

CONTENT

Click on the section links to view the information

This is an **interactive** guide to help you navigate through Moodle when completing your Money Talks online assessments.

Log in and Log out
of Moodle

Navigation

Completing Quiz
Assessment

Submitting Folio
Assessment

Reattempts

Grades and
competencies

LOG-IN AND LOG-OUT OF MOODLE

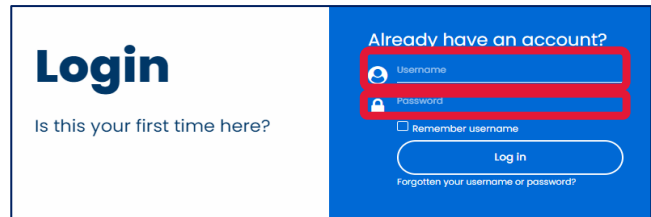
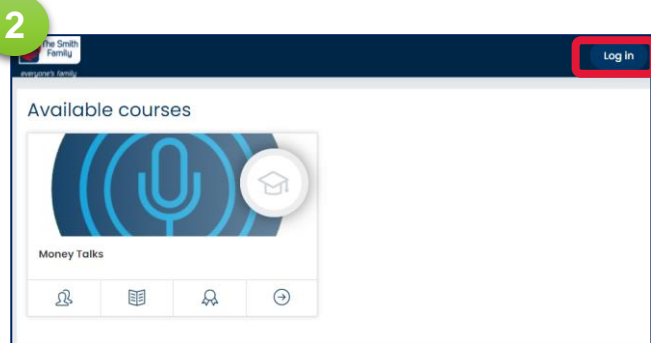
Logging in for the first time

1 Go to the email account you used when registering for the course. This could be your school or personal email account.

Check your inbox in the email address you used when registering for the course.

You will have received an email from Moodle with your username and temporary password. If you can't see it;

- check your Junk/Spam folder
- search using the key word 'Moodle'



2. Use the link in your inbox or the link below
<https://moneytalks.thesmithfamily.com.au/>

Click **Log In** and enter your username and temporary password as shown in the email (see step1).

Note your Username may NOT be the same as your email address

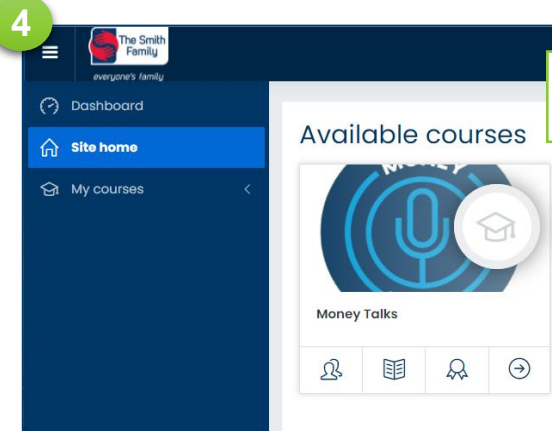
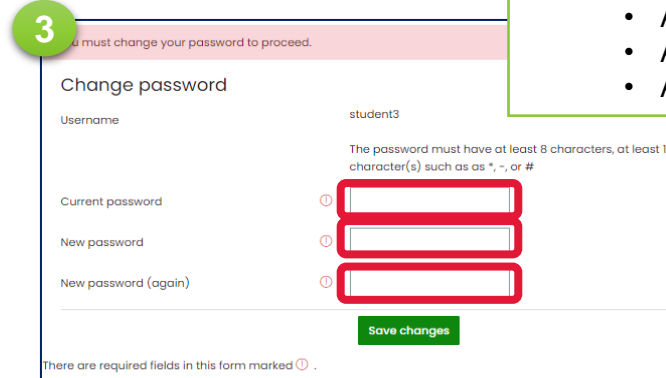
Click to return to guide's contents page



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3. You will need to change your password to something that you will easily remember. Make sure to have

- A capital letter
- A number
- A symbol i.e. #\$\$@



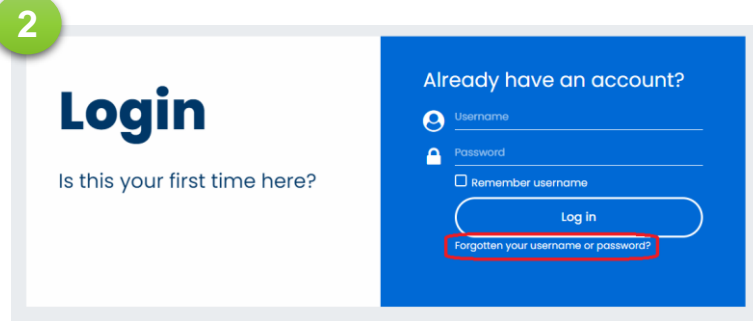
4. Once you've logged in, you will see this screen.

