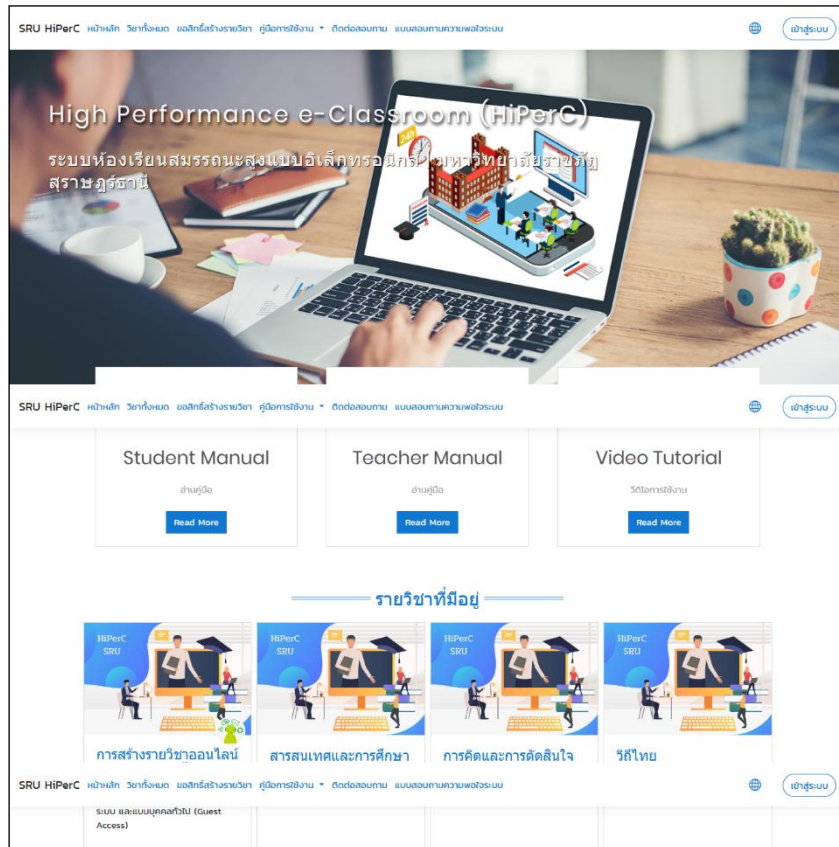# High Performance e-Classroom (HiPerC)

Teacher Manual

1. Homepage program Learning Management System (LMS), High Performance e-Classroom (HiPerC) address is http://hiperc.sru.ac.th

Picture 1 Homepage HiPerC
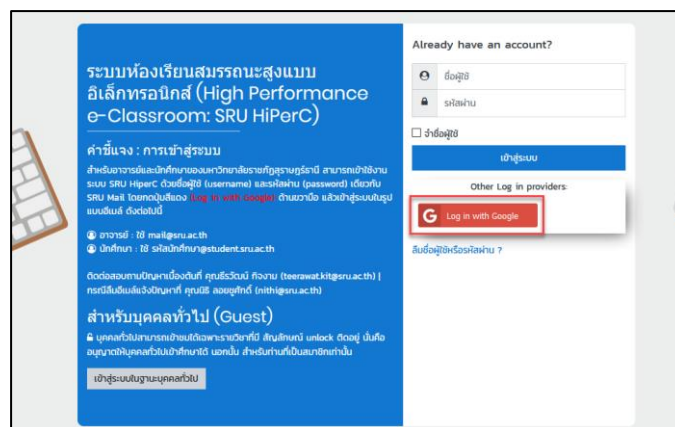
2. Click to change language at picture 2.

Picture 2 Language change button

3. Input username and password. Use same with code SRU Mail at picture 3.
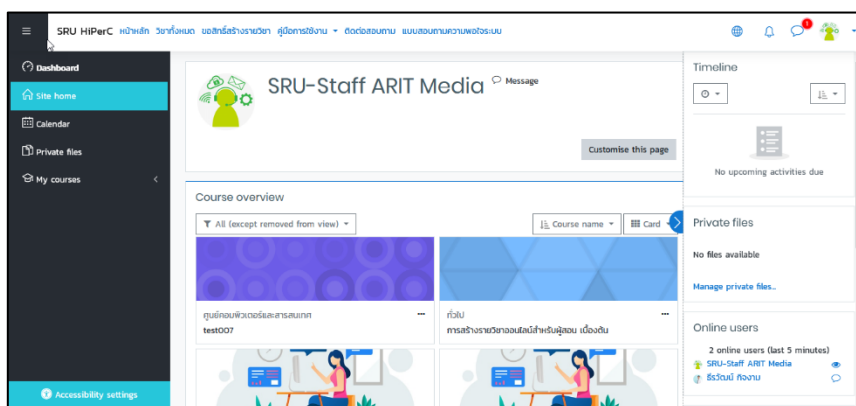

Picture 3 Login button

Click button "Log in with Google" and enter your SRU Mail Account email and password.

