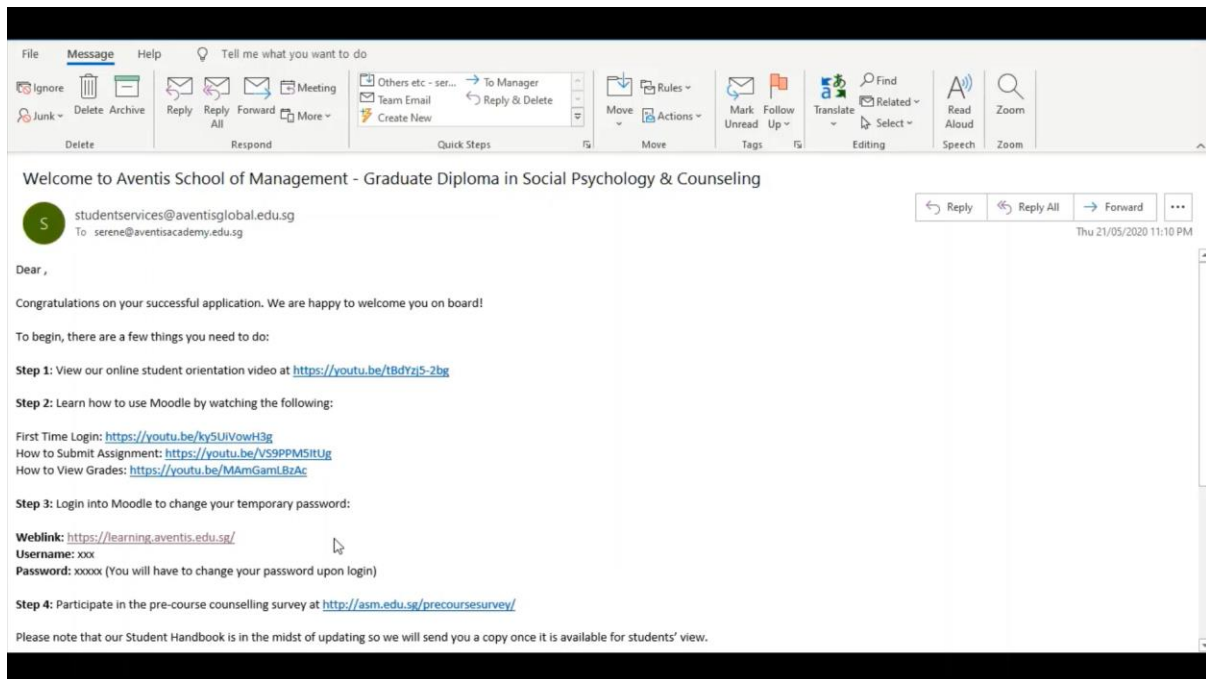


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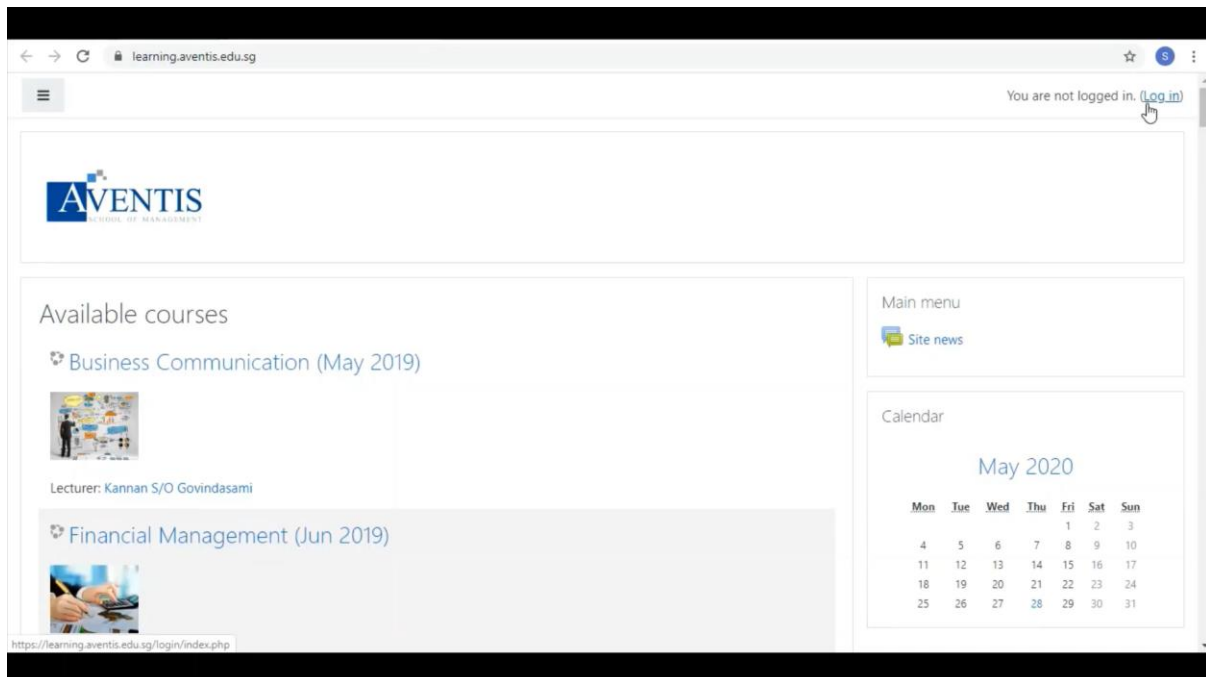
Logging in to your Moodle Student Account

Step 1: Look for the email from Aventis and click on the weblink: <https://learning.aventis.edu.sg/>. Refer to Picture A.



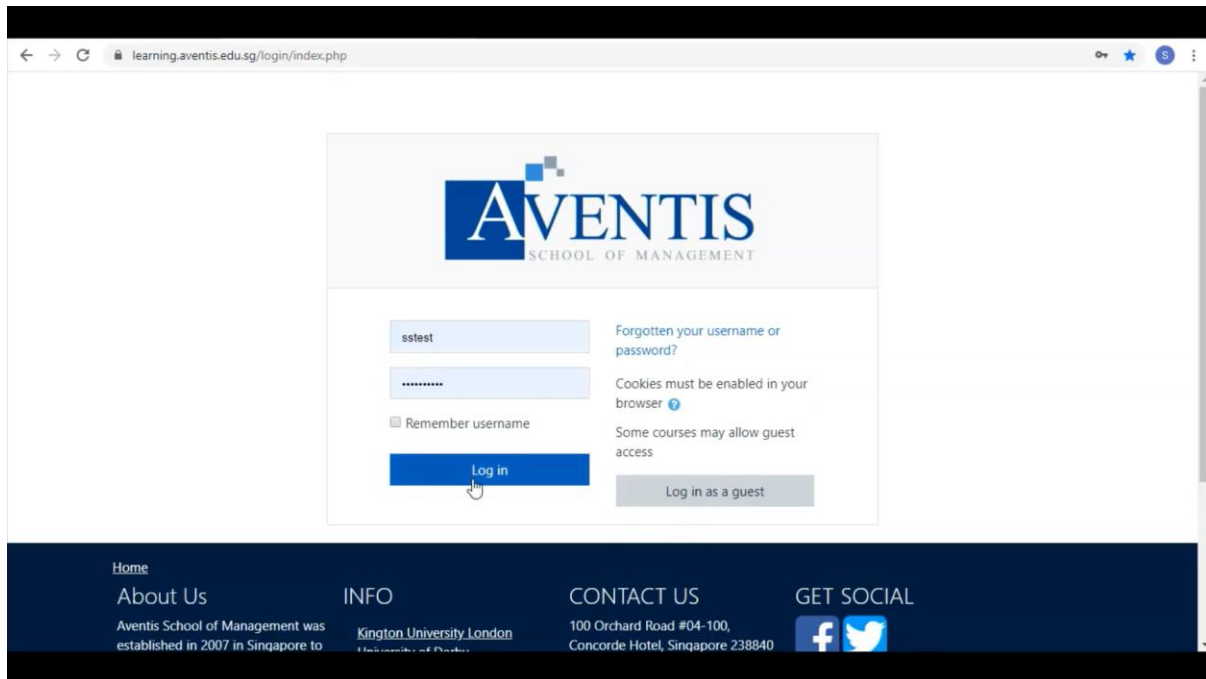
(Picture A)

Step 2: On the Moodle page, click on the 'Log In' on the top right corner. Refer to Picture B.



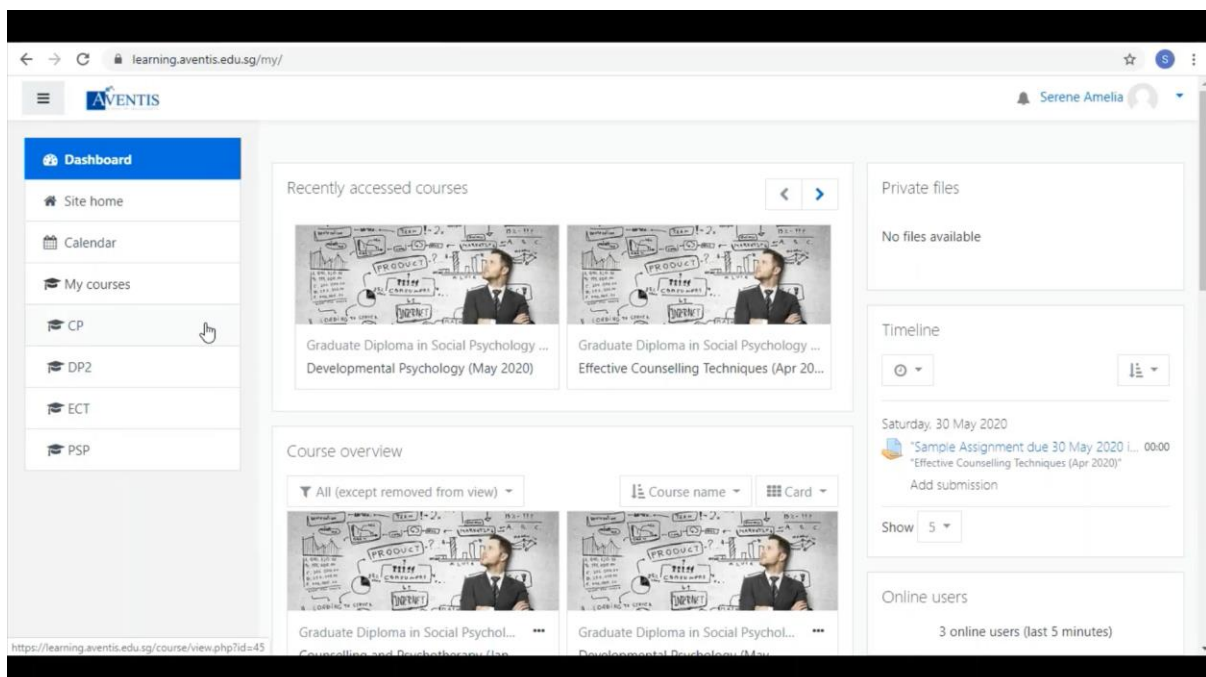
(Picture B)

Step 3: Enter your username and password (this can be found in email from Aventis). Click 'Log In'. Refer to Picture C.



