

AY115 New Teacher Education Training

Wenzao e-learning platform

A Quick Start for New Instructors

By Center for Teaching and Learning Development (CTLTD), WZU

Outline

1

App setup & login

Account login setup, app download, and how to access courses

2

Course Setup & Basic Framework

Course layout, chapter structure, learning activities, and publish settings

3

Material Upload & Assignments

Handout files, video materials, adding assignments, and peer review

4

Assessments & In-Class Interaction

Online exams, surveys, teaching feedback, and in-class quizzes

5

Advance Features

Gradebook, learning analytics, cross-course copying, and In-Class Mode

Account Login & App Download

1 Desktop · Web Login

- Use any search engine to locate the website; keywords: elearning, wzu
- Go to <http://elearning.wzu.edu.tw/> – the school's dedicated login page
- Log in using your school account ID and password

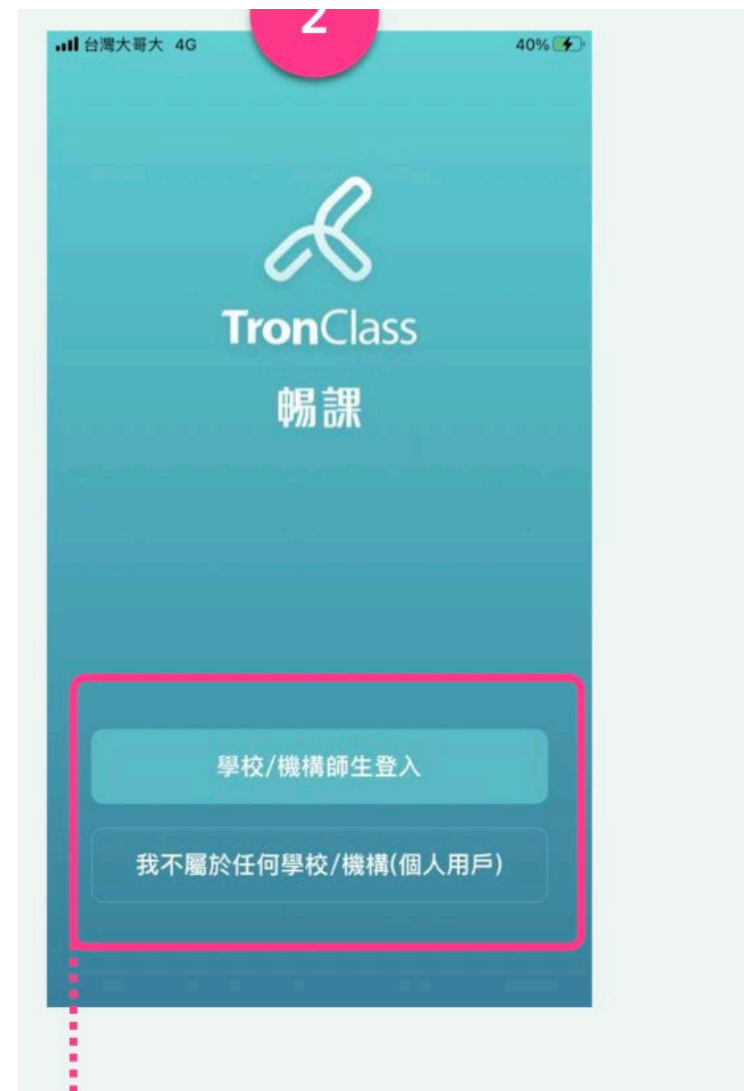
Tip: School users have a dedicated login page — please use the URL and credentials provided by the school.



App Download

2 Mobile · App Download

- iOS users: search and download from the App Store
- Android users: search and download from Google Play
- Search for “TronClass” to find and download the app
- You can also scan the QR code on the login page to quickly download the app



- School/Organization: Wenzao Ursuline University of Languages (wzu)
- Use your school account ID and password, enter the verification code, and log in

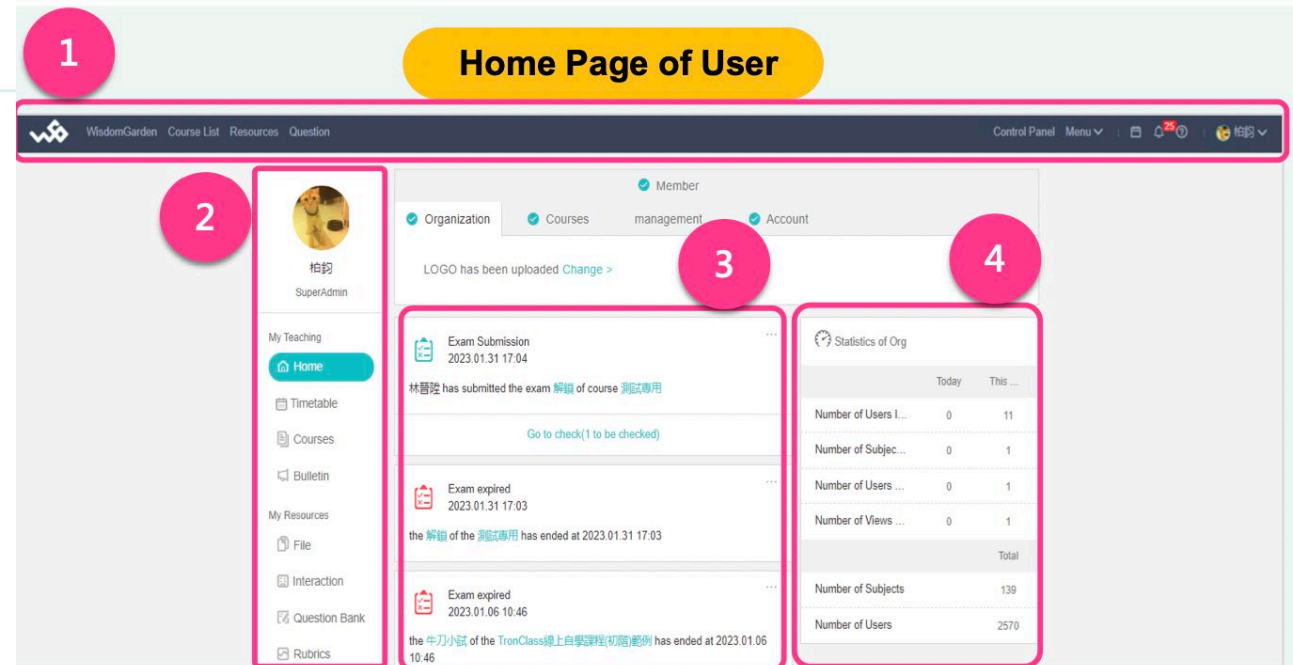
Accessing the Home Page & Course Interface (Web)

Desktop

Accessing a Course via the Web

After logging in, the first screen is “Home Page,” where teachers can view the latest updates, to-do items, and other important reminders.

- From the main menu, go to “My Home” and scroll down to “My Courses,” then select any course to enter its content page
- You can also switch from the “My Home” main menu to “My Courses”



1. **Header:** course search, App QR code, language setting, access to your courses are provided.
2. **Menu:** accesses to “**Courses**”, “**Files**”, “**Rubrics**”, etc. that are classified by attributes .
3. **News:** notifications of activities and alerts such as assignment information and exam reminder.
4. **Recently views:** course/pages that you visited recently.

Accessing the Course Interface (Web)

Overview of a Course

The screenshot displays the TronClass web interface for a course. The top navigation bar includes links for WisdomGarden, Course List, Resources, and Question. The course title is '範例課程' (Example Course) for '2022 第一學期 教育經營學系 1年級 A' (2022 First Semester, Education Management Department, 1st Year A). The interface is annotated with three numbered circles:

- 1. Course menu:** A sidebar on the left containing links for Course Information, Section, Bulletin, Members, Syllabus, Course Settings, Invite, Email Records, and Course Events.
- 2. Course structure:** The main content area showing a list of activities under the heading '第一週' (Week 1). Activities include '影音1' (Video 1), '作業1' (Assignment 1) with an 'Expired' status and expiration time '2022.09.30 23:59', '線上測驗-補考' (Online Quiz - Retake) with an 'Expired' status, number of questions '4', total points '100.0', and end time '2022.09.30 10:20', and '分組作業' (Group Assignment) with an 'Expired' status and expiration time '2022.08.29 13:20'.
- 3. Preview:** A button labeled 'Student Preview' in the top right corner, used to view the course from a student's perspective.

- 1. Course menu:** check and manage course content classified by attributes such as exams, members, and gradebook.
- 2. Course structure:** develop, edit, and manage chapters, units, and learning activities.
- 3. Preview:** view your course through “student view”.

