

E LEARNING at UM

MODES

- Face-to-face classes (on campus)
- Hybrid classes (on campus & online)
- Online classes (fully online)

MAIN SUPPORTED TOOLS



- UMMoodle for course management



UM Zoom for online meetings (ICTO)

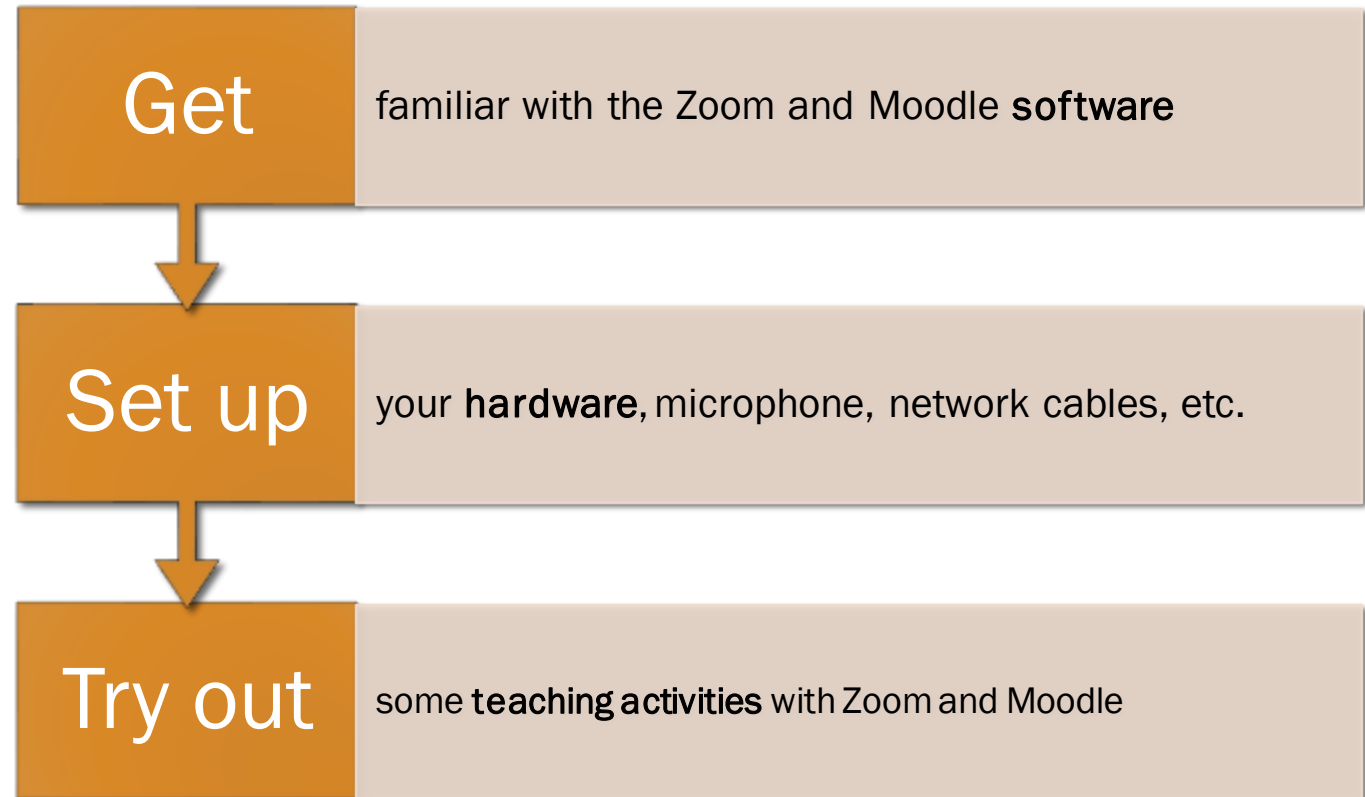
ICTO Helpdesk 8822-8600



- Classroom equipment, projectors, mics

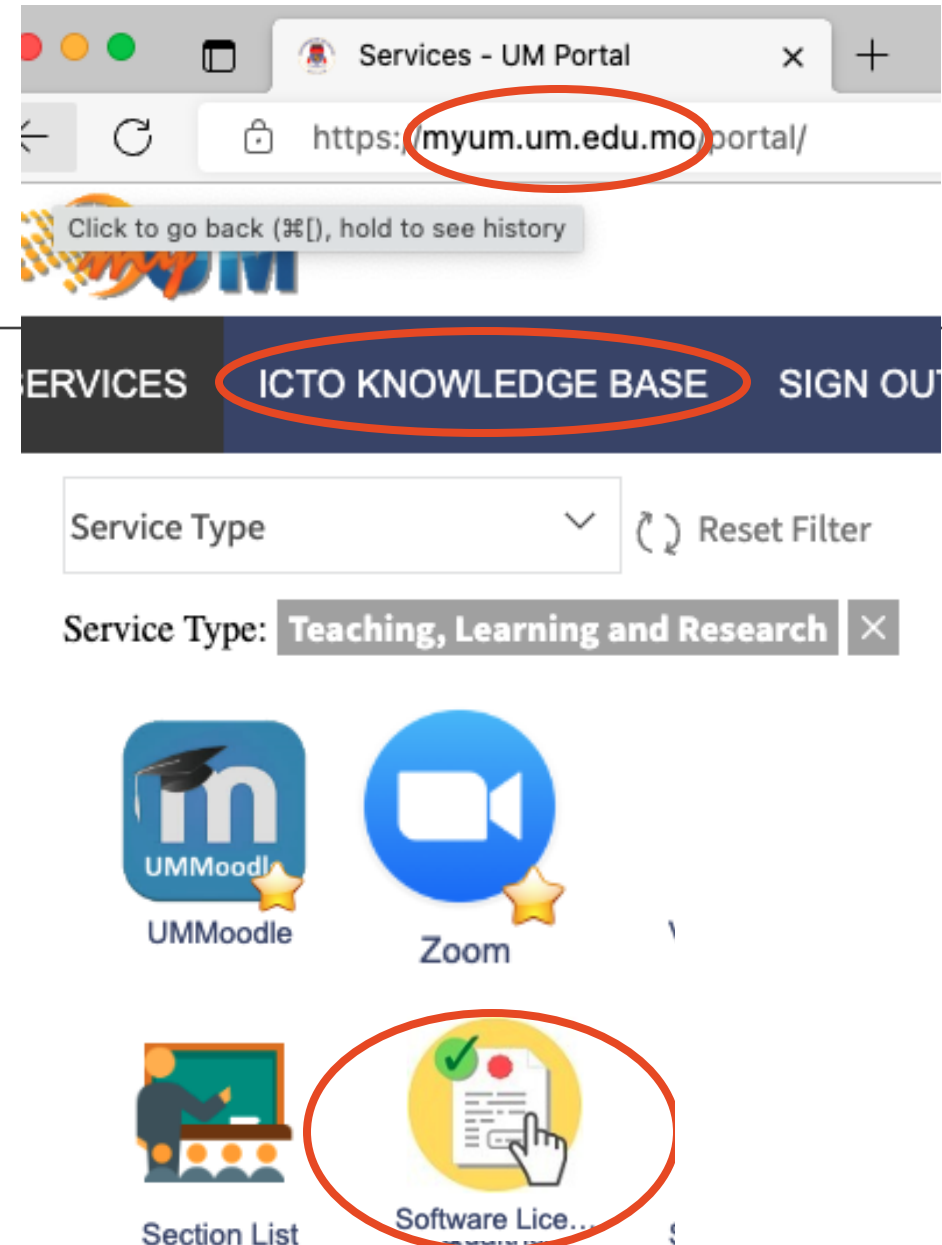
FMM Hotline 8822-2511

Teachers' tips for successful online classes

