School of Continuing and Professional Studies, CUHK

Moodle User Guide for Instructors

CUSCS IT Services

2014-12-15

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Introduction

What is Moodle?

CUSCS adopted Moodle as its central Learning Management system (LMS). It is designed to help instructors to create e-learning with opportunities for rich interactions. It works as a supplementary tool to face-to-face learning and it provides an online platform with the following features:

For instructors:

- To publish course-related news and announcements;
- To send course reminders;
- To publish course events on the calendar;
- To upload course materials for student access and download;
- To collect assignments from the students with designated deadlines;
- To set up discussion and communication tools to encourage course-related discussion.

For students:

- To read the course-related news and announcements;
- To browse, read and download course materials provided by instructors;
- To submit assignments before designated deadlines;
- To participate in course-related discussions via forums and chat rooms.

For more information about Moodle, please visit the official website.

What is the minimum requirement to browse the Moodle site?

Quoted from the official Moodle release notes:

> *Recommended minimum browser: recent Google Chrome, recent Mozilla Firefox, Safari 6, Internet Explorer 9 (IE 10 required for drag and drop of files from outside the browser into Moodle)*

How to start using Moodle?

At the beginning of each school semester, your teaching courses will be created on the Moodle platform by CUSCS ITS division. Your students and you will be automatically enrolled to the respective courses.

The course coordinators or the Moodle administrator will inform you about the course creation by email before the semester starts. In case you encounter one of the following situations, you should inform the Moodle administrator immediately:

- Missing or incorrect teaching courses
- Missing or incorrect students in your courses
- Unable to login to the Moodle platform

What is the best practice of using Moodle?

Once your Moodle courses are ready, you can start uploading course materials and creating student activities.

To reduce the organization work, you may prefer duplicating the course materials, either from the same course across different school terms, or from different classes of the same SCS-course in the same school term. For more information, please read "How to copy contents from one course to another" under the Course section.

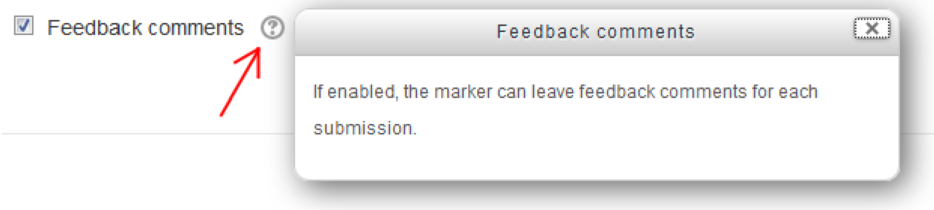
For the case of teaching multiple classes of the same SCS-course in one school term, an alternative method of effective management is to combine those classes into one meta-course in Moodle, then arrange students from different classes into separate groups. Please refer to the "Students and Groups" section on how to arrange students into different groups.

Combination of classes is not an automated process. Please contact the Moodle administrator and make a request.

Where can I get help and support?

First of all, study this user guide to familiarize yourself with those commonly used features.

If you need instant help on a particular setting option, try to look for the question mark icon.



When using certain feature, clicking the “Moodle Docs for this page” hyperlink at the page bottom will bring you to the official Moodle documentation.

Moodle Docs for this page

If you have encountered any technical problem on using Moodle, please email tomoodle-admin@scs.cuhk.edu.hk for support.

In order to provide better support, please provide your full name as well as the full code of term-course-class.

Navigation and Profile

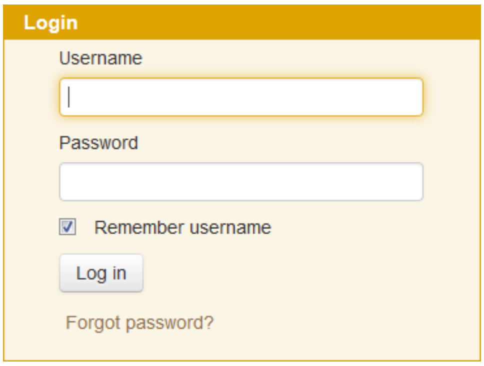
What is my Moodle username and password?

For full-time teachers, your Moodle user account is identical to your CUSCS network account. Please make sure that you are not using accounts from other CUSCS or CUHK services to login Moodle (such as email account).

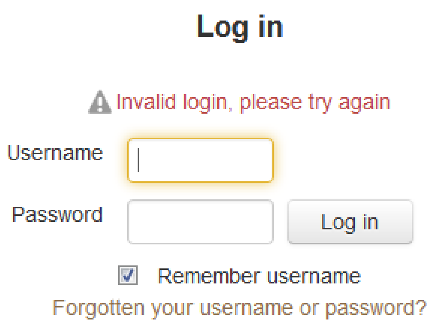
For part-time teachers, the programme coordinators will contact the Moodle administrator to create your Moodle accounts. Account information will be emailed to you before the beginning of the school term. In case you have not received such email notification, please contact the programme coordinator that is responsible for your courses. Requesting help from Moodle administrator directly will not resolve the case, as the administrator cannot identify your teacher role without the help of the programme coordinator.

How to login Moodle?

Visit http://moodle.scs.cuhk.edu.hk and login using your CUSCS network account (for full-time teachers) or Moodle account (for part-time teacher).

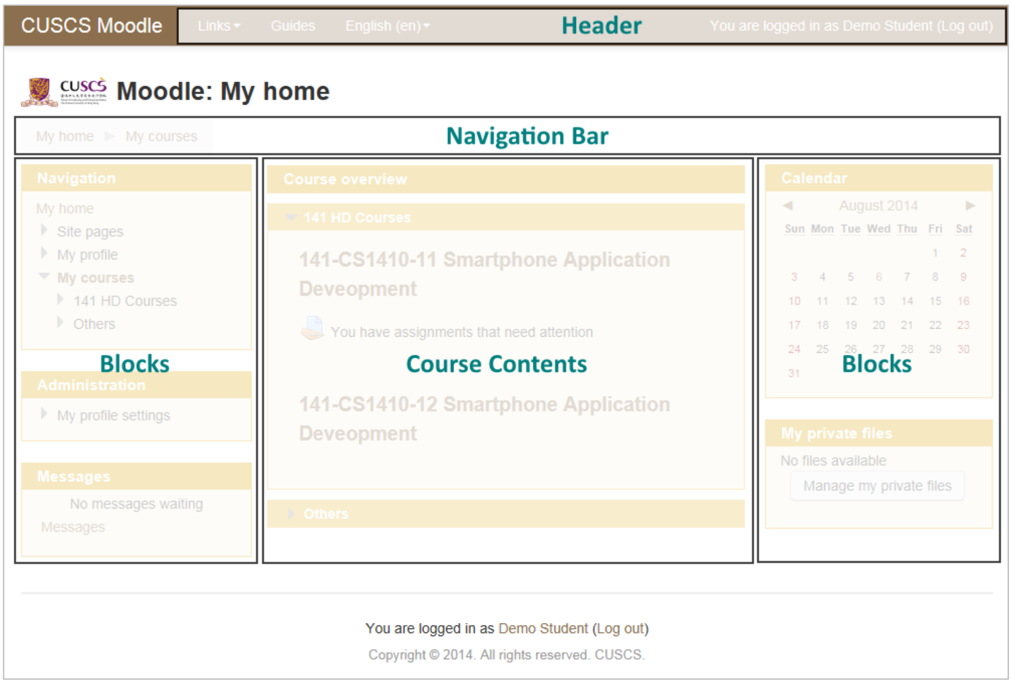


After successful login, there should be a list of your teaching courses. Otherwise the login form will be shown again, with the error message “Invalid login, please try again”. Please verify the information you have entered and login again.



How to navigate in Moodle?

The page layout is consistent throughout the Moodle learning platform: header bar on the top, contents in the middle, and blocks on either or both sides of the page.



Header

On the left there are links to other CUSCS and CUHK services. There is also a menu to change the displaying language. On the right it is your name. You can view and edit your personal information by clicking your name, or log out the Moodle platform.

Navigation Bar

Navigation bar indicates your current position inside the Moodle hierarchy. You can navigate to different levels by clicking on the hyperlinks.

Course Contents

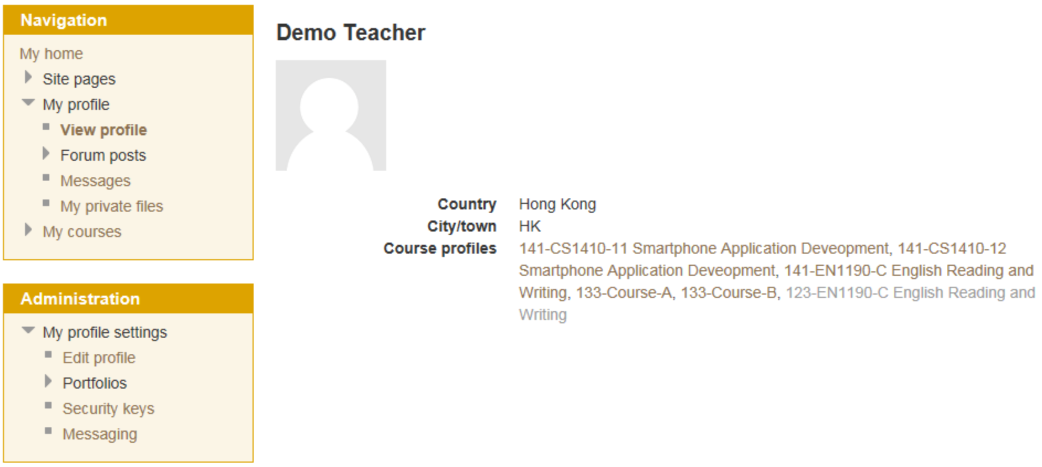
Contents of the course you are teaching are located in the middle of the page.

Blocks

Blocks are located on both sides of the page. Functions of the blocks will be varied according to the resources or activities being shown in the course contents area.

How to change my personal information?

To manage your personal information, click your name on the right of the header bar. Your profile page with a list of your teaching courses will be shown.



To edit your personal information, click the “Edit profile” link under the “Administration” block on the left.

Several pieces of your personal information are tied to your CUSCS network account, and they will not be editable in the form. You can still change information such as avatar and other non-critical information.

NOTE: Moodle sends notification emails (assignments, forum posts, messages) to your CUHK mail account (for full-time instructors) or your personal mail account (for part-time instructors). For effective communication between you and your students, make sure there is enough space in your email inbox.

NOTE: You cannot change your email address directly on Moodle. Please contact us via your course coordinator for requesting change to your personal email address (for part-time instructors only).

Courses

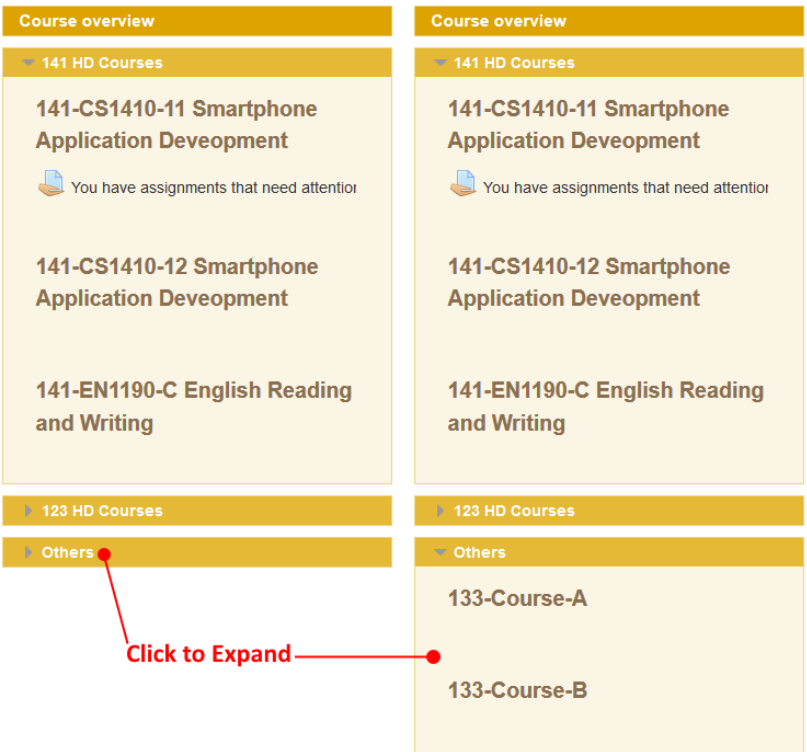
NOTE: CUSCS classes are denoted in "term-course-class" format. Each of these classes will be given a storage area on Moodle to store students, resources and activities. Moodle refers such storage areas as courses.

In this user guide, when we refer to "Courses", we are actually referring to "Courses in Moodle", which is equivalent to "Classes in CUSCS". When it is necessary to mention "Courses in CUSCS", they will be denoted as "SCS-courses" explicitly.

Where are my courses?

In the course overview page, your courses are sorted by course code in alphabetical order. By default only courses under the current school term will be listed so that the webpage will not be overwhelmed. To view courses from previous school terms, click on the term codes to expand other school term sections.

Some course contents will generate reminders to the users in the course overview, such as the due dates of assignments, which are also collapsed by default. Click on the attention link to view the details of the reminder.

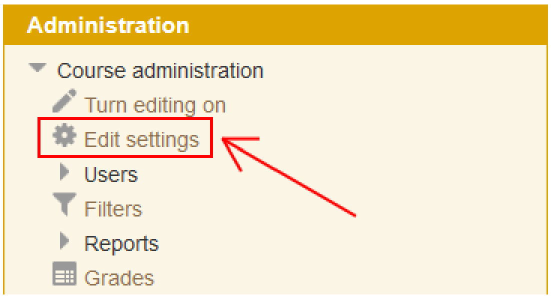


Click on the course title to view the course contents.

