CPCE E-Learning Platform
Moodle

(User Manual for Student)

College of Professional and Continuing Education
Hong Kong Polytechnic University

Version 1.2

Moodle Helpdesk: 3746-0591 / 3746-0592
Email: pfmoodle@cpce-polyu.edu.hk
Table of Contents

What is Moodle? ......................................................................................................................... 3

Major Features of Moodle ......................................................................................................... 3

Getting Started ......................................................................................................................... 4

Main Page for Student .............................................................................................................. 5

Course Page ............................................................................................................................... 8

Accessing Resource in Moodle ................................................................................................. 10

Using Forum in Moodle ........................................................................................................... 11

Doing Assignment in Moodle ................................................................................................... 12
1. What is Moodle?

Moodle is a well-known e-learning platform in tertiary institutions. Many universities and colleges use Moodle as the online learning system in their daily teaching and learning. Moodle is a free and open source software it means developer can make modification based on their needs. CPCE decides to use Moodle for all award-bearing courses in HKCC and SPEED from 2009/10 academic year onwards.

Moodle is supported by CPCE ITU. Please feel to contact us at 3746-0591 / 3746-0592 or email to pfmoodle@cpce-polyu.edu.hk.

2. Major Features of Moodle

CPCE Moodle provides the following features,

- Online News and announcement (College and Course level)
- Online calendar and reminder
- Course browsing
- Course material browsing, reading and downloading
- Assignment downloading and submitting
- Doing assignment online
- Online discussion
- Online messaging

More features will be added in future!
3. Getting Started

You can enter CPCE Moodle Page by this Web Link ([http://www.cpce-polyu.edu.hk/itu/e-learning/](http://www.cpce-polyu.edu.hk/itu/e-learning/)).

After entering the link, you can see the first page of CPCE Moodle.

![Moodle Login Page](image)

1. Username and Password: Please enter your student number as Username and Email password as Password.

2. Yes, help me log in: It is linked to Password recovery Wizard. Student can recover their login information with the help of the system.

![Password Recovery Wizard](image)

3. System interface language of Moodle: CPCE Moodle supports English (Default), Traditional Chinese and Simplified Chinese as system interface Language. System interface language is independent from course detail, like course name, input by teacher. For examples, if teacher inputs course name in Traditional Chinese, it will not turn to Simplified Chinese even interface language is Simplified Chinese.
4. Main Page for Student

After Logging-in, student enters the main page of the system.

1. Message Block: Student can send messages to teachers and students in HKCC and SPEED using this Block. There will be a popup window showing the message when receiver logins to the system.

1.1. By clicking “Messages”, you shall see a popup window showed below, you can search for someone by clicking search and input his/her name.

1.2. After finding the person you are looking for, you click his name and the window will allow you to write a message to him.
1.3. Message Setting: Some settings you may want to define.

2. Online Users: Shows users who login to the system in last 5 minutes.

3. Courses list: Shows the course(s) you enroll. In case there is assessment(s) given by teachers, it will be showed under course name also.

4. Edit this page: You can add functions to the system using this button. By click this function, you shall see a block on the lower left part of the page and contains the following items available for adding:

   It is recommended not to use these functions as most of them are useless to you.
5. Calendar: Contains reminders for the courses you enroll. One of the examples is reminder on deadline of assignment.

6. Latest News: It is news and announcement made by CPCE, HKCC or SPEED.
5. Course Page

By clicking a course in main page, you shall enter Course Page.

1. Activities: This part lists the items related to this course in by their types, including Forums (Discussion Forum), Resources (Teaching materials), Assignment. Student can check assignment and assignment grade by clicking “assignment”
2. People: List teacher(s) and student(s) of the course. You can send message to them by clicking his/her name.

3. Administration: List the Total Grade / Assignment Grade in the course and your profile.


5. Topic Outline: Details of the course will be listed out on topic or weekly basis. You shall see Resources, Forum and Assignment of the topic.

   **REMINDER:** Teacher can hide topics he doesn’t want to show. Please contact teacher in case you see nothing in a/some topic(s).

6. Calendar: Contains reminders of this course. One of the examples is reminder on deadline of assignment.

7. Latest News: It is news and announcement made by course teacher.
6. Accessing Resource in Moodle

In the Course Page, you can access resource of the course under Course Topic.

There is an icon before each resource and it tells what format of individual resource is.

You can access the resource by clicking them.
7. Using Forum in Moodle

Moodle supports forum and user can locate forum with this icon

By clicking the link, you shall enter the forum page

**1. Instruction from teacher**: This area puts instruction from teacher. Student should read carefully about what teacher says and follow the instruction to achieve good result.

**2. Add a new discussion topic**: By clicking this button, you can add a new discussion topic on the lower part of the page.

**3. Discussion topic(s)**: There is a list of current discussion topic(s), student can click interested topic and give reply there.

**4. Unsubscribe from this forum**: Student will be subscribed automatically by posting new discussion topic or giving reply. Subscribed user will receive email alert about any new postings and replies in the forum. This button stops email alert.
8. Doing Assignment in Moodle

Assignment in Moodle is put along with resource. However, the icon of assignment is unique and you can identify them with the support of description. (You can access assignment in “Activities” Block, please refer to Page 8 for it.)

There are several types of assignment. You shall know the detail by clicking them.

1. It is about the requirement from teacher. Student should read carefully about the requirement from teacher and do the assignment carefully.

2. It is about the submission timeline. Teacher can define if he accepts late submission. Student should contact teacher directly about it.

3. Submission draft: You can upload draft file(s) to the system and system allows resubmission by default. Draft files will become final homework if no confirmation is made and deadline reaches.

4. Upload files: Student can upload files one by one in the field.

After Uploading file(s), you shall see file(s) listed in the submission draft. You can decide if you send it for marking or delete file(s).