

# Moodle Setup New Course

## A. Prerequisite

1. College calendar of this school year;
2. Coming course schedule from Registrar's Office;

This document uses the course schedule below as an example :

Undergraduate Course Schedule  
**Spring Semester 2020 (6 Jan - 8 May, 2020)**  
Issued: 17 Dec 2019

Time	Dept	Course	Cr	Day	Room	Instructor
	BUS	INFS120	3	F		Martin YU
	GE	BCHM120LAB		W		LUK Hoi Ling Calvin
	GE	ENSL091	4	MTWR		Monica LAM
	GE	ENSL098	4	MTWR		CHENG Ching Ho Richard
	GE	STAT285	3	MTR		LUK Hoi Ling Calvin
	GE	PHYS142LAB		F		WONG Chan Fan
13:30-14:20	HLT	FDNT240		F		Barbara CHOI
	HLT	FTES465	3	W		TBA
	HLT	FTES465LAB		R		TBA
	NRC	NSRC0401 LAB		W		Corina CHEUNG

According to the schedule :

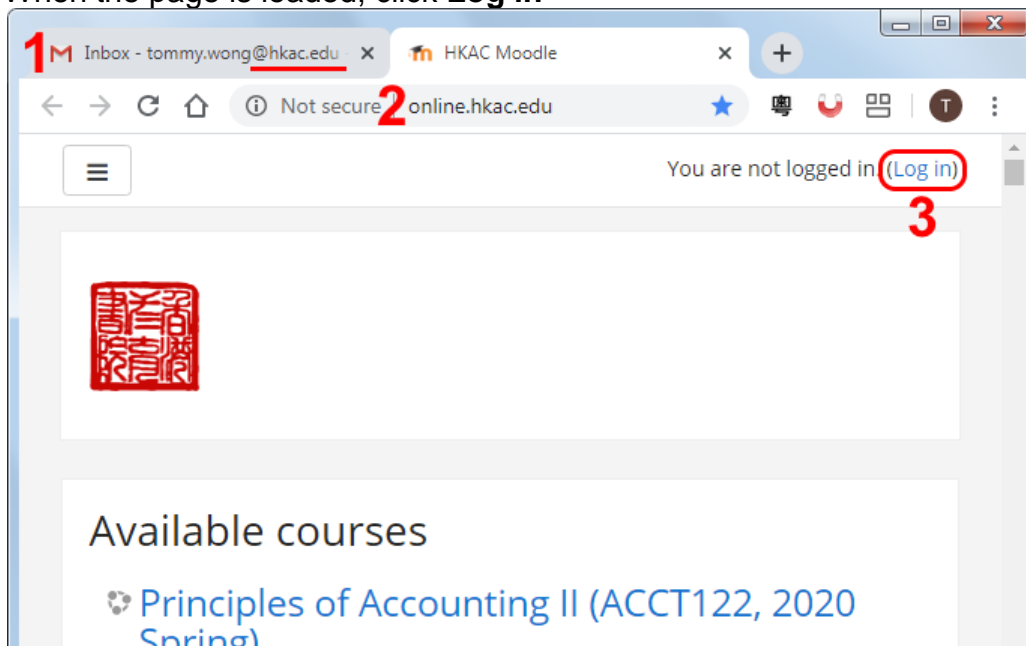
Semester **2020 Spring**  
Start Date **6<sup>th</sup> January, 2020**  
End Date **8<sup>th</sup> May, 2020**

The course to be setup :

Course Name **Proficiency English II**  
Course ID **ENSL091**  
Department **GE** (stand for **General Education**)  
Days **MTWR** (stand for **Mon, Tue, Wed, ThuR**)  
Time **13:30-14:20**

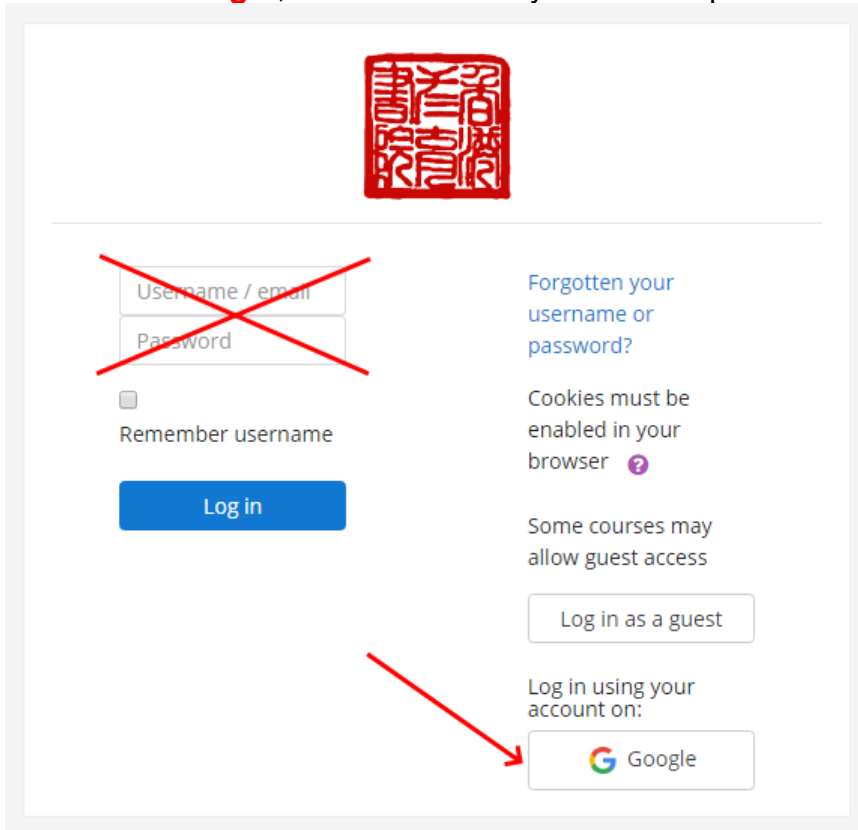
## B. Login Moodle

1. Use the @hkac.edu account to login Gmail first
2. Open another tap and go to HKAC Moodle with the address : **online.hkac.edu**
3. When the page is loaded, click **Log in**

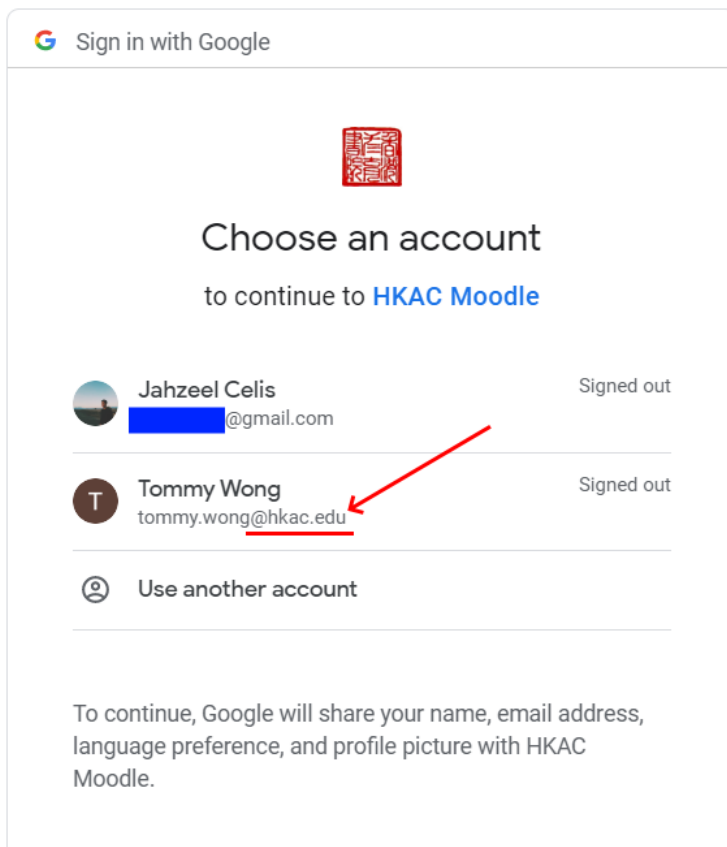


# Moodle Setup New Course

4. In the login page, click **Google** button. **Please DO NOT ENTER Username and Password to login**, these entries only works for special accounts.



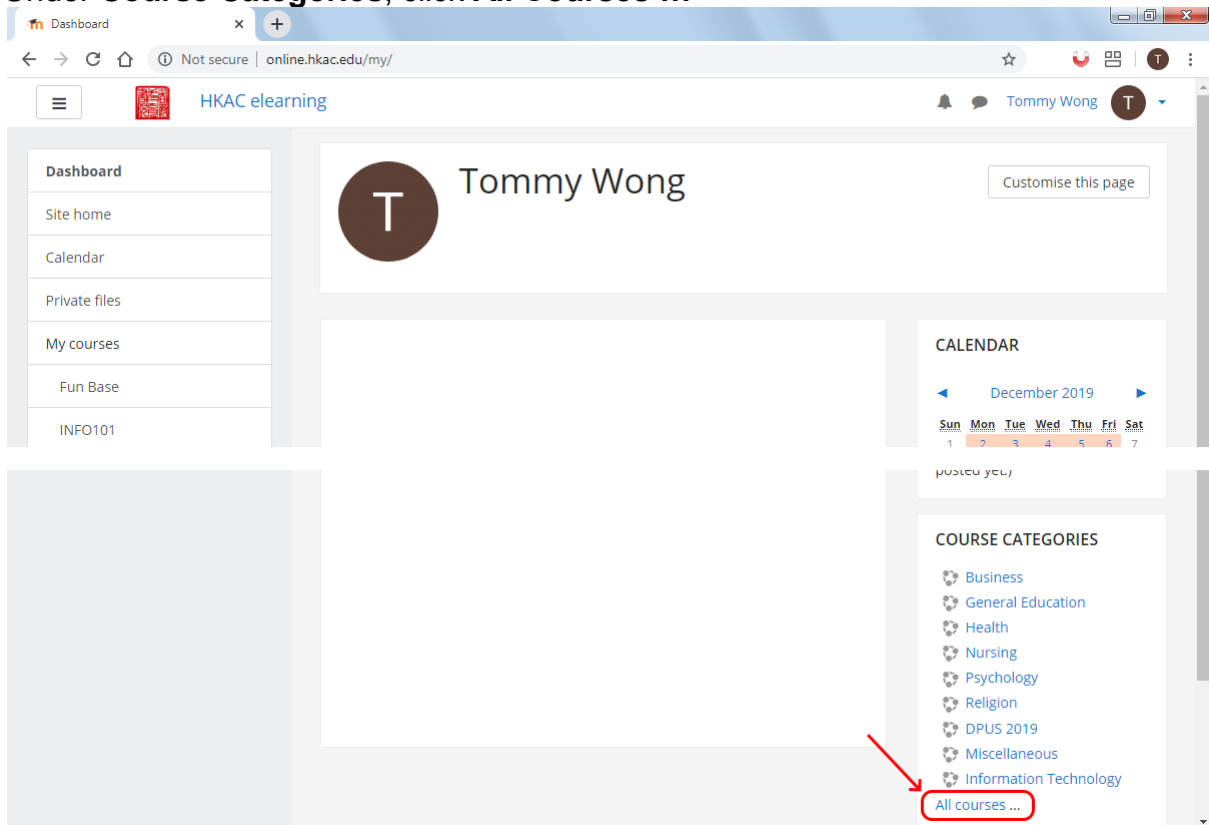
5. If more than 1 account is in the browser, it will prompt for which account to login. Select the @hkac.edu account.



