

AIBTGLOBAL STUDENT MICROSOFT OUTLOOK & MOODLE TUTORIAL

AIBTGlobal July 2020 Intake Orientation Information *PLEASE READ & REPLY*

SS

Student Support

Mon 6/22/2020 4:36 PM

Cc: Student Support; AIBT-HEARTServices



Agenda - Online Orientation I...
184 KB



AIBTGlobal Student Informati...
185 KB

2 attachments (369 KB) Download all Save all to group library

Dear student,

Welcome to AIBTGlobal!

On behalf of AIBTGlobal, we congratulate you for becoming a new member of our college! You are joining an adventurous group of outstanding students and we are so excited that your learning journey with us is starting soon!

To start your study with AIBTGlobal, firstly you **MUST** complete the Orientation and Sign-up.

Due to the global **COVID-19 pandemic** and its impact in Australia, we are facilitating **Online Orientation and Sign-up** for our new students. Details of the Online Orientation and Sign-up are listed below.

1. When is the Online Orientation and Sign-up?

For all **July 2020 intake students**, the Orientation Week is from **Monday 29/06/2020 to Friday 03/07/2020**.

For all **June 2020 intake late enrolled students**, please immediately contact us. The **end date** for your late sign-up is **Friday 26/06/2020**.

2. Who are joining the Online Orientation and Sign-up?

All onshore June 2020 intake late enrolled students & onshore July 2020 intake students

+

All offshore June 2020 intake late enrolled students & offshore July 2020 intake students **who have been granted with Student Visa**

For offshore students who have received their Visa Grant Letter however are restricted from entering Australia due to the travel ban, please immediately contact us so that we can help with your Online Orientation and Sign-up.

3. How to complete the Online Orientation and Sign-up?

It's pretty simple.

Firstly, please find the attached **Student Information Sheet**, **complete it** with genuine information and **send it back to us** along with the listed documents.

Get your Welcome Letter by replying to this email!



