

Student Guide

for e-learning course

Learning Management System



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1. Introduction

1.1 JobCo Training e-learning portal

Welcome to the JobCo Training's e-learning student user guide. The e-learning Portal is a Learning Management System (LMS) that is designed to produce a platform to conduct online courses. JobCo Training's online learning framework is designed using Moodle. Moodle runs as an interactive dynamic website with many features to access JobCo Training's virtual learning environment, course materials, resources, tools and all other information.

You are required to have a valid user name and password to login to e-learning Portal. Once you have enrolled with a course, you will be given a student credentials. This single login and password will give you access to e-learning course, virtual class room (Big Blue Button), e-portfolio (Mahara) and all other resources relevant to the course you are enrolled in. You must login into the e-learning Portal (Moodle) in order to access your course materials.

2. Getting started

The aim of this user manual is give you a basic knowledge of how to use e-learning portal (Moodle) as an online resource. We assume that you have at least basic knowledge of using a computer and internet including saving your work, use of external storage devices such as a memory stick, file paths, creating a folder, browsing folders, different types of web browsers and navigation between pages.

We recommend you select the latest version of a web browser such as Firefox, Opera, Google Chrome or Internet Explorer and enable pop-ups in your browser.

3. Enabling Pop-Ups

JobCo Training's virtual learning environment consists of different types of resources. In order to get the fully functional online learning system the selected browser should be enabled for pop-ups for JobCo Training's learning web site as most browsers have an automatic pop-up blocker. You may need to enable pop-ups in more than one place to get full functionality.

3.1 Internet Explorer

Click the **Tools** button, point to **Popup blocker** and then select **Pop-up blocker** setting.

1. Type in [the Jobco trianing URL](#) the jobco training URL in the text box below **Address of website to allow** and click on the **Add** button next to the text box. See figure 3.1.1
2. All added website names are listed below **Allowed sites**.
3. Click in **tick boxes** below **Notification and blocking level**.
4. To finish the process click the **Close** button on the bottom right-hand corner.

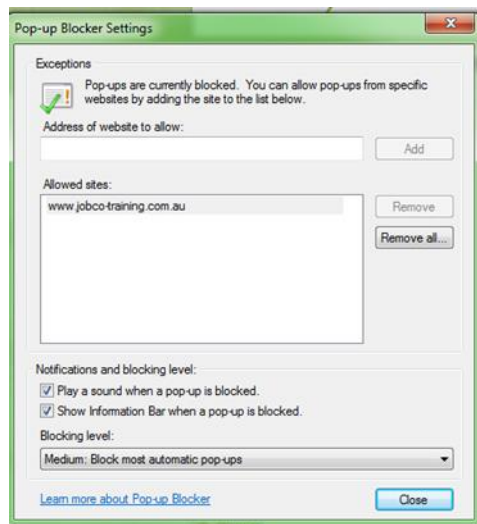


Figure 3.1.1

3.2 Firefox

Select the **Tools** menu from the main menu and click on **Options**. Click on **Content** then click the **Exception** button in front of **Block popup windows**. See Figure 3.2.1 and Figure 3.3.2

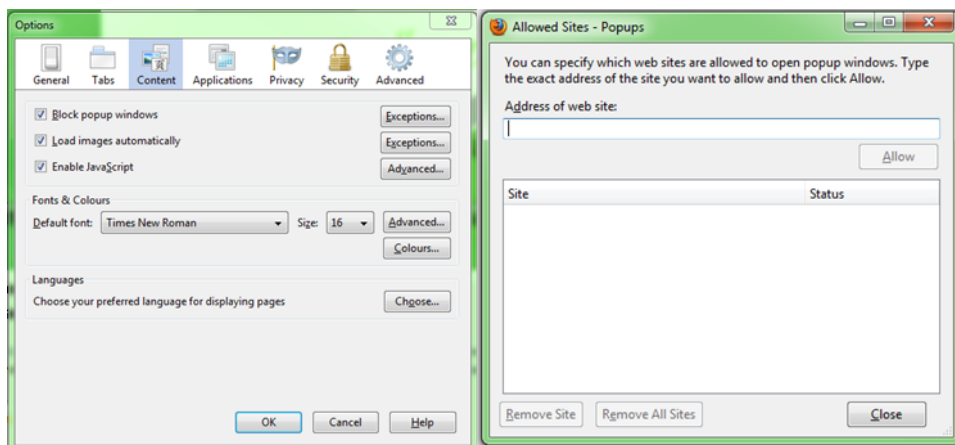
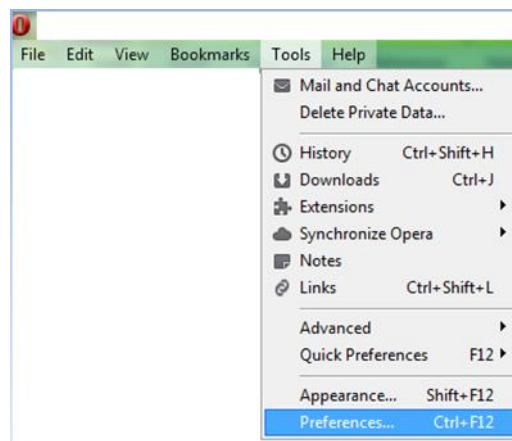


