MOODLE INTRODUCTION
A Guide for TAFE Western Staff

What is Moodle?

Moodle is a software application known as a Learning Management System (LMS) or a Course Management System (CMS).

Moodle is one of the leading Learning Management Systems available in the world.

It is used to deliver course content and host online learning activities.

Moodle helps the students and teachers by providing a collaborative learning environment. Moodle enables teachers and students to communicate and participate in a range of teaching and learning activities via ‘courses’.

Teachers may also use Moodle to provide students access to course-related resources.

The Moodle learning platform provides a learning space for you to design online courses with flexible content and collaborative activities so that your students get constant feedback.

Moodle brings a range of online tools together which provides the flexibility to deliver training online, face to face, or as a combination of methods with blended delivery.

Use Moodle to:

- Add resources in a range of formats, for example, PowerPoint, Word, Excel, PDF, Video, Web Pages, Books, Internet Links.
- Create activities, for example, self-marking quizzes and online assessment submission, image galleries, glossaries and journals, discussion forums
- Track student records and progress
- And much, much, much more……
Getting Started

To Access the TAFE Western Moodle site, go to the link provided below and enter your TAFE username and password.

<table>
<thead>
<tr>
<th>TAFE Western Moodle</th>
<th><a href="http://moodle2.wit.tafensw.edu.au">http://moodle2.wit.tafensw.edu.au</a></th>
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<tbody>
<tr>
<td>Login Using</td>
<td>Username john.smith5</td>
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<tr>
<td></td>
<td>Password ***********</td>
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- Once you have logged into Moodle, the Dashboard will display any courses you are currently enrolled into.
- Use the Search ALL Courses button located on the Main Menu to search for courses and access user guides.

- How do I get access to other courses?
- Most courses require an enrolment key to gain access.
- You will need to contact the Course Manager for access.
- You can email the Course Manager by clicking on the link provided to send an email requesting access to the course

**BSBITU303 Design and produce text documents (1828)**

This unit describes the performance outcomes, skills and knowledge using advanced features of word processing software. This unit introduces operations and keyboarding, and basic skills in the operation of administrative support within an enterprise, or may be technical documents.

- Course Manager: Customer Innovation
- Category: Central Unit Delivery
Central Moodle Units

There are many courses already built in TAFE Western Moodle.

TAFE Western has created a number of centrally supported units for use within a range of courses.

These central units are designed and available to be delivered completely online but may also be used to support flexible or class based delivery.

Refer to Central Moodle Units for an overview and a list of the units currently available.

Want to Have your Own Moodle Site?

You will need to speak with your Head Teacher or Manager of Educational Programs (MEP) to request a site.

If approved, the site will then be ordered from the eLearning support team at elearningsupport@tafensw.edu.au.

Where Can I Learn More?

- TAFE NSW eCommunities (requires login to eCommunities using your TAFE username and password)
- Lynda (requires log into Lynda using your TAFE username and password)

Other Documents in the Series

- Teaching with Moodle, A Facilitator’s Guide
- Building a Moodle for TAFE Western
- Moodle Student Orientation Guide
- Technical Requirements for Studying Online
- TAFE Western Central Units