

Getting you started in Moodle



PREPARED BY TAFE NSW CUSTOMER EXPERIENCE AND
EDUCATIONAL QUALITY TEAMS

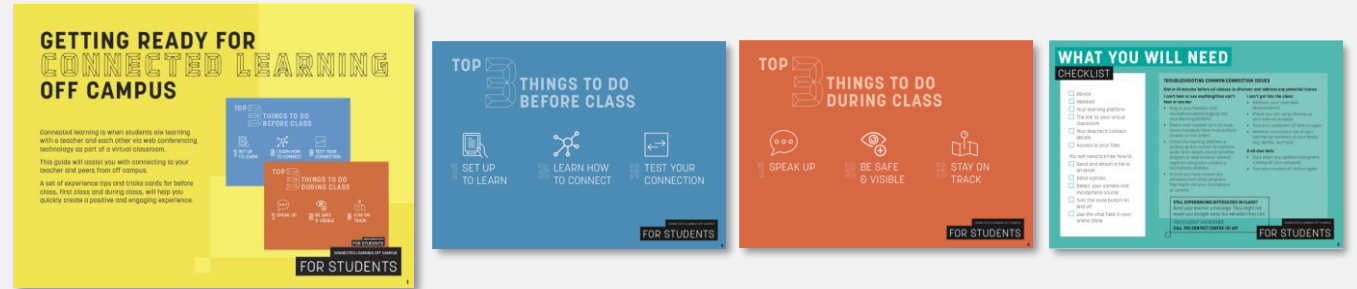
V6.0, August 2022

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.



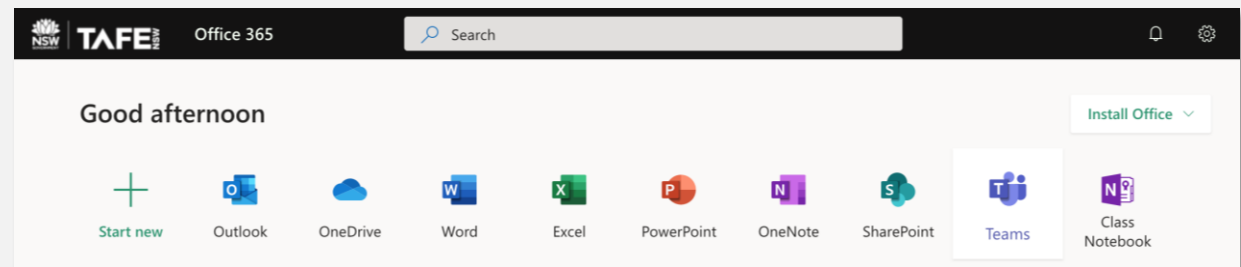
Platform guides

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>



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 your Course Moodle.

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



There are **three** Guides available to help you use your Course Moodles. You are currently viewing Guide **1** but you can *click* on each of the other Guides below to view the contents.

1

1

Getting you started
in Moodle

THIS GUIDE



PREPARED BY TAFE NSW CUSTOMER EXPERIENCE TEAM | UPDATED 06/04/2020

2

Learning through
your Moodle



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3

Submitting your
assessments and receiving
feedback in Moodle



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What this Guide will help you with



This **interactive** Guide will help you get started. It will demonstrate how to access your Moodle, enrol, complete the Student Declaration and locate other helpful information.

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

[Log into your Moodle](#)

2

[Enrol in your Course](#)

3

[Course Overview](#)

4

[Student Declaration](#)

5

[Enrol in a Unit](#)

6

[Contact your teacher](#)

7

[Access study support](#)

8

[Log out of Moodle](#)



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



1. A web browser

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



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.



3. Your TAFE NSW account

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



4. Your student self-enrolment key

Your teacher will send you an individual self-enrolment key. You will need this to enroll and start your Course in Moodle. If you have not received it, please ask your teacher.