Accessing the Course Interface (App)

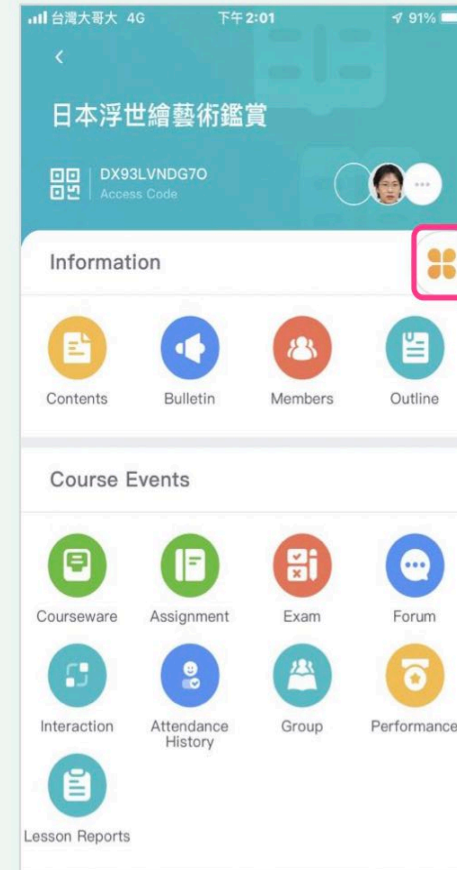
Mobile

Accessing a Course via the App

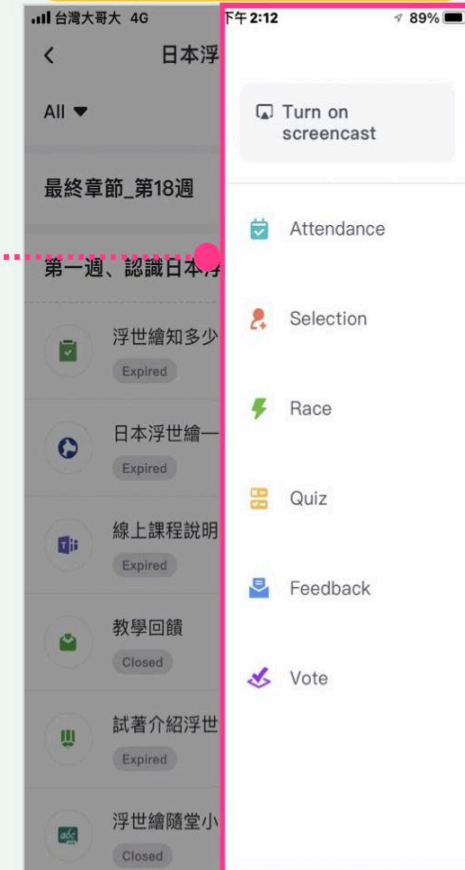
- Select a course to enter the “Course Management Page”
- Tap the grid icon in the top-right corner to switch to the “Course Tools Page”
- The Course Tools page offers in-class interaction features such as attendance, selection, race (buzz-in), quizzes, teaching feedback, and voting



Overview of a Course



Course Tools



Editing the Course Framework: Chapter - Unit - Activity

Tier 1: Chapter

The first tier of the standard course framework (required). The name can be freely edited, e.g. “Week 1” or “Chapter 1” — teachers can edit the title, based on their own syllabus.

Tier 2: Learning Unit

Located under “Chapter” (optional). You can enter a teaching objective and date — the date is only used to order units and can be left blank.

Tier 3: Learning Activity

The third tier of the standard course framework (required). This is the toolbox of course content, covering three types: materials, assessments, and activities.

Key point: Chapter names and learning unit titles can be freely edited. “Batch Settings” lets you uniformly adjust start/end times and publish status. “Copy Sections” lets you copy content to other courses with one click.

Editing the Course Framework

The screenshot shows the TronClass Course Framework editor. On the left is a sidebar with a 'Module' tab selected. The main area displays a course structure with a chapter 'Chapter One' and two units: 'The first unit' and 'Second unit'. A red dashed box highlights the 'The first unit' section, which contains a grid of learning activity buttons (Video, Files, Interaction, Homework, Exam, Page, Link, Discussion, Quiz, Feedback activity, Video Slide, Recorded Lessons, Chatroom, SCORM, Questionnaire). A red circle with the number '4' is placed over the three-dot menu icon in the top right of the 'The first unit' header. A red circle with the number '1' is placed over the 'Chapter One' text. A red circle with the number '2' is placed over the '+ Syllabus' button. A red circle with the number '3' is placed over one of the learning activity buttons in the grid. A red circle with the number '4' is placed over the 'Copy Sections' option in the dropdown menu that appears when the three-dot menu is clicked.

1. Create a new chapter (first-tier of the course framework).
2. Click “+Syllabus” to create a new unit (second-tier of the course framework).
3. Click one of the button to create a learning activity or manage instructional materials.
4. Click “Copy Sections” to copy and add learning activities to your other courses.

Publishing Learning Activities

Start Time ?

End Time ? ☒ Always Open ☐ End Before

Criterion ☐ No ☒ Yes

After setting the Completion Index, students must meet the conditions to be considered complete. This activity will be included in the completion statistics of the learning analysis and used as the denominator condition of the student's learning progress

Method 1

Save Save&Publish Cancel

Method 1 : After the teacher has added the learning activity, they can click "Save and Publish" to publish the learning activity.

Method 2 : On the "Chapter" page, click "Batch Settings" to "Batch Set Learning Activity Publishing Status."

Method 3 : On the "Chapter" page, click the "Publish" paper airplane icon on any chapter or unit to uniformly set the publishing status of the learning activities under that chapter or unit.

"Note: The 'Start' and 'End' periods of a 'Learning Activity' define the time frame during which students can 'participate in the activity,' while the 'Published/Unpublished' status determines whether students can 'see the learning activity.' Therefore, it is recommended that when a learning activity is within its start time, the status of the activity should also be set to 'Published' to avoid a situation where the activity has started but students are still unable to see it."

Course Information

Section

Bulletin

Members

Syllabus

+ Section/Unit + Activity Batch Settings ...

