

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 the H5P activities for creating interactive content, 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 4.1 in August 2023.

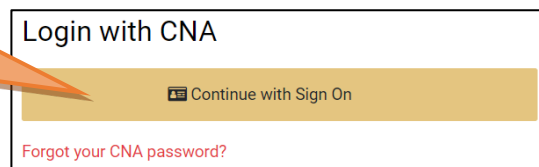
(1) Logging in Moodle Platform

In AY2023/24, 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-nay.vtc.edu.hk>)



Click “Continue with Sign On”



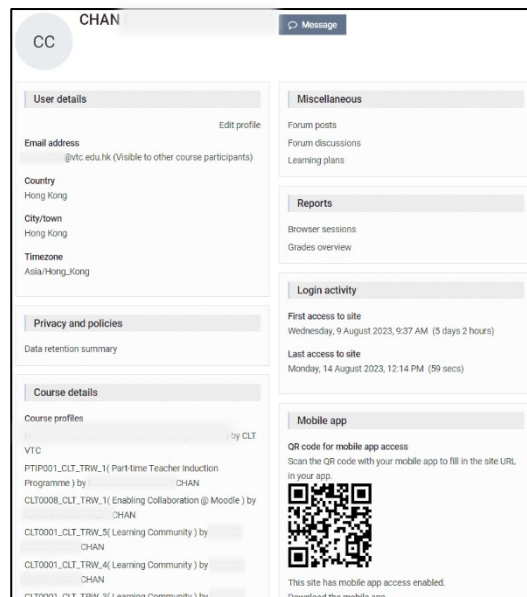
Username: Your CNA username
Password: Your CNA password

To log in to both Moodle platforms, click “**Continue with Sign On**”, then 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 the Moodle platform.

(2) My Profile

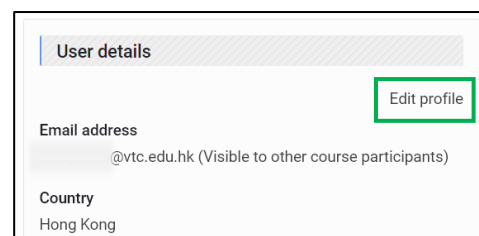
Each user (teacher/student) has a personal profile including information such as name, photo, country, city/town, course profile as well as first and last access. Teachers are allowed to change their profile data.



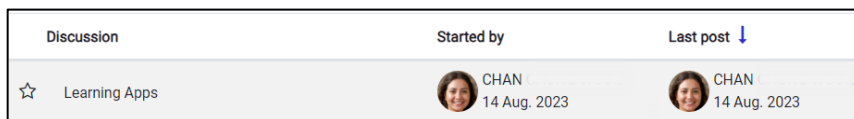
My Profile Page

To upload your personal photo to Profile, click the **"Your name"** link at the top right corner, click **"Profile"**, then click the **"Edit profile"** link under **"User details"**.

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



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



Activity: Forum

(3) Creating a Moodle Course

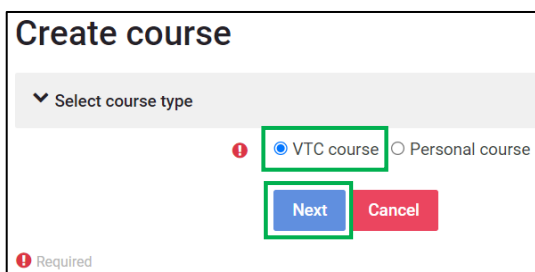
Management Utilities is an application provided for teachers to create/delete courses. It is located in the **"Navigation"** block. With this tool, you can create

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

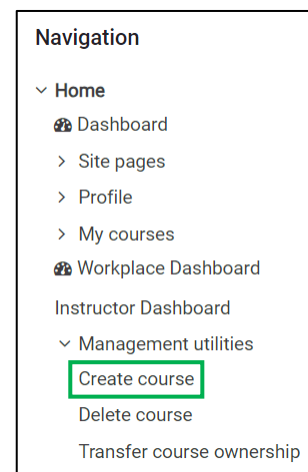
Remarks: Additional courses can be applied by [sending an email](#) to ITSD Helpdesk.

To create a VTC course, follow the steps below:

- 1) Click the **"Create course"** link.
- 2) Select the **"VTC course"** option and click 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 enroll/un-enroll students at any time.

Create course

Creating course...

Course CLT0013_CLT_TRW_1(Moodle Resources) by CHAN has been created successfully.

The Course Completion Interface

Create course

Please select programme board and module

Discipline/Category

- Applied Learning (APL)
- Business Administration (BA)
- Centre for Learning & Teaching (CLT)**
- Child Education and Community Services (CECS)
- Design (DE)
- Engineering (ENG)
- Foundation Studies (FS)
- Health and Life Sciences (HLS)
- Hospitality (HT)
- Information Technology (IT)
- Information Technology (IT)

Programme board/Sub-category

- Training workshops (TRW)**
- e-Learning packages (ELP)

Module (i.e. Moodle course)

- CLT0011 (Using ICT in T and L)
- CLT0012 (Student Development Activities)
- CLT0013 (Moodle Resources)**
- CLT0014 (CLT Internal Resources)
- CLT0015 (Non-Chinese Speaking Students Support)
- CLT0016 (instant response and interactive delivery)
- CLT0017 (facilitating students collaboration)
- CLT0018 (writing at work)
- CLT0019 (Using English in Teaching)
- CLT0020 (Advanced Teaching Programme in Vocational and Professional Education and Training)

☒ Copy Glossary content, forum posts (The course creation would slow down or even fail when the template course size is too large)

Next **Cancel**

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 the correct option.
- 3) Click the **"Add filter"** button.

