

Address: Level 5, 841 George Street, Sydney NSW 2000 Australia Level 4, 344 Queen Street, Brisbane, QLD 4000 Australia Level 4, 341 Queen Street, Melbourne, VIC, 3000 Australia Tel: 61 1300 769 588 Fax: 61 2 8958 0655 E-mail: info@siit.nsw.edu.au Postal Address: PO Box K1, Haymarket NSW 1240 ABN: 30 128 128 503

SIIT Moodle System User Guide

Login and Self Registration	. 2
How to enrol into the Course	.3
How to access learning materials	.4
Your profile	.4
Your profile page	.4
Your notifications and messages	.4
Your courses	.4
Your dashboard	. 5
How to Submit Assessment	.6



Address: Level 5, 841 George Street, Sydney NSW 2000 Australia Level 4, 344 Queen Street, Brisbane, QLD 4000 Australia Level 4, 341 Queen Street, Melbourne, VIC, 3000 Australia Tel: 61 1300 769 588 Fax: 61 2 8958 0655 E-mail: <u>info@siit.nsw.edu.au</u> Postal Address: PO Box K1, Haymarket NSW 1240 ABN: 30 128 128 503

Login and Self Registration



In order to access to SIIT Online Moodle Platform, you need to visit the site <u>https://apei.moodle.com.au/</u> and you can use the login details provided by Student Services Team and Auto Email to login.

Otherwise you can register yourself by clicking "New Account" and complete the registration form, and you will receive a confirmation email to enable your account access.

	FESSION ICATION TITUTE	IAL
New account		
Characteristic		▼ Collapse all
 Choose your 	usernam	e and password
Username	0	- Missing username
		The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #
Password	0	- Missing password
 More details 		
Email address	O	
Email (again)	0	
First name	0	
Surname	0	
City/town		
Country		Australia 🗢
 AVETMISS De 	tails	
USI		
Mobile		



Address: Level 5, 841 George Street, Sydney NSW 2000 Australia Level 4, 344 Queen Street, Brisbane, QLD 4000 Australia Level 4, 341 Queen Street, Melbourne, VIC, 3000 Australia Tel: 61 1300 769 588 Fax: 61 2 8958 0655 E-mail: info@siit.nsw.edu.au Postal Address: PO Box K1, Haymarket NSW 1240 ABN: 30 128 128 503

How to enrol into the Course

If you receive the account details by SIIT student services and IT team, your account should have been enrolled into the course you applied. You can find it on the "My Course" page, you can find the link on the menu.

Otherwise, you can choose the course on the homepage you are interested, and after you paid the fee via Paypal, you will grant the access to the course automatically. You can also choose to contact our marketing team to get more information and promotion via Marketing@siit.nsw.edu.au.

CCL Webinar Mandarin

Home	Courses	Online Courses	SIIT Online CCL Course Mandarin	CCL Webinar	CCL Webinar Mandarin	Enrol me in this course	Enrolment options
Enroln	nent op	tions					
2115/13	MAL 21				TI	his course requires a payme	nt for entry.
						PayPal Cost: AUD 1800.00)
Nuno.						PayPar	
L	FE	A1,	R. N.		Use the but	tton below to pay and be enr	olled within minutes!
						Send payment via Pay	'Pal
	- Contraction		LL.				
CCL V	Vebinar M	landarin					
Please cli	ick "Access" to	process your application	ation,				
P			A				

Access



Address: Level 5, 841 George Street, Sydney NSW 2000 Australia Level 4, 344 Queen Street, Brisbane, QLD 4000 Australia Level 4, 341 Queen Street, Melbourne, VIC, 3000 Australia Tel: 61 1300 769 588 Fax: 61 2 8958 0655 E-mail: <u>info@siit.nsw.edu.au</u> Postal Address: PO Box K1, Haymarket NSW 1240 ABN: 30 128 128 503

How to access learning materials

Your profile

You can access your profile from the user menu top right. It's where you see your name and an arrow. Click there (1) to open up the menu (2) Clicking the Profile link will then display other options, such as a list of your courses, any forum and blog entries and a link to edit your profile (3).

