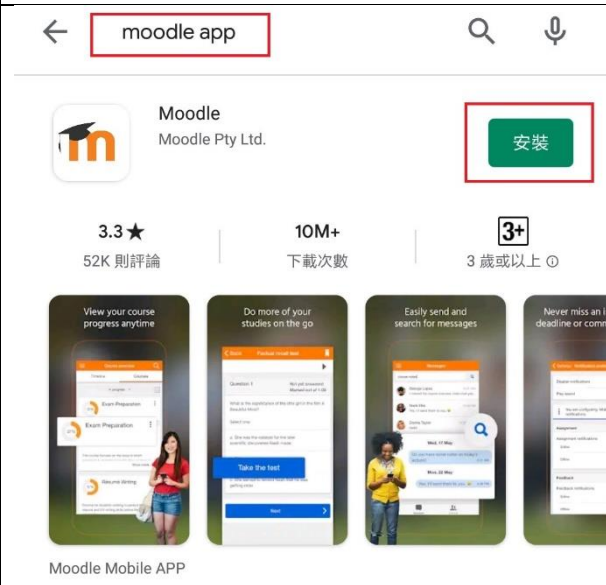
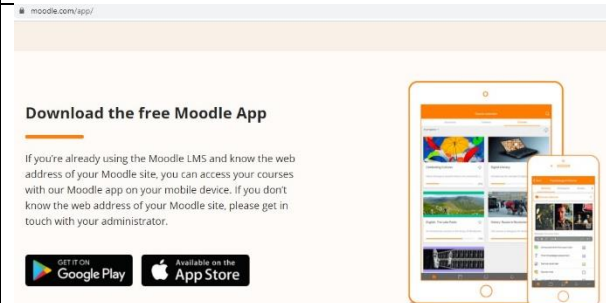


User Guide – Using Moodle App for Mobile Devices (for PCE Teachers)

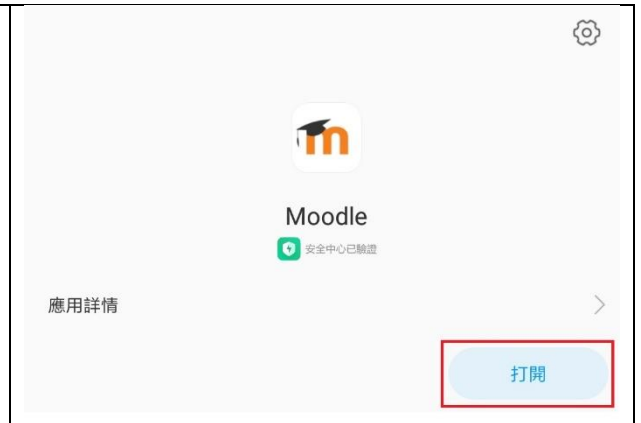
- A. Install Moodle App for Mobile Devices
- B. Login
- C. General Settings about Messages and Notifications
- D. View Calendar
- E. View Course Materials and Download Course for Offline Viewing
- F. Message and Chatting
- G. Send a Group Message or Make an Announcement to All Students
- H. Setting up Course Event Reminders
- I. Support

IMPORTANT: Please visit our ‘eLearning for teachers’ page frequently for any updates on eLearning arrangement:
<http://cuscs.hk/elearning-support>

A. Install Moodle App for Mobile Devices

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

4. Click “Open” after installed.

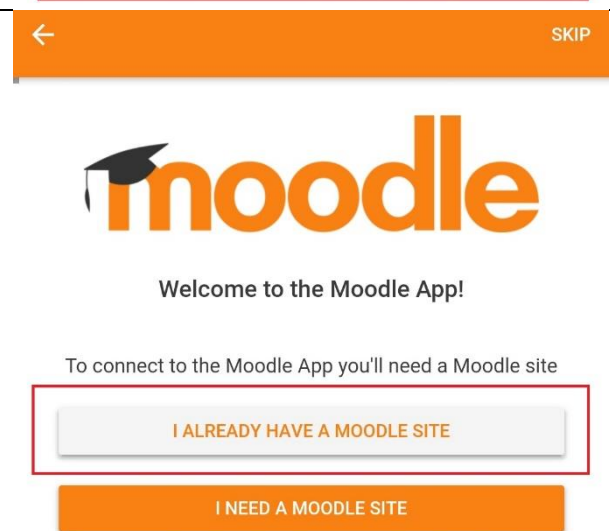


B. Login

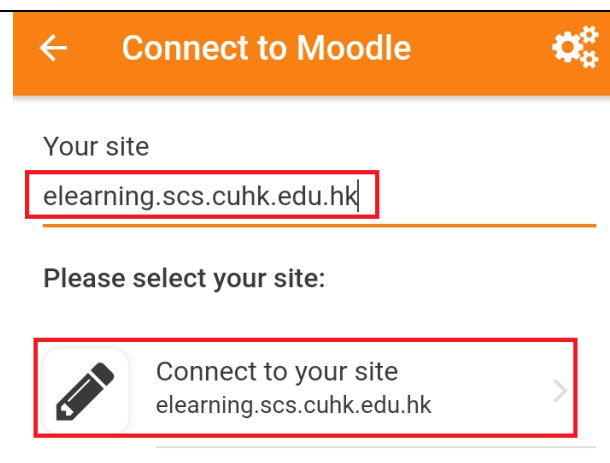
1. For teachers, click “I’m an educator”.



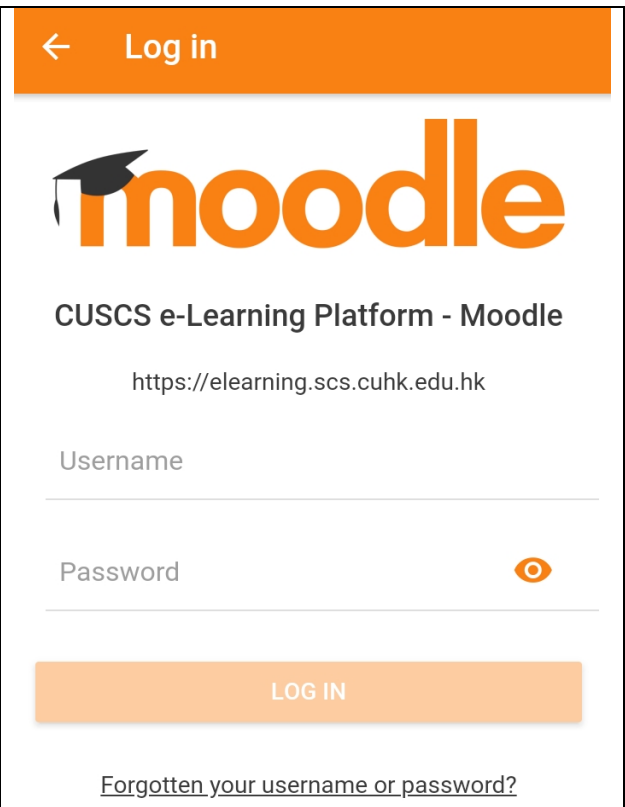
2. Click “I already have a moodle site”.



