

## Student instructions for e-Learning

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## **What is eLearning and Moodle?**

Welcome to Nature Care College's e-Learning platform - Moodle. The following will give you instructions on how to access your resources for all enrolled subjects and how to submit assignments and assessments using the portal. Instructions will also be given on how to complete on-line quizzes and see your grades for the subjects you are studying.

Moodle supports active learning rather than just passive learning and improves student engagement by allowing students to be co-contributors and knowledge builders.

### *How will Moodle help me?*

Moodle will give you a simple clear view of learning activities and resources and enable you to access information whenever you require. Through this portal you will be able to receive all your learning materials and resources, submit assignments, take quizzes and tests online, do activities and see all your grades.

There will be a course forum, where you can communicate with your trainer and classmates on aspects of the course and material.

### *What do I need to know before using Moodle?*

As a NCC student you will need to have a Windows or Mac computer with access to the internet. Moodle works well with different operating systems, but the latest version of Windows or Mac OSX are recommended.

Use a broadband connection (256 Kbit/sec or faster) through USB wireless modem, ADSL, T1/T2, fibre optic or cable.

Dial-up access will be significantly slower, and we do not recommend it for using Moodle.

The recommended browsers are:

Desktop:

- Chrome
- Firefox
- Safari
- Edge
- Internet Explorer

*Note: Moodle 3.9.x (LTS) will be the last version actively supporting Internet Explorer 11.*

Mobile:

- MobileSafari
- Google Chrome

Legacy browsers with known compatibility issues with Moodle 3.9:

- Internet Explorer 10 and below
- Safari 7 and below

For the best experience and optimum security, we recommend that you keep your browser up to date.

Note that add-ons and toolbars can affect any browser's performance.

The following will need to be enabled

- Cookies
- Popups (in both internet browser and security software)
- Javascript

Also it is recommended that you are using the latest version of Adobe Flash Player and Adobe Acrobat Reader.

You need to have some basic web browsing and computer skills, including how to attach, upload and download a file.

It really does not take a great deal of skill or computer knowledge to use Moodle and we will supply you with an instruction manual and links to YouTube support media.

Since Moodle is an online learning management system you will need to be online to access the information. Of course, there will be activities that you can do offline, so you will not be in front of the computer for the whole time.

For more detailed instructions, you can visit Moodle on YouTube. We recommend you look at some of the YouTube instructions as these show screen shots etc. Nature Care College uses Moodle 3.9, so make sure you are looking at clips that refer to this version as older ones may look different.

## How do I access my course?

Once you have logged into the student portal, and clicked onto e-learning, the home page for the College will appear. You will only have access to Subjects that you have enrolled in.

**Please note: subject access will not be available until one week prior to the first scheduled class date.**

The screenshot shows the student portal home page for Nature Care College. The left-hand navigation menu includes links for Home, Dashboard, Calendar, Private files, My courses, MSC031\_GAP, and CP2\_NAT\_HERBS\_THU\_21T2. The central 'My courses' panel lists three courses: BodyChem\_B\_GAP, Clinical Practice 2 Naturopathy\_Herbs\_FRI\_21T3 (Teacher: Lara Ryan), and Clinical Practice 2 Naturopathy\_Herbs\_THU\_21T3 (Teacher: Vanessa Hitch). The right-hand panel features a calendar for January 2022 and a section titled 'USEFUL STUDENT RESOURCES' with links for Elearning student instructions, Databases for Students, Database Passwords, Reference Guide, Student Forms, Booklist, Student Handbooks, and Assessment Procedures.

On this home page you can see important links under **Useful Student Resources** on the right hand panel. Here you can access the Database Passwords, Student Forms and other student resources.

The Subjects that you are enrolled in will appear in the centre panel (depending on the number of subjects you are enrolled in, not all of them may show in the centre panel), as well as in the left hand panel.