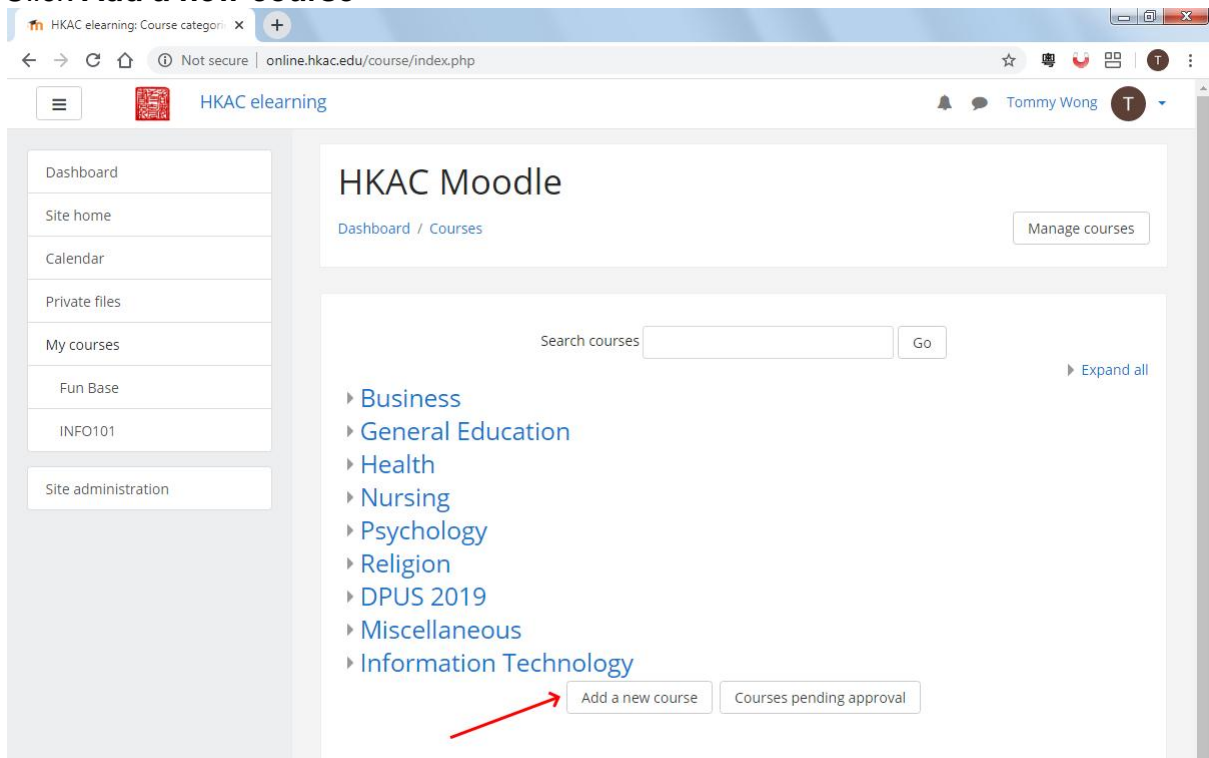
# Moodle Setup New Course

## C. Create Course

### 1. Under Course Categories, click All Courses ...



### 2. Click Add a new course



# Moodle Setup New Course

## 3. Enter the information accordingly...

Note :

- a. Since the same course might not be taught by the same teacher in different semesters, duplicate course title but under different teacher will appear in the system. In order to make a distinction between them, the course name format below is advised :
  - i. **Course full name** : “[Course Name], [Course ID] [Semester]”
  - ii. **Course short name** : add calendar year and Semester Digit as suffix.  
The Semester Digits are - **F**all, **S**pring, su**M**mer and **W**inter.
- b. For **Course start date** and **Course end date**, use the Calendar Icon maybe faster
- c. **Course ID number** is unique and is advised to remain blank
- d. **Course summary** can also be entered, this example just left blank

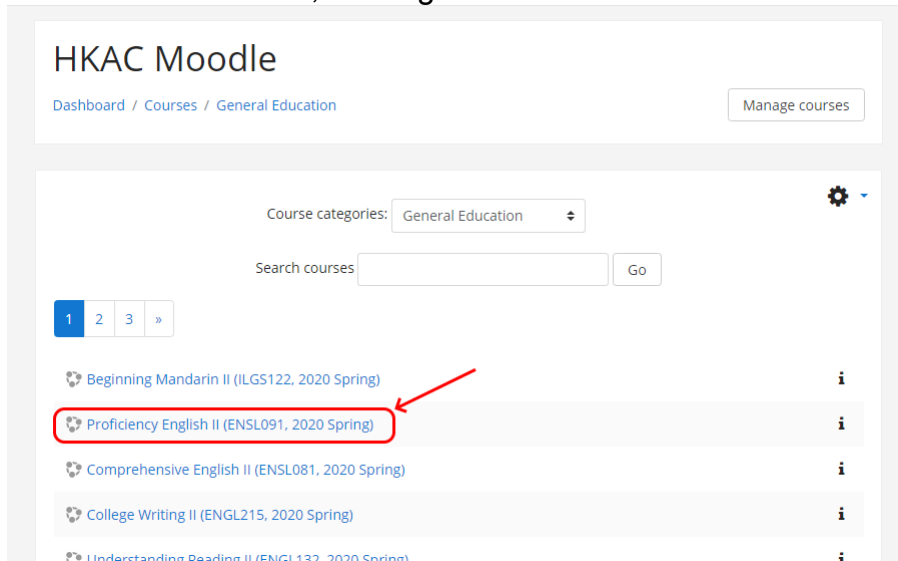
The screenshot shows the 'Add a new course' form in Moodle. The 'General' section is expanded. The 'Course full name' field contains 'Proficiency English II (ENSL091, 2020 Spring)' with a red 'a.i' label. The 'Course short name' field contains 'Proficiency English II (2020S)' with a red 'a.ii' label. The 'Course category' is set to 'General Education'. The 'Course visibility' is set to 'Show'. The 'Course start date' is set to '6 January 2020' with a red 'b' label. The 'Course end date' is set to '8 May 2020' with a red 'b' label. The 'Course ID number' field is empty with a red 'c' label. The 'Course summary' field is empty with a red 'd' label. There is an 'Expand all' link in the top right corner.

- e. According to College Calendar 2019-2020, 4<sup>th</sup> - 8<sup>th</sup> May is the final Examination of the semester, therefore, the number of weeks between 6<sup>th</sup> January to 1<sup>st</sup> May is 17 which is applied to **Number of sections** under **Course format**
- f. Upon finished, click **Save and return** to exit

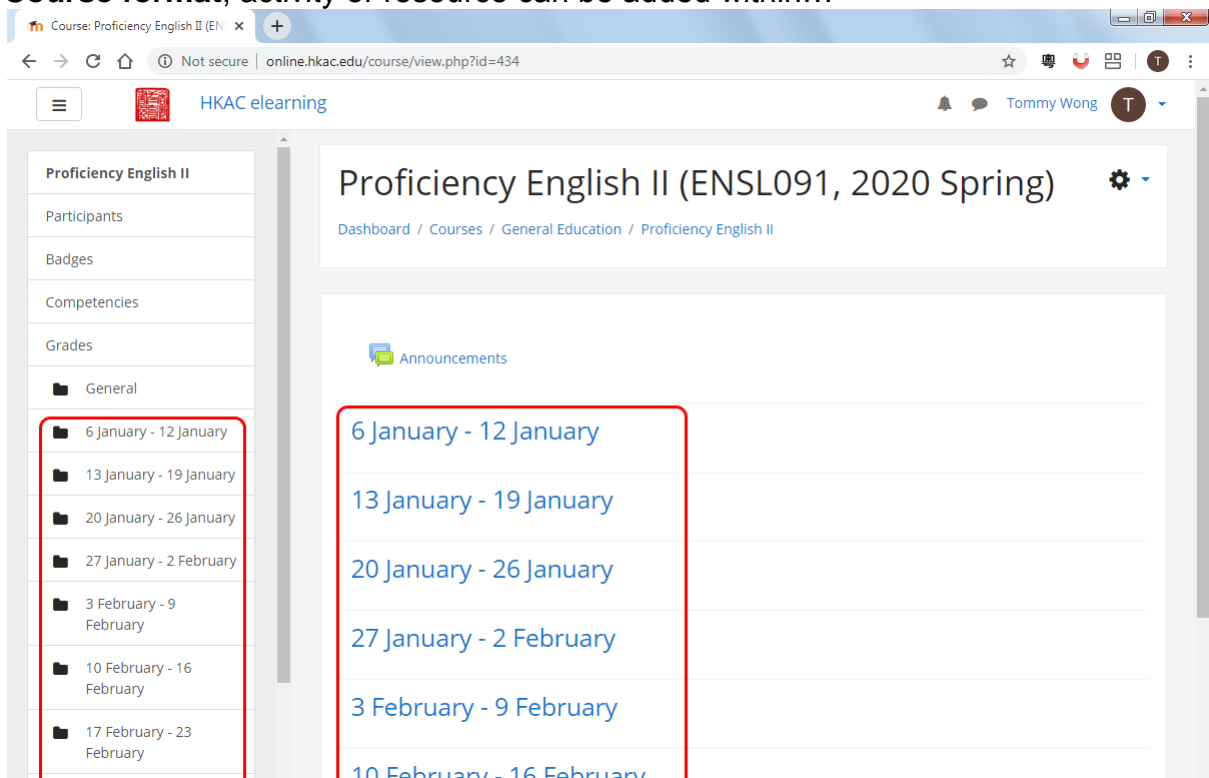
The screenshot shows the 'Add a new course' form in Moodle, specifically the 'Course format' section. The 'Format' is set to 'Weekly format'. The 'Number of sections' field contains '17' with a red 'e' label. The 'Hidden sections' are set to 'Hidden sections are shown in collapsed form'. The 'Course layout' is set to 'Show all sections on one page'. Below this section are 'Appearance', 'Role remaining', and 'Tags' sections. At the bottom, there are three buttons: 'Save and return' (with a red 'f' label), 'Save and display', and 'Cancel'. A message at the bottom states 'There are required fields in this form marked [red icon]'.

# Moodle Setup New Course

4. The course is created, click again to add contents ...



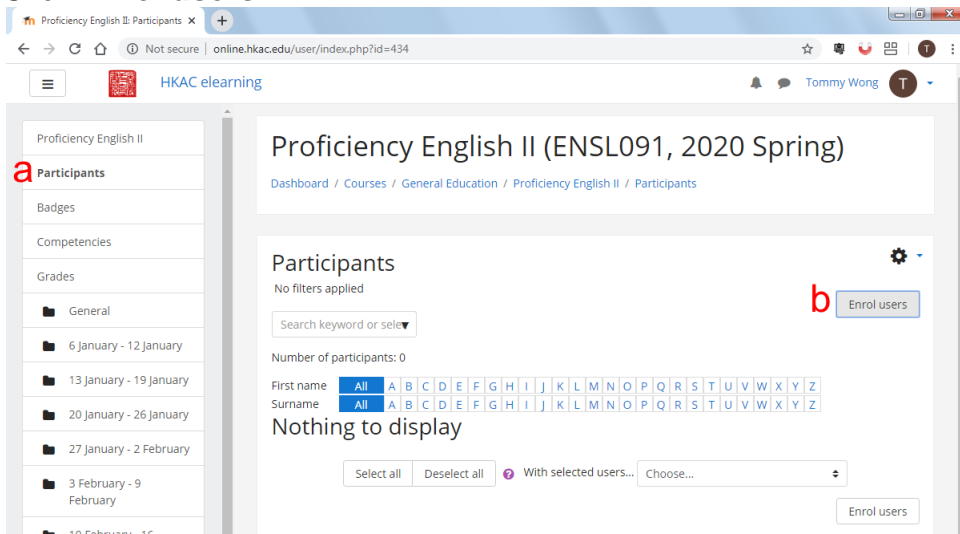
5. In the course, the weeks are shown as set previously in the **Number of sections** under **Course format**, activity or resource can be added within...



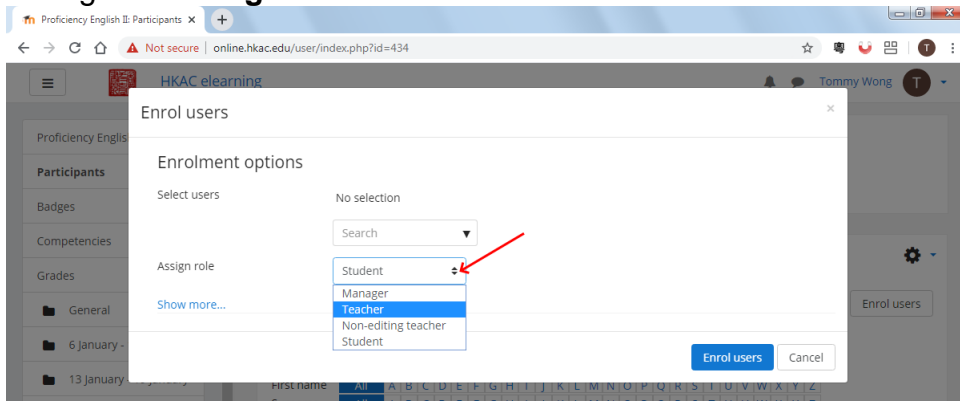
# Moodle Setup New Course

## D. Enroll Participants

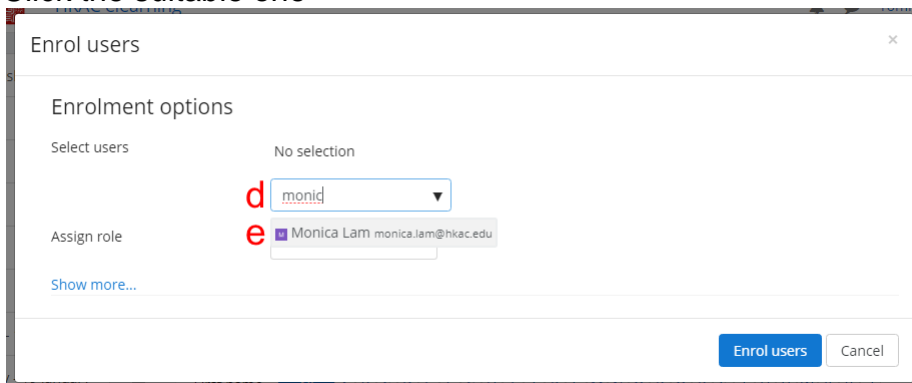
1. Since student list is not available, only teacher is added in this example :
  - a. Click **Participants**
  - b. Click **Enrol users**



