

ASSESSMENT SPECS

GUIDE TO UPLOADING

May 2025 – Jakub Ceglarz PAO Assessments

ACCESS NEEDS:

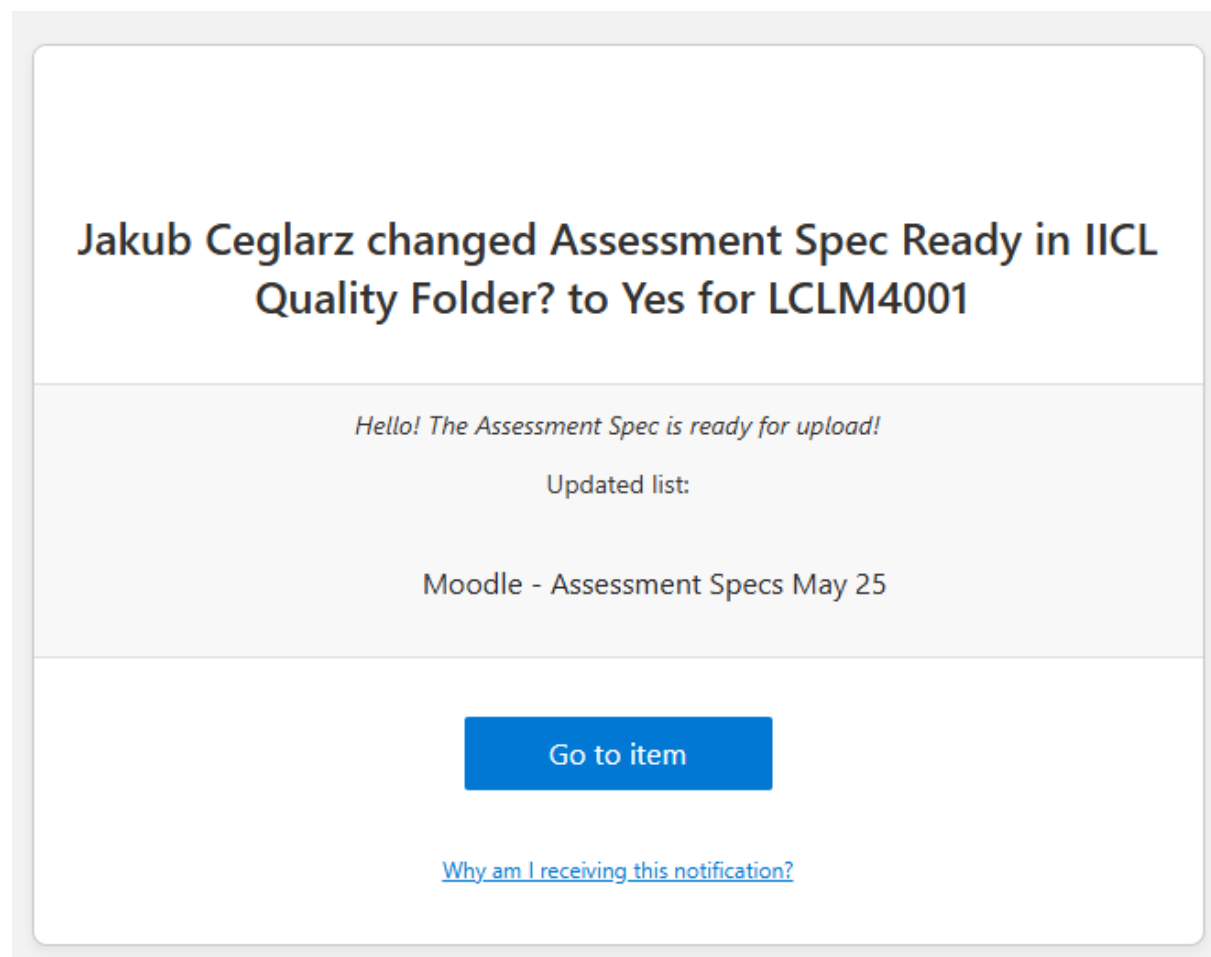
- [IICL Quality Folder on MTeams](#)
- [Moodle – Assessment Specs Tracker List](#) for May 2025

INFO:

This work guide shows one way of uploading the Assessment Specs onto Moodle – there are other ways, however, the process below seems to be the most efficient.