TAFE NSW

You will need your **TAFE NSW email to log in**. It should look like `<username>@studytafensw.edu.au`. If you have recently enrolled, your account might take some time to activate. Please be patient and try logging in later.



A web browser

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

How to install Google Chrome

1. Either *click* on the link below or open your internet browser and *type* the URL into the address bar:

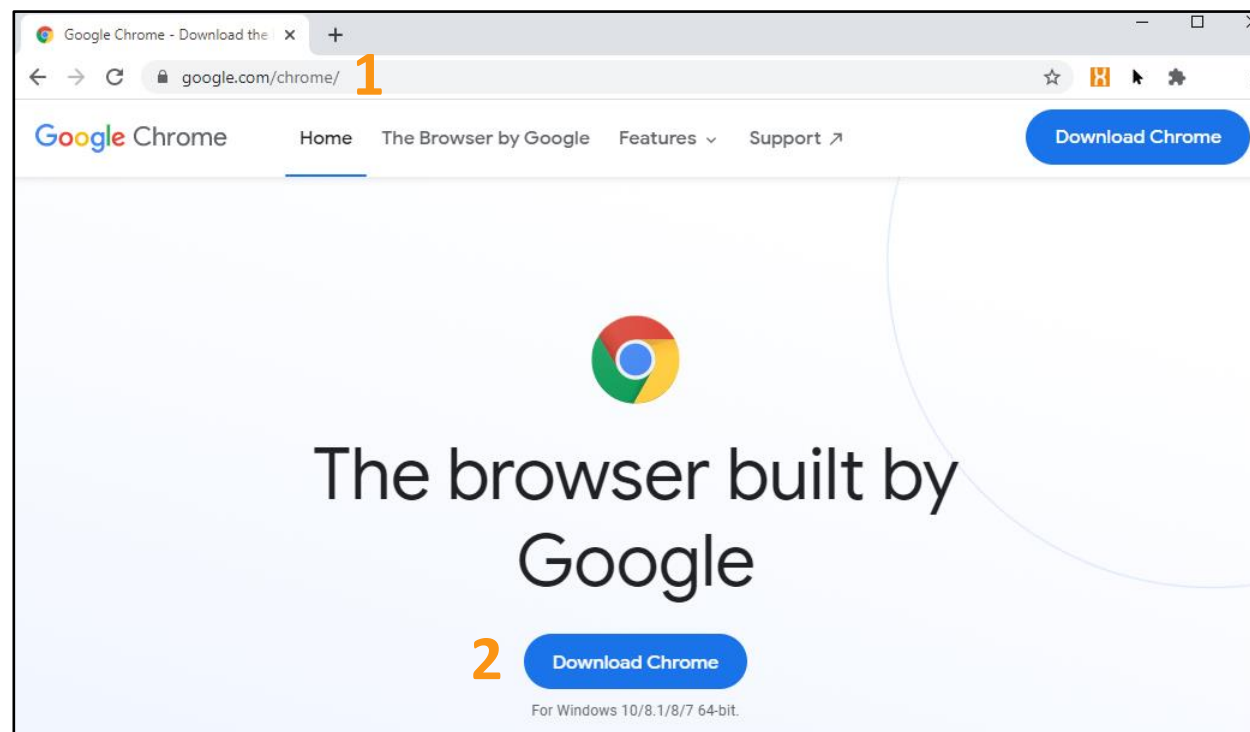
<http://www.google.com/chrome/>

You will land on the website you see to the right.

2. Click on **Download Chrome**.

Your download should start immediately.

After it has downloaded, open the installer and follow the step-by-step instructions to install the browser.



