

SDC

The university partnership
Denmark – China

Moodle

SDC's teaching platform

Updated September 2018

Find the latest version at <http://sdc.university/about/for-teachers-researchers/>



SDC's teaching platform - Moodle

SDC teachers use Moodle as the information platform to upload teaching materials, lesson plans, important notices, etc. Please note that SDC Office also uses Moodle to collect lecture plans, send out information regarding exams etc. so it is important that Moodle is updated for all courses.

In order to access the platform and upload material you must be a registered user.

The link for the SDC Moodle system, and to create an account, is:

<http://sdc-moodle.samf.aau.dk/>, click and create a new account. Please note that your registration on Moodle is not completed before you receive a confirmation mail. Every academic year a new course room will be created for each cohort (named <programme name 2015>, <programme name 2016>, <programme name 2017> etc.). Every year you have to self-enrol in the relevant course(s) for the newest cohort and your enrolment from the previous year is in this way not sufficient the next academic year. When you have self-enrolled in the relevant course (for the relevant cohort) please contact Mark Hording to be upgraded to teacher and you will be able to edit and post new information on Moodle.

If you have never worked with Moodle before you can read more here:

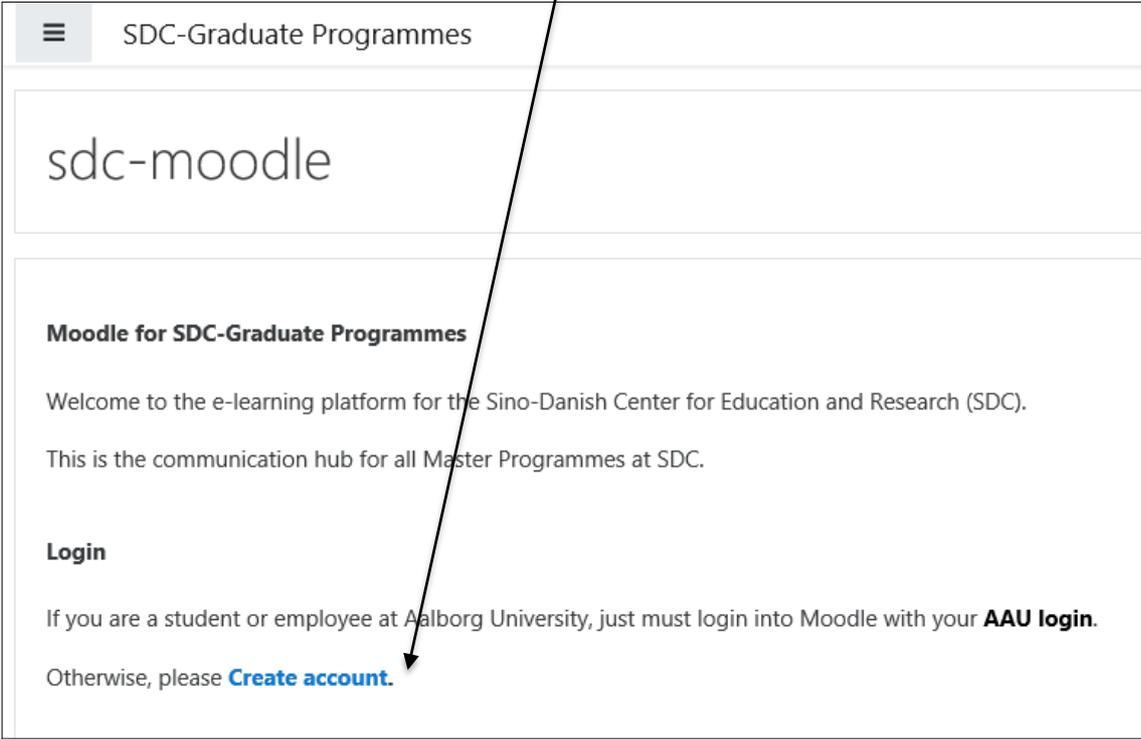
<https://www.en.its.aau.dk/instructions/Moodle>

The internet in Beijing is unreliable and sometimes very slow. Therefore, it is strongly recommended that you upload any big files before departure from Denmark. Lesson plans, including information about the course literature, must be uploaded to Moodle no later than 1 week before the course begins.

