Moodle Help - Recently added and updated

Latest pages added to Moodle Help.

This lists pages by most recent at the top - either most recently added or most recently modified.

- **How to send students on your module an email** — Instructions on how to email all of the students who are enrolled on your Moodle module a message straight to their inbox.
- **How to transfer questions for quizzes between Moodle modules** — You can transfer quiz questions between modules, so long as you have editing teacher rights in both.
- **How to add an Attendance record and registers** — 1/3 This is an admin tool to aid the submission of attendance records to faculty offices more easily and accurately. It allows you to create registers and mark students as Late, Present, Absent and Excused.
- **How to export reports of attendance** — 3/3 Once you have set up and used an Attendance register you can export reports of attendance.
- **How to mark attendance on a register** — 2/3 Once you have set up an Attendance register you can use it mark attendance for each session.
- **How to create questions in Feedback** — This help document explains the different question types available for the Feedback activity and how to add them.
- **How to Adjust the allocation process in an Allocation Form** — This is the next step after you have added an Allocation form to your module and created the options for students to choose from.
- **How to Create options in an Allocation form** — This is the next step after you have added an Allocation Form to your module and set the appropriate settings.
- **How to create pages in Lesson** — This document will help you to create different types of pages and navigation in a Lesson activity.
- **How to create a Lesson activity** — A Lesson can be just an information resource or a very interactive activity depending on how you set it up. There is lots of potential with Lesson but it requires some pre-planning.
- **How do I set up areas for student collaboration in Moodle?** — Lots of information on how to set up activities which students can use to collaborate with one another.
- **How to create a forum for groups** — A forum can be created very simply but you can also create a forum in which particular groups of students can work together.
- **How to add a database activity** — This gives instructions on how to create, set up and populate a database in Moodle.
- **How to use the Signup Sheet Tool** — The Signup Sheet tool creates an online equivalent of a paper sign up sheet - use for any student signup.
- **How to create a Vote activity** — If you need to create a voting activity you can use Choice for a simple poll or if you need to compile votes, choose the Vote activity.
- **How to create a Choice activity (poll)** — This page will show you how to use Choice activities, which can be used for a simple poll or if you need to compile votes, choose an interest or signing up for an option.
- **How to Add an Allocation Form** — An Allocation Form can be used to provide students with a number of choices to rank, and the system allocates them fairly.
- **Wiki - how to add a wiki** — A wiki is a web page or website which can be edited collaboratively by a number of people.
- **How can I make my module available to students? (Module is greyed-out and students say they can't see it.)**
- **How to add the Echo360 Engage link in Moodle** — The Echo360 link automatically provides a list of video capture recordings of lectures related to your module.
- **How to delete a single Turnitin submission to enable submission** — By deleting a student’s paper submitted to Turnitin you can clear the dropbox for them to resubmit: useful in the case of a mistake.
- **How to export grades and download assignments from Turnitin** — This help page looks at the different grade and assignment export options for Turnitin available to users with editing roles in Moodle.
- **How Turnitin deals with resubmission of the same paper by the same student** — How papers match against each other when the same paper is submitted by a student in various circumstances.
- **How do I allow my students to see their Turnitin assignment grades and feedback?**
- **How to create rubric assessment criteria in Turnitin** — This is a useful assessment method if there are lots of graders in a module. This ensures consistency when grading assignments.
- **How re-use and share rubrics in Turnitin assignments** — Any rubric created in association with the module can be attached to an assignment to save you recreating it. You can share rubrics with others.
- **How to manage hidden resources, sections and modules** — This video shows you how to recognise when something is hidden (in accessible) to students and how to make it available.
- **How to enable conditional activities** — This page shows you how to use conditional activities and completion tracking, which can be used for a variety of purposes, from monitoring completion of the whole course, to making one activity or resource conditional upon the students having accessed another previously, to allow students to track their self-study.
How to create a glossary — This guide will show you how to add to Moodle a glossary of terms, especially useful to students tackling material containing any amount of new vocabulary.

How to exclude University of Nottingham papers from a TurnItIn Originality Report — This guide will show you how to remove University of Nottingham papers from a TurnItIn Originality Report so that they are not matched.

How to give feedback privately to students — The text below describes feedback using an audio files but can equally well be used to give feedback via any other type of file, including Word, PDF or a scanned version of an annotated script.

How to enable resubmission of a Moodle assignment — It is possible to reopen a Moodle Assignment submission for a student to allow them to resubmit

How to set up weighted grades in grade book — How to setup different weightings for assignments within the grade book for all activities included in the module.