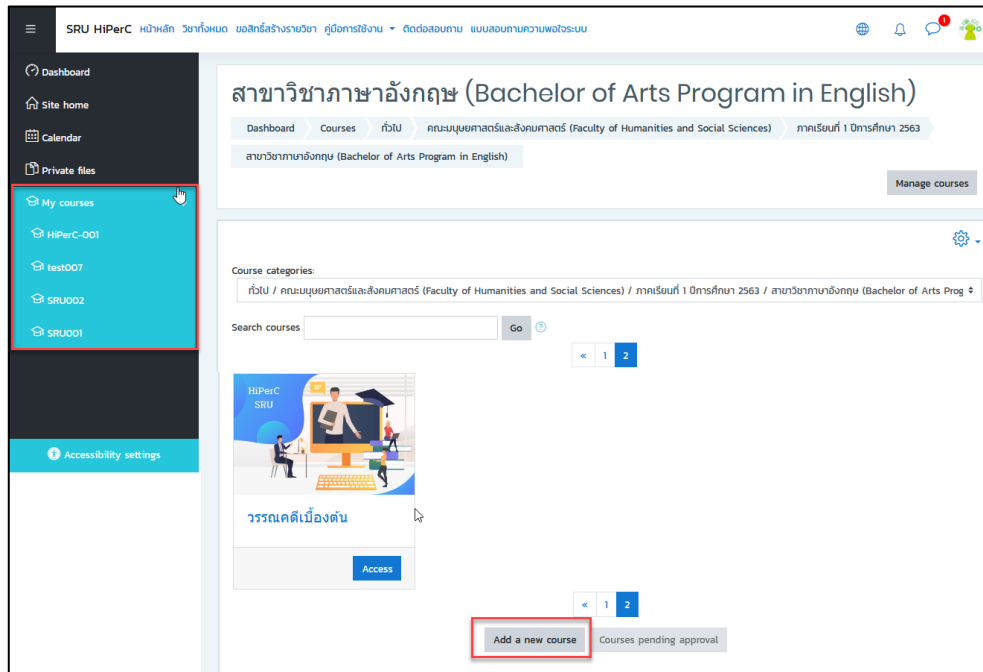Picture 4 Select login with google

Picture 5 Dashboard HiPerC

4. You can add your courses by going to "My course" button and select. Select Faculty ☐ Academic Year and Semester to find button "add a new course". at picture 6.

Picture 6 My course and add a new course

5. When you click the button "add a new course" Then fill in the details of the course. And click "Save and return" at picture 7.

Add a new course

Expand all

General

Course full name	⊘ ?	
Course short name	⊘ ?	
Course category	?	ทั่วไป / คณะมนุษยศาสตร์และสังคมศาสตร์ (Faculty of Humanities and Social Sciences) / ภาคเรียนที่ 1 ปีการศึกษา 2563
Course visibility	?	Show
Course start date	?	21 May 2020 00 00
Course end date	?	21 May 2021 00 00 ☑ Enable
Course ID number	?	

Description

Course summary ?

Maximum file size: 16MB, maximum number of files: 1

📄 Files

You can drag and drop files here to add them.

Accepted file types:

Image (GIF) .gif
Image (JPEG) .jpg
Image (PNG) .png

Course format

Format	?	Topics format
Number of sections		4
Hidden sections	?	Hidden sections are shown in collapsed form
Course layout	?	Show all sections on one page

Appearance

Force language		Do not force
Number of announcements	?	5
Show gradebook to students	?	Yes
Show activity reports	?	No

▸ Files and uploads

▸ Completion tracking

▸ Groups

▸ Role renaming ?

▸ Tags

[Save and return] [Save and display] [Cancel]

Picture 7 Add a new course

Participants

The Participants page enables teachers to easily enrol, view, search for, filter, edit and delete course participants.

The Participants page can be accessed from the navigation drawer in the Boost theme or the Administration block in other themes. It can also be accessed from the More link in the gear menu, by clicking Enrolled users in the Users tab.
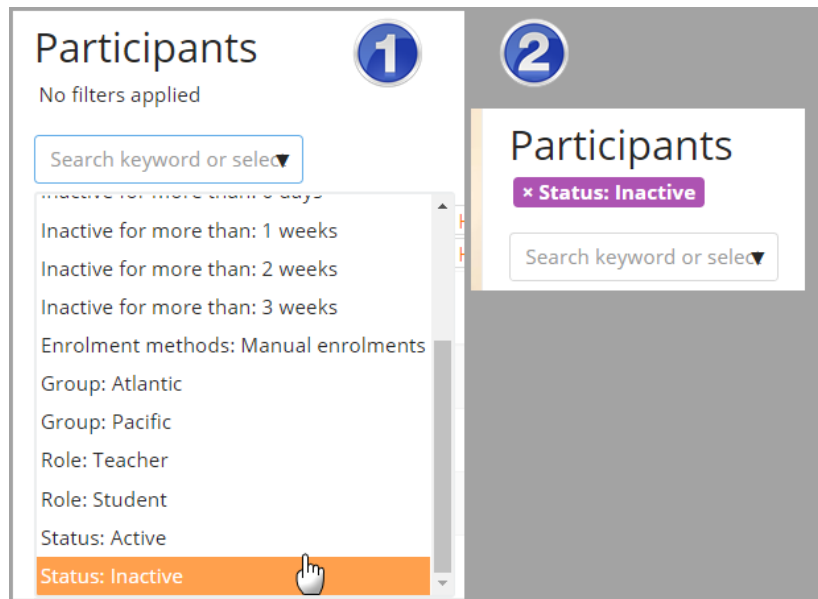
Enrolling users

