USER'S MANUAL FOR

CPCE MOODLE MODULE

SUBJECT REPORT

Prepared by:

Information Technology Unit

USER'S MANUAL

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1.0 GENERAL INFORMATION

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General Information section explains in general terms the system and the purpose for which it is intended.

1.1 System Overview

Every semesters, whenever applicable, subject leaders need to submit reports to administrative staffs for documentation. A Moodle module is designed to facilitate the workflow of submitting and collecting the reports. This Moodle activity module, named “Subject Report”, is a module developed based on a Moodle assignment module and is customized for end users’ needs. In general, it can be treated as a teacher (administrative staff) creates assignments (one for each subject) for students (subject teachers).

Subject Report is an activity module, which allows administrative staffs to collect reports submitted by subject teachers. The module supports automated email reminders upon designated time. It also supports email notifications to subject teachers upon they submitted a report to the system.

1.2 Organization of the Manual

This user’s manual consists of five sections: General Information, System Summary, Getting Started, Using The System As Administrative Staffs, and Using The System As Subject Teachers.

General Information section explains in general terms the system and the purpose for which it is intended.

System Summary section provides a general overview of the system. The summary outlines the uses of the system’s requirements, system’s configuration, user access levels and system’s behavior in case of any contingencies.

Getting Started section explains the user roles and how to create the reports and setup for submission.

Using The System As Administrative Staffs sections provides a detailed description of system functions as an administrative role.

Using The System As Subject Teachers sections provides a detailed description of system functions as a subject teacher role.

2.0 SYSTEM SUMMARY

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System Summary section provides a general overview of the system. The summary outlines the uses of the system's requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

2.1 System Requirement

Subject Report module operates on Moodle system. It is compatible with Moodle version 2.5 or higher versions.

2.2 System Configuration

This module requires essential information and they falls into two categories. The basic settings of the report, and the email settings for reminders.

2.3 User Access Levels

Only enrolled users with specific roles assigned are able to access the Subject Report area.

2.4 Contingencies

In case of service suspension of the Moodle system, the Subject Report system is suspended.

3.0 GETTING STARTED

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Getting Started section explains the user roles, and how to create the reports and setup for submission.

3.1 User Roles and Permissions

The module operates within a Moodle course. It consists of two main roles in general. They are "teacher" and "student". For administrative staffs, they will be assigned with "teacher" role while subject teachers will be assigned with "student" role within the course.

Teachers could add, update, or delete reports for students. They can also view the overall submission status, as well as download the reports submitted by students.

Students could submit their reports upon they are notified by the teachers. They could upload at most one file for each subject and could modify their submissions before the deadline.

3.2 Bulk Creation

Though the module should operates in the sense that "one subject, one report, one submission", administrative staffs do not need to create all subjects one by one. They could prepare basic information for ITU to proceed.

3.2.1 Basic settings of Reports

Excel file (Sample file)

Administrative staffs could prepare an excel file to ITU for bulk creation. It does not restrict the file contents but it must include three columns: "Subject", "Full Name", and "NetID".

1. **Subject**: It should consist both subject code and subject title.
2. **Full Name**: The full name of the subject teachers. It should align with the SMS record.
3. **NetID**: The NetID of the subject teachers.

Basic settings

1. **Allow Submission Date**: After this date, students will be able to start submitting. This date should be set in section ***3.2.2 Email Settings for Reminders***. It corresponds to ***First Email Date***. For example, if ***First Email Date*** is set as 01-Jan-2015, no matter the first email has sent out or not, students will be able to submit after 01-Jan-2015 00:00.
2. **Deadline**: In dd-MM-yyyy format. This is when the report is due. Submissions after this date will still be allowed once if students have never submitted before the deadline, but any reports submitted after this date are marked as late. For example, if it is set as 21-Jan-2015, the deadline will be 21-Jan-2015 23:59.

3. **Cut-off Date**: In dd-MM-yyyy format. The system will not accept any submissions after this date. For example, if it is set as 31-Jan-2015, the system will not accept any submission after 31-Jan-2015 23:59.

3.2.2 Email Settings for Reminders

As designed, there will be a maximum of four email reminders. Administrative staffs could prepare the following settings to ITU:

1. **Send First Email**: (Yes/No). Whether the system will send out the first email. This email targets to all users with student role that need to submit reports from ***First Email Date***.
2. **First Email Date**: This is the date that the first email will be sent out. It should be in dd-MM-yyyy format. For example, if it is set as 01-Jan-2015, the email will be sent out on 01-Jan-2015 00:00. Please be reminded that this date affects the ***Allow Submission Date*** in section ***3.2.1 Basic settings of Reports***.
3. **First Email Subject**: This is the email subject for the first email. Some special words are defined and they will automatically converted to respective values when sending out. They are tabulated in section 3.2.3.
4. **First Email Content**: This is the email content for the first email. Some special words are defined and they will automatically converted to respective values when sending out. They are tabulated in section 3.2.3.
5. **Send Second Email**: (Yes/No). Whether the system will send out the second email. This email targets to all users with student role that need to submit reports regardless of submission status.
6. **Second Email Date**: This is the date that the second email will be sent out. It should be in dd-MM-yyyy format. For example, if it is set as 14-Jan-2015, the email will be sent out on 14-Jan-2015 00:00.
7. **Second Email Subject**: Similar to First Email Subject.
8. **Second Email Content**: Similar to First Email Content.
9. **Send Third Email**: (Yes/No). Whether the system will send out the third email. This email targets to non-submitted users with student role at ***Third Email Date***.
10. **Third Email Date**: This is the date that the third email will be sent out. It should be in dd-MM-yyyy format. For example, if it is set as 21-Jan-2015, the email will be sent out on 21-Jan-2015 00:00.
11. **Third Email Subject**: Similar to First Email Subject.
12. **Third Email Content**: Similar to First Email Content.
13. **Send Final Email**: (Yes/No). Whether the system will send out the final email. This email targets to non-submitted users with student role at ***Final Email Date***.
14. **Final Email Date**: This is the date that the final email will be sent out. It should be in dd-MM-yyyy format. For example, if it is set as 31-Jan-2015, the email will be sent out on 31-Jan-2015 00:00.
15. **Final Email Subject**: Similar to First Email Subject.
16. **Final Email Content**: Similar to First Email Content.

3.2.3 Special Words Supported When Constructing Email Subjects and Contents

Some special words are defined and will be automatically converted to respective values when sending out the emails. The following tables listed out all the supported special words (Sample file):

Special Words	Usage
%NAME%	It refers to the full name of the user in Moodle system. E.g. Mr. Tai Man Chan
%SUBJECT%	It refers to the report name. E.g. CC9999 Modern Society in Hong Kong
%DATE%	It refers to the respective *Email Date* in the *Email Settings for Reminders*. E.g. **00:00 06 Mar 2015 (Friday)**
%DEADLINE%	It refers to the *Deadline* in the *Basic settings of Reports*. E.g. **23:59 11 Mar 2015 (Wednesday)**
%CUTOFFDATE%	It refers to the *Cut-off Date* in the *Basic settings of Reports*. E.g. **23:59 18 Mar 2015 (Wednesday)**

3.2.4 Summary of Common Usage

	Date Setting / Email issue date & Date	**Relevant information in the email**	**Email Recipients**
1st **email**	6 March, 18:30	%DEADLINE% **23:59 11 Mar 2015 (Wednesday)**	All Subject Leaders
2nd **email**	10 March, 00:00	%DEADLINE% **23:59 11 Mar 2015 (Wednesday)**	All Subject Leaders
3rd **email**	11 March, 00:00	%DEADLINE% **23:59 11 Mar 2015 (Wednesday)**	Those Subject Leaders who have not yet submitted the report before
4th **email**	13 March, 00:00	%CUTOFFDATE% **23:59 16 Mar 2015 (Monday)**	Those Subject Leaders who have not yet submitted the report before
		Extended Cut off date to **23:59 18 Mar 2015 (Wednesday)**	

