



# **SBCS** E-Learning

open source software for collaborative learning

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## **STUDENT USER MANUAL**

Version 3.0  
Updated April 2022

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SBCS E-Learning is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). The main aspect of SBCS E-Learning is to improve and facilitate the interaction between Students and Lecturers and provide one interface in which students can access course material as well as interact with other members of their respective class.

### Important Points:

- SBCS E-Learning can be accessed via the Student Services tab on the SBCS website (<http://www.sbc.edu.tt/>) or the following link, <https://sbcstt.com>
- Emails via SBCS E-Learning will be sent to only **ONE** email address. As such, you will be required to edit your email settings to indicate your preference in the event your preferred email was not included.
- Students will be added to SBCS E-Learning (Moodle) a day before classes commence and will be automatically unenrolled at the end of the Examination Period.  
**NB: Lecturers will inform students on the first session of the semester as to whether your course is on the platform.**

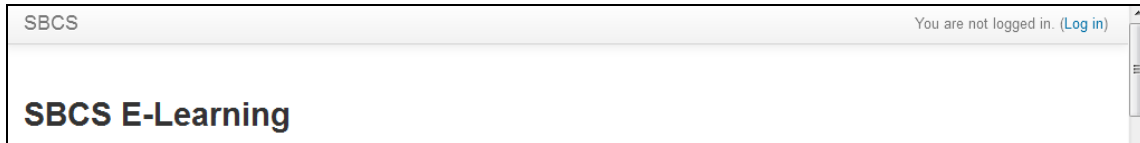
For further assistance please inform your respective Course Administration Unit or Lecturer.

The following are some basic guidelines regarding the use of SBCS E-Learning:

## ►► Accessing SBCS E-Learning

### How do I login to SBCS E-Learning?

- Go to the following URL (<https://sbcstt.com>)



- Login with your username and password. (As stated in email received)

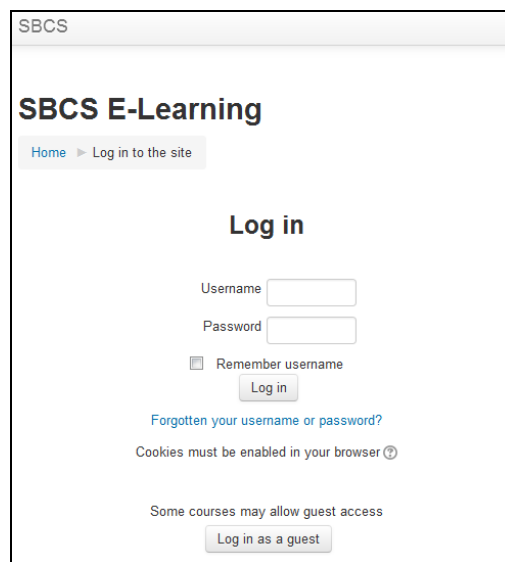
Your log in credentials would take the following format:

Username: lastname\_studentID

**e.g** Username: smith\_21080

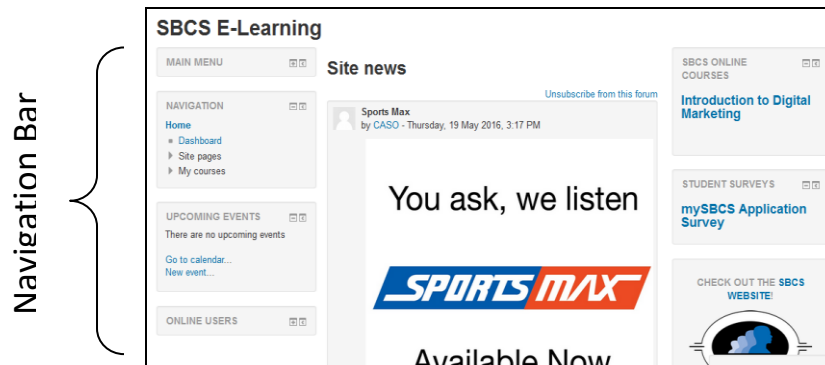
Password: Lastname\_studentID

Password: Smith\_21080

A screenshot of the SBCS E-Learning login page. The page title is "SBCS E-Learning". Below the title is a breadcrumb trail: "Home > Log in to the site". The main heading is "Log in". There are two input fields: "Username" and "Password". Below the "Password" field is a checkbox labeled "Remember username". A "Log in" button is positioned below the checkbox. Below the button is a link: "Forgotten your username or password?". A message states "Cookies must be enabled in your browser" with a small icon. At the bottom, there is a note: "Some courses may allow guest access" and a "Log in as a guest" button.

