MOODLE – GENERAL QUERIES GUIDE

June 2025 – Jakub Ceglarz

This guide created to capture some of the resolutions for the common Moodle Queries. This Guide references other guides already available.

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

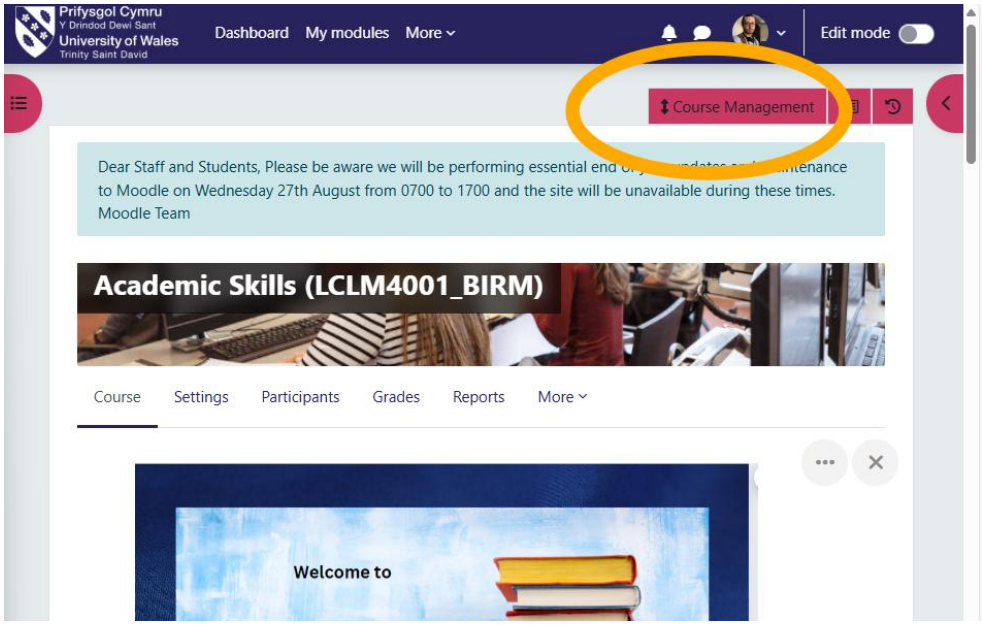
3B. CHANGING & CHECKING AVAIABILITY OF THE ACTIVITY

PART A

1A. ADDING INDIVIDUAL STUDENT TO THE GROUP

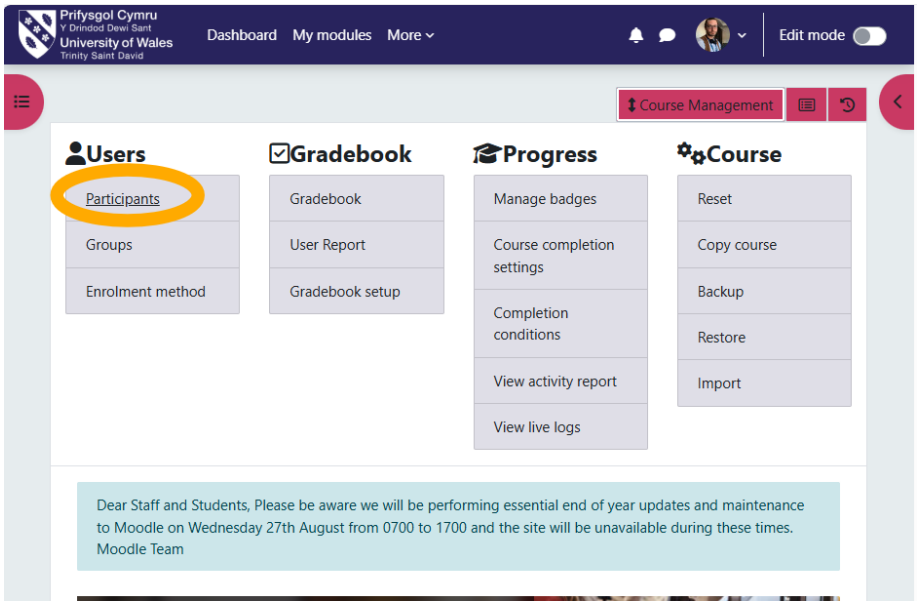
STEP 1:

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



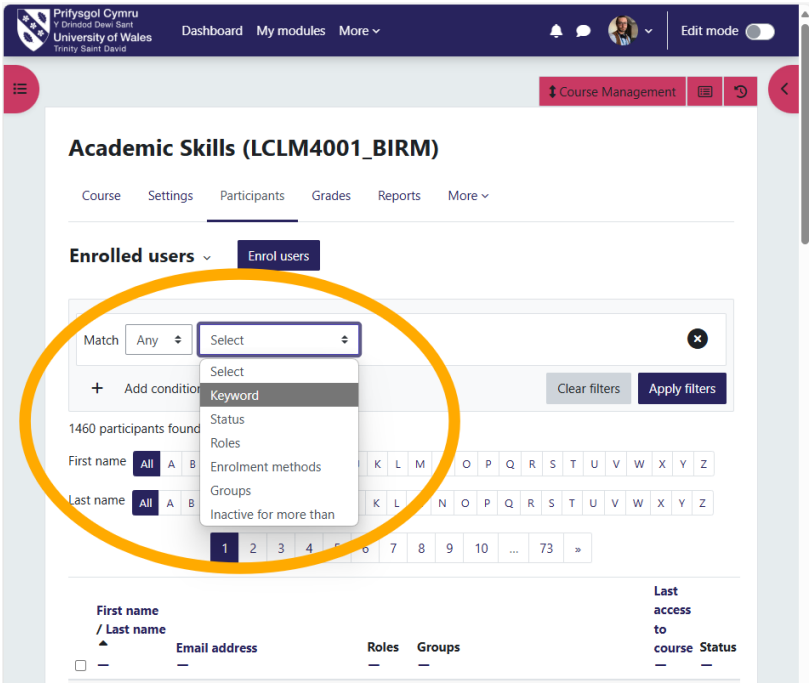
STEP 2

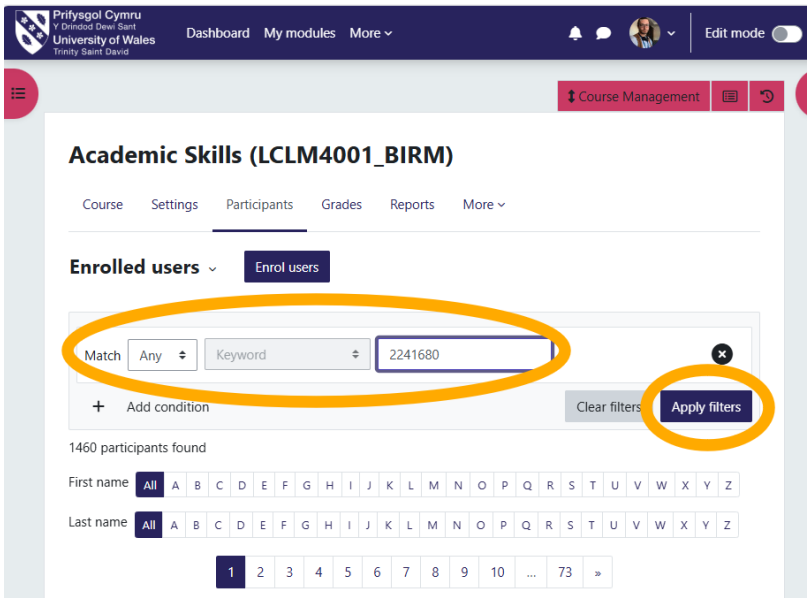
Select “Participants”



