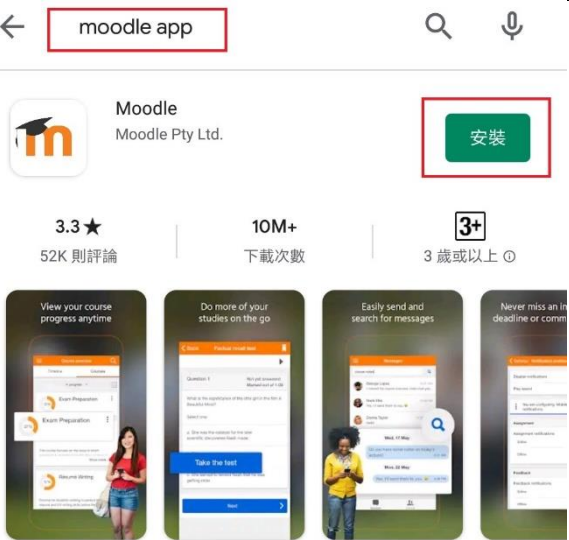
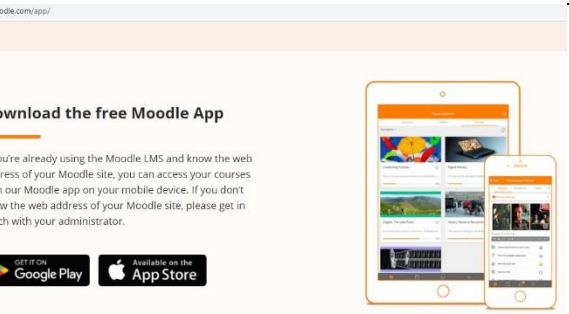


## User Guide – Using Moodle App for Mobile Devices (for HD DFS Teachers)

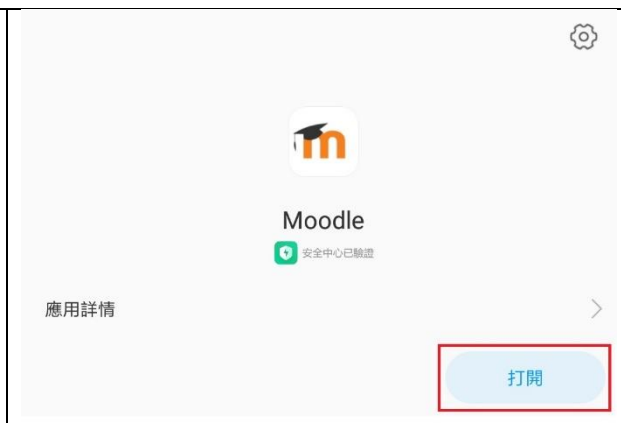
- A. Install Moodle App for Mobile Devices
- B. Login
- C. General Settings about Messages and Notifications
- D. View Calendar
- E. View Course Materials and Download Course for Offline Viewing
- F. Message and Chatting
- G. Send a Group Message or Make an Announcement to All Students
- H. Setting up Course Event Reminders
- I. Support

**IMPORTANT:** Please visit our ‘eLearning for teachers’ page frequently for any updates on eLearning arrangement:  
<http://cuscs.hk/elearning-support>

### A. Install Moodle App for Mobile Devices

<p>1. Power on your mobile device, and make sure it is connected to the internet.</p>	
<p>2. Search “Moodle App” at Google Play Store (for Android devices) or App Store (for iOS devices). Click “Install”.</p>	
<p>3. Or, open an internet browser and visit Moodle site: <a href="http://moodle.com/app/">http://moodle.com/app/</a></p>	

4. Click “Open” after installed.

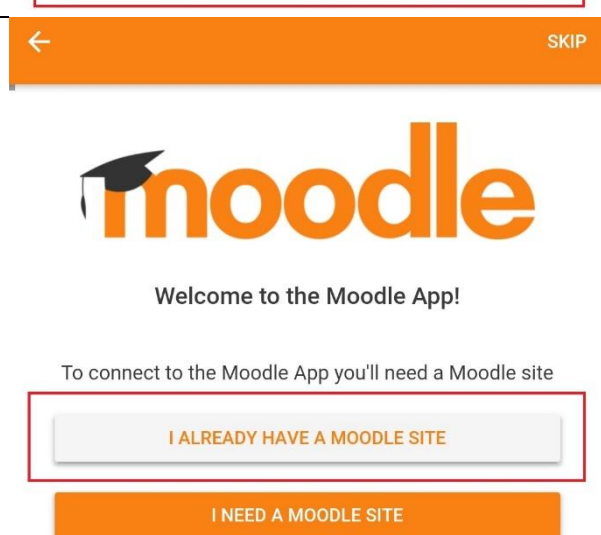


## B. Login

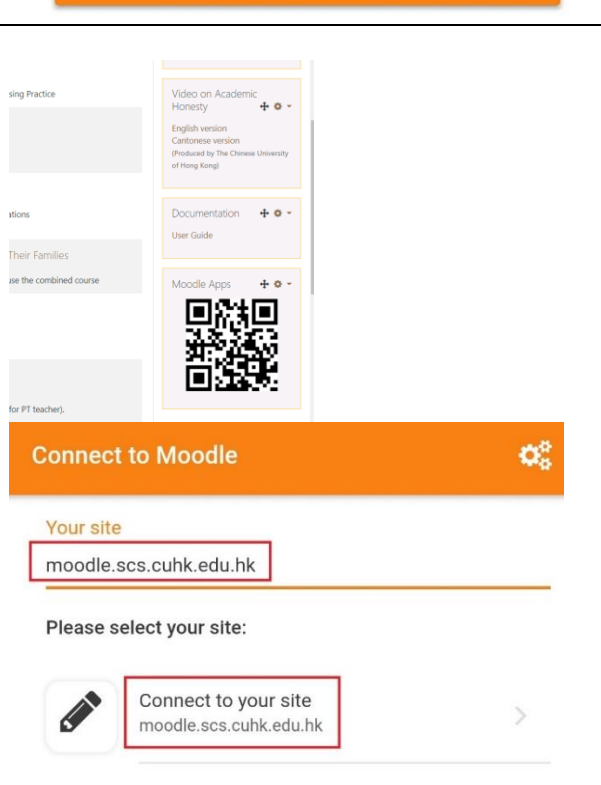
1. For teachers, click “I’m an educator”.



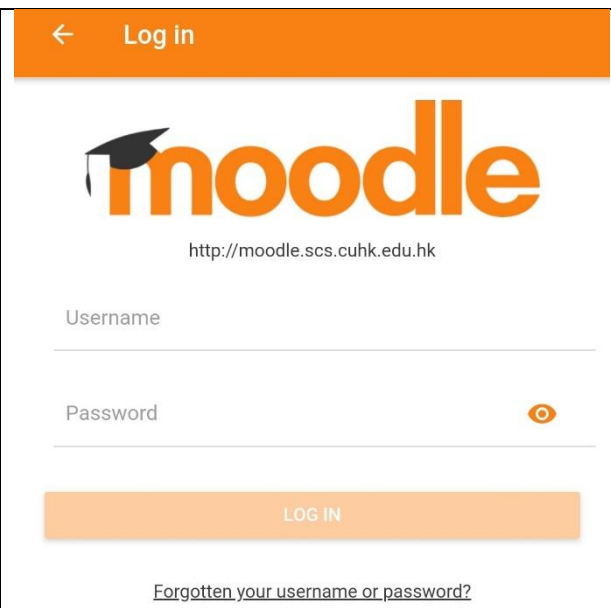
2. Click “I already have a moodle site”.




