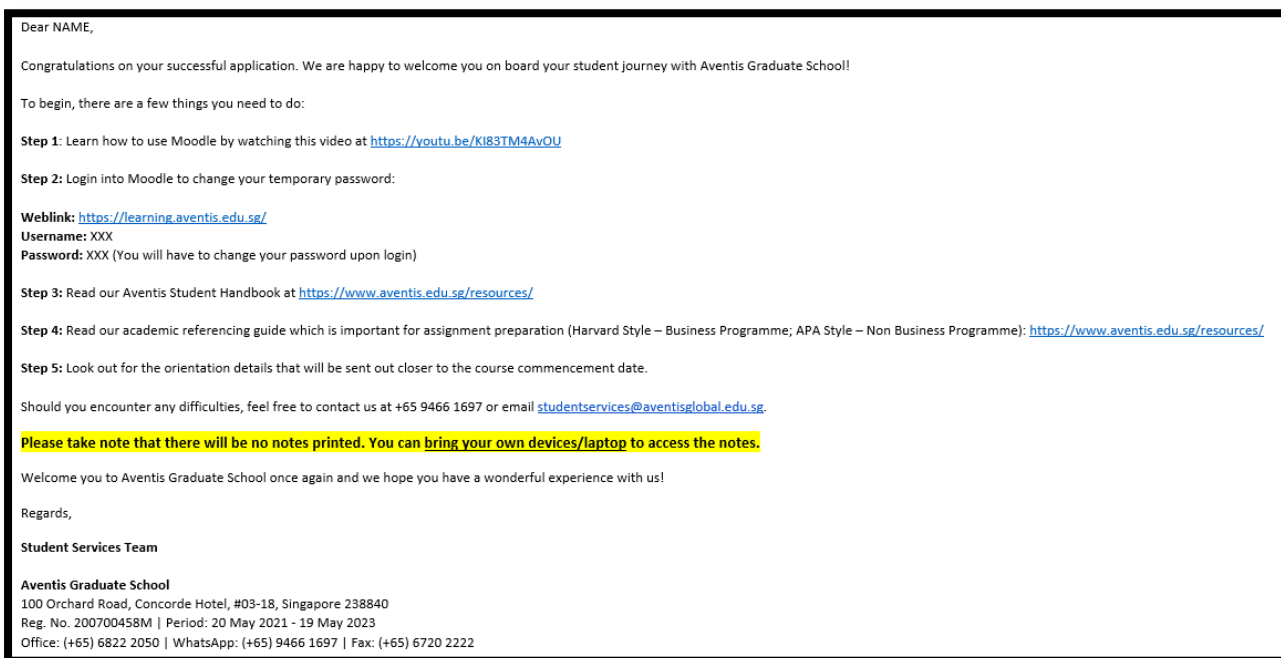


Table of Content

S/N	Title	Page Number
1	Logging in to your Moodle Student Account	2
2	Accessing the Learning Materials	4
3	Submitting of Assignment(s)	6
4	Viewing of Assignment Grade and Lecturer's Comments	14
5	Student Services Contact Details	16

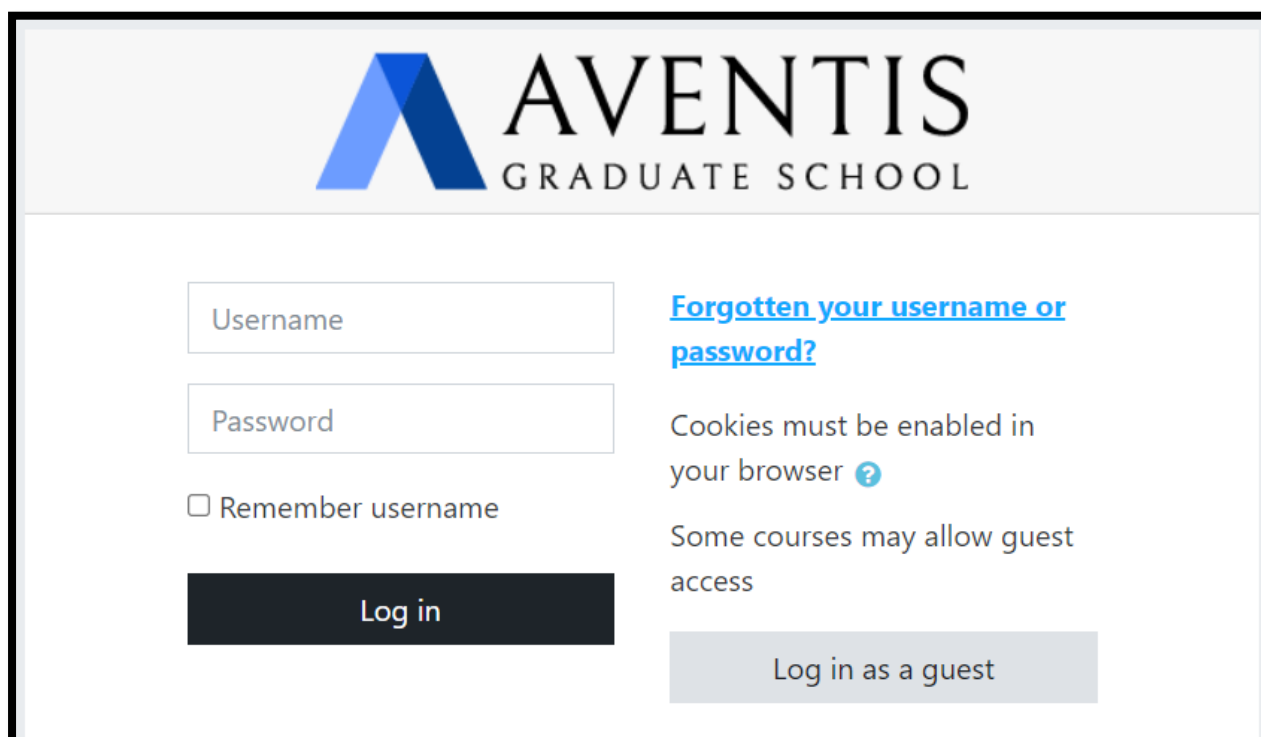
Logging in to your Moodle Student Account

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



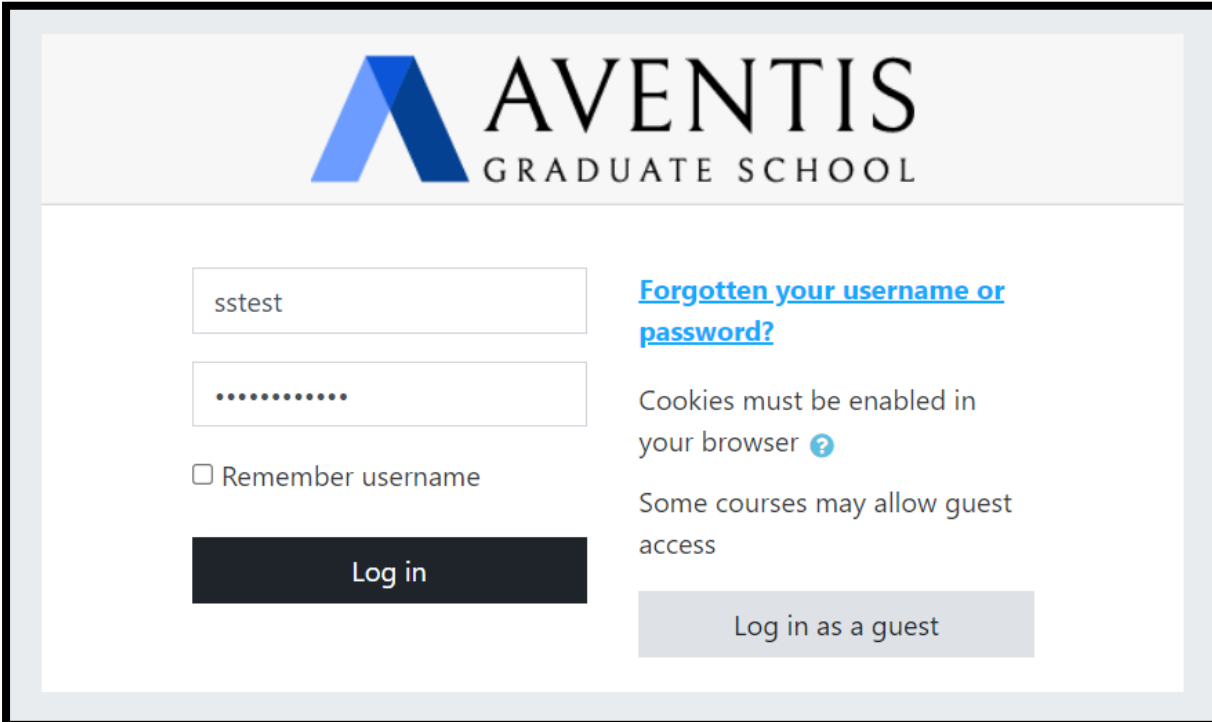
(Picture A)

