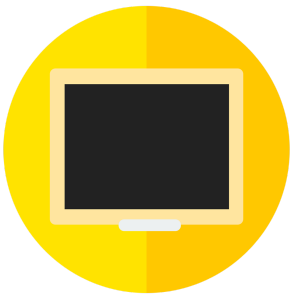

iClass LMS User Manual (Simplified)

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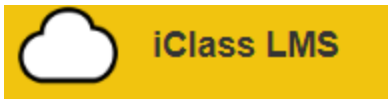
I Introduction

1. About iClass LMS



iClass LMS (Learning Management System) is a convenient, secure and efficient system with high levels of interactivity between the teachers and the students which facilitate active learning in the classroom.

II Teacher Mode

1. Sign in and set up

1.1 Which desktop browser can I use to access iClass?

The iClass LMS website is optimized to run on the latest version of the following HTML5-supported browsers:

- Mozilla Firefox [Windows, Linux, Mac OS]
- Safari [Mac OS]
- Microsoft Edge
- Microsoft Internet Explorer [Windows]

You can also access the iClass LMS website from your mobile browser by going to http://portal.iclass.hk/.

Students can access iClass via iClass app with iOS and Android devices as well.

1.2 What resolution should I use for projection?

The recommended screen size for projection is 1024 x 768 pixels.

1.3 How do I sign in and out of iClass LMS?

Sign in

1. Go to http://portal.iclass.hk/.
2. Enter your username and password.
3. Click **login** or press **Enter**.

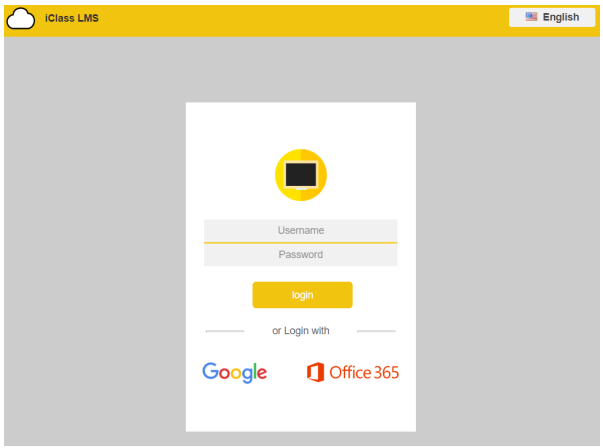
Sign out

1. Click **Logout** on the left navigation bar.

1.4 Change language

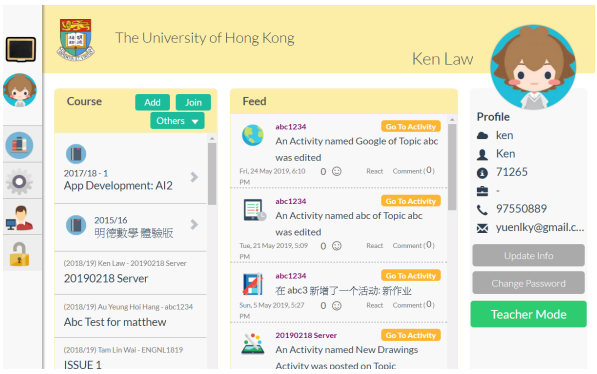
Before Login

1. Click **English**/繁體中文/简体中文.
2. Choose your language from the dropdown box.



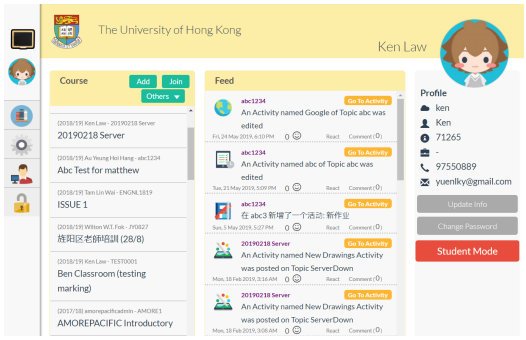
After Login

1. Click **Setting** .
2. Choose your language and click **Confirm** .



1.5 How do I get back to iClass homepage?

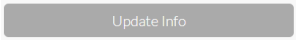
Click or on the left navigation bar.



You may also go to http://portal.iclass.hk/ to access the homepage.

1.6 Change your profile or password

Edit your profile detail

1. Go to iClass homepage.
2. On the right, click **Update Info** 

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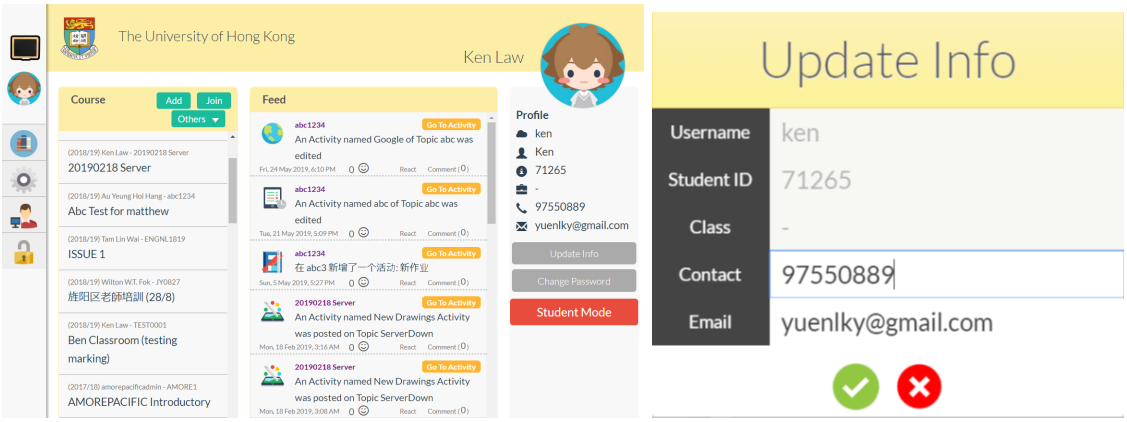


3. On the right, click **Profile picture** .

4. On the right, click **Change Password**

.

1. Confirm your information or password and click **Confirm** .

1.7 Change your role

Only the administrator can change the role of an account.

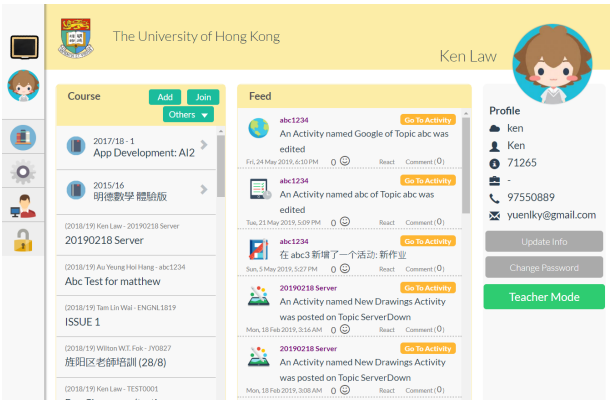
1.8 View as a student

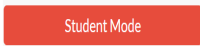
You can preview the activity in student mode. There are three ways for you to change your mode.

Note: Student account cannot be switched to teacher mode. Only teachers account is allowed to view as both teacher and student mode.

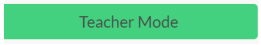
<u>Change your view mode in homepage</u>

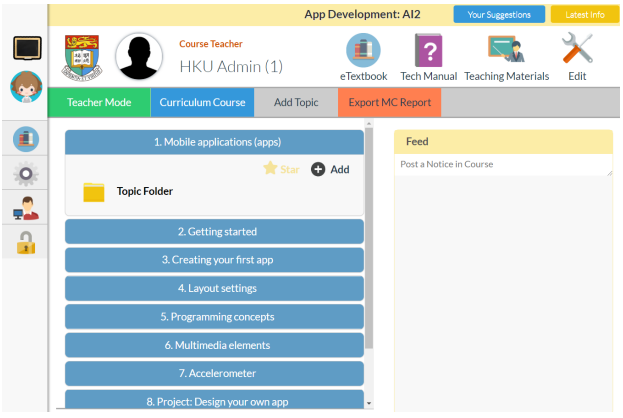
1. Go to iClass homepage.
2. Click **Teacher Mode** and your view will be changed into student mode.

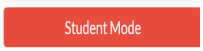


Note: Click **Student Mode**  to return to teacher mode.

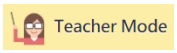
<u>Change your view mode in course</u>

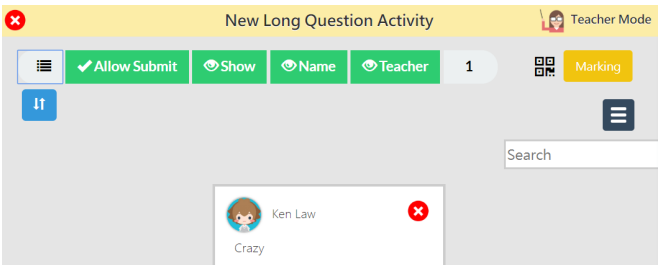
1. Click one of the courses on the list.
2. Click **Teacher Mode**  and your view will be changed into student mode.

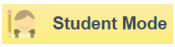


Note: Click **Student Mode**  to return to teacher mode.

Change your view mode in activity

1. Click one of the activities on the list.
2. Click **Teacher Mode**  and your view will be changed into student mode.



Note: Click **Student Mode**  to return to teacher mode.

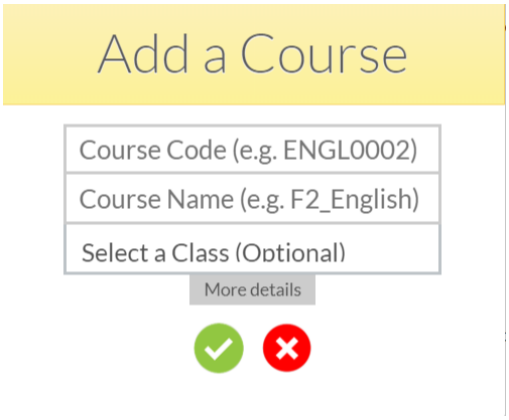
2. Create and organise your courses

2.1 Create or remove a course

Create a course

1. Go to iClass homepage.
2. Click **Add**

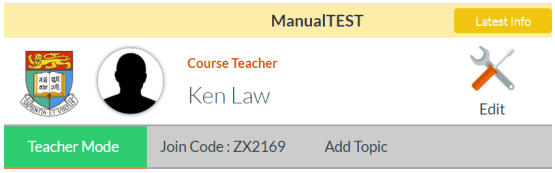
.
3. Enter the following details in the relating columns and click **Confirm** . You may change the course settings anytime.
    - Course Code
    - Course Name
    - Select a Class (Optional)
    - More details



Remove a course

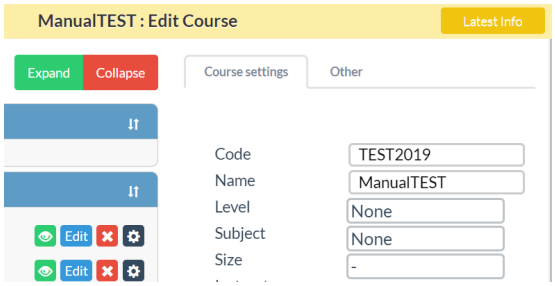
1. Open the course you want to remove.
2. Click **Edit**

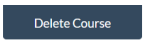
.



3. Click **Other**

.



4. Click **Delete Course** 

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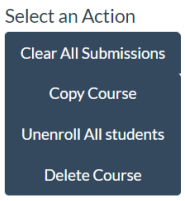
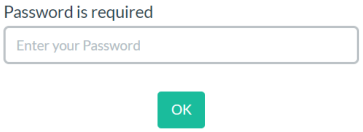


5. Enter your password and click **OK**

to confirm.



Note: You will not be able to recover the course once you delete it.

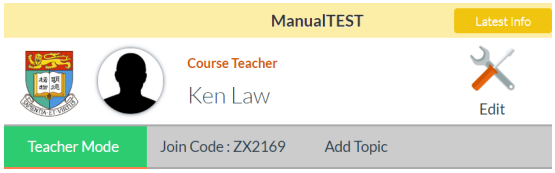
2.2 View your course

1. Go to iClass homepage.
2. All the courses created by you or the class you joined will be listed on the left.
3. Click the course name and view the course.

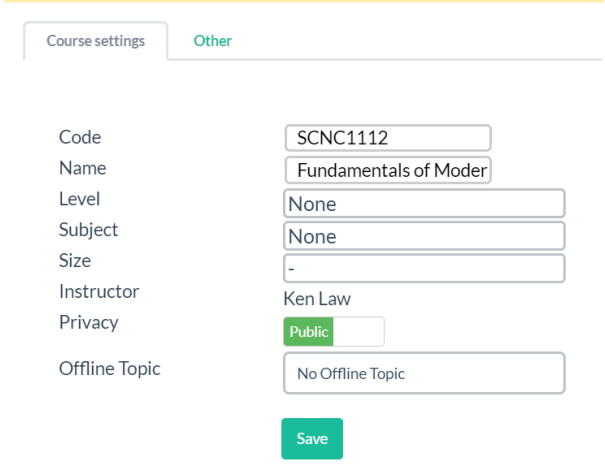
2.3 Edit course settings

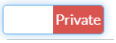
You may update the course detail or set your course as private in the course settings.