(Picture C)

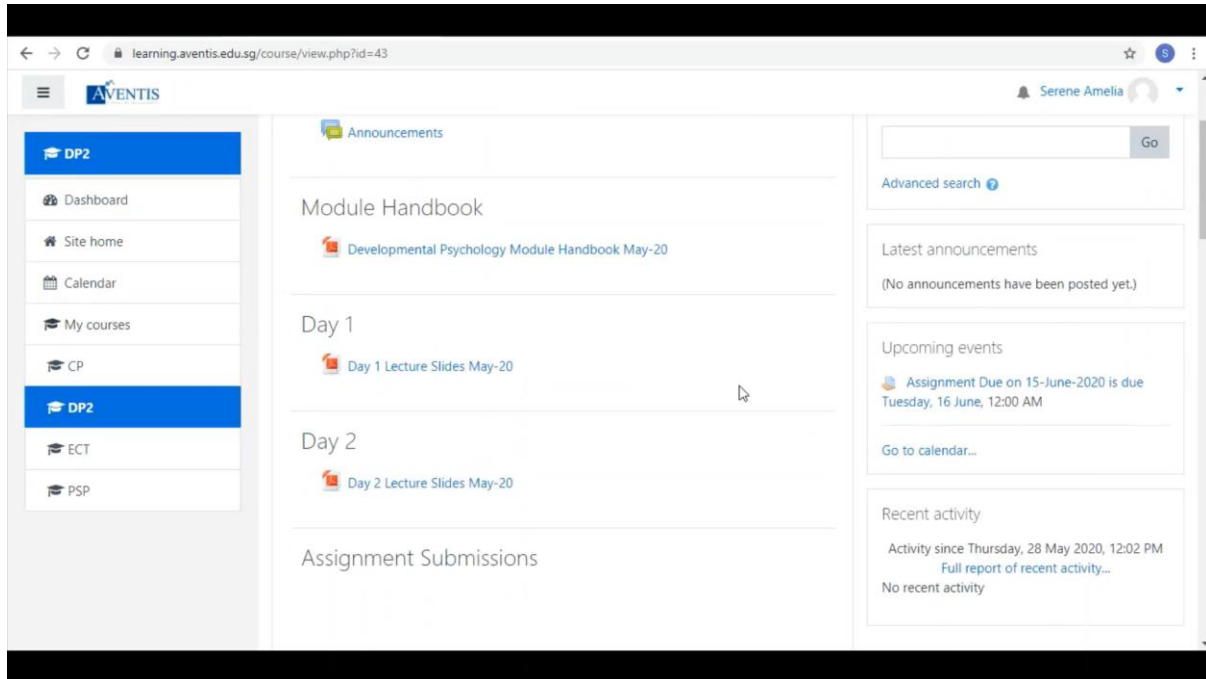
Step 4: The main page will show you your course overview. You can access the calendar and all the registered modules (displayed in their short abbreviation) from the left-hand panel. Refer to Picture D.



(Picture D)

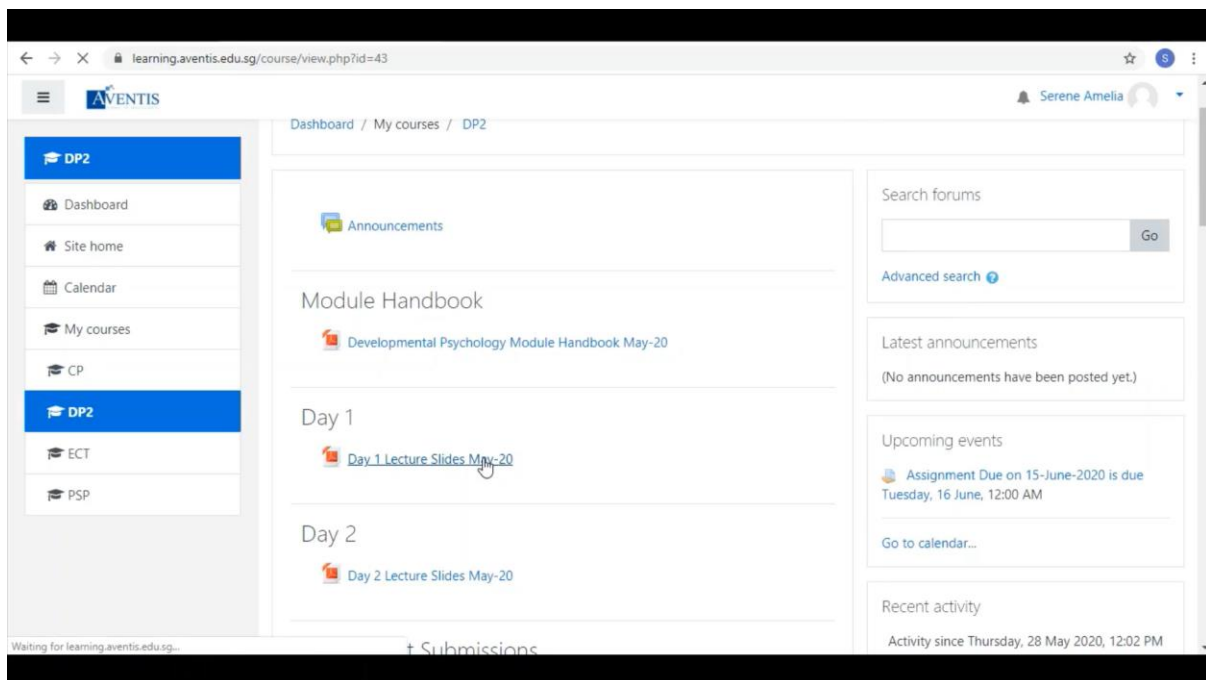
Accessing the Learning Materials

Step 1: On the main page, click on the module name (or click on the module short abbreviation on the left-hand panel). The next page will show the General Announcement, Module Handbook, Lecture Slides, and Assignment Submission Link. Refer to Picture E.



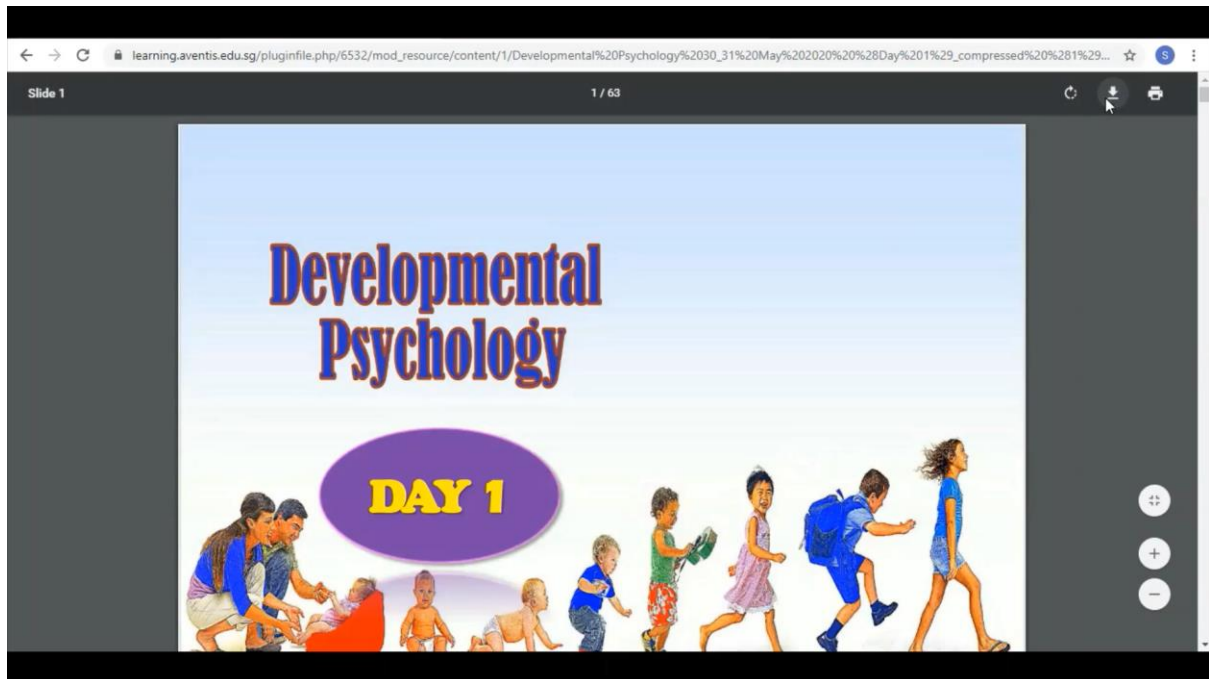
(Picture E)

Step 2: Click on the respective material file as required. Refer to Picture F.



(Picture F)

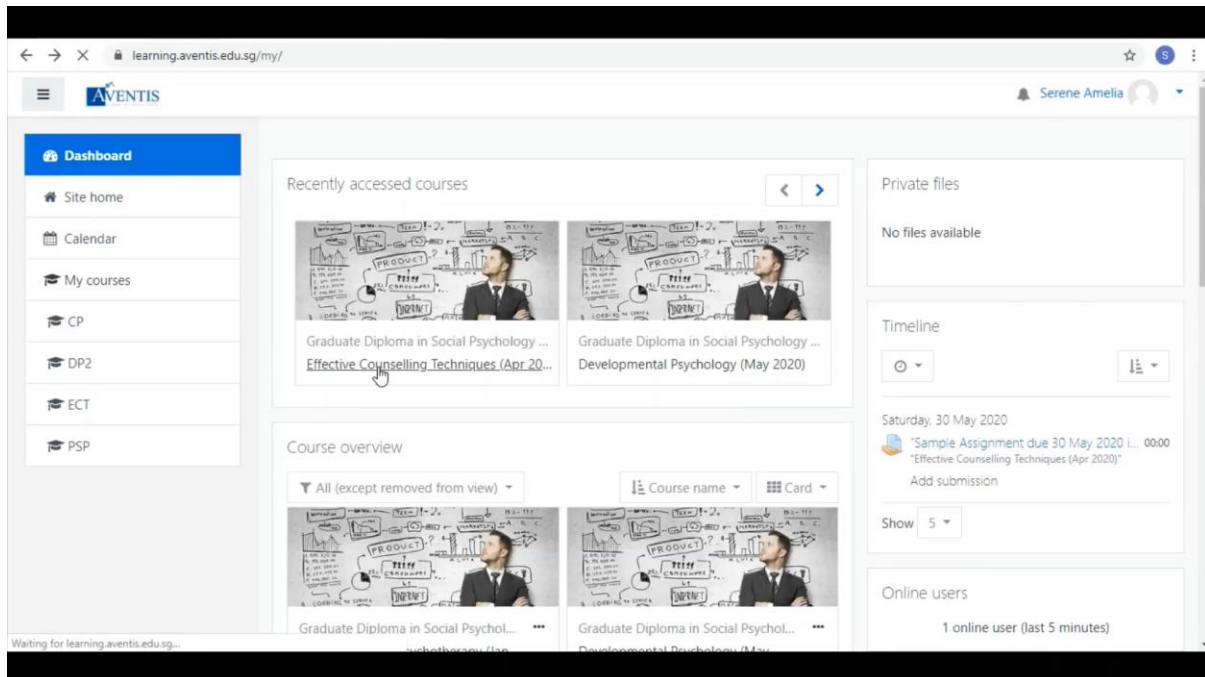
Step 3: Download the lecture slide to your intended location on your device accordingly based on your respective internet browser download function. Refer to Picture G.



