Guide to SDHXCS IT System

Ling Zhu
August 18, 2019

Outline

- **Teacher Email Accounts**
  - Password and Smartphone Setup
  - Webmail and Address Book
- **Moodle – My Courses**
  - Course editing
  - Grade administration
  - Export & import courses
- **Q&A**
- **Backup Slides – Other Moodle Activities**

What do You Need to Access the System?

- ## Email
  - ❑ Such as abc@sdhxcs.org
  - ❑ Password (default: **Email123@HX**)
- ## Moodle
  - ❑ Username is the name of email without domain name, such as **abc** if email is abc@sdhxcs.org
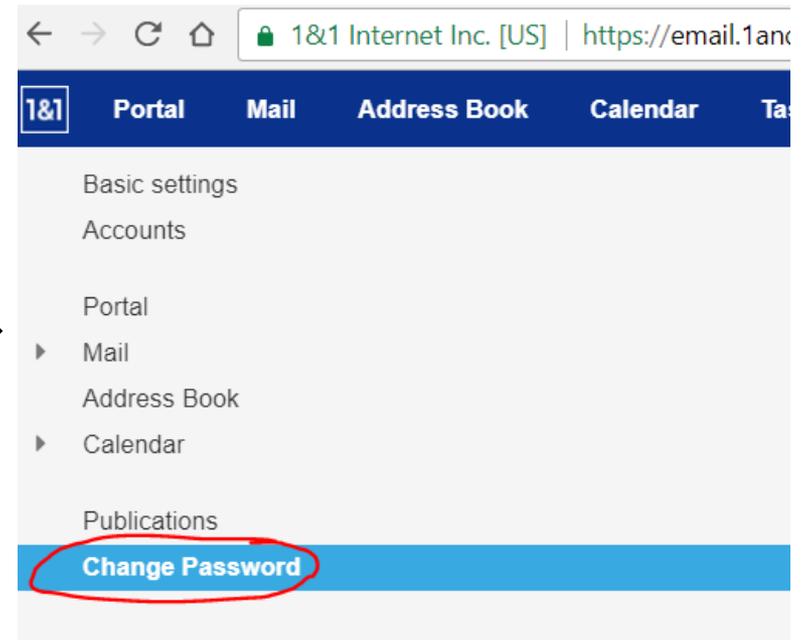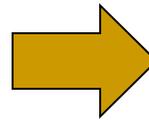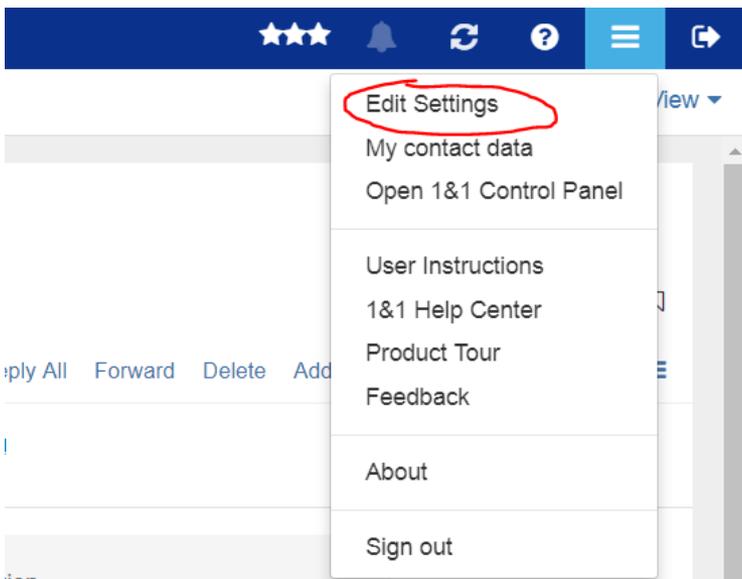 - ❑ Password (default: **MyCourse123@HX**)

Email

Email Accounts – First Time Login

■ First time login

❑ Open your web browser and enter the URL http://mail.ionos.com ;

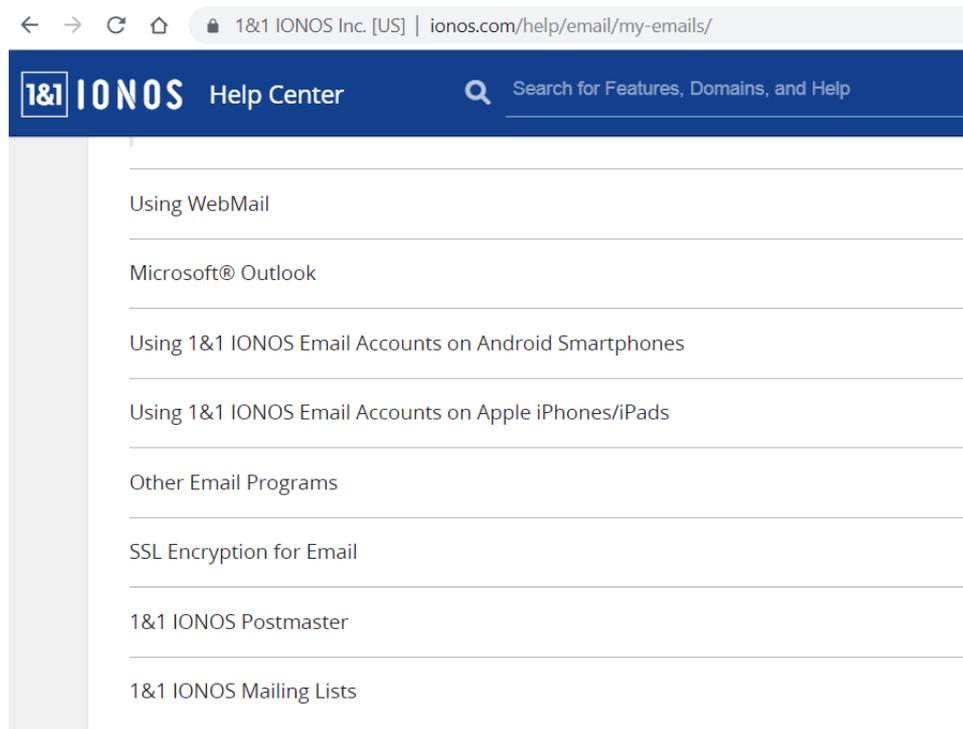❑ Enter your email address associated with Hua Xia, such as abc@sdhxcs.org, and default password **Email123@HX**

