



NSWCCPE

Moodle Student Guide

Setting up your account

1. Click on the link <https://nswccpe.elearn.net.au/login/index.php?loginredirect=1>
2. Click on 'Create new account'
3. Enter a username, password and contact details. The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #
4. Click on 'Create my new account'

Logging in each time you use Moodle

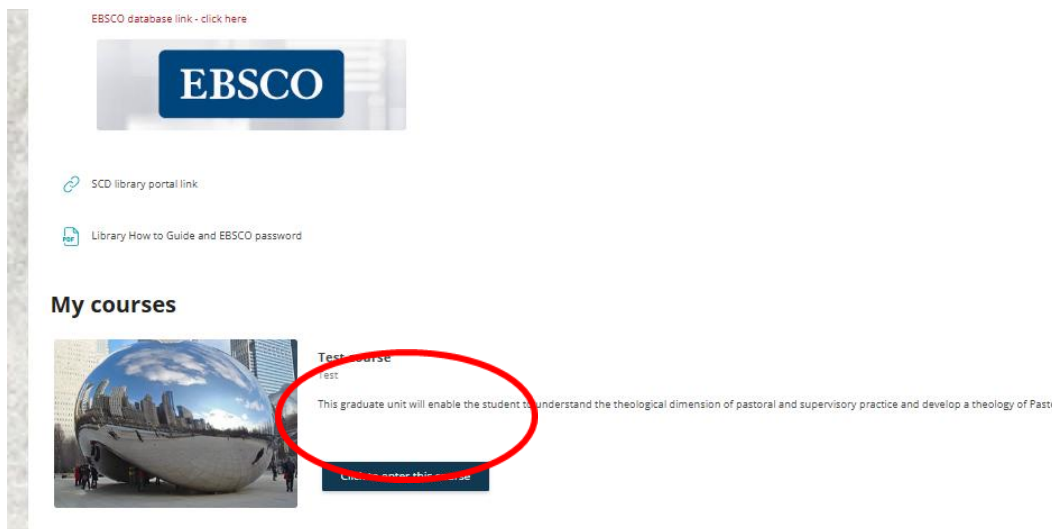
1. Go to <https://nswccpe.elearn.net.au/login/?lang=en>
2. Enter your username and password.



NSWCCPE Moodle Student Guide

Accessing your course

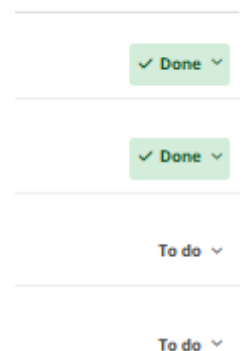
1. Your course or courses will be listed under “My Courses”. ***If you cannot see any courses listed, your Supervisor will need to add you to the course.***



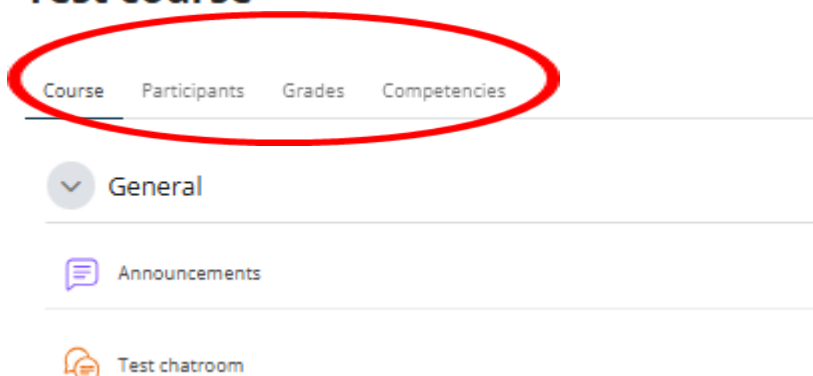
2. Click on the button “Click to enter this course”

Accessing course resources

- You can click on the titles to view course information and access documents your Supervisor has provided for you.
- The Done/ To do list on the right will indicate which you have opened and viewed.
- You can use the tabs at the top to navigate.



