

# **USER GUIDE FOR E-LEARNING**

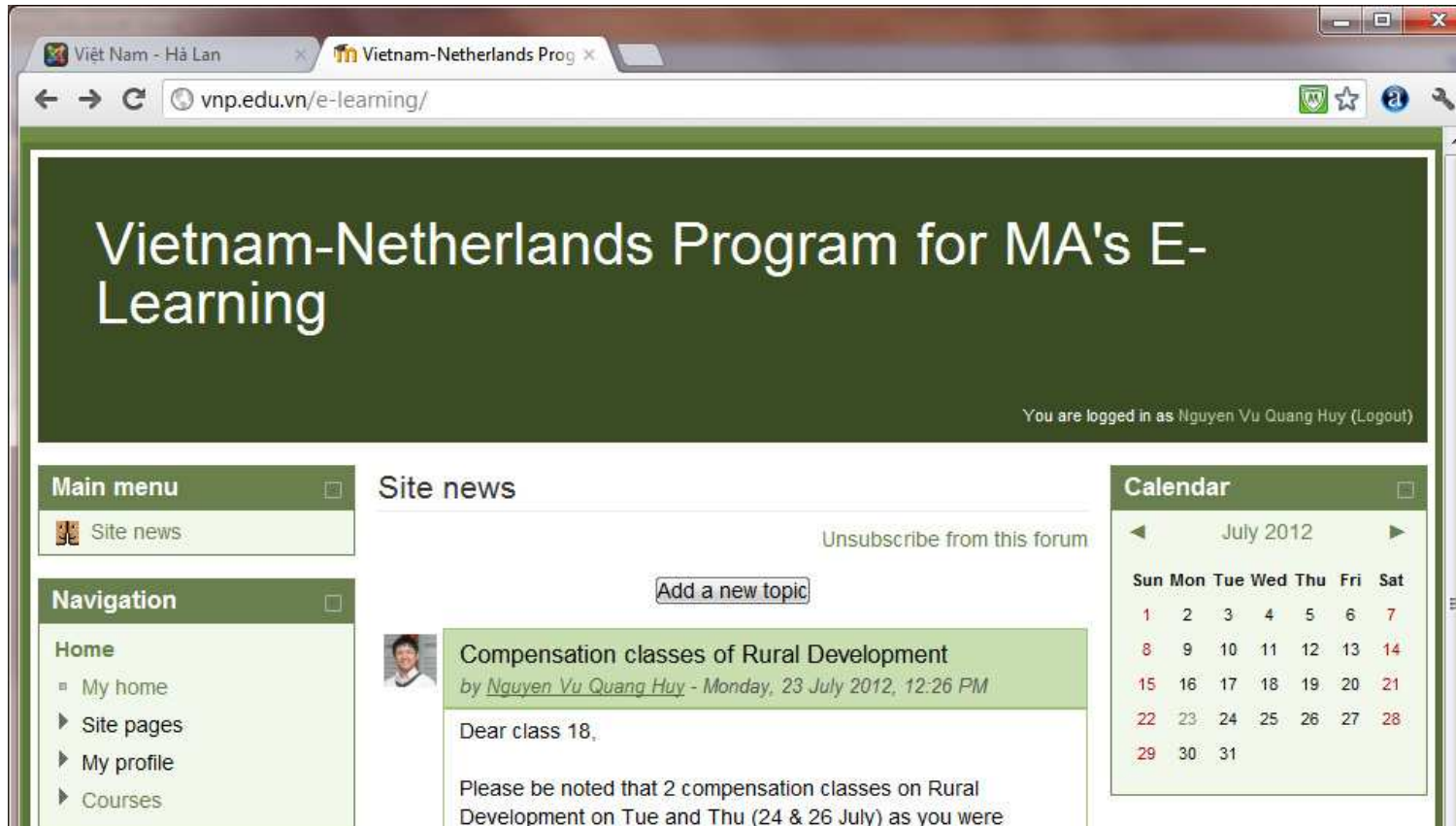
- 1. Log on**
- 2. Post an announcement**
- 3. Enable edit function in a course**
- 4. Upload a file**
- 5. Make a Folder to upload Many files**
- 6. Make an Assignment**

