

Lloyds International College

Level 2, 499 Kent Street, SYDNEY 2000, NSW, AUSTRALIA

Ph: (02) 8263 1200

Web: www.lloydscollege.nsw.edu.au

Email: onlinesupport2@lloydscollege.nsw.edu.au



Student Manual for Online Course

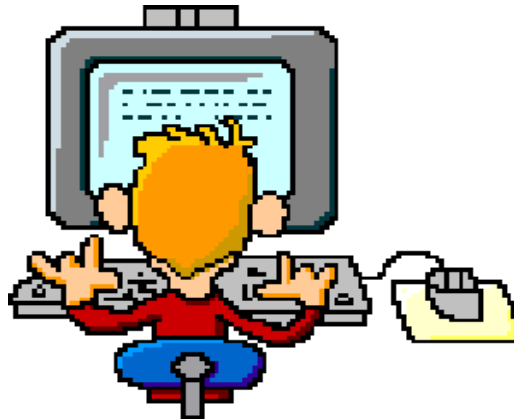


Table of Contents

Part I

- I. Introduction
- II. Aims and Objectives
- III. What is Moodle?
- IV. Using Moodle at Lloyds International College

Part II

Getting Start

- I. Logging into Moodle.
- II. Changing your password.
- III. Use messages in Moodle.
- IV. Accessing your course.
- V. Take a quiz.
- VI. Submit assignments.
- VII. View your grades.
- VIII. Moodle units



So you are taking an online class. **READ THIS FIRST:**

If you want to succeed your online class, here are some things you should know:

- **Do not expect online classes to be easier than face-to-face classes.**

Online classes are not easier than face-to-face classes. You still have all the same objectives to master as with a face-to-face class. In addition, you also have the challenges of online classes – technology requirements, self-motivation, etc.

- **Log on to your course every single day**

Or at least 4-5 times a week. The more often you log on and communicate with your online trainer and/or classmates, the better off you will be. If you let too many days go by without logging on to your course, you may get behind and find it very difficult to catch up.

I. Introduction

In this guide, you will be introduced to the basics of participating in an online course. This will take you step-by-step through registration, entering the Moodle environment and working within Moodle.

II. Aims and Objectives

Aims

- Prepare you for using an online learning environment.
- Create a unique educational environment.

Objectives

- Ability to navigate within the Moodle structure.
- Understanding the activity modules.
- Interact with students and the course online trainer (s).

Happy learning!

III. What is Moodle?

Moodle is a program that allows the classroom to extend onto the web. Your online Trainer has many options in setting up the Moodle environment so you may access your assignments, interact with the students in your course, upload assignments, access resources and much more.

This guide is your map to the electronic classroom.

IV. Using Moodle at Lloyds International College



Moodle is one of many Learning Management Systems (LMS). Simply, a LMS is software that is designed to add to face-to-face learning methods in order to enhance the learning experience of their users. Moodle runs as an interactive website with a number of features and activities designed to engage students and promote collaborative, student-centered learning.

Getting Started

I. Logging into Moodle

Use the procedure below to log into and access your Moodle course. In order to complete the steps below, you must have a username and password and be registered in a course that is currently using Moodle as a delivery method.

Make sure you have connected to the Internet. To access your account

1. You will receive an email at your email address informing you that a new account has been created for you and you have been issued with a new temporary password.

Example of an email below

Hi Moodle Test, (this will be addressed to your full name)

A new account has been created for you at 'College Online Course' and you have been issued with a new temporary password.

