

AIBTGLOBAL STUDENT MICROSOFT OUTLOOK & MOODLE TUTORIAL

Dear <first name> <last name> ,

Welcome to AIBTGlobal and thank you for joining us on your learning journey in Australia!

It is our pleasure to have you with us, and all of us in AIBTGlobal are excited about the opportunity to get to know you. We are looking forward to you having a fruitful, enjoyable and productive education with AIBTGlobal.

As part of your Orientation pack, you have been provided with a Moodle Account (also student email account) which will play a major part of your classes with AIBTGlobal.

Account details are listed in the chart below.

Student Name	Student Account (Moodle username)	Password
fullname	000000xxxx@aibtglobal.edu.au	xxxxxxxxxxxx

Should you need any assistance or have any queries, please do not hesitate to email us at studentsupport@aibtglobal.edu.au or look for one of our friendly staff at AIBTGlobal during office hours.

Once again, welcome to Australia and welcome to AIBTGlobal!

Sincerely,



Bobby Xu

Head of Student Support H.E.A.R.T. Services

Step by Step process

Have you got your Moodle login details (Welcome Letter)?

If not, please see any of the members of the Student Support H.E.A.R.T Services Team or email them at:

studentsupport@aibtglobal.edu.au



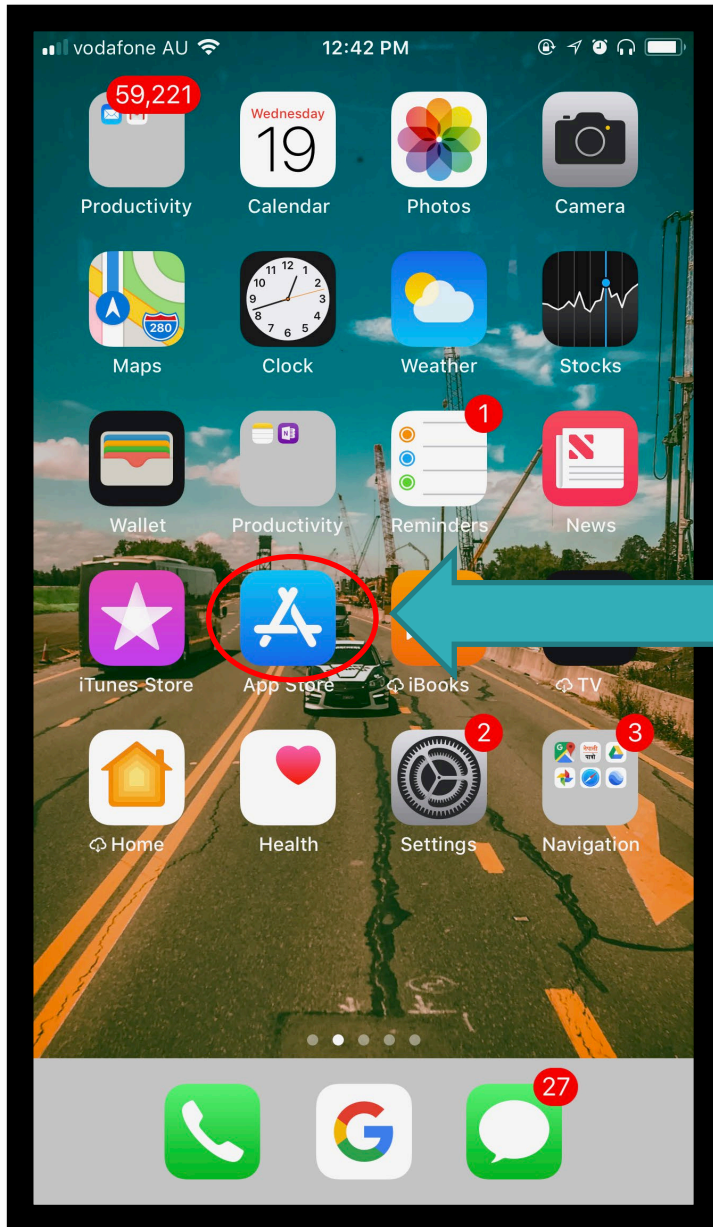
WELCOME LETTER

LETS GET STARTED



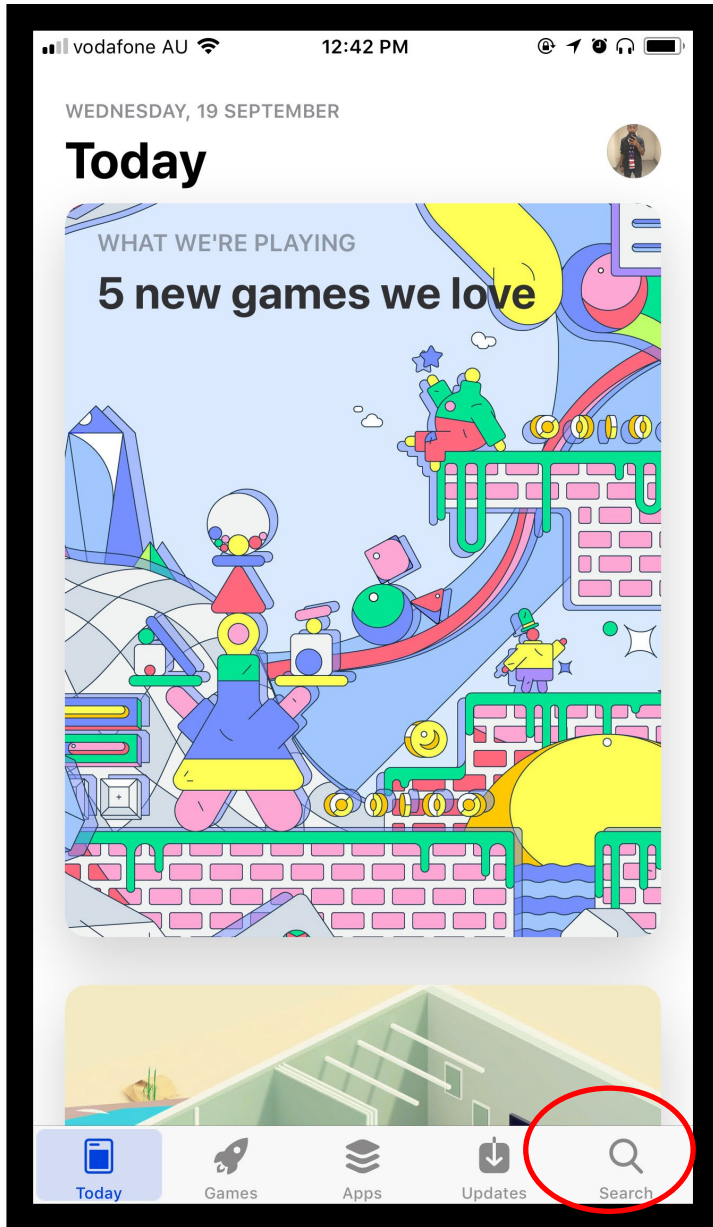
Step 1

- For iOS users, find the **App store**
- For Android Users, find **Google Play Store**