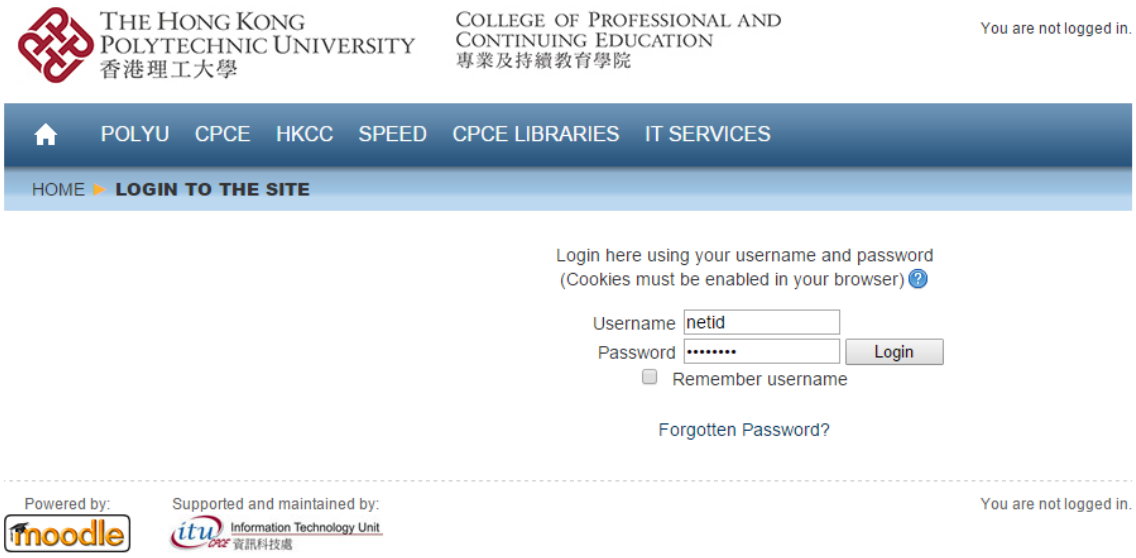
4.0 USING THE SYSTEM AS ADMINISTRATIVE STAFFS

4.0 USING THE SYSTEM AS ADMINISTRATIVE STAFFS

Using The System As Administrative Staffs section provides a detailed description of system functions as an administrative role.

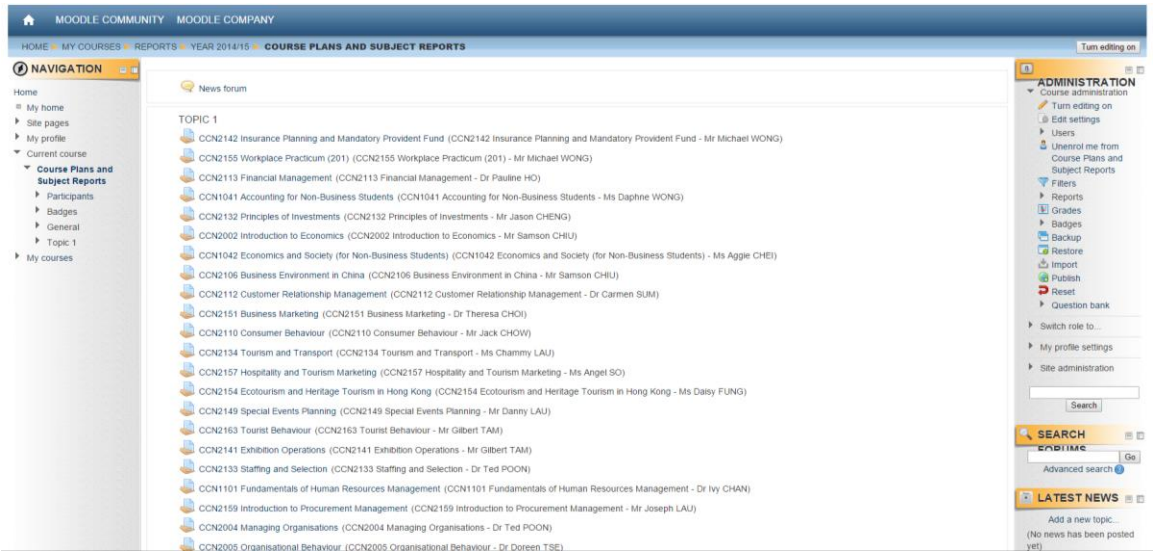
4.1 Login and Access the Subject Report Area

1. Login at https://cc.cpce-polyu.edu.hk. Please use the recommended browser, Google Chrome chrome.

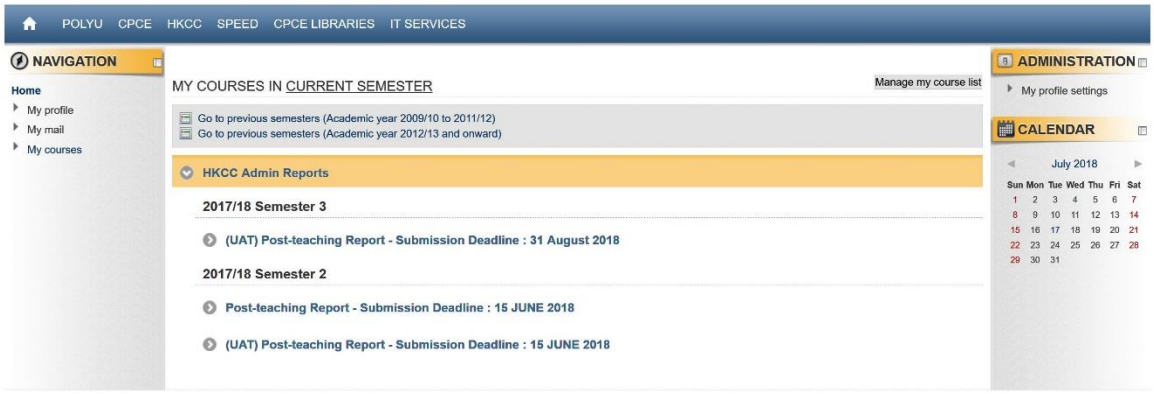


2. Locate the course, for example, **HKCC Admin Reports** > **Learning Outcome Matrix (Continuous Assessment) – Submission Deadline : 19 AUGUST 2015** > **Submission Link**

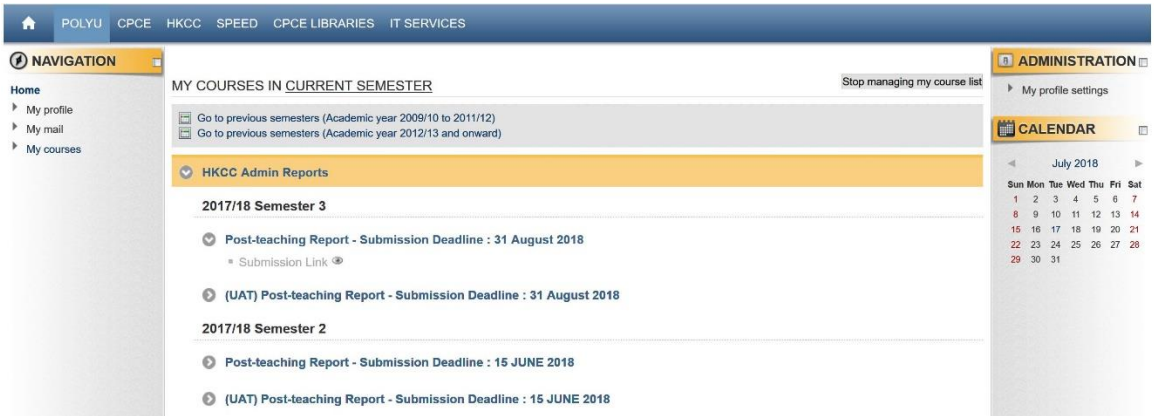
3. You will see a list of all available reports