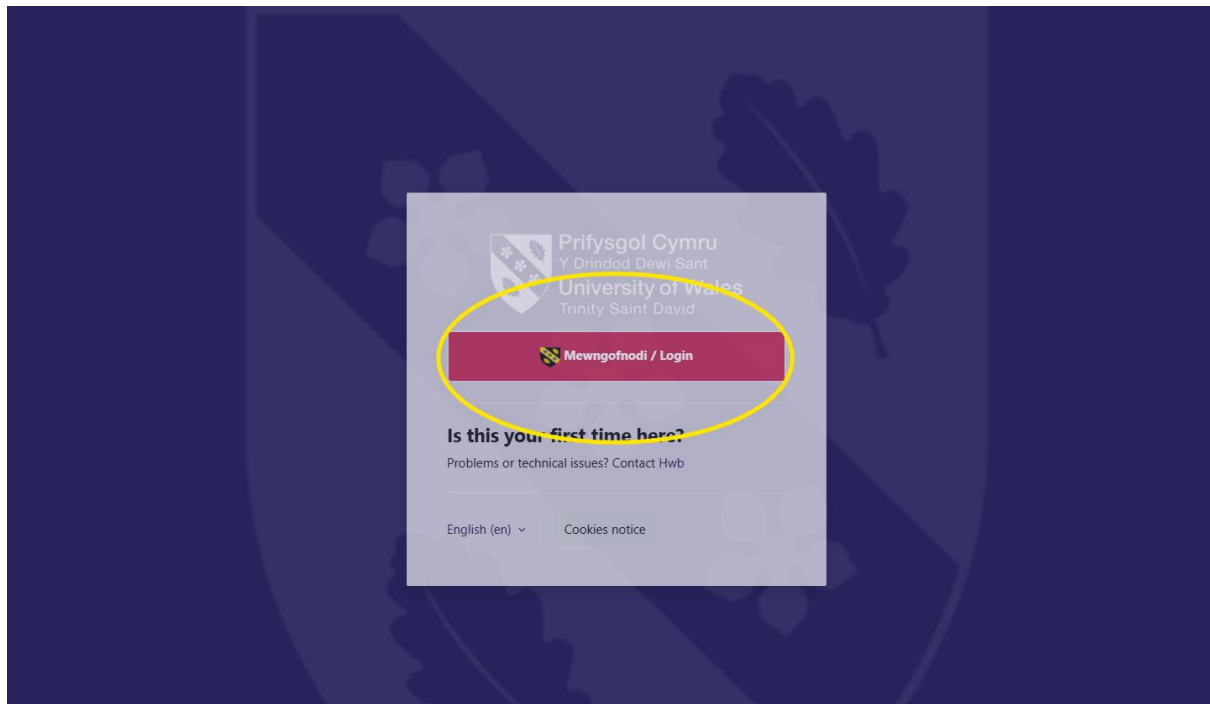
STEP 1: Check your email to see if you received a notification that the Assessment Spec is ready for you.

- The notification will come from the list.

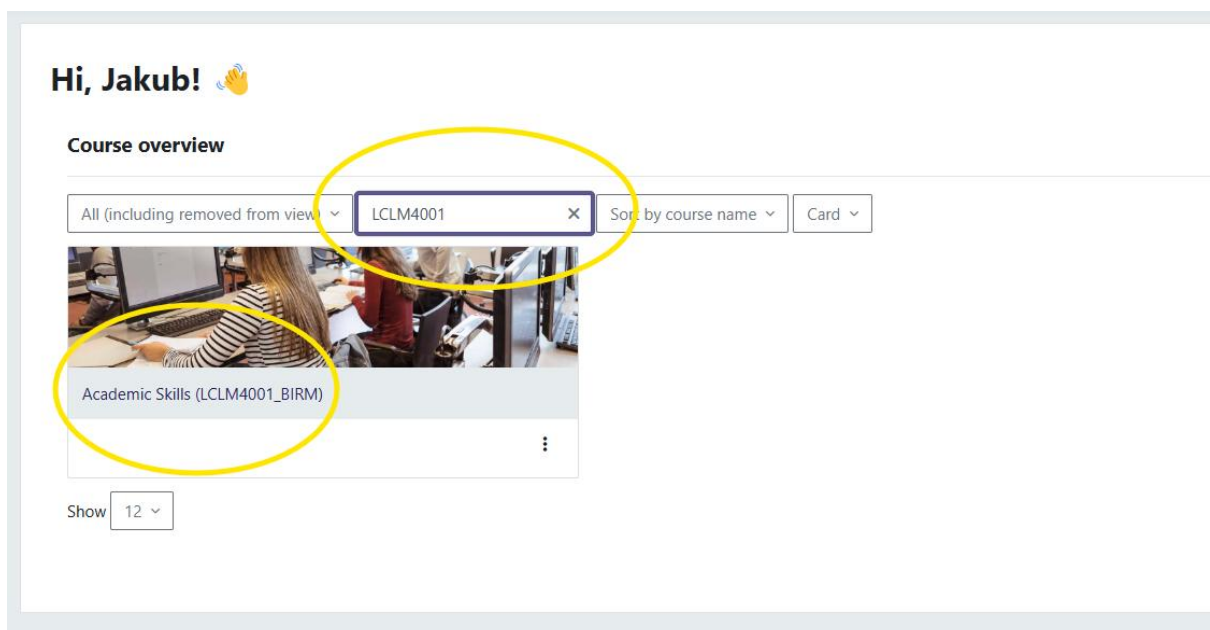


- Your manager triggers the flow by confirming the Assessment Specs availability.
- Download the correct Assessment Specs from the IICL Quality folder to your PC.

