moodle

User Manual for Student

2025/08/13

博識通資訊
PosBoss IT

Content Overview

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.

1. How Do I Find My Courses?

After logging in to the learning platform, click "Courses".
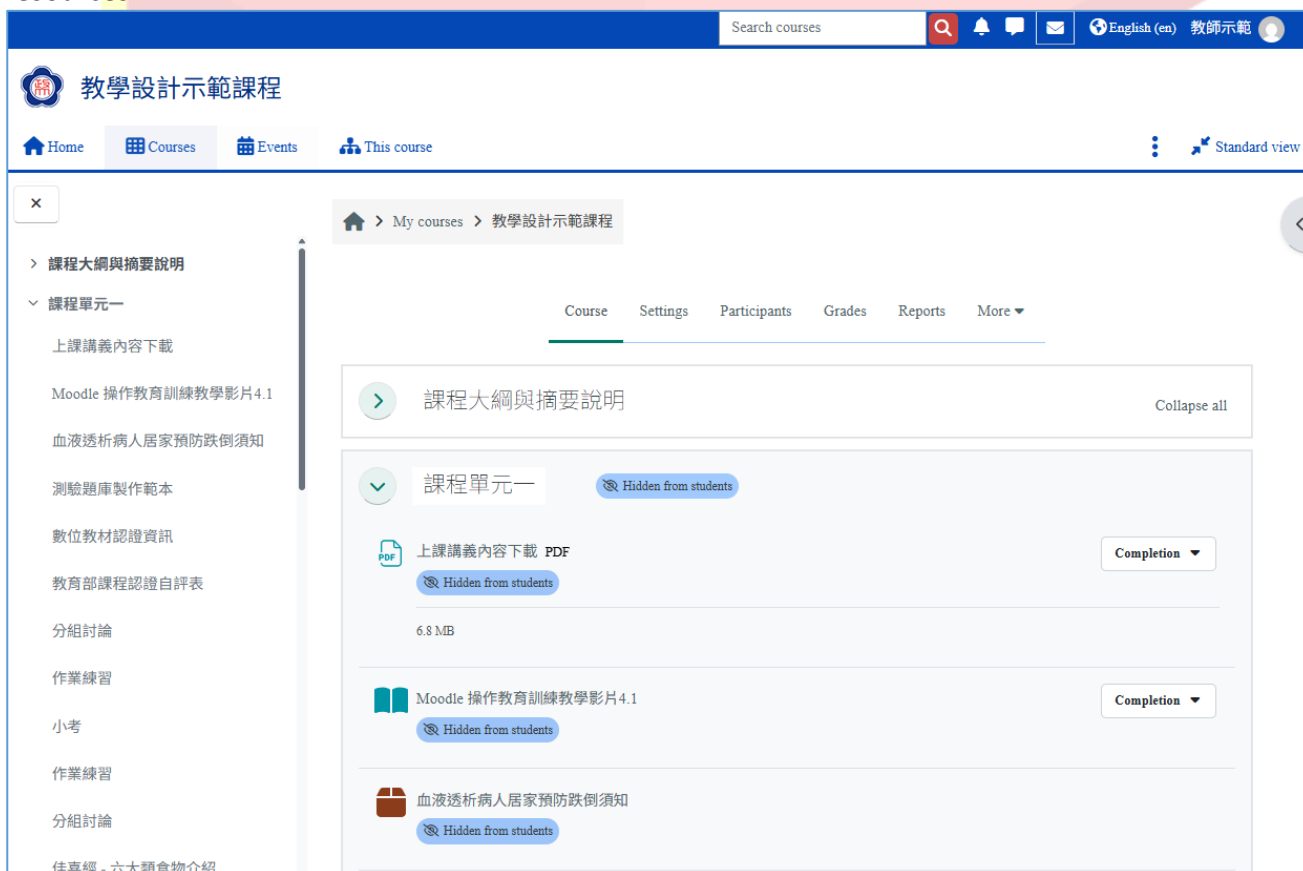In the "**course overview**", you will see a list of the courses you are enrolled in.
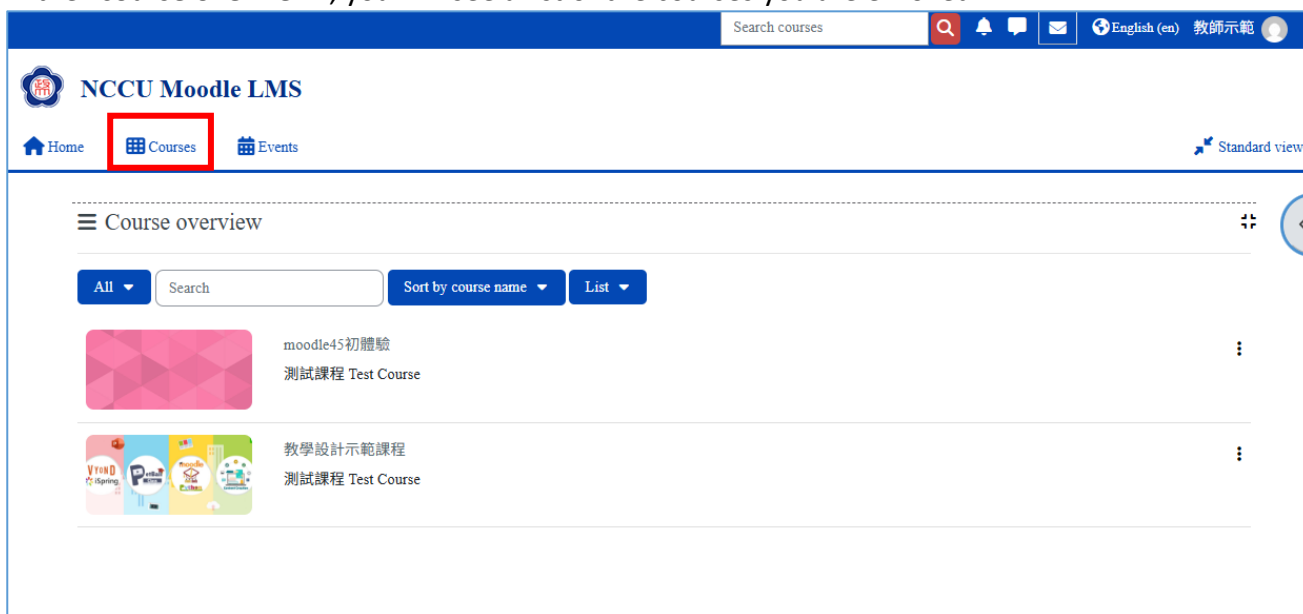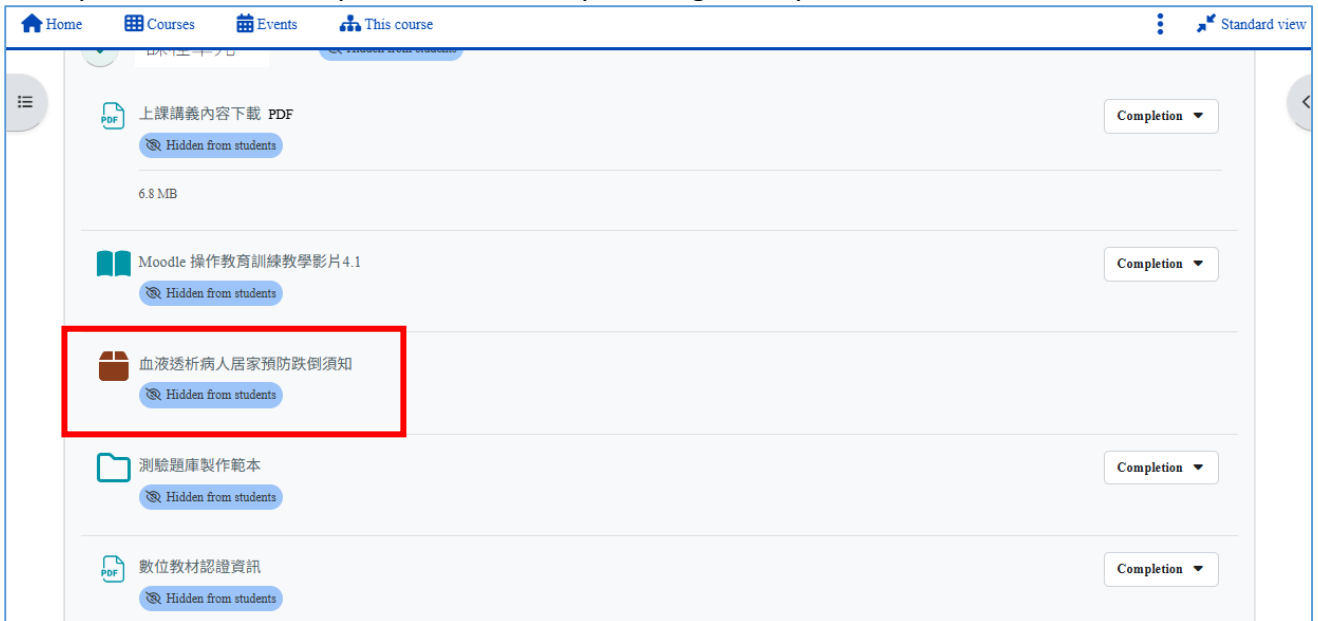

Clicking on a course will take you to the course interface, which displays all the course activities and resources.