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



(Picture B)

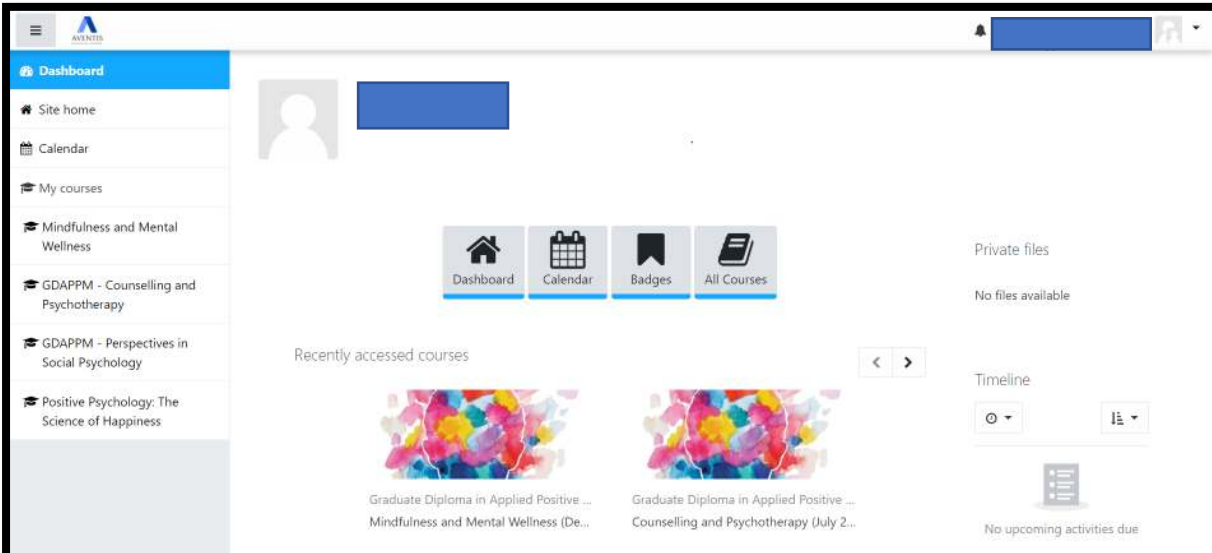
Step 3: Enter your username and password (this can be found in email from Aventis). Click 'Log In'. Refer to Picture C.



The login page features the Aventis Graduate School logo at the top. Below the logo, there are two input fields: the first contains the username 'sctest' and the second contains a masked password represented by dots. To the right of the password field is a link that reads 'Forgotten your username or password?'. Below the password field is a checkbox labeled 'Remember username'. A dark 'Log in' button is positioned below the checkbox. To the right of the login fields, there is a message: 'Cookies must be enabled in your browser' followed by a question mark icon. Below this message is another note: 'Some courses may allow guest access'. At the bottom right, there is a light grey button labeled 'Log in as a guest'.

(Picture C)

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

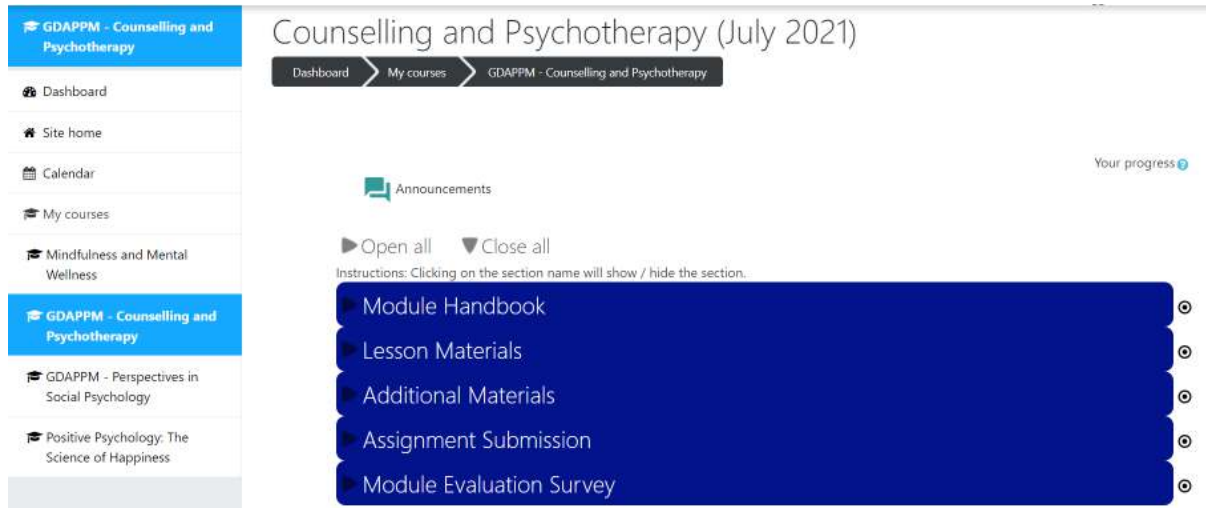


The dashboard is divided into several sections. On the left is a sidebar menu with the following items: 'Dashboard' (highlighted), 'Site home', 'Calendar', 'My courses', 'Mindfulness and Mental Wellness', 'GDAPPM - Counselling and Psychotherapy', 'GDAPPM - Perspectives in Social Psychology', and 'Positive Psychology: The Science of Happiness'. The main content area at the top shows a user profile picture and name. Below this are four icons: 'Dashboard', 'Calendar', 'Badges', and 'All Courses'. A section titled 'Recently accessed courses' displays two course cards with colorful abstract images. The first card is for 'Graduate Diploma in Applied Positive ... Mindfulness and Mental Wellness (De...' and the second is for 'Graduate Diploma in Applied Positive ... Counselling and Psychotherapy (July 2...'. On the right side of the dashboard, there is a 'Private files' section stating 'No files available', a 'Timeline' section with a circular arrow icon and a list icon, and a 'No upcoming activities due' section with a calendar icon.

