



## User Manual for Student

2025/08/13



博識通資訊  
PosBoss IT

# Content Overview

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## Introduction

In this age of mobile learning, students are not limited to using computers for online courses. Moodle also provides a mobile-responsive web version that adapts to different screen sizes. This guide will focus on the desktop version.

**NCCU Moodle LMS**

Search courses English (en) NCCU faculty and students Log in Non-NCCU faculty and students Log in

**114-1 Moodle45開課為全面申請制，即日起請至教師資訊整合系統完成申請，以利教學安排**

校務資訊系統  
教師資訊系統  
行政資訊系統  
教學服務  
教師資訊整合系統

網站公告 Announcements

**Moodle45 暫停服務公告 Moodle45 Downtime Notice**  
by 教學組電算中心 - Thursday, 17 July 2025, 5:11 PM

**Moodle45 暫停服務公告**

課程資料說明  
「1132-2025 Spring Semester」  
無需自行備份或還原  
114年8月1日起可於Moodle45存取

113-2 2025 Spring  
Aug 1, 2025

Course data for the 1132-2025 Spring Semester will be available on Moodle45 starting August 1, 2025. No backup or manual restoration is required.

**Moodle45停機期間：114年7月24日 至 7月31日**

因進行 113-2 課程資料移轉，Moodle45 將暫停使用，期間無法登入或操作課程。

**說明 Instructions**  
教師操作手冊 / 影片  
學生操作手冊 / 影片  
常見問題 FAQ

**Navigation**  
Home  
My courses  
網站公告 Announcements  
My courses  
Courses

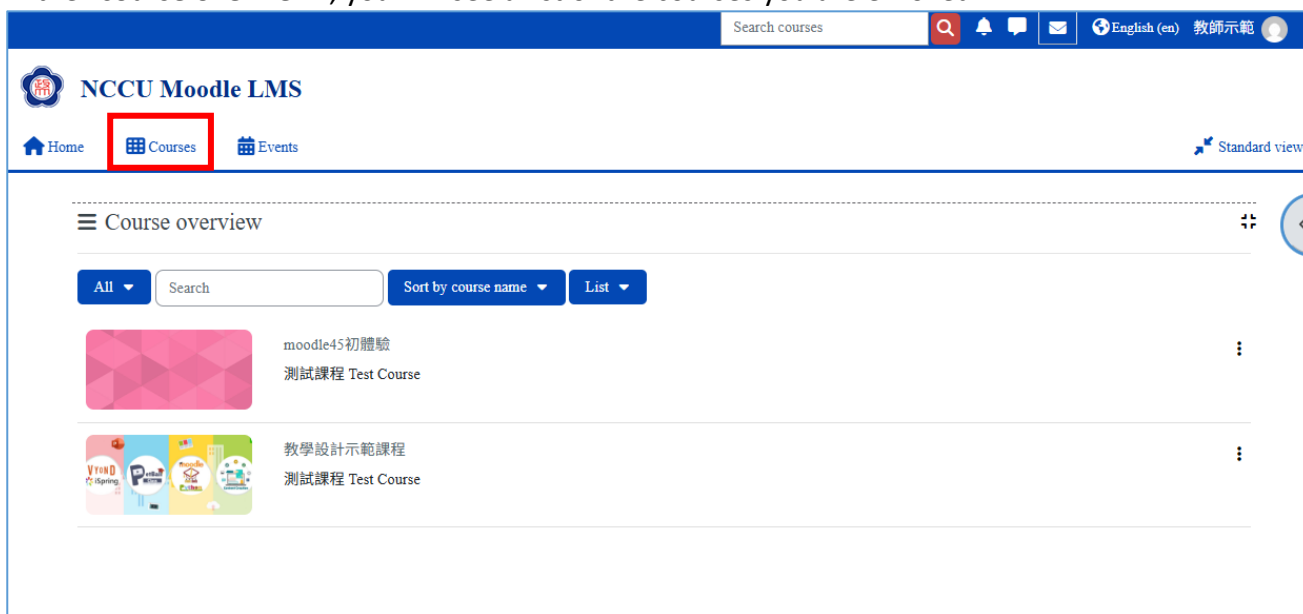
**校園智慧財產權宣導 Intellectual Property**  
教師在授課或製作教材時，務必合法使用他人著作，並定期檢視放置於數位學習平台之教材，對於已逾授權之教學資源應立即移除，以維護著作權人權益。侵害著作權將涉及民事及刑事責任，請老師以最謹慎的態度使用教材。智慧財產權宣導資訊

