



Training on online teaching with Moodle and Microsoft Teams

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Training contents



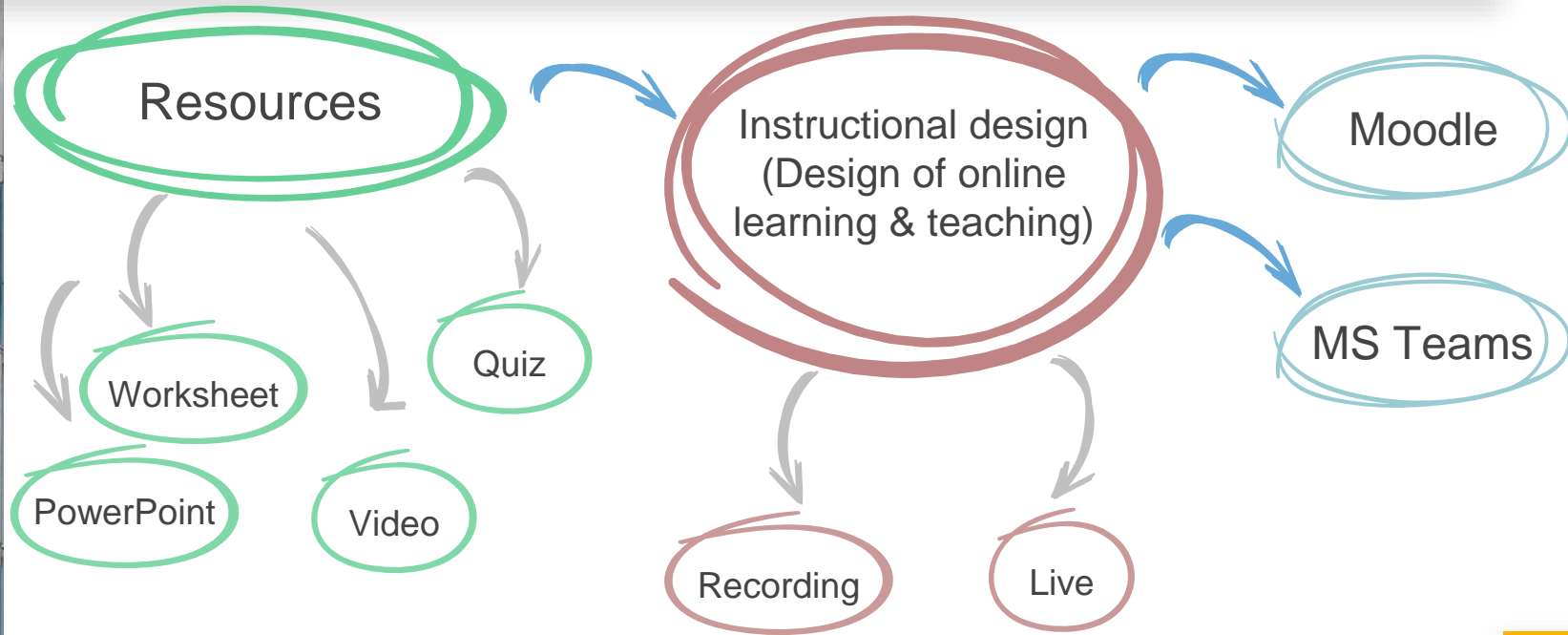
- Organising online learning resources
- Facilitating online learning activities
- Utilising Moodle and Microsoft Teams to enable online learning

Intended Learning Outcomes



- Prepare PowerPoint with narration & Panopto video to facilitate online learning and teaching
- Facilitate online learning and teaching by using moodle activities
- Apply Microsoft Teams to enable online teaching

Overview of online learning and teaching



Design of online learning and teaching



- **Online learning by using Moodle**
- Live broadcast the lecture by using Microsoft Teams

Flipped classroom by using Moodle

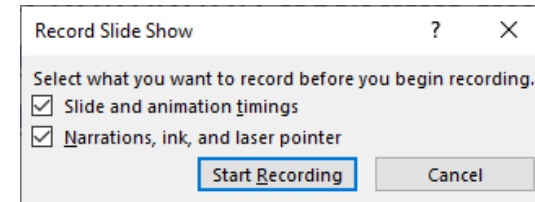
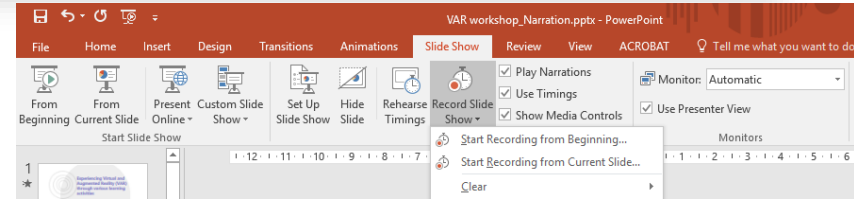


- Teaching materials (PowerPoint with narration / Panopto)
- Quiz (MC / worksheet)
- Assignment (assessment)
- Forum (public discussion)
- Assignment (private discussion)

