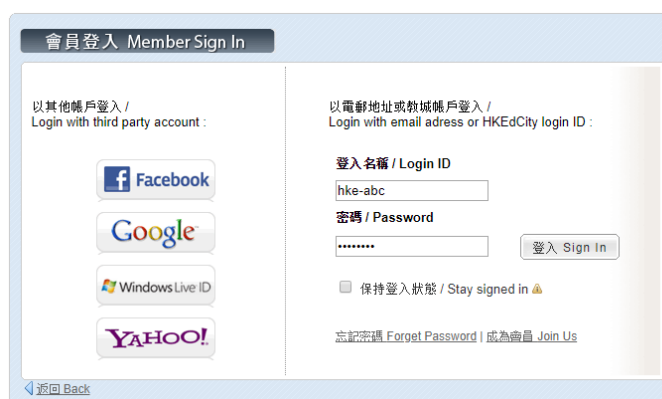


VLE Scheme - User Guide for Teacher

1. Search, Import and Edit Resources in Commons

a. Search and Import Resources

i. Login with HKedCity Account



會員登入 Member Sign In

以其他帳戶登入 /
Login with third party account :

Facebook

Google

Windows Live ID

YAHOO!

以電郵地址或教職帳戶登入 /
Login with email address or HKedCity login ID :

登入名稱 / Login ID
hke-abc

密碼 / Password
.....

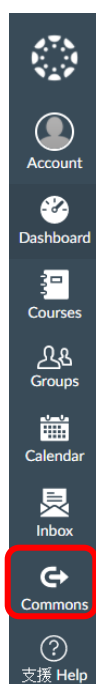
登入 Sign In

保持登入狀態 / Stay signed in

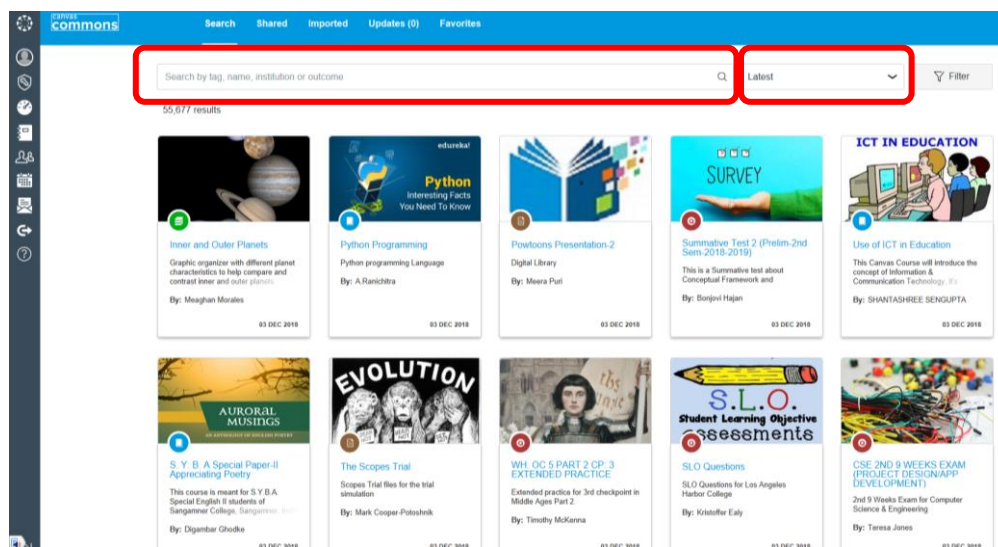
[忘記密碼 Forget Password](#) | [成為會員 Join Us](#)

[返回 Back](#)

