



Quick Guide for Students

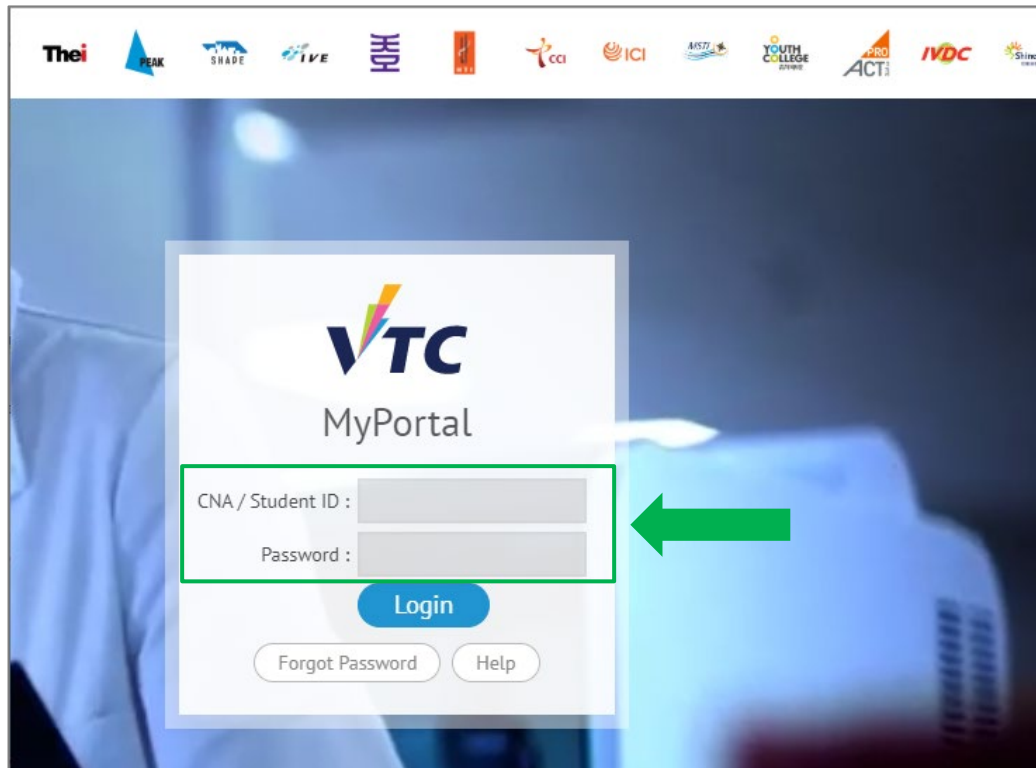
The Basics

1. Logging in the Moodle Platform
2. Your Moodle Homepage
3. Dashboard
4. Course Homepage
5. Adding an Event into the Calendar
6. Participating in a Forum
7. Submitting an Online Assignment (files)
8. Submitting a Video Assignment
9. Completing a Quiz Assessment
10. Checking your Grades
11. Online Support

