FINDING YOUR WAY AROUND MOODLE

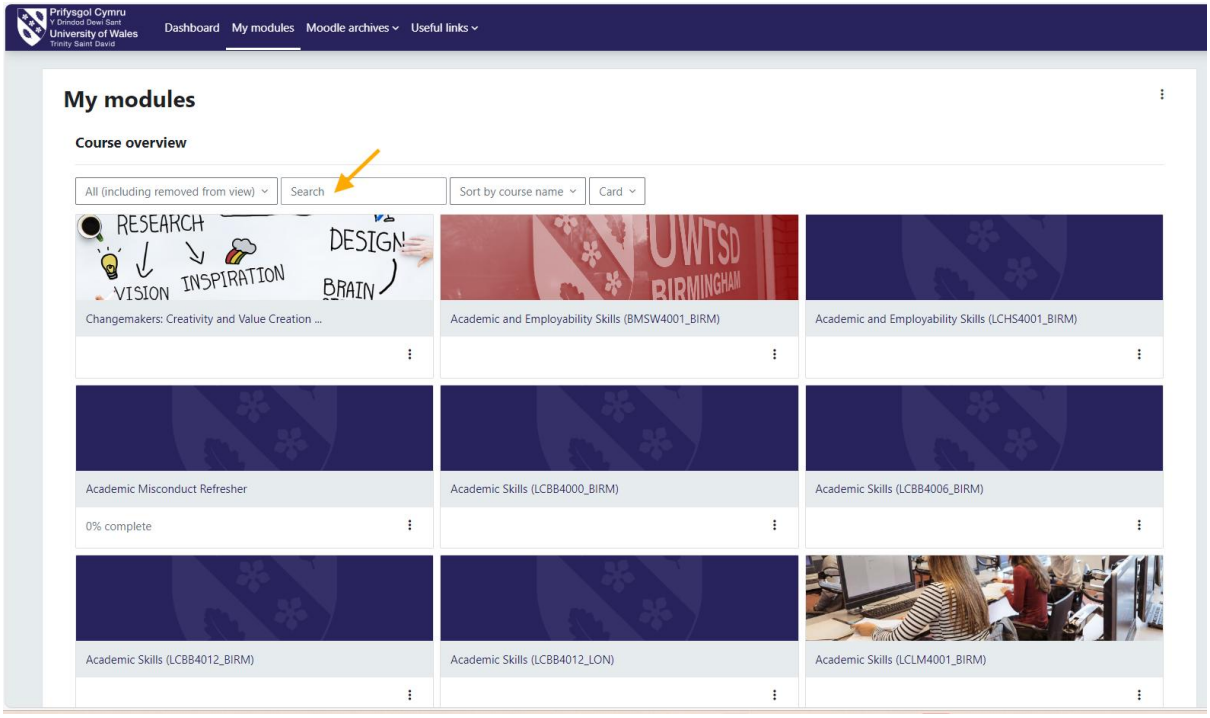
Quick Guide

IICL – JANUARY 2025

Dr Jakub Ceglarz – PAO Assessments

MY MODULES

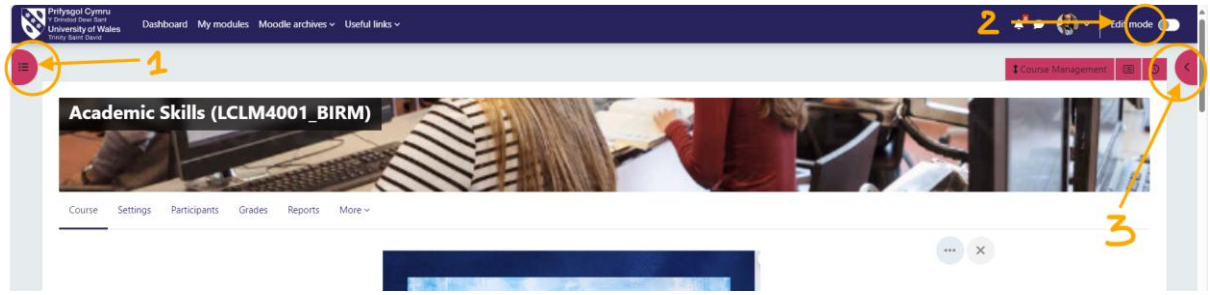
After logging in to your Moodle, you will be able to access modules on the "**MY MODULES**" page. You can use the search box to look for your module by using the module code (e.g., LCLM4001).



MODULE PAGE – NAVIGATION

1. **INDEX** - On your Moodle page, you can access the index on your LEFT HAND SIDE (1). From your index, you can navigate to the correct resource. You can also scroll the page down to find the relevant information.

