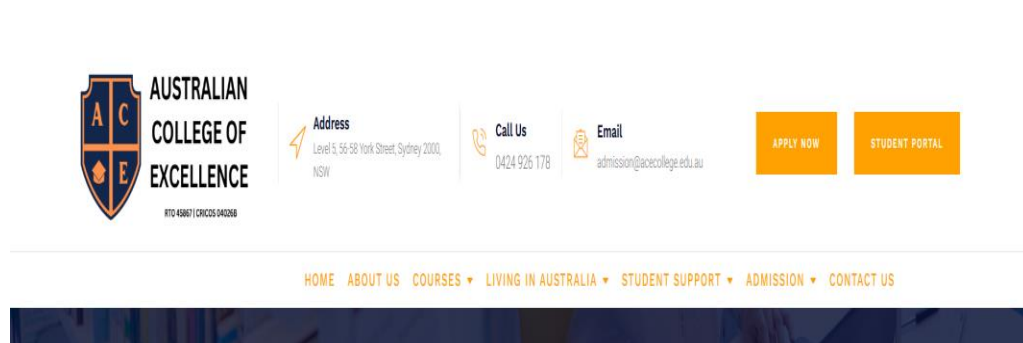


# Moodle Usage Manual (E-Learning System)

## 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 English Courses Students

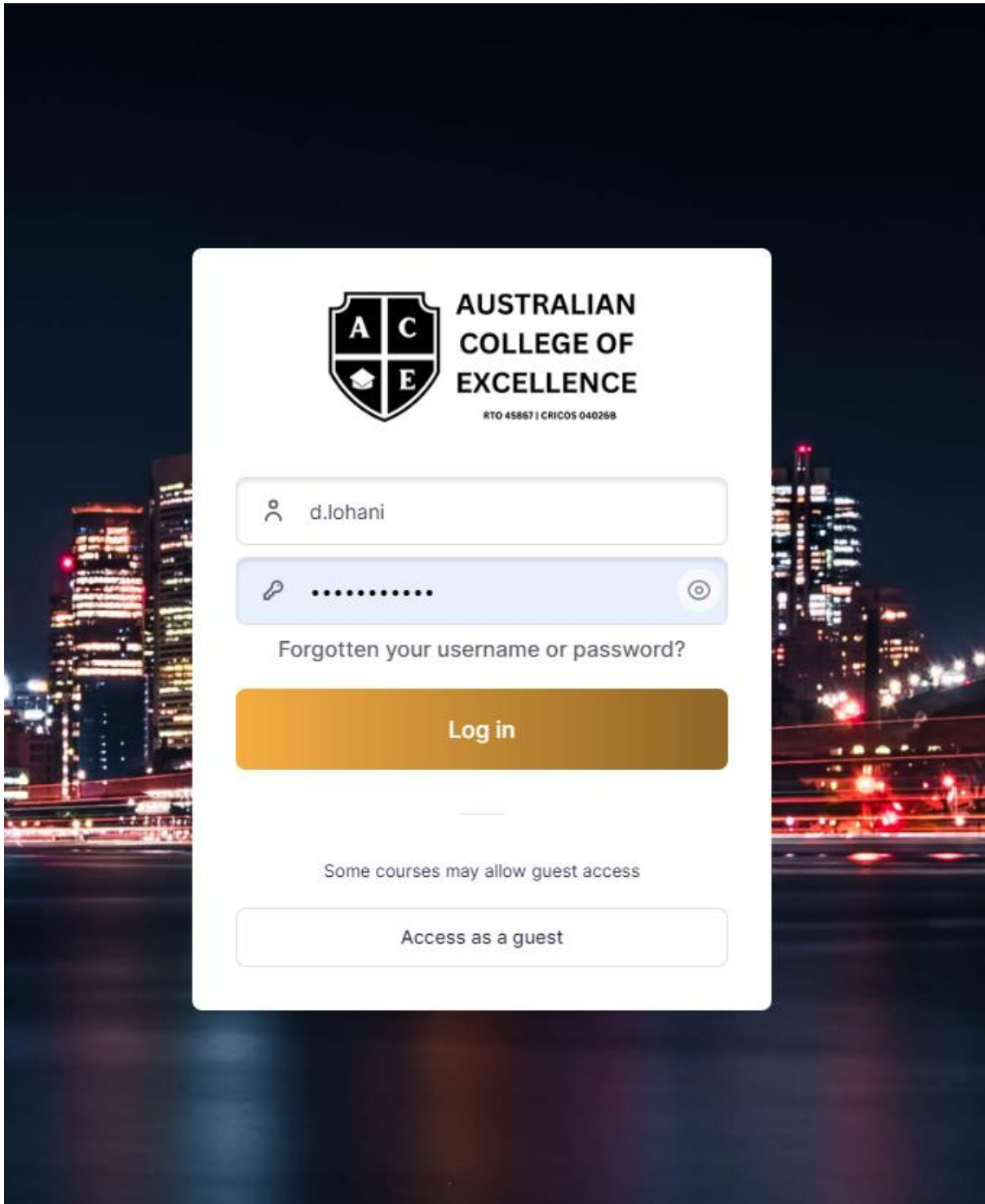
**Username:**

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

**Password: Ace@2000.**

It is recommended to change your password once you login for your details security

- 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



Business Management

English Courses

**Courses**

Business Management 2 View more

English Courses 1 View more

#### 4- select your course units

## General English

English Courses / General E... ▾

🔍 Search courses →

**General English - Starter**

General English


Get access →


**General English - Elementary**


General English


Get access →


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


 Announcements

  
 Learner Section


  
 Trainer Section

  
 Mapping (Optional)

  
 Discussion Forum


  
**Attendance**

## 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

Jump to...