Email Accounts – Change Password

- **Change your password**
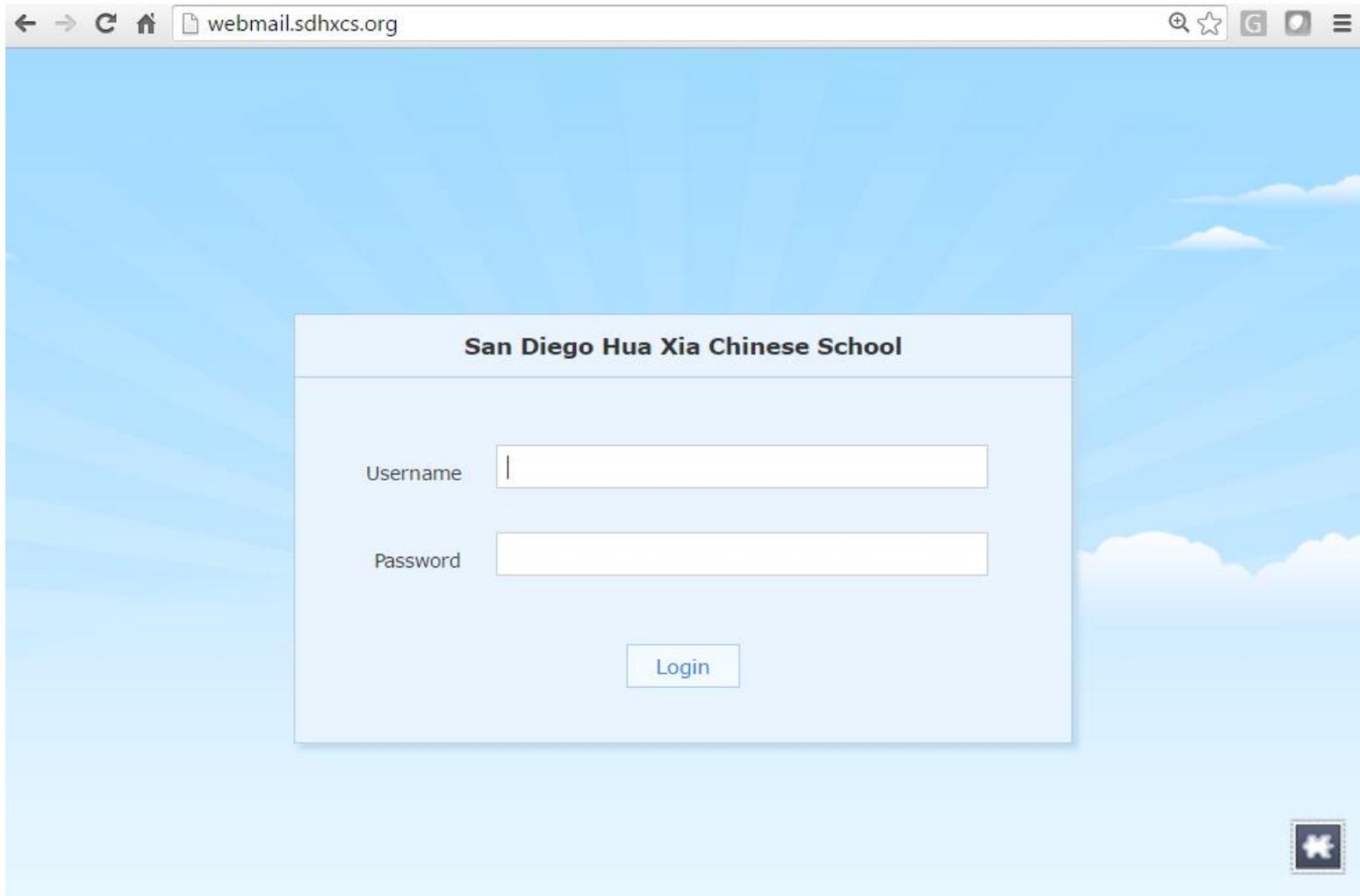
Email Accounts on Smartphones

- **Set Up Email on Smartphones/Outlooks**
  - https://www.ionos.com/help/email/my-emails/

Webmail

webmail.sdhxcs.org

Login

1ˢᵗ Login GUI

Settings

Composing Messages

Skins

Litecube Skin

Address Book

Address Book: Create New Group
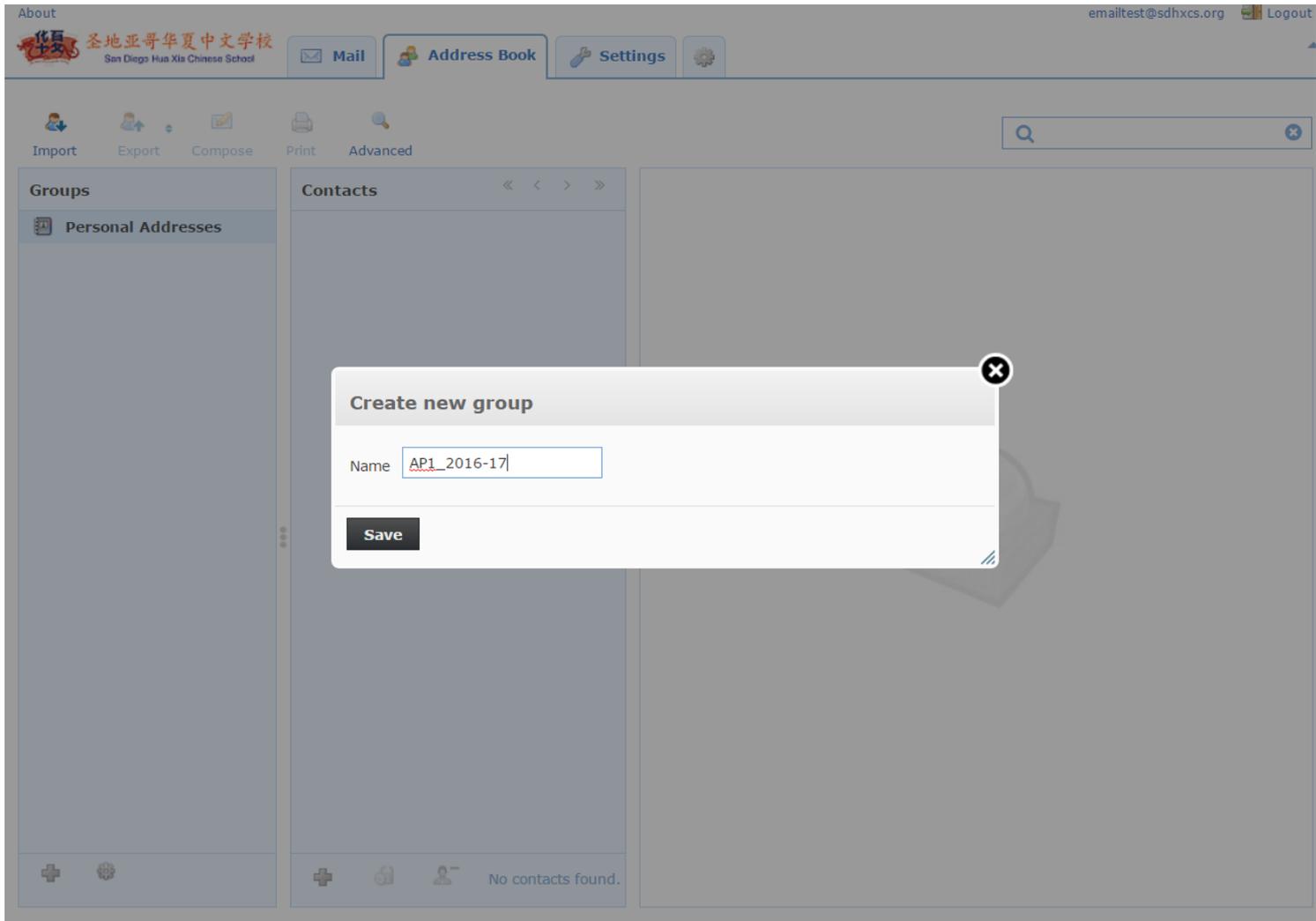
Address Book: Add Contact (1)

