



Learning through your Moodle



PREPARED BY EDUCATIONAL QUALITY TEAMS

V4.0, September 2021

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 cards 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.



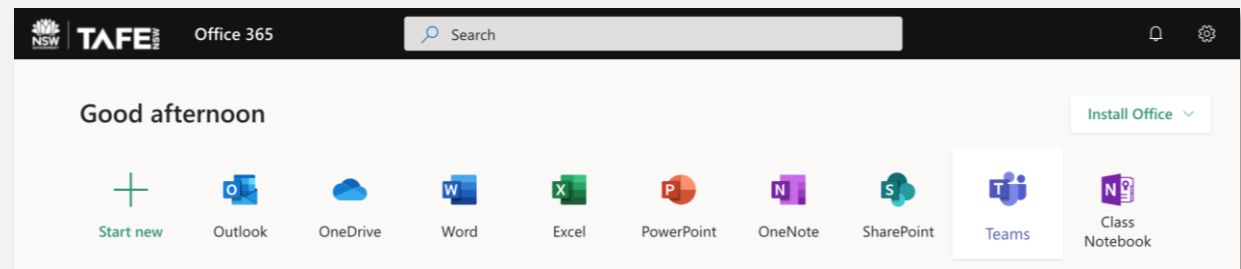
Platform guides

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 several Guides to help you access and use commonly used platforms.



Office 365 apps

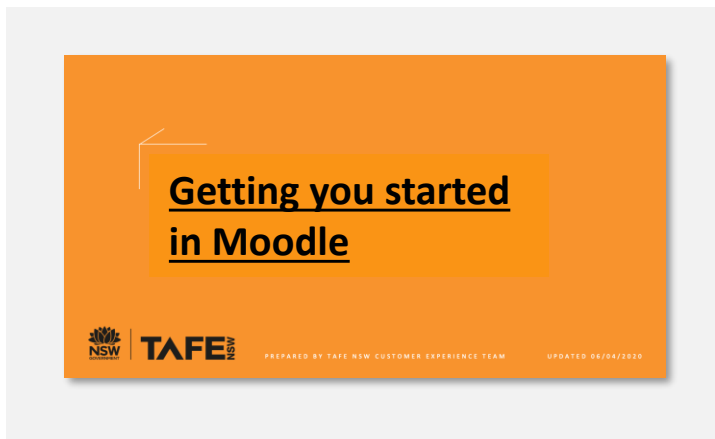
By signing into your Office 365 account, you will be able to access different useful apps. To learn more, visit this resource: <https://sway.office.com/db3aaFkBEvgwxFDZ>



There are **three** Guides available to help you use your Course Moodles. You are currently viewing Guide **2** but you can *click* on each of the other Guides below to view the contents.

2

1



2



3



What this Guide will help you with



This **interactive** Guide will help you start using your Moodle to complete your Course.

It will demonstrate how to check and add your personal information, navigate the Moodle, message or email your teacher and fellow students, use forums and locate additional resources.

Short demonstration videos are also available. Wherever you see the video icon, simply *click* to watch.



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.

Guide contents (*click on the section links to view the information*):

1 [Use the menu options](#)

2 [Edit your profile](#)

3 [Communicate in Moodle](#)

4 [Participate in forums](#)

5 [Find and Download resources](#)

6 [Access study support](#)

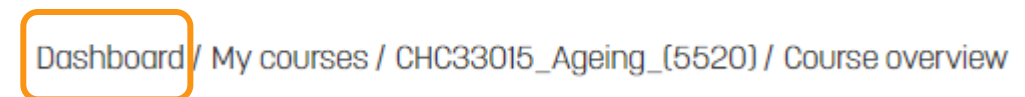
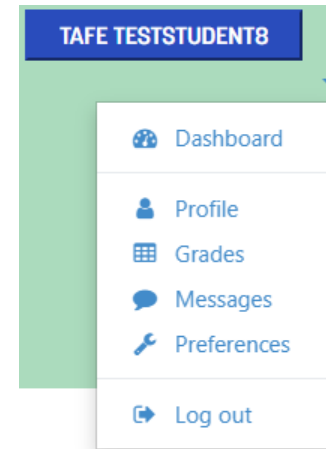
There are a number of ways to navigate your Moodle Course.