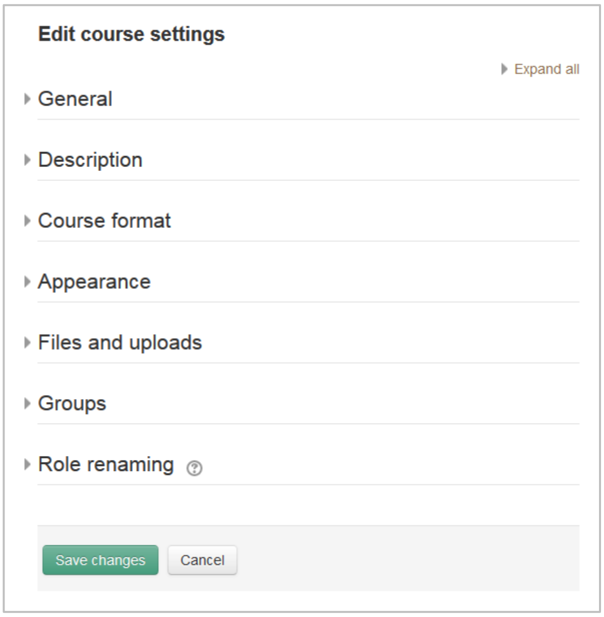
Course contents are listed In the middle of the webpage. You may easily get lost as you dive into deeper content levels. Use the hyperlinks in the Navigation bar to return to an upper level, or click “My home” on the navigation bar to return to the course overview page.

How to change the course details?

Besides uploading resources and arranging activities, it is also important on how to present them to your students. In the Administration block on the left, click Edit settings under Course administration.



Course settings are arranged in sections. Click on each section title to expand them. Click “Expand all” on the upper right to show all sections at once.



Not all settings are useful to your courses. Here we introduce certain commonly used settings:

<u>General</u>

Course full name and **Course short name**

The names of the course are displayed in various pages and also in the course email messages. The CUSCS term-course-class naming convention is used. Please do not edit these two names; otherwise some server-side functions will not be able to locate your courses.

Course start date

This setting determines the start of the first week for a course in weekly format. By default the course start dates will be the same as the term start dates, which may not be applicable to your courses. You should update the course start dates before organizing your course contents.

Course format

Format

The course format determines the layout of the course page. By default the format will be set to Weekly format. You can switch to Topics format if necessary. Formats other than Weekly and Topics are rarely used.

Number of sections

This is the formatting options for Weekly / Topics format.

Files and uploads

Maximum upload size

This setting determines the largest size of file that can be uploaded to the course, limited by the site-wide setting set by the administrator. Activity modules also include their own maximum upload size settings for further restricting the file size.

Groups

Group mode

This setting has 3 options:

- No groups — There are no sub groups, everyone is part of one big community
- Separate groups — Each group member can only see their own group, others are invisible

- Visible groups — Each group member works in their own group, but can also see other groups

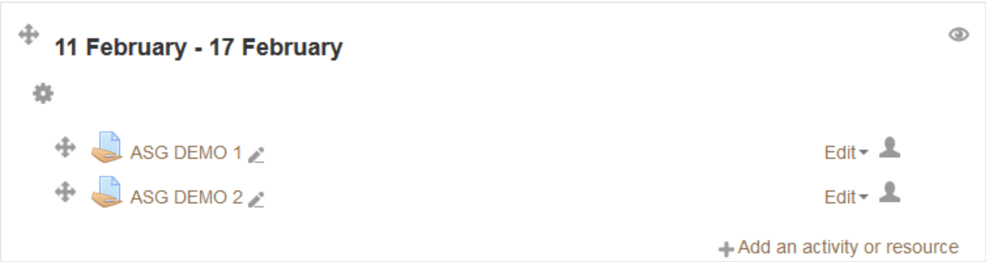
Click Save changes to save the new settings and return to the course page.

How to manage course sections?

Sections in the course page are separate areas for differentiating different resources and activities. Sections are usually presented as weeks or topics.

To manage the course contents, you will need to make the course page editable. To do so, you can open the course page, and then either:

- Click the “Turn editing on” button on the right-hand side of the navigation bar; or
- Click the “Turn editing on” link under “Course administration” in the Administration block



Additional icons will be shown when the course page is in editing mode. Click the gear icon under the dates of week or the topic, depends on which display format you have selected.

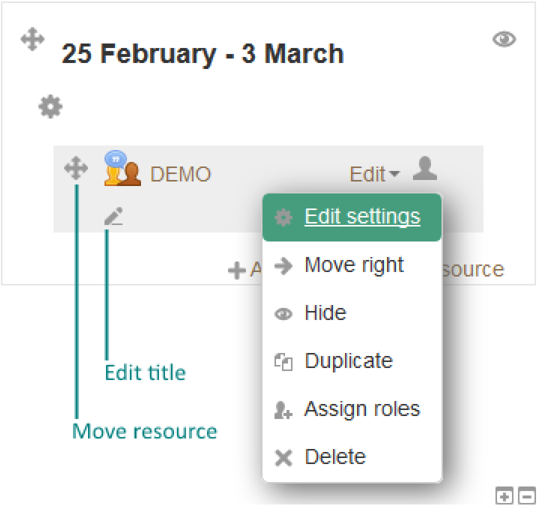
In the summary editing page, uncheck “Use default section name” and type your preferred title for that topic / week. Click Save changes and you should see the effect likes below.

How to manage course contents?

To manage the course contents, you will first need to make the course page editable. To do so, you can open the course page, and then either:

- Click the “Turn editing on” button on the right-hand side of the navigation bar; or
- Click the “Turn editing on” link under “Course administration” in the Administration block

Click “Edit” on the right of each resource item to reveal the editing menu:



Move resource

Drag this icon to reorder the item or move the item to different section

Edit title

Shortcut to quickly rename the item without opening the edit page

Edit settings

Open the corresponding edit page of the item

Move right / Move left

Add or remove indentation for the item to provide a more structural view

Hide

Toggle the switch to make the item invisible to students.

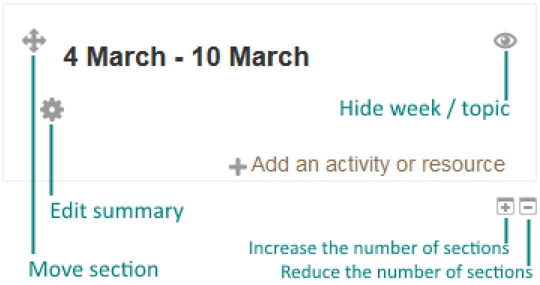
Duplicate

Make a copy of the item

Delete

Remove the item from the course page. Beware that associated files may also be removed (for example, deleting an assignment will also remove all submitted files).

There are also editing icons on each section:



Move section

Drag this icon to swap the contents of one section with another. Section name will not be reordered.

Edit summary

Change the section title instead of using the default topic number or date of week.

Hide week / topic

Toggle the switch to make the section invisible to students.

Increase / Reduce the number of sections

Quick append or remove section to the end of the list.

How to copy contents from one course to another?

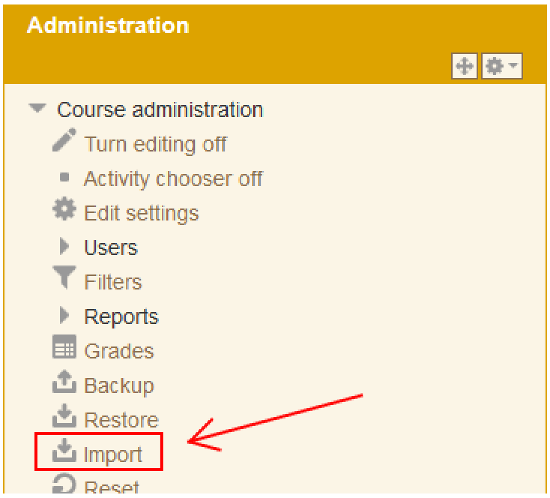
Course contents can be copied from another of your teaching/taught courses. This helps reduce the time spent on re-organizing the contents of new courses.

Notes before import:

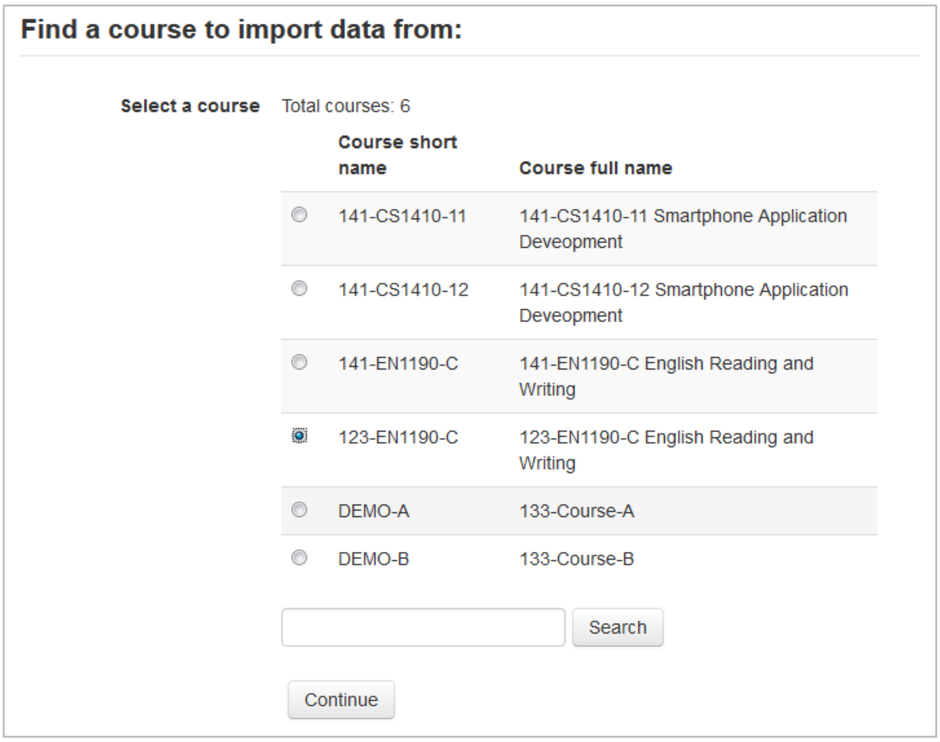
1. Course settings will NOT be copied, such as student groups/groupings.
2. Contents inside activities will NOT be copied, such as forum posts and assignment submissions.
3. Settings such as the assignment submission deadline will NOT be automatically updated. Teachers should update them manually.
4. Increase the number of sections in the “Destination” course before import if it is fewer than that of the “Source” course. Otherwise the imported items will be placed under a section named “orphaned activities”.

Sample Scenario: You have taught a course EN1190 in the previous school term 123 (“Source”) and you would like to copy its contents to the same course in the current school term 143 (“Destination”).

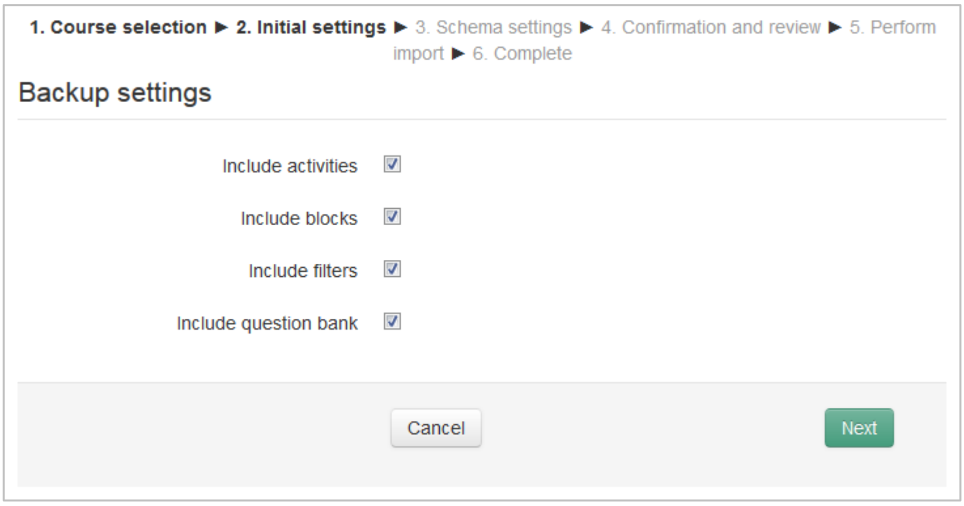
Go to the “Destination” course in the current term. Click “Import” under Course administration in the Administration block on the left.



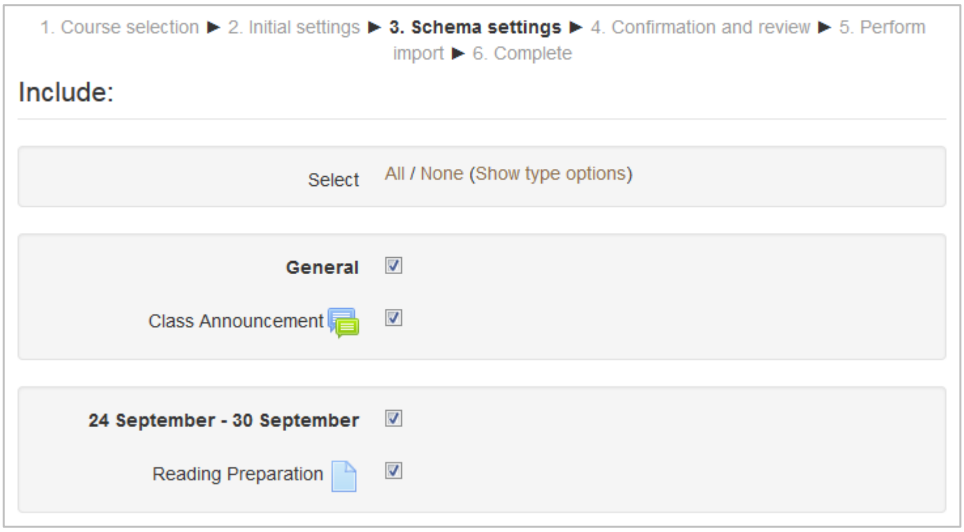
Your teaching/taught courses are listed. Choose the “Source” course for importing contents. In case there are too many courses, use the search field underneath to filter the list. Click “Continue”.



