

Early Childhood and Elementary Education Division  
School of Continuing Education  
Hong Kong Baptist University

SCE Moodle Online Learning System  
User Manual for Academic Staff

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## **A. Moodle – A brief introduction**

SCE Moodle is an online learning system which allows academic staff to:

- Upload course materials with simple steps
- Create online activities such as assignments (作業), chat (聊天), choice (意見調查), forum (討論區), glossary (辭彙), quiz (測驗卷), Wikis, workshop (專題討論)
- Interact with students in discussion forums
- Send messages to students

### **Course materials to be uploaded**

- Teaching plan (教學計劃)
- Teaching schedule (教學大綱)
- Assignment specification (作業指引)
- Lecture notes (講課筆記) (optional)
- Tutorial notes (導修筆記) (optional)
- Other materials as academic staff deem appropriate, e.g. PowerPoint files, assignment worksheet, etc.

### **Copyright issues**

- Please note that all copyrighted materials should NOT be uploaded, even if the materials were copied to students under the license with HKRRLS.
- In certain circumstances it may be a copyright infringement to place a hypertext link to another web site (i.e. someone else's copyright work) without permission. We recommend that you seek permission from the webmaster of another site before making a hypertext link to it.
- Please consult with your subject leader if you are not sure about the copyright issues.
- If you would like to learn more in copyright issues, please refer to the following websites:

Copyright in Teaching and Learning (HKBU):

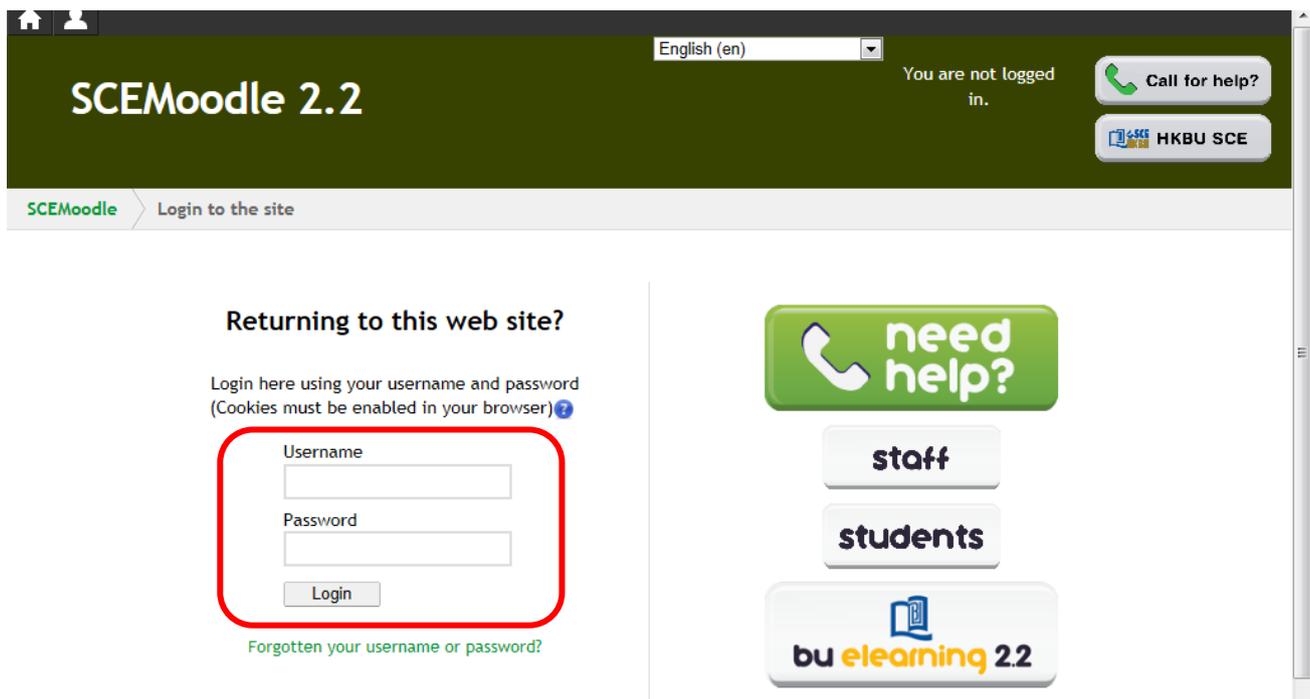
<http://www.hkbu.edu.hk/~gao/copyright/>

Copyright in Education in Hong Kong (HKSAR Intellectual Property Department):

[http://www.ipd.gov.hk/eng/pub\\_press/publications/cpr\\_ed\\_e.pdf](http://www.ipd.gov.hk/eng/pub_press/publications/cpr_ed_e.pdf)

## B. Getting Start

Login Screen: <http://scemoodle.hkbu.edu.hk/>



### 1. Login Name and Password in SCE Moodle

	User name	Initial Password
For full-time teaching or supporting staff	email account name at HKBU (e.g. marylau)	email account password at HKBU
For student	email account name at HKBU * (e.g. 06123456 / C9123456)	email account password at HKBU #

\* The email account name is generated mostly from student ID.

e.g. Student ID: 06123456 → User name: 06123456

#### # For students who are admitted after August 2012

Students must activate their HKBU email account before logging in to SCE Moodle via the following website:

<https://iss.hkbu.edu.hk/buam/activation>

#### # For students who are admitted before August 2012

The default password of HKBU email account is "HKID + Birthday",

e.g. a student's HKID is Z123456(7) and DOB is 12 Jun 80, the default password for the student would be Z1234567120680 (All English letters must be inputted in capital letters.)

