

# **NPUST Moodle 3.5 User Guide (for Teachers)**

## **Table of Contents**

Table of Contents.....	1
1. Getting Started.....	2
(1) Going to My Courses on Moodle.....	2
(2) Course Outline, Course Syllabus, Office Hours and Rollcall System .....	3
2. Basic Course Activities .....	7
(1) Uploading a File (PowerPoint Slides, Word Files or Videos) .....	7
(2) Uploading Multiple Files.....	8
(3) Adding a Page for Course Description.....	9
(4) Adding an Announcement.....	11
(5) Adding and Grading an Assignment .....	12
(6) Sending a Graded Assignment to Students.....	16
(7) Adding a teaching assistant (TA) into a course .....	17
(9) Checking on Students' Grades.....	19
(10) Adding a Quiz and Check the Result.....	21
(11) Adding a Questionnaire and Check Feedback.....	28
(12) Adding a Website Link .....	33
3. Advanced Functions.....	35
(1) Uploading the Entire Folder to a Personal Private File.....	35
(2) Grouping Users and Submitting Assignments in Groups .....	37
(3) Importing teaching materials from the old version of Moodle .....	43
(4) Importing Course A (Source) to Course B.....	48

# 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”.

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

請用 [Google Chrome](#) 或 [Microsoft Edge](#) 瀏覽器  
因資安問題請不要使用IE瀏覽器

教師預設帳號：身份證字號  
教師預設密碼：教師代碼

學生預設帳號：學號  
學生預設密碼：身份證(字母大寫)。  
外籍生、僑生及港澳生登錄系統密碼為居留證字號。

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.

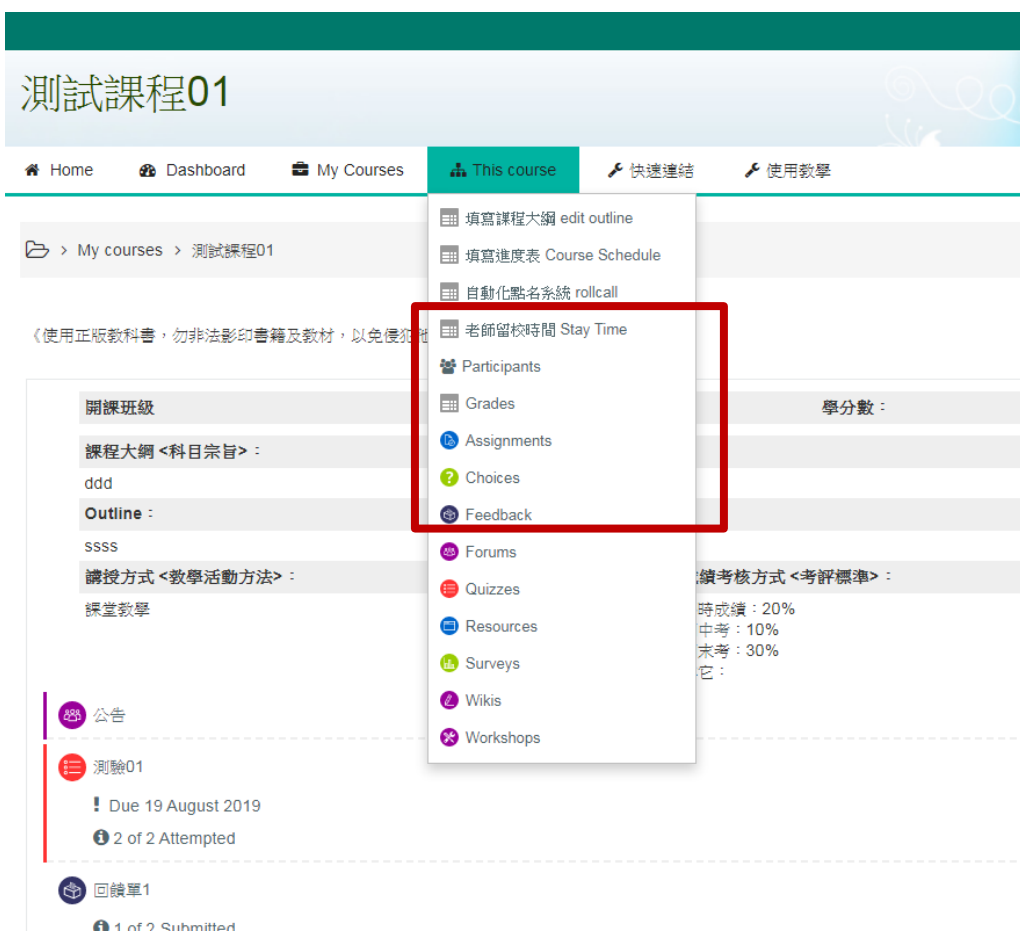


If you are a teacher, you can see the “Turn editing on” button on the upper right corner. After clicking on the button, you can start to upload and modify your teaching materials.



## (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.

Home 儀表板 我的課程 這個課程 快速連結 使用教學 隱藏區塊 Standard view

本課程的先修科目

**\*課程大綱(中文摘要)**  
 運算思維是一種解決問題的方法，其內容包括將問題抽象化、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。本課程着重學生運算思維能力的培養，透過資訊科學、程式設計相關知識的學習，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。

**\*英文摘要**  
 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  %

期中考  %

期末考  %

其它  (ex.出缺勤10%)

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.

填寫課程進度表 edit Course Schedule

管理員老師您好：  
這門課是您108學年第2學期的(1082)運算思維與資訊科技應用(3210)(1082)Computational Thinking and Information Technology Applications(3210) • 歡迎您使用此系統來快速填寫此課程的課程進度表！  
您所教過的課程：

moodle約使用教學

週次	日期	授課內容	備註
1	03月2日 - 03月8日	<p>← → <b>B</b> / <i>I</i> <u>U</u> <del>S</del> Helvetica - 11pt - Paragraph -</p> <p>0 WORDS POWERED BY TINYMCE</p>	2日正式上課、寒轉生報到及管理抵免學分。2-6日加思選、重(轉)學生及延修生選課、雙主修、輔系申請、6日申辦抵免學分截止日
2	03月9日 - 03月15日	<p>← → <b>B</b> / <i>I</i> <u>U</u> <del>S</del> Helvetica - 11pt - Paragraph -</p> <p>0 WORDS POWERED BY TINYMCE</p>	14日產學四社學士專班甄試、15日四技重點運動績優獨招術科考試。
		<p>← → <b>B</b> / <i>I</i> <u>U</u> <del>S</del> Helvetica - 11pt - Paragraph -</p>	

The page of “RollCall System” is shown as follows.

國立屏東科技大學導覽資訊系統  
線上課堂點名系統

課程列表 學期總表查詢 日曆查詢 Q & A 操作手冊

教師: 吳弘毅 課程: 禽畜保健實習 教室: VM 203 108 學年第 2 學期日期: 2020-04-14 變更教室 調課

刷卡狀態:  到課  遲到 學生相片:  顯示  隱藏

#	學號	學生姓名	第 7 節		第 8 節	
			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
1	B10426007	陳宛宜	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	B10526011	李思恩	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	B10526048	廖建智	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	B10526057	蘇揚	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	B10526067	黃全聖	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	B10612044	洪渝涵	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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	-- ▾	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> <input type="checkbox"/> 4 <input type="checkbox"/> C <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="text"/>	0 小時
2	-- ▾	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> <input type="checkbox"/> 4 <input type="checkbox"/> C <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="text"/>	0 小時
3	-- ▾	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> <input type="checkbox"/> 4 <input type="checkbox"/> C <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="text"/>	0 小時
4	-- ▾	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> <input type="checkbox"/> 4 <input type="checkbox"/> C <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="text"/>	0 小時