3. Input “moodle.scs.cuhk.edu.hk” or scan the QR Code from SCS Moodle web site. Click “Connect to your site”.



4. Input your username and password. Click “Log in”.




← Log in



http://moodle.scs.cuhk.edu.hk

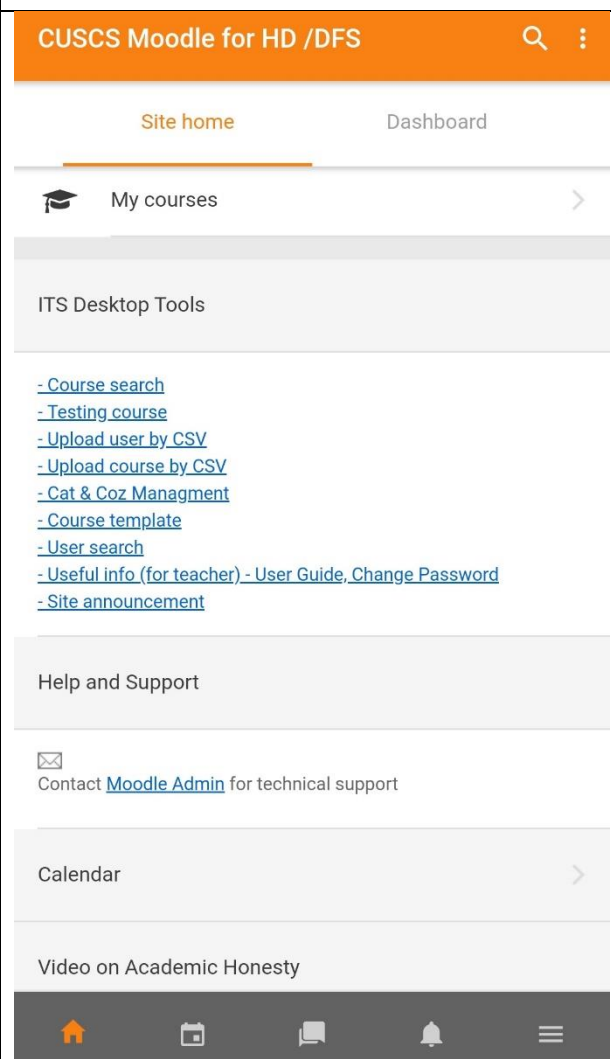
Username

Password 

LOG IN

[Forgotten your username or password?](#)

5. After login successfully, you should be able to browse the course details.



CUSCS Moodle for HD /DFS

Site home Dashboard

My courses

ITS Desktop Tools

- [Course search](#)
- [Testing course](#)
- [Upload user by CSV](#)
- [Upload course by CSV](#)
- [Cat & Coz Managment](#)
- [Course template](#)
- [User search](#)
- [Useful info \(for teacher\)](#) - [User Guide](#), [Change Password](#)
- [Site announcement](#)

Help and Support

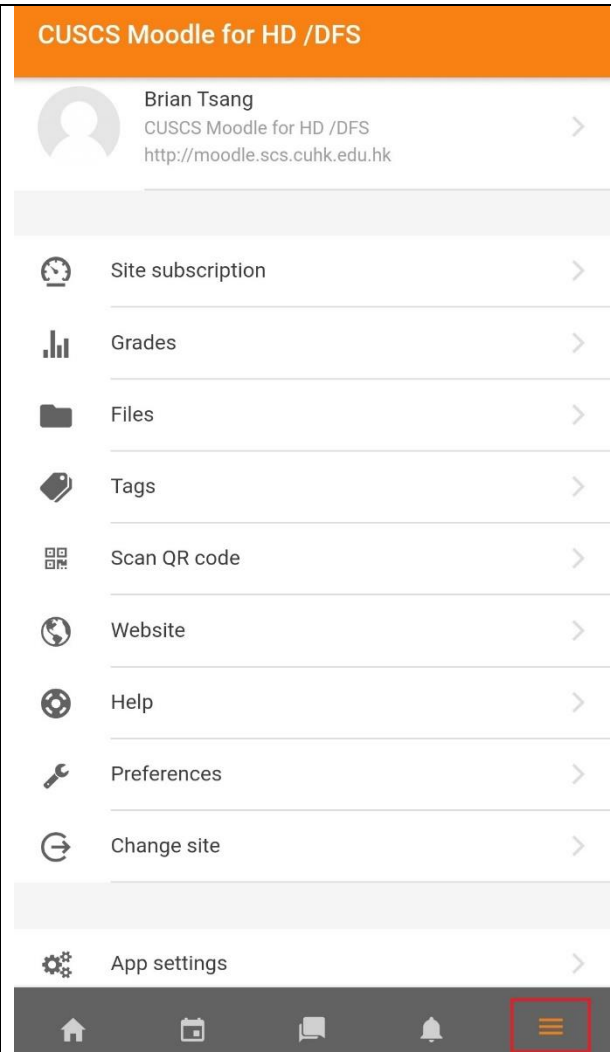
Contact [Moodle Admin](#) for technical support

Calendar

Video on Academic Honesty

## C. General Settings about Messages and Notifications

1. Click the “three lines” icon at the bottom right hand corner to configure some general settings.



**CUSCS Moodle for HD /DFS**

Brian Tsang  
CUSCS Moodle for HD /DFS  
<http://moodle.scs.cuhk.edu.hk>

- Site subscription
- Grades
- Files
- Tags
- Scan QR code
- Website
- Help
- Preferences
- Change site
- App settings

The bottom navigation bar contains icons for Home, Calendar, Messages, Notifications, and a red box highlighting the 'three lines' icon.

2. Click your name to view and edit personal profile.

## CUSCS Moodle for HD /DFS



Brian Tsang

CUSCS Moodle for HD /DFS

<http://moodle.scs.cuhk.edu.hk>



Site subscription



Grades



Files



Tags



Scan QR code



Website



Help



Preferences



Change site



App settings



3. Click the “Edit” button to upload a profile picture. Click “Details” to view your basic information.



Brian Tsang



Brian Tsang  
HK, Hong Kong



Message



Details

4. Back to Main Menu. Click “Preferences” to edit Messages and Notifications settings.

## CUSCS Moodle for HD /DFS



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<http://moodle.scs.cuhk.edu.hk>