2. How Do I View Course Materials?

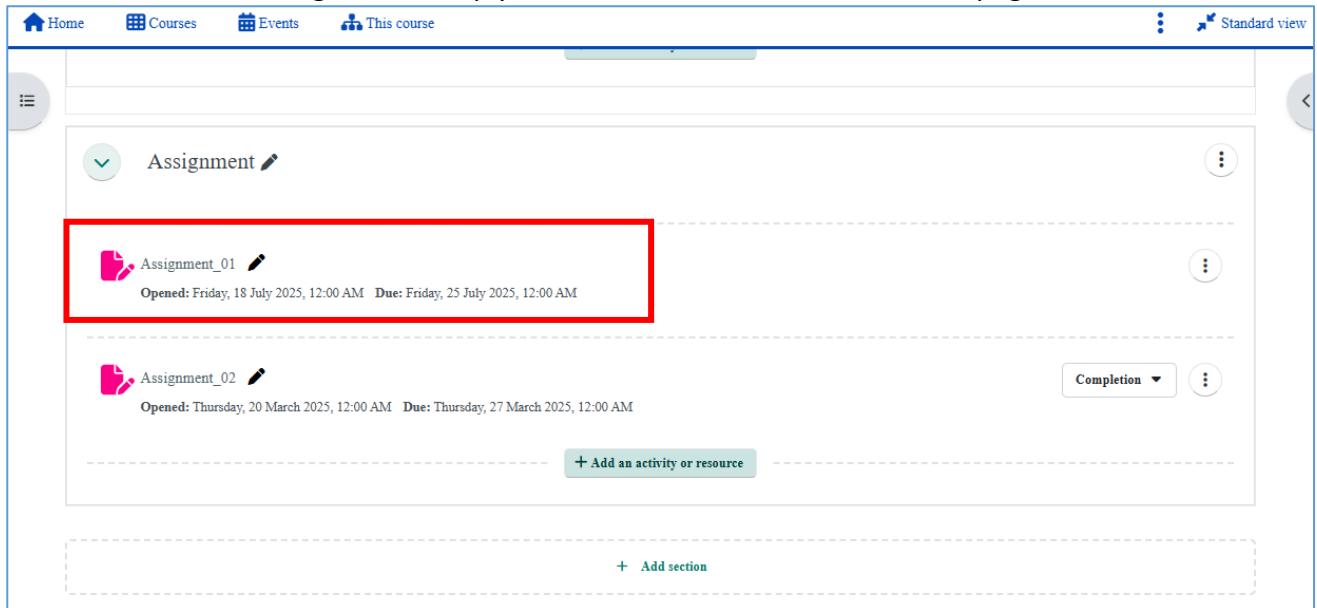Once you are in a course, you can click on any learning activity.