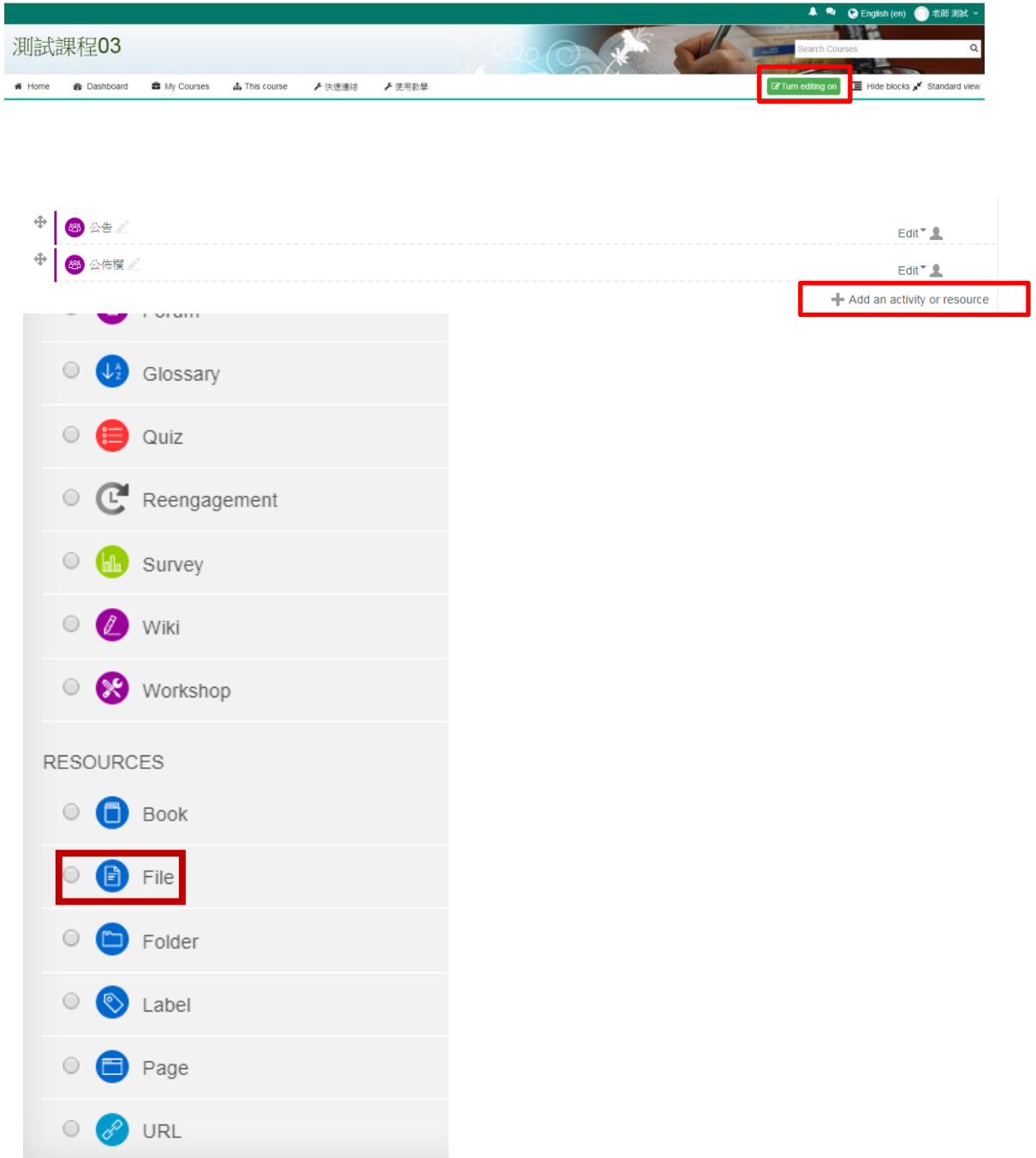
  

節	時間	節	時間
0	07:10~08:00	6	14:30~15:20
1	08:10~09:00	7	15:30~16:20
2	09:10~10:00	8	16:30~17:20
3	10:15~11:05	9	18:00~18:50
4	11:10~12:00	10	18:55~19:45
C	12:30~13:20	11	19:50~20:45
5	13:30~14:20	12	20:45~21:35

## 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.



The screenshot displays the Moodle course interface for '測試課程03'. At the top right, the 'Turn editing on' button is highlighted with a red box. Below the course header, there are two announcement blocks, each with an 'Edit' button. To the right of these blocks, the '+ Add an activity or resource' button is also highlighted with a red box. On the left side, a vertical menu lists various activities and resources. Under the 'RESOURCES' section, the 'File' option is highlighted with a red box. Other resources listed include Book, Folder, Label, Page, and URL. The 'Activities' section includes Glossary, Quiz, Reengagement, Survey, Wiki, and Workshop.

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**”.

#### Adding a new File

Expand all

General

Name \*

Description

Paragraph B I

Path: p

Display description on course page

Select files

Add file

Maximum size for new files: 9.8GB

Files

Or drag your file to here

You can drag and drop files here to add them.

Appearance

Common module settings

Restrict access

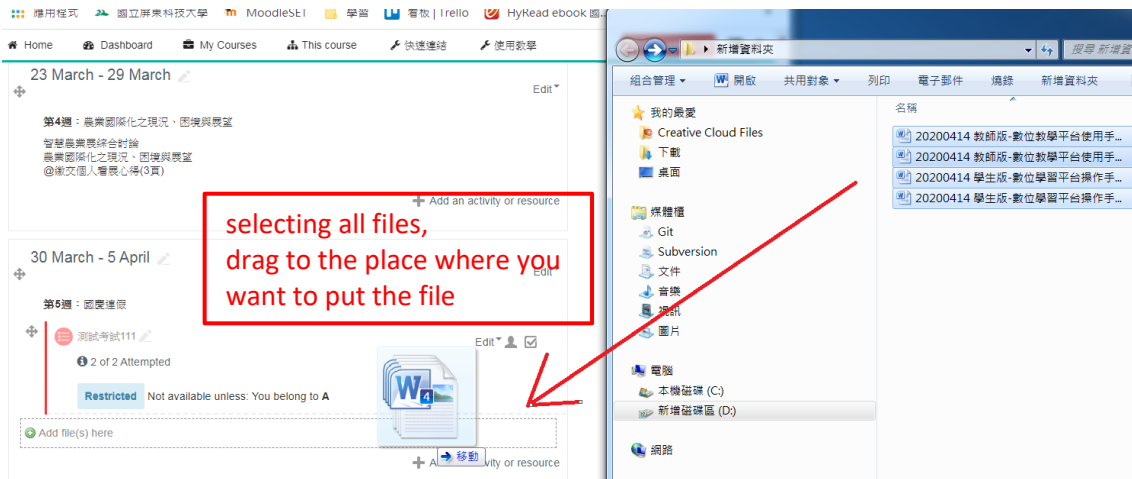
## (2) Uploading Multiple Files



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.

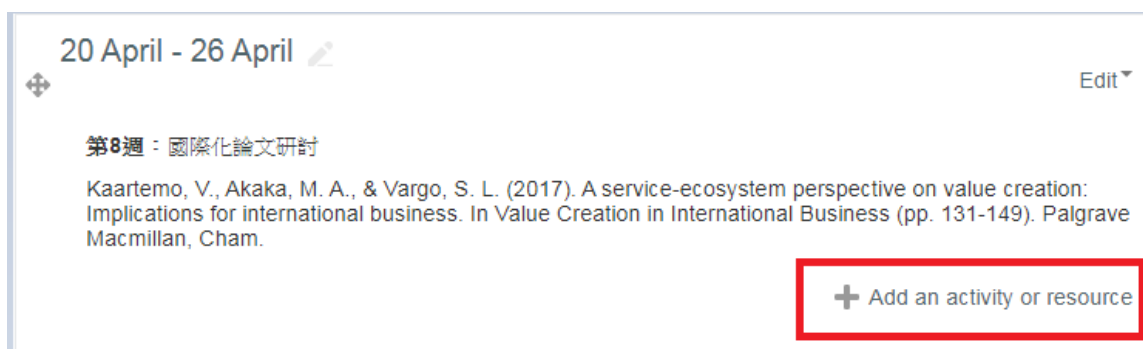


### (3) Adding a Page for Course Description

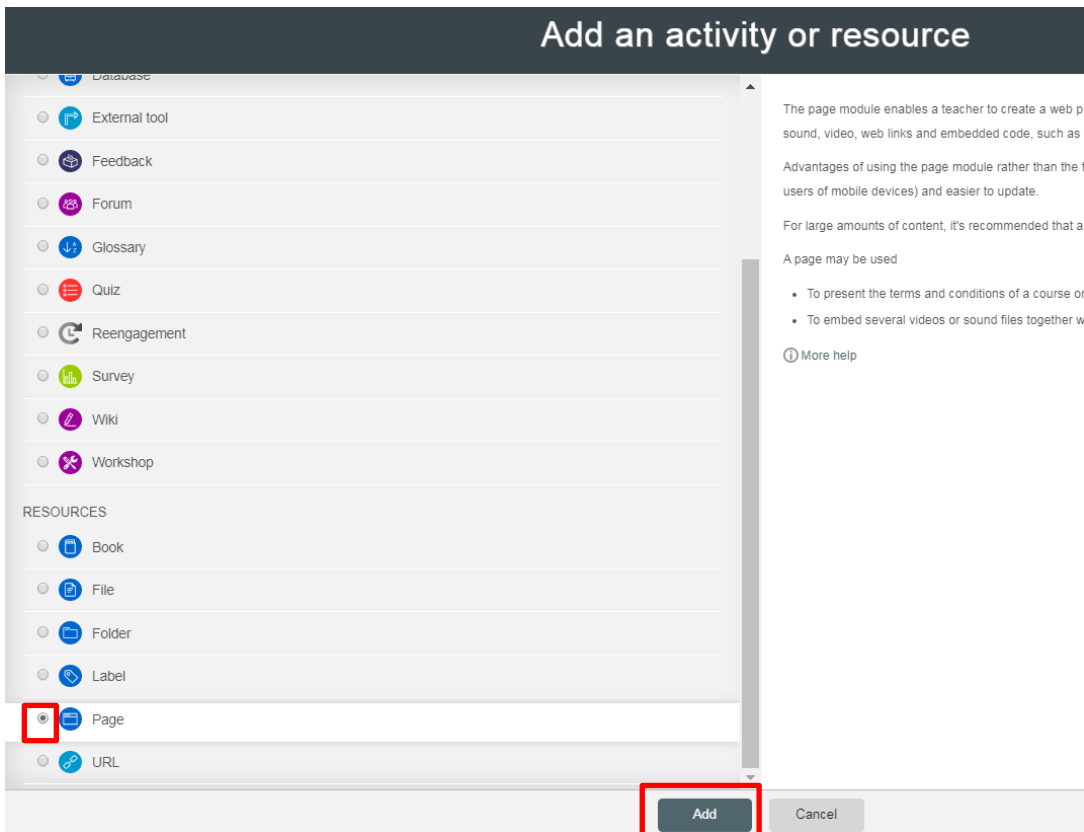
After you enter a course, click “Turn editing on” on the upper right corner.



