

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
20 October 2020	Bui Thi Kieu Anh	4.0	Updated Login using USTH email account

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 Login Moodle using your USTH email Account

If you already successfully login to Moodle by using account name and password, you can enable Login using your USTH email account by clicking the following:

Log in

Username

Password

Remember username

Log in

[Forgotten your username or password?](#)

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

Some courses may allow guest access

Log in as a guest

Log in using your account on:



After clicking Google button, please follow steps on the screen to set up and login.

Note: you can only use USTH email account (for e.g. namdd.b9004@st.usth.edu.vn) to login, not your personal gmail email.

3 Check your courses

On homepage of USTH Moodle, click **My Courses**.

USTH Moodle: My home

[Home](#) ▶ [My home](#)

NAVIGATION ☰

Home

- My home
- Site pages
- My profile
- My courses**
 - Test course
 - IW

ADMINISTRATION ☰

- My profile settings

COURSE OVERVIEW ☰

Test course

 You have assignments that need attention

 There are new forum posts

IELTS Writing

 You have assignments that need attention

Here you can see a list of your courses and updated information / notification about each course.

4 Change your password

USTH Moodle

Home > My profile settings > Change password

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)*

Save changes Cancel

There are required fields in this form marked *

5 Forgot your password

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

Log in

Username anhbtk

Password

Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ?

Some courses may allow guest access

Log in as a guest

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

Username

Search by email address

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:

Mail Folders	Date: Today		
All Mail Items		Admin User USTH Moodle: Password reset request	Thu 7/9/2015 ... 8 KB
Mailbox - Bui Thi Kieu A		Admin User USTH Moodle: Password reset request	Thu 7/9/2015 2... 8 KB
Deleted Items (38)		Bui Thi Kieu... Register sinh viên lên Moodle	Thu 7/9/2015 2... 50 KB
Drafts (175)		Tran Thi Thu... RE: Task allocation for editing website content	Thu 7/9/2015 1... 414 KB
Inbox (1)		Nguyen The... RE: FW: Phụ lục hợp đồng bản cuối cùng	Thu 7/9/2015 1... 215 KB
from usth		Nguyen Na... RE: WEO 01: date for exam	Thu 7/9/2015 1... 50 KB
Inbox			
Moodle			

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 anhbtk

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)*

There are required fields in this form marked *.

6 Add a notice to announcements

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

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

File



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!

7 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!**

The screenshot displays the Moodle course interface for a 'Test course'. At the top right, a yellow box highlights the 'Turn editing on' button. The main content area shows a list of course weeks, with '10 December - 16 December' selected. The right sidebar contains sections for 'SEARCH FORUMS', 'LATEST NEWS', 'UPCOMING EVENTS', and 'RECENT ACTIVITY'.

ii) Click “Add an activity or resource”

The screenshot displays a course calendar interface with several weekly activity blocks. At the top, there are two blocks: one with 'News forum' and 'Timetables' resources, and another with 'ffafa' and 'Favourite pet?' resources. Each block includes a settings gear icon, an 'Add an activity or resource' button, and an 'Edit' button with a user icon. The block for '10 December - 16 December' is highlighted in light blue. The interface is organized into weekly segments, with dates ranging from 3 December to 30 December.

Finish!

8 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!

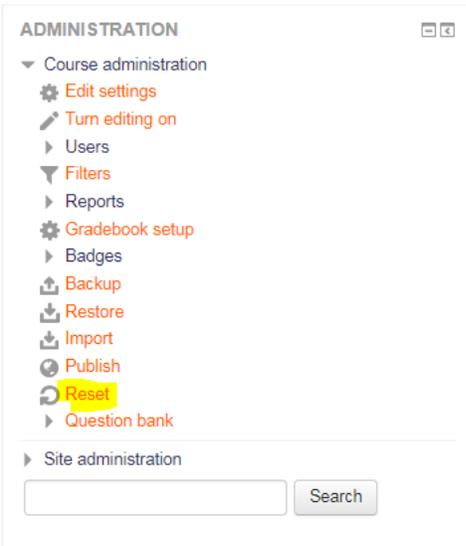
The screenshot displays a course management interface. On the left, there are two main menu sections: 'NAVIGATION' and 'ADMINISTRATION'. The 'NAVIGATION' menu includes 'Home', 'My home', 'Site pages', 'My profile', 'Current course', 'Bio-2014-Class1', and 'My courses'. The 'ADMINISTRATION' menu includes 'Course administration', 'Turn editing on', 'Edit settings', 'Users', 'Filters', 'Reports', 'Grades', 'Badges', 'Backup', 'Restore', 'Import', 'Publish', 'Reset', 'Question bank', 'Switch role to...', 'My profile settings', and 'Site administration'. The 'Switch role to...' section is highlighted in yellow, showing options for 'Teacher', 'Non-editing teacher', 'Student', and 'Guest'. On the right, there is a 'News forum' icon and a calendar view showing dates from December 6 to February 13, with each date range separated by a horizontal line.

9 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**



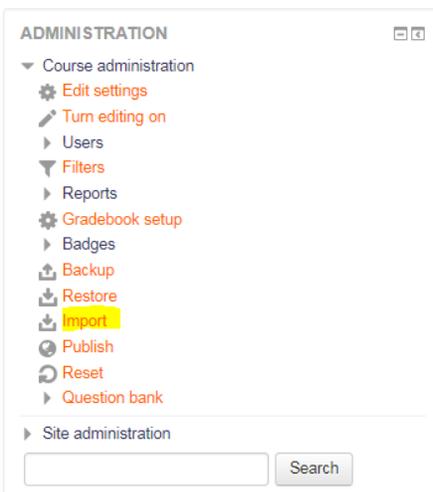
Detailed guide can be found at: https://docs.moodle.org/35/en/Reset_course

10 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