Moodle Help Guides for staff

This is the main index of all the help documents

For our Training Schedule, Drop-in Dates and Times and Full details of support go to the Enabling Online Learning page

- Moodle 3.8: New Module overview explained
- Moodle 3.8: How to add a module overview image

- FAQ for Editing Teachers
- Moodle System Requirements & Trouble Shooting
- Moodle Navigation & Basics - Quickstart

- How to navigate around the Moodle page — This is a very user friendly environment, and it is very easy to get around. This guide will show you how.
- How to navigate to modules NOT in your Module Overview — This guide will show you how to find modules you are not enrolled on.
- How to see what a student sees ("Switch role to") — Help when you want to know how your module looks to students.
- How to add an image to a Moodle label, page or other text area — This guide will show you how to add images, which can be used to give a look and feel to your module page, by adding them to labels directly on the page.
- Page and Label editing toolbar icons explained — This is an explanation of each of the icons that appear in the text toolbars seen when editing a page, label, or section headings.
- How to add pre-formatted styles — This is an explanation of how to use the pre-formatted styles option from the Atto editor in Moodle.
- How to manage hidden resources, sections and modules — This video shows you how to recognise when something is hidden (accessible) to students and how to make it available.

- Your Moodle profile and Dashboard

- Your profile settings explained — Moodle allows you to customise your profile or personal information and also to customise the way you view Moodle, and for example how you receive emails and messages.
- How to upload a picture to your Moodle profile — You may wish to upload a photo or graphic to your Moodle profile page.
- Module overview explained — The module overview allows you to filter how you view modules you are enrolled on and also change the way they are displayed.
- How to change whether I get emails from a forum — This page shows you how to subscribe or unsubscribe from forums on Moodle.
- How to add a custom block (e.g., Favourites or Bookmarks) to your 'Dashboard' or module page — If you would like a customised block on your 'My home' page or module page you can use the "HTML" block to hold weblinks, widgets, images or anything of your choice.
- How to use the instant message system in Moodle — How to use the instant message system in Moodle to send and receive personal one-to-one messages between users

- Setting up your Moodle module

- Module settings explained — An explanation of module settings
- How to edit module (course) settings — This tutorial will show you how to change various settings of a module on which you are enrolled as an Editing Teacher.
- The Moodle editing icons & recycle bin — At first, the mass of different editing icons that appear around a Moodle page may seem confusing, but this guide will talk you through each one clearly and effectively.
- A note on copyright — Copyright applies to all text, graphics and media. If you do not own the copyright for the material you upload you should ensure that you have permission from the copyright holder, whatever the source of the material.
- How to copy or import a resource or activity (or multiple items) from one module to another — If you would like to copy one or more resources or activities from one module into another, you should use the Import function.
- How to add a module overview image — A module image is the image that appears on the Moodle dashboard in Card and Summary view.
- How to change the number of topics in my module — A module contains a number of 'topics' or 'weeks' as a framework in Moodle for your learning resources; this guide will show you how to edit the number that appear in each module.
- Module formats explained — This help document explains the purpose of and how each module format (set in the module settings) can be used in Moodle.
- Backup a module (course) — It is recommended that you back-up your modules (courses) at key points as a way of protecting all your work up to that point; this guide shows you how to do it.
- How to understand metamodules (parent modules) — If you teach modules with the same content — Saving time when you teach the same content to different sets of students
- Calendar - Synchronise your module's calendar with University timetabling — About calendars
- How to manage filters to enhance module display — How to turn select filters on and off in your module as well as a description of what each filter does within your module
- How to set up a new module based on last year's resources and activities — This introduces you to the things to consider when copying across materials to a new module from elsewhere in Moodle.
- How to move items around the Moodle page — Instructions explaining how to move items around the Moodle homepage.
- How to create or request a new module — How to request creation or access to a module, and who can create it for you.
- Moodle 3.8: Emoji Picker

- Moodle Resources

- How to add a file — This is a simple tutorial about how to upload files (e.g., word documents, powerpoints) to your module (course) in Moodle.
- How to create web links — Instructions on how to create a link to a website tutorial or another Moodle module.
- How to create a Book — These text-only 'Books' can be used for many different purposes, including linking to assignments & discussions elsewhere in Moodle; this guide will show you how to create them.
• How to create a label — This will show you how to insert a text label anywhere on your module page - useful for scaffolding student learning, creating subheadings, adding images or logos and embedding media.