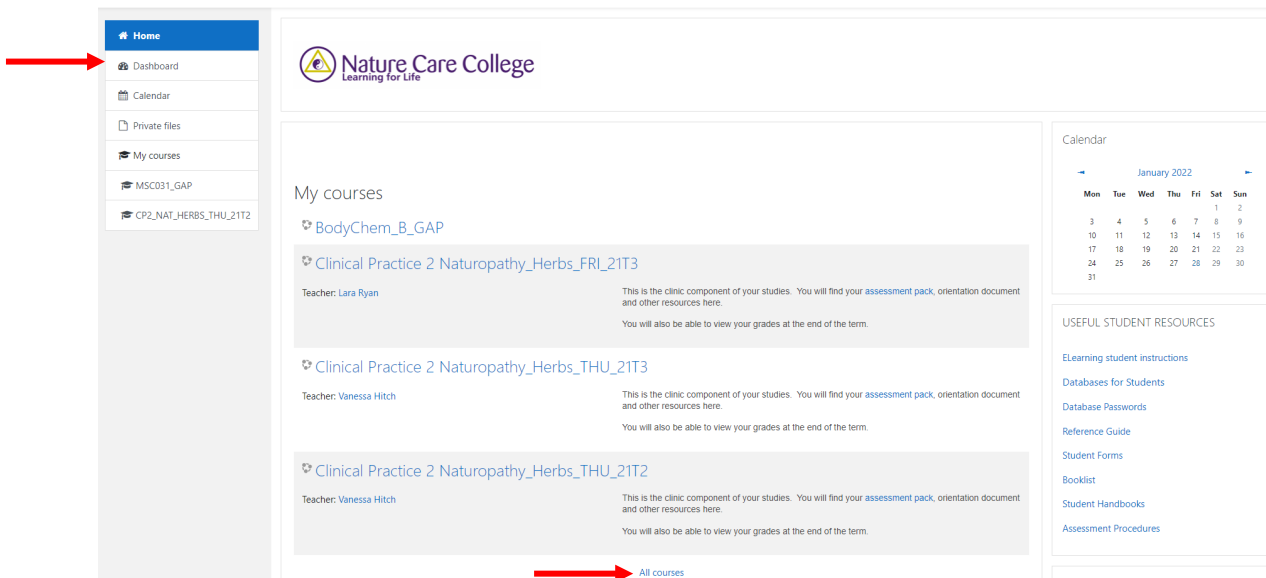
**Please note: these will not appear until one week before the class commences.**

**Important:** Online resources in the Student Portal are available to you one week prior to the start of each subject until the entire course program completion. If you wish to keep resources, please ensure that you download and save the relevant materials to your computer, as you will not have access to the materials from four weeks after the course program completion.

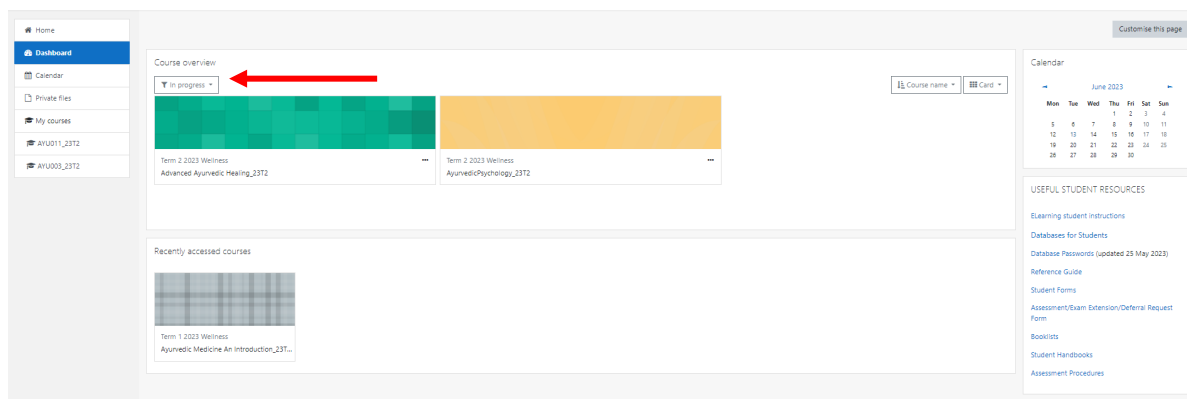
**Class Recordings can not be saved or downloaded and are available for viewing for four weeks after each subject's end date.**

To go into the subject that you want, click on the name of the subject in the centre panel or the course code in the left hand panel. As mentioned above, depending on the amount of

subjects you are enrolled in, not all of them will appear in the centre panel. If that is the case, click on the 'All Courses' link in the centre panel or on 'Dashboard' in the left hand panel. This will take you to a course overview page, from where you can search for all your 'In progress', 'Past' or 'Future' courses via the drop-down menu.



