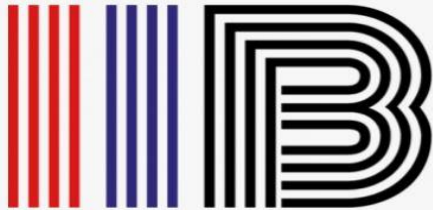




INSTITUTE OF
INTELLECT BLENDING
RTO No. 41282 CRICOS No. 0352

Online Class via MS Team +Moodle

VET



**INSTITUTE OF
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RTO No. 41282 CRICOS No. 03526A

☐ Remember username










[Forgotten your username or password?](#)

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

Some courses may allow guest access

Step 1: Login to your Moodle Account

Week 02: 1. Establish effective workplace relationship processes + 2. Manage effective workplace relationships

-  Watch video: Cultivating Collaboration: Don't Be So Defensive! | Jim Tamm | TEDxSantaCruz
-  Watch video: The power of collaboration: Dr. Shelle VanEtten de Sánchez at TEDxABQWomen
-  Review website: From conflict to collaboration
-  Review website: The Art of Shifting from Conflict to Collaboration in the Workplace
-  Read supplementary: Creating a collaborative organizational culture
-  Read supplementary: Building a collaborative workplace
-  Attend webinar: How to break down barriers to collaboration and create meaningful partnerships
-  Chat with Trainer (if additional tutorial assistance is required)
-  Week 02 Personal Reflection (compulsory)

- **This is a compulsory submission activity which you would need to provide your personal reflection based on the Weekly Online Learning resources.**
- **Kindly ensure that you complete this activity by the end of each week** (no later than 11:59pm each Sunday) **as your online learning attendance would be submitted the next day.**
- **Please ensure that your personal reflection does not exceed 50-word count limit.**
- **Type your text onto Moodle itself** (this is an online text submission)
- **Review what you have typed in** (you may not be able to make any amendments after submission)
- **Confirm your personal reflection submission.**

Step 2: Click your current term unit and scroll down to the respective weekly online learning section



Week 02 Personal Reflection (compulsory)

- **This is a compulsory submission activity which you would need to provide your personal reflection based on the Weekly Online Learning resources.**
- **Kindly ensure that you complete this activity by the end of each week** (no later than 11:59pm each Sunday) **as your online learning attendance would be submitted the next day.**
- **Please ensure that your personal reflection does not exceed 50-word count limit.**
- **Type your text onto Moodle itself** (this is an online text submission)
- **Review what you have typed in** (you may not be able to make any amendments after submission)
- **Confirm your personal reflection submission.**

Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 12 March 2023, 12:00 AM
Time remaining	51 days 9 hours
Last modified	-
Submission comments	► Comments (0)

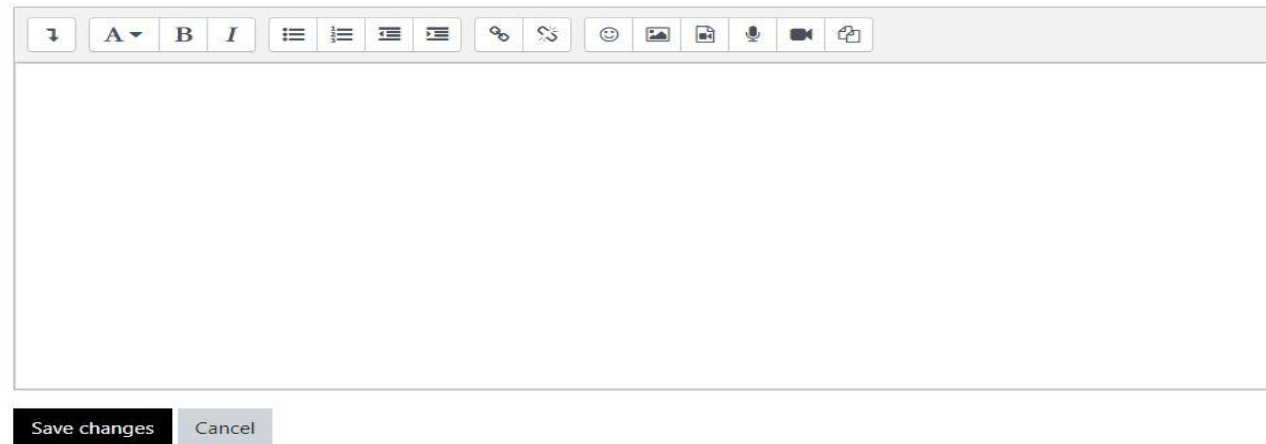
Add submission

Step 3: Click week 2 Personal reflection (compulsory)

