Quick Guide for Teachers

Table of Contents

1. What is Moodle

Modular **O**bject-**O**riented **D**ynamic **L**earning **E**nvironment

It is an Open Source Course Management System for education providers to support teaching and learning online, customise or further develop it for usage.

Official Website: https://moodle.org

2. Software Requirement

- Recommended browsers
  - **Google Chrome**
  - **Firefox**
  - **Edge**
  - **Safari (ver. 8 or above)**

- Pop-up blockers to be disabled

- Acrobat Reader

3. Logging in VTC Moodle Platform

URL: https://moodle.vtc.edu.hk

1 Click **"Continue with Sign On"**

2

Log in

- Username = Your CNA username (without *@vtc.edu.hk*)
- Password = Your CNA password

5

4. Your Moodle Homepage

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

Click the ">" icon to collapse/expand items
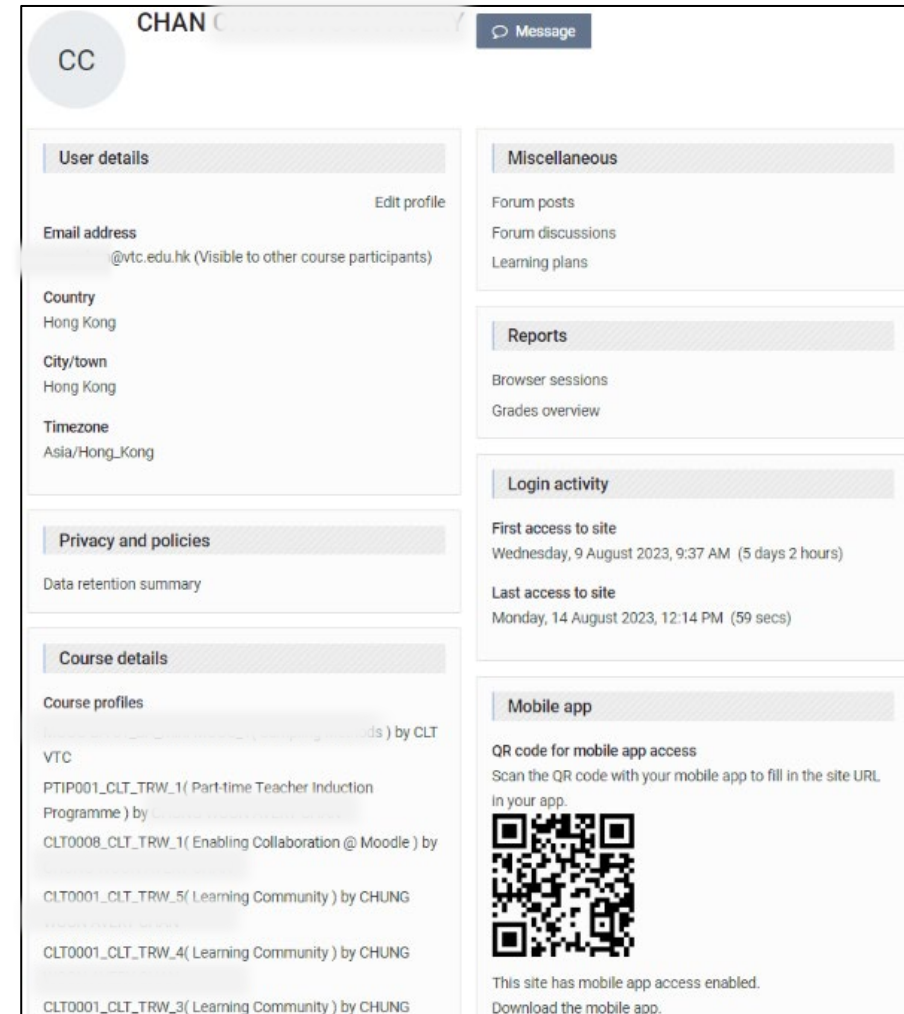
Course List
- links to all the Moodle courses you are enrolled in
- click a title to access the course content

5. Changing My Profile Settings (photo)

- Each user has a personal profile.
- Only staff can edit the profile settings.
- Please use your **real** photo (in JPG, PNG or GIF format).
- Students can't edit their profile settings. The student photo is obtained from the SRS.

