



# Moodle Manual Student Version



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## Moodle Manual\_Student Version

### Moodle Introduction

Moodle stands for "Modular Object-Oriented Dynamic Learning Environment".

Moodle is a learning platform designed to provide educators, administrators and learners with a single robust, secure and integrated system to create personalised learning environments. Moodle is used for blended learning, distance education flipped classrooms, and other online learning projects in schools, universities, workplaces, and other sectors.

A user with the student role in Moodle can participate in course activities and view resources but not alter them or see the class gradebook. They can see their own grades if the teacher has allowed this. When a student first joins Moodle they see all available courses.

The Moodle is an online platform (on a website) that allows you to read information, download documents and submit assessments\*. Moodle 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.

### How to Join the Moodle classroom and access the current unit?


Visit MARS College's Online portal where your Moodle icon is available.

1. Visit: <https://mars.edu.au/student%20hub/#>
2. Go to Student Portal Section
3. Click on the Moodle Icon

**STUDY PLATFORMS**  
**Online study platforms**

Click on the links below to have access to our educational portals. If you are a new student at Mars Institute, you must have:

- ▶ Completed your admission process fully
- ▶ Attend induction



4. It will take you to the Moodle account log-in page.
5. Enter your username and password. Please note that your username and password for Wisenet (Learner's app) will also work for your Moodle account as well. Hence use your Learner's app log in details to access your Moodle account.
6. After logging in, you will see the home screen as seen below. After clicking on the 'Site Home' tool located in the left sidebar, select your Current Unit from the 'My units' toolbar up top.

## How to access/use Available Material in the unit

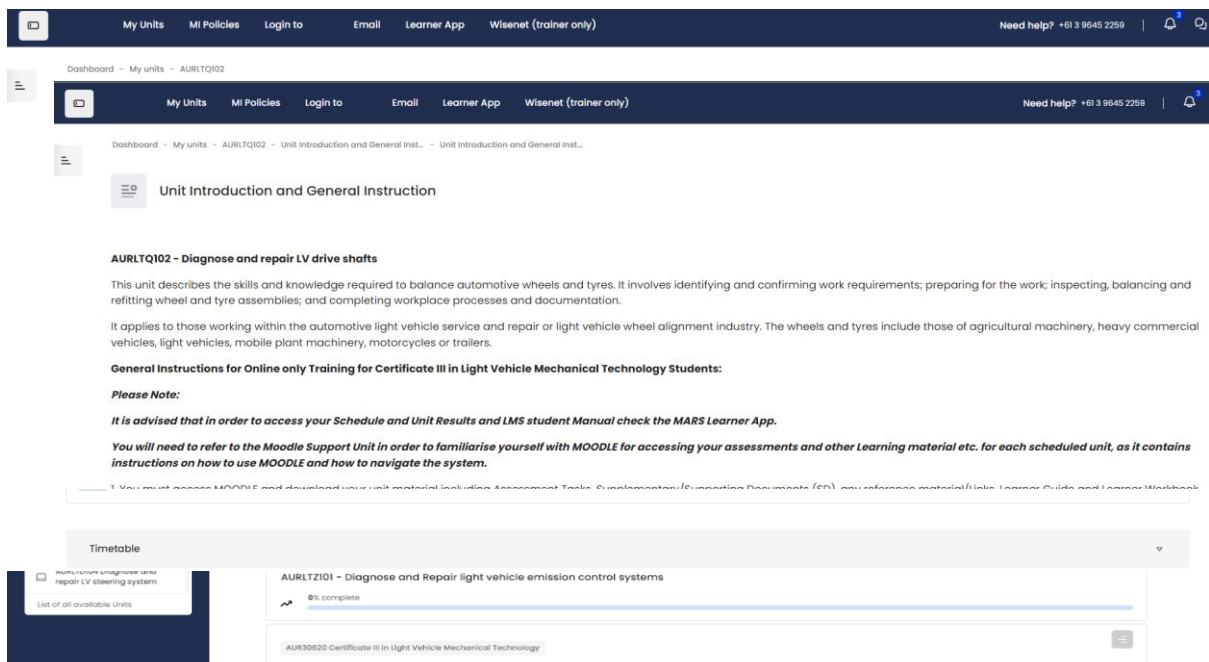
7. After clicking on the Details icon to get all your Available units as seen below.

