently. You will first need to **construct your text**, leaving gaps for the **blanks** to be **filled**. You can do this by writing a sentence with gaps, using a table for a matching activity, or any other way you choose.

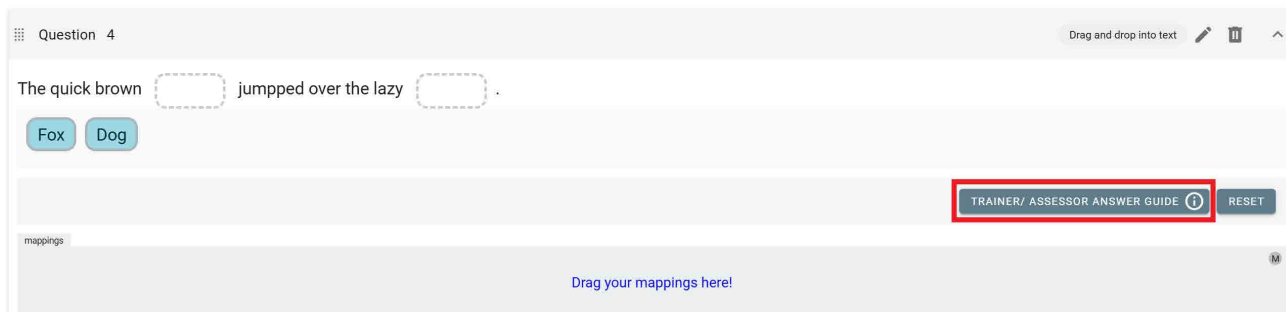
Once you've added your text, use the **+ Answer** button to create your **word bank**. A text field will appear where you can add your text. Click **OK** to save. Repeat this step until you've added all the words in your word bank.



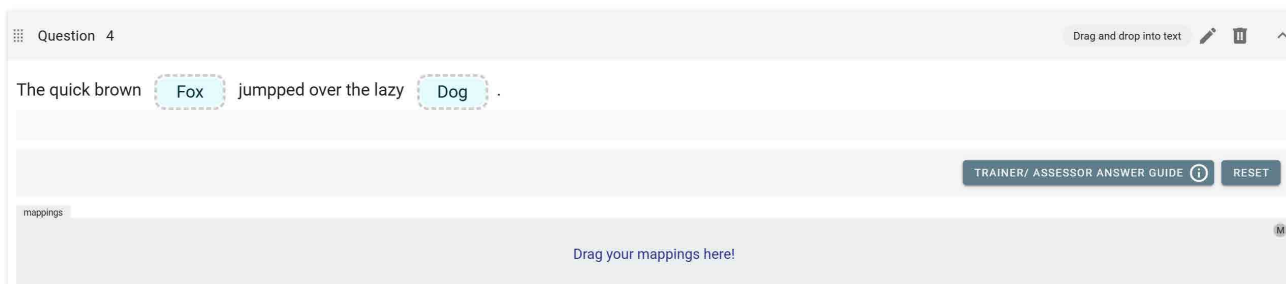
Now that you have filled out your Word Bank, you will need to use the **Insert Placeholder button** in the **toolbar** to place where your **word bank answers** need to be dropped into the **text**. To do this, click your **cursor** where you want the **answer to sit** and then click the **Insert Placeholder button**. This will place a **number** which is a **placeholder** for your text. These numbers correspond to the words in your word bank in the order in which they were added. They will be placed in **numerical order** with **each click of the button**. However, you can choose where to place them.



Once you have finished **placing** all of the words from your **word bank**, click **save** to save your work. It should then look something like the screenshot below.



If you click the button **Trainer / assessor Answer Guide**, then the system will **place your word bank** where you have assigned them to sit for a **correct response**.



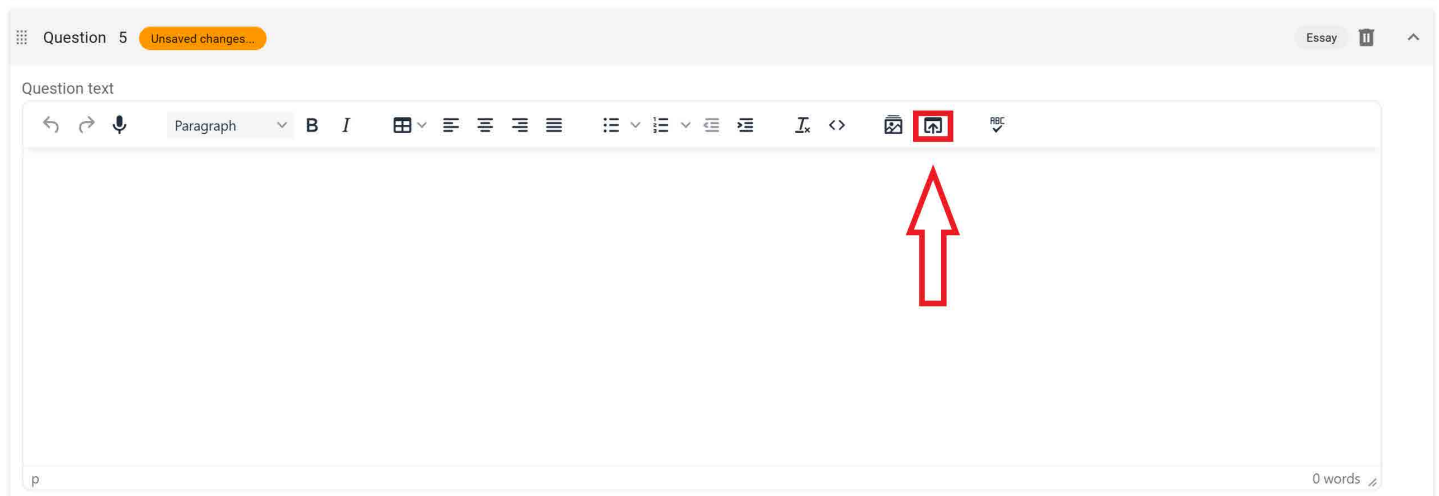
Additional features

There are a few additional features that you can add to your assessment to make it more interactive and engaging. You can access these in the edit toolbar inside any editable section.

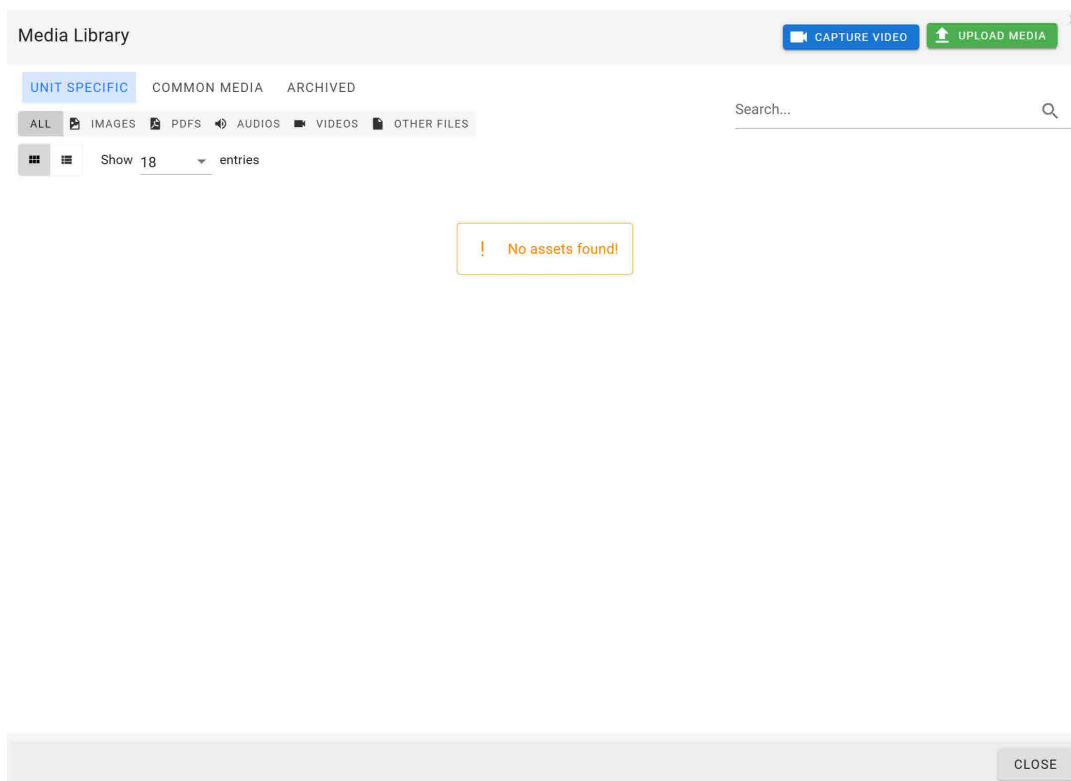
Linked Assets

Linked assets are additional resources that you can add to your assessment via a text link to be downloaded by learners or trainers. This is useful for additions to your assessment, such as style guides or forms to be filled out. You can link assets to any location where there is a **toolbar** with a **Media Library button**. You can attach any files you like so long as they are **less than 100 MB**.

Click your **cursor** where you want the **asset** to link and then click the **Media library button**.



This will open the **Media library**. You can then **drag and drop** your **file** in.



Once you have added your file to the **Media Library**, a text box will appear at the bottom of the pop-up window. This **text box** is for your **link text** which is how your **link will appear** in your **assessment**. You can leave this as is and the system will automatically fill in the text to say **Click to download (your file name)**, or you can replace this with your own text. Once that is done, click **Insert** to link your asset.

The screenshot shows the 'Media Library' interface. At the top, there are buttons for 'CAPTURE VIDEO' and 'UPLOAD MEDIA'. Below that, there are tabs for 'UNIT SPECIFIC', 'COMMON MEDIA', and 'ARCHIVED'. A search bar is on the right. Below the search bar, there are filters for 'ALL', 'IMAGES', 'PDFS', 'AUDIOS', 'VIDEOS', and 'OTHER FILES'. A 'Show 18 entries' dropdown is visible. Two files are shown: a PDF file named 'BSBADV507 A19 TAG' and a Word document named 'Edify instruction manual ...'. The Word document is highlighted with a red box. Below the files, a text box is shown with the text 'Click to download New Attachment' and an 'INSERT' button to its right.

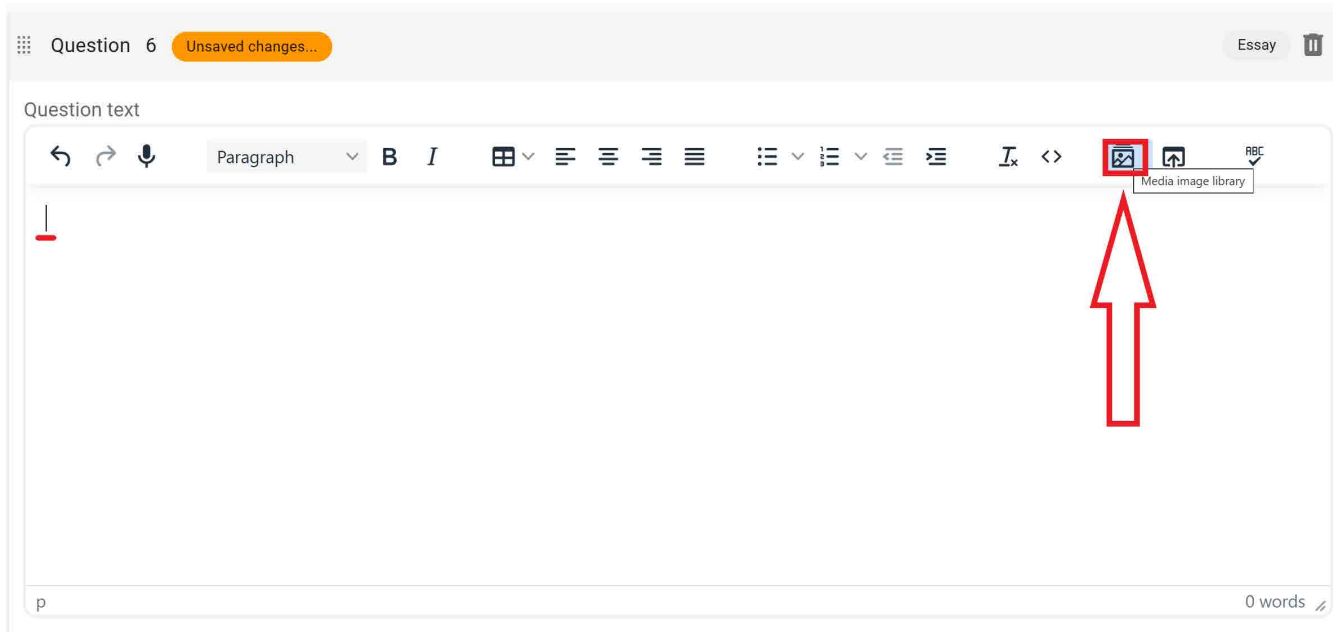
Your **asset** will then appear in your assessment as **blue link text**. Once you **save** the assessment question, the link will become active and you will be able to **download** your asset by **clicking the blue text**.

The screenshot shows an assessment question editor. At the top, there is a 'Question 5' header with an 'Unsaved changes...' indicator. Below that, there is a 'Question text' field with a rich text editor toolbar. The text 'Click to download New Attachment' is inserted into the question text field and is highlighted with a blue background. Below the question text field, there is an 'Answer text' field with its own rich text editor toolbar. The status bar at the bottom indicates 'p > span > a' and '5 words'.

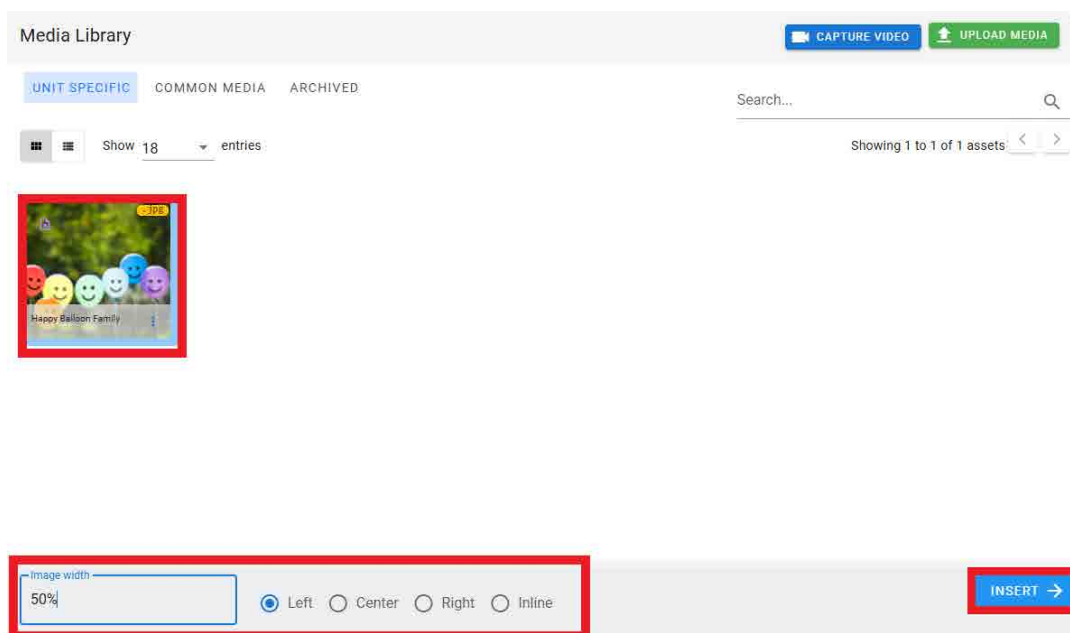
Images

Images can also be embedded in your assessment. You can use this to add diagrams or visual explanations or simply to make your assessment more engaging. You can add images anywhere in your assessment that has a **toolbar** with the **Image library** button.

To add an image, place your **cursor** where you want the **image** to be **placed**. Then click the **Image Library button** on the **toolbar**.



This will bring up a **pop-up window** for the **Image Library**. Simply **drag and drop** your **image file** into the **Image Library**.



Once you have added your image, you can adjust the **size** with the **percentage box** at the bottom of the window. You can also set where you want the image to **sit** by selecting the **position buttons**. Once this is done, click **Insert** to insert your image.

Edify Assistant

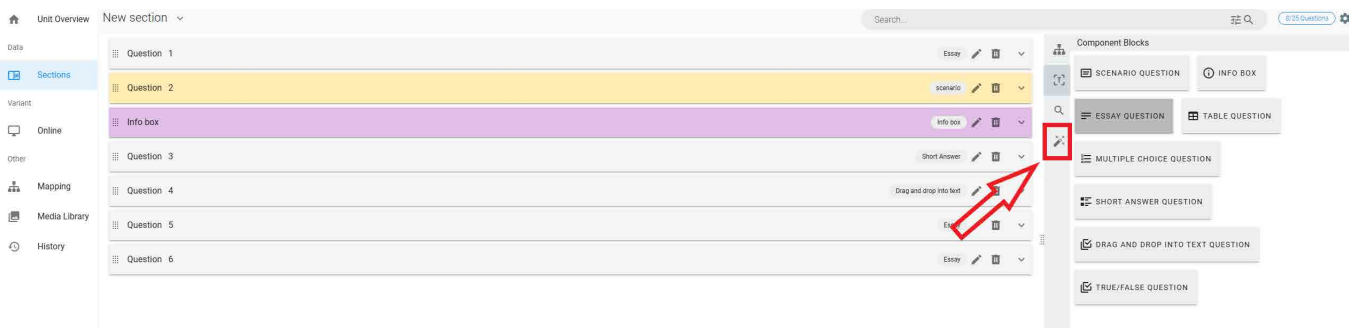
Edify assistant is an **AI tool** which you can use to assist you with writing your assessment.

The Edify Assistant allows you to create Questions and Answers at the click of a button, based on specific Elements, Performance Criteria, Knowledge Evidence, Performance Evidence, and Foundation Skills of your choice.

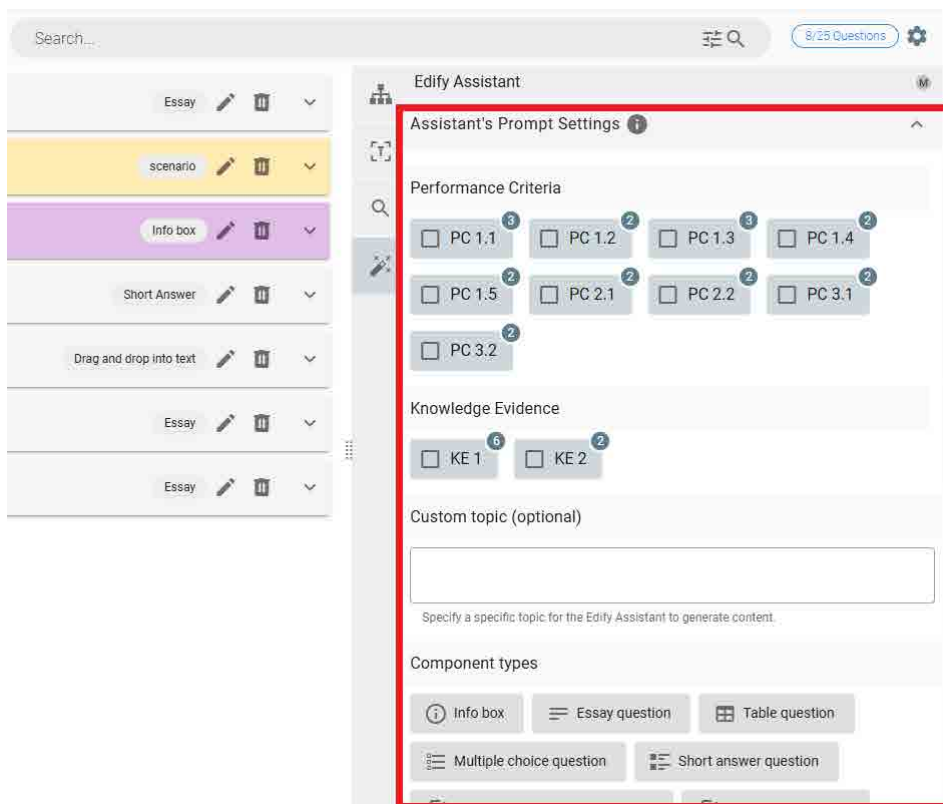
To build your assessment using **Edify Assistant**, click on the icon on the **right-side menu**.

Important!

The Edify Assistant is a *paid add-on* feature of your existing Edify subscription.



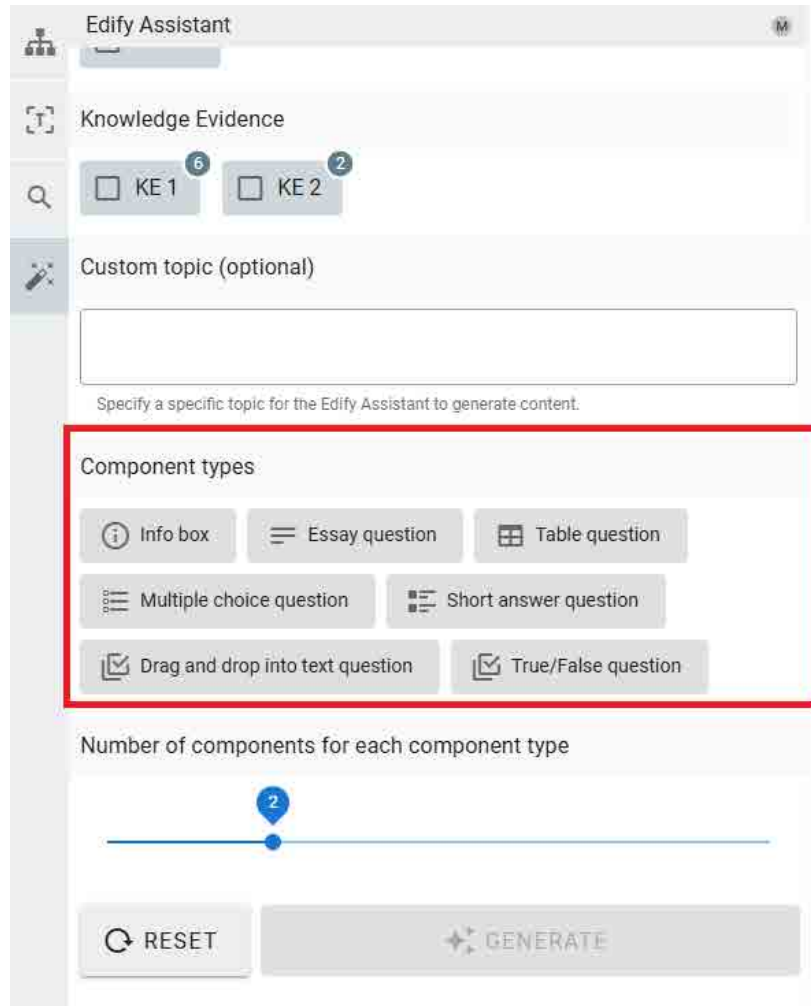
Once you have clicked the **Edify Assistant** button, the **right menu** will open up the Edify Assistant. This is where you can start **building** your **assessment**. Firstly, you will need to select which **mapping components** your **assessment question** to relate to.



If you cannot see a **Mapping component**, click on the **cog** in the **top right-hand corner**, and select mapping components and then click on which components you need.

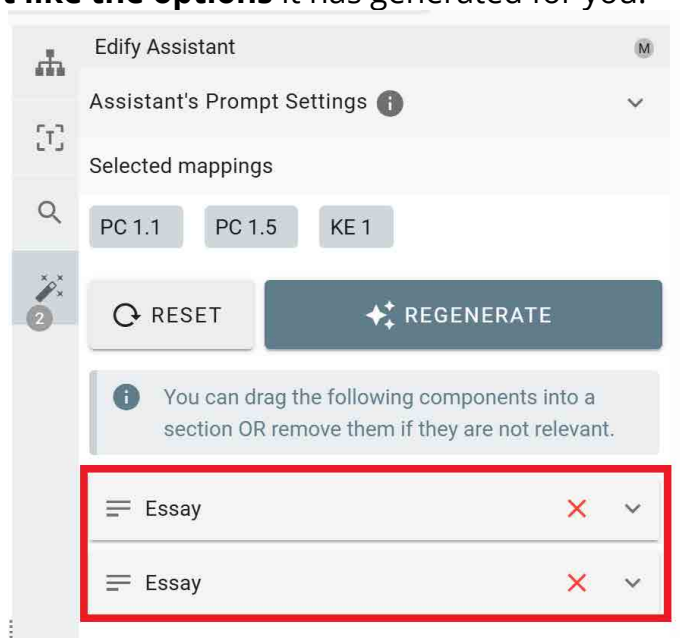
The **Custom Topic** field allows you to add **additional information** to influence the generation of the question.

Once you have selected your mapping, scroll down to select the **component type** you want to use for your question.



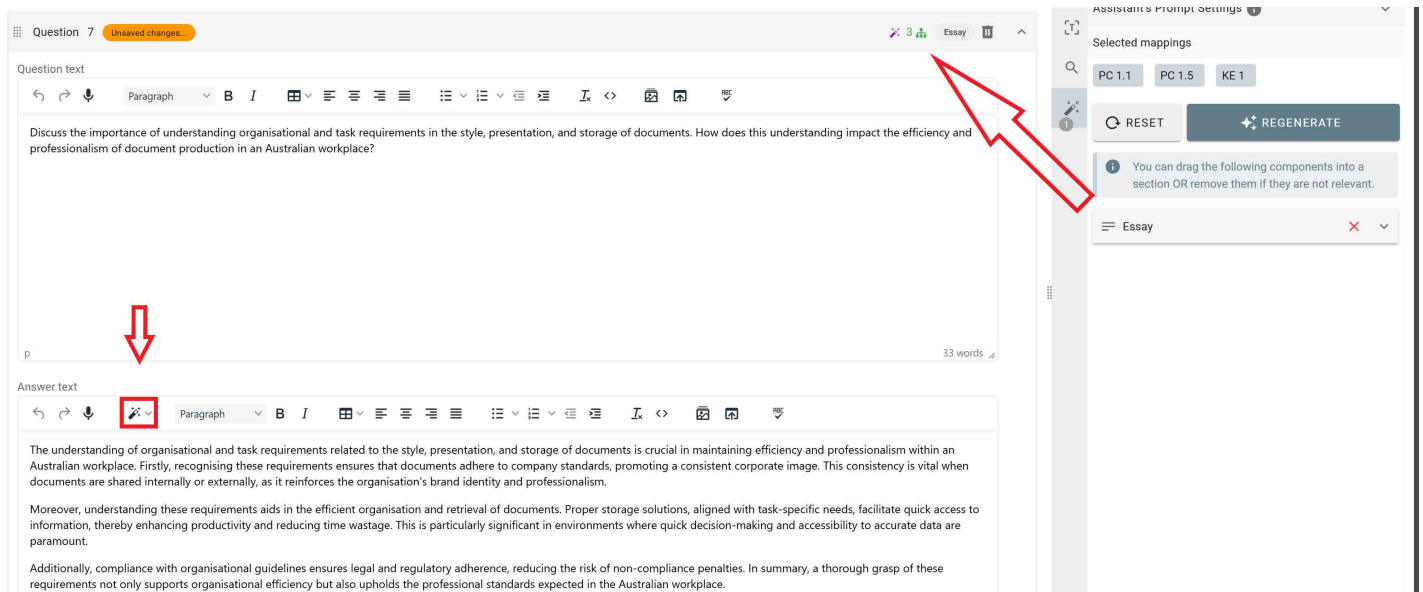
The screenshot shows the Edify Assistant interface. At the top, there is a search bar with "Edify Assistant" and a microphone icon. Below it, there are sections for "Knowledge Evidence" with two items: "KE 1" (with a '6' badge) and "KE 2" (with a '2' badge). There is also a "Custom topic (optional)" section with a text input field and a note: "Specify a specific topic for the Edify Assistant to generate content." The "Component types" section is highlighted with a red box and contains the following options: "Info box", "Essay question", "Table question", "Multiple choice question", "Short answer question", "Drag and drop into text question", and "True/False question". Below this is a slider for "Number of components for each component type" with a blue circle and the number "2" above it. At the bottom, there are "RESET" and "GENERATE" buttons.

Then, finally, select the **number of components** you want the Edify Assistant to generate and click the **Generate** button. The Edify Assistant will then **generate components** based on your **request**. You can click on them to **expand** and **view** what has been generated. You can click **Regenerate** if you **do not like the options** it has generated for you.

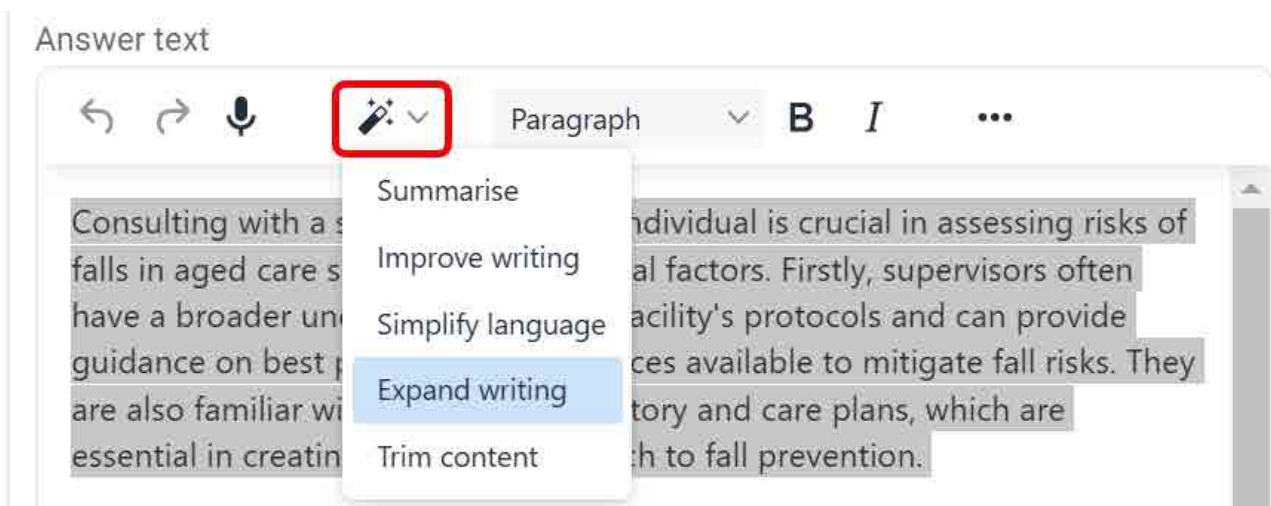


The screenshot shows the Edify Assistant interface after generating components. At the top, there is a search bar with "Edify Assistant" and a microphone icon. Below it, there are sections for "Assistant's Prompt Settings" and "Selected mappings" with three items: "PC 1.1", "PC 1.5", and "KE 1". There is also a "RESET" button and a "REGENERATE" button. Below this is a note: "You can drag the following components into a section OR remove them if they are not relevant." The "Component types" section is highlighted with a red box and contains two "Essay" components, each with a red "X" and a dropdown arrow.

Once you are happy with the questions the Edify Assistant has generated, you can **drag and drop** them into your **assessment**. Once your question has been added to your assessment, you can **refine** your **trainer answer** further using the **Edify Assistant button** in the **toolbar**.



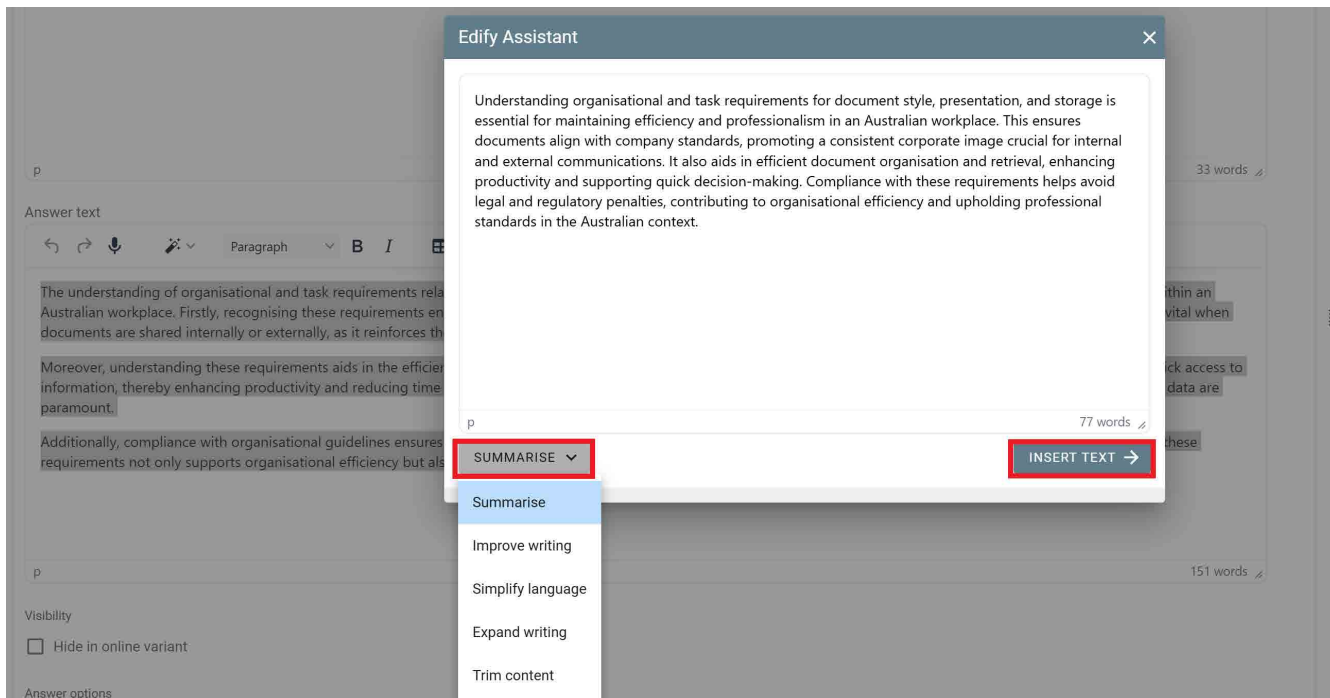
Highlight the text you want to alter, then click the **Edify Assistant button**. The **button** will bring up a **list of options** for **refining** your **trainer answer**.



