



Moodle – Student User Manual

Welcome to OCTEC Learning!

We are very excited to have you undertake one of our courses to gain new skills or refresh your skills for the workforce. This manual is to assist you in the steps to logging into your course using Moodle, our platform that hosts our courses. The manual will show you where to find your course, course information, how to submit an assignment and where to find your assessment responses and grades.

Step 1. Accessing OCTEC Learning in Moodle

Click the Moodle link provided to you by your OCTEC teacher. It may lead you to a page that looks like this. The red highlighted area on the below image will show you where to click to log in.

☰ OCTEC eLearning You are not logged in. (Log in)



Welcome to OCTEC's Online Learning Environment

OCTEC provides employment, education and advocacy services.

OCTEC is a successful community business originating in Central West NSW and a leader in the important work of empowering disadvantaged members of our communities through education, training and employment services. We also support businesses, large and small, by supplying great staff and getting them trained.

Our history: OCTEC started as a two person youth service in Orange (Central West NSW) back in 1976 and has grown to be an award-winning service provider operating across large parts of NSW.

Our services: Our services are wide ranging. We deliver vocational education and training in aged care, business, civil construction, disability services, health and safety services, hospitality and waste management. We help people with disability to find and maintain employment through Disability Employment Services, in fact we are the largest not-for profit DES provider in the country with services from Rockhampton in the North down to the Peninsula region of Victoria. We support youth at risk of disengaging from the education system to stay engaged and get a qualification. And we run Huntley Berry Farm, an Australian Disability Enterprise and tourist attraction just outside Orange.

Our success: There is no particular secret to our success. It's based on a simple philosophy of local people providing high quality services in their local communities, and doing what they say they will do.

COURSE CATEGORIES

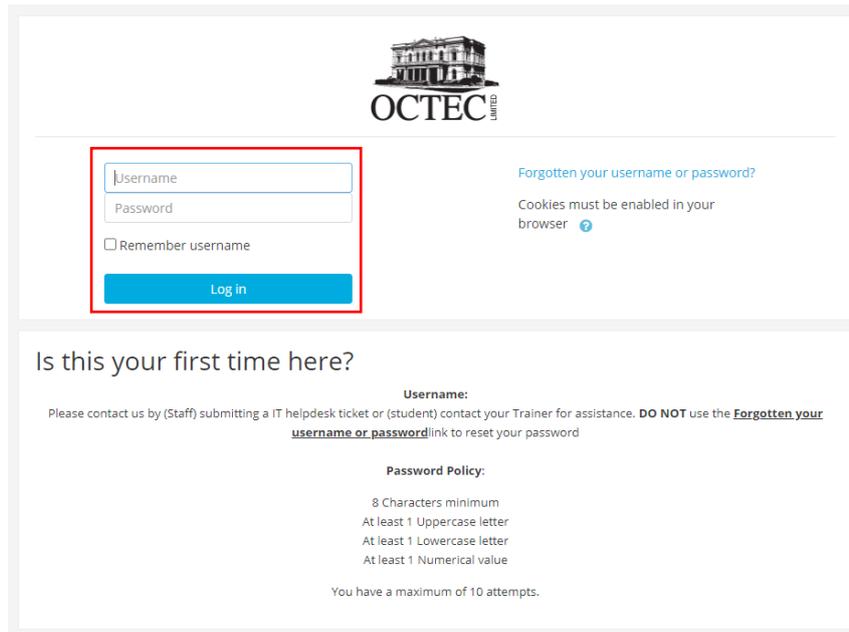
MAIN MENU

 Site announcements

Step 2. Logging in to Moodle

You will be taken to a page to put in your login credentials. Your username is your firstname.lastname and your password is what was provided to you by OCTEC. If you are signing in for the first time, you will be prompted to change your password.

If you forget your password, contact your trainer to ask for it to be reset.