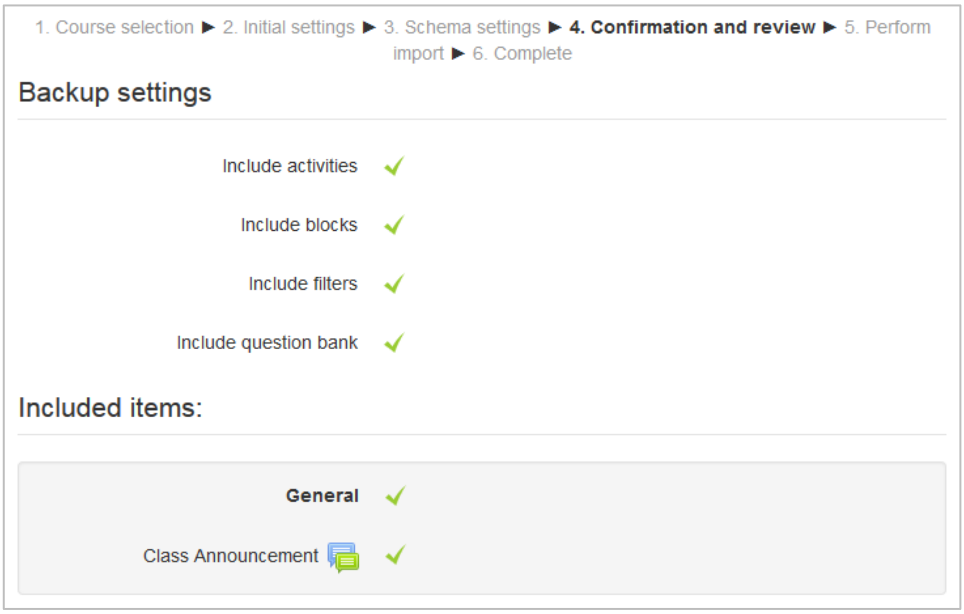
Choose which types of contents to be imported from the “Source” course. You can leave the default selection, i.e. select all. Click “Next”.



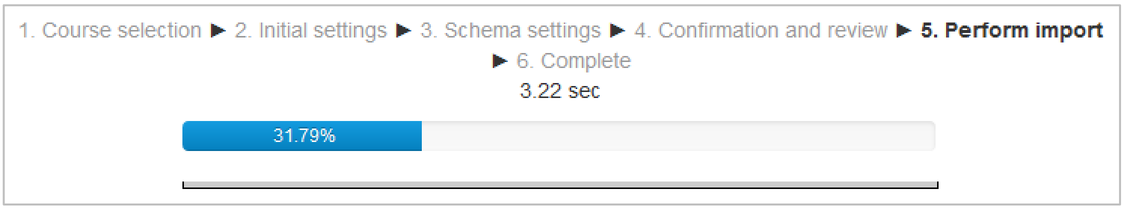
Choose which exact items to be imported from the “Source” course. By default all items are selected. You should uncheck the Class Announcement item before proceeding. Click “Next” to continue.

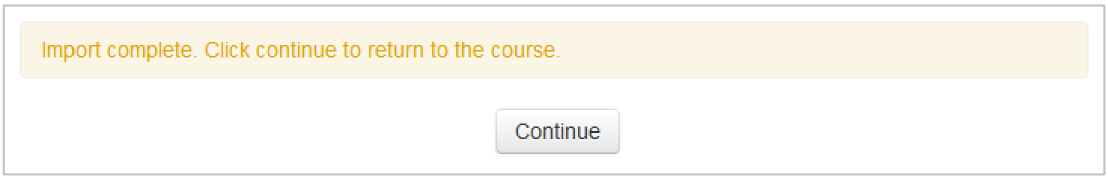


Confirm your choices and click “Perform import” to start.



Wait until the progress reaches 100%. When finished, click “Continue” to return to the “Destination” course.

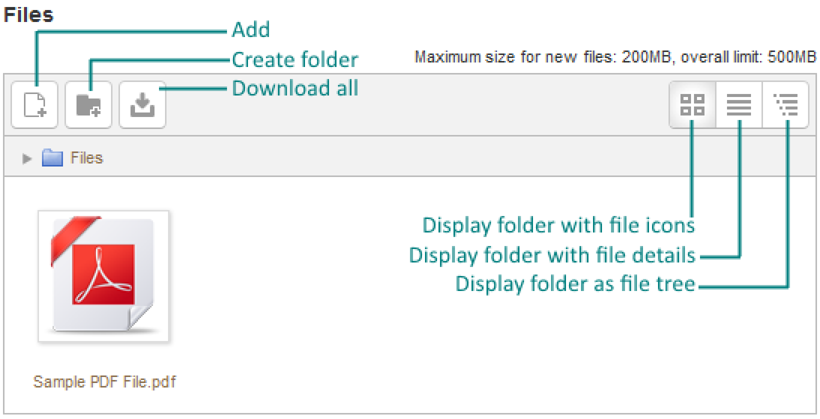




File Management

How to use File Manager to upload file?

For every function that requires you to upload files, a File Manager section will be presented for you to select files to upload.



You can directly drag and drop files onto the File Manager to upload those files, provided that the web browser is up-to-date to support this feature. Another upload method is to use the File Picker.

Other functions of the File Manager include:

Add…

Upload a file to the File Manager.

Create folder

Create a new folder.

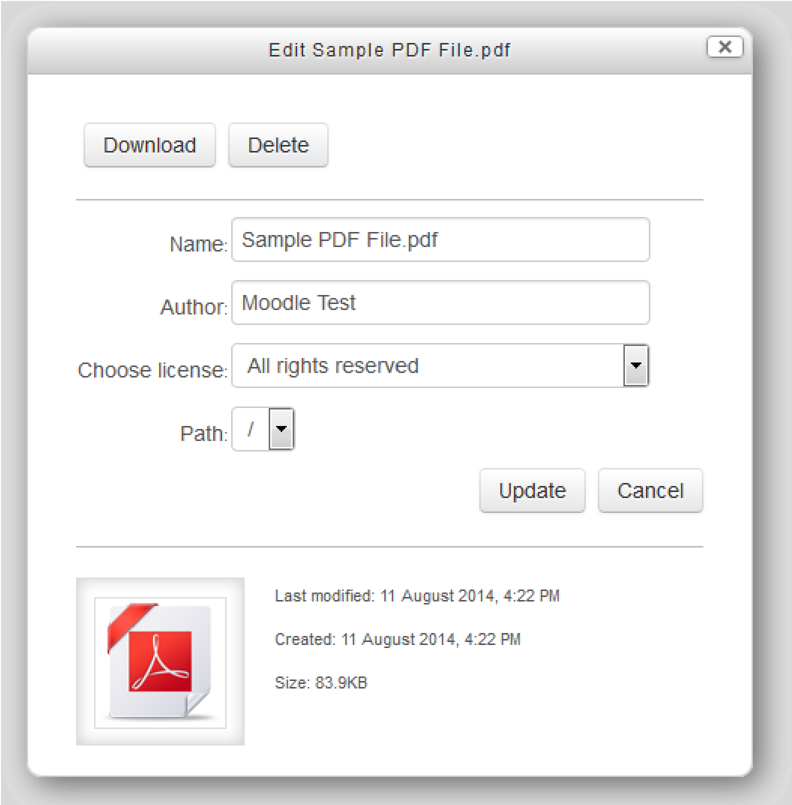
Download all

Download all files in the File Manager as a single ZIP file.

Change view buttons

Three buttons on the top-right corner: (from left to right) Icons view, Details view and Tree view.

Click on the file icon. The following dialog box will be shown for file manipulation:



Download

Download the file to your local storage.

Delete

Remove the file from File Manager. If the file has been linked as aliases / shortcuts from other locations, those aliases / shortcuts will be broken. On the other hand, deleting an alias / shortcut will not affect the original file.

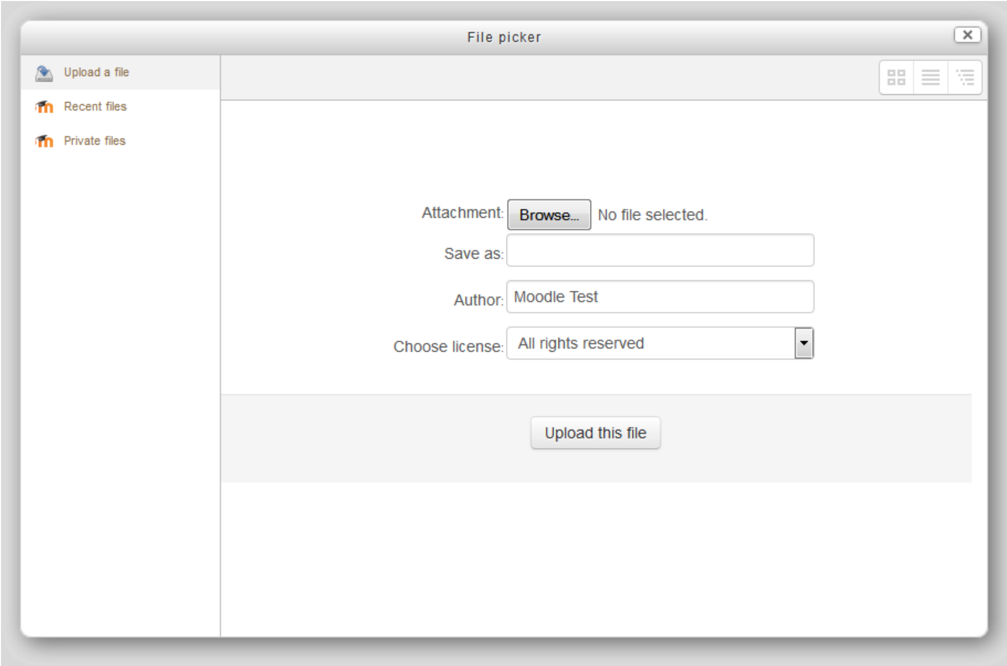
Update

If you have changed the Name / Author / License field, click Update to save the changes.

Depending on the source of upload or the feature you are using, not all the functions list above will be available on every File Manager.

How to use File Picker to select file for upload?

File can be selected into the File Manager by using the File Picker. Click the “Add…” button at the top-left corner of the File Manager to open the File Picker window.



File Picker provides several ways to select files to upload:

Upload a file

This function calls the system's ordinary open file dialog box for choosing files.

Recent files

For those recently uploaded or selected files, they will be listed here for your quick access and re-use.

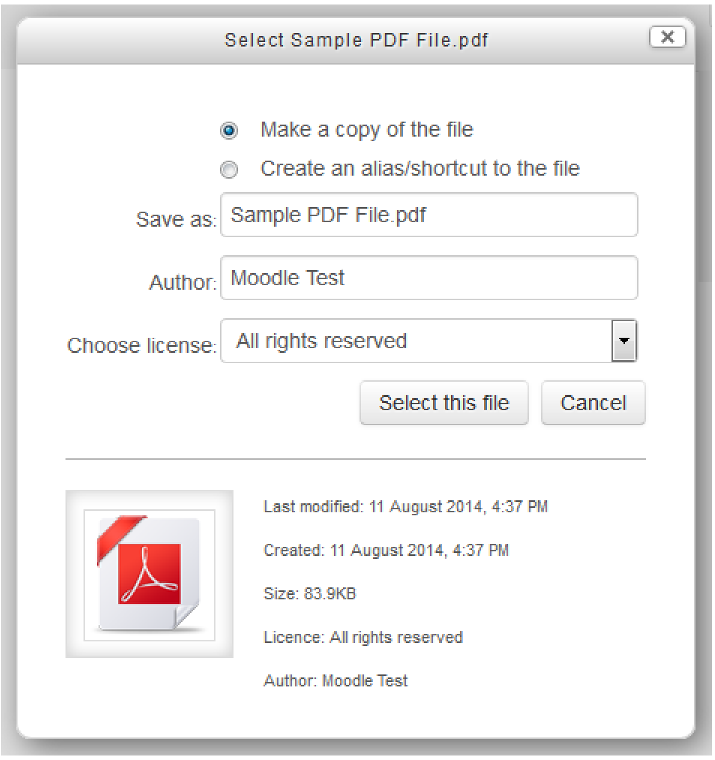
Server files

Server files allow you to access the files uploaded to other courses. To view another course, click on the File Picker's navigation bars to open folder in different level.

Private files

Files that you have been uploaded to your personal My Private File area will be listed here. Please note that when you select files from My Private Files area, the files will be copied to the course area instead of linking.

When a file is being selected in the File Picker (except under "Upload a file"), the following dialog box will be shown. In most cases you can simply click "Select this file". Depends on the source of upload, sometimes there will be two more options for you to select.



Make a copy of the file

File will be copied from the source location to the destination location.

Create an alias/shortcut to the file

At the destination location, a link is created and point to the source file. No actual file will be copied. Beware that if the source file is deleted afterwards, then the link created will become broken.

Depending on the source of upload or the feature you are using, not all the functions list above will be available each time you open File Picker.

Is there any limitation in uploading files?

Size of the file accepted by Moodle is limited, and this limitation is varied among different functions.

System level

Maximum size that uploaded files can be throughout the whole site. This limitation is controlled by the system administrator.

Course level

Largest size of file that can be uploaded to the course, limited by the system-level setting.

