

# moodle 3.11.6



## 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 3.11.6 in August 2022.

### (1) Logging in Moodle Platform

In AY2022/23, 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 “Sign On”

Username: Your CNA username  
Password: Your CNA password

Click “Sign On”

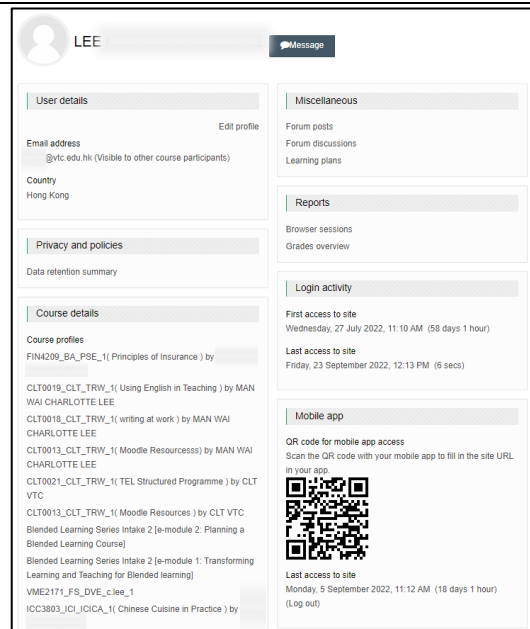
Username: Your CNA username  
Password: Your CNA password

To login Moodle platform for all AY Programmes, click “Sign On”, then enter your CNA username and password. To login Moodle platform for Non-AY Programmes, 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.

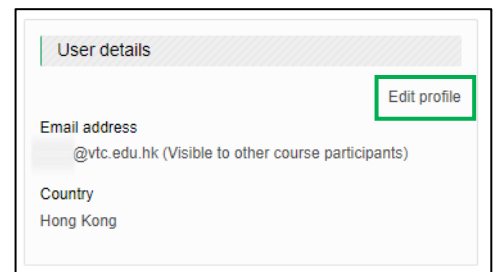


My Profile Page

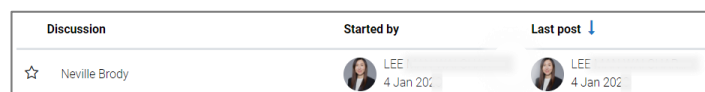
To upload your personal photo to Profile, click "**Your name**" link at top right corner, click "**Profile**", then click the "**Edit profile**" link under User details.

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 of the activities such as "**Forum**".



Activity: Forum

## (3) Creating a Moodle Course

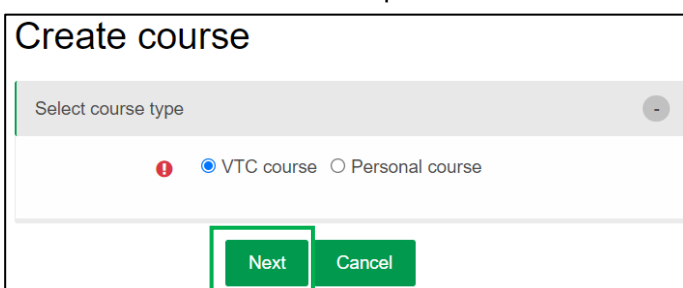
**Management Utilities** is an application provided for teachers to create/delete courses. It is located in the "**Navigation**" block. With this tool, you can create

- **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.

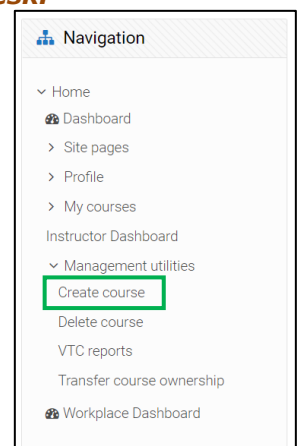
**Remarks: Additional course can be applied by [sending an email](#) to ITSD Helpdesk.**

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



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 anytime.