1. Logging in the Moodle Platform

Access VTC Moodle via

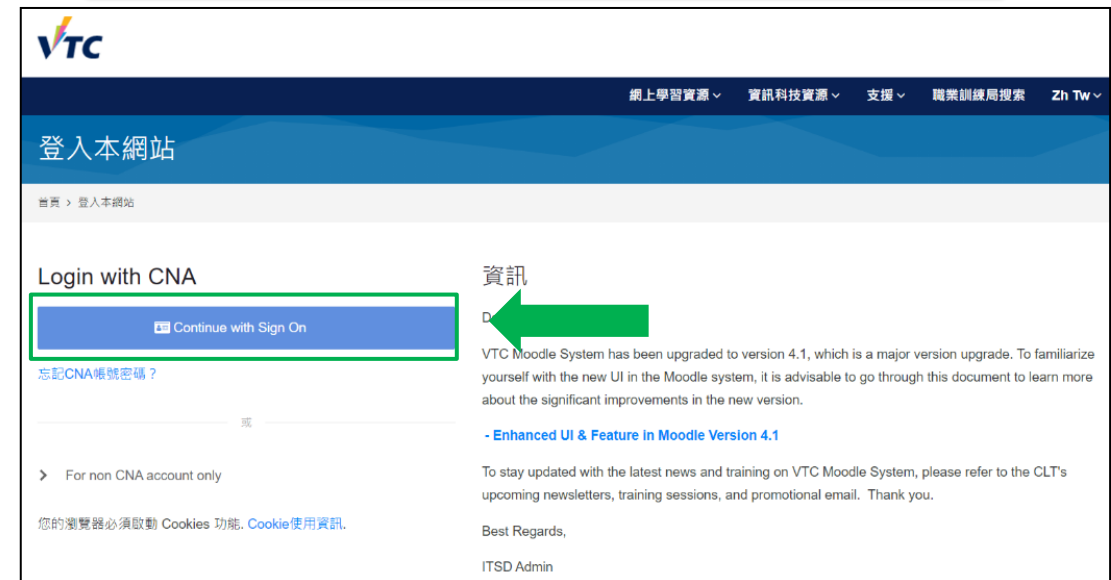
1. MyPortal at <https://myportal.vtc.edu.hk> or
2. Moodle e-Learning Management Platform: <https://moodle.vtc.edu.hk>



MyPortal

Login

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



Moodle e-Learning Management Platform

2. Your Moodle Homepage

The screenshot shows the Moodle homepage for VTC. The top navigation bar includes the VTC logo, a grid icon, and a 'Log out' button. Below this is a dark blue navigation bar with links: 'My courses (2)', 'eLearning Resources', 'IT Resources', 'Support', 'VTC Search', and 'En'. The left sidebar contains a 'Navigation' menu with options: 'Home', 'Dashboard', 'Site pages', 'Profile', 'My courses' (highlighted with a green box), 'CLT0001_CLT_TRW_clt_1', 'CLT0001_CLT_TRW_dummy-clt02_1', 'Workplace Dashboard', and 'Learner Dashboard'. The main content area features a 'Feature H' section by 'User A' with a 'Dear Teachers,' greeting and a message about the Moodle system upgrade to version 4.1. A 'Course List' section is also visible, listing links to all Moodle courses and instructions on how to access course content. Annotations with yellow callout boxes provide instructions: 'Click to expand the pull-down menu for more links & resources' points to the 'My courses (2)' link; 'Click to change language' points to the 'En' link; and 'Course List' points to the 'My courses' section in the sidebar.

Navigation

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

Feature H
by User A

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.

Course List

- links to all the Moodle courses you are enrolled in
- click a title to access the course content

Click to expand the pull-down menu for more links & resources

Click to change language

Search courses

3. Dashboard

The “**Dashboard**” provides you with details of your progress and deadlines of the assessments.

Click “**Dashboard**” to access your personalised Moodle page

You can manage your private files
(Students have 500MB of storage space)

The screenshot shows the VTC Moodle Dashboard. The top navigation bar includes links for 'My courses', 'eLearning Resources', 'IT Resources', 'Support', 'VTC Search', and 'En'. The main header is 'Dashboard'. Below this, there are several sections:

- Navigation:** A list of links including 'Home', 'Dashboard' (highlighted with a green box), 'Site pages', 'Profile', 'My courses', and 'Workplace Dashboard'.
- Recently accessed items:** A list of items including 'Mid Term Assignment', 'Introduction', and 'Announcements'.
- Private files:** A section indicating 'No files available' and a link to 'Manage private files...' (highlighted with a green box).
- Timeline:** A section showing the current date 'Wednesday, 16 August 2023' and a list of activities, including a 'Mid Term Assignment' due on 'Wednesday, 16 August 2023' at '17:30'.
- Calendar:** A section showing a calendar for 'August 2023' with a 'New event' button. The calendar shows dates from 1 to 31, with the 14th highlighted in blue.