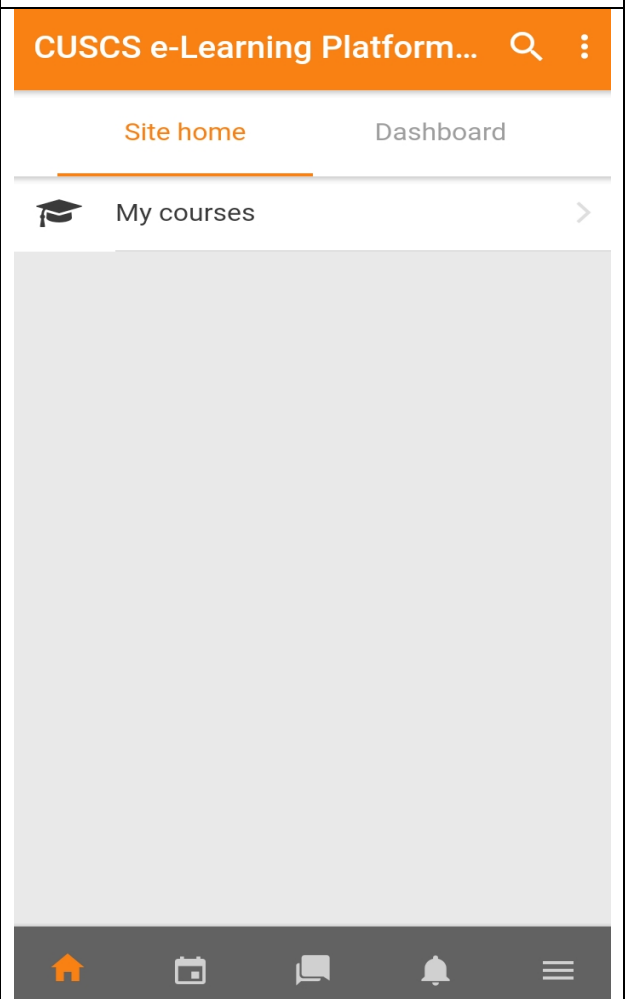
3. Input “elearning.scs.cuhk.edu.hk”. Click “Connect to your site”.



4. Input your username and password. Click “Log in”.

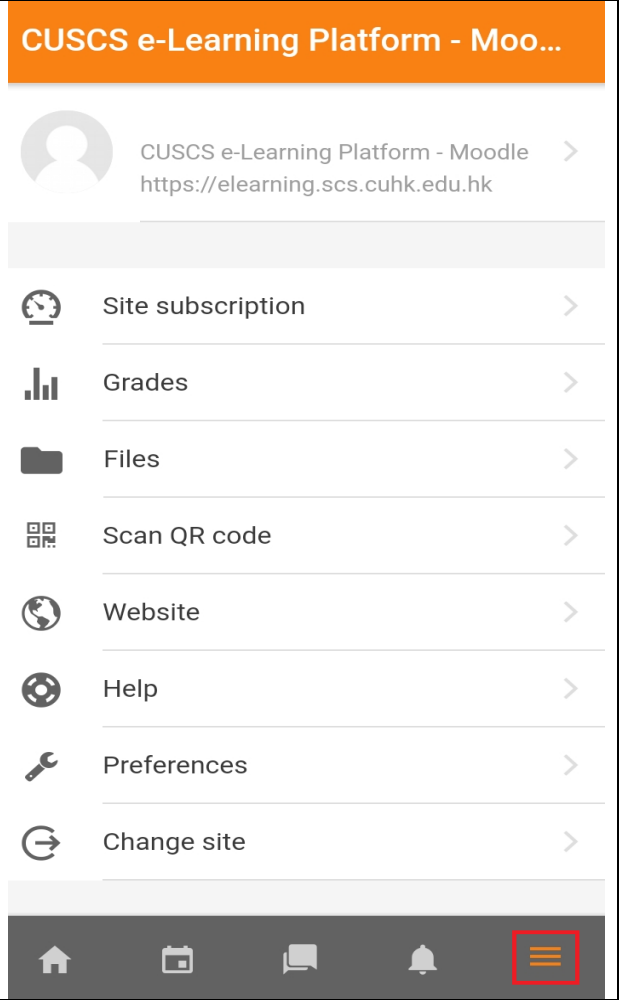


5. After login successfully, you should be able to browse the course details.




C. General Settings about Messages and Notifications









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



2. Click your name to view and edit personal profile.

CUSCS e-Learning Platform - Moo...


 CUSCS e-Learning Platform - Moodle <https://elearning.scs.cuhk.edu.hk>

-  Site subscription >
-  Grades >
-  Files >
-  Scan QR code >
-  Website >
-  Help >
-  Preferences >
-  Change site >



3. Click the “Edit” button to upload a profile picture. Click “Details” to view your basic information.

 Brian Tsang



 Brian Tsang
 HK, Hong Kong









 Message

 **Details** >

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

CUSCS e-Learning Platform - Moo...

 CUSCS e-Learning Platform - Moodle >
https://elearning.scs.cuhk.edu.hk



-  Site subscription >
-  Grades >
-  Files >
-  Scan QR code >
-  Website >
-  Help >
-  **Preferences** >
-  Change site >







5. Click "Messages" to edit Messages settings.

← Preferences

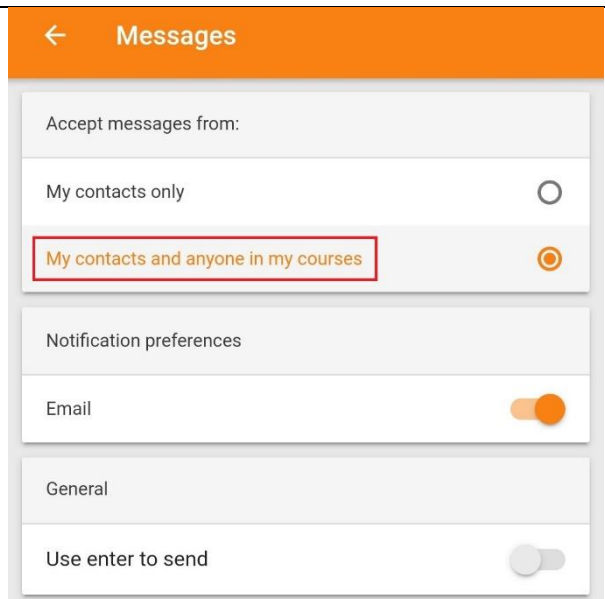
CUSCS e-Learning Platform - Moodle
https://elearning.scs.cuhk.edu.hk