STEP 2: Log into Moodle



- Find or select the correct Moodle Page (Use the tiles to find the module by the module code or use the search bar to type in the module code to find it).



- Select “Edit Mode” (Use the top right corner switch)

The screenshot shows the Moodle LMS interface for the course 'Academic Skills (LCLM4001_BIRM)'. The top navigation bar includes the University of Wales logo, 'Dashboard', 'My modules', 'Moodle archives', and 'Useful links'. A red 'Course Management' button is visible. The main content area features a banner image and a 'Welcome to Academic Skills LCLM4001_BIRM' message. On the right, a sidebar contains sections for 'Panopto' (Live sessions, Completed recordings), 'Links' (Course settings, Download recorder), and 'Staff Moodle Training Survey'.

Top Navigation Bar:

- Prifysgol Cymru / University of Wales
- Dashboard | My modules | Moodle archives | Useful links
- Course Management
- Edit mode** (highlighted with a yellow circle)

Main Content Area:

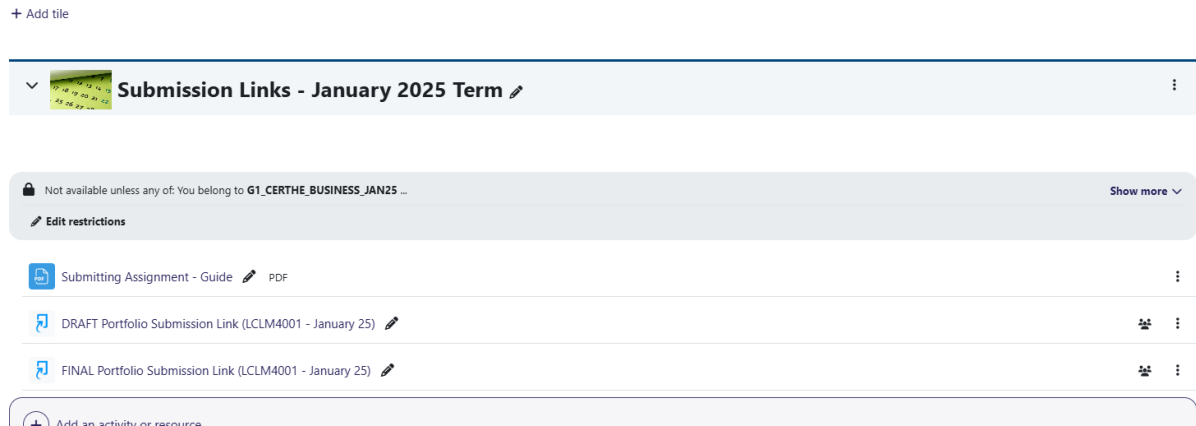
- Academic Skills (LCLM4001_BIRM)**
- Course | Settings | Participants | Grades | Reports | More
- Welcome to Academic Skills LCLM4001_BIRM

Right Sidebar:

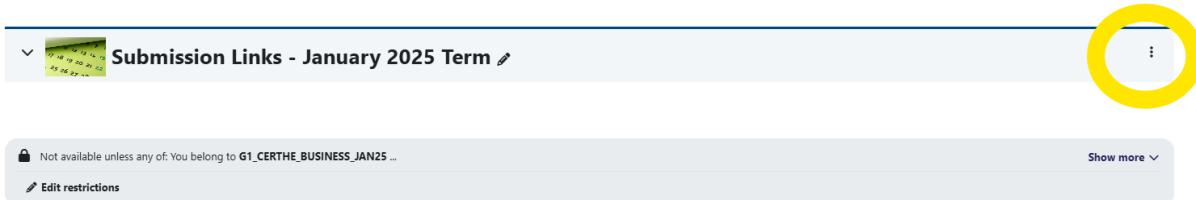
- Panopto**
- Live sessions**
No live sessions
- Completed recordings**
Video Explaining Assessments for the LCLM4001 Academic Skills Module (May Term 2023)
Session 6- Academic Skills- Thu Feb 20 2023 14:02:32
LCLM4001, Grp 1, Wed Feb 19 2023, Caroline
[Show all]
- Links**
Course settings
Download recorder (Windows | Mac)
- Staff Moodle Training Survey**
Please click image below to take the survey.

