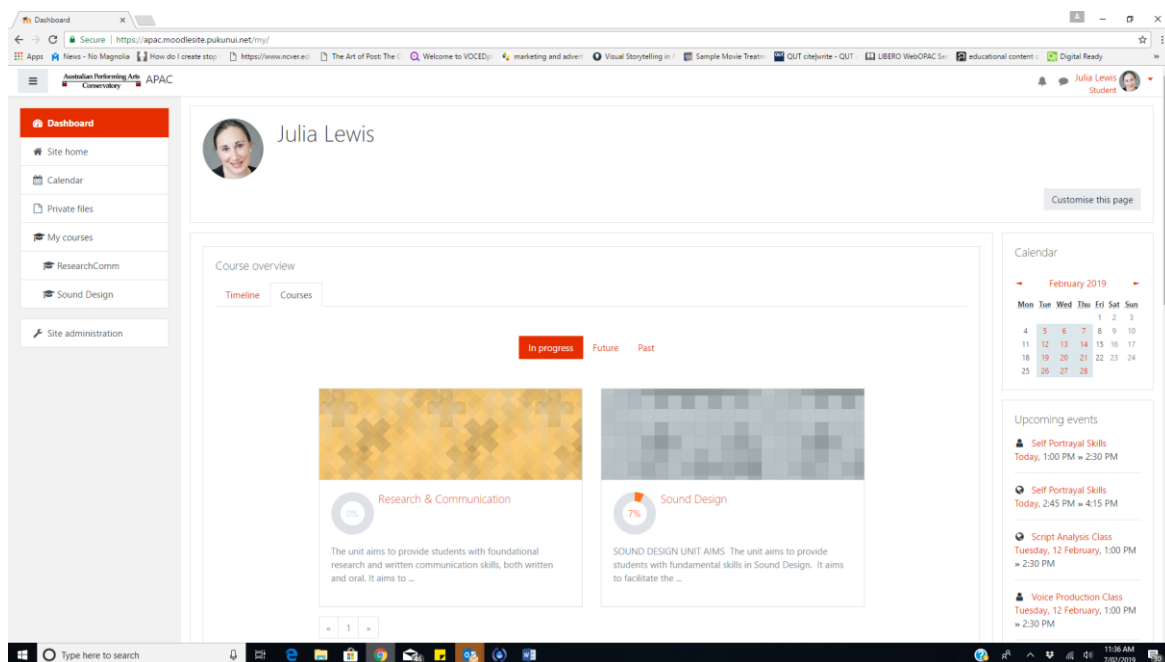So you've got a new Moodle account? What now? This manual will help you login and to navigate around your site. You will receive an email with the login details to your studentnumber@apac.edu.au

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.

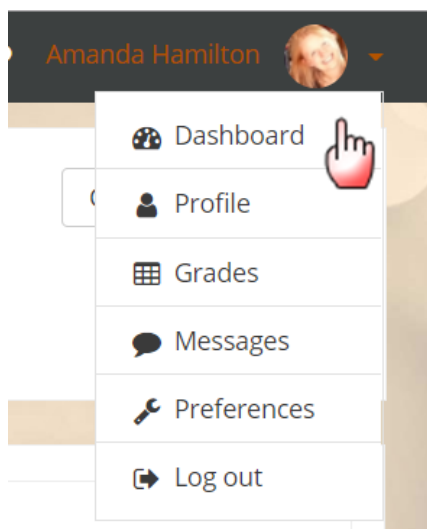Every user has their own dashboard which they can customise. The video **Dashboard** https://www.youtube.com/watch?v=NNuiUPAJrV0&feature=youtu.be

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:
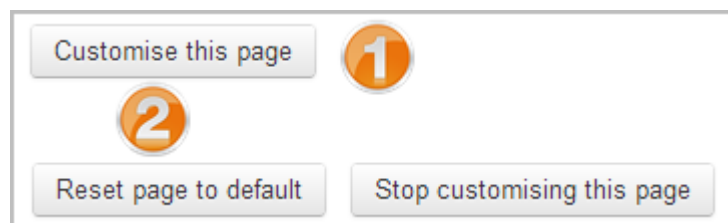

User menu

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.
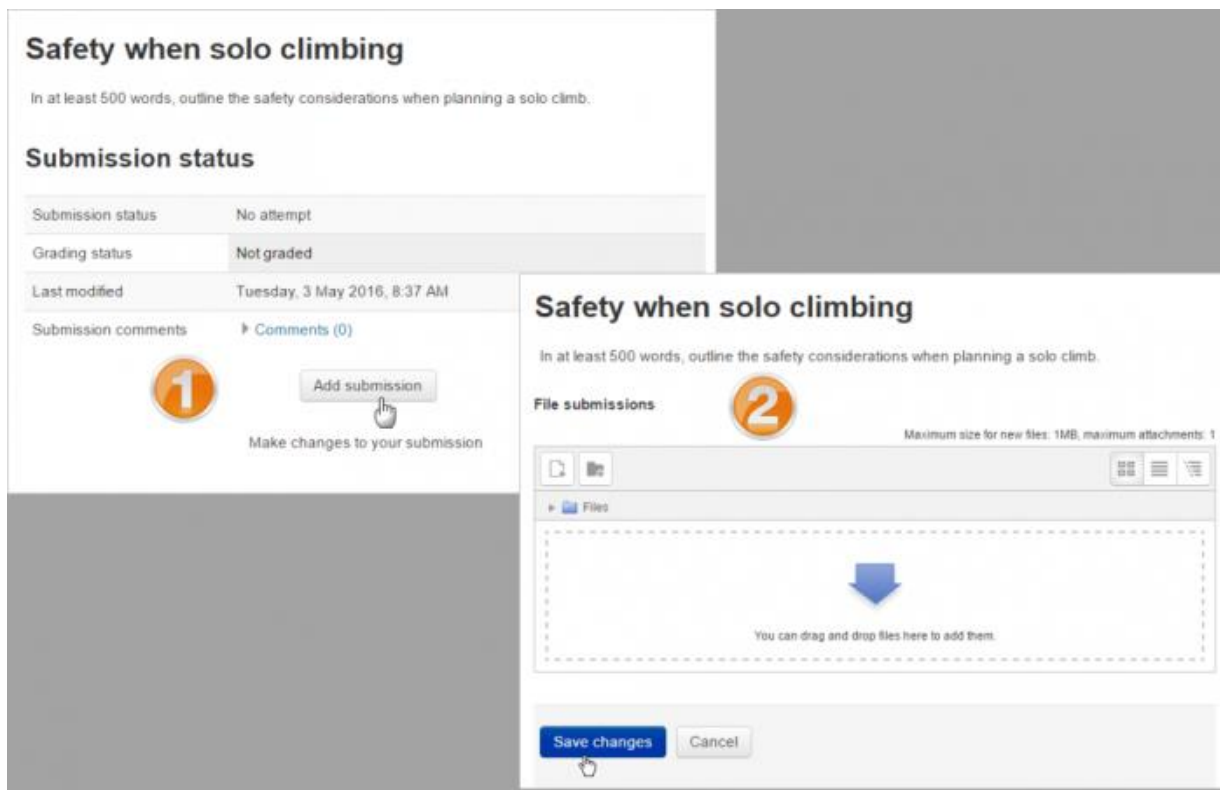
What is the Assignment activity?

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.

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