

# CPEE LMS STUDENT GUIDE (MOODLE)

The screenshot displays the Moodle LMS interface for the 'Fundamentals of Roads and Pavements' unit. The top navigation bar includes the CPEELMS logo and links to the Student Study Guide, All Units, Course Structures, and Getting Help. A user profile for 'CPEE Administrator' is visible in the top right. The left sidebar contains a navigation menu with categories like Participants, Competencies, Grades, and various folders such as General, Getting Started, Assessment, Additional Unit Resources, Study Material, and specific topics. The main content area features the unit title, unit code (600 / KNE551), and unit chair (Professor Frank Bullen). A detailed description of the unit is provided, followed by links to 'Unit Announcements' and a 'News Forum'. The right sidebar contains sections for 'Assessment Progress' (showing a bar chart and a link to 'Assignment 2 - Data Analysis and Qual marked') and 'Latest Announcements'.

CENTRE FOR PAVEMENT ENGINEERING EDUCATION INC.

## Contents

WELCOME TO YOUR STUDY .....	4
TECHNICAL REQUIREMENTS FOR USING MOODLE.....	5
Security disclaimer .....	5
Accessing the CPEELMS (Moodle).....	5
Desktop .....	5
Mobile .....	5
Mobile browser .....	5
The Moodle Mobile app.....	5
Security disclaimer .....	6
Logging onto the Moodle.....	6
CPEELMS username and password .....	6
Navigating Around CPEELMS (Moodle) .....	7
Home (the front page) .....	7
The Navigation Draw.....	7
The Dashboard .....	7
Unit Navigation .....	8
Your CPEELMS (Moodle) Profile.....	10
View/edit your profile.....	10
Assessments.....	11
Activities.....	11
The Assignment Activity.....	11
Assignment (Submission) types .....	12
Feedback types .....	12
Grading assignments.....	12
Submitting Your Assignments and Receiving Feedback .....	12
Submitting Assignment for Assessment .....	12
Uploading a file .....	13
Drag and drop met .....	14
Viewing and editing your submission .....	15
Editing your Submission.....	15
Formal Submission of your Assignment.....	15
Submission status - post submission .....	17
Viewing your results and feedback.....	17

Forums / Discussion Boards .....	18
The News and Announcements .....	18
The Unit Discussion Forum .....	19
How to add a new discussion to a forum.....	19
Mail now .....	21
Forum Subscription Mode .....	21
Forum etiquette .....	21
Messages.....	21
Sending messages .....	22
Adding and messaging contacts.....	22
Deleting messages .....	23
Receiving messages.....	24
Notifications .....	24
Receiving notifications .....	25
Your Responsibilities .....	26
Study Support .....	26
Getting ready to learn online.....	26
Contact.....	26
Unit Chair Contact Information .....	26
CPEE Higher Education Officer (HEO) .....	26
CPEE Administration .....	26
Student FAQ's .....	27
Access and navigation.....	27
Emails and forums.....	27
Assignments and grades .....	27
Quizzes .....	28
About this Guide .....	29
Moodle Documentation.....	29
Further information .....	29

## WELCOME TO YOUR STUDY

Congratulations on enrolling with CPEE.

The CPEELMS (Moodle) is used by CPEE for teachers and students to communicate, collaborate and complete learning activities all in one place.

To access the CPEELMS and your unit/s please click on the following link

<https://cpeelms.pavementeducation.edu.au/>

This guide is designed to help you get started on Moodle.

## TECHNICAL REQUIREMENTS FOR USING MOODLE

To use our online learning space effectively you will require a computer with an internet connection. Online units may be data heavy so the better your internet connection the easier it will be to access your learning material and interact online.

Use a broadband connection (256 Kbit/sec or faster—for optimal viewing of videos and online presentations) through USB wireless modem, ADSL, T1/T2, fibre optic or cable. For optimal performance, you should use the system components listed here. Other settings may lead to some functionality being lost.

### Security disclaimer

CPEE makes every effort to ensure that its network environment is safe and secure, but takes no responsibility for the configuration or security of privately owned devices. Staff and students of CPEE who use privately owned devices to access the CPEE network do so at their own risk.

## Accessing the CPEELMS (Moodle)

### Desktop

The following desktop operating systems support Moodle:

- Windows 7, Windows 10, Mac OSX Sierra, iPad IOS10

The following browsers are recommended:

- Google Chrome 32 bit version 50 or later
- Safari 10 or later

Set your screen resolution to 1024 x 768 or higher for optimal experience of your online space. The following settings should be enabled:

- Cookies
- Pop-ups (in both Internet browser and security software)
- Javascript
- ActiveX

The following plugin and readers should be used:

- We recommend the latest version of [Adobe Flash Player](#)
- We recommend that you use the latest version of [Adobe Acrobat Reader](#)

All Firewalls should be set to enable file uploads.

### Mobile

#### Mobile browser

You can access Moodle on mobile devices by opening the weblink in your mobile web browser. Please note that the mobile experience may be somewhat restrictive in comparison to the full desktop experience.

#### The Moodle Mobile app

The Moodle Mobile app is available for free from Google Play and the Apple Store.

- [Apple Store - Moodle Mobile app](#)
- [Google Play – Moodle Mobile app](#)

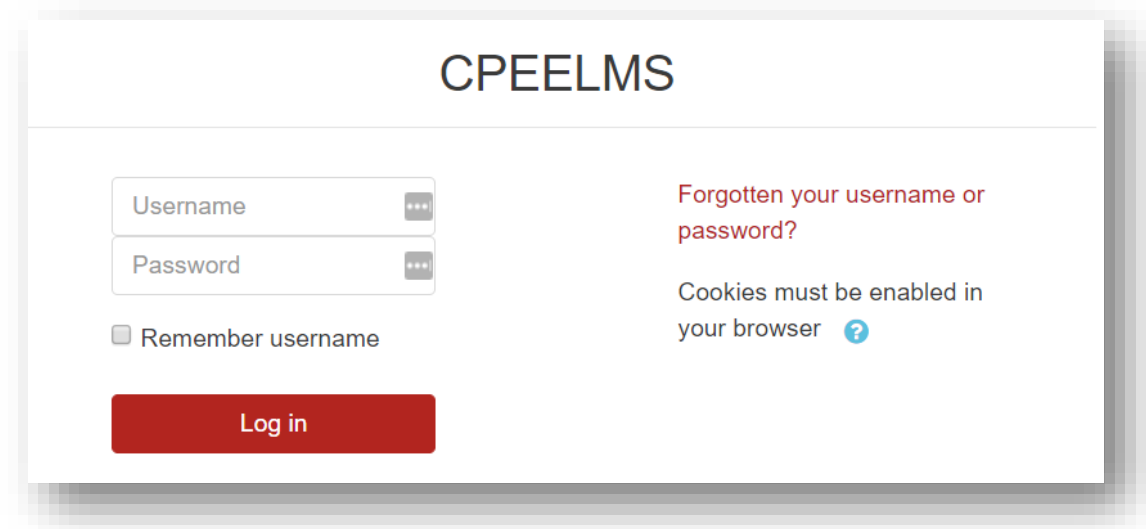
You can also install the app directly from your mobile device by searching for 'Moodle Mobile' with author/owner 'Moodle Pty Ltd'.

