

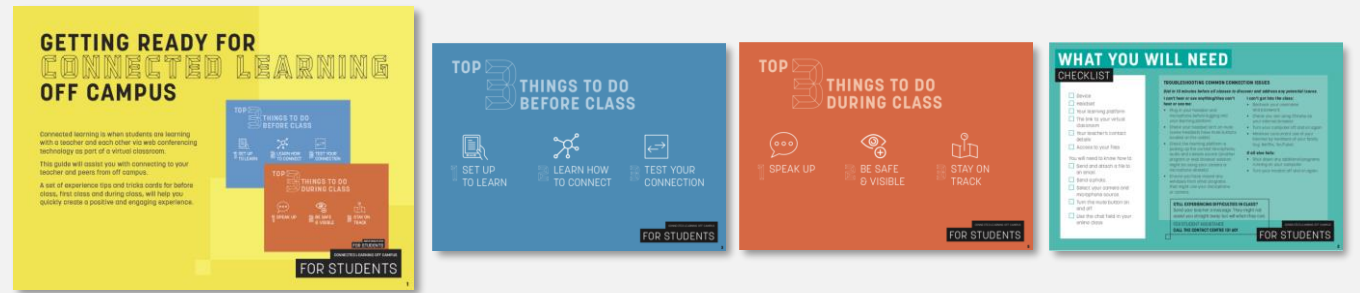
Submitting your assessments and receiving feedback in Moodle

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.



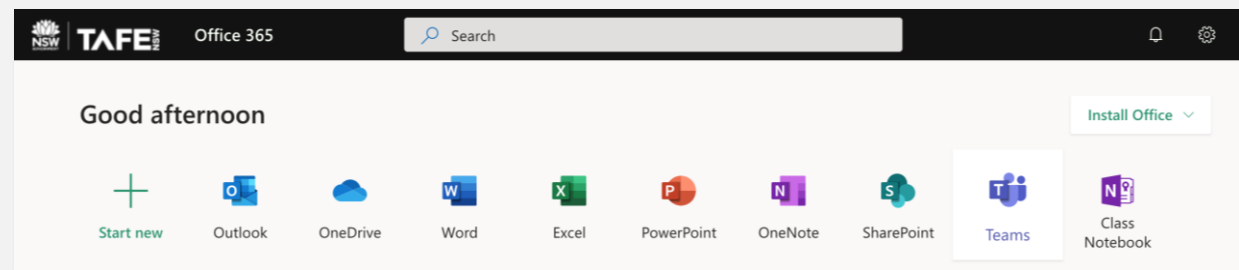
Platform guides

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 **3** but you can *click* on each of the other Guides below to view the contents.

3

1

Getting you started
in Moodle

2

Learning through
your Moodle

3

THIS GUIDE
Submitting your
assessments and receiving
feedback in Moodle

What this Guide will help you with



This **interactive** Guide will help you access and complete the required assessment tasks for each Unit within your Course.

It will demonstrate how to find your assessments and complete some online or download others. This Guide will explain how to submit your completed assessments and change or delete that submission if necessary.

You will also be shown how to find your assessment results, your teacher's feedback and view your progress through your Course.

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



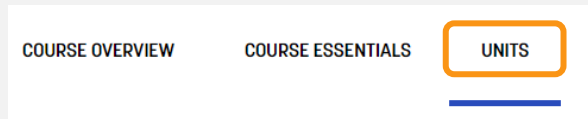
Please keep in mind that teachers will decide what you will need from your Moodle, so some parts of this Guide may not apply to you.

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

- 1 [Unit Assessment Guide](#)
- 2 [Find your assessments](#)
- 3 [Complete assessment quiz](#)
- 4 [Submit assessment documents](#)
- 5 [Change or delete an assessment](#)
- 6 [Find assessment results and feedback](#)
- 7 [View your progress](#)
- 8 [Access study support](#)



Units are accessed from the Course **UNITS** tab:



When you first access a Unit, your screen will display as in the screen shot.

The Unit Assessments Guide (UAG) provides all the details of what you need to achieve to complete the Unit. UAGs can be found in the **How will I be assessed** section from the **OVERVIEW** tab.

1. Click **How will I be assessed?**
2. Click **Unit Assessment Guide** to download and view.

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.

How will I be assessed? 1

Detailed assessment instructions for this unit are provided in your [Unit Assessment Guide](#). 2

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





The **Student Declaration** can be accessed from the **ASSESSMENTS** tab.

1. Click **What do I do first?**
2. Click **Download and confirm** to access the Unit Assessment Guide and accept terms and condition of assessment.

Note: Assessments are not available until you have confirmed your understanding of the Unit Assessment Guide.

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

1 What do I do first?

- 2 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.

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



Complete Student Declaration

1. Click **I accept**, and then click **Save my choice**.
2. Click **Assessments** in the breadcrumb menu to continue.

Note: Breadcrumbs are represented as a trail of links at the top of the web page.

2

[Dashboard](#) / [Courses](#) / [Delivery](#) / [Creative & Design Ideation](#) / [Design](#) / [Design V1](#) / [BSBDES301_\(3476\)](#) / [Assessments](#) /

I declare that;

- 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.

