

albright STUDENT GUIDE



Moodle on
Learning Management System Access
& Navigation Procedure

STEP BY STEP
MANUAL



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General Information

Please note that the units that will reflect on your portals might be different to the ones shown in the screen shot below. The Screenshots are for demonstration purposes only.

It might be better to open two screen side by side to carry out this exercise. In order to carry out this exercise successfully, you need to have successfully logged in to your outlook email accounts which has a link to Office 365 Account.

This procedure provides information required to guide and aid you in the following tasks;

- *Log in to the new Albright Learning Management System hosted by Moodle.*
- *Completion of quizzes*
- *Completion and Submission of Essay Tasks.*

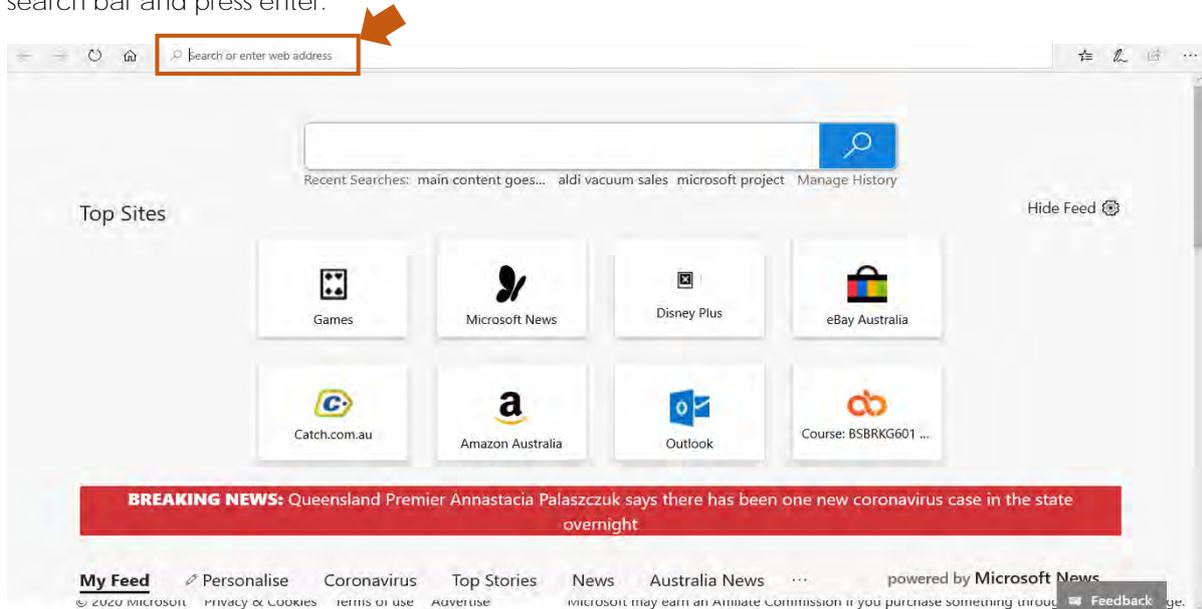
Screen shots has been provided and important buttons circled for emphasis. A list of frequently asked questions has been provided as well. This helps you to answer most of your immediate questions without having to speak with the Administrative staff.



Accessing the Moodle Website

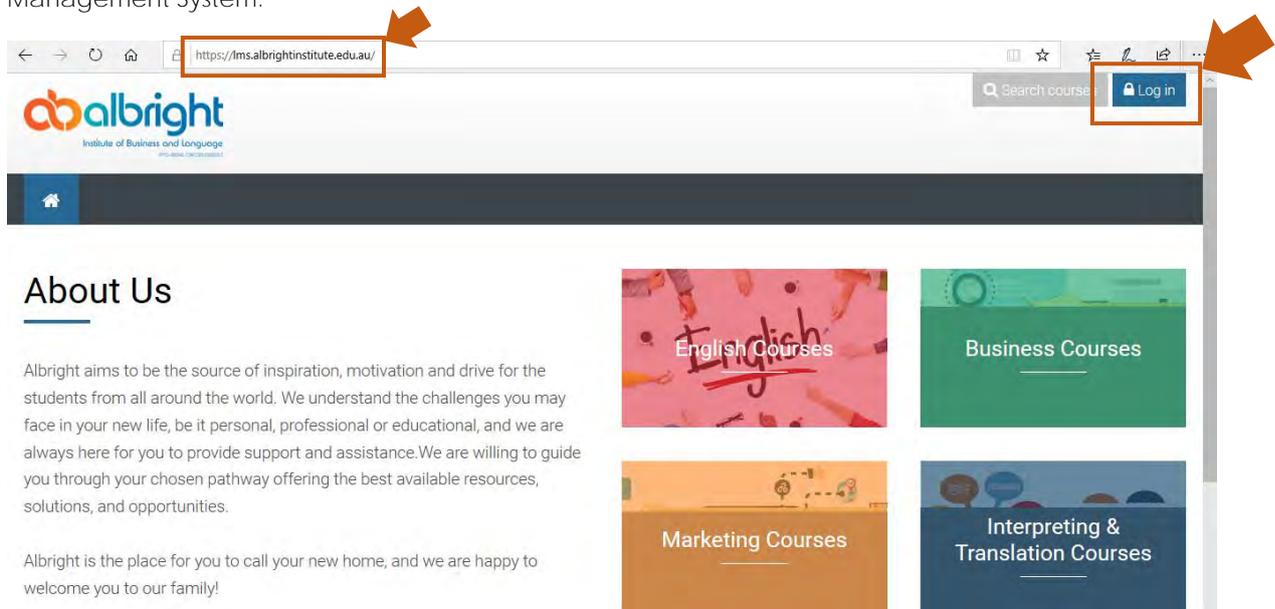
Step 1

Open a web Browser by clicking on the Internet explorer or Mozilla Fire Fox Icon on your desktop. You can use other browsers as well. Type in or copy and paste the URL: <https://lms.albrightinstitute.edu.au> into the search bar and press enter.



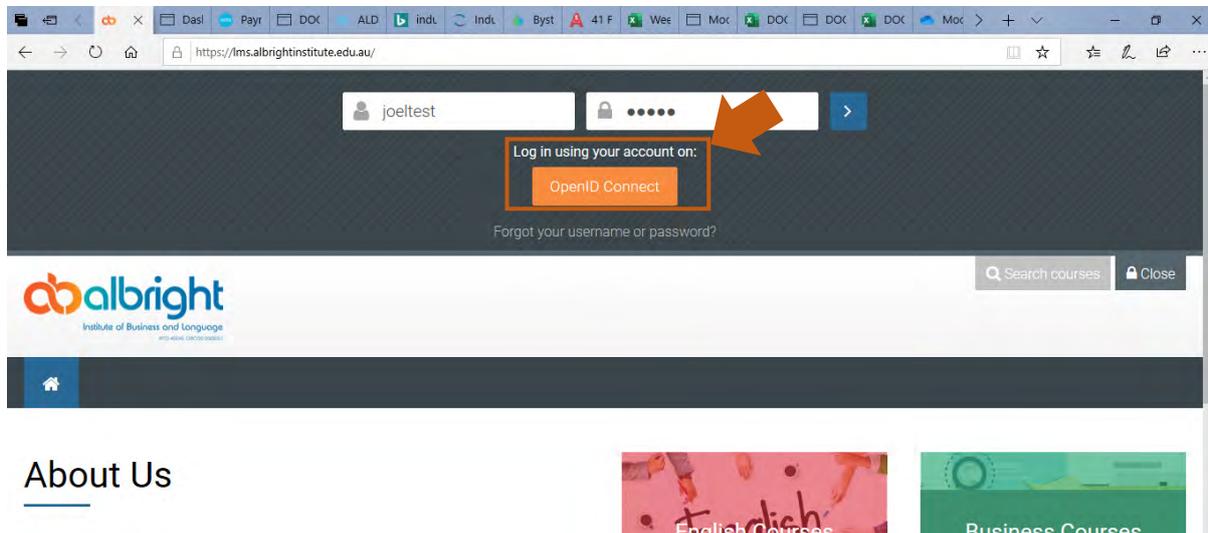
Step 2

After pressing the enter key in step one, a page similar to the screen shot below shows up. You will need to click on the **Log in** button on the top right corner of the screen to gain access to the Learning Management System.

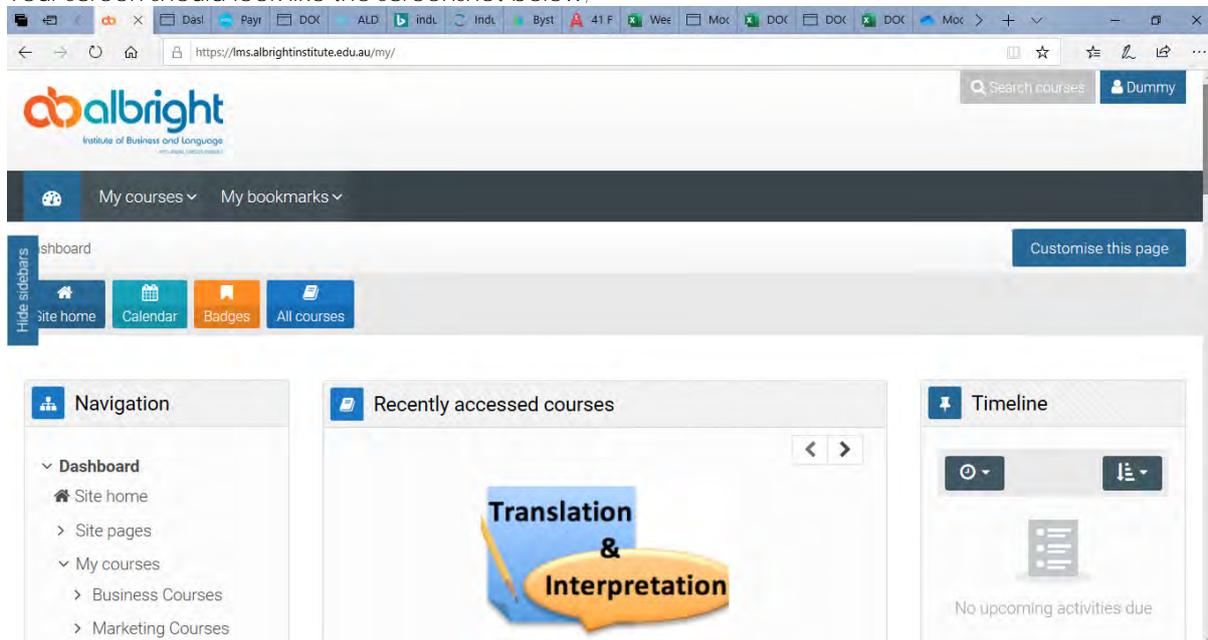


Step 3 ↓

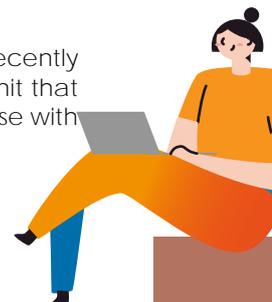
After clicking on the Log In button, the page below shows up. You will now need to click on the [OpenID Connect](#). This will automatically log you in to [Learning Management Software Page](#).

**Step 4** ↓

After successfully completing [step 3](#), you will now gain access to the Learning Management software. Your screen should look like the screenshot below;



Please note that you might not see the **“Translation and Interpretation”** Unit in your list of recently accessed courses as this is just for demonstration purposes. However, you will see at least one unit that you have been allocated to in line with your approved study plan. The units displayed will increase with time as new units will be released to you in line with your study plan.

