



UNIVERSITY PREPARATION COLLEGE
RTO 91364 CRICOS Provider No. 02751M

A large, white, scalloped-edged shape is centered on the page, containing the text 'MOODLE V3.9'.

MOODLE
V3.9

STUDENT
INSTRUCTION

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LOGIN DETAILS

- Go to Student Portal : <https://onlinelearning.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

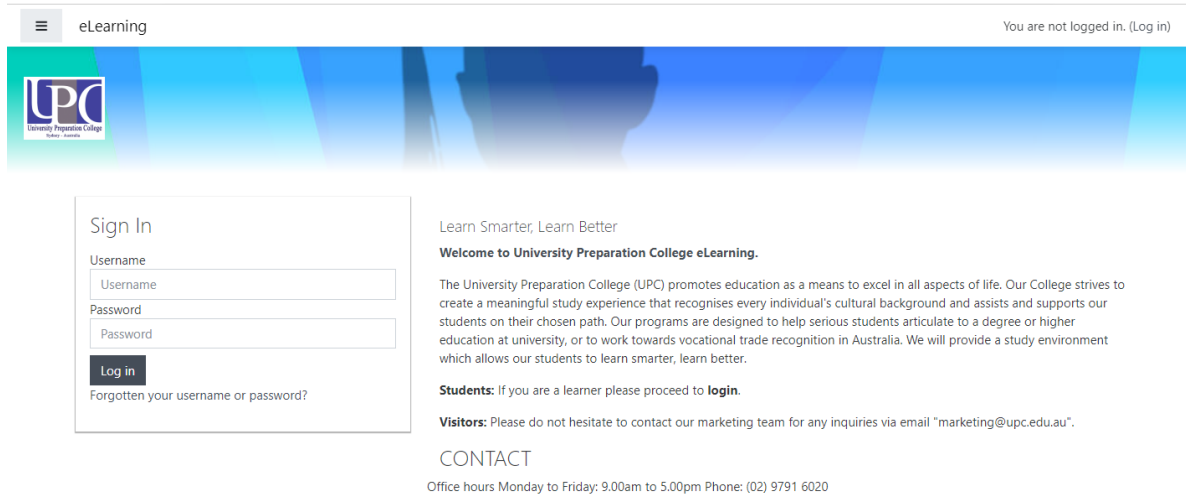
<https://www.mheducation.com.au/value-pack-early-childhood-educator-ciii-2e-rev-connect-9781760423377-aus-group>

Diploma of Early Childhood Education and Care

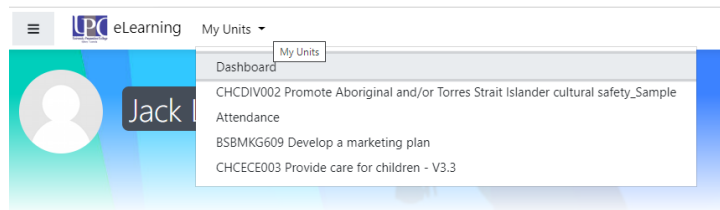
<https://www.mheducation.com.au/ebook-the-early-childhood-educator-diploma-2e-revised-9781760423216-aus-group>

HOME PAGE

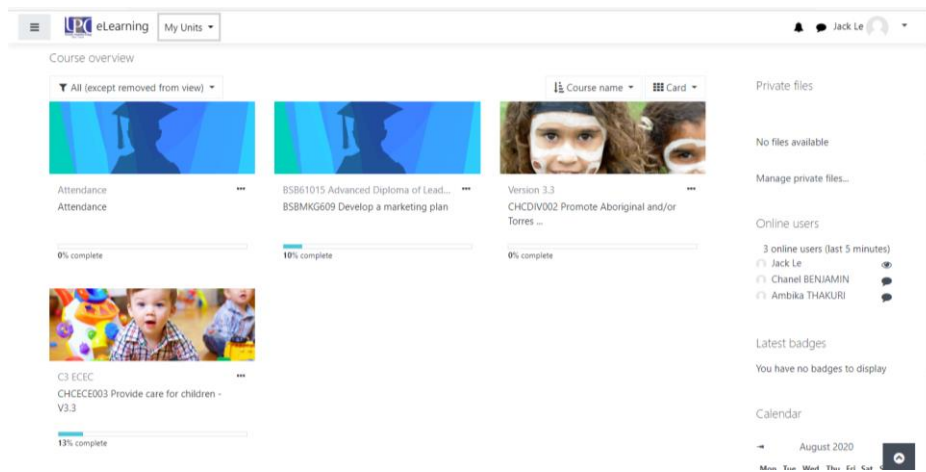
This is where student can login to eLearning



