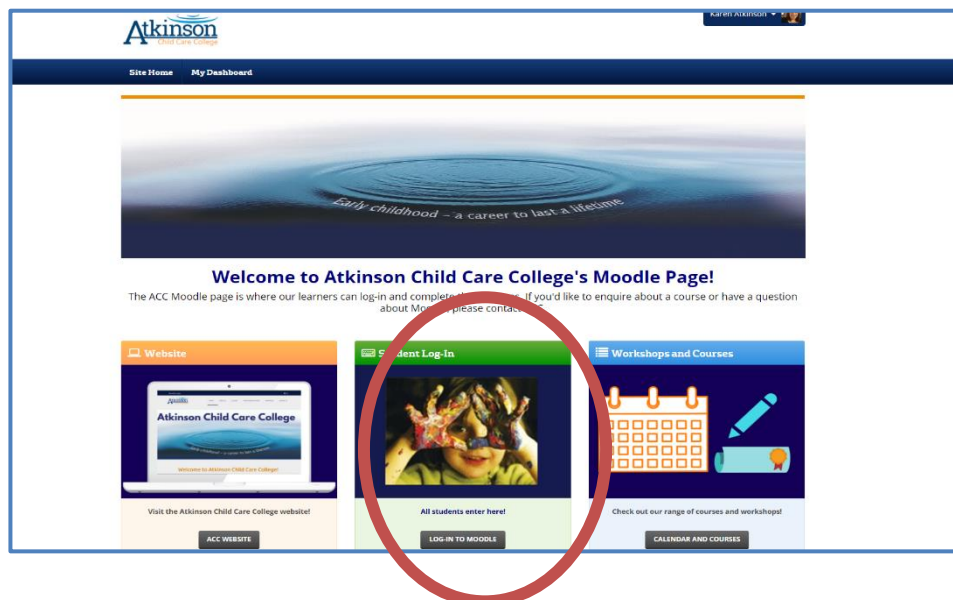


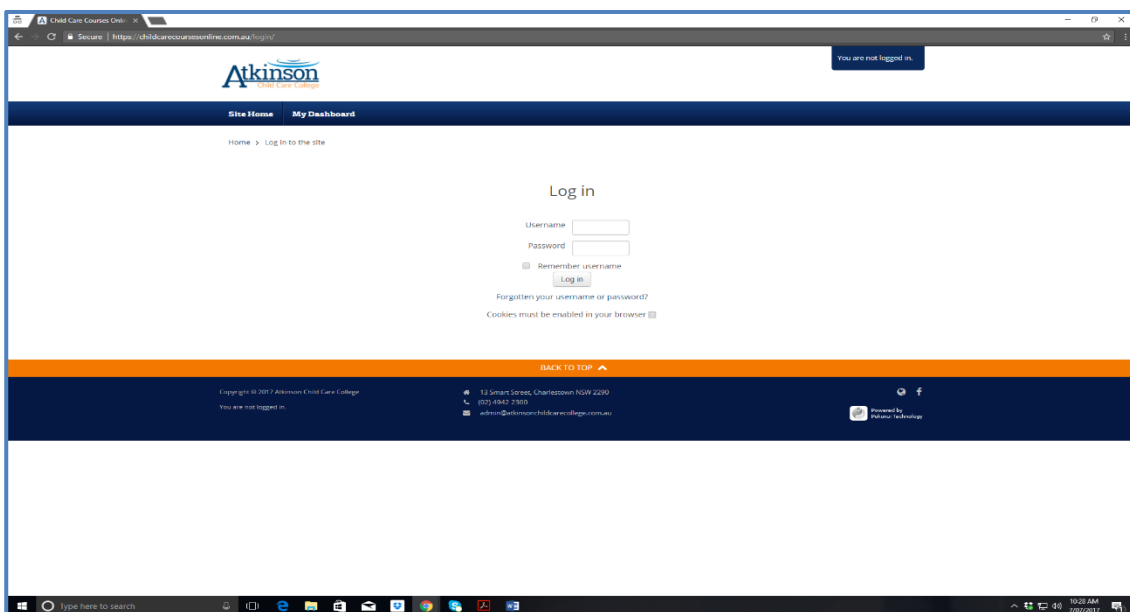
How to Log Onto Moodle

Your username and password = Please see your 'Welcome' email.

1. Visit www.childcarecoursesonline.com.au and click on 'ALL STUDENTS ENTER HERE'



2. Enter your username and password. This was given to you via email or in enrolment. If you do not have one, please contact admin@atkinsontraining.com.au.



