

# **AIBTGLOBAL STUDENT MICROSOFT OUTLOOK & MOODLE TUTORIAL**

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



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](mailto: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](mailto:studentsupport@aibtglobal.edu.au)



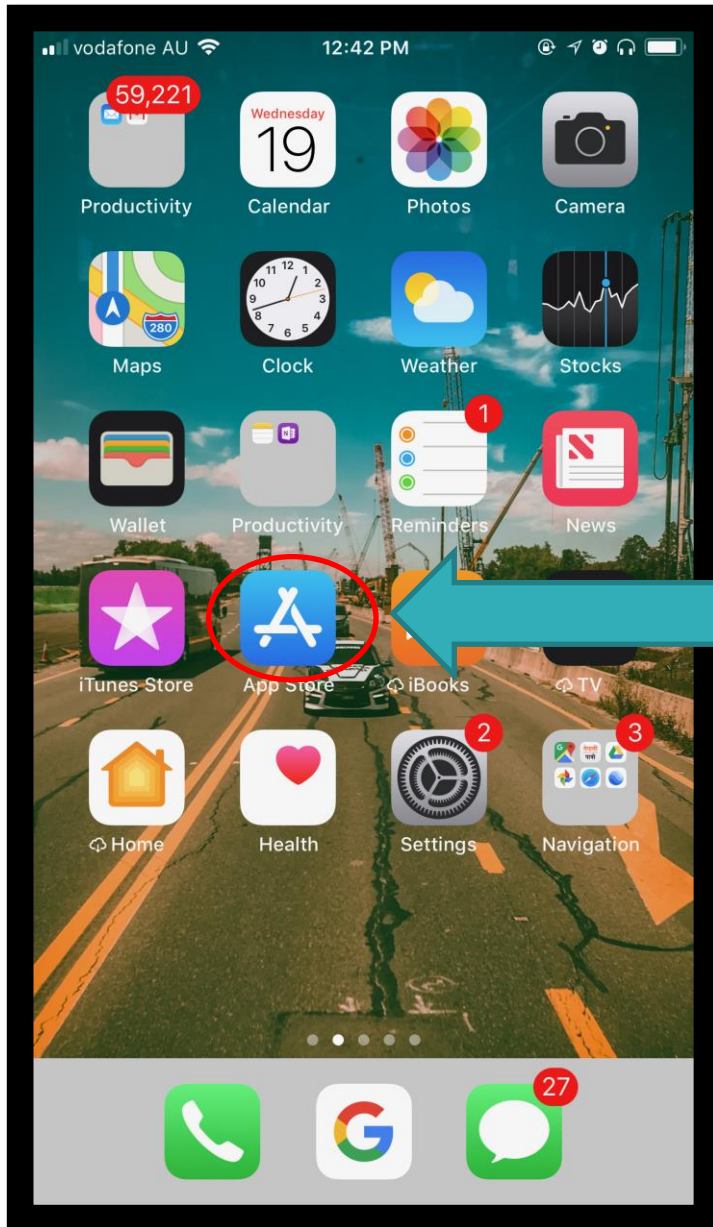
WELCOME LETTER

LETS GET STARTED



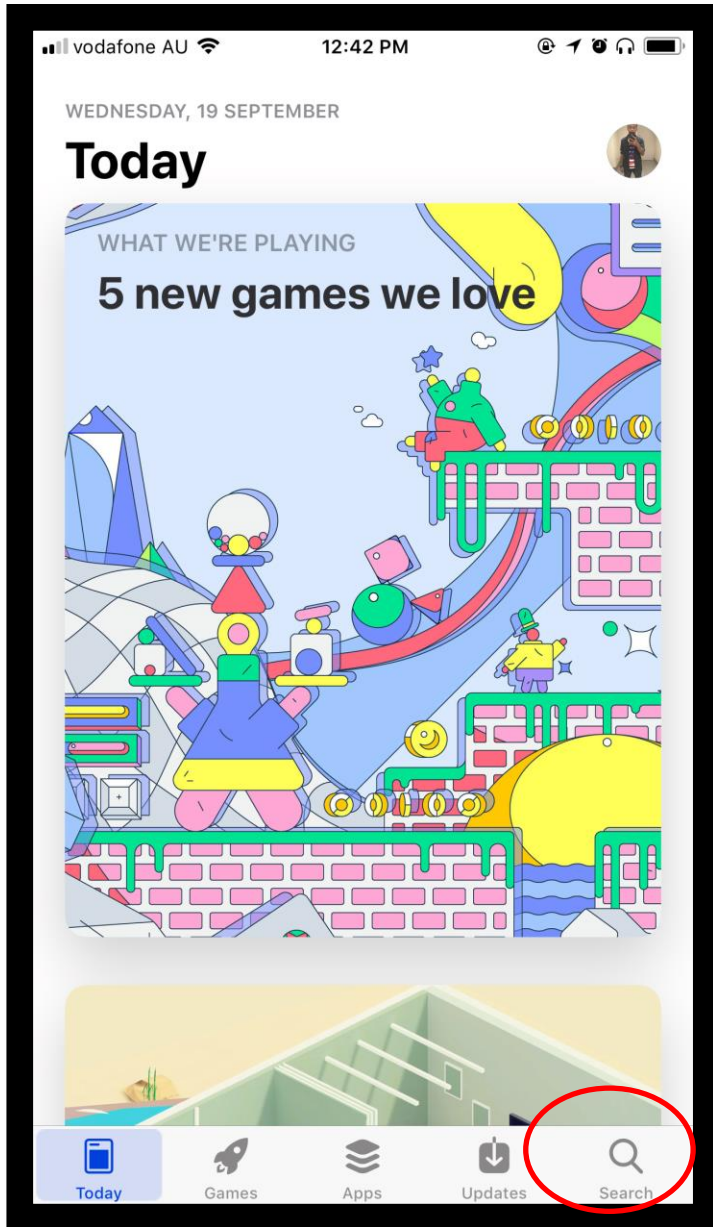
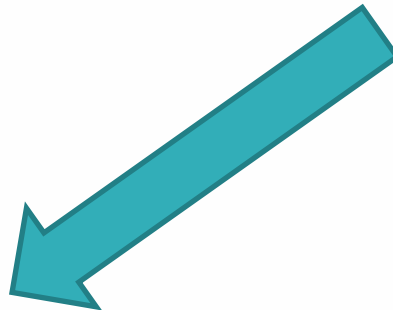
## STEP 1