Site subscription



Grades



Files



Tags



Scan QR code



Website



Help



Preferences



Change site



App settings



5. Click “Messages” to edit Messages settings.



## Preferences

Brian Tsang


CUSCS Moodle for HD /DFS  
<http://moodle.scs.cuhk.edu.hk>



Messages



Notifications

Space usage 

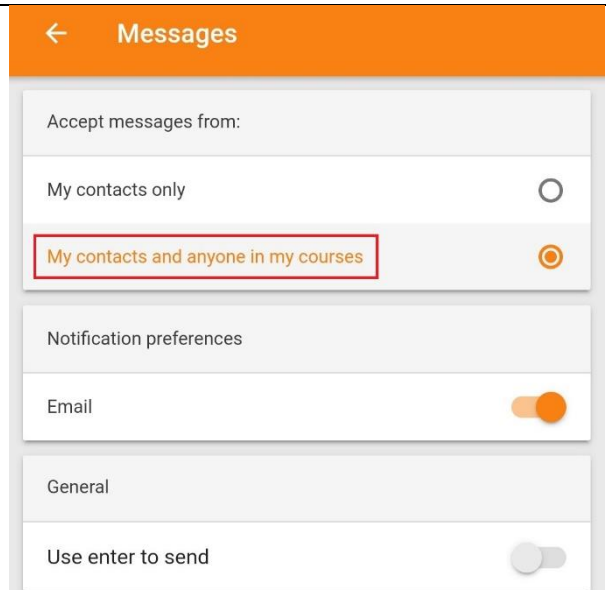
229 bytes  
569 entries in cache



Synchronise now 

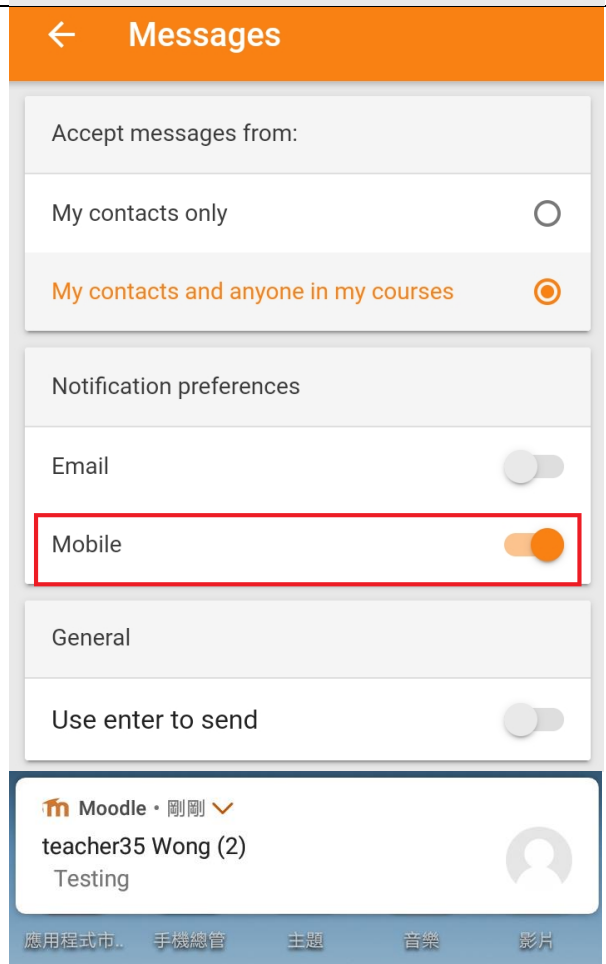


6. For “Accept messages from”, choose “My contacts and anyone in my courses”.



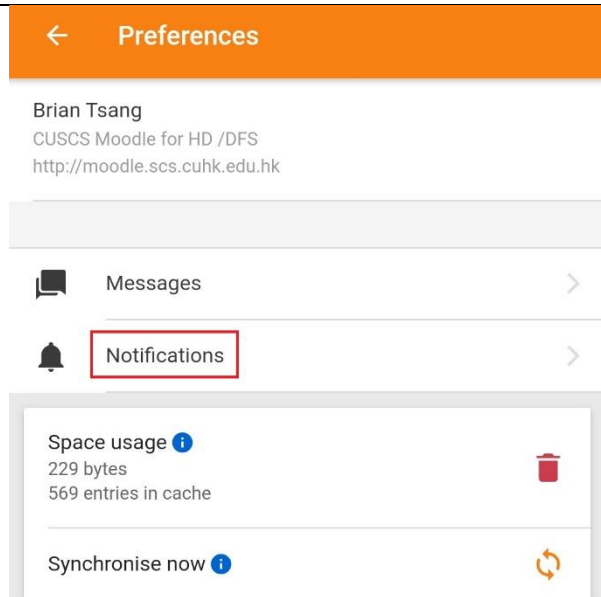
7. To enable “Push Notification to Students’ Mobile” feature, set “Notification preferences > Mobile” ON (default “on”).

If it is ON, once you make an announcement or a message to students, students would receive a notification from their mobile phone.



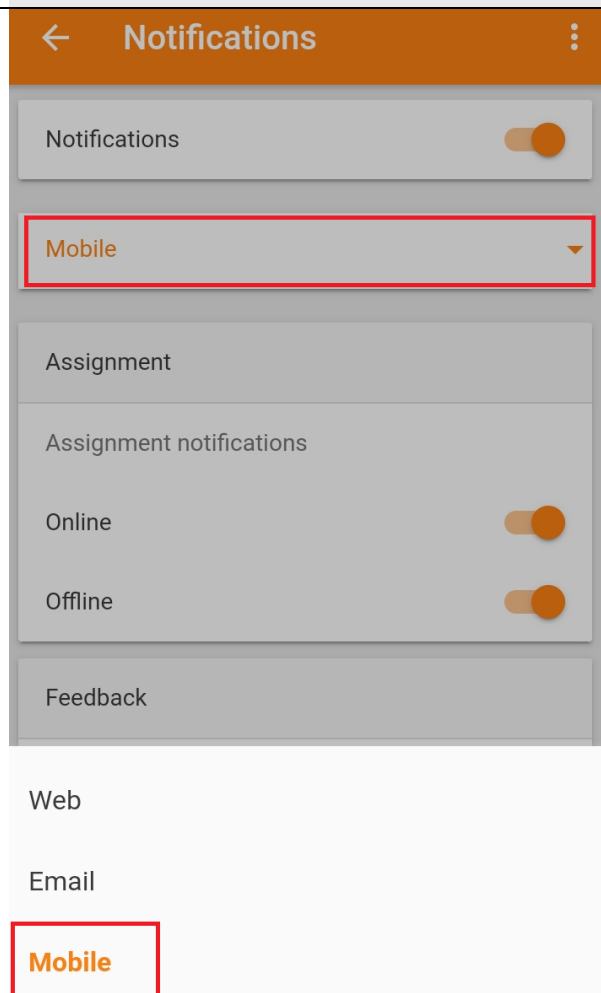


8. Back to “Preferences”. Click “Notifications” to edit Notifications settings.



9. Set “Notifications” ON. Choose “Mobile” so that the app would notify you, not just sending you email message.

If you want to be notified for Assignment, set both Online and Offline ON, so that the app would notify you while you are online or offline.



10. Back to Main Menu. Click “App settings”.

## CUSCS Moodle for HD /DFS



Brian Tsang  
CUSCS Moodle for HD /DFS  
<http://moodle.scs.cuhk.edu.hk>



Site subscription



Grades



Files



Tags



Scan QR code



Website



Help



Preferences



Change site



App settings



11. Click “General” to edit General settings.



App settings



General



Space usage



Synchronisation



About

12. You could set Language, Text size and Color scheme here.

←

General

Language

English ▼

Text size

A

A

A

Color Scheme

Light ▼

Enable text editor

If enabled, a text editor will be available when entering content.