## **2. Forget Password (for students)**

1. For students who are admitted after August 2012, they must activate their HKBU email account before logging in to SCE Moodle via the following website: <https://iss.hkbu.edu.hk/buam/activation>
2. Ask the student to check the account name and password inputted. **(All English letters must be inputted in small letters.)**
3. Ask the student if email password has been changed from the default one, and ask the student to input the latest password.
4. If the student has forgotten his/her email password, he/she should contact the Help Desk of Information Technology Office (ITO) at 3411-7899

**Email Account Login / Password Hotline: 3411-7899**

5. **ECEED Moodle Hotline: 3411-4310**

## C. SCE Moodle Interface

### List of My courses

The screenshot shows the SCE Moodle 2.2 interface. At the top, there is a navigation bar with 'Front page settings', 'My profile settings', and 'Site administration'. The main header displays 'SCEMoodle 2.2' and 'You are logged in as' followed by a user profile picture. A 'Call for help?' button and the 'HKBU SCE' logo are also visible.

The main content area is divided into several sections:

- NAVIGATION:** Includes links for 'My home', 'Site pages', 'My profile', and 'My courses'.
- MESSAGES:** Shows 'No messages waiting' and a 'Messages' link.
- MAIN MENU:** Includes 'Site news', 'User's Support Forum 用戶技術支援討論區', 'Moodle FAQs- Teacher', 'Moodle FAQs - Student', and 'Library Courses'.
- Welcome to SCEMoodle:** Features a banner with the text 'welcome to sce moodle 2.2' and a calendar for July 2012.
- Announcement:** A red heading followed by a message: 'SCEMoodle Announcement for upgrade 21 June 2012'. Below it, text explains that there are useful tips in the 'User support forum'.
- Personal Blogs:** A link to 'Personal Blogs'.
- My courses:** A list of courses with their titles and teachers. This section is highlighted with a yellow callout box.

**List of My courses:**  
All subjects that you teach will be listed here, and you can click on the links to enter respective subject pages. Scroll down for more courses.

**Merge session:**  
If there is more than 1 session and 1 lecturer/ tutor, the system will create a merge session automatically. The students of section 1 will be added into (Section 1) & (Section 1/2), while the students of section 2 will be added into (Section 2) & (Section 1/2). If you would like to have materials shown to all students of section 1 & 2, you should upload the materials to (Section 1/2). Otherwise, you should upload the materials to specific section.