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.

Administration

- Course administration
 - Settings
 - Course completion
 - Users
 - Filters
 - Reports
- Gradebook setup
- Outcomes
- Badges
- Import
- Backup
- Restore
- Reset
- Question bank
- Assign group
- Batch enroll student**
- Batch un-enroll student
- CSV enroll user

New filter

Academic year any value

Semester any value

Campus any value

Programme code contains

Stream contains

Module contains

Class/Module Study Group contains

Activity any value

Lecturer username contains

Weekday any value

Start time any value

Room number contains

Commencement date is after 14 August 2023 ☐ Enable

is before 14 August 2023 ☐ Enable

Student ID contains

First name contains

Last name contains

Award type any value

Level of study any value

Activity host key contains

Add filter

The Filter Interface

The Management Utilities System

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.

Student ID	contains	<input type="text"/>
First name	contains	<input type="text"/>
Last name	contains	<input type="text"/>
Award type	any value	<input type="text"/>
Level of study	any value	<input type="text"/>
Activity host key	contains	<input type="text"/>
<input type="button" value="Add filter"/>		

- 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 the "**Next**" button.

Check the total no.
of students

Total no. of student(s) match: 6

Student ID	lastname / firstname	Academic year	Semester	Campus	Stream	Programme code
<input checked="" type="checkbox"/> dummyac-stu01	dummy stu01	-	-	-	-	-
<input checked="" type="checkbox"/> dummyac-stu02	dummy stu02	-	-	-	-	-
<input checked="" type="checkbox"/> dummyac-stu03	dummy stu03	-	-	-	-	-
<input checked="" type="checkbox"/> dummyac-stu04	dummy stu04	-	-	-	-	-
<input checked="" type="checkbox"/> dummyac-stu05	dummy stu05	-	-	-	-	-
<input checked="" type="checkbox"/> dummyac-stu06	dummy stu06	-	-	-	-	-

Select all Select none

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

Student(s) selected: 6

Student ID	lastname / firstname
dummyac-stu01	dummy stu01
dummyac-stu02	dummy stu02
dummyac-stu03	dummy stu03
dummyac-stu04	dummy stu04
dummyac-stu05	dummy stu05
dummyac-stu06	dummy stu06

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

Batch enroll student completed.

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

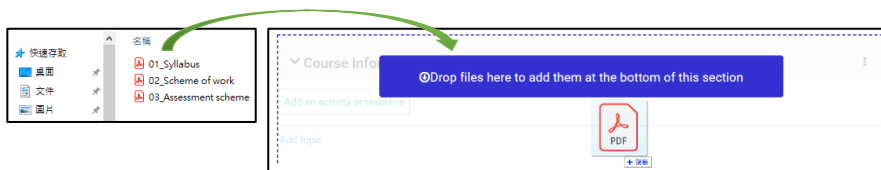
Navigation

- Home
- Dashboard
- Site pages
- Profile
- My courses
 - clt_1
 - CLT0013_CLT_TRW_1
 - Participants**
- Badges

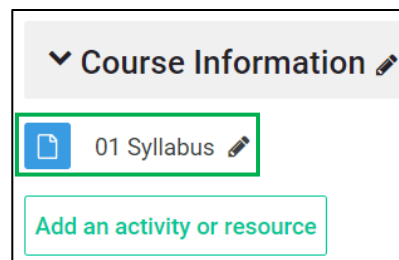
(5) Drag and Drop Upload

This application 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 Uploaded Result

Remarks:

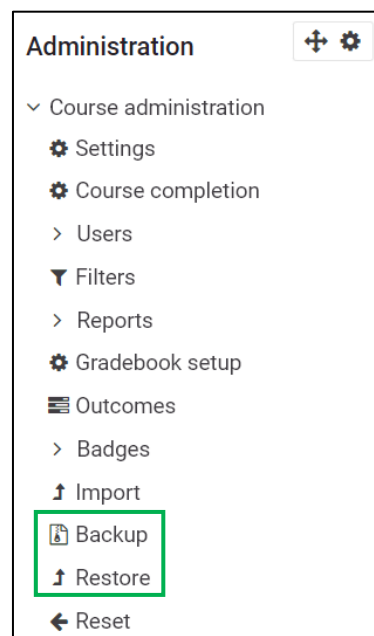
- Remember to click the “**Turn editing on**” button near the top middle.
- This application does not support subfolders.

(6) Backup and Restore

It is always a good practice for teachers to create a course backup regularly for safekeeping 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).
- You may also contact your **Faculty/Departmental/Stream, Discipline as well as Campus e-Learning Coordinator** for support (https://intra.vtc.edu.hk/division/clt/download/ec_list.pdf).
- Moodle Support from CLT is also available, and our contact information is as follows:

Name	Tel	E-mail
Mr Jacky So	2836 1342	sopunkit@vtc.edu.hk
Miss Tiffany Lai	2919 1559	tiffanylai@vtc.edu.hk