Your current login information is now:
username: xxxxxxxxxxxx ----->your student ID
password: xxxxxxxxxxxx ----->refer to the email
(you will have to change your password when you login for the first time)

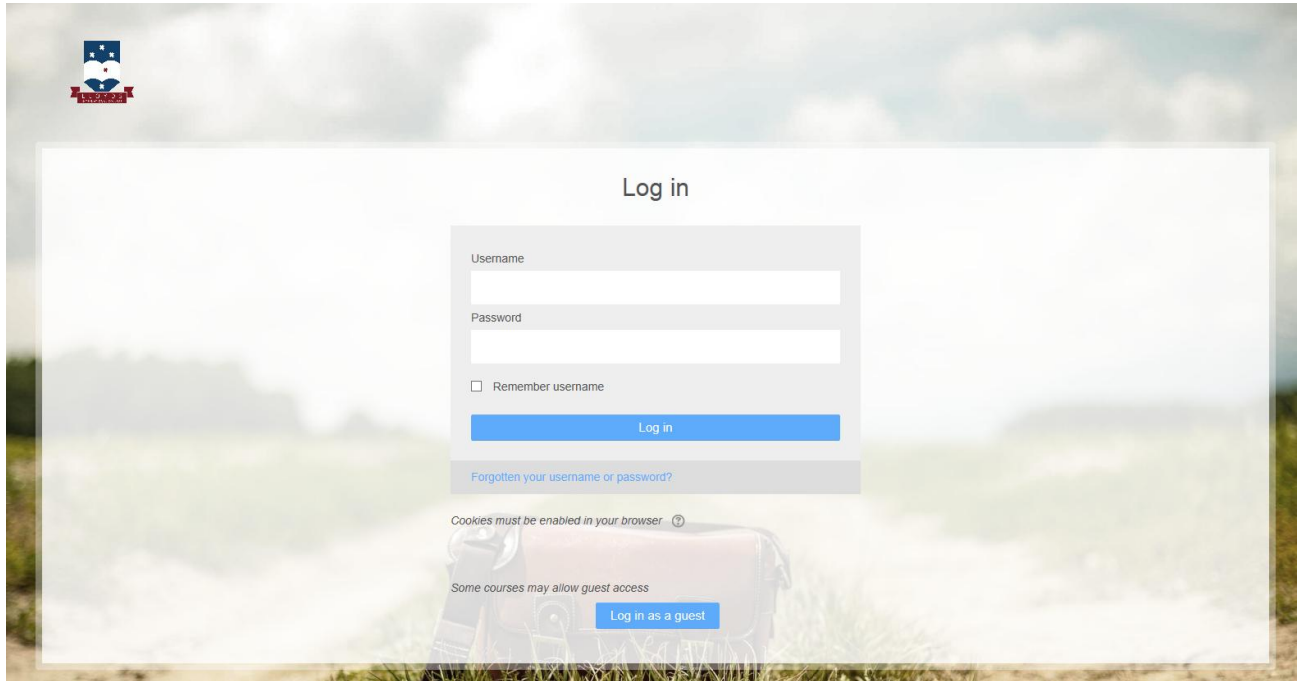
To start using 'College Online Course', login at
<https://moodle.lloydscollege.nsw.edu.au/login/?lang=en>

In most mail programs, this should appear as a blue link which you can just click on. If that doesn't work, then cut and paste the address into the address line at the top of your web browser window.

Cheers from the 'College Online Course' administrator,

Online Course Coordinator
onlinesupport2@lloydscollege.nsw.edu.au

Go to our Moodle web site: <https://moodle.lloydscollege.nsw.edu.au/>



1. Click on the login and enter your username and password (This information is provided to you in your NEW USER ACCOUNT email).

II. Changing your Password

1. Type your passwords into the fields provided and click on the "Save changes" button.

Change password

Username cri0100hx9

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s)