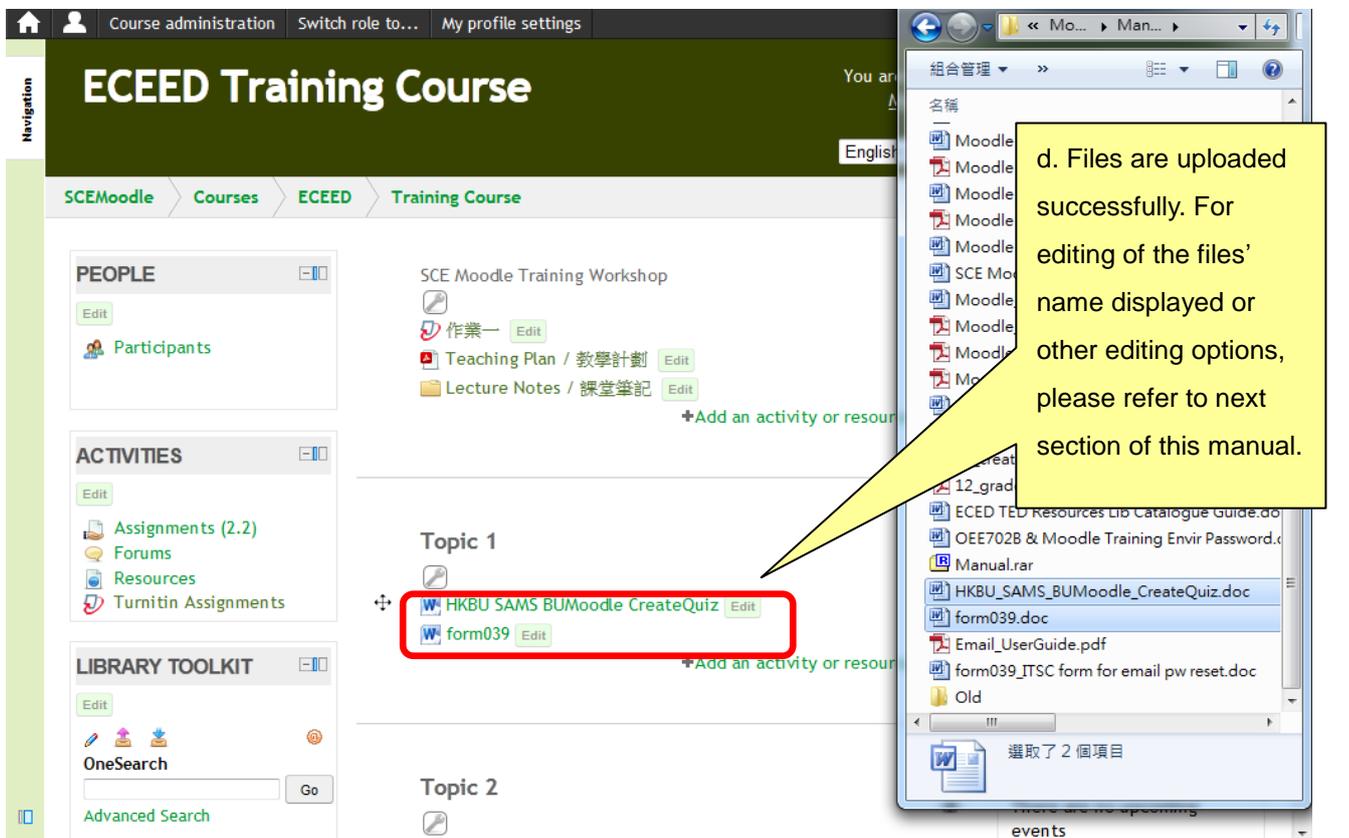
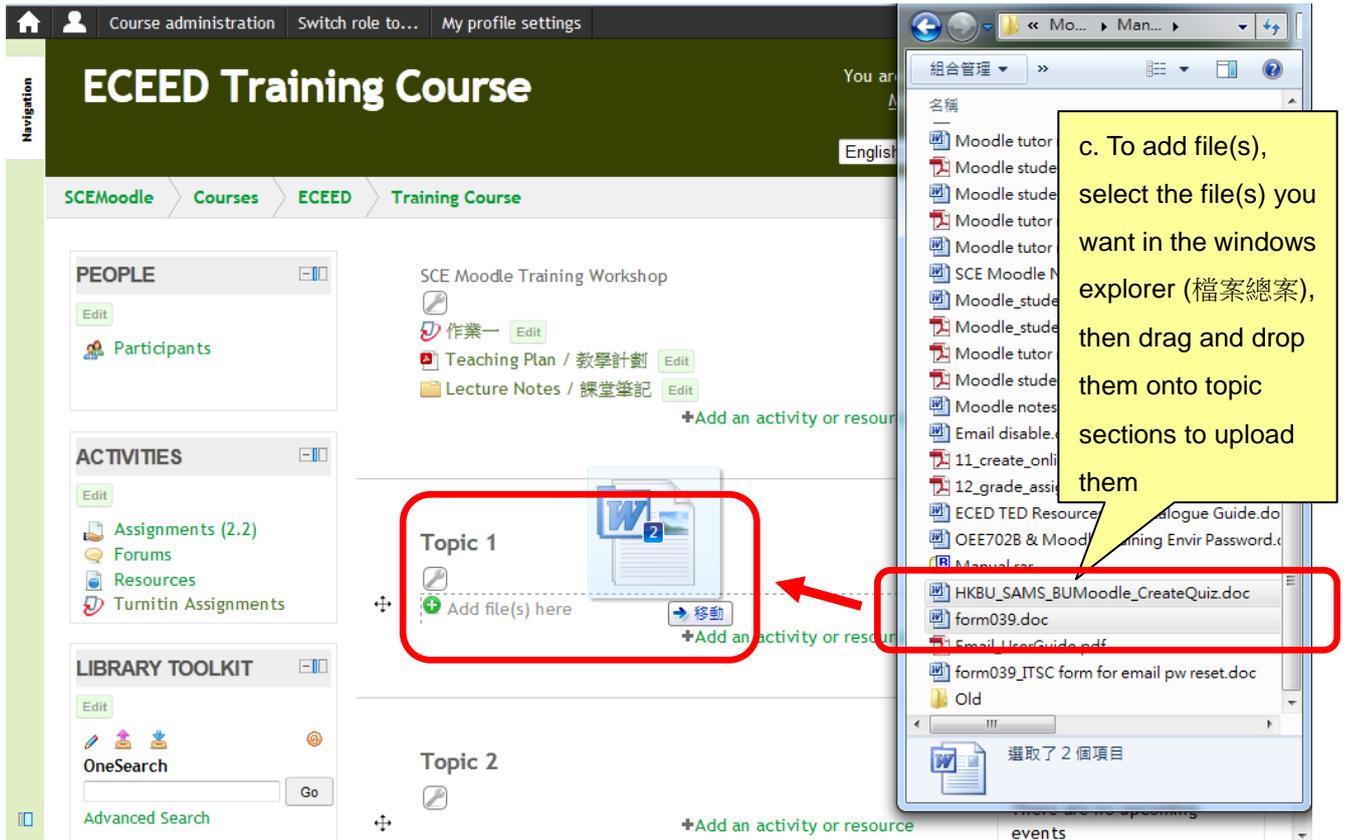
**Meta Course:**  
Some subjects have included a merge session named (Meta Course) and all course information and materials were put inside this merge session. For example, if there are 6 sessions: A1, A2, A3, B1, B2 & B3. The course materials uploaded to the (Meta Course) will be shown to all students of these 6 sessions.