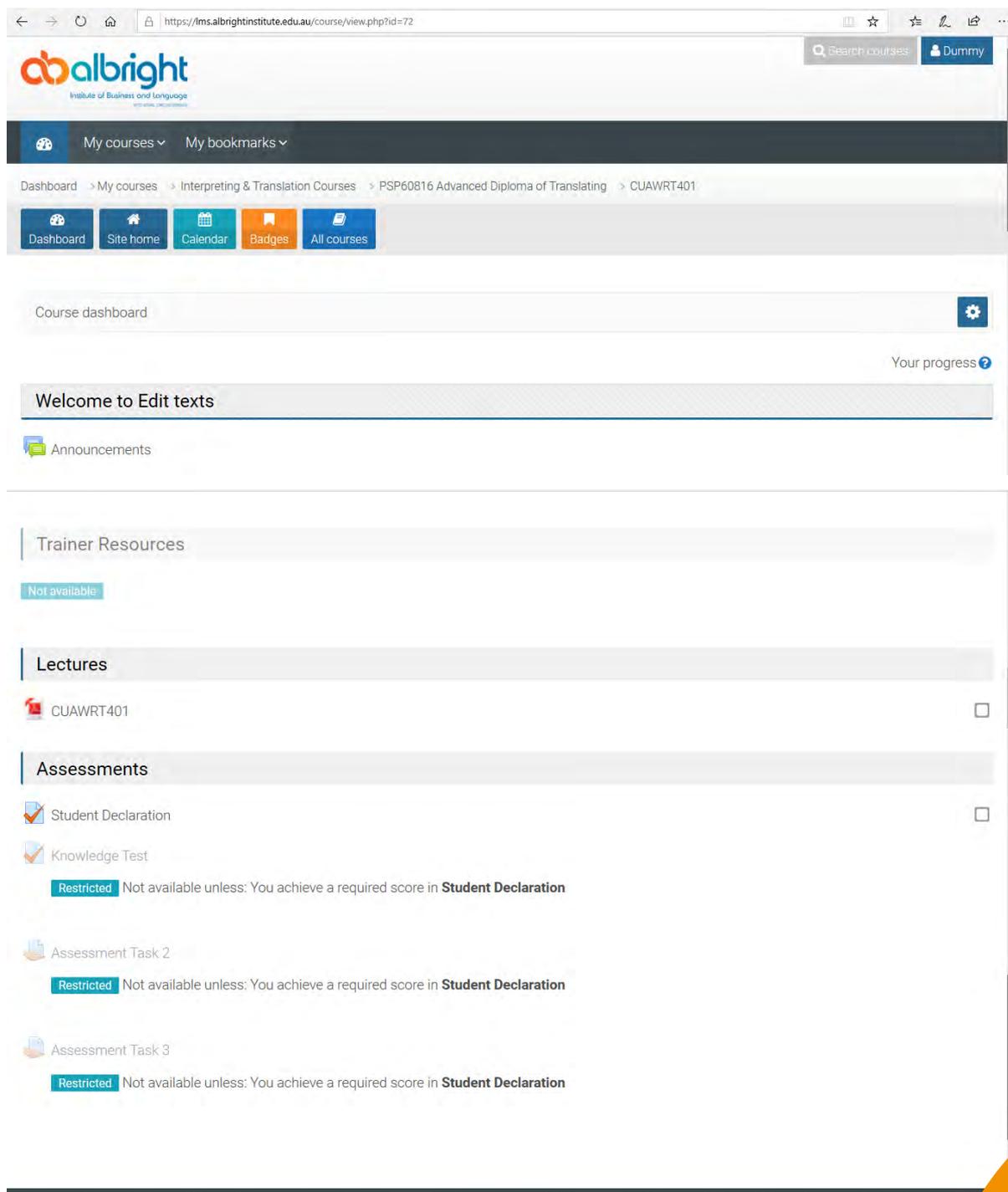


Gaining Access to units

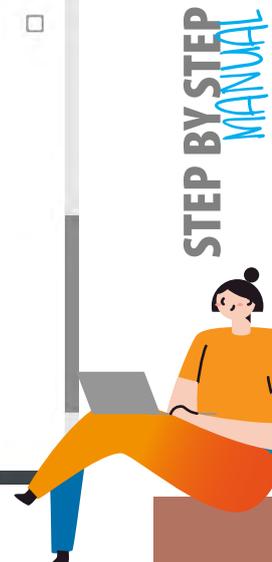
Step 5

To gain access to any unit, you will need to click on the unit. This means that you need to click on the logo/Picture or Name of the Unit. Once you hover your mouse over the Logo/picture and Name of the Unit, the cursor changes from a pointer to a hand logo. This means that you can click on the spot. Once you click on the Logo/Picture or Name of the Unit under the “Recently Accessed Courses” or “Course Overview”, it opens up the next page with the Screen Shot below.

This is the most important page as it contains your lecture information and assessment material.



The screenshot shows a Moodle course page for CUAWRT401. The page includes a navigation menu with options like 'My courses' and 'My bookmarks'. The course title is 'CUAWRT401' under the 'PSP60816 Advanced Diploma of Translating' course. The page is divided into sections: 'Trainer Resources' (Not available), 'Lectures' (CUAWRT401), 'Assessments' (Student Declaration, Knowledge Test, Assessment Task 2, Assessment Task 3). Each assessment item has a 'Restricted' status and a note: 'Not available unless: You achieve a required score in Student Declaration'. The page also shows a 'Course dashboard' and 'Your progress' indicator.

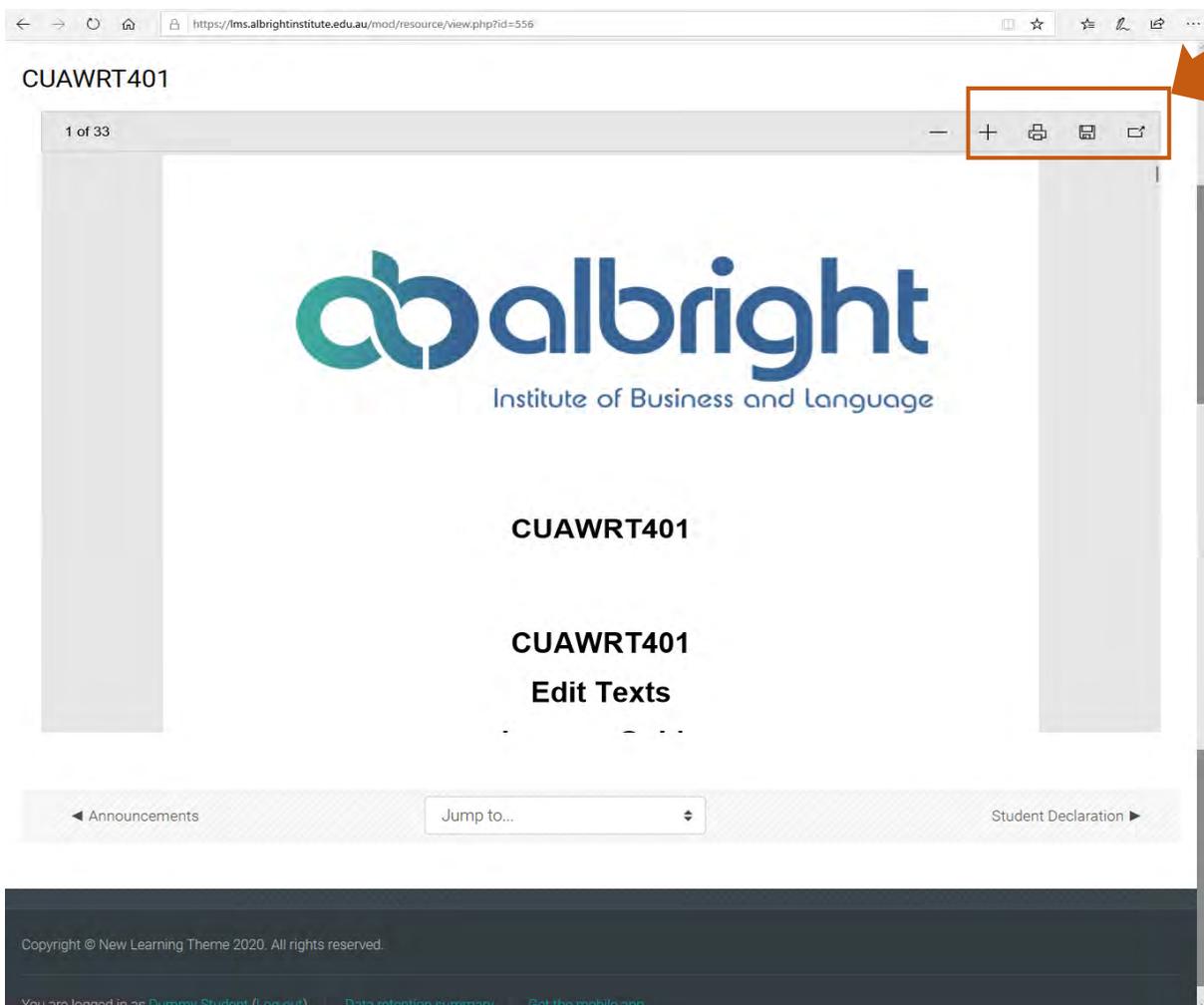


STEP BY STEP
MANUAL

Gaining Access to Lecture Material

Step 6 ↓

The Trainer section will not be available to you. However, you will have access to all the lecture materials. In order to access any material under the Lectures area, you need to click on the file and the file viewer will open as shown below.



You can scroll through the information using the page up and page down buttons on your keyboard.

You are able to print and save the file by clicking on the Print and Save Icons on the top right corner of the document Viewer.

**STEP BY STEP
MANUAL**

Gaining Access to the Assessment Materials

Step 7

In order to access the assessment, you will need to complete the [Student Declaration](#). There are three questions under this section. You will need to answer true to each question to show that you agree with the conditions. If you agree to all the conditions, then you will gain access to the Assessment Tasks.

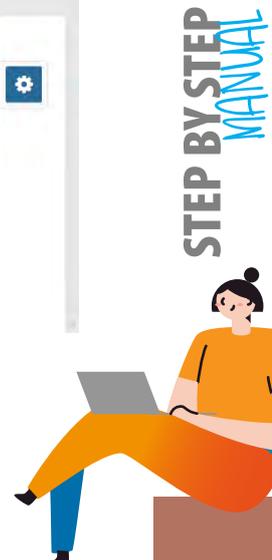
The screenshot shows the 'Assessments' section in Moodle. It lists four items: 'Student Declaration' (with a checkbox), 'Knowledge Test' (with a 'Restricted' label and a message: 'Not available unless: You achieve a required score in Student Declaration'), 'Assessment Task 2' (with a 'Restricted' label and the same message), and 'Assessment Task 3' (with a 'Restricted' label and the same message).

Please note that there are no boxes in front of the Knowledge Test, Assessment Task 2 and Assessment Task 3. This is because they are restricted. The boxes will only appear when the Student Declaration has been successfully completed.

Step 8

In order to complete the Student Declaration Task, please click on [Student Declaration](#) Under [Assessment](#) and a page similar to the screenshot below will open up;

The screenshot shows the 'Student Declaration' page in Moodle. It includes the Albright logo, navigation menus, and a breadcrumb trail: 'Dashboard > My courses > Interpreting & Translation Courses > PSP50916 Diploma of Interpreting > PSPTIS002 > Assessments > Student Declaration'. Below the navigation are buttons for 'Dashboard', 'Site home', 'Calendar', 'Badges', and 'All courses'. The main content area is titled 'Student Declaration' and contains an 'Instructions' section with the text: 'The objective of this activity is to confirm your acceptance of the Declaration without exception. Read each statement carefully and select true to confirm or false to express your disagreement with the statement.'



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MANUAL

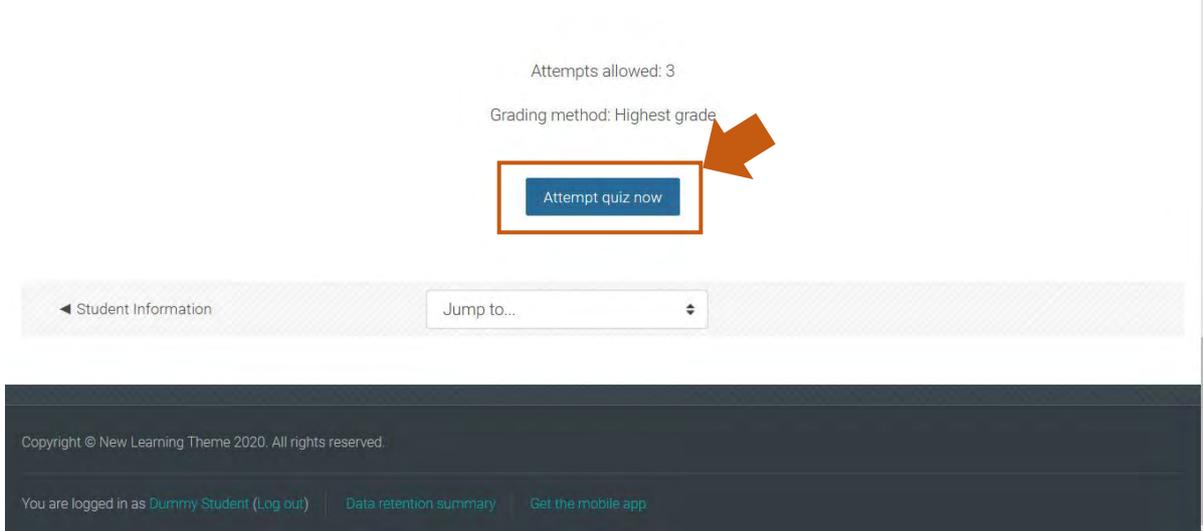
In order to gain access to the assessment materials, you will need to answer 'True' to all the Questions.

If in doubt please contact your trainer. You have three(3) attempts.

