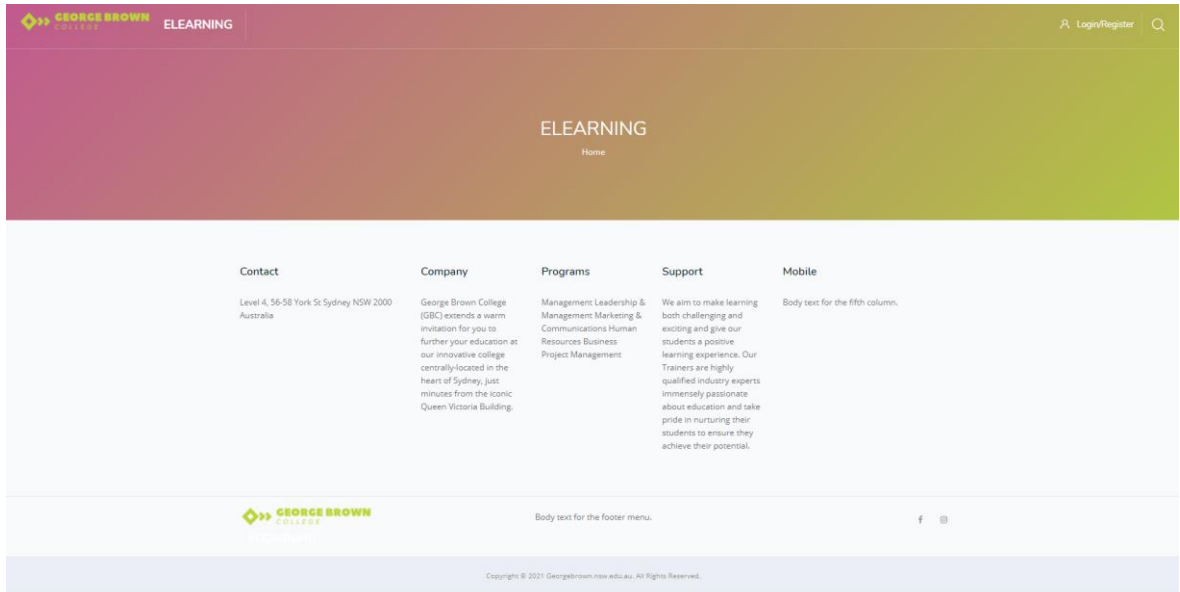


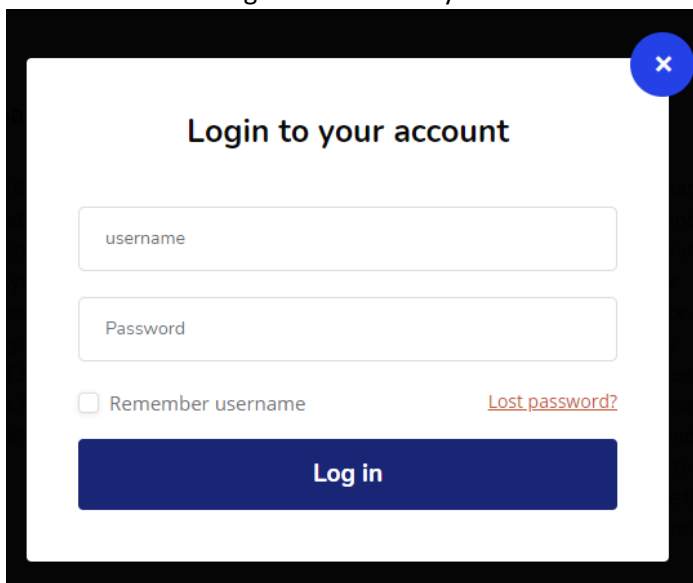
E-LEARNING – USER GUIDE

TO LOG ON TO MOODLE

1. Open **George Brown College Moodle** website address
<https://elearning.georgebrown.nsw.edu.au/>
2. Click **Login/Register**



