



學生 - 快速指南

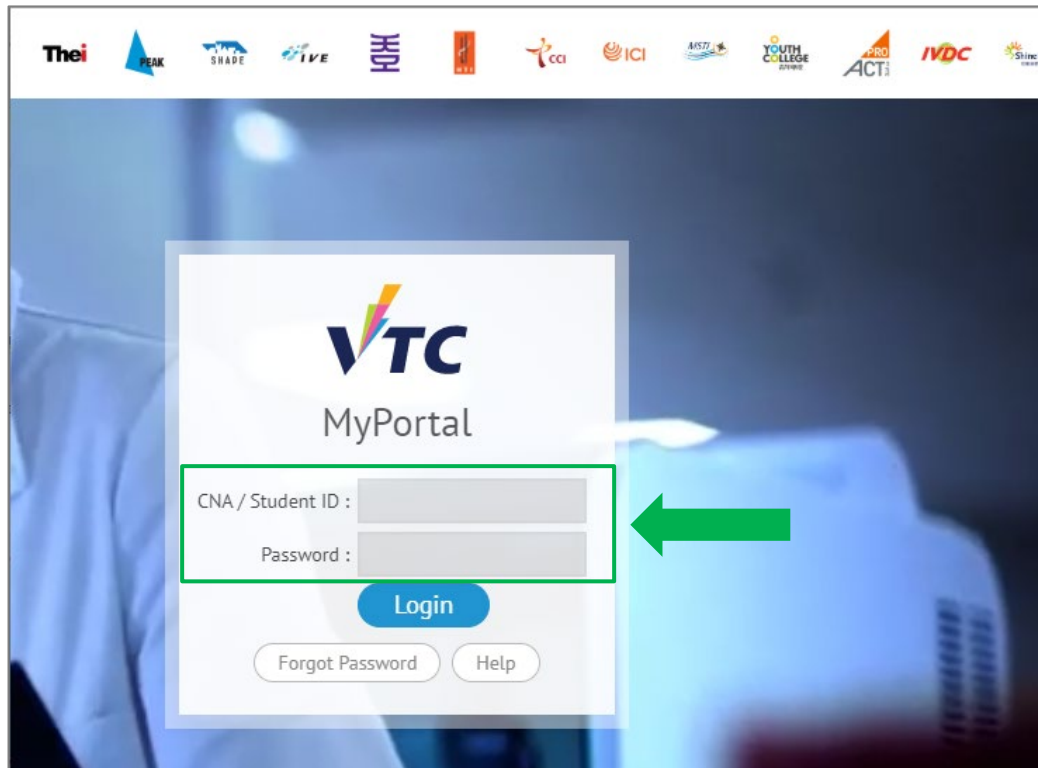
基礎知識

1. 登入 Moodle 網上學習平台
2. 你的 Moodle 課程首頁
3. 儀表板 (Dashboard) – 你的個人資訊頁
4. 課程主頁
5. 加入個人行事曆項目
6. 參與討論活動
7. 提交網上功課 (文件檔)
8. 提交網上視像功課
9. 應考網上測驗
10. 檢查你的成績
11. 網上支援