You have your own personal page called the **Dashboard**:

1. Click on the dropdown arrow next to your name on the top right.
2. Click on **Dashboard**.

You can also use the **Breadcrumb menu**:

1. Click on **Dashboard**, which is the first option in the menu.



Click to watch how it is done: 



You can see and access the Courses and Units that you have enrolled in from the **Dashboard**, or from the **Navigation** block on the right side of your screen.

The **Course overview** displays three dropdowns:

1. An option to sort by all, current, future, in progress, starred or hidden courses.
2. An option to display Courses by last accessed or by title.
3. An option to display Courses by cards, summary or list view.

Recently accessed courses

Meat Retailing V1
AMPCOR201 Maintain personal equipm...

New Small Business V1
BSBCUS402 Address customer needs (97...

Travel & Tourism V1
SIT40116 Certificate IV in Travel and Tour...

Course overview

▼ All (except hidden) ▼

Course name ▼

Card ▼

Navigation

- ▼ Dashboard
 - 🏠 Site home
 - > Site pages
 - ▼ My courses

Click to watch how it is done:





1. Click on the **lines** icon to the left of TAFENSW logo to open a list of your Courses, as well as to access the **Calendar** and your **Private files**. The Calendar can display site, course, group, user and category events in addition to assignment and quiz deadlines, chat times and other Course events.
2. Click on **Student Support** to view links to information and help that is available to you.

1

The screenshot shows the top navigation bar of the TAFE NSW Moodle system. On the left is a hamburger menu icon. To its right is the NSW Government logo, followed by the TAFE NSW logo and the text 'TAFE NSW Moodle'. Further right are two dropdown menus: 'Student Support' and 'Staff Support'. Below the navigation bar is a vertical sidebar menu with four items: 'Dashboard' (with a globe icon), 'Calendar' (with a calendar icon), 'Private files' (with a document icon), and 'My courses' (with a graduation cap icon).

2

[Student Support](#) ▾ [Staff Support](#) ▾[Student Services](#)[Accessibility information](#)[Code of Conduct](#)[Ask a Librarian](#)[Student Portal](#)[TAFE NSW website](#)[Students guide to submitting assessments](#)[Moodle guide for students](#)[Click to watch how it is done:](#)

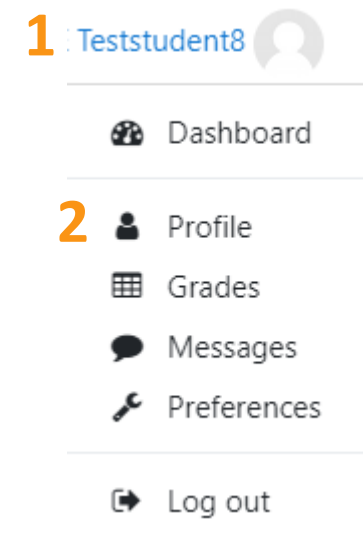


Every user in Moodle has a **Profile** page. Your profile allows you to add a photo of yourself, change your Moodle preferences (*including whether other students in your Course can see your email address*), and to add a brief introduction about yourself.

1. Click on the dropdown arrow next to your name on the top right. This menu also contains **links** to further pages such as **Grades, Messages, and Preferences**.
2. Click on **Profile** icon.
3. Click on **Edit Profile** in User Details on the left.

If you don't want other students in your Course to see your email address, under **Email display**, you should select:

Hide my email address from non-privileged users.



User details

Email address

tafe.teststudent8@studytafensw.edu.au

3 [Edit profile](#)



You can add a picture to your profile under **User picture**. Browse and select either a .jpg or .png image, maximum size 1GB.

1. Either *Click* on **Files** to select the image or *drag and drop* the image into the section.

2. *Click* on **Update profile**.

The image will be cropped to a square and resized to 100 x 100 pixels.

You can also add information about your interests by listing them – they will then be displayed as tags.

Click on **Update profile** when you are finished.

▼ User picture

Current picture

New picture

None



1



Files



You can drag and drop files here to add them.

