Nature Care College

Student instructions for e-Learning

Contents

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

Note: Moodle 4.1 does NOT support Internet Explorer 11.

Mobile:

- MobileSafari
- Google Chrome

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 4.1+, 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.
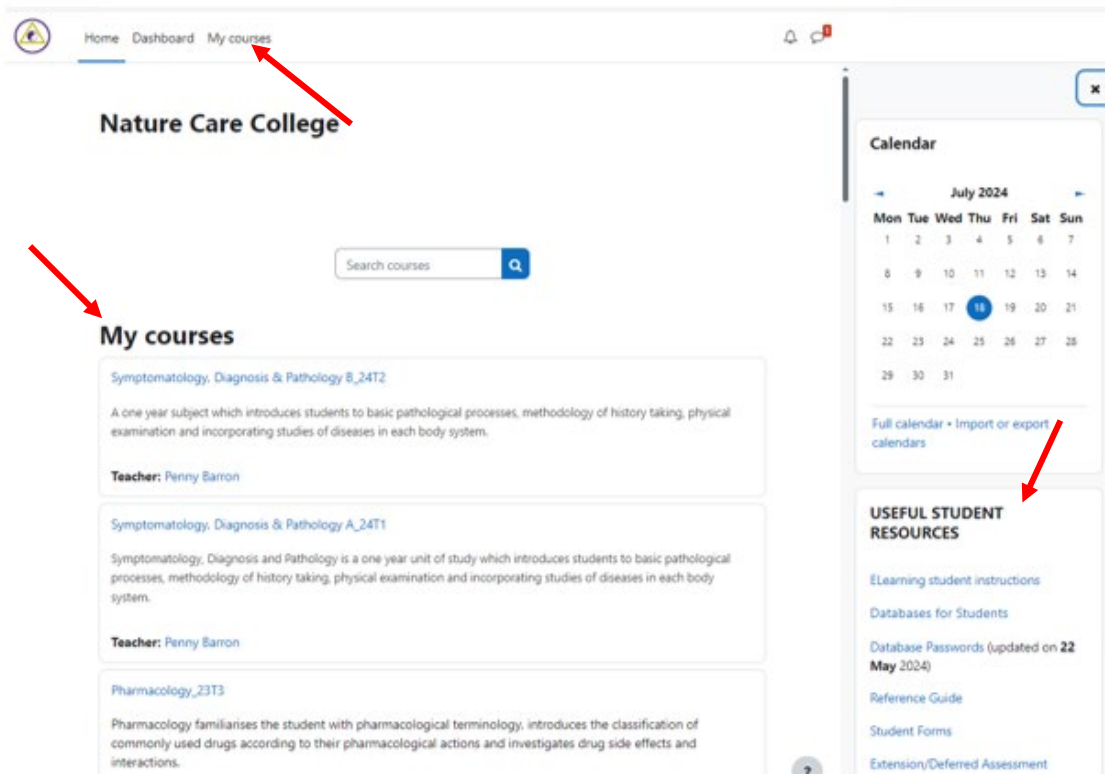
On this home page you can see important links under *Useful Student Resources* on the right-hand panel. Here you can access the Database Passwords, Student Forms and other student resources. You can open/close this panel via the little flag/X in the top right corner:

