School of Continuing and Professional Studies, CUHK

Moodle User Guide for Students

Table of Contents

Introduction

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)*

Where can I get help and support?

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

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 to moodle-admin@scs.cuhk.edu.hk for support.

In order to provide better support, please inform us:

- your student ID

- the course code

- the activity where you encounter the problem (such as the name of the file to be downloaded, or the name of the assignment to be submitted)

Navigation and Profile

What is my Moodle username and password?

In order to access the resources on the Moodle learning platform, students are required to login to the platform first. The login account is identical to your CUSCS network account.
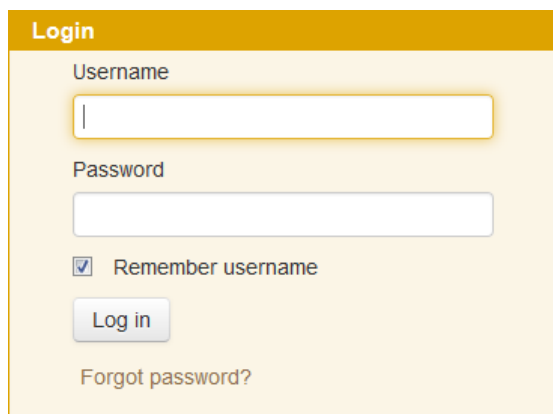
Your username is your student registration number (e.g. 30001234).

If you are the new student in or after 2014, your DEFAULT password of Moodle is generated by the Self-Registration System.   Please visit http://registration.scs.cuhk.edu.hk for details.

If you are the student before 2014, your DEFAULT password is the first four alpha-numeric characters of your HK ID card number PLUS your date of birth in the format of DDMMYYYY, e.g. if your HKID no. is A123456(7) and your date of birth is 24 Dec 1991, then your default password would be A12324121991 (case sensitive).

How to login Moodle?

Visit http://moodle.scs.cuhk.edu.hk and login using your CUSCS network account.

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.

Log in

⚠ Invalid login, please try again

Username [   ]

Password [   ] [Log in]

☑ Remember username

Forgotten your username or password?

Cookies must be enabled in your browser ⑦

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 studying 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 school webmail account. For effective communication between you and your teachers, make sure there is enough space in your email inbox. When necessary, configure email forwarding to your personal email account.

Courses

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.
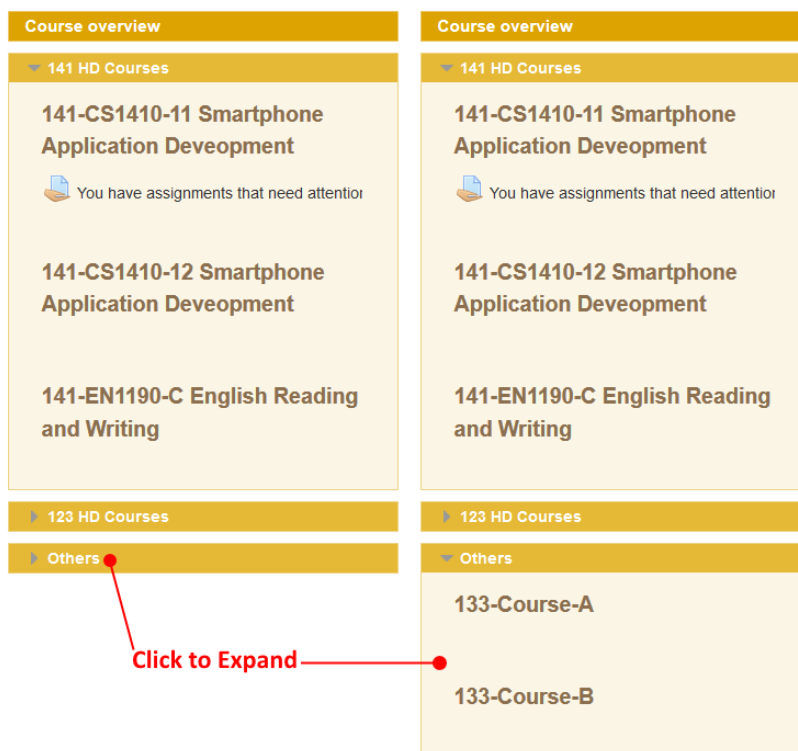
Click on the course title to view the course contents.

