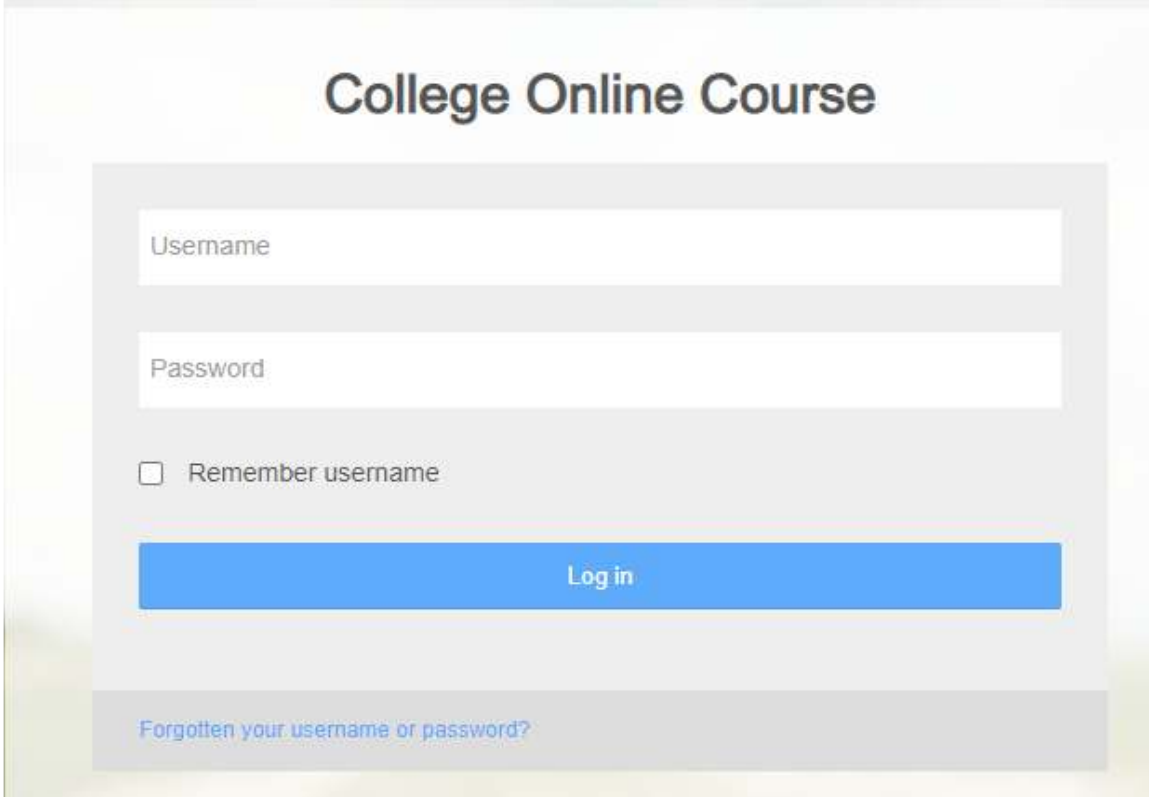


## HOW TO JOIN YOUR CLASS on ZOOM

**Step1** GO TO our Moodle web site: <https://moodle.lloydscollege.nsw.edu.au/>



The image shows a login form titled "College Online Course". It features two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember username". A blue "Log in" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Forgotten your username or password?".

**Step2** TYPE IN your Moodle USERNAME and PASSWORD to log in

- Your username should be your email address (registered email address at Orientation)
- If you have forgotten your password, please click "Forgotten your username or password?" to reset it.
- If you still cannot log in successfully, please contact us via email [studentservices@lloydscollege.nsw.edu.au](mailto:studentservices@lloydscollege.nsw.edu.au)

**Step 3** CLICK on the 'Classroom unit (= the units you are studying through Zoom)' under 'My courses'

The screenshot shows the Lloyds International College website dashboard. At the top, there is a navigation bar with 'Dashboard' and 'My courses' links. Below this, there are sections for 'Main menu' and 'Site news'. The 'Navigation' section is expanded, showing a tree structure: 'Home', 'Dashboard', 'Site pages', 'My courses', 'Online Unit', 'Classroom Unit (= the units you are studying through Zoom)', and 'More...'. The 'Classroom Unit' link is circled in red. To the right of the navigation menu, there is a large banner with the Lloyds International College logo and the text 'Welcome to Lloyds International College'. Below the banner, the text 'TIMETABLE 2020' is displayed. A yellow box highlights the text 'Please click the link below for your timetable'. Below this, there is a paragraph of text: 'These timetables show assessments for each term, assessments due dates, which unit is online assessments( Certificate III, IV and Diploma only ) and term break.' Below this text, there are two links: 'Certificate 3 Time Table 2020 (26 weeks)' and 'Certificate 3 Time Table 2020 (52 weeks)'.

**Step 4** CLICK on the COURSE NAME you are studying (This example shows Certificate III)

The screenshot shows the Lloyds International College website dashboard, similar to the previous one. The 'Navigation' section is expanded, and the 'Classroom Unit (= the units you are studying through Zoom)' link is highlighted with a red box. Below this link, there is a list of course options: 'LIC - BSB30115 - Certificate III in Business', 'LIC - BSB40215 - Certificate IV in Business', 'LIC - BSB61918 - Diploma of Leadership and Management', and 'More...'. The 'LIC - BSB30115 - Certificate III in Business' link is circled in red. To the right of the navigation menu, there is a large banner with the Lloyds International College logo and the text 'Welcome to Lloyds International College'. Below the banner, the text 'TIMETABLE 2020' is displayed. A yellow box highlights the text 'Please click the link below for your timetable'. Below this, there is a paragraph of text: 'These timetables show assessments for each term, assessments due dates, which unit is online assessments( Certificate III, IV and Diploma only ) and term break.' Below this text, there are five links: 'Certificate 3 Time Table 2020 (26 weeks)', 'Certificate 3 Time Table 2020 (52 weeks)', 'Certificate 4 Time Table 2020', 'Diploma TimeTable 2020', and 'Advance Diploma Timetable 2020'.

**Step 5** CLICK on the SUBJECT NAME you are studying (Please refer to the TIMETABLE on the home page)

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](#)

**Step 6** CLICK on the link under the 'Link for Online Training on Zoom'

### Assessments Submission

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

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

### Marking Guide (Trainers only, NOT FOR STUDENT)

Not available

### Late Assessment submissions(Trainers only, Not For Student)

Not available

### Link for Online Training on Zoom

Join Zoom Meeting  
<https://us02web.zoom.us/j/7865383511?pwd=bVV0Y25GbW1rOGRMYXFpayl0bG1wdz09>  
Meeting ID: 786 638 3511  
Password: 112222

## Step 7 How to check the RECORDED CLASS session

CLICK on the 'Links for Zoom training recorded videos' for the recording videos.

Import  
Reset  
Question bank

### Link for Online Training on Zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/7866383511?pwd=bVV0Y25GbW1rOGRMYXFpay10bGhldz09>

Meeting ID: 786 638 3511

Password: 112222

### Links for Zoom training recorded videos

[Innovation Task 2 Written Part only - Please remember to do team discussion and activity on zoom\\_0.mp4](#)