Subjects that you are enrolled in will appear under *My Courses* **in the main panel** (depending on the number of subjects you are enrolled in, not all of them may show here). A full list can be accessed via the *'My Courses' tab*.
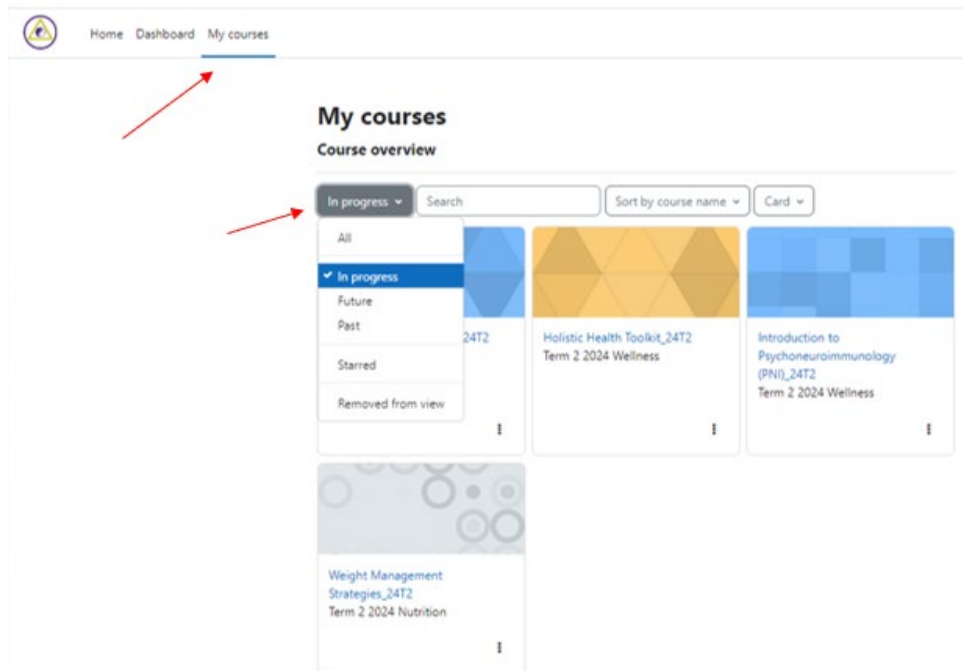
Here you can sort your subjects via the drop-down menu into In-progress and past courses.
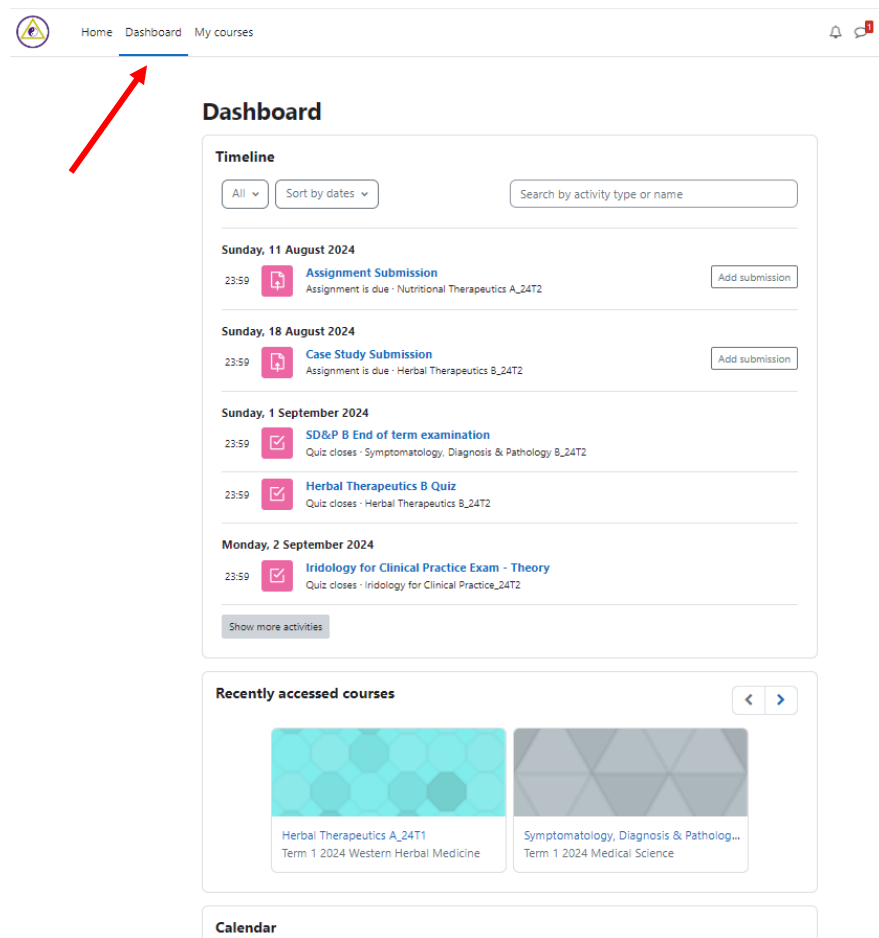
To go into the subject that you want, click on the name of the subject in the centre panel or in the course overview list.

