香港中文大學專業進修學院
School of Continuing and Professional Studies
The Chinese University of Hong Kong

# User Guide – Using Moodle App for Mobile Devices (for Teachers)

A. Install Moodle App for Mobile Devices
B. Login
C. General Settings about Messages and Notifications
D. View Calendar
E. View Course Materials and Download Course for Offline Viewing
F. Message and Chatting
G. Support

**IMPORTANT: Please visit our 'eLearning for teachers' page frequently for any updates on eLearning arrangement:**
**http://cuscs.hk/elearning-support**

## A. Install Moodle App for Mobile Devices

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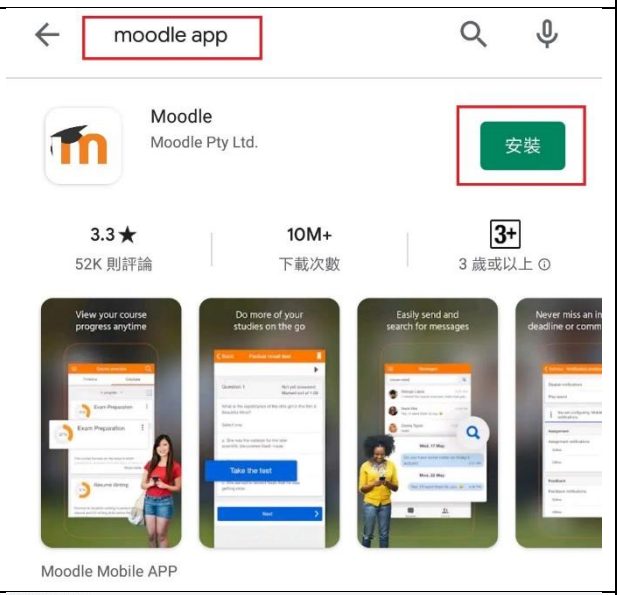
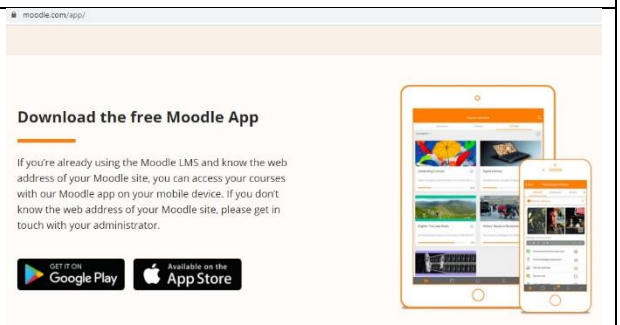
| 1. Power on your mobile device, and make sure it is connected to the internet. | |
| 2. Search "Moodle App" at Google Play Store (for Android devices) or App Store (for iOS devices). Click "Install". |  <br>Moodle Mobile APP |
| 3. Or, open an internet browser and visit Moodle site: http://moodle.com/app/ |  |

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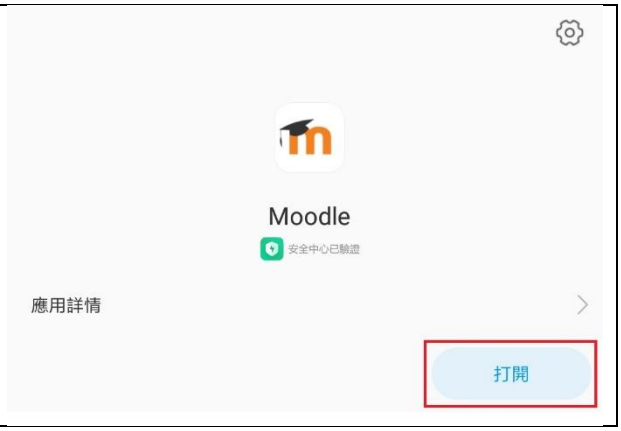
| 4. Click “Open” after installed. |  |

**B. Login**

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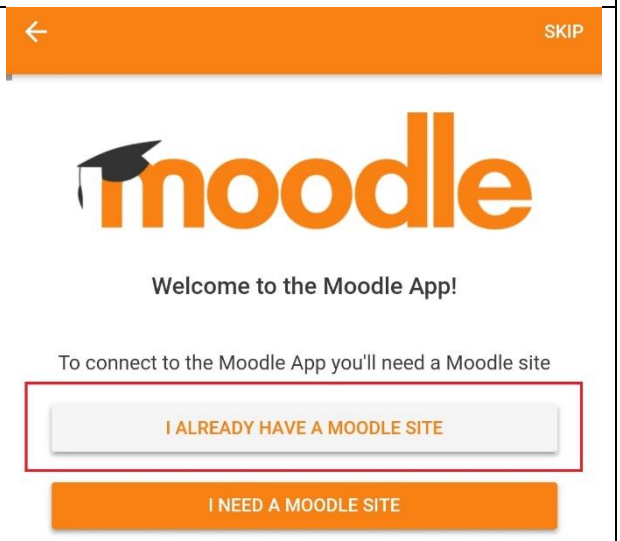
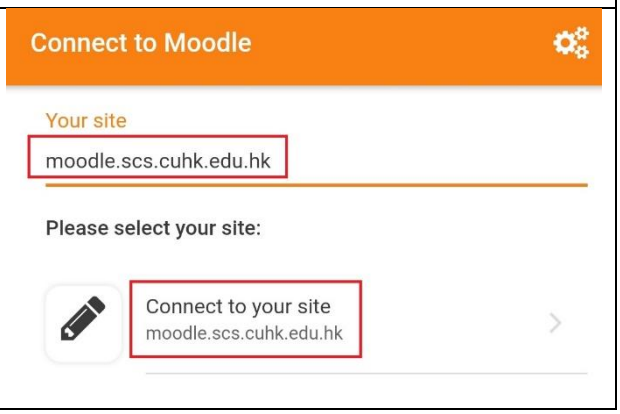
| 1. For teachers, click “I’m an educator”. | |
| 2. Click “I already have a moodle site”. |  |
| 3. Input “moodle.scs.cuhk.edu.hk”. Click “Connect to your site”. |  |

