

Moodle help sheet for learners

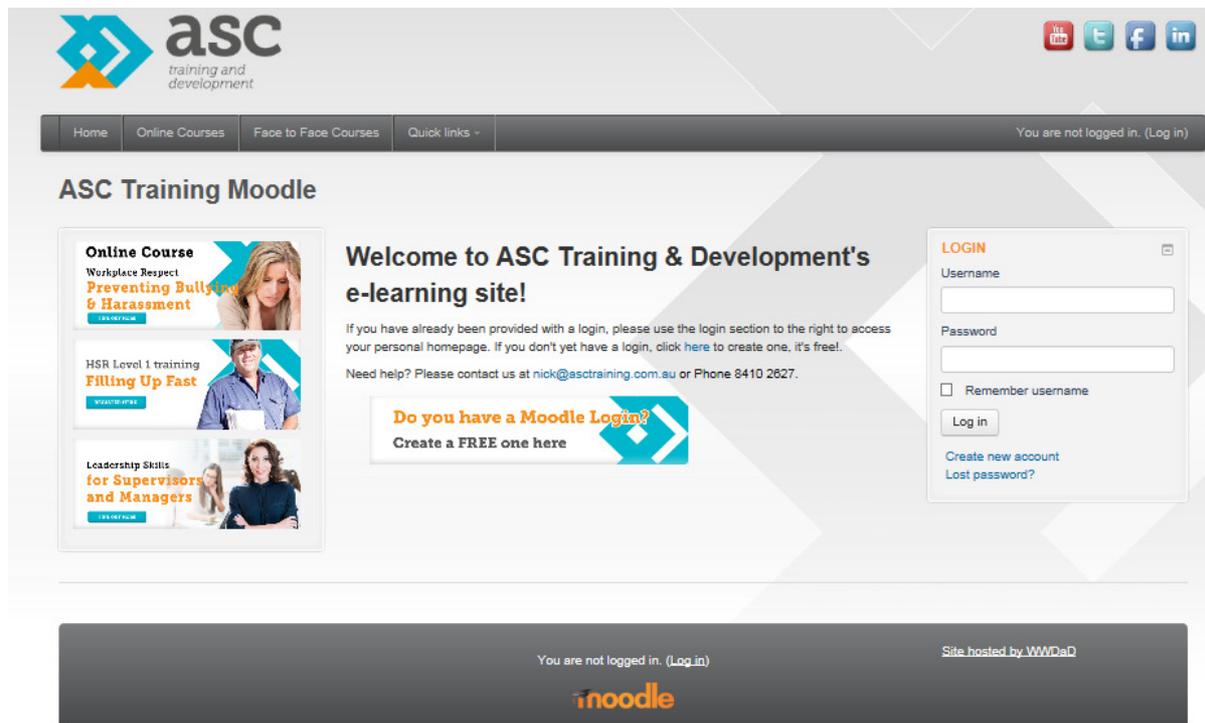
Logging in

You can access our Moodle site at <http://ascmoodle.com.au/moodle/> .

Log in by entering your username and password into the login box on the right hand side of the home page.

If you can't recall your username, it will usually be your first initial followed by your surname, all lowercase (e.g. John Smith would be jsmith). It may have a number added to the end if that combination has occurred before (jsmith2).

If you need a new password, you can visit http://ascmoodle.com.au/moodle/login/forgot_password.php and enter your username or registered email to reset your password.



The screenshot shows the Moodle homepage for ASC Training & Development. At the top left is the ASC logo. To the right are social media icons for YouTube, Twitter, Facebook, and LinkedIn. Below the logo is a navigation menu with links for Home, Online Courses, Face to Face Courses, and Quick links. On the right side of the menu, it says "You are not logged in. (Log in)".

The main content area is titled "ASC Training Moodle". On the left, there are three course cards: "Online Course Workplace Respect Preventing Bullying & Harassment", "HSR Level 1 training Filling Up Fast", and "Leadership Skills for Supervisors and Managers".