LOG-IN AND LOG-OUT OF MOODLE

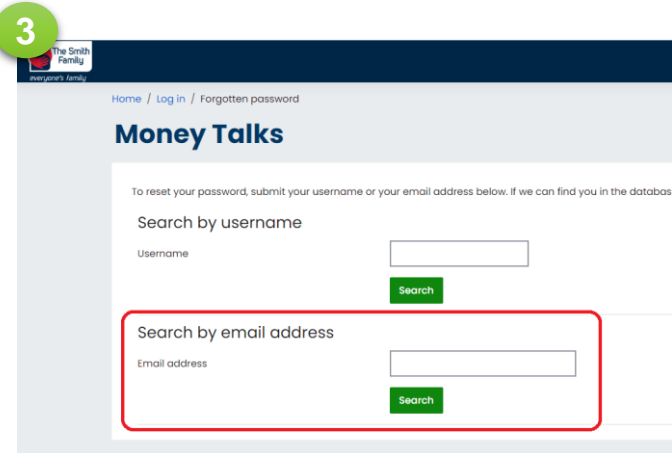
Forgotten your User Name and/or Password

1 Is this your first time logging in? If yes, go to previous page.

Follow the instructions below only if you've already re-set your password but now forgotten it. You can also use this method if you've forgotten your Moodle username.




2. Click the "Forgotten your username or password" text



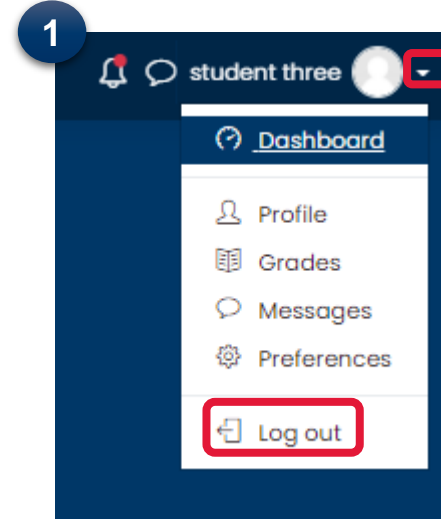
3. Enter the email address you used to register for this course. It could be either your school or personal email address. Then click "search"

An email will be sent to the address you've entered allowing you to reset your password to something you remember

If you don't receive an email, perhaps you registered with a different email address. Try another email account.

Click to return to guide's contents page 

Logging out



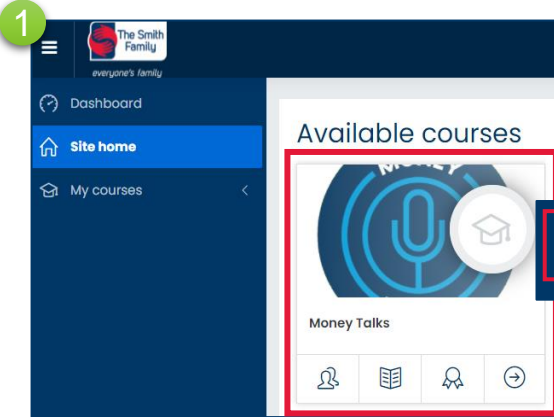
1. Click on the small arrow next to your username and select 'Log out'.

NAVIGATION

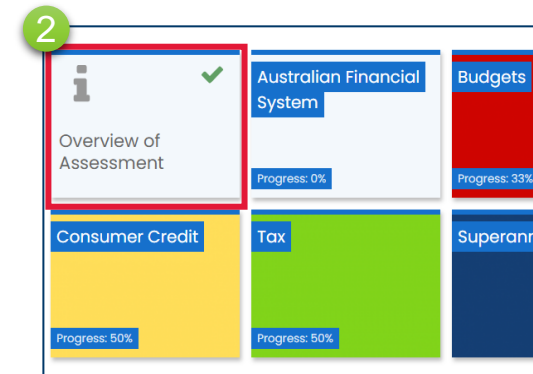
Click to return to guide's contents page