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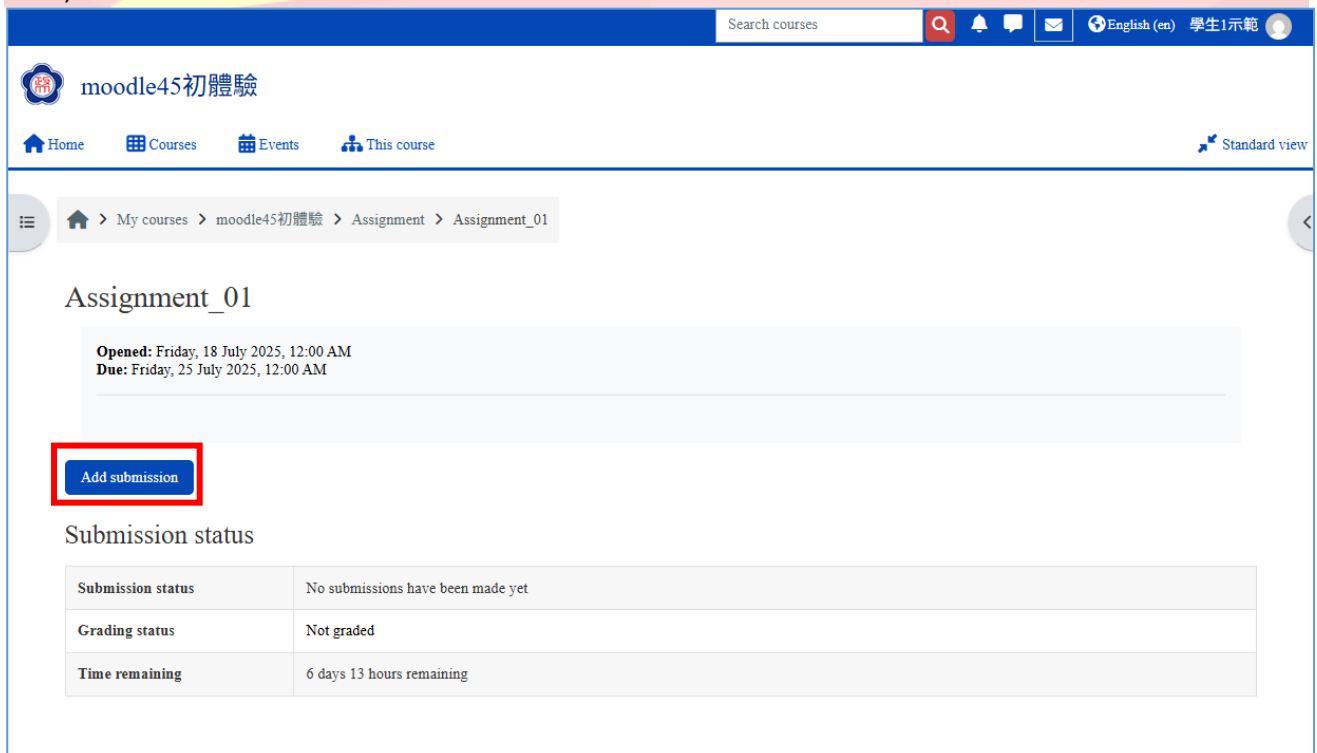

4

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.

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

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

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	▼ Comments (1) 👤 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! Add a comment... Save comment | Cancel

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	▼ Comments (1) 👤 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! Add a comment... Save comment | Cancel

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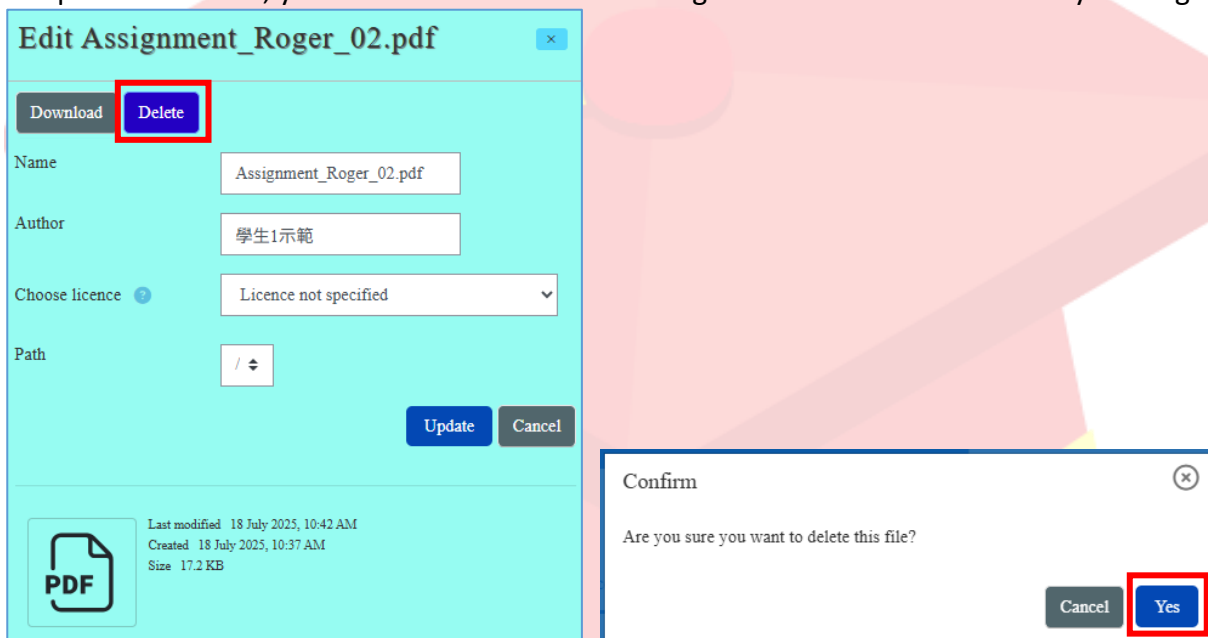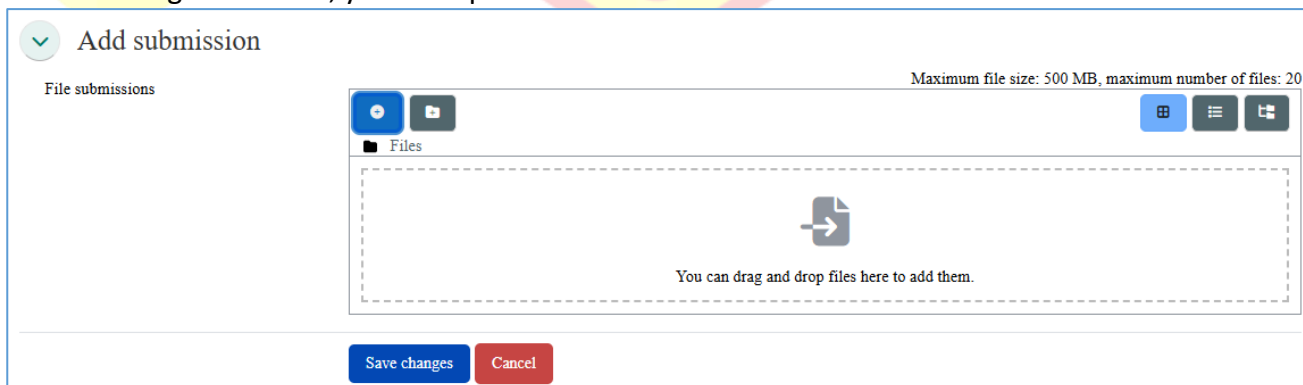
How to Edit a Submission

