

E3 User manual for Basic Function

TEACHER & ASSISTENT (2022.Oct)

Academic information Section

NYCU OFFICE OF ACADEMIC AFFAIRS

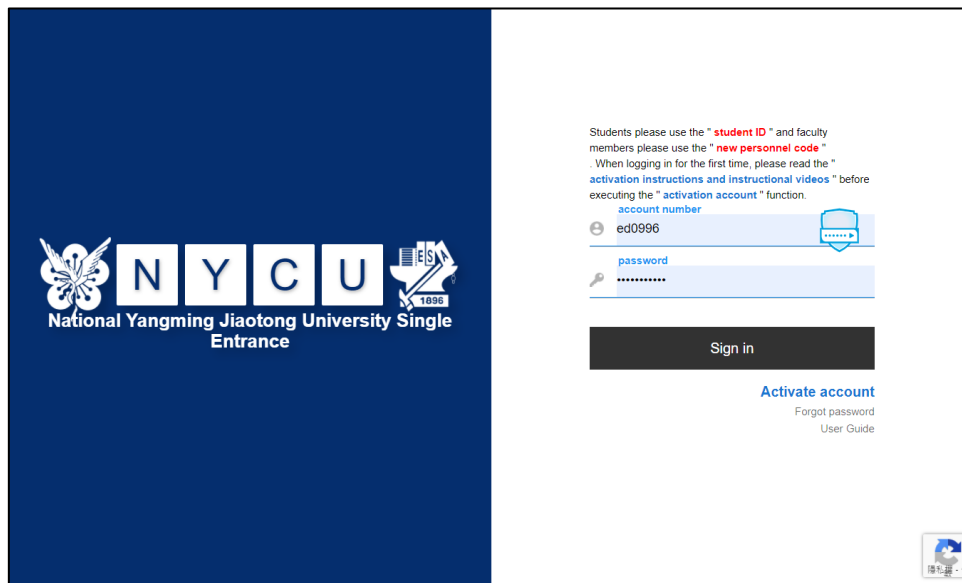
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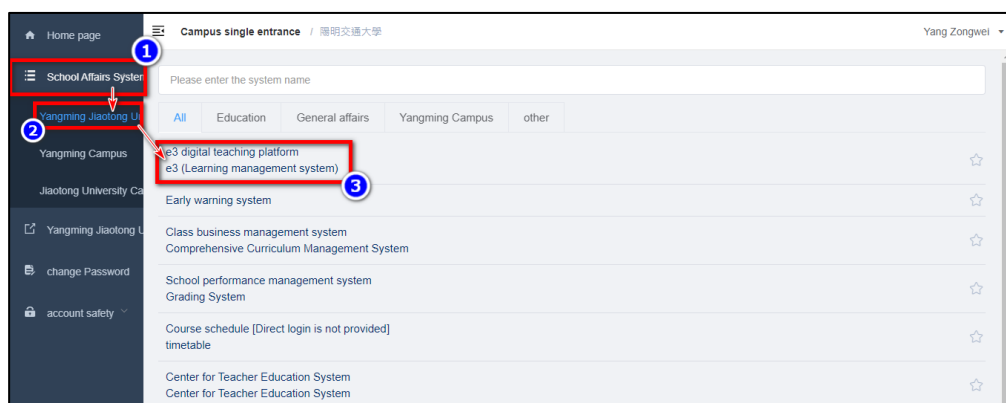
Chapter 1 Introduction of Basic Course setting

Description : This chapter will introduction of E3's basic functions ,how to login in E3 Learning system , and how to edit course information.

- First Step : Login NYCU portal , website
(<https://portal.nycu.edu.tw>) , login ID and Password are your Faculty or student ID/password , then click the log in button .



After login NYCU portal , you will fill the menu on the left , Click the [YangMing ChiaoTung University] under the school system link. And you can find the E3 Learning system link , click to enter.



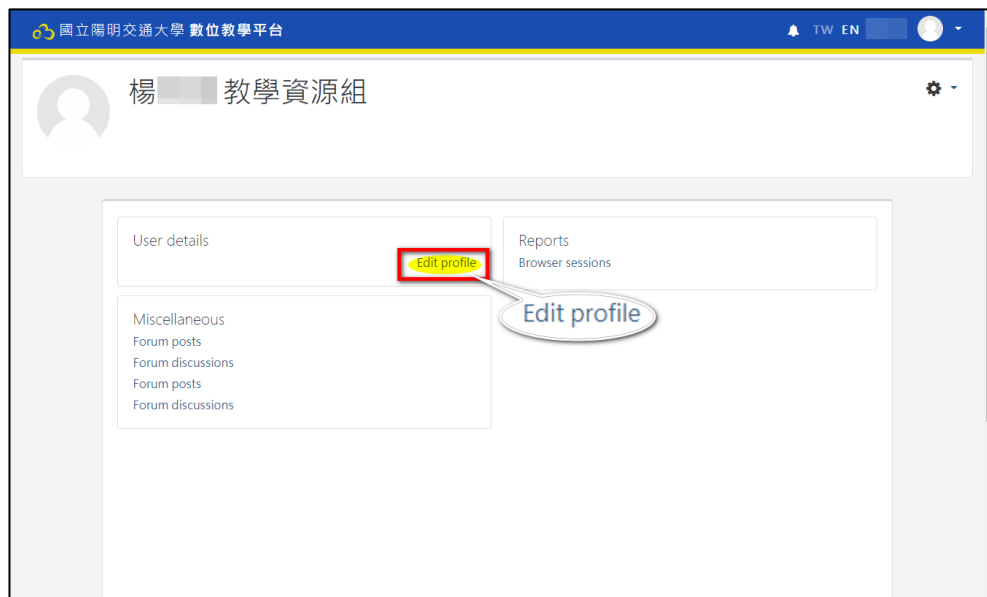
- Second Step : After Login E3 Learning System , there are 4 area in this page : 1.Personal information 、2.Course & Calendar& Resource 、3.My courses 、4. announcement



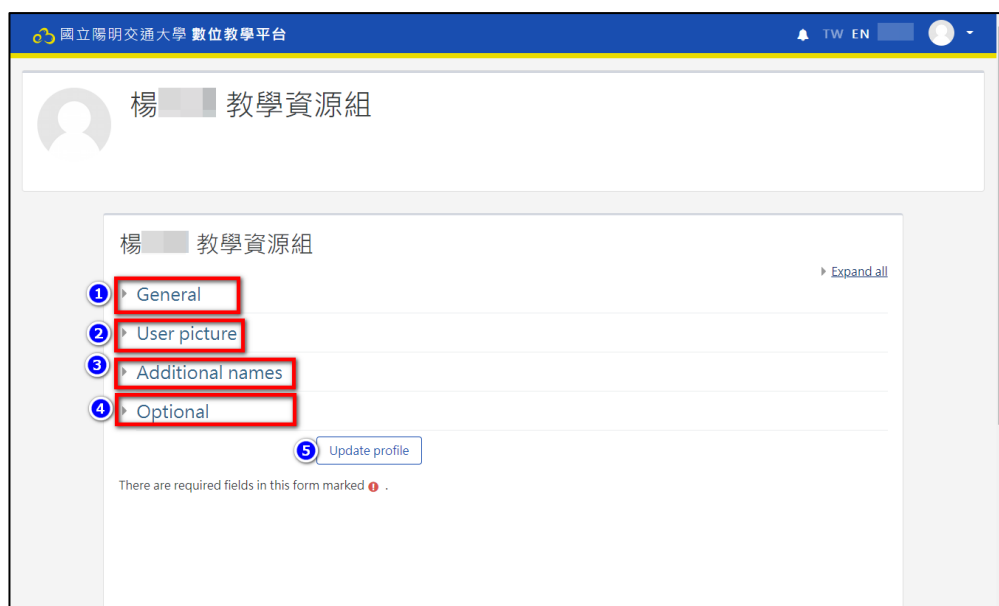
- Personal information : Here show your personal information, and you can read announcement, See your courses, Read mail for e3new, previous eCampus Course (option), and logout.
- Course & Calendar & Resource : Here show your personal photo(option) 、 your courses list 、 calendar 、 Resource (Turnitin)¹ 。
- My courses : Here show your Courses list (this Semester) · if you want to Look for old courses from eCampuse , you can check from Personal information 。
- announcement : Here show E3 Learning system and your courses announcements 。

¹ Turnitin only for Faculty's , Postgraduate students and researchers can use.

- Third Step : Click the Personal information → Then select about me go to the Personal information page.



Click 「 Edit profile 」 to enter edit personal information page , the information include : 1. General 、 2. User picture 、 3. Additional names 、 and 4. Optional.



1. General : You can change your country, Description.
2. User picture : You can upload your photo.
3. Additional names : You can add your First name – phonetic, Alternate name.
4. Optional : You can add your other information · such as : Web page, ICQ number, Skype ID, AIM ID, Yahoo ID, MSN ID, Phone number, Mobile phone number, Address.

5. After finish your information, click update profile button save your changes.

- Fourth Step : How to enter a course? Click the course name link from My courses area.(only show during one year)



- Fifth Step : Enter the Course pages, here are 4 areas : 1. Course name 、 2. Menu 、 3. Content and 4 . Top Menu.



1. Course name : Here shows Course Name and you can turn on/off setting model, by click the turn on/off setting button.
2. Menu : It include Class information, Content management, Score management, and tools management.
 - Class information : You can see the information (Auto add from system) 、 member (Auto enroll students from system) announcement, and my mails.
 - Content management : You can manage your class materials and activities · include the syllabus, course materials(PPT,DOC,PDF,VIDEO Files...etc) , assignments 、 Auto reminder, discussion area, exam managements, Test Bank management, and Group management.
 - Score management : Here you can give the grade to each students,

and set the percentage of the grading policy of this class.