Step 2

Open App/google Store and use the search button



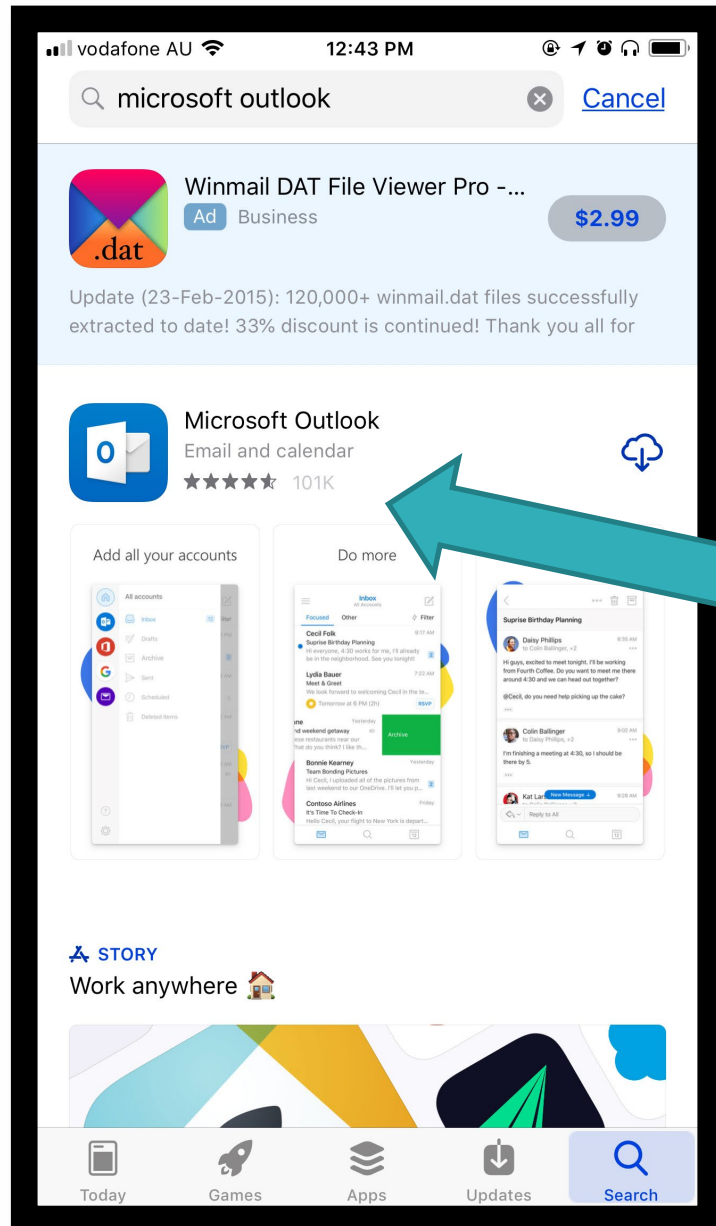


Step 3

Type Microsoft Outlook in search box

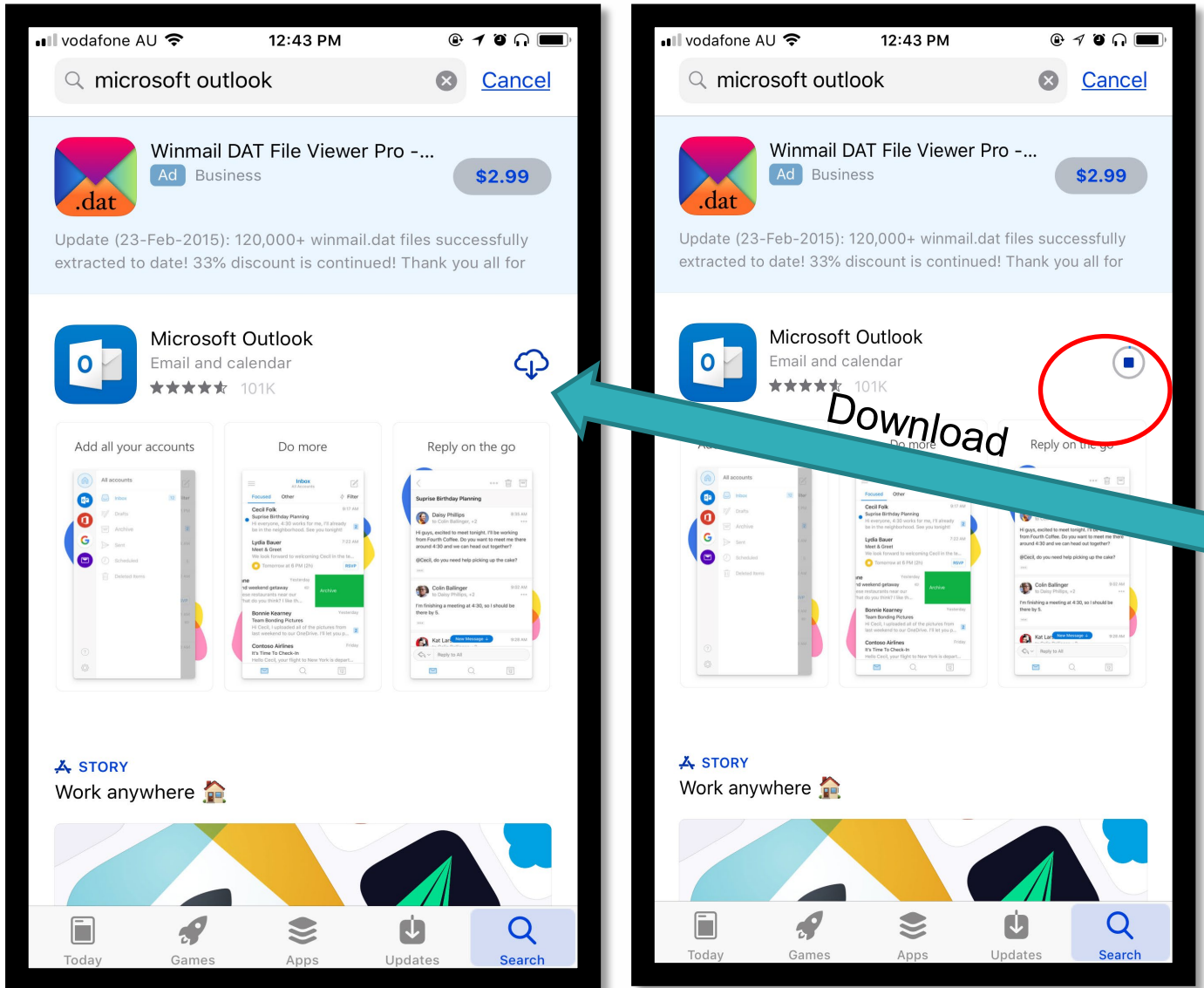
Step 4

Microsoft Outlook has a blue icon



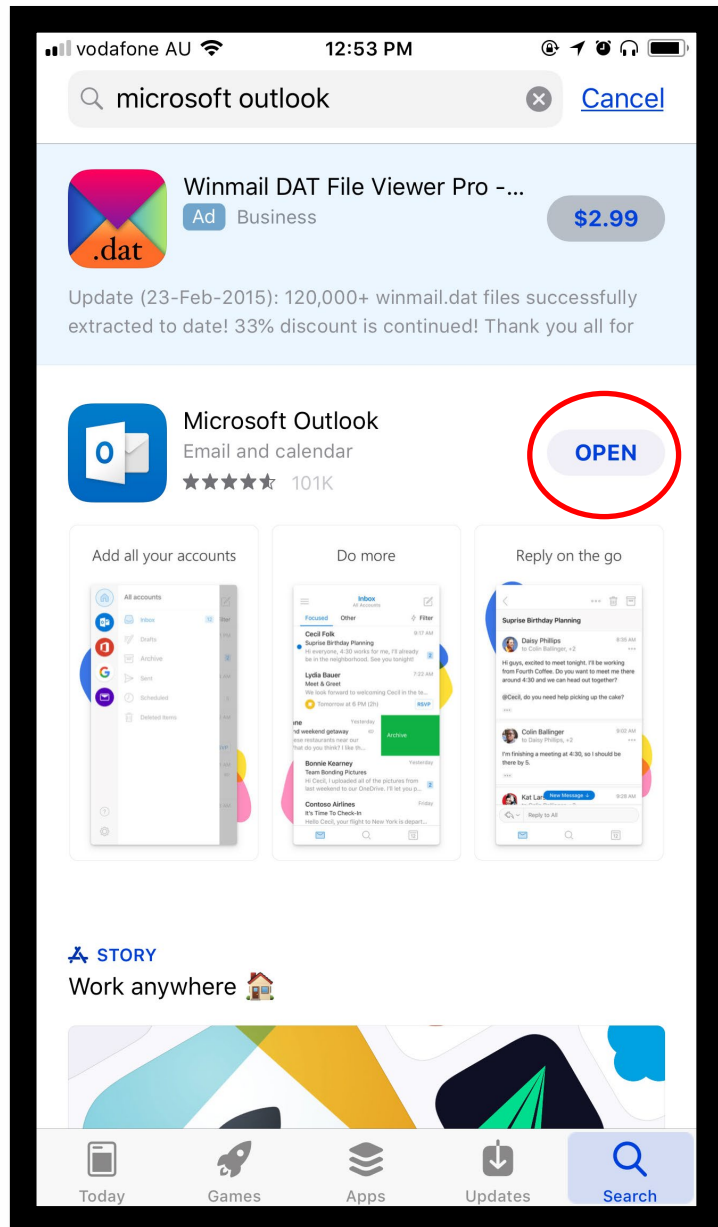
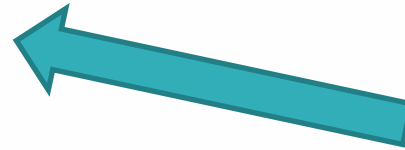
Step 5