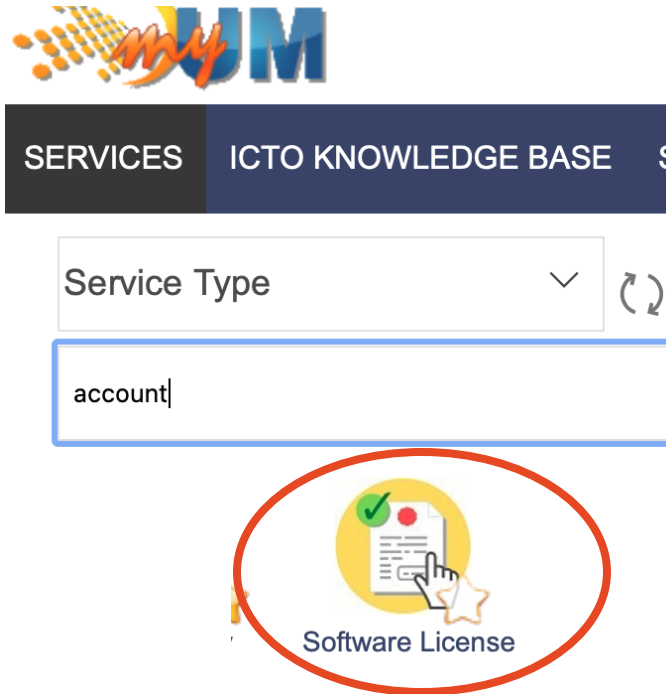


Tip
Open
myum.um.edu.mo and
sign in.

Links to Moodle, Zoom,
ICTO KB, etc.



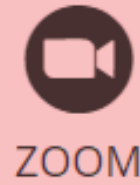
1. Get a UM Zoom account



Get a UM Zoom account from ICTO

Click on “Software License”

or <https://account.icto.um.edu.mo/#zoomPanel>



Not Applied

Zoom is a Cloud-Based Web Conferencing Service that is available for use by all UM staffs and students. The services are designed to assist UM members in the development, organization, and delivery of quality meetings, presentations, interviews, teaching and learning activities such as:

- Online PhD oral defense
- Online PhD or Master student recruitment
- Online staff recruitment
- Online webinar
- Multi-parties (on or off campus) online meeting
- Real time online teaching and global classroom

[More](#)

Click More.

Agree to the terms.