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

I accept 1

[Save my choice](#) 1

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





The assessment tasks for each Unit are in the **ASSESSMENTS** tab.

1. Click **Access your assessments**.
2. Select the assessment event to prepare for submission.

OVERVIEW

RESOURCES

ADDITIONAL RESOURCES

ASSESSMENTS

Access your assessments **1**

Assessment	Status
Assessment Event 1: Knowledge assessment 2	
Assessment Event 2: Skills assessment	

Click to watch how it is done:





You can also access assessment events from the **Assessment Progress** bar (*right side of screen*).

1. *Hover* your mouse over the bar to identify an assessment event.
2. *Click* the bar to access your assessment.

Moodle assessment formats:

- Assessment Quiz



- Assessment Document



Assessment Progress



Assessment Event 2: Knowledge

Not completed

Assessment Progress



Assessment Event 1: Skills

Not completed

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



3 Complete assessment quiz

Click to return to Guide contents page:



The assessment tasks for each Unit are in the **ASSESSMENTS** tab.

1. Read assessment instructions and assessment conditions.
2. Click **Attempt quiz now** to begin questions.

*By starting your assessment, you are accepting the **Student Declaration**.*

Assessment Event 1: Knowledge assessment

1

This assessment contributes to the final decision as to whether you are competent or not in this unit.

Attempts - You have two attempts to answer all questions. If you experience any difficulties, contact your teacher before commencing your final attempt.

Grading - You will receive a numerical grade for this assessment but it will be recorded in the student record system as either:

- Satisfactory = 100%
- Not satisfactory < 100%

Attempts allowed: 2

Grading method: Highest grade

2

Attempt quiz now

Click to watch how it is done:



3 Complete assessment quiz

Click to return to Guide contents page: 

Navigating quiz questions

1. Here you are attempting questions 1 to 5.
2. Each question number box will turn grey. This lets you know where you are up to in the quiz.
3. Here you can see you are attempting questions 11-14 with the first 10 already completed.
4. Click **Finish attempt** once all questions have been attempted.

1

Quiz navigation

1	2	3	4	5	6	7	8	9
10	i	11	12	13	14	15	16	17
18	19	20	21	22	23			

Finish attempt ...

2

3

4

Quiz navigation

1	2	3	4	5	6	7	8	9
10	i	11	12	13	14	15	16	17
18	19	20	21	22	23			

Finish attempt ...

Click to watch how it is done: 

3 Complete assessment quiz

Click to return to Guide contents page: 

Quiz navigation – attempting questions

1. Incomplete answers display a **red triangle**. Click on each triangle and complete.
2. Click **Finish attempt** once all boxes turn grey.

Quiz navigation



Finish attempt ...

Quiz navigation



2 Finish attempt ...

Click to watch how it is done: 

3 Complete assessment quiz

Click to return to Guide contents page: 

Quiz question styles – attempting questions

1. Multiple choice
2. True or False
3. Drop down
4. Short answer

1

A retail store sales performance would be reported to:

Select all that apply:

- The WHS representative
- The Store Manager
- The Human Resource department
- The Area Manager

2

Answer true or false to the following statements about hygiene practices in the workplace.

You must not attend your shift/work if you are ill.	Choose... ▾
All staff must ensure they can access and follow their workplace policies and procedures for personal and workplace hygiene.	Choose... ▾
Follow hand hygiene (washing/drying) workplace procedures.	Choose... ▾
You must let your employer know if you are diagnosed with an infectious disease.	Choose... ▾

3

Airborne and infectious diseases: Match the answer with the relevant question below.

What is an airborne disease?

How can you become directly infected by an airborne disease?

What is an infectious disease?

How can infectious diseases be spread?

4

What is 1 need each of these customers might have?

Question	Your answer
Retail customers:	
Wholesale customers:	
Trade customers:	

Click to watch how it is done:



3 Complete assessment quiz

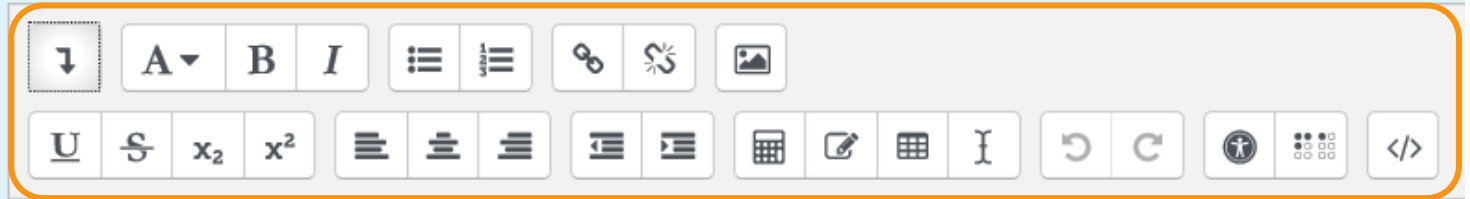
Click to return to Guide contents page: 

Quiz text editor – customising your answers

The text editor has many icons to assist in entering content. Many of these icons and functions should be familiar to anyone who uses a word processor.