(e.g.normal:30% 、 Mid-term examination:30% 、 Final examination:40%)

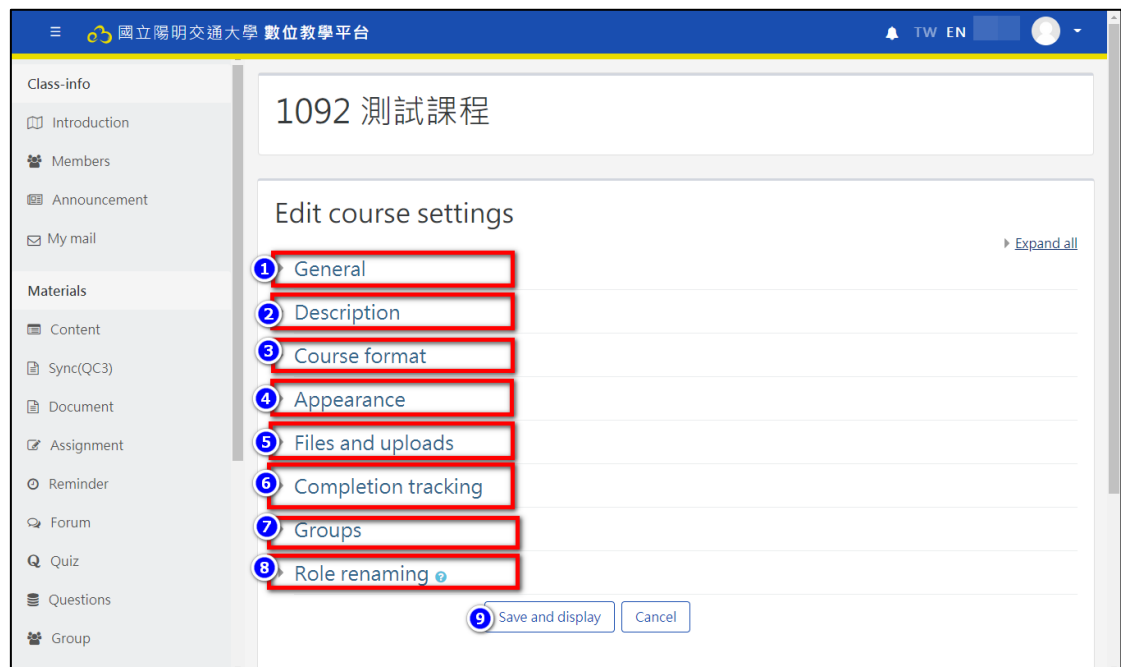
➤ tools management : Simulation -Here you can change different roles of this class (switch to student role to view what the course looks like) 、 theme setting (there are 2 theme for use) 、 course administration (you can setting the style of content lists by topics or by weeks, and setting the group model...etc) 、 and import E3 Resource (import eCampus course content to this course) °

3. Content : By turn on edit setting model, you can upload course materials, add assignments, add exams, and other resources or activities.

- Sixth Step : If you want to edit your course , select 「 menu area 」 → 「 tools 」 → 「 course administration 」 , to enter the edit page→Click the 「 Edit settings 」 .



1. The Edit settings page include: General (the information been locked you can't do any changes here) 、 Description 、 Course format 、 Appearance 、 Files and uploads Completion tracking 、 Groups 、 and Role renaming these functions.
2. General : the information been locked from system , include :



Course full name, Course short name, Course visibility, Course start date, Course end date, Course ID number...

3. Description : you cau upload your course summary and summary files from your PC .

4. Course format : Here you can set the format of this course , include : Format (By Week or By Topic) 、 Hidden sections (determines whether hidden are displayed to students in collapsed form or are completely hidden.) 、 Course layout (determines whether the whole course is displayed on one page or split over several pages.) 、 永久課號 (The Permanent Course No) .
5. Appearance : Here you can set the layout of this course , include: Force language (Chinese or English) 、 Number of announcements 、 Show gradebook to students (students can check their grade) 、 Show activity reports (students can check their activity records from this course) .
6. Files and uploads : Here you can set the Maximum upload size (single file) .
7. Completion tracking : Here you can Enable completion tracking records for students.
8. Groups : Here you can Group mode , include: Group mode (No group, Separate group, and Visible group) 、 Force group mode (Force all activities to the same group mode) 、 Default grouping.
9. Role renaming : Here you can change the Name of Role from this course.
10. After finish all settings, please click save and display button.

Chapter 2 Member management

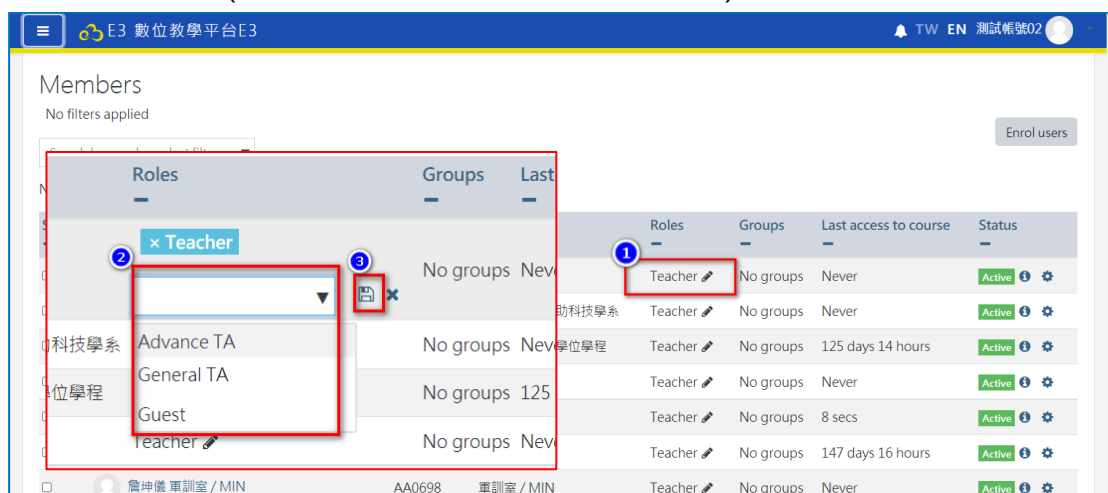
Description : This chapter will introduction how to enroll/remove a new teaching assistant, how to enroll/remove Guest students.

- First Step : Select the members from class-info to enter members page · in this page you can check these functions: 1 search, 2.enroll users, and member list.

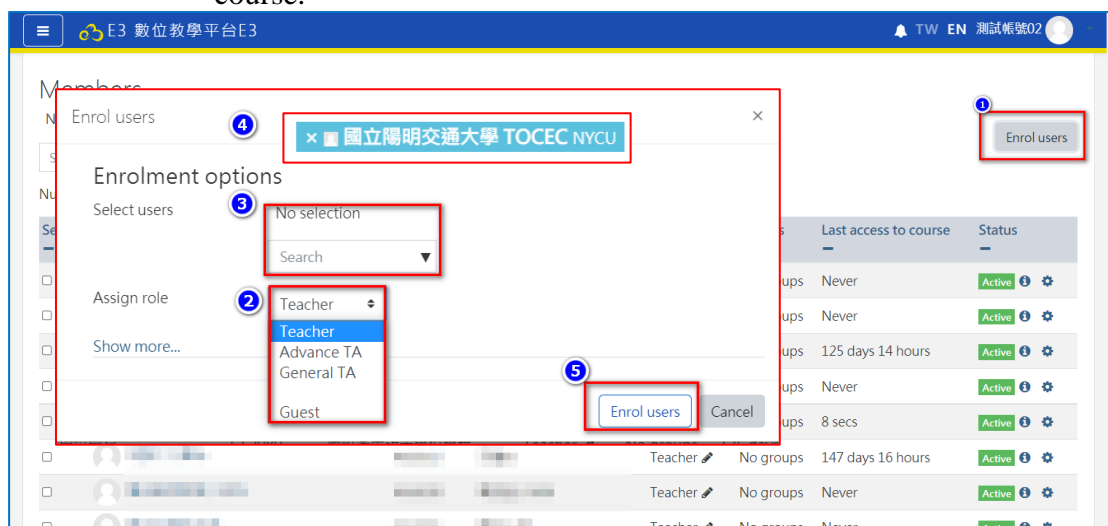
The screenshot displays the E3 digital learning platform interface. The sidebar on the left contains navigation options: Class-info, Introduction, Members (highlighted with a red box and labeled 1), Announcement, My mail, Materials, Content, Sync(QC3), Document, Assignment, Reminder, Forum, Quiz, Questions, and Group. The main content area shows the 'Members' page for '測試課程 01'. It includes a search bar (labeled 2) with a 'Match' dropdown set to 'Any' and a 'Select' dropdown. Below the search bar is a '+ Add condition' button and 'Clear filters' and 'Apply filters' buttons. A table of 18 participants found (labeled 4) is displayed. The table has columns: Name / Department, ID number, Department, Unable to attend classes in person due to border control or quarantine, English Name, Roles, Groups, Last access to course, and Status. Two members are listed: 林麗君 教務處 (ED0923) and 蕭雅苓 教務處 (ED0399), both with roles of Student and status of Active. An 'Enrol users' button (labeled 3) is located in the top right corner of the members section.

- search : search the member by role .
 - enroll users : You can enroll a new guest student to this course. (the students members from this course will auto enroll to class by system)
 - member list : It shows all members informations · include: Name 、 Department 、 e-mail 、 ID number 、 Roles (Teacher 、 Advice TA 、 General TA 、 Student 、 Guest) 、 Enrolment methods (enroll record) .
- Second Step : How to add new TA ? there are 2 cases : 1.TA was course member 、 2.TA not the course member (Normally, the system will auto enroll TA to course) .

1. If TA was course member, click the icon 「✎」 from TA's table, Assign roles window showed, Select 'General TA' (General TA can't use score function).



2. If TA is not the course member, click the [Enroll users] button, Assign roles window will show, select assign roles [General TA], input the TA's ID number in Enrolment option box, then click [search] button. The TA's information will show from result area, click the TA's ID, then click [Enroll users] button to add the TA to your course.



3. Remove TA. You can click 「✎」 icon from TA's Role, click [X] to remove TA's role from Confirm role change window.

E3 數位教學平台E3

TW EN 測試帳號02

Members

No filters applied

Search keyword or select filter

Enrol users

Number of participants: 10

Select	Name / Department	ID number	Department	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	何育娟 International Health Program	JM1692		Teacher	No groups	Never	Active
<input type="checkbox"/>	劉昕璇 物理治療暨輔助科技學系			Teacher	No groups	Never	Active
<input type="checkbox"/>	鄭嘉儀 國際衛生碩士學位學程			Teacher	No groups	125 days 14 hours	Active
<input type="checkbox"/>	李亭亭 護理學系			Teacher	No groups	Never	Active
<input type="checkbox"/>	測試帳號02 陽明大學			Teacher	No groups	8 secs	Active
<input type="checkbox"/>	耿藝文 牙醫系	AA0010	牙醫系	Teacher	No groups	147 days 16 hours	Active
<input type="checkbox"/>	詹坤儀 軍訓室 / MIN	AA0698	軍訓室 / MIN	Teacher	No groups	Never	Active

1

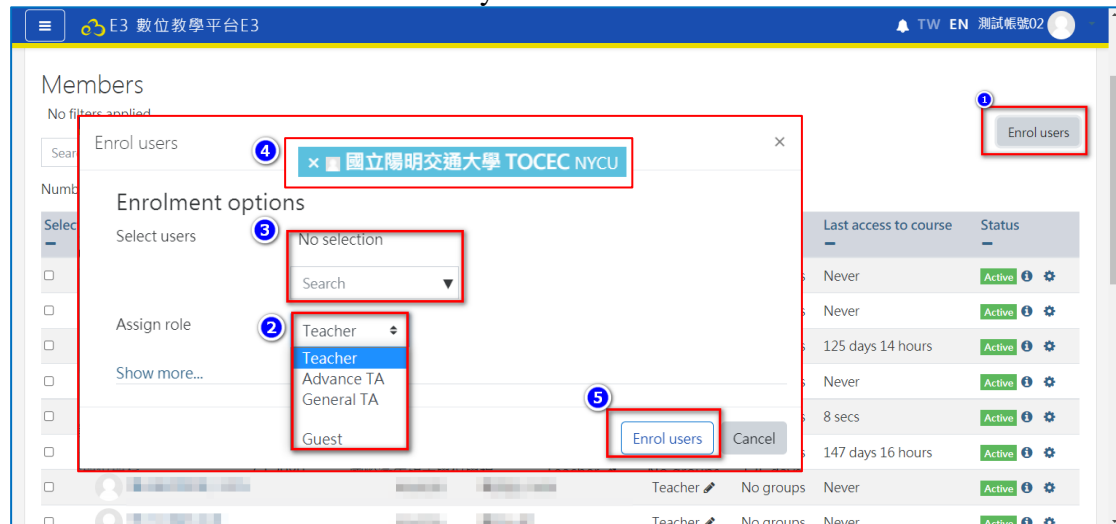
2


3

× Teacher

× General TA

- Third Step : How to enroll a Guest Student to your course? click the [Enroll users] button, Assign roles window will show, select assign roles [Guest] , input the student's ID number in Enrolment option box, then The student's information will show from result area , click the student's ID , then click [Enroll users] button add the Guest student to your course.



