

MOODLE MANUAL FOR LECTURERS

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Change history

| Date | Author | Version | Change |
|-----------------|------------------|---------|--|
| 18 May 2015 | Bui Thi Kieu Anh | 1.0 | First draft |
| 20 July 2015 | Bui Thi Kieu Anh | 2.0 | Revised |
| 15 October 2018 | Bui Thi Kieu Anh | 3.0 | Updated Reset course function Updated Import course data function |

1 Edit your profile

To edit your profile, please go to ADMINISTRATION / My profile setting.

USTH Moodle

Home ► My profile settings ► Edit profile

NAVIGATION

Home

- My home
- Site pages
- ▾ My profile
 - View profile
 - Forum posts
 - Blogs
 - Messages
 - My private files
 - My badges
 - Notes
 - My courses

ADMINISTRATION

- ▾ My profile settings
 - **Edit profile**
 - Change password
 - Roles
 - Messaging
 - Blogs
 - Badges
 - Activity reports
- Site administration

Admin User

▾ General

Username*

Choose an authentication method Manual accounts ?

Suspended account ?

The password must have at least 8 characters, least 1 non-alphanumeric character(s)

New password Unmask ?

Force password change ?

First name*

Surname*

Email address*

City/town

Lecturer's profile should include following information:

| | | | |
|-----------------------------------|-----------------------------------|--------------------------|-------------------|
| Last name: | Photo | | |
| Firstname: | | | |
| Email: | | | |
| Institution: | | | |
| Current title/position: | | | |
| Education (PhD, Master...) | | | |
| Date | Degree | Location | University |
| 2010 | PhD | | |
| 2010 | Master | | |
| Teaching experience | | | |
| Period | College/University/Country | Subjects/Lectures | |
| | | | |
| Prizes & awards: | | | |
| | | | |
| Field of Interests: | | | |

The format should be more friendly, for e.g. <https://moodle.usth.edu.vn/user/profile.php?id=29>

2 Change your password

USTH Moodle

Home > My profile settings > Change password

NAVIGATION

- Home
- My home
- Site pages
- My profile
- My courses

ADMINISTRATION

- My profile settings
 - Edit profile
 - Change password
- Roles
- Messaging
- Blogs
- Badges
- Activity reports
- Site administration

Change password

Username: anhgmail

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Current password*

New password*

New password (again)*

There are required fields in this form marked *.

3 Forgot your password

If you forgot your password, please click on forgotten your username or password

Log in

Username

Password

Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

Enter your username (for student, normally it is USTH student ID if you already have one) OR your registered email address in Moodle, then click **Search**

USTH Moodle

[Home](#) ► [Log in](#) ► [Forgotten password](#)

To reset your password, submit your username or your email address below. If we can find you in the database, an email will be sent to your email address, with instructions how to get access again.

Search by username

Search by email address

You are not logged in. ([Log in](#))
[Home](#)

You will go to this screen:

USTH Moodle

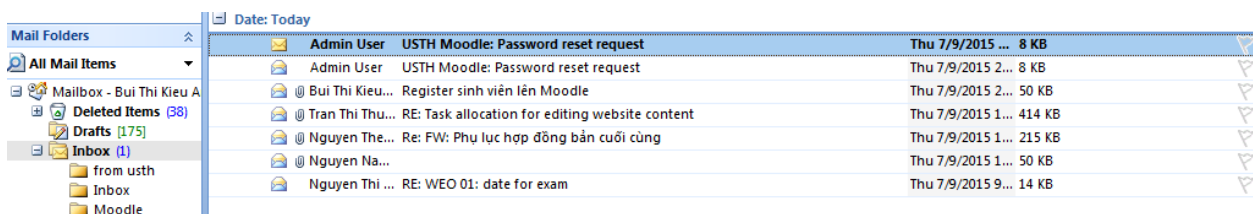
[Home](#) ▶ [Log in](#) ▶ [Forgotten password](#)

If you supplied a correct username or email address then an email should have been sent to you.

It contains easy instructions to confirm and complete this password change. If you continue to have difficulty, please contact the site administrator.

You are not logged in. ([Log in](#))
[Home](#)

Within 5 minutes you will receive a Reset password email in your registered email in Moodle. Please check your email, check also **spam / junk/ social or all other folders** in your email if you can not find the **Reset password email**, it looks like the following:



If after 10 minutes, you do not receive this email. Please contact USTH IT department to reset your Moodle password for you by sending an email moodle@usth.edu.vn or call 04-37918517.

Your email will look like this:

From: Admin User [moodle@usth.edu.vn]
To: Bui Thi Kieu Anh
Cc:
Subject: USTH Moodle: Password reset request

Hi Anh,

A password reset was requested for your account 'anhbtk' at USTH Moodle.

To confirm this request, and set a new password for your account, please go to the following web address:

http://moodle.usth.edu.vn/login/forgot_password.php?token=JhSk0rnS6L3217GKVuAigQxXBcs6ap20

(This link is valid for 30 minutes from the time this reset was first requested)

If this password reset was not requested by you, no action is needed.

If you need help, please contact the site administrator,

Admin User
moodle@usth.edu.vn

Please follow the instruction in the email to reset your password.

USTH Moodle

[Home](#) ▶ [Log in](#) ▶ [Forgotten password](#)

Please enter and repeat your new password below, then click "Set password".
Your new password will be saved, and you will be logged in.

Set password

Username anhtk

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

New password* Required

New password (again)*

[Save changes](#) [Cancel](#)

There are required fields in this form marked *.