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.

Where are my course materials?

Course contents include downloadable course materials and class activities. Usually they are organized either in weekly format or by topics.

Course materials come in a variety of formats. Common formats include Microsoft Office documents (Word, Excel and PowerPoint), PDF documents and compressed files (ZIP). Click on the file links to open them or right-click to download them to your computer.
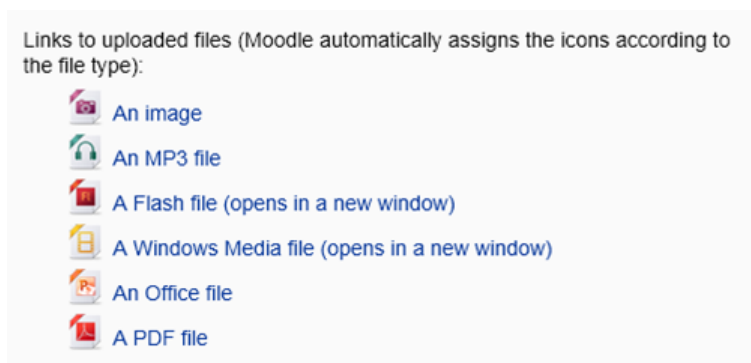
NOTE: Certain types of files may be embedded into the page (such as PDF, MP3 and videos) and they may not be able to download directly.

I can't access to some course materials or activities but my classmates can. Why?

Possible reasons include:

- The material/activity is set to be accessible only in a limited period of time.
- Your class is divided into groups, and that material/activity does not belong to your group.

Please consult with your class teacher to resolve the problem..

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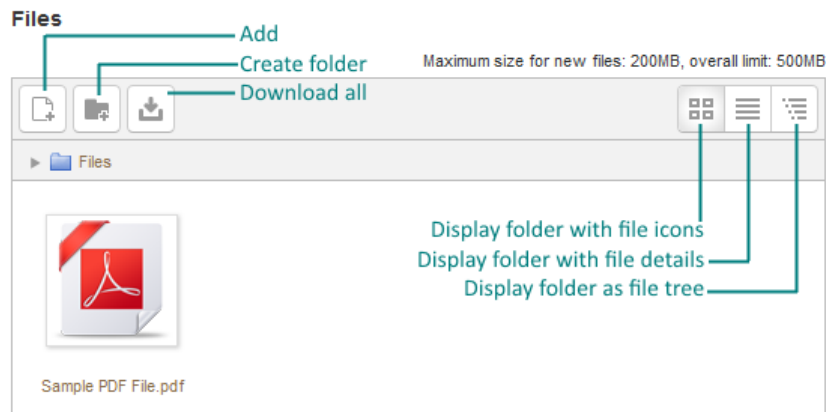
You can directly drag and drop files onto the File Manager to upload those files, provided that the web browser is up-to-date to support this feature. Another upload method is to use the File Picker.