2. **EDIT MODE (Restricted)** – If you are an ML/PM, you might have access to use the EDIT MODE (2), which allows you to create and edit resources. For information on what can be added, and how to create that information, please contact the Moodle team via the ServiceNow ticketing system.
3. **BLOCK Menu** – On the RIGHT HAND SIDE (3), you can access the BLOCK Menu. This has links to Panopto, Quickmail, the Module Feedback Questionnaire, and DigiCentre Resources. For queries about the BLOCKS and their functions, please contact the Moodle team via the ServiceNow ticketing system. Or speak to your Academic Lead Team or Assessments Team as they might be able to help you.



ASSESSMENTS TILES

The Assessments Team creates and maintains specific tiles on your Moodle Page:

- **Assessments Specifications** – here you can find ALL Assessment Specs (incl. Resits & Reworks)
- **Submission Links** – here you can find Submission Links for students
- **RESIT/REWORK Submission Links** – these are submission Links for retrievals
- **External Examiner Folder** – This folder is used in communication with External Examiners

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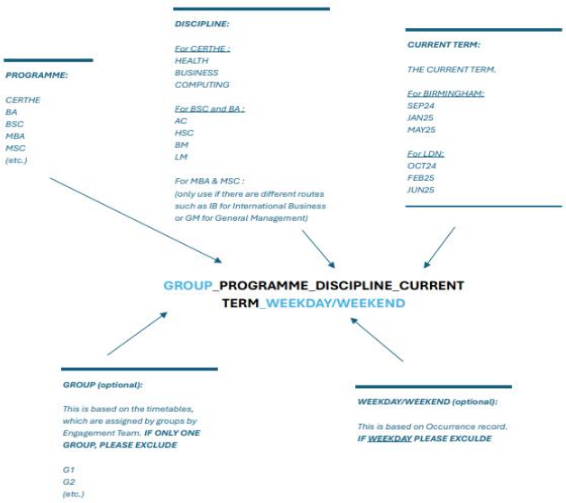
SUBMISSION LINK

The Submission Link will always contain:

- **Submitting via Moodle Guide** – this is step-by-step instructions for students on how to submit the file via Moodle/Turnitin
- **DRAFT Submission Link** – this link will allow students to upload the draft of the work before the final submission (with the aim to receive feedback from the academic team and/or check the Turnitin score). WORK UPLOADED IN DRAFT SHOULD NOT BE MARKED.
- **FINAL Submission Link** – this link allows students to submit the final assessments. **STUDENTS CAN SUBMIT ONLY ONCE. IF THE STUDENT MADE AN ERROR, PLEASE REFER THEM TO THE ASSESSMENTS TEAM.**



STUDENT GROUPS

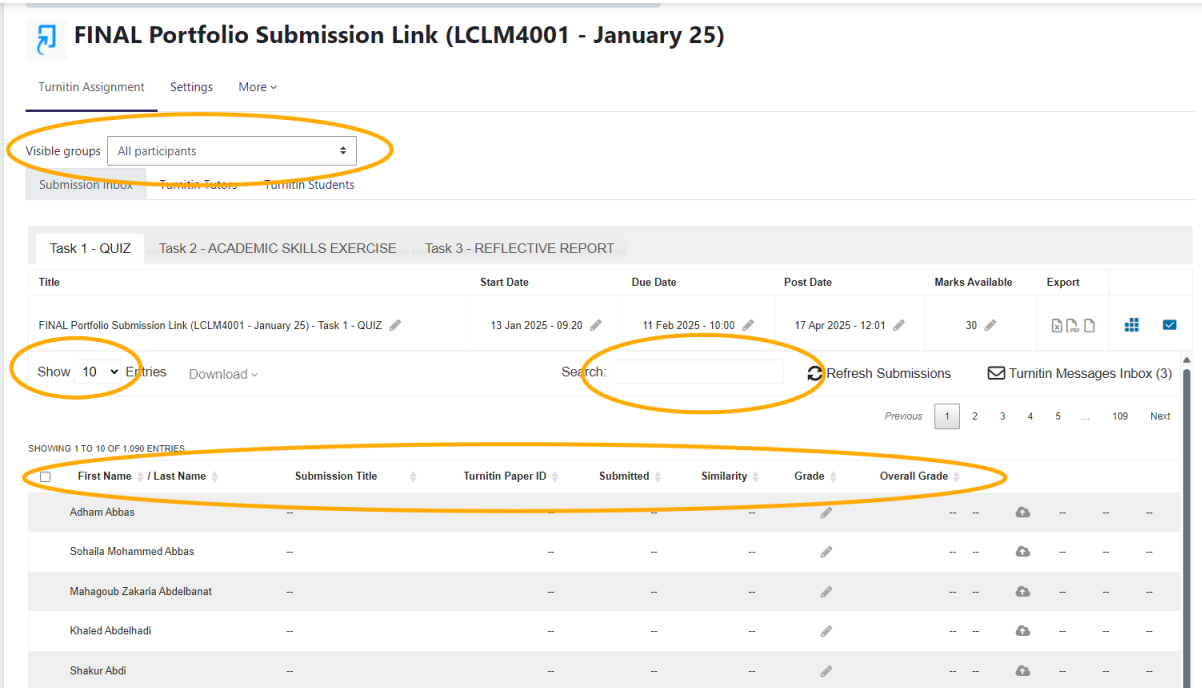
The Assessments Team groups students on Moodle, enabling you to select only appropriate groups for marking. The name of the group will always contain the **CURRENT** term information (e.g., JAN25) at the end of it.