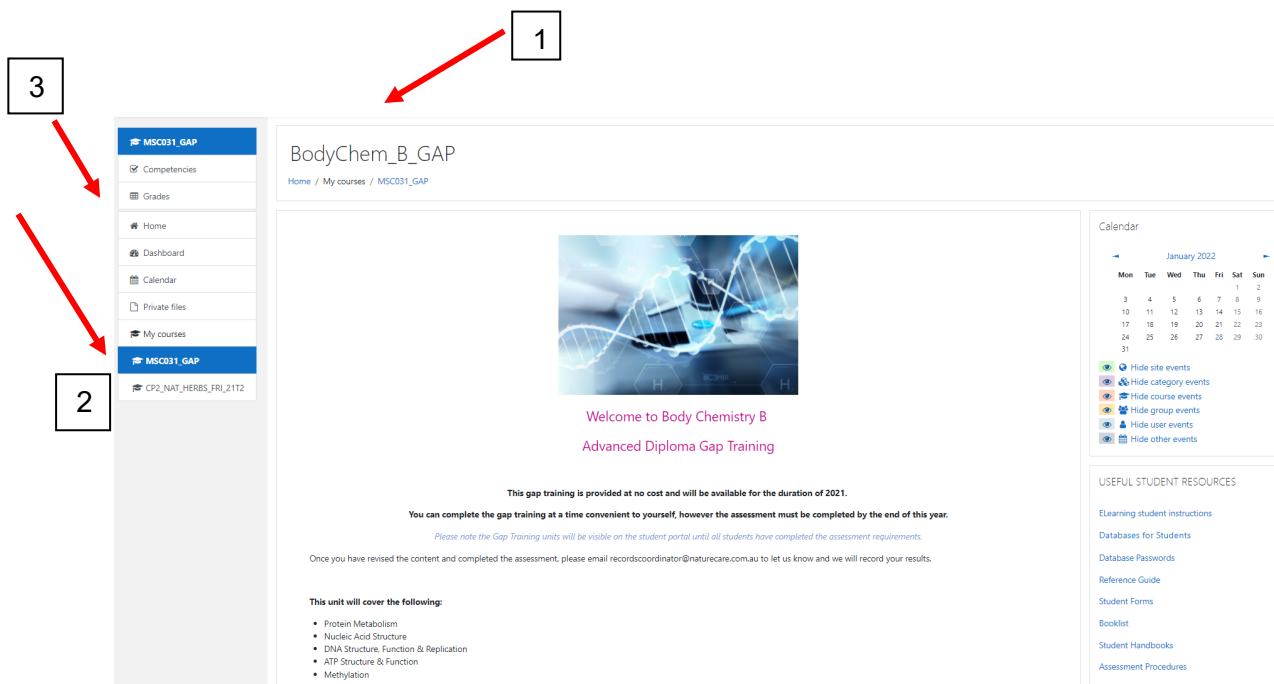
Dashboard view:



If you need to go back to the homepage – use the navigation bar in the panel on the left hand side.

You are now in your subject and the following screen will appear. This is where you will find everything you need to complete this subject: the Subject Outline, the Learning Guide (if applicable), Assessment Pack or list of assessments and any other learning resources that your trainer has uploaded, e.g. PowerPoint PDFs.

Each subject will have different types of resources available and different number of sessions.



If you look at the navigation bar across the top (1), you will see the short name and the code of the subject you are in. This also appears on the left navigation menu (2).

On the left hand panel, you can see *Grades* (3), it is here that you will be able to find your grades for any assessments submitted for this subject. All your grades will be uploaded to the subjects that you are enrolled in.

You can also change some aspects of your personal profile here. However, please be careful when altering anything in your profile as this may influence how you log in.

In the centre panel is where all the information is for you to complete your subject.

Items that have the quote symbol is where your trainer will post communication to you (where applicable – note: not all subjects will use this feature).



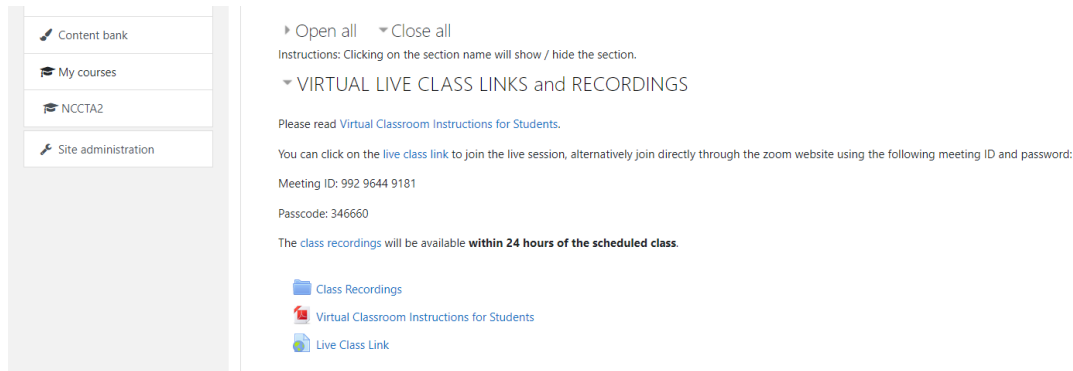
When a trainer posts on a forum, you will receive an email informing you of this.

