

Moodle User Guide (Updated Version)

Welcome to the updated version of Moodle! This guide is designed to help you navigate and make the most of the new features and functionalities. Whether you're an instructor or a student, this guide will provide you with step-by-step instructions for common tasks.

1. Getting Started

Logging In

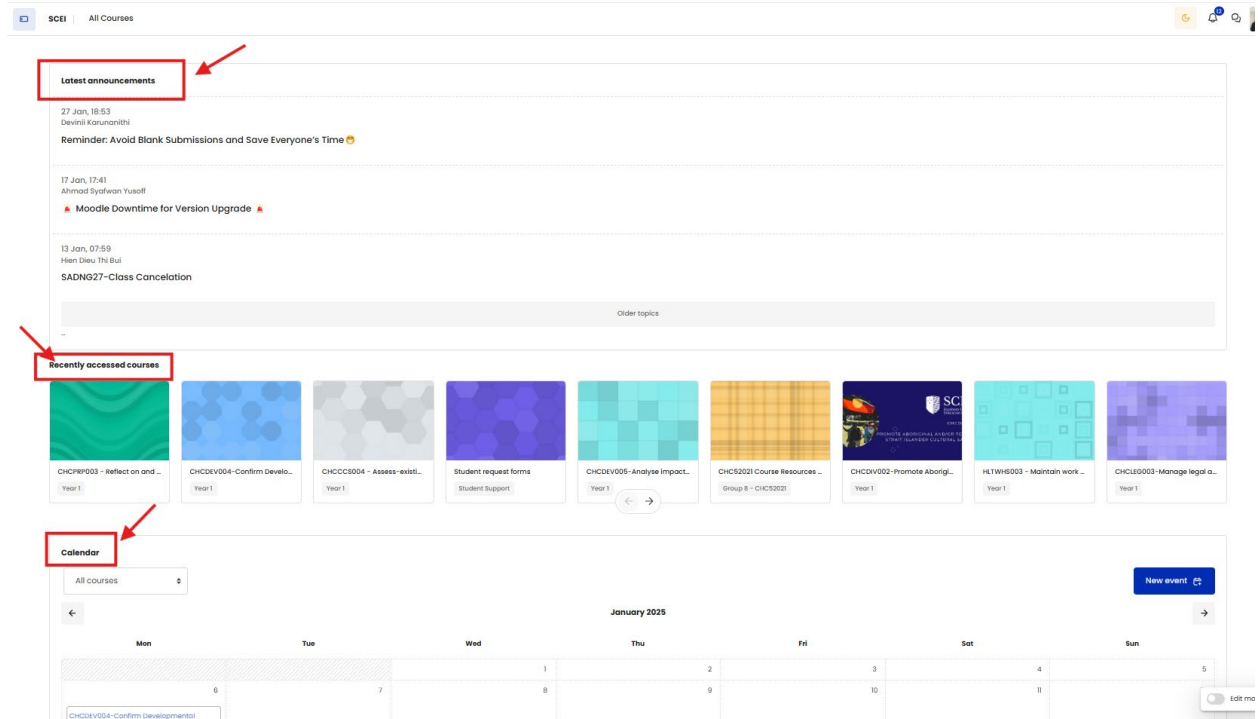
1. Visit SCEI Moodle site.
2. Click on **SCEI Microsoft 365 Connect**



Dashboard Overview

- The **Dashboard** displays a summary of your courses, upcoming deadlines, and notifications.
- Key components include:
 - **Latest Announcements:** Displays important updates and reminders.

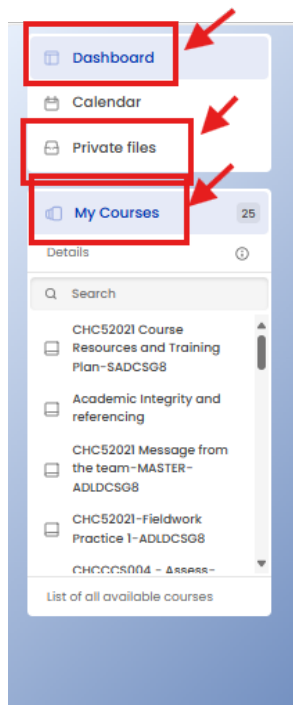
- **Recently Accessed Courses:** Quick access to courses you've recently visited.
- **Calendar:** View upcoming deadlines and events.



