

# Moodle Help

While Workspace is in read-only mode please check the [Learning Technology Team blog](#) for latest information

## [Learning Technology Team blog](#)

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](mailto: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 Engage recordings, via the Echo360 Engage link in Moodle
    - Echo360 Engage and Moodle - Instructions for non-Campus 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
  - How to create a rubric for an Moodle assignment
  - Marking using Rubrics in Assignments
  - 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 iPad/iPhone
  - Giving feedback without needing a submission in Turnitin
  - How to create rubric assessment criteria in Turnitin
  - How to 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 add a Video Assignment
  - 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
- Copyright Notice
  - Moodle Terms of Use
- Moodle and Rogo during Cutover for GoLive December 17th-20th

## Latest

## Recently Updated

-  [Tabbed content](#)  
07 May, 2019 • updated by [Helen Whitehead](#) • [view change](#)
-  [How to create rubric assessment criteria in Turnitin](#)  
04 Apr, 2019 • updated by [Helen Whitehead](#) • [view change](#)
-  [image2019-4-4\\_15-16-5.png](#)  
04 Apr, 2019 • attached by [Helen Whitehead](#)
-  [image2019-4-4\\_15-15-54.png](#)  
04 Apr, 2019 • attached by [Helen Whitehead](#)
-  [image2019-4-4\\_15-15-46.png](#)  
04 Apr, 2019 • attached by [Helen Whitehead](#)
-  [image2019-4-4\\_15-14-52.png](#)

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image2019-4-4\_15-13-30.png

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Known issues in Moodle

04 Apr, 2019 • updated by [Alvaro Roberts](#) • [view change](#)



Turnitin

04 Apr, 2019 • updated by [Helen Whitehead](#) • [view change](#)



Grades 5 - How to Add Categories & Organise the Gradebook

03 Apr, 2019 • updated by [Helen Whitehead](#) • [view change](#)



image2019-4-3\_11-58-56.png

03 Apr, 2019 • attached by [Helen Whitehead](#)



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Known issues in Moodle

03 Apr, 2019 • updated by [Helen Whitehead](#) • [view change](#)



I'd like to change the number of emails Moodle sends me

01 Apr, 2019 • updated by [Helen Whitehead](#) • [view change](#)