Please note: subjects will not appear until <u>one week before the individual class commences</u>.

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 <u>subject's end date</u>.
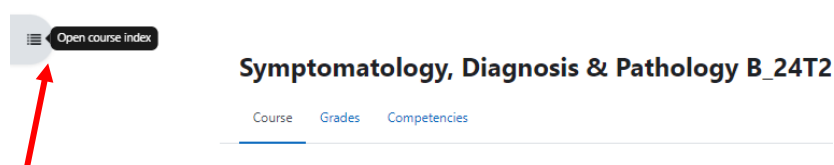
Dashboard View:

In your Dashboard, you can find a Timeline including a Calendar, Recently Accessed Courses, as well as a Timeline including important dates,

If you need to go back to the homepage click on the *Home Tab* on top of the page.

When you have logged into your subject, 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.

Note the Course Index that can be opened/closed in the top-left corner:

On top of the page (1), you will see the name of the subject you are in.

You can see *Grades tab under the subject name (2)*, 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.

In the main 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).
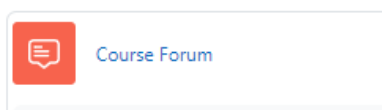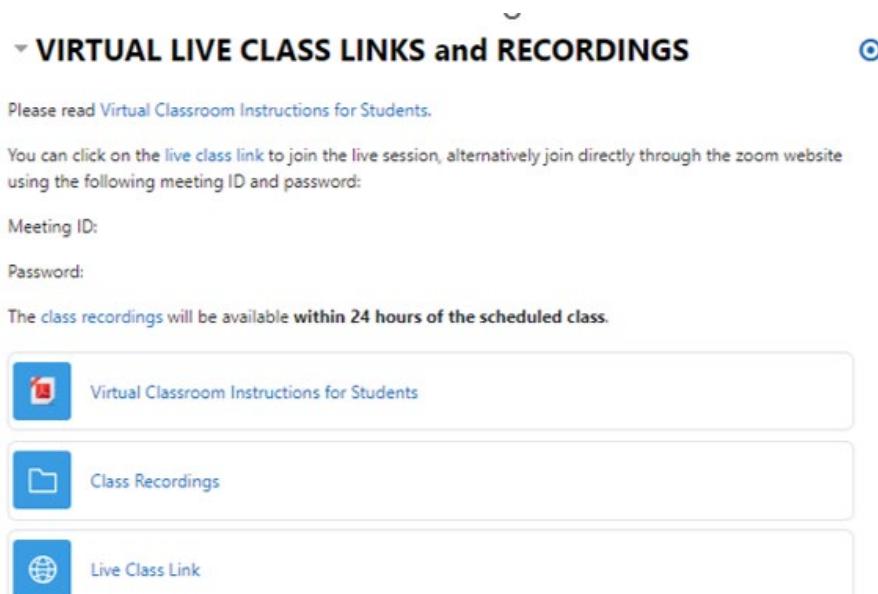

When a trainer posts on a forum, you will receive an email informing you of this.

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 Click on 'join a meeting' and use the meeting id and passcode provided on the course page.