4. If you want to find your hidden courses, you can click the “Manage my course list button”.

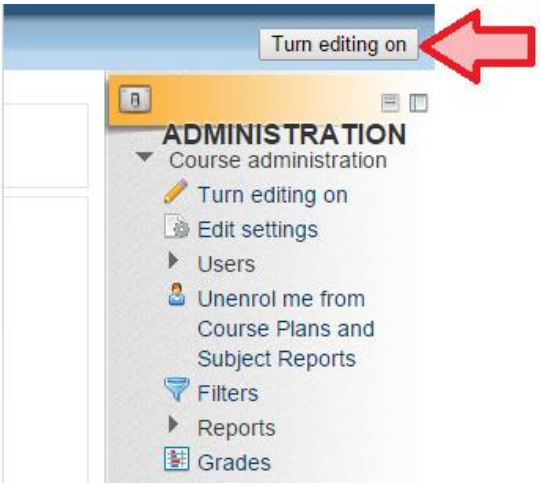


5. Then, you can view all your courses now.

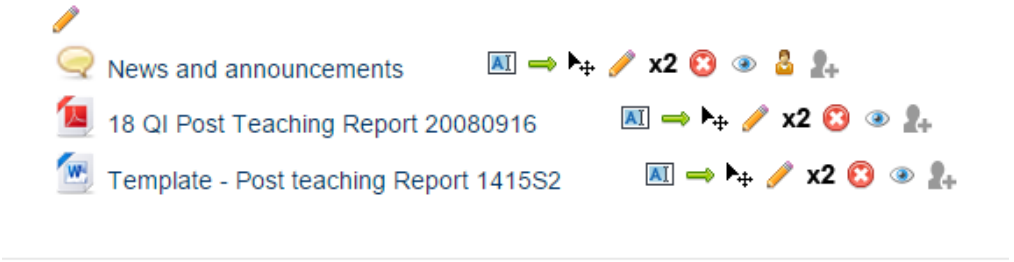


4.2 Uploading a Report Template for Subject Teachers

1. On the top right hand corner, click **Turn editing on**



2. Drag and drop files to the desired place



4.3 View Reports Submission Status

1. Click on the targeted report that user wish to view

2. Click **View this submission** / **View Summary Page** to view submission status

SUMMARY

Total no. of report(s)	208
Total no. of submitted report(s)	2
Deadline	Sunday, 22 February 2015, 12:00 AM
Time remaining	Report is due

View this submission

View Summary Page

3. If you click **View this submission**, the table only shows the specific report status

View this submission

Action Choose...

CCN2142 INSURANCE PLANNING AND MANDATORY PROVIDENT FUND

Page: 1

Subject Code	First name / Surname	Status	Latest submission time	File submissions
CCN2142 Insurance Planning and Mandatory Provident Fund	Staff Mr Michael Wong	Submitted	Friday, 13 February 2015, 5:56 PM	Words.docx

Page: 1

4. If you click **View Summary Page**, the table shows all the available report status

Action Choose...

View Summary Page

SUMMARY

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...21 (Next)

Subject Code	First name / Surname	Status	Latest submission time	File submissions
CCN2142 Insurance Planning and Mandatory Provident Fund	Staff Mr Michael Wong	Submitted	Friday, 13 February 2015, 5:56 PM	Words.docx
CCN2155 Workplace Practicum (201)	Staff Mr Michael Wong	Submitted	Friday, 13 February 2015, 5:56 PM	I am a human.docx
CCN2129 Introduction to Macroeconomics	Staff Mr Andy Tai	No submission	-	
CCN2160 Negotiation Skills	Staff Ms Jessie Ho	No submission	-	
CCN1008 Mathematics and Statistics for College Students	Staff Dr Lorena Chan	No submission	-	
CCN1045 Calculus	Staff Mr Kwong-Cheong Wong	No submission	-	
CCN2024 Logic and Reasoning	Staff Mr Kwong-Cheong Wong	No submission	-	
CCN2105 Business Economics	Staff Dr Chan PL Ada	No submission	-	
CCN2031 Statistics	Staff Dr Chan CM	No submission	-	
CCN2244 Statistics for Business II	Staff Dr Chan CM	No submission	-	

Page: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...21 (Next)

Options

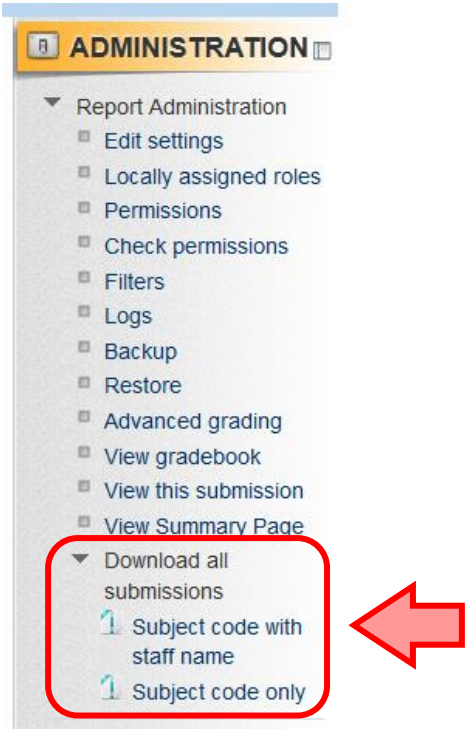
Rows per page 10

Filter No filter

Rows per page / Filter

4.4 Download All Submissions

1. Provided that there are available submissions for downloading, users could select **Download all submissions** under the Administration Block (either Subject code with staff name or Subject code only)



2. Please wait and user will download a zip file containing all the available submissions at the moment. All the reports submitted will be renamed in the format: "*Subject Code Subject Title_Full name of teacher*" or "*Subject Code Subject Title".*

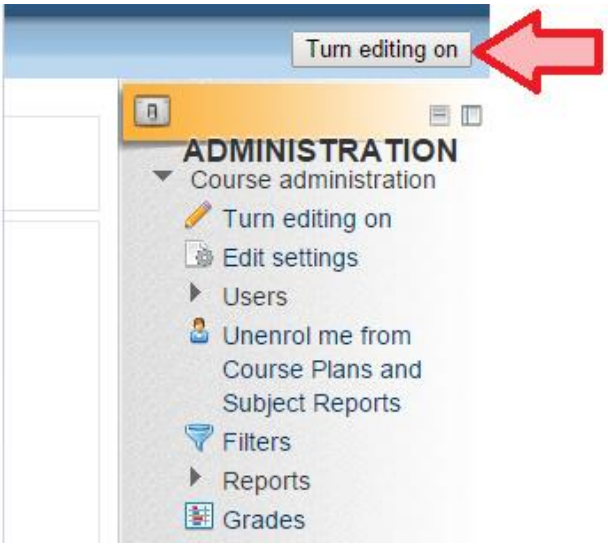
4.5 Adding or Updating Report Settings

4.5.1 Adding New Report

The current version supports updating the report settings only. If user needs to add a new report, please contact ITU.

