

Moodle User Guide – Participants

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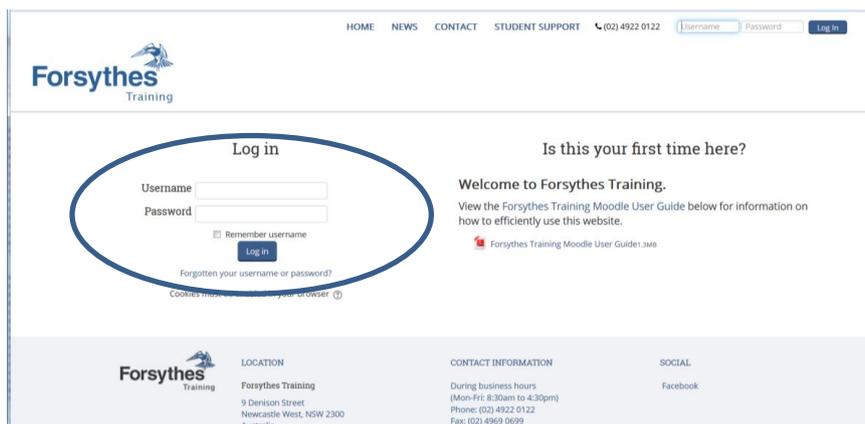
Logging in to Moodle

New Moodle users are sent an email invitation prior to course commencement to activate their Moodle log in. If you haven't received an invitation please call us. If you have previously studied with Forsythes in Moodle, you can use those log in details. If you have forgotten your log in details please click the Forgot Password option on the log in screen and follow the prompts.

URL: <https://elearning.forsythestraining.com.au/login/index.php>

Username: firstname.lastname OR your email address

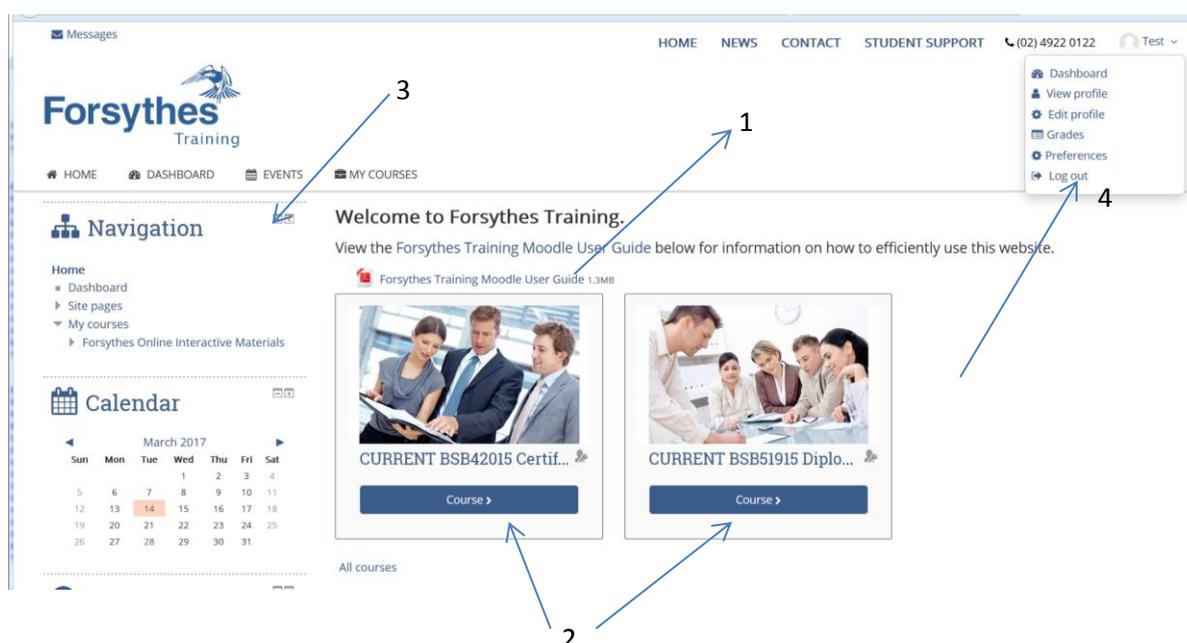
Password: As generated on activation



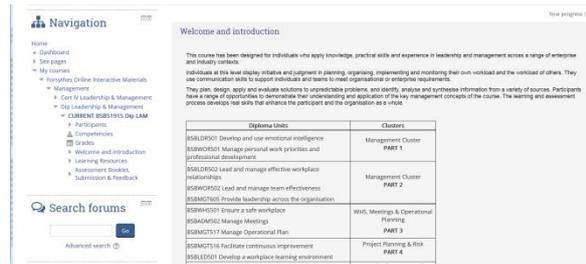
Page layout

Home page

1. Copy of this Moodle User guide for your assistance
2. Lists all of the courses you are enrolled in
3. Navigation pane (left hand side) – link to home page and list of enrolled courses under 'My courses'
4. Top right hand corner - log out and grades