Username
Password
 Remember username
Log in

Forgotten your username or password?
Cookies must be enabled in your browser

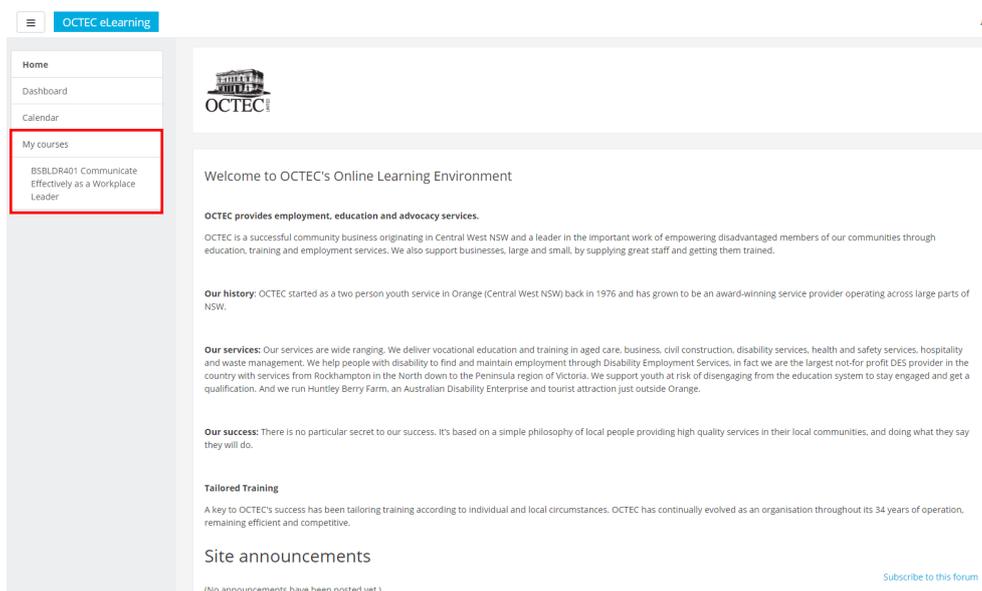
Is this your first time here?

Username:
Please contact us by (Staff) submitting a IT helpdesk ticket or (student) contact your Trainer for assistance. **DO NOT** use the **Forgotten your username or password** link to reset your password

Password Policy:
8 Characters minimum
At least 1 Uppercase letter
At least 1 Lowercase letter
At least 1 Numerical value
You have a maximum of 10 attempts.

Step 3. Finding your course

Once you have logged on you will see a page like below. To access your course you will see the course name on the left hand side of the screen. Click it to go to the course page.



OCTEC eLearning

Home
Dashboard
Calendar
My courses
BSBLDR401 Communicate Effectively as a Workplace Leader

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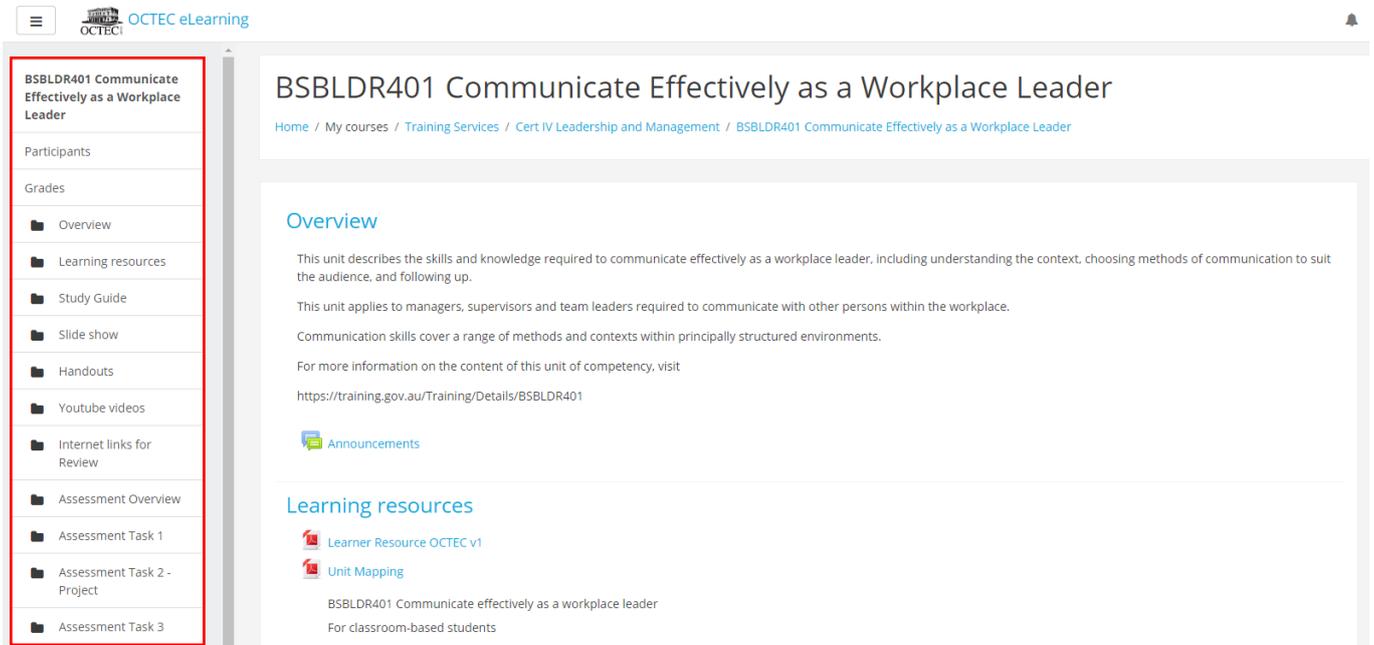
Tailored Training
A key to OCTEC's success has been tailoring training according to individual and local circumstances. OCTEC has continually evolved as an organisation throughout its 34 years of operation, remaining efficient and competitive.

