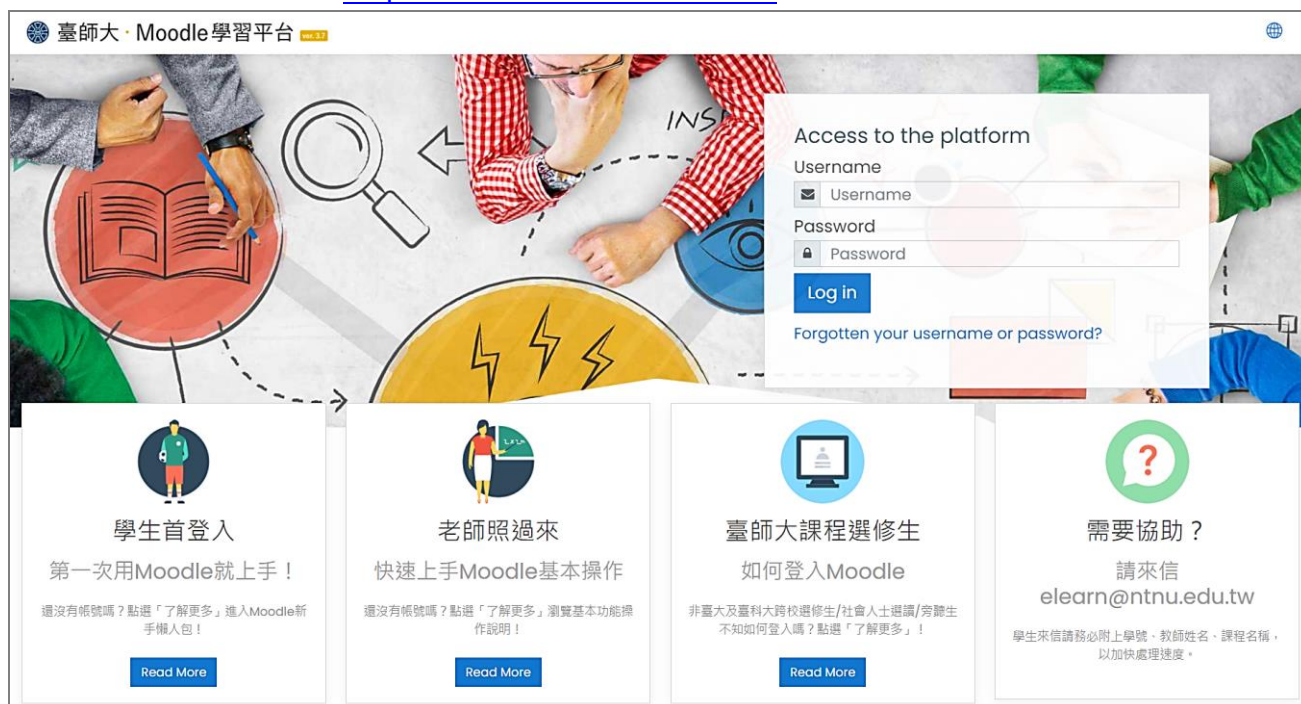


NTNU Moodle Instruction Manual – For Student

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I. How to Enter NTNU Moodle

1. NTNU Moodle 3.7: <https://moodle3.ntnu.edu.tw>



2. How to log in

Please login NTNU Moodle with **your account and password of "NTNU Portal"**.

If you want to change the language of the Moodle system from Chinese to another language, please click the "Global Icon" to select one.