1. Open the course you want to edit.
2. Click **Edit** .



3. Edit the course setting and click **Save** .

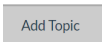


Note: When a course is set as private 

, joining the course by Join code or QR code will be disabled. You can only enroll students manually in private mode. Students who have already joined the course will not be affected.

2.4 Add, rename or remove a topic

Add a topic

1. Open a course.
2. Click **Add Topic** 

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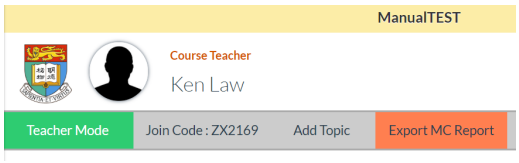
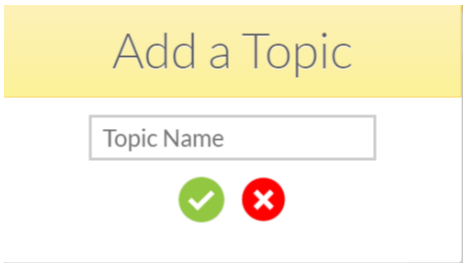


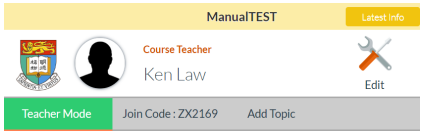
3. Enter the topic name and click **Confirm** .



Rename or remove a topic

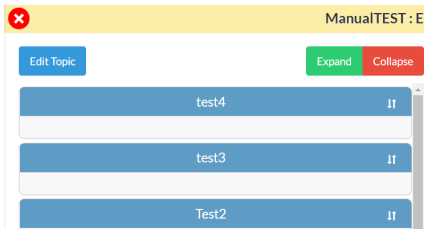
1. Open a course.
2. Click **Edit**

.

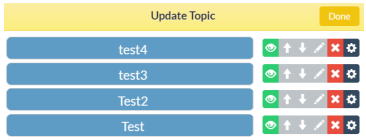


3. Click **Edit topic**

.



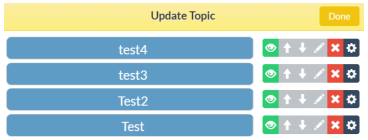
4. Click **Rename** beside the topic you want to rename.



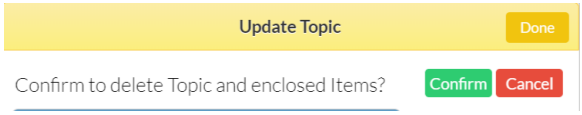
5. Click **Update**

and your topic will be renamed.

6. Click **Delete** beside the topic you want to delete.



1. Click **Confirm** Confirm and your topic will be deleted.



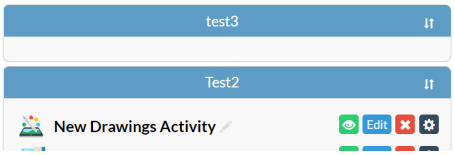
Note: You will not be able to recover the topic once you delete it.

2.5 Rearrange the topic sequence

You may rearrange the topic sequence in two ways.

<u>In course editing page</u>

1. Open a course.
2. Click **Edit** .
3. Drag and drop **Rearrange** to move the course upwards or downwards.



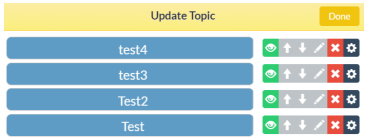
<u>In topic editing page</u>

1. Open a course.
2. Click **Edit** .
3. Click **Edit Topic** Edit Topic .
4. Click **Move Up** or **Move Down** beside the topic you want to rearrange.

2.6 Set a topic invisible to student

You may want to set a topic invisible to students when it is not yet taught.

1. Open a course.
2. Click **Edit** .
3. Click **Edit Topic** .
4. Click **Visibility** and the topic will be set to **Invisible** .

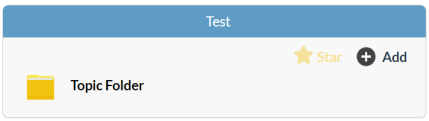


2.7 Add or remove resources

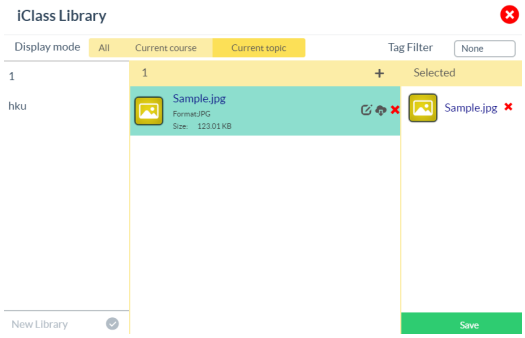
You may add teaching resources such as slides, worksheets, reading materials for students in topics.

<u>Add and remove resources</u>

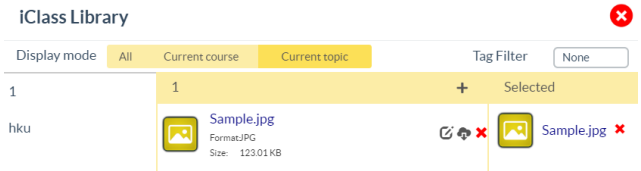
1. Open a course and choose a topic.
2. Click **Topic folder**.



3. Click **Add** . Choose a file from your computer and click **Open** .
4. Click to select the uploaded file to make it visible to students.
5. Click Save .

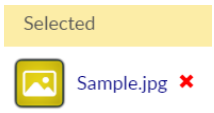


6. Click **Delete** next to the resources you want to delete.



Click **Save**.

Note: If you want to make the file invisible to students, click **Delete** next to the selected resources.

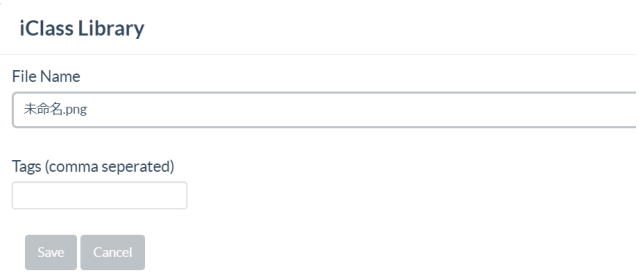


2.8 Edit or download resources

Edit resources

1. Open a course and choose a topic.
2. Click **Topic folder**.
3. Click **Edit** next to the resources you want to edit.

4. You can update the following items.
   - File name
   - Tag (e.g. worksheets, reading materials, slides
5. Click Save to save the changes.



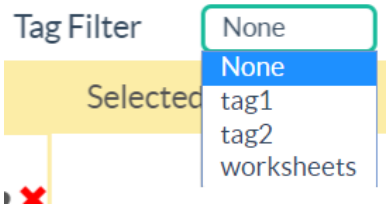
Download resources

1. Open a course and choose a topic.
2. Click **Topic folder**.
3. Click **Download** next to the resources you want to download.

2.9 How to view with tags

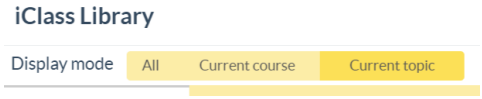
1. Open a course and choose a topic.
2. Click **Topic folder**.

3. At the top right corner, select tags from **Tag Filter**.



2.10 How to view all the resources in current courses

1. Open a course and choose a topic.
2. Click **Topic folder**.
3. Change the display mode to **Current Course** Current course .

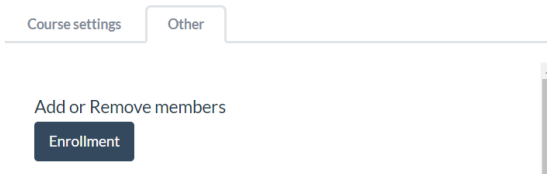


Note: You may view the resources in all courses by changing the display mode to **All** All .

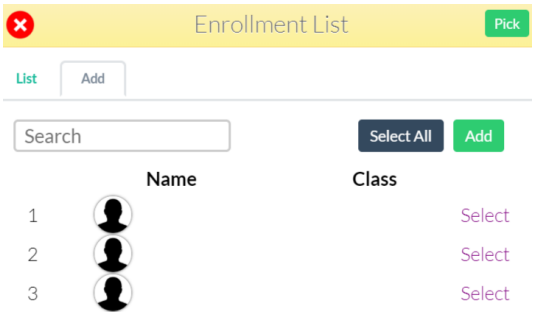
2.11 Enroll students

<u>In course editing page</u>

1. Open a course.
2. Click **Edit** .
3. Click **Other** and click **Enrollment** Enrollment .



4. Click **Add** Add and **Select** Select the students.
5. Click Unselect Unselect if you choose the wrong student.
6. Click **Add** Add and selected students will be enrolled to the course.



Tip 1: You can add students by searching keywords

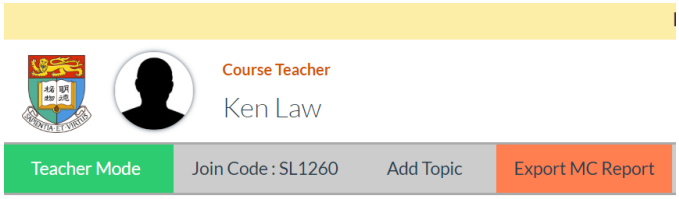
and click **Select All**

to add all the students from a class.

By Join code

1. Open a course.
2. The **Join code**

will be shown under the course teacher.
3. Ask students to enter the **Join code** to join the class. Please refer to p.?? for detailed instruction for students.



By QR code

1. Open a course.
2. Click **Join code**

and the QR code will be popped up.
3. Ask students to scan the **QR Code** to join the class. Please refer to p.?? for detailed instruction for students.

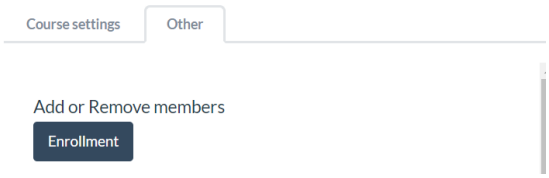
2.12 Unenroll students

Unenroll individual students

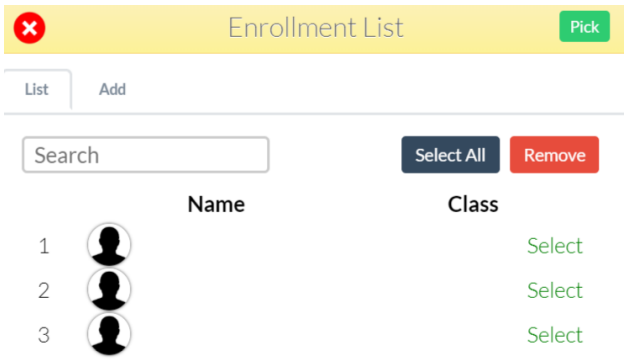
1. Open a course.
2. Click **Edit**

.
3. Click **Other** and click **Enrollment**

.



4. Click **List** and **Select** the students.
5. Click Unselect if you choose the wrong student.
6. Click **Remove** .

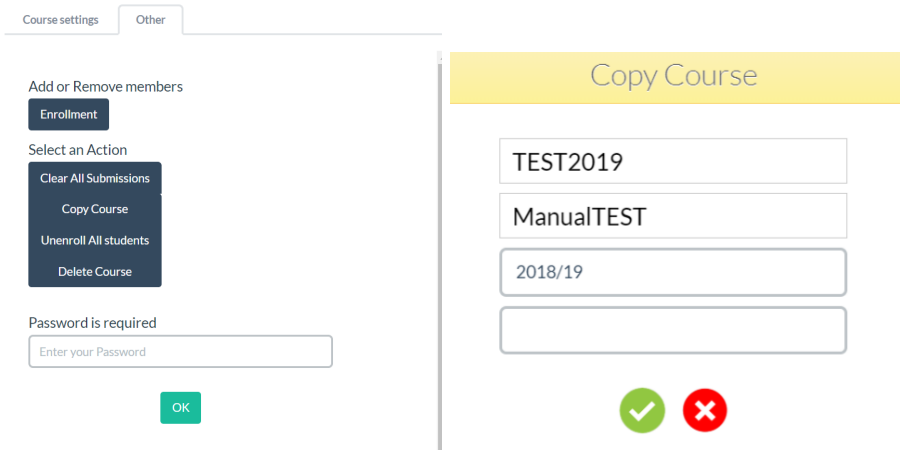


Tip 1: You can add students by searching keywords and click **Select All** to add all the students from a class.

2.13 Copy course

You may want to copy the course for another class.

1. Open a course.
2. Click **Edit** .
3. Click **Other** and click **Copy Course** .
4. Enter your password and click **OK** to confirm.
5. Edit the course detail and click **Confirm** .

