Table of Content

Logging in to your Moodle Student Account

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

Dear Lennon Poh,

Congratulations on your successful application. We are happy to welcome you on board your student journey with Aventis Graduate School!

To begin, there are a few things you need to do:

Step 1: Watch the orientation video at https://www.youtube.com/watch?v=u08mDIQEatk

Step 2: Login into Moodle to change your temporary password:

Weblink: https://moodle.aventis.edu.sg/
Username: pohl
Password: 6;DR8d96vV (You will have to change your password upon login)

Step 3: Read our Aventis Student Handbook which can be found in the Moodle under Student Resources
Step 4: Read our academic referencing guide which is important for assignment preparation (Harvard Style – Business Programme; APA Style – Non Business Programme) which is also located in Student Resources

Step 5: Look out for the orientation details that will be sent out closer to the course commencement date.

Should you encounter any difficulties, feel free to contact us at **+65 8040 7299** or email studentsuccess@ags.edu.sg.

Regards,
Student Services Team

Aventis Graduate School
100 Orchard Road, Concorde Hotel, #04-100 Singapore 238840
Reg. No. 200700458M | Period: 20 May 2023 - 19 May 2027
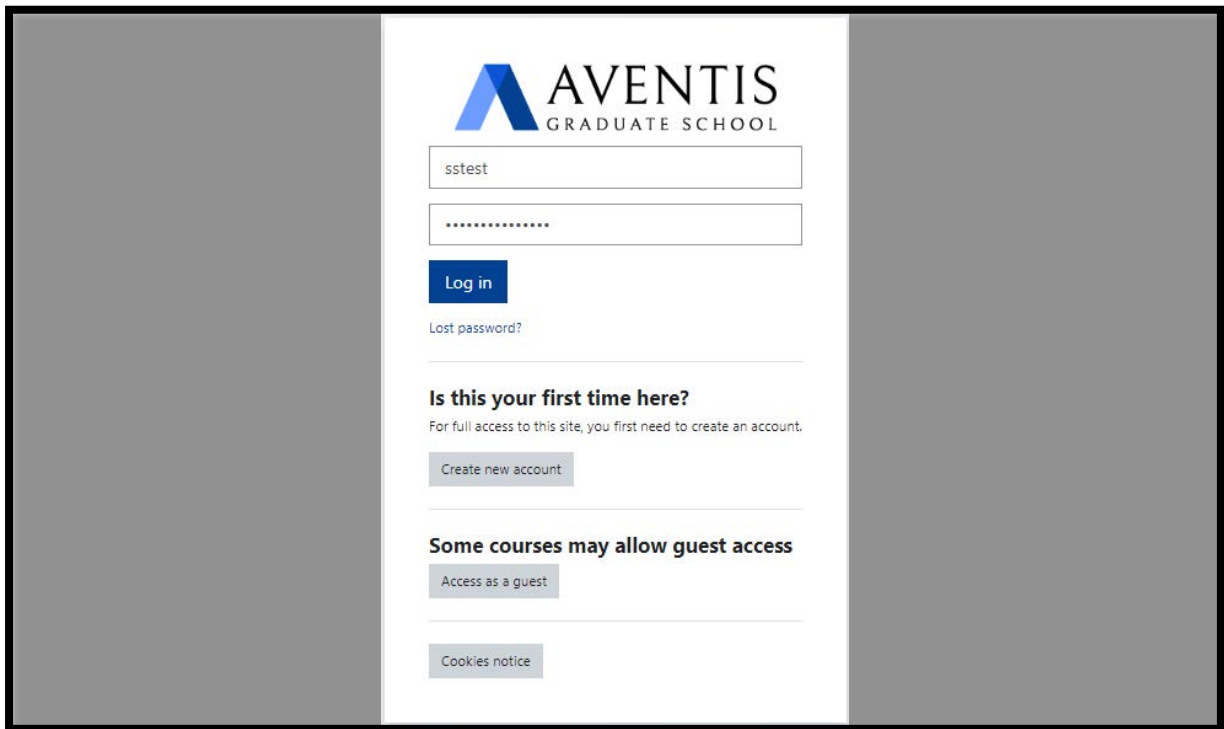Office: (+65) 6822 2050 | WhatsApp: (+65) 9466 1697

(Picture A)