Users may be enrolled from the Enrol users button at the top right and bottom right of the screen.
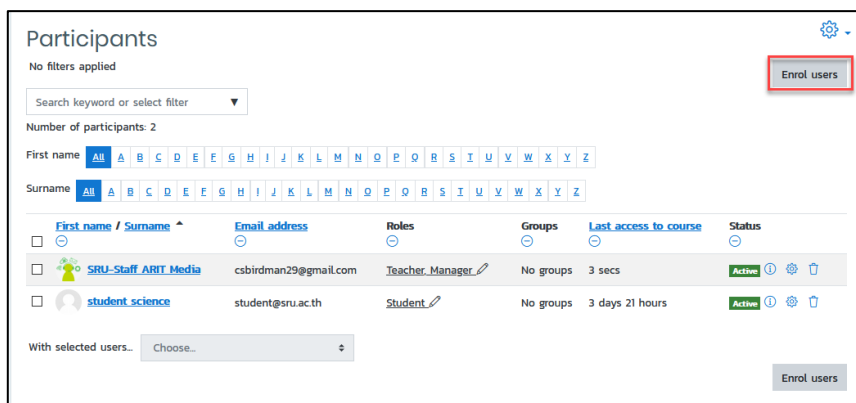
Picture 8 Participants
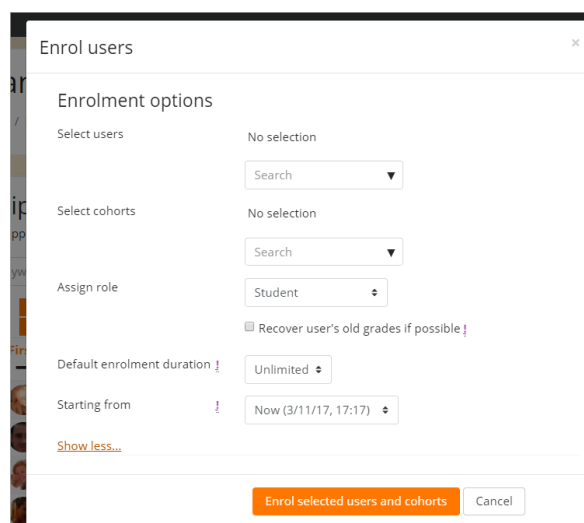
Picture 9 Enrol user

Picture 10 Participants status

Enrolment methods

Manual enrolment

☐ This enables users to be enrolled manually in *Course administration > Users > Enrolled users*.

☐ It allows the teacher of the course to manage individual or collective enrolment to their course themselves - for example: if a new student arrives to class unexpectedly with just a login to the site, they may be enrolled by the teacher into their course without any input from an administrator.

☐ See Manual enrolment for full details of how this can work in your course.
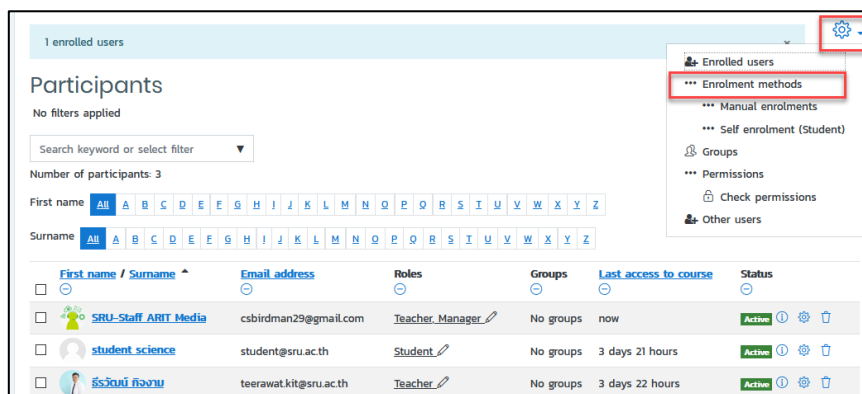
Self enrolment

☐ This allows users to enrol themselves into a course, either directly or via an enrolment key ("course password") The teacher does not then have to manually add students.

☐ More than one instance of the self enrolment method can be used so that when users enrol themselves they are assigned different roles e.g. certain users can be

assigned the role of student and other users can be assigned the role of non-editing teacher

☐ The self-enrolment method also allows for users to enrol themselves into groups by using a group enrolment key.

☐ See Self enrolment for full details of how this can work in your course.

Guest access

☐ This allows those with the guest role to view the contents of a course.

☐ Users with the "guest role" may be visitors who do not have an account on your Moodle, or users who do have an account ("authenticated users") but who would just like to explore your course.

☐ It is possible to add an enrolment key so that only those guest users you wish to grant access can enter the course

☐ Entering a course with guest access doesn't allow a user to participate in any activities; they can only view information.

