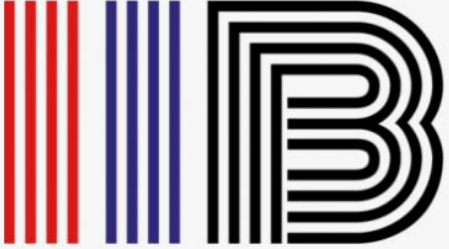




VET MOODLE LOGIN MANUAL



INSTITUTE OF
INTELLECT BLENDING
RTO No. 41282 CRICOS No. 03526A

Your session has timed out. Please log in again.

Username / email

Password

☐ Remember username

Forgotten your username or password?

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

Log in as a guest

Log in

Step 1 User Login

ENTER THE URL OF YOUR MOODLE SOFTWARE ([HTTPS://MOODLE.IIB.EDU.AU/MOODLE/](https://moodle.iib.edu.au/moodle/))IN THE ADDRESS BAR OF YOUR BROWSER AND HIT ENTER. YOU WILL BE PROMPTED TO ENTER YOUR **USERNAME (STUDENT ID NUMBER: E.G., IIB210155)** AND **PASSWORD (E.G., IIB2023@CHEN)** REFER TO THE MOODLE LOGIN ACCOUNT DETAIL

Dashboard

Site home

Calendar

Private files

My courses

BSBOPSS01 Manage business resource

BSBCRT511 Develop critical thinking in others

BSBHRM525 Manage recruitment and onboarding

BSBPMG430 Undertake project work

BSBOPSS04 Manage business risk

BSBFIN501-Manage budgets and financial plans

BSBSUS511 - Develop workplace policies and procedures for

My Courses

NO IMAGE AVAILABLE

BSBOPSS01 Manage business resource

1. the category changed from VET / New Course Structure to VET /2022 / TERM 4 by James ZHENG on 17/02/2023.

NO IMAGE AVAILABLE

BSBCRT511 Develop critical thinking in others

NO IMAGE AVAILABLE

BSBHRM525 Manage recruitment and onboarding

Customise this p

Latest announcements

12 Jan, 21:30
Admin User
Login to new moodle
Older topics ...

Online users

2 online users (last 5 minutes)
Ian LIN
Gemma Malaluan

Latest badges

You have no badges to display

Calendar

February 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

Step 2

CLICK YOUR COURSE UNIT
NAME

BSBTWK503 Manage meetings

Participants

Badges

Competencies

Grades

Announcement

Unit Information

Learner Resources

Weekly Online Learning
(every Sunday from 3:00 p.m. to 9:00 p.m.)

Assessment

Student General Feedback

Dashboard

Site home


Calendar


Private files


BSBTWK503 Manage meetings

Dashboard / My courses / VET / 2024 / TERM 1 / BSBTWK503 Manage meetings

Announcement




 Announcements for T1 2024

 DB T1 2024 Class Timetable Block B

Please take note of the following policy and procedure in regard to:

- Attendance policy** - attendance is recorded and monitored weekly. Student must maintain weekly attendance of 80% course contact hours, is a visa condition for overseas students.
- **Academic policy** -students must pass at least **50%** of the subjects every term to avoid receiving caution letter for un

 DB 2024 Academic Calendar

This academic calendar is for those who have enrolled in the BSB50120 Diploma of Business.

Step 4

ACCESS TIMETABLE AND
ACADEMIC CALENDAR

Weekly Online Learning (every Sunday from 3:00 p.m. to 9:00 p.m.)

As part of our commitment to ensuring that our international students meet the visa requirements, we want to remind you that all courses undertaken in Australia at week (including scheduled classes, course-related information sessions, supervised study sessions, mandatory and supervised work-based training, and examination) and the Australian Skills Quality Authority for student visa holders includes a minimum of 6 hours of online learning as well.


Please note that regular attendance and active participation in both in-person and online classes are essential to maintaining your student visa status. Non-compliance with visa condition (refer to your visa approval letter).

To join in this weekly online learning session:


- Please accept the invitation sent to you via email on **December 27, 2023**.
- You must log in to Microsoft 365 to access IIB Outlook's calendar.
- In the calendar app, you will find the URL link for this recurring online learning session.
- Click 'join in' to the **weekly compulsory online learning session on each Sunday from 3:00 p.m. to 9:00 p.m.**
- [You are required to complete at least Weeks 5 to 7 \(to access the assessment submission link\)](#)

During your 6-hour online session, you would need to ensure that you:

- Review the weekly prescribed online learning resources made available on IIB's Moodle.
- Pick any of the online learning resources listed on the unit of competency landing page and provide your personal reflection (answers should not exceed a 100-word limit).
- Save and submit your personal reflection for grading by your Trainer.
- If you fail to do so, you will not be able to receive any attendance for the prescribed online learning hours (note: being present online does not necessarily constitute assessment to substantiate sufficient learning outcome achieved) nor have any access to the assessment tool submission link.