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

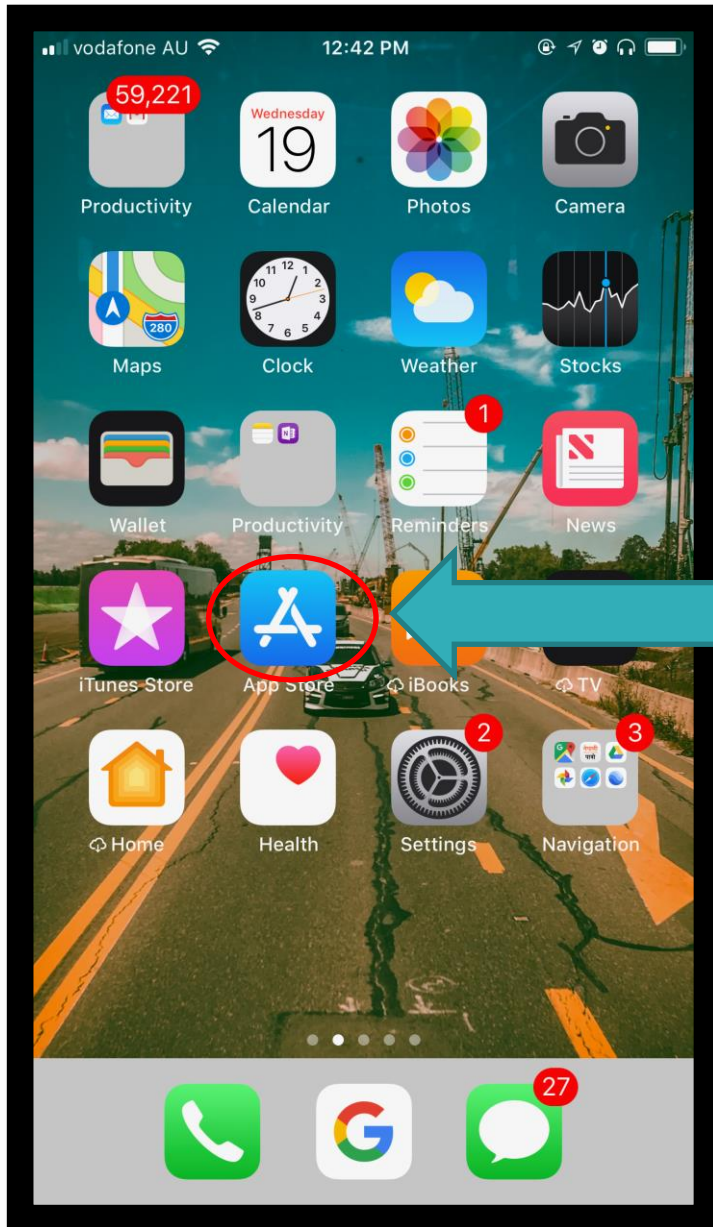


WELCOME LETTER

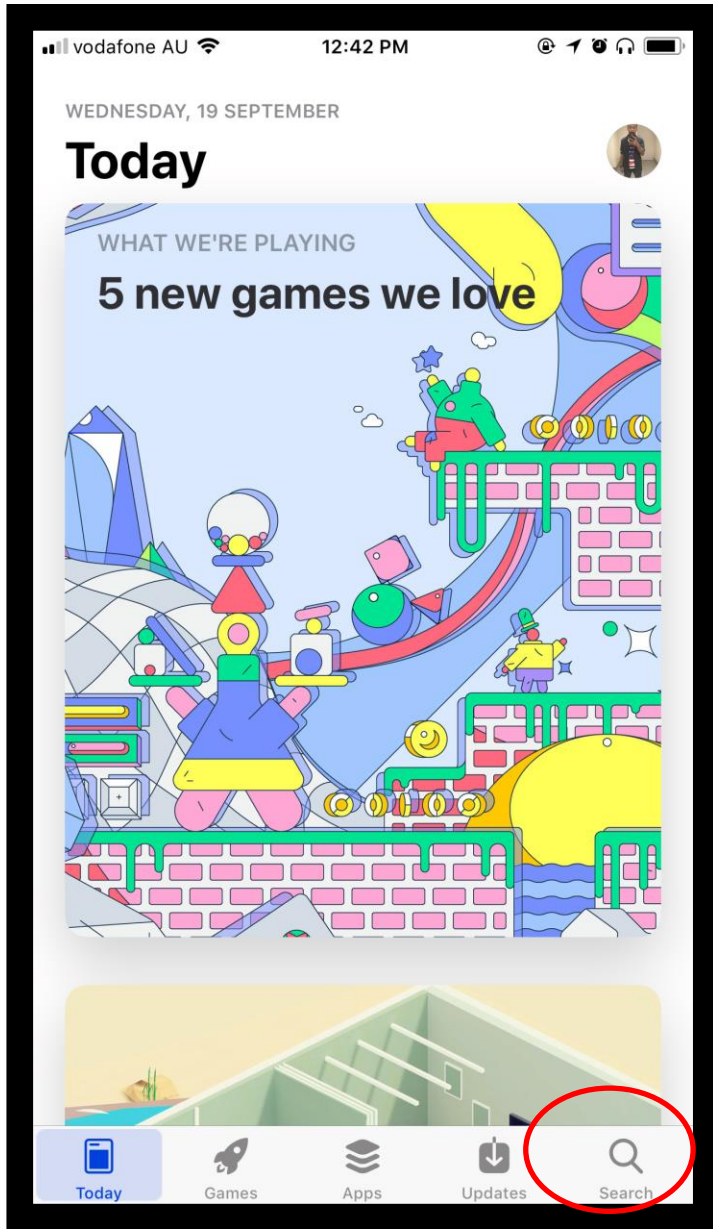
LETS GET STARTED



STEP 1



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



STEP 2

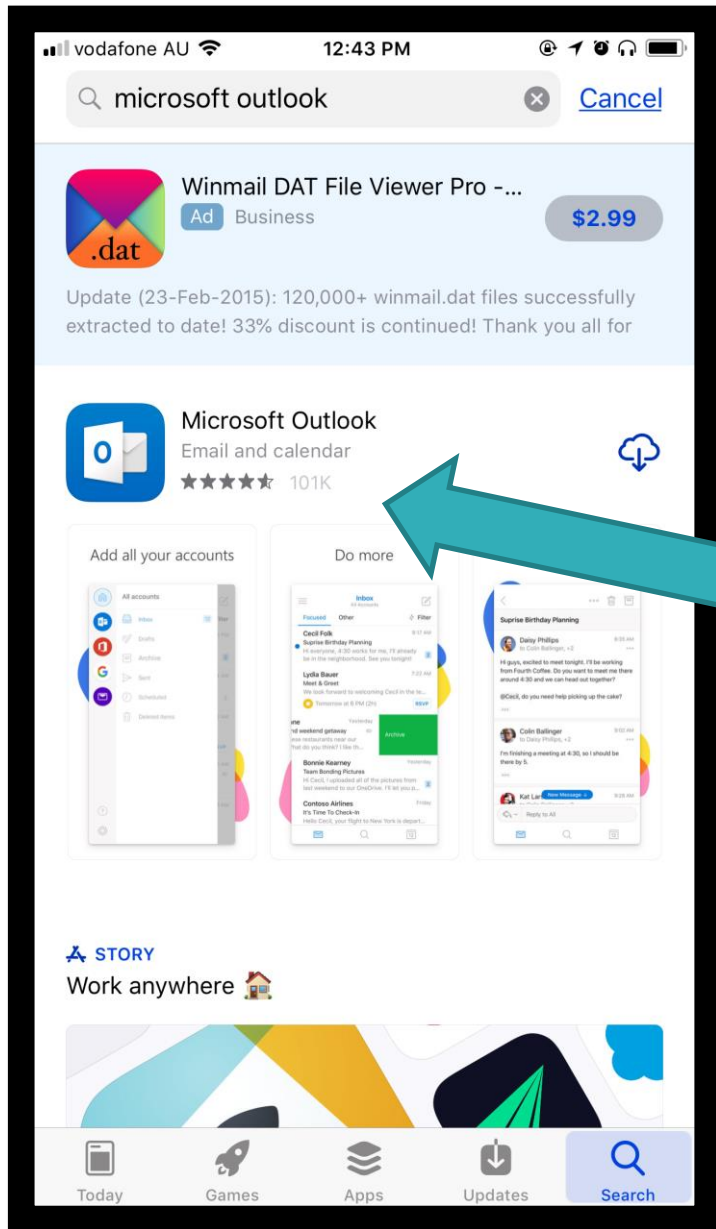
Open App/google Store and use the search button





