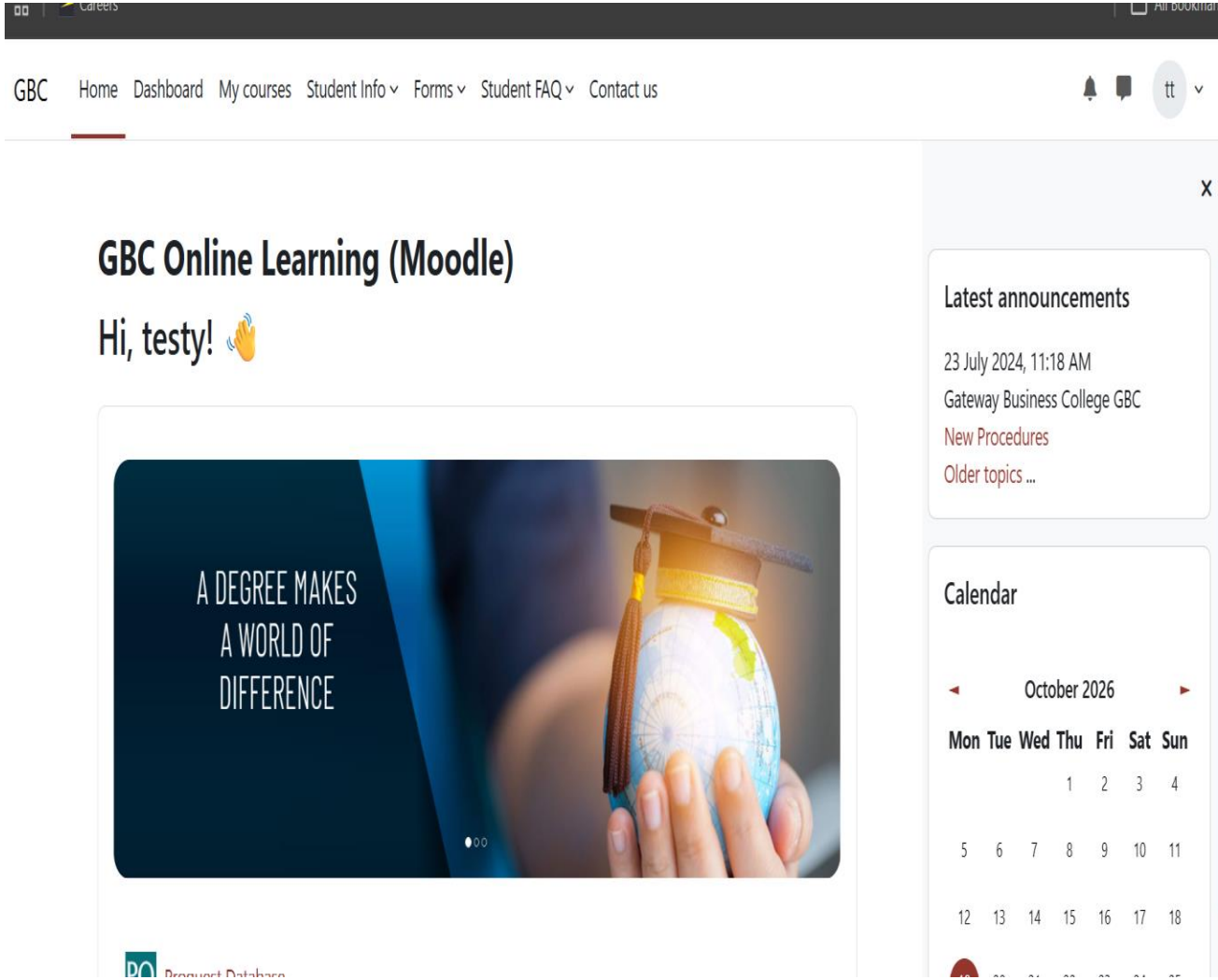
GBC Online Learning

Moodle: Step-by-Step Guide

Moodle is GBC’s online learning platform where students can access study materials, timetables, assignments, and course updates.

A practical guide for new students across GBC campuses.



YOUR MOODLE DASHBOARD

ADELAIDE CAMPUS • SYDNEY CAMPUS

WELCOME

Your learning starts here

Moodle is GBC’s online learning space. Use it to access key information for your studies.

01 **My courses**

Open subjects you are enrolled in.

02 **Learning materials**

Find subject guides and weekly content.

03 **Student services**

Access student information and useful links.

04 **Grades**

Review subject grades and the overall report.

Before you begin: have your college-provided username and password ready.

How to access Moodle

Start from the GBC website .

1 **Open a browser**

Use a web browser on your computer or mobile device.