3. From the Moodle login screen enter your **Username** and **Password** in the given fields.

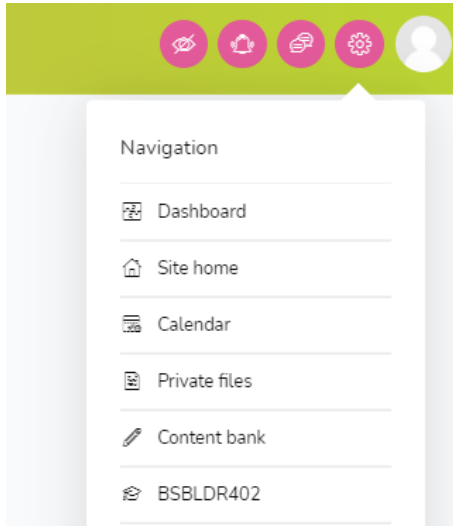
The screenshot shows a 'Login to your account' form. It has a title 'Login to your account' and a close button (X) in the top right corner. There are two input fields: 'username' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember username' and a link labeled 'Lost password?'. At the bottom is a blue button labeled 'Log in'.

4. Click **Log in**.

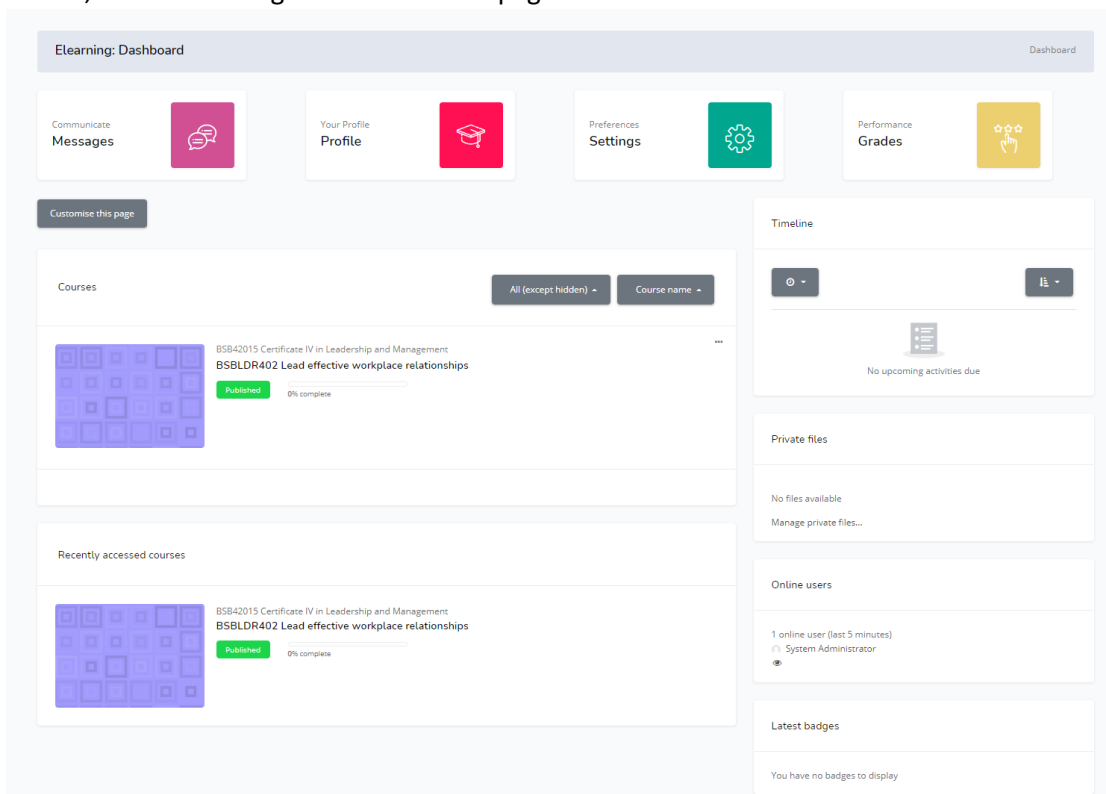
ACCESSING YOUR COURSES

Be sure you are logged into Moodle before attempting to access your courses. There are two ways to access your courses:

- Navigation panel: Current courses available to you will be listed in the navigation panel on the top right corner.



