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## TABLE OF CONTENTS

<b>WHAT IS MOODLE?</b>	<b>2</b>
<b>WHICH BROWSER SHOULD I USE?</b>	<b>2</b>
<b>HOW DO I ENTER MOODLE?</b>	<b>2</b>
<b>WHAT IS A COHORT PORTAL?</b>	<b>3</b>
<b>HOW DO I ENTER A UNIT?</b>	<b>3</b>
<b>MOODLE HELP AND RESOURCES/STUDY SKILLS AND STUDENT SUPPORT</b>	<b>3</b>
<b>WHAT IS THE ORIENTATION COURSE?</b>	<b>4</b>
<b>WHAT IS ZOOM?</b>	<b>5</b>
<b>WHO DO I CONTACT FOR HELP WITH THE OPERATION OF MOODLE?</b>	<b>5</b>
<b>WHO DO I CONTACT ABOUT STUDENTS OR COURSE CONTENT?</b>	<b>5</b>

## WHAT IS MOODLE?

Moodle is ACOM's e-learning platform. This is where you will interact with your students.

To access the site, venture to: <http://acm.mrooms.net>.

For quick access it is recommended that you bookmark this page in your web browser.

## WHICH BROWSER SHOULD I USE?

We recommend using Mozilla Firefox or Google Chrome as your internet browser for this site.

This software is free to download at [www.mozilla.org/firefox/](http://www.mozilla.org/firefox/) or [www.google.com/chrome/](http://www.google.com/chrome/).

The latest versions of Apple Safari and Microsoft Internet Explorer are also compatible.

## HOW DO I ENTER MOODLE?

When entering the Moodle website you will be asked to provide your username and password, these will be provided to you via email from the Moodle Team [moodle@acom.edu.au](mailto:moodle@acom.edu.au).

Your username is not likely to change and will remain with you for the duration of your time with us.

The system will force you to change your password the first time you log in.

## WHAT IS A COHORT PORTAL?

If you are eligible for a cohort portal, this will be the first page you see when you log in. This is a space where you can contact your students via the **STUDENT LOUNGE**, or by contacting the Moodle team to set up a **ZOOM** session for you. If you are *not* eligible for a portal, the first page you see when you log in will be the **MOODLE HELP AND RESOURCES** page, as below.

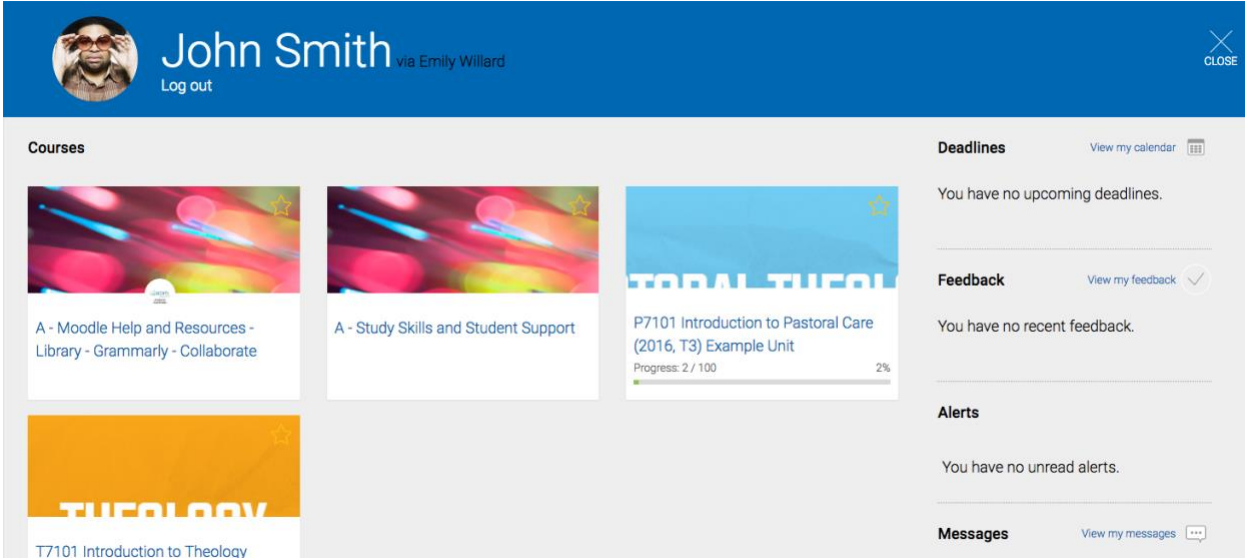
Click on **MY COURSES** (top right) to see what else you have access to in Moodle.