A green box highlights the 'Customise this page' button in the top right corner of the dashboard.

Click “**Customise this page**” to customise the dashboard or add different blocks

Check the deadline of the activities in the “**Timeline**” or “**Calendar**”

4. Course Homepage

The screenshot displays the VTC Course Homepage for CLT0001_CLT_TRW_1 (Learning Community) by CLT. The page features a navigation bar with links to My courses (2), eLearning Resources, IT Resources, Support, VTC Search, and En. The course title is prominently displayed in a blue banner. Below the banner, the course progress is shown as 25% complete. A table of contents lists various sections with their respective completion percentages. The 'General' section includes Announcements, Syllabus, Scheme of work, and Assessment scheme. The 'Lesson 1' section includes Introduction, Lecture notes 1, and Mid Term Assignment. The page also includes a 'Collapse all' button and a 'Done' button.

Check your course progress

Your progress 25%

Table of contents

Section	Progress
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

Read the key information about this VTC module (e.g. syllabus)

Read the learning resources (e.g. handouts and web link)

Complete some interactive activities (e.g. forum, quiz, assignment, etc.)

5. Adding an Event into the Calendar

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

Click the **"New event"** button

2

Enter the event title

New event

Event title !

Date

Show more...

! Required

Save

3

Click the **"Save"** button

6. Participating in a Forum

The screenshot shows a forum interface with the following elements and callouts:

- Callout 1:** Points to the "Activity 1: Favourite sport" link in the "Learning activities" menu. Text: "Click the activity link".
- Callout 2:** Points to the "Mark as done" button. Text: "Read the instructions".
- Callout 3:** Points to the "Add discussion topic" button. Text: "Click 'Add new discussion topic' to create a new topic (*)".
- Callout 4:** Points to the "Football" discussion title. Text: "Click a posting title to read the discussion content".

The forum content includes:

- Activity 1: Favourite sport**
- Mark as done** button
- This is a graded discussion.**
- Instructions:**
 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** input field with a magnifying glass icon.
- Add discussion topic** button (highlighted with a green border).
- Subscribe to forum** button.
- Discussion list:**

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

** The interface may vary depending on the forum type and the settings.*

6. Participating in a Forum

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



5

To join in a discussion, click the “**Reply**” link

Permalink Reply

6. Participating in a Forum

Activity 1: Favourite sport


Football

Display replies in nested form Settings

Football
by CHAN CHUNG WONG 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



6 Enter your message in the text box

7 Click **“Advanced”** to add the attachment if needed

Write your reply...

Post to forum Cancel Advanced

Your reply

Subject Re: Football

Message

8 You can:

- Drag your file into the dotted area, or
- Click the button to add your file

☒ Discussion subscription

Attachment

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

Files

You can drag and drop files here to add them.

9 Click the **“Post to forum”** button

Tags

No selection

Enter tags...

Post to forum Cancel

Required

7. Submitting an Online Assignment (files)


The screenshot shows a web interface for submitting an assignment. At the top left, there is a pink square icon with a white document and an upward arrow, next to the text "Assignment 01". A yellow callout bubble with the number "1" points to this icon, containing the text "Click the assignment link". Below this, the main assignment page is shown. It has a title "Assignment 01" and a "Mark as done" button. The "Opened" date is "Tuesday, 1 August 2023, 3:00 PM" and the "Due" date is "Sunday, 1 October 2023, 3:00 PM". The assignment question is: "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." Below the question is a PDF icon and the text "Assignment instruction.pdf" with a timestamp "15 August 2023, 9:57 AM". A section titled "Plagiarism Detection" shows a "Report Status:" of "Not Submitted" and a message "This file was not submitted via VeriGuide. Please contact your teacher if needed." At the bottom left, there is a blue button labeled "Add submission". A yellow callout bubble with the number "3" points to this button, containing the text "Click the 'Add submission' button". Another yellow callout bubble with the number "2" points to the assignment question, containing the text "Read the assignment question and teacher's instructions".