(Picture D)

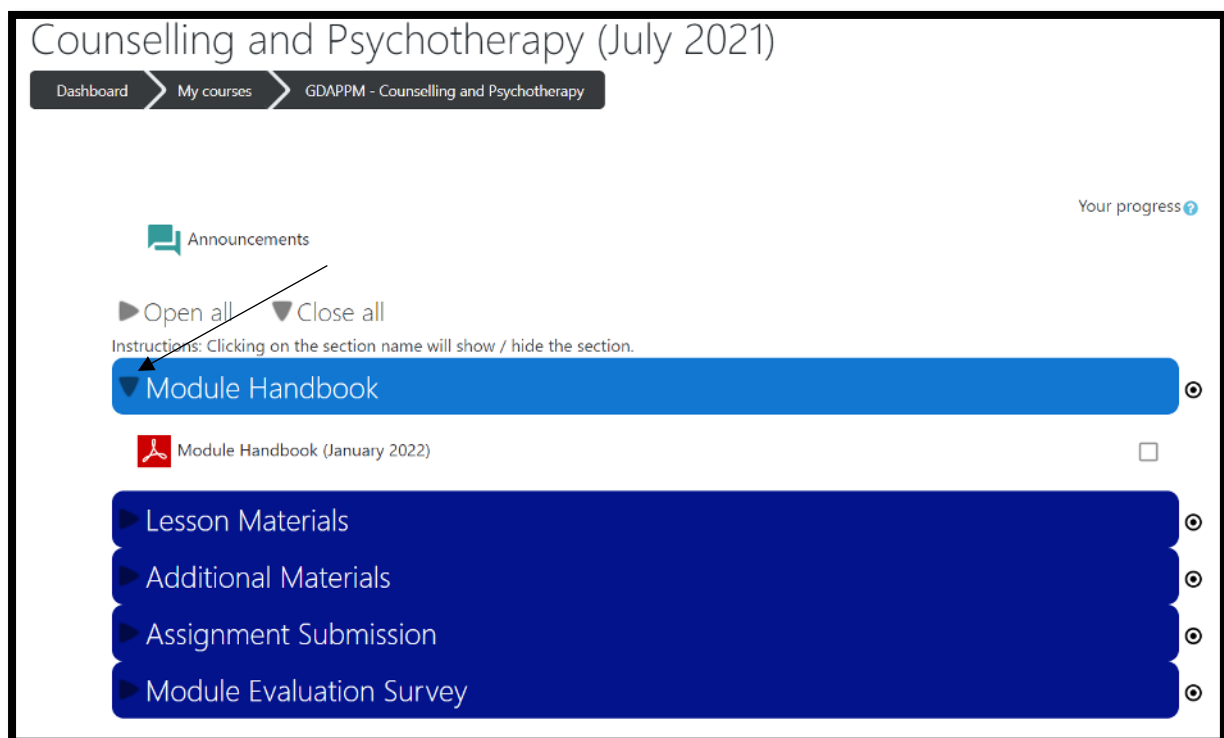
Accessing the Learning Materials

Step 1: On the main page, click on the module name. 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 drop down buttons (refer to arrow) for each section. Refer to Picture F.



(Picture F)

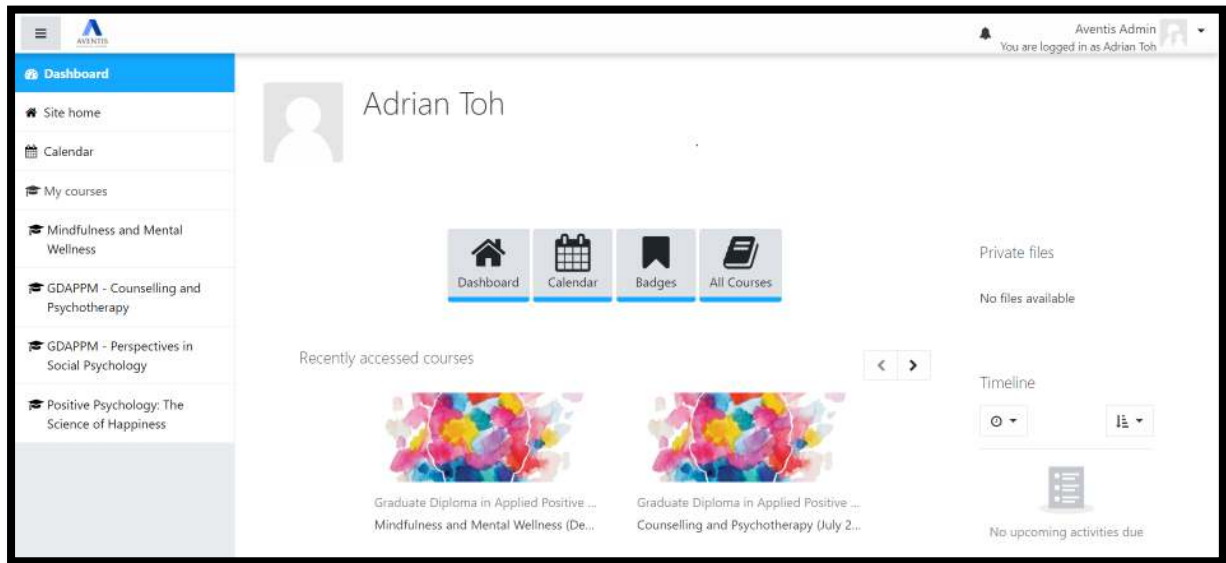
Step 3: Download the lecture slide to your intended location on your device accordingly based on your respective internet browser download function. Refer to Picture G.



(Picture G)

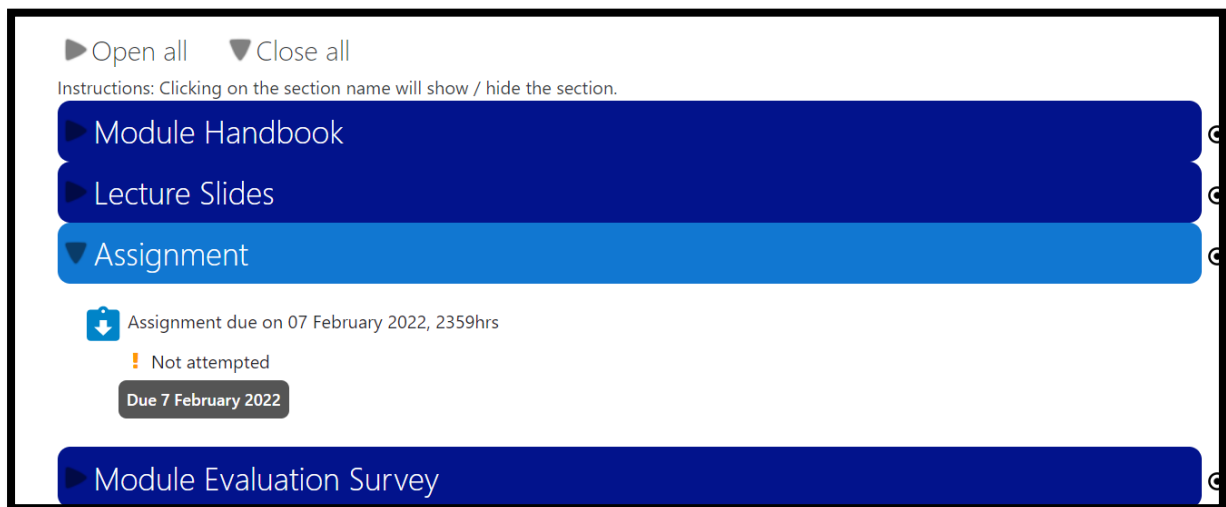
Submitting of Assignment(s)