Method 2

▼ 章節一

本日課程大綱

Page

Set Publish Status

Specify learning activity ownership

Batch Edit Time of Activities

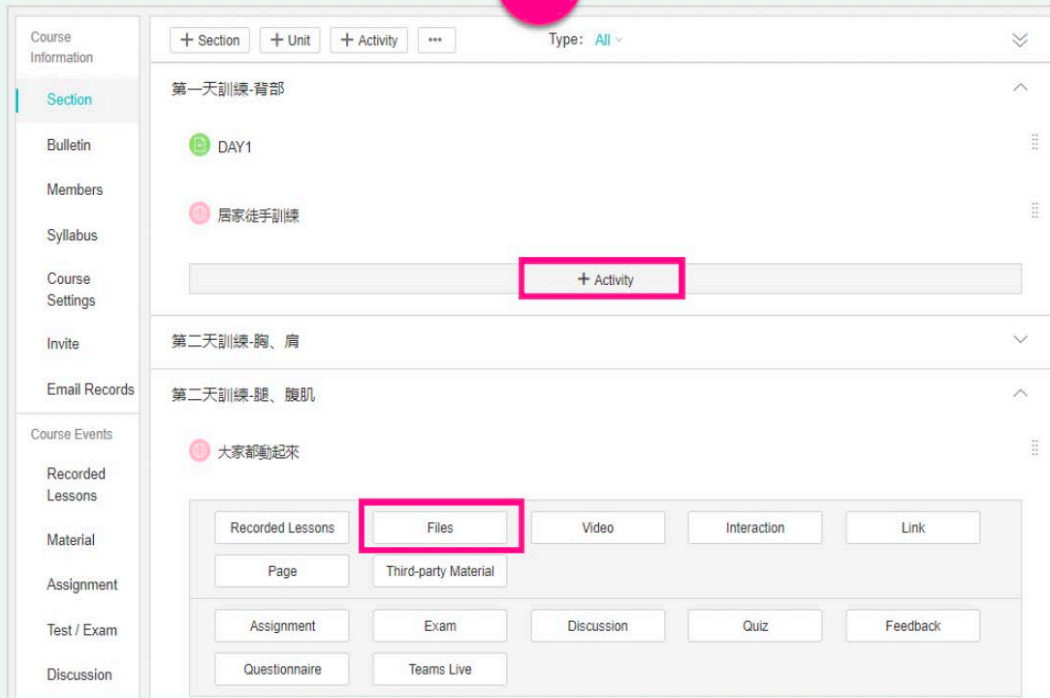
Method 3

Publish

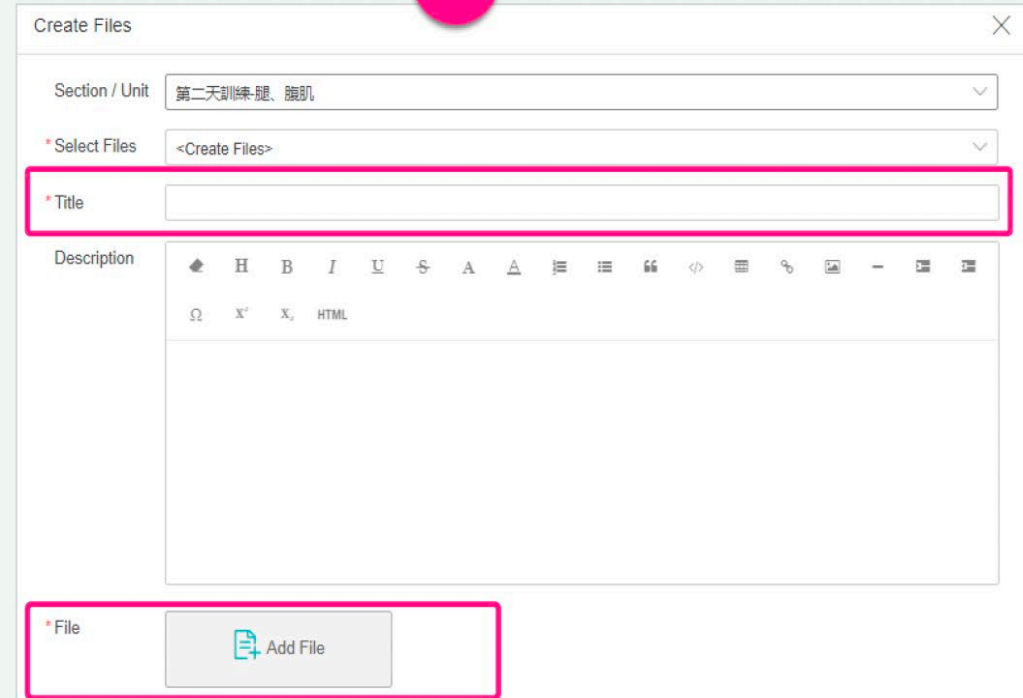
Add Unit More

Unpublished More

Learning Activity I: Reference file uploading



1. Click “+ Add Learning Activity”, then click “Files”.

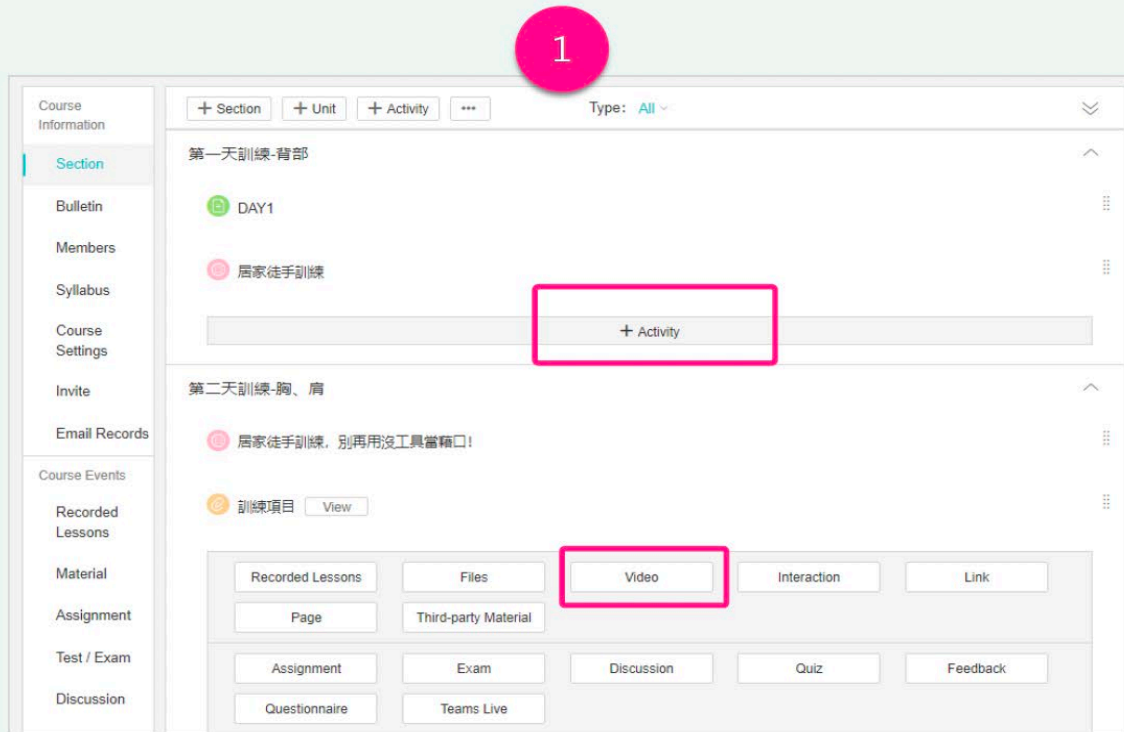


2. Type title and click “Add File” to use existing files from “My Resources” on TronClass or upload from your computer.

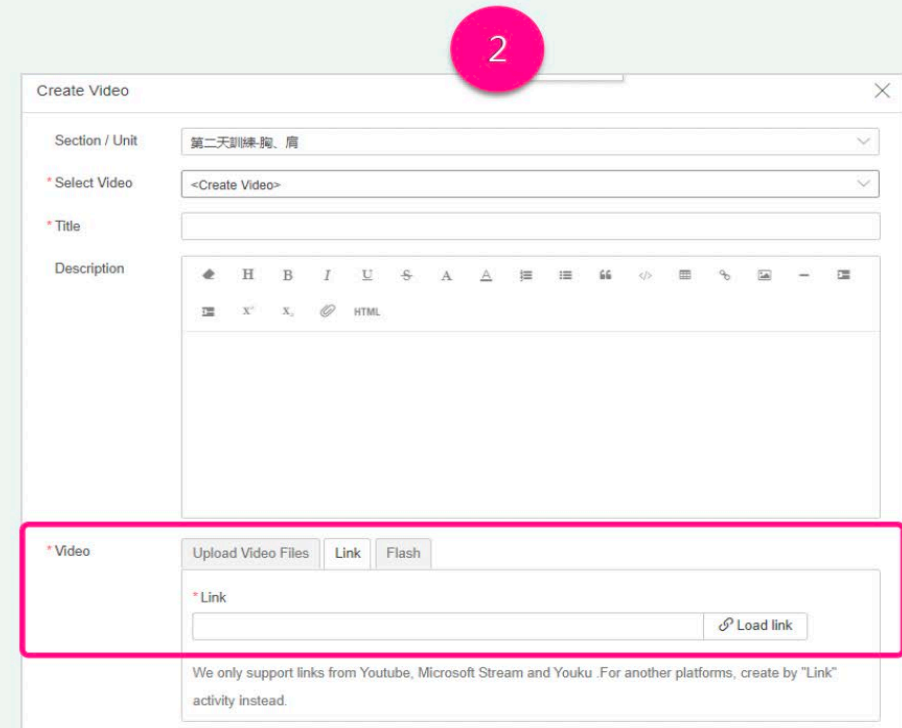
Tip: When uploading documents, it’s recommended to convert them to PDF first for better preview.

Remember to “Publish” the activity, or students won’t be able to see the file or video!

Learning Activity II: video uploading



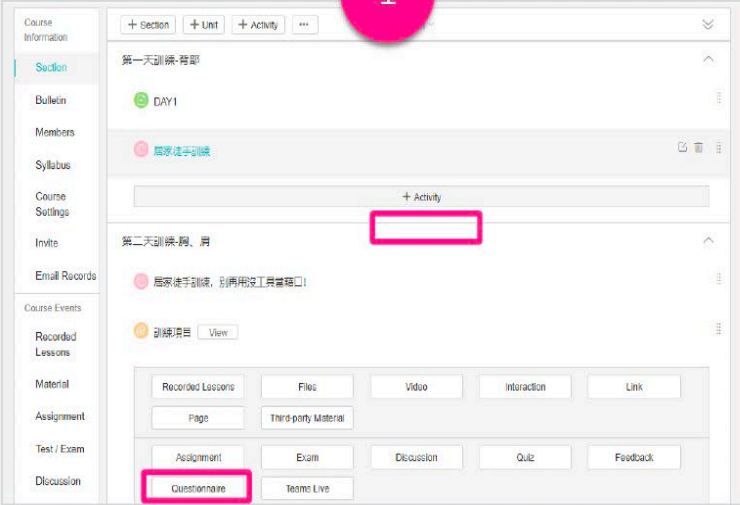
1. Click “+Add Learning Activity”, then click “Video” to add a new video to this course.



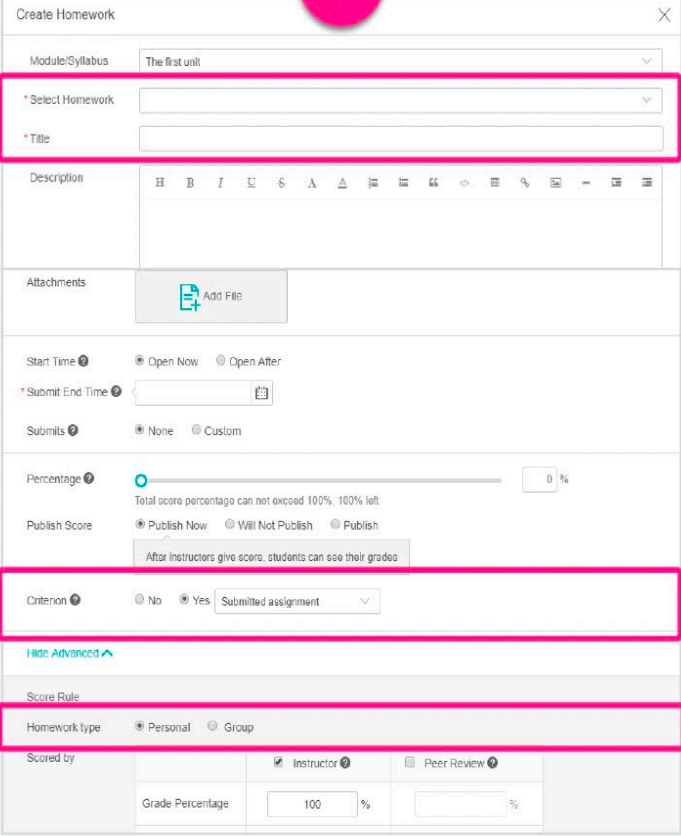
2. Choose a video from “My Resources” or upload from your computer. You can also directly paste video link address in the textbox.

Remember to “Publish” the activity, or students won’t be able to see the file or video!