Note:

While the Edify Assistant generates content based on Unit mapping, your organisation is responsible for reviewing all AI-generated questions and answers for accuracy and compliance before publishing.

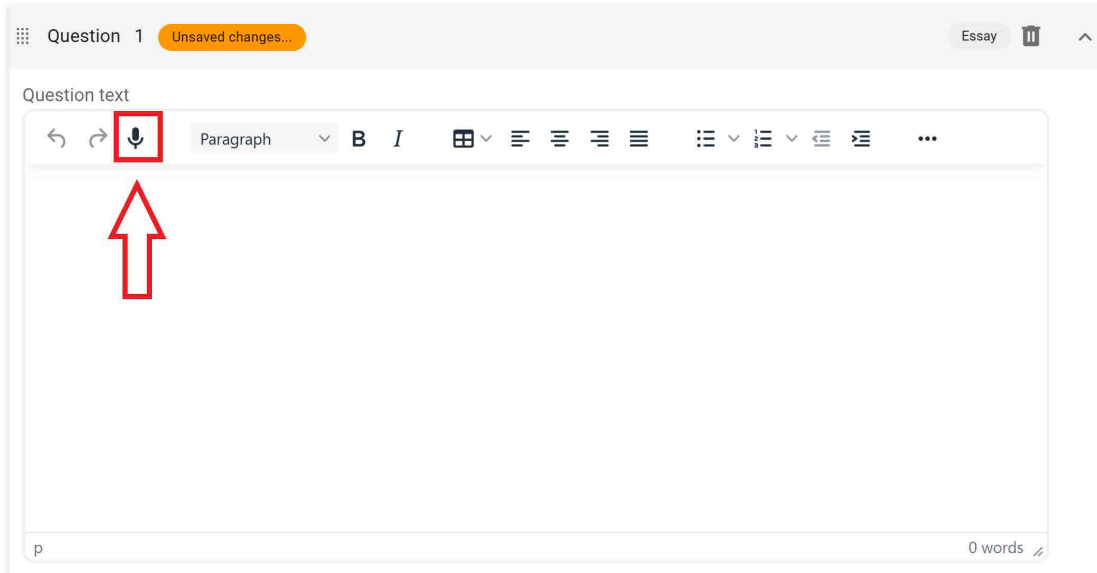
Select the **option** which suits your needs and a **pop-up window** will appear where you can further **refine your changes**. You can access the **other options** from the list in the **bottom-left corner**. Once you are happy, click **Insert** and then **Save** your question.



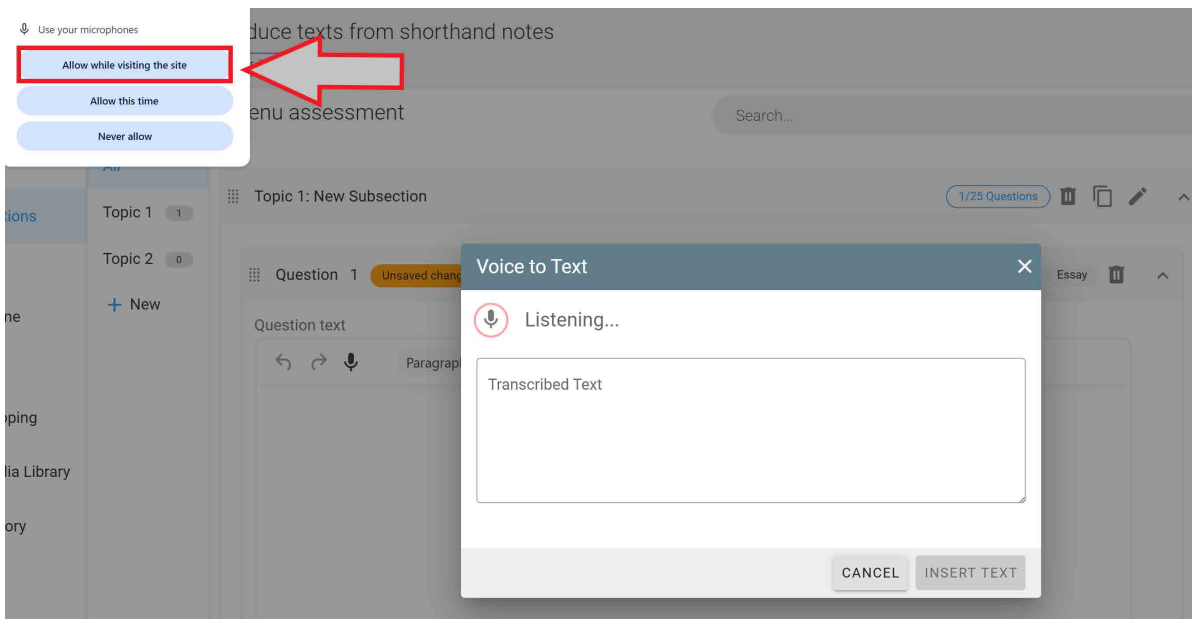
Voice-to-text

Voice-to-text allows the User to convert **spoken words into written text**. This feature can be used for creating new assessments by speaking instead of typing as a **hands-free option** for creating your assessment.

To create your assessment using Voice-to-text, add a new **Assessment Component** into your Assessment Section. You will see on the left of the **toolbar** there is a **Microphone icon**.



Click on the **microphone icon**. Your browser may push a request to allow the use of your device's microphone. If this happens, click the **Allow** button to proceed.

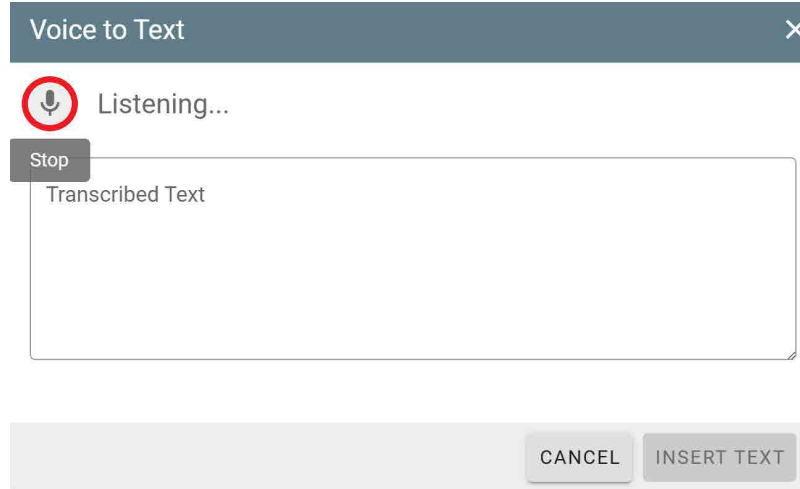


Tip!

We recommend that you use Google Chrome. Firefox does not currently support this feature.

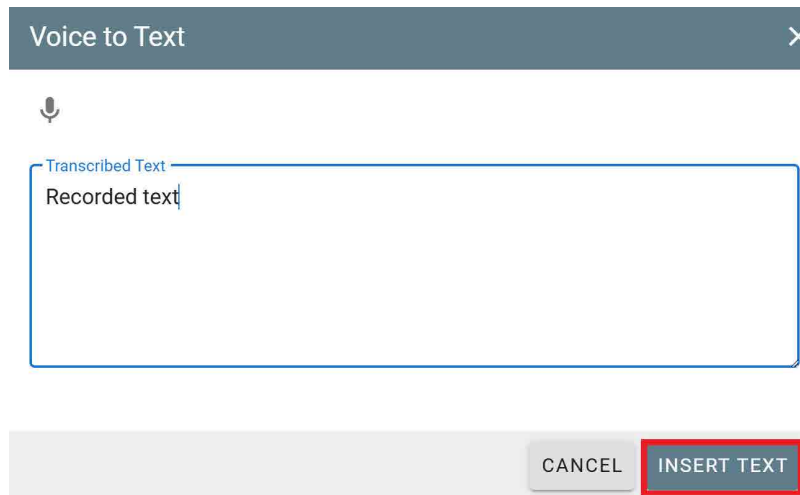
You are now ready to start using Voice-to-text, simply **begin speaking** and your internet browser will convert your **speech to text** in the pop-up window.

To **pause** or **stop** recording, click the **microphone icon** in the pop-up window.



You will notice the text that says **Listening** next to the **microphone icon** when recording and that this text will **disappear when it is stopped**. You can edit the recorded text by clicking into the text box and typing with your keyboard.

Once you are happy with the recorded text, click **Insert Text** to add the text to your question.



Your text will now appear in your assessment. Please note that you may need to **review** the grammar and punctuation of your response. Once you are happy with how it looks, be sure to click **Save** at the bottom of the assessment component to save your work.

Voice-to-text is also available on the toolbar for the **Trainer Guide**.

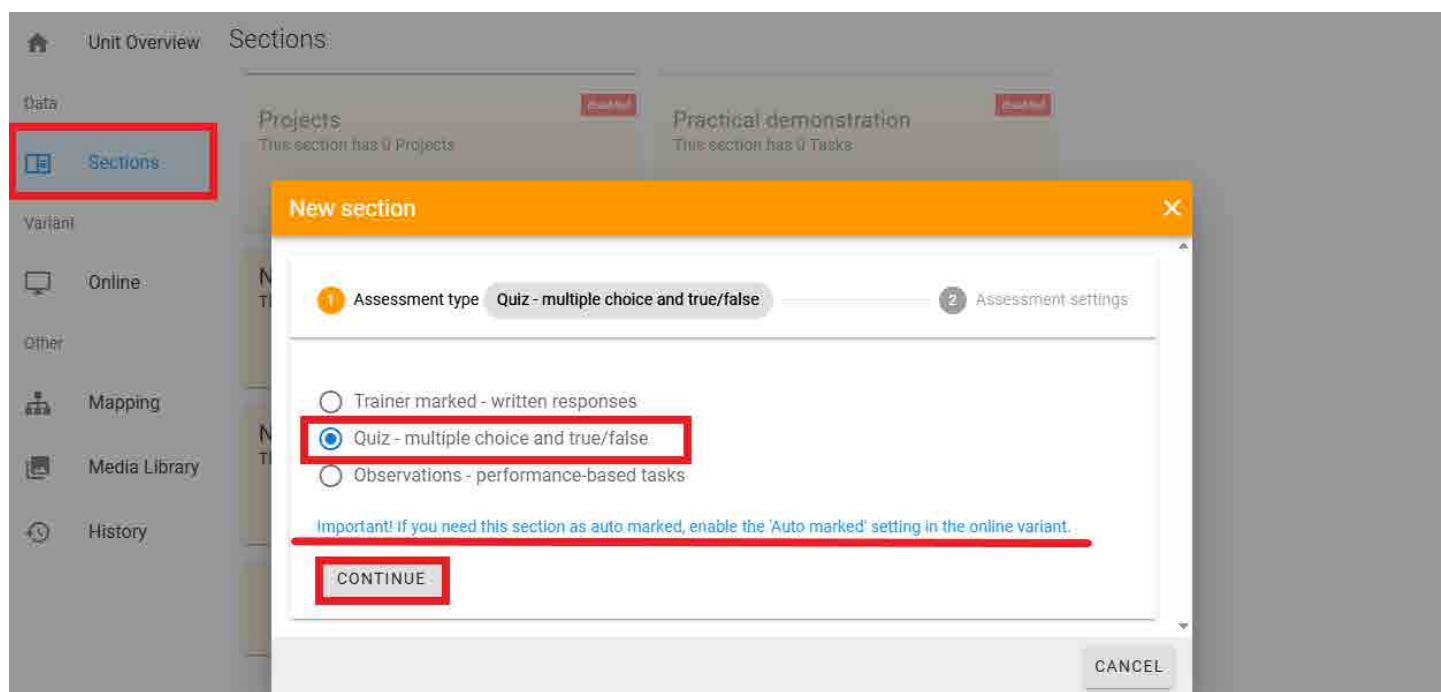
Auto-marking

Auto-marking allows certain assessment sections to be **automatically marked by the system**.

When the learner submits the Unit for marking, trainer feedback is automatically assigned as either satisfactory or not satisfactory. The trainer will have the option to provide further feedback as a text response. It is the trainer's responsibility to send the Unit back to the learner or to instruct the learner to submit the Units final assessment.

For auto-marking to be used for an assessment section, it must **only** contain true/false, Multiple-choice, Drag-and-Drop and/or Short Answer questions. If a component other than these is used, the auto-marking will not function. It will also **only** function for **Quiz** type assessment sections.

To build an Auto-marking section, add a **new section** in the **Sections tab** and select the option **Quiz**.

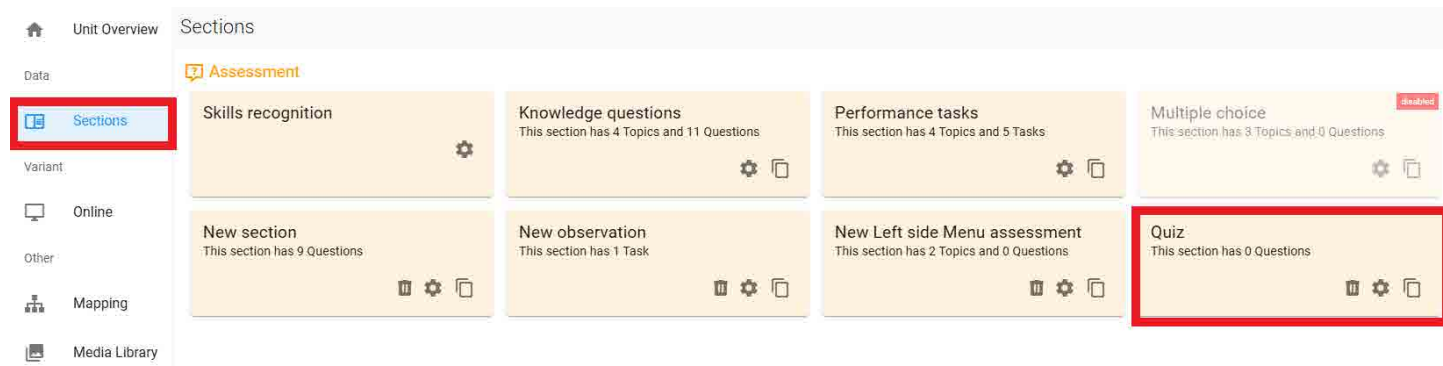


You will see the note in blue that states **Important: If you need this section as Auto-marking, enable the Auto-marking setting on the Online Variant**. We will go over how to do this in **Online Variant Chapter** under the headings **Gradable Auto-marking Section** and **Non-gradable Auto-marking Section**.

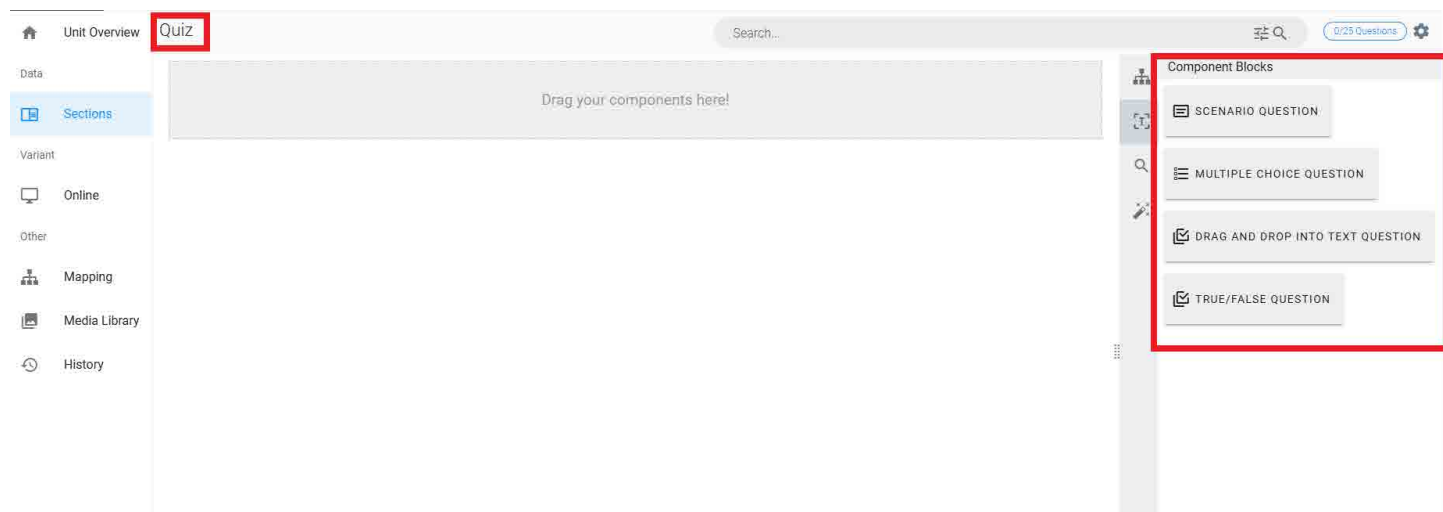
Click **Continue**.

The section editor window will appear. Fill out the title and any other settings you would like for your new sections and click **Save**.

Then click into the new section.



You will see that the section already has all of the auto-marking compatible assessment components enabled.



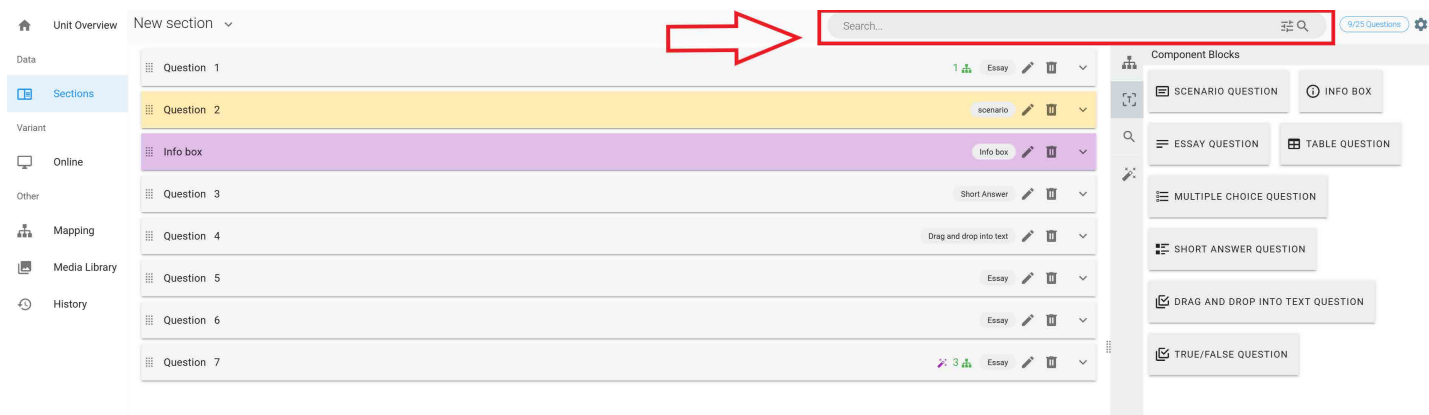
Once you have finished adding the questions to your new Quiz assessment, you must choose where you want it to sit in the **Online Variant**.

Firstly you must decide if you want the quiz to count towards the learner's progress in the Unit or not by choosing whether to make it **gradable** or **non-gradable**.

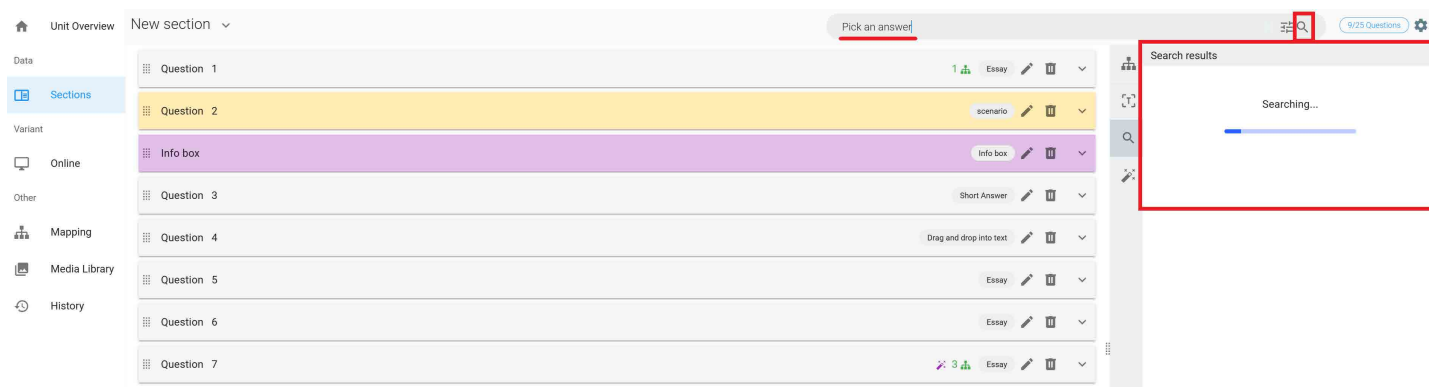
We will go over how to add these different options in **Online Variant Chapter** under the headings **Gradable Auto-marking Section** and **Non-gradable Auto-marking Section**.

Search

The Search function allows you to **search for content** to be re-used in building your assessments. Search sits at the top of your assessment sections. This feature must be **enabled** in **Permissions**. It can be used to **find and re-use tasks or questions** that you have previously built in the Unit you are working on or in other Units in your Edify library. This can be useful for Assessments Components that are repeated across Units or if the same outline is required for multiple sections.



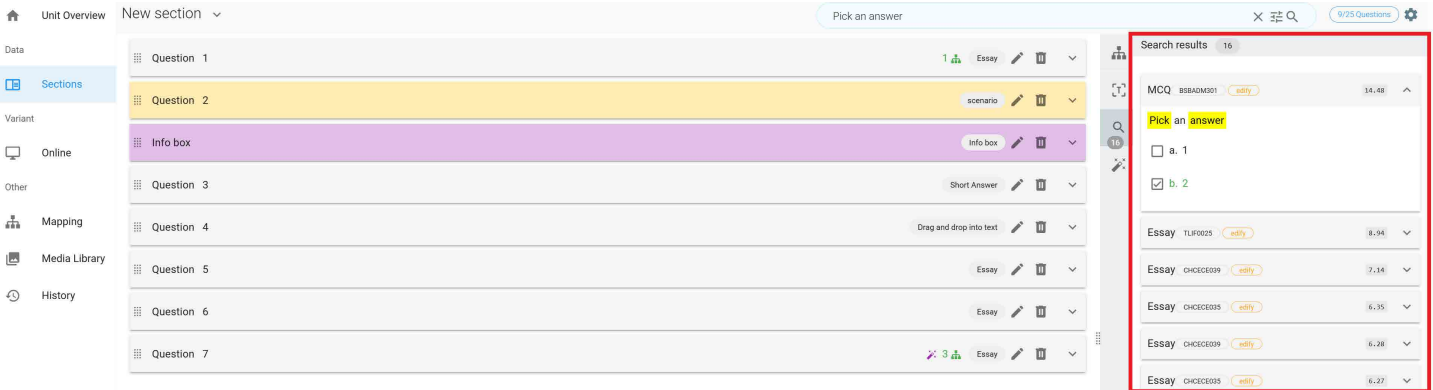
To use Search, **copy** the first line of text from the content you want to find and **paste** it in the **Search Bar**. Click the **Magnifying Glass icon** to search.



You can expand the search field by clicking the **three sliders icon** next to the Magnifying glass, this will bring up a small pop-up that will give you the option of searching in the **Current Resource** or **All Resources** in your Edify library. You can also choose the **Search Type** from the dropdown menu. Make your selection and then click **Set** to save your settings.



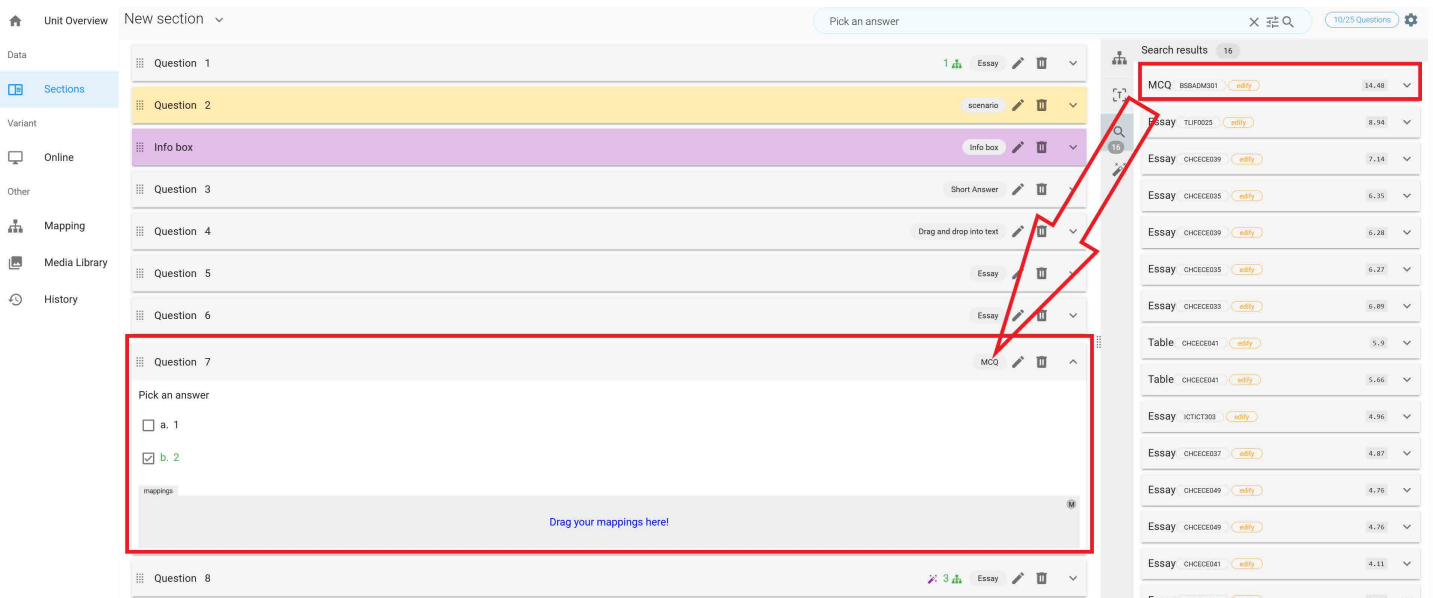
Your search results will appear in the **right side menu**. You can click on them to expand and see the content inside.



The screenshot shows the Edify interface with a search results panel on the right. The search results are listed as follows:

Question Type	Code	Score
MCQ	8B8ADM301	14.48
MCQ	8B8ADM301	14.48
Essay	TLF0025	8.94
Essay	CHCECE099	7.14
Essay	CHCECE035	6.35
Essay	CHCECE039	6.28
Essay	CHCECE035	6.27

Once you have found the component you were looking for, simply **drag** it into the assessment where you would like it to sit. The system will automatically re-number it with its new location.



The screenshot shows the Edify interface with a search result being dragged into an assessment question. The search results are listed as follows:

Question Type	Code	Score
MCQ	8B8ADM301	14.48
Essay	TLF0025	8.94
Essay	CHCECE099	7.14
Essay	CHCECE035	6.35
Essay	CHCECE039	6.28
Essay	CHCECE035	6.27
Essay	CHCECE033	6.89
Table	CHCECE41	5.9
Table	CHCECE41	5.66
Essay	ICTICT303	4.96
Essay	CHCECE037	4.87
Essay	CHCECE040	4.76
Essay	CHCECE040	4.76
Essay	CHCECE041	4.11
Essay	CHCECE041	4.88

The MCQ component (8B8ADM301) is shown being dragged into Question 7, which now contains the following content:

Pick an answer

a. 1

b. 2

Drag your mappings here

Note:

Scenario sections will have to have their Child Questions searched separately and dragged back into the scenario.

You will also need to re-map the assessment component once added into the new location.

Creating a Supporting Info Section

Supporting Information sections are for **additional information** for the Learner and/or Trainer to support your assessment. These can be instructional text, your internal mapping document, additional resources for students to download, or anything else that you need included in your assessment that doesn't directly relate to a particular assessment section.

You will find the **Supporting Info** sections at the bottom of **Sections**. They are purple-coloured buttons. To add a **new Supporting Info** section, click the **purple button** with the **+ symbol**.

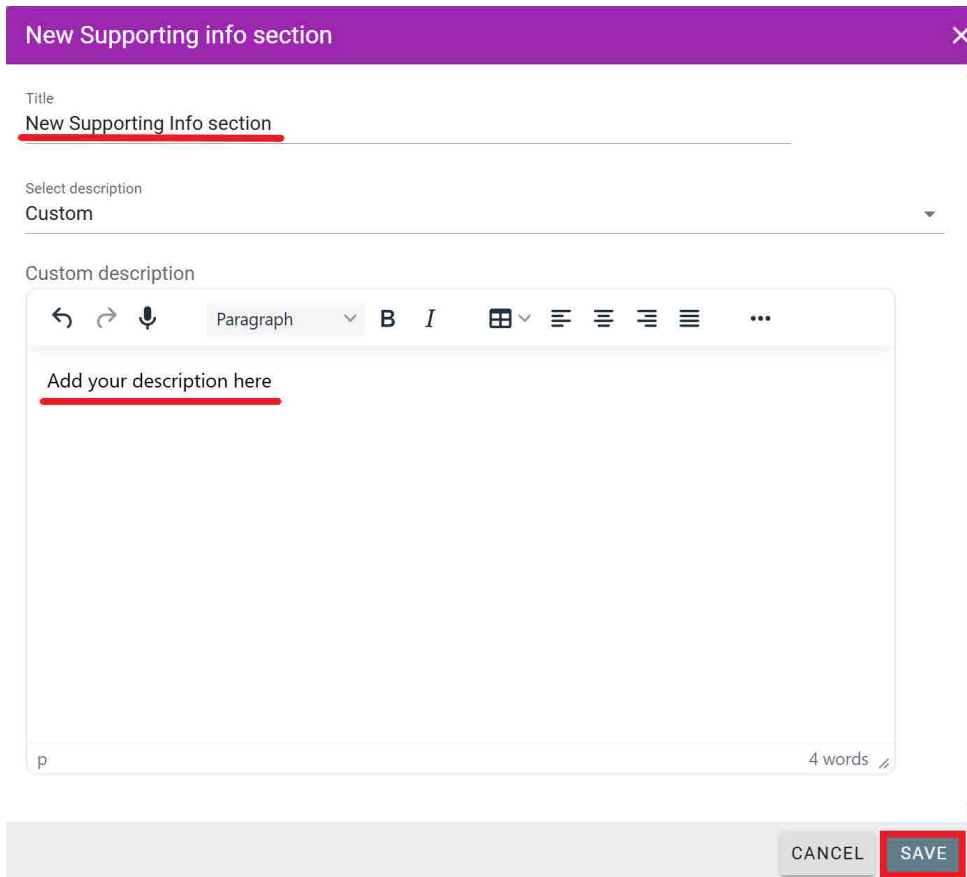
The screenshot shows the 'Sections' management interface for 'CHCDIS017 Facilitate community participation and social inclusion'. The left sidebar has 'Sections' selected. The main area displays a grid of section types: Skills recognition, Knowledge questions, Performance tasks, Multiple choice, and Projects in the 'Assessment' category; Practical demonstration, New Assessment section, and Sub-section assessment in the 'Other' category; and Unit information and Unit mapping in the 'Supporting info' category. A red box highlights a '+' button in the 'Supporting info' row, with a red arrow pointing to it from the right.

A **pop-up window** will open. You will then need to add the **title** for your new Supporting Info section.

Then, select the **description type** you want from the **dropdown menu**. You can select **Boilerplate** to choose from the boilerplate menu or select **Custom** to add a new description.

The screenshot shows the 'New Supporting info section' pop-up window. The title field contains 'New Supporting Info section'. The 'Select description' dropdown menu is open, showing options: None, Custom (highlighted with a red box), and Boilerplate.

Once you have selected **Custom**, a **text box** will appear where you can add any text, attachments, hyperlinks or images you need. You will have the same **editing toolbar** as you do for the assessment sections. Once you have finished adding your custom description, click **Save**.



New Supporting info section [X]

Title
New Supporting Info section

Select description
Custom

Custom description

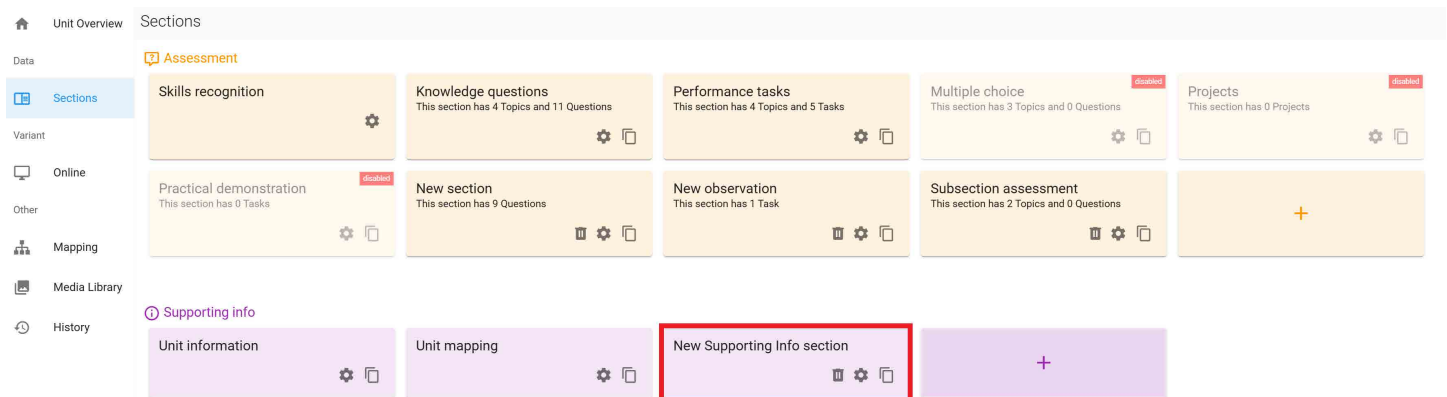
Paragraph [v] **B** *I* [table icon] [list icon] [list icon] [list icon] [list icon] [more icon]

Add your description here

p 4 words

CANCEL SAVE

Once you have clicked **Save**, your New Supporting Info section will appear as a **purple button** in **Sections**.



