



# Quick Guide for Teachers

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# 1. What is Moodle



## **M**odular **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



The image shows a composite of two screenshots from the VTC Moodle platform. The left screenshot shows the 'Login with CNA' section with a blue button labeled 'Continue with Sign On' highlighted by a green box and a green arrow. A yellow callout box with the number '1' points to this button, containing the text 'Click “Continue with Sign On”'. The right screenshot shows the 'Log in' page with a yellow callout box with the number '2' containing the text 'Log in' and two bullet points: 'Username = Your CNA username (without @vtc.edu.hk)' and 'Password = Your CNA password'. The login form includes fields for email (example: c.lee@vtc.edu.hk) and password, a 'Sign in' button, and links for 'Forgot your password?' and 'Change password'. A central graphic with the VTC logo and the text 'SIGN IN 登入' is also visible.

## 4. Your Moodle Homepage

The screenshot shows the VTC Moodle homepage. At the top left is the VTC logo. To its right is a grid icon. In the top right corner are icons for notifications, chat, search, and a user profile with a 'Log out' link. Below these is a dark blue navigation bar with a green border containing the following items: 'My courses (2) v', 'eLearning Resources v', 'IT Resources v', 'Support v', 'VTC Search', and 'En v'. On the left side, there is a 'Navigation' menu. It includes a 'Home' section with links to 'Dashboard', 'Site pages', and 'Profile'. Below that is a 'My courses' section with a green border around it, containing a list of course titles: 'CLT0001\_CLT\_TRW\_clt\_1', a right-pointing chevron '>', and 'CLT0001\_CLT\_TRW\_dummy-clt02\_1'. Further down are 'Workplace Dashboard' and 'Learner Dashboard'. A yellow callout box points to the chevron icon with the text 'Click the ">" icon to collapse/expand items'. Another yellow callout box points to the 'My courses' section with the text 'Click to expand the pull-down menu for more links & resources'. The main content area features a message about the Moodle system upgrade to version 4.1, followed by a section titled '- Enhanced UI & Feature in Moodle Version 4.1' and a paragraph about staying updated. A pagination bar shows '< 1 / 2 >'. At the bottom right, there is a search bar with a magnifying glass icon. A yellow callout box points to the search bar with the text 'Course List' and a list: '- links to all the Moodle courses you are enrolled in' and '- click a title to access the course content'.

Navigation

- Home
  - Dashboard
  - Site pages
  - Profile
- My courses
  - CLT0001\_CLT\_TRW\_clt\_1
  - >
  - CLT0001\_CLT\_TRW\_dummy-clt02\_1
- Workplace Dashboard
- Learner Dashboard

Click the ">" icon to collapse/expand items

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

VTC Moodle System has been upgraded to version 4.1, which is a major version upgrade. To familiarize yourself with the new UI in the Moodle system, it is advisable to go through this document to learn more about the significant improvements in the new version.

[- Enhanced UI & Feature in Moodle Version 4.1](#)

To stay updated with the latest news and training on VTC Moodle System, please refer to the CLT's upcoming newsletters, training sessions, and promotional email. Thank you.

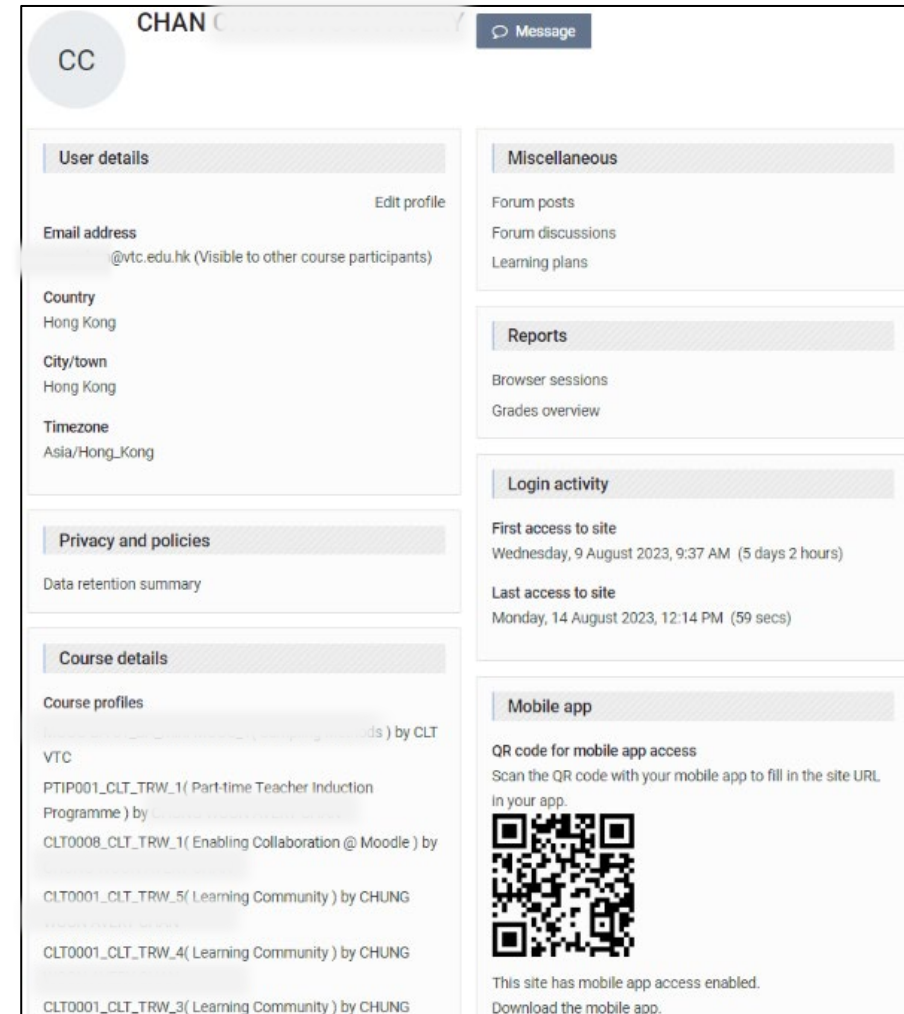
< 1 / 2 >

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.