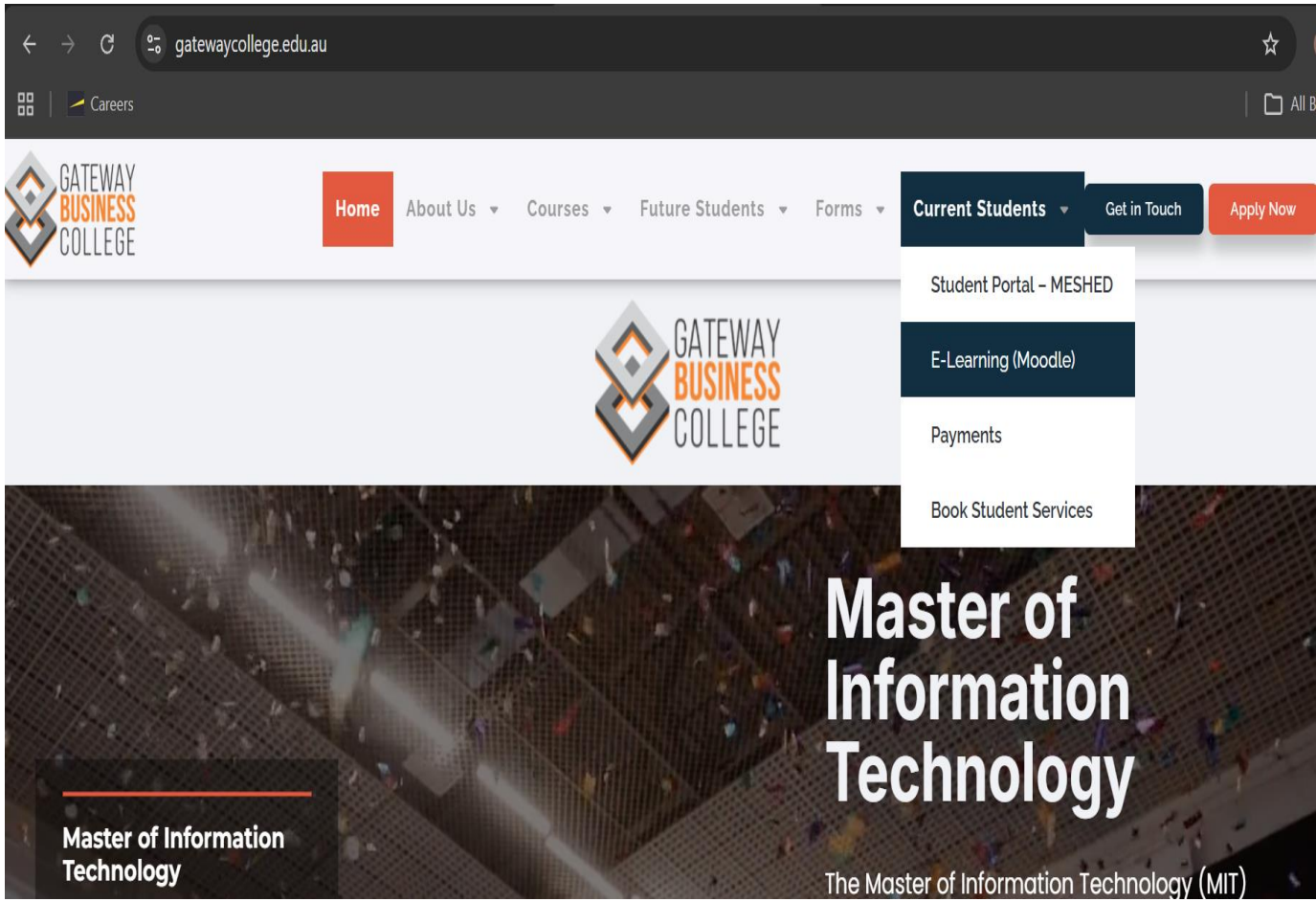
2 **Visit the College website**

Go to www.gatewaycollege.edu.au.

3 **Choose eLearning (Moodle)**

Go to current students – drop down menu – select E-learning Moodle

Use the official GBC address to reach the learning portal.



Step 2 — Log in

Use the login details supplied by the College.

1 **Enter your username**

Use your username provided by the college.

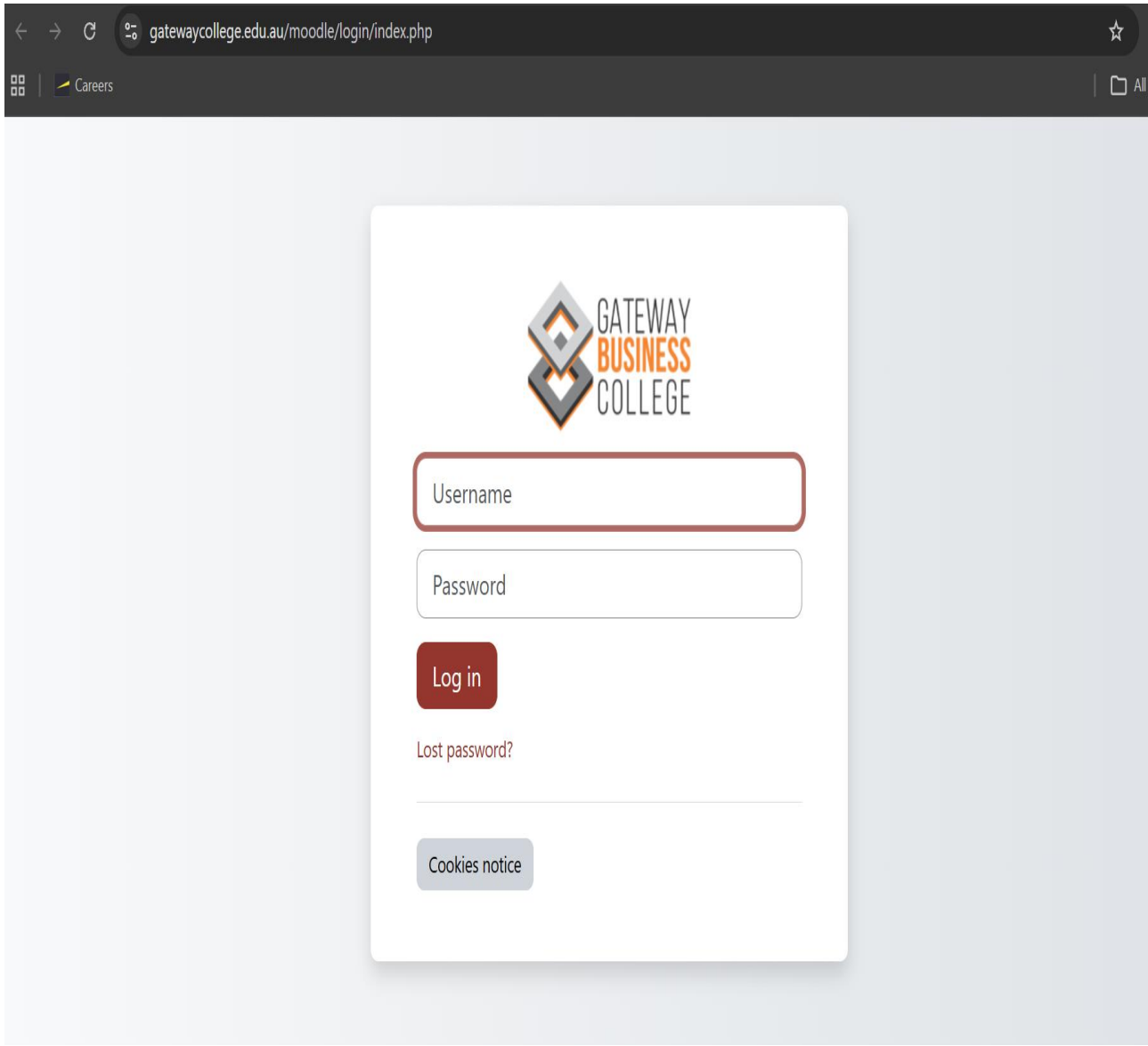
2 **Enter your password**

Use the password provided by the College.

3 **Select Log in**

Wait for your Moodle dashboard to load.

Keep your password private. Contact IT Support if you cannot log in.



NAVIGATION

Step 3 — Explore the main menu

The top navigation shown in Moodle gives you access to key areas.

1 **Home / Dashboard**

Return to your main learning page. / shows calendar.