Unit Overview Sections

Data

Assessment

Skills recognition [gear] [copy]

Knowledge questions This section has 4 Topics and 11 Questions [gear] [copy]

Performance tasks This section has 4 Topics and 5 Tasks [gear] [copy]

Multiple choice This section has 3 Topics and 0 Questions [gear] [copy]

Projects This section has 0 Projects [gear] [copy]

Variant

Online

Other

Mapping

Media Library

History

Supporting info

Unit information [gear] [copy]

Unit mapping [gear] [copy]

New Supporting Info section [trash] [gear] [copy]

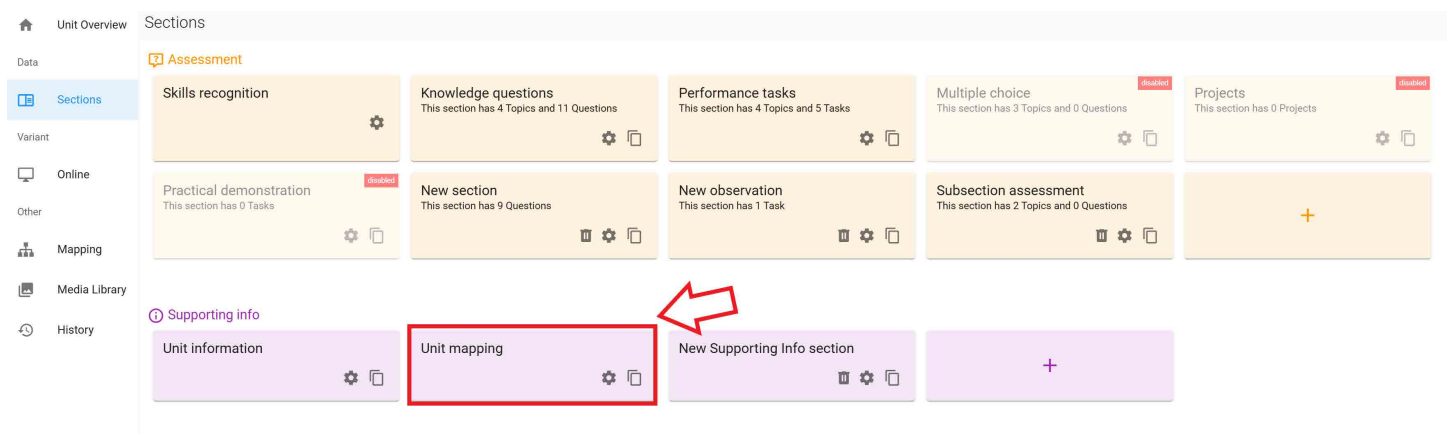
+

Note:

It is important to remember to add any new sections into the *Online Variant* so that the system knows where to place them in the LMS, otherwise they will not be visible in the LMS. We will go over how to do this in the next section.

Unit Mapping

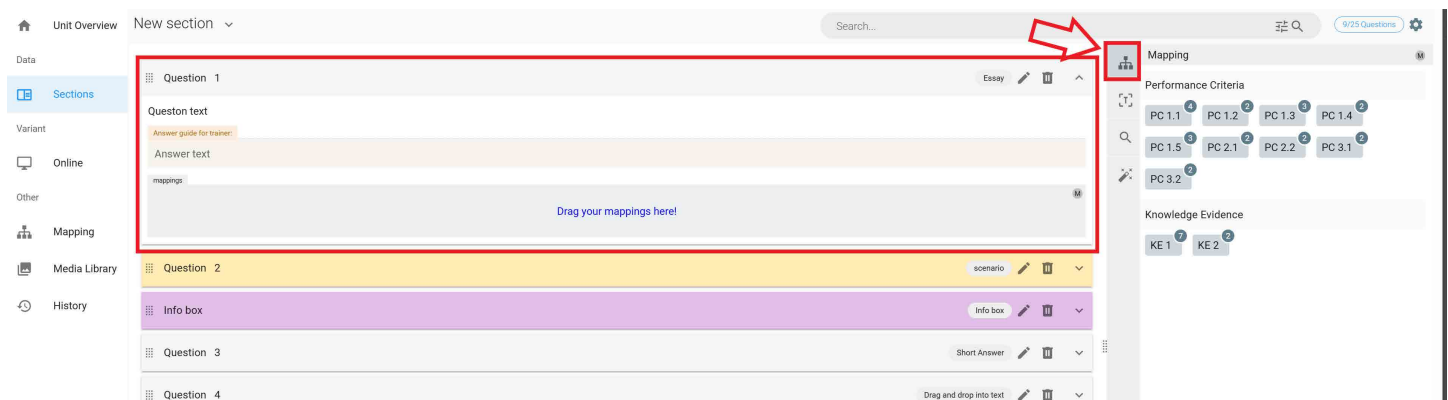
You will see that under Supporting Info in Sections, there is a section called **Unit mapping**. This section contains a **compilation** of mapping from each component in your assessment.



To edit the mapping, you will need to add mapping blocks to your questions in your assessment. (Catapult assessments will have already been mapped, however you can change this if you need to).

Firstly, you will need to open up one of your assessment sections. Then expand your questions by clicking on them, You will then see a box at the bottom of the question that says **Drag your mappings here!**

Go over to the **right side menu** and click the button at the top. This will open up the mapping components.

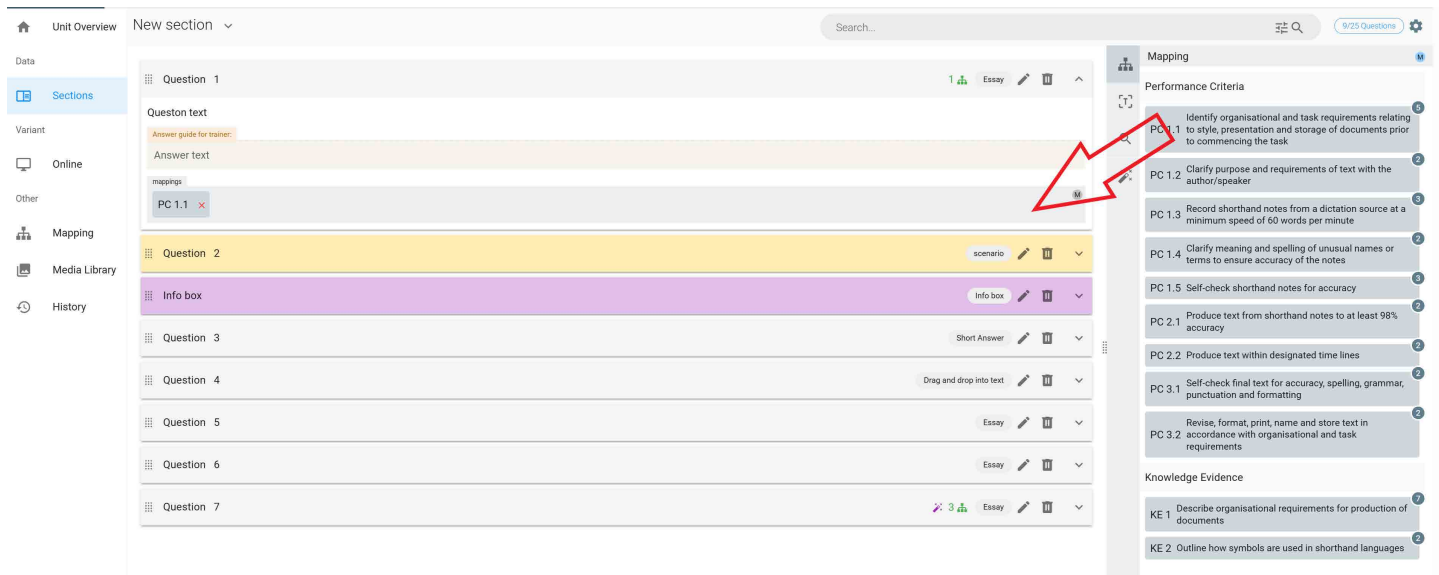


Tip!

If you hover over the mapping and press **M** on your keyboard, this will expand out the mapping to show more details. Repeat to set the mapping back to the contracted version.

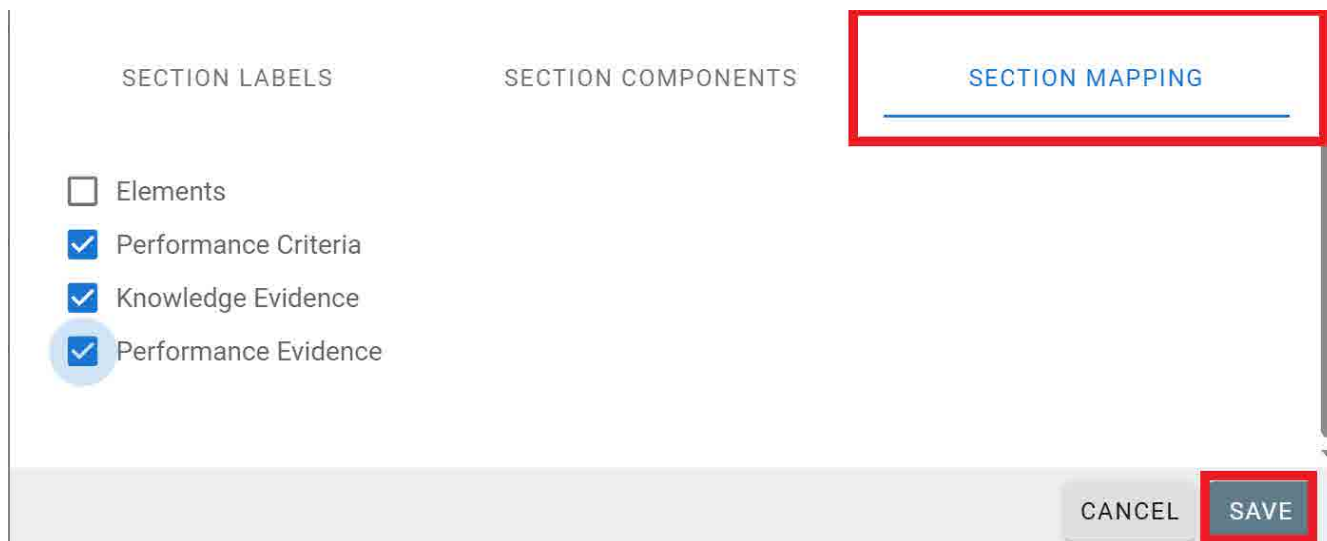
You can also view a list of all the components that have been mapped to a particular mapping component by double clicking it.

Drag and drop the corresponding **mapping** from the **right side menu** into the **box** under your **question** to map it to the Unit mapping.



The screenshot shows the Edify interface for editing a section. On the left, there's a sidebar with navigation options like 'Sections', 'Online', 'Mapping', etc. The main area shows a list of questions. The first question is expanded, showing 'Question text', 'Answer guide for trainer', 'Answer text', and a 'mappings' box containing 'PC 1.1'. On the right, a 'Mapping' menu is open, listing various Performance Criteria (PC) and Knowledge Evidence (KE) items. A red arrow points from the 'mappings' box in the question editor to the 'Mapping' menu.

If the mapping you need isn't visible, click the **Cog** at the top right of the section to access **Section settings**, then click the **mapping tab** and **enable** the ones you need, then click **Save**. They should then appear in the right side menu.



The screenshot shows the 'SECTION MAPPING' settings dialog. It has three tabs: 'SECTION LABELS', 'SECTION COMPONENTS', and 'SECTION MAPPING'. The 'SECTION MAPPING' tab is selected and highlighted with a red box. Under 'SECTION LABELS', there are four items: 'Elements' (unchecked), 'Performance Criteria' (checked), 'Knowledge Evidence' (checked), and 'Performance Evidence' (checked and highlighted with a blue circle). At the bottom right, there are 'CANCEL' and 'SAVE' buttons, with the 'SAVE' button highlighted with a red box.

Once you have added all the mapping to your assessment, you can view the overview in the **Unit Mapping** section to see if you have mapped everything you need to.

Tip!

You can disable the Unit mapping and add your own mapping document as a new Supporting Info section. Just be sure to add it to the Online Variant.

Inside the **Unit mapping section** it will look something like the screenshot below.

		NS	KQ	PT
Elements and performance criteria				
E 1	Take dictation using shorthand			
PC 1.1	Identify organisational and task requirements relating to style, presentation and storage of documents prior to commencing the task	Q 1 Q 7	Q 1.1 Q 1.2	T 1.A
PC 1.2	Clarify purpose and requirements of text with the author/speaker		Q 1.3	T 1.A
PC 1.3	Record shorthand notes from a dictation source at a minimum speed of 60 words per minute		Q 1.4 Q 1.5	T 1.B
PC 1.4	Clarify meaning and spelling of unusual names or terms to ensure accuracy of the notes		Q 1.6	T 1.B
PC 1.5	Self-check shorthand notes for accuracy	Q 7	Q 1.7	T 1.C
E 2	Transcribe shorthand notes			
PC 2.1	Produce text from shorthand notes to at least 98% accuracy		Q 2.1	T 2.A
PC 2.2	Produce text within designated time lines		Q 2.2	T 2.A
E 3	Edit and revise text			

Any **new Assessment Section** which has been added and **mapped** will appear on the **right** as an **acronym** with the **full name** on the **left** in the mapping key. Under the acronyms on the right, the **column** will contain a list of the **Components** mapped to each **row** of the **Mapping**.

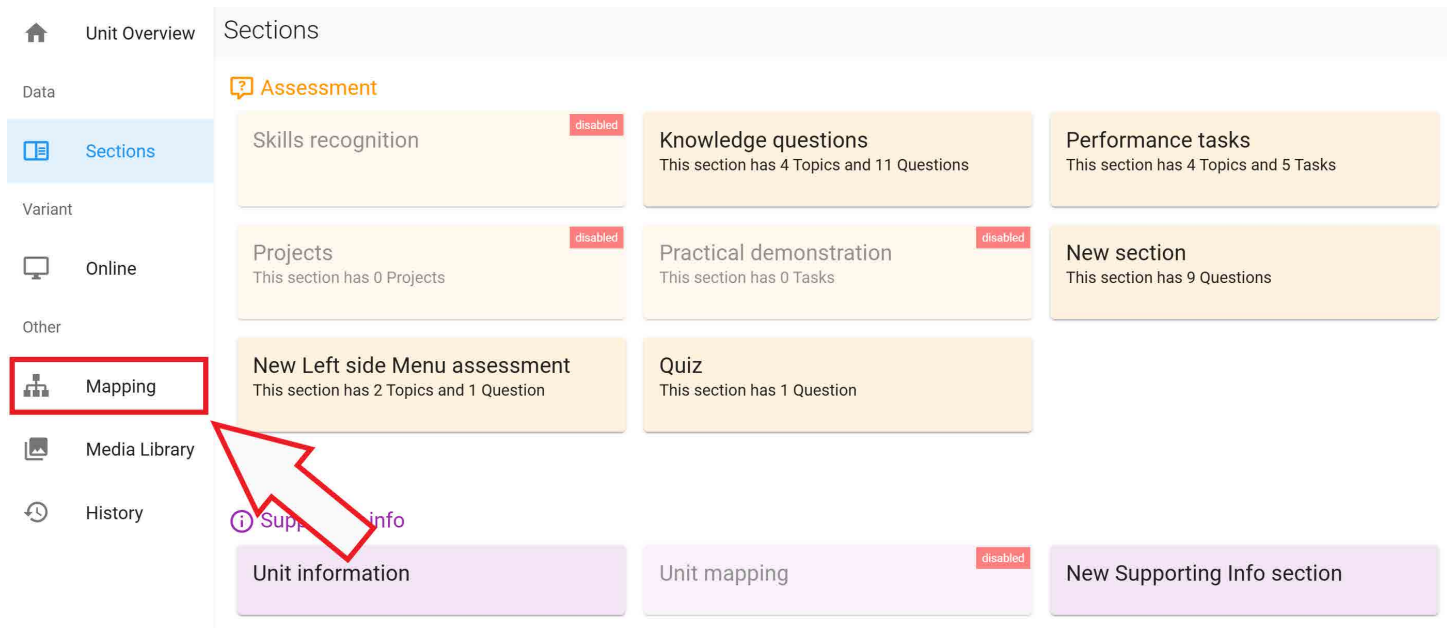
Tip!

If you require assistance with the system mapping data, contact Catapult. We can assist with additional mapping needs such as adding Foundations Skills, splitting mapping lists or reverting back to Standard state.

Mapping Review

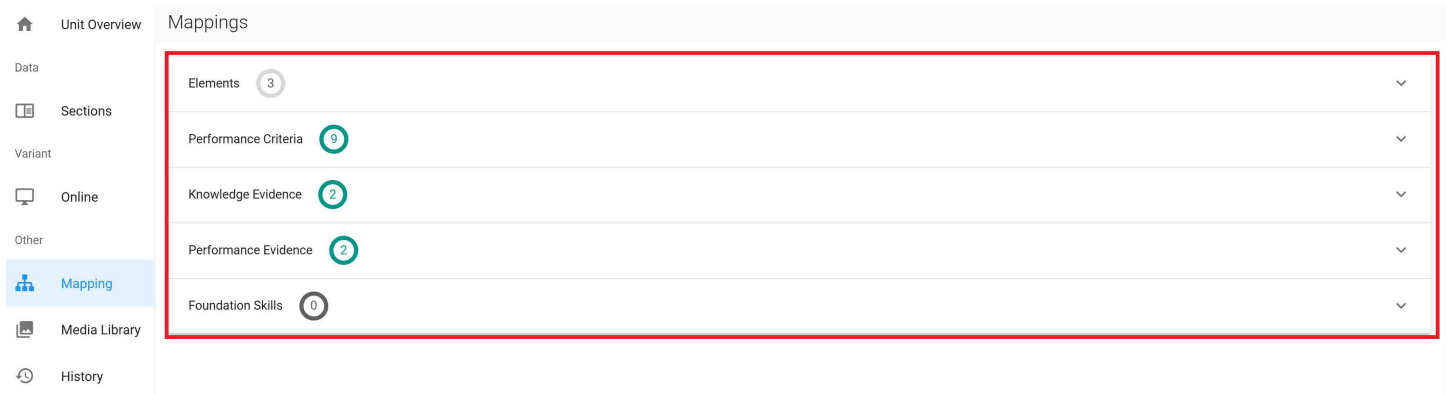
In addition to checking your mapping by using the Unit Mapping Section, you can also review your mapping in **Mapping** on the **Main navigation Menu**. This is a useful way to see what questions you have mapped to each mapping component with all the details in one place.

To review your mapping, click **Mapping** on the **Main Navigation Menu**.



The screenshot shows the Edify Sections interface. On the left is a navigation menu with items: Unit Overview, Data, Sections (highlighted), Variant, Online, Other, Mapping (highlighted with a red box), Media Library, and History. A red arrow points from the Mapping menu item to the Mapping section in the main content area. The main content area is titled 'Sections' and contains several cards for different assessment types: Skills recognition (disabled), Knowledge questions (4 Topics and 11 Questions), Performance tasks (4 Topics and 5 Tasks), Projects (0 Projects), Practical demonstration (0 Tasks), New section (9 Questions), New Left side Menu assessment (2 Topics and 1 Question), and Quiz (1 Question). At the bottom, there are three cards for Supporting Info: Unit information, Unit mapping (disabled), and New Supporting Info section.

This will open up a list of all of the Mapping sections for the Unit. Click on the Mapping section to expand it.



The screenshot shows the Edify Mappings interface. The left navigation menu has 'Mapping' highlighted. The main content area is titled 'Mappings' and contains a list of mapping components, each with a count in a circle and a dropdown arrow:

Mapping Component	Count
Elements	3
Performance Criteria	9
Knowledge Evidence	2
Performance Evidence	2
Foundation Skills	0

Let's click on Performance Criteria as an example.

Once you click on the Mapping Section, it will expand to show the related Mapping Components.

Performance Criteria 9	
PC 1.1 Identify organisational and task requirements relating to style, presentation and storage of documents prior to commencing the task	5 mappings
PC 1.2 Clarify purpose and requirements of text with the author/speaker	2 mappings
PC 1.3 Record shorthand notes from a dictation source at a minimum speed of 60 words per minute	3 mappings
PC 1.4 Clarify meaning and spelling of unusual names or terms to ensure accuracy of the notes	2 mappings
PC 1.5 Self-check shorthand notes for accuracy	3 mappings
PC 2.1 Produce text from shorthand notes to at least 98% accuracy	2 mappings
PC 2.2 Produce text within designated time lines	2 mappings
PC 3.1 Self-check final text for accuracy, spelling, grammar, punctuation and formatting	2 mappings
PC 3.2 Revise, format, print, name and store text in accordance with organisational and task requirements	2 mappings

To the right of the **Mapping Components**, you will see the number of **Assessment Components** the Mapping Component is mapped to. If you click on this, it will bring up a pop-up window with a list of the mapped **Assessment Components**.

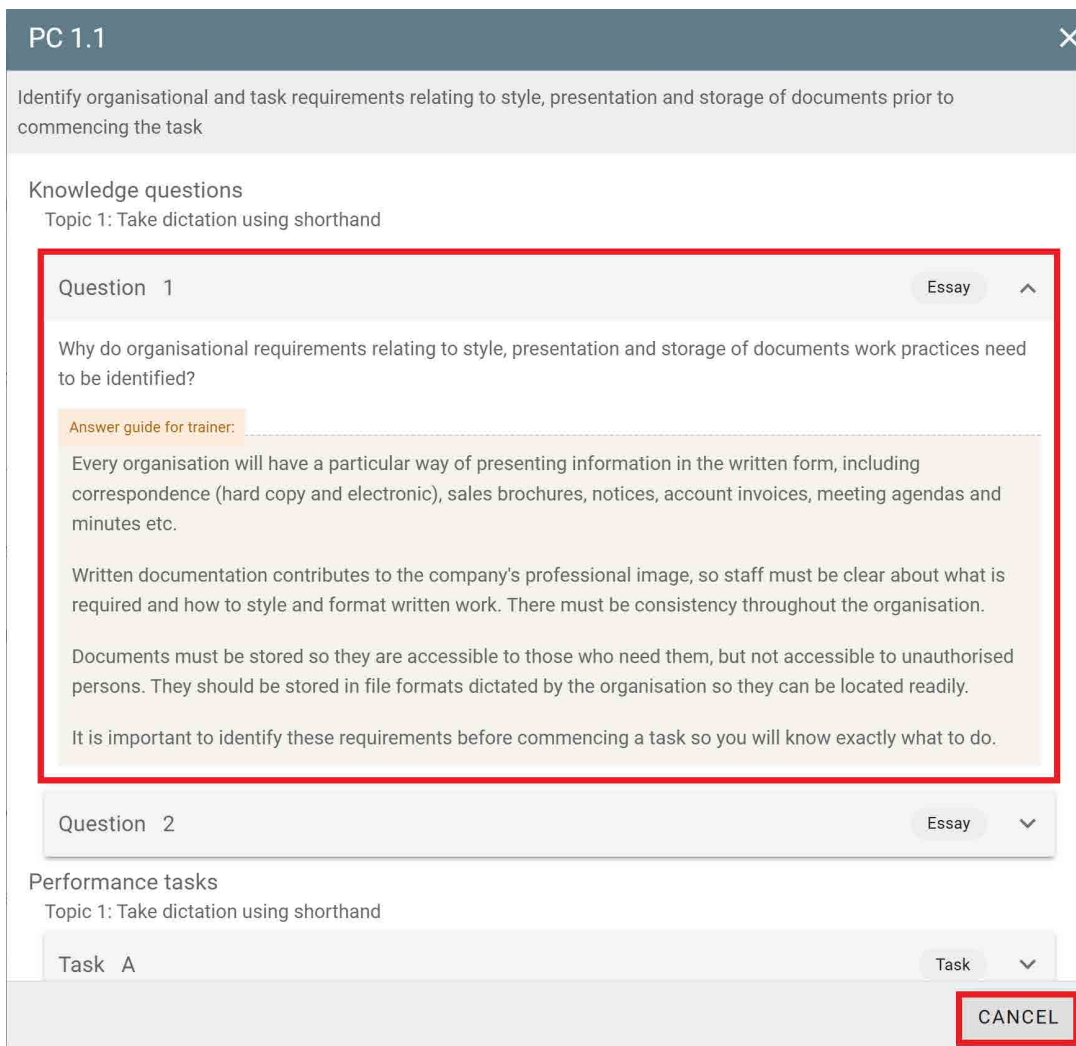
The pop-up window for PC 1.1 displays the following assessment components:

- Knowledge questions**
 - Topic 1: Take dictation using shorthand
 - Question 1: Essay
 - Question 2: Essay
- Performance tasks**
 - Topic 1: Take dictation using shorthand
 - Task A: Task
- New section**
 - Question 1: Essay
 - Question 7: Essay

A CANCEL button is located at the bottom right of the pop-up window.

You can then expand it out further by clicking on the Question or Task.

Once you have clicked on the Question or Task, it will expand so you can see the details inside.



PC 1.1

Identify organisational and task requirements relating to style, presentation and storage of documents prior to commencing the task

Knowledge questions
Topic 1: Take dictation using shorthand

Question 1 Essay ^

Why do organisational requirements relating to style, presentation and storage of documents work practices need to be identified?

Answer guide for trainer:

Every organisation will have a particular way of presenting information in the written form, including correspondence (hard copy and electronic), sales brochures, notices, account invoices, meeting agendas and minutes etc.

Written documentation contributes to the company's professional image, so staff must be clear about what is required and how to style and format written work. There must be consistency throughout the organisation.

Documents must be stored so they are accessible to those who need them, but not accessible to unauthorised persons. They should be stored in file formats dictated by the organisation so they can be located readily.

It is important to identify these requirements before commencing a task so you will know exactly what to do.

Question 2 Essay v

Performance tasks
Topic 1: Take dictation using shorthand

Task A Task v

CANCEL

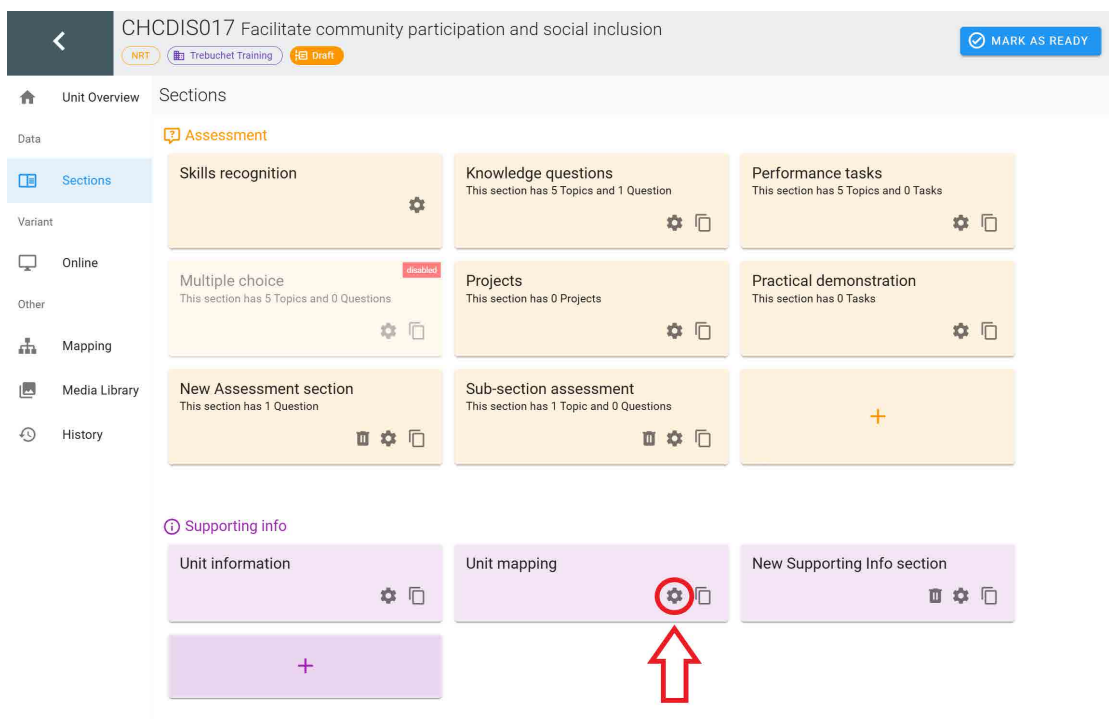
Click the Question or Task again to reduce it back to how it was.

Click **Cancel** at the bottom of the window to **close** the pop-up window.

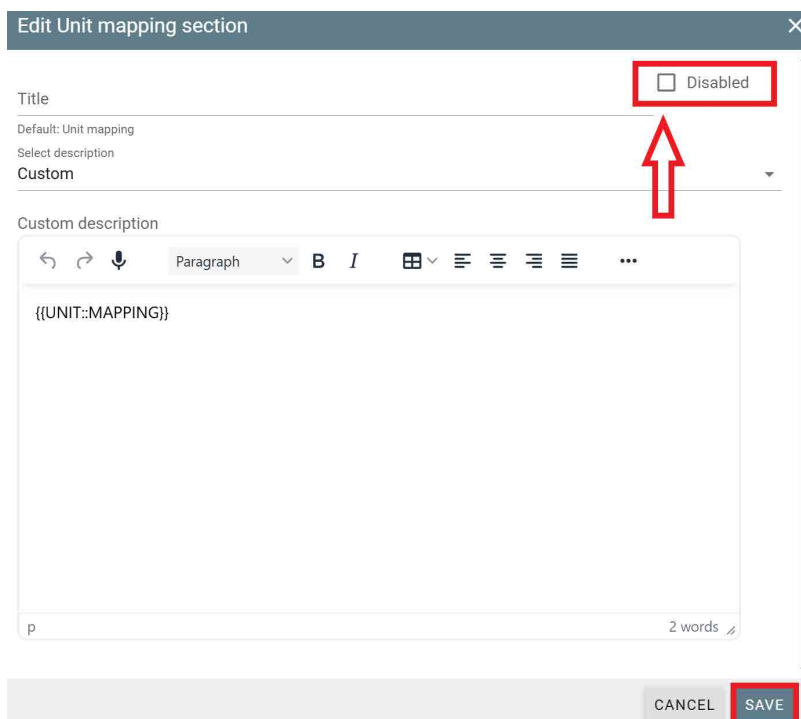
Disabling Unit Mapping

If you do not want to use mapping for your assessment, you can disable the Unit Mapping. You may wish to disable the Unit mapping to replace it with your own mapping document or remove it entirely for a non-accredited Unit. The removal of all references to mapping is a **three-step process**.

Step 1 – Disable the **Unit Mapping** by clicking the **cog** on the bottom right of the **Unit Mapping** Section in **Sections**.



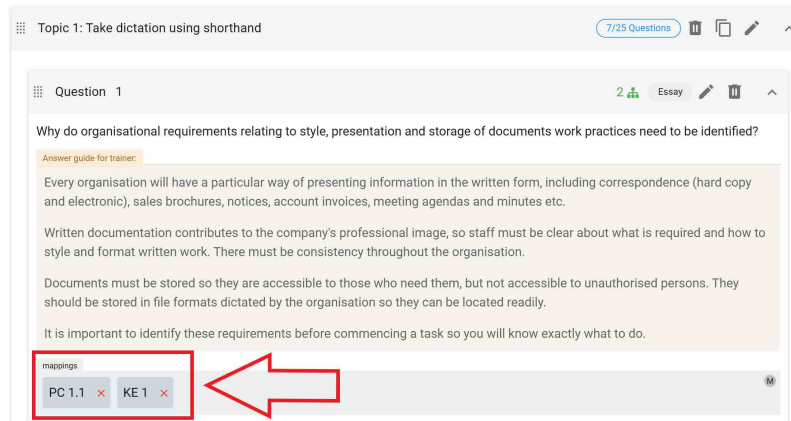
A pop-up window will appear. Check the box next to the word **Disabled** at the top right of the window. Then click **Save**.



Tip!

You will need to alter the standard Unit mapping title if you want to add your own Unit mapping document. We suggest changing it to *Unit mapping (standard)*.