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**.

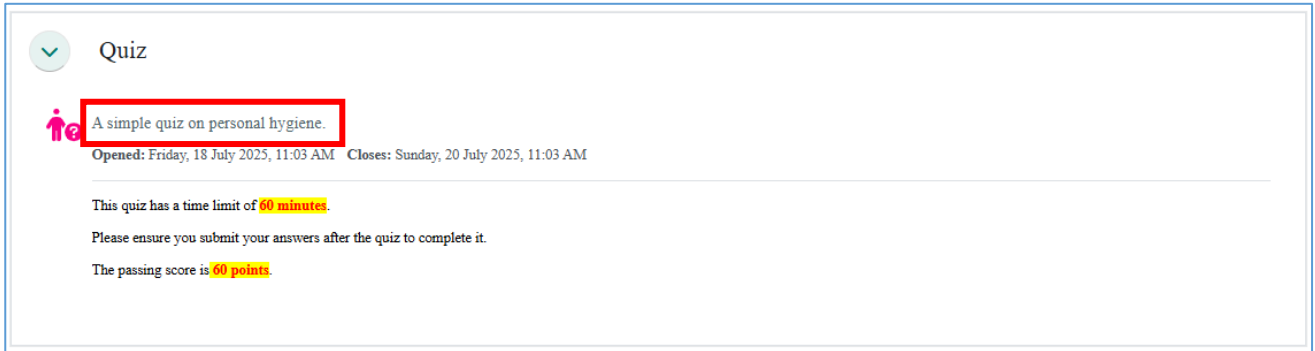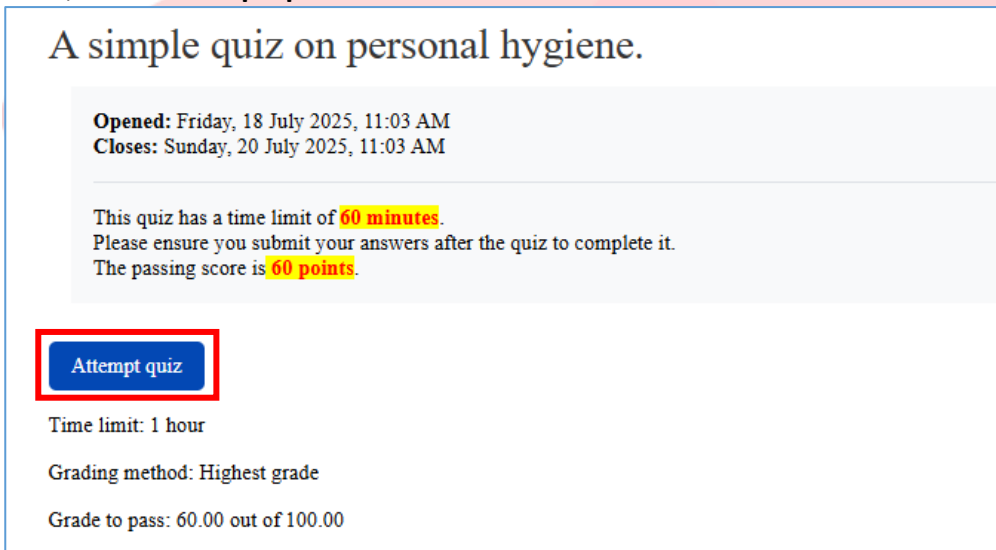After deleting the old file, you can upload a new one.