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



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.

The screenshot displays the Moodle LMS interface. On the left, a navigation menu is visible with the following items: Dashboard, Site home, Calendar, Private files, My courses (highlighted with a red box), CHCDIV002_Sample, Attendance, BSBMKG609, and CHCECE003-V3.3. A red arrow points to the hamburger menu icon in the top left corner. In the top right corner, a user profile dropdown menu is open for 'Jack Le', with the 'Grades' option highlighted by a red box and a red arrow pointing to it. The main content area shows a 'Course overview' with a grid of course cards. Each card includes a course name, a progress bar, and a small image. The cards shown are: 'Attendance' (0% complete), 'BSB61015 Advanced Diploma of Leadershi...' (10% complete), 'Version 3.3' (0% complete), and 'C3 ECEC' (13% complete). The bottom of the page shows a calendar for August 2020.

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.

CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety_Sample

Dashboard / My courses / CHCDIV002_Sample

Introduction

'A CULTURALLY SAFE AND secure environment is one where our people feel safe and draw strength in their identity, culture and community' (Australian Human Rights Commission 2011). Recognition of the status and rights of Aboriginal and/or Torres Strait Islanders as the first peoples of Australia and custodians of Australian land, is central to this concept, as is developing an understanding of Indigenous history and cultural practices to promote effective interactions and provide an appropriate and relevant curriculum.

The terms 'Indigenous', 'Aboriginal people' and 'Torres Strait Islander' are used in this chapter with the understanding that these are general terms and Aboriginal and Torres Strait Islander peoples have their own identities. The acronym 'ATSI' and the term 'Aborigines' are avoided as they are considered disrespectful. The preference is to use specific nation, tribe or clan names where given permission to do so. The chapter refers to Indigenous cultural customs and practices in general terms with the understanding that there are many variances across Australia. (McGraw Hill, p.23)

Student forum

Task: FIND OUT MORE ABOUT INDIGENOUS cultural aspects such as skin and language groups; family structures; art; and religion. (McGraw Hill p25)

Discussion topic: Consider and post ways that you, as an educator, can reflect these aspects in your everyday practices with children and adults. On page 28 of your text you will find a list of links to help you with this task.

1. Start a discussion by posting in this forum.
2. Scroll through the posts and respond to other students posts sharing your experience and knowledge.

Announcements

Calendar: August 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						31

Activities:

- Assignments
- Choices
- Forums
- Quizzes
- Resources

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

About this unit

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

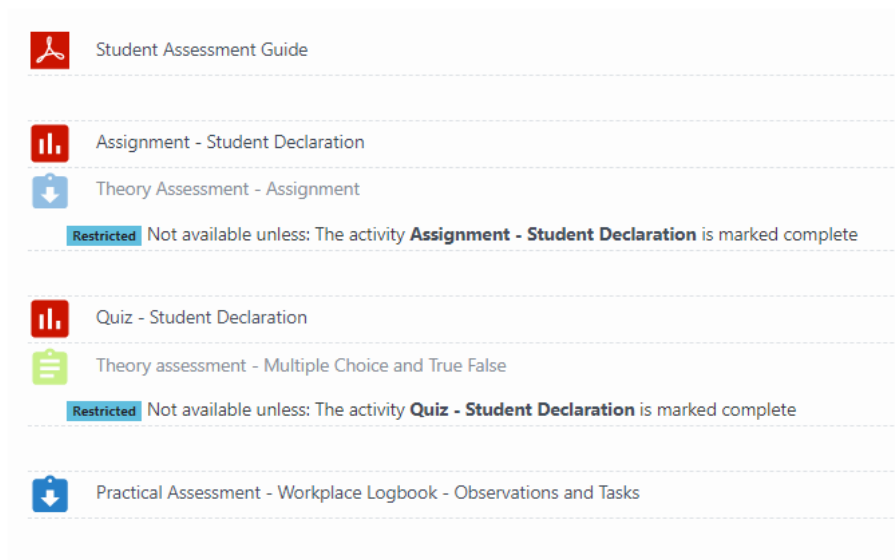


Button 3: Learner Assessment

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**

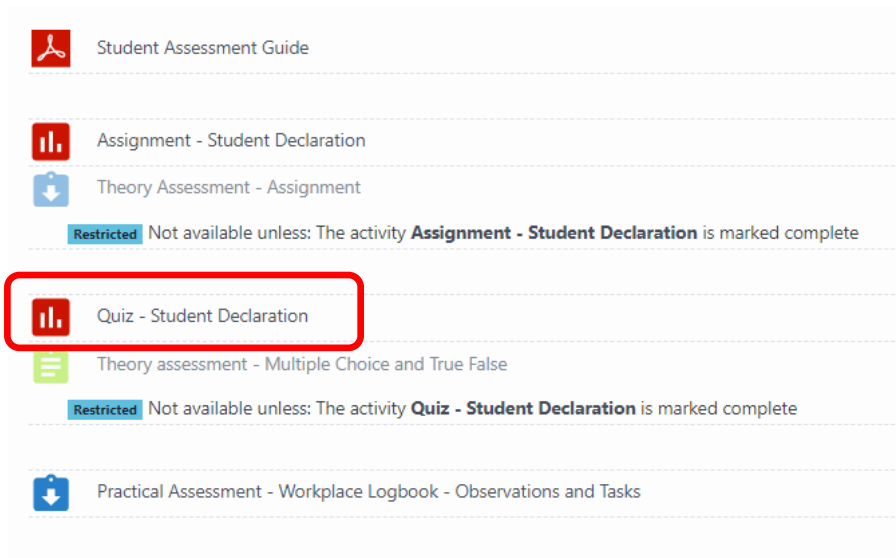


The screenshot shows a list of assessment activities in Moodle. The activities are:

- Student Assessment Guide (PDF icon)
- Assignment - Student Declaration (Assignment icon)
- Theory Assessment - Assignment (Download icon)
- Restricted Not available unless: The activity **Assignment - Student Declaration** is marked complete
- Quiz - Student Declaration (Quiz icon)
- Theory assessment - Multiple Choice and True False (List icon)
- Restricted Not available unless: The activity **Quiz - Student Declaration** is marked complete
- Practical Assessment - Workplace Logbook - Observations and Tasks (Download icon)

QUIZ multiple choice questions

Before getting into Quiz, students need to tick “yes”, then click “Save my choice” button on [Quiz- Student declaration](#).



The screenshot shows a Moodle course navigation menu with several items. The item 'Quiz - Student Declaration' is highlighted with a red rectangular box. Below it, a 'Restricted' message states: 'Not available unless: The activity Quiz - Student Declaration is marked complete'. Other items include 'Student Assessment Guide', 'Assignment - Student Declaration', 'Theory Assessment - Assignment', 'Theory assessment - Multiple Choice and True False', and 'Practical Assessment - Workplace Logbook - Observations and Tasks'.