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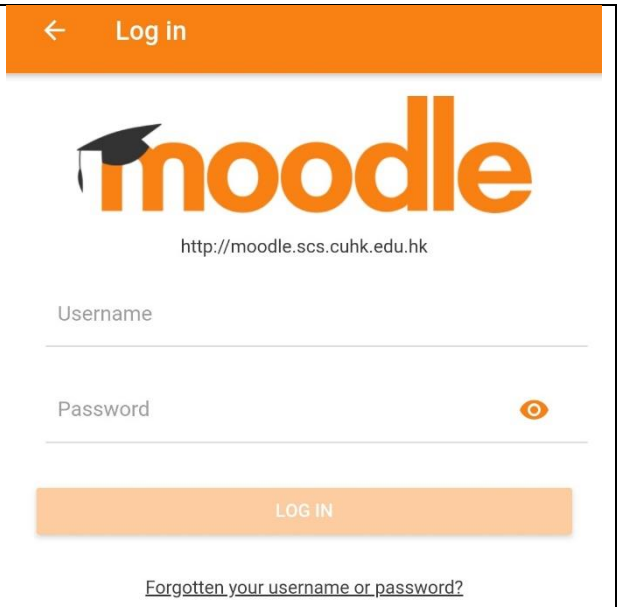
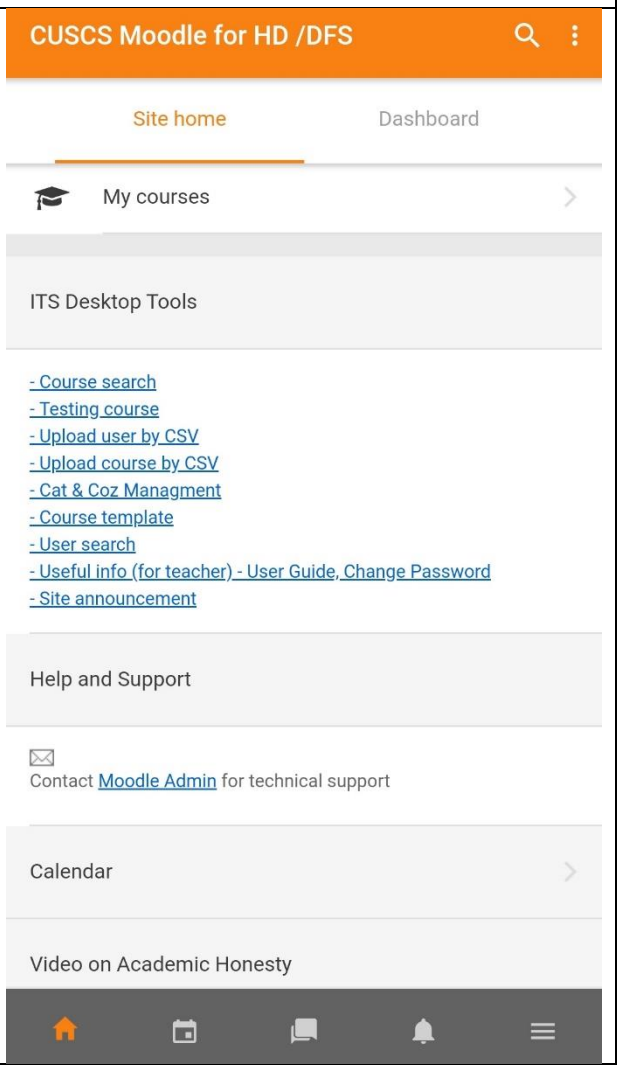
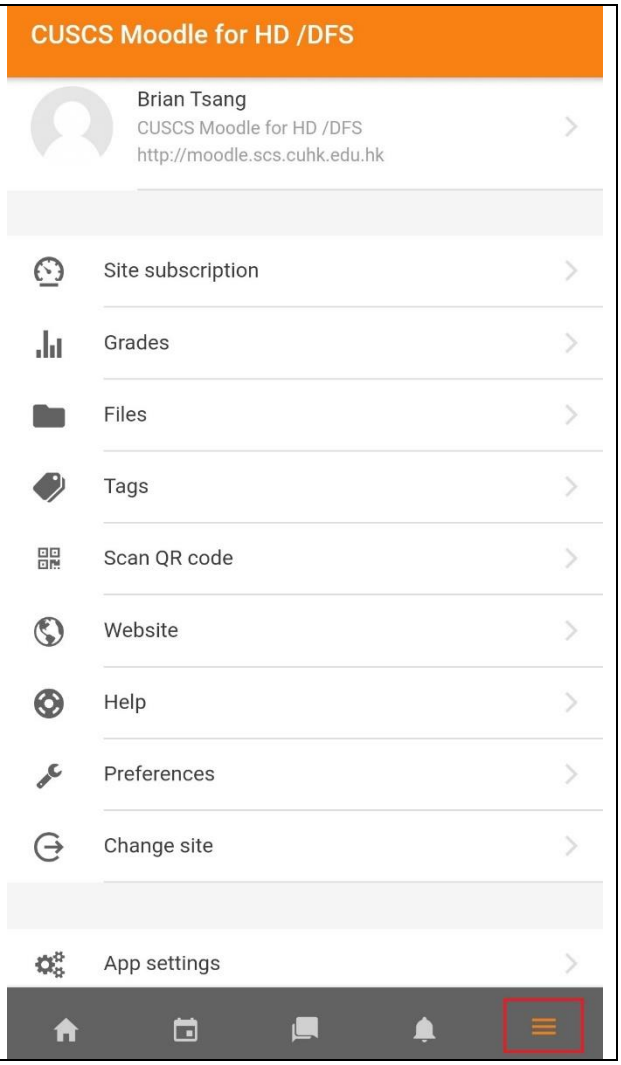
| 4. Input your username and password. Click "Log in". |  |
| 5. After login successfully, you should be able to browse the course details. |  |

## C. General Settings about Messages and Notifications

1. Click the “three lines” icon at the bottom right hand corner to configure some general settings.



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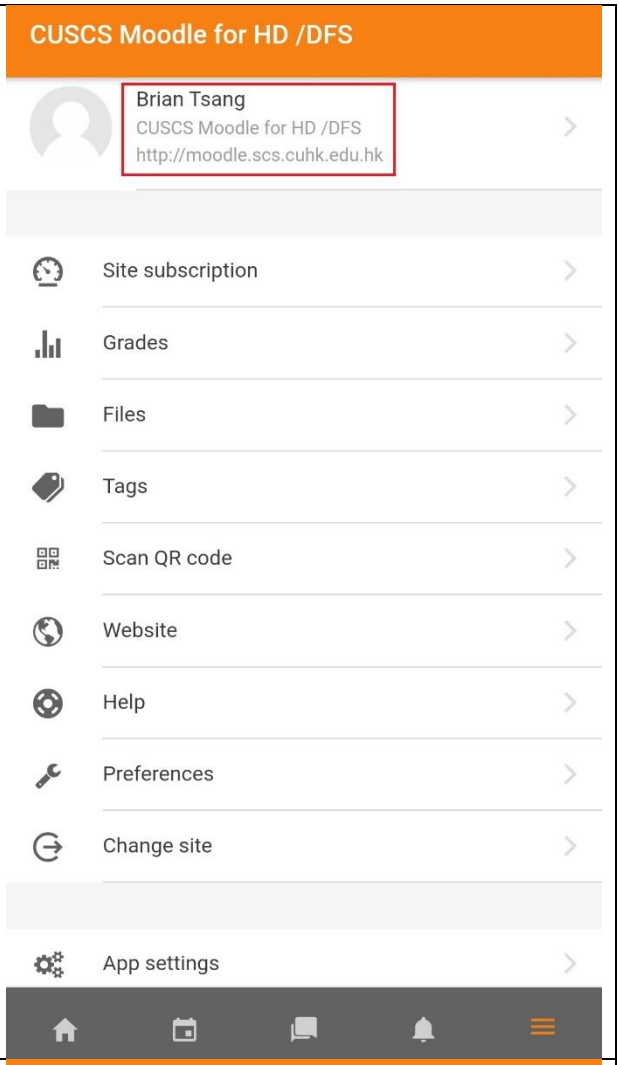
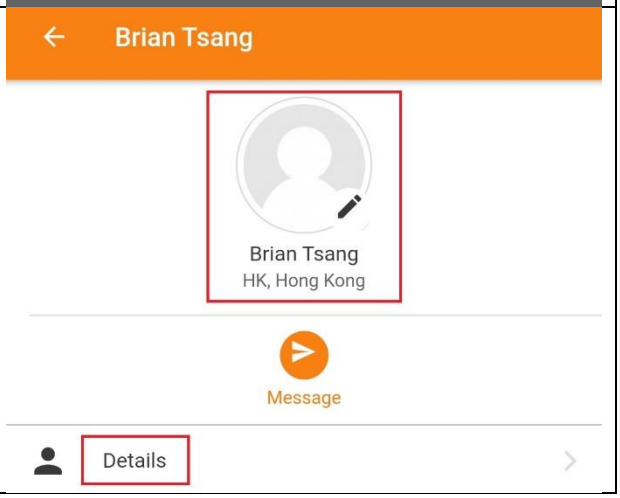
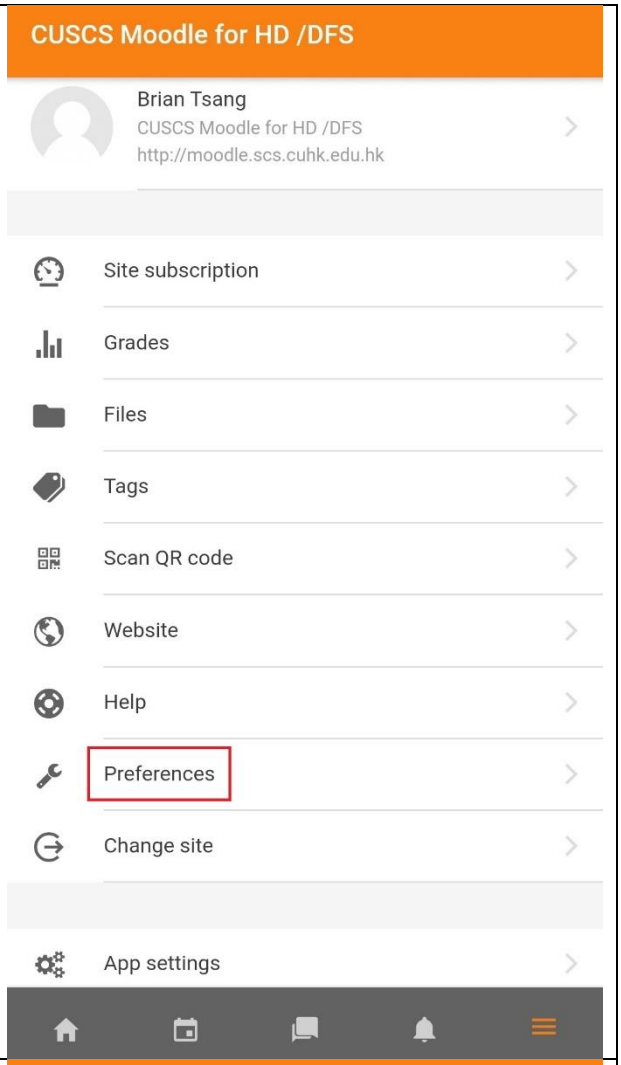
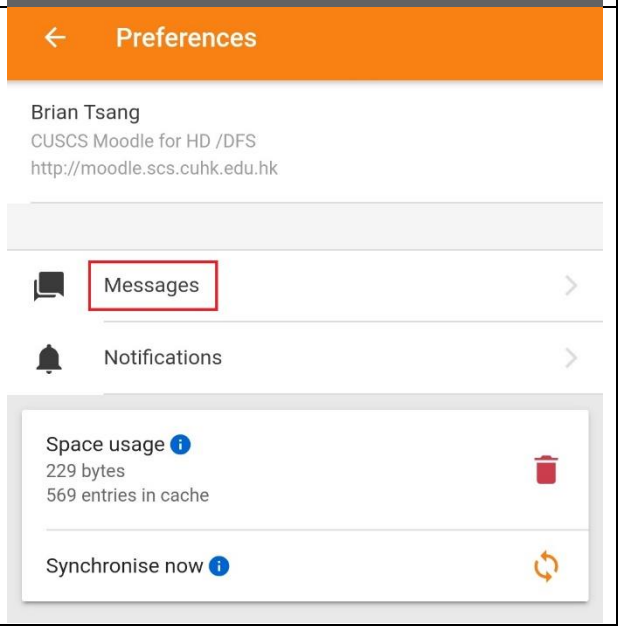
| 2. Click your name to view and edit personal profile. |  |
| 3. Click the "Edit" button to upload a profile picture. Click "Details" to view your basic information. |  |