### 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 Services Division (ITSD)

**Programme board/Sub-category**

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

**Module (i.e. Moodle course)**

- CLT0007 (BA TLP Project 2013)
- CLT0008 (Enabling Collaboration @ Moodle)
- CLT0009 (Flipping the Classroom)
- CLT0010 (Strategies for In-class Delivery)
- 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)

Copy Glossary content, forum posts (if any)

**Next** **Cancel**

*The Course Selection Interface*

## Create course

Creating course....

Course CLT0013\_CLT\_TRW\_1 (Moodle Resources ) by [redacted] has been created successfully.

*The Course Completion 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.

*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*

**New filter**

Academic year any value ▾

Semester any value ▾

Campus any value ▾

Programme code contains ▾ [ ]

Stream contains ▾ [ ]

Module contains ▾ CLT0019

Class/Module Study Group contains ▾ [ ]

Activity any value ▾

Lecturer username contains ▾ ic.lee

Weekday any value ▾

Start time any value ▾

Room number contains ▾ [ ]

Commencement date is after 16 ▾ September ▾ 2022 ▾  Enable

is before 16 ▾ September ▾ 2022 ▾  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*

**Administration**

- Course administration
  - Edit settings
  - Users
  - Filters
  - Reports
  - Gradebook setup
  - Outcomes
  - Badges
  - Backup
  - Restore
  - Import
  - Create WLA course
  - Enrol WLA students
  - Reset
  - Question bank
  - Assign group
  - Batch enroll student**
  - Batch un-enroll student
  - CSV enroll user

*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 [ ]  
First name contains [ ]  
Last name contains [ ]  
Award type any value [ ]  
Level of study any value [ ]  
Activity host key contains [ ]  
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 on the **"Next"** button.

Check the total no. of students

Total no. of student(s) match: 3

Student ID	lastname / firstname	Academic year	Semester	Campus	Stream	Programme code
<input checked="" type="checkbox"/> clt@stu.vtc.edu.hk.14402023	CLT Training	-	-	-	-	-
<input checked="" type="checkbox"/> clt@stu.vtc.edu.hk.14402023	Training CLT	-	-	-	-	-
<input checked="" type="checkbox"/> clt@stu.vtc.edu.hk.14402023	Training CLT	-	-	-	-	-

Select all Select none

Next Cancel

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

Student(s) selected: 3

Student ID	lastname / firstname
clt@stu.vtc.edu.hk.14402023	CLT Training
clt@stu.vtc.edu.hk.14402023	Training CLT
clt@stu.vtc.edu.hk.14402023	Training CLT

Confirm Cancel

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

Batch enroll student completed.

Continue

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.

Navigation

- Home
- Dashboard
- Site pages
- Profile
- My courses
  - FIN4209\_BA\_PSE
  - CLT0019\_CLT\_TRW\_c.lee\_1
  - CLT0018\_CLT\_TRW\_c.lee\_1
    - Participants
- Badges

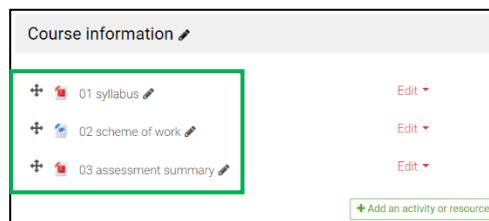
## (5) Drag and Drop Upload

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:

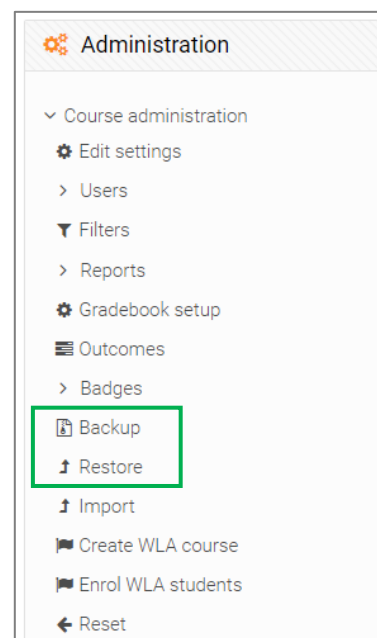
- Remember to click on the “**Turn editing on**” button near the top middle.
- This application does not support subfolders.

## (6) Backup and Restore

It is always a good practice for teachers to create a course backup regularly for 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>