



VETtrak AcademyPlus

Let's Do Digital Documents!

VETtrak. Number 1 in RTO



Welcome to VETtrak AcademyPlus!

This session is specially designed for your learning experience, based on your feedback.

We will be covering the subject through a series of sections that focus on the digital document journey throughout the VETtrak platform, providing opportunities for questions throughout.

Let's collaborate and learn together.



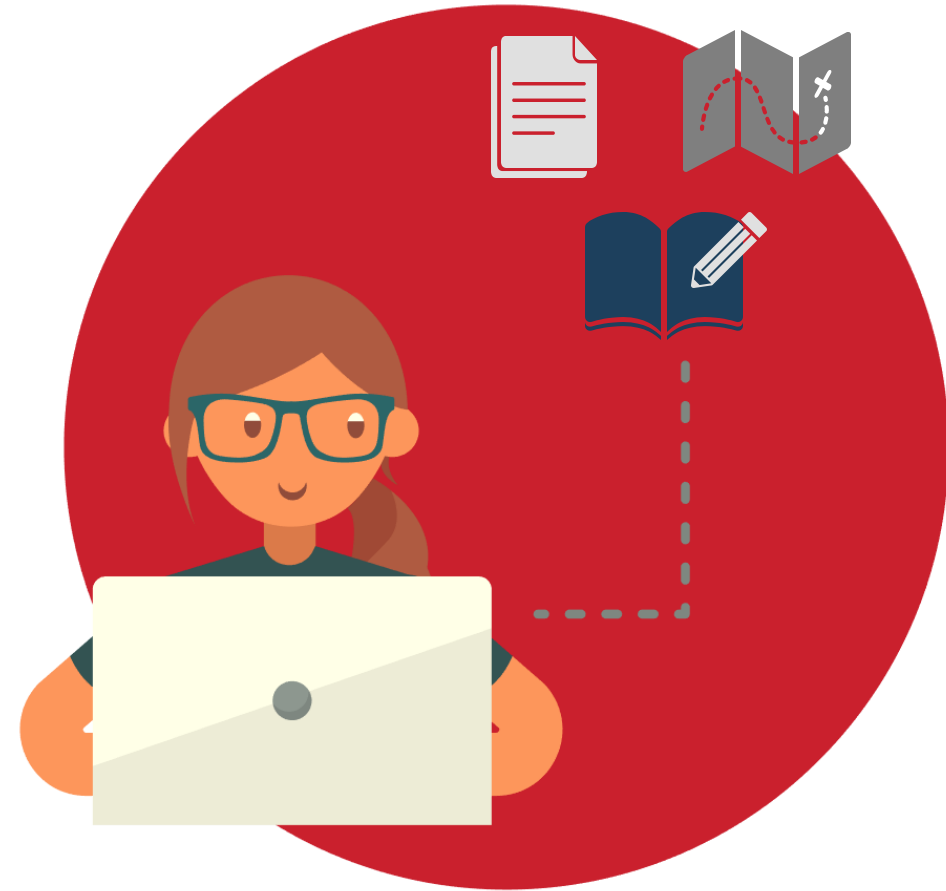
Item:
VTDocs and VETenrol

Portals and Documents



You can integrate your **VETenrol platform** with **VTDocs** to have it store copies of documents.