2

Update profile

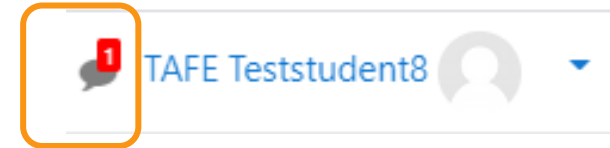
Cancel



You can communicate with your teacher and fellow students within the Moodle by sending and receiving private messages. This is in addition to receiving notifications about assignments, forum discussions etc.

New messages are highlighted with a number in the messaging icon at the top of the screen.

Note: the number in red, reflects how many people have sent new messages, not the actual number of new messages.



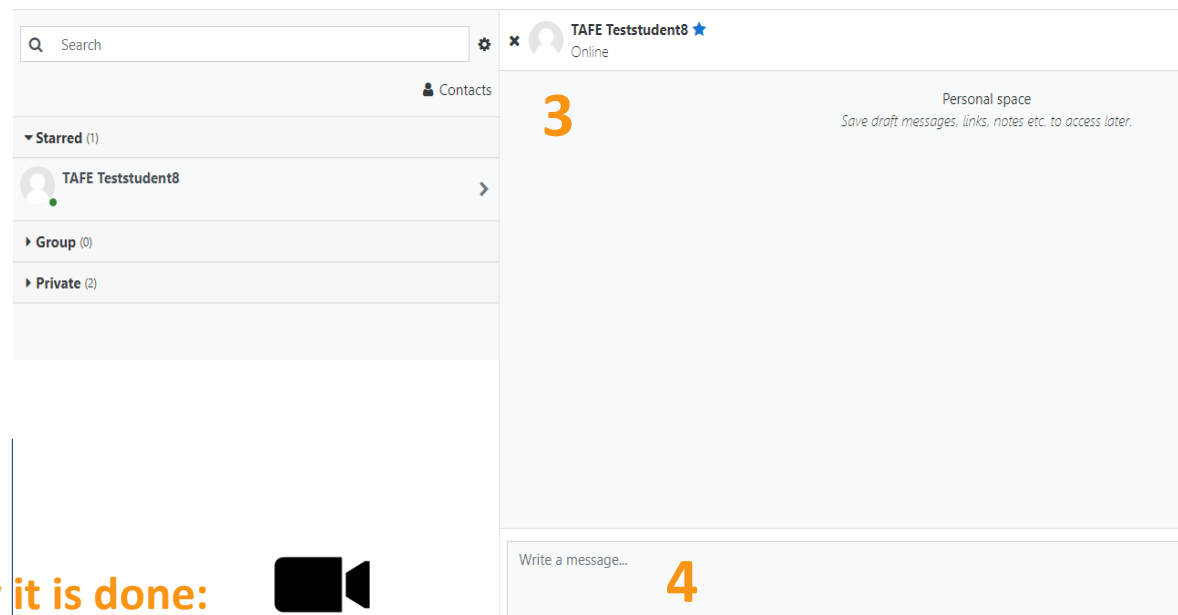
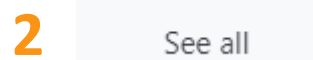
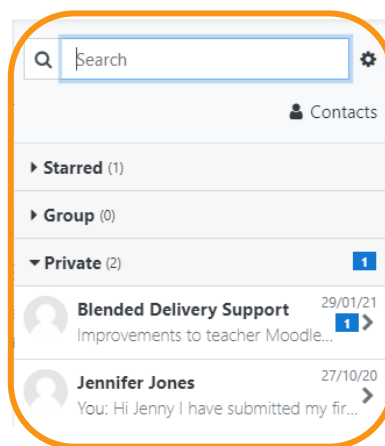
[Click to watch how it is done:](#)





You can send a message to your teacher(s) and other students.

1. Click on the Message icon to see your messages.
2. Click on **See All** at the bottom of the window to see the messaging drawer, which is divided into starred messages, group messages and private messages.
3. You have a **Personal space** for draft messages.
4. At the bottom of the window, you can click into **Write a message...** to compose a message.