- Dashboard: To access your dashboard, click on the George Brown College logo in the top left corner, and it will navigate to Dashboard page.



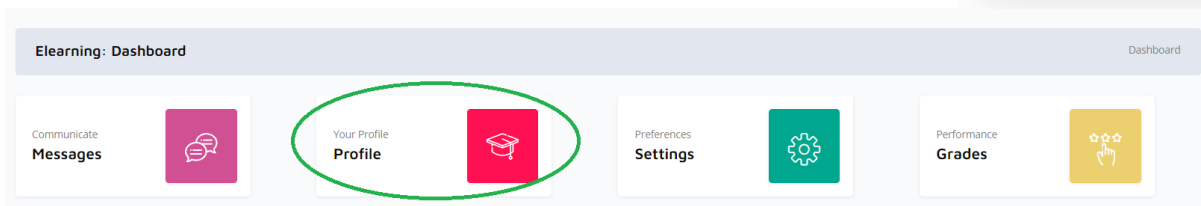
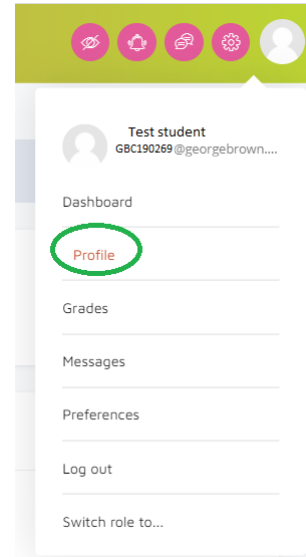
ADD OR CHANGE YOUR PHOTO

Step 1:

Look for your name in the upper right-hand corner of Moodle. (You should be able to see this from any page on the Moodle site.)

OR

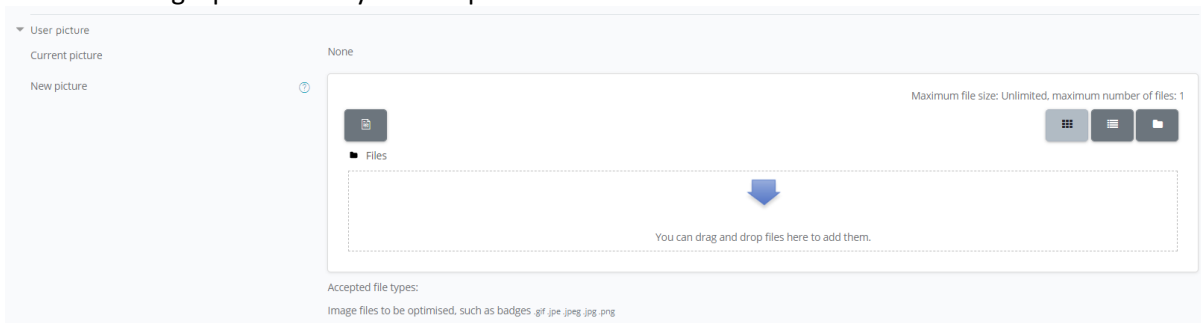
On the Dashboard page, choose “Profile”



Step 2: Click on “Profile” and then “Edit Profile” near the top on the left side under “User Details”.

NOTE: Please DO NOT change any detail in your Username, First name, Last name and Email address.

Step 3: Scroll down to “User Picture” towards the bottom of the page and use the new drag-and-drop feature to drag a photo from your computer.



If there's already a picture there, the first thing you'll have to do is check the box labeled “Delete.” You will then need to scroll down to the bottom of the page and click the button that says “Update Profile.” This will take you back to your profile and your picture should be gone. (If it isn't, you may need to wait a few moments and/or refresh the page.) Now, go back to the “Edit Profile” link and scroll back down to the “User Picture” section. After it says: “Current Picture: none” drag-and-drop a file to add your picture.

Step 4: Once you're finished, scroll down to the bottom of the page and click the "Update profile" button.

Now, you should be brought back to your profile page and your picture should be there. (If it isn't, you may need to wait a few moments and/or refresh the page.)