The central area features a large heading: "Welcome to ASC Training & Development's e-learning site!". Below this, it says: "If you have already been provided with a login, please use the login section to the right to access your personal homepage. If you don't yet have a login, click [here](#) to create one, it's free!". It also includes contact information: "Need help? Please contact us at nick@asctraining.com.au or Phone 8410 2827."

Below the contact info is a call-to-action box: "Do you have a Moodle Login? Create a FREE one here" with a blue arrow icon.

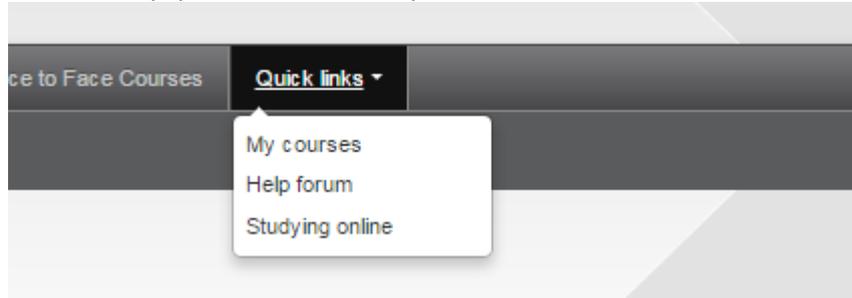
On the right side, there is a "LOGIN" box with fields for "Username" and "Password", a "Remember username" checkbox, and a "Log in" button. Below the button are links for "Create new account" and "Lost password?".

At the bottom of the page, there is a dark grey footer bar. On the left, it says "You are not logged in. (Log in)". On the right, it says "Site hosted by WWDaD". In the center, there is the Moodle logo.