Quiz - Student Declaration

Separate groups: admin

- I have completed the learning activities.
- I have had time to practice before this assessment.
- The Assessor has gone through the Instructions and I understand that this is a formal assessment.
- I declare that the written work I did for this unit assessment is my own work.
- I know that the assessment is not pass/fail. I can do a re-sit if ready. I will get feedback at the end of the assessments.
- The Assessor may set another time for the gap assessment or follow up with open questions if there is doubt about my responses or demonstration of skills.
- UPC expects you to be successful at the second attempt. I understand this.
- I am ready for the assessment.

The results of this activity will not be published after you answer.

Yes

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

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 →

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.

Question 1
Not yet answered
Marked out of 1
Flag question
Edit question

What does a cultural broker do?

Select one or more:

- a. Assists with cultural understanding
- b. Interoperates and Translates
- c. Buys and Sells shares
- d. Manages bank accounts

QUIZ NAVIGATION

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

Finish attempt ...
Start a new preview

Next page

Question 2
Not yet answered
Marked out of 1
Flag question
Edit question

What is "gratuitous concurrence"?

Select one:

- a. The person that agrees you should give them something
- b. A person that thanks you after you have thanked them
- c. The person disagrees with you
- d. The person that does not understand but agrees to be socially Polite

QUIZ NAVIGATION

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

Finish attempt ...
Start a new preview

Previous page

Next page

When go through all questions, click **“finish attempt”**

Question 15
Not yet answered
Marked out of 1
Flag question
Edit question

Some of the issues affecting Aboriginal and Torres Strait Islander people include:

- Alcoholism, smoking and substance abuse
- Violence
- Geographical remoteness
- Poor nutrition

Select one:

- True
- False

QUIZ NAVIGATION

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

Finish attempt ...
Start a new preview

Previous page

Finish attempt ...

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

Theory assessment - Multiple Choice and True False
Summary of attempt

Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered
7	Not yet answered
8	Not yet answered
9	Not yet answered
10	Not yet answered
11	Not yet answered
12	Not yet answered
13	Not yet answered
14	Not yet answered
15	Not yet answered

QUIZ NAVIGATION

1	2	3	4	5
6	7	8	9	10
11	12	13	14	15

Finish attempt ...

Start a new preview

Return to attempt

Submit all and finish

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

Confirmation ✕

Once you submit, you will no longer be able to change your answers for **this attempt**.

Submit all and finish Cancel

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 (5) result.

Attempts allowed: 2
 This quiz opened at Tuesday, 1 August 2017, 2:37 PM
 Grading method: Highest grade

Attempts: 1

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

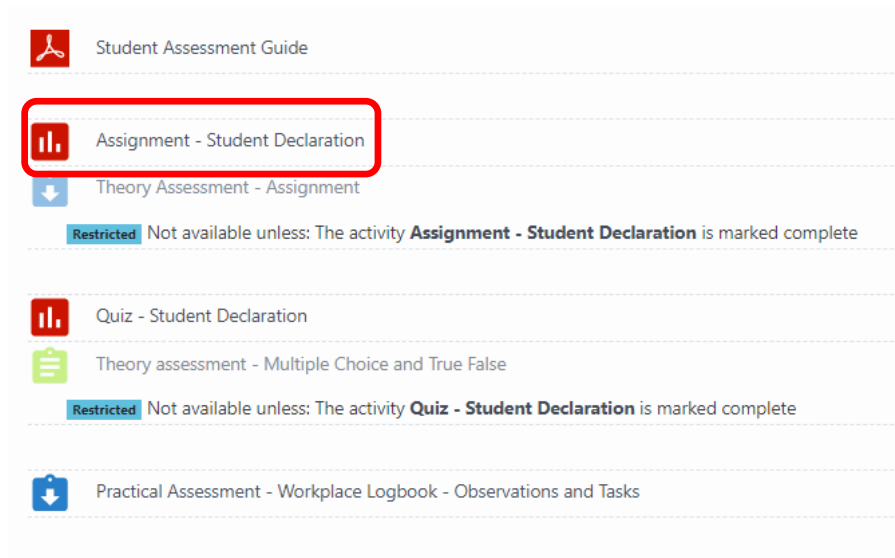
[Preview quiz now](#)

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.