## How do I get around SBCS E-Learning?

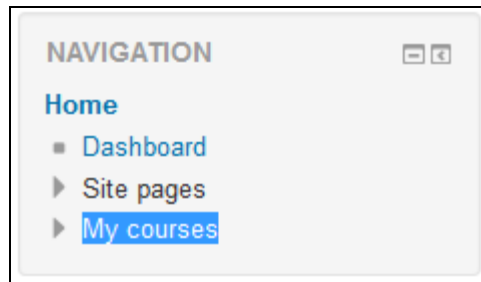
- Use the Navigation block on the left side of your page. From there you can go directly to any aspect of SBCS E-Learning you have access to.



## How do I gain access to a course?

Once you are enrolled in a course, it will appear under "My courses" any time that you are logged into that Moodle site.

- Select 'My courses' in the Navigation block.
- Select course name



- Once the relevant course is selected, uploaded materials will be visible.

**Managing Stakeholder Relationships**

Home > Courses > Centre for Certified Professional Programmes (ABE,...) > Association of Business Executives > ABE Level 5 Diploma > L5 MSR (BG)

NAVIGATION

- Home
- Dashboard
- Site pages
- My courses
  - FIA Excel
  - LSTC - Critical Thinking
  - HW Acc. CF PT
  - Blec PJJ SF FT
  - SBC PMP TR PT
  - FoCR CF
  - I.T Comp. Lit. CF PT
  - FCC
  - SBCS DE
  - tester
  - More...
- Courses
  - Centre for Certified Professional Programmes (ABE,...)
    - Association of Business Executives
      - ABE Level 4 Diploma
      - ABE Level 5 Diploma
        - ABE Academic Writing
        - L5 IBP (RS)
        - L5 MSR (BG)**

ABE Level 5 Diploma  
 Lecturer: Burt Gransaul  
 Course: Managing Stakeholder Relationships  
 Semester: May '22 Sitting  
 Mode - Online

Your progress ⓘ

Announcements

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**Lecture 1 Identifying Stakeholders**

LECTURE MATERIALS

Identifying Stakeholders

ADDITIONAL RESOURCES

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**Lecture 2 Mapping Stakeholders**

LECTURE MATERIALS

Mapping Stakeholders

ADDITIONAL RESOURCES

## Steps to access, Online Session Recording on Moodle

1. Log in to Moodle
2. Navigate to the course the online session is being held for
3. At the top of the Course page click on ***“Lecture Recordings”***

**NOTE:** The recording name will be related to the date of the session that it was held for etc.



### Lecture Recordings

[29/09/2021 - Session 1](#)

[06/10/2021 - Session 2](#)

[13/10/2021 - Session 3](#)

[20/10/2021 - Session 4](#)

[27/10/2021 - Session 5](#)

[03/11/2021 - Session 6](#)

Figure 2

You will then be taken to another page or the Adobe App will launch where the recorded session will be played.

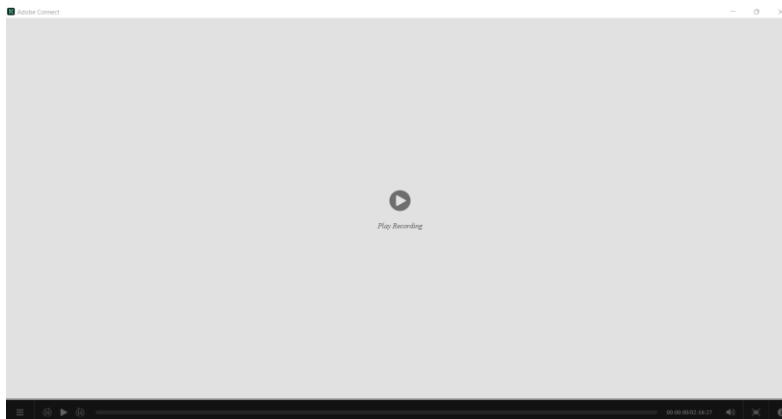
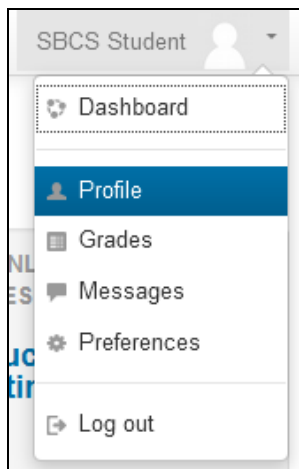


Figure 3

### **How do I edit my profile?**

- As a student you can only edit your profile through the Profile option. This setting can be found by clicking on the down arrow to the right of your username located to the top right of the page.