## HOW DO I ENTER A UNIT?

To navigate to the **MY COURSES** Menu at any stage, hit 'My courses' in the top right. This will show you all of your current enrolments. Under usual circumstances you will be given access to your selected units no earlier than three weeks prior to the start of the coming Trimester. Students will receive access at the start of the Trimester.

Units with end dates in the past will be displayed in a separate tab under "My Courses", listed by year.

Once you have entered the menu, hit the unit you wish to view. To **FAVOURITE A UNIT**, simply click the star. Notice also in the **SIDE BAR** any **DEADLINES**, **GRADING**, and **MESSAGES**.



The screenshot displays the Moodle user interface for John Smith, logged in via Emily Willard. The top navigation bar includes a profile picture, the name "John Smith", a "Log out" link, and a "CLOSE" button. The main content area is divided into two sections: "Courses" and a sidebar. The "Courses" section shows three course cards: "A - Moodle Help and Resources - Library - Grammarly - Collaborate", "A - Study Skills and Student Support", and "P7101 Introduction to Pastoral Care (2016, T3) Example Unit" with a progress bar at 2%. The sidebar contains four sections: "Deadlines" (no upcoming deadlines), "Feedback" (no recent feedback), "Alerts" (no unread alerts), and "Messages" (no messages).

## MOODLE HELP AND RESOURCES/STUDY SKILLS AND STUDENT SUPPORT

You and your students will have access to the **MOODLE HELP AND RESOURCES** page, as well as the **STUDY SKILLS AND STUDENT SUPPORT** page. These are accessible to all Higher Education students and are the location of much of our Moodle support resources.

Home / Higher Education / A - Moodle Help and Resources - Library - Grammarly - Collaborate

# A - Moodle Help and Resources - Library - Grammarly - Collaborate

CONTENTS

- Announcements / Community Lounge
- 1. Moodle Help - FAQ's and Tutorials
- 2. Resources
- 3. Library
- 4. Accordance Bible Software
- 5. Grammarly
- 6. Collaborate Meeting Rooms

Course Tools

Home / Higher Education / A - Study Skills and Student Support

# A - Study Skills and Student Support

CONTENTS

- Welcome to Student Support on Moodle
- 1. General Student Support
- 2. Student Placement
- 3. Study Skills
- 4. Writing Skills
- 5. Research
- 6. Book Reviews

Course Tools

## WHAT IS THE ORIENTATION COURSE?

The **ORIENTATION COURSE** will help your students to develop their capacity as online Higher Education learners. This course covers topics such as **TIME MANAGEMENT, ESSAY WRITING, REFERENCING AND STUDY SKILLS**. We thoroughly recommend that students take the time to complete this course before the Trimester commences to set themselves up for academic success. There is a single assessment in this course that will enable students to demonstrate the skills they have learnt and will help us to determine how we can help your students to succeed at ACOM. The assessment will give students the opportunity to write and format an essay according to ACOM specifications without the pressure of a formal grade.

My Courses / Higher Education

# A - Orientation to Study at ACOM

CONTENTS

- What's this all about?
- 1. **Time management**  
Progress: 0 / 7
- 2. **Using ACOM's Online Tools**  
Progress: 0 / 4
- 3. **Turnitin**  
Progress: 0 / 1
- 4. **Writing an Essay**  
Progress: 2 / 12
- 5. **Referencing**  
Progress: 0 / 6
- 6. **Study Skills and Tips**  
Progress: 1 / 6
- 7. **Self-Reflection and Feedback**  
Progress: 0 / 2
- 8. **Assessment**

Course Dashboard

## WHAT IS ZOOM?

**ZOOM** is a web-conferencing program, similar to Skype, which allows students and staff to meet 'face-to-face'. There may be Zoom Meetings available specifically for your students' unit. If so, you will receive an email from the Meeting Host letting you know the time, date and where to find the session in Moodle. To schedule a Zoom Meeting for you and your cohort, contact [moodle@acom.edu.au](mailto:moodle@acom.edu.au).

For more information on **USING ZOOM** see '**ZOOM INSTRUCTIONS**' in the Zoom Meeting Rooms section of the 'Moodle Help and Resources' page.

## WHO DO I CONTACT FOR HELP WITH THE OPERATION OF MOODLE?

If your enquiry is to do with using Moodle please refer to the **FAQ'S AND TUTORIALS** on the Moodle Help and Resources page.

You are also able to contact the **MOODLE TEAM** if your question has not been addressed in the FAQs page on 1800 672 692<sup>1</sup> or email [moodle@acom.edu.au](mailto:moodle@acom.edu.au).

## WHO DO I CONTACT ABOUT STUDENTS OR COURSE CONTENT?

If your enquiry is course related or to do with a student please contact your ACOM Student Engagement Manager.

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<sup>1</sup> Please note that this number does not work for mobile phones. To call the National Office from a mobile please contact (02) 8573 6006.