STEP 3: Create New Submission Link Tile

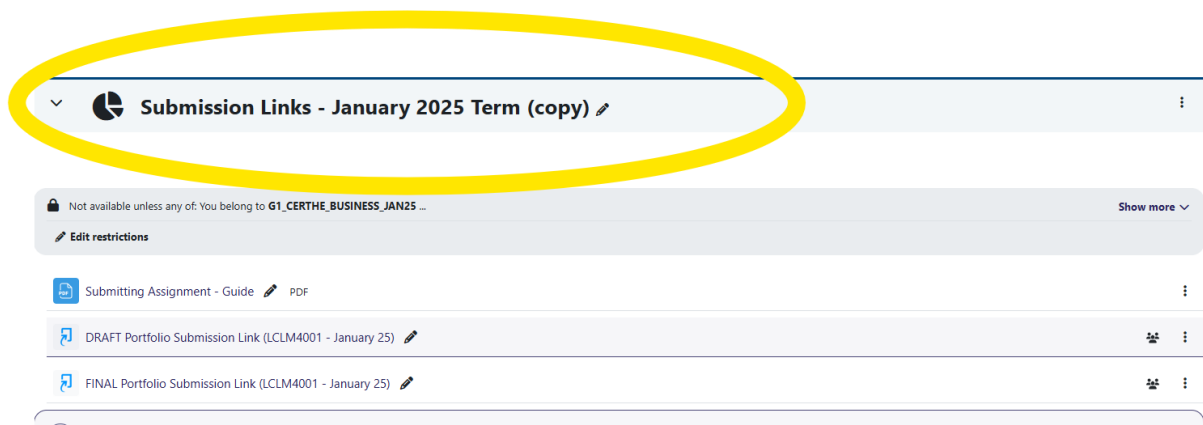
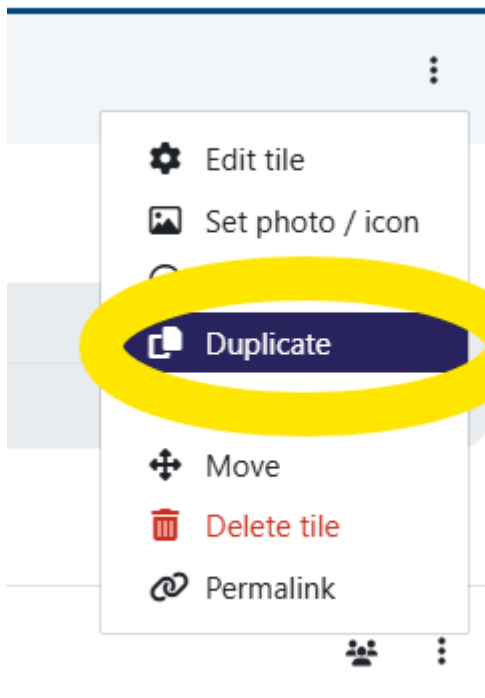
- *Locate the “Submission Link” Tile (This will create a basis for the Feedback Tile).*



- *Duplicate the tile. Select options by clicking the 3 vertical dots on the right-hand side.*



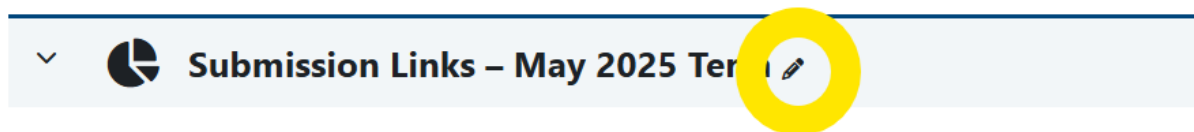
- *Select the “Duplicate” option in the drop-down menu – this will create a Copy version of the tile (IMPORTANT – YOU WILL BE WORKING ON BOTH COPY AND ORIGINAL VERSION OF THE TILE – PLEASE BE MINDFUL - THE COPY WILL BE OUR NEW SUBMISSION LINK FOR THE COMING TERM).*



STEP 4: Rename the “Copy” link tile to: Submission Links – May 2025 Term

- Click on the “pen” icon to change the name of the tile. Enter the new name and press **ENTER** on your keyboard to save the changes.