You may need to use the text editing functions when answering short answer questions.

Explain one strategy you could use to address under-performance in sales.



Top row

Expand, Style, Bold, Italic, Bulleted list, Numbered list, Add link, Unlink, Insert Graphic

Bottom row

Underline, Strikethrough, Subscript, Superscript, Align left/centre/right, Decrease/increase indent, Equation editor, Special character, Table, Clear formatting, Undo/redo, Accessibility checker, Screen reader helper, HTML/code view

Click to watch how it is done: 

3 Complete assessment quiz

Click to return to Guide contents page: 

Quiz navigation – finishing questions


1. Click **Finish attempt**.

*Note: The **Finish attempt** button only appears at the end of the quiz.*


Question **15**

Not yet answered

Marked out of 1.00

 Flag question

Explain the characteristics and features of your store's sales territory.



Rural country or 1 hour from Sydney etc.

Part of a national chain or owner-operated the store.

Customers are locals or travel from near-by towns.

Online website for purchasing and delivery of products

Previous page

1 **Finish attempt ...**

Click to watch how it is done: 

3 Complete assessment quiz

Click to return to Guide contents page: 

Quiz navigation – finalising quiz

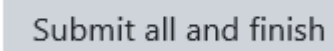
1. Here is the summary of your attempt. *Click* any number to return to a question or *click Return to attempt* to revise **all** your answers.
2. When you are satisfied with your answers, scroll down to *click Submit all and finish*.
3. Confirm by *clicking Submit all and finish a second time*.

Assessment Event 1: Knowledge assessment

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved

1 

2 

Confirmation 

Once you submit, you will no longer be able to change your answers for this attempt.

3 

Click to watch how it is done:



3 Complete assessment quiz

Quiz result

Some questions may be marked automatically (*see coloured boxes*), and some you will need to wait for the teacher to mark (*see grey boxes*).

1. Quiz status here is **Not yet graded**.

- **Green** box is correct answer
- **Red** box is incorrect
- **Grey** box is not yet marked

Quiz navigation



Show one page at a time

Finish review

Started on	Thursday, 17 December 2020, 3:23 PM
State	Finished
Completed on	Thursday, 17 December 2020, 3:28 PM
Time taken	5 mins
Grade	Not yet graded 1

Click to watch how it is done: 

3 Complete assessment quiz

Click to return to Guide contents page: 

Quiz result – self-marking

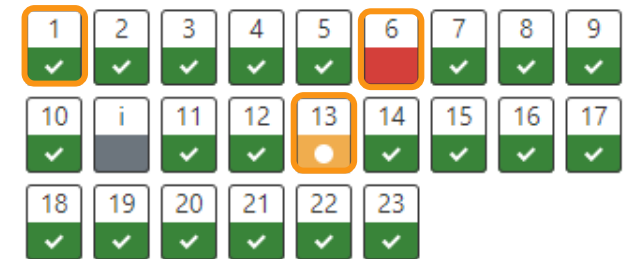
Instant feedback

- **Green box** = correct answer.
- **Red box** = incorrect with no points awarded.
- **Orange box** = partially correct with some points awarded.

1. First attempt is **not satisfactory**.

STOP: Check with your teacher – do you need to re-attempt the quiz?

Quiz navigation



Show one page at a time

Finish review

Started on	Friday, 27 November 2020, 1:15 PM
State	Finished
Completed on	Thursday, 17 December 2020, 2:11 PM
Time taken	20 days
Grade	57.00 out of 59.00 (97%)
Feedback	Your result is not satisfactory . You have a total of two attempts . 1 <ul style="list-style-type: none">• If this is your first attempt, please try again.• If this is your second attempt, please contact your teacher about your options for re-assessment.

Click to watch how it is done: 

3 Complete assessment quiz

Click to return to Guide contents page: 

Quiz result – not satisfactory

1. Quiz status is graded – **Grade** is 13.5 out 15 (90%).

STOP: Before you proceed with second attempt check with your teacher.

Quiz navigation



Show one page at a time

Finish review

Started on	Thursday, 17 December 2020, 3:23 PM
State	Finished
Completed on	Thursday, 17 December 2020, 3:28 PM
Time taken	5 mins
Grade	13.50 out of 15.00 (90%) 1
Feedback	Your result is not satisfactory . You have a total of two attempts . <ul style="list-style-type: none">• If this is your first attempt, please try again.• If this is your second attempt, please contact your teacher about your options for reassessment.

Click to watch how it is done: 

3 Complete assessment quiz

Click to return to Guide contents page: 

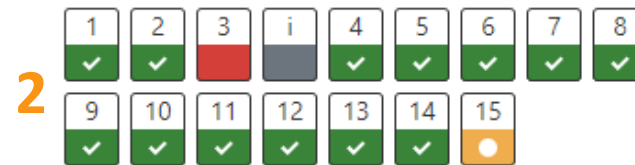
Quiz navigation – Reviewing first attempt answers and feedback

1. Review marked answers from your first attempt by *clicking Review*.
2. Click on each **red or yellow box** to review each incorrect and/or partially correct answer.
3. Review each question's feedback comment.
Take note and revise questions. (*In the example, Q3 is incorrect and Q15 is partially correct*).