STEP 3

Type Microsoft Outlook in search box

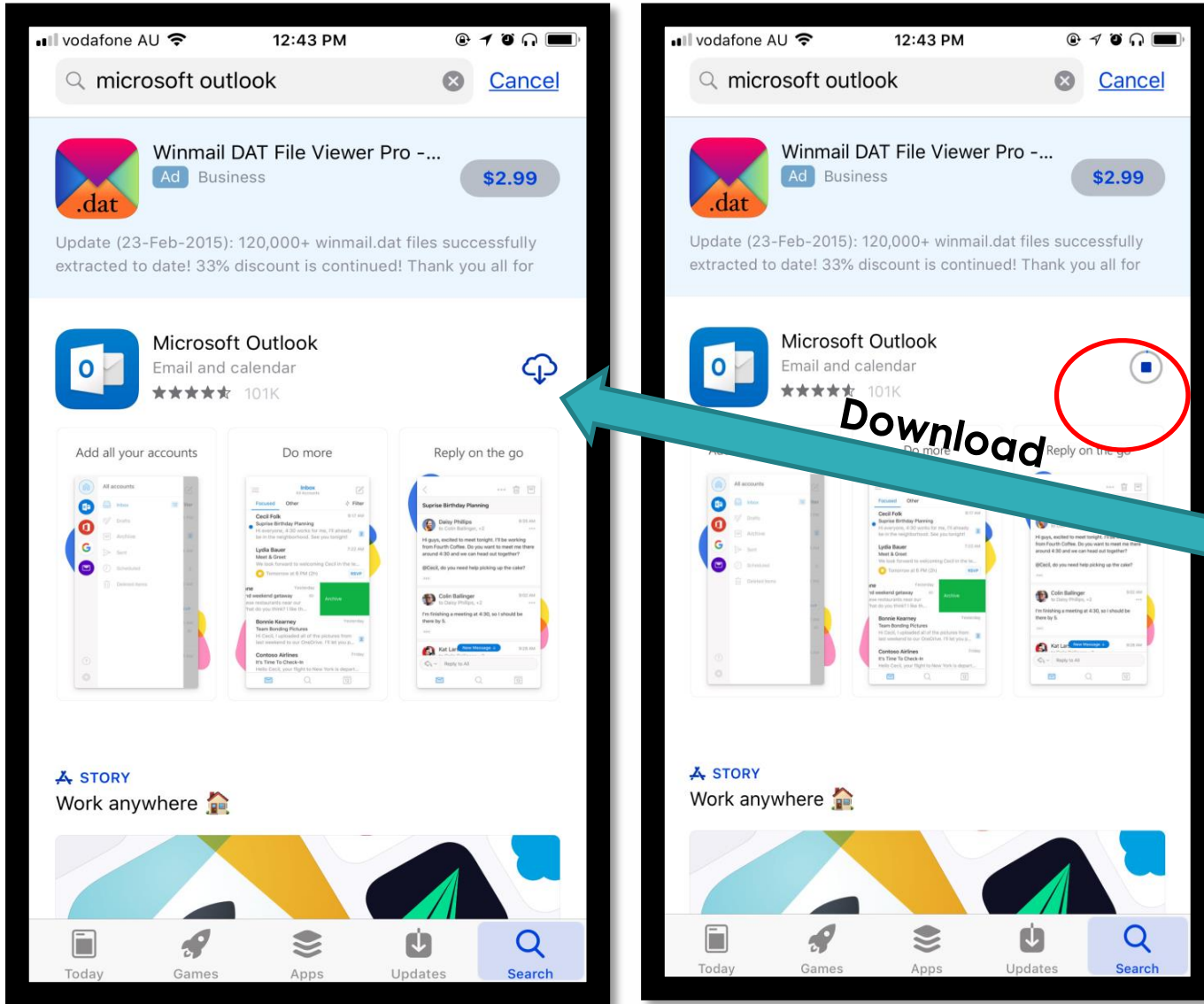


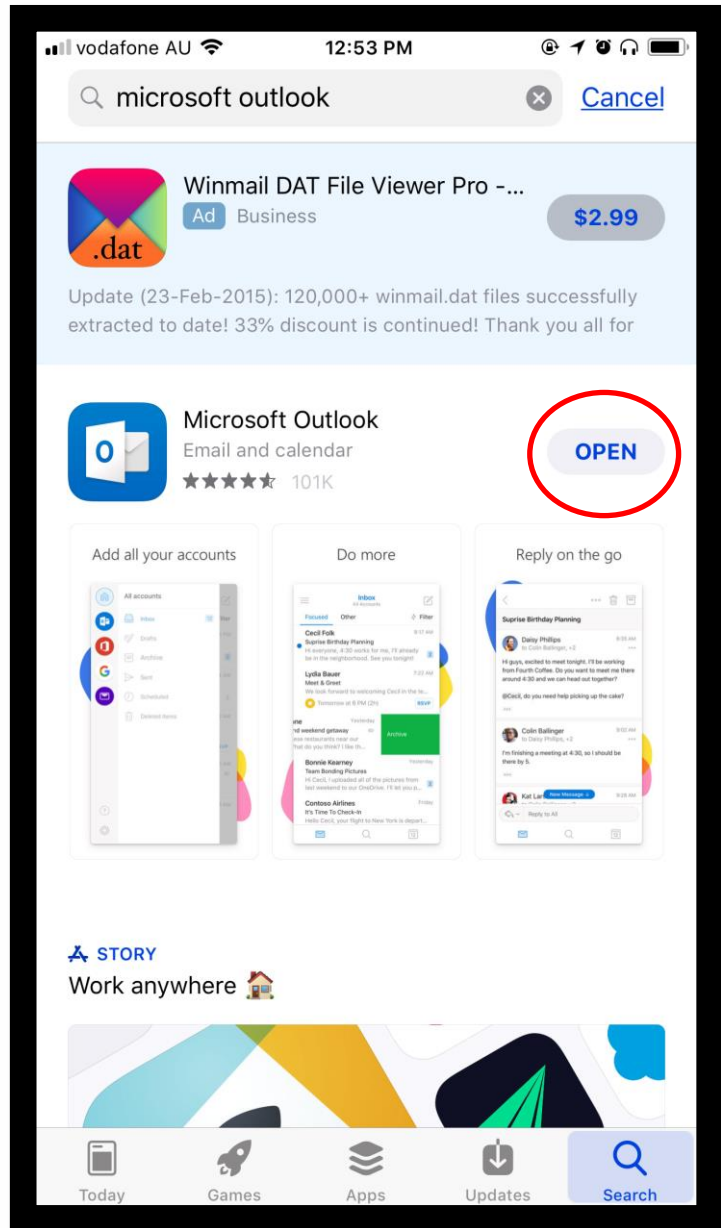
STEP 4

Microsoft Outlook has a blue icon

STEP 5

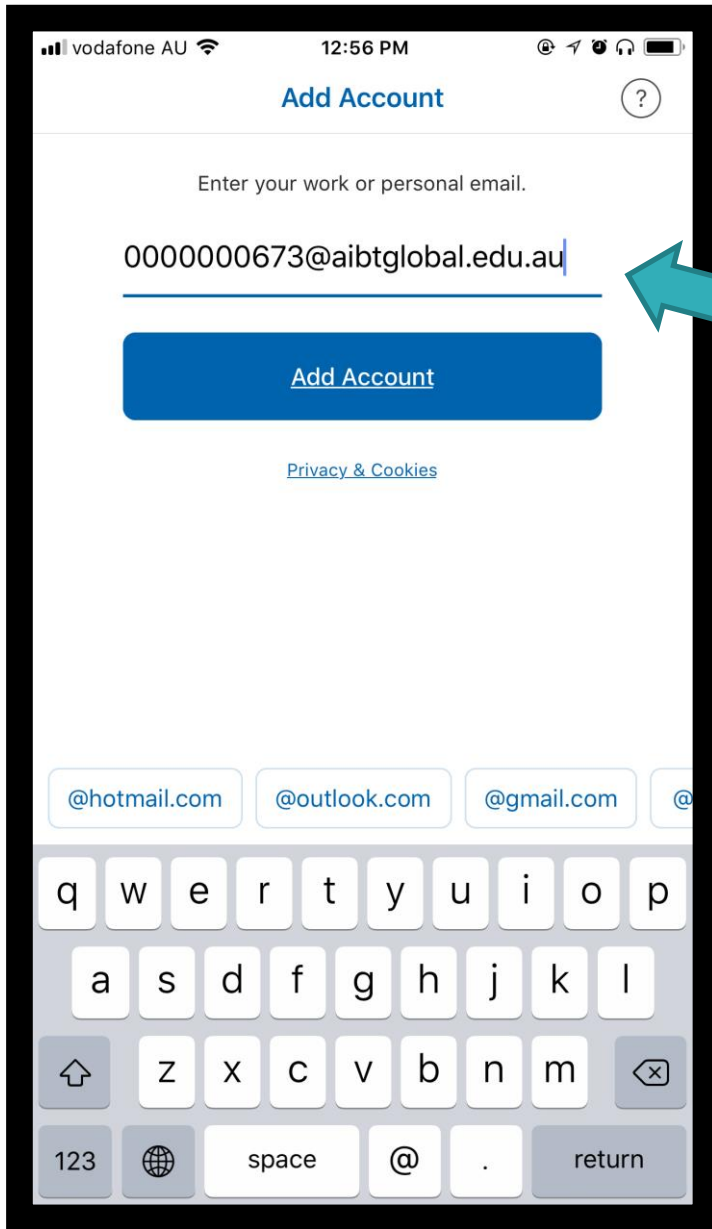
You can download the app by clicking the icon





STEP 6

Once it's downloaded, open it!