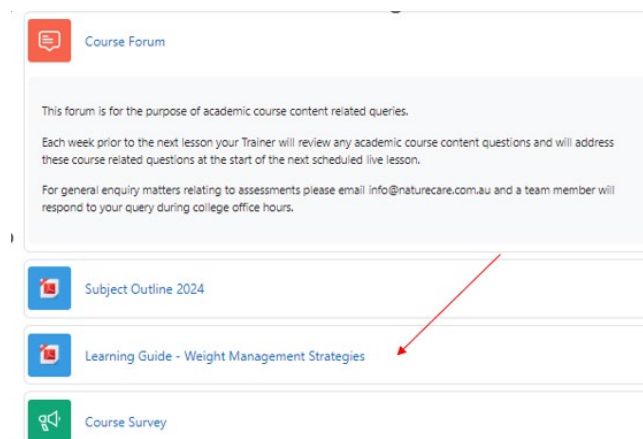**How do I access the resources and materials?**

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 main panel.

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.
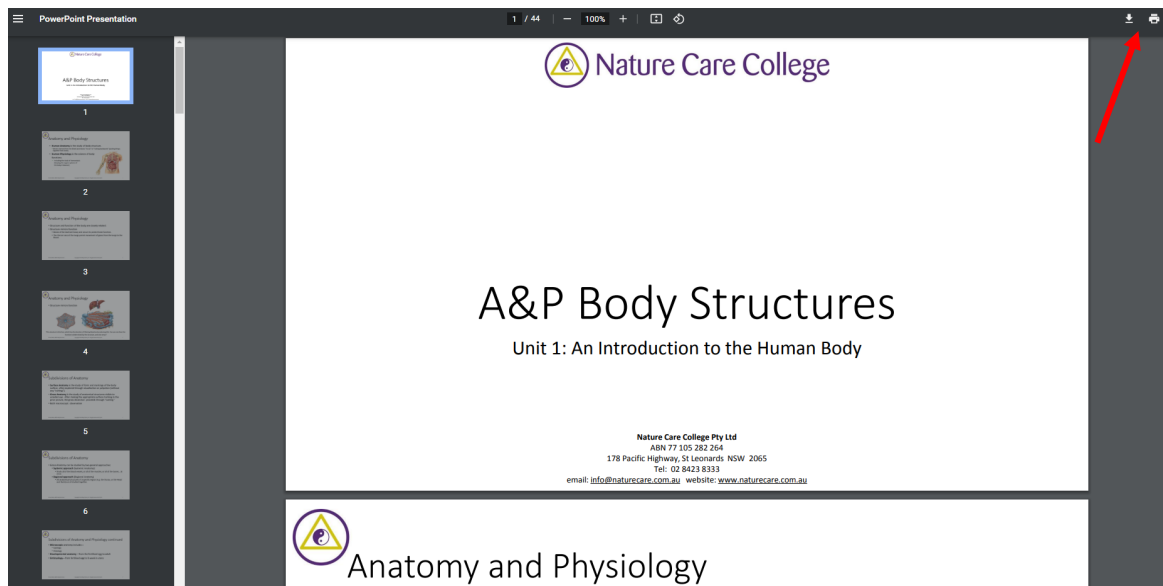
How do I submit assessments/assignments?

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.

Assessment submission:

In the centre panel you will see your assignments. There are 2 types of assessment icons, depending on whether an assignment upload is needed (1) or whether you sit a quiz (2).

1

Nutritional Therapeutics A Assessment Tasks

Assignment Submission

Please complete your assessment as per Assessment Tasks and submit here.

Due Date: Sun, 11 August

Grading Scale: >60% Fail; 60-71 = Pass; 72-80 = Credit; 81-88 = Distinction; 89-100 = High Distinction

2

Herbal Therapeutics B Quiz

This quiz will be open between: Mon 26 Aug - Sun, 1 Sep

If you do not complete the quiz in the scheduled time frame you will be required to submit a deferred assessment application.

How do I upload an Assignment
Clicking on the title – *Assignment Submission* will take you into the assignment question.

Here you will see submission status and a button *add submission.*

Assignment Submission

Opened: Wednesday, 5 June 2024, 12:00 AM
Due: Sunday, 11 August 2024, 11:59 PM

Please complete your assessment as per Assessment Tasks and submit here.