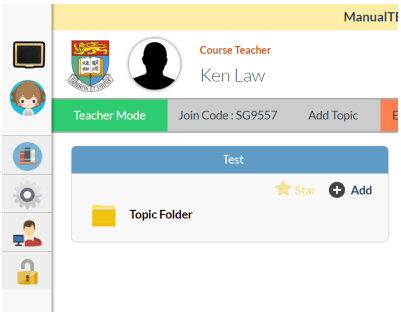


3. Create and track activity

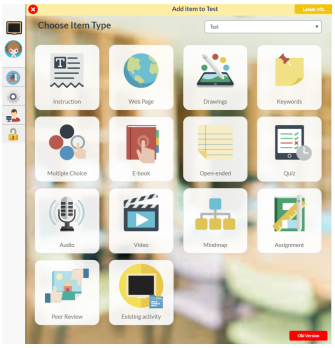
3.1 Add an activity

iClassLMS support a wide range of activities which create a diverse learning environment for students. You are able to post the activity immediately, save a draft, or schedule it to post it at a later date according to your teaching plan. After students submit their feedback, you can share the results and discuss with students instantly. You may also grade and comment later.

1. Open a course.
2. Choose a topic.
3. Click **Add** to create a new activity.



4. Choose an activity type.



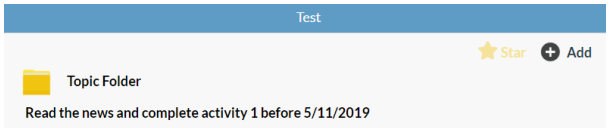
5. Enter the details and click **Add** .

We support 12 kinds of activities in total.

Activity	Feature	Supported Devices
Instruction	Text instruction	All
Webpage	Redirect link	All
Drawings	Provide a canvas for students to draw, type, write, or put stickers to answer question	All
Keywords	Allow students to brainstorm ideas	All
Multiple choice	Post MC questions or voting	?
Ebook	Upload reading materials as an e-book which allows students to take notes on it	All
Open-ended	Post open-ended questions which allows students to answer long question or essays	?
Quiz	Create a quiz with different question types, and collect students' answer and real-time statistics	?
Audio	Collect students' answer in audio format	?
Video	Collect students' answer in video format	?
Assignment	Post, collect and mark the assignments efficiently	?
Peer review	Allow students to rate, view and comment on each other's works	?

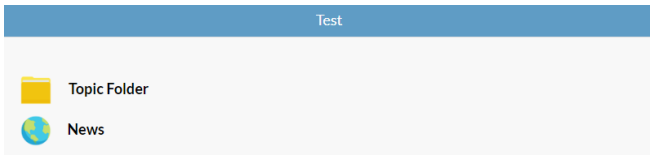
3.1.1 Create an instruction activity

Except posting on news feed, you may also use instruction activity to give text instruction to the student.



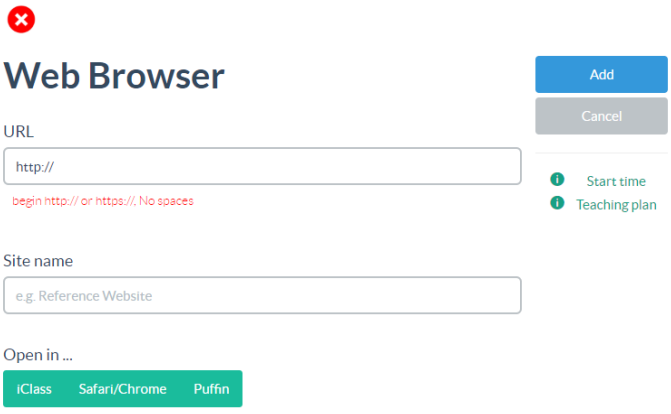
1. Add an **Instruction** activity.
2. Enter the instruction text.
3. Click **Add** Add to create the activity.

3.1.2 Create a web page activity



You may post a redirect link by creating a web page activity.

1. Add a **Web Page** activity.
2. Enter the **URL** and the **Site name** for the link text.
3. (Optional) Choose a default browser for opening the web page.
4. Click **Add** Add to create the activity.

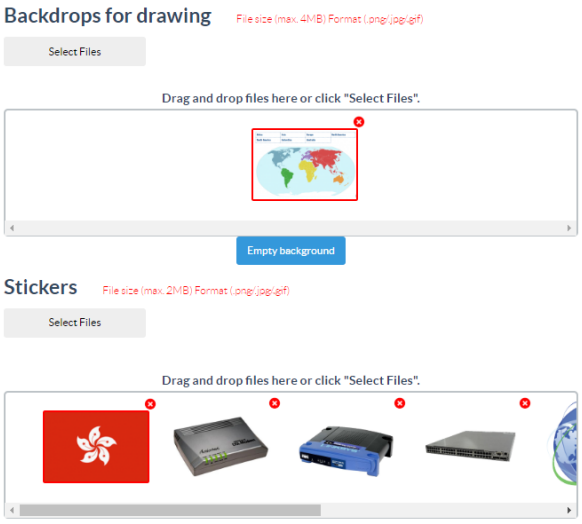


3.1.3 Create a drawings activity

You can create a drawing activity with or without a background. Students can draw, write, type, insert image or put stickers on the canvas to answer the question.

1. Add a **Drawings** activity.
2. Enter the activity name.
3. (Optional) Check the box beside **Fixed-sized stickers** to restrict the students from resizing the stickers.

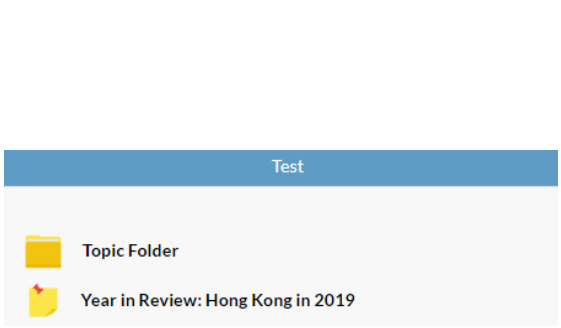
4. (Optional) Click **Select Files** to upload an image as the canvas. Click the uploaded image to select it as the canvas. If you want a blank background, click **Empty background**.
5. (Optional) Click **Select Files** to upload an image as the stickers. Click the uploaded image to make it visible to students.



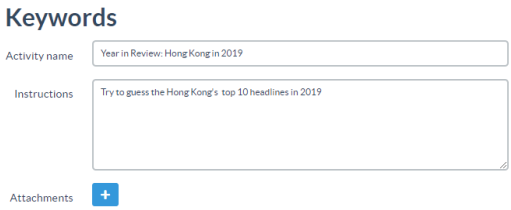
6. Click **Add** to create the activity.

3.1.4 Create a keywords activity

You may ask the students to brainstorm ideas with a keywords activity.



1. Add a **Keywords** activity.
2. Enter the activity name and instruction.
3. (Optional) Add **attachments** if it is needed. Click the uploaded file to make it selected and visible to students.



4. (Optional) Set different **tags** for the answers. It will be set as "Answer" if you leave it blank.

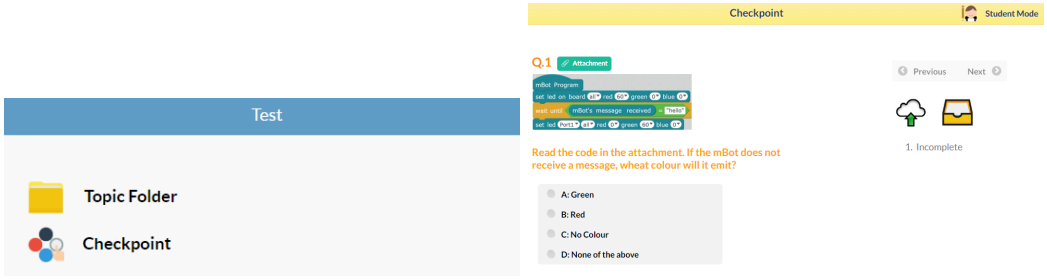
If you set tags, students will be asked to choose a tag when they submit their keywords. Students' answers will also be classified with tags.

5. Click **Add** to create the activity.

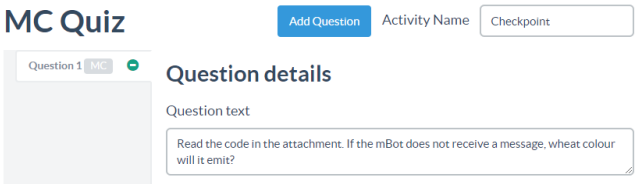
Note: Students can enter a keyword with 30-character limit.

3.1.5 Create a multiple choice activity

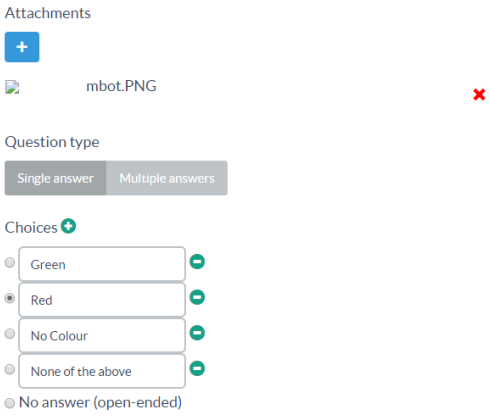
Our multiple choice activity supports instant in-class quiz. You may also use this function for voting.



1. Add a **Multiple Choice** activity.
2. Edit the activity name.
3. Click **Add Question** .
4. Edit the question.



5. (Optional) Add **attachments** if it is needed. Click the uploaded file to make it selected and visible to students.
6. Choose a question type.
7. Click **Add** to add new choice.
8. **Select** the correct answer(s). You may select “No answer” to make it open-ended.



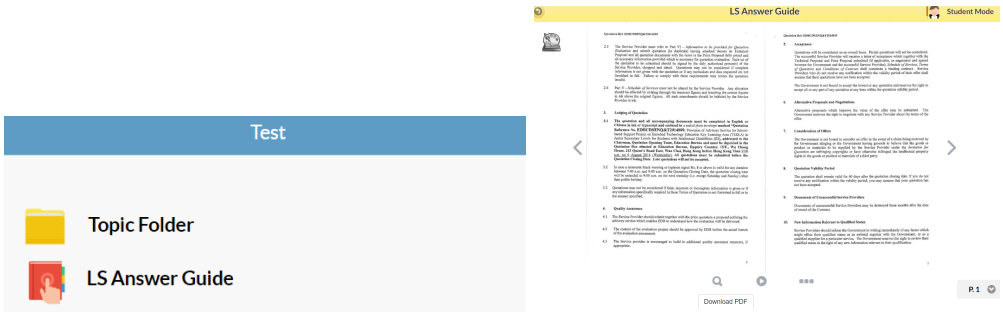
9. Click **Add** to create the activity.

Tip 1: If you are asking a mathematics question, please select **Enable LaTeX** Enable LaTeX to display the formulas and mathematics symbols. Please kindly refer to LaTeX guide for the details.

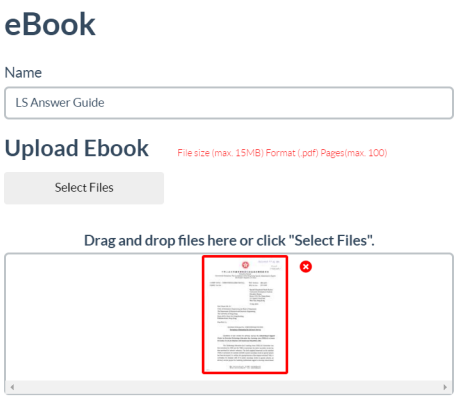
Note: The maximum number of choices is 1.

3.1.6 Create an e-book activity

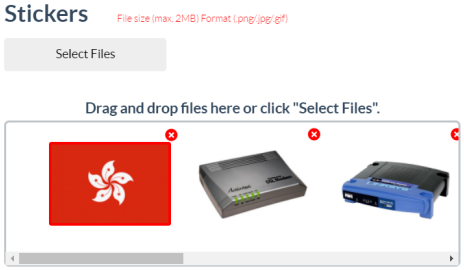
You can upload reading materials with an e-book activity. Students can read the PDF file on iClass or download it. E-book activity also supports taking notes on the e-book.



1. Add an **E-book** activity.
2. Edit the name of the e-book.
3. Click **Select Files** Add Question to upload a PDF file.
4. Click the uploaded file to make it selected and visible to students.



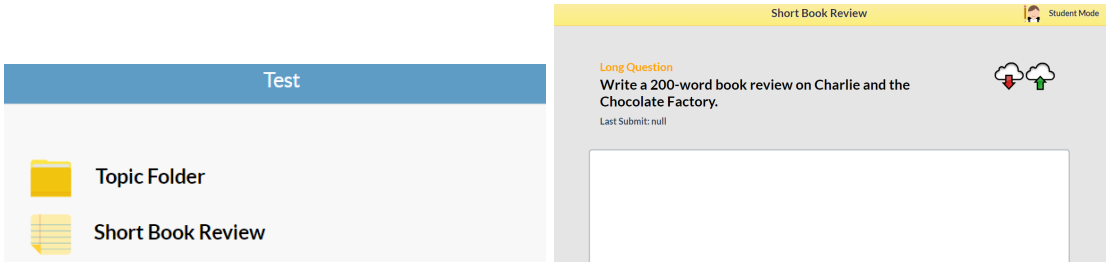
5. (Optional) Add **stickers** if it is needed. Click the uploaded file to make it selected and visible to students.