This topic will guide you how to use each material lying in the unit as mentioned as below.

You can access all the sections and subjects of a unit by selecting it from the "My Unit" menu. These sections and topics include the unit's introduction, general instructions, a discussion board, learning materials, GOLT, assessments, and survey.

- 1 Unit Introduction and General Instruction:

- Scroll down and find the 'Unit Introduction and General Instruction' Section, where you can find all the information about your unit and materials



The screenshot displays the Moodle LMS interface. At the top, there is a navigation bar with links for 'My Units', 'MI Policies', 'Login to', 'Email', 'Learner App', and 'Wisenet (trainer only)'. Below this, the breadcrumb trail reads: 'Dashboard - My units - AURLTQ102 - Unit Introduction and General Inst... - Unit Introduction and General Inst...'. The main content area is titled 'Unit Introduction and General Instruction'. It contains the following text:

**AURLTQ102 - Diagnose and repair LV drive shafts**

This unit describes the skills and knowledge required to balance automotive wheels and tyres. It involves identifying and confirming work requirements; preparing for the work; inspecting, balancing and refitting wheel and tyre assemblies; and completing workplace processes and documentation.

It applies to those working within the automotive light vehicle service and repair or light vehicle wheel alignment industry. The wheels and tyres include those of agricultural machinery, heavy commercial vehicles, light vehicles, mobile plant machinery, motorcycles or trailers.

**General Instructions for Online only Training for Certificate III in Light Vehicle Mechanical Technology Students:**

**Please Note:**

*It is advised that in order to access your Schedule and Unit Results and LMS student Manual check the MARS Learner App.*

*You will need to refer to the Moodle Support Unit in order to familiarise yourself with MOODLE for accessing your assessments and other Learning material etc. for each scheduled unit, as it contains instructions on how to use MOODLE and how to navigate the system.*

1 You must access MOODLE and download your unit material including Assessment Tasks, Supplemental/Supporting Documents (SD), any reference material/links, Learner Guide and Learner Workbook

Below the text, there is a 'Timetable' section with a dropdown menu. A sidebar on the left contains a 'List of all available Units' section with a search icon and a list of units, including 'AURLTQ101 - Diagnose and Repair light vehicle emission control systems' and 'AUR30620 Certificate III In Light Vehicle Mechanical Technology'.

- Click on the icon next to the subtopic of the unit introduction and General Instruction to view this material and you will find the information as seen below, and



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### 2 General Course Discussion

- Click on the "Announcement" button in the "General Course Discussion" area to view any announcements issued by the college or trainer.

The screenshot shows the Moodle course interface for 'AURAEA002 - Follow environmental and sustainability best practice in an automotive workplace (24/04/2023 - 21/05/2023)'. The navigation menu includes 'Course', 'Participants', 'Grades', and 'Competencies'. The 'General course discussion' section is expanded, showing 'Announcements' and 'Discussion Board'. Below this, there is a 'Timetable' section for 'Group 1'.

- While clicking on the Announcement topic you can find the Important announcements made by college and your trainer. For that you will also get notify via email and in the notification bar on Moodle.

The screenshot shows the Moodle forum page for 'Announcements'. The page includes a search bar, a 'Add discussion topic' button, and a table of announcements. The table has columns for 'Discussion', 'Group', 'Started by', 'Last post', and 'Replies'. One announcement is visible: 'Holiday' in the '2309\_Cert III LVM\_AURLTD104' group, started by 'Drashti Jain' on 12 Aug 2023.

Discussion	Group	Started by	Last post	Replies
* Holiday	2309_Cert III LVM_AURLTD104	Drashti Jain 12 Aug 2023	Drashti Jain 12 Aug 2023	0



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➤ You can view the entire message if you click on the Announcement subject.