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



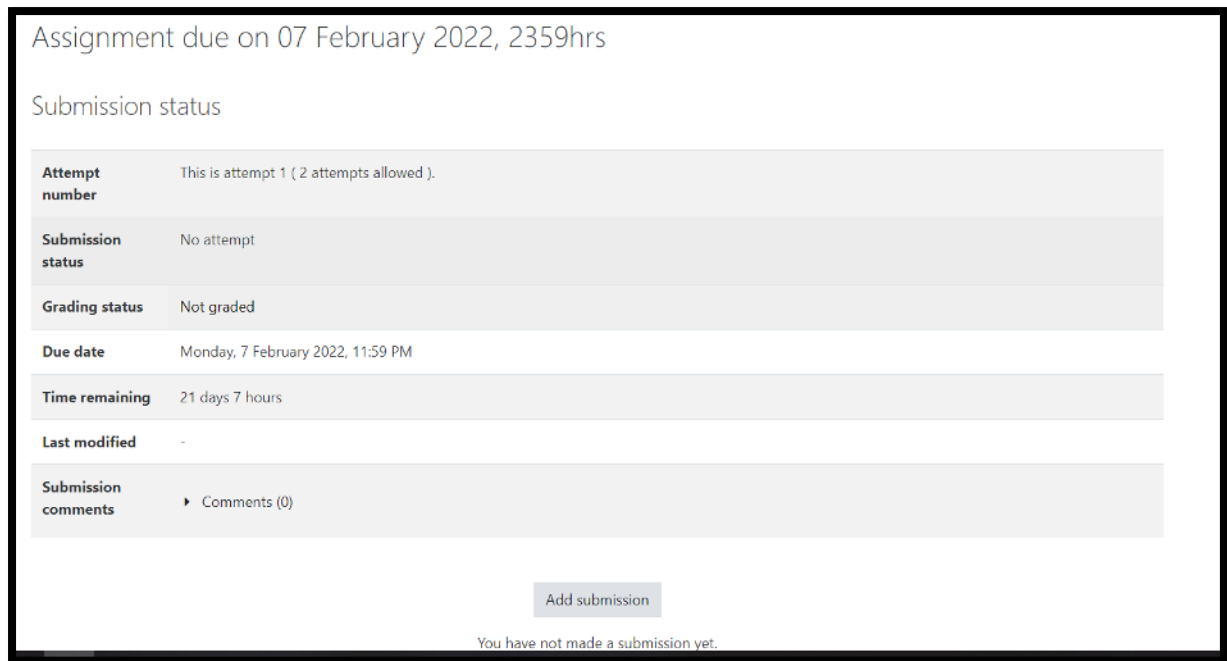
(Refer to Picture H)

Step 2: Click on the Assignment Submission drop down to locate the assignment submission link. Click on the assignment due date folder. Refer to Picture I.



(Picture I)

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



Assignment due on 07 February 2022, 2359hrs

Submission status

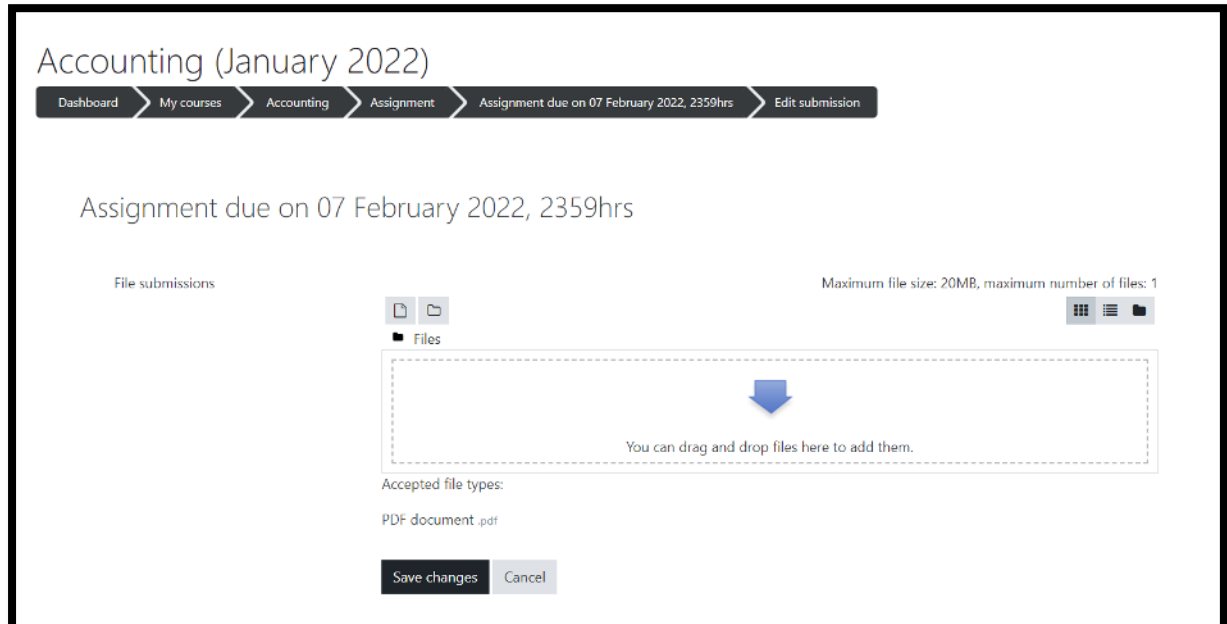
Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	No attempt
Grading status	Not graded
Due date	Monday, 7 February 2022, 11:59 PM
Time remaining	21 days 7 hours
Last modified	-
Submission comments	► Comments (0)

[Add submission](#)

You have not made a submission yet.

(Picture J)

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



Accounting (January 2022)

Dashboard > My courses > Accounting > Assignment > Assignment due on 07 February 2022, 2359hrs > Edit submission

Assignment due on 07 February 2022, 2359hrs

File submissions

Maximum file size: 20MB, maximum number of files: 1

Files

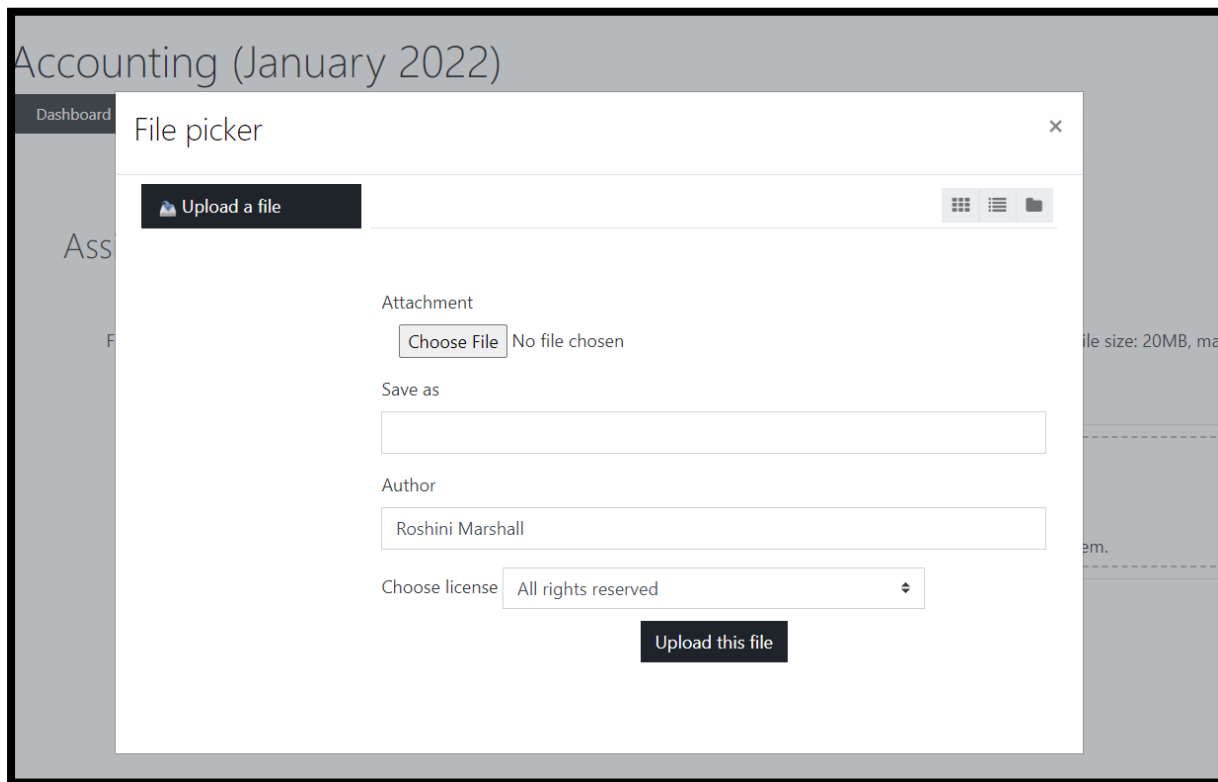
You can drag and drop files here to add them.

