

A Quick Guide for Students



Prepared by Centre for Learning & Teaching

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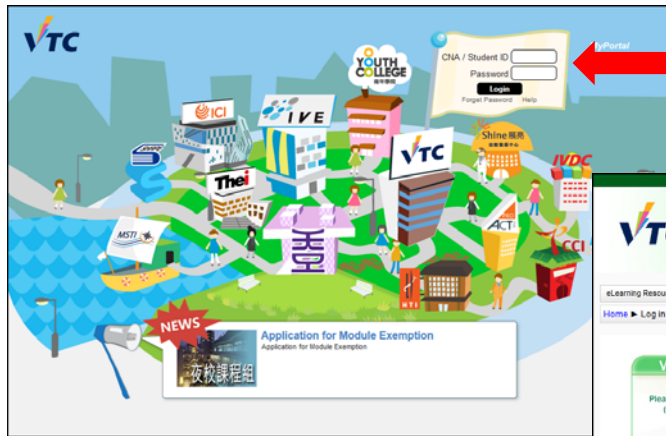
The Basics

1. Logging in the Moodle Platform
2. Your Moodle Homepage
3. My Moodle Page
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. Where to get help

1. Logging in the Moodle Platform

Access VTC Moodle via

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



Login

- Username = CNA (Student ID)
- Password = CNA password



2. Your Moodle Homepage

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

Read the Site Announcements

Click the icons to collapse/expand items

Course List – links all the Moodle courses available to you

Click a title to access the course content

This Moodle Course is created for teachers for easy access of Moodle Resources.

3. My Moodle Page

You can click **"My home"** to customise your course homepage and manage your files.

The screenshot shows the Moodle 2.8 interface. A red star highlights the 'My home' link in the 'Navigation' menu. A yellow callout box points to the 'Customise this page' button. Another yellow callout box points to the 'My private files' section, which states 'No files available' and 'Manage my private files...'. A third yellow callout box points to the 'My latest badges' section, which states 'You have no badges to display'. A fourth yellow callout box points to the 'Calendar' section, which shows a calendar for September 2015. A fifth yellow callout box points to the 'Course overview' section, which displays course information for 'CLT VTC's in' and 'CLT0013_CLT_TRW_1(Moodle Resources) by VTC Teacher'.

Click **My home to access My Moodle Page**

You can customise this homepage

Students have 1GB of storage space in "My private files"

You can manage your private files

You can manage your private files

4. Course Homepage

The screenshot shows the VTC Course Homepage. A yellow callout box points to the 'Check your course events' button. Another yellow callout box points to the 'Read the key information about this VTC module (e.g. syllabus)' section, which includes links for 'Syllabus', 'Scheme of work', and 'Assessment summary'. A third yellow callout box points to the 'Check your grades' button in the 'Administration' section. A fourth yellow callout box points to the 'Topic 1' section, which lists 'Notes', 'PowerPoint', 'Assignment 1', and 'Short Story Writing Assignment'.

Check your course events

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

Check your grades

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

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

5. Adding an event into the Calendar

1 Click the month link

2 Click on the **"New event"** button

3 Enter the information and click on the **"Save changes"** button

6. Participating in a forum

1 Click the activity link

2 Read the instructions

3 You can **Add a new discussion topic (*)**

4 Click a posting title to read the discussion content

* The interface displayed depends on the forum type and teacher's settings.

6. Participating in a forum



Charlie Chaplin
by Training01 CLT - Wednesday, 16 July 2014, 4:02 AM

This is a sample.

Sir Charles Spencer "Charlie" Chaplin, KBE (16 April 1889 – 25 December 1977), was an English actor, comedian, and filmmaker, who rose to fame in the [silent era](#). Chaplin became a worldwide icon through his screen persona "[the Tramp](#)" and is considered one of the most important figures in the history of the film industry.^[1] His career spanned more than 75 years, from childhood in the [Victorian era](#) until a year before his death at age 88, and encompassed both adulation and controversy.

Source: http://en.wikipedia.org/wiki/Charlie_Chaplin



1 To join in a discussion, click the **Reply** link

Reply

6. Participating in a forum



▼ Your reply

Subject*
Re: Charlie Chaplin

Message*

Paragraph B I [Formatting icons]

2 Enter your message in the text box

Path: p

Discussion subscription ⓘ
Send me notifications of new posts in this discussion ▼

Attachment ⓘ
Maximum size for new files: 500KB, maximum attachments: 9

3 Attach a file (optional). You can drag a file into the dotted area (*)

Files

You can drag and drop files here to add them.