## 1. Log on

Go to the website → choose e-learning → choose LOG IN on the right top of the window

## 2. Post an announcement

Choose “Add new topic”



The screenshot shows a web browser window with two tabs: "Việt Nam - Hà Lan" and "Vietnam-Netherlands Prog". The address bar shows "vnp.edu.vn/e-learning/". The main content area has a dark green header with the text "Vietnam-Netherlands Program for MA's E-Learning" and a login status "You are logged in as Nguyen Vu Quang Huy (Logout)".

On the left side, there are two menu boxes:

- Main menu**: Site news
- Navigation**: Home
  - My home
  - Site pages
  - My profile
  - Courses

The main content area is titled "Site news" and includes a link "Unsubscribe from this forum" and a button "Add a new topic". A forum post is displayed with a profile picture of a man and the following text:

**Compensation classes of Rural Development**  
by *Nguyen Vu Quang Huy* - Monday, 23 July 2012, 12:26 PM

Dear class 18,

Please be noted that 2 compensation classes on Rural Development on Tue and Thu (24 & 26 July) as you were

On the right side, there is a "Calendar" widget for July 2012:

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				

# Vietnam-Netherlands Program for MA's E-Learning

You are logged in as Nguyen Vu Quang Huy (Logout)

Home ▶ Site pages ▶ Site news

## Navigation

- Home
  - My home
- Site pages
  - Participants
  - Site blogs
  - Notes
  - Tags
  - Calendar
  - Reports
  - Site news**
  - My profile


## Settings

- Forum administration
  - Edit settings
  - Locally assigned roles
  - Permissions
  - Check permissions
  - Filters
  - Logs
  - Backup
  - Restore
  - Subscription mode
  - Unsubscribe from this forum
  - Show/edit current subscribers
- Course administration
- Switch role to...

General news and announcements

### Your new discussion topic

Subject\* Using e-learning

\* Font family Font size Paragraph 

Dear all,

Since now, every announcement from the office will be posted on the e-learning. Please visit and check for new information.

Best regards,

Path: p

Subscription

Attachment  Maximum size for new files: Unlimited - drag and drop available 

Add... 

Files



You can drag and drop files here to add them.

Mail now

**Post to forum**

There are required fields in this form marked \*.

Việt Nam - Hà Lan VNP E-Learning: Site news: x  
vnp.edu.vn/e-learning/mod/forum/post.php?forum=1

# Vietnam-Netherlands Program for MA's E-Learning

You are logged in as Nguyen Vu Quang Huy (Logout)

Home ▶ Site pages ▶ Site news

## Navigation

- Home
- My home
- Site pages
  - Participate
  - Site blog
  - Notes
  - Tags
  - Calendar
  - Reports
  - Site news
  - My profile
- Settings
  - Forum administration
    - Edit settings
    - Locally available
    - Permissions
    - Check permissions
    - Filters
    - Logs
    - Backup
    - Restore
    - Subscription mode
      - Unsubscribe from this forum
      - Show/edit current subscribers
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    - Switch role to...

General news and announcements

### Your new discussion topic

File picker

- Server files
- Recent files
- Upload a file
- URL downloader
- Private files
- Wikimedia

Attachment: **Choose File** No file chosen

Save as: No file chosen

Author: Nguyen Vu Quang Huy

Choose license: All rights reserved

**Upload this file**

↓

You can drag and drop files here to add them.

Mail now

**Post to forum**

There are required fields in this form marked \*

### 3. Enable edit function in a course

If you want to upload files, add an activity... you need to choose the course → choose TURN EDITING ON → then you can see many option to change the course.