The screenshot shows the SCEI dashboard interface. At the top, there's a header with 'SCEI | All Courses' and user icons. Below the header, the dashboard is divided into three main sections:

- Latest announcements:** A section with a red box and an arrow pointing to it. It contains three announcements:
 - 27 Jan, 18:53: Devilli Karunathil - Reminder: Avoid Blank Submissions and Save Everyone's Time
 - 17 Jan, 17:41: Ahmad Syofwan Yusoff - Moodle Downtime for Version Upgrade
 - 13 Jan, 07:59: Han Dieu Thi Bui - SADN027-Class Cancellation
- Recently accessed courses:** A section with a red box and an arrow pointing to it. It displays a row of course tiles, each with a color-coded background and course details. The courses include:
 - CHC52021 - Reflect on and ... (Year 1)
 - CHC52021 - Confirm Develo... (Year 1)
 - CHC52021 - Assess-exist... (Year 1)
 - Student request forms (Student Support)
 - CHC52021 - Analyse Impact... (Year 1)
 - CHC52021 Course Resources ... (Group 5 - CHC52021)
 - CHC52021 - Promote Aborig... (Year 1)
 - HLTWH6003 - Maintain work ... (Year 1)
 - CHC52021 - Manage legal a... (Year 1)
- Calendar:** A section with a red box and an arrow pointing to it. It shows a calendar for January 2025. The calendar has a header with 'All courses' and a 'New event' button. The days of the week are listed: Mon, Tue, Wed, Thu, Fri, Sat, Sun. The dates 1 through 5 are visible, with corresponding course tiles below them.

- Use the **Navigation Drawer** on the left to access different sections like My Courses and Private Files.



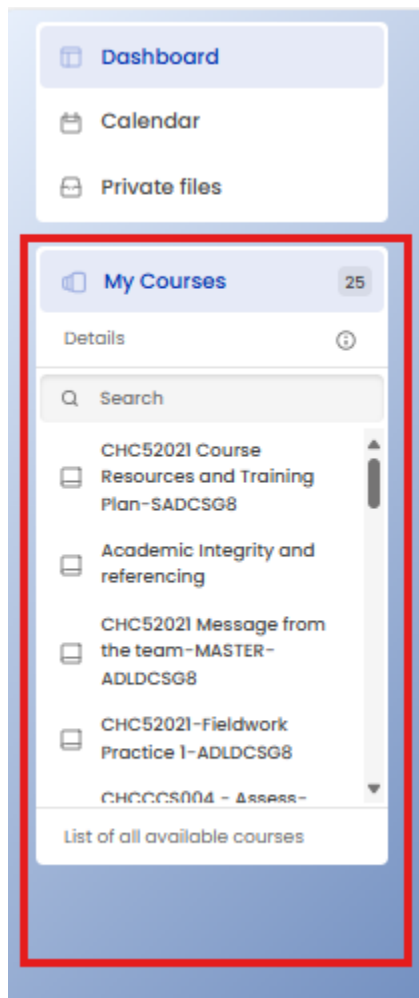
The screenshot shows the Navigation Drawer on the left side of the dashboard. It contains several menu items, each with a red box and an arrow pointing to it:

- Dashboard:** The top item in the drawer.
- Calendar:** The second item in the drawer.
- Private files:** The third item in the drawer.
- My Courses:** The fourth item in the drawer, which is highlighted with a blue background and a '25' badge.

Below these items, there's a 'Details' section with a search bar and a list of course-related items, including 'CHC52021 Course Resources and Training Plan-SADCSG8', 'Academic Integrity and referencing', 'CHC52021 Message from the team-MASTER-ADLDCSG8', 'CHC52021-Fieldwork Practice 1-ADLDCSG8', and 'CHC52021 - Assess-'. At the bottom, there's a link to 'List of all available courses'.

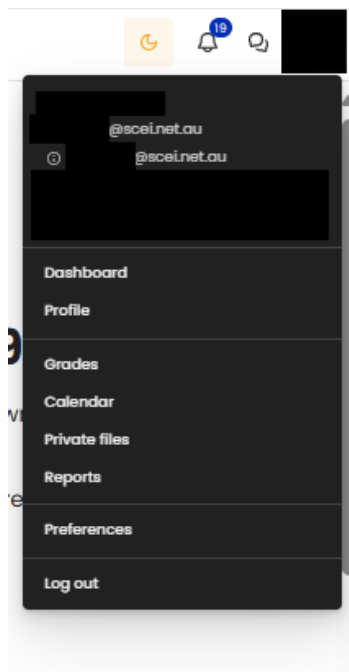
My Courses Panel

- Located in the left navigation drawer, this panel provides:
 - A search bar to quickly find courses.
 - A list of all enrolled courses.
 - Quick links to course details and sections.



User Menu

- Click your profile picture in the top-right corner to access account settings, grades, and messages.