4 Click on the **"Post to forum"** button

Post to forum

*Please use Firefox, Google Chrome or IE 10 browser.

7. Submitting an online Assignment (files)

Assignment (VeriGuide)

1 Click an assignment link

2 Read the assignment question and teacher's instructions

3 Click on the "Add submission" button

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Wed 10/10/2018 11:59:59 AM
Time remaining	68 days 23 hours 59 minutes

Add submission

Make changes to your submission

Note: There are different types of assignment .
Your interface may look different for it depends on the assignment settings.

7. Submitting an online Assignment (files)

Assignment (VeriGuide)

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

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

4 Drag your file into the dotted area or click on these button to add your file.

File submissions

Files: 1MB, maximum attachments: 1

You can drag and drop files here to add them.

* Depends on the assignment settings.

7. Submitting an online Assignment (files)



File submissions

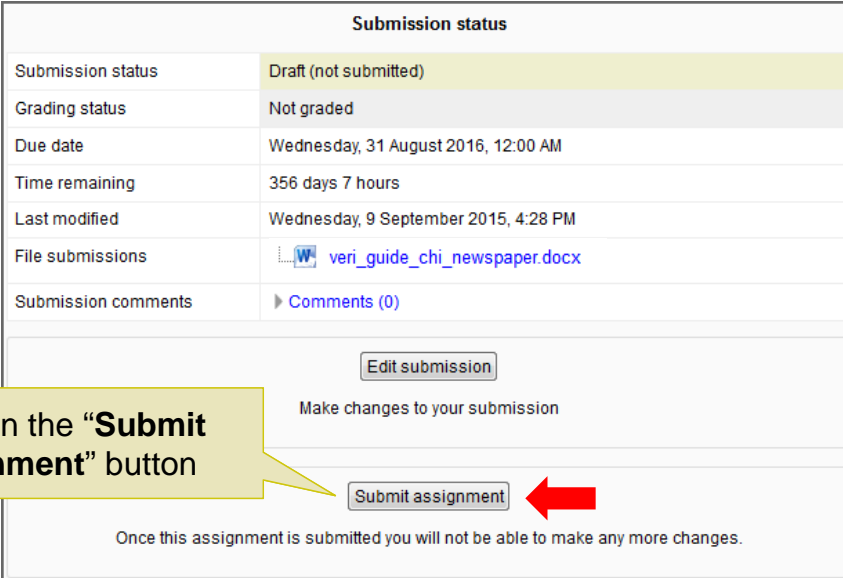
Maximum size for new files: 1MB, maximum attachments: 1

Files

veri_guide_chi_news paper.docx

5 Click on the **“Save changes”** button

7. Submitting an online Assignment (files)



Submission status	
Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Wednesday, 31 August 2016, 12:00 AM
Time remaining	356 days 7 hours
Last modified	Wednesday, 9 September 2015, 4:28 PM
File submissions	veri_guide_chi_newspaper.docx
Submission comments	Comments (0)

6 Click on the **“Submit assignment”** button

Edit submission

Make changes to your submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes.

7. Submitting an online Assignment (files)

Submit assignment

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

* ☒ This assignment 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.

8 Click on the "Continue" button

[Cancel](#)

There are required fields in this form marked *.

7. Submitting an online Assignment (files)

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Saturday, 19 December 2015, 10:00 AM
Time remaining	100 days
Last modified	Thursday, 10 September 2015, 9:33 AM
File submissions	veri_guide_chi_newspaper.docx <div> Plagiarism Detection Report Status: PROCESSING Remarks: </div>
Submission comments	▶ Comments (0)

9 The report status of Plagiarism Detection will be shown

8. Submitting a video Assignment

1 Click a video assignment link

2 Read the assignment instructions

3 Drag your video file into the area.

4 Click on the **"Start Upload"** button

The interface shows a video assignment titled "Video assignment" with a filmstrip icon. Below the title, it states: "Available from: Tuesday, 1 September 2015, 2:10 PM", "Due Date: Wednesday, 31 August 2016, 2:10 PM", and "Shoot a short video, 1 min long, to introduce yourself." A file named "Sample.mp4" (121.7 mb) is shown in the upload area. A red arrow points to the "Start Upload" button.

8. Submitting a video Assignment

5 Click on the **"Submit media"** button when upload completed

6 Click on the **"Continue"** button

The interface shows the upload progress at 100%. A red arrow points to the "Submit media" button. The "Continue" button is highlighted with a red arrow.