(Picture G)

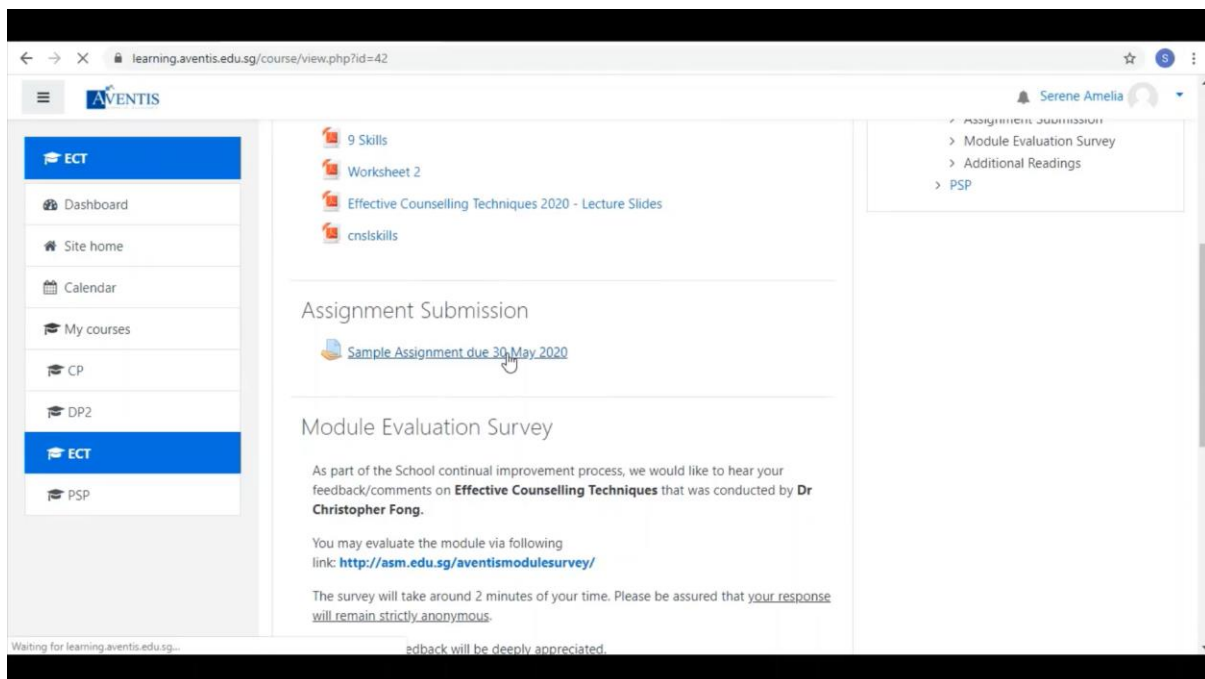
Submitting of Assignment(s)

Step 1: On the main page, click on the respective module. Refer to Picture H.



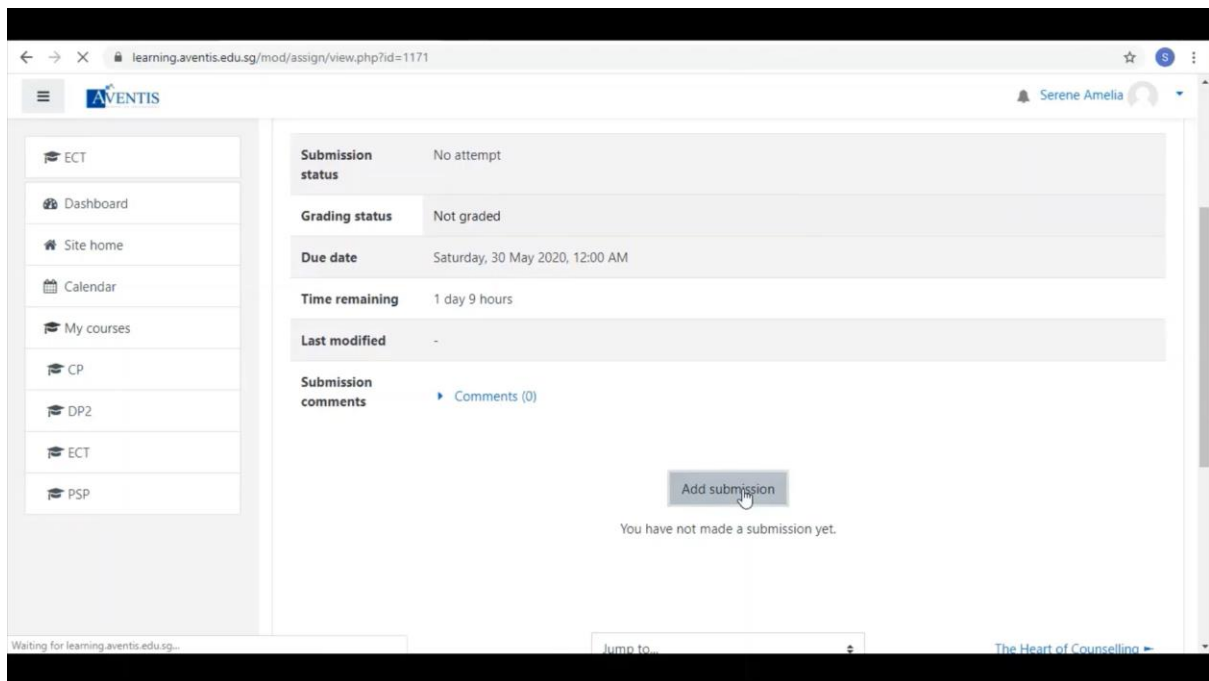
(Refer to Picture H)

Step 2: Scroll down to Assignment Submission. Click on the assignment due date folder. Refer to Picture I.



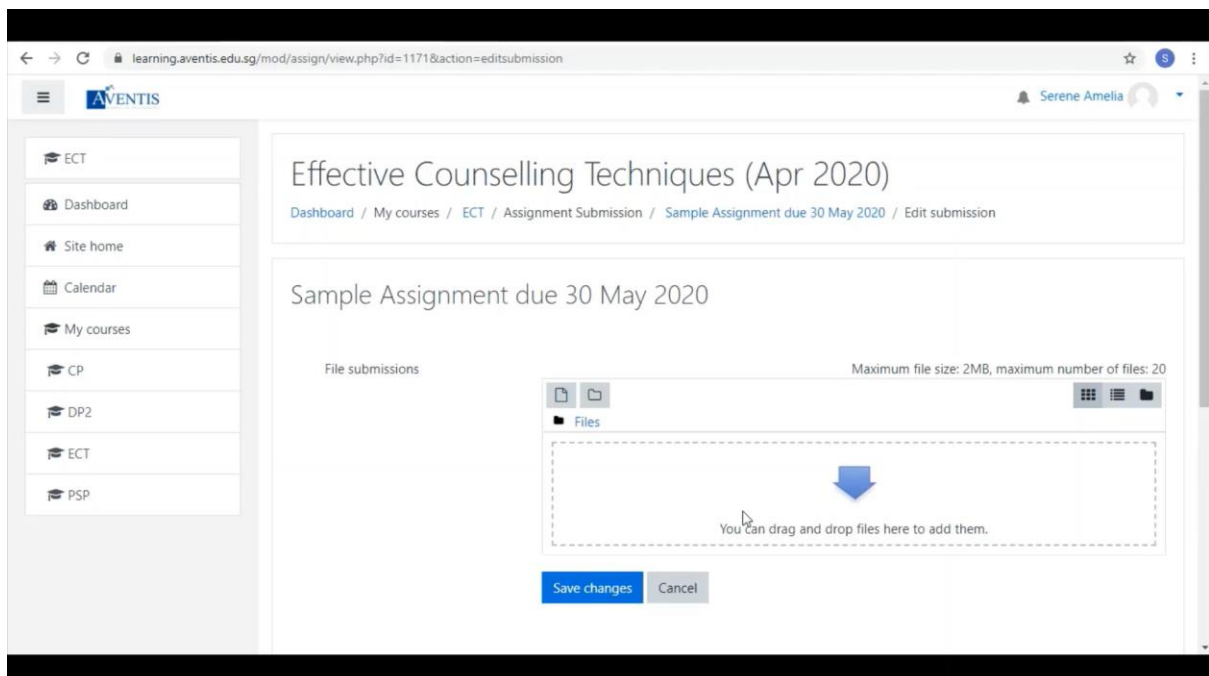
(Picture I)

Step 3: Click on 'Add submission'. Refer J.