☒

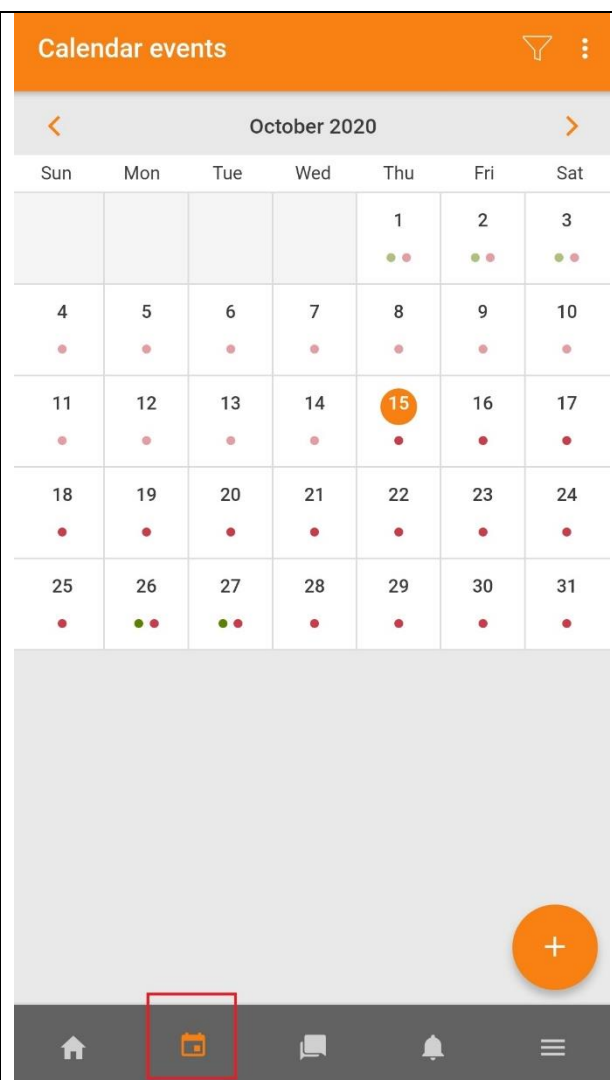
Display debug messages

If enabled, error modals will display more data about the error if possible.

☐

## D. View Calendar


1. Click the "Calendar" icon at the bottom left hand corner.  
Pick a date to view, eg. Oct 15.



## 2. Events and activities of your courses would be shown.

←


Calendar events



<


Thursday, 15 October 2020

>




Individual Assignment (7 to 12-Oct) is due to be graded  
Today, 12:00 AM

>




Classwork\_SnowMan is due  
Today, 12:00 AM

>




Individual reflective paper for presentation on 7/10 is due  
Today, 12:00 AM

>




Submit Assignment 03 遞交習作三 is due to be graded  
Today, 10:44 AM

>




呈交導修三已經過期  
Today, 12:00 PM

>



EN1180-17 Weekly Online Consultation  
Today, 12:30 PM

>



Donald Super's Life Stage I (reflection worksheet) Submission deadline : 15 Oct 12:30 is due  
Today, 12:30 PM

>

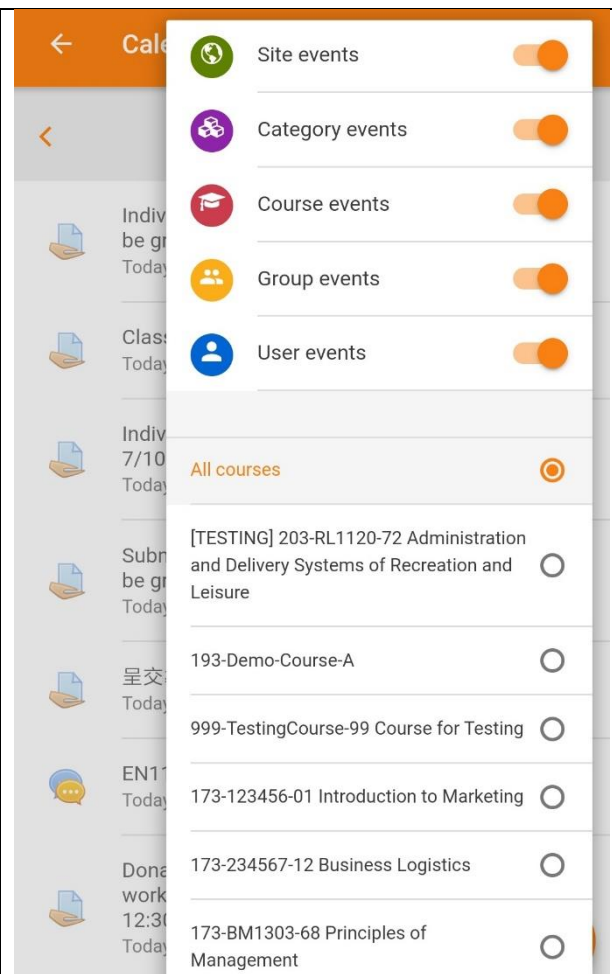
+

CUSCS ITS Section

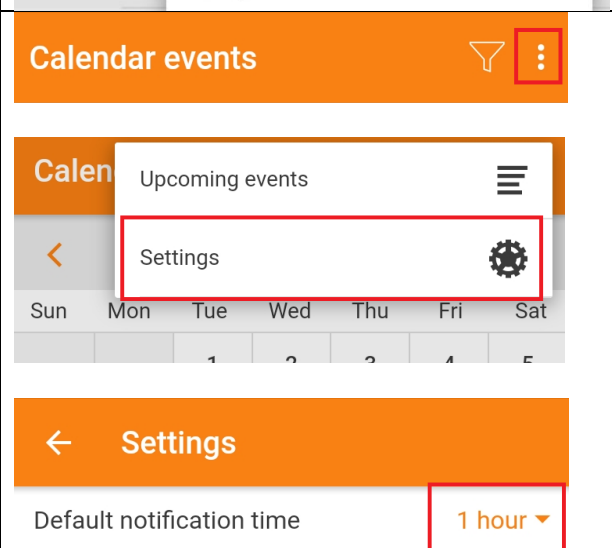
Page 13 of 27

v.20210423

3. Click the “Filter” icon at the top right hand corner. You could narrow down the results by different kinds of events, or by different courses.



4. To set the notification time, click “three dots” (Tools) icon. Click “Settings” and then “Default notification time” (default setting: 1 hour only).

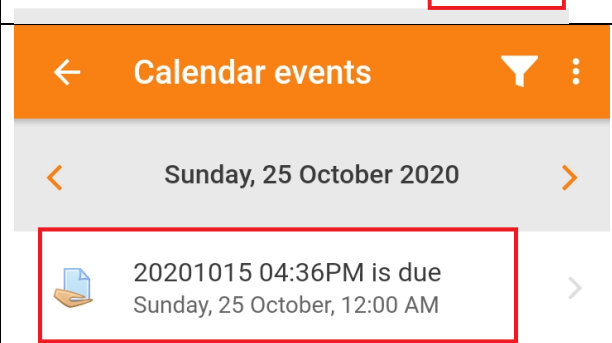


5. If you need to add a reminder, you can pick an event, click “Set a new reminder”.

Select a Date and click “ADD”.

You can find a new reminder in this event.