3. Enter a new password to change it and press 'save changes'. It will re-direct you to let you know your password has been changed; click 'Continue'. Remember: It must have at least one uppercase letter, one number and one non-numerical (e.g. !%^&*)

You must change your password to proceed.

Change password

Username: fcase

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)

Current password*

New password*

New password (again)*

These are required fields in this form marked *

4. Read and accept Site Policy. To agree, scroll down to bottom of the page.

Atkinson
Child Care College

Site Home My Dashboard

Child Care Courses Online

Dashboard > Site pages > Online Users Policy

Add a block

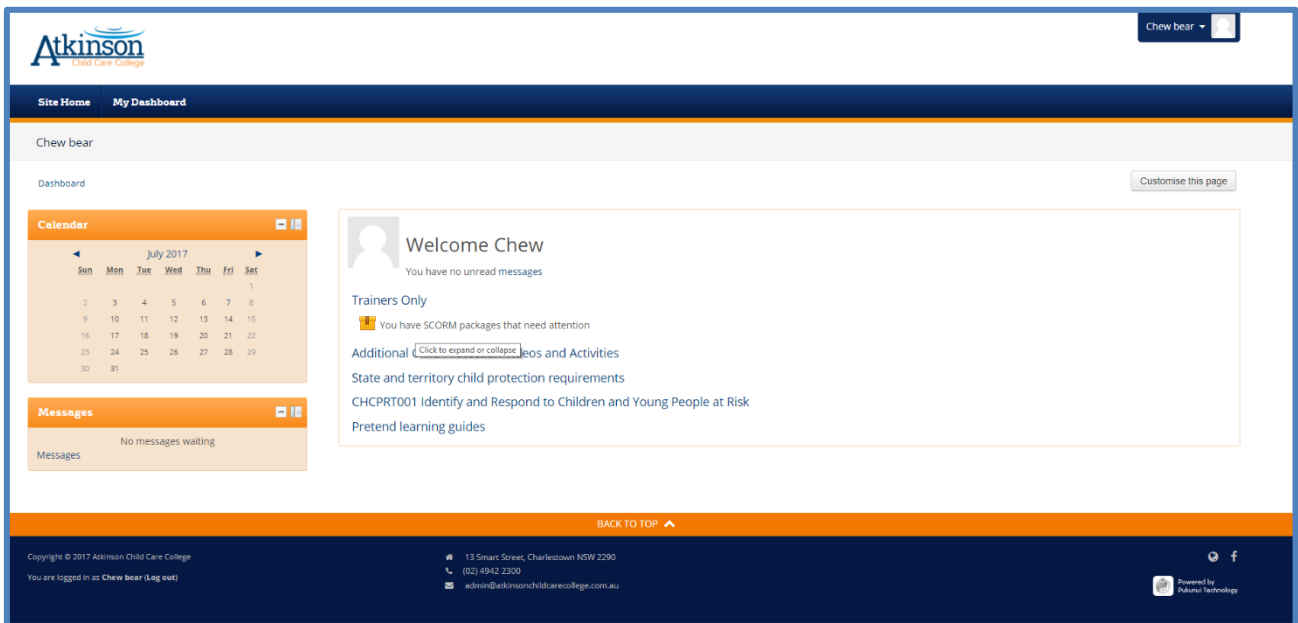
Add

ATD use of Moodle terms and conditions. To use ATD online Moodle environment you must agree to the following terms and conditions:

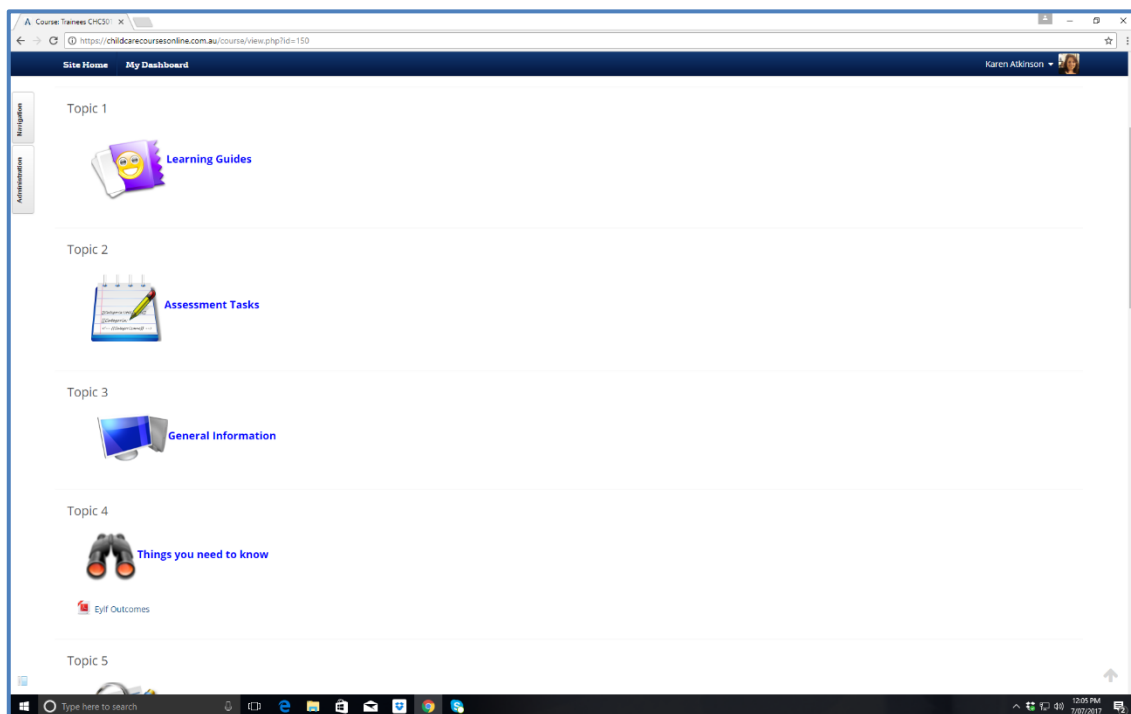
1. Copyright and ethical use:
 - 1.1 All works found on this site are copy write. ATD staff work hard to produce new and innovative resources which take time and money. Any person found passing any ATD copywrite material to a third persons or organisations outside of ATD organisation will be prosecuted immediately under the copywrite act unless permission has been granted by ATD management. Links to government websites are excluded. Other websites links - participants need to be aware of copywrite restrictions when using these sites.
 - 1.2 Plagiarism is using another persons ideas and using them without acknowledgement. All assessments must be the work of the course participant. Participants must respect the copywrite of all others by acknowledging and referencing the works of others within their work.
 - 1.3 Moodle online resources are for use only by authorised ATD course participants. ATD Participants are not to pass their passwords or allow access to any other organisation will face immediate exclusion from the line forum.
2. Communication:
 - 2.1 All forums are to be used for positive communication and exchange. Any misuse of forums including those breaking the Anti-discrimination act will be excluded from the forum and online learning platform. This includes harassment, bullying, abuse, discriminatory and slanderous comments. As outlined in ATD policy and Procedures manual this behaviour can result in termination of training contract.
 3. Privacy: All users have the right to be safe online. Email addresses of participants should only be exchanged for the intended purpose of course related exchange. ATD takes no responsibility for misuse of personal information submitted by participants. Participants are not to pass on or disclose email addresses or other details of course participants without their expressed permission. All participants are to take responsibility for their own personal information dissemination. We recommend that you do not exchange any personal information with online users including credit card details, phone numbers, address and other personal information related to home or work.
 4. ATD policies and procedures: All ATD participants will respect and follow the same ATD policies and practices as indicated in ATD policy and procedure handbook. This behaviour will carry over into the online forum.
 5. Virus Protection: It is the responsibility of all participants to ensure that their computer virus detection and security programs are up to date. ATD takes no responsibility for damage to computers, software or personal documents as a result of engaging online.
 6. Illegal materials: Exchanges of illegal materials such as child pornography on the site will be referred immediately to the authorities and result in the termination of the training contract.

Last modified: Tuesday, 21 March 2017, 12:44 PM

5. It will then open your Home Page or "My Dashboard". Click on the qualification access i.e. Trainee *CHC30113 Certificate III in Early Childhood Education and Care* or the individual unit you are enrolled into such as *CHCPRT001 Identify and respond to children and young people at risk.*



From here you will find your course page. Here is located icons which lead to information you will need. Below we have listed them and outlined where each icon sends you. Have a look around if you get lost just press "My dashboard" on the top menu or the back arrow.

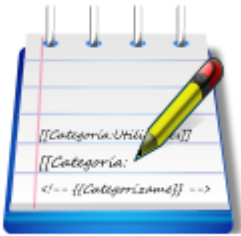




Learning Guides

Here you will find learning guides, video and resources. Please only download as needed as we update regularly.

Please see your individual plan for the order of units.



Assessment Tasks

Here you will find your assessment tasks. Please download word documents and save to your computer prior to typing. You will later upload this on your course page.