1. 登入Moodle 網上學習平台

可以透過以下 2 個途徑登入Moodle 學習平台

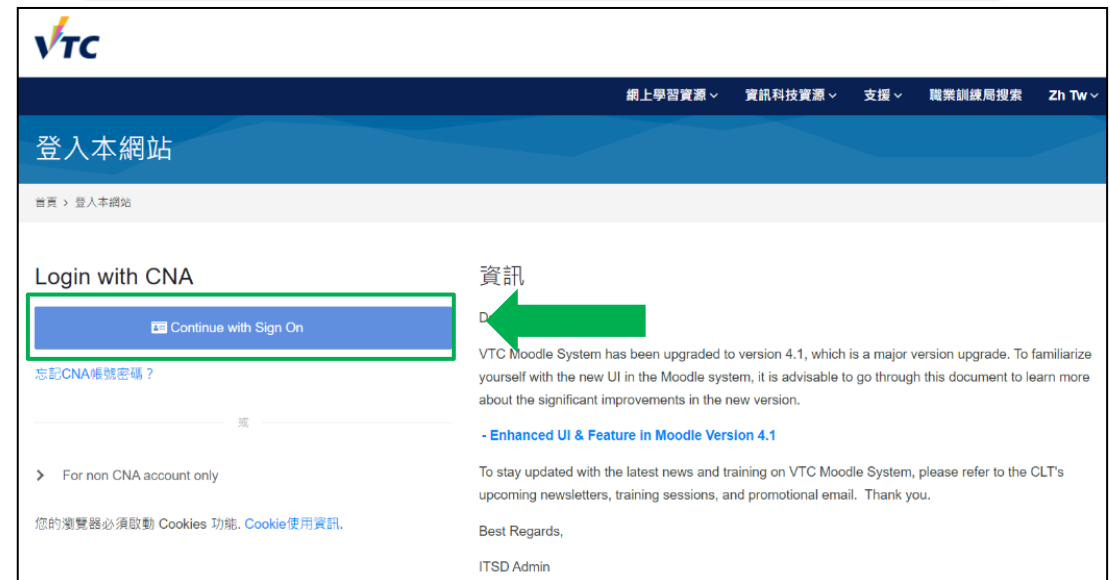
1. MyPortal : <https://myportal.vtc.edu.hk> 或
2. 職業訓練局 Moodle 網上學習平台 : <https://moodle.vtc.edu.hk>



MyPortal

Login

- Username = CNA Username / Student ID
- Password = CNA Password



Moodle 網上學習平台

2. 你的 Moodle 課程首頁

The screenshot shows the Moodle course homepage. The VTC logo is in the top left. The top navigation bar includes links for 'My courses (2)', 'eLearning Resources', 'IT Resources', 'Support', 'VTC Search', and 'En'. The left sidebar contains a 'Navigation' menu with options like 'Home', 'Dashboard', 'Site pages', 'Profile', 'My courses', 'Workplace Dashboard', and 'Learner Dashboard'. The 'My courses' option is highlighted with a green box. The main content area features a 'Feature Highlight on Moodle Version 4.1' announcement. A search bar at the bottom right is labeled 'Search courses'.

Navigation

- Home
- Dashboard
- Site pages
- Profile
- My courses**
 - CLT0001_CLT_TRW_clt_1
 - CLT0001_CLT_TRW_dummy-clt02_1
- Workplace Dashboard
- Learner Dashboard

Feature Highlight on Moodle Version 4.1
by User Admin - Monday, 7 August

Dear Teachers,

VTC Moodle System has been upgraded to version 4.1, which is a major version upgrade. To familiarize yourself with the new UI in the Moodle system, it is advisable to go through this document to learn more about the significant improvements in the new version.

- Enhanced UI & Feature in Moodle Version 4.1

Moodle System, please refer to the CLT's upcoming newsletters, training

Search courses

Annotations:

- 單擊導覽列，可展開更多網站和資源 (Click the navigation bar to expand more websites and resources)
- 單擊可切換顯示語言 (Click to switch display language)
- 課程清單
 - 列出所有已獲授權使用的課程 (List all courses authorized for use)
 - 單擊課程名稱並瀏覽課程內容 (Click the course name and browse the course content)

3. 儀表板 (Dashboard) – 你的個人資訊頁

你可利用儀表板檢視你的學習進度和評估的截止日期。

The screenshot shows the VTC Moodle Dashboard. The top navigation bar includes 'My courses', 'eLearning Resources', 'IT Resources', 'Support', 'VTC Search', and 'Log out'. The main header is 'Dashboard' with a 'Customise this page' button. The left sidebar contains 'Navigation' (Home, Site pages, Profile, My courses) and 'Private files' (No files available). The main content area has 'Recently accessed items' (Mid Term Assignment, Introduction, Announcements) and a 'Timeline' section showing a 'Mid Term Assignment' due on Wednesday, 16 August 2023. Below the timeline is a 'Calendar' for August 2023, with the 14th highlighted. A 'Full calendar' link is at the bottom.

