NPUST Moodle 3.5 User Guide (for Teachers)

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1. Getting Started

(1) Going to My Courses on Moodle

Please open a browser and type the website URL (**http://moodle.npust.edu.tw**) in the browser to enter the homepage. Please click "**Log in**" on the upper right corner to log in to Moodle.

Enter your username and password. Then click "**Log in**".

After you log in, move your cursor to "**My Courses**" on the top menu bar. You can see all your current courses labeled as "Course Code -Course Title". Then click on a course title to enter the course.
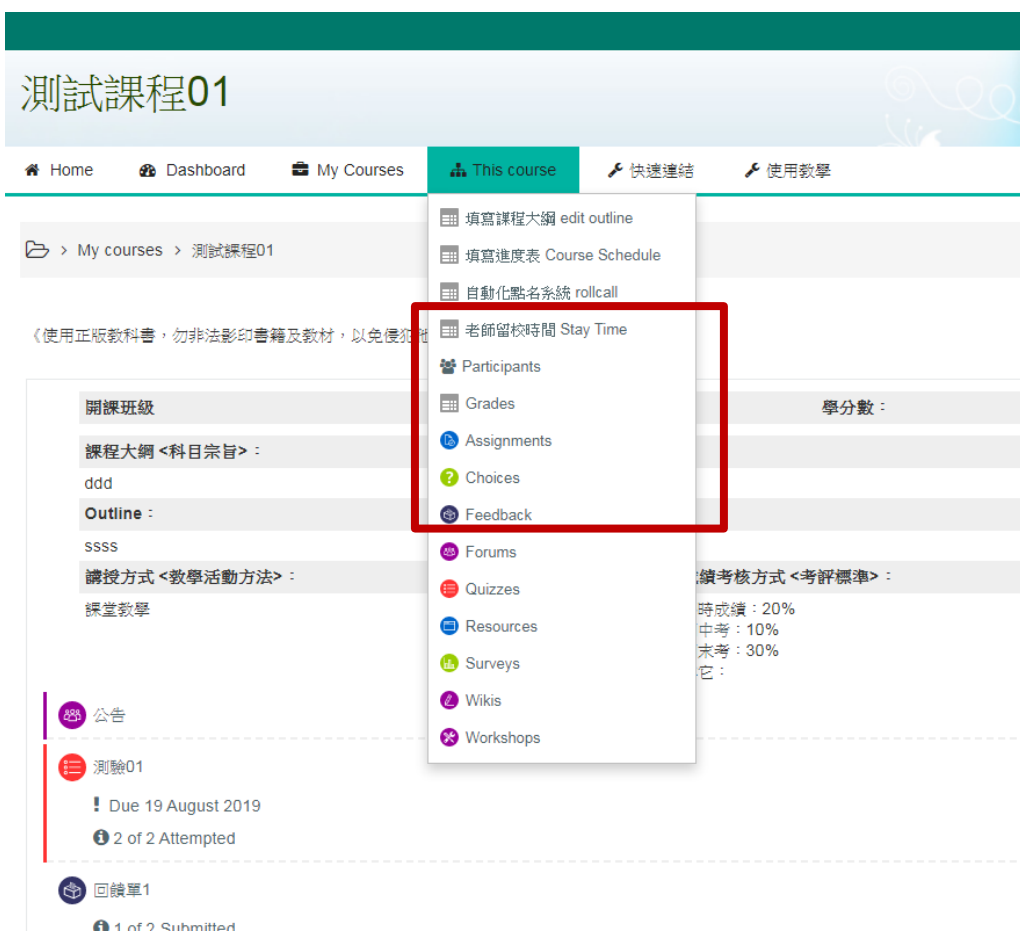

If you are a teacher, you can see the "**Turn editing on**" button on the upper right corner. After clicking on the button, you can start to upload and modify your teaching materials.

(2) Course Outline, Course Syllabus, Office Hours and Rollcall System

After you enter a course, select "**This Course**". Then select "**Course Outline**", "**Course Syllabus**", "**RollCall System**", or "**Office Hours**".

The page of "**Course Outline**" is shown as follows. Please fill out all the sections, and then click "**Submit**" to save your changes.

本課程的先修科目　無

*課程大綱(中文摘要)　運算思維是一種解決問題的方法，其內涵包括將問題抽象化、邏輯分析、拆解問題並解決問題。它是一種結合電腦的運算力與人類的創造力及洞察力的知能。本課程著重學生運算思維能力的培養，透過資訊科學、程式設計相關知能的學習，培養學生邏輯思考、系統化思考等運算思維，並藉由資訊科技之實作，增進運算思維的應用能力，使之能夠應用資訊科技洞察問題、拆解問題、蒐集並分析相關資料，以邏輯化思維找出問題的解決方案。

*其文摘要　Computational thinking is a way to solve problems. The concepts of computational thinking includes problem abstracting, analyzing logically, dividing and conquering, and problem solving. Computational thinking is a combination of computer computing and human creativity and insight. This course focuses on developing students' computational thinking skills by the study of information science and programming related knowledge. In advance, this course enhances student's computational thinking capabilities by the implementation of information technologies (IT) and programming. It is helpful to the students to develop IT

*講授方式
- ◉ 課堂教學
- ○ 實習(校內、校外)
- ○ 遠距教學(同步)：指科目總授課時數二分之一(含)以上以遠距教學方式進行，且主要(或多數)採網路視訊系統，以同步教學進行者
- ○ 遠距教學(非同步)：指科目總授課時數二分之一(含)以上以遠距教學方式進行，且主要(或多數)採網路學習管理平台，以非同步教學進行者。
- ○ 課堂教學+實習 (校內、校外)
- ○ 課堂教學+遠距輔助教學(同步、非同步)：本課堂教學有利用遠距教學授課。但遠距授課時數未達課程總授課時數的二分之一，屬輔助教學性質。
- ○ 課堂教學+實習 (校內、校外)+遠距輔助教學(同步、非同步)：本課堂教學與實習課程有利用遠距教學授課。但遠距授課時數未達課程總授課時數的二分之一，屬輔助教學性質。
- ○ 課堂教學+小組討論：每學期小組討論的授課時數佔總授課數的三分之一以上(含)。
- ○ 其他：無法分類現有的教學型態。

*成績考核方式

平時成績 `25` %

期中考 `25` %

期末考 `25` %

其它 `期末專題25%`　(ex.出缺勤10%)

[修改完成送出]　[取消回上一頁]

The page of "**Course Syllabus**" is shown as follows. You can edit a course syllabus directly or import the syllabus from one of your previous courses.

The page of "**RollCall System**" is shown as follows.

The page of "**Office Hours**" for teachers is shown as follows. Please edit your office hours, and click "**Submit**" to save your changes.

編號	星期	節次	留校地點	時數
1	-- ▼	☐0 ☐1 ☐2 ☐3 ☐4 ☐C ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12		0 小時
2	-- ▼	☐0 ☐1 ☐2 ☐3 ☐4 ☐C ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12		0 小時
3	-- ▼	☐0 ☐1 ☐2 ☐3 ☐4 ☐C ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12		0 小時
4	-- ▼	☐0 ☐1 ☐2 ☐3 ☐4 ☐C ☐5 ☐6 ☐7 ☐8 ☐9 ☐10 ☐11 ☐12		0 小時

