

# Moodle guide for students



PREPARED BY TAFE NSW CUSTOMER EXPERIENCE TEAM

UPDATED 22/05/2020

# Connected learning student resources

This guide is **one of several student resources** created to help you get started with connected learning.

## Tips and tricks cards

We have two tips and tricks card to help you understand what you need before class and what to expect during class. There is also a checklist available so that you come to the virtual class prepared.



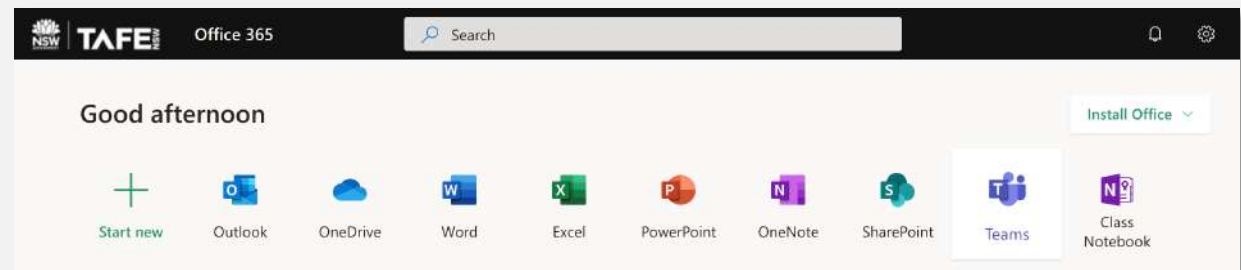
## Platform guides

Your teacher will ask you to use different technology platforms to connect with your class. You might not be required to use all platforms. There are three guides to help you access commonly used platforms.



## Office 365 apps

By signing in to your Office 365 account, you will be able to access different useful apps. To learn more visit this resource: <https://sway.office.com/db3aaFkBEvgwxFDZ>



# Introduction

## What is a Moodle?

A Moodle is an online platform (on a website) that allows you to read information, download documents and submit assessments\*. Moodles will be different for each class, therefore it's important to ask your teacher for more detail on how to use it.

\*Only some students will be asked to download and submit assessments using Moodle. Check with your teacher

## What this guide will help you with

This guide will help you get started. It will demonstrate how to access your Moodle and navigate the interface to download documents for your course. Please keep in mind that teachers will decide what you will need from your Moodle so some parts of this guide may not apply to you.

1

Log into Moodle



Accounts and links you need

2

Navigating Moodle



Find the things you need



1

**Log into Moodle**

# Log into Moodle

There are **four things** you need to log in to Moodle. The following slides will demonstrate each of these.



## 1. A web browser

Moodle should work on most internet browsers. We recommend using Google Chrome.



## 3. Your TAFE NSW account

You will need to log in to Moodle through a web browser using your TAFE NSW account.



## 2. Your Moodle course URL (website link)

Your teacher will send your Moodle course URL (website link) to your email. If you have not received it, please ask your teacher.



## 4. Your student self enrolment key

Your teacher will send you an individual self enrolment key. You will need this to get started on Moodle. If you have not received it, please ask your teacher.



You will need your TAFE NSW email to log in. It should look like `<username>@studytafensw.edu.au`. If you have not received your TAFE NSW login details, please call TAFE NSW ICT Student Support Service Desk on 131601. Select option 1 for Technology Support, then option 2.

# 1

# Log into Moodle

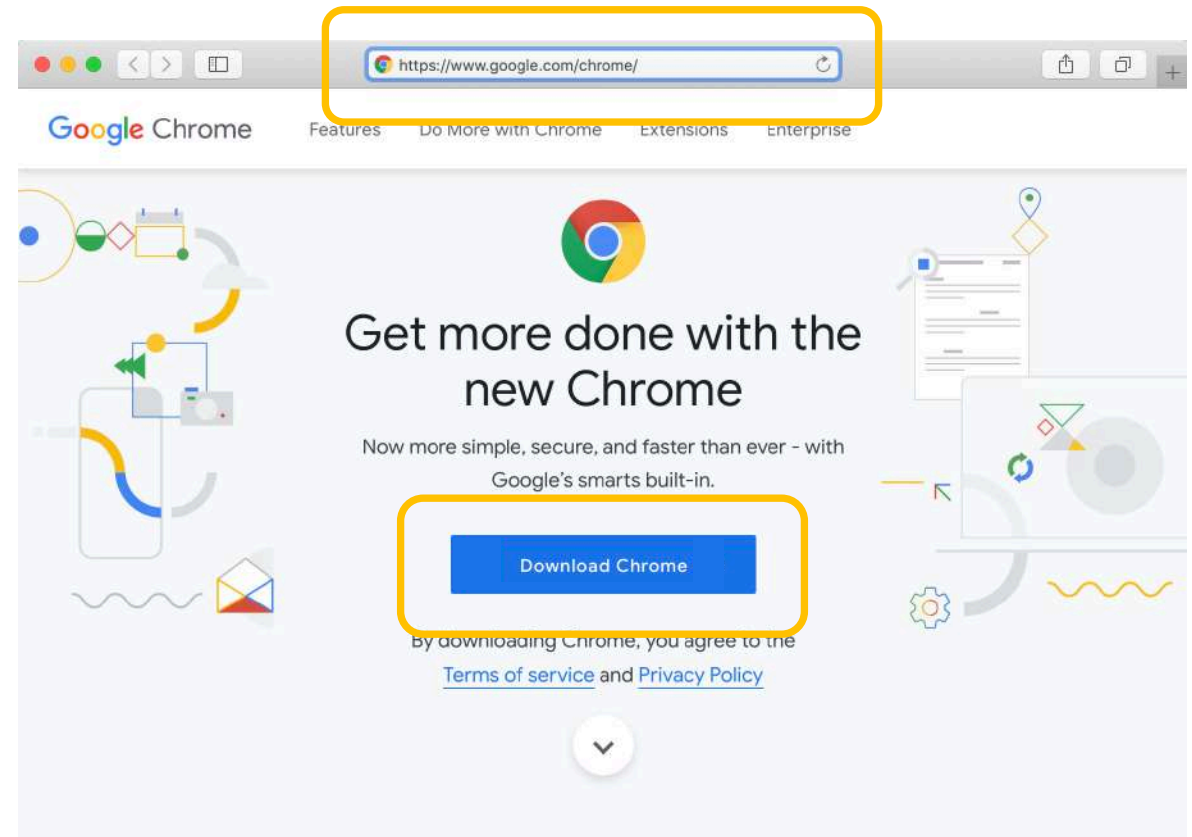


## 1. A web browser

Moodle should work on most internet browsers. We recommend using Google Chrome.