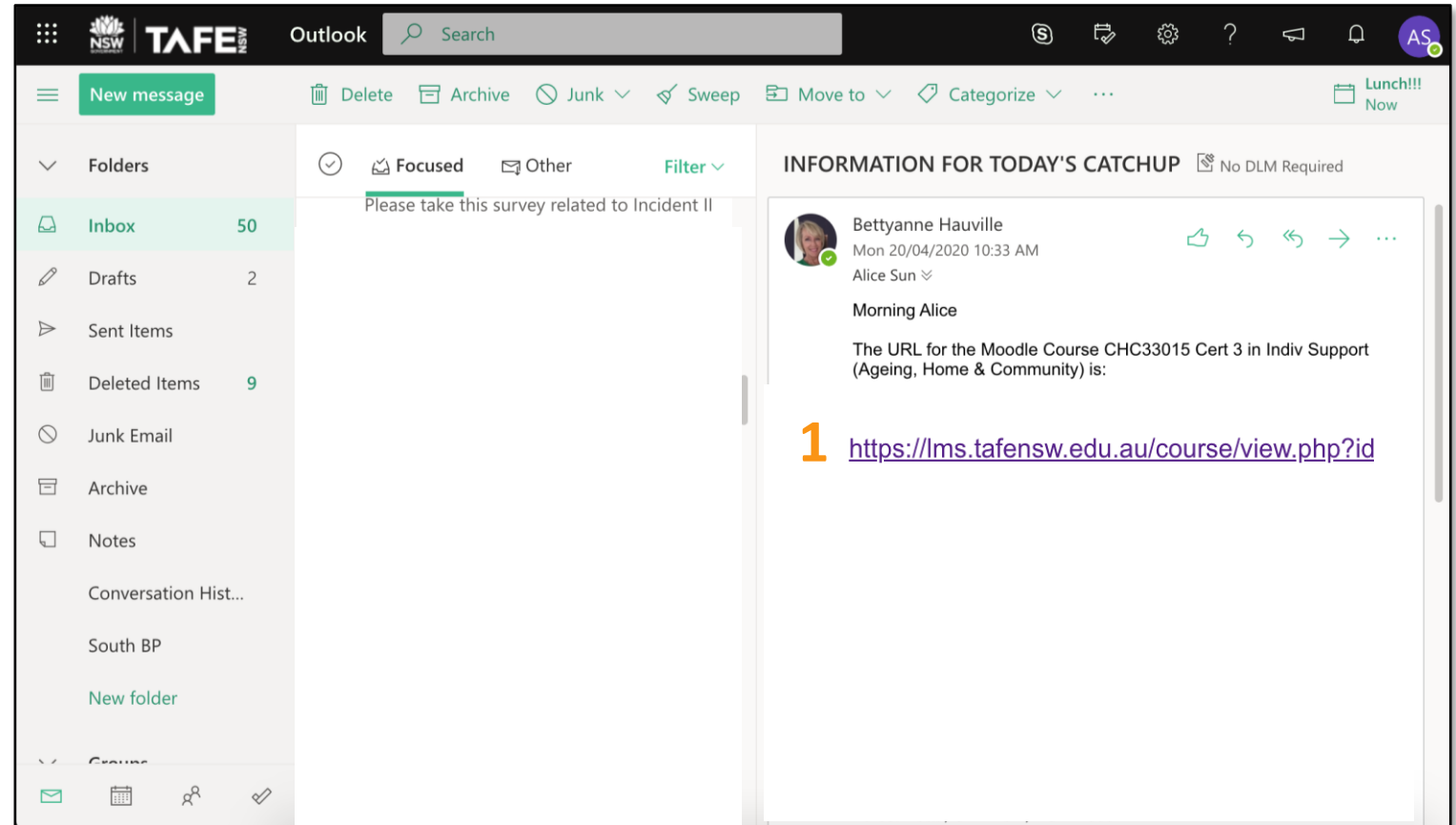


To get started, *check* your TAFE NSW email for the Moodle link from your teacher, it will look similar to this:

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

1. Click on the link in your email to be taken to your Moodle Course page.

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



Click to watch how it is done:





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 (@studytafensw.edu.au).

It should be:

<firstname>.<lastname>

Some students may have a number at the end of their User ID.

