UNIVERSITY PREPARATION COLLEGE
RTO 91364 CRICOS Provider No. 02751M

MOODLE V3.9

STUDENT INSTRUCTION

Table of Contents

LOGIN DETAILS

- Go to Student Portal : https://onlinelearing.upc.edu.au

- Log in: STUDENT ID Number (eg. 150841268)

- Password: will be informed by email (student will change new password

  at first log on)

E-BOOK

To buy e-Book, click one of the links below
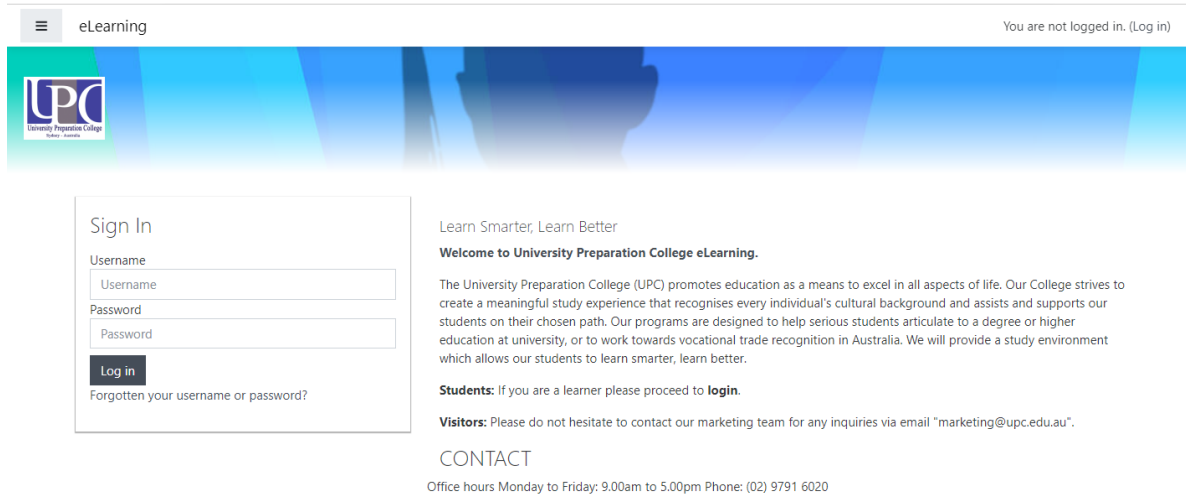
Certificate III in Early Childhood Education and Care
https://www.mheducation.com.au/value-pack-early-childhood-educator-ciii-2e-rev-connect-9781760423377-aus-group
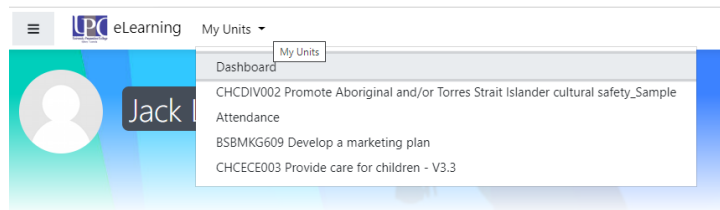
Diploma of Early Childhood Education and Care
https://www.mheducation.com.au/ebook-the-early-childhood-educator-diploma-2e-revised-9781760423216-aus-group