For further information relating to Moodle Mobile refer to the moodle.org FAQ  
[https://docs.moodle.org/34/en/Moodle\\_Mobile\\_FAQ](https://docs.moodle.org/34/en/Moodle_Mobile_FAQ)

### Security disclaimer

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### Logging onto the Moodle



To access the CPEELMS and your unit/s please click on the following link:

<https://cpeelms.pavementeducation.edu.au/>

If you do not have current login details please contact CPEE.

### CPEELMS username and password


A username and password are provided for you via email at the beginning of the first semester that you begin your service with CPEE. If you have lost your details please contact CPEE. After you first login you will be prompted to reset your password through the profile section. You can reset your password via the login page of the CPEELMS by clicking on the 'Forgotten your username or password?' link.

## Navigating Around CPEELMS (Moodle)

### Home (the front page)

The front page is the initial page seen by someone after a login. Typically, a student will see the welcome message, enrolled courses along with some blocks of information such as latest announcements or a calendar. In the Navigation bar and Navigation block it is called "Home".

### The Navigation Draw

The CPEELMS has implemented the boost theme for its Moodle which replaces the navigation block used in previous versions of the Moodle with The Navigation Draw. This new navigation tool allows for a cleaner more user-friendly experience that can be hidden and expanded by clicking on the hamburger icon . A notable improvement is the ability to quickly view your grades and navigate to individual unit sections.

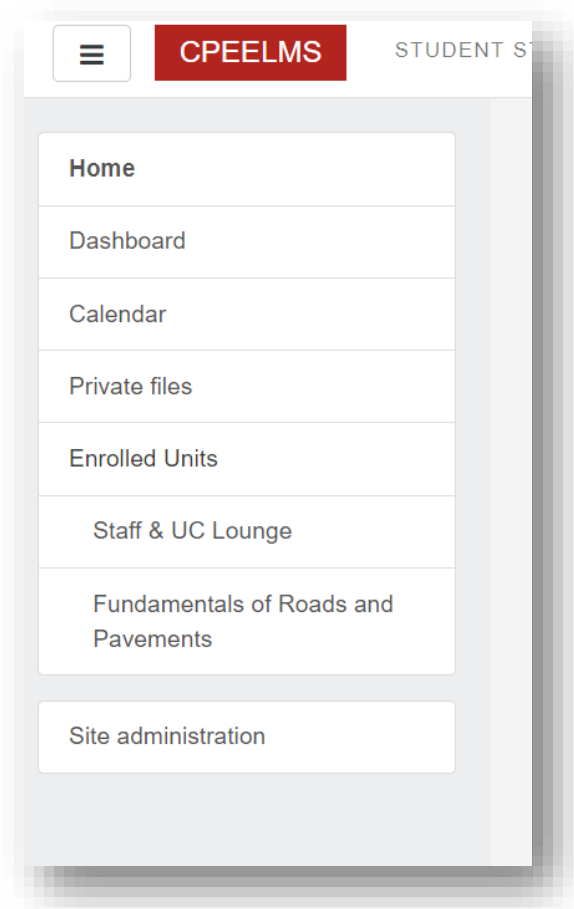


Figure 1 - The Navigation Draw via home

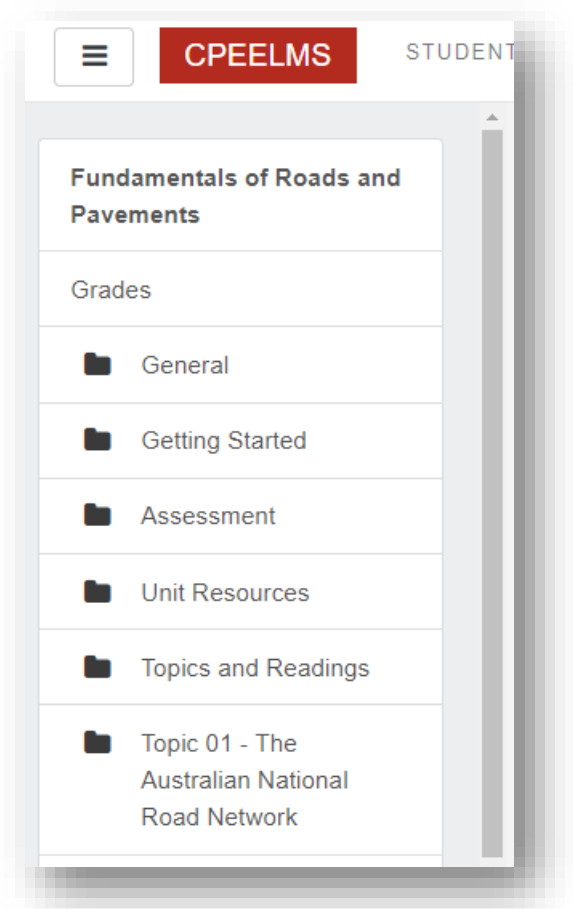


Figure 2 - The Navigation Draw via a unit

### The Dashboard

The Dashboard is a customisable page with details of progress and upcoming deadlines. In the centre is the course overview block which allows students to easily track required activities and filter units.

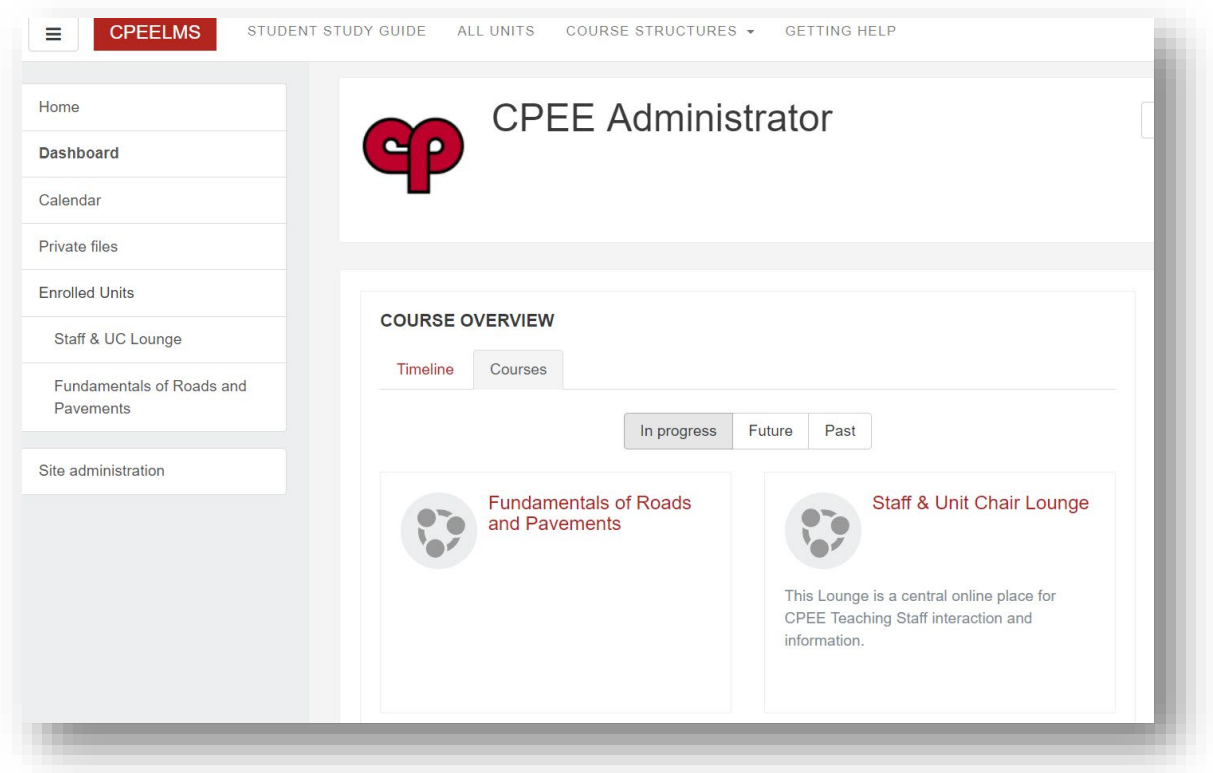


Figure 3 - dashboard displaying the course overview

You can quickly assess the dashboard from the **user menu** on the top right of the screen along with quick access to the grade and messages sections.