Address Book: Add Contact (2)

emailtest@sdhxcs.org   Logout

圣地亚哥华夏中文学校
San Diego Hua Xia Chinese School

☑ **Mail**   🖥 **Address Book**   🔧 **Settings**   ⚙

← Back

Import contacts

You can upload contacts from an existing address book.
We currently support importing addresses from the vCard or CSV (comma-separated) data format.

Import from file: [Choose Files] No file chosen

Import group assignments   [None   ▼]

Replace the entire address book   ☐

[Import]   [Cancel]

First Name,Last Name,Email
Ming,Zhang,mingzhang@gmail.com

Spreadsheet
Save as .CSV file

	A	B	C
1	First Name	Last Name	Email
2	Ming	Zhang	mingzhang@gmail.com
3			
4			

Address Book: Add Contact (3)
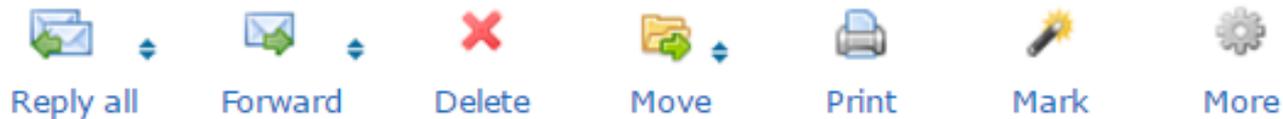
Getting Started With Your New 1&1 E-mail Address

From	**1&1 Internet Inc.**
To	**emailtest@sdhxcs.org**
Date	**Today 19:42**

Click icon to add email to address book

Hello,

I'd like familiarize you with some capabilities and features of your newly created e-mail address to help you get started.

Composing Email

Moodle - MyCourse

www.sdhxcs.org

- Joomla 3.1 based

- Quick Access & side bar
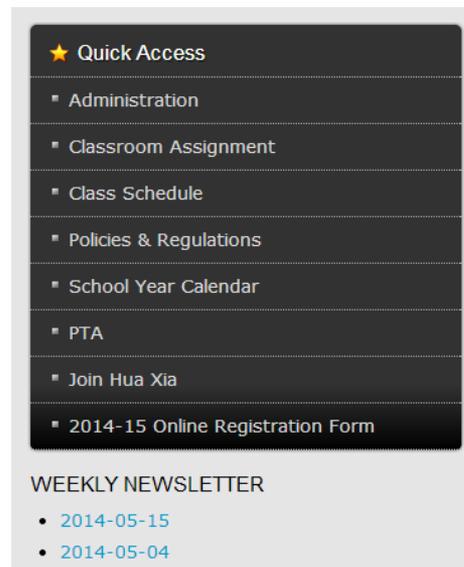
Access SDHXCS LMS

www.sdhxcs.org

courses.sdhxcs.org

Based on Moodle 2.5.3

First Time Login

- Change password
- Update/complete profile

▸ Optional

▾ **Personal Information**

Chinese Name	
Date of Birth*	9 ▾ August ▾ 1940 ▾ 🗓
Gender*	Male ▾
Home Phone Number*	
Home Address*	
Parent Name*	
Parent Phone Number*	
Parent Email*	
School District*	
School Name*	
Grade*	
Emergency Contact*	
Emergency Contact Number*	
Family Physician*	
Family Physician Number*	
Insurance Company*	
Policy Number*	

Update profile

Access My Courses

2019-20

Course overview

AP Chinese AP3

AP Chinese AP3

2018-19

- New teacher:
  - One course for the new school year only

Course Settings

Course Format

Student List Export (1)

学年 ► AP Chinese AP中文班 ► AP1_2016-17 ► Grade administration ► Grader report

Grader report ▼

Grader report

AP Chinese AP1 ⊟

Excel spreadsheet ▼

Export to Excel spreadsheet

▼ Options

Include feedback in export ☐
Exclude suspended users ⓘ ☑
Preview rows [10 ▼]
Grade export display type [Real ▼]
Grade export decimal points [2 ▼]

Select all/none

Submit

▼ Grade items to be included

01-29 ☑
02-05 ☑

At bottom page, Select NONE and Submit

Student List Export (2)

Download student information to an Excel spreadsheet

Edit Course Contents (1)

Turn editing on

Search forums

Go

Advanced search

Latest news

Add a new topic...

(No news has been posted yet)

+ Add an activity or resource

Recommend to use Internet Explorer

Edit Course Contents (2)

Edit Course Contents (3)

Summary of 7 September - 13 September

General

Section name ☑ Use default section name

Summary ⓘ

Font family | 5 (18pt) | Paragraph

B I U ABC X₂ x²

This is the first week of Lesson 11.