Enhance your PowerPoint with narration



- Open your PowerPoint file
- Click **“SlideShow”** tab
- Click **“Record Slide Show”** button
- Select **“Start Recording from Beginning”**
- Record Slide Show box pop up.
Check **“Slide and animation timings”**
& **“Narrations, ink and laser pointer”** are ticked.
Click **“Start Recording”**



Enhance your PowerPoint with narration



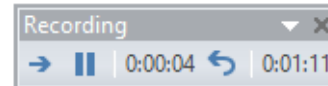
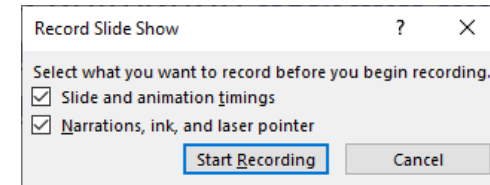
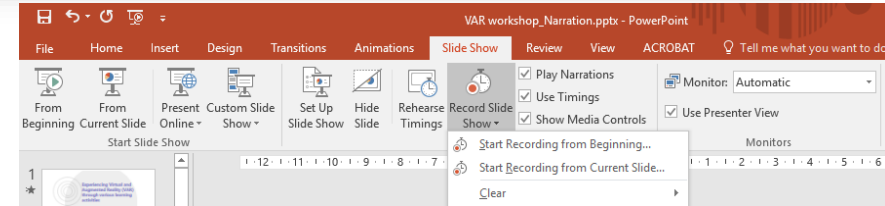
- Recording narration
- Click “→” to next slide
- Click “||” to pause recording
- Click “↶” to re-record current slide
- Select “X” when recording finish



Re-recording narration

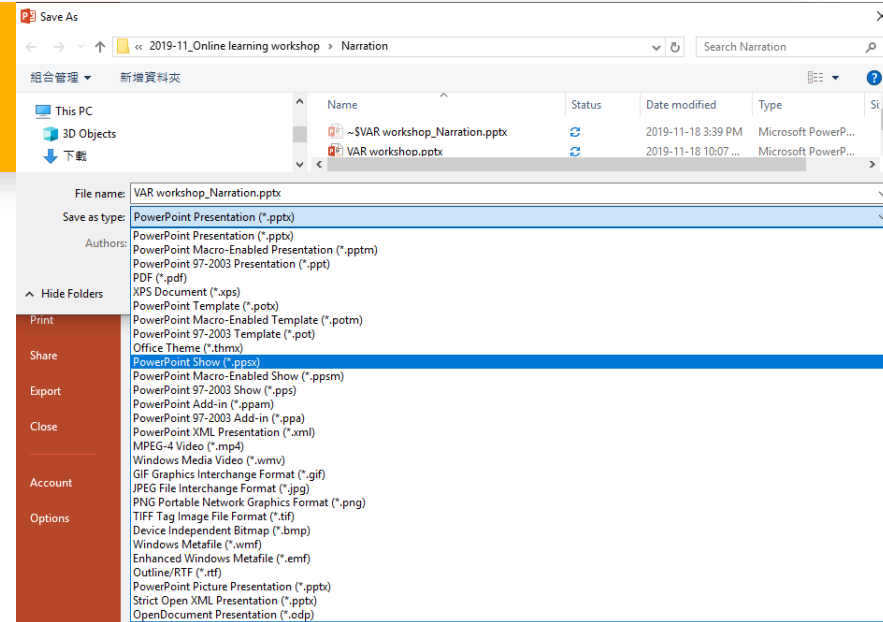


- Go to the slide for re-recording
- Click “**SlideShow**” tab
- Click “**Record Slide Show**” button
- Select “**Start Recording from Current Slide**”
- Record Slide Show box pop up.
Check “**Slide and animation timings**”
& “**Narrations, ink and laser pointer**” are ticked.
Click “**Start Recording**”
- Click “**X**” after recording finish



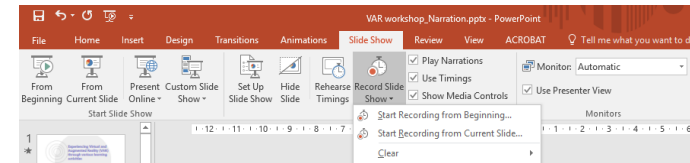
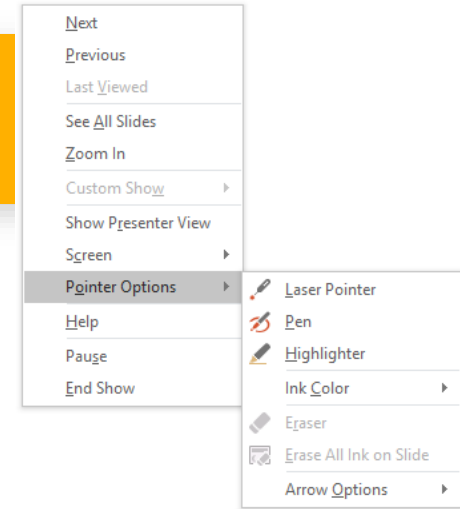
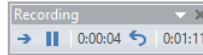
Save PowerPoint

