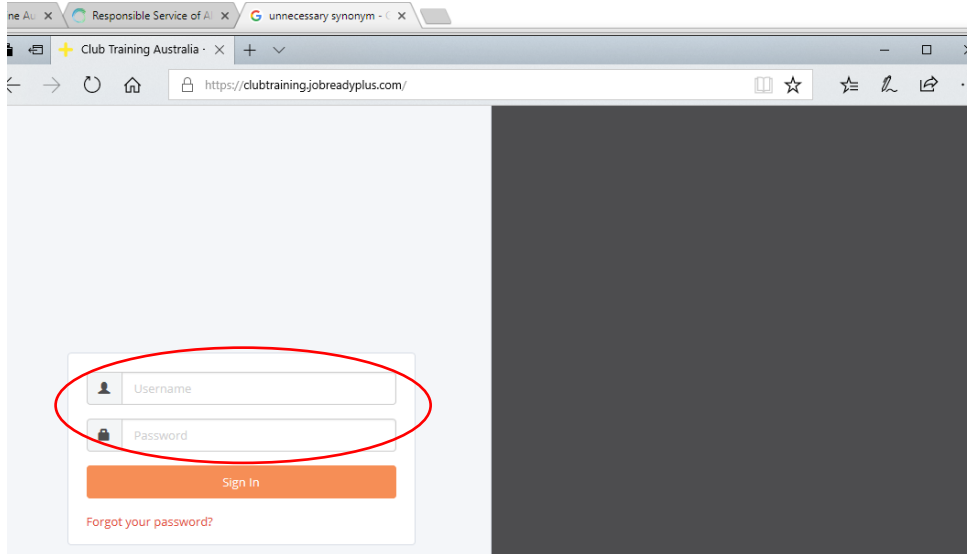


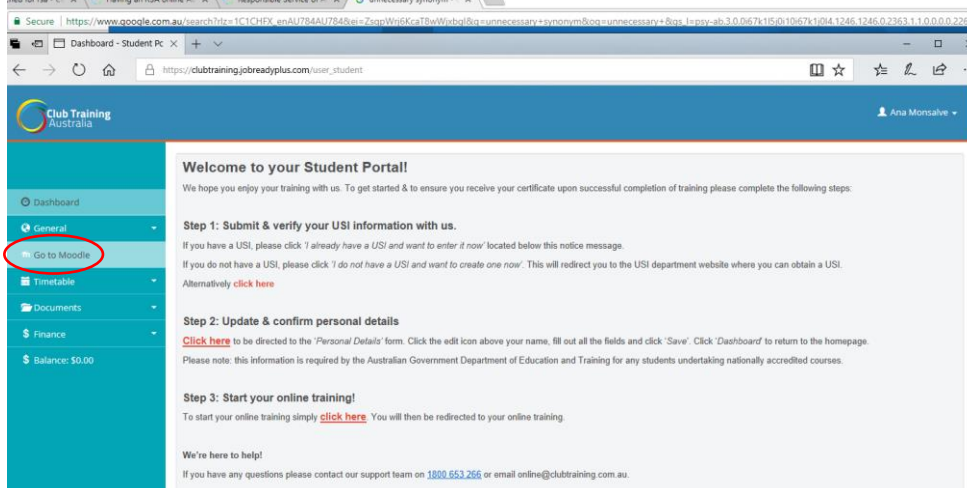
UPLOADING AN RSA VIDEO IN THE STUDENT PORTAL FOR THE SITHFAB002 PROVIDE SERVICE OF ALCOHOL COURSE

Uploading your video for your RSA course? Simply follow the below instructions and you're well on your way to your SITHFAB002 Provide Responsible Service of Alcohol statement of attainment.