節次時間對照表
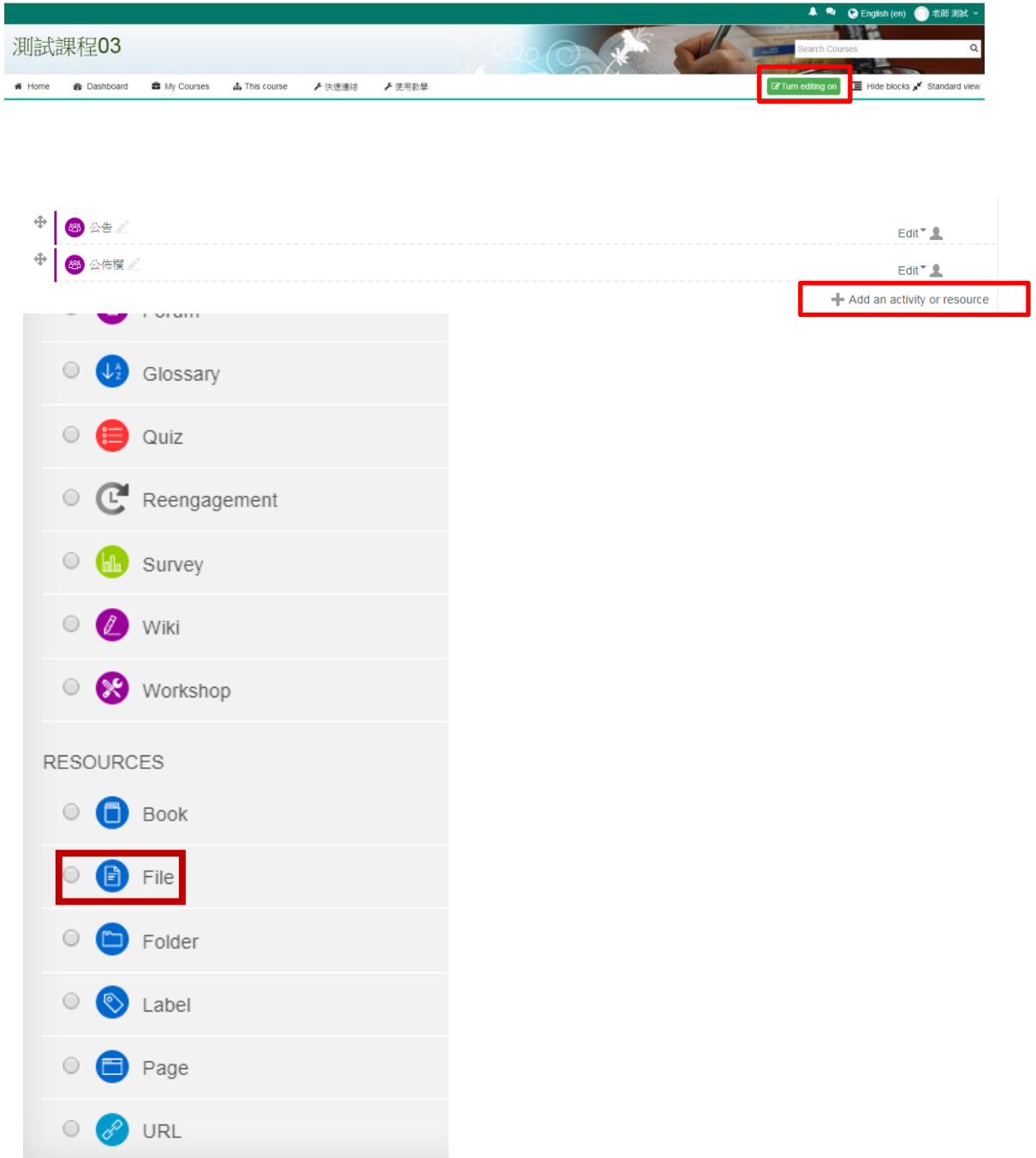
節	時間	節	時間
0	07:10~08:00	6	14:30~15:20
1	08:10~09:00	7	15:30~16:20
2	09:10~10:00	8	16:30~17:20
3	10:15~11:05	9	18:00~18:50
4	11:10~12:00	10	18:55~19:45
C	12:30~13:20	11	19:50~20:45
5	13:30~14:20	12	20:45~21:35

送出

2. Basic Course Activities

(1) Uploading a File (PowerPoint Slides, Word Files or Videos)

After you enter a course, click **"Turn editing on"** on the upper right corner.

Go to the week where you would like to edit, and click **"Add an activity or resource"** on the right side. Then, select "**File**" under "Resources" from a pop-up window.

Enter the name and description of the file. Under "**Select files**", you can either select "**Add file**" or drag a file to the box. Then click "**Save and return to course**".

(2) Uploading Multiple Files

After you enter a course, click **"Turn editing on"** on the upper right corner.

Drag several files to the section where you would like to add them.

selecting all files,
drag to the place where you
want to put the file
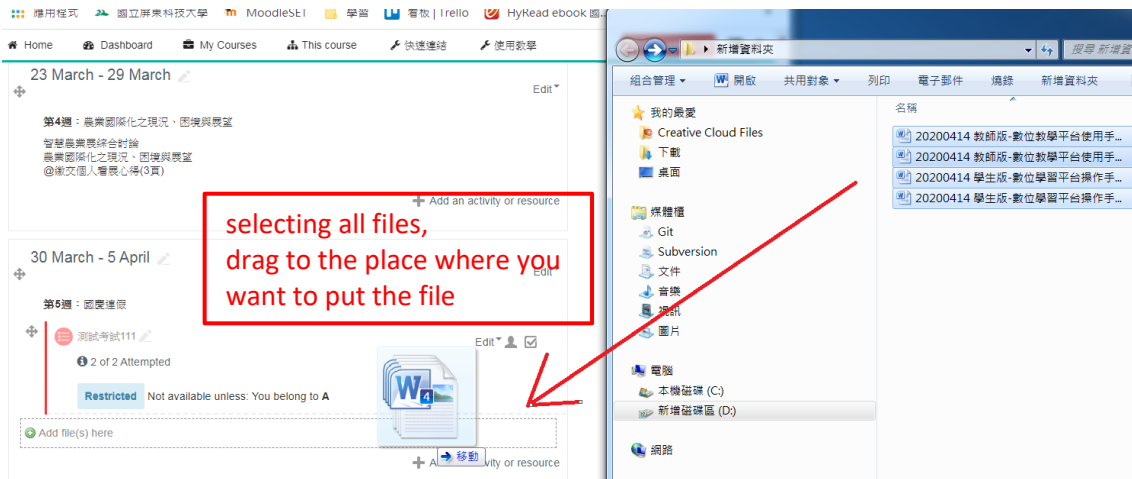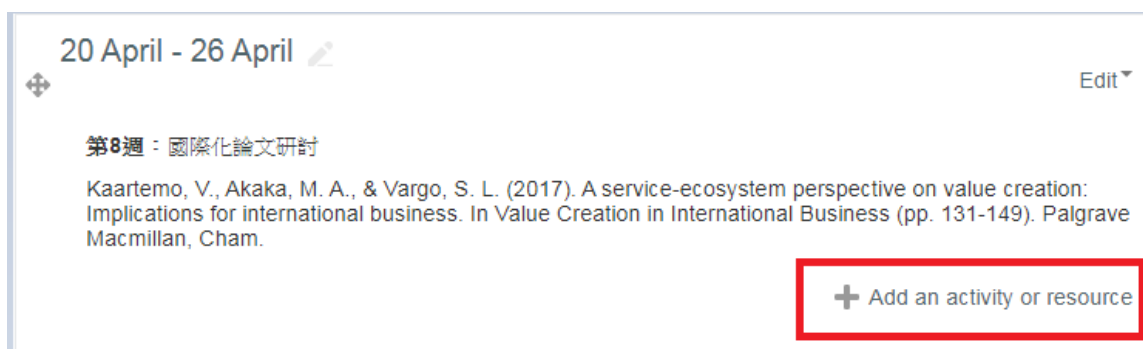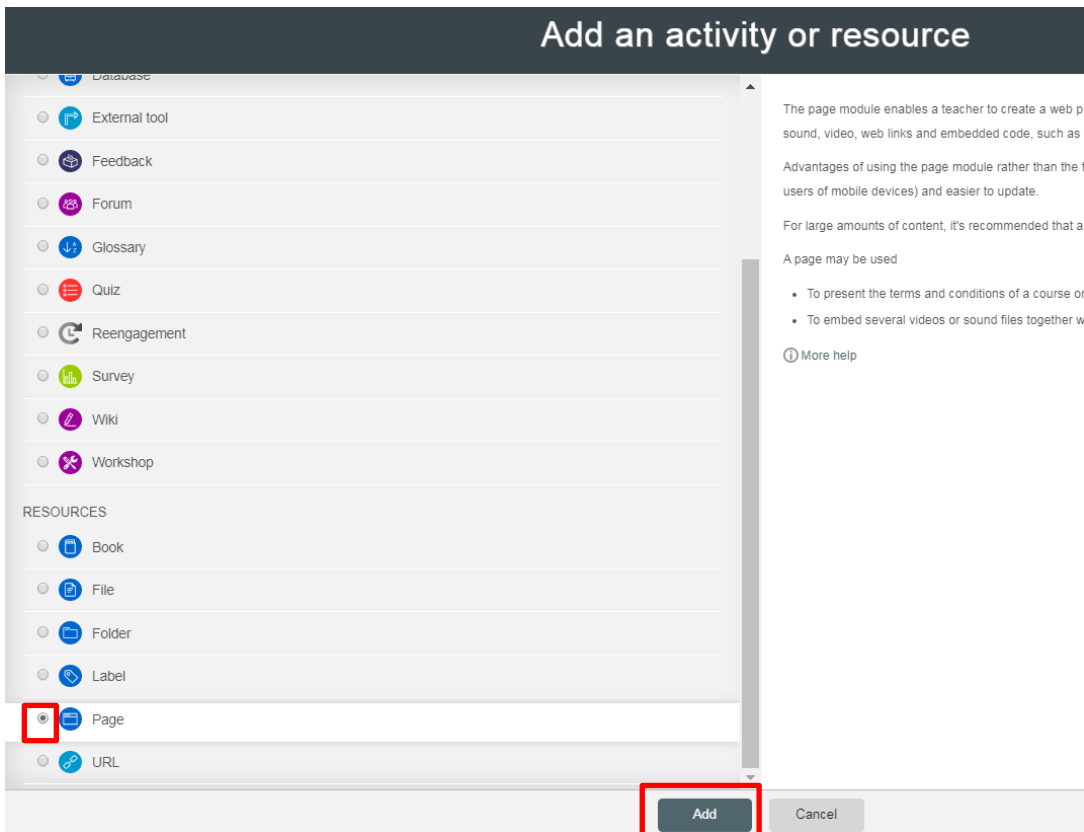
(3) Adding a Page for Course Description

After you enter a course, click **"Turn editing on"** on the upper right corner.