P.S. If the teacher had created an assignment activity in Moodle, the assignment’s due date would be appeared in Moodle calendar.



By default, Moodle App's calendar would remind students using default setting (1 hour before due time) only. So we suggest you add a new reminder for Assignment by yourself.

### Reminders

Default (Saturday, 24 October 2020, 11:00 PM)



SET A NEW REMINDER

CANCEL

ADD

18	15	28
19	16	29
20	Oct... 2020	17 30
21	18	31
22	19	32

### Reminders

Default (Saturday, 24 October 2020, 11:00 PM)



Tuesday, 20 October 2020, 5:30 PM




SET A NEW REMINDER

6. If you can view some events in the Calendar at Moodle Website but not in Moodle App, you can pull down the calendar. The Moodle App calendar would be synchronised from Moodle Website.

You also can click “Synchronise now” at Preferences.

Calendar events





<

October 2020

>

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	31

<


Preferences

Messages

>


Notifications


>


Space usage 

3.97 KB

102 entries in cache



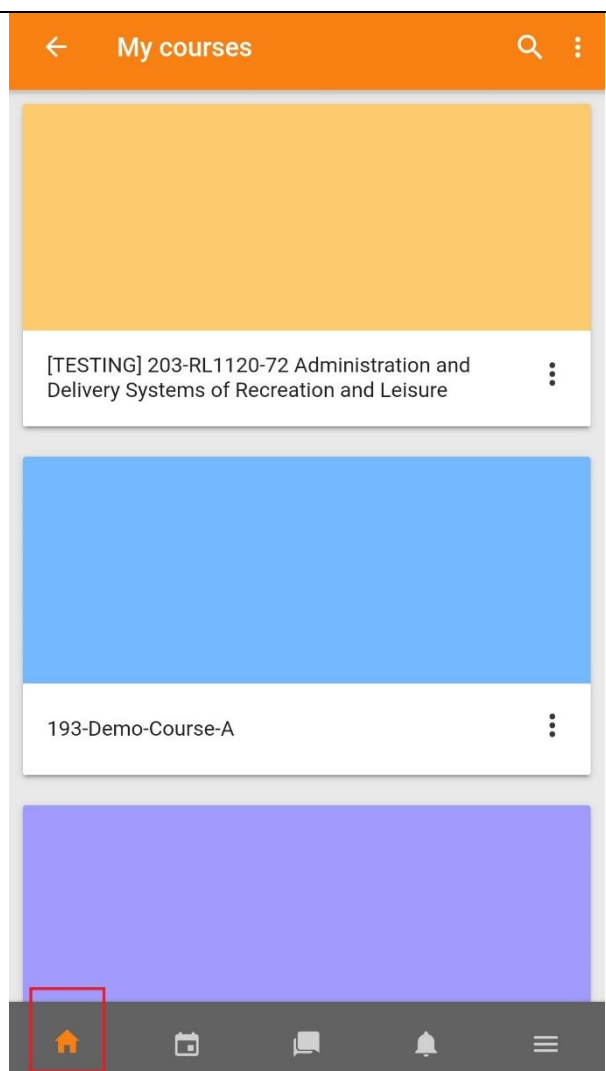
Synchronise now 



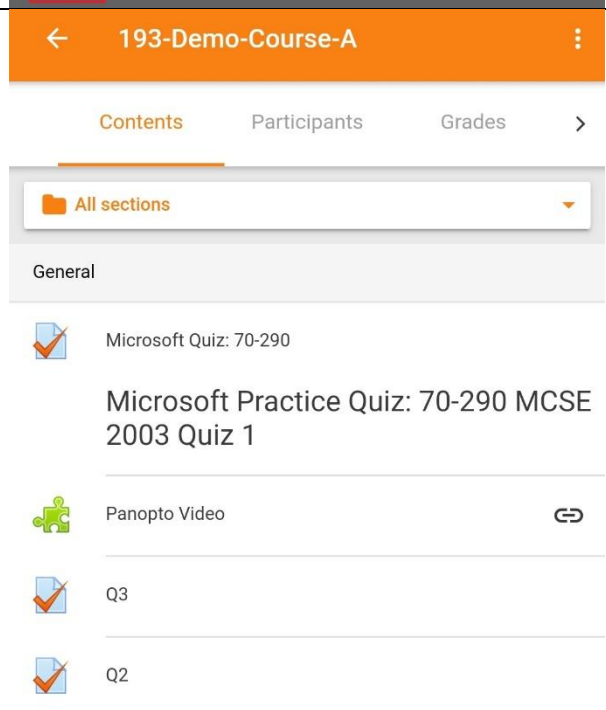


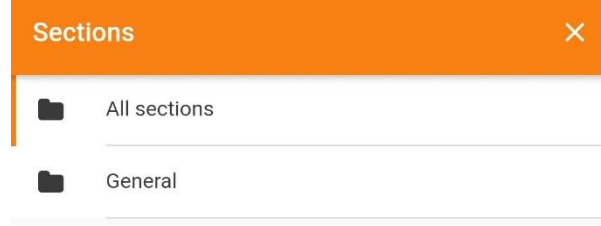
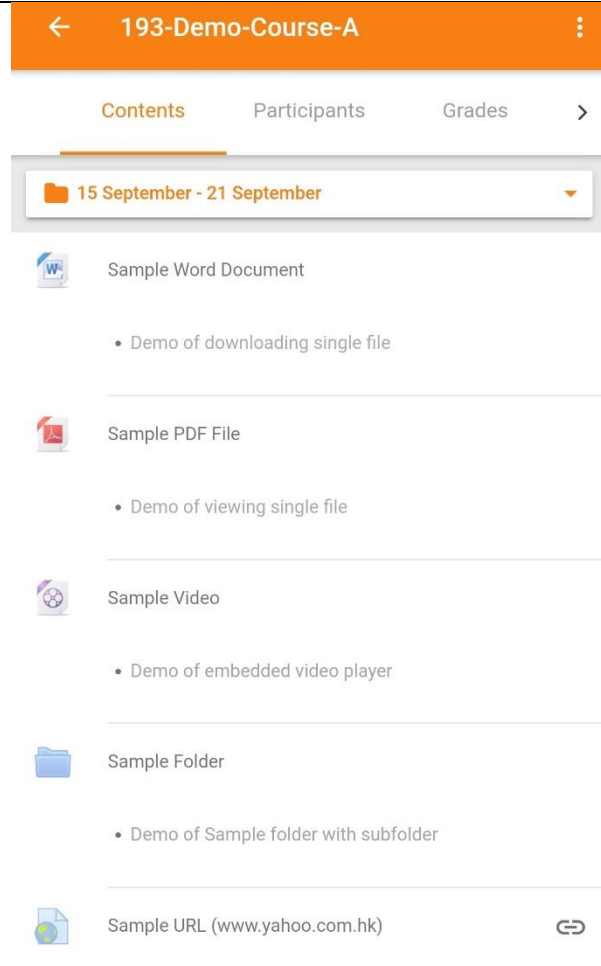
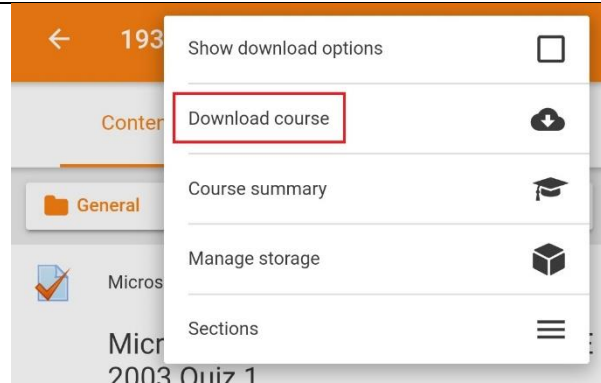
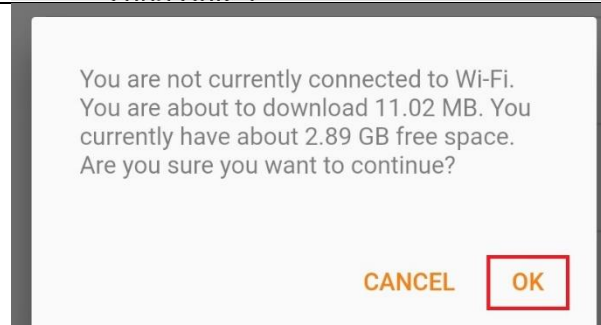
## E. View Course Materials and Download Course for Offline Viewing