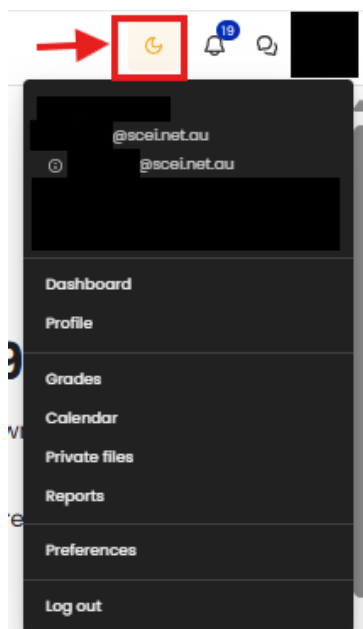
Enabling Dark Mode

1. Enable Dark Mode:

- Toggle the **Dark Mode** switch to enable it.

2. Save Changes:

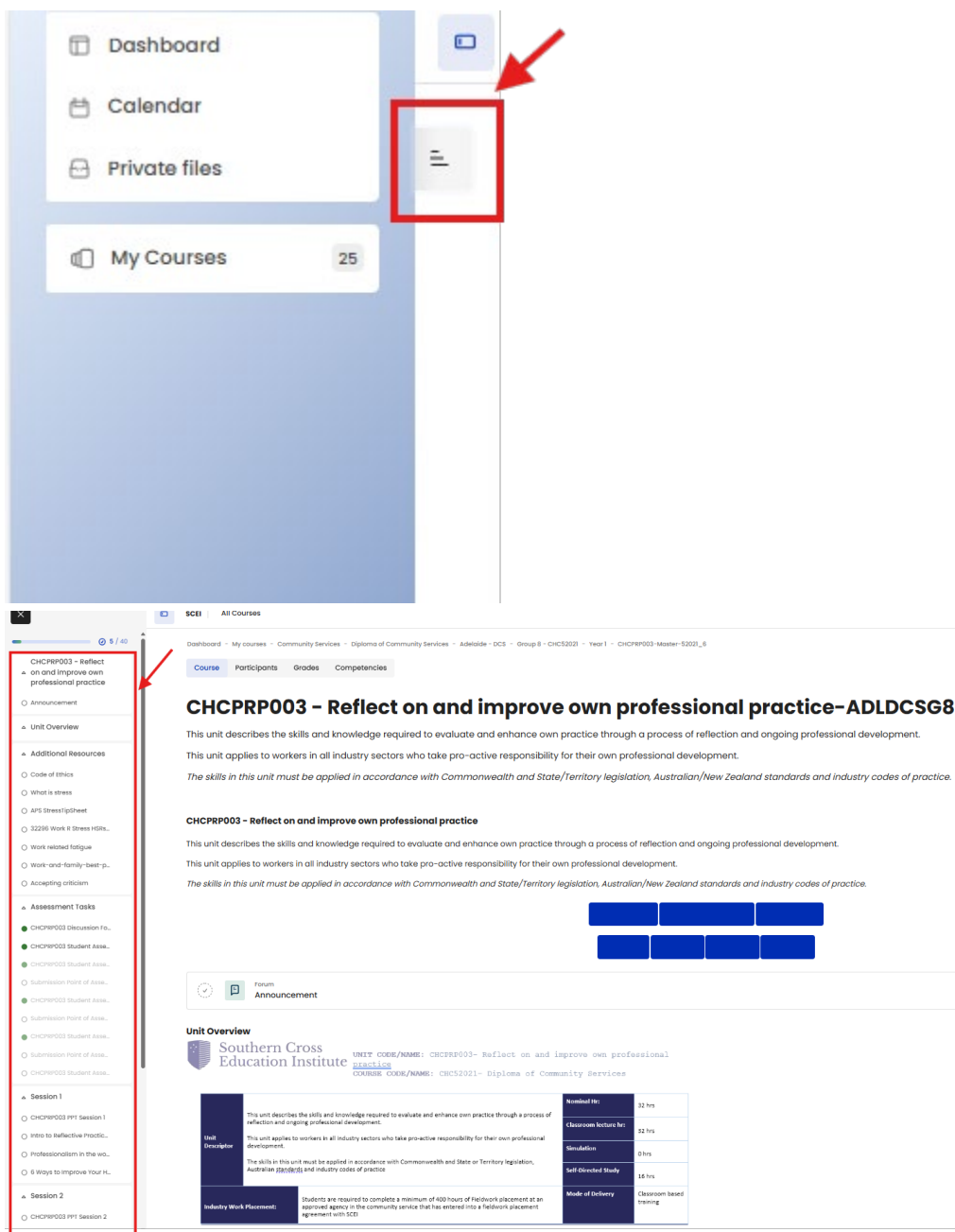
- The interface will now switch to dark mode, providing a visually comfortable experience, especially in low-light environments.