**My Profile Settings** - In this section you have privileges to edit your profile.

- Edit Profile – In this section you can change any of your personal information such as –
  - First Name and Surname
  - Password
  - Email Address

If you wish you can also update your profile by including the following:-

- Profile Picture
- Interests
- Contact Information

## **►► Emails**

### **How do I change my email address?**

**SBCS E-Learning operates in such a manner that only ONE email address is utilized. Therefore your preferred email address should be used to receive all necessary material.**

**It is advised to verify that your preferred email address is entered prior to the start of your course.**

- From the top right hand corner, click on the down facing arrow, select Profile from the listing select Edit Profile and the following should appear. Ensure to click the “Update Profile” button to the bottom to save the changes you have made.



▼ **General**

**First name\***  
Required

**Surname\***  
Required

**Email address\***  
Required

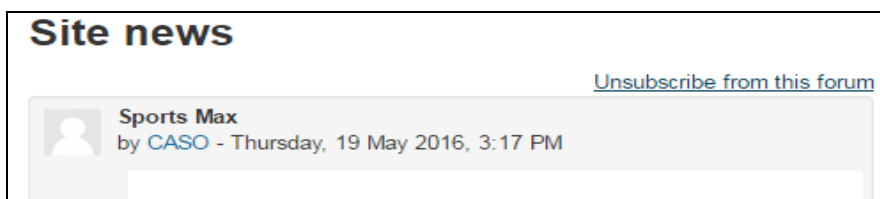
**Why am I not getting any e-mails and others are?**

- Chances are your email address in your profile is either wrong or disabled.
- It could also be that you are not subscribed to the forums that are generating emails.

**How can I stop all of these e-mails?**

E-mails are an essential part of the way SBCS E-Learning works. They are used to keep you up to date with all activities. If you wish to reduce the amount of emails you get you could:

- Click the “Unsubscribe from this forum” link located at the top right of each forum post.



## ►► Assignments and Grades

**Why is there no upload box?**

This is either because:

- The assignment has now closed



- The assignment is not yet open
- You already uploaded something and the settings prevent resubmissions

**How can I see my recent assignment feedback?**

- The most common method is by simply going to the same place where you uploaded the work.
- Follow the link in the recent activity block (if the teacher has included it on the course).
- Access the grade book and then follow the link for the required assignment. Depending upon how the assignment was set up, you may receive an email when it has been marked with a direct link to the feedback.

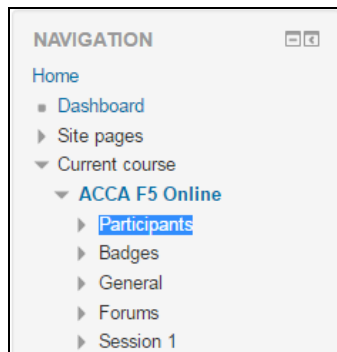
## ►► Messaging

### How to Message your Lecturer and Classmates

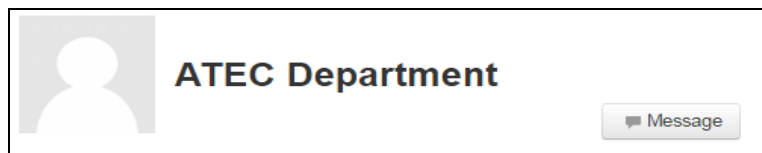
In the Navigation block, select My Courses, from the listing select the course you would like to go to.

#### Once you have now accessed your course:

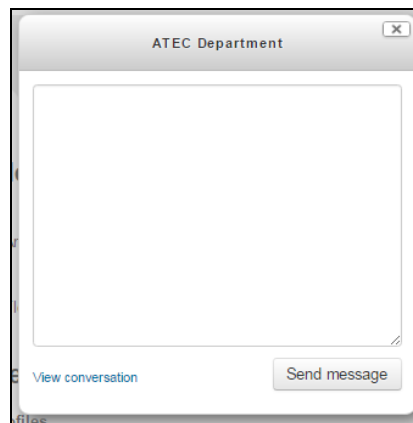
In the Navigation block, select Participants and the full listing of persons enrolled in your course will be displayed. (*Refer to Figure 9*)



To message, click on the person you wish to message. Then, click the “Message” button.




