

MOODLE – GENERAL QUERIES GUIDE

IICL BIRMINGHAM ASSESSMENTS

June 2025 – Jakub Ceglarz (PAO)

This guide created to capture some of the resolutions for the common Moodle Queries. This Guide references other guides already available. There is also a **TEST TILE** now on **IICL Birmingham Assessments Page** – where you can test, try out and play with the learning covered in this guide.

PART A

1A. ADDING INDIVIDUAL STUDENT TO THE GROUP

2A. ENROLLING STAFF ONTO MOODLE

3A. CHECKING ACCESS FOR INDIVIDUAL STUDENTS / STAFF

PART B

1B. COPYING & MOVING ACTIVITIES

2B. SETTING AND/OR FINDING PASSWORD FOR IN-CLASS ACTIVITIES

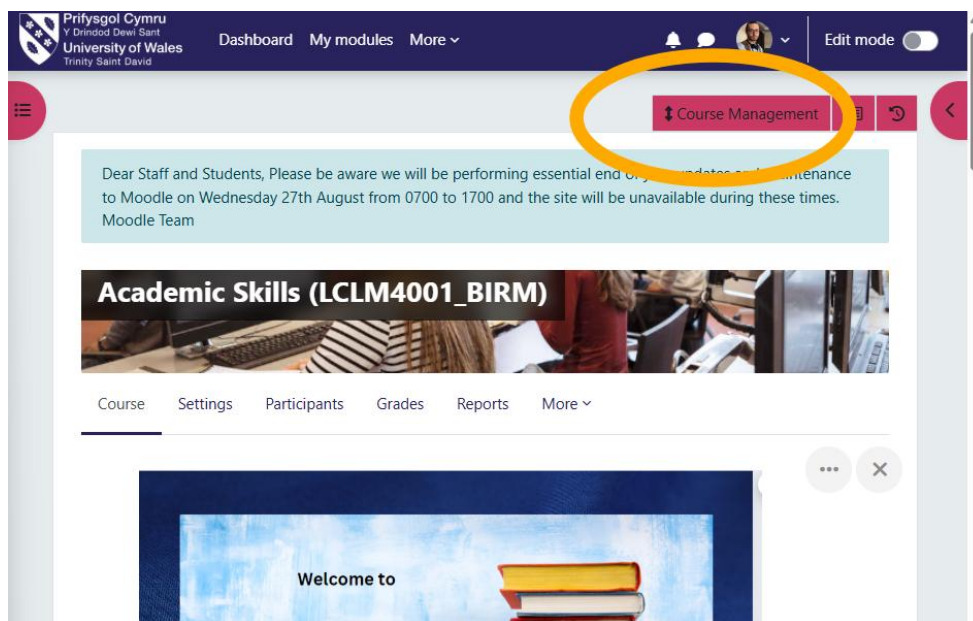
3B. CHANGING & CHECKING AVAILABILITY OF THE ACTIVITY

PART A

1A. ADDING INDIVIDUAL STUDENT TO THE GROUP

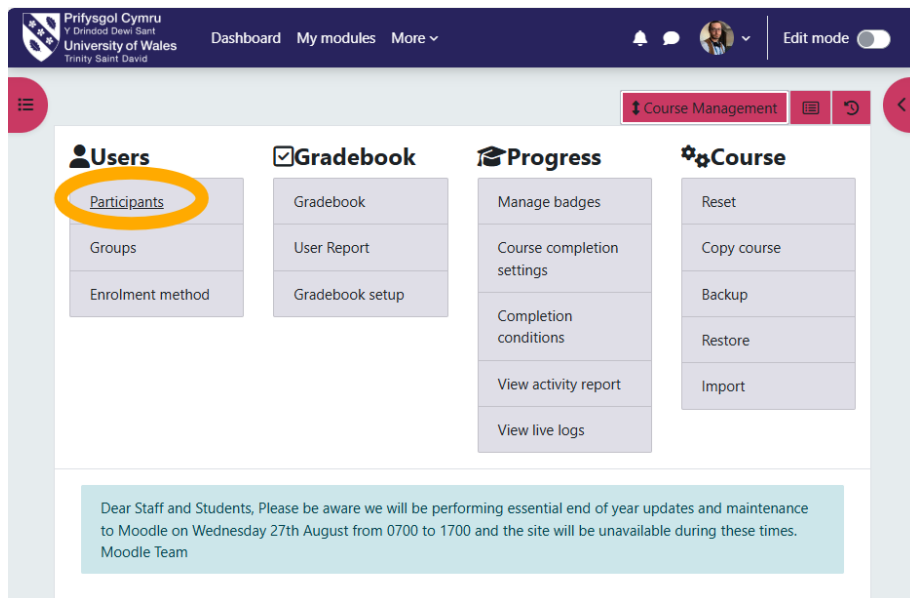
STEP 1:

Access the Module you want to add the student to and select “Course Management” located on the top right of the page.