## c. Change the Assign role to Teacher

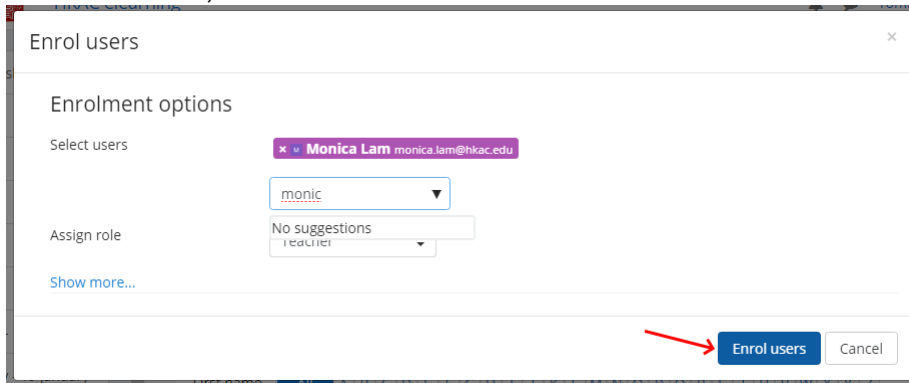


- d. Key in the first few characters, Moodle will list the choice
- e. Click the suitable one

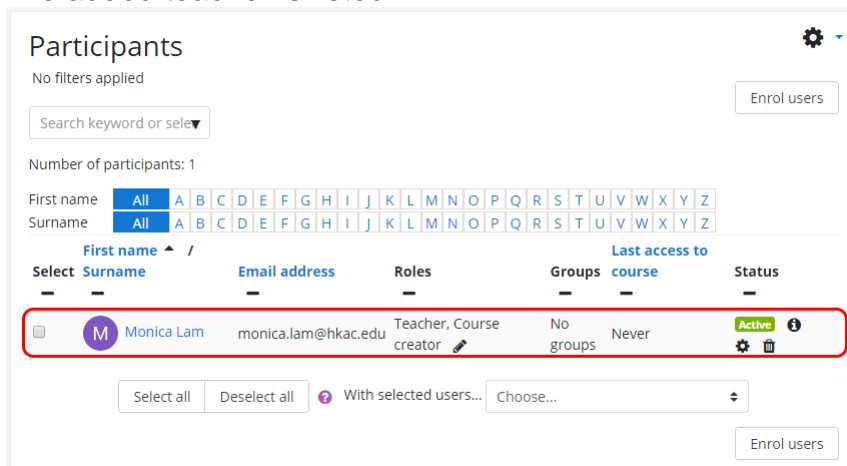


# Moodle Setup New Course

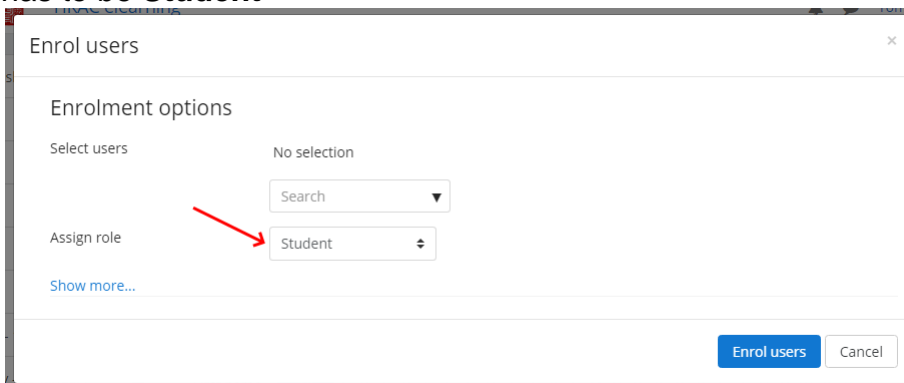
f. When finished, click **Enrol users** to exit



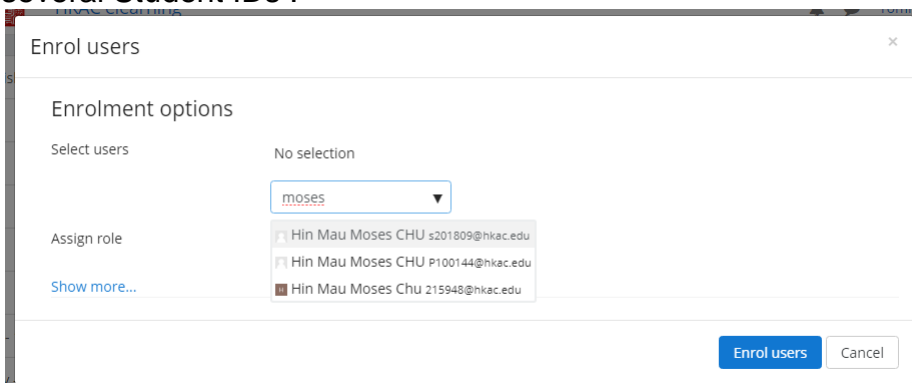
g. The added teacher is listed



2. The procedure of student enrollment is basically the same except that the **Assign role** has to be **Student**



And Student ID is advised to use instead of name because some students might have several Student IDs :

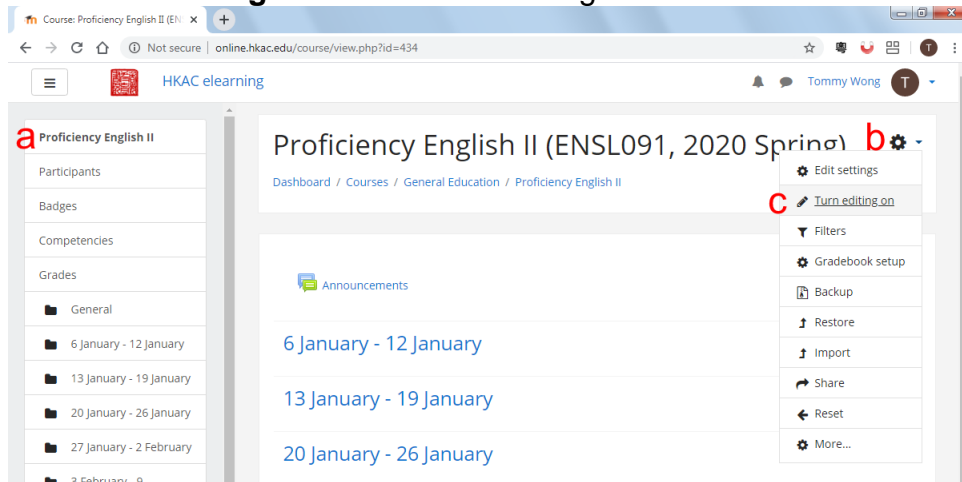


# Moodle Setup New Course

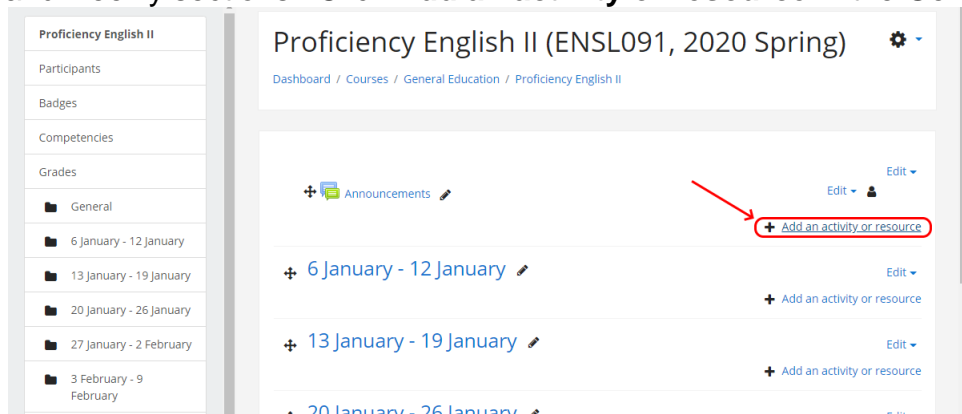
## E. Attendance

### 1. Add Attendance...

- Click the subject name in the side menu to return to course page
- Click the Actions button
- Click **Turn editing on** to enter into editing mode

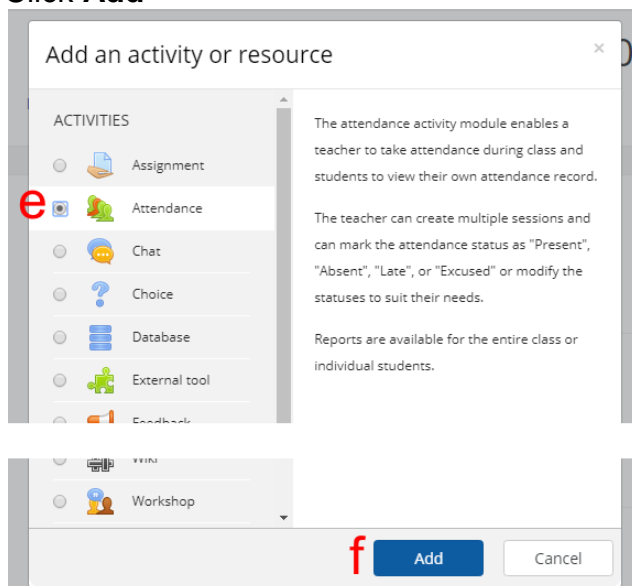


- In editing mode, the **Add an activity or resource** option is displayed in General and weekly sections. Click **Add an activity or resource** in the General section



- Click **Attendance**

- Click **Add**





# Moodle Setup New Course

g. **Maximum grade** under **Grade** may need to change to 100

Proficiency English II  
Participants  
Badges  
Competencies  
Grades

General  
6 January - 12 January  
13 January - 19 January  
20 January - 26 January

17 February - 23 February  
24 February - 1 March  
2 March - 8 March  
9 March - 15 March  
16 March - 22 March  
23 March - 29 March

## Proficiency English II (ENSL091, 2020 Spring)

Dashboard / Courses / General Education / Proficiency English II / General / Adding a new Attendance

### Adding a new Attendance

Expand all

**General**

Name: Attendance

Description: [Rich text editor]

**Grade**

Grade: [Info icon]

Type: Point

Scale: Default competence scale

Maximum grade: 100

Grade category: Uncategorized

h. Upon finished, click **Save and return to course**

Proficiency English II  
Participants  
Badges  
Competencies  
Grades

General  
6 January - 12 January  
13 January - 19 January  
20 January - 26 January  
27 January - 2 February  
3 February - 9 February  
10 February - 16 February  
17 February - 23 February  
24 February - 1 March  
2 March - 8 March  
9 March - 15 March

## Proficiency English II (ENSL091, 2020 Spring)

Dashboard / Courses / General Education / Proficiency English II

**Grade**

Grade: [Info icon]

Type: Point

Scale: Default competence scale

Maximum grade: 100

Grade category: Uncategorized

Grade to pass: [Info icon]

**Common module settings**

**Restrict access**

**Tags**

**Competencies**

**Extra restrictions**

Save and return to course Save and display Cancel

There are required fields in this form marked [Info icon].

i. Click **Turn editing off**

Proficiency English II  
Participants  
Badges  
Competencies  
Grades

General  
6 January - 12 January  
13 January - 19 January  
20 January - 26 January  
27 January - 2 February  
3 February - 9 February

## Proficiency English II (ENSL091, 2020 Spring)

Dashboard / Courses / General Education / Proficiency English II

Edit settings  
Turn editing off  
Filters  
Gradebook setup  
Backup  
Restore  
Import  
Share  
Reset  
More...