1. Remove Guest Student · You can click 「」 icon from Guest Studes Role, click [X] to remove Guest Student's role from Confirm role change window , Student's account still in class but he/she can't login this course.



Chapter 3 Post or Edit announcement

Description : This chapter will introduction : how to add announcement, delete or edit announcement.

- First Step : Select the announcement from class-info to enter announcement page.

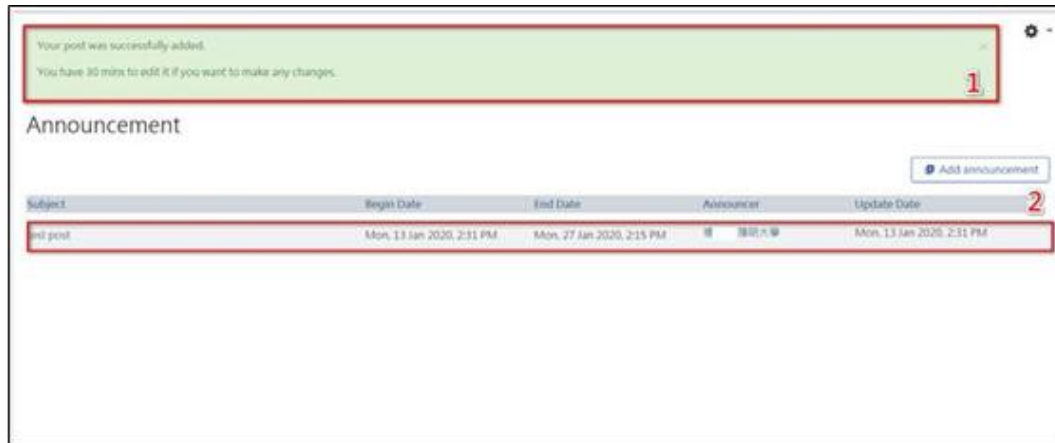


1. Click [Add announcement] button to post a new message °



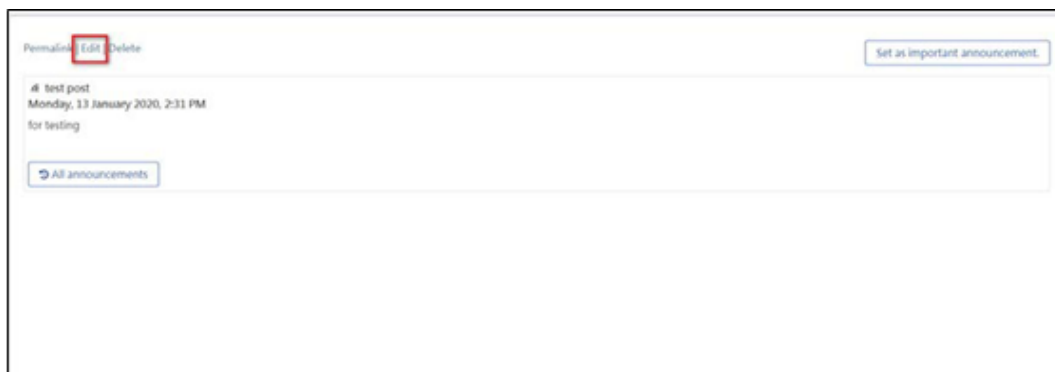
2. From announcement include: Subject 、 Message 、 Attachment 、 Set as important announcement 、 Send notifications immediately when it is posted 、 Display period 、 after finish message click [Post] button (If you [Enable Send notifications immediately when it is posted] student will receive the reminder mail)

3. After post a new message, the announcement page will show [You have 30 mins to edit it if you want to make any changes.] information · if you over 30 mins you only could delete this message and create a new one to instant.



- Second Step : How to Edit announcement (During 30mins) ·

Select this message to enter · after enter message page click [Edit link] to open edit page.



1. You can edit: Subject 、 Message 、 Attachment 、 Set as important announcement 、 Send notifications immediately when it is posted 、 Display period · after finish all message click [Save changes] button.

Announcement Content

Subject: 1

Message: 2

Attachment: 3
 You can drag and drop files here to add them.

☐ Set as important announcement 4
☐ Send notifications immediately when it is posted 5

Display period 6
 Display start: 13 January 2020 10:00 Enable
 Display end: 27 January 2020 14:00 Enable

7

2. If you want to keep this message always in top, you can click [Set as important announcement...] button to keep this message always in the top, or if you want to delete this message · you should click [Delete link] to delete this message.

Permissions 2

1

test post
 Monday, 13 January 2020, 2:03 PM
 for testing

Chapter 4 Group Setting and Editing

Description : This chapter will introduction : how to create group, select student into group, change grouping...

- First Step : Select the Group from class-info to enter group page.
The group page include : 1. Groups, 2. Groupings ,3.Overview.



- Groups : On the course level you can assign a user to one (or more) groups. In a course you can assign a context(activity) to a group. When members of the group leave the course, they lose their identity with the group, include : Groups list, Edit group setting, Delete selected groups, create group, Auto-create groups, Import groups...



- Groupings : are a collection of groups. If you had 10 groups, you could combine or mix and match the smaller groups into 2 or more groupings. You can assign a grouping to a context like an

assignment..

The screenshot shows the 'NYMU2 Overview' page with tabs for 'Groups', 'Groupings', and 'Overview'. Below the tabs, there are filters for 'Filter groups by Grouping' (set to 'All') and 'Group' (set to 'All'). The main content area is divided into two sections: '[Not in a grouping]' and '[Not in a group]'. The '[Not in a grouping]' section shows a table with columns 'Groups (0)', 'Group members', and 'User count'. The '[Not in a group]' section shows a table with columns 'Groups (1)', 'Group members', and 'User count'. The table in the '[Not in a group]' section has one row with the value 'No group' in the 'Groups' column, a list of names in the 'Group members' column, and the value '5' in the 'User count' column.

Groups (0)	Group members	User count
[Not in a grouping]		
Groups (1)	Group members	User count
No group	何, 數位內容製作中心, 林, 陳明, 陳, 陳明大學, 黃, 陳明大學, 黃, 陳明大學	5

➤ Overview : Here will show all group information · include the grouping, groups, members of each group, Not in a grouping groups and Not in a group members.

- Second Step : How to create a group? There are 3 ways of creating groups: 1. create group, 2. Auto-create groups, 3.Import groups.

The screenshot shows the 'NYMU2 Group' page with tabs for 'Groups', 'Groupings', and 'Overview'. The page is divided into two main sections: 'Groups' on the left and 'Members of:' on the right. The 'Groups' section contains a list of groups and a sidebar with buttons: 'Edit group settings', 'Delete selected group', 'Create group', 'Auto-create groups', and 'Import groups'. The 'Members of:' section contains a list of members and a button 'Add/remove users'. Red boxes and numbers 1 through 6 are used to highlight specific elements: 1. 'NYMU2 Group' title, 2. 'Groups' list, 3. 'Create group' button, 4. 'Auto-create groups' button, 5. 'Import groups' button, 6. 'Add/remove users' button.

1. create group :

- (1) Click the 'Create group' button in Administration → Course administration → Users → Groups (if using the Classic theme) or from the navigation drawer "Participants" and then clicking the gear menu on the right and "Groups" (if using the Boost theme)
- (2) Add a group name and optional description (displayed above the list of group members on the participants page), enrolment key and picture (displayed on the participants page and next to forum posts)
- (3) Tick the box Enable group messaging if you wish to engage in group conversations. You will then be able to send group

messages from the messaging drawer. See Messaging for more information.

(4) Click the 'Save changes' button

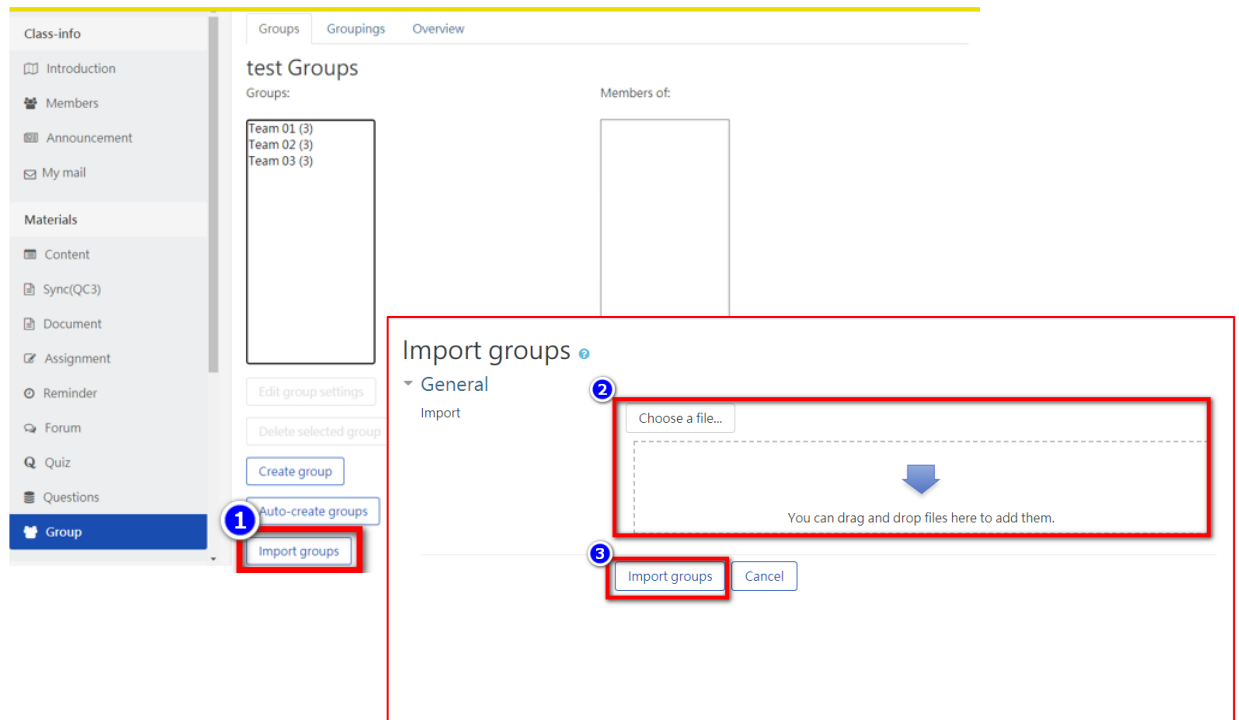
2. Auto-create groups : Groups may be created automatically via the 'Auto- create groups' button in Administration→ Course administration→ Users→ Groups. To see all the settings, click the Expand all link top right. **General:**

A naming scheme can be created automatically. # is replaced by sequential numbers, and @ by letters. For example:

Group @ will create group with a naming scheme Group A, Group B, Group C . . .