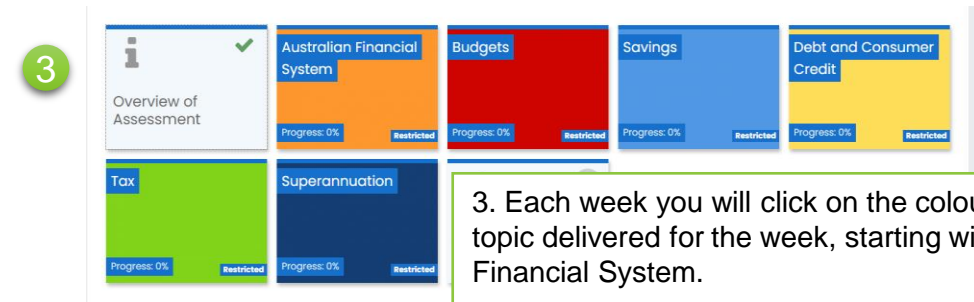
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1. Click on the logo > 'Enter course' button on the next page.

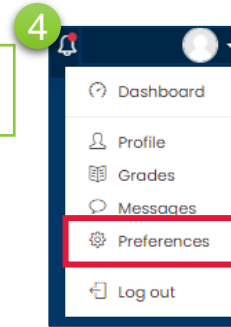


2. **IMPORTANT**: Read Overview of Assessment first to unlock the other assessments.



3. Each week you will click on the coloured box of the topic delivered for the week, starting with Australian Financial System.

Complete assessments **after** the delivery session with your Facilitator.



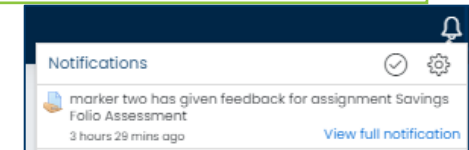
Preferences

- User account
- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Calendar preferences
- Content bank preferences
- Message preferences
- Notification preferences

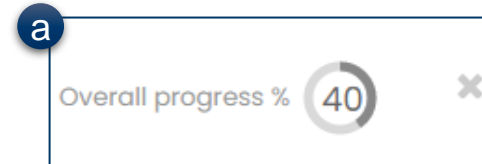
4. **IMPORTANT**: Activate the Bell Notification to receive notifications when assessments are marked and any feedback provided by the facilitator

Click 'Preferences' > 'Notification preferences' > Turn on 'Assignment notifications' for Web.

Assignment	Web		Email	
	Online	Offline	Online	Offline
Assignment notifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

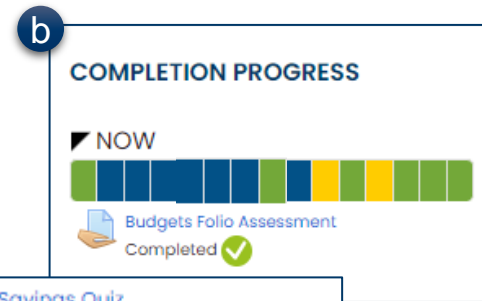


4 Progress Trackers



4a. Overall Progress

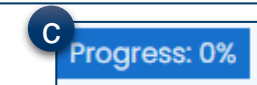
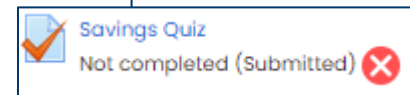
Tells you how much you've completed in the entire course. Place your cursor over the percentage to see the number of items completed.



4b. Completion Progress Bar

Allows you to track your assessment completion. **Note:** You must get a passing grade for all of the assessments to receive a Certificate I.

- **Blue** – Not completed
- **Yellow** – Submitted but not yet achieved a pass. Try again.
- **Green** – completed and achieved passing grade



4c. Progress (per unit)

Tells you how much you've done in each unit.

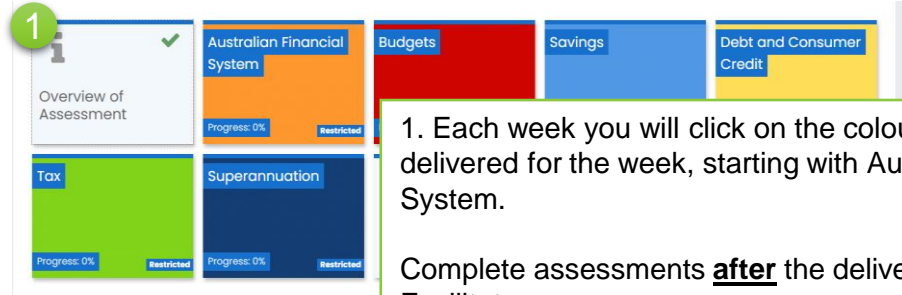
COMPLETING QUIZ ASSESSMENT

ANSWERING QUESTIONS >> [QUIZ NAVIGATION AND SUBMIT ATTEMPT](#) >> [REVIEW QUIZ RESULTS](#)