II. How to...

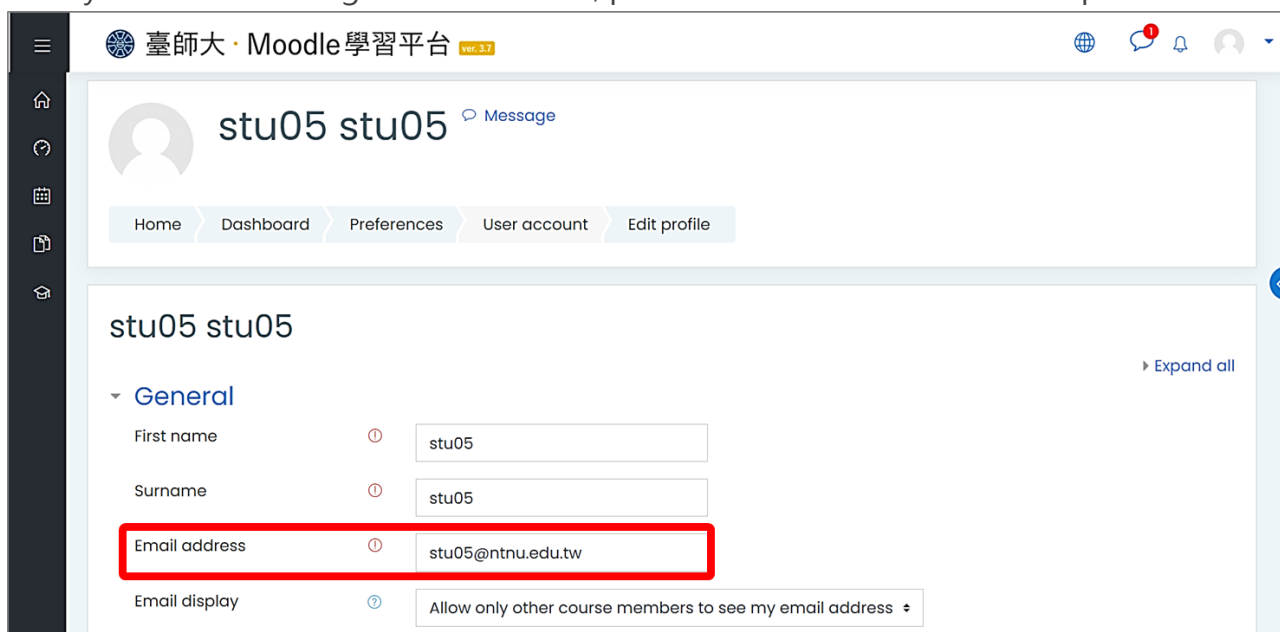
1. How to modify personal settings?

(1) Click user name and the “Actions Menu Icon” to browse user profile.



(2) Please change your default email address to your usual email address, as all course messages from Moodle will be sent to this email address.

If you want to change email address, please click “Edit Profile” to update.



In the user profile, users can introduce themselves and set personal preferences, please remember to click the “Save” button after editing the profile.

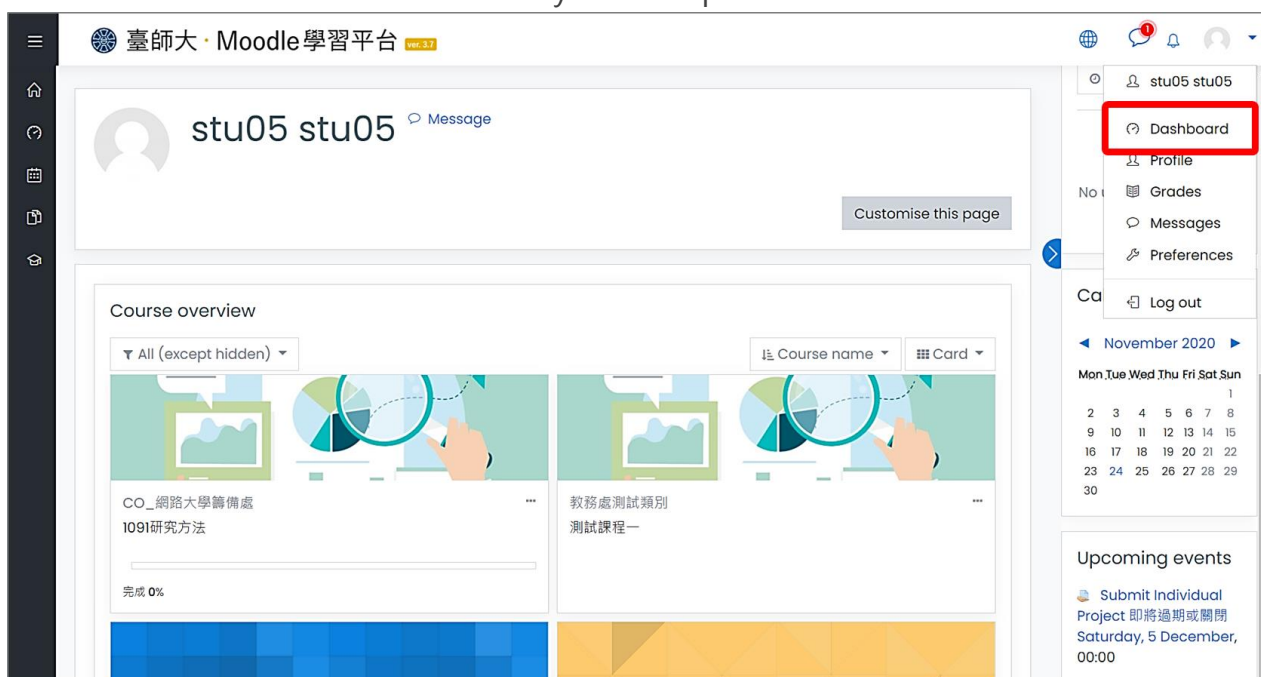
2. How to view courses?

