HKU Summer Institute
Moodle User Guides for Students

Moodle programme homepage

1. The course homepage in Moodle looks like the figure below.
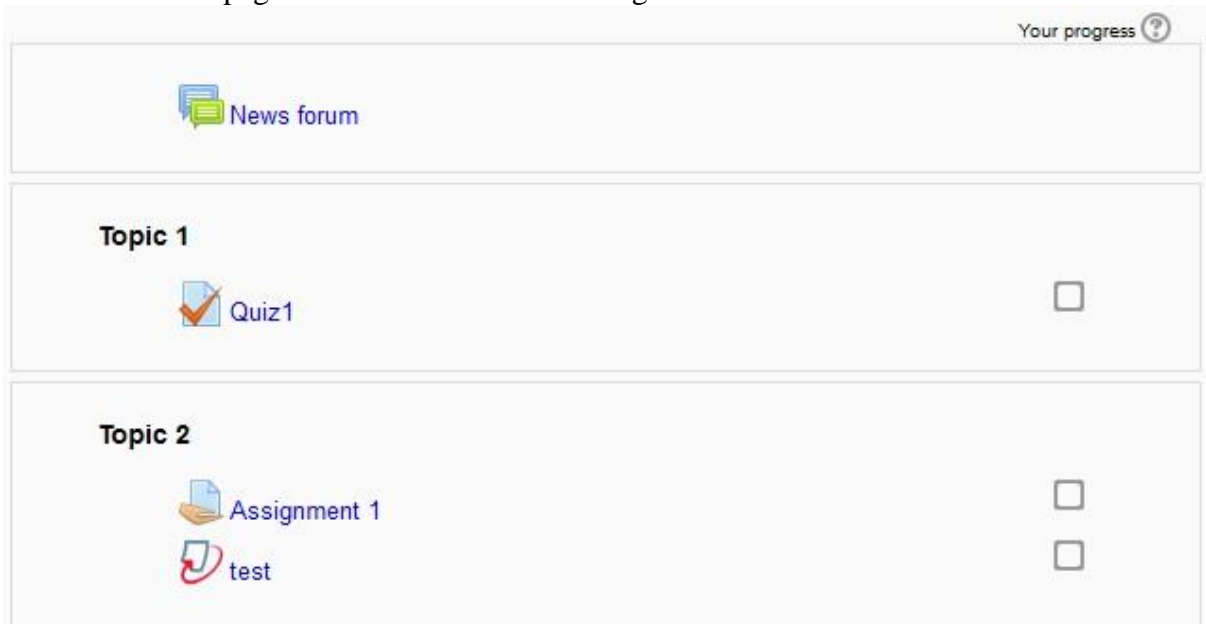
2. You can simply click on the name of the items to see the content.

User Profile

Users are recommended to review their Moodle profile and make sure the information is correct when they first login the Moodle platform.

Go to the user profile page:

1. Click the profile picture icon on the top right hand corner in the Moodle page, select "Profile".
2. To edit the profile information, click "Edit Profile".
3. (Optional)You can upload your own profile picture under "User picture" section.
4. Click "Update profile" button at the end of the page to save the updated information.
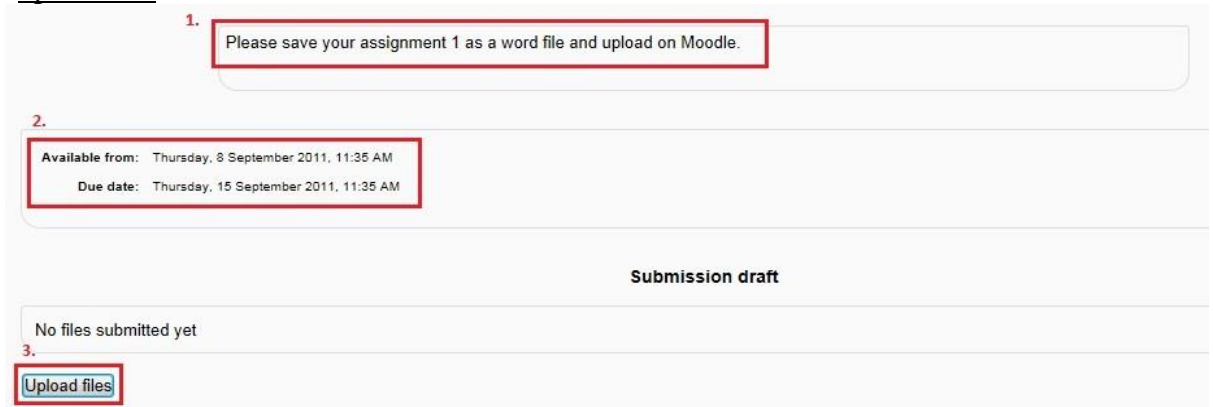
Upload a file to an assignment
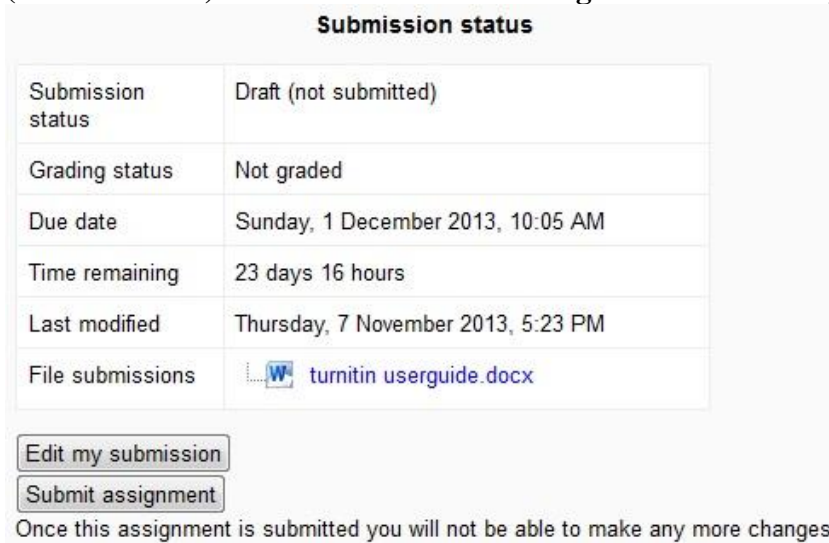
1. Click on the assignment title on the course homepage.

Topic outline

News forum

1

Assignment 1

2

Assignment 2

Please read the instruction[1], the due date of the assignment[2] before clicking the "upload file[3]" button.

1.

Please save your assignment 1 as a word file and upload on Moodle.

2.

Available from: Thursday, 8 September 2011, 11:35 AM

Due date: Thursday, 15 September 2011, 11:35 AM

Submission draft

No files submitted yet

3.

Upload files

2. After you submitted your assignment, you can see your submission status is "**Draft (not submitted)**". Please click "**Submit assignment**" to submit your final version.

Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Sunday, 1 December 2013, 10:05 AM
Time remaining	23 days 16 hours
Last modified	Thursday, 7 November 2013, 5:23 PM
File submissions	W turnitin userguide.docx

Edit my submission

Submit assignment

Once this assignment is submitted you will not be able to make any more changes

3. Click "**Continue**" to confirm the submission.

Submit assignment

Are you sure you want to submit your work for grading? You will not be able to make any more changes

Continue   Cancel

4. After you uploaded the file, you will see the submission status which includes:
   a. Submission status
   b. Grading status
   c. Due date
   d. Time remaining
   e. Last modified
   f. Submission details

Submission status

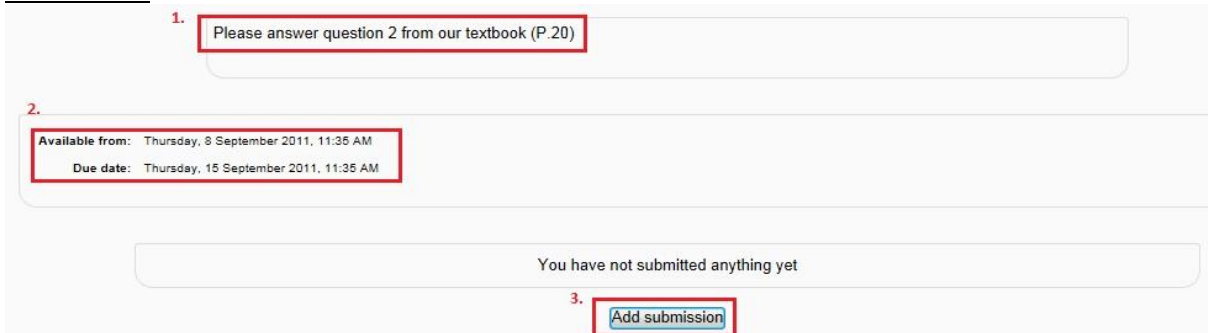| Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 1 December 2013, 10:05 AM
Time remaining	23 days 16 hours
Last modified	Wednesday, 6 November 2013, 4:13 PM
File submissions	W turnitin userguide.docx