Finding your course on Moodle

Go to sdc-moodle.samf.aau.dk

1) First you create an account followed by log in:



SDC-Graduate Programmes

sdc-moodle

Moodle for SDC-Graduate Programmes

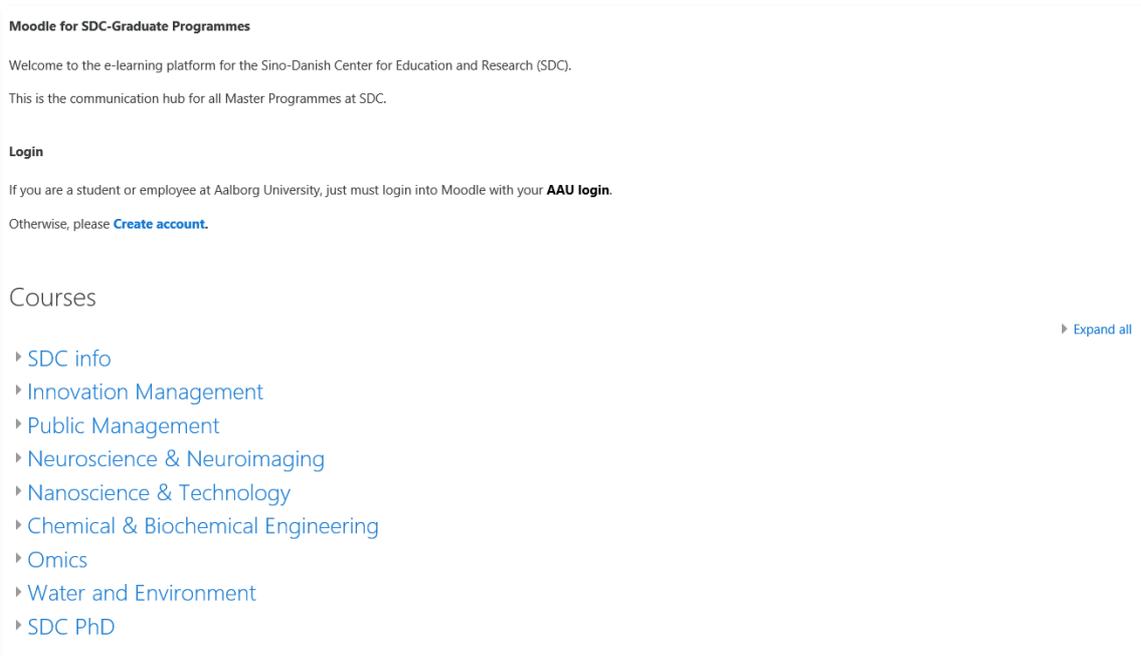
Welcome to the e-learning platform for the Sino-Danish Center for Education and Research (SDC).
This is the communication hub for all Master Programmes at SDC.

Login

If you are a student or employee at Aalborg University, just must login into Moodle with your **AAU login**.

Otherwise, please [Create account](#).

2) Choose your program:



Moodle for SDC-Graduate Programmes

Welcome to the e-learning platform for the Sino-Danish Center for Education and Research (SDC).
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Login

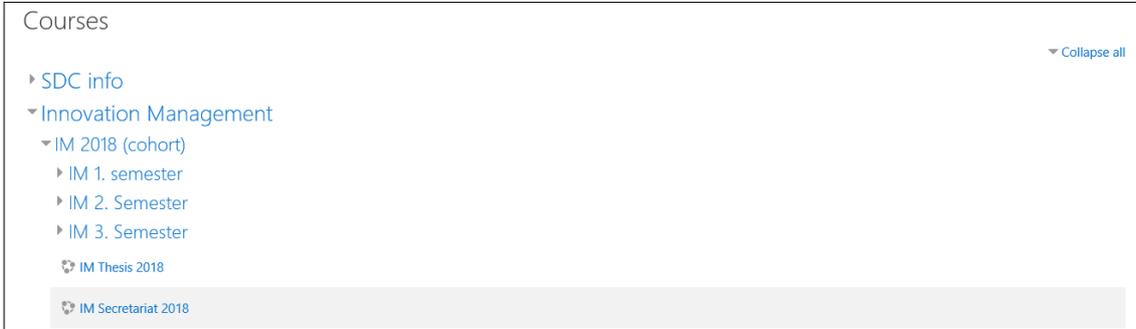
If you are a student or employee at Aalborg University, just must login into Moodle with your **AAU login**.

Otherwise, please [Create account](#).

Courses ▶ Expand all

- ▶ [SDC info](#)
- ▶ [Innovation Management](#)
- ▶ [Public Management](#)
- ▶ [Neuroscience & Neuroimaging](#)
- ▶ [Nanoscience & Technology](#)
- ▶ [Chemical & Biochemical Engineering](#)
- ▶ [Omics](#)
- ▶ [Water and Environment](#)
- ▶ [SDC PhD](#)

3) Choose semester:



Courses ▼ Collapse all

- SDC info
- ▼ Innovation Management
 - ▼ IM 2018 (cohort)
 - IM 1. semester
 - IM 2. Semester
 - IM 3. Semester
 - IM Thesis 2018
- IM Secretariat 2018

4) Select your course:

- SDC info
- ▼ Innovation Management
 - ▼ IM 2018 (cohort)
 - ▼ IM 1. semester
 - Module 1.1 (2018)
 - Module 1.2 (2018)
 - Module 1.3 (2018)
 - Module 1.4 (2018)

Before you can upload course material on Moodle you have to click the button in the right side of the screen click on 'Edit settings'. If 'Edit settings' isn't visible or you are unable to click on 'Edit settings', you probably don't have teacher access. Write to administrator Mark Hording, markhording@sdc.university to get teacher access.