Course page



Your course page will be set out similar to the image on the left. Please see brief explanation for each section below

Section 1: Welcome and introduction

Description on what is to be covered in the course

Information on the sections of the page:

- Learning resources
- Assessment booklet, submission and feedback

Assessment Instructions

- Submitting your assessment including location, file name, due date, time frame for submission

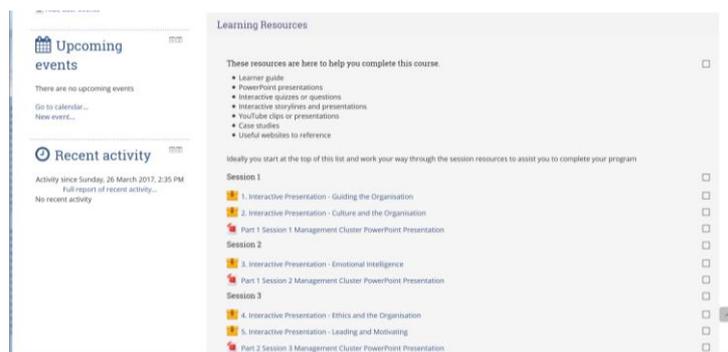
Student support, including student handbook

Section 2: Learning Resources

Various learning resources to help you complete the course and the assessment(s)

Can include:

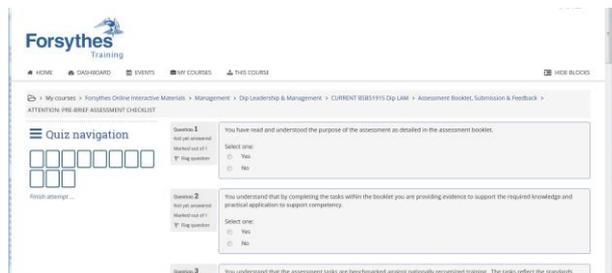
-  Text books – recommended reading
-  Folders – containing multiple documents for review e.g. PDF, Microsoft Word
-  SCORM packages – interactive video files for viewing
-  PDF files – PowerPoint Presentations, Word documents
-  Website link – recommended reading or viewing on external website



Section 3: Assessment booklet, submission and feedback

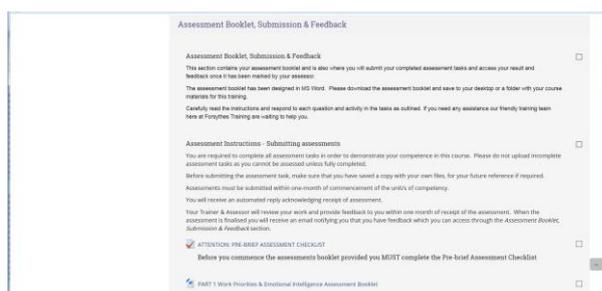
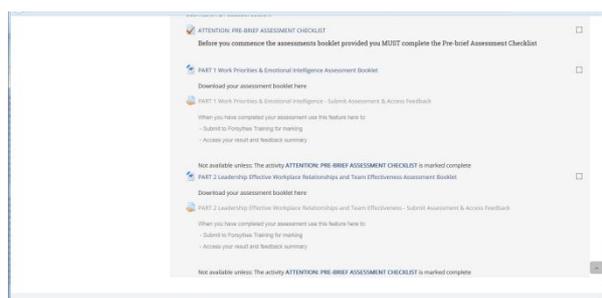
Your assessment booklet, assessment templates and submission section is here.

Pre-brief assessment checklist – quiz that **MUST** be completed before attempting the assessment