The screenshot shows the Moodle interface for an announcement. The breadcrumb trail is: Dashboard - My courses - AURLTD104\_1 - General course discussion - Announcements - Holiday. The page title is 'Announcements' and the subject is 'Holiday'. A dropdown menu shows 'Display replies in nested form'. The announcement is by 'Drashti Jain' on Saturday, 12 August 2022, 2:28 PM. The content reads: 'Dear Student, Please be informed that you will have a holiday on 11/11/2022. Thanks & Regards, Mars institute'. There is a 'Permalink' button and a 'Jump to...' search bar at the bottom.

➤ Once you have access to the 'Discussion Board', you see a list of topics that has been created and Trainers also make some announcement in the discussion board.

The screenshot shows the Moodle Discussion Board interface. The breadcrumb trail is: Dashboard - My courses - AURLTD104\_1 - General course discussion - Discussion Board. The page title is 'Discussion Board'. There is a search bar for forums and an 'Add discussion topic' button. Below, it shows 'Separate groups: 2309\_Cert III LVM\_AURLTD104'. A table lists discussion topics:

Discussion	Group	Started by	Last post	Replies
Task 1A	2309_Cert III LVM...	Drashti Jain 11 Aug 2023	Drashti Jain 11 Aug 2023	0

At the bottom, there is a 'Jump to...' search bar and contact information for Mars Institute.



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- Click on the topic of your choice from the list of lists of topics. To reply /share your feedback or concern on a particular Assessments or topic, click on the 'Reply' link. Clicking on the reply link opens up a comment box where all comments can be shared. Once you have entered your comments, click on Submit Button to post your comments. You can also reply privately to your trainer by selecting the 'Submit' button.

### 3 Timetable:

The screenshot displays a Moodle course page for 'AURLTD104'. The top navigation bar includes links for 'My Courses', 'MI Policies', 'Login to', 'Email', 'Learner App', and 'Wisenet (trainer only)'. The main content area is divided into several sections:

- Course:** Includes tabs for 'Participants', 'Grades', and 'Competencies'.
- Discussion Board:** A section for course-related discussions.
- Timetable:** A section titled 'Timetable' with a dropdown arrow. Below it, a box contains the following information:
  - Please find below the timetable for Group
  - Current unit: AURLTD104
  - Trainer: Kishore
  - Timetable: (Face to Face):
    - Monday: 5:00 pm to 8: 45 pm
    - Tuesday: 5:00 pm to 8: 45 pm
    - Sunday: 8: 30 am to 4:30 pm
- Learning Material:** A section with a dropdown arrow, containing:
  - Student Unit Guide:** 156.8 KB PDF document
  - Supporting Document:** A document icon.

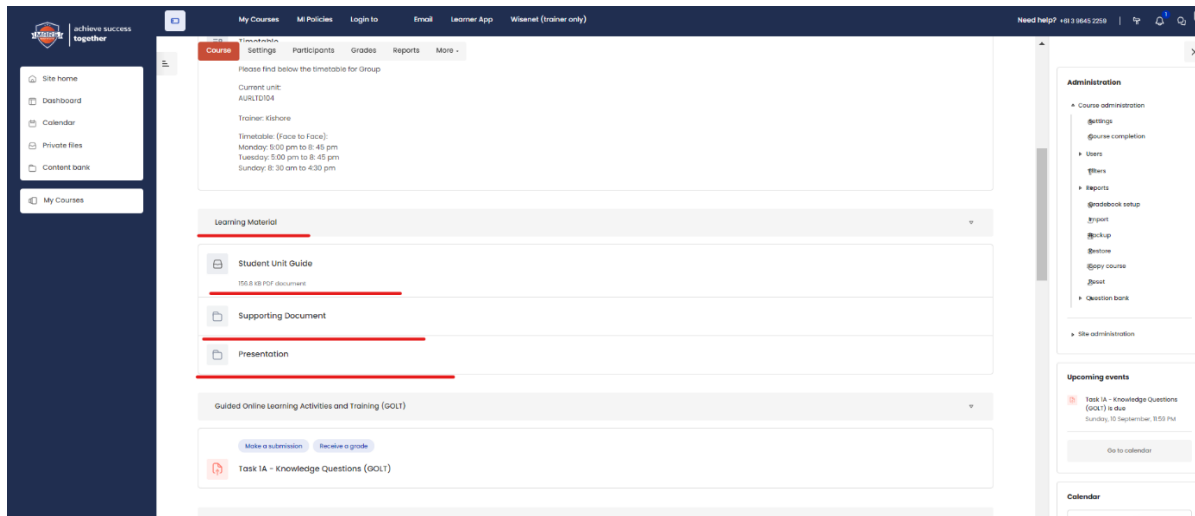
- In the Timetable, you can see your current timetable with the trainer details and your schedule day and timings. The actual time table with date you can check your Learner app.