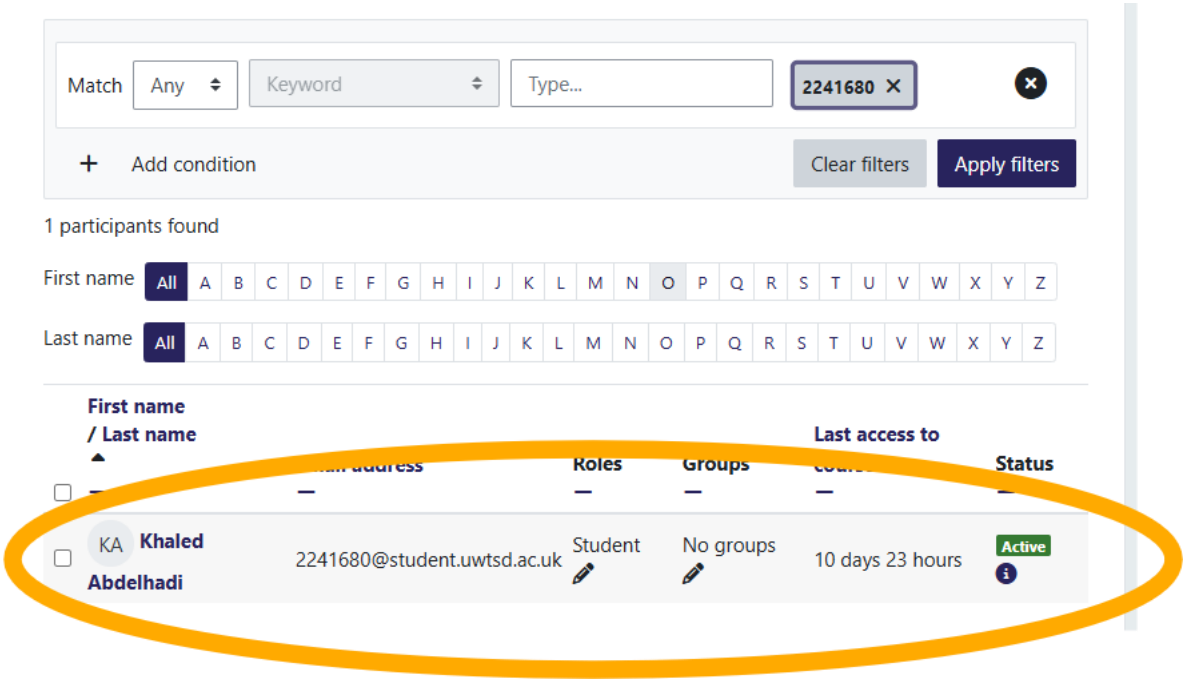
STEP 3:

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



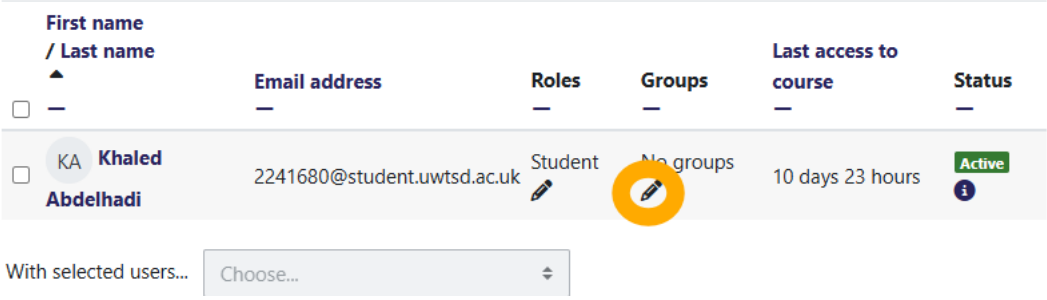


HINT: CLICK "Apply Filters" once then take a second and click it again, this way the student record will be pulled to the top as per below:



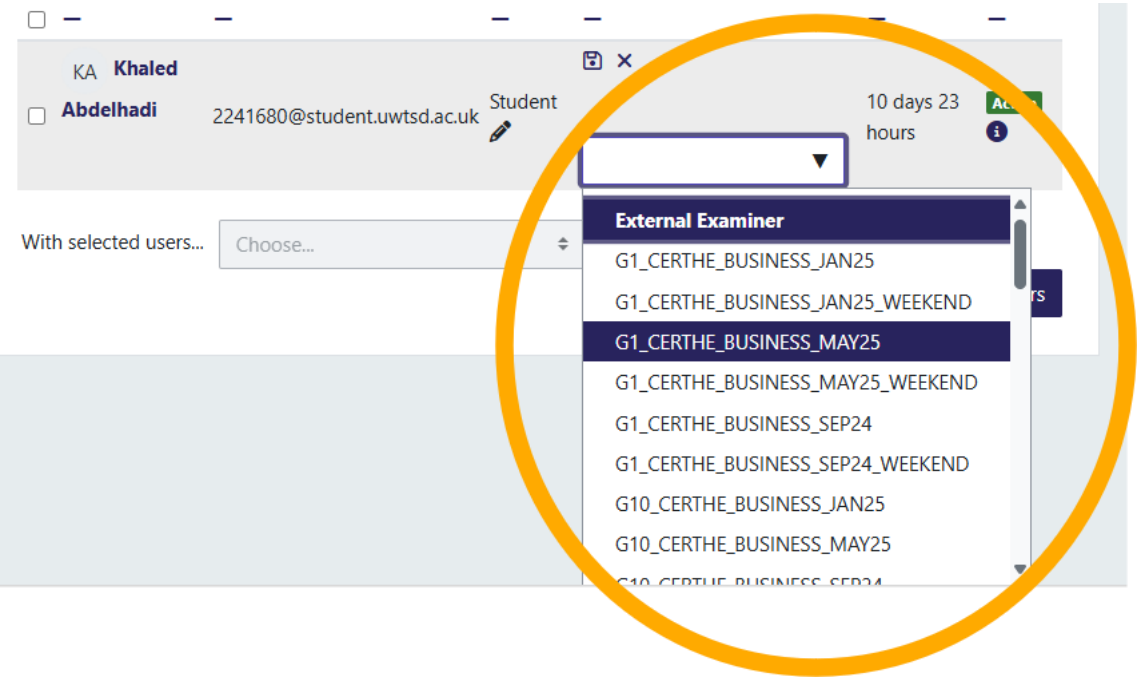
STEP 4:

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



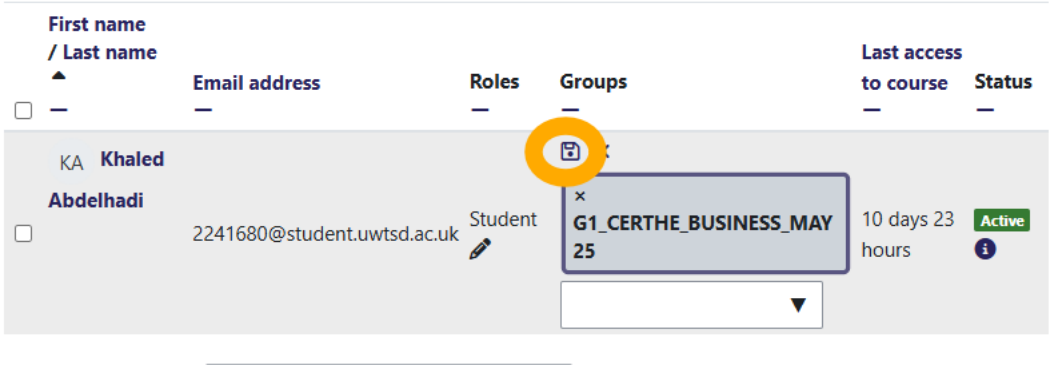
STEP 5:

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



STEP 6:

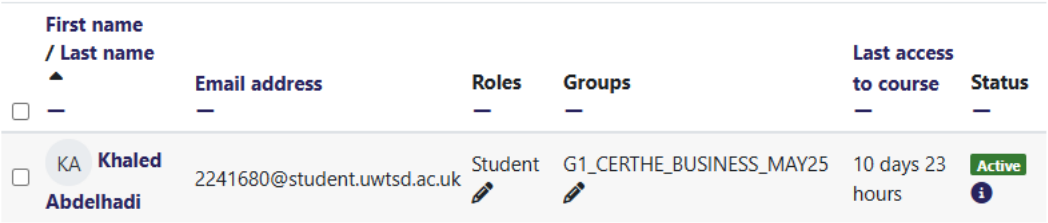
Once selected – save changes by clicking the "Save" icon.