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:
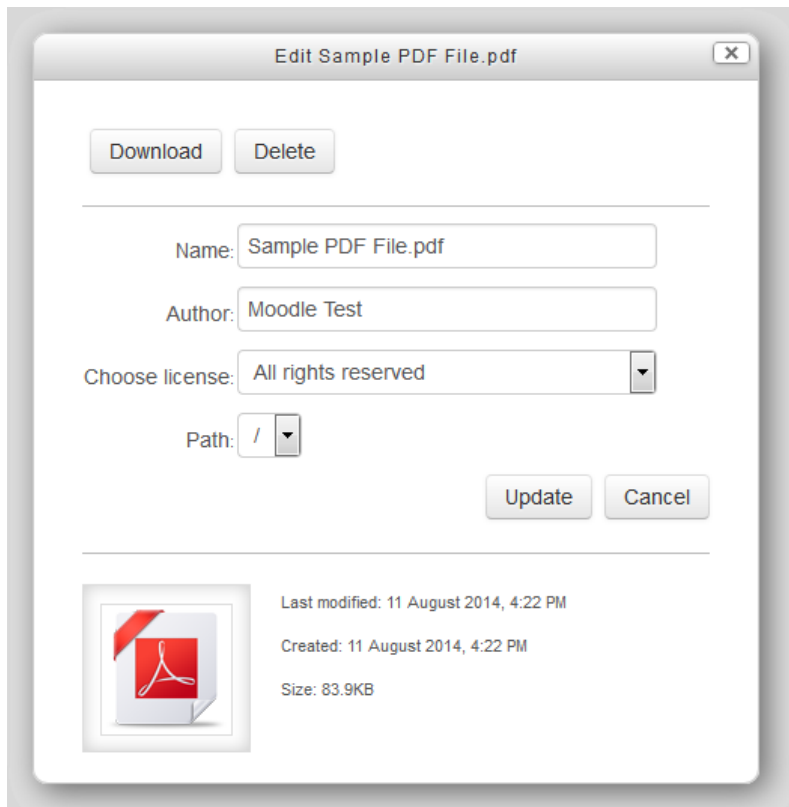
Download

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.
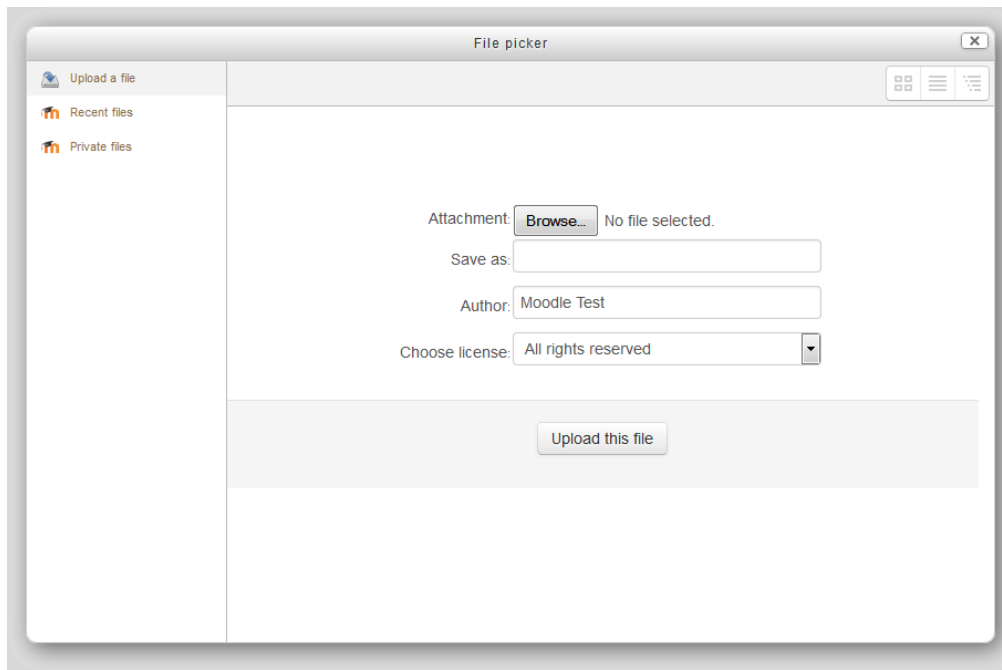
File Picker provides several ways to select files to upload:

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.