1. Use the myUM portal to get to **umac.zoom.us**

Important

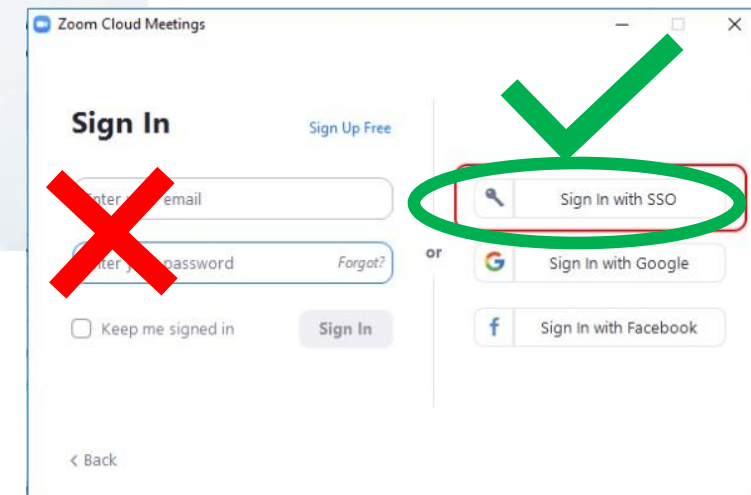
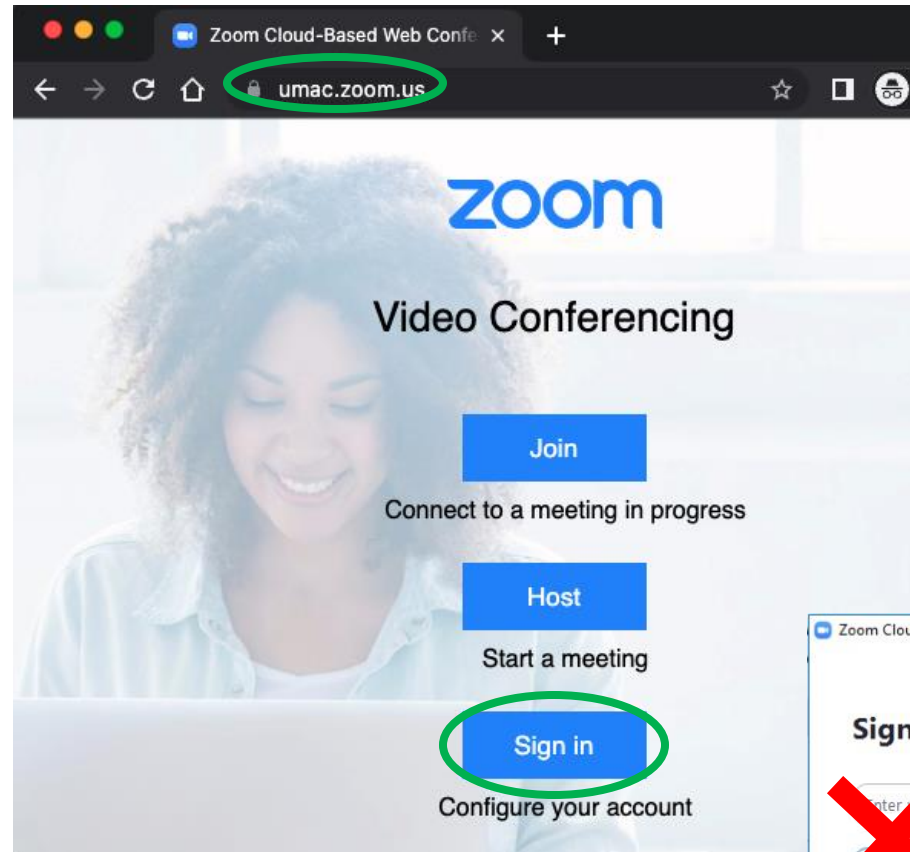
2. First time users need to log in to

umac.zoom.us

3. If you start the Zoom app, log in with SSO.

Do NOT sign in here ->

4. Start class meetings by clicking on a link in Moodle.





Set up: fully online

For a stable connection, set up your laptop, headset/ microphone and a network cable.

1. Headphones with microphone are recommended
2. Connect laptop to ethernet cable
3. Adjust lighting
4. Check Zoom audio and video settings



Set up: hybrid teaching in a classroom

For a stable connection,
set up your laptop with the classroom
microphone and a network cables.

- a. Classroom microphone via USB cable
(labeled DANTE)
- b. Connect to blue network cable
- c. Start Zoom and check audio/video
settings



Hybrid Teaching Quick Video Guide





<https://support.zoom.us/hc/en-us/articles/201362283-Testing-audio-before-Zoom-Meetings>

<https://faq.icto.um.edu.mo/how-to-conduct-a-successful-zoom-meeting/>

Try out

Main functions in Zoom:

- share screen (Zoom)
- reactions: raise hand
- record meeting to Cloud


Engaging functions

- Polls (Zoom or Moodle)
- In-meeting chat (Zoom)
- Breakout rooms (Zoom)



Questions or comments



The background of the slide features a collage of overlapping, torn-edge paper scraps in various colors including yellow, orange, purple, teal, pink, and blue. In the lower-left quadrant, there is a circular logo with a yellow-to-orange gradient. Inside the circle, the letters 'UM' are in white, bold, sans-serif font, and the word 'moodle' is in a white, lowercase, sans-serif font. A small black graduation cap icon is positioned to the left of the 'm' in 'moodle'.