Click to return to guide's contents page

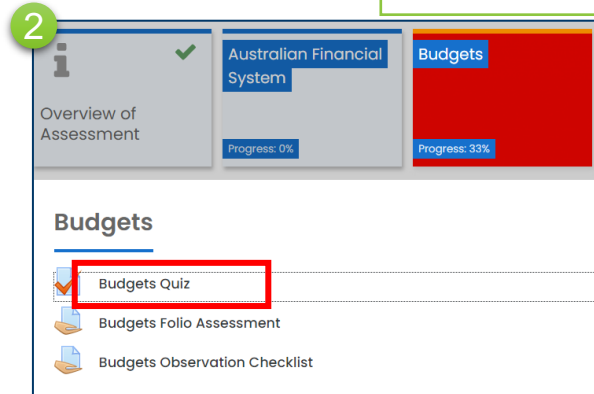


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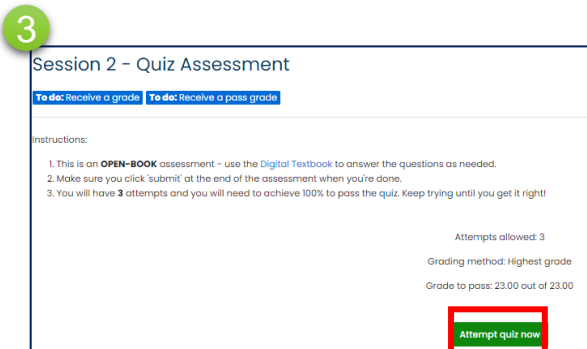


1. Each week you will click on the coloured box of the topic delivered for the week, starting with Australian Financial System.

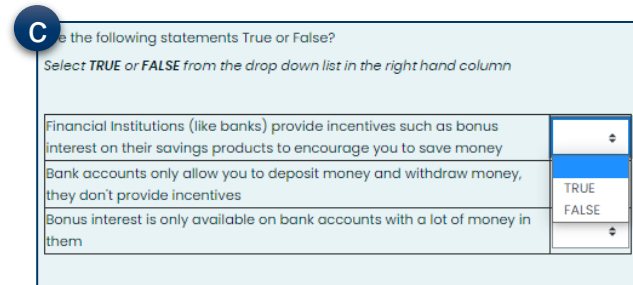
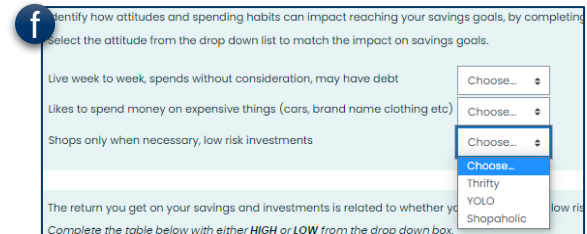
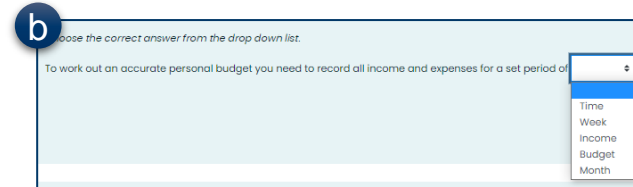
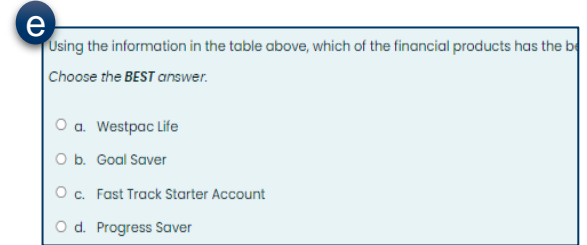
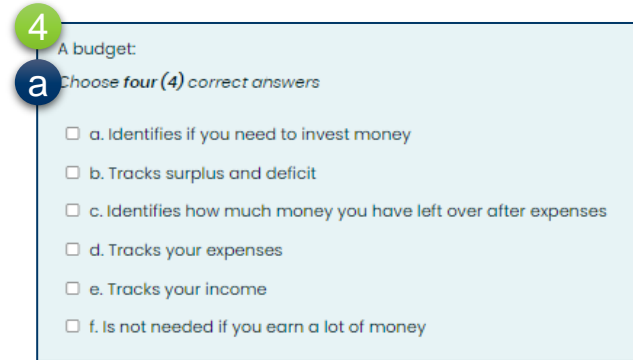
Complete assessments **after** the delivery session with your Facilitator.