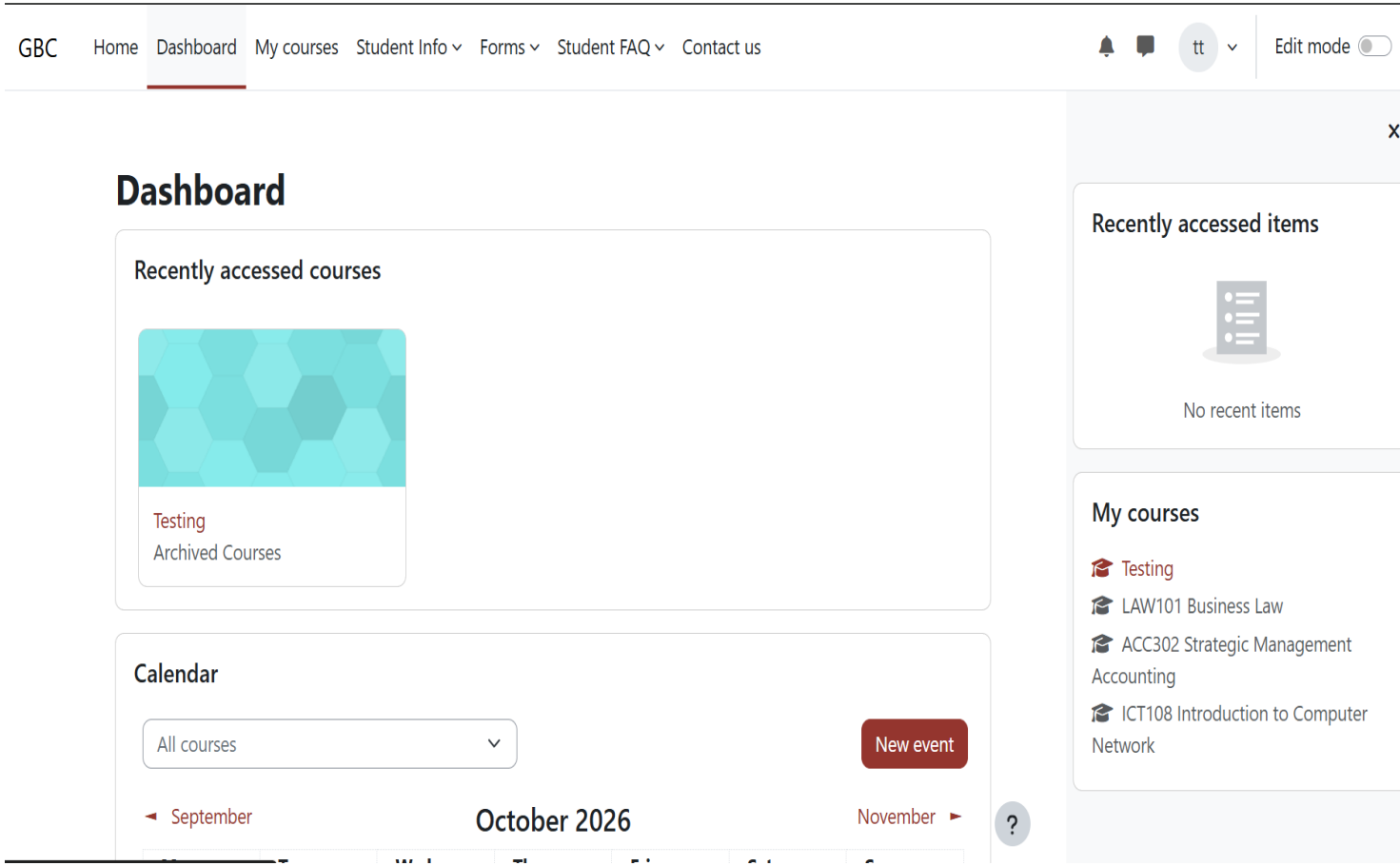
2 **My courses**

Open subjects that appear in your enrolment.

3 **Student Info, Forms and FAQ**

Use these menus to find student services and guidance.

Like your MESHED portal, book student services, and request documents.



YOUR STUDIES

Step 4 — Open your enrolled subjects

Your course area is the starting point for subject-specific information.

1 **Select My courses**

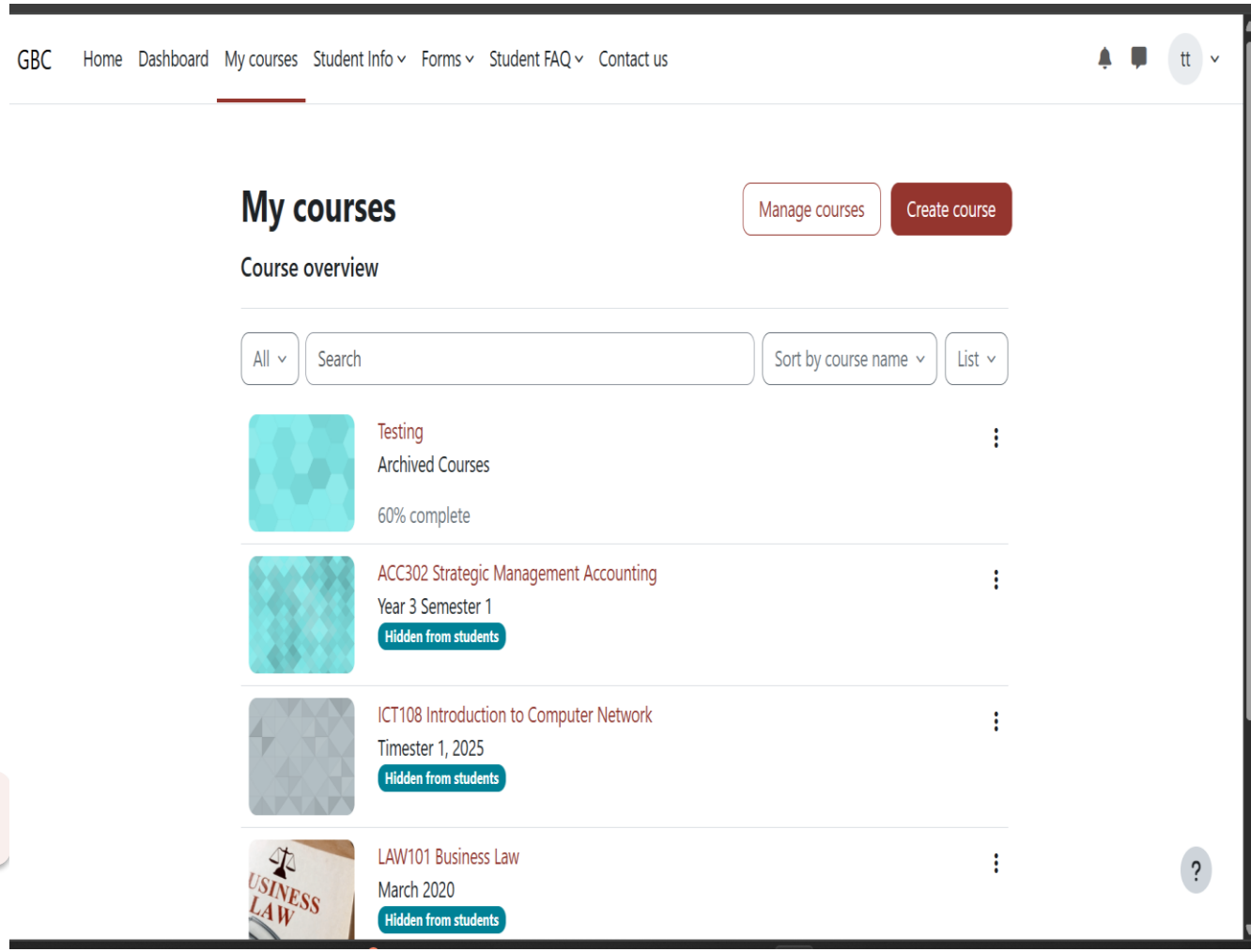
Choose My courses from the top navigation.