Figure 3.2.1

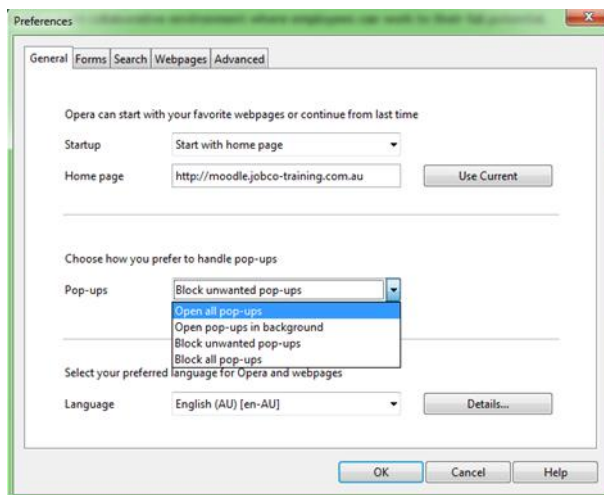
Figure 3.2.2

1. Type in [Jobco training URL http://www.jobco-training.com.au](http://www.jobco-training.com.au) in the text box below **Address of website** and click on the **Allow** button below the text box.
2. All added websites names are listed here.
3. To finish the process click the **Close** button on the bottom right-hand corner.

3.2 Opera

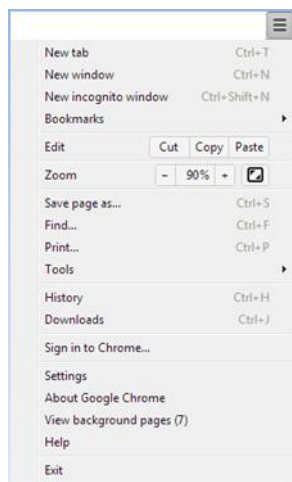



1. Open up a session of www.jobco-training.com.au on “Opera” web browser.
2. On the browser toolbar Click on “Tools >Preferences”.

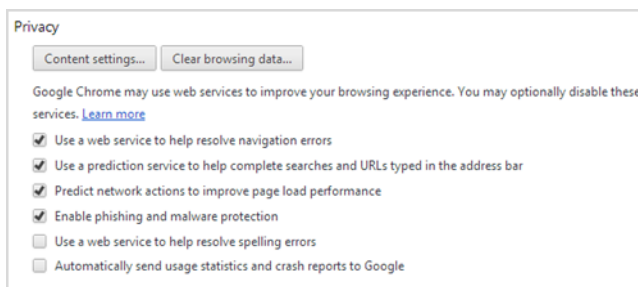


3. Click on “General” tab.
4. Click on “Pop-ups” menu and select “Open all pop-ups”.
5. Click “OK” button to confirm the action.

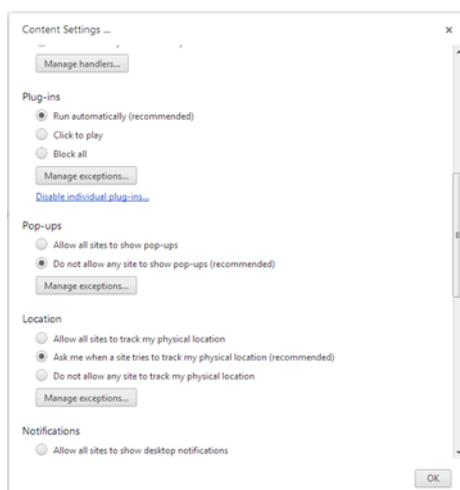
3.4 Google Chrome



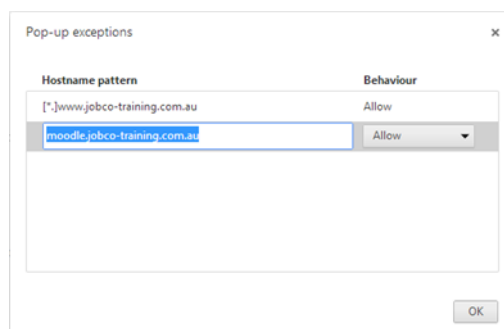
1. Open up a session of [Jobco training](#) on “**Google Chrome**” web browser
2. Click on customize and control Google Chrome  icon on the right hand top corner of the browser window.
3. Click on “**Settings**” on the list and this will display a list of settings for chrome browser
4. Find “**Privacy**” on the list and Click on “**Content settings**” button.



5. Scroll down on the list and find **Pop-ups** and Select “**Allow all sites to show pop-up**” from the check list.
6. Click on “**Manage exceptions**” button to manage pop-up exceptions.



7. Type the URL/Host name you wants to allow pop-ups to open.
8. Select **“Allow”** from the behaviour list
9. Click **“OK”** button to add the URL to the pop-up settings.



4. Login

You are required to have a valid user name and password to login to e-learning Portal. You must login into the e-learning Portal (Moodle) in order to access your course materials.