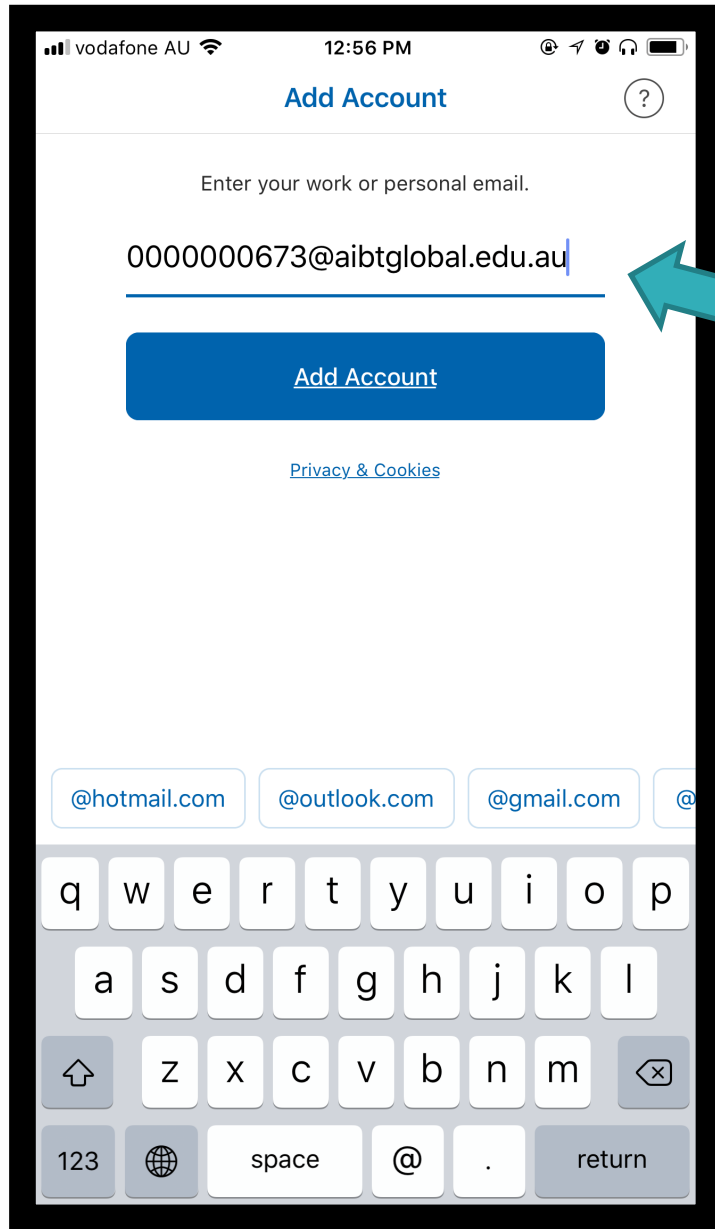
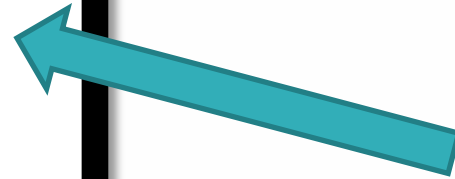
You can download the app by clicking the icon



Step 6

Once it's downloaded, open it!



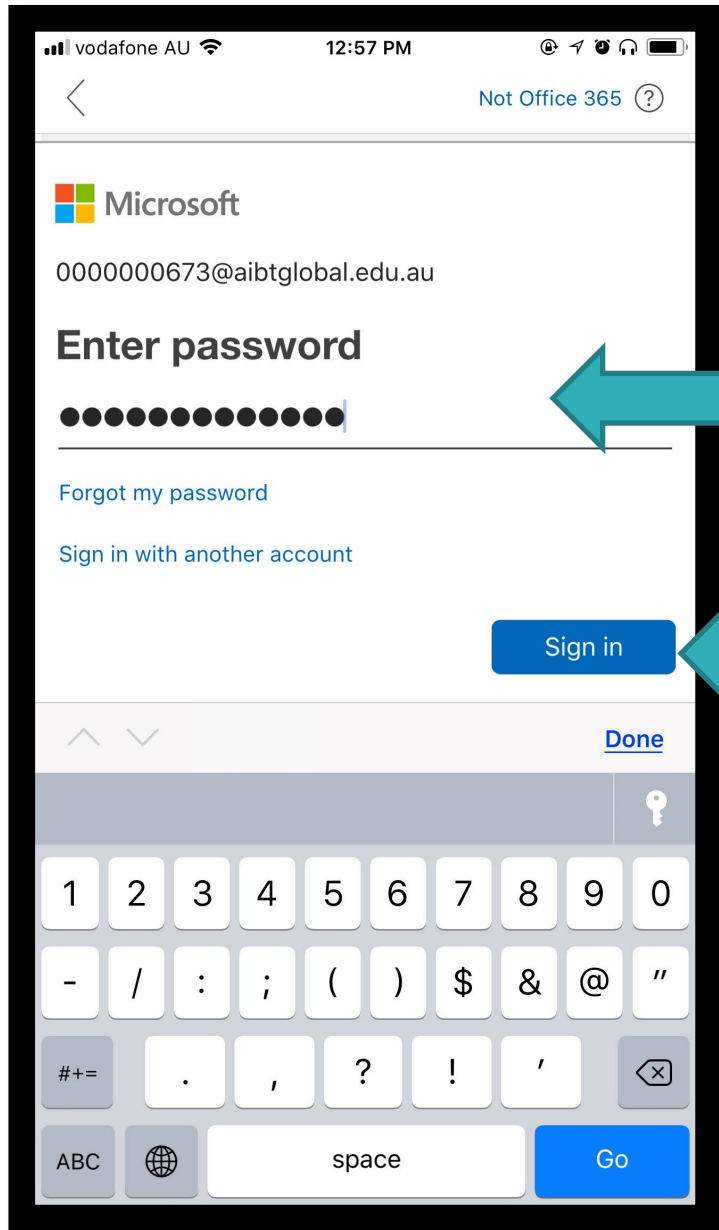
A screenshot of a mobile application interface for adding an account. The status bar at the top shows 'vodafone AU', signal strength, Wi-Fi, and the time '12:56 PM'. The page title is 'Add Account' with a help icon. The instruction 'Enter your work or personal email.' is followed by a text input field containing '0000000673@aibtglobal.edu.au'. Below the field is a blue 'Add Account' button and a link for 'Privacy & Cookies'. At the bottom, there are email domain suggestions and a virtual keyboard.

Step 7

Enter your student email, which is your username on your welcome letter.

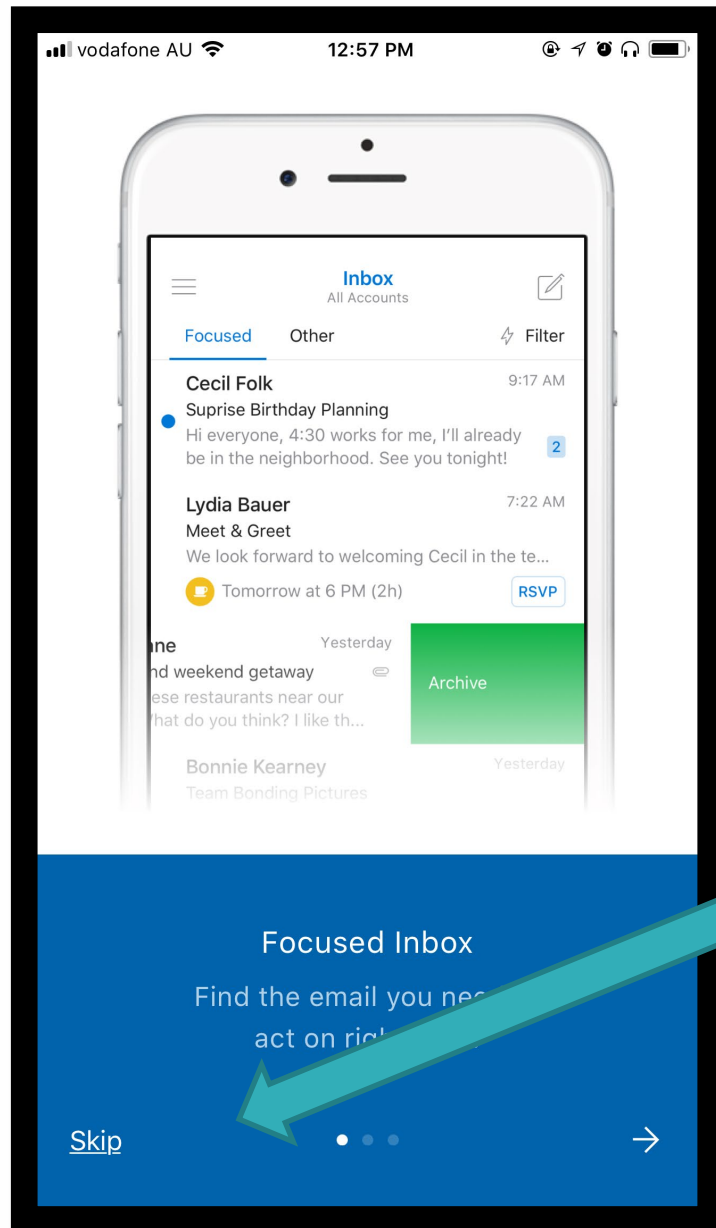
Step 8

1. Enter your password
(Refer to welcome letter)
2. Click sign in



Step 9

It will take you to this page, where you can skip and go straight to the email.