## How do I attend the virtual live classes or watch the recordings?

Scroll down until you reach the section titled 'Virtual Live Class Links and Recordings'.

You will find instructions and the link to join the live classes, as well a folder including the recordings. Recordings are usually uploaded within 24 hours of the live class.

If the link doesn't work or you don't have access to the student portal, you can join a live class through the zoom website: [www.zoom.us](http://www.zoom.us) Click on 'join a meeting' and use the meeting id and passcode provided on the course page.

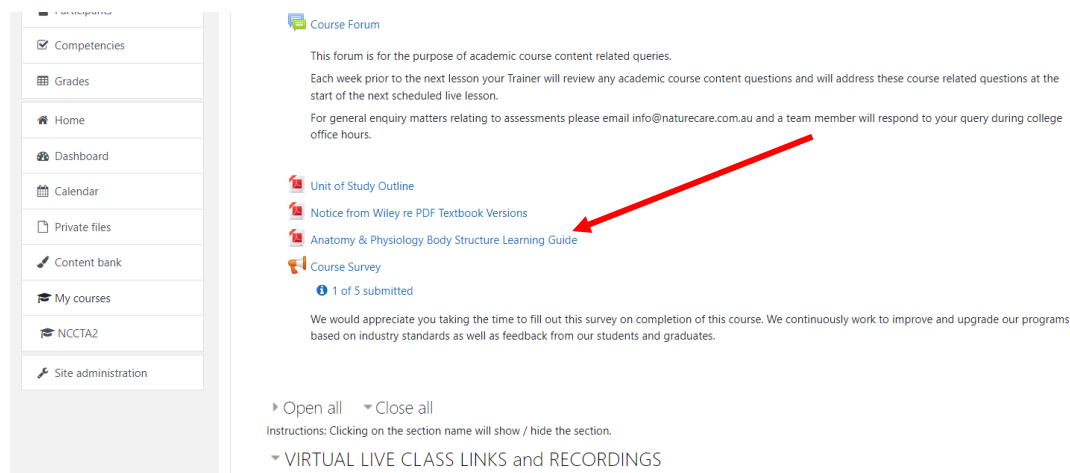


The screenshot shows a course page with a left-hand navigation menu containing: Content bank, My courses, NCCTA2, and Site administration. The main content area has a section titled 'VIRTUAL LIVE CLASS LINKS and RECORDINGS'. It includes instructions on how to click on section names to show or hide them, a link to 'Virtual Classroom Instructions for Students', and meeting details: Meeting ID: 992 9644 9181 and Passcode: 346660. A note states that class recordings will be available within 24 hours of the scheduled class. At the bottom, there are three links: Class Recordings, Virtual Classroom Instructions for Students, and Live Class Link.

## How do I access the resources and materials?

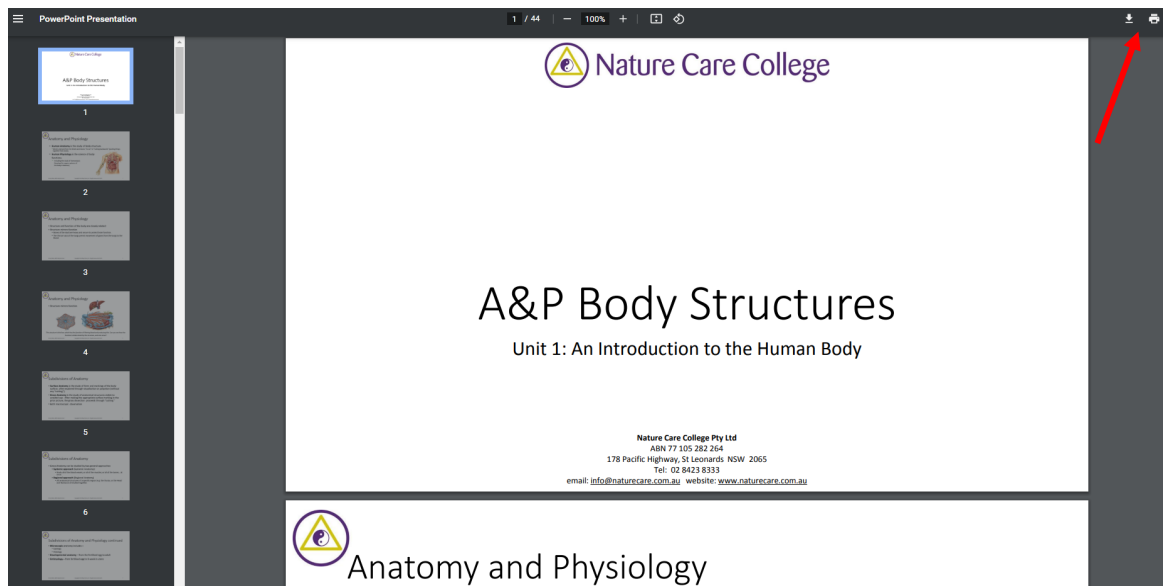
The resources for your subject will be in a few different formats, but mostly as PDF documents.

