Moodle Help

- Information about Rollover 17-18

If you are looking for University email go here:

- UK http://email.nottingham.ac.uk
- Malaysia http://email.nottingham.edu.my
- China https://owa.nottingham.edu.cn/

Moodle is the University of Nottingham's online learning environment. This website offers help and support to staff using it. You can also browse the Most recently added/updated pages.

If your question is not answered then please contact the Moodle support team: Learning-Technologies@nottingham.ac.uk

For Moodle Help for Students please click here

Our site is divided into themes and documents. Themes are groups of documents on a specific topic such as assessment or module planning (see to the left or at the bottom of this page). Documents are individual help pages on a specific feature or tool of Moodle.

Alternatively use the Workspace Search to search for Moodle and your search term.

How to search >>
HiNT: searching is most efficient if you use the name of the Moodle resource or activity

Help and Support from Learning Technology

The Faculty and School Support Team have a Learning Technology Consultant for each faculty:

- Arts: Sally Hanford
- Engineering: Claire Chambers
- Medicine & Health Sciences: Anne Rockcliffe
- Science: Alvaro Roberts
- Social Science: Helen Whitehead

Popular Staff searches

- Profile
- Upload a file
- List of Moodle Blocks
- Turnitin assignments
- Signoff Sheet
- Enrol a staff member or student
- Emailing all students
- Troubleshooting Moodle

Browse below or - for a quick find - type Moodle and your search term into the Search Confluence box top right (e.g., Moodle Tutorial Booking)

- A guide to learning technologies at the University
- Moodle Help - Recently added and updated
- Using Moodle for your module or course
  - Moodle Everywhere
  - Mathematical Notation in Moodle
- Troubleshooting
  - Known issues in Moodle
  - How to clear your browser’s cache
  - I’ve lost my Administration block (or some other block I used to have access to)
  - How can I change the order of the modules on my My home page?
  - I’ve lost or forgotten my password for Moodle
  - How do I create a table with border and grid lines in Moodle?
• How can I make my module available to students? (Module is greyed-out and students say they can't see it.)
• How do I self-enrol on a module?
• I’d like to change the number of emails Moodle sends me
• How to restore your Module Overview to your Dashboard when you’ve lost it
• I can't see my modules in Moodle (staff)
• How do I move files from one folder to another?
• How do I send messages to students?
• How to view your grade and feedback in Turnitin
• How can I see when new items are added to a forum in my module?
• How do I allow my students to see their Turnitin assignment grades and feedback?
• How do I print from Moodle?
• I can't edit the dates on my Turnitin assignment (staff)
• I can't upload my file - Large File (over module limit)
• I can only see one content section, where are the others?
• How do I add a reading list to my module?
• Students can't see something in my module - I can see it greyed out
• How to ensure students cannot continue to self enrol
• Problems logging in
• How to copy and paste text from Word, and in Firefox
• My Home page has got very cluttered - how do I reset it to start from scratch?

• Moodle Help Guides for staff
• FAQ for Editing Teachers
• Moodle System Requirements & Trouble Shooting
• Moodle Navigation & Basics - Quickstart
  • How to navigate around the Moodle page
  • How to navigate to modules NOT in your Module Overview
  • How to see what a student sees ("Switch role to")
  • How to add an image to a Moodle label, page or other text area
  • How to close and dock blocks
  • Page and Label editing toolbar icons explained
  • How to manage hidden resources, sections and modules
• Your Moodle profile and Dashboard
  • Your profile settings explained
  • How to upload a picture to your Moodle profile
  • How to change whether I get emails from a forum
  • How to add a custom block (e.g., Favourites or Bookmarks) to your ‘Dashboard’ or module page
  • How to use the instant message system in Moodle
• Setting up your Moodle module
  • How to change the number of topics in my module
  • Backup a module (course)
  • How to edit module (course) settings
  • The Moodle editing icons
  • How to understand metamodules (parent modules) - if you teach modules with the same content
  • Module settings explained
  • How to copy or import a resource or activity (or multiple items) from one module to another
  • A note on copyright
  • Calendar - Synchronise your module’s calendar with University timetabling
  • How to manage filters to enhance module display
  • Module formats explained
  • How to edit the title of a section (topic or week)
  • How to set up a new module based on last year’s resources and activities
  • How to move items around the Moodle page
  • How to create or request a new module
  • How to set your module to show Collapsed Topics
• Moodle Resources
  • How to add a file
  • How to create web links
  • How to create a Book
  • How to create a label
  • How to create a web page
  • How to add a folder (and add files to a folder)
  • How to upload a prepared website
  • How to duplicate an item
  • How to edit, overwrite or update an existing file
  • How to get images ready for Moodle
  • How to add video and audio in Moodle
  • How to add captions, share media and edit thumbnails of videos in Moodle
  • Echo360 and Moodle - Instructions for non-SATURN modules
  • Using recordings from Television and Radio in Moodle
  • How to write complex questions using MathJax
  • Image copyright attribution plugins
    • How to attribute copyright information when uploading an image
• How to attribute copyright information when downloading an image from a URL
• How to attribute copyright information to a Flickr image

• Moodle Activities
  • Wiki - add a wiki
  • How to create a Choice activity
  • How to create a glossary
  • How to add a forum
  • How to create a forum for groups
  • How to add a database activity
  • How to export database entries for import into another Moodle database
  • How to create a Vote activity
  • How to use the Signup Sheet Tool
  • How to export a sign-up list from the Signup Sheet tool
  • How to create a Lesson activity
  • How to create pages in Lesson
  • How to add a Feedback activity
  • How to create questions in Feedback
  • How to create dependent questions in Feedback
  • How to embed a Xerte online toolkit
  • How to Add an Allocation Form
  • How to Create options in an Allocation form
  • How to Adjust the allocation process in an Allocation Form
  • How to create an Absence Form
  • How to enable conditional activities