2 **Find your subject**

You will see all your enrolled subjects in this section.

3 **Open the subject**

Select the subject to view its page and resources.



If a subject you expect to see is missing, contact the respective College campus support team for assistance.

Step 5 — Find guides and weekly materials

Subject pages contain learning information uploaded by your lecturer.

1 **Open the subject code**

Go to the relevant subject from My courses.

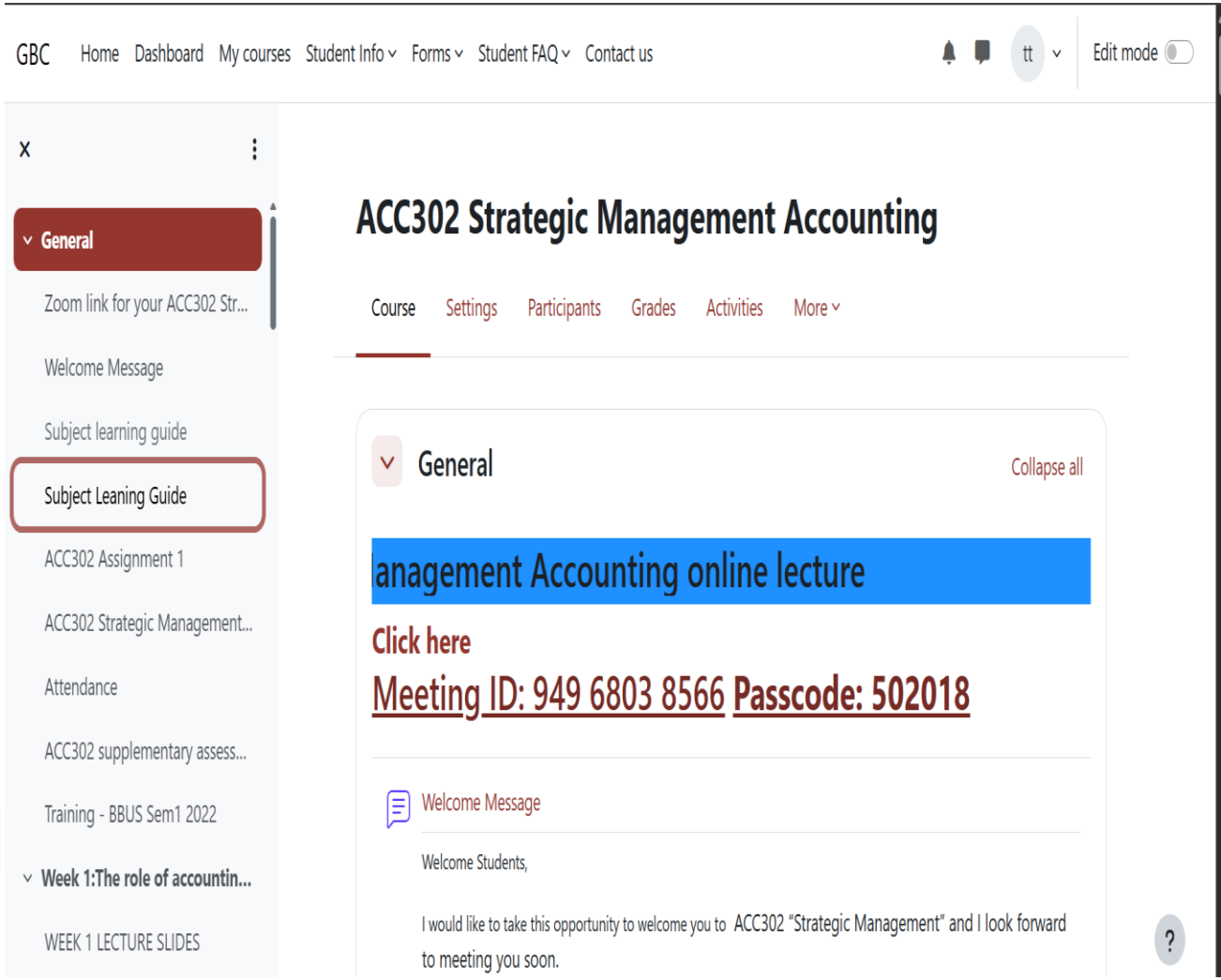
2 **Find the Subject Learning Guide**

Use it to review assessment information and due dates.