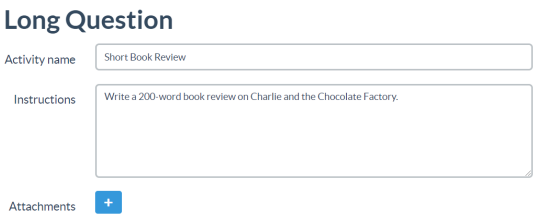
6. Click **Add** Add to create the activity.

3.1.7 Create an open-ended activity

Open-ended activity allows students to answer long questions or essays.



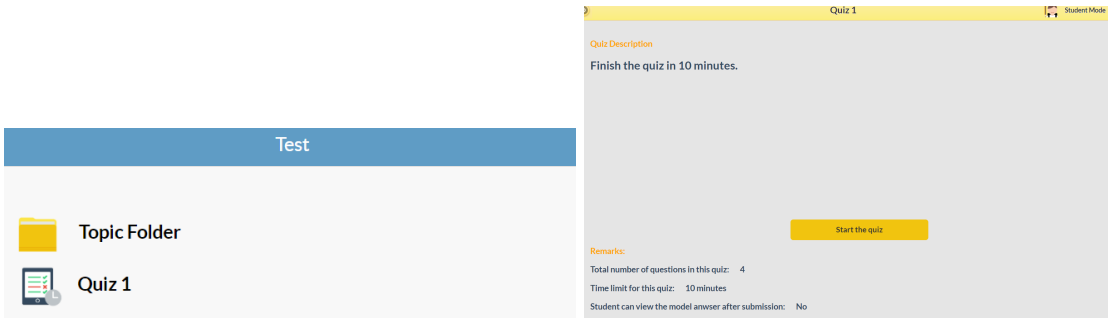
1. Add an **Open-ended** activity.
2. Edit the activity name and instructions.
3. (Optional) Add **attachments** if it is needed. Click the uploaded file to make it selected and visible to students.



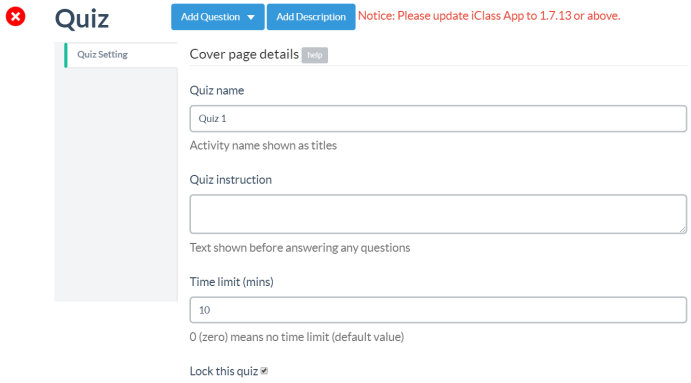
4. Click **Add** to create the activity.

3.1.8 Create a quiz activity

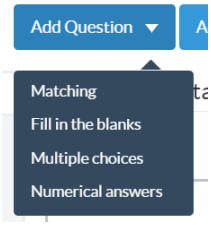
Teachers can create a quiz with different question types, including matching, fill in the blanks, numerical and multiple choice questions. Students' feedback will be collected, and real time statistics at both question and class levels will be generated automatically.



1. Add a **Quiz** activity.
2. Edit the quiz name and instructions.
3. Set the time limit for the quiz.
4. (Optional) If you check the box beside **Lock the quiz**, **Quiz Locked** will be shown and the students will be unable to answer the quiz.

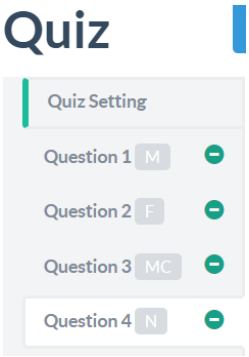


5. Click **Add Questions** Add Question and select the question type.



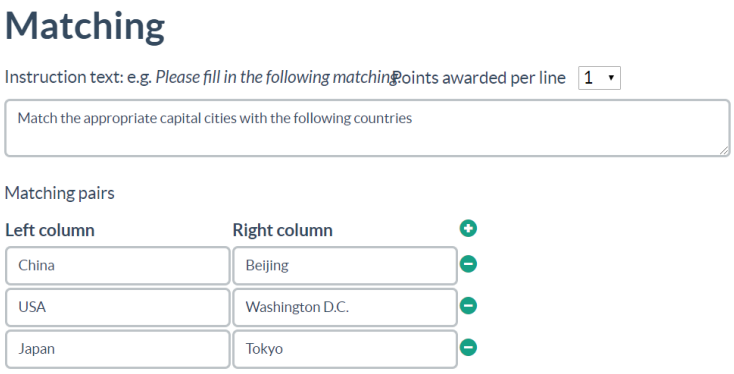
6. Edit the question. Please refer to p.?? for the details.
7. Click **Add** Add to create the activity.

TIP 1: On the left navigation bar, the question type will be shown next to the question number, i.e. M=Matching, F=Fill in the blanks, MC=Multiple choices, and N=Numerical question.

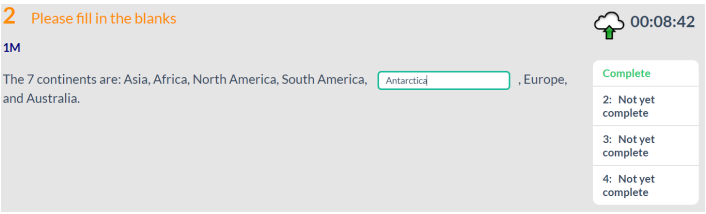


A. Matching

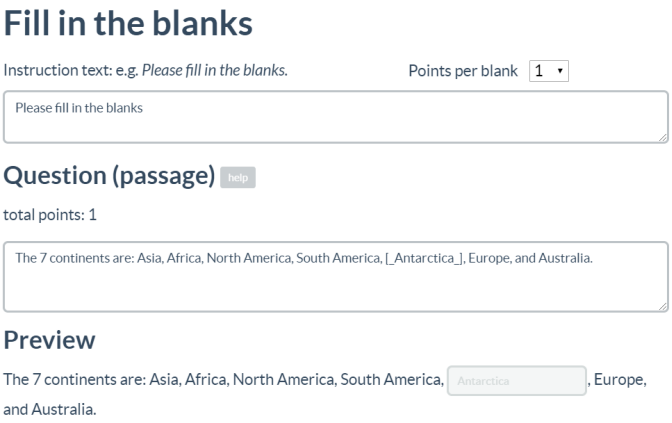
1. Edit the instruction text.
2. Click **Add** to add a matching pair. Click **Delete** if you want to remove the pair.
3. Edit the left column and right column.
4. Set points awarded per matching pair.



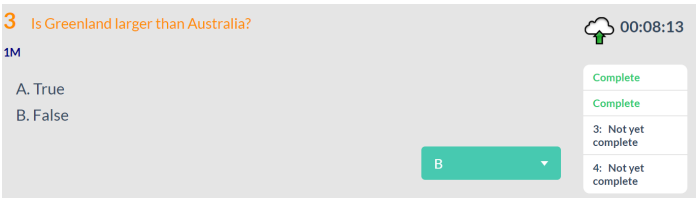
B. Fill in the blanks



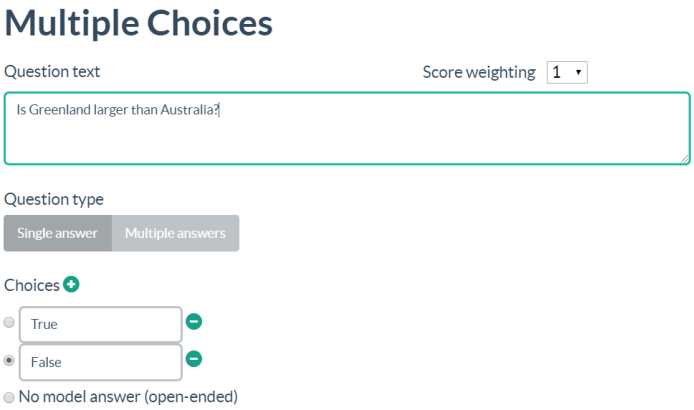
1. Edit the instruction text.
2. Edit the question with the instruction of **help**. You can preview the question under **Preview**.
3. Set points awarded per blank.



C. Multiple choices

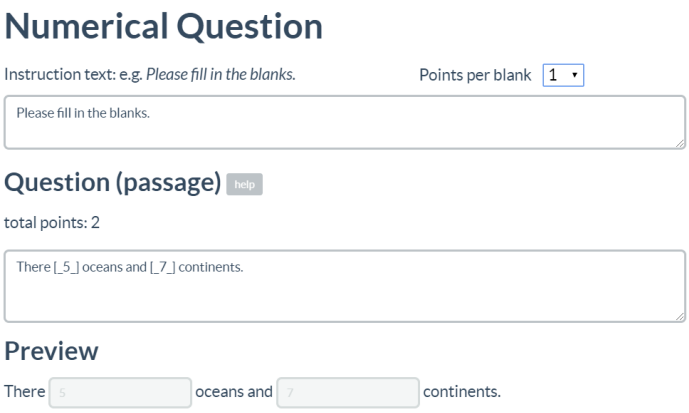


1. Edit the question text.
2. Choose the question type.
3. Click **Add** to add an option. Click **Delete** if you want to remove the option.
4. **Select** the correct answer(s). You may select “No answer” to make it open-ended.
5. Set points awarded for the question.

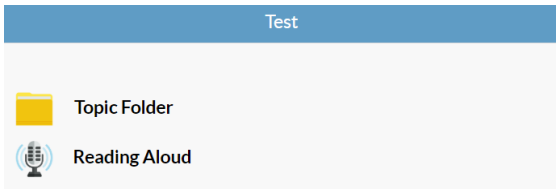


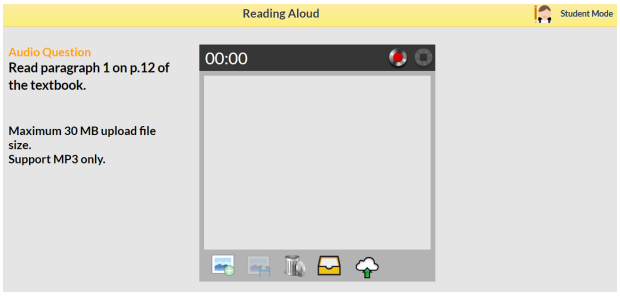
D. Numerical question

1. Edit the instruction text.
2. Edit the question with the instruction of **help**. You can preview the question under **Preview**.
3. Set points awarded per blank.

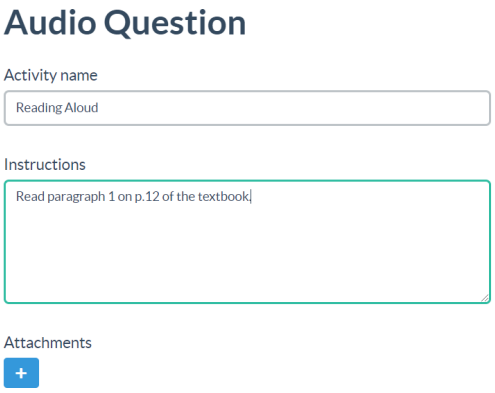


3.1.9 Create an audio/video activity

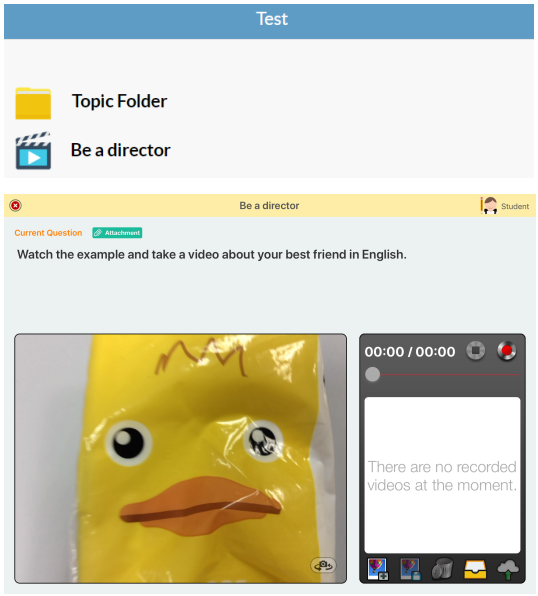




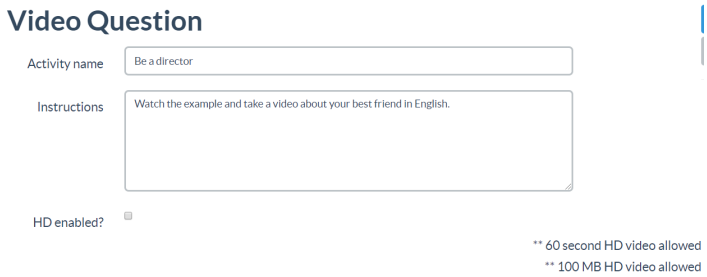
1. Add an **Audio** activity.
2. Edit the activity name and instructions.
3. (Optional) Add **attachments** if it is needed. Click the uploaded file to make it selected and visible to students.
4. Click **Add** Add to create the activity.