- Click File, Save As
- Select file type of
“PowerPoint Show (*.ppsx)”
at **Save as type:**
 - Students watch the video
- File size is larger than original
- Time of upload subject to file size
- Upload the original PowerPoint file to Moodle for students notes jotting



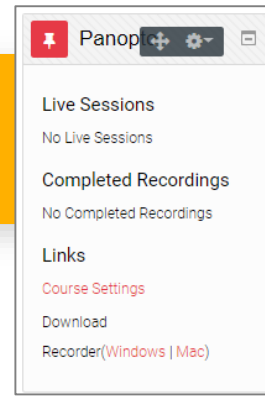
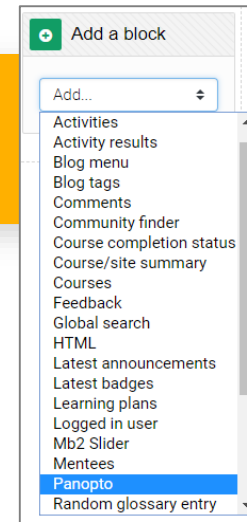
Tips for narration

- Start narration after slide's transition finished
- At slide show, right click to select “**Laser Pointer**” or “**Highlighter**” to assist online teaching
- Record 1 min narration & check the recording quality by clicking “**From Beginning**” at **Slide Show** tab
- Pause recording if needed
- Audio recording stop automatically after stop narration for a while
- Prepare starting script (e.g. 1 min)
- Mention copyright at the beginning of narration
- Use a microphone / headphone with mic
- Keep distance between your mouth & mic
- Remove excess lip balm
- Recording at a silent room
- Mute mobile phone & smart watch



Record using Panopto at Moodle

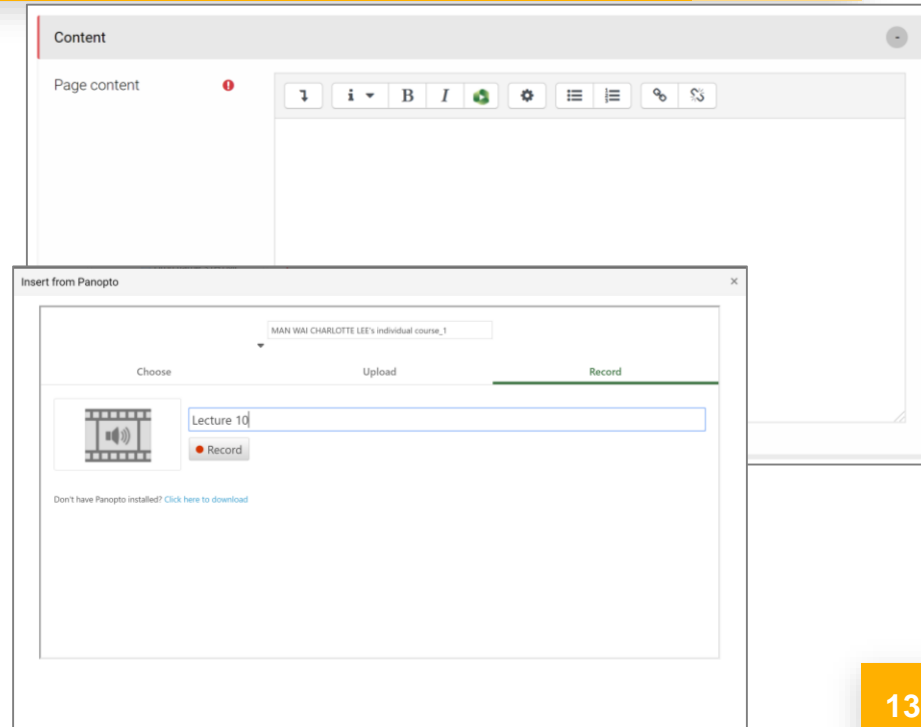
- Go to Moodle course
- Click “**Turn editing on**”
- Select “**Panopto**” at **Add a block**
- At **Panopto block**, click “**Windows**” or “**Mac**” to download and install Panopto
- Click “**Add an activity or resource**” under the topic
- Select “**Page**”, click “**Add**”