Announcements  
Attendance

6 January - 12 January

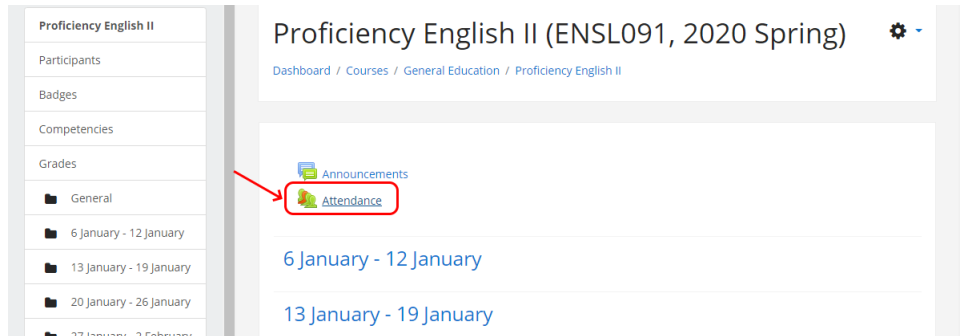
13 January - 19 January

13 January - 19 January

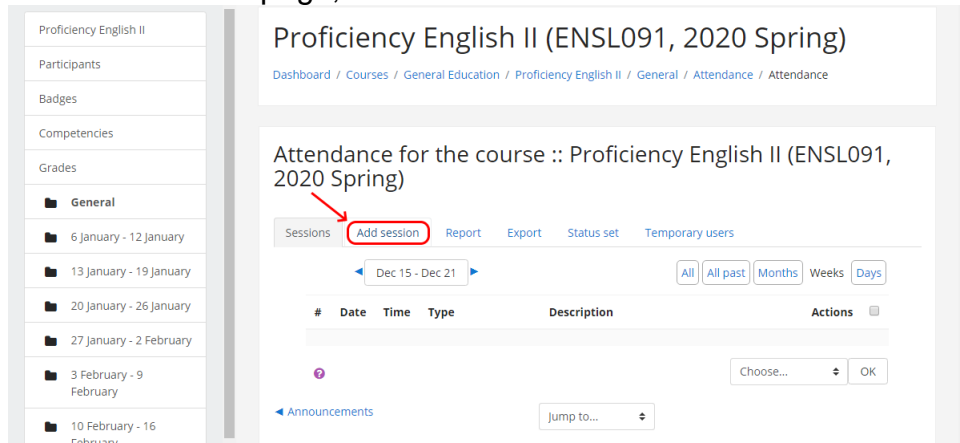
Edit

# Moodle Setup New Course

j. Then click **Attendance** to create contents



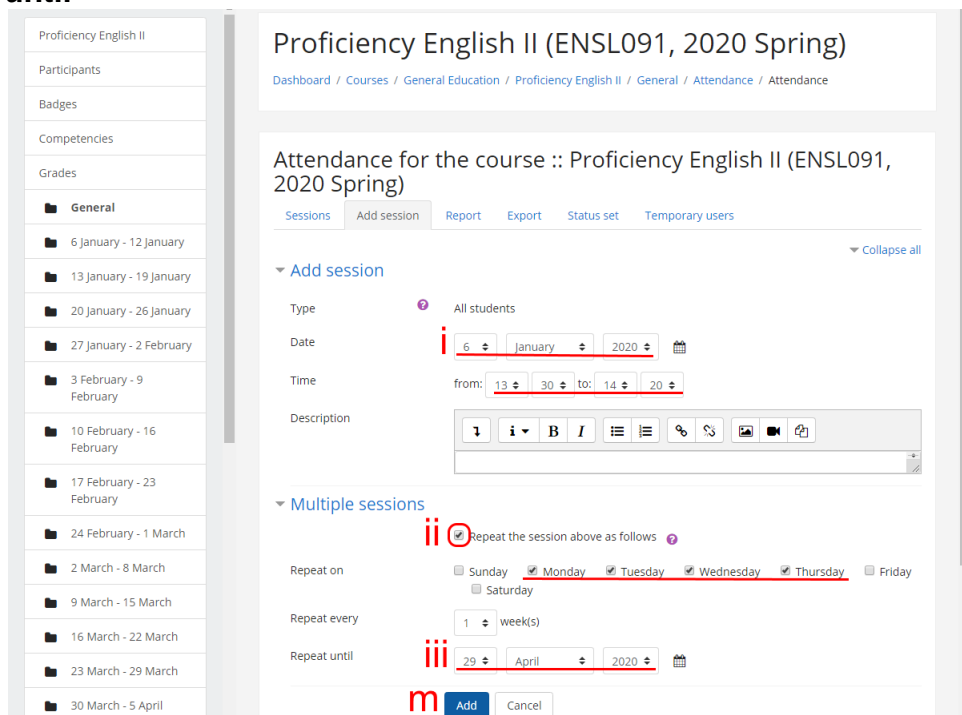
k. In the attendance page, click **Add session**



l. Enter the information accordingly...

Note :

- i. **Date** is the Start Date of the Semester
- ii. week days in **Repeat on** section can be clicked only when **Repeat the session above as follows** is clicked
- iii. according to College Calendar 2019-2020, 30<sup>th</sup> April and 1<sup>st</sup> May are Holidays, therefore, the end date is 29<sup>th</sup> April which is applied to **Repeat until**



m. When completed, click **Add**

# Moodle Setup New Course

## 2. Adjust **Attendance** session(s) ...

The attendance is set, but may need to adjust. In this example, the College Calendar 2019-2020 states that :

- 24<sup>th</sup> - 31<sup>st</sup> January are Lunar New Year Break;
- 26<sup>th</sup> March is Recreation Day;
- 10<sup>th</sup> - 13<sup>th</sup> April are Easter Holidays.

Therefore, attendance days within these periods have to be deleted. The procedure is as below :

- a. Click the day(s) to be deleted
- b. Select **Delete** in **Choose...**

ID	Date	Time	Participants	Session Type	Actions
51	Wed 1 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
52	Thu 2 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
53	Mon 6 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
54	Tue 7 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
55	Wed 8 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
56	Thu 9 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
57	Mon 13 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check] <b>a</b>
58	Tue 14 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
59	Wed 15 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
60	Thu 16 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
61	Fri 17 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
62	Sat 18 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
63	Sun 19 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
64	Mon 20 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
65	Tue 21 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
66	Wed 22 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check]
67	Wed 29 Apr 2020	1:30PM - 2:20PM	All students	Regular class session	[Play] [Trash] [Check] <b>b</b>

### c. Click **OK**

Delete [v] OK

### d. Click **Continue**

Proficiency English II (ENSL091, 2020 Spring)

Attendance for the course :: Proficiency English II (ENSL091, 2020 Spring)

**Confirm**

Are you absolutely sure you want to completely delete the user Session, including their enrolments, activity and other user data?

27 Jan 2020 1:30PM  
Regular class session  
28 Jan 2020 1:30PM  
Regular class session  
29 Jan 2020 1:30PM  
Regular class session  
30 Jan 2020 1:30PM  
Regular class session  
26 Mar 2020 1:30PM  
Regular class session  
13 Apr 2020 1:30PM  
Regular class session

Continue Cancel

# Moodle Setup New Course

- e. The process is completed. The attendance page is re-loaded with modified information :

Proficiency English II (ENSL091, 2020 Spring)

Dashboard / Courses / General Education / Proficiency English II / General / Attendance / Attendance

Session successfully deleted

Attendance for the course :: Proficiency English II (ENSL091, 2020 Spring)

Sessions Add session Report Export Status set Temporary users

All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Mon 6 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️
2	Tue 7 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️
3	Wed 8 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️
4	Thu 9 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️
5	Mon 13 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️
6	Tue 14 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️
7	Wed 15 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️
8	Thu 16 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️
9	Mon 20 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️
10	Tue 21 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️

## 3. Take Attendance...

- a. Click Attendance

Proficiency English II (ENSL091, 2020 Spring)

Dashboard / My courses / Proficiency English II (20205)

Announcements

Attendance

6 January - 12 January

13 January - 19 January

- b. Click the play icon of the date which attendance is to be taken

Attendance for the course :: Proficiency English II (ENSL091, 2020 Spring)

Sessions Add session Report Export Status set Temporary users

All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Mon 6 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️
2	Tue 7 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️
3	Wed 8 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	▶ ⚙️ 🗑️

# Moodle Setup New Course

- c. It is recommended to click the **P** of **Set status for all users** to assume all the students are present and adjust the non-present individuals.
- d. Upon finished, click **Save attendance** to exit

Attendance for the course :: Proficiency English II (ENSL091, 2020 Spring)

Sessions Add session Report Export Status set Temporary users

6 January 2020 1:30PM - 2:20PM Page 1 of 1

Regular class session View mode Sorted list

25

#	First name / Surname	Email address	P	L	E	A	Remarks
Set status for all users			<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
1	William Chan User enrolment starts 15:26 13.01.2020	test4.moodle@hkac.edu	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	Amy Ip User enrolment starts 15:26 13.01.2020	test3.moodle@hkac.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	Victor Ko User enrolment starts 15:26 13.01.2020	test2.moodle@hkac.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4	Ivy Tang User enrolment starts 15:26 13.01.2020	test1.moodle@hkac.edu	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

**d** Save attendance

Present = 0  
Late = 0  
Excused = 0  
Absent = 0

- e. Notice the play icon is changed after attendance is taken. If this session has to be adjusted, click this changed icon again.

Attendance has been successfully taken

Attendance for the course :: Proficiency English II (ENSL091, 2020 Spring)

Sessions Add session Report Export Status set Temporary users

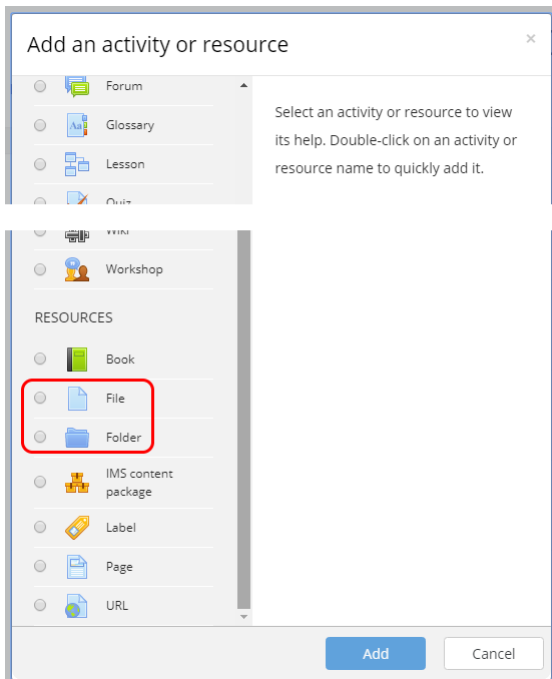
All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Mon 6 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	
2	Tue 7 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	
3	Wed 8 Jan 2020	1:30PM - 2:20PM	All students	Regular class session	

# Moodle Setup New Course

## F. Provide Course Materials

Moodle has 2 resources functioned to provide reference materials to students in the course : **File** and **Folder** :



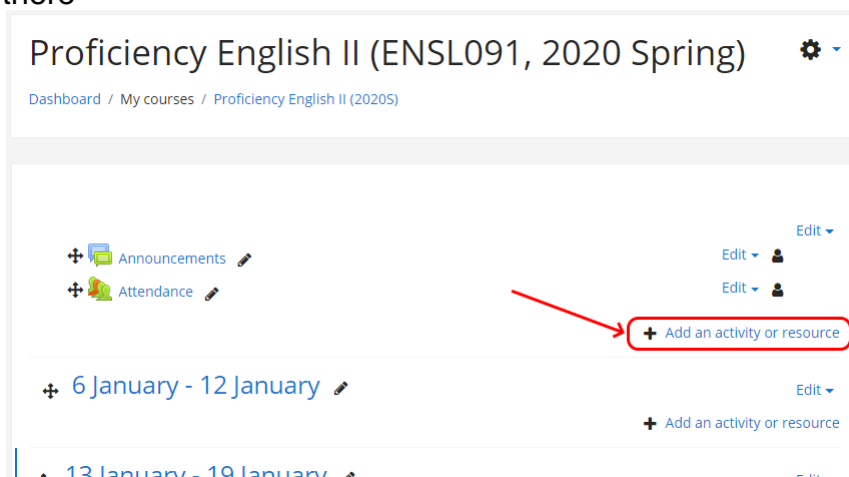
The difference between the two is : if only a single file is added, use **File**; if several files are required, use **Folder**.

The procedure to add these resources is basically the same as that to add Attendance described in E.1.a to f :

- Click the subject name in the side menu to return to course page
- Click the Actions button
- Click **Turn editing on** to enter into editing mode
- In editing mode, the **Add an activity or resource** option is displayed in General and weekly sections. Click the link where the material is to be placed
- This time, click **File** or **Folder**
- Then click **Add**

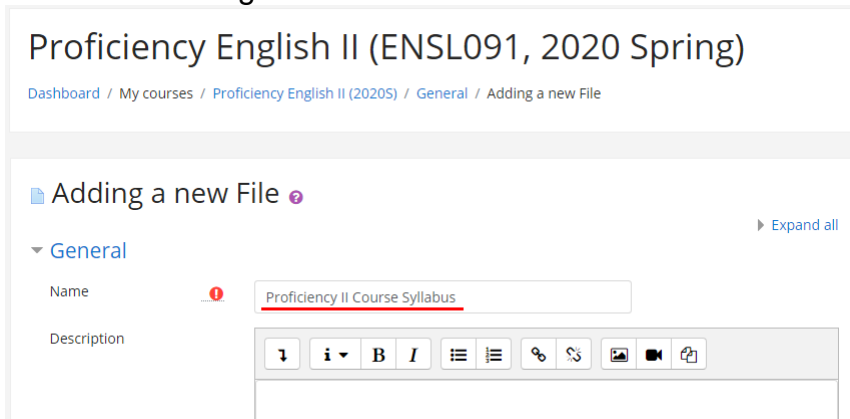
### 1. Add **File**...