Test course

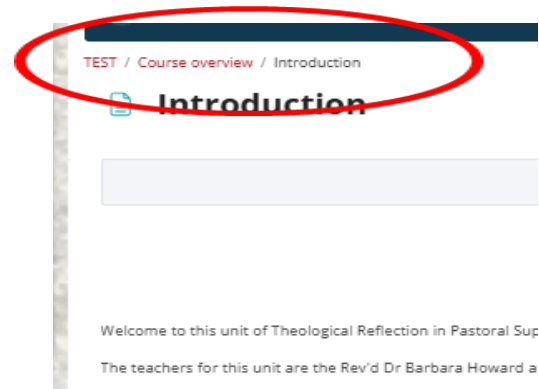
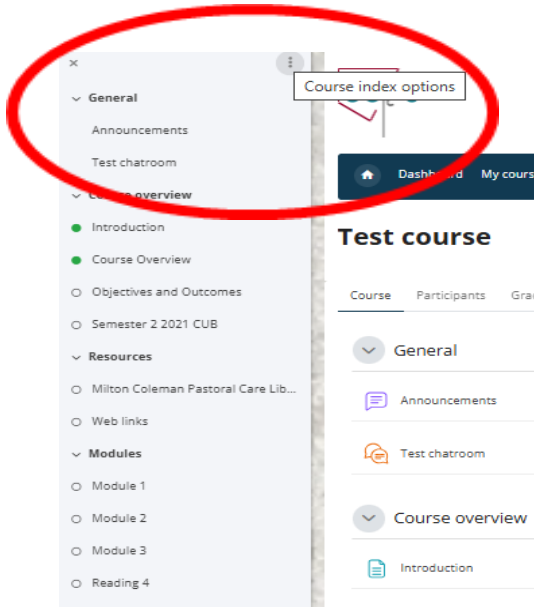




NSWCCPE

Moodle Student Guide

- You can also use the path at the top of the screen to navigate and you have the option of having a 'Course Index Options' panel on the left hand side of the screen. This panel can be closed if you would prefer.





NSWCCPE

Moodle Student Guide

Submitting your assessments

- Your assessments will be listed under “Assessments”
- A word document cover page is provided for you to open and save to use for each task.
- Click on the Assessment task to view the assessment details and access the task file.
- You must create your assessment task in compatible file and when you are ready to submit the file, upload it to the Moodle site. Compatible files include:

Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf

Presentation files .gslides .odp .otp .potm .potx .ppam .pps .ppsm .ppsx .ppt .pptm .pptx .pub .sti .sxi

Spreadsheet files .csv .gsheet .ods .ots .xls .xlsm .xlsx

- Only your teacher/s will be able to view your assessment file.

To submit your assessment task:

1. Click on the blue “Add submission” button

Assessment 2: 30%

This task involves the practical application of your knowledge and understanding

 Task 2.docx 7 July 2021, 10:54 AM

Add submission

Submission status

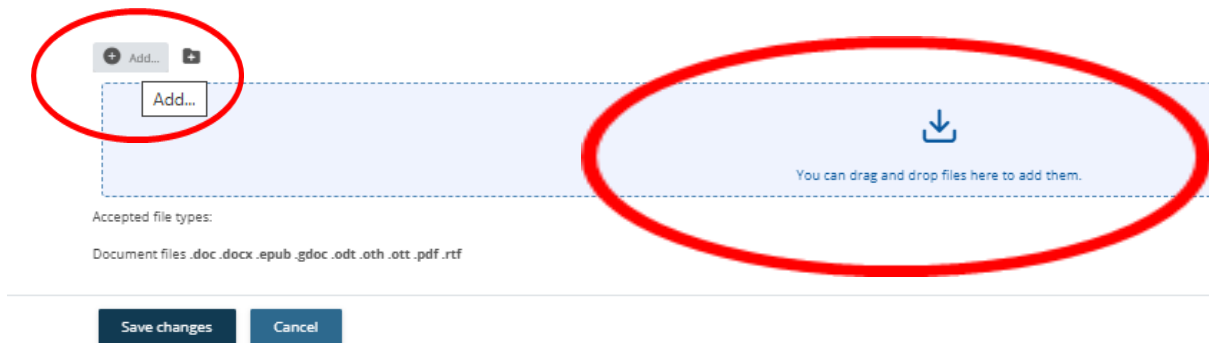
Attempt number	This is attempt 1.
Submission status	No submissions have been made yet
Grading status	Not graded

2. Click on the Add button OR drag and drop your file into the blue box to upload your assessment file. Click on Save changes.