☐ See Guest access for full details of how this can work in your course.
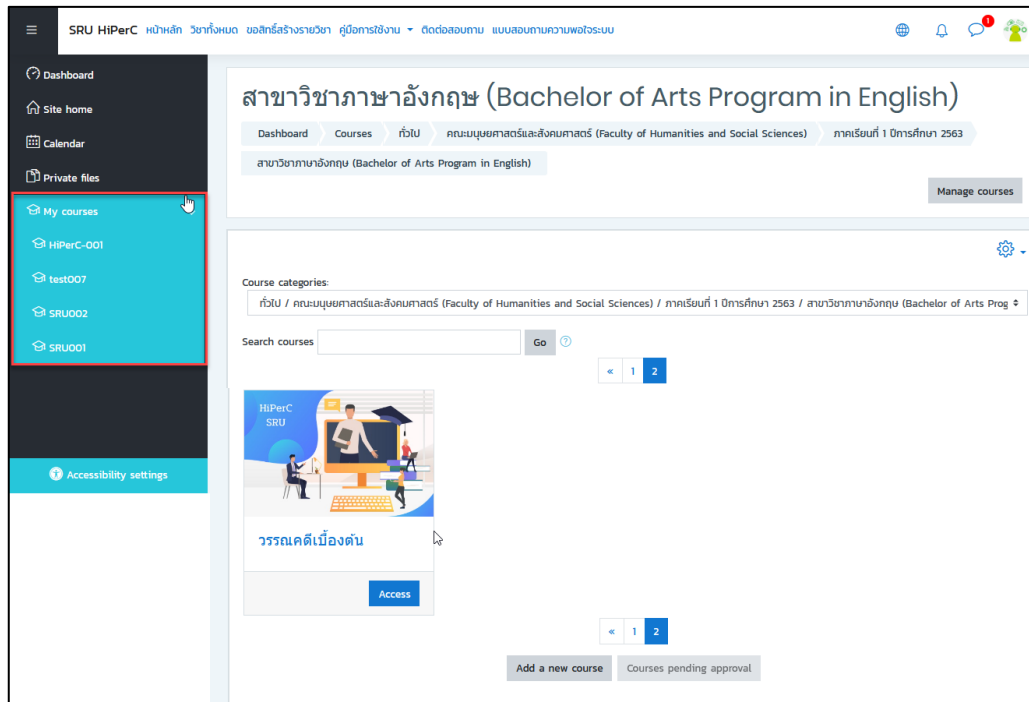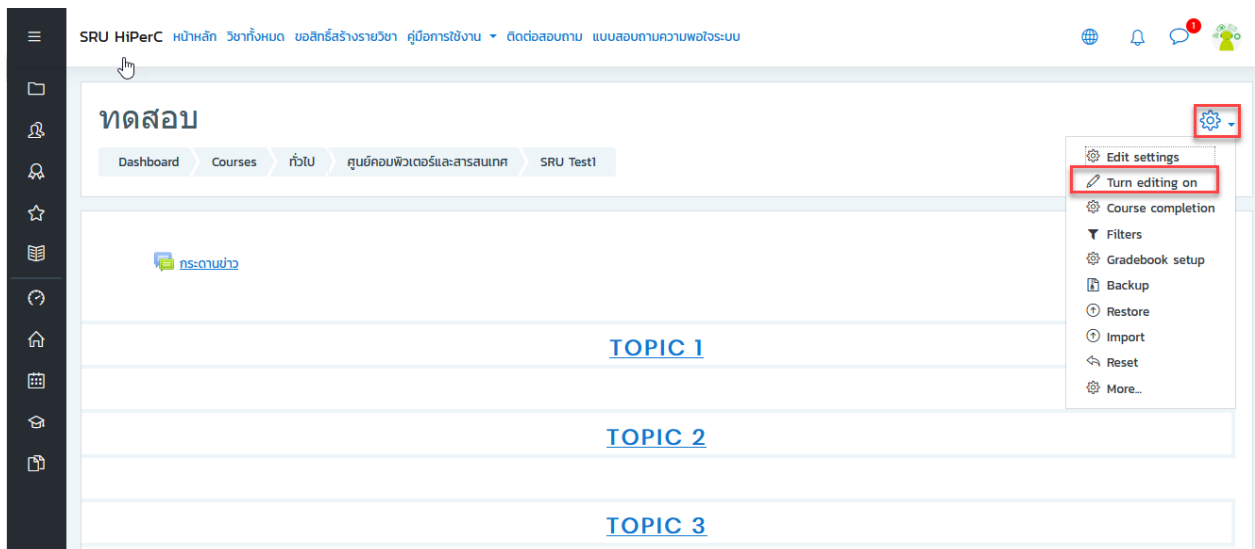

Picture 11 Enrolment methods
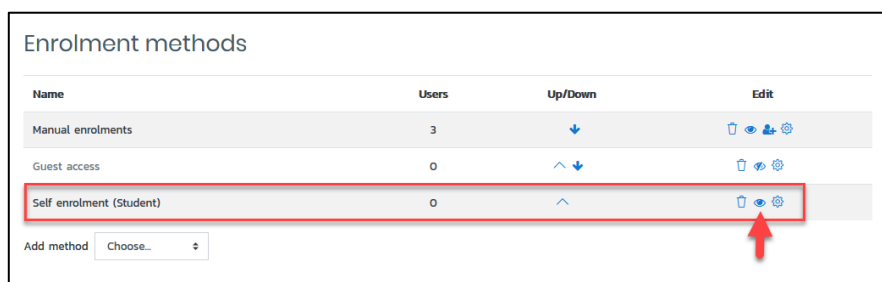
Picture 12 Disable Self enrolment (Student)

6. You can see the Classroom page in "My courses" at picture 13.
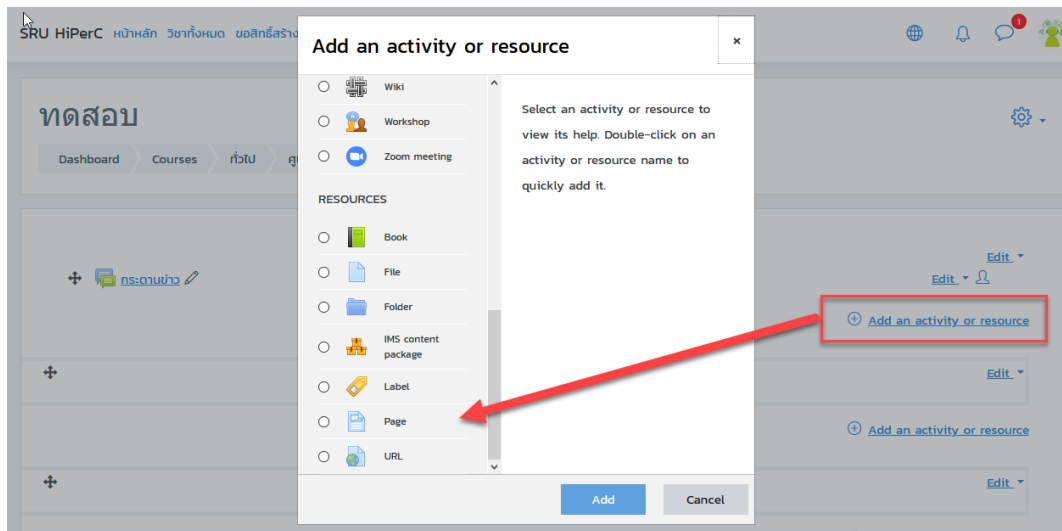

Picture 13 My courses

7. You can click to choose classes in Session Test 1 in "My courses" and you can edit it by clicking the button "Turn editing on". at picture 14

Picture 14 Turn editing on

Picture 15 Add an activity or resource

Teacher Manual

This page is a very quick guide to creating online courses with Moodle. It outlines the main functions that are available, as well as some of the main decisions you'll need to make.