### 4 Learning Material:

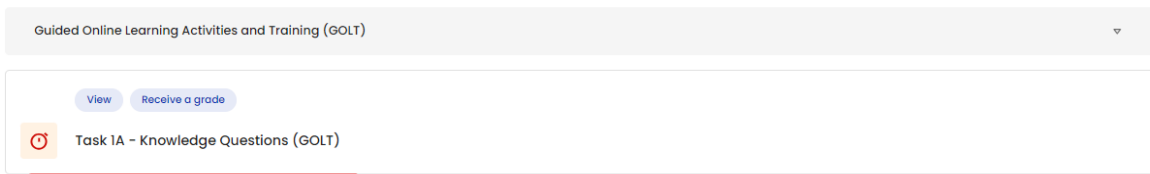
- In the Learning Material like Student Unit Guide and PPT for students.

5 Supporting Document:

- Folder might contain multiple files that might be relevant and necessary for completing your assessments. Once you have access to the 'Supporting Documents' folder, click on the folder icon to access all the files. Refer to the below screenshot for further clarity.

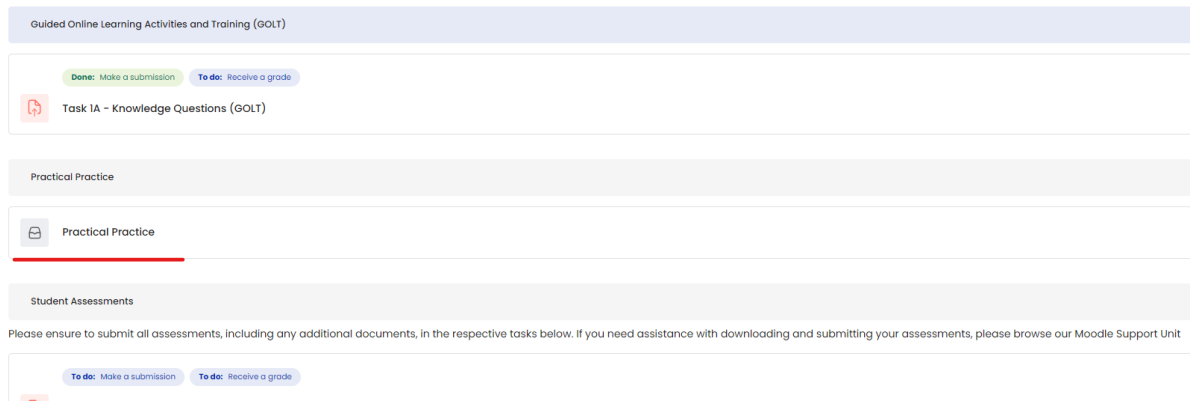


6 Guided Online Learning Activities and Training:  
Scroll down to the Guided Online Learning Activities and Training section.



7 Practical Practice:

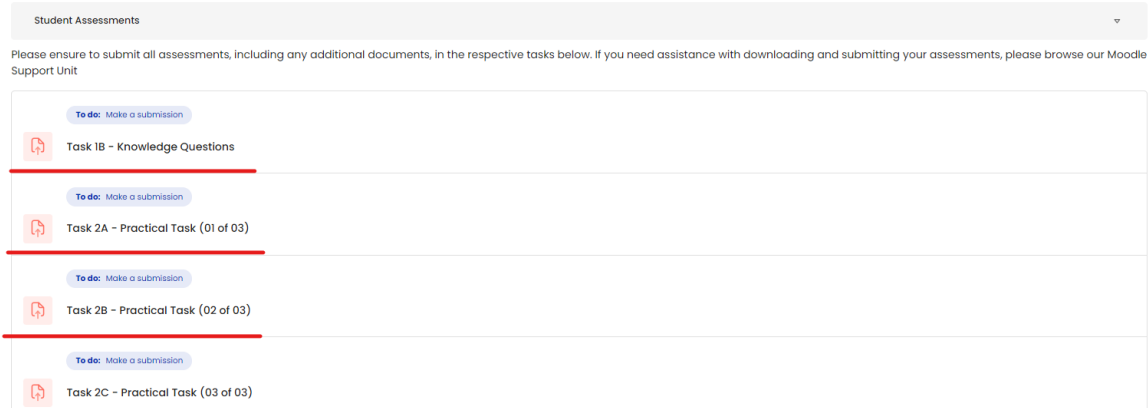
Click on the Practical Practice document, and refer this document as require.