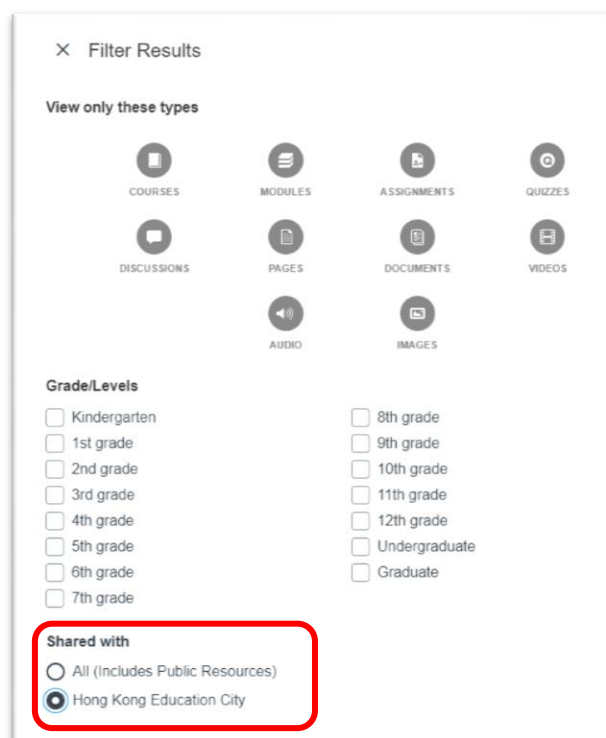
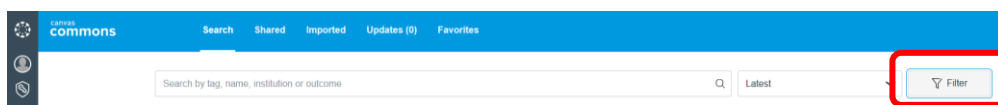
ii. Click 'Commons'



- iii. Select 'Search' and type in keywords.
Users may also sort by the latest or most relevant resources.



- iv. Click 'Filter'. When 'Shared with: Hong Kong Education City' is selected, only HKedCity local resources will be shown.



v. Users may filter by type and grade/level

X Filter Results

View only these types

COURSES

MODULES

ASSIGNMENTS

QUIZZES

DISCUSSIONS

PAGES

DOCUMENTS

VIDEOS

AUDIO

IMAGES

Grade/Levels

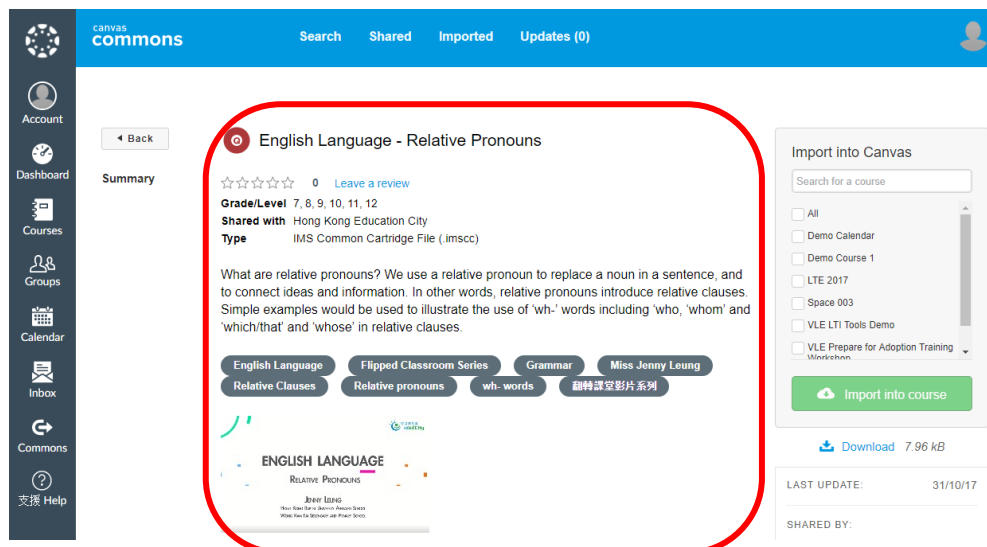
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> 8th grade
<input type="checkbox"/> 1st grade	<input type="checkbox"/> 9th grade
<input type="checkbox"/> 2nd grade	<input type="checkbox"/> 10th grade
<input type="checkbox"/> 3rd grade	<input type="checkbox"/> 11th grade
<input type="checkbox"/> 4th grade	<input type="checkbox"/> 12th grade
<input type="checkbox"/> 5th grade	<input type="checkbox"/> Undergraduate
<input type="checkbox"/> 6th grade	<input type="checkbox"/> Graduate
<input type="checkbox"/> 7th grade	

Shared with

All (Includes Public Resources)

Hong Kong Education City

vi. Select the resource and preview the basic information



The screenshot shows the Canvas Commons interface. The main content area displays a resource titled "English Language - Relative Pronouns" which is highlighted with a red rounded rectangle. The resource summary includes:

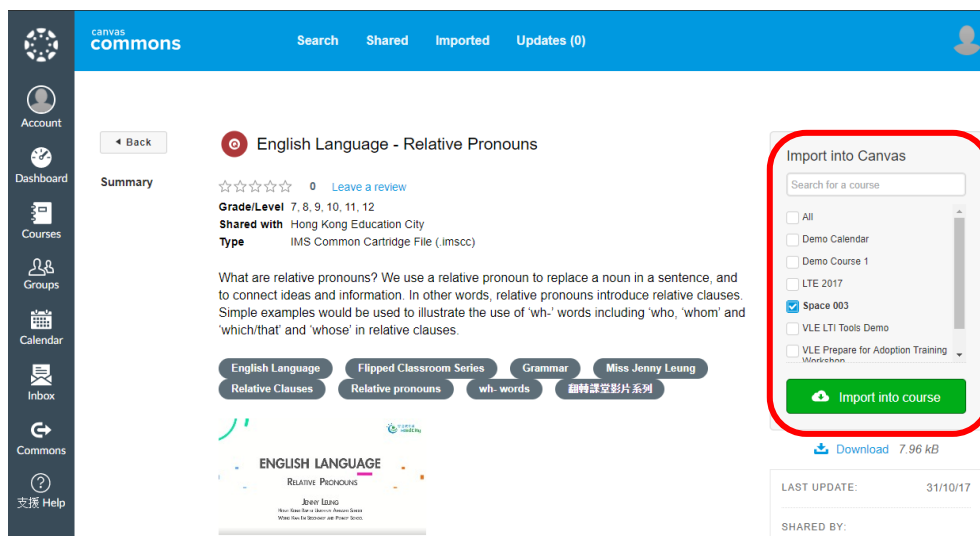
- Grade/Level: 7, 8, 9, 10, 11, 12
- Shared with: Hong Kong Education City
- Type: IMS Common Cartridge File (.imsc)

The description states: "What are relative pronouns? We use a relative pronoun to replace a noun in a sentence, and to connect ideas and information. In other words, relative pronouns introduce relative clauses. Simple examples would be used to illustrate the use of 'wh-' words including 'who', 'whom' and 'which'/'that' and 'whose' in relative clauses."

Tags for the resource include: English Language, Flipped Classroom Series, Grammar, Miss Jenny Leung, Relative Clauses, Relative pronouns, wh- words, and 翻轉課堂影片系列.

On the right side, there is an "Import into Canvas" panel with a search bar and a list of courses to import to. Below that, there is a "Download" button showing 7.96 kB and a "SHARED BY:" field.

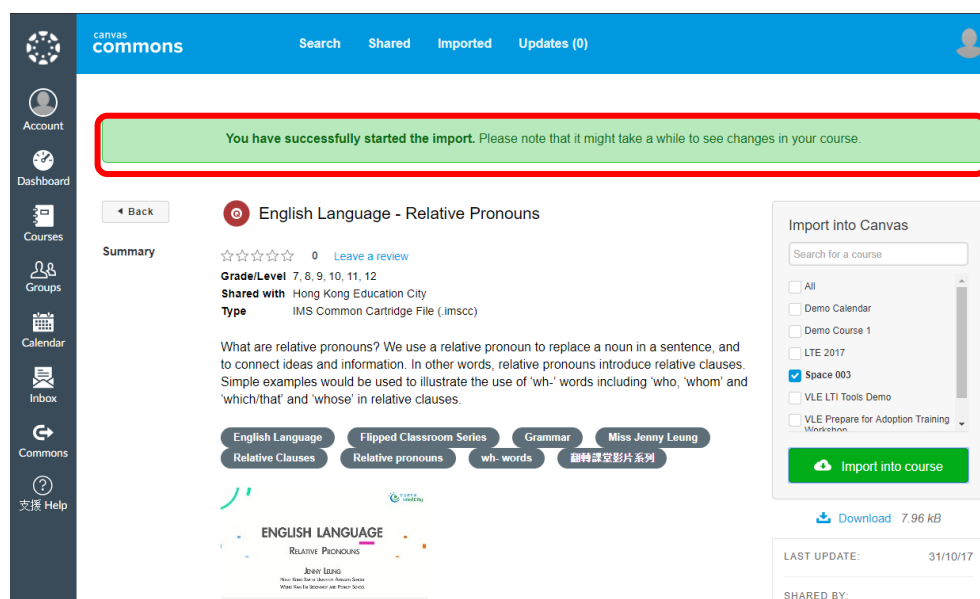
vii. Select the course(s) you wish to import resources and click 'Import to course'