Sections in this document:

☐ Getting started
☐ Course settings
☐ Uploading files
☐ Setting up activities
☐ Running the course

Course settings

This document assumes your site administrator has set up Moodle and given you new, blank course to start with. It also assumes you have logged in to your course using your teacher account.

Here are three general tips that will help you get started.
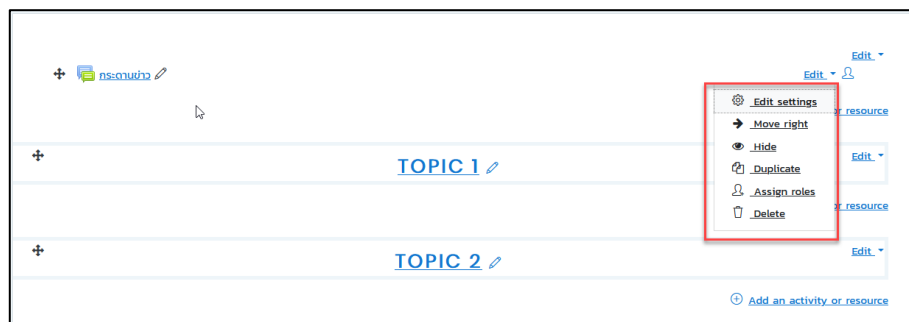
Picture 16 Course settings

Course settings

The first thing you should do is look under the "Administration" on your course home page and click on "Edit Settings" (Note that this link, and in fact the whole Administration section is only available to you (and the site administrator). Students will not even see these links).

On the Settings page you can change a number of settings about your course, ranging from its name to what day it starts. I won't talk here about all these, as they all have a help icon next to them which explains them all in detail. However, I will talk about the most important of these - the course format.

Here are some screenshots of three sample courses in each of these three formats (ignore the different colors, which are set for a whole site by the site administrator):

All of the individual settings have "?" next to them to explain what they do. A few of these fields warrant special comment:

- ID number – this field is used to create a number that can be used to interface with other programs. Moodle itself does not use this number internally, so in many cases, this field can be left blank.

- Summary – this can be anything. If you have HTML editors enabled, you can use full formatting, including superscripts, subscripts, emoticons, etc.

- Format – this is an important field. There are three different formats for the class – Weekly, Topic, and Social. The weekly format organizes the class into weeks, with assignments, discussion boards, tests, etc. all residing in a week-by-week block. The Topic format organizes everything by topics (or units), regardless of how long they take. The Social format is built around a forum (bulletin board), which is good for announcements and discussions. I find the Weekly and Topic boards to be the more useful, but someone may come up with a creative Social format use. The different formats look like this:
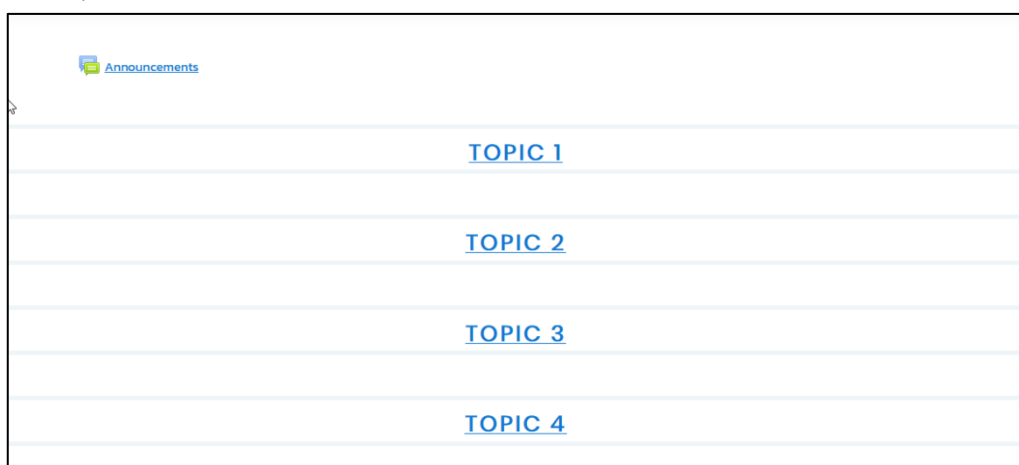
Picture 17 Weekly format

Picture 18 Topics format

Note that the weekly and topics formats are very similar in structure. The main difference is that each box in the weekly format covers exactly one week, whereas in the topic format each box can cover whatever you like. The social format doesn't use much content at all and is based around just one forum - this is displayed on the main page.

See the help buttons on the Course Settings page for more details.

Notice that the Weekly and Topic formats look very similar, but they are organized very differently. Weekly format lends itself to classes that are structured in a regular format, and Topic lends itself to classes that have units that are chronologically dynamic.

For the rest of this manual, I will be using the Topic format, but all the functions work in the Weekly and Social formats as well.

☐ Enrolment period – This sets how long a student can be enrolled in a class from when the student registers. After the time set here, the student will be unenrolled from your class.

☐ Number of weeks/topics – this displays the number of weeks or the number of topics displayed on your class page (the default is 10 weeks or 10 topics).

☐ Group mode – This is the default setting for groups for the course. You have three settings to choose from if you use groups:

☐ No groups – if this is set, the class is one big group. Everyone can see everyone.

- ☐ Separate groups – if this is set, each group is separate – the groups cannot see each other (can not see other groups postings, assignments, etc.).

- ☐ Visible groups – if this is set, students belong to groups, but the groups can see each other.

