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, Arts, Science and Medicine & Health Science  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%3a451180826aaaf472f7bab7842d2b9a7%40thread.tacv2/conversations?groupId=1320ab4c-f1aa-46eb-80c0-55f76a6b18b8&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_iaz6zuyv_

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

**Moodle 3.8 Summer 2020: New Features**

- 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, or two, and Officer for each faculty:

- **Arts**: Sally Hanford, Yvonne Hood (Learning Technology Officer support: Claire Storr, Paul Bryant)
- **Engineering**: Claire Chambers, Dave Corbett
- **Medicine & Health Sciences**: Anne Rockcliffe, Dave Corbett, (Claire Storr)
- **Science**: Nick Rea, (Nicholas Cameron)
- **Social Science**: Helen Whitehead, Yvonne Hood (Paul Bryant)

**Learning Technology Drop-in Sessions - currently SUSPENDED with the exception of Engineering (See Virtual Drop-in above)**

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)**
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 3.11 (Summer 2022)
  - Known issues in Moodle, Echo360 Engage, MS Teams
  - Moodle performance during the May/June 2022 online examination period

- 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?
  - 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 add pre-formatted styles
  - 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
  - Moodle 3.8: Emoji Picker
- 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 MediaSpace 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
- How do I add a reading list to my module?
- 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
- Media Gallery
- Using recordings from Television and Radio in Moodle
- Tabbed content
- How to create internal navigation links in your module
- Accessibility Checklist

- 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
  - An introduction to H5P interactive content
    - How to add H5P as an activity
    - How to embed H5P in other resources
    - How to move H5P content from one Moodle module to another
- Assessment in Moodle: Quiz, Gradebook, Workshop, graded Forums
  - How to Add a Moodle quiz (the settings)
  - How to Add questions to a Moodle quiz
  - How to add accommodations 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 Quiz question using STACK
  - Creating a Cloze question in a Moodle Quiz
  - How to release grades to students on a specified date
  - 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 set up and use the Moodle Workshop
  - How to set up grading strategies in Workshop
  - How to add a Rogo Self Assessment Paper
  - How do I enable whole forum grading?
  - How to grade forums using whole forum gradings
    - Using marking guide when grading Moodle forums
    - Using rubrics when grading Moodle forums
- Assessment in Moodle: Moodle Assignments & Turnitin Assignments
• 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
• Using Marking Workflow and Marking Allocation in Moodle Assignment
• How to enable resubmission of a Moodle assignment
• 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
• How to grade using a rubric with a letter as the grade
• How to add a Video or Audio Assignment
• How to create a Turnitin assignment drop box
• Introducing Turnitin Feedback Studio
• Turnitin file types and word processor compatibility
• 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
• How Turnitin deals with resubmission of the same paper by the same student
• 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 setup PeerMark in Turnitin
• 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?
  • 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
• 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 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
• Wording for student documentation
• End of Year Processes & Rollover
• All Moodle Help videos
• Using tags to connect content
• Moodle Help: Themes & Topics
  • Forums
  • Grades
  • Groups in Moodle
  • Turnitin
  • Workshop
  • Blocks
• How To videos
• Moodle Assignment
• Moodle Help: Quiz
• Video in Moodle (including using Echo360 Engage)
• Moodle analytics: accessing logs, and completion tracking
• 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
  • Engineering Learning Technology Consultant
  • Medicine and Health Sciences Learning Technology Consultants
  • Social Sciences Learning Technology Consultant
  • Science Faculty Learning Technology Consultant
• Help for Category Admin and School Support
  • School Support role
• Moodle Notices and Terms
  • Copyright Notice
  • Moodle Data Privacy Notice
  • Moodle Terms of Use
• Enabling Teaching Online: Training Schedule for staff
  • Designing for engagement in a learning community (online course for staff)
• Digital Learning Drop-In

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