Moodle Help

Learning Technology Team blog

New: July 2019

- Moodle 3.6: New Module overview explained
- Moodle 3.6: How to add a module overview image

Summer 2019: We are updating the Help pages to work with Moodle 3.6. Most should be more or less accurate (apart from screenshots). Please let us know if you find one that's completely wrong.

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 and Officer for each faculty:

Arts: Sally Hanford (Learning Technology Consultant) and Joseph Kenney (Learning Technology Officer)

Engineering: Claire Chambers

Medicine & Health Sciences: Anne Rockcliffe

Science: Nick Rea

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
  • Module overview explained
  • 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
  • Module settings explained
  • How to edit module (course) settings
  • The Moodle editing icons & recycle bin
  • A note on copyright
  • How to copy or import a resource or activity (or multiple items) from one module to another
  • How to add a module overview image
  • How to change the number of topics in my module
  • Module formats explained
  • Backup a module (course)
  • How to understand metamodules (parent modules) - if you teach modules with the same content
  • Calendar - Synchronise your module's calendar with University timetabling
  • How to manage filters to enhance module display
  • 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 from 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 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 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
• All Moodle Help videos

• Mood 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 and Learning Technology Officer
  • Engineering Learning Technology Consultant
  • Medicine and Health Sciences Learning Technology Consultant
  • Social Sciences Learning Technology Consultant
  • Science Faculty Learning Technology Consultant
  • Rollover 19-20
  • 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

- How to understand metamodules (parent modules) - if you teach modules with the same content
  yesterday at 11:39 • updated by Nicholas Cameron • view change

- Meta Module Example 2.JPG
  yesterday at 10:55 • attached by Nicholas Cameron

- Meta Module Example 1.JPG
  yesterday at 10:31 • attached by Nicholas Cameron

- Arts Faculty Learning Technology Consultant and Learning Technology Officer
How to give feedback privately to students
27 Sep, 2019 • updated by Nicholas Cameron • view change

How to delete a single Turnitin submission to enable submission
24 Sep, 2019 • updated by Dave Corbett • view change

How to re-use and share rubrics in Turnitin assignments
24 Sep, 2019 • updated by Dave Corbett • view change

How to create rubric assessment criteria in Turnitin
24 Sep, 2019 • updated by Dave Corbett • view change

Giving feedback without needing a submission in Turnitin
24 Sep, 2019 • updated by Dave Corbett • view change