Step 2: On the Moodle page, you will be directed to the login page. Refer to Picture B.
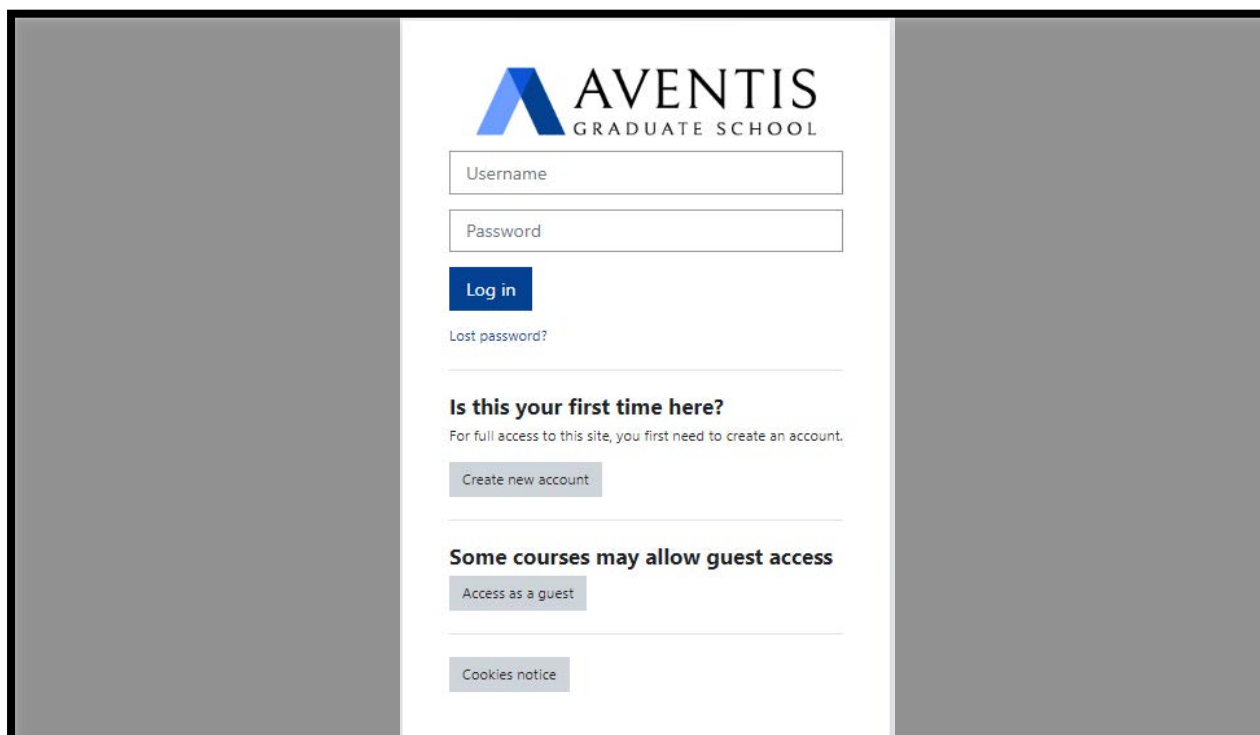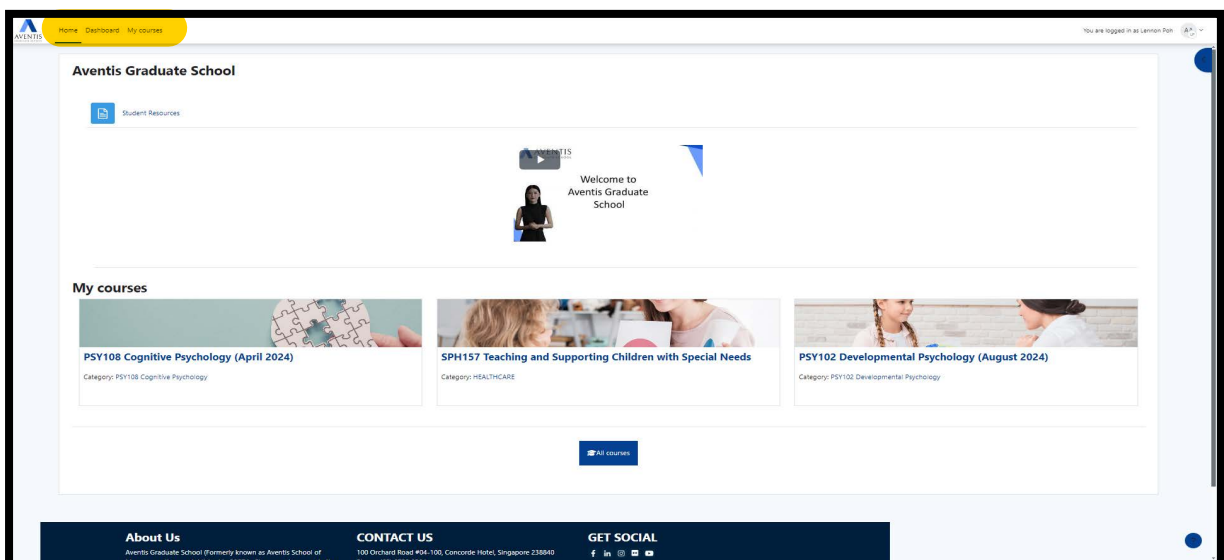
(Picture B)

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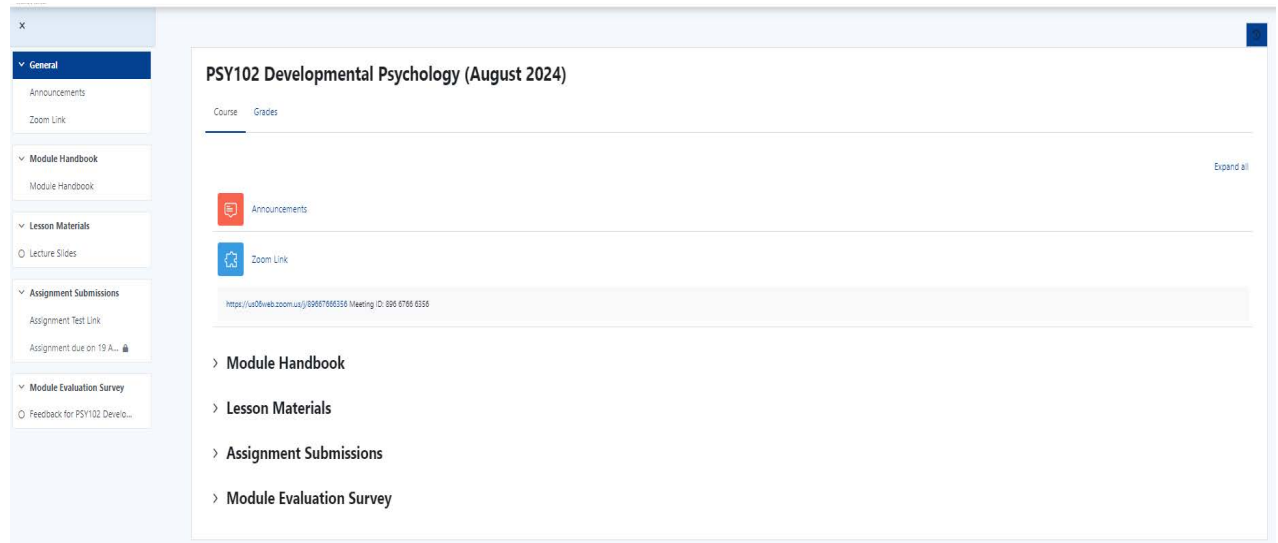

(Picture C)