Your Learning Guides, readings and PowerPoints (where applicable) will be available for you to either view on the screen or download to your own computer. These will appear in the centre panel.



The screenshot shows a course page with a left-hand navigation menu containing: Competencies, Grades, Home, Dashboard, Calendar, Private files, Content bank, My courses, NCCTA2, and Site administration. The main content area has a section titled 'VIRTUAL LIVE CLASS LINKS and RECORDINGS'. It includes instructions on how to click on section names to show or hide them. Below this, there are several resource links: Unit of Study Outline, Notice from Wiley re PDF Textbook Versions, Anatomy & Physiology Body Structure Learning Guide, and Course Survey (with 1 of 5 submitted). A red arrow points to the 'Anatomy & Physiology Body Structure Learning Guide' link. At the bottom, there are links for 'Open all' and 'Close all'.

You can access the resources by clicking on the file. The file will open on the screen, you can then choose to save it or print it.



## How do I submit assessments/assignments?

Some subjects will require you to submit assignments, either by typing the answers directly into a text box or uploading a file using the portal. Depending on the subject that you are doing, your trainer will let you know the type of submission that is required. **Please note: not all subjects will require on-line submissions.**

There is a due date for each piece of assessment for the subject you are enrolled in. It is the student's responsibility to check and take note of the due dates for each component of your assessment.

- The due dates are specified on eLearning.
- The Assessment Procedures document outlines the penalties for late submissions.

You must submit by the due date specified through the eLearning portal.

### Assignment submission: upload a file

In the centre panel you will see your assignments. There are 2 icons that can be used.



2 Assessments

**Assessment** - The assessment task for this course is:

- [Assessment Task - Business Plan- 100%](#) (due week 11)

Please see PDF below for the details of each of these assessment components. Please note that you need to complete the assessment and receive 60% to pass this unit of study.

[Assessment Tasks](#)

[Assessment Task - Business Plan](#)

**Due 28 November 2021**

**21 of 23 submitted**

**Due Date: Sun, 28 November (week 11)**

This assessment is to be completed and your file submitted on line- please see your [Assessment Tasks](#) document for the assessment questions.

Clicking on the title – Assessment Task will take you into the assignment question. Here you will see submission status and a button *add submission*.

Assessment Submission

Submit your **completed** assessment tasks here. Please ensure you have filled out your clinic log correctly, recording all clinic hours and cases.  
Please note you do not need to submit your clinic training log each term, only when all hours and cases are complete.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 5 September 2021, 1:00 AM
Time remaining	Assignment is overdue by: 145 days 7 hours
Last modified	-
Submission comments	<a href="#">Comments (0)</a>

[Add submission](#)

You have not made a submission yet.

Clicking on the add submission button will bring up the file submissions box. You can click on *add* or drag your file into the area with the blue arrow.

Assessment Submission

Submit your **completed** assessment tasks here. Please ensure you have filled out your clinic log correctly, recording all clinic hours and cases.  
Please note you do not need to submit your clinic training log each term, only when all hours and cases are complete.

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

File submissions Maximum file size: 5MB, maximum number of files: 1

[Add](#)

You can drag and drop files here to add them.