TAFE NSW

Sign in with your TAFE NSW account

User ID

Enter your user ID

Example: jane.citizen1

Password

Enter your password

Log In

[Forgot your password?](#)

Have trouble logging in?

[Help for TAFE staff](#) [Help for TAFE students](#)

Click to watch how it is done:



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; *or*
- Lodge an inquiry using the **Get Technology Help Form**.

Students who may be deaf or hard of hearing, can also seek assistance through the National Relay Service.

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



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 Course.

Scroll down and you will see a text field for a **Self enrolment (Student) key**.

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

Dashboard / Courses / Delivery / Health, Wellbeing & Community Services / Individual Support Services SI 2020 / CHC33015_AGHACC_(5492) / Enrol me in this course / Enrolment options

Enrolment options

Administration

- Course administration
 - Enrol me in this course

Navigation

- Dashboard
 - Site home
 - Site pages

Self enrolment (Student)

Enrolment key

Enrol me

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



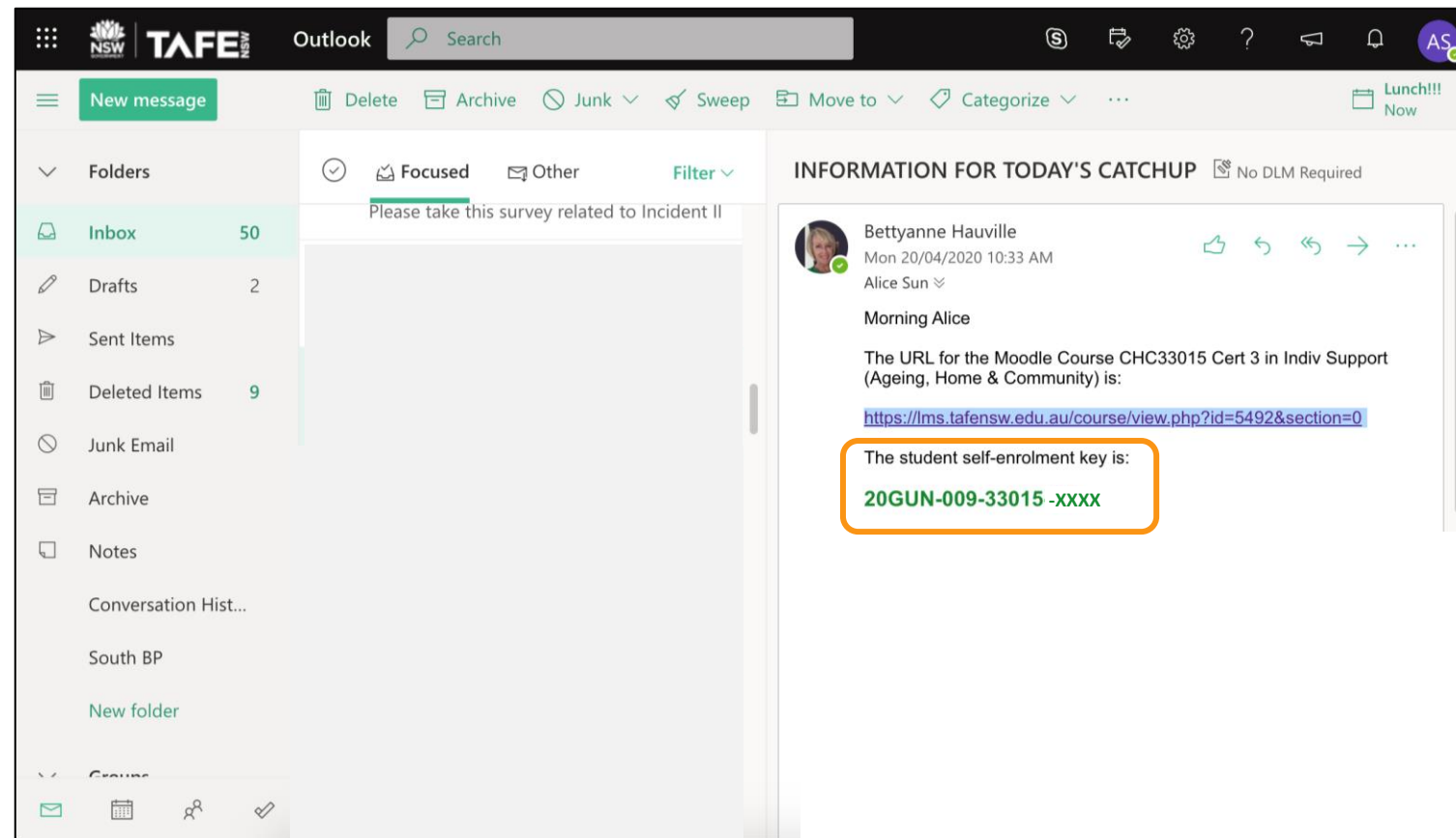


Your teacher will email you a student **self-enrolment key** for your Course Moodle.

This may be sent at the same time you are sent the Moodle URL or separately.

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

1. Copy the self-enrolment key into the **Enrolment key** text field and click **Enrol me**.



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





Once you have entered your self-enrolment key, the page will refresh and you will see your Moodle Course homepage which displays the **COURSE OVERVIEW**.

A number of different menu options will be displayed – **COURSE OVERVIEW**, **COURSE ESSENTIALS** and **UNITS**

Note: these options may look different for your Course.

[Dashboard](#) / [My courses](#) / [CHC33015_AGHACC_\[5492\]](#) / [Course overview](#)

COURSE OVERVIEW

COURSE ESSENTIALS

UNITS

Course overview

This course has been designed for people who are planning to work (or are working) in a community and/or residential setting to provide person-centred support to people with needs that relate to ageing, disability or some other reason. You will learn to provide support using an individualised plan. This kind of work requires discretion and good judgement as well as a solid base of factual, technical and procedural knowledge.

WARNING: Aboriginal and Torres Strait Islander students are warned that the following resource may contain images and voices of deceased persons.

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