## How to install Google Chrome

1. Open your internet browser and type this URL into the address bar:  
<http://www.google.com/chrome/>
2. You will land on the website you see to the right
3. Click on 'Download Chrome'
4. Your download should start immediately
5. After it has downloaded, Open the installer and follow the step by step instructions to install the browser



# 1

# Log into Moodle



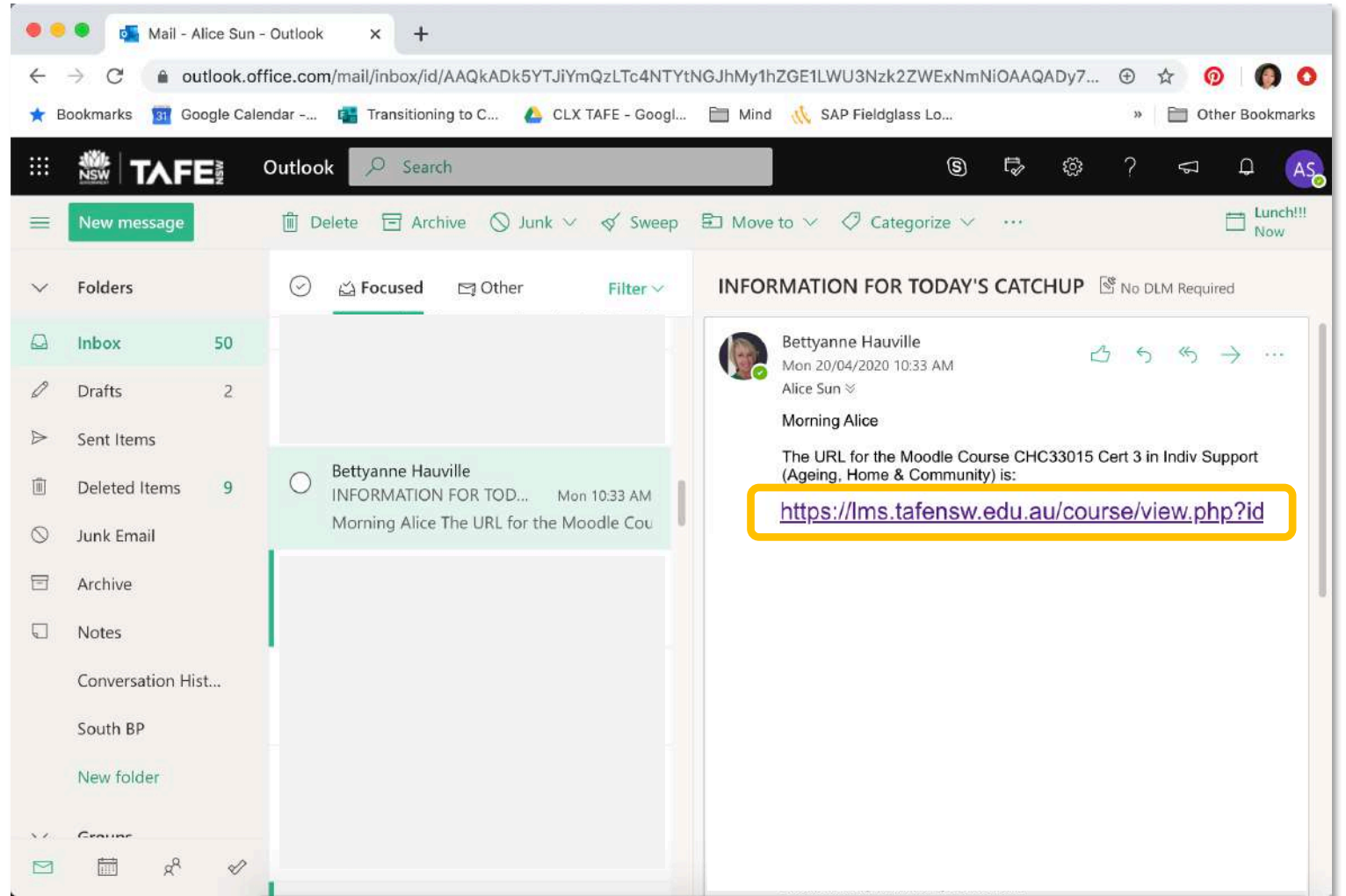
## 2. Your Moodle course URL (website link)

To get started, check your TAFE NSW email for the Moodle link from your teacher, it will look similar to this:

<https://lms.tafensw.edu.au/course/view.php?id=xxxx>

Click on the link.

Please note the links shown here are NOT YOUR LINK. Your teacher will send your link (website link) to your email. If you have not received it, please ask your teacher.