## 8 Assessment Tasks:

Please ensure to submit all assessments, including any additional documents, in the respective tasks below as per the GOLT method. If you need assistance with downloading and submitting your assessments, please browse our Moodle Support Unit.

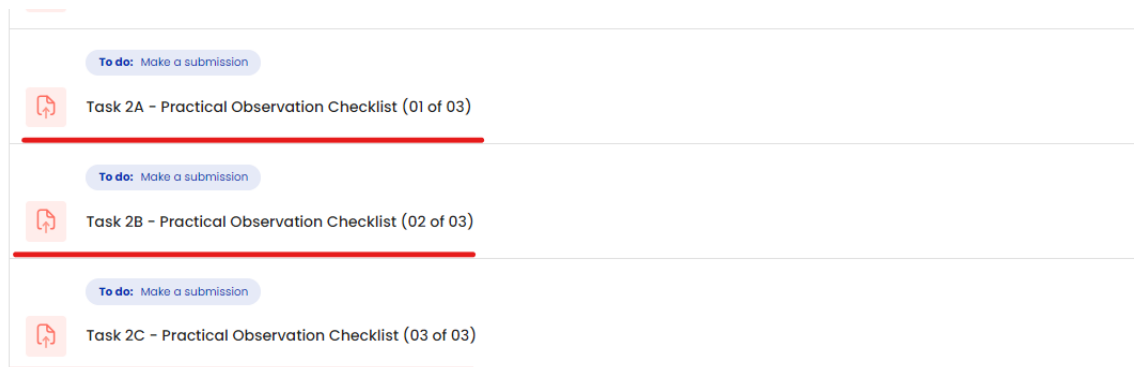


The screenshot shows a Moodle page titled "Student Assessments". Below the title, there is a message: "Please ensure to submit all assessments, including any additional documents, in the respective tasks below. If you need assistance with downloading and submitting your assessments, please browse our Moodle Support Unit". The page lists four tasks, each with a "To do: Make a submission" button and a red lock icon:

- Task 1B - Knowledge Questions
- Task 2A - Practical Task (01 of 03)
- Task 2B - Practical Task (02 of 03)
- Task 2C - Practical Task (03 of 03)

## 9 Observation Checklist:

Please ensure to submit the observation Checklist document shown in the screenshot below as per the GOLT method. If you need assistance with downloading and submitting your assessments, please browse our Moodle Support Unit.



The screenshot shows a Moodle page with three tasks, each with a "To do: Make a submission" button and a red lock icon:

- Task 2A - Practical Observation Checklist (01 of 03)
- Task 2B - Practical Observation Checklist (02 of 03)
- Task 2C - Practical Observation Checklist (03 of 03)

## 10 Job Safety Analysis:

This is the compulsory document for you to submit but the result will now be considered in the overall outcome.