- Example below adds a file in General section, click **Add an activity or resource** there

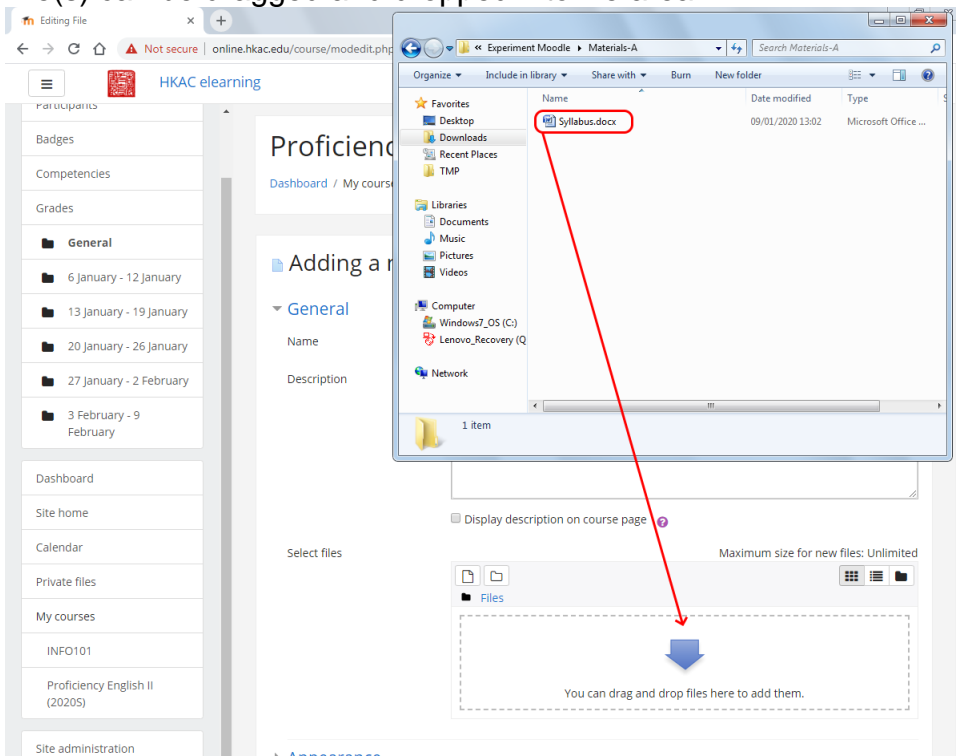


# Moodle Setup New Course

b. **Name** has to be given as a file name in Moodle

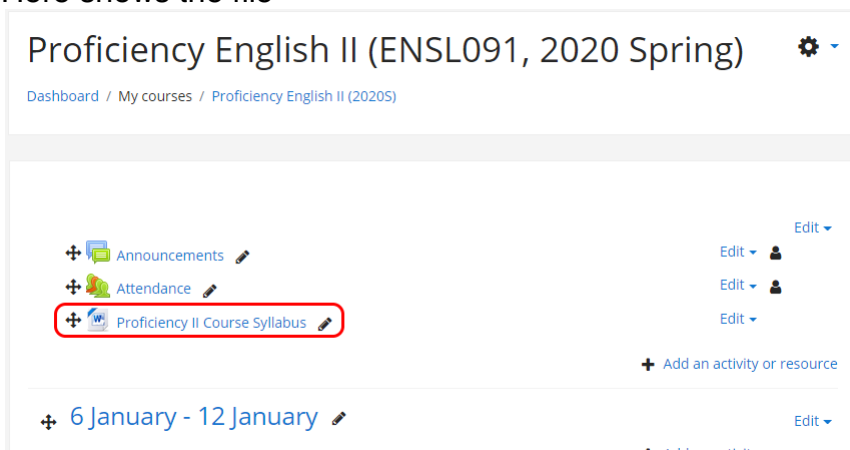


c. File(s) can be dragged and dropped into file area



d. Once the file is uploaded, click **Save and return to course** at the end of the page to complete

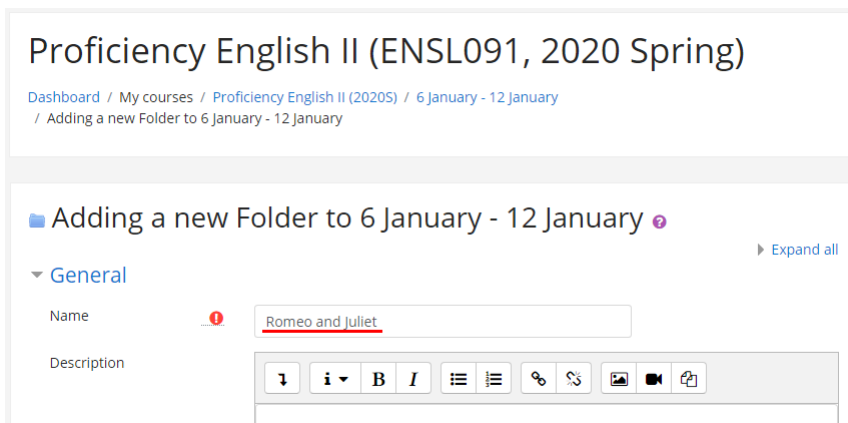
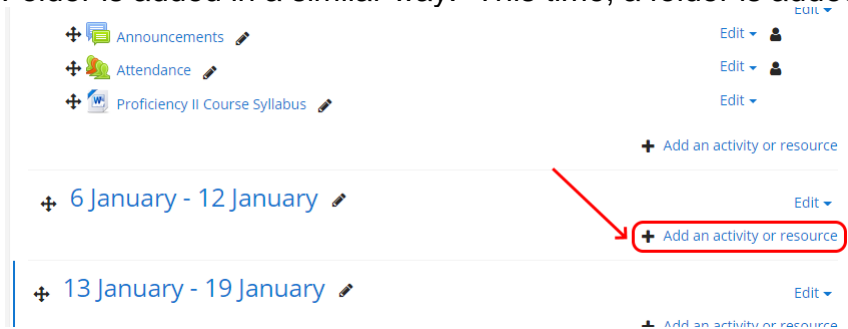
e. Here shows the file



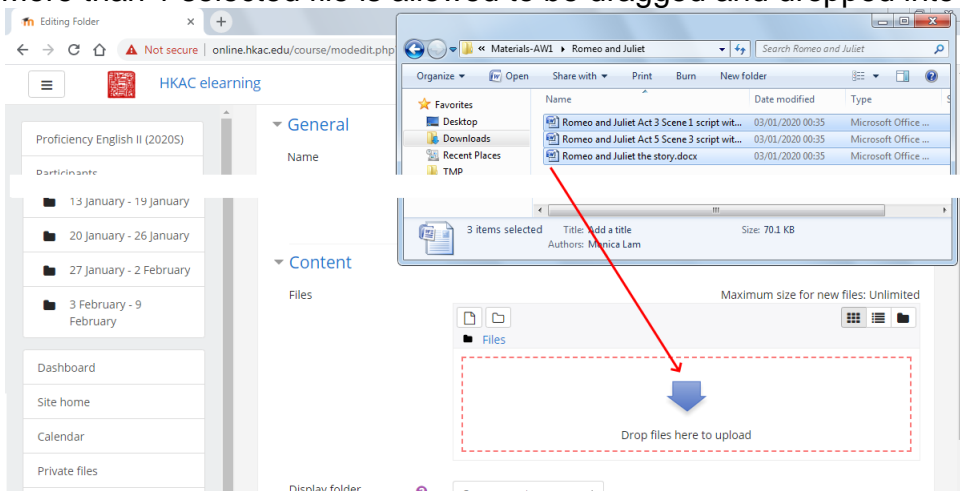
# Moodle Setup New Course

## 2. Add Folder...

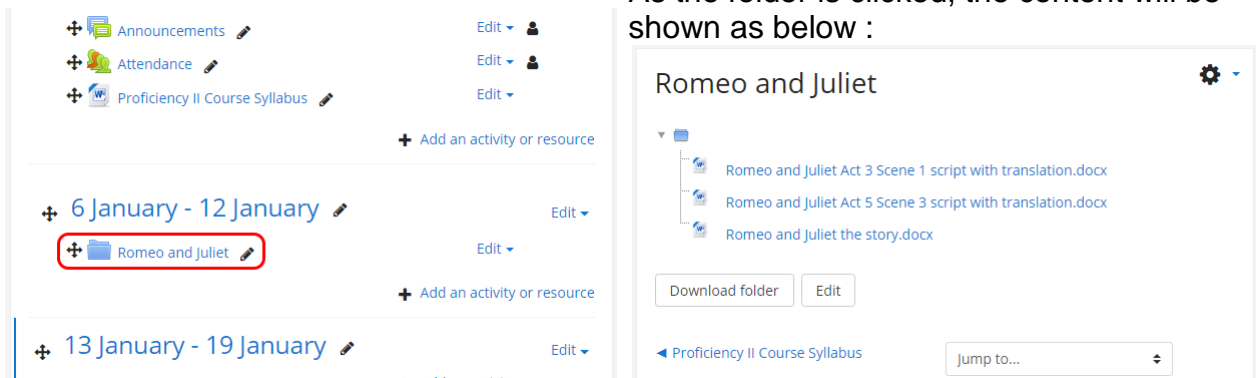
Folder is added in a similar way. This time, a folder is added to the first week...



More than 1 selected file is allowed to be dragged and dropped into file area



As the folder is clicked, the content will be shown as below :

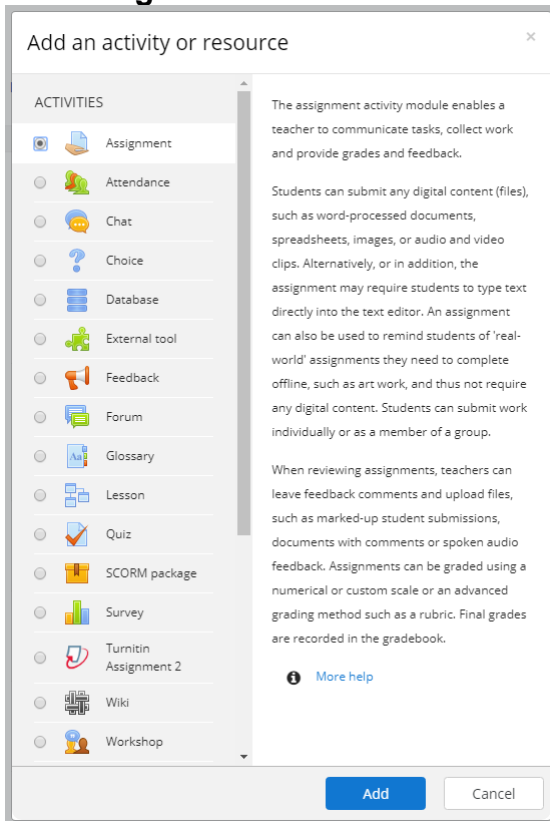




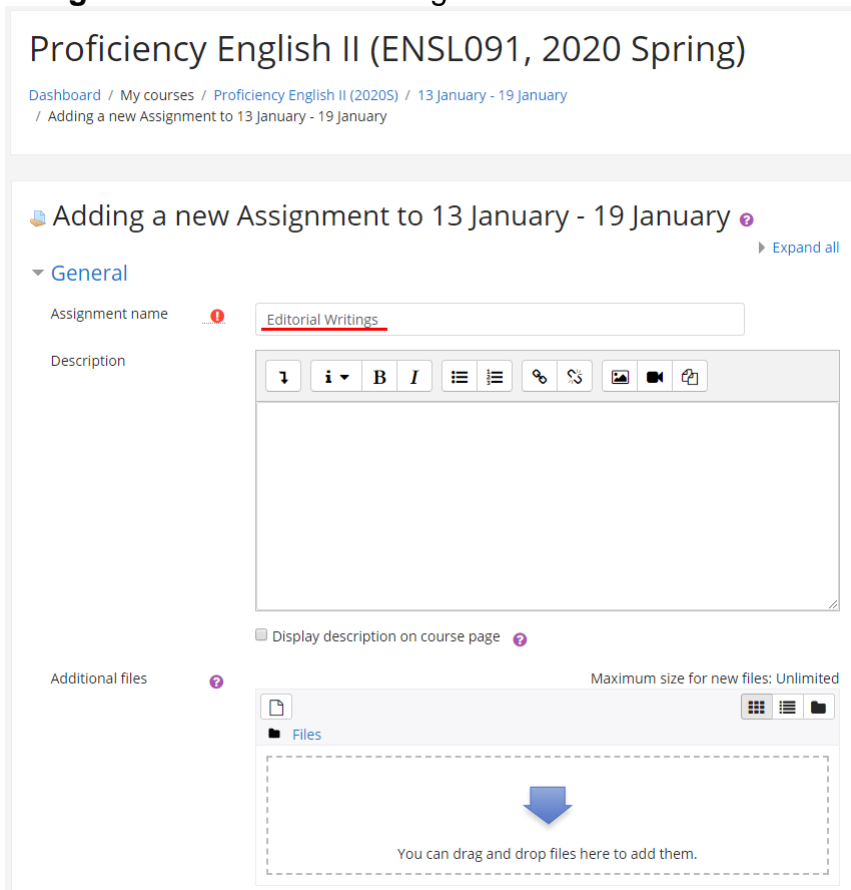
# Moodle Setup New Course

## G. Assignment

### 1. Add Assignment ...



#### a. Assignment Name has to be given



# Moodle Setup New Course

- b. **Due date** : Submission is allowed after this date, but will be marked as late.
- c. **Cut-off-date** : If set, submission will not be accepted after this date.