The screenshot shows the Canvas Commons interface for a resource titled "English Language - Relative Pronouns". The resource details include:

- Grade/Level: 7, 8, 9, 10, 11, 12
- Shared with: Hong Kong Education City
- Type: IMS Common Cartridge File (.imsc)

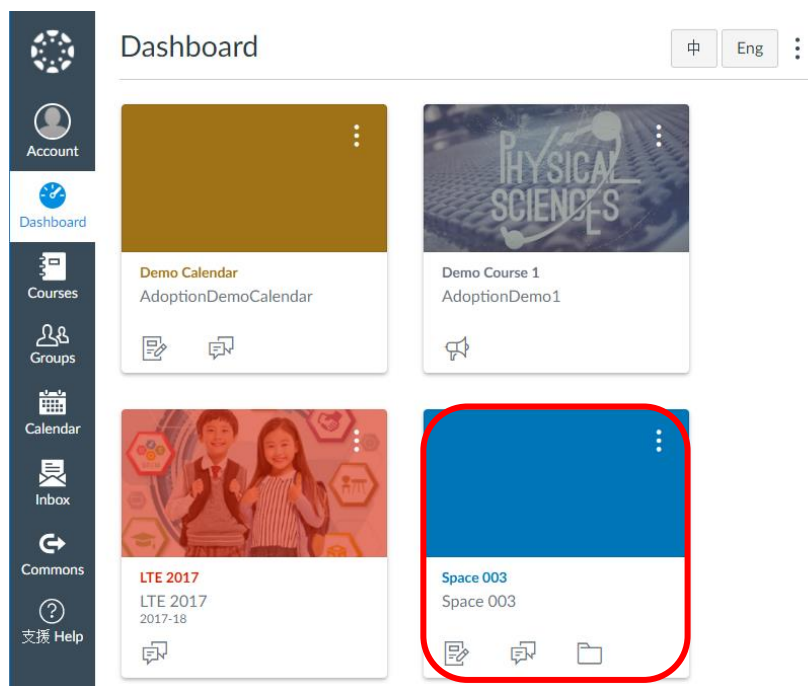
 The description explains that relative pronouns are used to replace nouns in sentences and connect ideas. A list of tags includes "English Language", "Flipped Classroom Series", "Grammar", "Miss Jenny Leung", "Relative Clauses", "Relative pronouns", "wh- words", and "翻轉課堂影片系列". A thumbnail image of the resource is also visible. On the right, the "Import into Canvas" dialog box is open, showing a search field and a list of courses. The "Space 003" course is selected. A green "Import into course" button is highlighted with a red box.



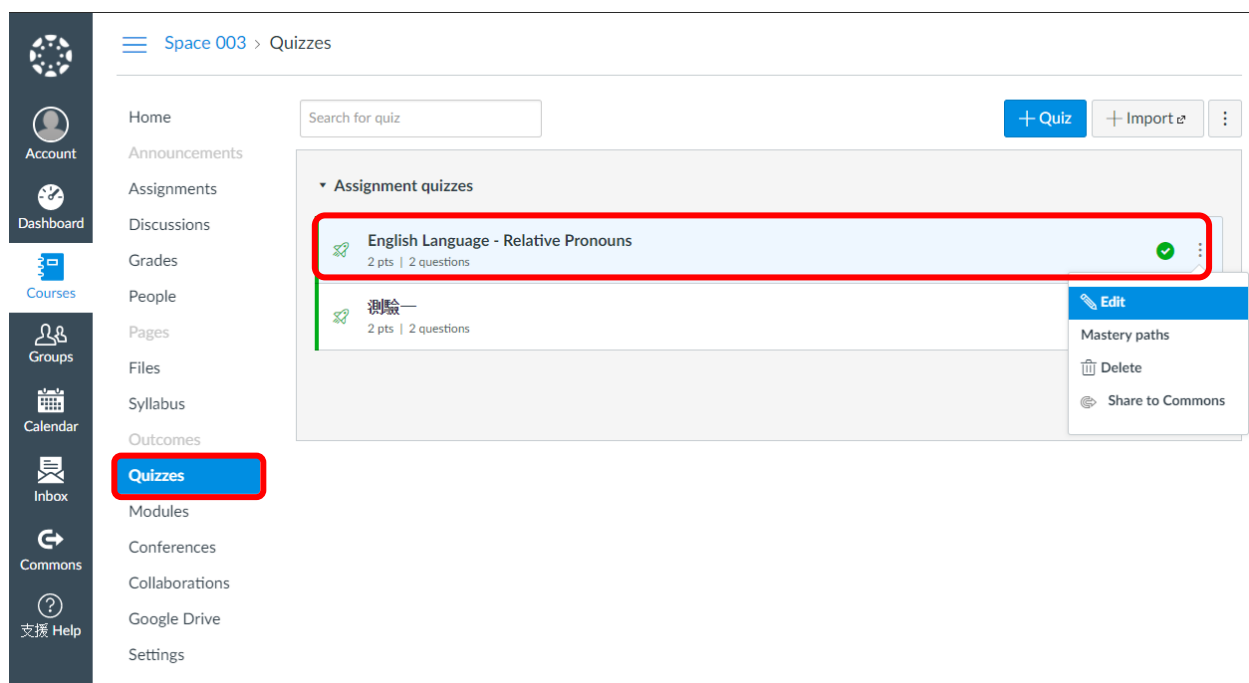
The screenshot shows the same Canvas Commons resource page, but with a green success message box at the top: "You have successfully started the import. Please note that it might take a while to see changes in your course." The "Import into Canvas" dialog box is still visible on the right, but the "Import into course" button is no longer highlighted.

