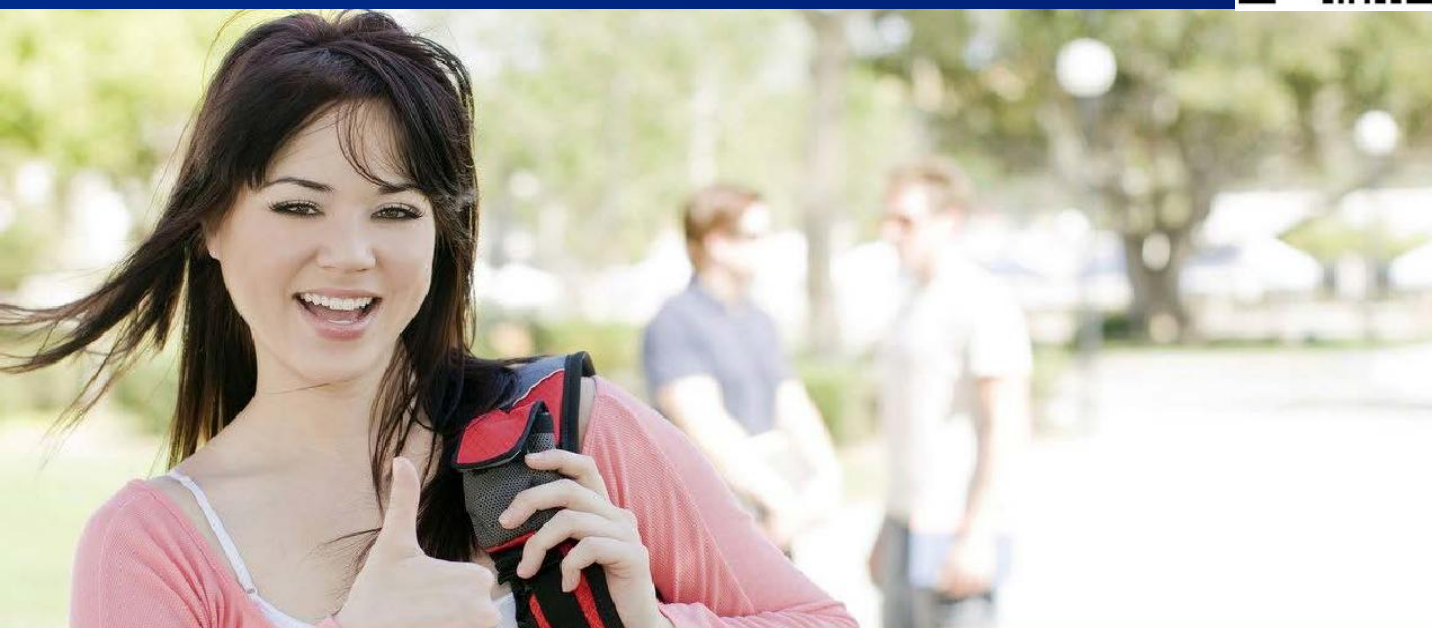




# Australian Ideal College

## Online Registration and Orientation



### Sydney Campus:

Level 7 & 8, 75 King Street  
Sydney NSW 2000  
Tel: +61 2 9262 2968  
Fax: +61 2 9262 2938

### Adelaide Campus:

Level 3, 7 James Place  
Adelaide SA 5000  
Tel: +61 8 8123 5780  
Fax: +61 2 9262 2938

### Hobart Campus:

Ground Floor, 116 Murray St  
Hobart TAS 7000  
Tel: +61 3 6231 2141  
Fax: +61 2 9262 2938

# Content

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Registered as Australian Ideal College Pty Ltd  
RTO No.: 91679 | CRICOS Provider Code: 03053G  
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Adelaide Campus: Level 3, 21-23 Rundle Mall, Adelaide SA 5000 Australia  
Hobart Campus: GRD Floor, 116 Murray Street, Hobart TAS 7000 Australia  
T: +61-2-9262 2968 (Sydney) | +61-8-8123 5780 (Adelaide) | +61-3-6231 2141 (Hobart)  
E: [info@aic.edu.au](mailto:info@aic.edu.au) | W: [www.aic.edu.au](http://www.aic.edu.au)

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# Online Registration & Orientation

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E: info@aic.edu.au | W: www.aic.edu.au

All students at Australian Ideal College -including continuing and new students - are required to complete registration and orientation online prior to their course commencement during this special COVID-19 period.

## Online registration

If you are a continuing student, please complete and sign the Student Registration Form sent to you with your preferred class timetable ticked and email it back to us (info@aic.edu.au).

If you are a new student, please complete and sign the Student Registration Form sent to you with your preferred class timetable ticked, and then email it back to us together with your most recent passport - size photo with white background.



## Australian Ideal College

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### Student Registration Form 2020 - Sydney Campus

Student No. \_\_\_\_\_ Unique Student Identifier (USI) \_\_\_\_\_

**1. Personal Details (PLEASE USE BLOCK LETTERS)**

Family Name \_\_\_\_\_ Given Name/s \_\_\_\_\_  
Gender ☐ Male ☐ Female Date of Birth \_\_\_\_\_  
Country of Birth \_\_\_\_\_ Town/City of Birth \_\_\_\_\_  
Country of Citizenship \_\_\_\_\_ Country of Passport \_\_\_\_\_  
Passport No. \_\_\_\_\_ Passport Expiry Date \_\_\_\_\_  
Visa Type \_\_\_\_\_ Visa Expiry Date \_\_\_\_\_  
Course Name \_\_\_\_\_ Duration \_\_\_\_\_  
Course Start Date \_\_\_\_\_ Finish Date \_\_\_\_\_

**2. Contact Details**

Address in Home Country \_\_\_\_\_  
Phone/Mobile \_\_\_\_\_  
Address in Australia \_\_\_\_\_ Postcode \_\_\_\_\_  
Phone/Mobile \_\_\_\_\_  
Email Address \_\_\_\_\_  
Emergency Contact Person \_\_\_\_\_  
Relationship to you \_\_\_\_\_  
Residential Address \_\_\_\_\_  
Phone/Mobile \_\_\_\_\_  
Email Address \_\_\_\_\_