Things you need to know

On your course page is this icon where your trainer may leave timetables, or information specifically for your course if needed.



General Information

Here you will find general resources which are used in most of the units. It is here in one place. For example government sites for children services.



ATD Forms

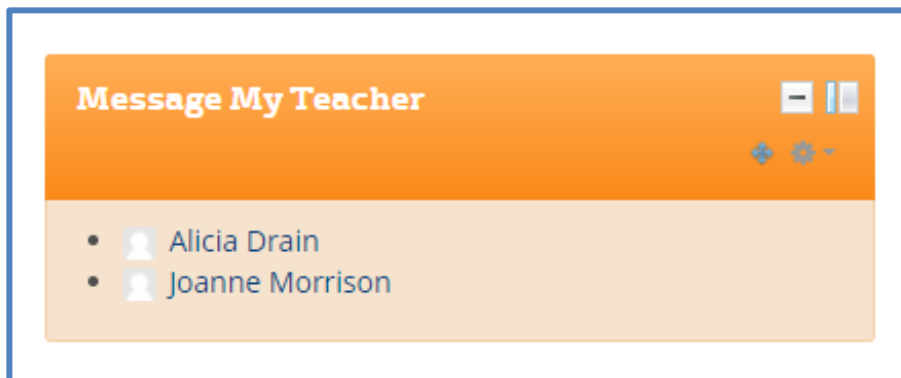
Here are our forms and our organisations policies and procedures.



On your course page is this icon where you will upload your assessment. There is a detailed PDF and Video available to help under this icon.

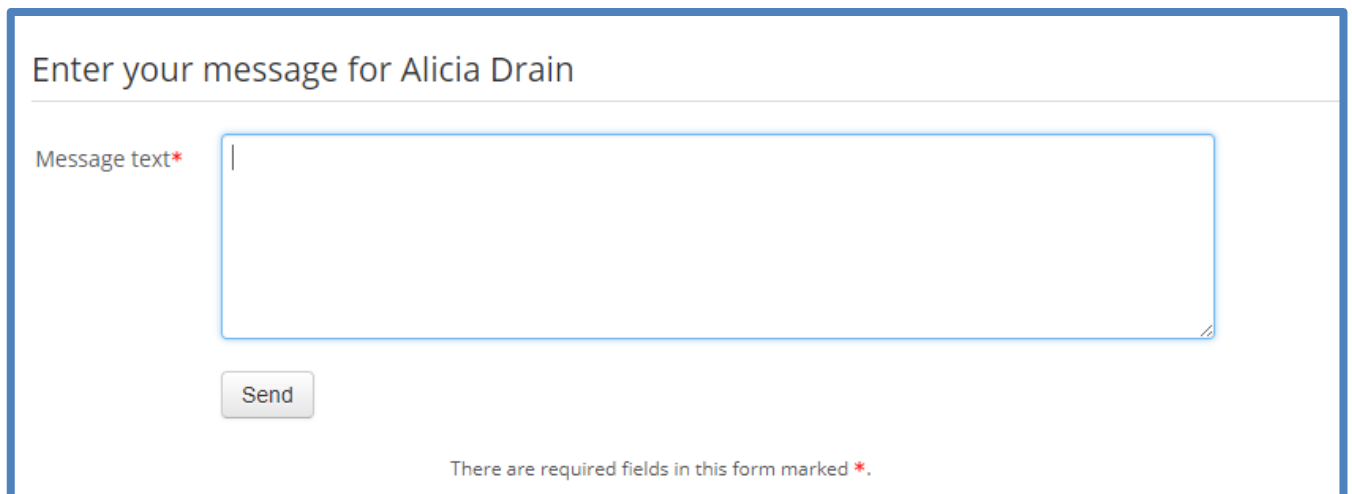
How to send messages to Trainers your trainer

1. Click on People/Participants located at the side of the screen.



2. Type your message.

We always answer your mail so if you do not hear from us please call 49422 300.

A screenshot of a Moodle message form titled "Enter your message for Alicia Drain". The form has a text input field labeled "Message text*" and a "Send" button. Below the form, there is a note: "There are required fields in this form marked *." The form is enclosed in a blue border.

“Help! I think something has gone wrong!!!!”

Whilst our course information is online, humans are here to help. Just contact us if concerned or if you're unable to navigate your way around Moodle and we will help. Thank you for using our online learning platform. It's important that you learn this technology yourself as there are great resources here and you will use many platforms like Moodle in the future!

Call us on 49422 300