Templates – recommended templates to assist in completion of the assessment

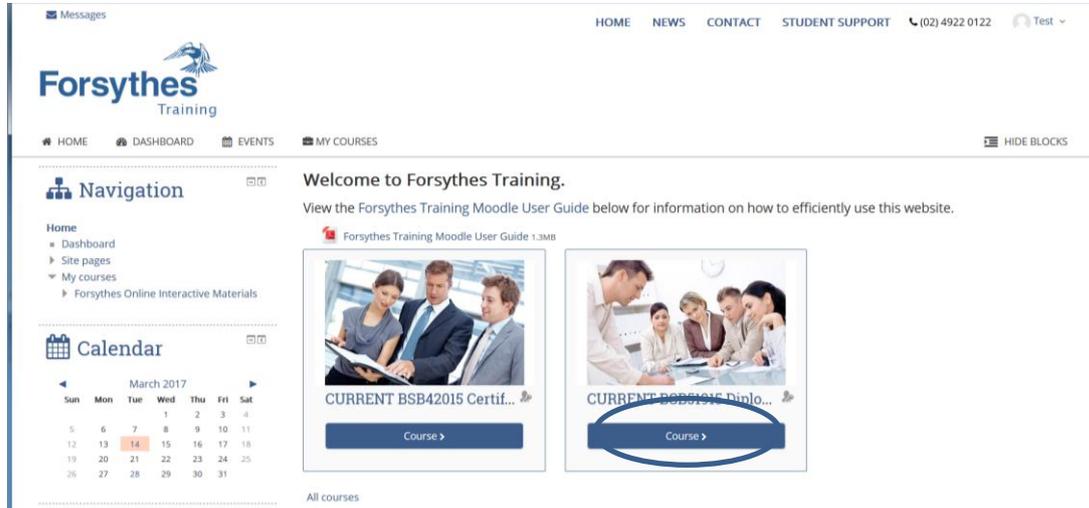
Assessment booklet – this is the assessment booklet that must be completed and submitted for marking.



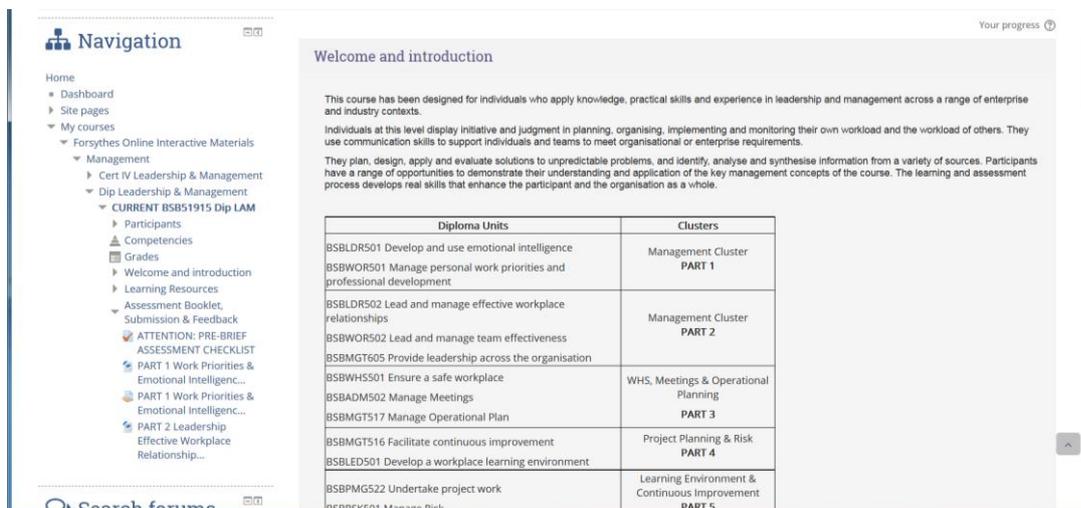
Submit Assessment & Access Feedback – this is where you submit your assessment files for marking and where your result and feedback summary will be provided

Submitting an assessment

1. Home Page → Select the course you need to submit an assessment for from the list of all your enrolled courses e.g. BSB51915