The screenshot shows a web browser window with the URL `vnp.edu.vn/e-learning/course/view.php?id=2`. The page title is "Rural Development" and the user is logged in as "Nguyen Vu Quang Huy (Logout)". The breadcrumb trail is "Home > Courses > Class 18 > Rural Development - C18". A red circle highlights the "Turn editing on" button in the top right corner. The page layout includes a left navigation menu, a main content area with sections for "FORUM FOR DISCUSSION", "COURSE OUTLINE" (with a PDF document), "READINGS" (with a folder icon), and "LECTURE NOTE" (with a folder icon). On the right, there are sidebars for "Search forums" and "Latest news".

Việt Nam - Hà Lan | Course: Rural Development | Inbox - quanghuy@vnp.edu

`vnp.edu.vn/e-learning/course/view.php?id=2`

You are logged in as Nguyen Vu Quang Huy (Logout)

# Rural Development

Home > Courses > Class 18 > Rural Development - C18

**Turn editing on**

## Navigation

- Home
  - My home
  - Site pages
  - My profile
- Courses
  - Miscellaneous
  - Class 18
    - Rural Development - C18**
    - Participants

## FORUM FOR DISCUSSION

## COURSE OUTLINE

Course Outline 188.2KB PDF document

## READINGS

Reading Materials

## LECTURE NOTE

Lecture Note

## Search forums

Go

Advanced search ?

## Latest news

Add a new topic...

23 Jul, 12:34

Nguyen Vu Quang Huy  
Academic Papers more...

Older topics ...

#### 4. Upload a file

Choose ADD AN ACTIVITY OR RESOURCE → choose FILE → type in NAME, DESCRIPTION

You can drag an file and drop in the small window or choose ADD → UPLOAD A FILE → CHOOSE FILE (see Number 2)

The screenshot shows a Moodle course page for 'Rural Development'. A modal dialog box titled 'Add an activity or resource' is open. In the 'RESOURCES' section, the 'File' option is selected and circled in red with the number '2'. The 'Add an activity or resource' button in the background is also circled in red with the number '1'. The dialog box provides detailed information about the File module, including its purpose and usage instructions.

**ACTIVITIES**

- Assignment
- Chat
- Choice
- Database
- External Tool
- Forum
- Glossary
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki
- Workshop

**RESOURCES**

- Book
- File
- Folder
- IMS content package
- Label
- Page
- URL

The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.

Note that students need to have the appropriate software on their computers in order to open the file.

A file may be used

- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of certain software programs (eg Photoshop .psd) so students can edit and submit them for assessment

More help

Buttons: Add, Cancel



The screenshot shows a file explorer window on the left with a list of files. The file 't of Class 18.doc' is selected. A red arrow points from this file to the 'Content' section of the 'Adding a new File to COURSE OUTLINE' page. In the 'Options' section, the 'Display' dropdown is set to 'Automatic' and is circled in red. A red text label 'Chọn force download' points to this dropdown.

## 5. Make a Folder to upload Many files

Choose ADD AN ACTIVITY OR RESOURCE → choose FOLDER → type in NAME, DESCRIPTION

In Content window, you can make Sub folder and add files in it like instruction Number 2. Choose Save and Display.

In this example, I make 3 folder name 1 – 2 – 3 and put files in it.

The screenshot shows a web browser window with the following details:

- Browser tabs: "Việt Nam - Hà Lan", "Rural Development - C18: / x", "Inbox (1) - quanghuy@vnp x".
- Address bar: "vnp.edu.vn/e-learning/mod/folder/view.php?id=15".
- Page header: "Rural Development" and "You are logged in as Nguyen Vu Quang Huy (Logout)".
- Breadcrumb: "Home > Courses > Class 18 > Rural Development - C18 > READINGS > Add folder".
- Navigation sidebar (left):
  - Home
    - My home
    - Site pages
    - My profile
  - Courses
    - Miscellaneous
    - Class 18
      - Rural Development - C18
        - Participants
        - Reports
        - General
        - COURSE OUTLINE
        - READINGS

- Main content area:
- Section header: "Add folder".
- Form: "Add folder" (light green box).
- File list:
  - 1 BAO\_CAO\_MPI.pdf
  - 2 DIEU\_TRA\_NN\_NT\_2011.pdf, QD\_2139-2011-TTg\_cl\_bien\_doi\_khi\_hau.pdf
  - 3 So\_tay\_UNCTAD\_2011.pdf
- Buttons: "Add" and "Edit" (the "Edit" button is circled in red).