Activity level

Maximum upload size setting for restricting the file size in the following activity modules, limited by the course-level setting:

- Assignment level
- Forum level
- My Private Files level

NOTE: Avoid uploading files with non-English file names. Such files are not guaranteed to be able to download or view by the students.

Activities and Resources

What is an activity?

An activity is a general name for a group of features in a Moodle course. Usually an activity is something that a student will do that interacts with other students and/or the teacher.

You can refer to the official documentation for more information about Moodle activities. Please note that not all activity types are available on CUSCS Moodle platform.

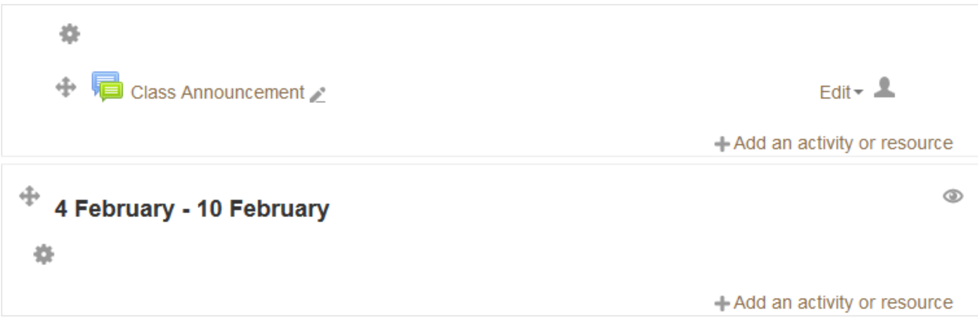
What is a resource?

A resource is an item that a teacher can use to support learning, such as a file or link. Moodle supports a range of resource types which teachers can add to their courses. Resources appear as a single link with an icon in front of it that represents the type of resource.

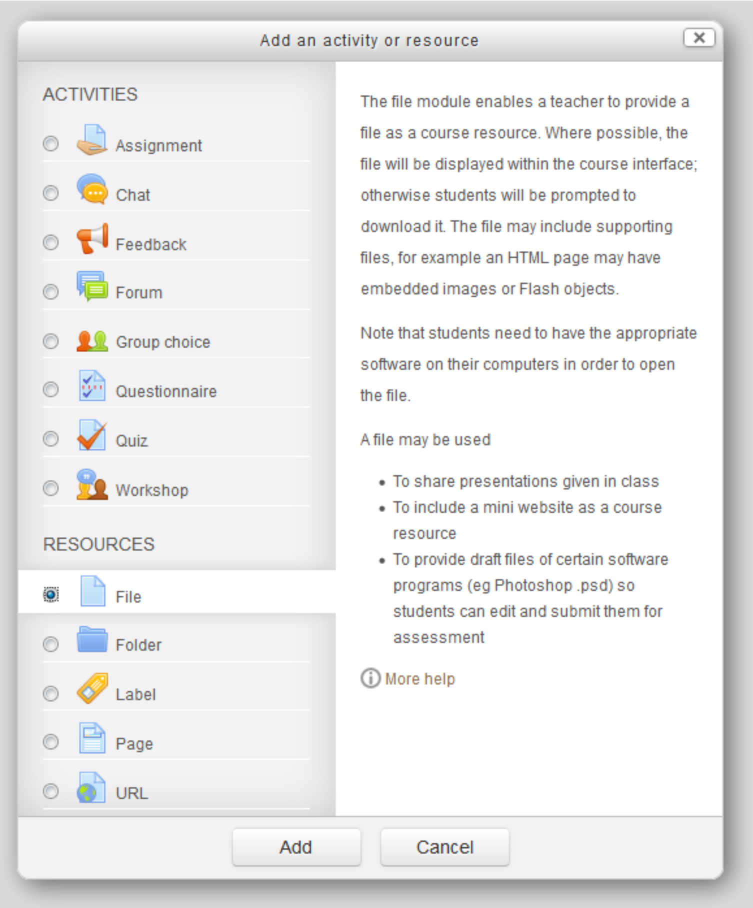
You can refer to the official documentation for more information about Moodle resources. Please note that not all resource types are available on CUSCS Moodle platform.

How to add an activity or resource?

Switch the course page into editing mode (Turn editing on), and you will see the link "Add an activity or resource" in every section.



Click on that link to show the add dialog.



Choose one of the activity / resource types, its corresponding description will be displayed on the right. Click "Add" to load the edit page of the new activity / resource.

How to edit an existing activity or resource?

There are two ways to edit an existing activity / resource:

Method 1:

1. Switch the course page into editing mode. (Turn editing on)
2. Click Edit > Edit settings on the right side of the activity / resource.

Method 2:

1. Open the activity / resource.
2. Click Edit settings in the Administration block → […] administration.

Please note that, for resources, method 2 is applicable only to those presented in separate pages. For example, a File resource can be edited using method 2 while a Label resource can only be edited using method 1.

Under certain circumstances, one or more options in the setting page will be unavailable for editing. For example, several settings under Assignment activity will be locked once students have made their submissions to the assignment.

How to add a File resource?

You can upload course notes or other reference materials to the course page for students to download.

1. Switch the course page into editing mode. (Turn editing on)
2. Click “Add an activity or resource” in appropriate section.
3. Choose “File” under “RESOURCES”.
4. Click “Add”.
5. Provide the following information:
    - **Name**
    - **Description**
    - **Display**

      This setting, together with the file type and whether the browser allows embedding, determines how the file is displayed. Options may include:
        - Automatic — The best display option for the file type is selected automatically
        - Embed — The file is displayed within the page below the navigation bar together with the file description and any blocks
        - Force download — The user is prompted to download the file
        - Open — Only the file is displayed in the browser window
        - In pop-up — The file is displayed in a new browser window without menus or an address bar
6. Use the File Picker to select a single file into the File Manager. The file manager allows you to select more than one file, but only the first selected file will be visible and downloadable.
7. Click “Save and return to course”.

How to add a Folder resource?

Instead of creating multiple file resources in the course page, you can organize those files under a single location by using the folder resource.

1. Switch the course page into editing mode. (Turn editing on)
2. Click “Add an activity or resource” in appropriate section.
3. Choose “Folder” under “RESOURCES”.
4. Click “Add”.
5. Provide the following information:
    - **Name**
    - **Description**
6. Use the File Manager to create the folder hierarchy.
7. Use the File Picker to upload file(s) to the folder(s).
8. Click “Save and return to course”.

Regarding to step 7 above, you can further simplify the uploading process by using ZIP file:

1. Prepare the folder hierarchy and the files in your local computer.
2. Compress all folders and files into a ZIP file.
3. Upload the ZIP file to File Manager.
4. Open the uploaded ZIP file in the File Manager.
5. Click the “Unzip” in the dialog window to extract it.

How to add a Page resource?

You can compose the course content directly on Moodle. The editor allows you to add various formatting to your content without the knowledge of HTML.

1. Switch the course page into editing mode. (Turn editing on)
2. Click “Add an activity or resource” in appropriate section.
3. Choose “Page” under “RESOURCES”.
4. Click “Add”.
5. Provide the following information:
    - **Name**
    - **Description**
    - **Page content**

6. Click “Save and return to course”.

How to add a URL resource?

You can put links to external references in the course page.

1. Switch the course page into editing mode. (Turn editing on)
2. Click “Add an activity or resource” in appropriate section.
3. Choose “URL” under “RESOURCES”.
4. Click “Add”.
5. Provide the following information:
    - **Name**
    - **Description**
    - **External URL**
    - **Display**

      This setting, together with the URL file type and whether the browser allows embedding, determines how the URL is displayed. Options may include:
        - Automatic — The best display option for the URL is selected automatically
        - Embed — The URL is displayed within the page below the navigation bar together with the URL description and any blocks
        - Open — Only the URL is displayed in the browser window
        - In frame — The URL is displayed within a frame below the the navigation bar and URL description
        - In pop-up — The URL is displayed in a new browser window without menus or an address bar
6. Click “Save and return to course”.

How to add a Label resource?

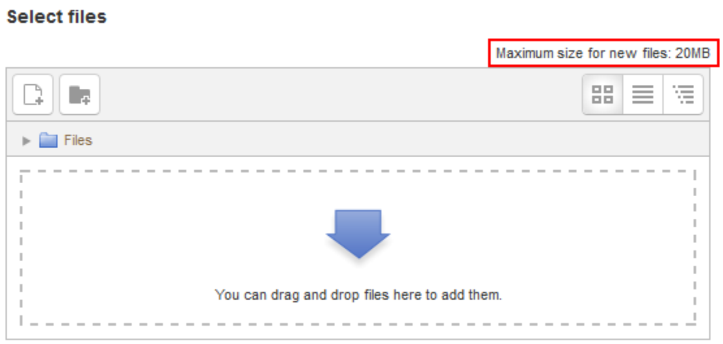
Label is not an actual downloadable piece of material. Instead it allows you to add some additional information to your course page in order to make the page itself or other resources more descriptive.

1. Switch the course page into editing mode. (Turn editing on)
2. Click “Add an activity or resource” in appropriate section.
3. Choose “Label” under “RESOURCES”.
4. Click “Add”.

5. Enter the Label text.
6. Click “Save and return to course”.

I cannot upload large files to my course. What should I do?

When using the File Manager to upload files, the size limitation will be shown on the top-right corner of the File Manager.



To increase the maximum upload size for your course materials:

1. Enter your course page
2. From the Administration block on the left, click Edit settings under Course administration
3. Expand the “Files and uploads” section by clicking the section title.
4. Select a size limitation from the Maximum upload size drop-down list.
5. Click “Save changes”.

Please note that the largest available size you can choose is controlled by the system administrator.

On the other hand, your chosen size will in turn become the highest possible limitation for all activities (such as assignments) under the current course. To further adjust the upload size limit for a specific activity, you should configure the respective value from the activity setting page.

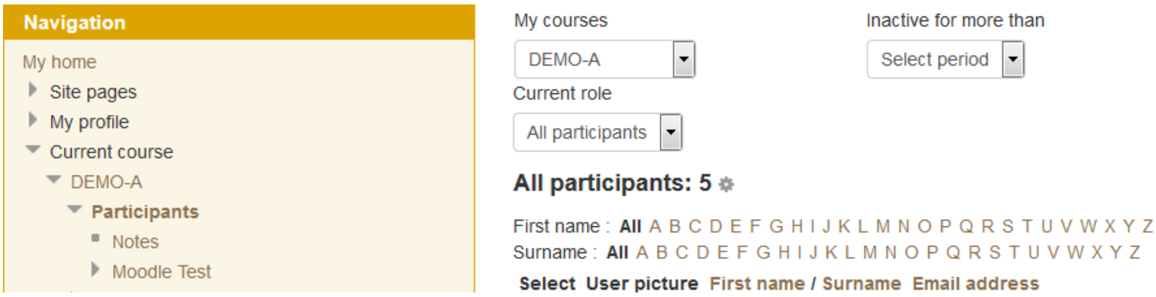
DO NOT leave the Maximum upload size to a high value unless there is an absolute necessity. Otherwise the server performance will be severely affected.

Students and Groups

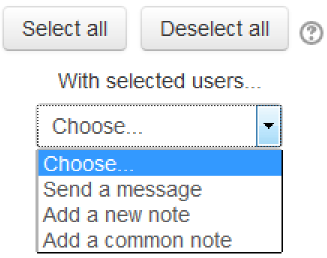
Where are my students?

Once your teaching courses are ready in the Moodle at the beginning of a school term, students will be enrolled to their respective courses.

To see a list of your students in a course, expand the course code in the Navigation block on the left, then click Participants.



The list may split into several pages. In that case, click the Show all hyperlink at the bottom of the page to view all the students at a glance. Click on the student name to view the detailed information of that student.



Use the checkboxes to select one or more students, then in With selected user, choose Send a message to send messages to multiple recipients.

NOTE: As a class teacher, you should check the student lists once your Moodle courses are ready. It is not uncommon to have students of late enrolment, early withdrawal, or programme change in the middle of school term. If you found missing or extra students in your classes, please contact the Moodle administrator immediately to resolve your cases.

What are Groups / Groupings?

A group is a collection of students. In an activity, teachers can make use of groups to identify different sets of students, or to separate the students so that the members of one group cannot see what have been done by the members of other groups.

A grouping is a collection of student groups. An activity with Grouping applied is accessible only to those students within the assigned grouping.

Which one should I use: Groups or Groupings?

Examples of Group usage:

- You have asked to combine several of your teaching classes into a meta-course. In that meta-course, you want to figure out which class a student comes from when grading his / her assignments.
- You want to setup up a discussion in which the students can only interact with the selected peers.

Examples of Grouping usage:

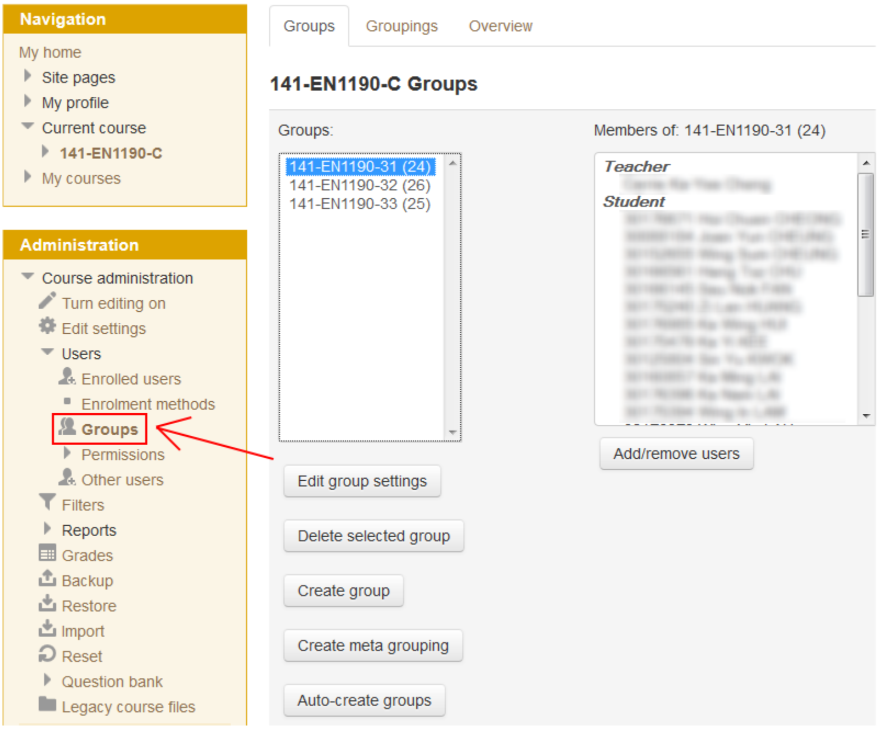
- A course / meta-course is co-teaching by more than one teachers. While all teachers share the same set of course materials, they would like to manage the assignments for their own groups of students.
- An assignment requires the students to submit in groups. A group submission will be shared among group members and all members of the group will see each other's changes to the submission.