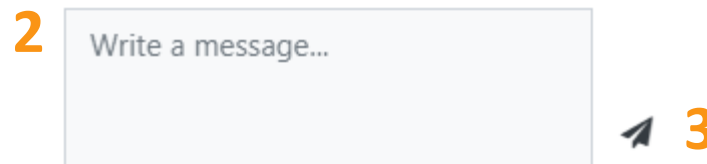
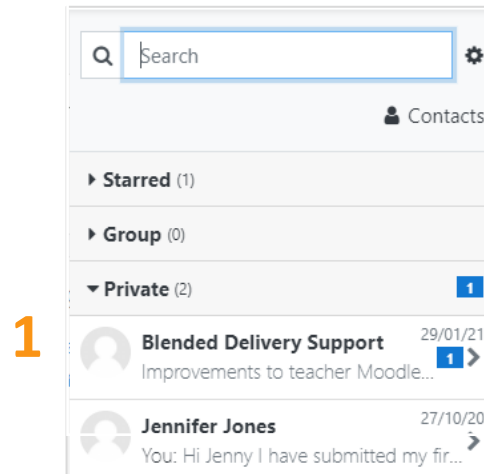


Click to watch how it is done:



To reply to a message:

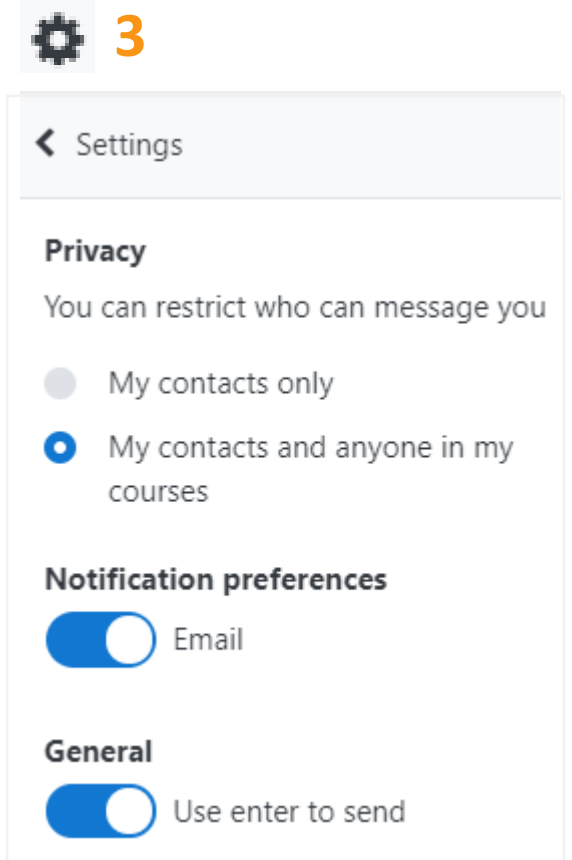
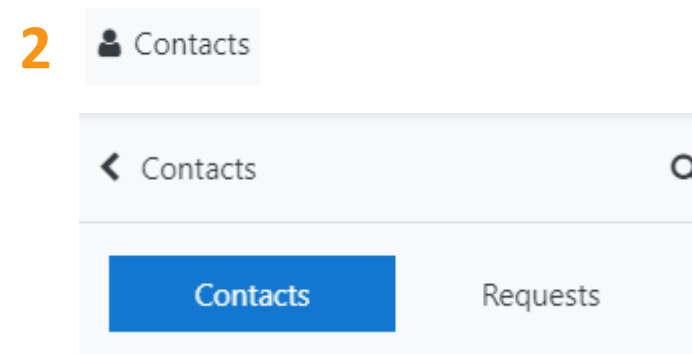
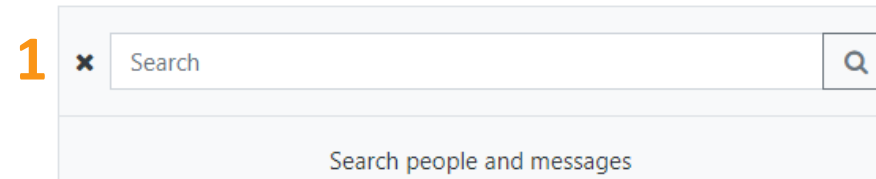
1. Click on the message to open it.
2. Type your reply in the **Write a message...** window.
3. Click on the arrow icon to send the message.
4. Messages can be deleted by clicking on them. Ensure they are selected (*with a visible checkmark*).
5. Click the bin/trash can icon at the bottom of the messaging drawer.