Click “Add an activity or resource” on the right side of the week of your choice.



Select “Page” under “Resources”, and then click “Add”.



## Adding a new Page to 30 March - 5 April ?

### General

Name \*

Description



Path: p

Display description on course page

### Content

Page content \*



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.

My courses > 測試課程02

《使用正版教科書，勿非法影印書籍及教材，以免侵犯他人著作權》

【列印課程】

開課班級	授課老師級	學分數	
課程大綱 <科目宗旨> : eeee"			
Outline : ffff;			
講授方式 <教學活動方法> : 課堂教學	成績考核方式 <考評標準> : 平時成績：20% 期中考：10% 期末考：rrr% 其它：		
公告			Edit
測驗01			Edit

! Due 20 August 2019  
0 of 2 Attempted

+ Add an activity or resource

### 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 > General > 公告

### 公告

一般消息與公告

Add a new topic

(No announcements have been posted yet.)

Enter the subject and content of the announcement. Then click “Post to forum”.

### 公告

一般消息與公告

Expand all

▼ Your new discussion topic

Subject \*

Message \*

Paragraph B I

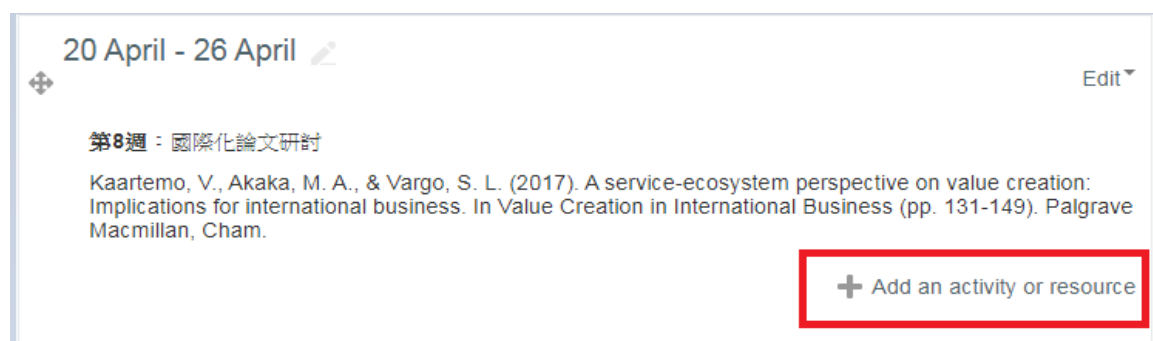
Path: p

## (5) Adding and Grading an Assignment

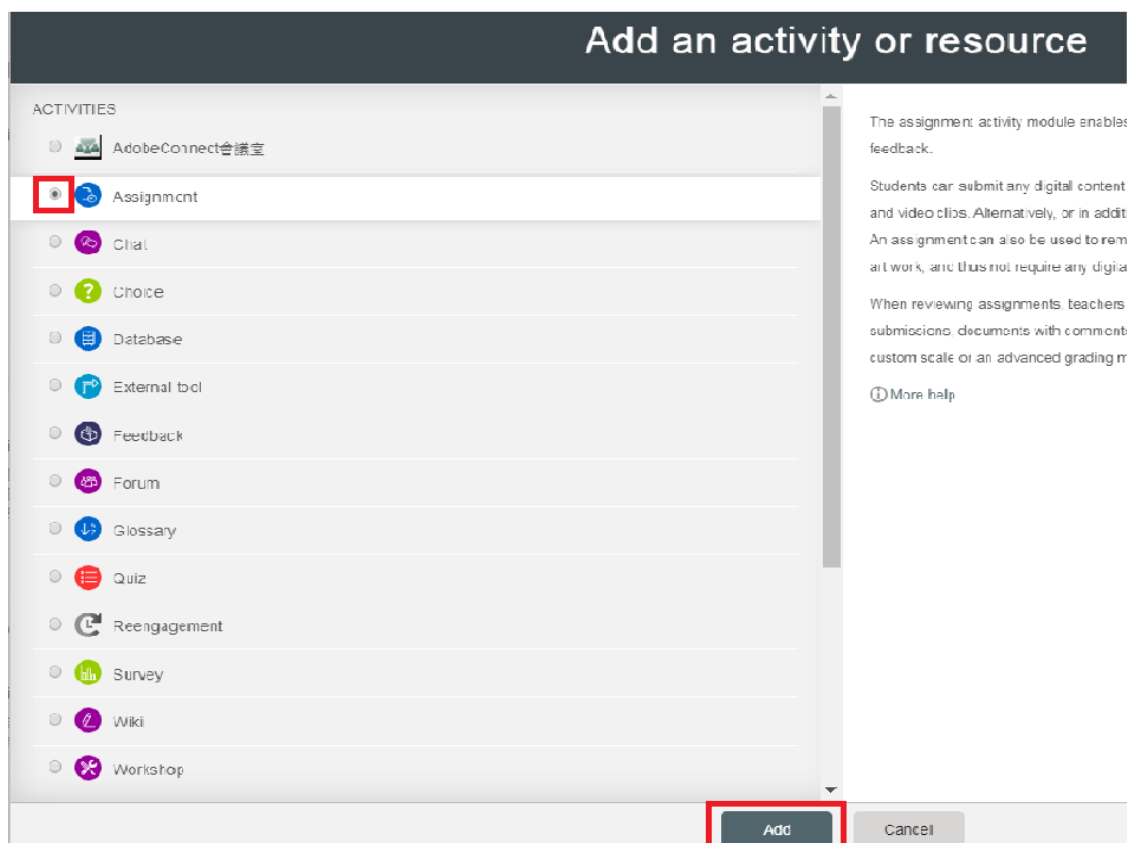
After you enter a course, click **“Turn editing on”** on the upper right corner.



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 ?

21 May 2020 00:00  Enable

Due date ?

28 May 2020 00:00  Enable

Cut-off date ?

28 May 2020 14:46  Enable

Remind me to grade by ?

4 June 2020 00:00  Enable

Always show description ?

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”**.

The screenshot displays a course management interface for '測試課程01'. The top navigation bar includes 'Home', '儀表板', '事件', '我的課程', and '這個課程'. A search bar is located on the right. The main content area shows the assignment '第一個作業測試' with a date range of '08月19日 - 08月25日'. A dropdown menu is open, listing options: '填寫課程大綱 edit outline', '自動化點名系統 rolcall', '成員', '成績', '作業', and '討論區'. The '作業' option is selected. On the left, a '評閱摘要' (Review Summary) section shows statistics: 參與者 (0), 已繳交 (0), 需要評分 (0), 規定繳交時間 (2019年08月26日(-) 00:00), and 剩餘時間 (6日 13小時). At the bottom, there are buttons for '檢視所有繳交的作业' and '成績'. On the right, a sidebar contains '導覽' (Navigation) with links to '網站首頁', '網站頁面', and '我的課程', and '系統管理' (System Management) with a link to '作業管理'.

# 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	Submission	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.)

My courses > 測試課程02 > 2 March - 8 March > 第一個作業測試 > Grading

第一個作業測試

Grading action Choose...