單擊 **Dashboard** 登入你的 Moodle 個人資訊頁

單擊 “**Customise this page**” 可自訂儀表板或添加不同的區塊

同學可以管理自己的私人文件 (同學享有 **500MB** 的存儲空間)

查看 “**Timeline**” 或 “**Calendar**” 中的即將截止的評估日期

4. 課程主頁

VTC

My courses (2) eLearning Resources IT Resources Support VTC Search En

CLT0001_CLT_TRW_1(Learning Community) by CLT

> CLT0001_CLT_TRW_clt_1

Your progress 25%

Table of contents

Expand all

- General (33.33%) >
- Lesson 1 (50%) >
- Mid Term Assignment >
- Quiz (0%) >
- Forum >
- Topic 5 (0%) >

General

- Announcements
- Syllabus
- Scheme of work
- Assessment scheme

Lesson 1

- Introduction
- Lecture notes 1
- Mid Term Assignment

Opened: Thursday, 3 August 2023, 12:00 AM
Due: Wednesday, 16 August 2023, 5:30 PM

Done
Mark as done
Mark as done

檢視你的課程進度

閱讀有關課程的主要資訊
(例如：課程綱要)

- 閱讀學習資源
(例如：講義和網站連結)
- 完成互動的學習活動
(例如：討論區，測驗、作業等)

5. 加入個人行事曆項目

Calendar

All courses ▾

New event

◀ July August 2023 September ▶

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16 ● Mid ...	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Full calendar • Import or export calendars

1

單擊 “New event” 按鈕

2

輸入活動標題

New event

Event title !

Date

Show more...

! Required

Save

3

單擊 “Save” 按鈕

6. 參與討論活動

1 單擊討論活動連結

2 閱讀討論活動的說明

3 單擊“Add discussion topic”
加入新討論題目 (*)

4 單擊貼文標題
即可閱讀貼文內容

Activity 1: Favourite sport

Mark as done

This is a graded discussion.

1. Start a discussion topic with your favourite sport.
2. Describe your favourite sport in around 100 words.
3. Attach a photo of your favourite sport.

Search forums

Add discussion topic

Subscribe to forum

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ Football	CHA 14 Aug. 2023	CHAN 14 Aug. 2023	0	<input type="checkbox"/>

*界面可能會根據論壇的類型和設定而有所不同。

6. 參與討論活動

Activity 1: Favourite sport

Football

Display replies in nested form

Settings



Football

by CHAN CHUNG WOON AVERY - Monday, 14 August 2023, 2:11 PM

Football is played between two teams of eleven players on a rectangular grass field. The game starts with a kickoff at midfield. Each team defends one goal while attacking the other. Players advance the ball up the pitch by dribbling, passing and running. Goals are scored by kicking the ball into the opponent's goal. Matches are officiated by a referee who enforces the rules and calls fouls. Common infractions include handling the ball, tripping and pushing. Set plays like corner kicks, goal kicks and free kicks restart play after stoppages. Teams strategize to capitalize on strengths and exploit weaknesses. Substitutions allow fresh players to enter. The team with more goals at the final whistle wins. Football demands technical skill, tactics, fitness and teamwork.

The image is from https://ichef.bbci.co.uk/onesport/cps/624/cpsprodpb/BAFB/production/_110476874_gettyimages-1193109591.jpg



Permalink Reply

5

單擊 “Reply” 連結，回應貼文

6. 參與討論活動

Activity 1: Favourite sport

Football

Display replies in nested form Settings

Football
by CHAN CHUI Monday, 14 August 2023, 2:11 PM

Football is played between two teams of eleven players on a rectangular grass field. The game starts with a kickoff at midfield. Each team defends one goal while attacking the other. Players advance the ball up the pitch by dribbling, passing and running. Goals are scored by kicking the ball into the opponent's goal. Matches are officiated by a referee who enforces the rules and calls fouls. Common infractions include handling the ball, tripping and pushing. Set plays like corner kicks, goal kicks and free kicks restart play after stoppages. Teams strategize to capitalize on strengths and exploit weaknesses. Substitutions allow fresh players to enter. The team with more goals at the final whistle wins. Football demands technical skill, tactics, fitness and teamwork.

The image is from https://ichef.bbci.co.uk/onesport/cps/624/cpsprodpb/BAFB/production/_110476874_gettyimages-1193109591.jpg



6 鍵入貼文內容

7 如需要加入附件，單擊 **Advanced**

Write your reply...