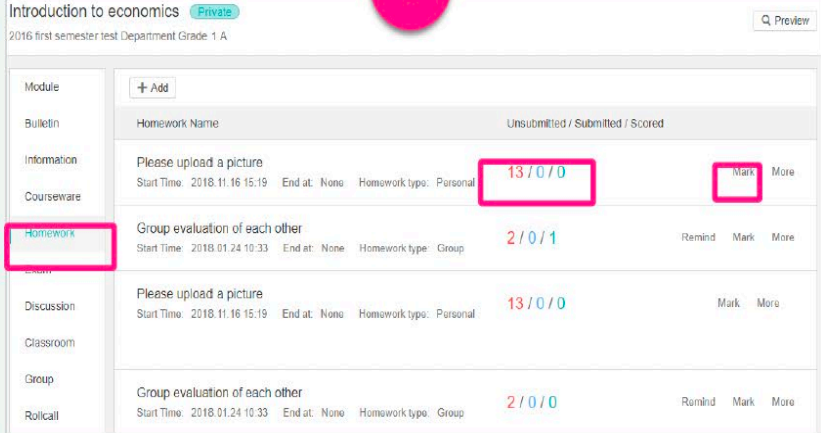
Learning Activity III-1: Assignment management



1. Click “+Add Learning Activity”, and then click “Assignment”.



2. Type title and adjust settings such as the weight, submission times, and rule of scoring.



3. Click “**Assignment**” on your course menu to check students’ submission (i.e. the number of unsubmitted, submitted, and scored). Click “**Mark**” in the right column to enter the page of the assignment management where you can browse, mark, and manage students’ assignments.

Learning Activity III-2: Grading Assignments

4

< Return

分組互評

View Rubric Edit

Homework Attributes Homework Correction Score Statistics

Recommend

You don't recommend any homework

Enter Score

Recommend Remind Make Up Homework Resubmit Homework Download Zip View Logs Set it as "unsubmitted" Set it as "submitted"

Status All

Name	Status	Submit Time	Grade	Final Score	Mark	Notes
第一組 (4 students)						
jhchi	Submitted	2018.02.26 12:25				
roras@email.com						
stu02@wg.com						
stu03@wg.com						
第二組 (6 students)						
Absent						

4. Move your mouse to the column of “**Mark**” (this page shows students’ group assignments) to mark assignments.

5

Homework

First group Second Group

Name the first group

Versions 2018.02.26 12:25

Attachment Name	Size
Case report_sec....docx	15 KB

Grade

Rubric Use Rubric

Comment

You can input comment for submission of student here...

Attachment Add File

Save Cancel

5. You can view assignment details, give students scores and your comments, and click “**Save**” to save results or “**Second Group**” to mark another assignment. Plus, you can mark assignments via TC App.

Learning Activity III: Online Exam - managing

1. Click “+Add Learning Activity”, then click “Exam”.

2. Type the title, assign weight to this exam, the order of questions/items, etc. After that, click “Save” or “Save&Publish” to save settings of this exam.

3. Click “Manage Exam Questions” to manage question(s) of this exam.

The system supports anti-cheating mechanisms and multiple question types, suitable for formal assessments such as midterms, finals, and quizzes; students can answer via the app or web.

Learning Activity III: Online Exam – Editing Questions

The screenshot shows the 'Add New Question(s)' button highlighted with a pink box. A pink circle with the number 4 is positioned above the button. The interface includes a top bar with 'Back', '期中考', and a status indicator. Below the bar, there are tabs for 'Type' (True/False), 'Difficulty level' (Medium), and 'Total: 5'. The main area contains a 'Question' section with a rich text editor, a 'Points' section with a text input, and an 'Options' section with a list of options. The 'Options' section is currently empty.

4. Click “**Add New Question(s)**” and choose one of question types that you need.

The screenshot shows the 'Add New Option' button highlighted with a pink box. A pink circle with the number 5 is positioned above the button. The interface includes a top bar with 'Back', '期中考', and a status indicator. Below the bar, there are tabs for 'Type' (Multiple-Choice), 'Difficulty level' (Medium), and 'Total: 5'. The main area contains a 'Question' section with a rich text editor, a 'Points' section with a text input, and an 'Options' section with a list of options. The 'Options' section is currently empty. A yellow arrow points to the 'Add or delete item(s)' button in the 'Options' section.

5. Type the question statement and items, set the score, set correct answer(s), and click “**Save**” to save this question.

Questions can also be imported from the question bank, or you can download a Word template, edit questions in the fixed format, and then import them to the platform.

Part 4 • Assessment

Learning Activity III: Online Exam – score management

1

[WisdomGarden](#)
[Explore Course](#)
[Resources](#)
[APP](#)
[Help](#)

[My Home](#)
[99+](#)
[Lee Min...](#)
[English\(US\)](#)

Introduction to economics Private

2016 first semester test Department Grade 1 A Preview

	Name	Number of Subjects..	Unsubmitted / Submitted	
+ Add Bulletin Information Courseware Homework Exam Discussion Classroom Group Recall Members Grade Analysis	Online test	5 / 100	13 / 0	View More
	Take: 2016.11.01 16:17 End at: 2016.11.04 16:17 Exam Type: Personal			
	Introduction to Economics Chapter 1 Quiz	0 / 0	13 / 0	View More
	Take: 2016.10.27 14:57 End at: 2016.10.31 14:57 Exam Type: Personal			
	Online test 1018	1 / 100	12 / 1	View More
Take: 2016.10.18 11:36 End at: None Exam Type: Personal				
	Introduction to Economics Chapter 1 Quiz	4 / 100	12 / 1	View More
Take: 2016.08.26 16:00 End at: 2017.03.31 17:17 Exam Type: Personal				

1. Click “**Exam**” on course menu, then you can check all course examinations and the number of student submissions.

2

WisdomGarden
My Home ▾ 99+ Lee Min... ▾ English(US) ▾

Introduction to economics Private

2016 first semester test Department Grade 1 A

Preview

Return

Introduction to Economics Chapter I Quiz

Edit
Export
Download Student Paper

Basic Info
Result
Score Statistics
Subjects

Start Time	2016.08.26 12:29	Submit Start Time	2016.08.26 16:00
End Time	2017.03.31 17:17	Publish Score	2017.04.01 17:17
Publish Answer	2017.04.01 17:17	Percentage	5.0%
Submit Times	3	Exam Type	Personal
Score Rule	Average Score	Criterion	Submitted exam

This exam has 1 Single Selection , 1 True/False , 1 Multiple Selection , 1 Short Answer , total score is 100

Make Up Exam

Department All ▾
 Grade All ▾
 Class All ▾
 Status All ▾

Name / User No.
🔍

☐	User No. ◆	Name ◆	Belong To	Status	Submit Times	Raw Score ◆	Final Score ◆
☐	1 evelyn@wg.com	Gong Xiaoping	Test college	❌ Absent	0		
☐	2 jhchi	Ji Rong Xun	WISDOMGARDEN A...	❌ Absent	0		
☐	3 roras@email.com	Liu Yuhong	Test college	✅ Submitted	1	Unrated	
☐	4 stu02@wg.com	Zhao Wei Lun	Year 2 of Information ...	❌ Absent	0		

2. Check basic information of an exam, results, statistical analysis, and question analysis. Teachers will be able to manually enter and edit students' final scores if necessary.

In-Class Quiz – Editing Questions

1. Click “+ Activity”, then click “Quiz”.

2. Type the title, assign weight to this quiz, and click “Save”.

3. Click “**Question Management**” to manage quiz question(s).

4. You can create, edit, or delete quiz question(s) if necessary, and do not forget to click “**Save**” before you leave this page.

Note: Once an in-class quiz activity is ended, it cannot be reopened. Please confirm carefully before ending the activity. (*Students can get access to the Quiz ONLY via APP!)

Learning Activities IV: Others

The screenshot displays the TronClass interface. On the left is a sidebar with navigation links: Course Information, Section (highlighted), Bulletin, Members, Syllabus, Course Settings, Invite, and Email Records. The main content area has a top bar with buttons for '+ Section/Unit', '+ Activity' (highlighted), 'Batch Settings', and a menu icon. It also shows 'Publish Status: All' and 'Type: All'. Below this is a 'Week 1' section with a 'Publish' button, an 'Add Unit' button, and a 'More' button. The main content area shows a card for '[WK1] Course introduction' with a 'Page' icon and 'Start Time: 2026-02-23 12:00'. Below the card is a grid of activity options: Files, Video, Interaction, Link, Page, Assignment, Exam, Discussion, Quiz, Feedback, Questionnaire, and Teams Live.