## How to attempt the GOLT quiz

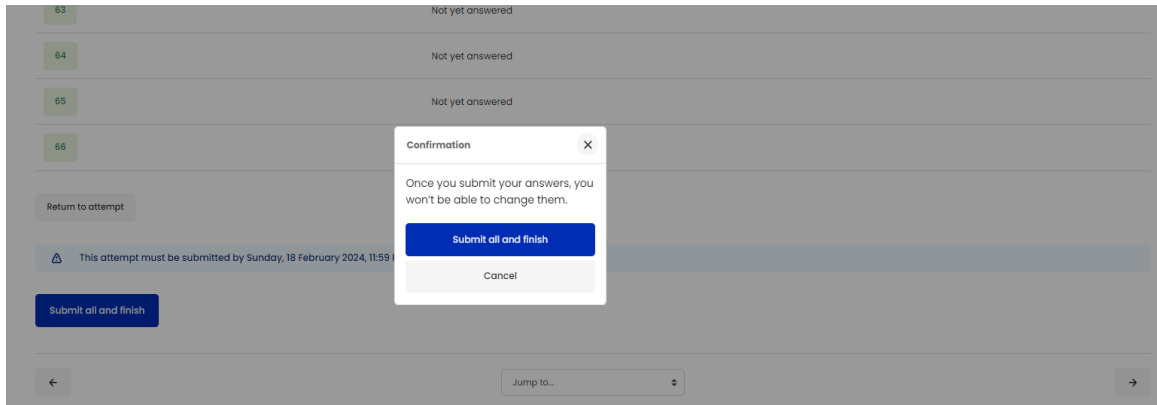
- Scroll down to the Guided Online Learning Activities and Training section.

- You will be redirected to the new page after clicking the GOLT file then, Attempt quiz.

- You will be redirect to the quiz where you will need to select the answers according to questions given. Once you finished all the quiz you will need to Finish attempt.

- Once you finish the attempt you will get the summary of attempt and then you can scroll down and click on the Submit all and finish button.

- To finish the quiz, click again on the Submit all and finish option.



You can see the Summary of your previous attempt, also Re-attempt quiz whenever you want until the quiz closed date.



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### How to submit the assessment task for a second attempt after Trainer's Review/Feedback

Note: Second attempt is only available when the assessment (first attempt) has submitted within the due date with the trainer allowing you to resubmit your revised assessment as a second attempt owing to your submitted assessment (first attempt) being graded as Not Yet Satisfactory.

All feedback and observations by the trainer on your First Attempt can be viewed on the Submission Status page.

Task 1B - Knowledge Questions

→ **Opened:** Monday, 2 October 2023, 12:00 AM ... **Due:** Sunday, 22 October 2023, 11:59 PM

**Done:** Make a submission

AURETRI32 Assessor Guide Task 1B - Knowledge Question.docx<sup>9</sup> August 2023, 3:42 PM

Add a new attempt based on previous submission **Add a new attempt**

#### Submission status

Attempt number	This is attempt 2 ( 2 attempts allowed ).
Submission status	Reopened
Grading status	Released
Time remaining	17 days 7 hours remaining
Last modified	Thursday, 5 October 2023, 4:28 PM
Submission comments	Comments (0)

In case a trainer allows you second attempt, then

- 1 Log into your Moodle account and select the unit you need to access
- 2 Scroll down to the student assessment section and click on the assessment task you wish to access for resubmission. Clicking on task name / number, will be redirected to the Submission Status page as depicted below.

Task 1B - Knowledge Questions

→ **Opened:** Monday, 2 October 2023, 12:00 AM ... **Due:** Sunday, 22 October 2023, 11:59 PM

**Done:** Make a submission

AURETRI32 Assessor Guide Task 1B - Knowledge Question.docx<sup>9</sup> August 2023, 3:42 PM

Add a new attempt based on previous submission **Add a new attempt**

#### Submission status


Attempt number	This is attempt 2 ( 2 attempts allowed ).
Submission status	Reopened
Grading status	Released
Time remaining	17 days 7 hours remaining
Last modified	Thursday, 5 October 2023, 4:28 PM
Submission comments	Comments (0)

- 3 To resubmit/upload your submission for second attempt click on ADD a new attempt/Add a new attempt based on the previous submission at the bottom of the page Follow the same step as discussed under "How to Submit Assessment Tasks"

### How to Check Feedback and Grades

With this feature, if you want to check the Feedback and Grade then you can follow the below instructions.