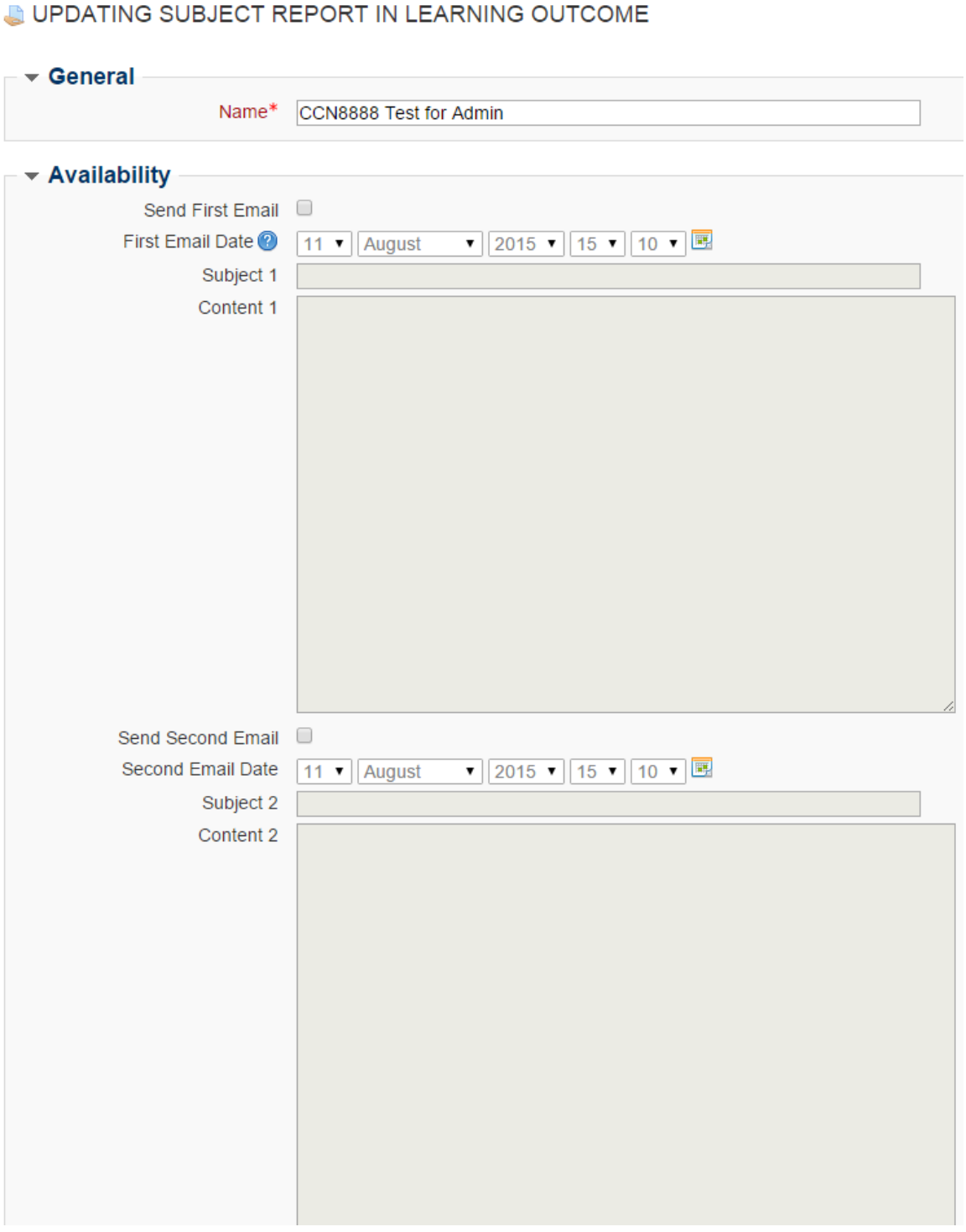
4.5.2 Updating Report Settings

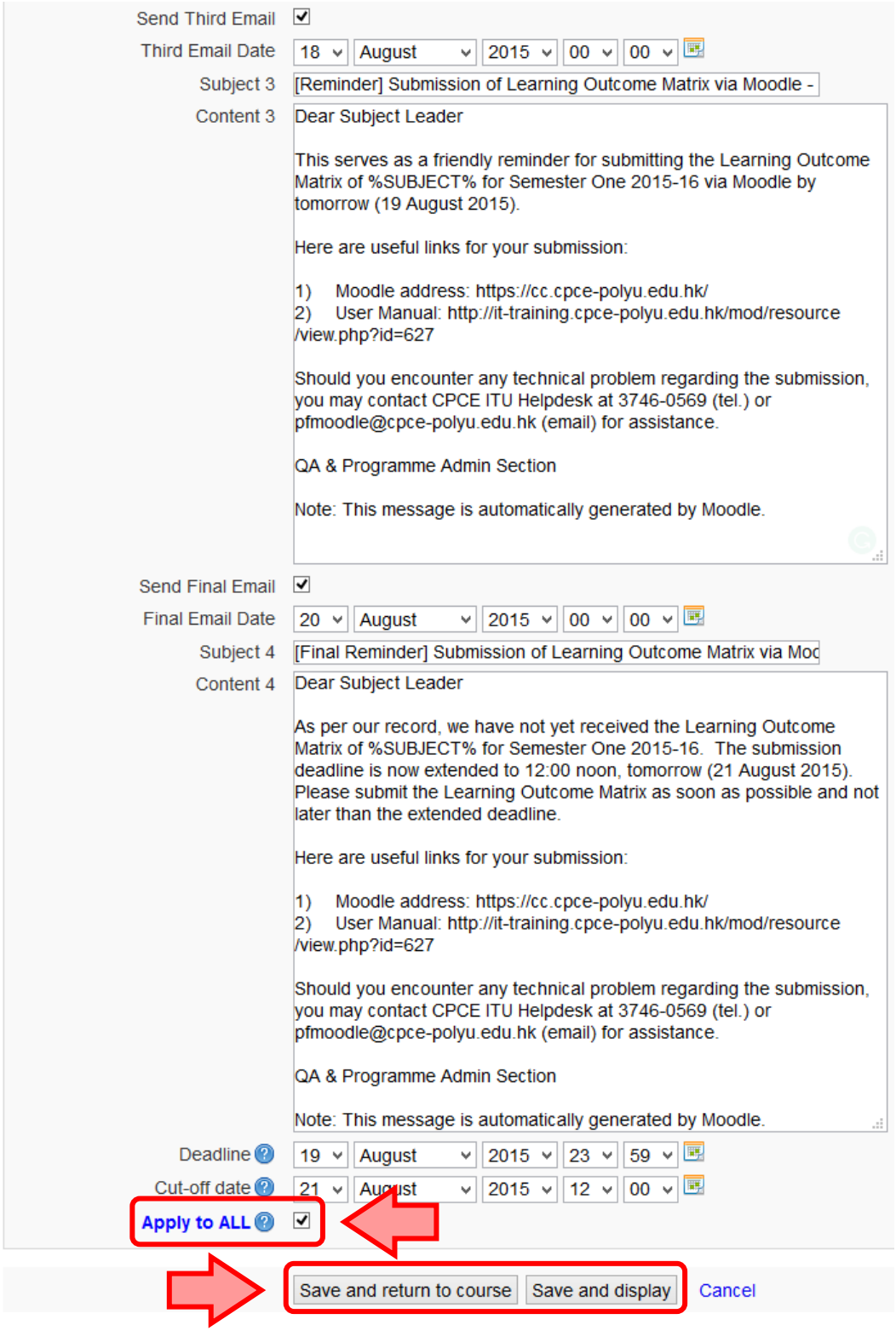
1. On the top right hand corner, click Turn editing on