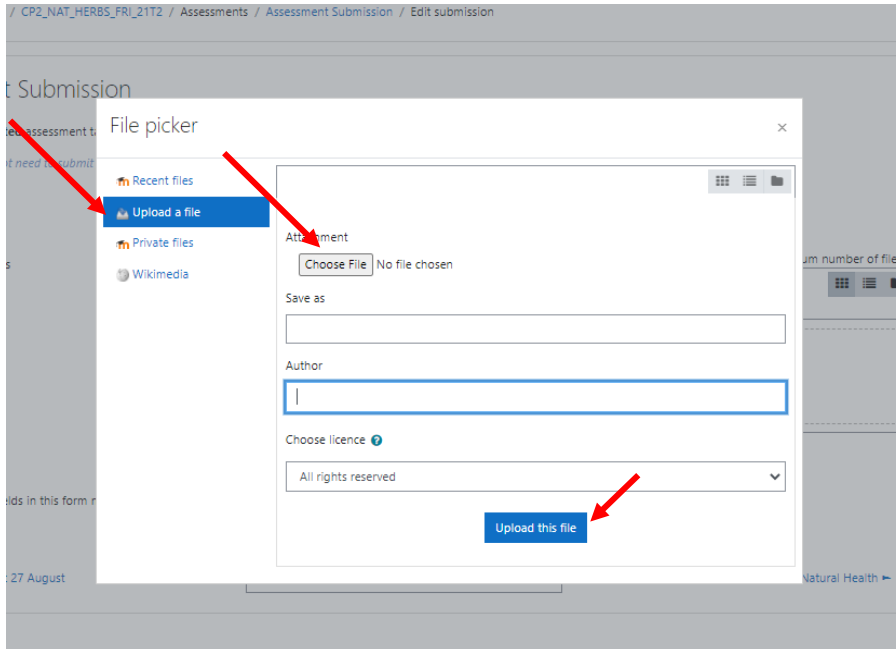
[Save changes](#) [Cancel](#)

There are required fields in this form marked ⓘ .

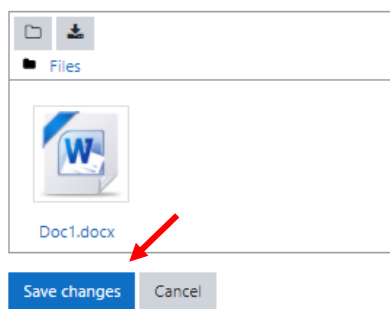
[← Live Clinic Link 27 August](#)  [Advanced Diploma of Integrative Natural Health →](#)

Clicking on the *add* (1) button brings up the file picker window. On the left panel click on *Upload a file* and then *Choose File* – this will open documents on your hard drive and you can choose your assignment. Once you have chosen your file, click on *Upload this file*.

Make sure to also tick the box (2) acknowledging that the assignment is your own work.




Your file is now uploaded and ready to submit, click on save changes.



You still have not submitted your assignment. As you can see it will say, draft (not submitted) and you have the choice of editing your submission, for example, if you have made changes to your file and want to upload the new one. Once you are happy with your assignment, then click on *submit assignment*.

## Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Last modified	Tuesday, 26 November 2013, 12:27 PM
File submissions	 Florentine_Eggs_PROF005_Assignment 1.doc

[Edit submission](#)

Make changes to your submission

[Submit assignment](#)

Once this assignment is submitted you will not be able to make any more changes.

Name your file using the following format

*FirstName\_LastName\_UnitCode\_Assignment#*

e.g. Florentine\_Eggs\_PROF005\_Assignment 1

Submit using format - PDF.

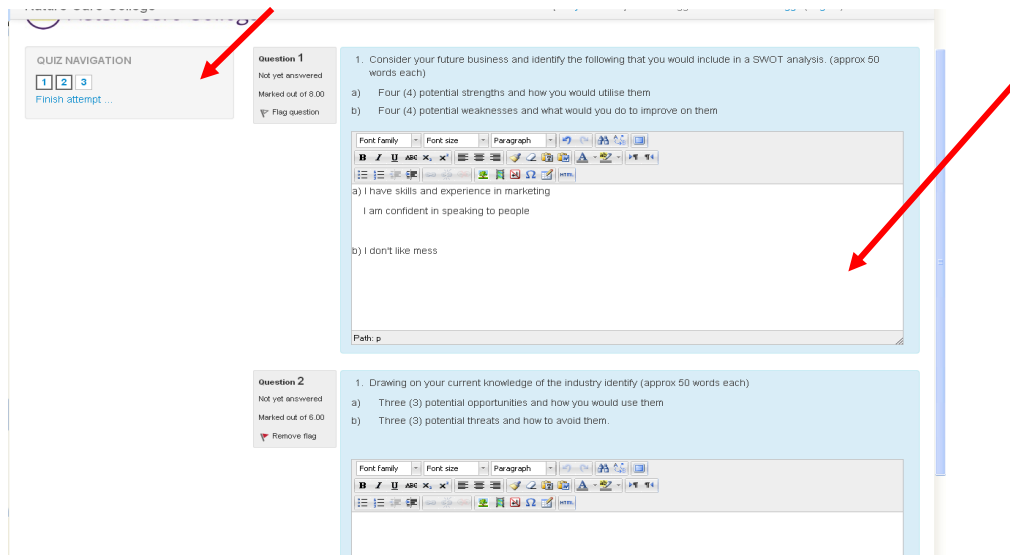
Once your assignment is marked by the trainer, you will also receive an email informing you of this and you will be able to check comments/feedback and your marks in the grade book (details below under Grades).