Submission Links - January 2025 Term

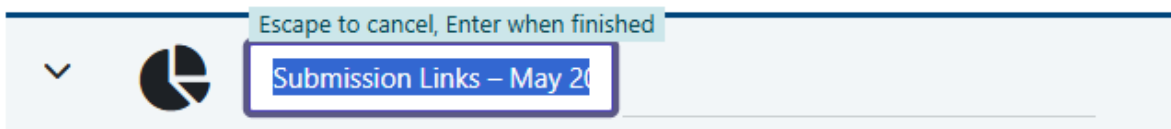


Not available unless any of: You belong to **G1_CERTHE_BUSINESS_JAN25 ...**

 Edit restrictions

←Submission Links - January 2025 Term



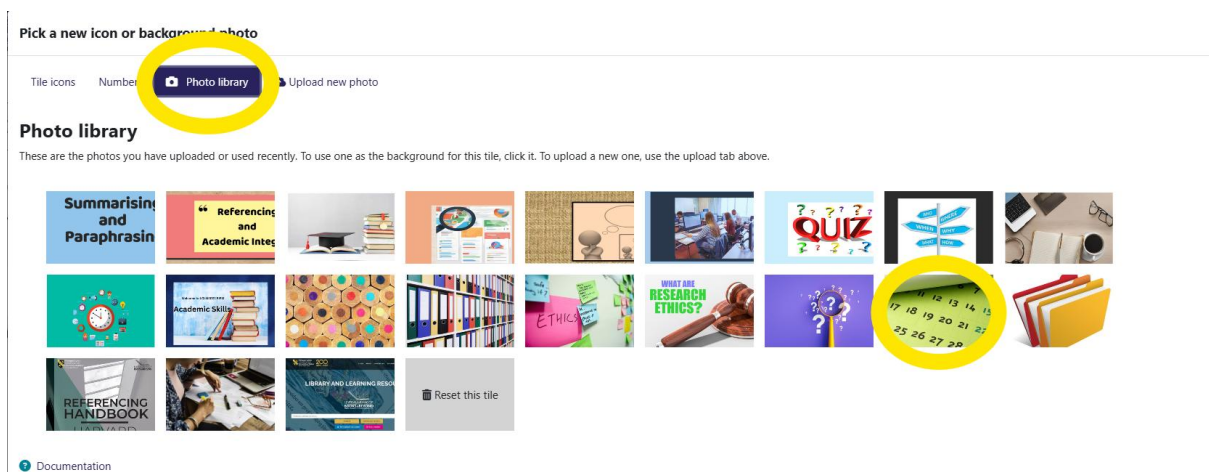
Not available unless any of: You belong to **G1_CERTHE_BUSINESS_JAN25 ...**

STEP 5: Change the icon image for this tile.

- Click on the icon on the left side of the name of the submission link.

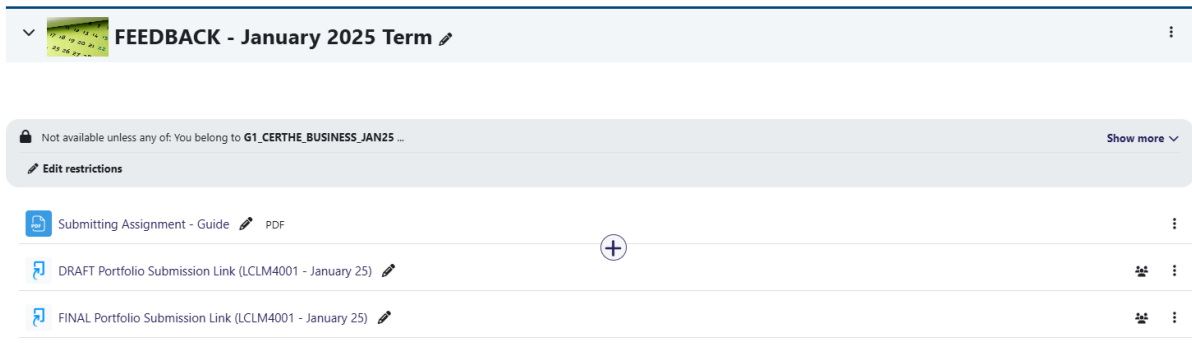


- Select “Photo Library” and then the icon with the calendar.