1. Click the “Home” icon at the bottom left hand corner. All “My courses” would be listed. Pick one to view the details.



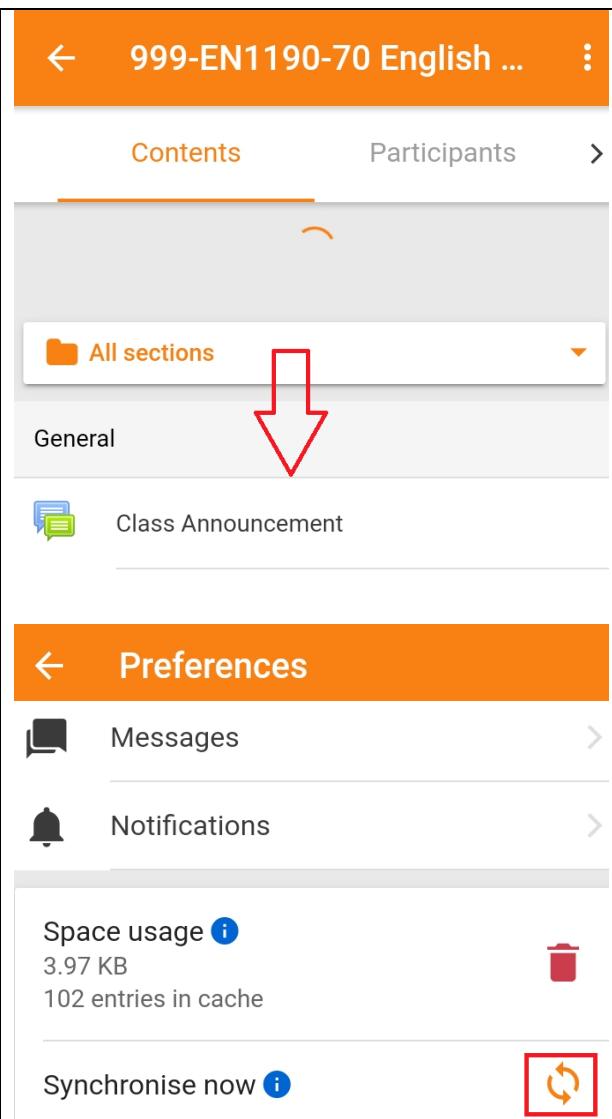
2. Course contents of all sections would be shown.



<p>3. You could switch to a particular section.</p>	
<p>4. Course materials of one section would be shown.</p>	
<p>5. Click the “three dots” icon at the top right hand corner. You could download the course so that you could view them when offline.</p>	
<p>6. Click “OK” to download the course materials to your mobile device.</p>	

7. If you can view some sections' activities in the Calendar at Moodle Website but not in Moodle App, you can pull down "All sections". The Moodle App calendar would be synchronised from Moodle Website.

You also can click "Synchronise now" at "Preferences".