2. The course page will now open as below

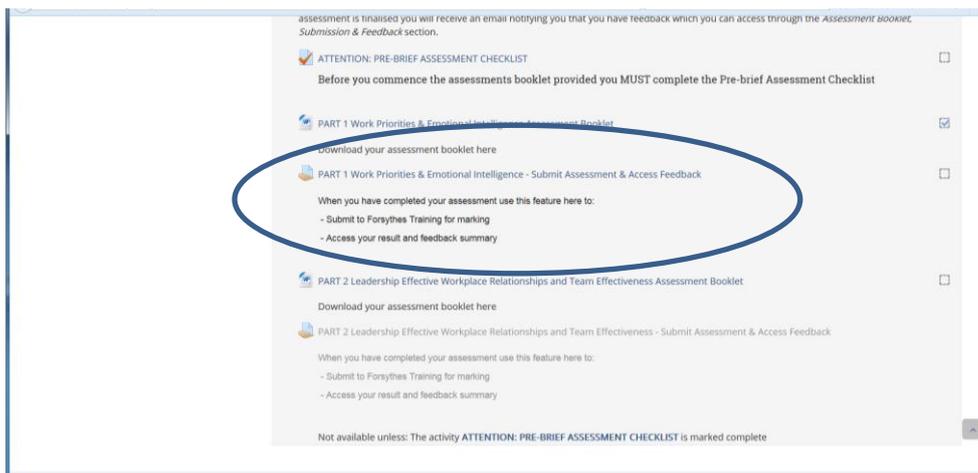


3. Scroll down and select 'Pre-brief assessment checklist'. You MUST complete this before submitting your assessment

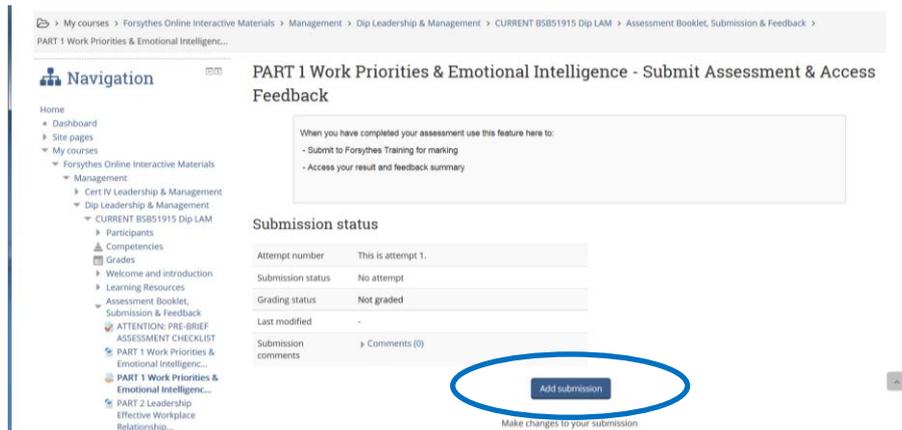


Before you commence the assessment booklet provided you MUST complete the Pre-brief Assessment Checklist

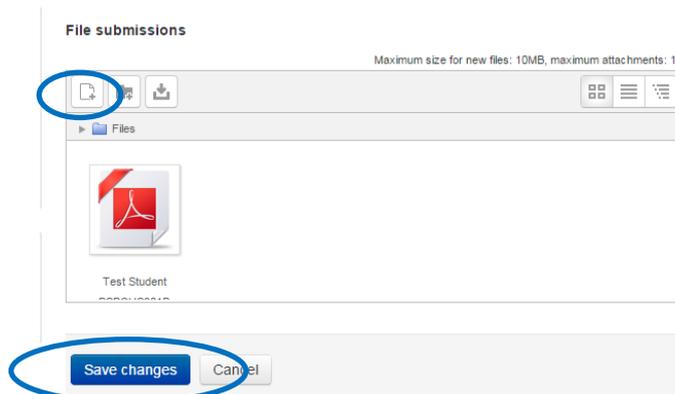
- Attempt quiz now
 - Select 'Next' once you have answered ALL questions
 - A summary of your attempt will appear, here you can 'return to attempt' if necessary
 - Submit all and finish
 - Confirmation → Submit all and finish
 - Your results will appear → Finish review
4. Once the pre-brief assessment checklist has been completed, return to the course page using the navigation column on the left hand side
 5. Scroll down and select ' Submit Assessment & Access Feedback' for the correct unit



6. The Submit Assessment & Access Feedback page will open as below. Select 'Add submission'



7. Under the 'File Submissions' section, select the 'Paper' symbol to add each assessment file you are submitting, ensure they are labelled correctly. You can submit multiple files at once → Save changes once you have uploaded your files



8. Select 'Submit assignment' when you are ready to submit your work.
Note: This **MUST** be selected to submit. Alternatively the files you have uploaded will be saved as a draft and can continue to be edited or changed until you select 'Submit.' The trainer will **not** be notified if you leave your submission as a draft.

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Thursday, 26 March 2015, 11:05 AM

File submissions

 [Test Student BSBCUS301B Assessment Booklet.pdf](#)

Submission comments [▶ Comments \(0\)](#)

[Edit submission](#)

Make changes to your submission

[Submit assignment](#)

9. Accept the 'Learner Declaration' (if agreeable) → Continue

Submit assignment

* This assignment is my own work, except where I have acknowledged the use of the works of other people.

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

[Continue](#) [Cancel](#)

10. Your trainer will now be notified that your assessment has been submitted and your result will be finalised within 1 month of submission.