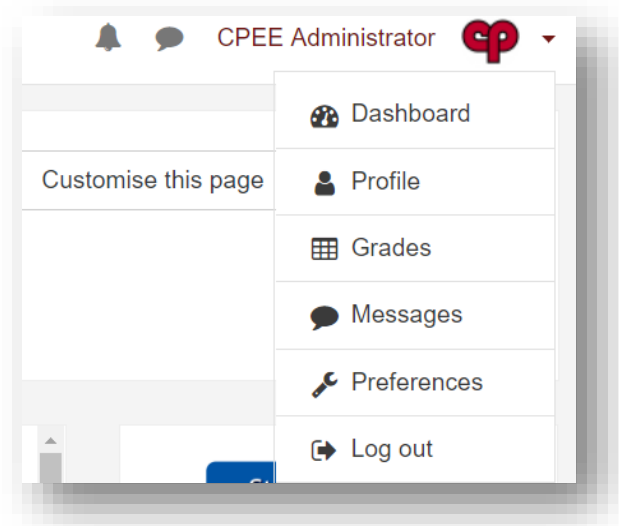


Figure 4 - Dashboard link as displayed in the user menu

## Unit Navigation

Units on the CPEELMS are split into defined sections. These sections can contain text, weblinks, activities such as assignments, resources and attachments. CPEE has a default layout that it uses for its units with defined sections. An indicative example is shown and described below.



*Please note that depending on the unit of study, the layout and sections may differ.*

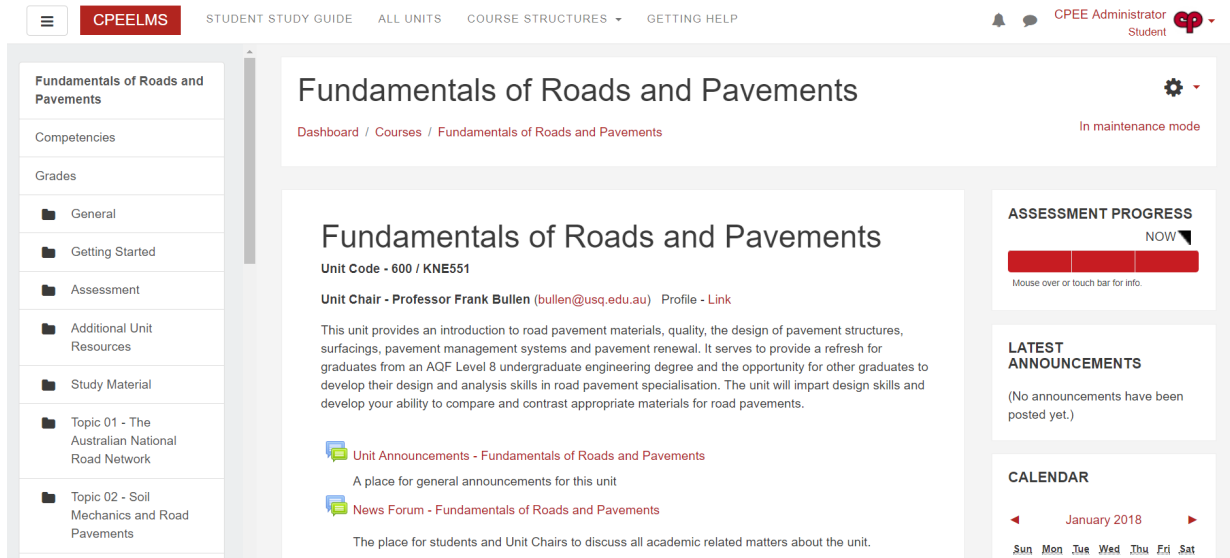


Figure 5 - A unit displayed within the CPEELMS Q: isn't this th old look above?

**Each section/topic can be accessed by clicking on the section name. Only a summary is shown on the unit main page. Again is this our final look?**

### 1. Course Overview

- Unit name and codes
- Link to unit chair and profile
- Unit announcement forum
- Unit discussion forum

### 2. Getting started

- Setting the scene
- CPEELMS guide
- Unit Specification

### 3. Assessment

- Overview of the assessment for the unit and a breakdown of the grading and requirements to achieve a passing mark
- Unit assessment guide (including how to upload an assessment)
- The individual assessment/s for the unit

### 4. Additional Unit resources

- Additional resources not included in the study material but support the learning or completion of assessment items.  
For example, Austroads guides, Technical notes, software etc. This material should be reviewed at the beginning of the semester and when brought to the students attention by the Unit Chair.

### 5. Study Material overview (set)

- Overview of the material and its purpose

- A PDF set of the study material (topics and readings).

#### 6. Study material (individual topics)

- Each topic will be displayed in its own section.
- Each topic section includes an overview of the topic, a downloadable PDF of the topic material and any links or additional readings.
- Unit Chairs may add additional supporting material, references and/or links in these sections throughout the semester.
- Unit chairs may add additional activities to a topic such as a quiz or survey

### Your CPEELMS (Moodle) Profile

Your CPEELMS profile determines what information other users can see about you in a unit. It's also where you choose how you want to receive emails from the CPEELMS, subscribe to forums and edit text. When you're first enrolled on to the CPEELMS, the system creates a personal profile for you.

You can:

1. add a **profile picture** of yourself which will display next to your contributions—for example, to your posts on discussion forums.
2. add your **profile** (academic, professional). To give others a better understanding of you and your background. Ensure this content is suitable for others to view.
3. specify whether the CPEELMS should **display** your email address to others (by default this is set to off).
4. select the method Moodle should use to **notify** you of what's happening in your courses.

### View/edit your profile

To view and or edit (optional) your profile, click on the profile icon from the user menu dropdown on the top right of the screen.