4. Back to Main Menu. Click “Preferences” to edit Messages and Notifications settings.




5. Click ”Messages” to edit Messages settings.



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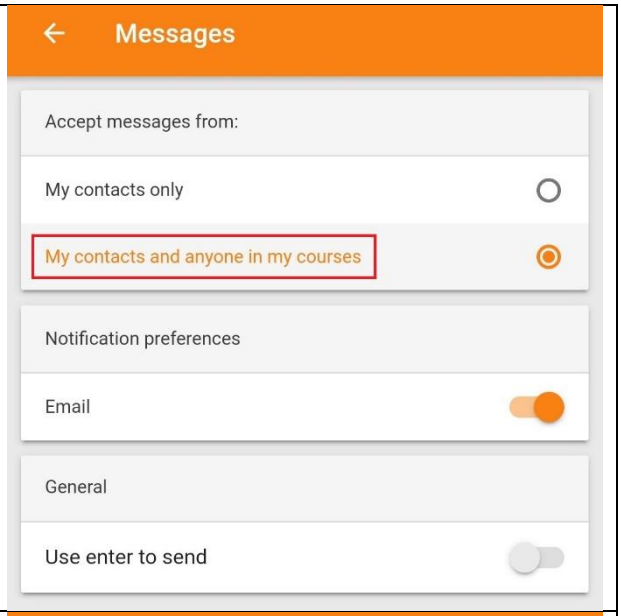
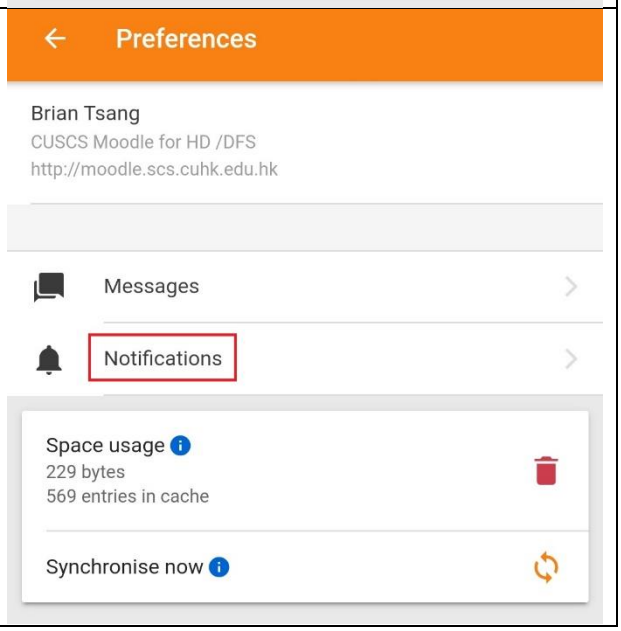
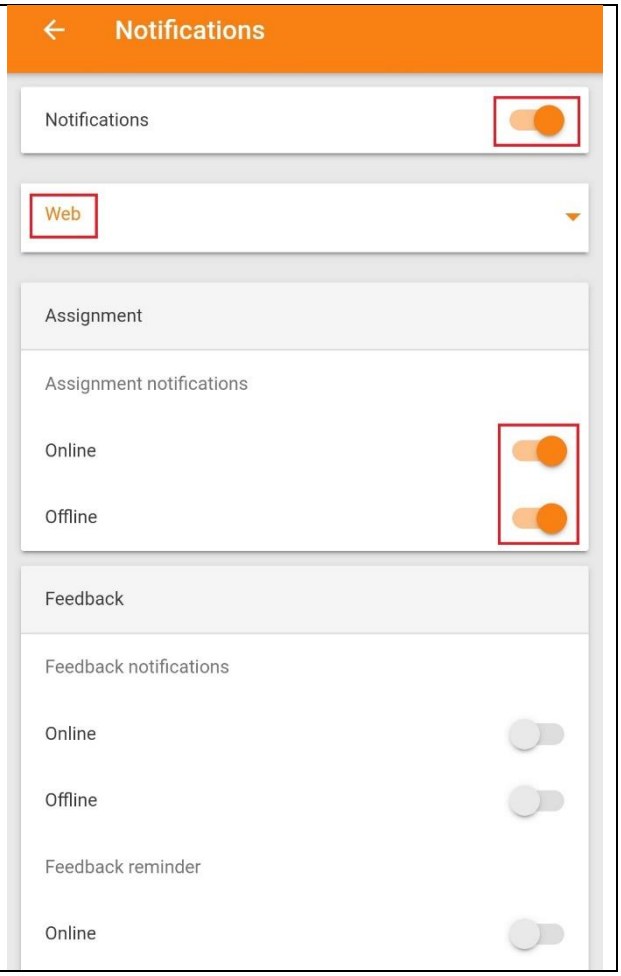
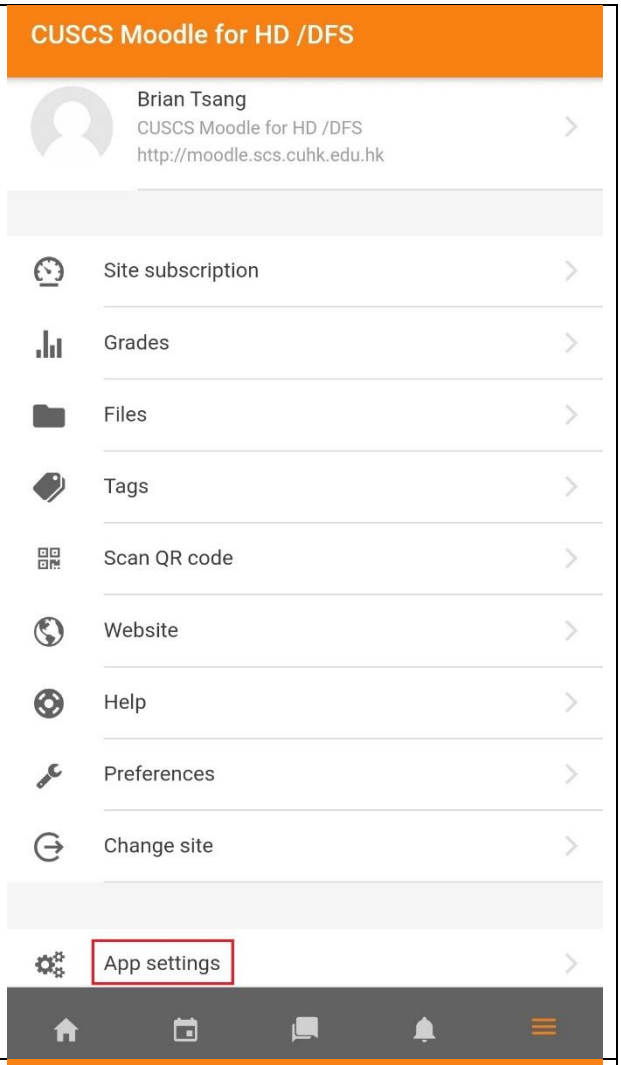
|---|---|
| 6. For “Accept messages from”, choose “My contacts and anyone in my courses”. |  |
| 7. Back to “Preferences”. Click ”Notifications” to edit Notifications settings. |  |