The screenshot displays a user profile page for 'CHAN C'. At the top, there is a header with the user's name 'CHAN C' and a 'Message' button. Below the header, the profile is organized into several sections:

- User details:** Includes an 'Edit profile' link, 'Email address' (with a note '@vtc.edu.hk (Visible to other course participants)'), 'Country' (Hong Kong), 'City/town' (Hong Kong), and 'Timezone' (Asia/Hong\_Kong).
- Miscellaneous:** Lists 'Forum posts', 'Forum discussions', and 'Learning plans'.
- Reports:** Lists 'Browser sessions' and 'Grades overview'.
- Login activity:** Shows 'First access to site' (Wednesday, 9 August 2023, 9:37 AM (5 days 2 hours)) and 'Last access to site' (Monday, 14 August 2023, 12:14 PM (59 secs)).
- Privacy and policies:** Includes a 'Data retention summary'.
- Course details:** Lists 'Course profiles' with entries like 'PTIP001\_CLT\_TRW\_1( Part-time Teacher Induction Programme ) by ...' and 'CLT0008\_CLT\_TRW\_1( Enabling Collaboration @ Moodle ) by ...'.
- Mobile app:** Features a 'QR code for mobile app access' with instructions to scan the QR code and fill in the site URL in the app. It also states 'This site has mobile app access enabled. Download the mobile app.'

## 5. Changing My Profile Settings (photo)

- At the top right corner

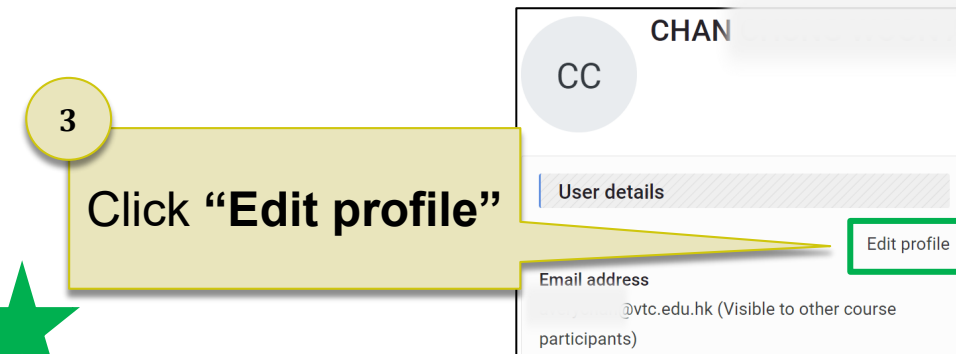
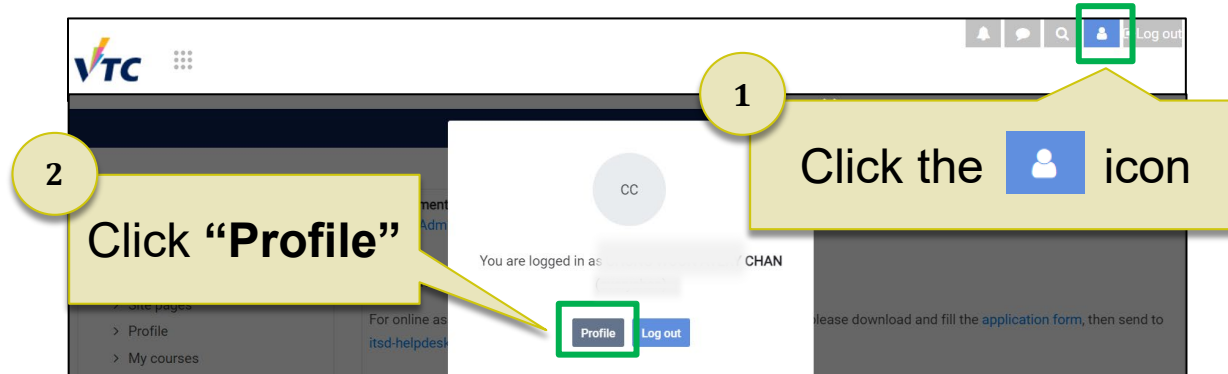
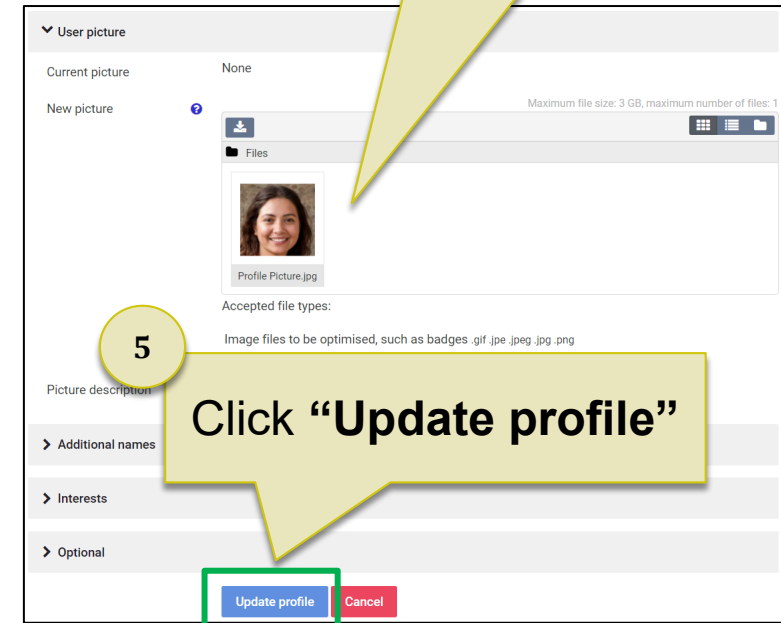
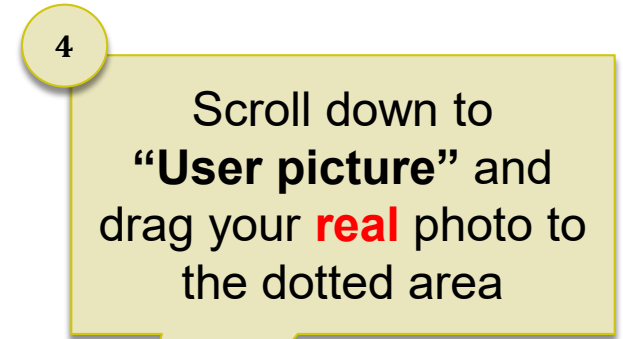
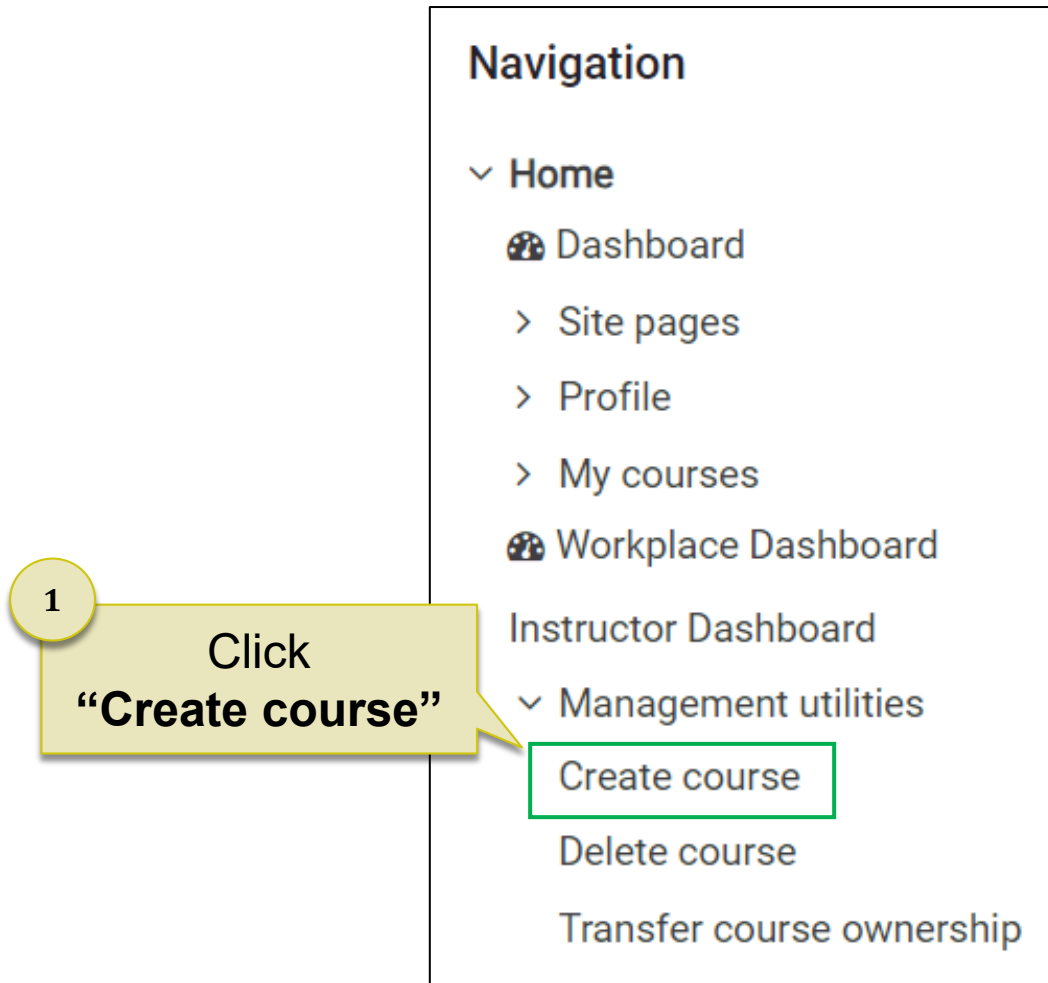