Uploading a draft assessment

A draft assessment may be uploaded onto Moodle to:

- Save a copy of your assessment work to date
- Save a backup copy of your work (in addition to saving on your computer)
- Upload parts of your assessment ready for submission e.g. attachment or evidence for a task

1. To upload a draft assessment, complete steps 1-7 of 'Submitting an assessment' (see above)
2. Your uploaded documents will be displayed as a draft as highlighted on line 2 'Submission Status'

These documents will be saved here, even when logging out, until you select 'Submit Assignment'

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Thursday, 26 March 2015, 11:05 AM

File submissions

 [Test Student BSBCUS301B Assessment Booklet.pdf](#)

Submission comments [▶ Comments \(0\)](#)

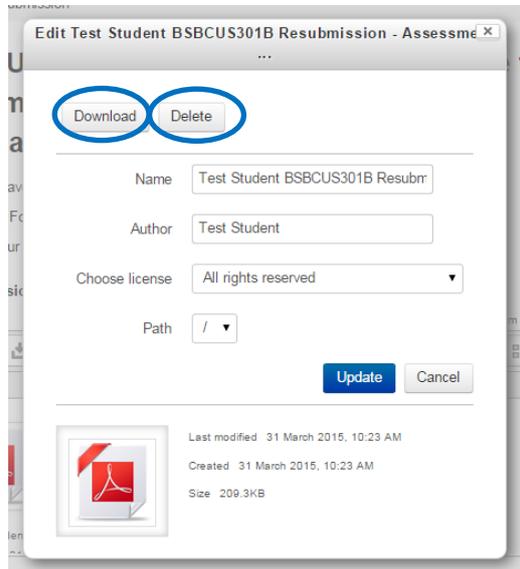
[Edit submission](#)

Make changes to your submission

[Submit assignment](#)

Editing a draft assessment

1. Select 'Edit Submission'
2. Click on the document to be edited. The following pop up will appear



3. Download the document and open in the appropriate program e.g. Microsoft Word
4. Make the changes to your document
5. Save to your computer
6. Upload to Moodle as a new file, using the paper symbol
7. Once you have uploaded the amended document, delete the original file you uploaded by selecting the delete button

Accessing Feedback

You will receive notification via email when your assessment has been marked. You will need to access the result by logging onto Moodle. You can access the feedback 3 different ways:

Option 1 – Email link (Recommended)

1. Select the link in the email notification that you have received ‘...appended to your assignment submission...’

Yvette Bender has given feedback for assignment Management Cluster - Submit Assessment & Access Feedback

Yvette Bender <ybender@forsythestraining.com.au>

Sent: Wed 15/Apr/2015 10:05 AM

To: Jessica Spinks

[BSB40812 Cert IV FLM ->Assignment ->Management Cluster - Submit Assessment & Access Feedback](#)

Yvette Bender has posted some feedback on your assignment submission for 'Management Cluster - Submit Assessment & Access Feedback'

You can see it appended to your [assignment submission](#)

2. Scroll down to 'Feedback', here your result is listed next to Grade and your feedback summary attached next to 'Feedback Files'. Your submitted documents can also be reviewed under 'Submission Status' at the top of the page

Feedback

Grade	Competent
Graded on	Thursday, 26 March 2015, 12:10 PM
Graded by	 Yvette Bender
Feedback files	 Test Student BSBCUS301B Feedback Summary.pdf

Option 2 – On the course page

1. Home → Select the relevant course from your 'My courses' list
2. Scroll down and select 'Submit Assessment & Access Feedback' for the correct unit

 [BSBCUS301B Submit Assessment & Access Feedback](#)

When you have completed your assessment use this feature here to:

- Submit to Forsythes Training for marking
- Access your result and feedback summary