- 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





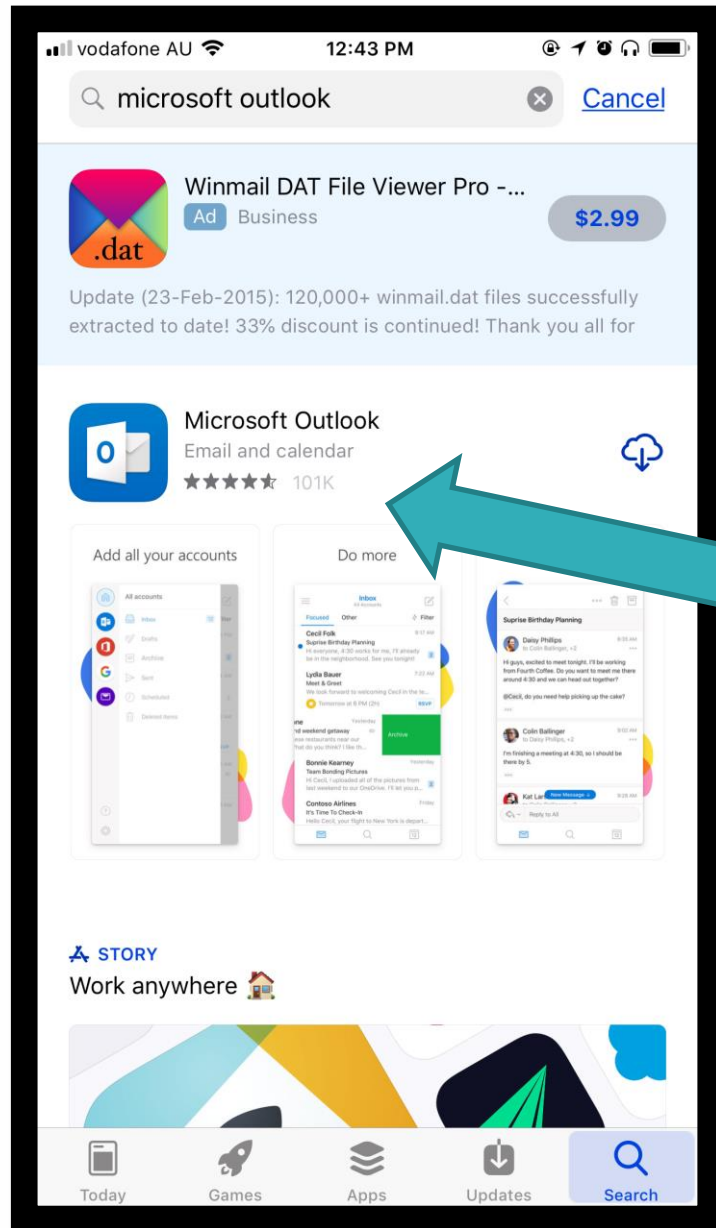
## STEP 3

Type Microsoft Outlook in search box



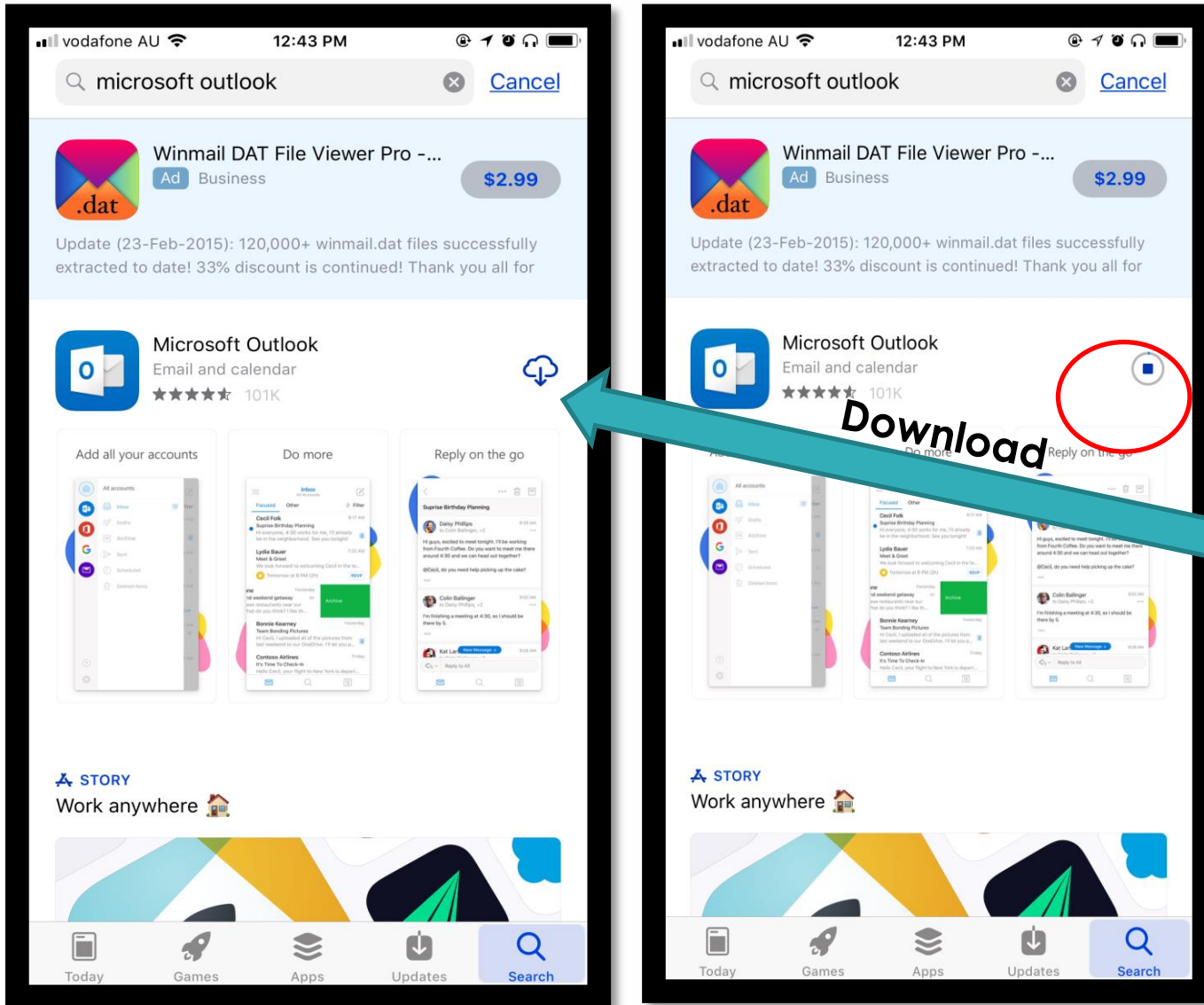
## STEP 4

Microsoft Outlook has a blue icon



## STEP 5

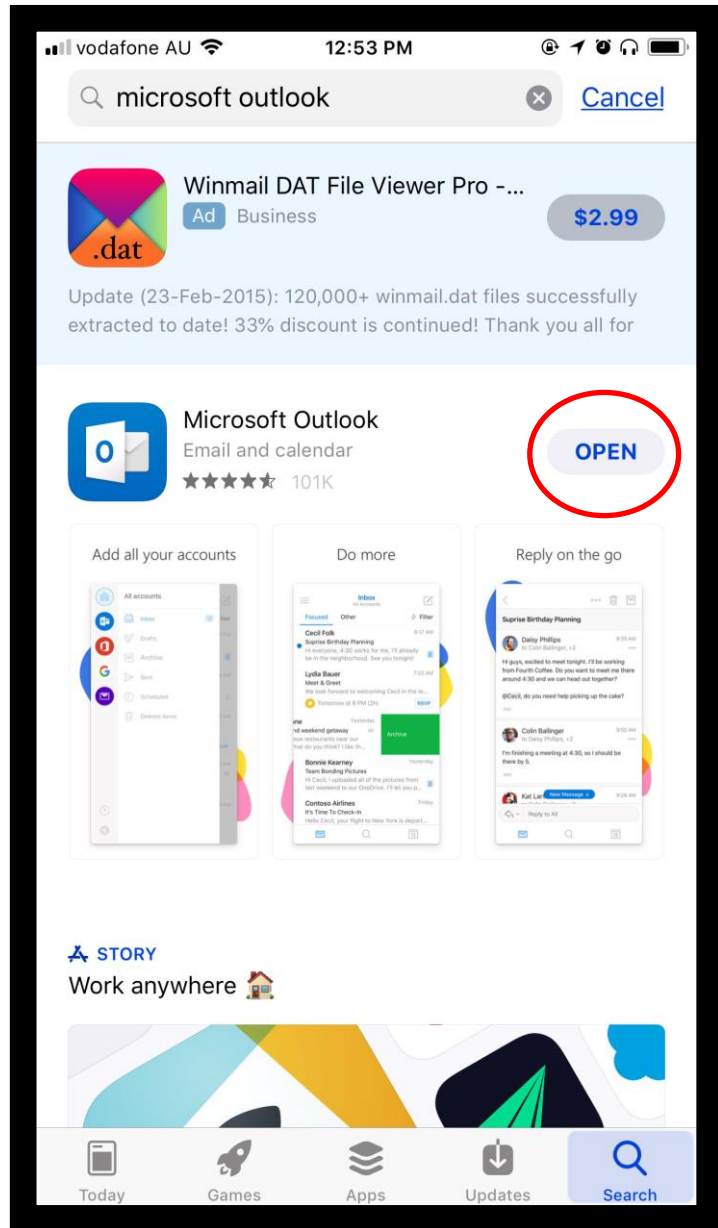
You can download the app by clicking the icon