Photo should be in **JPG**,  
**PNG** or **GIF** format



## 6. Creating a VTC Course

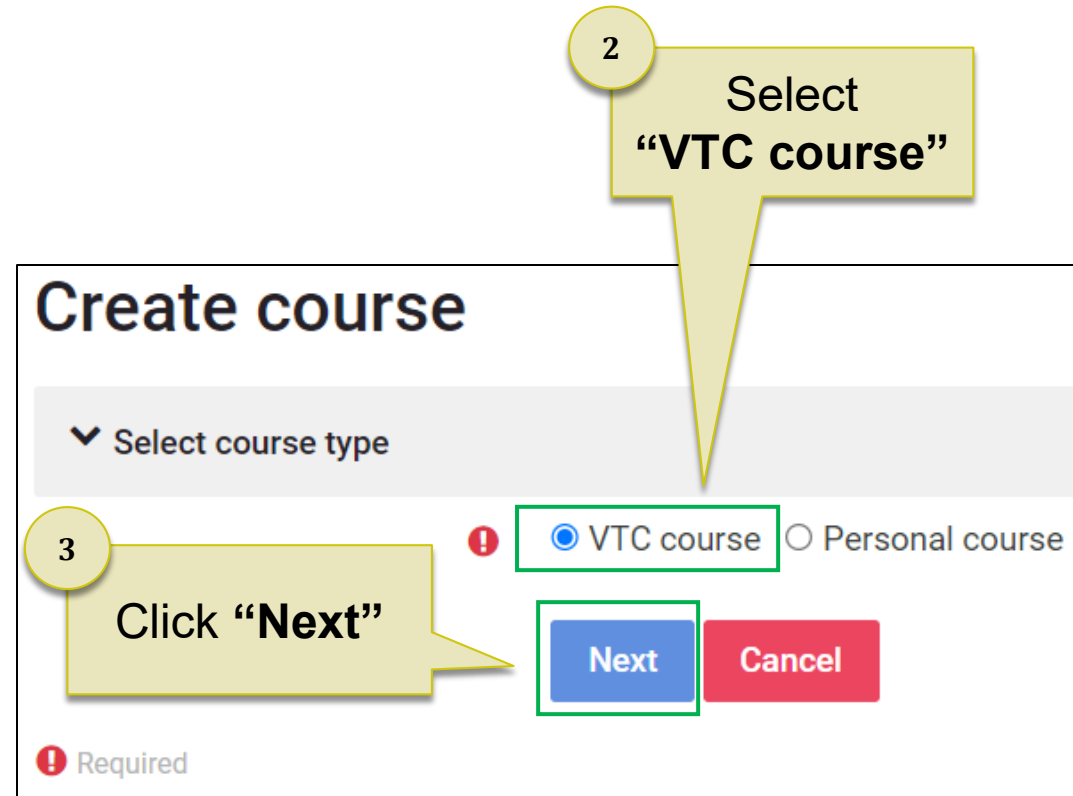
- In the “Navigation” block



Navigation

- ▼ Home
  - Dashboard
  - > Site pages
  - > Profile
  - > My courses
- Workplace Dashboard
- Instructor Dashboard
  - ▼ Management utilities
    - Create course
    - Delete course
    - Transfer course ownership