Steps to completing this activity

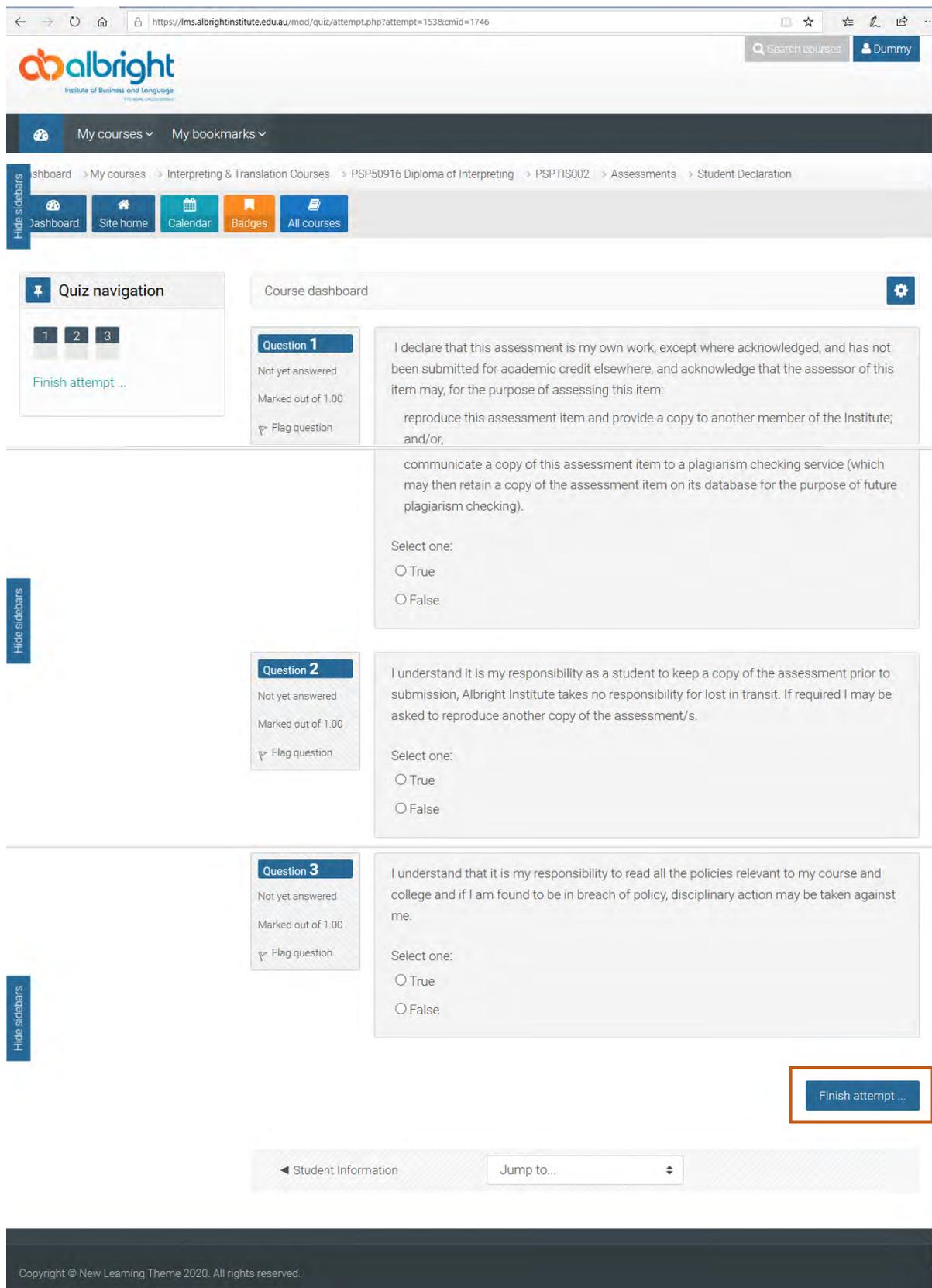
1. Click on "Attempt" if it is your first attempt or click on "Re-attempt" if you have previously attempted the Quiz without having a passing grade.
2. Select True or False as answers to the questions.
3. Click on Finish Attempt at the Right bottom Corner of the Screen.
4. Click on Submit all and Finish and also click on Submit all and Finish on the Confirmation box that pops up.
5. You can now click on Finish Review.

If you agree with all the conditions, you will automatically have access to all the assessment materials.



Please read the instructions carefully and click on the **"Attempt Quiz Now"**. This will open up the next screen shot as shown below.



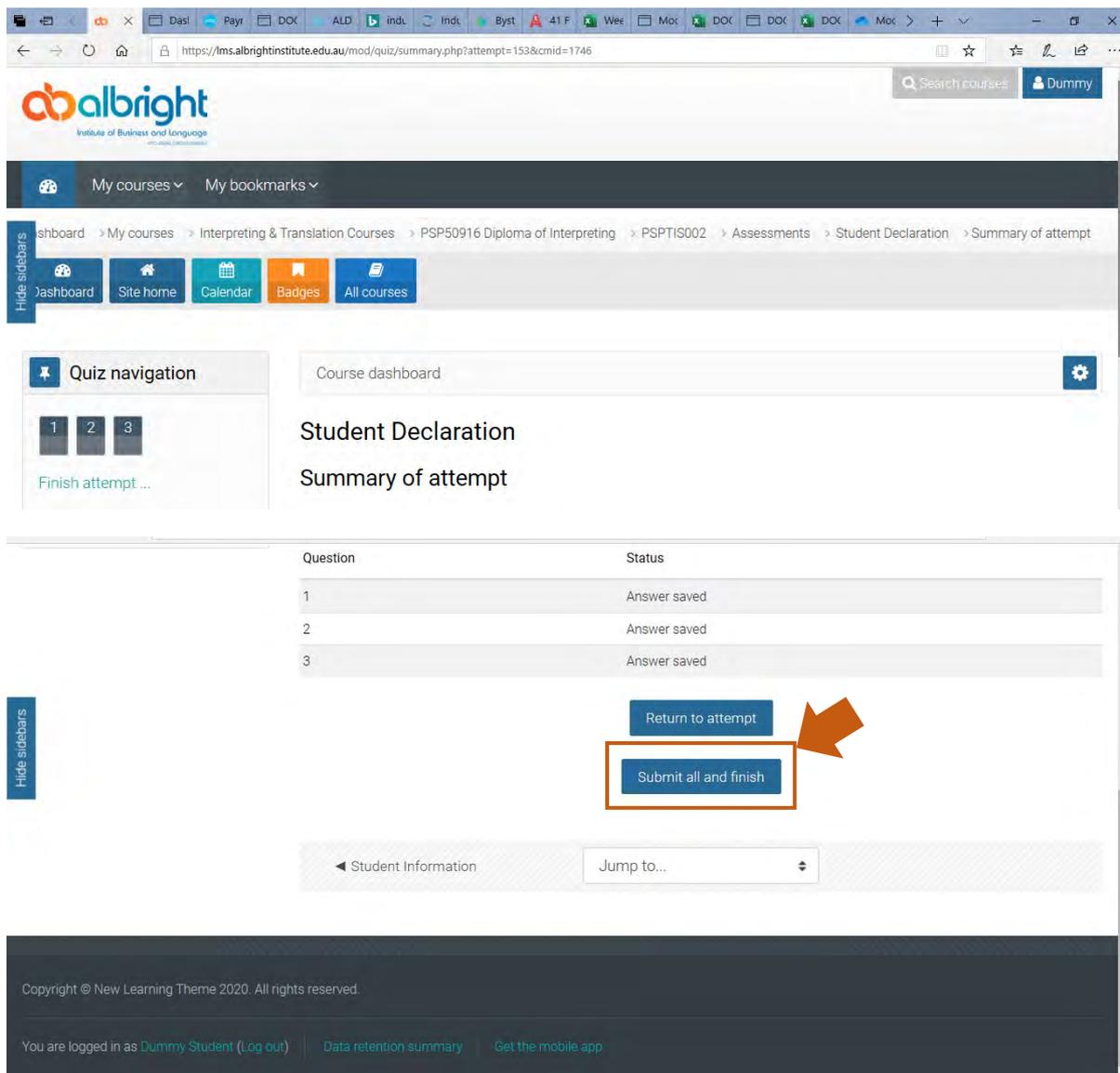


The screenshot shows a Moodle quiz attempt page. At the top, there is a navigation breadcrumb: [Dashboard](#) > [My courses](#) > [Interpreting & Translation Courses](#) > [PSP50916 Diploma of Interpreting](#) > [PSPTIS002](#) > [Assessments](#) > [Student Declaration](#). Below this is a sidebar with icons for [Dashboard](#), [Site home](#), [Calendar](#), [Badges](#), and [All courses](#). The main content area is titled 'Quiz navigation' and shows three questions. Each question is marked as 'Not yet answered' and 'Marked out of 1.00'. The questions are:

- Question 1:** I declare that this assessment is my own work, except where acknowledged, and has not been submitted for academic credit elsewhere, and acknowledge that the assessor of this item may, for the purpose of assessing this item:
reproduce this assessment item and provide a copy to another member of the Institute; and/or,
communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).
Select one:
 True
 False
- Question 2:** I understand it is my responsibility as a student to keep a copy of the assessment prior to submission, Albright Institute takes no responsibility for lost in transit. If required I may be asked to reproduce another copy of the assessment/s.
Select one:
 True
 False
- Question 3:** I understand that it is my responsibility to read all the policies relevant to my course and college and if I am found to be in breach of policy, disciplinary action may be taken against me.
Select one:
 True
 False

At the bottom right of the quiz area, there is a blue button labeled 'Finish attempt ...' which is highlighted with a red box and an orange arrow. Below the quiz area, there is a 'Student Information' section with a 'Jump to...' dropdown menu. The footer of the page contains the copyright notice: 'Copyright © New Learning Theme 2020. All rights reserved.'

Please tick either true or false as required. But please note that you will not have access to the other task if you do not answer true to all the three questions. Please click [finish attempt](#) to complete this task. This will take you to the next page with the screen shot below;



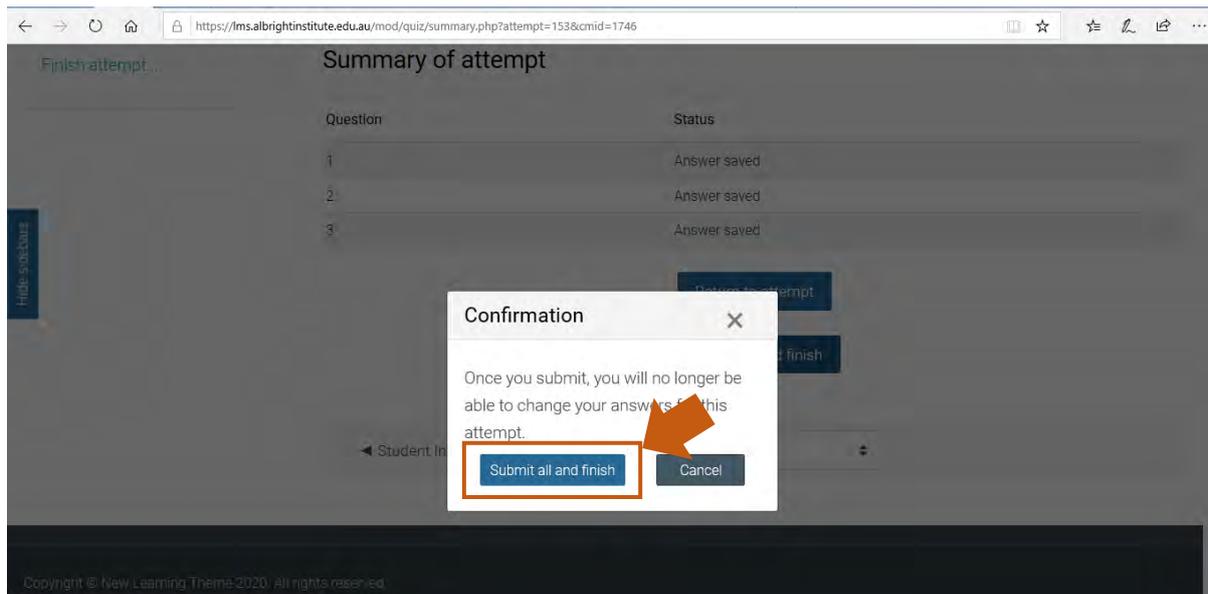
The screenshot shows the Moodle interface for a 'Student Declaration' quiz. The page title is 'Student Declaration Summary of attempt'. A table lists three questions, all with a status of 'Answer saved'. Below the table are two buttons: 'Return to attempt' and 'Submit all and finish'. The 'Submit all and finish' button is highlighted with a red box and a red arrow. The page footer includes copyright information and user login details for 'Dummy Student'.

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved

On this page, you will need to click on [Submit and Finish](#) if you want to submit or you can click on [Return to attempt](#) if you want to correct your entries.

After clicking on the [Submit and Finish Button](#), a confirmation page opens up as follows:

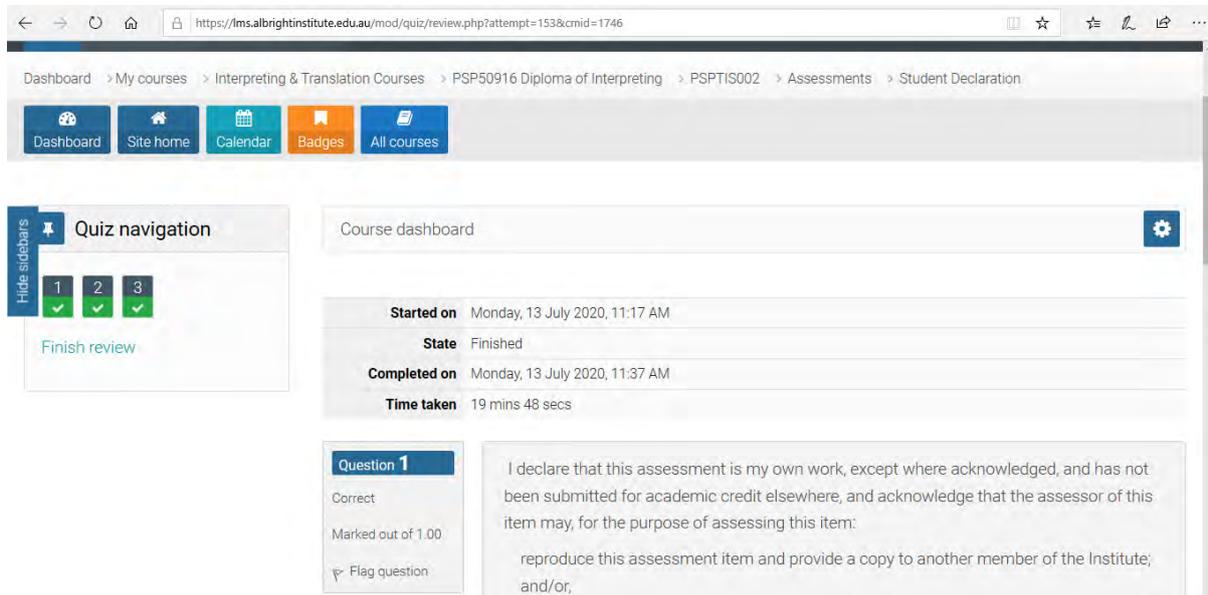




Please click [Submit all and Finish](#) to commit this finally.