Uploading assignment

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



A screenshot of a Moodle course page showing a list of assignments. The 'Assignment - Student Declaration' is highlighted with a red box. Below it, a 'Restricted' message states: 'Not available unless: The activity **Assignment - Student Declaration** is marked complete'. Other assignments include 'Theory Assessment - Assignment', 'Quiz - Student Declaration', 'Theory assessment - Multiple Choice and True False', and 'Practical Assessment - Workplace Logbook - Observations and Tasks'. The 'Quiz - Student Declaration' also has a 'Restricted' message: 'Not available unless: The activity **Quiz - Student Declaration** is marked complete'.

Assignment - Student Declaration

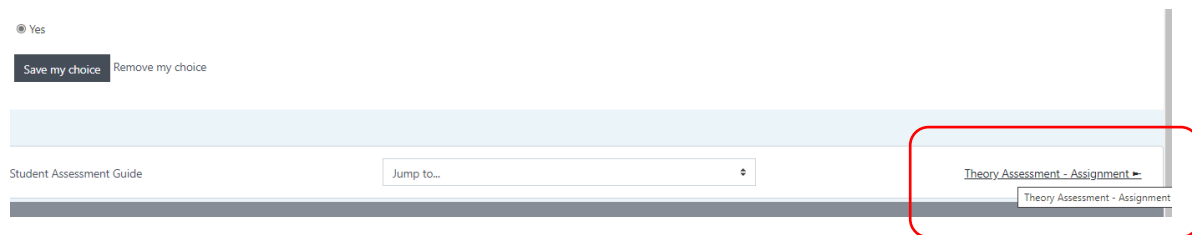
Separate groups: admin

- I have completed the learning activities.
- I have had time to practice before this assessment.
- The Assessor has gone through the Instructions and I understand that this is a formal assessment.
- I declare that the written work I did for this unit assessment is my own work.
- I understand I must demonstrate the skills myself and answer questions.
- I will do the practical as a simulation under supervision of the Assessor.
- The equipment and WHS checks have been completed I know that the assessment is not pass/fail.
- I can do a re-sit if ready.
- I will get feedback at the end of the assessments.
- The Assessor may set another time for the gap assessment or follow up with open questions if there is doubt about my responses or demonstration of skills. UPC expects you to be successful at the second attempt. I understand this.
- I am ready for the assessment.

The results of this activity will not be published after you answer. ×

Yes

Then go to Assignment page.



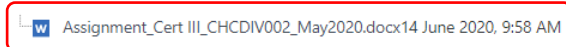
Click on the assignment file (Word document) to download and answer the questions.

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.

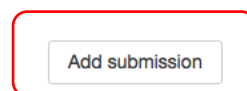
Your trainer will inform the result through eLearning messages or email after finish marking.



After answering all questions, go back to assignment page and click “Add submission” to attach the file