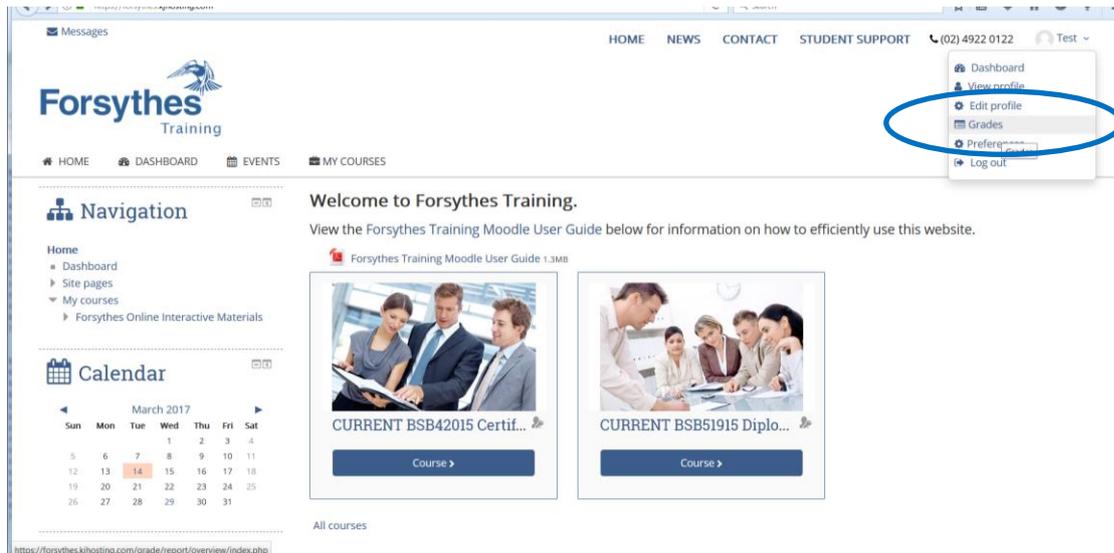
3. Scroll down to 'Feedback', here your result is listed next to Grade and your feedback summary is attached next to 'Feedback Files'. Your submitted documents can also be reviewed under 'Submission Status' at the top of the page

Feedback

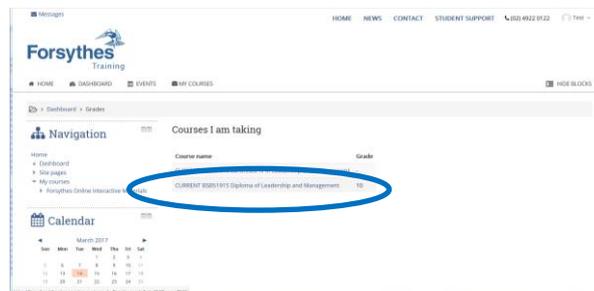
Grade	Competent
Graded on	Thursday, 26 March 2015, 12:10 PM
Graded by	 Yvette Bender
Feedback files	 Test Student BSBCUS301B Feedback Summary.pdf

Option 3 – Grade option

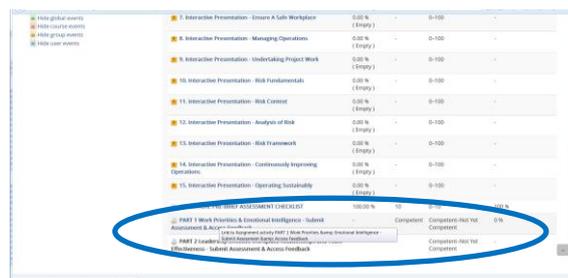
1. Top right hand corner select the Grade icon from the drop down box.



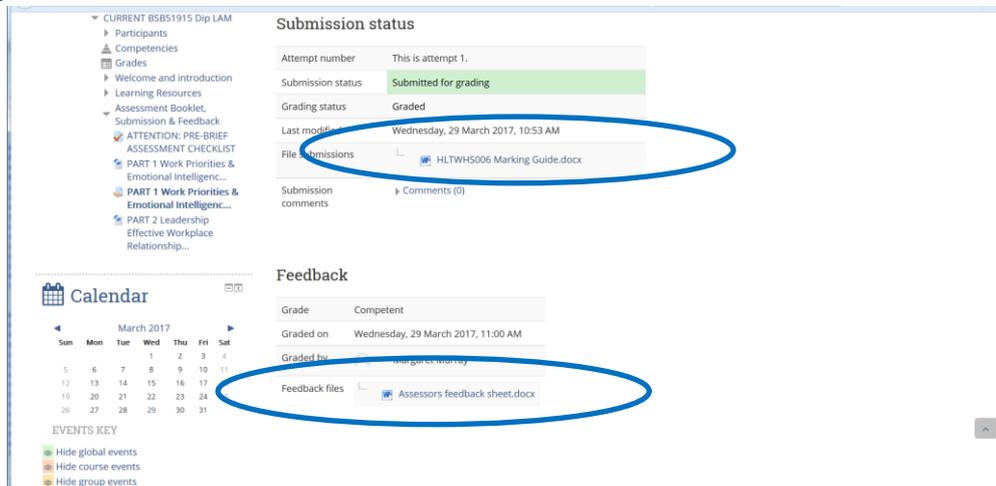
2. Grades → Select the name of the course → Select the link for the course



3. Scroll down to the Submit Assessment & Access Feedback for the correct unit and click.



4. Scroll down to 'Feedback', here your result is listed next to Grade and your feedback summary attached next to 'Feedback Files'. Your submitted documents can also be reviewed under 'Submission Status' at the top of the page