Path: p » span

Save changes   Cancel

Course summary editing

Edit Course Contents (4)
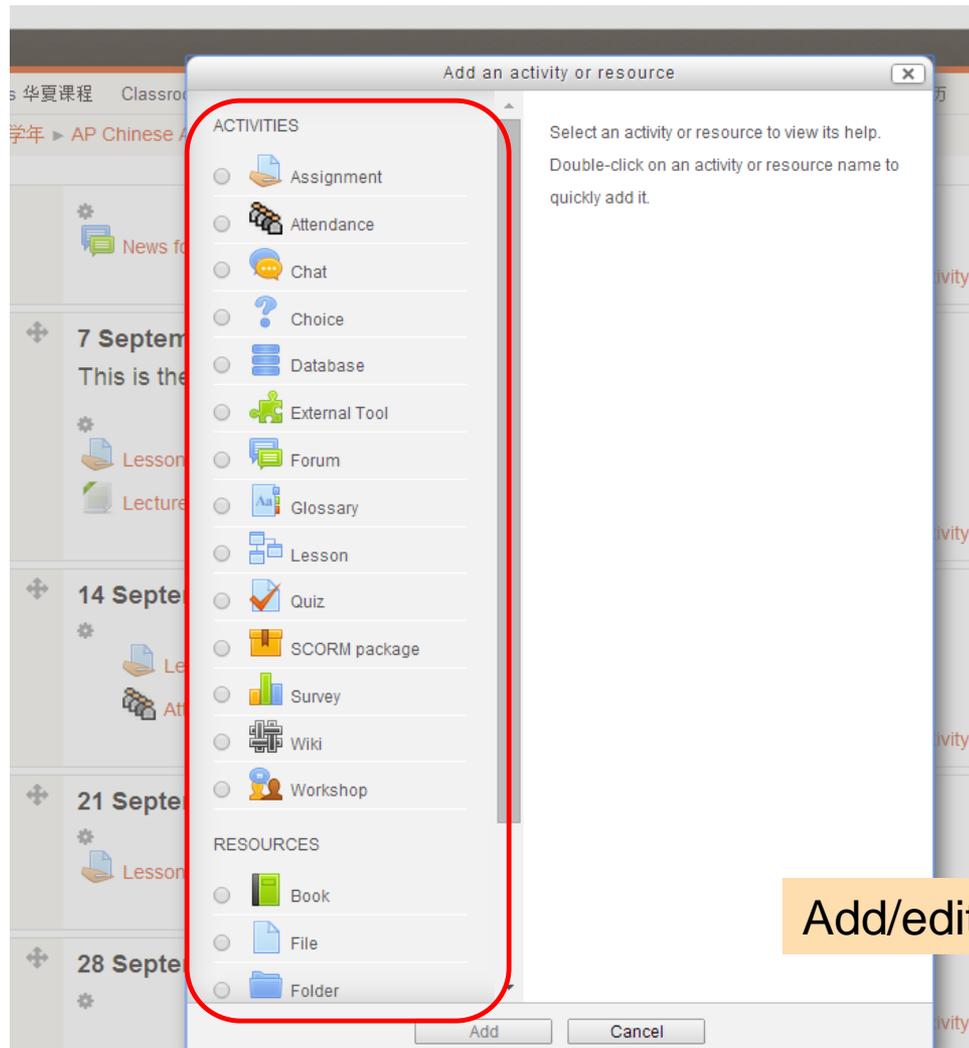
Add/edit activity/resource

File

■ Add a resource -> File
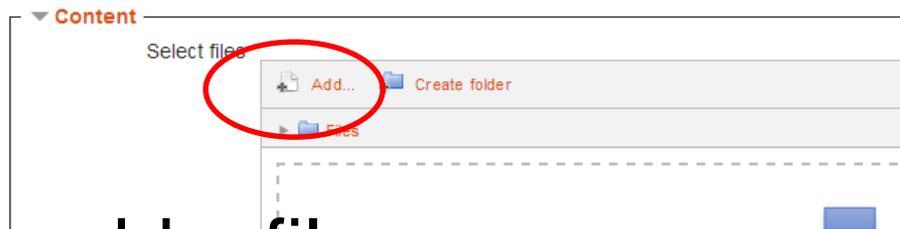
■ Four ways to add a file