Accepted file types:
PDF document .pdf

[Save changes](#) [Cancel](#)

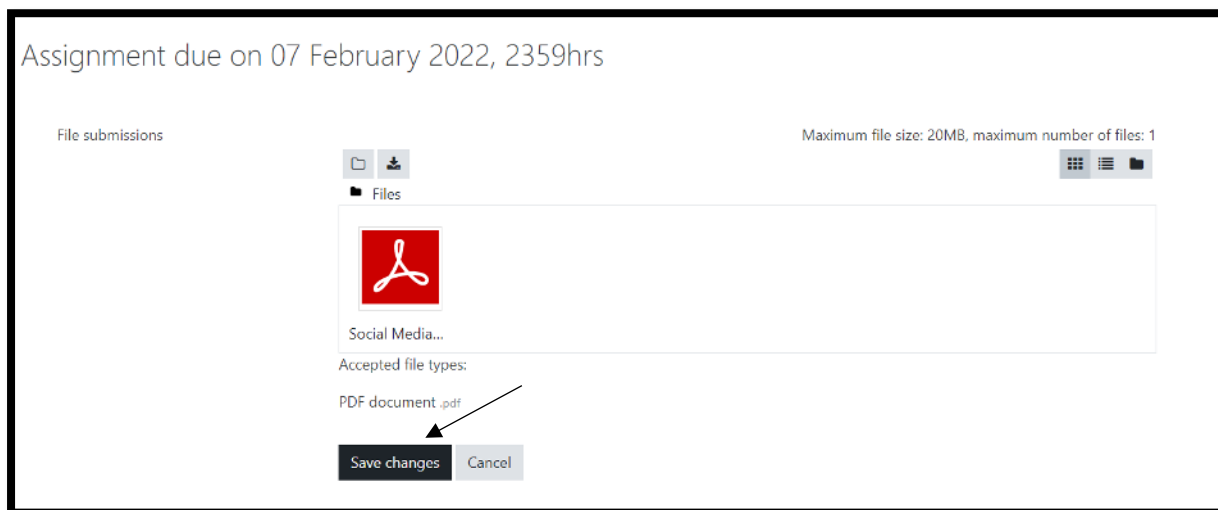
(Picture K)

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.



(Picture L)

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



(Picture M)

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

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

Assignment due on 07 February 2022, 2359hrs

Submission status

Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 7 February 2022, 11:59 PM
Time remaining	21 days 7 hours


(Picture N)

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

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

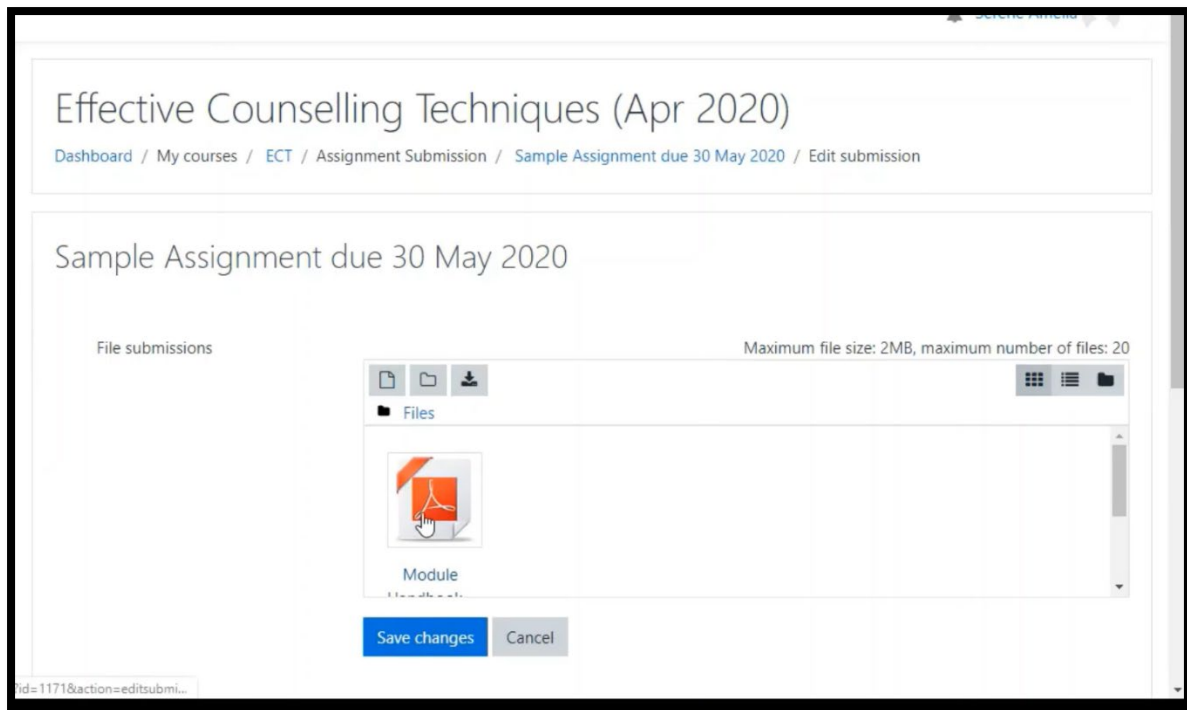
Assignment due on 07 February 2022, 2359hrs