5. Changing My Profile Settings (photo)

- At the top right corner

1 Click the 👤 icon

2 Click **"Profile"**

3 Click **"Edit profile"**

4 Scroll down to **"User picture"** and drag your **real** photo to the dotted area

5 Click **"Update profile"**
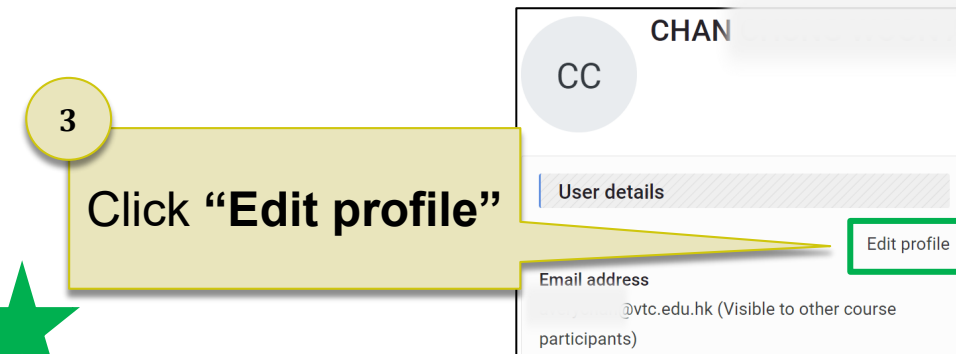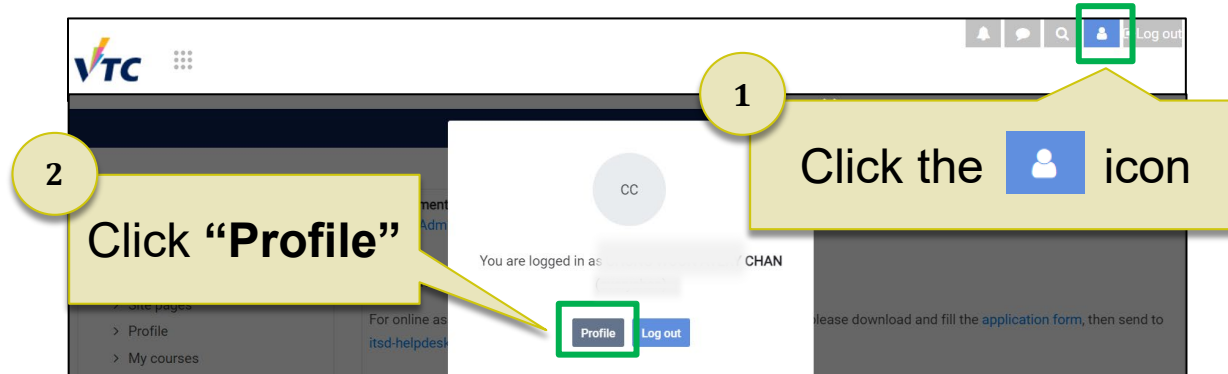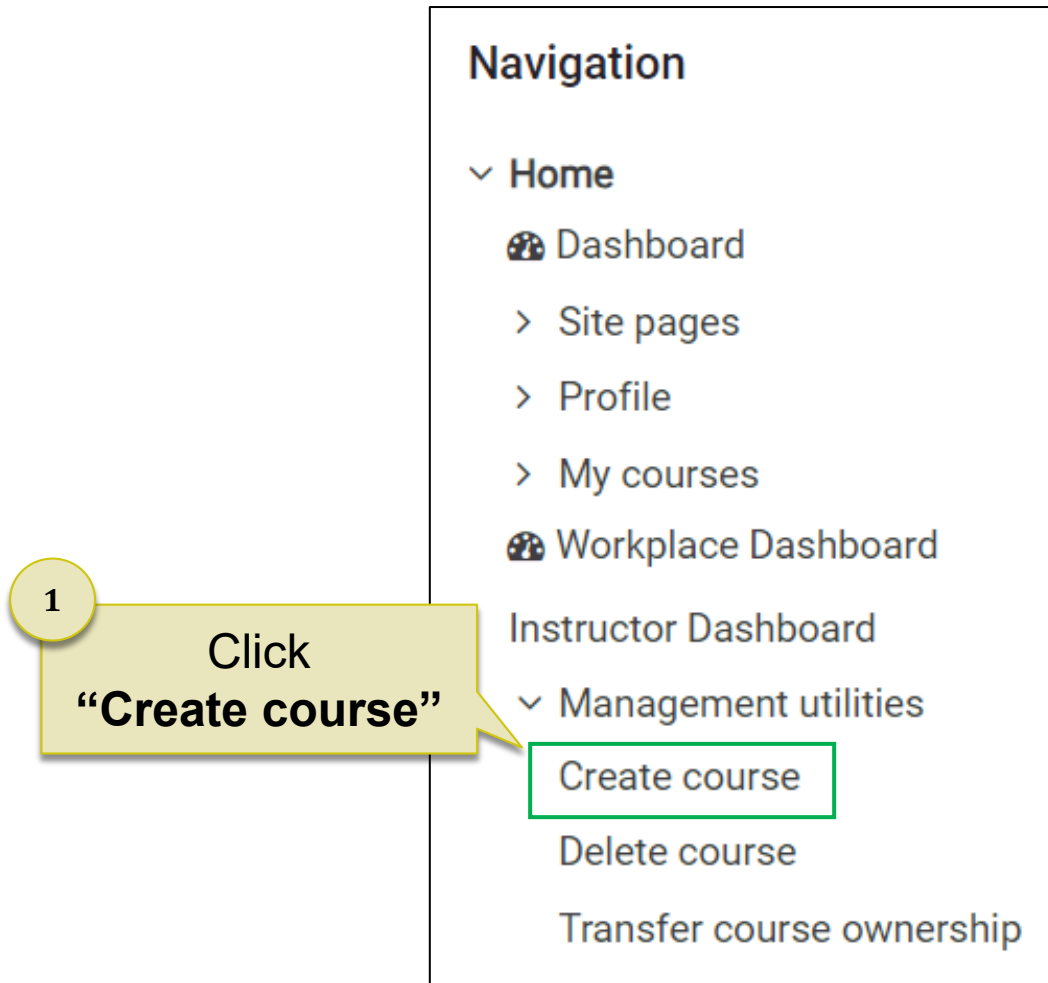
Photo should be in **JPG**, **PNG** or **GIF** format
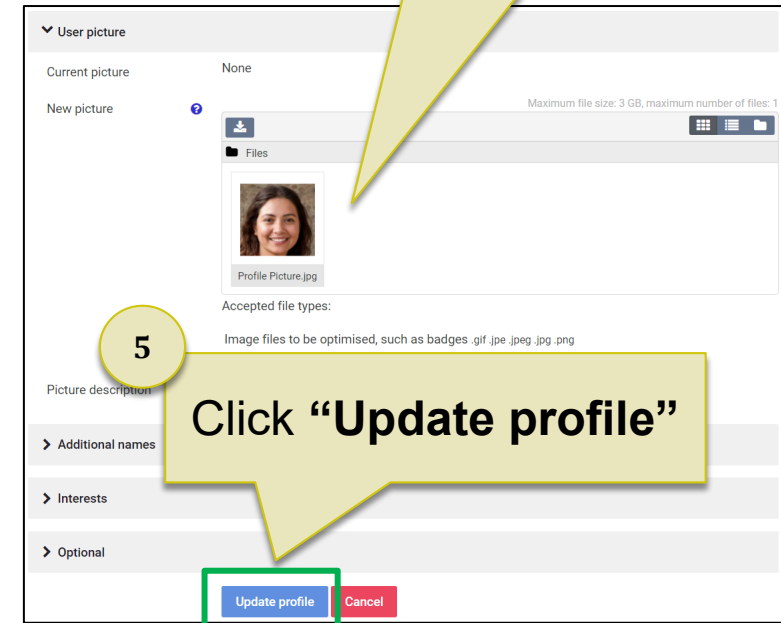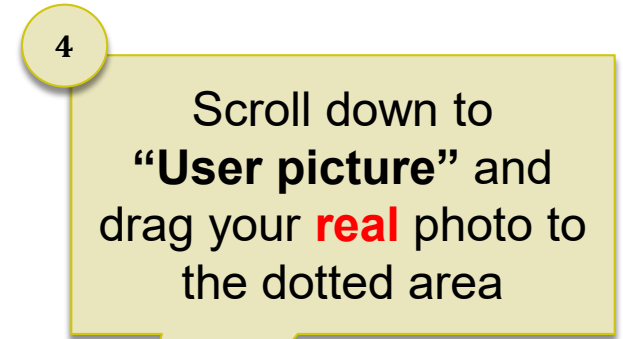
6. Creating a VTC Course
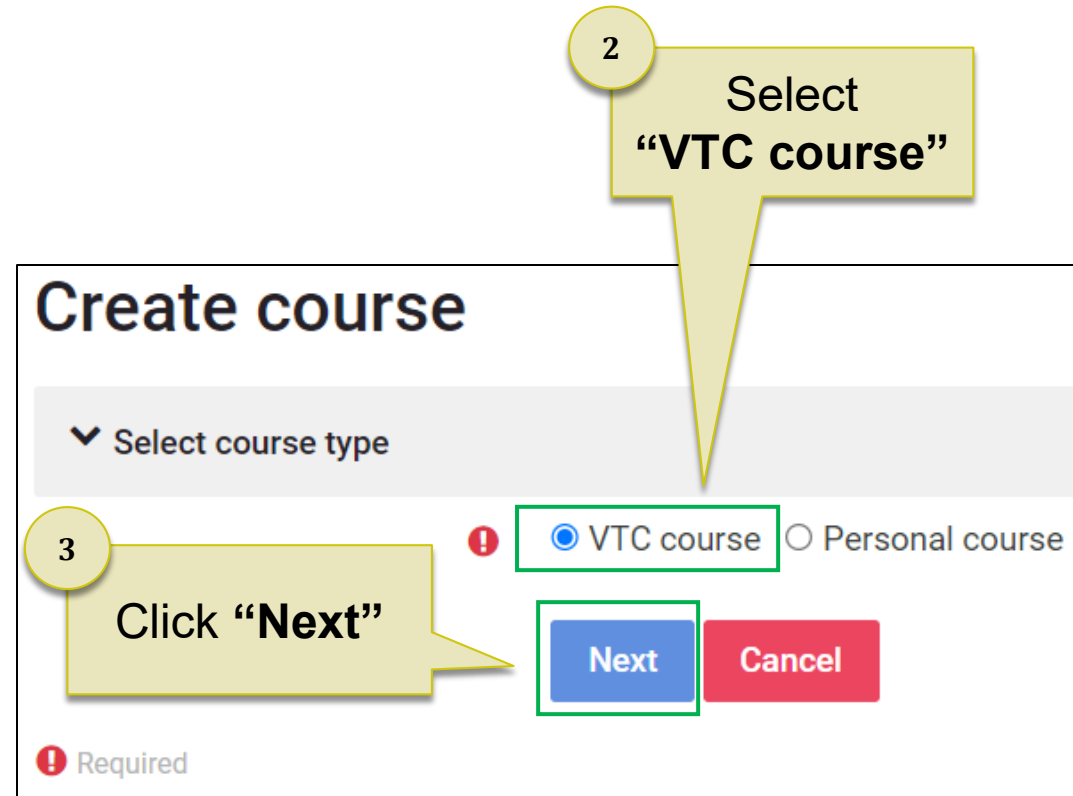
- In the "**Navigation**" block