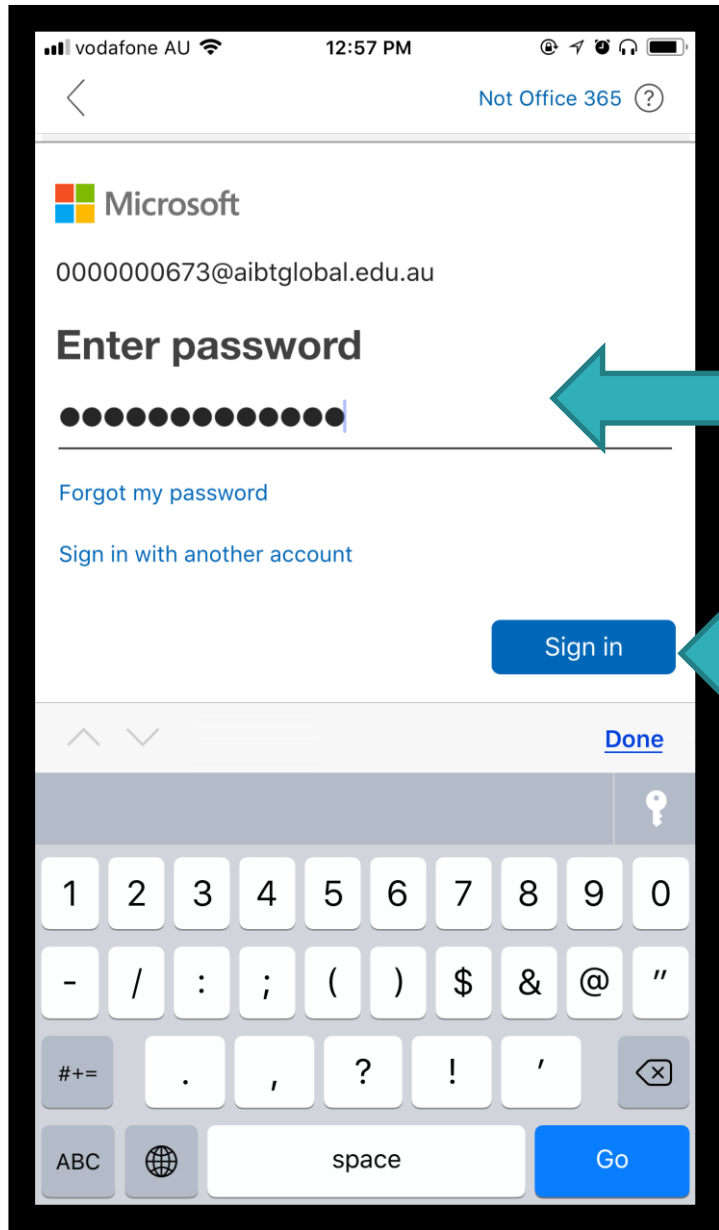


STEP 7

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

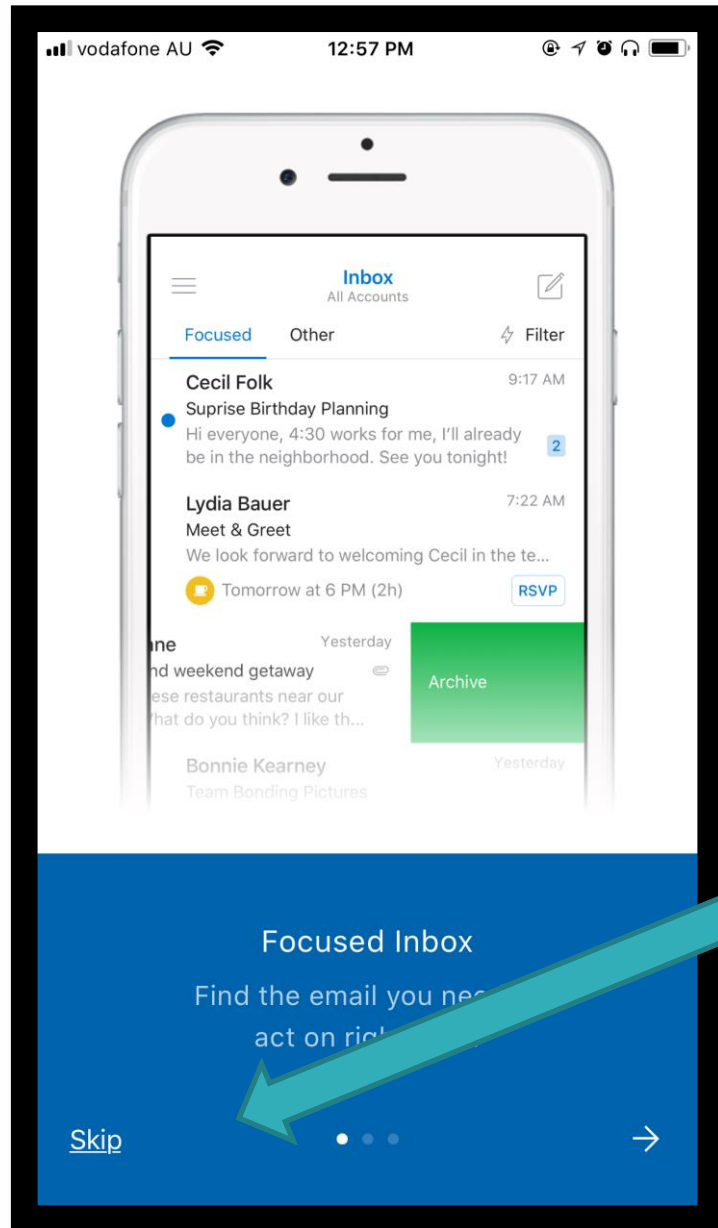
STEP 8

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.

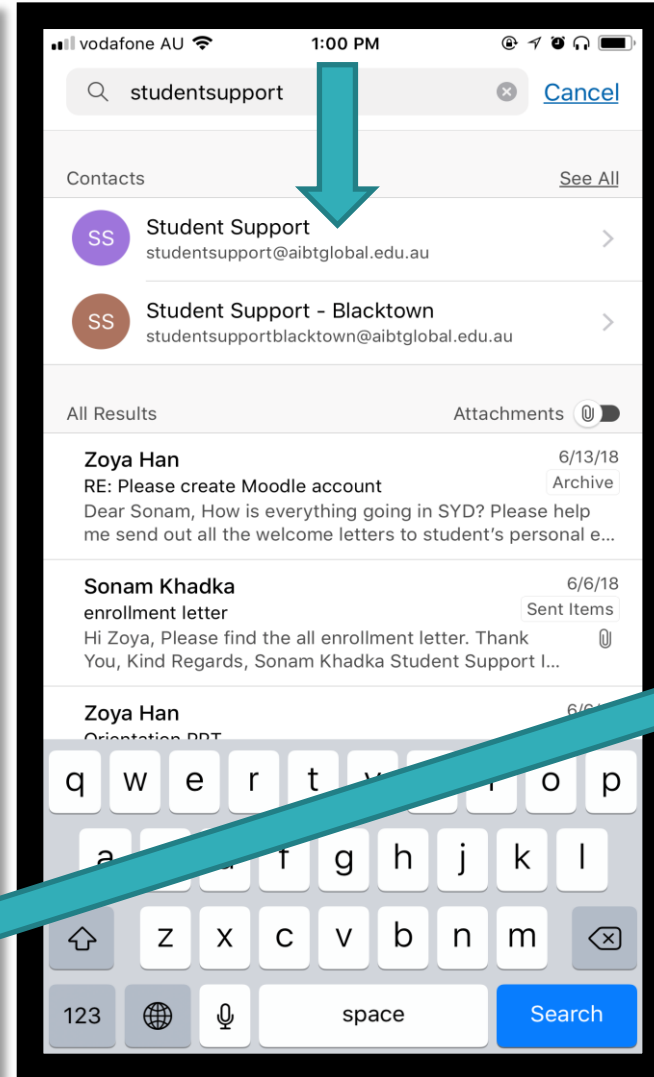
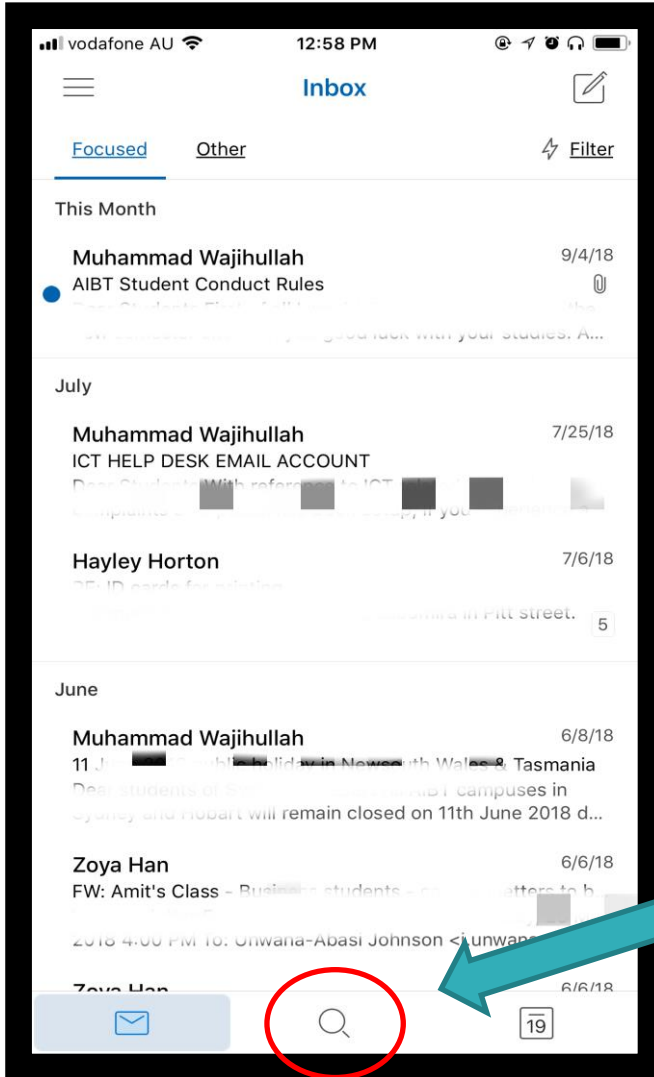