**3. Class Timetable**

Business Course ☐ BSB-A Mon/Tue/Thu/Sun ☐ BSB-B Mon/Tue/Thu/Sun ☐ BSB-C Mon/Tue/Thu/Sun ☐ BSB-D Mon/Tue/Thu/Sun ☐ BSB-E Mon/Tue/Thu/Sun ☐ BSB-F Mon/Tue/Thu/Sun ☐ BSB-G Mon/Tue/Thu/Sun ☐ BSB-H Mon/Tue/Thu/Sun ☐ BSB-I Mon/Tue/Thu/Sun ☐ BSB-J Mon/Tue/Thu/Sun ☐ BSB-K Mon/Tue/Thu/Sun ☐ BSB-L Mon/Tue/Thu/Sun ☐ BSB-M Mon/Tue/Thu/Sun ☐ BSB-N Mon/Tue/Thu/Sun ☐ BSB-O Mon/Tue/Thu/Sun ☐ BSB-P Mon/Tue/Thu/Sun ☐ BSB-Q Mon/Tue/Thu/Sun ☐ BSB-R Mon/Tue/Thu/Sun ☐ BSB-S Mon/Tue/Thu/Sun ☐ BSB-T Mon/Tue/Thu/Sun ☐ BSB-U Mon/Tue/Thu/Sun ☐ BSB-V Mon/Tue/Thu/Sun ☐ BSB-W Mon/Tue/Thu/Sun ☐ BSB-X Mon/Tue/Thu/Sun ☐ BSB-Y Mon/Tue/Thu/Sun ☐ BSB-Z Mon/Tue/Thu/Sun

Accounting Course ☐ ACC-A Mon/Tue/Thu/Sun ☐ ACC-B Mon/Tue/Thu/Sun ☐ ACC-C Mon/Tue/Thu/Sun ☐ ACC-D Mon/Tue/Thu/Sun ☐ ACC-E Mon/Tue/Thu/Sun ☐ ACC-F Mon/Tue/Thu/Sun ☐ ACC-G Mon/Tue/Thu/Sun ☐ ACC-H Mon/Tue/Thu/Sun ☐ ACC-I Mon/Tue/Thu/Sun ☐ ACC-J Mon/Tue/Thu/Sun ☐ ACC-K Mon/Tue/Thu/Sun ☐ ACC-L Mon/Tue/Thu/Sun ☐ ACC-M Mon/Tue/Thu/Sun ☐ ACC-N Mon/Tue/Thu/Sun ☐ ACC-O Mon/Tue/Thu/Sun ☐ ACC-P Mon/Tue/Thu/Sun ☐ ACC-Q Mon/Tue/Thu/Sun ☐ ACC-R Mon/Tue/Thu/Sun ☐ ACC-S Mon/Tue/Thu/Sun ☐ ACC-T Mon/Tue/Thu/Sun ☐ ACC-U Mon/Tue/Thu/Sun ☐ ACC-V Mon/Tue/Thu/Sun ☐ ACC-W Mon/Tue/Thu/Sun ☐ ACC-X Mon/Tue/Thu/Sun ☐ ACC-Y Mon/Tue/Thu/Sun ☐ ACC-Z Mon/Tue/Thu/Sun

English Course ☐ ENG-A Mon/Tue/Thu/Sun ☐ ENG-B Mon/Tue/Thu/Sun ☐ ENG-C Mon/Tue/Thu/Sun ☐ ENG-D Mon/Tue/Thu/Sun ☐ ENG-E Mon/Tue/Thu/Sun ☐ ENG-F Mon/Tue/Thu/Sun ☐ ENG-G Mon/Tue/Thu/Sun ☐ ENG-H Mon/Tue/Thu/Sun ☐ ENG-I Mon/Tue/Thu/Sun ☐ ENG-J Mon/Tue/Thu/Sun ☐ ENG-K Mon/Tue/Thu/Sun ☐ ENG-L Mon/Tue/Thu/Sun ☐ ENG-M Mon/Tue/Thu/Sun ☐ ENG-N Mon/Tue/Thu/Sun ☐ ENG-O Mon/Tue/Thu/Sun ☐ ENG-P Mon/Tue/Thu/Sun ☐ ENG-Q Mon/Tue/Thu/Sun ☐ ENG-R Mon/Tue/Thu/Sun ☐ ENG-S Mon/Tue/Thu/Sun ☐ ENG-T Mon/Tue/Thu/Sun ☐ ENG-U Mon/Tue/Thu/Sun ☐ ENG-V Mon/Tue/Thu/Sun ☐ ENG-W Mon/Tue/Thu/Sun ☐ ENG-X Mon/Tue/Thu/Sun ☐ ENG-Y Mon/Tue/Thu/Sun ☐ ENG-Z Mon/Tue/Thu/Sun

Translating Course ☐ TRN-A Mon/Tue/Thu/Sun ☐ TRN-B Mon/Tue/Thu/Sun ☐ TRN-C Mon/Tue/Thu/Sun ☐ TRN-D Mon/Tue/Thu/Sun ☐ TRN-E Mon/Tue/Thu/Sun ☐ TRN-F Mon/Tue/Thu/Sun ☐ TRN-G Mon/Tue/Thu/Sun ☐ TRN-H Mon/Tue/Thu/Sun ☐ TRN-I Mon/Tue/Thu/Sun ☐ TRN-J Mon/Tue/Thu/Sun ☐ TRN-K Mon/Tue/Thu/Sun ☐ TRN-L Mon/Tue/Thu/Sun ☐ TRN-M Mon/Tue/Thu/Sun ☐ TRN-N Mon/Tue/Thu/Sun ☐ TRN-O Mon/Tue/Thu/Sun ☐ TRN-P Mon/Tue/Thu/Sun ☐ TRN-Q Mon/Tue/Thu/Sun ☐ TRN-R Mon/Tue/Thu/Sun ☐ TRN-S Mon/Tue/Thu/Sun ☐ TRN-T Mon/Tue/Thu/Sun ☐ TRN-U Mon/Tue/Thu/Sun ☐ TRN-V Mon/Tue/Thu/Sun ☐ TRN-W Mon/Tue/Thu/Sun ☐ TRN-X Mon/Tue/Thu/Sun ☐ TRN-Y Mon/Tue/Thu/Sun ☐ TRN-Z Mon/Tue/Thu/Sun