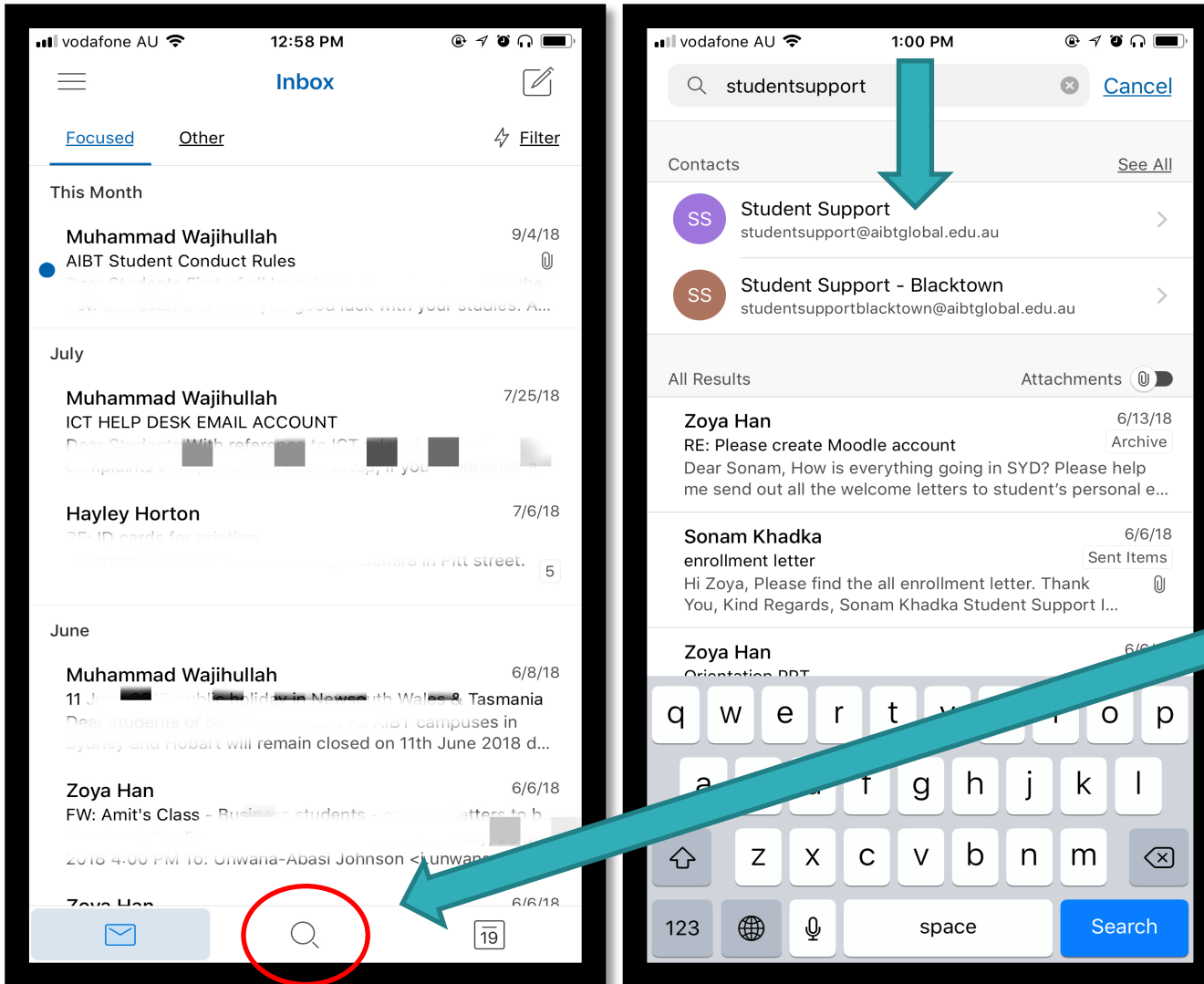


Step 10

- This is what your mailbox looks like
- You can find every AIBT staff's email address by using the search function

Here is an example;

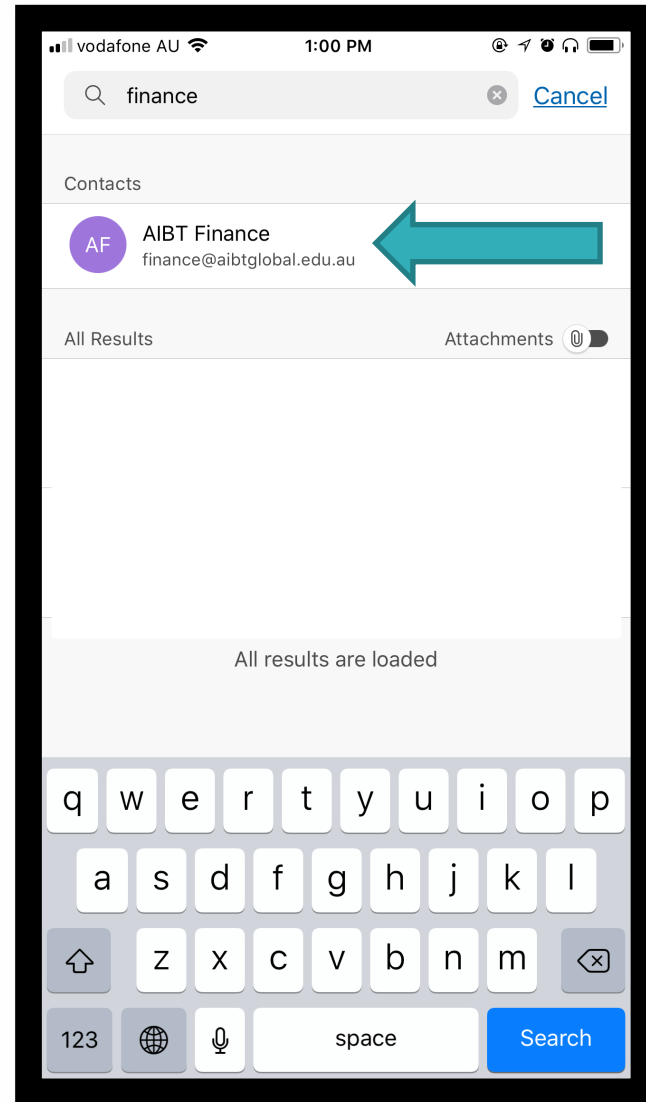
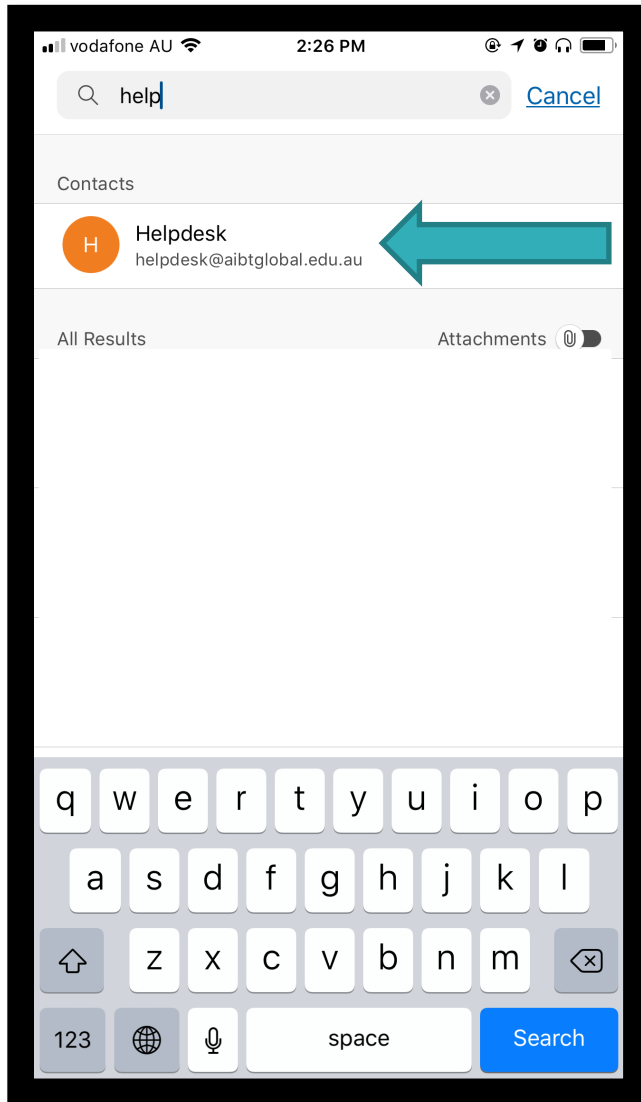
- If you want to email student support type student support and you will see the email address there



