

# Moodle for QTC Students

Moodle is used by QTC lecturers and students to access Unit Lecture notes, submit assessment pieces, receive results, access discussion forums, and share admin forms. Moodle will also enable Lecturer's to email students in each of their classes and also text QTC students any urgent messages (e.g. 8.30am class cancellations) - *this means you need to update any changes to your Mobile number with us.*

## Student Email Addresses

### Email address:

All QTC students have been allocated a new QTC email address. This is the email address all QTC staff will use to contact you, and email is the most common way we will contact you. You can log into your student email at <https://accounts.google.com/> Your new email is your first initial then last name (all in lower case), @ student.qtc.edu.au unless you share an initial and surname with a current student, in which case, your email address will be your first and second initial then last name @student.qtc.edu.au

e.g. Jane Smith – [jsmith@student.qtc.edu.au](mailto:jsmith@student.qtc.edu.au) or [jrsmith@student.qtc.edu.au](mailto:jrsmith@student.qtc.edu.au)

### Current Password:

Your password consists of 8 numbers - your 4 digit QTC photocopy code **then** the last 4 digits of your Library number (*this is the S000\_\_\_ on your student card*).

EG. Photocopy code is 1201. Library number is S000678. EMAIL PASSWORD = 12010678

### Mac Users:

If you are a mac user (and you use Mail) you can simply add this as an additional account through 'Settings' and 'Mail, Contacts, Calendars' and then hit 'Add Account...' . If you wish to forward your QTC email account to your preferential email address you need to do the following

### Forwarding your student mail to your existing account:

If you don't want to have to check multiple email addresses you can set your student account to automatically forward incoming mail to another address.

Here's how to forward messages automatically:

1. Sign into your new account using your qtc email address and password, Click I accept continue to my account. You may be asked to provide a mobile number for security which you can do or you can choose skip.
2. In gmail click the **gear icon**  in the upper right, then select **Settings**.

3. Click the **Forwarding and POP/IMAP** tab.
4. In the Forwarding section click the **Add a forwarding address button**
5. Enter the email address to which you'd like your messages forwarded click **Next**.
6. Confirm your forwarding address by clicking **Proceed**. You will see a message that says a Confirmation code has been sent to verify permission click **OK**. Open your forwarding email account and find the confirmation message from the Gmail team.
7. Open the email address that you have selected to forward your QTC email too. In your inbox find the forwarding email and click **the link to confirm the request**
8. Back in your QTC Gmail account, select the 'Forward a copy of incoming mail to...' option and check that your correct forwarding address is selected. Also select the action you'd like your messages to take from the drop-down menu. You can choose to keep QTC mail's copy of the message in your inbox, or you mark QTC mail's copy as read, or archive QTC mail's copy or delete QTC mail's copy.
9. Click **Save Changes**.

**Note:** While multiple email addresses can be added to the forwarding address drop-down in the **Forwarding and POP/IMAP** tab, Gmail can auto-forward mail to only one address at a time. The address that is shown in the drop-down and has '(in use)' next to it, is the address that mail is forwarded to. You can use filters to forward mail to multiple addresses.

### ***How to stop auto-forwarding***

If you no longer want to auto-forward your mail, follow these instructions:

1. Click the **gear icon**  in the upper right, then select **Settings**.
2. Click the **Forwarding and POP/IMAP** tab, or if you use Google Apps, you might have a **Forwarding** tab instead.
3. In the "Forwarding" section, select the **Disable forwarding** radio button.
4. Click the first drop-down menu in the "Forwarding" section and check for any forwards created by filtering.

## **Accessing Moodle**

Go to: <http://www.qtc.edu.au/moodle/>

*(note Moodle works best on PC's in google chrome, and Mac users use safari – both browsers can be downloaded for free)*

Click **login** either at the top right of the moodle page or at the bottom of the page. Enter in your log in details. Your username and password are as follow –

**User Name:** your full Library number S000 \_\_\_\_\_

**Password:** your 4 digit photocopying code

NOTE: If you have any trouble with this please come and see us as soon as possible.