## D. Editing the course content – adding resources

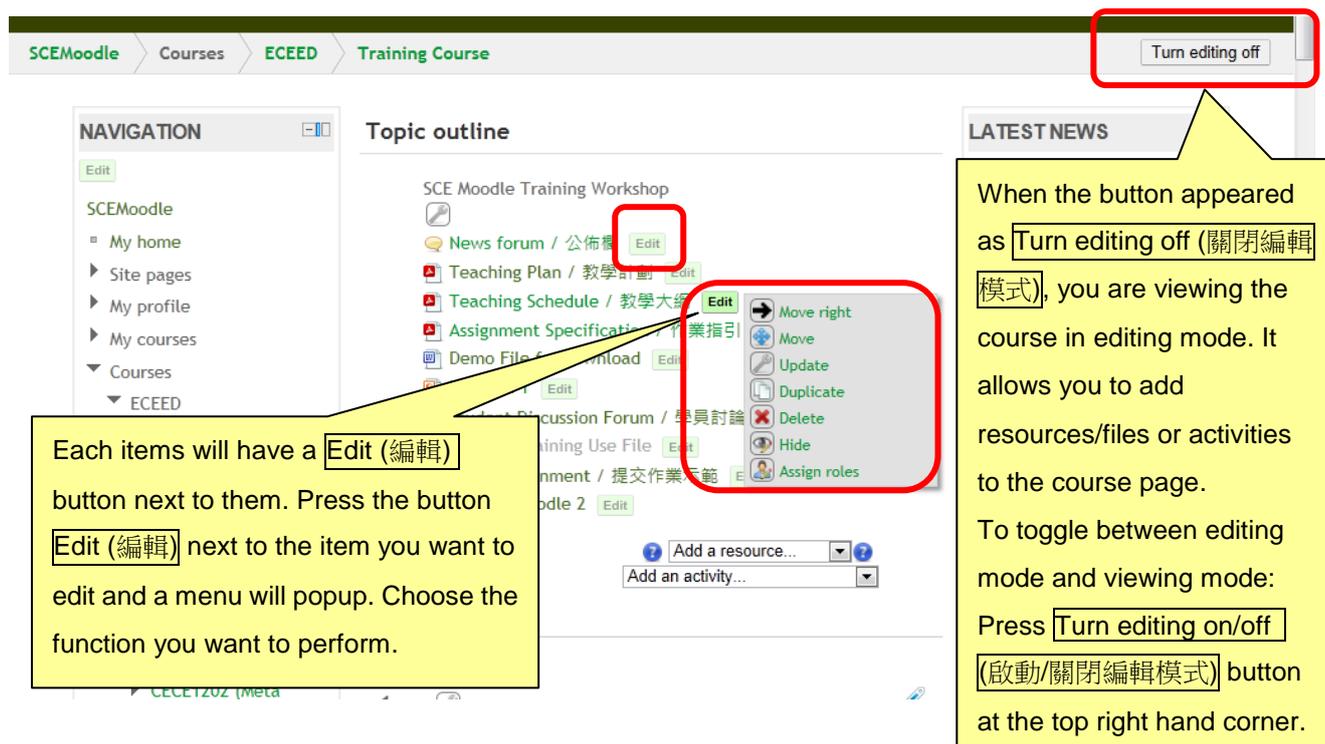
### 1. Uploading file(s) to SCE Moodle

The screenshot shows the SCE Moodle home page. On the left, there are three main menu sections: NAVIGATION, MESSAGES, and MAIN MENU. The NAVIGATION section includes links for My home, Site pages, My profile, and My courses. The MESSAGES section shows 'No messages waiting'. The MAIN MENU section includes Site news, User's Support Forum, Moodle FAQs, and Library Courses. The main content area features a 'Welcome to SCE Moodle' banner, an announcement for a Moodle upgrade, and a 'My courses' section. A red box highlights the course 'CECE2701 Management and Organization (Section C1) [CKP2011 3]'. A yellow callout box points to this course with the text: 'a. Click on the subject session which you would like to upload materials to.' Other sections include a CALENDAR for July 2012, a BLOG MENU, and an ONLINE USERS section.

The screenshot shows the 'ECEED Training Course' page. At the top, there is a navigation bar with 'Course administration', 'Switch role to...', 'My profile settings', and 'Site administration'. The course title 'ECEED Training Course' is prominently displayed. Below the title, there is a breadcrumb trail: 'SCE Moodle > Courses > ECEED > Training Course'. A red box highlights a 'Turn editing on' button. A yellow callout box points to this button with the text: 'b. To edit the course content, press on the button Turn editing on (啟動編輯模式)'. The main content area shows a 'Topic outline' with a list of course topics. A CALENDAR for July 2012 is visible in the bottom right corner.



## 2. Editing course content



The screenshot shows the Moodle course editing interface. At the top right, a 'Turn editing off' button is highlighted with a red box. In the 'Topic outline' section, an 'Edit' button next to 'News forum / 公佈欄' is also highlighted with a red box. A callout box points to this 'Edit' button, explaining that clicking it opens a pop-up menu with various actions. Another callout box points to the 'Turn editing off' button, explaining that its appearance indicates the course is in editing mode, allowing for the addition of resources and activities. A third callout box points to the 'Edit' button, explaining that clicking it opens a pop-up menu with various actions.

Each item will have an **Edit (編輯)** button next to them. Press the **Edit (編輯)** button next to the item you want to edit and a menu will pop up. Choose the function you want to perform.

When the **Turn editing off (關閉編輯模式)** button appeared, you are viewing the course in editing mode. It allows you to add resources/files or activities to the course page. To toggle between editing mode and viewing mode: Press **Turn editing on/off (啟動/關閉編輯模式)** button at the top right hand corner.

Notice and usage of the pop up menu:



the **Move right** icon lets you add indent to the item

the **Move** icon lets you move the item

the **Update** icon lets you modify the item

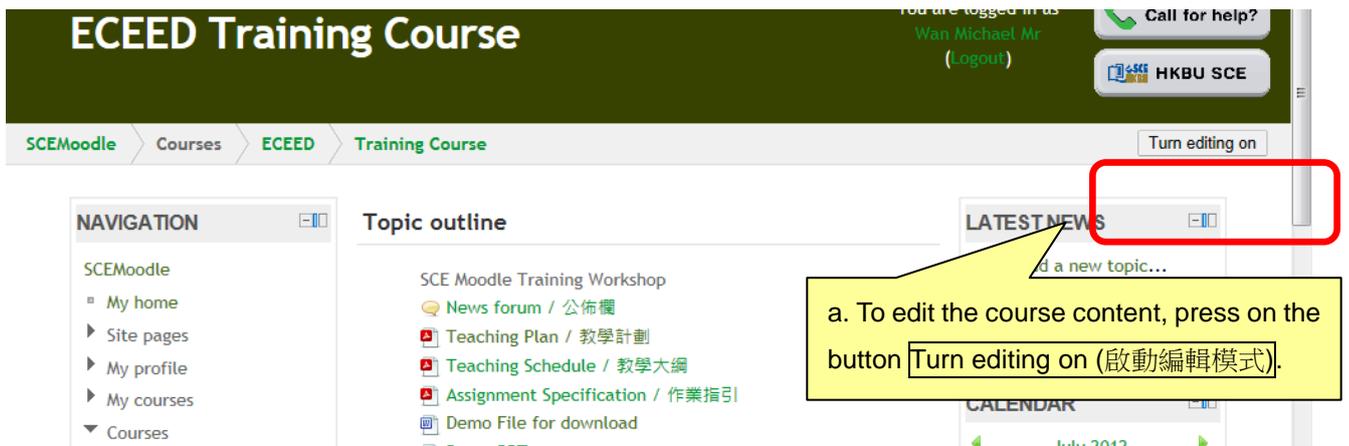
the **Duplicate** icon will duplicate the item