After logging in to Moodle, the user's courses are displayed in the "My Courses" block. Users can click on the course name to enter each course.



3. How to use Dashboard?

The Dashboard is a customizable page that providing users with details about their progress and upcoming deadlines. In the center is the Course overview block which allows students and teachers to easily track required activities and filter courses.

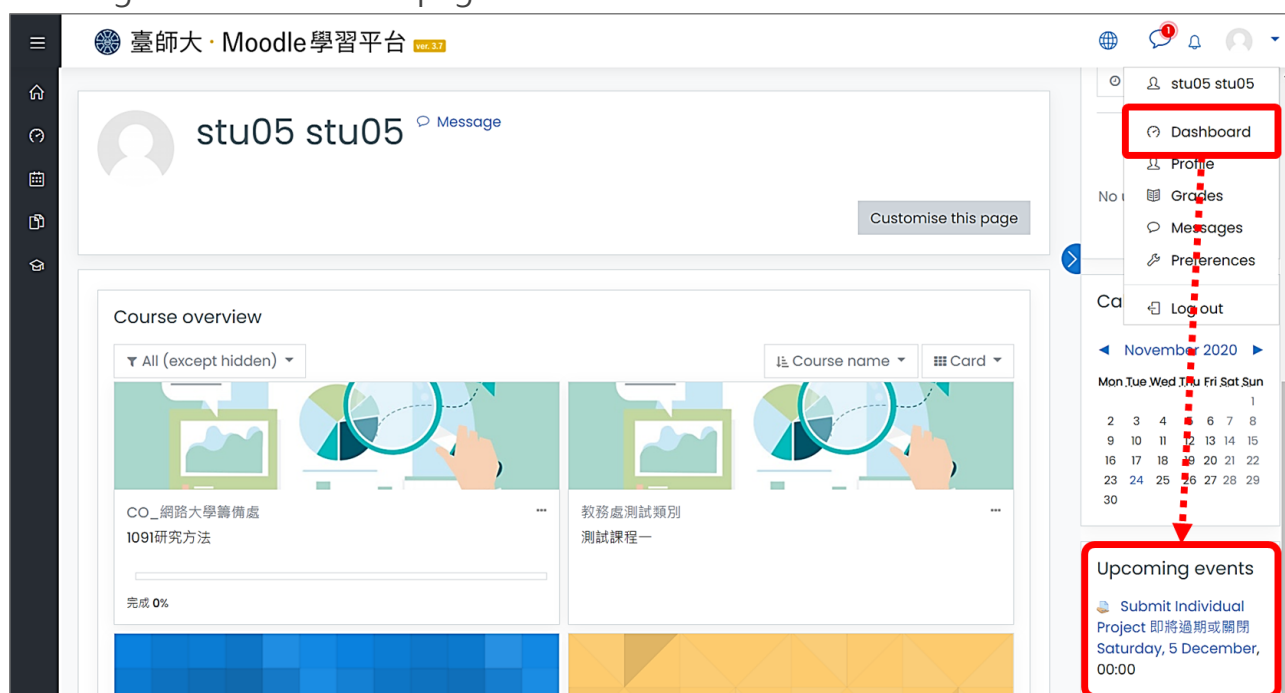


4. How to submit assignments?

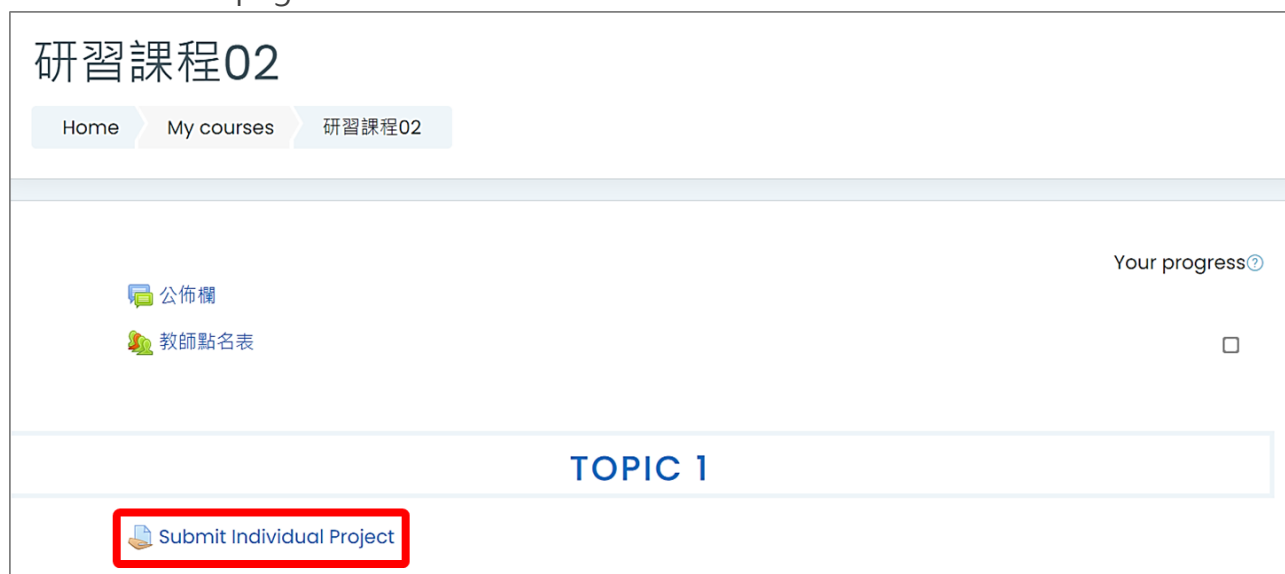
(1) How to view assignments?

Each assignment has its due deadline, if the teacher sets that this assignment is not allowed to be submitted late, students will not be able to submit the assignment again once the due deadline is reached

- a. On the dashboard page, click the event name of "Upcoming Events" to enter the assignment submission page.



- b. On the course homepage and click the assignment name to enter the assignment submission page.



(2) Submit the assignments

- a. Click "Add Submission" .

Submit Individual Project

Please submit your project here.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Saturday, 5 December 2020, 12:00 AM
Time remaining	14 hours 14 mins
Last modified	-

Submission comments

[+ Comments \(0\)](#)

Add submission

You have not made a submission yet

- b. Drag and drop the specified file from the computer into the red frame, or click on "Add..." icon to select the file.
- If you want to upload multiple files, please repeat this operation, and press the "Save Changes" when you finish uploading the files.


Submit Individual Project

Please submit your project here.