Complex scenario requires careful planning of Groups and Grouping. For example, a meta-course requires class isolation, and there are multiple group-submission assignments in this meta-course, each with its own student arrangement, then you will need to create various sets of Groups and Grouping in order to cater such needs.

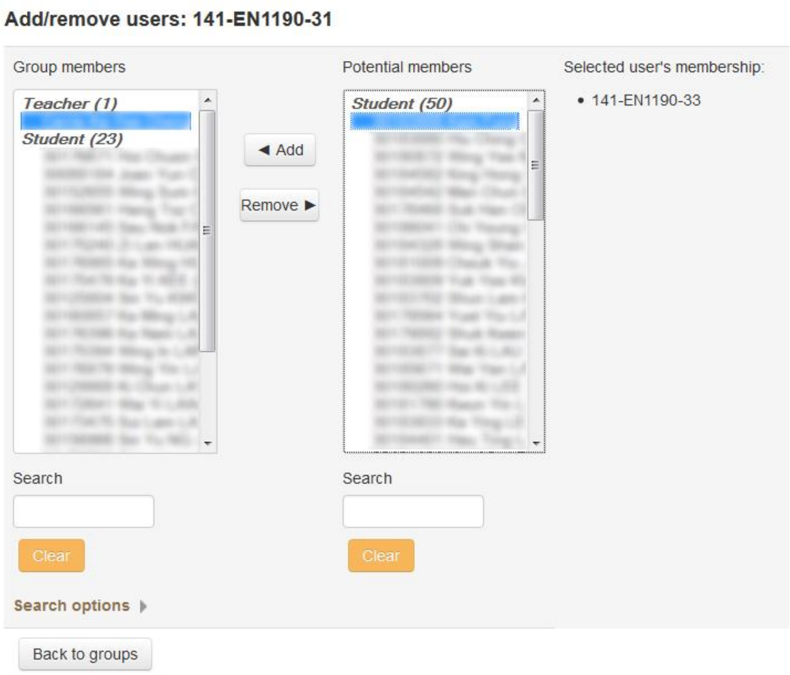
How to arrange students into groups?

To manually arrange students into groups:

1. In the course's Administration block, expand Users under Course administration and click "Groups".



2. Click the first tab “Groups” at the top.
3. Click the “Create group” button on lower left.
4. Provide a group name and click the Save changes button to create the new group.
5. Click to select the newly created group under the Groups list on the left.
6. Click the “Add/remove users” button on lower right.
7. Click to select students under the Potential members list on the right. You can hold the Ctrl key while clicking to select multiple students.



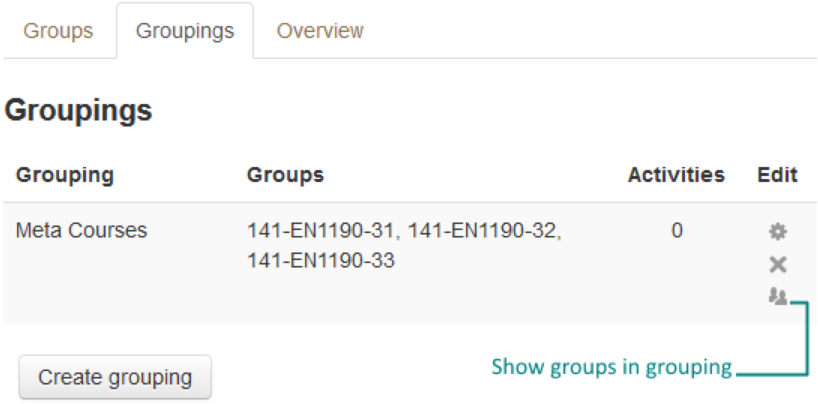
8. Click the “Add” button then add the selected students to the Group members list.
9. Click the “Back to groups” button at the bottom.
10. Repeat steps 3 to 9 to create other groups if necessary.

Depending on your purpose of using groups, each student can be assigned to more than one group.

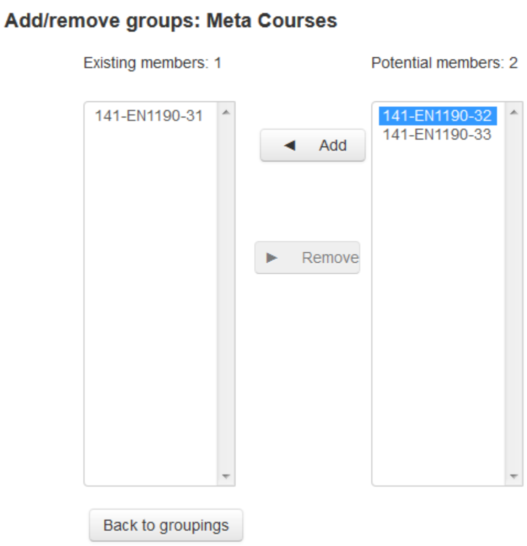
How to arrange students into groupings?

Before students can be arranged into groupings, you must first arrange them into different groups (see “How to arrange students into groups”). Once those groups are ready:

1. In the course’s Administration block, expand Users under Course administration and click “Groups”.
2. Click the second tab “Groupings” at the top.



3. Click the “Create grouping” button at the bottom.
4. Provide a grouping name and click the Save changes button to create the new grouping.
5. In the grouping table, click the “Show groups in grouping” icon on the far right of a grouping item.
6. Click to select groups under the Potential members list on the right. You can hold the Ctrl key while clicking to select multiple groups.



7. Click the “Add” button then add the selected groups to the Existing members list.
8. Click the “Back to groupings” button at the bottom.
9. Repeat steps 3 to 8 to create other grouping if necessary.

Depending on your purpose of using groupings, each group of students can be assigned to more than one grouping.

How to apply Groups / Groupings to an activity?

DO NOT use these settings until you have created Group and Grouping

When creating or updating an activity, you will find three settings under Common module settings: Group mode, Grouping, and Available for group members only:

Group mode

This setting has 3 options:

- No groups — There are no sub groups, everyone is part of one big community
- Separate groups — Each group member can only see their own group, others are invisible
- Visible groups — Each group member works in their own group, but can also see other groups

The group mode defined at course level is the default mode for all activities within the course. Each activity that supports groups can also define its own group mode, though if the group mode is forced at course level, the group mode setting for each activity is ignored.

Grouping

A grouping is a collection of groups within a course. If a grouping is selected, students assigned to groups within the grouping will be able to work together.

Available for group members only

If enabled, this activity will only be available to students assigned to groups within the selected grouping.

It is not a must to have a valid Grouping for holding the groups. When no grouping is selected in the Grouping setting shown above, the effect is identical to having an invisible Grouping, which by default contains all groups within the course.

How to apply Groups / Groupings to a resource?

DO NOT use these settings until you have created Group and Grouping

When creating or updating a resource, you will find two settings under Common module settings: Grouping and Available for group members only:

Grouping

A grouping is a collection of groups within a course. If a grouping is selected, students assigned to groups within the grouping will be able to work together.

Available for group members only

If enabled, this resource will only be available to students assigned to groups within the selected grouping.

How to let students choose their own Group?

Besides manually arrange students into groups, you can also setup a Group Choice activity to let students choose their preferred groups.

You must create at least two empty Groups prior to use the Group Choice activity. Refer to "How to arrange students into groups" for more information on Groups creation.

Once the empty Groups are ready:

1. Switch the course page into editing mode. (Turn editing on)
2. Click "Add an activity or resource" in appropriate section.
3. Choose "Group Choice" under "ACTIVITIES".
4. Click "Add".
5. Provide the following information:
    - **Group choice name**
    - **Description**
    - **Miscellaneous settings**
        - Allow enrollment to multiple groups — Not recommended to enable. One Group Choice activity should bind to one Grouping/Activity for easy management.
        - Publish results / Privacy of results / Show column for unanswered — Privacy settings that control whether one student sees other's choices
        - Allow choice to be updated — Whether to allow students change their choices

- Limit the number of responses allowed — Whether to limit the maximum number of group members

- **Group X**

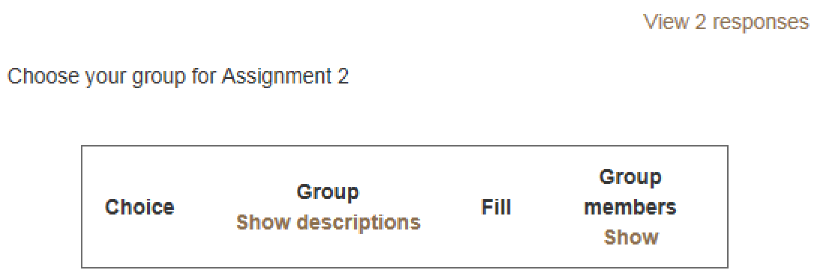
  All Groups under the current course will be listed. Groups that are not supposed to be chosen by students should change the Group setting to “Choose a group”.

- **Restrict answering to this time period**

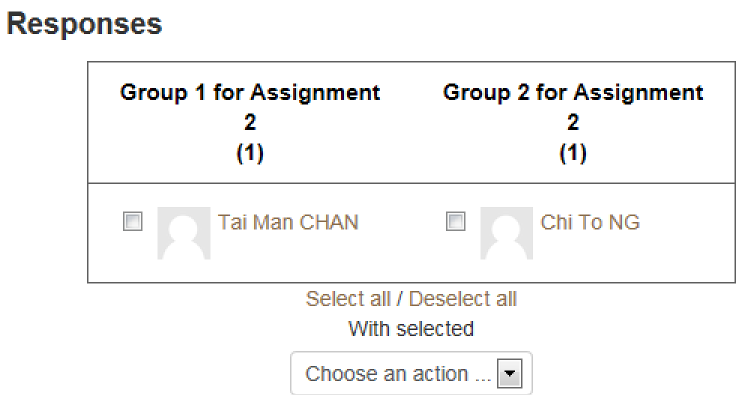
6. Click “Save and return to course”.

How to view the choices of Groups made by students themselves?

1. Open the Group Choice activity.
2. Click the “View X responses” link on the top-right corner of the activity.



3. Students and their choices are listed.



Of course you can manage the actual Group arrangement from the Administrator block → Course Administration → Users → Groups.

Assignments

What is an assignment?

The assignment module allows teachers to collect work from students, review it and provide feedback including grades. The work students submit is visible only to the teacher and not to the other students unless a group assignment is selected.

You can refer to the official documentation for more information about the assignment activity.

What is an assignment with Draft submission?

With the default assignment settings, students can make resubmission to an assignment unlimitedly, even after the assignment is graded, until the cut-off date.

By enabling the “Submission settings > Require students click submit button” option, students will see the Submission status as “Draft (not submitted)”, until they click the “Submit assignment” button to declare the submission as the final version.

Submission status

Submission status	Draft (not submitted)

Once submitted, the Submission status from student perspective will become “Submitted for grading” and the “Edit my submission” button will no longer be available.

Submission status

Submission status	Submitted for grading

How to add an Assignment activity?

To create a new Assignment activity:

1. Switch the course page into editing mode. (Turn editing on)
2. Click “Add an activity or resource” in appropriate section
3. Choose “Assignment” under “ACTIVITIES”
4. Click “Add”
5. Enter the assignment details. (see below)

6. Click “Save and return to course”

Detailed descriptions of commonly used settings:

General

Assignment Name

Description

Availability

Allow submissions from

If enabled, students will not be able to submit before this date. If disabled, students will be able to start submitting right away.

Due date

This is when the assignment is due. Submissions will still be allowed after this date but any assignments submitted after this date are marked as late. To prevent submissions after a certain date - set the assignment cut off date.

Cut-off date

If set, the assignment will not accept submissions after this date without an extension.

Submission types

Online text

If enabled, students are able to type rich text directly into an editor field for their submission.

File submissions

If enabled, students are able to upload one or more files as their submission.

Maximum number of uploaded files

Files uploaded by students may be up to this size.

Maximum submission size

Files uploaded by students may be up to this size.

Feedback types

Feedback comments

If enabled, the marker can leave feedback comments for each submission.

Feedback files

If enabled, the teacher will be able to upload files with feedback when marking the assignments. These files may be, but are not limited to mark up student submissions, documents with comments or spoken audio feedback.

Offline grading worksheet

If enabled, the teacher will be able to download and upload a worksheet with student grades when marking the assignments.

Submission settings

Require students click submit button

If enabled, students will have to click a Submit button to declare their submission as final. This allows students to keep a draft version of the submission on the system. If this setting is changed from "No" to "Yes" after students have already submitted those submissions will be regarded as final.

Require that students accept the submission statement

Require that students accept the submission statement for all submissions to this assignment.

Group submission settings

Students submit in groups

If enabled students will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members and all members of the group will see each other's changes to the submission.

