

# 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](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 and Officer for each faculty:**

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

Engineering: [Claire Chambers](#) (Learning Technology Consultant) and [Dave Corbett](#) (Learning Technology Officer)

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 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 or Audio 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
- 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
- Why might you need Groupings in Moodle?
- Wording for student documentation
- End of Year Processes & Rollover
- 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 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

-  Page and Label editing toolbar icons explained  
19 Feb, 2020 • updated by [Helen Whitehead](#) • [view change](#)
-  How to add Engage recordings, via the Echo360 Engage link in Moodle  
07 Feb, 2020 • updated by [Helen Whitehead](#) • [view change](#)
-  How to create Embedded answers (Cloze) questions in Moodle Quiz  
28 Jan, 2020 • updated by [Helen Whitehead](#) • [view change](#)
-  image2020-1-28\_12-1-58.png

28 Jan, 2020 • attached by [Helen Whitehead](#)



Sub and superscript toolbar.JPG

28 Jan, 2020 • attached by [Helen Whitehead](#)



embedded answers.jpg

28 Jan, 2020 • attached by [Helen Whitehead](#)



Enrolment & management of participants (staff and students)

28 Jan, 2020 • updated by [Helen Whitehead](#) • [view change](#)



How to upload a prepared website

28 Jan, 2020 • updated by [Helen Whitehead](#) • [view change](#)



How to create a forum for groups

28 Jan, 2020 • updated by [Helen Whitehead](#) • [view change](#)



How To create groups and groupings

28 Jan, 2020 • updated by [Helen Whitehead](#) • [view change](#)



How to send a message to groups of students or participants

28 Jan, 2020 • updated by [Helen Whitehead](#) • [view change](#)



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28 Jan, 2020 • attached by [Helen Whitehead](#)



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28 Jan, 2020 • attached by [Helen Whitehead](#)



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image2020-1-28\_9-16-18.png

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