



## Basic Guide for Teachers

Moodle is an Open Source Course Management System for education providers to support learning and teaching online, customise or further develop it for usage if necessary. It is a free software application designed to help educators create online courses with opportunities for rich interaction and it is a global development project designed to support a social constructionist framework of education.

\* Moodle stands for **Modular Object-Oriented Dynamic Learning Environment**

Moodle offers a variety of "Resources" and "Activities" to deliver content and encourage interaction among users.

- Teachers can add "**Resources**" to support learning such as adding a file, a video and a link to a website.
- Teachers can add "**Activities**" to interact with students and assess students' learning such as setting up a forum for discussion and communication, creating an assignment for submission, and setting up a quiz for assessing students' learning.

The VTC Moodle Learning Management Platform (version 2.2.2+) was launched in June 2012 and upgraded to version 3.4 in August 2018.

### (1) Logging in Moodle Platform

In AY2018/19, there are two main Moodle platforms, namely:

- Moodle Platform for **all AY Programmes** (<https://moodle.vtc.edu.hk>)
- Moodle Platform for **Non-AY Programmes** (<https://moodle.sp.vtc.edu.hk>)

**Log in**

Username

Password

Remember username

**Username: Your CNA username**  
**Password: Your CNA password**

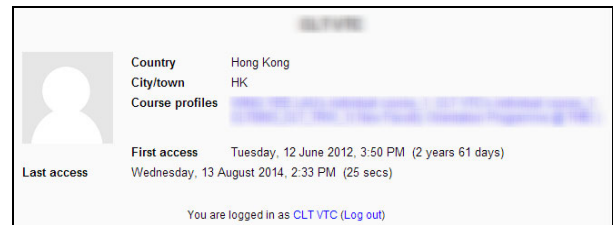
Select a Moodle platform and enter your CNA username and password.

#### **Remarks:**

- You should first activate your Computer and Network Account (CNA) at (<https://cnatools.vtc.edu.hk/>) before you access Moodle platform.

## (2) My Profile

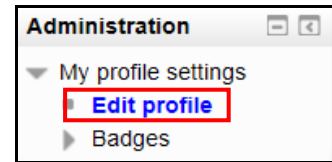
Each user (teacher/student) has a personal profile including information such as name, photo, country, city/town, course profile as well as first and last access. Teachers are allowed to change his/her profile data.



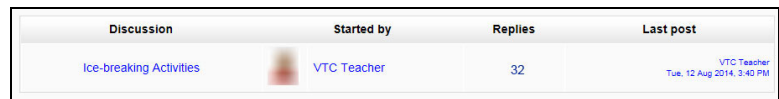
*My Profile Page*

To upload your personal photo to "My Profile", click the "Edit profile" link in the "Administration" block.

The photo should be your real photo and in **JPG** or **PNG** format. It will be automatically cropped to a square and resized to 100x100 pixels.



Students can see your photo in some of the activities such as "Forum".



*Activity: Forum*

## (3) Creating a Moodle Course

**Management Utilities** is an application provided for teachers to create/delete courses. It is located in the "Navigation" block. With this tool, you can create

- **VTC courses** for teaching purpose; and
- **ONE personal course** for non-teaching purposes such as managing extra-curricular activities and preparing your course materials for restore.

**Remarks: Additional course can be applied by sending an email to ITSD Helpdesk.**

To create a VTC course, follow the steps below:

- 1) Click the "Create course" link.
- 2) Select the "VTC course" option and click on the "Next" button.



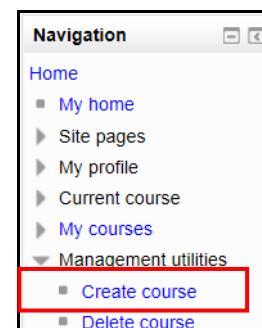
*The Create Course Interface*

- 3) Select your "Discipline", "Programme board" and "Module".
- 4) Click on the "Next" button.

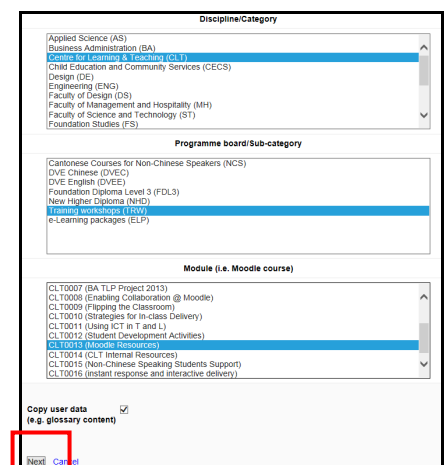
When you create a course, your CNA username is included in the short name of the course. As you are the "course owner", you can delete your course and enroll/un-enroll students at anytime.



