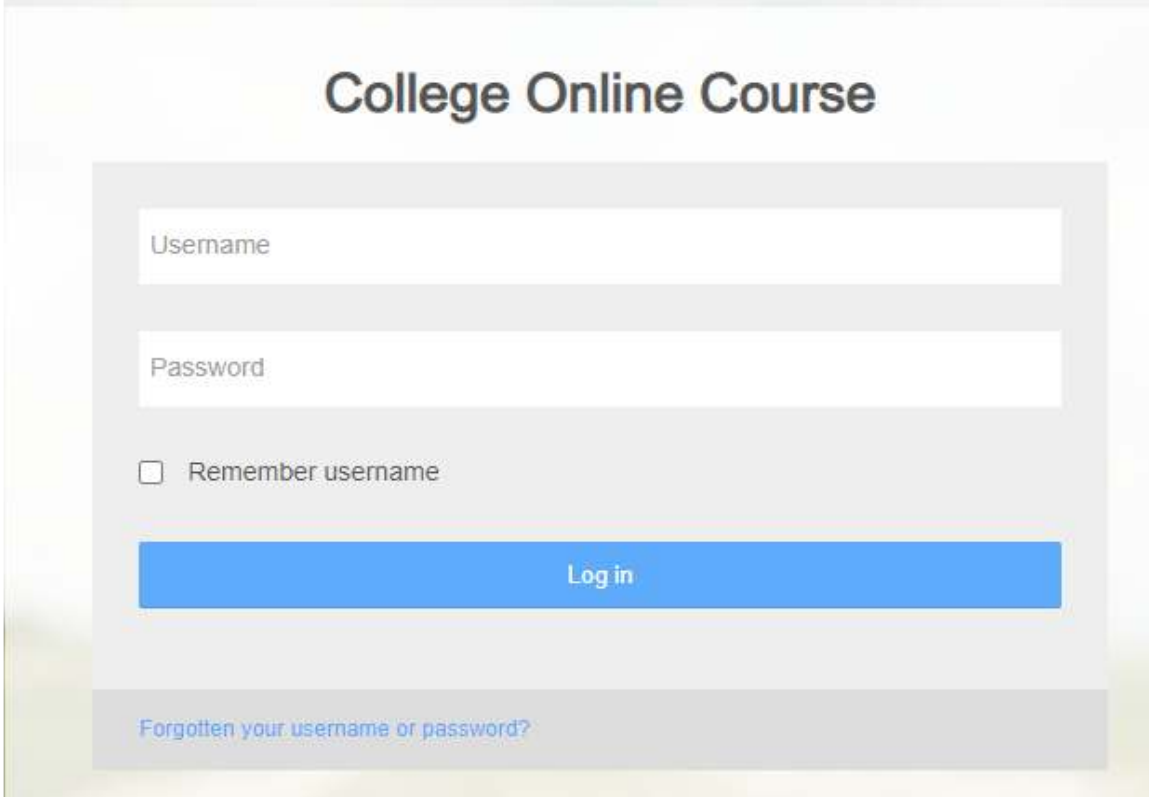


## HOW TO download your assessments / HOW TO submit your assessments

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



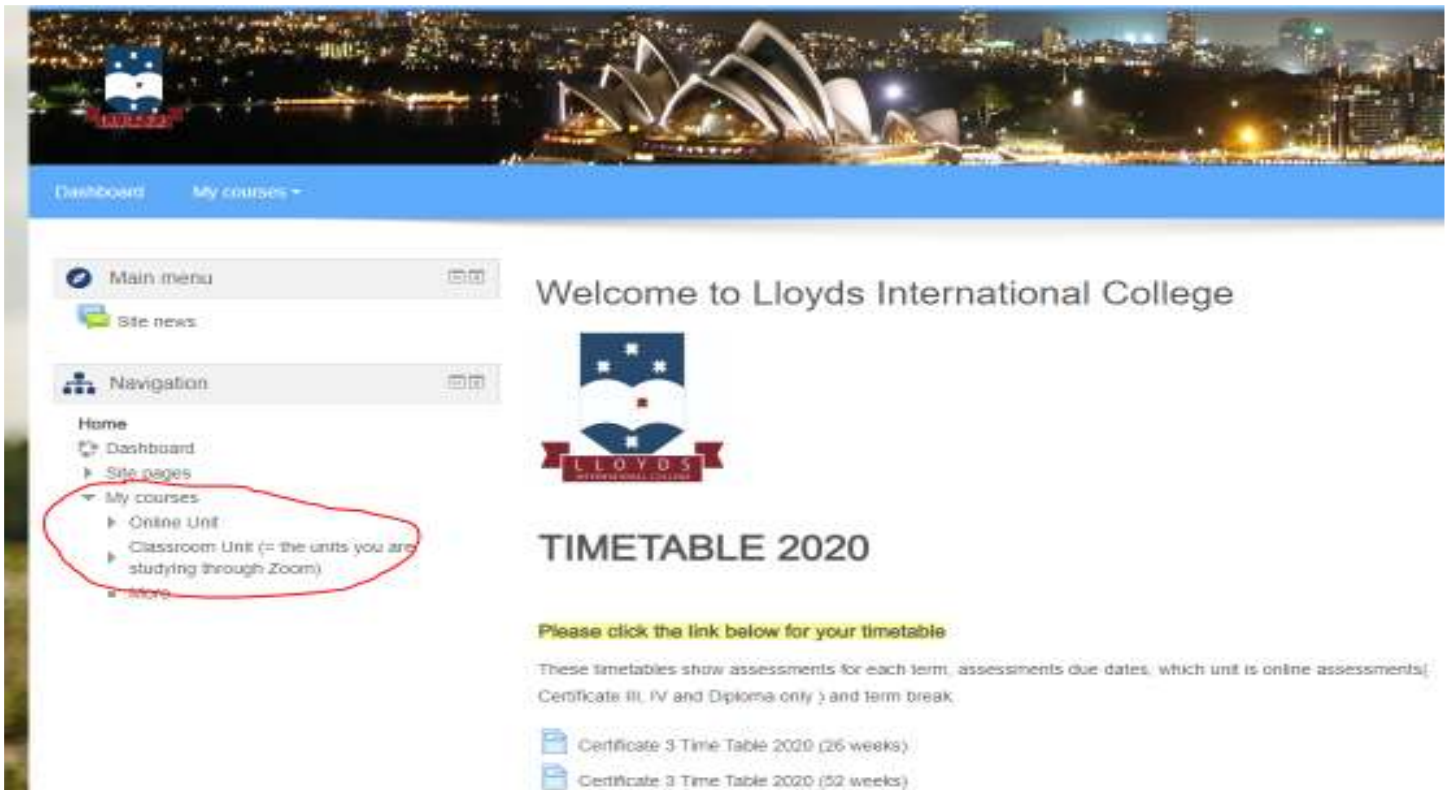
The image shows a login form titled "College Online Course". It features two input fields: "Username" and "Password". Below the password field is a checkbox labeled "Remember username". A blue "Log in" button is positioned below the checkbox. At the bottom of the form, there is a link that says "Forgotten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