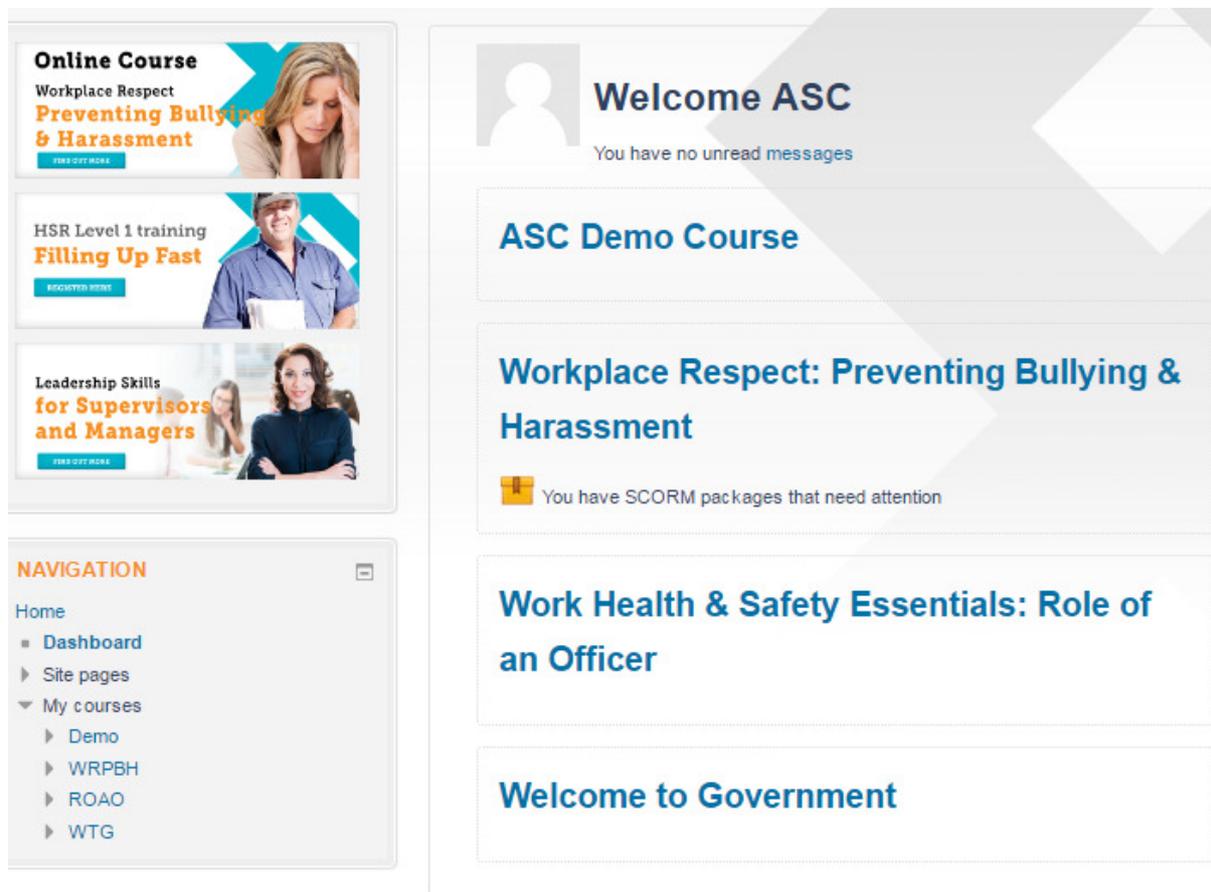
Accessing your course

Your personal home page, including links to any courses you are enrolled in, can be found at <http://ascmoodle.com.au/moodle/my/>.

Alternatively, you can use the “My courses” link under “Quick links” on the menu bar.

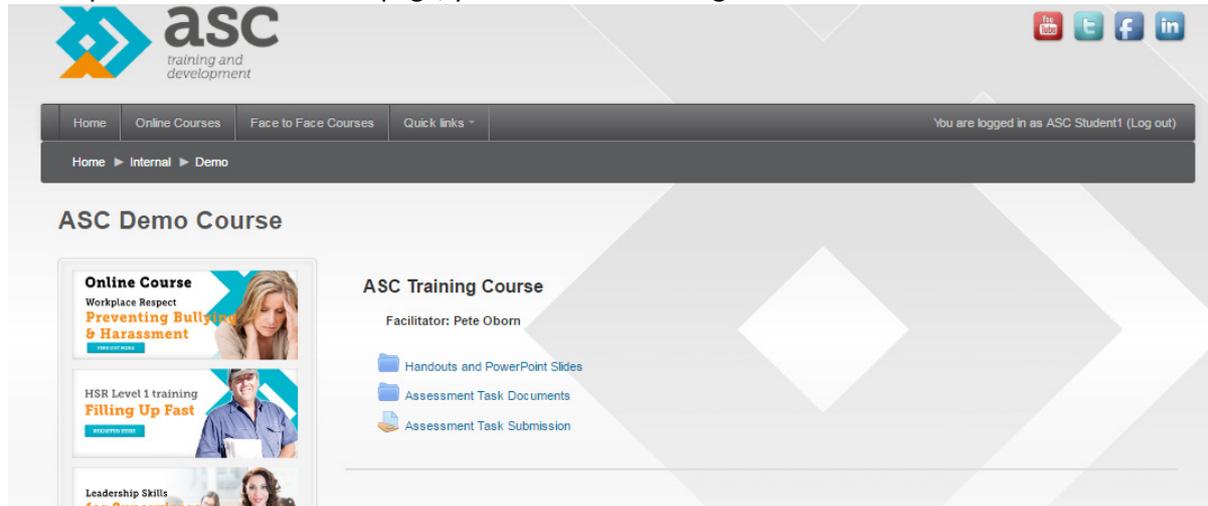


From your home page, click on the course title to be taken to that course’s page.

