



MOODIE.AI ADMIN SECTION USER GUIDE



Create Exercise Module

You may learn how to create exercise module.

CREATE EXERCISE MODULE

Create Exercise Module

The screenshot displays the Moodie AI dashboard interface. On the left is a sidebar with the Moodie logo, a 'SUPER ADMIN' badge, an organization dropdown set to 'Moodie.AI', and a navigation menu with options: Overview, Dashboard (highlighted), Library, Exercise Templates, Interview Practice, and Team. Below the menu is a 'MODULES' section with a notification bell icon showing '9+', a 'Student Portal' link, language toggles for 'EN', '繁', and '簡', and a user profile for 'Moodie Admin' with an email address and a 'Sign Out' button. The main dashboard area features an orange header with the greeting 'Good Afternoon, Moodie' and a '+ New Module' button highlighted with a blue box. Below the header are four summary cards: '271 Total Students', '1,589 Submissions', '6 Pending Reviews', and '322 Exercises'. A section titled 'Active Modules' contains two module cards, both labeled 'User Guide Example' with dates '2026-08-12' and '2026-07-31' respectively. To the right of these cards is a large dashed box with a plus icon and the text 'Create New Module' and 'Setup a new folder for exercises'. A search bar at the top right of the 'Active Modules' section contains the text 'User Guide Example'.

① In dashboard page, click “+New Module” to add a new module

Create Exercise Module



MOODIE
HUMAN COMMUNICATIONS DECODED

SUPER ADMIN

ORGANIZATION
M Moodie.AI

OVERVIEW

- Dashboard
- Library
- Exercise Templates
- Interview Practice
- Team

MODULES

Student Portal

EN 繁 簡

M Moodie Admin
admin@moodie.ai

[Sign Out](#)

New Module

Moodie.AI

Cancel Save Changes

Module Information

Module Title

Description

Student Portal Branding

Banner Image (Left Panel)



No Image

UPLOAD NEW IMAGE

Recommended size: 800x1200px (Portrait). If no image is uploaded, the theme color will be used.

② Provide the title and description of the module

Create Exercise Module



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MODULES

9+

Student Portal

EN 繁 簡

M Moodie Admin
admin@moodie.ai

[Sign Out](#)

New Module

Moodie.AI

Cancel [Save Changes](#)

New Module

Description

Describe what kind of exercises belong in this module...

Student Portal Branding

Banner Image (Left Panel)

No Image

UPLOAD NEW IMAGE

[Choose Image](#)

Recommended size: 800x1200px (Portrait). If no image is uploaded, the theme color will be used.

Theme Color

 #f0faff [Reset to Default Blue](#)

③ Optional:
Provide Banner
Image and Theme
Color
(You may use the
default banner)

Create Exercise Module

New Module
Moodie.AI

Cancel **Save Changes**

Student Portal Branding

Banner Image (Left Panel)

UPLOAD NEW IMAGE

Choose Image

Recommended size: 800x1200px (Portrait). If no image is uploaded, the theme color will be used.

Theme Color

#f0faff [Reset to Default Blue](#)

Co-teaching

Instructors you add here can open and edit this module and every exercise inside it. They cannot re-share it or delete it.

asd
asd@asd.com

Only you and your administrators can change this list.

⑤ Save changes to create the module

④ Optional:
You may choose instructor who can open and edit the module and exercise

Create Exercise Module

The screenshot displays the Moodie AI interface. On the left is a sidebar with the Moodie logo, a 'SUPER ADMIN' button, an organization dropdown set to 'Moodie.AI', and a menu with 'OVERVIEW', 'Dashboard', 'Library', 'Exercise Templates', 'Interview Practice', and 'Team'. Below this is a 'MODULES' section with a notification bell and a 'Student Portal' link. At the bottom of the sidebar is a user profile for 'Moodie Admin' and a 'Sign Out' button. The main content area is titled 'User Guide Example' and shows '4 Exercises' and '1 Folders'. It has tabs for 'Exercises', 'Analytics', and 'Settings' (which is highlighted with a blue box). To the right of these tabs are links for 'Student View', 'Copy Link', and a 'New Exercise' button. The 'Settings' tab contains a 'Module Information' section with a 'Save Changes' button. This section has a 'General Information' sub-section with a 'Module Title' field containing 'User Guide Example' and a 'Description' text area with the placeholder 'Describe what kind of exercises belong in this module...'. Below this is a 'Student Portal Branding' section with a 'Banner Image (Left Panel)' field.