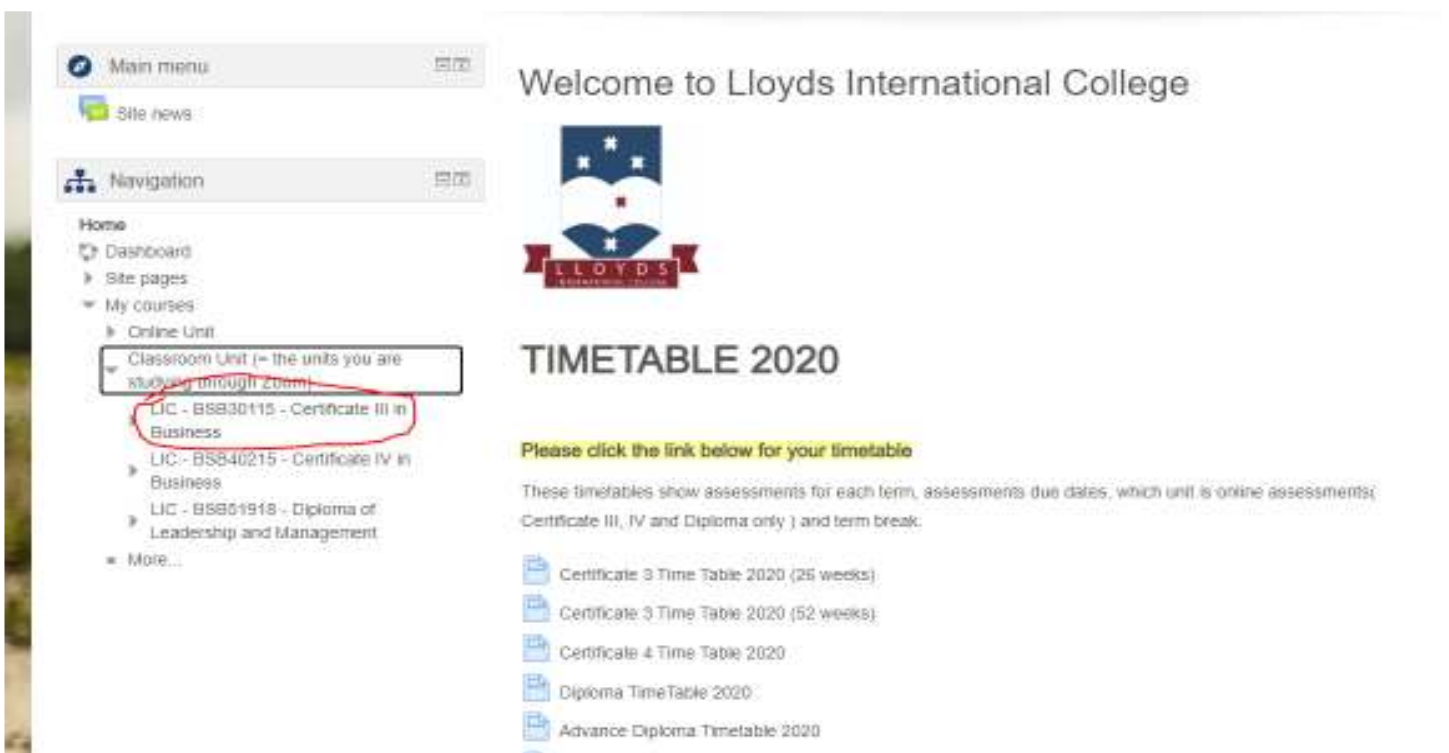
**Step 3** SEE “My courses” on the left and CLICK on the ‘Classroom unit (= the units you are studying through Zoom)’

OR ‘Online unit’. **Please check your “Academic Timetable” which unit is Classroom or Online.**



The screenshot shows the Lloyds International College website dashboard. The top navigation bar includes 'Dashboard' and 'My courses'. The left sidebar contains a 'Navigation' menu with the following items: Home, Dashboard, Site pages, My courses, Online Unit, Classroom Unit (= the units you are studying through Zoom), and More. The 'My courses' and 'Classroom Unit' items are circled in red. The main content area features the college logo, the text 'Welcome to Lloyds International College', and a 'TIMETABLE 2020' section. Below this, there is a yellow highlighted instruction: 'Please click the link below for your timetable'. The text explains that the timetables show assessments for each term, due dates, and which units are online. Two links are provided: '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 under classroom unit)



The screenshot shows the Lloyds International College website dashboard, similar to the previous one. The left sidebar 'Navigation' menu is expanded to show 'Classroom Unit (= the units you are studying through Zoom)'. This item is highlighted with a black box, and its sub-items are listed: 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' item is circled in red. The main content area remains the same, with the 'TIMETABLE 2020' section and the yellow highlighted instruction: 'Please click the link below for your timetable'. The text explains that the timetables show assessments for each term, due dates, and which units are online. Five links are provided: '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 your 'Assessment Task' to download e.g. Assessment Task 1

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

## Step 7 HOW TO submit your assessments

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

The screenshot shows a course page with a left-hand navigation menu and a main content area. The navigation menu includes sections for Business, BSBFLM303, BSBINN301, BSBADM311, and LIC courses. The main content area has three sections: 'Study Materials' with four presentation links, 'Assessment Tasks(download)' with three task links, and 'Assessments Submission' which is circled in red. This section contains the text 'Student must be competent in ALL tasks to complete this UOC successfully' and three links for 'Assessment Task 1', 'Assessment Task 2', and 'Assessment Task 3'. A right-hand sidebar shows a calendar icon and the text 'Upcoming', 'There are', 'Go to calendar', 'Recent', 'Activity', and 'No recent'.