The **COURSE OVERVIEW** contains important information regarding:

- The skills and knowledge you will obtain during your Course.
- Detailed assessment instructions.
- Education support services to assist you with your studies.
- How to start your first Unit of study.

Click on the labels to view more information.

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

Click to watch how it is done:





You are required to complete a **Student Declaration** to confirm that you understand your obligations and responsibilities as a student completing training with TAFE NSW. You will also confirm that you have received assessment information and all learning materials for your Course.

Before accepting the **Student Declaration**, you will need to download and read the **Course Assessment Guide**.

1. To do this, *click* on **How will I be assessed?** on the **COURSE OVERVIEW** page.
2. *Click* the **Course Assessment Guide** link and the document should automatically **download to your computer**.

Please read this document as it contains important information on your Course including duration, assessment tasks, learning materials and educational support services.

[COURSE OVERVIEW](#)[COURSE ESSENTIALS](#)[UNITS](#)

Course overview

This course has been designed for people who are planning to work (or are working) in a community and/or residential setting to provide person-centred support to people with needs that relate to ageing. You will learn to provide support using an individualised plan. This kind of work requires discretion and good judgement as well as a solid base of factual, technical and procedural knowledge.

What will I learn?

1 How will I be assessed?

Detailed assessment instructions are provided in your **Course Assessment Guide** and each of your Unit Assessment Guides.

2 Delivery, Assessment and Teacher Information

Information in relation to your Assessment due dates, teacher contact details and other delivery and assessment information usually found in the Course Assessment Guide (CAG) can be found in the 'Course Essentials' tab above. Where sections of the CAG are blank, please refer to the documents provided in the Course Essentials tab for full details. All other relevant information relating to the course is provided in the CAG document.

If you are unable to complete any of the assessment tasks for any reason, contact your teacher to discuss alternative arrangements for demonstrating your skills and knowledge. Any adjustment to the way you are assessed must be approved by your teacher/assessor before you attempt the assessment. For more information, refer to 'reasonable adjustment' in the [TAFE NSW Student Guide](#).