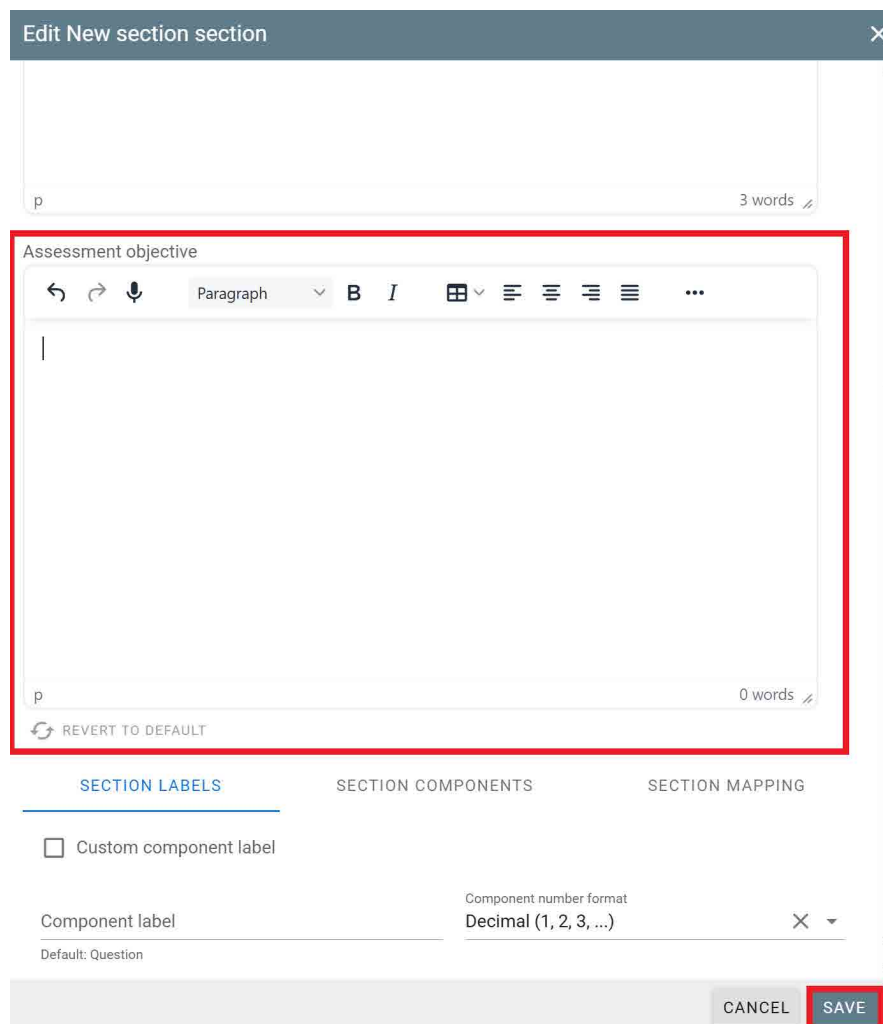
Step 2 - You will need to **remove all** pre-existing **mapping** from the **individual assessment components** by clicking the **X** at the top of the **mapping component**.



Step 3 - Click the **cog** on your **Assessment Section** to open the **Section Editor**.

You will see a box in the middle with the title **Assessment Objectives**. **Erase** all text in this field and click **Save**.

Repeat for all Assessment Sections.



All references to Unit mapping should now be removed. If Assessment objectives appear even though they have been removed, double-check that **all mapping** has been **removed** from **all assessment components**.

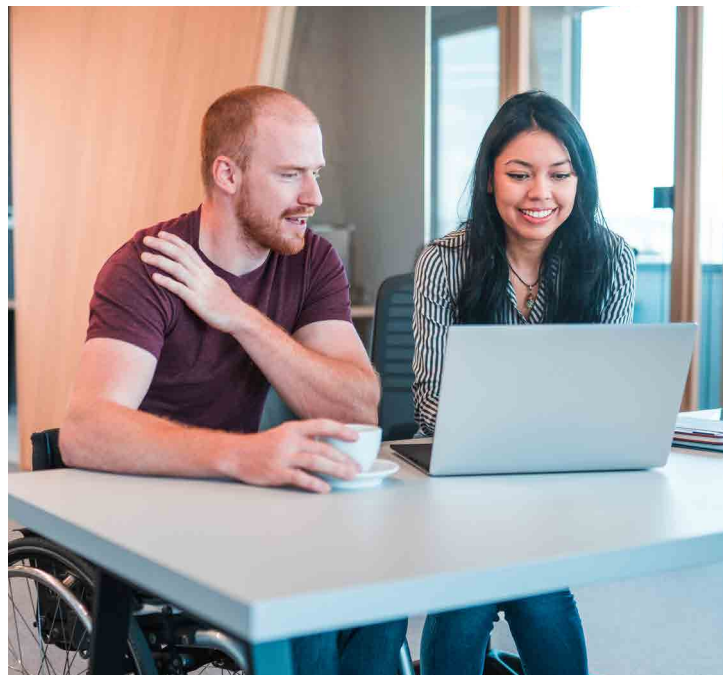


The Online Variant

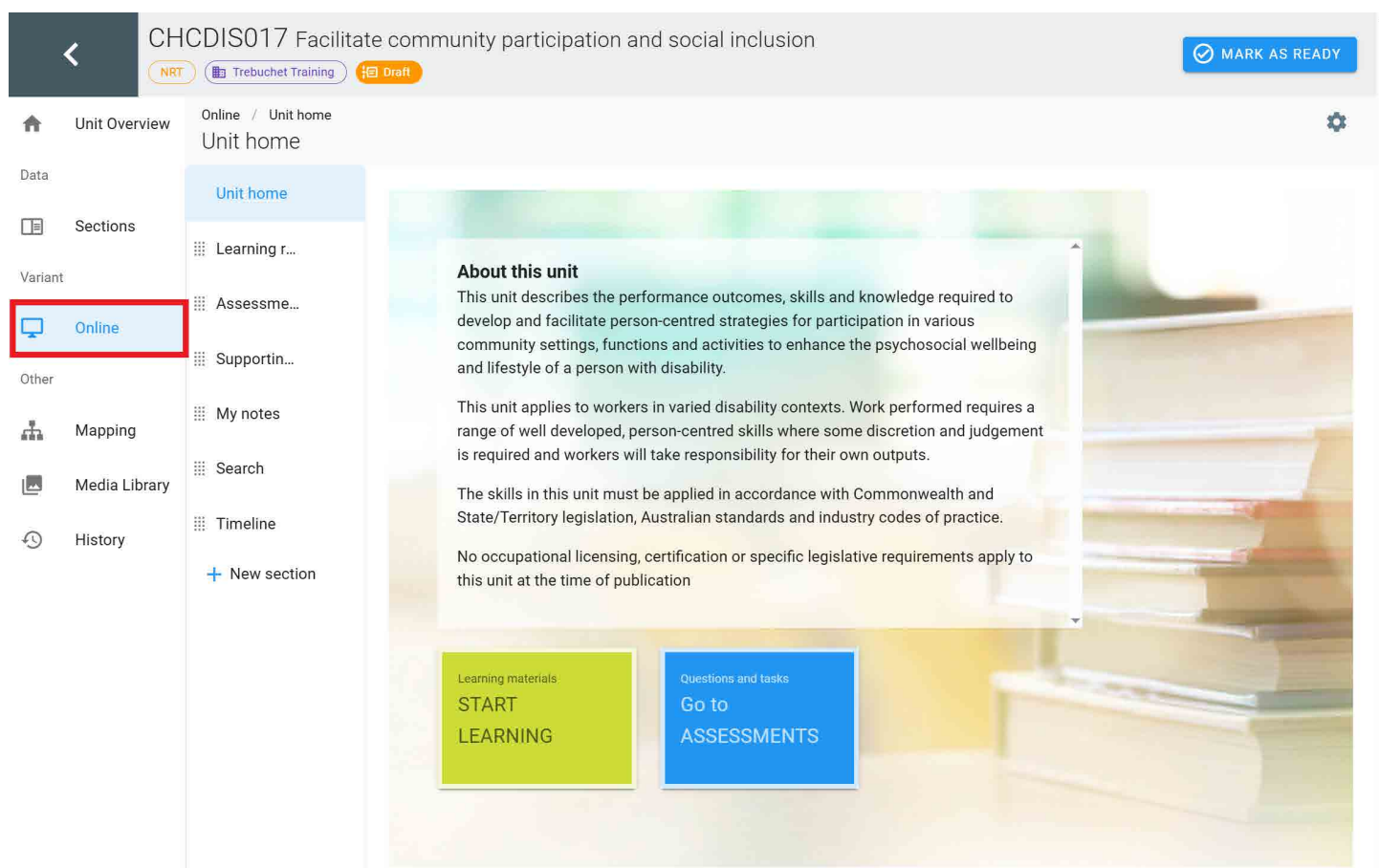


Functions of the Online Variant

The Online Variant is where you will setup your assessment as you want it to appear in the LMS. It is important to **add** any **new sections** you created to the **Online Variant** so the system knows where to **place** them in the **LMS**. There are a number of places where your new sections can be placed. We will go over all the parts of the Online Variant and the different outcomes you can achieve with customising your assessment display.



The screenshot below gives you an overview of the Online Variant.



CHCDIS017 Facilitate community participation and social inclusion

NRT Trebuchet Training Draft MARK AS READY

Unit Overview / Unit home

Unit home

Unit home

Learning r...

Assessme...

Supportin...

My notes

Search

Timeline

+ New section

About this unit

This unit describes the performance outcomes, skills and knowledge required to develop and facilitate person-centred strategies for participation in various community settings, functions and activities to enhance the psychosocial wellbeing and lifestyle of a person with disability.

This unit applies to workers in varied disability contexts. Work performed requires a range of well developed, person-centred skills where some discretion and judgement is required and workers will take responsibility for their own outputs.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication

Learning materials
START LEARNING

Questions and tasks
Go to ASSESSMENTS

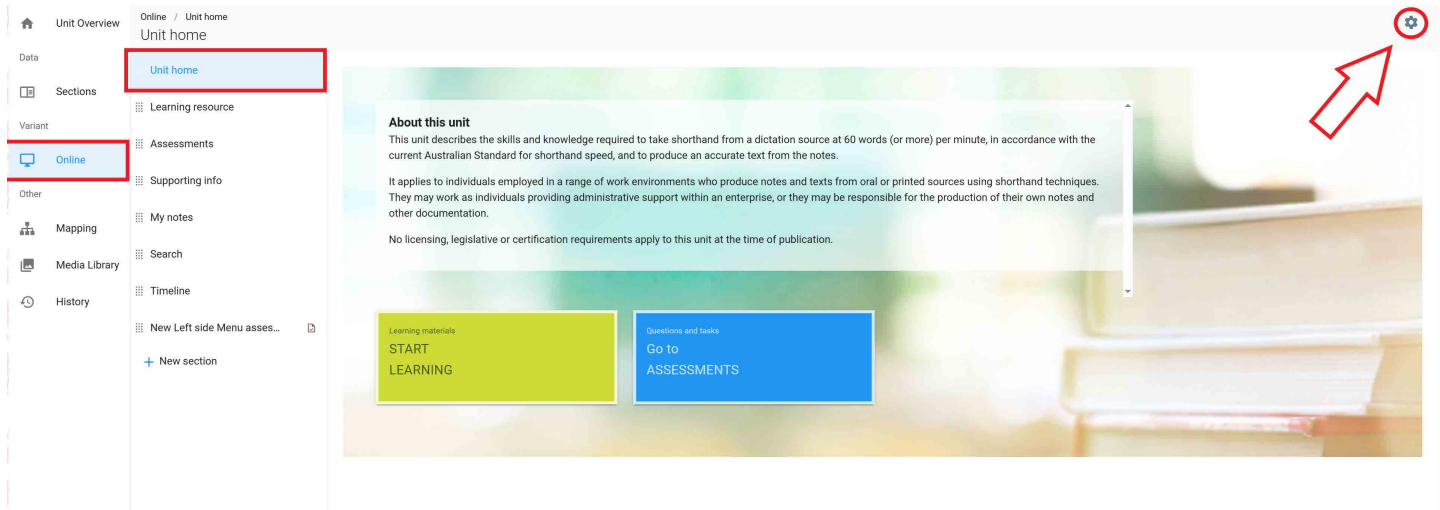
Let's start by looking at each of the **Tabs** on the **Online Navigation Menu**.

Unit Home Tab

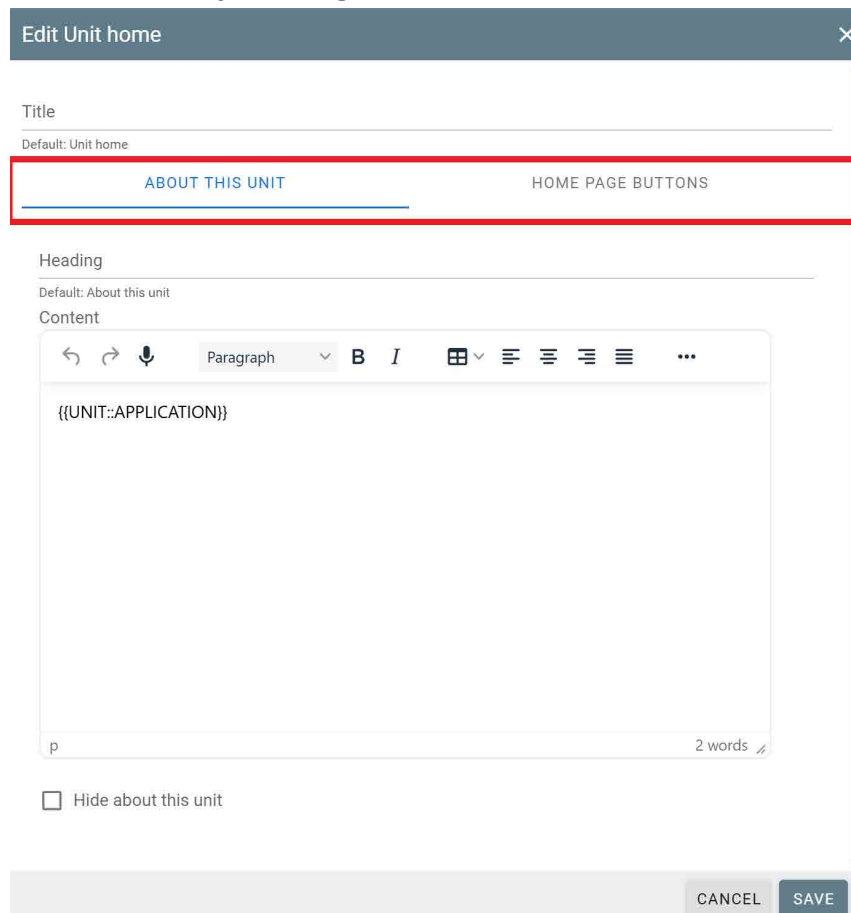
The Unit Home tab is the first tab that you will see when you open a Unit in the LMS. On this page you will see the **About this Unit** text as well as navigation buttons to access all the **Learning Resource** and **Assessment**.

You can edit the **About This Unit** text as well as add **additional buttons**.

To **edit** the Unit home, click the **cog** at the **top right** of the page.



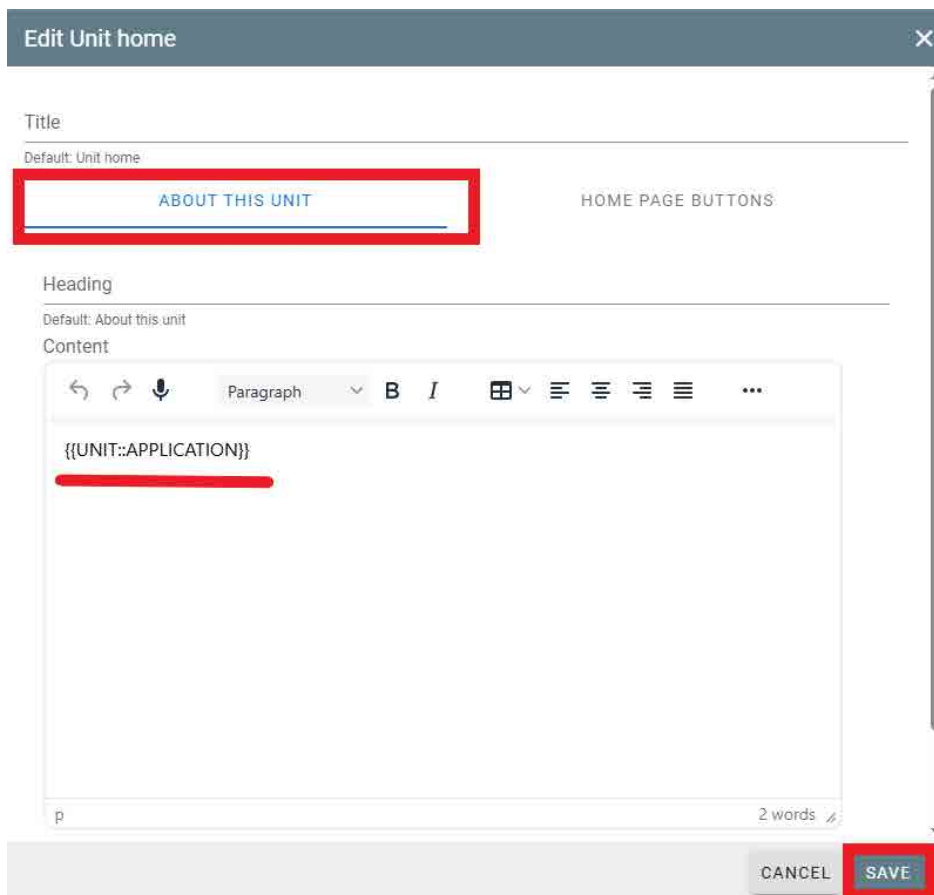
This will open up a pop-up window where you can make edits. There are two tabs: **About this Unit** and **Home Page Buttons**. It is also possible to have a third tab, **Background** enabled, we will go over this later. Let's start by looking at **About This Unit**.



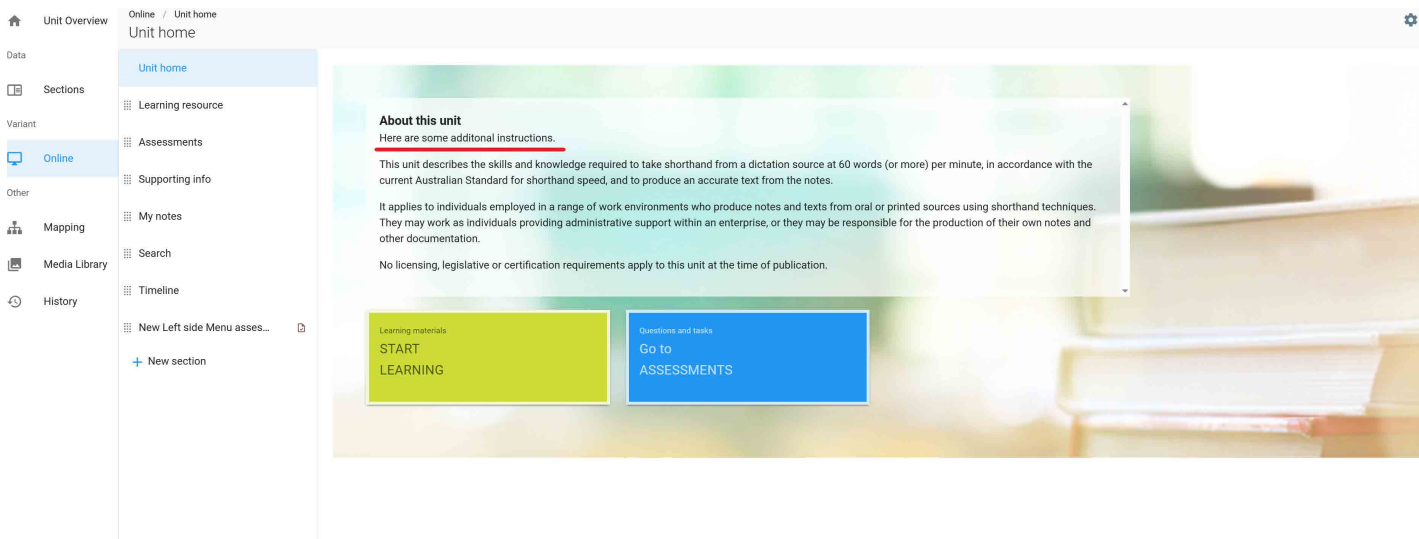
About this Unit

This is where the Application of the Unit is displayed. The text field contains an internal link to the **About This Unit text** In the **Unit Overview tab** on the **Main Navigation Menu**. You can copy the text from there and replace the link if you want to make edits, you can override the link entirely with your own text, or you can add additional instructions and leave the original text linked.

Once you have made any changes you want, click **Save**.



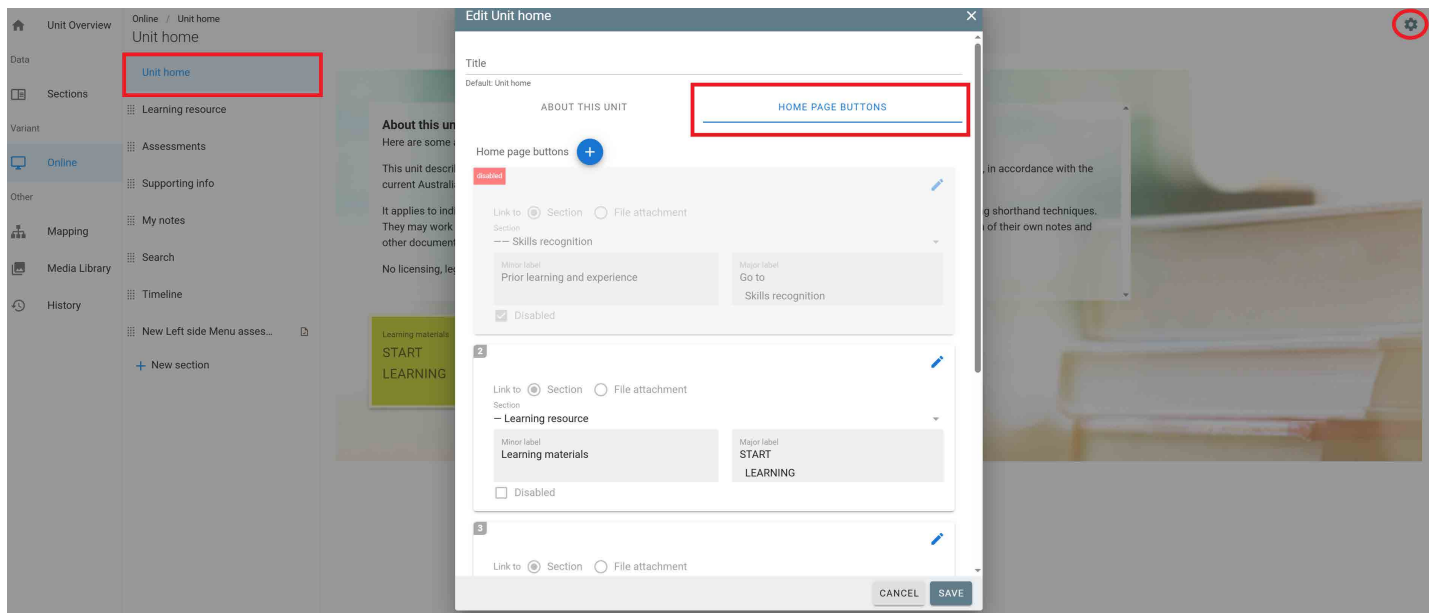
Once you have clicked **Save**, the **Unit home tab** will update and you will be able to see your changes.



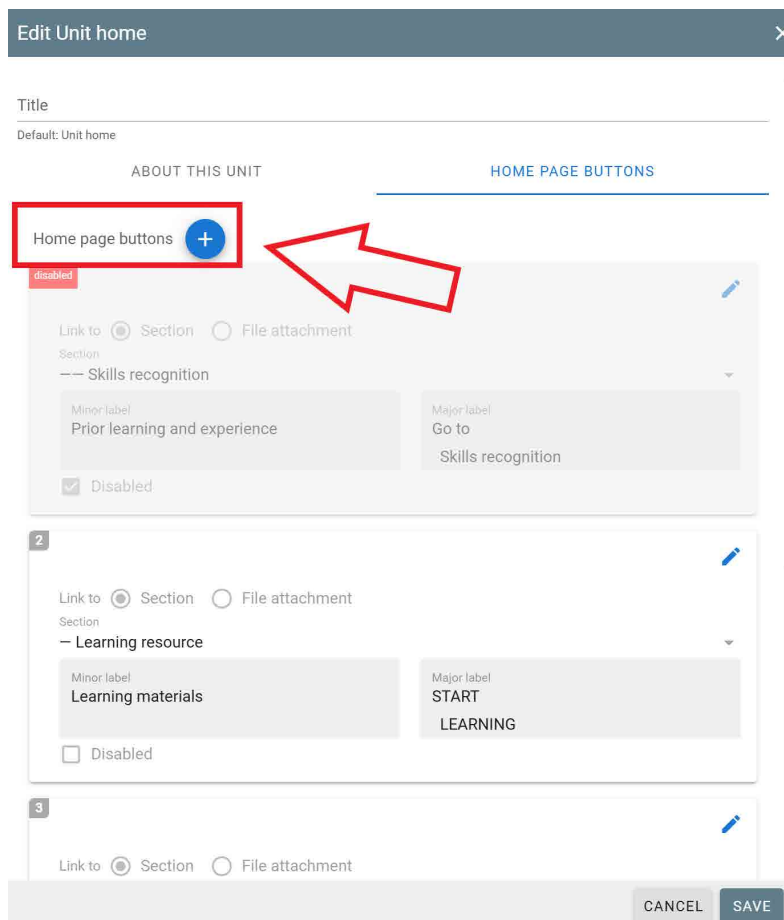
Unit Home Buttons

Unit Home Buttons are the **navigation buttons** that sit on the Unit Home Page. The Unit home tab contains two buttons; One leads to the **Learning Resource** and the other leads to the **Assessment** tab. In addition to these buttons, you can add your own buttons. The button can either be a **downloadable attachment** or it can link to one of your other **sections**.

To create a **custom button**, you will need to click the **cog** on the top right of the **Unit home Tab**. This will open the Section Editor. Click the **second Tab** called **Home Page Buttons**.



Now click the button **Home Page Button +**.

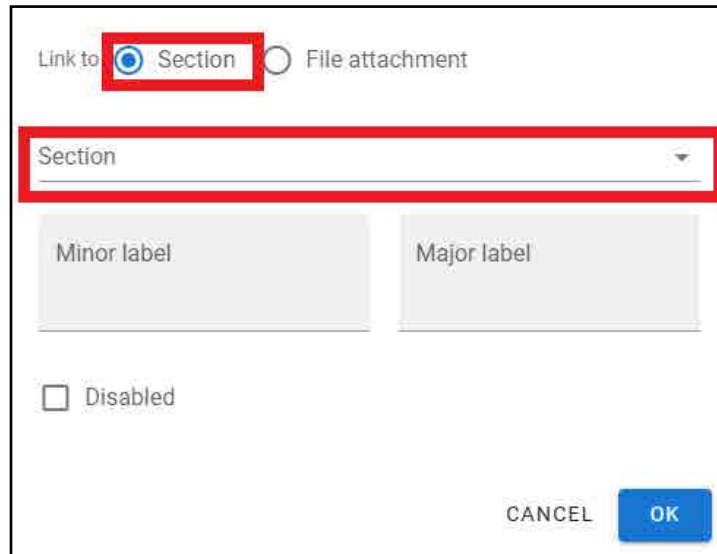


A second pop-up window will appear. You will have the option of linking a **Section** or a **File attachment**.

To link a **Section**, select the section from the dropdown menu.

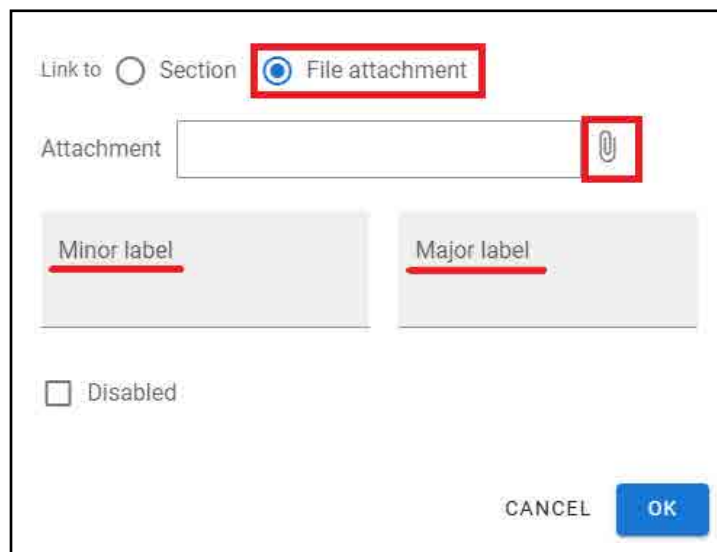
Note:

The section will need to be added in the Assessment Tab, the Supporting Info Tab or the Left side menu so the LMS has somewhere for the content to sit.



The screenshot shows a dialog box titled "Link to". At the top, there are two radio buttons: "Section" (which is selected and highlighted with a red box) and "File attachment". Below this is a dropdown menu labeled "Section", also highlighted with a red box. Underneath are two text input fields: "Minor label" and "Major label". At the bottom left, there is a checkbox labeled "Disabled". At the bottom right, there are two buttons: "CANCEL" and "OK".

To link a **File Attachment**, click the **paperclip icon** to open the **Media library** and select your file.



The screenshot shows the same "Link to" dialog box, but now the "File attachment" radio button is selected and highlighted with a red box. Below the radio buttons is a text input field labeled "Attachment" with a paperclip icon to its right, also highlighted with a red box. The "Minor label" and "Major label" text input fields are now underlined in red. The "Disabled" checkbox and "CANCEL" and "OK" buttons remain at the bottom.

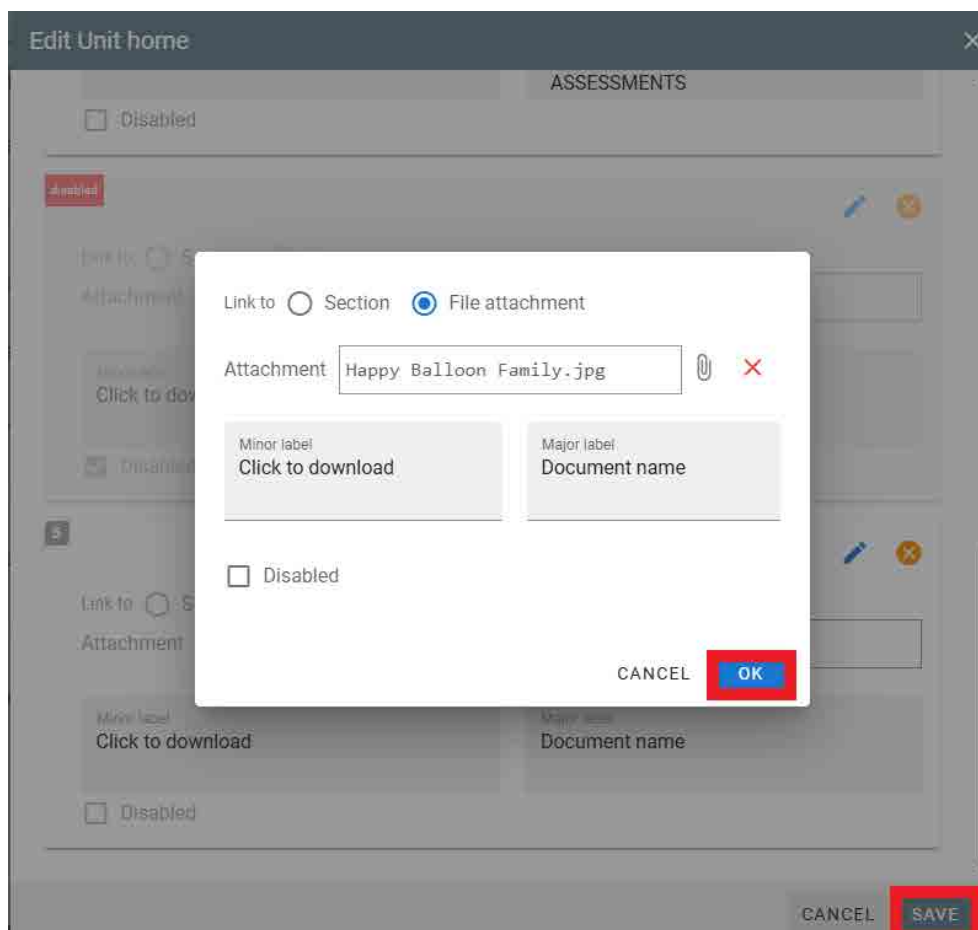
Now that you have selected your link type, you will need to add your labels.

The **Minor label** is the smaller text at the top of the button.

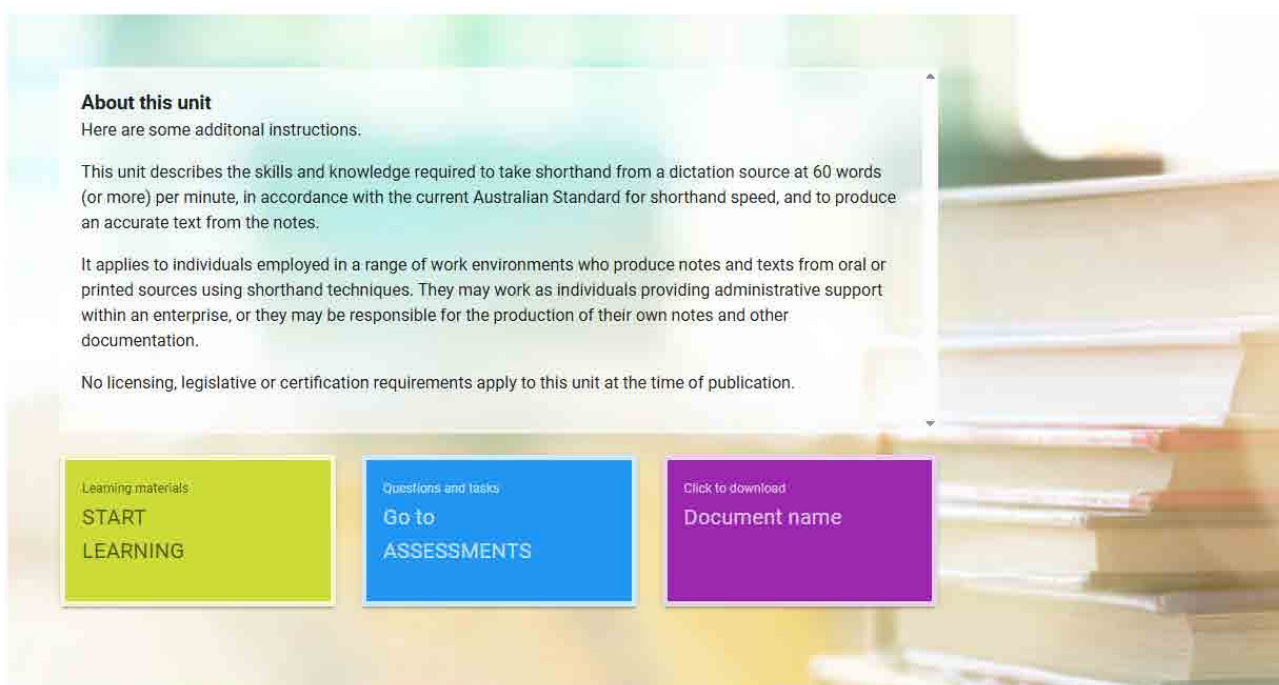
The **Major label** is the larger text on your button.