When teaching or creating course materials, faculty members must ensure

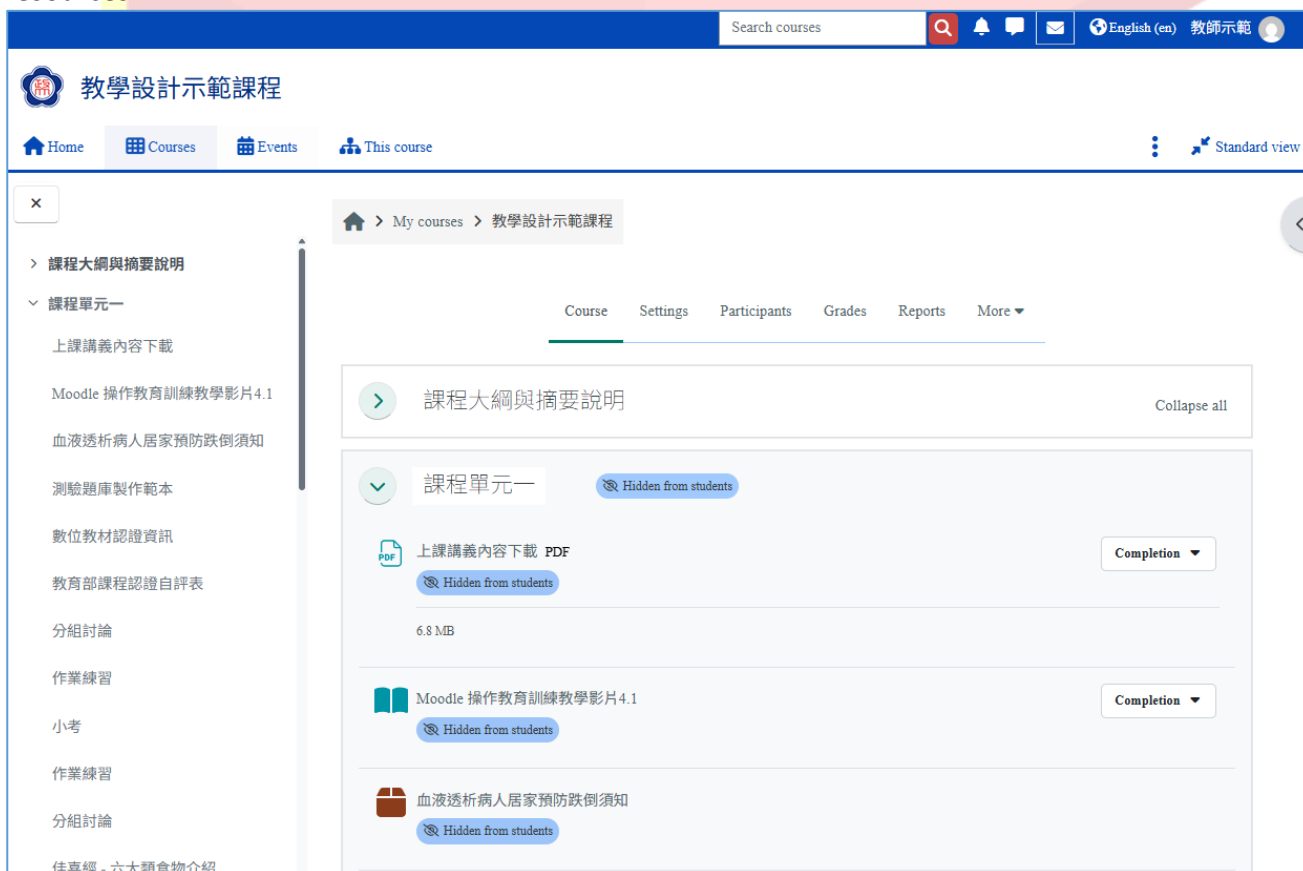
# 1. How Do I Find My Courses?

After logging in to the learning platform, click "Courses".

In the "course overview", you will see a list of the courses you are enrolled in.

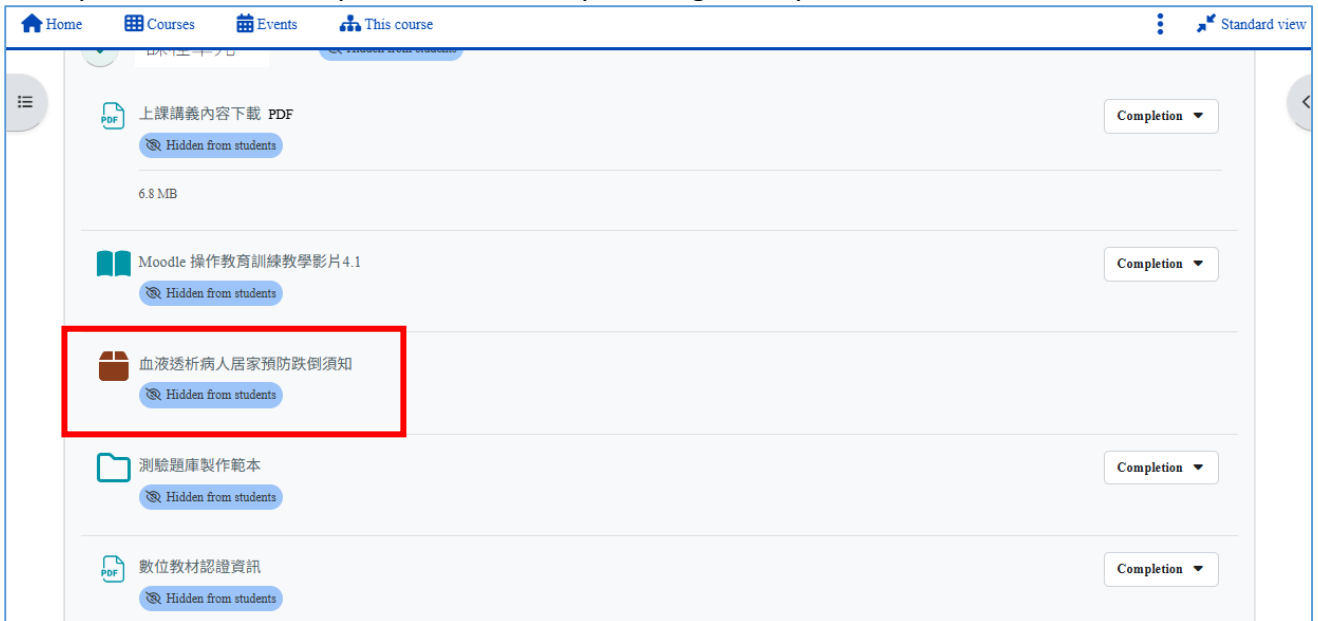


Clicking on a course will take you to the course interface, which displays all the course activities and resources.



## 2. How Do I View Course Materials?

Once you are in a course, you can click on any learning activity.