Post to forum Cancel Advanced

▼ Your reply

Subject Re: Football

Message

8 你可以

- 直接把檔案拖放在虛線區域內；
- 單擊 這個按鈕，選取你的檔案

☒ Discussion subscription

Attachment

Maximum file size: 500 KB, maximum number of files: 9

Files

9 單擊 **“Post to forum”** 按鈕，張貼文章

Tags

No selection

Enter tags...

Post to forum Cancel

Required

7. 提交網上功課 (文件檔)



Assignment 01

1

單擊功課連結

Assignment 01

Mark as done

Opened: Tuesday, 1 August 2023, 3:00 PM

Due: Sunday, 1 October 2023, 3:00 PM

In a 500-word essay, introduce your favourite sport and explain why it is your favourite. You may discuss how you became interested, your favourite teams/athletes, enjoyment of playing/watching, skills required, culture and atmosphere, and life lessons learned. Please organise the essay with a clear introduction, body paragraphs with smooth transitions, and a conclusion.

 [Assignment instruction.pdf](#)

15 August 2023, 9:57 AM

Plagiarism Detection

Report Status: Not Submitted

This file was not sub

3

單擊 “Add submission” 按鈕

Add submission

備註: 界面可能會根據功課的類型和導師的設定而有所不同。

7. 提交網上功課 (文件檔)

Assignment 01

[Mark as done](#)

Opened: Tuesday, 1 August 2023, 3:00 PM
Due: Sunday, 1 October 2023, 3:00 PM

In a 500-word essay, introduce your favourite sport and explain why it is your favourite. You may discuss how you became interested, your favourite teams/athletes, enjoyment of playing/watching, skills required, culture and atmosphere, and life lessons learned. Please organise the essay with a clear introduction, body paragraphs with smooth transitions, and a conclusion.

[Assignment instruction.pdf](#) 15 August 2023, 9:57 AM

Plagiarism Detection

Report Status: Not Submitted
This file was not submitted to VeriGuide. Please contact your teacher if needed.

All files uploaded will be submitted to [VeriGuide](#) for plagiarism detection. Please read the [Term & Use](#). All files uploaded will be submitted to [VeriGuide](#) for plagiarism detection. Please read the [Term & Use](#).

▼ Add submission

File submissions

Maximum file size: 10 MB


Files

You can drag and drop files here to add them.

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

所有上載的文件將會提交給
VeriGuide 進行抄襲檢測 (*)

4

- 將檔案拖到虛線區域內，或者
- 單擊  這個按鈕，選取你的功課檔案

5

單擊 “**Save changes**” 按鈕

備註: 根據功課的的設定

7. 提交網上功課 (文件檔)

Assignment 01

Mark as done

Opened: Tuesday, 1 August 2023, 3:00 PM

Due: Sunday, 1 October 2023, 3:00 PM

In a 500-word essay, introduce your favourite sport and explain why it is your favourite. You may discuss how you became interested, your favourite teams/athletes, enjoyment of playing/watching, skills required, culture and atmosphere, and life lessons learned. Please organise the essay with a clear introduction, body paragraphs with smooth transitions, and a conclusion.

 [Assignment instruction.pdf](#)

15 August 2023, 9:57 AM

6

確定提交的功課是最終版本後，
單擊 “**Submit assignment**” 按鈕

us: Not Submitted
This has not submitted to VeriGuide. Please contact your if needed.

7

Submit assignment ?

Edit submission

Remove submission

你可以在截止日期之前通過單擊
“**Edit submission**” 按鈕更改
已提交的功課

7. 提交網上功課 (文件檔)

Assignment 01

Mark as done

Opened: Tuesday, 1 August 2023, 3:00 PM

Due: Sunday, 1 October 2023, 3:00 PM

8 In a 100-word essay, introduce your favourite sport and explain why it is your favourite. You may discuss how you became interested, your favourite team, the required, culture and atmosphere, and life lessons learned. Please organise the essay with a clear introduction, body paragraphs, and a conclusion.

請加上剔號以確認
這份功課是由你自己完成

Confirm submission



This submission is my own work, except where I have acknowledged the use of the works of other people.

9

單擊“Continue”按鈕

Are you sure you want to submit your work for grading? You will not be able to make any more changes.