How to Add a Moodle quiz (the settings) — This help page provides guidance on adding a quiz and will help you decide what settings to choose when adding a Moodle quiz to your module if you're not using Rogo.

How to create a Moodle assignment

Using Marking Workflow and Marking Allocation in Moodle Assignment — How to use workflow and marking allocation in Moodle Assignment

Using Turnitin within Moodle Assignments

How to create a Book — These text-only 'Books' can be used for many different purposes, including linking to assignments & discussions elsewhere in Moodle: this guide will show you how to create them.

How to enrol a student (or fellow staff member) manually on your module — Although most student enrolments to modules are automatic, you may want to manually enrol students or staff on your module in addition to this. This guide shows you how.

How to create or request a new module — How to request creation or access to a module, and who can create it for you.

How to give a user higher level access to a particular activity or block — How to give a user higher level access to a particular activity or section

How to add a block — How to add a block to your page. See List of blocks for the list of all those that you can choose from.

Block settings explained — Basic block settings. Where a block appears across a module.

Module settings explained — An explanation of module settings

How to change the role of someone enrolled on your module — How to change the role of someone on your module, e.g., from Teacher to Editing Teacher or from Observer to Student

How to set up self-enrolment on your module — There are many cases in which you may want to allow students to self-enrol on your module. You can add a password and limit enrolment by date or duration of enrolment.

Known issues in Moodle

How to move items around the Moodle page — Instructions explaining how to move items around the Moodle homepage.

How to allow students to self-enrol on a module and into a given group — This is a tutorial about how to set up your module so student automatically add themselves into a group when they enrol themselves on the module

How to edit module (course) settings — This tutorial will show you how to change various settings of a module on which you are enrolled as an Editing Teacher.

How to get images ready for Moodle — This is a simple tutorial about how to reduce download speeds in Moodle by making your images’ file sizes smaller

How to edit, overwrite or update an existing file — You will often need to update or edit or replace and existing file in your Moodle module - here’s how to do it.

How to duplicate an item — Instructions on the simple method of duplicating any item in Moodle.

How to set up a new module based on last year’s resources and activities — This introduces you to the things to consider when copying across materials to a new module from elsewhere in Moodle.

How to understand metamodules (parent modules) - if you teach modules with the same content — Saving time when you teach the same content to different sets of students

The Moodle editing icons & recycle bin — At first, the mass of different editing icons that appear around a Moodle page may seem confusing, but this guide will talk you through each one clearly and effectively.

How to create web links — Instructions on how to insert a link into your Moodle page, directing students to any URL on the web, for example an information website or another Moodle module.

How to add a file — This is a simple tutorial about how to upload files (e.g. word documents, powerpoints) to your module (course) in Moodle.

How to create a label — This will show you how to insert a text label anywhere on your module page - useful for scaffolding student learning, creating subheadings, adding images or logos and embedding media.

Moodle Everywhere

How to add a custom block (e.g., Favourites or Bookmarks) to your 'Dashboard' or module page — If you would like a customised block on your 'My home' page [or module page] you can use the “HTML” block to hold weblinks, widgets, images or anything of your choice.
How do I add a reading list to my module?

How to restrict access to an activity or resource based on specific criteria — Setting up access to activities or resources based on performance or groups.

How can I see when new items are added to a forum in my module?

Backup a module (course) — It is recommended that you back-up your modules (courses) at key points as a way of protecting all your work up to that point; this guide shows you how to do it.

N.B. It is not recommended that editing teachers restore these backups. Should you need to do so please contact learning-technologies@nottingham.ac.uk.

How to change the number of topics in my module — A module contains a number of 'topics' or 'weeks' as a framework in Moodle for your learning resources; this guide will show you how to edit the number that appear in each module.

How to add an image to a Moodle label, page or other text area — This guide will show you how to add images, which can be used to give a look and feel to your module page, by adding them to labels directly on the page. You can also add images to HTML blocks, web pages and descriptions within Moodle.

You might also want to upload a picture to your profile.

How to change whether I get emails from a forum — This page will show you how to subscribe or unsubscribe from forums on Moodle.

How to upload a picture to your Moodle profile — You may wish to upload a photo or graphic to your Moodle profile page.

Mathematical Notation in Moodle

Module formats explained — This help document explains the purpose of and how each module format (set in the module settings) can be used in Moodle.

How to edit the title of a section (topic or week) — You will often want to edit the titles or names of the sections in your Moodle module.