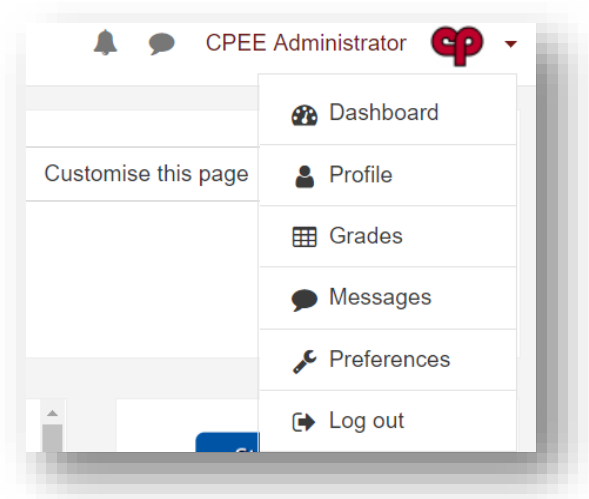


Figure 6 - Profile link as displayed in the user menu



To edit your profile, from the Profile page (home/dashboard/profile) click on the gear icon and then the Edit Profile link

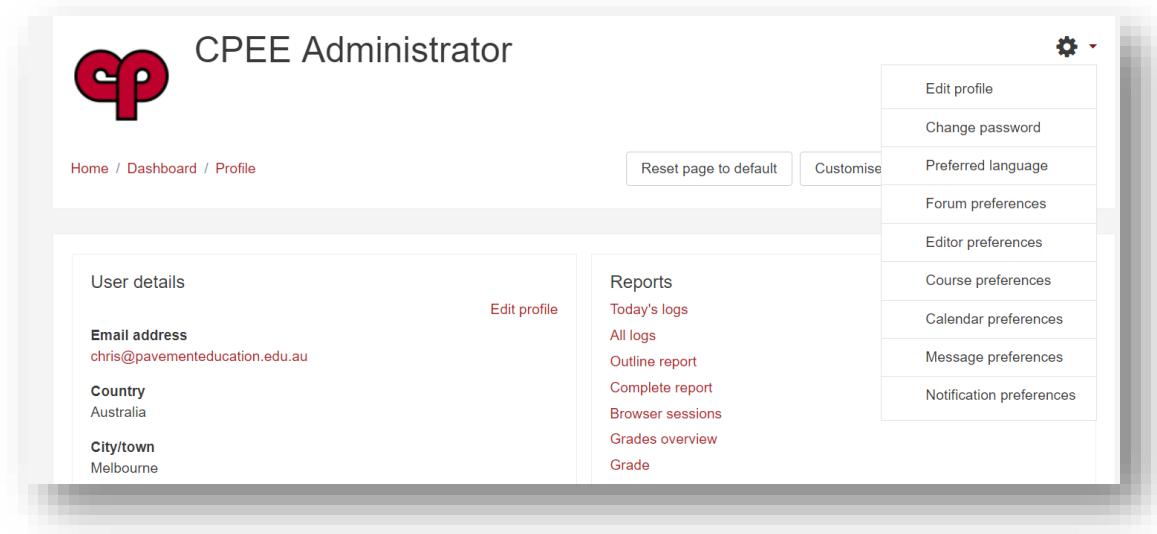


Figure 7 - Profile display with gear settings expanded

The edit profile page allows you to update your profile details including a detailed profile description and a profile picture.

Once you are satisfied with your profile, click update profile at the bottom of the screen to save.

**Note –** All personal information, files and any other types of data submitted or placed on the CPEELMS may be viewed or retained by CPEE as part of data integrity and security control. Data submitted or placed on to the CPEELMS that does not conform to the Student Use of the CPEELMS or the Student Code of Conduct will be removed or deleted.

## Assessments

### Activities

An activity is a general name for a group of features in a Moodle course. Usually an activity is something that a student will do that interacts with other students and or the Unit Chair.

There are different types of activities in a Moodle however in the CPEELMS, primarily the Assignments activity this is the most common used and is the standard assessment tool provided by Unit Chairs to students.

### The Assignment Activity

Assignments allow students to submit work to their teacher for grading. The work may be text typed online or uploaded files of any type specified. The teacher will then grade these submitted submissions and provide feedback and a grade via the assignment activity block. Students may be required to submit as individuals or in groups.

It can also be used to remind students of 'real-world' assignments they need to complete offline and thus not require any digital content.

Assignments have deadlines and cut off dates

#### Assignment (Submission) types

Students can type directly into Moodle, upload files or add media.

**File submissions:** Students can upload files of any type the teacher specifies. The teacher can specify the maximum number of files which may be uploaded and a maximum size for each file.

Students may be able to add a note (comment) to their teacher when they submit their work.

#### Feedback types

Teachers may give feedback in various ways.

Students may upload documents such as .docx, odt and PDF and the teacher can annotate directly on the student's submission.

**Feedback comments:** allows graders to leave comments about the students' submissions as well as grades.

**Feedback files** allows graders to upload files with feedback when marking. These files may be the marked up student assignments, documents with comments, a completed marking guide, or spoken audio feedback.

#### Grading assignments

Assignments will be graded as per the assessment information for each assignment. This can include a percentage mark, a pass/fail or a more complex rubric depending on the unit and assessment provided.

## Submitting Your Assignments and Receiving Feedback

The CPEELMS uses an Assignment Activity for most of the assessment given via the system.

#### Submitting Assignment for Assessment

The following image shows the file upload area in an assignment activity. This section is at the BOTTOM of the assignment page and you may need to scroll down to view it.

Home ► Introduction to Pavements ► Assessment ► Assignment 1 – Stress in Pavements 2

## ASSIGNMENT 1 – STRESS IN PAVEMENTS 2

**Assignment Requirements**



Information regarding the assignment itself and what required is to complete the assignment is contained in the PDF document below.

**Assignment Cover Sheet**

Please ensure that you complete the cover sheet and attach it to the front of your assignment. This word document should also be used to complete your assignment.

**Submission**

Upload your completed assignment as a PDF document using the submission button below.

 Assignment Cover Sheet.doc  
 Introduction\_to\_Pavements\_A\_1\_S116.pdf

### SUBMISSION STATUS

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	<b>Not marked</b>
Due date	Sunday, 20 March 2016, 11:55 PM
Time remaining	31 days 10 hours
Last modified	Thursday, 18 February 2016, 1:32 PM
Submission comments	► <b>Comments (0)</b>

[Add submission](#)

## Uploading a file

### File picker method

1. Select 'Add' by clicking on the '+' file icon or any buttons along the Add bar.
2. A pop up window, shown below, will appear.
3. Select the 'Upload a file' option, then click on 'Choose a file' button.
4. Navigate to where your file is located.
5. You can rename the file..
6. Remember to click the 'Save changes' button.

Home ► Introduction to Pavements ► Assessment ► Assignment 1 – Stress in Pavements 2 ► Edit submission

## ASSIGNMENT 1 – STRESS IN PAVEMENTS 2

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Please ensure that you complete the cover sheet and attach it to the front of your assignment. This word document should also be used to complete your assignment.

**Submission**

Upload your completed assignment as a PDF document using the submission button below.

**File submissions** Maximum size for new files: 5MB, maximum attachments: 1

Files

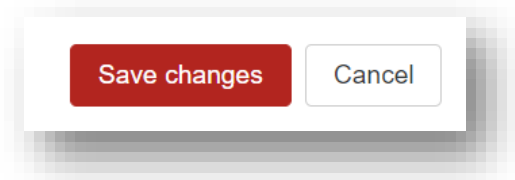
You can drag and drop files here to add them.

[Save changes](#) [Cancel](#)

### *Drag and drop method*

Into the file upload box, surrounded by a dashed line, drag and drop the file you want to attach (i.e. from your computer).

Click the 'Save changes' button.