You can now choose to review your answers on the next page or you can now proceed to the other tasks as they will now be made available to you subject to you answering “True” to all the questions.

Step 9: Student Declaration Review Page



The screenshot displays a Moodle quiz review interface. It features two questions, each with a 'Correct' status and 'Marked out of 1.00'. The questions are true/false type. A 'Finish review' button is highlighted with an orange box and an arrow. The page includes navigation links for 'Student Information', 'Jump to...', and 'Knowledge Test'. A footer contains the copyright notice: 'Copyright © New Learning Theme 2020. All rights reserved.'

On this page, you can review your answers. If you answered correctly, there will be **three green ticks** against your entries.

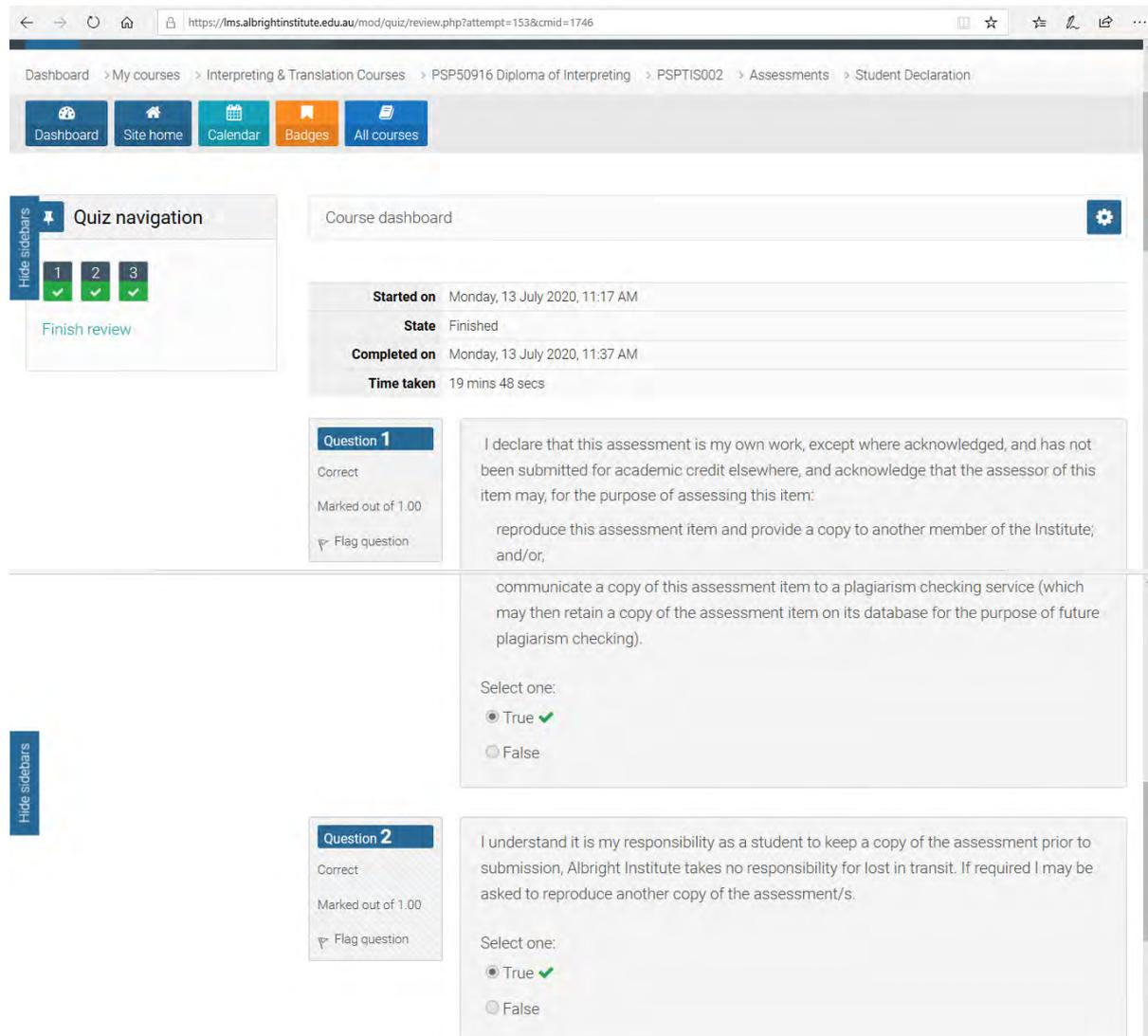
If you are ok with the answers, you can click **Finish Review** and this takes you back to the student declaration page, where you can reattempt the quiz if you wish to do so.



Assessing Tasks and Assessments

Step 10: Assessing the Unit Assessments/Tasks

If you have successfully completed the Student Declaration, you can access the assessments by clicking on Description on the right lower corner of the review page, in this instance, it is [Knowledge test](#). In other instances, it could be Assessment Task 1, Task One, etc.



The screenshot shows a Moodle assessment review page for a 'Student Declaration'. The breadcrumb trail is: Dashboard > My courses > Interpreting & Translation Courses > PSP50916 Diploma of Interpreting > PSPTIS002 > Assessments > Student Declaration. The page includes navigation buttons for Dashboard, Site home, Calendar, Badges, and All courses. A 'Quiz navigation' sidebar shows three questions, all marked correct, with a 'Finish review' button. The main content area displays a 'Course dashboard' with the following details:

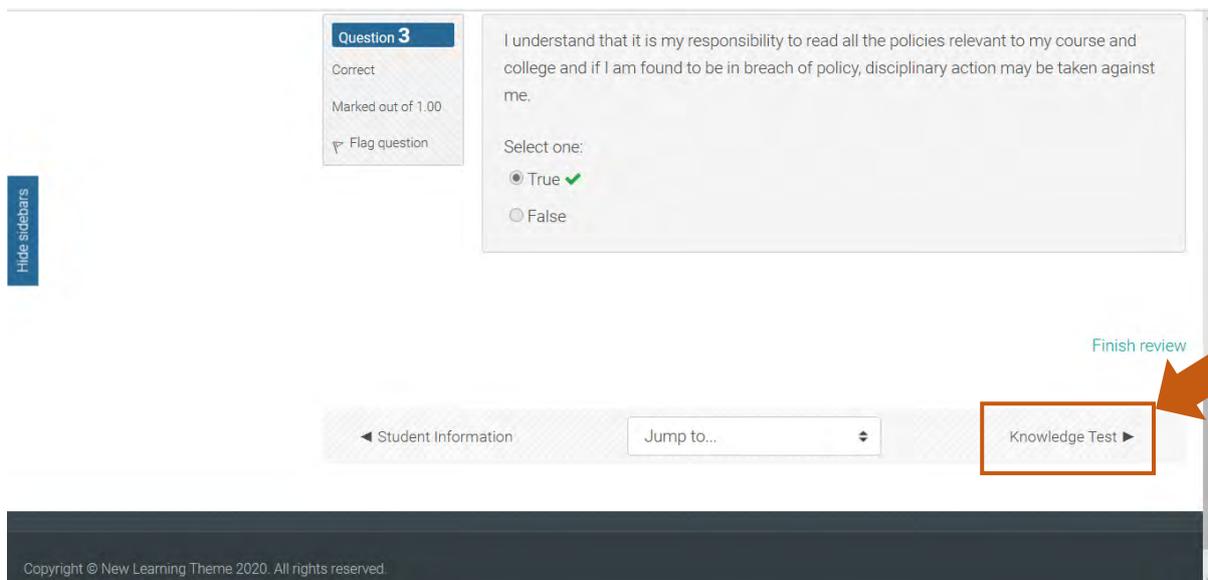
- Started on:** Monday, 13 July 2020, 11:17 AM
- State:** Finished
- Completed on:** Monday, 13 July 2020, 11:37 AM
- Time taken:** 19 mins 48 secs

Two questions are shown, both marked correct and worth 1.00:

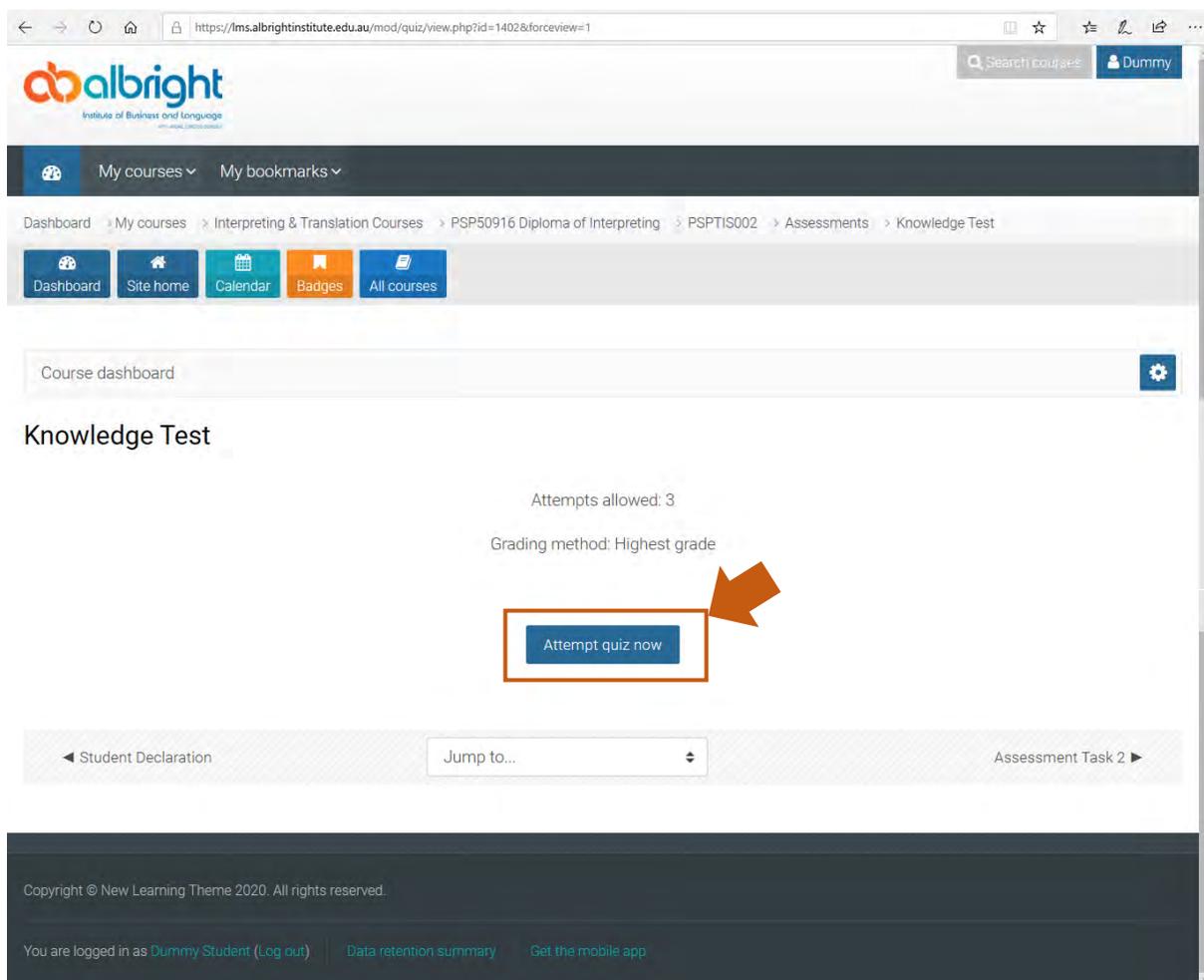
Question 1: I declare that this assessment is my own work, except where acknowledged, and has not been submitted for academic credit elsewhere, and acknowledge that the assessor of this item may, for the purpose of assessing this item: reproduce this assessment item and provide a copy to another member of the Institute; and/or, communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).
Select one:
 True ✓
 False

Question 2: I understand it is my responsibility as a student to keep a copy of the assessment prior to submission, Albright Institute takes no responsibility for lost in transit. If required I may be asked to reproduce another copy of the assessment/s.
Select one:
 True ✓
 False