## 1

# Log into Moodle



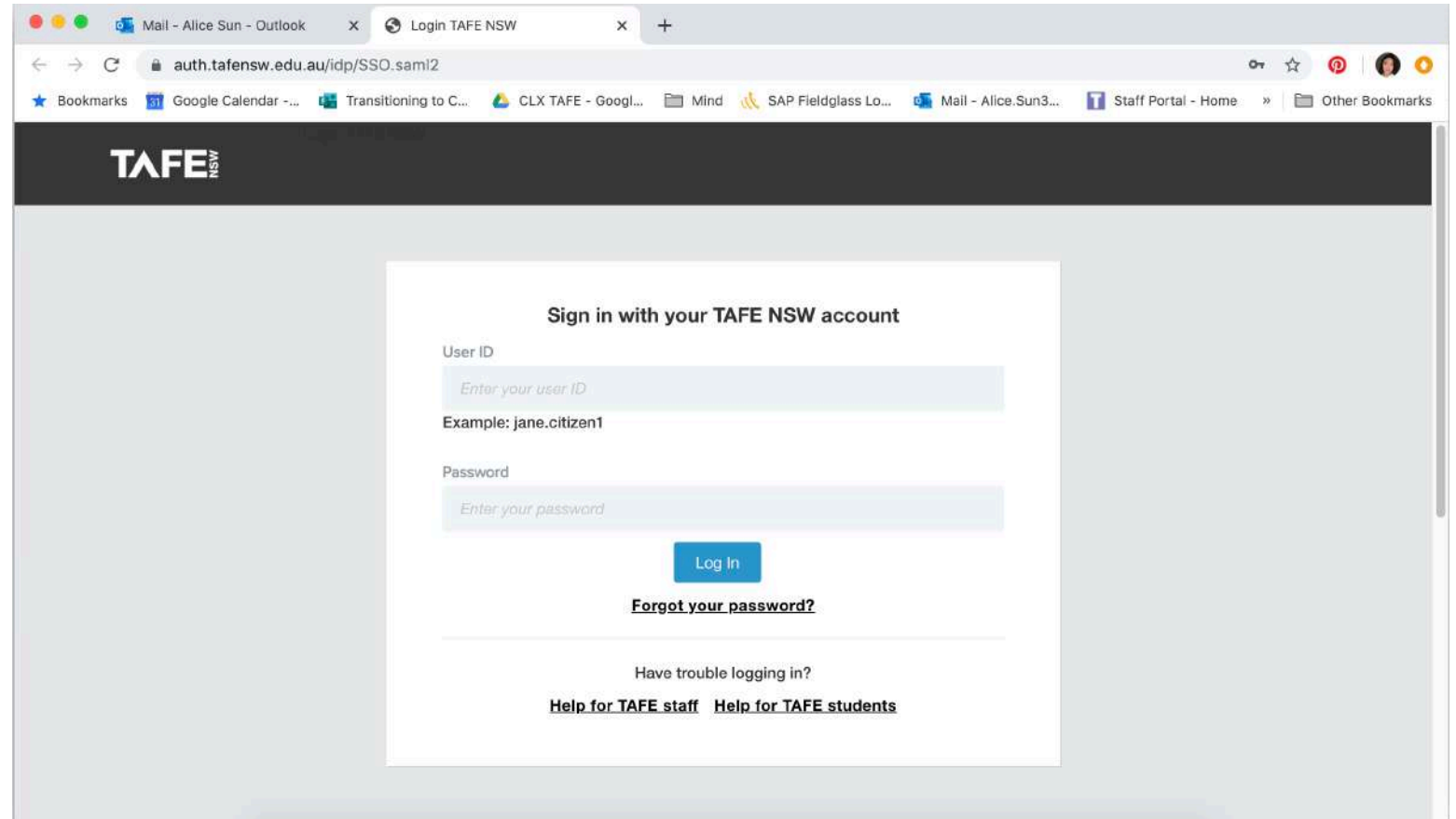
## 3. Your TAFE NSW account

Once you click on the link, you will be asked to sign in with your TAFE NSW account. Please remember that your TAFE NSW account user ID does not include the rest of your email (@studytafe.nsw.edu.au).

It should be:

*<firstname>.<lastname>*

Some students may have a number at the end of theirs.

A screenshot of a web browser showing the TAFE NSW login page. The browser's address bar displays 'auth.tafensw.edu.au/idp/SSO.saml2'. The page features the TAFE NSW logo at the top left. The main content area is a white box with the heading 'Sign in with your TAFE NSW account'. Below the heading are two input fields: 'User ID' with a placeholder 'Enter your user ID' and an example 'Example: jane.citizen1', and 'Password' with a placeholder 'Enter your password'. A blue 'Log In' button is positioned below the password field. Underneath the button is a link for 'Forgot your password?'. At the bottom of the white box, there is a link 'Have trouble logging in?' followed by two links: 'Help for TAFE staff' and 'Help for TAFE students'. The browser's bookmark bar is visible at the top, showing various links like 'Google Calendar', 'CLX TAFE - Googl...', and 'Staff Portal - Home'.





## 4. Your student self enrolment key

Once you have clicked on the link for your Moodle course and logged in. You should see the page for your Moodle course.

It should look similar to the screenshot to the right, with your course details.

Scroll down and you will see a text field for a student self enrolment key.

The screenshot shows a web browser window displaying the Moodle course page for CHC33015 Certificate III in Individual Support (Ageing, Home and Community) (5492). The page title is "CHC33015 Certificate III in Individual Support (Ageing, Home and Community) (5492)". The page content includes a navigation breadcrumb: "Dashboard / Courses / Delivery / Health, Wellbeing & Community Services / Individual Support Services S1 2020 / CHC33015\_AGHACC\_(5492) / Enrol me in this course / Enrolment options". The main content area is titled "Enrolment options" and lists the course: "CHC33015 Certificate III in Individual Support (Ageing, Home and Community) (5492)". Below this, there is a section for "Self enrolment (Student)" which contains an "Enrolment key" text field and an "Enrol me" button. To the right of the main content, there is an "Administration" section with a dropdown menu for "Course administration" and an "Enrol me in this course" link. Below that is a "Navigation" section with a dropdown menu for "Dashboard" and links for "Site home" and "Site pages".

## 1

# Log into Moodle



## 4. Your student self enrolment key

Your teacher will email you a student self enrolment key for your course Moodle.

They may send this at the same time they send you the Moodle URL or separately.

If you have not received your self enrolment key, please ask your teacher.

Copy this code into the text field on your Moodle and click 'Enrol me'.

The screenshot shows an Outlook email interface. The sender is Bettyanne Hauville, dated Mon 20/04/2020 10:33 AM. The subject is "INFORMATION FOR TODAY'S CATCHUP". The email body contains the following text:

Morning Alice

The URL for the Moodle Course CHC33015 Cert 3 in Indiv Support (Ageing, Home & Community) is:

<https://lms.tafensw.edu.au/course/view.php?id>

The student self-enrolment key is:

**20GUN-009-3301-XXXX**



## 4. Your student self enrolment key

Once you have entered your self enrolment key, the page will refresh and you will see a number of different menu options.

Please keep in mind that these menu options may look different for your class.

The next chapter will explain how to navigate between these options and download key documents.

Course: CHC33015 Certificate

lms.tafensw.edu.au/course/view.php?id=5492

TAFE TESTSTUDENTS

## CHC33015 Certificate III in Individual Support (Ageing, Home and Community) [5492]

Dashboard / My courses / CHC33015\_AGHACC\_[5492] / Course Overview

COURSE OVERVIEW UNITS COURSE ESSENTIALS

Studiosity

FREE Study help, right when you need it



2

# Navigating Moodle

## 2

# Navigating Moodle

**Once you have enrolled into your course Moodle, there are several steps you need to follow.**

1. Take a look at the Course Overview
2. Download and read the TAFE NSW Student Guide and Course Assessment Guide. Accept the student declaration
3. Enrol in individual units
4. Download and read the Unit Assessment Guides
5. Confirm your understanding of the Unit Assessment Guides

Course: CHC33015 Certificate

lms.tafensw.edu.au/course/view.php?id=5492

Bookmarks Google Calendar -... Transitioning to C... CLX TAFE - Googl... Mind SAP Fieldglass Lo... Mail - Alice.Sun3... Staff Portal - Home Other Bookmarks