3 **Review weekly content**

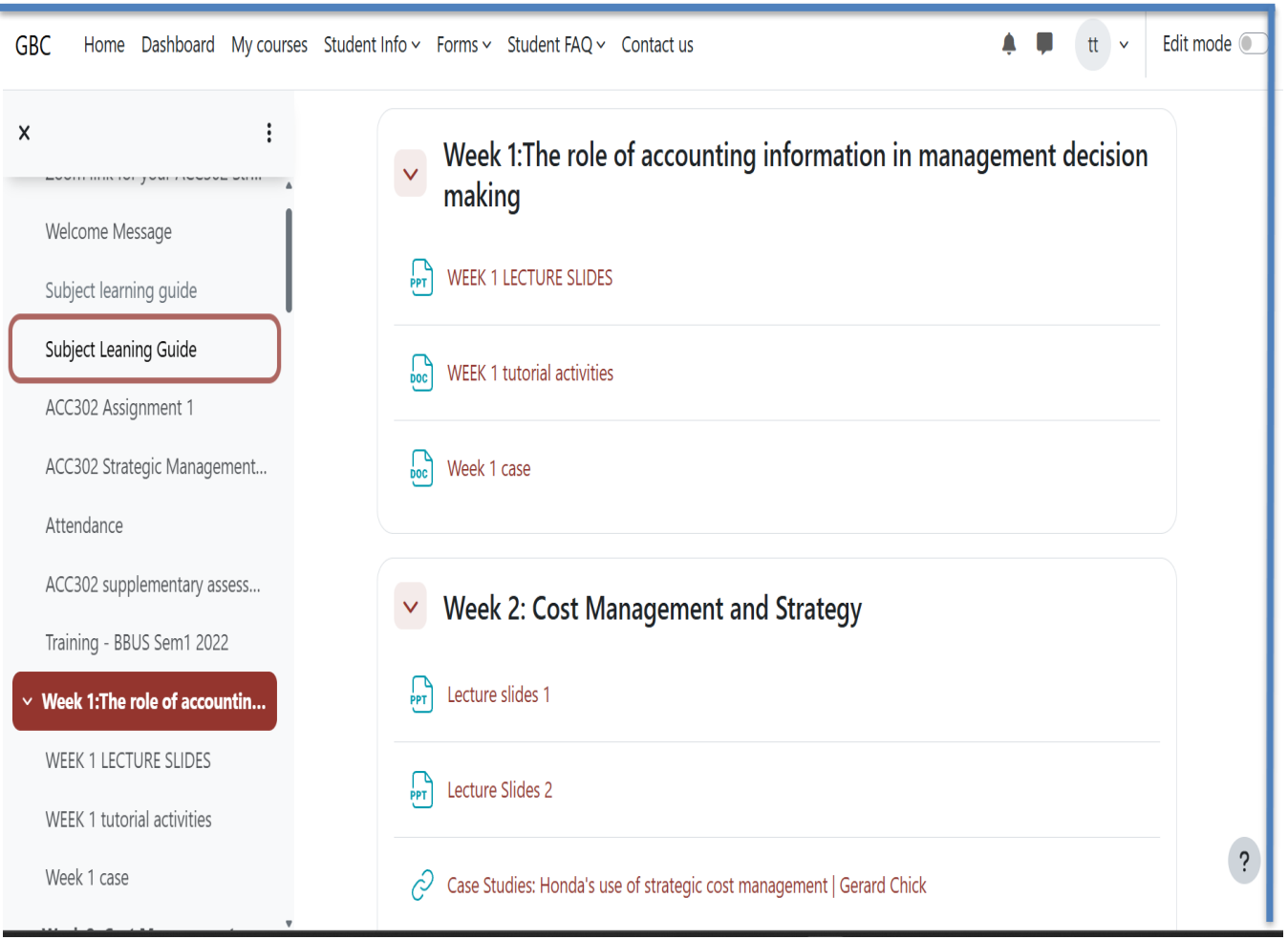
Scroll through the week-by-week materials uploaded by your lecturer.

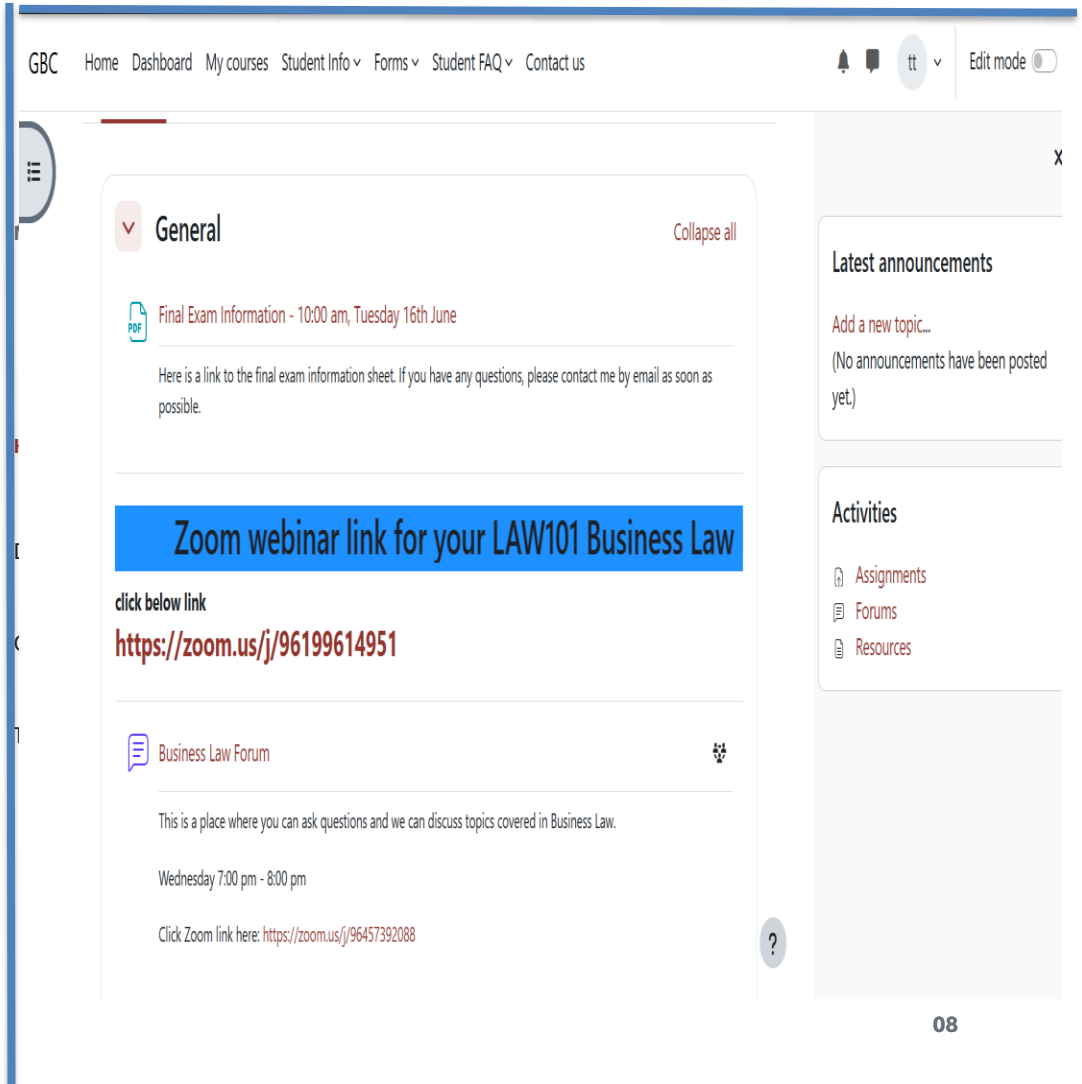
Check your subject page regularly for new materials and announcements.