Click to watch how it is done: 



1. Use the **Search** box to search for people and messages.
2. **Contacts** and contact **Requests** can be accessed from the **Contacts** link.
3. Click the cog icon to display **Privacy** settings, **Notification preferences** and in **General**, the option to press enter to send messages.



Click to watch how it is done: 



You may be required to post your thoughts or questions to a forum in your **Course**.

Before using the forum, refer to the links in the [Technology Management Support Policy](#) so that you understand your rights and responsibilities around online user behaviour. Make sure your communication is respectful and sensitive to all people.

Course forums can be found under the **COURSE ESSENTIALS** tab.

COURSE OVERVIEW

COURSE ESSENTIALS

UNITS

Course essentials

Here you will receive your teacher contact information, assessment dates and delivery schedule.

You may also receive notifications from your teacher via the Announcements forum.

Course information

Essential course information

Here you will find essential course information;

- Teacher contact information
- Assessment due dates for each unit
- Delivery schedule (what will be covered each week)

Course communications

Announcements

General Course-related news and announcements from your teacher.

Course forum

Click to watch how it is done:





To post to a Course forum:

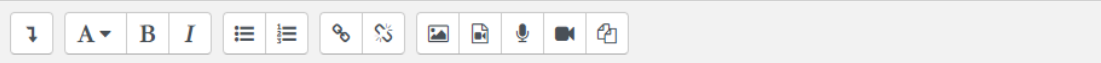
1. Click on the **Add a new discussion topic** button.

On the next screen:

2. Add a discussion subject and type in your message. You can use the formatting buttons, create a link, add images etc.
3. Click on the **Post to forum** button.

Note: you will have 30 minutes to make changes to your post before it becomes live.

Separate groups: 20ULT-278-40116-S2

- 1 **Add a new discussion topic**
- 2 **Subject**
Message

- 3 **Post to forum**

Click to watch how it is done:





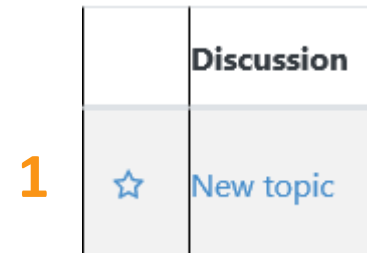
You can only edit your own posts *within 30 minutes* of posting.

1. Select and *click* on the discussion topic you wish to edit.

On the next screen:

2. Click on **Edit**.
3. Review your post.
4. Click on **Save changes** when finished.

To remove your post completely, select **Delete** in Step 2 instead of **Edit**.



Click to watch how it is done:





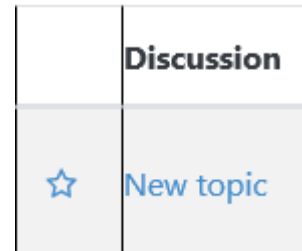
To reply to a post:

1. Select and *click* on a discussion topic.

On the next screen:

2. Click on **Reply**.
3. In the Message box – type in your response.
4. Click on the **Submit** button.

1



2

Reply

3

4

Submit

Cancel

Click to watch how it is done:





You may be required to post your thoughts or questions to a forum in a **Unit**.

Before using the forum, refer to the links in the [Technology Management Support Policy](#) so that you understand your rights and responsibilities around online user behaviour. Make sure your communication is respectful of, and sensitive to, all people.

Unit forums can be found under the **LESSONS** tab.

OVERVIEW

LESSONS

RESOURCES

ASSESSMENTS

①

Unit forum

START

Click to watch how it is done:





To reply to a post:

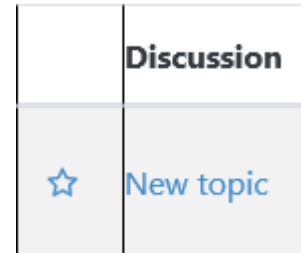
1. Select and *click* on a discussion topic.