Click **"Add an activity or resource"** on the right side of the week of your choice.

Select "**Page**" under "Resources", and then click "**Add**".

Add an activity or resource

- Database
- External tool
- Feedback
- Forum
- Glossary
- Quiz
- Reengagement
- Survey
- Wiki
- Workshop

RESOURCES

- Book
- File
- Folder
- Label
- Page
- URL

The page module enables a teacher to create a web page...
sound, video, web links and embedded code, such as...

Advantages of using the page module rather than the fi...
users of mobile devices) and easier to update.

For large amounts of content, it's recommended that a...

A page may be used

- To present the terms and conditions of a course or...
- To embed several videos or sound files together wi...

ⓘ More help

[Add]   [Cancel]

Adding a new Page to 30 March - 5 April ⓘ

General

Name *

Description

Paragraph   B I ☰ ☰ 🔗 🔗 🔗 🖼 ☺ 🎬 📋

Path: p

Display description on course page ⓘ

Content

Page content *

Paragraph   B I ☰ ☰ 🔗 🔗 🔗 🖼 ☺ 🎬 📋

Enter the name, description, and content of the page. Then click "**Save and return to course**".

(4) Adding an Announcement

Click "**Announcement**", and then click on the "**Add a new topic**" button.

Enter the subject and content of the announcement. Then click "**Post to forum**".
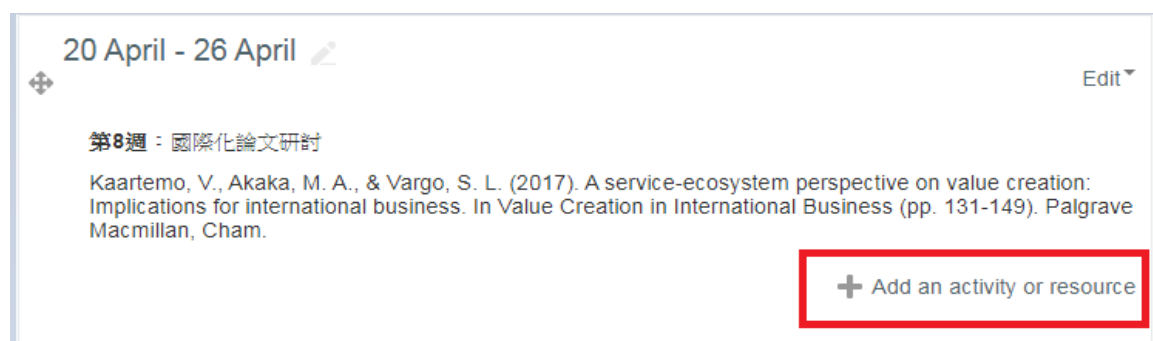
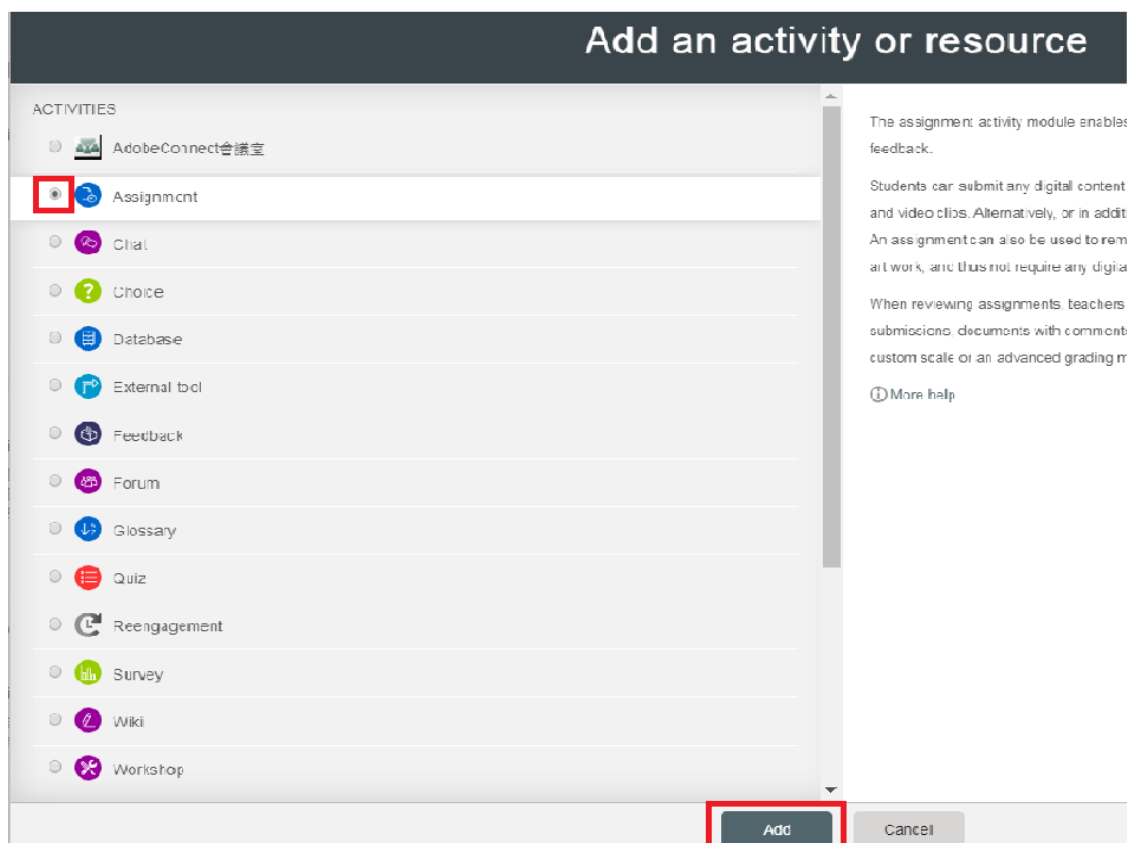## (5) Adding and Grading an Assignment

After you enter a course, click **"Turn editing on"** on the upper right corner.

Click **"Add an activity or resource"** on the right side of the week of your choice.

Select **"Assignment"** and then **"Add"**.

Availability

Allow submissions from ⑦	21 ▾	May ▾	2020 ▾	00 ▾	00 ▾	🗓	☑ Enable
Due date ⑦	28 ▾	May ▾	2020 ▾	00 ▾	00 ▾	🗓	☑ Enable
Cut-off date ⑦	28 ▾	May ▾	2020 ▾	14 ▾	46 ▾	🗓	☑ Enable
Remind me to grade by ⑦	4 ▾	June ▾	2020 ▾	00 ▾	00 ▾	🗓	☑ Enable
Always show description ⑦ ☑							

Enter the name and description of the assignment. Remember to activate the cut-off date by clicking **"Enable"** on the right side and set the final submission date of the assignment. If not, students will be able to amend the assignment even after the due date. Click "**Save and return to course**" after everything is set.

You can find all the assignments under "This course" on the top menu bar. Select the assignment that you want to grade and click **"View all submissions"**.

測試課程02

Home　　**@** Dashboard　　**🖴** My Courses　　**🖧** This course　　**🔧** 快速連結　　**🔧** 使用教學

🗀 › My courses › 測試課程02 › Assignments

Assignments

Week	Assignments		sion	Grade
2 March - 8 March	第一個作業測試	Tuesday, 27	0	-
16 March - 22 March	第二份作業	Tuesday, 27	0	-

▦ 填寫課程大綱 edit outline		
▦ 填寫進度表 Course Schedule		
▦ 自動化點名系統 rollcall		
▦ 老師留校時間 Stay Time		
👥 Participants		
▦ Grades		
🖻 **Assignments**		
👥 Forums		
🔴 Quizzes		
▣ Resources		

Home　　**@** Dashboard　　**🖴** My Courses　　**🖧** This course　　**🔧** 快速連結　　**🔧** 使用教學

🗀 › My courses › 測試課程02 › 2 March - 8 March › 第一個作業測試

第一個作業測試

Grading summary

Participants	2
Submitted	0
Needs grading	0
Due date	Tuesday, 27 August 2019, 12:00 AM
Time remaining	Assignment is due

View all submissions　　Grade

The table shows the submission status of all students in the class. You can see the files uploaded by students and click on **"Grade"** to grade them.