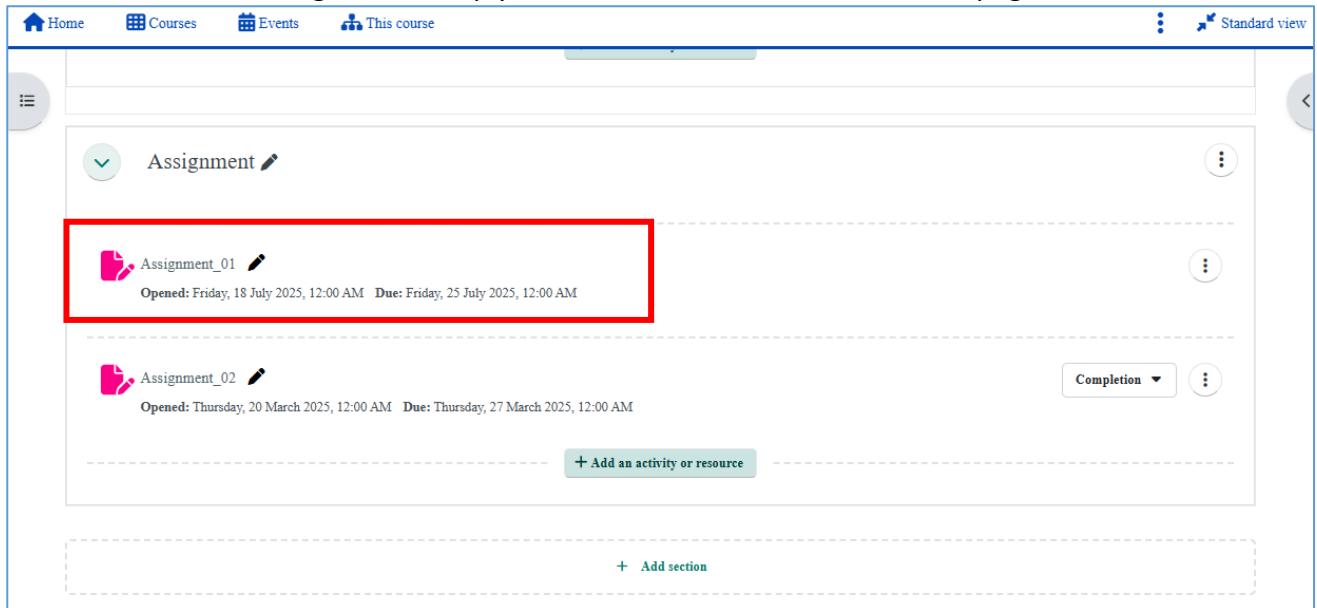


Click on the material that the instructor has provided to begin your learning.

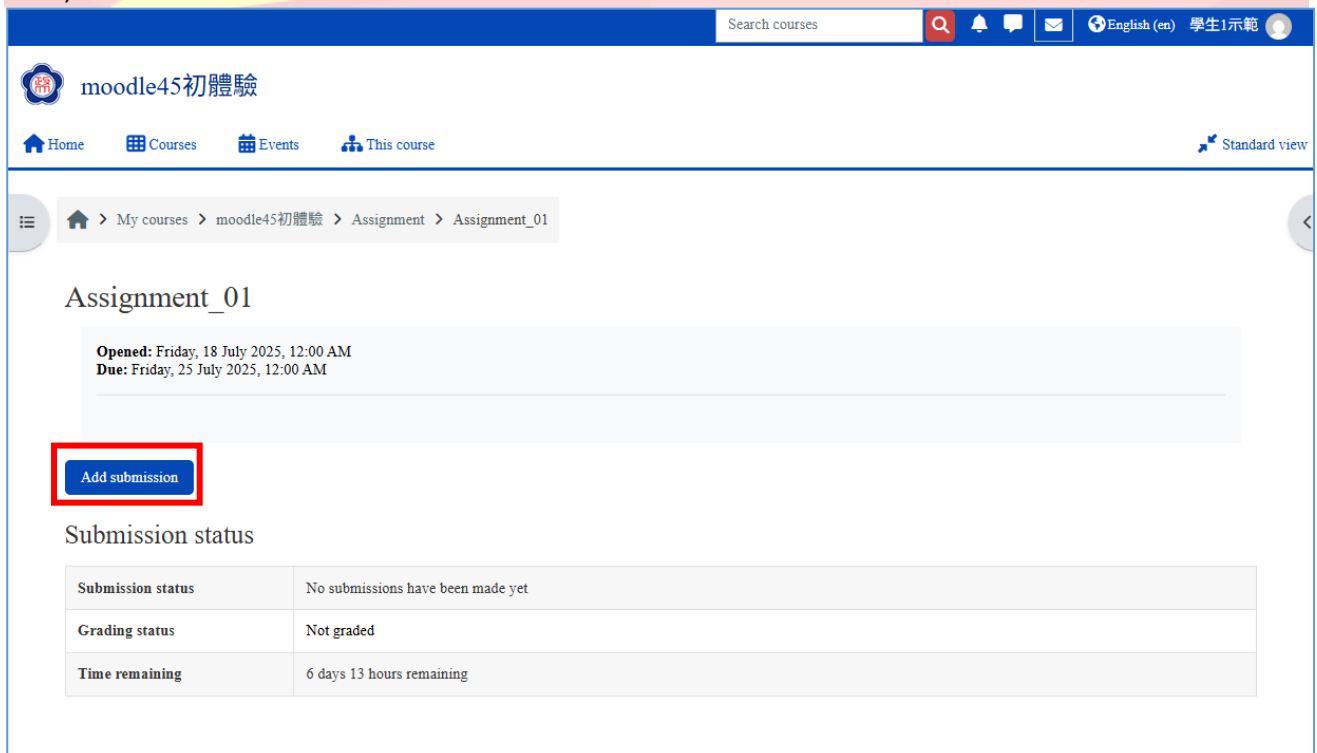


### 3. How Do I Submit an Assignment?

If the course has an assignment, simply click on it to access the submission page.



