So you've got a new Moodle account? What now? This manual will help you login and to navigate around your site. You will receive an email with the login details to your studentnumber@apac.edu.au

1) Login via the student portal or https://apac.moodlesite.pukunui.net/login/index.php

and enter your username (lowercase first initial and last name and password)

2) You will then be directed to your Dashboard

Dashboard - This is your personal page which you can customise and view your enrolled courses and outstanding tasks. It also shows your calendar and the completion percentage of your course.

🙌 News - No Magnolia 🔛 How d	l create stop : 📋 https://www.ncver.ed: 📋 The Art of Post: The C. 🧕 Welcome to VOCED;	al 🥠 marketing and advert: 🔘 Visual Storytelling in F. 🏢 Sample Movie Treatm. 🎬 QUT cite/write - QUT 🗉 LIB	ERO WebOPAC See 🛛 Educational content 💿 💽 Digital Ready
Australian Performing Arts Conservatory			Julia Lewis Student
Dashboard Site home	Julia Lewis		
Calendar Private files			Customise this page
My courses			
ResearchComm	Course overview	Calendar	
Sound Design	Timeline Courses	 February 2019 Mon Tue Wed Thu Eri Sat S 	
Site administration		4 5 6 7 8 9 11 12 13 14 15 16 18 19 20 21 22 23 2 25 26 27 28	
			Upcoming events Self Portrayal Skills Today, 100 PM x 230 PM
	Research & Communica	ation Sound Design	Self Portrayal Skills Today, 2:45 PM >> 4:15 PM
	The unit aims to provide students with the research and written communication ski and ora! It aims to		 Script Analysis Class Tuesday, 12 February, 1:00 PI = 2:30 PM
			Voice Production Class Tuesday, 12 February, 1:00 Pl » 2:30 PM

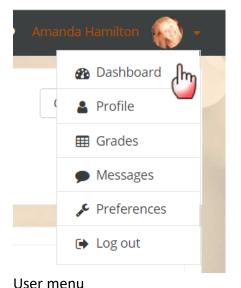
Every user has their own dashboard which they can customise. The video **Dashboard** <u>https://www.youtube.com/watch?v=NNuiUPAJrV0&feature=youtu.be</u>

this gives a brief introduction to this, and the documentation on **Dashboard** gives further information.

Overview of the Dashboard

If course images have been added in the course settings, they will display in the dashboard. Where no images have been added, coloured patterns appear:

Quick access to Dashboard is also available from the user menu top right of the screen once logged in:



The Navigation drawer or block includes a Dashboard link directly above or below the Site home link. Once a regular user is logged in, the My courses link will also take them to their Dashboard.

Users can normally customise their Dashboard, adding or removing blocks and changing block positions. They can revert their Dashboard back to the original blocks as follows:

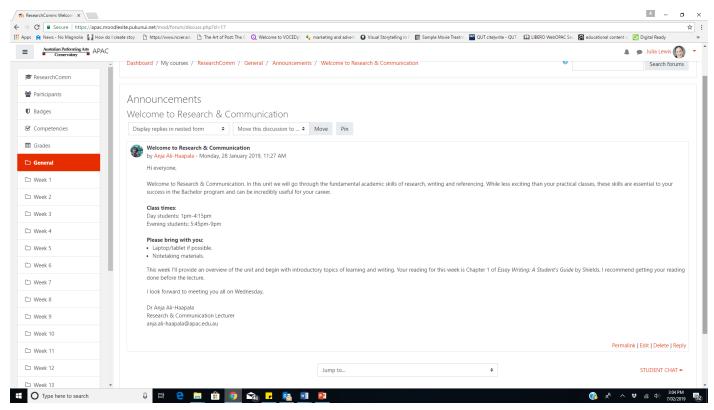
- 1. Click the 'Customise this page' button.
- 2. Click the 'Reset page to default' button.



Your notifications and messages

Your site can alert you when you have new messages from your lecturer 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



If your Moodle admin has set the site up for the mobile app, you can also receive alerts on your mobile phone.

What is the Assignment activity?

Assignments allow students to submit work to their teacher for grading. The lecturer then will provide feedback through Moodle about your assessment.

Please note that final grades at the end of the Trimester will be posted in the Student Portal and not Moodle.

How does it work?

Student view

- Click the assignment link and click "Add submission" (1)
- Depending on the assignment settings, you either have a text box into which to type your work or URL for video or sound files or an upload area to submit your file (2)
- You may be able to return to your work and redraft it, or you might have to click a submit button to send in a final version which cannot be changed.

and the second	solo climbing ne the safety considerations when planning atus	a solo climb.		
Submission status	No attempt			
Grading status	Not graded			
Last modified Submission comments	Tuesday, 3 May 2016, 8:37 AM Comments (0) Add submission	Safety when solo climbing In at least 500 words, outline the safety considerations when planning a solo climb. File submissions Maximum size for new files, 1MB, maximum attachments, 1		
	Make changes to your submission		can drag and drop files here to add them.	

Moodle app is available

- Easily access course content browse the content of your courses, even when offline
- Connect with course participants quickly find and contact other people in your courses
- Keep up to date receive instant notifications of messages and other events, such as assignment submissions
- Submit assignments Upload images, audio, videos and other files from your mobile device
- Track your progress check completion progress in courses, access feedback on assignments and browse your learning plans
- Complete activities anywhere, anytime