How to add a forum — How to add a forum or discussion board to your module

Page and Label editing toolbar icons explained — This is an explanation of each of the icons that appear in the text toolbars seen when editing Page, Label and section headings.

How to navigate to modules NOT in your Module Overview — How to search and browse for a module in Moodle if you are not enrolled on it.

How to navigate around the Moodle page — Moodle is a very user friendly environment, and it is very easy to get around. This guide will show you how.

How To create groups and groupings — This tutorial shows you how to group students together in Moodle in order to set them different tasks, assignments and activities.

How to copy or import a resource or activity (or multiple items) from one module to another — If you would like to copy one or more resources or activities from one module into another, you should use the Import function. Note that by default everything is imported. You will need to uncheck anything you don't want.

How to copy and paste text from Word, and in Firefox — How to cut and paste text from Word retaining the formatting. How to use keyboard shortcuts to copy and paste in Firefox.

I can't upload my file - Large File (over module limit) — Moodle has a limit on the size of file you can load. This page explains why this is, offers alternatives and tells you how to change it.

Problems logging in — If you're having trouble logging in make sure you are using your university username and password; you may need to change your university password.

How to use Moodle blogs — This is a guide to the Moodle 'Blogs' feature, which allows anyone to create text posts featuring comment, opinion, instruction, or anything you wish to write as a blog.

How do I self-enrol on a module?

Moodle roles — Definitions of roles in moodle.Nottingham

How to mark a Turnitin assignment in Moodle — How to grade a paper submitted to a Turnitin dropbox within Moodle

How to create a Turnitin assignment drop box — Instructions on how to create an assignment that submits student work through Turnitin, integrated seamlessly into Moodle.

How to see what a student sees ("Switch role to") — Helpful when you want to know how your module looks to students.

How to ensure students cannot continue to self enrol

Your profile settings explained — Moodle allows you to customise your profile or personal information and also to customise the way you view Moodle, and for example how you receive emails and messages.

Students can't see something in my module - I can see it greyed out

How do I create a table with border and grid lines in Moodle?

I can only see one content section, where are the others?

How to add a folder (and add files to a folder)

How to create a web page — A guide on how to create a web page, which can be used to show any kind of text and graphics, embed a video or audio file or a Xerte Toolkit object, or a list of weblinks.
• How do I print from Moodle?
• I'd like to change the number of emails Moodle sends me
• How do I send messages to students?
• How can I change the order of the modules on my Dashboard?
• How do I move files from one folder to another?
• Making sure you get all your emails
• I can't see my modules in Moodle (staff)
• How to add video and audio in Moodle — Integrated within Moodle is a comprehensive media (audio and video) handling system. This tutorial explains what this is and gives the basics of how to use it.
• How to use a Forum for blogs or learning journals — This is a guide to the Moodle 'Blogs' feature, which allows anyone to create text posts featuring comment, opinion, instruction, or anything you wish to write as a blog.
• How to add captions, share media and edit thumbnails of videos in Moodle — Integrated within Moodle is a comprehensive media (audio and video) handling system. This Guide show you how to add captions, share media and edit thumbnails of videos in Moodle.
• How to Add questions to a Moodle quiz — Now you've created a Moodle quiz this help document will help you choose, add and construct different question types.
• Grades 4 - Exporting and Importing Grades into the Grade book — Whether you'd like to upload grades to Moodle (including from external activities) or backup the grades, here's how you can import and export grades.
• How to annotate student work in Word for Moodle assignment using a Microsoft Surface Pro
• Grades 1 - Introduction & Overview — An introduction to Moodle Grades, including how to access and use them, starting with definitions.
• Working with groups of students — This document will help you with managing groups of students in different ways depending on your need. There are a few tips and examples as well.
• End of Year Processes & Rollover
• How to add a Rogo Self Assessment Paper — While you can simply add a weblink to a Rogo activity, it is recommended to use this method to incorporate a Rogo quiz
• How to export a list of students who are placed in a group — This page will show you how to export a list of students who have been assigned to a Moodle Group
• Grades 5 - How to Add Categories & Organise the Gradebook
• Grades 3 - Adding a grade item (or column in the gradebook) — How to add a column for external grades into the Moodle grade book, i.e., add a grade item.
• Grades 2 - Manually editing grades — The second in a series of Helpsheets about Moodle grades. How to edit a grade from within the grader report.
• How to create a metalink to enrol students from another module — This is a tutorial about how to set up your module so students who are enrolled on another module or modules are automatically enrolled also on your module
• How to provide feedback and comments in Turnitin — In addition to assigning a grade to an assignment online you can also add comments and overall feedback for students to view.
• Calendar - Synchronise your module's calendar with University timetabling — About calendars
• How To setup PeerMark in Turnitin — Peermark is functionality only available through Turnitin assignments whereby you can include a peer assessment activity.
• Giving feedback without needing a submission in Turnitin
• How to use Badges in Moodle — How to use Open Badges within Moodle
• How to see tracking information for students — This guide will show you how to use Moodle's 'Logs' feature, enabling you to keep an eye on student activity by individual students and by activity.
• How to export a sign-up list from the Signup Sheet tool — How To export a sign-up list from the Signup Sheet tool
• I've lost or forgotten my password for Moodle
• How to create dependent questions in Feedback — This help document explains the different question types available for the Feedback activity and how to add them.
• Magic with Moodle 17 - Databases for Assessment
• Magic with Moodle 12 - Using forums with groups
• How to send a message to groups of students or participants — Once you have created Groups in your module you may need to send a message just to your group rather than all participants...here's how.
• How to release grades to students on a specified date — This guide tells you how to set the Gradebook in a module to be revealed automatically to a particular group of students at a time and date specified by you.
• An overview of how to use Groups and Groupings effectively — This help document goes through how to create groups and groupings and
how they can be used to aid module management.