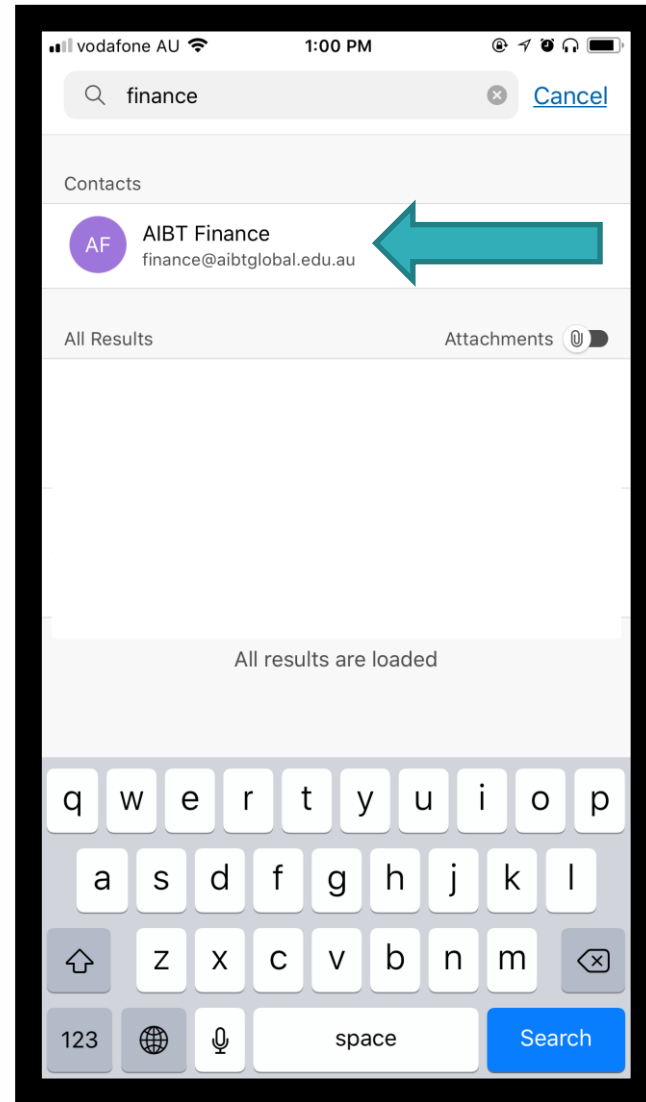
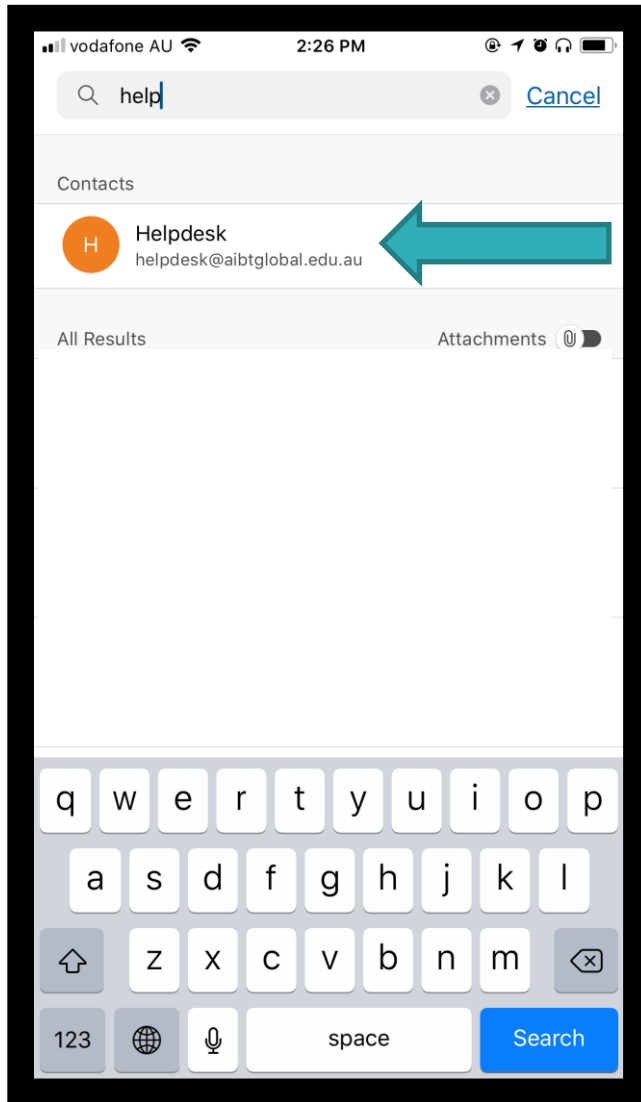
STEP 10