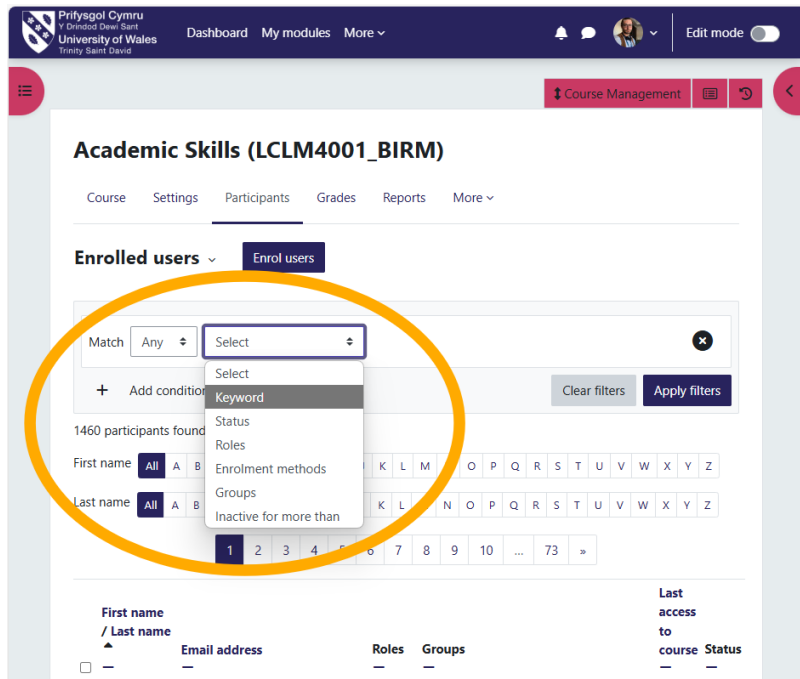
STEP 2

Select “Participants”



STEP 3:

Find the student using their Student Number or Name/Surname by filtering participants based on KEYWORD MATCH



Prifysgol Cymru
Y Ddrindod Dewi Sant
University of Wales
Trinity Saint David

Dashboard My modules More ▾

Course Management

Academic Skills (LCLM4001_BIRM)

Course Settings Participants Grades Reports More ▾

Enrolled users ▾ **Enrol users**

Match Any ▾ Keyword ▾ 2241680

+ Add condition Clear filters **Apply filters**

1460 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1 2 3 4 5 6 7 8 9 10 ... 73 »

HINT: CLICK “Apply Filters” once then take a second and click it again, this way the student record will be pulled to the top as per below:

Match Any ▾ Keyword ▾ Type... 2241680 X

+ Add condition Clear filters **Apply filters**

1 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

First name / Last name	Email address	Roles	Groups	Last access to	Status
☐ KA Khaled Abdelhadi	2241680@student.uwtsd.ac.uk	Student	No groups	10 days 23 hours	Active

STEP 4:

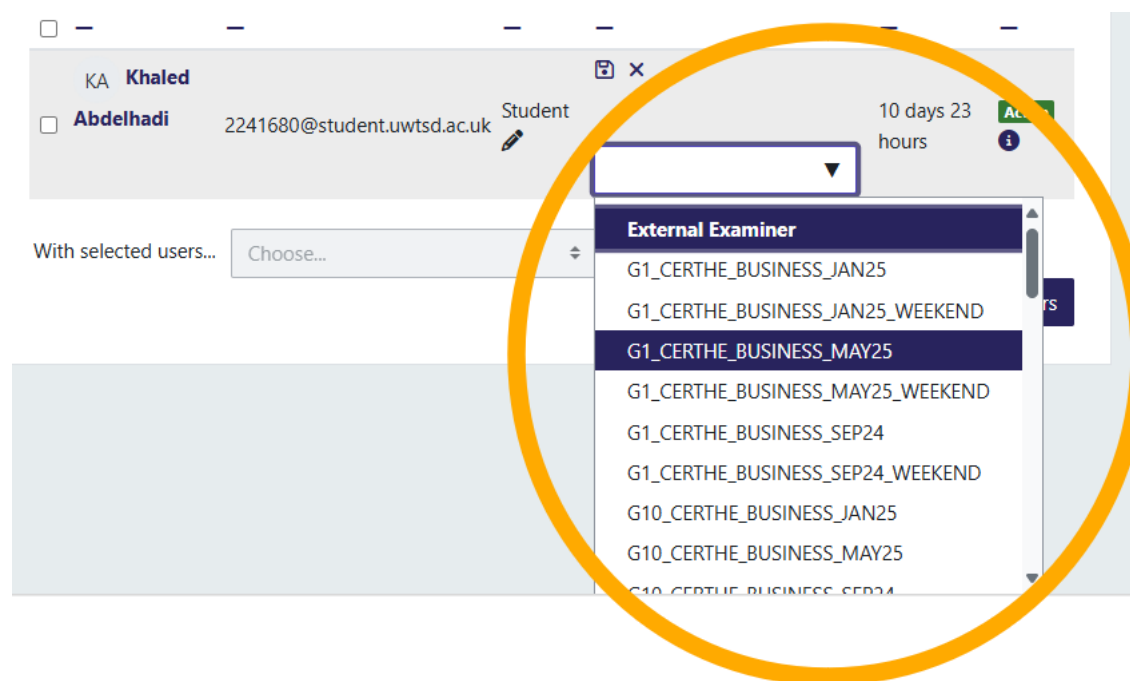
Click on the pen icon under the Group column in student record.

