Digital Learning (Virtual) Drop in Sessions

The face-to-face drop in sessions have been replaced with virtual sessions run through Teams. In parallel, we are increasing the hours of support available. Ad hoc support is now available daily between 9.00 am and 4.30 pm.

**Social Sciences and Arts (and others) 9 - 4.30 daily**

To access the support you need to click on this link [http://shorturl.at/kpD69](http://shorturl.at/kpD69) which will take you to the Drop In Teams site. When you get to the site, click on the READ THIS FIRST tab at the top of the Teams webpage for instructions about how to join the drop in, or pop your question in the ASK FOR HELP channel. Don’t forget to check back for your answer.

**Engineering (1-3 pm daily)**

[https://teams.microsoft.com/l/team/19%3a451180826aa472f87babbb7842d2b9a7%40thread.tacv2/conversations?groupId=1320ab4c-f1aa-46eb-80c0-59f76a6b18b8&tenantId=67bda7ee-fd80-41ef-ac91-358418290a1e](https://teams.microsoft.com/l/team/19%3a451180826aa472f87babbb7842d2b9a7%40thread.tacv2/conversations?groupId=1320ab4c-f1aa-46eb-80c0-59f76a6b18b8&tenantId=67bda7ee-fd80-41ef-ac91-358418290a1e)

**Medicine and Health Sciences (Mon and Thurs 1-3 pm)**

[https://teams.microsoft.com/l/team/19%3a73a7f25533b34345aae21f1fbc265e90%40thread.tacv2/conversations?groupId=8b0be01d-009-4906-b747-53170b135b4e&tenantId=67bda7ee-fd80-41ef-ac91-358418290a1e](https://teams.microsoft.com/l/team/19%3a73a7f25533b34345aae21f1fbc265e90%40thread.tacv2/conversations?groupId=8b0be01d-009-4906-b747-53170b135b4e&tenantId=67bda7ee-fd80-41ef-ac91-358418290a1e)

Enabling Teaching Online: Training

Video of MS Teams training

[https://mediaspace.nottingham.ac.uk/media/1_iaz6zuyv](https://mediaspace.nottingham.ac.uk/media/1_iaz6zuyv)

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 (Learning Technology Consultant) and Dave Corbett (Learning Technology Officer)

Medicine & Health Sciences: Anne Rockcliffe

Science: Nick Rea
Learning Technology Drop-in Sessions

Learning Technology currently offer drop-in sessions for staff, where we are able to help, consult and advise on the University’s digital learning technologies.

Current drop-in session schedule

**E06 Teaching and Learning Building, University Park – Everyday between 9am – 12pm**

**A09 Coates Building, University Park – Everyday 9am – 11am (Science focused) and 1pm – 3pm (Engineering focused)**

**B10 Main Building, Sutton Bonington - Wednesday 4th March, Friday 13th March, Wednesday 25th March and Friday 3rd April**

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
  - Known issues in Moodle, Echo360 Engage, MS Teams
- 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
- How to grant an extension for an assignment in Moodle
- 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 a 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 annotate student submissions (Moodle Assignment)
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
Moodle Assignment

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
  • 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
• 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
• Enabling Teaching Online: Training Schedule for staff

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  16 Jun, 2020 • updated by Helen Whitehead • view change

- Moodle Help
  01 Jun, 2020 • updated by Helen Whitehead • view change

- Engineering Learning Technology Consultant
  01 Jun, 2020 • updated by Helen Whitehead • view change

- How to release grades to students on a specified date
  28 May, 2020 • updated by Helen Whitehead • view change

- GradesHiddenUntil.jpg
  28 May, 2020 • attached by Helen Whitehead

- GradesSimpleViewEditGradeltem.jpg
  28 May, 2020 • attached by Helen Whitehead

- How to annotate student submissions (Moodle Assignment)
  21 May, 2020 • updated by Alvaro Roberts • view change

- Freehand example.png
  21 May, 2020 • attached by Alvaro Roberts

- Draw checkbox.png
  21 May, 2020 • attached by Alvaro Roberts

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- Track changes.png
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- Comment box.png
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- New Comment images.png
How to annotate student submissions (Moodle Assignment)

20 May, 2020 • updated by Sally Hanford • view change