the **Delete** icon will delete the item

the **Hide** icon will let you hide something from students

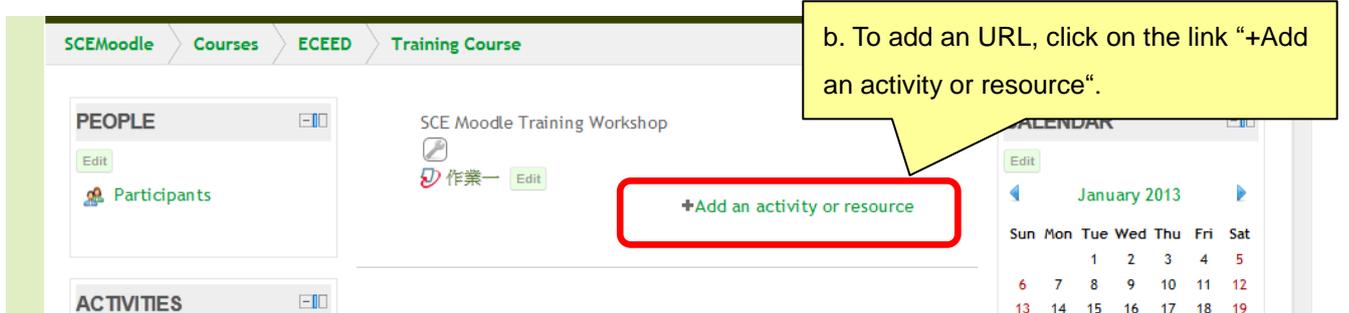
the **Assign roles** icon will let you assign a student the teacher role locally in an individual activity like a forum so they can moderate their classmates' posts while still retaining the student role in the rest of the course.

### 3. Adding an URL



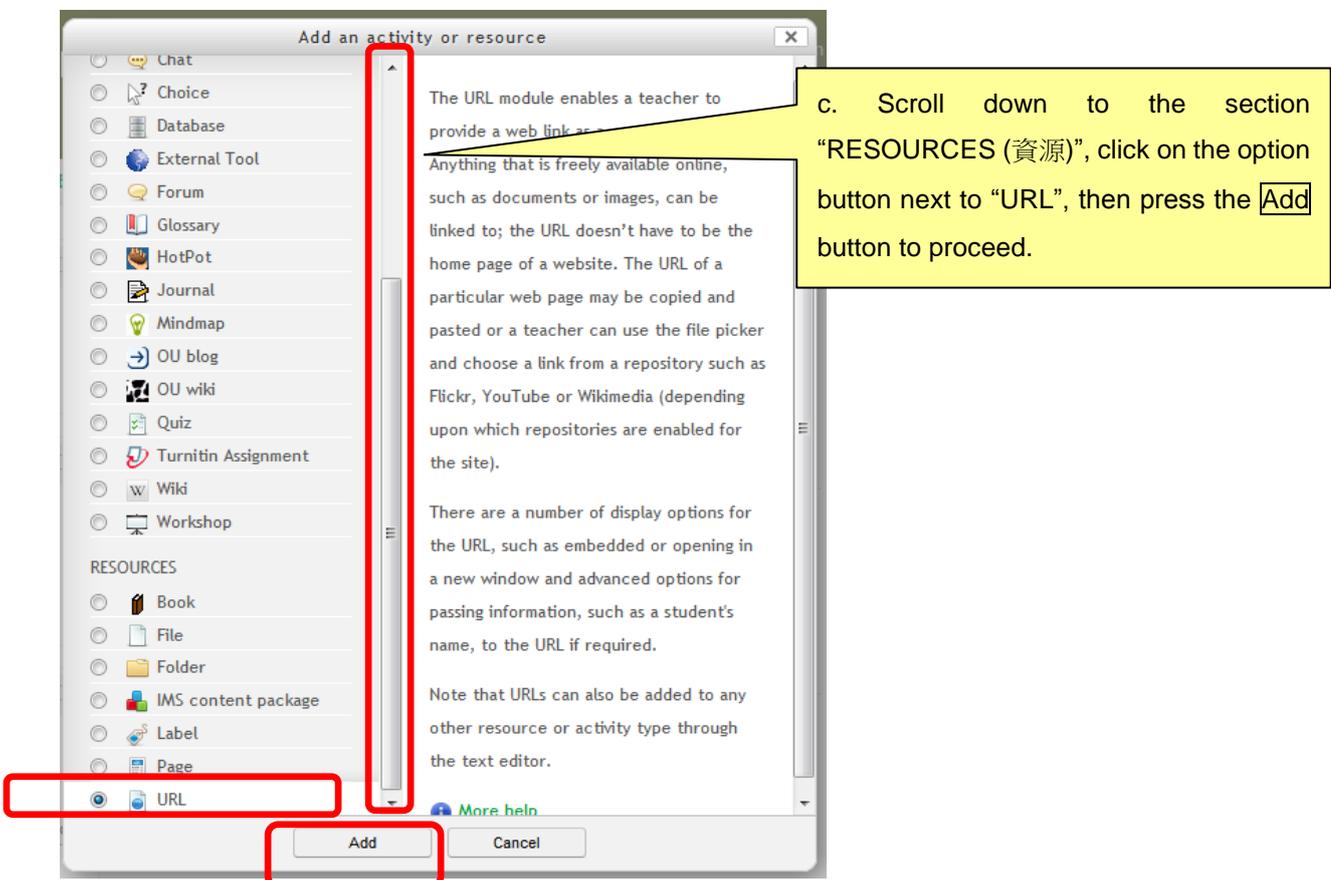
The screenshot shows the Moodle course interface for 'ECEED Training Course'. The user is logged in as 'Wan Michael Mr'. The 'Turn editing on' button is highlighted with a red box. A yellow callout box points to this button.

a. To edit the course content, press on the button **Turn editing on (啟動編輯模式)**.