• How to create a web page — A guide on how to create a web page, which can be used to show any kind of text and graphics, embed a video or audio file or a Xerte Toolkit object, or a list of weblinks.

• How to add a folder (and add files to a folder) — This tutorial will show you how to easily integrate them into Moodle.

• How to access analytics for videos from Moodle — Integrated within Moodle is a comprehensive media (audio and video) handling system. This tutorial explains what this is and gives the basics of how to use it.

• How to record a screencast with Microsoft Teams — Microsoft Teams enables you to record a meeting that you can use as a screencast. With this method you can record your screen (including any slides you are showing), your voice and/or a webcam.

• How to add captions and edit thumbnails of videos in Moodle — Integrated within Moodle is a comprehensive media (audio and video) handling system. This Guide show you how to add captions, share media and edit thumbnails of videos in Moodle.

• How to edit videos in Moodle — Integrated within Moodle is a comprehensive media (audio and video) handling system. This Guide show you how to edit videos in Moodle.

• How to download captions from videos in Moodle — Integrated within Moodle is a comprehensive media (audio and video) handling system. This Guide show you how to download captions from videos in Moodle for reuse in other systems.

• How to access analytics for videos from Moodle — Integrated within Moodle is a comprehensive media (audio and video) handling system. This Guide show you how to access video analytics from Moodle.

• How to add Engage recordings, via the Echo360 Engage link in Moodle — The Echo360 link automatically provides a list of video capture recordings of lectures related to your module.

• Echo360 Engage and Moodle - Instructions for non-Campus modules — This resource provides guidance on how to publish your Echo360 lecture capture on Moodle.

• How do I add a reading list to my module? — This tutorial explains what this is and gives the basics of how to use it.

• How to write complex questions using MathJax — If you need to display complex equations in an activity or elsewhere in your module use the equation editor to help you. Here’s how to use it using basic MathJax syntax.

• Image copyright attribution plugins — A simple tutorial about how to reduce download speeds in Moodle by making your images file sizes smaller.

• How to add video and audio in Moodle — Integrated within Moodle is a comprehensive media (audio and video) handling system. This tutorial will show you how to easily integrate them into Moodle.

• How to duplicate an item — Instructions on the simple method of duplicating any item in Moodle.

• How to edit, overwrite or update an existing file — You will often need to update or edit or replace and existing file in your Moodle module - here’s how to do it.

• How to get images ready for Moodle — This is a simple tutorial about how to reduce download speeds in Moodle by making your images file sizes smaller.

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• How to add HSP as an activity
• How to embed HSP in other resources