Record using Panopto at Moodle



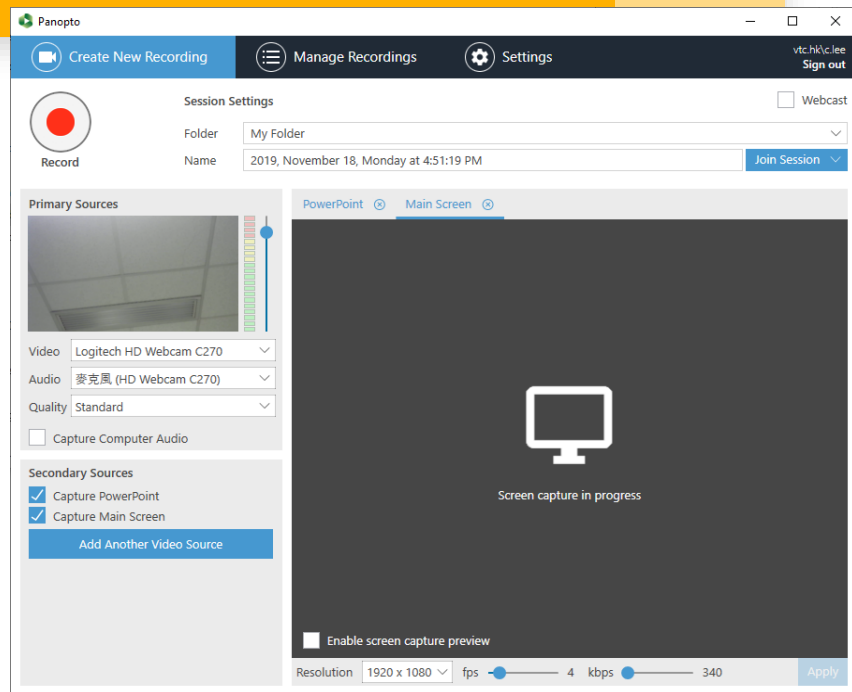
- Input “**Name**”
- At **Content** session, click “**Panopto**” icon
- Optionally, select the folder by clicking “▼”
- Click “**Record**” tab and input name of the recording
- Click “● **Record**”



Record using Panopto at Moodle

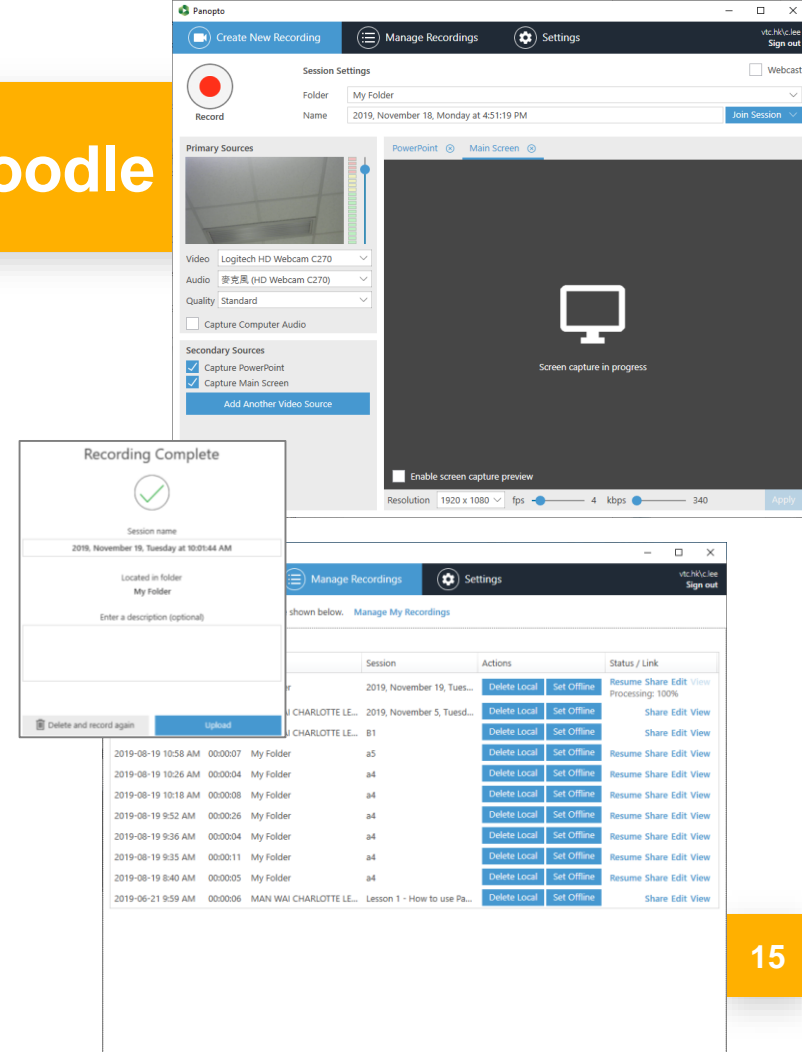


- Click on “**Settings**”, tick “**Minimize when recording**” & “**Highlight the mouse cursor during screen capture**”, click “**Save**”
- Check **Video**, **Audio** & **Volume level**
- Tick “**Capture computer audio**” if playing video
- Tick “**Capture PowerPoint**” & “**Capture Main Screen**”
- Tick “**Start presenting when recording starts**” for PowerPoint
- Optionally adjust “**Resolution**” & “**Framerate**”, click “**Apply**”



Record using Panopto at Moodle

- Click “🎯 **Record**” to start recording
- When recording finish, click Panopto window, click “🛑 **Stop**”
- Click “**Upload**” to upload recording
- Click “**X**” at top right corner to close Panopto