6. Creating a VTC Course

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)

4a Select Discipline

Programme board/Sub-category

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

4b Select Programme board

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)

4c Select Module

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

5 Click **"Next"**

[Next] [Cancel]

Create course

⌄ Create VTC course confirmation

Below course will be created

Discipline/Category : Centre for Learning & Teaching (CLT)

Programme board/Sub-category : Training workshops (TRW)

Module (i.e. Moodle course) : CLT0013 (Moodle Resources)

No supervisor will be enrolled to the course

Have question with the supervisor(s)? Contact Admin User

Copy Glossary co...
forum posts (The...
creation would slow...
even fail when the te...
course size is too large): Yes

6 Click **"Confirm"**

[Confirm] [Cancel]
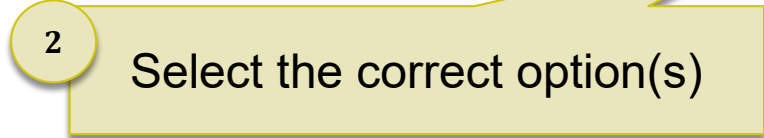
10

7. Batch Enrolling Students

- In the "**Administration**" block
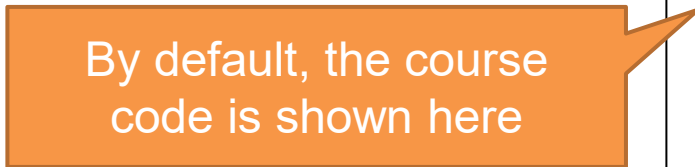
Administration

- Course administration
  - Settings
  - Course completion
  - Users
  - Filters
  - Reports
  - Gradebook setup
  - Outcomes
  - Badges
  - Import
  - Backup

1 Click **"Batch enroll student"**

Assign gr...

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 — Course Code
Class/Module Study Group	contains
Activity	any value
Lecturer username	contains — Your CNA
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
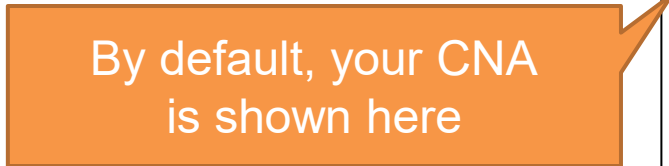
Add filter

