Moodle Help

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, e.g., 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

**Browse the Help Site 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
  - Mahara Help
- Moodle Help - Recently added and updated
- General information about Moodle & other learning technologies
  - Moodle Everywhere
  - Mathematical Notation in Moodle
  - Moodle upgrade to 3.4 (Summer 2018)
  - Known issues in Moodle
- Troubleshooting
  - How to clear your browser's cache
  - How can I change the order of the modules on my Dashboard?
  - 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
  - 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 Dashboard 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
- 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 - how to add a wiki
- How to create a Choice activity (poll)
- 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
  • Marking using Rubrics in Assignments
  • How to create a rubric for an Moodle assignment
  • Using Marking Workflow and Marking Allocation in Moodle Assignment
  • How to release grades to students on a specified date
  • How to enable resubmission of a Moodle assignment
  • Using Turnitin within Moodle Assignments
  • How to give 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 iPadi/iPhone
  • Giving feedback without needing a submission in Turnitin
  • How to create rubric assessment criteria in Turnitin
  • How re-use and share rubrics in Turnitin assignments
  • 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
• Moodle Help: 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
  • Assessment drop box set up training
  • Arts Faculty Learning Technology Consultant
  • Engineering Learning Technology Consultant
  • Medicine and Health Sciences Learning Technology Consultant
  • Social Sciences Learning Technology Consultant
  • Science Faculty Learning Technology Consultant
  • Rollover 18-19
  • Training Manual
  • Key Moodle Basics
• Help for Category Admin and School Support
  • School Support role
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• Moodle and Rogo during Cutover for GoLive December 17th-20th

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