Next, click "Add submission".



You can either drag and drop your file directly into the submission box or click the file icon to open the file picker window.

Assignment\_01

Opened: Friday, 18 July 2025, 12:00 AM  
Due: Friday, 25 July 2025, 12:00 AM

**Please be aware of the assignment submission rules.**

Maximum file size: 500 MB, maximum number of files: 20

✓ Add submission

File submissions

Files

You can drag and drop files here to add them.

Save changes Cancel

Once the file is uploaded, click "Save changes".

✓ Add submission

File submissions

Maximum file size: 500 MB, maximum number of files: 20

Files

PDF

Assignment\_R...

Save changes Cancel



You can also add a comment for your instructor in the Submission comments box. After you finish, click "Save comment".

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Time remaining	Assignment was submitted 6 days 13 hours early
Last modified	Friday, 18 July 2025, 10:42 AM
File submissions	Assignment_Roger_02.pdf 18 July 2025, 10:42 AM
Submission comments	<p>✓ Comments (0)</p> <p>I put a lot of effort into this report. Please give me a good grade!</p> <p>Save comment Cancel</p>

You have replied to the comments.

### Submission status

Submission status	Submitted for grading	
Grading status	Not graded	
Time remaining	Assignment was submitted 6 days 13 hours early	
Last modified	Friday, 18 July 2025, 10:42 AM	
File submissions	 Assignment_Roger_02.pdf 18 July 2025, 10:42 AM	
Submission comments	<div><div>▼ Comments (1)</div><div> 學生1示範 - Fri, 18 July 2025, 10:54 AM I put a lot of effort into this report. Please give me a good grade!</div><div><input type="text" value="Add a comment..."/></div><div>Save comment   Cancel</div></div>	

The submission status will change to **"Submitted for grading"**, indicating that your assignment has been successfully submitted. Before the deadline and before it is graded by the instructor, you can click **"Edit submission"** to re-upload your file if you need to.



### Assignment\_01

**Opened:** Friday, 18 July 2025, 12:00 AM  
**Due:** Friday, 25 July 2025, 12:00 AM

Edit submission

Remove submission

### Submission status

Submission status	Submitted for grading	
Grading status	Not graded	
Time remaining	Assignment was submitted 6 days 13 hours early	
Last modified	Friday, 18 July 2025, 10:42 AM	
File submissions	 Assignment_Roger_02.pdf 18 July 2025, 10:42 AM	
Submission comments	<div><div>▼ Comments (1)</div><div> 學生1示範 - Fri, 18 July 2025, 10:54 AM I put a lot of effort into this report. Please give me a good grade!</div><div><input type="text" value="Add a comment..."/></div><div>Save comment   Cancel</div></div>	

※ **Note:** If an assignment is set to not allow late submissions, you will not be able to submit it after the deadline has passed.