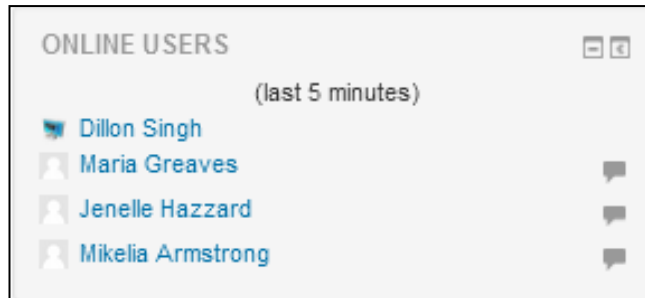
A pop up window would appear. Type your message and click the “Send Message” button.



## Instant Messaging

### How do I message someone who is appearing as online?

- Online users will be displayed on the Navigation bar at the side of the screen.
- Click on the message button at the side of the user name 
- The user account will open up; you have the option of Adding the contact or simply messaging the contact.



## ►► Moodle Mobile Application

The Moodle Mobile Application is available in Google Play and Apple Store. You can install the application directly from your Mobile device.

- Search for "**Moodle Mobile**" the author/owner must be "Moodle Pty Ltd"

Android: <https://play.google.com/store/apps/details?id=com.moodle.moodlemobile>

iOS: <https://itunes.apple.com/en/app/moodle-mobile/id633359593?mt=8>

- Once downloaded, you will need to enter the following information:

Site URL: <https://sbcstt.com>

**Username and Password** which would have been forwarded to your primary email address.

Connect to Moodle <span style="float: right;">?</span>	← Credentials
Please enter the URL of your Moodle site. Note that it might not be configured to work with this app.	Please provide your username and password to login on <b>https://sbcstt.com</b>
Site address https://sbcstt.com	Username Username
<a href="#">Connect!</a>	Password Password
	<a href="#">Login!</a>

Snapshots of what will be further displayed.

Dillon Singh SBCS E-Learning	← From Classroom to Cloud	← From Cloud to Classroom
<ul style="list-style-type: none"> <li>My courses</li> <li>Site home</li> <li>Notifications</li> <li>Messages</li> <li>Calendar events</li> <li>My files</li> <li>Website</li> <li>Help</li> <li>App settings</li> <li>Change site</li> </ul>	<ul style="list-style-type: none"> <li>All sections</li> <li>General</li> <li>From Cloud to Classroom</li> <li>Screencasts</li> <li>Learning Management Systems and Websites</li> <li>Webinars/Online Meetings</li> </ul>	<p>LECTURE MATERIALS</p> <ul style="list-style-type: none"> <li>From Cloud to Classroom Presentation</li> <li>Flipped Learning and Blended Learning</li> <li>ACSD Article: Differentiated Instruction</li> <li>Characteristics of Differentiated Instruction infographic</li> </ul> <p>ADDITIONAL RESOURCES</p> <ul style="list-style-type: none"> <li>RSA ANIMATE: Changing Education Paradigms</li> </ul>

For support, please feel free to liaise with your respective Academic Department or if you wish to share any **suggestions** or need immediate assistance, email the **E-Learning Technical Support Team**.

<b>Department</b>	<b>Email Address</b>
Central Academic Scheduling and Operations	<a href="mailto:CASO@sbc.edu.tt">CASO@sbc.edu.tt</a>
E-Learning Technical Support (SBCS Online Unit)	<a href="mailto:SBCSOnlineUnit@sbc.edu.tt">SBCSOnlineUnit@sbc.edu.tt</a>
Accountancy Training & Education Centre	<a href="mailto:ATEC@sbc.edu.tt">ATEC@sbc.edu.tt</a>
Centre for Undergraduate Business Programmes	<a href="mailto:cubp@sbc.edu.tt">cubp@sbc.edu.tt</a>
Centre for Media, Communication and Design	<a href="mailto:CMCD@sbc.edu.tt">CMCD@sbc.edu.tt</a>
Caribbean Secondary Education Certificate	<a href="mailto:csec@sbc.edu.tt">csec@sbc.edu.tt</a>
CITE Engineering	<a href="mailto:CITE-ENG@sbc.edu.tt">CITE-ENG@sbc.edu.tt</a>
CITE Information Technology	<a href="mailto:CITE-IT@sbc.edu.tt">CITE-IT@sbc.edu.tt</a>
Corporate Education Centre	<a href="mailto:CorporateEducationCentre@sbc.edu.tt">CorporateEducationCentre@sbc.edu.tt</a>
Corporate Training Centre Corporate Training Centre – Champs Fleurs	<a href="mailto:CorporateTrainingCentre@sbc.edu.tt">CorporateTrainingCentre@sbc.edu.tt</a> <a href="mailto:CTC-CF@sbc.edu.tt">CTC-CF@sbc.edu.tt</a>
University of Greenwich	<a href="mailto:UOG-CF@sbc.edu.tt">UOG-CF@sbc.edu.tt</a>
Executive Director	<a href="mailto:robinm@sbc.edu.tt">robinm@sbc.edu.tt</a>
Quality Assurance	<a href="mailto:QA@sbc.edu.tt">QA@sbc.edu.tt</a>

Thank you for your cooperation.

