



STUDENT MOODLE ORIENTATION

MOODLE RESOURCES

TABLE OF CONTENTS

WHAT IS MOODLE?	2
WHICH BROWSER SHOULD I USE?	2
HOW DO I ENTER MOODLE?	2
HOW DO I GET AROUND THE MOODLE HELP AND RESOURCES PAGE?	2
1. ANNOUNCEMENTS	2
2. FAQ'S AND	2
WHAT IS THE ORIENTATION COURSE?	3
HOW DO I ENTER MY UNITS?	3
WHEN WILL I HAVE ACCESS TO MY UNITS?	3
WHERE DO I UPLOAD MY ASSESSMENTS?	4
WHERE IS MY CONTENT?	4
WHAT'S THE DIFFERENCE BETWEEN A STUDENT LOUNGE AND THE FORUMS?	4
HOW DO I CONTACT A USER ON MOODLE?	4
WHAT IS TURNITIN?	4
<u>TURNITIN IS A PLAGIARISM DETECTION SOFTWARE DESIGNED TO UPHOLD ACADEMIC INTEGRITY. WHEN YOU SUBMIT TO AN ASSIGNMENT THROUGH MOODLE YOU WILL RECEIVE AN ORIGINALITY SCORE, AND A REPORT WHICH HIGHLIGHTS ANY TEXT DUPLICATED FROM OTHER SOURCES WITHOUT QUOTATION MARKS. THIS WILL HELP YOU AND YOUR MARKERS ENSURE YOU HAVE NOT IMPROPERLY USED OTHER PEOPLE'S WORDS.</u>	4
WHAT IS GRAMMARLY?	5
WHAT IS ZOOM?	5
WHO DO I CONTACT FOR HELP WITH MY UNITS?	5
WHO DO I CONTACT TO DISCUSS MY BROADER STUDY WITH ACOM?	5

WHAT IS MOODLE?

Moodle is ACOM's e-learning platform.

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

For subsequent easy 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 web browser for this site. This software is free to download at www.mozilla.org/firefox/ or www.google.com/chrome/. The latest versions of Apple Safari and Microsoft Internet Explorer are also compatible.

HOW DO I ENTER MOODLE?

From the Moodle website you will be asked to enter your username and password, these will be provided to you via email from the Moodle team at moodle@acom.edu.au.

The system will force you to change your password the first time you log in. Your username is not likely to change for the duration of your study with us.

HOW DO I GET AROUND THE MOODLE HELP AND RESOURCES PAGE?

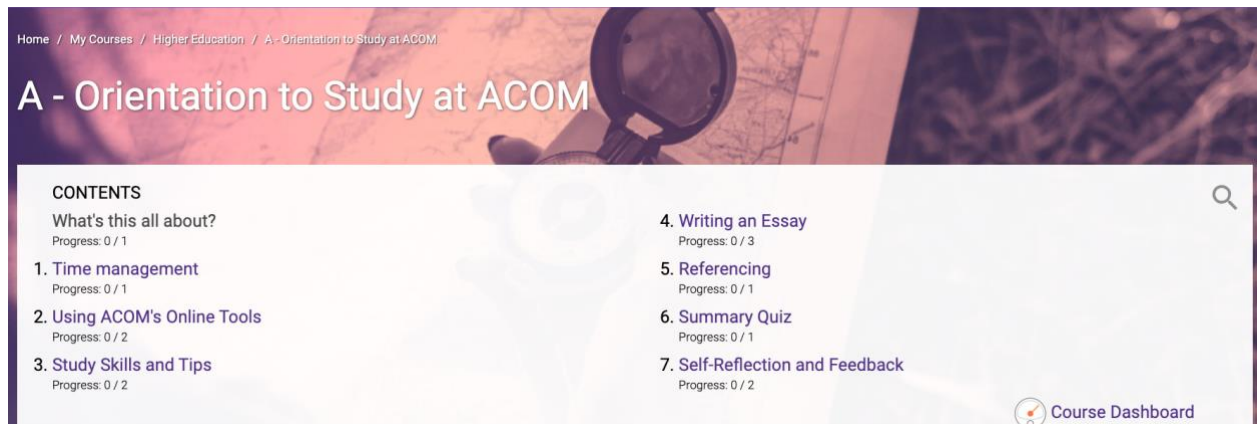
Pictured is the Moodle Help and Resources Page. Here you will find:

1. **ANNOUNCEMENTS**
2. **FAQ'S AND TUTORIALS**
3. A **RESOURCE PAGE** for your studies with ACOM
4. The **LIBRARY**
5. A collection of **BOOK REVIEWS**
6. A link to **GRAMMARLY** for use when proof reading your assessments
7. A link to **BIBLE SOFTWARE** to assist in your research
8. Any **Zoom MEETING** for all ACOM students
9. Information on **RESEARCH** at ACOM



WHAT IS THE ORIENTATION COURSE?