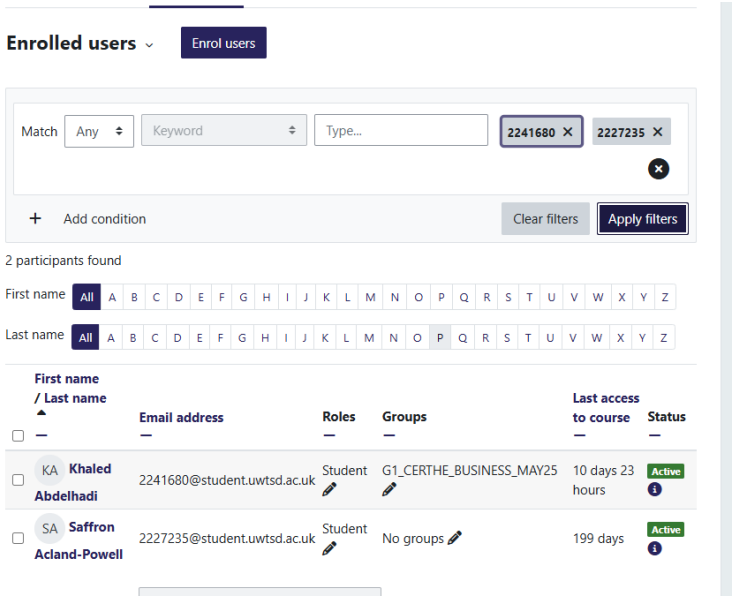
HINT: You can also use this method to remove group attachment from the student record.

STEP 7:

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



2A. ADDING INDIVIDUAL STUDENT TO THE GROUP

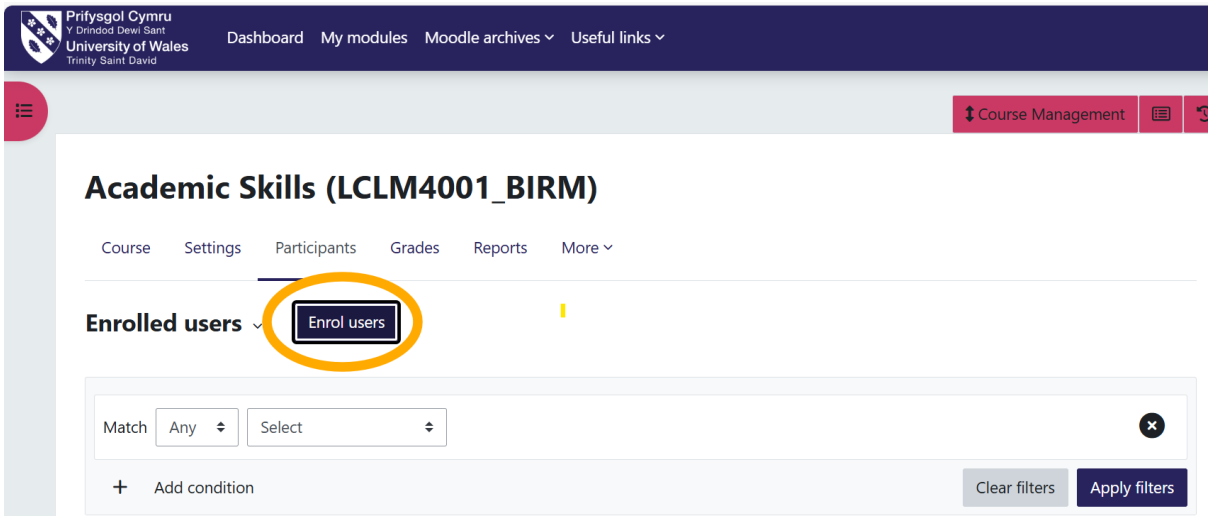
FOLLOW THE STEPS IN THE 1A GUIDE ABOVE (STEPS 1 to 2)

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:

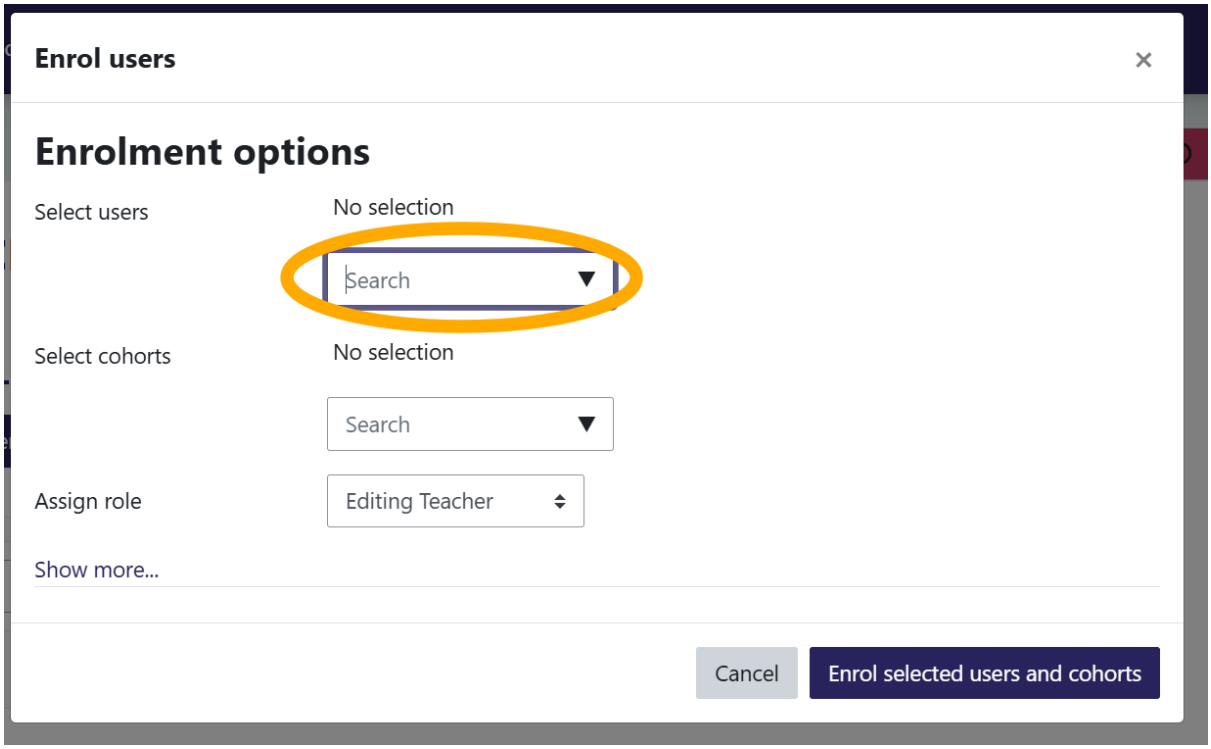
Click "Enrol Users"