Each label must contain **less than 20 characters**.

Once you have added the labels, click **OK** on the second pop-up window. Then click **Save** again on the first window.



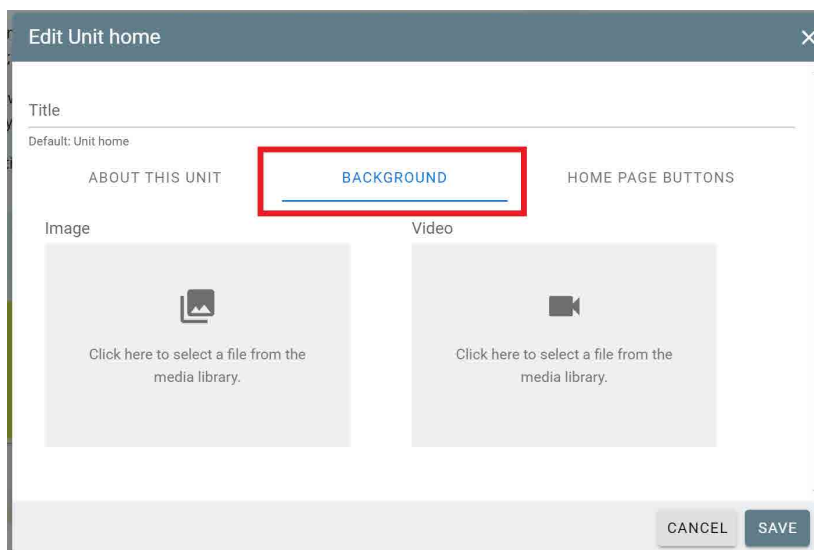
Your new button will then appear as a **purple button** on the **Unit Home** page.



Background

Background is where you can edit the **Background image** of a Unit Home Page. You can change the image to suit the context of the unit or to make it unique to your customised version. You can also replace the image with a **video**.

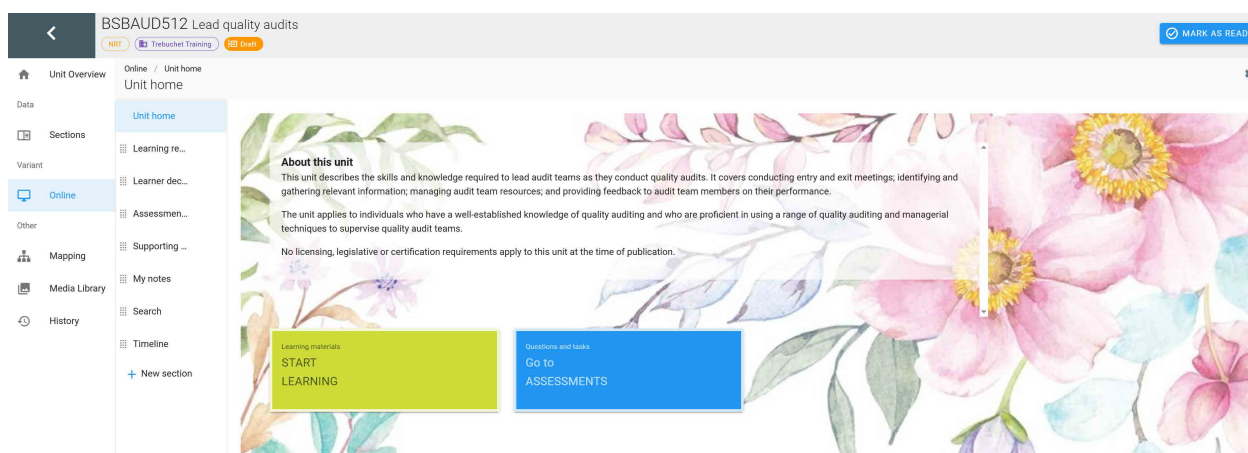
To update the Background with an Image or video, click the **Background** tab and then click either Image or video from the two grey buttons listed.



The grey buttons will then take you to the **Media Library** where you can add your image or video. Add your content and click **Insert**.

The grey button will then contain a thumbnail of your content. Click **Save** to apply.

Your content will now appear on the background of the Unit Home page.



Important!

If you choose video, About this Unit and Unit Home buttons will not be available.

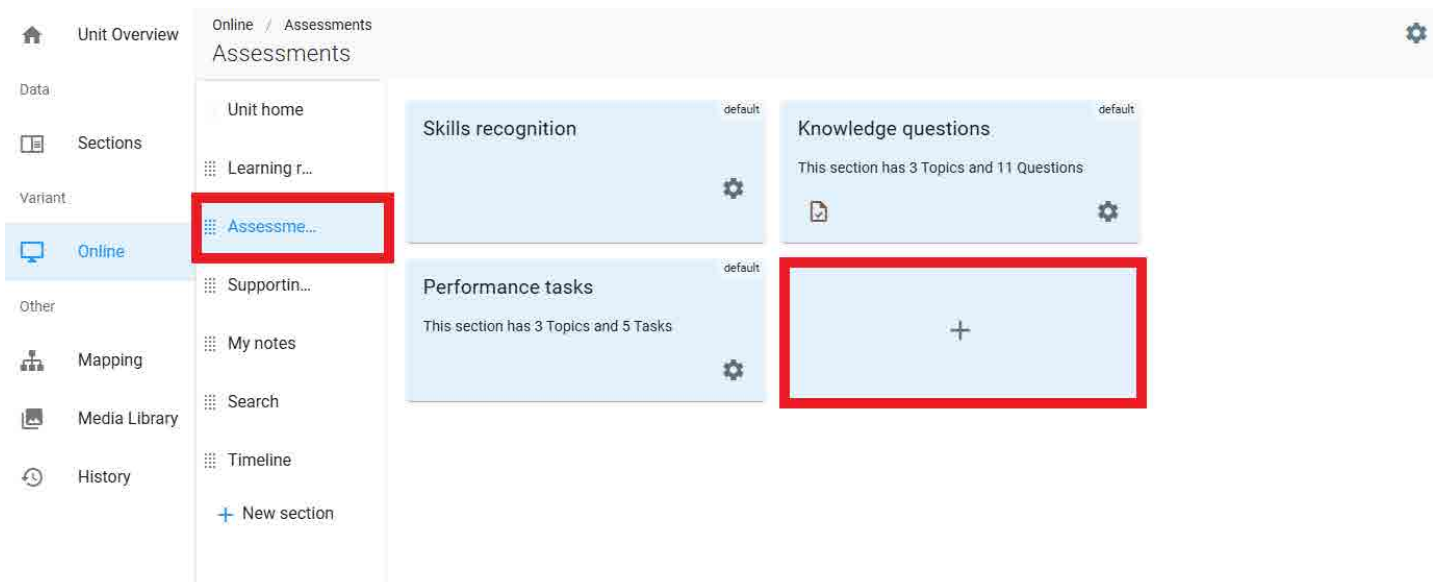
Adding Sections to the LMS

There are three places where you can add your New Section into the **Online Variant**; The **Assessment Tab**, the **Supporting Info Tab** or the **Online Navigation Menu**. We will go over how you can add your new sections to each of these places next.

Assessments Tab

The Assessment tab contains your **Assessment Sections**. You can disable existing sections or add new Assessment or Supporting Info Sections here to customise your Assessment in the LMS.

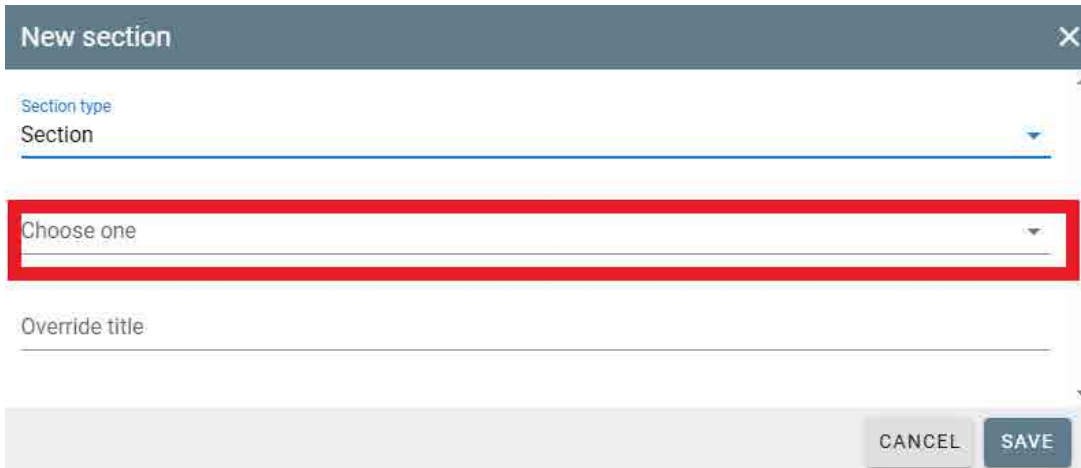
Click the Assessments tab to open it up. You will see the standard Catapult assessment sections will already be active in the tab. To add your **new assessment section**, click the button with the **+** symbol.



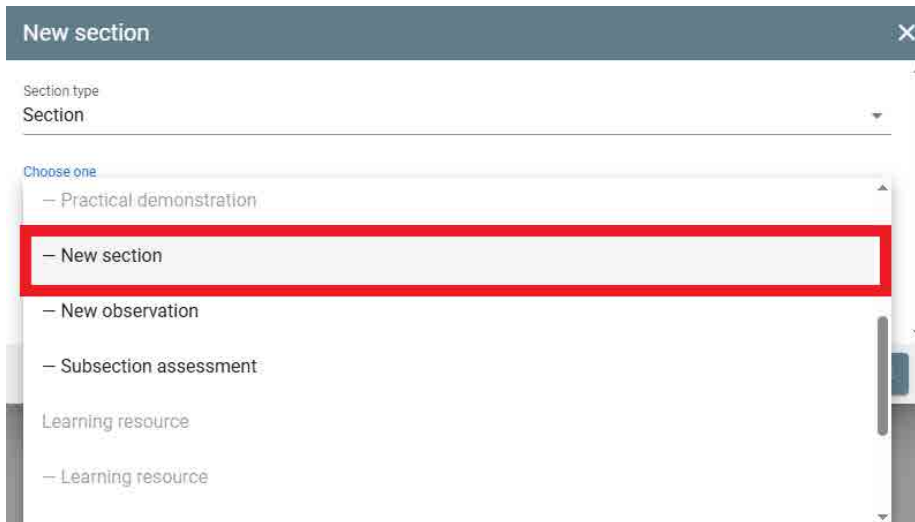
A pop-up window will appear. Click the dropdown menu **Section type** and select **Section**.



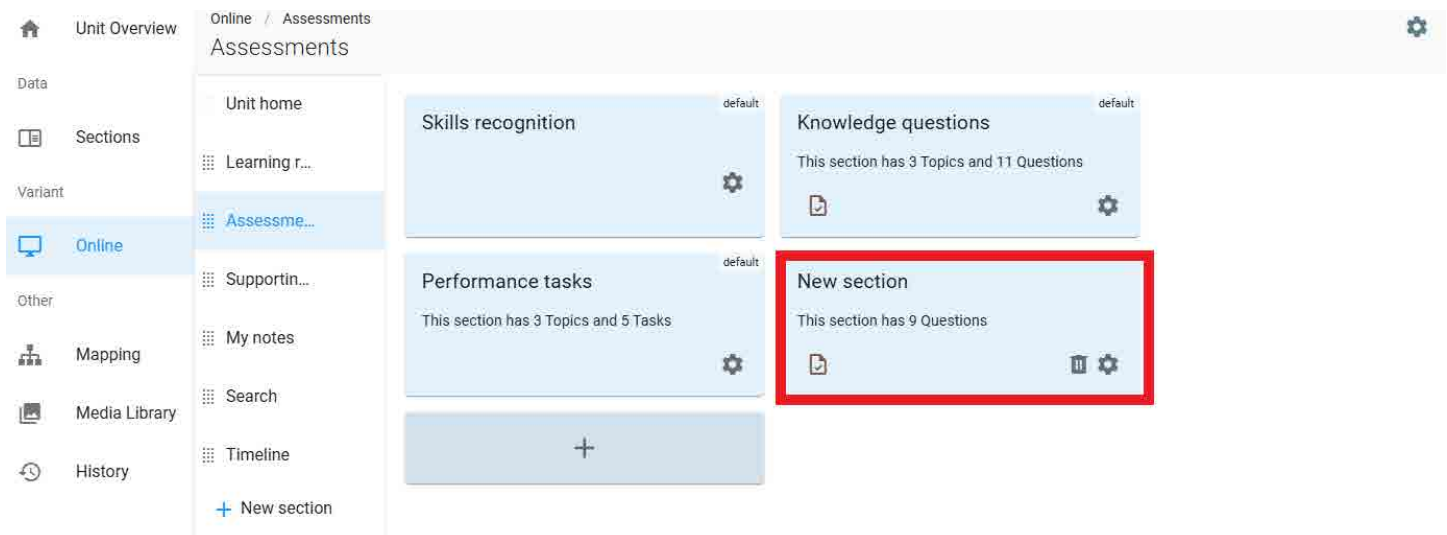
The pop-up window will expand. Click the next dropdown box on the list labelled as **Choose One**.



Scroll down until you find the **title** of your new assessment section, then **click** on it.



Click **Save** and your new assessment section will be added.



Now that we have looked at how to add your new assessment section to the assessment tab, there are a few other options you can choose to add in the assessment tab, let's look over those next.

Changing the Default Landing Section

The default landing section is the **first section that opens** when accessing the **Assessment Tab** in the **LMS**. In your Assessment Tab, you may want to change which of the assessments appears first to prompt learners to complete that Section before moving on to the others. The **default** is set to the **Knowledge Questions** section.

To change the default landing section, click on the **Assessment Tab** in the **Online Variant**. Then click the **cog** at the top right of the page.

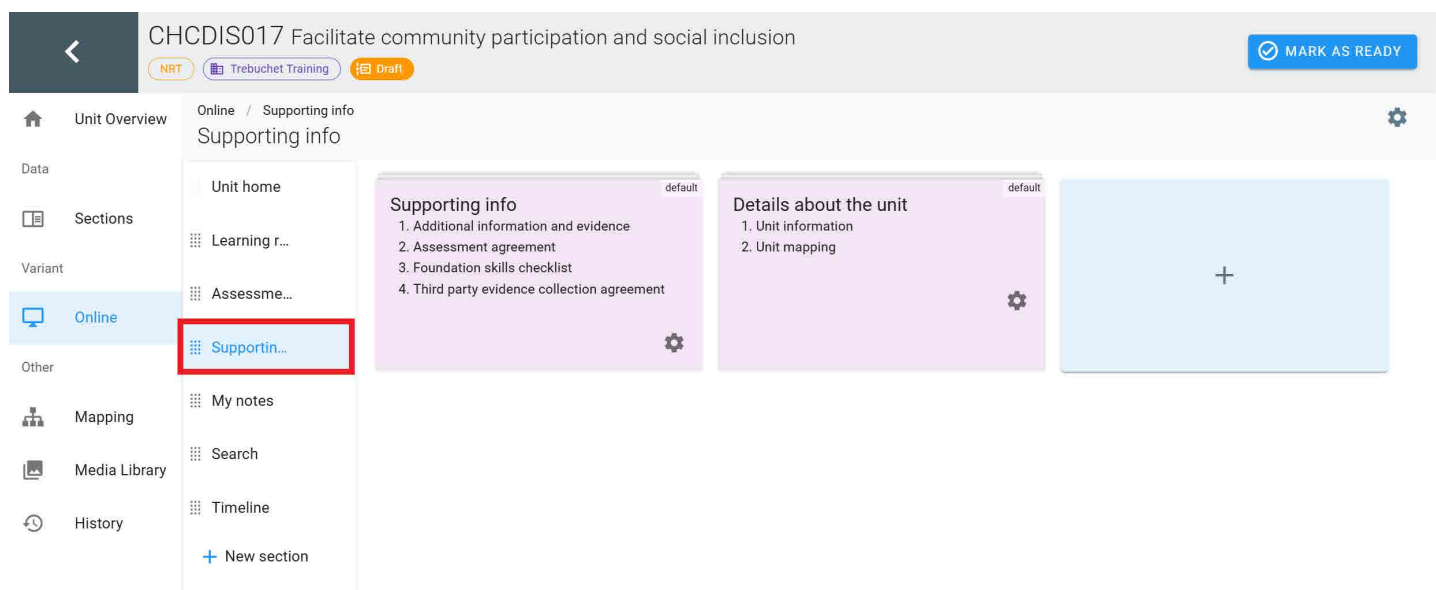
A pop-up window will appear. There will be a **dropdown menu** with the title **Default Landing Section**.

Click on the dropdown menu and scroll to **find the Section** you want to be your default landing section. Select it and click **Save**.

Your selected Section will now appear as the landing section in the LMS.

Supporting Info Tab

The Supporting Info Tab contains your Supporting Info Sections. In the Supporting Info Tab, you can **disable existing Supporting Info sections** as well as **add your own new Supporting Info sections**.



If you click on either of the **Sections** within the **Supporting Info Tab**, they will open up so you can access their **internal Sections**. You can see the internal sections listed on the buttons.

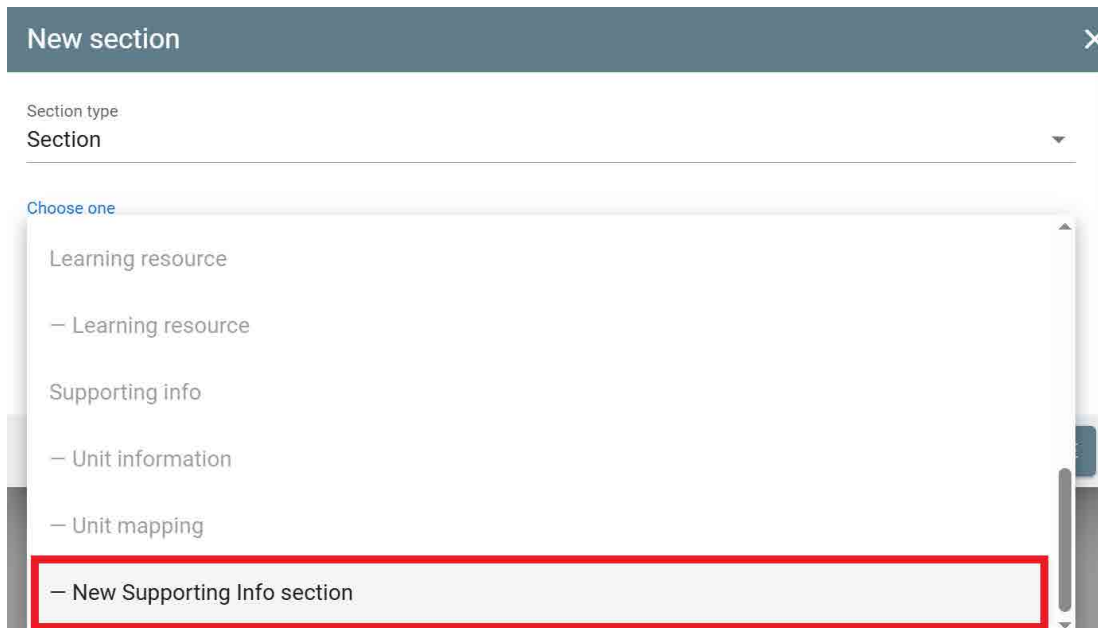
When adding your **new Supporting Info section**, you can either use the **+ button** or you can add it within one of the existing sections. The process is the same, you will just need to click into one of the existing sections to add it there.

Click the **+ button**. A pop-up window will open. Use the dropdown menu and select **Section**.

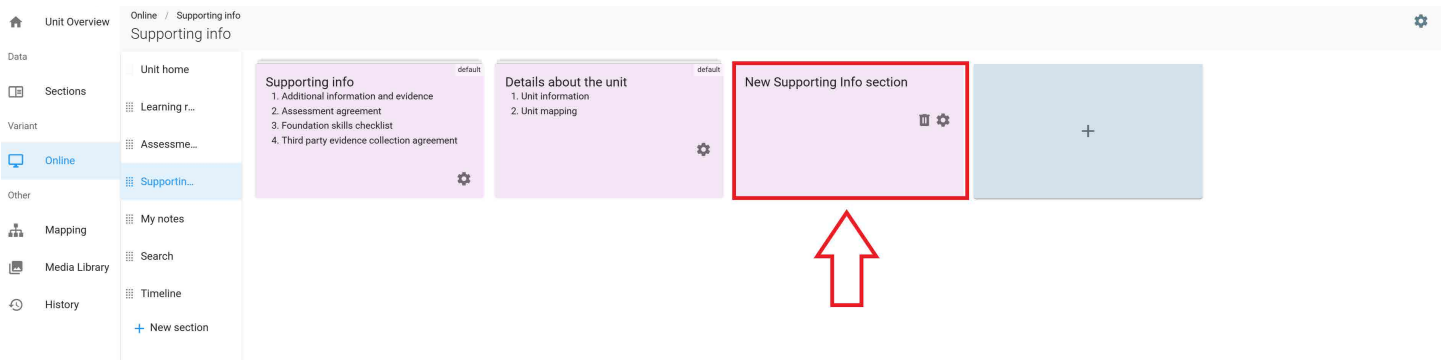
You will notice that this **pop-up window** looks the same as the one for the **Assessment** tab, it **functions the same** and you can use the other options in the same way and have them placed in **Supporting Info** in the **LMS**.



Once you have selected **Section**, the pop-up window will expand. Used the second dropdown menu **Choose one** and scroll until you find the **title** of your new Supporting Info section. Select it and click **Save**.



Your **new Supporting Info section** will appear where you placed it.

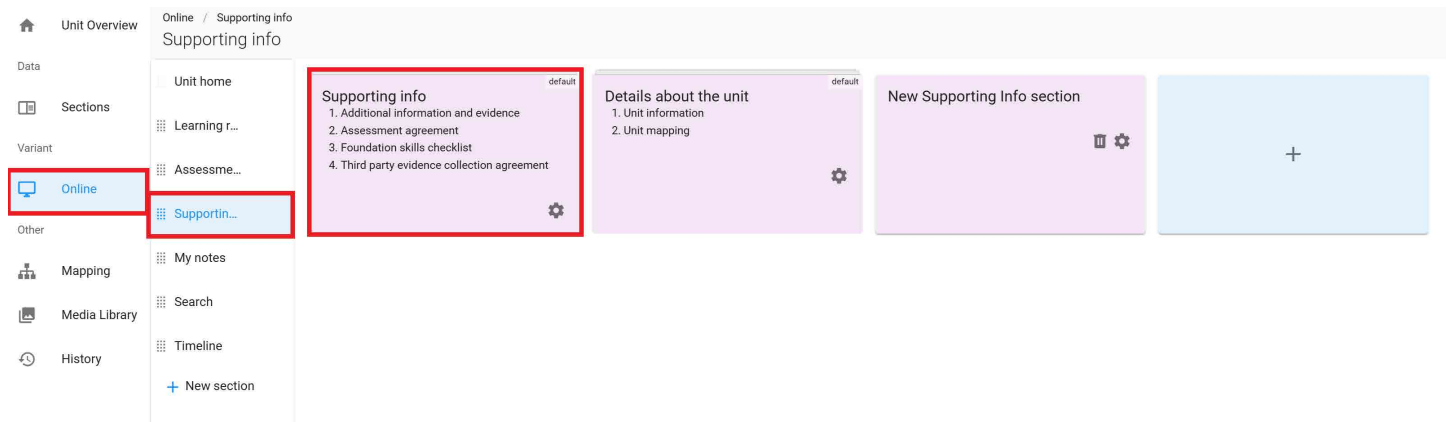


Disabling existing Supporting Info sections

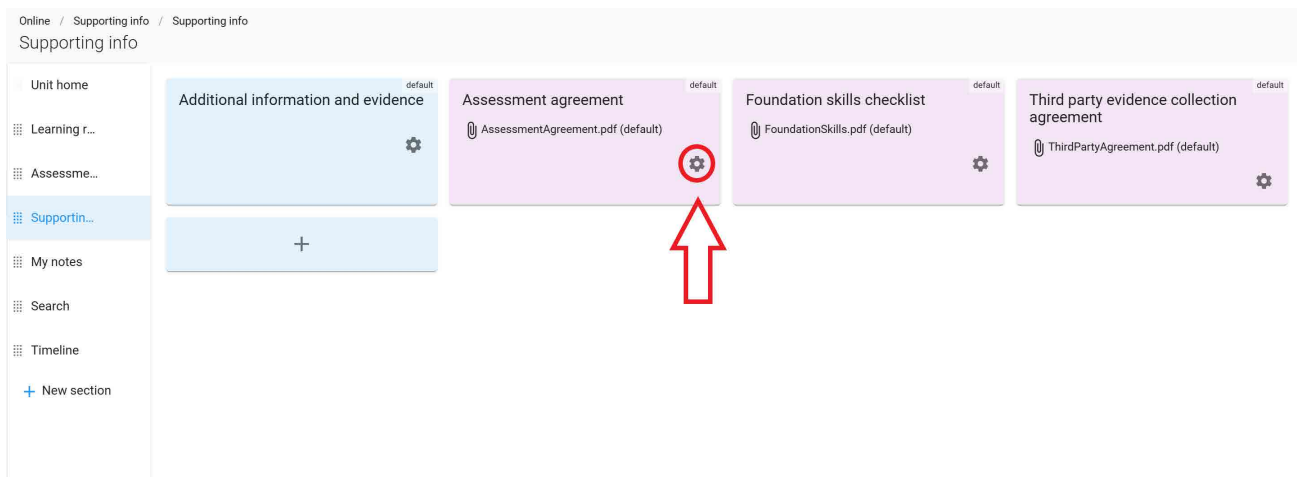
You can disable an existing **Supporting Info section** by clicking the **cog** on the section and checking the box next to the word **Disabled**.

If you want to disable an internal section within a section, you will need to click into the section first by clicking the section button. As an example, we will look at disabling the Assessment Agreement section.

Firstly, click into the **Supporting Info section** within the **Supporting Info Tab** in the **Online Variant**.



Once you are **inside** the **Supporting Info section**, click the **cog** on the **bottom right corner** of the **Assessment Agreement** section to open up the section settings.



Important!

The Additional Information and Evidences section *must* remain enabled for system functionality.

Once you are inside the section, **scroll down** until you see the **checkbox** with the word **Disabled** next to it. Click the **checkbox** and then click **Save**.

Edit Assessment agreement [X]

p 81 words

Uploadable Form

Content

Paragraph B I [Icons]

The learner and trainer should use this form, together, as follows:

1. The learner should download the {{ATTACHMENT}}
2. The learner should fill in the form.
3. Save or scan the completed form and re-upload it as a PDF.
4. The trainer/assessor may then download the form, and add their own signature.
5. The trainer/assessor should then save or scan the completed form and re-upload it as a PDF.

div > p 66 words

Who can upload form?

Trainer

Learner

Trainer only

Disabled

CANCEL SAVE

The section will now appear faded and with a **red tag** to signify that it has been **Disabled**.

Unit Overview | Online / Supporting info / Supporting info

Supporting info

- Unit home
- Learning r...
- Assessme...
- Supportin...
- My notes
- Search
- Timeline
- + New section

Additional information and evidence [default]

Assessment agreement [disabled] AssessmentAgreement.pdf (default)

Supporting info [default]

1. Additional information and evidence
2. ~~Assessment agreement~~
3. Foundation skills checklist
4. Third party evidence collection agreement

The disabled section will also appear **crossed-out** on the external list view as shown above.

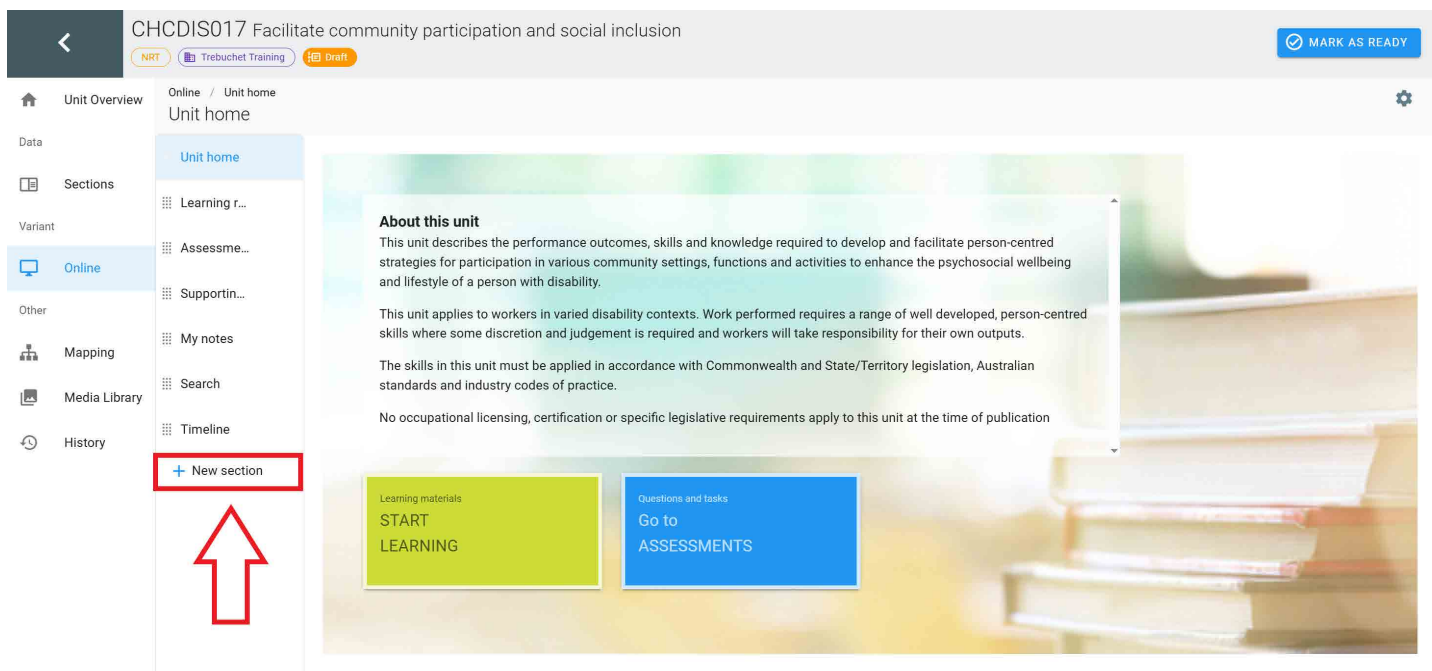
Online Navigation Menu

As well as adding **Sections** to the Assessment and Supporting Info Tabs, you can also add them to the Online Navigation Menu as their own **Tab**. This can be useful if you want to create a non-gradable assessment, like a quiz, or add your own Learning Resource document.

Note:

Assessments in the Online Navigation Menu will not be counted towards the learner's progress in the Unit.

To add a section to the **Online Navigation Menu**, you will see down the bottom of the menu there is a button which says **+ Section**.

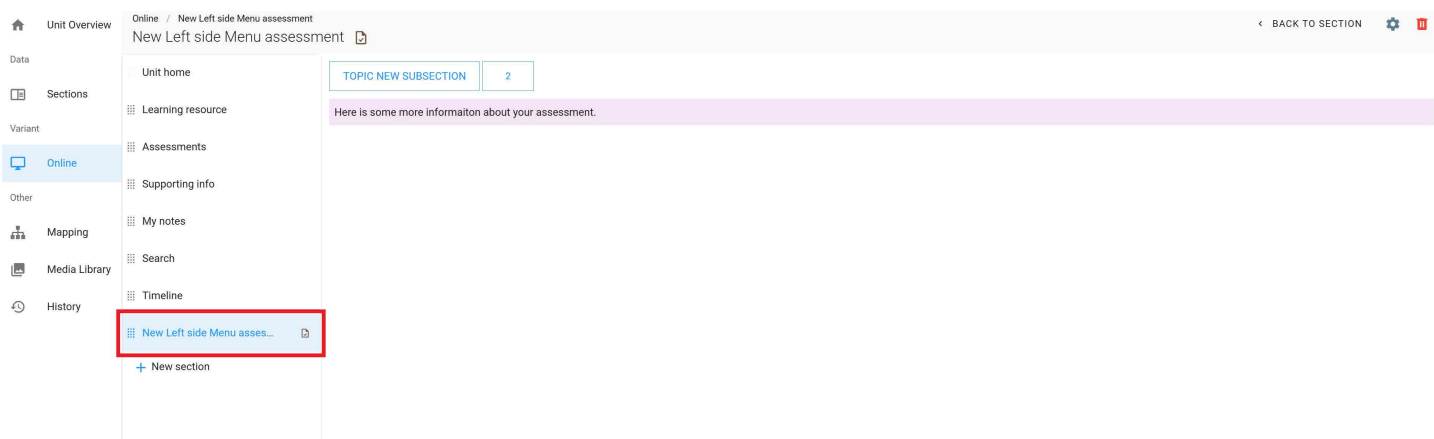


When you click this button, a pop-up window will open. You will notice that it looks the same and has the same functions as the **+ button** in the Assessment and Supporting Info tabs. To add a new section, select **Section** from the **dropdown menu**.



The window will expand, select your **new section** from the **second dropdown menu** and click **Save**.

Your **new section** will then appear on the **Online Navigation Menu**. This is where it will sit in the **LMS**.