Continue

Cancel

7. 提交網上功課 (文件檔)

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 47 days 4 hours early
Last modified	Tuesday, 15 August 2023, 10:27 AM
File submissions	<div><div>Assignment 01_2023.docx15 August 2023, 10:18 AM</div><div><h4>Plagiarism Detection</h4><div><div>Report Status: READY</div><div>Similarity: 0%</div></div></div></div>
Submission comments	<div>► Comments (0)</div>

10

在這裡會顯示抄襲檢測
報告的完成進度

8. 提交網上視像功課



Video Assignment 03

1

單擊功課連結

Video Assignment 03

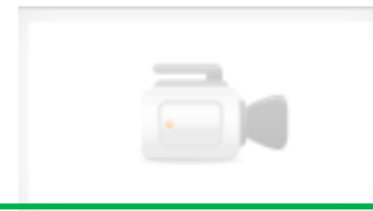
Available from: Tuesday, 1 August 2023, 3:00 PM

Due Date: Wednesday, 1 November 2023, 3:00 PM

Record a 5-minute individual English presentation and upload the video before the due date.

2

單擊 **“Add media submission”**



Add media submission

8. 提交網上視像功課



8. 提交網上視像功課

5

錄像檔上載中，請不要離開或關閉頁面

Video Assignment 03_Chun Tai Man.mp4

Done 🌞

Your files are uploading to Panopto, please do not leave or close this page!

6

錄像檔上載已完成

Video Assignment 03

Available from: Tuesday, 1 August 2023, 3:00 PM

Due Date: Wednesday, 1 November 2023, 3:00 PM

Record a 5-minute individual English presentation and upload the video before the due date.

Video Assignment 03_Chun Tai Man.mp4

Your video file is uploaded successfully, please wait for the video conversion.
[Click here to back to the course page.](#)

9. 應考網上測驗

1

單擊測驗連結



Mid Term Quiz

2

閱讀測驗指示

3

單擊 **“Attempt quiz”** 按鈕，
開始進行測驗

Mid Term Quiz

Mark as done

Opened: Tuesday, 1 August 2023, 3:00 PM

Closes: Wednesday, 1 November 2023, 12:00 AM

Please complete this quiz by the end of October.