If there are any problems with the picture, such as the top of your head being cut off or the picture is centered in the wrong way, you may have to edit the picture itself and re-upload it. (Sometimes the best solution is to crop an image the way you want it before uploading it, since you won't be able to re-center the thumbnail how you wish after it is uploaded to Moodle.)

NAVIGATING YOUR COURSE

To open a course, click on its name. In the course information area at the top of the page, you will likely see an Announcements link, the course syllabus and other materials posted by your trainer. The sections below will contain links for activities and resources that you will need to access throughout the term.

In the navigation panel on the left, you'll find links to course utilities such as a course participant list, your grades and your dashboard, as well as links to your current courses.

Click on "Home" to return to your Moodle home page (where you land after you log in).

Click on the course name to return to the course home page (where you land when you first open the course).

The page for each unit will look like the photo below:

BSBLDR402 LEAD EFFECTIVE WORKPLACE RELATIONSHIPS

Dashboard / My Courses / BSBLDR402

Turn editing on

Course Content Course start date: 12/04/21 Category: BSB42015 Certificate IV in Leadership and Management

Your progress

General ▼

- Announcements
- Unit Overview
- Discussion forum
- Attendance
Hidden from students

Learning Material ▼

Learning Material

Please find material for this unit below

- Presentation
 - BSBLDR402 Presentation-1.pptx
 - BSBLDR402 Presentation-2.pptx
 - BSBLDR402 Presentation-3.pptx
 - BSBLDR402 Presentation-4.pptx
 - BSBLDR402 Presentation-5 - Author - Varaidzo.pptx
- BSBLDR402 Colfeeville Policies and Procedures
- Textbook
 - Glossary.pdf
 - Section 1.pdf
 - Section 2.pdf
 - Section 3.pdf
 - Section 4.pdf
 - Table of Content.pdf

Syllabus ▼

Syllabus

Weekly session plan

HOW TO DOWNLOAD ASSESSMENT TEMPLATE

Once you choose correct unit, scroll down to “Assessment Instruction and Student Guide”, you can find Assessment template.

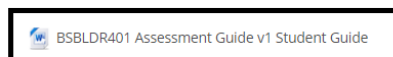
Assessment instruction and Student Guide

Assessment instruction and Student Guide

Student must use Student Assessment Template.

Please be reminded that:

1. You must submit assessment on or before the Assessment [Submission](#) Date as mentioned on your class timetable, and as reminded every week by your trainers - If you fail to do so, GBC will charge penalty of \$100 for late [Submission](#) unless you have a compassionate or compelling reason, with evidence, to explain, why you were late
 2. You must fill and sign in the Cover page which normally is page 6 of Assessment Guide.
 3. Please ensure Your assessment has not been copied from any source. You MUST NOT copy more than 10% from any source . GBC will charge penalty of \$250 for plagiarism. So always read from the source and write in your own words to be Competent.
- You must reference the source you have used.
 - If you are using any information from your assessment and learning material, such as case-study information, scenario information etc., [please refer it as Reference: Assessment and learning Material](#)



HOW TO SUBMIT ASSESSMENT

You may be asked to attach files or enter text directly into a text box.

Note: If your instructor is asking you to upload a file, they should inform you what file format you should submit (eg., .pdf, .doc, .pptx or .docx).

Moodle lets instructors set up an *Assignment* with a variety of settings. For example:

- Your instructor can control whether you can make only one submission or upload files after deadlines have passed and if you can re-submit files or not.
- Some assignment types let your instructor return a submission with comments for revisions. You can then upload your revisions by returning to the link for the assignment.
- Assignments can be for "offline" activities such as a classroom presentation or printed paper, in which case you will not submit anything on Moodle, but your instructor may use the Moodle assignment for grading and feedback.

Step 1: Go to the unit page, scroll down to bottom of the page, click on "Submission"

Submission

Submission


Declaration:

Please read the following **before attempting the assessment** and click on **submission** as you accepted the **Cheating & Plagiarism Declaration**, and **Student Declaration**.