	First name / Last name	Email address	Roles	Groups	Last access to course	Status
☐	KA Khaled Abdelhadi	2241680@student.uwtsd.ac.uk	Student	No groups	10 days 23 hours	Active

With selected users... Choose...

STEP 5:

Select the group you want to add student too (PLEASE NOTE: Students can be in multiple groups at once).



STEP 6:

Once selected – save changes by clicking the “Save” icon.

HINT: You can also use this method to remove group attachment from the student record.

Completed Record should look like this:

HINT: If you need to add multiple students you can add their student number to KEYWORD MATCH and click “Apply Filters” to bring up multiple records

Enrolled users ▼

Enrol users

Match

Any ▼

Keyword ▼

Type...

2241680 ×

2227235 ×

×

+ Add condition

Clear filters

Apply filters

2 participants found

First name

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Last name

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

	First name / Last name	Email address	Roles	Groups	Last access to course	Status
☐	KA Khaled Abdelhadi	2241680@student.uwtsd.ac.uk	Student	G1_CERTHE_BUSINESS_MAY25	10 days 23 hours	Active
☐	SA Saffron Acland-Powell	2227235@student.uwtsd.ac.uk	Student	No groups	199 days	Active

2A. ADDING INDIVIDUAL STUDENT TO THE GROUP

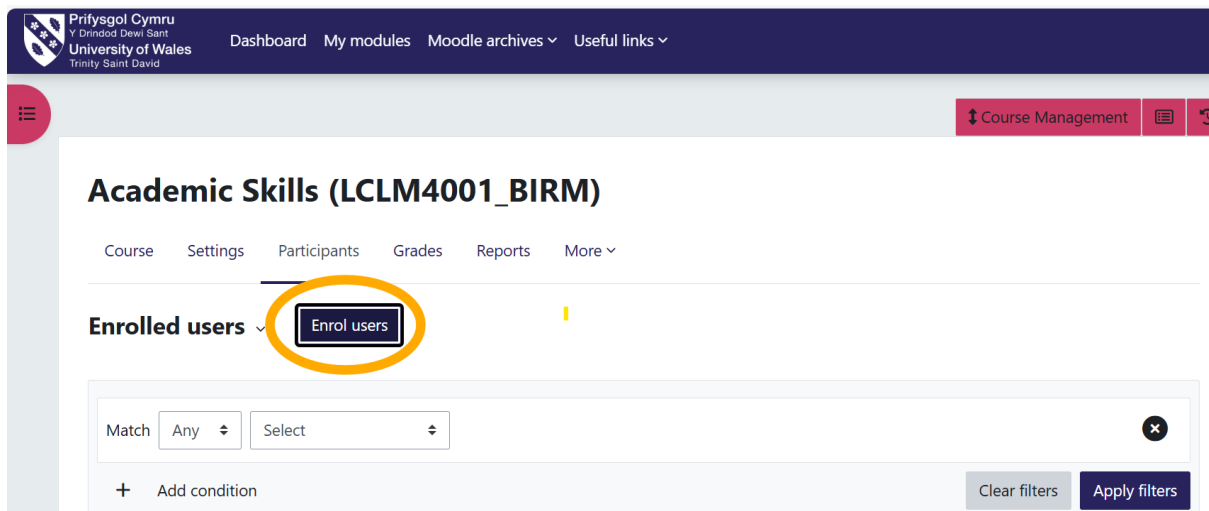
FOLLOW THE STEPS IN THE 1A GUIDE ABOVE (STEPS 1 to 2)

IMPORTANT: This way we can only enrol the LECTURING STAFF – we cannot enrol the students in this way. If the student is not enrolled onto their Moodle Page, please check their Module Diet via MyTSD first as incorrect diet can cause this error.

HINT: If you have a staff email address you can find them faster!

STEP 3:

Click “Enrol Users”



STEP 4:

In the pop-up window use the search function to locate the staff member you want to add.

HINT: You can copy and paste the email address in the search filter and that will identify the user you are looking for.

Enrol users

Enrolment options

Select users

No selection

Search

Select cohorts

No selection

Search

Assign role

Editing Teacher

Show more...

Cancel

Enrol selected users and cohorts

Enrol users

Enrolment options

Select users

No selection

p.ahmed@uwtsd.ac.uk

Select cohorts

Search

Assign role

Editing Teacher

Show more...