On the next screen:

2. Click on **Reply**.
3. In the Message box – type in your response.
4. Click on the **Submit** button.

Note: you will have 30 minutes to make changes to your post before it becomes live.

1



2

[Reply](#)

3

4



[Click to watch how it is done:](#)





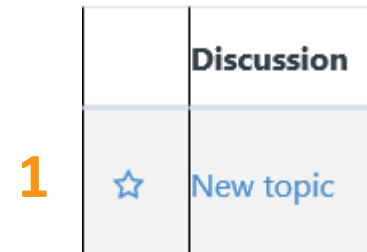
You can only edit your own posts *within 30 minutes* of posting.

1. Select and *click* on the discussion topic you wish to edit.

On the next screen:

2. Click on **Edit**.
3. Review your post.
4. Click on **Save changes** when finished.

To remove your post completely, select **Delete** in Step 2 instead of **Edit**.



Click to watch how it is done:



5 Find and download resources

Click to return to Guide contents page:



Your teacher may have uploaded additional resources to the Moodle to support you in your studies.

These resources, if available, can be located in the resource database under the **RESOURCES** tab.

1. Click on **resource-db** to open the list.

OVERVIEW

LESSONS

RESOURCES

ASSESSMENTS

Resources

Additional learning resources such as videos or links to further reading.

1  resource-db

Click to watch how it is done:



5 Find and download resources

Click to return to Guide contents page: 

Once you have opened the **resource-db**, you will see the resources uploaded for your specific group.

You can view the resources as a **List**, as a **Single** entry, or **Search** for a specific resource using different options.

Separate groups

[VIEW LIST](#) [VIEW SINGLE](#) [SEARCH](#)

Entries per page Search Sort by

Resource name:	Travel & Tourism Library Links
Resource File:	
Resource Description:	
Resource URL:	https://libraries.nsi.tafensw.edu.au/tourism

[VIEW LIST](#) [VIEW SINGLE](#) [SEARCH](#)

Entries per page Sort by

Resource Name:	<input type="text"/>
Resource Description:	<input type="text"/>
Resource URL:	<input type="text"/>
Resource File:	<input type="text"/>
Author first name:	<input type="text"/>
Author surname:	<input type="text"/>

[Save settings](#)

[Reset filters](#)

Click to watch how it is done: 

5 Find and download resources

Click to return to Guide contents page:



You can sort your Resources by various options to make it easier to find and use them.

1. Click on up/down arrow in **Sort by** to select the option.

Resources can also be listed as Ascending or Descending.

2. Click on up/down arrow to select **Ascending** or **Descending**.

These settings can be saved using the **Save settings** button.

resource-db

Separate groups: 20ULT-277-40116-S2-q7

VIEW LIST VIEW SINGLE SEARCH

Entries per page 10 Search Sort by **1** Resource Name **2** Descending Advanced search [Save settings](#)

Resource name:	Travel & Tourism Library Links
Resource File:	
Resource Description:	
Resource URL:	https://libraries.nsi.tafensw.edu.au/tourism

Click to watch how it is done:





There are a number of **student study support services** to assist you to complete your Course.

smarthinking is an external after-hours online study support service freely available to all current TAFE NSW students. It connects you to a support team who can answer questions about your study-related needs.