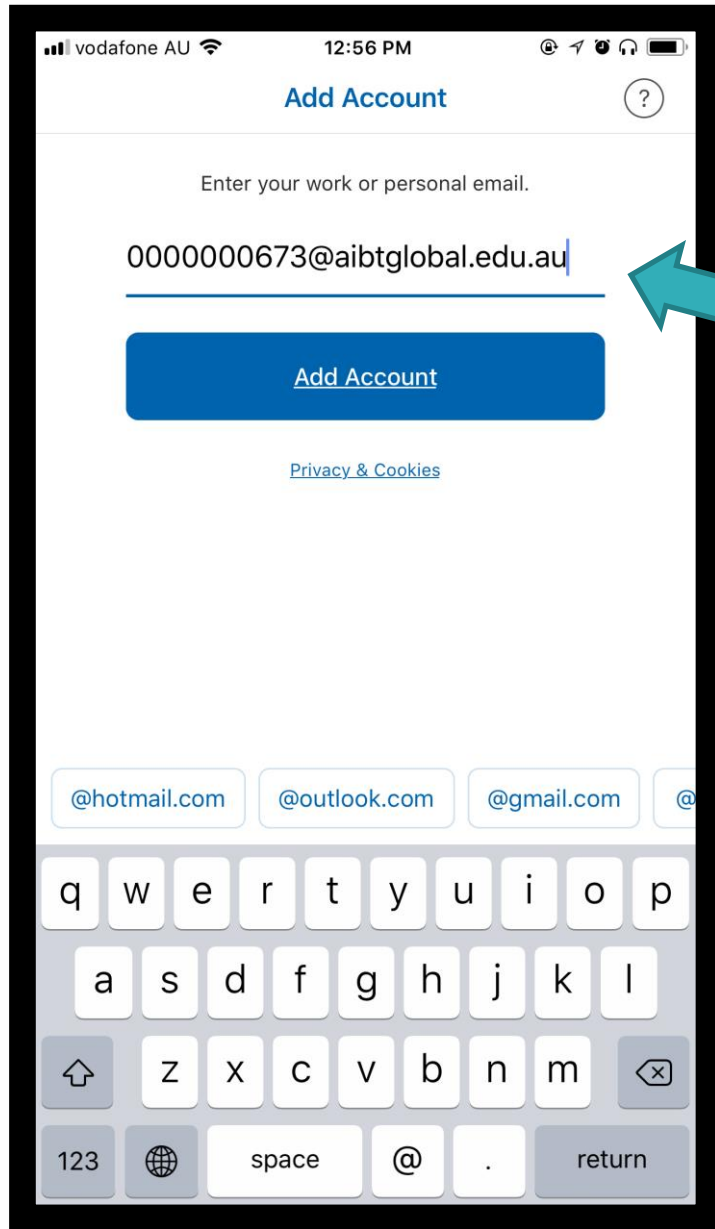




## STEP 6

Once it's downloaded, open it!



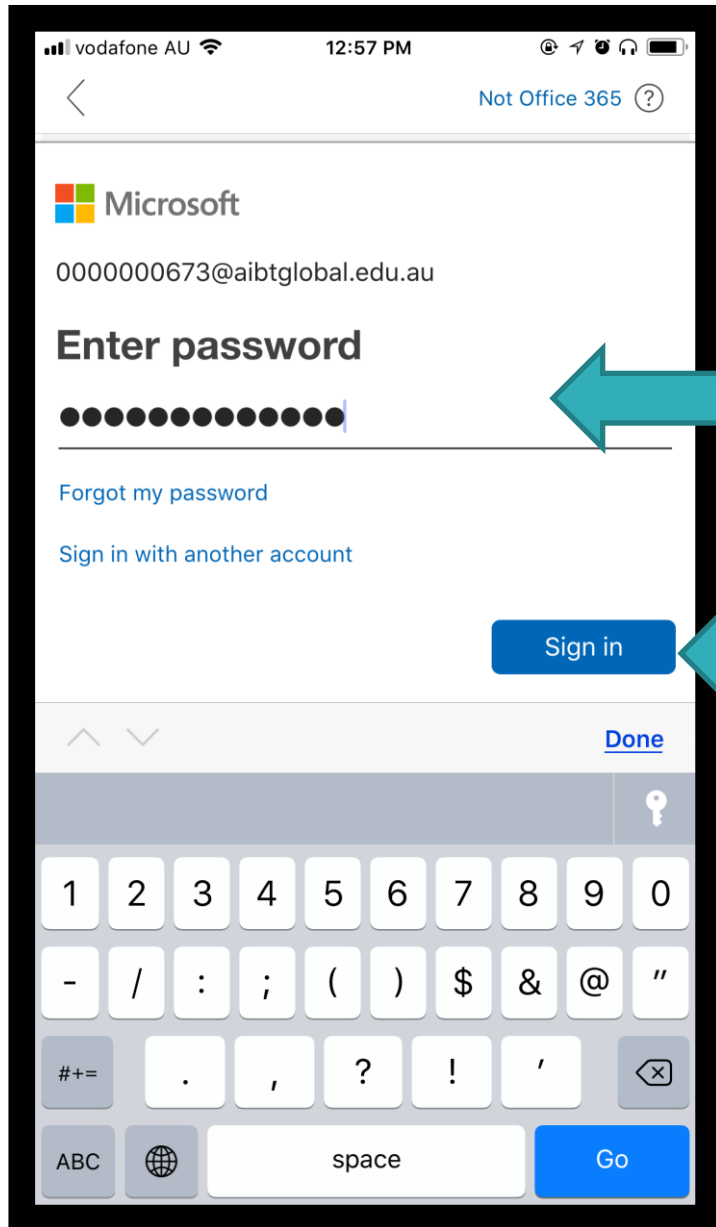
A screenshot of a mobile application's 'Add Account' screen. The status bar at the top shows 'vodafone AU', signal strength, Wi-Fi, and the time '12:56 PM'. The title 'Add Account' is at the top left with a help icon on the right. Below the title is the instruction 'Enter your work or personal email.' A text input field contains the email '0000000673@aibtglobal.edu.au'. Below the field is a blue button labeled 'Add Account'. At the bottom of the form is a link for 'Privacy & Cookies'. A virtual keyboard is visible at the bottom of the screen, and a teal arrow points from the text 'Enter your student email...' towards the email input field.

## STEP 7

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

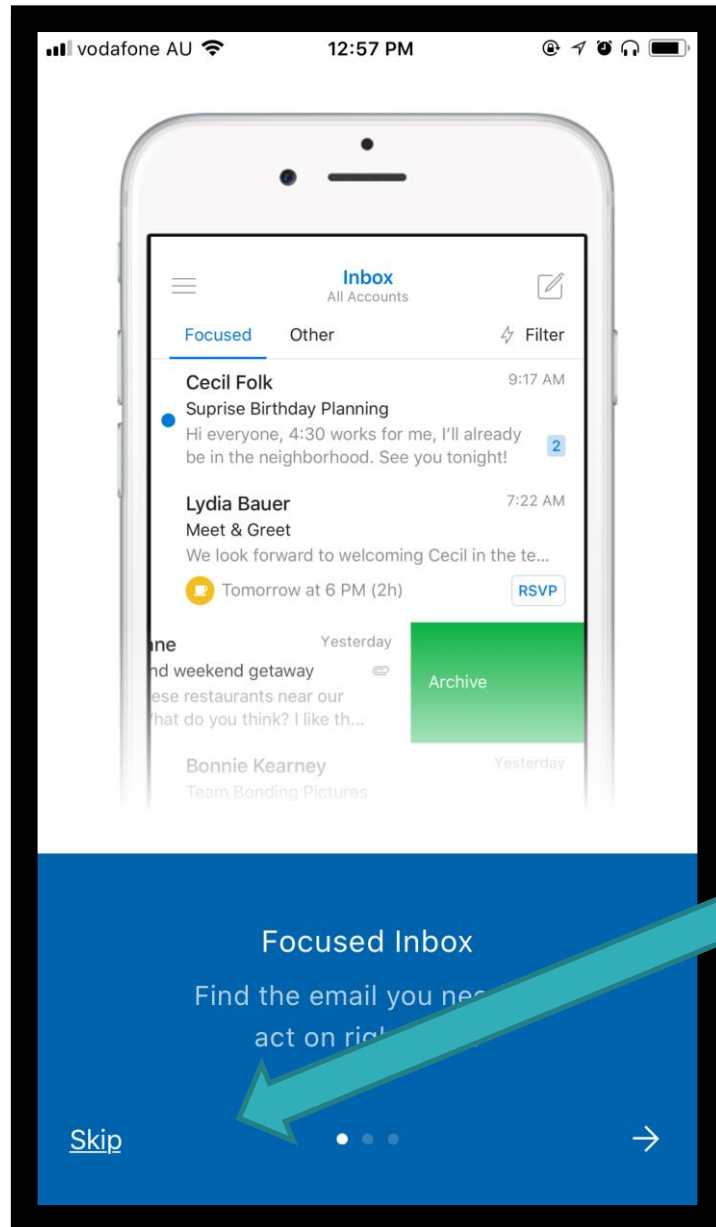
## STEP 8

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.

