JTJ Moodle Induction for Students

PRESENTED BY: IT SUPPORT
Welcome to JTI!
What is moodle for?

- Accessing resources (assessments, reading materials, PPT, JTI Library, Online Library)
- Submitting Assessments
How to Use Moodle?

Step1: Login to your student portal

Go to JTI website: [http://jti.edu.au](http://jti.edu.au). Under “Student” Menu, click on “Student Login”
Step 2: **Do not type anything.** Click on option 2 (**Moodle for Students**)

**Student login**

Or you can also login the Moodle system directly on [moodle.lms.jti.edu.au](http://moodle.lms.jti.edu.au)
How to Use Moodle?

Step 3: Type your username and password that were sent to your email

Note: Your username will always be your student ID number
How to Use Moodle?

Step 4: After you have login, click on the course which you were enrolled in

My courses

Course Title

- CHC40108 Certificate IV in Aged Care
- CHC50113 Diploma of Early Childhood Education and Care
- HLT51612 Diploma in Nursing

All courses
How to Use Moodle?

Step 5: It will show all the units on the course you enroll.

Some textbooks are available at JTI Library for borrowing.
How to Use Moodle?

Step 6: You can start your course by clicking on the Reading Resources and Power point slides

**Power Points**
- HLTIN301C Power Point
- HLTIN301C Extra Power Point

**Pre-readings**
- How To HandRub Poster
- HLTIN301C Additional Readings
How to Download Assessments?

Step 1: Click the Assignment link to download your assignment

Instruction:
1. Download the assignment questions from the file above.
2. Answer this on separate sheet. Use Microsoft Word, put your name and student ID and your trainer name as well on the sheet.
3. Make sure the numbering is right. JTI trainer will return any answer without proper numbering or heading.
4. Upload your finished Microsoft Word file here. Please only upload finished assessment.
How to Download Assessments?

Step 2: Click this button 📄 to download your assignment.
How to Download Assessments?

Step 3: Save the file on your desktop/USB stick or in any folder that you can remember.

Note: For Nursing students, please make sure you have the most updated Adobe Reader installed on your computer.
How to Download Assessments?

Step 4: Put your answers under the questions. You will need to write your answer inside the box provided.

After opening the assignment, you can start doing it by putting your answers under the question. It is a good idea to change your answer to another font colour, and bold it, which allows your trainer to read your answer easily.
How to Download Assessments?

Step 5: Save your assignment with the format: Unit Code + Version Number + student ID. Version Number is the number of attempt that you have done in this assignment.

When you think you have finished the whole assignment, please save with the following format of your file name: Unit Code + version number + student id. Version number is the attempts that you have done on this assignment. If this is your first attempt of this assignment, you can put version 1. The reason for putting version number is to let our trainer to see what have your assignments been improved from your previous version.
How to Submit Multiple Assessments?

By default, our Moodle allows only one file to be submitted for one assessment. So, this is an instruction on how to upload multiple files to Moodle.

1. Go to http://www.7-zip.org to download 7-Zip.
2. Install 7-Zip on your PC.
3. Place all the documents that you want to upload to Moodle in one folder.
How to Submit Multiple Assessments?

4. Select all of them and then right-click.

5. Select “7-Zip”, then select to “add to “?????.zip”” (The actual file name could be different)
How to Submit Multiple Assessments?

6. Then, a new file would be appear in the folder. You can rename the file as your wish by right-clicking on it and then choose “rename”.

![Image of file renaming process]
How to Submit Multiple Assessments?

7. Finally, upload the zip file to moodle.
How to Submit Assessments?

Step 1: Click on the Assessment Submission Place of the unit you want to submit.
How to Submit Assessments?

Step 2: Click on “Add Submission” button.

HLTEN508B Assessment Submission Place

Instruction:
1. Download the assignment questions from the file above.
2. Answer this on separate sheet. Use Microsoft Word, put your name and student ID and your trainer name as well on the sheet.
3. Make sure the numbering is right. JTI trainer will return any answer without proper numbering or heading.
4. Upload your finished Microsoft Word file here. Please only upload finished assessment.

<table>
<thead>
<tr>
<th>Submission status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempt number</td>
</tr>
<tr>
<td>Submission status</td>
</tr>
<tr>
<td>Grading status</td>
</tr>
</tbody>
</table>

Please take note: Students are only allowed to submit 3 times. If this attempt exceeds, students will have to talk to their trainer.
How to Submit Assessments?

Step 3: After you have check everything, click “Add” or simply drag the files on the empty box as shown in the figure below then click on “save changes” to submit your assignment.
How to Submit Assessments?

Step 4: Your assessment has been uploaded. Click on “Submit assignment” if that’s your final submission. If not, you can click on “Edit submission” to update your submission.
How to Submit Assessments?

Tick the declaration box that you have not cheated, plagiarised or colluded on doing the assessments.

Submit assignment

* I declare that these tasks are my own work. None of this work has been completed by any other person and I have not cheated, plagiarised or colluded with any other student. I have correctly referenced all resources and reference texts throughout this assessment task. I have read and understood Job Training Institute (JTI) policy on plagiarism, cheating and collusion and understand that if I am found to be in breach of this policy, disciplinary action may be taken against me by Job Training Institute (JTI).

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 *.

Please take note that after you click “Continue” you are no longer allowed to make any changes on your submission.
How to Submit Assessments?

You will then see this page that your assessment has been submitted for marking.

HLTEN508B Assessment Submission Place

Instruction:
1. Download the assignment questions from the file above.
2. Answer this on separate sheet. Use Microsoft Word. put your name and student ID and your trainer name as well on the sheet.
3. Make sure the numbering is right. JTI trainer will return any answer without proper numbering or heading.
4. Upload your finished Microsoft Word file here. Please only upload finished assessment.

Submission status

<table>
<thead>
<tr>
<th>Attempt number</th>
<th>This is attempt 1 (3 attempts allowed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission status</td>
<td>Submitted for grading</td>
</tr>
<tr>
<td>Grading status</td>
<td>Not graded</td>
</tr>
<tr>
<td>Last modified</td>
<td>Monday, 13 June 2015, 5:05 PM</td>
</tr>
<tr>
<td>File submissions</td>
<td>[HLTEN508B Assessment.docx]</td>
</tr>
</tbody>
</table>
How to Check Assessment Grades?

To Check All assignments grades, you can click the “Grades” link located in the course main page.
WiFi

WiFi Name: JTI-GUE-DAN
Password: jobtraining
Now let’s try!

http://moodle.lms.jti.edu.au/
Any Technical Support

Please email IT at:

its@jti.edu.au
Thank you 😊