Teachers' tips for managing a course

1. Make a course visible (just once)

2. Add files and links

- Drag and drop or create a folder
 - Add a link or make a page with links
-

3. Send announcements

- Teachers can post to an **Announcements** forum
- Ask students to write in a **Student** forum

4. Collect feedback (upcoming session)

- Feedback survey for mid-term student feedback
- Student forum

5. Collect assignments and check for originality

- Turn on Veriguide (UM Library)
- Turnitin (UM Library)

6. Get support from ICTO's Helpdesk / Knowledgebase

- 8822-8600
- icto.helpdesk@um.edu.mo , <https://faq.icto.um.edu.mo/>



1. Make a Moodle course visible

By default, all new Moodle courses are hidden to students.

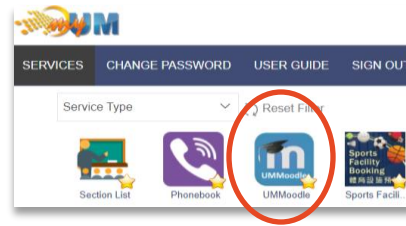
A teacher needs to make a course visible to students.

Let students see the course site.

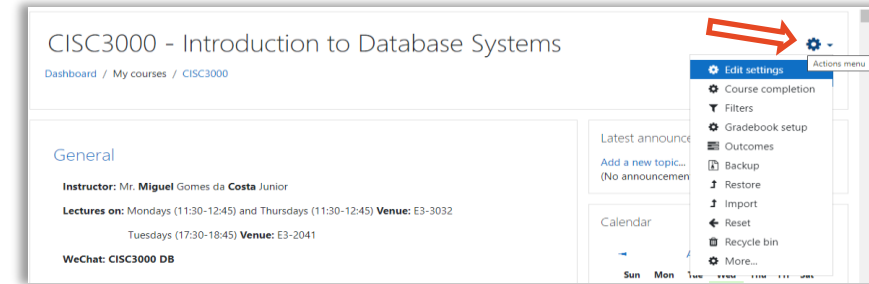
Steps

1. Enter UM Moodle.
2. Enter course => Edit settings.
3. Change *Course visibility*
4. Check *Course start date*
5. Click *Save and display*

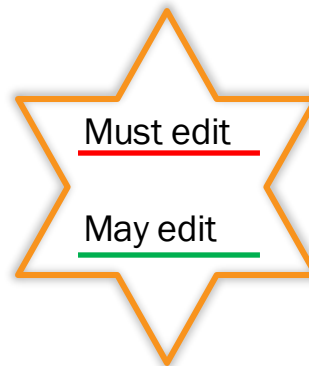
1



2



3



Edit course settings

General

Course full name ? ! CISC3000 - Introduction to Database Systems

Course short name ? ! CISC3000

Course category ? FST

Course visibility ? **Show** !

Course start date ? 21 January 2021 00:00

Course end date ? 1 August 2021 13:22 ☐ Enable

☐ Calculate the end date from the number of sections ?

Description

Course format

Appearance

Files and uploads

Completion tracking

Groups

Role renaming ?

Tags

Save and display

Cancel

There are required fields in this form marked !.







2. Add files and links

Most teachers will want to provide students with files or links to readings.