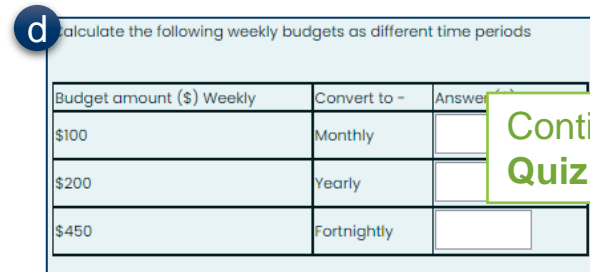
2. Select the item you wish to attempt – eg Quiz or Folio Assessment



3. Read the instructions and click on 'Attempt Quiz now' button.



4. Answer quiz style questions
- Multiple answers
 - Drop down
 - True or False
 - Fill-in-multiple blanks
 - Multiple choice
 - Matching



Continue to Completing Quiz Assessment: Quiz Navigation and Submit Attempt

COMPLETING QUIZ ASSESSMENT

[ANSWERING QUESTIONS](#) >> [QUIZ NAVIGATION AND SUBMIT ATTEMPT](#) >> [REVIEW QUIZ RESULTS](#)

Click to return to guide's contents page



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1

Question 13
Incomplete answer
Marked out of 1.00
Flag question
Flag this question for future reference

Complete the sentence by selecting the correct word.
The deposits of financial institutions is to products include: online , credit
Please put an answer in each box.

1. **Flagging a question** – to go back to a question at a later time, click the flag button. You will see a red mark in the Quiz Navigation after flagging a question.

2

QUIZ NAVIGATION

1	2	3	4	5	6
7	8	i	9	10	11
12	13	14	15		

Finish attempt ...

2. **Quiz navigation** – tells you if you have answered a question or not. See the labels on the side. Click on the specific number to be taken to the question.

Note: You must answer all the questions before submitting.



3. **Go to top of the page** – Click this button to take you to the top of the page.

4

Previous page Finish attempt ...

4. **Finish attempt** – after you answer all the questions, click 'Finish attempt' on the bottom right of the page.

5

Session 2 - Quiz Assessment
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved

5. **Summary of attempt** – shows the questions that have answered and not yet answered.

6

Answer saved
Answer saved
Not yet answered
Return to attempt
Submit all and finish

7. **Return to attempt** – go back to all the questions if you need to change or have not answered all of the questions.

Submit all and finish – after making sure you have answered all the questions, click 'Submit and finish'.

Note: You must answer all the questions before submitting.

7

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish Cancel

8. **Confirmation** – Click 'submit and finish' in the pop up message to confirm.

Continue to Completing Quiz Assessment: [Review Quiz Results](#)

COMPLETING QUIZ ASSESSMENT

[ANSWERING QUESTIONS](#) >> [QUIZ NAVIGATION AND SUBMIT ATTEMPT](#) >> [REVIEW QUIZ RESULTS](#)

Click to return to guide's contents page



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1

Started on	Monday, 21 March 2022, 4:15 PM
State	Finished
Completed on	Tuesday, 22 March 2022, 11:19 AM
Time taken	19 hours 3 mins
Grade	14.00 out of 23.00 (61%)

1. Checking your grade – your quiz is marked automatically. Check your grade on top of the page.



4. Cross or check mark – each question will show you which responses you've gotten correctly and incorrectly.

2

1 Correct
4 Incorrect

QUIZ NAVIGATION

1	2	3	4	5	6
7	8	9	10	11	12
13					

3

Show one page at a time
Finish review

2. Correct & incorrect – check which questions you've gotten correctly and incorrect using the Quiz Navigation.

Write down the incorrect numbers in **red** for your reference in the your next try.

Note: You have 3 attempts in total. Make sure you check your answers on your next try. Use the Digital Textbook as reference.