4. How Do I Take a Quiz?

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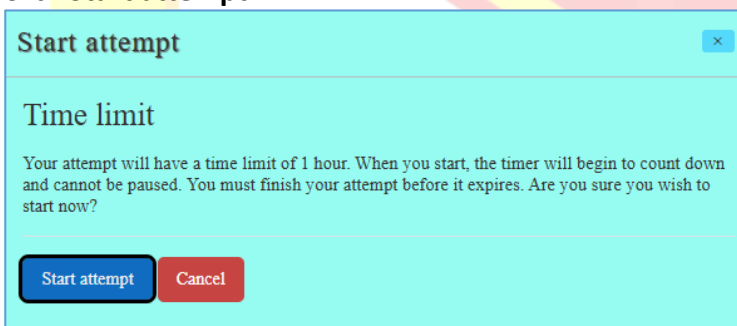
1. Take a quiz within the course：

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.

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

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

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

If the instructor has allowed multiple attempts, you can choose to "**Re-attempt quiz**" or "**Review**" your previous attempt.
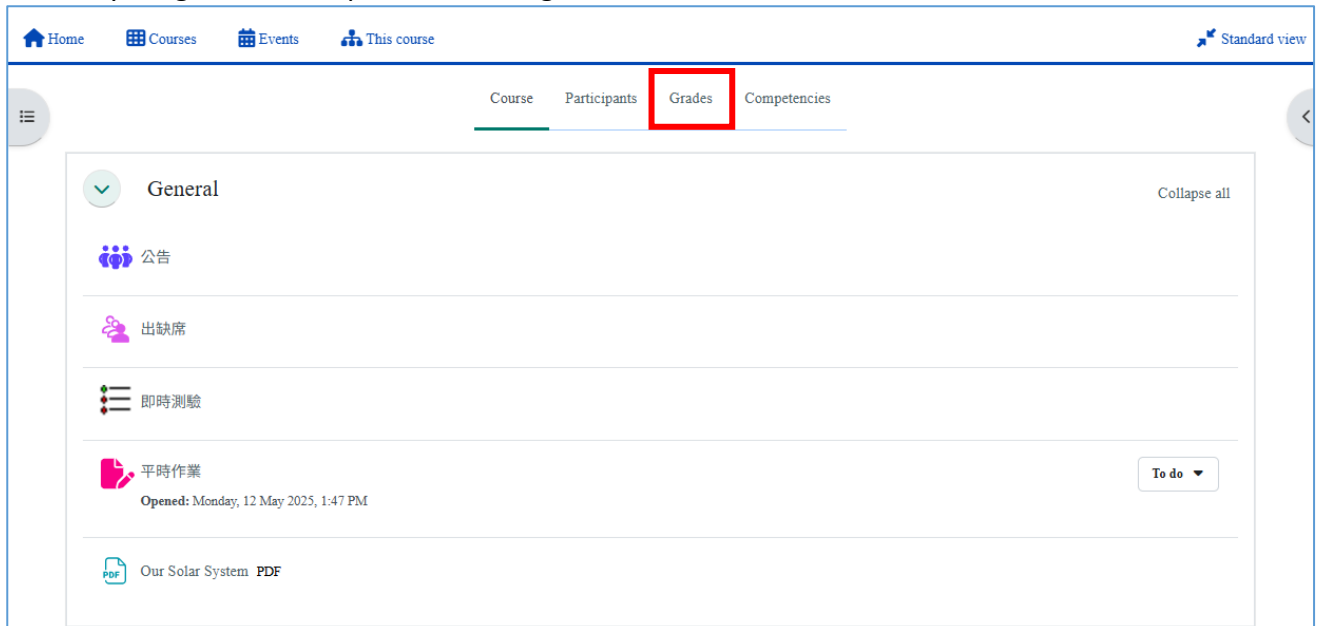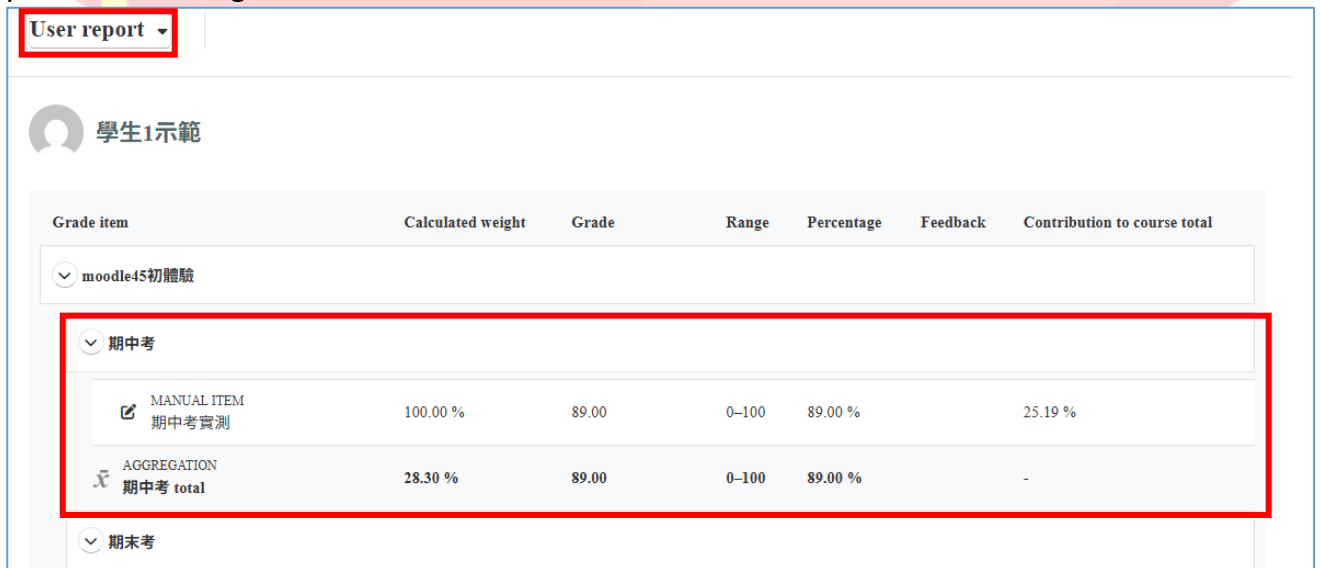
5. How Can I Check My Grades?

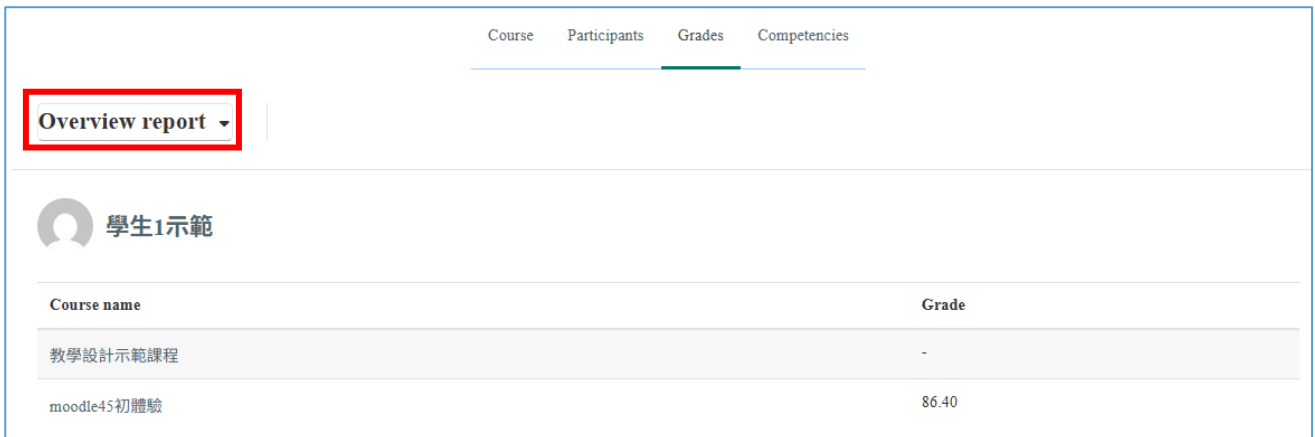To view your grades for a specific course, go into that course and click the "**Grades**" tab.