8. Set “Notifications” ON. Choose “Web” so that the app would notify you, not just sending you email message.

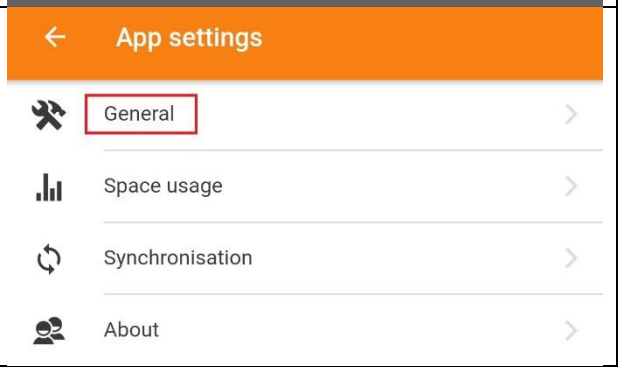
   If you want to be notified for Assignment, set both Online and Offline ON, so that the app would notify you while you are online or offline.

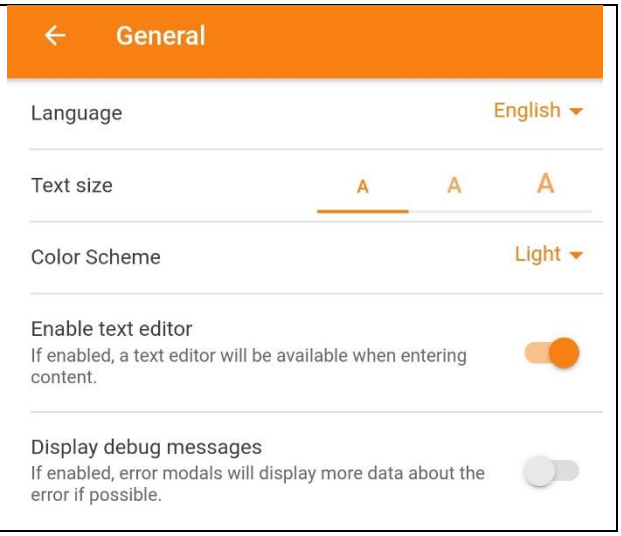


9. Back to Main Menu. Click “App settings”.



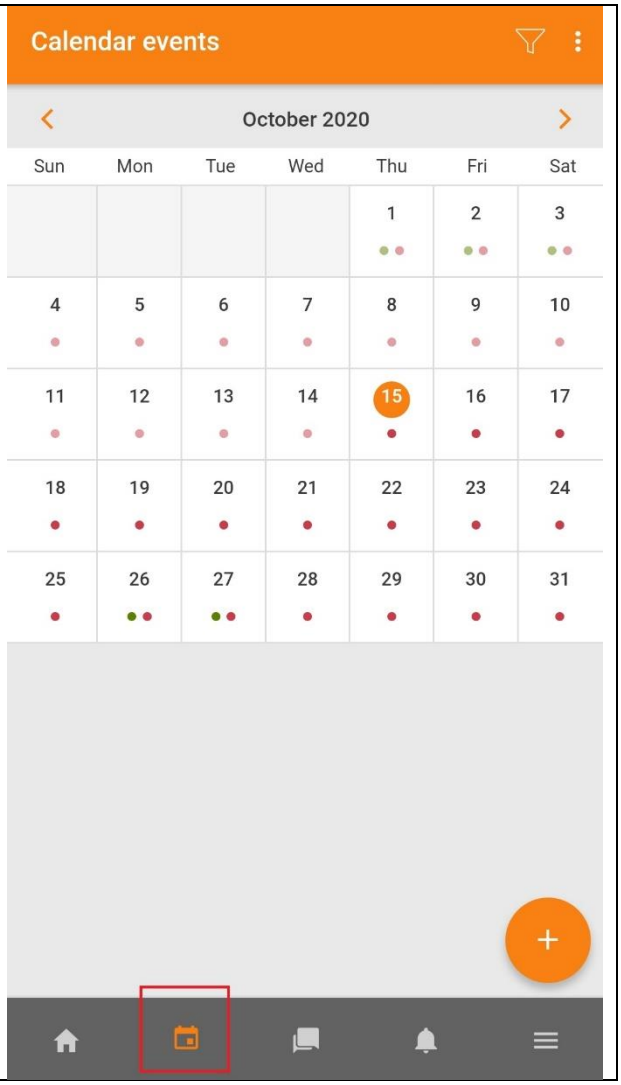

10. Click “General” to edit General settings.



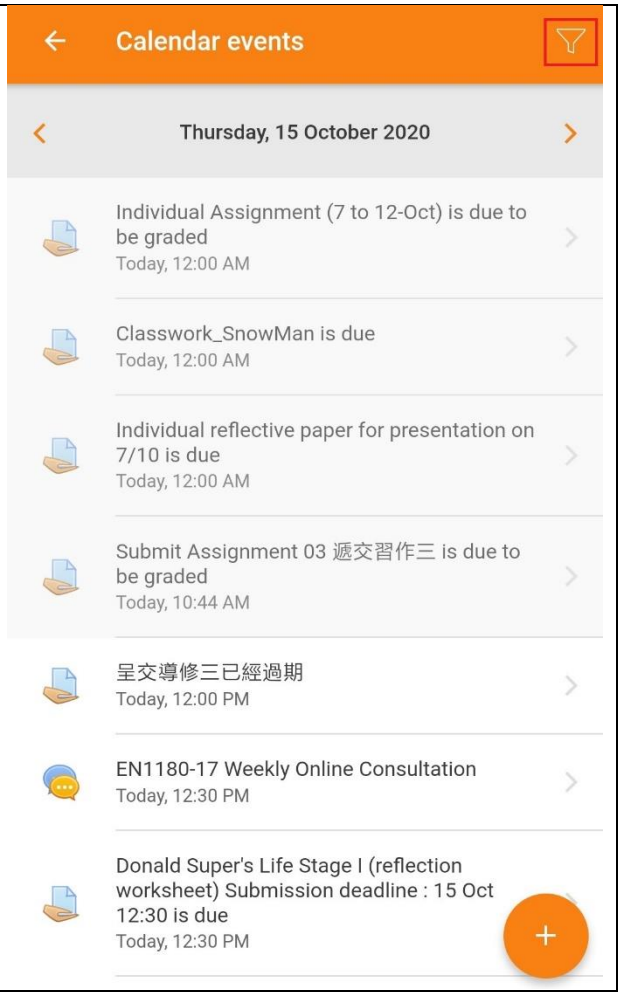
| | |
|---|---|
| 11. You could set Language, Text size and Color scheme here. |  |

## D. View Calendar

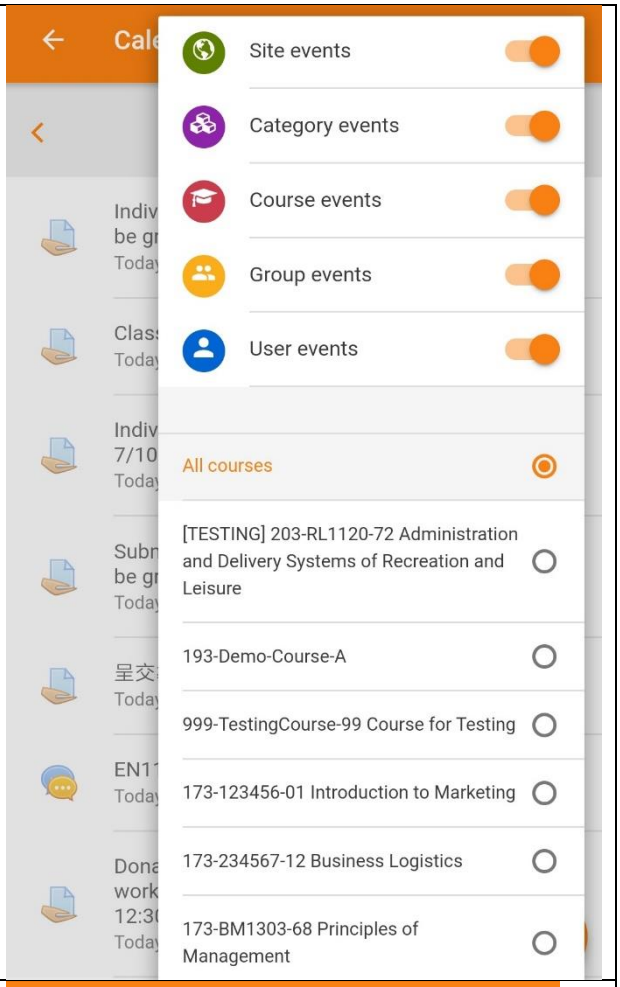