⑥ Please click on "Settings"

⑦ You may modify the module general information

Create Exercise Module

The screenshot displays the Moodie AI Super Admin dashboard. The left sidebar contains navigation links for Overview, Dashboard, Library, Exercise Templates, Interview Practice, and Team. The main content area is titled 'User Guide Example' and shows settings for '4 Exercises' and '1 Folders'. The 'Settings' tab is active, displaying the 'Student Portal Branding' configuration. This configuration includes a 'Banner Image (Left Panel)' section with a preview image and a text input for the 'IMAGE URL' (https://test.moodie.ai/assets/img/new-layout/banner-image-09-cr.png). Below this is an 'OR UPLOAD FILE' section with a 'Click to Upload Image' button. A note states: 'This image appears on the left side of the student selection screen. Recommended size: 800x1200px (Portrait)'. The 'Theme Color' section shows a color picker set to #f0faff and a 'Reset to Default' button. At the bottom, there are two text input fields: 'Student Page Title (Override)' with the value 'User Guide Example' and 'Student Page Subtitle' with the value 'Select a sub-folder to continue.'.

User Guide Example
4 Exercises • 1 Folders

Settings

Student Portal Branding

Banner Image (Left Panel)

IMAGE URL
https://test.moodie.ai/assets/img/new-layout/banner-image-09-cr.png

OR UPLOAD FILE
Click to Upload Image

This image appears on the left side of the student selection screen.
Recommended size: 800x1200px (Portrait).

Theme Color
#f0faff Reset to Default

Student Page Title (Override)
User Guide Example
Leave empty to use Module Title

Student Page Subtitle
Select a sub-folder to continue.
Instruction text below title

⑧ You may modify the student portal branding

Create Exercise Module

Moodie
HUMAN COMMUNICATIONS DECODED
SUPER ADMIN

ORGANIZATION
M Moodie.AI

OVERVIEW

- Dashboard
- Library
- Exercise Templates
- Interview Practice
- Team

MODULES 5/87

Student Portal

EN 繁 簡

M Moodie Admin
admin@moodie.ai

[→] Sign Out

← User Guide Example
4 Exercises • 1 Folders

Exercises Analytics Settings Student View Copy Link New Exercise

Module Access Code

Enable Module Access Code
Set one shared access code with a pooled quota across selected exercises in this module. Covered exercises ignore their own access codes. ☒

Add Shared Code

CODE *	TOTAL QUOTA (Optional)	EXPIRATION DATE (Optional)
e.g. VTC2026	# Unlimited	年 / 月 / 日
<button>+ Add Shared Code</button>		

Shared Codes (0)

No shared codes yet.

⑨ You may select to enable module access code and add shared code

Create Exercise Module

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MODULES 5/87

Student Portal

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[→] Sign Out

User Guide Example
4 Exercises • 1 Folders

Exercises Analytics Settings Student View Copy Link New Exercise

Enable Module Access Code
Set one shared access code with a pooled quota across selected exercises in this module. Covered exercises ignore their own access codes. ☒

Add Shared Code

CODE * TOTAL QUOTA (Optional) EXPIRATION DATE (Optional)

e.g. VTC2026 # Unlimited 年 / 月 / 日

+ Add Shared Code

Shared Codes (1)

HelloWorld
Unlimited 2 exercises

COVERED EXERCISES
Tick the exercises this shared code unlocks. The quota is pooled across all of them.

- ☒ User Guide Demo - Group Discussion
- ☐ User Guide Demo - Video Submission
- ☒ User Guide Demo - Interactive AI Avatar
- ☐ User Guide Demo - Interview Journey

⑩ After adding a shared code, you can select the covered exercise.

If the exercise is covered, students are required to enter the access code, even though the access code is not set within the exercise itself.

Create Exercise Module

The screenshot displays the Moodie AI interface for editing a module. The left sidebar contains the Moodie logo, a 'SUPER ADMIN' button, an organization dropdown set to 'Moodie.AI', and a navigation menu with 'OVERVIEW', 'Dashboard', 'Library', 'Exercise Templates', 'Interview Practice', and 'Team'. Below this is a 'MODULES' section with a notification bell and a 'Student Portal' link. At the bottom of the sidebar is a user profile for 'Moodie Admin' and a 'Sign Out' button. The main content area is titled 'User Guide Example' and shows '4 Exercises' and '1 Folders'. It has tabs for 'Exercises', 'Analytics', and 'Settings' (which is active). There are also links for 'Student View', 'Copy Link', and a 'New Exercise' button. The 'Module Information' section is highlighted with a blue border. It contains a 'General Information' card with a 'Module Title' field (containing 'User Guide Example') and a 'Description' text area (containing 'Describe what kind of exercises belong in this module...'). A 'Save Changes' button is highlighted with a blue border in the top right of this section. Below the 'General Information' card is a 'Student Portal Branding' section with a 'Banner Image (Left Panel)' field.

Moodie
HUMAN COMMUNICATIONS DECODED
SUPER ADMIN

ORGANIZATION
Moodie.AI

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- Dashboard
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- Team

MODULES 5/87

Student Portal

EN 繁 簡

M Moodie Admin
admin@moodie.ai

[> Sign Out]

← User Guide Example
4 Exercises • 1 Folders

Exercises Analytics **Settings** Student View Copy Link + New Exercise

Module Information

General Information

Module Title
User Guide Example

Description
Describe what kind of exercises belong in this module...

Save Changes

Student Portal Branding

Banner Image (Left Panel)

⑪ Please remember to click on "Save Changes" to save the modification