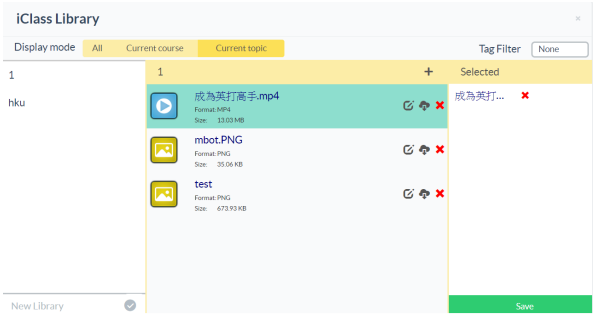
3.1.10 Create a video activity



1. Add a **Video** activity.
2. Edit the activity name and instructions.
3. (Optional) Check the box beside **HD enabled** to allow students to upload with HD resolution.



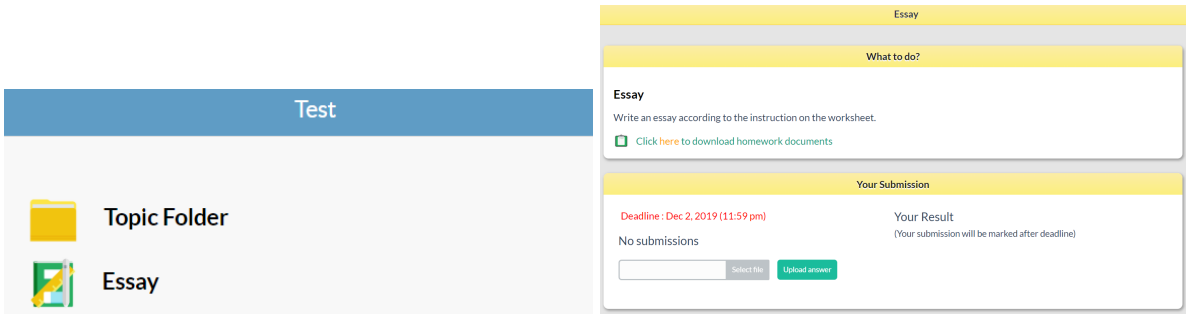
4. (Optional) Click **Add** to add an attachment. Click the uploaded file to make it selected and visible to students.



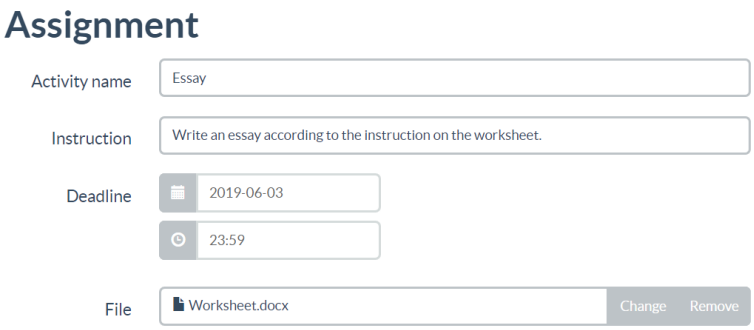
5. Click **Add** to create the activity.

3.1.11 Create an assignment activity

Assignments can be given to your class with the assignment activity. Not only can you collect and mark your students' assignments on iClass, but also return your markings and feedback to your class.



1. Add an **Assignment** activity.
2. Edit the activity name and instructions.
3. Set a deadline for the assignment.
4. (Optional) Upload an attachment if it is needed.



5. Click **Add** to create the activity.

Note: Only PDF file is supported for the students' submission.

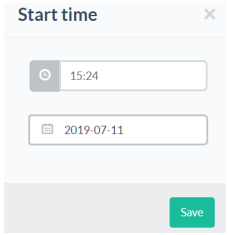
3.2 Draft or schedule an activity

You can schedule an activity when you create or edit it. The activity will be accessible to students at the preset start time. You can also set the start time with a later date or hide your activity when you want to save a draft activity.

<u>Schedule your activity</u>

1. Add or edit an activity.
2. Click **Start time** Start time .

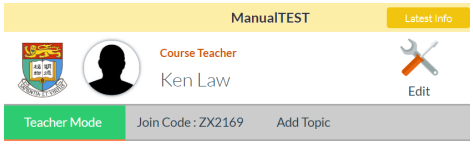
3. Edit the time and date.
4. Click **Save** Save for the updates.



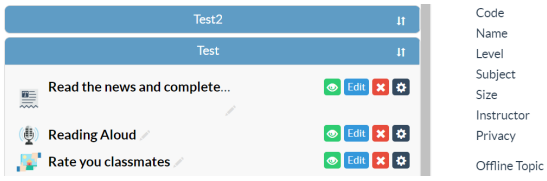
5. Click **Add** Add .

<u>Hide your activity</u>

1. Create an activity.
2. Click **Edit** Edit .

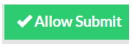


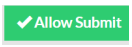
3. Click the topic to show the list of activities.
4. Click **Show** next to the activity you want to hide.
5. When the icon is changed to **Hide** , your activity will be invisible to students unless you unhide it.



3.3 Enable or stop submission

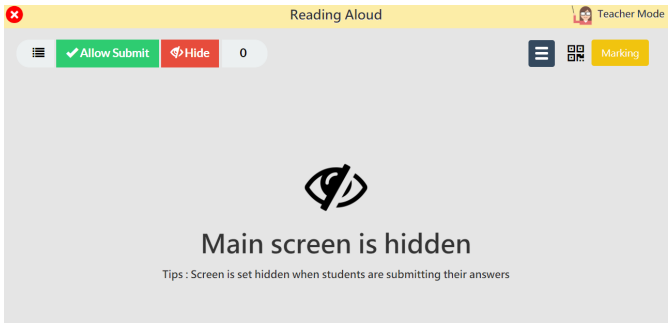
When you view in teacher mode, you can enable or stop submission in presentation mode.

1. Open an activity.
2. When **Allow Submit** 

is shown, submission is enabled.
3. Click **Allow Submit** 

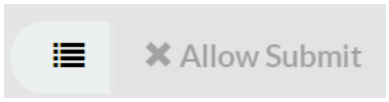
to stop submission.
4. The button will change to **x Allow Submit**

and submission will be stopped.



Note1: If you fail to enable or stop submission as shown below, please check whether you are in **Advanced Marking** mode

.

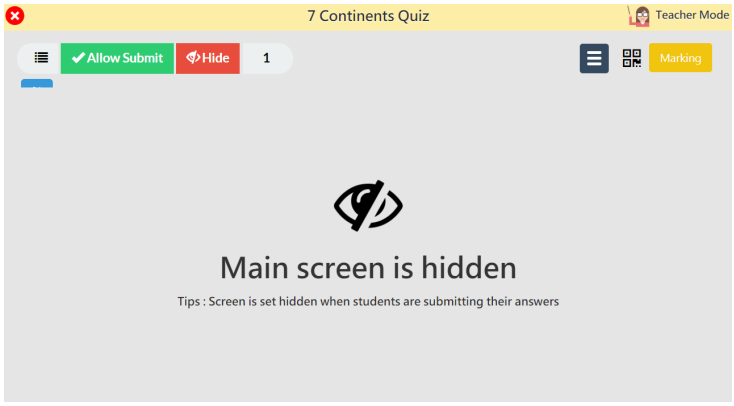


Note2: If you do not stop the submission after the deadline of an assignment activity, late submission is still allowed but those assignments will be marked with “late”.

3.4 How do I know the number of submissions?

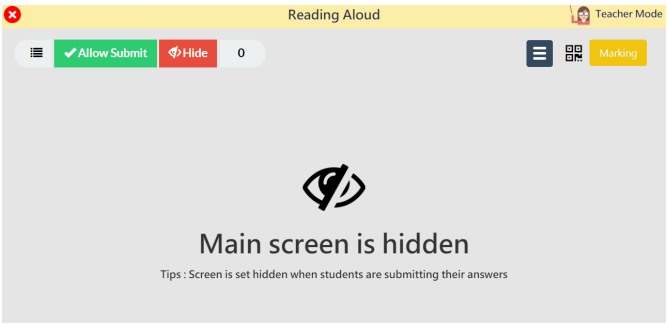
When you view in teacher mode, you can view the number of submissions in presentation mode.

1. Open an activity.
2. A submission count is shown at the upper navigation bar.



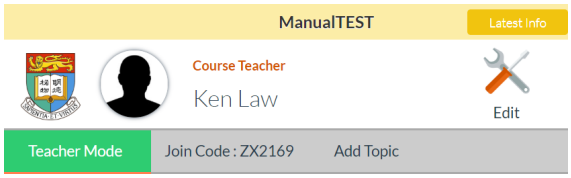
3.5 How do I exit the activity and go back to the course page?

Click **Close** to exit the activity.

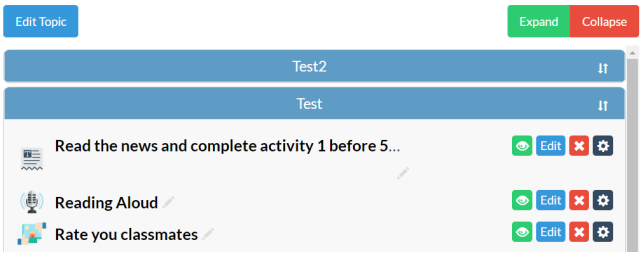


3.6 Edit an activity

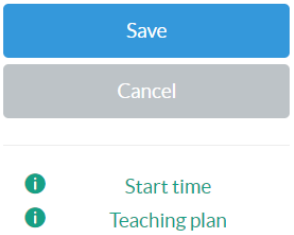
1. Open the course you want to edit.
2. Click **Edit** .



3. Click the topic to show the list of activities or click **Expand** Expand to show all the activities.
4. Click **Edit** Edit next to the activity you want to edit.



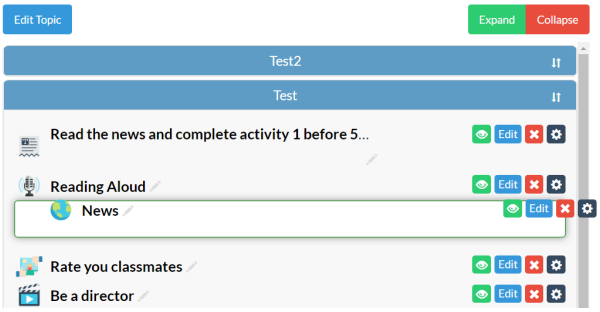
5. Edit the details and click **Save** Save to save the changes.



Note: Editing an activity will delete all the previous submissions.

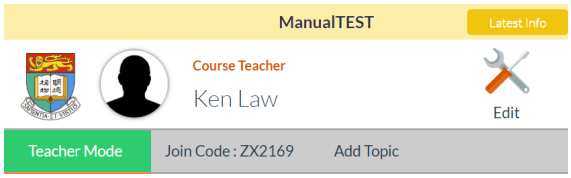
3.7 Rearrange the activity sequence

1. Open a course.
2. Click **Edit** .
3. Drag and drop the name of the course to move the course upwards or downwards.

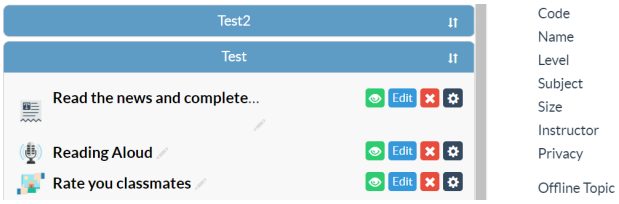


3.8 Remove an activity

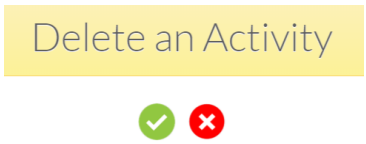
1. Open the course you want to edit.
2. Click **Edit** .