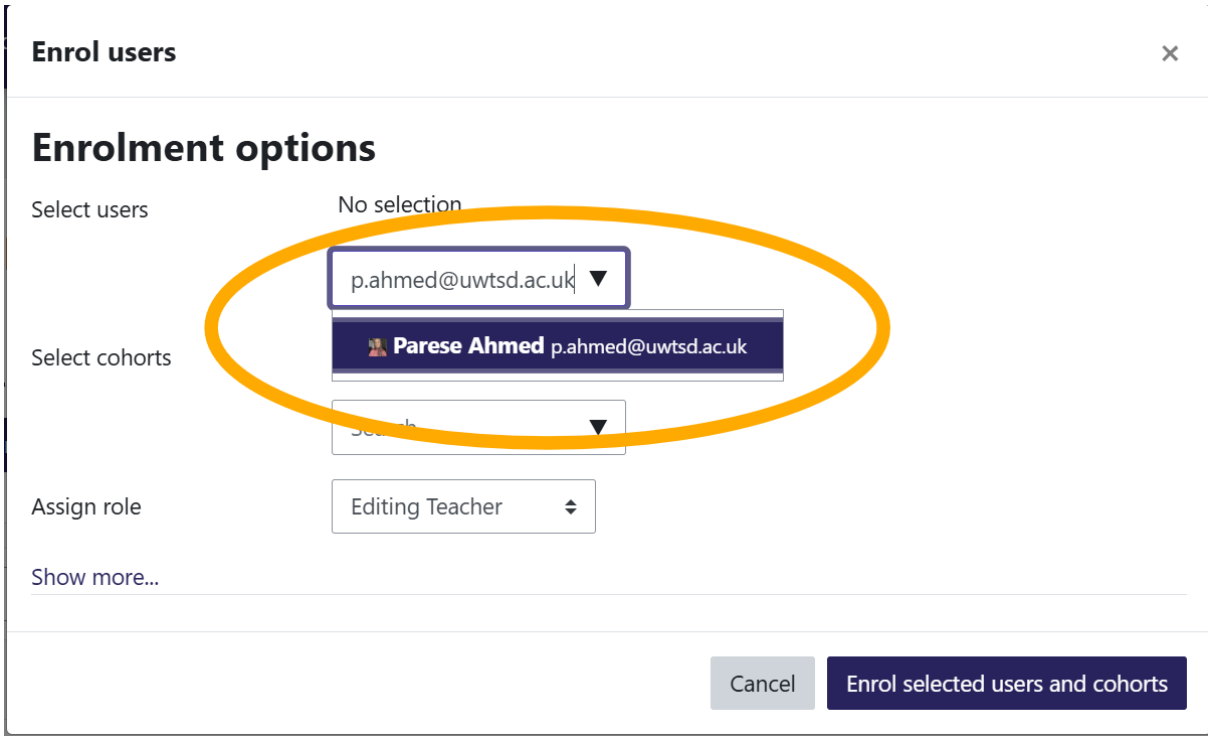


STEP 4:

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.

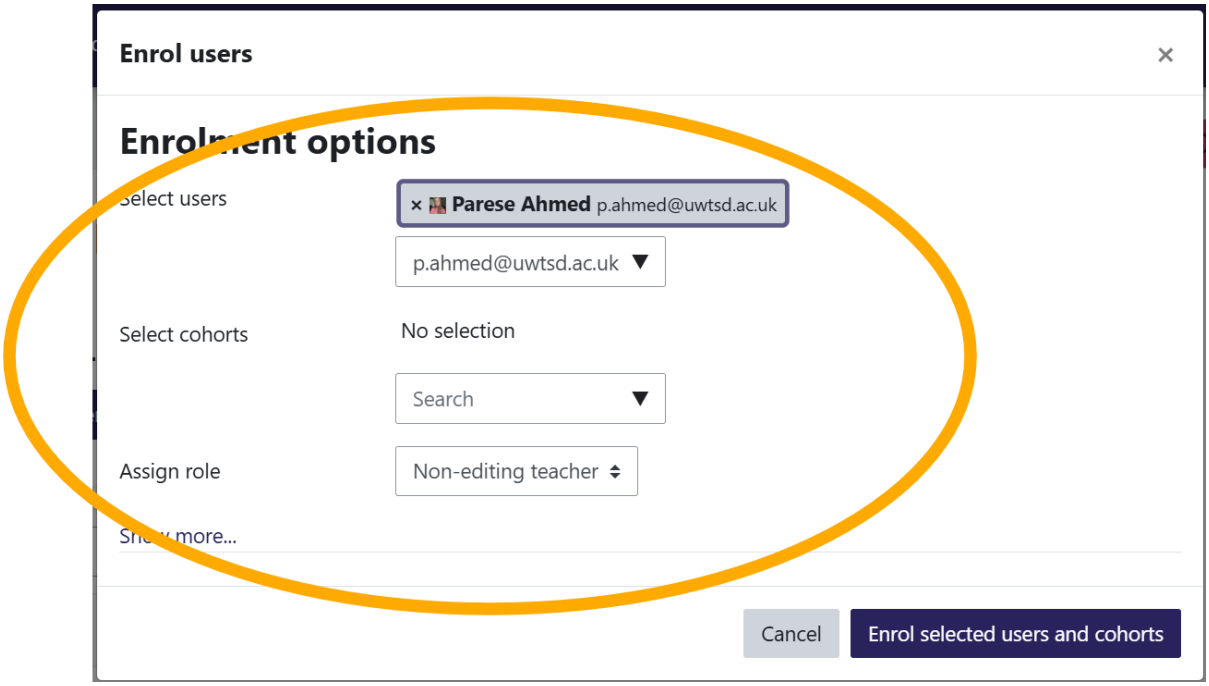

Enrol users
Enrolment options
Select users
No selection
Search
Select cohorts
No selection
Search
Assign role
Editing Teacher
Show more...
Cancel
Enrol selected users and cohorts