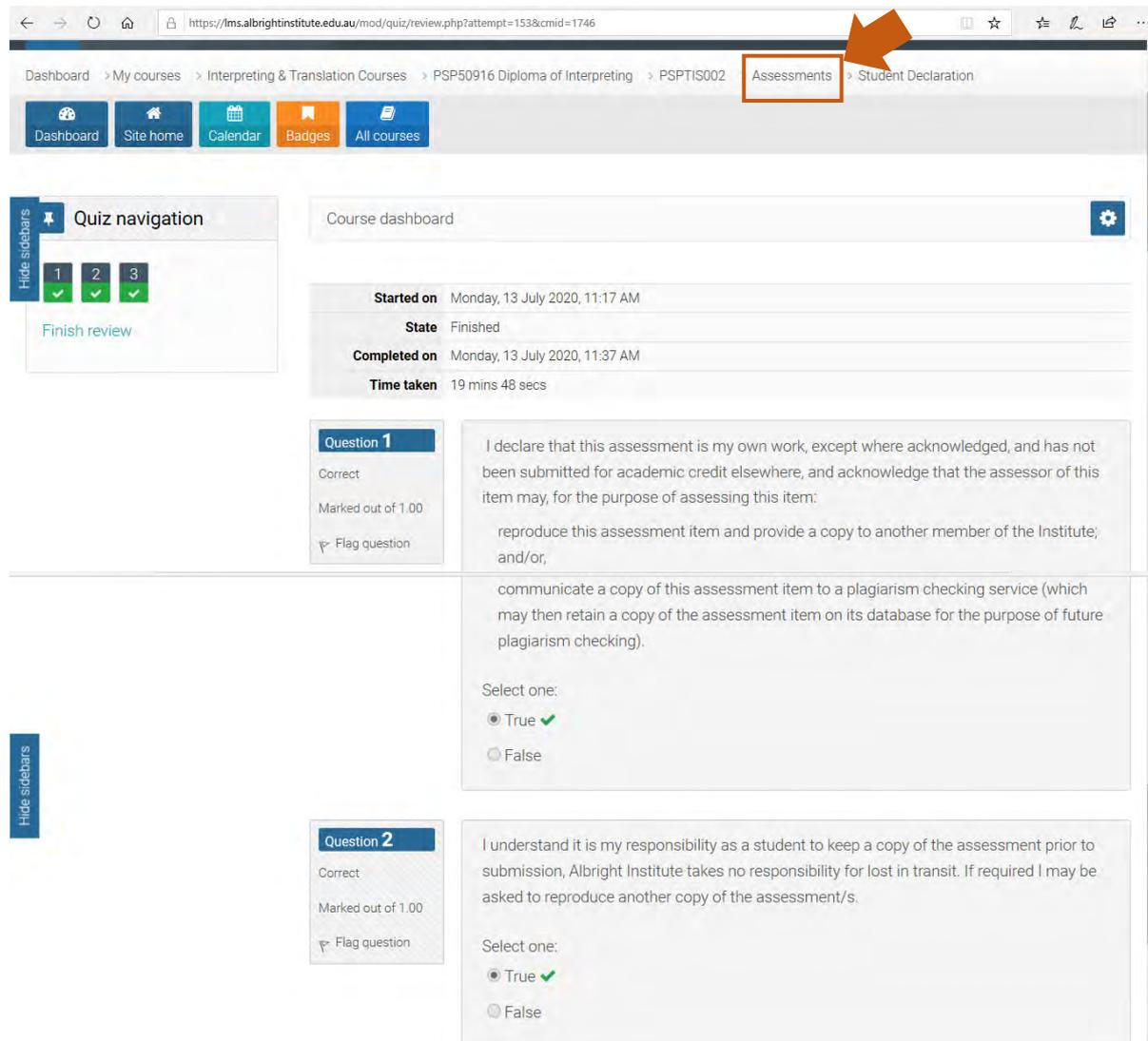




Clicking on the Knowledge Test in this instance takes you straight to the next page. You will need to click on the **"Attempt Quiz Now"** to gain access to the Quiz.

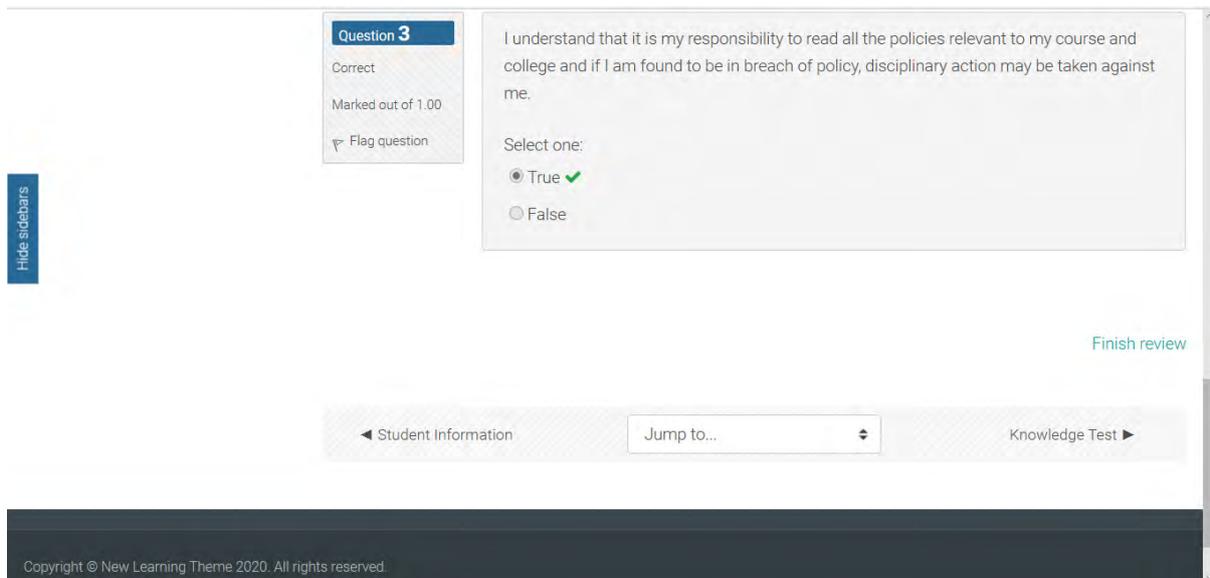


Another way to access the Knowledge Test or Assessment Task 1 from the Student Declaration Review page is to click on Assessments circled in blue below.



The screenshot shows a Moodle assessment page. At the top, the breadcrumb trail is: Dashboard > My courses > Interpreting & Translation Courses > PSP50916 Diploma of Interpreting > PSPTIS002 > Assessments > Student Declaration. The 'Assessments' link is highlighted with a blue box and a red arrow. Below the breadcrumb, there are navigation buttons: Dashboard, Site home, Calendar, Badges, and All courses. On the left, there is a 'Quiz navigation' sidebar with three questions (1, 2, 3) and a 'Finish review' button. The main content area shows a 'Course dashboard' with details: Started on Monday, 13 July 2020, 11:17 AM; State Finished; Completed on Monday, 13 July 2020, 11:37 AM; Time taken 19 mins 48 secs. Below this, there are two questions. Question 1 is a True/False question with the text: 'I declare that this assessment is my own work, except where acknowledged, and has not been submitted for academic credit elsewhere, and acknowledge that the assessor of this item may, for the purpose of assessing this item: reproduce this assessment item and provide a copy to another member of the Institute; and/or, communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).' The correct answer is 'True'. Question 2 is also a True/False question with the text: 'I understand it is my responsibility as a student to keep a copy of the assessment prior to submission, Albright Institute takes no responsibility for lost in transit. If required I may be asked to reproduce another copy of the assessment/s.' The correct answer is 'True'.

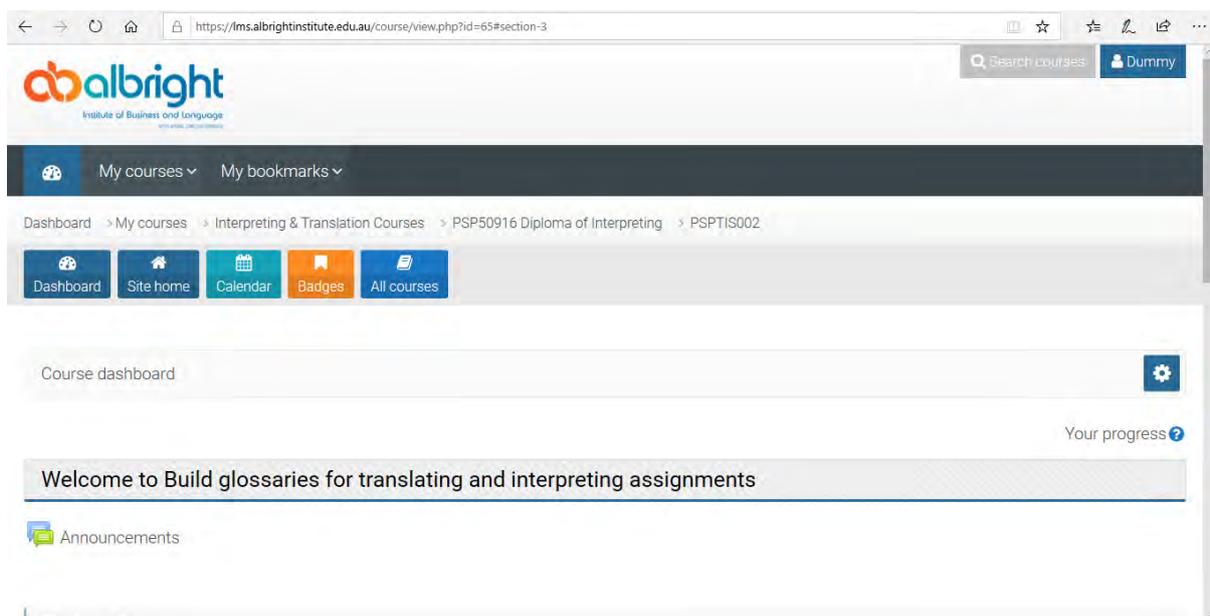




The screenshot shows a Moodle question interface. On the left, a sidebar contains a 'Hide sidebars' button. The main content area displays 'Question 3' with a status of 'Correct' and 'Marked out of 1.00'. Below this is a 'Flag question' button. The question text reads: 'I understand that it is my responsibility to read all the policies relevant to my course and college and if I am found to be in breach of policy, disciplinary action may be taken against me.' Below the text is a 'Select one:' section with two radio button options: 'True' (which is selected and has a green checkmark) and 'False'. At the bottom right of the question area is a 'Finish review' button. Below the question area is a navigation bar with 'Student Information', a 'Jump to...' dropdown menu, and 'Knowledge Test'. At the very bottom of the page, a dark grey footer contains the text: 'Copyright © New Learning Theme 2020. All rights reserved.'

This will open up the page below where you can now choose which assessment you prefer to start with. This an advantage over the other option as you can choose to start from the last task rather than the next task being displayed by Moodle.

The page will likely look like this below;



The screenshot shows a Moodle course dashboard. The browser address bar displays 'https://lms.albrightinstitute.edu.au/course/view.php?id=65#section-3'. The page header includes the Albright logo and 'Institute of Business and Language'. Below the header is a navigation bar with 'My courses' and 'My bookmarks'. The breadcrumb trail reads: 'Dashboard > My courses > Interpreting & Translation Courses > PSP50916 Diploma of Interpreting > PSPTIS002'. A secondary navigation bar contains buttons for 'Dashboard', 'Site home', 'Calendar', 'Badges', and 'All courses'. The main content area features a 'Course dashboard' section with a settings gear icon and 'Your progress' link. Below this is a message box that says 'Welcome to Build glossaries for translating and interpreting assignments'. At the bottom of the dashboard is an 'Announcements' section.



The screenshot shows a Moodle course page with the following sections:

- Trainer Resources**: A section with a "Not available" status.
- Lectures**: A list of items including "BOOK-021 PSPTIS002 Student Book V1.0" and "Student Information".
- Assessments**: A list of items including "Student Declaration", "Knowledge Test", "Assessment Task 2", and "Assessment Task 3".

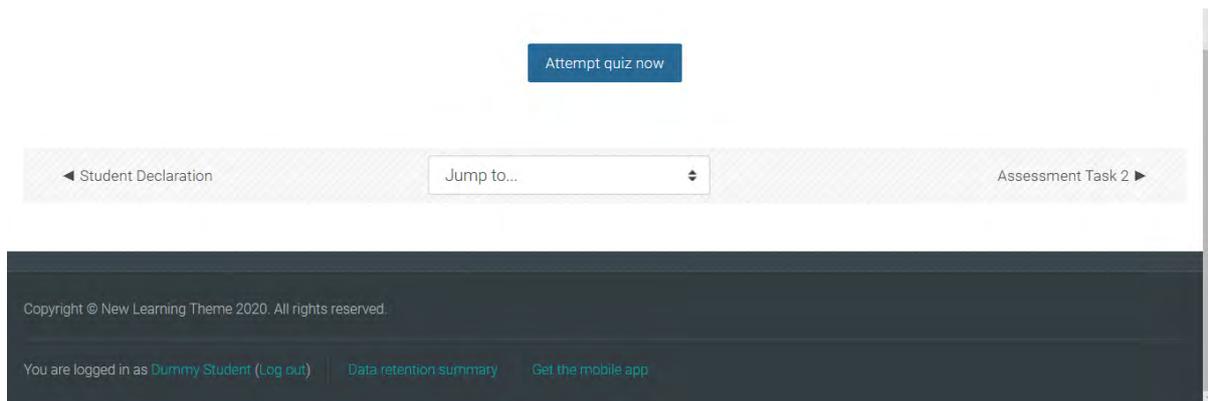
At the bottom of the page, there is a footer with the text: "Copyright © New Learning Theme 2020. All rights reserved." and a login status: "You are logged in as Dummy Student (Log out)". There are also links for "Reset user tour on this page", "Data retention summary", and "Get the mobile app".

When you click on Knowledge test, it brings you the page below again;

The screenshot shows the Moodle Knowledge Test page with the following elements:

- Navigation**: A breadcrumb trail: "Dashboard > My courses > Interpreting & Translation Courses > PSP50916 Diploma of Interpreting > PSPTIS002 > Assessments > Knowledge Test".
- Course Information**: "Attempts allowed: 3" and "Grading method: Highest grade".
- Course dashboard**: A section with a "Course dashboard" title and a settings icon.