 Microsoft Teams Link with Michal Tomcik (This quick link will only work if you have registered your IIB email account with Microsoft 365)



Please use this link to join your Trainer for the Online Learning session every Wednesday from 3:00 p.m. to 9:00 p.m.

 READ ME: VET Online Learning Via Moodle Guide

You are required to review a set of learning resources each week for your online learning component, as well as provide your input based on any one VET Online Learning via Moodle Guide for further information. Thank you.

Week 05: 1. Prepare for meetings

 Chat with Trainer (if additional tutorial assistance is required)

-  Watch video: Meeting Preparation Tips: How to Run Effective Meetings
-  Watch video: Creating an Effective Meeting Agenda Format
-  Review website: Meeting Preparation Checklist for Effective Meetings
-  Review website: How to Create Effective Meeting Agendas for Productive Meetings
-  Read supplementary: Effective Meetings Toolkit
-  Read supplementary: Guide to making every meeting matter
-  Attend webinar: How to Create Effective Board Meeting Agendas - Best Practices

 Week 05 Personal Reflection (compulsory)

- **This is a required submission activity to meet the mandatory weekly online learning hours.**
- **When you are logged in to your weekly online learning session** (refer to your timetable) **via Microsoft Teams, complete your reflection on Moodle.**
- **Ensure you submit your weekly personal reflection during the online learning session, as this will account for your weekly online learning hours.**
- Please note: if you log in to the online learning session without submitting your weekly personal reflection task, your attendance for the week will be zero.
- Type your answers (that relate to any of the learning resources for this week) onto Moodle itself (this is an online text submission tool).
- Please ensure that your personal reflection does not exceed the 50-word limit.
- Review what you have typed in (you may not be able to make any amendments after submission)
- Confirm your personal reflection submission.

Step 5

ACCESS THE WEEKLY
PERSONAL REFLECTION

Assessment

Assessments must be submitted by the due date set on Moodle.

If you fail to achieve a minimum 50% of your attendance for the term, your assessment would not be accepted.

If you fail to submit your assessment by due date, you will be subject to late submission procedures and fee **(\$250 per unit)**.

If your assessment has a role-play/presentation activity, you must complete it prior to submission of the assessment. Your trainer will inform you of the arrangements

Resubmissions:

You have a total of **3 attempts** including your first submission.

If you are deemed to be Not yet competent in your first or second attempt, you have **3 days** to resubmit your assessment. If you fail to submit your assessment **with** fee **(\$250 per unit)**.

Please note that this is a protected document and as such, you are only allowed to fill in your answers in designated sections (marked with a yellow highlight) of the

In addition, you are required to follow the prescribed instructions prompted in each part of the assessment tool and the use of supplementary case information to s


Thank you.

▼ Assessment Tools
IIB BSBTWK503 Assessment Tool V2023.1.docx

Download folder

Step 6


ACCESS THE ASSESSMENT
TOOL

 Assessment Submission Link

Restricted Not available unless:

- The activity **Week 05 Personal Reflection (compulsory)** is complete and passed
- The activity **Week 06 Personal Reflection (compulsory)** is complete and passed
- The activity **Week 07 Personal Reflection (compulsory)** is complete and passed
- The activity **T1 2024 End-of-Term Survey (please complete this survey prior to submitting your assessment)** is marked complete

Note: The end-of-term survey is mandatory to be completed.

 T1 2024 End-of-Term Survey (please complete this survey prior to submitting your assessment)

Dear students

Please complete the mandatory feedback form between **February 26 and March 10, 2024**, by pointing your phone camera at the QR code below to access the short



Step 7

ACCESS THE ASSESSMENT
SUBMISSION LINK AND THE
END OF THE TERM SURVEY
LINK TO ALLOW ASSESSMENT
SUBMISSION

Step 8

- ▶ Upload the assessment in PDF format
- ▶ Save
- ▶ Submit
- ▶ Confirm

Thank you

For any further queries ,please email student services at:
studentengagement@iib.edu.au



**INSTITUTE OF
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RTO No. 41282 CRICOS No. 0352