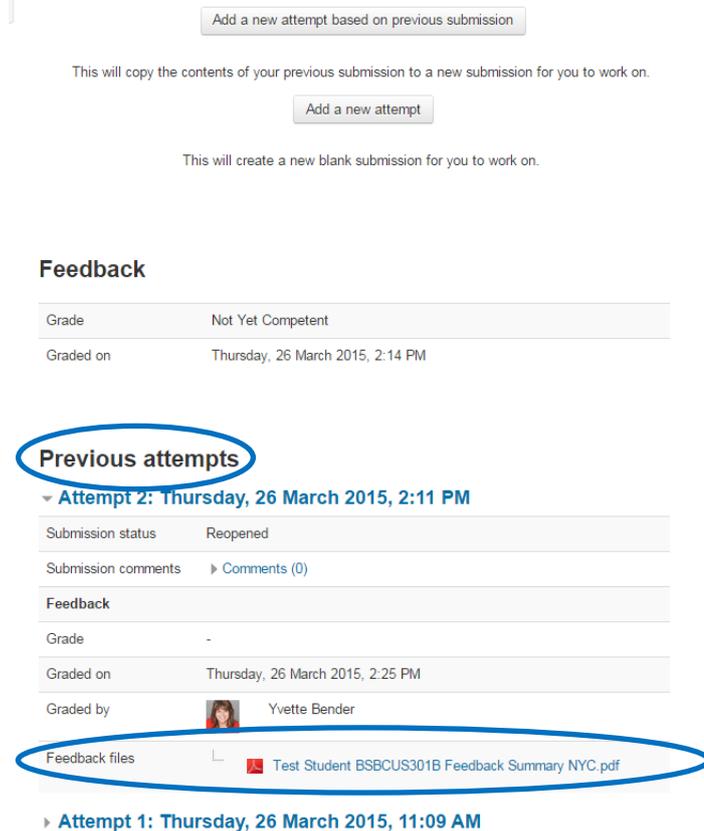


The screenshot shows a Moodle interface for a course titled 'CURRENT BSBS1915 Dip LAM'. The left sidebar contains a navigation menu with items like 'Participants', 'Grades', 'Welcome and introduction', 'Learning Resources', 'Assessment Booklet', 'Submission & Feedback', 'ATTENTION: PRE-BRIEF ASSESSMENT CHECKLIST', 'PART 1 Work Priorities & Emotional Intelligenc...', 'PART 2 Leadership Effective Workplace Relationship...', and a 'Calendar' widget for March 2017. The main content area is divided into two sections: 'Submission status' and 'Feedback'. The 'Submission status' section shows 'Attempt number: This is attempt 1.', 'Submission status: Submitted for grading', 'Grading status: Graded', 'Last modified: Wednesday, 29 March 2017, 10:53 AM', and a file named 'HLTWH5006 Marking Guide.docx'. The 'Feedback' section shows 'Grade: Competent', 'Graded on: Wednesday, 29 March 2017, 11:00 AM', 'Graded by: Margaret Worley', and a file named 'Assessors feedback sheet.docx'. Two blue circles highlight the 'HLTWH5006 Marking Guide.docx' file in the submission status section and the 'Assessors feedback sheet.docx' file in the feedback section.

Resubmitting when deemed Not Yet Competent (NYC)

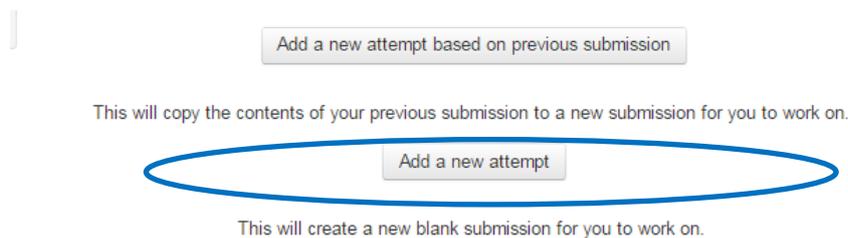
If you have been deemed Not Yet Competent (NYC) you must resubmit within 1 month of receiving your original feedback.