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 via VeriGuide. Please contact your teacher if needed.

Add submission

Note: The interface may vary depending on the assignment settings.

7. Submitting an Online Assignment (files)

Assignment 01

Mark as

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

Files

5

All files uploaded will be submitted to VeriGuide for plagiarism detection. (*)

- 4
- Drag your file into the dotted area, or
 - Click the button to add your file

5

Click the “**Save changes**” button

* Depending on the assignment settings

7. Submitting an Online Assignment (files)

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

After confirming the submitted assignment is the final version, click the “**Submit assignment**” button

This assignment has been submitted to VeriGuide. Please contact your teacher if needed.

7

Submit assignment

Edit submission

You can change the submitted file before the due date by clicking the “**Edit submission**” button

7. Submitting an Online Assignment (files)

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 both transitions, and a conclusion.

Confirm submission

8

Check this box to confirm that this assignment is your own work

☒

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



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

Continue


Cancel

9

Click the **“Continue”** button

7. Submitting an Online Assignment (files)

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.docx</div><div>15 August 2023, 10:18 AM</div></div> <div><h4>Plagiarism Detection</h4><table><tr><td>Report Status:</td><td>READY</td></tr><tr><td>Similarity:</td><td>0%</td></tr></table></div>		Report Status:	READY	Similarity:	0%
Report Status:	READY					
Similarity:	0%					
Submission comments	<div>► Comments (0)</div>					

10

The report status of Plagiarism Detection will be shown

8. Submitting a Video Assignment



Video Assignment 03

1

Click the assignment link

Video Assignment 03

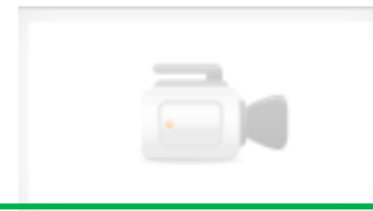
Available from: Tuesday, 1 August 2023, 3:00 PM