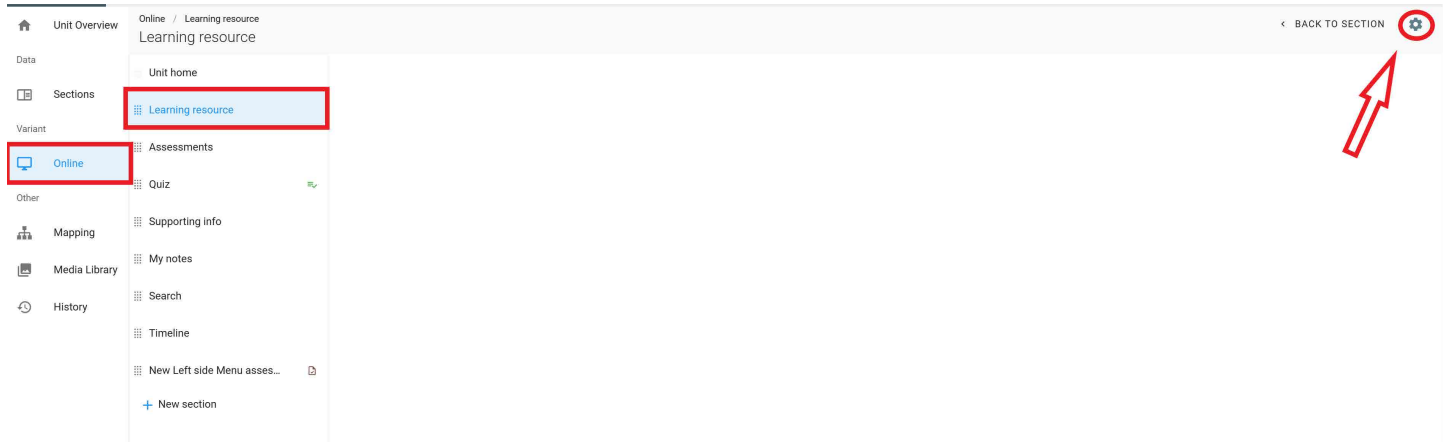


You can **re-arrange** the position of your new Section Tab on the Online Navigation Menu by using the **grip icon** (grid of dots icon) to **drag** it into the position you wish for it to sit.

Disabling Tabs on the Online Navigation Menu

Disabling Tabs **removes** the from the **LMS**. If you would like to create an assessment only Unit, you will need to disable the Learning Resource from the Online Navigation Menu in the Online Variant. The same steps can be applied for disabling **any** of the Tabs in the Online Navigation menu.

To disable a Tab, you will first need to click on the Tab to **open** it. Then click the **cog** at the top right of the screen.



A pop-up window will appear. Check the box next to the word **Disabled**. Then click **Save**.

Edit Learning resource
✕

Section
Learning resource

Title
Default: Learning resource

Audio file

Trainer only

Disabled

CANCEL
SAVE

The tab will then appear blocked out in **red** with a red icon signifying that it has been **disabled**.



Supporting Materials & Features

Along with adding your New Sections to your assessment, there are a few other supporting materials and features you can add to support your assessment in the **Online Variant**. We will go over them next.

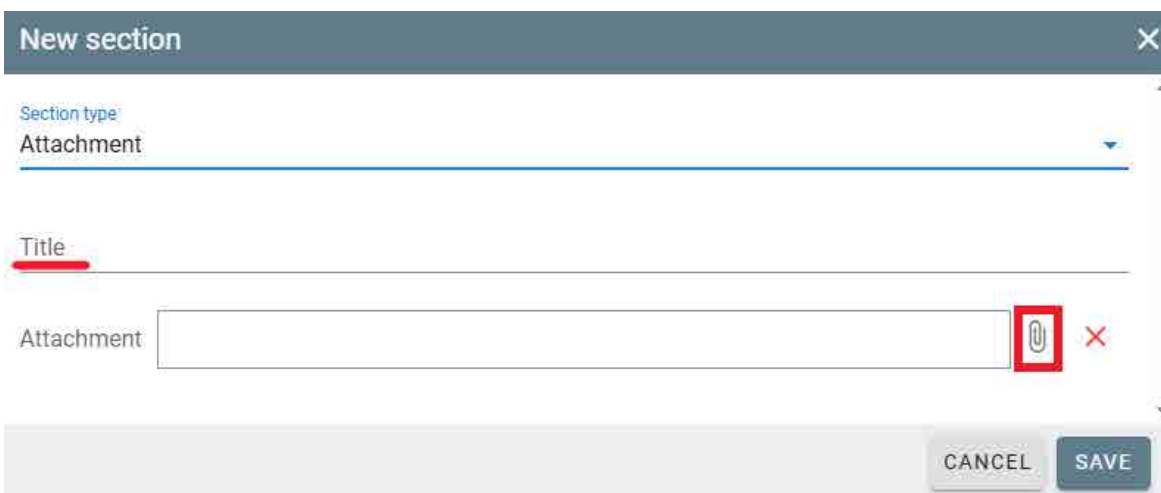
Attachment Section

Another section you can add to the assessment tab is an **Attachment**. Attachments are downloadable assets that sit within their own Section. This may be used for forms or videos that are additional to the assessments.

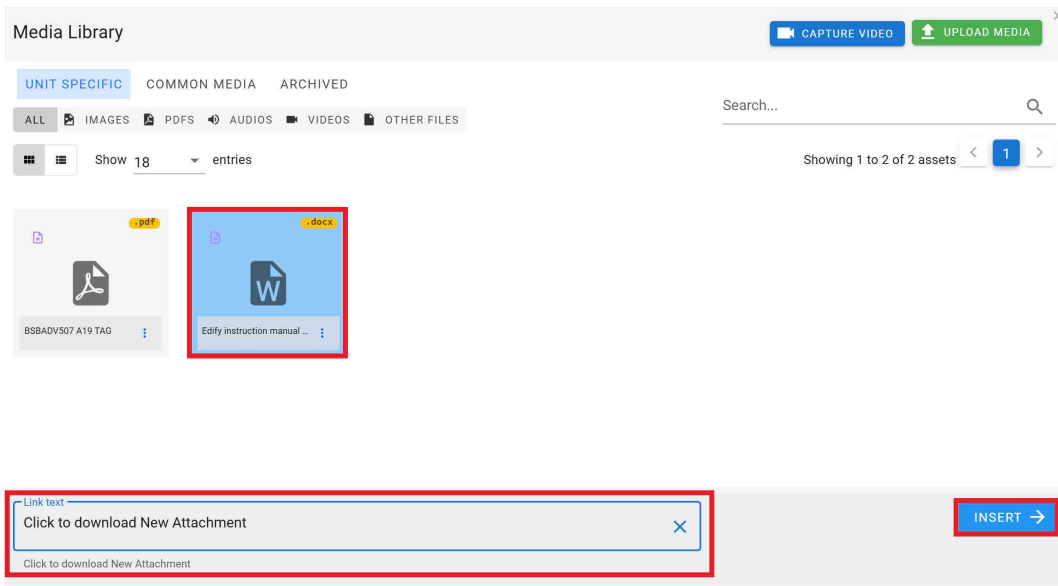
To create an Attachment Section, repeat the steps from the previous instructions to add your new section, but instead of selecting Section from the **dropdown menu**, select **Attachment**.



This will expand the pop-up window with an attachment field. Add a title for your attachment, then click the **paperclip** icon to open the **Media Library**.



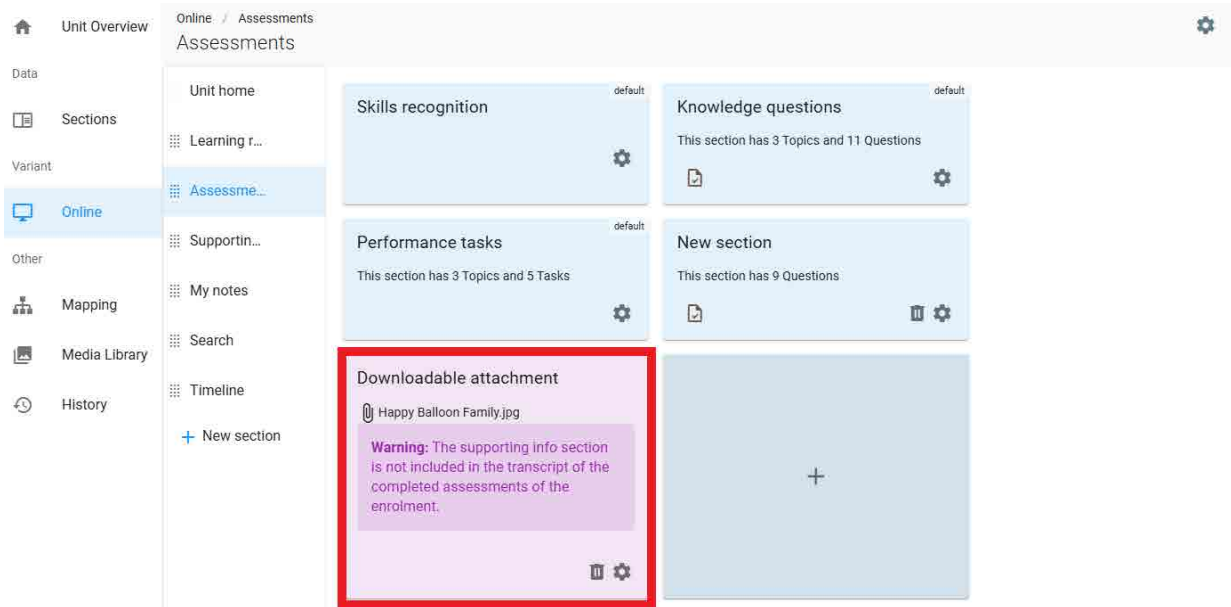
Drag and drop your file into the media library and click **Save** to insert.



Once you have added the title and attachment, click **Save**.



Once you have clicked Save, your **new attachment** will be added to the **Assessment Tab**.

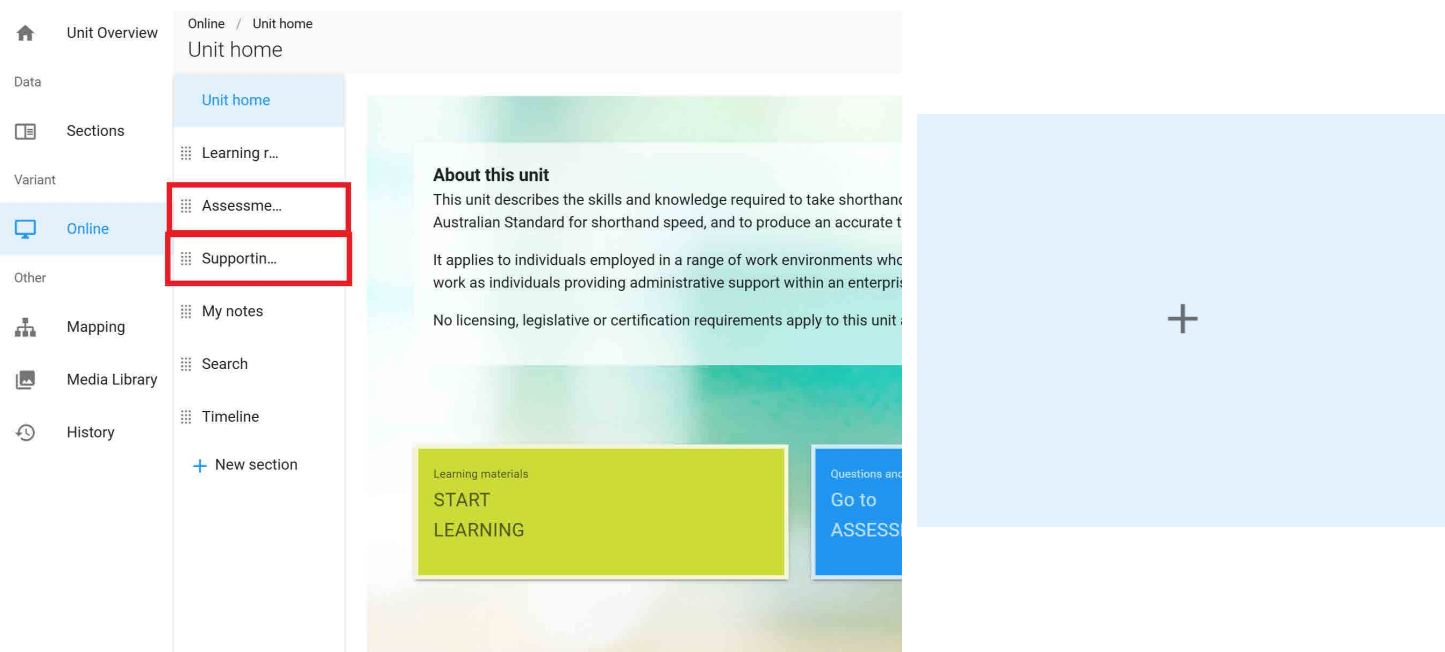


Uploadable Form

As well as adding a downloadable attachment section, you can also create one where the attachment can be **uploaded** within the **same section**. This can be useful for forms or checklists.

To add an Uploadable Form, you will firstly need to follow the process for adding an **Attachment Section**.

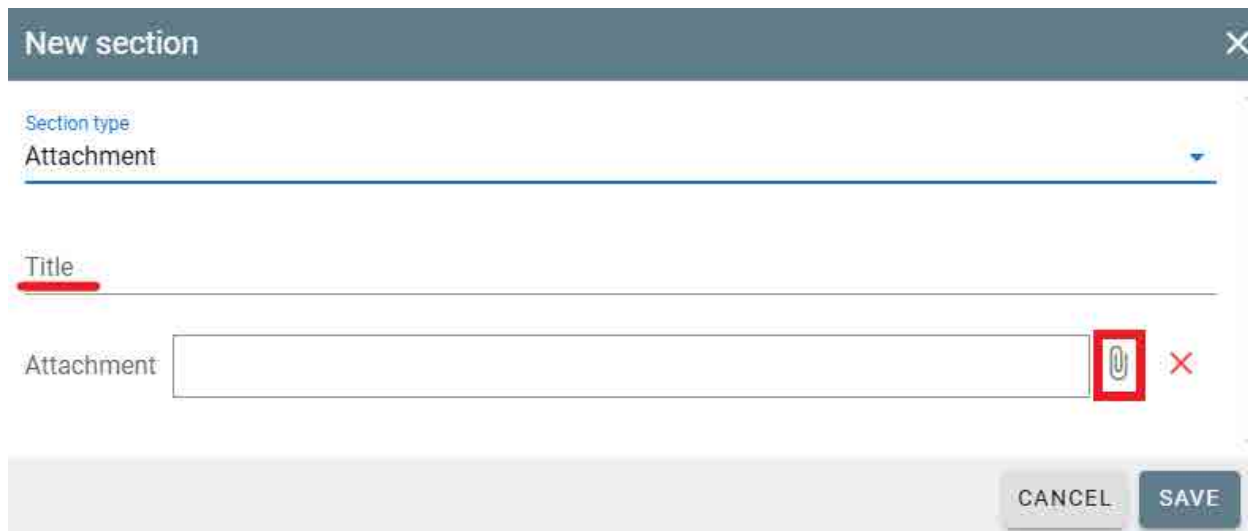
Press the **+** button in the **Tab** where you want the attachment section to sit (either **Assessment** or **Supporting Info**).



A pop-up window will appear. Select **Attachment** from the dropdown menu.



Add your attachment using the **paperclip icon** which will take you to the **Media Library**. Give your attachment a **Title** and click **Save**.



New section [X]

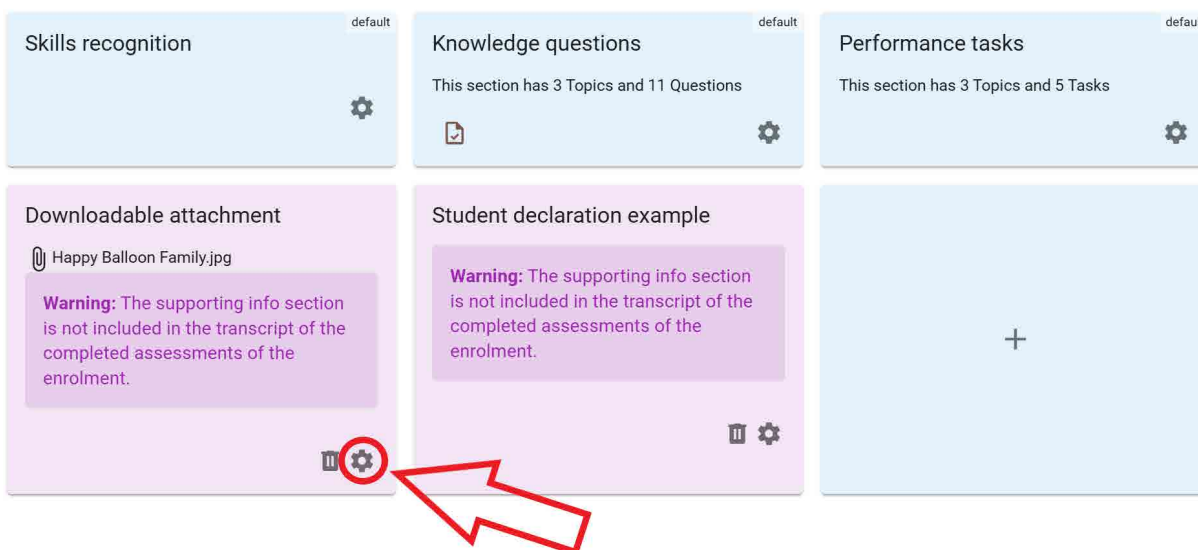
Section type
Attachment

Title

Attachment [Paperclip icon] [X]

CANCEL SAVE

Your new attachment will appear in the tab. Click the **cog** on the **bottom right corner** of the section to open the **Section editor**.



Skills recognition default [Cog icon]

Knowledge questions default
This section has 3 Topics and 11 Questions [Cog icon]

Performance tasks default
This section has 3 Topics and 5 Tasks [Cog icon]

Downloadable attachment
Happy Balloon Family.jpg
Warning: The supporting info section is not included in the transcript of the completed assessments of the enrolment. [Cog icon]

Student declaration example
Warning: The supporting info section is not included in the transcript of the completed assessments of the enrolment. [Cog icon]

[+]

A pop-up window will appear.

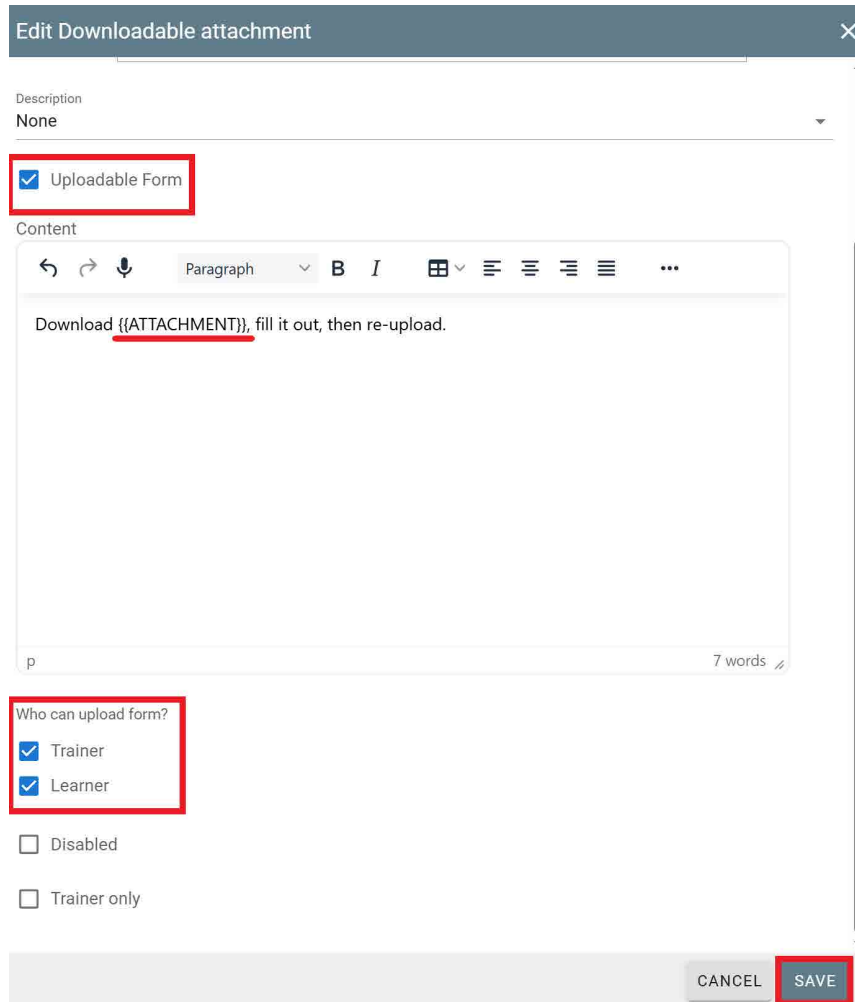
In the pop-up window you will see a **checkbox** with the text **Uploadable form**. Check this box.

The window will then expand. **Scroll down** and you will see a text field and a few more checkboxes.

Inside the text field, you will need to **add** some **instructions** for uploading the attachment. This text **MUST** contain the exact text **{{ATTACHMENT}}** in order for the system to create an uploadable box for the included attachment. You can adjust the other text to suit your needs.

Once the text has been added, you will need to **select who** can upload the form. You can check the box next to **Trainer or Learner or both**.

Once you have done this, click **Save**.



Edit Downloadable attachment [X]

Description
None

Uploadable Form

Content

Paragraph [B] [I] [Table] [List] [List] [List] [More]

Download {{ATTACHMENT}}, fill it out, then re-upload.

7 words

Who can upload form?

Trainer

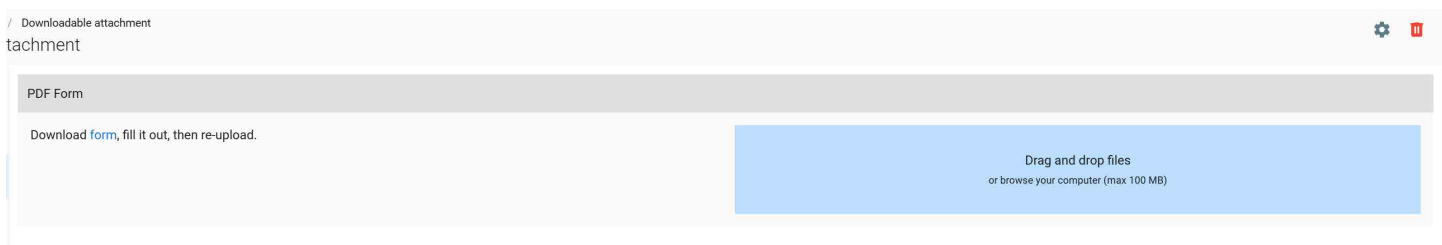
Learner

Disabled

Trainer only

CANCEL **SAVE**

Once you have clicked **Save**, you can **click into your attachment** and it should look something like the screenshot below.



/ Downloadable attachment
achment

PDF Form

Download [form](#), fill it out, then re-upload.

Drag and drop files
or browse your computer (max 100 MB)

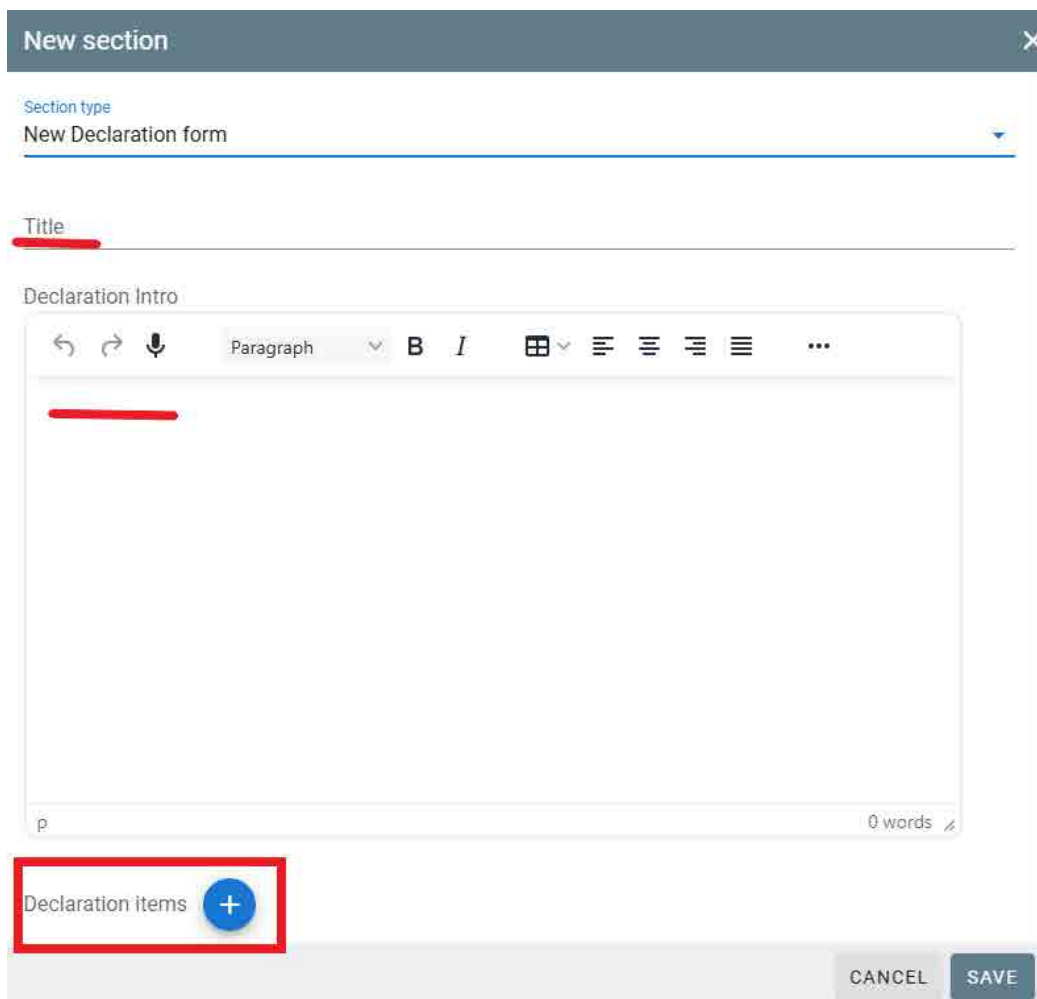
Declaration Form

Another Section type you can add in the Online Variant is a Declaration form. This builds a **checklist of items** that the Learner must agree to using checkboxes. The intention of a Declaration form is to confirm learners have read, understood, and agree to follow the academic honesty guidelines.

To build a Declaration form, click the **+ symbol** and select **New Declaration form** from the drop-down menu.

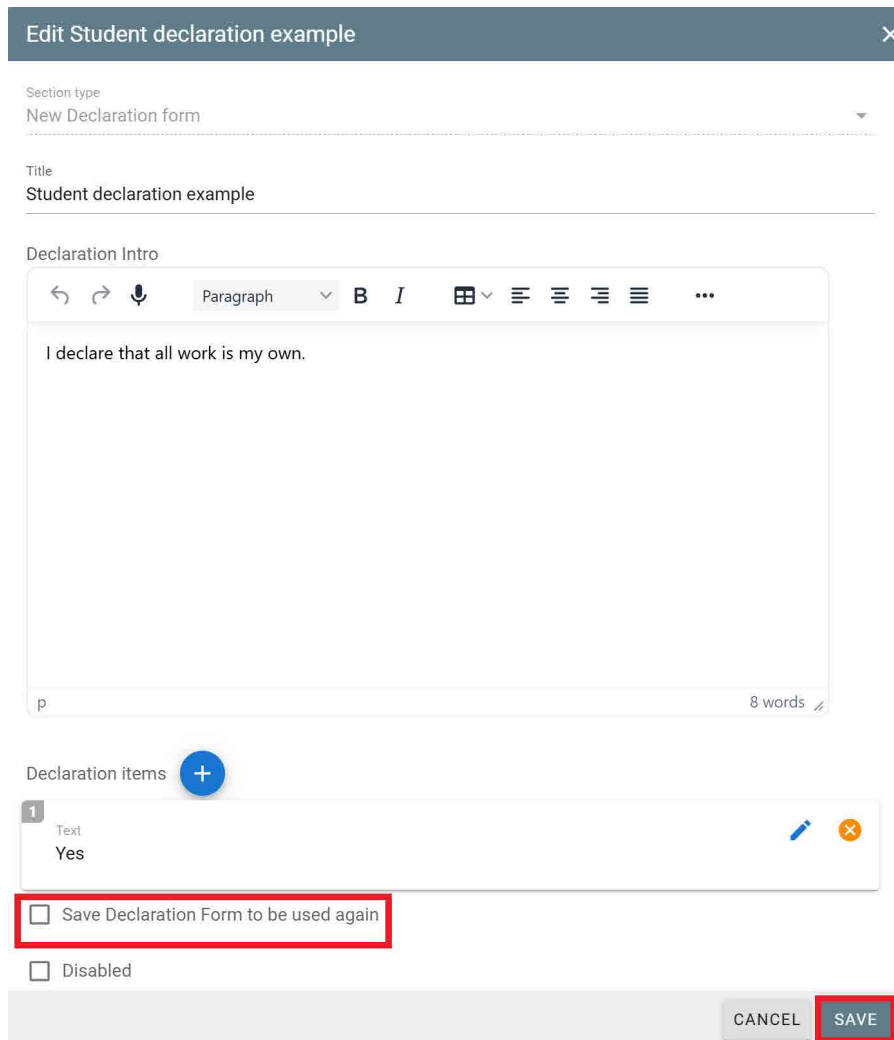


The pop-up window will expand. You will need to add a **Title** and the **Declaration Intro** text in the text box.



Click the **+ Declaration items** button to add items to your declaration.

Once you have added your items, click **Save** to save your Declaration. You can check the box next to **Save Declaration Form to be Used Again** to save the form to use in future custom assessments.



Edit Student declaration example

Section type
New Declaration form

Title
Student declaration example

Declaration Intro

I declare that all work is my own.

8 words

Declaration items

1 Text
Yes

Save Declaration Form to be used again

Disabled

CANCEL SAVE

Important!

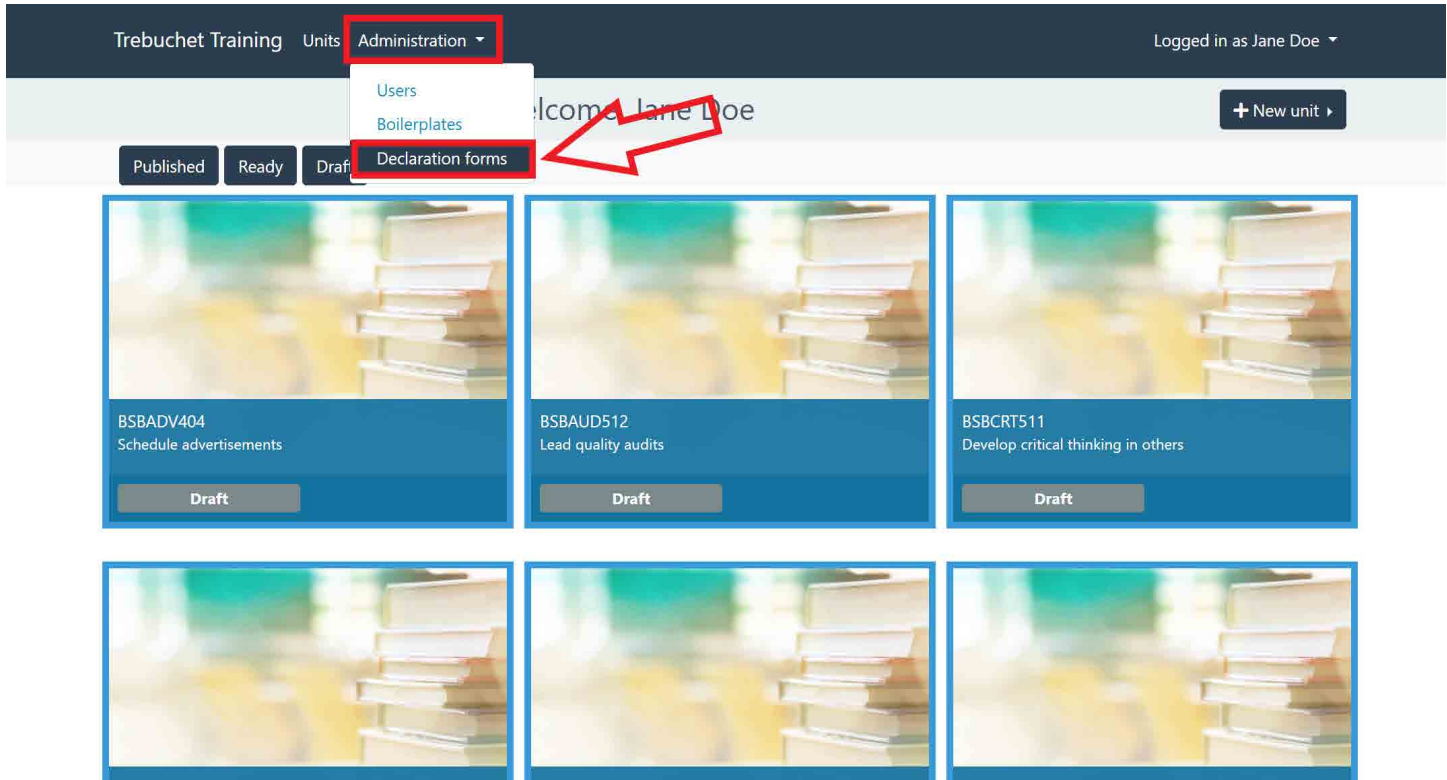
All checkboxes must be selected for the form to be submitted. Only add checkboxes you want to be checked.

Once saved, you can click into your **new Declaration section** to see how it will appear in the **LMS**.