The date in the name of the group <u>does not</u> refer to the intake but the current term.

As a Moodle user:

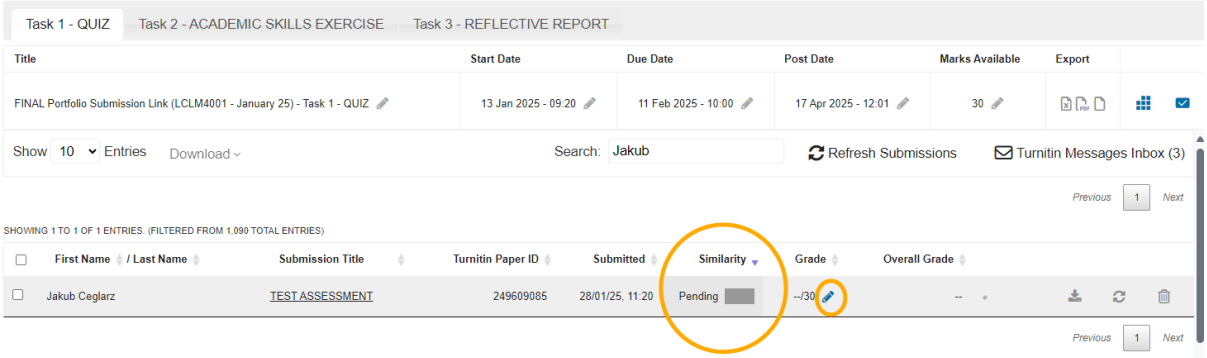
- You can find your group by using the "**Visible groups**" drop-down menu on the left-hand side of the submission link.
- You can select the number of entries by using the "**Show**" drop-down menu.
- You can search for the student by their Name in the "**Search**" box.
- You can sort the submissions by any of the available filters. Please use the small arrows (UP/DOWN) next to the filter to pull submissions to the top of the list

  SUGGESTION: We found that clicking on the filter twice – so the arrow points down, brings all the submissions to the top of the page)