(You can choose to hide unused column by clicking the "-" icon.)

Scores could be given in the "Grade" column. Click on "Save changes" after grading.

Students will be able to view their grades on the assignment submission page after you finish grading.

(6) Sending a Graded Assignment to Students

After you enter the "Adding a new assignment" page, click **"Feedback files"** under "Feedback types".

After entering the grading page, you can upload files under "Feedback files".

(7) Adding a teaching assistant (TA) into a course

After you enter a course, click **"Users"** and then **"Enrolled users"** on the right menu.
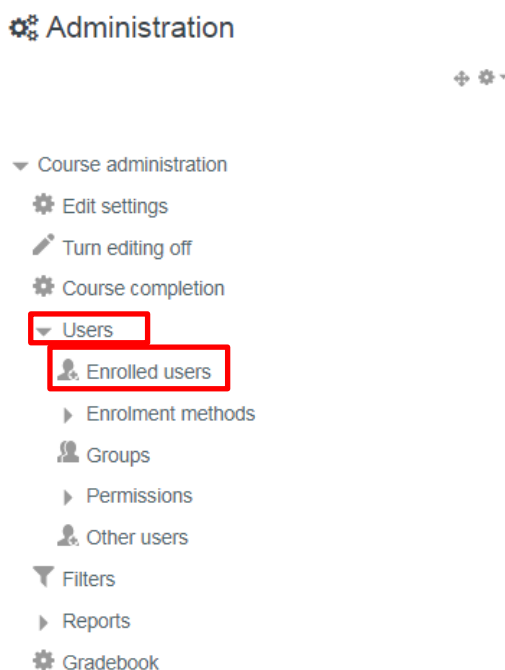
You will see a table which shows the name list of the teacher and students of the course. Click "**Enrol users**" on the upper right corner to add a new member to the course, and assign the person a role.
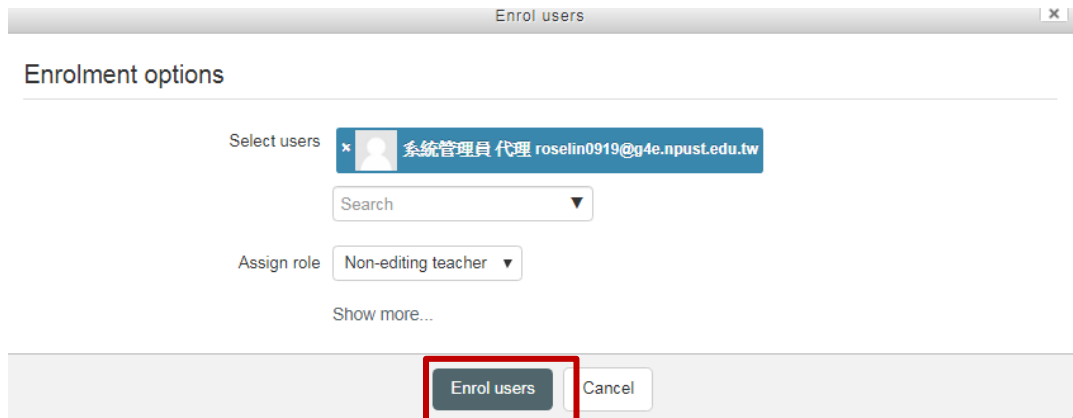
Click the drop-down menu of "Assign role" and select **"Non-editing teacher"**,then press the button at the bottom.並在下方按下加入用戶按鈕即可

If you want to assign an enrolled student as the TA, in the name list, edit and delete the student's role by clicking the "X" icon, select **"Non-editing teacher"** and then choose the square icon on the right to save the change. (下拉選單選擇「助理教師」後,按右邊的方形按鈕儲存修改)

18
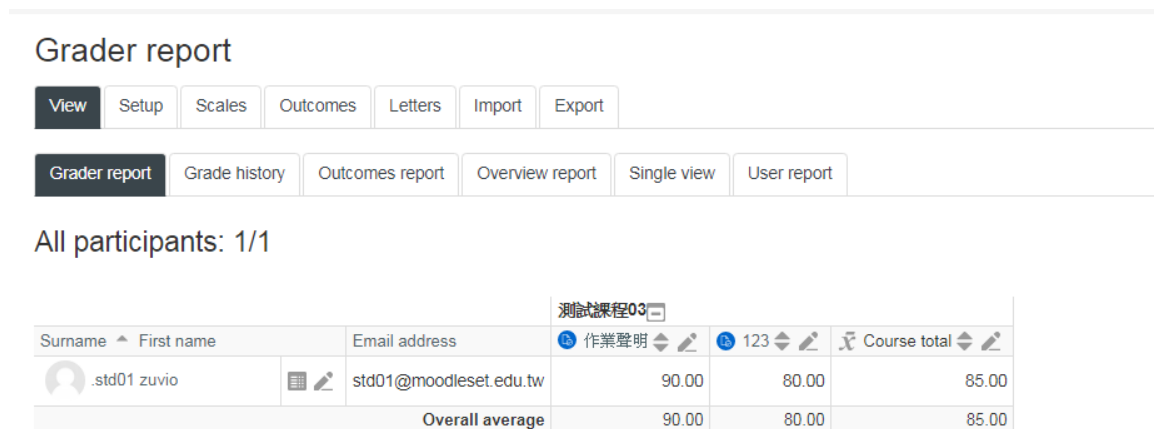
(9) Checking on Students' Grades

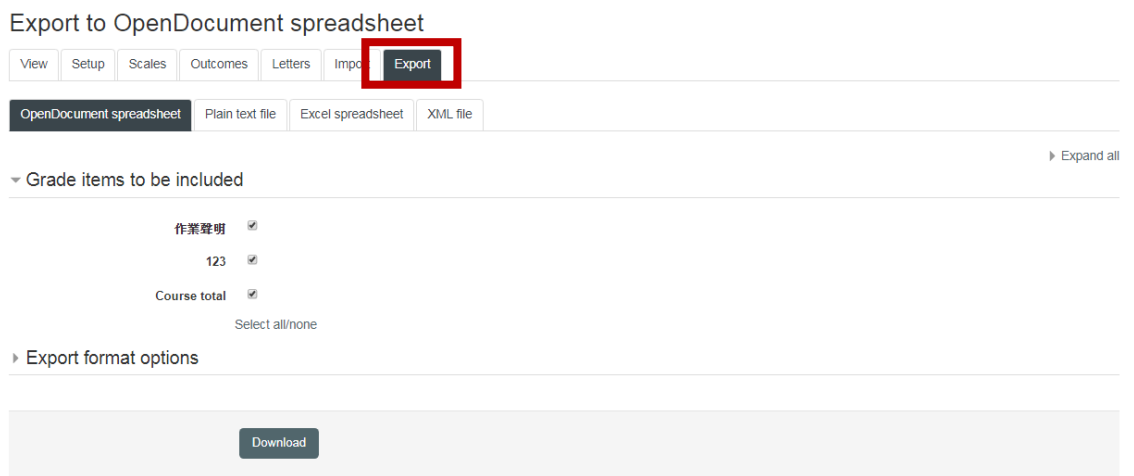After you enter a course, click **"Grades"** under "This course" on the top menu bar.

You will see a table which shows every student's grades for all the assignments given and the overall average.

Select **"Export"** if you want to download the grades as a file.