1. Open any web browser (eg. Internet Explorer, Mozilla Firefox or Opera).
2. Type the web address <http://www.jobco-training.com.au> in the address bar. You will be able to see the JobCo Training website. See figure 4.1

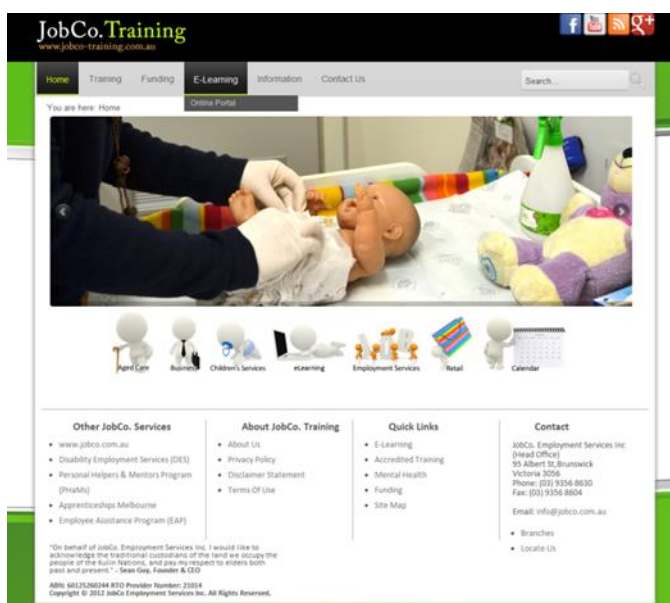


Figure 4.1

3. Select **“Online Portal”** tab from “e-learning” tab on main menu.
4. You will be prompted to the welcome page of e-learning system See Figure 4.2. Click the link “Logging” on right top corner.



Figure 4.2

5. Type in the provided user name and password and click on the **Login** button. Please note that the user name does not include upper case letters and the user name is not case sensitive. The password, however, is case sensitive and it may have upper case letters, non-alphanumeric (special characters) and numbers. You will not be able to see the password that you are entering, therefore be careful when entering your password. Now you are in the home page of e-learning system. See Figure 4.4



Figure 4.4

6. Your name will be displayed as logged in. If you need to log out simply click on **Logout**.
7. The courses you are enrolled in are listed here. Click on **Course title** to expand the description and it will list all tasks and resources relevant to the course.

5. Managing your course page

5.1 Accessing your courses

Once you login, all the courses you are enrolled in are listed in the middle section of the course home page. Click on the relevant course title that you want to access. Please note that you have to click on the course title, not the teacher's or trainer's name.




Figure 5.1

1. All courses that you are enrolled in are listed one after the other in your **Home page**.
2. You can also click on the **My courses** tab listed under the **Navigation** section. It will also list all the courses you are enrolled in.
3. Once you click on **Selected course** it will open up a page with the course introduction on first tab. The structure of the course and guidelines to user resources appear here.
4. Course materials are listed in order left to right, top to bottom. Tabs are organized in sequential order according to the flow of course topics and each topic (Tab) contains few chapters and subchapters to embed course content, resources, tasks and assessments. Those "Chapters" are lists in sequential order at the bottom of the page and once you open a chapter all subchapters will display one after the other, that you need to cover to be deemed competent for the topic. Click on the second tab to open the first topic of the course and it will open up your course content followed by the topic's introduction.
5. Symbols used throughout course materials are:

There is a link to written resources. 



You will be asked to undertake an activity. 

 E-assessment task, you will be required to complete the task and submit your finished work.

5.2 Organising page content

You will have a default home page. You are able to configure a few blocks such as **Settings**, **My private files** and **On-line users** but you are not able to edit your profile or change your home page.

5.3 Docking (Organising) Blocks

Dock is for managing blocks. The dock is an area where blocks can be moved to and from this area with the block to dock  and dock to block  icons.

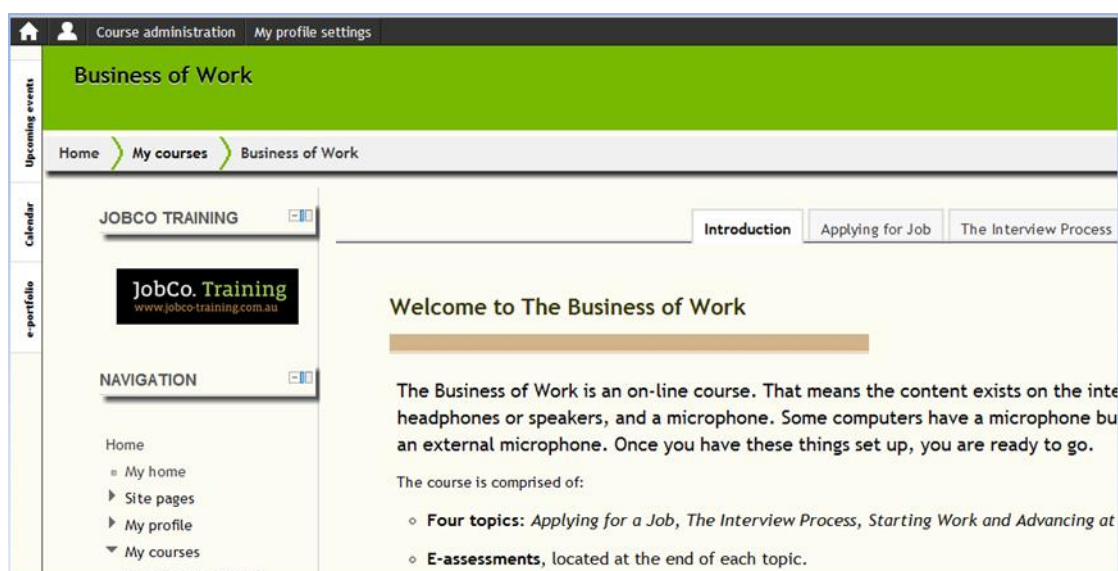
The “docked” blocks appear as vertical tabs along the left margin attached to the page.