❑ Upload a file or drag & drop file to the open window

❑ Reuse a file used in any of your courses

❑ Reuse a recently uploaded file

❑ Use a file in My private files

Upload a New File
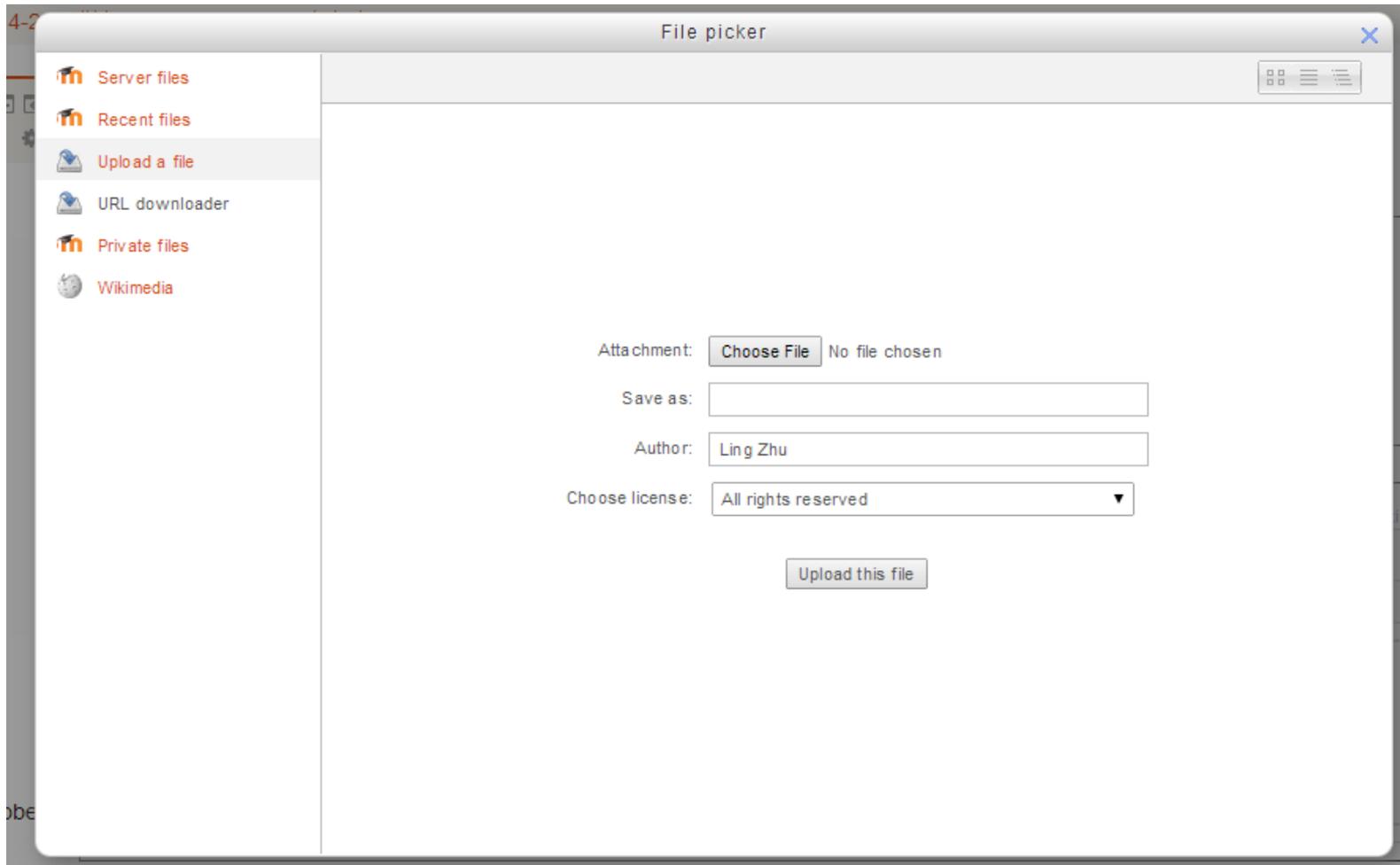
My Private Files

Add Page/URL
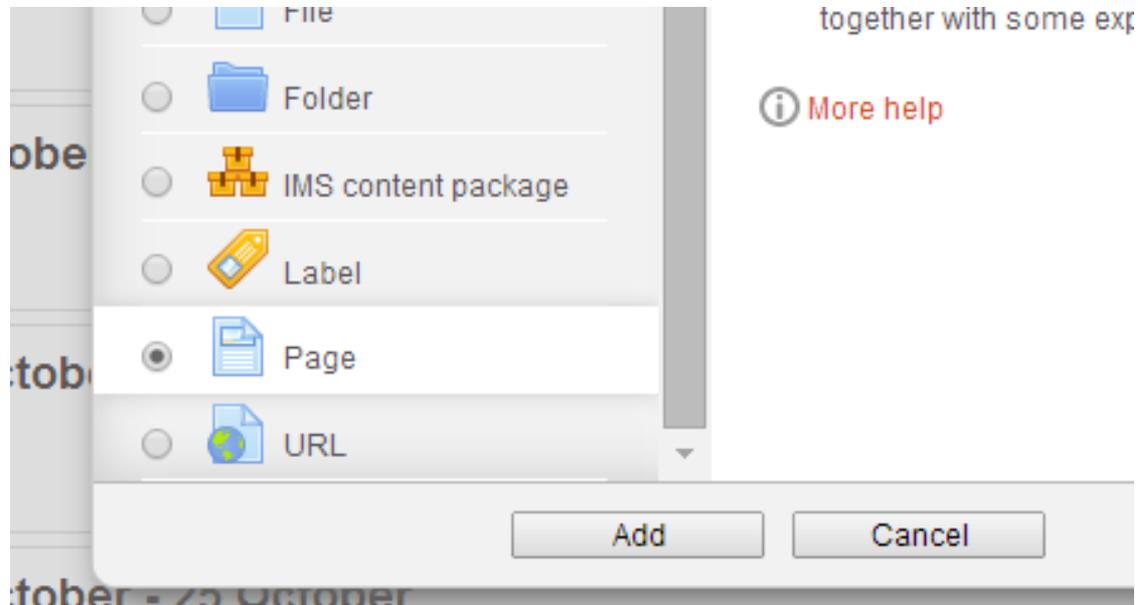
Webpage Editing

- Edit the web page in the web page editor
- Edit the HTML code directly
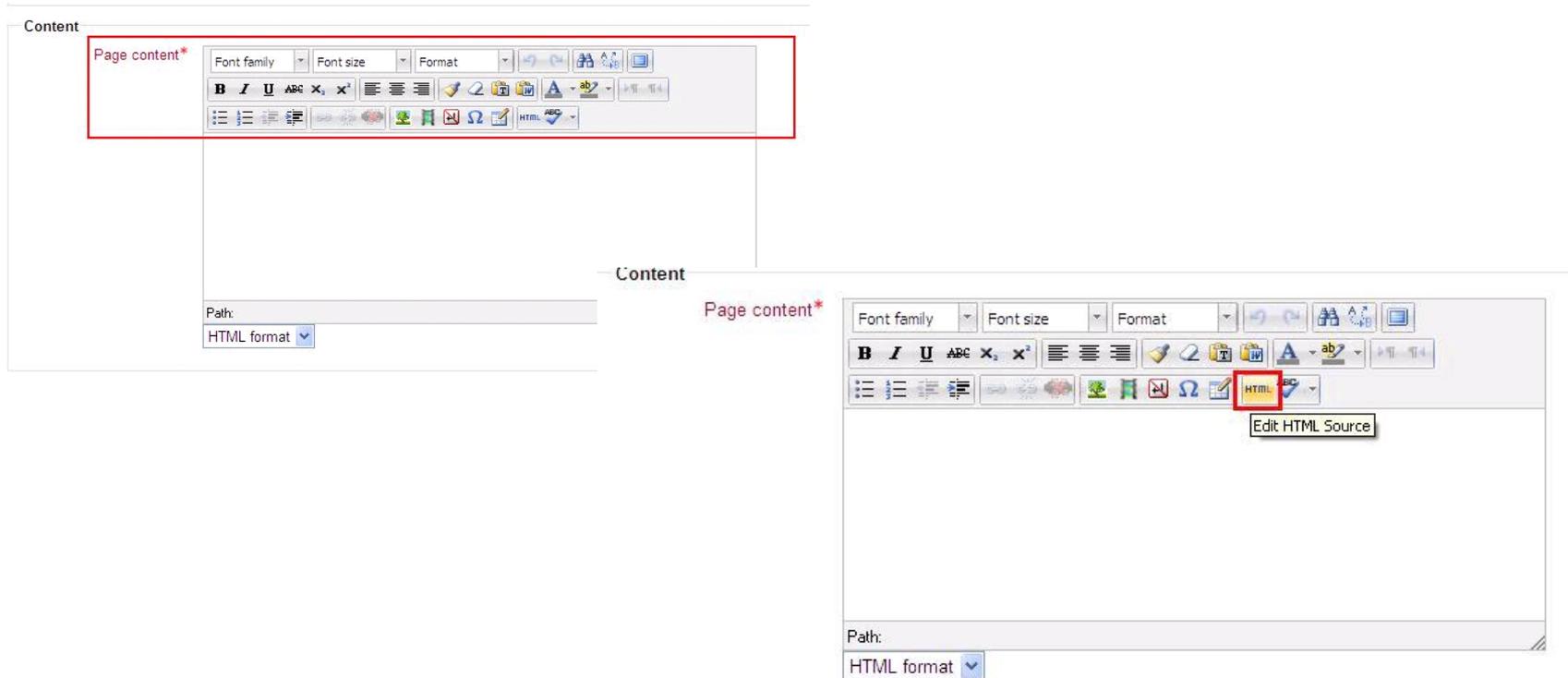
Grade Administration (1)