Step 4: The main page will show you your course overview. You can access the calendar and all registered modules in the navigation bar. Refer to Picture D.
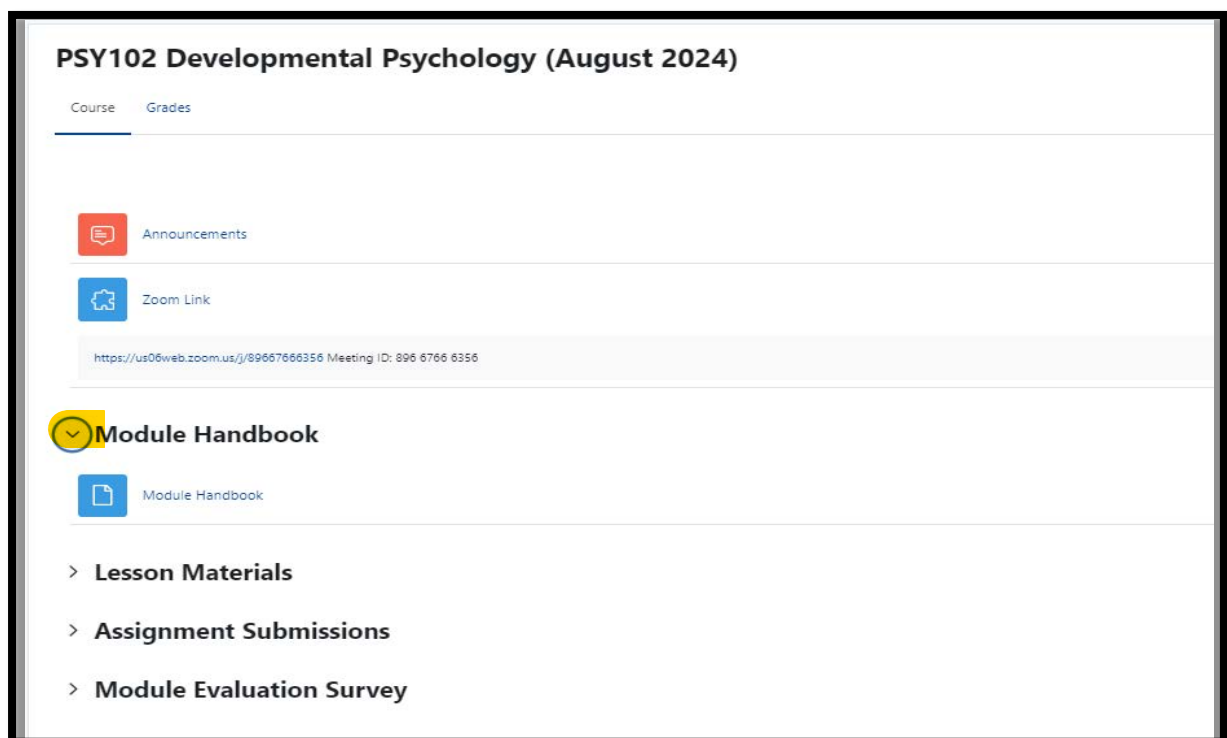

(Picture D)

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 highlighted text) 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.
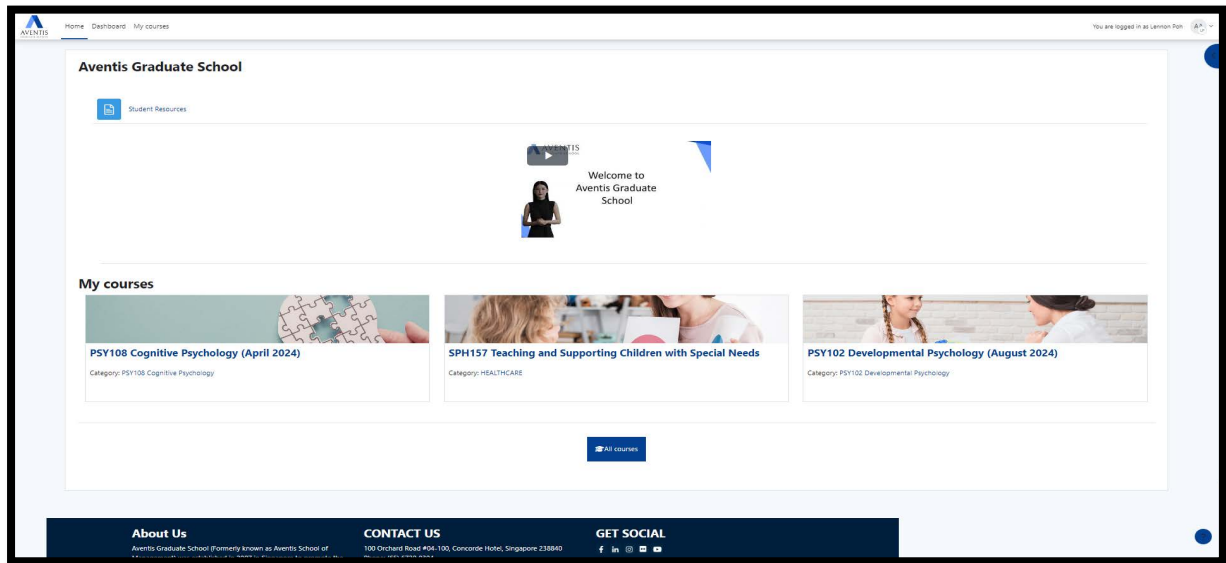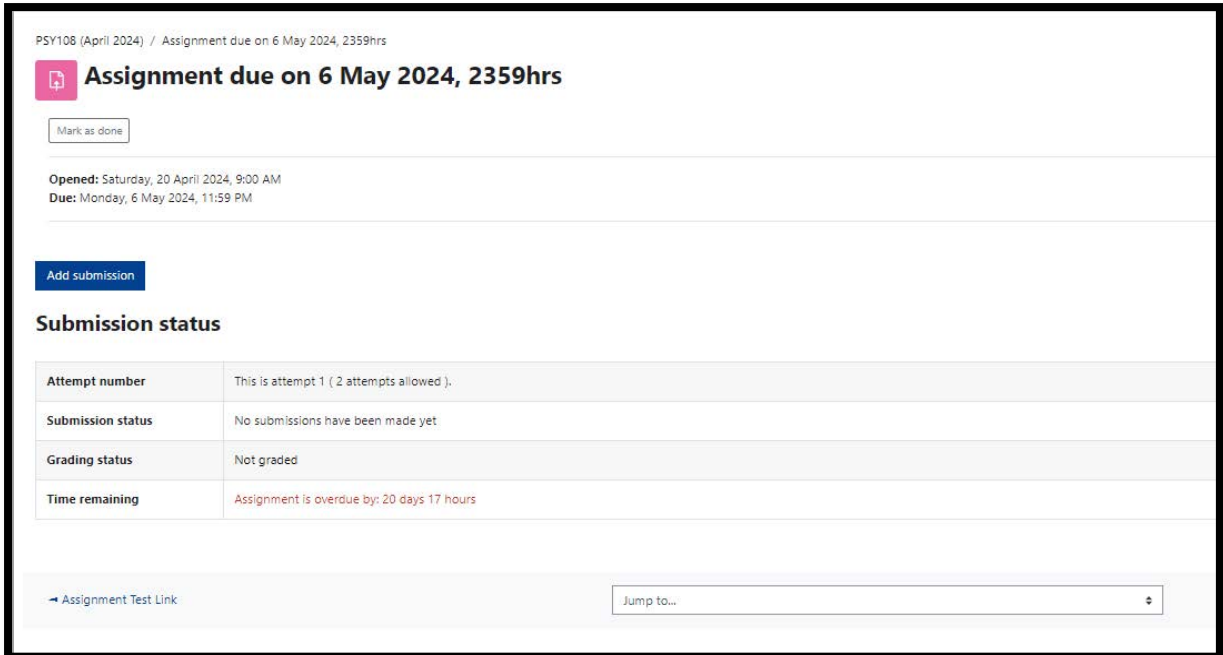
(Refer to Picture H)