The docks can accessible to anyone any time on any block.

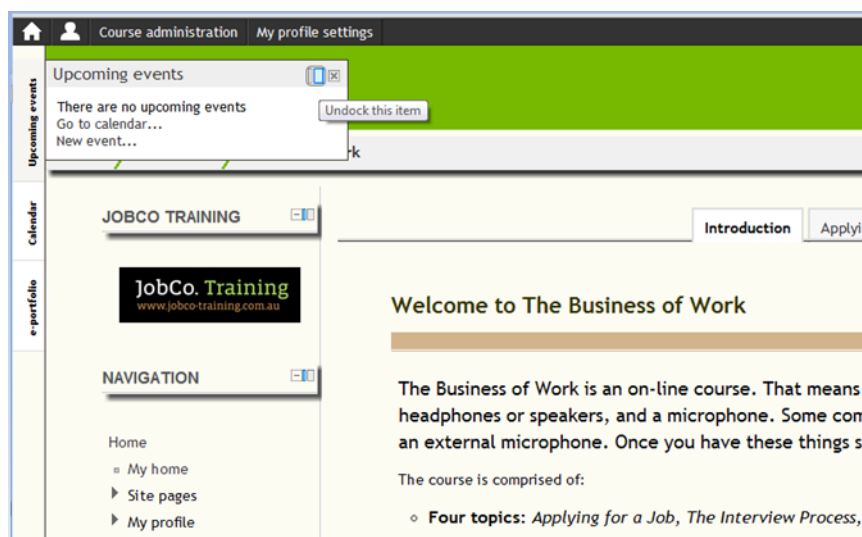
The docked block can expand into a menu with a click on the tab in the dock area.

Clicking on the dock icon when a block is in the docked option will move the block back to its original position.

1. Click on **My Home** on **Navigation** block.
2. Click on the **Customising this page** button on the right-hand side to customise your home page.



The screenshot shows a Moodle course page for 'Business of Work'. At the top, there are navigation links for 'Course administration' and 'My profile settings'. Below this is a green header with the course title 'Business of Work'. A breadcrumb trail shows 'Home > My courses > Business of Work'. On the left side, there is a vertical dock containing several blocks: 'Upcoming events', 'Calendar', 'e-portfolio', 'JOBCO TRAINING' (with a 'dock to block' icon), and 'NAVIGATION' (with a 'block to dock' icon). The 'NAVIGATION' block is expanded to show a menu with 'Home', 'My home', 'Site pages', 'My profile', 'My courses', and 'Business of Work'. The main content area features a 'JOBCO TRAINING' logo, a 'Welcome to The Business of Work' heading, and a paragraph of introductory text. Below the text, there are two tabs: 'Introduction' (selected) and 'Applying for Job'. The 'Introduction' tab contains a list of topics: 'Introduction', 'Applying for Job', and 'The Interview Process'. The text states: 'The Business of Work is an on-line course. That means the content exists on the internet, headphones or speakers, and a microphone. Some computers have a microphone but an external microphone. Once you have these things set up, you are ready to go. The course is comprised of: Four topics: Applying for a Job, The Interview Process, Starting Work and Advancing at work. E-assessments, located at the end of each topic.'



5.4 Editing your profile

You are not allowed to change your login password. If you need to change your password because of a lost or compromised password, please make a request to Jobco Training's Administration Department.

5.5 Navigating around My Courses

Navigation within courses and content is easy it's all about clicking hyperlinks. There are few different ways to do the same thing within your e-learning course. Once you are familiar with the navigation of e-learning course by trying it out you will be able to find your own easiest way. Using "Breadcrumbs" is a good way to navigate around your course content.

Breadcrumbs

The Breadcrumbs trail gives users a way to keep track of their location within the course page. Breadcrumbs appear horizontally in the top left corner of your page and it shows the pages you have passed through to get to your current location. See figure 5.5.1

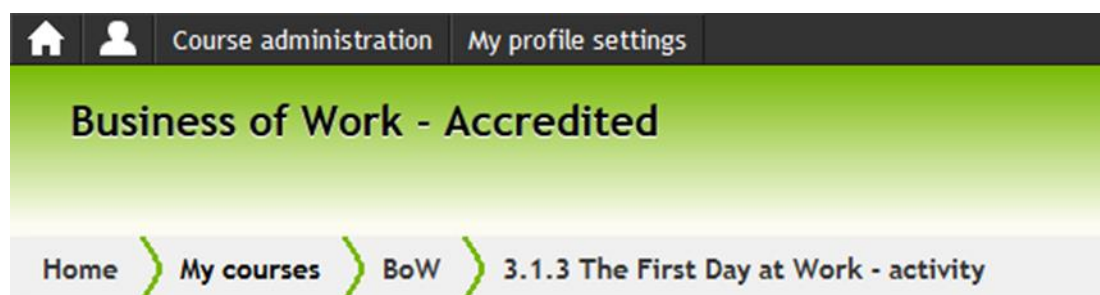



Figure 5.5.1

6. Activities

An activity is generally an interactive learning segment for a student in a course. You can find activities detail on course overview page by clicking on “My home” link. The navigation block includes a “My home” link directly below the Site home link. The “My home” (course overview) page provides users with the links to their courses and activities within them, such as unread forum post and upcoming assignments.