File submissions

Maximum size for new files: 100MB, maximum attachments: 1

Files



Drop files here to upload

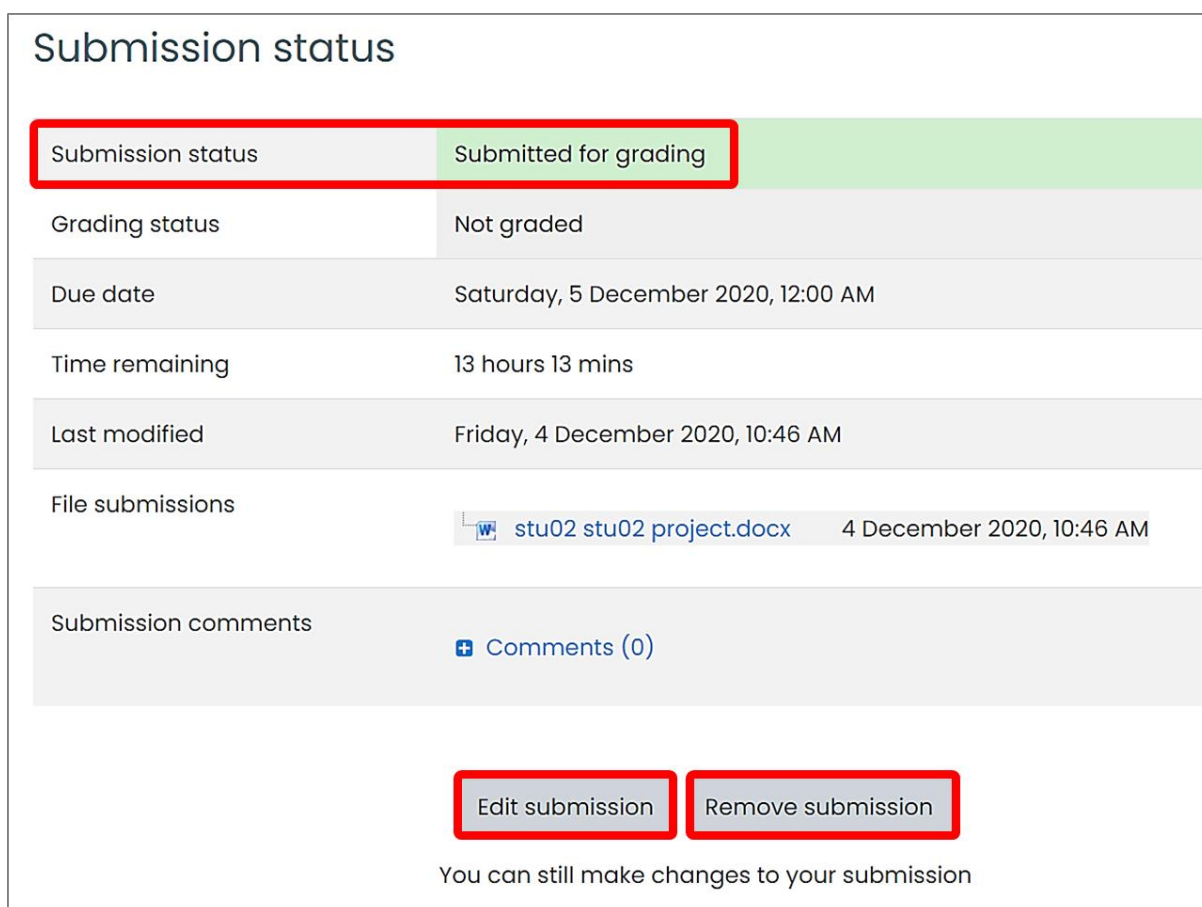
Accepted file types:

All file types

Save changes
Cancel

- c. When you successfully upload an assignment, the submission status will change from "No Attempt" to "Submitted for Grading". Furthermore, you can edit or

remove your submission before the teacher has graded it during the deadline for submission.



The screenshot shows the 'Submission status' page in Moodle. The 'Submission status' is 'Submitted for grading', which is highlighted with a red box. Below it, the 'Grading status' is 'Not graded'. The 'Due date' is 'Saturday, 5 December 2020, 12:00 AM'. The 'Time remaining' is '13 hours 13 mins'. The 'Last modified' date is 'Friday, 4 December 2020, 10:46 AM'. Under 'File submissions', a file named 'stu02 stu02 project.docx' is listed with a timestamp of '4 December 2020, 10:46 AM'. The 'Submission comments' section shows '+ Comments (0)'. At the bottom, there are two buttons: 'Edit submission' and 'Remove submission', both highlighted with red boxes. Below the buttons, it says 'You can still make changes to your submission'.

5. How to view course grades?

(1) Overview report: "Grades" -> "Overview Report", which shows the grades of all courses.



The screenshot shows the Moodle interface. On the left sidebar, the 'Grades' menu item is highlighted with a red box. A red arrow points from this menu item to the 'Overview report' link in the main content area, which is also highlighted with a red box. The main content area displays the 'Overview report - stu02 stu02' page. Below the title, there is a table with the following data:

Course name	Grade
研習課程38	-
1091研究方法	-
測試課程3	-
研習課程10	-
測試課程一	-
研習課程02	1.25

(2) User report: "Grades" -> "User Report", which shows the grades of this course.

Grade item	Calculated weight	Grade	Range	Feedback
研習課程02				
作業	0.00 % (Empty)	-	0-50	
moodle功能問答	0.00 % (Empty)	-	0-100	
MOODLE實作作業一	0.00 % (Empty)	-	0-100	
MOODLE實作作業一	0.00 % (Empty)	-	0-100	

6. How to watch online resources?

(1) Show the right area and click on "Resources" .

(2) You can browse all the teaching materials of the course in "Resources" .

Topic	Name	Description
Topic 2	1-1質性與量化	
	1-2質性-深度訪談法	質化研究中經常採行的資料蒐集方法之一
	論文的研究方法有哪些？	介紹論文常用的研究方法
	論文研究方法	質性和量化

7. How to join course discussions?

(1) Forums are set up by teachers

Teachers can set up different types of forum according to different chapters, a course can have multiple forums. Students can discuss online according to the discussion area set by the teacher.

a. Show the right area and click on "Forums" .



b. You can browse all the teaching materials of the course in "Forums" .