▼ Availability

Allow submissions from       Enable

**b** Due date       Enable

**c** Cut-off date       Enable

Remind me to grade by       Enable

Always show description

---

▼ Submission types

Submission types  Online text  File submissions

Word limit   Enable

Maximum number of uploaded files

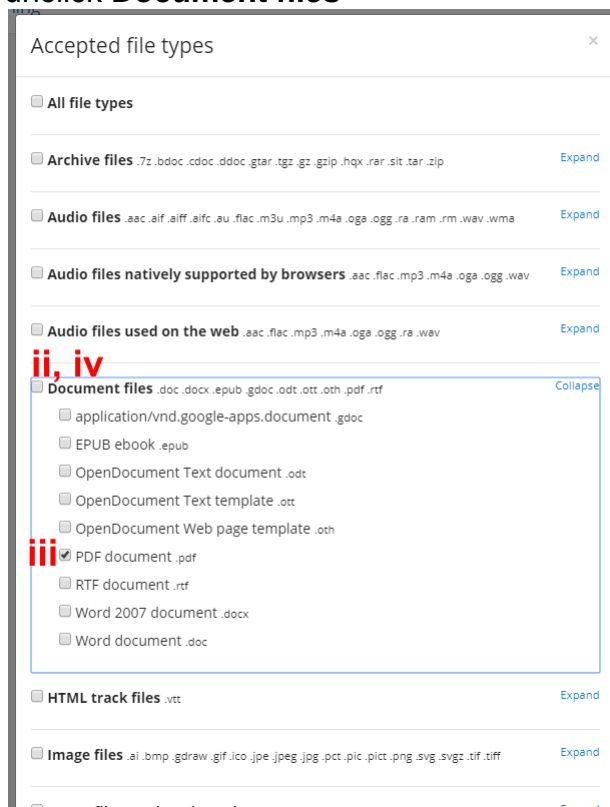
Maximum submission size

Accepted file types   **d.i**  
No selection

---

▶ Feedback types

- d. If the submissions are document type, pdf is suggested as the only **Accept file types**. Explanation is in 2.d of this section. Setup with the following steps :
  - i. click **Choose**
  - ii. as the **Accepted file types** dialog box shown, click **Document files** to **Expand**
  - iii. choose **PDF document .pdf** only
  - iv. unclick **Document files**



- v. click **Save changes** at the end of the dialog box to exit

# Moodle Setup New Course

- e. In case of plagiarism is concerned, **Unicheck** function is required. **Require students click submit button** under **Submissions settings** has to set to **Yes** first, then **Unicheck** is on.

The screenshot shows the Moodle submission settings interface. Under the 'Submission settings' section, the 'Require students click submit button' option is set to 'Yes', indicated by a red arrow. Below this, the 'Unicheck plagiarism plugin' section is expanded, showing various configuration options for the Unicheck service, including enabling the service, checking already delivered assignments, and setting exclusion thresholds for sources.

Feedback types

Submission settings

- Require students click submit button: Yes
- Require that students accept the submission statement: No
- Attempts reopened: Never
- Maximum attempts: Unlimited

Group submission settings

Notifications

Unicheck plagiarism plugin

To unlock Unicheck settings Set Submissions settings → Require students click submit button = Yes

- Enable Unicheck Plagiarism Service: Yes
- Check already delivered assignment submissions: Yes
- Add submissions to Institutional Library: No
- Sources for comparison: Internet + Library
- Exclude sources with a match less than (%): 0
- Exclude sources with a match less than (words): 8

- f. **Maximum grade** under **Grade** may need to change to 100
- g. Upon finished, click **Save and return to course**

The screenshot shows the Moodle grade settings interface. The 'Grade' section is expanded, showing the 'Maximum grade' set to 100. Below this, the 'Grading method' is set to 'Simple direct grading'. At the bottom of the form, the 'Save and return to course' button is highlighted with a red 'g' icon.

Grade

- Type: Point
- Scale: Default competence scale
- Maximum grade: 100

Grading method: Simple direct grading

Grade category: Uncategorized

Grade to pass: [Empty field]

Blind marking: No

Use marking workflow: No

Use marking allocation: No

Common module settings

Tags

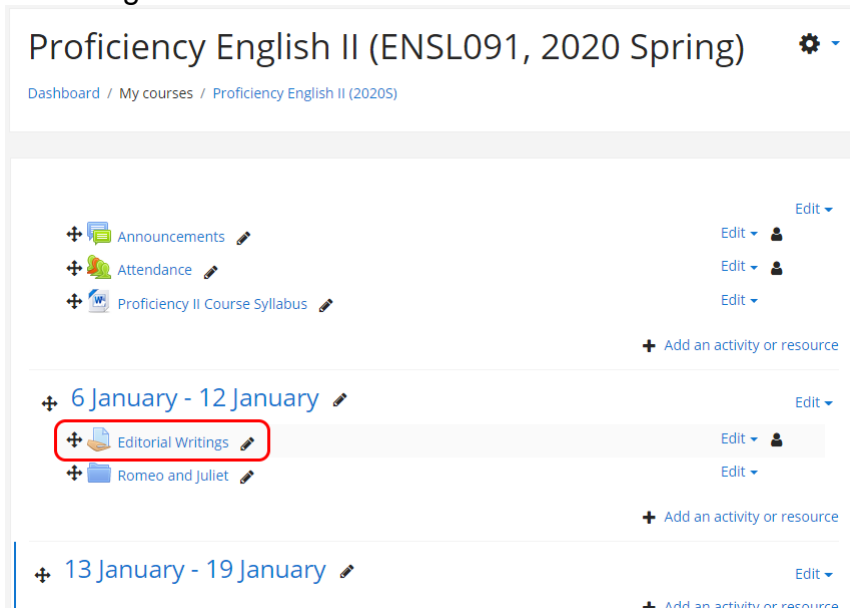
Competencies


g Save and return to course Save and display Cancel

There are required fields in this form marked [red dot].




# Moodle Setup New Course




h. The assignment is added





Proficiency English II (ENSL091, 2020 Spring) 



Dashboard / My courses / Proficiency English II (2020S)




Announcements  Edit  Edit 



Attendance  Edit  Edit 

Proficiency II Course Syllabus  Edit 



+ Add an activity or resource

6 January - 12 January  Edit 

**Editorial Writings**  Edit  Edit 

Romeo and Juliet  Edit 

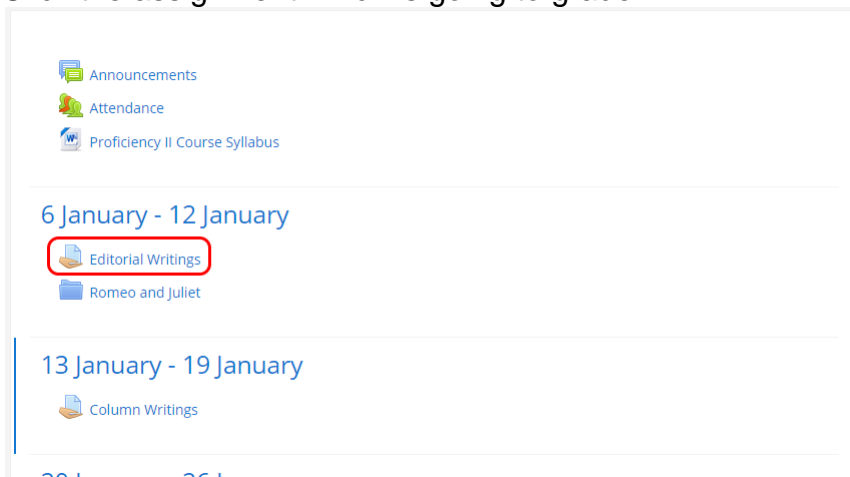
+ Add an activity or resource

13 January - 19 January  Edit 

+ Add an activity or resource

2. Grade **Assignment** ...

a. Click the assignment which is going to grade



Announcements

Attendance

Proficiency II Course Syllabus

6 January - 12 January

**Editorial Writings**

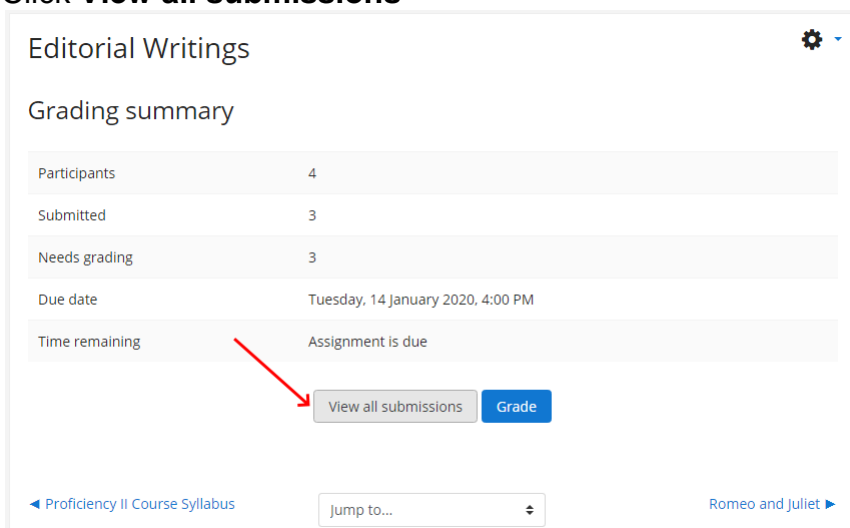
Romeo and Juliet


13 January - 19 January

Column Writings

20 January - 26 January

b. Click **View all submissions**




Editorial Writings 


Grading summary

Participants	4
Submitted	3
Needs grading	3

Due date Tuesday, 14 January 2020, 4:00 PM

Time remaining Assignment is due

 [View all submissions](#) [Grade](#)

◀ Proficiency II Course Syllabus   Romeo and Juliet ▶

# Moodle Setup New Course

- c. This page lists the submission information of all the students. **Status** shows who has submitted, whose submission is late and who has not. Click the **Grade** button of the student to grade his or her submission.

Editorial Writings

Grading action: Choose...

Reset table preferences

Select	First name / Surname	Status	Grade	Edit	File submissions	Submission comments	Last modified (grade)
<input type="checkbox"/>	Ivy Tang	Submitted for grading	Grade	Edit	Pneumonia cases in Wuhan - more transparency needed.pdf	Comments (0)	-
<input type="checkbox"/>	Victor Ko	Submitted for grading	Grade	Edit	Extraordinary appointment.pdf	Comments (0)	-
<input type="checkbox"/>	Amy Ip	Submitted for grading 10 mins 44 secs late	Grade	Edit	New director of Liaison Office.docx	Comments (0)	-
<input type="checkbox"/>	William Chan	No submission Assignment is overdue by: 17 mins 15 secs	Grade	Edit			-

With selected... Lock submissions Go

- d. The submission of this student is a Word document, Moodle first converts it to pdf. Please note that the non-English characters is unable to display. This is why pdf is suggested as the only **Accept file types**.

Course: Proficiency English II (ENSL091, 2020 Spring)  
Assignment: Editorial Writings

Amy Ip  
test3.moodle@hkac.edu  
Due date: 14 January 2020, 4:00 PM

Change user

2 of 4

Submission

Submitted for grading

Not graded

Assignment was submitted 10 mins 44 secs late

Student can edit this submission

New director of Liaison Office.docx

Comments (0)

Grade

Grade out of 100

Current grade in gradebook

Feedback comments

Notify students  Save changes Save and show next Reset

# Moodle Setup New Course

- e. This submission is pdf and the characters are displayed correctly. Teachers can :
- use the tools on the top bar to mark the submission
  - give **Grade**
  - give **Feedback comments**

The screenshot shows the Moodle submission interface for a user named Ivy Tang. The submission is a PDF document titled "Pneumonia cases in Wuhan - more transparency needed.pdf". The document content is in Chinese and discusses the SARS outbreak in Hong Kong and the current situation in Wuhan. A feedback comment is visible: "Not bad, nice try. :iii". The grade is set to 80 out of 100. The interface includes a top bar with course information, a submission status bar, a feedback comments section, and a grade section.

- f. After the grading is saved, the submission will be updated as below :

Select	First name / Surname	Status	Grade	Edit	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF
<input type="checkbox"/>	Ivy Tang	Submitted for grading Graded	Grade 80.00 / 100.00	Edit	Pneumonia cases in Wuhan - more transparency needed.pdf	Comments (0)	Tuesday, 14 January 2020, 5:15 PM	Not bad, nice try.	Ivy Tang_7242_0 View annotate
<input type="checkbox"/>	Victor Ko	Submitted for grading	Grade	Edit	Extraordinary appointment.pdf	Comments (0)			
<input type="checkbox"/>	Amy Ip	Submitted for grading	Grade	Edit	New director of	Comments (0)			

# Moodle Setup New Course

- g. As **Unicheck** is set, **View all submissions** shows the percentage of plagiarism. Click **Attention**, the page will redirect to UNICHECK with all the details.

Select	First name / Surname	Status	Grade	Edit	File submissions	Submission comments	Last modified (grade)
<input type="checkbox"/>	Ivy Tang	Submitted for grading	Grade	Edit	A Heavy Heart.pdf UNICHECK ID:15916507	Comments (0)	-
					90.21% Report		
					Attention		
<input type="checkbox"/>	Victor Ko	Submitted for grading	Grade	Edit	Annus Horribilis.pdf UNICHECK ID:15916508	Comments (0)	-
					89.18% Report		
					Attention		
<input type="checkbox"/>	Amy Ip	No submission	Grade	Edit			-
<input type="checkbox"/>	William	No	Grade	Edit			-

UNICHECK | A Heavy Heart.pdf | Ivy Tang | Checked on 1/15/2020, 3:00:54 PM GMT+8

POTENTIAL CHEATING DETECTED. VIEW THE ATTENTION TAB.