Select **"Setup"** if you want to set the weighting percentage of each item. After entering all the weighting percentage, click **"Save changes"**.
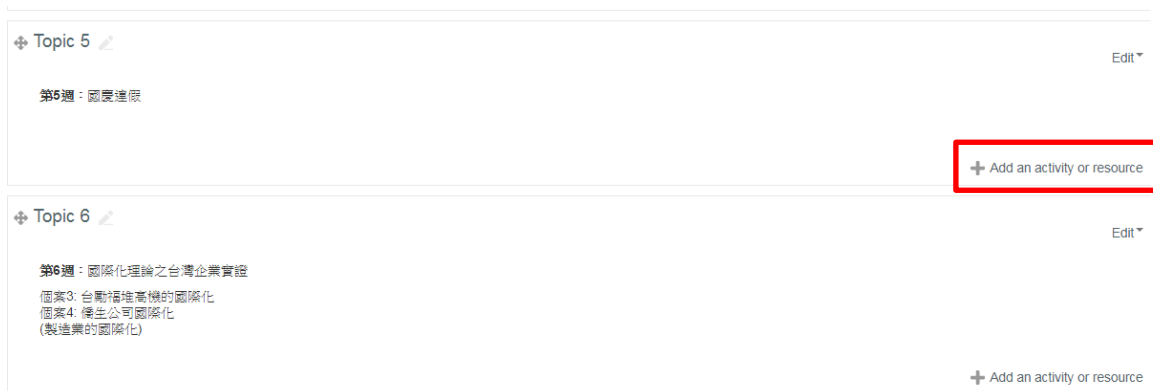
(10) Adding a Quiz and Check the Result

After you enter a course, click **"Turn editing on"**.
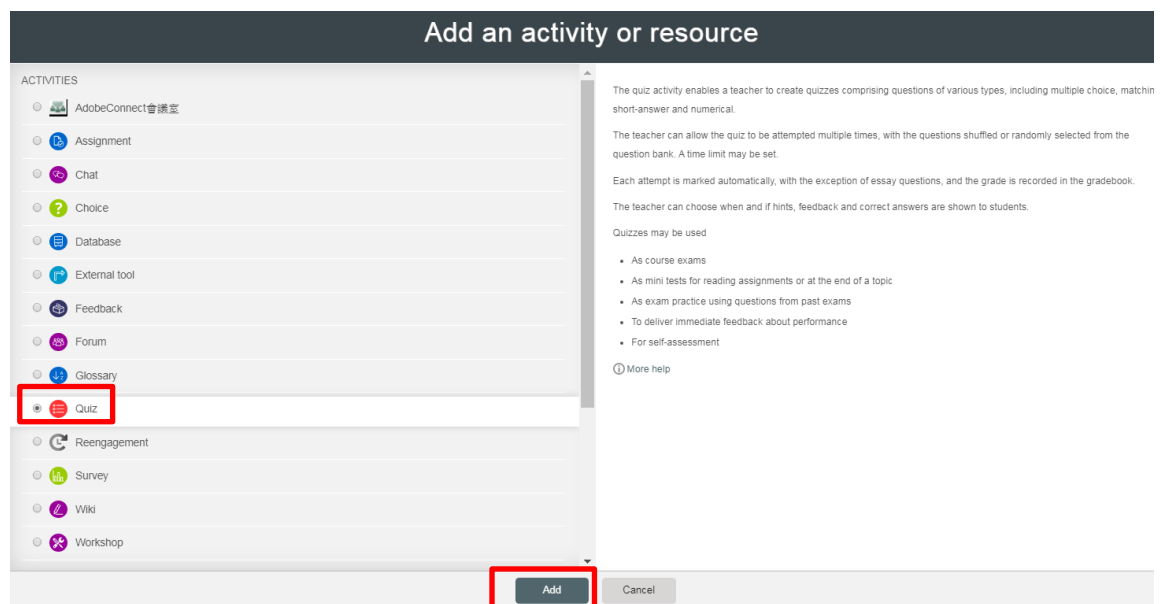
Click **"Add an activity or resource"**.

Choose **"Quiz"** and then click **"Add"**.

Give the quiz a name and write its description. If you want to limit how long students can complete the quiz, check the box to the right of **"Open the quiz"** in the "Timing" section.

If you want to limit the number of times a student can take a quiz, you can use the **"Attempts allowed"** option in the "Grade" section to set it up. After setup, click **"Save and return to course"**.

Then you can click the quiz created on the course page to add or edit quiz items.

Topic 1 ✎   Edit▾

第1週：課程簡介與分組
課程簡介與分組

✛ 🅱 Evercam.test.fsp ✎   Edit▾   ☑

✛ 📄 作業聲明 ✎   Edit▾ 👤 ☑

❗ Due 23 December 2019

ℹ 0 of 1 Submitted

✛ 📄 108IB_MBA ✎   Edit▾

✛ 📄 123 ✎   Edit▾ 👤 ☑

Due 1 June 2020

ℹ 0 of 1 Submitted

📋 test666   Edit▾ 👤 ☑

ℹ 0 of 2 Attempted

➕ Add an activity or resource

Click **"Edit quiz"**.

test666

This quiz opened at Saturday, 9 May 2020, 3:11 PM

Grading method: Highest grade

No questions have been added yet

Edit quiz

Back to the course

Then click **"Add"** below.

📂 > My courses > 測試課程03 > Topic 1 > test666 > Edit quiz

Editing quiz: test666 ⓘ

Questions: 0 | This quiz is open   Maximum grade 100.00   Save

Repaginate   Select multiple items   Total of marks: 0.00

✏   ☐ Shuffle ⓘ

                                                                                         Add▾

Choose a question type to add

QUESTIONS   Allows the selection of a single or multiple responses from a pre-defined list.

○ ☷ Multiple choice

○ •• True/False

○ ⠿ Matching

○ ▭ Short answer

○ ☴ Numerical

○ ▯ Essay

○ ²ⁿⁱ Calculated

○ ²ⁿⁱ Calculated multichoice

○ ²ⁿⁱ Calculated simple

○ ✛ Drag and drop into text

○ ✛ Drag and drop markers

○ ✛ Drag and drop onto image

○ ⯐ Embedded answers (Cloze)

○ ⁇ Random short-answer matching

○ ▾ Select missing words

OTHER

                              Add   Cancel

Select a question type and then click **"Add"**.

Enter the quiz's name and question items, and set up grading.

Adding a Multiple choice question ⑦

▾ General

Category	測試課程03的預設 (10)
Question name *	Question
Question text *	1+1=?

Path: p

Default mark *	1
General feedback ⑦	

Path: p

You may set up several answer options down the webpage and set up grading for each of them.

▾ Answers

Choice 1

2

Path: p

Grade　100%

Feedback

Path: p

Choice 2

3

Path: p

Grade　-100%

Feedback

Path: p

Question items you set up will be displayed as the following picture.

If you want to check on quiz scores, click **"Overview report"** under "Gradebook" in the "Administration" section on the right menu of the course page.
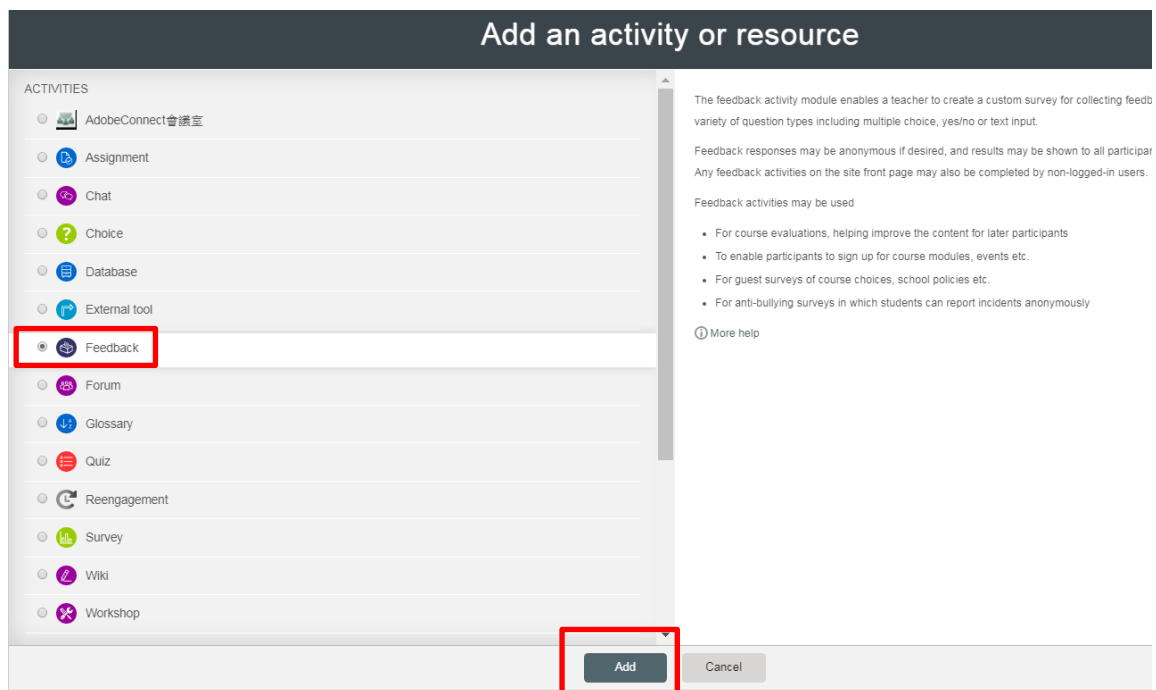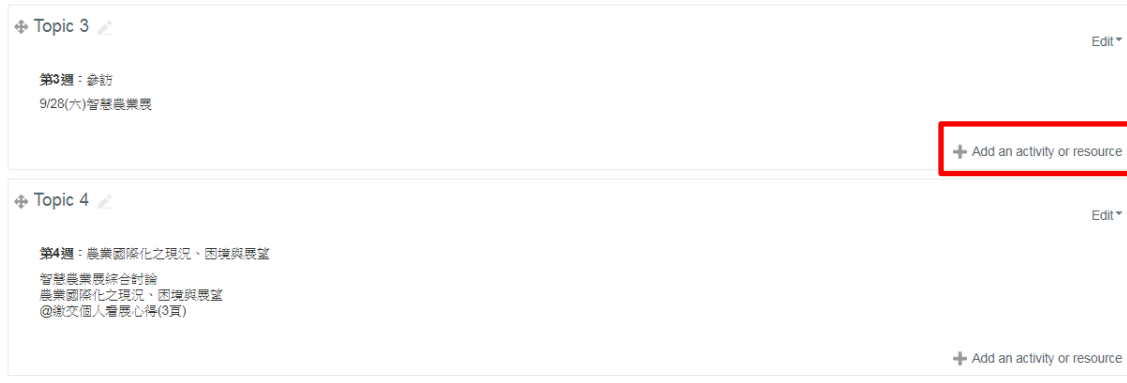
"Attempt: 1" means there is one record for this quiz in total. You may select the **"Attempts from"** option to obtain the list of users who have attempted to complete the quiz.