• Assessment in Moodle
  • How to Add a Moodle quiz (the settings)
  • How to Add questions to a Moodle quiz
  • How to export reports and statistics for Moodle quiz
  • How to transfer questions for quizzes between Moodle modules
  • How to create a Moodle assignment
  • How to download all submissions to a Moodle Assignment dropbox
  • Moodle Assignment: Marking and uploading feedback/marks individually and releasing marks
  • Moodle Assignment: Marking and uploading feedback/marks in bulk
  • How to annotate student work in Word for Moodle assignment using a Microsoft Surface Pro
  • Using Rubrics in Assignments
    • How to create a rubric for an Moodle assignment
    • Using Workflow and Marking Allocation in Moodle Assignment
    • How to release grades to students on a specified date
    • How to delete a draft Moodle assignment
    • How to enable resubmission of a Moodle assignment
    • Using Turnitin within Moodle Assignments
    • How to give feedback privately to students
    • How to give audio feedback privately to students
  • Grades 1 - Introduction & Overview
  • Grades 2 - Manually editing grades
  • Grades 3 - Adding a grade item (or column in the gradebook)
  • Grades 4 - Exporting and Importing Grades into the Grade book
  • Grades 5 - How to Add Categories & Organise the Gradebook
  • How to set up weighted grades in grade book
  • How to create a non-numeric grading scale
  • How to grade using a rubric with a letter as the grade
  • How to create a Turnitin assignment drop box
  • Turnitin file types and word processor compatibility
  • Introducing Turnitin Feedback Studio
    • How Turnitin deals with resubmission of the same paper by the same student
    • How to mark a Turnitin assignment in Moodle
    • How to provide feedback and comments in Turnitin
    • How to create your own Turnitin QuickMarks set and export/import QuickMarks
    • How to export grades and download assignments from Turnitin
    • How to mark offline in Turnitin using an iPad/iPhone
    • Giving feedback without needing a submission in Turnitin
    • How to create rubric assessment criteria in Turnitin
    • How to add a previously created rubric to a Turnitin assignment
    • How to delete a single Turnitin submission to enable submission
    • How to remove University of Nottingham papers from a TurnItIn Originality Report
    • How to add a Media Assignment Activity
    • How to set up and use the Moodle Workshop
    • How to add a Rogo Self Assessment Paper
    • How to restrict access to an activity or resource based on specific criteria
    • How To setup PeerMark in Turnitin
    • How to view submitted and received reviews in Peermark

• Communication and collaboration
• How do I set up areas for student collaboration in Moodle?
• How to add a Moodle blog entry
• How to send students on your module an email
• How to send a message to groups of students or participants
• How to create a way for students to upload files

• Working with Blocks in Moodle
  • How to add a block
  • How to add the Echo360 link in Moodle
  • Block settings explained
  • How to move or customise the location of blocks
  • List of Moodle Blocks

• Enrolment & management of participants (staff and students)
  • Moodle roles
  • How to enrol a student (or fellow staff member) manually on your module
  • How to set up self-enrolment on your module
  • How to change the role of someone enrolled on your module
  • How to unenrol yourself from the Sandbox module
  • How to release resources to students at different times or in different groups
  • How to give a user higher level access to a particular activity or block
  • How to add an Attendance record and registers
  • How to mark attendance on a register
  • How to export reports of attendance
  • How to see tracking information for students
  • How to use completion tracking to monitor student progress
  • How to see a given user's activity within a SCORM package

• Working with groups of students
  • How To create groups and groupings
  • An overview of how to use Groups and Groupings effectively
  • How to allow students to self-enrol on a module and into a given group
  • How to export a list of students who are placed in a group
  • Managing tutorial registers online with Moodle
  • How to generate an activity report for a student
  • How to print off a list of students in a module
  • How to enable group submissions in a Moodle assignment
  • How to use Badges in Moodle
  • How to create a metalink to enrol students from another module

• Wording for student documentation
• End of Year Processes & Rollover
  • Detail of end of year processes

• All Moodle Help videos

• Themes & Topics
  • Forums
  • Grades
  • Groups in Moodle
  • Turnitin
  • Workshop
  • Blocks
    • How To videos

• Magic with Moodle case studies
  • Magic with Moodle 1 - Sending a message to students (Announcements or News)
  • Magic with Moodle 2 - An all-School community page
  • Magic with Moodle 3 - Layout and Images
  • Magic with Moodle 4 - Hiding and restricting material - conditional release
  • Magic with Moodle 5 - Echo360 block
  • Magic with Moodle 6 - Internal and External RSS feeds
  • Magic with Moodle 7 - Moving a printed Laboratory Manual into Moodle (The Book resource)
  • Magic with Moodle 8 - Signup Sheets
  • Magic with Moodle 9 - Using Choices to poll students about revision
  • Magic with Moodle 10 - Using forums to answer student questions
  • Magic with Moodle 11 - Effective facilitation of forums
  • Magic with Moodle 12 - Using forums with groups
  • Magic with Moodle 13 - Using Turnitin to create & mark assignments
  • Magic with Moodle 14 - Using Moodle assignments 1
  • Magic with Moodle 15 - Using Moodle assignments 2
  • Magic with Moodle 16 - Using wikis to create a student knowledge hub
  • Magic with Moodle 17 - Databases for Assessment
  • Magic with Moodle 18 - Monitoring students & completion tracking
  • Magic with Moodle 19 - Monitoring Attendance with Moodle
  • Magic with Moodle 20 - Peer Evaluation

• Moodle training, webinars and events
  • Assignment training
  • Arts Faculty Learning Technology Consultant