A screenshot of the Moodle user dashboard. On the left, there is a 'NAVIGATION' sidebar with links to Home, Dashboard, Site pages, and My courses (with sub-links for Demo, WRPBH, ROAO, and WTG). The main content area features a 'Welcome ASC' message with a profile picture and a notification that there are no unread messages. Below this are four course tiles: 'ASC Demo Course', 'Workplace Respect: Preventing Bullying & Harassment' (with a notification that SCORM packages need attention), 'Work Health & Safety Essentials: Role of an Officer', and 'Welcome to Government'. The top of the dashboard also displays three course cards: 'Online Course Workplace Respect Preventing Bullying & Harassment', 'HSR Level 1 training Filling Up Fast', and 'Leadership Skills for Supervisors and Managers'.

Navigating within a course

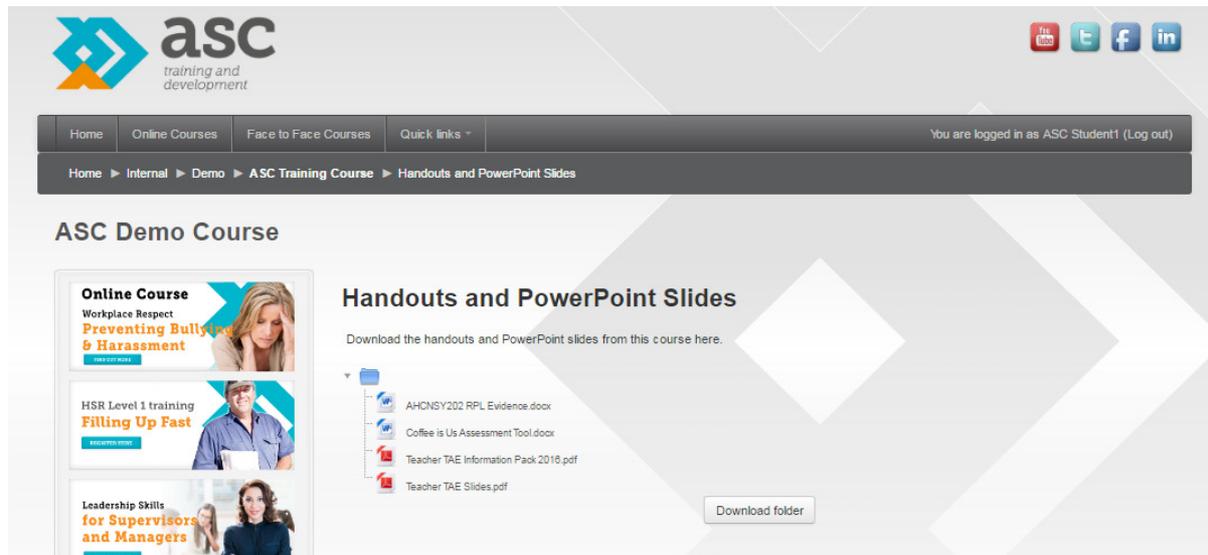
When you first visit the course page, you will see something like this.



The screenshot shows the ASC Demo Course page. At the top left is the ASC logo and navigation menu with links for Home, Online Courses, Face to Face Courses, and Quick links. A user is logged in as ASC Student1. The breadcrumb trail is Home > Internal > Demo. The main heading is 'ASC Demo Course'. On the left, there are three course cards: 'Workplace Respect Preventing Bullying & Harassment', 'HSR Level 1 training Filling Up Fast', and 'Leadership Skills for Supervisors and Managers'. On the right, the 'ASC Training Course' section lists the facilitator as Pete Oborn and three folders: 'Handouts and PowerPoint Slides', 'Assessment Task Documents', and 'Assessment Task Submission'.

Click on the Handouts and PowerPoint Slides, or Assessment Task Documents folder to access course resources.

Once in the folder, you can click each resource to download individually, or click 'Download folder' to download the whole folder as a zip file.