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.

(Picture J)

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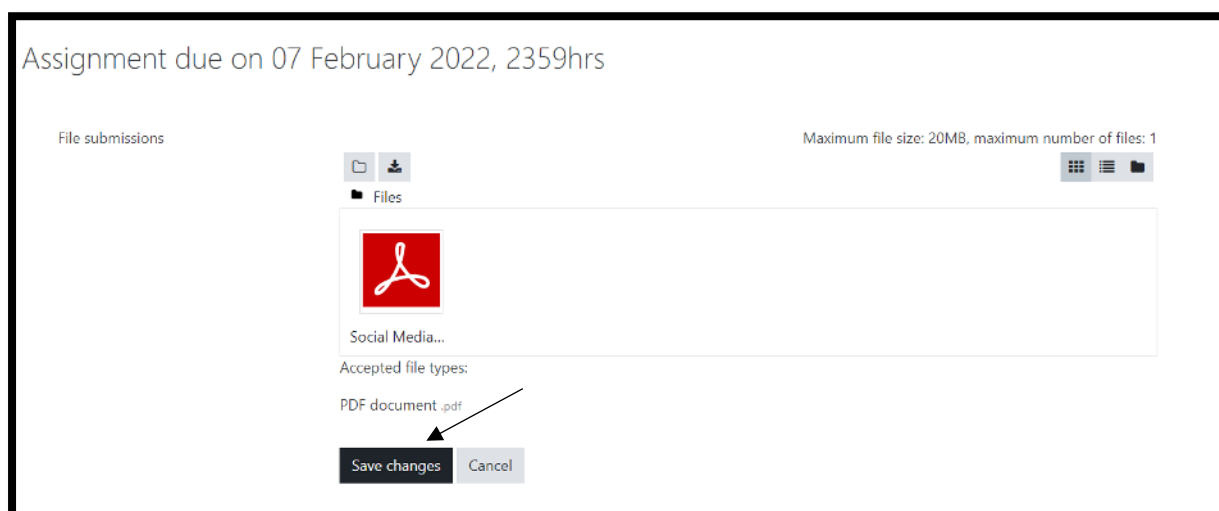

(Picture K)

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.
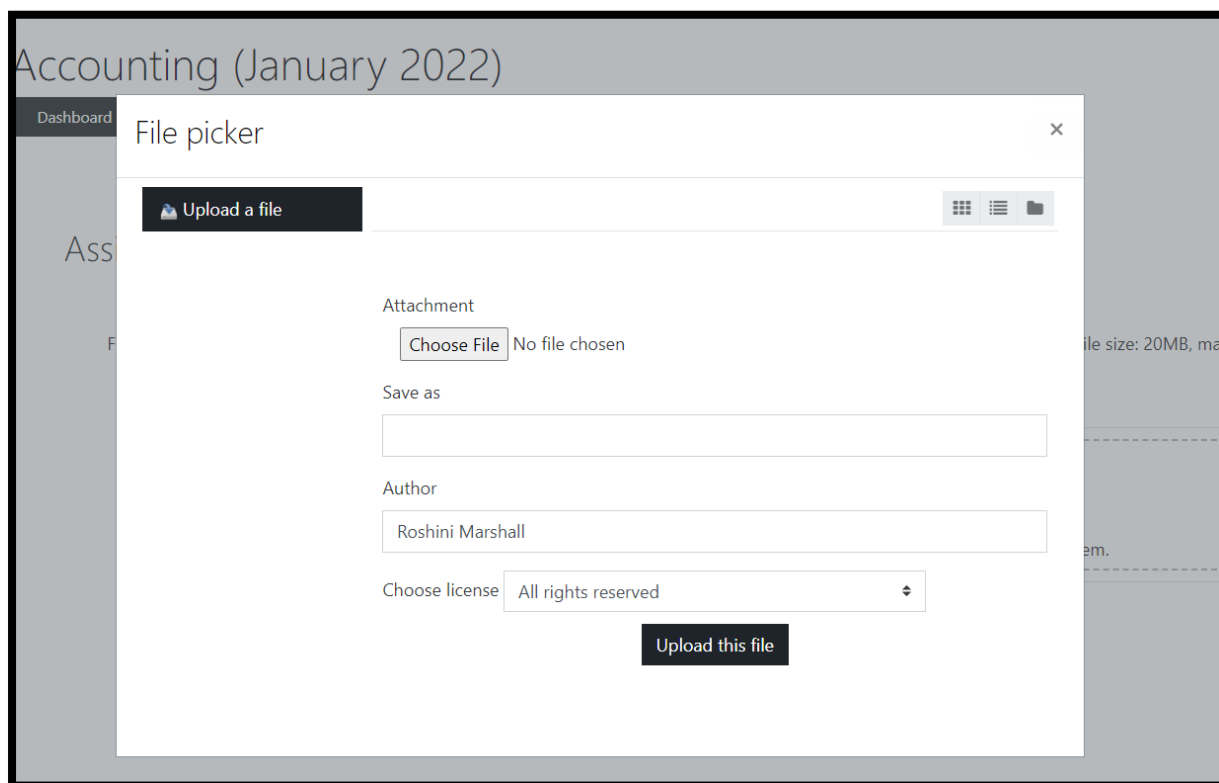
(Picture L)