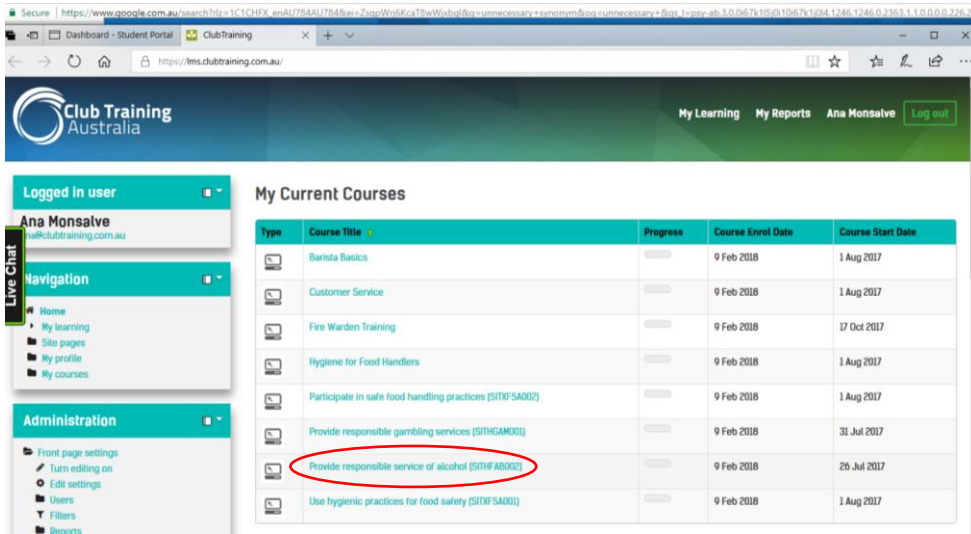
1. Go to the [student portal](#) and enter your username and password in the given fields



2. Once you have accessed the Student Portal, click on 'Go to Moodle'



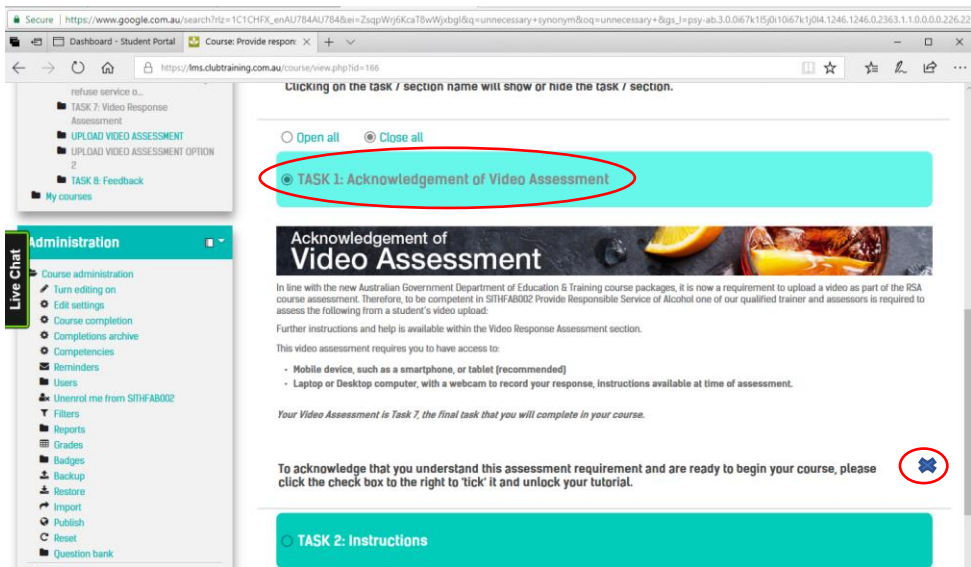
- Moodle opens in a new window where you can see your current courses. Click on 'SITHFAB002 Provide responsible service of alcohol'



The screenshot shows the Moodle dashboard for a user named Ana Monsalve. The 'My Current Courses' table lists several courses, with 'Provide responsible service of alcohol (SITHFAB002)' highlighted in red. The table columns are Type, Course Title, Progress, Course Enrol Date, and Course Start Date.

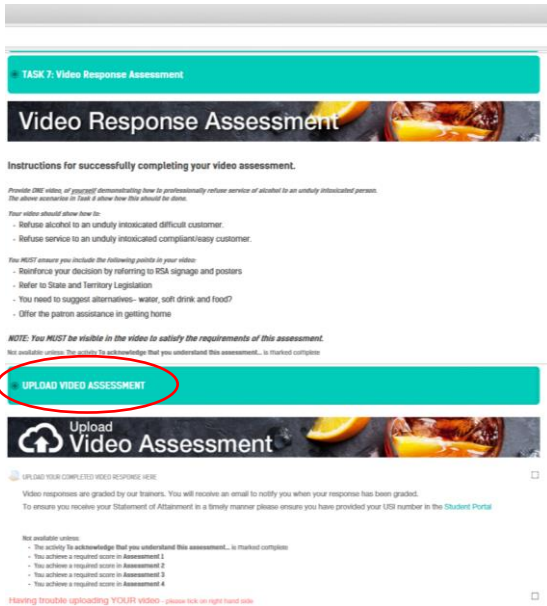
Type	Course Title	Progress	Course Enrol Date	Course Start Date
	Barista Basics		9 Feb 2018	1 Aug 2017
	Customer Service		9 Feb 2018	1 Aug 2017
	Fire Warden Training		9 Feb 2018	17 Oct 2017
	Hygiene for Food Handlers		9 Feb 2018	1 Aug 2017
	Participate in safe food handling practices (SITXFSA002)		9 Feb 2018	1 Aug 2017
	Provide responsible gambling services (SITHGAM001)		9 Feb 2018	31 Jul 2017
	Provide responsible service of alcohol (SITHFAB002)		9 Feb 2018	26 Jul 2017
	Use hygienic practices for food safety (SITXFSA001)		9 Feb 2018	1 Aug 2017