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





1. To access the **Student Declaration**, *click* on the **UNITS** menu option.

This page will explain that in order to access your Units, you will need to ***accept the student declaration***.

After *clicking* on the link you will be taken to the **Student Declaration** page.

2. *Click* on the **TAFE NSW Student Guide** link and familiarise yourself with this document's contents.
3. If you accept the declaration, *click* on ***I agree with the above declaration***.
4. *Click* the ***Save my choice*** button.

COURSE OVERVIEW

COURSE ESSENTIALS

1 UNITS

Student Declaration

Separate groups: 20WIL-001-42015-S1

20WCN-004-43015-S1 **2**

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.

3 ☐ I agree with the above declaration

Save my choice

4

Click to watch how it is done:





Once you have accepted the **Student Declaration**, you will be able to access the Units for your Course.

1. Click on the **Units** option in the breadcrumb menu:

Dashboard / My courses / CHC43015_(5380) / **Units**

You will now be able to see your UNITS listed below.

2. Click the **START** button for the Unit you are currently working on.


COURSE OVERVIEW

COURSE ESSENTIALS

UNITS

Remember that you can access the [Student Declaration](#), or [TAFE NSW Student Guide](#) at any time.

Core



Core Unit: Facilitate the interests and rights of clients

Unit Code: CHCADV001


TASKS INCLUDED

3 x Lessons

3 x Assessments

2

START



Core Unit: Support independence and wellbeing


Unit Code: CHCCCS023

TASKS INCLUDED

5 x Lessons

3 x Assessments

START



Core Unit: Work with diverse people

Unit Code: CHCDIV001

TASKS INCLUDED

4 x Lessons

2 x Assessments

START

Click to watch how it is done:





Each Unit has a **unique** student self-enrolment key, which your teacher will email to you.

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

1. Copy the self-enrolment key into the **Enrolment key** (student) text field.
2. Click the **Enrol me** button.

Enrolment options

🔍 CHCCCS023 Support independence and wellbeing (1857)



▼ Self enrolment (Student)

Enrolment key

1

2

Enrol me

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





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 options may look different to what is shown, depending on your Course.

Your teacher will let you know if he/she has uploaded any additional resources to the Moodle for you to access.

[OVERVIEW](#)[LESSONS](#)[RESOURCES](#)[ASSESSMENTS](#)

Unit overview

In this unit you will build your skills and knowledge to work with basic information about the human body and to recognise and promote ways to support healthy function of the body.

This is relevant for any role involved in using and interpreting information relating to client anatomy and physiology.

Your Learner guide

The [Learner guide \(pdf\)](#) contains the readings for this unit and includes case studies which you'll explore in further detail when you complete the practice quizzes. Download then skim through the guide to familiarise yourself with what is covered.

You'll need this guide as you work through the activities (in the Lesson area).

Note: If you experience issues with the interactive resource referred to in the activities opening re-fresh your screen.

What will I learn?

How will I be assessed?

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



1. To find out how to contact your teacher and information about your Course's Delivery Schedule and assessment due dates, *click* on **COURSE ESSENTIALS** on the main menu of the **Course Moodle**.
2. Then *click* on the **Essential course information** link to find information relevant to your Course.

If you experience any difficulties, send your teacher a message. Your teacher may not be able to assist you straight away, but they will get to you when they can. You can also ring the TAFE NSW Student Technology Service Desk on 131 601 and follow the prompts.

[COURSE OVERVIEW](#)**1** [COURSE ESSENTIALS](#)[UNITS](#)[TEACHER ONLY RESOURCES](#)

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

2 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)



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

smarthinking is an external online study support service freely available to all current TAFE NSW students. A support team is waiting online to help you, **Monday to Sunday 24/7**. The team can help you with subjects like writing, maths, science, economics and more.

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**.