Course Information

Section

Bulletin

Members

Syllabus

Course Settings

Invite

Email Records

Week 1

Publish

Add Unit

More

[WK1] Course introduction

Page

Start Time: 2026-02-23 12:00

Unpublished

More

Files

Video

Interaction

Link

Page

Assignment

Exam

Discussion

Quiz

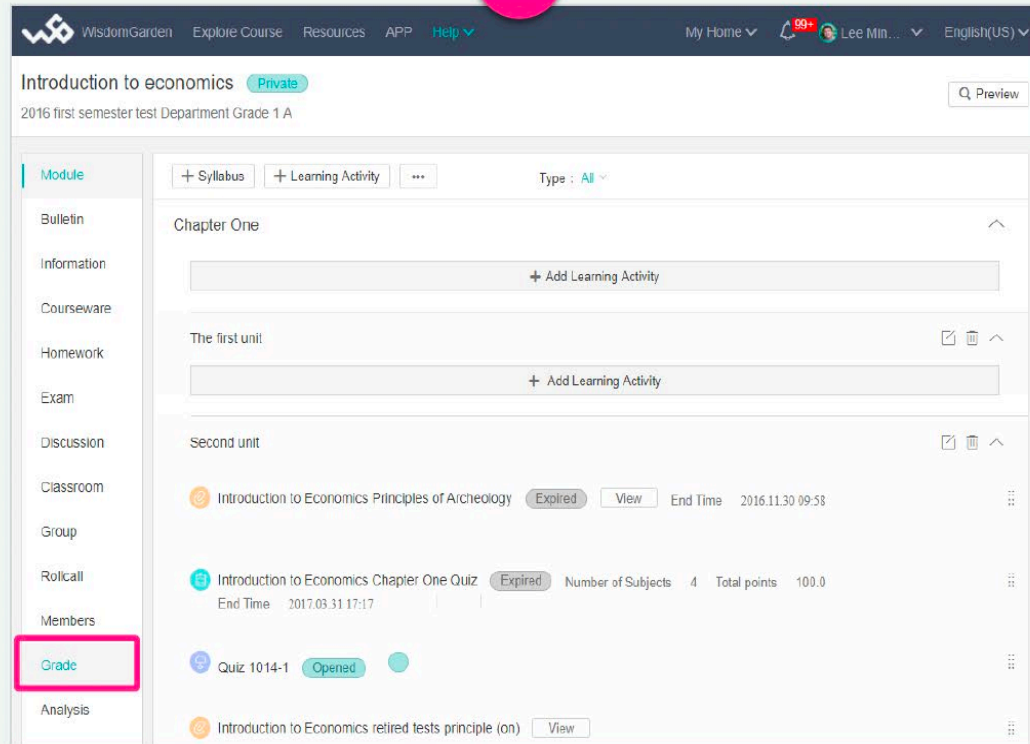
Feedback

Questionnaire

Teams Live

Other activities: Discussion, Survey (questionnaire), Feedback ('in-class mode', see later slide) ...

Grade management: Gradebook



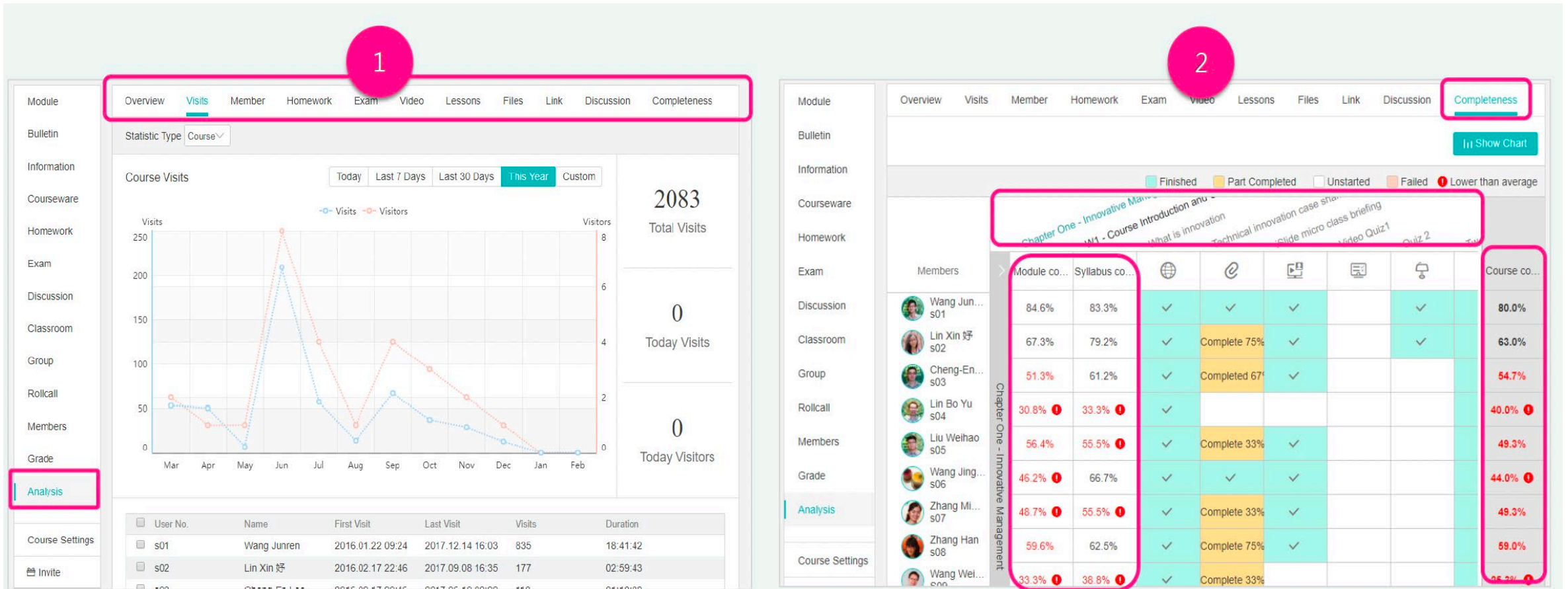
1. Click “**Grade**” on course menu to check students’ scores of all learning activities (e.g. assignment, examination, and rollcall).

The screenshot shows the Gradebook interface for 'Introduction to economics'. The table displays student scores for various activities. A pink box highlights the 'Raw Score' and 'Final Score' columns.

Members	Rollcall Score	Classroom pe...	Introduction to...	Quiz 1014-1	Do you think...	Assignment 1...	Online test 1014	Raw Score	Final Score	Notes
Gong Xiao...	100							30	20	
Ji Rong Xun	50	100						20	100	
Liu Yuhong	50	90						19.5	90	
Zhao Wei...	50							15	15	
Lin Hao	50							15	15	
Chen Jin	50							15	15	
Chen Zhe...	50							15	15	
Ly MeiYu	50							15	15	

2. Students’ original scores will be calculated based on weights assigned by teachers, and teachers will be able to adjust final scores if necessary.

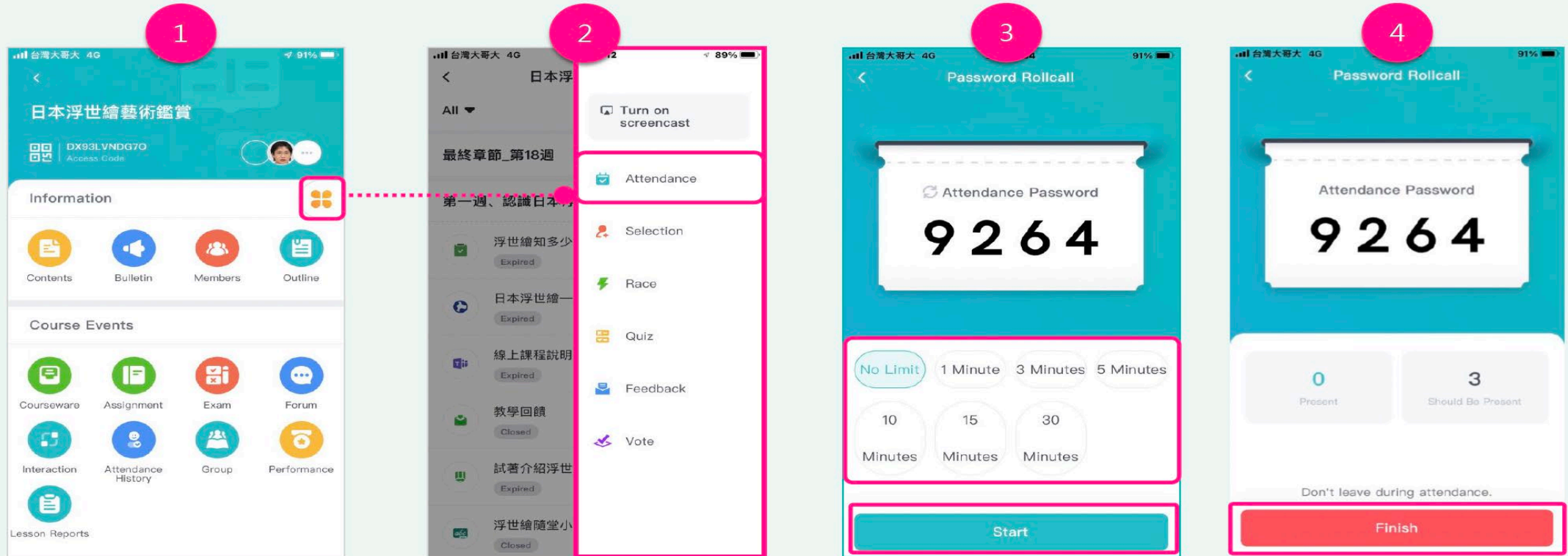
Learning Analytics: Students' Progress & Completion



1. Click “**Analysis**” on course menu to check results and related details of learning analytics based on students’ behavioural data.

2. Click “**Completeness**” to check every student’s learning progress of every chapter, unit, and learning activity.

Attendance: Number Roll Call & QR Code Roll Call (App)



1. Enter a course and tap "the button on right side".

2. Tap "Attendance" and choose "Password Attendance".

3. Set time duration and tap "Start", then to start the this rollcall.

4. Tap "Finish" to finish this rollcall.

***Caution:** With number roll call, students may be able to privately share the number!

Attendance: QR Code Roll Call (Web: Using 'In-Class Mode')



如圖所示：

1. **全螢幕**：進入課堂模式全螢幕畫面，可點按Esc退出全螢幕模式。
2. **快捷教學工具列**：老師在教學過程中，通過工具列可隨時切換需要發起的學習活動（如：點名、隨堂測驗、教學回饋、計時器、選人、搶答、黑板等功能），支援滾動或點選箭頭瀏覽後半部功能。
3. **退出課程**：退出本課程的課堂模式，可同時登出平台。
4. **最近使用**：展示老師最近使用過的學習活動和資源，並保留使用進程，為老師下次打開應用提供方便。

Attendance: QR Code Roll Call (Web: Using 'In-Class Mode')



***Notes:** 1. The QR code in each roll-call session updates every 10-15 sec. 2. Students need to use the APP to scan the QR code to successfully sign-in.

