eLearning

Student Orientation Guide
Build your skills and confidence for Flexible eLearning

Get Flexible is an Orientation Resource designed for you to use before you start your course or during the course orientation. It will help you with technologies, getting organised and study skills.

There are also resources to help you as you work on your course, with topics like essay and report writing to help you with assignments.

Check it out on the TAFE Western Moodle Home Page at:

http://moodle.Western.tafensw.edu.au
This document will guide you through:

- how to log on to the Flexible eLearning Website (Moodle)
- how to enrol in your course
- how to use course activities and resources

How to best use this guide is up to you. It has been written so that you can either work through it in a linear way or jump to any specific sections as you wish.

Let’s look at the steps to get you started!

**STEP 1 – OPEN MOODLE**

Open your Internet Browser (eg. Internet Explorer) and type in the Moodle address (or click on the link below if you are viewing this on your computer):

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http://moodle2.wit.tafensw.edu.au
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This will take you to the site home page. From here you can access your course.
STEP 2 – LOGGING IN
Click on the learning area you are enrolled in. This will take you to the login page. If your enrolment has been confirmed you should be able to log in using your DEC Portal Login (as provided on your TAFE enrolment receipt). Note your username and a clue to your password below for reference. (don’t write down your actual password)

DEC Username: ________________________________
Password Clue: ________________________________

If you have any problems, follow the yes, help me log in link on the moodle login page.

Once you have logged in, you can search for your course using either the search courses bar or navigate through the sub-categories to your course.

Once you have found your course, you will be asked to enter a course enrolment key (which you should have received from your Teacher). Once you have entered your course enrolment key you will be transferred directly to your Moodle course.
STEP 3 – EDITING YOUR PROFILE

Now that you are logged on to Moodle we would advise that you go straight to Edit your profile. Editing your profile will allow you to become familiar with the options available to you in order to personalise your environment.

To edit your profile from your Home page, click on your name on the banner at the top of the page.

From here you will be taken to your profile page. Select Edit Profile from the settings block.
You will now see a page containing a series of options. We will go through those options and give advice on selections.

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<th>Field</th>
<th>Setting and explanation</th>
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<tbody>
<tr>
<td>Email address</td>
<td>You can use any real email address but to be sure you keep up with course developments it should be the one that you check frequently. BE AWARE that Hotmail addresses are blocked within the TAFE system.</td>
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<tr>
<td>Email display</td>
<td>It is up to you which of these options you select but our advice is to keep in mind that the purpose of Moodle is collaboration and communication.</td>
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<tr>
<td>Email digest type</td>
<td>You should change this to <em>complete</em> to ensure that you receive your course email.</td>
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<tr>
<td>Forum</td>
<td>This should be left at Yes: when I post, subscribe me to that forum so that you can keep track of what is happening in your course forums.</td>
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<tr>
<td>Description</td>
<td>Put in this field anything you would like to share about yourself with your teachers and fellow classmates. This can be read by anyone using TAFE Western’s moodle so be thoughtful about what you put in here.</td>
</tr>
<tr>
<td>New picture</td>
<td><strong>When inserting a picture it is your responsibility to ensure that you have the appropriate copyright clearance.</strong> To insert a picture of yourself click the add button and search your computer for a picture. Make sure that the file is not larger than the maximum size listed. The image file will be cropped to a square and resized down to 100 x 100 pixels.</td>
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<tr>
<td>Interests</td>
<td>In this field you can put further information about yourself so fellow users can find people with similar interests to themselves and make contact.</td>
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STEP 4 - NAVIGATION

Once you are in your Moodle courses we think it is best not to use your browser’s navigation buttons (the forwards and backwards arrows) as they may get you lost. A better way would be to use the navigation tools that are built into Moodle. These are the Breadcrumbs.

The breadcrumbs are a trail showing the pages you have passed through to get to your current location. They are shown in the top left corner of the page and clicking on them will take you to that point in the course.

Your other option for moving in and around your courses, units and resources is within the navigation block. You may find this on either side of the page or ‘docked’ on the left of your page. Clicking the arrows next to sections will expand this section to allow you to select areas within it.
STEP 5 - COURSE ACTIVITIES AND RESOURCES

FORUMS
To participate in a Forum discussion click on the Forum link in your Course or Unit (this symbol denotes a forum link). To start a new discussion, click on the Add a New Topic button, or click on an existing post and click on Reply to add to the discussion.