2. Course Navigation

Course Navigation

- Once you enter a course, use the **left-hand menu** to access resources, activities, and grades.



The screenshot displays the LMS interface. At the top, there's a navigation bar with 'Dashboard', 'Calendar', 'Private files', and 'My Courses' (25). A red box highlights the 'My Courses' section, and a red arrow points to a hamburger menu icon. Below this, the course 'CHCPRP003 - Reflect on and improve own professional practice-ADLDCSG8' is selected. The left-hand menu is highlighted with a red box and a red arrow. The main content area shows the course details, including a description, unit overview, and a table of activities.

CHCPRP003 - Reflect on and improve own professional practice-ADLDCSG8

This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development. This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

CHCPRP003 - Reflect on and improve own professional practice

This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development. This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Unit Overview

Southern Cross Education Institute

UNIT CODE/NAME: CHCPRP003- Reflect on and improve own professional practice
COURSE CODE/NAME: CHC52021- Diploma of Community Services

Activity	Hours
Unit Overview	32 hrs
Classroom lectures	32 hrs
Simulation	8 hrs
Self-Directed Study	16 hrs
Mode of Delivery	Classroom based training

- CHCPRP003 - Reflect on and improve own professional practice**

 - on and improve own professional practice announcement

CHCPRP003 - Reflect on and improve own professional practice-ADLDCSGB

This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.

This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

CHCPRP003 - Reflect on and improve own professional practice

This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.

This unit applies to workers in all industry sectors who take pro-active responsibility for their own professional development.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Unit Overview

Southern Cross Education Institute

UNIT CODE/NAME: CHCPRP003- Reflect on and improve own professional practice
 COURSE CODE/NAME: CHC52021- Diploma of Community Services

Unit Description:	This unit describes the skills and knowledge required to evaluate and enhance own practice through a process of reflection and ongoing professional development.	Assessed In:	\$2 hrs
	This unit applies to workers in all industry sectors who take proactive responsibility for their own professional development.	Careerwork Lectures For:	\$2 hrs
	The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.	Simulation:	0hrs
		Self Directed Study:	\$6 hrs
Industry Block Placement:	Students are required to complete a minimum of 400 hours of fieldwork placement as a condition of entry in the community services that has entered into a fieldwork placement agreement with SCS.	Mode of Delivery:	Classroom based

- **Go to the course and click on the assignment**

The screenshot displays the Canvas LMS interface. On the left, the navigation menu is visible, with the 'Assessment' section highlighted by a red box and an arrow. The main content area shows the 'Assessment' page for '5a. CHCDIV001 Student Assessment task 1 - Questioning'. The page includes a title, a description of the assessment format (PDF), and a list of instructions for students. A red box and arrow highlight the 'Assessment' section in the navigation menu. Another red box and arrow highlight the 'Assessment' page content, which includes the title, description, and instructions.

2. Submit Your Work:

○ Click Add Submission

Opened: Friday, 21 July 2023, 3:00 AM Due

Please ensure that you have answered and submitted all 16 questions for this assessment task.

Add submission

Submission status

Attempt number	This is attempt 1 (3 attempts allowed).
Submission status	No submissions have been made yet
Grading status	Not marked
Time remaining	Assignment is overdue by: 57 days 13 hours
Last modified	-
Submission comments	Comments (0)

Jump to...

○ Upload your file

Friday, 1 December 2024, 11:58 PM

Submitted all 16 questions for this assessment task.

File submissions

You can drag and drop files here to add them.

Maximum file size: 512 MB, maximum number of files: 20

3. Finalize Submission:

○ Once satisfied, click Save Changes or Submit Assignment.

Save changes Cancel

Please ensure that you have answered and submitted all 16 questions for this assessment task.

Submit assignment

Edit submission

Remove submission

Submission status

Attempt number	This is attempt 1 (3 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not marked
Time remaining	Assignment is overdue by: 67 days 13 hours
Last modified	Tuesday, 28 January 2025, 1:11 PM
File submissions	 Screenshot 2025-01-22 073317.png 28 January 2025, 1:11 PM
Submission comments	 Comments (0)



Jump to...



○ Confirm submission if prompted.

Please ensure that you have answered and submitted all 16 questions for this assessment task.

Confirm submission

☒ I certify that

- > I have read and understood the Southern Cross Education Institute's PP77 Assessment and submission policy and procedures.
- > This assessment is all my own work, and no part of this assessment has been copied from another person.
- > I have not allowed my work to be copied by another person.
- > I have a copy of this work and will be able to reproduce within 24 hours if requested.

Note: All assignments should be submitted in PDF format only

I give my consent for Southern Cross Education Institute to examine my work electronically by relevant plagiarism software programs.

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

Continue

Cancel

 Required