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.
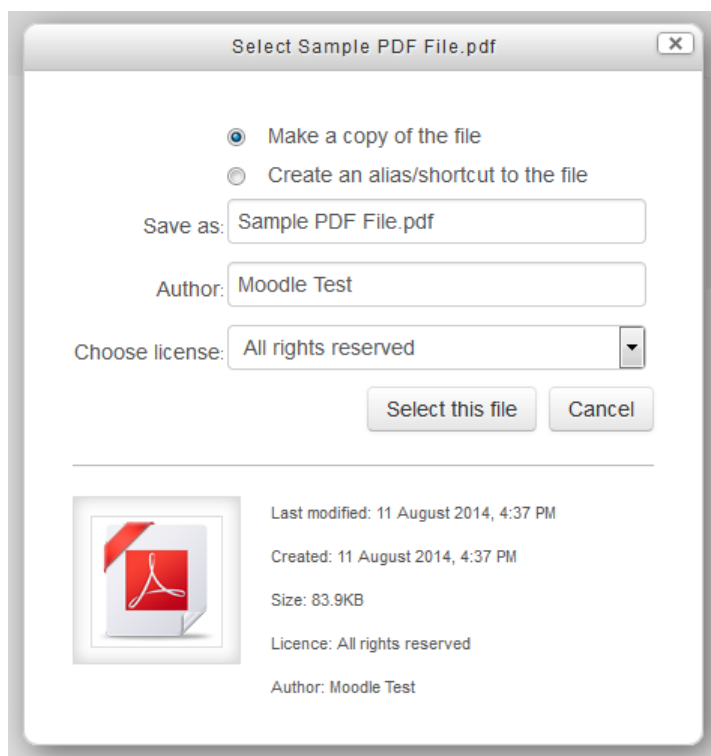
Make a copy of the file

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.

Assignments and VeriGuide

What is an assignment?

You can submit your assignments to the Moodle learning platform. You can retrieve teacher's grading as well as comments too.

Besides file submission, your class teacher may offer different types of assignment activities, such as online text or group submission. In that case you may have to consult with your class teacher for the appropriate procedures to submit your assignments.

NOTE: Whether you can do late submission or re-submission is not limited by Moodle's capability but controlled by your teacher's policy. You are advised to consult with your class teacher if you are not clear about the submission policy.

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

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.

For more information about the plagiarism detection and the meaning of the similarity rate, please refer to the VeriGuide User Guide.

How to submit assignment files to Moodle?

Follow these steps to submit files to an assignment activity. Steps may vary depends on teacher's settings. Consult with your class teacher if needed.

1.   Click on the assignment link.

Topic 3

Assignment 3 for Topic 3

2. Here you will see information about this specific assignment, such as the due date. To upload your work, click the "Add submission" button. You may not see the button if you are prohibited from submitting that assignment, for example late submission.

Assignment 3 for Topic 3

Please submit the file before due date!

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, 30 September 2014, 12:00 AM
Time remaining	45 days 7 hours

Add submission
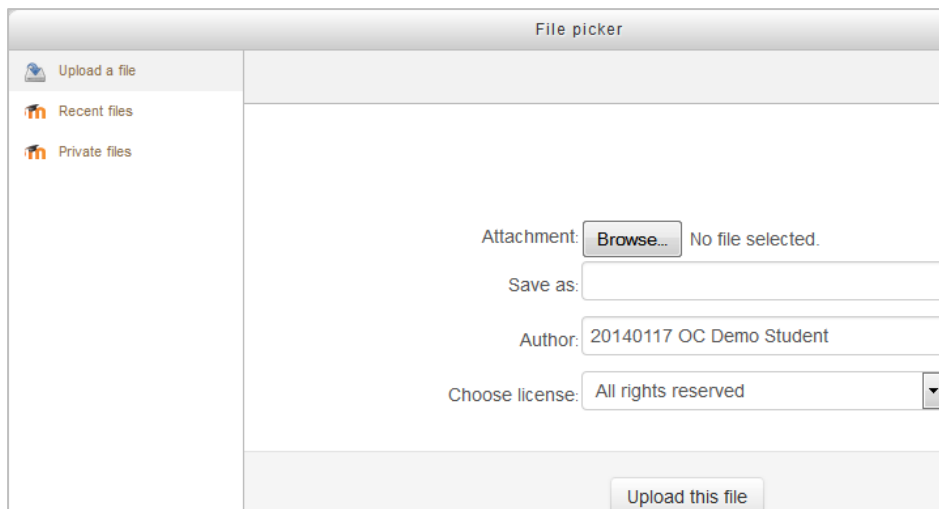
Make changes to your submission

3. Inside the File submissions section, click the "Add" button.

File submissions

Add...