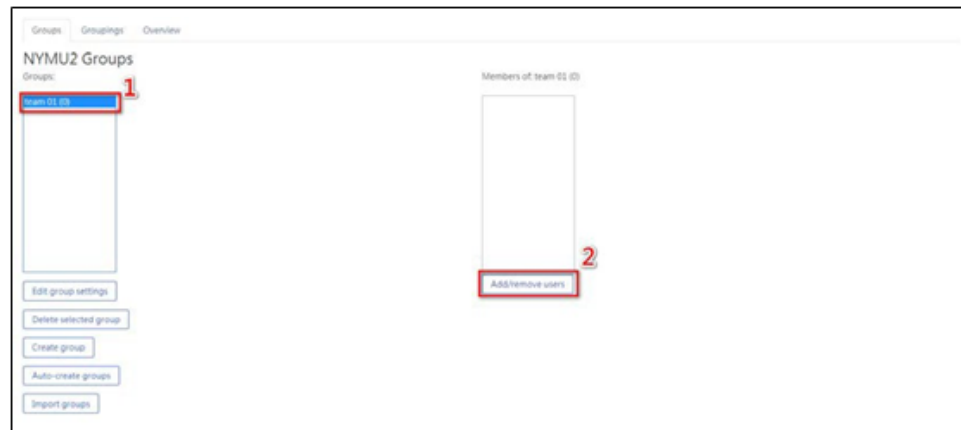
Group # will create group with a naming scheme Group 1, Group 2, Group 3 . . . You can specify if you would like to create x number of Groups or each group contain x number of students

3. Import groups : Click the 'Import groups' button in Administration
→ Courseadministration → Users → Groups Upload the CSV file
(see below for file format) either by dragging and dropping into the
box with the arrow (1 below) or by clicking "choose a file" and
uploading from the File picker.

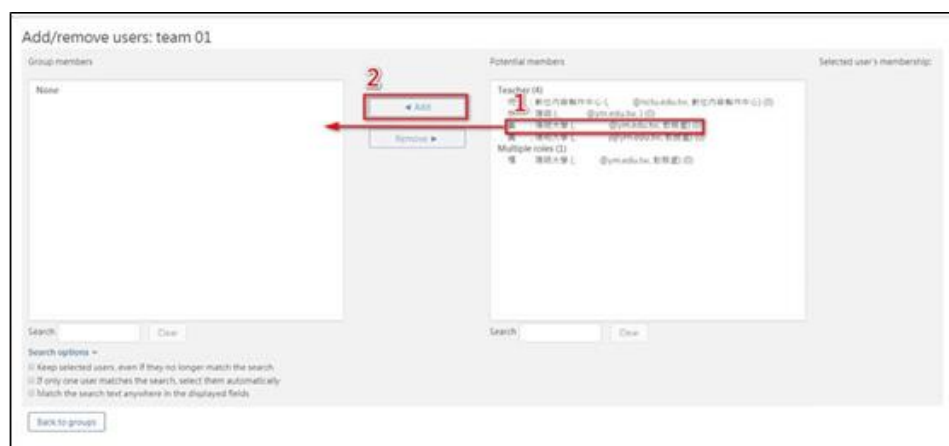


- CSV file fieldnames
 - The CSV file has just one required fieldname (groupname), but can include default and/or optional fieldnames
 - Each line of the file contains one record
 - Each record is a series of data separated by commas
 - The first record of the file is special, and contains a list of fieldnames. This defines the format of the rest of the file.
 - Required fieldnames - These fields must be included in the first record, and defined for each column

- Third Step : How to add participants to the group, Select the group to which you want to add participants, then click the 'Add/remove users button.



1. In the "Potential members" list, select the users you want to add to the group. Multiple users may be selected using the Ctrl key. Click the Add button to add the users to the group



2. Remove users from group. select the users you want to remove Click the Remove button to remove the users to the group



● Fourth Step : How to Edit/Delete group.

1. Edit group : Select the group you want to edit .Click the [Edit group setting] button to enter group setting page, after finish the setting Click the [Save changes] button.

Groups Groupings Overview

NYMU2 Groups

Groups: team 01 (0) Members of: team 01 (0)

1

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

General

Group name team 01

Group description

Current picture None

Hide picture No

New picture Choose a file...

2

Save changes Cancel

2. Delete groups : Select the group you want to Delete .Click the [Delete selected group] button to enter group delete page. Click the [Yes] button °

Groups Groupings Overview

NYMU2 Groups

Groups: team 01 (0) Members of: team 01 (0)

1

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

NYMU測試課程2: Delete selected group

Confirm

Are you sure you want to delete group 'team 01'?

2

Yes No

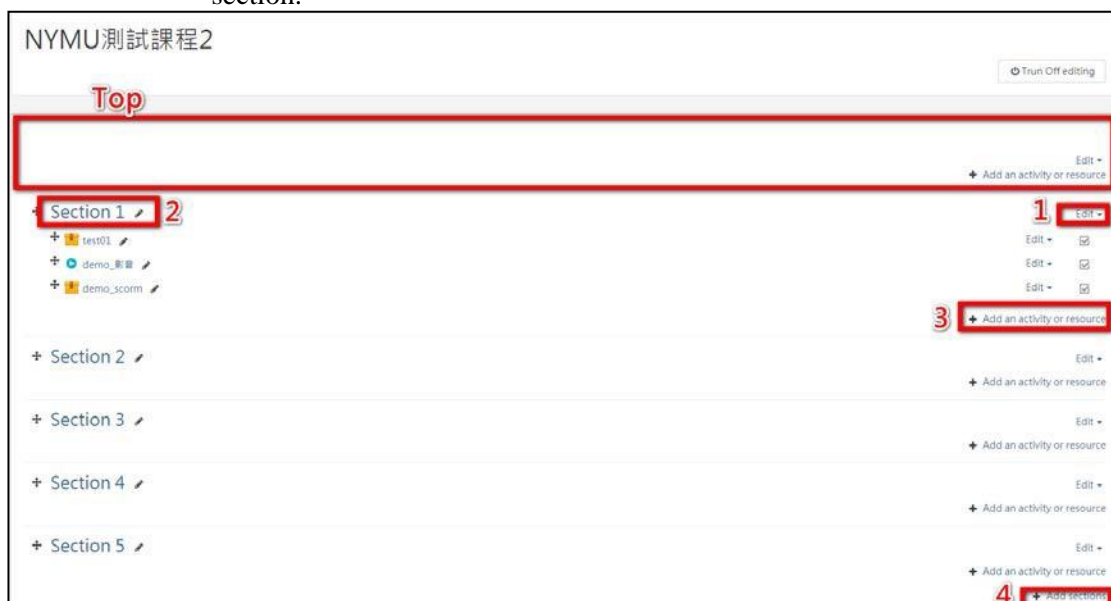
Chapter 5 Upload/Edit course materials

Description : This chapter will introduction : How to upload course materials, edit the upload content (change names, move up /down)

- First Step : Click the [Turn On editing] button · start editing model ◦





IN editing model, All the course activities are editable. The top area you can put the important message. There are some common functions in editing model: 1.edit 、2.Add an activity or resource 、3.Section Name (or week) 4.add section.

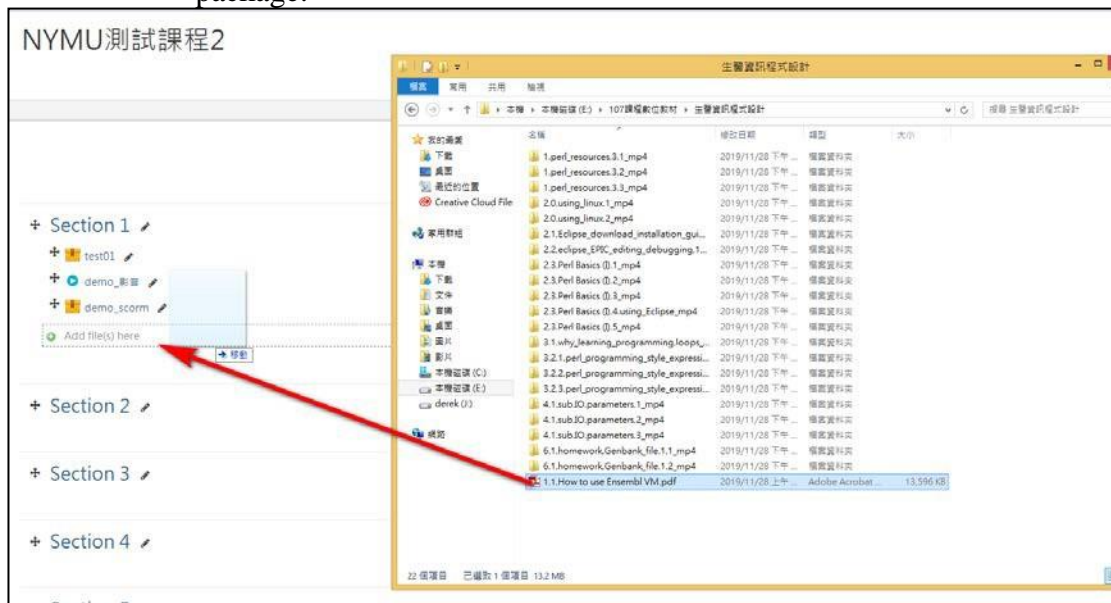




1. edit : here can edit, hide, and delete the section, resources, or activities. ◦
2. Add an activity or resource : You can add resource, or activity in

