UCL Moodle Guides (for staff)

Moodle Upgrade 2019, 26-27 July 2019

Over the summer there will be a number of outages and changes to the Moodle service. These are needed to deliver:

- Moodle version upgrade to 3.7 on 26th July 2019 at 5pm. This will be completed on Saturday 27th July by 12pm.
- Yearly Moodle Snapshot and consolidation of previous Snapshots to ensure GDPR compliance
- URL changes will also be updated

To find out more on Moodle Upgrade and Moodle Snapshots take a look at our release notes and Moodle 3.7 Upgrade Page.

Late Summer Assessments - 2019

This Summer there will be a significant increase and change in the practice to the later summer assessments process: Link to Late Summer Assessment changes.

To facilitate the changing combination of end of year tasks and later summer assessments we now request all Late Summer Assessments to take place on the 18/19 Moodle Snapshot which will be created on the 26th July. Digital Education will be signposting this information so students are aware. For more information on this change please see our wiki.

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 page 'Release Notes' 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.

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

Contact servicedesk@ucl.ac.uk if you can’t find what you are looking for.

Student E-Learning Help guides are also available.

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

What’s new with Moodle?
We are continuously improving Moodle. To view the latest plugins and features, see the Moodle 3.7 - Summer 2019 Upgrade page.
### General Guides and Training

- Why use Moodle?
- Moodle FAQs
- 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?

### 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

### Guides grouped by level

#### UCL Baseline level

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

#### UCL Baseline+

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

- 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).
### Moodle at UCL

- Enrolment
- M01f - Course backup
- UCL Moodle course life cycle
- M14 - Test Accounts
- Groups and Groupings

<table>
<thead>
<tr>
<th>Activities Overview</th>
<th>Enrolment</th>
<th>M01f - Course backup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forums</td>
<td>UCL Moodle course life cycle</td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
<td>M14 - Test Accounts</td>
<td></td>
</tr>
<tr>
<td>Glossaries</td>
<td>Groups and Groupings</td>
<td></td>
</tr>
<tr>
<td>Group choice</td>
<td>Resources - how to add static materials to your course.</td>
<td></td>
</tr>
<tr>
<td>Blogs</td>
<td>Blocks - how to add extra items and information to the sides of your course page.</td>
<td></td>
</tr>
<tr>
<td>Wikis</td>
<td>Moodle or Assignments</td>
<td></td>
</tr>
<tr>
<td>Hot Question</td>
<td>Turnitin</td>
<td></td>
</tr>
<tr>
<td>Certificates</td>
<td>Questionnaires</td>
<td></td>
</tr>
<tr>
<td>Turnitin</td>
<td>Embed Twitter and RSS feeds</td>
<td></td>
</tr>
<tr>
<td>Questionnaire</td>
<td>Embed video</td>
<td></td>
</tr>
<tr>
<td>Chat</td>
<td>Glossaries</td>
<td></td>
</tr>
<tr>
<td>Quizzes</td>
<td>Databases</td>
<td></td>
</tr>
<tr>
<td>Workshops</td>
<td>Blogs and Wikis</td>
<td></td>
</tr>
<tr>
<td>External Tool (LTI)</td>
<td>Quizzes</td>
<td></td>
</tr>
<tr>
<td>Scheduler</td>
<td>Activities completion and Conditional release</td>
<td></td>
</tr>
<tr>
<td>Scorm</td>
<td>Reports</td>
<td></td>
</tr>
<tr>
<td>Repositories</td>
<td>Induction for your students</td>
<td></td>
</tr>
<tr>
<td>Blackboard Collaborate</td>
<td>Assignments (Moodle Assignments or Turnitin)</td>
<td></td>
</tr>
<tr>
<td>Database</td>
<td>Questionnaires</td>
<td></td>
</tr>
<tr>
<td>Campus Pack</td>
<td>Embed Twitter and RSS feeds</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>Embed video</td>
<td></td>
</tr>
<tr>
<td>Feedback</td>
<td>Glossaries</td>
<td></td>
</tr>
<tr>
<td>Lessons</td>
<td>Databases</td>
<td></td>
</tr>
</tbody>
</table>

**> 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 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

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
>> 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