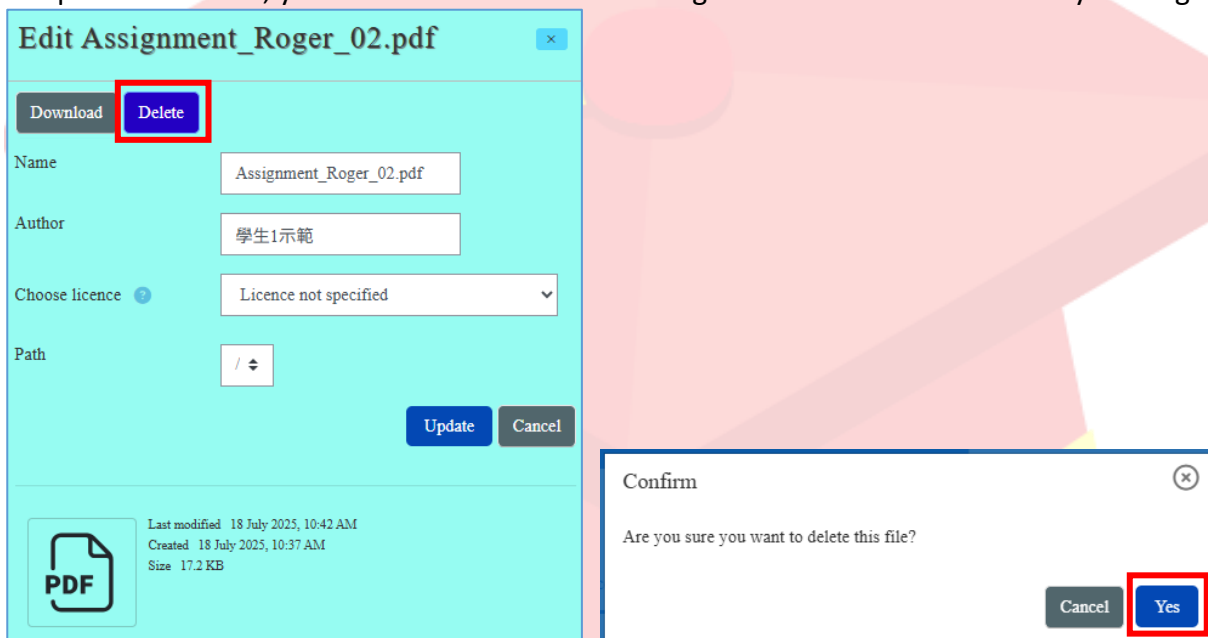


## How to Edit a Submission

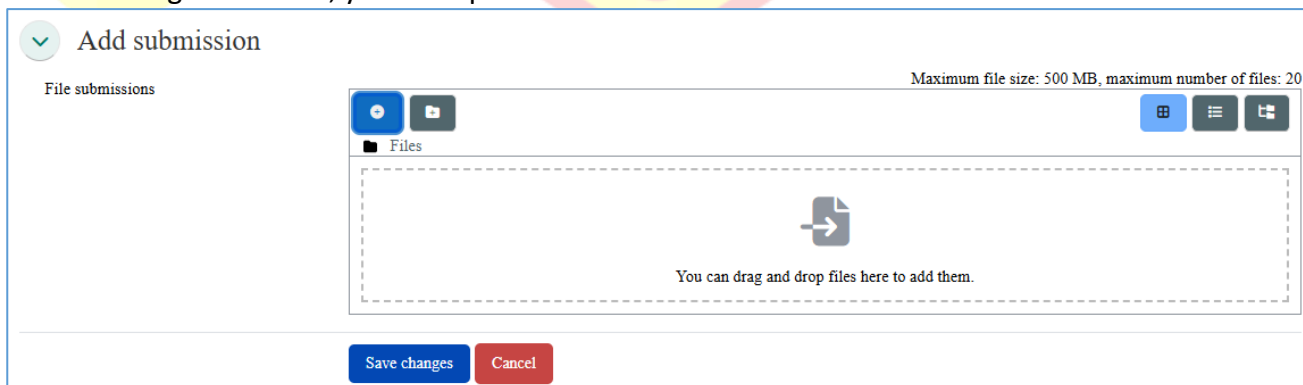
After clicking "**Edit submission**", you will see the file you previously uploaded. Click on the file to manage it.



To upload a new file, you must first **Delete** the existing one. Confirm the deletion by clicking **Yes**.



After deleting the old file, you can upload a new one.

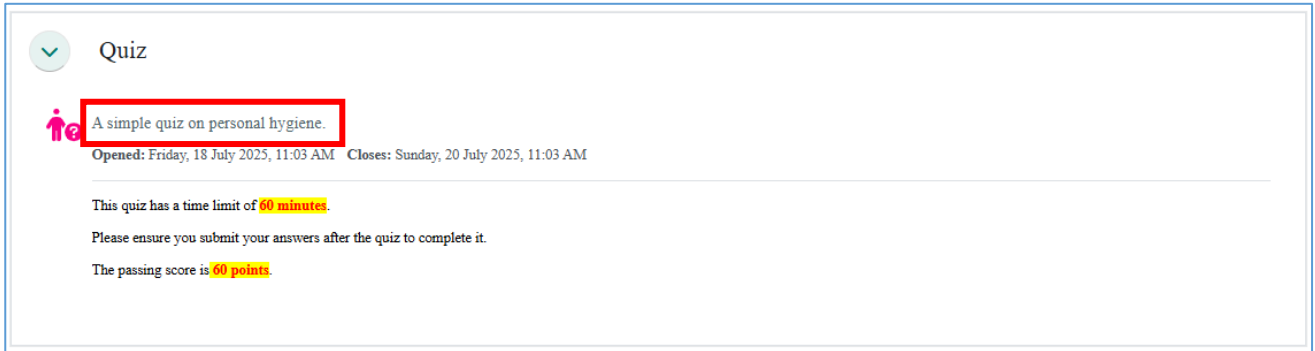


## 4. How Do I Take a Quiz?

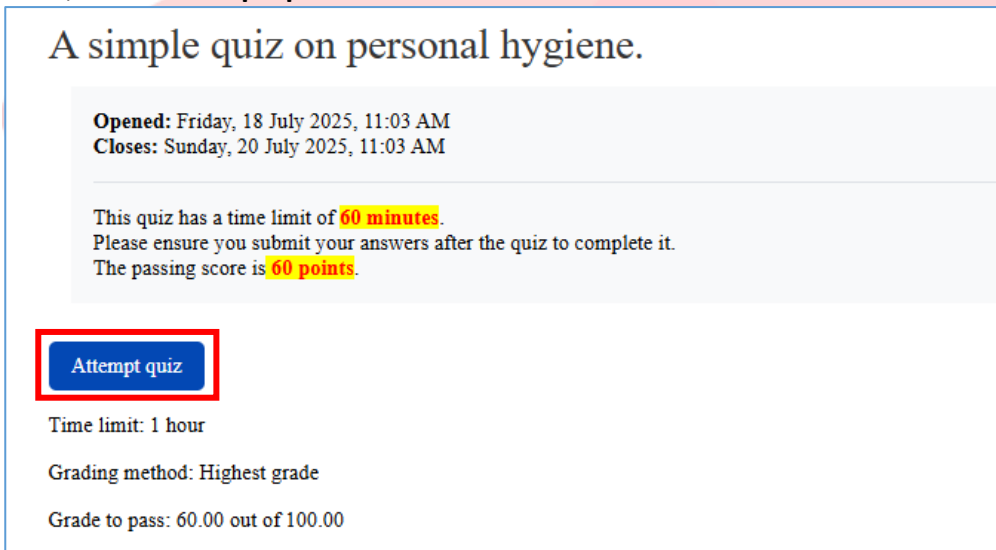
To take a quiz, simply click on the Quiz activity within the course.