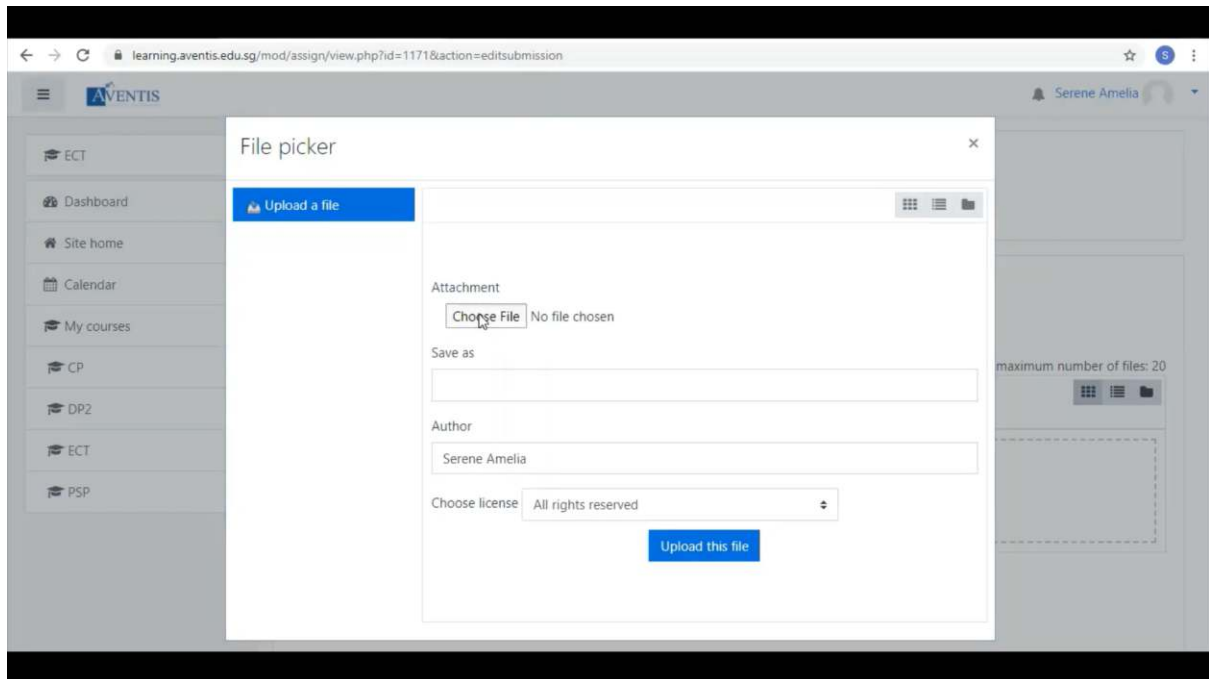
(Picture J)

Step 4: Drag and drop your assignment file in PDF format into 'File Submission' box. Refer to Picture K.

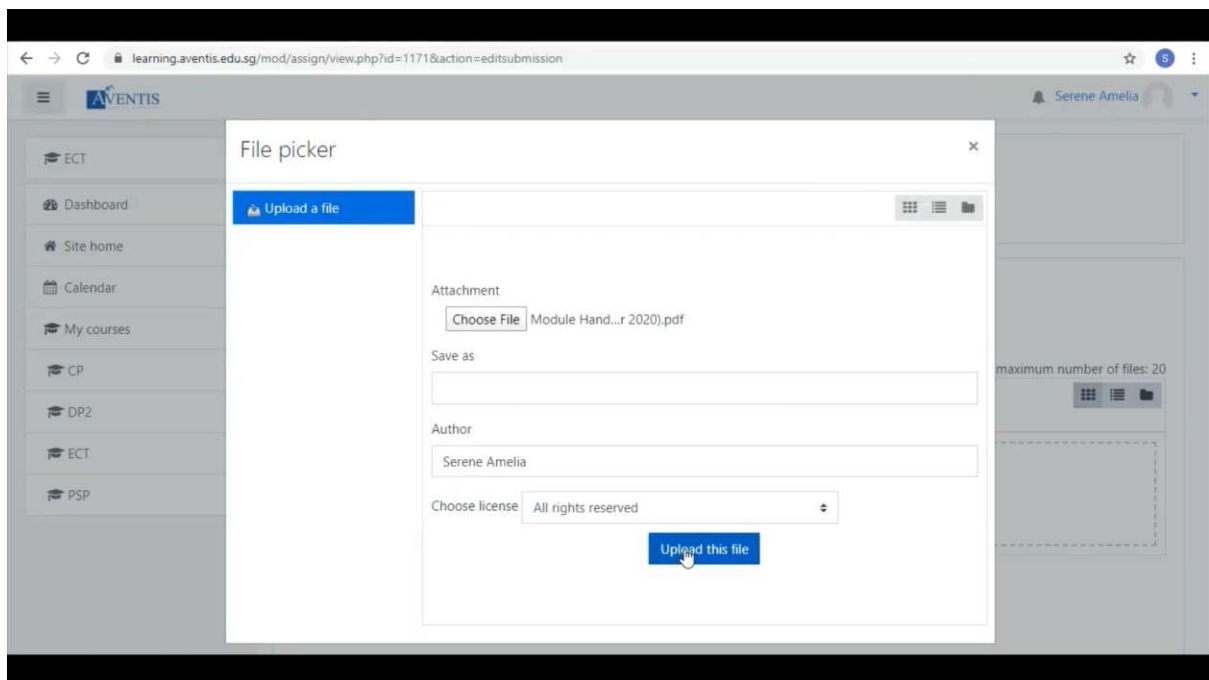


(Picture K)

Step 5: Alternatively, you can click on the 'File Submission' box. Click 'Choose File' and select your assignment file in PDF format. Click 'Upload this file'. Refer to Picture L and M.

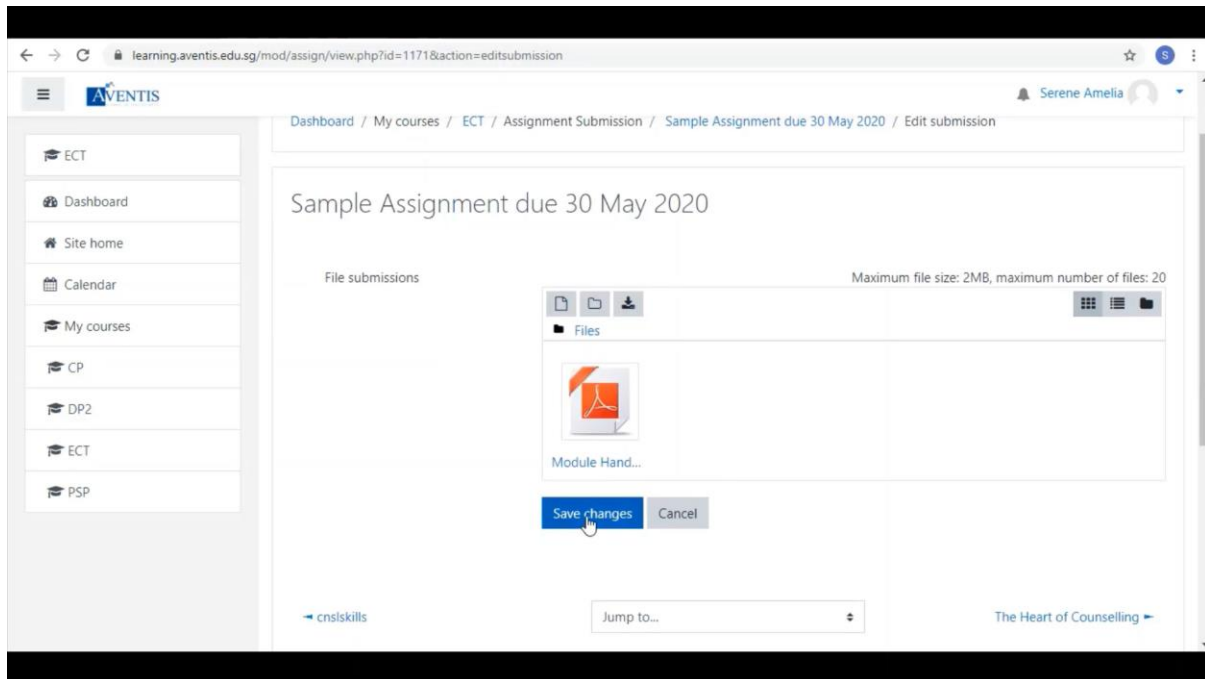


(Picture L)



(Picture M)

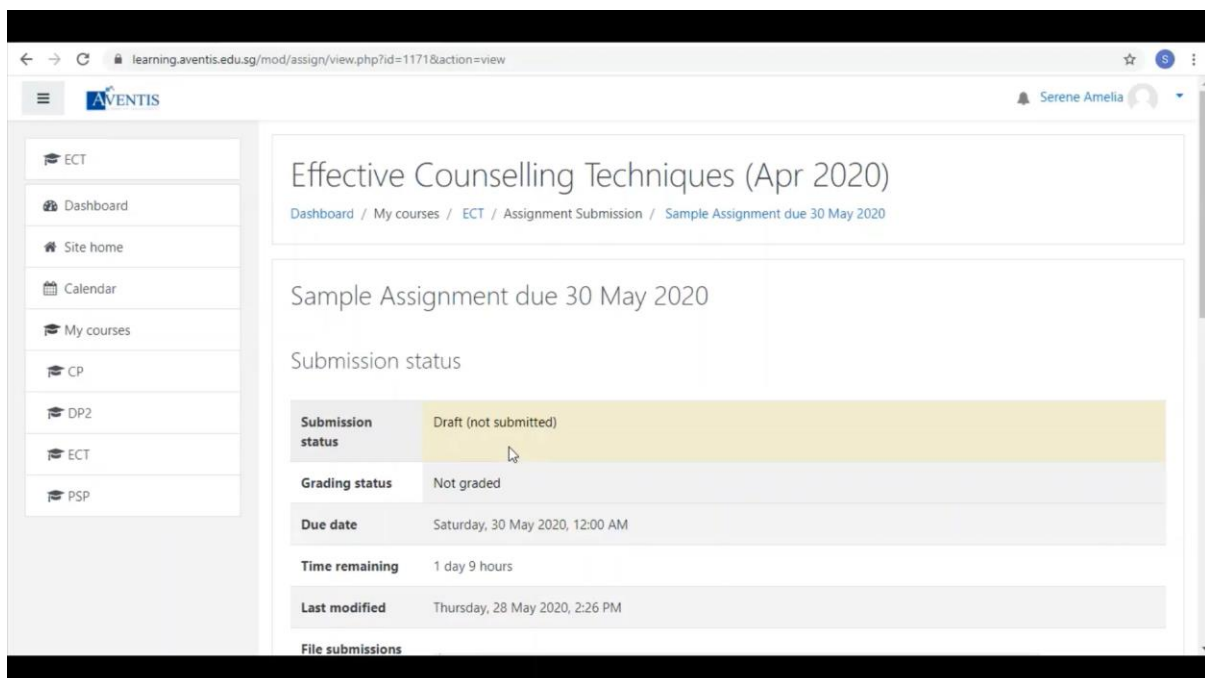
Step 6: Click 'Save changes'. Refer to Picture N.



(Picture N)

Step 7: The submission status will reflect as a draft submission. Refer to Picture O.