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

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

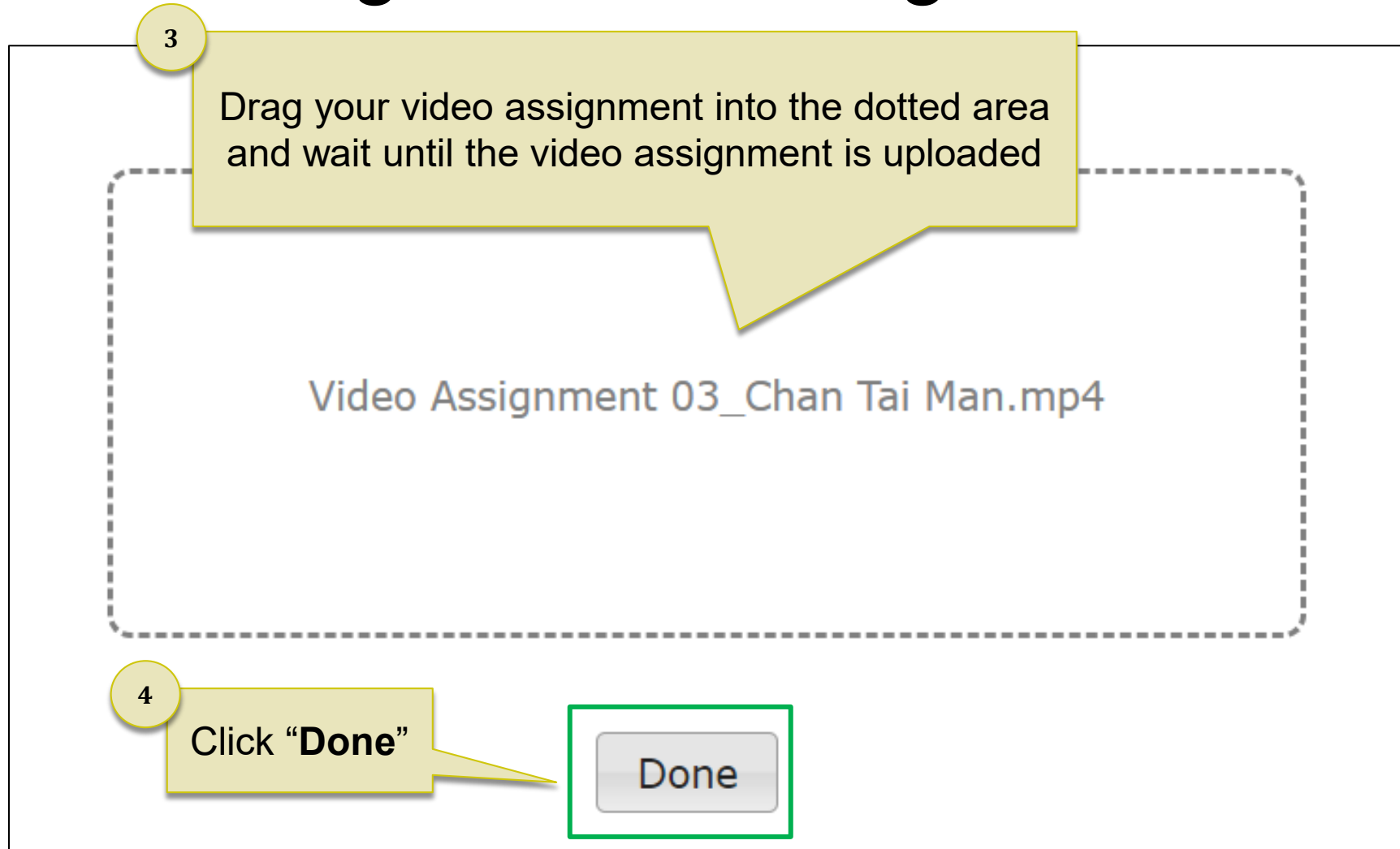
2

Click **“Add media submission”**

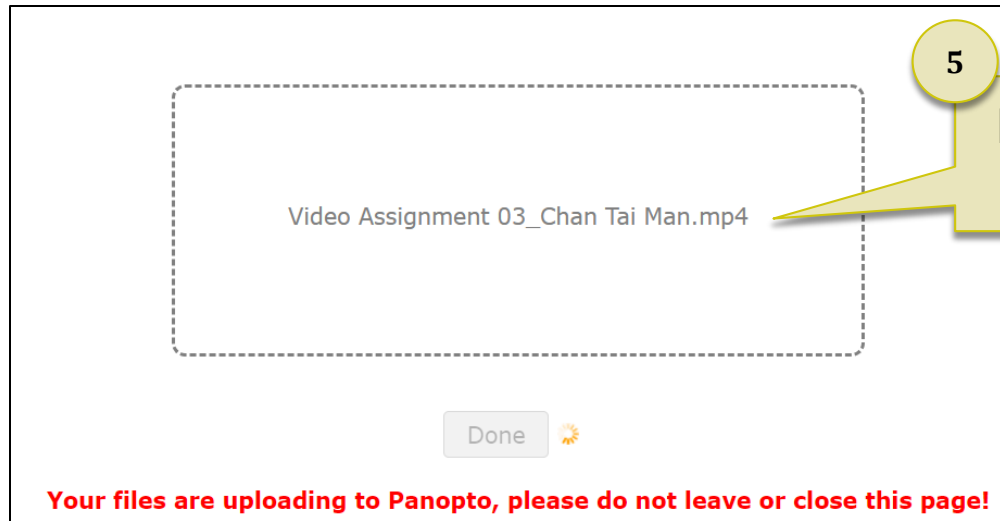


Add media submission

8. Submitting a Video Assignment



8. Submitting a Video Assignment



5

Don't close or leave the page while the video is uploading

6

The video upload has been completed

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_Chan Tai Man.mp4

Your video file is uploaded successfully, please wait for the video conversion.