Reset table preferences

Select	User picture	First name / Surname	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Annotate PDF	Final grade
<input type="checkbox"/>		std01 zuvio	No submission Assignment is overdue by: 268 days 14 hours	Grade 30 / 100.00	Edit							
<input type="checkbox"/>		std02 zuvio	No submission Assignment is overdue by: 268 days 14 hours	Grade  / 100.00	Edit							

Notify students Yes

Save all quick grading changes

With selected... Lock submissions Go

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

Overview report User report

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
測試課程02						
第一個作業測試	0.00 % ( Extra credit )	30.00	0-100	30.00 %		0.00 %

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

回饋	
成績	100.00 / 100.00
評分時間	2014年 04月 23日(三.) 14:43
評分人	許

## (6) Sending a Graded Assignment to Students

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

Display description on course page

Additional files

▶ Availability

▶ Submission types

▼ Feedback types

Feedback types

Feedback comments  Annotate PDF  Offline grading worksheet  **Feedback files**

Comment inline

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

Feedback comments

Paragraph  **B** *I*

Path: p

Feedback files

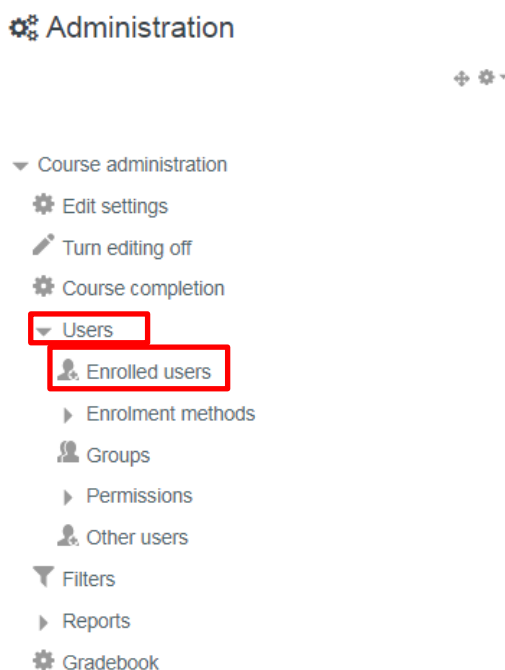
Maximum size for new files: 9.8GB

Notify students



## (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.

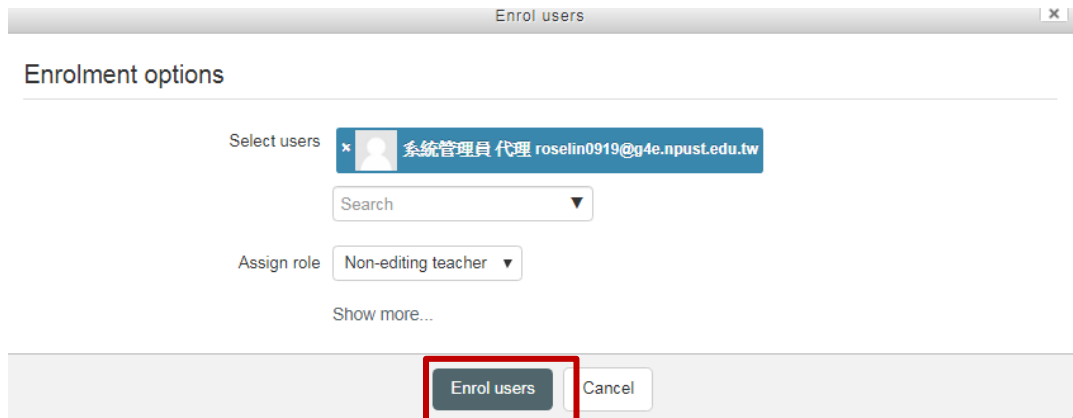
The image shows the 'Participants' page in Moodle. The 'Enrol users' button is highlighted with a red box. The table below shows three participants:

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	.std01 zuvio	std01@moodlesest.edu.tw	Student	No groups	88 days 4 hours	Active
<input type="checkbox"/>	.std02 zuvio	std02@moodlesest.edu.tw	Non-editing teacher	No groups	161 days	Active
<input type="checkbox"/>	老師 測試	roselin0919@gmail.com	Teacher	No groups	49 secs	Active

Number of participants: 3

Select all Deselect all

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



Enrol users

Enrolment options

Select users × 系統管理員 代理 roselin0919@g4e.npust.edu.tw

Search

Assign role Non-editing teacher ▾

Show more...

Enrol users Cancel

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)



參與人數：3

選取	姓氏 / 名字	電子郵件信箱	角色	分組	上次存取課程	狀態
<input checked="" type="checkbox"/>	zuvio .std01	std01@moodleseet.edu.tw	× 助理教師 × 學生	沒有分組	27 分鐘 45 秒	活動
<input type="checkbox"/>	zuvio .std02	std02@moodleseet.edu.tw	學生	沒有分組	3 分鐘 14 秒	活動
<input type="checkbox"/>	測試 老師	teach01@moodleseet.edu.tw	教師	沒有分組	現在	活動

全選 取消選取

針對被選出的用戶...

選擇...

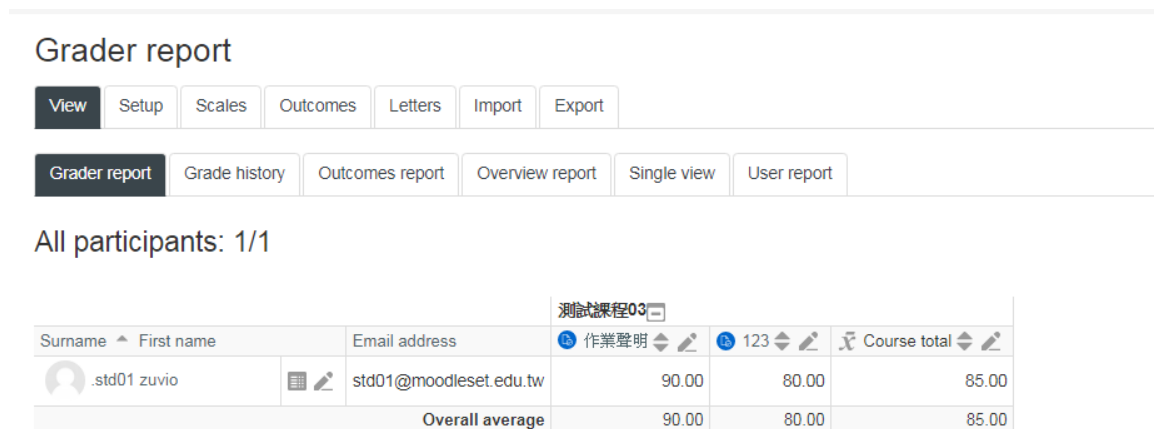
## (9) Checking on Students' Grades

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



The screenshot shows the Moodle course interface for '測試課程03'. The top navigation bar includes 'Home', 'Dashboard', 'My Courses', 'This course', '快速連結', and '使用教學'. A dropdown menu is open under 'This course', with 'Grades' highlighted. The main content area shows course details like '開課班級', '課程大綱', and '成績考核方式'. A 'Navigation' sidebar is on the right.

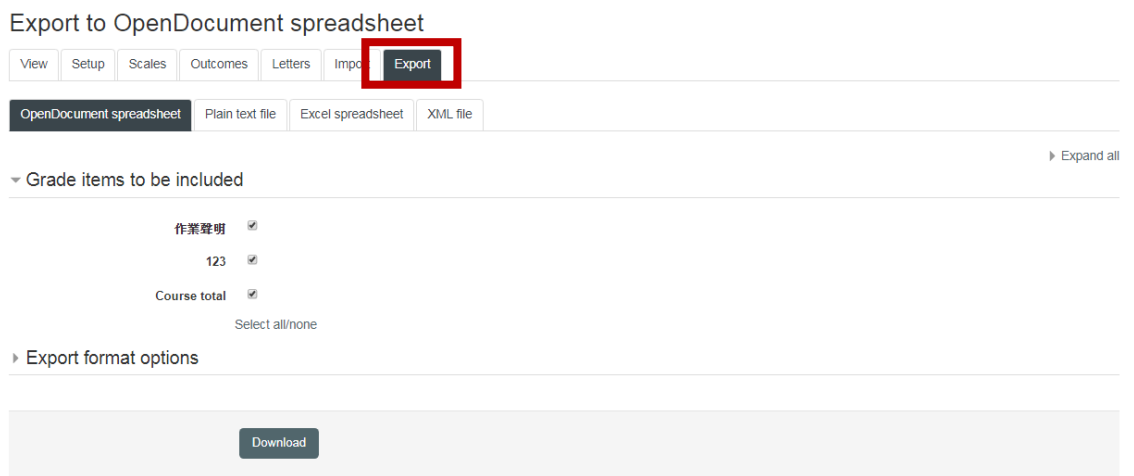
You will see a table which shows every student's grades for all the assignments given and the overall average.



The screenshot shows the 'Grader report' for '測試課程03'. It features a navigation bar with buttons for 'View', 'Setup', 'Scales', 'Outcomes', 'Letters', 'Import', and 'Export'. Below this, there are more report options: 'Grader report', 'Grade history', 'Outcomes report', 'Overview report', 'Single view', and 'User report'. The text 'All participants: 1/1' is displayed above a table of student grades.

Surname	First name	Email address	作業聲明	123	Course total
.std01	zuvio	std01@moodlesest.edu.tw	90.00	80.00	85.00
Overall average			90.00	80.00	85.00

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



The screenshot shows the 'Export to OpenDocument spreadsheet' dialog. The 'Export' button is highlighted with a red box. Below the navigation bar, there are options for 'OpenDocument spreadsheet', 'Plain text file', 'Excel spreadsheet', and 'XML file'. The 'Grade items to be included' section has checkboxes for '作業聲明', '123', and 'Course total', all of which are checked. There is also a 'Select all/none' link. The 'Export format options' section is visible at the bottom, and a 'Download' button is at the very bottom.