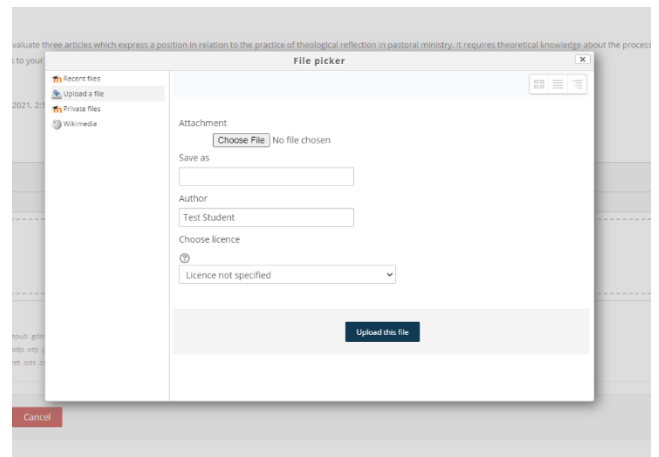


NSWCCPE

Moodle Student Guide



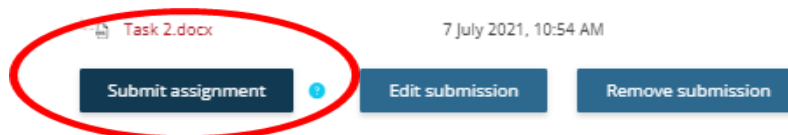
3. If you chose the use the Add button to upload your file you will see a pop up box. Click on "Upload a file" on the left hand menu
4. Click on the "Choose file" button
5. Navigate to your assessment file and click on "Open"
6. Click on "Upload the file"
7. Click on save changes



8. Click on submit assignment. This is an important step as your submission will stay as draft and not submitted until you click on 'submit assignment'

Assessment 2: 30%

This task involves the practical application of your knowledge and understanding of the process of theological reflection.



Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded

9. Click on the tickbox next to "This submission is my own work, except where I have acknowledged the use of the works of other people."
10. Click on continue. The submission status will now be "Submitted for grading"



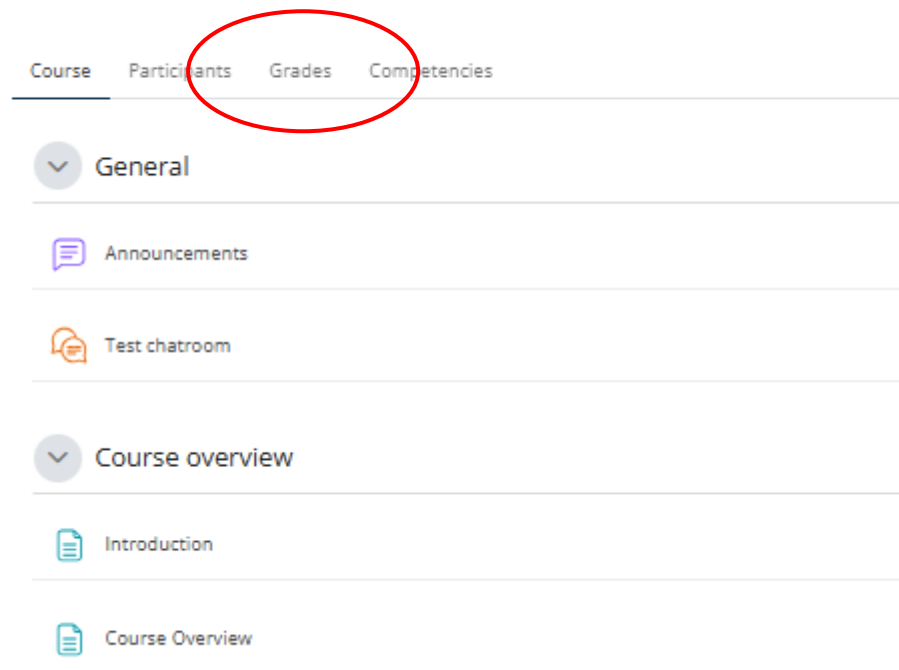
NSWCCPE

Moodle Student Guide

Viewing Grades

1. To view your grades go to the Grades tab at the top of the screen

Test course



Main Menu

You can use the main menu drop down in the top right hand of the screen to:

- access all your grades (if you are enrolled in more than one course)
- update your profile (if your name or email address has changed)
- log out.