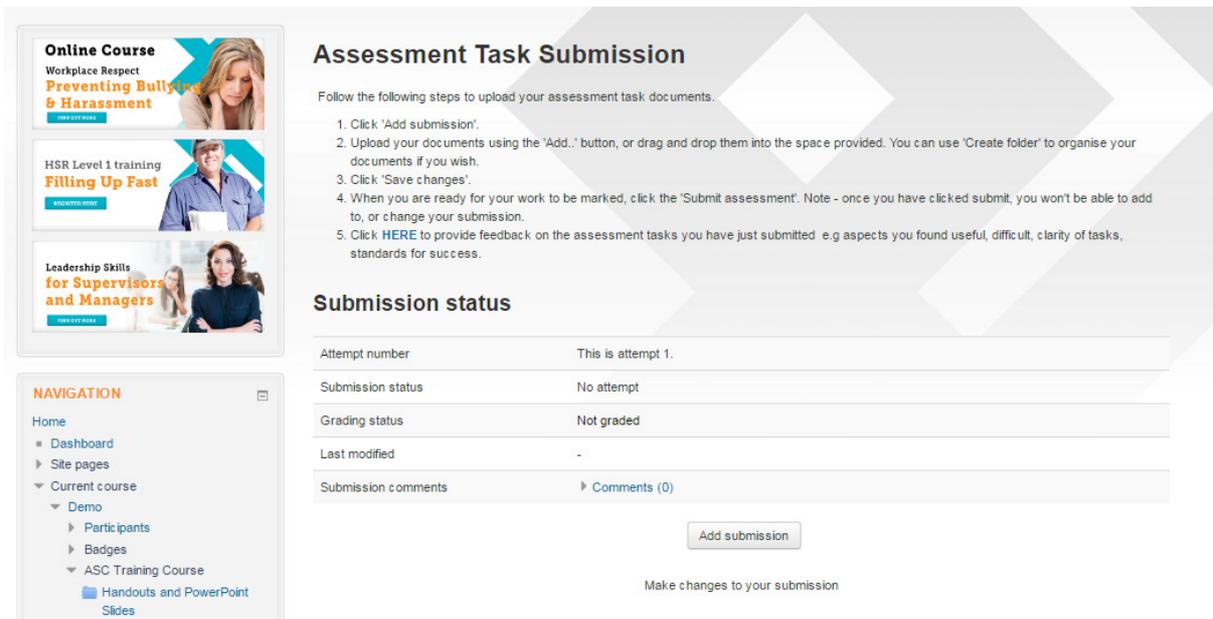


The screenshot shows the 'Handouts and PowerPoint Slides' folder page. The breadcrumb trail is Home > Internal > Demo > ASC Training Course > Handouts and PowerPoint Slides. The main heading is 'ASC Demo Course' followed by 'Handouts and PowerPoint Slides'. Below the heading, it says 'Download the handouts and PowerPoint slides from this course here.' A list of files is shown: 'AHCNSY202 RPL Evidence.docx', 'Coffee is Us Assessment Tool.docx', 'Teacher TAE Information Pack 2016.pdf', and 'Teacher TAE Slides.pdf'. A 'Download folder' button is located at the bottom right of the file list.

Submitting your assessment

You don't need to be logged into Moodle to work on your assessment tasks. Once you have downloaded the assessment documents you can complete them offline.

Once you are ready to submit your work to the assessor, return to the course page and click the assessment task submission link. Note – this may be worded differently, depending on the course you are enrolled in (e.g. BSBCMM401 Make a presentation Assessment Task Submission).



Assessment Task Submission

Follow the following steps to upload your assessment task documents.

1. Click 'Add submission'.
2. Upload your documents using the 'Add..' button, or drag and drop them into the space provided. You can use 'Create folder' to organise your documents if you wish.
3. Click 'Save changes'.
4. When you are ready for your work to be marked, click the 'Submit assessment'. Note - once you have clicked submit, you won't be able to add to, or change your submission.
5. Click [HERE](#) to provide feedback on the assessment tasks you have just submitted e.g aspects you found useful, difficult, clarity of tasks, standards for success.