TAFE TESTSTUDENTS

## CHC33015 Certificate III in Individual Support (Ageing, Home and Community) [5492]

Dashboard / My courses / CHC33015\_AGHACC\_[5492] / Course Overview

COURSE OVERVIEW UNITS COURSE ESSENTIALS

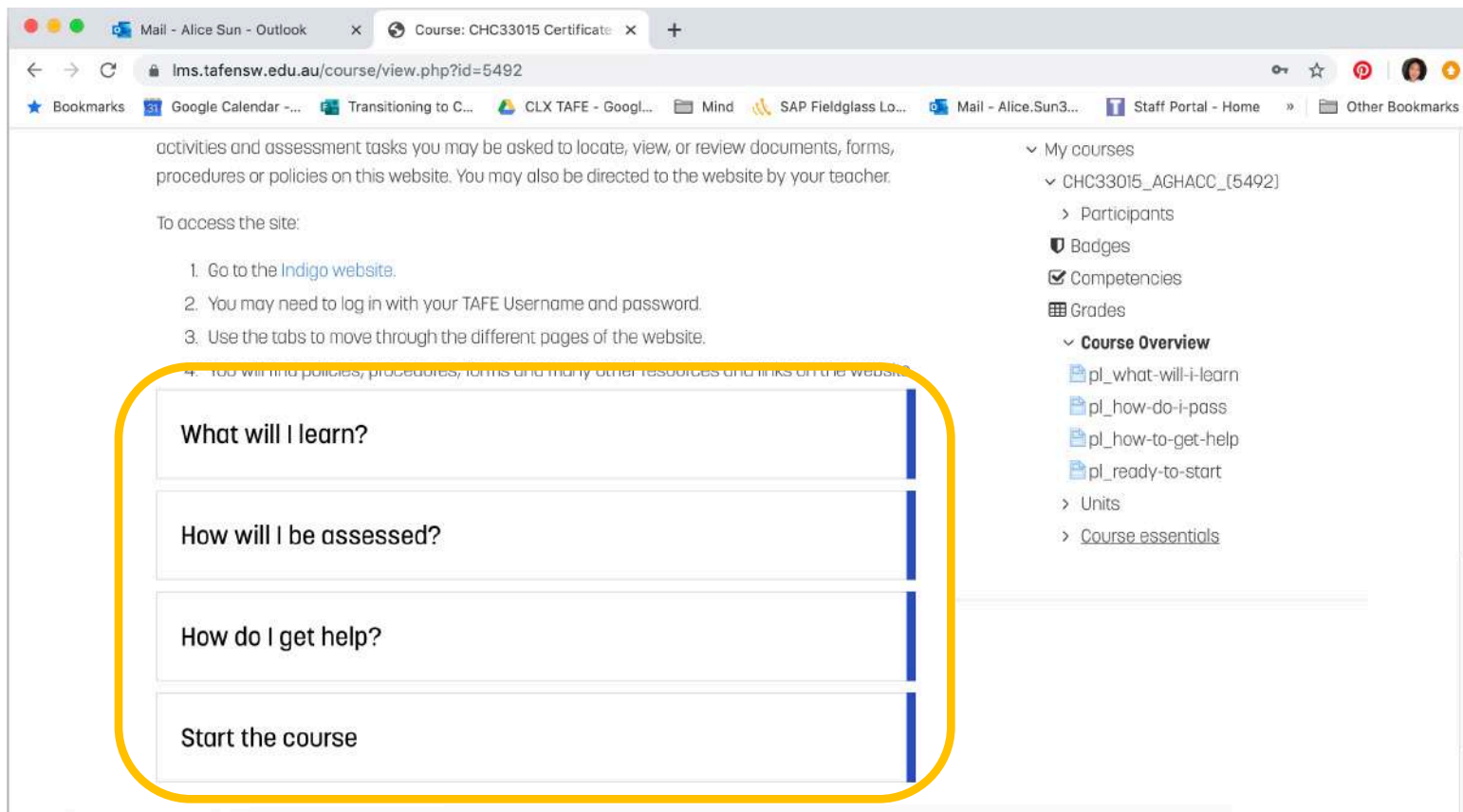
Studiosity

FREE Study help, right when you need it

## 1. Take a look at the course overview

When you enrol in your course Moodle, you will automatically land on the **Course Overview** (it will be the first menu option selected). **Scroll down** and you will be able to see useful information for your course.

Click on the labels to open up more information.



The screenshot shows a web browser window displaying a Moodle course overview page. The browser's address bar shows the URL `lms.tafensw.edu.au/course/view.php?id=5492`. The page content includes a list of activities and assessment tasks, a section titled "To access the site:" with four numbered steps, and a sidebar menu on the right. The sidebar menu is expanded to show the "Course Overview" section, which includes links for "pl\_what-will-i-learn", "pl\_how-do-i-pass", "pl\_how-to-get-help", "pl\_ready-to-start", "Units", and "Course essentials". A yellow rounded rectangle highlights the "What will I learn?" section of the main content area.

activities and assessment tasks you may be asked to locate, view, or review documents, forms, procedures or policies on this website. You may also be directed to the website by your teacher.

To access the site:

1. Go to the [Indigo website](#).
2. You may need to log in with your TAFE Username and password.
3. Use the tabs to move through the different pages of the website.
4. You will find policies, procedures, forms and many other resources and links on the website.

What will I learn?

How will I be assessed?

How do I get help?