Administration

- Grade administration
  - **Grader report**
  - Outcomes report
  - User report
  - ▶ Import
  - ▶ Export
  - ⚙ Course grade settings
  - ▶ My report preferences
  - ⚙ Letters
  - Scales
  - ▶ Categories and items
- ▶ Course administration
- ▶ Switch role to...
- ▶ My profile settings

Grade letters

Edit grade letters

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	0.00 %	F

Edit grade letters

Grade Administration (2)

Use credit program as example

评分标准 **Grading System**

Class participation	10%	Quizzes	20%
Homework	15%	Projects & presentations	15%
Unit tests	20%	Final Exam	20%

These are grade categories
To create a grade book, please start with **categories**

Grade Administration (3)

Administration

- Grade administration
  - **Grader report**
  - Outcomes report
  - User report
  - ▶ Import
  - ▶ Export
  - ⚙ Course grade settings
  - ▶ My report preferences
  - ⚙ Letters
  - Scales
  - Categories and items
    - Simple view
    - Full view
- ▶ Course administration

Save changes

Move selected items to [Choose... ▼]

Add category   Add grade item

ⓘ Moodle Docs for this page
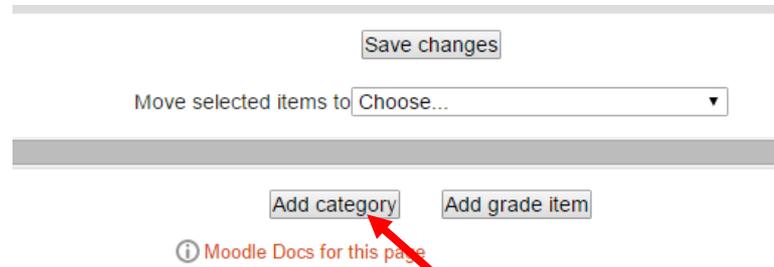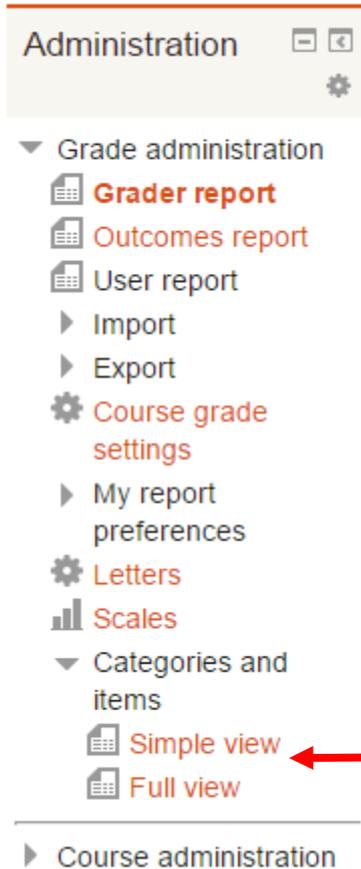
Step 4. Click on "Add category"

Step 1. Select Grades
Step 2. Click on Categories and items
Step 3. Click on Simple view

Grade Administration (4)

▼ Grade category

Category name*	Participation
Aggregation ⓘ	Simple weighted mean of grades ▼
Aggregate only non-empty grades *ⓘ	☑
Aggregate including subcategories* ⓘ	☐
Drop the lowest* ⓘ	None ▼

— Show less...

1. Category name

▼ Category total

Grade type ⓘ	Value ▼
Scale ⓘ	Use no scale ▼
Maximum grade ⓘ	10.00
Minimum grade ⓘ	0.00
Hidden ⓘ	☐
Locked ⓘ	☐

＋ Show more...

2. Percentage

▼ Parent category

Extra credit ⓘ	☐
Parent category	AP Chinese AP3
Current parent aggregation	Simple weighted mean of grades

3. Parent category

Save changes   Cancel

Grade Administration (5)

Save changes

Move selected items to Choose... ▼

Add category   Add grade item

ⓘ Moodle Docs for this page
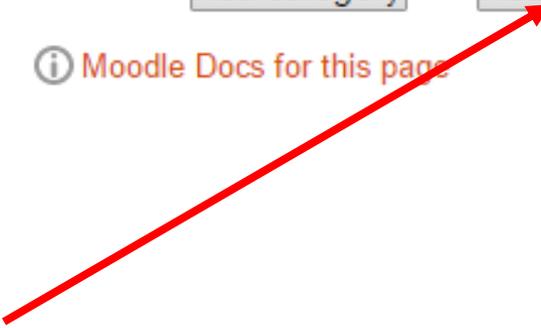
Once you are done with "Categories",
you can add "Grade items" to
each category

Grade Administration (5)

Grade item

Item name	09-13	← **1. Item name**
Item info* ?		
ID number* ?		
Grade type ?	Value ▾	
Scale ?	Use no scale ▾	
Maximum grade ?	100.00	← **2. Full score**
Minimum grade ?	0.00	
Grade to pass* ?	0.00	
Grade display type* ?	Default (Real) ▾	
Overall decimal points* ?	Default (2) ▾	
Hidden ?	☐	
Hidden until*	14 ▾ August ▾ 2015 ▾ 15 ▾ 35 ▾ 📅 ☐ Enable	
Locked ?	☐	
Lock after*	14 ▾ August ▾ 2015 ▾ 15 ▾ 35 ▾ 📅 ☐ Enable	
	— Show less...	