• Assessment in Moodle: Moodle Assignments & Turnitin Assignments
  • How to describe the whole Moodle activity structure — This help page provides guidance on how you decide what settings to choose when adding a Moodle assignment to your module if you're not using Turnitin.
  • How to add a Turnitin quiz (the settings) — This help document will help you choose, add and construct different question types.
  • How to add accommodations to a Moodle quiz — If you're interested in finding out the overall completion data for your quizzes, this guide tells you how to set the Gradebook in a module to be revealed automatically to a particular group of students at the time and date specified by you.
  • Grades 1 - Introduction & Overview — An introduction to Moodle Grades, including how to access and use them, starting with definitions.
  • Grades 2 - Manually editing grades — The second in a series of HelpSheets about Moodle grades. How to edit a grade from within the grader report.
  • Grades 3 - Adding a grade item (or column in the gradebook) — How to add a column for external grades into the Moodle grade book, i.e., add a grade item.
  • Grades 4 - Exporting and Importing Grades into the Gradebook — Whether you'd like to upload grades to Moodle (including formative assessments) or backup the grades, here's how you can import and export grades.
  • Grades 5 - How to Add Categories & Organise the Gradebook — How to set up weighted grades in grade book — How to set up weighted grades in grade book
  • How to create a non-numeric grading scale — Grading scales are useful for formative assessments where there are no grades but you want to communicate e.g. Pass or Fail, or if you want to grade using letters rather than numbers.
  • How to set up and use the Moodle Workshop — How to set up grading strategies in Workshop — This help document will guide you through setting up grading strategies for a Workshop activity.
  • How to add a Rubric to a Workshop Assignment — How to use workflow and marking allocation in Moodle Assignment.
  • How to enable resubmission of a Moodle assignment — It is possible to reopen a Moodle Assignment submission for a student to allow them to resubmit.
  • How to grant an extension for an assignment in Moodle
  • Using Turnitin within Moodle Assignments
  • Marking using Rubrics in Assignments
  • How to create a rubric for a Moodle assignment
  • How to annotate student work in Word for Moodle assignment using a Microsoft Surface Pro
  • How to annotate student submissions (Moodle Assignment)
  • How to give feedback privately to students — The text below describes feedback using an audio files but can equally well be used to give feedback via any other type of file, including Word, PDF or a scanned version of an annotated script.
  • How to grade an assignment using a rubric with a letter as the grade — This is useful if you already use a rubric that involves letters rather than numerical representations.
  • How to add a Video or Audio Assignment — This is how you can set video or audio-based assignments for students.
  • How to create a Turnitin assignment drop box — Instructions on how to create an assignment that submits student work through Turnitin, integrated seamlessly into Moodle.
  • Introducing Turnitin Feedback Studio
  • Turnitin file types and word processor compatibility — The types of file you can submit to Turnitin, and where you might run into trouble.
  • How to mark a Turnitin assignment in Moodle — How to mark a paper submitted to a Turnitin dropbox within Moodle
  • How to provide feedback and comments in Turnitin — In addition to assigning a grade to an assignment online you can also add comments and overall feedback for students to view.
  • How to create your own Turnitin QuickMarks set and export/import QuickMarks
  • How to export grades and download assignments from Turnitin — This help page looks at the different grade and assignment export options for Turnitin available to users with editing roles in Moodle.
  • How to mark offline in Turnitin using an iPad/iPhone
  • How Turnitin deals with submission of the same paper by the same student — How papers match against each other when the same paper is submitted by a student in various circumstances
  • Giving feedback without needing a submission in Turnitin
  • How to create rubric assessment criteria in Turnitin — This is a useful assessment method if there are lots of graders in a module. This ensures consistency when grading assignments.
  • How to re-use and share rubrics in Turnitin assignments — Any rubric created in association with the module can be attached to an assignment to save you recreating it. You can share rubrics with others.
• How to delete a single Turnitin submission to enable submission — By deleting a student's paper submitted to Turnitin you can clear the dropdown for them to resubmit; useful in the case of a mistake.
• How to exclude University of Nottingham papers from a Turnitin Originality Report — This guide will show you how to remove University of Nottingham papers from a Turnitin Originality Report so that they are not matched.
• How To setup PeerMark in Turnitin — Peermark is functionality only available through Turnitin assignments whereby you can include a peer assessment activity.
• How to view submitted and received reviews in Peermark
• Marker allocation in a Turnitin assignment.

Communication and collaboration
• How do I set up areas for student collaboration in Moodle? — Lots of information on how to set up activities which students can use to collaborate with one another.
• How to use Moodle blogs — This is a guide to the Moodle ‘Blogs’ feature, which allows anyone to create text posts featuring comment, opinion, instruction, or anything you wish to write as a blog.
• How to send students on your module an email — Instructions on how to email all of the students who are enrolled on your Moodle module a message straight to their inbox.
• How to send a message to groups of students or participants — Once you have created Groups in your module you may need to send a message just to your group rather than all participants...here’s how.
• How to create a way for students to upload files — There are several ways to provide a facility for students to upload files.
• How to use a Forum for blogs or learning journals — This is a guide to the Moodle ‘Blogs’ feature, which allows anyone to create text posts featuring comment, opinion, instruction, or anything you wish to write as a blog.