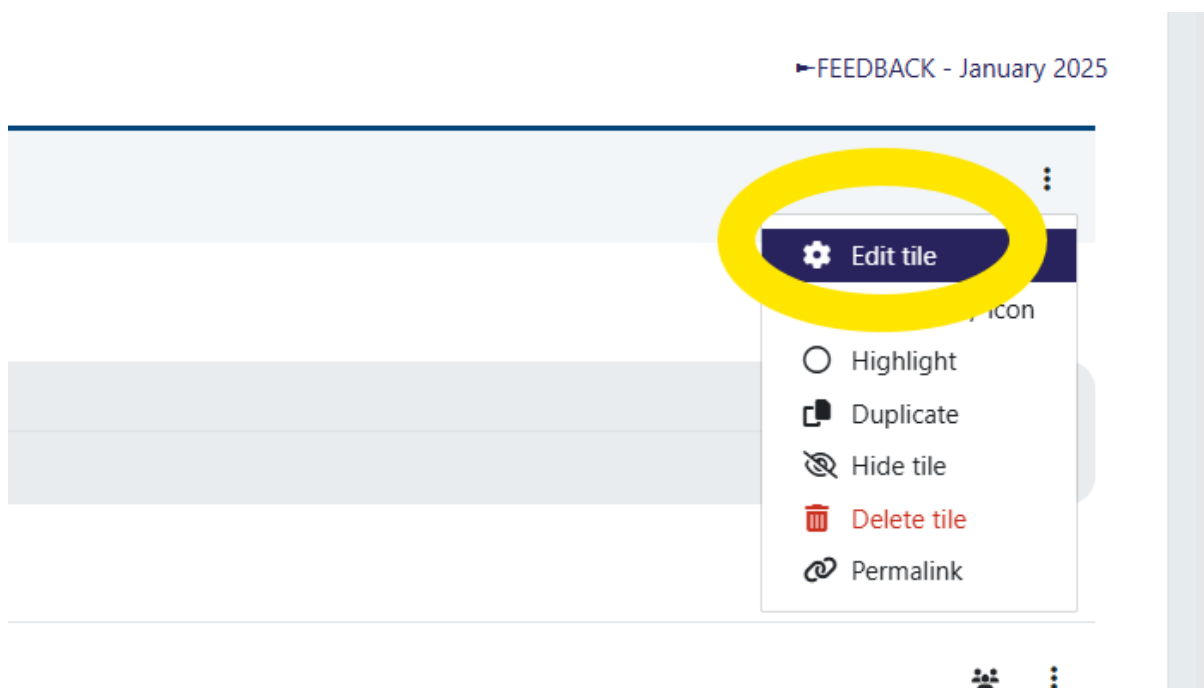
STEP 6: Create a Feedback Tile

- *Locate the previous submission link tile (the one that you just created a copy of) and rename it as: FEEDBACK – January 2025 Term.*



STEP 7: Restrict the Visibility

- *Select options by clicking the 3 vertical dots on the right-hand side and select “Edit Tile”.*



- *Scroll down to the “Restrict access” drop-down menu.*

Set photo / icon

div

In the course, with editing mode on, simply click

> **Restrict access**

- Click on the arrow to the left to open the drop-down menu and locate the “eye” icon next to the “Student MUST...” settings.

▼

Restrict access

Access restrictions

👁️

Student

not

match

any

of the following

Group

G1_CERTHE_BUSINESS

×

or

Group

G1_CERTHE_BUSINESS

×

or

Group

G1_CERTHE_BUSINESS

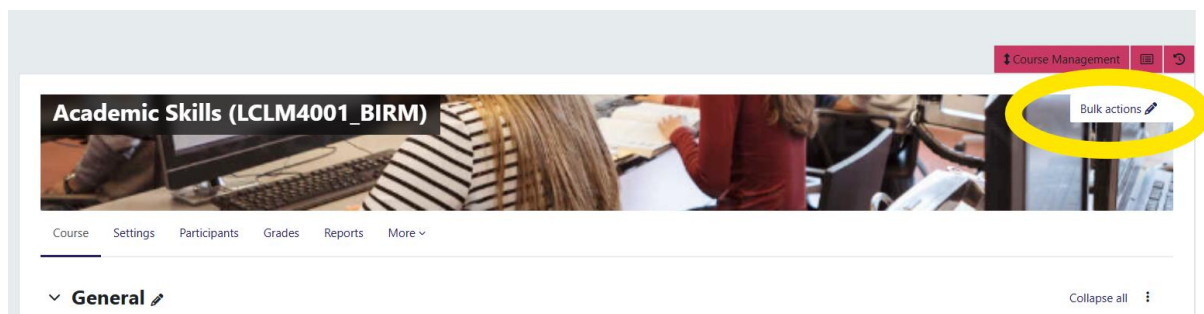
×

- Click on the “eye” option so it appears crossed. This will make that tile visible **ONLY** to students who fall under the restriction.