-  **Messages** >
-  Notifications >

Space usage  19.38 KB 

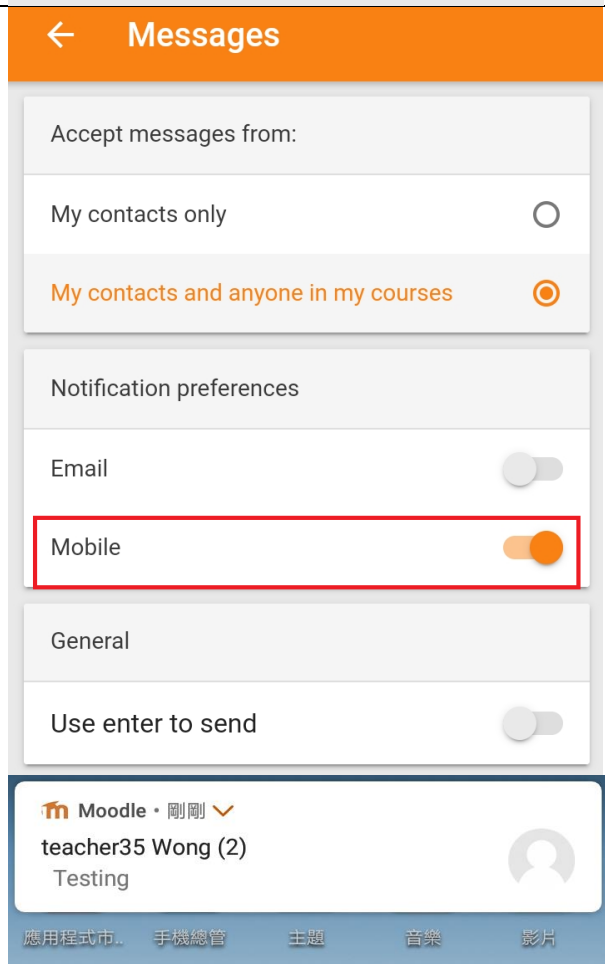
Synchronise now  

6. For “Accept messages from”, choose “My contacts and anyone in my courses”.

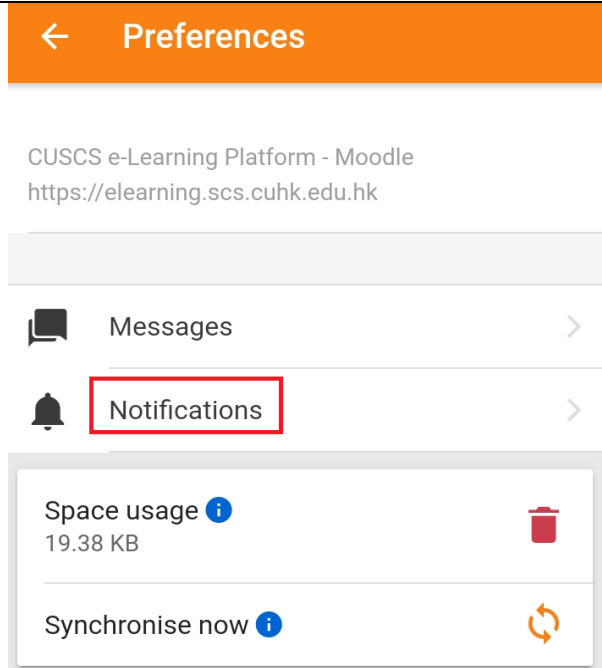


7. To enable “Push Notification to Students’ Mobile” feature, set “Notification preferences > Mobile” ON (default “on”).

If it is ON, once you make an announcement or a message to students, students would receive a notification from their mobile phone.

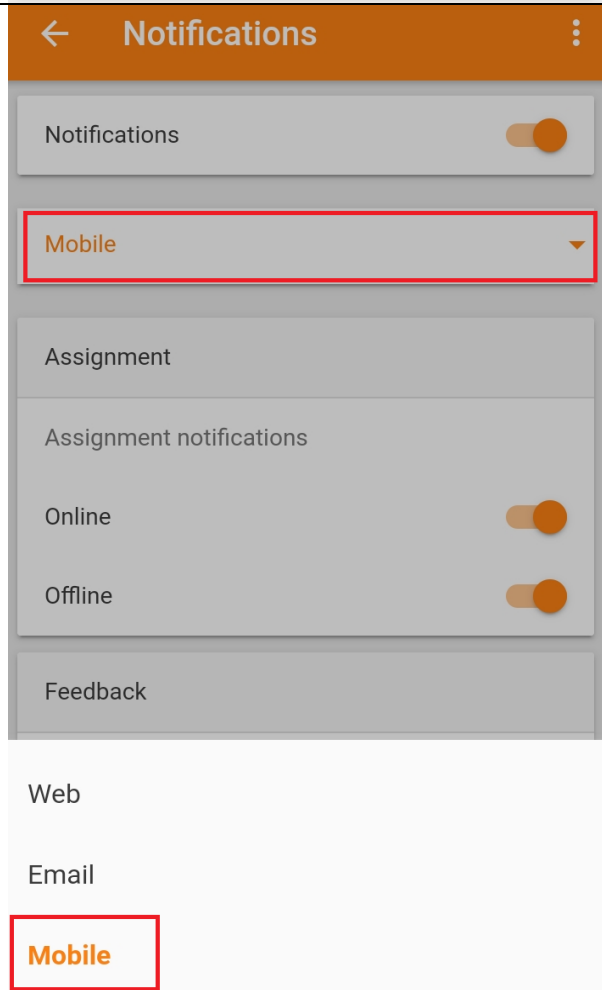


8. Back to “Preferences”. Click “Notifications” to edit Notifications settings.












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

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








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


CUSCS e-Learning Platform - Moo...

-  Site subscription >
-  Grades >
-  Files >
-  Scan QR code >
-  Website >
-  Help >
-  Preferences >
-  Change site >
-  **App settings** >

11. Click “General” to edit General settings.

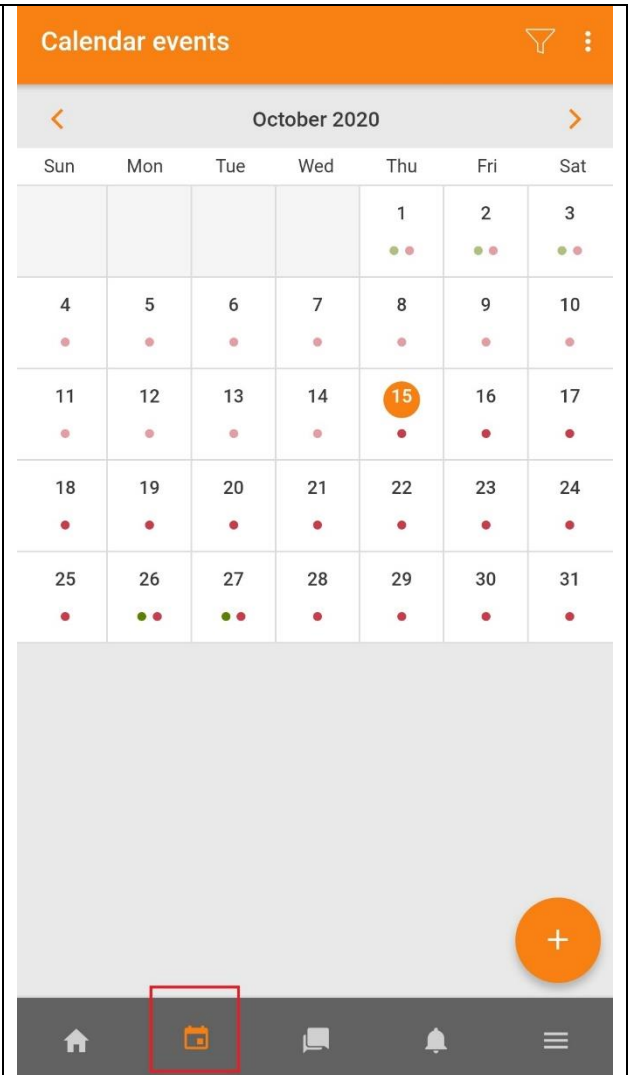
-  **App settings**
-  **General** >
-  Space usage >
-  Synchronisation >
-  About >

12. You could set Language, Text size and Color scheme here.

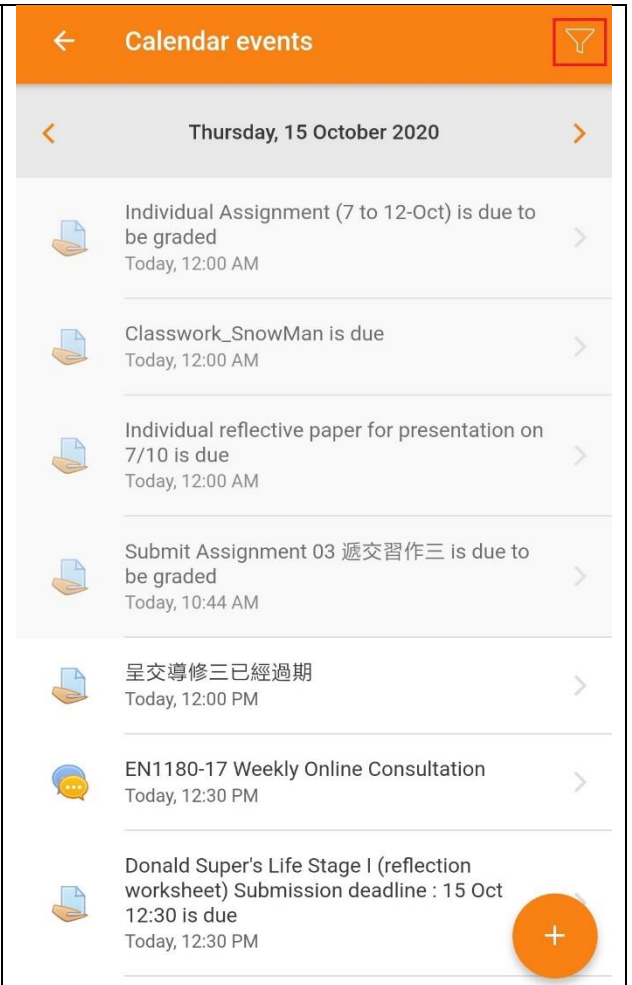
-  **General**
- Language English ▼
- Text size A A A
- Color Scheme Light ▼
- Enable text editor
If enabled, a text editor will be available when entering content.
- Display debug messages
If enabled, error modals will display more data about the error if possible.