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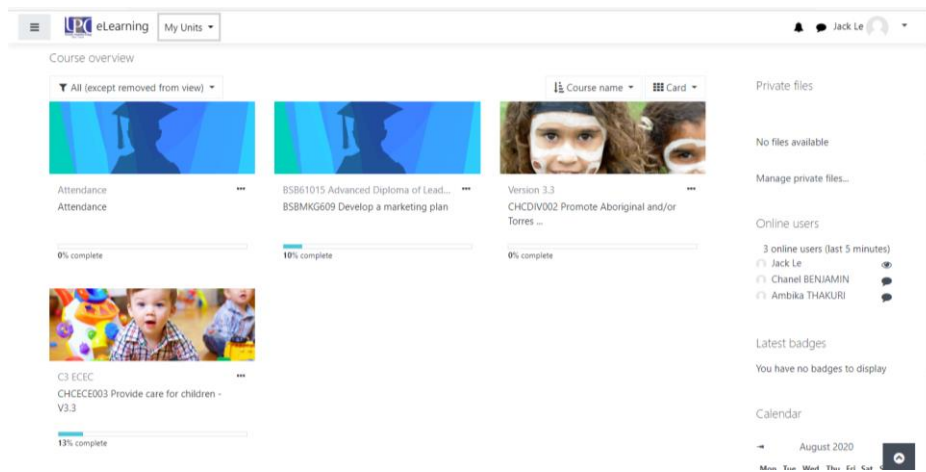
HOME PAGE

This is where student can login to eLearning

After login, click "**MY UNIT**", student will see the list of units which have been enrolled.

Or, rolling down to the bottom of page, there are also enrolled units on Course Overview

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On the left and right corner, there are the menus that lead you to go for more details.

However, most important are

- "**My courses**" where you are studying
- "**Grades**" where you can see the result.

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UNIT PAGE

In this page, students will see the Introduction of Unit, Student Forum and 3 buttons that are needed to be viewed and achieved.

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Button 1: About the unit

This is the unit outcome information that students are able to understand more about unit.

About this unit **1**   Learner Resources **2**   Learner Assessment **3**

📂 About this unit

This unit describes the skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence.

This unit applies to individuals who exercise discretion and judgement and apply a broad range of competencies in various work contexts.

In this unit you will learn to:

1. Organise and complete own work schedule
2. Monitor own work performance
3. Co-ordinate personal skill development and learning

Performance Evidence:

- prepare a work plan according to organisational requirements and work objectives
- use business technology to schedule, prioritise and monitor completion of tasks in a work plan
- assess and prioritise own work load and deal with contingencies
- monitor and assess personal performance against job role requirements by seeking feedback from colleagues and clients
- identify personal development needs and access, complete and record skill development and learning.

Button 2: Learner Resources

There is most relevant information relate to the Unit such as charts, references, pictures and videos …

About this unit **1**   Learner Resources **2**   Learner Assessment **3**

📂 Learner Resources

Instructions

Read through Chapter **1 Organise personal work priorities**, *The Early Childhood Educator for Certificate III* and complete the activities. When you have completed the readings, activities and review questions you will be ready to move onto assessments.

📕 CHAPTER 4 BSBWOR301 Organise personal work priorities - Slides

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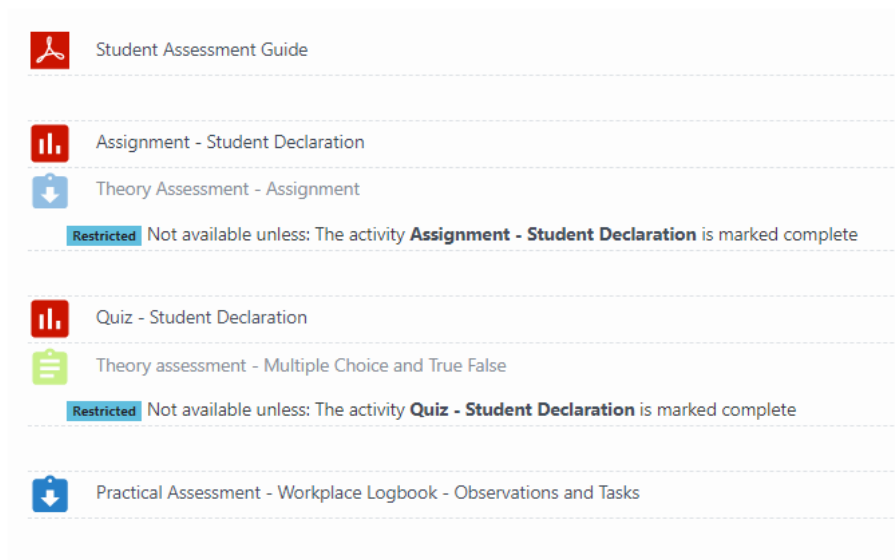
Button 3: Learner Assessment

There are 3 types of assessments that students need to complete.