Summary of your previous attempts

Attempt	State	Grade / 9.00	Review
1	Finished Submitted Wednesday, 7 October 2020, 10:14 AM	6.50	1 Review
Preview	In progress		

Quiz navigation



- 3
Comment:
Well done you are partially correct. Are there any other characteristics you can think of? Who owns the store? Please revise your notes before re-attempting this question.

Click to watch how it is done: 

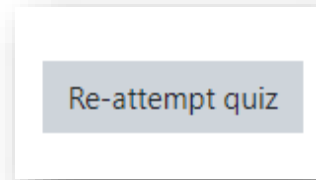
3 Complete assessment quiz

Quiz navigation – second attempt

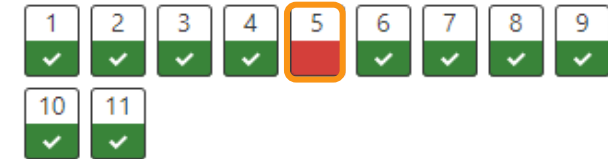
Have you checked with your teacher before commencing a second attempt?

1. If yes, *Click Re-attempt* quiz.
2. First attempt result – **make note of your incorrect first attempt questions.**
3. Second quiz attempt navigation - only **re-attempt incorrect** answers from first attempt.
4. Second quiz attempt marked.

1



Quiz navigation 2



Quiz navigation



Quiz navigation



Click to watch how it is done: 

3 Complete assessment quiz

Click to return to Guide contents page: 

Quiz summary

1. Quiz navigation – all marked correct.
2. Summary of your previous attempts.
3. Click Back to the course to continue to next assessment task.

2 Summary of your previous attempts

Attempt	State	Grade / 15.00	Review	Feedback
1	Finished Submitted Thursday, 17 December 2020, 3:28 PM	13.50	Review	Your result is not satisfactory. You have a total of two attempts. <ul style="list-style-type: none">• If this is your first attempt, please try again.• If this is your second attempt, please contact your teacher about your options for reassessment.
2	Finished Submitted Friday, 18 December 2020, 7:15 AM	15.00	Review	Congratulations, your result may appear in the grade section as numerical but note that your official result is Satisfactory for this assessment.

1 Quiz navigation

1 ✓ 2 ✓ 3 ✓ 4 ✓ 5 ✓ 6 ✓ 7 ✓ 8 ✓ 9 ✓
10 ✓

Your final grade for this quiz is 15.00/15.00.

Overall feedback

Congratulations, your result may appear in the grade section as numerical but note that your official result is Satisfactory for this assessment.

No more attempts are allowed

3 [Back to the course](#)

Click to watch how it is done: 

4 Submit assessment documents

Click to return to Guide contents page:



Follow instructions to complete your assessment

1. Read Instructions to complete.
2. Click on assessment information to *download and save* your assessment document to your storage device.

Note: Assessment tasks can vary in Moodle. Follow instructions from your teacher on the format your response needs to take.

Assessment Event 1: Knowledge assessment

Submit your assessment here.

This assessment contributes to your final result for the unit.

1 Instructions to complete:

1. Download the [assessment information \(docx\)](#). **2**
2. Follow the instructions from the assessment document or from your teacher/assessor on the format your response needs to take. You may be asked to supply a Word doc, PDF or other file types. If you are required to submit a video recording, refer to the [video assessment instructions \(pdf\)](#) when creating your video evidence.
3. Complete your work and submit for grading.
4. When you have submitted your assessment, you will be notified by email that feedback has been given when your teacher/assessor has graded your work.

Click to watch how it is done:



4 Submit assessment documents

Click to return to Guide contents page:



Follow instructions to complete your assessment

1. From within your assessment document, *read* all **Instructions**.
2. *Complete* all questions by typing your answers in the text boxes provided and *click save* as you go.

Note: The assessment questions should not be altered in anyway. Penalties may apply if any changes are made to questions.

1

Instructions for this assessment

This is a written assessment and it will be assessing you on your knowledge of the unit.

This assessment is in three parts:

1. Definitions and key terms
2. Short answer questions
3. Scenarios

You will also be provided with Assessment feedback

1

Part 1: Definitions and Key Terms

You will need to conduct research and provide information about the main features of the definition or key term. You must reference your work using APA or Harvard referencing found at <https://tafensw.libguides.com/citationgenerator>

Word guide for questions is 75-100 words unless stated.

1. What is the Universal Declaration of Human Rights and how does it relate to the Australian Human Rights Commission Act 1986 (Commonwealth)?

2

The Australian Human Rights Commission Act 1986 (Commonwealth) enshrines the principles of The Declaration in all legislation relating to basic human rights and freedoms. It gives the power to the Commission under the various discrimination laws to investigate and conciliate complaints of discrimination and human rights breaches in Australia. It is the statutory authority for overseeing the commonwealth acts that relate to the basic rights and freedoms that all people are entitled to.

Click to watch how it is done:



4 Submit assessment documents

Click to return to Guide contents page:



Submit your work for grading

The attempt number for this assessment event is **1**, with only **2 attempts** allowed.