(11) Adding a Questionnaire and Check Feedback

After you enter a course, click **"Turn editing on"**.

Click **"Add an activity or resource"**.

Because the "Survey" module only provides set questions that cannot be edited, please select the **"Feedback"** option and then click **"Add"**.

Give the feedback a name and write its description. If you want to limit how long students can complete the feedback, you may set it up in the "Availability" section. In the "Question and submission settings" section, you can set up if the names of users will be recorded. After setup, click **"Save and return to course"**.

Next, click the feedback created on the course page to edit questions.

Click **"Edit questions"** and choose the question type that you want to add.

Investigation

Overview | **Edit questions** | Templates | Analysis | Show responses

Add question

| Choose... | ▼ |

Choose...
Add a page break
Captcha
Information
Label
Longer text answer
Multiple choice
Multiple choice (rated)
Numeric answer
Short text answer

Take the "Short text answer" for example. Write the question's content. Fill in the blank of "Label" with numbers or English words to label a question. Then click **"Save question"**.

Returning to the "Edit questions" page, you can see the questions that you have just established. By clicking the gear icon on the right, you can edit a question. By clicking the asterisk, you can set up if the question is required to be answered. By clicking the cross sign, you can delete the question.

By clicking **"Analysis"**, you can immediately see the feedback. Because "Feedback" is set to be filled in anonymously, the names of users will not be displayed in the feedback.

Investigation

Overview | Edit questions | Templates | **Analysis** | Show responses

Export to Excel

Submitted answers: 1
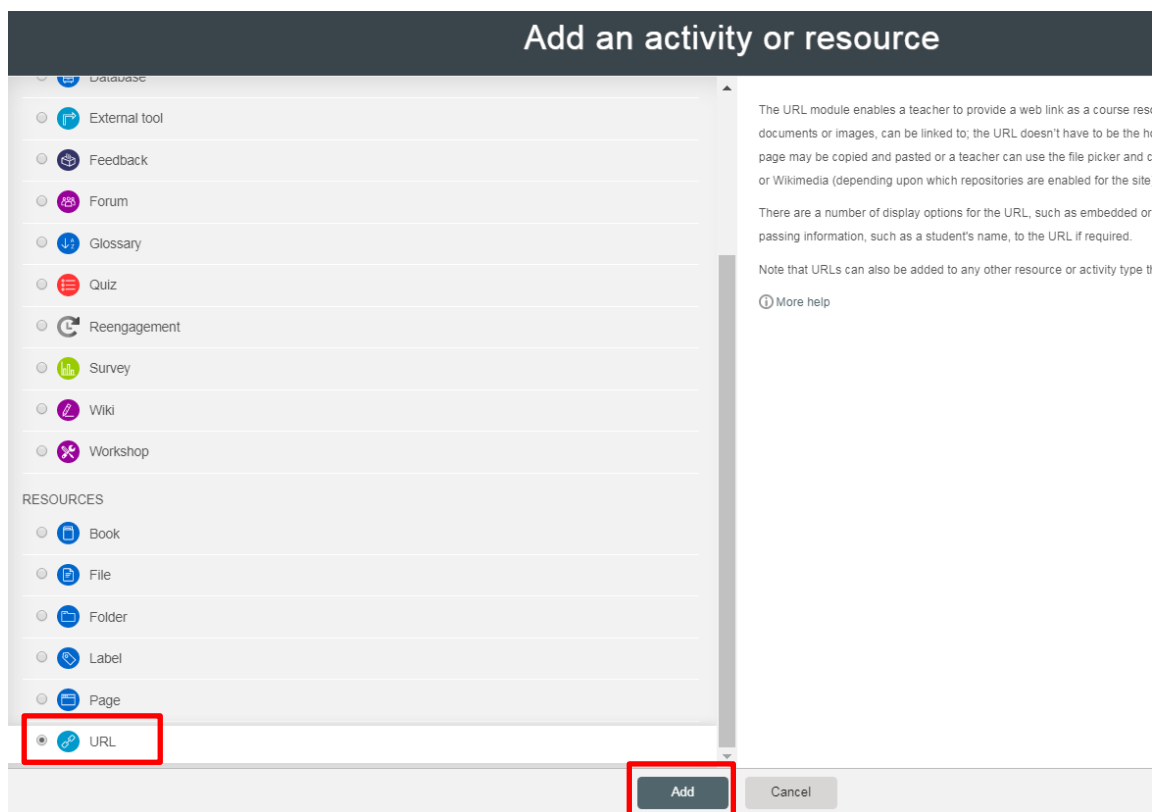**Questions:** 1
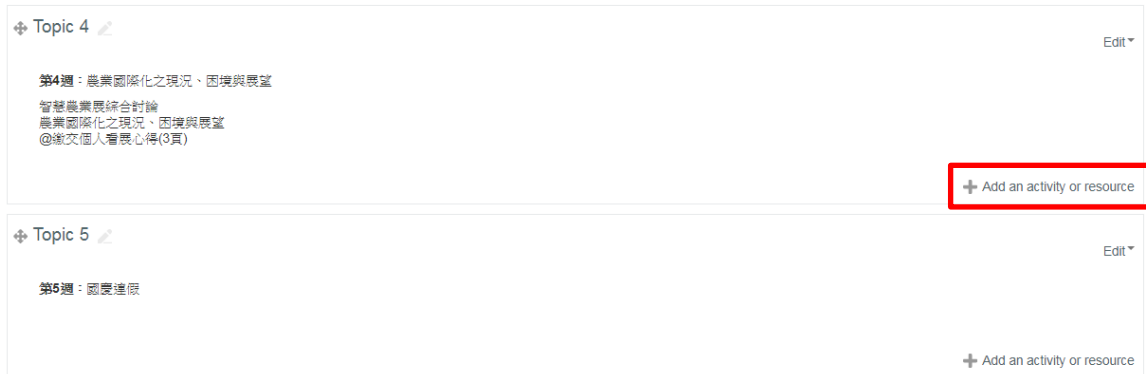
(1) 你覺得moodle 好用嗎?
- yes

(12) Adding a Website Link

After you enter a course, click **"Turn editing on"**.

Click **"Add an activity or resource"**.

Select **"URL"** and then click **"Add"**.

Adding a new URL to Topic 1 ⓘ

▾ General

Name *	
External URL *		Choose a link...
Description	☰ Paragraph▾ B I ☰ ☰ ⚯ ⚯ 🖾 ☺ ⊡ 🗋

Path: p

Display description on course page ☐ ⓘ

▾ Appearance

Display ⓘ Automatic ▾

Pop-up width (in pixels) 620

Pop-up height (in pixels) 450

Display URL description ☑

▸ URL variables

▸ Common module settings

▸ Restrict access

▸ Activity completion

▸ Tags

▸ Competencies

[Save and return to course] [Save and display] [Cancel]

Enter the name, description, and the URL of an external website. In the "Appearance" section you can choose the way it will be displayed (Please do not choose "embed." This option is not available for the sake of the website's safety). Finally, click **"Save and return to course"**.

測試課程03

🏠 Home   🎓 Dashboard   💼 My Courses   🗂 This course   🔧 快速連結   🔧 使用教學

📂 > My courses > 測試課程03 > Topic 1 > NPUST Website

NPUST Website

Click https://wp.npust.edu.tw/ link to open resource.

