UCL Moodle Staff Guide

The Digital Education Team at UCL curates a range of Moodle guides. For a wider perspective, visit the official Moodle guides.
Keep up with the latest Moodle features on the 'Release Notes' page.

For information about other digital education tools we support, check out the Digital Education website. If you need help or can't find what you need, get in touch via our contact page.

Student Digital Education Help guides are also available.

Moodle upgrade to Moodle 4.2
We have scheduled the much-anticipated upgrade to Moodle 4 for Thursday, 27th July 2023.

- Once the upgrade is complete, you will be able to log back in and explore the new-look Moodle. Take some time to navigate the upgraded system and familiarise yourself with its new functionalities.
- The self-paced course 'Moving to Moodle 4.2' is available to guide you through the transition. We highly recommend going through this course if you need help adjusting to the new system.
- You can still visit our Moodle 4.2 Demo.Preview Test Instance resources.
- Support wiki pages for students and staff will progressively be updated to Moodle version 4 from Wednesday 26th July through to the day of the upgrade on Thursday 27th July.
We're working to make our Moodle development plans and progress more transparent and engaging. The Moodle Roadmap displays our development plan for the next 12 months, including security releases, platform updates, and end-user feature enhancements. This living document provides an active view of our internal roadmap and is updated weekly by the Moodle Service Owner.

View Roadmap

Exams in Moodle

Running an exam in Moodle?

Please consult the M12a - Moodle Quiz for invigilated online exams guidance and make sure to notify the Digital Education by completing the Exam Notification Form.

Moodle at UCL

- Enrolment
- M01f - Course backup
- UCL Moodle course life cycle (Pre-June 2022)
- M14 - Test User Accounts
- Groups and Groupings
Guides grouped by function

>> Courses - how to set up your courses

- Navigation around Moodle
- Setting up your Moodle course
- Moodle course formats
- Moving elements around your course
- M01e - Best settings for navigable, usable Moodle courses
- Accessibility
- Calendar entries

>> Editing text and embedding content - how to use the text editor

- Add text to Moodle
- Add images to Moodle pages
- Add or embed video
- Embed Twitter and RSS feeds
- Embed media with multiple files, eg a PDF

>> Activities - how to involve students actively in their learning

- Activities Overview
- Forums
- Assignments
- Glossaries
- Group choice
- Blogs
- Wikis
- Books
- Hot Question
- Certificates
- Turnitin
- Questionnaire
- Chat
- Quizzes
- Workshops
- External Tool (LTI)
- Scheduler
- Scorm Repositories
- Blackboard Collaborate
- Database
- Campus Pack
- Attendance
- Feedback
- Lessons

>> Resources - how to add static materials to your course.
- M01c - Resource
- Add links, files and folders to Moodle pages
- Uploading multiple files using zip
- Reading Lists

**Blocks** - how to add extra items and information to the sides of your course page.

- Blocks Overview
- Organise blocks

**Questions** - how to create questions for use in quizzes and Moodle’s lesson module

- Quizzes
- Processes for quizzes
- Question types
- Categories in depth
- Quiz settings in depth
- Importing quiz question
- Certainty Based Marking
- Working with quiz results
- M12a - Moodle Quiz for invigilated online exams

**Course enrolment** - how to give students access to your course.

- Enable access with enrolments

**Grouping users** - how to put students into groups and why this is useful.

- Groups and Groupings

**Grades** - how to use the gradebook, scales and advanced grading methods.

- Gradebook
- Grader report

**Tracking progress** - how to control and display progress through a course.

- Reports
- Activity completion and Conditional release
- Badges

**Reusing activities** - how to copy or recycle elements of your course.
• Copy items from one course to another

>> Personalising Moodle

• Personalise your Moodle

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UCL Baseline

Guides grouped by level

All Moodle spaces should meet the UCL E-Learning Baseline.

These guides will help you meet the Baseline:

• Navigation around Moodle
• Setting up your Moodle course
• Moving elements around your course
• Adding text - Topic names, Labels and Pages
• Links, files and folders
• Reading lists
• Images
• Blocks
• Books
• Forums
• Lessons
• Profile
• Groups (if required)

Do consider also the Accessibility of your Moodle course(s).

>> UCL Baseline+

In addition to the Baseline, wholly online courses will need to reference:

• Activity completion and Conditional release
• Reports
• Induction for your students
• Assignments (Moodle Assignments or Turnitin)
• Questionnaires
• Embed Twitter and RSS feeds
• Embed video
• Glossaries
• Databases
• Blogs and Wikis
• Quizzes

>> Beyond the Baseline

To move beyond the baseline (and baseline+) you can consider the following:

Course design:

• Uploading multiple files using zip
• Copy items from one course to another
• Moodle course formats
• Embed media with multiple files, eg a website

Assessment:

• Gradebook
• Workshops

Interaction:

• Hot Question
• Chat

Progression:

• Badges
• Certificates

Administration:

• Scheduler
• Calendar entries

Known Issues

Check the Moodle Known Issues page for current issues and workaround.

Sign Up for Training
Digital Education offers training on Moodle, Lecturecast, Turnitin and more. 
**Sign up now.**

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Recent updates

See the latest updates to our guides

>> See more...

- **M12a - Moodle Quiz for invigilated online exams**
  Aug 11, 2023 • updated by Pau line Harding • view change

- **M12b - Moodle Quiz for non-invigilated online exams**
  Aug 11, 2023 • updated by Pau line Harding • view change

- **Known Issues - Moodle**
  Aug 11, 2023 • updated by Eliot Hoving • view change

- **Known Issues - Moodle**
  Aug 10, 2023 • updated by Za man Wong • view change

- **M06e - Guest access**
  Aug 04, 2023 • updated by Za man Wong • view change