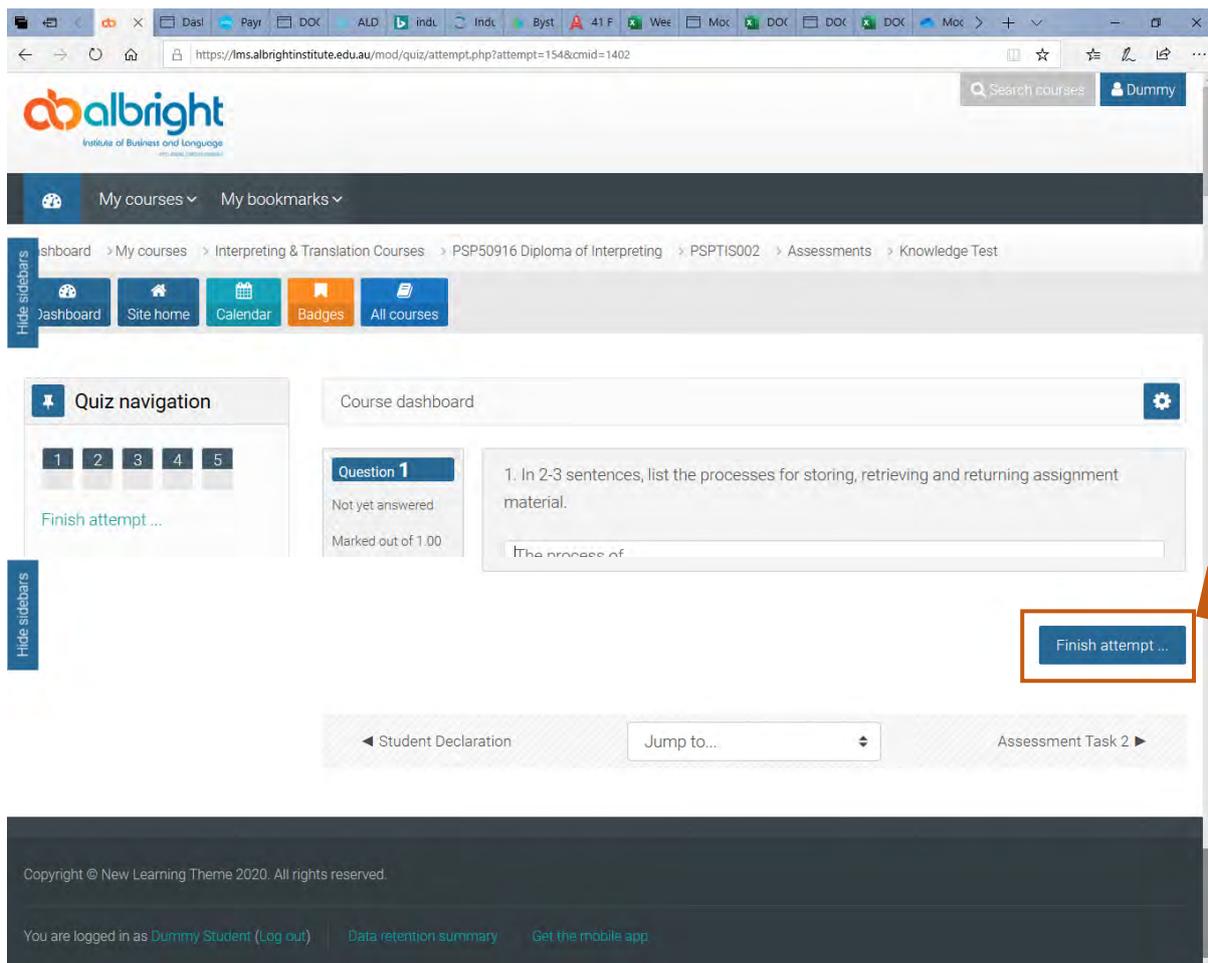




Answering Quizzes

Step 11: Answering Questions

After clicking on the Attempt quiz now button; you will see the screenshot similar to the one below. Again, please note that this will be different to what you see based on the course you are allocated to. However, the structure, format and layout will be the same.



This task has five questions as can be seen based on the numbers in the boxes on the left-hand section. For the purpose of this demonstration, only one question is being shown. Please note that you will need to complete all the tasks. A text box has been provided under each question. For the purpose of this demonstration, "The process of" has been typed into the text editor.

For quizzes more than 4 or 5, you will need to click on "next page" at the bottom right corner of the screen.

If your questions are objective questions as well, please select the appropriate accordingly. After you complete answering all the quizzes, please click on "Finish Attempt" circled at the bottom right corner of the screen.

The screenshot shows a Moodle quiz summary page. On the left, a 'Quiz navigation' box contains five numbered buttons (1-5), with button 1 highlighted and a 'Finish attempt...' link below it. The main content area is titled 'Knowledge Test Summary of attempt' and contains a table with the following data:

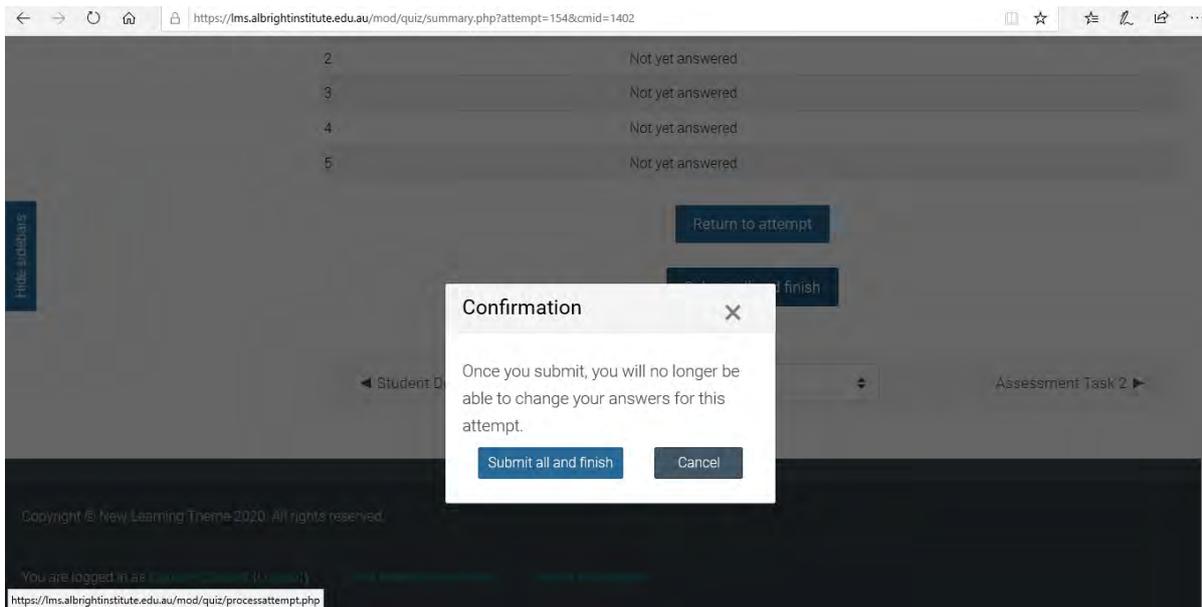
Question	Status
1	Answer saved
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered

At the bottom of the main content area, there are two buttons: 'Return to attempt' and 'Submit all and finish'. The 'Submit all and finish' button is circled in orange, and an orange arrow points to it from the right. Below these buttons is a 'Student Declaration' section with a 'Jump to...' dropdown menu and a right arrow. The footer contains copyright information and user login details for 'Dummy Student'.

If you are not satisfied with any of your answers, please click on the "Return to attempt" button on Moodle will take you back to text editor page where you can make corrections for word answers or to objective questions page as the case might be where you can change your options. Otherwise, please click on [Submit all and finish](#).

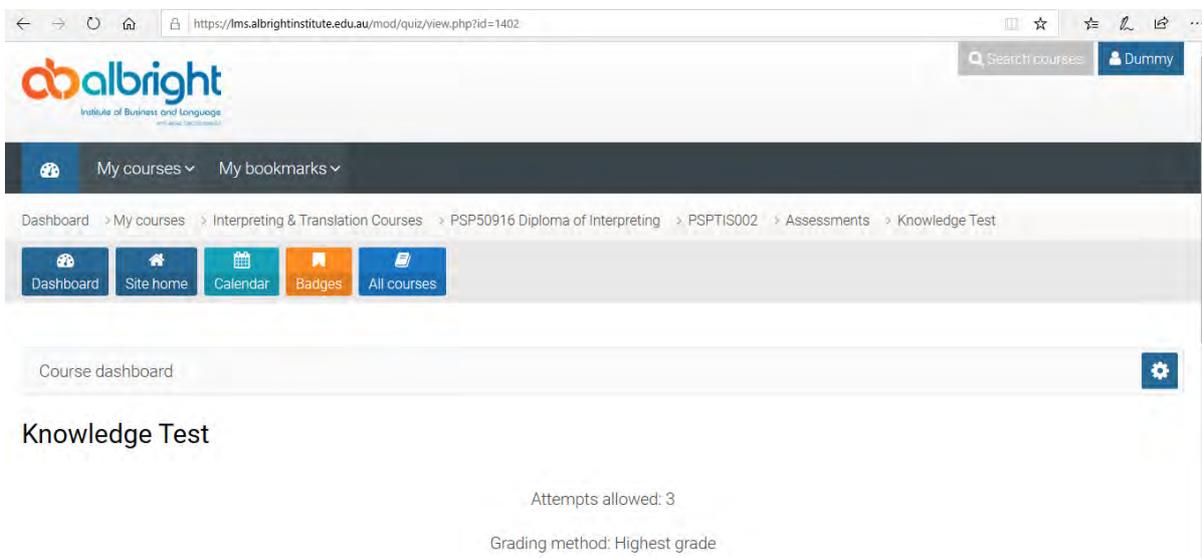


This leads you to the confirmation page below.



Please click on [Submit all and finish](#) again and this now takes you to the review page.

Please click on the [Finish Review](#) after checking your answers. This takes you to the Re-attempt quiz page below where you can reattempt quiz if required.



Summary of your previous attempts

Attempt	State	Review
1	Finished Submitted Monday, 13 July 2020, 12:49 PM	Review

Re-attempt quiz

◀ Student Declaration

Jump to...

Assessment Task 2 ▶

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You are logged in as [Dummy Student](#) (Log out) [Data retention summary](#) [Get the mobile app](#)

Otherwise, please click on the **Assessment Task 2** on the lower left corner of the Screen to continue answering your assessments.

Answering Essay Type Questions

Step 12: Essay Type Questions

All Essay type questions will have a format/structure similar to the screen shot below;

The screenshot shows a Moodle page for 'Assessment Task 2'. At the top, there is a navigation breadcrumb: Dashboard > My courses > Interpreting & Translation Courses > PSP50916 Diploma of Interpreting > PSPTIS002 > Assessments > Assessment Task 2. Below the breadcrumb are buttons for Dashboard, Site home, Calendar, Badges, and All courses. The main content area has a 'Course dashboard' section with a settings gear icon. Below that is the title 'Assessment Task 2' and a 'Submission Instruction' section. The instructions state: 'Please download the attached and read through the instructions regarding this task. Type and save your answers as a Microsoft word or pdf document. Click on the 'Add Submission' button below.'

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Upload your submission by clicking on the "blue down arrow".
 After Uploading, ensure you click on the "save changes" button.
 Then click on the "submit assignment" button on the next page to ensure that your assignment is submitted.
 This takes you to the next page where you need to tick a box similar to the one below.
 This submission is my own work, except where I have acknowledged the use of the works of other people.
 After ticking the box, proceed to click on the "continue" button.

You need to follow all the instructions to ensure that your answers are submitted for grading.

Important Information

If you have any special needs, or require any consideration to be made for this assessment, you must leave a comment in the comment section of the assessment task for your trainer.

Student Agreement.

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

By ticking the submission box shown above on the submission page, you are as well agreeing to the following;

- I have read and understood what is require of me in terms of the assignment.
- I understand the requirement of the assessment.
- I agree to the way I am being assessed.
- I understand my rights to appeal the decisions made in assessment.
- I have correctly referenced all resources and reference texts throughout these assessment tasks.
- I have not cheated or plagiarised the work or colluded with any other student/s.
- None of this submission work has been completed by any other person except otherwise clearly stated.

If you are not in agreement with any of the points noted above, please urgently seek clarification from your Trainer.