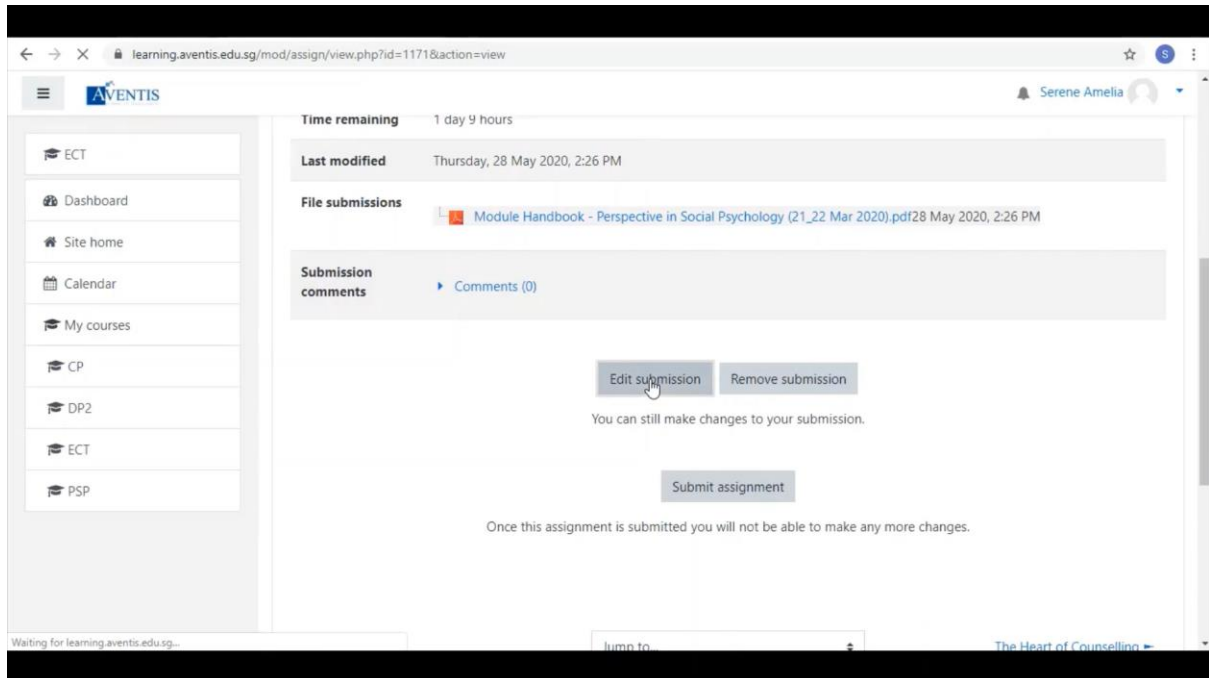
*****Please note that your assignment submission is still not completed at this point.***



(Picture O)

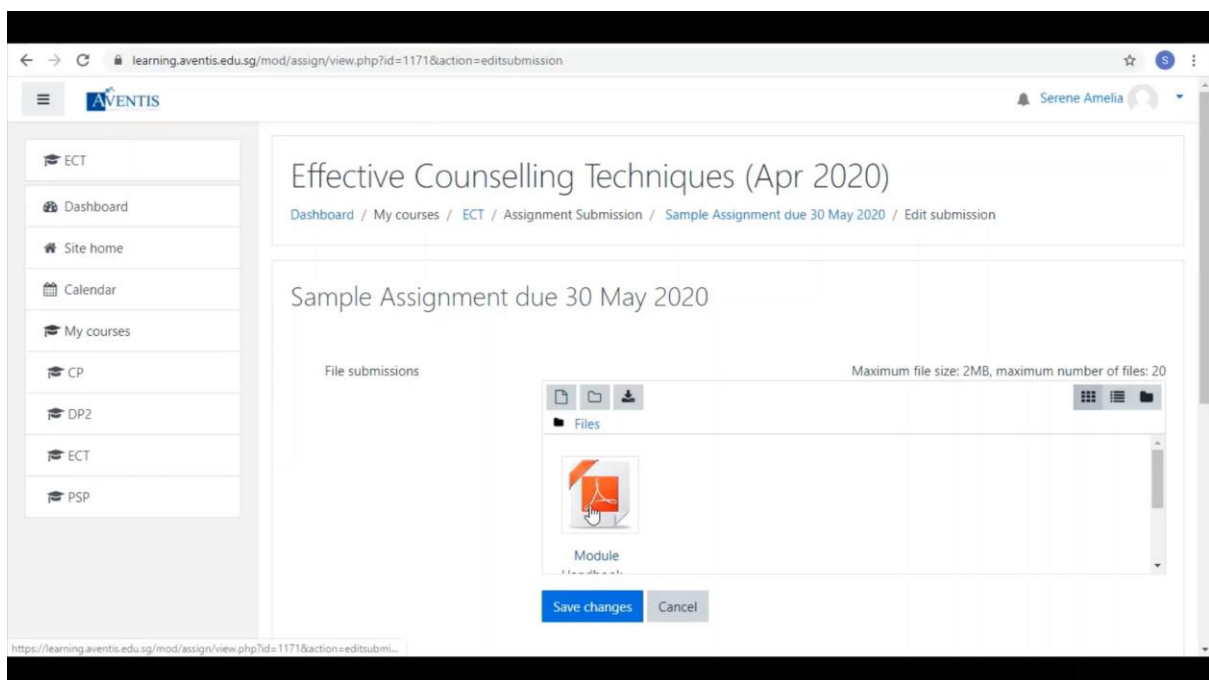
Step 8: If you have uploaded the wrong document and want to re-upload the correct file, click on 'Edit submission'. Refer to Picture P.

****Note that this function is only available if have not confirmed the submission of your assignment.**

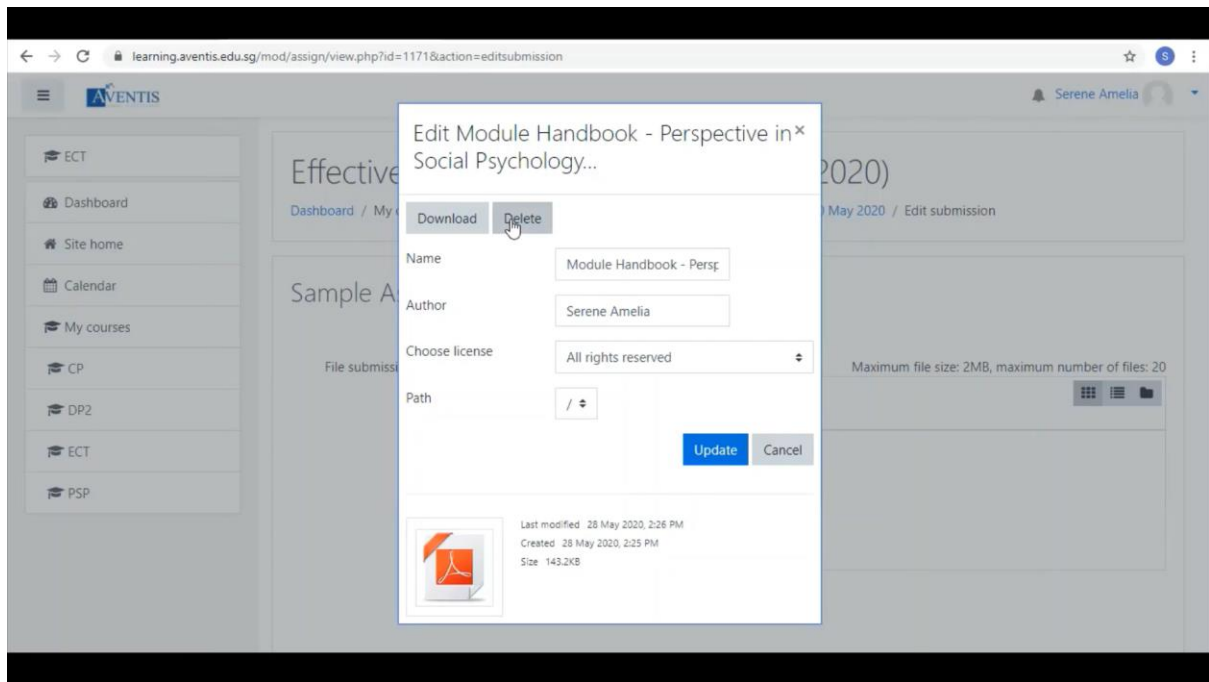


(Picture P)

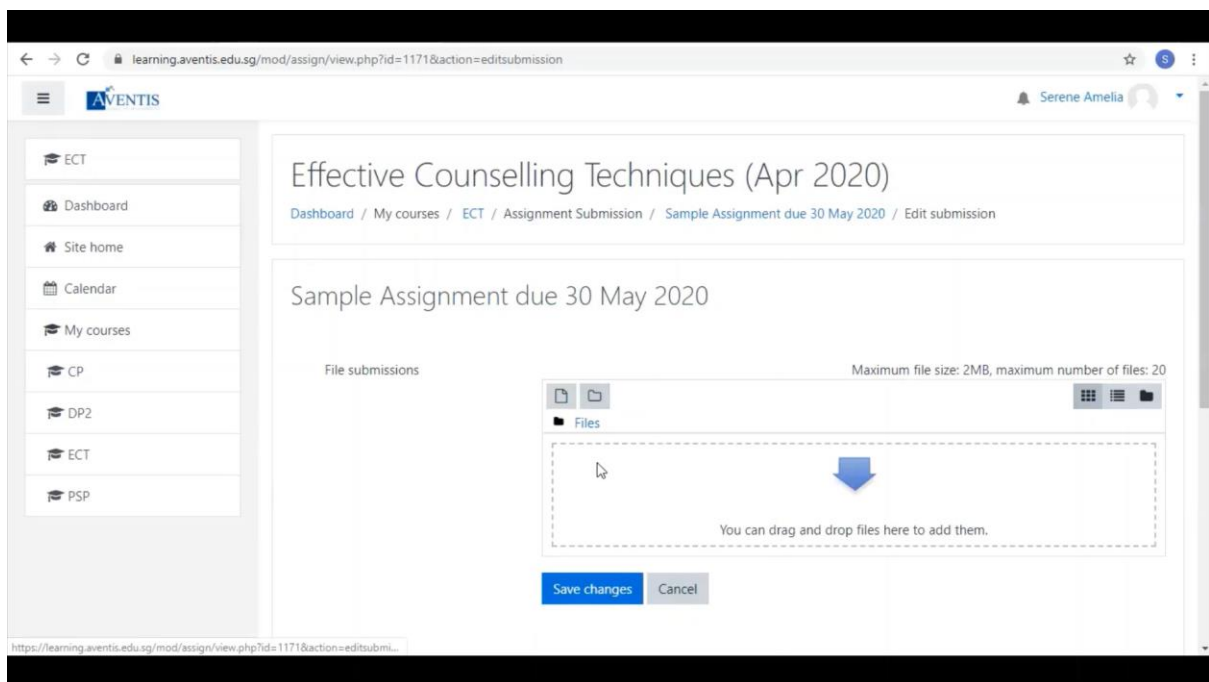
Step 9: Click on assignment file and click 'Delete'. Repeat the Step 4 to 6. Refer to Picture Q, R and S.