1 Click “Create course”



Create course

▼ Select course type

2 Select “VTC course”

3 Click “Next”

☒ VTC course ☐ Personal course

Next Cancel

! Required

# 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)

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)

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](#)

6

Click "Confirm"

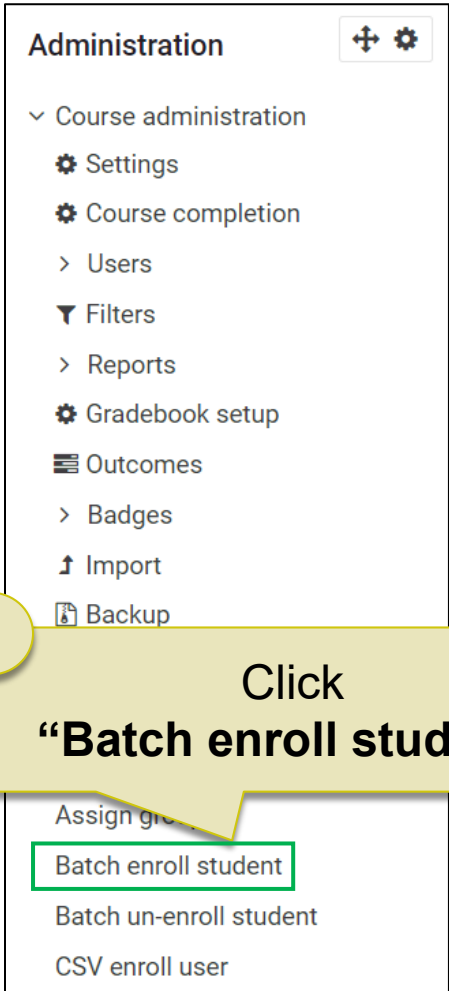
Confirm

Cancel

# 7. Batch Enrolling Students

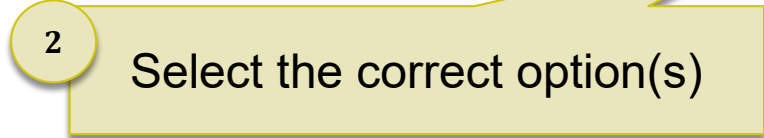
- In the “Administration” block

1 Click “Batch enroll student”

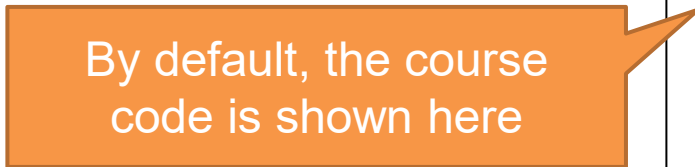


The screenshot shows the 'Administration' sidebar menu. The 'Filters' option is expanded, and 'Batch enroll student' is highlighted with a green box. Other options in the menu include Course administration, Settings, Course completion, Users, Reports, Gradebook setup, Outcomes, Badges, Import, Backup, Assign groups, Batch un-enroll student, and CSV enroll user.

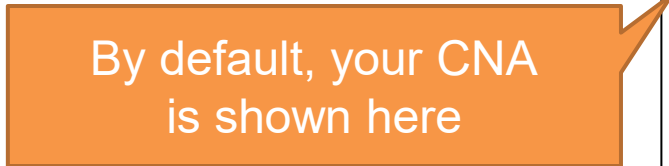
2 Select the correct option(s)



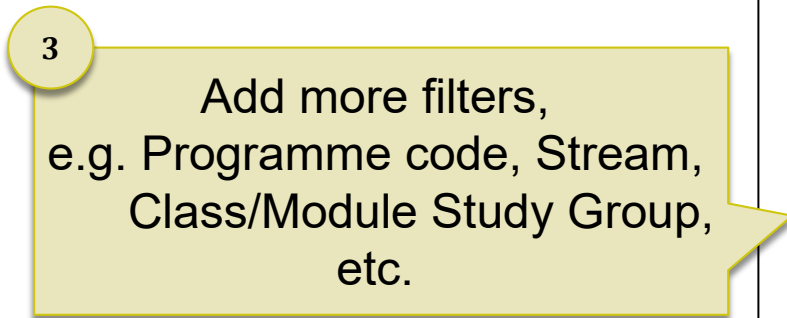
By default, the course code is shown here



