Basic information on how to use and set up Moodle

Originally contributed by **Romain Vuattoux**, edited by Zhang Wenzheng

1. **Go to:** https://elearning.shisu.edu.cn/
2. Click **login** on the top right (connect with your SISU account – same as internet access)
3. The first time you log in, make sure you edit your profile (click on the top right icon select: profile) and put an email address (your SISU one, or any other one… avoid Gmail as it is blocked in China)
4. If you cannot remember Chinese names, it is recommended that you **put BOTH English and Chinese names** (and tell your students to do the same)
5. **Read the Tutorial documents**. It is strongly recommended that you first read the Moodle tutorial documents that are available from the upper bar. https://elearning.shisu.edu.cn/pluginfile.php/28219/mod_resource/content/3/Moodle%20FAQs%20English%20version.pdf There is also a video tutorial: https://elearning.shisu.edu.cn/mod/videofile/view.php?id=943
6. **Put in a course request**:
Click the button "course request" and fill the information. It's very important to fill the course full name, the short name and select the course category (that is your department AND the specific degree – DO NOT select just the department/school).
It will have to be approved and so wait a few hours/days. You'll receive an email to tell you it's ready.
7. **Editing course setting** (optional):
Once your course appears on your dashboard, select it to open it.
Go to the little gear icon on the top right of your course and select "editing settings". You may choose the course format: "weekly format" or "topic format". The default set up is "topic". Here you may also adjust the course start and end dates.
8. **Uploading and editing**:
Go to the little gear icon on the top right of your course and select "Start uploading and editing". This will enable you to change the titles/topics of each week and to begin uploading documents under each topic/week. Just click "Add and activity or resource" to upload a document. Fill in the info if you wish to provide more details about the file uploaded… You may also just drag the document directly under the "topic/week". You may upload PDF, Word and Video files (up to 1GB).
9. **Adding students**:
In the left panel (when you are inside your course) select: "Participants". Then select the gear icon.
If you select "Groups" you will have to set up a key that you will give to your students, so that they can register for your course. All the students with that key will be added to the same group (e.g.: Class 2)
Follow instructions here:
https://elearning.shisu.edu.cn/pluginfile.php/28219/mod_resource/content/3/Moodle%20FAQs%20English%20version.pdf

You may also enrol students yourself by selecting: "Enrolled users" ⋯ then click "enrol users" and search and add students one by one with their student ID numbers (double check their names on your student list). You may then wish to create groups in order to add students into classes.

You can also bulk enrol students yourself by selecting: "Bulk enrolments"⋯ then follow the instructions on that page.

10. Announcements:

Clicking on "Announcements" at the top of your course allows you to make announcements to all the students in the course. They will receive an email/phone notification when you post a new topic.

11. Grades:

Before you set up the gradebook, it is strongly advised that you first create assignments for each item in your course (e.g.: mid-term, participation, essay, final) in the corresponding topic/week (or the last one for participation and final). To do that "Add activity or resource" and select Assignment. Even if you have not yet designed the assignment, just give it a title (you'll be to add and change it later) – fill in the information if you wish, otherwise "disable all the dates" and "submission online".

To set up the gradebook.

Once you have created all assignments. Go to the left panel and select: Grades

If you did everything correctly, all your assignments/test (grading items) should appear in the grader report, next to the students names. Click on the drop down panel on the top right and choose: "gradebook setup".

Adjust the weights of each assignment: e.g.: Mid-term 30% should be: 30.0⋯. The sum of all your assignments should be 100%.

Then at the bottom next to the course total, click on Edit and choose "Edit calculation".

At the bottom, give an id number to each of your grading items (e.g.: Mid-term – 1) ⋯ select "Add id numbers".

Then in the **Calculation** box, type your formula. Let's say you only have a midterm and a final in your course with 30% and 70% respectively. My midterm id number was 1⋯ it will show now as [[1]]. The formula should then be: =sum([[1]]*0.30, [[2]]*0.70)

Make sure you respect the no space and commas and brackets.   SAVE CHANGES⋯ and your total scores for each student will automatically be calculated⋯ you'll only need to type in the scores for each student.