### 1. Take a quiz within the course :

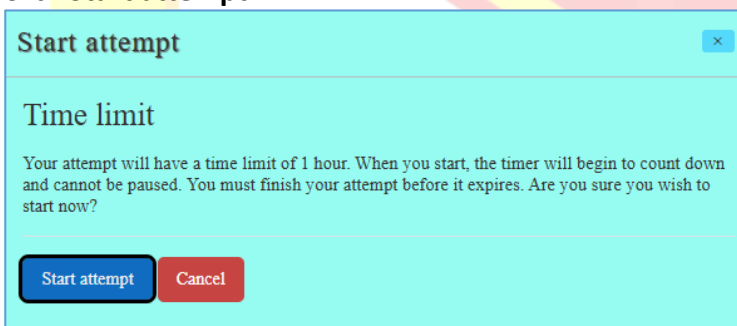
Enter the course interface and click on the quiz activity.



Then, click "Attempt quiz".



Click **Start attempt**.



After you have answered all the questions, click "**Finish attempt**" on the bottom right.

Home Courses Events This course Standard view

Wash your hands.  
Clear my choice

Time left 0:59:38 Hide

Question 2  
Not yet answered  
Marked out of 30.00  
Flag question

How often should you brush your teeth to maintain good oral hygiene?

- ☐ a. Only when they feel dirty.
- ☒ b. Once a week.
- ☐ c. Once a day.
- ☐ d. Twice a day.

Clear my choice

Question 3  
Not yet answered  
Marked out of 30.00  
Flag question

What is the primary purpose of using soap when washing your hands?

- ☐ a. To make your hands feel slippery.
- ☐ b. To make the water feel softer.
- ☒ c. To kill germs and remove dirt.
- ☐ d. To make your hands smell good.

Clear my choice

Finish attempt ...

Review the status of your answers, then click "**Submit all and finish**".

Home Courses Events This course Standard view

Back

A simple quiz on personal hygiene.

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved

Return to attempt

Time left 0:59:06 Hide

This attempt must be submitted by Friday, 18 July 2025, 12:21 PM.

Submit all and finish

A confirmation pop-up will appear. To confirm, click **"Submit all and finish"** again.

Submit all your answers and finish?

Once you submit your answers, you won't be able to change them.

Cancel

Submit all and finish

Finally, your score will be displayed, along with the correct answers. To exit, click **"Finish review"**.

Home

Courses

Events

This course

Standard view

Question 3

Correct

Mark 30.00 out of 30.00

Flag question

What is the primary purpose of using soap when washing your hands?

☐ a. To make your hands feel slippery.

☐ b. To make the water feel softer.

☒ c. To kill germs and remove dirt.

☐ d. To make your hands smell good.

Your answer is incorrect.

The correct answer is: Twice a day.

Your answer is correct.

The correct answer is: To kill germs and remove dirt.

Finish review

If the instructor has allowed multiple attempts, you can choose to **"Re-attempt quiz"** or **"Review"** your previous attempt.

Home

Courses

Events

This course

Standard view

Re-attempt quiz

Time limit: 1 hour

Grading method: Highest grade

Grade to pass: 60.00 out of 100.00

Highest grade: 0.00 / 100.00.

Your attempts

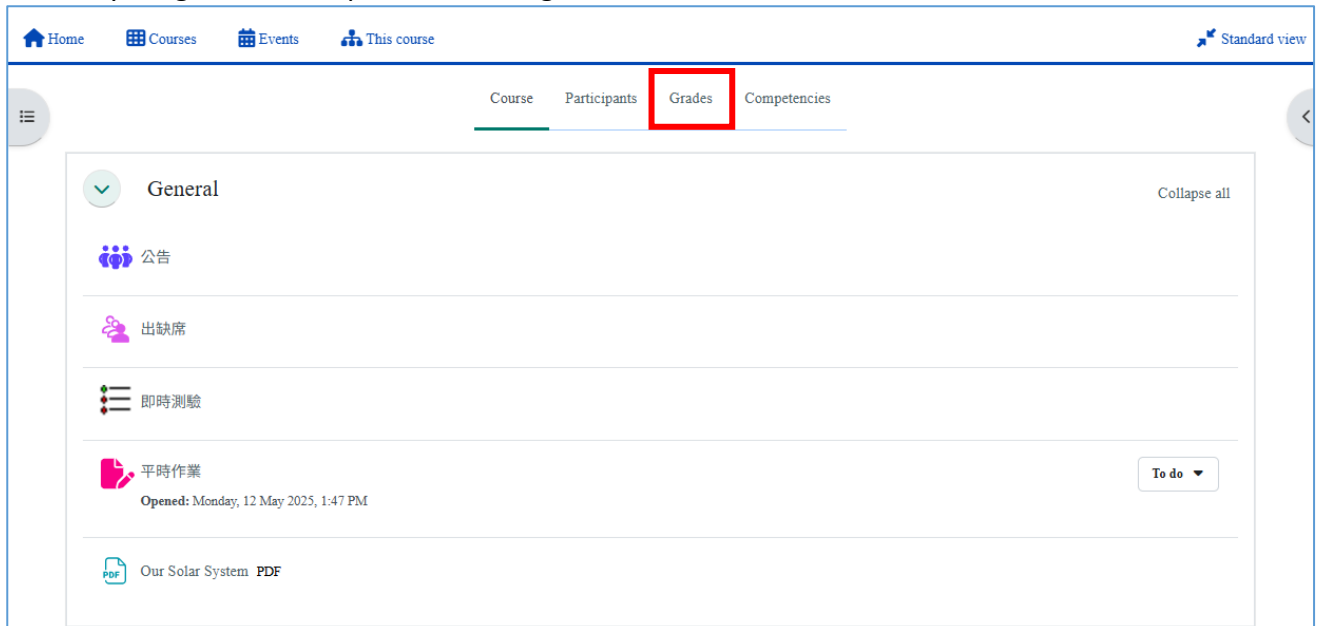
Attempt 1

Status	Finished
Started	Friday, 18 July 2025, 11:21 AM
Completed	Friday, 18 July 2025, 11:23 AM
Duration	1 min 49 secs
Marks	60.00/90.00
Grade	66.67 out of 100.00