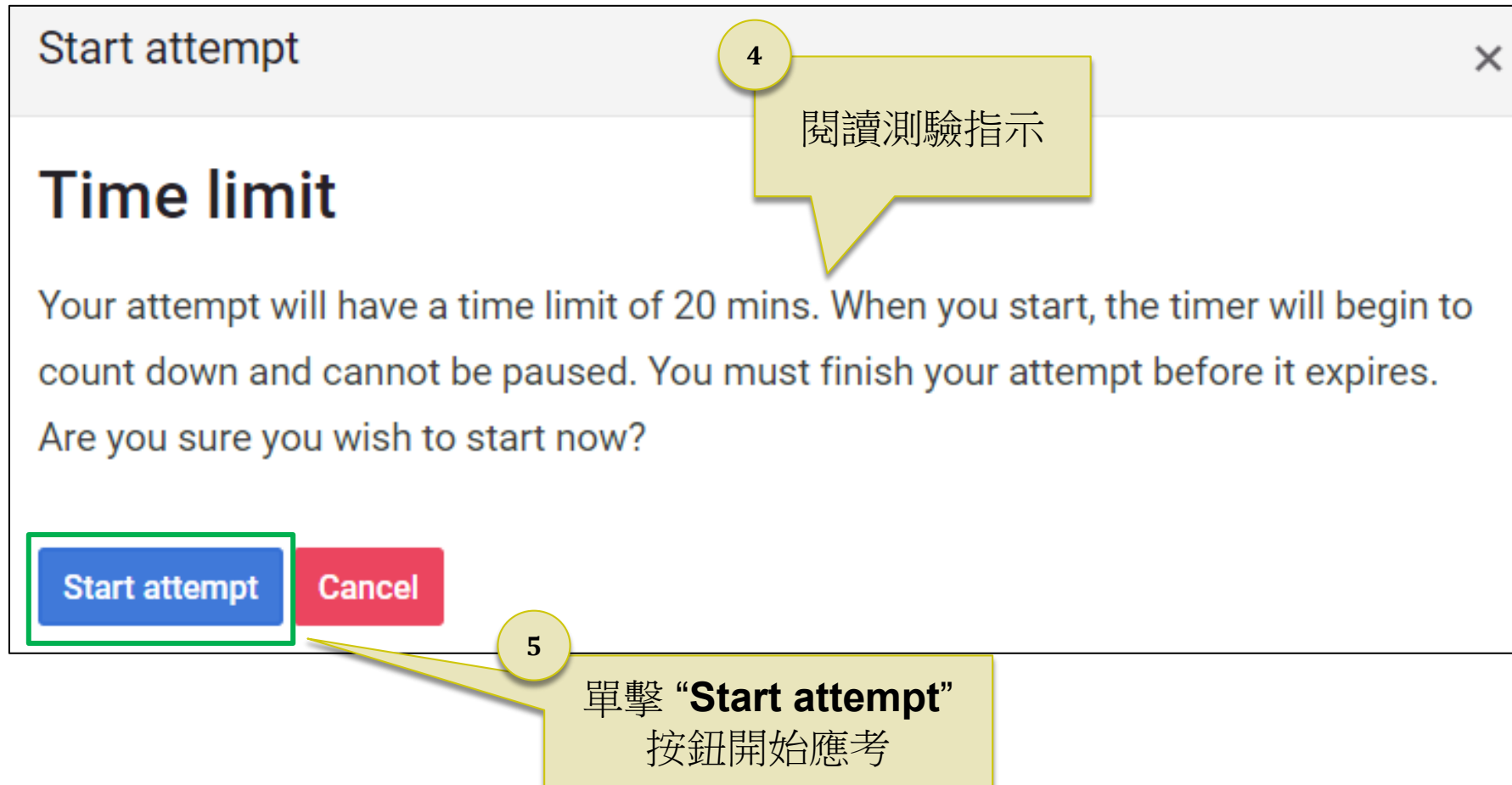
Attempt quiz

Time limit: 20 mins

Grading method: Highest grade

備註：界面可能會根據測驗的設定而有所不同。

9. 應考網上測驗



備註: 界面可能會根據測驗的設定而有所不同。

9.應考網上測驗

餘下應考時間

這區塊顯示現行
測驗題目的位置

Time left 0:19:01

Question 1

Not yet answered

Marked out of 1.00

🚩 Flag question

From the Respondus _Start_ menu, you can "Create" a new file, "Open" an existing file, or "Import" questions from MS Word or rich-text files. An "Exam Wizard" is also available, which is the easiest way to create an exam from an existing set of questions. QUESTION: Which feature does NOT appear on the Start menu?

- ☒ a. Open a File
- ☐ b. Import a File
- ☐ c. Edit Questions
- ☐ d. Create a File
- ☐ e. Exam Wizard

Clear my choice

6

作答題目後，單擊
“**Next page**” 按鈕去
下一條題目

Next page

備註：界面可能會根據測驗的設定而有所不同。

9. 應考網上測驗

Mid Term Quiz

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved

[Return to attempt](#)

Time left 0:15:39

This attempt must be submitted by Tuesday, 15 August 2023 12:29 AM.

[Submit all and finish](#)

7

單擊 “Submit all and finish”
按鈕提交答案

Submit all your answers and finish? ×

Once you submit your answers, you won't be able to change them.

[Cancel](#) [Submit all and finish](#)

8

再單擊 “Submit all and finish”
按鈕以確定提交答案

備註: 界面可能會根據測驗的設定而有所不同。

10. 檢查你的成績

The screenshot shows the VTC Moodle homepage. At the top left is the VTC logo. To its right is a grid icon. A yellow callout bubble with the number '1' points to a button labeled '返回 Moodle 主頁' (Return to Moodle Home). The top right corner contains icons for notifications, chat, search, user profile, and a 'Log out' button. Below these is a dark blue navigation bar with links: 'My courses (2)', 'eLearning Resources', 'IT Resources', 'Support', 'VTC Search', and 'En'. The main content area is divided into two columns. The left column, titled 'Navigation', contains a list of links: 'Home', 'Dashboard', 'Site pages', 'Profile', 'My courses', 'CLT0001_CLT_TRW_clt_1', 'Participants', 'Competencies', 'Grades' (highlighted with a green box and a yellow callout bubble with the number '2'), 'General', 'Lesson 1', and 'Learning activities'. The right column contains a 'Feature Highlight on Moodle Version 4.1' by 'User Admin' dated Monday, 7 August 2023, 5:29 PM. The text reads: 'Dear Teachers, VTC Moodle System has been upgraded to version 4.1, which is a major version upgrade. To familiarize yourself with the new UI in the Moodle system, it is advisable to go through this document to learn more about the significant improvements in the new version. - Enhanced UI & Feature in Moodle Version 4.1'. Below this is a search bar labeled 'Search courses' with a magnifying glass icon. A yellow callout bubble with the number '2' points to the 'Grades' link in the 'Navigation' block, with the text: '在“Navigation”區塊，點擊“Grades”連結'.