b. Edit Resources

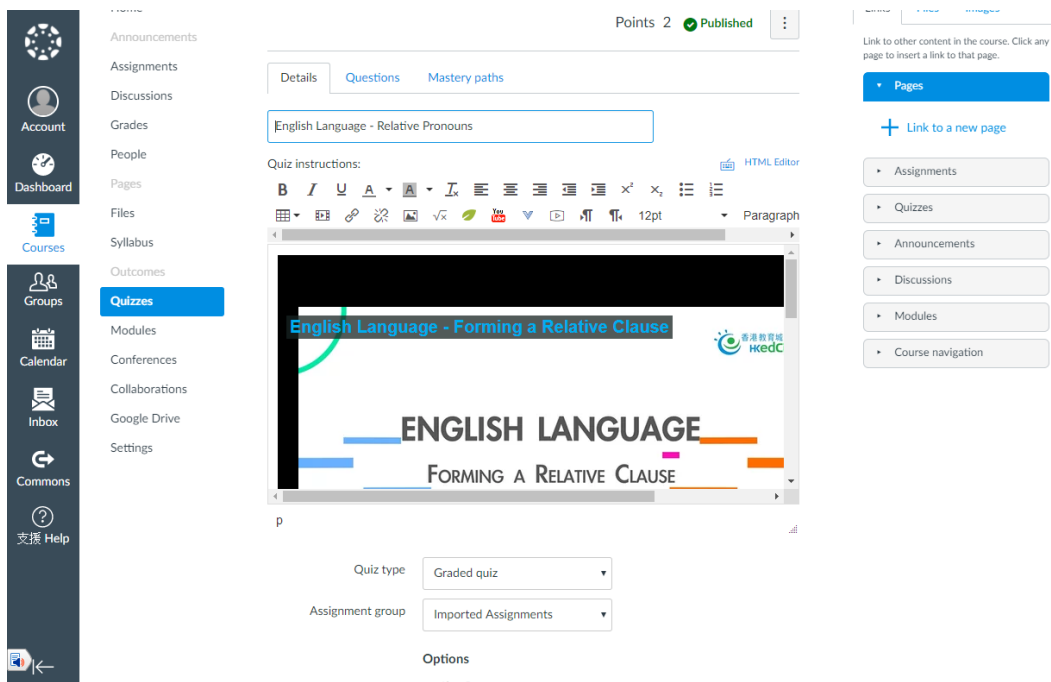
- i. Go back to 'Dashboard' and select the course



- ii. Select the resources



iii. Edit the details according to teaching needs



The screenshot shows the course editor interface for a quiz. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, Groups, Calendar, Inbox, Commons, and Help. The main content area is titled 'English Language - Relative Pronouns' and shows a 'Published' status with 2 points. Below the title is an HTML editor with a toolbar and a preview window. The preview window displays a slide titled 'English Language - Forming a Relative Clause' with the text 'ENGLISH LANGUAGE FORMING A RELATIVE CLAUSE'. Below the preview are settings for 'Quiz type' (Graded quiz) and 'Assignment group' (Imported Assignments). On the right side, there is a 'Pages' section with a 'Link to a new page' button and a list of content types: Assignments, Quizzes, Announcements, Discussions, Modules, and Course navigation.