Start the course

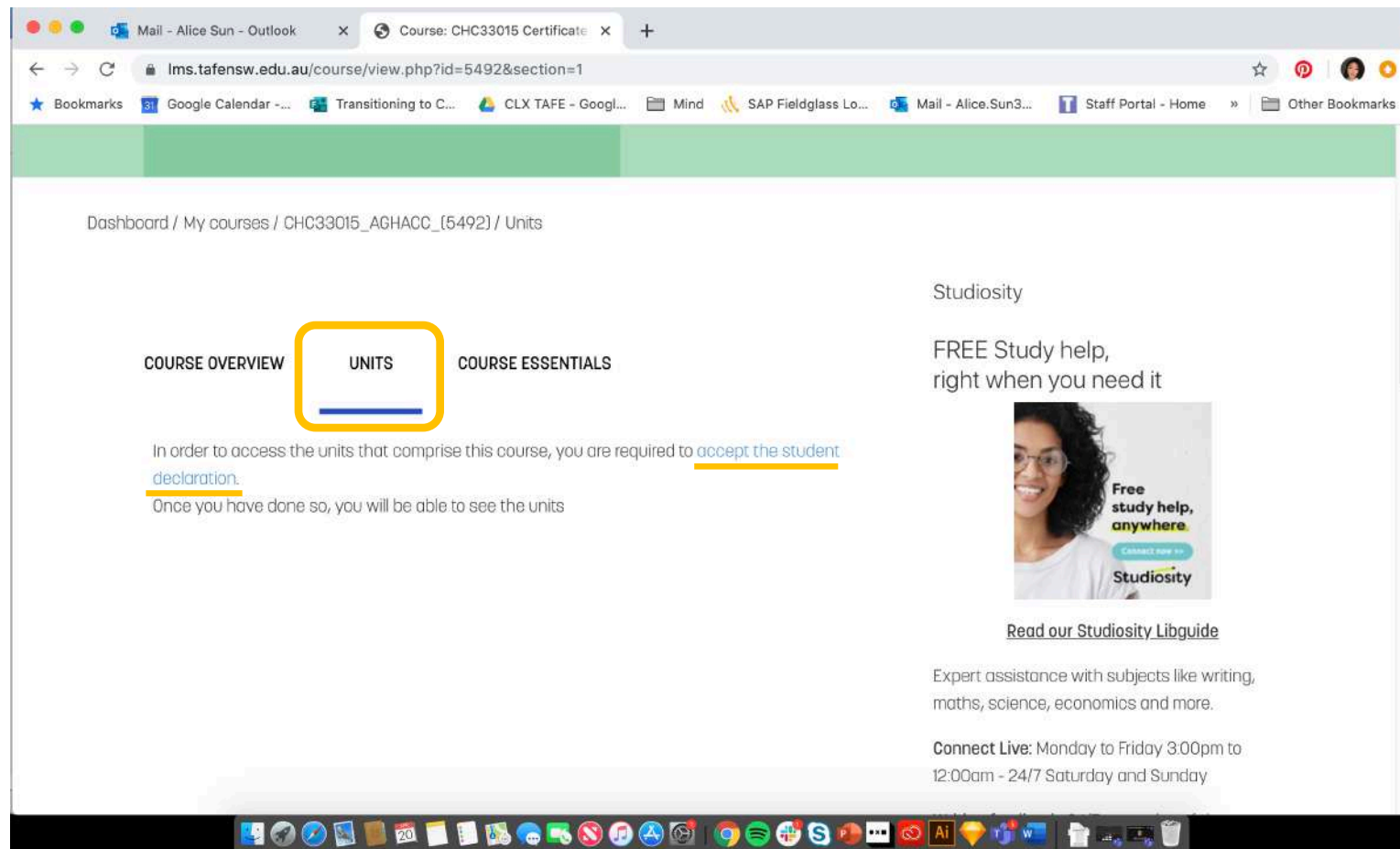
My courses

- CHC33015\_AGHACC\_(5492)
  - Participants
  - Badges
  - Competencies
  - Grades
  - Course Overview
    - pl\_what-will-i-learn
    - pl\_how-do-i-pass
    - pl\_how-to-get-help
    - pl\_ready-to-start
  - Units
  - Course essentials

## 2. Download and read the TAFE NSW Student Guide and Course Assessment Guide. Accept the student declaration

Before accepting the student declaration, you will need to download and read the 'TAFE NSW Student Guide' and 'Course Assessment Guide'. To do this, scroll to the top of the screen and click on the 'Units' option in the menu navigation.

It will say that in order to access your units, you will need to accept the student declaration. Click on this link.



Dashboard / My courses / CHC33015\_AGHACC\_[5492] / Units

COURSE OVERVIEW **UNITS** COURSE ESSENTIALS

In order to access the units that comprise this course, you are required to [accept the student declaration](#).

Once you have done so, you will be able to see the units

Studiosity

FREE Study help, right when you need it

[Read our Studiosity Libguide](#)

Expert assistance with subjects like writing, maths, science, economics and more.

Connect Live: Monday to Friday 3:00pm to 12:00am - 24/7 Saturday and Sunday



## 2. Download and read the TAFE NSW Student Guide and Course Assessment Guide. Accept the student declaration

After clicking on the link for the student declaration. You will land on this page. Click the 'TAFE NSW Student Guide' and 'Course Assessment Guide'. They should automatically download on to your computer.

Please read these documents, they cover information on your studies.

If you accept the declaration, click on 'I agree with the above declaration' and then 'Save my choice'.

Dashboard / My courses / CHC33015\_AGHACC\_[5492] / Units / Student Declaration

### Student Declaration

Separate groups: 20GUN-009-33015-S1

I am aware that the TAFE NSW Student Guide provides links and information I will need to study with TAFE NSW. My obligations and responsibilities as a TAFE NSW student are covered in the Guide and are clear to me.

I have read the Course Assessment Guide for this course and my teacher has answered any questions I had. I understand and will comply with the instructions for the training and assessment for this course.

The results of this activity will not be published after you answer.

I agree with the above declaration

**Save my choice**

Navigation

- Dashboard
  - Site home
  - Site pages
- My courses
  - CHC33015\_AGHACC\_[5492]
    - Participants
- Badges
- Competencies
- Grades
  - Course Overview
- Units
  - Provide individualised support
  - Support independence and wellbeing
  - Communicate and work in health or community services



## 2. Download and read the TAFE NSW Student Guide and Course Assessment Guide. Accept the student declaration

After accepting the declaration, it will tell you your choice has been saved.

Now click on 'Units' in the navigation above the Student Declaration text.

Dashboard / My courses / CHC33015\_AGHACC\_[5492] / Units / Student Declaration

### Student Declaration

Your choice has been saved

Separate groups: 20GUN-009-33015-S1

I am aware that the [TAFE NSW Student Guide](#) provides links and information I will need to study with TAFE NSW. My obligations and responsibilities as a TAFE NSW student are covered in the Guide and are clear to me.

I have read the [Course Assessment Guide](#) for this course and my teacher has answered any questions I had. I understand and will comply with the instructions for the training and assessment for this course.