Select **“Setup”** if you want to set the weighting percentage of each item. After entering all the weighting percentage, click **“Save changes”**.

Home > My courses > 測試課程03 > Setup > Gradebook(Simple)

## MoodleSET Setup

View Setup Scales Outcomes Letters Import Export

Gradebook(Simple) Gradebook(Advanced) Course grade settings Zuvio import Preferences: Grader report

Name	Weights ?
■ 測試課程03	
● 作業聲明	0.0 %
● 123	0.0 %
⚖ Course total Weighted mean of grades.	<b>0.0 %</b> Be 100%

Save changes

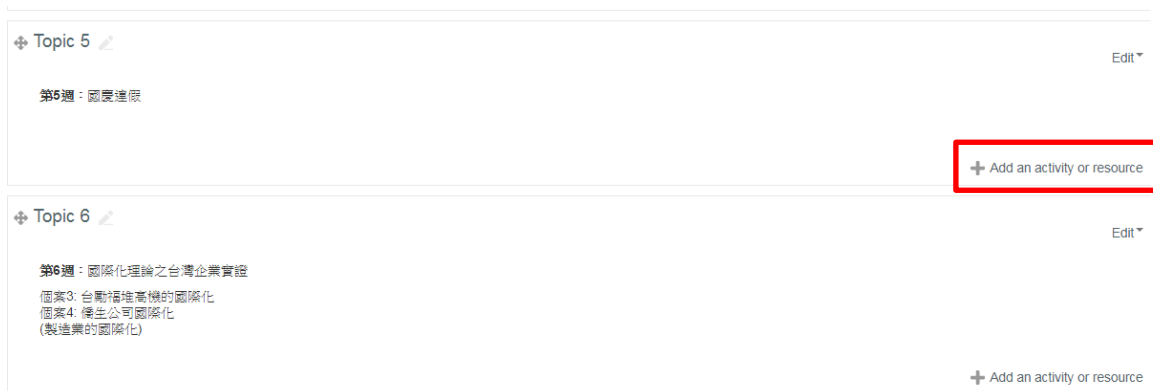
## (10) Adding a Quiz and Check the Result

After you enter a course, click “Turn editing on”.



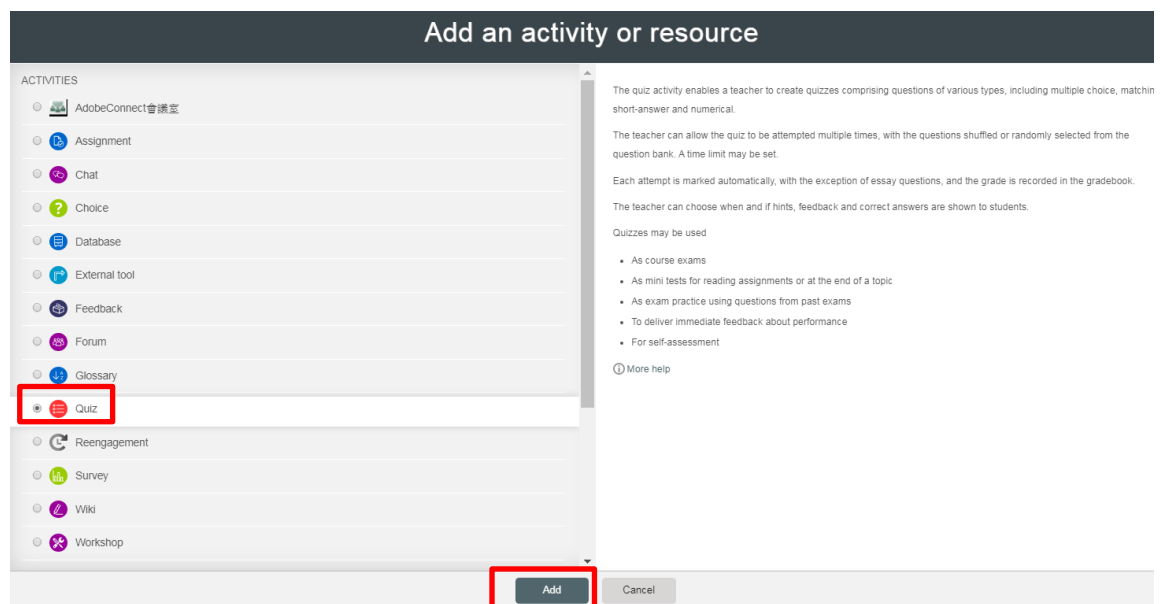
The screenshot shows the Moodle course interface for '測試課程03'. At the top, there is a navigation bar with 'Turn editing on' highlighted in a red box. Below the navigation bar, the course details are displayed, including the course name, teacher, and progress. The 'Turn editing on' button is located in the top right corner of the course page.

Click “Add an activity or resource”.



The screenshot shows the Moodle course page with two topics listed: 'Topic 5' and 'Topic 6'. The 'Add an activity or resource' button is highlighted in a red box at the bottom right of the page.

Choose “Quiz” and then click “Add”.



The screenshot shows the 'Add an activity or resource' dialog box. The 'Quiz' option is selected and highlighted in a red box. The 'Add' button is also highlighted in a red box at the bottom right of the dialog box.

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.

---

Adding a new Quiz to Topic 1

▼ General

---

Name \*

Description  Paragraph **B** *I*

Path: p

Display description on course page

▼ Timing

---

Open the quiz

25 May 2020 15 06  Enable

Close the quiz

25 May 2020 15 06  Enable

Time limit

0 minutes  Enable

When time expires Open attempts are submitted automatically

▼ Grade

---

Grade category Uncategorized

Grade to pass

Attempts allowed  Unlimited

Grading method Highest grade

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**  
0 of 1 Submitted

---

108IB\_MBA Edit

123 Edit   
**Due 1 June 2020**  
0 of 1 Submitted

---

test666 Edit   
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

- Multiple choice
- True/False
- Matching
- Short answer
- Numerical
- Essay
- Calculated
- Calculated multichoice
- 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

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

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 [?](#)

#### ▼ General


Category

Question name \*

Question text \* 


Path:

Default mark \*


General feedback [?](#) 


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

#### ▼ Answers


Choice 1   
  
Path:

Grade

Feedback   
  
Path:

Choice 2   
  
Path:

Grade

Feedback   
  
Path:

---

Question 1 Not yet answered Marked out of 1.00	1+1=? Select one: <input type="radio"/> a. 2 <input type="radio"/> b. 3
--	--



[Start again](#) [Save](#) [Fill in correct responses](#) [Submit and finish](#) [Close preview](#)

[Technical information](#)  

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

## Administration



- ▼ Quiz administration
  - Edit settings
  - Group overrides
  - User overrides
-  Edit quiz
-  Preview
- ▼ **Results**
  - **Grades**
    - Responses
    - Statistics
    - Manual grading
  - Locally assigned roles
  - Permissions
  - Check permissions

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.

test666

Separate groups: All participants

Attempts: 1

▼ What to include in the report

Attempts from enrolled users who have attempted the quiz ▼

Attempts that are

In progress  Overdue  Finished  Never submitted

Show at most one finished attempt per user (Highest grade)