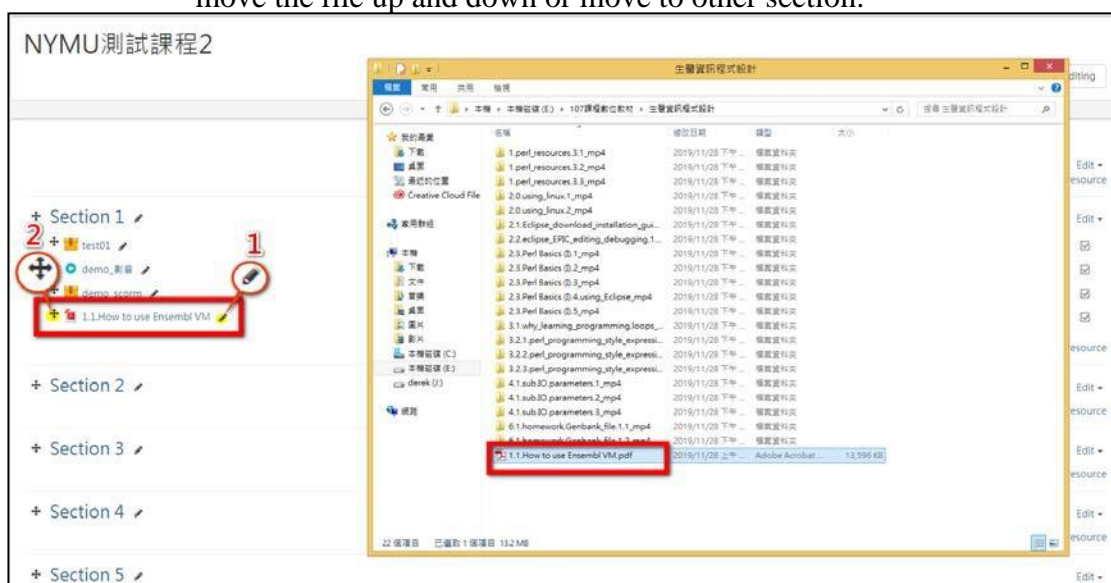
any section you want. And in editing model it support the files drag and drop function (single file size less than 2G) °

3. Section Name (Week) : You can Click 「」 to move activity or resource up and down, also can move to other section. You can Click 「」 to change the section name, activity name or resource name.
4. add section : If you need more section, you can click add section link to add a new section.

- Second Step : upload files(ecm²,ppt, doc, pdf ,...) · E3 support the File drag & drop function or you can click [Add an activity or resource] to upload a course content, such as the Scorm course package.



1. After upload files , you can click 「」 change file name , after change resource name press 「enter」 . ◦ you can click 「」 to move the file up and down or move to other section.



2. You can use [Add an activity or resource] to upload files · Click [Add an activity or resource] to open [Add an activity or resource window].Select the Package and click [add].

² Ecm files can auto translation to media file format .

3. In Adding a new Package page, you can set the resource name, Belong to which section 、 Description 、 Import Word file, then click 「 Add and return 」 .

Adding a new Package to Section 1

General

Name 1

Belong to Section 1 2

Description 3

Display description on course page

Select files

Files 4

1.1 How to

Appearance

Common module settings

Restrict access

Activity completion 5

Temp Save and return to course Cancel

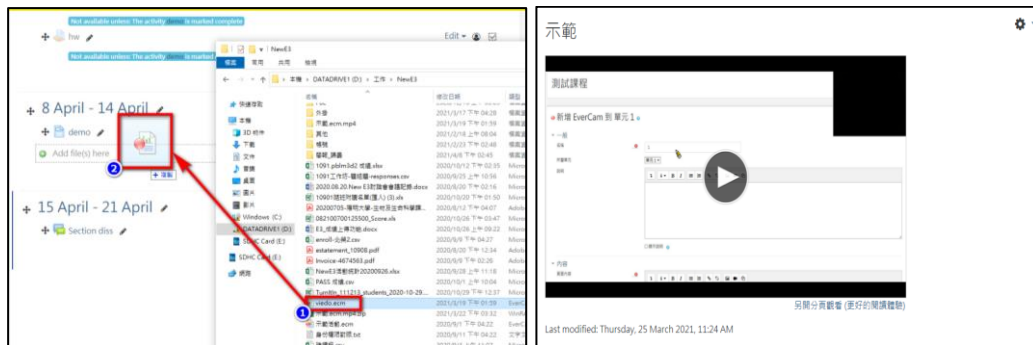
4. New add resource or activity · You can click 「edit」 to Edit settings 、 Hide 、 Duplicate 、 Delete and send Notification.



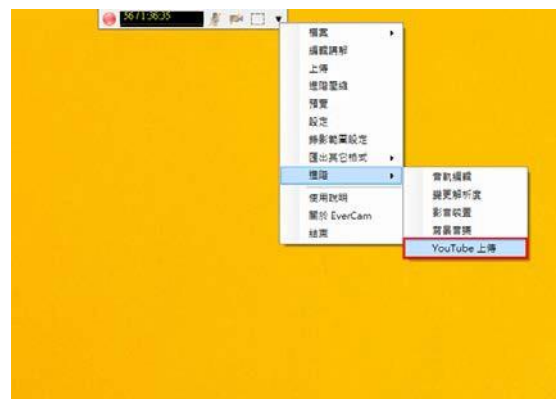
Chapter 6 Upload/Edit Video Content

Description : This chapter will introduction: How to upload video record from Evercam or other video content. You can use drag & drop, direct show on section, or use add an activity or resource.

- First Step : You can just drag and drop the ecm file (Evercam recording file) into the topic in any topic when the editing is on . After upload ecm file the system will auto translate ecm to watchable content for student



- Second Step : Video recorded form Evercam, You can use export function to translate Evercam video to MP4 format video , or upload Evercam video to Youtube directly.

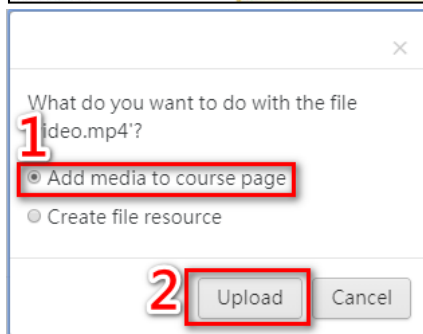
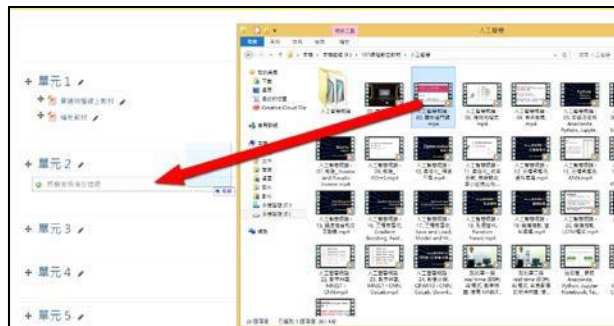




Export to MP4

Upload to Youtube


P.S : Evercam user manual please check on Academic information Section website.

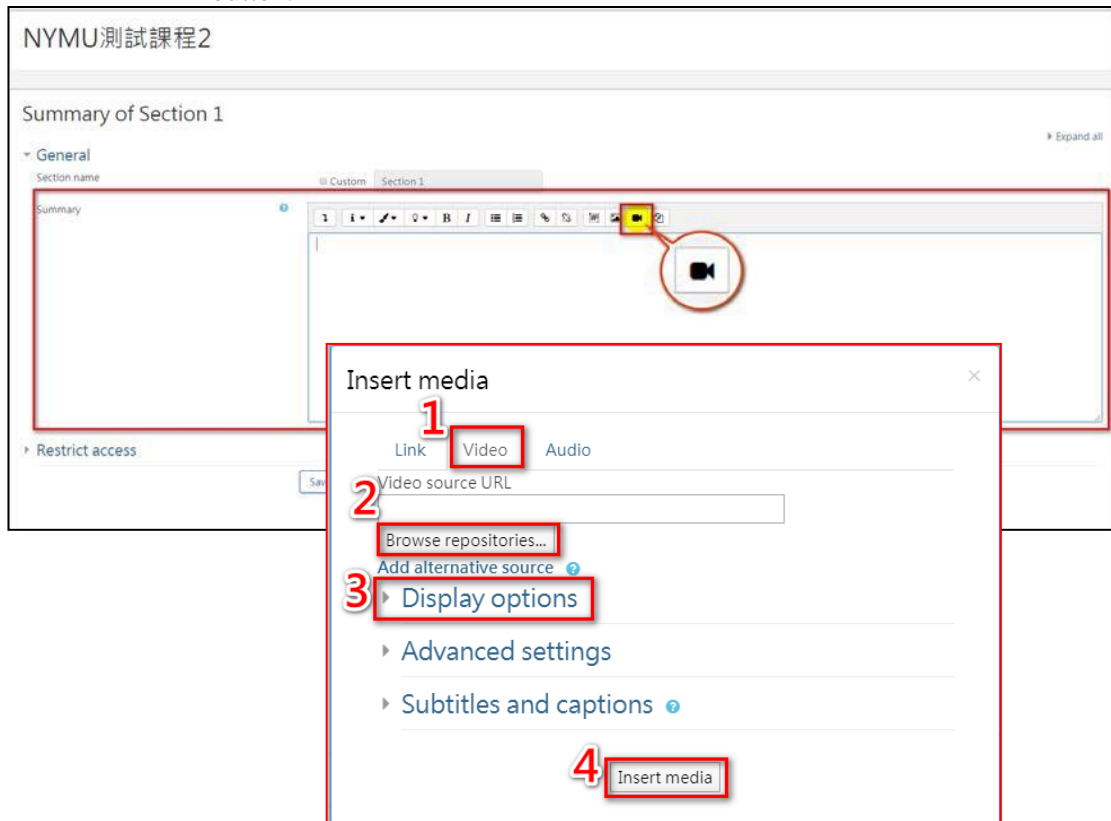
- Third Step : You can use drag & drop to upload video file in editing model. You will see the reminder widow, Select add media to course page then click upload button.



P.S : If you want to change name , click 「」 to change , after changing press 「enter」 . You can also click 「」 to move the video.


