NCKU Moodle Instruction Manual – For Student

I. How to Enter NCKU Moodle ................................................................. 2
II. Introduce NCKU E-learning platform .................................................. 3
   Select the language of user interface ................................................... 3
   How to modify personal settings? ......................................................... 4
   My courses ......................................................................................... 6
   How to submit homework? ................................................................. 6
   How to view course grade? ............................................................... 8
   How to view online material? ............................................................. 10
   How to join course discussions? ......................................................... 11
   How to do online testing? ................................................................. 14
III. Q&A ................................................................................................. 17
    Common Problems ............................................................................ 17
    How to reflect the problem? ............................................................. 18
IV. Contact Us .......................................................................................... 19
I. How to Enter NCKU Moodle

Step 1. Click on the link “Enrolled Students” in NCKU Home page

Step 2. Click “E-learning (Moodle)” to enter moodle

Step 3. Input the username and password of Portal, then click “Log in” button.
II. Introduce NCKU E-learning platform

Select the language of user interface

Moodle provides many language of user interface, you can select what you want.
How to modify personal settings?

Click “My profile Settings” -> “Edit profile” in Administration block.

User must modify default e-mail address because all of the messages from moodle will sent to this e-mail address.

User can introduce themselves in Description field and upload photo, then click save button to save the profile.
My courses

FAQ Moodle 常見問題

1. 使用 Chrome 瀏覽器，點擊「新增活動或資源」沒反應。
2. 預期「進入」、「成績」頁面會出現空白頁面，該如何解決？
3. 為何不斷收到來自「問答反應專區」的相關 Email ？
4. 適版平台的課程可以直接匯入升級版平台嗎？
5. 如何匯出舊版moodle平台中的教材檔案？

更多...

How to submit homework?

1. Click the homework title

Topic 1

- 課程問題討論
- 課後問卷
- OS Introduction
- 作業一
- 作業二
- 作業三
- choice
- web
- ass 111
(2) Click “Add submission” button

![Add submission button](image)

(3) Drag and drop the files you selected from your computer into the red frame or click on “Add…” icon to select the file in your computer. If you want to upload multiple files just repeat this action, and finally press the “Save Changes” button.

![File submissions](image)

(4) When submission status show “Submitted for grading”, it means homework hand in completed.

By system default setting, user can edit submission by clicking button before teacher grading.
How to view course grade?

After entering course page, click “Course administration”->“Grades”

“Overview report”— Display personal score of all courses
“User report” — It shows the total score for the course
How to view online material?

After entering the course page, click "resources" link activity block to get into the resource list page.
Click the resource you want.

<table>
<thead>
<tr>
<th>Topic</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Topic 1</td>
<td>OS Introduction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>web</td>
<td></td>
</tr>
<tr>
<td>Topic 2</td>
<td>math</td>
<td></td>
</tr>
<tr>
<td></td>
<td>web</td>
<td></td>
</tr>
<tr>
<td></td>
<td>web2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ass_group_作業案壹</td>
<td>ass_group_作業案壹</td>
</tr>
<tr>
<td>Topic 3</td>
<td>1040224 數位平台之介紹及相關應用(給新進教師)</td>
<td></td>
</tr>
</tbody>
</table>

How to join course discussions?

Teacher can set different types of forum according to different chapters, a course can have a good number of discussion boards, mainly depend on teacher.

Students can just use according to what teacher set.

Forums provide subscriptions, teacher can decide whether to accept or not, or forcing students to subscribe (unable to cancel). The article content posted can be edited in 30 minutes.

After entering the course page, if the teacher has established forums, clicking "Activities" block → "Forum" will list all the discussion forums.
Or you can click the forum title to enter the forum.

After entering the discussion forum, click on the "Add a new discussion topic" button.
Fill in the Subject and Message, or upload a file (if the forum allows upload file) then click "post to forum" button.
How to do online testing?

Enter the course page, click on the "Activities" block → "Quizzes" to enter testing.

List all "Name" and "Score" of tests in the course, click on the quiz title to enter the testing page.

It will show relevant information (due date, grading method) of the quiz, press the "Start attempt" button to start the testing.

If the test subject is divided into multiple pages, after each page quiz answer is completed, press the "Next" button to continue.
It will show the quiz results (if the teacher has set an open reviewing), after reviewing please click "Finish review" button.
Upon completion of review, the system will show the summary of your previous attempts.

### Summary of your previous attempts

<table>
<thead>
<tr>
<th>Attempt</th>
<th>State</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Finished&lt;br&gt;Submitted Wednesday, 8 October 2014, 11:30 AM</td>
<td>Review</td>
</tr>
<tr>
<td>2</td>
<td>In progress</td>
<td></td>
</tr>
</tbody>
</table>

Highest grade: 0.00 / 0.00.

Continue the last attempt
III. Q&A

Common Problems

Click "FAQ Moodle Common Problems" link to list the problems and solutions those teachers and students often encounter.

Click on the topics you want to view, the platform will display the contents.
How to reflect the problem?

Click "the problem reflects region" link.
### 問題反應專區

1. 本討論區歡迎大家提出數位學習平台相關問題，更歡迎您幫忙回答問題
2. 在您張貼問題之前，請先做初步確認，排除個人電腦問題
3. 若是特定課程問題，請說明課程代號及清楚描述問題，以利問題分析

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Started by</th>
<th>Replies</th>
<th>Last post</th>
</tr>
</thead>
<tbody>
<tr>
<td>學生無法上傳作業</td>
<td></td>
<td>1</td>
<td>Thu, 1 Oct 2015, 12:14 PM</td>
</tr>
<tr>
<td>討論區的「課程訂閱」不見了？</td>
<td></td>
<td>2</td>
<td>Wed, 30 Sep 2015, 11:08 AM</td>
</tr>
<tr>
<td>檢查成績時，左邊學生與右邊成績欄位無法對齊</td>
<td></td>
<td>1</td>
<td>Sat, 26 Sep 2015, 12:56 PM</td>
</tr>
<tr>
<td>加選的學生無法上傳作業</td>
<td></td>
<td>3</td>
<td>Wed, 23 Sep 2015, 9:12 AM</td>
</tr>
<tr>
<td>申請母課程</td>
<td></td>
<td>1</td>
<td>Tue, 22 Sep 2015, 2:09 PM</td>
</tr>
</tbody>
</table>

### IV. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024、61029.