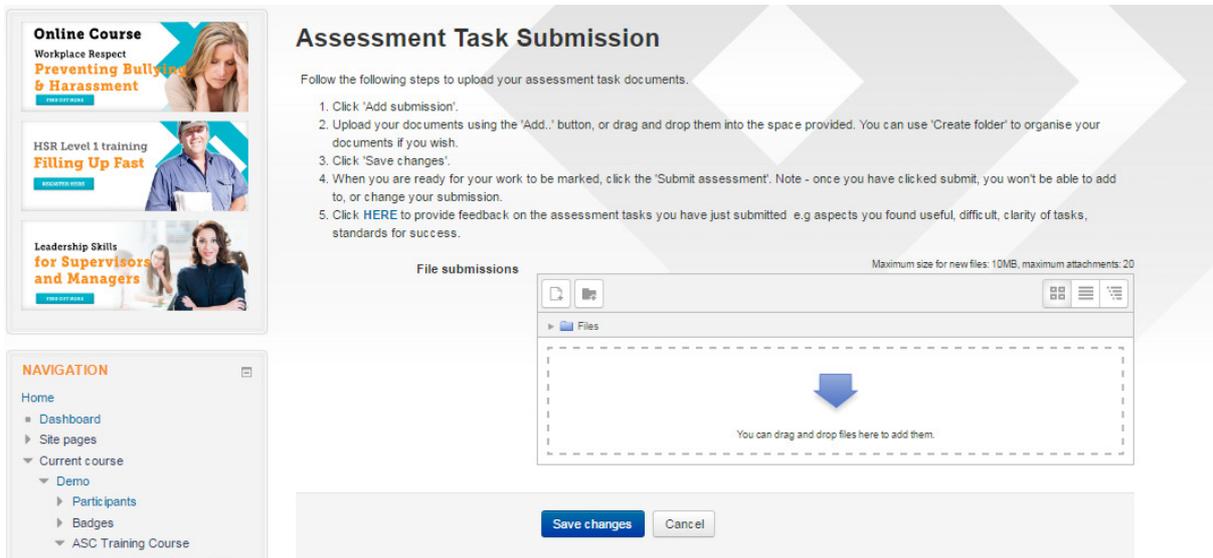
Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	Comments (0)

[Add submission](#)

Make changes to your submission

From the page above, click 'Add submission' to start adding files to be assessed.



Assessment Task Submission

Follow the following steps to upload your assessment task documents.

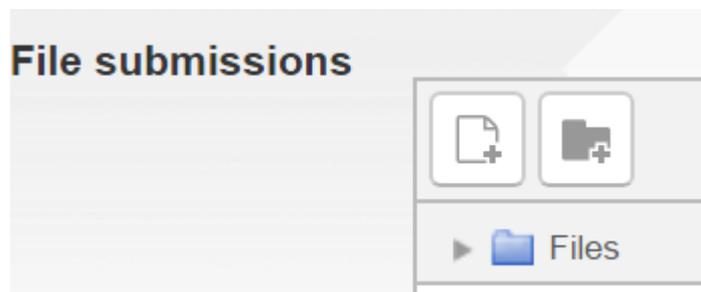
1. Click 'Add submission'.
2. Upload your documents using the 'Add..' button, or drag and drop them into the space provided. You can use 'Create folder' to organise your documents if you wish.
3. Click 'Save changes'.
4. When you are ready for your work to be marked, click the 'Submit assessment'. Note - once you have clicked submit, you won't be able to add to, or change your submission.
5. Click [HERE](#) to provide feedback on the assessment tasks you have just submitted e.g aspects you found useful, difficult, clarity of tasks, standards for success.

File submissions Maximum size for new files: 10MB, maximum attachments: 20

You can drag and drop files here to add them.

[Save changes](#) [Cancel](#)

You can simply drag and drop files from your computer to the blue arrow to upload them, or click on the icon in the top right of that box to manually browse your computer to locate files.