D. View Calendar

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



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

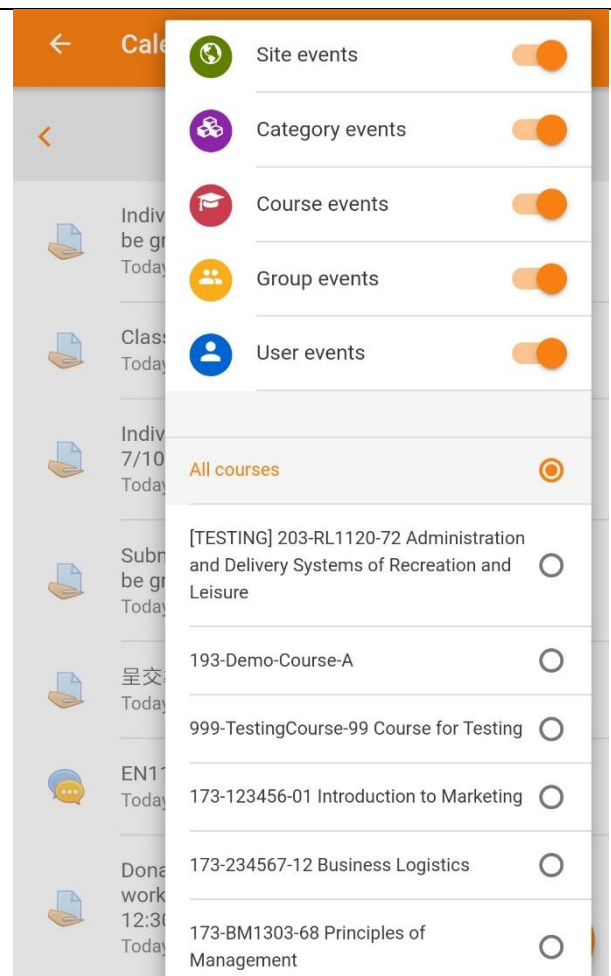


The screenshot shows a mobile calendar interface with an orange header. The title is "Calendar events" with a back arrow on the left and a filter icon on the right. Below the header, the date "Thursday, 15 October 2020" is displayed with left and right navigation arrows. A list of events follows, each with a document icon and a right-pointing arrow:

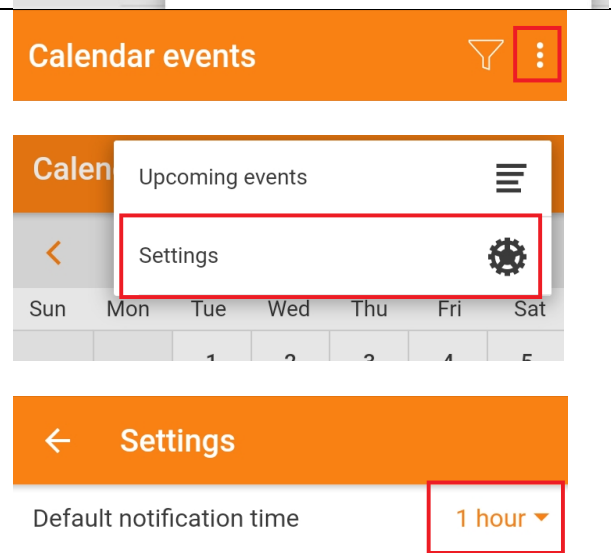
- Individual Assignment (7 to 12-Oct) is due to be graded
Today, 12:00 AM
- Classwork_SnowMan is due
Today, 12:00 AM
- Individual reflective paper for presentation on 7/10 is due
Today, 12:00 AM
- Submit Assignment 03 遞交習作三 is due to be graded
Today, 10:44 AM
- 呈交導修三已經過期
Today, 12:00 PM
- EN1180-17 Weekly Online Consultation
Today, 12:30 PM
- Donald Super's Life Stage I (reflection worksheet) Submission deadline : 15 Oct 12:30 is due
Today, 12:30 PM

An orange circular button with a white plus sign is located at the bottom right of the event list.

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



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

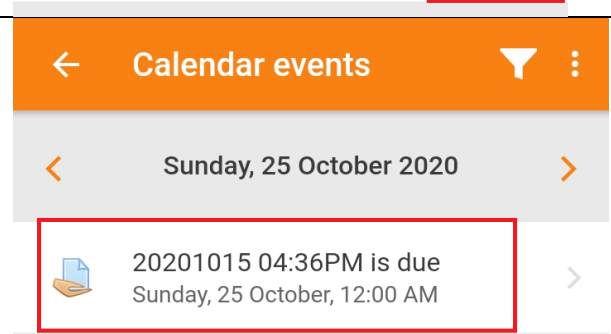


5. If you need to add a reminder, you can pick an event, click “Set a new reminder”.

Select a Date and click “ADD”.


You can find a new reminder in this event.

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



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

Reminders


Default (Saturday, 24 October 2020, 11:00 PM) 