3. Click the topic to show the list of activities.
4. Click **Remove** next to the activity you want to edit.



5. Click **Confirm** .

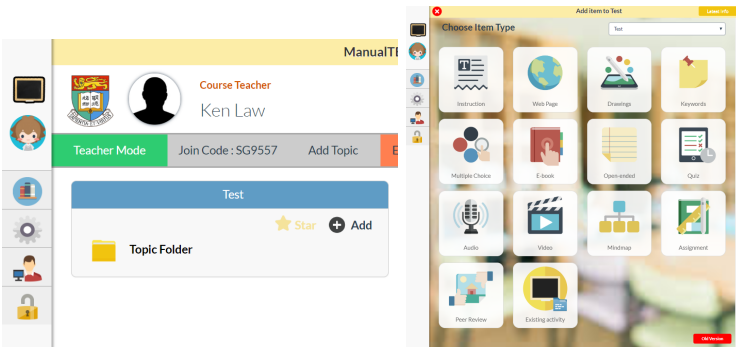


Note: You will not be able to recover the activity once you delete it.

3.9 Copy an activity

If you want to create a similar activity to another class or another topic, you can copy it as a template and edit it.

1. Open a course.
2. Choose a topic.
3. Click **Add** Add to create a new activity and choose **Existing Activity** .



4. Select the course which you want to copy the activity from.
5. Click to select the activity and click **Copy** Copy .

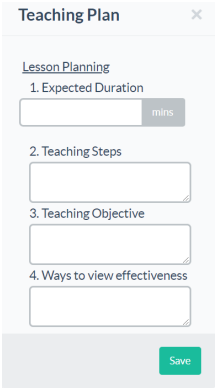
Note: You can select and copy multiple activities at once.

3.10 Can I add a teaching plan for the activity?

You may want to add a teaching plan as a guideline for other teachers or add some remarks.

1. Add or edit an activity.
2. Click **Teaching plan** Teaching plan to add a teaching plan for the activity.

3. Enter the expected duration, teaching steps, teach objectives and ways to view effectiveness.
4. Click **Save** Save for the updates.



5. Click **Add** Add .

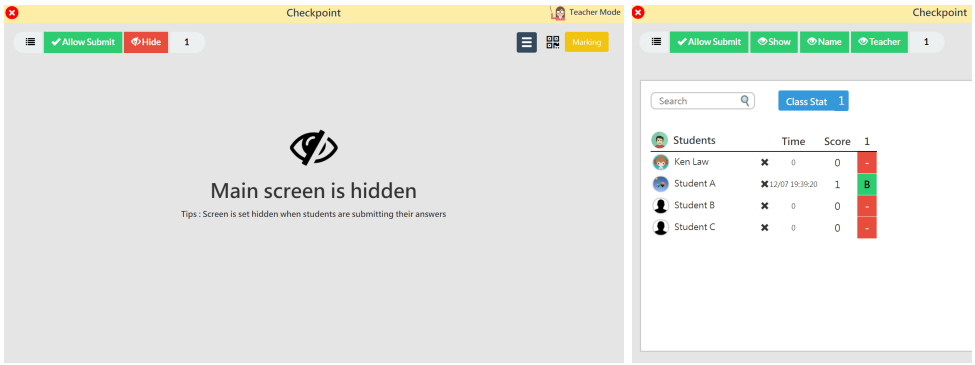
4. Grade, comment and present

4.1 Hide and show all submission

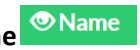
You can view the works submitted by your students in teacher mode and mark it on iClass. You can also show the answer collected in class via projectors for discussion.

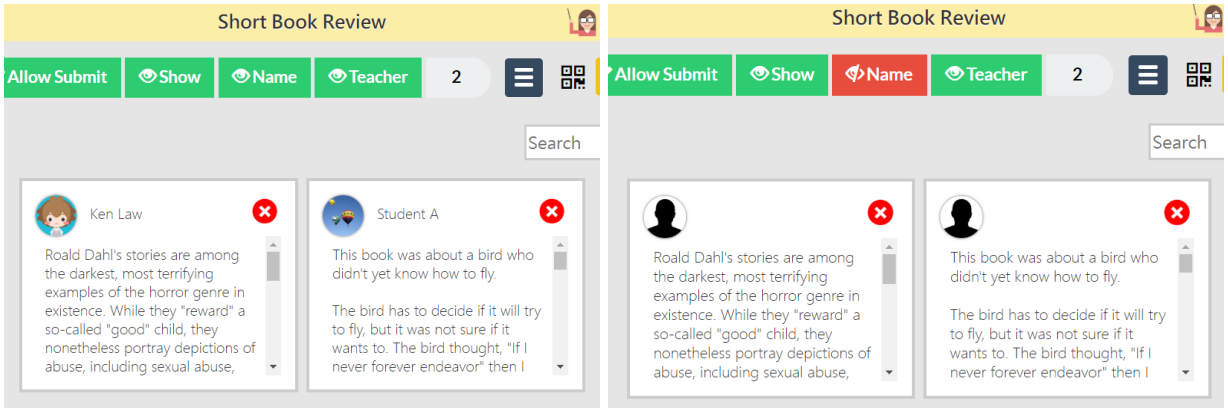
1. Open an activity in teacher mode.
2. The submission is set as hide by default.
3. Click **Hide** Hide to show the submissions.

4. Click **Show** if you want to hide the submission from the screen.



4.2 How do I make the submission anonymous temporarily for peer review/presentation?

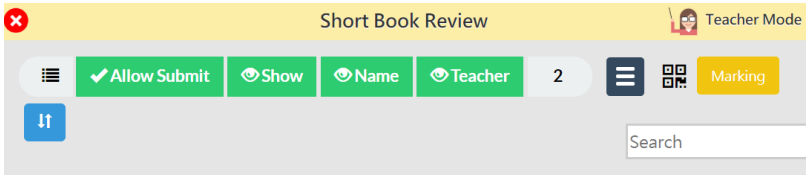
Click **Name**  and all the submission will become anonymous.



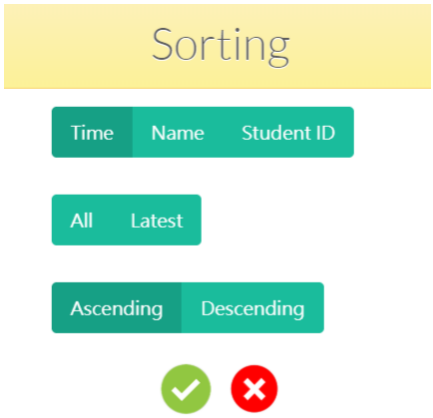
4.3 Sort the students submissions

You can view the students submissions sorted by their student ID, name, or time for your marking or presentation purposes.

1. Open the activity in teacher mode.
2. Click **Sort** to decide the sorting order.



3. Once you're satisfied with your selection, click **Confirm** .

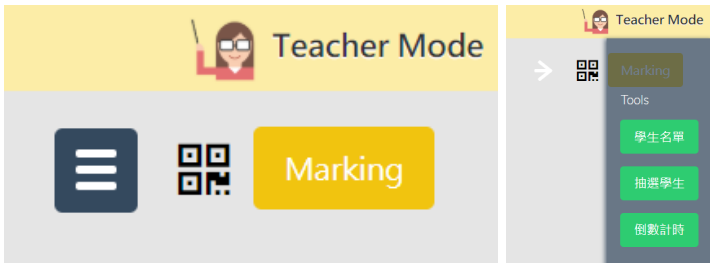


4.4 Class tools

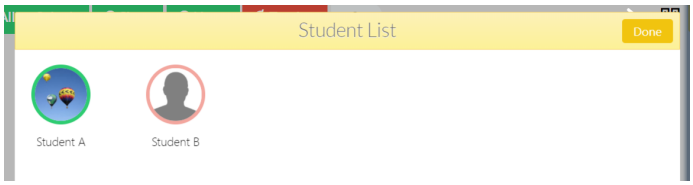
When you are in the activity page, you can still access =the student list quickly. iClassLMS supports in-app random name picker and timer.

Student list

1. Open an activity in teacher mode.
2. Click **Menu** and 學生名單 學生名單.

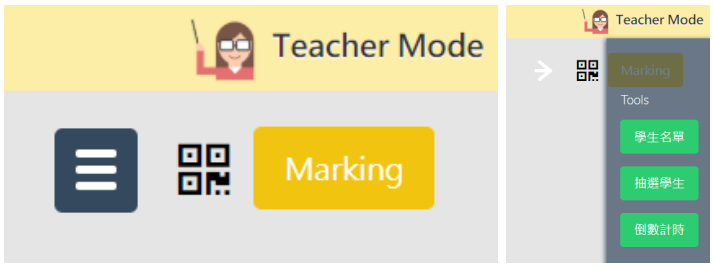


3. Click **Done** Done to close the list.

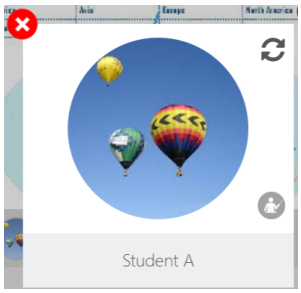


Random name picker

1. Open an activity in teacher mode.
2. Click **Menu** and 抽選學生 抽選學生.

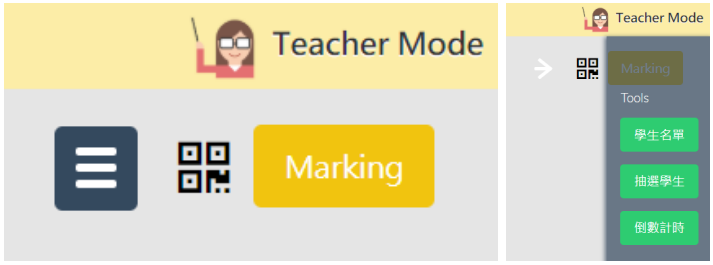


3. Click **Select** to pick a student randomly.
4. (Optional) Click to include the teacher names in the list.

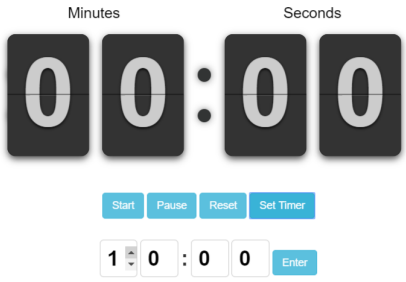


Set a timer for activities

1. Open an activity in teacher mode.
2. Click **Menu** and 倒數計時 倒數計時.



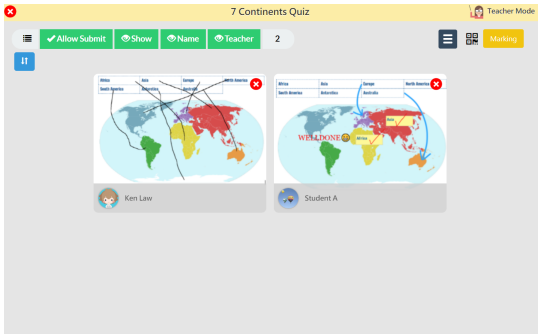
3. Click the **Arrow** to adjust the time and click **Enter** Enter to set the timer.
4. Click **Start** Start to start the timer.



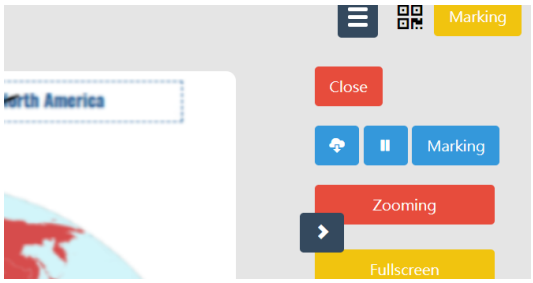
4.4 Present students' submission

4.4.1 Drawing and E-book activity

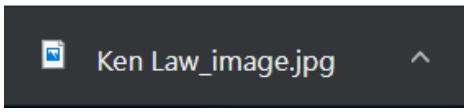
1. Click the thumbnail to open the picture.



2. Click **Play** to play a picture slideshow. Click **Pause** to stop.



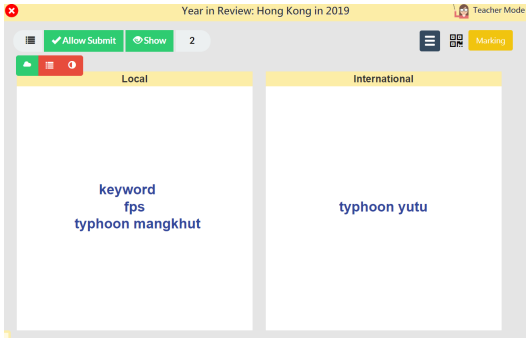
3. Click **Download** to download the submission.



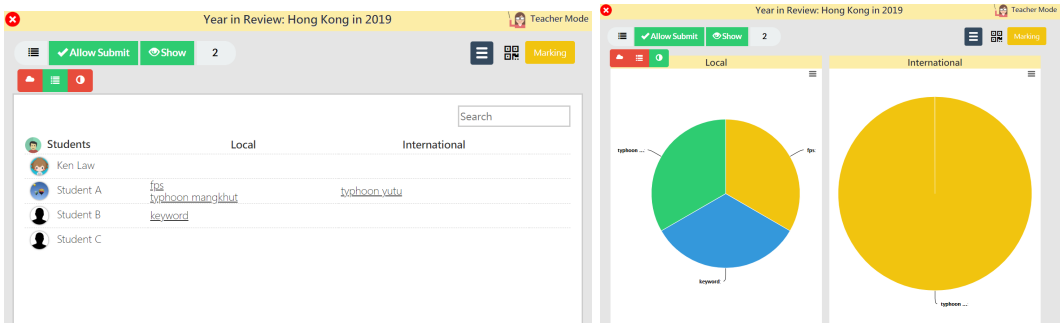
4. Click **Close** to return to thumbnail view.