1. Click the “Calendar” icon at the bottom left hand corner. Pick a date to view, eg. Oct 15.



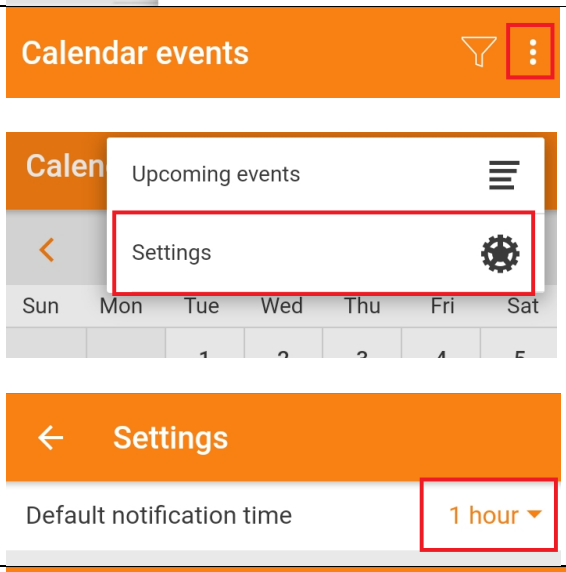
2. Events and activities of your courses would be shown.



3. Click the "Filter" icon at the top right hand corner. You could narrow down the results by different kinds of events, or by different courses.




4. To set the notification time, click "three dots" (Tools) icon. Click "Settings" and then "Default notification time" (default setting: 1 hour only).

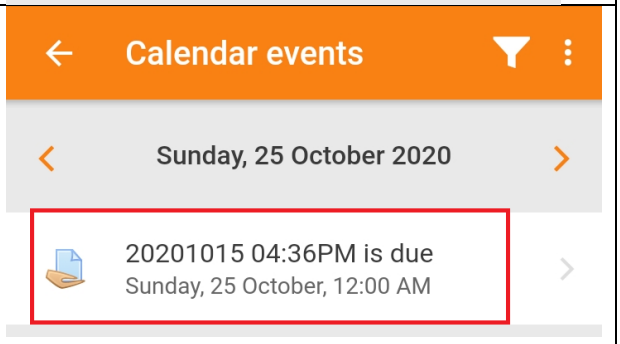



5. If you need to add a reminder, you can pick an event, click "Set a new reminder".

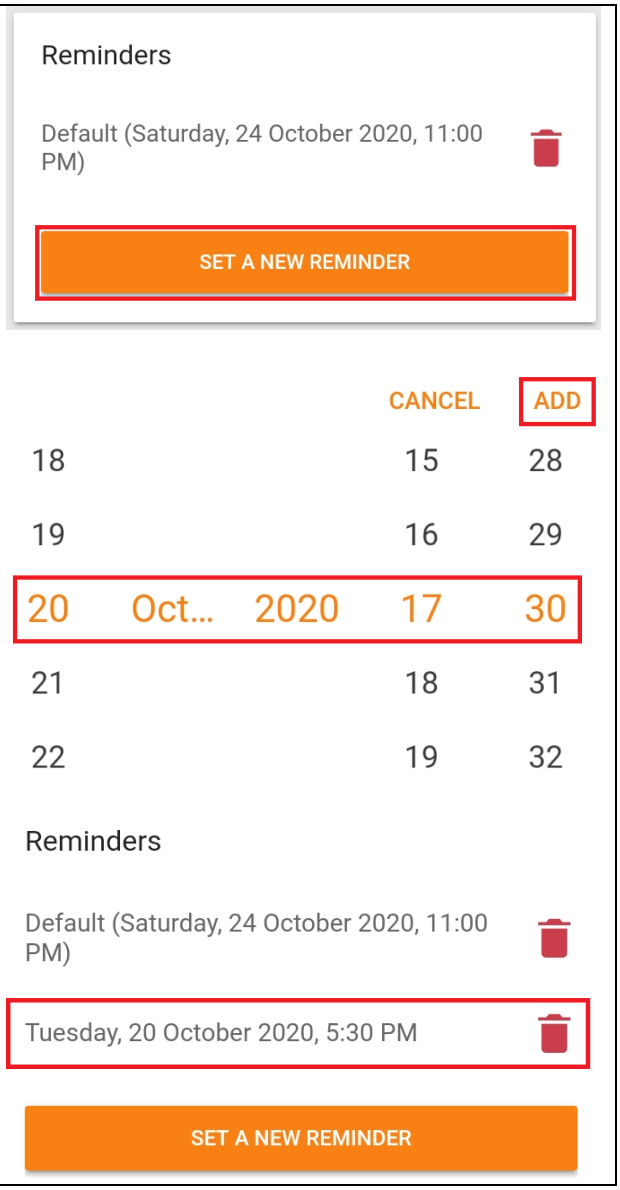
   Select a Date and click "ADD".