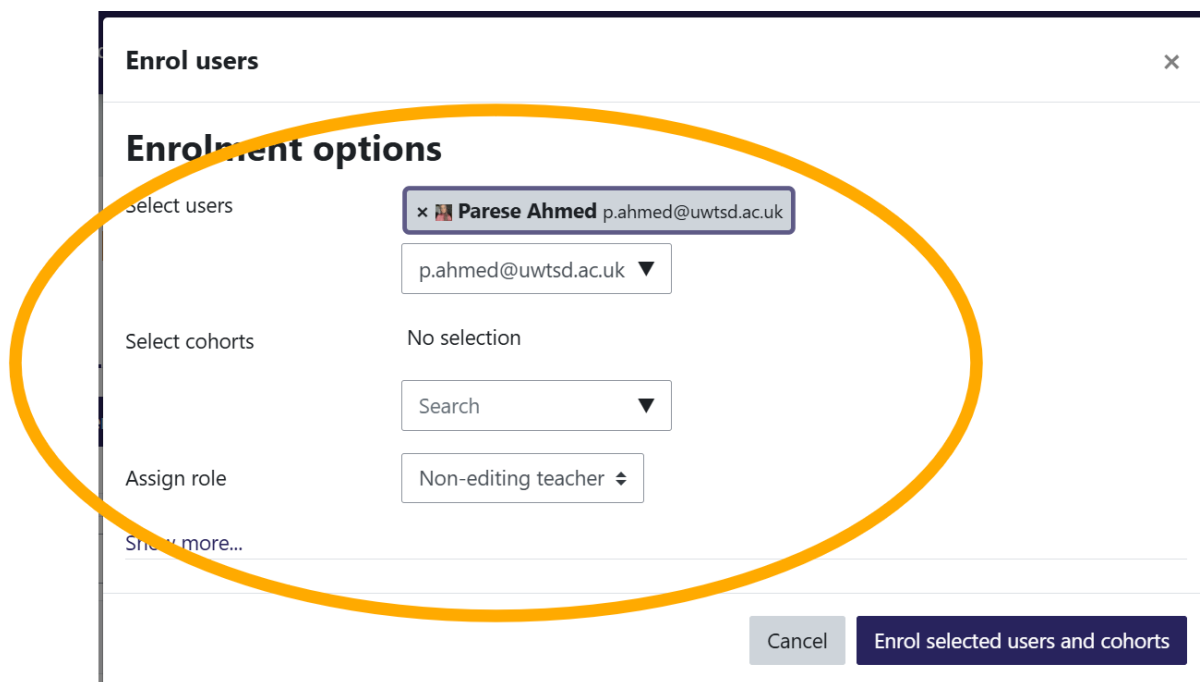
Cancel

Enrol selected users and cohorts

STEP 5:

Click on the name of the participant (STAFF) who you wish to enrol and select the role they will be taking.

IMPORTANT: Only the Module Leads and Programme Managers should have “Editing Teacher” role. Hourly paid lecturers should be assigned “Non-Editing Teacher” role.



Enrol users

Enrolment options

Select users: × Parese Ahmed p.ahmed@uwtsd.ac.uk

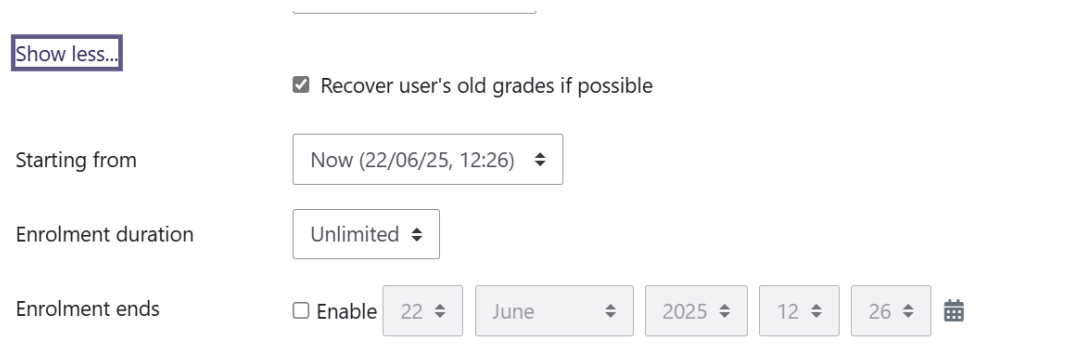
Select cohorts: No selection

Assign role: Non-editing teacher

[Show more...](#)

[Cancel](#) [Enrol selected users and cohorts](#)

HINT: We can also set up the period of the enrolment, which will automatically inactivate the enrolment. This is also worth checking in situations where the lecturer is enrolled but the enrolment expires. Click “Show more...” in the pop-up window. The default setting is “Unlimited.”



[Show less...](#)

☒ Recover user's old grades if possible

Starting from: Now (22/06/25, 12:26)

Enrolment duration: Unlimited

Enrolment ends: ☐ Enable 22 June 2025 12:26

STEP 6:

Add the lecturer to correct groups; “Lecturer” group & Student Group that they teach. STEPS 4 - 7 of the previous Guide.