(2) Subscribe to forum

The forum provides subscriptions, teachers can decide whether to accept free subscriptions from students, or force students to subscribe. The content of the published article can be edited within 30 minutes.

Subscribe to all forums
Unsubscribe from all forums

General forums					
Forum	Description	Discussions	Subscribed	Email digest type ⓘ	
公佈欄	一般消息與公告	1	Yes	Default (No digest) ✎	

Learning forums					
Topic	Forum	Description	Discussions	Subscribed	Email digest type ⓘ
Topic 2	深度訪談法之應用	請每人設計一種訪談法的應用情境。	3	No	Default (No digest) ✎

There are two types of forums:

- General forums: Students can only read the announcement but cannot respond
- Learning forums: Provides 5 different types of forums, which are built by teachers, and students only need to discuss according to the course settings.

(3) Add a new discussion topic

- Click "Add a New Discussion Topic" and enter text content or upload files (if the forum allows uploading of attachments), if it is a "Free Subscription" forum, you can choose whether to subscribe here.
- After confirming the content, click "Post to Forum".

深度訪談法之應用

請每人設計一種訪談法的應用情境。

Add a new discussion topic

Discussion	Started by	Replies	Last post Descending	Created
☆ 研究生期刊投稿策略	stu05 stu05	1	stu07 stu07 Thu, 16 Jan 2020, 11:38 AM	Thu, 16 Jan 2020, 9:54 AM

Add a new discussion topic

Subject ⓘ In-Depth Interviewing as a Research Method in Hec

Message ⓘ

The value and limitations of in-depth qualitative interviews as a research method within healthcare practice and education. It challenges the common view that interviewing is a simple and unproblematic approach to data collection and highlights a range of structural, contextual, operational, intrapersonal, interpersonal and ethical factors which those intending to undertake such research should take into consideration when planning interviews. It also emphasises the fundamental need for those involved in interviewing to develop critical reflexivity.

Post to forum Cancel Advanced

There are required fields in this form marked ⓘ .

8. How to take a quiz?

The limit on the number of answers, whether to provide correct answers, and whether to provide feedback on the answers are all set by the teacher.

(1) Enter the quiz page: click the "Quizzes" link under the "Activities" block to enter the quizzes page, or click the quiz link.

The screenshot shows the course page for '研習課程02'. The breadcrumb trail is 'Home > My courses > 研習課程02'. The main content area has a 'Your progress?' indicator and a 'TOPIC 1' section. A 'Submit Individual Project' button is visible, with a 'biology quiz' link highlighted in a red box below it. The right sidebar contains an 'Activities' menu with 'Quizzes' highlighted in a red box.

(2) Quizzes: it shows the names and grades of all the quizzes.

The 'Quizzes' page displays a table with the following data:

Topic	Name	Quiz closes	Grade
Topic 1	biology quiz	Tuesday, 15 December 2020, 2:03 PM	
功能逐一測試區	計算題	No close date	
	測試測驗卷一	No close date	
	複驗	No close date	

(3) Quiz description: Including the start and end time of the quiz, time limit and grading method, etc., click "Attempt Quiz Now" to start the quiz.