Review

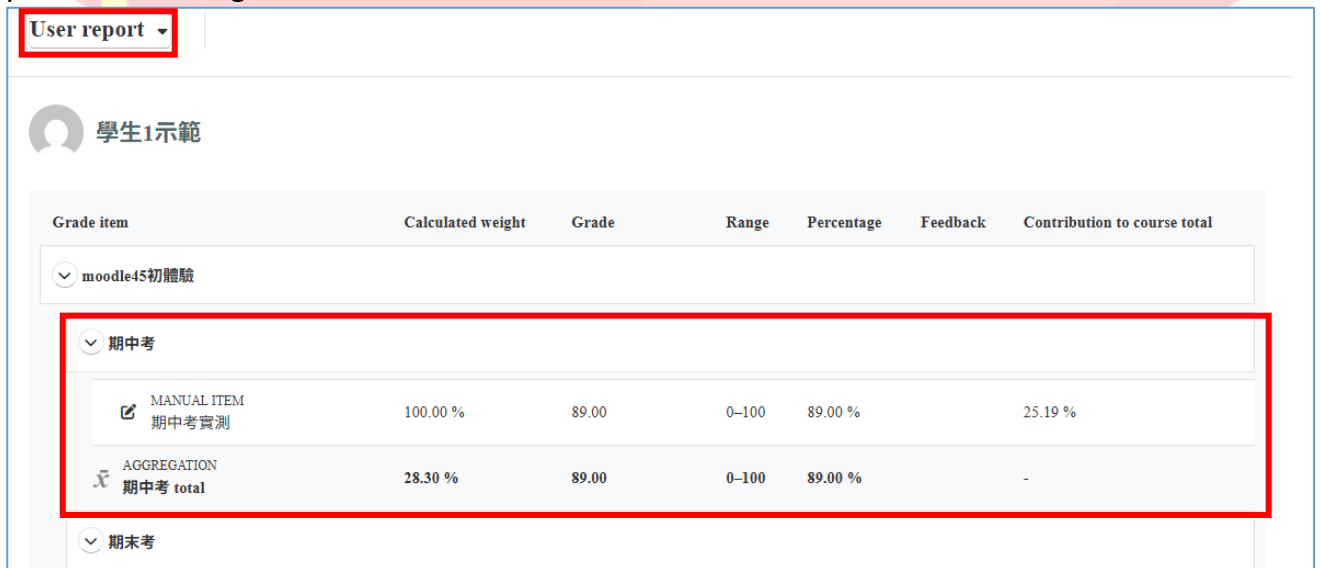
## 5. How Can I Check My Grades?

To view your grades for a specific course, go into that course and click the **"Grades"** tab.



The screenshot shows the Moodle course interface. At the top, there are navigation tabs: Home, Courses, Events, and This course. Below these, there are sub-tabs: Course, Participants, Grades (highlighted with a red box), and Competencies. The main content area is titled 'General' and contains several sections: 公告 (Announcements), 出缺席 (Attendance), 即時測驗 (Instant Quiz), 平時作業 (Assignment), and 我們的太陽系 (Our Solar System PDF). The '平時作業' section shows a due date of Monday, 12 May 2025, 1:47 PM. A 'To do' dropdown menu is visible next to the assignment section.

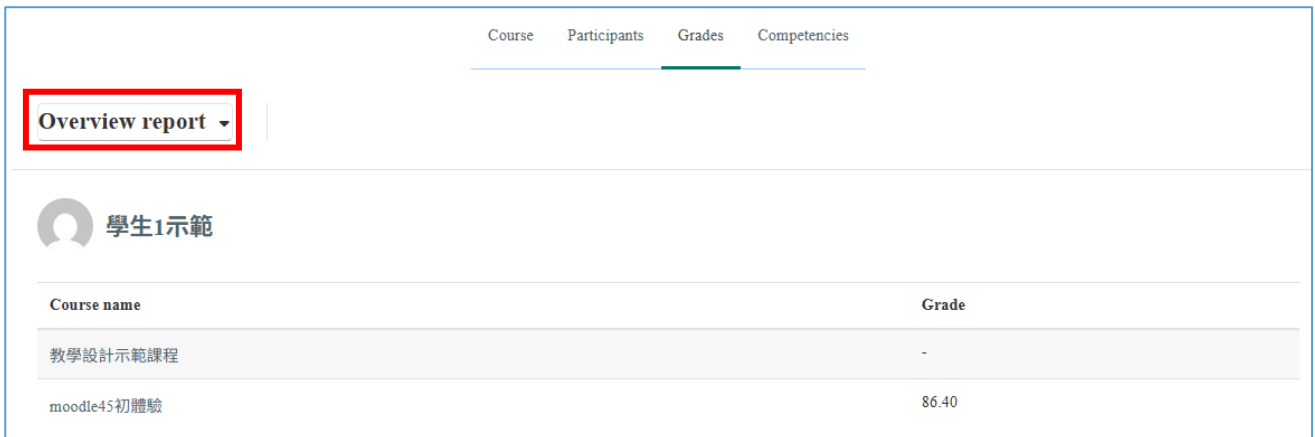
This will take you to the **"User report"**, where you can see the scores for each learning activity and your total course grade.



The screenshot shows the 'User report' page for a student named '學生1示範'. The page has a 'User report' dropdown menu at the top. Below the student's name, there is a table showing the student's grades for various activities. The table has columns: Grade item, Calculated weight, Grade, Range, Percentage, Feedback, and Contribution to course total. The table lists several activities, including 'moodle45初體驗', '期中考' (Midterm Exam), and '期末考' (Final Exam). The '期中考' section is highlighted with a red box, showing a score of 89.00 and a contribution of 25.19%.