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 <u>still not completed</u> 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)

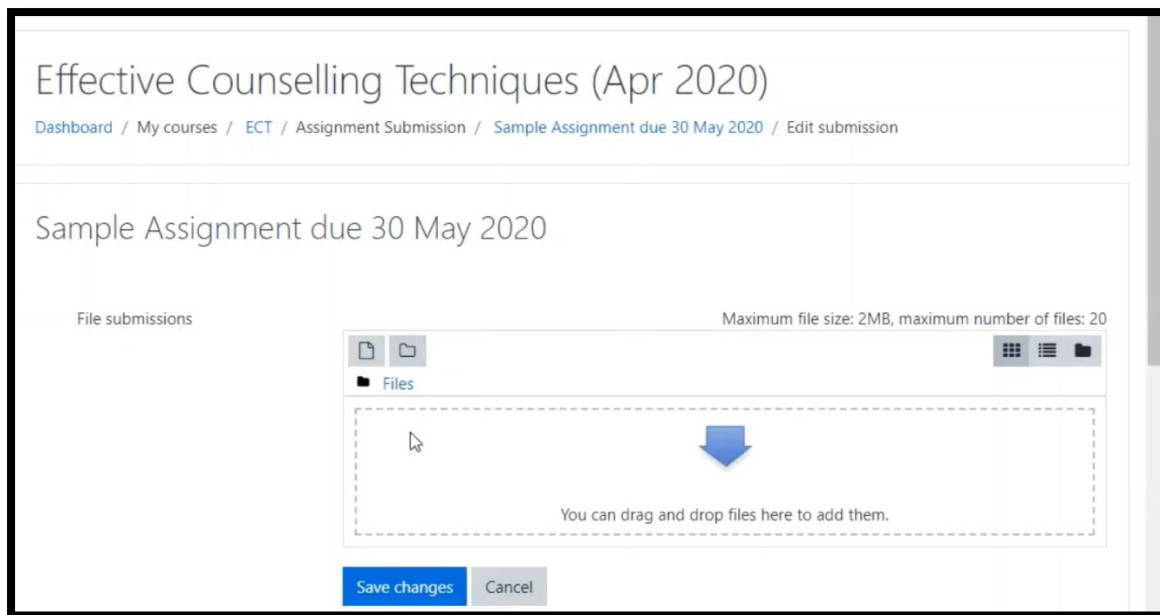Edit submission   Remove submission

(Picture O)