### Assignment submission: on-line text

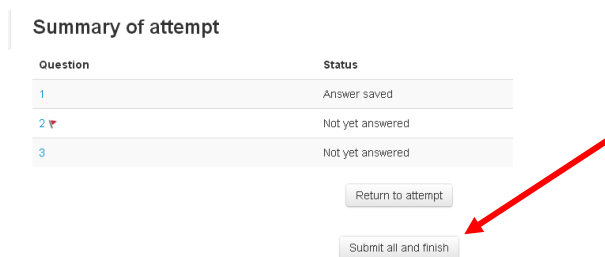
There are some assessments that require you to enter text directly into the text box. These assessments are either learning outcomes or short answer questions. They can appear and look like a Quiz and will have the quiz tick next to them. It may be helpful to complete the answers in a word document and copy and paste into the e-Learning box.



The question will appear with a text box for you to type in your answers. The Quiz navigation on the left hand panel will let you know how many pages there are and what you have attempted.

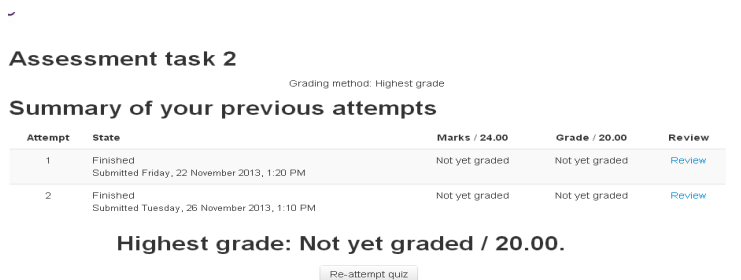


You can save the answers to the questions you have attempted and come back another time to complete all the questions.



Once you are happy with your answers, click on Submit all and finish. A warning message will flash up and you can submit.

A summary of your attempts will come up and you can see if it has been graded and your final grade.



### How do I complete an online Quiz?

Some subjects will require you to complete a number of on-line quizzes. Your trainer and the assessment pack will give you the due dates for these. The Quiz will only be open for a period specified. For example, the quiz will be available for you to complete for only one week. Please make sure that you complete it within this timeframe.

You will need to complete any on line quizzes by the due date, if you miss this date, you will need to apply for a deferred exam. Quizzes must be completed within the timeframe specified, otherwise it will be considered a deferred exam. **So please check when the quizzes close!**

*Please note a fee may apply for Deferred Exams - more information on Deferred Exams/Assessments can be found on the website under Forms.*

Click on the appropriate Quiz, this will open a new window; click on attempt quiz now, the quiz will open to the first question.

The screenshot shows a section titled 'ASSESSMENT' with a sub-header 'Assessment - The assessment tasks for this course are:'. Below this, there is a list of tasks: 'Mid-term quiz - 50%' and 'Final quiz - 50%'. A note states: 'Please carefully read through the assessment tasks document below for more information. If you do not complete the quizzes in the scheduled time frame you will be required to submit a deferred assessment application.' There are two main quiz entries: 'Mid Term Quiz' with a due date of '7 November 2021' and '5 of 5 attempted', and 'End of Term Quiz' with a due date of '5 December 2021' and '5 of 5 attempted'. Each quiz entry includes details on when it opens, the duration, and the number of attempts. Two red arrows point to the 'Mid Term Quiz' and 'End of Term Quiz' entries.

Please be aware if there is a time limit on the quiz. You may only have 1 hour to complete the quiz, the system will register when you have started the quiz and will end it at the end of the hour.

Only attempt a quiz when you are ready to do so. Even though you may have your books and notes around you, you will need to know the material to be able to complete the quiz in the allocated time. Completing quizzes on-line does not mean that you do not have to study. Most quizzes are marked automatically by the system and your grade added to the grade book.

### **How do I communicate with my trainer?**

**Messaging** – if your communication requires a private conversation with your trainer, then you can use ‘messages’ for this. When using messages, please make sure you include the subject that the query is about. Many of our trainers are allocated a number of classes, so it

is helpful that you name the subject. If your query is about the subject, due dates, course material etc you should use the course forums.