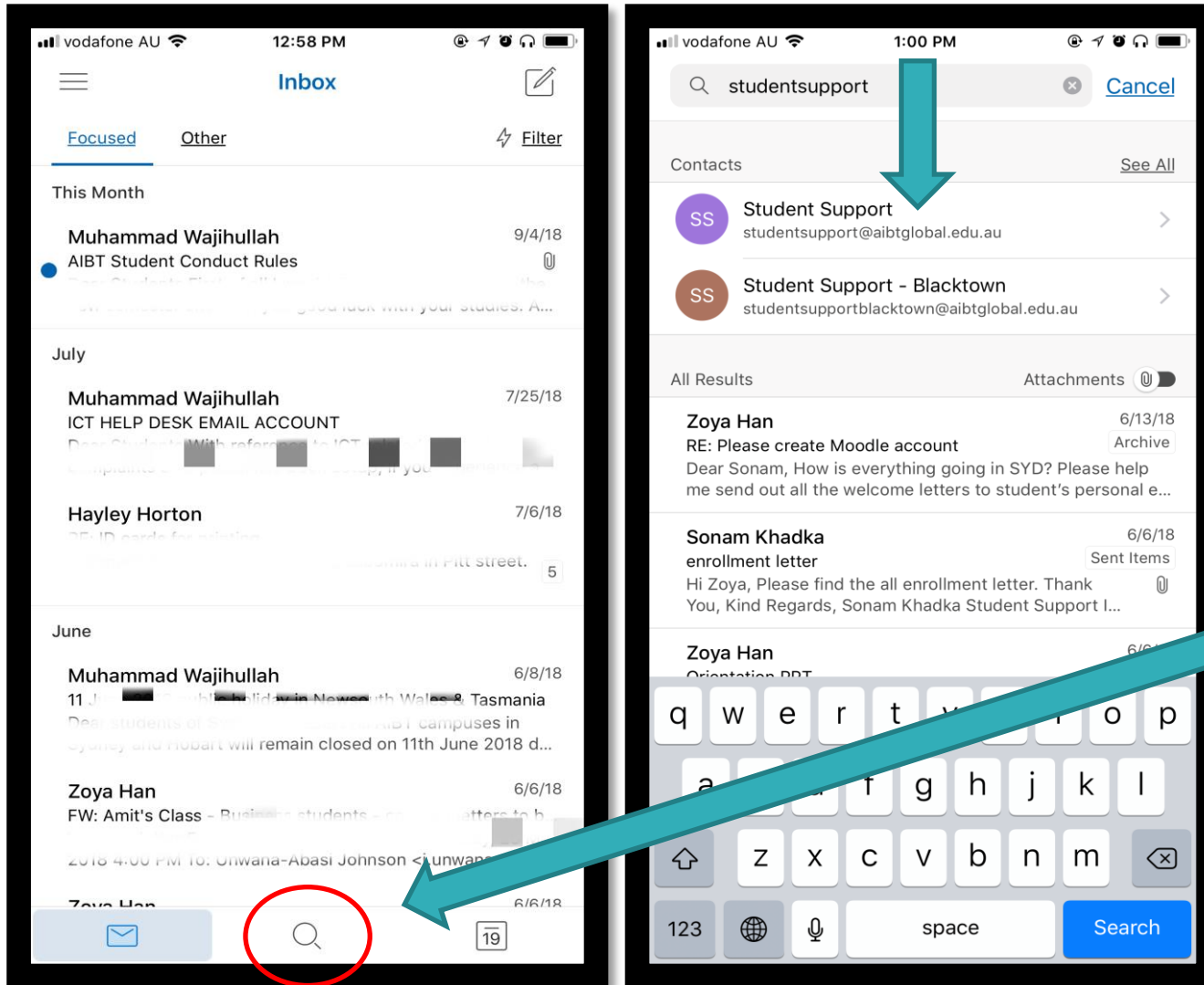


## STEP 10

- 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;

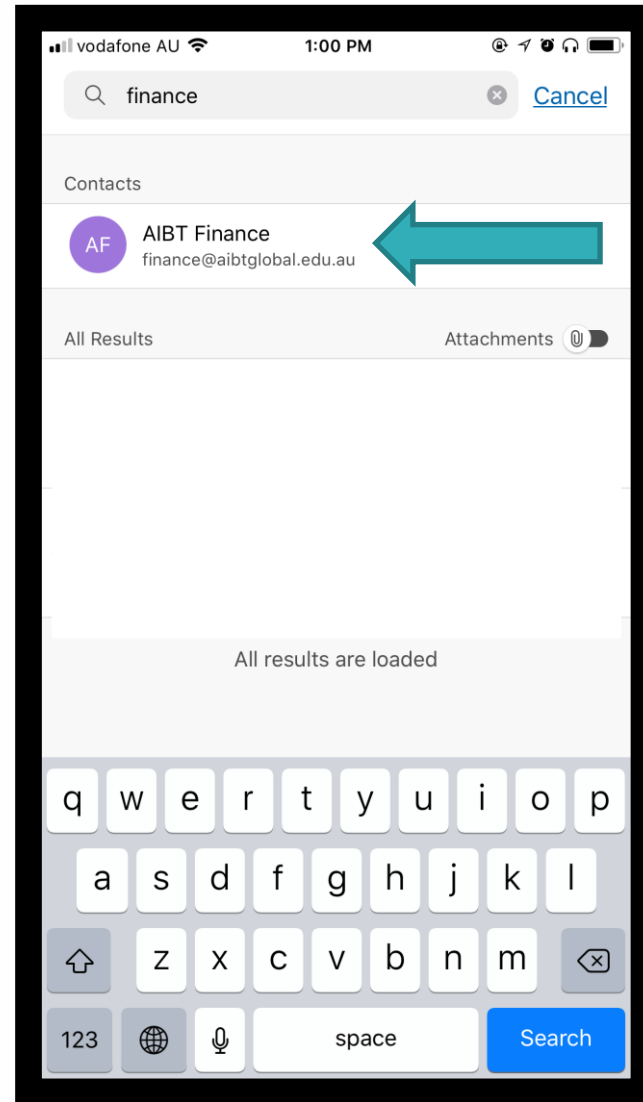
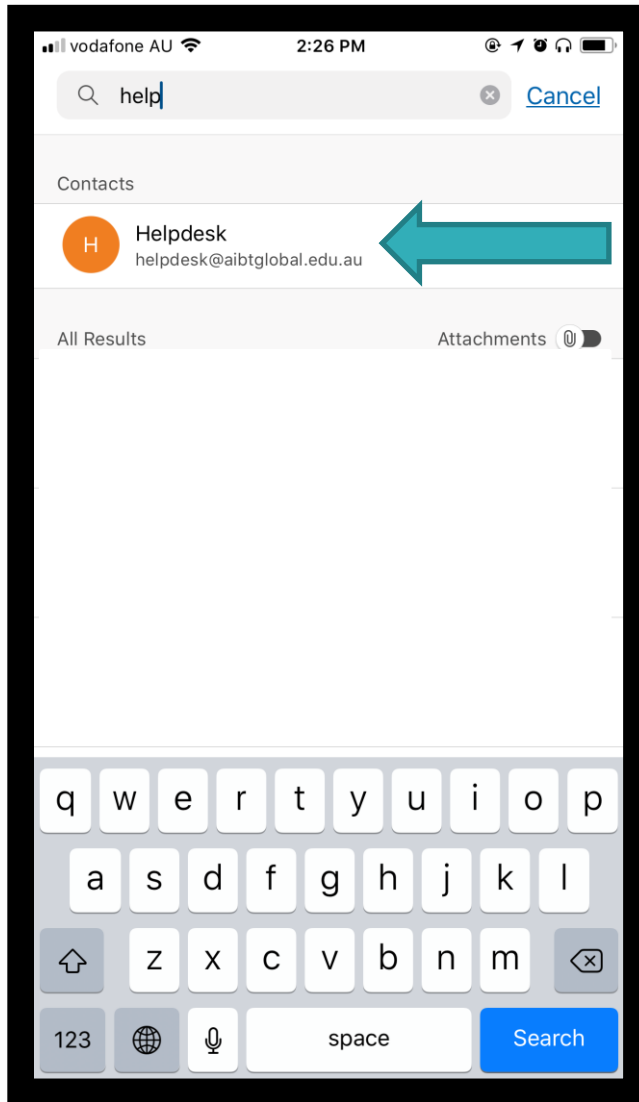
- If you want to email student support type student support and you will see the email address there



