

## Student Submission of Activities

All activities that are not completed in class must be submitted to your online trainer. Below are the important guidelines on submitting online and postal activities.

There are clear login instructions in your learner handbook and on the login page of the Academy Site <https://www.celebrancy.edu.au/userlogin.asp>

- Activities should be completed as a word file .doc, docx and saved on your computer hard drive.
- All activities to be as separate files - **Do not create long word documents with multiple activities.**
- You do not have to send activities in order; however clearly mark the activity number.
- Student responses that are rude or inappropriate will not be accepted.
- Please do not submit more than **four** activities at a time, you need to get feedback from your trainer before continuing ( we will not mark more than 4 activities per student per day )
- Clearly mark in the response box what you are sending ( activity 1 )
- If you are sending an activity as multiple files
  - Make sure all parts of the activity are completed before submitting
  - Send them all on the same day
  - Make your trainer aware that you are sending more than one file
  - ie. For activity 5 I am submitting 4 files- **please find activity 5 part 1** next upload **Activity 5 part 2**
- If you are choosing to send all certificates all at once( faxing or posting forms), please send them before the rest of the activity and make the trainer aware that the activity is coming.  
**I have faxed my forms for activities 1,2,3**
- If you have a question about an activity, write it in the response box, **Student activity questions will not be addressed by the office.**
- If you are scanning work, please ensure the scan is done in email format and size
- If you know you have completed all activities inform your trainer. This will speed up your certificate. It is also beneficial to send activity 30 as your last. Please Note: If you have not received a completion email from your trainer, your certificate is not underway.

Following these simple rules will enhance your online experience and will ensure that you have good communication with your trainer.