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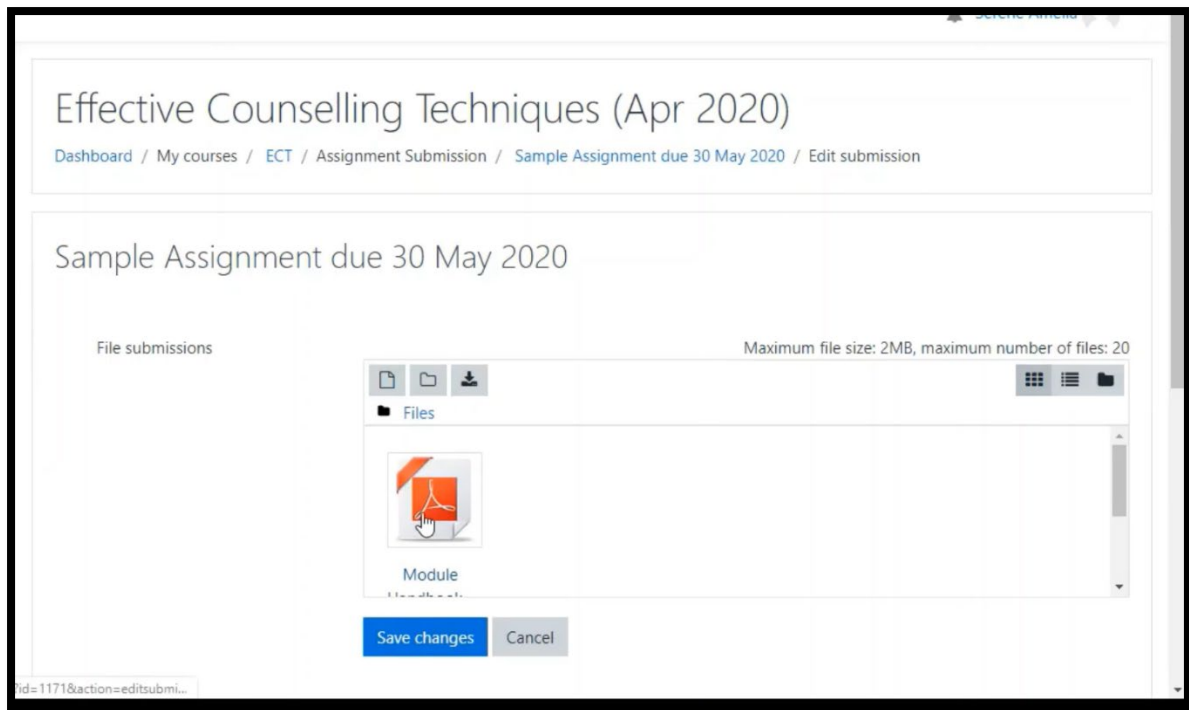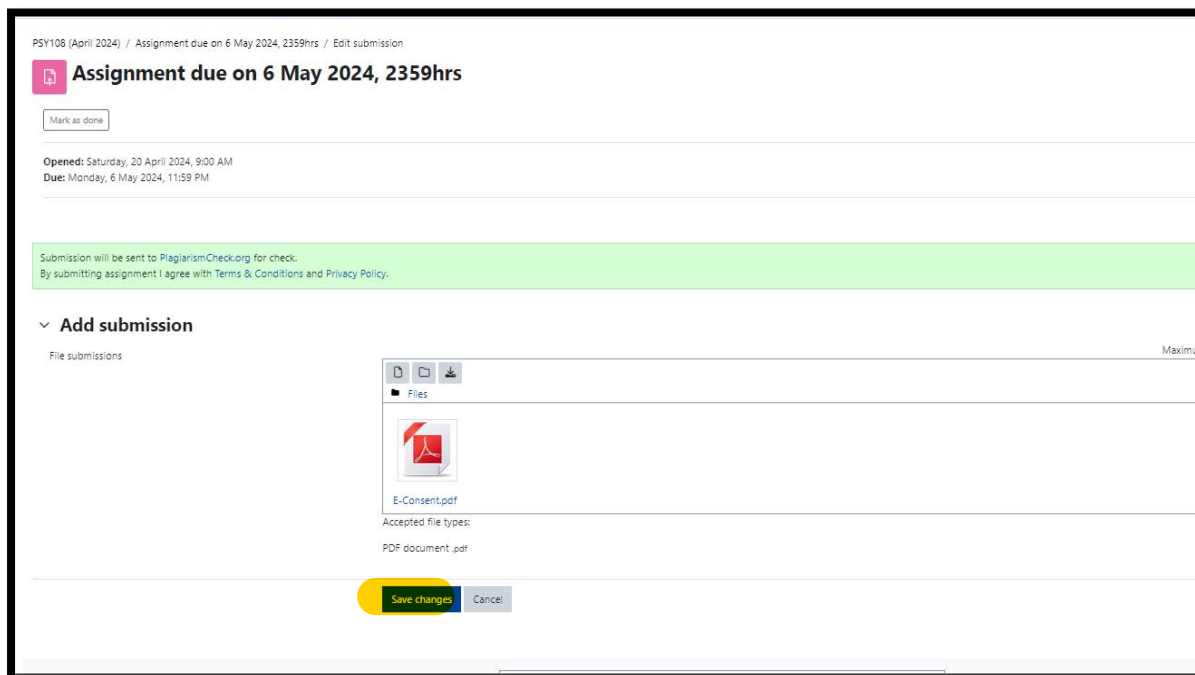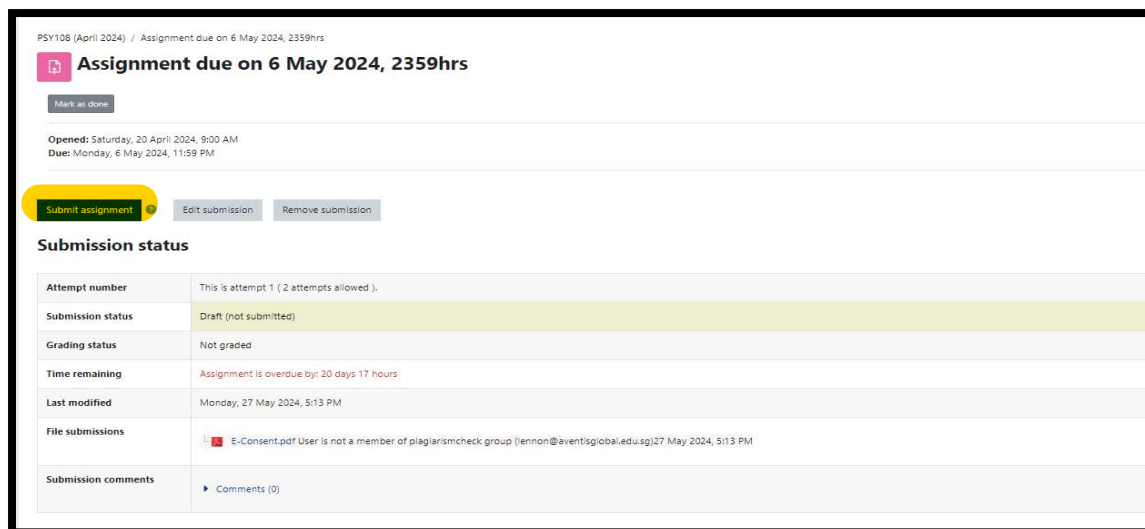

(Picture P)
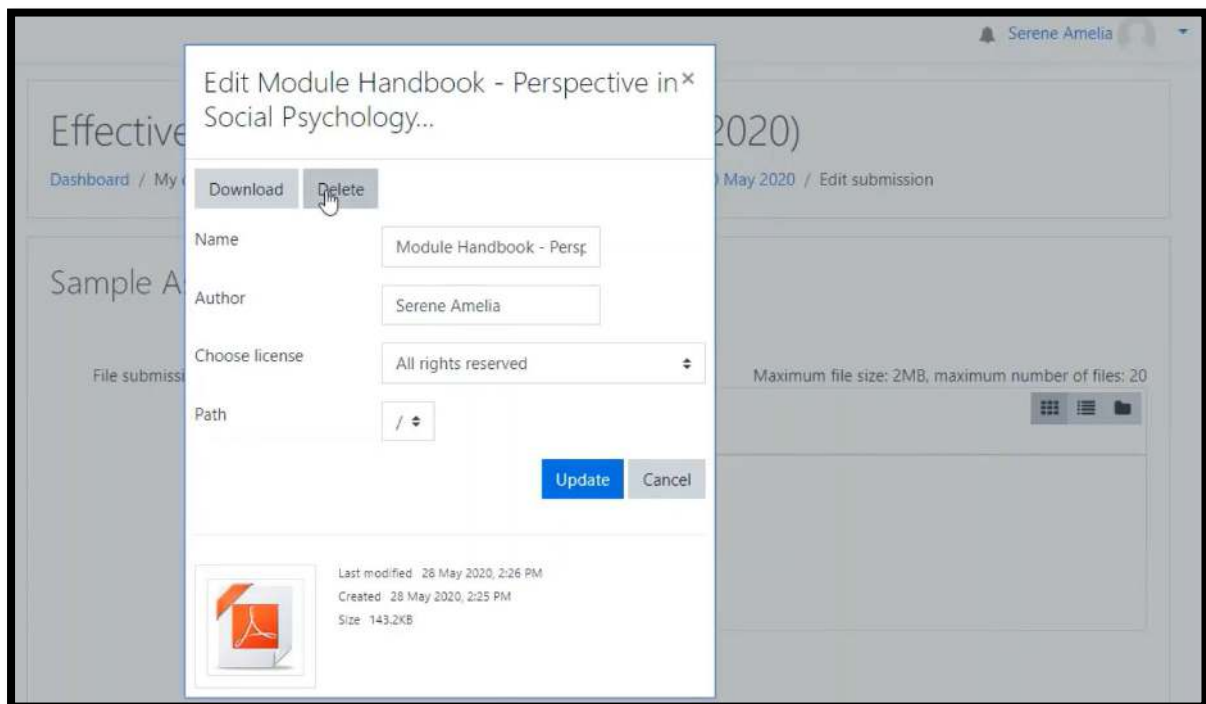
(Picture Q)