(Picture Q)

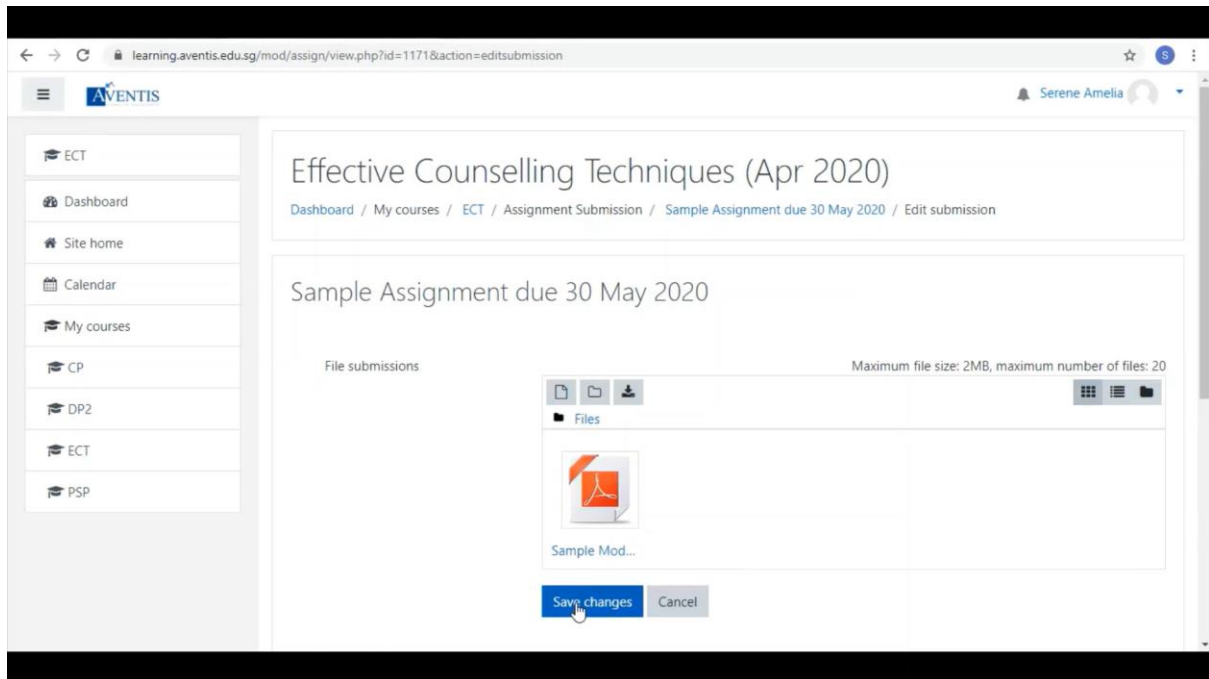


(Picture R)



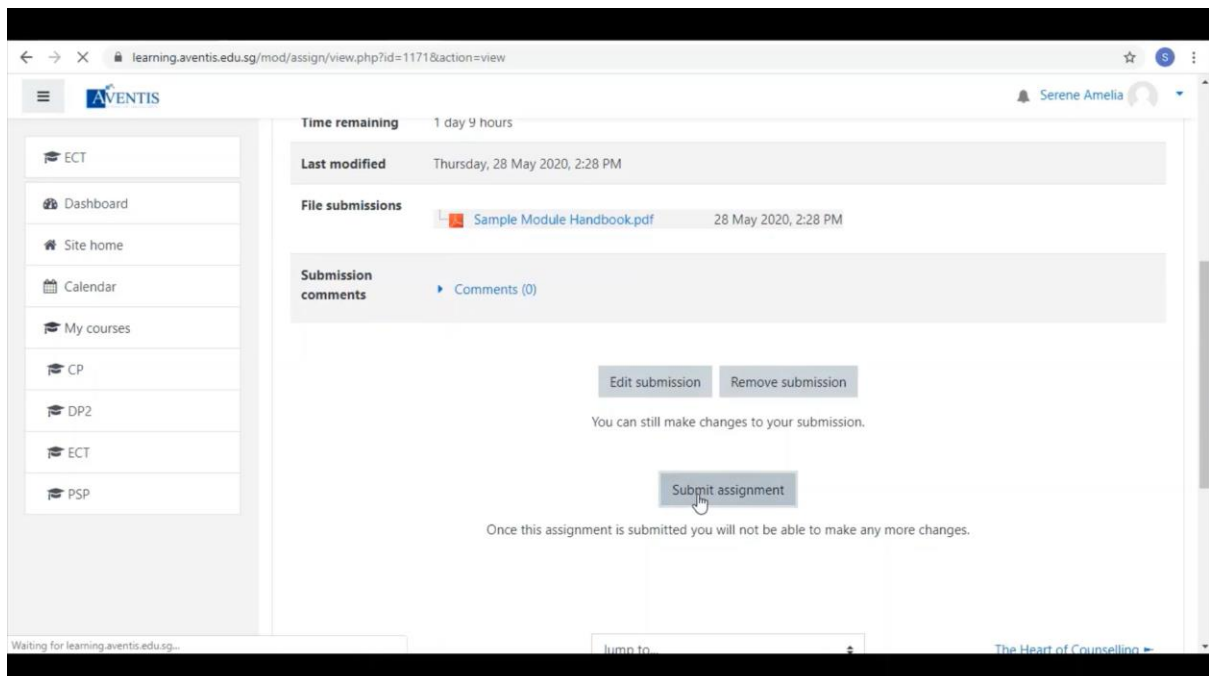
(Picture S)

Step 10: Click on 'Save Changes' to upload the new (correct) file. Refer to Picture T.



(Picture T)

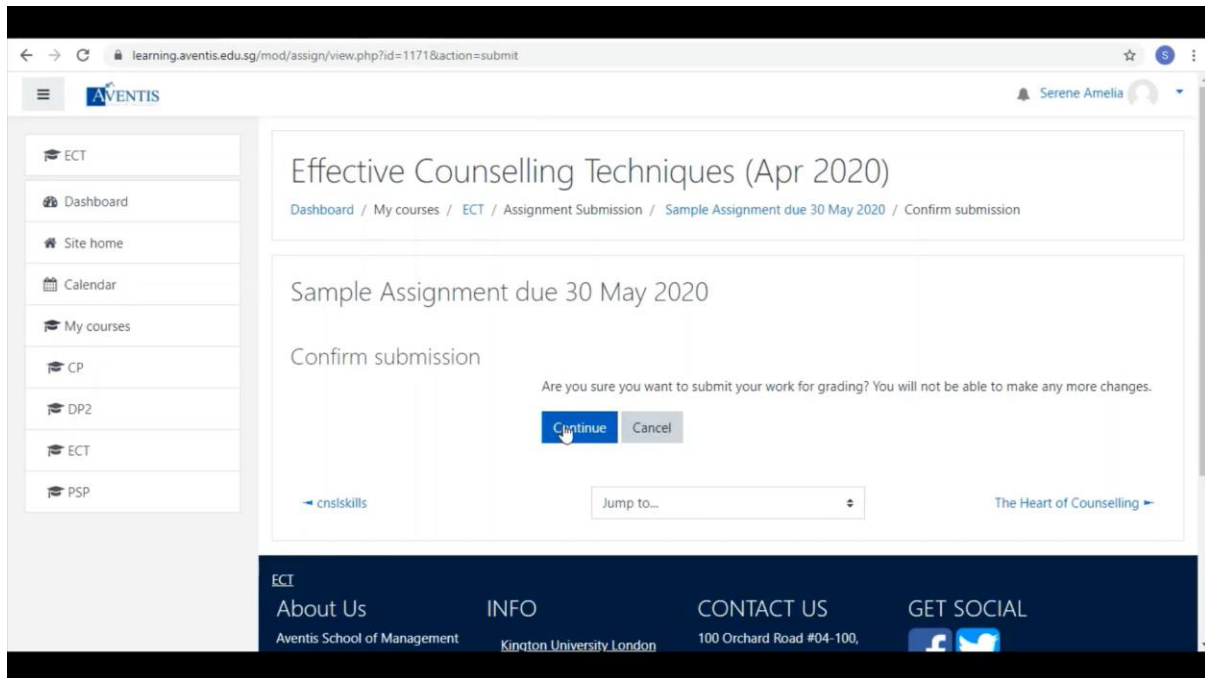
Step 11: Confirm your assignment submission by clicking 'Submit Assignment'. Refer to Picture U.



(Picture U)

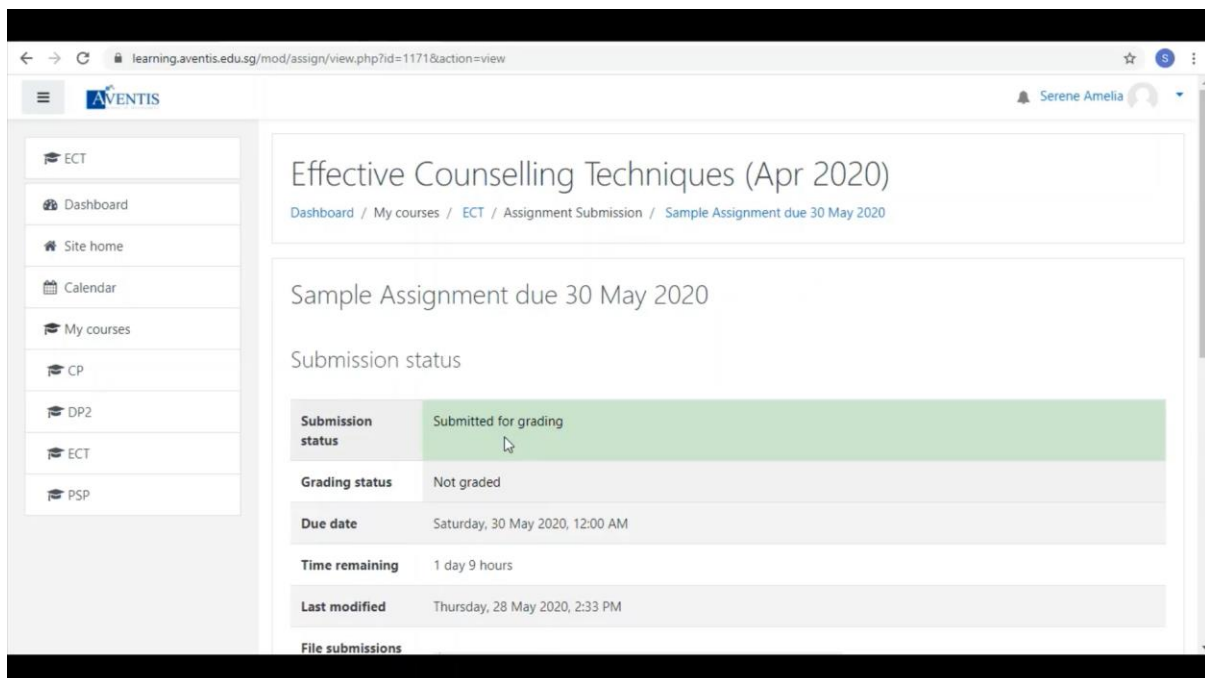
Step 12: Click on 'Continue'. Refer to Picture V.