## Downloading your Lecture Notes / Set Readings

Once you've logged into moodle you will be able to see the units you're enrolled in. If you can't see a unit that you are enrolled in, or one you are not enrolled in, please see Belinda.

Lecture notes will be available by the morning of the lecture. You can save the electronic version to your laptop and add in notes as you go. If you wish to print out a hardcopy of your notes you will need to do so from the library well before lectures begin.

Lecturers may also put links to readings up on Moodle. They will let you know in class or by email if they have uploaded anything you need to look at!

## To Submit an Assessment

1. Write your assignment.
2. **Include the cover sheet in the document.** The cover sheet is available on the home page of Moodle on the right side (under 'Assessment Forms'). It is there as a Word document so you can copy and paste it into your assignment.
3. Fill in the cover sheet fields.
4. Save your assignment. Use the following format:

**UNIT CODE YEAR-SEMESTER COLLEGE ID NUMBER\_ASSESMENT PIECE**



Eg. NT301 2016-1 QTC 201601664 Essay

5. Go to Moodle and log in.
6. Click on the unit that you are submitting the assessment piece for then click on the assessment piece you are submitting.

 [PC447/647 Discussion Forum](#)  
 [PC447/647 Unit Outline](#)

### ASSESSMENT SUBMISSION

#### Preaching Portfolio

 [Portfolio Task 1 \(completed in class\)](#)  
 [Portfolio Task 2 - DUE 20 MAR 2013](#)  
 [Portfolio Task 3 - DUE 27 MAR 2013](#)  
 [Portfolio Task 4 - DUE 1 MAY 2013](#)

#### Sermons

 [Sermon 1 \(Ministry Context\) - DUE 8 MAY 2013](#)

**NOTE: You have until 11:55PM on the due date to submit the assessment.**

### **Late assessments (without permission/extension):**

If you miss the due date deadline, you will still use the same submission link, however, the time and date you submit the assignment is recorded and lecturers will apply the late penalty.

### **Extension granted:**

If you received permission for an extension, you must submit a copy of your approved extension permission form when you submit the assignment. Moodle allows you to upload 2 files in the submission section – one will be your assignment, and the other should be your extension form.

7. **NOTE:** In some subjects there will be separate submission links for the different levels of the unit, e.g. a link for **Essay 1 - OT426/436 (40%)**, and another for **Essay 1 - OT626/636 (35%)**. You must **ensure you select the appropriate submission link** as it will affect what grade you are being marked out of.
8. Once you click on the assessment link will be taken you to a new window. Click **'Upload Files'**. In the new window select **'Upload a file'**, then **'Choose File'**. Find your assessment piece and select it.

**FILE TYPE** - YOU MUST UPLOAD YOUR ASSESSMENT as a **Doc or Docx** (so Mac users must select this file type in Pages).

### **File name in moodle...**

In the **Save as** section use the following format: **"UNIT CODE YEAR-SEMESTER COLLEGE ID NUMBER\_ASSESMENT PIECE"** e.g. NT301 2016-01 201601664 Essay 1

Click **Save Changes**.

**Note:** if you have an extension you need to repeat the upload process to attach your extension letter and then Click **Save Changes**

9. CONGRATULATIONS. You've submitted an assignment. You will receive an email with your marked assessment, feedback, and result.

## **A note for assessments containing Greek and Hebrew text**

To ensure the Greek and Hebrew text work please use one of the following fonts:

- BibleWorks Greek or Hebrew font (<http://www.bibleworks.com/fonts.html>)
- SBL Unicode Greek or Hebrew
- Cardo

## **Discussion Forums**

If you have any questions for your lecturer or other students in your unit you can use the Discussion Forum on your Unit's page (at the top, above the unit outline). You can add topics for discussion, and share files here.