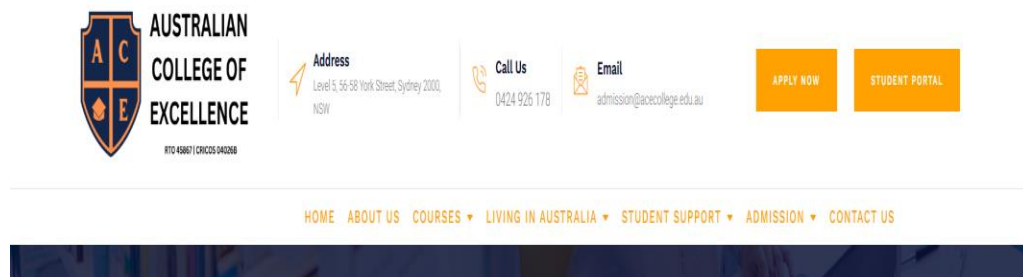


# Moodle Usage Manual (E-Learning System)

## 1-Use the Moodle Link from our College website

[Log in to the site | Australia College Of Excellence \(acecollege.edu.au\)](http://acecollege.edu.au) Website

Click on the Student Portal



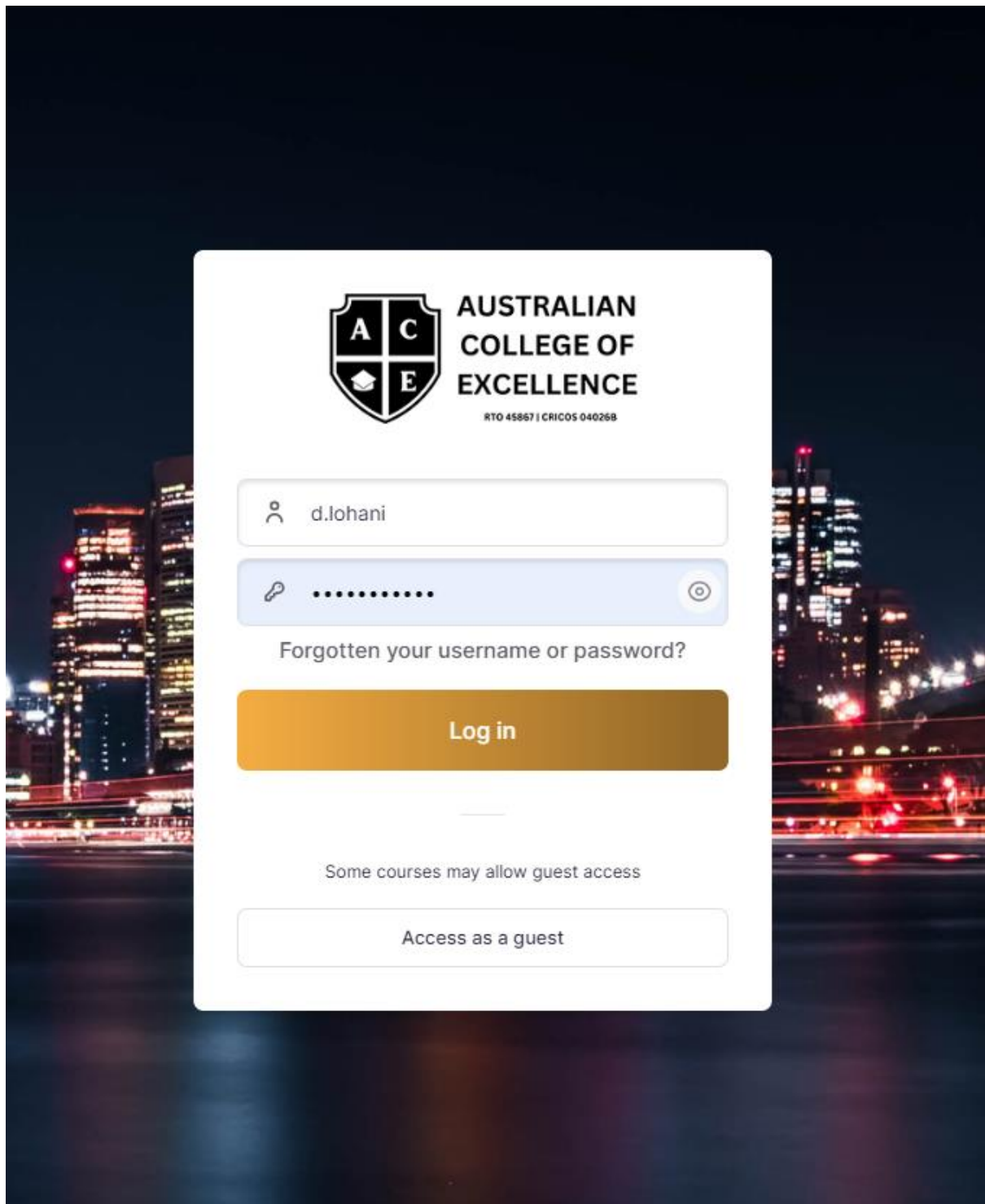
## 2- Login details for Diploma of Business Students