Three methods:

1. Drag and drop
2. Create a folder
3. Add a link or make a page with links

 **UMMoodle** QUICK LINKS ▾ ENGLISH (EN) ▾   Elearning_teacher, E-learning Teacher 


ICTO_Demo_Course


Participants


Badges


Competencies


Grades


 General


 22 August - 28 August

 29 August - 4 September

 5 September - 11 September

 12 September - 18 September


 19 September - 25 September


 26 September - 2 October

Dashboard


ICTO Demo Course


[Dashboard](#) / [My courses](#) / [ICTO_Demo_Course](#)

 Announcements

Your progress 

22 August - 28 August

 Assignment 1 ☐

 Quiz 1 ☐


29 August - 4 September

5 September - 11 September



12 September - 18 September

19 September - 25 September



PEOPLE



 Participants



CALENDAR



 July 2018 



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

  Hide global events

  Hide category events

  Hide course events

  Hide group events

  Hide user events

<https://faq.icto.um.edu.mo/how-to-upload-a-file-by-drag-and-drop-in-ummoodle/>

Add resources and activities to your course

1

2

3

CISG113 - Information Security and Privacy

Dashboard / Courses / FST / CISG113

Turn editing on

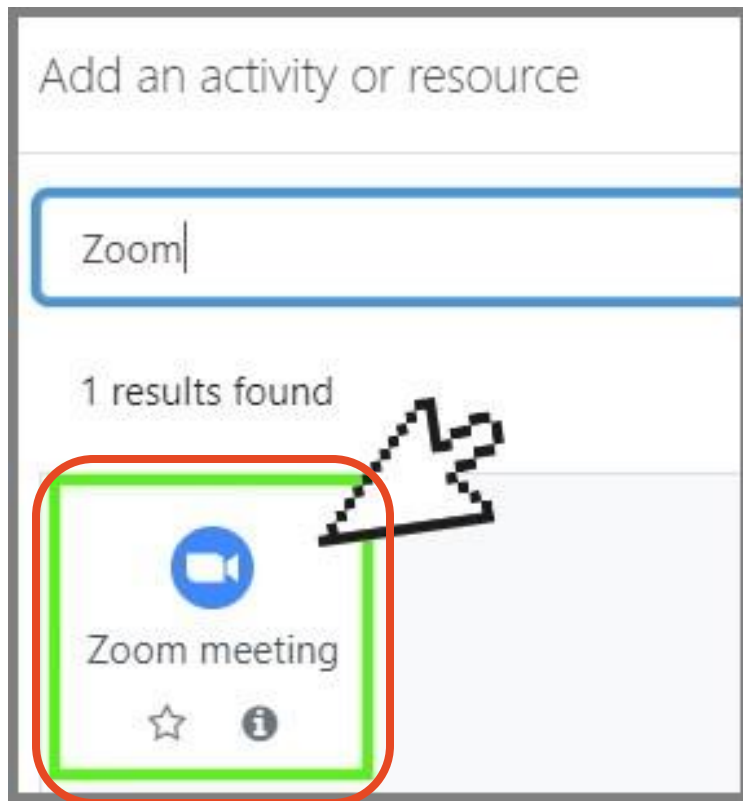
28 November - 4 December

Edit

Activities Resources

Assignment	Attendance	Book	Chat	Choice	Database
External tool	Feedback	File	Folder	Forum	Glossary
Group choice	H5P	HotPot	IMS content package	Journal	Label
Lesson	Listening Landscape	Media collection	OU wiki	Open Forum	Page
Peer Assessment	Questionnaire	Quiz	SCORM package	Scheduler	Survey
Team Builder	Turnitin Assignment 2	URL	Wiki	Workshop	YuJa Channel
YuJa Media Chooser	Zoom meeting				

Set up Zoom meetings for students in UMMoodle courses (recommended)



▼ General

Topic

Description

Online Zoom Meeting

Click on a Zoom meeting link in UMMoodle to start or join this meeting, e.g. <https://umac.zoom.us/j/123456789>. Students need the Zoom app.

☐ Display description on course page

When: 11 February 2020 08:30

Duration (minutes): 40 minutes

☐ Recurring

This module was already set as a meeting, not webinar. You cannot toggle this setting after creating the meeting.