Text assignment

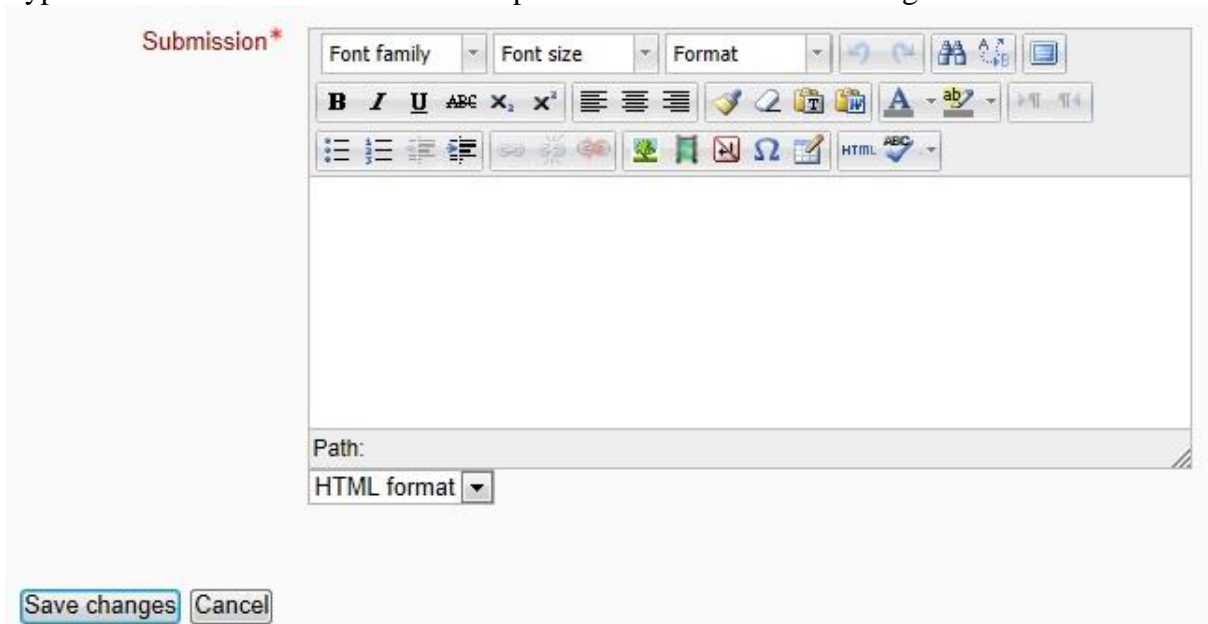1. Click on the assignment title on the course homepage.

2. Please read the instruction[1], the due date of the assignment[2] before clicking the "Add submission[3]" button.

3. Type the answer in the submission box provided and click "Save changes".

4. "Your changes have been saved[1]" will be shown. Click "Edit my submission[2]" if you would like to edit your answer.