Show only attempts  that have been regraded / are marked as needing regrading

▼ Display options

Page size

Marks for each question Yes ▼

Show report

Regrade all

Dry run a full regrade

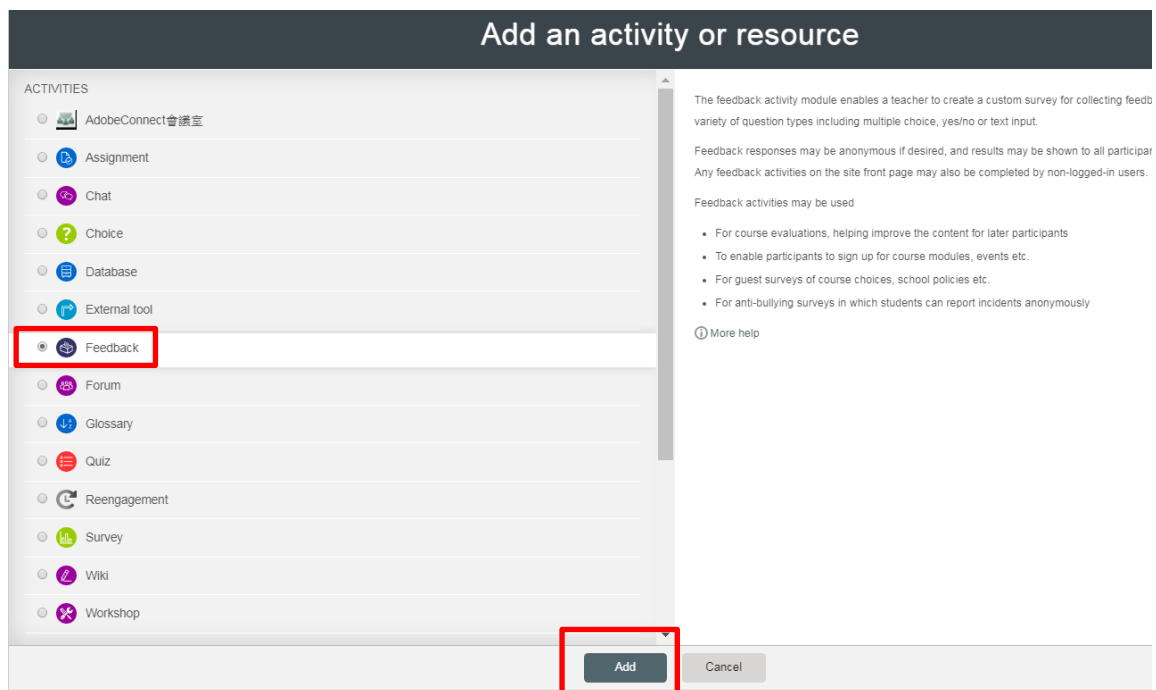
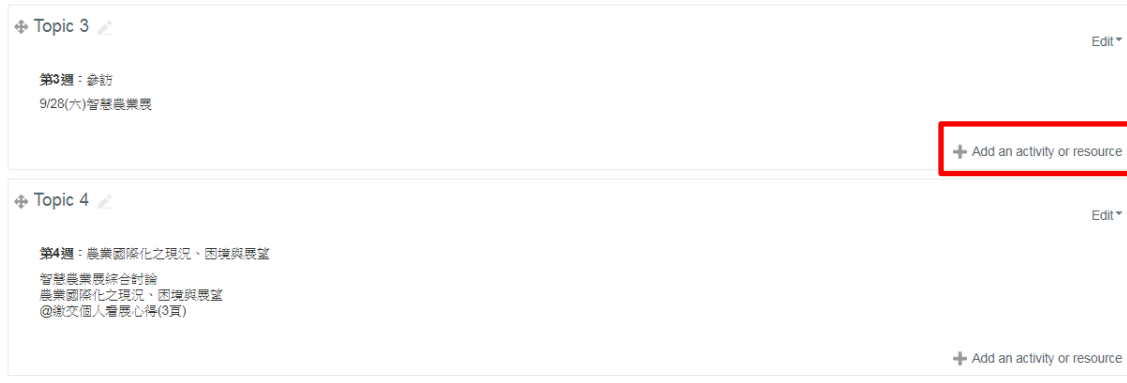
“Attempt: 1” means there is one record for this quiz in total. You may select the **“Attempts from”** option to obtain the list of users who have attempted to complete the quiz.

## (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”**.

Name: Investigation

Description: Paragraph B I H L U A S  
Investigation about moodle

Path: p

Display description on course page

Availability

Allow answers from: 25 May 2020 15:43 Enable

Allow answers to: 30 May 2020 15:43 Enable

Question and submission settings

Record user names: Anonymous

Allow multiple submissions: No

Enable notification of submissions: No

Auto number questions: No

After submission

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course Save and display Cancel

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

123  
Due 1 June 2020  
0 of 1 Submitted

test666  
1 of 2 Attempted

Investigation  
Due 30 May 2020  
0 of 2 Submitted

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

## Investigation

Overview **Edit questions** Templates Analysis Show responses

### ▼ Short text answer

Required

Question 你覺得moodle 好用嗎?

Label 1

Textfield width 30 ▼

Maximum characters accepted 5

Position 1 ▼

Save question

Cancel

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.

## Investigation

Overview **Edit questions** Templates Analysis Show responses

Add question

Choose...

(1) 你覺得moodle 好用嗎?

⚙ Edit question  
⚙ Set as required  
✕ Delete 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

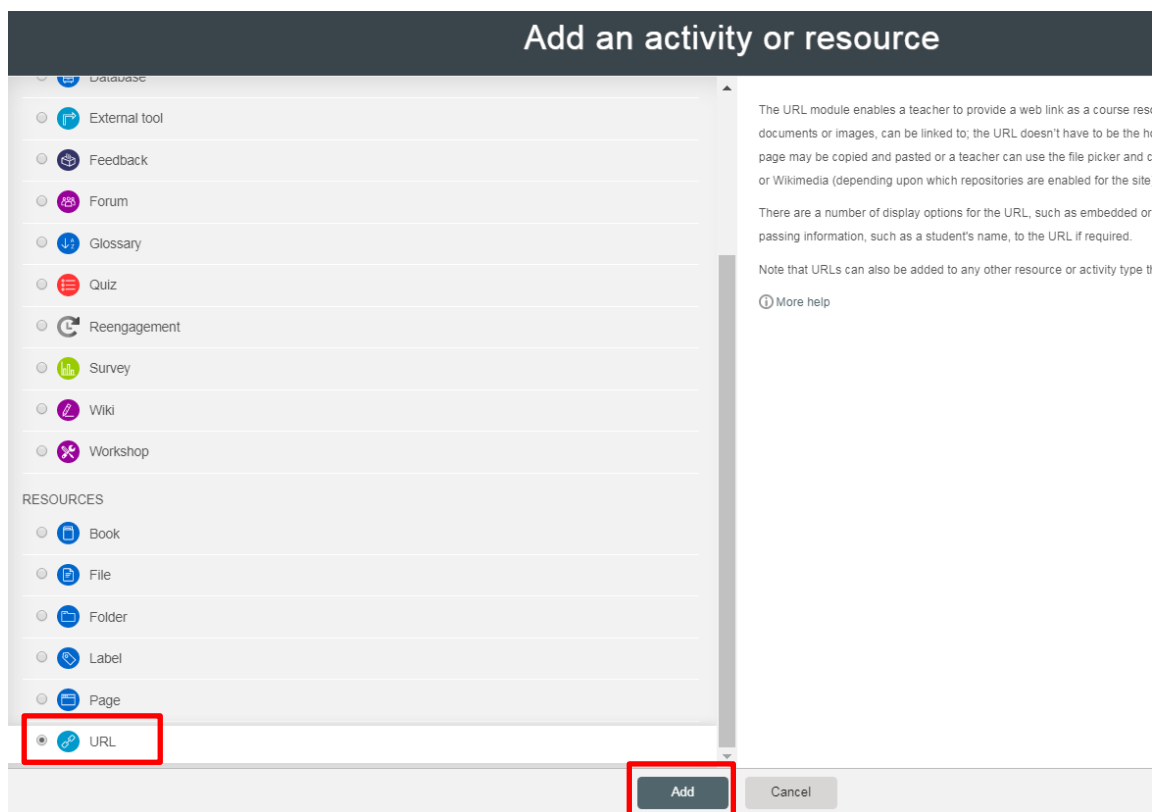
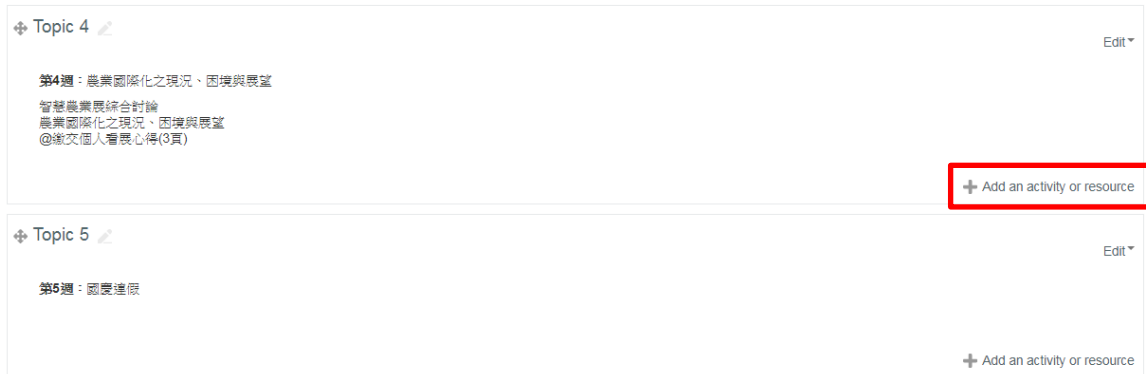


## (12) Adding a Website Link



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 Expand all

General

Name

External URL  Choose a link...