Submission status

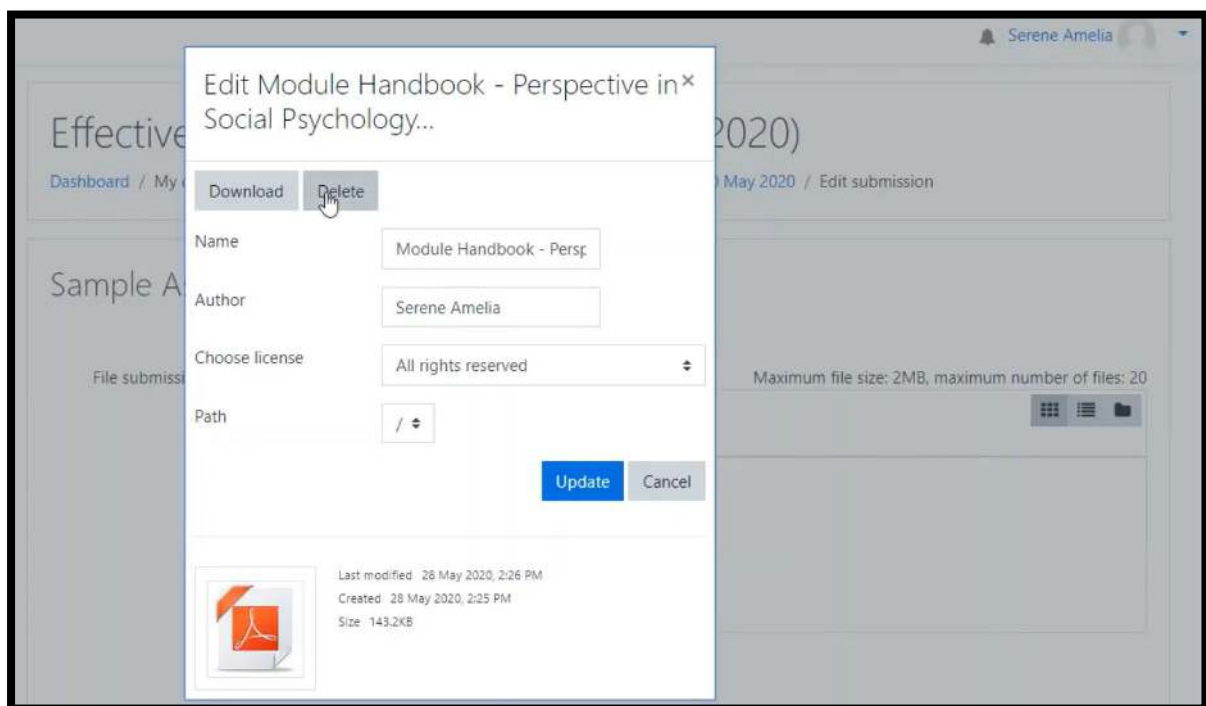
Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Monday, 7 February 2022, 11:59 PM
Time remaining	21 days 7 hours
Last modified	Monday, 17 January 2022, 4:55 PM
File submissions	 Social Media Fraud and Online Identity Theft.pdf 17 January 2022, 4:55 PM
Submission comments	▶ Comments (0) <div> Edit submission Remove submission </div>

(Picture O)

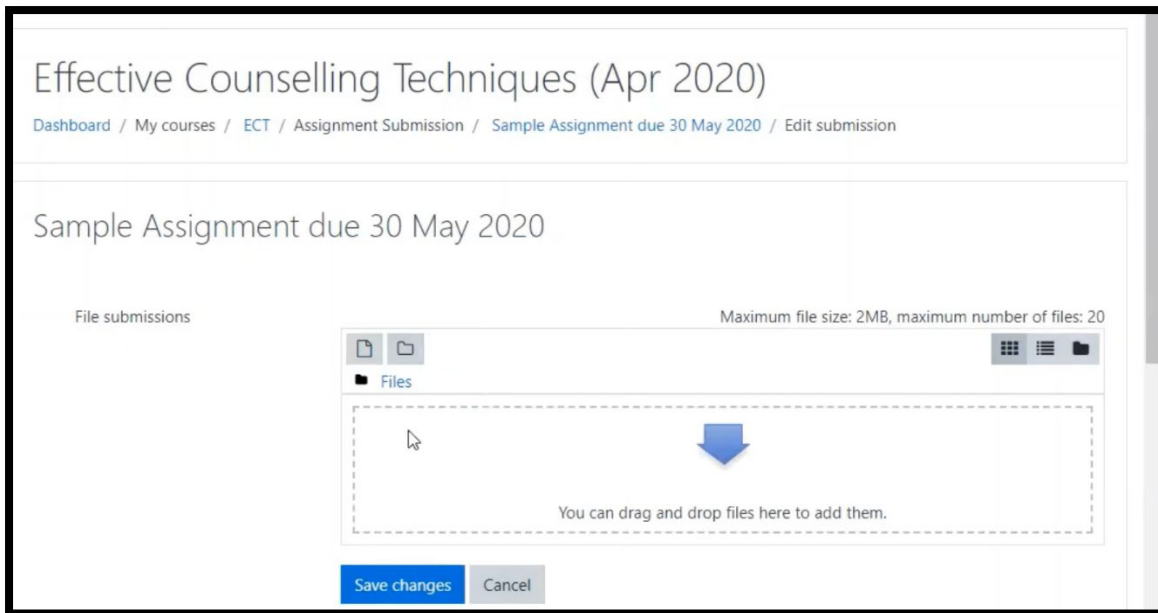
Step 9: Click on assignment file and click 'Delete'. Repeat the Step 4 to 6. Refer to Picture P, Q and R.



(Picture P)

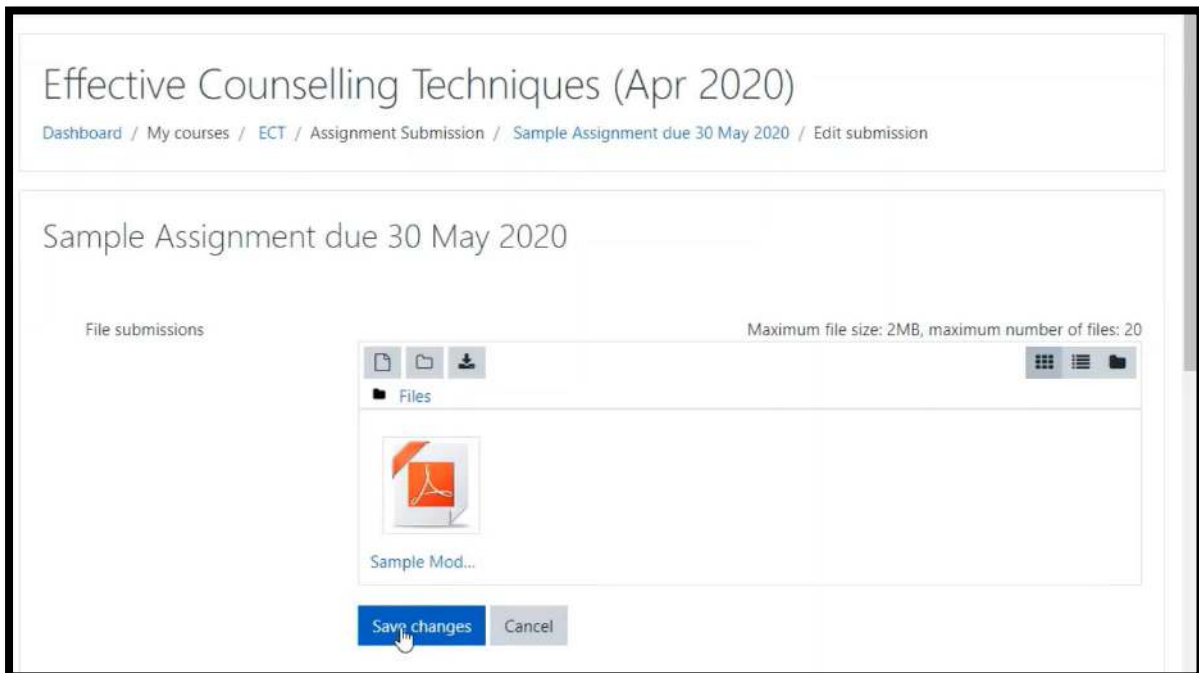


(Picture Q)