8. Besides Course Contents, you could also view other information such as Participants and Grades.

←

193-Demo-Course-A

🔍

Contents

Participants

Grades

>

OC Demo Teacher

Last access: 5 years ago

>

Cara Ng

Last access: 8 months ago

>

Chi To NG

Last access: 7 years ago

>

091 SCS

>

Teacher Test Account #2

Last access: 8 years ago

>

Brian Tsang

Last access: a few seconds ago

>

Wai Man TSANG

Last access: 7 months ago

>

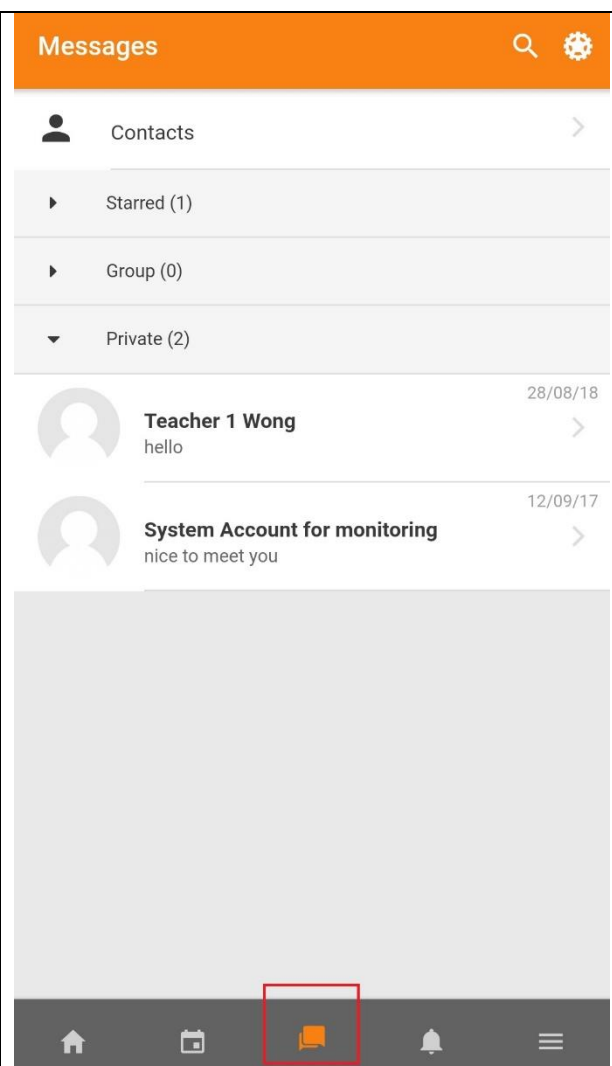
moodle-student61 Wong

Last access: 7 months ago

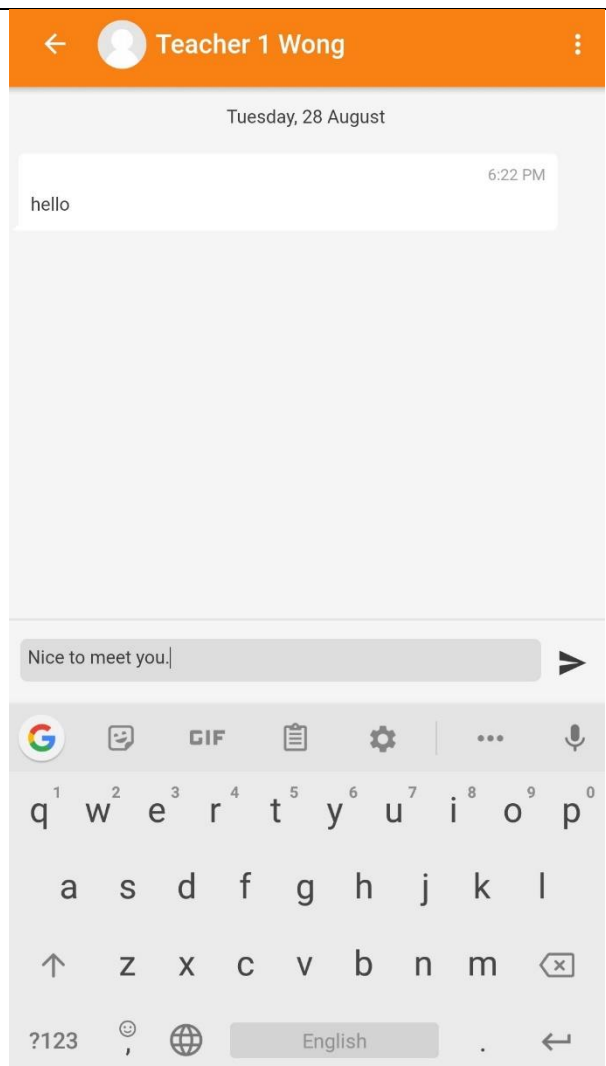
>

## F. Message and Chatting

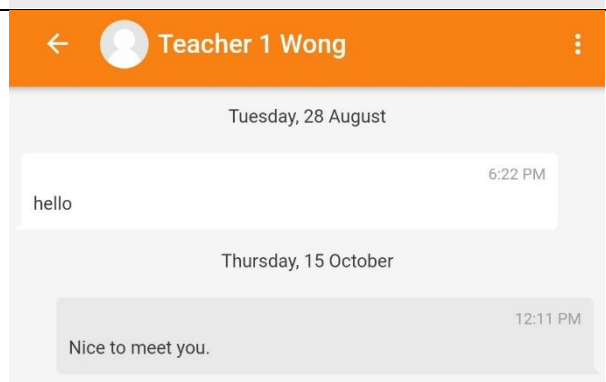
1. Click the “Message” icon at the bottom. Teachers and students are listed. Messages from them are shown.



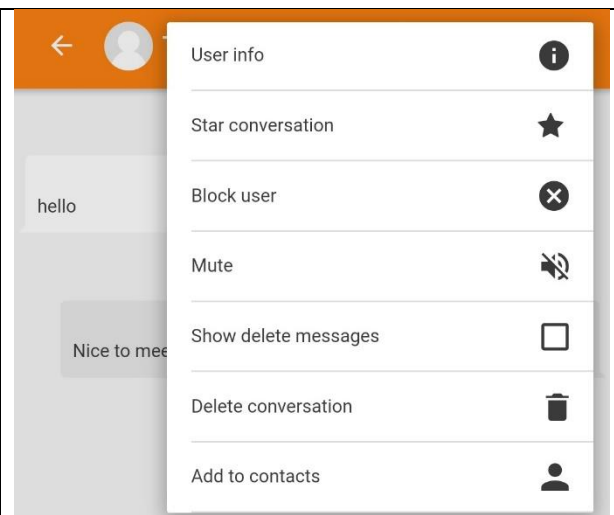
2. Pick one message to reply.



3. And you could see the results.



4. Click the “three dots” icon at the top right hand corner.  
More options that you could configure.

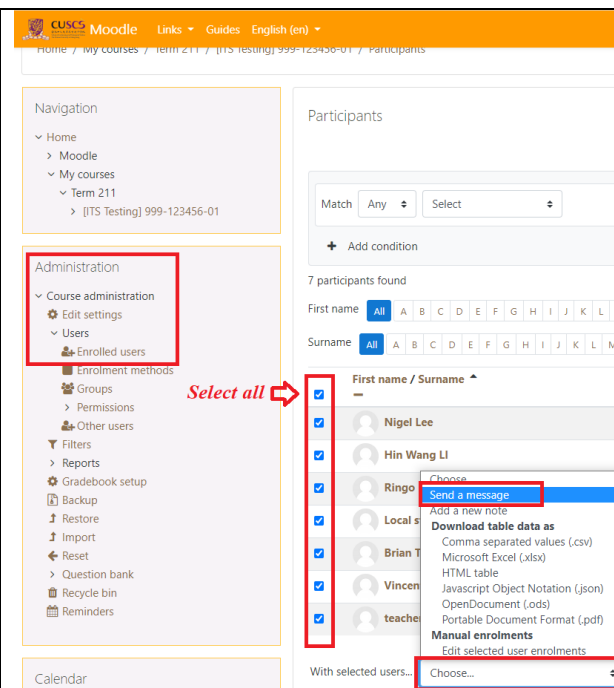


## G. Send a Group Message or Make an Announcement to All Students

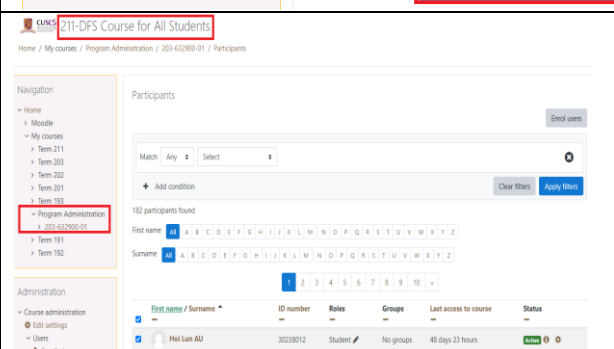
1. To send a group message to all students, you need to use Moodle web version.

Choose a course and then browse Administration section on the left hand side. Expand Course administration > Click Edit settings > Users > Enrolled users.

Select all students. At “With selected users”, click “Choose...” and then “Send a message”.

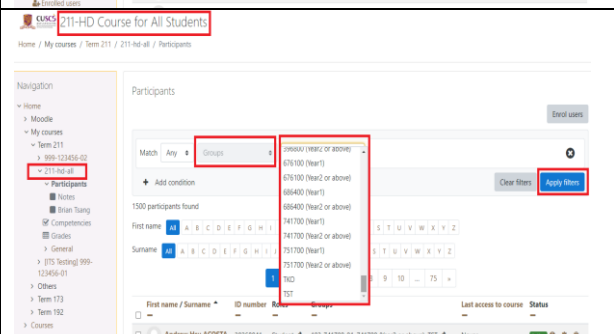


2. **[For DFS PAs ONLY]**, you could choose the course “211-DFS Course for All Students” for administrative purpose.

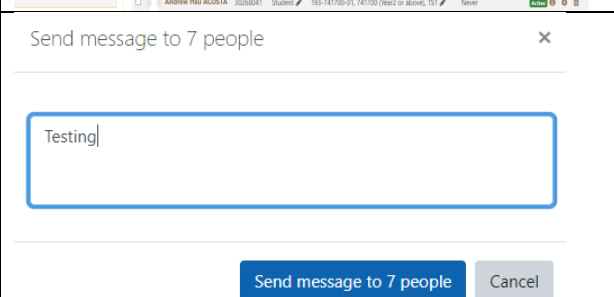


3. **[For HD PAs ONLY]**, you could choose the course “211-HD Course for All Students” for administrative purpose.