4.4.2 Keywords activity

1. The results will be refreshed automatically when new submissions are received.
2. Mouse over the keywords and the student's name will pop up.

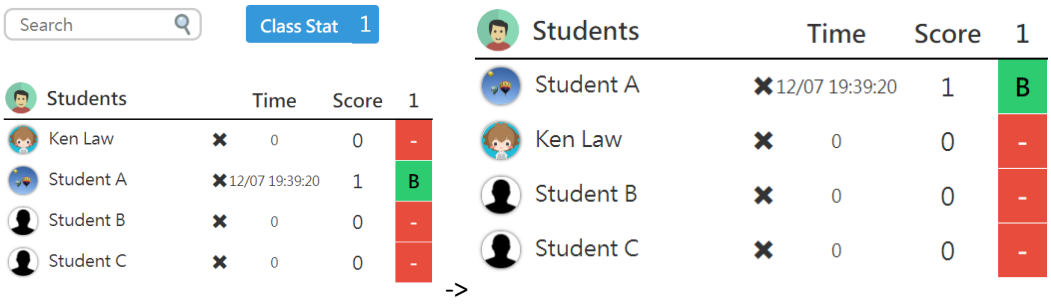


3. You can change the view mode to view the keywords by list or pie chart.

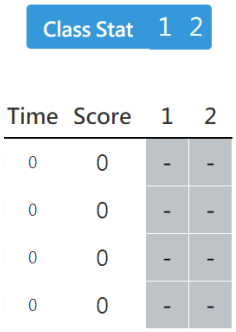


4.4.3 Multiple choice and Quiz activity

1. Multiple choice and quiz activity will be automatically marked by the system.
2. The submission with be shown by students.
3. You may click **Time** or **Score** to change the sorting method.

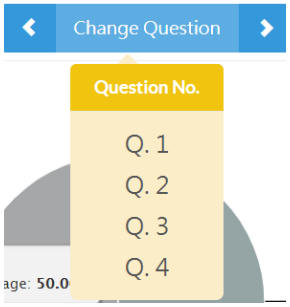


4. Click the **Question Number** 1 to view by question. The model answer will be displayed.

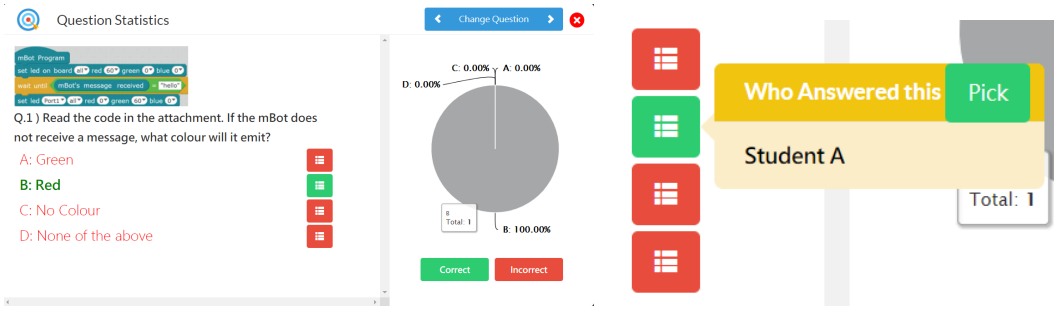


What about Number 2?

5. Click **Change Question** Change Question or **Arrows** to change question.

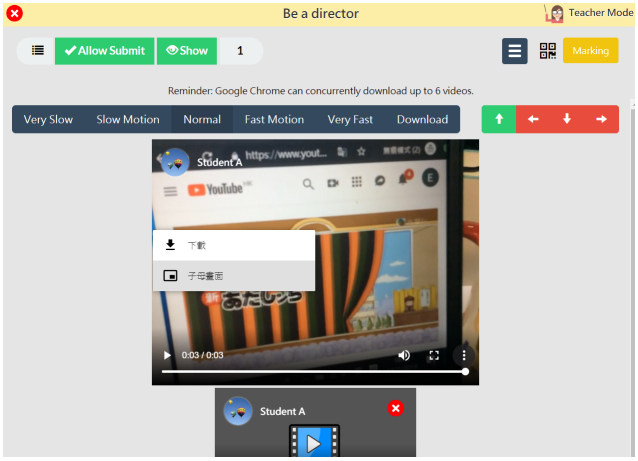


6. Click **Detail** to check who have chosen that answer.
7. (Only available in multiple choice activity) You may also use click **Pick** Pick to open the random name picker and randomly select students to explain why they have chosen that answer.

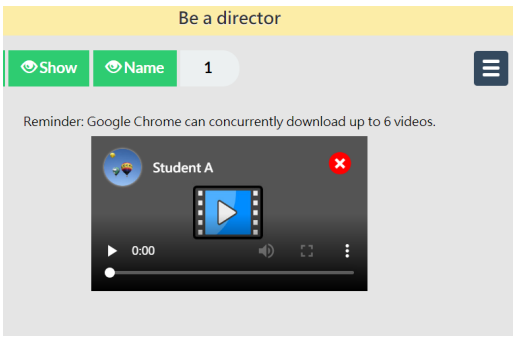


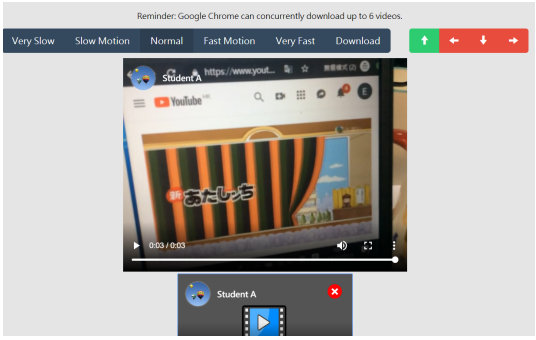
4.4.4 Audio and Video activity

1. Click **More** and **Download** to download the students' work.



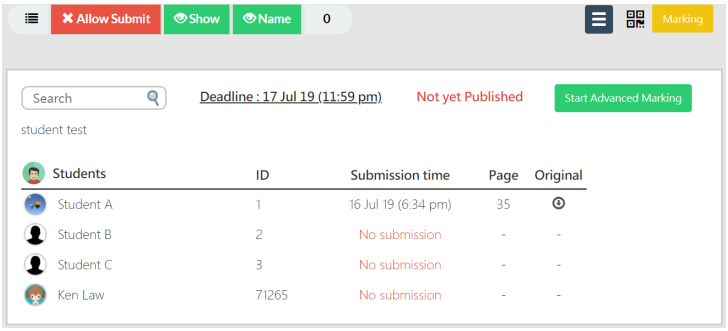
2. Click the video to open the navigation bar. You can adjust the playing speed and rotate the videos.





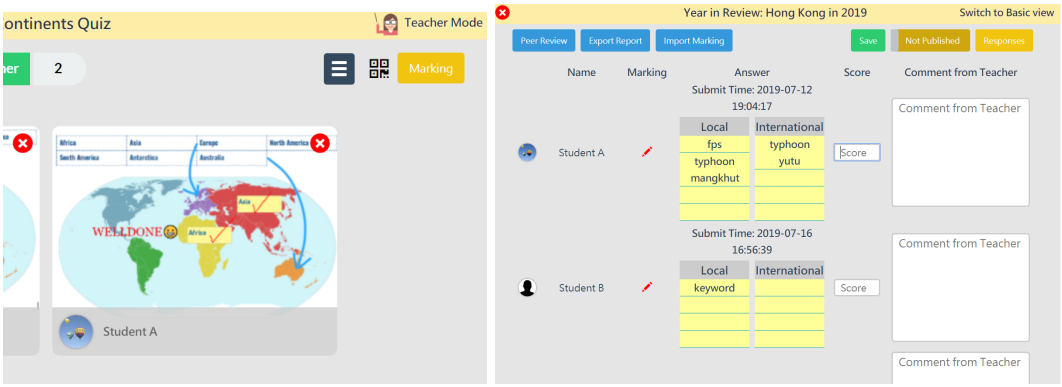
4.4.5 Assignment activity

- Click **Download** to download the students' work.



4.5 Grade submission

1. Open an activity in teacher mode.
2. Click **Marking** Marking to grade and comment on all the submissions at once.

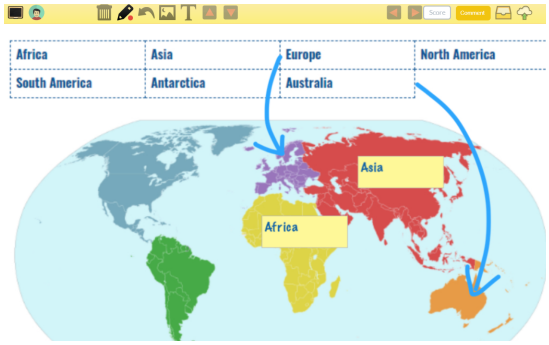


3. Remember to click **Save** Save to save your markings.

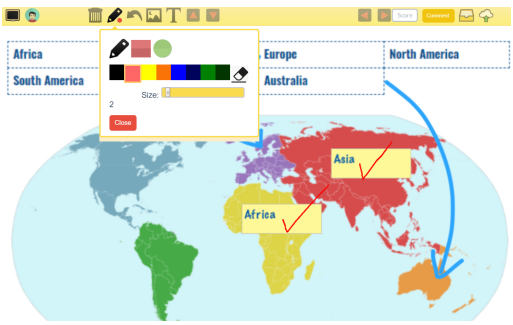
4.5.1 Drawing and E-book activity

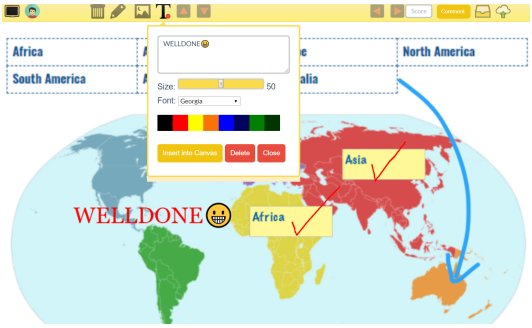
1. If you want to mark on students' work, please click the thumbnail to open the picture.
2. Click **Marking**

to open the marking panel.



3. You can **Draw** , **Type** or **Insert image** on students' work.

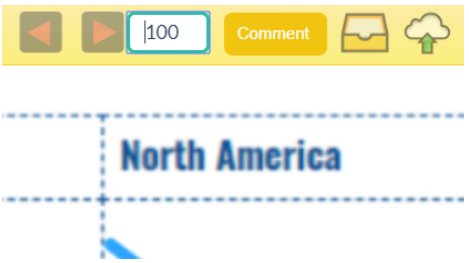


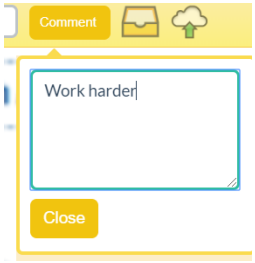


4. Click **Score**

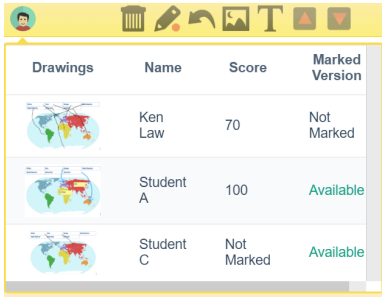
to enter the score.
5. Click **Comment**

to write comments.
6. Remember to click **Upload** to update save your markings.



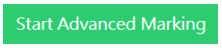


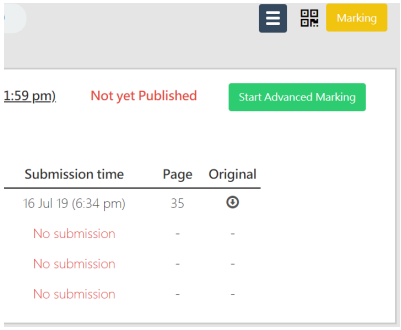
Note: Click **Student Info** to check the marking status. If you give students zero marks, the system will reset the score and show it is not marked .