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
▼ moodle45初體驗						
▼ 期中考						
MANUAL ITEM 期中考實測	100.00 %	89.00	0-100	89.00 %		25.19 %
AGGREGATION 期中考 total	28.30 %	89.00	0-100	89.00 %		-
▼ 期末考						

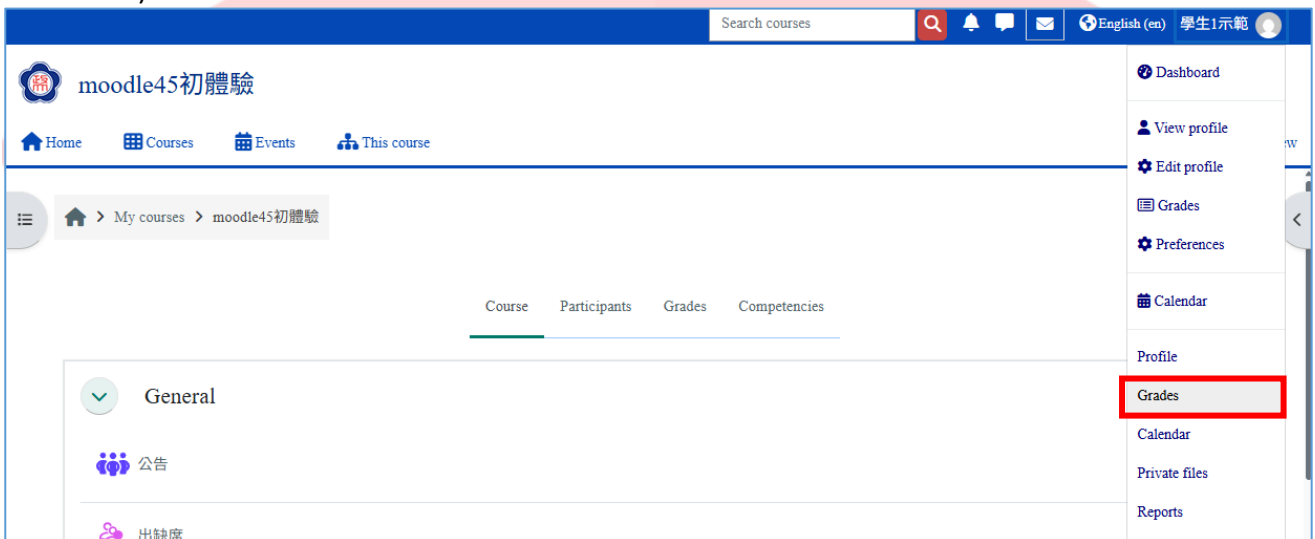
You can also switch to the "**Overview report**" at the top to see your grades for all the courses you are enrolled in.



The screenshot shows the top navigation bar of a Moodle course page. The 'Grades' tab is selected. A dropdown menu is open, showing 'Overview report' as the selected option, which is highlighted with a red box. Below the dropdown, the user profile '學生1示範' is visible. A table lists the courses the user is enrolled in.

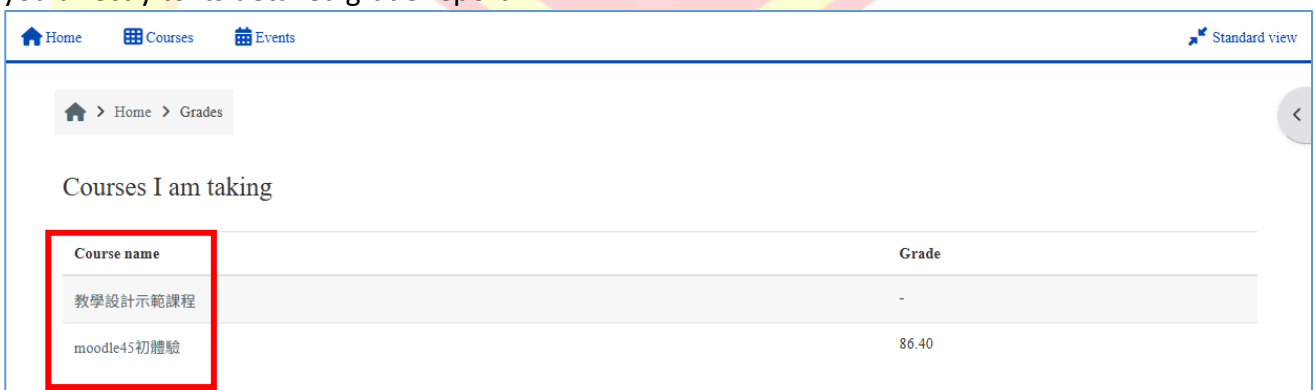
Course name	Grade
教學設計示範課程	-
moodle45初體驗	86.40

Alternatively, you can click on your user profile at the top right (this location may vary depending on the theme) and then click "**Grades**".



The screenshot shows the Moodle user profile menu. The 'Grades' option is highlighted with a red box. The menu includes options like Dashboard, View profile, Edit profile, Grades, Preferences, Calendar, Profile, and Reports. The 'Grades' option is the second item in the list.

From here, you can also view your grades for all your courses. Clicking on a course name will take you directly to its detailed grade report.



The screenshot shows the Moodle 'Grades' page. The 'Courses I am taking' section is visible. A table lists the courses the user is enrolled in. The 'Course name' column is highlighted with a red box.

Course name	Grade
教學設計示範課程	-
moodle45初體驗	86.40