****For any re-upload or re-submission of assignments will need to contact the Student Services Team for assistance.**



(Picture V)

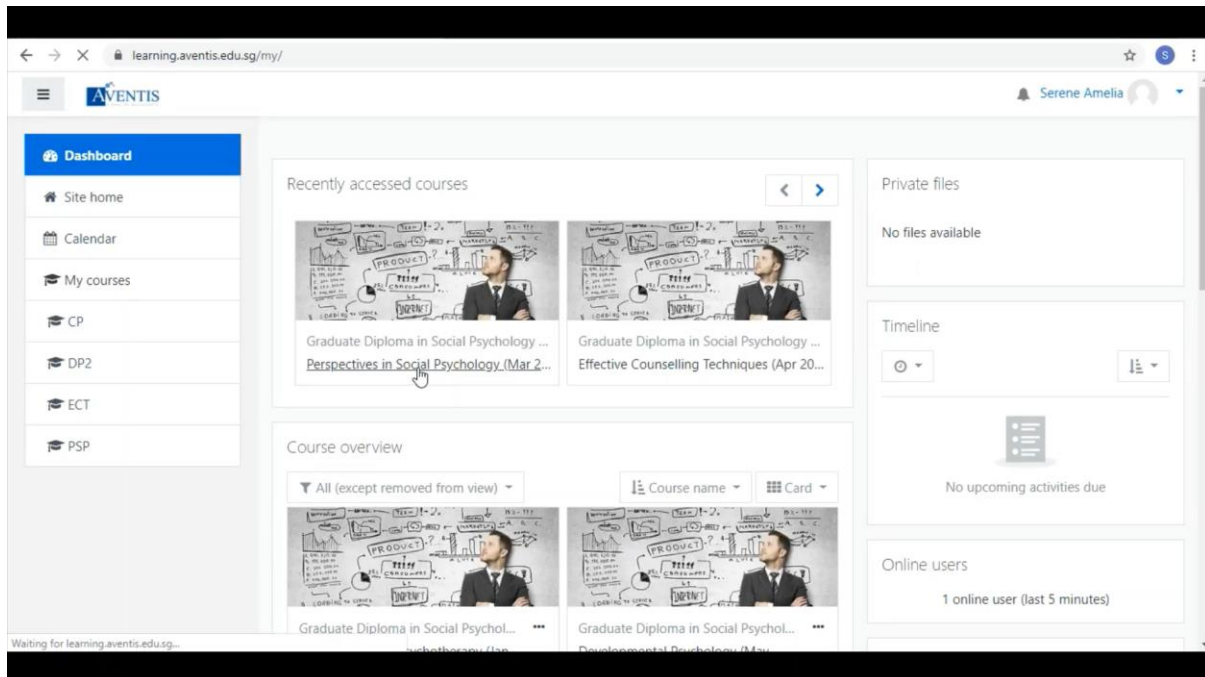
Step 13: The submission status will be updated to 'Submitted for grading'. Refer to Picture W.



(Picture W)

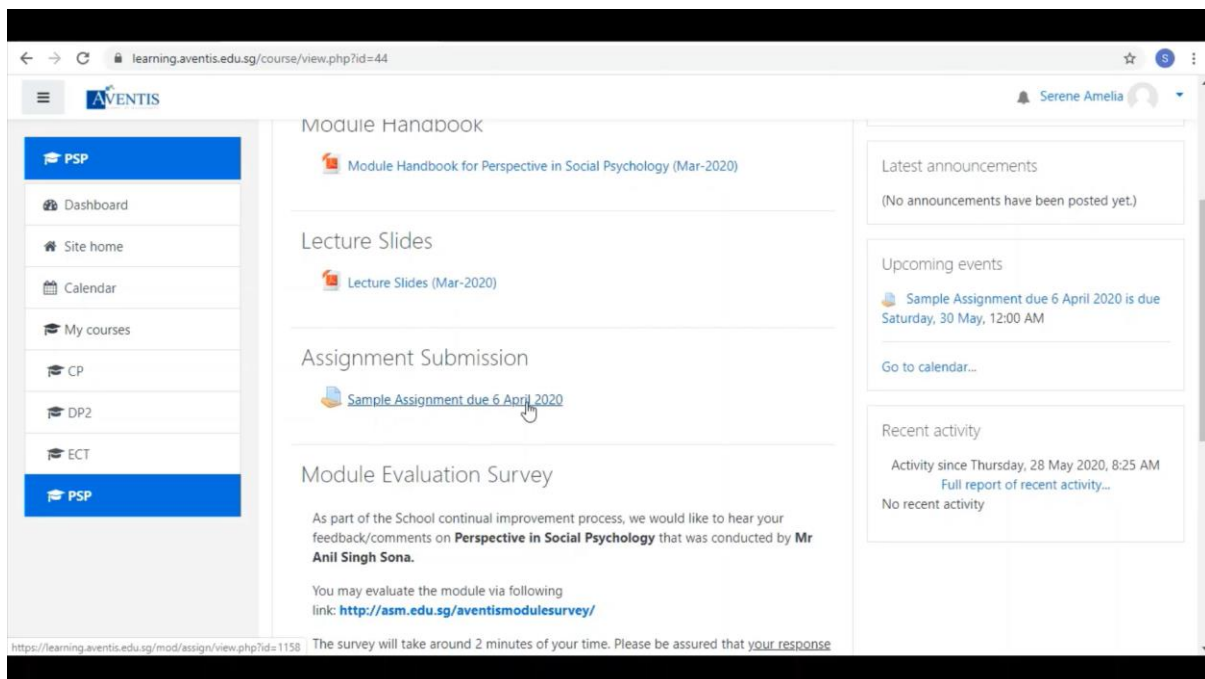
Viewing of Assignment Grade and Lecturer's Comments

Step 1: On the main page, click on the respective module. Refer to Picture X.



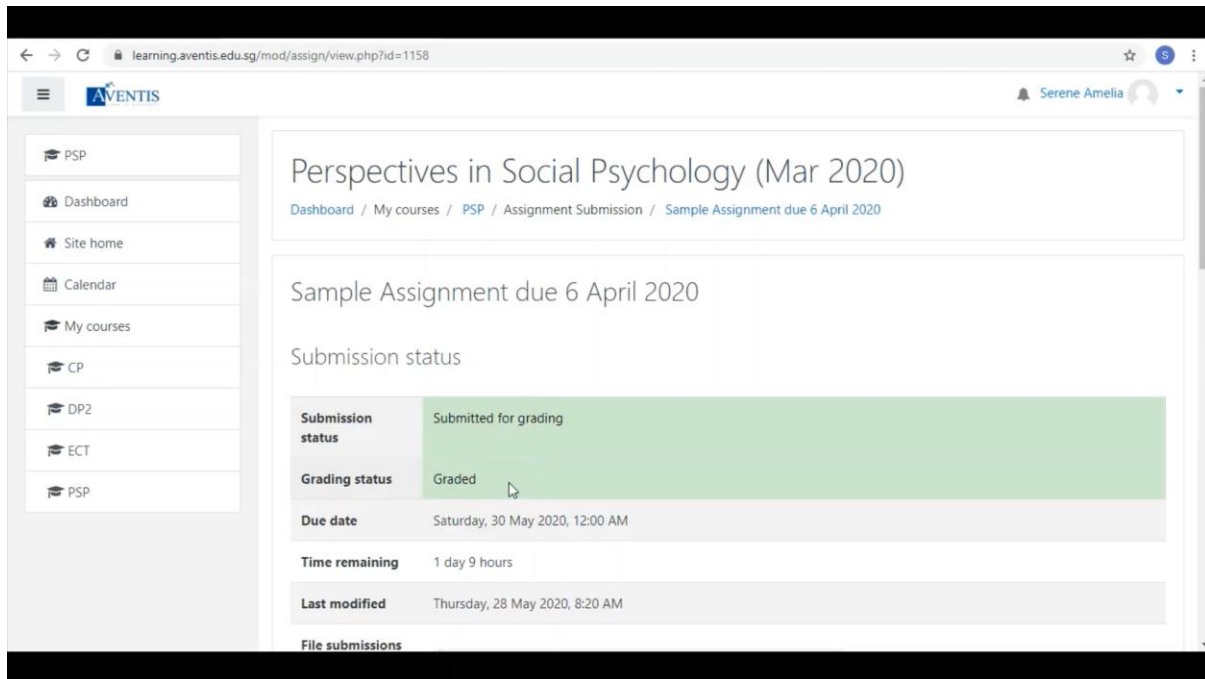
(Picture X)

Step 2: Click on the submitted assignment folder. Refer to Picture Y.