Interpreting Course ☐ INT-A Mon/Tue/Thu/Sun ☐ INT-B Mon/Tue/Thu/Sun ☐ INT-C Mon/Tue/Thu/Sun ☐ INT-D Mon/Tue/Thu/Sun ☐ INT-E Mon/Tue/Thu/Sun ☐ INT-F Mon/Tue/Thu/Sun ☐ INT-G Mon/Tue/Thu/Sun ☐ INT-H Mon/Tue/Thu/Sun ☐ INT-I Mon/Tue/Thu/Sun ☐ INT-J Mon/Tue/Thu/Sun ☐ INT-K Mon/Tue/Thu/Sun ☐ INT-L Mon/Tue/Thu/Sun ☐ INT-M Mon/Tue/Thu/Sun ☐ INT-N Mon/Tue/Thu/Sun ☐ INT-O Mon/Tue/Thu/Sun ☐ INT-P Mon/Tue/Thu/Sun ☐ INT-Q Mon/Tue/Thu/Sun ☐ INT-R Mon/Tue/Thu/Sun ☐ INT-S Mon/Tue/Thu/Sun ☐ INT-T Mon/Tue/Thu/Sun ☐ INT-U Mon/Tue/Thu/Sun ☐ INT-V Mon/Tue/Thu/Sun ☐ INT-W Mon/Tue/Thu/Sun ☐ INT-X Mon/Tue/Thu/Sun ☐ INT-Y Mon/Tue/Thu/Sun ☐ INT-Z Mon/Tue/Thu/Sun

**4. Declaration**

I declare that all information given in this form is true and correct. I have read and understood all the pages in AIC Student Handbook which is made available to me through the AIC website. I will notify the College of my own, and my emergency contact details (residential address, phone/mobile number and email) within 7 days of change.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:

Received by \_\_\_\_\_ Date \_\_\_\_\_  
Data input by \_\_\_\_\_ Date \_\_\_\_\_  
Commencement Confirmed on PRISMS by \_\_\_\_\_ Date \_\_\_\_\_

Student Registration Form\_V19\_18.09.2020

Page: 1 of 2

If you don't have a USI, you must create it online. You will need USI to obtain your qualification certificate and academic record. For more information on how to create a USI, please visit <https://www.usi.gov.au/students/how-do-i-create-usi>





# Online Registration & Orientation

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E: [info@aic.edu.au](mailto:info@aic.edu.au) | W: [www.aic.edu.au](http://www.aic.edu.au)

Please be advised without a USI, we cannot process your registration form and commence you in all our systems. And when creating your USI, please input your name exactly the same as the one on your passport.

After we receive and process your completed registration, we will send you details on **how to access AIC Student Portal and Moodle online system**. Please make sure to check your spam folder as well if you don't receive email from us within 5 days after sending through the registration form.

Subject: How to access AIC distance and online learning  
Body:  
Dear student,  
This is the information regarding how to access AIC Moodle (Online Learning Platform) and Student Portal RTOManager.

- Log in to AIC Moodle  
(1) Go to the AIC Moodle Login page ( <https://moodle.aic.edu.au/> )  
(2) Enter your "Username" (your student number) and "Password" (you should receive an email of notification including your original password after your registration) and click "Login". The Moodle home page displays, containing a list of links to all your Moodle resources.  
(3) Please read the Moodle User Guide, Timetable and General News and announcements carefully because they contain all details to help you become successful in your distance/online learning.

- Did your login fail?  
Login may fail for a number of reasons:  
- You may not have entered either your User ID or Password correctly.  
- You may not be currently enrolled in the online course.  
- You may be denied access if you have not paid your course fees. Check your fees status in reception. Once you pay your fees, it can take up to 1 working day for service to be restored.  
If you have recently changed your course enrolment, your online access may not yet have been updated. Allow 1 working day for this to be done. Please reply to this email directly if you do not have the above issues but still cannot login your Moodle account, we will update your password.

- Distance/online learning activity and submission  
Online attendance is recorded each time that you log into the Moodle platform (time and dates are recorded).  
The academic week is Monday-Sunday by midnight (Eastern Time). To receive full credit for attending your online class, you must attend weekly and you must complete and submit weekly practice activities each week as directed by the instructor.

NOTE:  
a) All your assessments need to be submitted online in your Moodle account, please read the "Assessment Submission" part carefully in your Moodle User Guide.  
b) The online course environment weeks run from Monday at 12:00am EST to Sunday at 11:59pm EST.

Please note you must be fully financial (including any material fees) before orientation. If you have any condition on your enrolment, it must be fulfilled prior to sending through the registration form.

You are expected to start the course on the course commencement date as shown on your Confirmation of Enrolment (CoE). If you fail to commence the course or fail to make arrangements for an alternative start date within fourteen (14) calendar days of your CoE start date, the college will have to cancel your CoE and notify the Australian government of your non-commencement of studies.

To re-enrol for next available intake, you will have to pay \$100 for reissuing each eCoE. For Student Handbook, please go to <https://www.aic.edu.au/-/student-services-useful-downloads>

## Online orientation

In addition to the email of **how to access AIC Student Portal and Moodle online system**, all new students will be invited to join an online orientation, which provides students with important information as well as many resources available at Australian Ideal College. In the orientation, students will learn about student service and student visa requirements (attendance & academic course progress requirements). Student are also introduced to the student information portal RTOManager - and Moodle online system, and to the policies and procedures carried out by our College.