If the display type is "automatic," students will see "Click … to open the resource" after they click the URL resource on the course page. If the display type is "Open," the webpage will be opened immediately after students click the URL resource. If the display type is "In pop-up," the webpage will appear in a pop-up window.
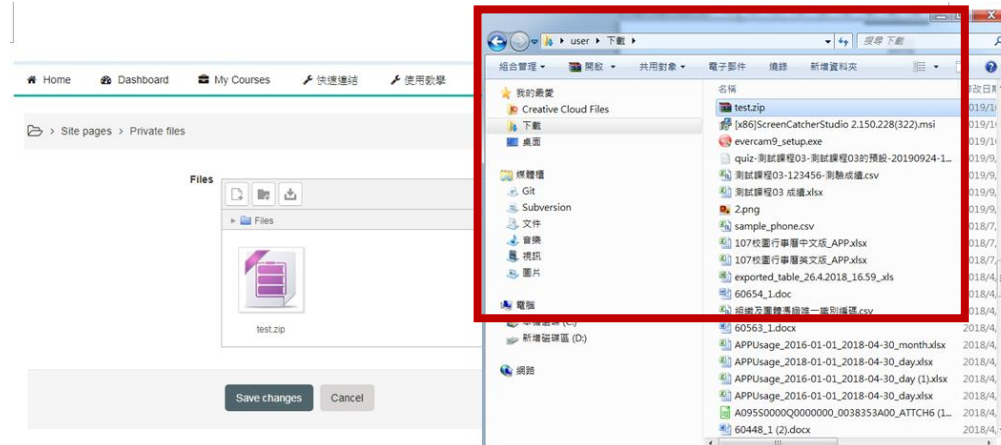
3. Advanced Functions

(1) Uploading the Entire Folder to a Personal Private File

Click "Dashboard" on the top menu bar and then click "Manage private files" on the right side of the page.
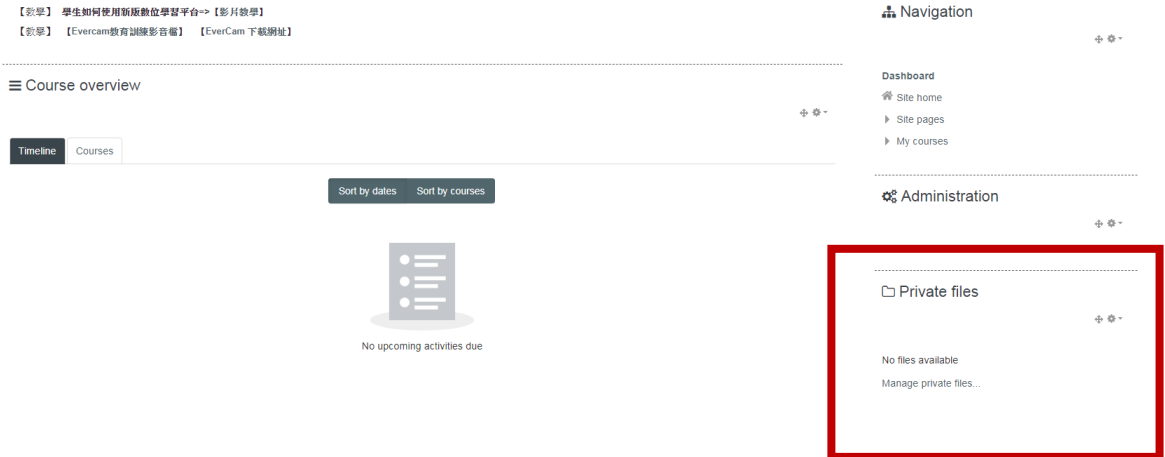
Directly drag and drop the compressed file to upload it.

After uploading is completed, click on the file and press the **"Unzip"** button in the pop-up function window.

屏東科技大學數位學習平台3.5版

Home | Dashboard | My Courses | 快速連結 | 使用教學

📁 > Site pages > Private files

You have currently used 13MB of your 470.1GB limit.

Files

Files

test.zip

Save changes | Cancel

Edit test.zip

Download | Delete | Unzip

Name   test.zip

Author   老師 測試

Choose license   All rights reserved ▼

Path   / ▼

Update | Cancel

Last modified 25 May 2020, 4:26 PM
Created 25 May 2020, 4:24 PM
Size 13MB

36

(2) Grouping Users and Submitting Assignments in Groups

⚙️ Administration

✛ ⚙️‧

▼ Course administration
   ⚙️ Edit settings
   ✏️ Turn editing off
   ⚙️ Course completion
   ▼ Users
      👤 Enrolled users
      ▶ Enrolment methods
      👥 Groups
      ▶ Permissions
      👤 Other users
   🔻 Filters
   ▶ Reports
   ⚙️ Gradebook
   ⚫ Outcomes

After you entering a course, click **"Users"** and then **"Groups"** on the right menu.

進入課程頁面後，點選右下方的「用戶」->「分組」

Click **"Create group"**.

測試課程03 Groups

Groups

Members of:

Edit group settings

Delete selected group

Add/remove users

Create group

Auto-create groups

Import groups

Group name *   Group 1

Group ID number ⑦

Group description   ⊞   Paragraph ▾   **B**   *I*   ☰   ☷   🔗   🔗   🖼   ☺   🎞   📋

Path: p

Enrolment key ⑦   *Click to enter text* ✏ 🔍

Hide picture   No ▾

New picture ⑦   Choose a file...   Maximum size for new files: 9.8GB

You can drag and drop files here to add them.

Save changes   Cancel

After setting the group name, click **"Save changes"**.

After clicking the newly added group, click **"Add/Remove users"**.
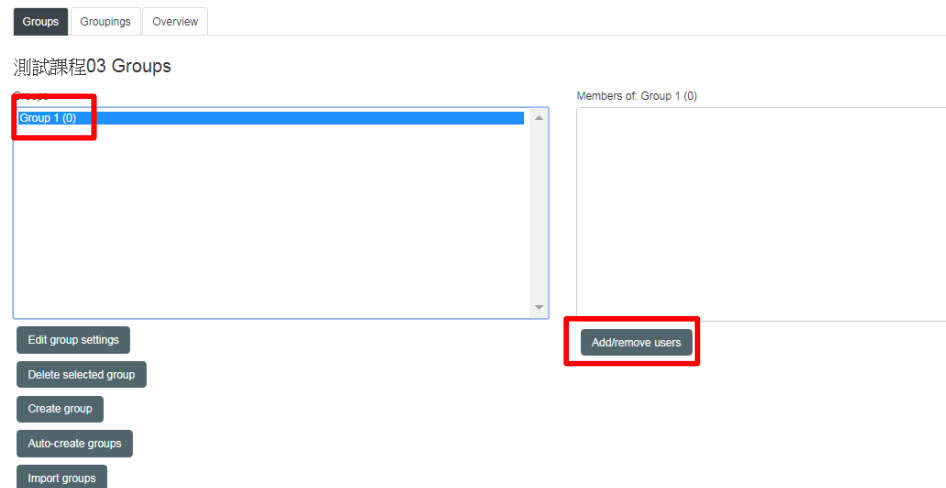
Select the students you want to add to the group, and then click **"Add"**.
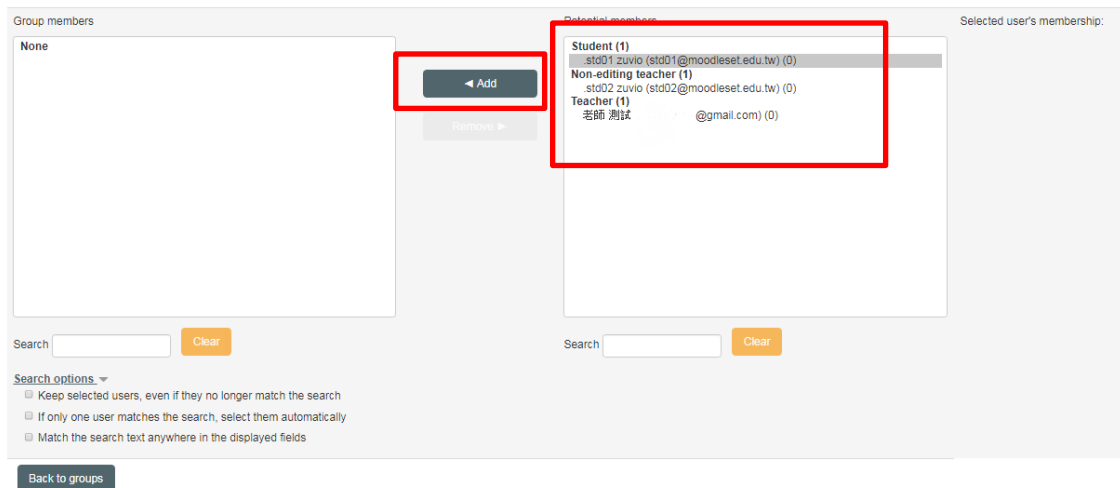
The list of selected students will go to the left, indicating that they have joined this group. Next, click **"Back to groups"**.