[Click here to back to the course page.](#)

9. Completing a Quiz Assessment

1 Click a quiz link

Mid Term Quiz

2 Read the instructions

3 Click the “**Attempt quiz**” button to begin the quiz

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.

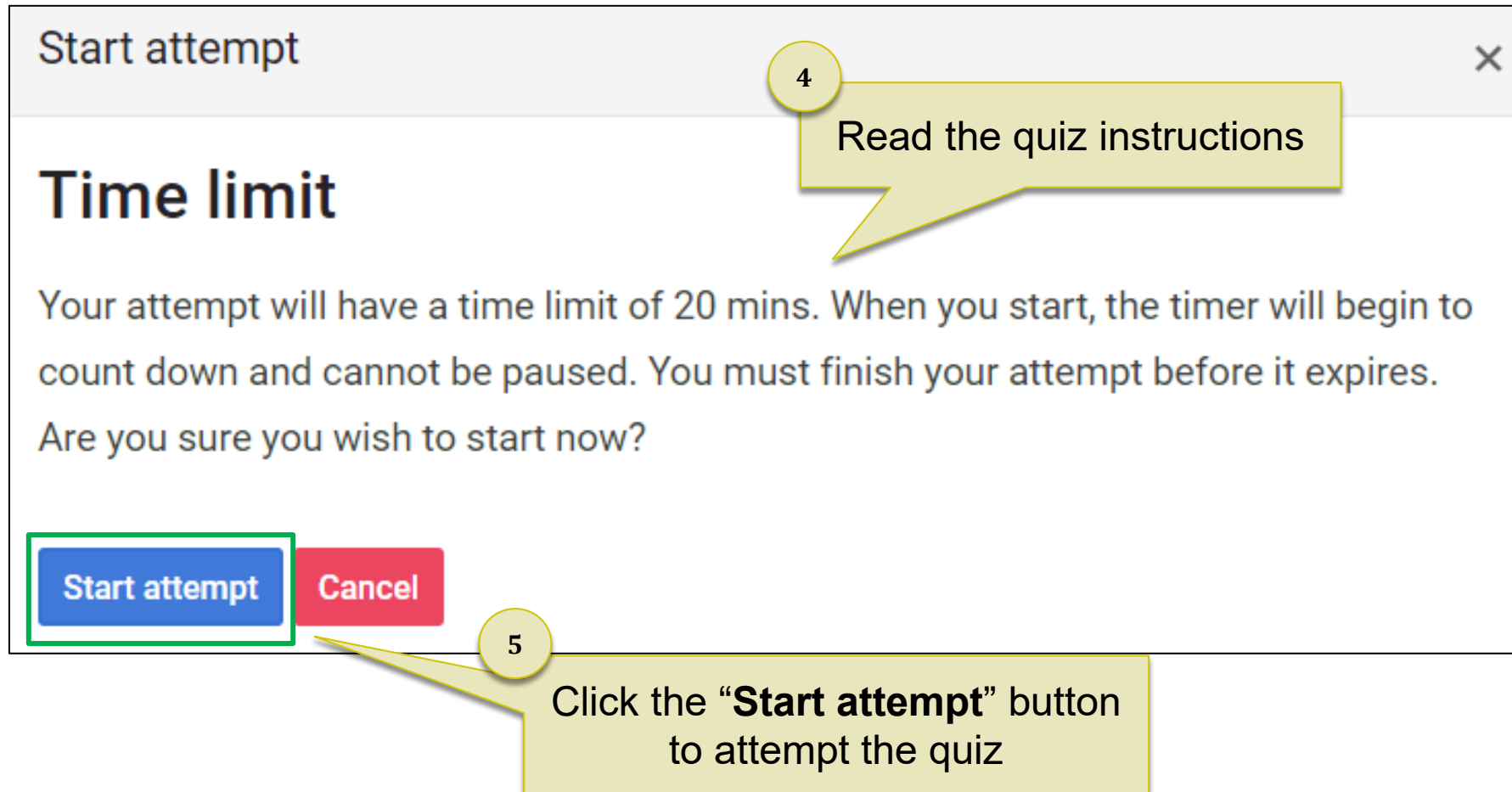
[Attempt quiz](#)