MATCHES | QUOTES | EXCLUSIONS | ATTENTION

90.2% Matches

Quoted: 0%  
Exclusions: 0%

All Sources | Internet | Library

TOTAL FOUND: 1 | EXCLUDED: 0

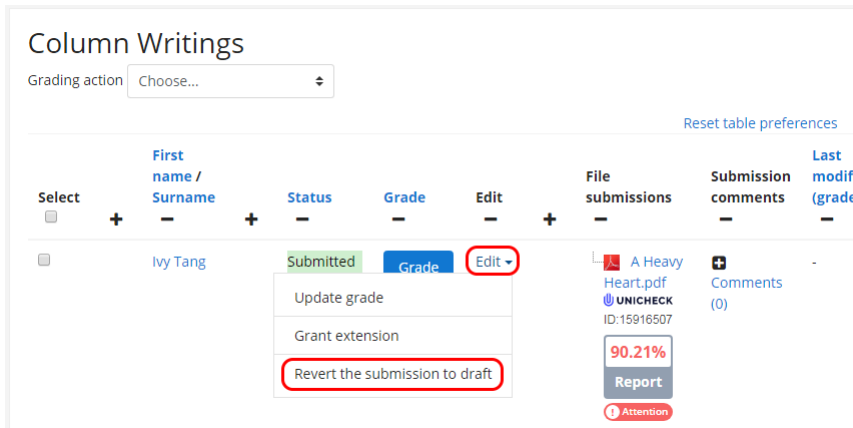
90.2% blog.stheadline.com/article/detail/1031611

378 Words | Page 1 of 2

Plain Text View | Paper Details

# Moodle Setup New Course

- h. Please note that the student is not allowed to re-submit until the teacher releases the lock :



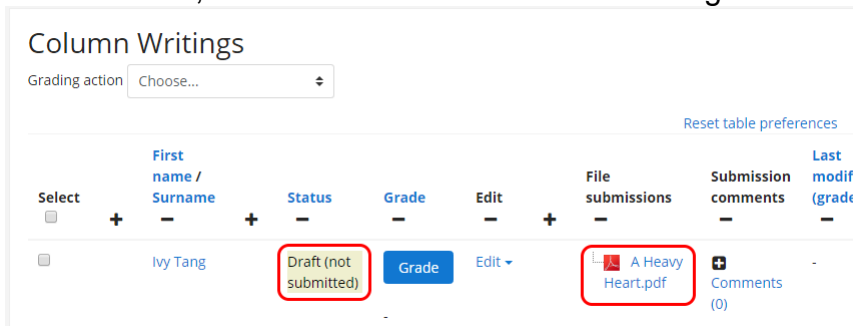
Column Writings

Grading action: Choose...

Reset table preferences

Select	First name / Surname	Status	Grade	Edit	File submissions	Submission comments	Last modified (grade)
<input type="checkbox"/>	Ivy Tang	Submitted	Grade	Edit	A Heavy Heart.pdf UNICHECK ID:15916507 90.21% Report Attention	Comments (0)	-

- i. After reverted, the submission information is changed :



Column Writings

Grading action: Choose...

Reset table preferences

Select	First name / Surname	Status	Grade	Edit	File submissions	Submission comments	Last modified (grade)
<input type="checkbox"/>	Ivy Tang	Draft (not submitted)	Grade	Edit	A Heavy Heart.pdf	Comments (0)	-

Now the student is allowed to re-submit.



# Moodle Setup New Course

## H. Grades

1. Click **Grades** in the side menu to show **Grader report** ...

The screenshot shows the Moodle interface for 'Proficiency English II (2020S)'. In the left-hand side menu, the 'Grades' option is circled in red with an arrow pointing to it. The main content area displays the 'Grader report' for 'Proficiency English II (ENSL091, 2020 Spring)'. The report title is 'View: Preferences: Grader report'. Below the title, there are navigation tabs: 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. Underneath, there are more specific report tabs: 'Grader report', 'Grade history', 'Outcomes report', 'Overview report', 'Single view', and 'User report'. The report shows 'All participants: 4/4' and includes filters for 'First name' and 'Surname'. The main table lists the following data:

Surname	First name	Email address	Attendance	Editorial Writings	Column Writings	Course total
William Chan		test4.moodle@hkac.edu	87.50	-	90.00	177.50
Amy Ip		test3.moodle@hkac.edu	87.50	70.00	80.00	237.50
Victor Ko		test2.moodle@hkac.edu	100.00	90.00	70.00	260.00
Ivy Tang		test1.moodle@hkac.edu	100.00	80.00	60.00	240.00
Overall average			93.75	80.00	80.00	228.75

Here the grades of all students and all activities are shown. The teacher may want to modify...

a. Click **Setup**

This screenshot shows the same Moodle Grader report interface, but with the 'Setup' tab highlighted in red in the navigation bar. The main table now includes an additional column, 'Column Writings', and a 'Course total' column. The data is as follows:

Surname	First name	Email address	Attendance	Editorial Writings	Column Writings	Course total
William Chan		test4.moodle@hkac.edu	87.50	-	90.00	177.50
Amy Ip		test3.moodle@hkac.edu	87.50	70.00	80.00	237.50
Victor Ko		test2.moodle@hkac.edu	100.00	90.00	70.00	260.00
Ivy Tang		test1.moodle@hkac.edu	100.00	80.00	60.00	240.00
Overall average			93.75	80.00	75.00	228.75

# Moodle Setup New Course

Gradebook setup shows the default settings :

Name	Weights	Max grade	Actions
Proficiency English II (ENSL091, 2020 Spring)	-	-	Edit
Attendance	33.333	100.00	Edit
Editorial Writings	33.333	100.00	Edit
Column Writings	33.333	100.00	Edit
Course total		300.00	Edit

b. The following example is to include examination grades, click **Add grade item...**

Column Writings	33.333	100.00	Edit
Course total		300.00	Edit

- in this example, "Examination" is used as **Item name**
- Maximum grade** may need to change to 100
- click **Save changes** to exit

Grade item configuration:

- Item name: Examination
- Grade type: Value
- Scale: Use no scale
- Maximum grade: 100.00
- Minimum grade: 0.00
- Hidden:
- Locked:
- Parent category:  Weight adjusted
- Weight: 0.0
- Extra credit:

# Moodle Setup New Course

iv. The default settings in Gradebook setup is now modified

The screenshot shows the 'Gradebook setup' page for a course named 'Proficiency English II (ENSL091, 2020 Spring)'. The 'Setup' tab is active. Below the course name, there are three sub-tabs: 'Gradebook setup', 'Course grade settings', and 'Preferences: Grader report'. The main table lists grade items with their weights and max grades. The 'Weights' column shows a value of 25.0 for each item, and the 'Max grade' column shows 100.00. A 'Course total' row shows a total of 400.00. A 'Save changes' button is visible at the bottom left, and 'Add category' and 'Add grade item' buttons are at the bottom right.

Name	Weights ?	Max grade	Actions
Proficiency English II (ENSL091, 2020 Spring)	-	-	Edit ▾
Attendance	<input type="checkbox"/> 25.0	100.00	Edit ▾
Editorial Writings	<input type="checkbox"/> 25.0	100.00	Edit ▾
Column Writings	<input type="checkbox"/> 25.0	100.00	Edit ▾
Examination	<input type="checkbox"/> 25.0	100.00	Edit ▾
<b>Course total</b>		<b>400.00</b>	<b>Edit ▾</b>

c. If the weights have to adjust :

- i. click the checkboxes and modify the figures under **Weights**
- ii. click **Save changes** to exit
- iii. click **View** to **Grader report**

The screenshot shows the 'Gradebook setup' page with the 'Weights' column modified. A red box highlights the 'Weights' column for the 'Attendance', 'Editorial Writings', 'Column Writings', and 'Examination' rows. The weights are now 10.0, 30.0, 30.0, and 30.0 respectively. The 'Course total' remains 400.00. A red vertical bar is visible in the 'Weights' column. The 'Save changes' button is now highlighted in blue, and a red exclamation mark icon is visible next to it.

Name	Weights ?	Max grade	Actions
Proficiency English II (ENSL091, 2020 Spring)	-	-	Edit ▾
Attendance	<input checked="" type="checkbox"/> 10.0	100.00	Edit ▾
Editorial Writings	<input checked="" type="checkbox"/> 30.0	100.00	Edit ▾
Column Writings	<input checked="" type="checkbox"/> 30.0	100.00	Edit ▾
Examination	<input checked="" type="checkbox"/> 30.0	100.00	Edit ▾
<b>Course total</b>		<b>400.00</b>	<b>Edit ▾</b>

# Moodle Setup New Course

d. To add “Examination” grades, click the pencil icon...

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 4/4

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname	First name	Attendance	Editorial Writings	Column Writings	Examination	Course total
William Chan		87.50	-	90.00	-	177.50
Amy Ip		87.50	70.00	80.00	-	237.50

i. enter the grades and click **Save** when finished

Grade item: Examination

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Column Writings

Select grade item... Select user... Save

First name (Alternate name) Surname	Range	Grade	Feedback	Override All / None	Exclude All / None
William Chan	0.00 - 100.00	80			
Amy Ip	0.00 - 100.00	75			
Victor Ko	0.00 - 100.00	85			
Ivy Tang	0.00 - 100.00	90			

Perform bulk insert

For Empty grades Insert value 0

Select grade item... Select user... Save

ii. click **View** to **Grader report** again and notice the “Examination” grades and **Course total** is shown accordingly

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 4/4

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname	First name	Attendance	Editorial Writings	Column Writings	Examination	Course total
William Chan		87.50	-	90.00	80.00	239.00
Amy Ip		87.50	70.00	80.00	75.00	305.00
Victor Ko		100.00	90.00	70.00	85.00	334.00
Ivy Tang		100.00	80.00	60.00	90.00	316.00
Overall average		93.75	80.00	75.00	82.50	298.50

A little explanation for the **Course total** of each student :

Course total = (Attendance \* 10% + Editorial Writings \* 30% + Column Writings \* 30% + Examination \* 30%) \* Course total Max grade / 100

Therefore, the **Course total** of William Chan =  $(87.5 * 0.1 + 90 * 0.3 + 80 * 0.3) * 400 / 100 = \underline{239}$

# Moodle Setup New Course

- e. Grade letters can be obtained by exporting to spreadsheet...
  - i. click **Export**
  - ii. click **Excel spreadsheet**
  - iii. click **Percentage** and **Letter** in **Export format options**
  - iv. click **Download**

Here is the exported Excel file :

	A	B	G	J	M	P	S	T	U	V	W
1	First name	Surname	Attendance	Assignment	Assignment	Examination	Course total (Real)	Course total (Percentage)	Course total (Letter)	Last downloaded from t	
2	William	Chan	88	0	90	80	239	60 %	F	1579165594	
3	Amy	Ip	88	70	80	75	305	76 %	C	1579165594	
4	Victor	Ko	100	90	70	85	334	84 %	B	1579165594	
5	Ivy	Tang	100	80	60	90	316	79 %	C+	1579165594	
6											
7											

- f. Grade letters can be adjusted here :

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B

# Moodle Setup New Course

## I. Initialize Course

After the course is completed, initialization of the course is recommended which is done by backup and restore function in Moodle.

The sample course below is used as example to demonstrate ...

The course period is December :

**Fun Base (2020S)**

- Participants
- Badges
- Competencies
- Grades
- General
  - 2 December - 8 December
  - 9 December - 15 December
  - 16 December - 22 December
  - 23 December - 29 December

### Fundamental Base (EXPM000, 2020 Spring)

Dashboard / My courses / Fun Base (2020S)

Announcements  
Attendance

#### 2 December - 8 December

從電影與電視學習日語 Learning Japanese through Movies & Dramas 【映画&ドラマ】

日本の映画やドラマにはまったことがきっかけで、日本語に興味を持ち始めた人も少なくないでしょう。それらを通して、より自然な会話に親しみ、使用頻度の高い語彙や表現を増やしてみませんか。このコースでは、ここ15年ぐらいに作られた、現代日本を代表する8人の監督のそれぞれの作風が味わえます。戦後復興を遂げていたころの日本社会を内外から見つめたり、痴漢の冤罪問題や病気による差別について考えたりして、日本社会への理解も深めます。また、一作品が終わると短い作文の宿題があり、作文能力を向上させることも目標です。

Reference Materials

Students :

### Fundamental Base (EXPM000, 2020 Spring)

Dashboard / My courses / Fun Base (2020S) / Participants

## Participants

No filters applied

Search keyword or select

Number of participants: 5

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	First name	Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	T	Amy Ip	test3.moodle@hkac.edu	Student	No groups	14 days 22 hours	Active
<input type="checkbox"/>	T	Ivy Tang	test1.moodle@hkac.edu	Student	No groups	1 day 14 hours	Active
<input type="checkbox"/>	T	Tommy Wong	tommy.wong@hkac.edu	Teacher, Course creator	No groups	18 secs	Active
<input type="checkbox"/>	T	Victor Ko	test2.moodle@hkac.edu	Student	No groups	31 days	Active
<input type="checkbox"/>	T	William Chan	test4.moodle@hkac.edu	Student	No groups	30 days 22 hours	Active

Select all Deselect all With selected users... Choose...