## STEP 11

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

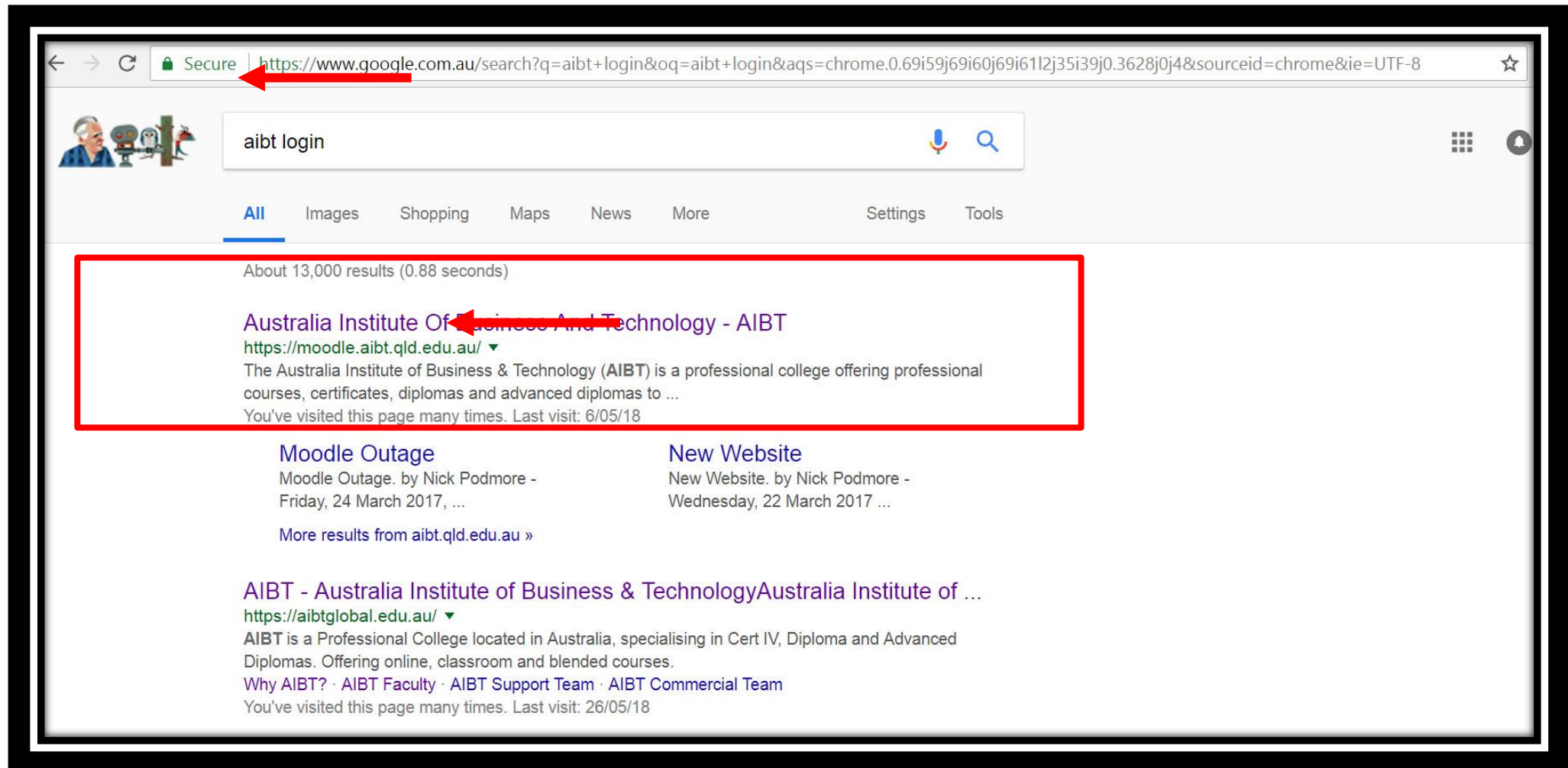
**You can search for Finance email for fees and payments enquiries.**



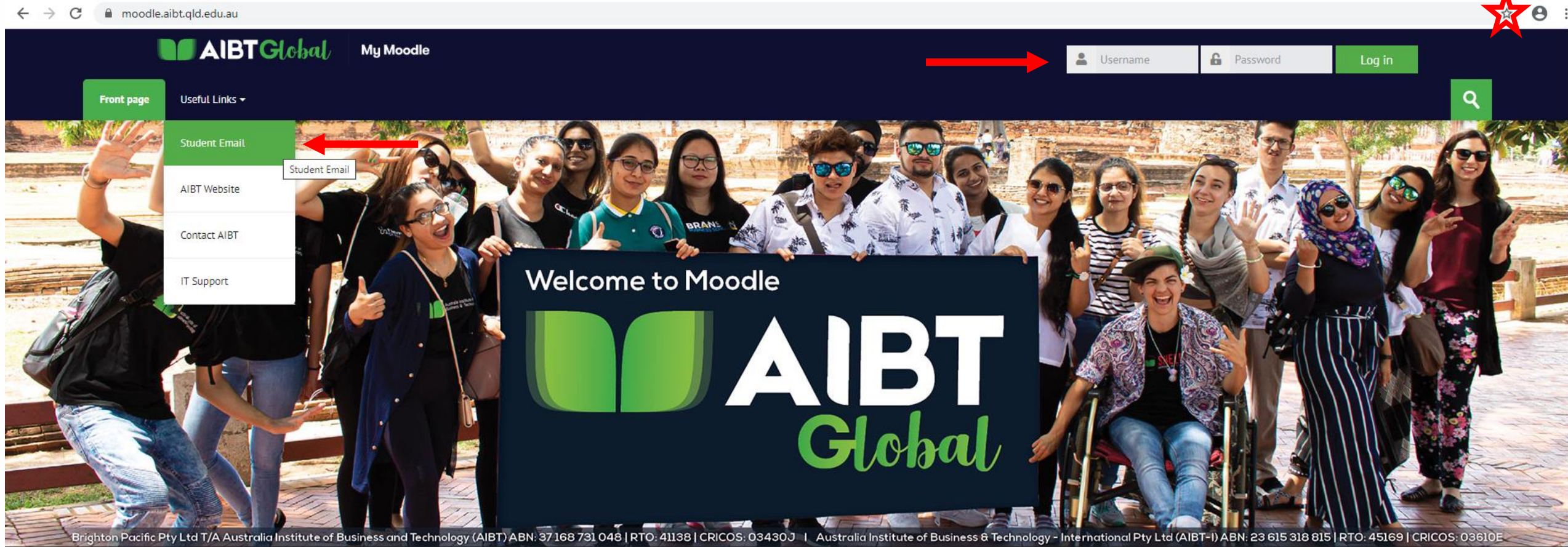


# **LOG IN TO MOODLE AND STUDENT EMAIL BY USING COMPUTER**

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>



Front page Useful Links ▾

Student Email

AIBT Website

Contact AIBT

IT Support

Student Email

Welcome to Moodle

**AIBT**  
Global

Brighton Pacific Pty Ltd T/A Australia Institute of Business and Technology (AIBT) ABN: 37 168 731 048 | RTO: 41138 | CRICOS: 03430J | Australia Institute of Business & Technology - International Pty Ltd (AIBT-I) ABN: 23 615 318 815 | RTO: 45169 | CRICOS: 03610E

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.