Due Date: Sun, 11 August

Grading Scale: >60% Fail; 60-71 = Pass; 72-80 = Credit; 81-88 = Distinction; 89-100 = High Distinction

[Add submission]

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	24 days 14 hours remaining

◄ Nutritional Therapeutics A Assessment Tasks   [Jump to... ▾]   Topic 1 Class Slides ►

Clicking on the add submission button will bring up the file submissions box. You can click on *add (1)* or drag and drop your file into the area with the arrow in a circle (2).
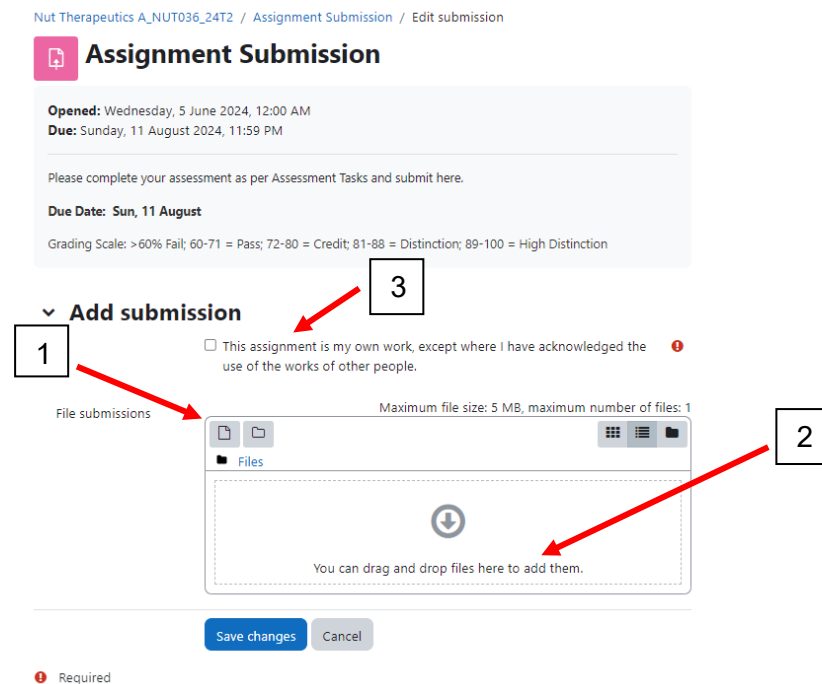
Clicking on the *add (1)* button brings up the file picker window. On the left panel click on *Upload a file* and then *Choose File* – this will open documents on your hard drive and you can choose your assignment. Once you have chosen your file, click on *Upload this file.*
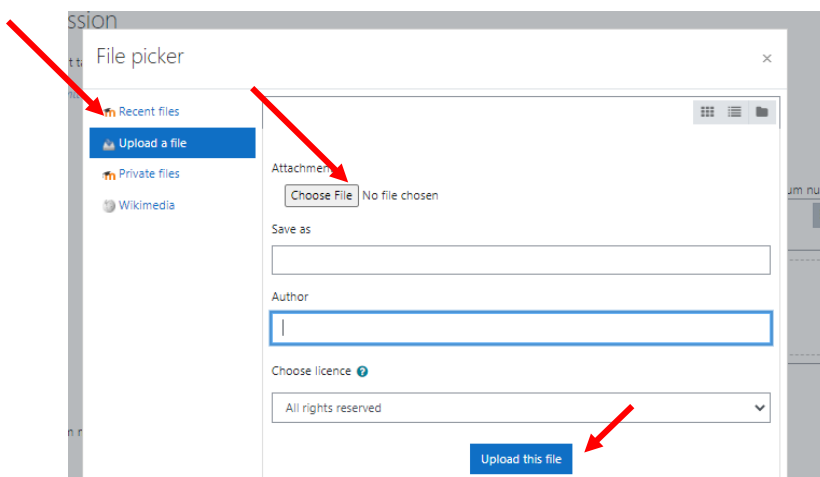
Make sure to also tick the box (3) acknowledging that the assignment is your own work. Your file is now uploaded and ready to submit, click on save changes.
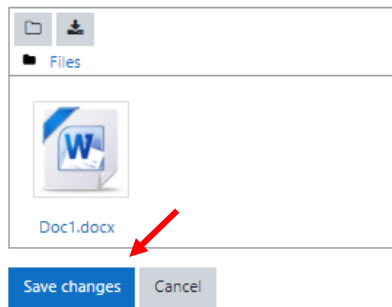
Name your file using the following format