Enrol users

# Moodle Setup New Course

Submissions :



## Fundamental Base (EXPM000, 2020 Spring)

[Dashboard](#) / [My courses](#) / [Fun Base \(2020S\)](#) / [9 December - 15 December](#) / [動漫談](#) / [Grading](#)

### 動漫談

Grading action

[Reset table preferences](#)

Select	First name / Surname	Status	Grade	Edit	File submissions	Submission comments	Last modified (grade)
<input type="checkbox"/>	Ivy Tang	Submitted for grading	<a href="#">Grade</a>	<a href="#">Edit</a>	 龍珠.pdf UNICHECK ID:15769898 <a href="#">0.00%</a> <a href="#">Report</a> <a href="#">Attention</a>	<a href="#">Comments</a> (0)	-
<input type="checkbox"/>	Amy Ip	Submitted for grading	<a href="#">Grade</a>	<a href="#">Edit</a>	 The best USB phone charger.pdf UNICHECK ID:15464286 <a href="#">98.25%</a>	<a href="#">Comments</a> (0)	-

# Moodle Setup New Course

## 1. Backup steps ...

Fundamental Base (EXPM000, 2020 Spring) [Settings]

Dashboard / My courses / Fun Base (2020S)

- Announcements
- 係咪仲用緊 Win7? 就o黎停support點算?
- Apple confirms shutdown issue with the 2019 13-inch MacBook Pro
- Attendance

7 December - 8 December

- Edit settings
- Turn editing on
- Unenrol me from Fun Base (2020S)
- Filters
- Gradebook setup
- Backup**
- Restore
- Import
- Share

- If the backup process requires no adjustment, just click **Jump to final step**
- Else click **Next**, make appropriate adjustment(s) and follow the instruction of the page to proceed

Backup course: Fun Base (2020S)

Dashboard / My courses / Fun Base (2020S) / Backup

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

Backup settings

- IMS Common Cartridge 1.1
- Include enrolled users
- Anonymize user information
- Include groups and groupings
- Include competencies

**a** Jump to final step Cancel **b** Next

When the backup process is completed, the page will automatically direct to restore page so that the user can restore immediately.

Restore course

Dashboard / My courses / Fun Base (2020S) / Restore

Import a backup file

Files [Choose a file...]

You can drag and drop files here to add them.

Restore

There are required fields in this form marked [red icon].

Course backup area [help icon]

Filename	Time	Size	Download	Restore
backup-moodle2-course-358-fun_base_(2020s)-20200117-0929.mbz	Friday, 17 January 2020, 9:30 AM	7.1MB	Download	<b>Restore</b>

Manage backup files

User private backup area [help icon]

Filename	Time	Size	Download	Restore
----------	------	------	----------	---------

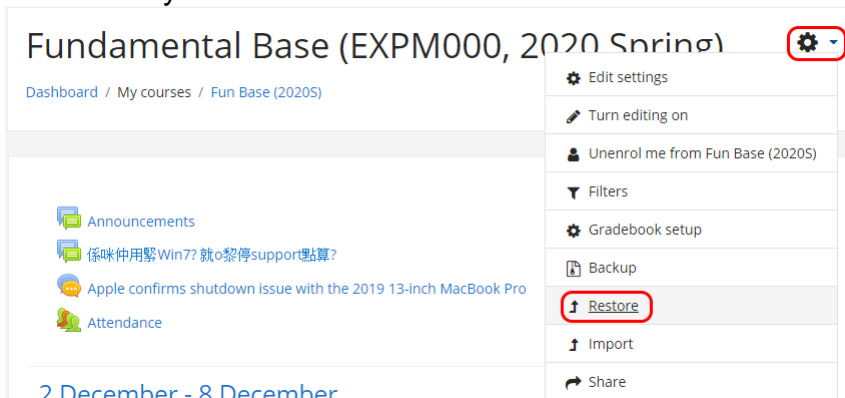
Manage backup files



# Moodle Setup New Course

## 2. Restore steps ...

Another way to restore :



Fundamental Base (EXPM000, 2020 Spring) [Settings icon]

Dashboard / My courses / Fun Base (2020S)

- Edit settings
- Turn editing on
- Unenrol me from Fun Base (2020S)
- Filters
- Gradebook setup
- Backup
- Restore**
- Import
- Share

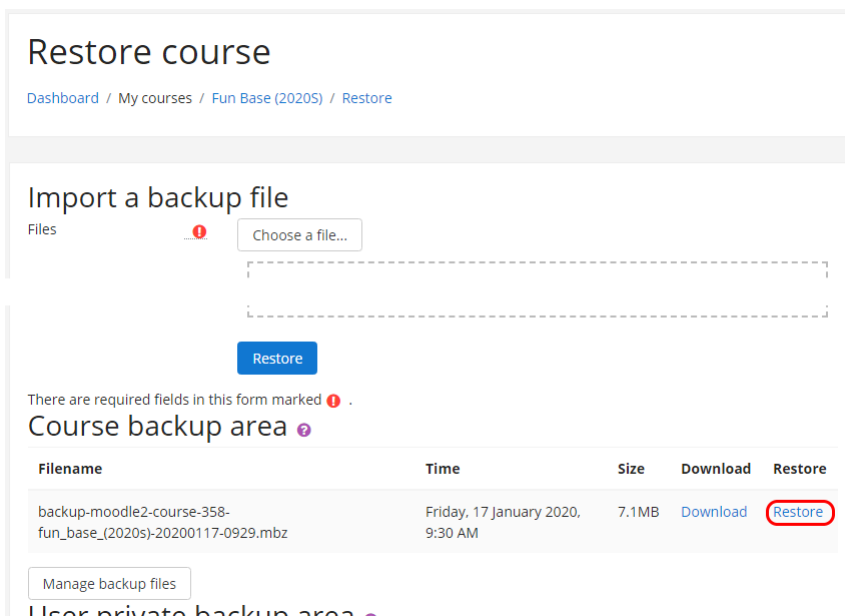
Announcements

係咪仲用緊Win7? 就o黎停support點算?

Apple confirms shutdown issue with the 2019 13-inch MacBook Pro

Attendance

2 December - 8 December



### Restore course

Dashboard / My courses / Fun Base (2020S) / Restore

#### Import a backup file

Files !

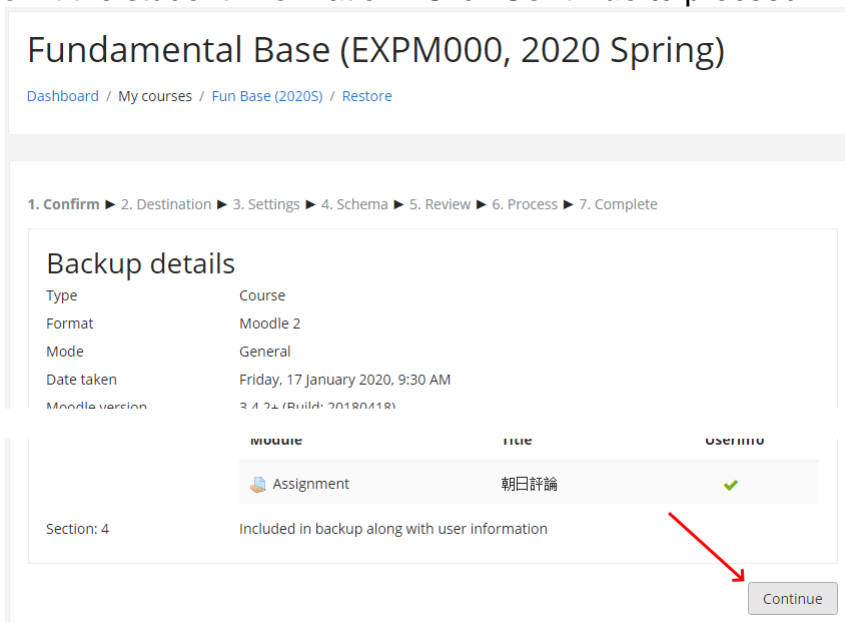
There are required fields in this form marked !.

#### Course backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-358-fun_base_(2020s)-20200117-0929.mbz	Friday, 17 January 2020, 9:30 AM	7.1MB	<a href="#">Download</a>	<a href="#">Restore</a>

User private backup area

The following example is to restore the backup to the beginning of February, 2020 and omit the student information. Click **Continue** to proceed...



### Fundamental Base (EXPM000, 2020 Spring)

Dashboard / My courses / Fun Base (2020S) / Restore

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

#### Backup details

Type	Course
Format	Moodle 2
Mode	General
Date taken	Friday, 17 January 2020, 9:30 AM
Moodle version	3.11.2 (Build: 20180418)

module	title	userinfo
Assignment	朝日評論	✓

Section: 4 Included in backup along with user information

# Moodle Setup New Course

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

### Restore as a new course

Restore as a new course

Select a category

Name	Description
Business	Courses are provided by Business Department

---

### Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

---

### Restore into an existing course

Merge the backup course

Since student information is going to be omitted, **Include enrolled users** has to be unclicked. Then click **Next** to continue...

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

### Restore settings

Include enrolled users

Include enrolment methods

Include user role assignments

Include activities and resources

include group history

Include groups and groupings

Include competencies

As the course is going to be restored to the beginning of February, 2020 :

- First change **Overwrite course configuration** to **Yes** ...
- Then modify **Course start date** ...
- click **Next** as the end of the page to continue

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

### Course settings

Overwrite course configuration **a**  Yes

Course name  Overwrite

Course short name  Overwrite

Course start date **b**  Overwrite

Keep current roles and enrolments

Keep current groups

# Moodle Setup New Course

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

Backup settings

Include enrolled users ✘

Include enrolment methods ✔ Yes, but only if users are included

Section	Backup	User data
Section 3	<span style="color: green;">✔</span>	<span style="color: red;">✘</span>
朝日評論	<span style="color: green;">✔</span>	<span style="color: red;">✘</span>

After restoration, the course is now on February, activities and resources remain :

Fun Base (2020S)

- Participants
- Badges
- Competencies
- Grades
- General
- 3 February - 9 February**
- 10 February - 16 February
- 17 February - 23 February
- 24 February - 1 March

- Dashboard
- Site home
- Calendar
- Private files
- My courses

## Fundamental Base (EXPM000, 2020 Spring)

Dashboard / Courses / Information Technology / Fun Base (2020S)

Announcements

Attendance

### 3 February - 9 February

從電影與電視學習日語 Learning Japanese through Movies & Dramas 【映画&ドラマ】

日本の映画やドラマにはまったことがきっかけで、日本語に興味を持ち始めた人も少なくないでしょう。それらを通して、より自然な会話に親しみ、使用頻度の高い語彙や表現を増やしてみませんか。このコースでは、ここ15年ぐらいに作られた、現代日本を代表する8人の監督のそれぞれの作風が味わえます。戦後復興を遂げていたころの日本社会を内外から見つめたり、痴漢の冤罪問題や病気による差別について考えたりして、日本社会への理解も深めます。また、一作品が終わると短い作文の宿題があり、作文能力を向上させることも目標です。

Reference Materials

Dai I Chi School Books

日本電影觀后感

### 10 February - 16 February

外語書院動畫學習日語 Learning Japanese through Comics and Animations 【漫画&アニメーション】

Participants are cleared :

## Fundamental Base (EXPM000, 2020 Spring)

Dashboard / Courses / Information Technology / Fun Base (2020S) / Participants

### Participants

No filters applied

Search keyword or select

Number of participants: 0

First name

Surname

Nothing to display

# Moodle Setup New Course

The dates for Attendance and Assignment are adjusted accordingly :

Attendance for the course :: Fundamental Base (EXPM000, 2020 Spring)

Sessions Add session Report Export Status set Temporary users

All All past Months Weeks Days

#	Date	Time	Type	Description	Actions
1	Mon 3 Feb 2020	9:30AM - 10:30AM	All students	Regular class session	▶ ⚙️ 🗑️
2	Tue 4 Feb 2020	9:30AM - 10:30AM	All students	Regular class session	▶ ⚙️ 🗑️
3	Thu 6 Feb 2020	9:30AM - 10:30AM	All students	Regular class session	▶ ⚙️ 🗑️
4	Mon 10 Feb 2020	9:30AM - 10:30AM	All students	Regular class session	▶ ⚙️ 🗑️

## Fundamental Base (EXPM000, 2020 Spring)

Dashboard / Courses / Information Technology / Fun Base (2020S) / 3 February - 9 February / 日本電影觀後感 / Edit settings

### Updating Assignment in 3 February - 9 February

Expand all

General

Availability

Allow submissions from 3 February 2020 00:00 Enable

Due date 10 February 2020 12:00 Enable

Cut-off date 17 February 2020 00:00 Enable

Remind me to grade by 24 February 2020 00:00 Enable

Always show description

Submissions are removed :

## Fundamental Base (EXPM000, 2020 Spring)

Dashboard / Courses / Information Technology / Fun Base (2020S) / 10 February - 16 February / 動漫談

### 動漫談

動漫談 with Unicheck

#### Grading summary

Participants	0
Drafts	0
Submitted	0
Needs grading	0

Due date Monday, 17 February 2020, 12:00 AM

Time remaining 26 days 10 hours

View all submissions Grade

Thus, the course is prepared for a new semester.