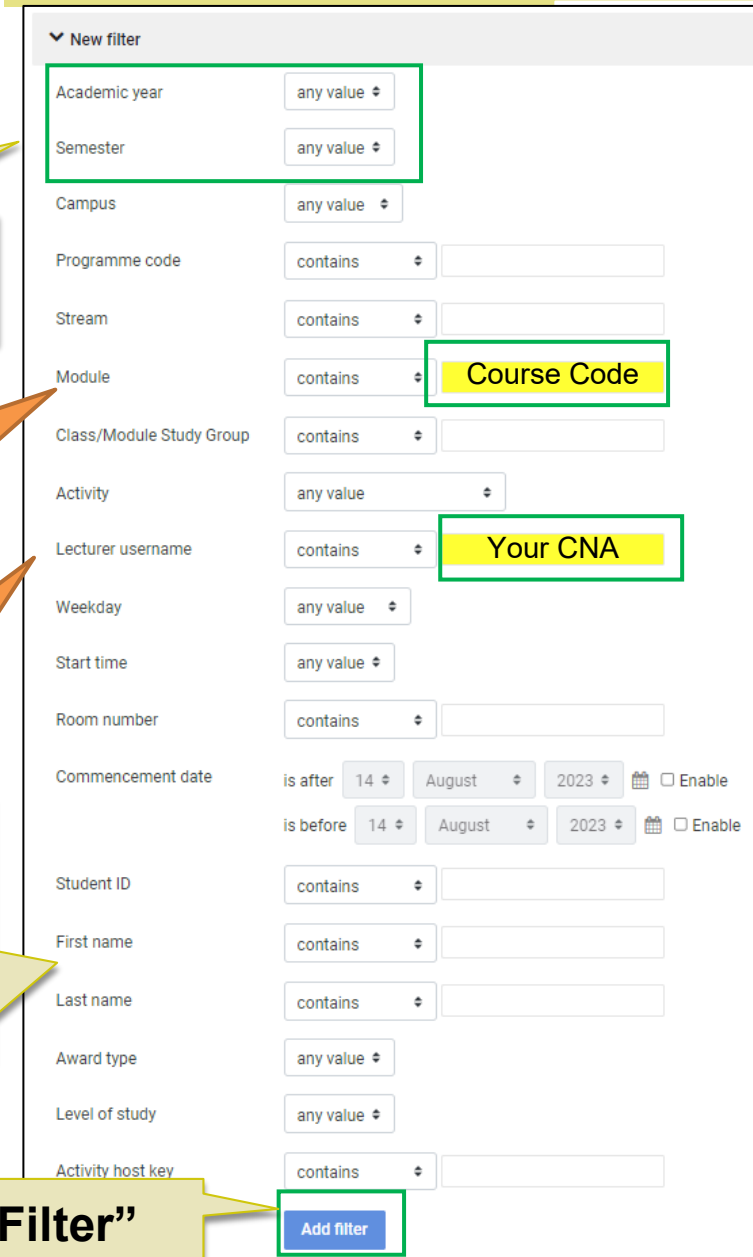
By default, your CNA is shown here



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



4 Click “Add Filter”



The screenshot shows the 'New filter' form. It contains various filter criteria with dropdown menus and text input fields. Annotations include: a green box around 'Academic year' and 'Semester'; a green box around 'Course Code' in the 'Module' dropdown; a green box around 'Your CNA' in the 'Lecturer username' dropdown; and a green box around the 'Add filter' button at the bottom right.

# 7. Batch Enrolling Students

5

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

Next Cancel

6

Click “Next”

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

7

Click “Confirm”

Batch enroll student completed.

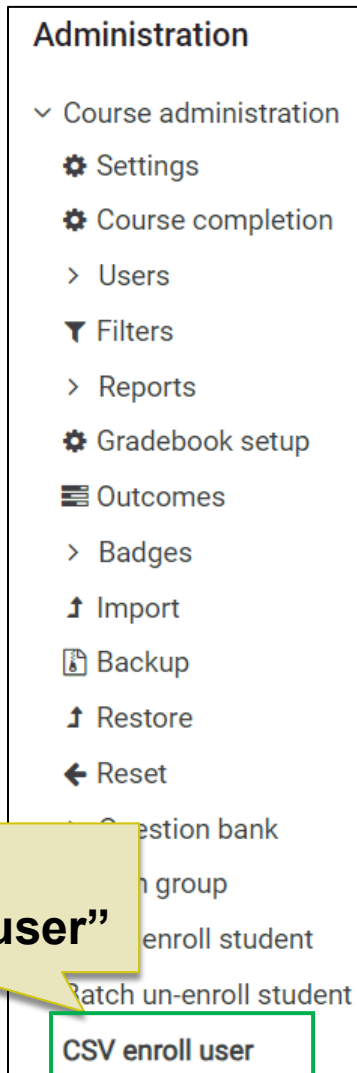
Continue

8

Click “Continue”

## 8. Batch Enrolling Students via Excel

- In the “**Administration**” block

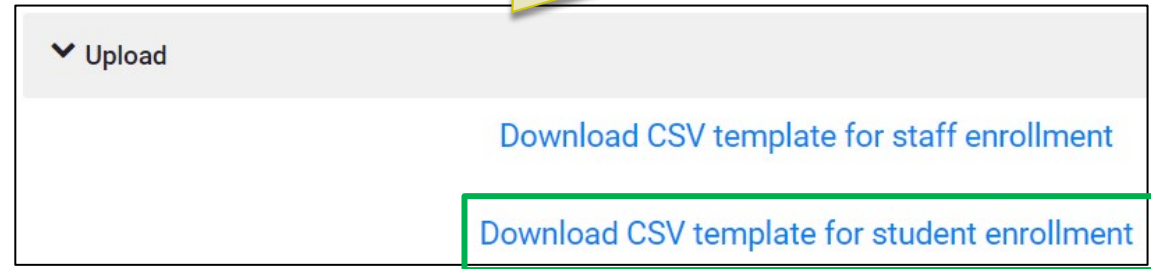


1

Click  
“**CSV enroll user**”

2

Click “**Download CSV template for student enrollment**”



3

- Open the csv file.
- Under the username, enter the lists of students' CNA which is the 9-digital student number.
- Enter the group name if necessary.
- Save the file in “**csv**” format.

*\*Only users with valid CNA will be enrolled.*

	A	B
1	username	groupname
2	2312345678	group_A
3	2387654321	group_B
4		
5		

# 8. Batch Enrolling Students via Excel

4

Drag the csv file to the dotted area

5

Click "Next"

Upload

Download CSV template for staff enrollment

Download CSV template for student enrollment

File

Choose a file...

Maximum size for new files: 3 GB

Drop files here to upload

X a,

Encoding

UTF-8

Preview rows

10

Next

6

You can see the student list

7

Select "Student"

8

Click "Enroll user"

9

Click "Continue"

username	status	groupname
chan	exists	group a

Enroll

Role to be enrolled

Student

Enroll user

Cancel

Enroll

All users have been enrolled successfully

Continue

## 9. Adding a Single Student

- In the “Administration” block

The image shows two parts of a software interface. On the left is the 'Administration' menu, and on the right is the 'New filter' dialog box.