Maximum size for new files: 50MB, maximum attachments: 1

Files

4. Inside the File Picker, click "Upload a file", then click "Browse" and select the assignment file from your local computer.

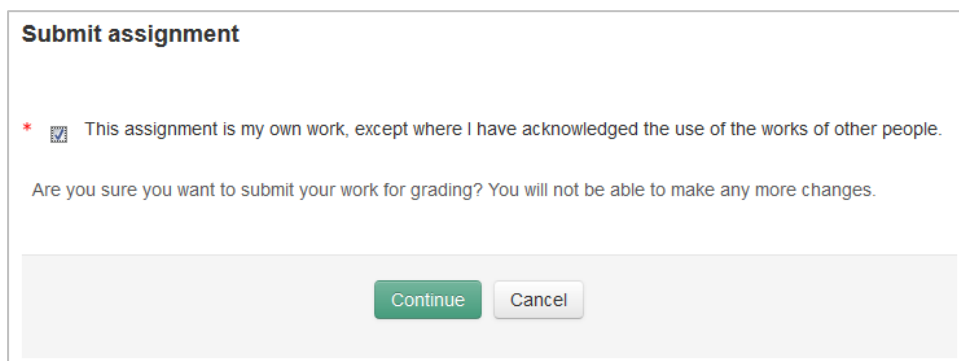5. Click "Upload this file" to close the File Picker dialog box, then click "Save changes" to confirm the file selection.

6. Depends on the teacher's preference, you may optionally need to click one more button ("Submit assignment") to confirm your actual submission.

7. For successful submission, you should not see the word "Draft". Instead you should see the status "Submitted for grading". Your submission time will be recorded. You can download the assignment you have just submitted by clicking on the file name.

8. If you re-submit your assignment (by clicking the "Edit my submission" button), your previously uploaded file will be deleted.

9. Once your teacher has graded your work, you can return to the assignment upload page. Grade and comment (if any) will be shown.

Submission status

Submission status	Submitted for grading
Grading status	Graded
Due date	Tuesday, 30 September 2014, 12:00 AM
Time remaining	45 days 7 hours
Last modified	Friday, 15 August 2014, 4:40 PM
File submissions	assignment.docx
Submission comments	▸ Comments (0)

Feedback

Grade	7.50 (B)
Graded on	Friday, 15 August 2014, 4:41 PM
Graded by	CUSCS Moodle Admin
Feedback comments	閱！
Feedback files	assignment_feedback.docx

Do I have to submit assignment files to VeriGuide?

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, visit the assignment page. When the file is submitted to VeriGuide, the Plagiarism Detection summary will be shown in Submission status, with Report Status as "PROCESSING".

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 30 September 2014, 12:00 AM
Time remaining	45 days 6 hours
Last modified	Friday, 15 August 2014, 4:40 PM
File submissions	W assignment.docx

Plagiarism Detection

Report Status: PROCESSING

Remarks:

Submission comments	▶ Comments (0)

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

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 students, the similarity rate and the hyperlink to the originality report are located inside the assignment page.

1. Open the assignment.

2. Plagiarism Detection summary for each student is shown under the File submission column.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Tuesday, 30 September 2014, 12:00 AM
Time remaining	45 days 6 hours
Last modified	Friday, 15 August 2014, 4:40 PM
File submissions	W assignment.docx **Plagiarism Detection** Report Status: READY Similarity: 0% Report: View Remarks: -
Submission comments	▶ Comments (0)

3. If the check is completed, the Report Status will be "READY" instead of "PROCESSING".

4. Click the "View" link and you will be redirected to the VeriGuide website.

5. Login using your Moodle account.

6. Click the "View Details" link at the bottom of the page to view the detailed originality report.

File ID ▲	File ⇕	Status ⇕	Checking Events ⇕	Is an Archive? ⇕	Inside Archive ⇕	Similarity ⇕	Action ⇕
8883926	test.doc	Checked	2 [details]	No	–	11.70%	View Details

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Forum

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.