Your selection: I agree with the above declaration

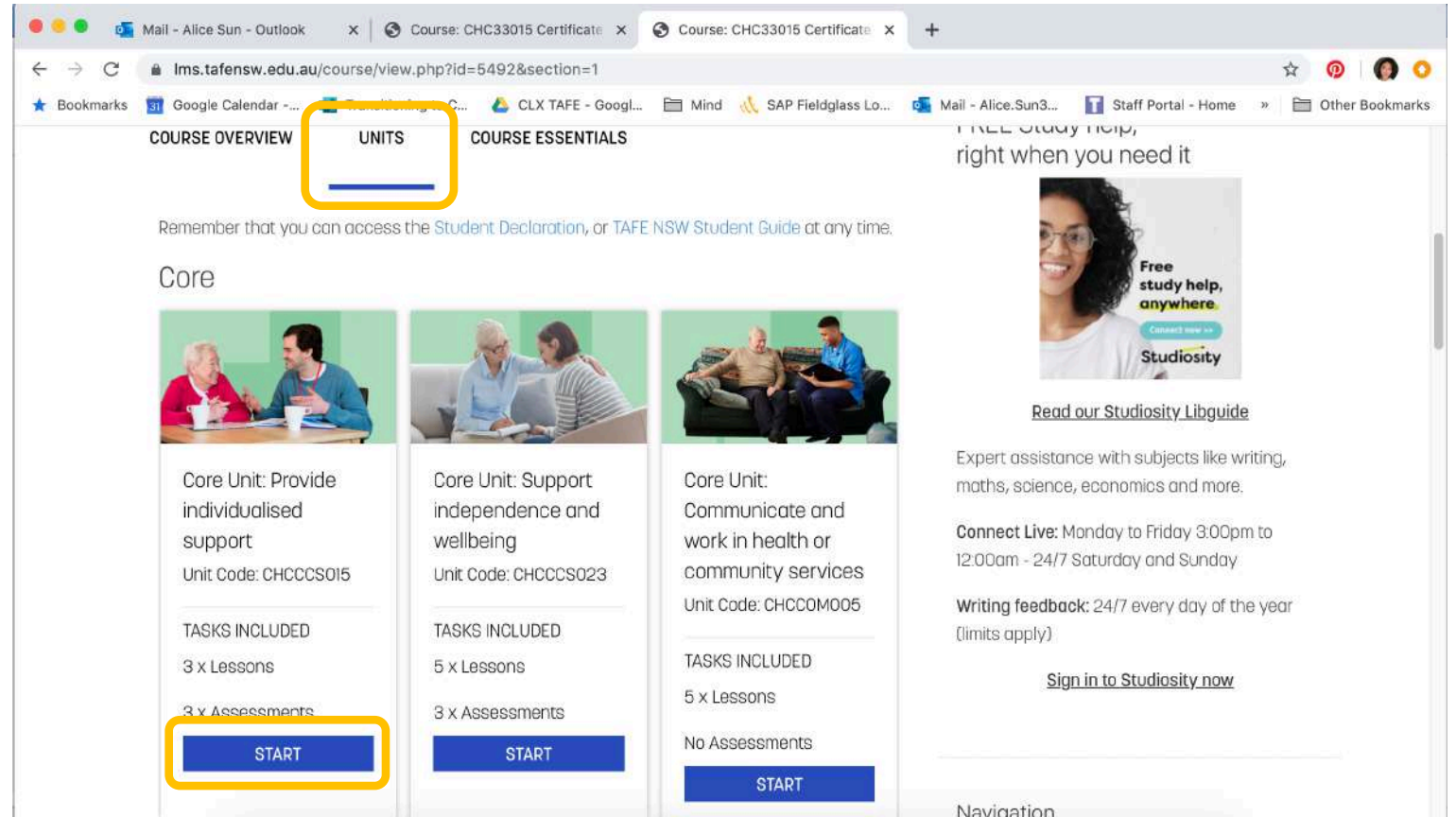
Navigation

- Dashboard
- Site home
- Site pages
- My courses
  - CHC33015\_AGHACC\_[5492]
    - Participants
    - Badges
    - Competencies
    - Grades
    - Course Overview
    - Units
      - Provide individualised support
      - Support independence and wellbeing
      - Communicate and work in health or community services

## 3. Enrol in individual units

You will now be able to access the units for your course. Your units will be listed under this section of the menu if you need to find them again.

Click on 'START' for the unit you are currently working on.



The screenshot shows a Moodle course page for 'Course: CHC33015 Certificate'. The 'UNITS' menu item is highlighted with a yellow box. Below the menu, there are three unit cards under the 'Core' section. The first unit, 'Core Unit: Provide individualised support' (Unit Code: CHCCCS015), has a 'START' button highlighted with a yellow box. The second unit, 'Core Unit: Support independence and wellbeing' (Unit Code: CHCCCS023), and the third unit, 'Core Unit: Communicate and work in health or community services' (Unit Code: CHCCOM005), also have 'START' buttons. The page also features a 'Studiosity' advertisement and a 'Navigation' section at the bottom.

## 3. Enrol in individual units

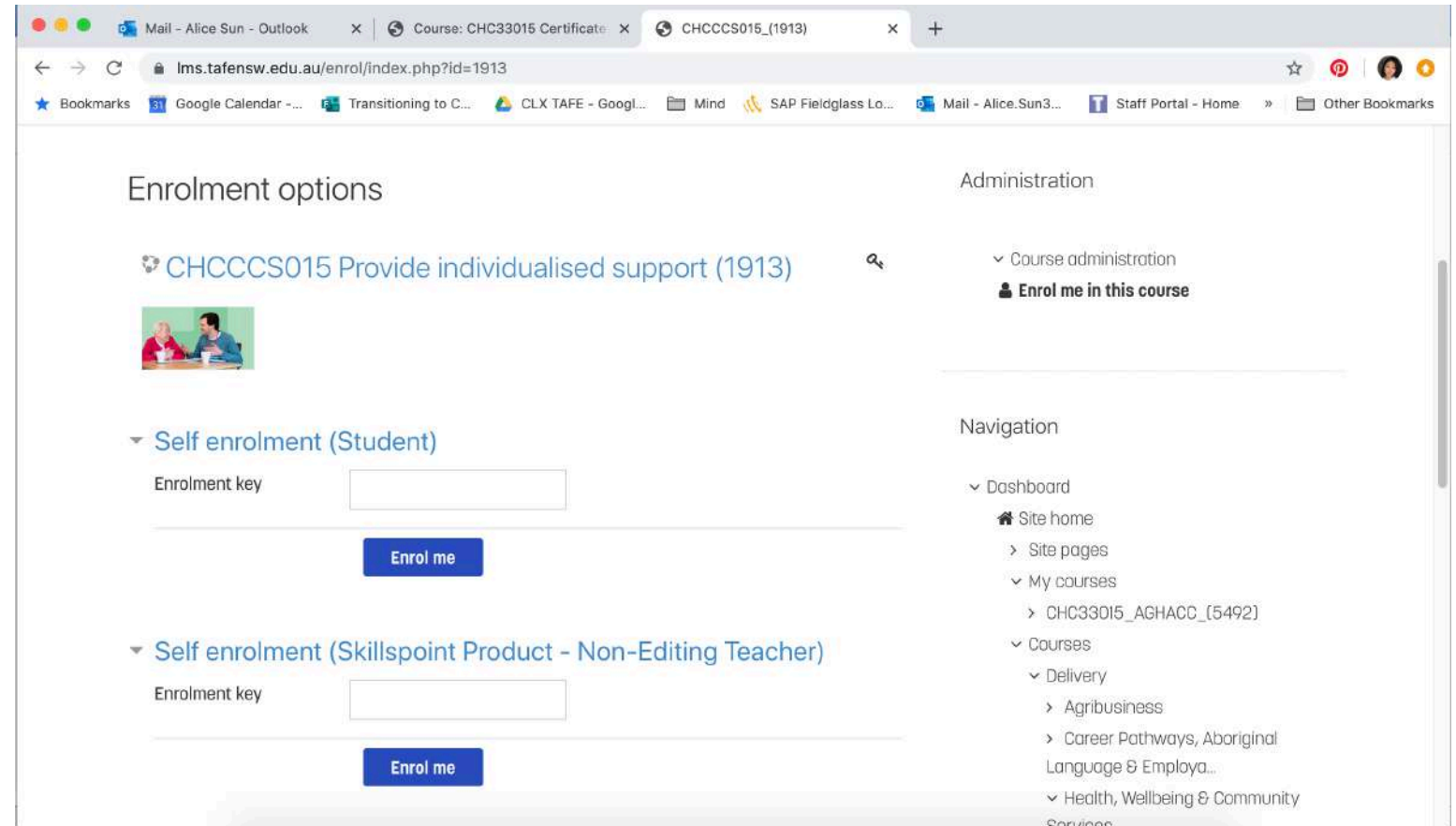
You will now be asked to enrol in the individual unit. Please check with your teacher.

**Your teacher may send you a new self enrolment key for each unit**

**OR**

**You may be asked to use the same key you used to enrol in the course Moodle.**

Copy the self enrolment key into the text field and click on 'Enrol me'.



The screenshot shows a Moodle course page for 'CHCCCS015 Provide individualised support (1913)'. The page is titled 'Enrolment options' and features a search icon. Below the course title, there is a small image of two people talking. The page is divided into two main sections: 'Self enrolment (Student)' and 'Self enrolment (Skillspoint Product - Non-Editing Teacher)'. Each section has a text input field for an 'Enrolment key' and a blue 'Enrol me' button. On the right side, there is a sidebar with 'Administration' and 'Navigation' menus. The 'Administration' menu includes 'Course administration' and 'Enrol me in this course'. The 'Navigation' menu includes 'Dashboard', 'Site home', 'Site pages', 'My courses', 'Courses', and 'Delivery'.