Explore your enrolled subjects on Moodle to access weekly lecture materials and stay updated on midterm examination details, schedules, and links.

Step 6 — Week-by-week course details and exam information





STUDENT SERVICES

Step 7 — Open Student Info

Student Info includes links to useful College services.

1 **Select Student Info**

Choose Student Info from the top navigation.

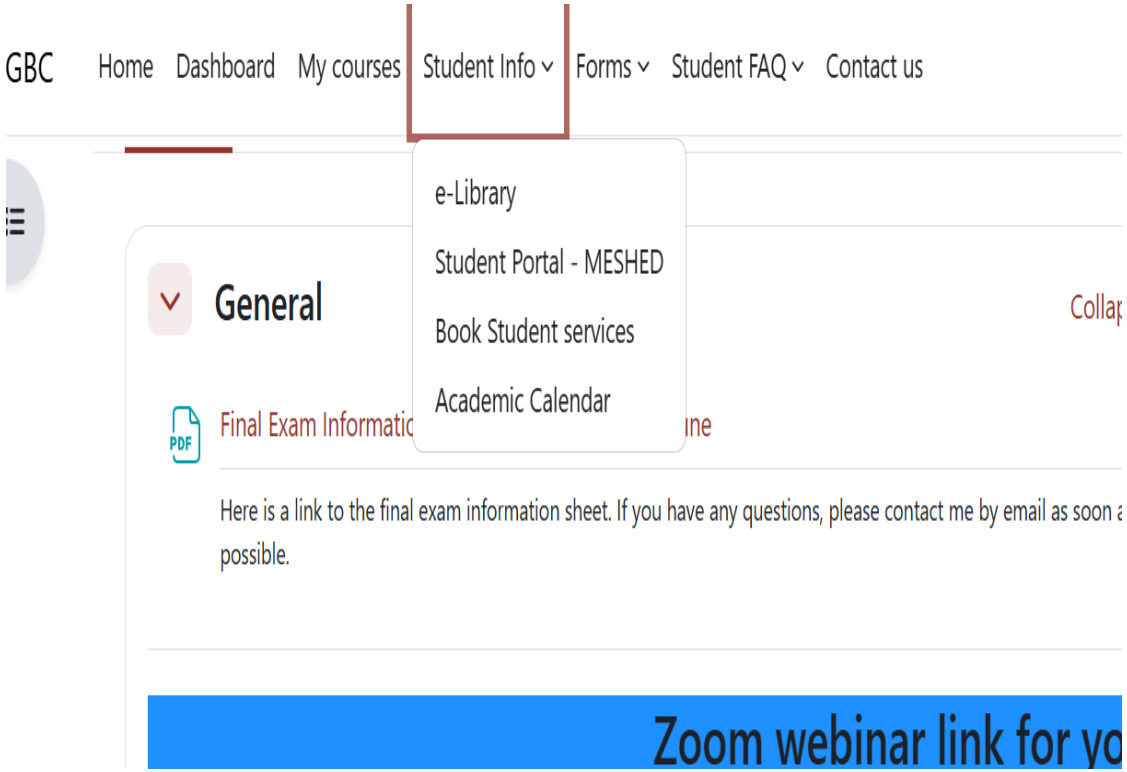
2 **Open Meshed Portal**

Access your student details and records

3 **You can find Calendar**

View your timetable and important dates.

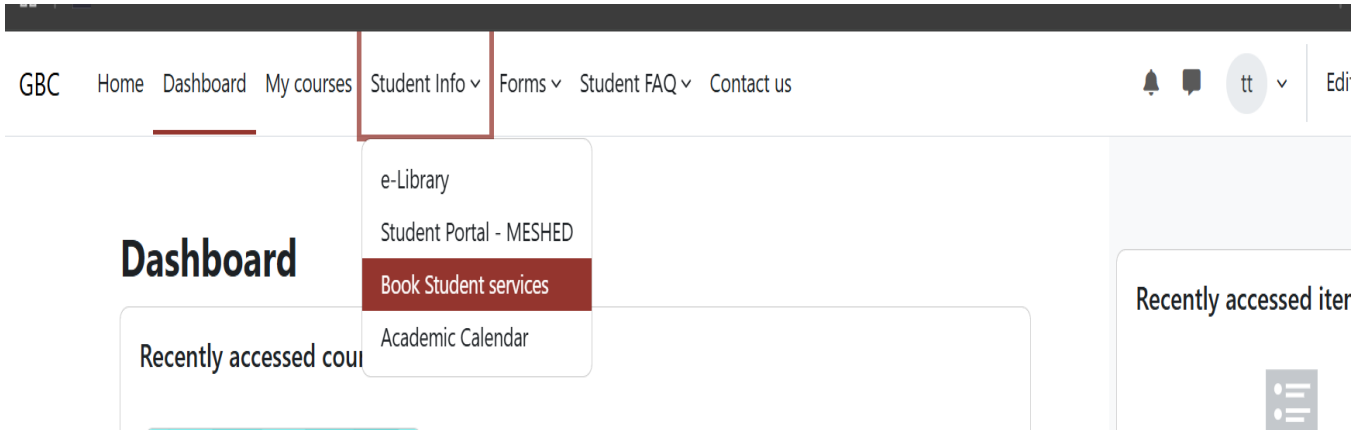
Choose the service that matches the task you need to complete.



STUDENT SERVICES

Step 8 — Book Student Services

Our Student Services Booking Form makes it easier to access the support you need, helping us assist you efficiently and ensure a smoother, more supportive learning experience



