

# Online Teaching Frequently Asked Questions

## 網上教學常見問題

During the face-to-face class suspension period, CLT received a number of enquiries on online learning and teaching. The frequently asked questions are listed here for a quick reference to teachers.

面授停課期間，教學中心收到不少有關網上教學的查詢。這裡列出常見問題，以供老師參考。

### Moodle

1. How can I set questions, conduct e-assessment and generate results in Moodle?

如何在 Moodle 設定試題，進行網上評核及查閱學生的成績？

- A:** There are many ways of conducting e-assessment in Moodle. The most common way is to use the "Quiz", which contains 16 question types in Moodle to set questions, conduct e-assessment and generate results. For details, please watch CLT Webinar "[Using Moodle Quiz for Online Assessment](#)".

老師可以運用 Moodle 設定不同評核模式，其中最常用的是「Quiz」，它提供 16 項題型予老師設計試題，進行網上評核及查閱學生的成績，有關詳細介紹，可以觀看 "[Using Moodle Quiz for Online Assessment](#)" 教學中心網絡研討會。

2. How can I receive students' work, do marking, and give feedback to students in Moodle?  
如何在 Moodle 接收及批改學生功課並回饋學生？

- A:** Go to a Moodle course. Click **Turn editing on**. Click on the name of the assignment (e.g. Assignment 1). Click on the **View all submissions** at the bottom.

進入你的 Moodle 課程，單擊 **Turn editing on**，單擊功課名稱（例如功課 1）。單擊 **View all submissions**。

3. How can I generate all results of a student or all students' results at one time in Moodle?  
如何在 Moodle 一次查閱學生所有考試成績或全班學生的所有考試成績？

- A:** Go to a Moodle course. In Navigation block, click **Grades** and view **Grader Report**.

進入你的 Moodle 課程，於 Navigation block 內，單擊 **Grades**，查閱 **Grader Report**。

**4.** Can I use the plug-in tools in Moodle?

我可以用 Moodle 外掛工具嗎?

**A:** Yes, some plug-in tools like Respondus and VeriGuide are available for teachers and students.

可以。老師和學生都可以用 Moodle 外掛工具如 Respondus, VeriGuide。

**5.** Does Veri-Guide compare the submitted documents with online publications or all previous submitted documents?

關於防抄襲軟件 Veri-Guide，系統是否把學生的功課和網絡文章或曾經遞交的功課作比較?

**A:** Submitted documents by students are compared among one another, with other documents in the central database, and with the Internet. The system generates the originality report highlighting suspected plagiarised contents and gives detailed analytic and statistical data.

## New

**6.** What is the size limit of uploading a file in Moodle?

上載檔案到 Moodle 的大小限制是多少?

**A:** The size limit of uploading a file in Moodle is 1GB.

上載檔案到 Moodle 的大小限制是 1GB。

## New

**7.** How to upload a video which is larger than 1GB to Moodle?

如何將大於 1GB 的影片上載到 Moodle ?

**A:** All videos should upload to Panopto via Moodle. There is no size limit of uploading a video to Panopto.

Please refer to the [Panopto Quick Start Guide](#) for details.

所有影片需經過 Moodle 上載到 Panopto。上載影片到 Panopto 是沒有大小限制的。

詳情請參考 [Panopto Quick Start Guide](#)。

## New

**8.** What is the size limit of a Moodle course?

每個 Moodle 課程的大小限制是多少?

**A:** There is no course size limit in Moodle.

每個 Moodle 課程是沒有大小限制的。

### Microsoft Teams

**1.** How can I invite all students in Microsoft Teams at one time?

如何一次性的邀請學生進入 Microsoft Teams?

**A:** ITSD is working on this function. Teachers are advised to use the same link for the same group of students to save effort for inputting students' emails every time.

資訊科技服務科正研究此項功能，建議老師可以對同一組學生寄出相同的邀請鏈接，以節省每次輸入學生電子郵件的工作量。

**2.** Can I use the plug-in tools in Microsoft Teams?

我可以用 Microsoft Teams 上的外掛工具嗎？

**A:** Teachers cannot use the plug-in tools in Microsoft Teams with the VTC email account.

老師未能以 VTC 電郵使用 Microsoft Teams 上的外掛工具。

**3.** How can I keep students' privacy in Microsoft Teams so that students cannot call each other via Microsoft Teams?

老師如何保障學生私隱，例如不讓學生在 Microsoft Teams 打電話給對方？

**A:** Students are reminded to log out Microsoft Teams after the online lesson.

老師可提醒學生在網上課堂後登出 Microsoft Teams.

**4.** What are the advantages of using t-account?

用 t-account 有什麼好處？

**A:** t-account separates the Learning and Teaching activities, as well as communications with students from work. It provides the attendance list with authentic student information.

t-account 將教學活動，與學生的溝通跟工作分開。它為網上出席表提供真實的學生資訊。

### EdTech tools

**1.** How can I apply for purchasing EdTech tools?

如何申請購買 EdTech tools?

**A:** Please apply through your department for purchasing EdTech tools.

請與所屬部門申請購買 EdTech tools。

### Videos

**1.** How can students submit large-size video assignments to me?

學生如何傳送容量大的影片功課給老師？

**A:** Students can share large-size videos with teachers, using Microsoft One-drive.

學生可以用 Microsoft One-drive 分享容量大的影片功課給老師。

**2.** How can I upload a video or conduct lecture capture in Moodle?

如何上載影片或錄影講授課堂到 Moodle?

**A:** Please refer to the [Panopto Quick Start Guide <2. Record lecture using Panopto recorder>](#) for the guidance.

請參考 [Panopto Quick Start Guide <2. Record lecture using Panopto recorder>](#)。

**3.** How can I download videos in Microsoft Teams?

如何下載 Microsoft Teams 的影片?

**A:** First, go to the meeting recording and click **Download**.

請移至聊天記錄中的會議錄製內容，然後單擊 **下載**。

**4.** How can I trim/edit a video?

如何剪輯或修改影片?

**A:** Teachers can use free online trimming tools, such as [Adobe Spark](#) or [Microsoft Stream](#).

老師可以運用網上免費剪片工具，例如: [Adobe Spark](#) 或運用 [Microsoft Stream](#)。

## New

**5.** After I uploaded a video to Panopto at home, why I cannot save the Moodle page with an alert shown?

在家裡把影片上載到 Panopto 後，為什麼不能保存 Moodle 頁面並顯示警告信息?

**A:** Please connect VPN before you save the Moodle page. Please refer to

<https://vpnweb.vtc.edu.hk/> for more details.

請在儲存 Moodle 頁面前，先連接 VPN。詳情請參考 <https://vpnweb.vtc.edu.hk/>。

## Student Engagement

**1.** How can I engage students in online lessons?

如何鼓勵學生參與網上課堂?

**A:** Teachers can design some tasks for continuous assessment, including student reflection, assessment in Moodle and create an online learning community to engage students in learning. For more information, please refer to [Student Reflection](#).

老師可以給學生設計持續評核活動，包括學生反思，Moodle 評核和網上學習討論區讓學生參與學習。如欲了解更多信息，請參閱 [Student Reflection](#)。

**2.** How can I assist students to manage the assessment tasks?

如何幫助學生完成各種評核活動?

**A:** Teachers can make good use of **Calendar** in Moodle to schedule all the assessment tasks at the beginning of the module to allow students to manage their work efficiently.

老師可以充分利用 **Moodle 日曆**功能列明所有評核日程，讓學生有效地管理自己完成評核的時序。