Quick Start with EdUHK Moodle 4.0

Moodle 4.0 Help (For Staff): **https://www.lttc.eduhk.hk/moodle/help-staff**

Table of Contents:

Log in Moodle and Find Your Course
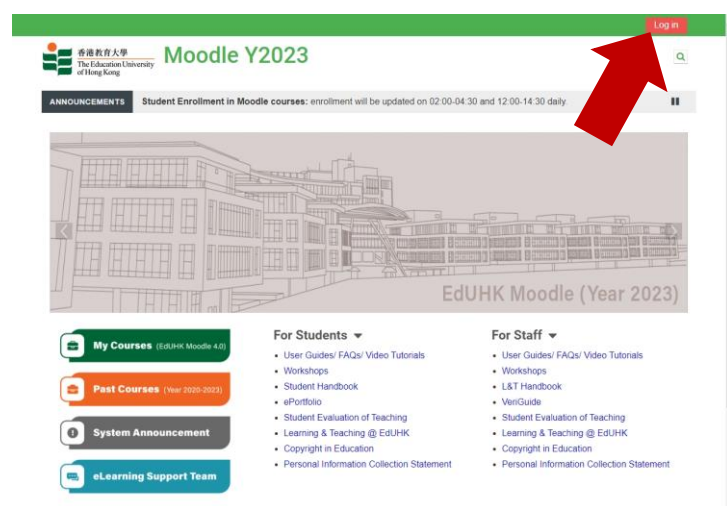
1. Open the Moodle website using Google Chrome or Firefox browsers: **https://moodley2023.eduhk.hk**.

2. Click '**Log In**' button and log in using your EdUHK account via SSO (Single-Sing-On) for authentication.

    Tip: You have to use the EdUHK network account name (e.g., 'tmchan' for staff or 's1234567' for student). If you use the email address to login, you will get the error message. **FAQ:** *What should I do if I have problem logging in?*
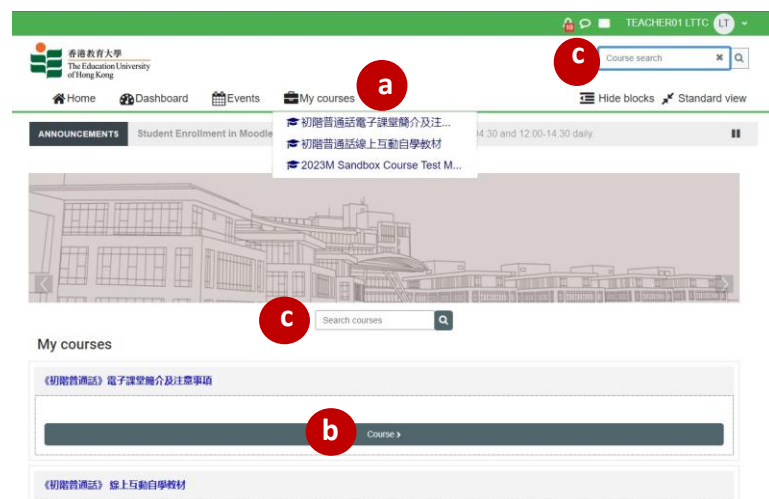
3. There are 3 methods to find your courses:

    a. Click '**My courses**' on the top navigation in the front page and any course pages to find your course.

    b. All your courses are displayed at the end of the front page under '**My courses**' section.

    c. Search for your course name. You can find the search bar on top of pages or above the '**My Courses**' section.

    Tip: Generally, new Moodle courses will be available around 6 weeks before a new semester starts.

View Course Users
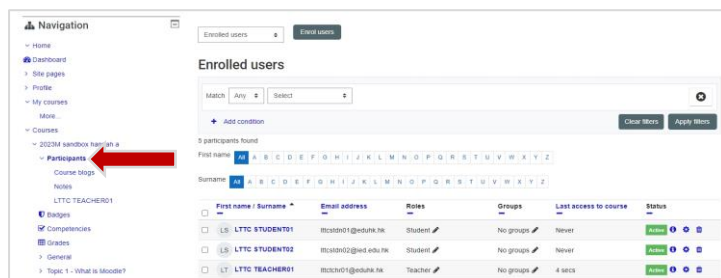
1. On your course page, click '**Participants**' on the left course navigation. Then, you can see all users name, email, role and last access time to the course.

   Tip: Adding a TA for admin support to your course, you have to seek approval by email from your Department Head and then send the email of approval together with the details of your course (e.g., course name, course ID and CRN) to the eLearning support team.

   Tip: Students list in your courses will be automatically updated twice a day. For the add/drop conducted before 12:00 noon, it will take effective in Moodle at 2:30 pm on same day. If add/drop conducted after 12:00 noon, it will take effective on next day 03:30 am.
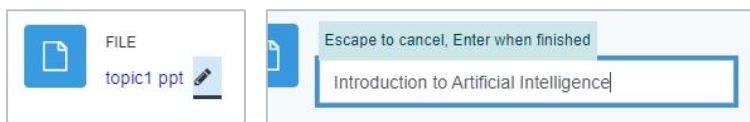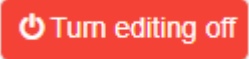
Upload Content Materials
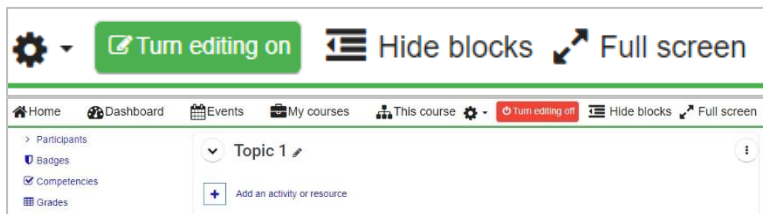
1. On your course page, click '**Turn editing on**' button at the top right corner to switch to the editing mode.