Your assignment will be uploaded as a “**DRAFT**” at this point.

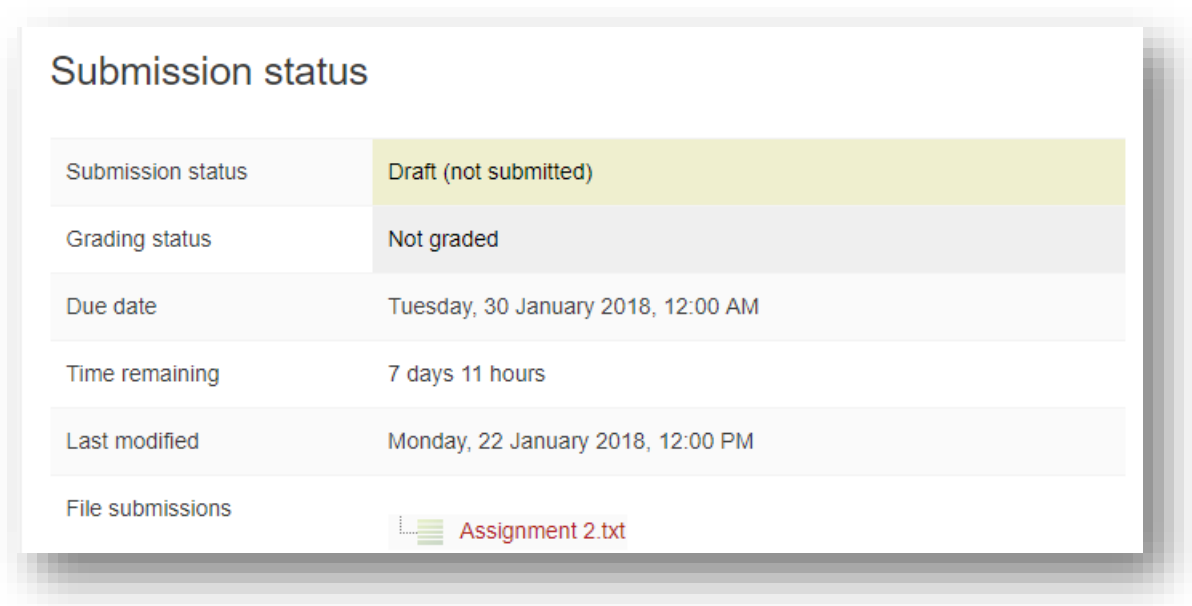


Figure 8 - Assignment in DRAFT submission state

### Viewing and editing your submission

Returning to the assignment page, scroll to the bottom of that page and you will see the submission status of your assessment.

Provided the due date has not passed you can view **and** edit your submission.

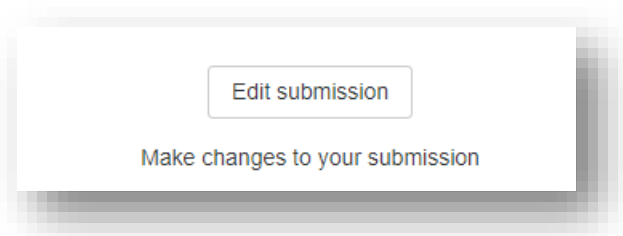


Figure 9 - Edit submission button found under the Submission status section

### Editing your Submission



To edit your submission, click on the edit submission button and repeated the steps above for submitting assessment.

It is advised that you delete any previously submitted versions of your assessment to avoid these being graded in error.

### Formal Submission of your Assignment

Once you are satisfied with your assessment you will be required to formally submit. To do this, return to the assignment page and scroll down to the submission status section. At the bottom of this section click on submit assignment (note – no further alterations to your assessment can be made once formal submission has taken place).

## Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Tuesday, 30 January 2018, 12:00 AM
Time remaining	7 days 11 hours
Last modified	Monday, 22 January 2018, 12:00 PM
File submissions	 Assignment 2.txt
Submission comments	 Comments (0)

Edit submission

Make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

### Acknowledgement and formal submission

You are required to accept the check the acknowledgement box declaration before you can formally submit. **Mark the check box and click on continue to submit.**

☒ This assignment is my own work, except where I have acknowledged the use of the works of other people.

By submitting this assignment for assessment i acknowledge that:  
 This assignment is submitted in accordance with the CPEE Assessment Policy  
[www.pavementeducation.edu.au/study/our-policies](http://www.pavementeducation.edu.au/study/our-policies)

Figure 10 – Submission Acknowledgement check box



Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

Figure 11 - Formal submission final notification

#### Important –

- Assignments in draft status following the passing of the deadline will be assessed as being submitted.
- Any assignment lacking the assignment cover sheet will not be graded until a cover sheet is received and penalties will be applied in line with late assignment submission.

#### Submission status - post submission

The assignment submission status will indicate that your assignment has been submitted for grading


SUBMISSION STATUS	
Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not marked
Due date	Sunday, 20 March 2016, 11:55 PM
Time remaining	31 days 9 hours
Last modified	Thursday, 18 February 2016, 1:59 PM
File submissions	 Picture1.jpg
Submission comments	▶ Comments (0)

Figure 12 - Assessment submission status



You should print a copy of this page for your records.

#### Viewing your results and feedback

Following the completion of the assessment process for the unit assignment CPEE will release your results. To view the assignment grade and feedback return to the unit assignment submission section of the Unit.

The grading status will show as 'Released' and a new 'Feedback' section will be visible below this. If your unit chair has annotated your assignment with feedback, this will also be available here for viewing along with any other feedback files.

**SUBMISSION STATUS**

Attempt number	This is attempt 1.
Submission status	Submitted for grading
	This assignment is not accepting submissions
Grading status	Released
Due date	Sunday, 14 August 2016,
Time remaining	Assignment was submitted
Last modified	Sunday, 14 August 2016,
File submissions	 600-
Submission comments	 Comments (0)

**FEEDBACK**


Grade	16.00 / 20.00
Graded on	Friday,
Graded by	 Frank Bullen
Feedback comments	<p>Reasonable structure and satisfactory referencing.</p> <p>...</p>

Figure 13 - Submission status with feedback and grade

## Forums / Discussion Boards

Each unit has its own dedicated forum/discussion board. This forum is to be used by both staff and students participating in the unit and is a central place for participants to converse about the Unit, its assignments and Topics.

The forum activity allows students and teachers to exchange ideas by posting comments as part of a 'thread'. Files such as images and media maybe included in forum posts.

Forums are the primary communication tool for teachers and students during the semester.

Each unit has 2 default forums.

1. News and Announcements
2. Unit Discussion Forum

### The News and Announcements

- **The News forum in the CPEELMS is for teachers to post announcements. It is NOT a discussion forum for students.**
- It is one way communication > teacher to student. Students cannot post or reply to a post made on this forum.

- All students are subscribed and cannot unsubscribe.

It is used when:

- Notifying the class of important unit dates, any changes to assessment, class wide general feedback, notification to Unit Chair availability.

### *The Unit Discussion Forum*

- **This is an open unit forum.**
- Student can post and reply to all discussions.
- All students are subscribed however they can unsubscribe at any stage.