- Fourth Step : You can click [edit] from section →Select edit section

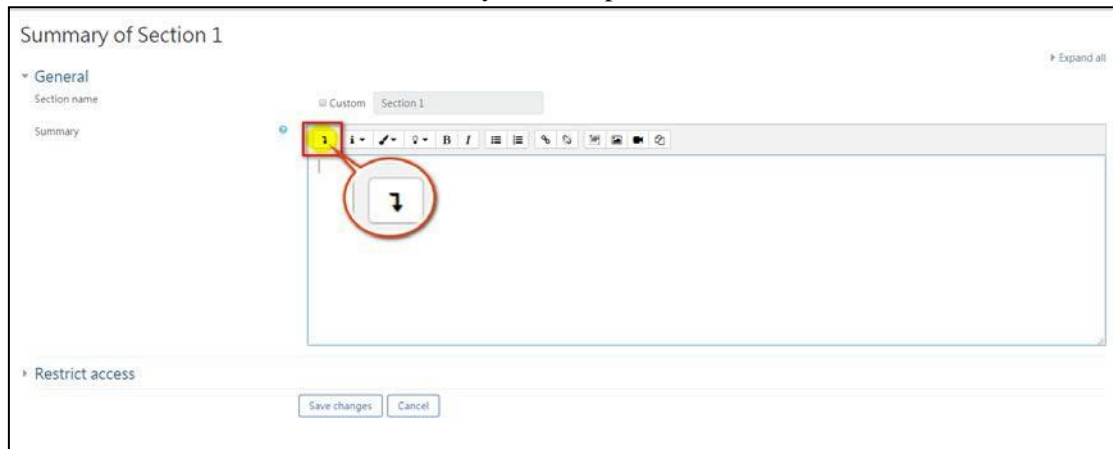
1.upload the video : In section page, Please Click 「」 in Summary · In insert media window select the video then click [Browse repositories..] to upload video, and set display option (720*480/1024*768) ,then click insert media button.





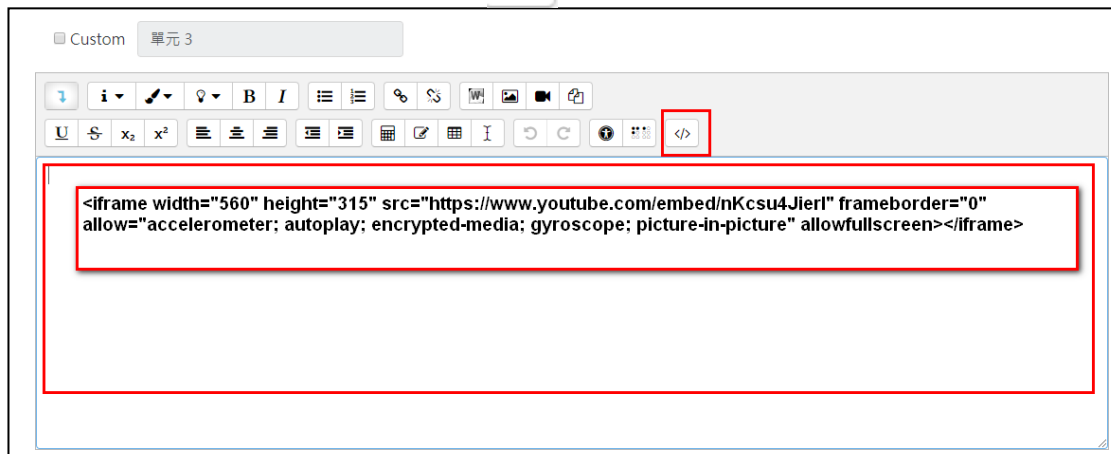
You can see the video in Summary area, you can test the video then click [save changes].

3. Video from Youtube : Get the video Embed code from Youtube · Click

「」 in Summary area to open the tool bar.

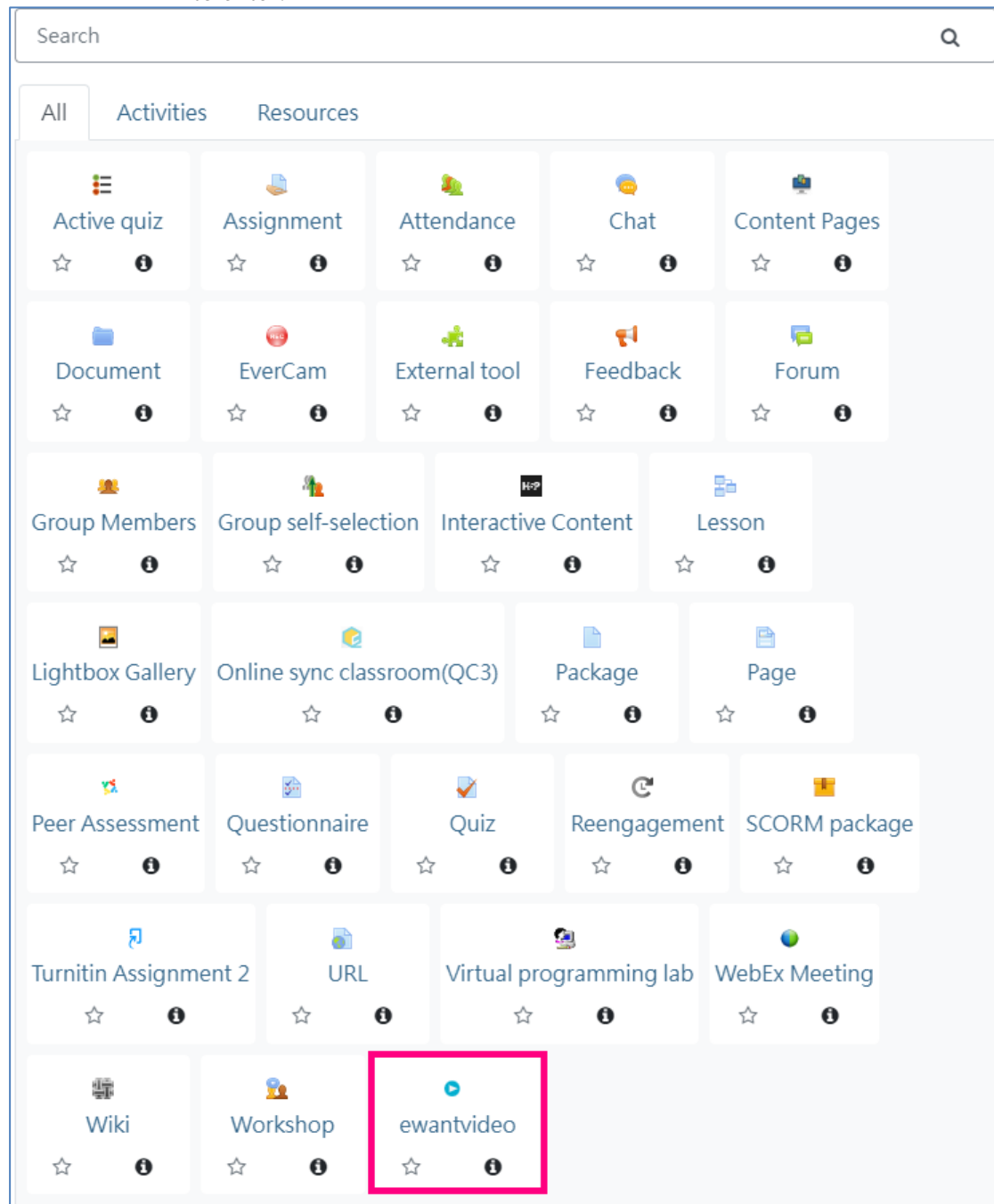


Click 「」 · switch to Html language model · paste the Embed code from Youtube · then click 「」 switch to normal model.



You can see the video in Summary area, you can test the video then click [save changes].

- Fifth Step : You can use Add an activity or resource to upload video · Click [Add an activity or resource] · Select [ewantvideo] to enter.



In video add page, input the video name 、 video size
 (800X600 /720*480) you can select Html5 video, Youtube
 link or other Streaming URL from video type.

Adding a new ewantvideo to Section 1

General

Name 1

Belong to: Section 1

Description:

☐ Display description on course page

Video

Width: 800 2

Height: 500

☐ Responsive?

Video Type: URL 3

* Youtube url * Taiwan Streaming * MP4 url

Taiwan URL:

1. Upload video : Select 「 Html5 video 」 from video type , you can
 upload video from videos area, then click [save and return to
 course]

Video

Width: 800

Height: 500

☐ Responsive?

Video Type: HTML 5 video 1

* Youtube url * Taiwan Streaming * MP4 url

Taiwan URL:

Videos:

↓

You can drag and drop files here to add them.

2



Common module settings

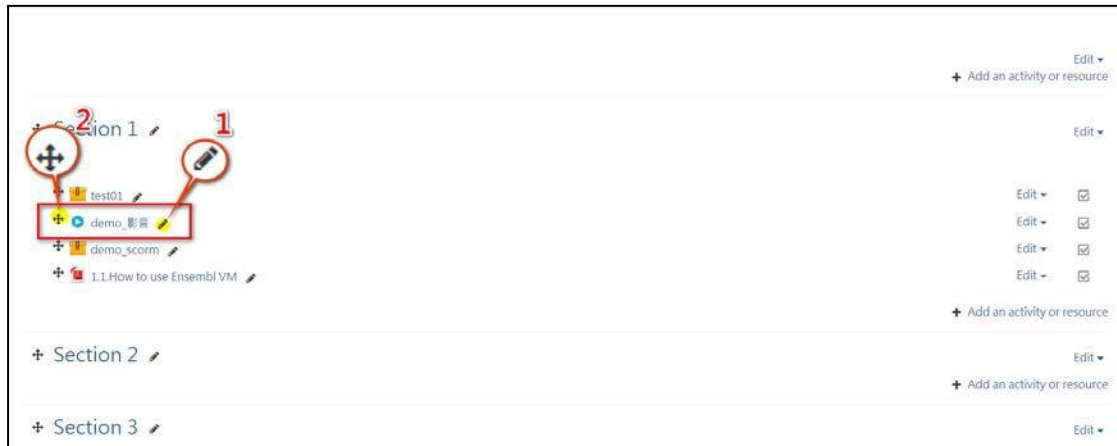
Restrict access

Activity completion

Temp Save and return to course Cancel 3

2. By Link : Select 「 link 」 from video type , Select the [Youtube]
 and paste Youtube link, then click [save and return to course].