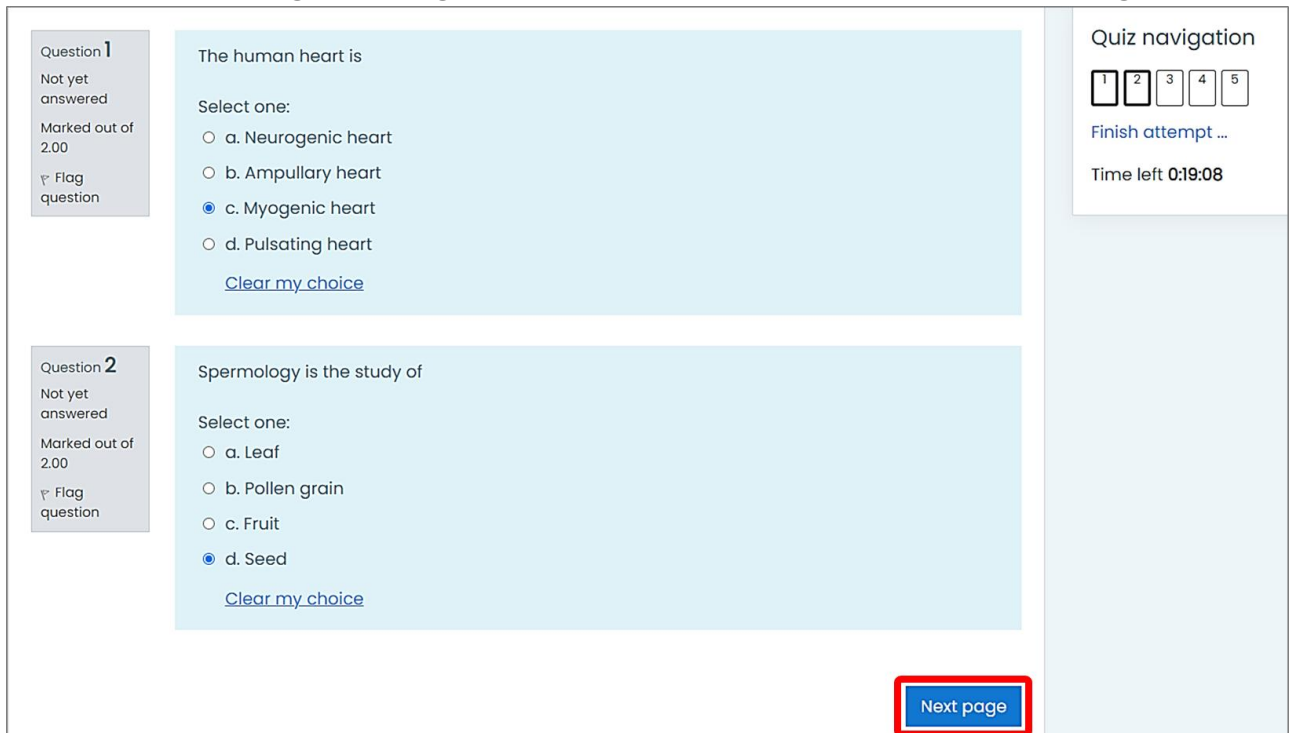
The quiz description page for 'biology quiz' provides the following information:

- This quiz opened at Monday, 7 December 2020, 2:03 PM
- This quiz will close on Tuesday, 15 December 2020, 2:03 PM.
- Time limit: 20 mins
- Grading method: Highest grade

An 'Attempt quiz now' button is highlighted in a red box at the bottom of the page.

