Guides to using Moodle for staff

The Digital Education team provide a range of UCL specific Moodle guides here. You can also browse the official Moodle guides at Moodle.org. The New Features page lists all the latest functionality you can use with Moodle. If you are looking for information about other e-learning tools aside from Moodle and Turnitin please see the UCL E-Learning website.

Running an exam in Moodle? Please consult the M12a - Moodle Quiz for online exams guidance.

Please also have a look at the E-learning Wiki for a whole range of more pedagogically focused e-learning articles.

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**General Guides and Training**

- Why use Moodle?
- Moodle FAQs
- Getting Started With Moodle - A self-paced online introductory course to Moodle
- Request a new Moodle course
- I have a Moodle course, what do I do next?
- Engaging students with online learning
- Using Moodle for online exams
- Induction for your students
- Can I put all my Assignments in a single Moodle space?

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**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
- Structure - Best settings for navigable, usable Moodle courses
- Accessibility
- Calendar entries

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

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**Guides grouped by level**

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

**UCL Baseline level**

These guides will help you meet the UCL E-Learning Baseline:
Assessment in Moodle

- Collecting & Marking Assignments in Moodle
  - Moodle Assignments
  - Turnitin Assignments
- Moodle Workshop for peer assessment
- Moodle Quiz
  - Moodle Quizzes for online exams
- Gradebook
  - Transferri ng marks into Portico

Moodle at UCL

- Enrolment
- Moodle backups
- UCL Moodle course life cycle
- Student Test Accounts for Moodle
- Groups and Groupings

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.

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
- Resources
  - 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 online exams

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

>> 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
• 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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