**Administration Menu:**

- Administration (with expand/collapse and settings icons)
- Course administration
  - Settings
  - Course completion
  - Users
  - Filters
  - Reports
  - Gradebook setup
  - Outcomes
  - Badges
  - Import
  - Backup

**Numbered Callouts:**

1. Click “Batch enroll student” (points to the menu item)
2. Enter Student ID (9-digit number) (points to the Student ID input field in the filter dialog)
3. Click “Add filter” (points to the Add filter button in the filter dialog)

**New filter Dialog:**

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

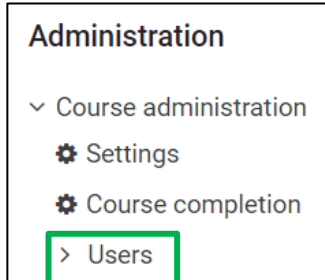
Level of study: any value

contains

Add filter

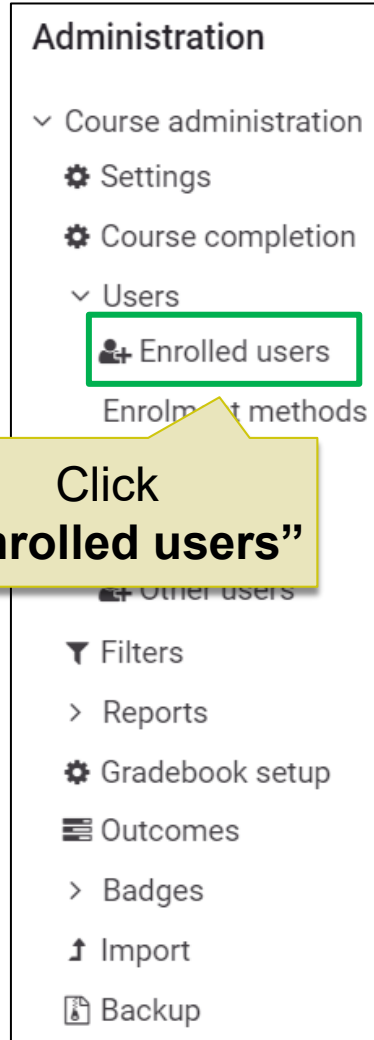
# 10. Enrolling a Co-teacher

- In the “Administration” block



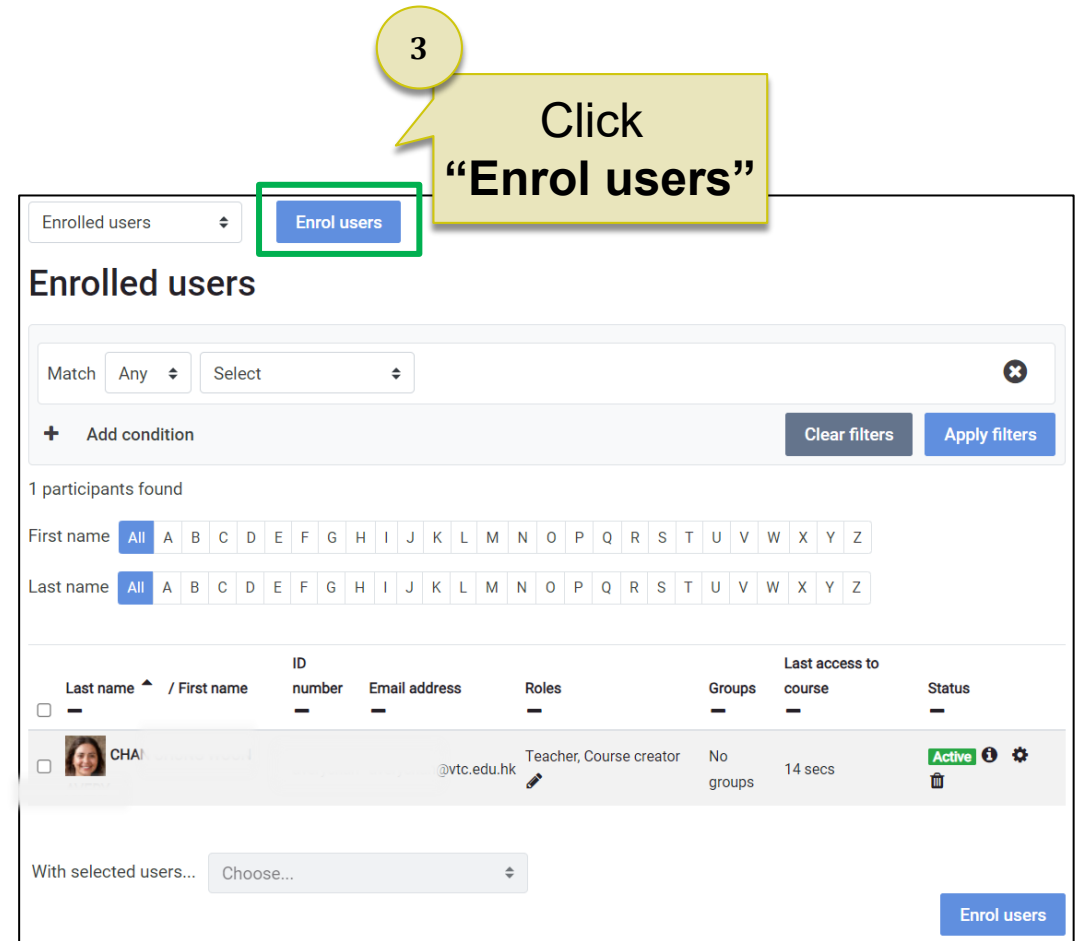
1

Click “Users” to expand the pull-down menu



2

Click “Enrolled users”



3

Click “Enrol users”

## 10. Enrolling a Co-teacher

**4**

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

**5**

Select the user role

- Teacher
- Non-editing teacher

**6**

Click “**Enrol users**”

Repeat Step 4 & 5 to enroll another Co-teacher

The screenshot shows the 'Enrol users' dialog box. It has a title bar 'Enrol users' with a close button. Below is the 'Enrolment options' section. Under 'Select users', there is a 'No selection' label and a search box with a dropdown arrow. Under 'Assign role', there is a dropdown menu showing 'Teacher'. A green button 'Show more...' is below the role dropdown. At the bottom right are 'Cancel' and 'Enrol users' buttons. A green star is next to the role dropdown.

# 10. Enrolling a Co-teacher

Enrolled users

Enrol users

## Enrolled users

Match

Any

Select

+ Add condition

Clear filters

Apply filters

2 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

<input type="checkbox"/>	Last name / First name	ID number	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	 CHAN C		@vtc.edu.hk	Teacher, Course creator	No groups	1 sec	Active  
<input type="checkbox"/>	WL LAU V		@vtc.edu.hk	Teacher, Course creator	No groups	Never	Active  

With selected users...

