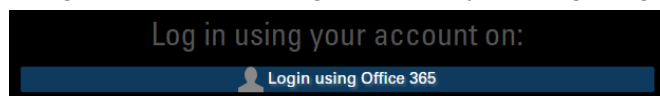# Moodle Guide for students

This Workshop will guide you through Moodle as a student at Stott's College, the Melbourne Language Centre and Front Cooking School. Including:

- Finding Moodle
- Logging in
- Finding your subject
- Downloading Class Material
- Uploading Assignments
- Discussion Forums
- Attending Online Class with Big Blue Button

Finding Moodle

Moodle is an Online Learning Platform that is used at Stott's College. Each need to login using studnet's email login details by clicking "Login using Office 365" button .

Students can

- view and download the uploaded teaching materials
- view website links (such as YouTube videos) that the teacher has shared
- upload assignments
- view their marks and feedback
- attempt online quizzes
- ask questions in the student forums
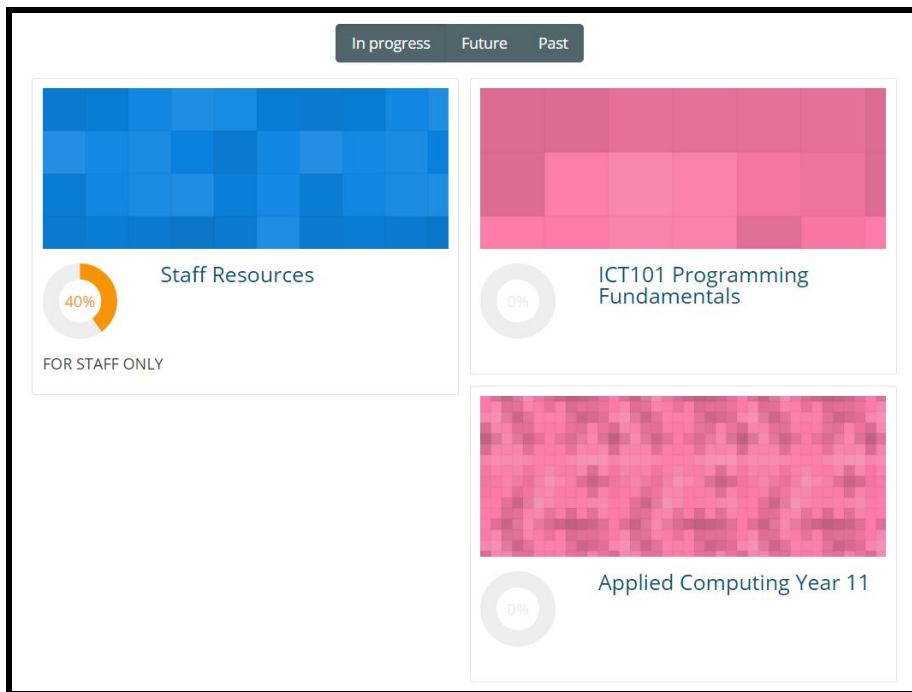- answer another student's questions in the forums

Logging in

Go to https://lms.ae.edu.au/
or from https://www.acknowledgeeducation.edu.au/ click on current student then Moodle

You should see this page:

Type in your username and password. If you don't know what that is, please click forget password.

Then click Log in.

You should see what is called your **Dashboard**. This will display all the classes that you teach.

Click on the subject you want to work on right now.

Downloading Class Material

After you click on the subject that you want to look at, your lecturer will have files or links that they want you to look at to support your learning.

Scroll down to the current week.

Click on it to either expand or collapse the learning material for this week. (The file list will look different for different subjects)

Click on any file that you want to download.

Uploading Assignments

Discussion Forums

Attending Online Class with Big Blue Button

For students attending online class, you will need to be present online during your allocated class time.
Before class starts, you will need to log in to Moodle and go to your that class subject.

In the current week, you will see a link with this icon:

If you don't see it, you might be a bit early so come back closer to class time and refresh your Moodle page.

