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# Guide to SDHXCS IT System

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August 18, 2019

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# 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

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# What do You Need to Access the System?

## ■ Email

- Such as [abc@sdhxcs.org](mailto: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**)

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# Email

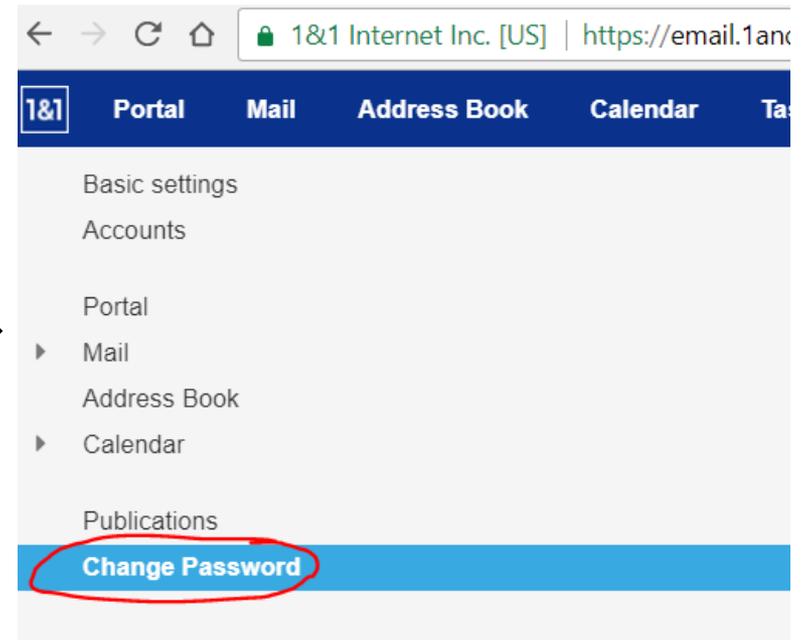
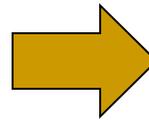
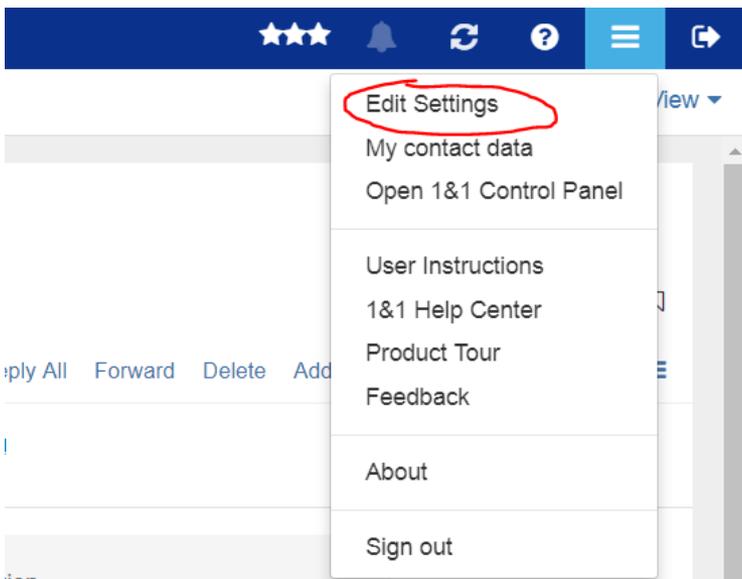
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# Email Accounts – First Time Login