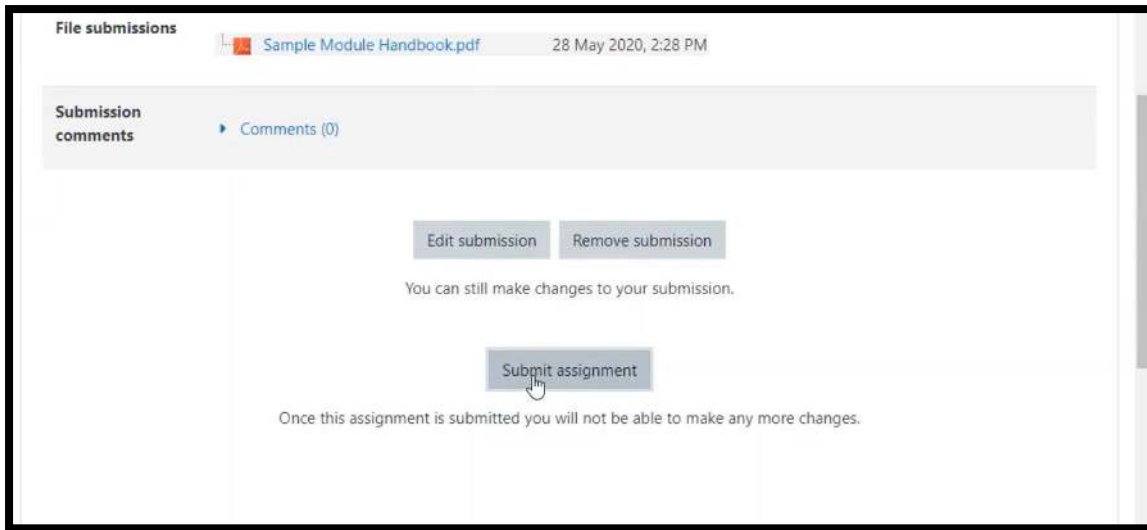
(Picture R)

Step 10: Click on 'Save Changes' to upload the new (correct) file. Refer to Picture S.



(Picture S)

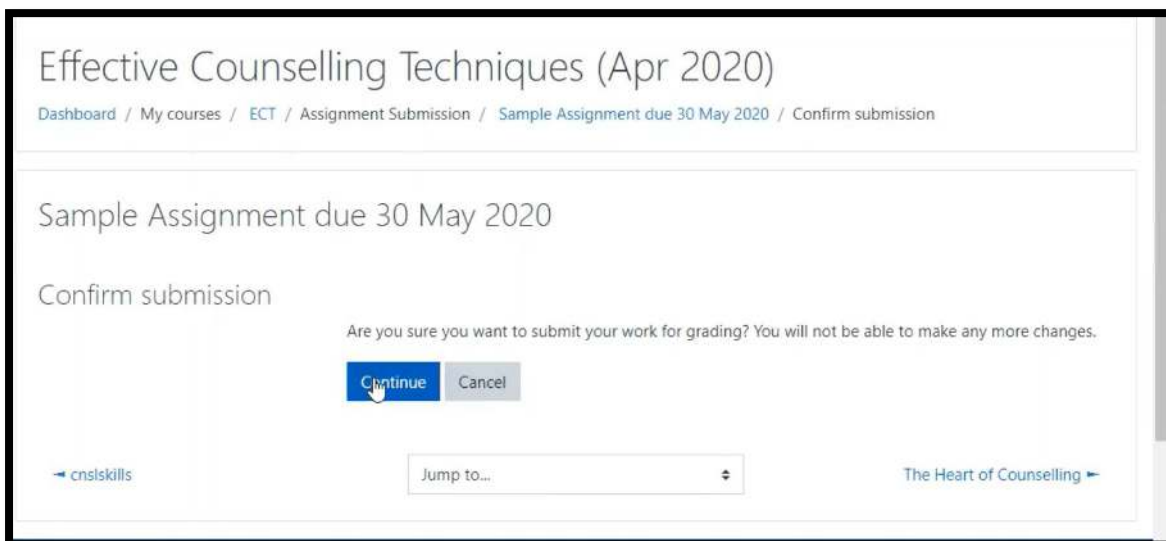
Step 11: Confirm your assignment submission by clicking 'Submit Assignment'. Refer to Picture T.



(Picture T)

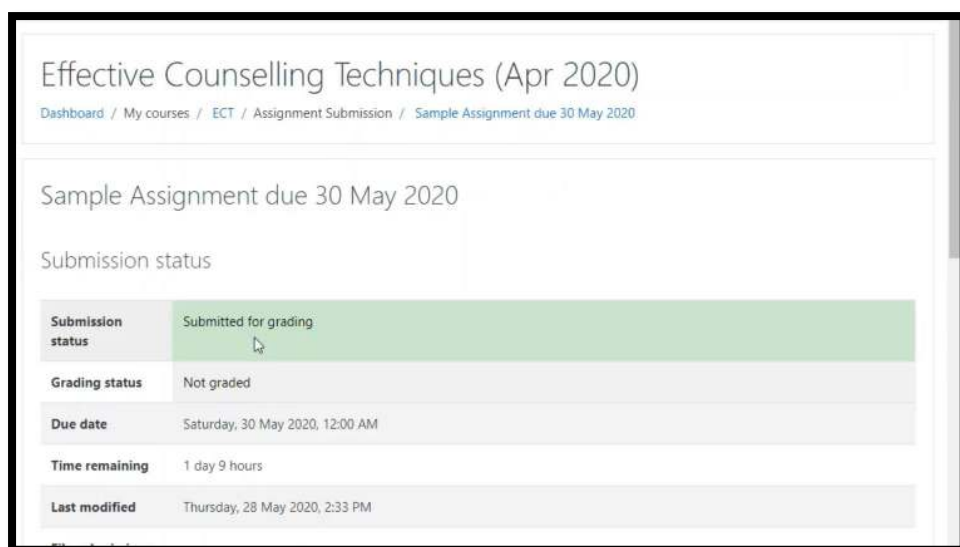
Step 12: Click on 'Continue'. Refer to Picture U.

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



(Picture U)

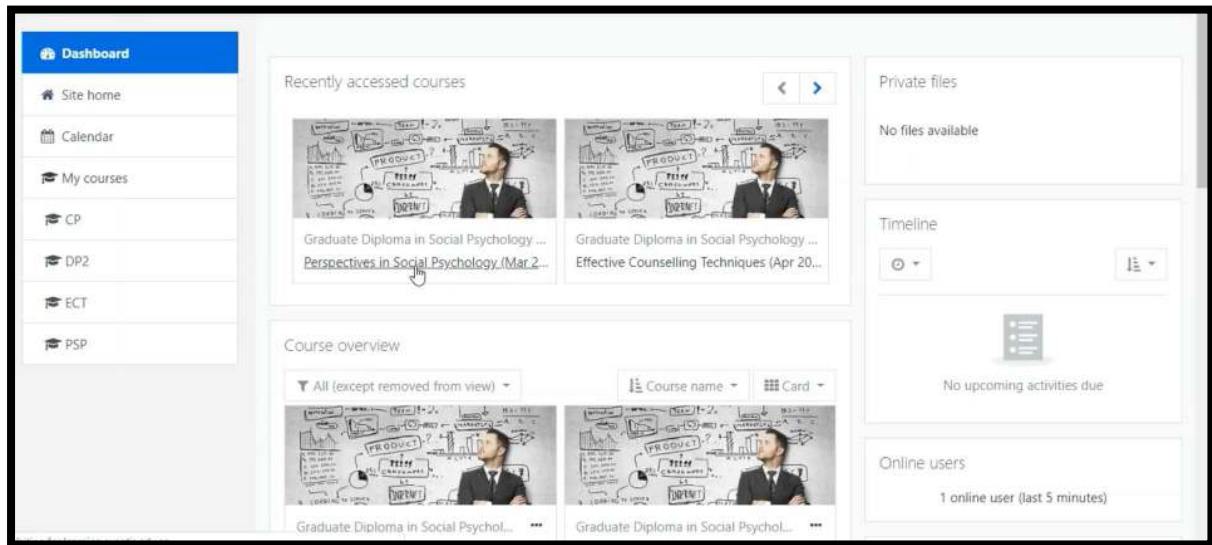
Step 13: The submission status will be updated to 'Submitted for grading'. Refer to Picture V.