Step 11

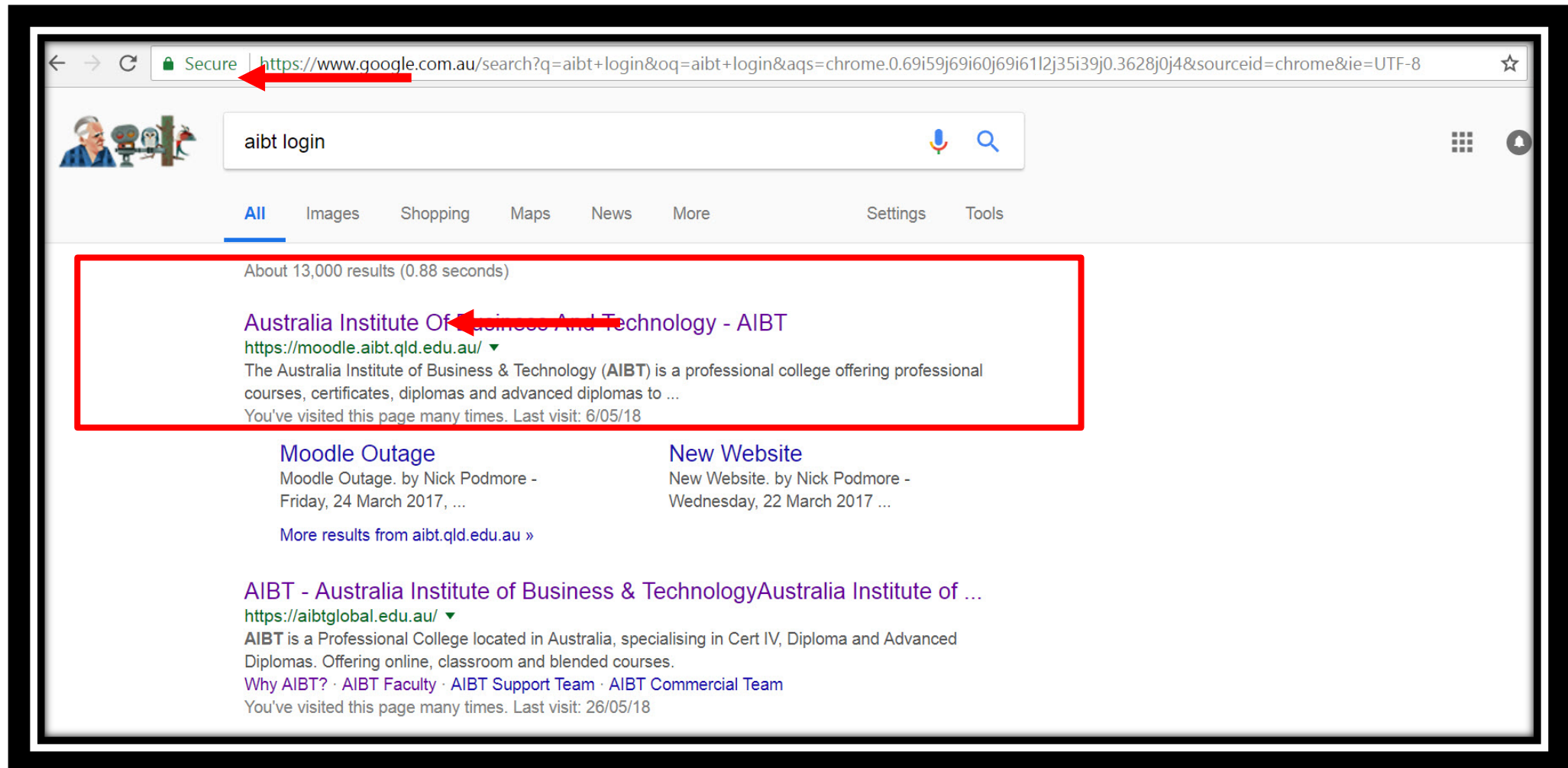
You can search for IT Helpdesk email for technical issues ie, password reset.

You can search for Finance email for fees and payments enquiries.

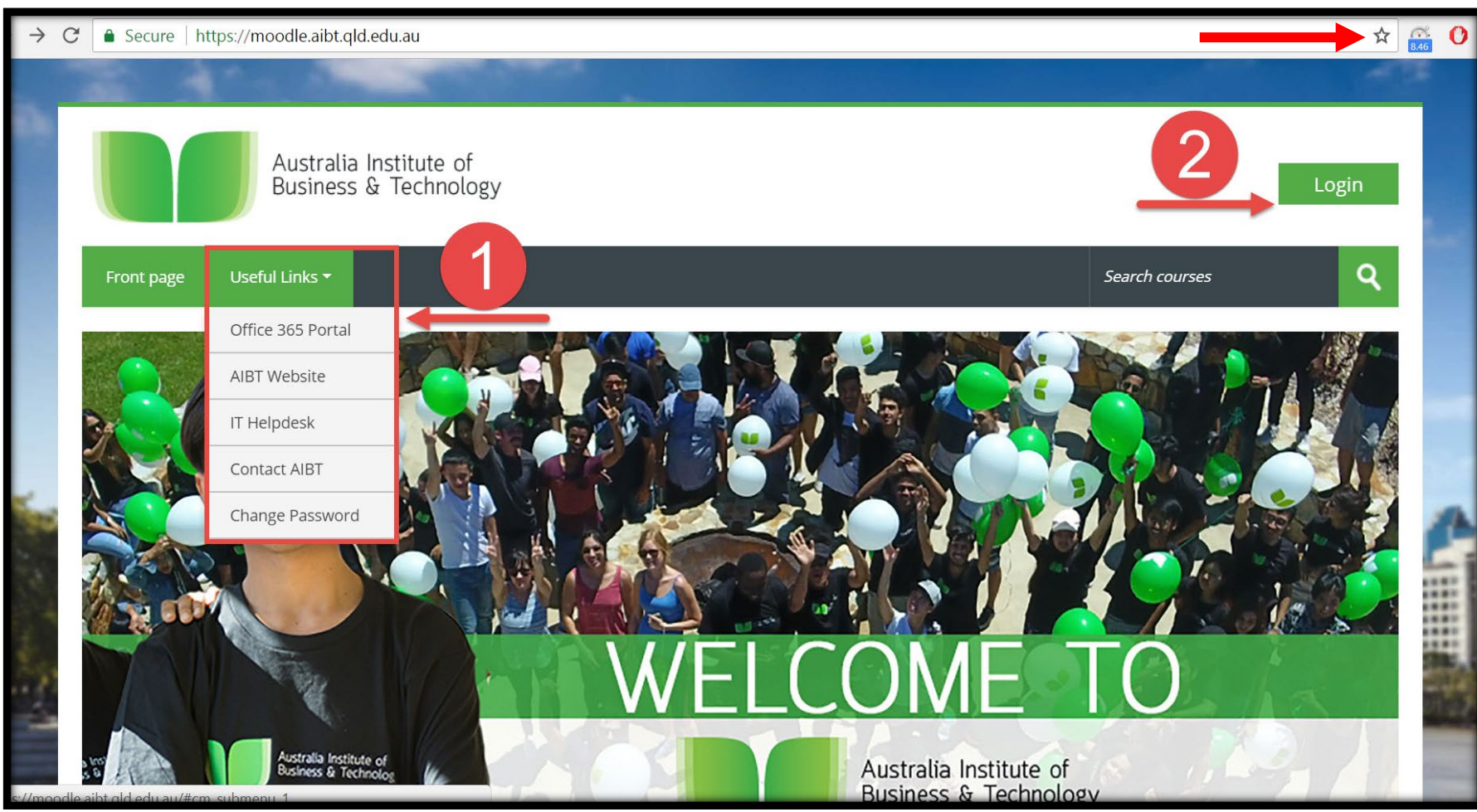


LOG IN TO MOODLE AND STUDENT EMAIL BY USING COMPUTER

Easy way to find Moodle login Or you can type <https://moodle.aibt.qld.edu.au>



How to login Moodle – <https://moodle.aibt.qld.edu.au>



The screenshot shows the Moodle login page for the Australia Institute of Business & Technology. The page features a header with the AIBT logo and name, a navigation bar with 'Front page' and 'Useful Links', and a large banner image of a group of people holding balloons. A red box highlights the 'Useful Links' dropdown menu, which contains the following items: Office 365 Portal, AIBT Website, IT Helpdesk, Contact AIBT, and Change Password. A red circle with the number '1' and an arrow points to the 'Useful Links' dropdown. Another red circle with the number '2' and an arrow points to the 'Login' button in the top right corner. The URL in the browser address bar is <https://moodle.aibt.qld.edu.au>.

Log in

Username

0000009999@aibtglobal.edu.au

Password

.....

☐ Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ?

Is this your first time here?

Staff Login

Username

- AIBT Students: Use your AIBT e-mail address.
(StudentNumber@aibtglobal.edu.au)
- Trainers to Business / Corporate Students: Use your company e-mail address.

Password

- AIBT Students: Use your AIBT e-mail account password.
- Trainers to Business / Corporate Students: Use the password provided to you upon registration.