Should be used when:

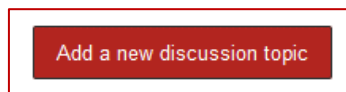
- Asking a question to the Unit Chair
- Engaging with other students and the Unit Chair
- Notifying the class, group or individual students of further opportunities to learn.
- The Unit Chair may ask a question to the class or pose a thought provoking questions to stimulate discussion and learning
- Building the teacher student relationship
- Fostering the class relationship and sharing of ideas

Forum should **not** be used for

- Providing assignment solutions
- Discussions relating to assessment answers
- Personal information
- Private correspondence
- Commenting on any exam paper questions and answers
- Asking what other students received in an assessment item

### How to add a new discussion to a forum

On the forum's home page, click **Add a new discussion topic**.



On the 'Your new discussion' topic page, enter a Subject and Message as text, audio or video. It's good to specify here whether students are to only reply to the topic you've posted or are free to add new discussion topics themselves. Add any necessary links, images or text files.

The default content of **Subject** is usually 'Re: <the name of the 'parent' post>' however this can be changed. Students may be receiving multiple unit forums notifications, so it is good practice to include the short unit name in the subject line.

Limit one topic per forum post so as not to confuse others when replies come in

*Pinned posts*

Teachers may 'pin' certain important discussions to the top of a forum. Any forum discussions which come after that will appear underneath this pinned post. Pay extra attention to these posts as they likely contain important information regarding your unit.

*Sharing images through forums*

When an image is 'attached' as a file to a forum message, it is immediately displayed full size after the message (i.e. no need to click on an attachment). This is an excellent way of sharing images without having to go through the process of uploading them as files and linking them from within web pages.

*Sharing sound and video through forums*

If multimedia filters are enabled, a sound file (mp3) or accepted video file can be attached and it will be embedded into the forum post in an appropriate player.

*Post length*

Extra-long posts cause problems when doing a forum search and can be difficult to read on screen. Rather than creating a very long post, consider copying and pasting the text into a text file and add it as an attachment to your forum post.

*Post editing time limit*

There is a time limit for editing posts, usually 30 minutes so it is a good idea to compose your message in a program such as Word and paste into the forum when you are ready.

The screenshot shows the 'Your new discussion topic' form in Moodle. It includes a 'Subject\*' field, a 'Message\*' text area with a rich text editor toolbar (containing Paragraph, Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Insert image, Insert video, and Attach file), a 'Path: p' field, a 'Discussion subscription' checkbox (checked), a help icon, and a 'Mail now' checkbox. At the bottom are 'Post to forum' and 'Cancel' buttons.

Figure 14 - Posting to a forum

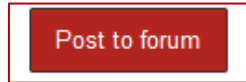
### Mail now

If you tick the Mail now check box, the announcement email will be sent to everyone who is subscribed to the forum, without the usual delay to allow for possible editing of your forum post.

Note - If a student has unsubscribed from a forum they will not receive any notification.

### Post to forum

Click on the 'post to forum' box to post the message.



### Forum Subscription Mode

By default, the unit forums are first set up with all students subscribed by the '**Auto subscription**'. Students can change their subscription status at any time so posting to the forum is not a guarantee that all students will receive the information.

*Student cannot unsubscribe from the '**News and Announcement**' forum. A message posted to this forum will be sent to all students.*

### Forum etiquette

- Read the forums rules and guidelines before posting for the first time.
- Be civil. Personal differences should be handled through email or phone and not through posts displayed to everyone.
- Stay on topic.
- Do not submit a post that requires readers to download a large attachment. Either explain the attachment or, better yet, provide a link to the information.
- In order to be understood by most people, use correct spelling, grammar and suitable language. Act in a give and take manner; help others as often as or more than you ask for help.
- Do not use all caps or SHOUT in your posts. In addition, one exclamation point is enough.
- If it is a new topic then start a new thread.
- Be aware that posts may be read by people from a variety of backgrounds and ages so be thoughtful with your choice of wording.
- Do not post any information that you want private. Posts should not contain personal, identifiable information or content embarrassing to others.
- Do not post content that violates a copyright.
- Be aware many people are new to using forums and need support and encouragement.

### Messages

The following extract from [moodle.org/documents/](https://moodle.org/documents/) outlines the Messaging functionality of the CPEELMS.

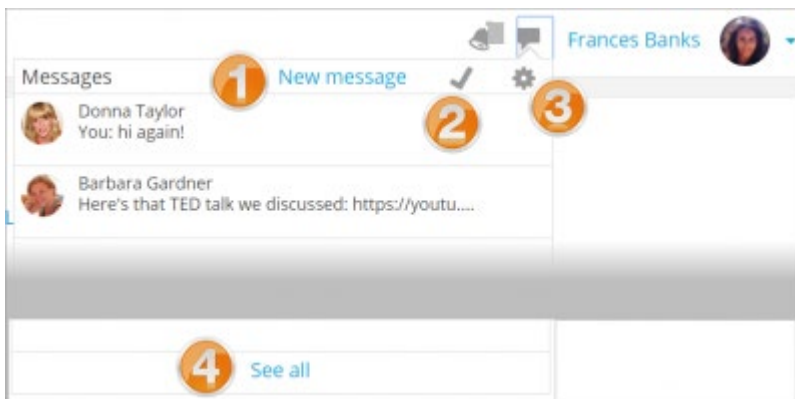
Teachers, students and other users may send and receive private messages via Moodle. This is in addition to receiving notifications about assignments, forum discussions etc.

New messages are highlighted with a number in the messaging menu at the top of the screen:



*Note that the number reflects the number of people who have sent new messages, and not the actual number of new messages.*

Clicking there displays the new messages, along with the option to send a new message (1 below), to mark all as read (2), to go to their preferences page (3) to change how messages are received, and (4) to view all messages.



### Sending messages

Messages may be sent from a number of locations:

1. by clicking 'New Message' from the Message menu as in the screenshot above and then searching for a user or course
2. by clicking the Messages link in the user menu;
3. by clicking on a user's name or picture in a course, for example from the Participants link or in a forum thread;
4. from the [Messages block](#) if available.

When sending messages, the size of the message box will increase as the message lengthens. Note that to start a new line, you can press Enter. (Pressing Enter alone will not send a message.)

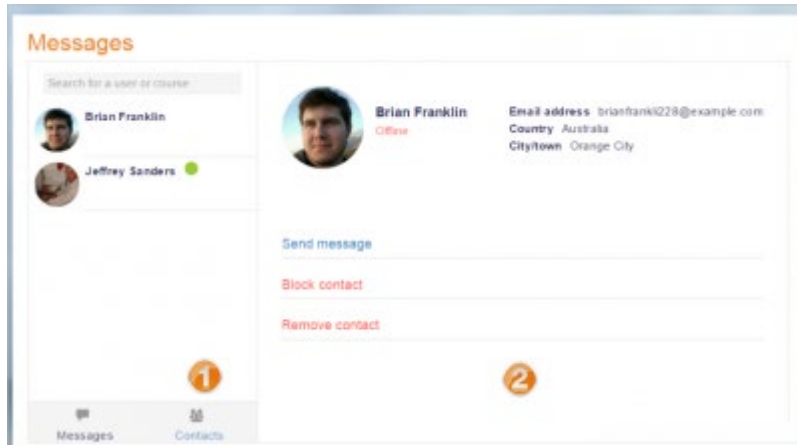
### Adding and messaging contacts

To add a contact, click their name or picture as in the section Sending messages above:



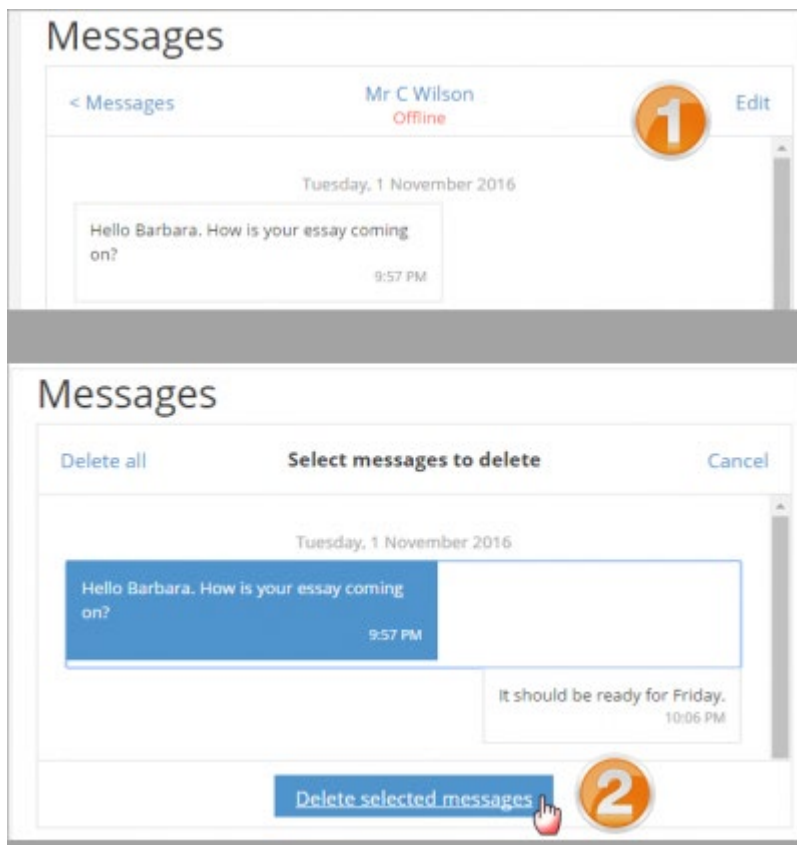
1. Click the + sign to add them to your contacts.
2. Click the Message icon to message them directly.

Contacts may be accessed from the Contacts link and then either messaged, blocked or removed.



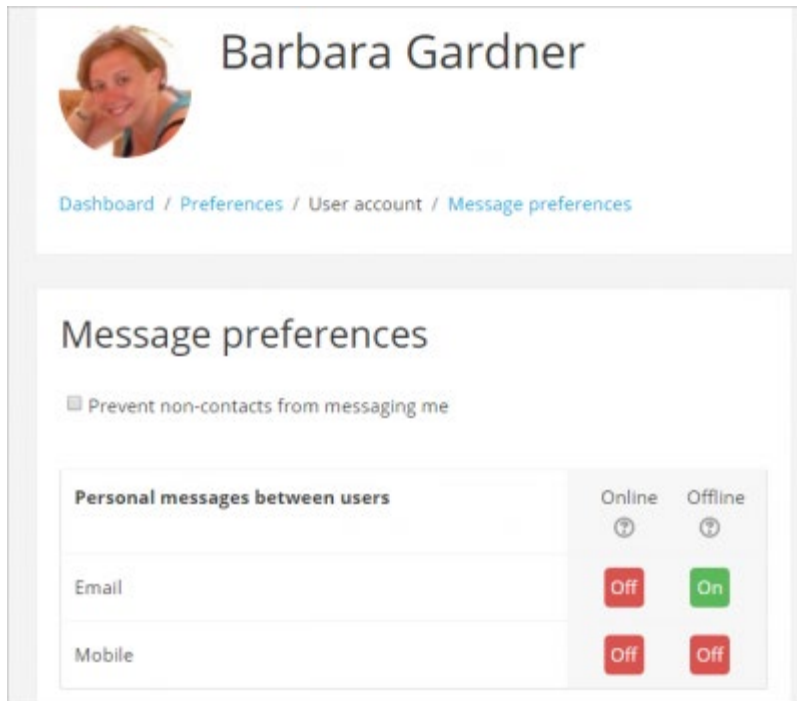
### Deleting messages

- Messages may be deleted by clicking the Edit link (1 below), selecting a message or messages to delete and then clicking the Delete button under the messages (2).
- Note that messages are only deleted for that particular user, not others involved in the conversation.



## Receiving messages

- Along with a visible alert to new messages in the messaging menu, users can configure how they are notified of new messages from their message preferences page accessed from the user menu or the gear icon in the messages menu.
- If the site is set up with the mobile app, they can enable new message alerts to be sent to their mobile:



## Notifications

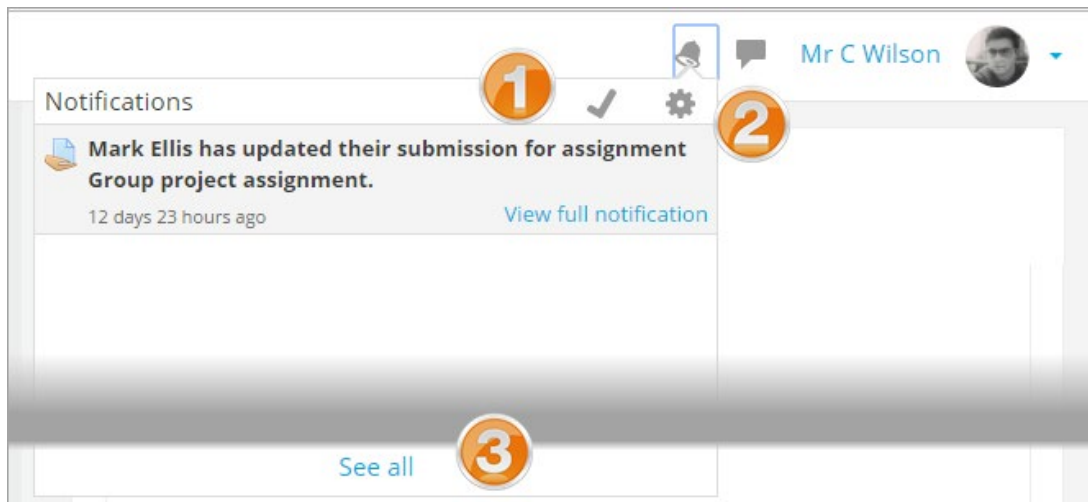
The following extract from [moodle.org/documents](https://moodle.org/documents) outlines the Notifications functionality of the CPEELMS.

- Notifications alert teachers, students and other users about events in Moodle such as new forum posts, assignment grading.
- New notifications are highlighted with a number in the notifications menu at the top of the screen:



Clicking there displays any new notifications, along with the option to mark all as read (1 below), to go to the notifications preferences page (2) to change how notifications are received, and (3) to view all notifications.