- 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**

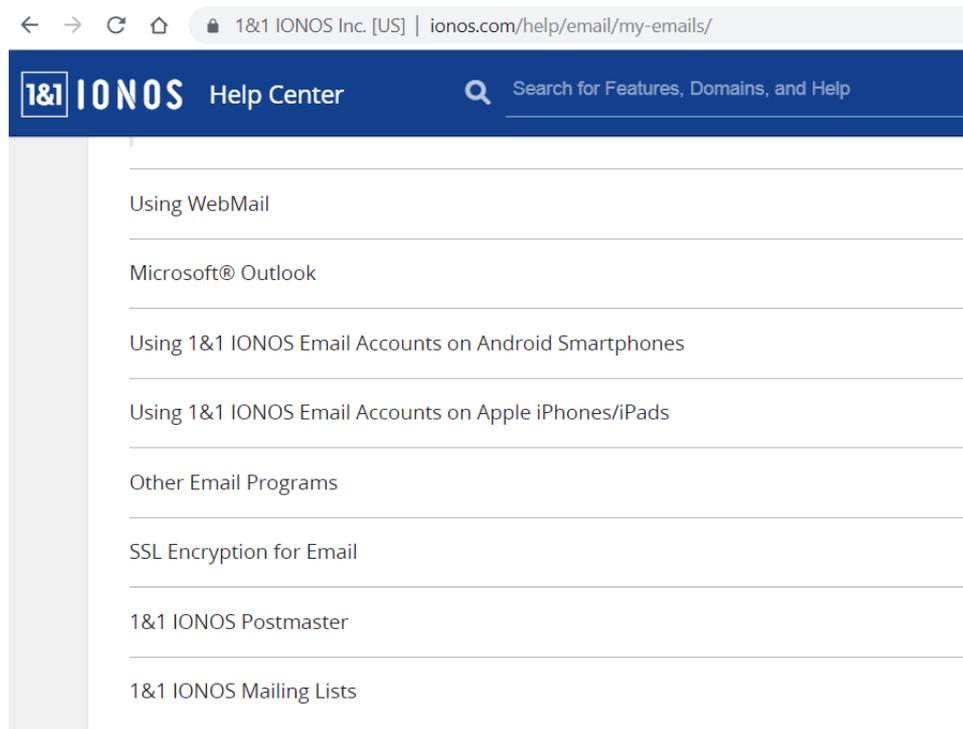
# Email Accounts – Change Password

- Change your password



# Email Accounts on Smartphones

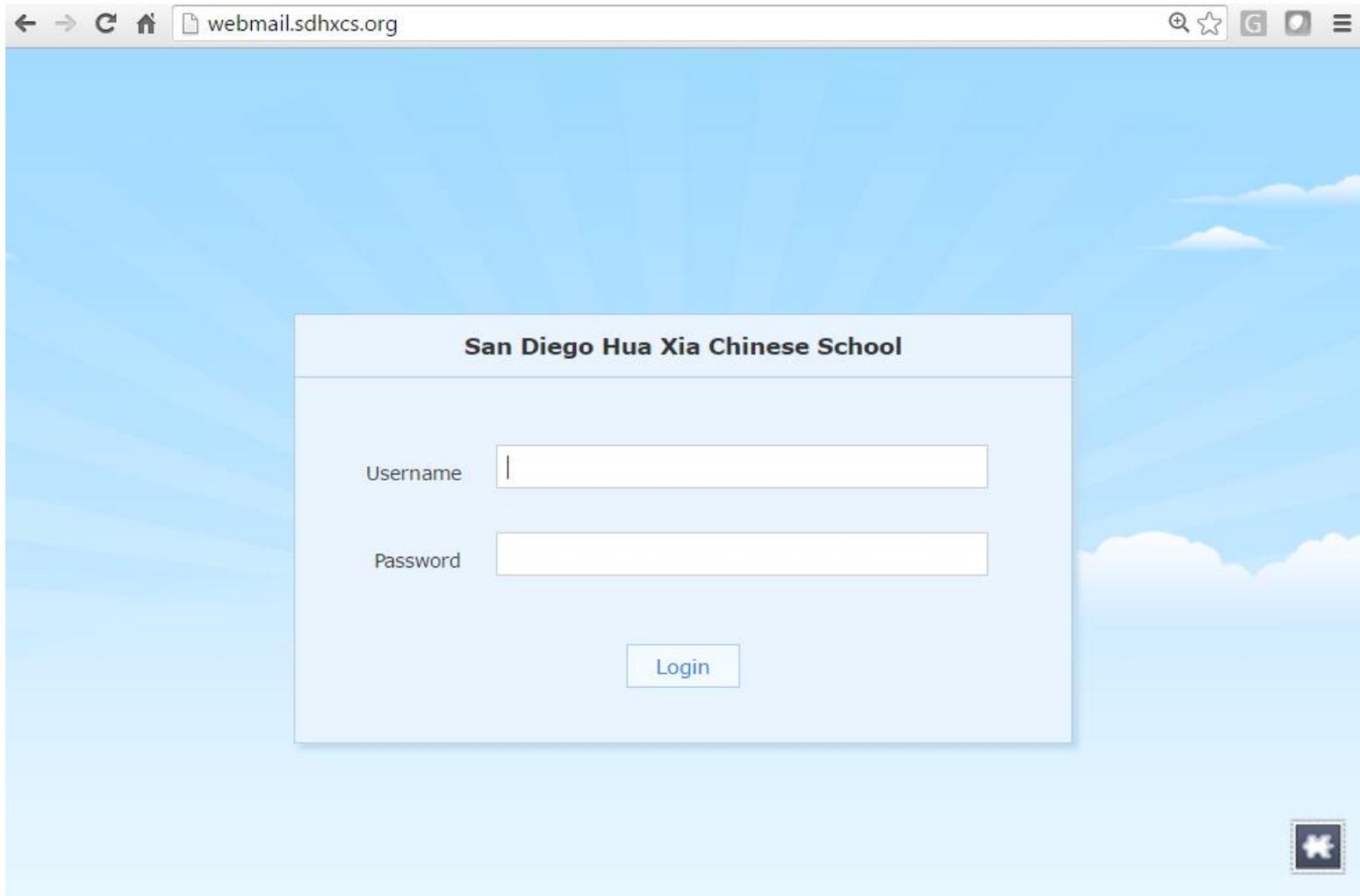
- Set Up Email on Smartphones/Outlooks
  - <https://www.ionos.com/help/email/my-emails/>



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# Webmail

# webmail.sdhxcs.org



The image shows a web browser window with the address bar displaying "webmail.sdhxcs.org". The page features a light blue background with a sunburst pattern and clouds. A central white box contains the login form. The form has a title "San Diego Hua Xia Chinese School" and two input fields: "Username" and "Password". A "Login" button is positioned below the fields. A small icon is visible in the bottom right corner of the page.

San Diego Hua Xia Chinese School

Username

Password

Login

# Login

The image shows a web browser window with the address bar displaying "webmail.sdhxcs.org". The page content is a login form for the San Diego Hua Xia Chinese School. At the top of the form is a logo with the Chinese characters "华夏" (Hua Xia) and the school's name in Chinese "圣地亚哥华夏中文学校" and English "San Diego Hua Xia Chinese School". Below the logo are two input fields: "Username" with the value "emailtest@sdhxcs.org" and "Password" with a masked password of ten dots. A "Login" button is positioned below the password field. At the bottom of the page, the text "San Diego Hua Xia Chinese School" is visible.

webmail.sdhxcs.org

San Diego Hua Xia Chinese School

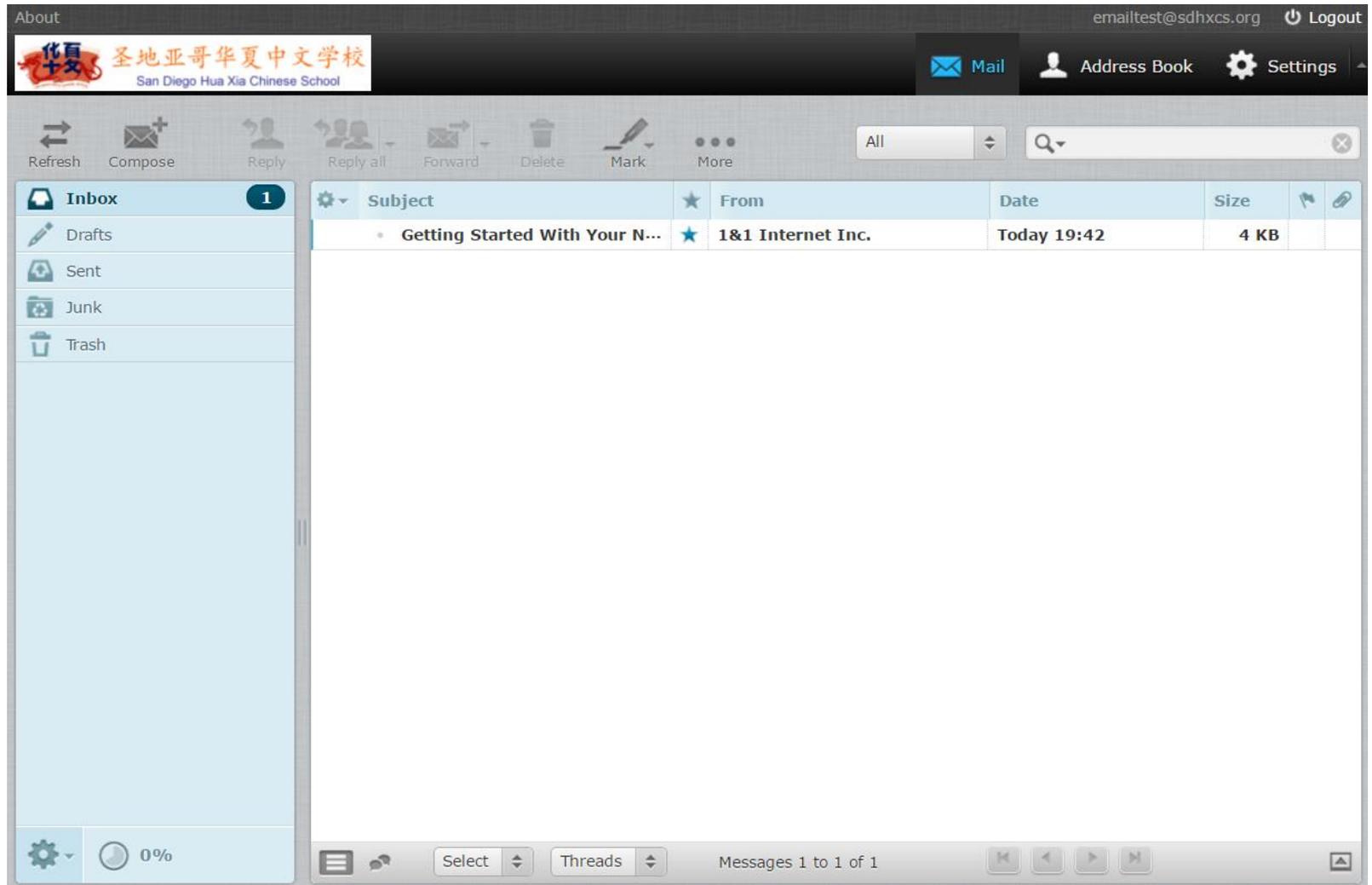
Username emailtest@sdhxcs.org

Password .....