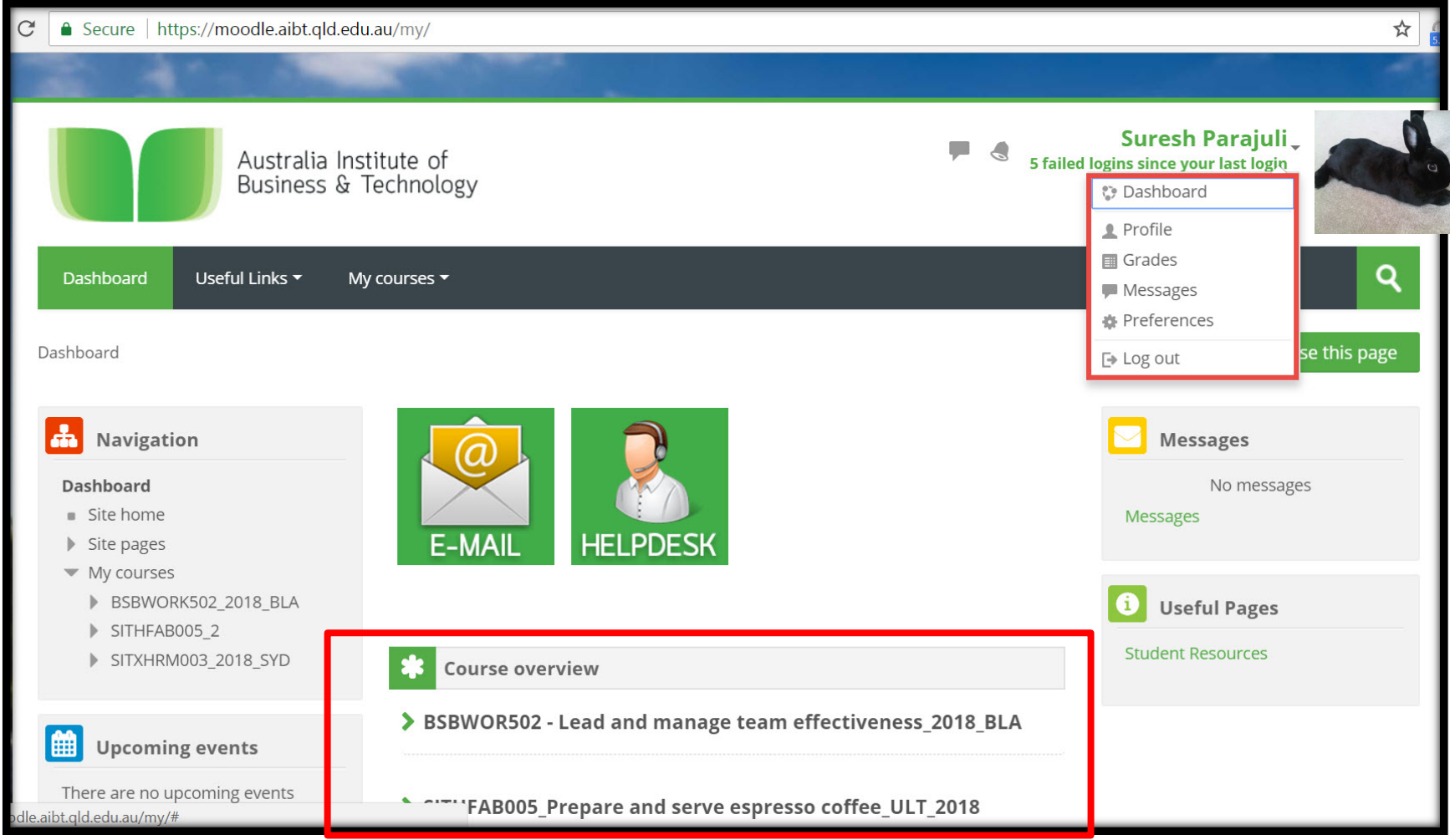
If you experience any difficulties logging in, please contact the AIBT IT Helpdesk via <http://helpdesk.aibt.qld.edu.au>

Sign in using your AIBT credentials

Username: [studentnumber@aibtglobal.edu.au](#) Example: 0000009999@aibtglobal.edu.au

Password: provided by AIBT

Dashboard page – Email



Secure | <https://moodle.aibt.qld.edu.au/my/>

Australia Institute of Business & Technology

Suresh Parajuli
5 failed logins since your last login

Dashboard

Useful Links ▾ My courses ▾

Dashboard

Navigation

- Dashboard
 - Site home
 - Site pages
 - My courses
 - BSBWORK502_2018_BLA
 - SITHFAB005_2
 - SITXHRM003_2018_SYD

Upcoming events

There are no upcoming events

E-MAIL

HELPDESK

Course overview

- BSBWOR502 - Lead and manage team effectiveness_2018_BLA
- SITHFAB005_Prep and serve espresso coffee_ULT_2018

Messages

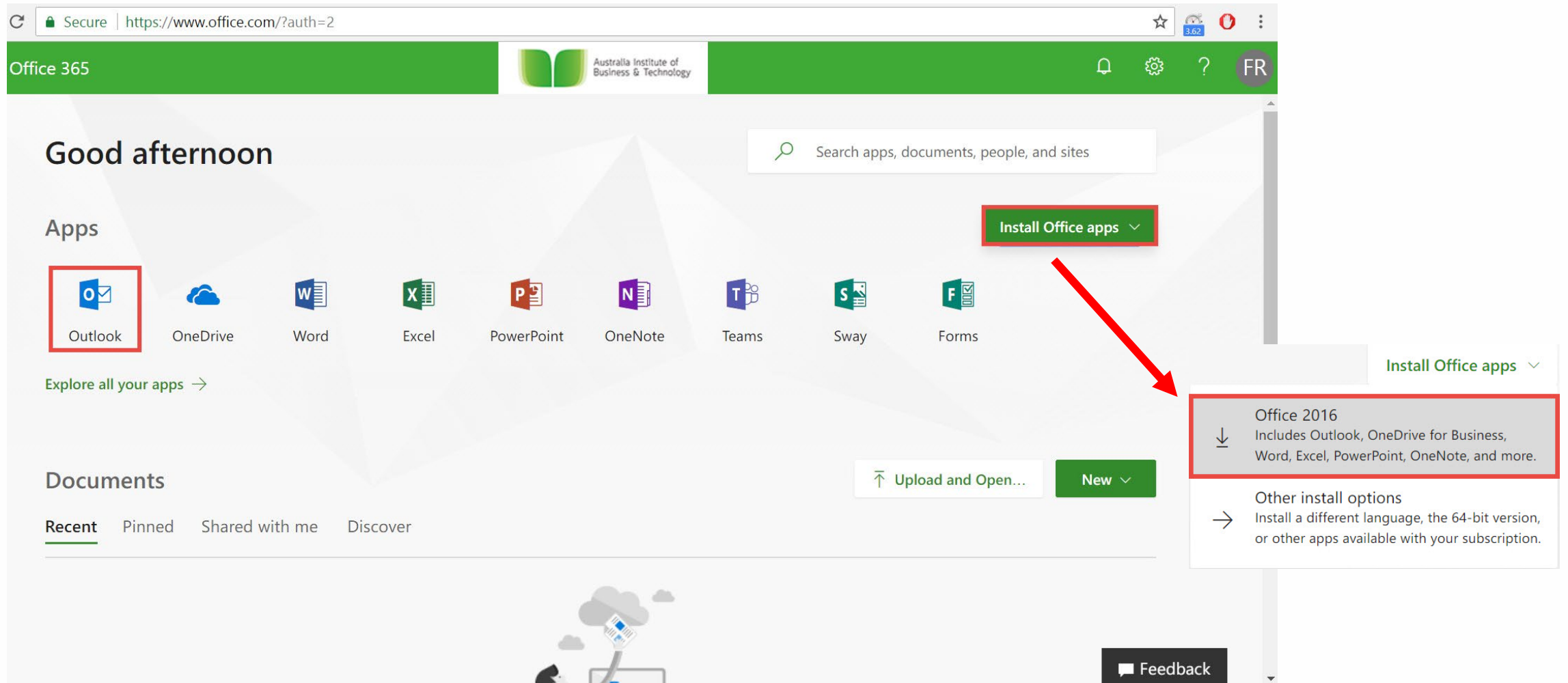
No messages

Messages

Useful Pages

Student Resources

Login – Email & Download Office App



The screenshot shows the Microsoft Office 365 web portal. The browser address bar displays "Secure | https://www.office.com/?auth=2". The page header includes "Office 365" and the "Australia Institute of Business & Technology" logo. A green navigation bar contains a search bar, a bell icon, a settings gear, a help question mark, and a user profile icon labeled "FR".