This will take you to the "**User report**", where you can see the scores for each learning activity and your total course grade.
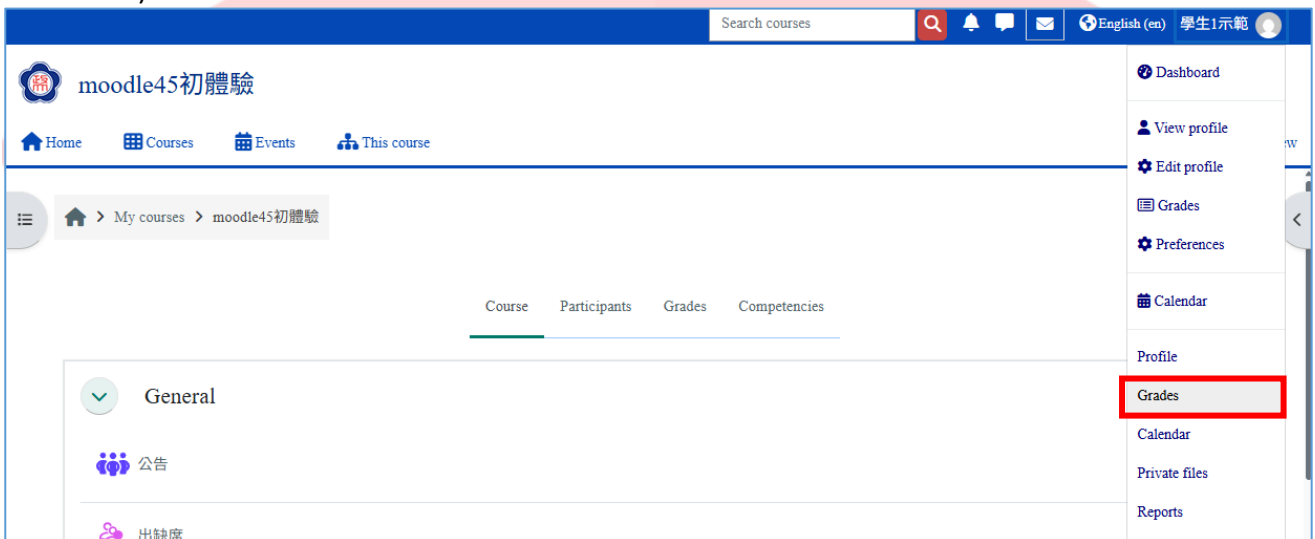
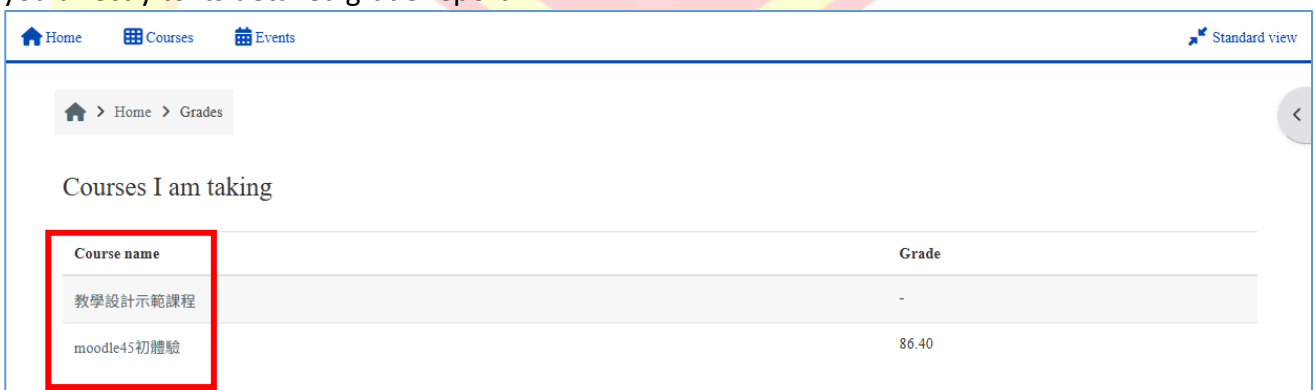You can also switch to the "**Overview report**" at the top to see your grades for all the courses you are enrolled in.

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

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.