6.1 Forum

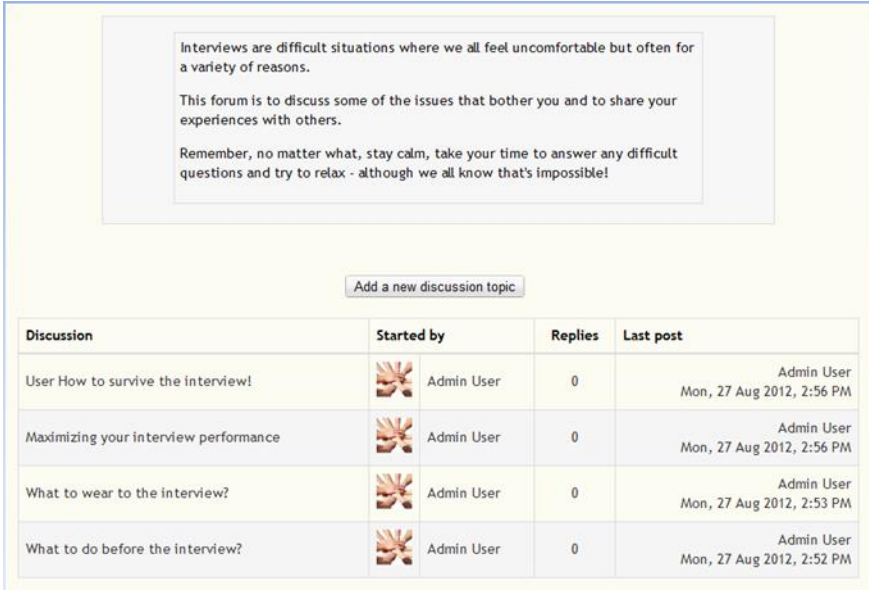
A forum is an activity where students and teachers can exchange ideas by posting comments, suggestions, questions, etc. When posting to a forum always assume that all other students in the class can view your post. Once you are subscribed to a forum it means that other subscribers will be notified of every subsequent post in that forum. You may have different types of forums in your course.

Forums are represented by the icon  throughout your course.

You can reply to a discussion topic but you do not have permission to add a new discussion topic.

How to reply to a forum

1. Click on the forum name and it will bring up a page with the forum introduction. See figure 6.1.1



Interviews are difficult situations where we all feel uncomfortable but often for a variety of reasons.

This forum is to discuss some of the issues that bother you and to share your experiences with others.

Remember, no matter what, stay calm, take your time to answer any difficult questions and try to relax - although we all know that's impossible!

[Add a new discussion topic](#)





Discussion	Started by	Replies	Last post
User How to survive the interview!	 Admin User	0	Admin User Mon, 27 Aug 2012, 2:56 PM
Maximizing your interview performance	 Admin User	0	Admin User Mon, 27 Aug 2012, 2:56 PM
What to wear to the interview?	 Admin User	0	Admin User Mon, 27 Aug 2012, 2:53 PM
What to do before the interview?	 Admin User	0	Admin User Mon, 27 Aug 2012, 2:52 PM

Figure 6.1.1

2. Discussion topics are listed with the most recent first.
3. Click on any topic that you want respond to. It will open up a new page with all replies associated with the topic that you click in. See figure 6.1.2