Match Any Keyword Type... Parese X

+ Add condition Clear filters Apply filters

1 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	First name / Last name	Email address	Roles	Groups	Last access to course	Status
☐	Parese Ahmed	p.ahmed@uwtsd.ac.uk	Non-editing teacher	No groups	Never	Active

With selected users

Enrolled users

Enrol users

Match Any Keyword Type... Parese X

+ Add condition Clear filters Apply filters

1 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	First name / Last name	Email address	Roles	Groups	Last access to course	Status
☐	Parese Ahmed	p.ahmed@uwtsd.ac.uk	Non-editing teacher	G1_CERTHE_BUSINESS_MAY25, Lecturers_May25	Never	Active

HINT: On this screen you can also re-activate the enrolment. Inactive member will appear as per below.

HINT: Click on the “Settings” to change the duration of the enrolment and re-activate the record. Click on the “Bin” icon to remove enrolment record.

	First name / Last name	Email address	Roles	Groups	Last access to course	Status
☐	RN Robert Nartowski	r.nartowski@uwtsd.ac.uk	Non-editing teacher	No groups	1 year 144 days	Not current

First name / Last name		Email address	Roles	Groups	Last access to course	Status
☐	—	—	—	—	—	—
☐	RN Robert Nartowski	r.nartowski@uwtsd.ac.uk	Non-editing teacher 	No groups 	1 year 144 days	Not current   

3A. ADDING INDIVIDUAL STUDENT TO THE GROUP

You can check the access by reviewing the record as per STEPS 1-3 in 1A part of this guide.

Alternatively, you can log-in to the Moodle page as a user, which enables you to see exactly what named student/staff can see. It is a useful tool to confirm that the access changes we made actually work. It can also help with showing students how their Moodle page looks like.

STEP 4:

FOLLOW THE STEPS 1 to 3 IN 1A.

Once you filter (find) the enrolled user you would like to log-in as click on their name.

Academic Skills (LCLM4001_BIRM)

Course Settings Participants Grades Reports More ▾

Enrolled users ▾ [Enrol users](#)

Match Any ▾ Keyword ▾ Type... 2325355 ✕

+ Add condition [Clear filters](#) [Apply filters](#)

1 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	First name / Last name	Email address	Roles	Groups	Last access to course	Status
☐	MA Mahagoub Zakaria Abdelbanat	2325355@student.uwtsd.ac.uk	Student ✎	No groups ✎	7 days 20 hours	Active ⓘ

STEP 5:

Locate the “Administration” tile and click “Log in as” – this will log you into Moodle as the selected user.

The image shows a screenshot of a Moodle user interface. At the top, a dark blue navigation bar contains a bell icon, a speech bubble icon, and the text "You are logged in as Mahagoub Zakaria Abdelbanat" next to a user profile picture. A large orange oval highlights this entire top bar. Below the navigation bar, a light blue banner displays the text: "Moodle on Wednesday 27th August from 0700 to 1700 and the site will be unavailable". Below the banner, there is a blurred image of a person in a red shirt. On the right side, a dropdown menu is open, listing the following options: Profile, Messages, Calendar, Private files, Reports, Preferences, Language, and Log out. The "Log out" option at the bottom of the menu is circled with a smaller orange oval.

You are logged in as Mahagoub Zakaria Abdelbanat

Moodle on Wednesday 27th August from 0700 to 1700 and the site will be unavailable

- Profile
- Messages
- Calendar
- Private files
- Reports
- Preferences
- Language
- Log out

PART B

1B. ADDING INDIVIDUAL STUDENT TO THE GROUP

This section focuses on moving, deleting, copying of activities that are already set on Moodle. This guide also covers the way you can check or change the passwords for the activities. We will be using Quiz as an example, but the work covered here is applicable for other This section can help you with the queries like below:

- Quiz availability
- Case Studies availability
- Submission Links in cases of emergency / technical error

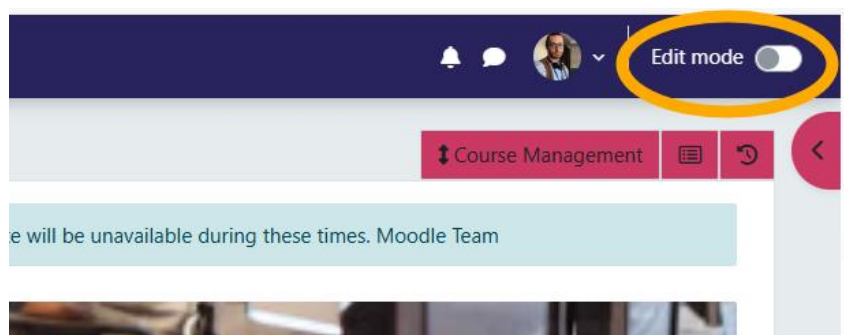
PLEASE NOTE: If you using this resolution, and with it create a new activity, please send the full information with all the details of the activity created to birminghamassessments@uwtسد.ac.uk.

STEP 1:

Login into a Module page on Moodle where you would like to make the changes.