SET A NEW REMINDER

	CANCEL	ADD
18	15	28
19	16	29
20	17	30
21	18	31
22	19	32

Reminders

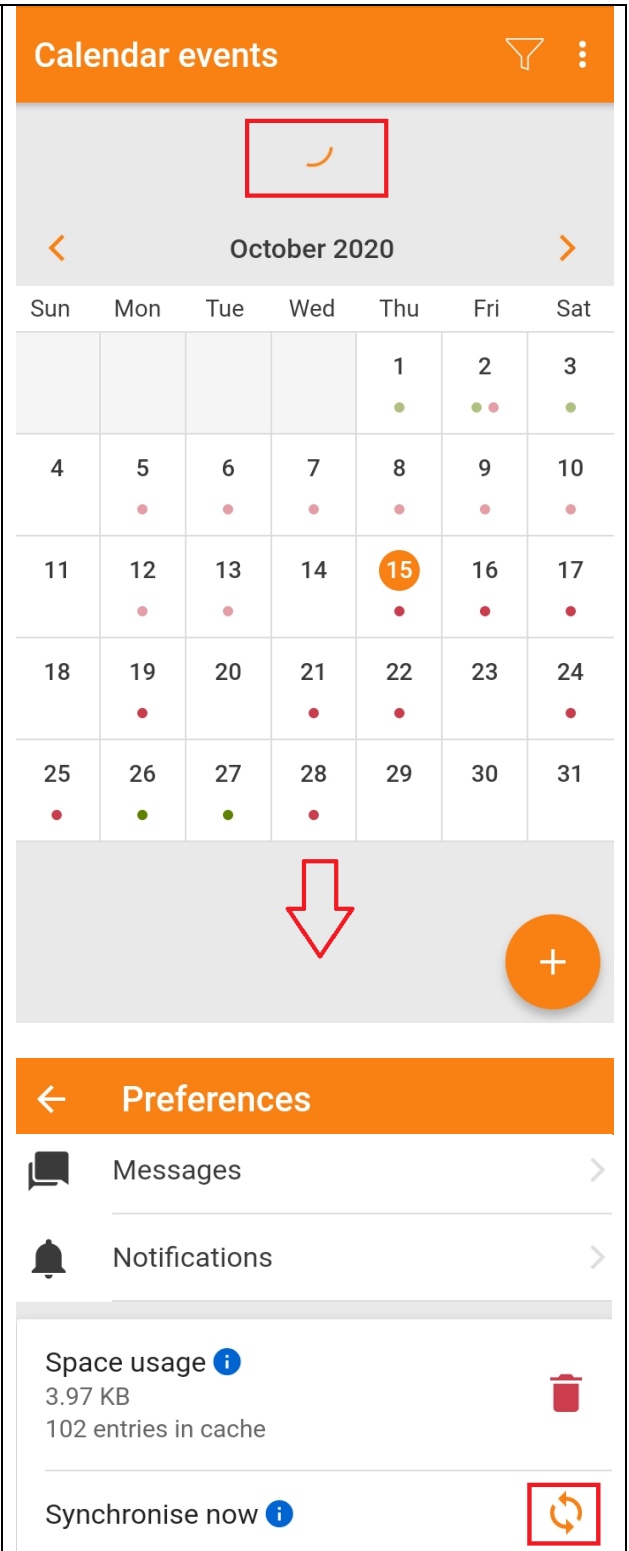
Default (Saturday, 24 October 2020, 11:00 PM) 

Tuesday, 20 October 2020, 5:30 PM 

SET A NEW REMINDER

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

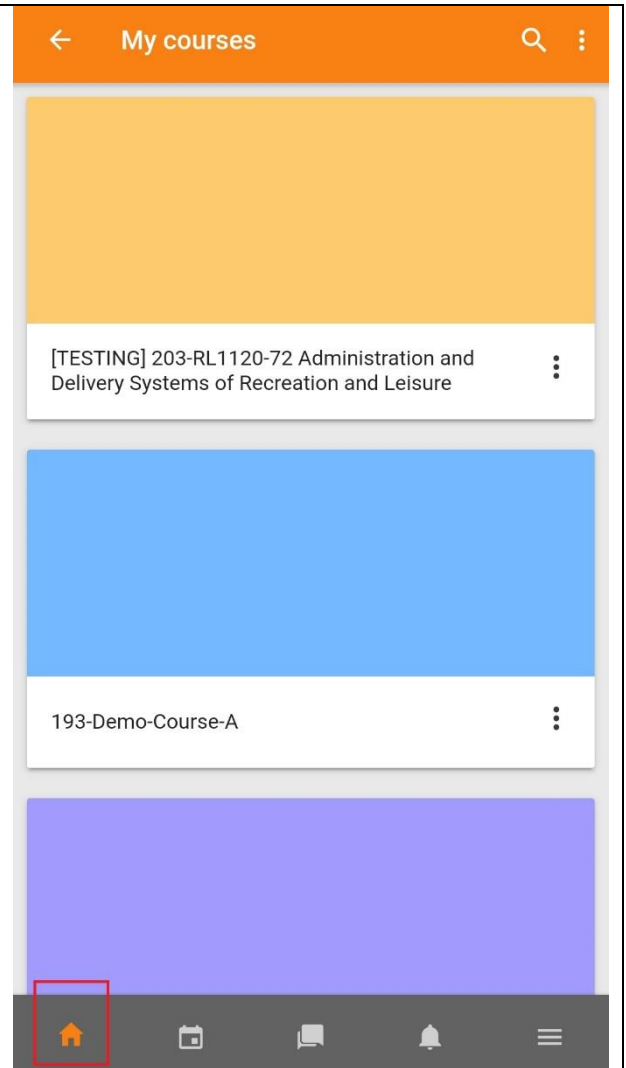
You also can click “Synchronise now” at Preferences.



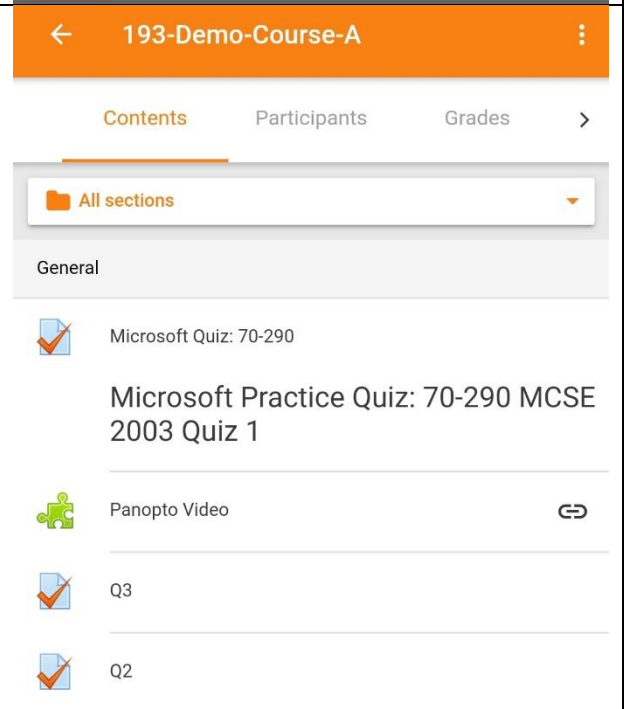
The screenshot shows two parts of the Moodle App interface. The top part is the 'Calendar events' screen, which displays a calendar for October 2020. A red box highlights a refresh icon (a curved arrow) at the top of the calendar view. Below the calendar is a large red arrow pointing downwards, indicating a pull-to-refresh action. The bottom part of the screenshot shows the 'Preferences' screen. A red box highlights the 'Synchronise now' button, which is represented by a circular refresh icon.

E. View Course Materials and Download Course for Offline Viewing

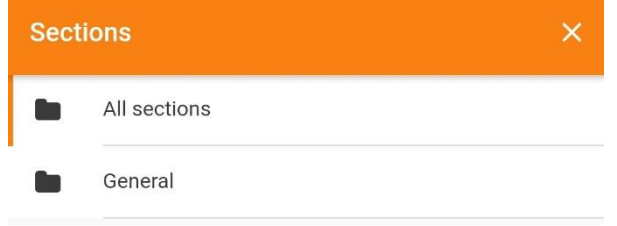
1. Click the “Home” icon at the bottom left hand corner. All “My courses” would be listed. Pick one to view the details.



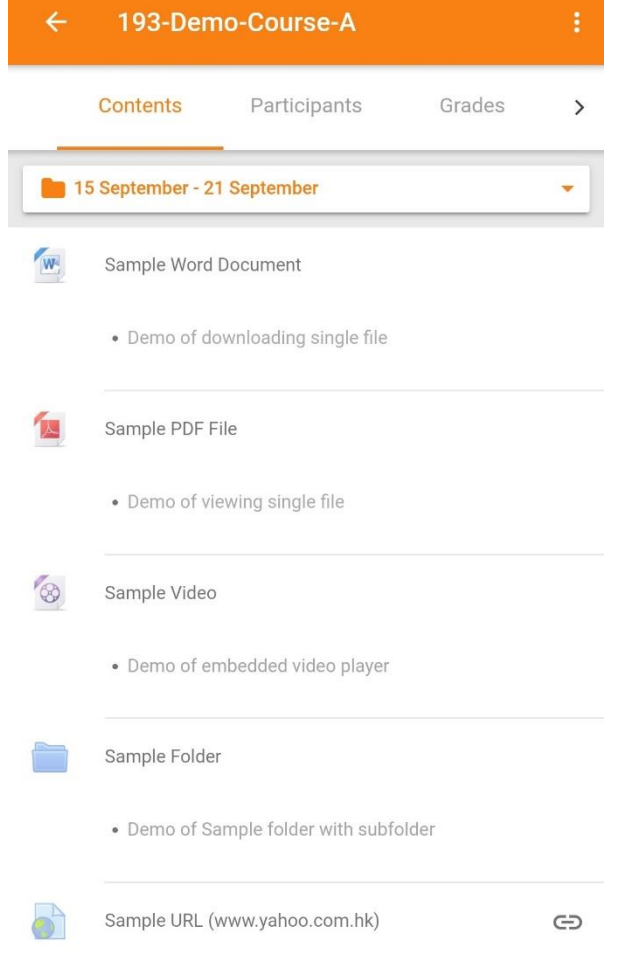
2. Course contents of all sections would be shown.