## Step 8 CLICK on 'Add submission' button as shown below:

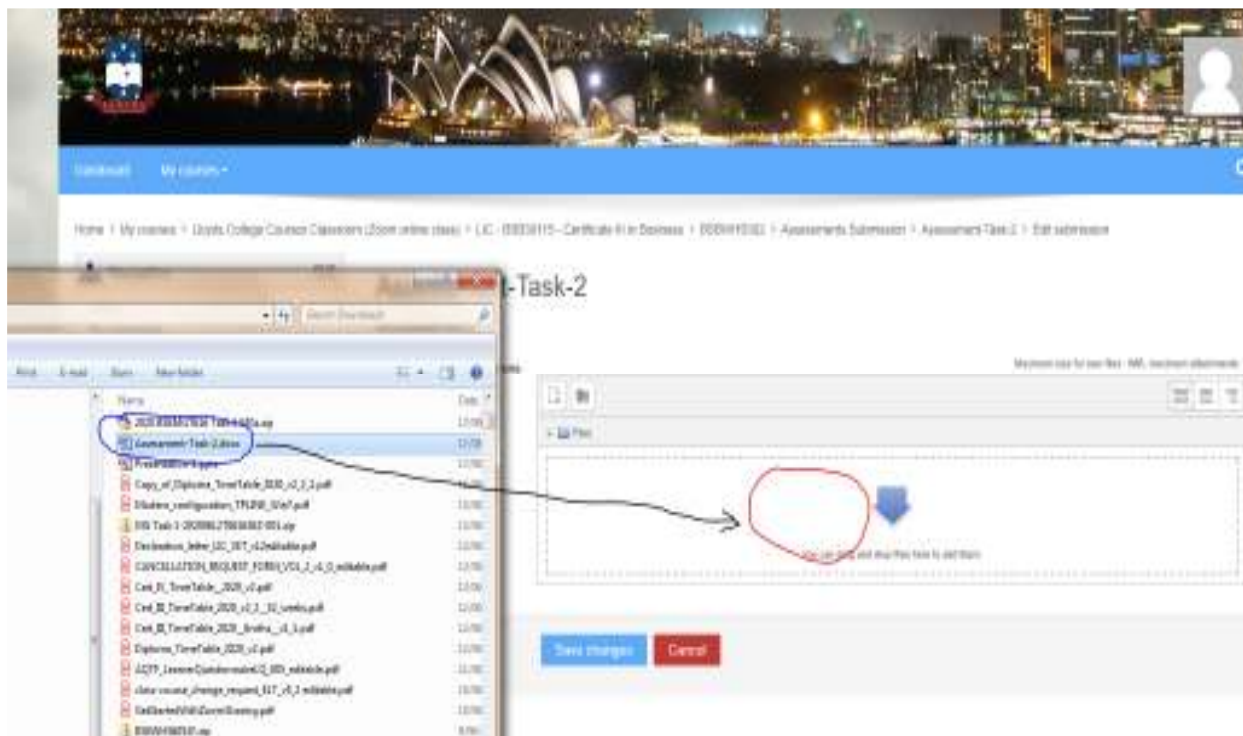
Home > My courses > Lloyds College Courses Classroom (Zoom online class) > LIC - BSB30115 - Certificate III in Business > BSBWHS302 > Assessments Submission > Assessment-Task-2

The screenshot shows the 'Assessment-Task-2' submission status page. On the left is a navigation menu with 'Home', 'Dashboard', 'Site pages', and 'My courses' expanded to show the current course path. The main content area has the title 'Assessment-Task-2' and 'Assessment-Task-2' below it. A 'Submission status' table is displayed:

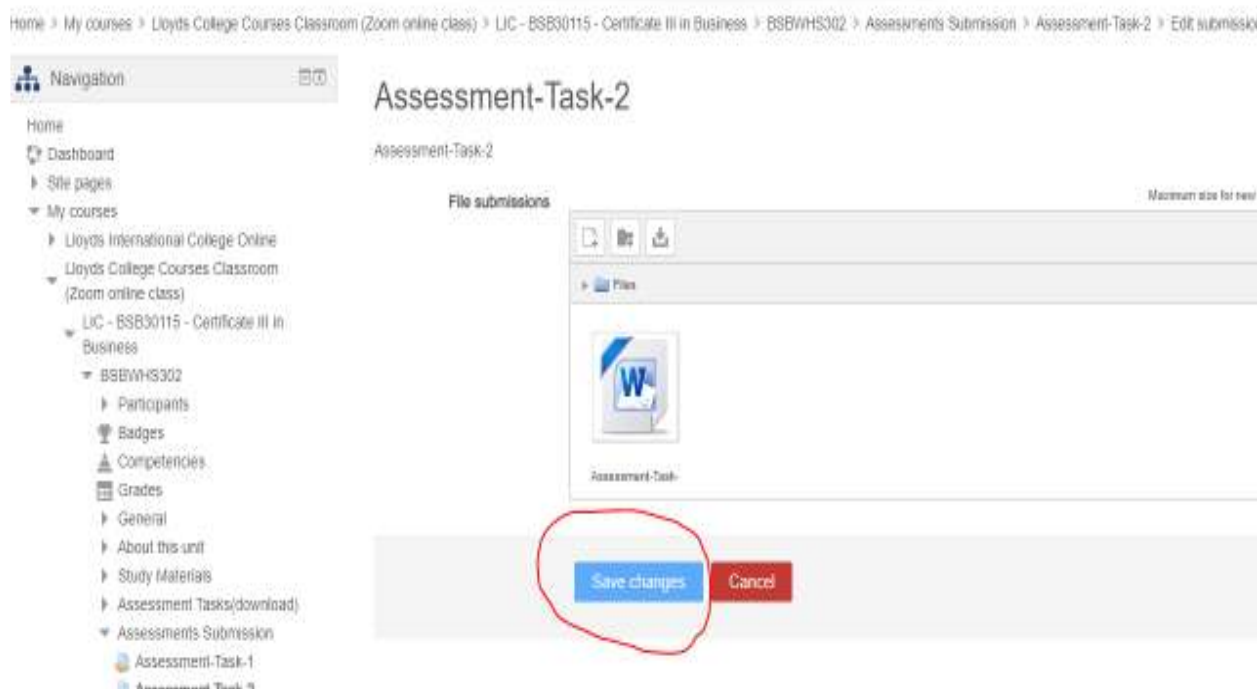
Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 5 August 2020, 11:55 PM
Time remaining	34 days 9 hours
Last modified	-
Submission comments	<a href="#">Comments (0)</a>

Below the table is a blue 'Add submission' button, which is circled in red. Underneath the button, the text 'You have not made a submission yet' is visible.

**Step 9** SELECT your completed assessment from your computer, drag and drop to the red circle area as show below:



**Step 10** CLICK 'Save changes' button to save your work



## Step 11 HOW TO Edit my assessment

You can still edit your submitted assessment by the due date. **CLICK** on 'Edit my submission'.

The screenshot displays the Blackboard interface for an assessment. The breadcrumb trail at the top reads: Home > My courses > Lloyds College Courses Classroom > Assessment > LUC - 2022/23 - Certificate in Business > Learning2022 > Assessments > Submission > Assessment-Task-2. The left-hand navigation pane includes sections for Home, My courses, and My courses, with the current assessment path highlighted. The main content area is titled 'Assessment-Task-2' and shows the 'Submission status' section. This section contains a table with the following data:

Submission status	Submitted for grading
Grading status	Not graded
Due date	Wednesday, 3 August 2022, 1:00 PM
Time remaining	30 days 1 hour
Last modified	Thursday, 2 July 2022, 2:13 PM
File submission	<a href="#">View my file</a>
Submitted comments	<a href="#">+ Comments (0)</a>

Below the table, there is a blue button labeled 'Edit submission' which is circled in red. Underneath the button, a message reads: 'You cannot make changes to your submission'.