2 Select the correct option(s)
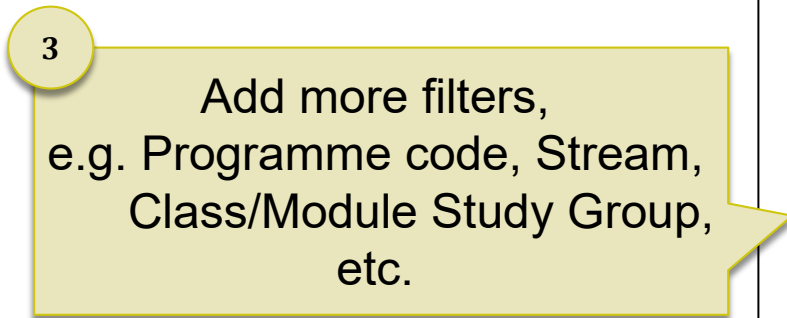
By default, the course code is shown here
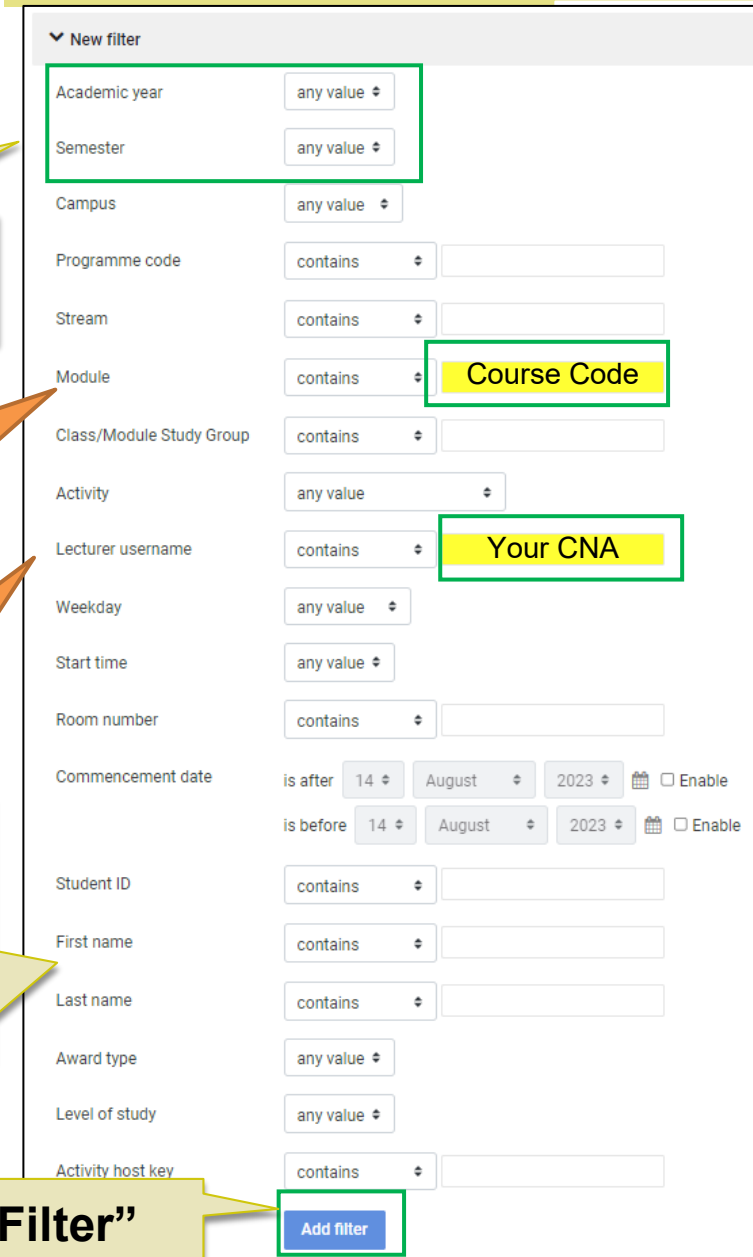
By default, your CNA is shown here

3 Add more filters, e.g. Programme code, Stream, Class/Module Study Group, etc.

4 Click **"Add Filter"**

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7. Batch Enrolling Students

5 Check the total no. of students

6 Click **"Next"**

Total no. of student(s) match: 6

Student ID	lastname / firstname ↓	Academic year	Semester	Campus	Stream	Programme code
☑ dummyac-stu01	dummy stu01	-	-	-	-	-
☑ dummyac-stu02	dummy stu02	-	-	-	-	-
☑ dummyac-stu03	dummy stu03	-	-	-	-	-
☑ dummyac-stu04	dummy stu04	-	-	-	-	-
☑ dummyac-stu05	dummy stu05	-	-	-	-	-
☑ dummyac-stu06	dummy stu06	-	-	-	-	-

Select all   Select none

Next   Cancel

7 Click **"Confirm"**

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

Confirm   Cancel

8 Click **"Continue"**

Batch enroll student completed.

Continue

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8. Batch Enrolling Students via Excel

- In the "**Administration**" block

Administration

∨ Course administration
- ⚙ Settings
- ⚙ Course completion
- › Users
- ▼ Filters
- › Reports
- ⚙ Gradebook setup
- ☰ Outcomes
- › Badges
- ⬆ Import
- 🖹 Backup
- ⬆ Restore
- ← Reset
- ...estion bank
- ...group
- ...enroll student
- ...atch un-enroll student
- CSV enroll user
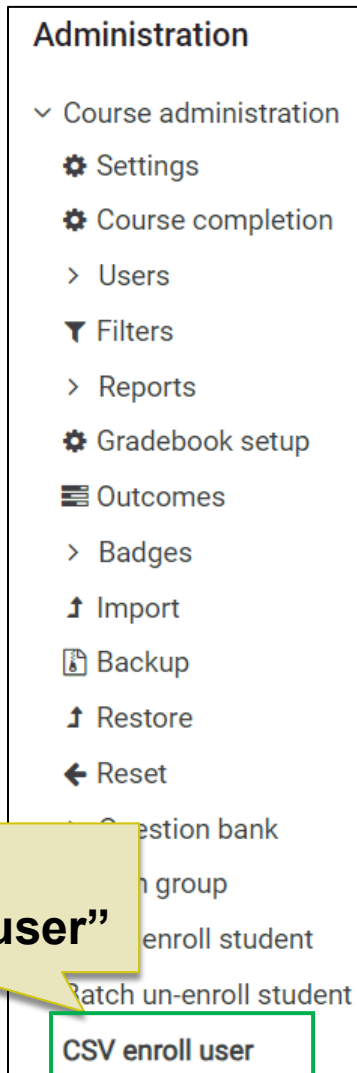
1 Click **"CSV enroll user"**