Password: [Click to enter text](#)

Host video: ☒ On ☐ Off

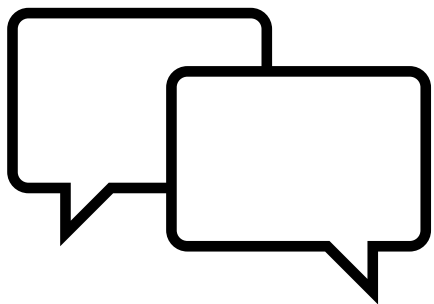
Participants video: ☐ On ☒ Off

Audio options: ☐ Telephony only ☒ VoIP only ☐ VoIP and Telephony

Save and return to course Save and display Cancel



3. Send students announcements



Notifications can help keep student on track.

- Teachers can post to an **Announcements** forum.
- Students get an email after 30 minutes
- Subscription set to “**forced**” – all participants get an email after 30 minutes.




Announcements

General news and announcements

Add a new topic

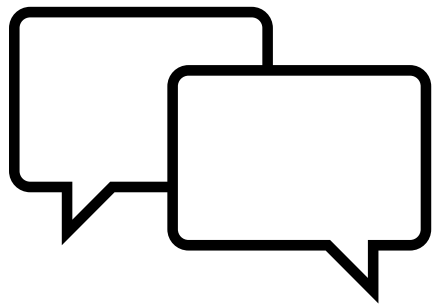
Discussion

Started by

- | | |
|---|---|
| ☆ UMMoodle site for course Qualitative Reserach Methods |  Chris, Dr. Christ...
6 Feb 2017 |
| ☆ For your reference, a chapter on coding and analysis strategies |  Chris, Dr. Christ...
9 Mar 2017 |
| ☆ Coding Assignment Presentation |  Deleted user
26 Mar 2017 |



3b. Student forum



Reduce the volume of email from students by insisting students to write in a **Student forum**

- others may have the same question!
- Subscription is set to **Optional**:
 - subscribed after posting something,
 - students can unsubscribe

Student Forum



Add a new discussion topic

Discussion	Started by	Last post ↑	Replies ✓	Subscribe	⋮
☆ Introductions			0	<input type="checkbox"/>	

on=email notifications



Questions or comments

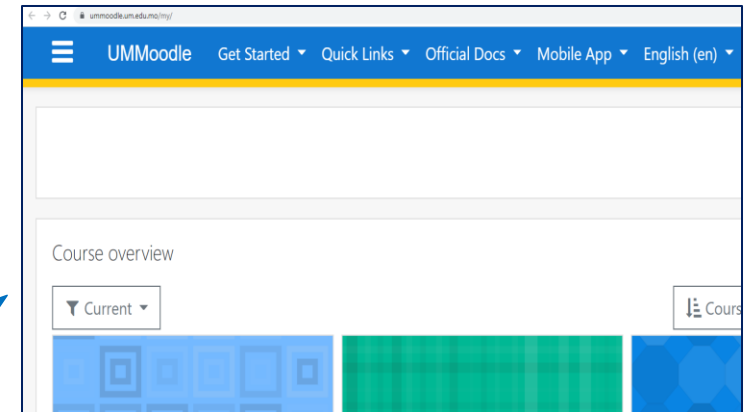
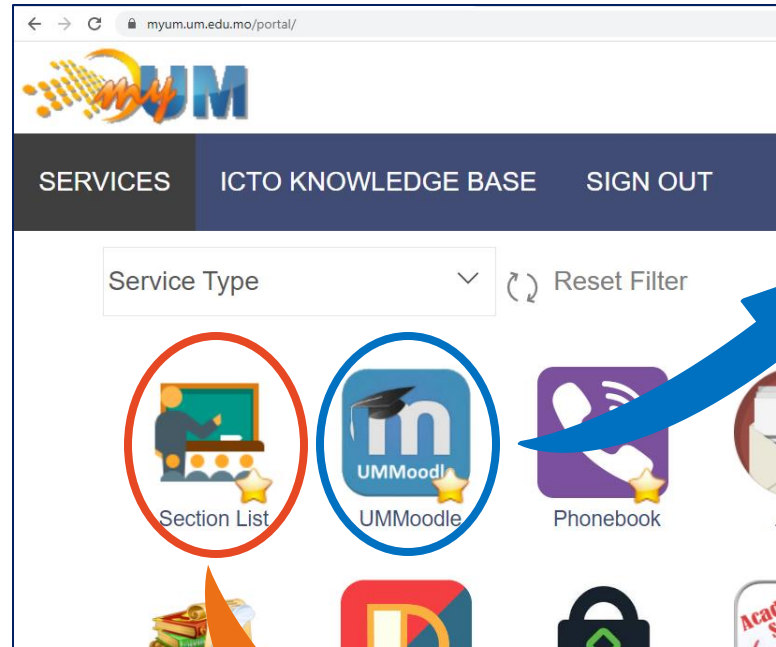


