Using Moodle for your module or course

A comprehensive series of Help Guides are available which you can browse below

The Moodle Everywhere Mandate is a list of the minimum information which should be present in each module.

- 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
  - 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 & recycle bin
  - 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
- 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
  - How to add the Echo360 Engage link in Moodle
  - Echo360 Engage 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
- Media Gallery
- Tabbed content
- 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 transfer reports and statistics for Moodle quiz
• 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 exclude University of Nottingham papers from a Turnitin Originality Report
• How to set up and use the Moodle Workshop
• How to add a Rogo Self Assessment Paper
• 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 use Moodle blogs
• 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
• How to use a Forum for blogs or learning journals

• Working with Blocks in Moodle
• How to add a block
• 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
  - How to restrict access to an activity or resource based on specific criteria
- 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