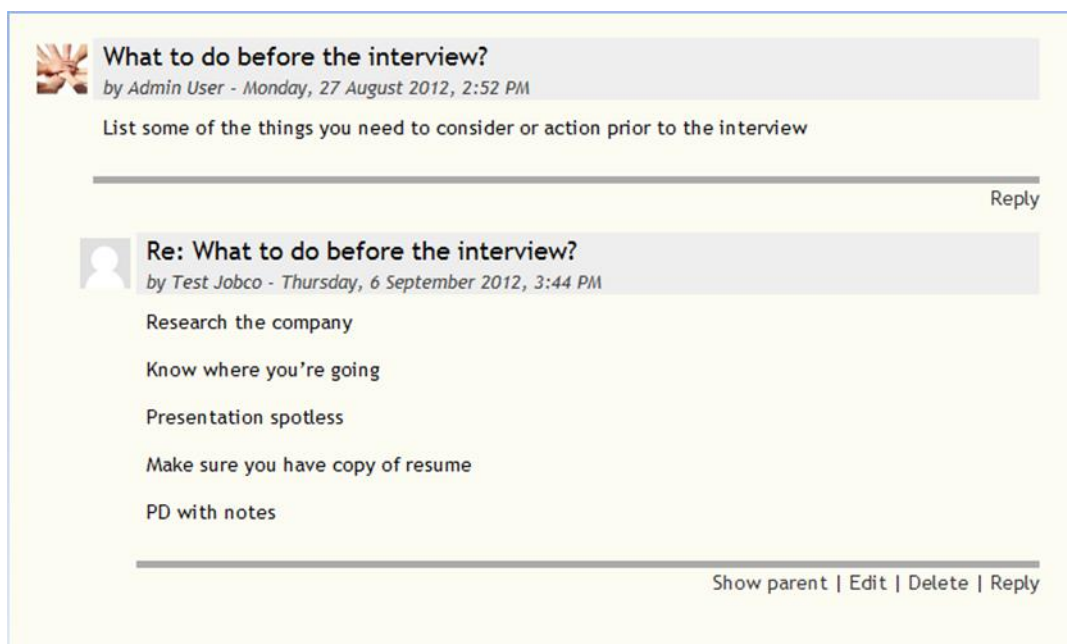


Figure 6.1.2

4. The discussion topic is displayed on top with the **Reply** button on it. If you want to send a response to the topic question click on the **Reply** button next to the topic question.
5. Replies to the discussion topic are listed underneath the discussion topic with a **Show parent/Reply** button. If you want to send a response or add a comment to a reply, click on the **Reply** link on **Show parent/Reply** button. You want be able to delete someone else reply and “delete” option also will not be shown.
6. Once you click on **Reply** it opens a new page with the option to type your response. The reply page has 4 areas that you need to fill in. See figure 6.1.3
7. The subject of the response comes by default but you can edit the subject if you want to.
8. Your message needs to be typed in the **Message** area. The **Message** area is capable with basic formatting functionality such as copy, paste, font style, highlight and insert character or picture.
9. The **Add** button is to add an attachment to the response. Click on the **Add** button to launch the file picker. Maximum file size is 30MB for your attachment. If you attached any document successfully your file name will be displayed in the text area next to the **Add** button.
10. Once you finish typing your response click on the **Post to forum** button to submit your response.

What to do before the interview?
by Admin User - Monday, 27 August 2012, 2:52 PM

List some of the things you need to consider or action prior to the interview

Re: What to do before the interview? by Test Jobco - Thursday, 6 September 2012, 3:44 PM

Your reply

Subject*

Message*

Font family | Font size | Paragraph | [Rich Text Editor Icons]

Path: p

Subscription

Attachment Maximum size for new files: 10MB, maximum attachments: 10 - drag and drop available

Add...

Files

You can drag and drop files here to add them.


Figure 6.1.3

6.2 Quiz

Quiz activity module allows the students to attempt a large variety of question types including multiple choice, true-false, and short answer questions.

Quizzes are an assessing tool that helps to determine what students have learned.

Once you successfully logged in to Moodle you will get the following screen.

1. Click on course you following name link under “**Available courses**”.
2. To view the Quiz activity, click on the Quiz activity link(Which has a  graphic sign)
3. Quiz information page will give you an overview of the intended purpose of the Quiz, when the quiz opened and when it will close.
4. Click on button if you attempt the quiz activity as a first attempt.

See figure 6.2.1

5. You may be prompted the quiz has a time limit and will ask whether you want to continue with the quiz activity when you attempt the quiz as a second attempt.
6. If you attempt the quiz not as a first attempt then Click on [Continue the last attempt](#) button to enter in to the quiz activity as from your last attempt.

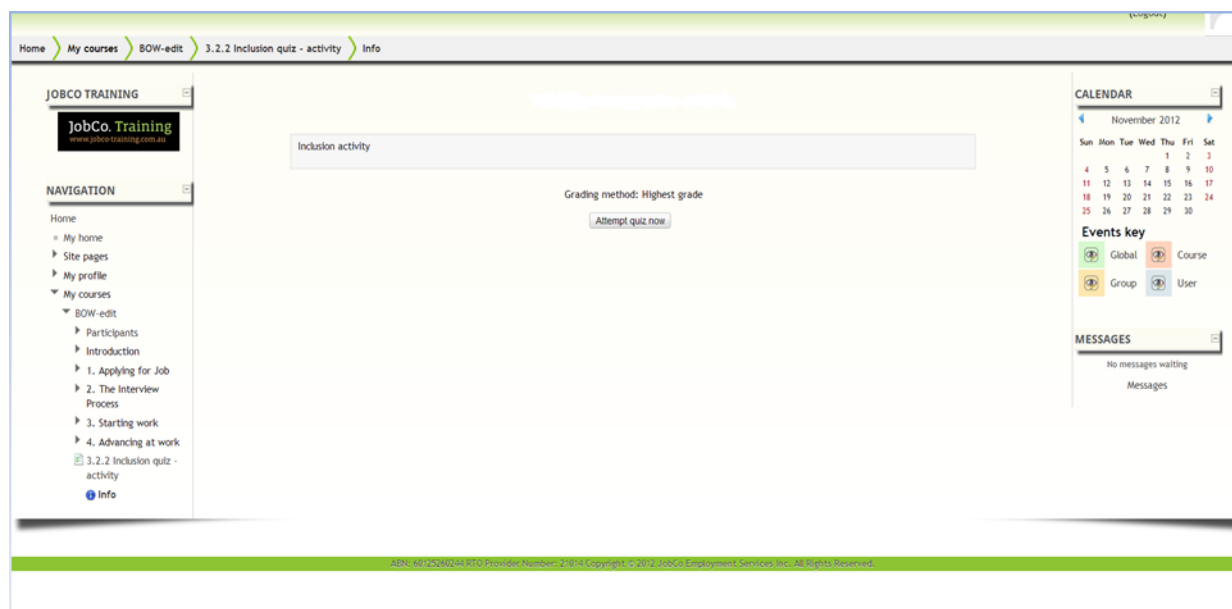


Figure 6.2.1

7. Use the “Quiz navigation” panel to navigate through the questions. See figure 6.2.2.
 - i. Click on any question number on the panel you want to attempt.
 - ii. Click on [Start a new preview](#) button to start a new quiz session.
 - iii. Click on “True” or “False”.
 - iv. Click on [Check](#) button to see the correct answer.