- ☐ Force (setting related to group mode) – if this is set to "No," then groups can be assigned for each module added (each assignment). In this case, the class group setting is the default setting, but that can be changed. If this is set to "Yes," then the group setting cannot be changed at the assignment level – the setting for the class level is always the setting.

- ☐ Enrolment key – this is the classroom password. If you fill in this field, students will have to put in the password the first time they log in to the class. This is to keep people who are not in your class from joining. The enrollment key can be anything – a word, numbers, or a combination. This can be changed as many times as you like in case the password gets spread outside of class. Again – students only need to put this key in the first time – after that they do not have to. If someone from outside of the class joins and then you change the key, they do not have to put in the new key because they have already joined, but they can be kicked out by you. Once they are kicked out, they would have to know the new key to rejoin the class.

- ☐ Guest access – this controls if people without accounts can get into your classroom. This is set to "Do not allow guests in" by default, but it can be changed to allow guests in who have the classroom enrollment key (the password) or to allow in any guest, even if they do not have the enrollment key. Note that guests cannot change anything in a course – they can only read or see what has been done.

- ☐ Hidden sections – this setting controls how hidden sections appear (or don't) in your class. You want to hide a section in your classroom if you are making changes on it, or if you do not want the students working ahead (on a future topic). If you hide a section (a topic or a date), a small bar will normally appear to let the student know

there is a hidden section there. The students cannot see anything in the section, but will know it is there. If you set this control to "Hidden sections are completely invisible," then nothing shows up in the class for the students to see.

☐ News items to show – this sets how many news items to show for your class. Any time you post something in the News forum (at the top of the classroom), the title will appear in the "Latest news" box (at the top of the page by default). The number you set here limits how many news items to post before old ones get dropped. If you enter "0" for this menu, the "Latest news" box will not be displayed.

☐ Show grades – this item sets whether or not students can see the grades you give them on any assignments that support giving grades (which is most of them). By default, this is set to "Yes" so the student can see the grade you gave. If this is set to "No," then students cannot see the grades that were given.

☐ Show activity reports – this feature defaults to "No." If this is switched to "Yes," then students can see their activity log (logon times, what they did while on, etc.). Note that this can put a strain on a server if this is turned on for large classes. The teacher can always see the activity log of a student, no matter what this feature is set to.

When done modifying the class settings, click on "Save changes."

Uploading file

You may have existing content that you want to add to your course, such as web pages, audio files, video files, word documents, or flash animations. Any type of file that exists can be uploaded into your course and stored on the server. While your files are on the server you can move, rename, edit or delete them.

All of this is achieved through the Files link in your Administration menu. The Files section looks like this:
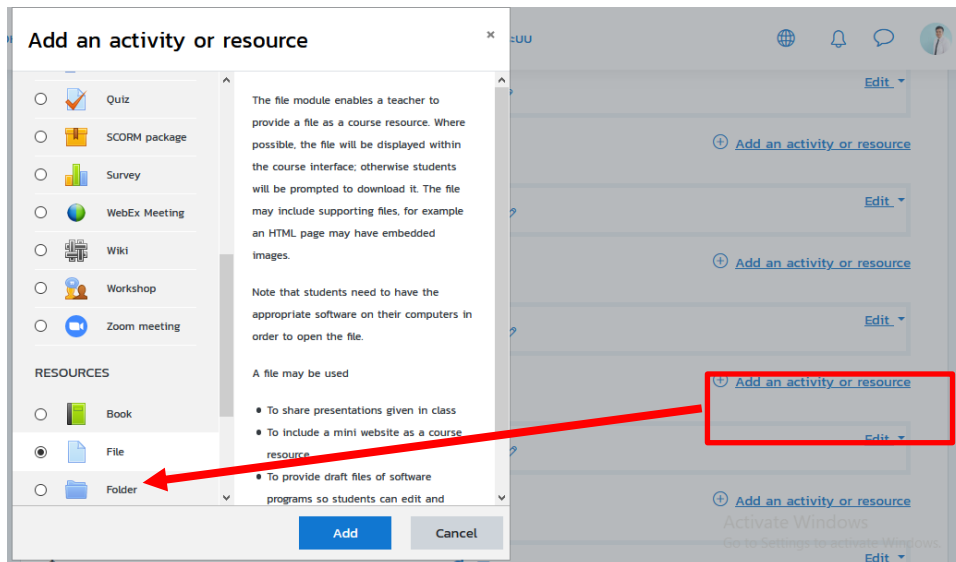
Picture 19 Add Resources File
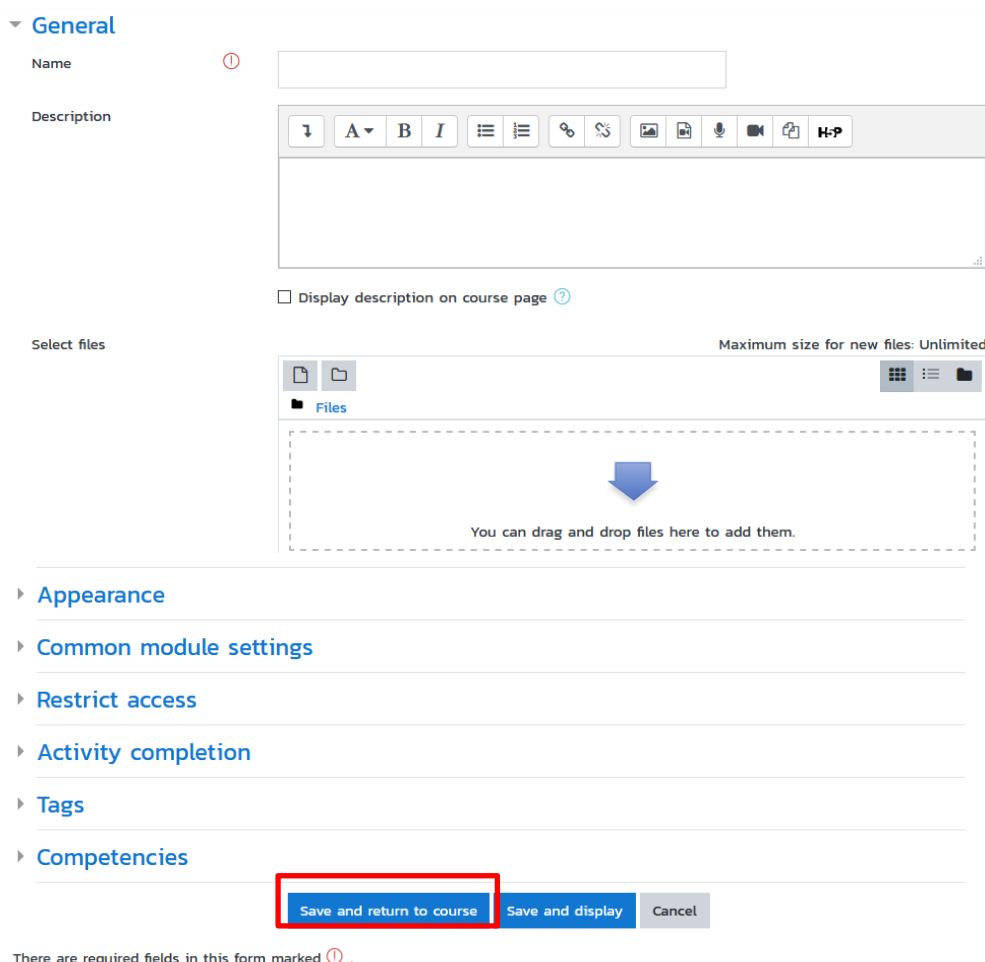
Picture 20