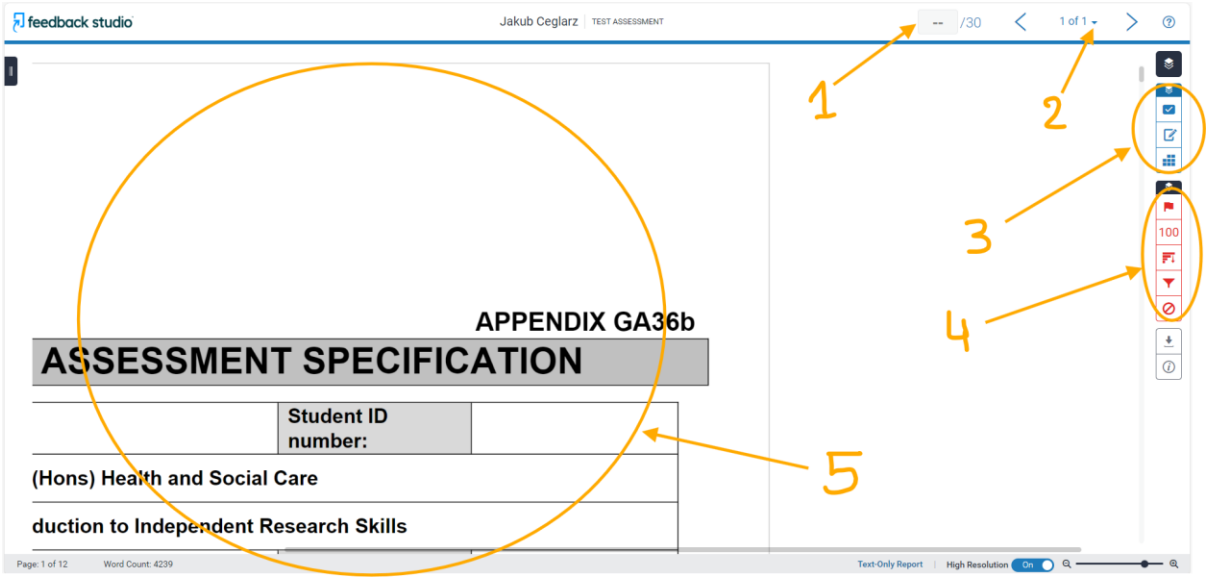
TURNITIN, FEEDBACK & MARKING

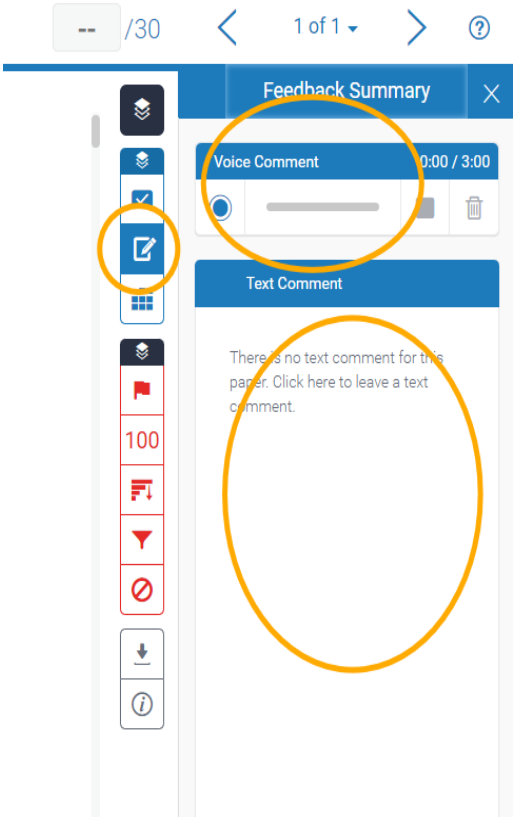
To enter feedback and marks, or to access the full Turnitin report, please click on the little pen icon next to the submission. You can also click on the "Similarity" score. This will take you to the "FEEDBACK STUDIO", through which you can enter marks and feedback.



In **FEEDBACK STUDIO** you will find:

1. **Grade Box** – here you can enter the provisional grade for the submission.
2. **Student Selection (Drop Down)** – here you can select the individual student (by name) you are required to mark.
3. The **BLUE** options on the right refer to Feedback and Rubrics (where applicable).
4. The **RED** options on the right refer to the Similarity Report (TURNITIN).
5. This is where you can read the student submission.

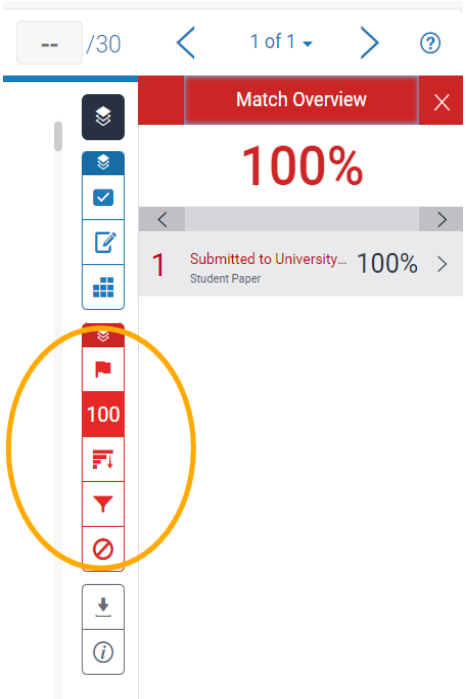




3.a. **FEEDBACK**

To enter Feedback, select the "pen and paper" icon from the BLUE options. That will reveal "Voice Comment" and "Text Comment" – this is where you can enter the feedback for the student. The grade will store automatically.

IMPORTANT: IF YOU ARE MARKING AFTER THE POST-DATE – unfortunately, marking is locked after the post-date. This means that you need to speak to the Assessments Team and your manager regarding re-enabling the link. This includes hiding already released provisional marks for students and requires communication with affected students.



4.a. **TURNITIN**

By using the RED options you can see, download and review (as well as filter) the Similarity Report.

IMPORTANT – Please remember that Turnitin score is a guide only in relation to Academic Misconduct.