Submission Format

You must include the following particulars in the footer section of each page of your submission:

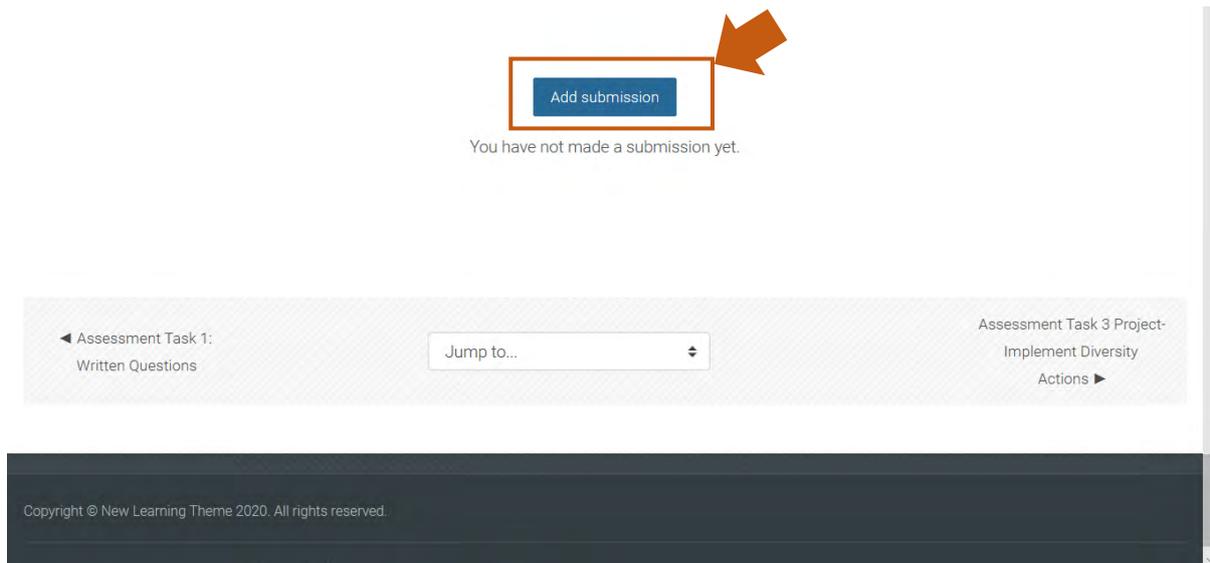
- Student ID or Student Name
- Unit ID or Unit Code



Submission status

Attempt number	This is attempt 1 (3 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Due date	Monday, 17 August 2020, 1:59 PM
Time remaining	35 days
Last modified	-
Submission comments	▶ Comments (0)





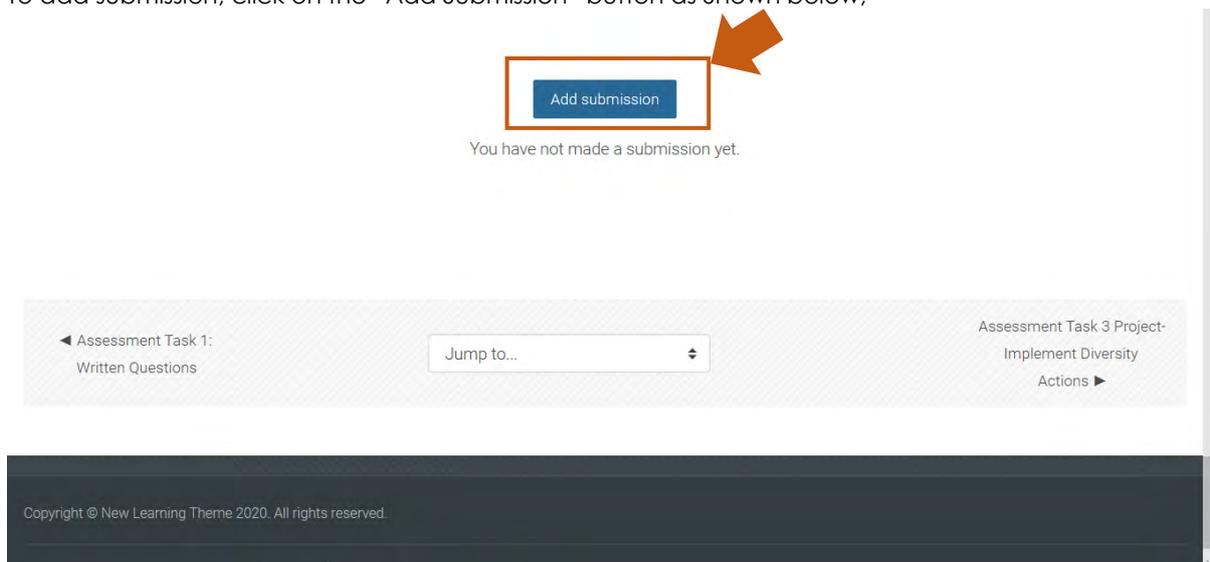
This page contains important information. It explains the submission process and also details submission instruction. To assess the **assessment task**, you will need to click on the attached **pdf file** on the page which has been circled in blue. This will download the assessment task for you. It should automatically open up in your PDF viewer. If you do not have pdf viewer, you are encouraged to download one by visiting this website <https://acrobat.adobe.com/au/en/acrobat/pdf-reader.html>.

On this page, you will see as well, the **due date** and **date remaining** for the submission of your assessment.

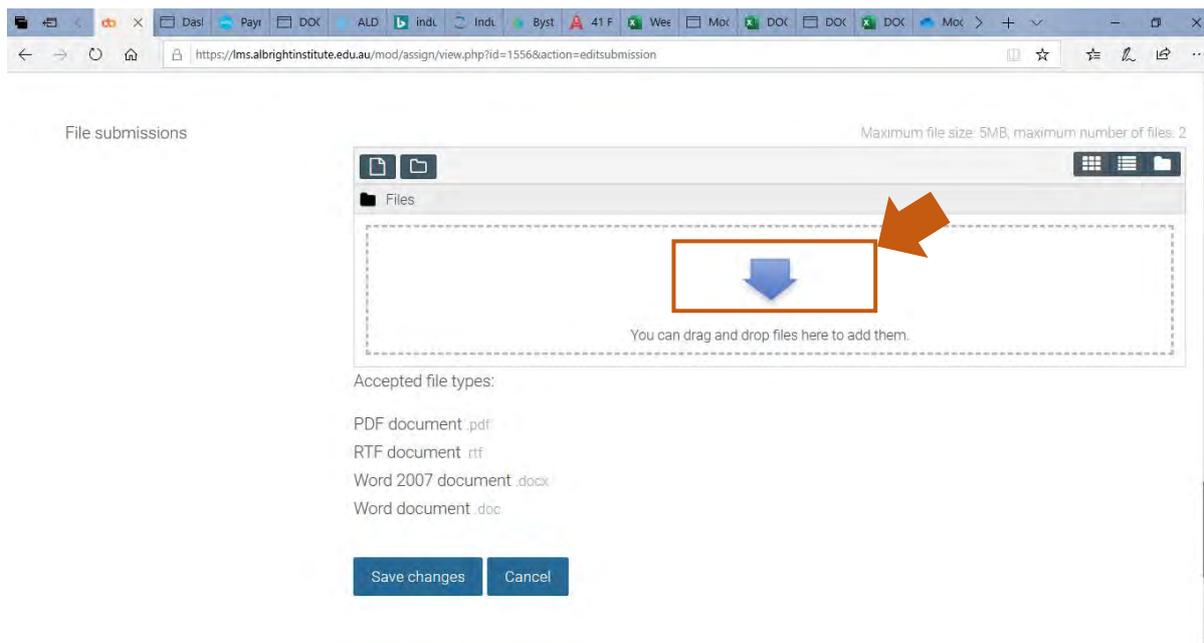
Adding Submission

Step 13: Add Submission

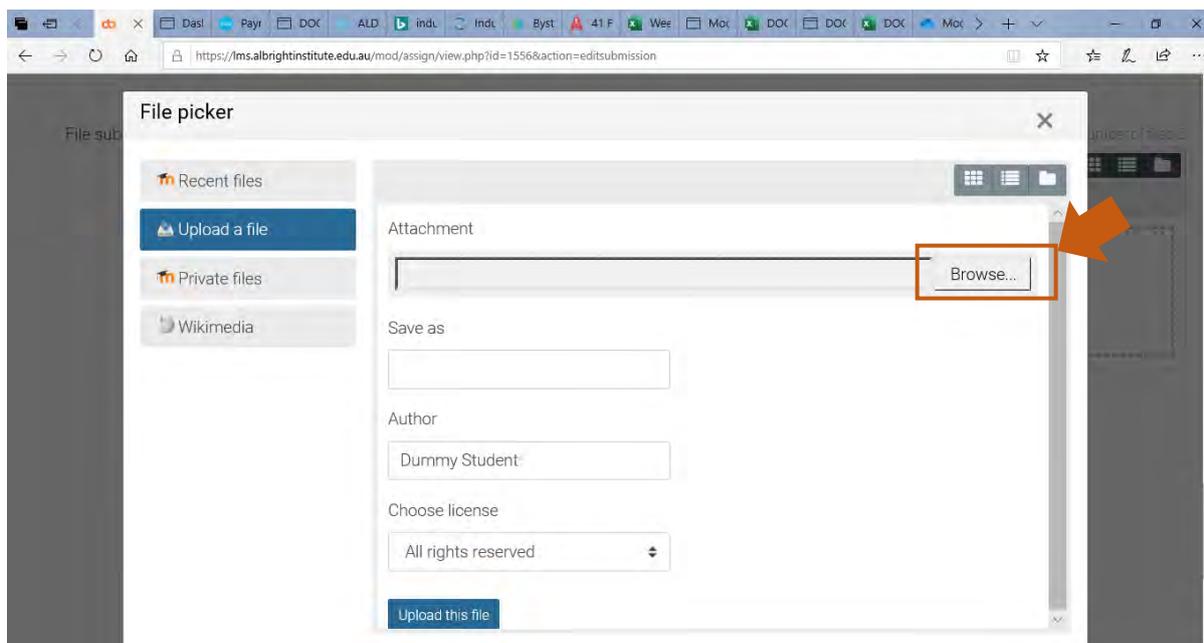
To add submission, click on the "Add Submission" button as Shown below;



This opens another page for you as shown below. You will need to scroll to the bottom of the page to see the screen shot below.

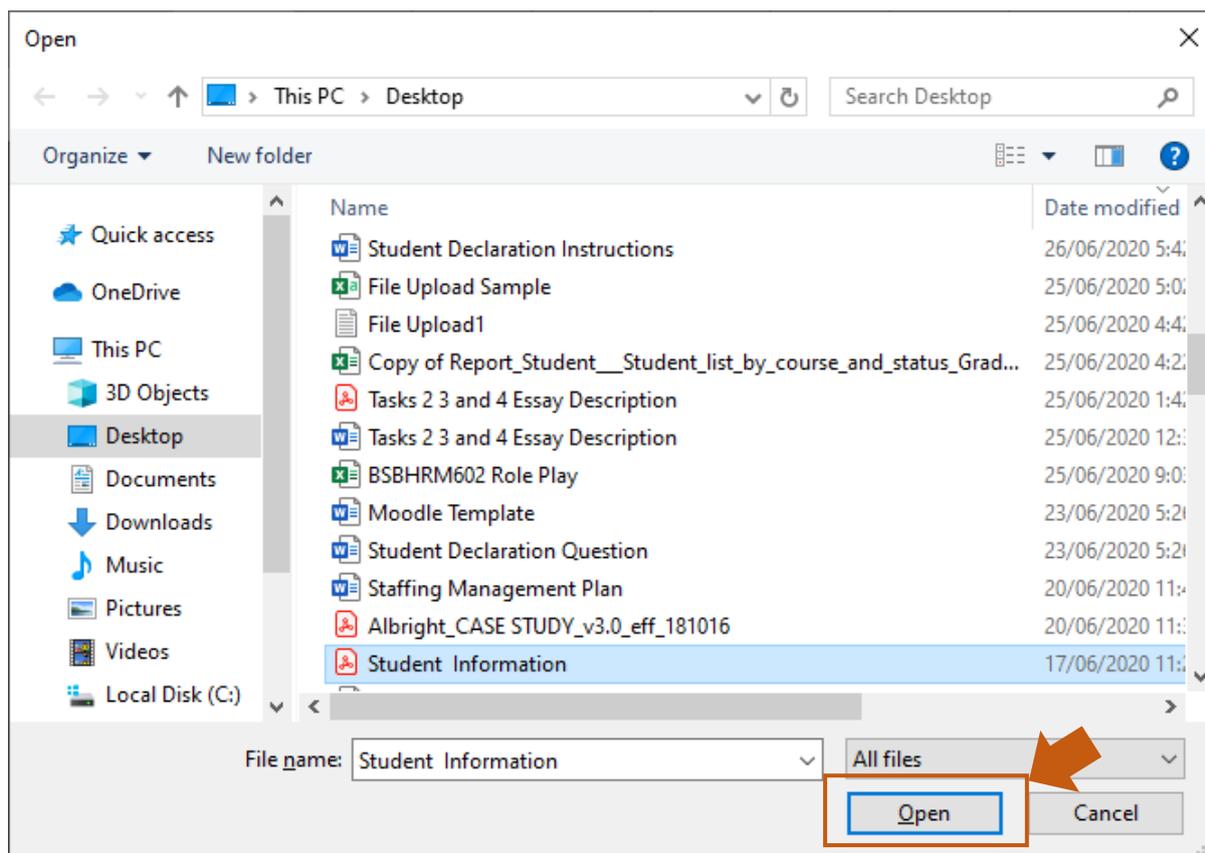


Click on the above marked arrow. This then opens up the next page shown below;



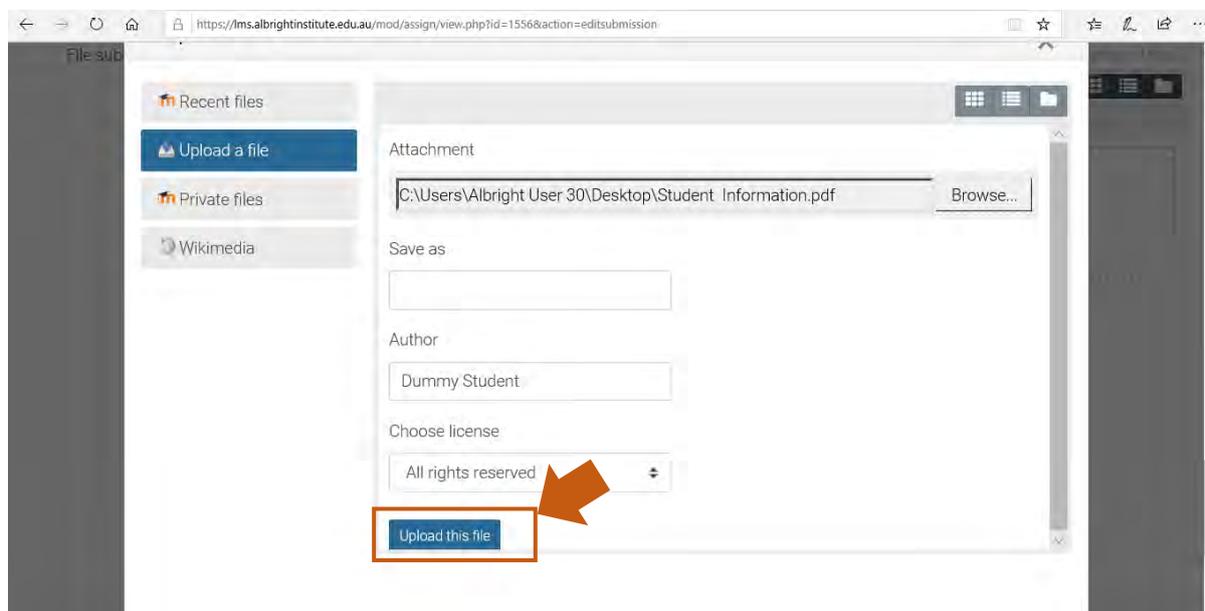
On this page, you need to click on the **browse button** to search for the file you like to upload.