Description  Paragraph B I U Link Image Table Code

Path: p

Display description on course page

Appearance

Display Automatic

Pop-up width (in pixels)

Pop-up height (in pixels)

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

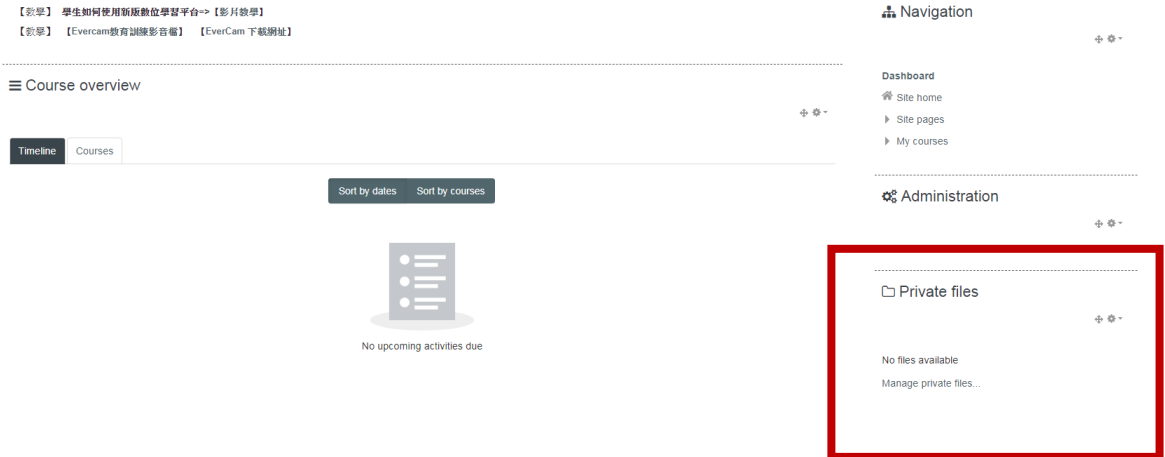
Click <https://wp.npust.edu.tw/> link to open resource.

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.

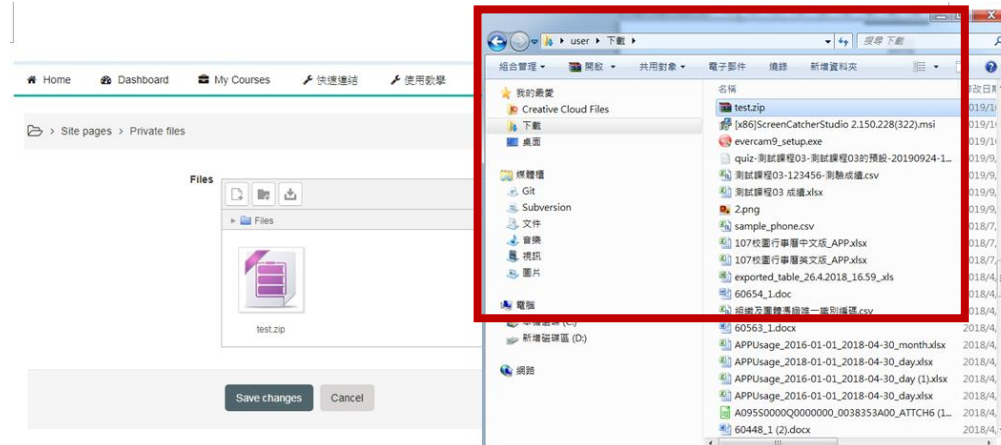
### 3. Advanced Functions

#### (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.

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

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

## (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

Edit group settings

Delete selected group

**Create group**

Auto-create groups

Import groups

Members of:

Add/remove users

General

Group name

Group ID number


Group description Paragraph **B** *I*

Path:

Enrolment key

Hide picture

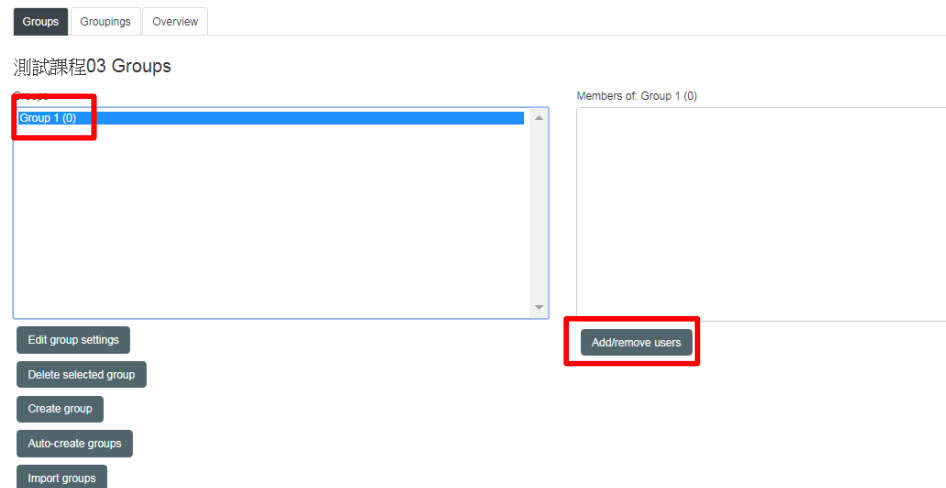
New picture  Maximum size for new files: 9.8GB



You can drag and drop files here to add them.

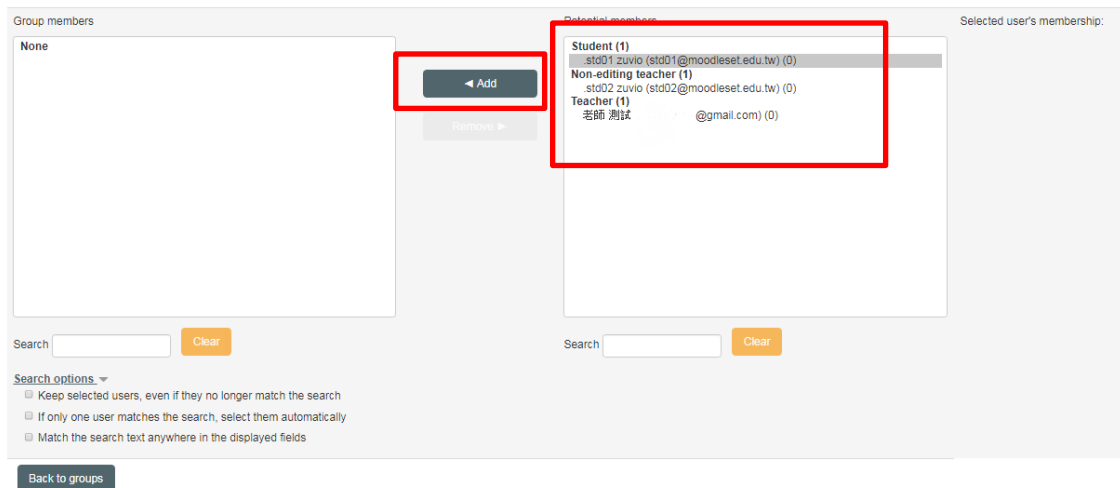
After setting the group name, click **“Save changes”**.

After clicking the newly added group, click **“Add/Remove users”**.



Select the students you want to add to the group, and then click **“Add”**.

Add/remove users: Group 1



## Add/remove users: Group 1

Group members

Non-editing teacher (1)  
std02 zuvio ( @moodleseet.edu.tw)  
Student (1)  
std01 zuvio ( @moodleseet.edu.tw)

Potential members

Teacher (1)  
老師 測試 ( @gmail.com) (0)

Selected user's membership:

Search  Clear

Search  Clear

Search options ▾

- Keep selected users, even if they no longer match the search
- If only one user matches the search, select them automatically
- Match the search text anywhere in the displayed fields

Back to groups

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.

Groups Groupings Overview

測試課程03 Groups

Groups

Group 1 (2)

Members of Group 1 (2)

Non-editing teacher  
std02 zuvio  
Student  
std01 zuvio

Edit group settings  
Delete selected group  
Create group  
Auto-create groups  
Import groups

Add/remove users



### ▼ Group submission settings

**Students submit in groups** ? Yes ▼

Require group to make submission ? No ▼

Require all group members submit ? No ▼

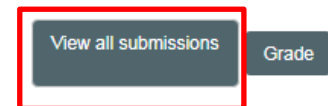
Grouping for student groups ? None ▼

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.