The **Submission status** is *No attempt*, which means this assessment has not been attempted previously.

1. From the assessment page *click Add submission.*

Note: Submission status will update after you submit your assessment document, and again after your teacher has marked your assessment attempt.

Dashboard / My courses / CHCADV001_Support_(2258) / Assessments / Assessment Event 1: Knowledge Assessment

Assessment Event 1: Knowledge Assessment

Submit your assessment here.

Submission status

Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	▶ Comments (0)

1 Add submission

You have not made a submission yet.

Click to watch how it is done:

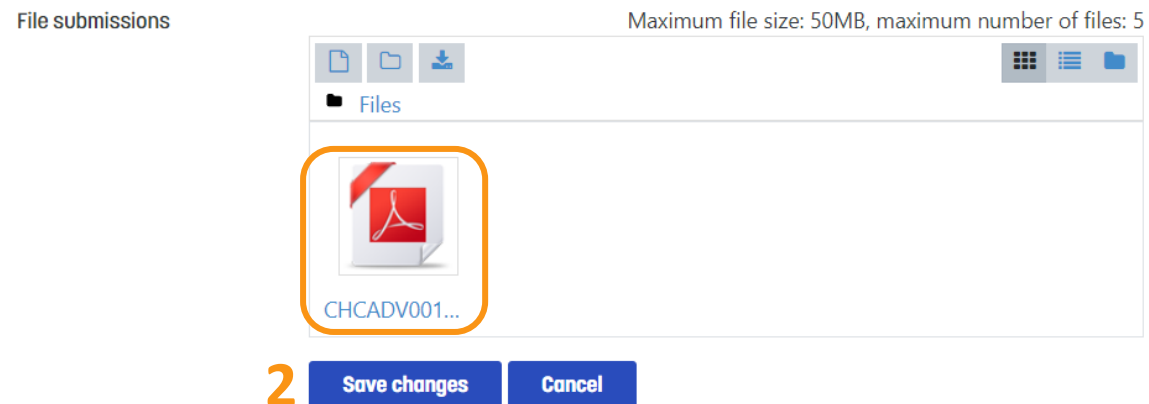
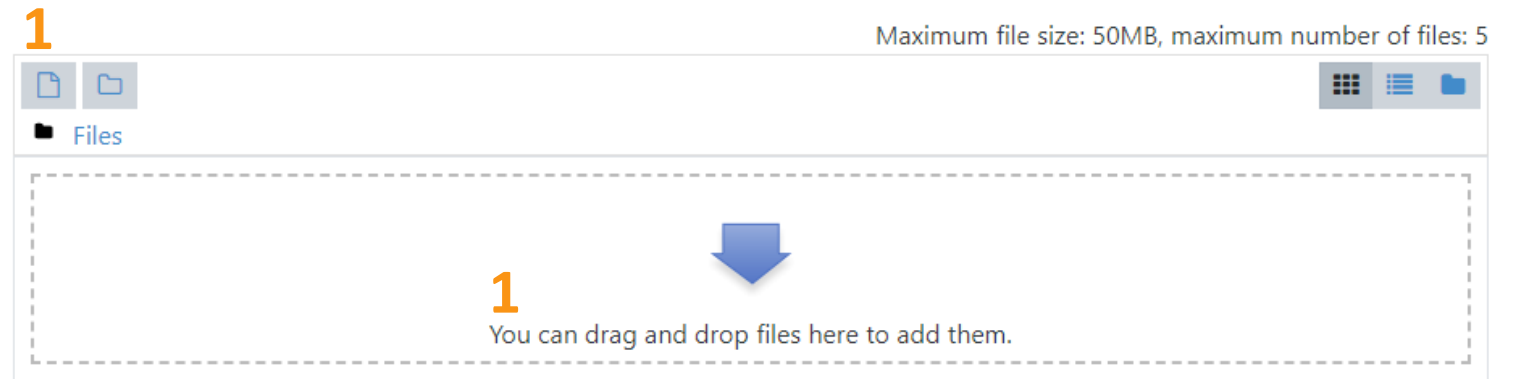


4 Submit assessment documents

Click to return to Guide contents page: 

Submit your work for grading

1. Drag and drop your assessment files to the **File submissions** area for upload; or you can search and browse for your file by clicking on the top left search icon.
2. Once uploaded, the file/s will display in the **File submissions** area. Click **Save changes**.



Click to watch how it is done: 

3 Submit assessment documents

Click to return to Guide contents page:



Finalising assessment submission

Before you submit your assessment, check you have uploaded the correct document.

Your **Submission status** will remain in **Draft** (*not submitted*) until you complete this step.

1. Click **Submit assignment**.

*Note: Students can add a **submission comment** to communicate any details their teacher may need to be aware of.*

Submission status

Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Monday, 21 December 2020, 2:41 PM
File submissions	CHCADV001_AE_Kn_1of3_LMS.docx 21 December 2020, 2:41 PM
Submission comments	▶ Comments (0)

Edit submission

Remove submission

You can still make changes to your submission.