3. You can Click 「」 to change name · press 「enter」 after change. Also you can Click 「」 to move the video.

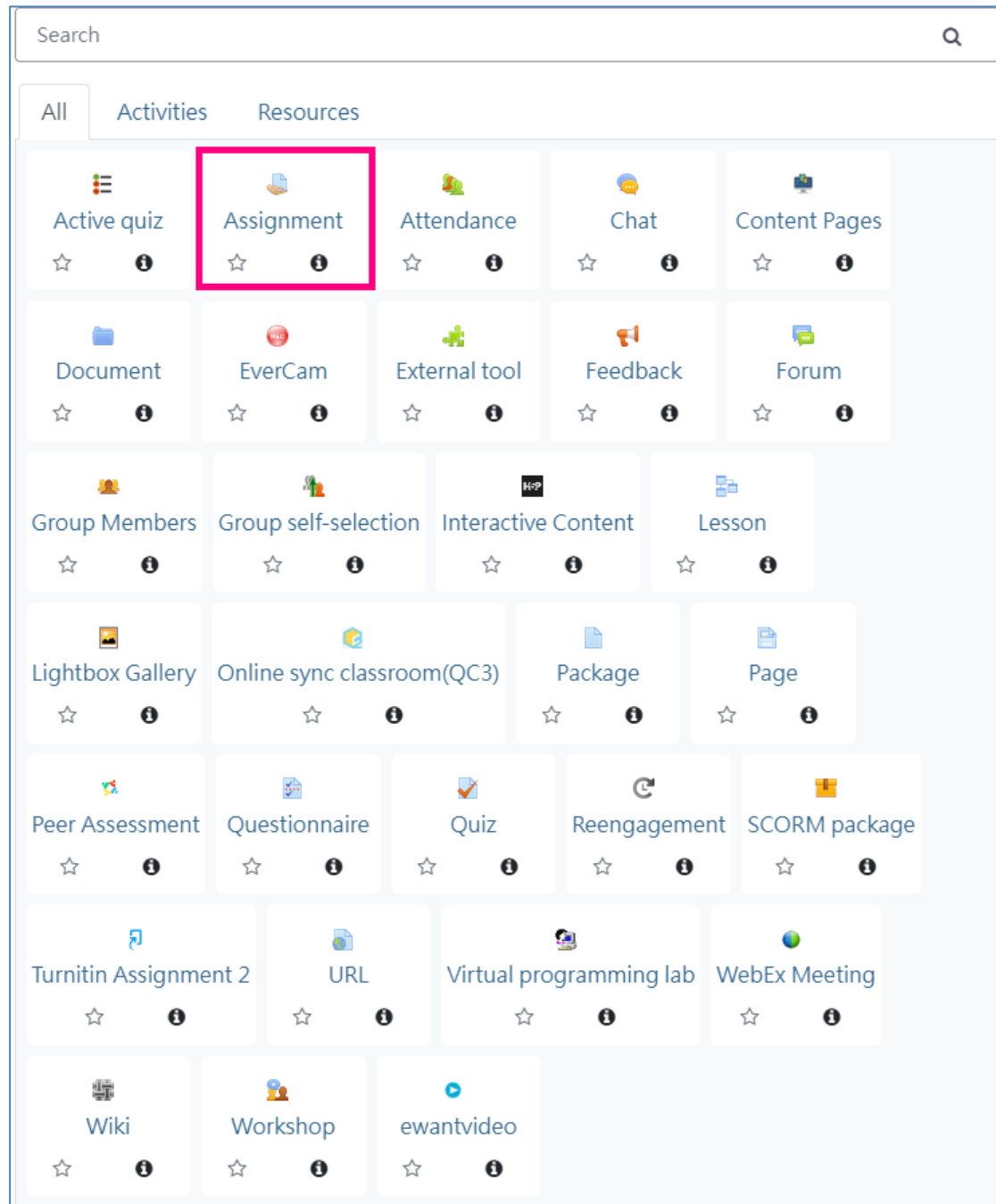


- Sixth Step : You can zip the video content page the use Add an activity or resource to upload video . Click [Add an activity or resource] · Select [Package] then click [Add] button.

Chapter 7 Add and Edit Assignment

Description : This chapter will introduction: How to add online assignment, grade the assignment...

- First Step : To add an assignment , Click [Add an activity or resource] to open.Select 「assignment」 to enter.



1. In Adding a new Assignment page you can see these information : General 、 Availability 、 Submission types 、 Advanced Settings.

Adding a new Assignment to Section 1

General 1

Assignment name

Belong to

Description

Section 1

Display description on course page

Additional files

Maximum size for new files: Unlimited

Files

You can drag and drop files here to add them.

Availability 2

Submission types 3

Advanced Settings 4

Temp Save and return to course Cancel

- General : You can set the assignment information include : Assignment name 、 Belong to 、 Description 、 Import Word file.
- Availability : You can set the assignment time information include: Allow submissions 、 Due date 、 Cut-off date 、 and Remind me to grade , if you don't set the time the assignment will always show .
- Submission types : You can set the assignment submission type include: Online text 、 File submissions 、 Maximum number of uploaded files 、 Maximum submission size 、 and Accepted file types.
- Advanced Settings : Here include : Feedback types 、 Submission settings 、 Group submission settings 、 Notifications 、 Moss anti- plagiarism 、 Grade 、 Common module settings 、 Restrict access 、 and Activity completion.

2. Set the assignment name 、 Description 、 Import sample file 、
 Allow submissions 、 Due date 、 Cut-off date 、 Submission
 types 、 Maximum number of uploaded files 、 Maximum
 submission size 、 and Accepted file types.

Adding a new Assignment to Section 1 Expand all

General

Assignment name 1

Belong to Section 1

Description 2

☐ Display description on course page

Additional files 3

Maximum size for new files: Unlimited

Files

You can drag and drop files here to add them.

Availability

Allow submissions from 4 14 January 2020 00:00 ☒ Enable

Due date 5 21 January 2020 00:00 ☒ Enable

Cut-off date 6 14 January 2020 16:30 ☒ Enable

Remind me to grade by 28 January 2020 00:00 ☒ Enable

☒ Always show description

Submission types

Submission types ☐ Online text ☒ File submissions 7

Word limit ☒ Enable

Maximum number of uploaded files 8 1

Maximum submission size 9 Activity upload limit (500MB)

Accepted file types 10

3. In Advanced Settings, You can Select [Yes] from Require that students accept the submission statement, You can Select [Yes] Allow Students submit in groups from Group submission settings, You can Select Grade by Point or Scale, Set the Grade to pass...etc. After all settings click[Save and return to course] button.

Submission types

Advanced Settings :

Feedback types

Submission settings

Require students click submit button: No

Require that students accept the submission statement: No **1**

Attempts reopened: Manually

Maximum attempts: Unlimited

Group submission settings **2**

Students submit in groups: No

Require group to make submission: No

Require all group members submit: No

Select grouping: None

Notifications

Grade

Grade: **3**

Type: Point

Scale: ABCD

Maximum grade: 100

Grading method: Simple direct grading

Grade to pass: **4**

Blind marking: No

Use marking workflow: No

Use marking allocation: No



Common module settings

Restrict access

Activity completion

Temp **5** Save and return to course Cancel

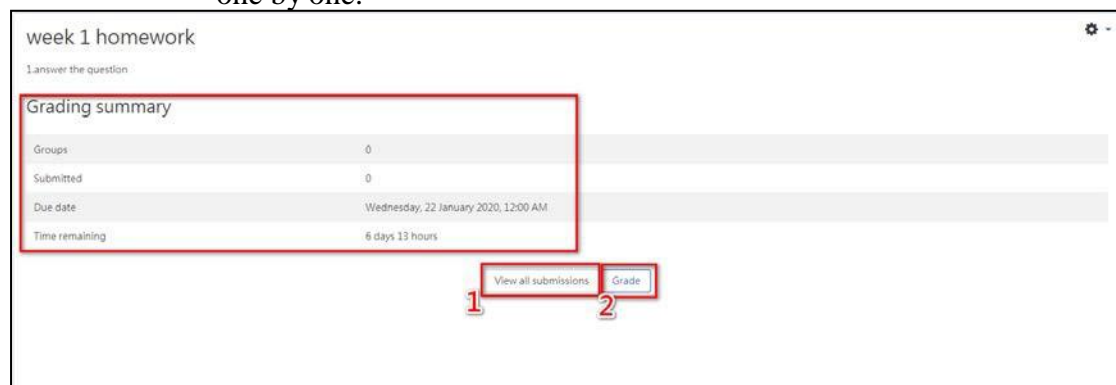
There are required fields in this form marked *

- Second Step : You can Click 「」 to change assignment name , and press 「enter」 to finish. Also can Click 「」 to move the assignment.
If you want to edit this assignment Click [edit] link →You can edit settings, Hide, Duplicate 、 Delete and send Notification.

- Third Step : To Grade assignment · You can Click this assignment to grade or you can grade from material →Click assignment to enter the assignment management page.



1. Click this assignment to grade : When into this Assignment page , You can see the summary of the assignment, you can Click [View all submission] to check all assignment or click [grade] to check one by one.

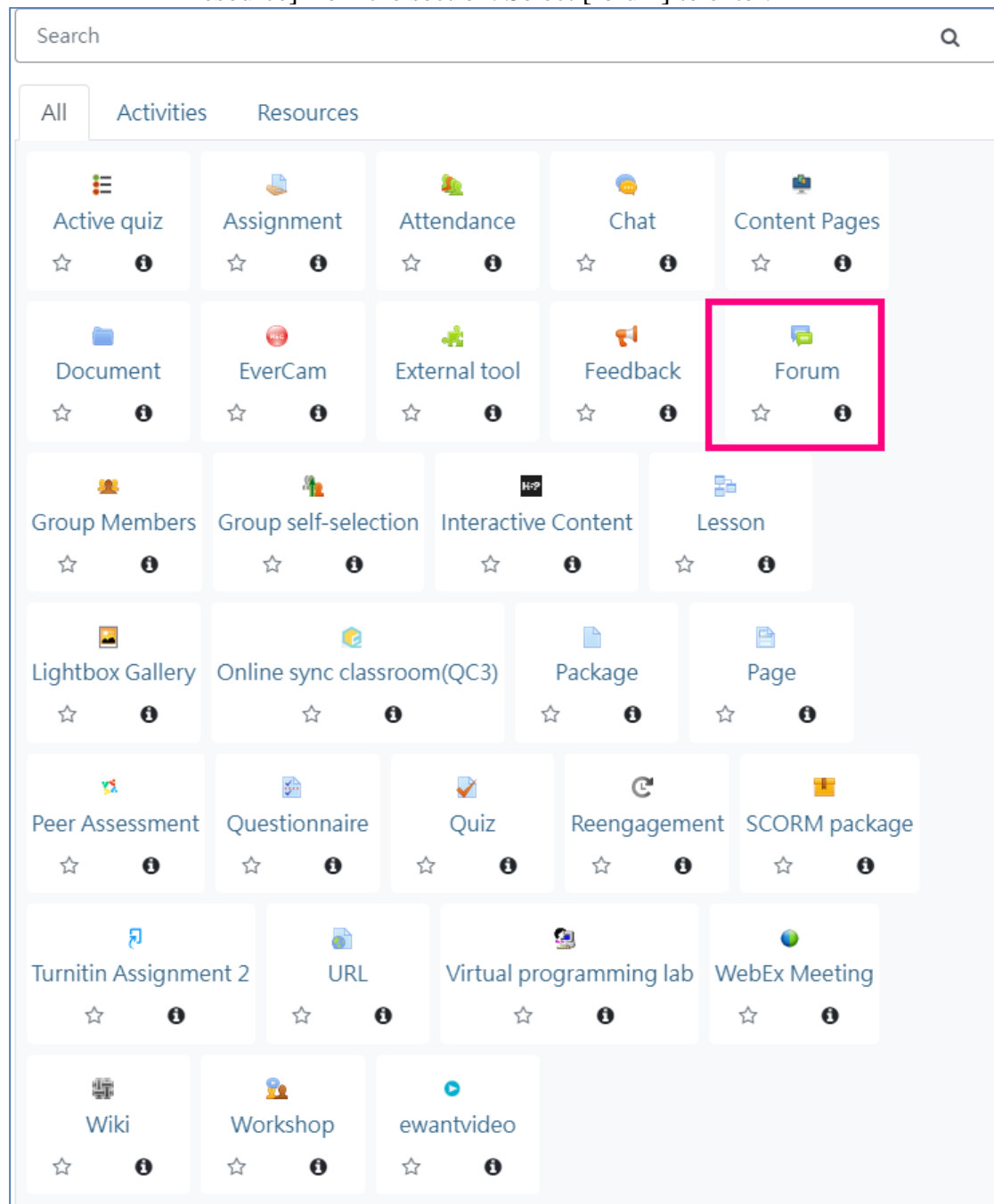


2. from material →Click assignment : When into the Assignment management page · You can see the assignment status include : In progress 、 To be graded 、 Submitted 、 Upcoming 、 Draft. You can Click assignment to grade from In progress or Submitted.