   You can find a new reminder in this event.

   P.S. If the teacher had created an assignment activity in Moodle, the assignment's due date would be appeared in Moodle calendar.

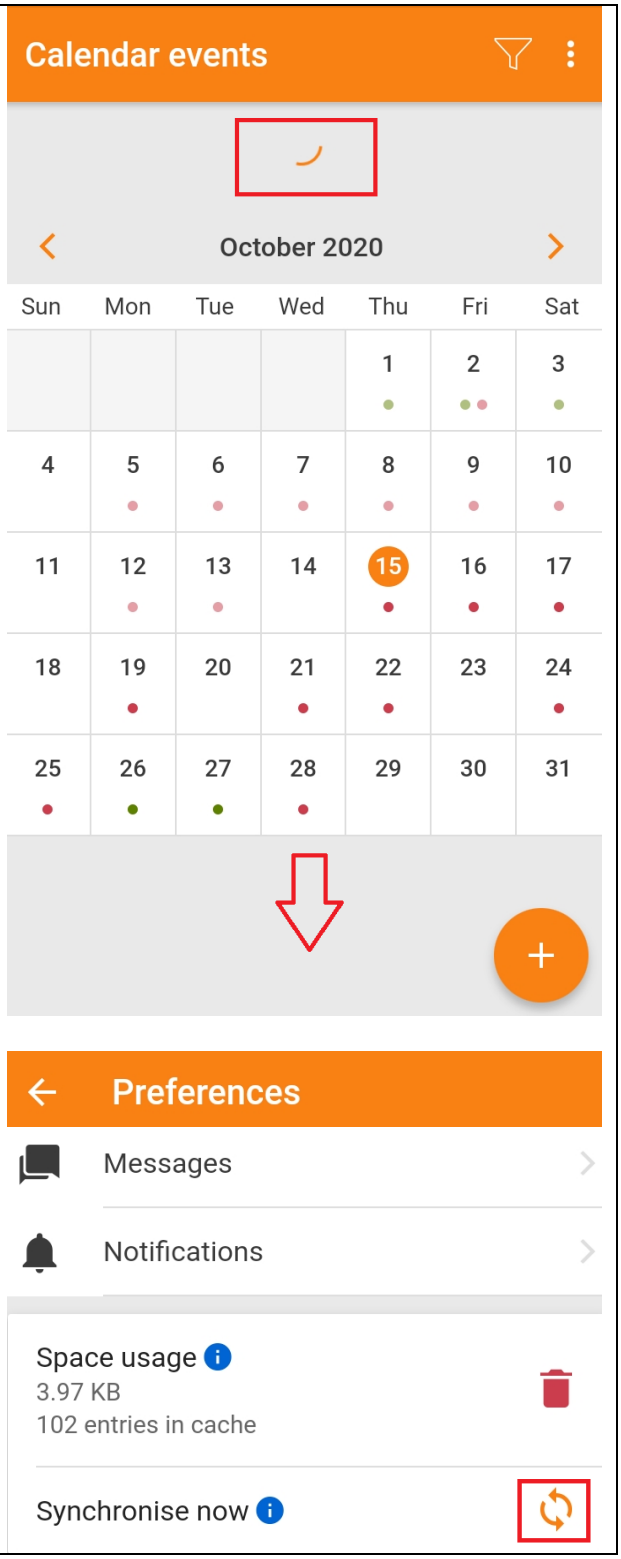


By default, Moodle App's calendar would remind students using default setting (1 hour before due time) only. So we suggest you add a new reminder for Assignment by yourself.



6. If you can view some events in the Calendar at Moodle Website but not in Moodle App, you can pull down the calendar. The Moodle App calendar would be synchronised from Moodle Website.

   You also can click “Synchronise now” at Preferences.



## E. View Course Materials and Download Course for Offline Viewing

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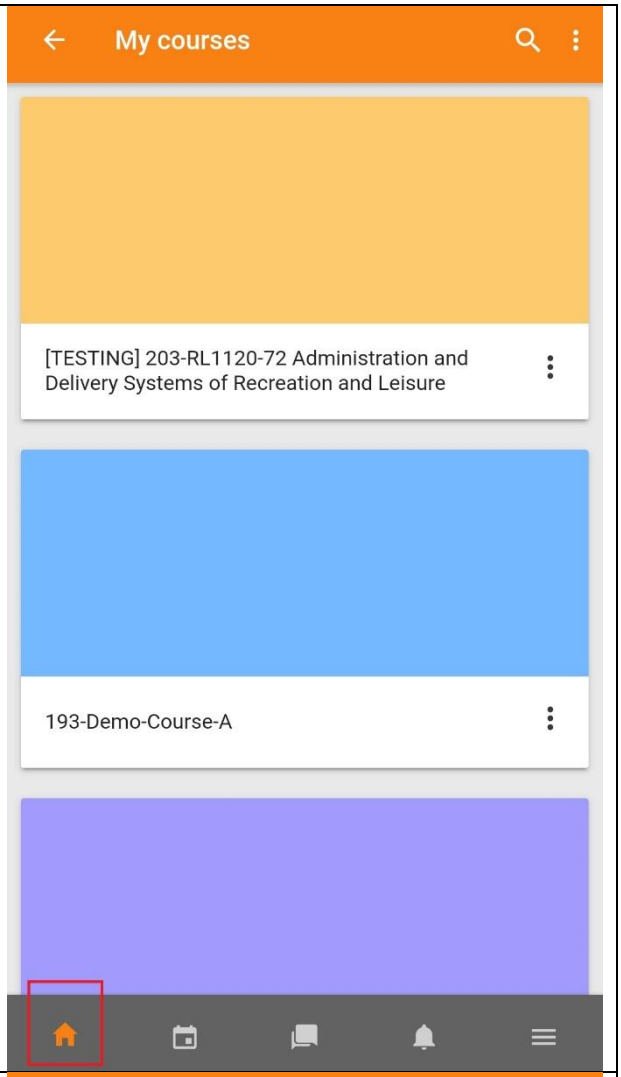
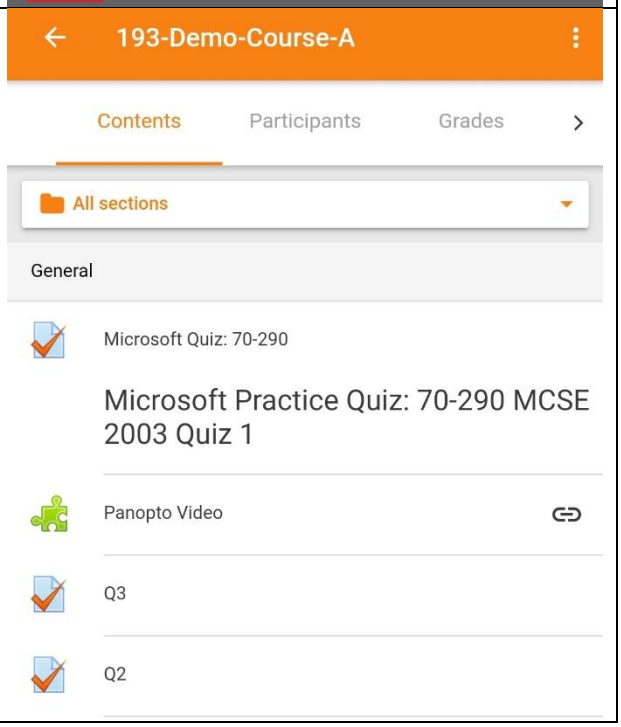
|---|---|
| 1. Click the "Home" icon at the bottom left hand corner. All "My courses" would be listed. Pick one to view the details. |  |
| 2. Course contents of all sections would be shown. |  |

