



## 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 3.8 in August 2020.

### (1) Logging in Moodle Platform

In AY2020/21, 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>)

The screenshot shows a login form with two input fields: 'Username' and 'Password'. Below the fields is an orange 'Log in' button. An orange callout box points to the 'Password' field.

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

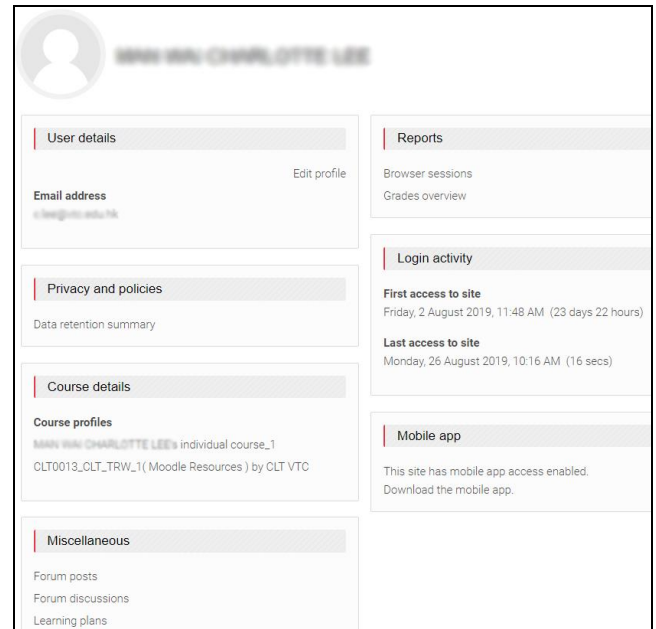
Select a Moodle platform and enter your CNA username and password.

#### **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 Profile, click "**Your name**" at top right corner, click the "**Profile**" link at top left corner, then click the "**Edit profile**" link under User details.

The photo should be your real photo and in **JPG, JPE, JPEG, PNG, GIF, SVG** or **SVGZ** format.

It will be automatically cropped and resized to 100x100 pixels.

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

Discussion	Started by	Replies	Last post
Welcome to Moodle course	 MAN WAI CHARLOTTE LEE	1	MAN WAI CHARLOTTE LEE Mon, 26 Aug 2019, 11:58 AM

Activity: Forum



## (3) Creating a Moodle Course

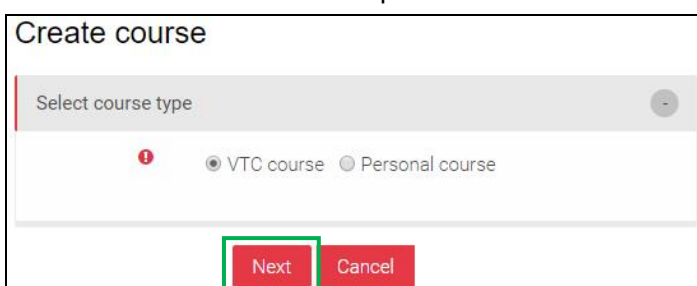
**Management Utilities** is an application provided for teachers to create/delete courses. It is located in the "**Navigation**" block. With this tool, you can create

- **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.

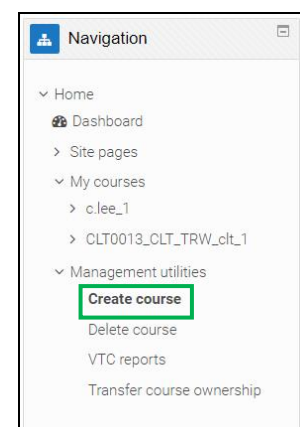
**Remarks: Additional course can be applied by [sending an email](#) to ITSD Helpdesk.**