Login

San Diego Hua Xia Chinese School

# 1<sup>st</sup> Login GUI



# Settings

The screenshot shows a web application interface for settings. At the top, there is a header with the text "About" on the left, "emailtest@sdhxc.org" and a "Logout" button on the right. Below the header is a navigation bar with a logo for "San Diego Hua Xia Chinese School" and icons for "Mail", "Address Book", and "Settings".

The main content area is divided into three columns:

- Settings**: A vertical menu with options: Preferences, Folders, Identities, Responses.
- Section**: A vertical menu with options: User Interface, Mailbox View, Displaying Messages, Composing Messages, Address Book, Special Folders, Server Settings.
- User Interface**: The main settings panel, currently showing:
  - Main Options**:
    - Language: English (US)
    - Time zone: Auto
    - Time format: 07:30
    - Date format: 2016-07-24
    - Pretty dates:
    - Refresh (check for new messages, etc.): every 1 minute(s)
  - Browser Options**:
    - Handle popups as standard windows:
    - [Register protocol handler for mailto: links](#)
    - Current device type: Desktop
  - Interface skin**:
    - Desktop skin: [Select](#)
    - Tablet skin: [Select](#)
    - Phone skin: [Select](#)
  - Save**: A dark button at the bottom.

# Composing Messages

The screenshot shows the 'Composing Messages' settings page in a webmail interface. The page is titled 'Composing Messages' and is part of the 'Settings' section. The interface includes a top navigation bar with 'About', 'emailtest@sdhxc.org', and 'Logou'. The main content area is divided into three sections: 'Main Options', 'Signature Options', and 'Spellcheck Options'. The 'Main Options' section includes settings for composing in a new window, HTML messages, automatic saving, return receipts, reply placement, and forwarding. The 'Signature Options' section includes settings for adding signatures and removing original signatures. The 'Spellcheck Options' section includes settings for checking spelling and ignoring words with symbols or numbers. A 'Save' button is located at the bottom of the settings page.

**Settings**

- Preferences
- Folders
- Identities
- Responses

**Section**

- User Interface
- Mailbox View
- Displaying Messages
- Composing Messages**
- Address Book
- Special Folders
- Server Settings

**Composing Messages**

**Main Options**

- Compose in a new window
- Compose HTML messages
- Automatically save draft
- Always request a return receipt
- Place replies in the folder of the message being replied to
- When replying
- Messages forwarding
- Default font of HTML message
- Default action of [Reply all] button

**Signature Options**

- Automatically add signature
- Place signature below the quoted message
- When replying remove original signature from message

**Spellcheck Options**

- Check spelling before sending a message
- Ignore words with symbols
- Ignore words with numbers

**Save**

# Skins

The screenshot displays the Roundcube webmail interface. At the top, there is a header with the school logo and name: "San Diego Hua Xia Chinese School". The user is logged in as "emailtest@sdhxcs.org". The main navigation bar includes "Mail", "Address Book", and "Settings".

The interface is divided into several sections:

- Settings:** Includes "Preferences", "Folders", "Identities", and "Responses".
- Section:** Includes "User Interface", "Mailbox View", "Displaying Messages", "Composing Messages", "Address Book", "Special Folders", and "Server Settings".
- User Interface:** This section is currently active, showing a "Select desktop skin" dialog box.

The "Select desktop skin" dialog box lists three available skins:

- Classic:** by The Roundcube Dev Team. License: Creative Commons Attribution-ShareAlike.
- Larry:** by FLINT / Büro für Gestaltung, Switzerland. License: Creative Commons Attribution-ShareAlike.
- Litecube Free:** by Tecorama (<http://roundcubeskins.net>). License: Free for private and non-commercial use.

At the bottom of the dialog, there is a "Save" button and a "Select" link for the "Phone skin" option.

# Litecube Skin

About emailtest@sdhxcs.org Logout

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

[Mail](#) [Address Book](#) [Settings](#)

Refresh Compose Reply Reply all Forward Delete Mark More

All

Subject	★ From	Date	Size		
Getting Started With Your New 1&...	★ 1&1 Internet Inc.	Today 19:42	4 KB		

Messages 1 to 1 of 1

# Address Book

About

emailtest@sdhxcs.org  Logout



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

 Mail

 Address Book

 Settings



Import



Export



Compose



Print



Advanced

Groups

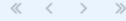


Personal Addresses

- Rename group
- Delete group
- Save search
- Delete search



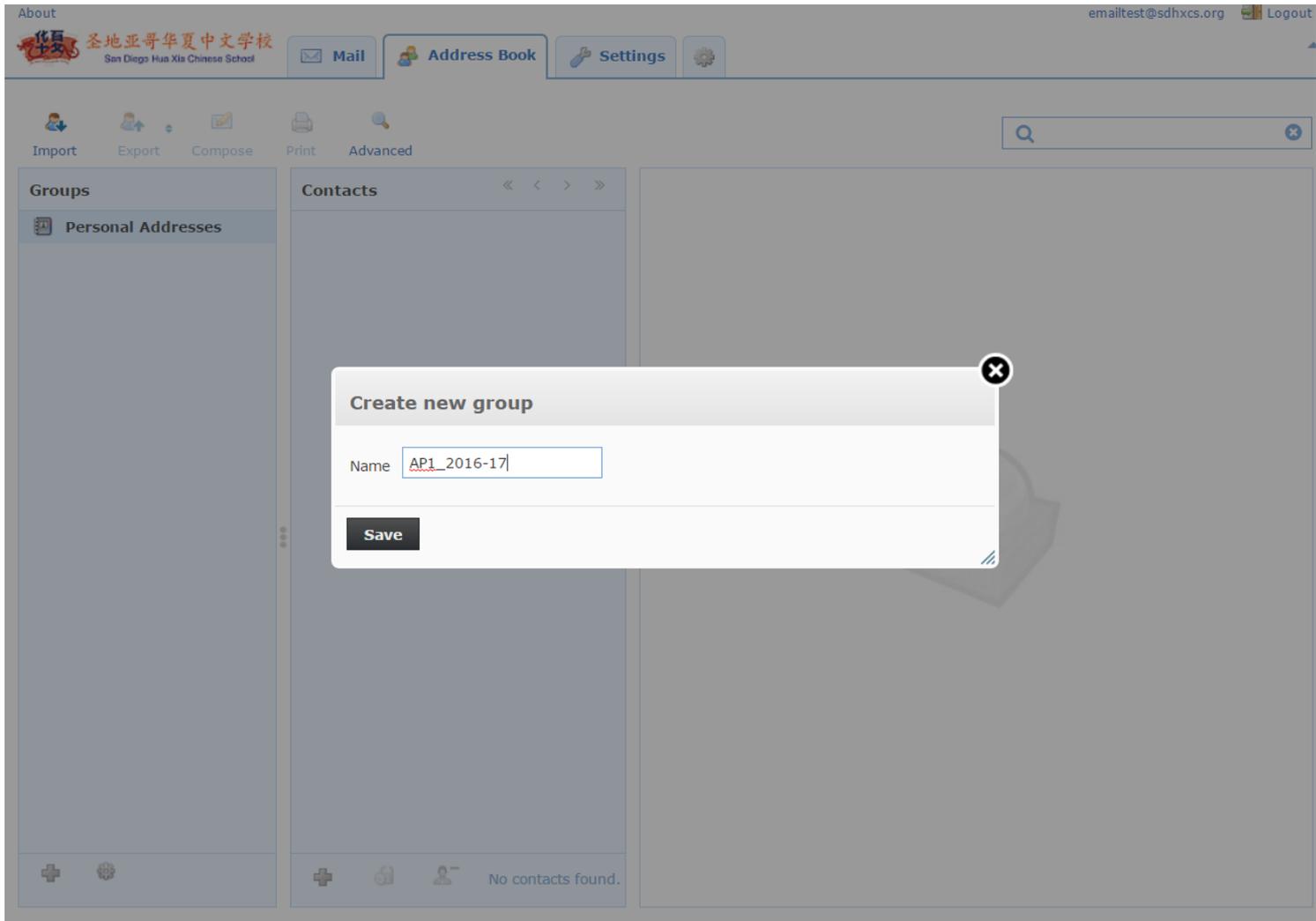
Contacts



No contacts found.