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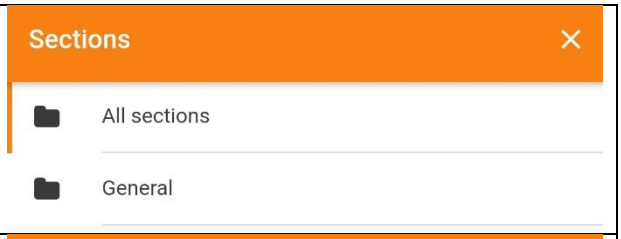
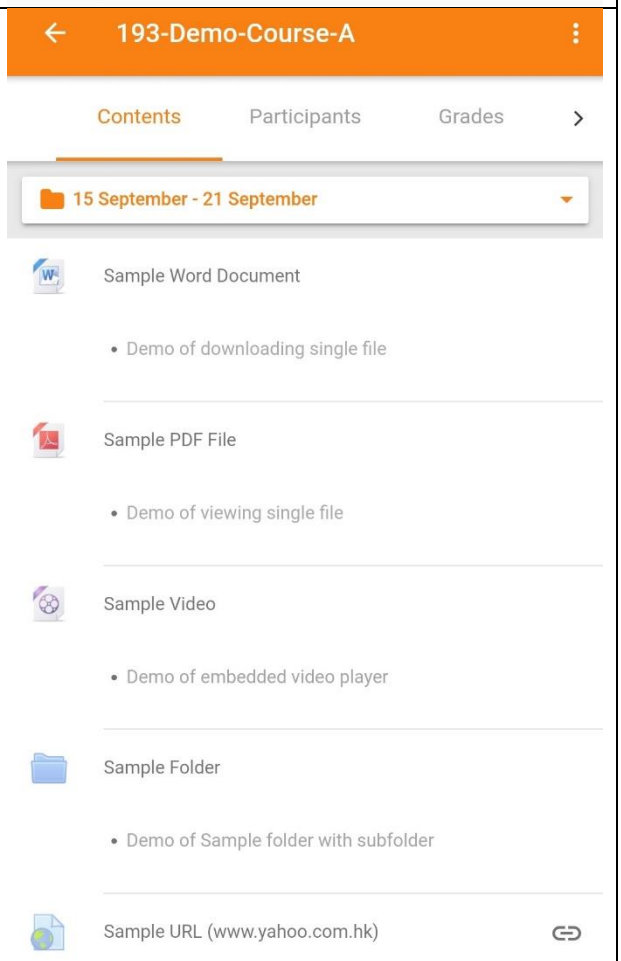
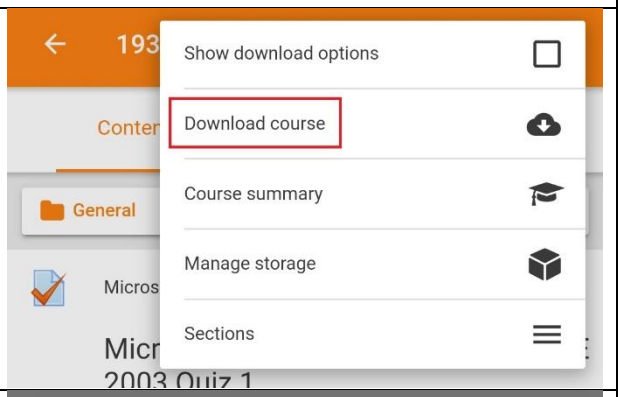
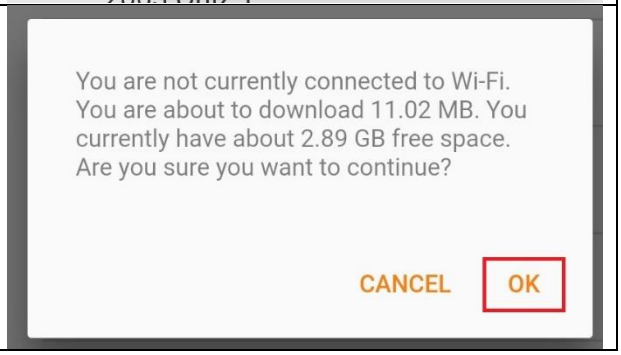
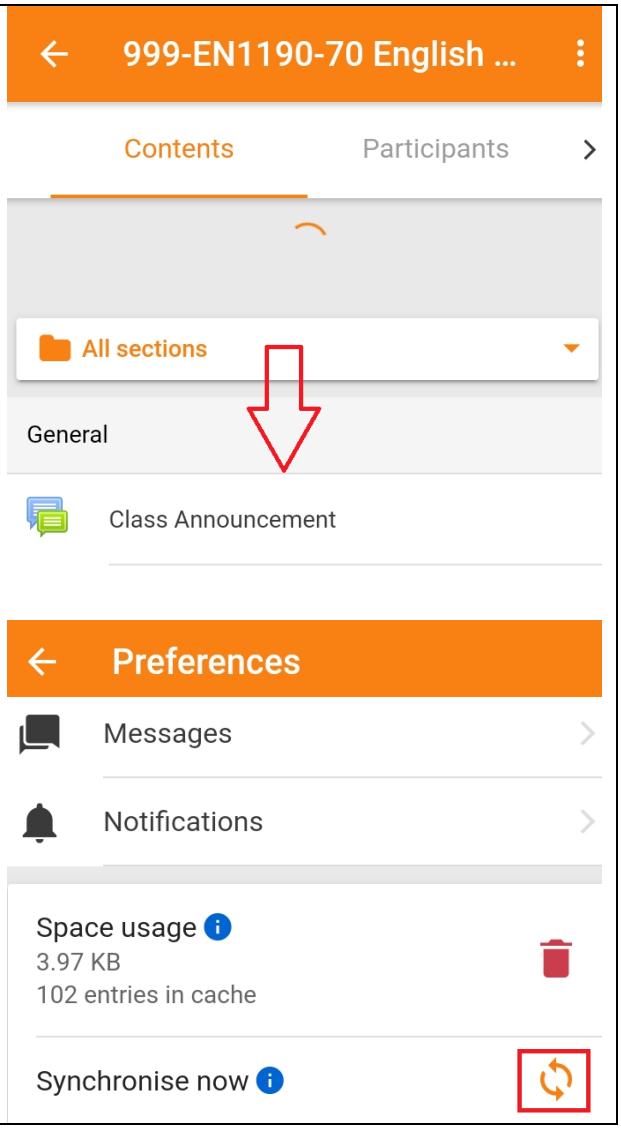
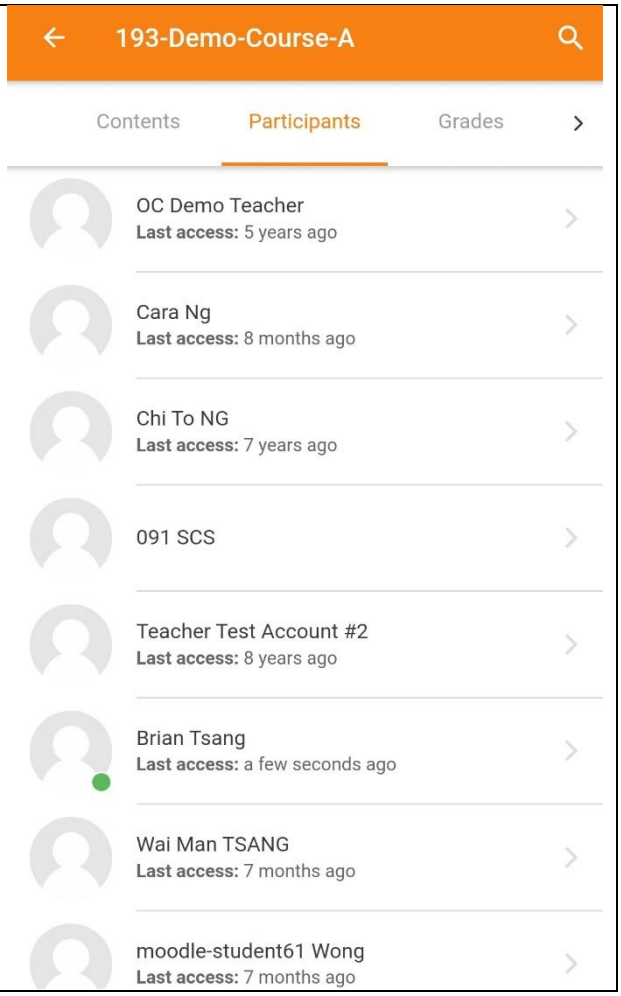
| 3. You could switch to a particular section. |  |
| 4. Course materials of one section would be shown. |  |
| 5. Click the “three dots” (Tools) icon at the top right hand corner. You could download the course so that you could view them when offline (2 courses per device). |  |
| 6. Click “OK” to download the course materials to your mobile device. |  |