Choose...

Enrol users

You can click “

18

# 11. Changing Course Settings

- In the “Administration” block

**Administration**

▼ Course administration

**Settings**

> Users

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 ▾

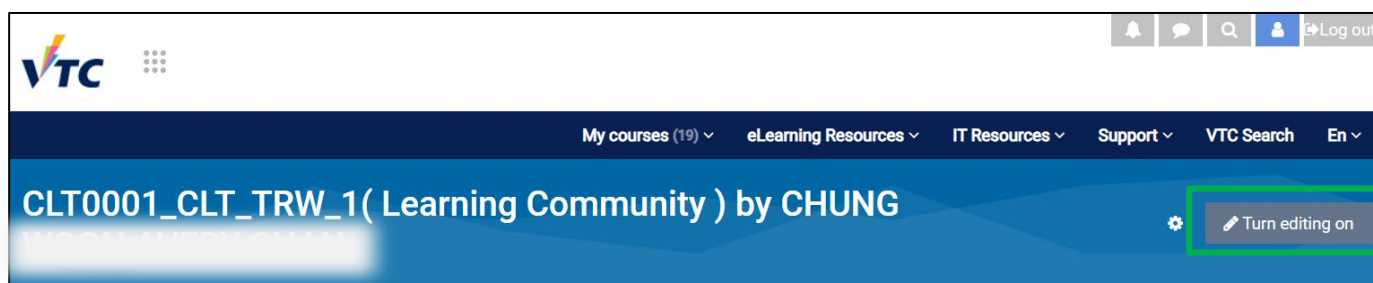
Show activity completion conditions ⓘ ? Yes ▾

**Save and display** Cancel

## 12. Uploading a Batch of Files

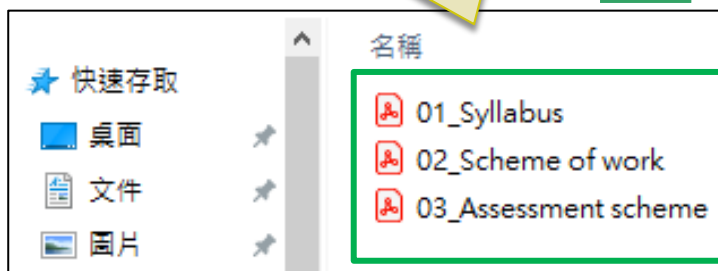
- Using “**Drag and drop upload**”

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.

# 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 Resources Recommended

Assignment

Choice

Database

External tool

Feedback

File

Folder

Forum

Glossary

HotPot

Interactive Content

Lesson

Page

Quiz

Teams meetings

Text and media area

URL

Video Assi

2

Select “File”

▼ General

Name

Lecture notes 03

Description

1 A B I

☺ 🖼 📎 🎤 🎥 📄 H-P

Lecture notes for Lesson 03

☐ Display description on course page ?

3

Enter a “Name” and “Description”  
(must fill in the “Name”)

# 13. Adding a Resource – Single File

4

Drag your file to the dotted target area

Select files

Files

You can drag and drop files here to add them.

maximum size for new files: 3 GB

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”

# 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

Interactive Content

Lesson

Page

Quiz

SCORM package

Teams meetings

Text and media area

URL

Video Assignment

Wiki

2 Select "URL"

▼ General

NameGoogle search

External URLhttps://www.google.com/

Description

↕ A B I ↻

😊 🖼 📄 🎤 🎥 📄 📄 📄

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

☐ Send content change notification

Save and return to course

Save and display

Cancel

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

4 Click "Save and return to course"

# 15. Adding an Activity - Assignment

▼ Lesson 3 ✎

1

Click “Add an activity or resource”

Add an activity or resource

2

Select “Assignment”

Add an activity or resource

Search

Starred All Activities Resources Recommended

Assignment

Book

Chat

Choice

Database

External tool

Feedback

File

Folder

Forum

Glossary

HotPot

Interactive Content

Lesson

Page

Quiz

SCORM package

Survey

Teams meetings

Text and media area

URL

Video Assignment

Wiki

Workshop

## 15. Adding an Activity - Assignment

3 Enter an

4 Enter a “Description”

5 Add an additional (e.g. assignment instr (Optional)

Enter an “**Assignment name**”  
(required field)

## Enter a “Description”

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

**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		<input checked="" type="checkbox"/> Enable
Due date	20	September	2023	08	00		<input checked="" type="checkbox"/> Enable
Cut-off date	20	September	2023	08	00		<input checked="" type="checkbox"/> Enable
Remind me to grade by	17	August	2023	11	15		<input type="checkbox"/> Enable
Time limit	0	minutes	<input type="checkbox"/> Enable				

☒ Always show description

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

# 15. Adding an Activity - Assignment

▼ Turnitin plagiarism plugin settings

QM Launch Quickmark Manager

Enable Turnitin

Yes

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

Tags

encies

Send content change notification

Save and return to course

Save and display


Cancel

10

Click “Save and return to course”

Base on the assignment requirement to set other options

# 16. Adding an Activity – Video Assignment

▼ Lesson 3 

1






















Add an activity or resource

Click “Add an activity or resource”

Add an activity or resource

Search

Starred All Activities Resources Recommended

 Assignment	 Book	 Chat	 Choice	 Database	 External tool
 Feedback	 File	 Folder	 Forum	 Glossary	 HotPot
 Interactive Content	 Lesson	 Page	 Quiz	 SCORM package	 Survey
			 Video Assignment	 Wiki	 Workshop

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 ⬇

# 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

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

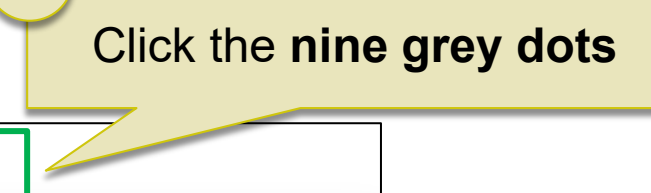
Save and display

Cancel

## 17. Adding an Event into the Calendar


**1**

Click the **nine grey dots**



**2**

Click **“New event”**



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

# 18. Checking Students' Participation

- In the “Navigation” block

Navigation

Home

Dashboard

Site pages

Profile

My courses

Participants

Badges

1 Click the course, click “Participants”

2 Select “Role”.  
Select “Student”.  
Click “Apply filters”

3 Check students’  
“Last access to course” record

Match Any Roles Type or select...