Attendance: Viewing Attendance Records

課程資訊

章節

公告

班級成員

課程大綱

課程設定

邀請

Email紀錄

課程活動

教材

作業

線上測驗

討論

問卷

互動

點名紀錄

attendance

按時間查看

依學生查看

+ 新增

匯出

匯入

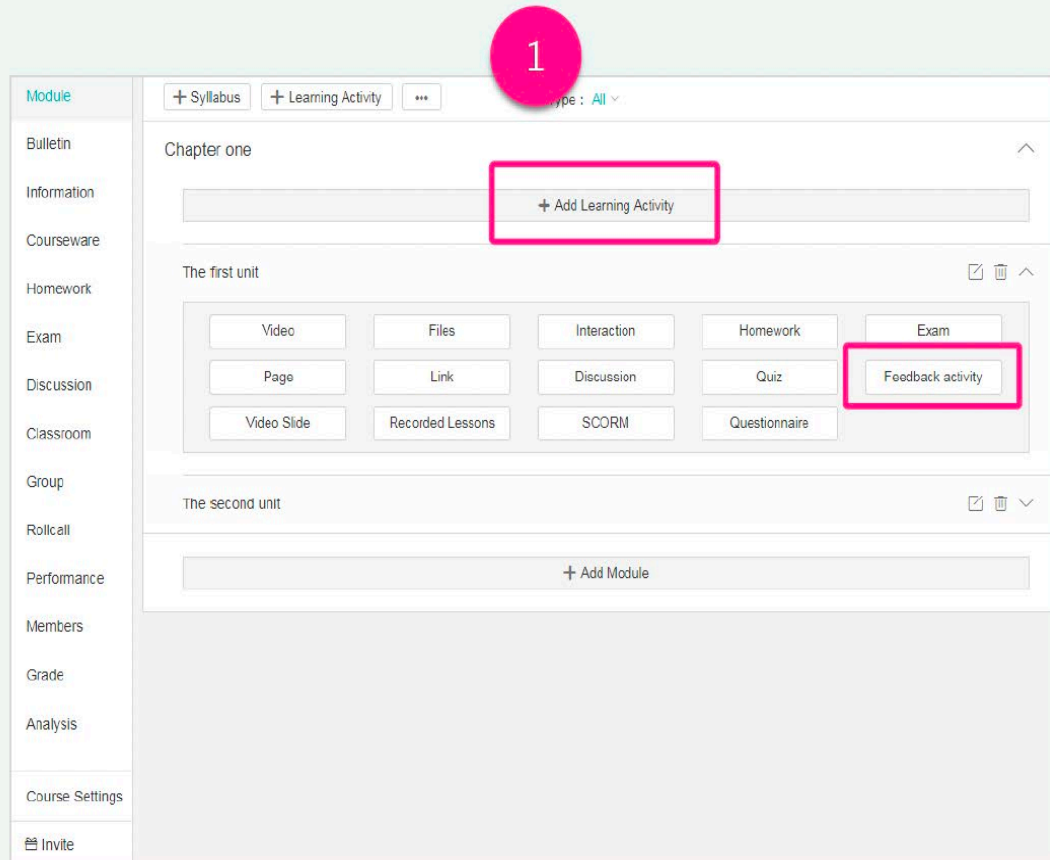
點名成績設定

點名時間

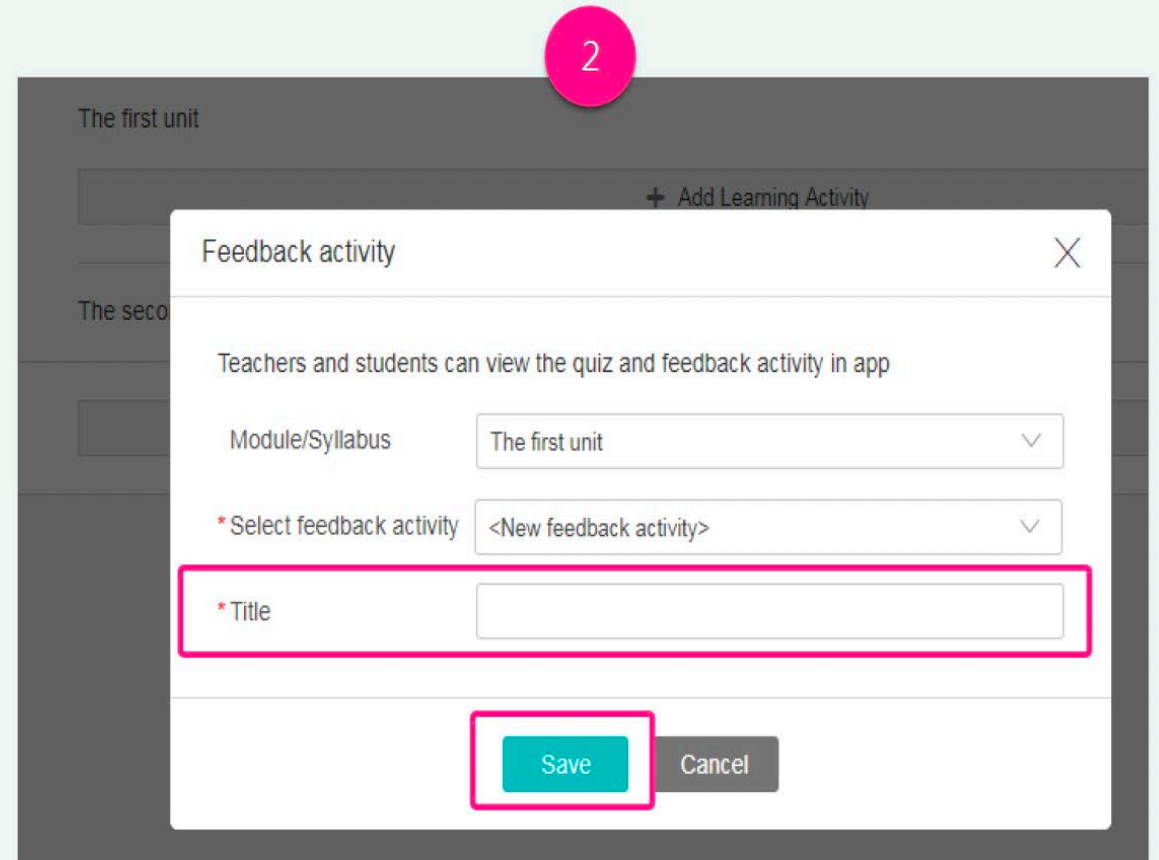


	點名時間 ▾	出席 ▾	請假 ▾	缺席 ▾	計分設定	來源	備註	操作
1	2026.06.24 (三) 10:19	55	1	0	計分	數字點名		👁️ 📄 🗑️
2	2026.06.23 (二) 13:22	56	0	0	計分	手動點名	Final ...	👁️ 📄 🗑️
3	2026.06.17 (三) 10:34	56	0	0	計分	手動點名	Final ...	👁️ 📄 🗑️
4	2026.06.16 (二) 13:17	55	1	0	計分	數字點名		👁️ 📄 🗑️
5	2026.06.10 (三) 10:20	52	2	2	計分	數字點名		👁️ 📄 🗑️
6	2026.06.09 (二) 13:20	49	7	0	計分	QR Code...		👁️ 📄 🗑️
7	2026.06.03 (三) 10:15	50	6	0	計分	數字點名		👁️ 📄 🗑️
8	2026.06.02 (二) 13:18	53	3	0	計分	QR Code...		👁️ 📄 🗑️
9	2026.05.27 (三) 10:16	54	1	1	計分	數字點名		👁️ 📄 🗑️
10	2026.05.26 (二) 13:18	53	3	0	計分	QR Code...		👁️ 📄 🗑️
11	2026.05.19 (二) 13:20	54	2	0	計分	QR Code...		👁️ 📄 🗑️
12	2026.05.13 (三) 10:14	55	1	0	計分	數字點名		👁️ 📄 🗑️
13	2026.05.12 (二) 13:16	55	1	0	計分	QR Code...		👁️ 📄 🗑️
14	2026.05.06 (三) 10:12	54	2	0	計分	數字點名		👁️ 📄 🗑️
15	2026.05.05 (二) 13:16	54	2	0	計分	QR Code...		👁️ 📄 🗑️
16	2026.04.29 (三) 10:16	55	1	0	計分	數字點名		👁️ 📄 🗑️
17	2026.04.28 (二) 13:21	54	2	0	計分	QR Code...		👁️ 📄 🗑️

Teaching Feedback: In-Class Interaction via Web (Teaching activities → Feedback)