5. 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.

Discussion Forum

Display replies in nested form ▾

Help!!
by 20140117 OC Demo Student - Thursday, 14 November 2013, 11:28 AM

Anybody know how to do assignment 1? :'(

Maximum rating: 7 (2)   Reply | Export to portfolio

Re: Help!!
by CUSCS Moodle Admin - Thursday, 14 November 2013, 11:32 AM

Which part you have difficulty with?

Show parent | Reply

Re: Help!!
by 20140117 OC Demo Student - Thursday, 14 November 2013, 11:33 AM

Q2, part 2

I don't understand the meaning of the question!!

Maximum rating: 5 (2)   Show parent | Reply | Export to portfolio

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.

4.   Click the "Post to forum" button.

## Can I post / reply in Class Announcement?

No, you can't. Only teachers can post in Class Announcement.

Online Chat

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.
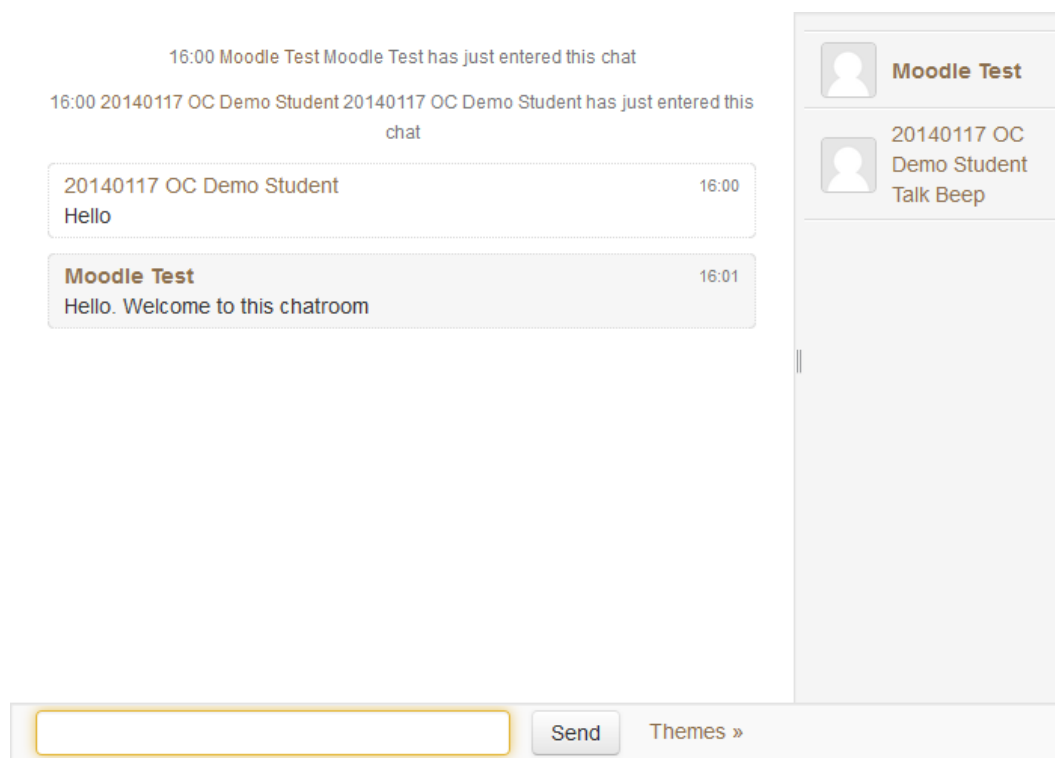
3. Type your message in the text box at the bottom of the dialog window.

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.

Demo Chat: Chat sessions

Tuesday, 12 August 2014, 4:00 PM --> Tuesday, 12 August 2014, 4:04 PM

20140117 OC Demo Student (1)
Moodle Test (1)

See this session
Export to portfolio
Delete this session

Export all to portfolio