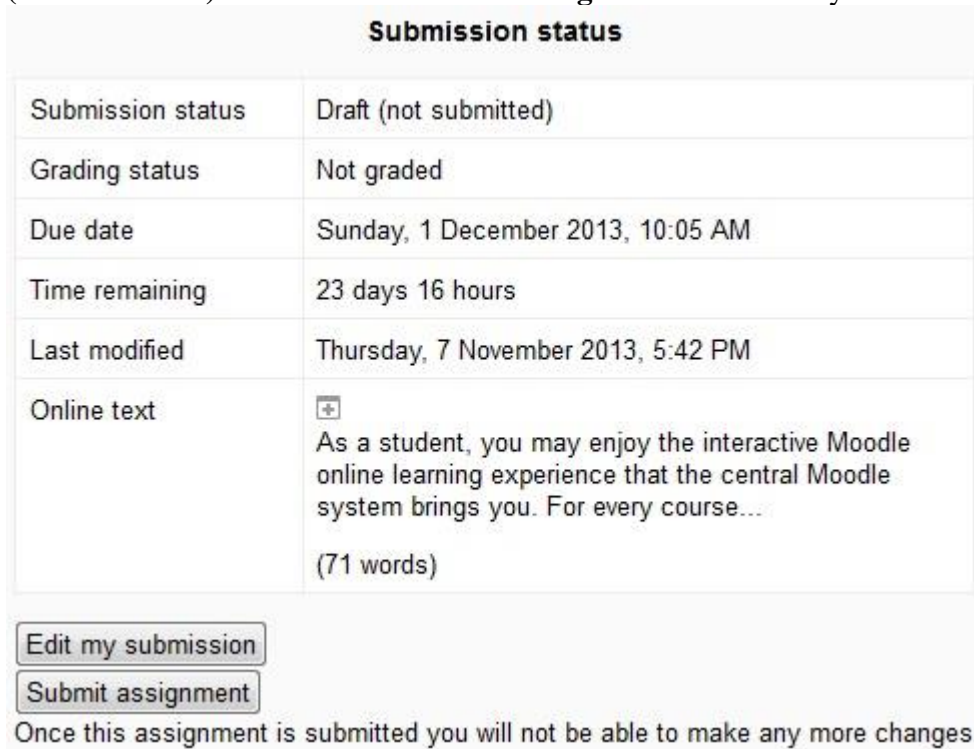5. After you submitted your assignment, you can see your submission status is "**Draft (not submitted)**". Please click "**Submit assignment**" to submit your final version.
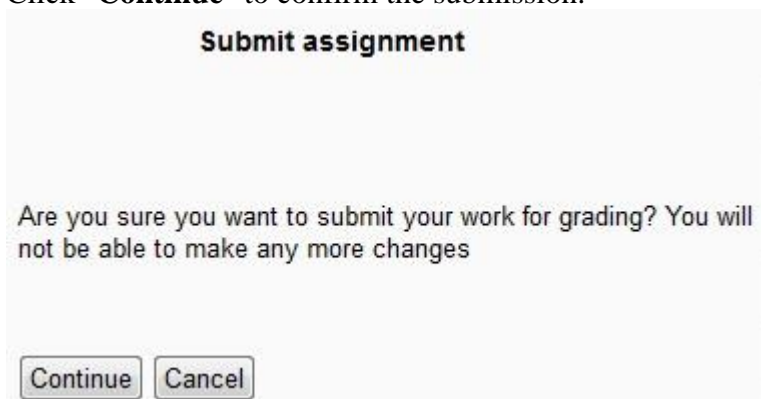
Submission status

Submission status	Draft (not submitted)
Grading status	Not graded
Due date	Sunday, 1 December 2013, 10:05 AM
Time remaining	23 days 16 hours
Last modified	Thursday, 7 November 2013, 5:42 PM
Online text	⊞ As a student, you may enjoy the interactive Moodle online learning experience that the central Moodle system brings you. For every course... (71 words)

Edit my submission
Submit assignment
Once this assignment is submitted you will not be able to make any more changes

6. Click "**Continue**" to confirm the submission.

Submit assignment

Are you sure you want to submit your work for grading? You will not be able to make any more changes