By clicking on a group, you will see which students are in this group in the block on the right.

If you want to set an assignment to be submitted in groups, on the page of adding assignments, under "group submission settings", set **"Students submit in groups"** to **"Yes"**.

When grading assignments, you can see how many groups there are in this course, and how many groups have already submitted assignment. Click **"View all submissions"** to enter.

It can be seen from the table that as long as one member in the group submits the work, the work file will appear next to other group members in the same group. Click the grading icon to give scores.

On the grading page, under "group submission settings", if you set **"Apply grades and feedback to entire group"** to **"Yes"**, all group members in the same group get the same score.

Group submission settings

Apply grades and feedback to entire group

Yes ▼

Attempt settings

Attempts reopened	Manually
Maximum attempts	Unlimited
Attempt number	1
Allow another attempt	No ▼

(3) Importing teaching materials from the old version of Moodle

Go to a source course on the old version of Moodle, and click the **"Backup"** button on the bottom left corner.

Click the course functions/resources you want to import (please uncheck the user information), press the **"Continue"** button, and press **"Continue"** again.
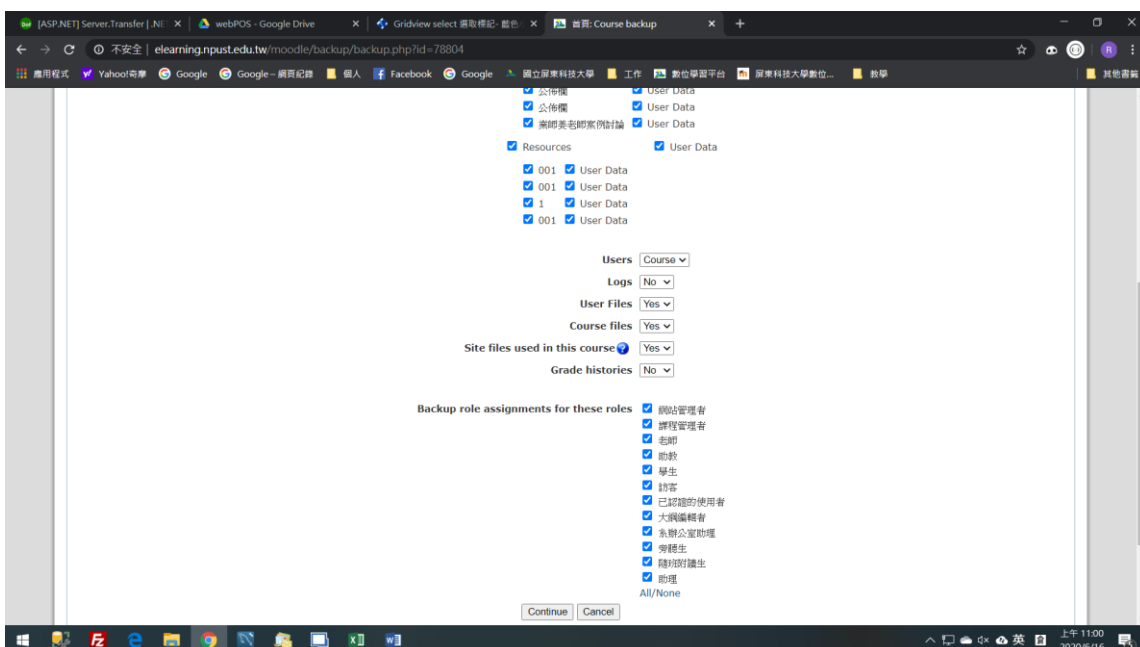
After you complete the steps, a file window appears; click the file to download it.

Next, go to the new version of Moodle, enter the course to be imported, and click the **"Restore"** button on the lower right corner.
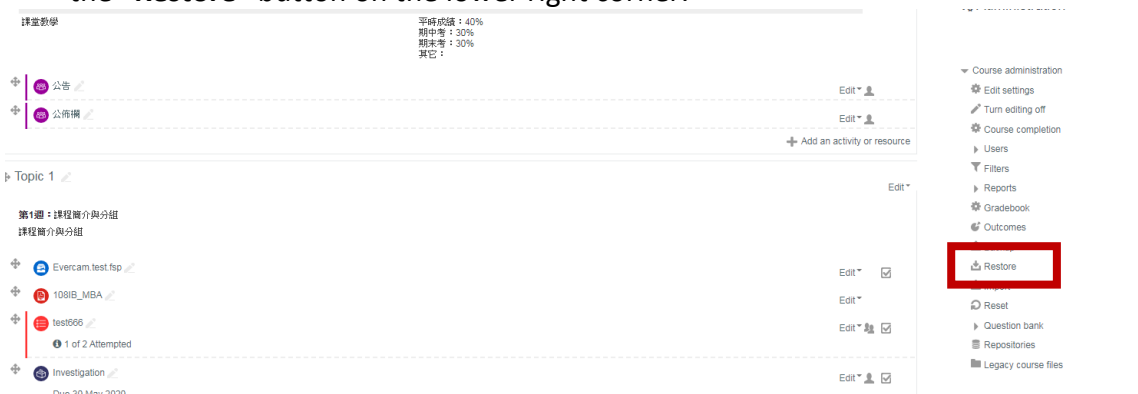
Drag and drop the backup file, and then press the **"Restore"** button.
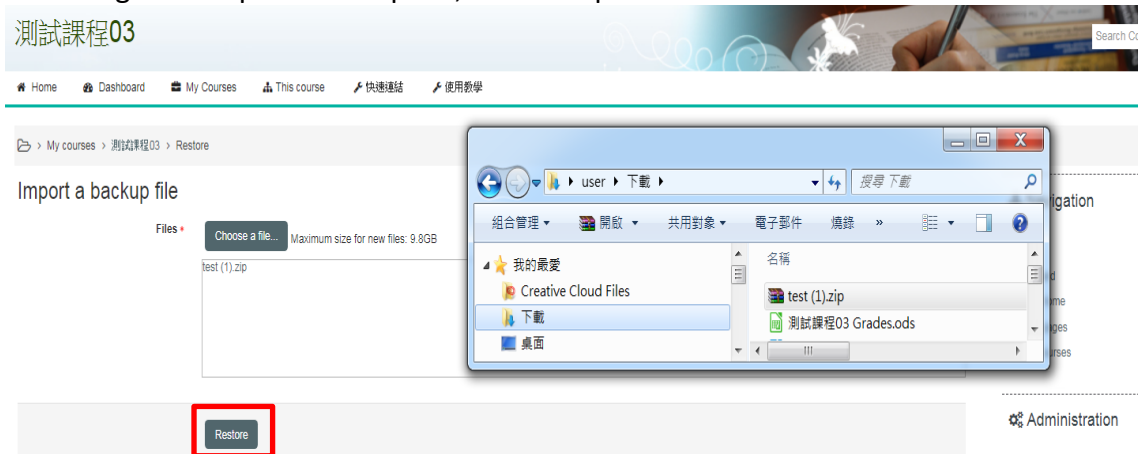
Press **"Continue"** to proceed to the next step.

Select **"Merge the backup course into this course"**, and then press **"Continue"**.

Click **"Next"**.

Please be sure to **uncheck** the items of "Course name", "Course short name", and "Course start date". Then set the remaining items based on your needs. After confirmation, click **"Next"** at the bottom.

Confirm the items to be imported, and click **"Perform restore"**.

| 協同教學檔案 | ✓ | | - | No |
| 協同教學--統整性主題活動 | ✓ | | - | No |

| Section 11 | ✓ | User data | No |

| Section 12 | ✓ | User data | No |

| Section 13 | ✓ | User data | No |

| Section 14 | ✓ | User data | No |

| Section 15 | ✓ | User data | No |
| 幼兒園主題計畫與活動計畫表格 | ✓ | | - | No |

| Section 16 | ✓ | User data | No |

| Section 17 | ✓ | User data | No |

| Section 18 | ✓ | User data | No |

Previous   Cancel   Perform restore

(4) Importing Course A (Source) to Course B

After entering the B course, click the **"Import"** function on the lower right corner.

Select the source course A to be copied/imported from a list of courses you taught, and click **"Continue"**.

Check the items to be imported, and click **"Next"**.

Confirm the items to be imported, and click **"Next"**.

After confirmation, click **"Perform import"**.