1. **Theory assessment - Multiple Choice and True False (for childcare students)**
2. **Theory Assessment – Assignment**
3. **Practical Assessment - Workplace Logbook** - Observations and Tasks Assignment (if required)

Before getting into those assessments, students have to complete Student declaration for both Assignment and Quiz

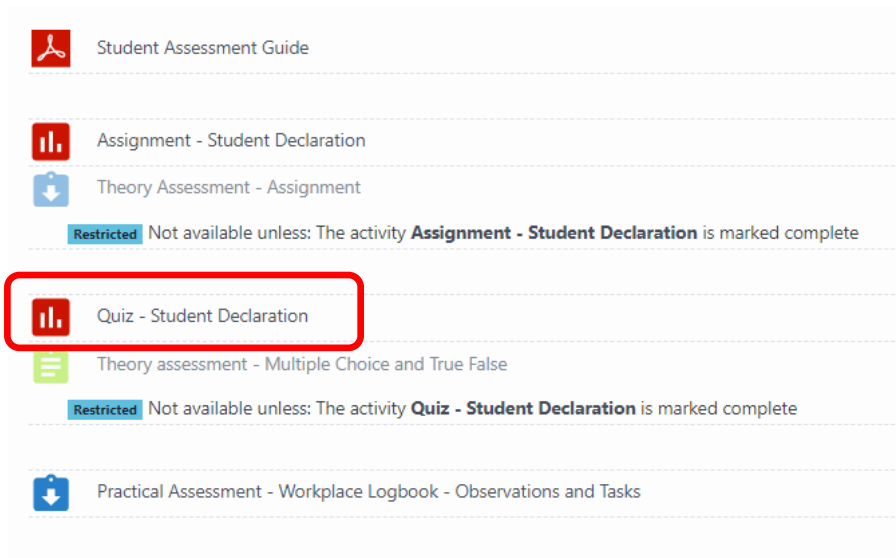Student Assessment Guide

Assignment - Student Declaration

Theory Assessment - Assignment

Restricted Not available unless: The activity **Assignment - Student Declaration** is marked complete

Quiz - Student Declaration

Theory assessment - Multiple Choice and True False

Restricted Not available unless: The activity **Quiz - Student Declaration** is marked complete

Practical Assessment - Workplace Logbook - Observations and Tasks

QUIZ multiple choice questions

Before getting into Quiz, students need to tick "**yes**", then click "**Save my choice**" button on Quiz- Student declaration.

After that, go to **Theory assessment – Multiple Choice and True False** to attempt.

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Each student will have 2 attempts on the Quiz and minimum grade is 80% to get Satisfactory, so all the questions need to be answered carefully. The highest score will be calculated.

Click "**Attempt quiz now**"

Theory assessment - Multiple Choice and True False

Instructions

Complete this assessment online. Your results will be available immediately after you complete the quiz.

If you have not achieved a satisfactory result in every question you should return to the relevant chapter in your text for further revision. You cannot review your first submission after you re-attempt the Quiz.

Complete all questions. All questions must be correct to achieve a Satisfactory (S) result.

Attempts allowed: 2

This quiz opened at Wednesday, 1 July 2020, 2:00 PM

This quiz will close on Wednesday, 9 September 2020, 1:59 PM.

Grading method: Highest grade

Attempt quiz now

◄ Quiz - Student Declaration   Jump to...   Practical Assessment - Workplace Logbook - Observations and Tasks ►

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Answering multiple choice questions

In multiple choice questions, students need to aware two type of question:

1. *Select one or more*: it means there are more than one answer need to be ticked
2. *Select one*: it means only one answer need to be ticked

The questions will be automatic saved after click on "**next page**" for next question.