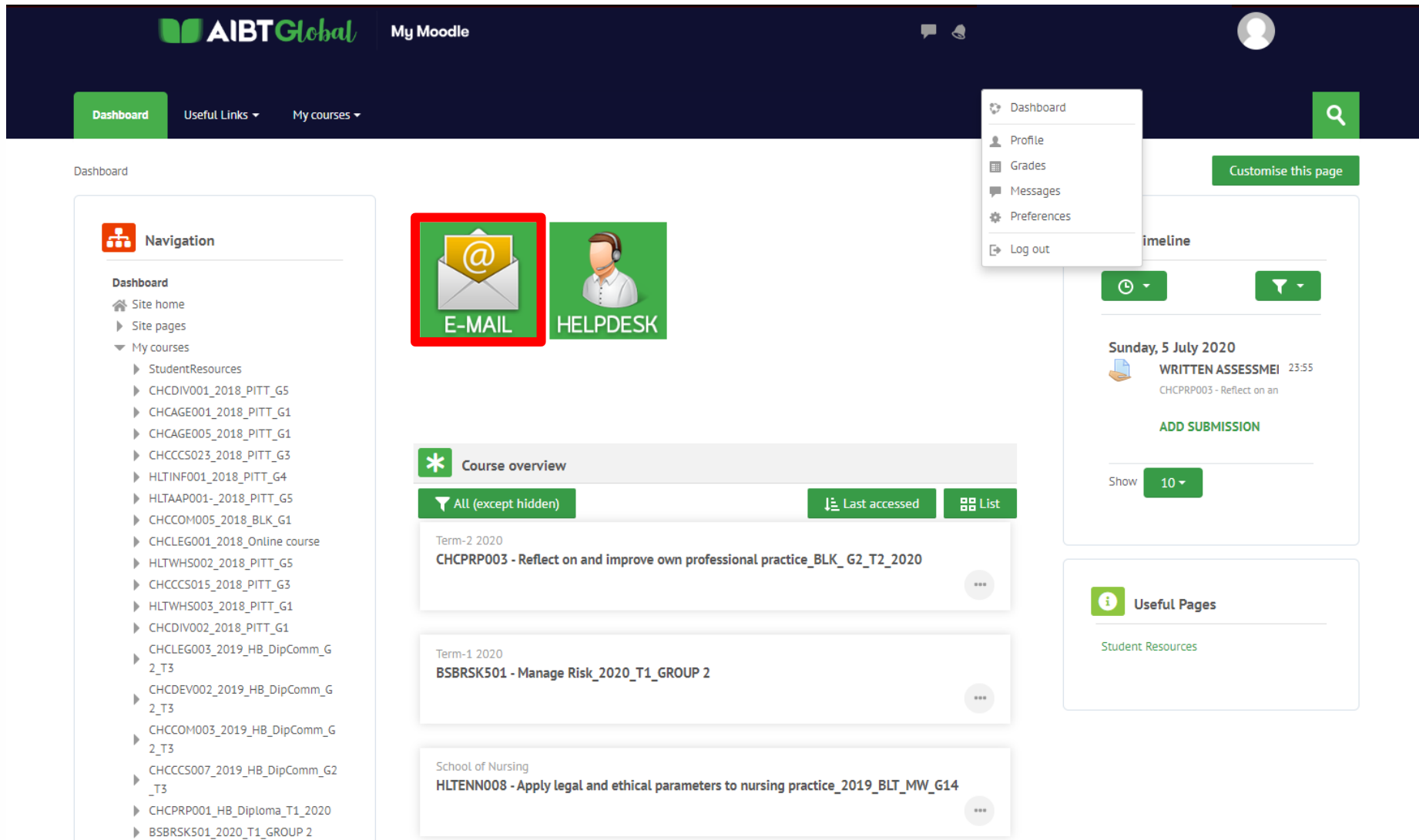
If you experience any difficulties logging in, please contact the AIBT IT Helpdesk via <http://helpdesk.aibt.qld.edu.au>