I declare that -

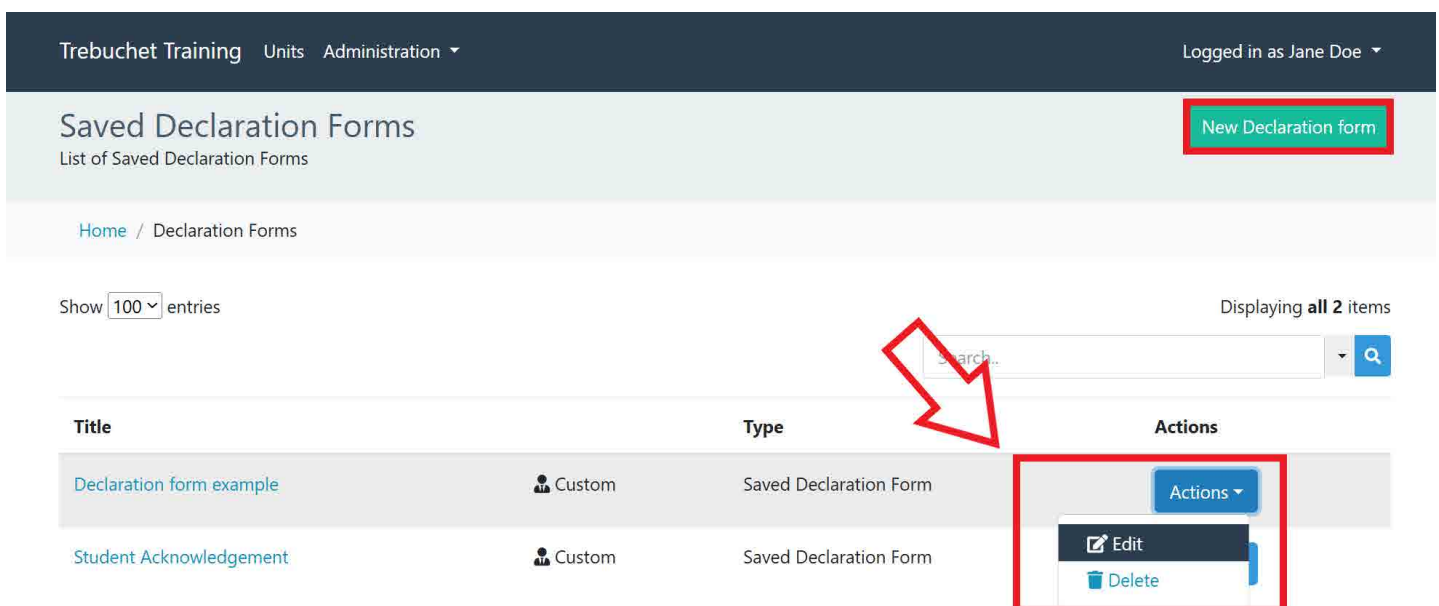
- All work is my own
- I have properly acknowledged all my sources
- All information I have provided is true
- I have not previously submitted this work
- I have followed all rules and policies

You can access and edit your saved declaration forms from the main Edify menu. Go to **Administration** and select **Declaration Forms** from the dropdown menu.



A new window will open with a list of your Declaration Forms. You can also create a **new Declaration Form** from this window.

To edit an existing Declaration Form, click the **Actions** button next to the form you wish to edit and then select **Edit** from the dropdown menu.



You can then make the necessary changes to your Declaration Form, then click **Save**.

Gradable Auto-marking Section

A Gradable Auto-marking Section counts towards **completion percentage**. The Section will be **automatically marked** as Satisfactory or Non-satisfactory by the system.

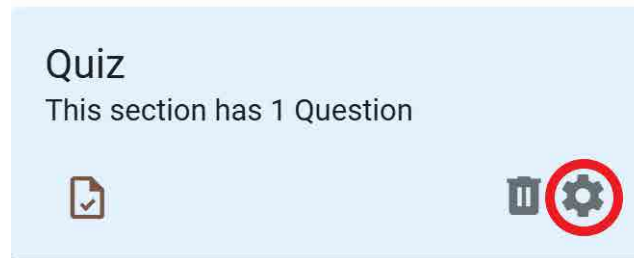
To create a gradable auto-marking section, you will need to add your new **Quiz Assessment Section** to the **Assessment Tab** in the **Online Variant**.



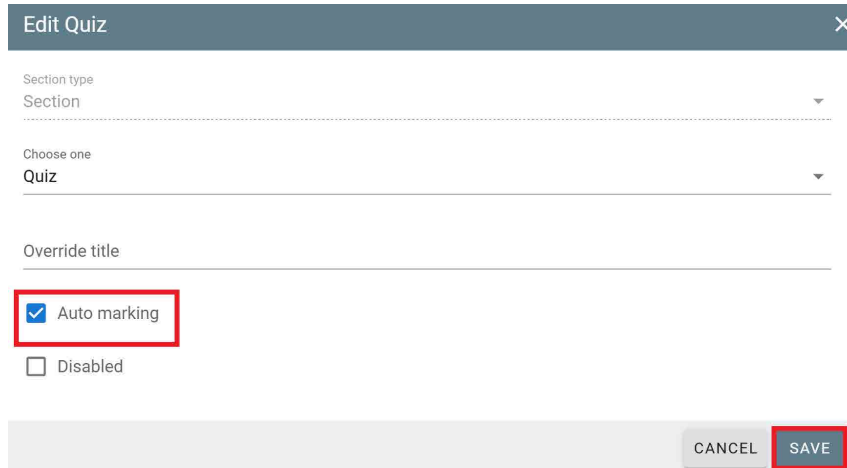
Important!

The Assessment Section must have been built using the Quiz Section type for Auto-marking to function.

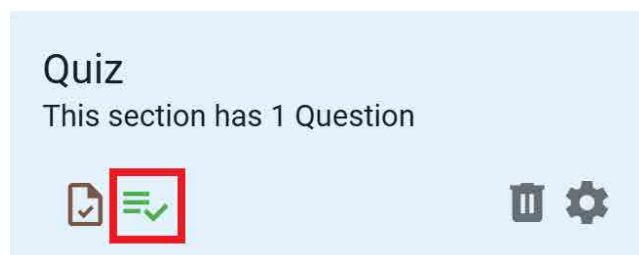
After adding your new **Quiz** section to the **Assessment Tab**, click the **cog** on the bottom right of the section.



This will open up a pop-up window. You will see a checkbox with the text **Auto-marking** next to it. Check the box and click **Save**.



The **Auto-marking symbol**, which looks like three lines and a tick in green, as shown in the screenshot below. This signifies that your new section is now set as an **Auto-marking** section.



Non-gradable Auto-marking Section

A Non-gradable Auto-marking section **does not** count towards the **completion percentage**. It will be **automatically marked** as Satisfactory or Non-satisfactory by the system.

For a **non-gradable** auto-marking section, you will need to add the **Quiz Assessment Section** to the **Online Navigation Menu**.

If an auto-marking assessment section is non-gradable, it will be set as a **Check Your Responses** type assessment. A Check Your Response type assessment is designed for the learner to check their knowledge with a series of questions; the system provides an instant response to the learner.

Note:

Only *one* auto-marking section can be added to the side Navigation menu.

To create a non-gradable Auto-marking section, add the section to the Online Navigation Menu in the **Online Variant** using the **+ New Section** button. Select **Section from** the first drop-down menu and then select your **New quiz section** from the second dropdown menu.

Once you have added your section, use the **Grip icon** (rectangle of dots to the left of the title) to drag it into the position where you would like it to sit.

You will see that it already has the **Auto-marking symbol** signifying that the section is Auto-marking.

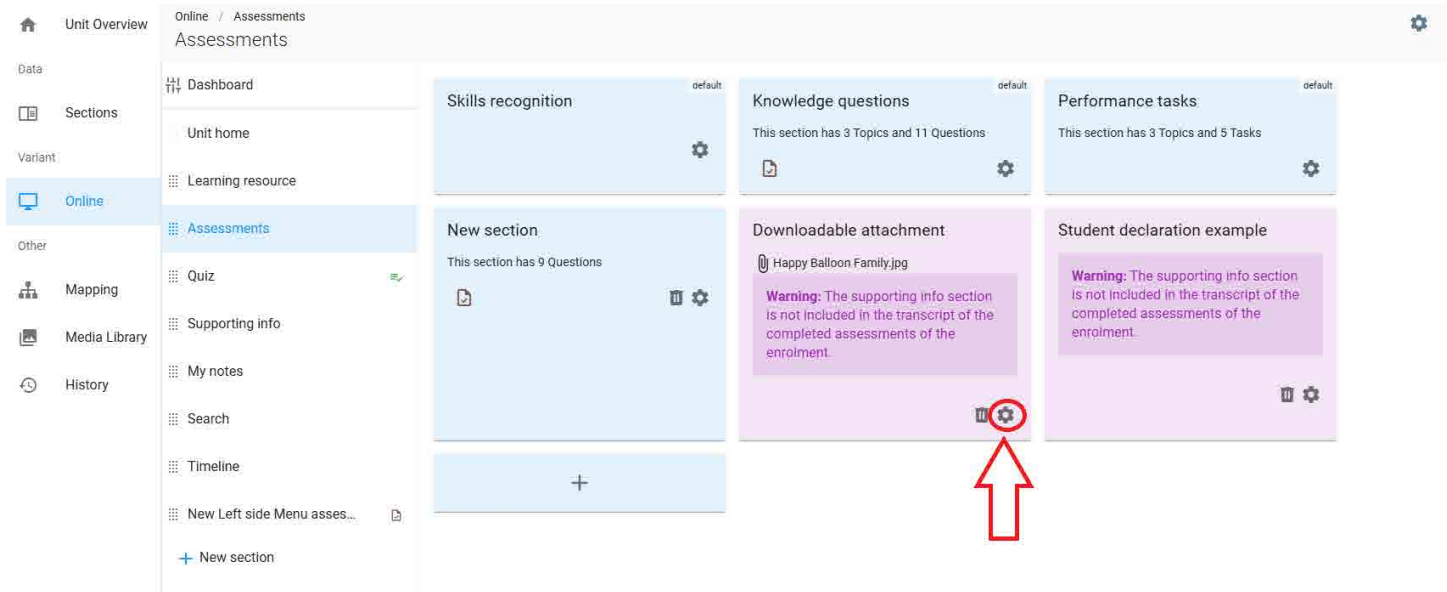
The screenshot displays the Catapult interface for an Online Variant. On the left, the 'Online' variant is selected in the navigation menu. The main content area shows a 'Quiz' section with a grip icon (a rectangle of dots) highlighted by a red box and a red arrow. Below the 'Quiz' section, the '+ New section' button is also highlighted with a red box. The right side of the interface shows a 'Question 1' section with a 'Pick an answer' prompt and two options: 'a. 1' (unchecked) and 'b. 2' (checked).

Trainer Only Section

A Trainer Only section is a Section that can **only** be viewed by an **Admin or Trainer** User in the **LMS**. Trainer Only Sections will be hidden from the view of Learners.

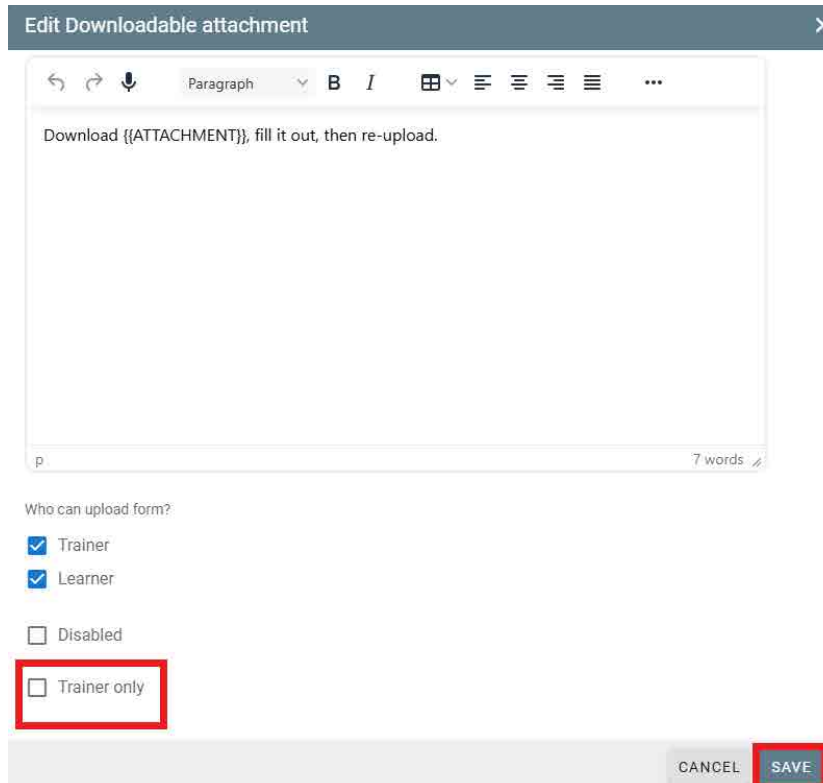
A Trainer Only section can be set via the **Edit settings cog** in the **Online Variant**. This will only be for **Assessment sections** or **Supporting Info** sections.

To make a section Trainer Only, click the **cog** on the section to open the **Edit** panel.



The screenshot shows the 'Assessments' page in the LMS. The left sidebar contains navigation options: Unit Overview, Data, Sections, Variant, Online (selected), Other, Mapping, Media Library, and History. The main content area displays several assessment sections: Skills recognition, Knowledge questions, Performance tasks, New section, Downloadable attachment, and Student declaration example. A red arrow points to the settings cog icon on the 'Downloadable attachment' section.

Once the **Edit** panel opens, scroll down until you see a **checkbox** next to the words **Trainer Only**. Check this box and click **Save**.



The screenshot shows the 'Edit Downloadable attachment' panel. The text area contains the instruction: 'Download {{ATTACHMENT}}, fill it out, then re-upload.' Below the text area, there are checkboxes for 'Who can upload form?':

- Trainer
- Learner
- Disabled
- Trainer only

The 'Trainer only' checkbox is highlighted with a red box. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

A symbol will now appear on the section indicating that it has been set as **Trainer Only**.

The screenshot shows the 'Assessments' page in the Catapult system. The left sidebar contains navigation options: Unit Overview, Data, Sections, Variant, Online (selected), Other, Mapping, Media Library, and History. The main content area displays several assessment sections: Skills recognition, Knowledge questions, Performance tasks, New section, Downloadable attachment, and Student declaration example. The 'Downloadable attachment' section is highlighted with a red box around a small icon in its bottom right corner, and a red arrow points to this icon. This icon represents the 'Trainer Only' status. The 'Downloadable attachment' section also includes a warning message: 'Warning: The supporting info section is not included in the transcript of the completed assessments of the enrolment.'

Reviewing and Publishing



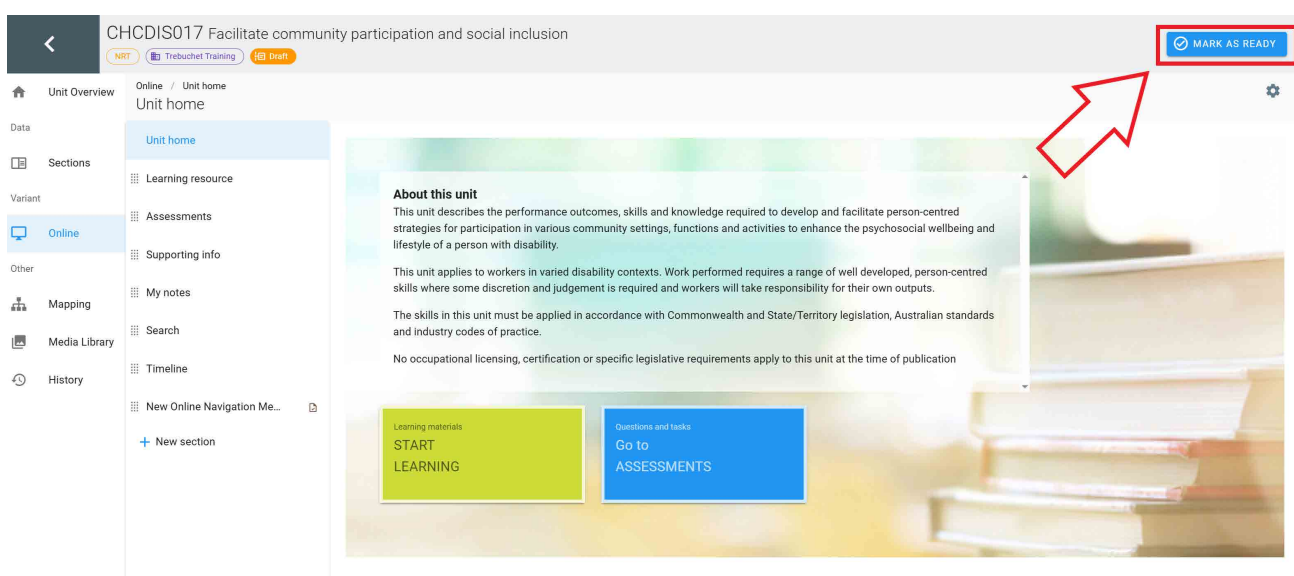
Finalising your Unit

Now that you have finished building your assessment, there are a few more steps before your new custom Unit can be published in the LMS. Firstly, you will need to mark your Unit as **Ready**.

Marking a Unit as Ready

Once you have completed your assessment and you are ready to review it in the LMS, you will need to mark it as **Ready**.

To do this, click the **Mark as Ready** button at the top right of the screen.



When setting the Unit to **Ready**, you will see a text box, in this box you must type **instructions or comments** to the Catapult team. This should include any changes you have made to a standard Unit and specifications about whether you want the update to be pushed to all students (a **Minor** update) or only to new enrolments (a **Major** update).

Mark as Ready

Are you sure you want to Mark as Ready?

Comments

Once Catapult has reviewed your unit, it will be marked as 'Published' and added to your library in Catapult LMS.

Are you sure you want to Mark as Ready?

CANCEL **YES**

Note:

Minor updates can only be updated for minor corrections such as spelling errors or typos. All other changes will need to be pushed as a Major update.

For more information go to: Major vs Minor Changes on the Catapult Knowledge Base.

The Catapult Review Process

Once you have marked the Unit as **Ready**, the Catapult team will review your changes to ensure that everything will function correctly in the LMS. The Catapult team may contact you and set the Unit back to the **draft** state for you to update if any **errors** are found.

Common errors include:

- Forgetting to set table cells as interactive.
- Forgetting to add new sections to the Online Variant.
- Adding a Scenario with no Child Questions.
- Adding a new question and forgetting to add content.

Note:

The turnaround time for this is typically within *one hour* of the Unit being set to *Ready* for it to be added to your LMS library for you to review.

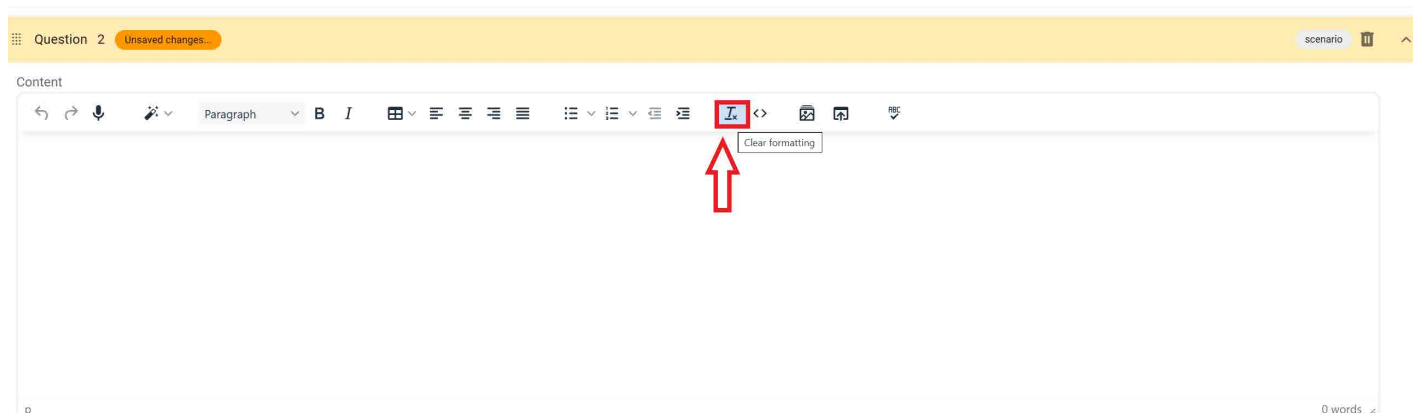
Always check your Unit for any errors **before** setting it to ready to avoid delays with the review process.

If you have made a minor change, but have not requested that the update be pushed as a minor when possible, the Catapult Team may email you to confirm if you would like the update to be a major or minor. When requested for a minor update, the Catapult Team will endeavour to push the update as a minor update, however, please note that there may be systems restrictions which prevent this. The Catapult team will email you if this is the case.

Errors that the Catapult team will **not** flag:

- Spelling errors.
- Grammatical errors.
- Broken hyperlinks.
- Broken attachments.
- Low-quality images.
- Formatting (unless it affects the functionality of your assessment).

The content of the assessment is the responsibility of your organisation, the Catapult team will only assist with the functionality of your assessment. We recommend using the **Clear Formatting** button in the tool bar (pictured below) or pasting using **Ctrl/ Shift/C** when pasting into the system to avoid bringing in any unwanted formatting.



Requesting a Unit to be set back to Draft

If you need to make adjustments to the Unit after it has been marked as Ready in Edify, you can request for the Unit to be set back to draft by clicking the **Set to Draft** button. You will find it in the top right of the screen where the **Mark as Ready** button was previously. You can also find it on the **Units** list view under the **Actions** drop down back out in the **Edify Main Menu**.

The screenshot shows the Edify interface for a unit titled "CHCDIS017 Facilitate community participation and social inclusion". The unit status is "Ready". In the top right corner, a button labeled "SET TO DRAFT" is highlighted with a red box, and a red arrow points to it. The main content area displays "About this unit" information and two buttons: "START LEARNING" and "Go to ASSESSMENTS".

A pop-up window will appear where you can confirm that you would like the Unit set back to draft.

The pop-up window has a blue header "Set to draft". The text inside asks: "Are you sure you want to Set to draft?". Below this, it states: "If you would like to edit this unit, you can make an automated request to the Catapult Publishing Team." At the bottom right, there are two buttons: "CANCEL" and "YES".

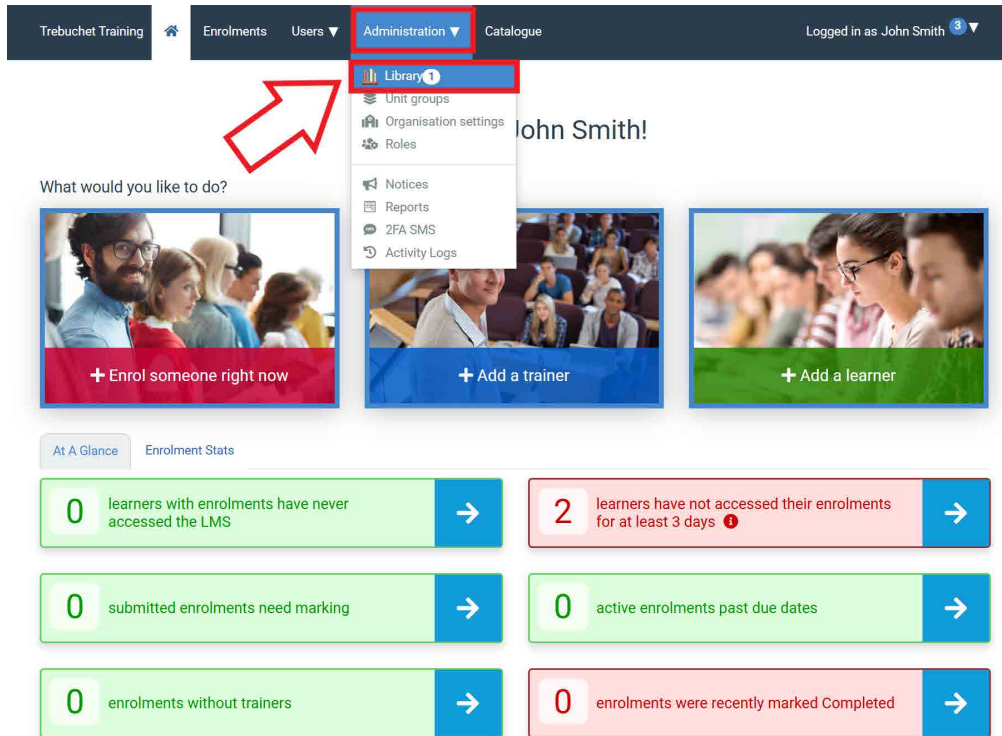
A notification will be sent to the Catapult Team who will then set the Unit back to the draft state for you. Your screen will say **Set to Draft (Sent)**. If it doesn't, **refresh** your page before trying again. You will receive an **email notification** when the Unit is **ready to edit**.

This screenshot is similar to the first one, but the button in the top right corner is now labeled "SET TO DRAFT (SENT)" and is highlighted with a red box. A red arrow points to this button. The rest of the interface, including the unit details and navigation menu, remains the same.

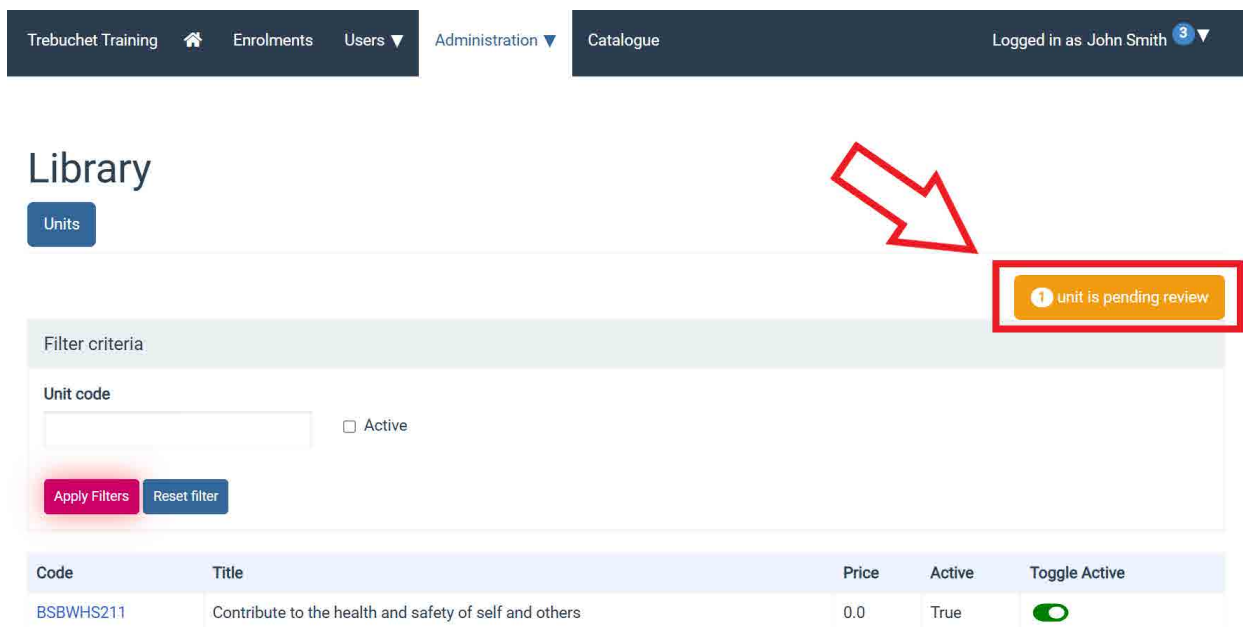
Reviewing a Unit in the LMS

Once Catapult have **reviewed** your Unit in **Edify**, they will send it to your **LMS library** for **you** to review. You should receive an email to the account linked to your Edify User profile letting you know that the Unit is ready for you to review in the LMS. You can click the **link** in the **email** which will take you to the Unit in your LMS library.

If for some reason you have not received the email, you can also view and access any pending Units from you LMS library as shown in the screenshot below. Click on **Administration**, then select **Library** from the drop-down menu.



Once you are in the library, you will see an orange button stating the number of Units pending your review. Click the **Units Pending Review** button to view the Units.



Once you have clicked the **Units Pending Review** button, a new page will open up with a list of Units that are pending your review. To review the Unit, click the **Review** button at the end of the row.

Trebuchet Training  Enrolments Users 
Administration 
Catalogue
Logged in as John Smith  

Pending review units

Code	Title	Price	
CHCLLN001	Respond to client language, literacy and numeracy needs	0.0	



A new window will open with your Units for you to review. Check that everything is looking as it should and make any notes of things which need to be amended. Once you have reviewed the Unit you can click one of the **two buttons** at the **top right** of the screen to either **Approve** the Unit to be **published** in your LMS or **Reject** it to make further **changes**. We will go into further detail about what each of these options mean next.

Approve vs Reject

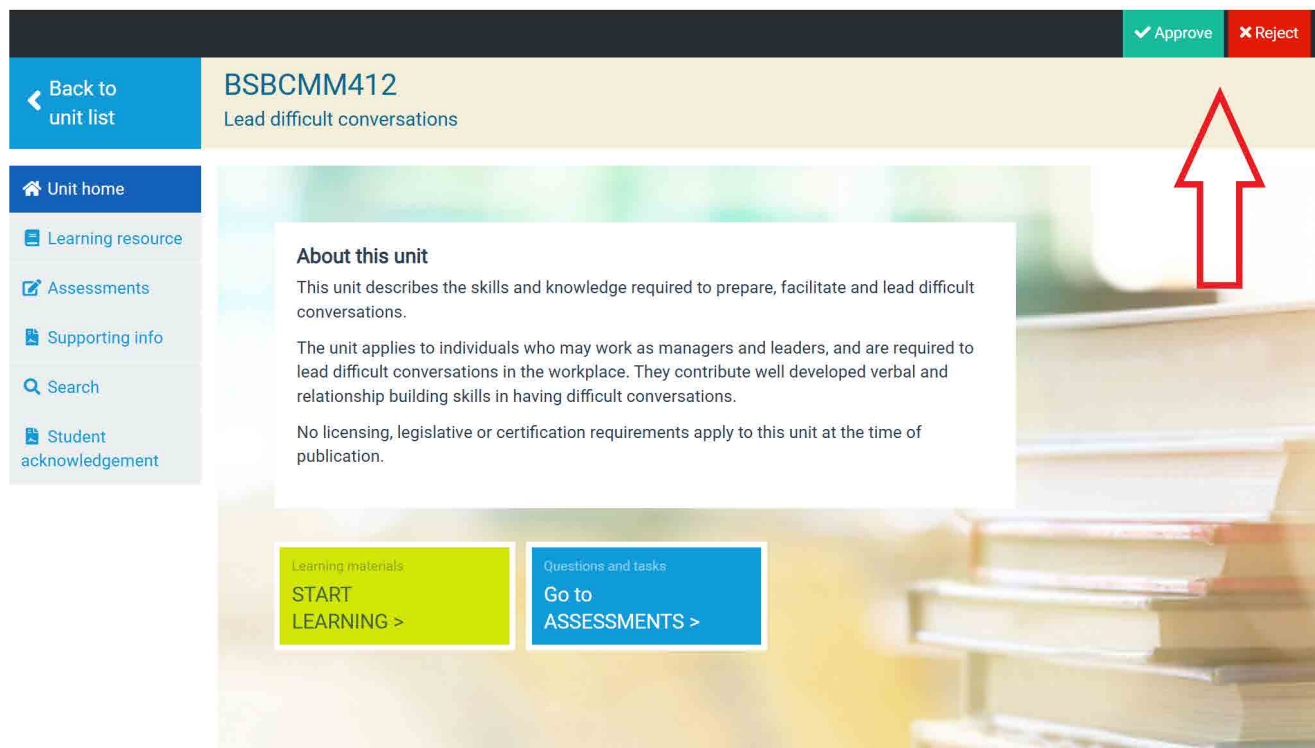
When reviewing a Unit in the LMS you will have two options; Approve or Reject.

Approve

Your Unit will be published by the Catapult team and sent *Live and ready for enrolments.*

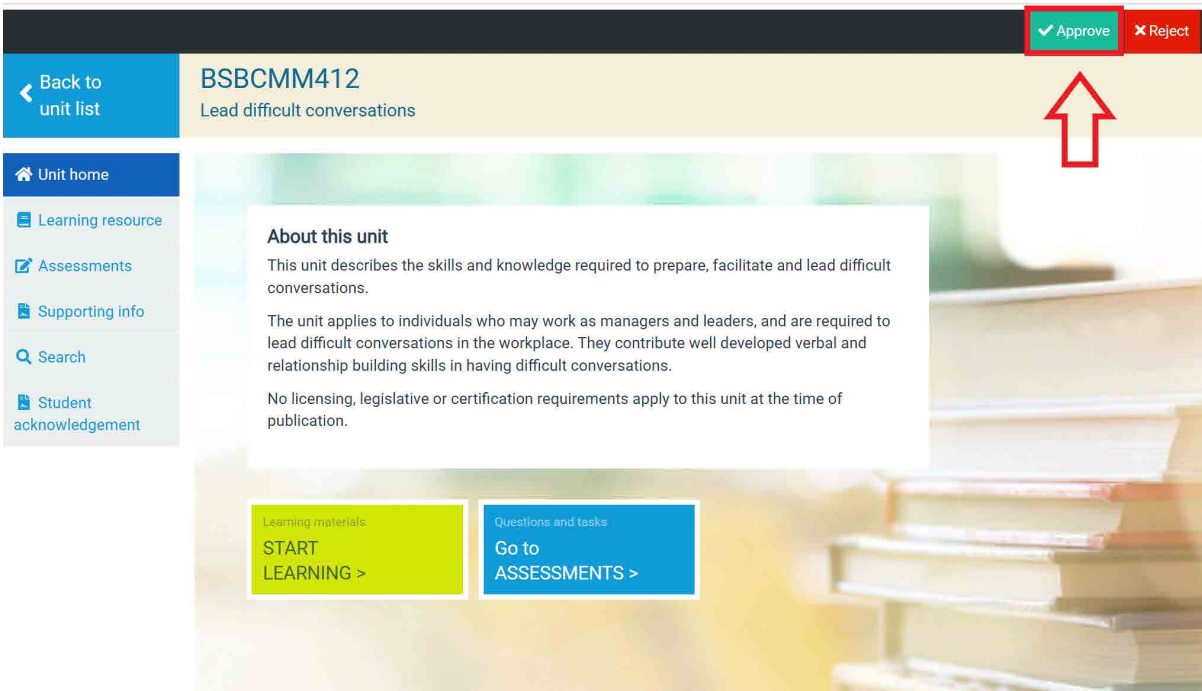
Reject

Your Unit will be set back to draft for *further changes* by your organisation.