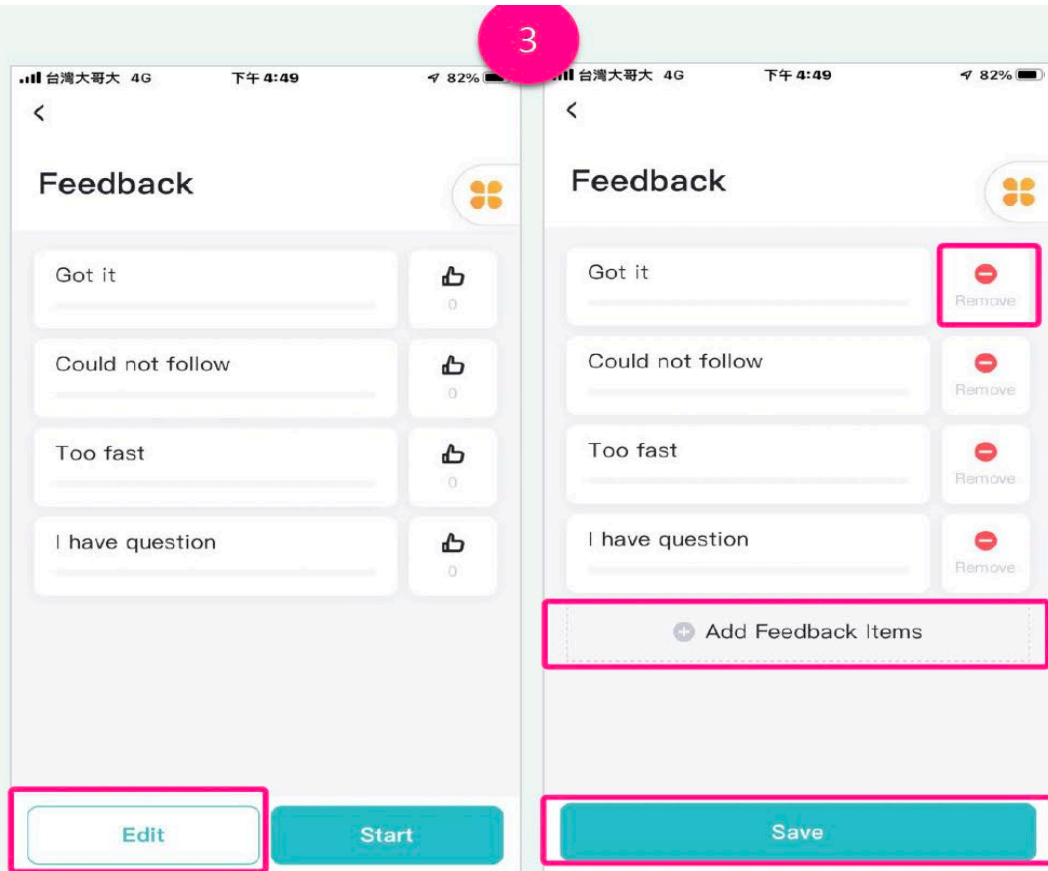
1. Click “+ Activity”, then click “Feedback”.



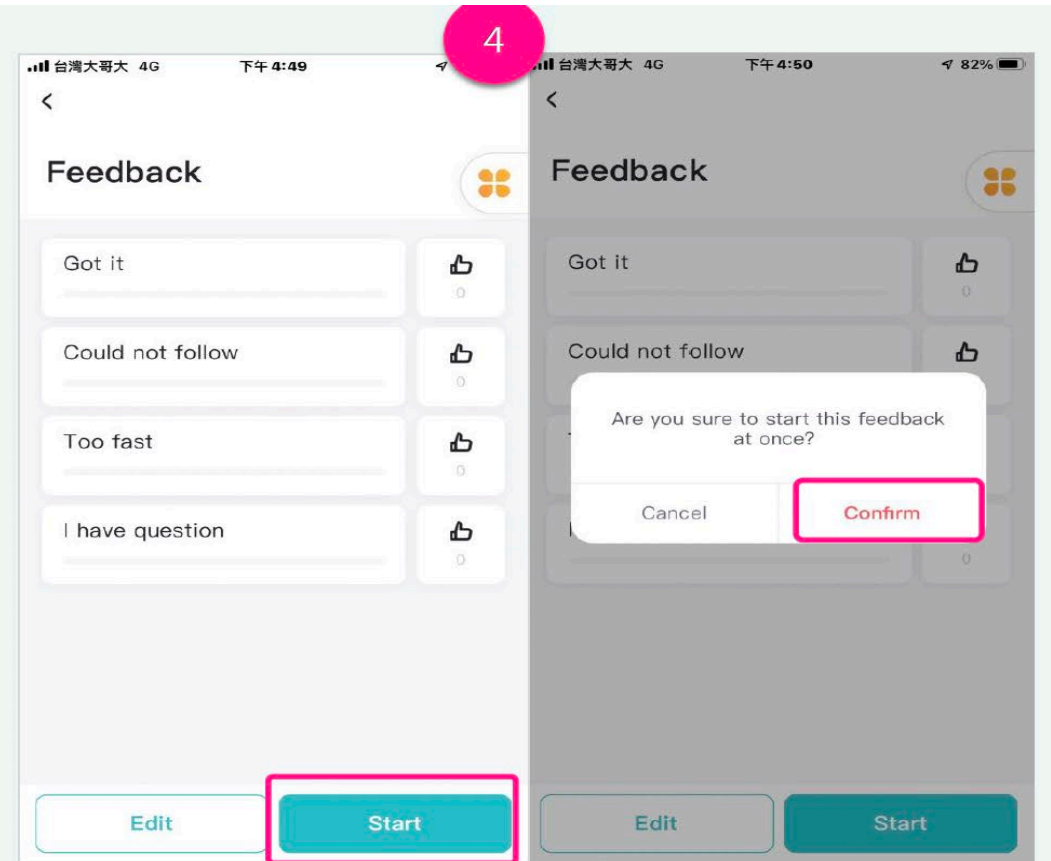
2. Type the title and click “Save”.

Teaching Feedback: In-Class Interaction via App

(Feedback)

