

## Moodle Course Activities or Resources

**Activities:** Activities are tools that need interaction between course participants and coordinators and between the course participants themselves, for example, assignments, forums, quizzes etc.

**Resources:** Resources can be any file uploaded by your course coordinator, for example, a Word document, a web link, an image etc.

## Accessing Moodle Course Activities or Resources

There are two ways to access course activities and resources.

The first is through the main course content in the middle of the page. Clicking on these links will take you directly to the activity or resource.

The screenshot shows a Moodle course page for 'Budgets and Financial Plans'. The main content area is titled 'Topic outline' and contains a list of items. Two items are circled in black: 'News forum' and 'Element 1 Lesson Plan'. The 'News forum' item is a blue link with a forum icon. The 'Element 1 Lesson Plan' item is a blue link with a document icon and includes the text 'Element 1 PowerPoint Presentation Available from 2 March 2012.' Below it is 'Element 2 - Implement financial management approaches'. The page also features a left sidebar with 'Navigation' and 'Settings' sections, and a right sidebar with 'Search forums', 'Latest news', and 'Upcoming events' sections.

The screenshot shows the 'Activities' block in Moodle, which is a red header with a list of activity categories: 'Assignments', 'Forums', and 'Resources'. Each category is accompanied by a small icon representing the activity type.

The second is to use the activities blocks located either side of the screen. Here, the links take you to a list of activities and resources organised by category (e.g. all the forums or all the quizzes).

Once you have opened an activity/resource, further instructions should be given (if necessary). For example, when you enter a forum, you will be given the option to add a new discussion or click on an existing discussion to read postings.

Topic	Name	Description
	<a href="#">BSBFIM501A Manage Budgets and Financial Plans</a>	Unit of competency overview
	<a href="#">BSBFIM501A Manage Budgets and Financial Plans Workbook</a>	BSBFIM501A Manage Budgets and Financial Plans Workbook
	<a href="#">BSBFIM501A Manage Budgets and Financial Plans Presentation</a>	BSBFIM501A Manage Budgets and Financial Plans Presentation
Element 1 – Plan financial management approaches	<a href="#">Element 1 Lesson Plan</a>	Element 1 Lesson Plan
Element 2 – Implement financial management approaches	<a href="#">Element 2 Lesson Plan</a>	Element 2 Lesson Plan

## Why can't I select some of the activities/resources under my course?

All the activities or resources that are available for use in your course will be blue in colour. If you cannot open or download an activity or resource, it is possible that your computer does not have the correct software installed to read that type of file.

Pop-up blockers – Check that your computer is not blocking pop-up windows from the Moodle site. Watch for a pale yellow bar at the top of the screen. You can access the item by right-clicking on the yellow bar and adding it to your trusted sites.

If you can see the name of an activity/resource, but it is grey in colour, your course coordinator has decided to load the activity/resource onto the page, but restricted its availability. The most likely reason for this is the activity/resource will be used later in the course, and they will make it available for selection then.

The greyed out text usually has a line beneath it indicating when it will be available from.

1 **Element 1 – Plan financial management approaches** ☐

PC 1.1 Access budget/financial plans for the work team

PC 1.2 Clarify budget/financial plans with relevant personnel within the organisation to ensure that documented outcomes are achievable, accurate and comprehensible

PC 1.3 Negotiate any changes required to be made to budget/financial plans with relevant personnel within the organisation

PC 1.4 Prepare contingency plans in the event that initial plans need to be varied

[Element 1 Lesson Plan](#)

Element 1 PowerPoint Presentation  
Available from 2 March 2012.