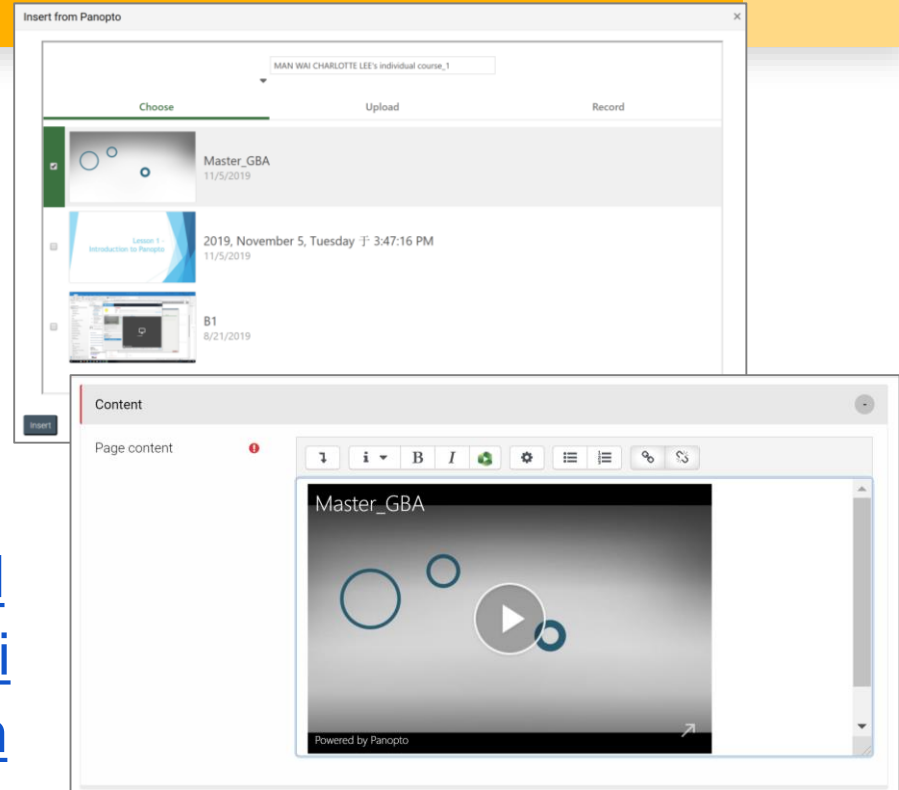
Record using Panopto at Moodle



- Click “**Choose**” tab, select recording, click “**Insert**”
- Click “**Save and return to course**”

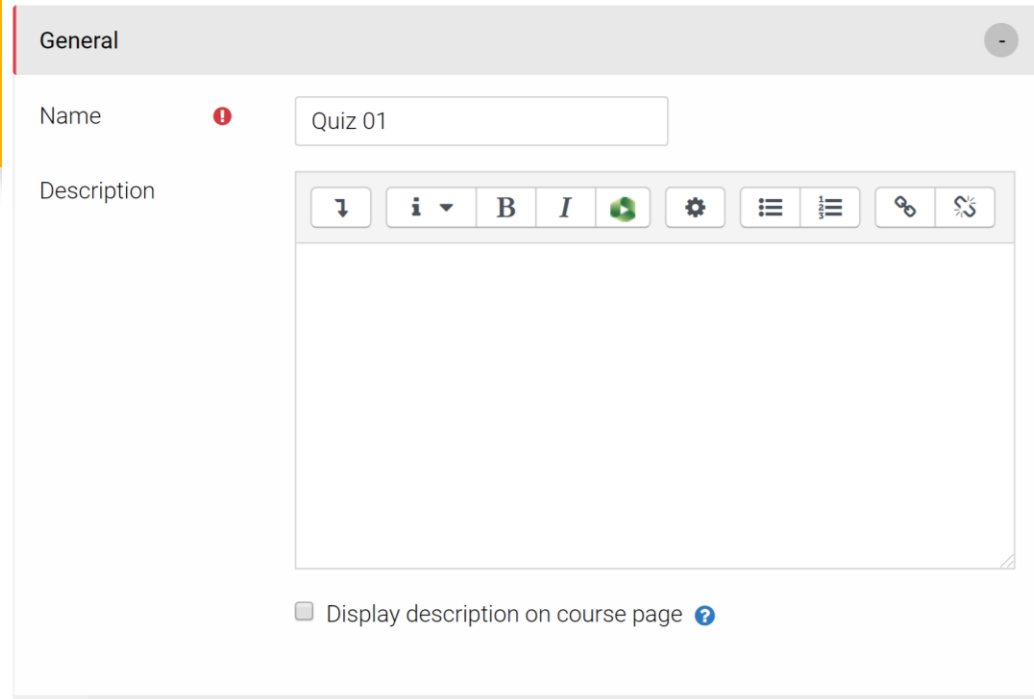


Panopto Quick Guide:
https://clt.vtc.edu.hk/downloads/PanoptoQuickStartGuideforTeacher_20191105.pdf



Quiz settings

- Click “**Add an activity or resource**”
- Select “**Quiz**”
- Click “**Add**”
- Enter a “**Name**”
- Optionally, enter “**Description**”



The screenshot shows the 'General' settings tab for a quiz. The 'Name' field is labeled with a red information icon and contains the text 'Quiz 01'. The 'Description' field is a large text area with a rich text editor toolbar above it. The toolbar includes icons for undo, redo, bold, italic, link, unlink, list, and table. At the bottom of the form, there is a checkbox labeled 'Display description on course page' with a help icon.