Continue   Cancel

Answer questions in a Quiz

1. Click the name of the quiz.

    Topic 1

    Quiz1

2. Read the instruction[1] and click "**Attempt quiz now**[2]" to start the quiz.

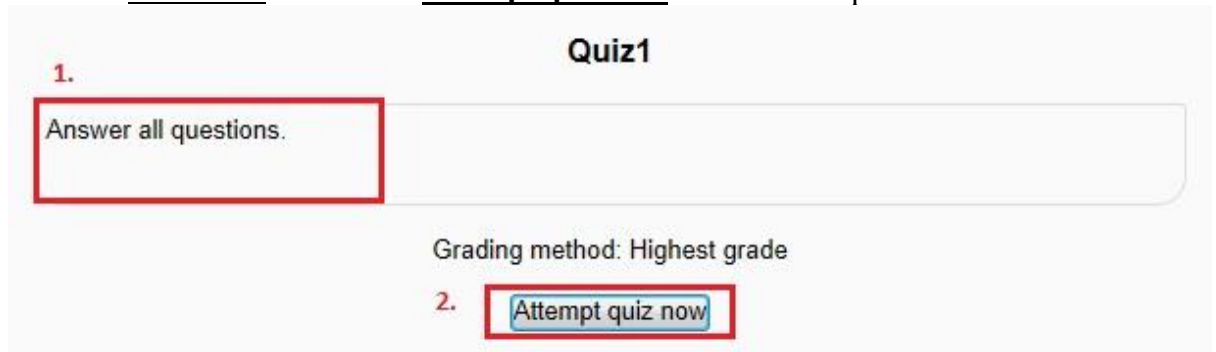   **Quiz1**

    1.

    Answer all questions.

    Grading method: Highest grade

    2. Attempt quiz now

3. After answering all the questions, click "**Next**".

Question **1**	Which of the following is a fruit?
Not yet answered	
Marked out of 1.00	Select one:
	○a. Cable
	○b. Computer
	○c. Apple
	○d. Table
Edit question	

Question **2**	5 is an odd number
Not yet answered	
Marked out of 1.00	Select one:
	○True
	○False
Edit question	

    Next
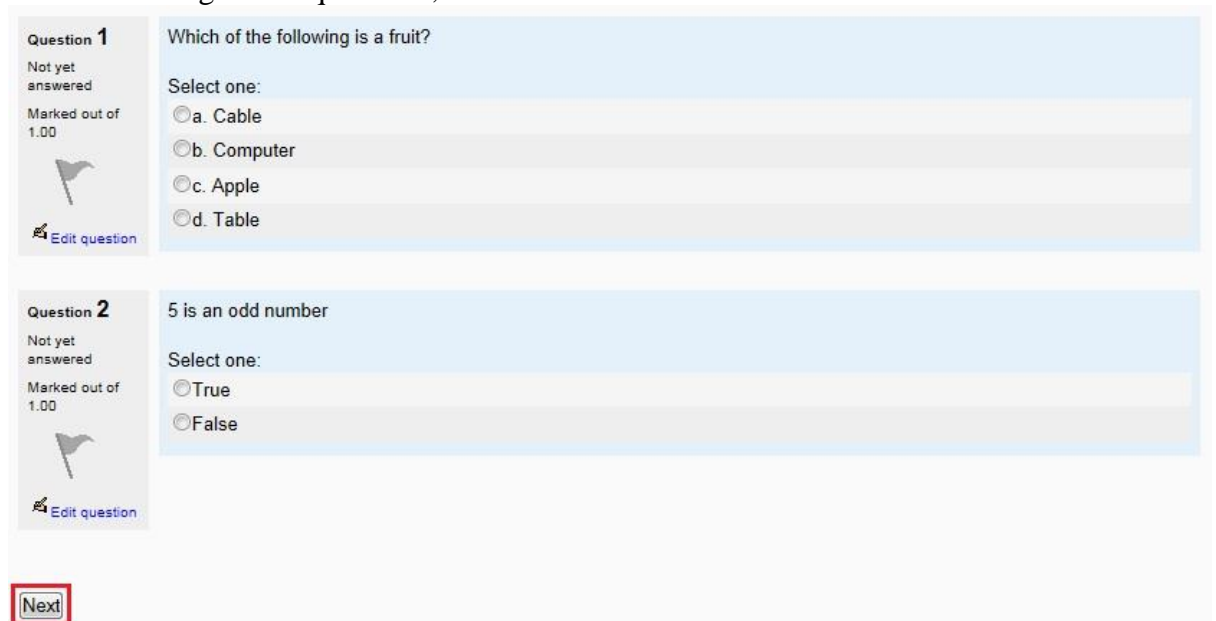
4. The summary of attempt will be shown. Click "**Submit all and finish**".
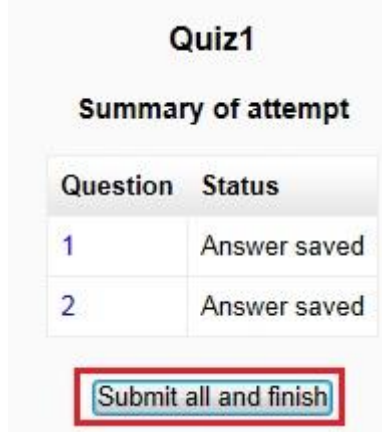
5. There is a pop up window to ask your confirmation of submitting your answers. Click "**Yes**" to submit the answers.