### Grading summary

Groups	1
Submitted	1
Due date	Monday, 1 June 2020, 12:00 AM
Time remaining	6 days 7 hours



Grading action Choose... ▼

Reset table preferences

Select	User picture	First name / Surname	Status	Group	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments	Final grade
<input type="checkbox"/>		std01 zuvio	Submitted for grading	Group 1	<b>Grade</b>	Edit	Monday, 25 May 2020, 4:49 PM	test (1).zip	Comments (0)	-		-

Notify students No ▼

Save all quick grading changes

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

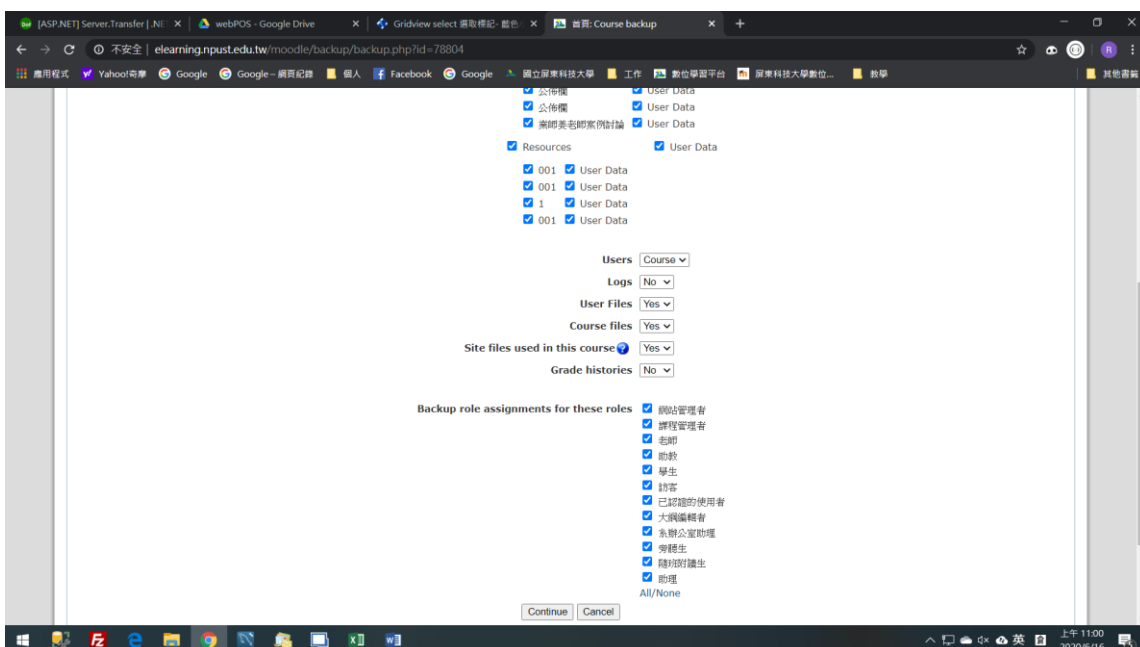
Attempts reopened	Manually
Maximum attempts	Unlimited
Attempt number	1
Allow another attempt	No ▼

### (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.

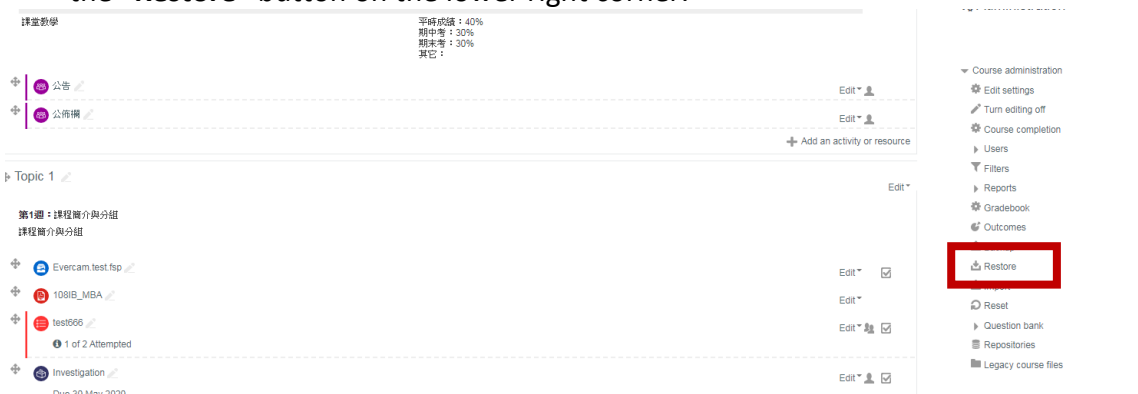


After you complete the steps, a file window appears; click the file to download it.

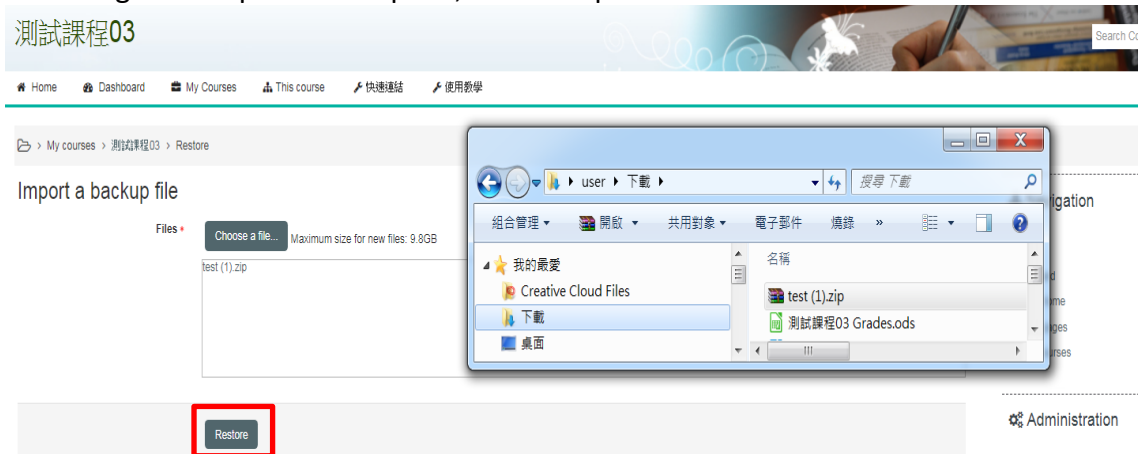
Name	Size	Modified	Action
Parent folder			
<input type="checkbox"/> _-1082_8294_-20200306-1146.zip	1.4MB	6 March 2020, 11:46 AM	Unzip List Restore Rename
<input type="checkbox"/> _-1082_8294_-20200306-1152.zip	1.4MB	6 March 2020, 11:52 AM	Unzip List Restore Rename
<input type="checkbox"/> _-1082_8294_-20200306-1159.zip	1.4MB	6 March 2020, 11:59 AM	Unzip List Restore Rename
<input type="checkbox"/> backup-1082_8294_-20200616-1046.zip	1.4MB	16 June 2020, 10:47 AM	Unzip List Restore Rename
<input type="checkbox"/> restorelog.html	648 bytes	18 February 2020, 04:33 PM	Edit Rename

With chosen files...  
Make a folder      Select all    Deselect all      Upload a file

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.

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 > Restore

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

Backup details

The selected file is not a standard Moodle backup file. The restore process will try to convert the backup file into the standard format and then restore it.

Format Moodle 1  
Type Course

Continue

Select “Merge the backup course into this course”, and then press “Continue”.

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 > Restore

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

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

Continue

#### Restore into an existing course

- Merge the backup course into the existing course
- Delete the contents of the existing course and then restore

Select a course

Course short name	Course full name
<input type="radio"/> (1081)Ecology(3014)	(1081)Ecology(3014)
<input type="radio"/> 測試課程02	測試課程02
<input type="radio"/> 測試課程01	測試課程01

Search

Continue

Click “Next”.

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 > Restore

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

### Restore settings

- Include enrolled users  X
- Include enrolment methods  ▼
- Include user role assignments  X
- Include activities and resources 
  - Include blocks
  - Include filters  X
- Include comments  X
- Include badges  X
- Include calendar events  X
- Include user completion details  X
- Include course logs  X
- Include grade history  X
- Include groups and groupings
- Include competencies  X 蟲

Cancel 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.

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 > Restore

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

### Course settings

Overwrite course configuration  ▼

Course name  Overwrite




Course short name  Overwrite

Course start date  📅

Select All / None (Show type options)

Section 0 <input checked="" type="checkbox"/>	User data	No
公佈欄 <input checked="" type="checkbox"/>	-	No
Section 1 <input checked="" type="checkbox"/>	User data	No
Section 2 <input checked="" type="checkbox"/>	User data	No
課程定義與類型 <input checked="" type="checkbox"/>	-	No
Section 3 <input checked="" type="checkbox"/>	User data	No
課程的基礎 <input checked="" type="checkbox"/>	-	No

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

Administration



Course administration

- Edit settings
- Turn editing off
- Course completion
  - Users
- Filters
- Reports
- Gradebook
- Outcomes
- Backup
- Restore
- Import**
- Reset
- Question bank
- Repositories
- Legacy course files

After entering the B course, click the “Import” function on the lower right corner.

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 > Import

Find a course to import data from:

Select a course Total courses: 4

Course short name	Course full name
<input type="radio"/> (1081)Ecology(3014)	(1081)Ecology(3014)
<input type="radio"/> 測試課程03	測試課程03
<input type="radio"/> 測試課程02	測試課程02
<input type="radio"/> 測試課程01	測試課程01

Search

Continue

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”.



## 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 > Import

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

### Import settings

- Include activities and resources
- Include blocks
- Include filters
- Include calendar events
- Include question bank
- Include groups and groupings
- Include competencies

Cancel

Next

Jump to final step

Confirm the items to be imported, and click “Next”.

## 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 > Import

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

### Include:

Select All / None (Show type options)

General

公告

測驗01

回饋單1

作品

aaaa

問卷測試

回饋單測試

公佈欄

公佈欄

Assignment test 2020

公告

2 March - 8 March

第一個作業測試

After confirmation, click “Perform import”.