General

Name ⓘ Quiz 01

Description

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☐ Display description on course page ⓘ

Quiz settings



- For assessment:
 - Set **“Open the quiz”**, **“Close the quiz”** & **“Time limit”**. Select **“There is a grace period...”** at **When time expires**, & set **“Submission grace period”** at **Timing section**
 - Set **“Attempts allowed”** to **“1”** at **Grade section**
- For checking students learning' progress:
 - Set **“Attempts allowed”** & **“Grading method”** to **“Unlimited”** & **“Highest grade”**

Timing

Open the quiz	?	1	November	2019	10	00		<input checked="" type="checkbox"/> Enable
Close the quiz		1	November	2019	11	05		<input checked="" type="checkbox"/> Enable
Time limit	?	1		hours				<input checked="" type="checkbox"/> Enable
When time expires	?	There is a grace period when c						
Submission grace period	?	3		minutes				<input checked="" type="checkbox"/> Enable

Grade

Grade category	?	Uncategorised	
Grade to pass	?		
Attempts allowed		Unlimited	
Grading method	?	Highest grade	

Quiz settings



- For assessment:
 - Select “**Every question**” at

Layout

New page ? Every question ▾ ☐ Repaginate now

Navigation method ! ? Sequential ▾

Show less...

New page & select “**Sequential**” at **Layout section** (cannot back to previous questions)

Quiz settings

- For assessment:
 - Only tick “**The attempt**” & untick other options under **Immediately after the attempt** & **Later**, while the quiz is still open at **Review options** section

Review options

During the attempt

- ☒ The attempt ?
- ☒ Whether correct ?
- ☒ Marks ?
- ☒ Specific feedback ?
- ☒ General feedback ?
- ☒ Right answer ?
- ☐ Overall feedback ?

Later, while the quiz is still open

- ☒ The attempt
- ☐ Whether correct
- ☐ Marks
- ☐ Specific feedback
- ☐ General feedback
- ☐ Right answer
- ☐ Overall feedback

Immediately after the attempt

- ☒ The attempt
- ☐ Whether correct
- ☐ Marks
- ☐ Specific feedback
- ☐ General feedback
- ☐ Right answer
- ☐ Overall feedback

After the quiz is closed

- ☒ The attempt
- ☒ Whether correct
- ☒ Marks
- ☒ Specific feedback
- ☒ General feedback
- ☒ Right answer
- ☒ Overall feedback

Quiz settings



- Optionally, select **“Yes”** at **Shuffle within questions** & select **“Deferred feedback”** at **How questions behave** at **Question behavior** section
- Set other parameter if needed
- Click **“Save and return to course”**

Question behaviour

Shuffle within questions ?

Yes

How questions behave ?

Deferred feedback

Show more...

Add questions to Moodle Quiz



- Click the quiz at Moodle course page
- Click “Edit quiz”
- Input “**Maximum grade**”, click “**Save**”
- Optionally, tick “**Shuffle**”
- Click “**Add**”, select “**+ a new question**” or “**+ from question bank**” to add questions

Quiz 01

Grading method: Highest grade

No questions have been added yet



Edit quiz

Back to the course

Editing quiz: Quiz 01

Questions: 0 | This quiz is open

Maximum grade

10.00

Save

Repaginate

Select multiple items

Total of marks: 0.00



☐ Shuffle

Add

Add questions to Moodle Quiz

- Select question type,
click “Add”

Choose a question type to add

Select a question type to see its description.

- ☐ Multiple choice
- ☐ True/False
- ☐ Matching
- ☐ Short answer
- ☐ Numerical
- ☐ Essay
- ☐ Calculated
- ☐ Calculated multichoice
- ☐ Calculated simple
- ☐ Drag and drop into text
- ☐ Drag and drop markers
- ☐ Drag and drop onto image
- ☐ Embedded answers (Cloze)
- ☐ Music Theory
- ☐ Random short-answer matching
- ☐ Select missing words

OTHER

- ☐ Description

Add Cancel

Add MC questions

- Select “**Multiple choice**”,
click “**Add**”
- Input “**Question name**” &
“**Question text**”
- Optionally, tick “**Shuffle
the choices?**”

The screenshot shows the 'General' settings for a question. The 'Category' is set to 'Default for APL3001_APL_APL_clt_1 (9)'. The 'Question name' is 'Part 1 Q1'. The 'Question text' is 'Which of the following sampling method is NOT a non-probability sampling method?'. The 'Default mark' is '1'. The 'General feedback' field is empty. The 'ID number' field is empty. The 'One or multiple answers?' dropdown is set to 'One answer only'. The 'Shuffle the choices?' checkbox is checked. The 'Number the choices?' dropdown is set to 'a, b, c, ...'.