- Please note; To begin your course you must click on 'Acknowledgement of Video Assessment' and click the check box to tick it.

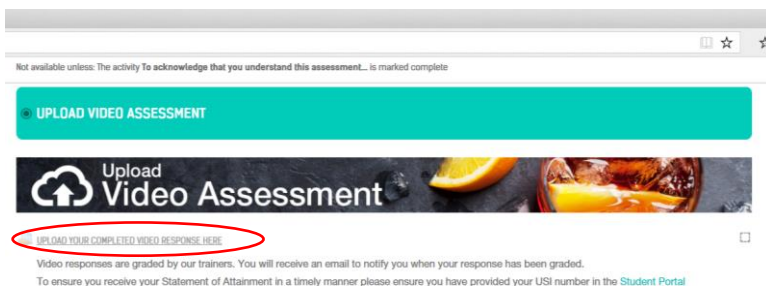


The screenshot shows the Moodle course page for 'Provide responsible service of alcohol'. The 'TASK 1: Acknowledgement of Video Assessment' section is highlighted in red. The page includes a navigation menu on the left, a course title, and a description of the video assessment requirement. A red circle highlights a checkbox next to the text 'To acknowledge that you understand this assessment requirement and are ready to begin your course, please click the check box to the right to 'tick' it and unlock your tutorial.'

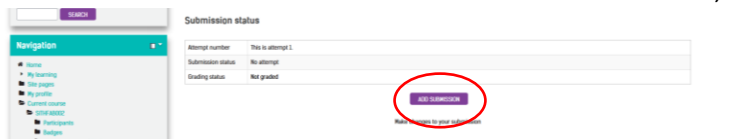
- Once you have completed Tasks 2, 3, 4, 5 and 6, you will be able to upload your video in Task 7. Read through the Video Response Assessment and click on 'UPLOAD VIDEO ASSESSMENT' to upload your video.



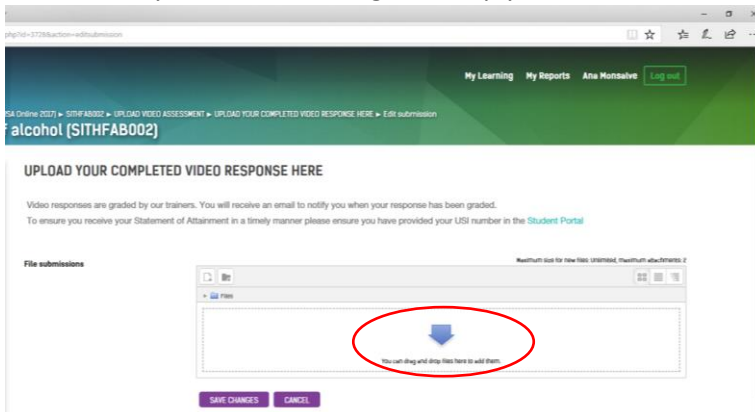
- Once you have clicked on 'UPLOAD VIDEO ASSESSMENT', click on 'UPLOAD YOUR COMPLETED VIDEO RESPONSE HERE'