1 返回 Moodle 主頁

Navigation

- Home
 - Dashboard
 - Site pages
 - Profile
- My courses
 - CLT0001_CLT_TRW_clt_1
 - Participants
 - Competencies
 - Grades**
 - General
 - Lesson 1
 - Learning activities

2 在“Navigation”區塊，點擊“Grades”連結

Feature Highlight on Moodle Version 4.1
by User Admin - Monday, 7 August 2023, 5:29 PM

Dear Teachers,

VTC Moodle System has been upgraded to version 4.1, which is a major version upgrade. To familiarize yourself with the new UI in the Moodle system, it is advisable to go through this document to learn more about the significant improvements in the new version.

- Enhanced UI & Feature in Moodle Version 4.1

To stay updated with the latest news and training on VTC Moodle System, please refer to the CLT's upcoming newsletters, training

< 1 / 2 >

Search courses

10. 檢查你的成績

User report ▾

CC CHAN

001_CLT_TRW_1(Learning Community) by CLT VTC

	Calculated weight	Grade			Contribution to course total
ASSIGNMENT Assignment 01	50.00 %	70.00		70.00 %	35.00 %
VIDEO ASSIGNMENT Video Assignment 03	30.00 %	80.00	0-100	80.00 %	24.00 %
QUIZ Mid Term Quiz	20.00 %	3.33	0-10	33.33 %	6.67 %
AGGREGATION \bar{x} Course total Weighted mean of grades.	-	65.67	0-100	65.67 %	-