Student Information Web Services for Academic Staff (SI Web)

On **MyUM** Portal
(type <https://myum.um.edu.mo/>)

Click on **Section List** to access the Student Information Web Services for Academic Staff (SI Web)

Click on **UMMoodle** to access your course site.



Student Information Web Services for Academic Staff

Good evening,


Your last access time: 23/07/2022 06:07:19

- [Section List](#)
- [Manage UMMoodle Course\(s\)](#)
- [Log Out](#)

Functions of Student Information Web Services for Academic Staff

- [Section List](#)
- [Manage UMMoodle Course\(s\)](#)
- [Log Out](#)

Manage UMMoodle Course(s) is used to request for the course removal or to remove the association between the heading course and the section. To create new UMMoodle course, go to your section list page.

Year	Semester	Offer. Prog.	Course	Title	Section	Enrolment	Meeting	UMMoodle
2020	2	FST	CISC3000	Introduction to Database Systems	001	查看/ View 相片/ Photo Emails List	Meeting	 Not Assigned Edit

Click on the **查看** or **View** to view the section list (with or without student Chinese name)
Click on the **相片** or **Photo** to view the section list with photos.
Click on the **Emails List** generate and view the students' emails list for the section.
Click on the **Meeting** to view the section meeting.

Create a course site

Under the heading “UMMoodle”, with the section displaying “Not Assigned”, click the link “Edit”

Select an existing course then click the button “Assign >”,

or


Select “-New UMMoodle Course-” then click the button “Assign >”.

Wait 10 minutes.

A notification email will be sent to you upon completion.

When assigned, the icon will turn colorful.

Click the link “Edit” with the section display “Not Assigned” in the column “UMMoodle”.

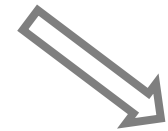
Year	Semester	Offer. Prog.	Course	Title	Section	Enrolment	Meeting	UMMoodle
2020	2	FST	CISC3000	Introduction to Database Systems	001	查看/ View 相片/ Photo Emails List	Meeting	 Not Assigned Edit


Assign UMMoodle Course

Current Selected Section: CISC3000-001 Introduction to Database Systems (Semester 2020/2)

Choose an existing UMMoodle course to associate with the above section, or you can create a new one to associate with.

Available		Assigned
<div>CISG113-002 Information Security and Privacy CIVL1000 - Computer Science CIVL1000-001 - Computer Science CIVL1000-002 - Computer Science CPTG104 - Computer Science ECOT001 - Introduction to Economics EMEB111 - Program Design for Engineers EMEN1000 - Program Design For Engineers SFTW350 - Organization and Management - New UMMoodle Course -</div>	<div>Assign > < Remove</div>	



UMMoodle
 Assigned Edit

[Back to Section List](#)

Top tips

Log into myUM.um.edu.mo

Create Zoom meeting links for courses in UMMoodle

Use a headset for online teaching

Check audio settings before a meeting

Send weekly announcements in UMMoodle



WHAT'S NEXT?

11:00-12:00

Course layout, quizzes



go.um.edu.mo/xvaqrosi