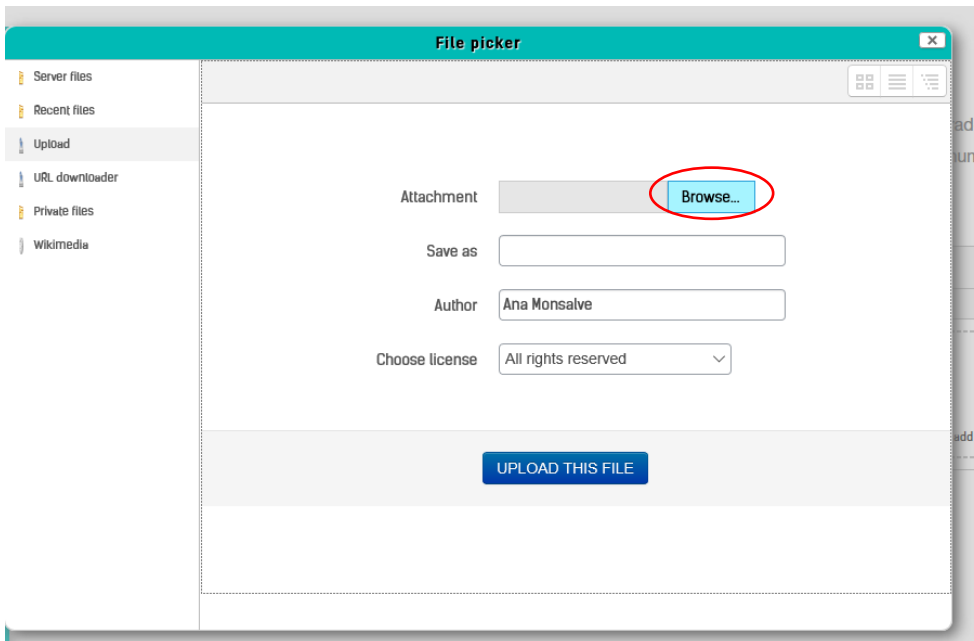
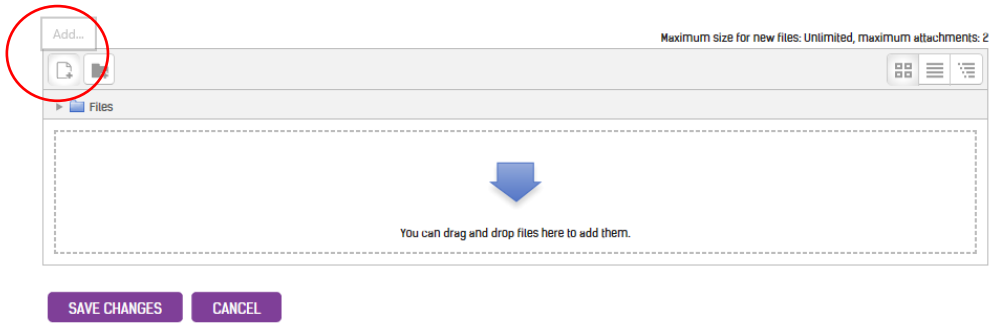
- You will be then transferred to the Submission status section, click on 'ADD SUBMISSION'



- From there, you can either drag and drop your files to the window

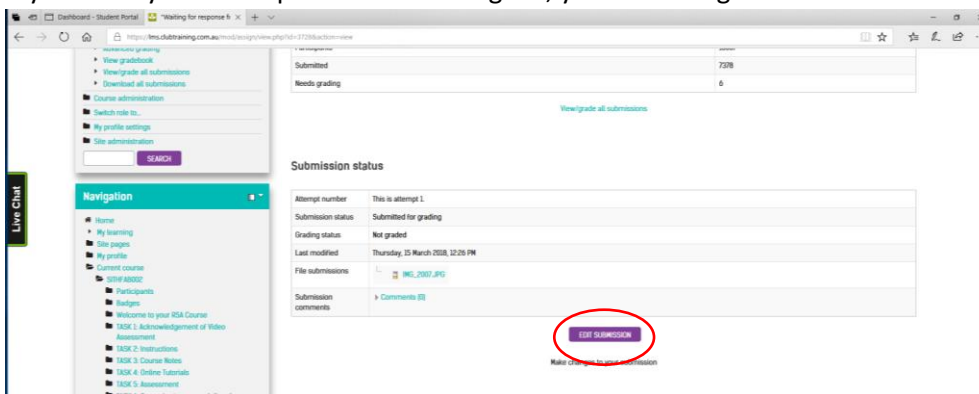


- Or you can click on the 'Add' button on the top left corner of the 'Files Submission' window and browse your file.



10. Once you have uploaded your file, click on 'Save Changes'

11. If you think you have uploaded the wrong file, you can change it in the 'EDIT SUBMISSION' box



[Same day certificate – if you have uploaded your assessment/s by 4pm Queensland time on a business day (Monday – Friday) and they are marked as competent by one of our trainers and assessors, and you have also provided a verified USI number, you will be issued with your nationally recognised Statement of Attainment via email on the same day.] You will hear back via email and receive your certificate or feedback on your video!