UCL Moodle Staff Guide

**Late Summer Assessments - 2022**

All centrally managed exams, and any departmentally managed exams and assessments that took place on AssessmentUCL during the main exam period will continue to be held on AssessmentUCL in the Late Summer Assessment period. The guidance below is not relevant to exams or assessments on AssessmentUCL.

See the Staff Exams pages and Late Summer Assessments - Summer 2022 guide for more information and guidance on LSAs and AssessmentUCL.

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 digital education tools aside from Moodle and Turnitin please see the Digital Education website.

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

**Student Digital Education Help guides** are also available.

**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.

**Sign up for training**

Digital Education offers training on Moodle, Lecturecast, Turnitin and more. Sign up now.

**Known Issues**

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

**Moodle News and Information**

Please keep a lookout on this page for updates on our Moodle platform and to access student/staff guides!

**Moodle Release Roadmap**

The Moodle Roadmap can now be found on our Wiki pages here: See link to Moodle Roadmap

**What's new with Moodle?**

We are continuously improving Moodle. To view the latest plugins and features, see the UCL Moodle release notes page.

updates and end user feature enhancements/requests. This roadmap is intended to be a living document and will provides an active view into our internal roadmap, and will be updated on a weekly basis by the Moodle Service Owner.

**Guides grouped by function**
General Guides, Training and FAQ's

- Login Problems
- Why use Moodle?
- Moodle FAQs
- Request a new Moodle course
- E-Learning Training for Staff
- 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?

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
  - Transferring marks into Portico

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

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

UCL 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
- Forums
- Lessons
- Profile
- Groups (if required)

Do consider also the Accessiblity 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
Moodle at UCL

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

Activities Overview
- Forums
- Assignments
- Glossairies
- 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 Overview
- Organise blocks

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

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

>> 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
• 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