- The assessment process and tasks were fully explained.
- I am aware of which evidence will be collected and how.
- I am aware of my right to appeal an assessment decision.
- I am aware that I can locate the GBC Complaints and Appeals Policy and Procedure at
- I have discussed any additional educational support or reasonable adjustments I require in order to undertake this assessment with the Student Support Services Officer and Trainer / Assessor, (if applicable), e.g. Student Handbook and Access and Equity Policy
- I have access to all required resources?

If your answer is **No** to any of the above questions, please talk to your trainer before attempting the assessment.

- **Cheating & Plagiarism Declaration:** - In accordance with the GBC's Plagiarism Policy, I hereby acknowledge by signing this declaration that I have not cheated or plagiarised any work regarding the assessment tasks undertaken in this unit of competency except where the work has been correctly acknowledged.
- **Student Declaration:** - I verify that the work completed is my own and that I was adequately informed of the assessment process prior to commencing this assessment task.

Submission
 Click here to submit your final assessment. 

Step 2: Select the link to the assignment. The Assignment page will open, showing instructions and your submission status (due date, grading status, time remaining, grade, etc.) for this assignment.

Submission

Click here to submit your final assessment.

Submission status

Attempt number	This is attempt 1 (3 attempts allowed).
Submission status	Submitted for grading
Grading status	Not graded
Due date	Monday, 21 June 2021, 12:00 AM
Time remaining	Assignment was submitted 31 days 22 hours early
Last modified	Thursday, 20 May 2021, 1:29 AM
Submission comments	Comments (0)

[Edit submission](#) [Remove submission](#)

You can still make changes to your submission.

Step 3: Click on “Edit Submission” . The *Assignment submission* page will open. Depending on how your instructor set up the assignment, you may have the option to submit file(s), enter text in a text entry box or both.

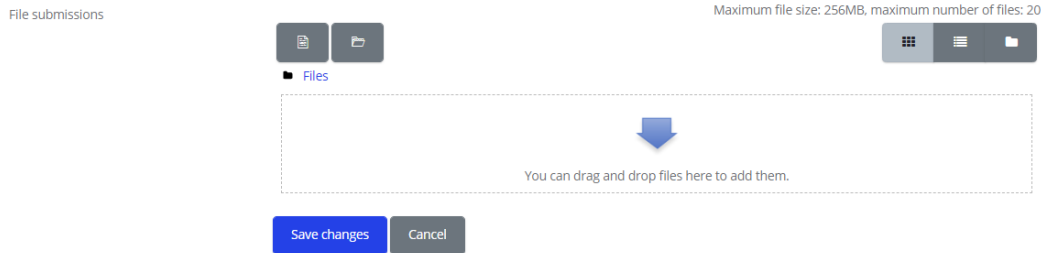
Step 4: To submit a file using drag-and-drop:

1. Arrange your computer desktop windows so that you can view both your browser window and your files on your computer (e.g., in an open folder or on your desktop).