(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' after checking the box. 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' and your plagiarism score will be shown

Refer to Picture V.

PSY108 (April 2024) / Assignment due on 6 May 2024, 2359hrs

Assignment due on 6 May 2024, 2359hrs

✓ Done

Opened: Saturday, 20 April 2024, 9:00 AM
**Due:** Monday, 6 May 2024, 11:59 PM

Submission status

|	
Attempt number	This is attempt 1 (2 attempts allowed).
Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 20 days 17 hours late
Last modified	Monday, 27 May 2024, 5:20 PM
File submissions	E-Consent.pdf ID: 21447735 Similarity: 24.97% AI: 0.00% 27 May 2024, 5:13 PM
Submission comments	▶ Comments (0)

(Picture V)

Viewing of Assignment Grade and Lecturer's Comments

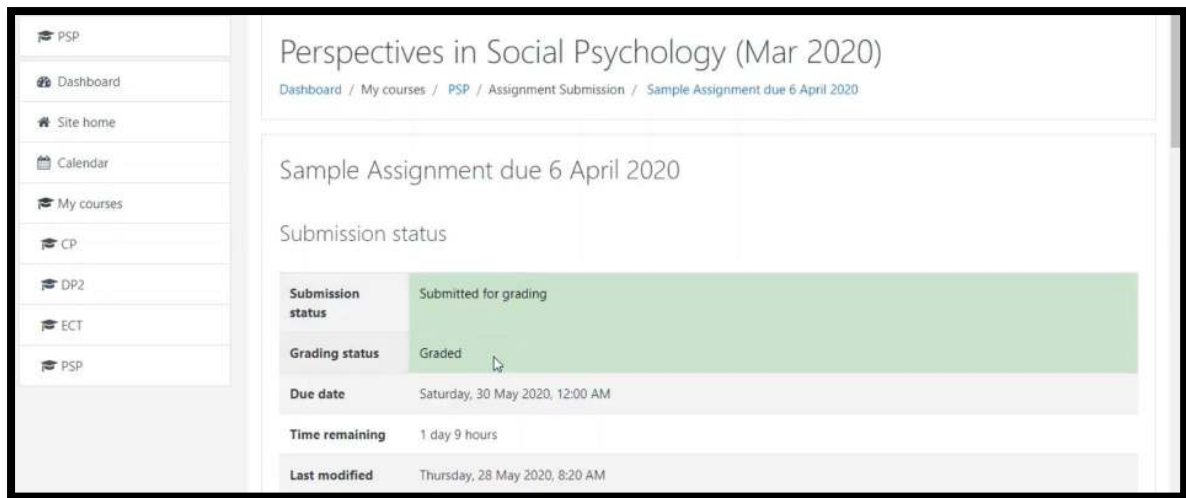**Step 1**: On the main page, click on the respective module. Refer to Picture W.
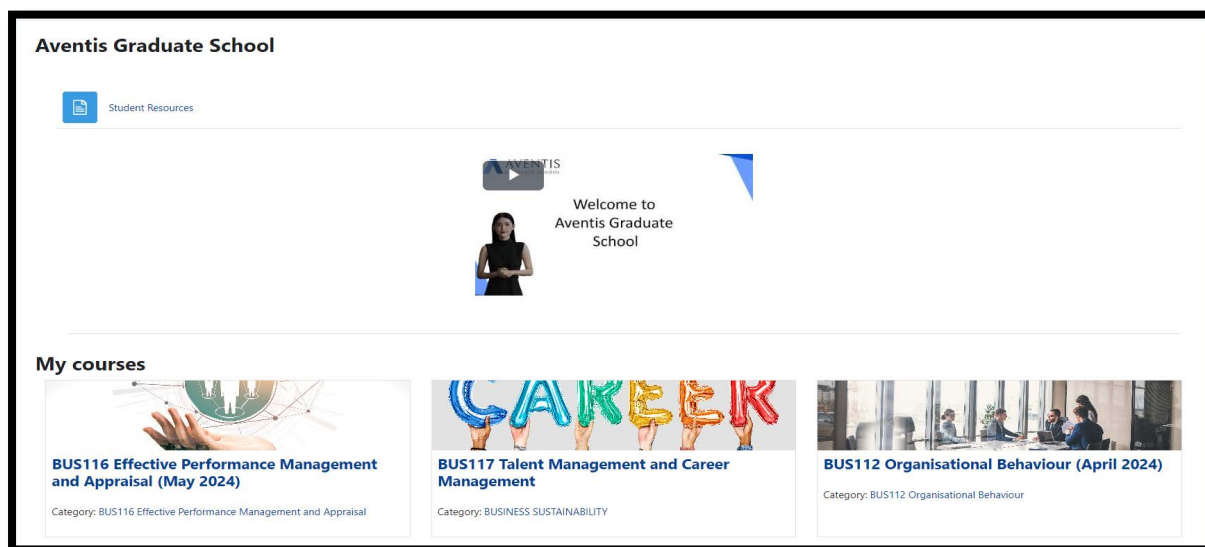
(Picture W)