- 1 Select the unit you need to again access
- 2 Scroll down to the student assessment section and click on the assessment task you wish to access
- 3 Clicking on task name / number, will be redirected to the Submission Status page as depicted

 Task 1B - Knowledge Questions

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→ **Opened:** Monday, 2 October 2023, 12:00 AM ... **Due:** Sunday, 22 October 2023, 11:59 PM


**Done:** [Make a submission](#)

 AURETRI32 Assessor Guide Task 1B - Knowledge Question.docx<sup>8</sup> August 2023, 3:42 PM


**Submission status**

Attempt number	This is attempt 2 ( 2 attempts allowed ).
Submission status	<b>Submitted for grading</b>
Grading status	Released
Time remaining	Assignment was submitted 17 days 7 hours early
Last modified	Thursday, 5 October 2023, 4:31 PM

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File submissions  Mars Test.pdf 5 October 2023, 4:25 PM

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Submission comments  Comments (0)

**Feedback**


Grade	Not Yet Satisfactory
Graded on	Thursday, 5 October 2023, 4:27 PM

**Previous attempts**


▼ Attempt 1: Thursday, 5 October 2023, 4:25 PM

Submission status	Submitted for grading
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---


File submissions  Mars Test.pdf 5 October 2023, 4:25 PM

---

Submission comments  Comments (0)

---

**Feedback**

Grade	Not Yet Satisfactory
Graded on	Thursday, 5 October 2023, 4:27 PM
Graded by	 KK Kishore Kadam Muralidhar

below,

- 4 The final grade along with all the attempts can now be viewed to ascertain the trainers final feedback for the task.



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To check all the assessments and overall outcome on Moodle for any particular unit follow the below steps,

- 1 When you have finished all the units requirement and you want to know the Grade fro each Tasks and the overall outcome for the unit, you will need to click on the Grade bar option at the top of your unit dashboard,
- 2 When you click on the Grade bar it will direct you to the next page as despite below, Where you can

check your Grades task wise and the Overall feedback.

SM Student1 Mars

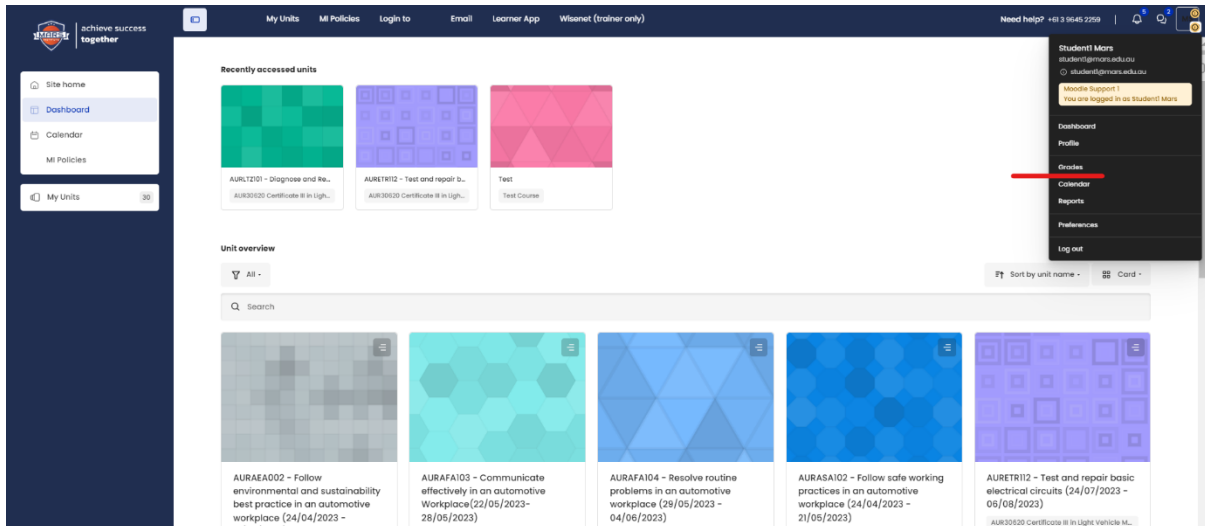
Grade Item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
<b>AURETR132 - Diagnose and repair automotive electrical system (02/10/2023 - 15/10/2023)</b>						
<b>AURETR132</b>						
ASSIGNMENT Task 1A - Knowledge Questions (GOLT)	-	-	No Submission Available-Satisfactory	-	-	-
ASSIGNMENT Task 1B - Knowledge Questions	-	<b>Not Yet Satisfactory</b>	No Submission Available-Satisfactory	<b>50.00 %</b>	-	-
ASSIGNMENT Task 2A - Practical Task (01 of 03)	-	-	No Submission Available-Satisfactory	-	-	-
ASSIGNMENT Task 2B - Practical Task (02 of 03)	-	-	No Submission Available-Satisfactory	-	-	-
ASSIGNMENT Task 2C - Practical Task (03 of 03)	-	-	No Submission Available-Satisfactory	-	-	-
ASSIGNMENT Task 2A - Practical Observation Checklist (01 of 03)	-	-	No Submission Available-Satisfactory	-	-	-
ASSIGNMENT Task 2B - Practical Observation Checklist (02 of 03)	-	-	No Submission Available-Satisfactory	-	-	-
ASSIGNMENT Task 2C - Practical Observation Checklist (03 of 03)	-	-	No Submission Available-Satisfactory	-	-	-
AGGREGATION <b>AURETR132 total</b>	-	-	<b>Not Yet Competent-Withdrawn</b>	-	-	-
Mean of grades: include empty grades.						