Require all group members submit

If enabled, all members of the student group must click the submit button for this assignment before the group submission will be considered as submitted. If disabled, the group submission will be considered as submitted as soon as any member of the student group clicks the submit button.

Grouping for student groups

This is the grouping that the assignment will use to find groups for student groups. If not set - the default set of groups will be used.

Notification

Notify graders about submissions

If enabled, teachers receive an email whenever a student submits an assignment, early, on time and late.

Notify graders about late submissions

If enabled, teachers receive an email whenever a student submits an assignment late.

VeriGuide parameters

(Refer to the section about VeriGuide for more information)

Grade

(Refer to the section about Grading for more information)

Grade

Blind marking

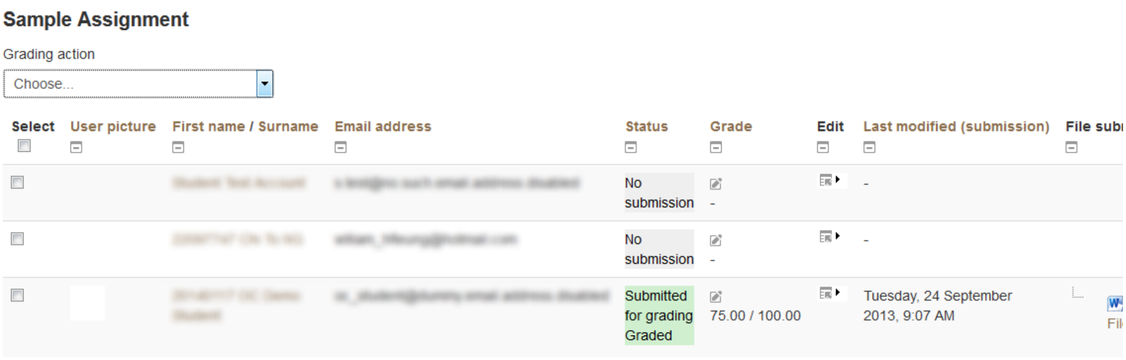
Blind marking hides the identity of students to markers. Blind marking settings will be locked once a submission or grade has been made in relation to this assignment.

Once the assignment is created, the assignment will be available on the course page. The assignment will also be listed on the attention section (namely "You have assignments that need attention") of the course overview as well as the calendar if due-date has been set.

When you open the assignment you will see the Grading summary table. You will not be able to submit files to the assignment on behalf of your students.

How to view students' submissions?

Grade table is the place where you can check students' submission status as well as download the submitted files.



1. Open the assignment.
2. Click the link “View/grade all submissions”, either under the Grading summary table, or under Assignment administration in the Administration block.
3. Scroll the Grading table to the right.
4. Online text is in the Online text column.
5. Uploaded files are in the File submissions column.

How to download all submitted files at once?

Instead of downloading the submitted files one by one, you can download all of them in batch.

1. Open the assignment.
2. Click “Download all submissions” under Assignment administration in the Administration block.
3. Download and open the ZIP file.
4. File are named in format “student name” + “assignment name” + “file name”.
5. Online texts are also included in the ZIP file.

How to allow a student to re-submit his/her assignment?

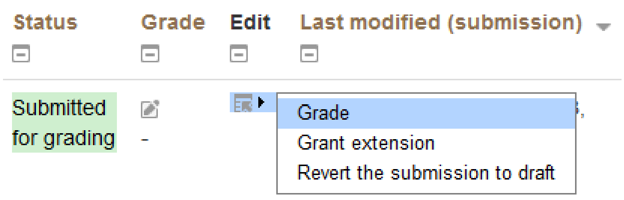
Students will not be allowed to re-submit the assignment in any one of the following scenarios:

- Date is beyond the cut-off date.
- The “Require students click submit button” is set to YES and student has submitted the assignment and clicked the Submit assignment button.
- “Prevent submission changes” is manually applied onto the student

To unlock the submission:

1. Open the assignment.

2. Click the link “View/grade all submissions”, either under the Grading summary table, or under Assignment administration in the Settings block.
3. Scroll the Grading table to the right.
4. Locate the student under the Edit column.



5. For scenario 1, point to the Edit icon and click “Grant extension”. Then enable and set the “Extension due date”.
6. For scenario 2, point to the Edit icon and click “Revert the submission to draft”.
7. Point to the Edit icon and click “Allow submission changes”.
8. Depends on the actual scenario, you may have to perform all step 5 to 7.

To unlock multiple students:

1. Go to the Grading table.
2. For those students that need to have their submissions unlocked, check the box in the Select column.
3. In the With selected drop-down list underneath the Grading table, select “Unlock submissions” or “Revert the submission to draft status”.

NOTE: Granting extensions to multiple students at the same time is not possible. In this case, please perform the granting action one by one.

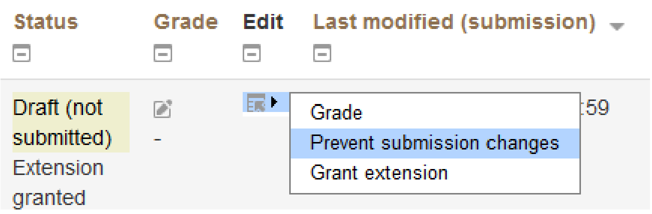
How to prevent a student from re-submitting his/her assignment?

Students can re-submit the assignment in any one of the following scenarios:

- The “Require students click submit button” is set to NO, and student has made his/her submission, and the cut-off day, if enabled, has not been reached.
- “Allow submission changes” is manually applied onto the student.

To lock the submission:

1. Open the assignment.
2. Click the link “View/grade all submissions”, either under the Grading summary table, or under Assignment administration in the Administration block.
3. Scroll the Grading table to the right.
4. Locate the student under the Edit column.



5. Point to the Edit icon and click “Prevent submission changes”.

To lock multiple students:

- Go to the Grading table.
- For those students that need to have their submissions locked, check the box in the Select column.
- In the With selected drop-down list underneath the Grading table, select “Lock submissions”.

How to setup group assignment?

Improper setup can block students from submitting their works. If in doubt, guide the students to submit in groups instead of using this group assignment feature.

In order to set up an assignment for students to submit in groups, you will first need to arrange students into groups, then put those groups into a grouping, then assign that grouping to the assignment.

For more information on group / grouping creation, please read:

- How to arrange students into groups
- How to arrange students into groupings

If there is more than one group assignment in your course, and each of them requires different student arrangement, then you will need to prepare different sets of groups / grouping.

When creating a new Assignment activity, configure the following three settings to make the assignment a group submission:

Students submit in groups
If enabled students will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members and all members of the group will see each other's changes to the submission.

Require all group members submit
If enabled, all members of the student group must click the submit button for this assignment before the group submission will be considered as submitted. If disabled, the group submission will be considered as submitted as soon as any member of the student group clicks the submit button.

Grouping for student groups
This is the grouping that the assignment will use to find groups for student groups. If not set - the default set of groups will be used.

Please also read "What should I pay attention to when setting up group assignment".

What should I pay attention to when setting up group assignment?

Improper setup can block students from submitting their works. If in doubt, guide the students to submit in groups instead of using this group assignment feature.

Please read the following before setting up group assignments:

- DO NOT mix up the concept of activity's Group mode! (see "How to apply Groups / Groupings to an activity?") For a group assignment, grouping should be applied to "Grouping for student groups" under "Assignment settings" section, but not "Grouping" under "Common module settings". Unless you are also limiting the access of that particular group assignment to specific students (e.g. because of meta-course or co-teaching), then you may need to enable the "Group mode" and then assign a different grouping to the "Grouping" setting.

- There is no “team leader” role in a group. If you choose not to enforce “Require all group members submit”, then technically any student in a group can perform the submit action.

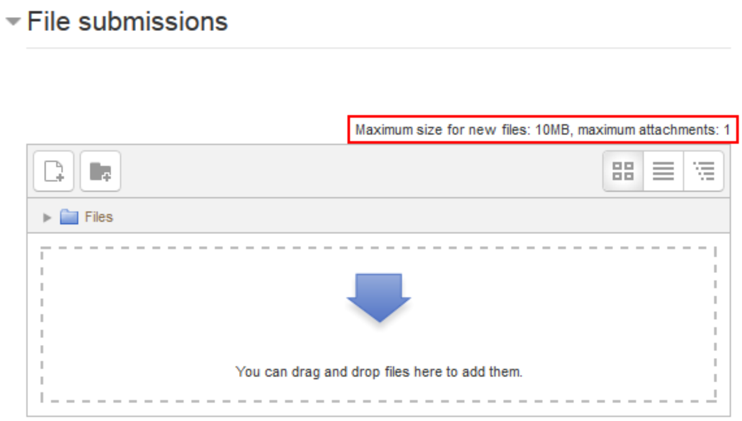
- All students can view and update the submitted files and online text of their own group. The system cannot trace which group members made what intermediate changes at what time. When you view the grade table, you will only get the final version of the group submission.

What is the difference between Due date and Cut-off date?

<table>
<tr><th colspan="2">Your Assignment</th><th colspan="2">Moodle Settings</th></tr>
<tr><th>Deadline?</th><th>Late Submission?</th><th>Due Date</th><th>Cut-off Date</th></tr>
<tr><td>No</td><td>N/A</td><td>Disabled</td><td>Disabled</td></tr>
<tr><td rowspan="3">Yes</td><td>Allowed</td><td rowspan="3">Enabled</td><td>Disabled</td></tr>
<tr><td>Not Allowed</td><td>Enabled
(same as the Due date)</td></tr>
<tr><td>Allowed only for a certain period of time</td><td>Enabled
(different from the Due date)</td></tr>
</table>

My students cannot submit large assignment files. What should I do?

When using the File Manager to submit assignments, students will see the size limitation on the top-right corner of the File Manager.



To increase the maximum upload size of an Assignment activity:

1. Open the Assignment activity page.

2. From the Administration block on the left, click Edit settings under Assignment administration.
3. Expand the “Submission types” section by clicking the section title.
4. Select a size limitation from the Maximum submission size drop-down list.
5. Click “Save and return to course”.

Please note that the largest available size you can choose is controlled by the course-level Maximum upload size setting. You should always raise the course-level limitation before adjusting the activity-level limitation.

DO NOT leave the Maximum submission size to a high value unless there is an absolute necessity. Otherwise the server performance will be severely affected.

VeriGuide

What is VeriGuide?

VeriGuide is a “plagiarism detection tool” developed by the Chinese University of Hong Kong. The plagiarism detection engine assists teaching staff and students to assess similarity on content of students’ submitted files (i.e. assignments, project papers, etc.), with classmates’ assignments, all past submissions, academic journals, electronic documents, internet resources and other provided databases.

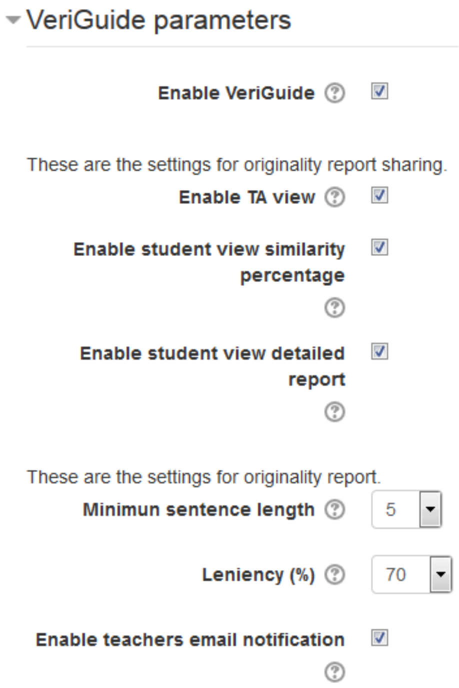
An originality report of each submission will be generated to help teaching staff and students to identify similarity in the submissions. The purpose of the tool is to prevent plagiarism on all submissions, and also improve the quality of students’ outcomes.

To learn more about the VeriGuide service, please visit http://www.veriguide.org.

How to enable / disable VeriGuide for an assignment?

By default VeriGuide is enabled for all assignments. You don’t need to take any action in order to set up the VeriGuide function.

To explicitly disable the VeriGuide function for your assignment, uncheck the “Enable VeriGuide” checkbox in the assignment adding / updating page.



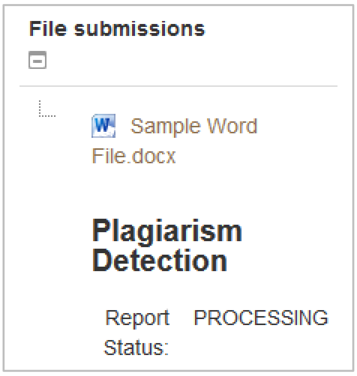
How to submit assignment to VeriGuide via Moodle?

You do not have to explicitly submit files from Moodle to VeriGuide.

For assignments with VeriGuide enabled, the assignment files will be automatically sent to VeriGuide for plagiarism checking within 15 minutes after the submission action.