- 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





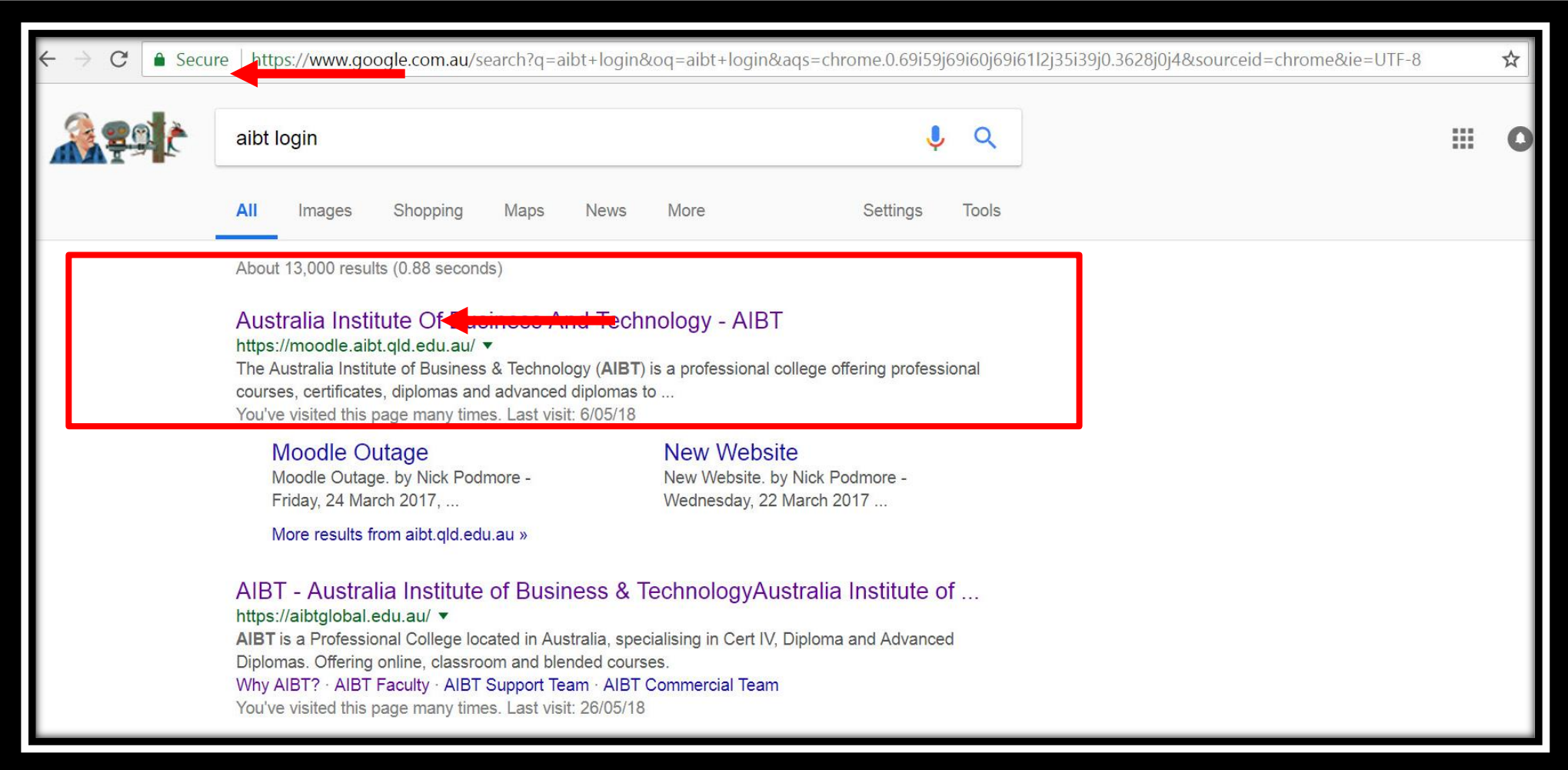
STEP 11

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

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

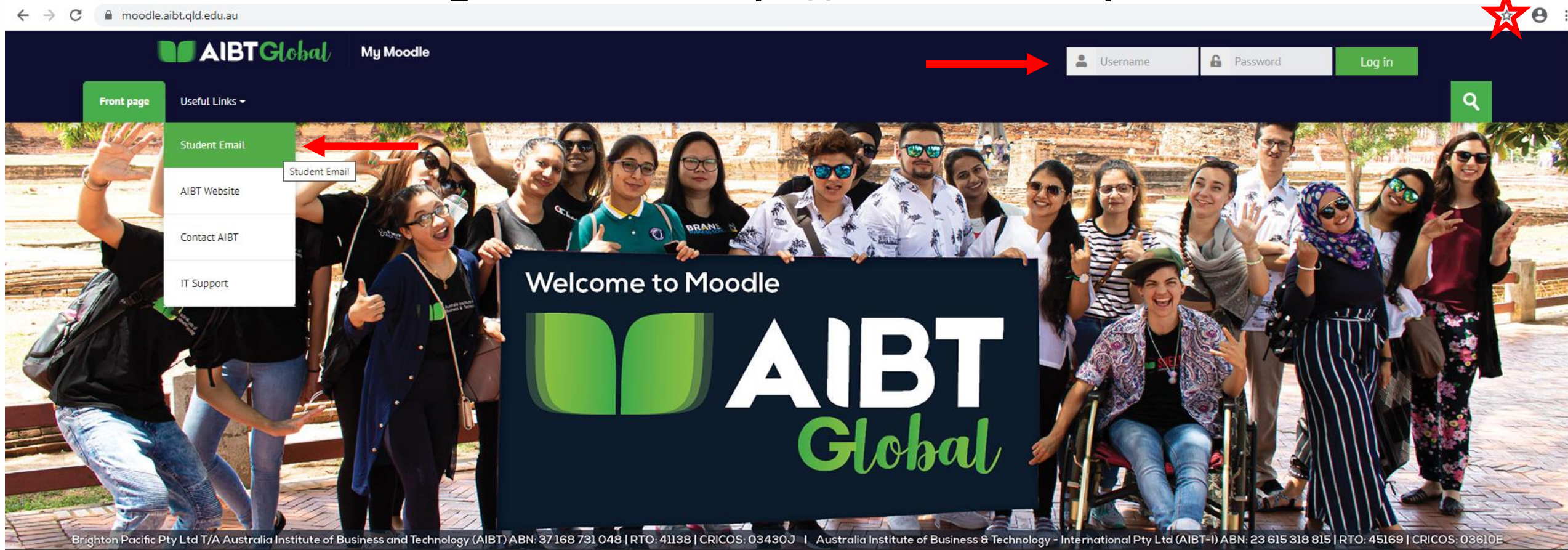
LOG IN TO MOODLE AND STUDENT EMAIL BY USING COMPUTER

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



The screenshot shows a Google search for "aibt login". The search bar contains "aibt login" and the search results show "Australia Institute Of Business And Technology - AIBT" as the top result. The URL for this result is <https://moodle.aibt.qld.edu.au/>. A red box highlights this result, and a red arrow points to the URL. Another red arrow points to the search bar. Below the main result, there are two smaller results: "Moodle Outage" and "New Website".

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



The screenshot shows the Moodle login page for AIBTGlobal. At the top right, there is a navigation menu with 'Front page', 'Useful Links', and a search icon. The 'Useful Links' dropdown menu is open, showing 'Student Email', 'AIBT Website', 'Contact AIBT', and 'IT Support'. A red arrow points from the 'Student Email' link to the 'Student Email' text in the main banner area. In the top right corner, there is a login form with fields for 'Username' and 'Password', and a 'Log in' button. A red arrow points to the 'Log in' button. The main banner features a group of diverse students holding a sign that says 'Welcome to Moodle AIBT Global'. At the bottom of the banner, there is contact information for Brighton Pacific Pty Ltd and Australia Institute of Business & Technology (AIBT).

Welcome to the AIBTGlobal Student Portal

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.

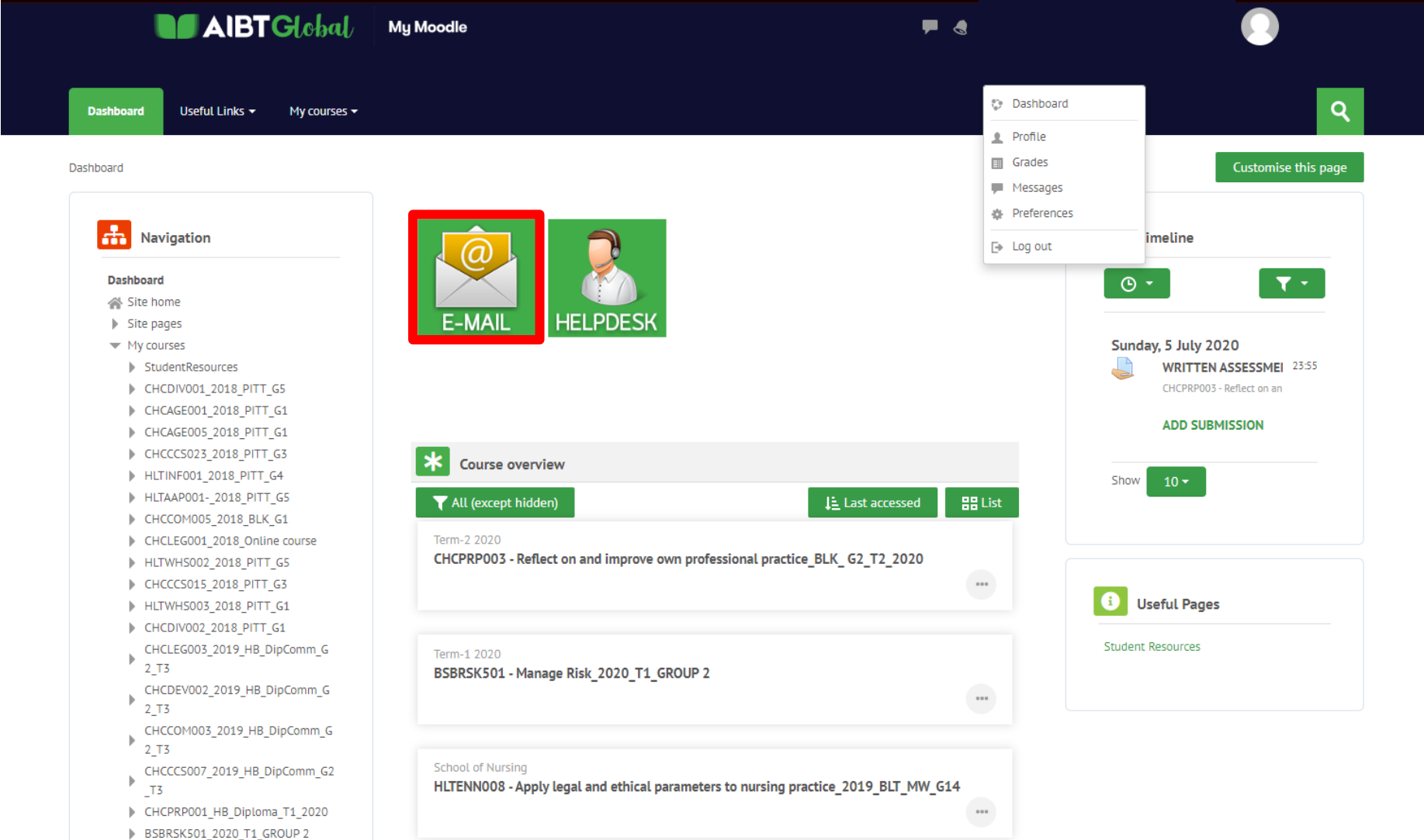
If you experience any difficulties logging in, please contact the AIBT IT Helpdesk via <http://helpdesk.aibt.qld.edu.au>