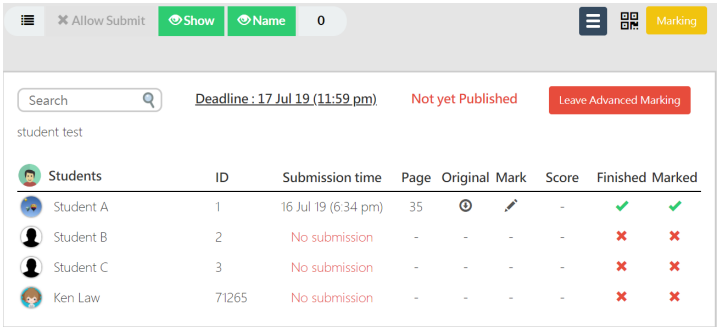


Drawings	Name	Score	Marked Version
	Ken Law	70	Not Marked
	Student A	100	Available
	Student C	Not Marked	Available

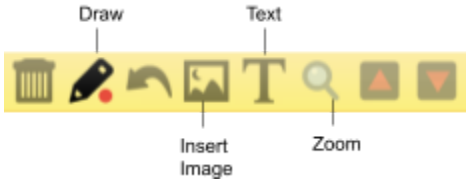
4.5.2 Assignment activity

1. Click **Start Advanced Marking**  and click **Mark** to open the marking panel.





2. Click **Arrows** to turn pages. The marking will be saved automatically when you turn the pages.
3. Mark on the students' work.



4. Click **Marking** to score the students' work.
5. Click **Add** to add question. Enter the question number, comment and score.

6. Click **Upload** to save the scores.

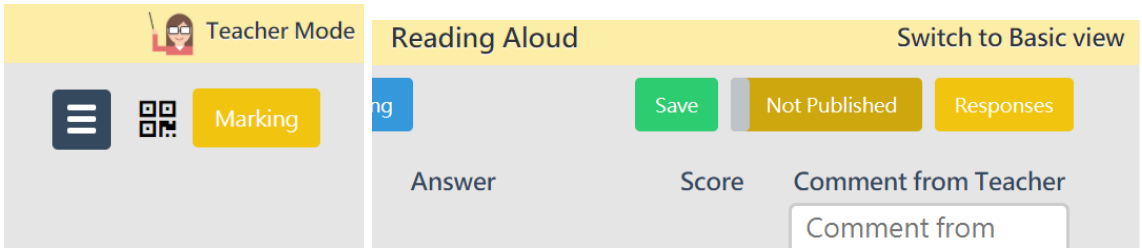
4.6 Publish Grade

The students will not be able to access the markings or the model answers until you set it as publish.

1. Open an activity.
2. Click **Marking**

.
3. Toggle on **Not Published**.
4. When **Published**

is shown, your students can view the grade and comment given from you.



Note: When the marking is set as published, students are not allowed to submit any answer. Once the marking/feedback is published, students can view the model answer.

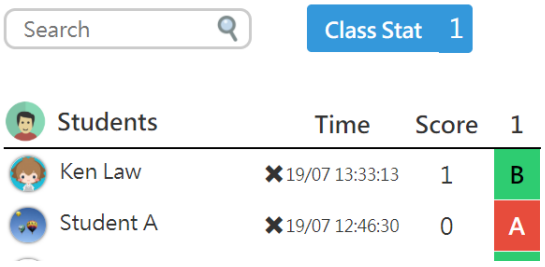
4.7 Submission statistics

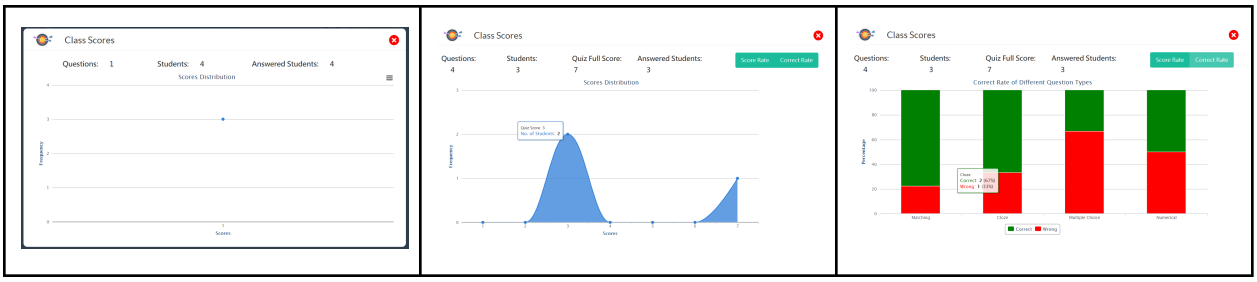
Multiple choice and Quiz activity supports submission statistics which helps you understand your students' performance.

<u>Class statistics</u>

Click **Class Stat**

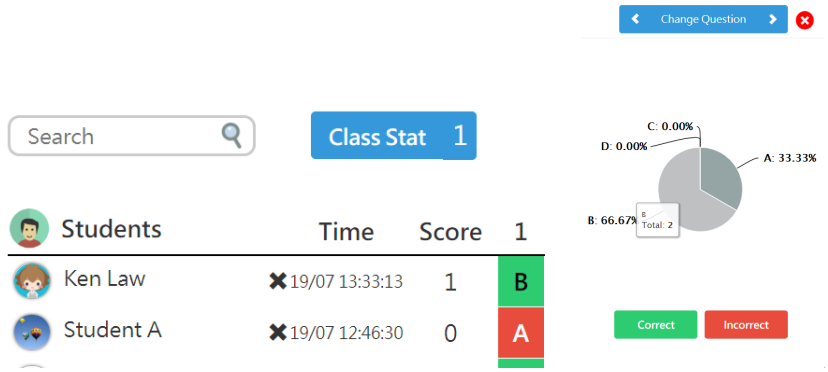
to view class statistics.



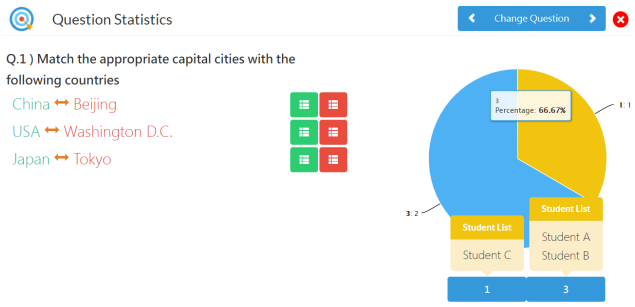


Question statistics

1. Click question number to view the statistics by question.



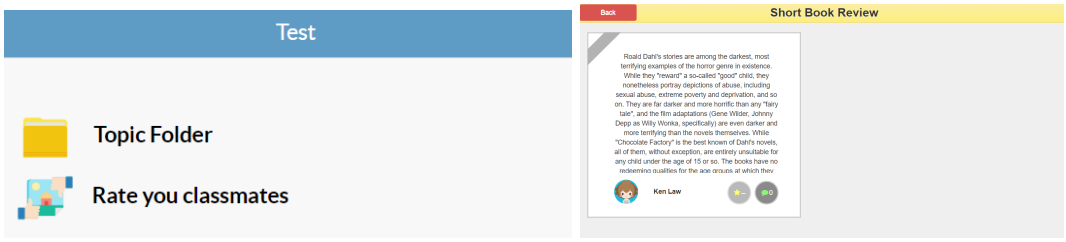
2. You can view the number of students of each answer. Click the number to view the student's names.



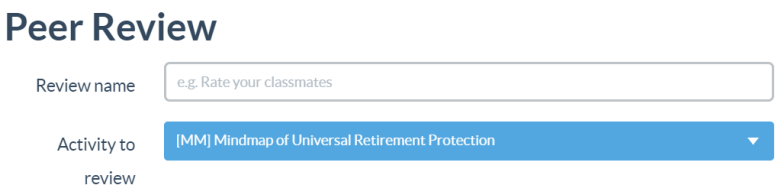
4.8 Peer Review

Peer review activity allows students to view, rate and comment on each other's submissions. There are two ways to create a peer review activity.

<u>In activity page</u>



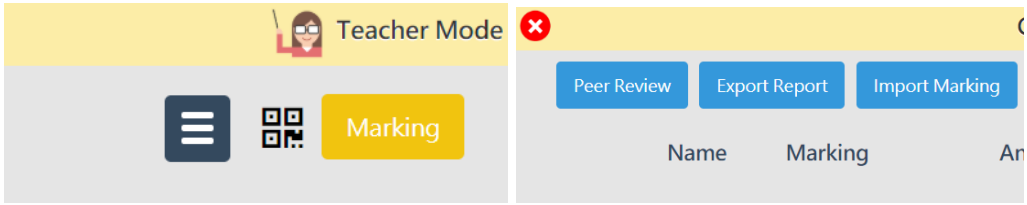
1. Add a **Peer Review** activity.
2. Edit the review name.
3. Select an activity to review.



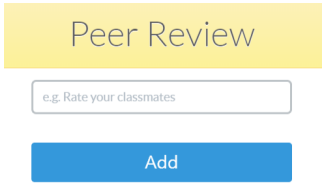
4. Click **Add** Add to create the activity.

<u>In marking page</u>

1. Open an activity.
2. Click **Marking** and click **Peer Review** Peer Review.



3. Name your peer review and click **Add** Add.

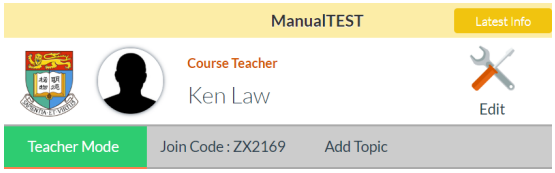


Note: Only the following activities are supported in peer review activity: Drawing, Keywords, Multiple choices, E-book, Open-ended question, Audio and Video.

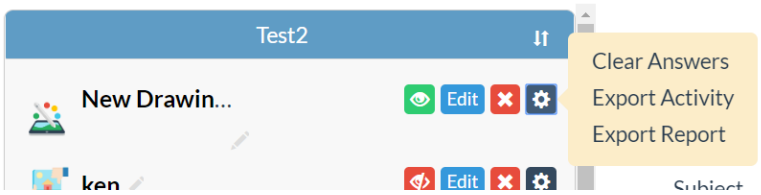
4.9 Delete submission

Clear all submission in an activity

1. Open a course.
2. Click **Edit** .

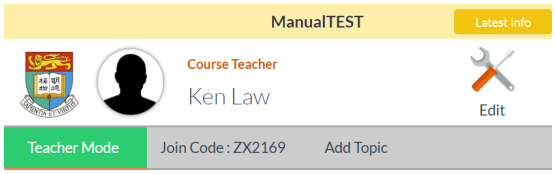


3. Click **Settings** and choose **Clear Answer** Clear Answers .
4. All the submissions in an activity will be deleted.

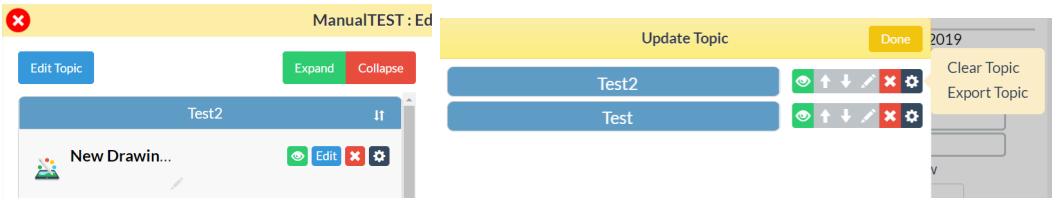


Clear all submission in a topic

1. Open a course.
2. Click **Edit** .



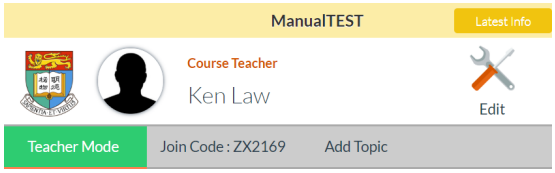
3. Click **Edit Topic** Edit Topic .
4. Click **Settings** and choose **Clear Topic** Clear Topic .
5. All the submissions in a topic will be deleted.

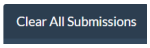
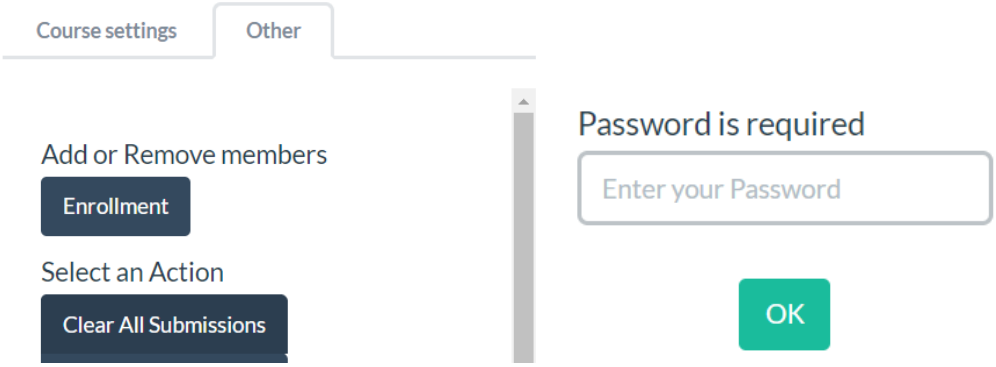


Clear all submission in a course

1. Open a course.

2. Click **Edit** to open the course settings.



3. Click **Other** and click **Unenroll All Students**  .
4. Enter your password and click **OK** to confirm.
5. All the submissions in a course will be deleted.