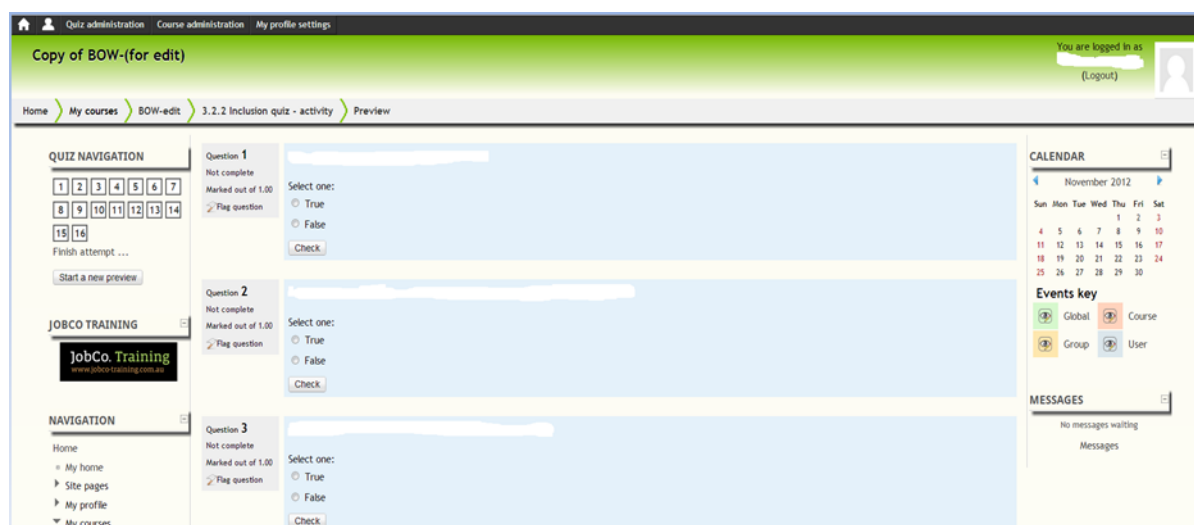


Figure 6.2.2

8. Click on **Next** button at the bottom of the section to see the result.
 - I. Click on **Return to attempt** to redo the quizzes.
 - II. Click on **Submit all and finish** to finish up the quizzes and you will get a full summary of the activity with correct answers.

The screenshot displays the 'Summary of attempt' page. At the top, there are navigation links: Home, My courses, BOW-edit, 3.2.2 Inclusion quiz - activity, Preview, and Summary of attempt. The main content area features a table with the following data:

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

Below the table are two buttons: 'Return to attempt' and 'Submit all and finish'. The left sidebar includes 'QUIZ NAVIGATION' (questions 1-16), 'JOBSCO TRAINING' (JobCo. Training logo), and 'NAVIGATION' (Home, My home, Site pages, My profile, My courses, BOW-edit, Participants, Introduction, 1. Applying for Job, 2. The Interview Process, 3. Starting work, 4. Advancing at work, 3.2.2 Inclusion quiz - activity, Info). The right sidebar shows a 'CALENDAR' for November 2012 and a 'MESSAGES' section with 'No messages waiting'.

Figure 6.2.3

9. Click on **“Finish review”** link to see the final result of the quiz attempt. See figure 6.2.4

The screenshot shows the 'Finish review' page. It displays the results for two questions:

Question 15: Correct. Mark 1.00 out of 1.00. Select one: True, False. The correct answer is 'False'.

Question 16: Incorrect. Mark 0.00 out of 1.00. Select one: True, False. The correct answer is 'False'.

At the bottom of the page, there is a 'Finish review' link.

Figure 6.2.4

10. Click on **Re-attempt quiz** button to go back to the quiz and you can reattempt the quizzes. See figure 6.2.5

The screenshot shows a Moodle interface for a quiz titled 'Copy of BOW-(for edit)'. The page displays a navigation menu on the left, a main content area with a 'Summary of your previous attempts' table, and a 'Re-attempt quiz' button at the bottom. The table shows one attempt with a grade of 50.00 out of 100.00.

Attempt	State	Marks / 16.00	Grade / 100.00	Review
Preview	Finished Submitted Friday, 2 November 2012, 2:16 PM	8.00	50.00	Review


Highest grade: 50.00 / 100.00.

[Re-attempt quiz](#)

Figure 6.2.5

6.3 Chat

A chat is an activity that enables participant to have a real time conversation in text.