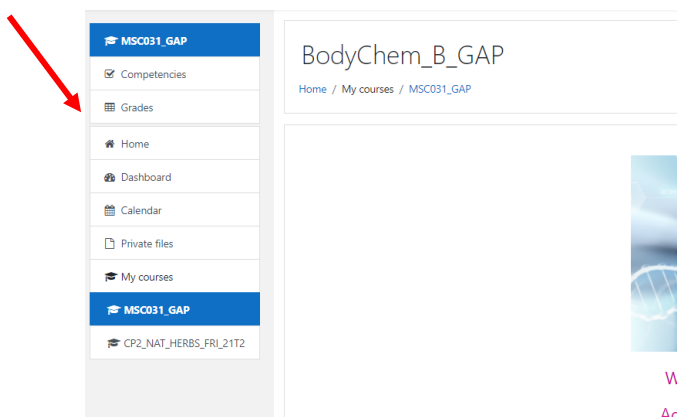
Also please note that trainers are **not available** during the term breaks. Please refrain from messaging the trainers after the end of term, they will not respond as they are on holidays!

### How do I get my results?

Congratulations on completing this term as part of your qualification. You can view your results for most of the subjects through the Grades icon on eLearning.

The date on which you can view your final results will be published in the Site News section on the Moodle Homepage. Please note that results that are there before this date may not be your final grade, as grades are being finalised.

To view your results, log in to the student portal as usual and click on one of your subjects. On the left hand panel you will see *Grades*.



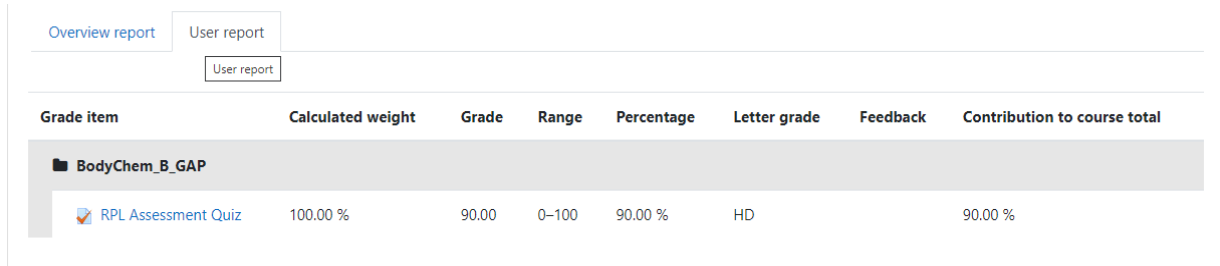
Click on Grades

There are 2 views here:

*Overview report* – this will show all your subjects for the current term and the total grade for them. You can click on each one to get a detailed result picture.

Overview report	<a href="#">User report</a>
Course name	Grade
BodyChem_B_GAP	-
Clinical Practice 2 Naturopathy_Herbs_FRI_21T3	-
Clinical Practice 2 Naturopathy_Herbs_THU_21T3	-
Clinical Practice 2 Naturopathy_Herbs_FRI_21T2	-

The second is *user report* – this will show what you received for each assessment task. If the subject has Pass/Fail only, then you will only see Pass- No higher grade in the letter grade.



The screenshot shows a user report interface. At the top, there are two tabs: 'Overview report' and 'User report'. Below the tabs is a table with the following columns: Grade item, Calculated weight, Grade, Range, Percentage, Letter grade, Feedback, and Contribution to course total. The table contains one row for 'RPL Assessment Quiz' under the 'BodyChem\_B\_GAP' category. The data for this row is: Calculated weight: 100.00 %, Grade: 90.00, Range: 0-100, Percentage: 90.00 %, Letter grade: HD, and Contribution to course total: 90.00 %.

Grade item	Calculated weight	Grade	Range	Percentage	Letter grade	Feedback	Contribution to course total
BodyChem_B_GAP							
RPL Assessment Quiz	100.00 %	90.00	0-100	90.00 %	HD		90.00 %

### **How long will I have access to results?**

You will have access to your results for the duration of the entire course program. The final access date will be four weeks after the course completion date. Please make sure that you print or save these results for your own reference as you will not receive a statement of achievement via mail or email.

### **Who can help me?**

If you have any queries regarding your grades, please contact the records coordinator [recordscoordinator@naturecare.com.au](mailto:recordscoordinator@naturecare.com.au)

If you require assistance on any other aspect of eLearning, please email [info@naturecare.com.au](mailto:info@naturecare.com.au)

We hope you enjoy your e-Learning experience!