Current password* Required

New password*

New password (again)*

Save changes Cancel

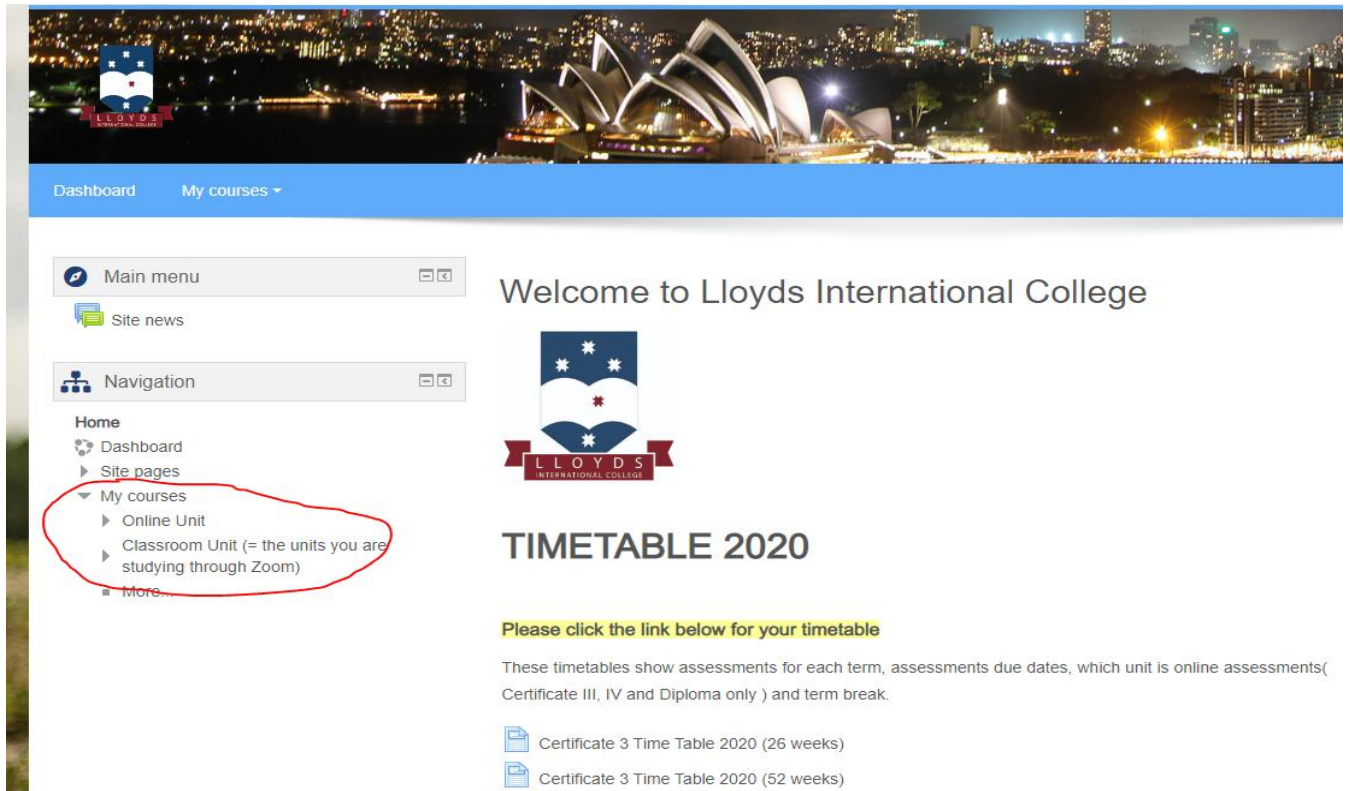
There are required fields in this form marked *.

Note:

Please remember your password for future use.
Please do not share your password with others.

III. Accessing your course

After you log in you will see your name at the top. You will also see the courses you are enrolled in as shown in the following screen .



If you do not see your course listed, contact your online support coordinator via onlinesupport2@lloydscollege.nsw.edu.au

To access your study materials and assessment tasks you need to click on the **course** icon located in the left side of your page under the **Navigation**, the screen will appear as following: (example below for Cert III classroom unit)

Main menu


- Site news

Navigation

Home

- Dashboard
- Site pages
- My courses
 - Online Unit
 - Classroom Unit (= the units you are studying through Zoom)**
 - LIC - BSB30115 - Certificate III in Business**
 - LIC - BSB40215 - Certificate IV in Business
 - LIC - BSB51918 - Diploma of Leadership and Management
 - More...

Welcome to Lloyds International College



TIMETABLE 2020

Please click the link below for your timetable

These timetables show assessments for each term, assessments due dates, which unit is online assessments(Certificate III, IV and Diploma only) and term break.