Site announcements
(No announcements have been posted yet.)

Subscribe to this forum

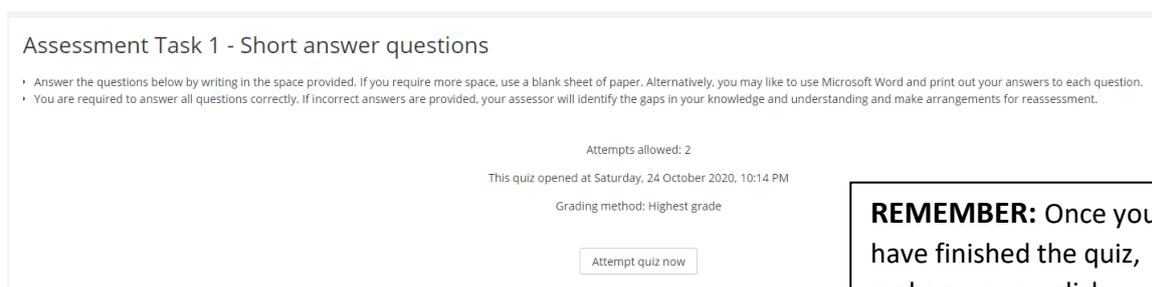
Step 4. Your course homepage

Once you have clicked on your course name, you will find the below page. You can use the left hand side panel for quick access to different sections of your course or you can scroll down and find each section.



Step 5. Types of course assessments

The assessment tasks you are given by your OCTEC teacher can be different types including an online quiz or a word document/PowerPoint that you need to upload. Below is a snapshot of both.



REMEMBER: Once you have finished the quiz, make sure you click **Submit all and Finish**

Assessment Task 2 - Project

Assessment Task 2: Project

This task is in two parts:

- § Part A: In this part of the project you will develop a presentation on a legislative issue relevant to the workplace
- § Part B: Prepare a report on your presentation.

-  [Assessment Task 2A – Please upload your PowerPoint presentation \(or other presentation plan\)](#)
-  [Assessment Task 2B – Please upload your report in a Word Document](#)
-  [Declaration of Original Authorship AT2](#)

Step 6. Uploading a document into an assessment

To upload a file such as a word document for PowerPoint, you will click on the section of the assessment that says “please upload”. This will take you to the following page. You can drag and drop your document into the box below that is highlighted in red.

Assessment Task 2A – Please upload your PowerPoint presentation (or other presentation plan)

File submissions Maximum size for new files: 100MB, maximum attachments: 5



You can drag and drop files here to add them.

Save changes
Cancel

Step 7. Finding your assessment responses and grades

If you are looking for your assessment responses after submitting a quiz or assessment, you can find these under the Assessment Task you have recently done.

Assessment Task 2A – Please upload your PowerPoint presentation (or other presentation plan)

Submission status

Attempt number	This is attempt 1 (6 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Last modified	-
Submission comments	Comments (0)

Add submission

Make changes to your submission

If you are looking for your overall grades you can find this section in the left hand column of your screen.

- Grades
- Overview
- Learning resources
- Study Guide
- Slide show
- Handouts
- Youtube videos
- Internet links for Review
- Assessment Overview
- Assessment Task 1
- Assessment Task 2 - Project
- Assessment Task 3

User report - Student

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
BSBLDR401 Communicate Effectively as a Workplace Leader						
Assessment Task 1 - Short answer questions	-	-	0-10	-	-	-
Assessment Task 2A - Please upload your PowerPoint presentation (or other presentation plan)	-	-	0-100	-	-	-
Assessment Task 2B - Please upload your report in a Word Document	-	-	0-100	-	-	-
Task 3: Presentation (observation)	-	-	0-100	-	-	-
Course total Simple weighted mean of grades.	-	-	0-100	-	-	-



OCTEC LEARNING MOODLE SUPPORT

Need extra help?

To ask further questions about your course or if you do not understand a section in this manual, please contact your OCTEC teacher by email (you would have received their email address when you signed up for the course).