To verify that an assignment has been submitted to VeriGuide:

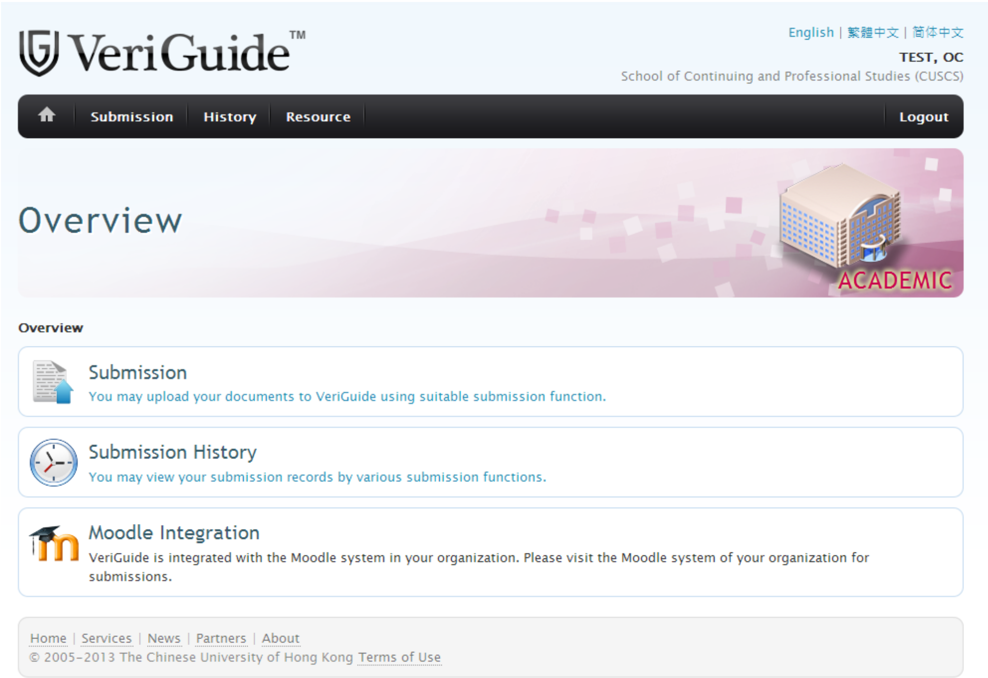
1. Open the assignment.
2. Click the link “View/grade all submissions”, either under the Grading summary table, or under Assignment administration in the Administration block.
3. Scroll the Grading table to the right.
4. When the file is submitted to VeriGuide, the Plagiarism Detection summary will be shown under the File submission column, with Report Status as “PROCESSING”.



In case the Plagiarism Detection summary does not show up long after student’s submission action, please contact Moodle administrator for further investigation.

How to submit assignment to VeriGuide via the web interface?

When students hand in their assignments outside of the Moodle platform (such as email), you will have to manually upload the assignment files onto the VeriGuide website in order to check for the originality.



1. Visit https://academic.veriguide.org/academic/login_CUSCS.jspx
2. Login using your Moodle account.
3. Go to submission.
4. Select the file you would like to check, and then click Upload.

What file types are supported by VeriGuide?

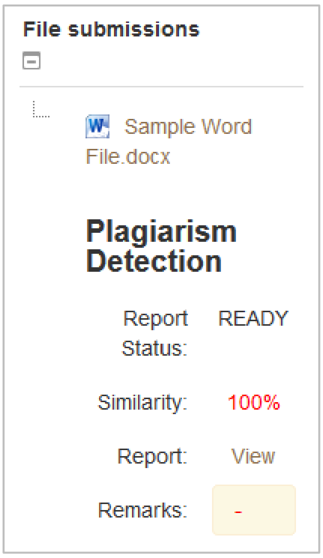
VeriGuide can examine files of the following types:

- Acrobat Portable Document Format (.pdf)
- HTML (.htm/.html)
- Microsoft Word (.doc/.docx)
- Microsoft Excel (.xls/.xlsx)
- Microsoft Powerpoint (.ppt/.pptx)
- Open Office Document (.odf)
- Plain Text (.txt)
- ZIP Compressed File (.zip)

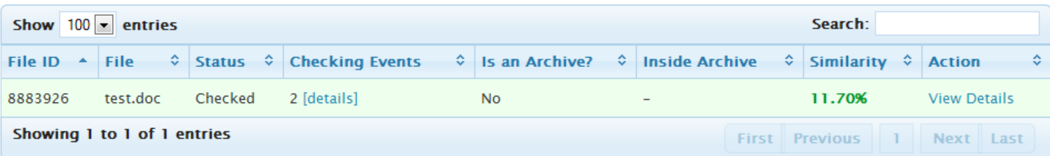
How to view the similarity rate / originality report?

For teachers, the similarity rate and the hyperlink to the originality report are located inside the grade table.

1. Open the assignment.
2. Click the link “View/grade all submissions”, either under the Grading summary table, or under Assignment administration in the Administration block.
3. Scroll the Grading table to the right.
4. Plagiarism Detection summary for each student is shown under the File submission column.



5. If the check is completed, the Report Status will be “READY” instead of “PROCESSING”.
6. Click the “View” link and you will be redirected to the VeriGuide website.
7. Login using your Moodle account.
8. Click the “View Details” link at the bottom of the page to view the detailed originality report.



For students, the similarity rate and the hyperlink are shown directly within the assignment page.

FREQUENTLY ASKED QUESTIONS

How is the overall similarity rate calculated?

The overall percentage shown both in Moodle page and in the summary report are the same, but you may found that such overall percentage is neither the average nor the highest of all sources.

For example, there is a submission with overall similarity rate 45% while the highest percentage in detailed report is 25%. It has no conflict as is it only refers to the percentage of each particular source compare to the student's submission while the overall 45% is the sum of all mutual exclusive percentage.

In this example, there are total 20 sentences for that submission. Source A has 5 sentences in common with the submission (25%) while Source B has 4 sentences (20%). But one sentence exists in both Source A and Source B, so the overall percentage for that submission will be (5 + 4 - 1) / 20 = 40% (not 45% nor 25% nor 20%).

What is Leniency?

Basically the leniency means strictness: how similar the sentence will be mark as suspected.

For example, 70% mean if the VeriGuide system compares 2 sentence and found that their similarity are > 70%, then the sentence pair will be marked as suspected in the originality report. Otherwise the pair will not be marked as similar.

Can student check the similarity rate before submitting the file to Moodle?

No. Since students are not allowed to submit files directly to the official VeriGuide website, Moodle assignment is the only entry point for them to trigger the plagiarism checking.

If your intention is to give students a chance to refine their assignment files based on the checking result, then you can enable the “draft version” of the assignment by setting the “Require students click submit button” option to YES. Students can re-submit as many drafts as they like, and each draft will still be examined by VeriGuide.

Grading

What standard grade scales are available?

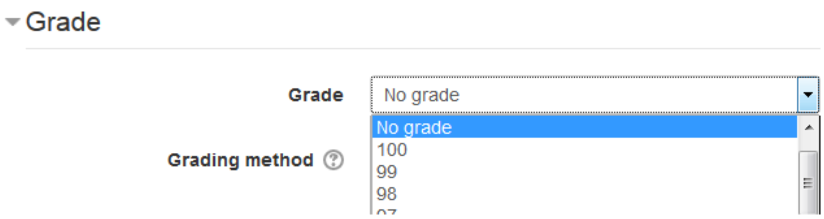
The following standard grade scales are available:

- Numeric scales: from 1 to 100
- General: Disappointing, Not good enough, Average, Good, Very good, Excellent!
- Satisfactory: Not satisfactory, Satisfactory, Outstanding

NOTE: Unless otherwise specified, all assignments weight the same. Moodle will calculate the scale values into percentage scores.

How to grade an assignment?

You can grade an assignment that is allowed to be graded. This is controlled by the Grade setting in the assignment settings page. (Select a value other than "No grade")



To grade an assignment:

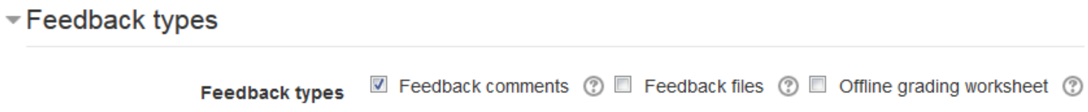
1. Open the assignment.
2. Click the link "View/grade all submissions", either under the Grading summary table, or under Assignment administration in the Administration block.
3. Under the Grade column, locate the student and click the grade icon .
4. Provide a grade value. Depending on the grade scale of the assignment, this field can be shown in various formats.
5. Click the "Save changes" button.

Students will be notified by email once their submissions are graded.

You may also give feedback comment or attach feedback file at the same time. See "How to give feedback to an assignment" for more information.

How to give feedback to an assignment?

You can optionally give feedback comment or attach feedback file to an assignment. This is controlled by the Feedback settings in the assignment settings page.



To give feedback to an assignment:

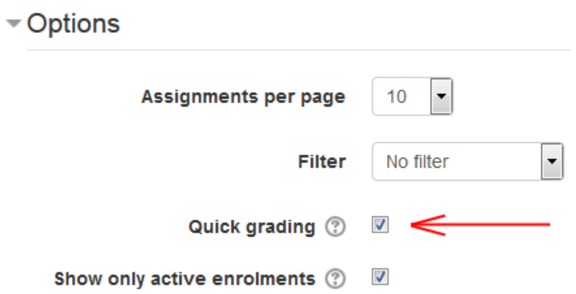
1. Open the assignment.
2. Click the link "View/grade all submissions", either under the Grading summary table, or under Assignment administration in the Administration block.
3. Under the Grade column, locate the student and click the grade icon .
4. Enter the Feedback comments if applicable.
5. Use the File Manager to upload the Feedback files if applicable.
6. Click the "Save changes" button.

It is completely valid to grade an assignment without providing any feedback. On the other hand, it is also valid to give feedback to an assignment without grading it under certain conditions.

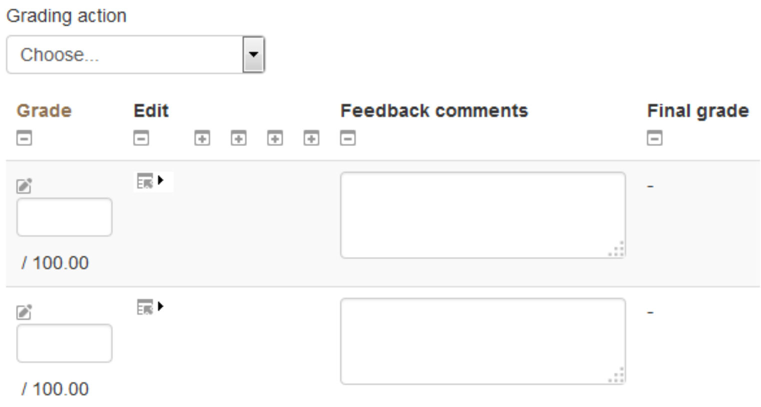
How to grade multiple assignments at once?

You can directly grade the assignments within the grade table instead of opening the grading page one by one:

1. Open the assignment.
2. Click the link "View/grade all submissions", either under the Grading summary table, or under Assignment administration in the Administration block.
3. Scroll down to the page bottom and check the "Quick grading" box in the Options section.



4. The page will be reloaded with the grading options added to the Grade column and text fields added to the Feedback column.



5. Enter grades and feedbacks for one or more assignments.
6. Click the “Save all quick grading changes” button.

Please note that direct upload of Feedback files within the grade table is not available in Quick grading. Please also note that Quick grading allows plain text Feedback comments only, while normal grading page allow text-formatting Feedback comments.

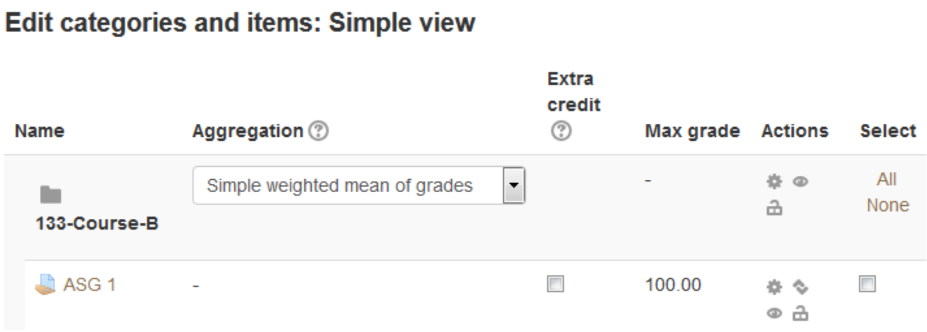
How to show the grades to students in form of letters?

The actual grade values can be interpreted into letter scale. To view the current Grade letters setting:

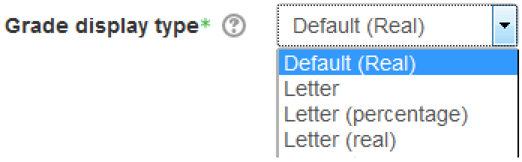
1. Browse to the course page.
2. Click “Grades” under Course administration in the Administration block.
3. Click “Letters” under Grade administration in the Administration block.

You can show grade letters to students per assignment:

1. Browse to the course page.
2. Click “Grades” under Course administration in the Administration block.
3. Expand “Categories and items” under Grade administration in the Administration block and click “Simple view”.



4. Edit the assignment by clicking the gear icon under the Actions column.
5. Click the “Show more…” link.
6. For the “Grade display type” setting, choose “Letter” or any other combination with letter.



7. Click the “Save changes” button.

You can also make grade letters the default display type for all assignments in your courses:

1. Browse to the course page.
2. Click “Grades” under Course administration in the Administration block.
3. Click “Course grade settings” under Grade administration in the Administration block.
4. For the “Grade display type” setting in the “Grade item settings” section, choose “Letter” or any other combination with letter.
5. Click the “Save changes” button.

How to use {*name of other grading function*}?

Moodle offers other sophisticated grading methods and settings. Clearly, it is not possible for this user guide to cover all those features. You can always refer to the official Moodle documentation for more information. Here we list several topics that you may find interested:

- Offline grading
- Create custom grade scale
- Grade FAQ

Forum

What is a forum?

Forum is one of the communication channels provided by the Moodle platform. Students can have online discussion with you or other peers.

When students are subscribed to a forum it means that they will be notified by email of every subsequent post in that forum. Therefore forum is also a viable option to make announcement to your class students. For this purpose, a special forum, namely “Class Announcement”, is preloaded in each Moodle course.

You can refer to the official documentation for more information about the forum activity.

How to add a Forum activity?