The screenshot shows the Moodle course interface for 'ECEED Training Course'. The '+Add an activity or resource' button is highlighted with a red box. A yellow callout box points to this button.

b. To add an URL, click on the link **+Add an activity or resource**.



The screenshot shows the 'Add an activity or resource' dialog box. The 'URL' option is selected in the left-hand list and highlighted with a red box. The 'Add' button at the bottom is also highlighted with a red box. A yellow callout box points to the 'URL' option.

c. Scroll down to the section **RESOURCES (資源)**, click on the option button next to **URL**, then press the **Add** button to proceed.



### E. Editing the course content – adding activities

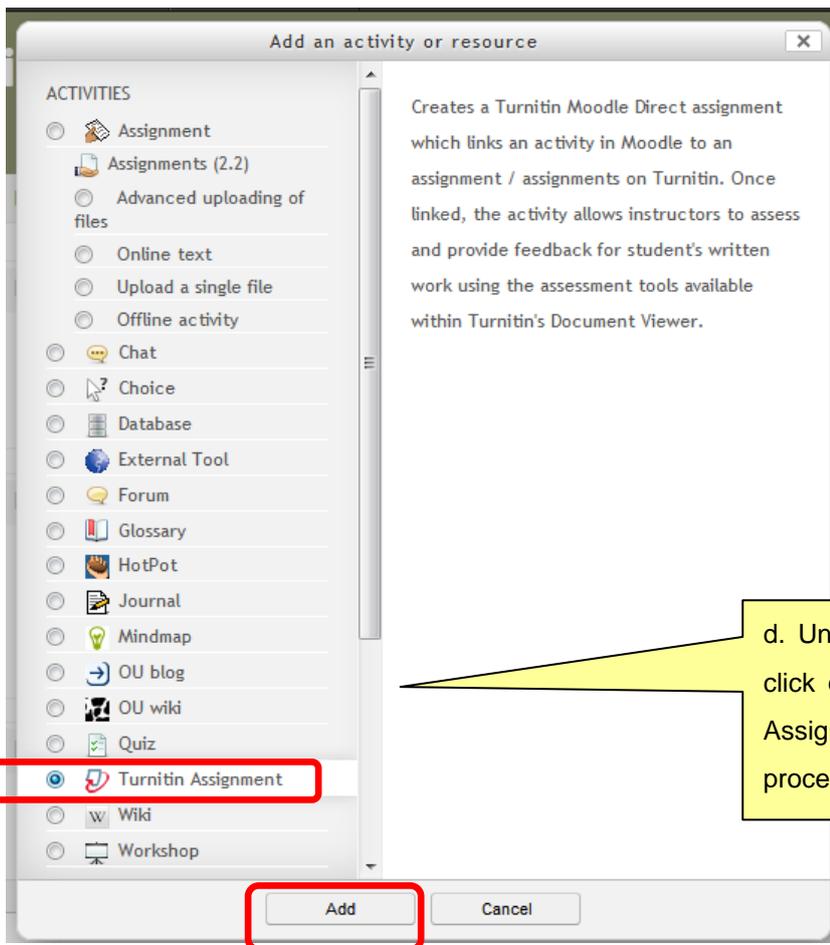
Apart from uploading course materials, you can also launch activities to interact with students.

#### 1. Adding an Online (Turnitin) Assignment

The screenshot shows the Moodle home page. On the left, there are three main sections: NAVIGATION, MESSAGES, and MAIN MENU. The NAVIGATION section includes links for My home, Site pages, My profile, and My courses. The MESSAGES section shows 'No messages waiting'. The MAIN MENU section includes Site news, User's Support Forum, Moodle FAQs for Teachers and Students, and Library Courses. The main content area features a 'Welcome to SCE Moodle' banner, an announcement for a Moodle upgrade, and a 'My courses' section. A red box highlights the course 'CECE2701 Management and Organization (Section C1) [CKP2011 3]'. A yellow callout box points to the 'My courses' section with the text: 'a. Login to SCE Moodle, and click on the subject session which you would like to add an online assignment.' On the right, there is a CALENDAR for July 2012 and an ONLINE USERS section showing 'Last 5 minutes'.

The screenshot shows the Moodle course page for 'SCE Moodle Training Workshop'. The breadcrumb trail is 'SCE Moodle > Courses > ECEED > Training Course'. A red box highlights the 'Turn editing on' button in the top right corner. A yellow callout box points to this button with the text: 'b. To edit the course content, press on the button Turn editing on (啟動編輯模式)'. The main content area shows a 'Topic outline' with links for News forum, Teaching Plan, Teaching Schedule, and Assignment Specification. On the right, there is a CALENDAR for January 2013.

The screenshot shows the Moodle course page for 'SCE Moodle Training Workshop' in edit mode. The breadcrumb trail is 'SCE Moodle > Courses > ECEED > Training Course'. A red box highlights the '+Add an activity or resource' link. A yellow callout box points to this link with the text: 'c. To add an assignment, click on the link '+Add an activity or resource''. The page shows a 'PEOPLE' section with 'Participants' and an 'ACTIVITIES' section. On the right, there is a CALENDAR for January 2013.



d. Under the section “ACTIVITIES (活動)”, click on the option button next to “Turnitin Assignment”, then press the **Add** button to proceed.