2 Click **"Download CSV template for student enrollment"**

∨ Upload

Download CSV template for staff enrollment

Download CSV template for student enrollment

	A	B
1	username	groupname
2	2312345678	group_A
3	2387654321	group_B
4		
5		
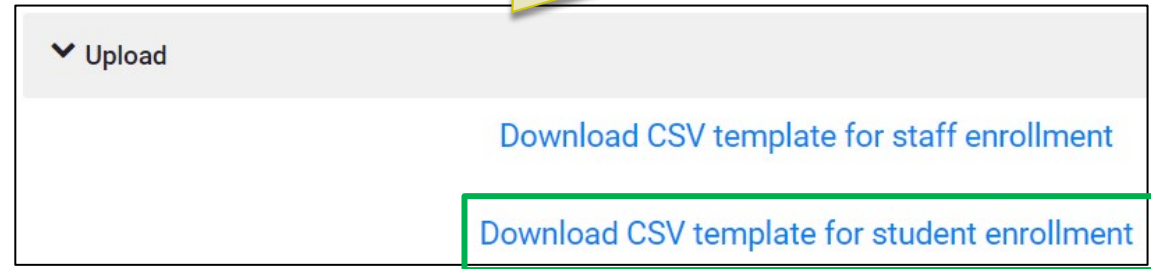
3
a) Open the csv file.
b) Under the username, enter the lists of students' CNA which is the 9-digital student number.
c) Enter the group name if necessary.
d) Save the file in "**csv**" format.
Only users with valid CNA will be enrolled.

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8. Batch Enrolling Students via Excel

4 Drag the csv file to the dotted area

5 Click **"Next"**

6 You can see the student list

7 Select **"Student"**

8 Click **"Enroll user"**

9 Click **"Continue"**

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9. Adding a Single Student

- In the "**Administration**" block

Administration

- ✓ Course administration
  - ⚙ Settings
  - ⚙ Course completion
  - › Users
  - ▼ Filters
  - › Reports
  - ⚙ Gradebook setup
  - ▤ Outcomes
  - › Badges
  - ↥ Import
  - ⓘ Backup

Assign gro...

Batch enroll student

Batch un-enroll student

CSV enroll user

1

Click
"Batch enroll student"

▼ 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 ⬍	23XXXXXXX
First name	contains ⬍	
Last name	contains ⬍	
Award type	any value ⬍	
Level of study	any value ⬍	
	contains ⬍	

Add filter

2

Enter Student ID
(9-digit number)

3

Click **"Add filter"**

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10. Enrolling a Co-teacher

- In the "**Administration**" block

Administration

∨ Course administration
- ⚙ Settings
- ⚙ Course completion
- > Users
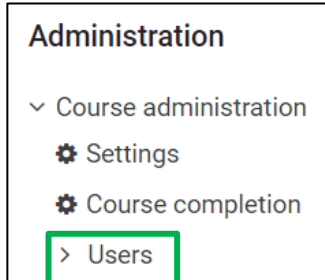
1 Click **"Users"** to expand the pull-down menu

Administration

∨ Course administration
- ⚙ Settings
- ⚙ Course completion
- ∨ Users
  - 👤+ Enrolled users
  - Enrolment methods
  - 👤+ Other users
- ▼ Filters
- > Reports
- ⚙ Gradebook setup
- ☰ Outcomes
- > Badges
- ↥ Import
- 🔖 Backup
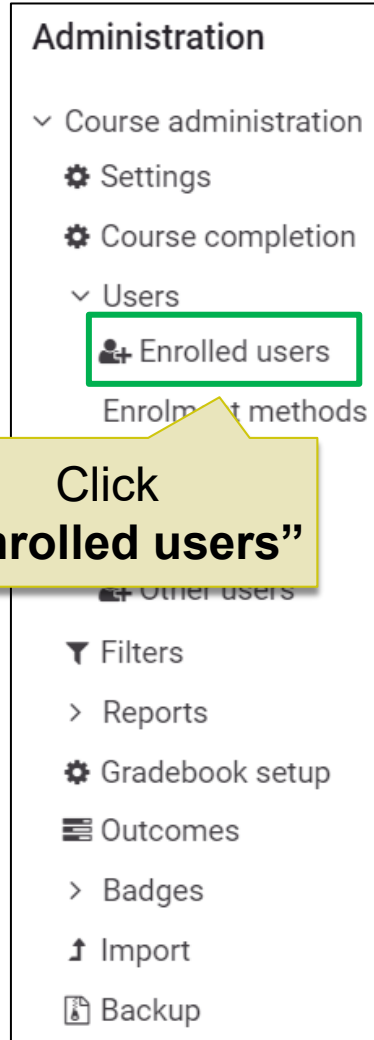
2 Click **"Enrolled users"**

3 Click **"Enrol users"**

Enrolled users ⬍   Enrol users

Enrolled users

Match Any ⬍   Select ⬍   ⊗

➕ Add condition   Clear filters   Apply filters

1 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name ▲ / First name	ID number	Email address	Roles	Groups	Last access to course	Status
☐	—	—	—	—	—	—
☐ CHAN		@vtc.edu.hk	Teacher, Course creator ✏	No groups	14 secs	Active ⓘ ⚙ 🗑

With selected users...   Choose... ⬍

Enrol users

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10. Enrolling a Co-teacher

4 In the search box, enter the **CNA** of Co-teacher (email without *@vtc.edu.hk*). Select the teacher.

Enrol users

Enrolment options

Select users	No selection
	Search ▼
Assign role	Teacher ⇕

Show more...

