

Moodle training materials

Course Schedule – Task 1 to Task 5

Course Set-up – Task 6 to Task 10

Course Expiry Date – Task 11-12

Assignment Privilege – Task 13

1. Check Course Activity

- a. Select the corresponding course code where xx equals to the two digits assigned to you.
e.g. OC 99-0xx-00 (41).
- b. Click on **Modify Activity**.
- c. Check whether the no. of activity groups for Lecture and Tutorial is equal or larger than 1.

Reference: Training Manual for SOUL Systems – Course Administrator P. 36

2. Edit Course Activity

- a. Select the corresponding course code where xx equals to the two digits assigned to you.
e.g. OC 99-0xx-00 (41).
- b. Click on **Modify Activity**.
- c. Change the no. of groups for Workshop to 2.

Reference: Training Manual for SOUL Systems – Course Administrator P. 36

3. Post Course Schedule (Recurrent activities)

- a. Select the corresponding course code where xx equals to the two digits assigned to you.
e.g. OC 99-0xx-00 (41).
- b. Click on **Schedule**.
- c. Click on **Add Course Schedule**.
- d. Create a set of events.
Activity Type = Lecture
Group Number = 1
Event Topic = Lecture
Venue = Room 216, 2/F, T.T. Tsui Building
Schedule Date (1st lesson) = Dec 5 2007
Online Class Attendance Form Required? = No
Schedule Time = 6:30 –9:30pm
Consecutive for 8 weeks (every Wednesday)

Reference: Training Manual for SOUL Systems – Course Administrator P. 37-38

4. Edit Course Schedule

As Dec 26 2007 is a public holiday, the schedule on that date has to be cancelled. A make-up class will be held on Dec 29 2007. Besides, the venue is changed to "Room 310, 3/F, Admiralty Centre".

- a. Select the corresponding course code where xx equals to the two digits assigned to you.
e.g. OC 99-0xx-00 (41).
- b. Click on **Schedule**.
- c. Click on **Modify Course Schedule**.
- d. Change the schedule on Dec 26 2007 to Dec 29 2007 and update the venue accordingly.

Reference: **Training Manual for SOUL Systems – Course Administrator P. 39**

5. Upload Course Schedule in Batch

- a. Download the template for schedule.
- b. Enter the events.
- c. Save it as a Tab-delimited text file.
- d. Select the corresponding course code where xx equals to the two digits assigned to you.
e.g. OC 99-0xx-00 (41).
- e. Click on **Schedule**.
- f. Click on **Upload Course Schedule**.
- g. Select a tab-delimited text file from your computer.
- h. Upload the selected file.

Reference: **Training Manual for SOUL Systems – Course Administrator P. 41**

6. Enquire the SOUL ID of a Teacher

- a. Select **User Maintenance**.
- b. Click on **"Enquire Instructor's Personal Information"**
- c. Enter your Full name to text box.
- d. Select the Name option.
- e. Find out your SOUL ID.

Reference: Training Manual for SOUL Systems – Course Administrator P. 25

7. Assign Instructors to a Course

- a. Select **User Maintenance**.
- b. Map "TTTDEMO" to OC 99-0xx-00 (41) where xx equals to the two digits assigned to you.

Reference: Training Manual for SOUL Systems – Course Administrator P. 26

8. Assign Learners to a Course

- a. Select **User Maintenance**.
- b. Map "SSSDEMO" to OC 99-0xx-00 (41) where xx equals to the two digits assigned to you.

Reference: Training Manual for SOUL Systems – Course Administrator P. 22

9. Check number of Learners and course info of a Course

- a. Select **My Report**.
- b. Click on **Course List**.
- c. Select the course OC 99-0xx-00 (41) where xx equals to the two digits assigned to you.
- d. Click on **View Info**.
- e. To check the number of learners in the selected course and the course expiry date of the course.

Reference: Training Manual for SOUL Systems – Course Administrator P. 51

10. Check Learners and Instructors List

- a. Select **My Report**.
- b. Click on **Instructor and Learner List**.
- c. Select the course to OC 99-0xx-00 (41) where xx equals to the two digits assigned to you.
- d. Click on **View Info**.
- e. To check the learners and instructors in the selected course.

Reference: Training Manual for SOUL Systems – Course Administrator P. 57

11. Update Course Expiry Date

- a. Select **Course Maintenance**.
- b. Click on **Modify/Enquire Course Expiry Date**.
- c. Select the course OC 99-0xx-00 (41) where xx equals to the two digits assigned to you.
- d. Modify the course expiry date:
New course expiry date = 7 days after today
- e. Press **Update**.

Reference: Training Manual for SOUL Systems – Course Administrator P. 18

12. Update Course Expiry Date

You cannot find the course OC 99-0xx-03 (41) on the SOUL system and you want to extend this course for two more weeks.

- a. Select **Course Maintenance**.
- b. Click on **Modify/Enquire Course Expiry Date**.
- c. Click **“Click here”** for expired courses.
- d. Enter the date range
From = 1 Oct 2007
To = 31 Nov 2007
- e. Select the course OC 99-0xx-03 (41) where xx equals to the two digits assigned to you.
- f. Modify the course expiry date:
New course expiry date = 14 days after today
- g. Press **Update**.

Training Manual for SOUL Systems – Course Administrator P. 18

13. Maintain Assignment Privilege

TTTDEMO is the programme coordinator of the course OC 99-0xx-00 (41). He wants to view assignment works of the students under this course.

- a. Select **Course Maintenance**.
- b. Click on **“Assignment Privilege”**.
- c. Select the course OC 99-0xx-00 (41) where xx equals to the two digits assigned to you.
- d. Put a tick against the instructor’s name, **“TTTDEMO”**.
- e. Press **Update**.

Reference: Training Manual for SOUL Systems – Course Administrator P. 19