- 3 As per above screenshot, you can see i.e. **Task 1B - Not yet Satisfactory** Grade has been given and the percentage is **50%**, below down you can see the unit Total left side which is not been marked yet.

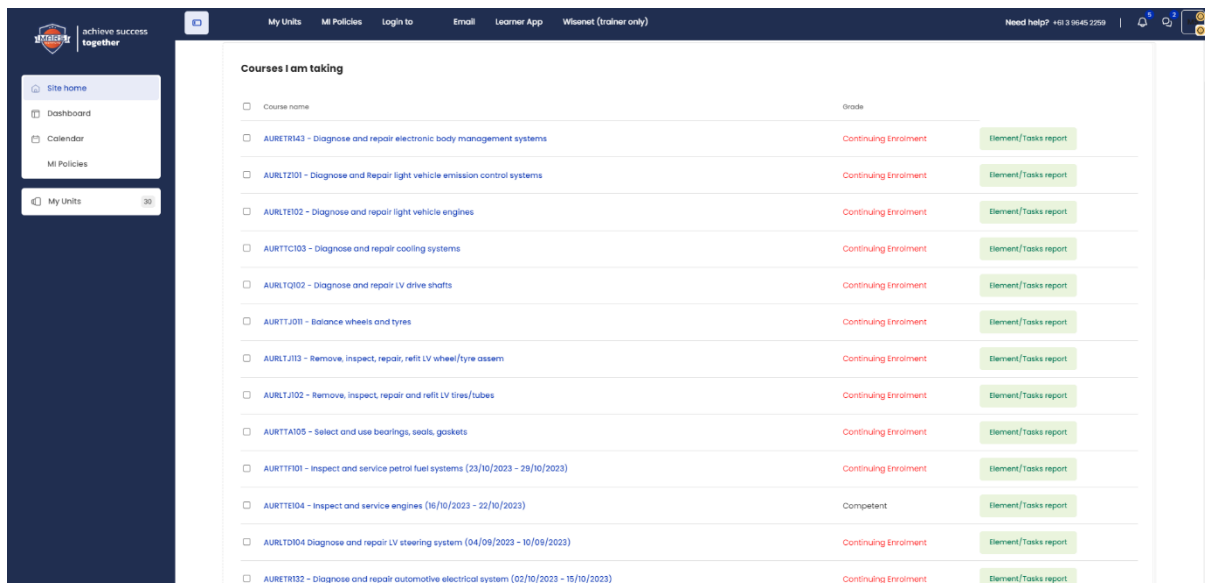
How to view your outcome of the units for the course

To check the overall course outcome unit, wise this option will help you to check all the unit's status on one page.

- 1 Go to your Moodle profile at top in the right-side bar.
- 2 Select the Grades option from the dropdown after clicking on your profile.



- 3 After clicking on the Grade option, you will be directed to the below page, where your all the units overall out will be visible to you.



- 4 If you want to go to that particular unit you can click on the unit names and that will take you to the unit automatically.