Moodle Help

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 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%3a451180826aaa4f72f87babb7842d2b9a7%40thread.tacv2/conversations?groupId=1320ab4c-f1aa-46eb-80c0-55f76a6b8b8&tenantId=67bda7ee-fd80-41ef-ac91-358418290a1e

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

https://teams.microsoft.com/l/team/19%3a73a7f25533b34345aae21fbc265e90%40thread.tacv2/conversations?groupId=8b0be01d-f009-4906-b747-53170b135b4e&tenantId=67bda7ee-fd80-41ef-ac91-358418290a1e

Enabling Teaching Online: Training

This page shows a full list of the training currently running.

Video of MS Teams Basic Training  https://mediaspace.nottingham.ac.uk/media/1_iaz6zyuv

Learning Technology Team blog

Watch our video of new features introduced in Summer 2020 outlining improvements to Moodle books, forums and the text editor.

Archive material

- 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.

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, or two, and Officer for each faculty:

- Arts: Sally Hanford, Yvonne Hood (Learning Technology Officer support Joe Kenney)
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 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 record a screencast with Microsoft Teams
  • How to add captions and edit thumbnails of videos in Moodle
  • How to edit videos in Moodle
  • How to download captions from videos in Moodle
  • How to access analytics for videos from 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
Moodle Everywhere
14 Aug, 2020 • updated by Helen Whitehead • view change

How to add video and audio in Moodle
04 Aug, 2020 • updated by Helen Whitehead • view change

How to add video and audio in Moodle
31 Jul, 2020 • updated by Alvaro Roberts • view change

How to add Engage recordings, via the Echo360 Engage link in Moodle
23 Jul, 2020 • updated by Sally Hanford • view change