You could filter the students using “Match Any Groups”. Choose a group and click “Apply filters”.

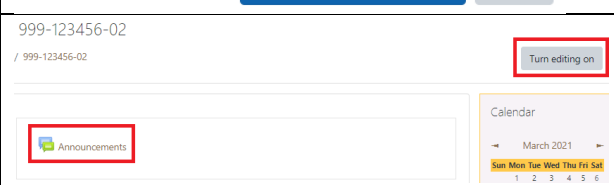


4. Type the message and click “Send message to N people”.

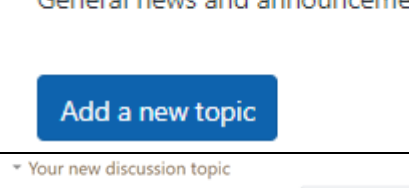
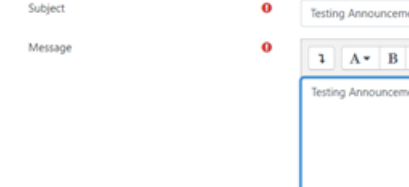
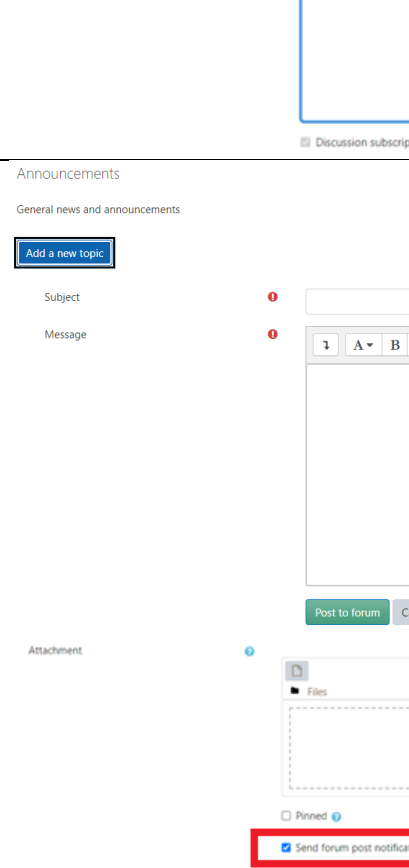


5. To make an announcement to all students, you need to use Moodle web version.

Click “Turn editing on” on top right hand corner. Click “Announcements”.

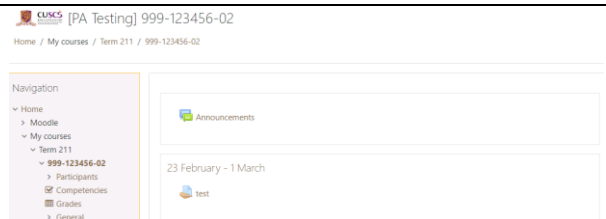




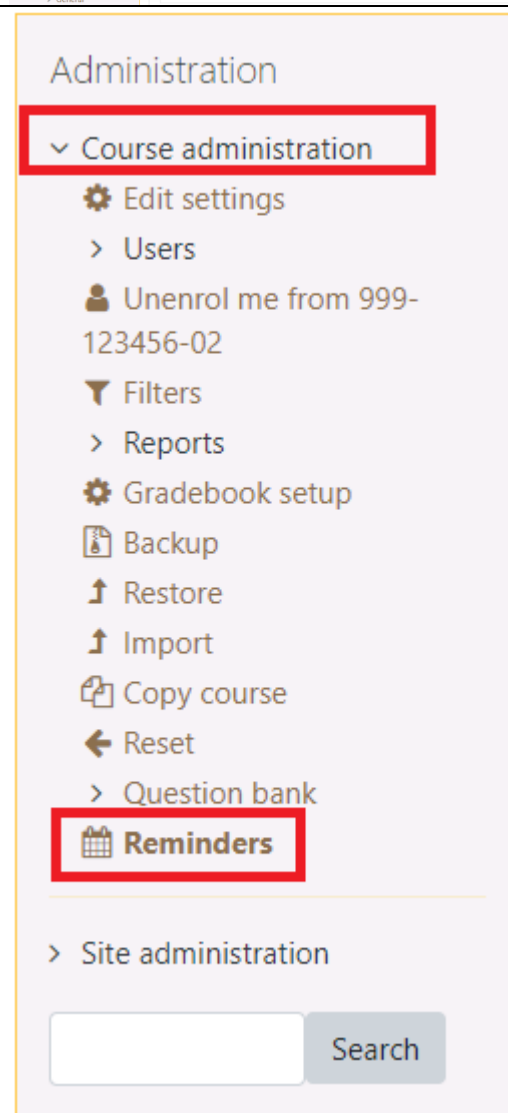
<p>6. Click “Add a new topic”.</p>	
<p>7. Input Subject and Message.</p>	
<p>8. Before clicking “Post to forum”, click “Advanced” and then choose “Send forum post notification with no editing-time delay”.</p> <p>If you have chosen, students would receive the notification of announcement via their mobile phone around 15 mins.</p> <p>If you don’t click, the time would be 15 + 30 mins, because by design there would be 30 mins buffer time for you to edit the announcement.</p>	

## H. Setting up Course Event Reminders

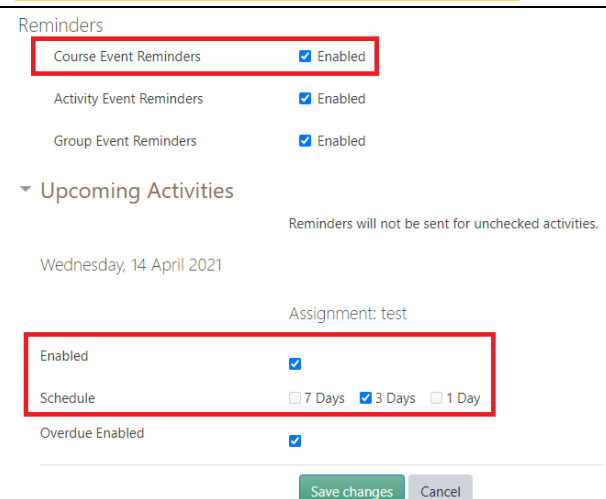
1. Suppose you have created an assignment to students, you could setup a reminder for students.



2. At “Administration” section on the left hand side, expand “Course Administration” and click “Reminders”.



3. By default, “Course Event Reminders” is ON.  
  
For each course event, eg. an assignment, you could configure whether a reminder should be sent to students.  
  
By default this feature is ON with a schedule of 3 days for all course event. You could change the setting for each course event according to your need.



## I. Support

For Moodle related enquiries, please write to:

[moodle-admin@scs.cuhk.edu.hk](mailto:moodle-admin@scs.cuhk.edu.hk)

eLearning Support for Teachers:

<http://www.scs.cuhk.edu.hk/en/page/detail/1575>

External references on using Moodle (HD / DFS teachers):

<https://moodle.scs.cuhk.edu.hk/mod/page/view.php?id=41170>