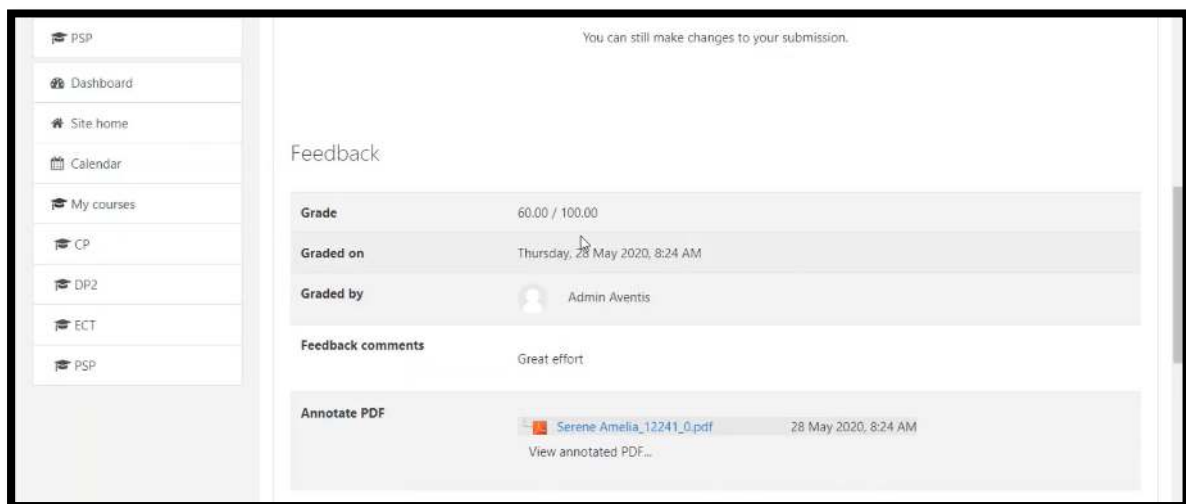**Step 2**: Click on the submitted assignment folder(highlighted text). Refer to Picture X.
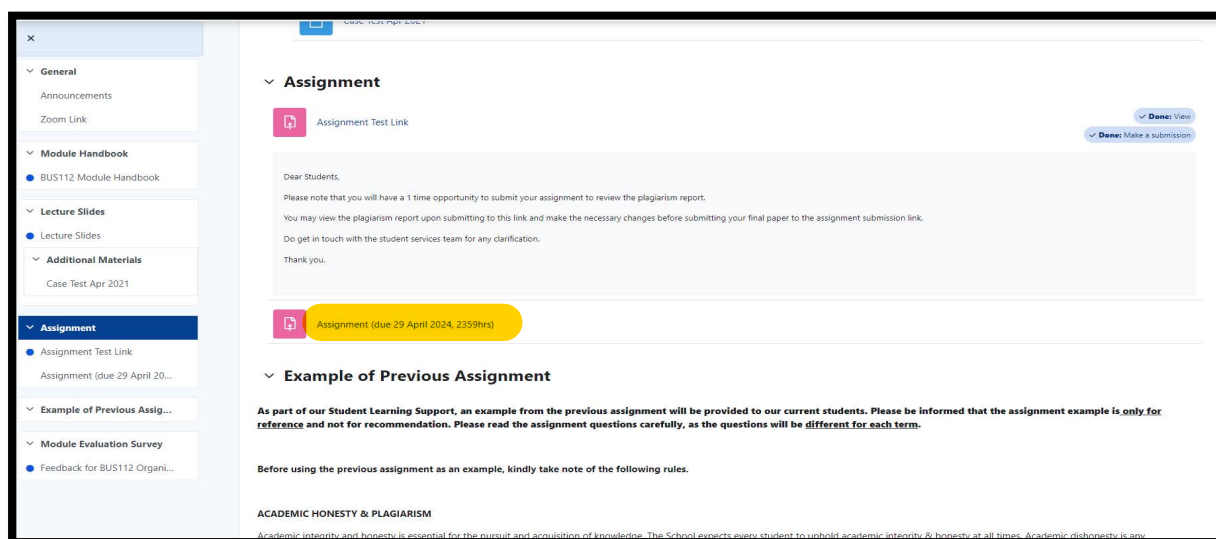
(Picture X)

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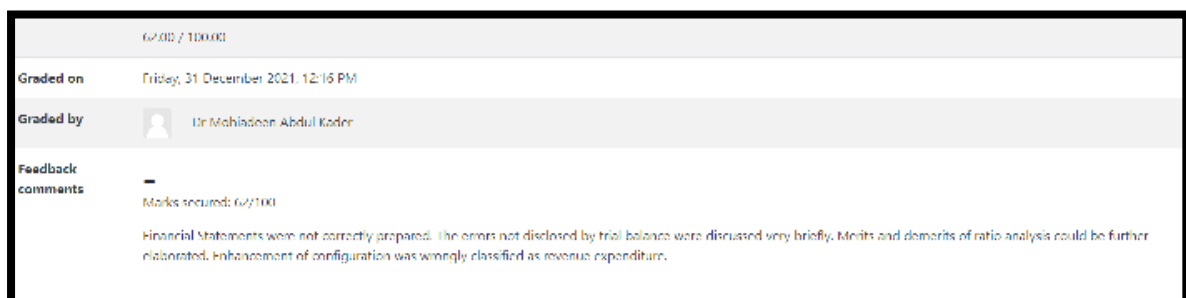

(Picture Y)

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 : studentsuccess@ags.edu.sg
+ Telephone: 6720 0304
+ Whatsapp: 8040 7299

+ **Response Time / Working Hours**
 + Within 3 working days
 + Weekdays: 9.30am – 6.30pm
 + Saturday: 8.30am – 12.30pm