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



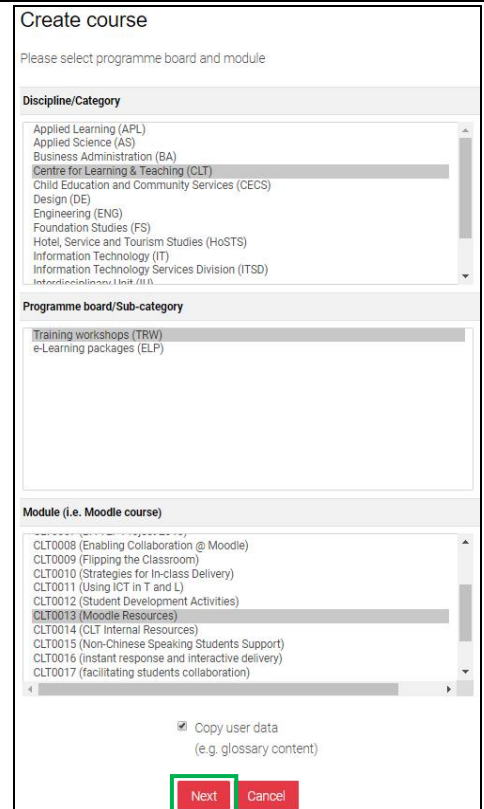
The Management Utilities System

- 3) Select your **"Discipline"**, **"Programme board"** and **"Module"**.
- 4) Click on the **"Next"** button.
- 5) The course information is shown. Click on the **"Confirm"** button.

As you are the **"course owner"**, you can delete your course and enroll/un-enroll students at anytime.



*The Course Completion Interface*

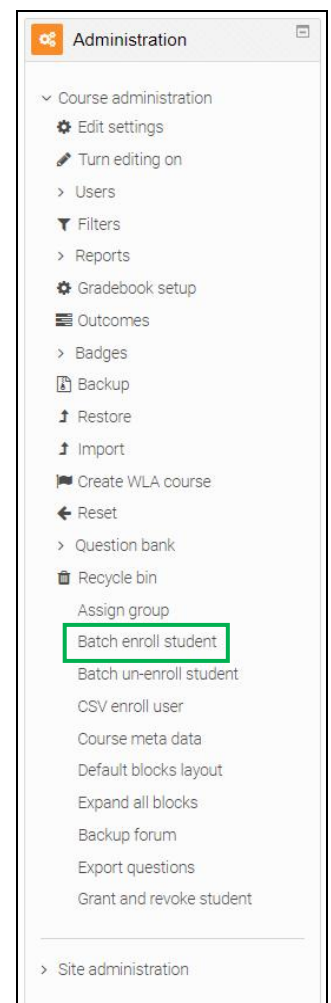


*The Course Selection Interface*

## (4) Batch Enrolling Students

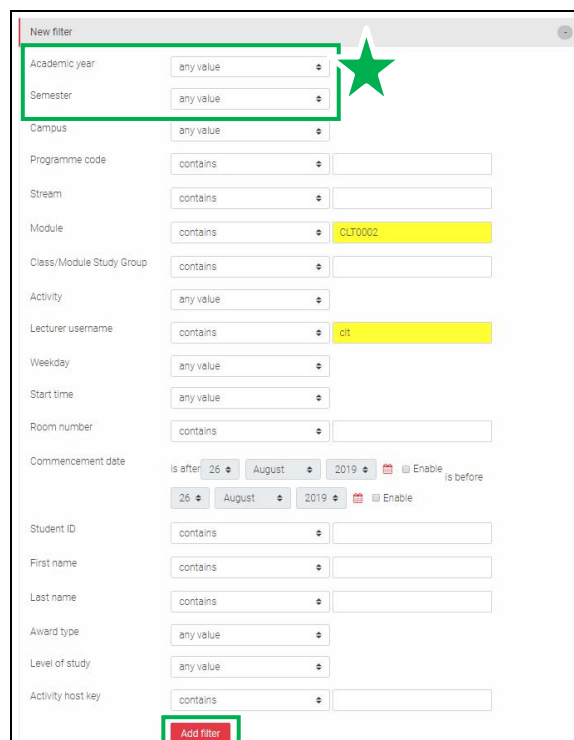
To batch enroll student data, follow the steps below:

- 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*

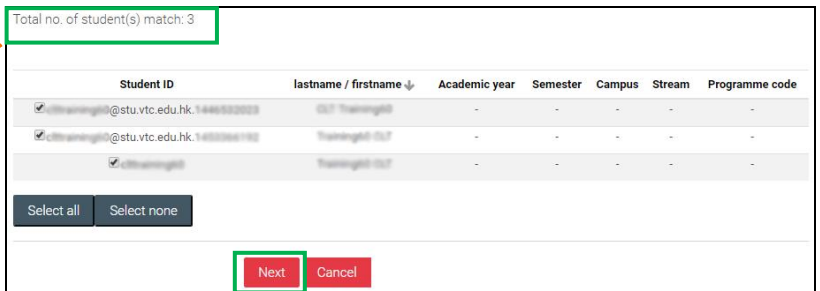
**Remarks:**

- 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.

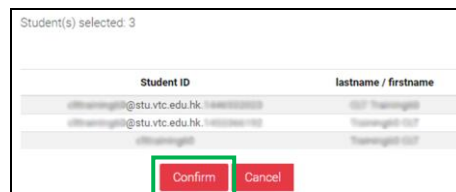


4) A list of student data is shown. By default, all student records in the course have been selected. Check the total no. of students. If correct, scroll down the page and click on the **"Next"** button.

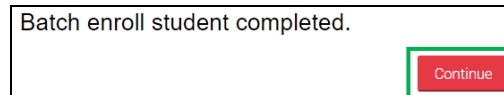
Check the total no. of students



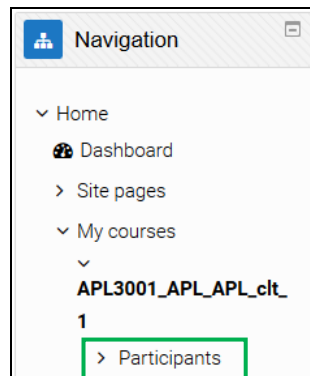
5) A confirmation page is displayed. Click on the **"Confirm"** button.



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



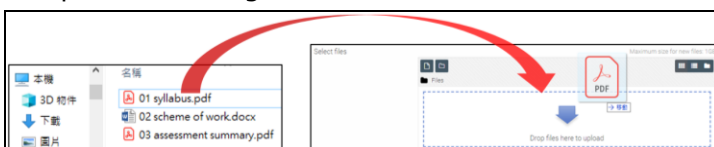
7) In the **"Navigation"** block, under current course, click the **"Participants"** link. You should be able to see the group of students you have just enrolled.



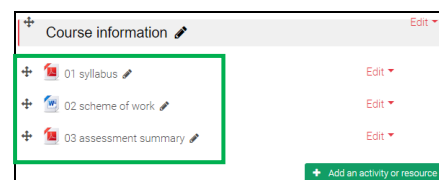
## (5) Drag and Drop Upload

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.



Process of Uploading Files Using "Drag and Drop Upload" function



The Upload Result

### Remarks:

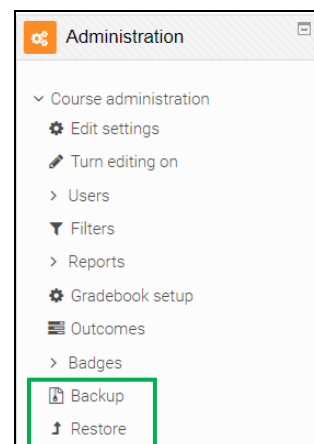
- Remember to click on the **"Turn editing on"** button at the top right corner.
- This application does not support subfolders.

## (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 ([http://elsupport.vtc.edu.hk/download/ec\\_list.pdf](http://elsupport.vtc.edu.hk/download/ec_list.pdf)).
- Moodle Support from CLT is also available and our contact information is as follows:

Name	Tel	E-mail
Miss Charlotte Lee	2836 1952	<a href="mailto:c.lee@vtc.edu.hk">c.lee@vtc.edu.hk</a>