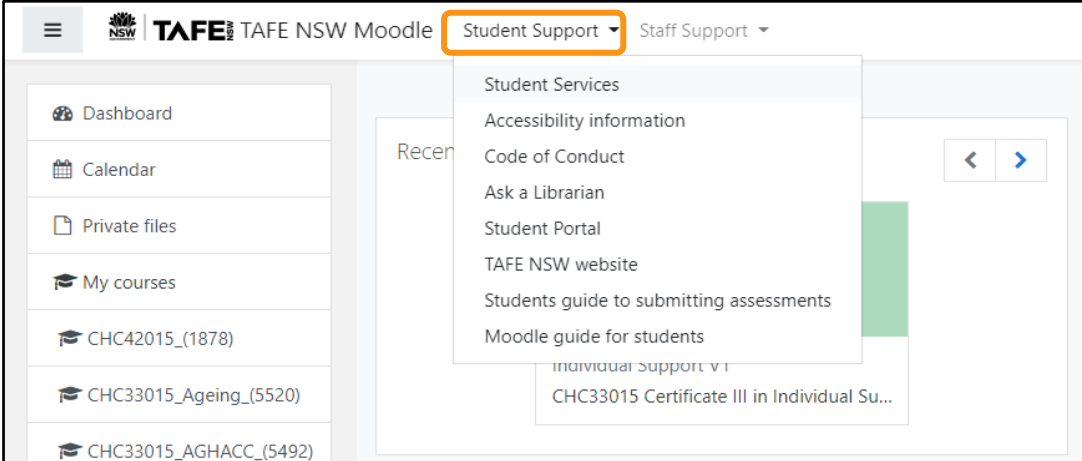
1. Click on the link (on the right-hand side of every Moodle page) to take you to more information and the **smarthinking** login screen. Use your TAFE username and password to log into this service.
2. From the Moodle Dashboard, click **Student Support** from the top menu. From this dropdown menu, you can access additional support, such as the **Student Services** page on the TAFE NSW website, **Ask a Librarian** and the **Student Portal**.



smarthinking

Click here to find out more

Connect Live: Monday to Thursday 3:00pm to 12:00am - 24/7 Friday, Saturday and Sunday for free after hours online study support:



TAFE NSW Moodle Student Support Staff Support

- Student Services
- Accessibility information
- Code of Conduct
- Ask a Librarian
- Student Portal
- TAFE NSW website
- Students guide to submitting assessments
- Moodle guide for students
- Individual support v1
- CHC33015 Certificate III in Individual Su...

Dashboard

Calendar

Private files

My courses

CHC42015_(1878)

CHC33015_Ageing_(5520)

CHC33015_AGHACC_(5492)

The **Library Services Homepage** on the TAFE NSW website connects you with a team of librarians who can assist you with all your research and study support needs.

This page can be accessed at:

<https://tafensw.libguides.com/home>

Click on **Contact Us** to find opening hours and contact details for your local or closest library.

1. Click on **Chat to a Librarian** to chat live with a librarian from 9 am to 5 pm on days libraries are open. Alternatively, you can send an email from this page.
2. There is also a list of **Frequently Asked Questions** you can search.

TAFE NSW Library Services: Home

Search TAFE NSW Library Catalogue 

[Renew your Library items](#)

Library Catalogue

Search eResources

Library Subject Guides

Services

Contact Us 1

Welcome to TAFE NSW Libraries

TAFE NSW Libraries are welcoming spaces designed to enhance your learning experience and provide access to digital and print resources. Professional staff can assist you with research and study support whether you are on site at TAFE NSW or online.

Select the library subject guide for your course below for relevant resources which will help you with your research and assignments.

Need help? Chat to one of our librarians using the link below or search our [FAQ repository](#) 3

Chat to a Librarian 2

How to Guides

- [Accessibility](#)
- [Copyright](#)
- [Print, Copy and Scan Support](#)
- [Research and Referencing](#)
- [Technology for Learning](#)
- [Wi-Fi Support](#)

[View More Results](#)

Need more support?

If you are experiencing difficulties with accessing or logging into Moodle, please call the **TAFE NSW Student Technology Service Desk** on:

 **131 601** and follow the prompts.

Students who may be deaf or hard of hearing, can seek assistance through the National Relay Service or may lodge a request online through the TAFE NSW Enquiry Form.

You can also contact your local **library** for support. You can choose to click on the “**Contact us**” or “**Chat to a Librarian**” button on the **Library Services Homepage**:

<https://tafensw.libguides.com/home>

Library Catalogue

Search eResources

Library Subject Guides

Services

Contact Us



Prepared by TAFE NSW Educational Quality Teams

Please send any improvements or inquiries about these guides to your Regional Educational Quality Team.

V4.0, September 2021