This interface is only available to teachers - it is not accessible by students. Individual files are made available to students later on (as "Resources" - see the next section).

As you can see in the screenshot, files are listed alongside subdirectories. You can create any number of subdirectories to organize your files and move your files from one to the other.

Uploading files via the web is currently restricted to one file at a time. If you want to upload a lot of files at once (for example a whole web site), it can be a lot easier to use a zip program to compress them into a single file, upload the zip file and then unzip them again on the server (you will see an "unzip" link next to zip archives).

To preview any file you have uploaded just click on its name. Your web browser will take care of either displaying it or downloading it to your computer.

HTML and text files can be edited in-place online. Other files will need to be edited on your local computer and uploaded again. if you upload a file with the same name as an existing file it will automatically be overwritten.

A final note: if your content resides out on the web then you don't need to upload the files at all you can link directly to them from inside the course (see the Resources module and the next section).

Setting up activities

Building a course involves adding course activity modules to the main page in the order that students will be using them. You can shuffle the order any time you like.

To turn on editing, click "Turn on editing" under Administration. This toggle switch shows or hides the extra controls that allow you to manipulate your main course page. Note in the first screenshot above (of the Weekly format course) that the editing controls are turned on.

To add a new activity, simply go to the week or topic or section of the screen where you want to add it, and select the type of activity from the popup menu. Here is a summary of all the standard activities in Moodle 1.0:

Assignment

An assignment is where you set a task with a due date and a maximum grade. Students will be able to upload one file to satisfy the requirements. The date they upload their file is recorded. Afterwards, you will have a single page on which you can view each file (and how late or early it is), and then record a grade and a comment. Half an hour after you grade any particular student, Moodle will automatically email that student a notification.

Choice

A choice activity is very simple - you ask a question and specify a choice of responses. Students can make their choice, and you have a report screen where you can see the results. I use it to gather research consent from my students, but you could use it for quick polls or class votes.

Forum

This module is by far the most important - it is here that discussion takes place. When you add a new forum, you will presented with a choice of different types - a simple single-topic discussion, a free-for-all general forum, or a one-discussion-thread-per-user.

Resource

Resources are the content of your course. Each resource can be any file you have uploaded or can point to using a URL. You can also maintain simple text-based pages by typing them directly into a form.

Quiz

This module allows you to design and set quiz tests, consisting of multiple choice, true-false, and short answer questions. These questions are kept in a categorized database, and can be re-used within courses and even between courses. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback or to show correct answers. This module includes grading facilities.

Survey

The survey module provides a number of predefined survey instruments that are useful in evaluating and understanding your class. Currently they include the COLLES and the ATTLS instruments. They can be given to students early in the course as a diagnostic tool and at the end of the course as an evaluation tool (I use one every week in my courses).

After adding your activities, you can move them up and down in your course layout by clicking on the little arrow icons (↑↓) next to each one. You can also delete them using the cross icon ✖, and re-edit them using the edit icon ⚙.

Running the course

There are some big plans to extend this document into a more comprehensive tutorial. Until then here are a few ideas:

1. Subscribe yourself to all the forums so you keep in touch with your class activity.

2. Encourage all the students fill out their user profile (including photos) and read them all - this will help provide some context to their later writings and help you to respond in ways that are tailored to their own needs.

3. Keep notes to yourself in the private "Teacher's Forum" (under Administration). This is especially useful when team teaching.

4. Use the "Logs" link (under Administration) to get access to complete, raw logs. In there you'll see a link to a popup window that updates every sixty seconds and shows

the last hour of activity. This is useful to keep open on your desktop all day so you can feel in touch with what's going on in the course.

   5. Use the "Activity Reports" (next to each name in the list of all people, or from any user profile page). These provide a great way to see what any particular person has been up to in the course.

   6. Respond quickly to students. Don't leave it for later - do it right away. Not only is it easy to become overwhelmed with the volume that can be generated, but it's a crucial part of building and maintaining a community feel in your course.