**Username:**

Username: Ace Student ID ----- Example----- ace12322

Password: Ace @(Date of birth) in this following format (d-m-y) preceded by @ ---  
**(Example) ( Ace@1201991)**- A is uppercase

- If you are not able to log in or you forget the password, please email [it.support@acecollege.edu.au](mailto:it.support@acecollege.edu.au) and our IT team will help you out.



### 3- Course and Units name



The screenshot shows a Moodle course page with two main course categories displayed as cards: "Business Management" with a teal circular pattern and "English Courses" with a blue diamond pattern. Below these, a "Courses" section lists the same two categories in a table-like format. Each entry includes a document icon, a count (2 for Business Management, 1 for English Courses), and a "View more" button.

## 4- select your course units

The screenshot shows a Moodle course page for "Business Management". At the top, there is a breadcrumb trail: "Dashboard - Courses - Business Management". Below this is a "Category" dropdown menu set to "Business Management" and a search bar. The main content area is titled "Business Management" and contains a paragraph explaining that business management involves the supervision, organisation and coordination of business resources and operations to achieve specific objectives. Below the text, there are two course unit cards: "Advanced Diploma Of Business" (2 units) and "Diploma Of Business" (4 units), each with a "View all courses" button. At the bottom, there is contact information for the Australian College of Excellence, including a phone number and email address, and a Facebook icon.

**5 go to your learner Section and Download the resources as directed by your trainer.**



Announcements

Navigation bar with icons and labels:

- Learner Section
- Trainer Section
- Mapping (Optional)
- Discussion Forum
- Attendance (with user profile image)

## 6- Assignment/ Test Submission

**Learner Section**

- FOLDER: Students Resources
- ASSIGNMENT: Weekly Test Unit 1-2
- ASSIGNMENT: Weekly Test Unit 3-4
- ASSIGNMENT: Weekly Test Unit 5-6

## 7-Upload and add your submission

**Weekly Test Files (Part A and Part B):**

Test Part A

Test Part B

Add submission

### Submission status

Attempt number	This is attempt 1.
Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	11 days 13 hours remaining
Last modified	-

Save changes and ensure that you submit your assignment for grading, not as a draft



**Weekly Test Files (Part A and Part B):**

[Test Part A](#)

[Test Part B](#)

**Submission status**

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Time remaining	11 days 13 hours remaining

**8-Confirm your submission by moving the cursor to the right and ensure that you have submitted your assignment for grading, not as a draft.**



**Weekly Test Files (Part A and Part B):**

[Test Part A](#)

[Test Part B](#)

**Confirm submission**

This submission is my own work, except where I have acknowledged the use of the works of other people. \*

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

\* Required