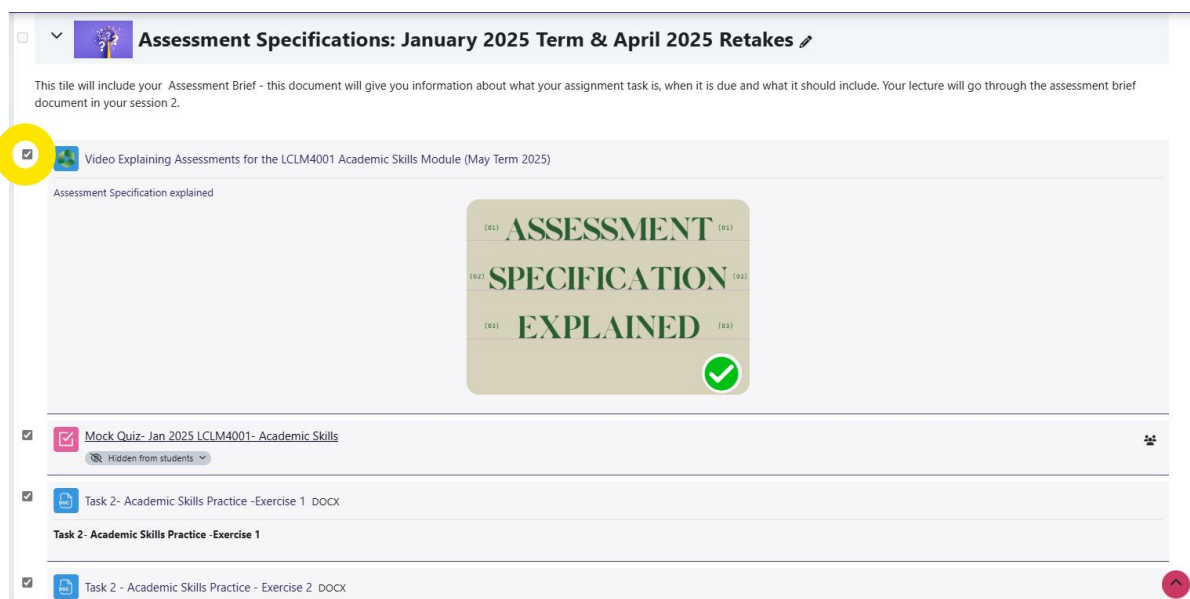


STEP 8: Move previous Assessment Specs to the newly created feedback tile.

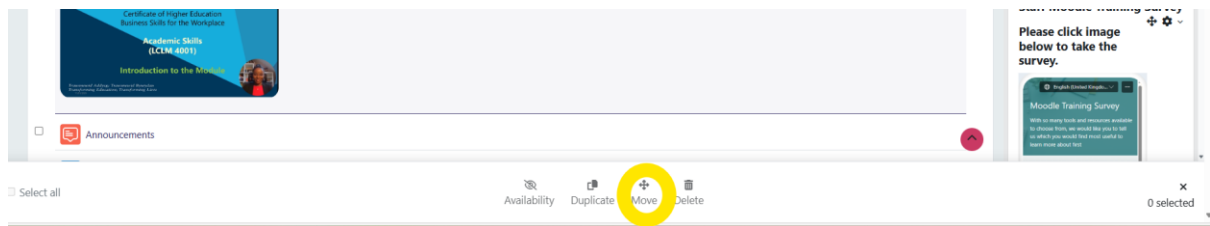
- Go to the top of the page and select “Bulk Actions” options. It will bring up a new option menu on the bottom of the page. This will also allow you to move multiple items on Moodle at once.



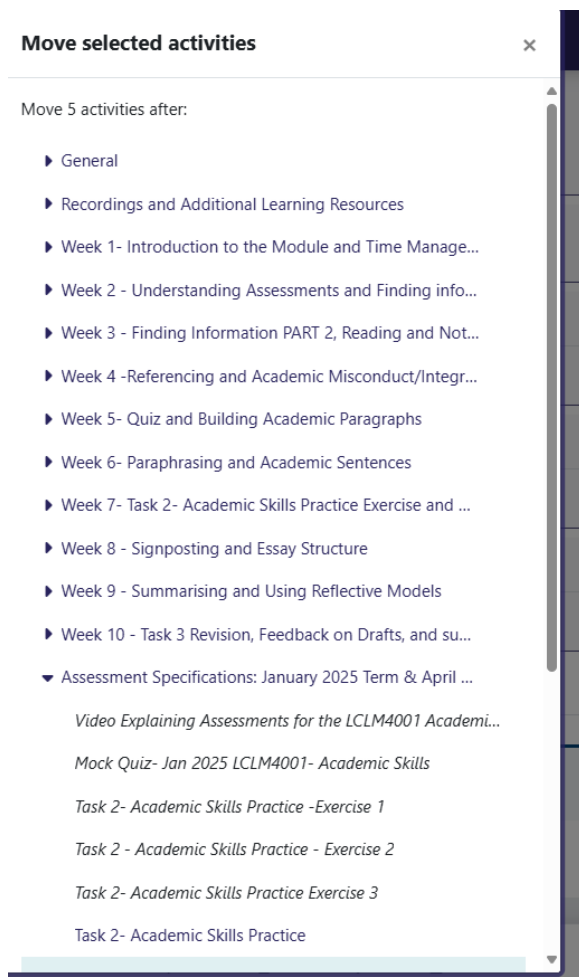
- You can now use selection boxes (left-hand side) to select the multiple items you want to move. Select all the items in the current Assessments Specification tile.