Forum Etiquette
Below are a few guidelines for use of Moodle forums. Some definitions you may need:

- **Post**: Any message posted to the forum
- **Subject**: The title of a post
- **Thread**: A string of posts, all replies, or replies of replies, to an original post
- **Topic**: The subject of the original post that starts a thread - i.e. what the thread is about

Be nice

- No 'flaming' - in other words, avoid personal attacks, pettiness, abuse. Respect other users, and if you disagree with them, explain why.
- No 'trolling' - trolls are posts deliberately designed to provoke an angry response. That doesn't mean you can't be controversial, if you really mean it.
- No personal disputes - if it gets personal, take it offline.
- Avoid typing in ALL CAPS, which is considered shouting or yelling.
- Learn to let go - don't keep harping on about the same thing.
- If someone else's post offends you, don't immediately fight back online. Consider whether they really meant to cause offence. It can be easy to sound rude without meaning to, but if you really are troubled by the post, don't respond - take it to your teacher instead.

Be effective

- Post in the most appropriate forum.
- Stay on topic - try to focus on the original topic. In particular, don't change subject in the middle of an existing thread - start a new topic.
- Conversely, don't start a new topic if your post relates to an existing one - reply to the existing thread
- When starting a new topic, make the subject line clear and informative.

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CHAT
Your teachers may schedule chat sessions at particular times for answering questions or dealing with a difficult topic or concept, or to give you specific instructions or information about an assessment task. Click on the Chat Room link (this symbol denotes a chat room) on your course or unit page.

ASSESSMENT SUBMISSION
Your teacher will advise you when assessment tasks are due. Assessments may be submitted using the Assignment link (this symbol denotes an assignment) in your Moodle Unit, unless otherwise advised by your teacher. Click on the Assignment link, then Browse to and Upload your Assessment File. Click on the Send for Marking button.

Your assessment submission will be recorded in Moodle and you should receive an email notification of successful submission. If you find that you can’t upload an assessment, contact your teacher for advice or email it to them directly. If you don’t receive the notification email, advise your teacher and email your assessment.

**TIP**: Don’t leave your submission until the last minute – if everyone does that the network may not cope and you may have problems meeting the submission deadline.

Your teacher will either mark your assessment task in Moodle and you will receive notification of your result, or this will be emailed to you.
EXPECTATIONS OF YOUR TEACHERS
Your teacher will not be available 24 hours a day, 7 days a week. They will advise you of their contact times, which you should record on the Contact Information Sheet at the back of this guide.

As you work through your course, there will be requirements to complete forum posts and you will be able to email your teacher. You will receive responses to these within 3 working days. Your teacher may respond sooner, depending on their contact and allocated teaching times. If you have an emergency requirement and need a response more quickly, contact the Course Coordinator.

If you have not heard from your teacher within that time notify the Course Coordinator.

YOUR RESPONSIBILITIES
You are responsible for your own learning and progress in the Course. Your teachers will provide support, but ultimately it is up to you to take responsibility. You are also responsible to behave respectfully towards your teachers and fellow students in the course. This includes politeness, timely responses to forums and other communications with peers and teachers.

Your forum posts and other learning activity contributions should be meaningful and contribute positively to the learning. Forum posts should be between 50-200 words – don’t make them too wordy; it’s best to be concise and clear.

Don’t harass other learners online. The same policies apply online as in the classroom, so be considerate of your fellow learners. Try not to dominate the ‘conversations’, give others room to contribute and have their say. Don’t share personal information or contact details that may result in unwanted communications or contact. Respect the privacy of others. For more information on Student rights & responsibilities refer to http://www.Western.tafensw.edu.au/support-for-students/students-rights-and-responsibilities.
TECHNICAL REQUIREMENTS AND SUPPORT
You will need access to a computer and internet, see the Student Support page for full technical requirements and links to plugins you may need. Ensure that you have all the necessary software and plugins before you start your course to avoid delays and technical problems.

If you are having problems with your internet connection, contact your internet service provider. If you are connected and having problems with accessing Moodle, try the following:

- check your Login is correct (DEC username and password)
- check that the Moodle or Course address is typed correctly
- turn off your pop-up blocker
- contact your teacher if you are still having problems accessing Moodle
Teacher Contact Information

Course Coordinator:

Contact Details:  Phone:  Email:

Unit:  Scheduled Dates:

Teacher:

Contact Details:
  Phone
  Email

Contact Times:

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