1. Access your feedback for the unit (as per above process). Your NYC feedback will be listed at the bottom of the page, under Previous attempts, for your review



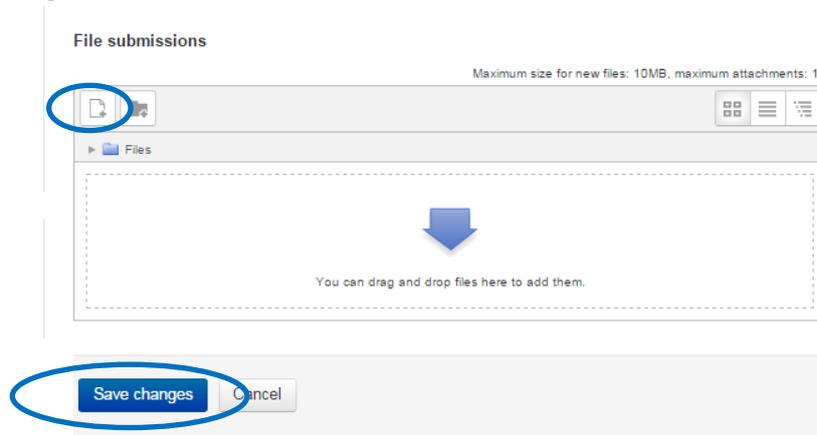
The screenshot shows two buttons: "Add a new attempt based on previous submission" and "Add a new attempt". Below each button is a descriptive sentence. The "Add a new attempt" button is circled in blue. Below this is a "Feedback" section with a table showing "Grade: Not Yet Competent" and "Graded on: Thursday, 26 March 2015, 2:14 PM". Underneath is a "Previous attempts" section with a dropdown arrow and the text "Attempt 2: Thursday, 26 March 2015, 2:11 PM". This section contains a table with "Submission status: Reopened", "Submission comments: Comments (0)", and "Feedback". The feedback table shows "Grade: -", "Graded on: Thursday, 26 March 2015, 2:25 PM", and "Graded by: Yvette Bender" (with a profile picture). Below the feedback table is a "Feedback files" section with a file named "Test Student BSBCUS301B Feedback Summary NYC.pdf", which is also circled in blue. Below the feedback files is another dropdown arrow and the text "Attempt 1: Thursday, 26 March 2015, 11:09 AM".

2. Select 'Add a new attempt'



The screenshot shows the same two buttons as above: "Add a new attempt based on previous submission" and "Add a new attempt". Below each button is a descriptive sentence. The "Add a new attempt" button is circled in blue. Below this is a "Feedback" section with a table showing "Grade: Not Yet Competent" and "Graded on: Thursday, 26 March 2015, 2:14 PM". Underneath is a "Previous attempts" section with a dropdown arrow and the text "Attempt 2: Thursday, 26 March 2015, 2:11 PM". This section contains a table with "Submission status: Reopened", "Submission comments: Comments (0)", and "Feedback". The feedback table shows "Grade: -", "Graded on: Thursday, 26 March 2015, 2:25 PM", and "Graded by: Yvette Bender" (with a profile picture). Below the feedback table is a "Feedback files" section with a file named "Test Student BSBCUS301B Feedback Summary NYC.pdf". Below the feedback files is another dropdown arrow and the text "Attempt 1: Thursday, 26 March 2015, 11:09 AM".

- Under 'File submissions' use the paper symbol to add your resubmission files.
Save changes



- Select 'Submit assignment' when you are ready to resubmit your work.
Note: This MUST be selected to submit. Alternatively the files you have uploaded will be saved as a draft and can continue to be edited or changed until you select 'Submit.' The trainer will not be notified if you leave your submission as a draft.

Submission status

Attempt number	This is attempt 3.
Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Tuesday, 31 March 2015, 10:23 AM
File submissions	 Test Student BSBCUS301B Resubmission - Assessment Booklet.pdf
Submission comments	▶ Comments (0)

Edit submission

Make changes to your submission

Submit assignment

- Accept the 'Learner Declaration' (if agreeable) → Continue

Submit assignment

This assignment is my own work, except where I have acknowledged the use of the works of other people.

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

Continue Cancel

- Your trainer will now be notified that your assessment has been resubmitted and your result will be finalised within 1 month of submission.

Need additional help?

Student Support Days

Forsythes Training offer student support sessions to our training participants throughout their training programs.

These sessions are scheduled dates with a trainer/assessor who is available for support face-to-face in our training centre or via telephone/email or webinar.

Participants can come along for short periods or for the whole day and receive guidance with their learning program. Please check the website link below for dates <http://www.forsythestraining.com.au/learning-flexibility/student-support-days/>

Forsythes Training also provide a Student Support Officer who is available Tuesday through to Friday to offer assistance. Please email

MargaretM@forsythestraining.com.au or call the office on 02 49 220 111

You are also free to contact our friendly staff at Forsythes Training by phoning 02 49 220 122 or emailing training@forsythestraining.com.au