Time limit: 20 mins

Grading method: Highest grade

Note: The interface may vary depending on the quiz settings.

9. Completing a Quiz Assessment



Note: The interface may vary depending on the quiz settings.

9. Completing a Quiz Assessment

Time remaining for the quiz

This block tells you where you are in the quiz

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

Click the "**Next page**" button to answer the next question, after you answer the question

Next page

Note: The interface may vary depending on the quiz settings.

9. Completing a Quiz Assessment

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](#)

This attempt must be submitted by Tuesday, 15 August 2023, 11:28

[Submit all and finish](#)

7

Click the **“Submit all and finish”** button to submit your answers

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

Click the **“Submit all and finish”** button again to confirm your submission

Note: The interface may vary depending on the quiz settings.

10. Checking your Grades

The screenshot shows the Moodle home page interface. At the top left is the VTC logo. To its right is a grid icon. A yellow callout box with the number '1' points to the top navigation bar, containing the text 'Go to the Moodle home page'. The top navigation bar includes links for 'My courses (2)', 'eLearning Resources', 'IT Resources', 'Support', 'VTC Search', and 'En'. Below this is a 'Navigation' block on the left side. It contains a list of links: 'Home', 'Dashboard', 'Site pages', 'Profile', 'My courses', 'CLT0001_CLT_TRW_clt_1', 'Participants', 'Competencies', 'Grades', 'General', 'Lesson 1', and 'Learning activities'. The 'Grades' link is highlighted with a green box and a yellow callout box with the number '2' pointing to it, containing the text 'In the "Navigation" block, click the "Grades" link'. To the right of the 'Navigation' block is a 'Feature Highlight on Moodle Version 4.1' section, which includes a message from 'User Admin' dated Monday, 7 August 2023, 5:29 PM. The message states that the VTC Moodle System has been upgraded to version 4.1 and provides a link to '- Enhanced UI & Feature in Moodle Version 4.1'. At the bottom right, there is a 'Search courses' input field with a magnifying glass icon.