3. Show one page a time – shows all of the questions on one page

5

Finish review
Superannuation Observation
Checklist ▶

5. Finish review – click to exit. This will lead you to topic overview (next screenshot).

6

Summary of your previous attempts

Attempt	State
1	Finished Submitted Tuesday, 22 March 2022, 11:19 AM

Highest grade: 14.00 / 23.00.

7

Re-attempt quiz

6. Reattempt quiz – click to reattempt.
Note: You only have 3 attempts in total. Make sure you check your answers on your next try. Use the Digital Textbook as reference.

[Go to Reattempt Quiz Assessment](#)

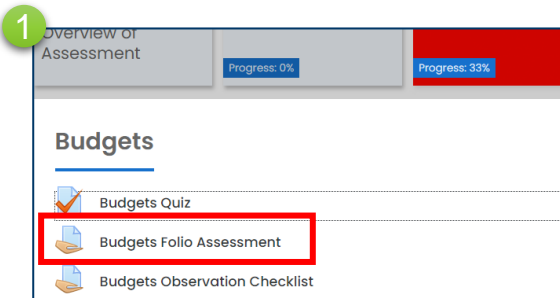
SUBMITTING FOLIO ASSESSMENT

UPLOADING FILES >> [RESUBMISSION OF FOLIO ASSESSMENT](#)

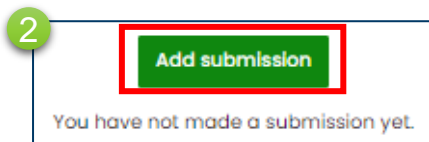
Click to return to guide's contents page



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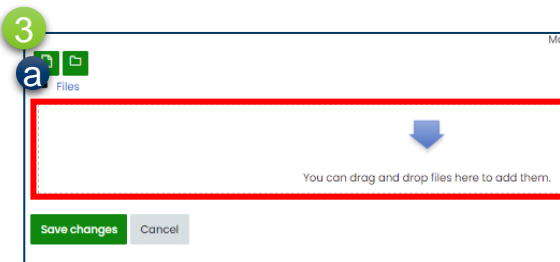


1. Click on Folio Assessment.
Note: This is only applicable for Budget and Savings units.

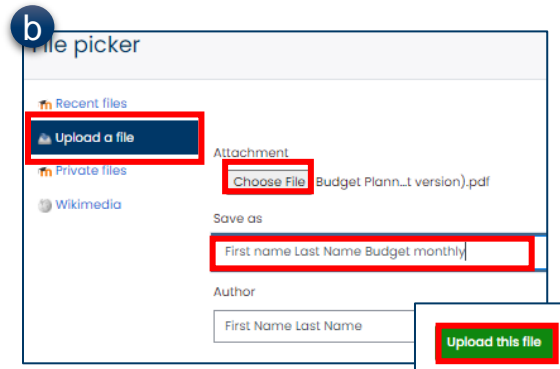


2. Click 'Add submission' to upload the Money Tracker and Budget Planner spreadsheets.

Uploading files

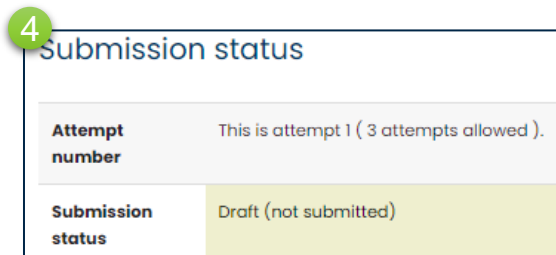


3a. Multiple file upload at a time - Drag and drop your files or click on the arrow.