3 點擊評核活動連結，
可查看導師給你的成績、
意見及詳細報告

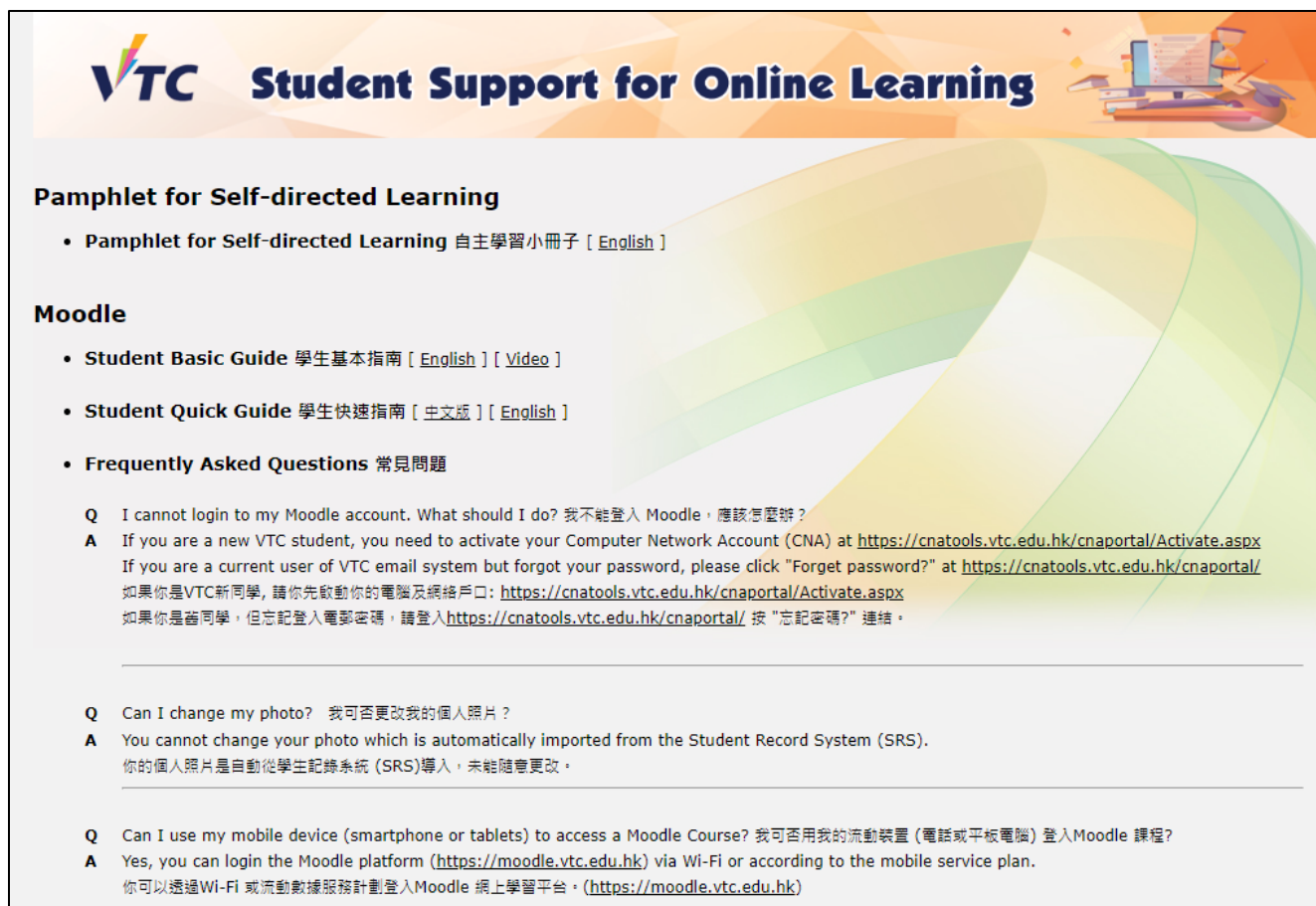
2 查看評核活動成績

備註：界面可能會根據測驗的設定而有所不同。

11. 網上支援

- 支持學生在線學習網站

<http://elsupport.vtc.edu.hk>



VTC Student Support for Online Learning

Pamphlet for Self-directed Learning

- Pamphlet for Self-directed Learning 自主學習小冊子 [[English](#)]

Moodle

- **Student Basic Guide** 學生基本指南 [[English](#)] [[Video](#)]
- **Student Quick Guide** 學生快速指南 [[中文版](#)] [[English](#)]
- **Frequently Asked Questions** 常見問題

Q I cannot login to my Moodle account. What should I do? 我不能登入 Moodle，應該怎麼辦？

A If you are a new VTC student, you need to activate your Computer Network Account (CNA) at <https://cnatools.vtc.edu.hk/cnaportal/Activate.aspx>.
If you are a current user of VTC email system but forgot your password, please click "Forgot password?" at <https://cnatools.vtc.edu.hk/cnaportal/>.
如果你是VTC新同學，請你先啟動你的電腦及網絡戶口：<https://cnatools.vtc.edu.hk/cnaportal/Activate.aspx>
如果你是舊同學，但忘記登入電郵密碼，請登入<https://cnatools.vtc.edu.hk/cnaportal/> 按 "忘記密碼?" 連結。

Q Can I change my photo? 我可否更改我的個人照片？

A You cannot change your photo which is automatically imported from the Student Record System (SRS).
你的個人照片是自動從學生記錄系統 (SRS) 導入，未能隨意更改。

Q Can I use my mobile device (smartphone or tablets) to access a Moodle Course? 我可否用我的流動裝置 (電話或平板電腦) 登入 Moodle 課程？

A Yes, you can login the Moodle platform (<https://moodle.vtc.edu.hk>) via Wi-Fi or according to the mobile service plan.
你可以透過Wi-Fi 或流動數據服務計劃登入 Moodle 網上學習平台。(<https://moodle.vtc.edu.hk>)

11. 網上支援

- 如在使用 Moodle 或其他電子學習工具 (例如 Microsoft Teams) 有疑問，請聯絡院校資訊科技服務支援：
[院校資訊科技服務支援列表](#)
- 有關課程內容的問題，請諮詢你的導師。