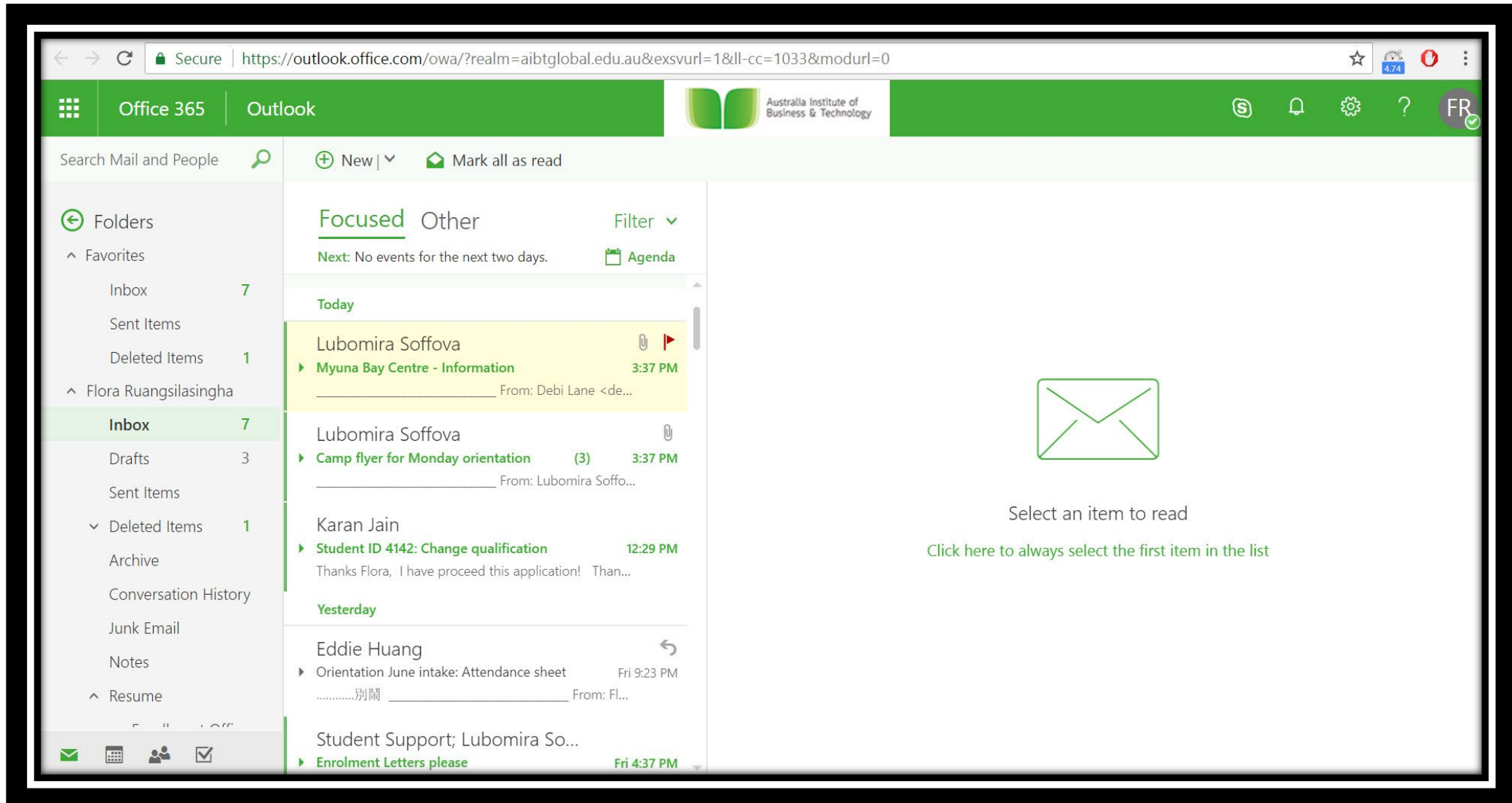
The main content area features a greeting "Good afternoon" and a search bar with the text "Search apps, documents, people, and sites". Below this is the "Apps" section, which displays a row of application icons: Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, Teams, Sway, and Forms. The Outlook icon is highlighted with a red box. To the right of the app icons is a green button labeled "Install Office apps" with a dropdown arrow, which is also highlighted with a red box. A red arrow points from this button to a dropdown menu that is open on the right side of the screen.

The dropdown menu shows the following options:

- Office 2016**
Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.
- Other install options**
Install a different language, the 64-bit version, or other apps available with your subscription.

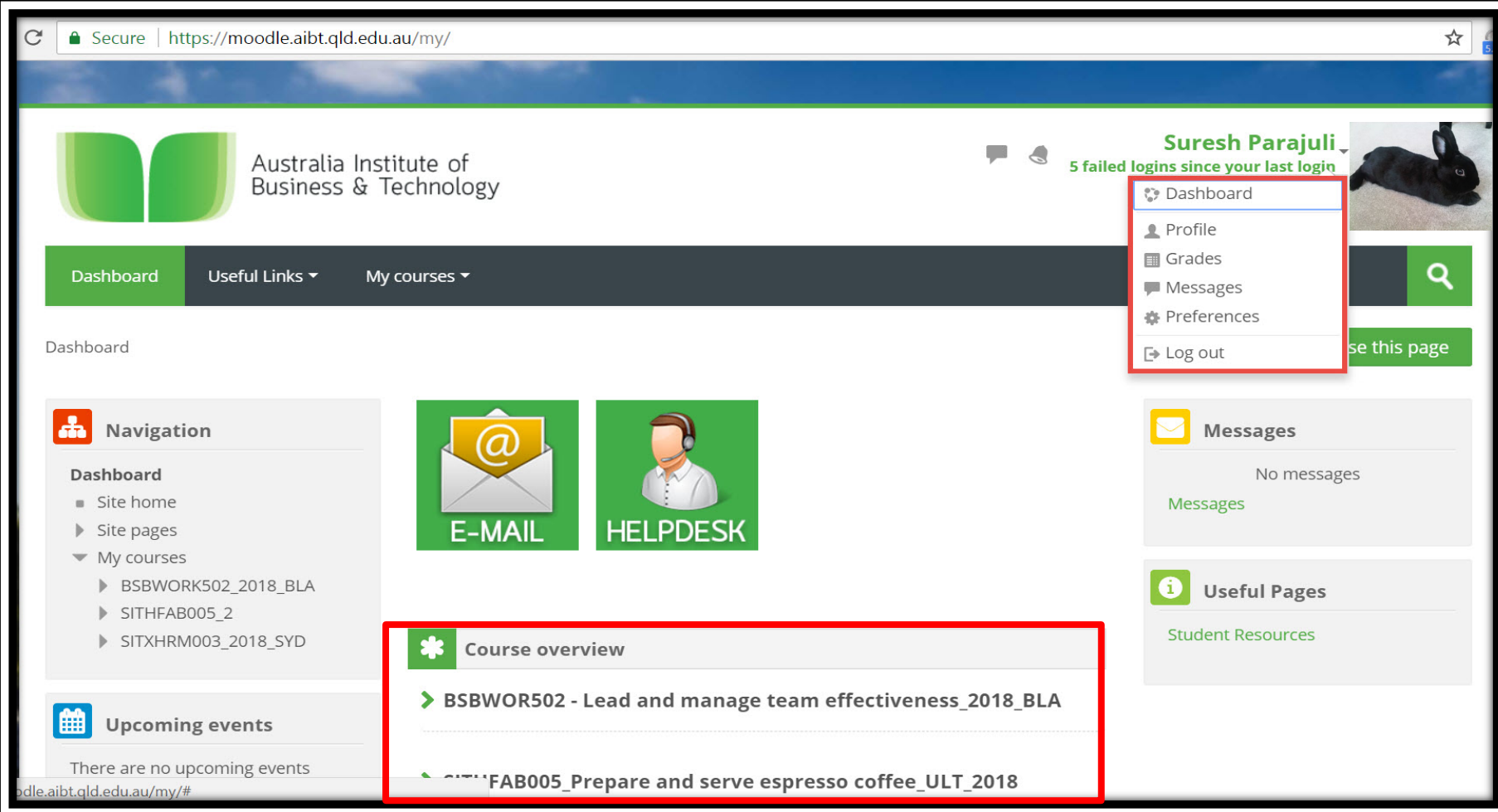
Below the "Apps" section is the "Documents" section, which includes tabs for "Recent", "Pinned", "Shared with me", and "Discover". At the bottom right of the page is a "Feedback" button.