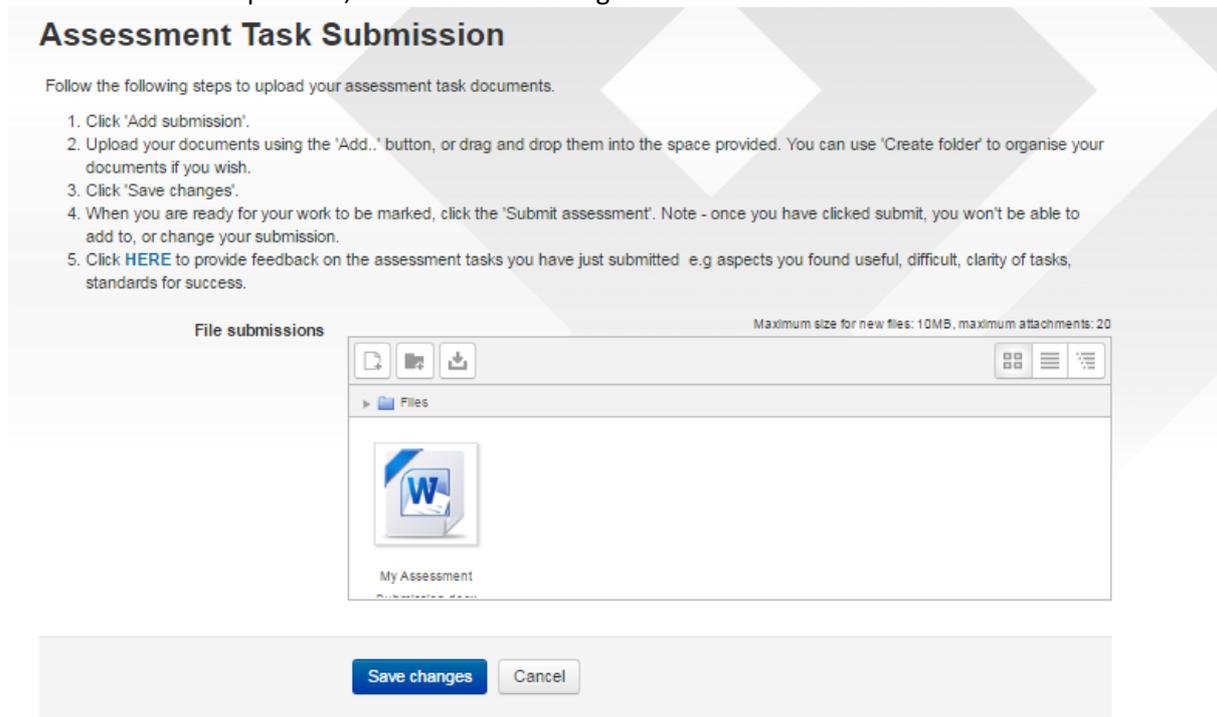
Once all files have uploaded, click the “Save changes” button.

Assessment Task Submission

Follow the following steps to upload your assessment task documents.

1. Click 'Add submission'.
2. Upload your documents using the 'Add..' button, or drag and drop them into the space provided. You can use 'Create folder' to organise your documents if you wish.
3. Click 'Save changes'.
4. When you are ready for your work to be marked, click the 'Submit assessment'. Note - once you have clicked submit, you won't be able to add to, or change your submission.
5. Click [HERE](#) to provide feedback on the assessment tasks you have just submitted e.g aspects you found useful, difficult, clarity of tasks, standards for success.

File submissions Maximum size for new files: 10MB, maximum attachments: 20

A screenshot of the 'Assessment Task Submission' page. It shows a list of files in a 'Files' folder. One file is visible, named 'My Assessment', with a document icon. Below the file list, there are two buttons: 'Save changes' (highlighted in blue) and 'Cancel'. The page also includes a list of instructions for submitting assessment tasks.

You will return to your submission status page. **Note - Your assessment has not yet been submitted for assessing.**

If you plan to add more documents before submitting your tasks to the assessor, you can return to the assessment submission link using the process above and click “Edit submission”. This will allow you to add to, remove, or change the files in your submission.