7. If you can view some sections' activities in the Calendar at Moodle Website but not in Moodle App, you can pull down "All sections". The Moodle App calendar would be synchronised from Moodle Website.

   You also can click "Synchronise now" at "Preferences".

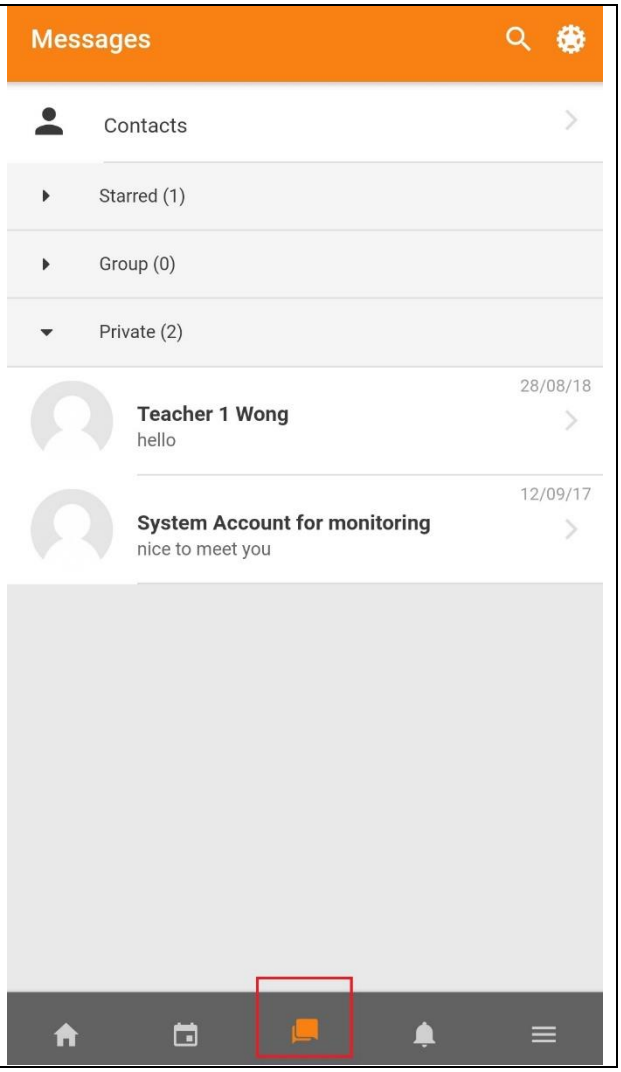


8. Besides Course Contents, you could also view other information such as Participants and Grades.



## F. Message and Chatting

1. Click the “Message” icon at the bottom. Teachers and students are listed. Messages from them are shown.



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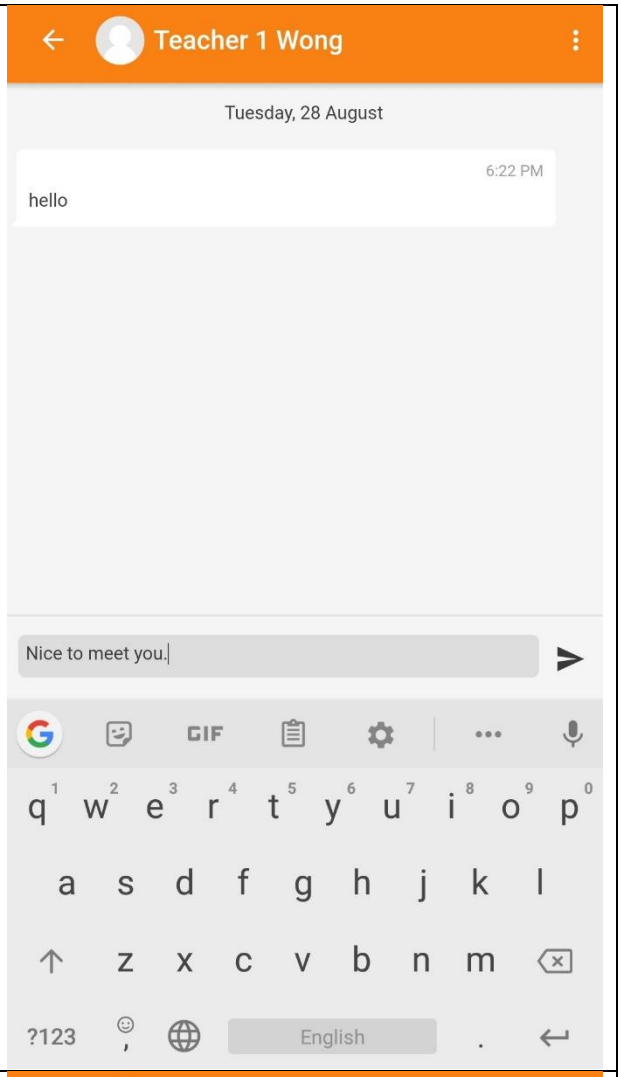
| 2. Pick one message to reply. |  |
| 3. And you could see the results. | |

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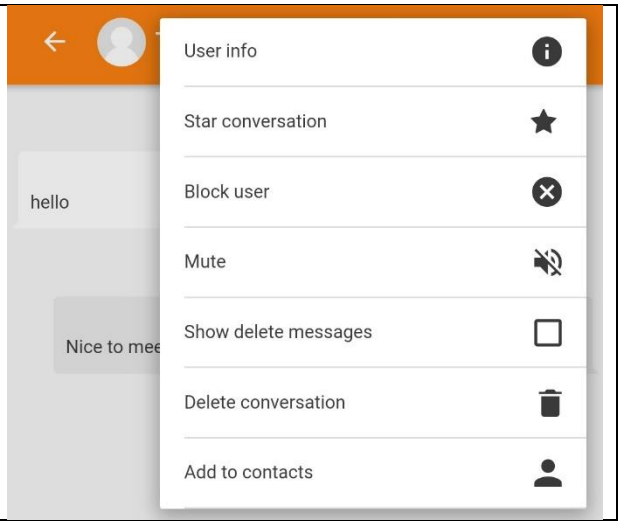
| 4. Click the “three dots” icon at the top right hand corner. More options that you could configure. |   |

## G. Support

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| For Moodle related enquiries, please write to:<br>moodle-admin@scs.cuhk.edu.hk |
| eLearning Support for Teachers:<br>http://www.scs.cuhk.edu.hk/en/page/detail/1575<br>External references on using Moodle:<br>http://moodle.scs.cuhk.edu.hk/mod/page/view.php?id=41170 |