1 **Select a Service**

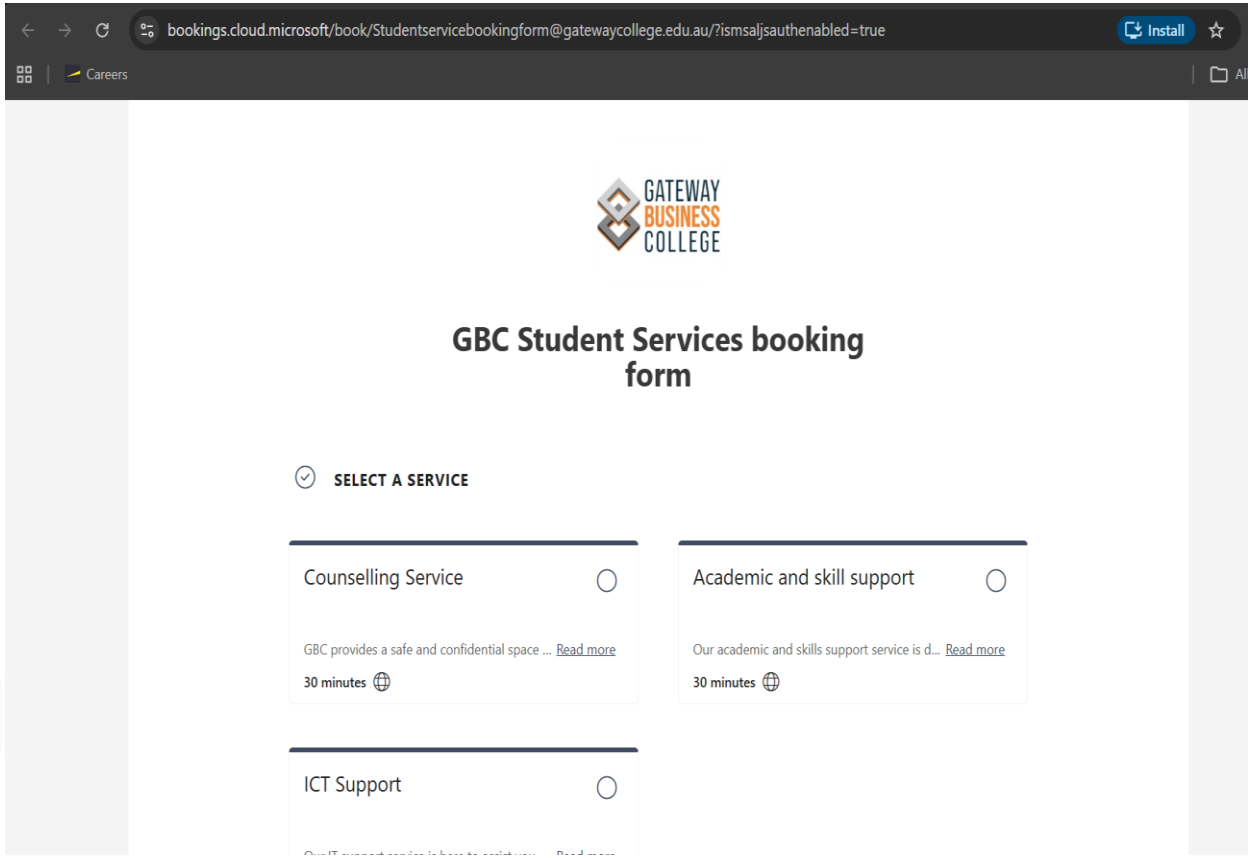
Choose the support you need.

2 **Choose Date and Time**

Pick a convenient appointment.

3 **Enter Details and Book**

Submit your details to confirm.



Choose the service that matches the task you need to complete.

HELP & GUIDANCE

Step 9 — Use Student FAQ and Forms

Find guidance for common student processes.

1 **Open Student FAQ**

Select Student FAQ from the top navigation.

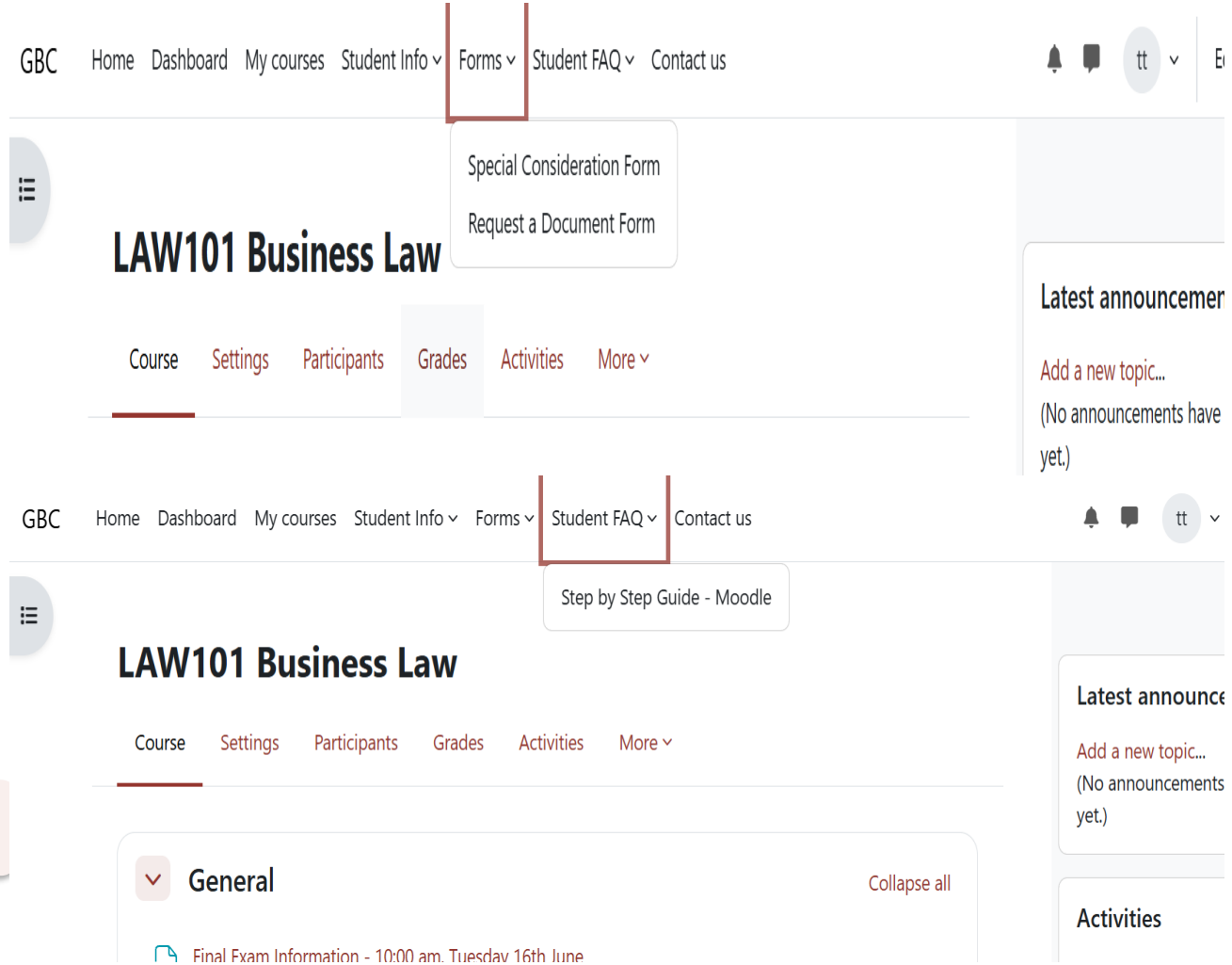
2 **Find Moodle User Guide**

Follow the step-by-step guide to learn how to navigate and use Moodle.