Chapter 8 Add and Edit Forum

Description : This chapter will introduction : How to add a Forum, Post a topic and edit topic...

- First Step : Add a new forum ,You can click [Add an activity or resource] from the section. Select [forum] to enter.



1. In Adding a new Forum area, you can see these functions include :

General 、 Attachments and word count 、 Subscription and tracking 、
Discussion locking 、 Post threshold for blocking 、 Moss anti-
plagiarism 、 Ratings 、 Common module settings 、 Restrict
access 、 and Activity completion.

國立陽明交通大學 數位教學平台

Class-info

- Introduction
- Members
- Announcement
- My mail

Materials

- Content
- Sync(QC3)
- Document
- Assignment
- Reminder
- Forum
- Quiz
- Questions
- Group

Score

Adding a new Forum to 15 April - 21 April

[Expand all](#)

- General
- Attachments and word count
- Subscription and tracking
- Discussion locking
- Post threshold for blocking
- Moss anti-plagiarism(only for file submissions type)
- Ratings
- Common module settings
- Restrict access
- Activity completion

Test Save and return to course Cancel

There are required fields in this form marked with a red dot .

- **General** : Here you can set the Forum name 、Belong to which section 、Description 、and Forum type.
- **Attachments and word count** : Here you can set the Maximum attachment size 、Maximum number of attachments ; and Display word count.
- **Subscription and tracking** : Here you can set the Subscription mode 、Read tracking. (If user Subscription , it will sent mail to user when someone post message in this forum) °
- **Discussion locking** : Here you can set how long to Lock discussions after period of inactivity.(day/week/month/year)
- **Post threshold for blocking** : Here you can set the Time period for blocking 、Post threshold for blocking 、and Post threshold for warning.
- **Moss anti-plagiarism** : Here you can set the Time to measure user post or upload file. .
- **Ratings** : Here you can set the forum can be score. (It will show in gradebook) .
- **Common module settings** : Here you can set the forum only for group members or open to all.
- **Restrict access** : Here you can set the Access restrictions.
- **Activity completion** : Here you can set the Forum Completion tracking.

2. In Adding a new Forum are set the Forum name 、Description 、

Description 、 Attachments and word count 、 Ratings (optional) 、 forum only for group members or open to all...then click [Save and return to course] button.

1 Adding a new Forum to Section 1

General

Forum name

Belong to: Section 1

Description

2

3 Attachments and word count

4 Ratings

5 Common module settings

6 Save and return to course

- Second Step : How to post a topic in forum and how to edit post 、 delete post ?Click the forum to enter forum page.



1. In forum page, You can see the forum name 、 Add a new discussion topic 、 Topic list 、 settings...Click the [Add a new discussion topic] to post a new topic °

Section 1 discussion

Visible groups: All participants

Add a new discussion topic

Discussion	Started by	Group	Replies	Last post
Rubrics for this topic	楊明大學		0	Fri, 16 Apr 2021, 9:22 AM

2. In new discussion topic page, Input the topic information ` message ` upload file(optional) ` display time(optional) then click [Post] button.

Section 1 discussion

~ Your new discussion topic

Subject 1

Message 2

Attachment 3

Display period 4

Post Cancel

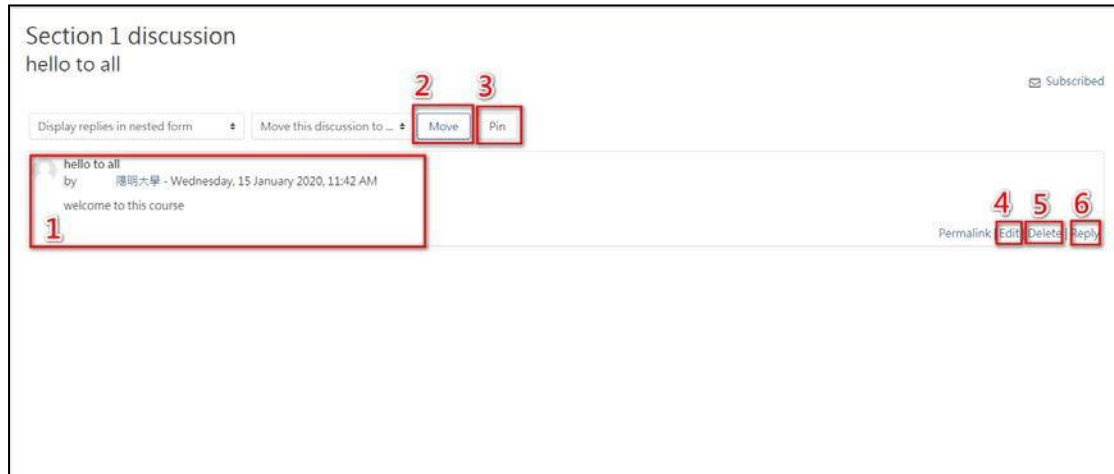
3. After post the message, the forum will show system meeaage [Your post was successfully added.] ` You have 30 mins to edit it if you want to make any changes. Click the post to enter topic page.

Section 1 discussion

Add a new discussion topic

Discussion	Started by	Replies	Last post
hello to all	陳明大學	0	陳明大學 Wed, 15 Jan 2020, 11:42 AM

4. In topic page,.You can see the Topic information 、 [move] button 、 [Pin] button 、 message area 、 You can edit, delete, and reply the topic from message area by Click edit (You have 30 mins to edit it if you want to make any changes) , delete, and reply link. (You have 30 mins to edit it if you want to make any changes)



Appendix : Introduction of advance Functions

Description: Here will introduction other advanced functions, that you may want to know.

1. Participants setting : Allowing guests into a course ,Guests may be allowed to view course contents, but not participate in them, if Guest access is enabled. To find out exactly what guests may and may not do in a course, see the page Guest role.

2. Other activities : besides upload 、 Assignments 、 Forum and

Folder E3 got lots functions :

- Activity
 - Lesson : For delivering content in flexible ways.
 - Quiz : Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown.
 - Attendance : allows an attendance log to be kept. - includes an optional block for easy access to relevant functions.
 - Workshop : Built-in activities such as workshops and surveys encourages learners to view, grade and assess their own and other course members' work as a group.
 - Chat : A allows course participants to have a real-time synchronous discussion. Different themes may be used (although note that you lose the conversation thread if you change mid-chat) and an accessible interface is available.
 - Online sync Classroom : Integrate CQ3 online meeting system · allow participants to have a real-time distance activity.
 - Feedback : For gathering data from students to help teachers learn about their class and reflect on their own teaching
 - Group self-selection : Allows student group by their own.
 - Active Quiz : Face-to-face quiz with all students answering the questions at the same time..
 - Reengagement : Allows timed release of content and emails users to remind them to complete course activities.
 - SCORM package : Enables SCORM packages to be

included as course content °

- Wiki : A collection of web pages that anyone can add to or edit.
- Webex meeting : Integrate Webex meeting system · allow participants to have a real-time distance activity.
- Content Pages : can add content in courses, following usability and accessibility standards. This tool will be responsible for signaling the good practice of adding text, images, multimedia, among others. In it, the content will be distributed in pages, so that the monitoring of the content does not become something exhausting and tiring. The plugin also has a bookmark, so that the participant can be located, based on last logged furthermore allow the inclusion of public or private notes, which the participant can provide feedback on the content studied on the page and enjoy and reply comments from other colleagues. The plugin also allows the launch of questions about the content addressed, this provides better interaction between the participant and the virtual learning platform, and the feature may become an evaluation item or launch fractional notes on the items available in the course as defined in the plan of action. The described extension is fully responsive and can be accessed by any device.
- Interactive Content : The H5P activity module enables you to create interactive content such as Interactive Videos, Question Sets, Drag and Drop Questions, Multi-Choice Questions, Presentations and much more.
- Virtual programming lab : VPL is a activity module for E3 that manage programming assignments and whose salient features are:
 - Enable to edit the programs source code in the browser
 - Students can run interactively programs in the browser
 - You can run tests to review the programs.
 - Allows searching for similarity between files.
 - Allows setting editing restrictions and avoiding external text pasting.
- Peer Assessment: is a group assignment submission combined with peer grading. For this activity, peer grading refers to the ability for students to assess the performance/contribution of their peer group, and if enabled, themselves, in relation to a group task. The group task is the file(s) submission component of the activity. The peer grading consists of a choice of grade scales and written comments on each student's performance. Final overall grades for each individual student are then calculated by the selected calculator method

3. Question bank : allows a teacher to create, preview, and edit

questions in a database of question categories. The categories can be limited to being used on the site, course or quiz level. The questions in a category can be added to a Quiz or to a lesson activity via an export process. The teacher enters the question bank by creating or editing a quiz activity or via Course.

4. Grading book :Every course has its own Gradebook which can record scores from assignments , quizzes , peer assessment workshops, 'branching' lessons, SCORM activities and LTI learning resources.
5. Tracking progress : If completion tracking has been enabled for the site and in Course administration → Edit settings, you can then set completion conditions in activity settings. A checkbox will appear next to the activity and a student may either be allowed to tick it manually, or a tick will display once criteria for that particular activity have been met. This feature can be combined with Course completion so that when certain activities have been completed and/or grades obtained, the course itself is marked complete.