Parent category

Grade category	Participation ▾	**3. Parent category name**

Save changes   Cancel

Grade Administration (6)

Administration

- Grade administration
  - **Grader report**
  - Outcomes report
  - User report
  - ▶ Import
  - ▶ Export
  - Course grade settings
  - ▶ My report preferences
  - Letters
  - Scales
  - ▶ Categories and items
- ▶ Course administration
- ▶ Switch role to...
- ▶ My profile settings

Edit categories and items: Simple view

Name	Aggregation ⑦	Extra credit ⑦	Max grade	Actions	Select
📁 AP Chinese AP3	Simple weighted mean of grades ▼		-	⚙ 👁 🔒	All None
📁 Participation	Simple weighted mean of grades ▼	☐	-	⚙ ✕ 🔹 👁 🔒	All None
📚 Attendance Week2	-	☐	100.00	⚙ 🔹 👁 🔒	☐
x̄ Category total	-		10.00	📋 👁 🔒	
📁 Homework	Simple weighted mean of grades ▼	☐	-	⚙ ✕ 🔹 👁 🔒	All None
📄 Lesson 1-1	-	☐	100.00	⚙ 🔹 👁 🔒	☐
📄 Lesson 1-2	-	☐	100.00	⚙ 🔹 👁 🔒	☐
📄 Lesson 1-3	-	☐	100.00	⚙ 🔹 👁 🔒	☐
x̄ Category total	-		15.00	📋 👁 🔒	
📁 Quiz	Simple weighted mean of grades ▼	☐	-	⚙ ✕ 🔹 👁 🔒	All None
x̄ Category total	-		20.00	📋 👁 🔒	
📁 Project	Simple weighted mean of grades ▼	☐	-	⚙ ✕ 🔹 👁 🔒	All None
x̄ Category total	-		15.00	📋 👁 🔒	
📁 Unit Test	Simple weighted mean of grades ▼	☐	-	⚙ ✕ 🔹 👁 🔒	All None
x̄ Category total	-		20.00	📋 👁 🔒	
📁 Final	Simple weighted mean of grades ▼	☐	-	⚙ ✕ 🔹 👁 🔒	All None
x̄ Category total	-		20.00	📋 👁 🔒	
x̄ Course total	-		100.00	📋 👁 🔒	

Save changes

Move selected items to Choose... ▼

Grade Report Tips

- ## Too many fields?
- ## Too many columns?

Grader report

	AP Chinese AP1 ⊟		Quiz ⊟			
	Participation ⊞	Homework ⊞				
	$\bar{x}$ Category total ⇕	$\bar{x}$ Category total ⇕	✎ U06Q1 ⇕	✎ U06Q2 ⇕	✎ U07Q1 ⇕	✎ U07Q2
...ail.com	9.83	15.00	100.00	81.00	94.00	87
...ail.com	10.00	15.00	100.00	100.00	98.00	96
...@gmail.com	9.83	14.87	84.00	82.00	96.00	90
...gmail.com	10.00	14.99	100.00	97.50	95.00	93

Grade Report Tips

There are three ways that the categories can be displayed:
- **Grades only** - without the category totals column
- **Collapsed** - Category total column only
- **Full view** - grades and the aggregates (the totals column for the category)

Each section has a small icon immediately to the right of its name.
Clicking this will cycle through these display modes for that category.

+ goes to grades only view
o goes to full view
- goes to collapsed view

First name / Surname ↑	Messing with Lesson −					
	Lessons −					
	Lesson 1	Lesson 2	$\bar{x}$ Lesson Scores	Eval of Messing with Lesson	Messing with Quiz	$\bar{x}$ Course total
Overall average	-	-	-	-	-	-

Export & Import Courses (1)

- Good for teachers who taught same course last school year.

- 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.

Export & Import Courses (2)

Administration

Course administration
- Turn editing off
- Edit settings
- Users
- Filters
- Reports
- Grades
- Badges
- Backup
- Restore
- **Import**
- Reset
- Question bank

Step 1. Click on "Import"
Step 2. Select a course to be imported

Find a course to import data from:

Select a course   Total courses: 2

	Course short name	Course full name
○	AP3_2014-15	AP Chinese AP3
○	AP3_2015-16	AP Chinese AP3

Search

Continue

Export & Import Courses (3)

Step 1. Click on "Import"
Step 2. Select a course to be imported

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Export & Import Courses (4)

Step 3. Initial settings: what to be imported
Step 4. Define detailed import data

Suggestion： Start with a single week first

Switch Role to ...

- Teachers may switch role to student to view the course as a student

  Switch role to...
  - Non-editing teacher
  - Student
  - Guest
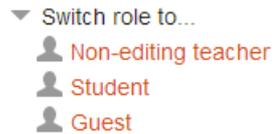
- The login status at the upper right corner show the current role

- Click "Return to my normal role"

Students

- **Student username**
  - Unique/permanent student ID
- **New student default password**
  - Student birthday: **YYYYMMDD**