3 **Locate the relevant form from Forms section**

The sample guide references a Special Consideration Form.

Read the instructions carefully before submitting an assessment or form.



TRACK YOUR PROGRESS

Step 10 — Check your grades

Moodle provides a subject grade view and an overall grades report.

1 Open the relevant subject

Select the subject you want to review.

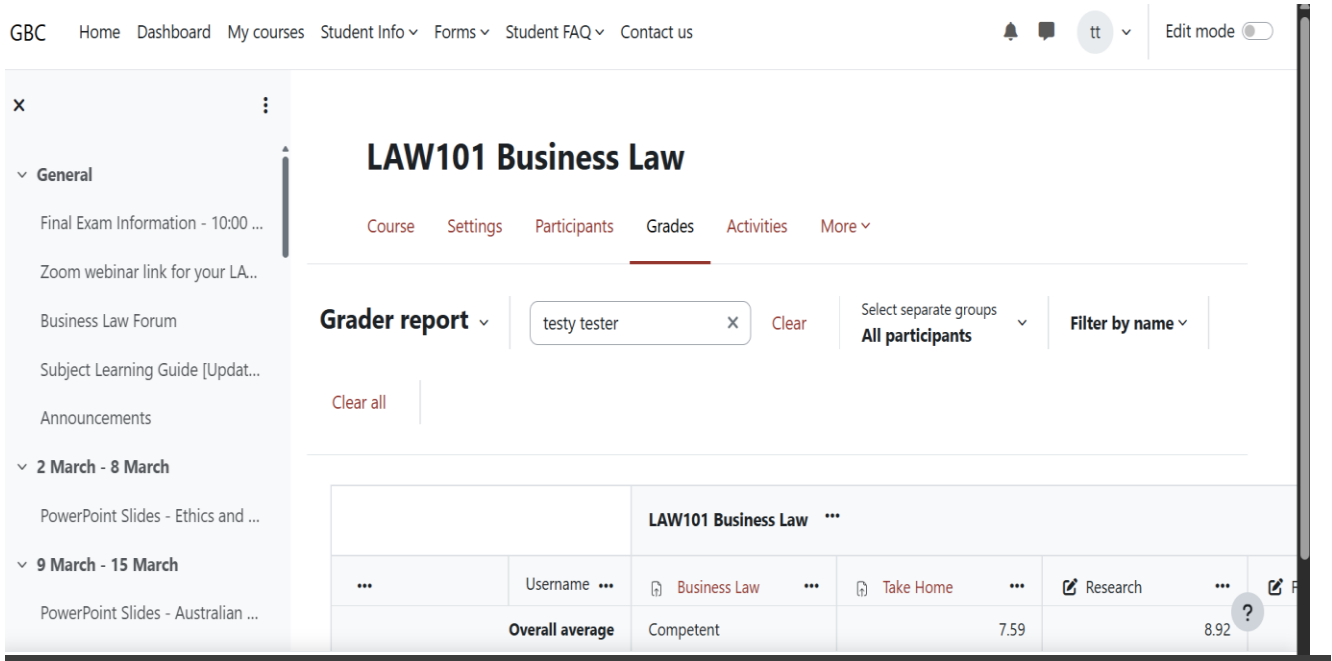
2 Select Grade

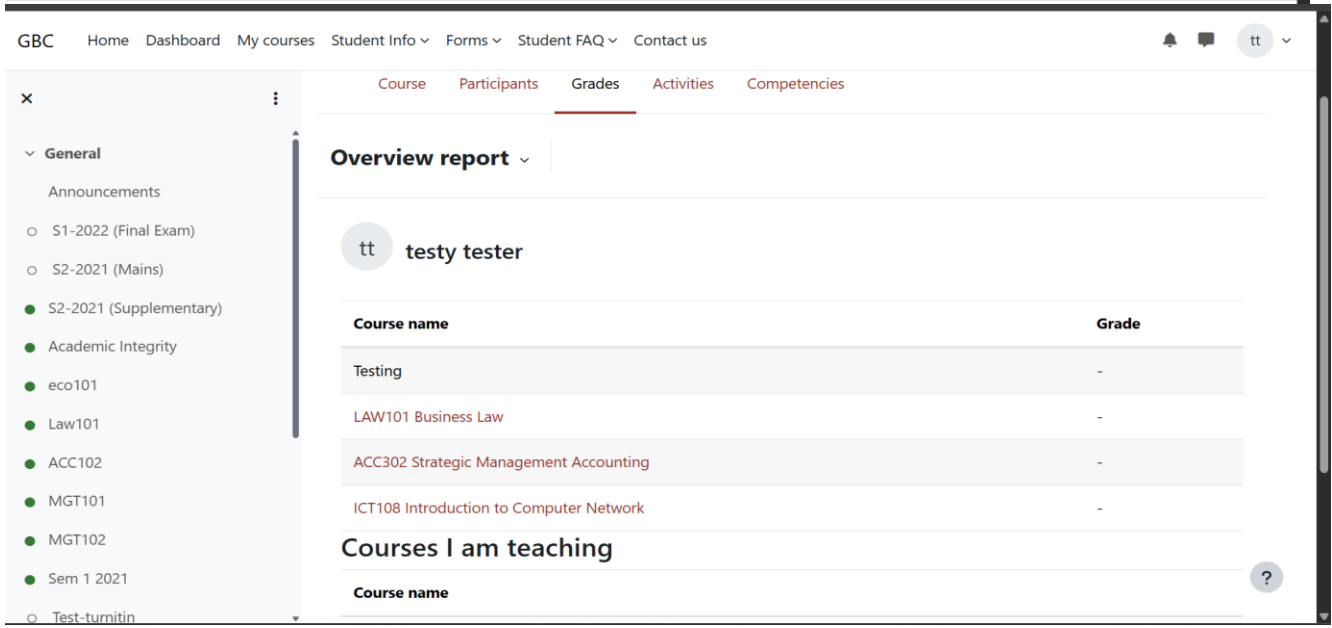
Check the grade view for that subject.

3 Find Overview report

To review whole report , drop down the grader report menu and select Overview report.

If a grade is missing or unclear, contact your lecturer or the College support team.





Need help with Moodle?

If you have trouble logging in or finding your course information, contact IT Support.

IT SUPPORT AND STUDENT SUPPORT EMAIL

itsupport@gatewaycollege.edu.au	(For all Technical issues)
studentsupport.adl@gatewaycollege.edu.au	(Adelaide Campus Support)
studentsupport@gatewaycollege.edu.au	(Sydney Campus Support)

When contacting support, include your name, Student ID and a brief description of the issue.

WELCOME TO GBC