When go through all questions, click "**finish attempt**"

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In this summary of attempt, it will show all answered / not yet answered questions, so check carefully before click "**submit**"

After checking, click "**submit**" to hand in your work, or "**cancel**" to return and check answers.

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After submitting the Quiz, students will receive the results which show correct or incorrect answers.

Started on	Saturday, 5 August 2017, 2:39 PM
State	Finished
Completed on	Saturday, 5 August 2017, 2:39 PM
Time taken	12 secs
Grade	**0** out of 13 (**0%**)
Feedback	Not Satisfactory

QUIZ NAVIGATION

1	2	3	4	5
6	7	8	9	10
11	12	13

Show one page at a time

Finish review

Start a new preview

Question 1

Incorrect

Mark 0 out of 1

⚑ Flag question

⚙ Edit question

What is a job description?

Select one:

- ⦿ a. A description of the costs involved in a particular job ✖
- ○ b. A description of the duties you are expected to perform in your working position.
- ○ c. A description of the goals and objectives you need to reach.

Your answer is incorrect.

Theory assessment - Multiple Choice and True False ⚙

Instructions

Complete this assessment online. Your results will be available immediately after you complete the quiz. If you have not achieved a satisfactory result in every question you should return to the relevant chapter in your text for further revision then re-attempt the quiz in 30 minutes.

Complete all questions. All questions must be correct to achieve a Satisfactory (S) result.

Attempts allowed: 2

This quiz opened at Tuesday, 1 August 2017, 2:37 PM

Grading method: Highest grade

Attempts: 1

Summary of your previous attempts

Attempt	State	Grade / 15	Review	Feedback
Preview	Finished Submitted Wednesday, 2 August 2017, 4:25 PM	1	Review	Not Satisfactory

Highest grade: 1 / 15.
Overall feedback

Not Satisfactory

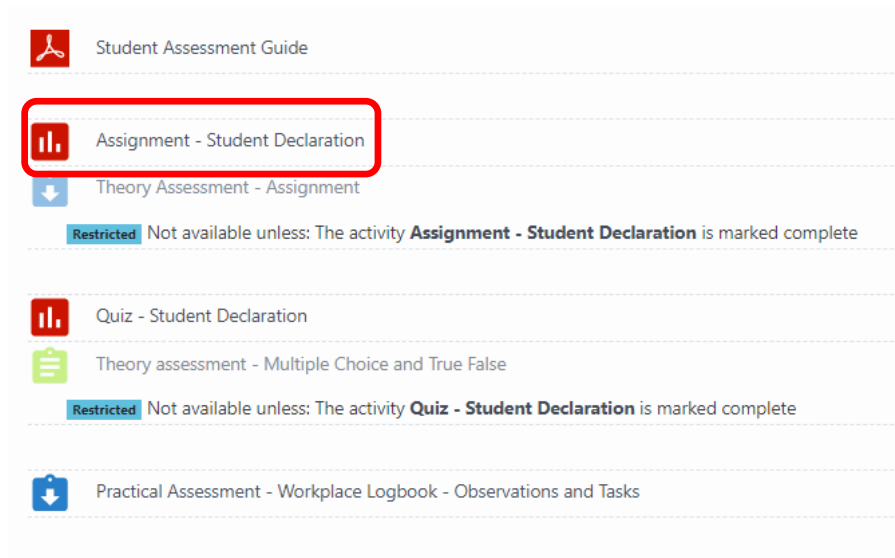Preview quiz now

If not getting 80%, students still have one more attempt.

In the second attempt, your answers are still saved; therefore, you just need to redo the incorrect answers. So, you may need to remember which questions you need to fix, otherwise, you can re-do whole Quiz.

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Uploading assignment

Before getting into Assignment, students need to tick "**yes**", then click "**Save my choice**" button on Assignment- Student declaration.

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Then go to Assignment page.

