CUSCS Moodle Cheat Sheet for Teachers http://moodle.scs.cuhk.edu.hk

Where to create?

Profile
Edit personal particulars

Navigation Bar

Navigation Block
- Access to Participants list
- Quick access to your courses
- Quick access to other Moodle locations

Turn editing on
Start organizing your course content

Administrator Block
- Change course settings
- Change resource settings
- Import course contents
- Manage students, groups and groupings

Content-Related Blocks
- Event Calendar
- Course news & recent activity

Course Content

Drag to move section

15 December - 21 December

Show or Hide section

Edit summary

Drag to move resource

Sample PDF File

Show menu

Edit resource title

Add files, links, assignments, etc.

Increase/Reduce number of sections

Edit settings
→ Move right
Hide
Duplicate
Assign roles
Delete
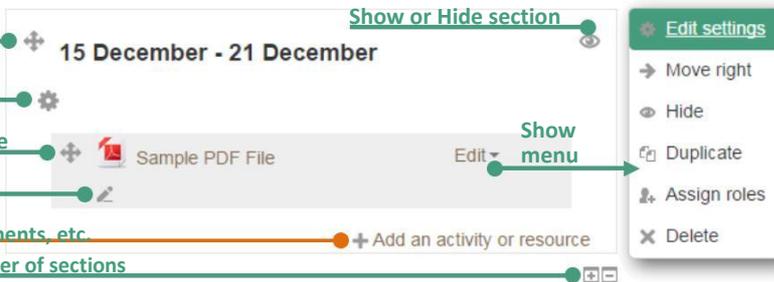
Turn editing on

What to create?
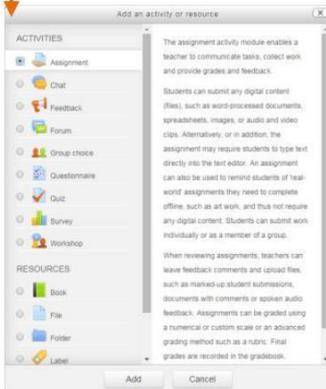
Resources (static information)	Activities (involves student's interaction)
● **File**: Single downloadable resource, such as lecture notes or audio clip	● **Assignment**: Assessment with grading and plagiarism checking
● **Folder**: Collection of files	● **Forum**: Student's discussion
● **URL**: Hyperlinks to external online references	● **Chat**: Instant communication
● **Label**: Styled text to make your course page more descriptive	● **Quiz**: Test students' knowledge
● **Page**: Info. to be viewed online	● **Feedback / Questionnaire**
	● **Workshop**: Peer assessment

How to create?   (Generic workflow)

Go to the course → [Turn editing on] → Add an activity or resource → Choose activity/resource type → Enter: Name of the activity/resource, Description, Groups and Grouping, Availability (visibility, dates, etc.), other Restrict Access (fine control such as precise date-time and grade prerequisite) → [Save and return to course]

Can't find the settings you are looking for? Click ▶ Expand all on the top-right of editing page

Assignment

- How will you handle late submission? → Start Date / Due Date / Cut-off Date
- What student can submit? → Submission types: File and/or Online Text → Max. no./size of files
- Do you allow draft version? → Enable "Require students click submit button"
- Do you need group submission? → Setup Group + Grouping → Enable "Students submit in groups"
  (Tips: Create "Group Choice" activity to offload your work)
- Do you need an email alert when students make submissions? → Enable "Notify graders about submissions"
- How will you grade the submissions? → Grade + Feedback comments and/or Feedback files
- Do you need plagiarism checking? → Uncheck "Enable VeriGuide" if not needed

Groups and Groupings

Go to the course → Administration block → Course administration → Users → Groups → Create group/grouping

| Grouping A | Group 1 | Group 2 | Apply Grouping to → | Activity X |

| Grouping B | Group 3 | Group 4 | Apply Grouping to → | Activity Y |

Course Import

Go to the **destination/new** course → Administration block → Course administration → Import
→ Select a **source/old** course → Select activity types to copy → Select activities/resources to copy → [Perform import]

⚠ Remember to re-configure activities in destination/new course (e.g. Assignment due-dates)

Support

Email:	moodle-admin@scs.cuhk.edu.hk

Online User Guide:	http://moodle.scs.cuhk.edu.hk/userguide