Success, your assignment has been submitted

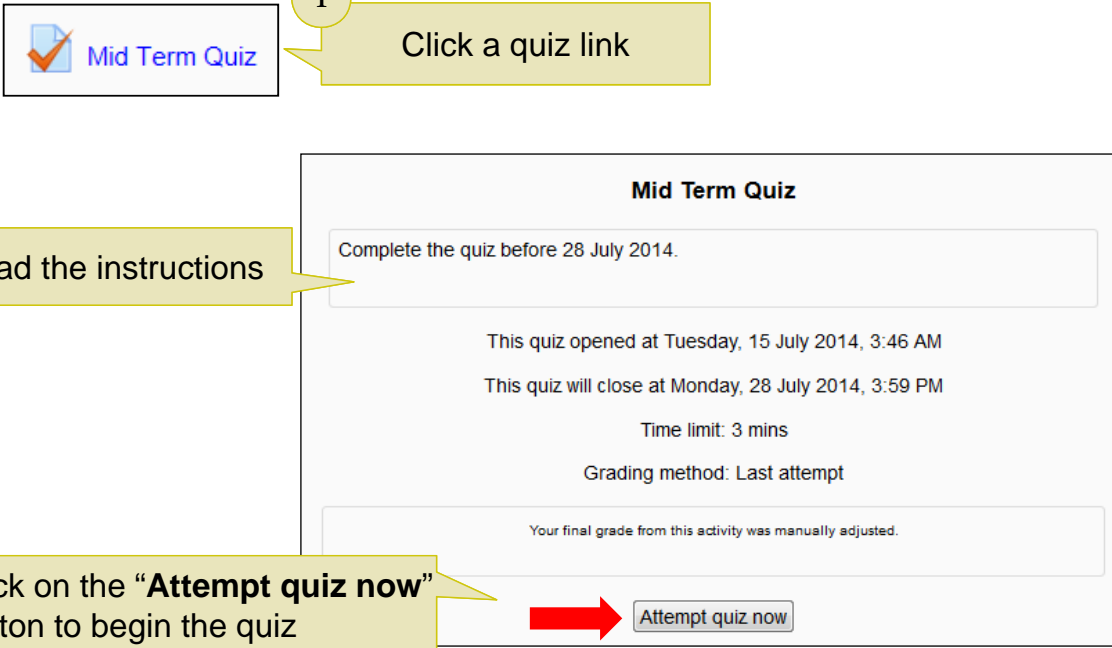
Continue

9. Completing a quiz assessment

1 Click a quiz link

2 Read the instructions

3 Click on the “Attempt quiz now” button to begin the quiz



The screenshot shows the 'Mid Term Quiz' interface. At the top, it says 'Mid Term Quiz'. Below that, it says 'Complete the quiz before 28 July 2014.' followed by 'This quiz opened at Tuesday, 15 July 2014, 3:46 AM' and 'This quiz will close at Monday, 28 July 2014, 3:59 PM'. It also shows 'Time limit: 3 mins' and 'Grading method: Last attempt'. At the bottom, it says 'Your final grade from this activity was manually adjusted.' and there is a button labeled 'Attempt quiz now' with a red arrow pointing to it.