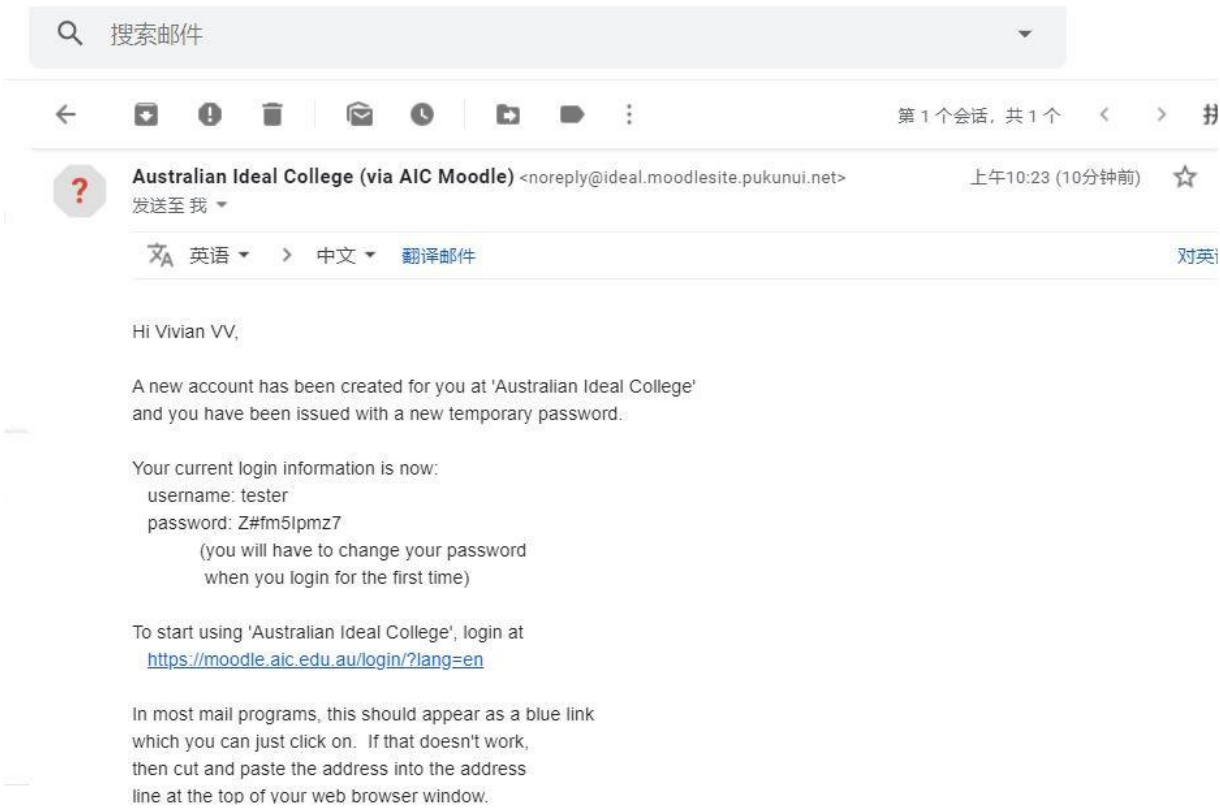
The invitation of online orientation will be sent to students via email and will be delivered by using ZOOM platform. You will find the ZOOM meeting ID and password for your online orientation in the email. For how to join a ZOOM meeting, please refer to **How to Join ZOOM** on Page 19.



# Getting started

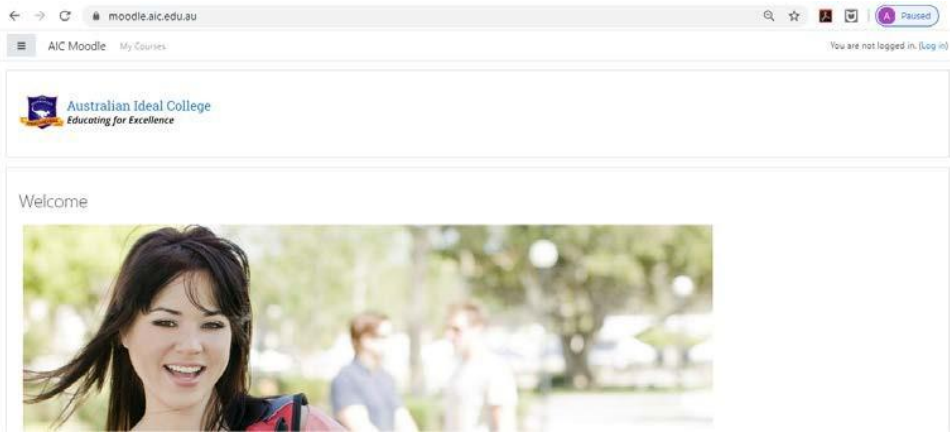
## How to use Moodle

In order to access AIC Moodle system, please refer to the email sent to you and simply click on the link below: <https://moodle.aic.edu.au>




## 1 Login and change password

- Please click **Log in** on the top right corner of the page and enter your username and password.



# Getting started

https://moodle.aic.edu.au/login/index.php



**Australian Ideal College**  
Educating for Excellence

tester

.....

☐ Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser ?

Some courses may allow guest access

[Log in](#)

[Log in as a guest](#)

- You are required to change your password to proceed.

https://moodle.aic.edu.au/login/change\_password.php

AIC Moodle My Courses Vivian VV

Home / Dashboard / Preferences / User account / Change password

You must change your password to proceed.

### Change password

Username: tester

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as \*, -, or #

Current password: .....

New password: .....

New password (again): .....

[Save changes](#)

There are required fields in this form marked .

https://moodle.aic.edu.au/login/change\_password.php

AIC Moodle My Courses Vivian VV

Home / Dashboard / Preferences / User account / Change password

Password has been changed

[Continue](#)



# Getting started

- Now, you have logged in your Moodle account successfully!
- You will find each course timetable on Moodle home page.

The screenshot displays the Moodle home page for Australian Ideal College (AIC). On the left is a sidebar with a menu containing 'Home', 'Dashboard', 'Calendar', 'Private files', 'My courses', and 'PSPTIS101'. The main content area features a 'Welcome' message with a large image of a smiling woman. Below the image, there is a 'Dear Australian Ideal College students' greeting, a welcome message to the e-learning system, and a request for feedback. Further down, there is a 'Site announcements' section with a post titled 'FNS60217 Advanced Diploma of Accounting - 2020 Timetable' by Amgad Hanna, dated Tuesday, 7 January 2020, 11:12 AM. The announcement includes a PDF file named 'FNS60217 Advanced Diploma of Accounting - 2020 Timetable V1.0.pdf'. A 'Subscribe to this forum' link is visible in the top right corner of the announcement box. At the bottom right of the announcement box, there is a 'Permalink' and a link to 'View the discussion (0 replies so far)'.



## 2 Course and unit information

- Please click **My Courses** on top of the left corner and you will find all your course and units **in progress, in the future and past.**

The screenshot shows the AIC Moodle 'My Courses' page. The user is Vivian VV. The page displays the 'Course overview' for PSPT15101. The 'In progress' tab is selected, showing a word cloud for 'language' and 'English'. The course description states: 'PSPT15101 NEGOTIATE TRANSLATING AND INTERPRETING ASSIGNMENTS This unit describes the skills required to collect and assess...'. The right sidebar shows 'Private files' (No files available), 'Online users' (9 online users), and a 'Calendar' for January 2020.