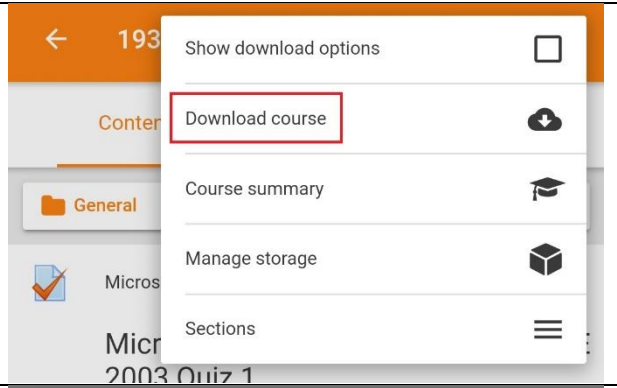
3. You could switch to a particular section.



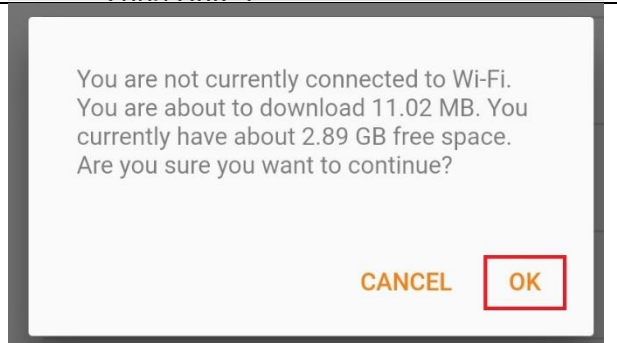
4. Course materials of one section would be shown.



5. Click the “three dots” icon at the top right hand corner. You could download the course so that you could view them when offline.

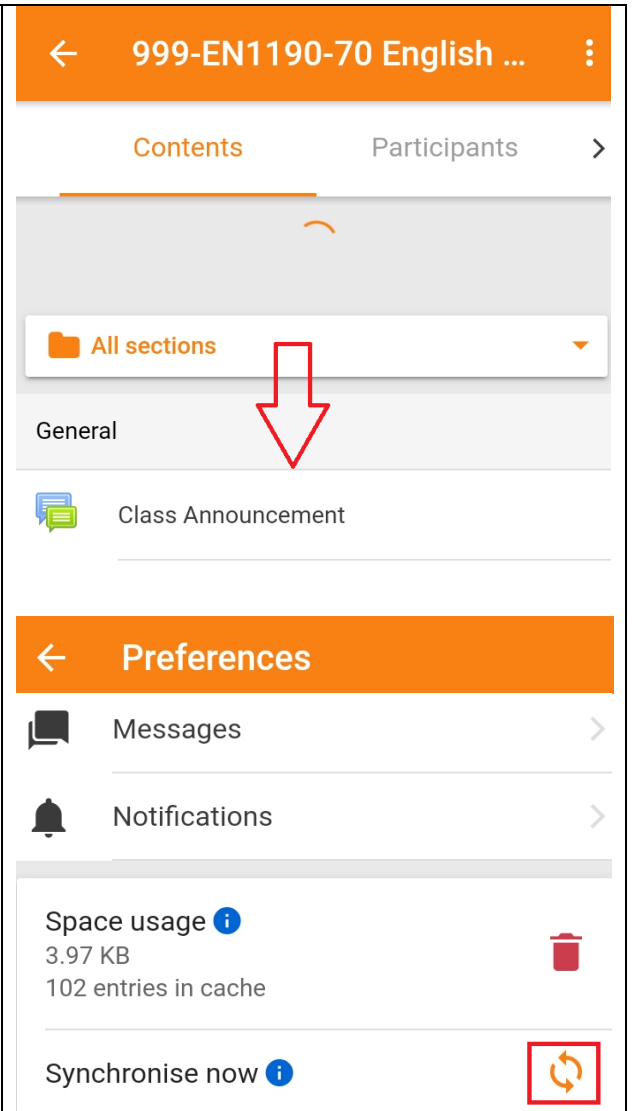


6. Click “OK” to download the course materials to your mobile device.

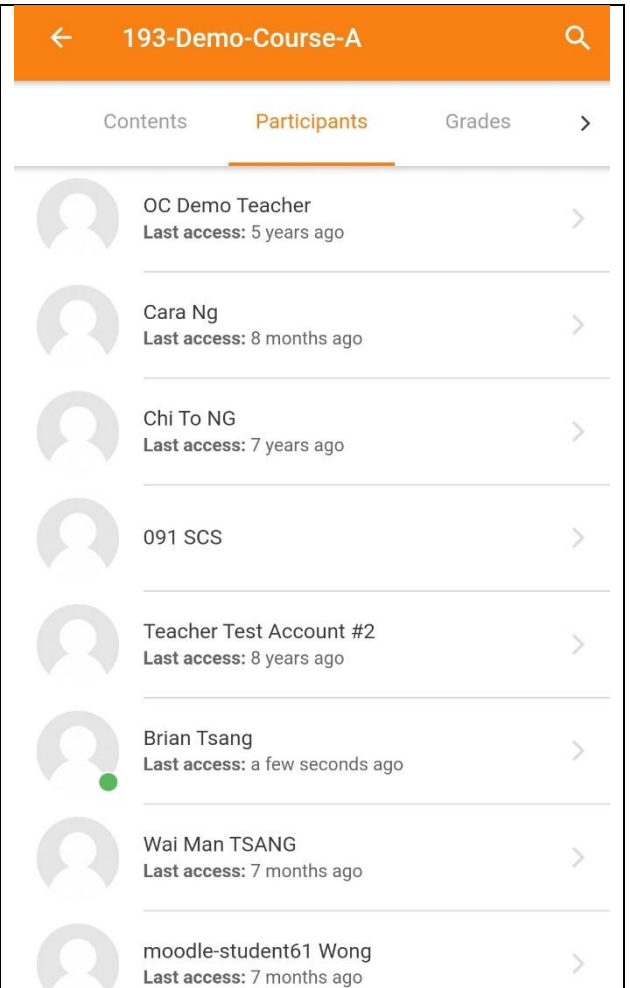


7. If you can view some sections' activities in the Calendar at Moodle Website but not in Moodle App, you can pull down "All sections". The Moodle App calendar would be synchronised from Moodle Website.