Your profile page

Clicking the Edit profile link will allow you to change certain information such as your correct timezone, add an avatar, description and, optionally, extra contact details. You cannot normally change your username and your admin might have restricted other changes too.

When you upload an image, it will appear in the user menu by your name and also on your Dashboard page.

a Gardner 👰 🔥	Barbara Ga	rdner		B	Aessages New message Barbara Gardner Hey Brian -how did you find the essay?	1
	Dashboard > Puella New GARDON ID-20 Dashboard + Site home	Bachara but friends call me B (yes, pronounced as a 1	Reset page to default Contorrise this page a best 1 like a lot of datifi but same people and things a lot		George Lopez Hey! Did you get any badges yet?? Gary Vasquez hey Brian - how are you enjoying the course?	
Dashboard	> Step pages U	ier details Edt profix abula abula	Course details Course prolies • Phytoking in Cheme • The improvisionists • Coldentry Culture • Kittery Rania in Resolution	Dashboard / Messa		
Profile 🕗	a Internet	ange City reets cuic, horaes, friende, Films	Wood of Water Miscellaneous	Messages		
Messages Preferences	Ba	Iges from Mount Drange School:	 Draying ports Prinner Recossions Reports Browner sensions 	< Messages		Edit
Log out	a dia mandra	Antiros Subject Koonheitige	Login activity First access to alte Thursday, 10 June 2010, 4.31 AM (5 years 99 days)			you enjoying the course? 12:37 PM
	Strength and and	Anoral Support Harry Anisotration	Last access to site Wednesday, 16 September 2015, 12 13 PM (won)		See all	

Your notifications and messages

Your site can alert you when you have new messages from your teacher and other participants. You can receive alerts about new forum posts or graded assignments and more.

You can receive these alerts via email or pop up, and you can control how you receive them from *Preferences > Messaging* in the user menu. The documentation <u>Messaging</u> gives more detail.

You can message people from Messages in the user menu.

Your courses

How you find courses via Dashboard - This is your personal page which you can customise and view your enrolled courses and outstanding tasks. Also you can find courses via "My Courses" tab on the menu.



Address: Level 5, 841 George Street, Sydney NSW 2000 Australia Level 4, 344 Queen Street, Brisbane, QLD 4000 Australia Level 4, 341 Queen Street, Melbourne, VIC, 3000 Australia Tel: 61 1300 769 588 Fax: 61 2 8958 0655 E-mail: <u>info@siit.nsw.edu.au</u> Postal Address: PO Box K1, Haymarket NSW 1240 ABN: 30 128 128 503

Your dashboard

Every user has their own dashboard which they can customise. The screencast Dashboard gives a brief introduction to this, and the documentation on Dashboard gives further information.



Your dashboard

You can access your dashboard quickly, from the user menu top right and your site may redirect you automatically to your dashboard once you are logged in.



Address: Level 5, 841 George Street, Sydney NSW 2000 Australia Level 4, 344 Queen Street, Brisbane, QLD 4000 Australia Level 4, 341 Queen Street, Melbourne, VIC, 3000 Australia Tel: 61 1300 769 588 Fax: 61 2 8958 0655 E-mail: <u>info@siit.nsw.edu.au</u> Postal Address: PO Box K1, Haymarket NSW 1240 ABN: 30 128 128 503

How to Submit Assessment

- Students click the assignment link and click "Add submission" (1)
- Depending on the assignment settings, they either have a text box into which to type their work or an upload area to submit their file (2)
- They may be able to return to their work and redraft it, or they might have to click a submit button to send in a final version which cannot be changed.
- See <u>Assignment settings</u> for more information.

Safety when In at least 500 words, outfit Submission sta	solo climbing ne the safety considerations when planning a ntus	a solo climb.	
Submission status	No attempt		
Grading status	Not graded		
Last modified	Tuesday, 3 May 2016, 8:37 AM	Safety when solo climbing	
1	Add submission	In at least 500 words, outline the safety considerations File submissions	s when planning a solo climb. Maximum size for new files. 1MB, maximum attachments: 1
		You can drag and drop files	here to add them.