1 Submit assignment

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

Click to watch how it is done:



4 Submit assessment documents

Click to return to Guide contents page:



Assessment Declaration

1. Read the **Assessment Declaration** then *click the* tick box.
2. Click **Continue**.

- 1 Assessment Declaration
 - This assessment is my original work, and no part of it has been copied from any other source except where due acknowledgement is made.
 - No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
 - I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

2

Continue

Cancel

Click to watch how it is done:



4 Submit assessment documents

Submission status

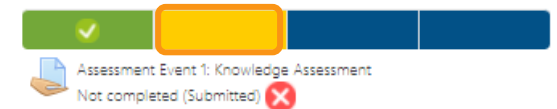
Your assessment task is now in the queue for marking.

Submission status is **Submitted for grading**.


You and your teacher will receive an email notification when you submit your assessment document.

Note: Feedback on your assessments should be available within 10 days of the date you submitted your assessment.

Assessment Progress



Submission status

Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	Submitted for grading
Grading status	Not graded
Last modified	Monday, 21 December 2020, 4:55 PM
File submissions	 CHCADV001_AE_Kn_1of3_LMS.docx 21 December 2020, 3:20 PM
Submission comments	▶ Comments (0)

Click to watch how it is done:



5 Change or delete an assessment

Click to return to Guide contents page:



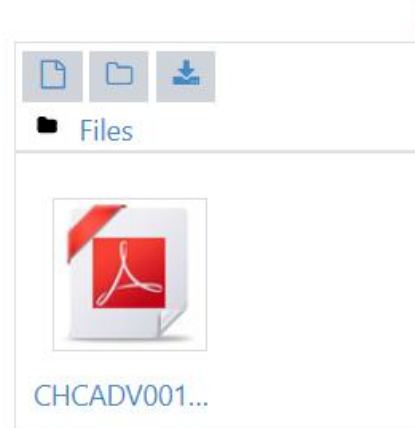
Remove files prior to submission

To remove or replace a file **prior to submission**:

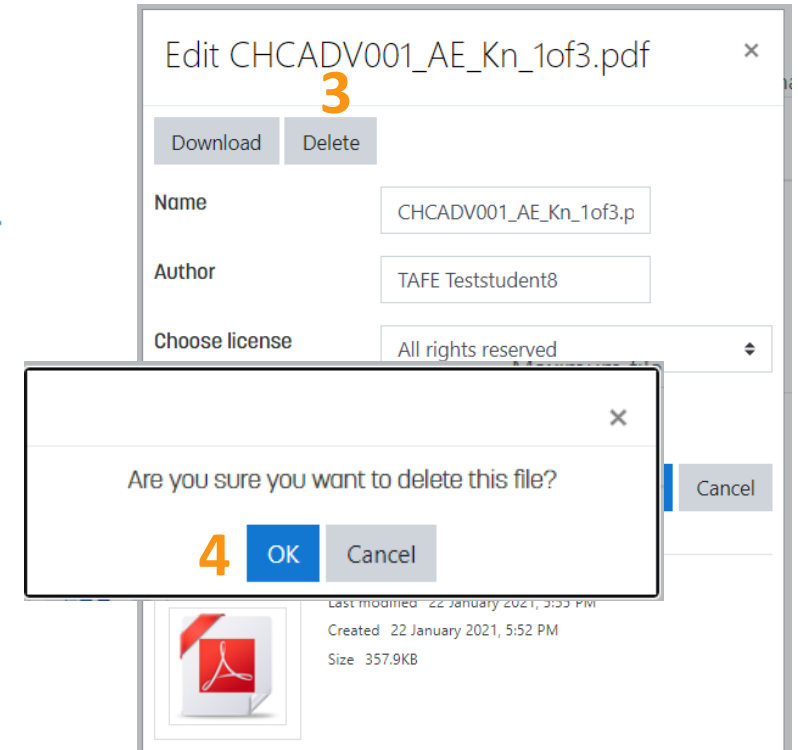
1. Click **Edit submission**.
2. Click on the existing **file**.
3. Click the **Delete** button.
4. Click **OK** to confirm.
5. Replace file and **Save changes**.
6. Click **Submit assignment**.

- 1 **Edit submission** **Remove submission**

You can still make changes to your submission.



2



5 **Save changes**

6 **Submit assignment**






Satisfactory result

Your assessment task has now been graded. You will have received an email notification.

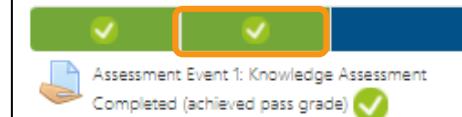
Grade is **Satisfactory**.

Review the **feedback comments**, **Annotated PDF** (*document with electronic comments*) and **Feedback files**.

Feedback

Grade	Satisfactory(S)
Graded on	Wednesday, 23 December 2020, 2:25 PM
Graded by	 Test Teacher
Feedback comments	Well done you have reached satisfactory result for this assessment task. Please see any feedback in attached files
Annotate PDF	 20WCN-004-43015-S1-EW-TAFE Teststudent8_718461_1.pdf 23 December 2020, 2:24 PM View annotated PDF...
Feedback files	 CHCADV001_AE_Kn_1of3.docx 23 December 2020, 2:25 PM

Assessment Progress



Click to watch how it is done:





Unsatisfactory result




Your assessment task has now been graded. You will have received an email notification.