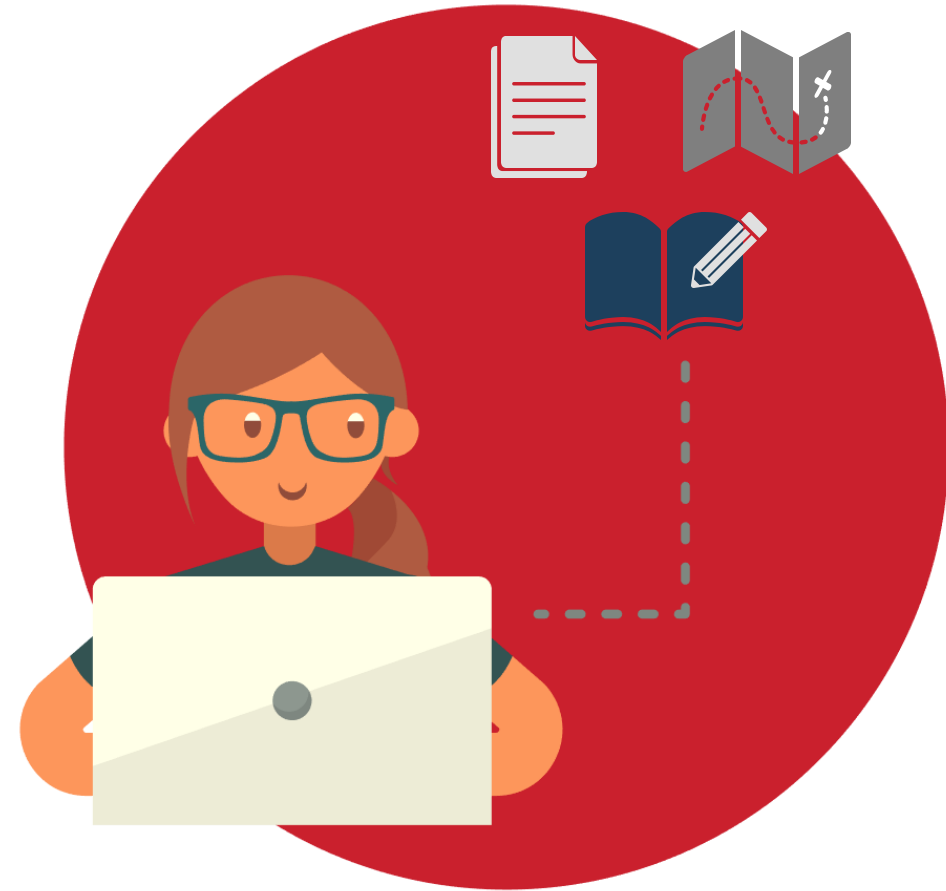
These documents can then be accessed within **VETtrak** on completion of online enrolments – this can be a unique useful solution for gaining quick access to relevant student documents!



Portals and Documents



The ease of which you can manage documents within **VTDocs** means that being able to quickly access or store information from your **VETenrol** system can be hugely beneficial to quickly reviewing information or sharing it with others.





We will now take a little time to explain how this integration is set up – as it is a routinely asked question on our end!

Portals and Documents



<https://www.youtube.com/watch?v=cK4ioFU-LZg>

Item:
Distributed Documents

Portals and Documents



Across VETtrak and its portal platforms, you can distribute all manner of documents – Whether they are forms to be completed, or simply information packs, VETtrak is equipped to remotely deliver them.

- Documents can be stored in a Database
- Students can access whatever documents you select for them, and upload their own work for you to review



Portals and Documents



Within VETtrak itself, documents can be associated with different data entities, such as **Units**, **Qualifications** and **Tasks** to name a few.

FileTrak document linking wizard

Enter file links
Press Add to add a new line in the grid. Browse for files as required. Press Next to continue.

Item information
Type: Enrolled unit
Details: BSBCMM201 - Student, Sally (00002) [349]

FileTrak Upstream

Documents/Files

Link style	File type	Name	Filename	Desc	Last user	Last date	Open	Save	Email	Edit	Del
Doc Db	Student Upk	A1	New Text Document.txt		Student, Sa	13/12/2019	✕
Doc Db	Student Upk	Assessment	Assessment Notes.txt		Student, Sa	19/03/2020	✕
Doc Db	Student Upk	New Micros	New Microsoft Word Document.docx	fdgdfgh dfc	Student, Sa	31/12/2019	✕
Doc Db	Student Upk	Test file	ACT.txt	Test file	Student, Sa	13/11/2019	✕
Doc Db	Assessment	Assessment	C:\Users\vettrak\Desktop\Assessment Notes.txt		VETtrak, Tr	19/03/2020	✕