The screenshot shows the AIC Moodle 'My Courses' page. The user is Vivian VV. The page displays the 'Course overview' for PSPT15100. The 'Future' tab is selected, showing a word cloud for 'ethics' and 'issues'. The course description states: 'PSPT15100 APPLY CODES AND STANDARDS TO PROFESSIONAL JUDGEMENT This unit describes the skills required to apply current and...'. The right sidebar shows 'Private files' (No files available), 'Online users' (9 online users), and a 'Calendar' for January 2020.

- Please click **Timeline** in the section of **Course overview** and you will find the current and upcoming activities you need to participate in, including assessments submission.



The screenshot displays the Moodle LMS interface for a user named Vivian VV. The left sidebar contains navigation links: Home, Dashboard, Calendar, Private files, My courses, and PSPTIS101. The main content area is titled 'Course overview' and features tabs for 'Timeline' and 'Courses'. The 'Courses' tab is active, showing a list of upcoming assignments. The assignments are organized into two sections: 'Next 7 days' and 'Next 30 days'. Each assignment entry includes a course code, the assignment title, the due date, and a link to 'Add submission'. The right sidebar contains several widgets: 'Private files' (No files available), 'Online users' (9 online users), 'Latest badges' (You have no badges to display), and a 'Calendar' for January 2020.

- You can always toggle between courses by using the navigation and clicking on **Dashboard**. This is your personal dashboard and will show you which course(s) you have enrolled in and the current unit(s) you are learning.

- Please try to click your current **unit code** (**PSPTIS101**) and you will find all learning materials on this unit page.

The screenshot shows the Moodle LMS interface for the PSPTIS101 course. The page title is "PSPTIS101 Negotiate translating and interpreting assignments". The left sidebar shows the course structure with links to Participants, Badges, Competencies, Grades, General, Learner Guide, Translation Practice Tasks, Online Learning Resources & Weekly Practice Questions, and Assessment Tasks. The main content area includes sections for Announcements, Learner Guide, Translation Practice Tasks, Online Learning Resources & Weekly Practice Questions, and Assessment Tasks. The Assessment Tasks section includes a "Student Assessment Submission Guide" with instructions and a list of tasks.

# Assessment submission

## 3 Assessment submission

- You can find the **Student Assessment Submission Guide** in the section of **Assessment Tasks** located at the bottom of each unit page. Please click and download the assessment tasks.

https://moodle.aic.edu.au/course/view.php?id=99

My Courses / PSP11S101

PSP11S101 Negotiate translating and interpreting assignments

Home / My courses / PSP11S101

Your progress

Announcements

Learner Guide

PSP11S101 Negotiate translating and interpreting assignments, Learner Guide

Translation Practice Tasks

PSP11S101 Negotiate translating and interpreting assignments, Passage Translation

PSP11S101 Negotiate translating and interpreting assignments, Reference

Online Learning Resources & Weekly Practice Questions

Submitting your weekly practice questions online

When you submit your answer to the online system, your submission is automatically date stamped. A copy of your answer is then placed in an electronic folder for your instructor to retrieve.

Unless instructed differently, save the final version of your answer as either a doc, docx, an .rtf file (rich text format), or a PDF.

When you create the filename for your submissions, include your last name, student number and activity name or number. E.g. smith\_2019XXXX\_weeklyactivity1.doc

Your answer will be accepted up to 11.55pm on Sunday of the week.

PSP11S101 Negotiate translating and interpreting assignments, Online Learning Resources

PSP11S101 Negotiate translating and interpreting assignments, Weekly Practice Questions

PSP11S101 Negotiate translating and interpreting assignments, Weekly Practice Questions Solutions

PSP11S101 Negotiate translating and interpreting assignments, Weekly Practice Questions Submission

Assessment Tasks

Student Assessment Submission Guide

Each student must read and adhere to each instruction listed below. If you are unsure of any of the items listed, contact your trainer or the administration team for assistance. Make sure you have read the Student Assessment Submission Guide and downloaded all supporting resources from your AIC Moodle account prior to commencing and completing any assessment tasks.

- Each student must complete the Assessment Submission Sheet of each unit and insert your **digital signature** for assessments marking.
- You must ensure that you have attempted and completed all assessment tasks including written questions, case studies and projects etc. before submitting them for marking. **The answers of each question should be entered into highlighted "[ ]" in the tasks.**
- Referencing: Ensure your work is referenced to prevent plagiarism. For more information on plagiarism and referencing, refer to the Student Handbook.
- File naming protocol: Prior to submission, your assessments must comply with the file name protocol below. The file name must follow this format:  
**UNIT CODE Student ID\_First Name Family Name**  
**Example: PSP11S061\_20190000\_Sun ZHANG**
- All of the above items must be adhered to. Failure to do so will result in your work being returned to you, delaying the marking of your assessments.
- Australian Ideal College has invested significant time and resources in creating all student assessment tasks, and owns all copyright to these materials. The College protects its copyright material, and will enforce its rights in copyright material. The College reserves its legal rights to claim its loss and damage or an account of profits made resulting from infringements of its copyright.

PSP11S101 Negotiate translating and interpreting assignments, Assessment Tasks

PSP11S101 Negotiate translating and interpreting assignments, Assessment Tasks Submission

What do you want to do with 1. PSP11S101 Student Assessment Tasks-done.doc (173 KB)?

Open Save Cancel

https://moodle.aic.edu.au/course/view.php?id=99#section-4

# Assessment submission

- After you complete and save your assessments tasks, please click **Assessment Tasks Submission** and upload your work in Moodle. You can also simply drag and drop your files in the window of **File submissions**. **Please make sure you submit all your assessments by the due dates. You will not be able to submit your assessments via Moodle after the due dates.**

The screenshot shows the Moodle interface for an assignment titled "PSPTIS101 Negotiate translating and interpreting assignments". The left sidebar contains a menu with options like PSPTIS101, Participants, Badges, Competencies, Grades, General, Learner Guide, Translation Practice Tasks, Online Learning Resources & Weekly Practice Questions, and Assessment Tasks (highlighted). The main content area shows the submission status for this assignment. A table lists submission details: Attempt number (This is attempt 1), Submission status (No attempt), Grading status (Not graded), Due date (Sunday, 12 January 2020, 11:59 PM), Time remaining (4 days 13 hours), Last modified (-), and Submission comments (Comments (0)). Below the table is an "Add submission" button and a message: "You have not made a submission yet". At the bottom, there is a "Jump to..." dropdown menu.