- Certificate 3 Time Table 2020 (26 weeks)
- Certificate 3 Time Table 2020 (52 weeks)
- Certificate 4 Time Table 2020
- Diploma TimeTable 2020
- Advance Diploma Timetable 2020

CLICK on the SUBJECT name you are studying (Please refer to the TIMETABLE on the home page)

- LIC - BSB30115 - Certificate III in Business
 - BSBWHS302
 - BSBFLM303**
 - Participants
 - Badges
 - Competencies
 - Grades
 - General
 - About this unit
 - Study Materials
 - Assessment Tasks(download)
 - Assessments Submission
 - Links for Zoom training recorded videos
 - BSBINN301
 - BSBADM311
 - LIC - BSB40215 - Certificate IV in Business
 - LIC - BSB51918 - Diploma of Leadership and Management
 - More...

This unit applies to individuals who use leadership skills including motivation, mentoring and coaching to develop efficient, effective and unified teams and facilitate communication between team members and management of the organisation.

Study Materials

You must study all the Materials provided before working with your Assessment Tasks.

- Presentation-1
- Presentation-2
- Presentation-3
- Presentation-4

Assessment Tasks(download)

- Assessment-Task-1
- Assessment-Task-2
- Assessment-Task-3

Assessments Submission

Student must be competent in ALL tasks to complete this UOC successfully

- Assessment Task 1
- Assessment Task 2
- Assessment Task 3

Links for Zoom training recorded videos

[task 1 ideas and discussion_0.mp4](#)

IV. Downloading Assessment Tasks (e.g. Task 1)

The screenshot shows a course page for Business. The left sidebar contains a navigation menu with the following items: Business, BSBWHS302, BSBFLM303 (expanded), Participants, Badges, Competencies, Grades, General, About this unit, Study Materials, Assessment Tasks(download), Assessments Submission, Links for Zoom training recorded videos, BSBINN301, BSBADM311, LIC - BSB40215 - Certificate IV in Business, LIC - BSB51918 - Diploma of Leadership and Management, and More... The main content area is divided into three sections: 'Study Materials' with a note 'You must study all the Materials provided before working with your Assessment Tasks.' and a list of four presentations; 'Assessment Tasks(download)' which is highlighted with a red circle and contains three tasks; and 'Assessments Submission' with a note 'Student must be competent in ALL tasks to complete this UOC successfully' and a list of three tasks. On the right side, there are buttons for 'Upd', 'Go to ca', 'Rec', 'Activity', and 'No recer'.

V. HOW TO submit your assessments

After you complete your assessment, see ‘Assessments Submission’ and CHOOSE your task number

This screenshot is identical to the one above, showing the same course page. In this instance, the 'Assessments Submission' section is highlighted with a red circle. The navigation menu and other page elements remain the same.

VI. CLICK on ‘Add submission’ button as shown below:

Home > My courses > Lloyds College Courses Classroom (Zoom online class) > LIC - BSB30115 - Certificate III in Business > BSBWHS302 > Assessments Submission > Assessment-Task-2

Assessment-Task-2

Assessment-Task-2

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 5 August 2020, 11:55 PM
Time remaining	34 days 9 hours
Last modified	-
Submission comments	▶ Comments (0)

Add submission

You have not made a submission yet

VII. SELECT your completed assessment from your computer, drag and drop to the red circle area as show below.

Assessment-Task-2

Maximum size for new files: 1MB, maximum attachments: 5

You can drag and drop files here to add them.

Save changes Cancel

VIII. CLICK ‘Save changes’ button to save your work

Home > My courses > Lloyds College Courses Classroom (Zoom online class) > LIC - BSB30115 - Certificate III in Business > BSBWHS302 > Assessments Submission > Assessment-Task-2 > Edit submission

The screenshot shows the 'Assessment-Task-2' submission page. On the left is a navigation menu with 'Assessment-Task-2' selected. The main content area shows 'File submissions' with a file icon and the name 'Assessment-Task-2'. At the bottom, there are two buttons: 'Save changes' (blue) and 'Cancel' (red). The 'Save changes' button is circled in red.