Relative folder

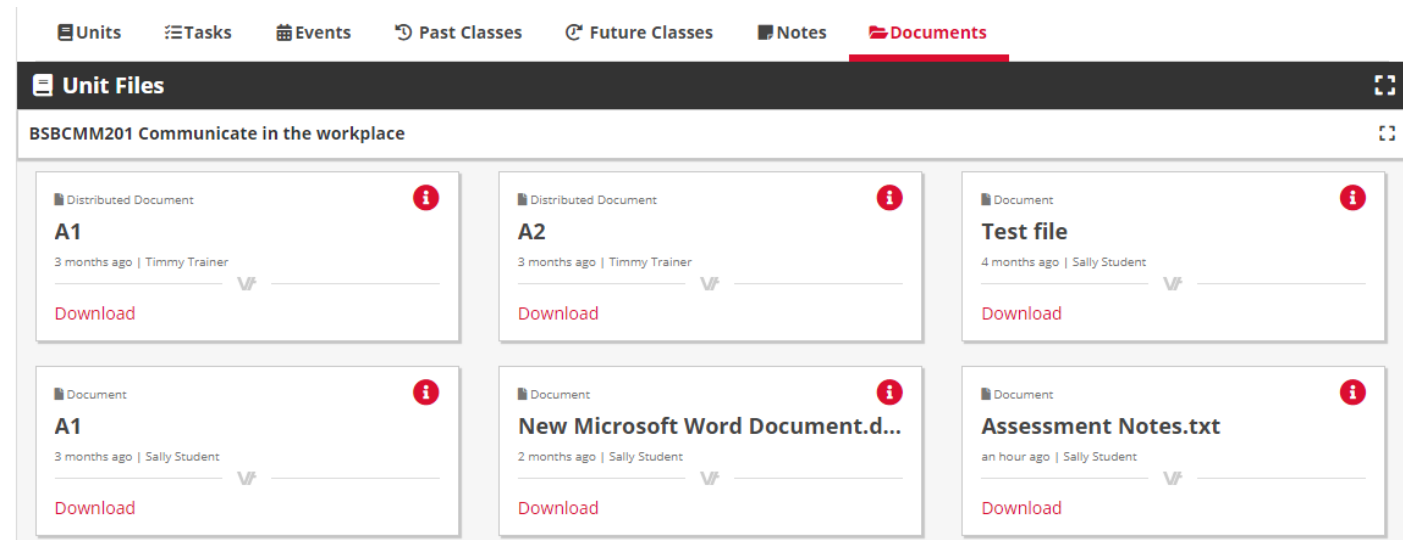
Close

Portals and Documents



Using the **Student Portal**, your learners can then access these files and interact with them as they choose.

If a file is uploaded by the student, it can be reviewed by the **Trainer**, as well as viewed within VETtrak.



Portals and Documents



Note: **Web URLs** can also be shared in this way, providing further resources to your students such as websites, and online videos to assist with their learning.

This can also be useful for external documents that are stored in other online storage solutions, such as Google Drive or Microsoft OneDrive.