## 4. Enrol in individual units

Once you have enrolled into the unit using your self enrolment key, you will be able to see a number of new menu options for the unit Moodle. These menu options may look different to what is shown depending on your class. You will land on the 'Overview' menu option.

Your teacher will let you know if they upload any resources to the Moodle for you.

Scroll down to the bottom of the page.

Dashboard / My courses / CHCCCS015\_(1913) / Overview

OVERVIEW LESSONS RESOURCES ASSESSMENTS

### Unit overview

In this unit, you will build your skills and knowledge to organise, provide and monitor support services within the limits established by an individualised plan.

The individualised plan refers to the support or service provision plan developed for the individual accessing the service and may have many different names in different organisations.

### Your textbook, learner guide and workbook

1. To complete the activities in this unit, you will need access to the following textbook: TAFE NSW (2016) *Individual Support in Australia: Ageing, Disability, Home and Community Care*, VETRes, Australia. Your teacher will provide details on how to access this textbook.
2. The [Learner guide \(pdf\)](#) contains the readings for this unit. It also includes key terms that are linked to their definitions. Download and then skim through the learner guide to familiarise yourself with what is covered.
3. The [Workbook \(pdf\)](#) contains learning activities.

You will need the textbook, learner guide and workbook as you work through the lessons in this unit.

Lesson Progress

Individualised client support  
Not completed

Assessment Progress

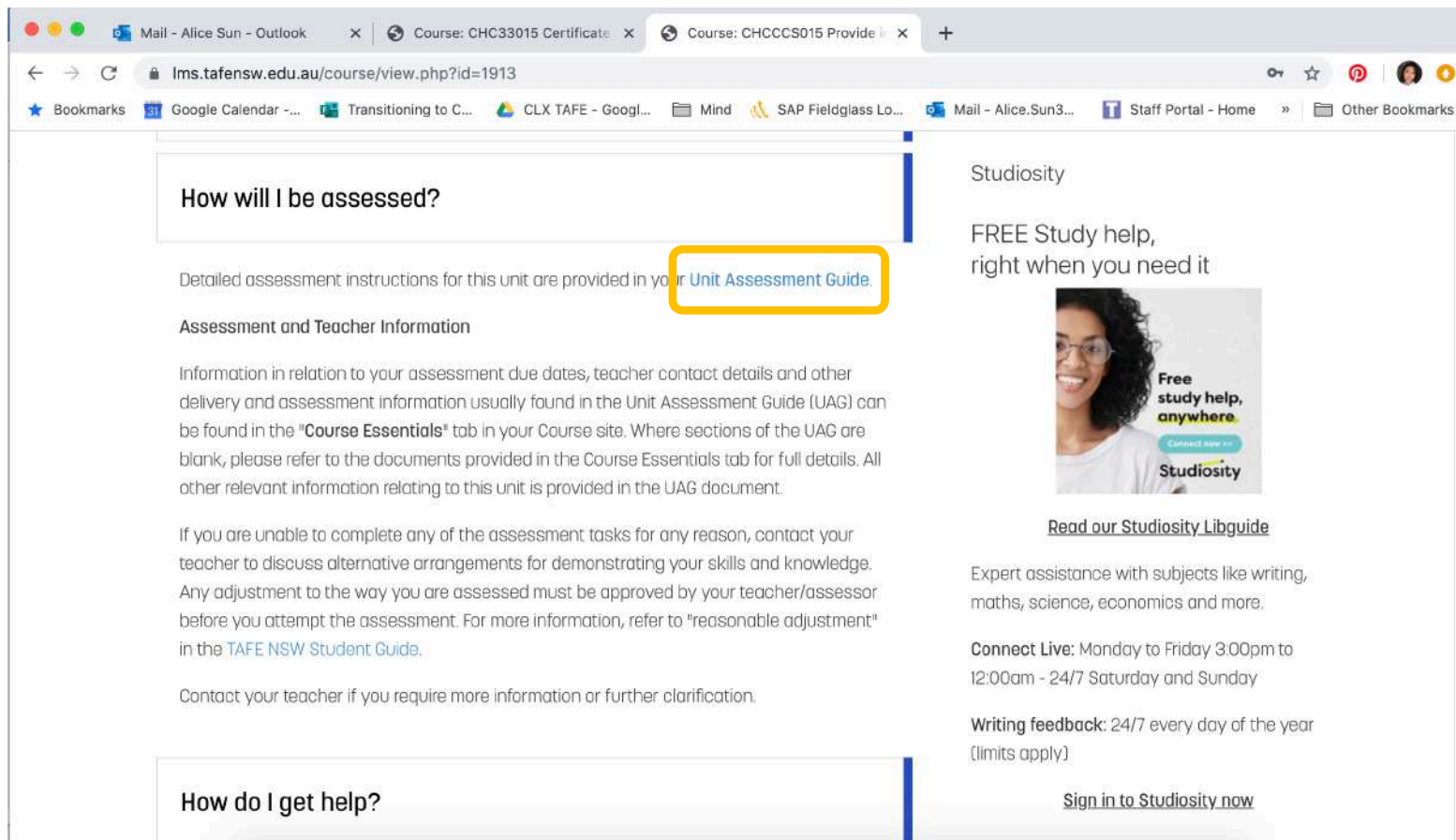
Mouse over or touch bar for info.

A day in the life of an Aged Care worker

## 5. Confirm your understanding of the Unit Assessment Guides

When you get to the bottom of the page, you will see a number of different labels you can click on to open. Click on 'How will I be assessed'. It will open to show more information about assessments. Click on 'Unit Assessment Guide' to download the document.

Now scroll down to click on the label 'What do I do first?'