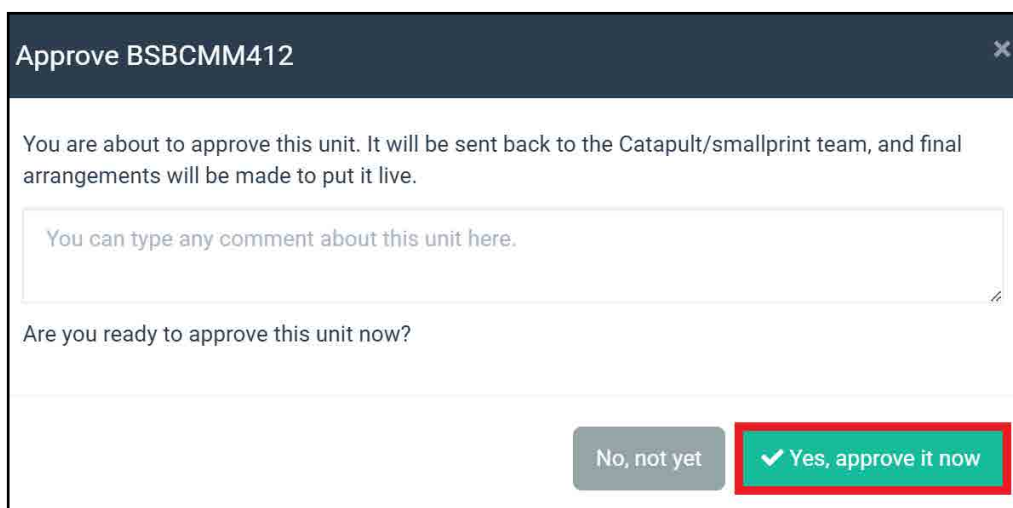


Approve

To approve the Unit, click the green **Approve** button at the top right of the screen. Ensure that you are happy with how everything looks and that everything is spelled and worded correctly and all hyperlinks and attachments are functioning as they should. Ensure that learners have adequate information to answer their assessment and that trainer answers are correct. Once you are certain everything is correct, click **Approve**.



Once you have clicked the button, a pop-up window will appear asking you to confirm that you wish to approve the Unit. You do not need to add any comments to the box. If you have any **changes** that need to be made, then **do not proceed** with approval. Click **Reject** instead. If you **forgot to check something**, you can select the **Not Now** button, if you are **ready to approve** the Unit then click **Yes, approve now**. The Catapult team will receive an email notifying us that you have approved the Unit and we will proceed to **publish** the Unit on your behalf.



Once you have submitted your approval of the Unit, you will be taken back to your pending Units list and you will see that the Unit status has changes from **Review** to **Pending approval**. This indicates that the Unit is now with the Catapult Team awaiting publishing.

Trebuchet Training Enrolments Users Administration Catalogue Logged in as John Smith

Unit CHCLLN001 v1.0 successfully approved!

Pending review units

Code	Title	Price	
CHCLLN001	Respond to client language, literacy and numeracy needs	0.0	Pending approval



Note:

The Catapult team will endeavour to publish your Unit as soon as possible, but this may take up to an hour or until the next morning if the Unit was approved at the end of the day or outside of business hours.

Reject

If while reviewing your Unit in the LMS you have found that the Unit needs changes made, use the **Reject** button.

The screenshot shows the LMS interface for unit BSBCMM412, titled "Lead difficult conversations". In the top right corner, there are two buttons: "Approve" (with a green checkmark) and "Reject" (with a red 'X'). The "Reject" button is highlighted with a red box, and a red arrow points to it from the right. The main content area shows "About this unit" information, including a description and two buttons: "START LEARNING >" and "Go to ASSESSMENTS >".

When you click the button, a pop-up window will appear. There is a text field where you can make any **feedback notes** regarding what needs to be changed to finalise the Unit. Once you have added your changes to the text box, click the button **Yes, Reject it**. The Unit will then disappear from your list of pending Units in your LMS library. The Catapult team will then receive an email and will set the Unit back to **draft** for you to make the necessary changes. Once you set the Unit back to ready in Edify, the review process will be going again and the Unit will be added back to your library for review.

The screenshot shows a pop-up window titled "Reject BSBCMM412". The text inside reads: "You are about to reject this unit. The unit and your comments will be sent back to Catapult/smallprint for review." Below this is a text input field with the placeholder text "Please type here to specify why you are rejecting this unit." Below the input field is the question "Are you sure you want to reject this unit?". At the bottom right, there are two buttons: "No, not now" and "X Yes, reject it". The "X Yes, reject it" button is highlighted with a red box.

Finalisation Checklists

Before you set your Unit to Ready

- **New Sections** - Have I added every new section created in the Sections tab into the Online Variant?
- **Interactive Tables** - Are the interactive cells shaded green? (If they aren't green, they aren't interactive.)
- **Scenario Questions** - Does every Scenario component have at least one Child Question?
- **New Questions** - Have I accidentally left any blank questions in the assessment?
- **Formatting** - Have I formatted everything as I want it to appear in the LMS?
- **Auto-Marking (Quizzes)** - Does my Quiz section contain only True/False, Multiple-choice, Drag and Drop, or Short Answer components? (Adding any other components will break auto-marking)
- **Trainer Only View** - If I created a Trainer Only section, have I confirmed the **Trainer only symbol** is visible on that section?
- **Publishing Instructions** - When I click **Mark as Ready**, have I clearly stated in the comments whether this should be a **Minor** (typos/spelling) or **Major** (new content) update?

Before Approving your Unit in the LMS

- Have I checked that all **hyperlinks, images, and linked assets** are functioning correctly?
- Have I checked that the **trainer answers** haven't been accidentally added to the question?
- Have I checked that all **tables** are formatted correctly and answers are appearing as they should?

Congratulations!
You are now an
Edify expert!



Glossary

This glossary describes the terms used by the Edify system.

A

About this Unit *(Unit Information)*

For Nationally Recognised Training (NRT) Units, the About this Unit content is a copy of the Units Application from training.gov.au. It appears on the Unit Overview page of a Unit. This data can be edited by the Catapult team.

In the Online Variant of a Unit, the About this Unit content appears on the Unit home page. The content is formatted as {{Unit::APPLICATION}}. The heading and content can be changed in the Edit Section settings of the Online Variant.

Additional Information and Evidence *(Section)*

A default Supporting Info Section that may be used in the LMS by Trainers and Learners to upload additional information and evidence.

Administration Menu *(System Feature)*

The drop-down menu that sits at the top of your home page in Edify. Here you can access administrative tools, including:

- Organisation
- Users
- Boilerplate

Application *(Unit Information)*

Unit information imported directly from training.gov.au.

A brief description of the Unit content, how the Unit is applied and any licensing, legislative, regulatory or certification requirements that apply to the Unit.

Used in the About this Unit content and in the Unit information Section.

Archived *(Status)*

A category in the Media Library used to designate Assets that have been replaced or should no longer be used.

Assets that have been set as Archived are unable to be inserted into Units.

All pre-existing links to an Archived Asset will continue to function in Edify and the LMS.

Assessment Agreement *(Section)*

A default Supporting Info Section used to provide a form for the Learner to download, fill out and re-upload into the Unit. Used by the Learner to indicate their understanding and acceptance of the assessment process.

Assessment Conditions *(Unit Information)*

Imported directly from training.gov.au for all NRT Units. Refers to the mandatory conditions, methods, contexts and resources required for assessment.

Assessment Objective *(System Feature)*

Descriptive text that appears as expandable/collapsible content above every assessment item within a Section.

By default, this content informs the Learner and Trainer which Mapping Components are mapped to a particular Question or Task.

Assessments *(Page)*

The Section in a Units Online Variant used to group Assessment Sections together.

All of the default Assessment Sections will appear on the Online Variant Assessment page unless disabled.

User-created Assessment Sections must be added to the Online Variant page by the User.

Assessment Section *(Section)*

A Section created to contain Component Blocks to build an assessment.

Can be one of three Assessment Section Types; Trainer Marked, Quiz or Observations.

Standard Catapult Assessment Sections are enabled by default in the Online Variant, New Assessment Sections will need to be added to the Online Variant.

Also refer to Trainer Marked, Quiz, Observations and Default Assessment Sections.

Asset

A file uploaded to the Media Library.

Assets can be linked in content areas such as Assessment Sections or Supporting Info Sections.

Can include the following file types:

Images - .gif .jpeg .jpg .png .svg .svgz .webp

PDFs - .pdf

Audio - .flac .m4a .m4b .mp3 .mp4 .oga .wma

Video - .3g2 .3gp .avi .flv .m2v .m4v .mov .mpeg .mpg .ogg .ogv .wav .webm .wmv

Other Files - .csv .doc .docx .dot .dotx .html .ppsx .ppt .pptx .rtf .txt .xls .xlsb .xlsx .xlt .xltx .zip

Auto-marking *(Setting)*

An option for Quiz type Assessment Sections that can be enabled/ disabled when editing the Section in the Online Variant.

Auto-marking is designed to be used in the LMS where the system automatically marks the Learner's responses as Satisfactory or Not Satisfactory.

Auto-marking can not be enabled for standard Catapult sections or non-Quiz Assessment Sections.

Also refer to Quiz.

B**Boilerplate** *(Component)*

A standardised piece of content that can be repeated across multiple Units. For example, an Assessment Agreement.

A list of all Boilerplate content available to an Organisation can be accessed through the Administration menu. New Boilerplate content can be added through this page.

Boilerplate can be used in the description of a Section. This functions as the introductory text to an Assessment Section or as its own page of content for a Supporting Info Section.

Boilerplates can be set to be used in only NRT Units, Non-NRT Units, or both types of Units.

They contain:

- A title—a label used to distinguish the Boilerplate in Edify, it does not appear in the LMS
- Introduction text—visible above the **show more/less** link in the LMS
- Main body text—visible after clicking the **show more** link in the LMS

Also refer to Administration menu.

Button *(Component)*

An interactive feature that, when clicked, will link to an internal section.

Also refer to Home Page Buttons.

C**Certify**

The most recent Catapult standard product version.

Includes Skills Recognition, Knowledge Questions and Practical Assessment as standard Sections.

Some units may contain a project section.

Child Question *(System Feature)*

The Question Component Blocks grouped together under a Scenario Question.

Also refer to Scenario.

Child Question Number Format *(System Feature)*

The property of a Scenario that determines the numbering format/ style.

All Child question in a Scenario will follow this numbering format.

The number format can be set as:

- Decimal (1, 2, 3, ...) (default)
- Upper Alpha (A, B, C, ...)
- Lower Alpha (a, b, c, ...)

Functions similarly to Component number format in Sections.

Also refer to Scenario.

Code *(Unit Information)*

The code used to identify a Unit. For example, CHCECE053.

Codes must be unique, however units may use the same Code in the same Organisation by using unique Edition Codes.

Common Media *(Section)*

Media Library Assets that can be used in any Organisation.

In the Media Library, Assets can be moved from the Unit Specific category to the Common Media category. Assets cannot be moved from Common Media to Unit Specific—they must be re-uploaded as a Unit Specific Asset.

Assets in the Common Media tab can be Archived.

Also refer to Media Library.

Component Blocks *(Component)*

Component Blocks are the Questions or Tasks used within an Assessment Section. Also known as Section Components.

The types of Component Blocks include:

- Scenarios
- Essay Questions
- Table Questions
- Multiple-choice Questions
- Short Answer Questions
- True/False Questions
- Tasks

Mapping Components can be mapped against each individual Component Block added to an Assessment Section.

Also refer to Assessment Section.

Component Label *(Setting)*

The label applied to a set of Questions or Tasks inside a Section. This can be edited by the User. For Trainer marked or Auto-marking Assessment Sections, the default Component label is

Question.

For Observation Assessment Sections, the default Component label is **Task.**

Component Number Format *(Setting)*

The property of an Assessment Section that sets the numbering format/ style.

All Questions or Tasks in a Section follow the Component number format.

The number format can be set as:

- Decimal (1, 2, 3, ...) (default)
- Upper Alpha (A, B, C, ...)
- Lower Alpha (a, b, c, ...)

Enabling the Custom component label option overrides this setting.

Custom Component Label *(Setting)*

The property of an Assessment Section that allows individual labels to be applied to Questions or Tasks.

If enabled, all new or edited Questions or Tasks will require a custom label.

D

Default Assessment Sections *(Section)*

Assessment Sections that have been created by the Catapult Team and are enabled by default. Includes Skills Recognition, Knowledge Questions, Performance Tasks, Projects and Multiple-choice (disabled) Practical Demonstration.

These Sections are enabled by default. They can be disabled, cloned, edited or overwritten.

These Sections are enabled by default in the Online Variant.

Also refer to Multiple-choice.

Delete *(Action)*

An action used to remove part of a Unit or a User from the system.

Deleted parts of a Unit cannot be recovered.

Deleted Users can be recovered by contacting the Catapult Team.

Description

Descriptive text that appears on the landing page of an Assessment Section. Used to provide instruction to the learner or trainer.

Can contain asset links and/or images.

Can be set to:

- None (not advised as the learner and trainer should be given some explanatory text for every assessment section)
- Custom
- Boilerplate

Disabled *(Status)*

An option present for all Section types. This prevents the Section from being used in the Online Variant of the Unit.

If disabled in the Sections, the Section will not appear at all in the Online Variant.

If disabled in the Online Variant, the Section will appear faded and marked with a red "Disabled" label.

Draft *(Status)*

A Unit status when editing is in-progress.

Units with the Draft status can be edited by Users.

Draft status can be changed to Ready status when the Unit is ready for the Catapult Team to review.

Drag and Drop Questions *(Component)*

Drag and Drop questions can be used in a number of ways including:

- Fill in the blanks
- Categorisation
- Labelling

These question types can also be Auto-marking both gradable and non-gradable assessment sections

Duplicate *(Action)*

Creates an identical copy of an existing Assessment or Supporting Info Section within the same Unit.

A duplicated Section requires a unique title.

Sub-sections can be enabled when duplicating an Assessment Section.

E**Edit** *(Action)*

An action to make changes to a part of a Unit.

Parts of a Unit that can be edited by Users include Sections, Components, Mapping and Tabs.

Unit details that can be edited by the Catapult Team upon request include:

- Unit code
- Unit title
- Edition code
- Edition title
- Unit application
- Package
- Sections

Element *(Mapping Component)*

A Mapping Component refers to the Element in a Unit of Competency. Imported directly from training.gov.au.

Essay Question *(Component)*

A type of Component Block used in a Trainer marked type Assessment Section. They are used in the default Knowledge Questions and Projects Sections.

F**Foundation Skills** *(Mapping Component)*

A Mapping Component which refers to the Foundation Skills in a Unit of Competency. They are not imported directly from training.gov.au and must be manually added by the Catapult team upon request.

Not all Units have Foundation Skills.

Foundation Skills Checklist *(Section)*

A default Supporting Info Section that provides a downloadable generic form used to evaluate Learner's specific foundation skills for that Unit.

When a Learner is enrolled into a Unit in the LMS, this Section allows the form to be downloaded, filled-out and re-uploaded into the system by the Trainer.

This section is not turned on by default in Certify Units.

G**Gradable** *(Setting)*

A type of Assessment Section that is locked into the submission cycle and can only be edited by the Learner or trainer **one at a time**.

Also refer to Non-gradable.

H

History (*Page*)

A feature present in all Units that displays a list of actions performed sorted by date (most recent). This list is automatically updated by the system each time an action is performed by a User.

The History page is located in the Main Navigation Menu of a Unit.

For more details on specific User actions presented on the History page, see the chapter

History.

Home Page Buttons (*Component*)

Refers to the buttons found on the Unit home page of a Units Online Variant.

By default, the Unit home page contains two buttons linked to the Learning resource and Assessments Sections.

Buttons can be added and linked to existing Sections or as File Attachments from the Media Library.

The colour of home page buttons depends on the type of link:

- Learning Resource—Yellow/Green
- Assessment Sections—blue
- Supporting Info Sections—purple
- File Attachments—purple

Buttons contain a minor label (e.g. “Learning materials”) and a major label (e.g. “START LEARNING”).

All buttons can be enabled/disabled. User-added buttons can be deleted.

K

Knowledge Evidence (*Mapping component*)

A Mapping Component that refers to the Knowledge Evidence in a Unit of Competency. Imported directly from training.gov.au.

Knowledge Questions (*Section*)

A default Trainer marked Assessment Section present in all Units.

Contains sub-sections labelled as Topics. These are determined by the Unit’s Elements.

L

Learning Resource (*Section*)

The learning material relevant to the Unit, arranged into topics. This Section is located in the Online Navigation Menu of a Unit’s Online Variant.

The content of the Learning resource cannot be viewed directly in Edify, only in the LMS.

This Section can be renamed, disabled or set as Trainer Only.

M

Main Navigation Menu (*System Feature*)

The menu to the far left of a Unit that allows you to navigate through the main parts of your Unit for Editing.

It contains Unit overview, Sections, Online, Mapping, Media Library and History.

Major Version *(Setting)*

A type of version change made to a Unit in Edify that will only affect new enrolments in the LMS. This occurs when the structure of the Unit has changed.

When a Unit with major changes is published in the LMS, the changes will not affect any current enrolments and will only appear for new enrolments after the LMS publish date.

The first time any Unit is published in an LMS organisation, it is considered a Major change.

Also refer to Minor Version and Version.

Mapping *(Page)*

Each NRT Unit has a unique Mapping page.

The Mapping includes Mapping Components imported from training.gov.au.

This page displays any Assessment Components that have been mapped against a Mapping Component. This data is automatically updated when mapping is added or deleted from Assessment Components.

Mapping Components *(Unit Information)*

Imported directly from training.gov.au into each NRT Unit, Mapping Components include:

- Elements
- Performance Criteria
- Knowledge Evidence
- Performance Evidence
- Foundation Skills*

Mapping Components can be mapped against individual Questions or Tasks. They are presented on the Mapping page of a Unit.

**Foundation Skills are not imported from training.gov.au. They can be manually created upon request by the Catapult team. Not all Units have Foundation Skills.*

Mark as Ready *(Action)*

The Action button used to change a Units status from Draft to Ready.

This button can be accessed from the top-right corner of a Unit or from the list of Units. It will only be visible if the status of the Unit is set to Draft.

Media Library *(Page)*

The file manager for any assets used by an organisation.

Assets uploaded to the Media Library may be unique to a single Unit or used across multiple Units.

Each asset in the media library can be renamed.

Assets are grouped under three categories:

- Unit specific
- Common media
- Archived

The following file types can be uploaded to the Media Library:

Images - .gif .jpeg .jpg .png .svg .svgz .webp

PDFs - .pdf

Audio .flac .m4a .m4b .mp3 .mp4 .oga .wma

Video - .3g2 .3gp .avi .flv .m2v .m4v .mov .mpeg .mpg .ogg .ogv .wav .webm .wmv

Other Files - .csv .doc .docx .dot .dotx .html .ppsx .ppt .pptx .rtf .txt .xls .xlsb .xlsx .xlt .xltx .zip

Minor Version (*Setting*)

A type of version change made to a Unit in Edify that will affect enrolments in the LMS. This occurs when the existing structure of the Unit remains the same, but the content inside that structure has been changed i.e. text or asset changes.

When a Unit with Minor changes is published in the LMS, the changes will affect all current enrolments made since the last Major change to the Unit was published in the LMS.

Also refer to Major Version and Version.

Multiple-choice (*Section*)

A default Assessment Section present in all Units.

Contains sub-sections labelled as Topics. These are determined by the Units Elements.

For NRT Units from the Catapult library, the Multiple-choice Section:

- Contains the Check Your Understanding quizzes from the Learning resource
- Uses both Multiple-choice questions and True/False questions
- Is disabled by default as it is included as part of the Learning Resource.
- Section can be auto-marking

Multiple-choice Question (*Component*)

A type of Component Block that includes question text followed by a series of answers that can be individually set as correct.

At least one answer must be set as correct.

Can be added to Trainer marked or Quiz type Sections.

My Notes (*Page*)

This Section is part of the Catapult LMS and is used by the Learner to add notes.

In Edify, it is located in the Online Navigation Menu of a Units Online Variant.

This Section can be renamed and disabled.

N**Non-gradable** (*Setting*)

A type of Assessment Section that can be edited by both the Learner or Trainer at **any time**.

Also refer to Gradable.

Non-NRT (*Unit Information*)

Used to identify non-accredited training Units.

Also known as MyCatapult Units.

NRT (*Unit Information*)

An abbreviation for Nationally Recognised Training.

This label is used to identify accredited training Units.

O**Observation** (*Section Type*)

A type of Assessment Section.

Examples of this are the Performance tasks and Practical assessment (Practical demonstration).

The Components Blocks that can be used in an Observation include:

- Scenario
- Task
- Info Box

Online *(page)*

Also known as the Online Variant of a Unit. This is the assembly area for the structure and presentation of a Unit designed to be used in the Catapult LMS.

Changes made to the Online Variant of a Unit will need to be pushed as a new version to the LMS for the changes to be reflected in that system. In other words, changes made in Edify do not simultaneously change the Unit in the LMS.

Online Navigation Menu *(System Feature)*

The Online Navigation Menu is the menu that sits on the left of your Unit in the LMS.

You can disable or add Tabs to the Online Navigation Menu in the Online Variant.

Contains Unit Home, Learning Resource, Assessment, Supporting Info, My Notes, Search and Timeline.

P

Package *(unit Information)*

Refers to the training packages found on training.gov.au.

Performance Criteria *(Mapping Component)*

A Mapping Component that refers to the Performance Criteria in a Unit of Competency.

Imported directly from training.gov.au.

Performance Evidence *(Mapping Component)*

A Mapping Component that refers to the Performance Evidence in a Unit of Competency.

Imported directly from training.gov.au.

Performance Tasks *(Section)*

A default Observation Assessment Section present in all Units.

Contains sub-sections labelled as Topics. These are determined by the Units Elements.

This is a non-gradable section. It can be converted to Gradable by ticking the checkbox in the Section Edit Cog in the Online Variant.

Also refer to Non-gradable.

Permissions *(Setting)*

Can be edited when editing a User.

Permissions can be enabled or disabled to allow or deny access to certain features of the Edify system.

Also refer to Users.

Practical Assessment *(Section)*

Found in an NRT Units **Online Variant**, this unique group of Sections includes the following Sections:

1. Overview
2. Instructions for the learner
3. Instructions for the trainer/assessor or third party
4. Practical Demonstration/ Practical Assessment

Practical Demonstration/Practical Assessment *(Section)*

A default Observation **Assessment Section** present in all Units.

Sits in the Practical Assessment in the Online Variant.

This is a non-gradable section. It can be converted to Gradable by ticking the checkbox in the Section Edit Cog in the Online Variant.

Also refer to Non-gradable.

Product version *(Unit Information)*

The Product version refers to the version of the Catapult Product.

This includes V5, V6 and Certify.

Certify is the most recent version of the Catapult product.

Some Units may be available in only one product version, or they may have been upgraded to a later product version.

Also refer to V5, V6 and Certify.

Projects *(Section)*

One of the default Assessment Sections present in all Units.

In the LMS, it is designed to be used by the Learner to provide evidence for either practical or knowledge-based skills.

By default, can be mapped to:

- Performance Criteria
- Knowledge Evidence
- Performance Evidence

Published *(Status)*

A Unit status.

Units with this status:

- Are restricted from editing or changes
- Can be pushed to the LMS as either a Major or Minor Version by the Catapult team
- Can be set to the Draft status

A Unit with the Published status in Edify does not refer to its status in the LMS.

Q**Quiz** *(Section Type)*

A type of Assessment Section designed to be used in the LMS with only response selection rather than written answer component types.

This type of assessment section can be used with Auto-marking. Auto-marking is a function of the system where it automatically marks the Learner's responses as Satisfactory or Not Satisfactory.

To enable Auto-marking, Quiz Sections need the **Auto-marking** option enabled in the **Online Variant**. Otherwise, a Quiz Section needs to be manually marked by a Trainer.

Also refer to Auto-marking.

R

Ready (*Status*)

A Unit status.

Clicking the button opens a pop-up window to confirm the action with a text box for changes that were made to be recorded and any notes for the Catapult Team such as whether the changes to the Unit will be a Major or Minor update to the Unit in the LMS.

Units with this status:

- Are restricted from editing or changes
- Are made available to be checked by the Catapult team
- Can be set to the Draft or Published status

Release information (*Unit Information*)

A section under Supporting Info that appears in the LMS containing Product Version, the date that the most recent version was released to the LMS and the date the Unit was first published as a custom version.

Right-Side Menu (*System Feature*)

A menu in an assessment section that sits on the right side of the screen.

Contains Assessment Components, Mapping and AI Assistant (if enabled).

S

Scenario (*Component*)

A type of Component Block also known as a Scenario Question or Scenario Task.

Scenarios are used to group multiple questions or tasks together. They are intended to be used when there is a common piece of information or instruction relating to the group of questions/tasks.

Assessment Components grouped together under a Scenario are commonly referred to as Child questions.

Scenarios can contain a mix of Child question types. For example, Essay questions and Multiple-choice questions can be included inside the same Scenario.

Also refer to Child Question and Child Question Number Format.

Search (*Section*)

A type of Section in a Units Online Variant. This Section is part of the Catapult LMS and is used by the Learner and Trainer to search the Unit for specific content.

In Edify, this Section can be Renamed, Disabled or set to Trainer Only.

Sections (*Page*)

A Section is a piece or group of content that is designed to be used in the Online Variant of a Unit. This can include either assessment tools or Supporting Information, known as Assessment Sections and Supporting Info Sections respectively.

Within a Unit, the Sections page manages the content of all Assessment and Supporting Info Sections.

Sections can be created, duplicated, rearranged (click-and-drag), renamed or disabled.

Sections (Assessment) (Page)

There are three types of Assessment Sections:

1. Trainer marked (e.g. Knowledge questions or Projects)
2. Quiz (e.g. Multiple-choice)
3. Observation (e.g. Performance tasks or Practical demonstration)

The default Assessment Sections present in all NRT Units include:

- Skills recognition
- Knowledge questions
- Performance tasks
- Multiple-choice
- Projects
- Practical demonstration

Sections (Supporting Info) (Page)

The default Supporting Info sections for NRT Units includes:

- Unit information
- Unit mapping

Section Components

Refer to Component Blocks.

Section Labels (Setting)

These are the settings for the Question and Task labels for each Section.

Can be changed in the Edit Section settings.

Contains options for the:

- Section prefix (if the Section contains sub-sections)
- Custom component label option
- Component label
- Component number format

Section Mapping (System Feature)

The property of an Assessment Section that enables Mapping components for NRT Units.

Each Mapping Component can be enabled or disabled in an Assessment Section.

Mapping components include:

- Elements
- Performance Criteria
- Knowledge Evidence
- Performance Evidence
- Foundation Skills

Disabling a Mapping Component from a Section does not clear the Mapping Components already mapped to Assessment components inside that Section.

Section Prefix (Setting)

The label used for sub-sections in an Assessment Section.

The default Section prefix is "Topic".

Short Answer Question *(Component)*

A type of Component Block that includes question and answer text.

Designed to be used as a written response style question where there is a distinct answer. For example:

Question: What is the capital city of Victoria?

Answer: Melbourne

Can be part of a Trainer marked or Auto-marking Quiz Section.

Skills Recognition *(Section)*

One of the default Assessment Sections in an NRT Unit.

Contains sub-sections. Each sub-section contains a title based on an element of the Unit and a description of the relevant performance criteria. The title of each sub-section can be renamed. Cannot be duplicated or deleted but can be disabled.

Designed to be used in the LMS by the learner to provide evidence of their existing skills and knowledge that demonstrate their ability.

Status

Defines the stage of the Edify process a Unit is in.

There are five statuses a Unit can have:

1. Draft
2. Ready
3. Published
4. Set to Draft
5. Set to Draft (sent)

Sub-section *(Setting)*

A section of an Assessment Section used to divide it into multiple parts.

Sub-sections can only be enabled upon creating a new Assessment Section, they cannot be enabled after unless the section is cloned and they can be enabled for the clone.

Sub-sections can be manually added by the User or automatically built from the Elements of the Unit.

By default, they are present in the Knowledge questions and Performance task Assessment Sections where they are labelled as Topics.

Supporting Info *(Page)*

A type of Section. In contrast to Assessment Sections, a Supporting Info Section only contains text or asset-linked content and does not contain any assessment content.

In a Units Online Variant, the Supporting Info Sections are grouped together in the online navigation menu under Supporting Info and contain two major headings:

1. Supporting Info
 - Additional information and evidence
 - Assessment agreement
 - Foundation skills checklist
 - Third party evidence collection agreement
2. Details about the Unit
 - Unit information
 - Unit mapping

Supporting Info Sections *(Section)*

Refer to Sections *(Supporting Info)*.

T**Table Question** *(Component)*

A type of Component Block used in a Trainer marked type Assessment Section. They are sometimes used in the default Knowledge Questions and Projects Sections.

Similar in style to an Essay question, Table questions are designed to be used in the LMS when the Learner needs the option to provide an answer inside a table.

Tabs *(System Feature)*

The containers for Sections in the Online Variant.

Tabs sit on the Online Navigation Menu in the Online Variant.

Tabs can be disabled and new Tabs can be added.

Task *(Component)*

A type of Component Block used in an Observation type Assessment Section. They are used in the default Performance tasks and Practical demonstration (Practical assessment) Sections.

In the LMS, a Task can be used by either the Learner or Trainer to upload evidence.

Third-Party evidence collection agreement *(Section)*

A default Supporting Info Section provides a declaration form for a third-party observer to sign.

When a Learner is enrolled into a Unit in the LMS, this Section allows the form to be downloaded, filled out and re-uploaded into the system by either the Learner or the assigned Trainer.

Timeline *(Section)*

This Section is part of the Catapult LMS and is used by the learner and trainer to track the enrolment progress of the Unit.

In Edify, this Section is located in the left-hand menu of a Units Online Variant.

This Section can be renamed.

This Section cannot be disabled.

Title *(Label)*

A type of label used in three instances:

1. The name of a Unit. For example, "Respond to grievances and complaints about the service". Two Units may have the same title but must have different codes.
2. The name of a Section. For example, "Knowledge questions". Each Section in a Unit must have a unique title. The default Section Titles can be overwritten. Overwritten Titles can be reset to their default.
3. The name of a Boilerplate. For example, "Assessment agreement". Each Boilerplate must have a unique title. Default Boilerplate content can be edited.

Trainer Marked *(Section Type)*

A type of Assessment Section.

Examples of this are the Knowledge questions and Projects Sections.

The default Components Blocks include:

- Scenario question
- Essay question
- Info Box

Other Component Blocks that can be enabled include:

- Table question
- Multiple-choice question
- Short answer question
- True/False question
- Drag and Drop question

Trainer Only *(Setting)*

A property of a Section added to a Units Online Variant.

Can be set via the Edit Section settings in the Online Variant.

In the LMS, a Section that has been set to Trainer Only can only be viewed by an Admin or Trainer User. Trainer Only Sections will be hidden from the view of Learner User enrolments.

True/False Question *(Component)*

A type of Assessment Component in an Assessment Section.

Includes question text followed by a series of statements that can be set to either true or false.

Can be part of a Trainer marked or Auto-marking Quiz Section.

U

Unit

A Catapult standard resource.

A unit is part of a qualification that provides a learner with specific skills and knowledge to be deemed competent in a specific workplace task.

Units are written to the standards as prescribed on training.gov.au.

Unit Home *(Page)*

The landing page Section of a Units Online Variant.

Hosts About this Unit Information and Home Page Buttons.

Unit Information *(Section)*

A Supporting Info Section used to display the information found on a Units training.gov.au page.

This information is imported into Edify when a Unit is created.

Uses a Custom description to format the data:

{{Unit::INFORMATION}}

By default, this page is presented as a table that contains the:

- Unit code
- Unit title
- Application
- Unit sector
- Unit mapping information
- Foundation skills
- Assessment conditions

Unit Mapping *(Section)*

A Supporting Info Section is used to display a Units Mapping.

Uses a Custom description to format the data:

```
{{Unit::MAPPING}}
```

The Section displays a table of the Mapping Components and any Assessment Components that have been mapped to them.

Unit Overview *(Page)*

The landing page of a Unit in Edify.

This page displays basic information about the Unit:

- The Package the Unit is set to
- The Organisation the Unit belongs to
- The About this Unit content

NRT Units will also display data imported from training.gov.au:

- Application
- Pre-requisite Unit
- Unit Sector
- Unit Mapping Information
- Foundation Skills
- Assessment conditions

Unit Specific

Media Library Assets that can only be used in the particular Unit it was uploaded to.

Assets can be moved from the Unit Specific category to the Common Media category. Assets cannot be moved from Common Media to Unit Specific—they must be re-uploaded as a Unit Specific Asset.

Assets in the Unit Specific tab can be Archived.

Also refer to Media Library.

V**V5**

A Catapult standard product version.

Contains Skills Recognition, Knowledge Questions and Performance Tasks as standard Sections. Optional Projects Section.

V6

A Catapult standard product version.

Contains Skills Recognition, Knowledge Questions, Projects and Practical Assessment as standard Sections.

Version (*Status*)

Refers to the number of updates a Unit has had as either a Major Version or Minor Version.

The first time a Unit is published in the LMS, it will be labelled as v1.0 (version 1.0).

Major updates will increase the number e.g. v1.0 will become v2.0.

Minor updates will alter the version number after the dot point e.g. v1.0 will become version v1.1. The number after the dot point will continue to increase each time a Minor version is published until a Major version is published, at which point it will return to 0.

Versions can be viewed by Admin Users on the enrolment page in the Catapult LMS.

See Major Version and Minor Version.