5 Select the user role
- Teacher
- Non-editing teacher

Cancel   **Enrol users**

Repeat Step 4 & 5 to enroll another Co-teacher

6 Click **"Enrol users"**

17

10. Enrolling a Co-teacher

You can click "✎" to assign other role(s)

11. Changing Course Settings

- In the "**Administration**" block

Administration

- ⌄ Course administration
  - ⚙ Settings
  - ⟩ sers

1 Click **"Settings"**

- ⚙ Gradebook setup
- ▤ Outcomes
- ⟩ Badges
- ⬆ Import
- ▤ Backup
- ⬆ Restore
- ← Reset

2 Change the settings
E.g. Edit the "Course start date", add "Course summary", change the format to "Topics/ Weekly/Social Format" and the completion tracking

- Completion tracking is enabled by default for IntelliBoard

3 Click **"Save and display"**

General

Course full name	❗❓	Blended Learning Series Intake 2 [e-module 2: Planning a Blende
Course short name	❓	CLT0023_CLT_TRW_clt_6
Course visibility	❓	Show ⇕
Course start date	❓	1 ⇕ September ⇕ 2023 ⇕ 17 ⇕ 10 ⇕ 📅
Course end date	❓	31 ⇕ July ⇕ 2023 ⇕ 23 ⇕ 59 ⇕ 📅 ☑ Enable
Course ID number	❓	

Description

| Course summary | ❓ | This course aims to..... |

Course format

Format	❓	Topics format ⇕
Hidden sections	❓	Hidden sections are shown as not available ⇕
Course layout	❓	Show all sections on one page ⇕

Completion tracking

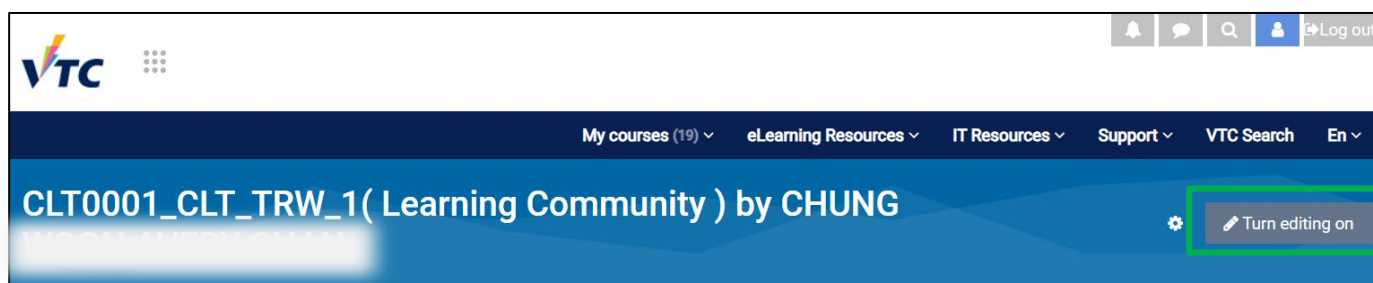| Enable completion tracking | ❓ | Yes ⇕ |
| Show activity completion conditions | ❓ | Yes ⇕ |

Save and display   Cancel
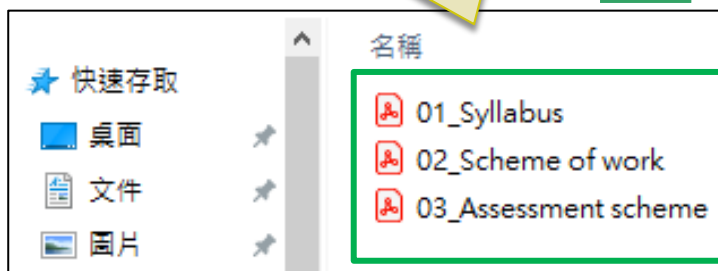
19

12. Uploading a Batch of Files

- Using "**Drag and drop upload**"

Use Google Chrome, Firefox, Microsoft Edge or Safari

1 Click **"Turn editing on"**

2 Select the files. You can select more than one files

3 Drag the files to the dotted target area

Notes
- This drag and drop function does not support the hierarchy structure of files.
- If the files are no longer required, you have to delete them one by one.

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13. Adding a Resource – Single File

Lesson 3 ✏

Add an activity or resource

1 Click **"Add an activity or resource"**

Add an activity or resource ✕

Search

Starred **All** Activities ~~sources~~ Recommended

2 Select **"File"**

Assignment	~~hat~~	Choice	Database	External tool
Feedback	**File**	Folder	Forum	Glossary	HotPot
Interactive Content	Lesson	Page	Qui~~z~~
Teams meetings	Text and media area	URL	Video Ass~~i~~

3 Enter a **"Name"** and **"Description"**
(must fill in the "Name")

∨ General

Name ❗ Lecture notes 03

Description

Lecture notes for Lesson 03

☐ Display description on course page ❓

13. Adding a Resource – Single File

4 Drag your file to the dotted target area

Select files | aximum size for new files: 3 GB

Files

⬇

You can drag and drop files here to add them.

5 In the "Display" option, select **"In pop-up"** or **"Force download"**

Appearance

Display | Force download ⬍
Automatic
Embed
New window
Force download
Open
In pop-up
☐ Show upload/modified date

Show more...

6 Click **"Add restriction…"** to specify restrict access settings (Optional)

Restrict access

Access restrictions | None
Add restriction...

> Activity completion

> Tags

> Competencies

☐ Send content change notification ❓

Save and return to course | Save and display | Cancel

7 Click **"Save and return to course"**

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14. Adding a Resource - URL

Lesson 3 ✏️

Add an activity or resource

1 Click **"Add an activity or resource"**

Add an activity or resource

Search

Starred **All** Activities Resources Recommended

📷 Assignment ☆ ⓘ	📘 Book ☆ ⓘ	💬 Chat ☆ ⓘ	🌱 Choice ☆ ⓘ	🗄 Database ☆ ⓘ
📢 Feedback ☆ ⓘ	📄 File ☆ ⓘ	📁 Folder ☆ ⓘ	💬 Forum ☆ ⓘ	📙 Glossary ☆ ⓘ
H·P Interactive Content ☆ ⓘ	⧗ Lesson ☆ ⓘ	📄 Page ☆ ⓘ	✅ Quiz ☆ ⓘ	🔒 SCORM package ☆ ⓘ
📹 Teams meetings ☆ ⓘ	🔲 Text and media area ☆ ⓘ	🌐 URL ☆ ⓘ	📄 Video Assignment ☆ ⓘ	✳️ Wiki ☆ ⓘ

2 Select **"URL"**

∨ General

Name	❗	Google search
External URL	❗	https://www.google.com/
Description		

3 Enter a **"Name"**, **"External URL"** and **"Description"** (must fill in the "Name" and "External URL")

↲ A▾ B I ♻▾

😊 🖼 🎬 🎤 🎥 📋 H-P ⓘ ⠿

You could search the web pages, images, videos from Google.