This screenshot shows the same Moodle assignment page but with the "Edit submission" action selected. The main content area now displays the "File submissions" section. It includes a message: "Maximum size for new files: 1MB, maximum attachments: 5". Below this is a file upload area with a dashed border and a blue arrow pointing down, with the text "You can drag and drop files here to add them." Below the upload area, it lists "Accepted file types:" and provides examples: "Audio files natively supported by browsers: aac, flac, m4a, mp3, oga, ogg, wav" and "Document files: doc, docx, epub, gdoc, odt, oth, ott, pdf, rtf". At the bottom of this section are "Save changes" and "Cancel" buttons. The "Jump to..." dropdown menu is also visible at the bottom.



# Assessment submission

- After you upload your assessment tasks, please click **Save Changes**.

PSPTIS101 Negotiate translating and interpreting assignments

Home / My courses / PSPTIS101 / Assessment Tasks / PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission / Edit submission

PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission

File submissions

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

Files

PSPTIS101\_202

Accepted file types:

Audio files natively supported by browsers: aac, flac, mp3, ogg, ogv, wav  
Document files: doc, docx, epub, gif, ppt, pdf, xls, xlsx, zip

Save changes Cancel

PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission

- You will see that you have uploaded your assessment tasks successfully and you can still **edit your submission** at this stage. Then click **submit assignment** and **once the assessment is submitted, you will not be able to make any more changes.**

PSPTIS101 Negotiate translating and interpreting assignments

Home / My courses / PSPTIS101 / Assessment Tasks / PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission

PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission

Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Sunday, 12 January 2020, 11:59 PM
Time remaining	4 days 13 hours
Last modified	Wednesday, 8 January 2020, 10:48 AM
File submissions	PSPTIS101_20202222_Vivian VV.doc
Submission comments	Comments (0)

Edit submission

You can still make changes to your submission

Submit assignment

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



# Assessment submission

- At last, you will be required to **confirm your submission** and then your trainer will receive a notification via email about your assessment submission.

The screenshot shows the Moodle interface for the course 'PSPTIS101 Negotiate translating and interpreting assignments'. The left sidebar contains a menu with options like Participants, Badges, Competencies, Grades, General, Learner Guide, Translation Practice Tasks, Online Learning Resources & Weekly Practice Questions, and Assessment Tasks (which is highlighted). The main content area is titled 'Confirm submission' and includes a checkbox for 'This assignment is my own work, except where I have acknowledged the use of the works of other people.' Below this is a question: 'Are you sure you want to submit your work for grading? You will not be able to make any more changes.' There are 'Continue' and 'Cancel' buttons. A message states 'There are required fields in this form marked \*'. At the bottom, there is a 'Jump to...' dropdown menu.

The screenshot shows the Moodle interface for the course 'PSPTIS101 Negotiate translating and interpreting assignments'. The left sidebar is the same as the previous screenshot. The main content area is titled 'Submission status' and displays a table with submission details. The table has two columns: 'Attempt number' and 'Submission status'. The 'Submission status' is 'Submitted for grading'. Below the table, there is a 'Grading status' section showing 'Not graded'. The 'Due date' is 'Sunday, 12 January 2020, 11:59 PM'. The 'Time remaining' is '4 days 13 hours'. The 'Last modified' date is 'Wednesday, 8 January 2020, 10:49 AM'. The 'File submissions' section shows a file named 'PSPTIS101\_20202222\_Vivian VV.doc'. The 'Submission comments' section shows 'Comments (0)'. At the bottom, there is a 'Jump to...' dropdown menu.

Attempt number	Submission status
This is attempt 1.	Submitted for grading

Grading status: Not graded

Due date: Sunday, 12 January 2020, 11:59 PM

Time remaining: 4 days 13 hours

Last modified: Wednesday, 8 January 2020, 10:49 AM

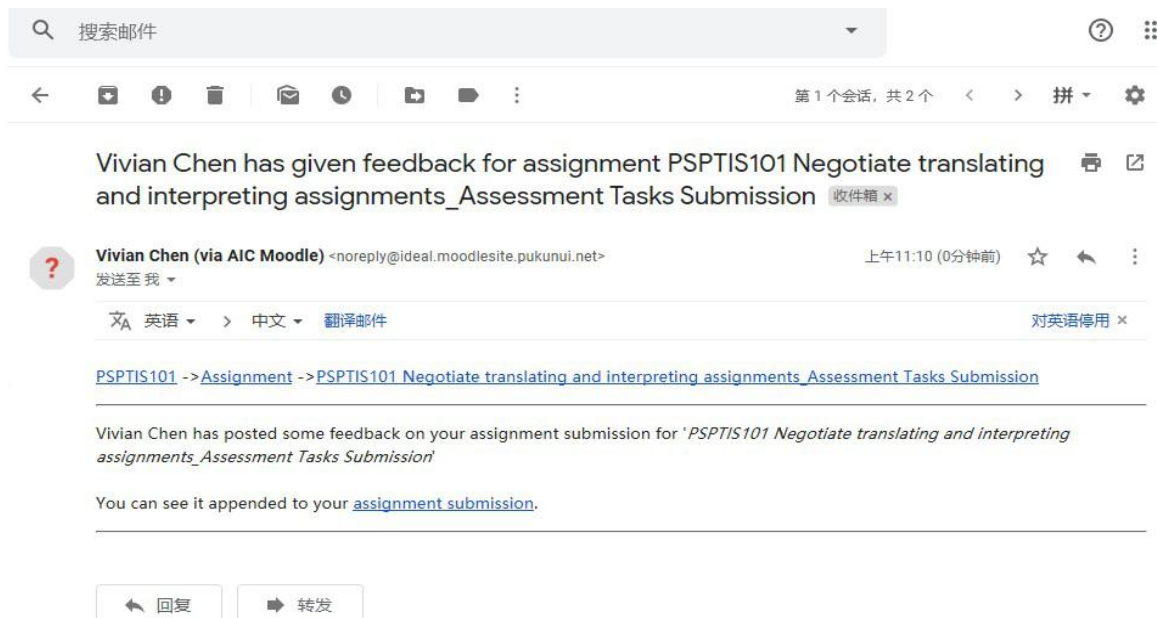
File submissions: PSPTIS101\_20202222\_Vivian VV.doc