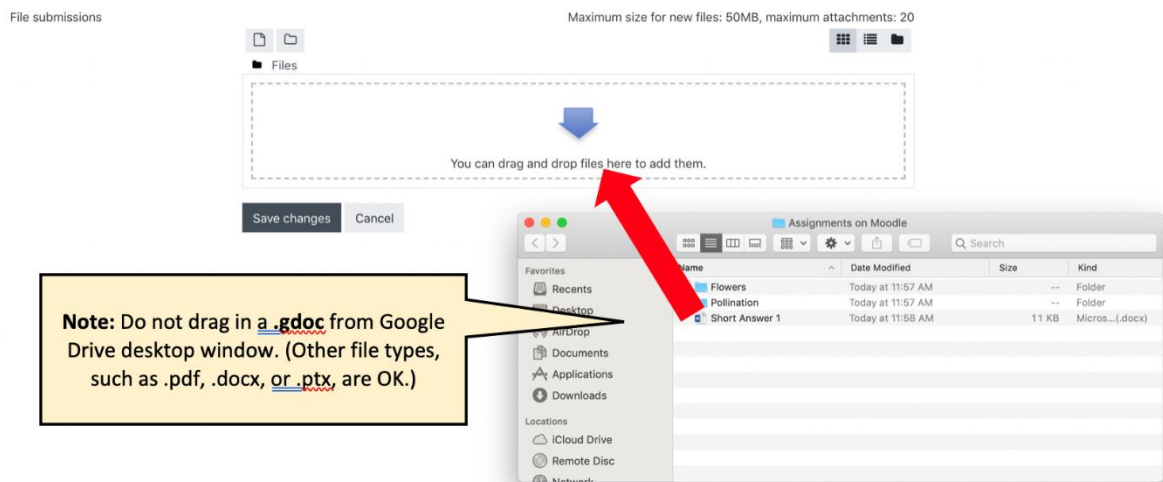
Submission

Click here to submit your final assessment.

You have already submitted a paper to this assignment and a Similarity Report was generated for your submission. If you choose to resubmit your paper, your earlier submission will be replaced and a new report will be generated. After 3 resubmissions, you will need to wait 24 hours after a resubmission to see a new Similarity Report.




2. Drag files from your computer and release them on top of the big blue arrow in the *Files* area.



Note: DO NOT drag-and-drop a **.gdoc** file or a Shortcut from a *Drive App desktop window* into Moodle. Your instructor will not have permission to view the file. Instead, use *browse* for the file (for details, see the next step), or save the file as a PDF before submitting.

Step 5: To browse for a file:

1. Under *File submissions*, at the top-left of the file area, click the **Add...** icon (). The *File picker* window will open.
2. Select a file from your computer, or from Google Drive:
 - **To upload a file from your computer**, click **Upload a file** (at left), then, below *Attachment*, select **Choose file**. Browse your computer and select a file, then click **Open**. The file name will appear next to the *Choose file* button.
 - **To upload a file from Google Drive**, click **Google Drive** (at left). You may need to log in. Click the **File to upload**.
3. (Optional) If you want to rename your file in the File Picker, enter the new name in the *Save as* field, and make sure to include the correct file extension (.pdf, .doc, etc.) in the name so the file can open correctly for your instructor.

4. Click **Upload this file**. The *File Picker* will close and an icon for your uploaded file will appear in the *Files area*.

Step 6:

Once your file(s) appear(s) in the *Files submission* area, click **Save changes**.

Note: You should receive an email at your GBC mail address or the email which show in your profile confirming you have submitted the assignment.

Step 7:

If your instructor allows you to revise your submission, you'll see an *Edit submission* button on the Assignment page. Select **Edit submission** to add or replace files, or edit a text submission. When you finish making changes, click **Save changes**.

Step 8:

For some assignment types, you will see a *Submit assignment* button. To finalize your submission, click **Submit assignment**, then **Continue**.

Note: You will not be able to make any more changes once finalized or the due date is passed.

Step 9:

You can check under *Submission status* on the *Assignment page* to ensure your file is listed. You can also view feedback and grades from your instructor there.

Step 10:

For some assignment types, you may have the option to submit several or an unlimited amount of attempts (or drafts) for a single assignment. Because each course is different, you will need to communicate with your instructors on how submission attempts and feedback are configured for each Moodle assignment.

Step 11:

If your assessment is overdue, you still can upload assessment. It will be mentioned as late submission. This may result delay on marking your assessment. You must notify support team if you upload your assessment after due date.

Submission

[Click here to submit your final assessment.](#)

Submission status

Attempt number	This is attempt 1 (3 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Due date	Monday, 21 June 2021, 12:00 AM
Time remaining	Assignment is overdue by: 20 hours 32 mins
Last modified	-
Submission comments	Comments (0)

Add submission

You have not made a submission yet.

If “Add submission” button is not showing, you need to contact support team to open submission.



Step 12: Accessing the Similarity Report and Similarity Score

Turnitin report will be available for you within 30 minutes or 24 hours. After third submission, you will have to wait 24 hours to see new Turnitin report.