*The Course Completion Interface*



*The Management Utilities System*

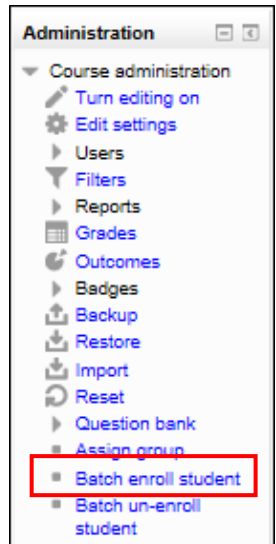


*The Course Selection Interface*

## (4) Batch Enrolling Students

To batch enroll student data, follow the steps below:

- 1) Go into a course. In the **"Administration"** block, click the **"Batch enroll student"** link.
- 2) In the fields such as **"academic year"** and **"semester"**, select correct option.
- 3) Click on the **"Add filter"** button.



The Management Utilities System

You can add more filters (e.g. programme code, stream, class/module study group, room number, activity, etc.) to short-list a group of students to serve your purpose.

The Filter Interface

### Remarks:

- For **non-AY programmes**, please use the **"CSV enroll user"** function in the **"Administration"** block.
- You can enter the **Student ID** in the textbox to add a single student.

- 4) A list of student data is shown. By default, all student records in the course have been selected. Check the total no. of students. If correct, scroll down the page and click on the **"Next"** button.

Check the total no. of students

Student ID	firstname / lastname	module	academic year	semester	weekday	commencement date	start time	activity	campus	room number	lecturer username
10000000000000000000	John Doe	ICT10000	2012	S1	6	07-09-2012	am 11:00:00	Lecture (L)			john.doe
10000000000000000000	Jane Smith	ICT10000	2012	S1	6	07-09-2012	am 11:00:00	Lecture (L)			jane.smith
10000000000000000000	Mike Lee	ICT10000	2012	S1	6	07-09-2012	am 11:00:00	Lecture (L)			mike.lee

- 5) A confirmation page is displayed. Click on the **"Confirm"** button.

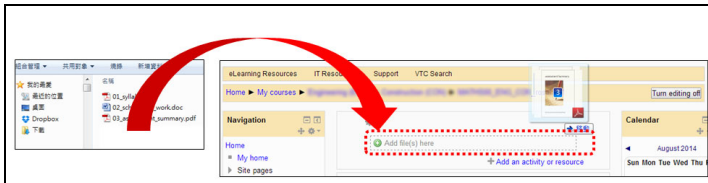
- 6) Batch enrollment process completed. Click on the **"Continue"** button.

- 7) In the **"Navigation"** block, under current course, click the **"Participants"** link. You should be able to see the group of students you have just enrolled.

## (5) Drag and Drop Upload

This is an application which enables teachers to upload files easily using the “drag and drop upload” function.

- 1) At “**Turn editing on**” mode, select the files from your computer and drag them to a section area.
- 2) The files selected are then added and shown in the target area.



*The Upload Result*

*Process of Uploading Files Using “Drag and Drop Upload” function*

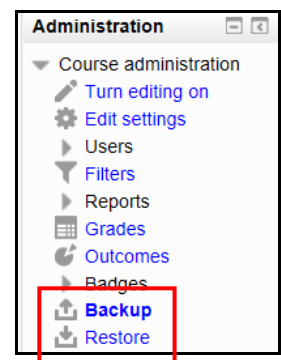
### Remarks:

- Remember to click on the “**Turn editing on**” button at the top right hand corner.
- This application does not support subfolders.

## (6) Backup and Restore

It is always a good practice for teachers to create a course backup regularly for safe keeping and download it immediately. The file is in **\*.mbz** format. The backup file will be automatically removed by the system at the end of each month.

**Full backup**, including course content, activities, course logs, grade history and enrolled user data, can be restored.



To backup/restore a course, click the “**Backup/Restore**” link in the “**Administration**” block and follow the instructions provided during the process.

## (7) Moodle Support

- You can find useful resources at the **Moodle Resources Website** (<http://eLsupport.vtc.edu.hk>).
- For any queries on Moodle, please send an email to the **Help Desk** ([itsd-helpdesk@vtc.edu.hk](mailto:itsd-helpdesk@vtc.edu.hk)).
- You may also contact your Faculty/Departmental/Stream, Discipline as well as Campus e-Learning Coordinator for support.
- Moodle Support from CLT is also available and our contact information is as follows:

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