IX. HOW TO Edit your assessment

You can still edit your submitted assessment by the due date. CLICK on ‘Edit submission’.

The screenshot shows the 'Assessment-Task-2' submission page with the submission status table and the 'Edit submission' button circled in red.

Submission status	
Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, 5 August 2020, 11:55 PM
Time remaining	34 days 9 hours
Last modified	Thursday, 2 July 2020, 2:14 PM

File submissions: Assessment-Task-2.docx

Submission comments: Comments (0)

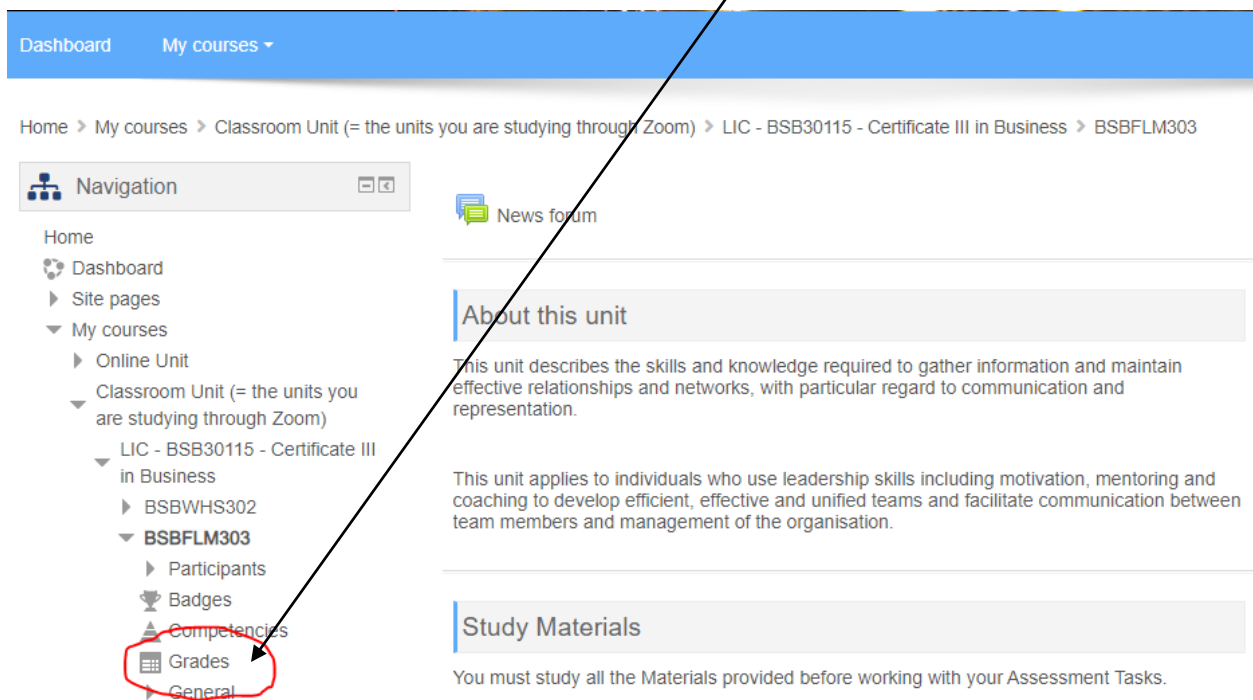
[Edit submission](#)

You can still make changes to your submission

X. Viewing your Grades

In Moodle students can view their grades at any time.
To view your grades:

Log into Moodle and enter your course. Click on Grade



The screenshot shows the Moodle course navigation menu. The 'Grades' option is highlighted with a red circle, and a black arrow points from the text 'Click on Grade' above to this option. The navigation menu includes: Home, Dashboard, Site pages, My courses (expanded to show Online Unit, Classroom Unit, LIC - BSB30115 - Certificate III in Business, BSBFLM303, Participants, Badges, Competencies, and Grades), and General. The main content area shows 'About this unit' and 'Study Materials' sections.

Your grades will be displayed.