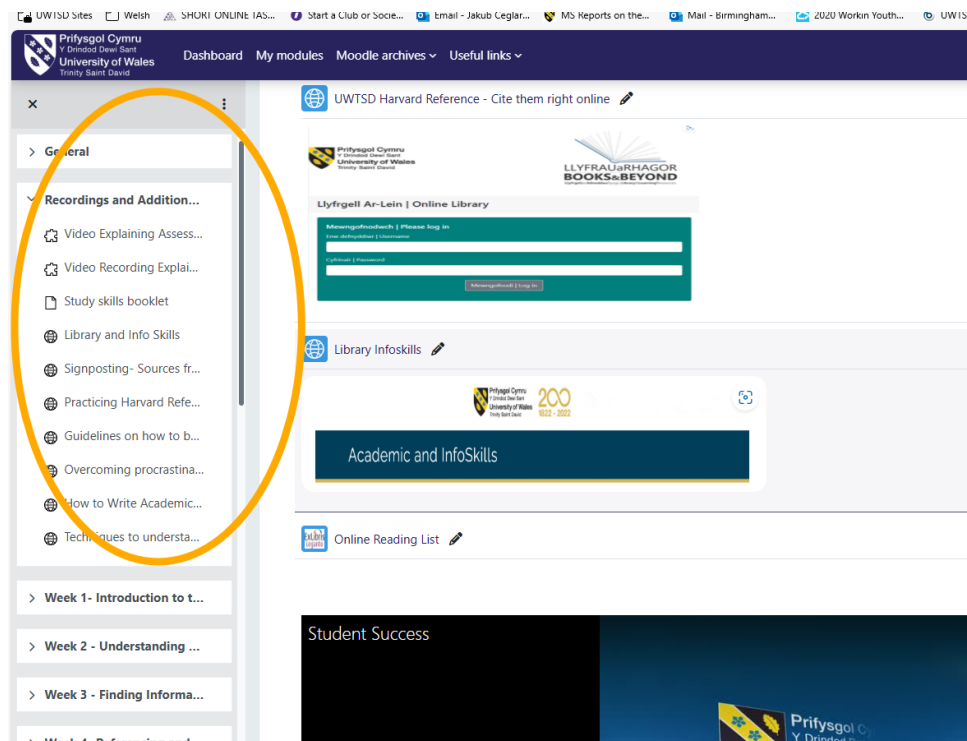
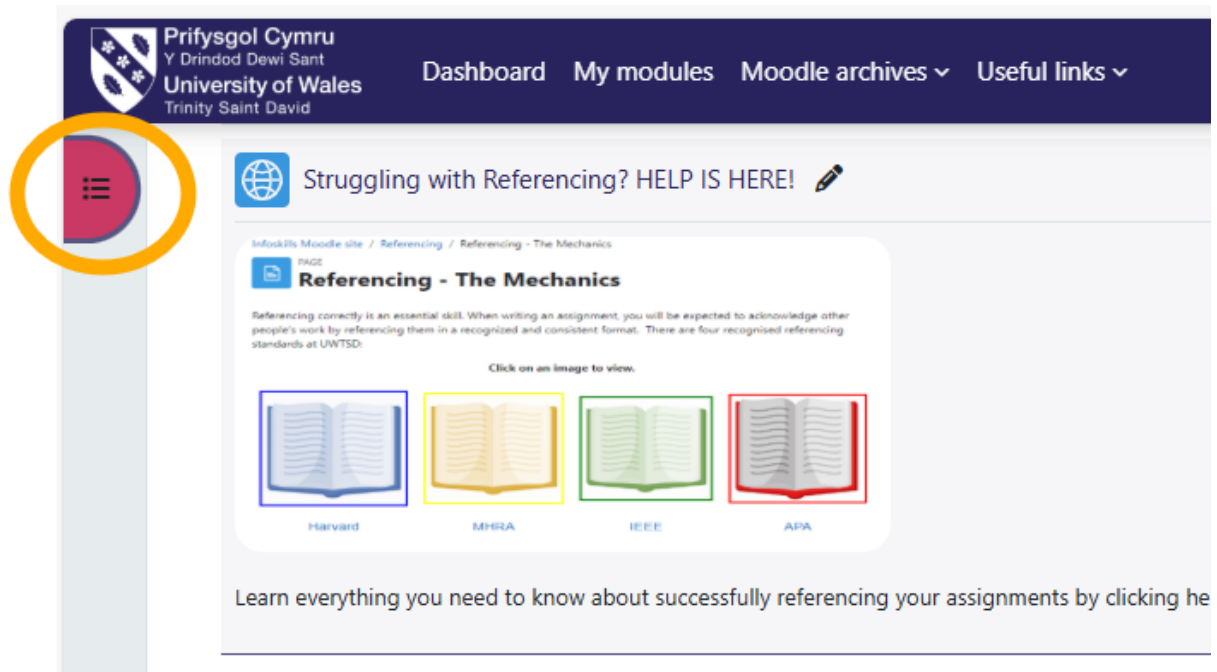
STEP 2:

Turn on the “Editing Mode” in the right top corner of the page. Edit mode enables you to make changes on the Module Page.