Click this link

Then click Join Session

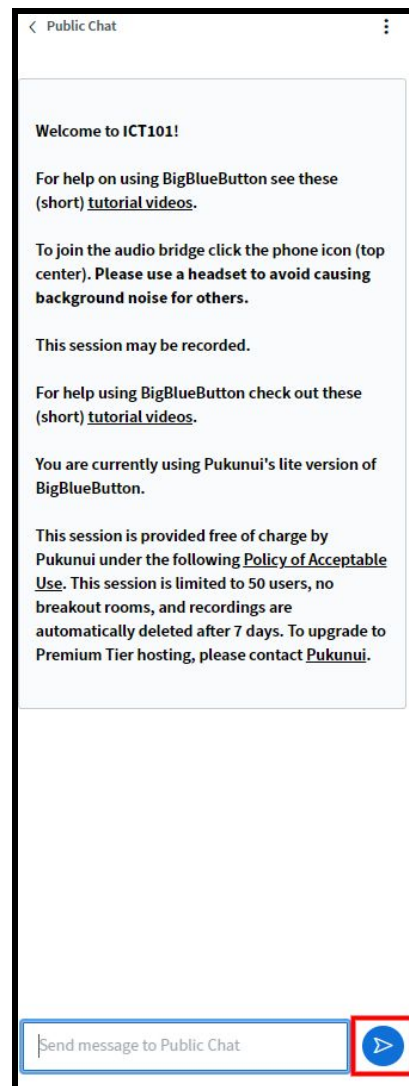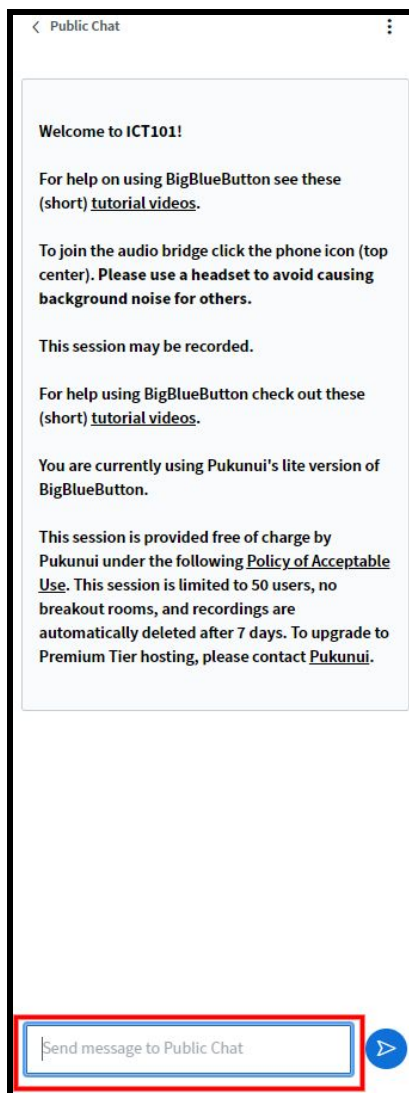You will then be asked to eith use your Microphone or Listen only.

If you Listen Only, you can type questions and comments in the public chat but no one can hear your voice.

If you choose to use your Microphone, you can talk to you students and lecturers as well as use the public chat.
If you're using a microphone please make sure there's no loud background noise where you are such as a TV or music. Also, please use headphones or earbuds when listening to your class to stop sound feeding back into your microphone.

Public Chat

You can type comments or ask questions in class using the public chat feature.
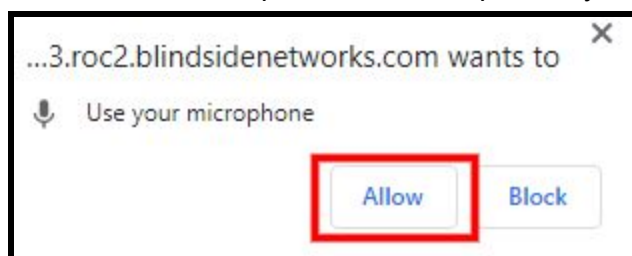
Type what you need into the textbox at the bottom of your screen and then click send. You can do this any time during class.