General

Category: Default for APL3001_APL_APL_clt_1 (9)

Question name: Part 1 Q1

Question text: Which of the following sampling method is NOT a non-probability sampling method?

Default mark: 1

General feedback:

ID number:

One or multiple answers?: One answer only

Shuffle the choices?: ☒

Number the choices?: a, b, c, ...

Add MC questions

- Input Answers
- Set **Grade** of the correct answer to “**100%**”
- Set other parameter if needed
- Click “**Save changes**”

The screenshot shows a software interface titled "Answers" with five sections, each for a different choice. Each section contains a text field for the choice name, a dropdown for the sampling method, a dropdown for the grade, and a text field for feedback. The first choice is "Choice 1" with "Simple Random Sampling" and a grade of "100%". The second choice is "Choice 2" with "Quota Sampling" and a grade of "None". The third choice is "Choice 3" with "Judgement Sampling" and a grade of "None". The fourth choice is "Choice 4" with "None of the above" and a grade of "None". The fifth choice is "Choice 5" with an empty text field and a grade of "None". Each section also has a set of icons for editing and saving.

Choice	Sampling Method	Grade	Feedback
Choice 1	Simple Random Sampling	100%	
Choice 2	Quota Sampling	None	
Choice 3	Judgement Sampling	None	
Choice 4	None of the above	None	
Choice 5		None	

Add Essay questions (worksheet)



- Select “**Essay**”, click
“**Add**”
- Input “**Question name**”
& “**Question text**”

The screenshot shows the 'General' tab of a question editor. It includes fields for 'Category' (set to 'Default for APL3001_APL_APL_ckt_1 (10)'), 'Question name' (set to 'Lab Q1'), and 'Question text' (containing the text 'What are the safety precautions of conducting testing at Laboratory?'). There are also fields for 'Default mark' (set to '1') and 'General feedback'. The interface includes a rich text editor with various formatting options like bold, italic, and link.

Add Essay questions (worksheet)



- Select “**HTML editor**” at **Response format**
- Select “**Require the student to enter text**” at **Require text**
- Select “**40 lines**” at **Input box size**
- Click “**Save changes**”
- Manual grading is required

The screenshot shows the 'Response Options' dialog box with the following settings:

Setting	Value
Response format	HTML editor
Require text	Require the student to enter te
Input box size	40 lines
Allow attachments	No
Require attachments	Attachments are optional
Accepted file types	Accepted file types [Choose] No selection

Moodle Assignment

- Click “Add an activity or resource”
- Select “Assignment”
- Click “Add”
- Enter a “Name”
- Optionally, enter “Description” & add an additional files (e.g. assignment instruction)
- Specify the “Allow submission date” & “Due date”

The screenshot shows the 'General' tab of the Moodle Assignment configuration page. The 'Assignment name' field contains 'Assignment 01'. The 'Description' field contains the text 'Please submit your assignment by Week 12.' and has a rich text editor toolbar above it. A checkbox 'Display description on course page' is checked. The 'Additional files' section shows a file icon and the text 'Files'. Below this, a Microsoft Word document icon is displayed with the label 'Assignment' underneath it. A note on the right indicates 'Maximum size for new files: 1GB'.

The screenshot shows the 'Availability' tab of the Moodle Assignment configuration page. It contains four rows of date and time pickers, each with an 'Enable' checkbox. The first row is 'Allow submissions from' (1 September 2019 00:00). The second row is 'Due date' (23 November 2019 23:59). The third row is 'Cut-off date' (23 November 2019 23:59). The fourth row is 'Remind me to grade by' (1 December 2019 09:00). At the bottom, there is a checkbox 'Always show description' which is checked.

Moodle Assignment



- Optionally, in the **VeriGuide parameters** section, tick the **“Enable VeriGuide”** checkbox to enable VeriGuide
- At **Grade section**, input **Maximum guide**
- Click **“Save and return to course”**

VeriGuide parameters

☒ Enable VeriGuide ?

These are the settings for originality report sharing.

☒ Enable TA view ?

☒ Enable student view similarity percentage ?

☒ Enable student view detailed report ?

Grade

Grade ?

Type Point ▾

Scale

Default competence scale ▾

Maximum grade

100

Forum (public discussion)



- Click “**Add an activity or resource**”
- Select “**Forum**”
- Click “**Add**”
- Enter a “**Forum Name**”
- Optionally, enter “**Description**”
- Click “**Save and return to course**”

The screenshot shows the 'General' tab of a Moodle forum creation form. The 'Forum name' field contains 'Public discussion forum'. The 'Description' field contains the text 'Please post your questions here.' and is equipped with a rich text editor toolbar. Below the description field, there is a checkbox labeled 'Display description on course page' which is currently unchecked. The 'Forum type' dropdown menu is set to 'Standard forum for general use'.

General

Forum name ⓘ Public discussion forum

Description

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Please post your questions here.