+ Add condition

7 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

No roles

Course creator

Teacher

Non-editing teacher

Student

Clear filters

Apply filters

Last name / First name	ID number	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/> sd dummy stu01	dummyac-stu01	t-winglau@stu.vtc.edu.hk	Student	No groups	Never	Active
<input type="checkbox"/> sd dummy stu02	dummyac-stu02	t-averychan@stu.vtc.edu.hk	Student	No groups	Never	Active
<input type="checkbox"/> sd dummy stu03	dummyac-stu03	t-ciny@stu.vtc.edu.hk	Student	No groups	Never	Active

# 19. Checking Students' Grade

- In the “Navigation” block

**Navigation**

- Home
  - Dashboard
  - Site pages
  - Profile
- My courses
  - CLT0013\_CLT\_TRW\_averych
  - CLT0001\_CLT\_TRW\_1( Learn...

**Grades**

**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

**Export to**

- Plain text file
- Excel spreadsheet
- Excel spreadsheet with groups**
- XML file

**Grade items to be included**

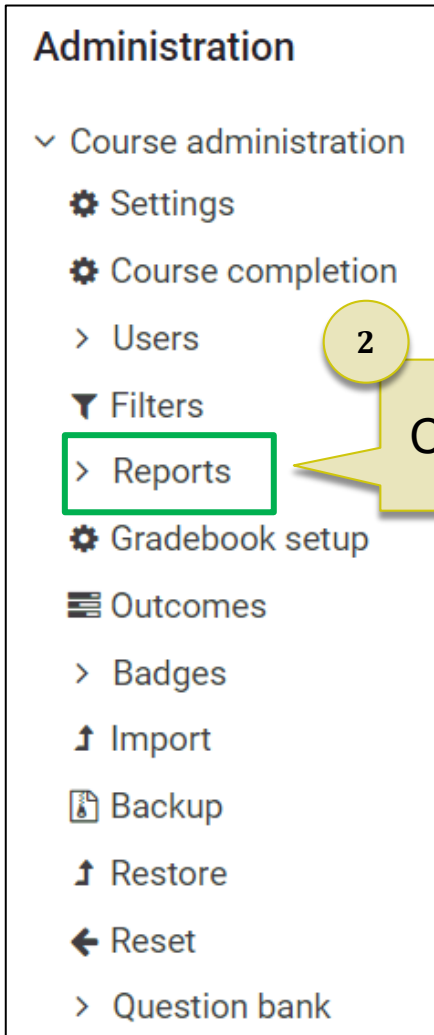
- ☒ Assignment 01
- ☒ Video Assignment 03
- ☒ Mid Term Quiz
- ☒ Course total
- Select all/none

**Download**

First name	ID number	Email address	Assignment 01	Video Assignment 03	Mid Term Quiz	Course total
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				20.00
Overall average						45.22

## 20. Checking Reports

- In the “**Administration**” block

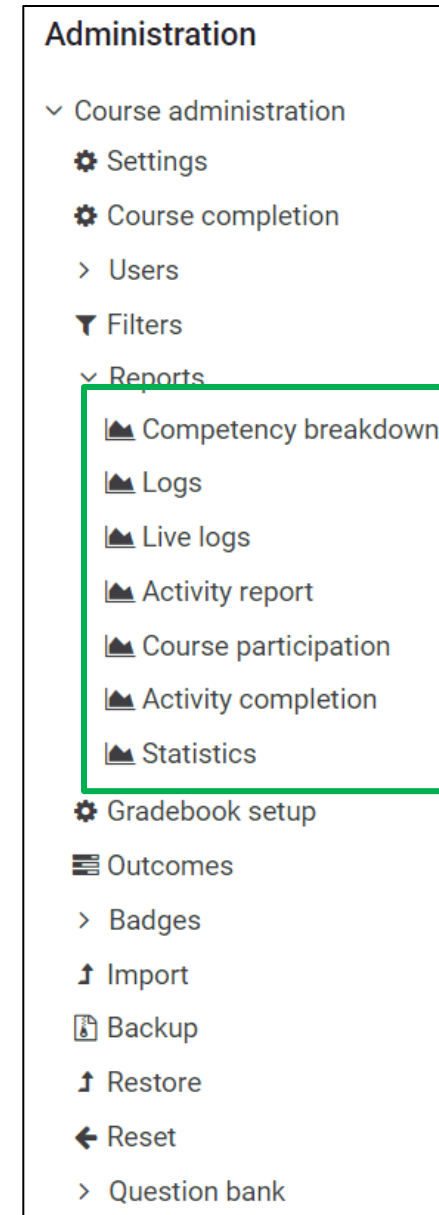


1

Click the Moodle course

2

Click to expand “**Reports**”



3

Select the report type to view

## 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

## 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>)


▼ General ✎

Collapse all ⋮





This Moodle course is especially designed to provide useful information for all VTC staff. If you are new to Moodle, you are recommended to read/download the Basic Guide or Quick Guide for quick reference. You may also find the FAQ sheet useful.


You can find the [e-Tutorials](#) of Moodle e-Assessment tools from Online Teaching Pack for Teachers 2.0.


 e-Tutorials ✎

*You can find the e-Tutorials of Moodle e-Assessment tools from Online Teaching Pack for Teachers 2.0.*


 Basic guide for teachers ✎


 Quick guide for teachers ✎


 FAQ for teachers ✎


 Online teaching with Moodle ✎


▼ 1. Moodle Interface & Working Environment


 About Moodle Interface and Working Environment


 1.1 How to upload my personal photo?


 1.2 How to set language for my Moodle course?

 1.3 How to reorganise the course content in my Moodle course?


 1.4 How to add or re-order block?


 1.5 How to send a message to all students in a course via Moodle?


 1.6 How to send a Notification in Moodle ?


 1.7 How to switch my role to student?


▼ 2. Course Management, Enrollment, & Other Management Utilities Functions


 About Management Utilities System

 Course Management

 2.1 How to create a VTC Moodle course?

 2.2 How to delete a Moodle course?

 Enrollment


 2.3 How to batch enroll students into my course?

## 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](#))