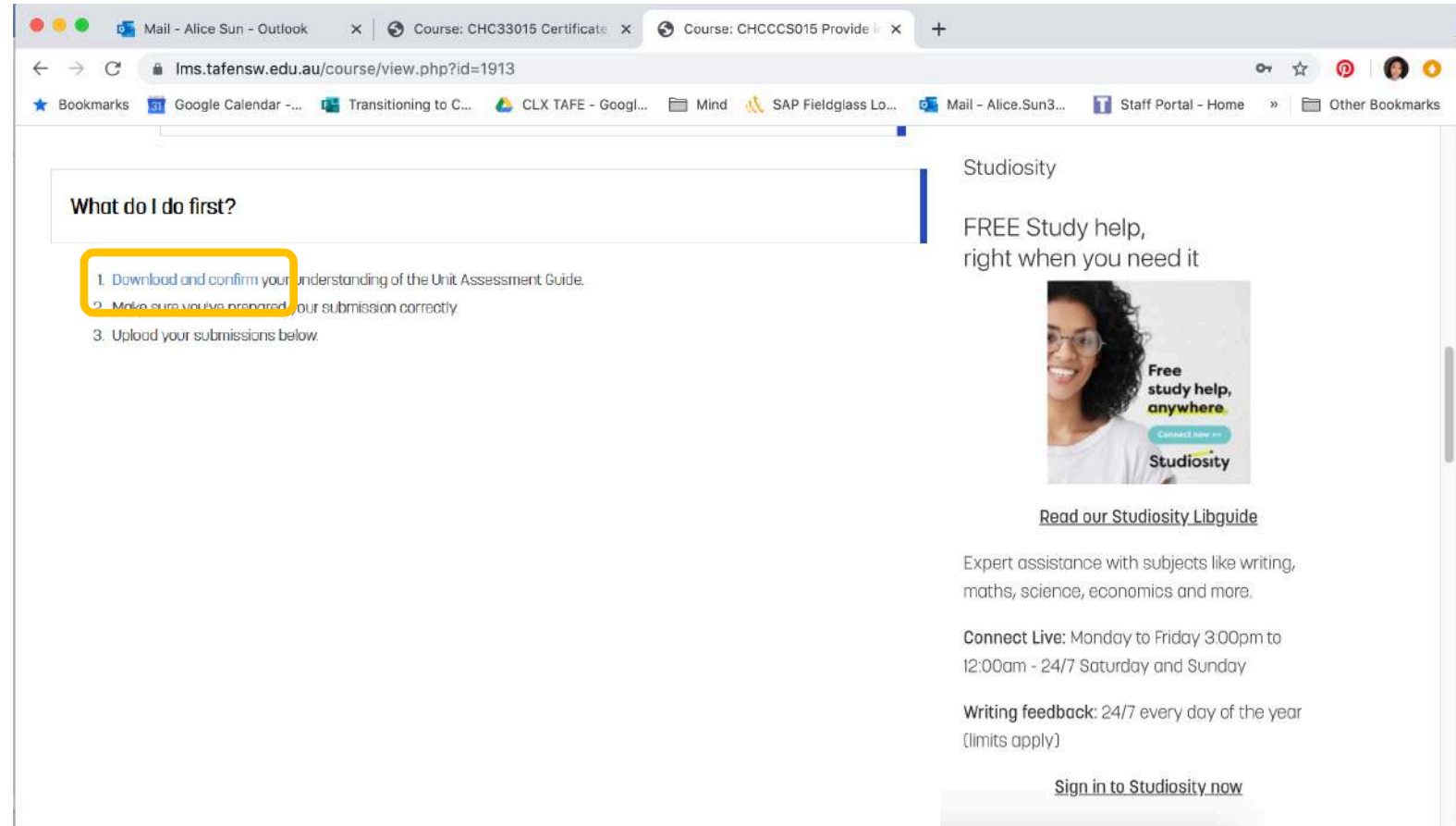


The screenshot shows a web browser window with the URL [ims.tafensw.edu.au/course/view.php?id=1913](https://ims.tafensw.edu.au/course/view.php?id=1913). The page content includes a section titled "How will I be assessed?" with a sub-section "Assessment and Teacher Information". A yellow box highlights the text "Detailed assessment instructions for this unit are provided in your [Unit Assessment Guide](#)." Below this, there is a paragraph of text and a link to "TAFE NSW Student Guide". At the bottom of the page, there is a section titled "How do I get help?". On the right side of the page, there is a sidebar with a "Studiosity" logo, a "FREE Study help, right when you need it" message, a photo of a smiling woman, and a "Read our Studiosity Libguide" link. Below the photo, there is text about "Expert assistance with subjects like writing, maths, science, economics and more." and "Connect Live: Monday to Friday 3:00pm to 12:00am - 24/7 Saturday and Sunday". At the bottom of the sidebar, there is a "Writing feedback: 24/7 every day of the year (limits apply)" and a "Sign in to Studiosity now" link.



## 5. Confirm your understanding of the Unit Assessment Guides

Under 'What do I do first', you will see a list of instructions. Click on 'Download and confirm'. This will take you to the 'Confirm your understanding' page.



The screenshot shows a web browser window with the URL [ims.tafensw.edu.au/course/view.php?id=1913](https://ims.tafensw.edu.au/course/view.php?id=1913). The page content includes a section titled "What do I do first?" with a list of three instructions:

1. Download and confirm your understanding of the Unit Assessment Guide.
2. Make sure you've prepared your submission correctly.
3. Upload your submissions below.

The first instruction is highlighted with a yellow box. To the right of the instructions is a "Studiosity" advertisement featuring a woman's face and the text "Free study help, anywhere" and "Studiosity". Below the advertisement is a link: [Read our Studiosity Libguide](#). Further down, there is text about "Expert assistance with subjects like writing, maths, science, economics and more." and "Connect Live: Monday to Friday 3:00pm to 12:00am - 24/7 Saturday and Sunday". Below that is "Writing feedback: 24/7 every day of the year (limits apply)" and a button: [Sign in to Studiosity now](#).

## 5. Confirm your understanding of the Unit Assessment Guides

Read the declaration to confirm your understanding. Make sure you have downloaded and read the Unit Assessment Guide.

After doing this, please click on 'I accept' and then 'Save my choice'.

You will need to do this again for each unit.

The screenshot shows a Moodle course page titled "Confirm your understanding of the Unit Assessment Guide". The URL is [lms.tafensw.edu.au/mod/choice/view.php?id=34393](https://lms.tafensw.edu.au/mod/choice/view.php?id=34393). The page displays a declaration form with the following text: "I declare that;" followed by a list of five items:

- I am aware that the TAFE NSW Student Guide and Every Students Guide to Assessment are available and how to access them.
- My obligations and responsibilities as a student completing training with TAFE NSW have been explained to me.
- Qualification/Course Assessment Guide and/or **Unit Assessment Guide** for this unit have been explained and made available to me.
- I understand and will comply with the instructions for this training and assessment.
- I have been provided access to all required learning materials and/or resources.


Below the list, there is a text box containing the message: "The results of this activity will not be published after you answer." and a radio button labeled "I accept". At the bottom of the form is a blue button labeled "Save my choice".

The right-hand side of the page features a "Navigation" menu with the following items:

- Dashboard
- Site home
- Site pages
- My courses
  - CHC33015\_AGHACC\_(5492)
  - CHCCCS015\_(1913)
    - Participants
- Badges
- Competencies
- Grades
  - Overview
  - Lessons
  - Resources
- Assessments
  - infotext
  - Confirm your understanding of the Unit Assessment ...**
  - Assessment event 1: Knowledge assessment
  - Assessment event 2: Case study
  - Assessment event 3: Portfolio

# Need more support?

If you are experiencing difficulties with installing or accessing Microsoft Teams, or access to Connected Learning, please call the TAFE NSW ICT Student Support Service Desk on:

 **131601**

Select option 1 for Technology Support, then option 2.





# Prepared by TAFE NSW Customer Experience Team

Please send any improvements or inquiries about these guides to [CXTeam@tafensw.edu.au](mailto:CXTeam@tafensw.edu.au)

V2, May 2020