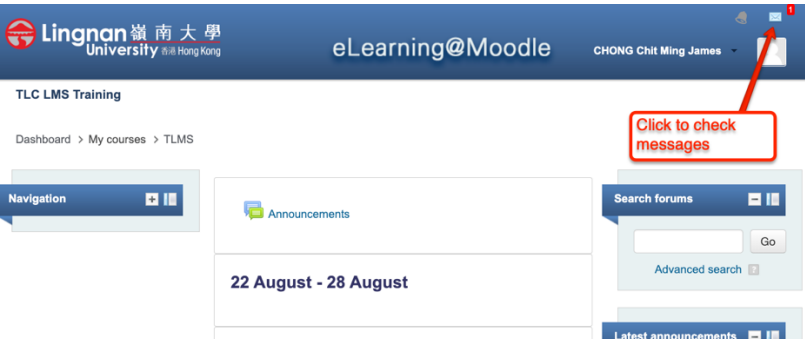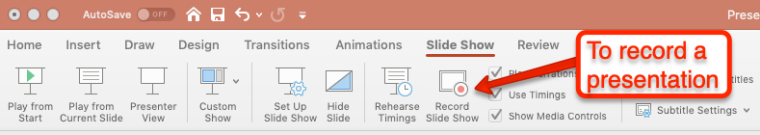**The Guide provides students with quick guidance to learning online and gives some instructions how to create and submit a presentation video for completing their presentation assignments based on the instructions of their course teachers.**

1	*Moodle* (https://lms.ln.edu.hk)	**Online learning materials:** Moodle is the main online platform that your teacher uses to upload and store learning materials (such as videos and audios), please access <u>regularly</u> to keep abreast of the latest updates posted by your course teacher.
		Communicating with your teachers: Apart from email, your teachers may communicate with you in Moodle. Please sign in to Moodle <u>regularly</u> and click the *envelop icon* on the top right-hand corner to check messages.
		Additional guides are available on the TLC website:
		• Accessing and downloading learning materials https://tlc.ln.edu.hk/tlc/wp-content/uploads/2019/08/accessingdownloading-materials_2019.pdf
		• Submitting Turnitin assignments https://tlc.ln.edu.hk/tlc/wp-content/uploads/2019/08/Submitting-a-Turnitin-assignment_2019.pdf
		• Communicating with teachers and classmates https://tlc.ln.edu.hk/tlc/wp-content/uploads/2019/08/Messaging-2019.pdf
2	Recording videos for presentation assignments	Subject to your course teachers' instructions, you can use you smart phone or notebook computer to undertake the video recording and editing. If you are just required to record a presentation slideshow with your video-over narrative, you can use the PowerPoint's bulid-in feature:
		For reference, please see https://www.youtube.com/watch?v=selYsj94RQg
		After you have completed the recording, you need to upload it online for your course teachers' review or assessment it. You can do this by uploading your video file to **OneDrive** and create a link to share it with your teacher. Please refer to the **instruction video from Microsoft** below about how to undertake the files uploading and sharing on OneDrive: https://support.office.com/en-us/article/video-upload-files-and-folders-to-onedrive-7f630d4a-0af2-40f9-a32a-de5f149eb1de

Teaching and Learning Centre
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