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).

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 specific period of time, e.g. one week. Please make sure that you complete the quiz within this timeframe.

If you miss the due 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!
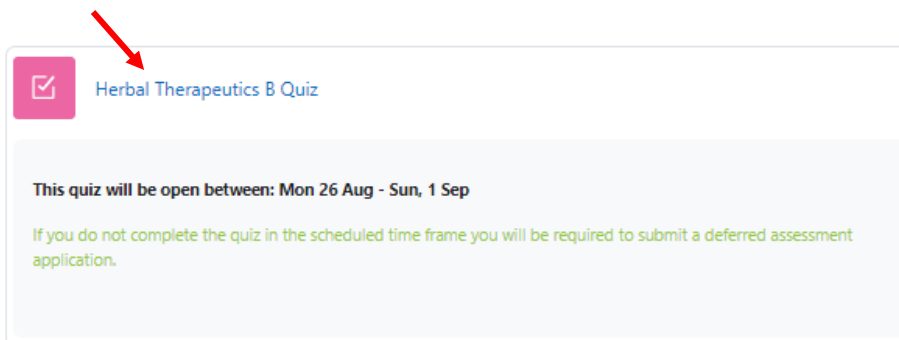
Please note a fee may apply for Deferred Exams - more information on Deferred Assessments can be found under *Useful Student Resources – Extension/Deferred Assessment Request Form*

Please be aware that there is a time limit on the quizzes. 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.

When you are ready to sit the quiz, click on the appropriate Quiz title, this will open a new window; just click on the **attempt quiz** button, the quiz will open to the first question.

Herbal Therapeutics B Quiz

This quiz will be open between: Mon 26 Aug - Sun, 1 Sep

If you do not complete the quiz in the scheduled time frame you will be required to submit a deferred assessment application.

Most quizzes are marked automatically by the system and your grade is added to the grade book. A few quizzes will need manual marking by your trainer.

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 tab 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. Click on the Grades tab
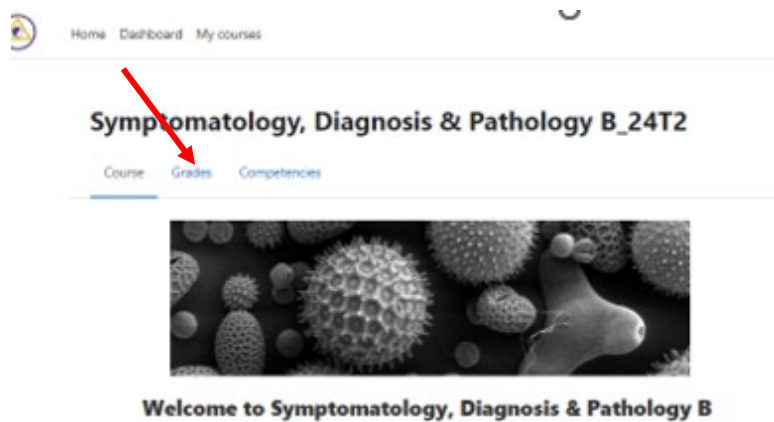
There are 2 views here:

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.

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.

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, or require assistance on any other aspect of eLearning, please email info@naturecare.com.au

We hope you enjoy your e-Learning experience!