Grade is **Unsatisfactory (US)**.

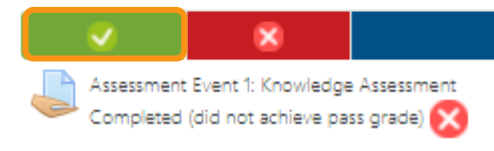
Consider all teacher **Feedback comments** within the Annotated PDF or Feedback files.

You will be advised by your teacher if you need to undertake further study and re-attempt your assessment event.

Feedback

Grade	Unsatisfactory (US)
Graded on	Monday, 1 February 2021, 10:38 AM
Graded by	 Test Teacher
Feedback comments	<p>+</p> <p>A great attempt however there are a couple of questions where you need to add more information.</p> <p>Question 2 - requires you to list 5 human ...</p>
Annotate PDF	<p> 20WCN-004-43015-S1-EW-TAFE Teststudent8_718461_1.pdf 23 December 2020, 2:24 PM</p> <p>View annotated PDF...</p>
Feedback files	<p> CHCADV001_AE_Kn_1of3.docx 23 December 2020, 2:25 PM</p>

Assessment Progress



Click to watch how it is done:





Assessment reopened

Your assessment task has now been re-opened for a second attempt.

You have two options:

1. Click **Add a new attempt based on previous submission**.
2. Click **Add new attempt**.

The first option returns your first attempt document, so you can add/change any questions to resubmit as your second attempt.

The second option does not return your first attempt document.

Submission status

Attempt number	This is attempt 2 (2 attempts allowed).
Submission status	Reopened
Grading status	Not graded
Last modified	Tuesday, 22 December 2020, 4:41 PM
Submission comments	▶ Comments (0)

1 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.

2 Add a new attempt

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

Click to watch how it is done:





Acknowledgment of feedback

Once you have reached a satisfactory result for each Assessment event a **Student acknowledgement of Assessment event feedback** link will appear.

1. Click **Access your assessments** then the feedback link to begin your acknowledgement.
2. Click **Answer the questions**.

Access your assessments

1

Assessment	Status
Assessment event 1: Knowledge	
Student acknowledgement of Assessment event 1 feedback	
Assessment event 2: Portfolio	

2

Student acknowledgement of Assessment event 1 feedback

Please select "Answer the questions" below to acknowledge receipt of result and feedback for this assessment. You also have the option to add comments.

Answer the questions

Click to watch how it is done:






Complete acknowledgement

If you have received feedback:

1. Click the **Yes** button.
2. Type a comment in text box field (*optional*).
3. Click **Submit your answers**.
4. Click **Continue** to navigate to the next assessment task.


Student acknowledgement of Assessment event 1 feedback

Mode: User's name will be logged and shown with answers

I have received feedback on my assessment task.  1 Not selected Yes

No


Would you like to add any comments on the feedback you received? 2

There are required fields in this form marked  .

3

Submit your answers

Cancel

Your answers have been saved. Thank you. 

Student acknowledgement of Assessment event 1 feedback

4

Continue

Click to watch how it is done:





Acknowledgment is complete

Your acknowledgment now displays as **Completed** on the **Assessment progress** bar and status is **Green** in the Assessment table in **Access your assessments**.

Note: Student acknowledgement of Assessment feedback will appear after you have received teacher feedback for each assessment event you have completed in the Unit.

Please repeat this Student acknowledgement after each event listed.

Assessment progress



Student acknowledgement of Assessment event 1 feedback Completed

Access your assessments

Assessment	Status
Assessment event 1: Knowledge	
Student acknowledgement of Assessment event 1 feedback	
Assessment event 2: Portfolio	

Click to watch how it is done:





Student Unit Result Summary

Once you have completed all assessment tasks for the Unit, your teacher will provide you with a **Student Unit Result Summary**.

1. Click **Student Unit Result Summary** from the Assessment table in **Access your assessments**.

*Note: You can also access this from the **Assessment progress bar**.*

Access your assessments

Assessment	Status
Assessment event 1: Knowledge	
Student acknowledgement of Assessment event 1 feedback	
Assessment event 2: Portfolio	
Student acknowledgement of Assessment event 2 feedback	
1 Student Unit Result Summary	
Acknowledge receipt of Student Unit Result Summary	

Click to watch how it is done:





Unit Result Acknowledgement

Once you have completed all items listed in the assessment table you can now finalise the Unit.

1. Click **Acknowledgement receipt of Student Unit Result Summary**.

2. Click **Answer the questions**.

*Note: You can also access and complete this acknowledgement from the **Assessment progress bar**.*

Student Unit Result Summary	
1 Acknowledge receipt of Student Unit Result Summary	

Acknowledge receipt of Student Unit Result Summary

Your unit outcome is recorded in your gradebook

Please select "Answer the questions" below to provide learner feedback and acknowledge receipt of outcome and feedback for this unit.

2 [Answer the questions](#)

Click to watch how it is done:






Complete acknowledgment receipt

1. Click the **Yes** button.
2. Type a comment in text box field (optional).
3. Click **Submit your answers**.
4. Click **Continue** to navigate back to the **ASSESSMENT** tab.