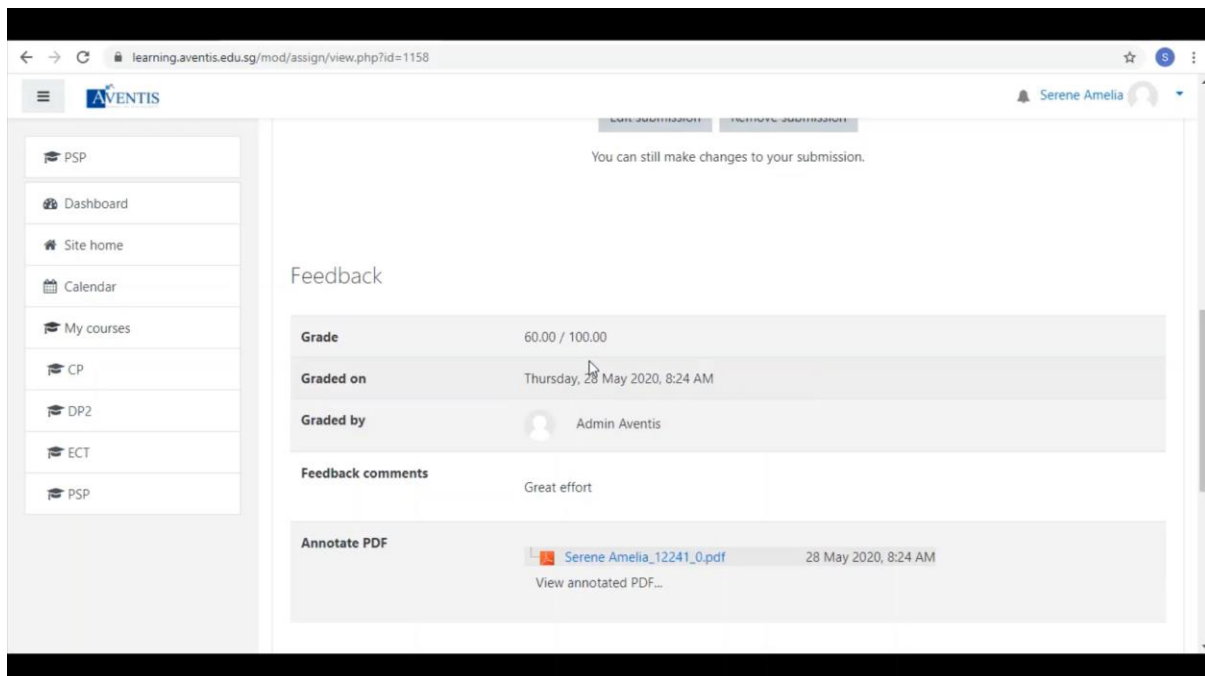
(Picture Y)

Step 3: You will see that the grading status has been updated to 'Graded'. Refer to Picture Z.



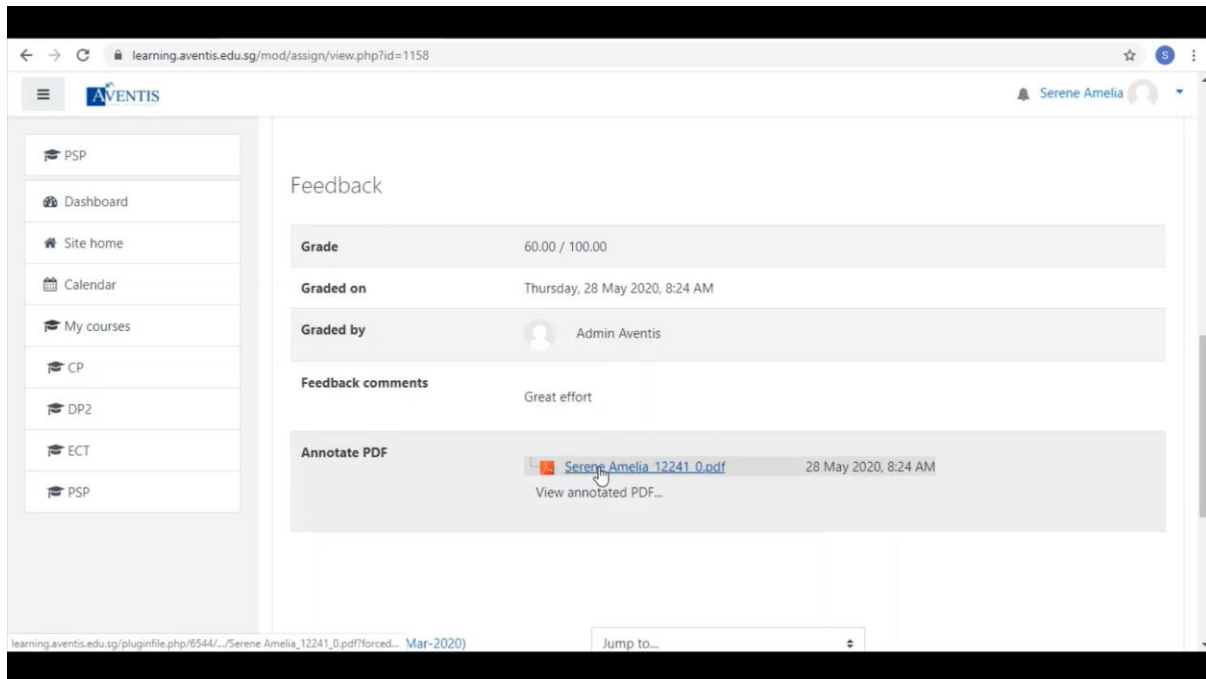
(Picture Z)

Step 4: On the same page, scroll down to view your assignment grade. Refer to Picture AA.



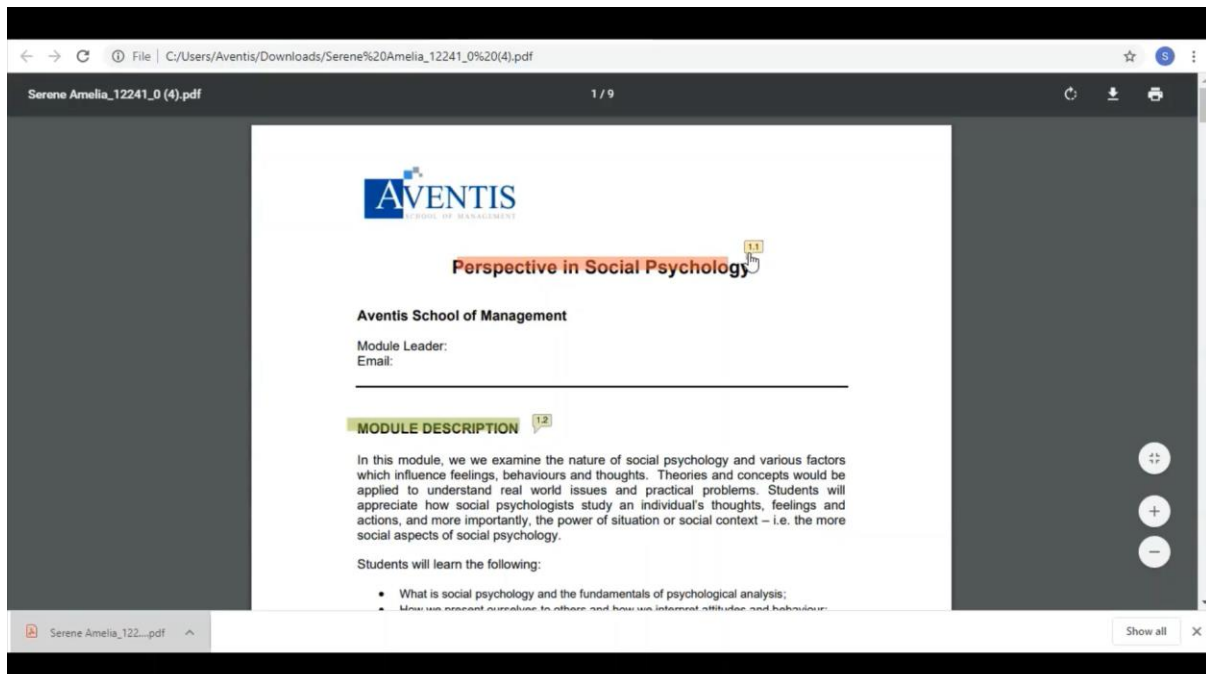
(Picture AA)

Step 5: To view the lecturer's comment on your assignment, click on the PDF file under 'Annotate PDF'. Refer to Picture AB.



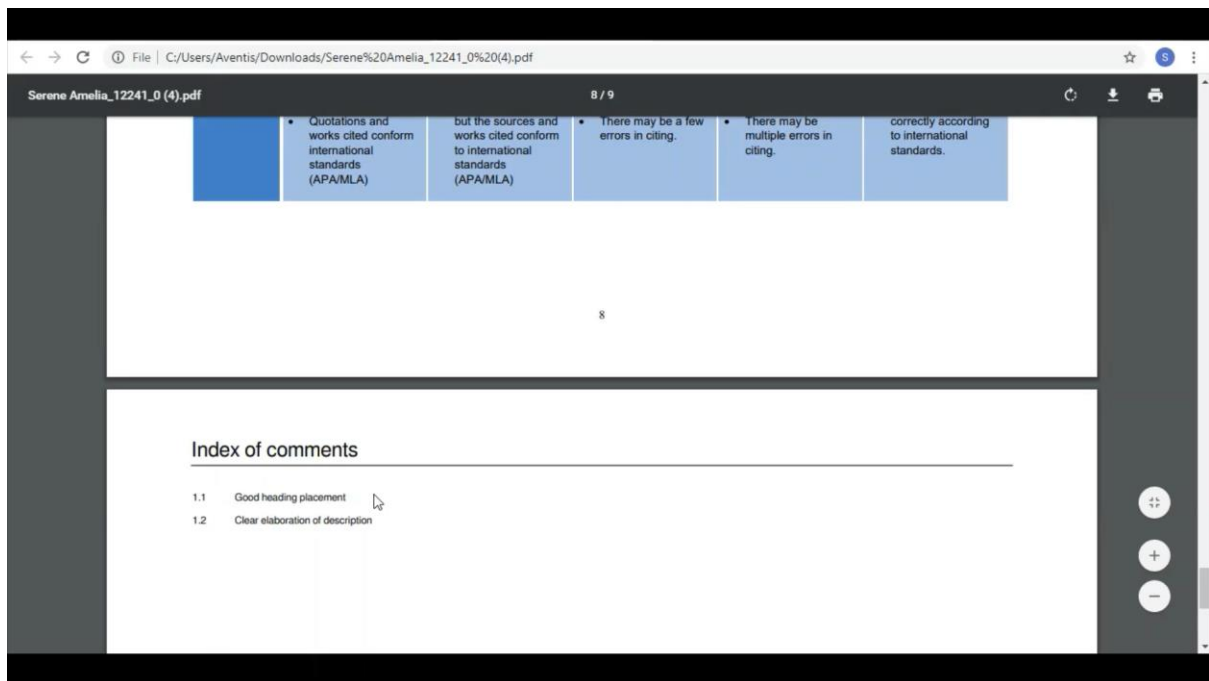
(Picture AB)

Step 6: Click on the comment bubble icon. Refer to Picture AC.



(Picture AC)

Step 7: The lecturer's comment is available for view. Refer to Picture AD.



(Picture AD)

Student Services Contact Details

If you face any difficulties when accessing Moodle, you may contact us via email, phone call or WhatsApp (please attach screenshot if any) for assistance.

AVENTIS
SCHOOL OF MANAGEMENT

Our Commitment to You

Student Services



- Email: studentservices@aventisglobal.edu.sg
(Response within 3 working days)
- Telephone: 98661138
(Only SMS/WhatsApp after operating hours)
- We are located at level 3 office

Operating Hours

- Monday to Friday: 9.00am – 6.00pm
- Saturday: 8.30am – 12.30pm