- **Using recordings from Television and Radio in Moodle**
- **How to release resources to students at different times or in different groups** — Restrict Access settings allow you to release items to a group of students but not others, or to some students at different times, or to restrict access by grade or completion of a previous activity.
- **How to create Embedded answers (Cloze) questions in Moodle Quiz** — Template: Here is the space for extra wording to be included on any page which includes this page - but not on this page itself.
- **Magic with Moodle 3 - Layout and Images**
- **How to export reports and statistics for Moodle quiz** — If you’re interested in finding out the overall completion data for your quizzes see the reports and export them
- **How to manage filters to enhance module display** — How to turn select filters on and off in your module as well as a description of what each filter does within your module
- **How to enable group submissions in a Moodle assignment** — Using Groups in Moodle assignments to enable one piece of work to be submitted by a whole group of students
- **How to attribute copyright information when uploading an image**
- **How to attribute copyright information to a Flickr image**
- **How to move or customise the location of blocks** — This page shows you how blocks, once added to your page, can be moved to a different place in the left or right columns.
- **Turnitin file types and word processor compatibility** — The types of file you can submit to Turnitin, and where you might run into trouble.
- **How to upload a prepared website** — If you have the HTML and other appropriate IT skills, you may have created your own website from scratch; this tutorial will show you how to easily integrate them into Moodle.
- **List of Moodle Blocks** — This is not a "How To" step-by-step document but a list with descriptions of all the blocks available to add to pages in Moodle.
- **How to generate an activity report for a student** — You may wish to track an individual student's (or other user's) activity in your module
- **How to create an Absence Form** — This activity is helps with tracking student absence and reasons for absence without delay.
- **How to embed a Xerte online toolkit** — While you can simply add a weblink to a Xerte online toolkit project, it is recommended to use this method to incorporate a toolkit project in Moodle.
- **How to add a Feedback activity** — This activity allows you to create some basic questions similar to Moodle Quiz, but without applying a grade. A good tool for module evaluations in addition to the National Student Survey.
- **How to export database entries for import into another Moodle database** — The database can be used to allow students to submit a number of types of information, create collaborative collections and review each others’ submissions
- **Magic with Moodle case studies**
- **Magic with Moodle 16 - Using wikis to create a student knowledge hub**
- **Magic with Moodle 4 - Hiding and restricting material - conditional release**
- **Magic with Moodle 1 - Sending a message to students (Announcements or News)**
- **Magic with Moodle 2 - An all-School community page**
- **Managing tutorial registers online with Moodle** — Through a combination of tools, you can manage seminar signups and attendance registers simply.
- **How to use completion tracking to monitor student progress** — Completion tracking can be used to track a student's progress through the module and see which resources and activities they have accessed, as well as to make some resources or activities conditional upon completion of a previous activity.
- **How to see a given user's activity within a SCORM package** — This page will show you how to use Choice activities, which can be used for a simple poll, registering an interest or signing up for an option.
- **A note on copyright** — Copyright applies to all text, graphics and media. If you do not yourself own the copyright for the material you upload you should ensure that you have permission from the copyright holder, whatever the source of the material.
- **How to unenrol yourself from the Sandbox module** — If you wish to unenrol yourself from the Sandbox module (used for playing and acclimitisation to Moodle), then this guide will show you how.