### Sign in using your AIBT credentials

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

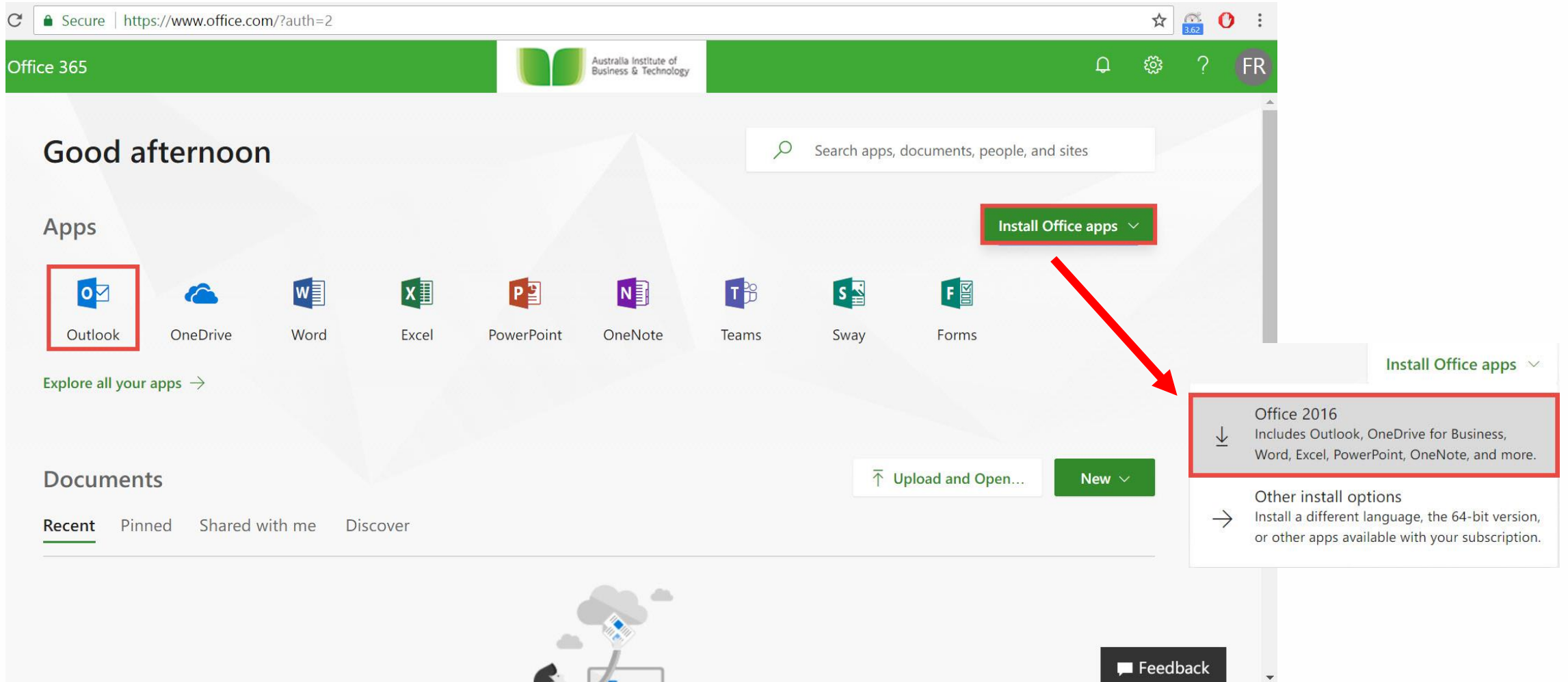
Password: provided by AIBT

# Dashboard page – Email



The screenshot shows the AIBTGlobal Moodle dashboard. The top navigation bar includes the AIBTGlobal logo, 'My Moodle', and a user profile icon. Below the navigation bar, there are tabs for 'Dashboard', 'Useful Links', and 'My courses'. A search bar is located on the right. A dropdown menu is open, showing options: Dashboard, Profile, Grades, Messages, Preferences, and Log out. The main content area is titled 'Dashboard' and features a 'Navigation' sidebar on the left. The sidebar lists 'Dashboard' (Site home, Site pages) and 'My courses' (a list of various course codes and terms). The main content area has two large icons: 'E-MAIL' (highlighted with a red box) and 'HELPDESK'. Below these icons is a 'Course overview' section with a filter 'All (except hidden)' and buttons for 'Last accessed' and 'List'. The course overview lists three courses: 'CHCPRP003 - Reflect on and improve own professional practice\_BLK\_ G2\_T2\_2020' (Term-2 2020), 'BSBR501 - Manage Risk\_2020\_T1\_GROUP 2' (Term-1 2020), and 'HLTEN008 - Apply legal and ethical parameters to nursing practice\_2019\_BLT\_MW\_G14' (School of Nursing). On the right side, there is a 'Customise this page' button and a 'Timeline' section showing a 'WRITTEN ASSESSMEI' event on Sunday, 5 July 2020, with a button to 'ADD SUBMISSION'. Below the timeline is a 'Useful Pages' section with a link to 'Student Resources'.

# Login – Email & Download Office App



Office 365

Good afternoon

Search apps, documents, people, and sites

Install Office apps

Outlook OneDrive Word Excel PowerPoint OneNote Teams Sway Forms

Explore all your apps →

Documents

Recent Pinned Shared with me Discover

Upload and Open... New

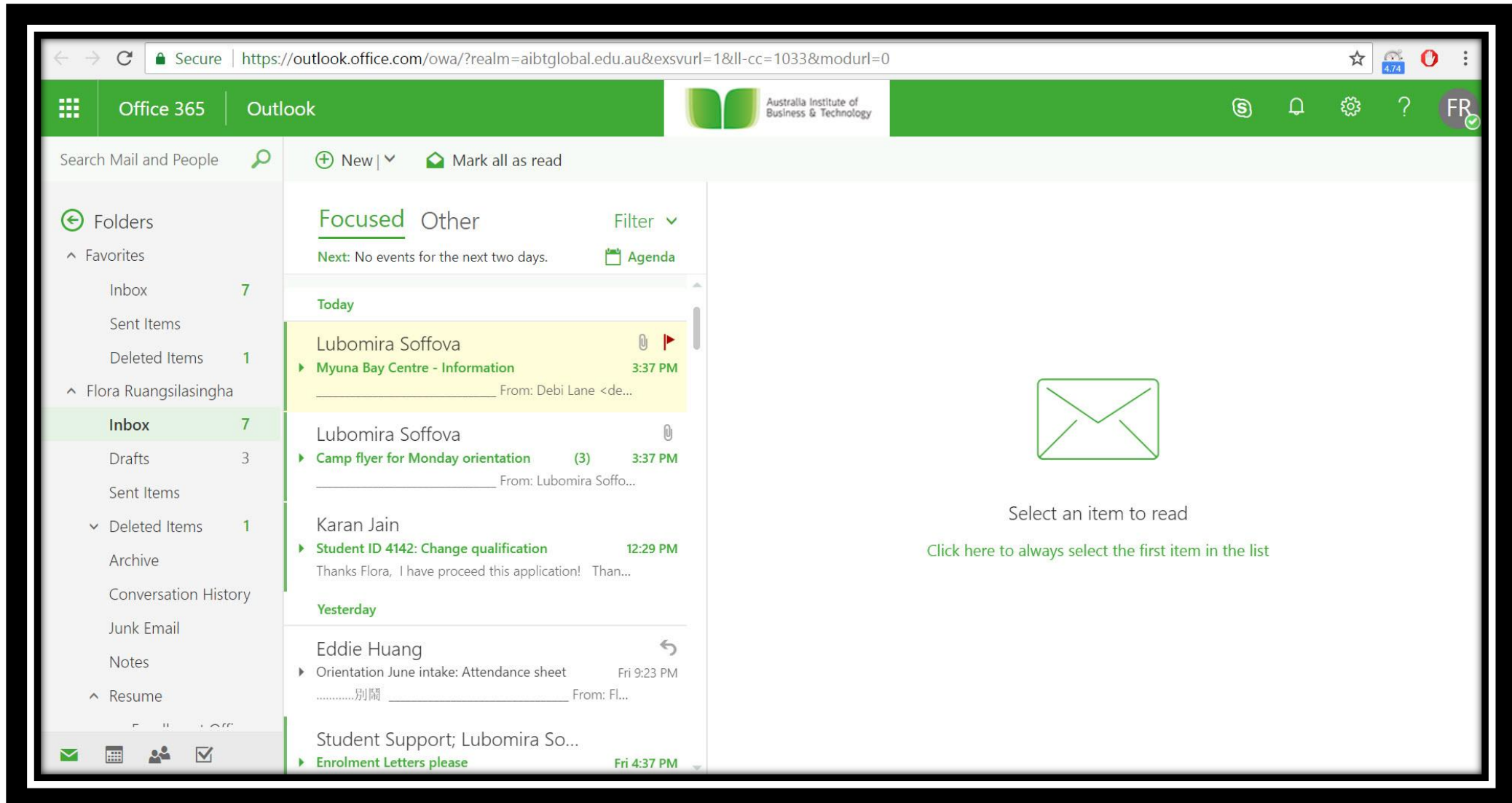
Office 2016  
↓ Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.

Other install options  
→ Install a different language, the 64-bit version, or other apps available with your subscription.