Sign in using your AIBT credentials

Username: studentnumber@aibtglobal.edu.au Example: 0000009999@aibtglobal.edu.au

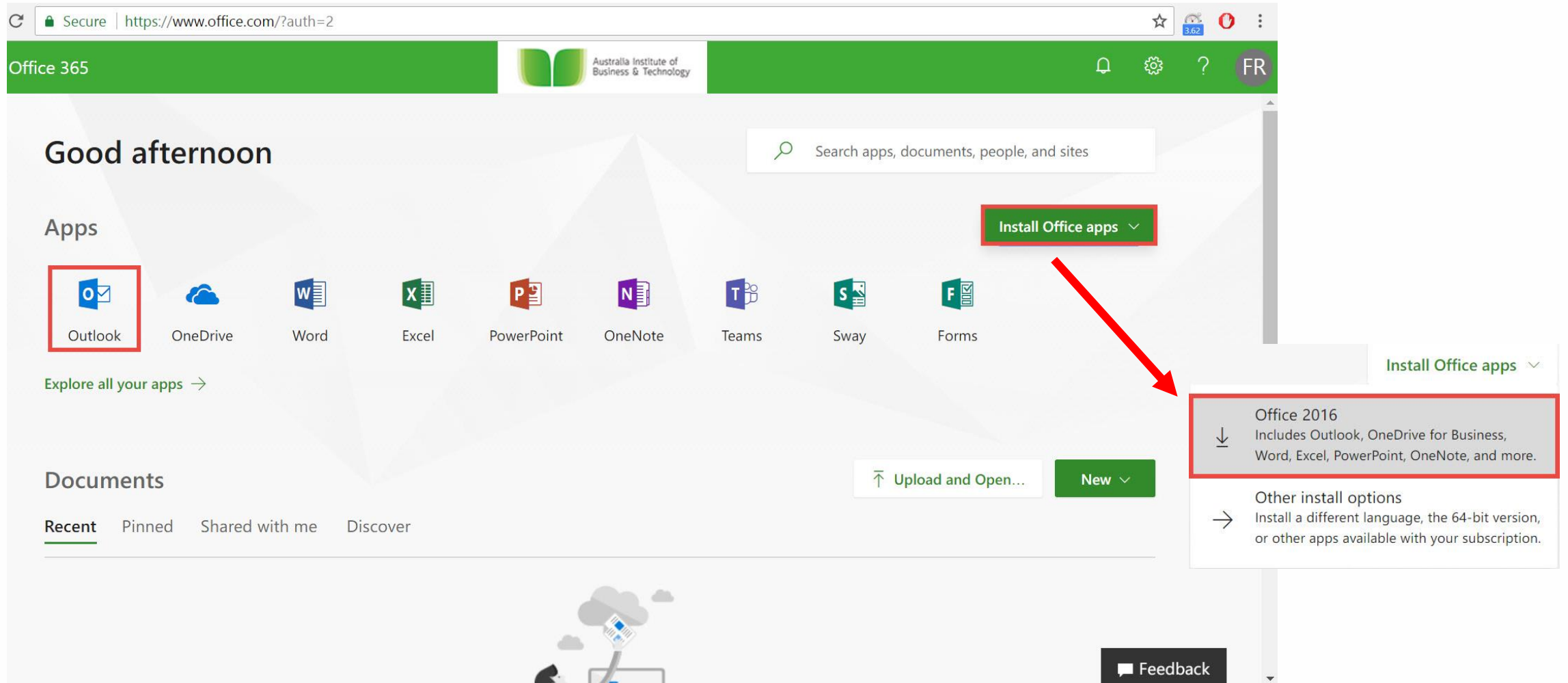
Password: provided by AIBT

Dashboard page – Email



The screenshot shows the Moodle dashboard interface. At the top, there is a dark blue header with the AIBT Global logo, 'My Moodle' text, and user profile icons. Below the header, a navigation bar includes 'Dashboard', 'Useful Links', and 'My courses'. A search bar is visible on the right. A dropdown menu is open, listing options: Dashboard, Profile, Grades, Messages, Preferences, and Log out. The main content area is titled 'Dashboard' and features a 'Navigation' sidebar with a list of courses. The central area contains two large icons: 'E-MAIL' (highlighted with a red border) and 'HELPDESK'. Below these is a 'Course overview' section with a filter set to 'All (except hidden)' and a 'List' view. The course list includes 'CHCPRP003 - Reflect on and improve own professional practice_BLK_G2_T2_2020', 'BSBR501 - Manage Risk_2020_T1_GROUP 2', and 'HLTEN008 - Apply legal and ethical parameters to nursing practice_2019_BLT_MW_G14'. On the right, there is a 'Timeline' section for 'Sunday, 5 July 2020' showing a 'WRITTEN ASSESSMEI' activity with an 'ADD SUBMISSION' button. A 'Useful Pages' section at the bottom right lists 'Student Resources'.

Login – Email & Download Office App



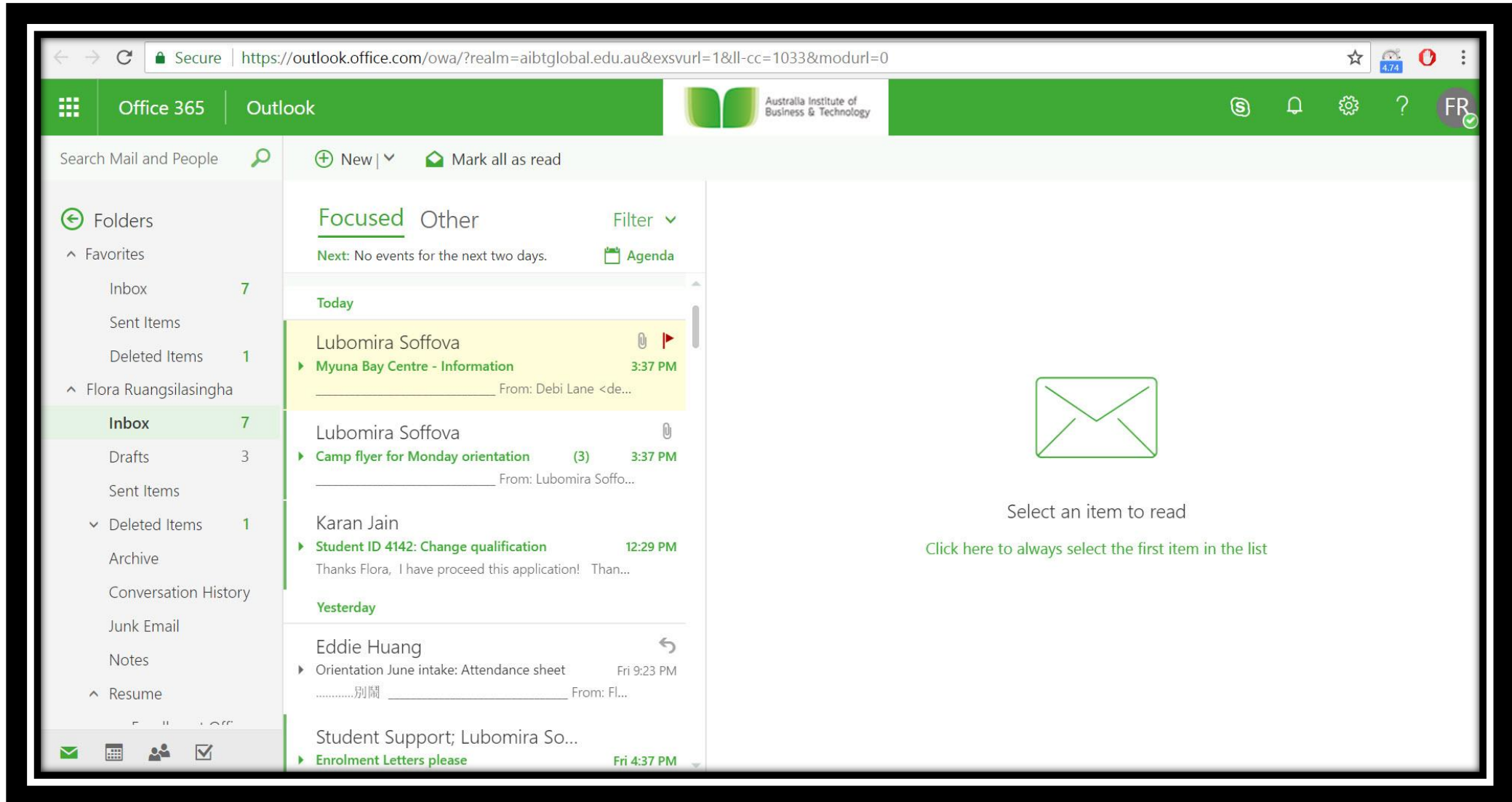
The screenshot shows the Office 365 web interface. At the top, the browser address bar displays "Secure | https://www.office.com/?auth=2". The Office 365 header includes the "Office 365" label, the "Australia Institute of Business & Technology" logo, and navigation icons for notifications, settings, help, and a user profile labeled "FR".

The main content area features a greeting "Good afternoon" and a search bar labeled "Search apps, documents, people, and sites". Below this is the "Apps" section, which contains icons for 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, also highlighted with a red box. A red arrow points from this button to a dropdown menu that is open, showing 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, there is a "Feedback" button.

Login – Email



The screenshot shows the Outlook web interface in a browser. The address bar shows the URL: <https://outlook.office.com/owa/?realm=aibtglobal.edu.au&exsvurl=1&ll-cc=1033&modurl=0>. The page header includes "Office 365 Outlook" and the "Australia Institute of Business & Technology" logo. The left sidebar shows the "Folders" pane with "Inbox" selected, containing 7 items. The main content area displays a list of emails under the "Focused" tab. The top email is from Lubomira Soffova with the subject "Myuna Bay Centre - Information" received at 3:37 PM. Below it is another email from Lubomira Soffova with the subject "Camp flyer for Monday orientation" (3 items) also received at 3:37 PM. The interface includes a search bar, "New" button, "Mark all as read" button, and a "Filter" dropdown. A large envelope icon is centered on the right side of the screen with the text "Select an item to read" and a link "Click here to always select the first item in the list".