Submission

[Click here to submit your final assessment.](#)


Submission status

Submission status	Submitted for grading	
Grading status	Graded	
Due date	Monday, 21 June 2021, 12:00 AM	
Time remaining	Assignment was submitted 38 days 21 hours early	
Last modified	Thursday, 13 May 2021, 2:17 AM	
File submissions	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;">  BSBMKG603_Manage marketing process.pdf  Turnitin ID: 1585060327 52% </div> <div style="margin-left: auto; text-align: right; font-size: 0.8em;">13 May 2021, 2:17 AM</div> </div>	
Submission comments	▶ Comments (0)	

Edit submission Remove submission

You can still make changes to your submission.

You can see the Turnitin report by click on the Similarity percentage, it will take you to “Feedback Studio”

If the similarity score does not appear under the similarity column, your instructor may have prevented access to the similarity report by students. If you have been restricted from viewing the Similarity Report, we will show a paper icon with a line cut through it .

If you see dash under the Similarity column, this means that your report is still being generated and will be updated once processing has finished.

Similarity score ranges

Similarity Reports provide a summary of matching or highly similar text found in a submitted paper. When a Similarity Report is available for viewing, a similarity score percentage will be made available. Similarity Reports that have not yet finished generating are represented by a grayed out icon in the Similarity column. Reports that are not available may not have generated yet, or assignment settings may be delaying the generation of the report.

The color of the report icon indicates the similarity score of the paper, based on the amount of matching or similar text that was uncovered. The percentage range is 0% to 100%. The possible similarity ranges are:

- **Blue:** No matching text
- **Green:** One word to 24% matching text
- **Yellow:** 25-49% matching text
- **Orange:** 50-74% matching text
- **Red:** 75-100% matching text

To understand more in Interpreting the Similarity Report, please read

<https://help.turnitin.com/feedback-studio/turnitin-website/student/the-similarity-report/interpreting-the-similarity-report.htm>

-- /100 ?

Match Overview
✕

53%



1	Submitted to George Br... <small>Student Paper</small>	47% >
2	slideblast.com <small>Internet Source</small>	1% >
3	www.coursehero.com <small>Internet Source</small>	1% >
4	grow.ukuinbound.com <small>Internet Source</small>	1% >
5	Submitted to Kaplan U... <small>Student Paper</small>	<1% >
6	Submitted to Universiti ... <small>Student Paper</small>	<1% >
7	www.brafton.com <small>Internet Source</small>	<1% >
8	Submitted to Intercolle... <small>Student Paper</small>	<1% >
9	Submitted to City of GI... <small>Student Paper</small>	<1% >
10	blog.rontar.com <small>Internet Source</small>	<1% >
11	clutch.co <small>Internet Source</small>	<1% >
12	Submitted to Colorado ... <small>Student Paper</small>	<1% >
13	Submitted to The Manc... <small>Student Paper</small>	<1% >
14	Submitted to University... <small>Student Paper</small>	<1% >
15	Submitted to RMIT Uni... <small>Student Paper</small>	<1% >
16	Submitted to Nexford U... <small>Student Paper</small>	<1% >
17	Submitted to University... <small>Student Paper</small>	<1% >
18	Submitted to University... <small>Student Paper</small>	<1% >
19	Submitted to Anguilla ... <small>Student Paper</small>	<1% >
20	Submitted to Coventry ... <small>Student Paper</small>	<1% >

Step 13: If you need to revise your assessments, you can delete the previous submission by click on “Edit submission” or “Remove submission” which will remove the old file. You will be able to upload the new file.

HOW TO SEE THE MARKING GUIDE

Once trainer mark your assessment, you can see the marking guide by go to unit page, choose “Submission”. Scroll down to “Feedback” section, student can see the Feedback File and Feedback comments.

Feedback

Grade	Competent
Graded on	Monday, 14 June 2021, 7:48 PM
Graded by	 Stuart Sinden
Feedback comments	+ You have the skills and knowledge required to strategically manage the marketing process and marketing personnel within an organisation. ...
Feedback files	 GBC200374_1869.pdf 14 June 2021, 7:48 PM

◀ BSBMKG603 Assessment Guide v1 Student

Jump to...