○ Yes

Save my choice Remove my choice

Student Assessment Guide   Jump to...   ⬦   Theory Assessment - Assignment ►

Theory Assessment - Assignment
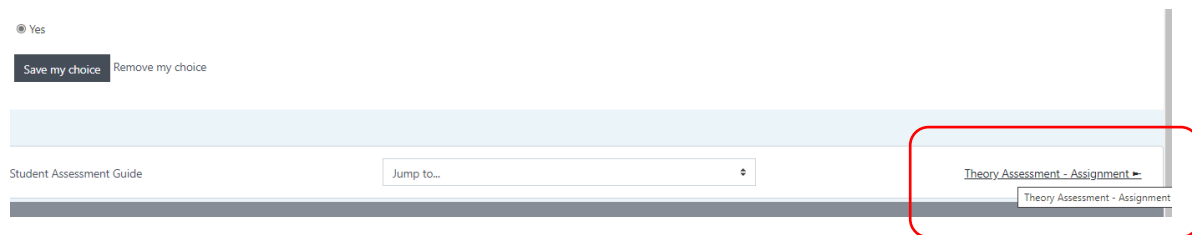
Click on the assignment file (Word document) to download and answer the questions.

Theory Assessment - Assignment

How to prepare the assignment:

1. Download the Word Document

2. Complete your assignment in English.

3. Neatly type your work and use a font size of approximately 12 pitch.

4. Ensure that you label each answer correctly.

5. **Include your name and student ID in the upload files' name, then save in PDF format.**

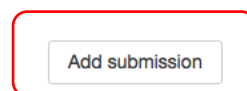6. Upload your assignment documents, then submit.

Your trainer will inform the result through eLearning messages or email after finish marking.

W Assignment_Cert III_CHCDIV002_May2020.docx14 June 2020, 9:58 AM
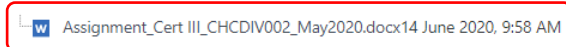
After answering all questions, go back to assignment page and click "**Add submission**" to attach the file

Submission status

Submission status	No attempt
	This assignment is not accepting submissions
Grading status	Not graded
Last modified	-
Submission comments	➕ Comments (0)

Add submission

Make changes to your submission

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Students can drag and drop a file to the **blue arrow**, **or** click **document icon** on the top left corner to upload. Then click "**save changes**"
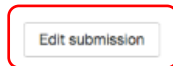
Maximum size for new files: 24MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Save changes   Cancel

Maximum size for new files: 24MB, maximum attachments: 1

Files

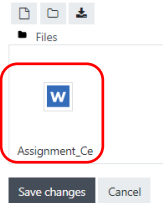| Name	Last modified	Size	Type
W Corporate finance assignment.docx	5/08/17, 13:08	22.4KB	Word 2007 document