SCEMoodle > ECEED > Training Course > Turnitin Assignments > Assignment 3 Update this Turnitin Assignment

Summary Submit Paper Submission Inbox Options

Turnitin Assignment Name Assignment 3  
 Summary .  
 Turnitin Tutors 

Assignment Part	Start Date	Due Date	Post Date	Max Marks	Export	
Part 1	20/09/12, 16:05	27/09/12, 16:05	27/09/12, 16:05	100	-	 

**h. Click on the pencil icon to setup the due date**

Navigation SCEMoodle > ECEED > Training Course > Turnitin Assignments > Assignment 3 Update this Turnitin Assignment

Summary Submit Paper Submission Inbox Options

Turnitin Assignment Name Assignment 3  
 Summary .  
 Turnitin Tutors 

Assignment Part Part 1

Start Date 20 ▾ September ▾ 2012 ▾ 16 ▾ 05 ▾

**Due Date 28 ▾ September ▾ 2012 ▾ 00 ▾ 00 ▾**

Post Date 27 ▾ September ▾ 2012 ▾ 16 ▾ 05 ▾

Max Marks 100

**i. Setup the Due Date (截止日期), e.g. if the Due Date of the assignment is 27 September 2012, you should set the date to 28 September 2012 00:00**

**j. Press the button  to finish the setup of assignment.**

## 2. Reviewing Online (Turnitin) Assignment submitted

SCE Moodle My courses Training Course

PEOPLE Participants

ACTIVITIES Assignments Forums

Topic outline

SCE Moodle Training Workshop

作業一

作業一 - 習作評核表

Assignment 2

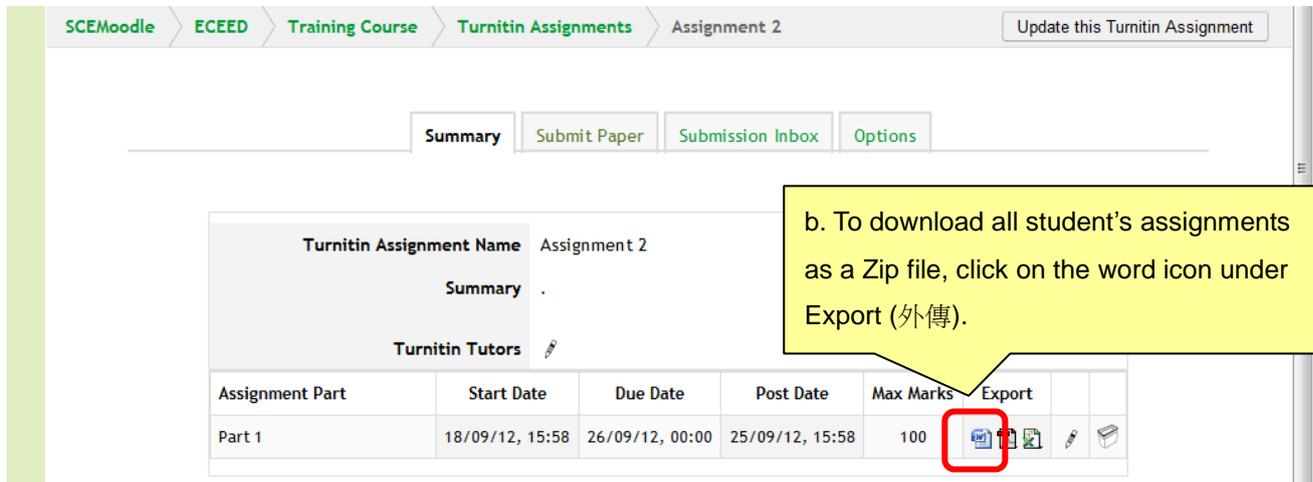
Assignment 2 - Assessment Feedback Form

Assignment 2 - Assessment Rubrics Form

Assignment 3

CALENDAR September 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



SCE Moodle ECEED Training Course Turnitin Assignments Assignment 2 Update this Turnitin Assignment

Summary Submit Paper Submission Inbox Options

Turnitin Assignment Name Assignment 2

Summary .