News forum

A. What is news forum
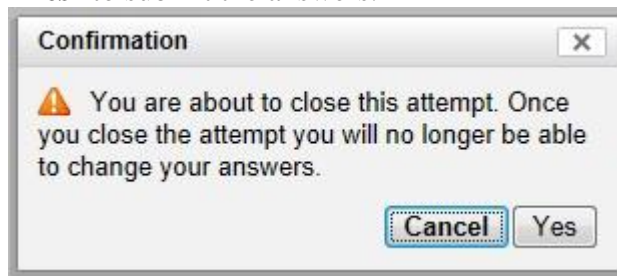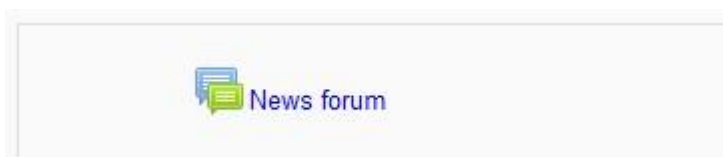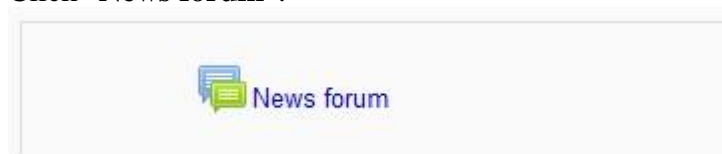
The News forum is a special forum for general announcements. By default, it is placed in the top of the center section and only teachers and administrators may add posts or reply to posts.

B. View news forum

1. Click "**News forum**".

2. You will see the topic[1] and the date[2] of the announcement.

Discussion	Started by	Replies	Last post
1. Lesson 2	Yau	0	2. Thu, 8 Sep 2011, 04:32 PM You

3. Click on the topic of the announcement and you will see the content.

Discussion	Started by	Replies	Last post
Lesson 2	Yau	0	Yau Thu, 8 Sep 2011, 04:32 PM

Discussion board

A. View discussion

1. Click the discussion name on the course homepage.

Topic 1

Discussion on Topic 1

2. Click the discussion topic.

Discussion	Started by	Replies	Last post
1. Lesson 2	Yau	0	2. Thu, 8 Sep 2011, 04:32 PM You

3. The discussion content will be shown in the box.

Content

Select files   Add...   Create folder   Maximum size for new files: 10MB

No files attached

B. Add comments to a discussion

1. Click "**Reply**" on the page of discussion topic.

Essay on textbook
by Yau   - Thursday, 8 September 2011, 05:52 PM
Do you agree with the author?

Reply

2. You can type you comments in the box provided[1]. You can also choose if you would like to receive email[2] of the posts in this forum. If you would like to attach a file[3] to the forum, you may see "**File**" for details.

Click "**Post to forum**[4]" and save the comments.

3. "**Your post was successfully added**" will be shown.

4. You can edit your post by clicking "**Edit**".

Chat room

To access a chat room:

1. Click on the name of the chat room.
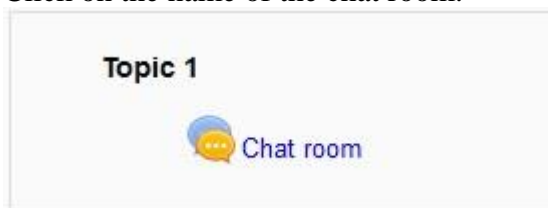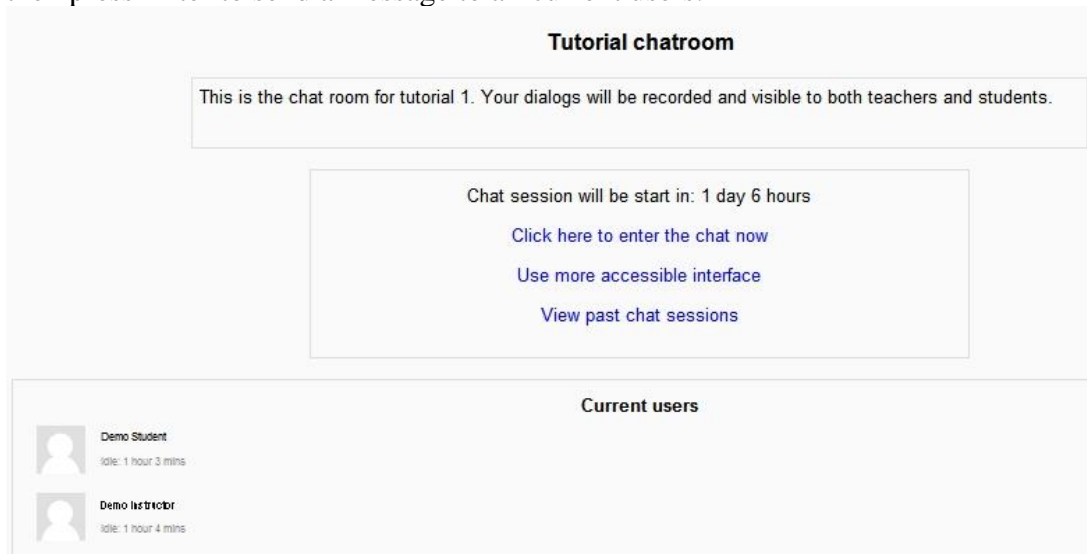

2. The chat room will be displayed. There are the name of the chat room[1], introduction text[2] and available functions[3].

3. Click "Click here to enter the chat now" to enter the chat room. Type a message and then press Enter to send a message to all current users.

Tutorial chatroom

This is the chat room for tutorial 1. Your dialogs will be recorded and visible to both teachers and students.

Chat session will be start in: 1 day 6 hours
Click here to enter the chat now
Use more accessible interface
View past chat sessions

Current users

Demo Student
Idle: 1 hour 3 mins

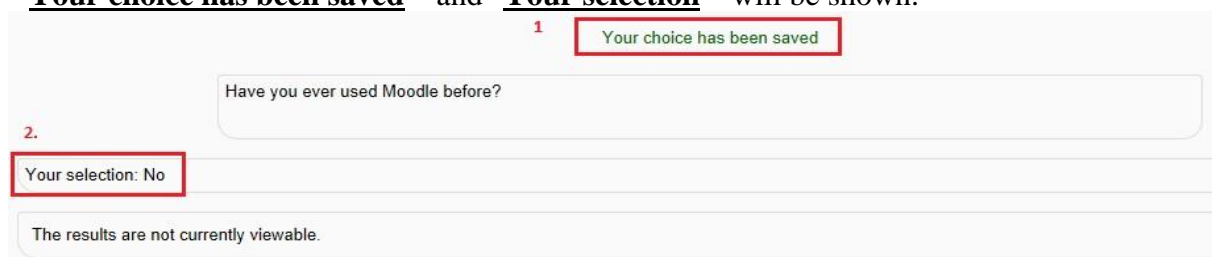Demo Instructor
Idle: 1 hour 4 mins

4. Click "Use more accessible interface" to chat if your browser is not compatible with the chat room from previous link

5. Click "View past chat sessions" to view the saved transcripts. This function may be missing if everyone can view past sessions is set to No and you are not granted the permission right.

Choice function

1. Click the name of the choice.

Topic 1

? Have you ever use Moodle before?

2. Choose your choice by pressing the radio button[1] and click Save my choice[2].

3. "**Your choice has been saved**[1]" and "**Your selection**[2]" will be shown.

1 Your choice has been saved

Have you ever used Moodle before?

2.

Your selection: No

The results are not currently viewable.

Feedback

1. Click the name of the feedback.

2. After reading the instruction[1], click Answer the questions...[2].

3. Answer the feedback questions[1] and click Submit your answers[2].

4. Your answers have been saved. Thank you[1] will be shown. Click Continue[2] and go back to the course homepage.

Wiki

A. Edit wiki page

1. Click the name of the wiki.

2. If you would like to edit this page, click the edit tab of the Wiki.

3. In the edit page, you can add or amend inforamtion of the wiki page. Click "**Save**" after finished.

B. Comment on the wiki page

1. Click on the Comments tab on the front page of the Wiki.

2. Click "**Add comment**".

3. Add comment to the wiki page and click "Save changes".