ⓘ Draft saved.

☐ Display description on course page ❓

> Appearance

> URL variables

> Common module settings

> Restrict access

> Activity completion

> Tags

4 Click **"Save and return to course"**

☐ Send content change notification ❓

Save and return to course Save and display Cancel

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15. Adding an Activity - Assignment

1 Click **"Add an activity or resource"**

2 Select **"Assignment"**

15. Adding an Activity - Assignment

General

Assignment name ❗ Assignment 01

3 Enter an **"Assignment name"** (required field)

Description

Please submit your assignment by Week 12.

4 Enter a **"Description"**

☐ Display description on course page ❓

Activity instructions

Availability — Moodle system reminder: 23:00 to 00:00 is the peak period for assignment submission. To avoid traffic jam during the peak period, teachers suggesting to set the submission deadline from 01:00 to 07:00.

Allow submissions from	❓	1 ⇕	September ⇕	2023 ⇕	08 ⇕	00 ⇕	🗓	☑ Enable
Due date	❓	20 ⇕	September ⇕	2023 ⇕	08 ⇕	00 ⇕	🗓	☑ Enable
Cut-off date	❓	20 ⇕	September ⇕	2023 ⇕	08 ⇕	00 ⇕	🗓	☑ Enable
Remind me to grade by	❓	17 ⇕	August ⇕	2023 ⇕	11 ⇕	15 ⇕	🗓	☐ Enable
Time limit	❓	0	minutes ⇕	☐ Enable				

☑ Always show description ❓

Additional files ❓

Files

5 Add an additional file (e.g. assignment instruction) (Optional)

Assignment 01.d...

6 Specify the commencing date, due date & cut-off date

25

15. Adding an Activity - Assignment

Turnitin plagiarism plugin settings

QM Launch Quickmark Manager

Enable Turnitin [Yes]

Display Si... Report

When should...
submitted to...

7 In the **"Turnitin plagiarism plugin settings"** section, select **"Yes"** for the "Enable Turnitin" option to enable the Turnitin plagiarism plugin

Grade

Grade ?

Type [Point]

Maximum grade
[100]

8 Specify a **"Maximum grade"** & **"Grade to pass"** for an assignment

Restrict access

Access restrictions   None
                       Add restriction...

9 Click **"Add restriction…"** to specify restrict access settings (Optional)

Activity completion

...encies

Base on the assignment requirement to set other options

Tags

☐ Send content change notification ?

Save and return to course   Save and display   Cancel

10 Click **"Save and return to course"**

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16. Adding an Activity – Video Assignment

1 Click **"Add an activity or resource"**

2 Select **"Video Assignment"**

16. Adding an Activity – Video Assignment

3

Enter a **"Name"** and **"Description"**
(must fill in the "Name")

4

Specify the commencing date, due date & cut-off date

5

Base on the assignment requirement to set other options
e.g. "**Allow resubmitting**"
(Optional)

General

Name	❗	Assignment 03 (Video)

Description

Record a 7-10 minutes individual presentation in English.

☐ Display description on course page ❓

Available from	1 ⇕	September ⇕	2023 ⇕	08 ⇕	00 ⇕	📅 ☑ Enable
Due Date	20 ⇕	September ⇕	2023 ⇕	08 ⇕	00 ⇕	📅 ☑ Enable
Cut-off date	20 ⇕	September ⇕	2023 ⇕	08 ⇕	00 ⇕	📅 ☑ Enable

Prevent late submissions		No ⇕
Allow resubmitting	❓	Yes ⇕
Maximum number of uploaded files	❓	1 ⇕
Email alerts to teachers	❓	No ⇕

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16. Adding an Activity – Video Assignment

6

Specify a "**Maximum grade**" & "**Grade to pass**"

Base on the assignment requirement to set other options

7

Click "**Save and return to course**"

Grade

Grade	❓	
		Type [Point ⇕]
		Maximum grade
		[100]
Grade category	❓	[Uncategorised ⇕]
Grade to pass	❓	[40]

> Common module settings

> Restrict access

> Activity completion

> Tags

> Competencies

☐ Send content change notification ❓

[**Save and return to course**] [Save and display] [Cancel]

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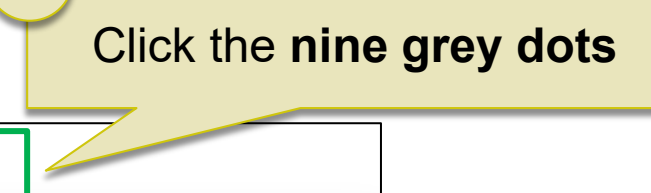
17. Adding an Event into the Calendar

1 Click the **nine grey dots**

VTC

- My courses
- Dashboard
- All courses
- Calendar

Navigation
∨ Home
- Dashboard

Month ∨ All courses

2 Click **"New event"**

New event

◄ July   September ►

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
	● Mid Term Quiz ...					
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Import or export calendars

New event   ✕

Event title	❗	Quiz Reminder

| Date | 15 ⬍ | September ⬍ | 2023 ⬍ | 10 ⬍ | 00 ⬍ | 📅 |

| Type of event | User ⬍ |

Show more...
❗ Required

3 Enter the information and click **"Save"**

Save

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18. Checking Students' Participation

- In the "**Navigation**" block

2 Select **"Role"**. Select **"Student"**. Click **"Apply filters"**

1 Click the course, click **"Participants"**

3 Check students' **"Last access to course"** record

19. Checking Students' Grade
- In the "**Navigation**" block

Navigation

- ✓ Home
  - 🖥 Dashboard
  - › Site pages
  - › Profile
  - ✓ My courses
    - ✓
    - CLT0013_CLT_TRW_averych

1 Click the course, then **"Grades"**

⊞ Grades

Competencies

Grader report ✓
- View
- ✓ **Grader report**
- Grade history
- Outcomes report
- Overview report
- Single view
- Grade summary
- User report
- Setup
  - Gradebook setup
  - Course grade settings
  - Preferences: Grader report
- More
  - Scales
  - Outcomes
  - Grade letters
  - Import
  - **Export**