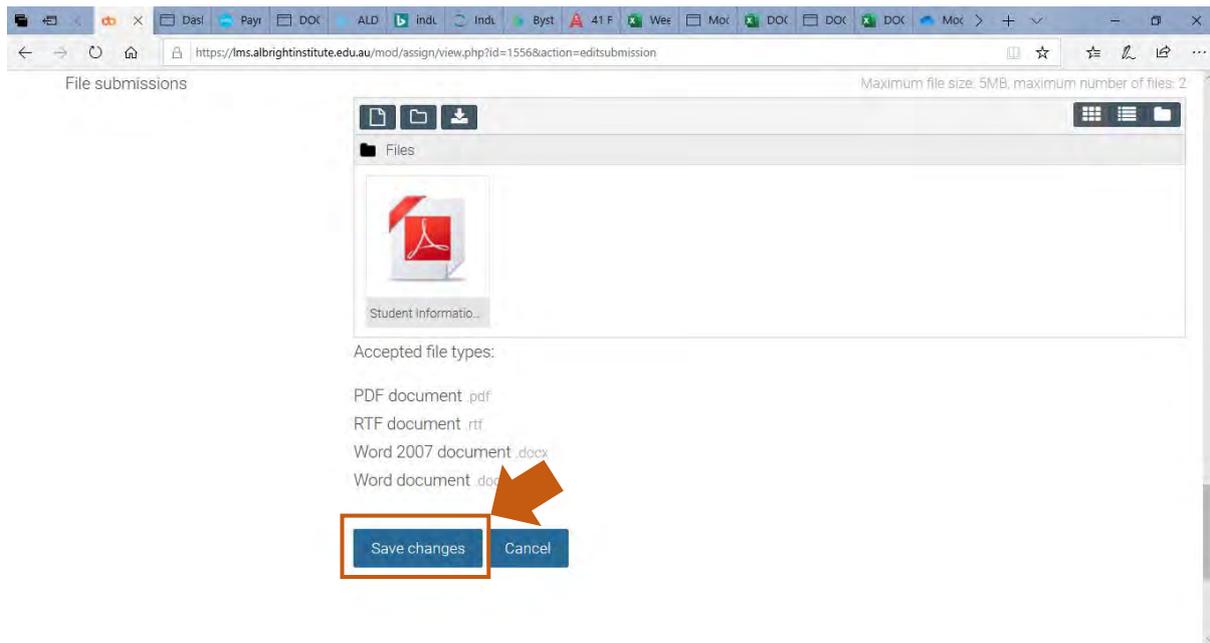
Select the file you want to upload, and click on open.

This takes you to the next page where you need to click on upload this file as shown below;



On the next page, please click [Save Changes](#) as shown below. You can click [cancel](#) as well if you want to start all over again.



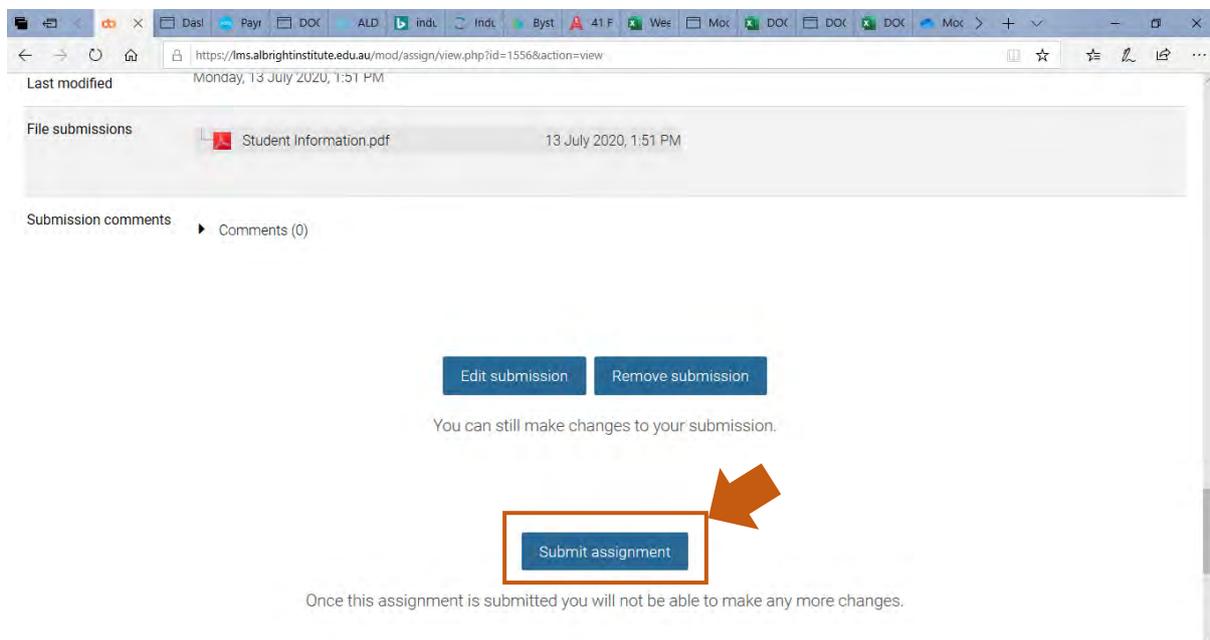


This takes to you the next page below. On this page you can do the following:

Edit Submission – To make changes to your submission

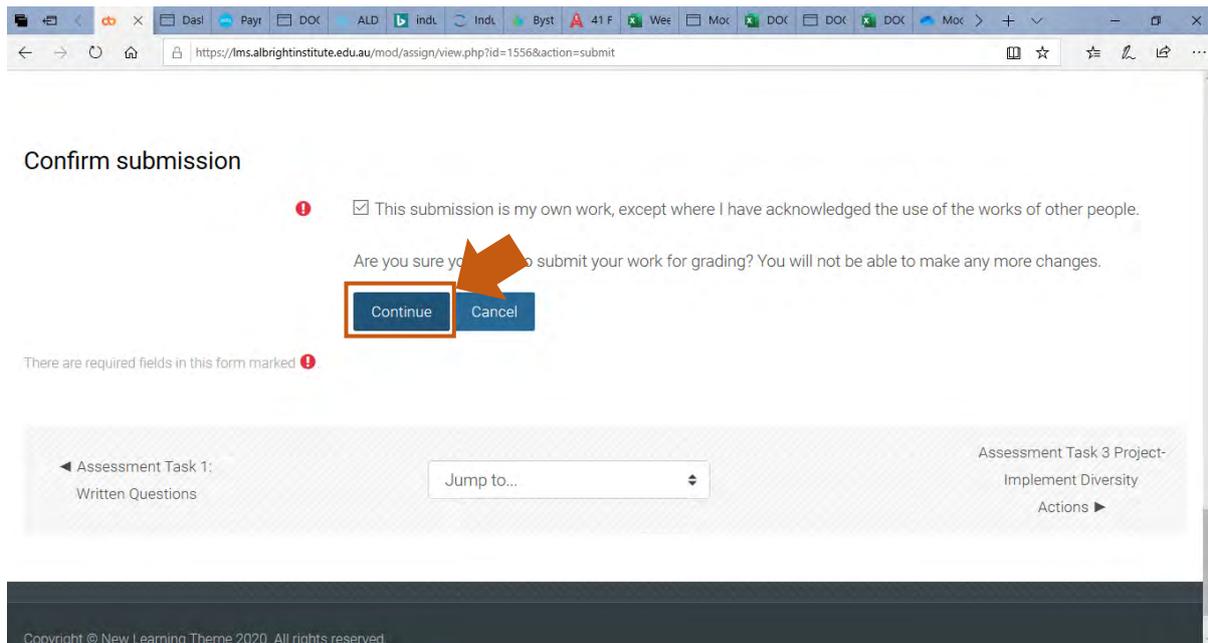
Remove Submission- Remove your submission before committing the action

Submit Submission- Submitting your assessment.



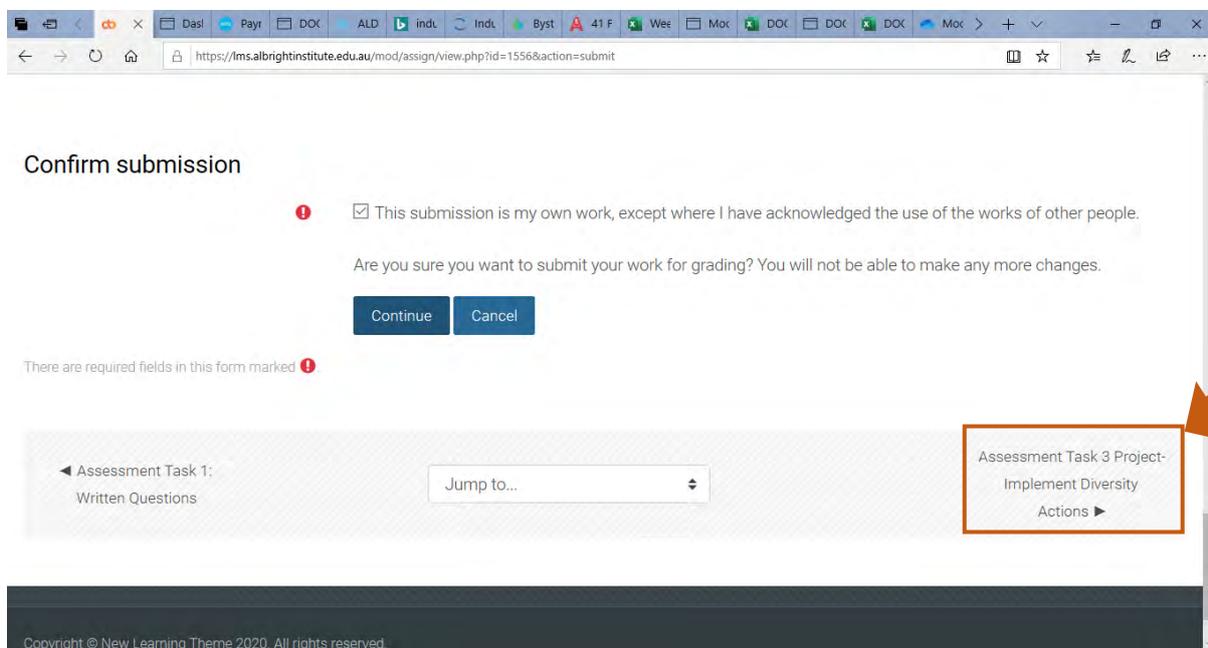
Please click on submit assignment if you wish to proceed and this will take you to the next page, were you need to tick a box and click on continue as shown in the Screen shot below;





By Clicking on [continue](#), you have now successfully submitted answers to this task.

You will have to check that you have answered all the questions and task. One way to know that you are on the last task is by checking that there is no item in the lower right-hand corner of the screen highlighted below.



In the instance above, the student has more tasks to complete.



Frequently Asked Questions

1. Do I need to enter my username and password in the fields above the Open ID Connect Button?

No. You do not need to manually enter your ID and password as the default login mode is through the OpenID Connect Button for Students.

2. I clicked on the Open ID connect but I could not gain access in to the Learning Management system. What am I doing wrong?

Please check that you are correctly logged into outlook email account as well as Office 365 account. Your login is automatically linked to those two accounts. You might also need to sign out of other accounts.

3. I cannot see the Interpretation and Translation unit in my profile after logging in.

The Interpretation and Translation Unit in the displayed screen shot is for Demonstration purposes only. You will be seeing other unit respectively based on your approved study plan when you log in into your page.

4. Can I print/save the lecture materials?

Yes, you can. You will need to click on the print/save icon on the top right corner of the document viewing screen.

5. I have completed the student declaration task, but the other tasks are not available for completion.

You might have answered false to one of the three questions. Please check again to ensure that you have answered correctly.

You might not have clicked on finish attempt on the activity page and the submit and finish button on the next page as required to complete the activity.

6. Can I change my entries and answers on the review page after submission?

No. You cannot. However, you can see the answers you entered into the system.

7. After clicking on the pdf file for the essay questions, I cannot see the files.

Please check to ensure that you have a valid pdf viewer installed on your system. If not please install one. Visit this website for more assistance.

<https://acrobat.adobe.com/au/en/acrobat/pdf-reader.html>

You can as well check your download folder.