Module 1.1 (2018)

[Home](#) / [Courses](#) / [Innovation Management](#) / [IM 2018 \(cohort\)](#) / [IM 1. semester](#) / [im-2018-1s-m11](#)

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

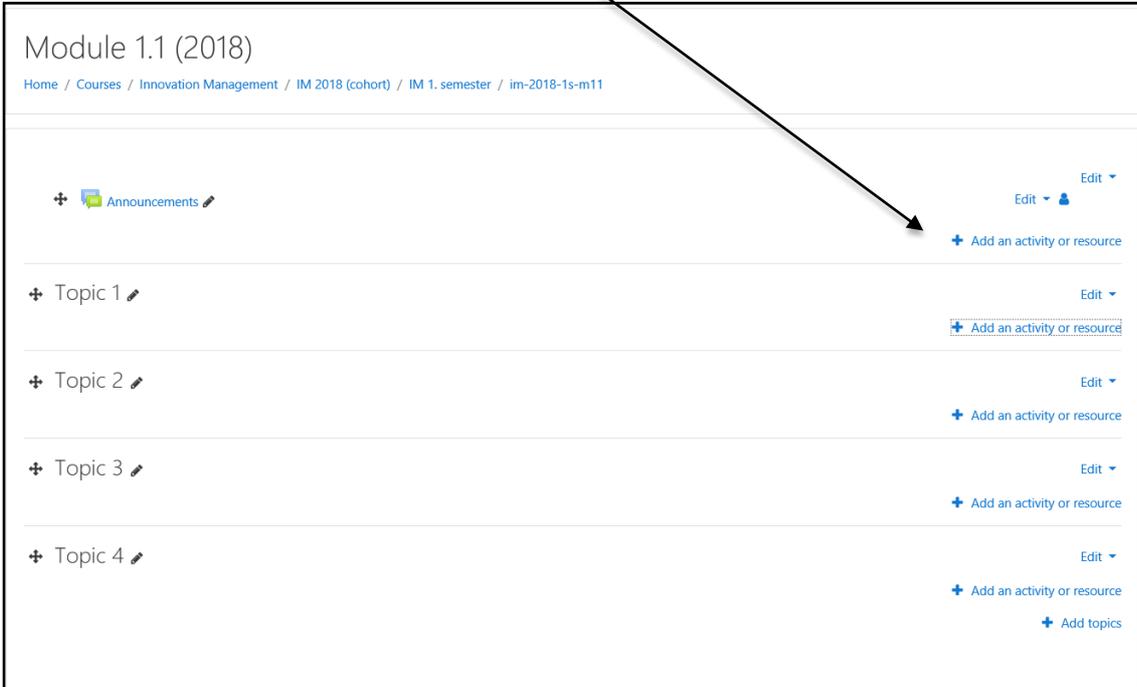
Edit settings
 Turn editing on
 Filters
 Gradebook setup
 Backup
 Restore
 Import
 Reset
 More...

Main menu

Site news

Editing your course page

If you click on "Add an activity or resource" you get the option to upload materials to the course by clicking on "file". After you have uploaded material you can click on the button "Edit" if you wish to make changes to the uploaded material.



The screenshot shows a course page titled "Module 1.1 (2018)". The breadcrumb trail is "Home / Courses / Innovation Management / IM 2018 (cohort) / IM 1. semester / im-2018-1s-m11". The page contains a list of items: "Announcements" (with a plus icon and an edit icon), "Topic 1", "Topic 2", "Topic 3", and "Topic 4". Each item has a plus icon and an edit icon. To the right of each item are two buttons: "Add an activity or resource" and "Edit". A red arrow points to the "Add an activity or resource" button for "Topic 1".

Uploading a file

Remember to give your file a name and a short description. Choose select file and browse for the file you need to upload. The newest version of Chrome, Firefox, Safari and Internet Explorer allows uploading more than one file. When you are finish click the button "Save and return to course".

Course summary files Maximum size for new files: 100MB, maximum attachments: 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
- Appearance
- Files and uploads
- Groups
- Role renaming
- Tags

[Save and display](#) [Cancel](#)

There are required fields in this form marked !.

To send out a message to the students regarding new material in the course, you have to write a message, press on 'Announcements' and thereafter 'Add a new topic'.

Module 1.1 (2018)

[Home](#) / [Courses](#) / [Innovation Management](#) / [IM 2018 \(cohort\)](#) / [IM 1. semester](#) / [im-2018-1s-m11](#)

[Announcements](#)

- Topic 1
- Topic 2
- Topic 3
- Topic 4

Please remember that the language taught at SDC is English, therefore only upload materials and write messages in English. This also applies for presentations used for teaching. If you have Danish or Chinese figures or texts, please translate it into English.

Back-up on Moodle

Every summer, the IT department creates a copy of the SDC Moodle system and the copy is stored. New courses are then created but the old ones remain as they are. This includes files, users and messages. This is done so that teachers can reuse old materials and structures if needed.