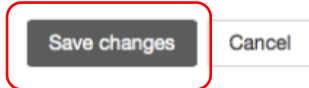
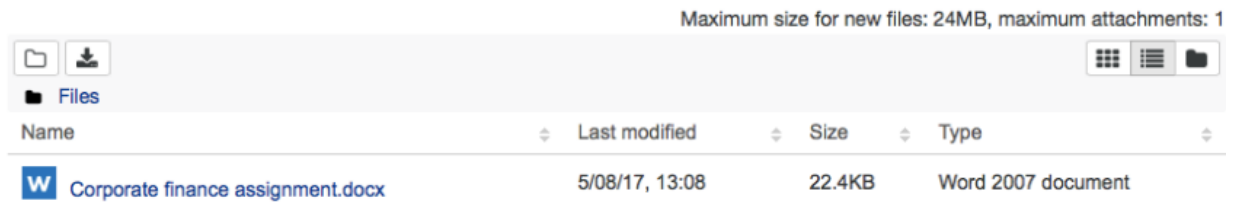
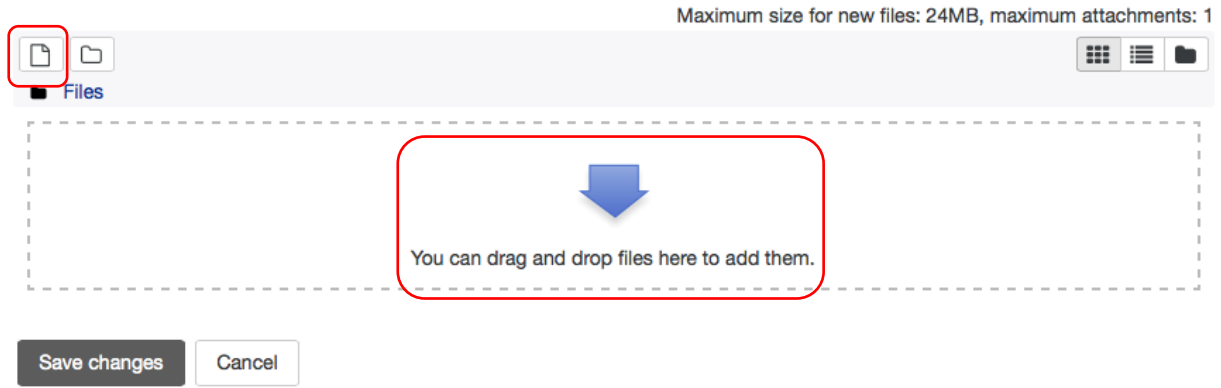
Submission status

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

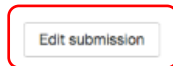


Make changes to your submission

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”**

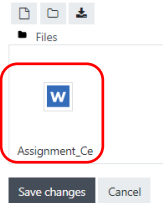


If picking up a wrong file, students are able to change another one by click **“Edit submission”**.

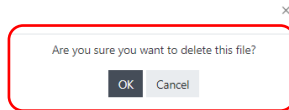
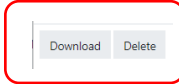


Make changes to your submission

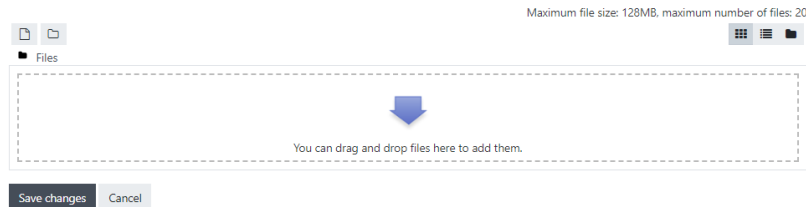
Click on the file



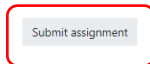
Click Delete, then click OK



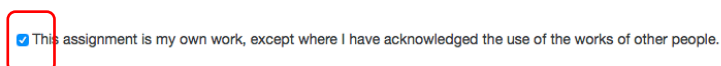
Upload new file and click save changes



Click submit button



Tick on the box, then click continue





Are you sure you want to submit your work for grading? You will not be able to make any more changes.



There are required fields in this form marked !.



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	 Corporate finance assignment.docx
Submission comments	 Comments (0)

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

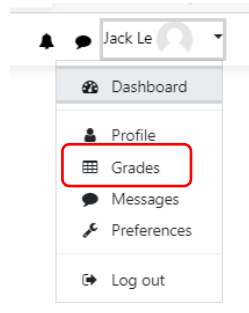
Feedback

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

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

Courses I am taking

Course name	Grade
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety_Sample	NYC
Attendance	-
BSBMKG609 Develop a marketing plan	-
CHCECE003 Provide care for children - V3.3	NYC

Click each unit to see details marks of assessment

Grade Item	Grade	Feedback
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety_Sample		
Theory assessment - Multiple Choice and True False	-	
Theory Assessment - Assignment	-	
Practical Assessment - Workplace Logbook - Observations and Tasks	-	
Course total Mean of grades. Include empty grades.	NYC	