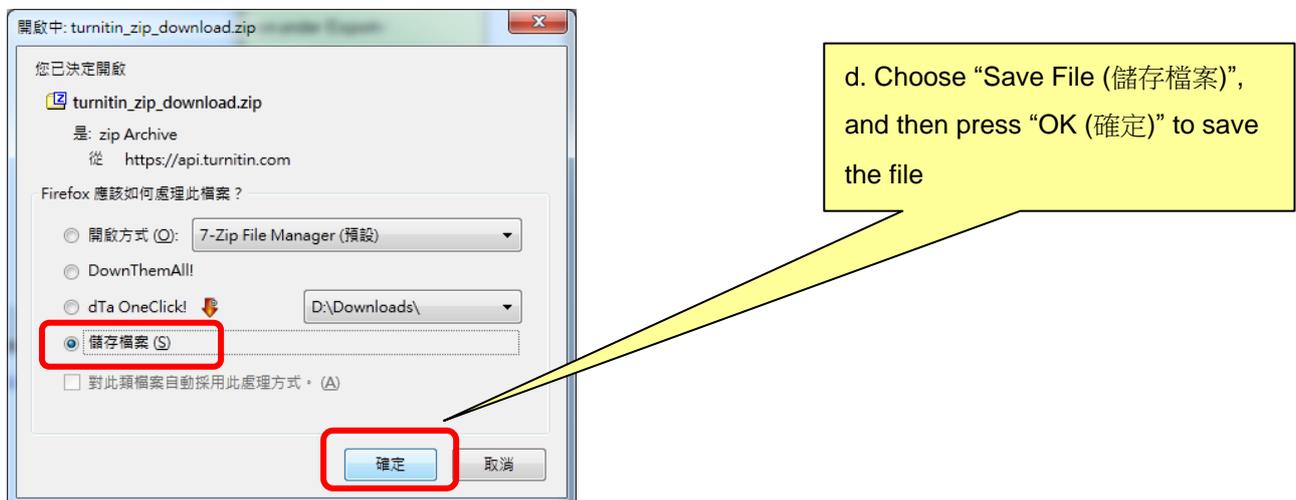
Turnitin Tutors

Assignment Part	Start Date	Due Date	Post Date	Max Marks	Export
Part 1	18/09/12, 15:58	26/09/12, 00:00	25/09/12, 15:58	100	



Your download is ready. Please click [here](#) to begin the download.

[\[close window\]](#)



開啟中: turnitin\_zip\_download.zip

您已決定開啟

turnitin\_zip\_download.zip

是: zip Archive

從 https://api.turnitin.com

Firefox 應該如何處理此檔案?

開啟方式 (O): 7-Zip File Manager (預設)

DownThemAll!

dTa OneClick! D:\Downloads\

儲存檔案 (S)

對此類檔案自動採用此處理方式。(A)

確定 取消

SCEMoodle > ECEED > Training Course > Turnitin Assignments > Assignment 2 Update this Turnitin Assignment

Summary Submit Paper **Submission Inbox** Options

Turnitin Assignment Name Assignment 2  
 Summary .  
 Turnitin Tutors

Assignment Part	Start Date	Due Date	Post Date	Max Marks	Export
Part 1	18/09/12, 15:58	26/09/12, 00:00	25/09/12, 15:58	100	

e. To check individual student's Originality Report, click on the tab named "Submission Inbox (提交收件匣)"

SCEMoodle > ECEED > Training Course > Turnitin Assignments > Assignment 2 Update this Turnitin Assignment

Summary Submit Paper **Submission Inbox** Options

Show All / Hide All Page 1 of 1 (Show 10 25 50 100 All) Refresh Submissions Enroll All Students

Student Submission	Paper ID	Submitted	Similarity	Grade	Comments
<input type="checkbox"/> Demo Account 2, SCE - (1 Submission)			59%	-	
<input type="checkbox"/> Part 1 - Assignment 2	268389749	18/09/12, 16:46	59%		(0)
<input type="checkbox"/> Demo Account 1, SCE - (1 Submission)			0%	-	
<input type="checkbox"/> Demo Account 3, SCE - (0 Submissions)					
<input type="checkbox"/> Demo Account 4, SCE - (0 Submissions)					

f. Click the  button next to the student name, and then details of the originality report will be shown. Click on the percentage bar for details.

Turnitin Document Viewer - Mozilla Firefox

https://api.turnitin.com/dv?s=1&o=268389749&u=26730828&lang=en\_us&session-id=9a00866a7f9b3dafcc64d1472fc4a2f

ECEED Training Course (Moodle ... Assignment 2 - Part 1 (Moodle 1715245... What's New Paper 2 of 2

Originality GradeMark PeerMark Assignment 2 BY SCE DEMO ACCOUNT 2 turnitin 59% SIMILAR OUT OF 100

Match Overview

1 Submitted to Higher Ed... Student paper 59%

Leung Sze Ho  
87654321

Assignment 2

This is the assignment sample for CEN0101 assignment 2.

Moodle is an online learning system.

\*Moodle (abbreviation for Modular Object-Oriented Dynamic Learning Environment) is a free source e-learning software platform, also known as a Course Management System, Learning Management System, or Virtual Learning Environment. Retrieved from www.moodle.org

g. Click on the icon to download the originality report.

### 3. Downloading Assessment Feedback Form submitted

**Topic outline**

- News and Announcements
- 教學計劃
- 作業指引
- 作業二 - 習作評核表**  
Assignment 2 – Assessment Feedback Form
- 單元 3.1 講義
- 單元 3.2 講義
- 單元 3.3 講義
- 單元 3.2 powerpoint
- 單元 3.1 powerpoint
- 單元 3.3 powerpoint
- Module 2 and 3 references

**Events key**

- Global
- Course
- Group
- User

**UPCOMING EVENTS**

There are no upcoming

[View 40 submitted assignments](#)

**NEED HELP OR SUPPORT?**

**Available from:** Monday, 11 June 2012, 04:20 PM

**Due date:** Thursday, 14 June 2012, 12:00 AM

See all course grades

See all course grades

First name : AllABCDEFGHIJKLMNOPQRSTUVWXYZ  
Surname : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

First name : AllABCDEFGHIJKLMNOPQRSTUVWXYZ  
Surname : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

[Download all assignments as a zip](#)

Surname / First name	Last modified (Submission)	Last modified (Grade)	Status	Final grade
Demo Account 1 SCE	<ul style="list-style-type: none"> <li>CPE0103-A1_timetable ut_101112.pdf</li> <li>CVA0102-B1_timetable ut_101112.pdf</li> </ul> Thursday, 19 July 2012, 0 PM			
Demo Account 2 SCE				
Demo Account 3 SCE				
Demo Account 4 SCE				
Demo Account 5 SCE		Grade		-
Demo Account 6 SCE		Grade		-

**Optional settings**

Show: All

## F. Support

Email Account Login / Password Hotline: 3411-7899

ECEED Moodle Hotline: 3411-4310

SCEMoodle Support Team Email: [scemoodle@hkbu.edu.hk](mailto:scemoodle@hkbu.edu.hk)