The **ORIENTATION COURSE** will help you to develop your capacity as an online Higher Education learner. This course covers topics such as **TIME MANAGEMENT, ESSAY WRITING, REFERENCING AND STUDY SKILLS**. We thoroughly recommend that you take the time to complete this course before the Trimester commences, to set yourself up for academic success.



HOW DO I ENTER MY UNITS?

When in the Moodle Help and Resources Page in the top right corner, hit '**MY COURSES**'. You will then see all of your **CURRENT UNITS**. To **FAVOURITE A UNIT**, simply click the star. The **PROGRESS BAR** will update as you complete activities within your units. Notice also in the **MENU** any **DEADLINES¹**, **FEEDBACK**, and **MESSAGES**. To view your unit, simply click on the title.

When you enter your unit the first page is where you will find all the information you need to complete the unit. Including; **THE STUDENT LOUNGE**, **THE INTRODUCTORY BOOKLET** to your unit, **YOUR ASSESSMENTS**, and **PRINTABLE SESSION MATERIALS**. Take careful note of your assessment due dates.

WHEN WILL I HAVE ACCESS TO MY UNITS?

Providing all appropriate forms have been submitted on time, you will have access to your units the Monday of week 1 of any trimester. Units with end dates in the past will be displayed in a separate tab under "My Courses", listed by year.

¹ Note that the Deadlines section will *only* show the next three upcoming events, five if you click "view more".

WHERE DO I UPLOAD MY ASSESSMENTS?

The first page of any unit will provide a list of all your assessments, including **ASSIGNMENTS**, **QUIZZES** and **FORUMS**. Assessed Quizzes and Forums are often found throughout the unit sessions, as they are designed to be taken as you progress through the course materials.

By clicking on an assessment, you can access the **ASSESSMENT DESCRIPTION**. There is also a quick link to **UPCOMING ASSESSMENTS** in your **DEADLINES** section of “My Courses”, so you can easily navigate to upload your file, respond to a forum, or complete a quiz. You can watch a short tutorial on the **MOODLE HELPS AND RESOURCES** page, under FAQs and Tutorials, to see how to upload an assignment.

WHERE IS MY CONTENT?

Your course materials can be found in your unit. You’ll see a contents section at the top of your unit with multiple sessions. (Note: on a mobile device, the contents link is displayed as a blue hamburger icon on the bottom right.)

To view the content, click on a **SESSION TITLE** in the contents bar. To help you keep track of your progress, click the **TICKS** to turn them green. The only material not provided for you on Moodle will be noted in the **INTRODUCTORY BOOKLET**. It is important you read this document before you begin reading the content and attempting assessments.

WHAT’S THE DIFFERENCE BETWEEN A STUDENT LOUNGE AND THE FORUMS?

The **STUDENT LOUNGE** is not assessed (unless stated otherwise) and is an open space for you to discuss with fellow students the content you are engaging in.

A **FORUM** is often assessed; check the Introductory Booklet for details. You may be asked to engage in a question, learning activity or other dialogue with your fellow pupils.

HOW DO I CONTACT A USER ON MOODLE?

To **PRIVATE MESSAGE** someone, use the course tools found in the contents bar of your unit. You can watch a short tutorial on the **MOODLE HELPS AND RESOURCES** page, under FAQs and Tutorials, to see how to message another user.

WHAT IS TURNITIN?

TURNITIN is a plagiarism detection software designed to uphold academic integrity. When you submit to an assignment through Moodle you will receive an **ORIGINALITY SCORE**, and a report which highlights any text duplicated from other sources without quotation marks. This will help you and your markers ensure you have not improperly used other people’s words.

WHAT IS GRAMMARLY?

GRAMMARLY is an advanced grammar and spell check program, designed to not only correct your writing, but to teach you how to write more clearly. Writing styles vary from casual, business and to academic essay writing.

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 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.

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

WHO DO I CONTACT FOR HELP WITH MY UNITS?

Your course contact can be found in the footer of any page of your enrolled unit. In most cases the course contact will be your **MARKER**. Simply **MESSAGE** via Moodle by clicking on the course contact name. Please be specific as to your name, unit code and enquiry.

WHO DO I CONTACT TO DISCUSS MY BROADER STUDY WITH ACOM?

Your **STUDENT ENGAGEMENT MANAGER** (SEM) is here to give you advice on the direction of your studies. If you are studying with a Cohort you will need to contact your Student Support Person. If you are not sure how to contact your SEM or Student Support Person, **PHONE** 1800 672 692 or **EMAIL** info@acom.edu.au.