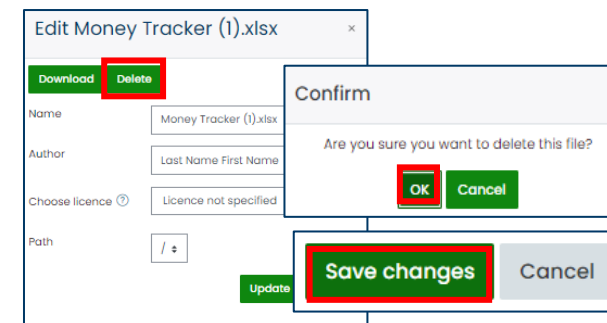
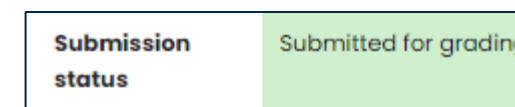
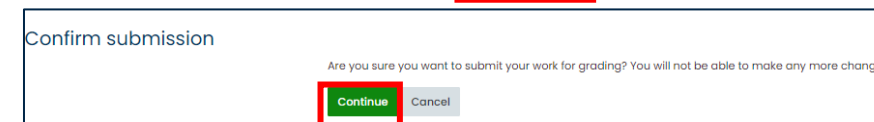
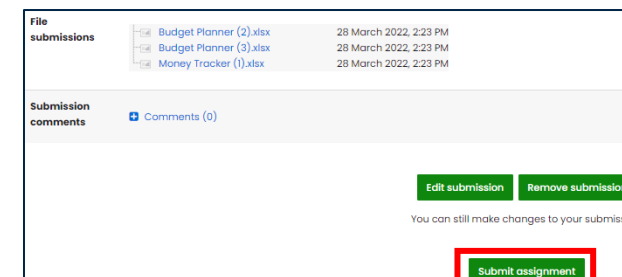
3b. Single file upload at a time - Click > 'Upload a file' > 'Choose File' > select your completed Money Tracker/Budget Planner spreadsheets.

Under Save as, type your *Last Name First Name File name*. Click 'Upload file' Repeat for the other files by clicking



4. Submission status will say 'Draft', check the submitted files if correct then click 'Submit assignment'. If you need to change, click 'Edit submission' and see step 5.

Confirm submission and the status will change to 'Submitted for grading'



5. Changing the uploaded file – Click on the file. A pop up will open, click 'Delete' > 'OK' to confirm. Repeat Step 4 with the correct file. Click 'Save changes'.

REATTEMPTS

REATTEMPT OF QUIZ ASSESSMENT >> RESUBMISSION OF FOLIO ASSESSMENT

Click to return to guide's contents page



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Note: Before re-attempting, make sure you have Digital Textbook opened to use as a reference in your OPEN BOOK assessment.

1

Your answer is correct.
You are not required to answer this question again.

1. All the correct question will be locked and cannot be edited.

2

Not yet complete: Receive a pass grade **To do:** Receive a pass grade

Your answer is incorrect.



2. You will see 'Not yet complete: Receive a pass grade' if you need to reattempt your quiz assessment.

Check carefully which previous answers have **x** marks before changing your answer. Incorrect answers will have 'Your answer is incorrect' message or 'Mark 0.00 out of 1.00'.

Once you go to the next page, the cross and check marks from the previous page will no longer be visible.

3. Next page – click this to go to the rest of the questions.

3

Next page

4

Clear my choice

4. Clear my choice – click this to untick all the previous answers in multiple choice questions.

5

Summary of attempt

Question	Status
1	Complete
2	Answer saved
3	Complete
4	Not changed since last attempt
5	Not changed since last attempt

5. Make sure to change your answers in all of the questions you've gotten incorrectly.

Your summary of attempt **must not have** 'Not changed since your last attempt'. All questions must either be 'Complete' or 'Answer saved'.

Complete – your answer was correct in your previous try.

Answer saved – your new answer has been saved.

6. Click 'Submit and finish' once you've reviewed all the questions you've gotten incorrectly.

6

Return to attempt

Submit all and finish

Note: You only have 3 attempts (3 tries) in total. ***important***

- Attempt 1 – the first time you do the assessment
- Attempt 2 – resubmission, the second time you do the assessment (you only answer any questions you got wrong the first time)
- Attempt 3 – Last chance to answer anything that still has the wrong answer.

Continue to **Resubmission of Folio Assessment**

REATTEMPTS

[REATTEMPT OF QUIZ ASSESSMENT](#) >> [RESUBMISSION OF FOLIO ASSESSMENT](#)

Click to return to guide's contents page



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Note: You may ask your Facilitator for more feedback in class if required.

1

COMPLETION PROGRESS

NOW

Session 2 - Folio Assessment
Completed ✓

COMPLETION PROGRESS

NOW

Savings - Folio Assessment
Not completed (Submitted) ✗

1. Check your 'Completion Progress' and find the submitted Folio Assessments. It will change to **green** if you have passed and change to **yellow** if you need to redo your assessment.

or

Notifications

marker two has given feedback for assignment Savings Folio Assessment
3 hours 29 mins ago

[View full notification](#)

1. Click on the notification bell to check if your Facilitator has marked/remarked your Folio assessment.

Click 'View full notifications' and follow the link to your folio assessment.