Working with Blocks in Moodle
• How to add a block — How to add a block to your page. See List of blocks https://workspace.nottingham.ac.uk/display/Moodlehelp /List+of+Moodle+Blocks for the list of all those that you can choose from.
• Block settings explained — Basic block settings. Where a block appears across a module.
• How to move or customise the location of blocks — This page shows you how blocks, once added to your page, can be moved to a different place in the left or right columns.
• List of Moodle Blocks — This is not a "How To" step-by-step document but a list with descriptions of all the blocks available to add to pages in Moodle.

Enrolment & management of participants (staff and students)
• Moodle roles — Definitions of roles in moodle.Nottingham
• How to enrol a fellow staff member manually on your module — You may want to manually enrol staff on your module (and occasionally students). This guide shows you how. NOTE: most student enrolments to modules are automatic.
• How to set up self-enrolment on your module — There are many cases in which you may want to allow students to self-enrol on your module. You can add a password and limit enrolment by date or duration of enrolment.
• How to change the role of someone enrolled on your module — How to change the role of someone on your module, e.g., from Teacher to Editing Teacher or from Observer to Student.
• How to unenrol yourself from the Sandbox module — If you wish to unenrol yourself from the Sandbox module (used for playing and acclimitisation to Moodle), then this guide will show you how.
• How to release resources to students at different times or in different groups — Restrict Access settings allow you to release items to a group of students but not others, or to some students at different times, or to restrict access by grade or completion of a previous activity.
• How to give a user higher level access to a particular activity or block — How to give a user higher level access to a particular activity or section.
• How to add an Attendance record and registers — The Attendance activity is no longer available.
• How to mark attendance on a register — The Attendance activity is no longer available.
• How to export reports of attendance — The Attendance activity is no longer available.
• How to see tracking information for students — This guide will show you how to use Moodle’s ‘Logs’ feature, enabling you to keep an eye on student activity by individual students and by activity.
• How to use completion tracking to monitor student progress — Completion tracking can be used to track a student's progress through the module and see which resources and activities they have accessed, as well as to make some resources or activities conditional upon completion of a previous activity.
• How to see a given user's activity within a SCORM package — This page will show you how to use Choice activities, which can be used for a simple poll, registering an interest or signing up for an option.
• How to restrict access to an activity or resource based on specific criteria — Setting up access to activities or resources based on performance or groups.
• Working with groups of students — This document will help you with managing groups of students in different ways depending on your needs. There are a few tips and examples as well.
• How To create groups and groupings — This tutorial shows you how to group students together in Moodle in order to set them different tasks, assignments and activities.
• An overview of how to use Groups and Groupings effectively — This help document goes through how to create groups and groupings and how they can be used to aid module management.
• How to allow students to self-enrol on a module and into a given group — This is a tutorial about how to set up your module so student automatically add themselves into a group when they enrol themselves on the module.
• How to export a list of students who are placed in a group — This page will show you how to export a list of students who have been assigned to a Moodle Group.
• How to generate an activity report for a student — You may wish to track an individual student's (or other user's) activity in your module.
• How to print a report of a list of students in a module — If you need to print off a list of all the students or participants in your module, this is how.
• How to enable group submissions in a Moodle assignment — Using Groups in Moodle assignments to enable one piece of work to be submitted by a whole group of students.
• How to use Badges in Moodle — How to use Open Badges within Moodle.
• How to create a metalink to enrol students from another module — This is a tutorial about how to set up your module so students who are enrolled on another module or modules are automatically enrolled also on your module.
• Why might you need Groupings in Moodle? — Reasons to use Groupings in a module with group activities.
• Moodle completion tracking for student monitoring and conditional activities — Moodle completion tracking for student monitoring and conditional activities.

Wording for student documentation
• End of Year Processes & Rollover
• All Moodle Help videos