If you are ready for your work to be assessed, click “Submit assessment”. **Note – This will lock your submission and you won't be able to make any further changes. If you have pressed this button in error, please contact us as enquiries@asctraining.com.au to undo it.**

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not yet submitted)
Grading status	Not graded
Last modified	Thursday, 15 June 2017, 10:52 AM
File submissions	  My Assessment Submission.docx
Submission comments	Comments (0)

[Edit submission](#)

Make changes to your submission

[Submit assessment](#)

Once this assessment is submitted you will not be able to make any more changes

You will receive an automated email when your work has been submitted successfully.

Do not reply to this email <noreply@asctraining.com.au>
to me 

[Demo ->Assessment ->Assessment Task Submission](#)

You have submitted an assessment submission for 'Assessment Task Submission'

You can see the status of your [assessment submission](#).

Receiving feedback

We endeavour to mark assessments in a timely fashion and you will usually receive your feedback within a few days, however during busy periods it may take up to three weeks to receive feedback.

There are three grades that your submission may receive:

Not Yet Competent – Your submission hasn't yet met the requirements to be granted competency in the unit or units these tasks relate to. Don't worry, this is not a fail, you can resubmit as many times as needed and the assessor will have given you feedback on what areas need more work.

Partially Complete (awaiting presentation) – You have successfully completed all the tasks for this submission, however this unit also requires a presentation before it can be fully signed off. This may occur at the end of your course. Please see your facilitator if you have questions about this.

Competent – Congratulations, you have successfully completed all tasks.

You will receive an email letting you know that your work has been graded by an assessor. Click the link in the email to be taken to your assessment submission page, or you can navigate there from your main course page.

If your grade was "Not Yet Competent" or "Partially Complete".

Your feedback is available down the bottom of the page under "Previous attempts". Here you can see all attempts you have made and the grade and feedback associated with them. If the attempt isn't already fully visible, click on the blue text to expand it.

Previous attempts

▼ **Attempt 1: Thursday, 15 June 2017, 11:00 AM**

Submission status	Submitted for grading
File submissions	 My Assessment Submission.docx
Submission comments	▶ Comments (0)
Feedback	
Grade	Not Yet Competent
Graded on	Thursday, 15 June 2017, 11:31 AM
Graded by	 Nick Lambert
Feedback comments	Please see attached feedback file.
Feedback files	 My Assessment Feedback 1.docx

Your feedback will either be directly in the Feedback section above the grade, or attached as a file at the bottom. Like downloading course resources, click the file name to download it.

Submission status

Attempt number	This is attempt 2.
Submission status	Reopened
Grading status	Not graded
Last modified	Thursday, 15 June 2017, 11:31 AM
Submission comments	▶ Comments (0)

Add a new attempt based on previous submission

This will copy the contents of your previous submission to a new submission for you to work on.

Add a new attempt

This will create a new blank submission for you to work on.

Your submission is automatically reopened, and the status will display the new attempt number. This new attempt will not yet have a grade.

You have the option to copy all the files from your previous submission into the new one, or start a new attempt without any files. You may choose whichever is most suitable for you.

From there the process is identical to your first submission, upload your files, click save changes, and then submit assessment to forward your work to the assessor.

If your grade was "Competent".

There is no new attempt opened so your feedback is available under the submission status. Again, it may be in the feedback comments, or attached as a feedback file.

Submission status

Attempt number	This is attempt 2.
Submission status	Submitted for grading
Grading status	Graded
Last modified	Thursday, 15 June 2017, 11:58 AM
File submissions	⋮  My Assessment Submission 2.docx
Submission comments	▶ Comments (0)

Feedback

Grade	Competent
Graded on	Thursday, 15 June 2017, 12:00 PM
Graded by	 Nick Lambert
Feedback comments	Please see attached feedback file.
Feedback files	⋮  My Assessment Feedback 2.docx