Submission comments: Comments (0)



# Assessment submission

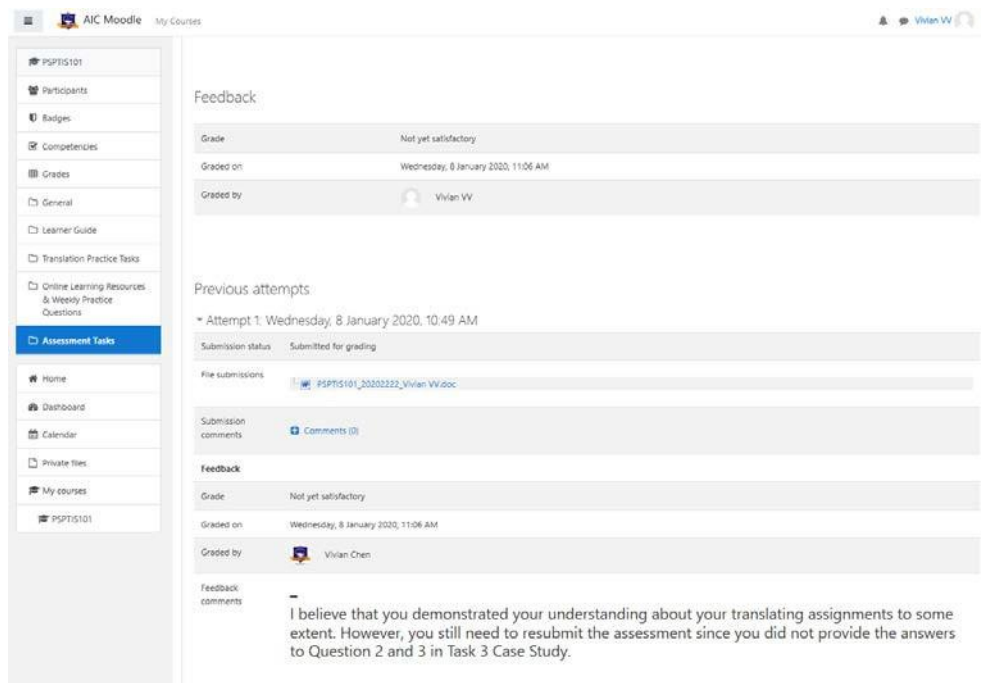
- You will receive an email notifying you about your assessment result and trainers' comments/feedback. You can simply click **assignment submission** in your email and find out your grade.



# Assessment submission

- Please read your trainers' comments/feedback carefully to modify your assessment accordingly if you receive **Not yet competent** as your **Grade** of assessment. You will find the section of **This is attempt 2** on the same page and have chance to resubmit your assessment to your trainer.

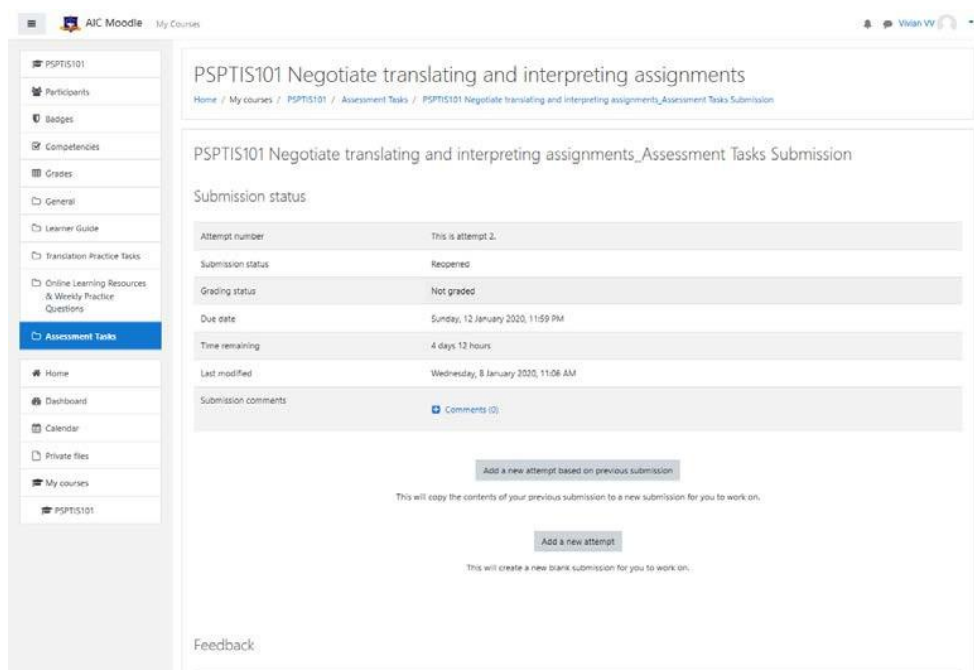
**Please note that each student has 2 attempts for each assessment submission.**



The screenshot shows the Moodle interface for course PSP15101. The left sidebar contains navigation links: Participants, Badges, Competencies, Grades, General, Learner Guide, Translation Practice Tasks, Online Learning Resources & Weekly Practice Questions, Assessment Tasks (highlighted), Home, Dashboard, Calendar, Private files, My courses, and PSP15101. The main content area is titled 'Feedback' and displays the following information:

Grade	Not yet satisfactory
Graded on	Wednesday, 8 January 2020, 11:06 AM
Graded by	Vivian VV

Below the feedback table, there is a section for 'Previous attempts' showing 'Attempt 1: Wednesday, 8 January 2020, 10:49 AM'. This section includes submission status, file submissions (PSP15101\_20200222\_Vivian VV.doc), submission comments, and a feedback comment from Vivian Chen: 'I believe that you demonstrated your understanding about your translating assignments to some extent. However, you still need to resubmit the assessment since you did not provide the answers to Question 2 and 3 in Task 3 Case Study.'



The screenshot shows the Moodle interface for course PSP15101, specifically the 'Submission status' page for the task 'PSP15101 Negotiate translating and interpreting assignments'. The left sidebar is identical to the previous screenshot. The main content area displays the submission status for 'Attempt number 2'.