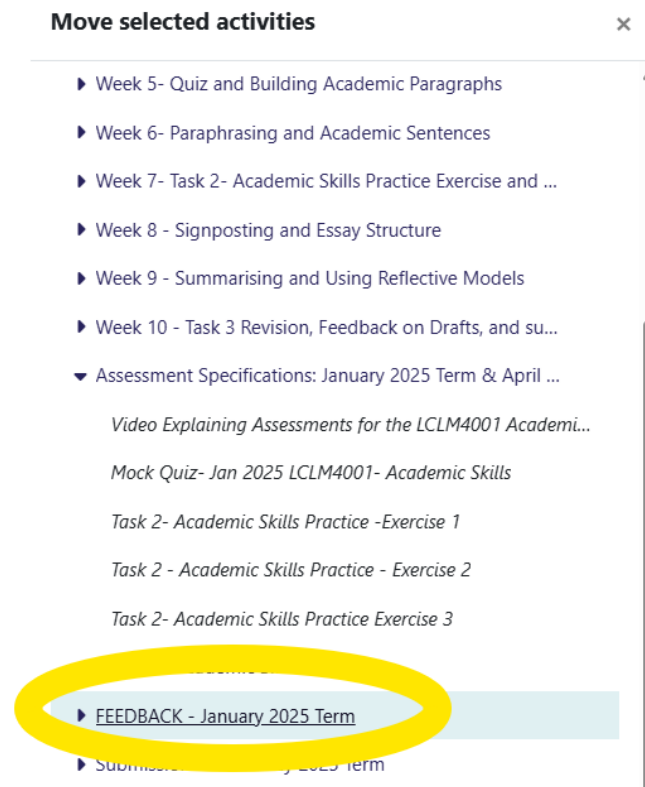
- Select the “Move” option on a new option menu on the bottom of the page.



- This will bring up a pop-up window with the linked index of all the items on the page.

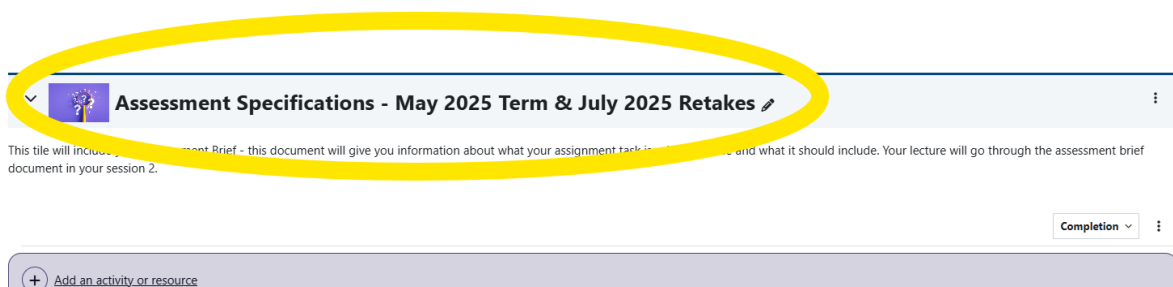


- *Locate the “Feedback” tile that you created and click on it. This will move all the selected items to the tile you choose. (IMPORTANT – Please give Moodle a few seconds while this occurs).*



STEP 9: Rename the Assessment Spec Tile.

- Click on the “pen” icon to change the name of the tile. Enter the new name and press *ENTER* on your keyboard to save the changes.
- The name should be as per the below template: **Assessment Specifications - May 2025 Term & July 2025 Retakes.**



STEP 10: Upload the new Assessment Specs

- Find and click “+ Add an activity or resource” under the “Assessments Specs” tile.

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 in your session 2.



- In the pop-up window – select “File” activity.

Add an activity or resource 

Search

All Activities Resources

 Assignment  	 Book  	 Chat  	 Choice  	 Database  	 File  
 Folder  	 Forum  	 Glossary  	 Group choice  	 IMS content package  	 Interactive Content  
 Lesson  	 LinkedIn Learning  	 MATLAB Coding Problem  	 Microsoft Learn  	 Online Resource Lists  	 Page  

- *Fill in the settings:*
 - *Name: “Assessment Specifications – LCLM4001 – Portfolio”.*

Name Assessment Specifications – LCLM4001 – Portfolio

- *Upload new Assessment Specs (IMPORTANT – you might have multiple Components to upload! – you need separate “File” activities for each spec you upload). You can upload by selecting a file (File icon) or by “Drag and drop”.*

☐ Display description on course page 

Select files



Files



Drop files here to upload

- *Scroll down and click: “Save and return to course” at the bottom of the page.*

0 words 

☐ Display description on course page 

Select files

Maximum size for new files: 100 MB









Files

Name	Last modified	Size	Type
 LCLM4001 - Academic Skills - May Term 2025 - Assessment Specification (Final) (1).docx	6/05/25, 09:28	74.3 KB	Word 2007 document

> Appearance

> Common module settings

> Restrict access

> Completion conditions

> Tags

Send content change notification 

Save and return to course

Save and display

Cancel

 Required