2. Click the button to enter report edit page

3. It is not recommended to change the Name. Update the email settings if necessary.



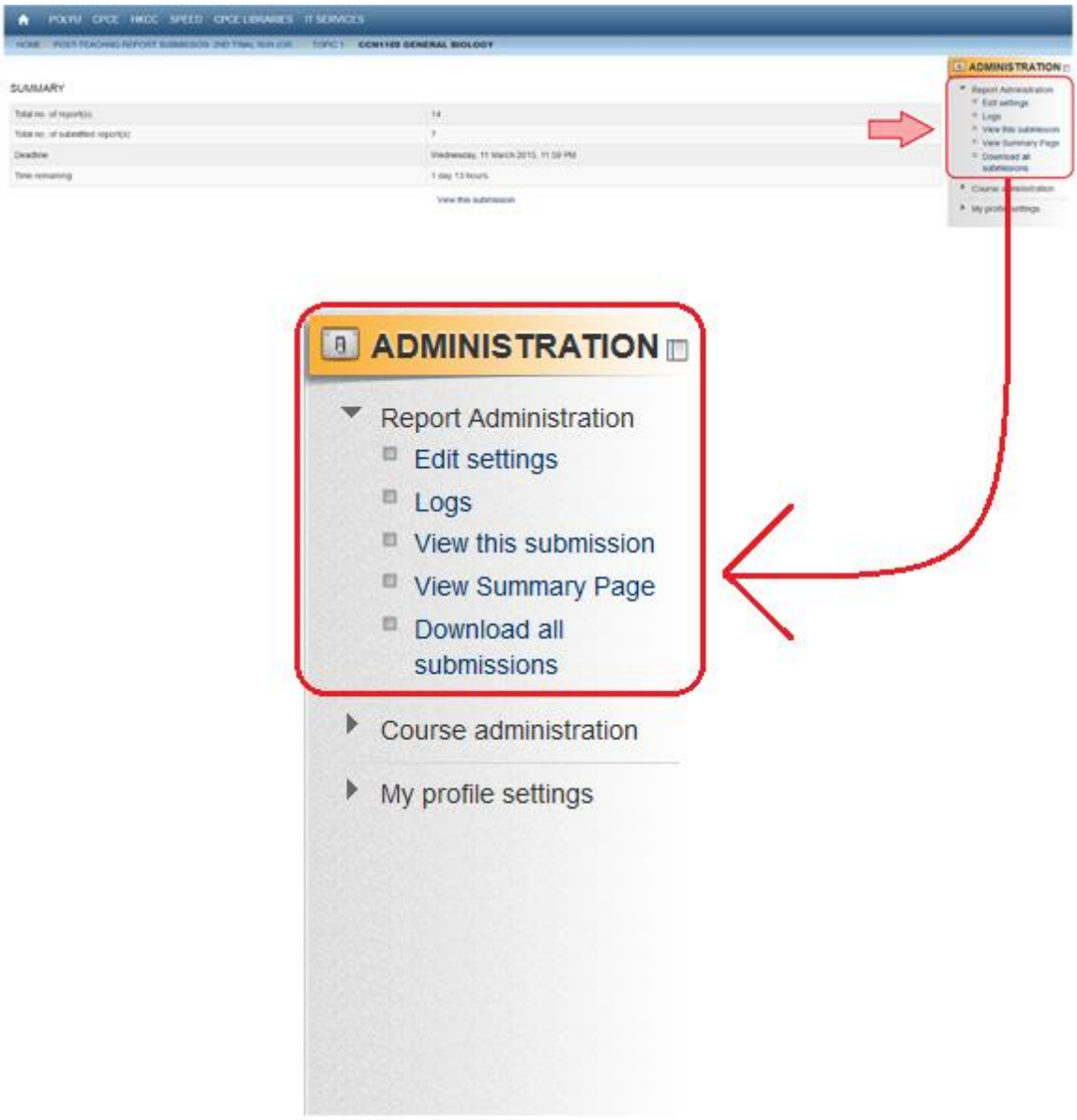


Check the box "**Apply to ALL**" will apply the settings to ALL available reports.

Click **Save and return to course** or **Save and display** to proceed

4.6 Shortcut Links

There are some shortcut links located at the right hand side block



5.0 USING THE SYSTEM AS SUBJECT TEACHERS

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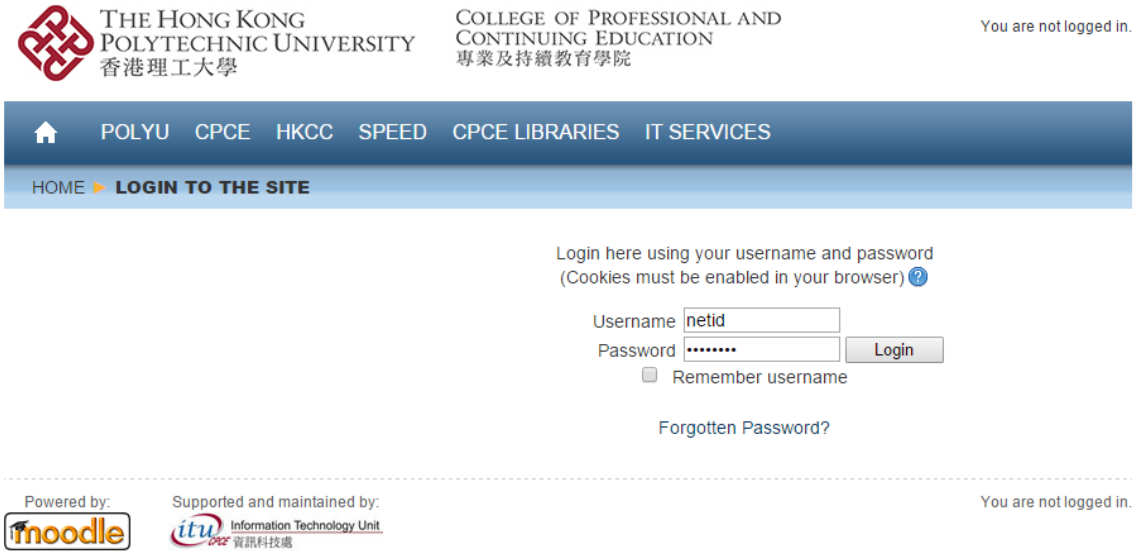
Using The System As Subject Teachers section provides a detailed description of system functions as a subject teacher role.

5.1 Login and Access the Subject Report Area

1. Login at http://cc.cpce-polyu.edu.hk to access Moodle system. Please use the recommended browser, Google Chrome chrome.



2. Locate the course:

For Teaching Plan submission : **HKCC Admin Reports** > **Teaching Plan – Submission Deadline : 19 AUGUST 20XX** > **Submission Link**

For Learning Outcome Matrix submission : **HKCC Admin Reports** > **Learning Outcome Matrix (Continuous Assessment) – Submission Deadline : 19 AUGUST 20XX** > **Submission Link**

For Post-Teaching Report submission: **HKCC Admin Reports** > **Post-Teaching Report – Submission Deadline : 19 AUGUST 20XX** > **Submission Link**

For Consultation Hours submission: **HKCC Admin Reports** > **Consultation Hours – Submission Deadline : 19 AUGUST 20XX** > **Submission Link**

For Confirmation Memo for Peer Class Visits and Workshop Attendance submission: **HKCC Admin Reports** > **Confirmation Memo for Peer Class Visits and Workshop Attendance – Submission Deadline : 19 AUGUST 20XX** > **Submission Link**

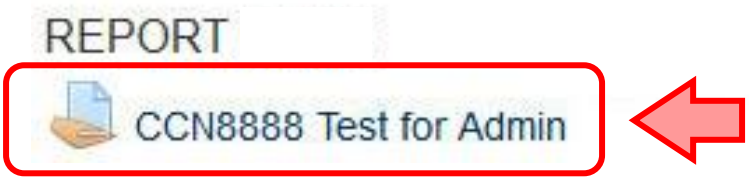
5.2 Submitting a Report

(Applicable to submission of (i) Teaching Plan, (ii) Learning Outcome Matrix, (iii) Post-teaching Report, and (iv) Confirmation Memo for Peer Class Visit and Workshop Attendance)

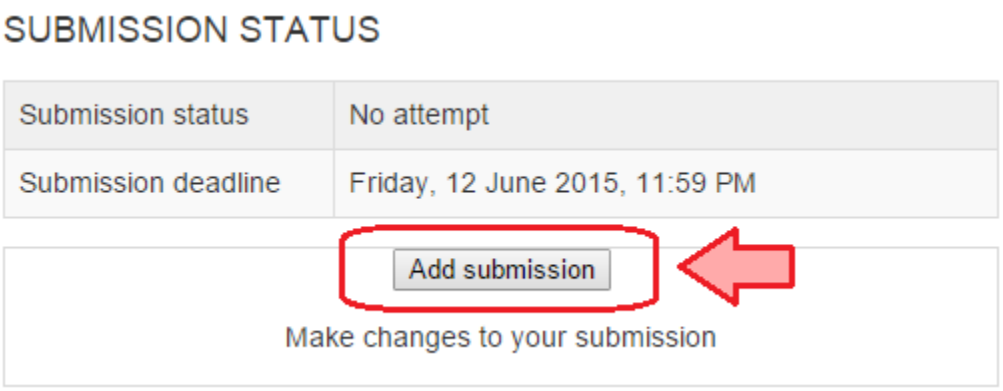
You can submit the report before the deadline.