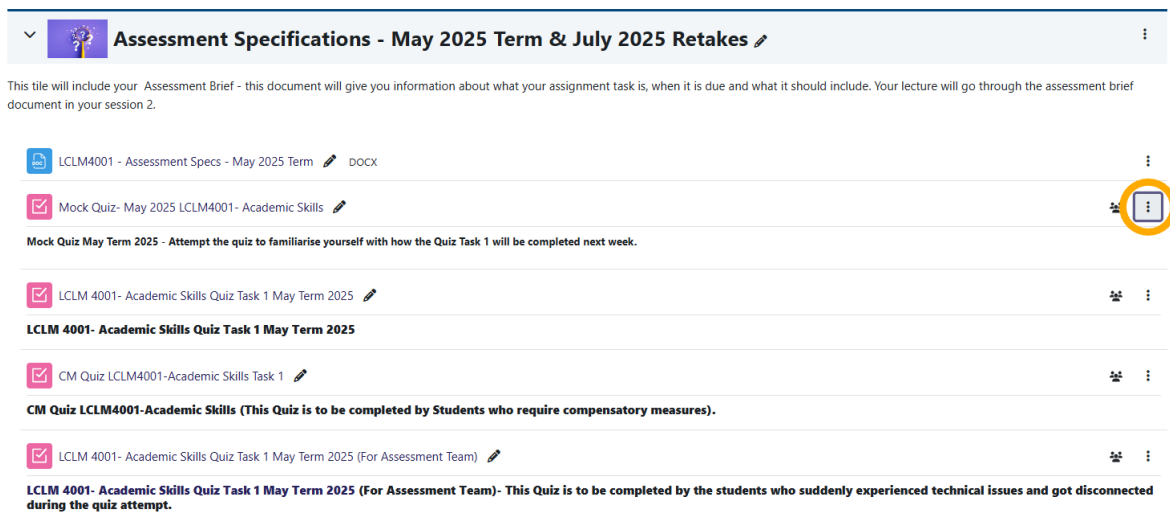
STEP 3:

Locate the activity you would like to make changes to by scrolling the page or by using the index page on the left-hand side of the screen.



STEP 4:

Locate “Edit” (3 vertical dots) to action edits o specific activity.



Assessment Specifications - May 2025 Term & July 2025 Retakes

This tile will include your Assessment Brief - this document will give you information about what your assignment task is, when it is due and what it should include. Your lecture will go through the assessment brief document in your session 2.

LCLM4001 - Assessment Specs - May 2025 Term DOCX

Mock Quiz- May 2025 LCLM4001- Academic Skills

Mock Quiz May Term 2025 - Attempt the quiz to familiarise yourself with how the Quiz Task 1 will be completed next week.

LCLM 4001- Academic Skills Quiz Task 1 May Term 2025

LCLM 4001- Academic Skills Quiz Task 1 May Term 2025

CM Quiz LCLM4001-Academic Skills Task 1

CM Quiz LCLM4001-Academic Skills (This Quiz is to be completed by Students who require compensatory measures).

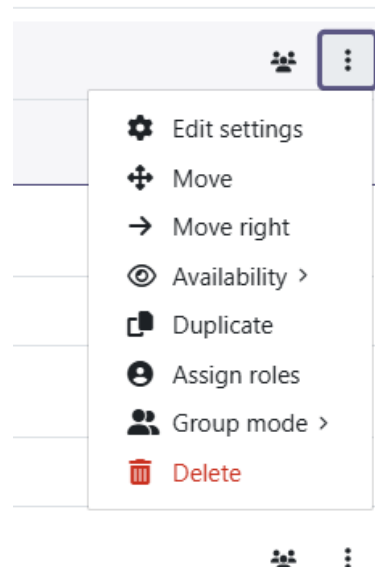
LCLM 4001- Academic Skills Quiz Task 1 May Term 2025 (For Assessment Team)

LCLM 4001- Academic Skills Quiz Task 1 May Term 2025 (For Assessment Team)- This Quiz is to be completed by the students who suddenly experienced technical issues and got disconnected during the quiz attempt.

STEP 5:

The available edits are:

- “Edit Settings”** – this enables you to make changes to the setting of the links (Please review Quiz Set up Guide to understand detailed settings in Quiz / Case Study Activity)
- “Move”** – Enables you to move the activity to another tile or place it in different location within the same tile.
- “Move Right”** – creates a space for visual differentiation of the activity.
- “Availability”** – You can quickly hide and unhide the activity via this edits option.
- “Duplicate”** – creates a copy of the activity with exact same settings (the copy will not contain the submissions in cases of Submission Links and other activities that students participate in). The newly created activity can be identified by the name which includes “(copy)” text at the end of the name. **PLEASE BE MINDFUL WHEN CREATING A COPY TO AVOID MOVING ORIGINAL ACTIVITY.**
- “Assign roles”** – this enables you to change permissions for each type of role that has access to the specified activity (THIS IS CREATED BY THE CENTRAL MOODLE TEAM – PLEASE SPEAK TO THEM FOR ADVICE)