3 To download gradebook, click the "**v**" button, then click **"Export"**

2 Check students' grades

CLT0001_CLT_TRW_1(Learn... —
⚙

/ First name		ID number	Email address	📄 Assignment 01 ✕ ✏ Due date: 01 Oct 2023	📋 Video Assignment 03 ✕ ✏	☑ Mid Term Quiz ✕ ✏	x̄ Course total ✕ ✏
			Controls	⚙	⚙	⚙	⊞
CHUNG WOON	⊞ ✏	t-averychan	t-averychan@stu.vtc.edu.hk	⚙ 70.00	⚙ 80.00	⚙ 🔍 3.33	⚙ 65.67
stu01	⊞ ✏	dummyac-stu01	t-winglau@stu.vtc.edu.hk	⚙ 50.00	⚙	⚙ 🔍	⚙ 50.00
stu02	⊞ ✏	dummyac-stu02	t-averychan@stu.vtc.edu.hk	⚙ 00	⚙	⚙ 🔍	⚙ 20.00
			Overall average				45.22

Export to O   readsh
- Plain text file
- Excel spreadsheet
- **Excel spreadsheet with groups**
- XML file

4 Click **"Excel spreadsheet with groups"**

✓ Grade items to be included

- ☑ Assignment 01
- ☑ Video Assignment 03
- ☑ Mid Term Quiz
- ☑ Course total

Select all/none

5 Select Grade item(s)

port format options

Download

6 Click **"Download"**

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20. Checking Reports

- In the "**Administration**" block
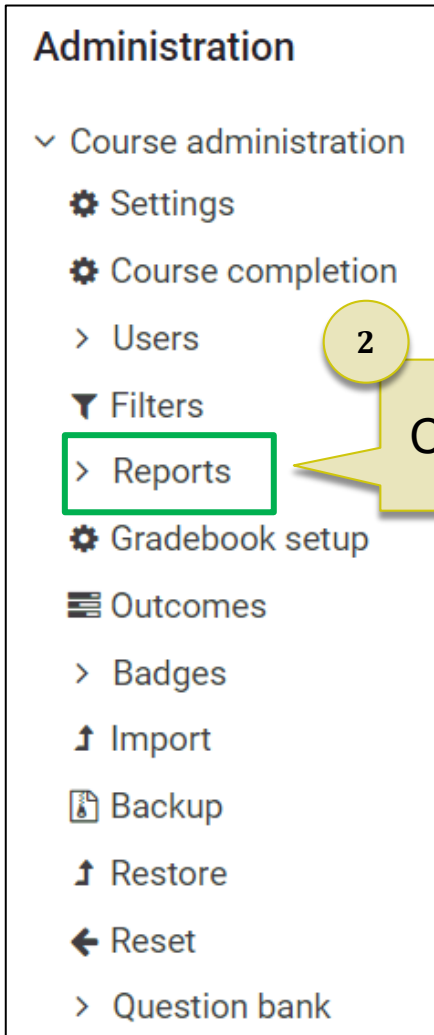
1 Click the Moodle course

2 Click to expand **"Reports"**
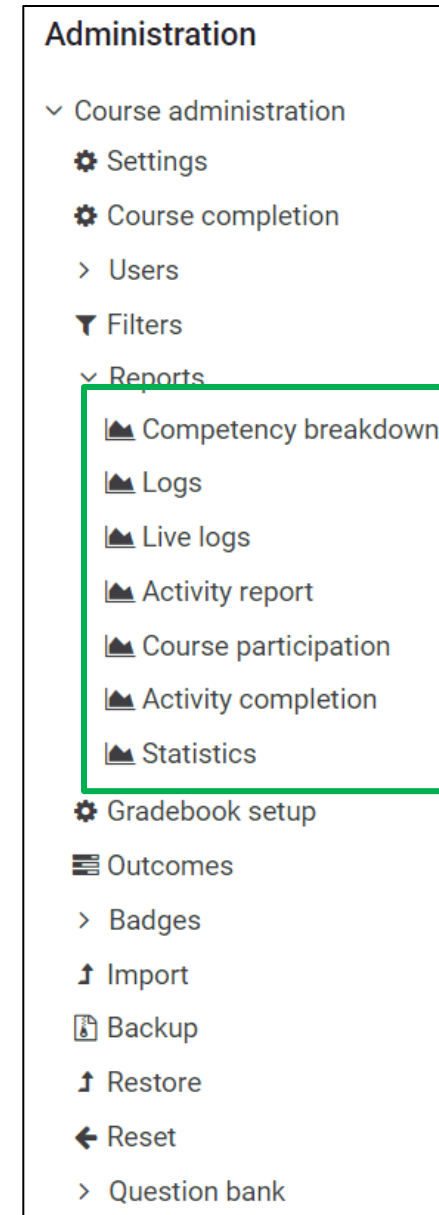
3 Select the report type to view

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21. Backup & Restore

- You are reminded to keep a course backup.
- File format is **mbz**.
- A **full** backup, including content and user data, is recommended.
- You can always restore the backup to retrieve the full content and user data.
- Remember to **download** the backup to your computer as backup files will be **automatically removed** by the system on **the last day of the month**.

Maximum storage quota for each Moodle course is **3GB**.

Administration

- ⌄ Course administration
  - ⚙ Settings
  - ⚙ Course completion
  - › Users
  - ▼ Filters
  - › Reports
  - ⚙ Gradebook setup
  - ☰ Outcomes
  - › Badges
  - ⬆ Import
  - ▤ Backup
  - ⬆ Restore
  - ⬅ Reset
  - › Question bank

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22. Where to get support

- You can access the Moodle course to get useful Moodle resources for reference (https://moodle2324.vtc.edu.hk/course/view.php?id=2267)

22. Where to get support

For learning and teaching enquiries, please contact **CLT** at:

Miss Tiffany Lai
📞 2919-1559
✉ tiffanylai@vtc.edu.hk

Mr Jacky So
📞 2836-1342
✉ sopunkit@vtc.edu.hk

For technical enquiries, please contact **ITSD Helpdesk** at:

📞 2836-1202
✉ itsd-helpdesk@vtc.edu.hk

- You can also contact the **e-Learning Coordinators** (Campus, Discipline, Faculty/Department/Stream)