To create a new Forum activity:

1. Switch the course page into editing mode. (Turn editing on)
2. Click “Add an activity or resource” in appropriate section.
3. Choose “Forum” under “ACTIVITIES”.
4. Click “Add”.
5. Enter the forum details. (see below)
6. Click “Save and return to course”.

Detailed descriptions of commonly used settings:

General

Forum Name

Description

Attachments and word count

Maximum attachment size

This setting specifies the largest size of file that can be attached to a forum post.

Maximum number of attachments

This setting specifies the maximum number of files that can be attached to a forum post.

Subscription and tracking

Subscription mode

When a participant is subscribed to a forum it means they will receive forum post notifications. There are 4 subscription mode options:

- Optional subscription — Participants can choose whether to be subscribed
- Forced subscription — Everyone is subscribed and cannot unsubscribe
- Auto subscription — Everyone is subscribed initially but can choose to unsubscribe at any time
- Subscription disabled — Subscriptions are not allowed

How to post onto the forum?

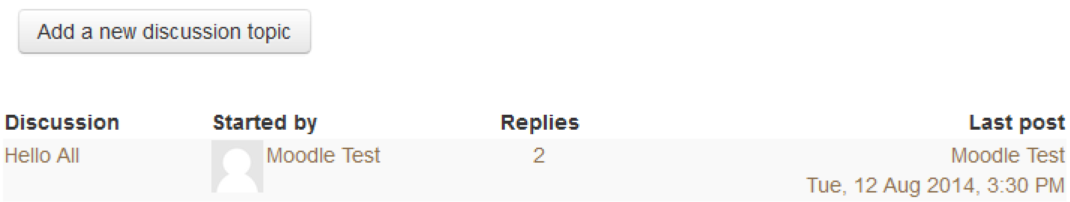
You can post text as well as files onto the forum.

1. Open the forum.
2. Click the “Add a new discussion topic” button.
3. Fill in the subject and message body.
4. Optionally add attachment by using the File Picker to select one or more files into the File Manager. Maximum number and size of attached files are controlled by the forum settings.
5. Check “Mail now” if you prefer the subscription email to be sent immediately. Otherwise the subscription email will be sent 30 minutes after the post is made.
6. Click the “Post to forum” button.

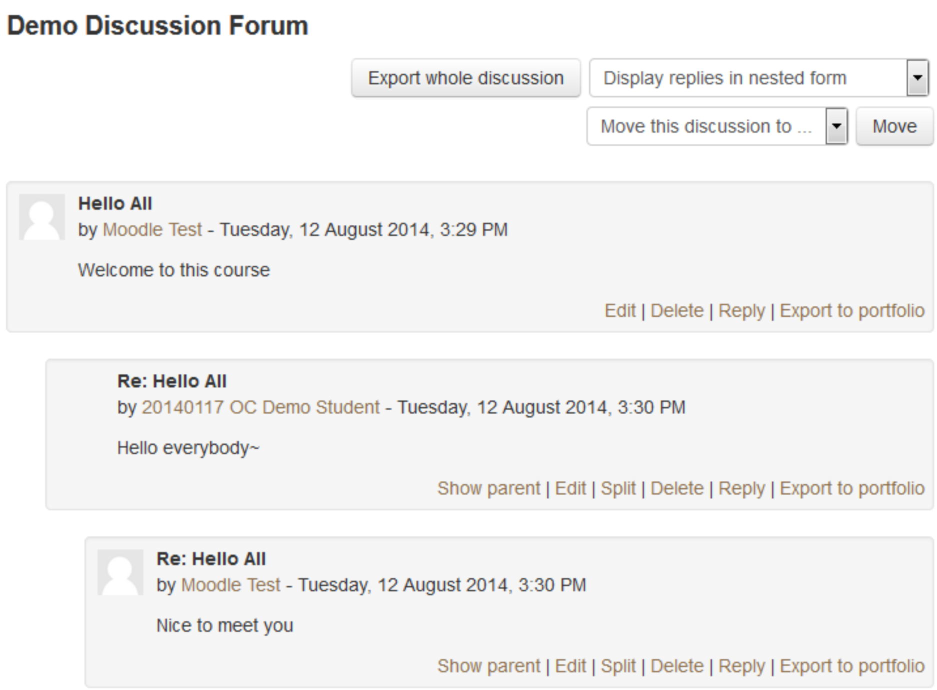
How to read / reply a forum post?

To view a discussion thread:

1. Open the forum.
2. Click on the title of a discussion thread to open it.



3. Replies are displayed in nested form. You can choose other displaying methods from the drop-down list at the top of the thread.



You can reply a forum post with text as well as files.

1. Under the forum post that you would like to reply, click the “Reply” link.
2. Fill in the message body.
3. Optionally add attachment by using the File Picker to select one or more files into the File Manager. Maximum number and size of attached files are controlled by the forum settings.
4. Check “Mail now” if you prefer the subscription email to be sent immediately. Otherwise the subscription email will be sent 30 minutes after the post is made.
5. Click the “Post to forum” button.

How to grade a forum post?

You can use Forum as an assessment tool.

Before you can grade the forum posts, you need to enable the Ratings function in the forum setting page by selecting one of the following Aggregate types and also set up the Scale:

Aggregate type

The aggregate type defines how ratings are combined to form the final grade in the gradebook.

- Average of ratings — The mean of all ratings
- Count of ratings — The number of rated items becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
- Maximum — The highest rating becomes the final grade
- Minimum — The smallest rating becomes the final grade
- Sum — All ratings are added together. Note that the total cannot exceed the maximum grade for the activity.

Once the Ratings function is enabled, you will find your selected aggregate type and the selected scale under each of the forum posts.

If there is more than one teacher in the course, then each forum post can be rated by multiple teachers, and the final grade is determined based on the selected aggregate type. To view the individual rating, click on the rating value and the following dialog will be shown.

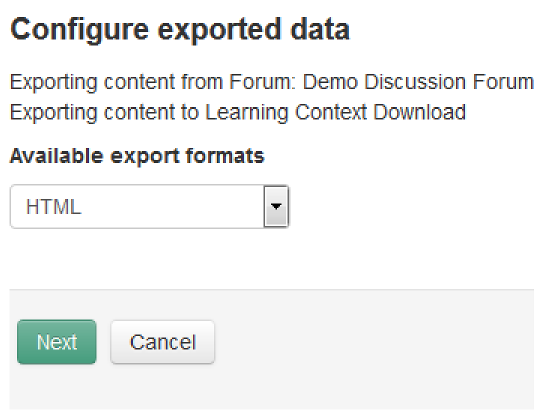
	Name	Rating	Time
	HD Moodle-Admin	7 / 10	Thursday, 14 November 2013, 12:54 PM
	0000 OC TEST	3 / 10	Thursday, 14 November 2013, 1:42 PM

How to download the discussion history?

You can download the contents of a discussion thread as an HTML file. You can only download one thread at a time, but not one forum as a whole.

1. Open the forum
2. Click on the title of a discussion thread to open it.

3. Click the “Export whole discussion” button at the top.
4. In the Available export formats, choose “HTML”.



5. Click “Next” and then “Continue”. You will then be prompted to save the HTML file.

What is the difference between Forum and Class Announcement?

	Forum (standard forum for general use)	**Class Announcement** (news forum)
Creator	System generated	Created by teacher
No. of copies	Multiple	One per course
User rights	Both teachers and students can post and reply	Only teacher can post; Student can neither post nor reply
Subscription	Optional	Forced

Online Chat

What is an online chat?

The chat activity module enables participants to have text-based, real-time synchronous discussions.

You can refer to the official documentation for more information about the chat activity.

How to add a Chat activity?

To create a new Chat activity:

1. Switch the course page into editing mode. (Turn editing on)
2. Click “Add an activity or resource” in appropriate section.
3. Choose “Chat” under “ACTIVITIES”.
4. Click “Add”.
5. Enter the chat room details. (see below)
6. Click “Save and return to course”.

Detailed descriptions of commonly used settings:

General

Name of this chat room

Description

Chat sessions

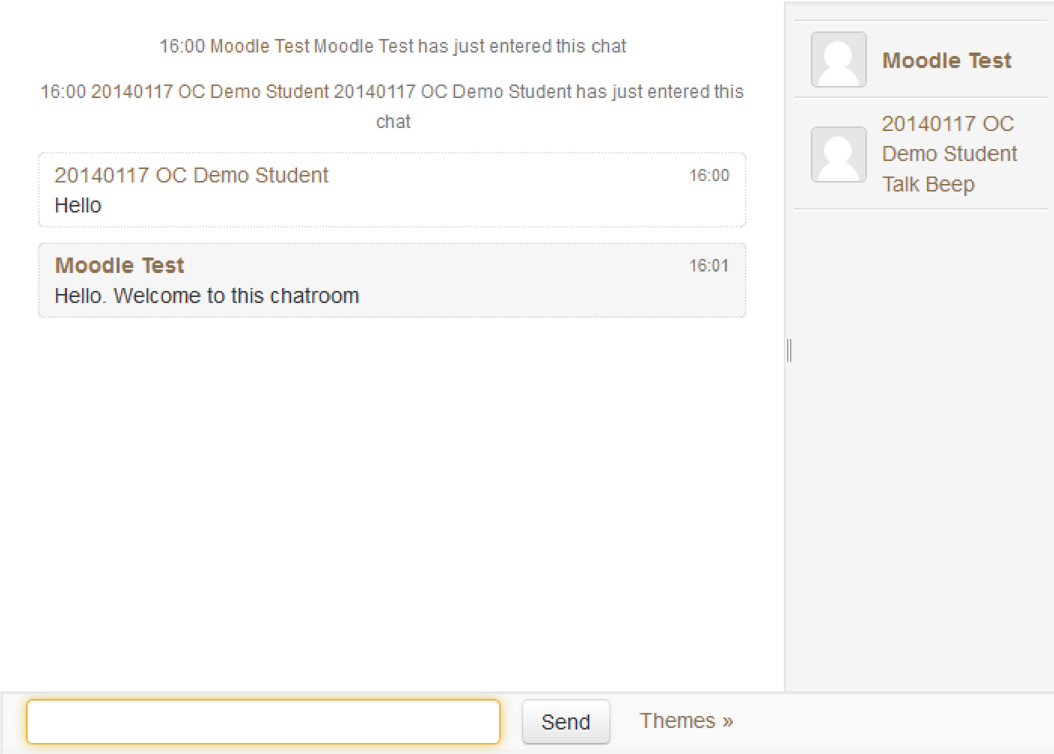
Everyone can view past sessions

If you would like to allow the students to view the chat history after the chat sessions, you should Set this option to Yes.

How to start / join a chat session?

Anyone in the class can start the chat session.

1. Open the chat room. If there are students inside the current chat session, their names will be listed on this page.
2. Click the link “Click here to enter the chat now” and a dialog window will be opened.

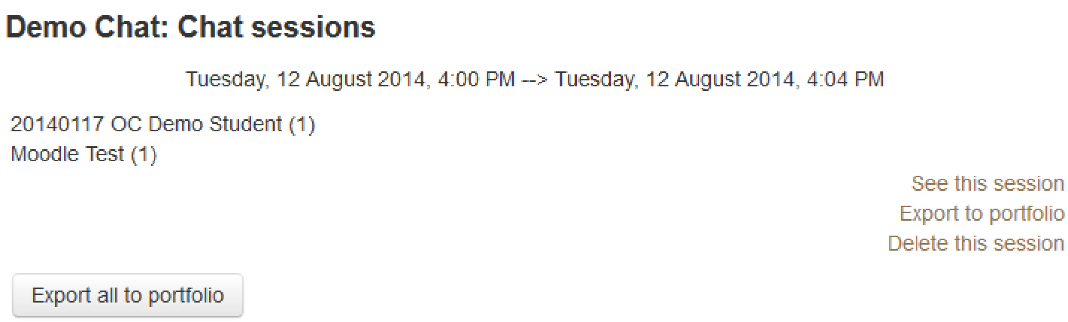


3. Type your message in the text box at the bottom of the dialog window.
4. Press the Enter key or click the “Send” button to send out your message.

How to view a previous chat session?

All the chat history will be preserved for later reference. You can view the history online.

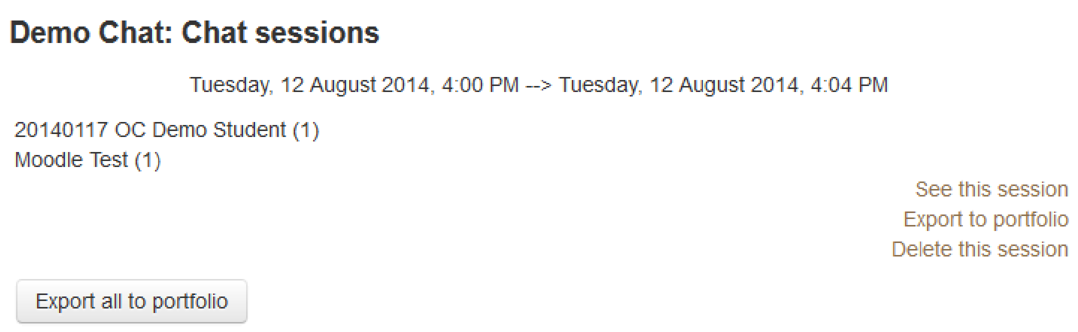
1. Open the chat room.
2. Click the link “View past chat sessions”.
3. Chat sessions are listed in reverse chronological order. To view the content of a chat session, click the link “See this session” inside the session box.



How to download a previous chat session?

All the chat history will be preserved for later reference. You can download the history in form of HTML files.

1. Open the chat room.
2. Click the link “View past chat sessions”.
3. To export a single session, click the “Export to portfolio” link inside the session box. To export all conversations of this chat activity, click the “Export all to portfolio” button at the bottom of the session listing.



4. When you are prompted to confirm the export, click the “Continue” button to save the htm file.
5. When finished, click the link “Return to where you were”.