# Address Book: Create New Group



# Address Book: Add Contact (1)

About emailtest@sdhxc.org Logout

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

[Mail](#) [Address Book](#) [Settings](#)

Import Export Compose Print Advanced Search

**Groups**

- Personal Addresses
- AP1\_2016-17**

**AP1\_2016-17** « < > »

No contacts found.

**Add contact**



▾

↑ Add

**Properties** | Personal information | Notes

Email

▾

Phone

▾

Address

▾

# Address Book: Add Contact (2)

About

emailtest@sdhxc.org  Logout



 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:  No file chosen

Import group assignments

None 

Replace the entire address book

Import

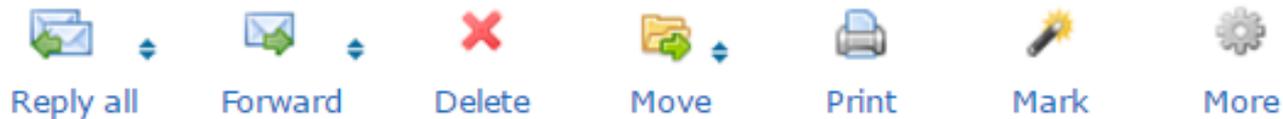
Cancel

```
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	<a href="mailto:mingzhang@gmail.com">mingzhang@gmail.com</a>
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

About

emailtest@sdhxc.org  Logout



 Mail

 Address Book

 Settings



 Cancel    Send    Save    Spell    Attach    Signature    Responses

Contacts



 Personal Addresses

 AP1\_2016-17 (1)

 Ming Zhang

To+   Cc+   Bcc+

From: emailtest@sdhxc.org  Edit identities 

To:

Bcc: 

 Add Cc    Add Reply-To    Add Followup-To

Subject:

Editor type: Plain text    Priority: Normal     Return receipt

Save sent message in: Sent 



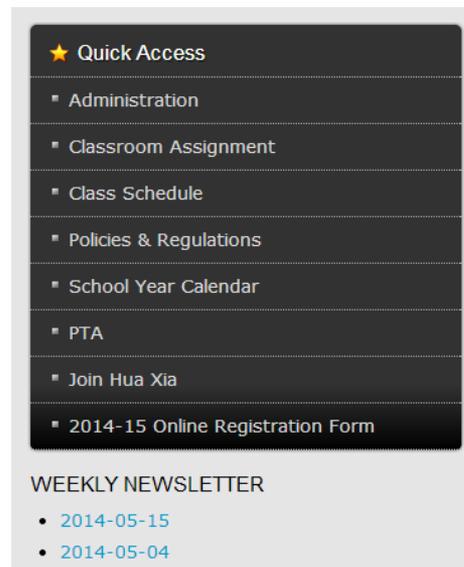
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# Moodle - MyCourse

## ■ Joomla 3.1 based



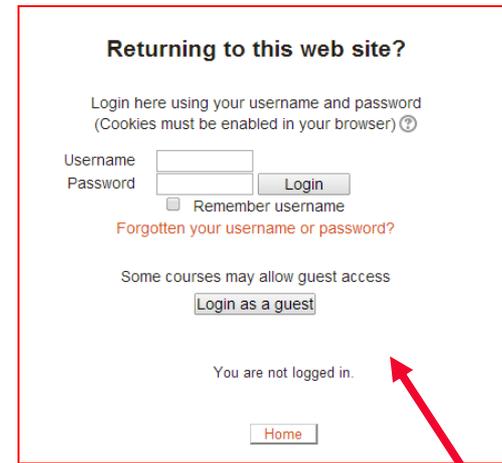
## ■ Quick Access & side bar



# Access SDHXCS LMS



www.sdhxcs.org



courses.sdhxcs.org

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

SDHXCS Home 华夏首页 Programs 华夏课程 Classroom Assignment 教室安排 Policies & Regulations 规章制度 School Year Calendar 华夏校历 Registration 注册

Navigation Home Site news Courses

Welcome to Hua Xia Student Information and Learning System!  
欢迎使用华夏学生信息与教学系统!

Search courses: [ ] Go

Course categories  
2014-2015 学年  
Regular Program 普通班  
Regular Program Grade 1 (4)

Calendar August 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
					31	

You are not logged in. (Login)  
English - United States (en\_us)

Based on Moodle 2.5.3

# First Time Login

Navigation

## Home

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

Administration

## My profile settings

- Edit profile
- Change password
- Messaging
- Blogs
- Badges

- Change password
- Update/complete profile

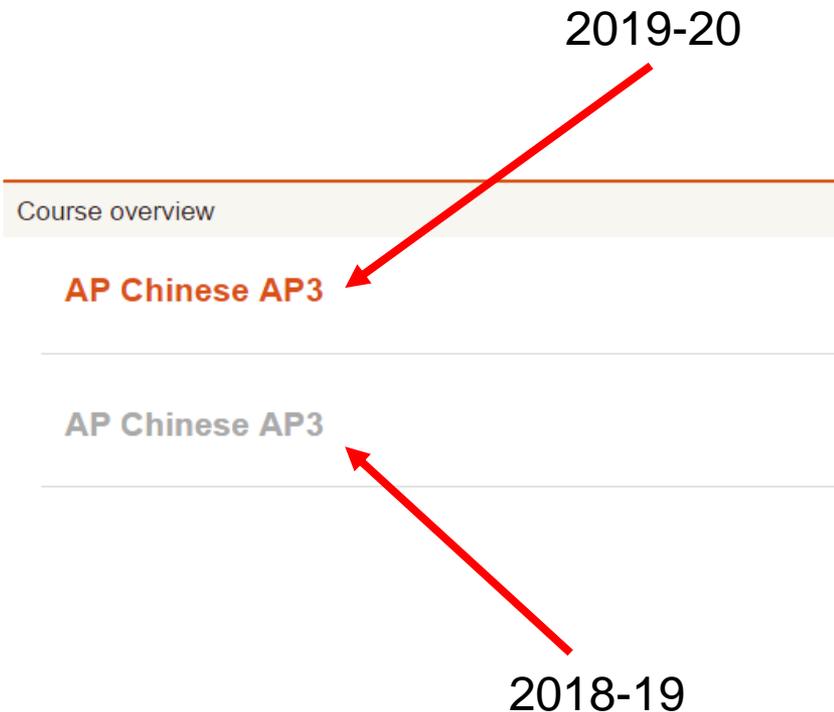
Personal Information

Chinese Name	<input type="text"/>
Date of Birth*	9 ▼ August ▼ 1940 ▼
Gender*	Male ▼
Home Phone Number*	<input type="text"/>
Home Address*	<input type="text"/>
Parent Name*	<input type="text"/>
Parent Phone Number*	<input type="text"/>
Parent Email*	<input type="text"/>
School District*	<input type="text"/>
School Name*	<input type="text"/>
Grade*	<input type="text"/>
Emergency Contact*	<input type="text"/>
Emergency Contact Number*	<input type="text"/>
Family Physician*	<input type="text"/>
Family Physician Number*	<input type="text"/>
Insurance Company*	<input type="text"/>
Policy Number*	<input type="text"/>

Update profile