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



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

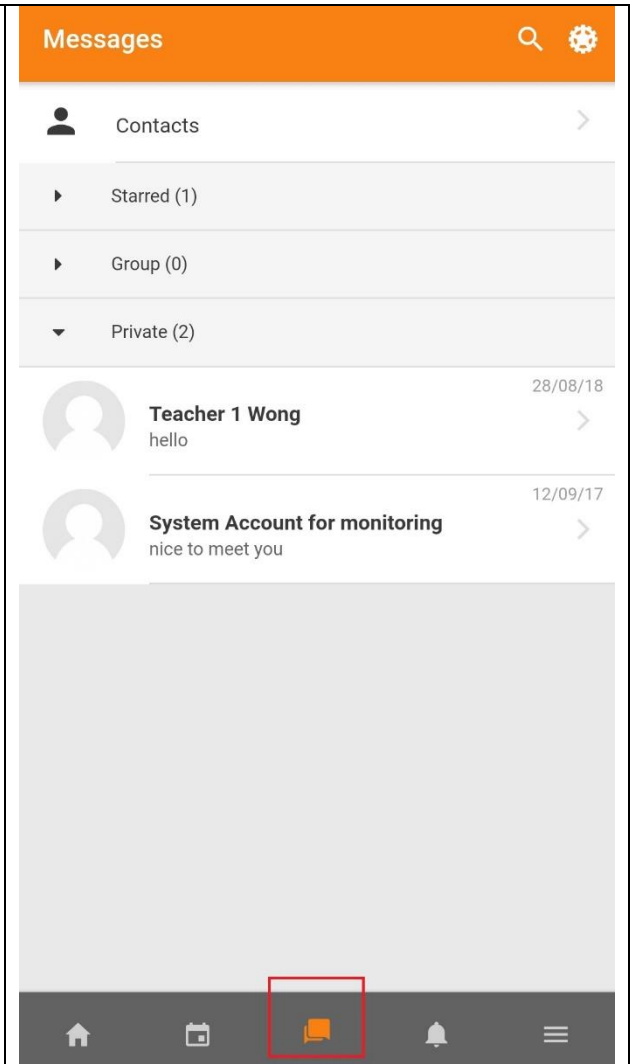


The screenshot shows a mobile interface for a Moodle course. At the top, there is an orange header with a back arrow, the course name '193-Demo-Course-A', and a search icon. Below the header, there are three tabs: 'Contents', 'Participants' (which is selected and highlighted with an orange underline), and 'Grades'. The 'Participants' tab displays a list of users with their names and last access times. Each entry includes a grey profile icon, the user's name, and the text 'Last access: [time] ago'. A right-pointing chevron is visible at the end of each entry.

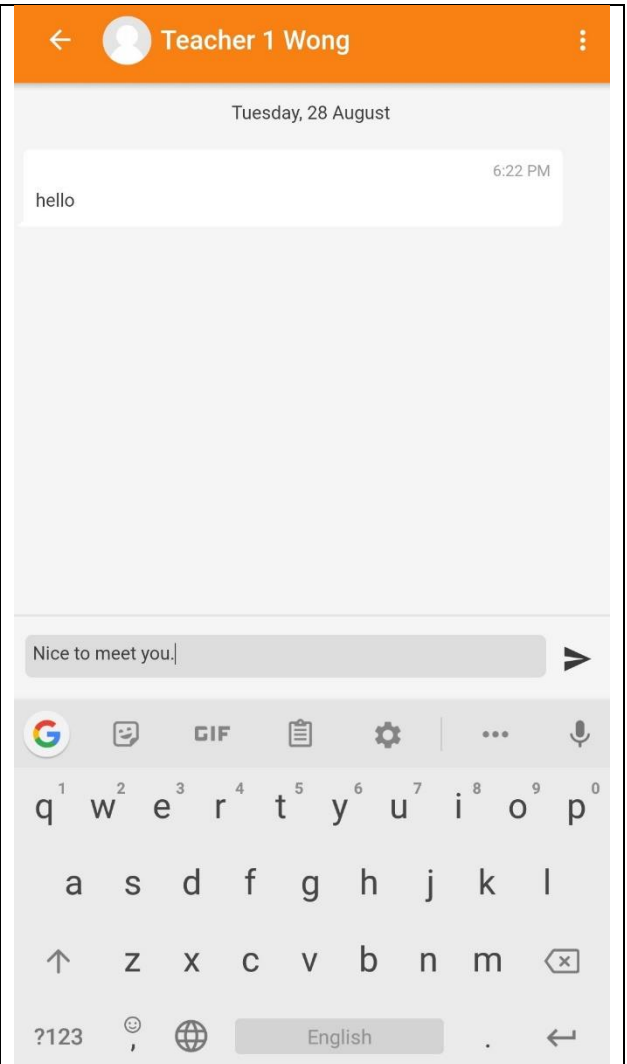
Participant Name	Last Access
OC Demo Teacher	5 years ago
Cara Ng	8 months ago
Chi To NG	7 years ago
091 SCS	
Teacher Test Account #2	8 years ago
Brian Tsang	a few seconds ago
Wai Man TSANG	7 months ago
moodle-student61 Wong	7 months ago

F. Message and Chatting

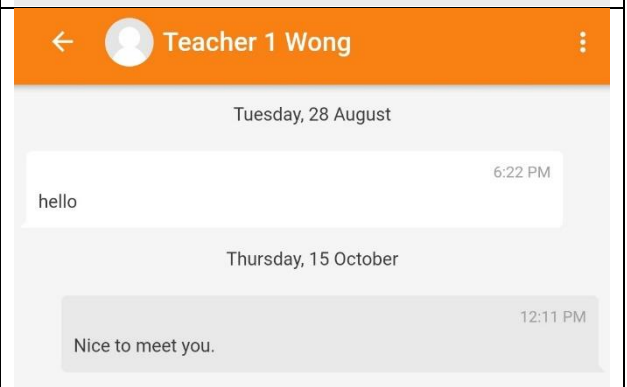
1. Click the “Message” icon at the bottom. Teachers and students are listed. Messages from them are shown.



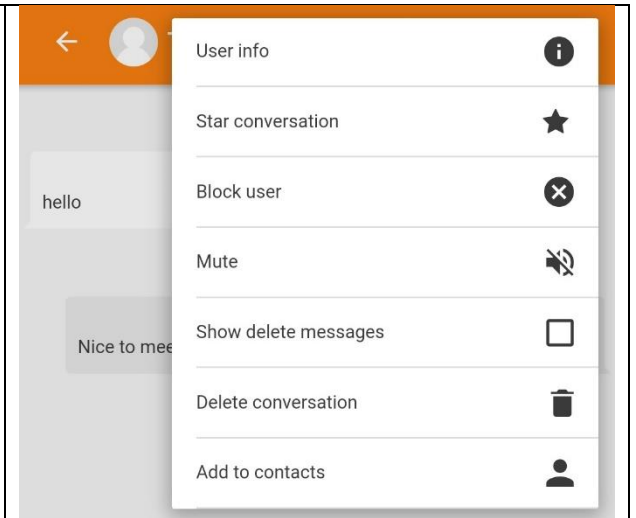
2. Pick one message to reply.