Attempt number	This is attempt 2.
Submission status	Reopened
Grading status	Not graded
Due date	Sunday, 12 January 2020, 11:59 PM
Time remaining	4 days 12 hours
Last modified	Wednesday, 8 January 2020, 11:06 AM
Submission comments	Comments (2)

Below the submission status table, there are two buttons: 'Add a new attempt based on previous submission' and 'Add a new attempt'. The first button has a tooltip that says 'This will copy the contents of your previous submission to a new submission for you to work on.' The second button has a tooltip that says 'This will create a new blank submission for you to work on.'

At the bottom of the page, there is a 'Feedback' section.





# Assessment submission

- You will receive the notification email again after your trainer marks your assessment resubmitted. You will see a grade of **Competent** and your trainer's comments/feedback if you meet all the requirements of the assessment.

The screenshot shows the Moodle interface for a user named Vivian VV. The left sidebar contains a menu with options like PSPTIS101, Participants, Badges, Competencies, Grades, General, Learner Guide, Translation Practice Tasks, Online Learning Resources & Weekly Practice Questions, Assessment Tasks (highlighted), Home, Dashboard, Calendar, Private files, My courses, and PSPTIS101. The main content area is titled 'PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission'. It displays the submission status as 'Submitted for grading' and 'Graded'. The due date is 'Sunday, 12 January 2020, 11:59 PM' and the time remaining is '4 days 12 hours'. The last modified date is 'Wednesday, 8 January 2020, 11:14 AM'. The file submissions section shows a file named 'PSPTIS101\_20202222\_Vivian VV.doc'. The submission comments section shows 'Comments (0)'. The feedback section shows a grade of 'Satisfactory', graded on 'Wednesday, 8 January 2020, 11:17 AM', and graded by 'Vivian Chen'. The feedback comments section shows a comment: 'Good job! You have successfully demonstrated your understanding about your translating assignments and also provided certain level of details in your answers. Please keep your work up!'.

PSPTIS101

Participants

Badges

Competencies

Grades

General

Learner Guide

Translation Practice Tasks

Online Learning Resources & Weekly Practice Questions

Assessment Tasks

Home

Dashboard

Calendar

Private files

My courses

PSPTIS101

## PSPTIS101 Negotiate translating and interpreting assignments\_Assessment Tasks Submission

### Submission status

Attempt number	This is attempt 2.
Submission status	Submitted for grading
Grading status	Graded
Due date	Sunday, 12 January 2020, 11:59 PM
Time remaining	4 days 12 hours
Last modified	Wednesday, 8 January 2020, 11:14 AM
File submissions	<a href="#">PSPTIS101_20202222_Vivian VV.doc</a>
Submission comments	<a href="#">Comments (0)</a>

### Feedback

Grade	Satisfactory
Graded on	Wednesday, 8 January 2020, 11:17 AM
Graded by	Vivian Chen
Feedback comments	<p>Good job! You have successfully demonstrated your understanding about your translating assignments and also provided certain level of details in your answers. Please keep your work up!</p>



# How to join ZOOM

## How to join ZOOM

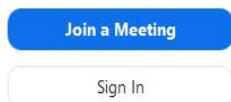
In this section, you will learn how to join **Zoom via your computer, your mobile phone or through email invitation**. Before joining a Zoom class on a computer or mobile device, you can download the Zoom app from ZOOM Download Center (<https://zoom.us/download>), or you will be prompted to download and install Zoom when you click a join link from the email invitation. Your trainer will send you an email of invitation at least one day prior to your class.

Each class has a unique 9, 10, or 11-digit number called a **meeting ID** that will be required to join a Zoom class.



1. Open the Zoom application.
2. Join a meeting using one of the following two methods:
  - Click **Join a Meeting** if you want to join without signing in.

zoom



- Sign in to Zoom and simply click **Join**.



3. Enter the meeting ID number and your display name.
  - Once signed in, change your name if you don't want your default name to appear.



# How to join ZOOM

- If you're not signed in, enter a display name.

## Join a Meeting

Meeting ID or Personal Link Name

▼

Grant MacLaren

☐ Do not connect to audio

☐ Turn off my video

Join

Cancel

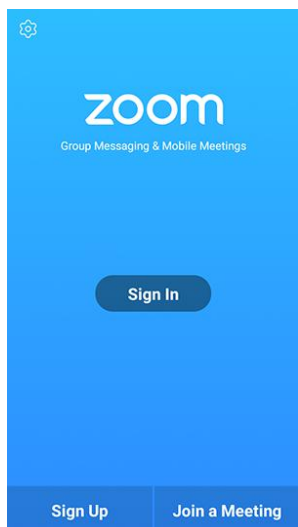
4. Select if you would like to connect audio and/or video and click **Join**.



1. Open the Zoom mobile app. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.

2. Join a meeting using one of these methods:

- Tap **Join a Meeting** if you want to join without signing in.



- Sign in to Zoom then tap **Join**.



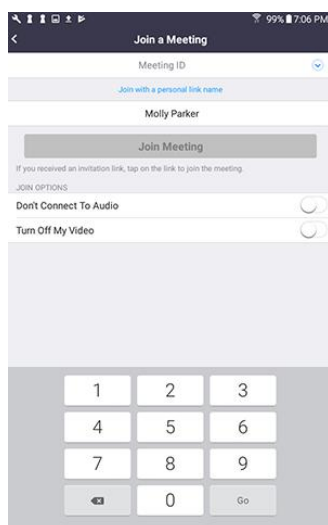
# How to join ZOOM

3. Enter the meeting ID number and your display name.

- If you're signed in, change your name if you don't want your default name to appear.

- If you're not signed in, enter a display name.

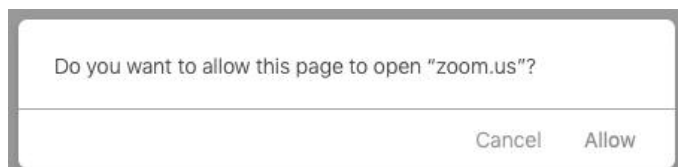
4. Select if you would like to connect audio and/or video and tap **Join Meeting**.



Click the **join link** in your email or calendar invitation.



Depending on your default web browser, you may be prompted to open Zoom.



For further information regarding, please go to ZOOM Help Centre:

<https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>







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