☐ Display description on course page ⓘ

Forum type ⓘ Standard forum for general use ⌵

Assignment (private discussion)



- Click “**Add an activity or resource**”
- Select “**Assignment**”
- Click “**Add**”
- Enter a “**Name**”
- Optionally, enter “**Description**”
- At **Submission types** section, tick “**Online text**”
- Click “**Save and return to course**”

The screenshot displays the Moodle Assignment creation form. The 'General' section is active, showing the 'Assignment name' field with the text 'Private discussion' and the 'Description' field with the text 'Please feel free to post your questions here.' The 'Submission types' section is partially visible at the bottom, showing the 'Online text' option selected with a checked checkbox.

General

Assignment name: Private discussion

Description: Please feel free to post your questions here.

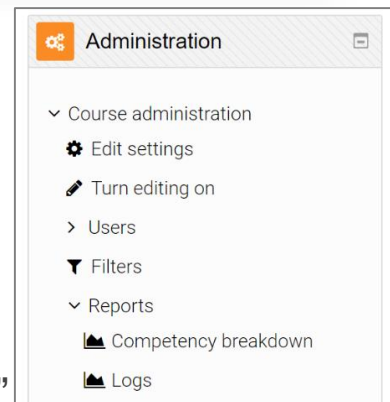
Submission types

Submission types: ☐ Online PoodLL [?](#) ☐ File submissions [?](#) ☒ Online text [?](#)

Check students' participation



- At “Administration block”, click “Reports”, click “Logs”
- Click “Get these logs” (Optionally set parameter)
- At the bottom of page, select “Microsoft Excel (.xlsx)” or “Comma separated values (.csv)”, click “Download” to download log to your computer



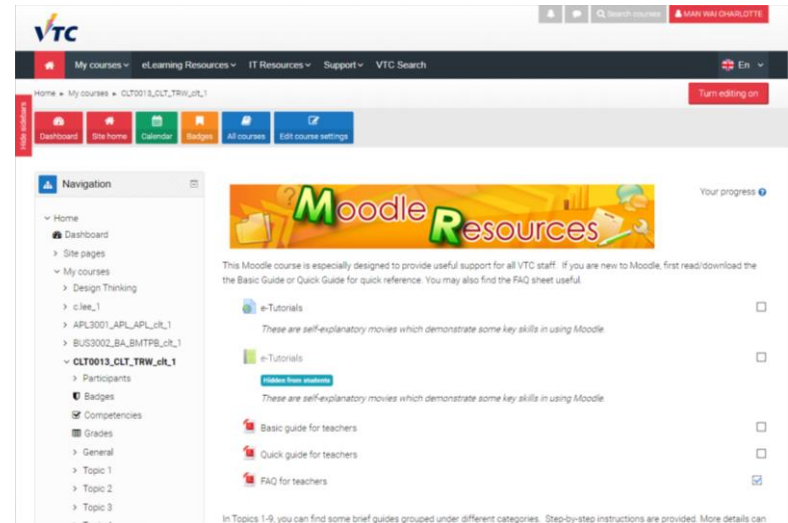
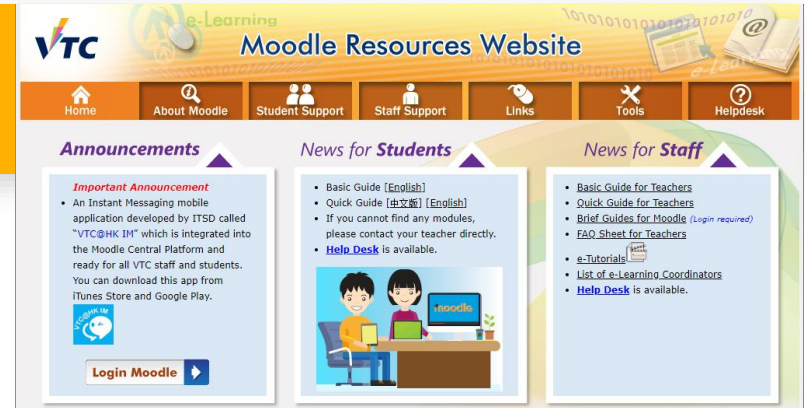
More information

- CLT Moodle resources website (for staff & student)

<http://elsupport.vtc.edu.hk>

- Moodle resources course (for staff)

<https://moodle1920.vtc.edu.hk/course/view.php?id=587>



Moodle local support for teaching staff



- E-learning coordinator:
 - Campus e-learning coordinator
 - Discipline e-learning coordinator
 - Department e-learning coordinator
 - ESU e-learning coordinator
 - http://elsupport.vtc.edu.hk/download/ec_list.pdf

Moodle further support for teaching staff



- ITSD helpdesk
 - itsd-helpdesk@vtc.edu.hk
 - 2836-1202
- Moodle support at CLT
 - Charlotte Lee
 - c.lee@vtc.edu.hk
 - 2836-1952

Design of online learning and teaching



- Online learning by using Moodle
- **Live broadcast the lecture by using Microsoft Teams**