1. You can download the template by clicking the filename.

2. When the report is ready for submission, click on the report name that you are going to submit.

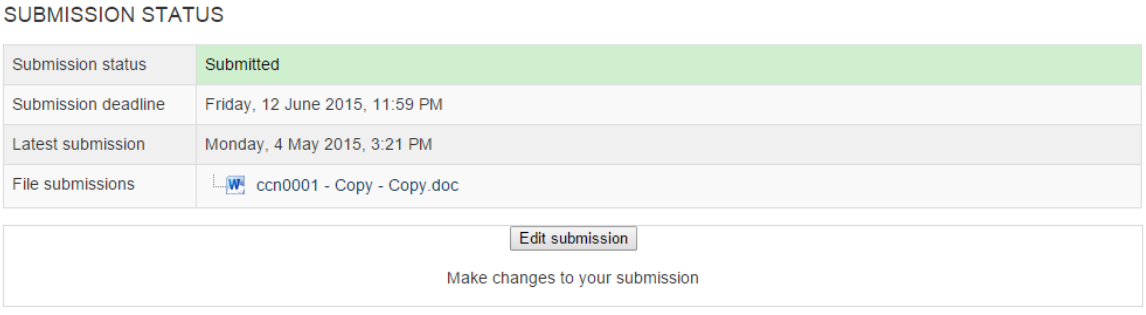


3. You will see the submission status for this report. Click **Add submission**.

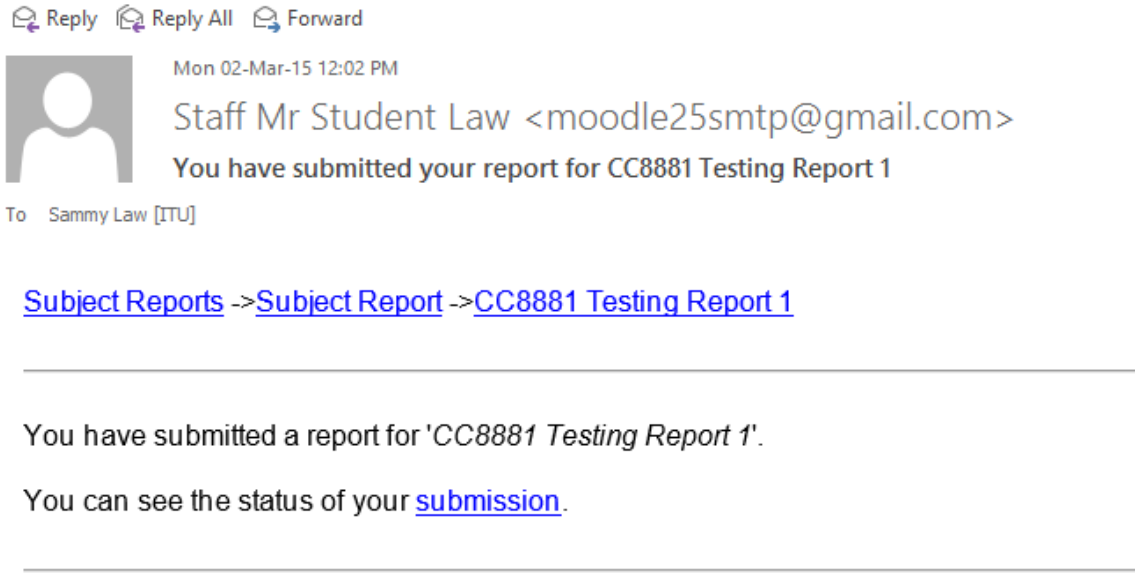


4. Check the name of the report you are submitting, drag and drop file (max. 1 file per report) to the area and then click **Save changes**.

5. You will see the updated submission status (submitted).



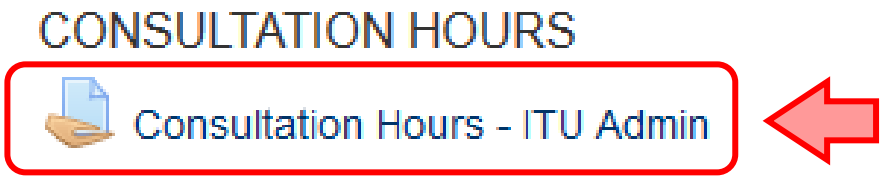
6. You will receive an email notification about the submission.



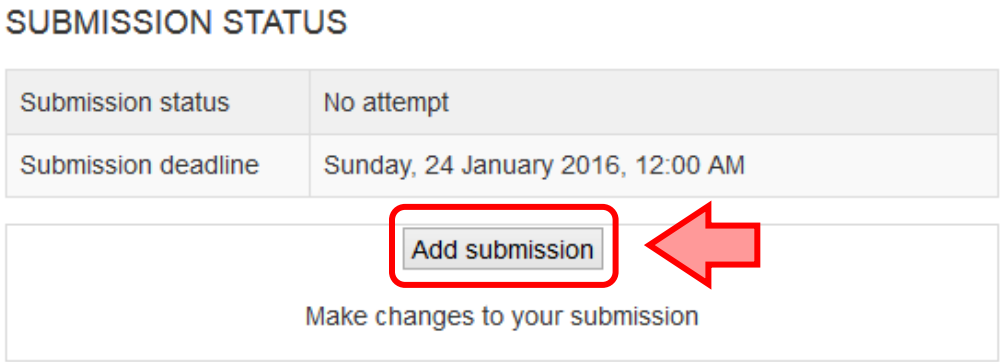
5.3 Submitting Consultation Hours

You can submit the Consultation Hours before the deadline.

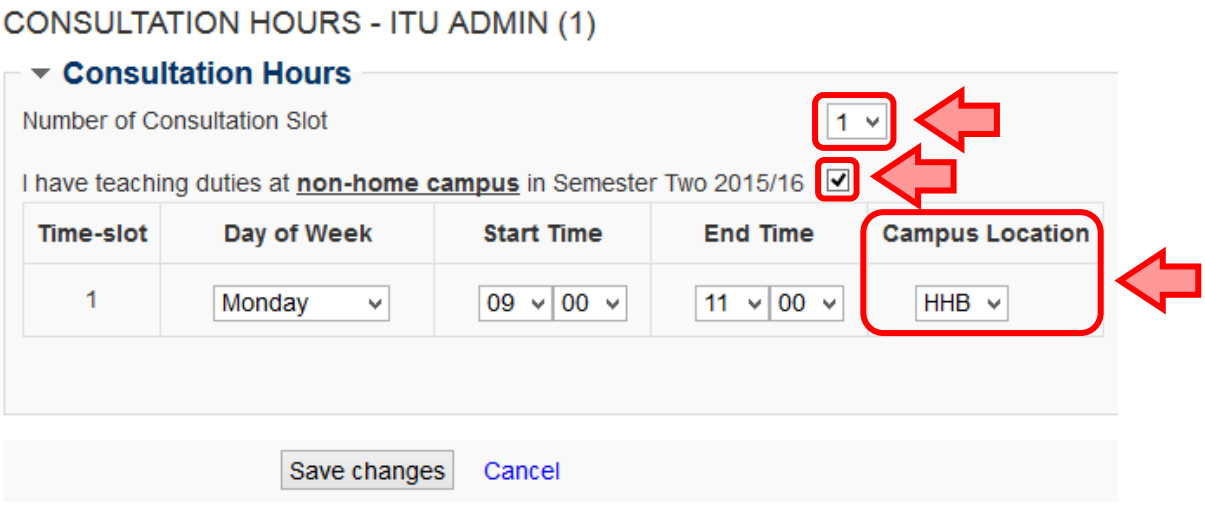
1. When the Consultation Hours is ready for submission, click on your "Consultation Hours".