# Access My Courses

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



# Course Settings

Administration  

- ▼ Course administration
  - Turn editing on
  - Edit settings**
  - Users
  - Filters
  - Reports
  - Grades
  - Badges
  - Backup
  - Restore
  - Import
  - Reset
  - Question bank
- ▼ Switch role to...
  - Non-editing teacher
  - Student
  - Guest
- ▼ My profile settings
  - Edit profile
  - Change password
  - Messaging
  - Blogs
  - Badges
  - Activity reports

## Edit course settings

▼ **General**

Course full name 

Course short name 

Visible 

Course start date     

Course ID number 

▼ **Course format**

Format 

Number of sections

Hidden sections 

Course layout 

▶ **Appearance**

▼ **Files and uploads**

Maximum upload size 

# Course Format

Navigation  

Home

- My home
- Site pages
- My profile
- Current course
  - AP3**
    - Participants
    - Badges
    - General
    - 7 September - 13 September
    - 14 September - 20 September
    - 21 September - 27 September
    - 28 September - 4 October
    - 5 October - 11 October
    - 12 October - 18 October
    - 19 October - 25 October
    - 26 October - 1 November
    - 2 November - 8 November
    - 9 November - 15 November
    - 16 November - 22 November
    - 23 November - 29 November

 News forum

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**7 September - 13 September**  
This is the first week of Lesson 11.

 Lesson 1-1  
 Lecture slides

---

**14 September - 20 September**

 Lesson 1-2  
 Attendance Week2

---

**21 September - 27 September**

 Lesson 1-3

---

**28 September - 4 October**

---

**5 October - 11 October**

---

**12 October - 18 October**

---

**19 October - 25 October**

---

**26 October - 1 November**

---

**2 November - 8 November**

---

...

# 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

▼ Grade items to be included

01-29

02-05

Submit

At bottom page, Select NONE and Submit

# Student List Export (2)

Download student information to an Excel spreadsheet

Excel spreadsheet ▾

Export to Excel spreadsheet

Export

Download

Preview rows

Username	First name	Surname	Email address	Chinese Name	Date of Birth	Gender	Home Phone Number	Parent Name	Parent Phone Number	Parent Email	School District	School Name	Grade Level in 2018-19
----------	------------	---------	---------------	--------------	---------------	--------	-------------------	-------------	---------------------	--------------	-----------------	-------------	------------------------

# Edit Course Contents (1)

The screenshot shows a course editing interface. A red circle highlights a button labeled "Turn editing on" in the top right corner. A blue rounded rectangle highlights a toolbar in the bottom left corner containing icons for edit, move, zoom, settings, copy, delete, view, user, and add, with the text "+ Add an activity or resource" below them. On the right side, there are sections for "Search forums" with a search box and "Go" button, and "Latest news" with a link to "Add a new topic..." and the text "(No news has been posted yet)".

Recommend to use Internet Explorer

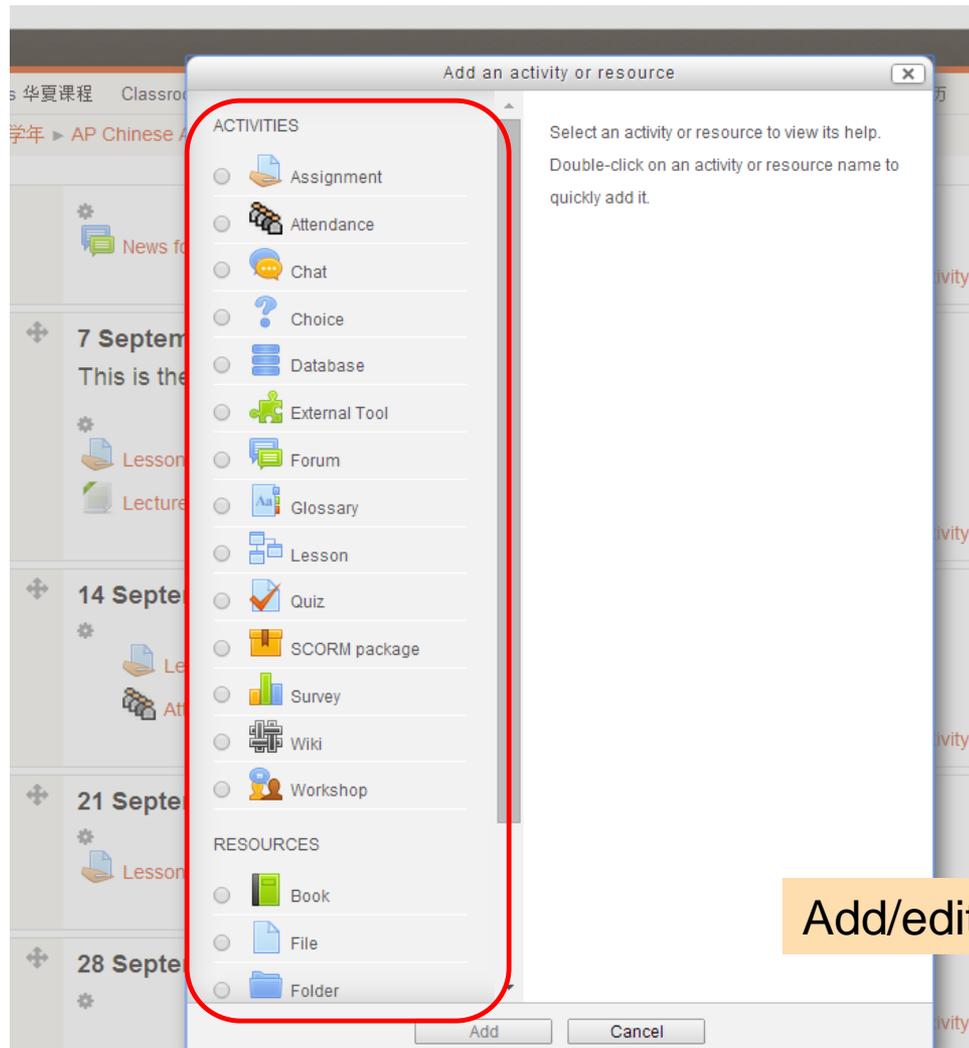