Moodle Resources

- http://study.ln.edu.hk/tlc/moodle-training
- https://rrisd-moodle.wikispaces.com/
- https://www.youtube.com/user/moodlehq
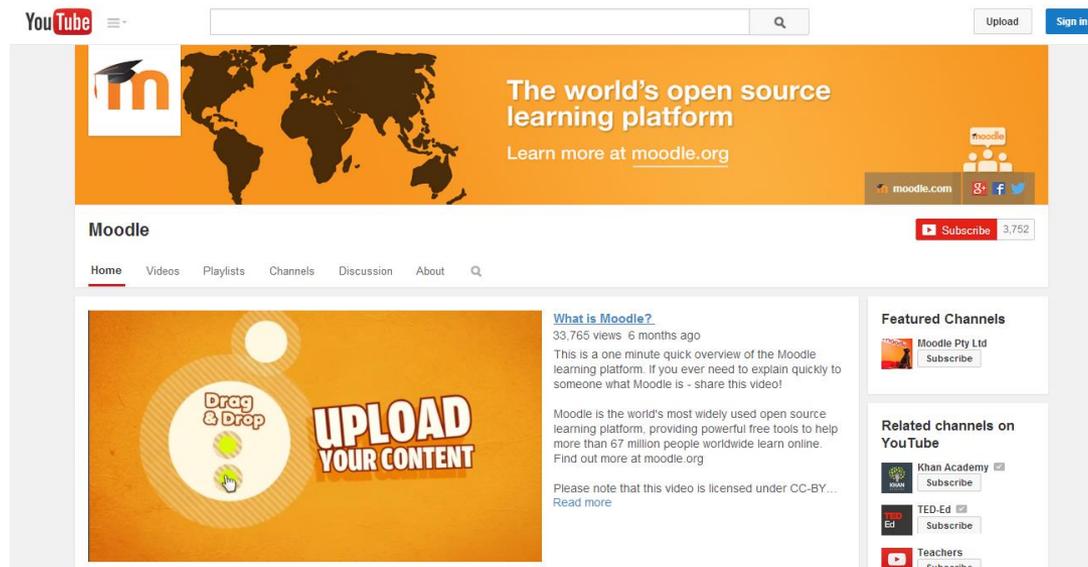
Q&A

Thank you!

Backup Slides

Assignment

View Assignment Submissions (1)

Lesson 1-3

Homework Week3

Grading summary

Participants	21
Drafts	0
Submitted	1
Needs grading	0
Due date	Monday, 18 August 2014, 10:55 AM
Time remaining	1 day 18 hours

View/grade all submissions

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Monday, 18 August 2014, 10:55 AM
Time remaining	1 day 18 hours

View Assignment Submissions (2)

Grading action [Choose... ▼]

Lesson 1-3

First name : **All**ABCDEFGHIJKLMNOPQRSTUVWXYZ
Surname : **All**ABCDEFGHIJKLMNOPQRSTUVWXYZ

Page: 1 2 3 (Next)

Select ☐	User picture ⊟	First name / Surname ⊟	Email address ⊟	Status ⊟	Grade ⊟	Edit ⊟	Last modified (submission) ⊟	File submissions ⊟	Last modified (grade) ⊟	Feedback comments ⊟	Final grade ⊟
☐		Student Test1	dummy1@sdhxcs.org	Submitted for grading Graded	📝 85.00 / 100.00	📄▸	Monday, 11 August 2014, 10:59 AM	📄 DRC_log.txt	Monday, 11 August 2014, 11:01 AM		85.00 / 100.00
☐		Dimei Wu	320218@sdhxcs.org	No submission	📝 -	📄▸	-		-		-
☐		Justin Li	320225@sdhxcs.org	No submission	📝 -	📄▸	-		-		-
☐		Marie Shi	320232@sdhxcs.org	No submission	📝 -	📄▸	-		-		-
☐		Tiffany Zeng	320239@sdhxcs.org	No submission	📝 -	📄▸	-		-		-

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Grade an Assignment Submissions

Grade
- Grade
- Feedback comments

Edit
- Update grade
- Grant extension
- Revert the submission to draft

Send a Message (1)

Message navigation:
AP3 ▼

Page: 1 2 3 (Next)

Participants

Ling Zhu	+ ⊘
Dimei Wu	+ ⊘
Justin Li	+ ⊘
Marie Shi	+ ⊘
Tiffany Zeng	+ ⊘
Jennifer Zhuang	+ ⊘
Lillian Bu	+ ⊘
Heidi Erwin	+ ⊘
Ruiqi Wang	+ ⊘

Search

Student Test1 ↔ **Ling Zhu**
Add contact | Block contact

All messages | Recent messages

(No messages were found)

Message: This is a test

Send message

Send a Message (2)

You may send a message to a participant like using an instant messenger

If he/she is online, he/she will receive your message in a pop-up window at the bottom

New message from Student Test1

This is a test

Go to messages   Ignore

Otherwise, he/she will receive an email containing the message body with the subject
                "New message from xxx"

Other Activities: Chat

- Add an activity -> Chat
- Enables participants to have text-based real-time synchronous discussions
- Chat rooms can be created
- Chat sessions can be scheduled to gather participants in the chat room
- Very useful when the group chatting is not able to meet face-to-face

Other Activities: Choice

- Add an activity -> Choice

- Enables a teacher to ask a single question and offer a selection of possible responses

- Choice results may be published after students have answered, after a certain date, or not at all

- Results may be published with student name or anonymously

Other Activities: Feedback/Survey

- Add an activity -> Feedback or Survey

- Enables a teacher to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input

- Feedback responses may be anonymous if desired, and results may be shown to all participants or restricted to teachers only

Grade Report

- ## Too much data? Too many fields?

Grader report ▾

Grader report

			AP Chinese AP1 ⊟						
			Participation ⊞	Homework ⊞	Quiz ⊟				
Surname ▲ First name		Email address	$\bar{X}$ Category total ⇕	$\bar{X}$ Category total ⇕	✎ U06Q1 ⇕	✎ U06Q2 ⇕	✎ U07		
	Amy Bu	▤	amybu373@gmail.com		0.83	15.00	100.00	21.00

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	Messing with Lesson ⊟					
	Lessons ⊟					
First name / Surname ↑	⊞ Lesson 1 ⇕	⊞ Lesson 2 ⇕	$\bar{X}$ Lesson Scores ⇕	▦ Eval of Messing with Lesson ⇕	☑ Messing with Quiz ⇕	$\bar{X}$ Course total ⇕
Overall average	-	-	-	-	-	-

Highlighting rows and columns

When your gradebook starts to grow, it can be hard to keep track of which student and which assignment a cell refers to. Highlighting solves that.

- Clicking on empty space in the cell that contains the students name will toggle the highlighting of that entire row
- Clicking on empty space in the cell at the top of each column will toggle highlighting of the entire column

(Note: this requires Javascript to be enabled in your browser.)

Timecode Conversion

- https://www.extendoffice.com/documents/excel/2473-excel-timestamp-to-date.html

- Excel formula:

  formula =(((A1/60)/60)/24)+DATE(1970,1,1)

Email Import CSV Format

	A	B	C	D	E
1	First Name	Last Name	Email	Home Phone	Group
2	A	B	c@c.com	123-456-7890	CR4-2_2018-19
3					
4					
5					