3. And you could see the results.



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

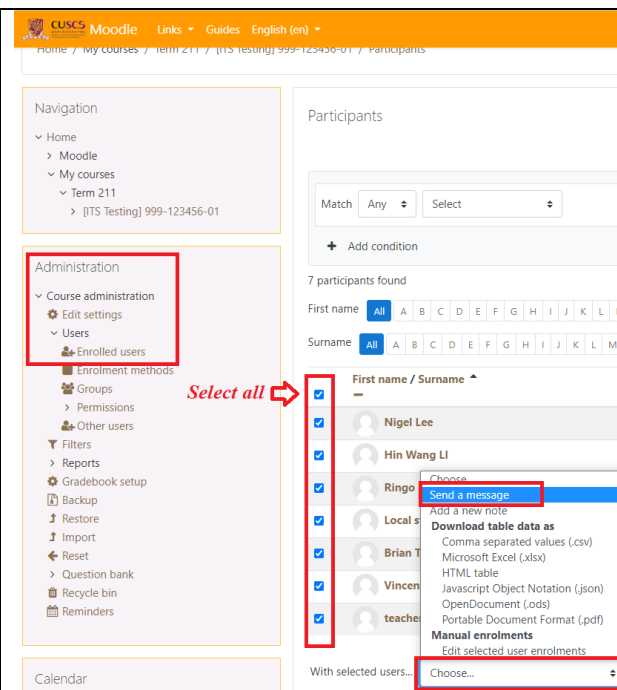


G. Send a Group Message or Make an Announcement to All Students

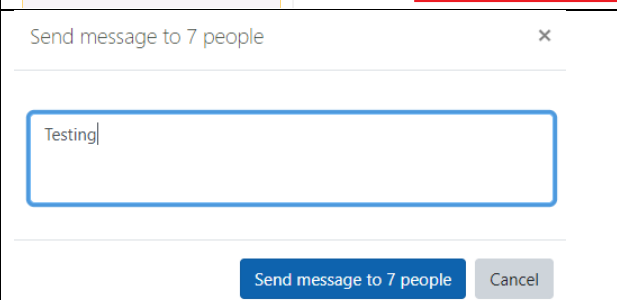
1. To send a group message to all students, you need to use Moodle web version.

Choose a course and then browse Administration section on the left hand side. Expand Course administration > Click Edit settings > Users > Enrolled users.

Select all students. At “With selected users”, click “Choose...” and then “Send a message”.



2. Type the message and click “Send message to N people”.

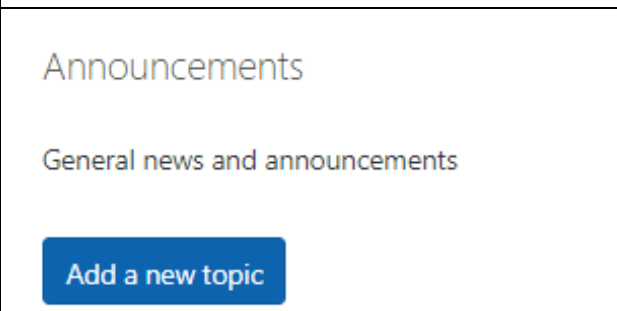


3. To make an announcement to all students, you need to use Moodle web version.

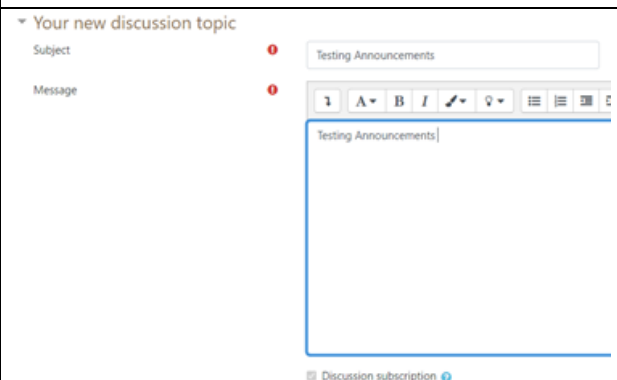
Click “Turn editing on” on top right hand corner. Click “Announcements”.



4. Click “Add a new topic”.



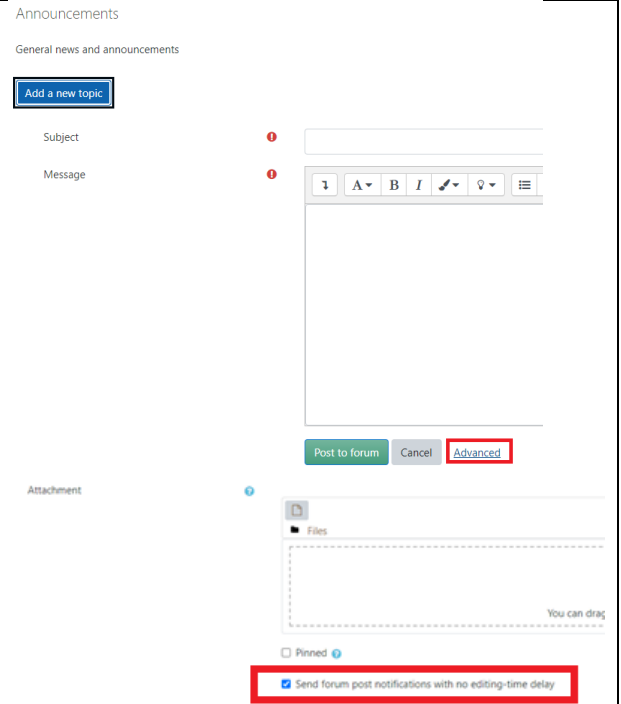
5. Input Subject and Message.



6. Before clicking “Post to forum”, click “Advanced” and then choose “Send forum post notification with no editing-time delay”.

If you have chosen, students would receive the notification of announcement via their mobile phone around 15 mins.

If you don’t click, the time would be 15 + 30 mins, because by design there would be 30 mins buffer time for you to edit the announcement.

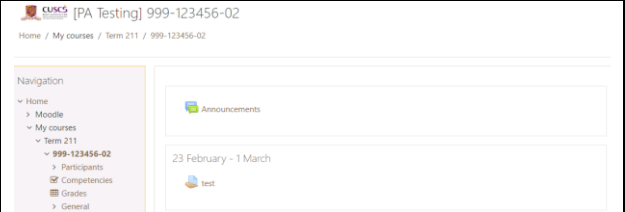


The screenshot shows the Moodle 'Add a new topic' form. The 'Advanced' button is highlighted with a red box. Below the 'Message' field, the 'Send forum post notifications with no editing-time delay' checkbox is also highlighted with a red box. The 'Post to forum' button is highlighted with a green box. The 'Attachment' section shows a 'Files' area with a dashed border and the text 'You can drag'.

Moodle • 剛剛 ✓
[ITS Testing] 999-123456-01: Testing An...
teacher35 Wong posted in [ITS Testing] 9..

H. Setting up Course Event Reminders

1. Suppose you have created an assignment to students, you could setup a reminder for students.



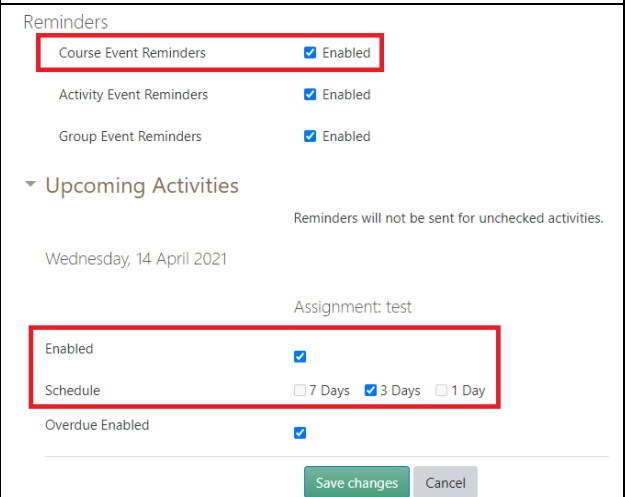
2. At “Administration” section on the left hand side, expand “Course Administration” and click “Reminders”.



3. By default, “Course Event Reminders” is ON.

For each course event, eg. an assignment, you could configure whether a reminder should be sent to students.

By default this feature is ON with a schedule of 3 days for all course event. You could change the setting for each course event according to your need.





I. Support

For Moodle related enquiries, please write to:

moodle-admin@scs.cuhk.edu.hk

eLearning Support for Teachers:

<http://www.scs.cuhk.edu.hk/en/page/detail/1575>

External references on using Moodle (PCE (Part-time Programme and Short Course) teachers):

<https://elearning.scs.cuhk.edu.hk/mod/page/view.php?id=651>