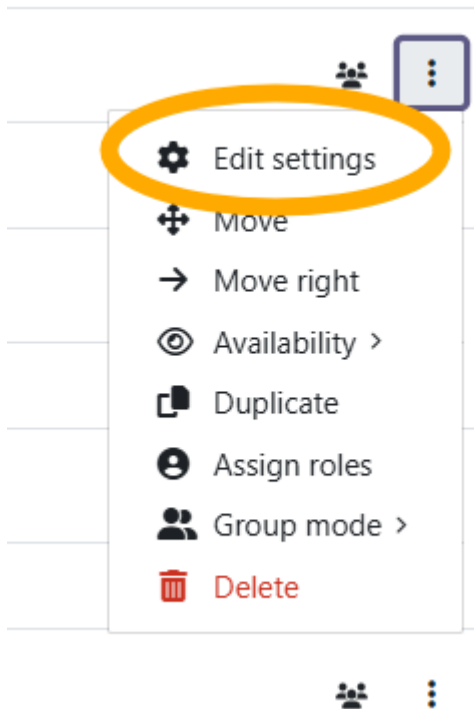


- g) **“Group mode” – enables you to select the way group information supports filtering of the submissions (by group). Please note this should be set to “Visible Groups” enabling lecturers to access their group only.**
- h) **“Delete” removes activity and puts it into the “Bin” for 7 days before permanent removal. PLEASE BE MINDFUL WHEN DELETING ACTIVITIES AND INFORM ASSESSMENT TEAM IF YOU REMOVE AN ACTIVITY IN ERROR AS SOON AS POSSIBLE.**

2B. SETTING AND/OR FINDING PASSWORD FOR IN-CLASS ACTIVITIES

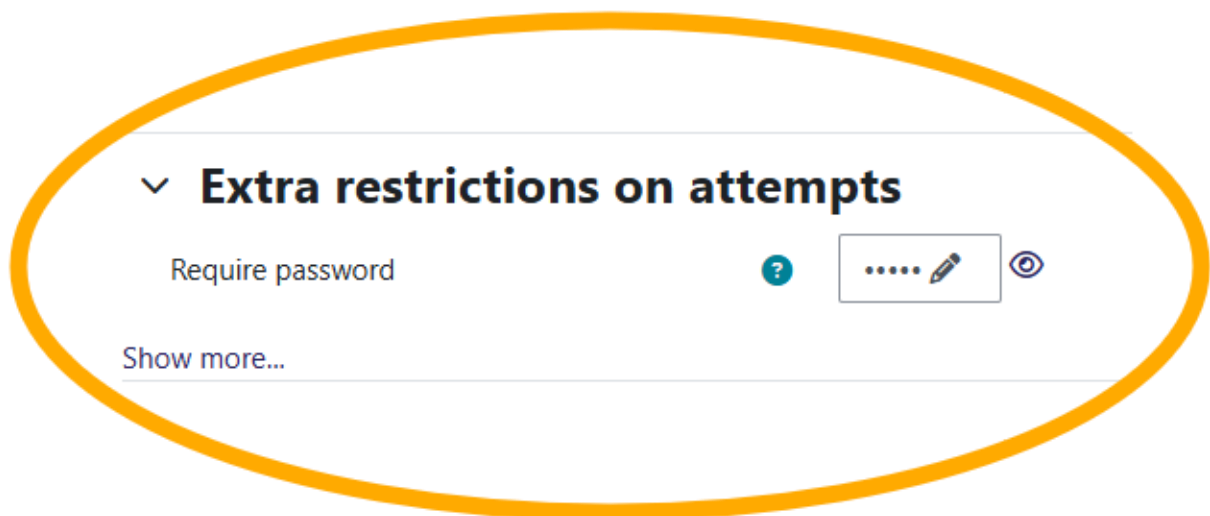
STEP 6:

Start with Steps 1 to 4 in 1B section of this guide and select “Edit Settings”.



STEP 7:

Locate “Extra Restrictions on attempts” where you can see the password.



STEP 8:

Click the EYE icon to reveal password. Click on PEN to change the password.

Please do not share the activity passwords with the students until they are required to undertake that activity.

✓ **Extra restrictions on attempts**

Require password



MayMQ 



Show more...

3B. CHANGING & CHECKING AVAILABILITY OF THE ACTIVITY

STEP 9:

Start with Steps 1 to 4 in this guide and select “Edit Settings”. And select “TIMING” setting.

▼

Timing

Open the quiz

?

☒ Enable

2 ▾

June ▾

2025 ▾

09 ▾

00 ▾

📅

Close the quiz

?

☒ Enable

9 ▾

June ▾

2025 ▾

18 ▾

00 ▾

📅

Time limit

?

15

minutes ▾

☒ Enable

When time expires

?

Open attempts are submitted automatically ▾

- a) “Open the quiz” – this refers to when the activity is available FROM.
- b) “Close the quiz” - this refers to when the activity is available TILL.
- c) “Time limit” - this refers to how long students have to complete the activity (Please Note: this setting is particularly important for students with 25% extra time)
- d) “When time expires” – this setting enables you to make a rule on what happens when the time limit expires. We recommend using “Open attempts are submitted automatically” as this enables students attempt to be automatically submitted when time runs out. Please review the Quiz set up guide for more detailed information.