# Edit Course Contents (2)

The screenshot displays a course content editor interface with the following elements:

- News forum**: Located at the top left, with a gear icon and a red circle around it.
- 7 September - 13 September**: A week header with a right-pointing arrow on the left and an eye icon on the right. Below it is the text "This is the first week of Lesson 11." and a gear icon circled in red.
- Lesson 1-1**: An activity entry with a document icon, a red circle around the gear icon, and a set of editing tools.
- Lecture slides**: A resource entry with a document icon and a set of editing tools.
- + Add an activity or resource**: A button circled in red at the bottom right of the week section.
- 14 September - 20 September**: A week header with a right-pointing arrow on the left and an eye icon on the right. Below it is a gear icon, two activity entries ("Lesson 1-2" and "Attendance Week2"), and a set of editing tools.
- + Add an activity or resource**: A button at the bottom right of the week section.
- 21 September - 27 September**: A week header with a right-pointing arrow on the left and an eye icon on the right. Below it is a gear icon.



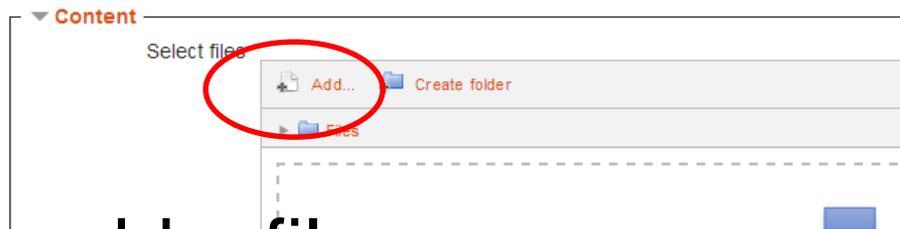
# Edit Course Contents (4)



Add/edit activity/resource

# File

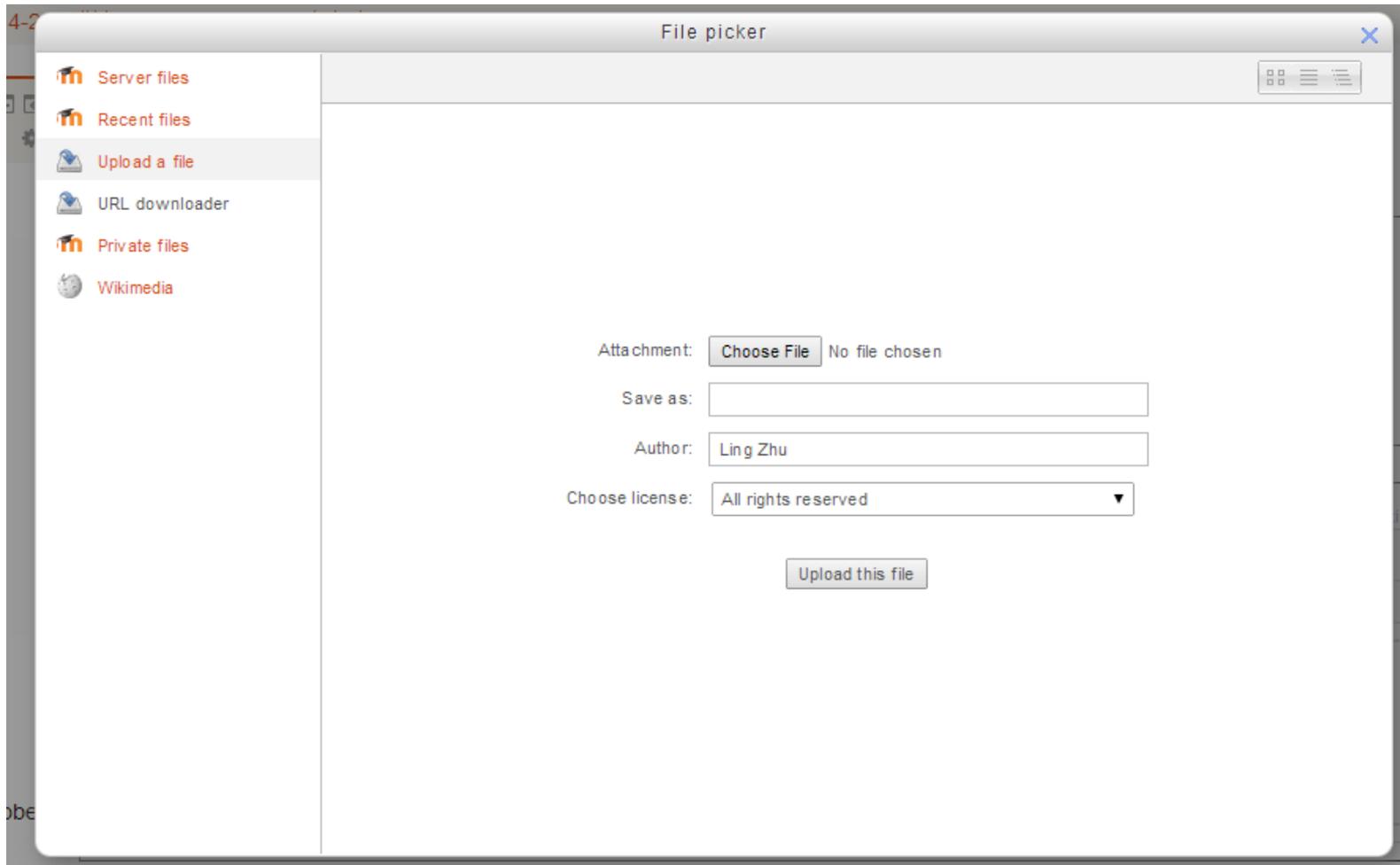
- Add a resource -> File



- 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

Navigation  

Home

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

Administration  

My profile settings

- Edit profile
- Change password
- Messaging
- Blogs
- Badges

Files

 Add...  Create folder

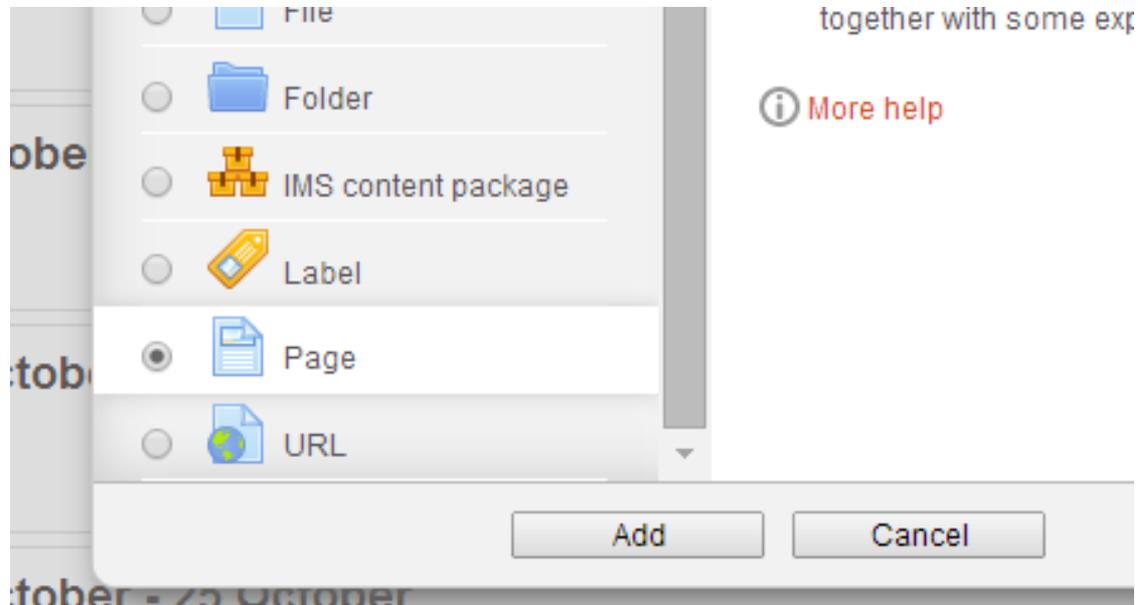
Files



You can drag and drop files here to add them.

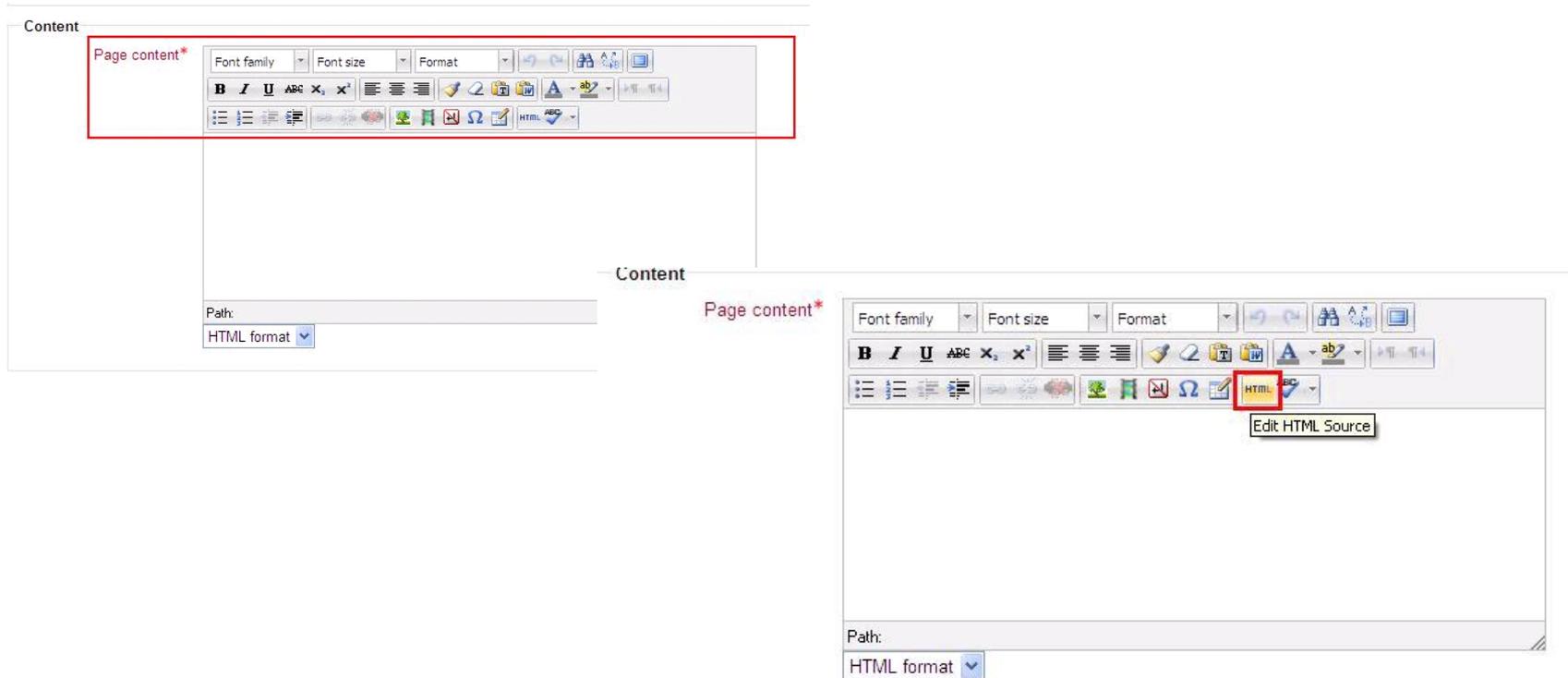
Save changes Cancel

# 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

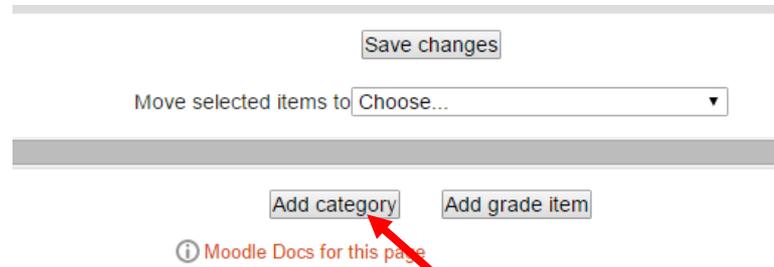
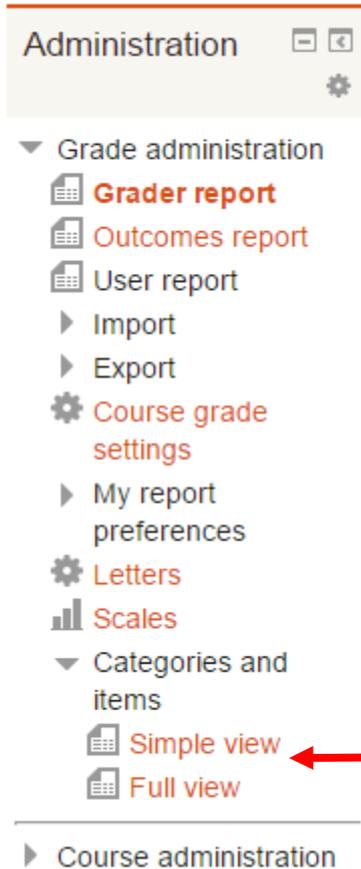
Class participation	10%
Homework	15%
Unit tests	20%

Quizzes	20%
Projects & presentations	15%
Final Exam	20%

These are grade categories

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

# Grade Administration (3)



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\*  ←

Aggregation ⓘ  ▼

Aggregate only non-empty grades  ⓘ

Aggregate including subcategories\*  ⓘ

Drop the lowest\*  ▼

— Show less...

1. Category name

▼ **Category total**

Grade type ⓘ  ▼

Scale ⓘ  ▼

Maximum grade ⓘ  ←

Minimum grade ⓘ

Hidden ⓘ

Locked ⓘ

+ Show more...

2. Percentage

▼ **Parent category**

Extra credit ⓘ

Parent category  ←

Current parent aggregation

3. Parent category

# Grade Administration (5)

---

Save changes

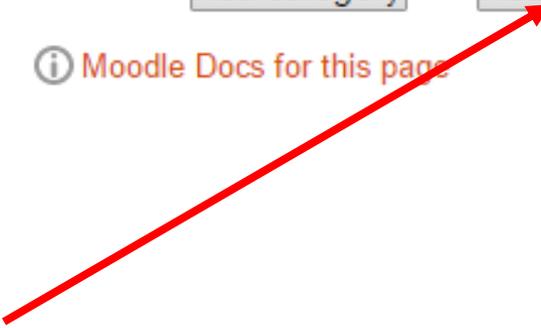
Move selected items to Choose... ▼

---

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  **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\*       Enable

Locked (?)

Lock after\*       Enable

— Show less...

---

▼ **Parent category**

Grade category  **3. Parent category name**

# 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 	Extra credit 	Max grade	Actions	Select
AP Chinese AP3	Simple weighted mean of grades		-	 	All None
Participation	Simple weighted mean of grades	<input type="checkbox"/>	-	    	All None