COURSE OVERVIEW GRADING

Dashboard page – Course overview

AIBTGlobal My Moodle Messages Notifications Profile

Dashboard Useful Links My courses Search

- Dashboard
- Profile
- Grades
- Messages
- Preferences
- Log out

Dashboard

Navigation

Dashboard

- Site home
- Site pages
- My courses
 - StudentResources
 - CHCDIV001_2018_PITT_G5
 - CHCAGE001_2018_PITT_G1
 - CHCAGE005_2018_PITT_G1
 - CHCCS023_2018_PITT_G3
 - HLTINF001_2018_PITT_G4
 - HLTAAP001-2018_PITT_G5
 - CHCCOM005_2018_BLK_G1
 - CHCLEG001_2018_Online course
 - HLTWH5002_2018_PITT_G5
 - CHCCS015_2018_PITT_G3
 - HLTWH5003_2018_PITT_G1
 - CHCDIV002_2018_PITT_G1
 - CHCLEG003_2019_HB_DipComm_G2_T3
 - CHCDEV002_2019_HB_DipComm_G2_T3
 - CHCCOM003_2019_HB_DipComm_G2_T3
 - CHCCS007_2019_HB_DipComm_G2_T3
 - CHCPRP001_HB_Diploma_T1_2020
 - BSBR501_2020_T1_GROUP 2

E-MAIL HELPDESK

Course overview

All (except hidden) Last accessed List

- Term-2 2020
CHCPRP003 - Reflect on and improve own professional practice_BLK_G2_T2_2020
- Term-1 2020
BSBR501 - Manage Risk_2020_T1_GROUP 2
- School of Nursing
HLTENN008 - Apply legal and ethical parameters to nursing practice_2019_BLT_MW_G14

Timeline

Sunday, 5 July 2020

WRITTEN ASSESSMEI 23:55
CHCPRP003 - Reflect on an

ADD SUBMISSION

Show 10

Useful Pages

Student Resources

Learning resources and assignment submission



The screenshot displays the Moodle LMS interface for a user. The top navigation bar includes the AIBT Global logo, 'My Moodle', and a search icon. The main content area is titled 'Dashboard > My courses > CHCDIV001_2018_PITT_G5'. On the left, a 'Navigation' menu lists various site pages and courses, with 'CHCDIV001_2018_PITT_G5' expanded to show 'Participants', 'Grades', and several dates. The main content area is divided into sections: 'Announcements', 'Learning Resources' (with a 'Download' button), 'Assessments' (with a 'Download' button), 'Assignment Submission' (with 'Learner Activity Submission' and 'Summative Assessment Submission' options), 'Feedback Form' (with a 'Course Feedback' button), and 'Lecture Recordings' (with two highlighted date ranges: '8 October - 14 October' and '15 October - 21 October'). On the right, there are three widgets: 'Search forums' with a search box and 'Go' button; 'Latest announcements' with a message that no announcements have been posted yet; and 'Upcoming events' with a message that there are no upcoming events and a 'Go to calendar...' link.

Trainer will upload material/ Assessment/ Quiz weekly

Assignment submission

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	-
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.

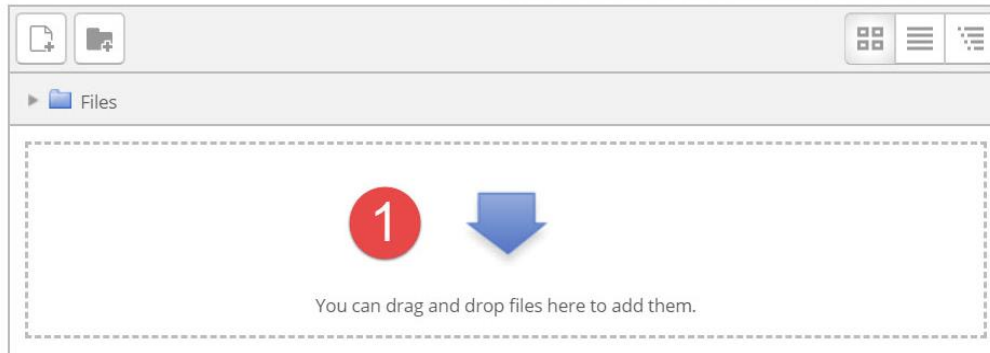
Online text



Rich text editor toolbar with icons for text color, bold, italic, bulleted list, numbered list, link, unlink, image, video, and document.

File submissions

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



File submission area with a dashed box for file upload. A red circle with the number '1' and a blue arrow points to the dashed box. Below the dashed box, it says "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

Late Submissions



Submission status

Attempt number	This is attempt 2.	
Submission status	Submitted for grading	
Grading status	Not graded	
Due date	Tuesday, 17 March 2020, 11:55 PM	
Extension due date	Sunday, 31 May 2020, 11:55 PM	
Time remaining	Assignment was submitted 5 days 5 hours early	
Last modified	Tuesday, 26 May 2020, 6:16 PM	
File submissions	 CHCAGE003 Performance Activity ...	26 May 2020, 6:15 PM
Submission comments	▶ Comments (0)	

Overview of Courses and Grades



AIBT Global My Moodle

Dashboard Useful Links My courses

Search

Dashboard > Users > Grades

Navigation

- Dashboard
- Site home
- Site pages
- Courses
- Users
 - Harjas CHOPRA
 - View profile
 - Forum posts
 - Messages
 - Grades**
 - Courses
 - Assessments Requiring Grading

Administration

- Site administration

Courses I am taking

Course name	Grade
CHCCCS023 - Support independence and wellbeing_2019_HB_G6_T3	Satisfactory
CHCAGE001 - Facilitate the empowerment of older people_2019_HB_G6_T3	Satisfactory
CHCLEG001 - Work legally and ethically_2019_G6_HB_T3	Satisfactory
HLTWHS003 - Maintain work health and safety_2019_HB_G6_T3	Satisfactory
CHCAGE005 - Provide support to people living with dementia_2019_HB_G6_T3	Satisfactory
CHCCOM005 - Communicate and work in health or community services_G6_BLK_T1_2020	280
CHCDIV002 - Promote Aboriginal and/or Torres Strait Islander cultural safety_G6_BLK_T1_2020	Satisfactory
CHCDIV001 - Work with diverse people_G6_BLK_T1_2020	Not Yet Satisfactory
CHCPRP003 - Reflect on and improve own professional practice_G6_BLK_T1_2020	Satisfactory
HLTAAP001-Recognise healthy body systems_G6_BLK_T1_2020	Satisfactory
CHCCCS015 - Provide individualised support_G6_BLK_T1_2020	Satisfactory
CHCPAL001 - Deliver care services using a palliative approach_BLK_C4_T2_2020	-
CHCCCS011 - Meet personal support needs_BLK_C4_T2_2020	-
CHCLEG003 - Manage legal and ethical compliance_BLK_C4_T2_2020	-
HLTWHS002 - Follow safe work practices for direct client care_BLK_C3_T2_2020	-
CHCADV001 - Facilitate the interests and rights of clients_BLK_C3_T2_2020	Not Yet Satisfactory

Grades System – Not Yet Satisfactory



Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
<div style="background-color: #f2f2f2; padding: 5px;"> CHCDIV001 - Work with diverse people_G6_BLK_T1_2020 </div>						
Learner Activity Submission	50.00 %	Satisfactory	Not Satisfactory–Satisfactory	100 %	You have satisfactorily completed this assessment.	50 %
Summative Assessment Submission	50.00 %	Satisfactory	Not Satisfactory–Satisfactory	100 %	Dear student You have satisfactorily completed this assessment.	50 %
Online Learning Assessment Submission	0.00 % (Empty)	-	Not Satisfactory–Satisfactory	-		0 %
Course total Include empty grades.	-	Not Yet Satisfactory	Not Satisfactory–Satisfactory	50 %		-

THANK YOU 😊