2

Feedback

Grade		
Moved money from spending tab to saving tab	Not yet Competent 0 points	
Purchased from the shop, thereby achieving a goal	Not yet Competent 0 points	
Set up an emergency fund	Not yet competent 0 points	1 points
Entered Plot Twist items	Not yet competent 0 points	Competent 1 points
Updated wage in final session	Not yet competent 0 points	Competent 1 points

1.00 / 5.00

Graded on Thursday, 17 March 2022, 1:17 PM

Graded by marker two

Feedback comments

2. Click on the Folio Assessment. Read your Facilitator's feedback comments and the criteria where are 'Not yet competent'.


3

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

You can still make changes to your submission.

3. Click 'Edit submission'. Click on the file. A pop up will open, click 'Delete' > 'OK' to confirm. Update your files based on your Facilitator's feedback then re-upload your file.

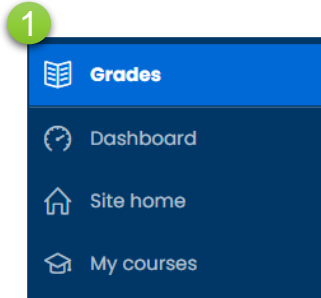
GRADES AND COMPETENCIES

Click to return to guide's contents page 

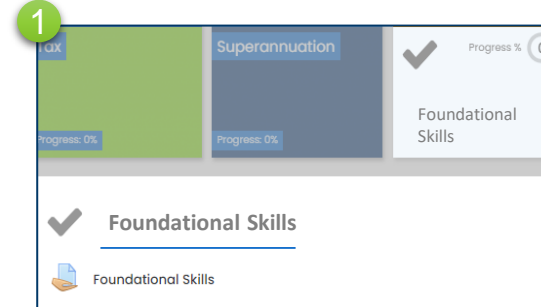


Grades

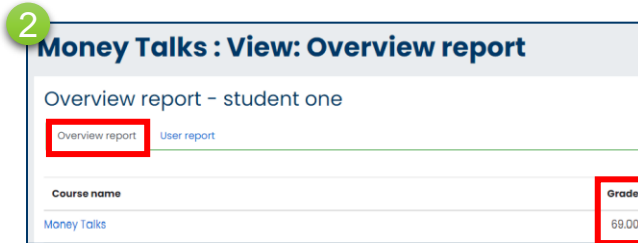
Competencies



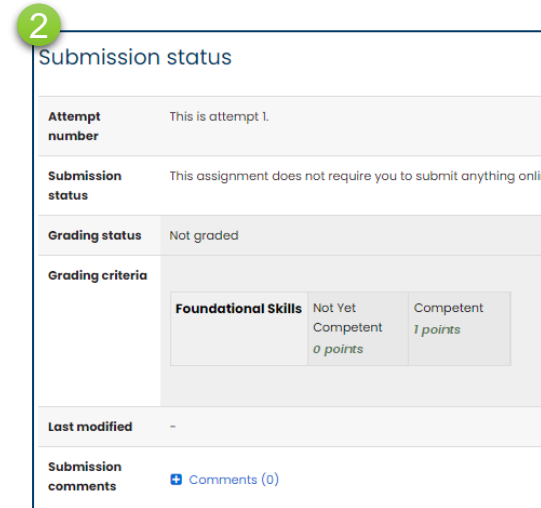
1. Click on 'Grades' in the menu bar.



1. Click 'Foundational Skills'.

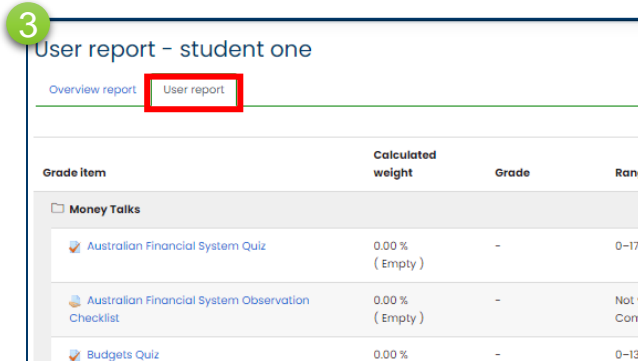


2. Overview report – you will see your grade in the entire course here.
Note: You must get a passing grade for all of the assessments to receive a Certificate I.



2. You do not need to submit anything in this section.

Read the information on what your Facilitator is marking you on. You will receive Competent or Not Yet Competent.



3. User report – you will see your grades per assessment and your Facilitator's feedback here.



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