Attendance Week 2	-	<input type="checkbox"/>	100.00	   	<input type="checkbox"/>
Category total	-		10.00	 	
Homework	Simple weighted mean of grades	<input type="checkbox"/>	-	    	All None
Lesson 1-1	-	<input type="checkbox"/>	100.00	   	<input type="checkbox"/>
Lesson 1-2	-	<input type="checkbox"/>	100.00	   	<input type="checkbox"/>
Lesson 1-3	-	<input type="checkbox"/>	100.00	   	<input type="checkbox"/>
Category total	-		15.00	 	
Quiz	Simple weighted mean of grades	<input type="checkbox"/>	-	    	All None
Category total	-		20.00	 	
Project	Simple weighted mean of grades	<input type="checkbox"/>	-	    	All None
Category total	-		15.00	 	
Unit Test	Simple weighted mean of grades	<input type="checkbox"/>	-	    	All None
Category total	-		20.00	 	
Final	Simple weighted mean of grades	<input type="checkbox"/>	-	    	All None
Category total	-		20.00	 	
Course total	-		100.00	 	

Move selected items to:

# Grade Report Tips

- Too many fields?
- Too many columns?

## Grader report

	AP Chinese AP1 		Homework 	Quiz 			
	Participation 						
	$\bar{x}$ 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

	Messing with Lesson 					
	Lessons 					
First name / Surname 	 Lesson 1 	 Lesson 2 	 Lesson Scores 	 Eval of Messing with Lesson 	 Messing with Quiz 	 Course total 
Overall average	-	-	-	-	-	-

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# 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
<input type="radio"/>	AP3_2014-15	AP Chinese AP3
<input type="radio"/>	AP3_2015-16	AP Chinese AP3

# Export & Import Courses (3)

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
<input type="radio"/>	AP3_2014-15	AP Chinese AP3
<input type="radio"/>	AP3_2015-16	AP Chinese AP3

# Export & Import Courses (4)

016学年 ▶ AP Chinese AP中文班 ▶ AP3\_2015-16 ▶ Import ▶ Initial settings

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confir Complete 1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ Complete

**Backup settings**

- Include activities
- Include blocks
- Include filters

Cancel

**Include:**

Select All / None

**General**

- Bulletin Board
- AP Class Guidelines 2014-15
- College Board AP Chinese Course Description
- Summer Reading

**Chinese Culture and Arts 1**

- Chinese Culture Week 1 Teaching Plan
- (Updated) Week 1 Reading Material and Homework Package (Culture Discussion - Beyond the Basics)

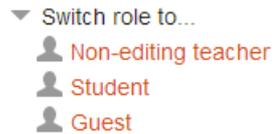
Step 3. Initial settings: what to be imported

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



- The login status at the upper right corner show the current role
- Click “Return to my normal role”

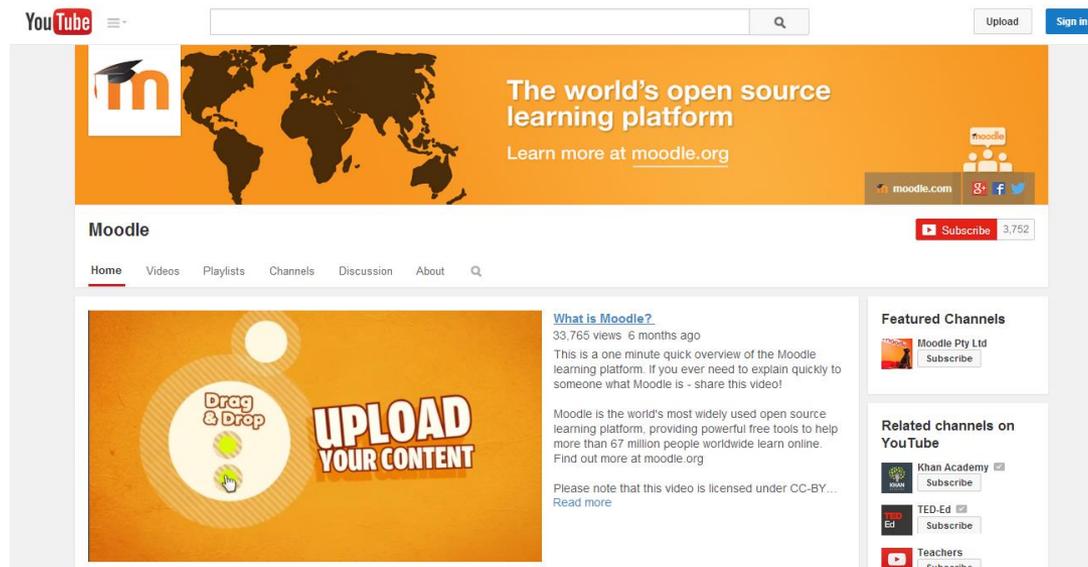
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# Students

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

# Moodle Resources

- <http://study.In.edu.hk/tlc/moodle-training>
- <https://rrisd-moodle.wikispaces.com/>
- <https://www.youtube.com/user/moodlehq>



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# Q&A

**Thank you!**

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# Backup Slides

# Assignment

Adding a new Assignment to 28 September - 4 October ?