1 Go to the Moodle home page

Navigation

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

2 In the "Navigation" block, click the "Grades" link

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. Checking your Grades

User report ▾

CC CHAN

3 Click an activity link to see the marks, feedback and full report from your teacher

2 Check your grades

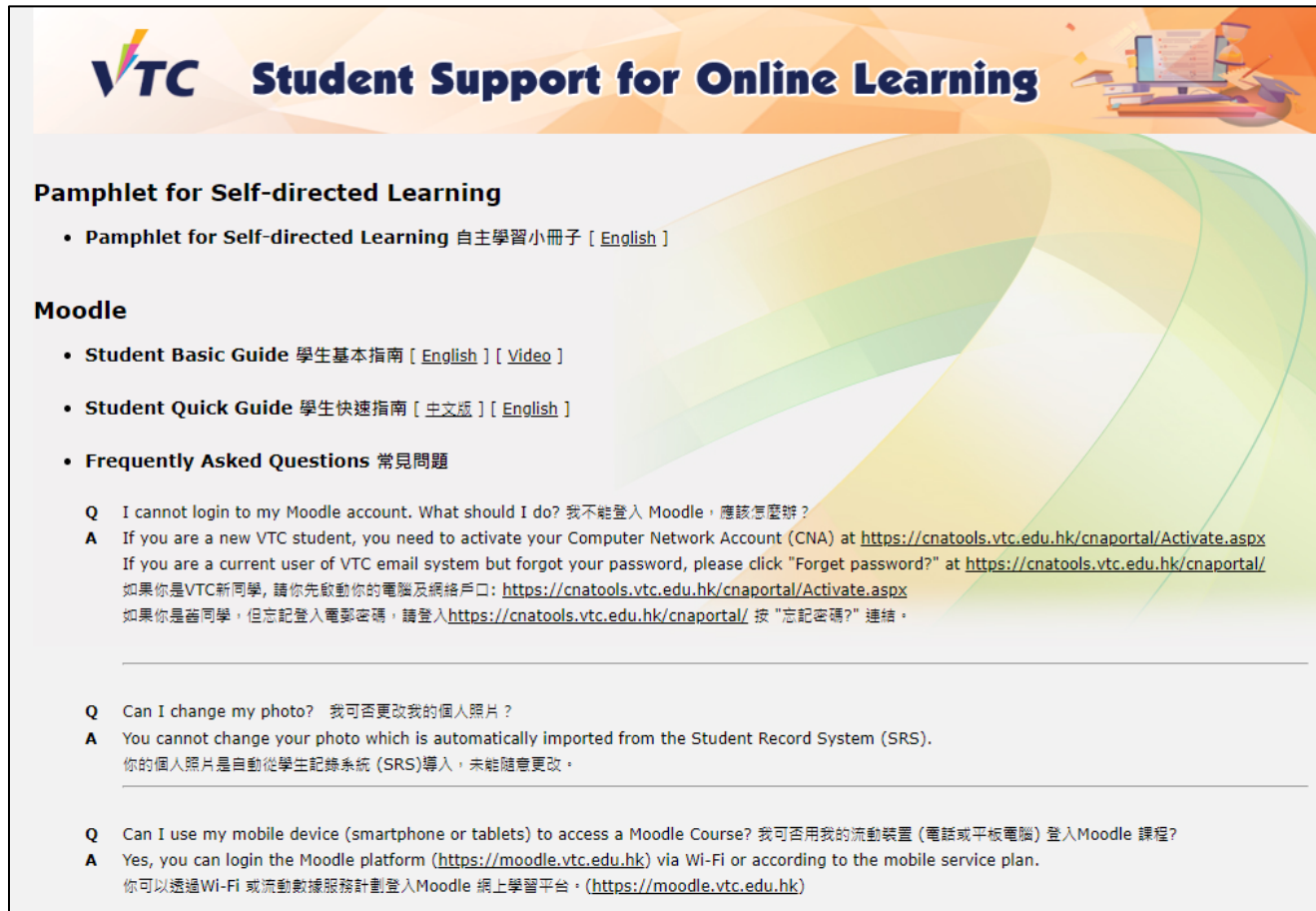
	Calculated weight	Grade	Contribution to course total		
CLT0001_CLT_TRW_1(Learning Community) by CLT VTC					
ASSIGNMENT Assignment 01	50.00 %	70.00	0-100	70.00 %	35.00 %
VIDEO ASSIGNMENT Video Assignment 03	30.00 %	80.00	0-100	80.00 %	24.00 %
QUIZ Mid Term Quiz	20.00 %	3.33	0-10	33.33 %	6.67 %
AGGREGATION					
\bar{x} Course total Weighted mean of grades.	-	65.67	0-100	65.67 %	-

Note: The interface may vary depending on the quiz settings.

11. Online Support

- Student Support for Online Learning

<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 "Forget 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. Online Support

- If you have further questions on Moodle or e-learning tools like Microsoft Teams, please contact Campus IT services support for help:

[Campus IT services support list](#)

- For queries on course content, please ask your teacher.