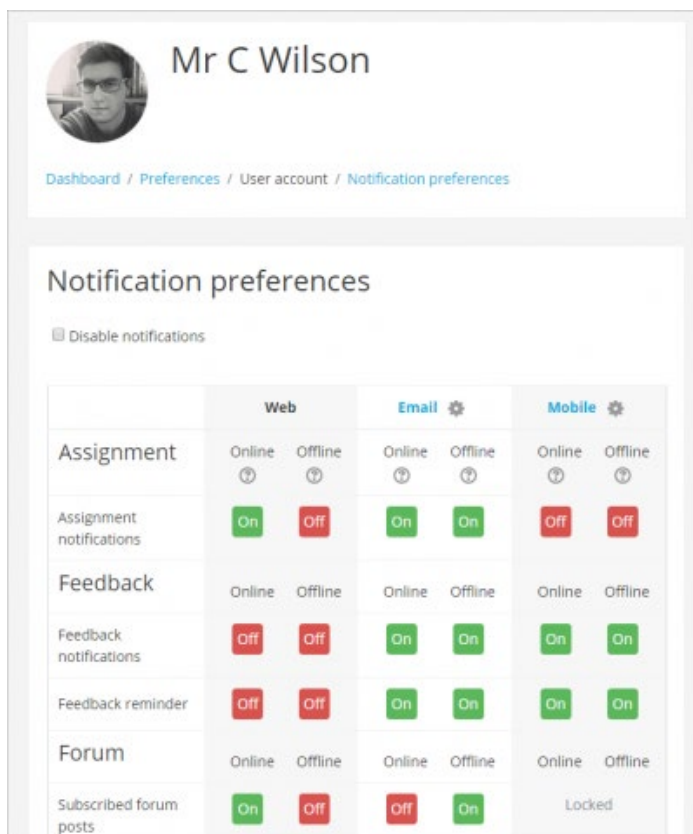




Clicking 'View full notification' displays the notification in a full list, whereas clicking the main body of the notification will take you to the location in Moodle that the event happened, as in this example, to the assignment grading screen.

### Receiving notifications

- Along with a visible alert to new events in the notifications menu, users can configure how they are notified of new events from their notification preferences page accessed from the user menu or from the gear icon in the notifications menu.
- Notifications may be sent via the web (when logged in to Moodle), email and mobile
- Web offline options are for setting whether a user is notified when they next log in to Moodle.



## Your Responsibilities

When you are enrolled you agreed 'to abide by CPEE policies, instructions and rules' and you confirmed the accuracy of the information that you supplied. As a student of CPEE you have a right to study, learn and develop your skills in a safe, healthy and supportive educational and social environment.

As a student, you also have certain responsibilities to your fellow students and teachers. These include:

- treat other students and CPEE staff with respect, fairness and courtesy
- not engaging in plagiarism, collusion or cheating in any assessment event or examination
- submitting all assessment tasks by the due date or ask for an extension of time if there are exceptional circumstances
- not behaving in a way that could offend, embarrass or threaten others
- using facilities in a responsible, ethical and lawful manner

## Study Support

### Getting ready to learn online

We understand that studying online can be difficult. For that reason, we have a number of ways to support you. In all cases, the best person to help you with your Unit is your Unit Chair. For more general assistance such as study skills, assignment skills and personal support please contact the CPEE office.

## Contact

### Unit Chair Contact Information

Unit Chair Contact Information is provided for each unit you are studying. In addition to the message board (forum) and messaging system within the CPEELMS, alternative contact for your teacher email and/or phone details are often supplied. Please be understanding of any time differences or availability between yourself and your unit chair. Do not expect to receive an answer to your questions on the weekend or public holidays.

### CPEE Higher Education Officer (HEO)

To contact the HEO:

[heo@pavementeducation.edu.au](mailto:heo@pavementeducation.edu.au)

+61 398905155

### CPEE Administration

To contact CPEE administration:

[students@pavementeducation.edu.au](mailto:students@pavementeducation.edu.au)

+61 398905155

## Student FAQ's

The following is provided to assist in some of the general queries that a student may ask during their studies. All administrative queries are best directed to CPEE.

### Access and navigation

#### *Why can't I log in?*

There could be many reasons but the most probable is you have simply forgotten your password, are trying the wrong one or are entering it incorrectly. Some other things to think about include:

- Does your username or password contain a mixture of upper and lower case letters? It should be entered exactly.
- Are cookies enabled on your browser? (they should be)

#### *Why can't I find my profile or navigation?*

In Moodle it is possible to 'dock your blocks'; this moves them from your main screen and locks them in the top left hand corner of your screen. You can undock them if you prefer by clicking the arrow to bring them into the main section of your screen.

### Emails and forums

#### *Why am I not getting any emails and others are?*

Chances are your email address in your profile is either wrong or disabled. It could also be that you are not subscribed to the forums that are generating emails.

#### *How can I stop all of these emails?*

Emails are an essential part of the way Moodle works. They are used to keep you up to date with what is going on. If you wish to reduce the amount of emails you get you could:

1. Edit your profile and change your email settings to digest
2. Unsubscribe from non-essential forums (although they are there for a reason!)
3. Disable your email address in your profile although this is not recommended and may go against in-house rules.

### Assignments and grades

#### *Why is there no upload box?*

This is either because:

- The assignment has now closed
- The assignment is not yet open
- You already uploaded something and the settings prevent resubmissions

In all cases contact CPEE for assistance. They are able to make arrangements to allow you to complete your required study.

#### *How can I see my recent assignment feedback?*

There are many ways you can access your feedback. The most common method is by simply going to the same place where you uploaded the work. Another common method is to follow the link in the recent activity block (if the Unit Chair has included it on the course). Another method would be to access the grade book and then follow the link for the required assignment. Depending upon how the assignment was set up, you may receive an email when it has been marked with a direct link to the feedback.

### *Why is my course average so low?*

Don't panic! The Moodle gradebook takes into account unmarked and unsubmitted work. In other words, you start with zero and as you progress through the course and complete graded activities the percentage will steadily rise

## Quizzes

### *Why can't I access the quiz?*

This is either because:

- The quiz is now closed
- The quiz is not yet open
- You have already used all your allowed attempts (in most cases 2).

In all cases contact your teacher for assistance. They can make arrangements to allow you to complete your required study.

### *Which button do I press when I have finished a quiz?*

Once you complete the quiz you will be required to 'submit all and finish'

You can then use the navigation bar to navigate back to the front page of your unit/ topic and continue with your studies. There is additionally a button in the middle at the bottom of the page that will take you to the front page of your unit/topic.

### *Why am I getting zero grade on my quiz?*

You might have exceeded the quiz time limit. It is also possible that when you have an intermittent internet connection that you will lose service and use up one of your attempts. For this reason it is important that when completing a quiz that you are on a stable, reliable internet connection.

## About this Guide

We hope that this guide to the CPEE implementation of its Moodle (CPEELMS) is helpful and provided you with an understanding of the key elements in delivering your studies online.

## Moodle Documentation

Full documentation relating to Moodle can be viewed at <https://docs.moodle.org>

CPEE has implemented a 'vanilla' implementation of Moodle which means that the majority of information found via the above link and in Moodle training videos, webinars, and presentation can be directly applied.

It is not the intention of this document to be an exhaustive resource for Moodle.

## Further information

If you have any queries regarding any of the content contained within this guide please contact the CPEE Operations Manager at CPEE [contactus@pavementeducation.edu.au](mailto:contactus@pavementeducation.edu.au)