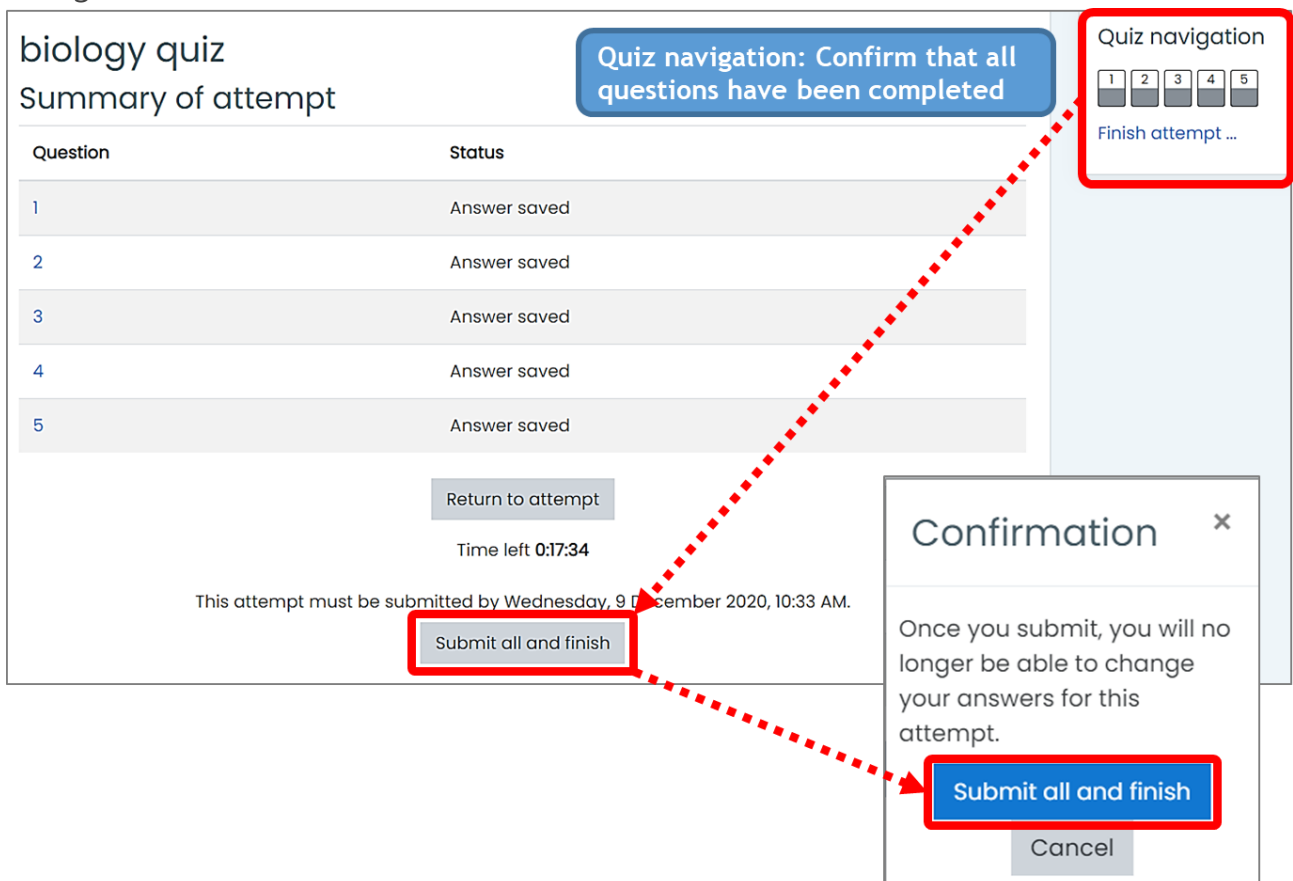
(4) Start the quiz

a. After completing each page of the quiz questions, please click "Next Page".



The screenshot shows a quiz interface with two questions. Question 1 asks "The human heart is" with options: a. Neuragenic heart, b. Ampullary heart, c. Myogenic heart (selected), and d. Pulsating heart. Question 2 asks "Spermology is the study of" with options: a. Leaf, b. Pollen grain, c. Fruit, and d. Seed (selected). A "Next page" button is highlighted with a red box at the bottom right. The "Quiz navigation" panel on the right shows five question indicators, with the second one highlighted, and a "Time left 0:19:08" display.

b. The "Quiz Navigation" allows you to view the answering progress. After completing all the answers, please click "Submit All and Finish", and please confirm again.



The screenshot shows a "biology quiz Summary of attempt" page. A blue box at the top right says "Quiz navigation: Confirm that all questions have been completed". A table lists five questions, all with "Answer saved" status. A "Return to attempt" button is visible, along with a "Time left 0:17:34" and a submission deadline: "This attempt must be submitted by Wednesday, 9 December 2020, 10:33 AM." A "Submit all and finish" button is highlighted with a red box. A "Confirmation" dialog box is open, showing the message: "Once you submit, you will no longer be able to change your answers for this attempt." The dialog has "Submit all and finish" and "Cancel" buttons, with the former highlighted in blue and red.