4 Add a notice to announcements

- i) Go to the course, click on Announcements:

USTH Moodle

Advanced Databases

[Home](#) ▶ [Courses](#) ▶ [Bachelor](#) ▶ [Information and Communication Technology](#) ▶ [Third Year](#) ▶ [Advanced Databases](#)

NAVIGATION ☰ ☰

Home

- Dashboard
- ▶ Site pages
- ▼ My courses

Resources

Announcements


- ii) Add new discussion topic:

News forum

General news and announcements

► Your new discussion topic





Subject*

Message* 


Because teacher is sick

Subscription ⓘ Everyone is subscribed to this forum

Attachment ⓘ Maximum size for new files: 20MB, maximum attachments: 1

► Files



You can drag and drop files here to add them.

Mail now ⓘ

There are required fields in this form marked *.

iii) You can check “mail now” to send email notification about this news immediately. If not checked, notification email will be sent after 30 minutes.

iv) Click “Post to forum” to finish!

5 Upload resource or activity to a course

We recommend you to add an URL to the shared link from your Google Drive to save server storage!

i) Go to a course, **turn editing on!**

Test course

Home > My courses > Miscellaneous > Test course

NAVIGATION

- Home
 - My home
 - Site pages
 - My profile
 - Current course
 - Test course**
 - Participants
 - Badges
 - General
 - 3 December - 9 December
 - 10 December - 16 December
 - 17 December - 23 December
 - 24 December - 30 December
 - 31 December - 6 January
 - 7 January - 13 January
 - 14 January - 20 January
 - 21 January - 27 January
 - 28 January - 3 February
 - 4 February - 10 February
 - My courses

News forum
Timetables

3 December - 9 December

ffafa
Favourite pet?

10 December - 16 December

17 December - 23 December

24 December - 30 December

31 December - 6 January

Turn editing on

SEARCH FORUMS
Go
Advanced search

LATEST NEWS
Add a new topic...
(No news has been posted yet)

UPCOMING EVENTS
There are no upcoming events
Go to calendar...
New event...

RECENT ACTIVITY
Activity since Wednesday, 10 December 2014, 9:39 AM
Full report of recent activity...
Nothing new since your last login

ii) Click "Add an activity or resource"

News forum
Timetables

Edit
Edit

+ Add an activity or resource

3 December - 9 December

ffafa
Favourite pet?

Edit
Edit

+ Add an activity or resource

10 December - 16 December

+ Add an activity or resource

17 December - 23 December

+ Add an activity or resource

24 December - 30 December

Finish!

6 Switching role

View a course, then expand “Switching role” function to switch to your design role in this course to check how the course is viewed!

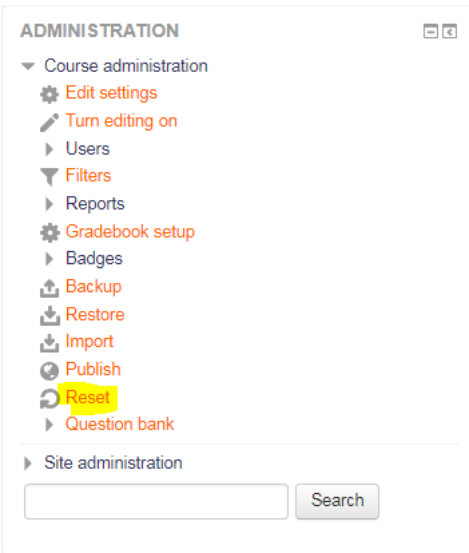
The screenshot displays the Moodle course interface. On the left, there are two main navigation panels: 'NAVIGATION' and 'ADMINISTRATION'. The 'NAVIGATION' panel includes links for Home, My home, Site pages, My profile, Current course (with a sub-link for Bio-2014-Class1), and My courses. The 'ADMINISTRATION' panel includes Course administration, Turn editing on, Edit settings, Users, Filters, Reports, Grades, Badges, Backup, Restore, Import, Publish, Reset, and Question bank. A yellow highlight is placed over the 'Switch role to...' menu, which lists Teacher, Non-editing teacher, Student, and Guest. On the right side of the interface, there is a 'News forum' icon and a calendar view showing dates from 6 December to 13 February in weekly intervals.

7 Reset course

This allows you to empty a course of user data, while retaining the activities and other settings. Please be warned when choosing items you will delete your chosen user data from this course forever!

You can select which user data to remove at a granular level under the categories of General, Roles, Gradebook, Groups and Activity data.

This function can be found at **Course administration / Reset**



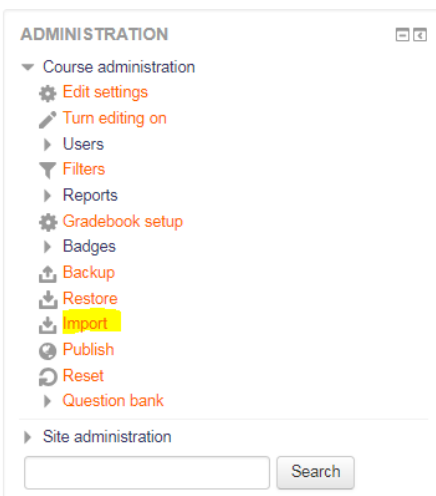
Detailed guide can be found at: https://docs.moodle.org/35/en/Reset_course

8 Import course data

Course activities and resources may be imported from any other course that the teacher has editing permissions in. This will allow teachers to re-use instead of re-creating one or more activities or resources.

Import course data is similar to a backup and restore process and does not include any user data.

This function can be found **Course administration / Import**



Detailed guide can be found at: https://docs.moodle.org/35/en/Import_course_data