## General

Assignment name\*

Description\*

Display description on course page

## Availability

Allow submissions from 16 August 2014 15:50 Enable

Due date 23 August 2014 15:50 Enable

Cut-off date 16 August 2014 15:50 Enable

Always show description

## Submission types

Submission types  Online text  File submissions  Submission comments

Maximum number of uploaded files 1

Maximum submission size Activity upload limit (1MB)

## Feedback types

Feedback types  Feedback comments  Offline grading worksheet

## Submission settings

Require students click submit button No

Require that students accept the submission statement No

Attempts reopened Never

Maximum attempts Unlimited

Group submission settings

Notifications

Grade

Offline grading worksheet

If enabled, the teacher will be able to download and upload a worksheet with student grades when marking the assignments.

# 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

## Lesson 1-3

First name : AllABCDEFGHIJKLMNOPQRSTUVWXYZ  
Surname : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

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
<input type="checkbox"/>		Student Test1	dummy1@sdhxc.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
<input type="checkbox"/>		Dimei Wu	320218@sdhxc.org	No submission	-		-		-		-
<input type="checkbox"/>		Justin Li	320225@sdhxc.org	No submission	-		-		-		-
<input type="checkbox"/>		Marie Shi	320232@sdhxc.org	No submission	-		-		-		-
<input type="checkbox"/>		Tiffany Zeng	320239@sdhxc.org	No submission	-		-		-		-

# Grade an Assignment Submissions

Assignment	Status	Grade	Edit	Last modified
cs.org	Submitted for grading Graded	 85.00 / 100.00	 ▶	Monday, 10:59 AM
cs.org	No submission	 -	 ▶	-

## Grade

- Grade
- Feedback comments

## Edit

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

# Send a Message (1)

Navigation  

Home

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

Administration  

My profile settings

- Edit profile
- Change password
- Messaging
- Blogs
- Badges

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	+  

 ↔ 

**Student Test1** **Ling Zhu**  
[Add contact](#) | [Block contact](#)

[All messages](#) | [Recent messages](#)

(No messages were found)

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



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

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# 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

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# 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

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# 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	Category total	Category total	U06Q1	U06Q2	U06Q3
	Amy Bu	amybu373@gmail.com	0.00	45.00	100.00	100.00	100.00

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Messing with Lesson						
Lessons						
First name / Surname	Lesson 1	Lesson 2	Lesson Scores	Eval of Messing with Lesson	Messing with Quiz	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.)

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# 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					
E					