

NCKU Moodle Instruction Manual – Course quick set

I.	Activate course	2
II.	Setting the number of sections	3
III.	Assign role	3
IV.	Contact Us	5

NCKU Moodle Instruction Manual

“Quicksets” block provide teacher a faster way to activate course and assign TA. If the course is invisible the system will show the alert message.

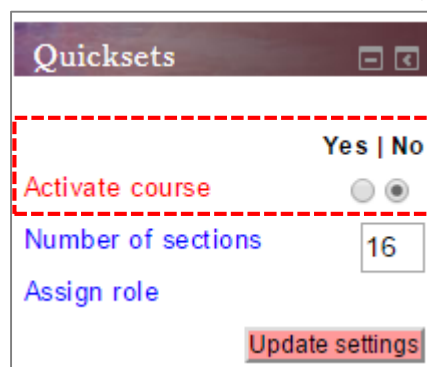


【Note】 The “Quicksets” block has added by default. If user accidentally deleted it, it can be added by yourself. If the course is visible it won't show any message.

I. Activate course

1. Activate course

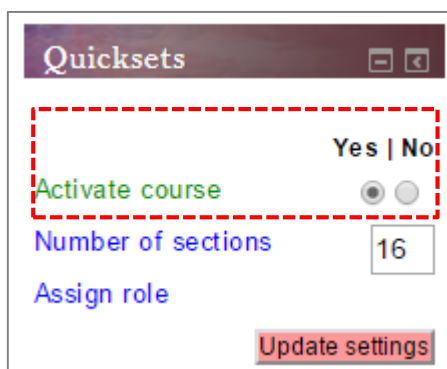
Select “Yes” within “Quicksets” block and click “Update setting” button to activate the course.



【Note】 If the course is activated, the text color will become green.

2. Deactivate course

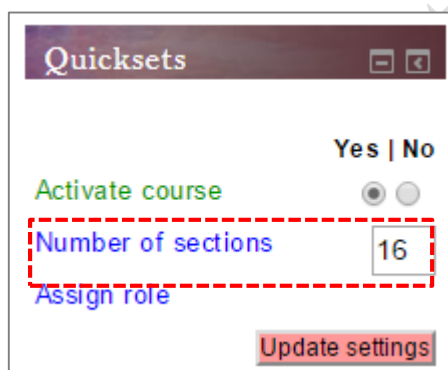
Select “No” within “Quicksets” block and click “Update setting” button to deactivate the course.



【Note】 If the course is deactivated, the text color will become red.

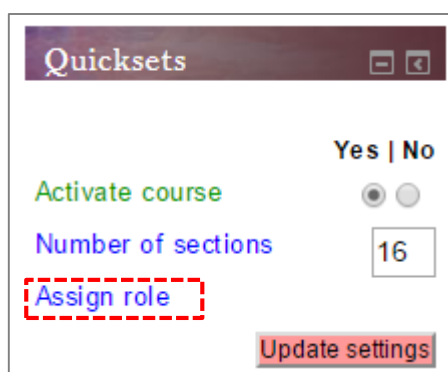
II. Setting the number of sections

Key in the number of the section you want within "Quicksets" block and click "Update setting" button to save the setting.



III. Assign assistant

Click the "Assign role" link within the block.



1. The block on the left side show all participants in the course, you can choose assistant or advance assistant in the "Assign role" select menu. You can add participant by searching a member at the right side and click "Add" button. (If you want to add a student please search with student ID number. If you want to add a teacher please search with staff number.)

【Note】 Please search with user account (Do not use user name as search condition).

Manual enrolments

Enrolled users

Enrolled users (9)

- 試用帳號01 (test01)
- 試用帳號02 (test02)
- 試用帳號03 (test03)
- 試用帳號04 (test04)
- 試用帳號05 (test05)
- 試用帳號06 (test06)
- 試用帳號07 (test07)
- 試用帳號08 (test08)
- 試用帳號09 (test09)

Participants

Not enrolled users

Too many users (88608)

Please use the search

Search with user account

Search

Clear

Search options ▶

◀ Add

Assign role

學生(student)

Enrolment duration

Unlimited

Starting from

Today (24/10/15)

Remove ▶

2. The system will show the searching result at the right side block. Click the user you want and click “Add” button to add to the course.

Manual enrolments


Enrolled users

Enrolled users (9)

- 試用帳號 01 (test01)
- 試用帳號 02 (test02)
- 試用帳號 03 (test03)
- 試用帳號 04 (test04)
- 試用帳號 05 (test05)
- 試用帳號 06 (test06)
- 試用帳號 07 (test07)
- 試用帳號 08 (test08)
- 試用帳號 09 (test09)

Search

[Search options ▶](#)



Assign role

學生(student) ▼

Enrolment duration

Unlimited ▼

Starting from

Today (24/10/15) ▼

Not enrolled users

Matching not enrolled users

- 試用帳號 10 (test10)

Matched result

Search

IV. Contact Us

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