(Picture V)

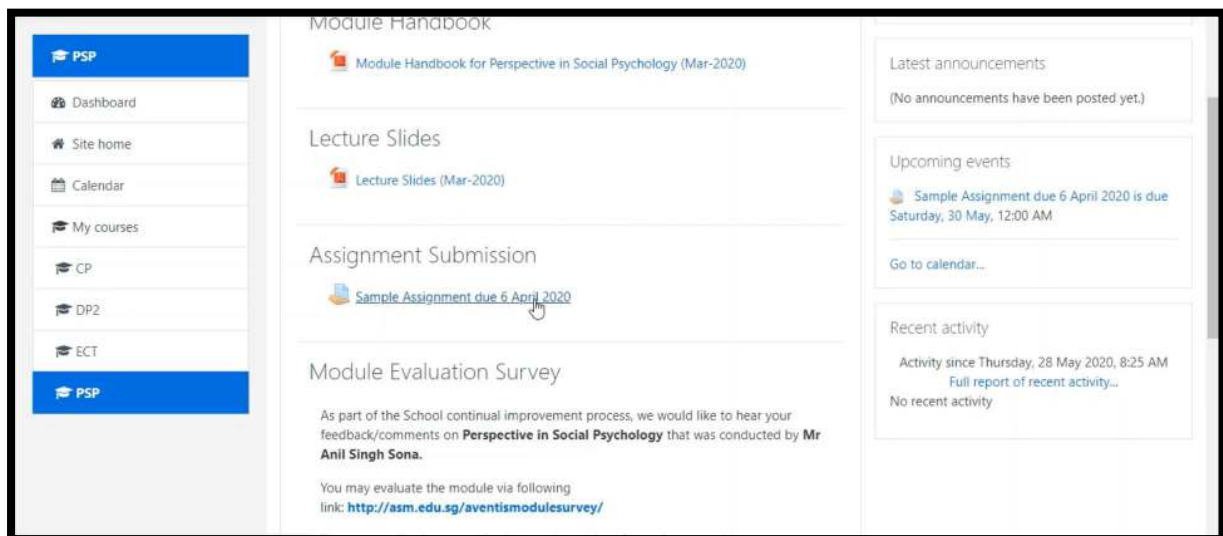
Viewing of Assignment Grade and Lecturer's Comments

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



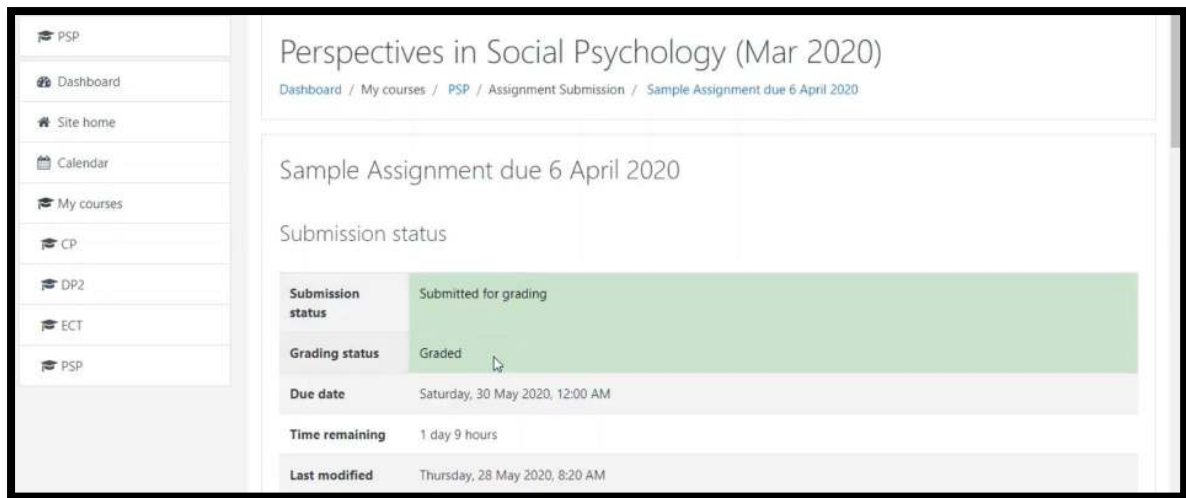
(Picture W)

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



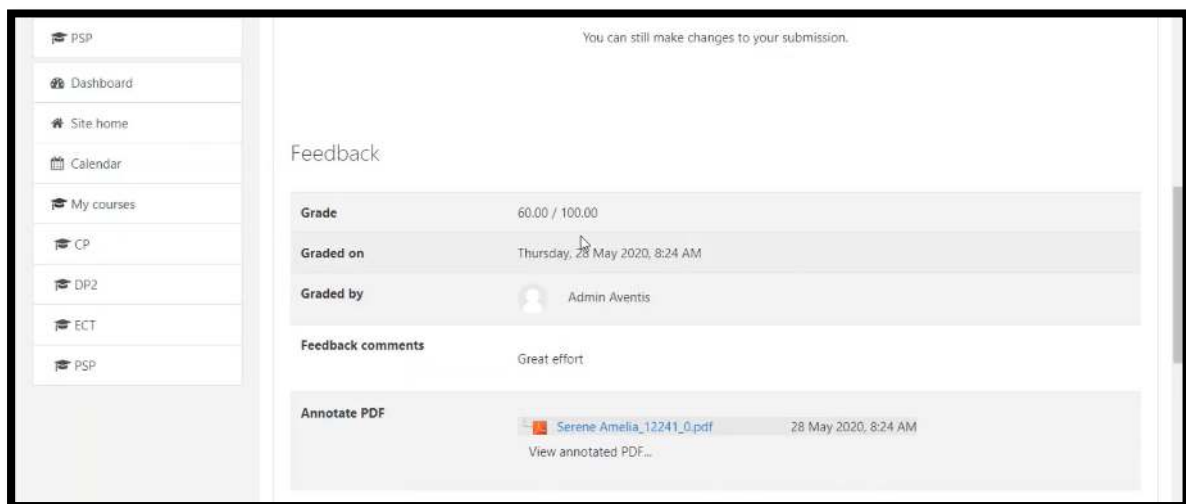
(Picture X)

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



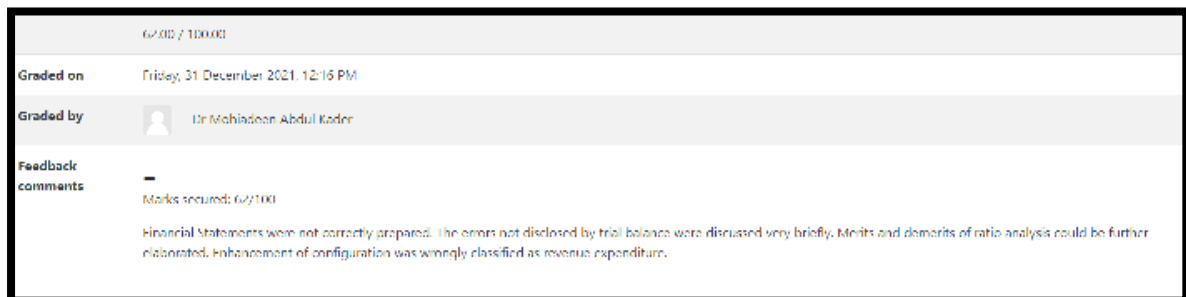
(Picture Y)

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, scroll to the bottom to see the feedback comments. Refer to Picture AB.



(Picture AB)

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.

Our Commitment to You

Student Services

Email: studentservices@aventisglobal.edu.sg

Telephone: 6822 2050 (Level 3 office)

WhatsApp: 9466 1697

Response Time / Working Hours

- Within 3 working days
- Weekdays: 9.30am – 6.30pm
- Saturday: 8.30am – 12.30pm

