

**UNIVERSITY OF SCIENCE  
FACULTY OF INFORMATION  
TECHNOLOGY**

**"MOODERN" MANUAL GUIDE CS162**

**CLASS: 21APCS2**

**GROUP 4**



# GROUP 4 - MANUAL GUIDE FOR MOODLE

## INTRODUCTION TO COMPUTER SCIENCE CS162

### Thành viên

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## 1 MANUAL GUIDE FOR MOODLE

### 1.1 STAFF

- Administrator's account:
  - Username: admin
  - Password: 123456
- The admin account will allow administrator to enter other staffs' data and give them access.
- Staffs' accounts will have a default password of 123456.
- Move the mouse cursor to the upper-right corner, and click "Change password" to enter the password changing session:
- Enter the current password, enter new password, re-enter new password, and click "Change" to successfully change password. User is then turned back to the login session.
- For the first time the program is used, new school years have to be created for adding students' data, as well as giving them access. New school year is created as follow:
  - Choose New... → School Year → Enter starting and ending years into corresponding sessions → Add classes by entering class ID in "Add Class" session, press enter or choose Add Class to save data.

- Choose a class on the list for adding corresponding students' information, which is done as follow:
  - \* **Manual input:** Enter each student's information into corresponding sessions and choose Add.
  - \* **File input:** Choose From File... → Browse to and choose the CSV file storing corresponding information.
  - \* User can view the list of students in a class by clicking the plus sign next to the corresponding class.
  - \* User can then change the students' information by clicking on the corresponding student, entering new information, and choosing Change. A student's class can also be changed by adding a new class in this session..

- **Add a new semester: choose New... → Semester:**

- Enter semester → Enter year, starting and ending dates → Enter courses' information and choose Add for saving each course.
- Course's information can also be changed in this session by choosing the corresponding course ID in the list.
- Choose Done to save all information to the system.

- **Update courses' information:**

- All courses' information will be shown in this session.
- Choose the corresponding course ID to enter the course's updating session.
- Choose Save to save all information to the system. Otherwise, choose Revert Changes to remove all the updates.
- Choose Delete Course to delete the current course.

- **Export scoreboards from CSV file:**

- Choose Import Scoreboard.
- Choose Open... for browsing to and choosing CSV file storing scoreboards' information.
- Choose the corresponding course from the list.
- Choose Import.

- **Update students' result:**

- Choose Update Student Result
- A list of students will be shown by classes. Choose a class and its corresponding student, or enter student ID and click Search to enter the changing session.
- Pick a course and change the corresponding result.
- Choose Save to save all information to the system.

- For the functions of viewing information, enter the corresponding course ID or class ID of which user wants to view.

## 1.2 STUDENT

- Login to the system using the provided account.
- Move the mouse cursor to the upper-right corner, and click “Change password” to enter the password changing session:
  - Enter the current password, enter new password, re-enter new password, and click “Change” to successfully change password. User is then turned back to the login session.
- **To get enrolled in a course:**
  - Choose Course Registration
  - A list of available courses will be shown in the left column (including enrolled courses)
  - Choose the corresponding course's name → Check for the course's details and choose Register to enroll in that course. The system will inform whether the course has been successfully registered or not by checking if the course overlaps the enrolled courses, or if the number of currently-enrolled courses have reached the maximum of 5.
- **For unregistering a course, choose the corresponding course and simply click Unregister.**

- Of course, both registering and unregistering must be done in the time when a course registration session is active.

- THE END -