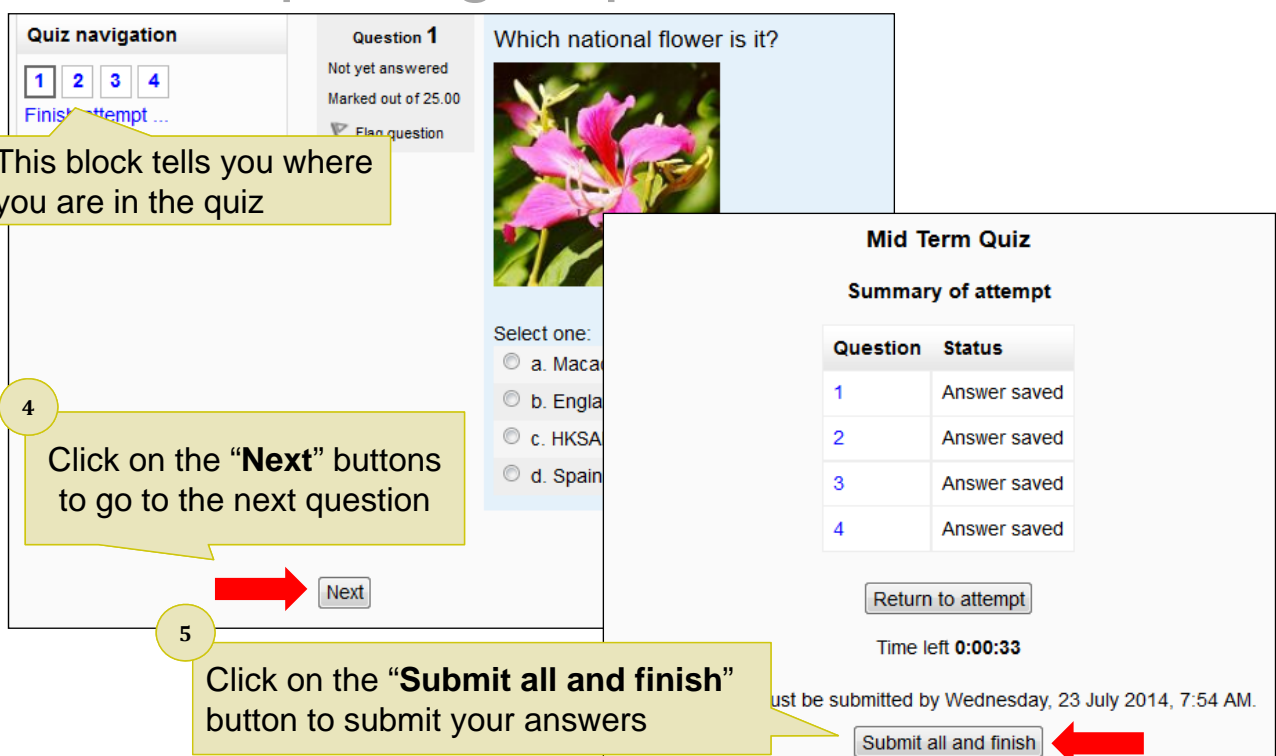
Note: Your quiz interface may look different for it depends on the quiz settings.

9. Completing a quiz assessment

4 This block tells you where you are in the quiz

4 Click on the “Next” buttons to go to the next question

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



The screenshot shows the 'Mid Term Quiz' interface. On the left, there is a 'Quiz navigation' block with buttons for questions 1, 2, 3, and 4. Below it, it says 'Finish attempt ...'. In the center, there is a question titled 'Question 1' with the text 'Which national flower is it?' and a photo of a pink flower. Below the photo, it says 'Select one:' and lists four options: a. Maca, b. Engla, c. HKSA, and d. Spain. On the right, there is a 'Mid Term Quiz Summary of attempt' block. It contains a table with the following data:

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

Below the table, there is a button labeled 'Return to attempt' and a timer showing 'Time left 0:00:33'. At the bottom, it says 'Must be submitted by Wednesday, 23 July 2014, 7:54 AM.' and there is a button labeled 'Submit all and finish' with a red arrow pointing to it.

Note: Your quiz interface may look different for it depends on the quiz settings.

10. Checking your grades

Navigation

- Home
 - My home
 - Site pages
 - My profile
 - Current course
 - clt_demo_01
 - Participants
 - Badges
 - General
 - Topic 1 - Internet Communications
 - Topic 2 - Multimedia Module
 - Topic 3
 - Moodle Quizzes
 - My courses
- Administration
 - Course administration
 - Grades**
 - My profile settings

CLT Demo Course

This is a demo module to show some key and common features of Moodle that teachers can use to enhance learning and teaching in a blended mode.

Module Learning Outcomes:

- To identify the pros and cons of Web 2.0 tools; and
- To complete a collaborative project through discussions.

*** Latest News ***

Moodle Resources Website for teachers and students is released!

Calendar

September 2015

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

Events key

- Hide global events
- Hide course events
- Hide group events
- Hide user events

Latest news

(No news has been posted yet)

Search forums

Go

Advanced search ?

10. Checking your grades

User report - Training02 CLT

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
CLT Demo Module 1						
<input checked="" type="checkbox"/> Presentation	47.62 %	8.00	0-100	8.00 %	Well done!	3.81 %
<input checked="" type="checkbox"/> Sample Quiz	0.00 % (Empty)	-	0-40	-		0.00 %
<input checked="" type="checkbox"/> Mid Term Quiz	47.62 %	0.00	0-100	0.00 %		0.00 %
<input checked="" type="checkbox"/> Test (Assignment)	0.00 % (Empty)	-	0-100	-		0.00 %
<input checked="" type="checkbox"/> Test (Assignment)	0.00 % (Empty)	-	0-100	-		0.00 %

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

1 Check your grades

11. Where to get help

- <http://eLsupport.vtc.edu.hk>



11. Where to get help

- You can always send an email to the **Help desk** itsd-helpdesk@vtc.edu.hk to ask a question.
- For queries on course content, please ask your teacher.