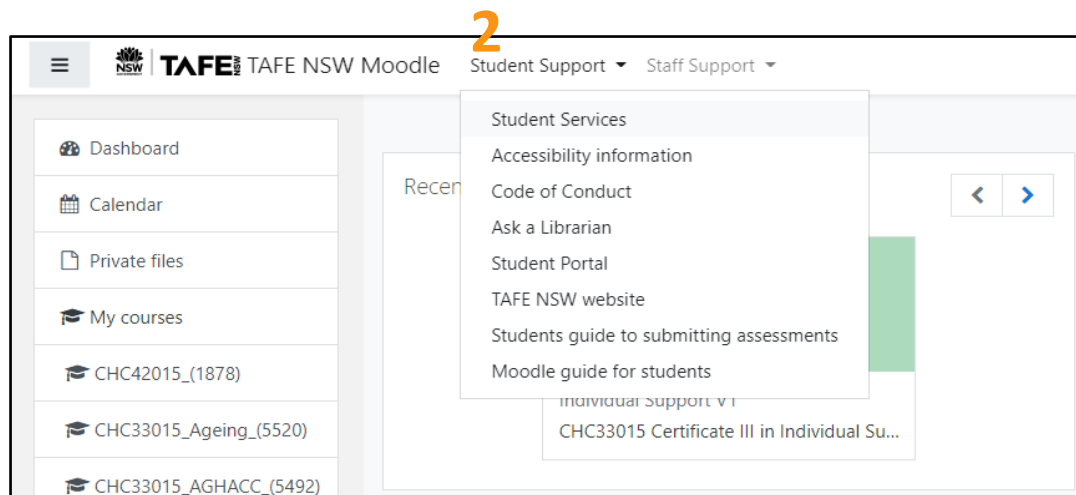
smarthinking



1 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.

2



The screenshot shows the TAFE NSW Moodle dashboard. The top navigation bar includes the TAFE NSW logo, 'TAFE NSW Moodle', and dropdown menus for 'Student Support' and 'Staff Support'. The 'Student Support' dropdown menu is open, displaying a list of links: 'Student Services', 'Accessibility information', 'Code of Conduct', 'Ask a Librarian', 'Student Portal', 'TAFE NSW website', 'Students guide to submitting assessments', and 'Moodle guide for students'. Below this menu, a 'Recent' section lists several courses, including 'CHC42015_(1878)', 'CHC33015_Ageing_(5520)', and '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



[Renew your Library items](#)

1

Library Catalogue

Search eResources

Library Subject Guides

Services

Contact Us

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](#)

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](#)

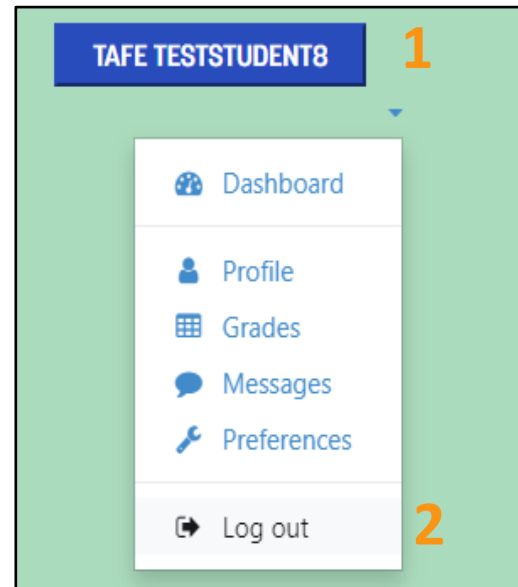
3

When you have completed your study session, it is important to log out of your Moodle correctly.

1. Click your name in the top right-hand corner of the screen. The **User Menu** will display the options.

Note that you can also access the Moodle Dashboard from this menu.

2. Click on **Log out**.





Prepared by TAFE NSW Customer Experience and Educational Quality Teams

Please send any improvements or inquiries about these
Guides to your Regional Educational Quality team.

V6.0, August 2022