c. If the teacher has set to open the display of the results of the quiz answers, please click "Finish Review" after reviewing.

The screenshot shows a quiz result page. On the left, a table displays quiz statistics: Started on (Wednesday, 9 December 2020, 10:13 AM), State (Finished), Completed on (Wednesday, 9 December 2020, 10:16 AM), Time taken (3 mins 6 secs), and Grade (8.00 out of 10.00 (80%)). Below this, a question is shown: "The human heart is" with four options: a. Neurogenic heart, b. Ampullary heart, c. Myogenic heart (selected and marked correct), and d. Pulsating heart. A feedback message says "你答對了! The correct answer is: Myogenic heart". On the right, a "Quiz navigation" section shows five question indicators (1-5), with 1-3 green and 4-5 red. Below the indicators are links for "Show one page at a time" and "Finish review", with the latter button highlighted by a red box.

d. After the review is completed, the "Summary of Your Previous Attempts" is displayed, and you can choose to take another quiz.

The screenshot shows a "biology quiz" summary page. It includes the following information: "This quiz opened at Monday, 7 December 2020, 2:03 PM", "This quiz will close on Tuesday, 15 December 2020, 2:03 PM.", "Time limit: 20 mins", and "Grading method: Highest grade". Below this is a section titled "Summary of your previous attempts" containing a table:

Attempt	State	Grade / 10.00	Review
1	Finished Submitted Wednesday, 9 December 2020, 10:16 AM	8.00	Review

Below the table, it states "Highest grade: 8.00 / 10.00." At the bottom, a "Re-attempt quiz" button is highlighted with a red box.