1. Simply click on chat activity hyperlink accompanying with the icon  to enter to the chat session. It will open up a page with information about your chat session. Simply click on the link "Click here to enter the chat now" and it will open up the chat dialog box. See figure 6.3.1
2. Enter your text into text area and click send button to publish your message. Click on "Themes" button to change the appearance of the chat dialog box.
3. Available themes are:
4. Bubble: Display log in bubble format. Your messages display on right hand side and all other display on left hand side.
5. Compact: Display log one after the other. Differentiate users others in colour code. (Figure 6.3.1 is in "Compact" theme.)

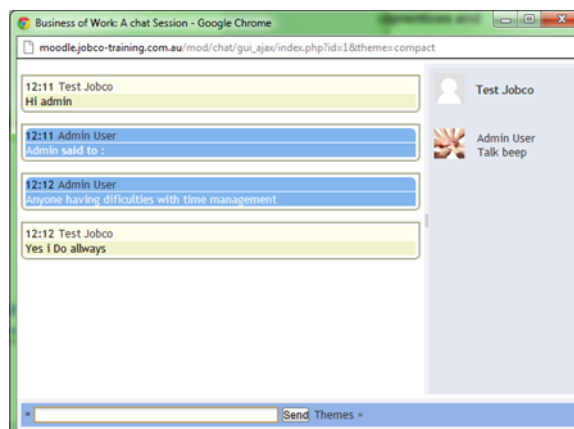


Figure 6.3.1 Assessment

You will have different types of assessments to complete, to be deemed competent. Each assessment item is clearly described after the relevant course content with a link. If the title of the link ended up with “assignment submission” that means you must submit your finished work online. (ex: [2.1.3 Print out a Metlink map - assignment submission](#))

7.1 How to Upload an Assessment

1. Click on the assessment link to open the submission page. The page lists instruction for the submission and your submission history followed by the title of the assessment task. See figure 7.1.1

Prioritising work - submission

Submit your work here.

Submission status

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded

Figure 7.1.1

2. Click on Add submission button to submit your work. Before you come to this stage you must prepare a file (.zip, .doc, .jpg) for submission. See figure 7.1.2

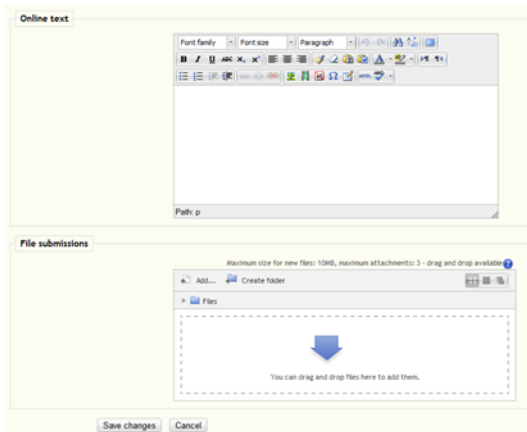
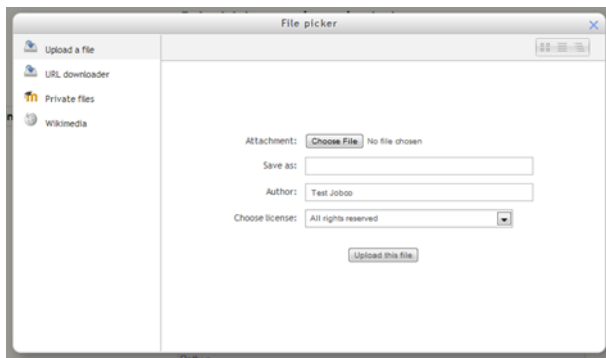



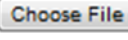
Figure 7.1.2

3. If you want to pass any information to the trainer regarding the task, type your message on “Online text” area.
4. You can upload your saved files into “File submission” area. There are two options available for the file submission.
 - Drag and Drop

“Drag and Drop” is the easiest way to submit your work. But sometimes with some browsers the option “Drag and Drop” does not work properly. If so you must use “Upload Button”.
 - Using Upload Button

Click on “**Add.**” button  **Add...** on “**File submission**” section to open up the file picker dialog box. See figure below.



Click on “**Upload a file**” button  **Upload a file** on top left corner of the “**File picker**” screen. Click on “**Choose File**” button  **Choose File** to browse your file for upload.

Once you select your file, the selected file name will appear next to “**Choose File**” button. If it is display as “**No file chosen**” that means there is no file for submission and you have to browse the file again.

If you want to rename your file name, enter new name on the text box next to the “**Save as:**” label.

Finally, Click on “**Upload this file**” button  **Upload this file** to upload the selected file.

You can submit maximum of 3 files and also you can update or edit uploaded files until assignment due date.

8 Resources

A resource is an item that adds to the course section to support learning, such as a file or link. Resources appear as a hyperlink with an icon in front of it that represents the type of resource.

Type of resources:

File 

A file can be a picture, a PDF document, a spreadsheet, a sound file, or video file.

Folder 

A folder organises files and folders, which may contain many sub-folders.

Book 

A book is a multi-page resource with a book-like format. You can print contents of the book by chapter or print the entire book.

Page 

A page is single scrollable screen that contains the content.

URL 

The URL is to connect you to an external web page. By clicking the associated hyperlink with the title you can access an external web site. The linked web site may be opened with a course navigation frame or as a popup window.

Contact Information

For further information regarding business activity, please contact:

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Phone: (03) 9370 9871

Email: simon.sliker@jobco.com.au

Website: <http://www.jobco-training.com.au/>



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