Week 02 Personal Reflection (compulsory)

- This is a compulsory submission activity which you would need to provide your personal reflection based on the Weekly Online Learning resources.
- Kindly ensure that you complete this activity by the end of each week (no later than 11:59pm each Sunday) as your online learning attendance would be submitted the next day.
- Please ensure that your personal reflection does not exceed 50-word count limit.
- Type your text onto Moodle itself (this is an online text submission)
- Review what you have typed in (you may not be able to make any amendments after submission)
- Confirm your personal reflection submission.

Online text



The image shows a Moodle online text submission editor. It features a toolbar with various icons for text formatting (bold, italic, underline, list, link, unlink, smiley, image, file, video, audio, link), a large text area for typing, and two buttons at the bottom: 'Save changes' and 'Cancel'.

Step 4: Type your reflection and then click save changes



Submission status

Attempt number	This is attempt 1.
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Sunday, 12 March 2023, 12:00 AM
Time remaining	51 days 9 hours
Last modified	Thursday, 19 January 2023, 2:14 PM
Online text	+ Type your reflection regarding the video watched or the websites
Submission comments	► Comments (0)

[Edit submission](#)[Remove submission](#)

You can still make changes to your submission.

[Submit assignment](#)

Step 5: Click Submit assignment

BSBLDR523 Lead and manage effective workplace relationships

Dashboard / My courses / BSBLDR523 Lead and manage effective workplace relationships / Weekly Online Learning / Week 02 Personal Reflection (compulsory) / Confirm submission

Week 02 Personal Reflection (compulsory)

- **This is a compulsory submission activity which you would need to provide your personal reflection based on the Weekly Online Learning resources.**
- **Kindly ensure that you complete this activity by the end of each week** (no later than 11:59pm each Sunday) **as your online learning attendance would be submitted the next day.**
- **Please ensure that your personal reflection does not exceed 50-word count limit.**
- **Type your text onto Moodle itself** (this is an online text submission)
- **Review what you have typed in** (you may not be able to make any amendments after submission)
- **Confirm your personal reflection submission.**

Confirm submission



☐ This submission is my own work, except where I have acknowledged the use of the works of other people.

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

There are required fields in this form marked .

Step 6: Confirm the submission and then click continue



Week 02 Personal Reflection (compulsory)

- This is a compulsory submission activity which you would need to provide your personal reflection based on the Weekly Online Learning resources.
- Kindly ensure that you complete this activity by the end of each week (no later than 11:59pm each Sunday) as your online learning attendance would be submitted the next day.
- Please ensure that your personal reflection does not exceed 50-word count limit.
- Type your text onto Moodle itself (this is an online text submission)
- Review what you have typed in (you may not be able to make any amendments after submission)
- Confirm your personal reflection submission.

Submission status

Attempt number	This is attempt 1.
Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 12 March 2023, 12:00 AM
Time remaining	51 days 9 hours
Last modified	Thursday, 19 January 2023, 2:15 PM
Online text	<div><div></div><div><div>+</div></div><div>Type your reflection regarding the video watched or the websites</div></div>

Step 7: Week 2 reflection has been submitted

To join in this weekly online learning session:

- Please accept the invitation sent to you via email .
- 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 (refer to your class timetable)
- You are required to complete at least Weeks 1 to 3 (to access the assessment submission link for Block A unit) and Weeks 5-7 (to access the assessment submission link for Block B unit and Weeks 1-7 (to access the assessment submission link for a single unit).

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 count limit) by typing it onto Moodle.
- Save, submit and confirm 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 having attended this session in full without any evidence of assessment to substantiate sufficient learning outcome achieved) nor have any access to the assessment tool submission link.

Weekly online learning session procedure



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Repeat the steps weekly

For any further queries please email: studentengagement@iib.edu.au