Feedback



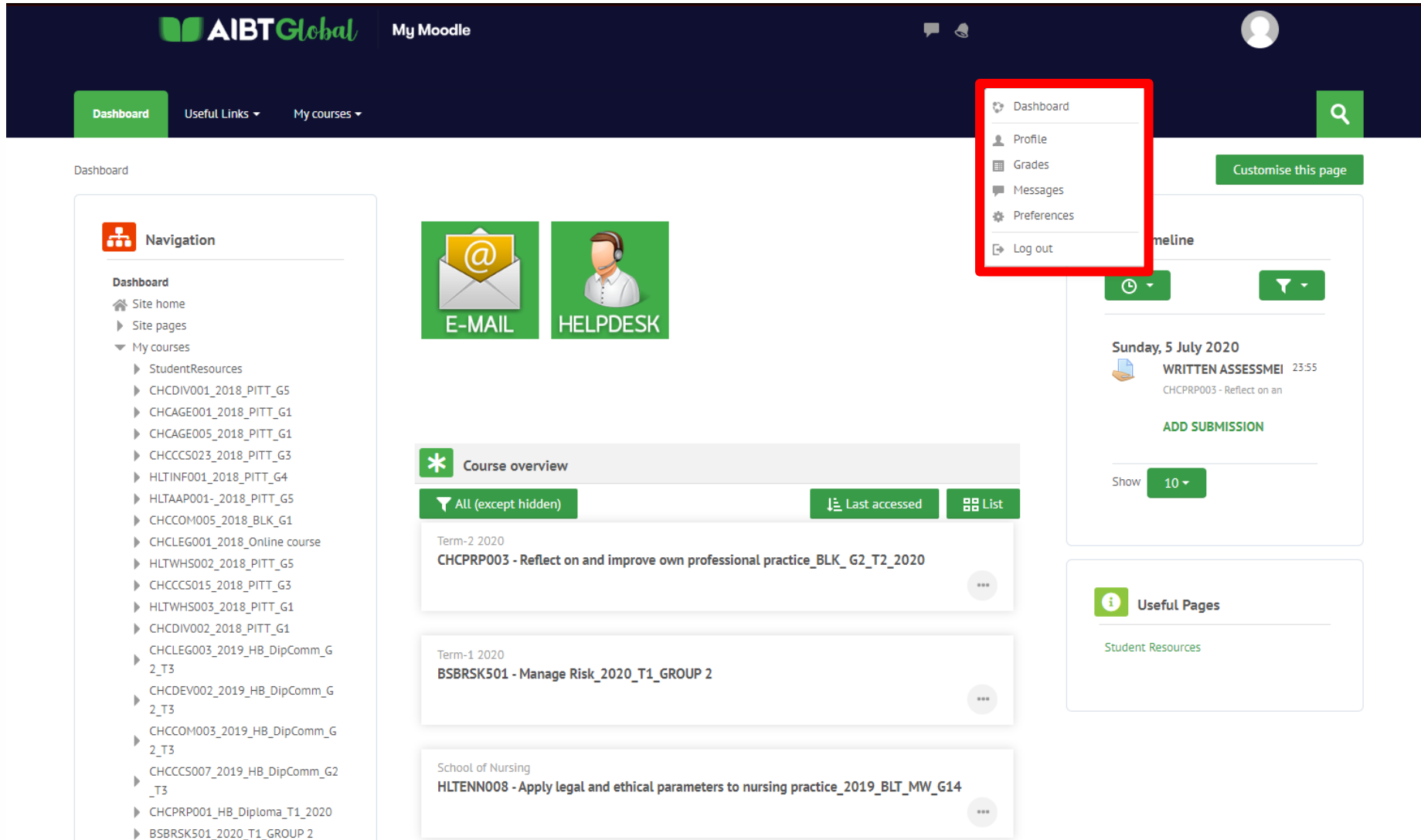
# Login – Email



# COURSE OVERVIEW

## GRADING

# Dashboard page – Course overview



The screenshot displays the AIBTGlobal Moodle dashboard. At the top, the header includes the AIBTGlobal logo, 'My Moodle', and a user profile icon. Below the header, a navigation bar contains 'Dashboard', 'Useful Links', and 'My courses'. A red box highlights a dropdown menu with options: Dashboard, Profile, Grades, Messages, Preferences, and Log out. The main content area is titled 'Dashboard' and features a 'Navigation' sidebar on the left with a list of courses. The central 'Course overview' section shows a list of courses with filters for 'All (except hidden)', 'Last accessed', and 'List'. The right sidebar includes a 'Customise this page' button, a 'Timeline' section for 'Sunday, 5 July 2020' with a 'WRITTEN ASSESSMENT' and 'ADD SUBMISSION' button, and a 'Useful Pages' section with a link to 'Student Resources'.

**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
    - BSBR5K501\_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  
**BSBR5K501 - 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 ASSESSMENT** 23:55  
CHCPRP003 - Reflect on an  
**ADD SUBMISSION**

Show 10

**Useful Pages**  
Student Resources

# Learning resources and assignment submission



The screenshot displays the AIBTGlobal Moodle interface. At the top, the header includes the AIBTGlobal logo, 'My Moodle', and navigation links for 'Dashboard', 'Useful Links', and 'My courses'. A search bar is located on the right. The main content area is divided into three columns. The left column features a 'Navigation' sidebar with a tree view of the site structure, including 'My courses' and 'CHCDIV001\_2018\_PITT\_G5'. The middle column contains sections for 'Announcements', 'Learning Resources' (with a 'Download' link), 'Assessments' (with a 'Download' link), 'Assignment Submission' (with links for 'Learner Activity Submission' and 'Summative Assessment Submission'), 'Feedback Form' (with a 'Course Feedback' link), and 'Lecture Recordings' (showing dates '8 October - 14 October' and '15 October - 21 October'). The right column includes a 'Search forums' section with a search box and 'Go' button, a 'Latest announcements' section stating '(No announcements have been posted yet.)', and an 'Upcoming events' section stating 'There are no upcoming events' with 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

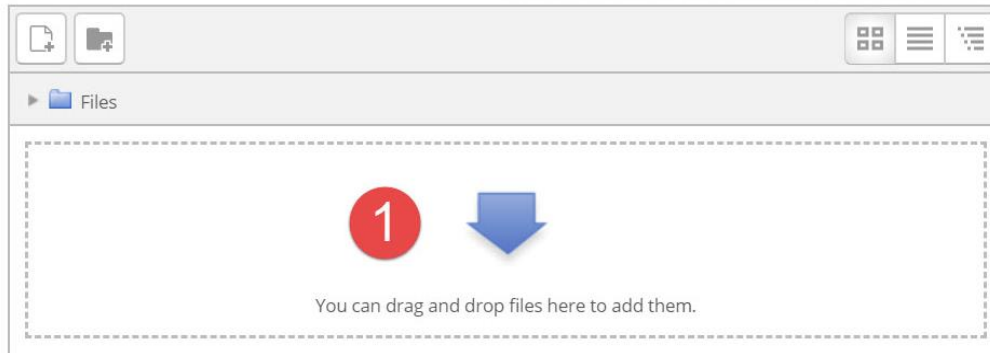
All files uploaded will be submitted to a plagiarism detection service.

Online text



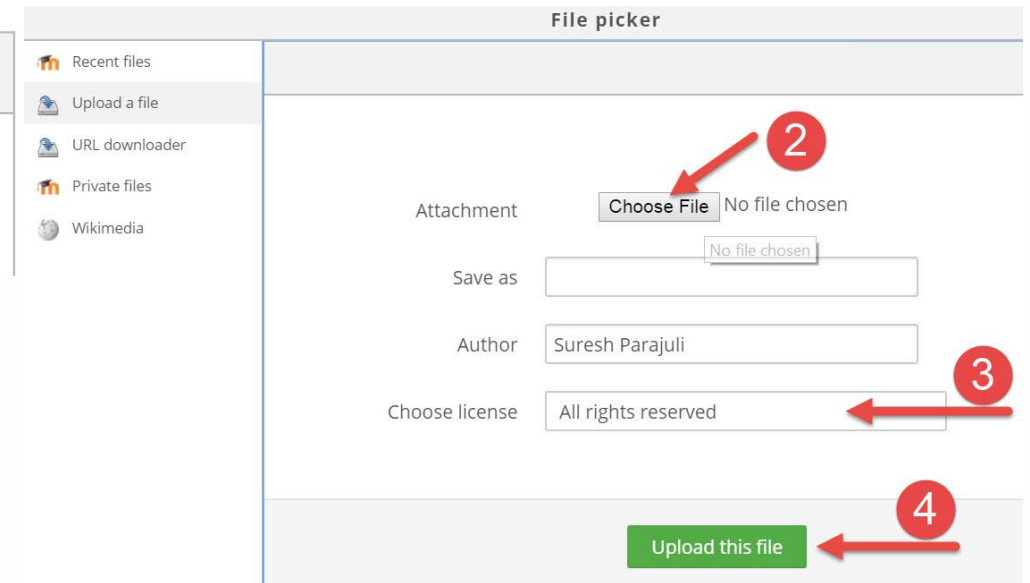
File submissions

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



Save changes

Cancel






# 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	 <a href="#">CHCAGE003 Performance Activity ...</a>	26 May 2020, 6:15 PM
Submission comments	▶ <a href="#">Comments (0)</a>	

# Overview of Courses and Grades



My Moodle

Dashboard Useful Links ▾ My courses ▾

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
CHCDIV001 - Work with diverse people_G6_BLK_T1_2020						
<b>Learner Activity Submission</b>	50.00 %	Satisfactory	Not Satisfactory–Satisfactory	100 %	You have satisfactorily completed this assessment.	50 %
<b>Summative Assessment Submission</b>	50.00 %	Satisfactory	Not Satisfactory–Satisfactory	100 %	Dear student You have satisfactorily completed this assessment.	50 %
<b>Online Learning Assessment Submission</b>	0.00 % ( Empty )	-	Not Satisfactory–Satisfactory	-		0 %
<b>Course total</b> Include empty grades.	-	Not Yet Satisfactory	Not Satisfactory–Satisfactory	50 %		-

# To watch the Student Moodle and Outlook guide videos

Please follow the links :

[How to access Moodle and Outlook ?](#)

Click here 

[Detailed guide for using Moodle as a student](#)

Click here 

**THANK YOU 😊**