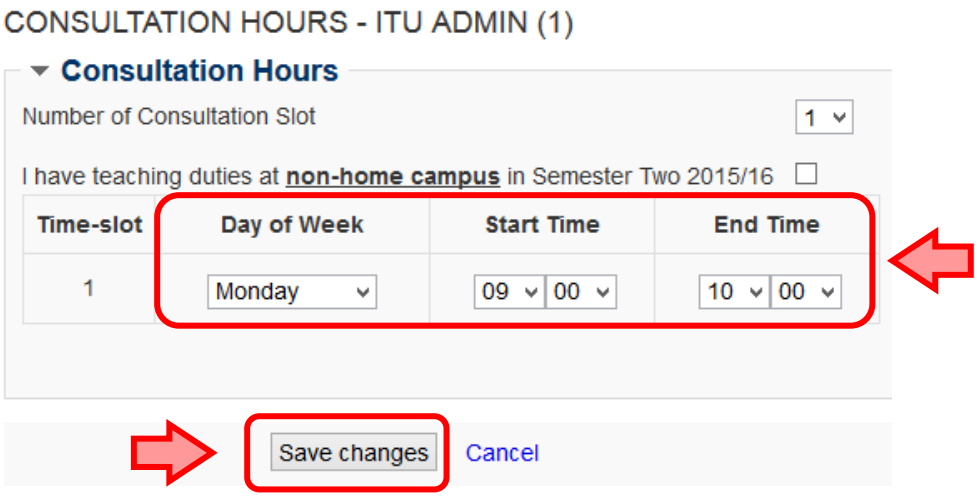
2. You will see the submission status for this "Consultation Hours". Click **Add submission**.



3. Select Number of Consultation Slot (max. 6 Consultation Slots). If you have teaching duties at non-home campus, please check the box and select corresponding Campus Location for each Consultation Slot.



Enter your Consultation Slot(s) by selecting Week Day, Start Time, End Time and then click **Save changes**.



* Your total Consultation Hours should be at least 3 hours.

* End Time should be greater than Start Time.

* There should be no time conflict among all the Time-slots.

5. You will see the updated submission status (submitted).

SUBMISSION STATUS

Submission status	Submitted
Submission deadline	Sunday, 24 January 2016, 12:00 AM
Latest submission	Wednesday, 23 December 2015, 11:59 AM
Consultation Hours	

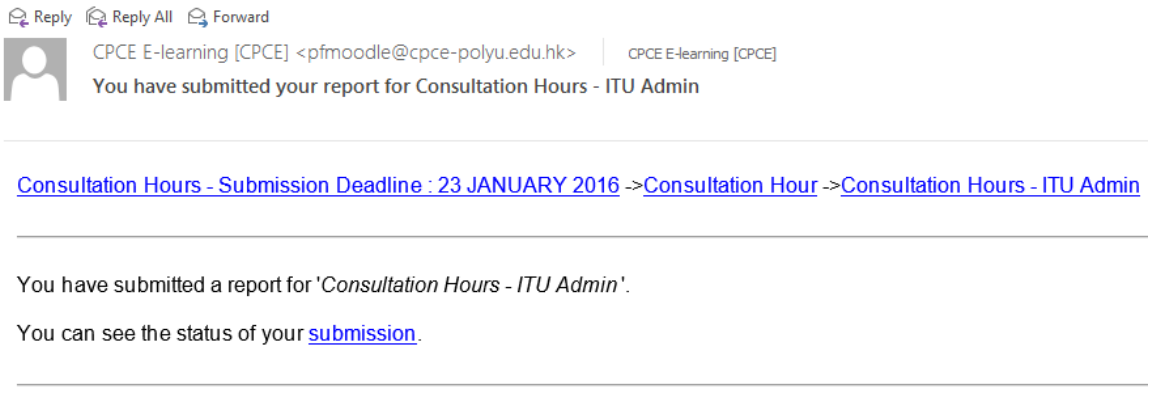
Time-slot	Day of Week	Start Time	End Time
1	Monday	09:00	10:00
2	Tuesday	09:00	10:00
3	Wednesday	09:00	10:00

Total Consultation Hours: 3 hours 0 minute(s)

Edit submission

Make changes to your submission

6. You will receive an email notification about the submission.



Reply Reply All Forward

CPCE E-learning [CPCE] <pfmoodle@cpce-polyu.edu.hk> CPCE E-learning [CPCE]

You have submitted your report for Consultation Hours - ITU Admin

Consultation Hours - Submission Deadline : 23 JANUARY 2016 ->Consultation Hour ->Consultation Hours - ITU Admin

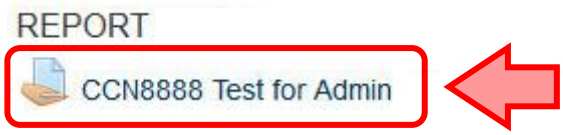
You have submitted a report for '*Consultation Hours - ITU Admin*'.

You can see the status of your submission.

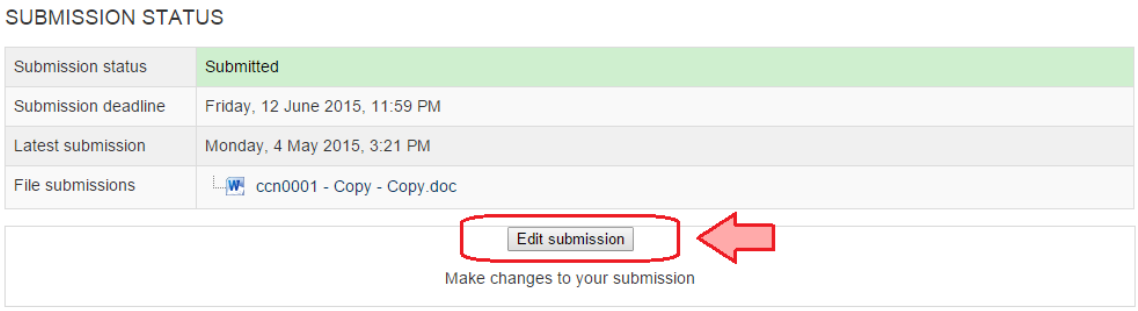
5.4 Modifying a Submission of a Report (Before Deadline)

You may modify the submission before the submission deadline. **You cannot modify the submission after the deadline.**

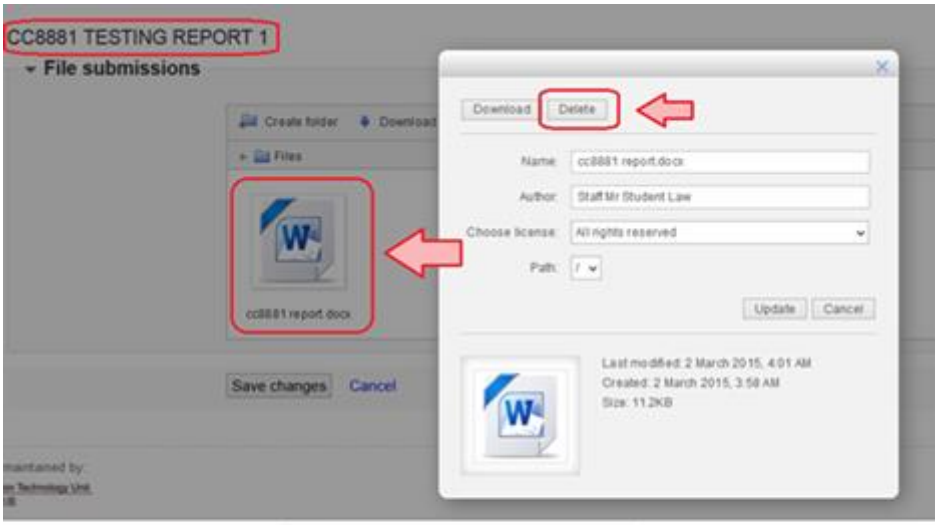
1. When your file is ready, click on the report name that you are going to modify.