Assignment

To add an assignment, click on "Assignment" under the "Add an activity" menu. This will take you to the "Assignment" screen:

Again, notice there are "?" buttons next to each menu to help explain what each does.

The "Assignment name" can be anything you like.

The "Description" describes the assignment. It can have full formatting using the toolbar (bold, underline, images, etc.).

The "Assignment type" field gives you the option of allowing students to do the assignment offline (paper copies), or to upload a single file (they send you the file electronically). In either case, you may enter a description of the assignment. If you do want the students to submit the assignment electronically, they can upload one file of any type (Word, PowerPoint, etc.). If you do this, make sure you set the maximum size field to be big enough. I would always set it to the maximum size just to be safe. Note that 2 Mb is plenty for most assignments, but that PowerPoints can exceed this amount.


The "Allow resubmitting" field allows students to resubmit the assignment if this field is set to "Yes."

"Grade" sets the grade as either a number (from 1-100) or as a custom word-based scale set up in the "Scales" section (see earlier section).

"Maximum size" limits the total size of the file that is uploaded (if the assignment is to be submitted electronically).

For my example, I will assign an essay on PC safety, and require it to be submitted electronically. To do this, I type the name and description, select that it is an online activity, keep resubmitting off, set the grade to 100, set the size to the maximum and set the due date to May 27 at 12.00 A.M. When finished I hit "Save changes."

There is now an assignment on my main page called "Homework":
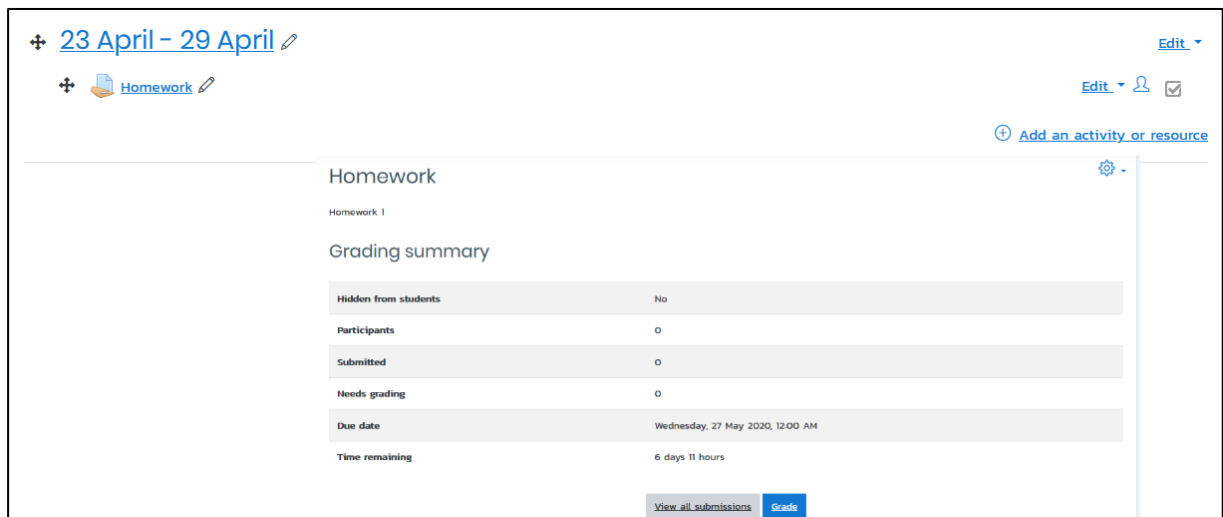
Picture 21 assignment

If I click on the assignment's name ("Homework"), it will take me to what the assignment looks like, as well as provide a link to look at any uploaded assignments:
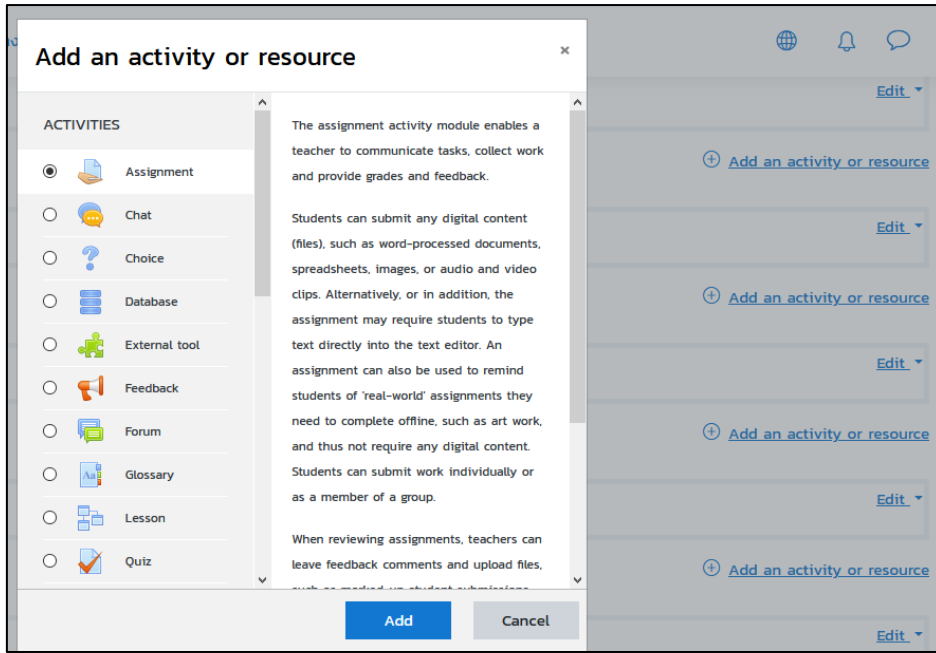
Picture 22 activity or resource