Login – Email




COURSE OVERVIEW GRADING

Dashboard page – Course overview



Secure | <https://moodle.aibt.qld.edu.au/my/>

 Australia Institute of Business & Technology

Suresh Parajuli
5 failed logins since your last login

Dashboard Useful Links ▾ My courses ▾

Dashboard

Navigation

- Dashboard
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 - SITHFAB005_2
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E-MAIL **HELPDESK**

Course overview

- BSBWOR502 - Lead and manage team effectiveness_2018_BLA
- SITHFAB005 - Prepare and serve espresso coffee_ULT_2018

Messages

No messages

Useful Pages

Student Resources

There are no upcoming events

moodle.aibt.qld.edu.au/my/#

Learning resources and submit assignment



A screenshot of a Moodle course page. The browser address bar shows 'https://moodle.aibt.qld.edu.au/course/view.php?id=707'. The page has a top navigation bar with 'Dashboard', 'Useful Links', 'My courses', and a 'Search courses' field. Below this, a breadcrumb trail reads 'Dashboard > My courses > SITHFAB005_2'. On the left is a 'Navigation' sidebar with a tree view: 'Dashboard' (with sub-items 'Site home' and 'Site pages'), 'My courses' (expanded, showing 'BSBWORK502_2018_BLA', 'SITHFAB005_2' (selected, with sub-items 'Participants', 'Grades', 'General'), '01 May-10 May', '11 May-17May', '18 May-21 May', and 'SITXHRM003_2018_SYD'). The main content area shows a message 'Semester break 29 March. Commence 3rd May 9am. David' and three weekly sections: '01 May-10 May' with 'Power Point Presentation Barista' and 'Rocket On You Tube'; '11 May-17May' with 'Assessment 1'; and '18 May-21 May' with 'Assignment 2', 'Quiz', and 'Feedback'.

Trainer will upload material/ Assessment/ Quiz weekly

Learning resources and submit assignment



Dashboard

Useful Links ▾

My courses ▾

courses ▾

shboard > My courses > SITHFAB005_2 > 11 May-17May > Assessment 1

8_SYD > 28 May - 3 June > SITXHRM003-Assessment 2



Navigation

Dashboard

▸ Site home

▸ Site pages

▾ My courses

▸ BSBWORK502_2018_BLA

▾ SITHFAB005_2

▸ Participants

▸ Grades

▸ General

▸ 01 May-10 May

▾ 11 May-17May

▸ **Assessment 1**

▸ 18 May-21 May

▸ SITXHRM003_2018_SYD

Assessment 1



SITHFAB005 Assessment 1 -Ass...

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 27 May 2018, 12:00 AM
Time remaining	Assignment was submitted 5 hours 25 mins early
Last modified	Saturday, 26 May 2018, 6:34 PM
File submissions	Coffee Assignment.docx
Submission comments	▸ Comments (0)

SITXHRM003-Assessment 2



SITXHRM003 Assessment 2 -Pr...

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Wednesday, 30 May 2018, 12:00 AM
Time remaining	Assignment is overdue by: 2 days 11 hours
Last modified	-
Submission comments	▸ Comments (0)

Add submission

Submit assignment

_SYD > 28 May - 3 June > SITXHRM003-Assessment 2 > Edit submission

SITXHRM003-Assessment 2



All files uploaded will be submitted to a plagiarism detection service.




Online text




File submissions


Maximum size for new files: 20MB, maximum attachments: 1





 Files

1








You can drag and drop files here to add them.

Save changes

Cancel

File picker

-  Recent files
-  Upload a file
-  URL downloader
-  Private files
-  Wikimedia

Attachment

Choose File

No file chosen

Save as

No file chosen

Author

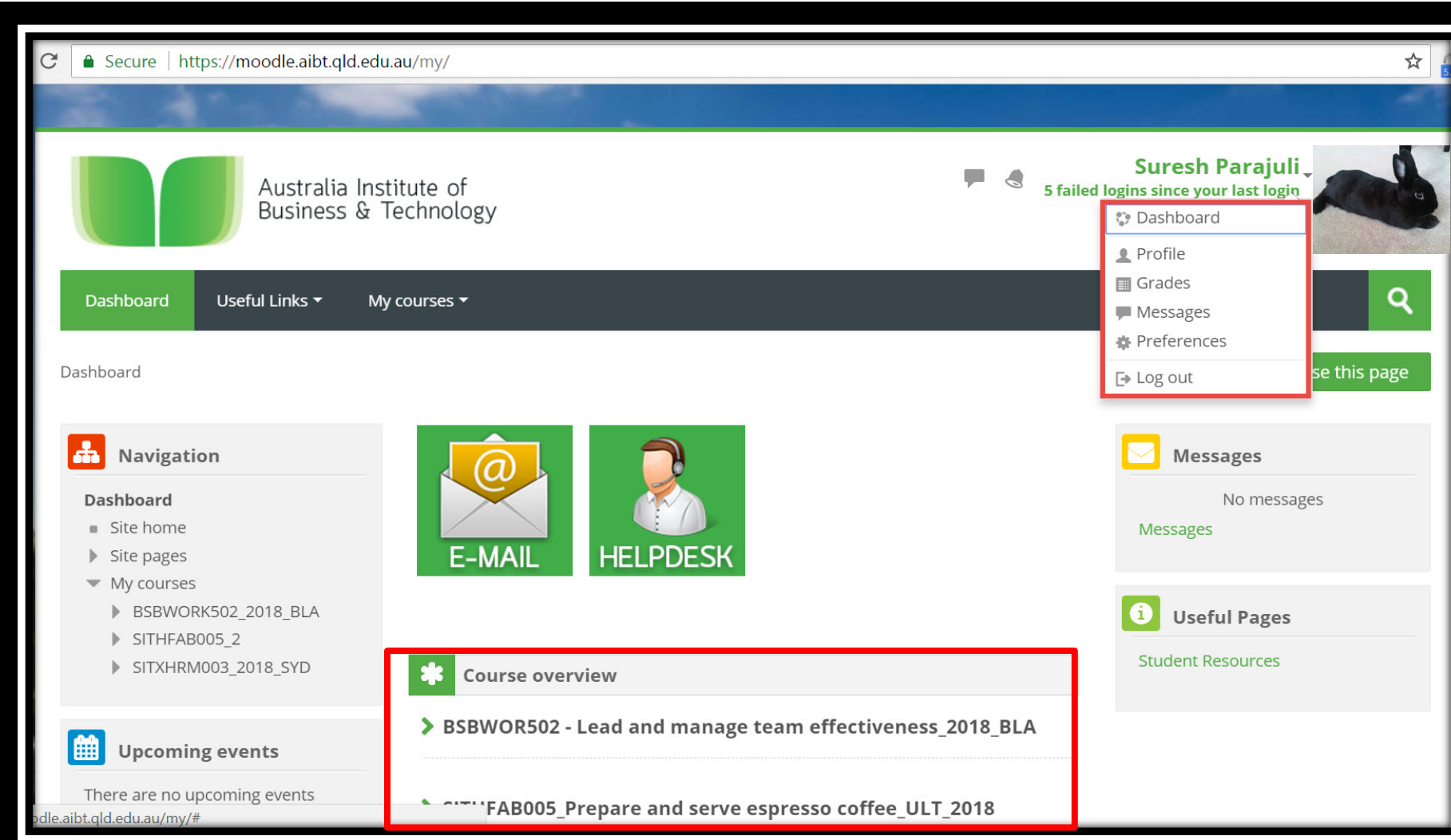
Suresh Parajuli

Choose license

All rights reserved

Upload this file

Dashboard page – Grade system



Secure | <https://moodle.aibt.qld.edu.au/my/>

Australia Institute of Business & Technology

Suresh Parajuli
5 failed logins since your last login

Dashboard Useful Links ▾ My courses ▾

Dashboard

Navigation

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 - SITXHRM003_2018_SYD

Upcoming events

There are no upcoming events

E-MAIL

HELPDESK

Course overview

- BSBWOR502 - Lead and manage team effectiveness_2018_BLA
- SITHFAB005_Prep and serve espresso coffee_ULT_2018

Messages

No messages

Messages

Useful Pages

Student Resources

Dashboard

Profile

Grades

Messages

Preferences

Log out

Grades System

[Dashboard](#)[Useful Links ▾](#)[My courses ▾](#)[Search courses](#)[Dashboard](#) > [Grades](#)

Navigation

[Dashboard](#)[Site home](#)[Site pages](#)[My courses ▾](#)[BSBWORK502_2018_BLA](#)[SITHFAB005_2](#)[SITXHRM003_2018_SYD](#)





Courses I am taking

Course name	Grade
BSBWOR502 - Lead and manage team effectiveness_2018_BLA	-
SITHFAB005_Prepare and serve espresso coffee_ULT_2018	60.00
SITXHRM003-Lead and Manage People_2018_SYD	-

Grade item

Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
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SITHFAB005_Prepare and serve espresso coffee_ULT_2018

 Power Point Presentation Barista	0.00 % (Empty)	-	0-100	-	0.00 %
 Assessment 1	0.00 % (Empty)	-	0-100	-	0.00 %
 Assignment 2	100.00 %	60.00	0-100	60.00 %	60.00 %
 Quiz	0.00 % (Empty)	-	0-100	-	0.00 %
 Course total	-	60.00	0-100	60.00 %	-

THANK YOU 😊