To add more file you choose EDIT and add more files.



Việt Nam - Hà Lan x Rural Development - C18: / x 1 Inbox (1) - quanghuy@vnp x

vnp.edu.vn/e-learning/mod/folder/edit.php

You are logged in as Nguyen Vu Quang Huy (Logout)

# Rural Development

Home ▶ Courses ▶ Class 18 ▶ Rural Development - C18 ▶ READINGS ▶ Add folder

## Navigation



- Home
  - My home
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- Courses
  - Miscellaneous
  - Class 18
    - Rural Development - C18
      - Participants
      - Reports
      - General
      - COURSE OUTLINE

### Files

Maximum size for new files: Unlimited - drag and drop available ?

Add... Create folder Download all

Files ▶ 3

	
So_tay_UNCTAD_2011.pdf	Term project evaluation.docx

Save changes Cancel

## 6. Make an Assignment:

Choose ADD AN ACTIVITY → choose Assignment

The screenshot shows a Moodle course page with a modal dialog box open. The dialog box is titled "Add an activity or resource" and is divided into two main sections: "ACTIVITIES" and "RESOURCES".

- ACTIVITIES:** A list of activity types with radio buttons. The "Assignment" option is selected and circled in red with a red number "2". Other options include Chat, Choice, Database, External Tool, Forum, Glossary, Lesson, Quiz, SCORM package, Survey, Wiki, and Workshop.
- RESOURCES:** A list of resource types with radio buttons. Options include Book, File, Folder, IMS content package, Label, Page, and URL.
- Description:** A text area on the right side of the dialog provides details about the selected activity. For "Assignment", it states: "The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback. Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook."
- Buttons:** "Add" and "Cancel" buttons are at the bottom of the dialog.

The background shows the main course content area. At the top right, it says "You are logged in as Quang Huy (Logout)". Below that is a "Turn editing off" button. The main content area consists of several rows, each starting with a red circle containing a red number "1" and the text "+Add an activity or resource". To the right of the main content area are several sidebar widgets: "Search forums", "Latest news", "Upcoming events" (showing a "Test Assignment" on Tuesday, 16 October, 12:00 AM), and "Recent activity" (showing activity since Tuesday, 9 October 2012, 4:45 PM).

- ▶ 28 August - 3 September
- ▶ 4 September - 10 September
- ▶ 11 September - 17 September
- ▶ 18 September - 24 September
- ▶ 25 September - 1 October
- ▶ 2 October - 8 October
- ▶ 9 October - 15 October
- ▶ BCA
- ▶ English

**Settings**

- Course administration
  - Turn editing off
  - Activity chooser off
  - Edit settings
- Users
- Filters
- Grades
- Backup
- Restore
- Import
- Publish
- Reset
- Question bank

Switch role to ...

My profile settings

Site administration

Search

**Add a block**

Add

**Assignment settings**

Allow submissions from 9 October 2012 16:50  Enable

Due date 16 October 2012 16:50  Enable

Always show description Yes

Prevent late submissions No

Require students click submit button No

Notify graders about submissions Yes

Notify graders about late submissions Yes

Set due date

Allow to submit late or

**Submission settings**

Online text No

File submissions Yes

Maximum number of uploaded files 1

Maximum submission size Course upload limit (32MB)

Submission comments No

Set number of files allowed to submit

**Feedback settings**

Feedback comments No

Feedback files No

**Grade**

Grade 100

Grading method Simple direct grading

Grade category Uncategorized

**Common module settings**

Group mode No groups

Visible Show

ID number

Save and return to course Save and display Cancel