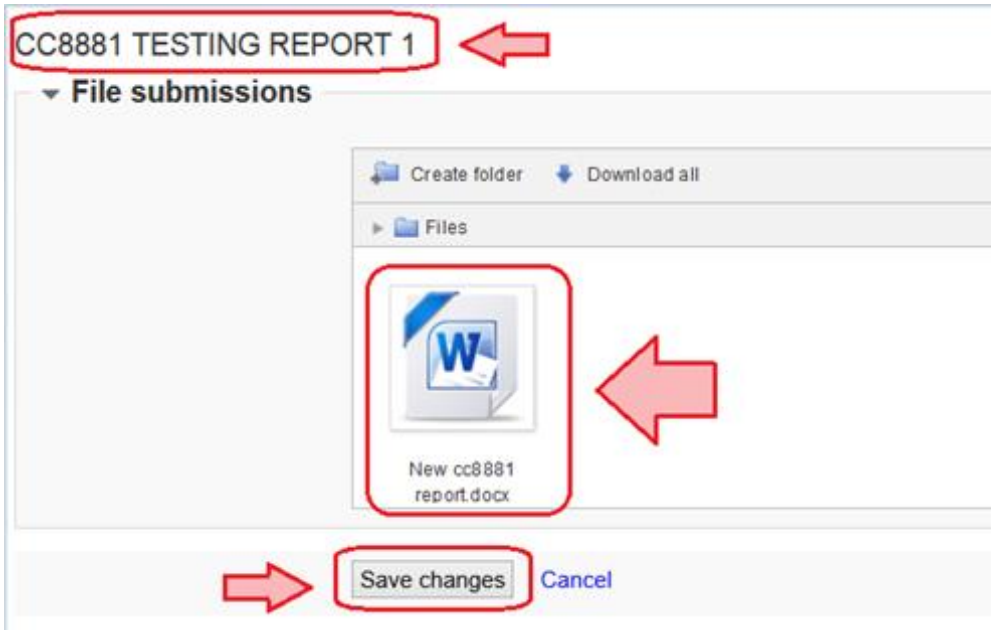
2. You will see the submission status for this report. Click **Edit submission**.



3. Check the name of the report you are modifying. Click on the file icon from your last submission, then click **Delete**. Click **OK** when prompted.



4. Drag and drop the new file (max. 1 file per report) to the area and then click **Save changes**.



5. You will see the updated submission status.

SUBMISSION STATUS

Submission status	Submitted
Submission deadline	Friday, 12 June 2015, 11:59 PM
Latest submission	Monday, 4 May 2015, 3:21 PM
File submissions	ccn0001 - Copy - Copy.doc

Edit submission

Make changes to your submission

6. You will receive an email notification about the submission.

Mon 02-Mar-15 12:20 PM

Staff Mr Student Law <moodle25smtp@gmail.com>

You have submitted your report for CC8881 Testing Report 1

To Sammy Law [ITU]

Subject Reports ->Subject Report ->CC8881 Testing Report 1

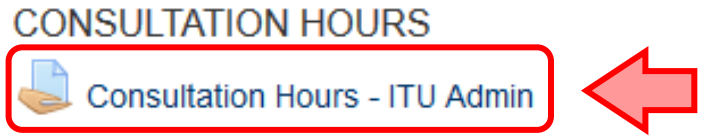
You have submitted a report for '*CC8881 Testing Report 1*'.

You can see the status of your submission.

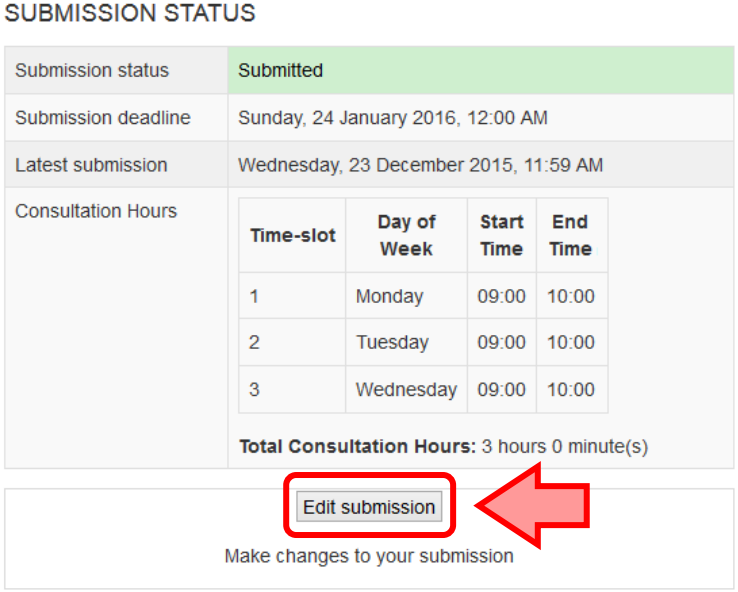
5.5 Modifying Consultation Hours (Before Deadline)

You may modify the submission before the submission deadline. **You cannot modify the submission after the deadline.**

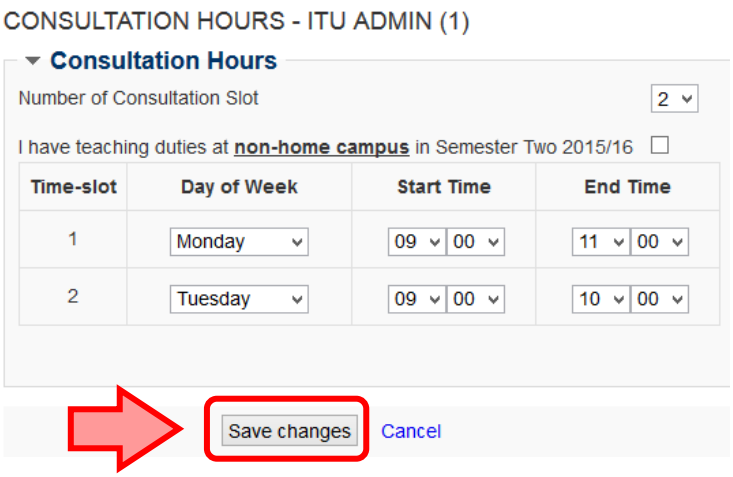
1. When the Consultation Hours is ready for submission, click on your "Consultation Hours".



2. You will see the submission status for this "Consultation Hours". Click **Edit submission**.



3. Revise your Consultation Slot(s) and then click **Save changes**.



5. You will see the updated Consultation Slot(s).

SUBMISSION STATUS

Submission status	Submitted
Submission deadline	Sunday, 24 January 2016, 12:00 AM
Latest submission	Wednesday, 24 December 2015, 11:59 AM
Consultation Hours	

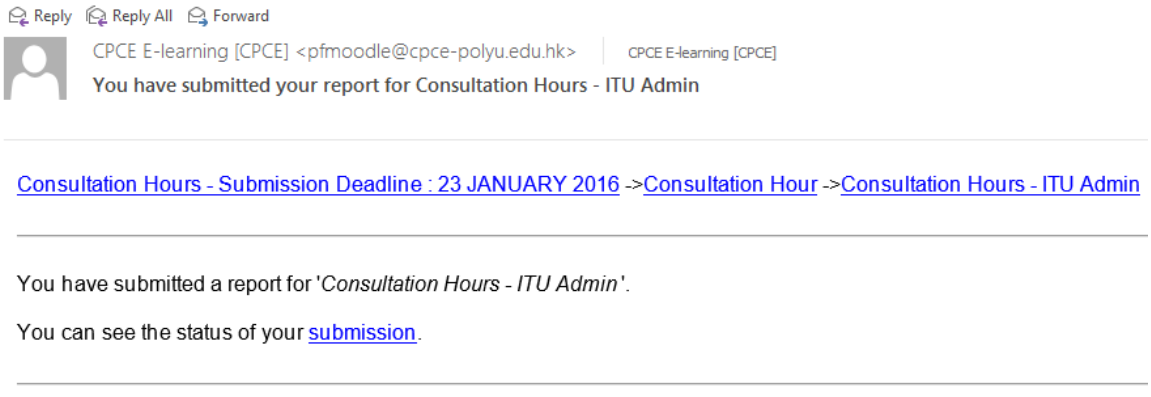
Time-slot	Day of Week	Start Time	End Time
1	Monday	09:00	11:00
2	Wednesday	09:00	10:00

Total Consultation Hours: 3 hours 0 minute(s)

Edit submission

Make changes to your submission

6. You will receive an email notification about the submission.


Reply Reply All Forward

CPCE E-learning [CPCE] <pfmoodle@cpce-polyu.edu.hk> CPCE E-learning [CPCE]

You have submitted your report for Consultation Hours - ITU Admin

Consultation Hours - Submission Deadline : 23 JANUARY 2016 ->Consultation Hour ->Consultation Hours - ITU Admin

You have submitted a report for '*Consultation Hours - ITU Admin*'.

You can see the status of your submission.