## SBCS E-Learning (Moodle)

### Student Orientation

#### **What is SBCS E-Learning (Moodle)?**

SBCS E-Learning is an Open Source Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). The main aspect of SBCS E-Learning is to improve and facilitate the interaction between Students and Lecturers. The CMS will provide an interface in which students can access course material, as well as interact with other members of their respective class.

#### **Process of a SBCS E-Learning (Moodle) Course:**

Students will be added to SBCS E-Learning (Moodle) a day before classes commence and will be automatically unenrolled at the end of the Examination Period.

**NB: Lecturers will inform students on the first session of the semester as to whether your course is on the platform.**

#### **Benefits of SBCS E-Learning to Students**

- ▶ Students no longer have to Search emails for slides, URLs, additional resources
- ▶ Students no longer have to Log into multiple platforms to access material
- ▶ Students no longer have problems interacting with classmates or Lecturer

#### Access - Profile

##### **How to Access SBCS E-Learning (Moodle)?**

SBCS E-Learning can be accessed via the Student Services tab on the SBCS website <http://www.sbcs.edu.tt/> or the following link, <https://sbcsstt.com>

##### **What are my Log in Credentials?**

Your log in credentials would take the following format:

Username: lastname_studentID	e.g Username: smith_21080
Password: Lastname_studentID	Password: Smith_21080

**NB:** Student ID can be found on Identification badge. Upon successful login, please ensure password is altered, in **“Preferences” (See Student Manual)**

If you currently have access to the SBCS E-Learning Platform, please utilize your existing credentials.

**NB:** Moodle currently accepts **ONE** email address as the main form of communication. It is therefore imperative that you review your profile at the start of the semester and alter your email address if required. See below on how to alter profile information.

##### **What should I do if I forgot my username or password?**

Credentials can be reset in the event you have misplaced or cannot remember your username or password. Using the **“Forgot your Username or Password”** option on the Log in page, you can request a reset and an automatic email will be sent to you accordingly.

### How do I access my Courses?

Once logged in, on the homepage of the SBCS E-Learning site there is a section labeled **Navigation** where you will see “*My Courses*”. If you are enrolled to a course it will be listed within this area. Further assistance can be gained by contacting your Academic Department.

### How can I update my Profile (Email Address, Change Password, and Profile Picture)?

Once logged in, on the homepage of the SBCS E-Learning site there is a section labeled **Administration** where you will see “*My Profile Settings*”. Once selected you have the ability to update all aspects of your profile.

### What type of photograph can be used when updating my profile?

We strongly advise that you upload a photo of yourself onto the platform as to assist in creating a friendlier learning environment that allows you to easily identify your peers and facilitator/instructor.

The photograph must be an image of your **FACE ONLY**, if inappropriate photos are posted the technical team will remove and report this matter to Student Services.

### How do I email my Lecturer and classmates?

Once you have accessed your course via “My Profiles”, you will be able to communicate by email.

### How should I behave in Forums?

Forums are useful places for receiving information, discussing topics with peers and for asking questions relating to your course. As with any form of communication, written, spoken or otherwise, it is important that you show respect to those you are conversing with.

Therefore, you should not flinch from being honest, controversial and passionate, but keep your comments on topic and avoid making personal remarks.

### Where do I access the SBCS E-Learning Student Manual?

Student Manual can be accessed on the homepage (sbcstt.com) of the SBCS E-Learning site within the section labeled “*Main Menu*”.

### How do I download the Moodle Mobile Application?

The Moodle Mobile Application is available in Google Play and Apple Store. You can install the app directly from your Mobile device; search for “*Moodle Mobile*” the author/owner must be “*Moodle Pty Ltd*”

Android: <https://play.google.com/store/apps/details?id=com.moodle.moodlemobile>

iOS: <https://itunes.apple.com/en/app/moodle-mobile/id633359593?mt=8>

Once downloaded, you will need to enter the following information:

**Site URL:** <https://sbcstt.com>

**Username and Password** which would have been forwarded to your primary email address.

If you require further assistance kindly contact your relevant Academic Department or send an email to [SBCSOnlineUnit@sbc.edu.tt](mailto:SBCSOnlineUnit@sbc.edu.tt)

**NB: Contact Information for all Academic Departments is listed within the Student Manual.**