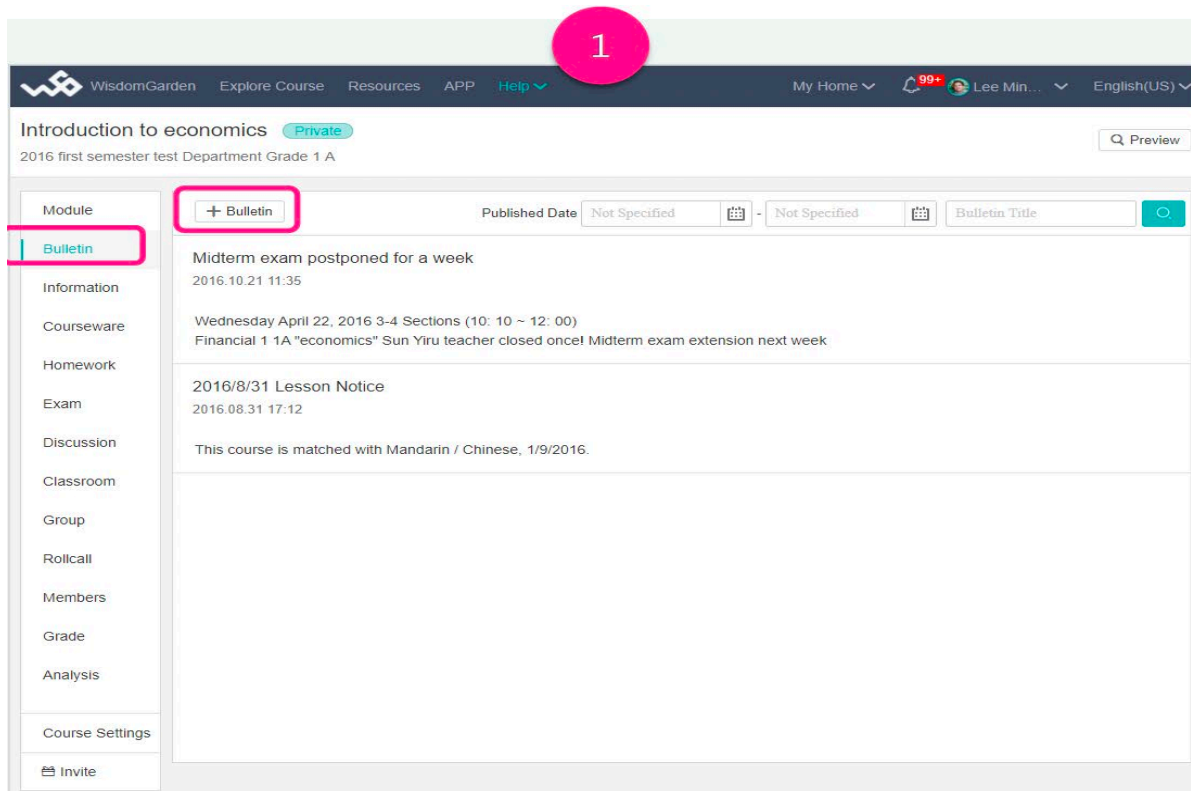


3. Vote, collect students' feedback, give feedback, or delete your own comments.

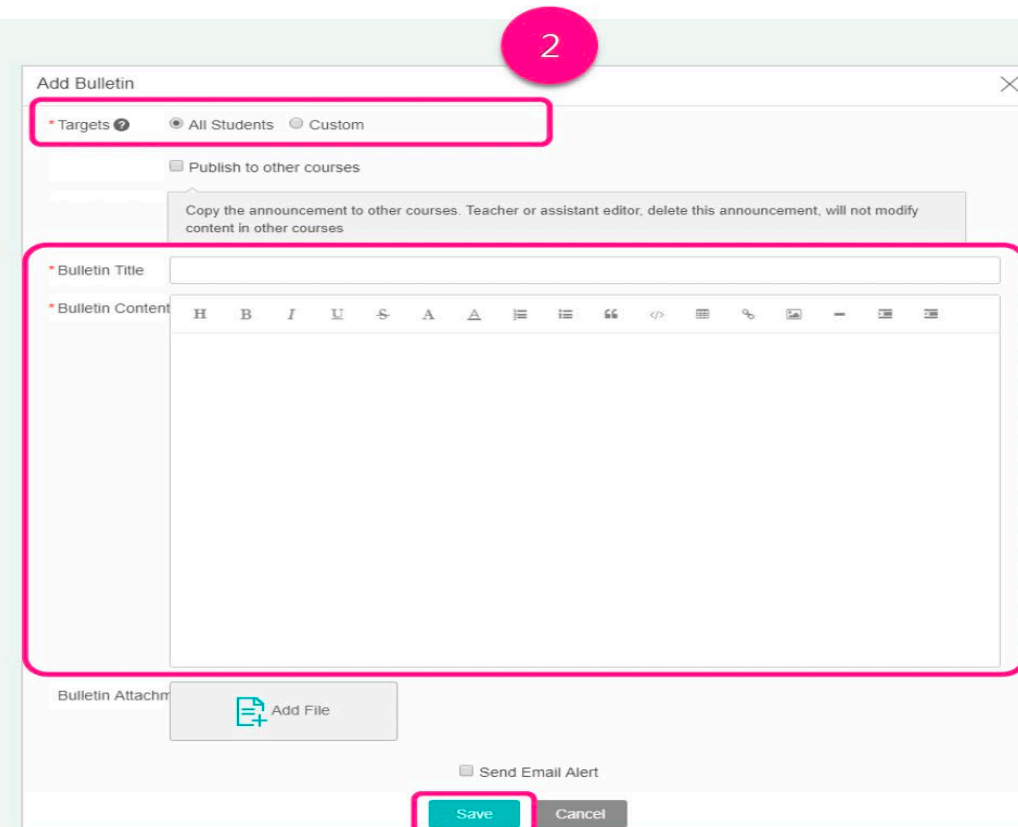


4. Start the feedback by tapping "Start" and "Confirm".

Publishing an Announcement: Notify the Whole Class at Once



1. Click “**Bulletin**”, then click “**+Bulletin**” to make your announcement.



2. Choose receiver(s) and target course(s) if necessary, draft title and content, and click “**Save**” to publish your announcement. You can also send a notification email to receivers at the same time.

Tip: Teachers can also publish the same announcement to other courses at the same time! You can also specify target recipients for each course, completing cross-course notifications in one step.

Copying Section Content Across Courses (Same Course, Multiple Classes)



1. 當老師課程建置完畢，可利用「複製章節內容」功能，將課程內容複製到其他課程中

2. 勾選欲複製的學習活動，完成後請點擊「下一步」。

注意：

- 1) 如您所複製的課程若為「闖關學習模式」，請將所有章節內的學習活動全部複製到目標課程，若僅針對部分章節/學習活動進行複製，將導致開啟條件無法同步複製到目標課程。
- 2) 直播活動暫不支持複製。

Copying Section Content Across Courses (Same Course, Different Academic Years)

3

步驟1: 選擇需複製的章節與學習活動 步驟2: 選擇目標課程 步驟3: 設定平移日期開始複製

學年 學期 課程狀態 課程角色 課程名稱 / 課程代碼

☐	學年	學期	院系	年級	班級	授課班級	課程代碼	課程角色	課程名稱	操作
☒	108	108第二...	臺北市...				ART005	教師	生物基礎理論	指定章節
☐	108	108108...						教師	20190909 test cou...	指定章節
☐	108	108108...	WG 測...	1			324tn4i3ut43...	教師	test0608	指定章節
☐	108	108第二...	臺北市...	1	A班		182BSN2AC...	教師	測試成績異動課程(...	指定章節
☐	108	108第二...	WG 測...	1	A班		201BADCF1...	教師	生活與法律 (1A...	指定章節
☐	108	108第二...	WG sub...	1	A班		COFFE01	教師	手沖咖啡入門課	指定章節

3. 老師可勾選目標課程。小提醒：若目標課程為下學年的新課程，可透過篩選「課程狀態」來搜尋「即將開課」的課程。設定完成請按「下一步」。

注意：部分細節設定無法複製，建議複製完畢後仍要至目標課程比對調整「時間」與其他設定。

4

步驟1: 選擇需複製的章節與學習活動 步驟2: 選擇目標課程 步驟3: 設定平移日期開始複製

平移章節與學習活動 ☒ 是 ☐ 否，略過此步驟

選擇「是」，則複製到目標課程的所有學習活動，將根據「平移天數」進行平移。
備註：「平移天數」即來源課程開課日期與目標課程開課日期的時間差。
舉例：1. 來源課程開課日期為1月1日，目標課程開課日期為2月2日，平移天數為31天。
2. 來源課程下某一學習活動的開始時間為1月10日，依據平移天數平移至目標課程下的開始時間為2月10日。

來源課程資訊

課程名稱	學年	學期	課程代碼	開課系統	開課日期
Release note 課程	108	108第二...	20201113	台灣智圖 1 B班	2019-11-19

目標課程

課程名稱	章節	學年	學期	課程代碼	開課系統	開課日期	平移天數
生物基礎理論		108	108第二...	ART005	臺北市政府教...		639

請即時調整目標課程下的「分組成員設置」，基於分組開展的學習活動將會被轉為個人形式的學習活動，包含：分組作業、分組測驗、分組討論。如有「分組互評作業」，請根據目標課程的實際分組數，重新填寫需評閱份數，所有作業形式複製後的評分方式皆為「教師評閱100%」，如需調整請至作業編輯頁面手動修改。

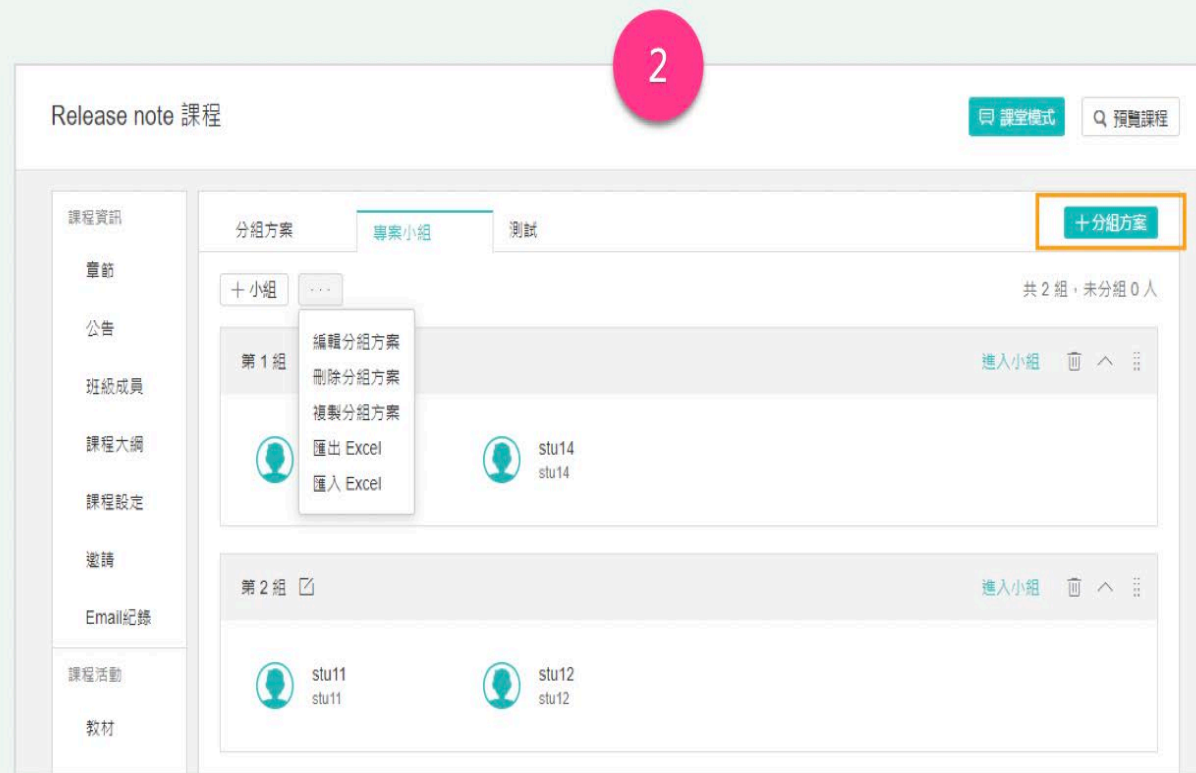
上一步 **開始複製** 取消

4. 選擇是否平移日期，若不平移時間請選「否」並點擊「開始複製」。選擇「是」，則複製到目標課程的所有學習活動，將根據「平移天數」進行平移。例：1. 來源課程開課日期為1月1日，目標課程開課日期為2月2日，平移天數為31天。
2. 來源課程下某一學習活動的開始時間為1月10日，依據平移天數平移至目標課程下的開始時間為2月10日。

Group Learning: Random or Manual Grouping



1. 點擊「分組學習」，啟用「開啟新增分組方案」。



1. 若從未建立過方案，請點擊「開始新增分組方案」；若已建立過方案，可點「新增方案」再建立其他的分組方案。

Q & A

- The platform has a built-in “Help → Teacher Manual” with complete feature descriptions
 - In case of encountering any issues while using the platform (*excluding system login or it-related issues), please feel free to contact the CTLD (#2925, 4th Floor of the Library).
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Teacher Manual – a quick guide (PDF)