Moodle Help Guides for staff

See also our Training Schedule, Drop-in Dates and Times and Full details of support

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  - How to add a folder (and add files to a folder)
  - How to upload a prepared website
  - Instructions on the simple method of duplicating any item in Moodle.
- **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 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 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 record a screen cast with Microsoft Teams** — Microsoft Teams enables you to record a meeting that you can use as a screen cast. With this method you can record your screen (including any slides you are showing), your voice and/or a webcam.
- **How to add captions and edit thumbnails of audio and video 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 edit MediaSpace videos in Moodle** — How to download captions from videos in Moodle — Integrated within Moodle is a comprehensive media (audio and video) handling system. This Guide show you how to download captions from videos in Moodle for reuse in other systems.
- **How to access analytics for videos from Moodle** — Integrated within Moodle is a comprehensive media (audio and video) handling system. This Guide shows you how to access video analytics from Moodle.
- **How to add Engage recordings, via the Echo360 Engage link in Moodle** — The Echo360 link automatically provides a list of video capture recordings of lectures related to your module.
- **Echo360 Engage and Moodle - Instructions for non-Campus modules** — This resource provides guidance on how to publish your Echo360 lecture capture on Moodle.
- **How do I add a reading list to my module?**
- **How to write complex questions using MathJax** — If you need to display complex equations in an activity or elsewhere in your module use the equation editor to help you. Here’s how to use it using basic MathJax syntax.
  - 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
  - **Media Gallery**
  - **Using recordings from Television and Radio in Moodle**
  - **Tabbed content**
  - **How to create internal navigation links in your module** — How to create a link to a section, resource or activity elsewhere in your module.
  - **Accessibility Checklist**
  - **How to add Timed document release**
  - **Moodle Activities**
    - **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 to create a Choice activity (poll)** — 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.
    - **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 add a forum** — How to add a forum or discussion board to your module.
    - **How to create a course 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 add a Moodle Board activity** — Template: Here is the space for extra wording to be included on any page which includes this page - but not on this page itself.
    - **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.
    - **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 use the Signup Sheet Tool** — The Signup Sheet tool creates an online equivalent of a paper sign up sheet - use for any student sign up.
    - **How to export a sign-up list from the Signup Sheet tool** — How To export a sign-up list from the Signup Sheet tool.
    - **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 to create pages in Lesson** — This document will help you to create different types of pages and navigation in a Lesson activity.
    - **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 SRS Syls.
    - **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 create dependent questions in Feedback** — This help document explains the different question types available for the Feedback activity and how to add them.
    - **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 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.
    - **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 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 an Absence Form** — This activity is helps with tracking student absence and reasons for absence without delay.
    - **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.
    - **An introduction to H5P interactive content**
      - How to add H5P as an activity
      - How to embed H5P in other resources
      - How to move H5P content from one Moodle module to another
    - **Talis Elevate** — While you can simply add a weblink to a Talis Elevate resource, it is recommended to use this method to incorporate it into Moodle as it creates an account for the user immediately.
    - **How to Use the Peer Assessment Activity**
  - **Assessment in Moodle: Quiz, Gradebook, Workshop, graded Forums**
• Assessment in Moodle: Moodle Assignments & Turnitin Assignments
  - 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 ExamSys.
  - 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.
  - How to add accommodations to a Moodle quiz — How to add accommodations for students with disabilities.
  - How to export reports and statistics for a Moodle quiz — If you're interested in finding out the overall completion data for your quizzes see the reports and export them.
  - 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 create a Quiz question using STACK
  - Creating a Cloze question in a Moodle Quiz — This question type allows you create an interactive question with ‘fill in the blanks’, dropdown and numerical responses.
  - 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.
  - Grades 1 - Introduction & Overview — An introduction to Moodle Grades, including how to access and use them, starting with definitions.
  - 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.
  - 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 4 - Exporting and Importing Grades into the Gradebook — 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.
  - Grades 5 - How to Add Categories & Organise the Gradebook
  - 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 create a non-numeric grading scale — Grading scales are useful for formative assessments where there are no grades but you want to communicate e.g. Pass or Fail, or if you want to grade using letters rather than numbers.
  - How to set up and use the Moodle Workshop
  - How to set up grading strategies in Workshop — This help document will guide you through setting up grading strategies for a Workshop activity.
  - How to add an ExamSys Self Assessment Paper — While you can simply add a weblink to a ExamSys activity, it is recommended to use this method to incorporate an ExamSys quiz
  - How do I enable whole forum grading?
  - How to grade forums using whole forum gradings
    - Using marking guide when grading Moodle forums
    - Using rubrics when grading Moodle forums

• Assessment in Moodle: Moodle Assignments & Turnitin Assignments
  - How to create a Moodle assignment
  - How to download all submissions from a Moodle Assignment dropbox — This is how you download Moodle Assignment submissions and how to access the downloaded zip file
  - Moodle Assignment: Marking and uploading feedback/marks individually and releasing marks
  - Moodle Assignment: Marking and uploading feedback/marks in bulk
  - Using Marking Workflow and Marking Allocation in Moodle Assignment — How to use workflow and marking allocation in Moodle Assignment.
  - 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 grant an extension for an assignment in Moodle
  - Using Turnitin within Moodle Assignments
  - Marking using Rubrics in Assignments
  - How to create a rubric for a Moodle assignment
  - How to annotate student work in Word for Moodle assignment using a Microsoft Surface Pro
  - How to annotate student submissions (Moodle Assignment)
  - 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 grade using a rubric with a letter as the grade — This is useful if you already use a rubric that involves letters rather than numerical representations.
  - How to add a Video or Audio Assignment — This is how you can set video or audio-based assignments for students.
  - 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.
  - Introducing Turnitin Feedback Studio
  - 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 mark a Turnitin assignment in Moodle — How to mark a paper submitted to a Turnitin dropbox within Moodle
  - 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.
  - How to create your own Turnitin QuickMarks set and export/import QuickMarks
  - 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 to mark offline in Turnitin using an iPad/iPhone
  - 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
  - Giving feedback without needing a submission in Turnitin
  - 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 to 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 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 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 setup PeerMark in Turnitin — Peermark is functionality only available through Turnitin assignments whereby you can include a peer assessment activity.

How to view submitted and received reviews in Peermark

How to enrol a fellow staff member manually on your module — You may want to manually enrol staff on your module (and occasionally students). This guide shows you how. NOTE: most student enrolments to modules are automatic

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 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 set up 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 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.

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 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.

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.

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 enroll themselves on the 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 use Badges in Moodle — How to use Open Badges within Moodle

How to create a metallic 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

Why might you need Groupings in Moodle? — Reasons to use Groupings in a module with group activities.

Moodle completion tracking for monitoring and conditional activities — Moodle completion tracking for student monitoring and conditional activities

Wording for student documentation

End of Year Processes & Rollover

Using tags to connect content

Accessibility+ Toolkit for Moodle

Moodle 3.10: New Module overview explained

Moodle 3.10: How to add a module overview image