All students and your lecturer will be able to see and respond to your text.

Microphone

If you're using a microphone please make sure there's no loud background noise where you are such as a TV or music. Also, please use headphones or earbuds when listening to your class to stop sound feeding back into your microphone.

If your microphone is taking a long time to load, your computer might need to ask you to allow the use of the microphone. On the top left of your screen, click allow:

Each time you enter the class, you be given a microphone test:

Say something into your microphone.
If you hear what you said out of your headphones or earbuds, that means your microphone works! Click yes.
If not you need to check if your microphone is connected properly and try again by clicking no. If it still doesn't work, you may need to bring your device to the technical staff on campus to help out (if you're confident in trying to fix it yourself, this article will help you solve most issues).

If you can't fix your microphone before class starts then you will need to go to class without using your microphone.

Look down at the bottom of the screen

and you will see either:

        or

When you see everything you say will be heard by participants of the class.

When you see no one can see what you say.

Click this button to toggle this button to what you want.

Your lecturer can choose to mute your microphone if you're being too distracting.

Webcam

If you're using a webcam, your lecturer and fellow students will be able to see what you look like at the moment as well as what's in your background. If you're not comfortable with this at any

time click *at the bottom of your screen.*

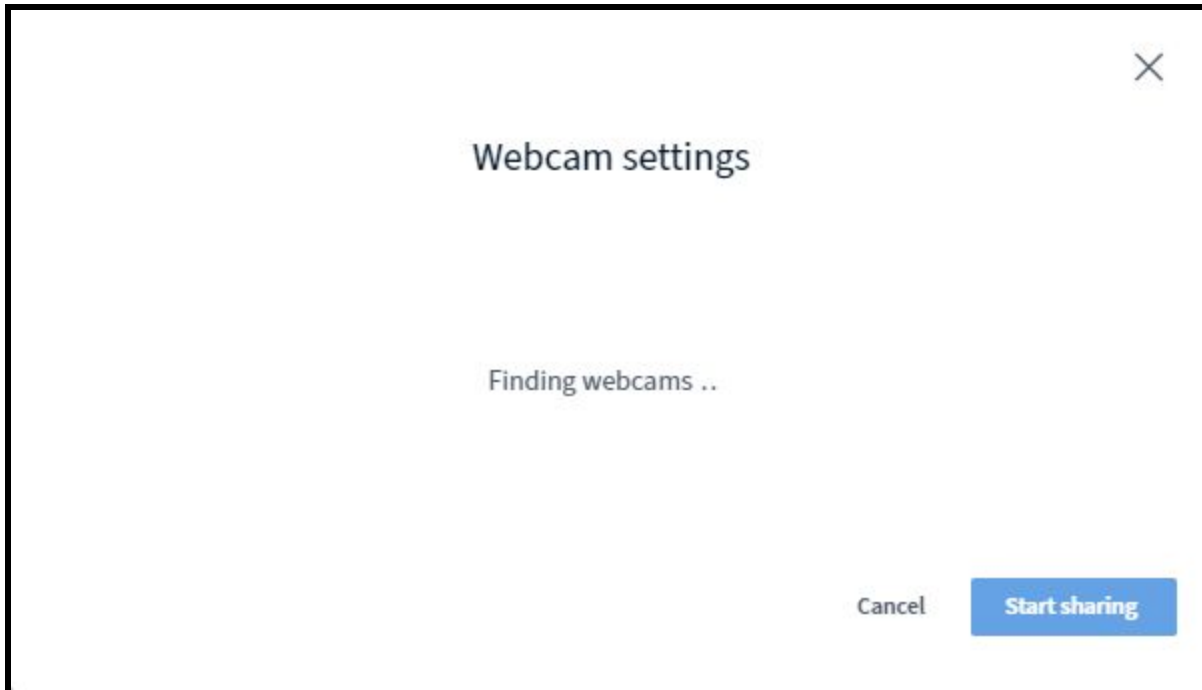Look down at the bottom of the screen

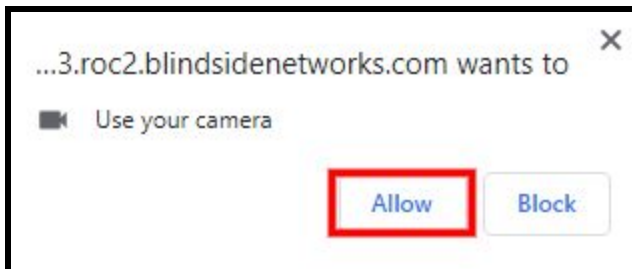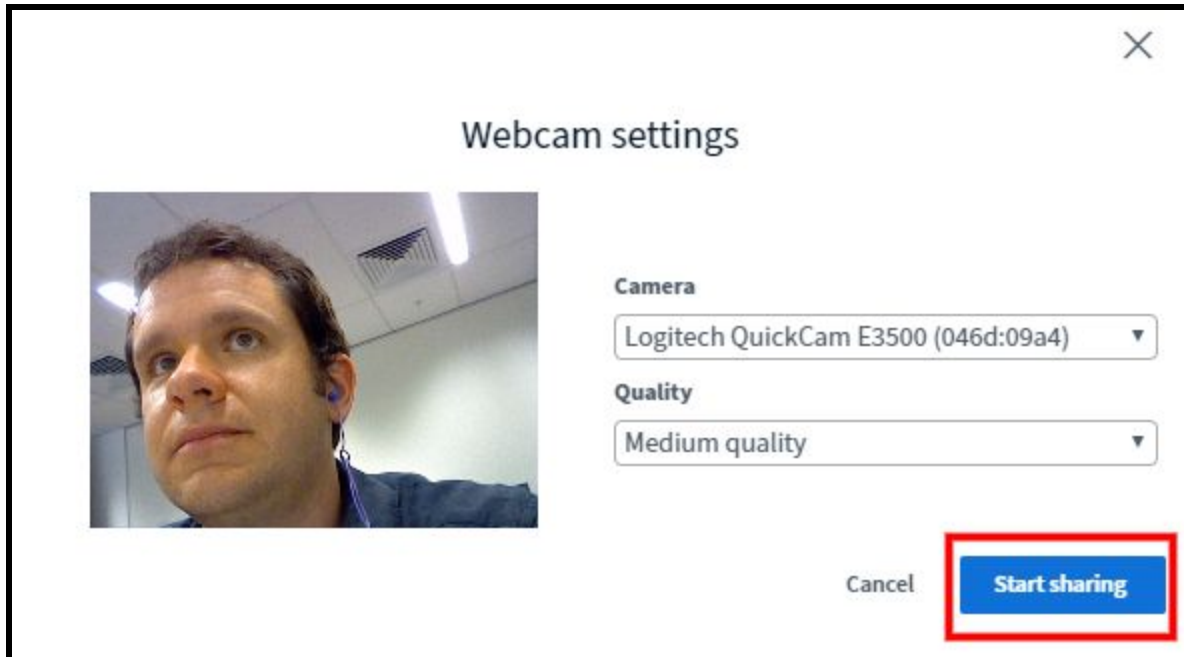and you will see either:

 or

Click this button to turn on/off your webcam.

When turning on your webcam, if your see this screen for a long time:

your computer might need to ask you to allow the use of the webcam. On the top left of your screen, click allow:

Your webcam will start as off by default. To enable your camera, click at the bottom of your screen.

When you enable your webcam, everyone in the class will be able to see your video stream. Your lecturer may choose to disable your webcam if it's not suited for the class.

To turn off your webcam at any time click at the bottom of your screen