Save changes   Cancel
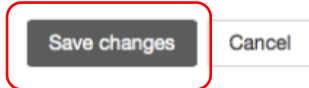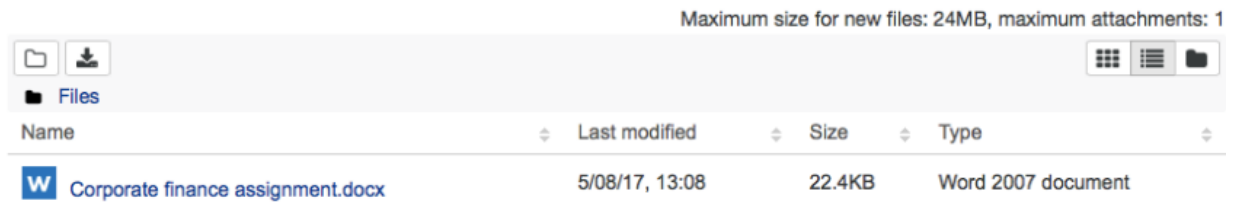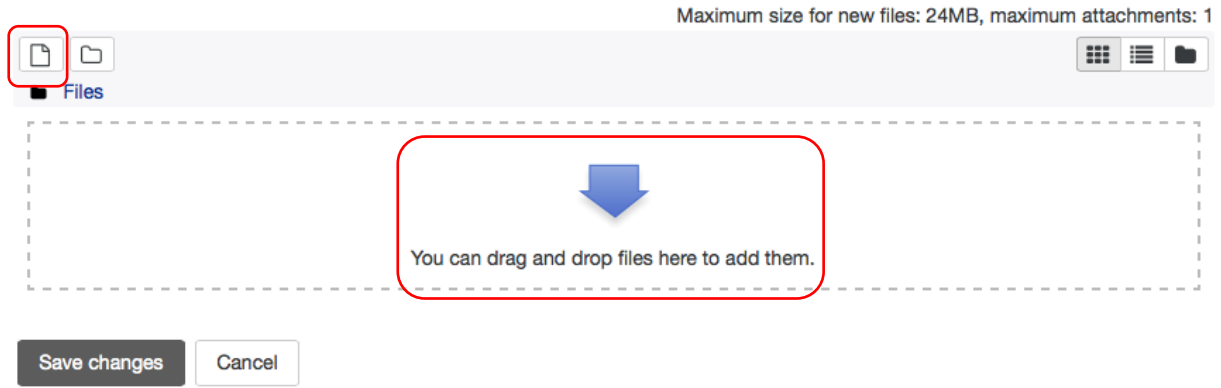
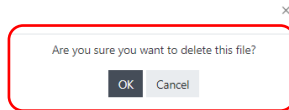If picking up a wrong file, students are able to change another one by click "**Edit submission**".

Edit submission
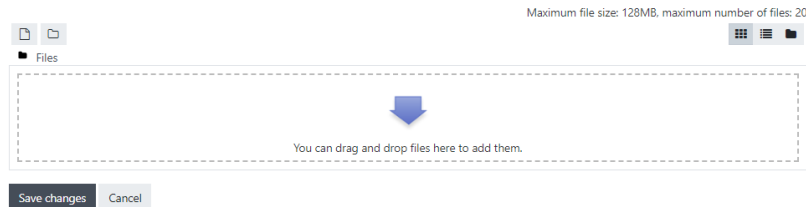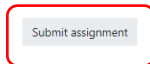
Make changes to your submission

Click on the file

Files

Assignment_Ce

Save changes   Cancel

Click Delete, then click OK

Download   Delete

×

Are you sure you want to delete this file?

OK   Cancel
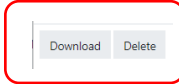
Upload new file and click save changes

Maximum file size: 128MB, maximum number of files: 20

Files

You can drag and drop files here to add them.

Save changes   Cancel

Click submit button

Submit assignment

Tick on the box, then click continue

☑ This assignment is my own work, except where I have acknowledged the use of the works of other people.
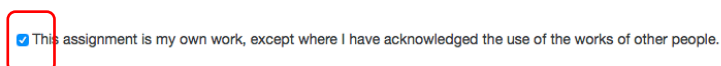
Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue   Cancel

There are required fields in this form marked 🔴 .

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After submitted and confirmed the statement, students will no longer change any submitted files. Otherwise, contact Trainers for any changes.

Submission status

Submission status	Submitted for grading
	This assignment is not accepting submissions
Grading status	Not graded
Last modified	Saturday, 5 August 2017, 1:10 PM
File submissions	w Corporate finance assignment.docx
Submission comments	Comments (0)

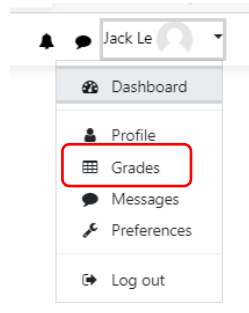After marking, Students will get notification and will see the mark and feedback from Trainer.

Feedback

Grade	S
Graded on	Saturday, 5 August 2017, 1:19 PM
Graded by	Hau Le
Feedback files	w TEACHER FEEDBACK.docx

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GRADEBOOK

This is where students can see the results of all units.

Click "**Grades**" on right menu

It will show all the results of all units

Click each unit to see details marks of assessment

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