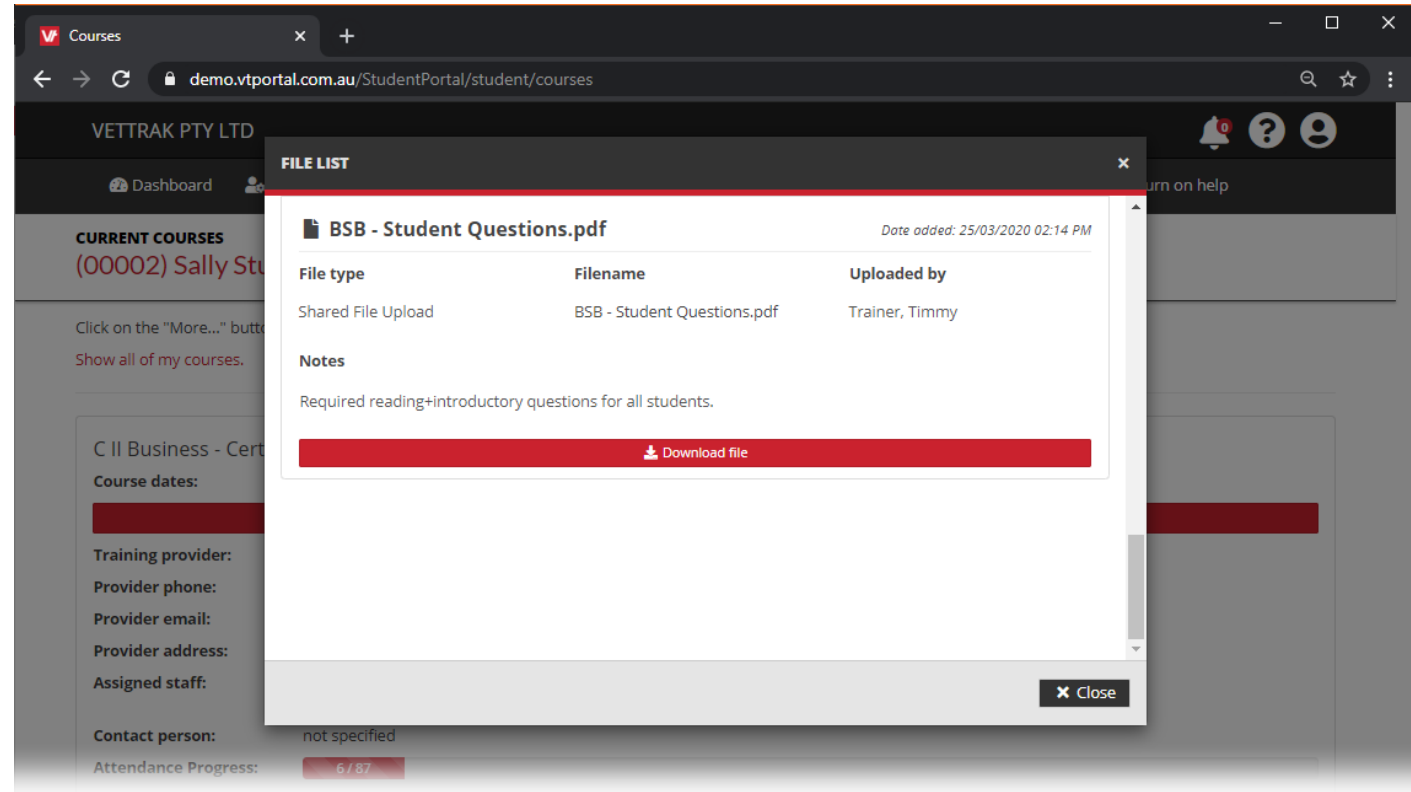


Portals and Documents



These documents can be referenced by students within their student portal access – who can then actually download and amend the document per your instructions – and submit it back to you!

This document can then be reviewed by the **Trainer** within the **Trainer Portal**, and even within **VETtrak** itself by your admin team.



Portals and Documents



You can also leverage the messaging functionality of the Student and Trainer Portals to draw further focus on the online communication aspect - independent of SMS or Email needs.

This can be uniquely useful for alerting a student to specific document needs, such as an assessment task that may need to be completed!

MESSAGES
(00005) Tinker Bell

New message

RECEIVED	STATUS	FROM	SUBJECT	MESSAGE	ACTIONS
1 week ago		Tim Trainer	re: School Ruling on Pixie Dust	Reply from trainer content	Actions
2 weeks ago		Tim Trainer	Message to class	Advisory notice to all students in class	Actions
1 month ago		Tim Trainer	New room	Class will be held in Room 304 for next two weeks	Actions
1 month ago		Tim Trainer	re: Sprinkle	76	Actions
2 months ago		Tim Trainer	re: New direct message to trainer	No problem.	Actions
2 months ago		Tim Trainer	class	class is off today kids	Actions

Portals and Documents



We have a range of documentation available for sharing files on our Help Centre!

<https://customer.vettrak.com.au/hc/en-us/articles/217555367-Uploading-and-Downloading-Files-in-the-Trainer-Portal>

The screenshot shows the VETtrak Help Centre interface. At the top, there's a navigation bar with the VETtrak logo, links for 'Support Request', 'Community', and 'Support Centre' (which is highlighted), and a user profile for 'Ash Wayling'. Below this is a search bar. The breadcrumb trail reads 'Help Centre > Portals > Trainer Portal Help'. The article title is 'Uploading And Downloading Files In The Trainer Portal', with 'Print' and 'Follow' buttons to its right. The main text explains that users can upload and download files against units and tasks in the Trainer Portal, and also use the VETtrak Student Portal for distributing learning materials. A section titled 'Uploading a File' begins with the instruction: 'To upload a file, click on the **Actions** link next to an individual task or unit, and select **Upload a file**.' On the right side, there's a 'RECENTLY VIEWED ARTICLES' section listing three items: 'VETtrak Webinar - Preparing for USI Changes with VETtrak 20.1', 'Accessing a VETtrak Hosted Version (PC)', and 'USI: Setting up myGovID / RAM'.

VETtrak Support Request Community **Support Centre** Ash Wayling

Search

Help Centre > Portals > Trainer Portal Help

Uploading And Downloading Files In The Trainer Portal Print Follow

It is possible to upload and download files against units and tasks in the Trainer Portal. If you are also using the VETtrak Student Portal for your students, and you have enabled students to upload files, you can use this as a method of distributing learning materials to students and receiving completed assignments from them.

Uploading a File

To upload a file, click on the **Actions** link next to an individual task or unit, and select **Upload a file**.

RECENTLY VIEWED ARTICLES

- VETtrak Webinar - Preparing for USI Changes with VETtrak 20.1
- Accessing a VETtrak Hosted Version (PC)
- USI: Setting up myGovID / RAM

If you get stuck!



Don't be afraid to reach out to your **VETtrak** Account Manager, or the friendly staff of the **VETtrak** Support Team so we can help out in any way:

- [Document Management within VETtrak](#)
- [Linking Documents & Files Within VETtrak](#)
- [Setting Up A Document Database](#)
- [Process: Distributing Document Resources From VETtrak To Students](#)
- [Process: Sharing Targeted Documents from VETtrak to a Student](#)
- [Document Database and FileTrak Overview \(23:49\)](#)
- [FileTrak and Document Database User Guide](#)
- [Document Storage – Document Database Files](#)



That's a wrap!

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