2. Scroll down the page to choose a topic, say Topic 1, that you would like to add file(s) to.
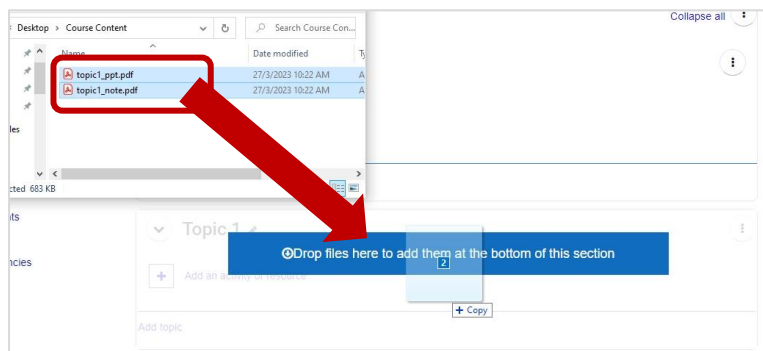
3. Click and drag the file(s) to Topic 1. You will see icon (+) Drop file(s) here and then release the mouse click.

4. Simply click the Pencil icon to rename the file, then press Enter key on the keyboard when you finish renaming.

➕ Add an activity or resource	5. Click 'Add an activity or resource' to add other types of course content and new activities. **Tip:** For more information, please access Moodle 4.0 Help (For Staff) webpage: https://www.lttc.eduhk.hk/moodle/help-staff
⏻ Turn editing off	6. Remember to turn off edit mode when you finish editing your course page.

Create a Turnitin Assignment
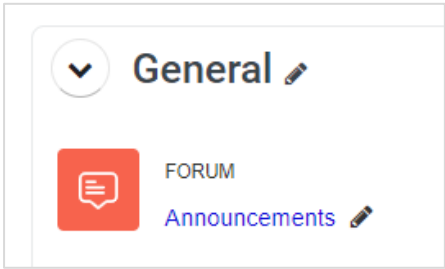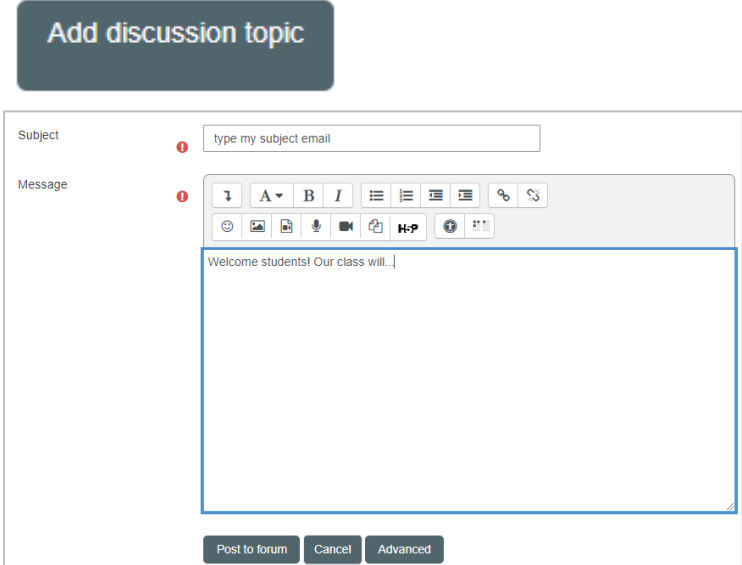
⚙ ▾ ✏ Turn editing on ☰ Hide blocks ↗ Full screen	1. On your course page, click '**Turn editing on**' button at the top right corner to switch to the editing mode.
➕ Add an activity or resource ↗ Turnitin Assignment 2 ☆ ⓘ	2. Click '**Add an activity or resource**' and then choose '**Turnitin assignment**'.
▾ General Turnitin Assignment Name ❗ [_____] Start Date 4 ▾ May ▾ 2023 ▾ 11 ▾ 47 ▾ 📅 Due Date 11 ▾ May ▾ 2023 ▾ 11 ▾ 47 ▾ 📅 Post Date 11 ▾ May ▾ 2023 ▾ 11 ▾ 47 ▾ 📅 ▾ Similarity Report Options Allow Submissions after the Due Date Yes ▾ Report Generation Speed ❓ Generate reports immediately (students can resubmit until due date): After 3 resubmissions, r ▾ Store Student Papers ❓ Standard Repository ▾	3. Type the assignment name, choose the assignment start date, due date and post date. **Tip:** Post Date in Turnitin is the date after which your marks and feedback can be released to students. 4. Open '**Similarity Report Options**' tab, choose a method of '**Store Student Papers**': • '**Standard paper repository**': Student papers will be indexed and checked against other institutions' student submissions. • '**No repository**': A Similarity Report will still be generated, but your students' papers will not be indexed in any Turnitin repository for future comparison.

	5. Click '**Save and return to course**' to finish the Turnitin assignment set up. **Tip:** For more information about Turnitin assignment, please access Moodle 4.0 Help (For Staff) webpage: https://www.lttc.eduhk.hk/moodle/help-staff

Post Course Announcement

	1. On your course page, under General tab, click '**Announcements**' button.
	2. Click '**Add discussion topic**', then type the notice subject and message. 3. Click '**Post to forum**'. **Tip:** Course Announcement is a special forum created in each Moodle course by default. It is used for teacher(s) or TA(s) posting news and announcements to all course participants. The participants will receive an email of the message after you post. Students cannot post or reply to in the course announcement.