Acknowledge receipt of Student Unit Result Summary


Mode: User's name will be logged and shown with answers

I acknowledge that I have received the outcome (result achieved) and feedback relating to this unit, and have been given the opportunity to provide learner feedback. 


Not selected
 Yes 1
 No

Use the field below to provide learner feedback about the unit outcome and feedback you have received for this unit (optional)

2

There are required fields in this form marked  .

3

Your answers have been saved. Thank you. 

Acknowledge receipt of Student Unit Result Summary

4

Click to watch how it is done:





You have now completed your Unit

CONGRATULATIONS!

Please view the:

- **Assessment Progress** bar
- **Assessment table status**

Assessment progress



Assessment	Status
Assessment event 1: Knowledge	●
Student acknowledgement of Assessment event 1 feedback	●
Assessment event 2: Portfolio	●
Student acknowledgement of Assessment event 2 feedback	●
Student Unit Result Summary	●
Acknowledge receipt of Student Unit Result Summary	●

Click to watch how it is done:





Course and Unit status

From your **Dashboard** you can view the percentage of each Unit's progress.

The **Dashboard** also gives you quick access to your Units.

Your recently visited Courses will display at the top of the page.

Please note a Course is a Unit of study.

The screenshot shows the Moodle Dashboard interface. On the left is a navigation menu with 'Dashboard' highlighted. The main content area is divided into two sections: 'Recently accessed courses' and 'Course overview'. The 'Recently accessed courses' section shows four course cards with progress bars. The 'Course overview' section shows a grid of course cards, with one card (Meat Retailing V1, AMPCOR202) highlighted with an orange border. The progress bars indicate completion percentages for various units.

Course/Unit	Progress
Meat Retailing V1 (AMPCOR201)	100% complete
Meat Retailing V1 (AMPCOR202)	100% complete
Auto Technology V1 (AURETR030)	100% complete
Auto Technology V1 (AURETR012)	66% complete
Auto Technology V1 (AURETR030)	50% complete
Auto Technology V1 (AURTTK002)	66% complete

Click to watch how it is done:





Unit assessment status

1. Click the **ASSESSMENTS** tab
2. Click **Access your assessments** to view your assessment status.

Assessment status is colour coded to indicate results.

3. Please *refer* to the **Legend**.

OVERVIEW

LESSONS

RESOURCES

1

ASSESSMENTS

2

Access your assessments

Assessment	Status
Assessment Event 1: Knowledge Assessment	●
Assessment Event 2: Skills Assessment	●
Assessment Event 3: Case Study	●

3

Legend

Icon	Meaning
●	Satisfactory
●	Unsatisfactory
●	Not yet marked

Click to watch how it is done:





Assessment progress bars

Assessment progress bars are located to the right side of Moodle screen.

Assessment progress bars display assessment status colour for each assessment task as you progress through the Unit.

Blue	= <i>no attempt</i>
Yellow	= <i>submitted for grading</i>
Green	= <i>achieved pass</i>
Red	= <i>did not achieve pass</i>

Assessment progress



Confirm your understanding of the Unit Assessment Guide
Completed

Assessment Progress



Assessment task 1a: Knowledge assessment - short answer
Completed (achieved pass grade)

Assessment Progress



Assessment task 2: Knowledge assessment: Short answer questions
Not completed (Submitted)

Assessment progress



Assessment Event 1: Knowledge assessment
Completed (did not achieve pass grade)

Click to watch how it is done:





Grades

The **Navigation** block is located on right side of Moodle screen. You may need to scroll down the page to view this block.

1. Click **Grades** in the **Navigation** block to view a summary of all Unit assessment results.

Navigation

- ▼ Dashboard
 - 🏠 Site home
 - > Site pages
 - ▼ My courses
 - > AMPCOR201_(6409)
 - > MSMENV272_FBP30117_(11061)
 - > CHCSS00114_(9662)
 - > Participants
 - 🛡️ Badges
 - ☑️ Competencies
 - 1 📊 **Grades**
 - > Overview
 - > Lessons
 - > Resources
 - ▼ **Assessments**

Click to watch how it is done:





User Report

View **Grade** result and **Feedback** for each assessment task or grade item.

*Note: the **OVERVIEW REPORT** allows you to view your **USER REPORT** for all the Units in which you are enrolled in your Course.*

OVERVIEW REPORT

USER REPORT

Grade item	Grade	Range	Percentage	Feedback
SIRXCEG001 Engage the customer (8465)				
Assessment Event 1: Knowledge assessment	11.00	0–11	100.00 %	Well done all your answers are correct for this assessment quiz LC 11.2.20
Assessment Event 2: Skills assessment	Satisfactory(S)	Unsatisfactory (US)– Satisfactory(S)	100.00 %	Excellent work, please refer to feedback within your observation sheet for full feedback LC 15.2.2020
Student Unit Result Summary	Competent	Not yet competent– Competent	100.00 %	Congratulations you have successfully completed all assessment events to the required standard. LC 2.3.2020

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 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**.

2



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](#)

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

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



Prepared by TAFE NSW Educational Quality Teams

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

V5.0, August 2022