Enrol users
Enrolment options
Select users
No selection
p.ahmed@uwtsd.ac.uk
Parese Ahmed p.ahmed@uwtsd.ac.uk
Select cohorts
Assign role
Editing Teacher
Show more...
Cancel
Enrol selected users and cohorts

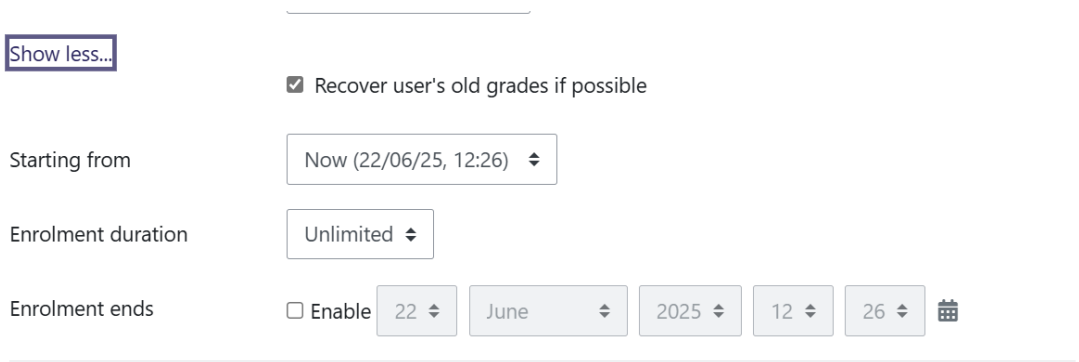
STEP 5:

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.

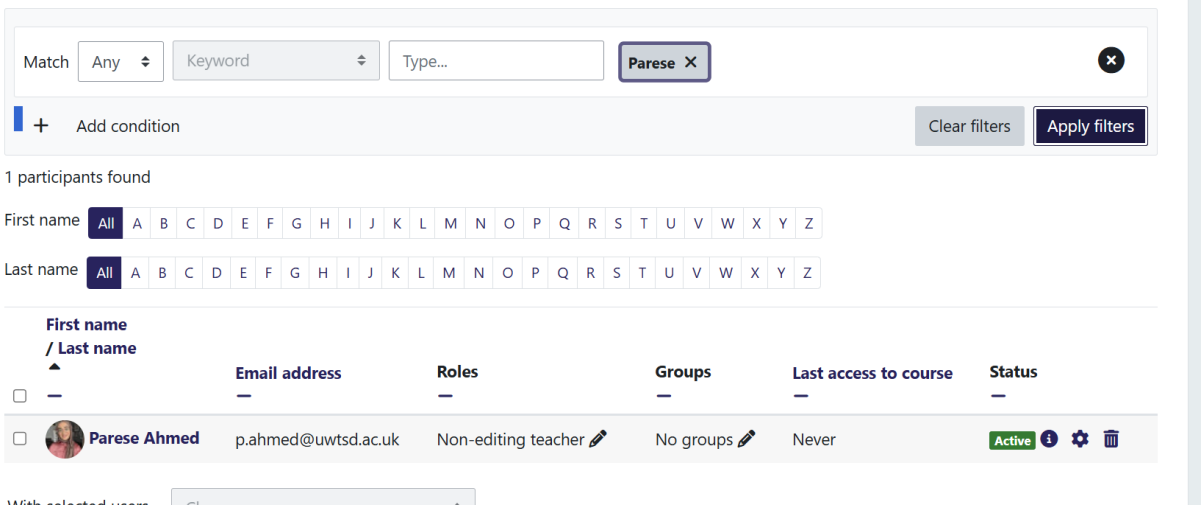


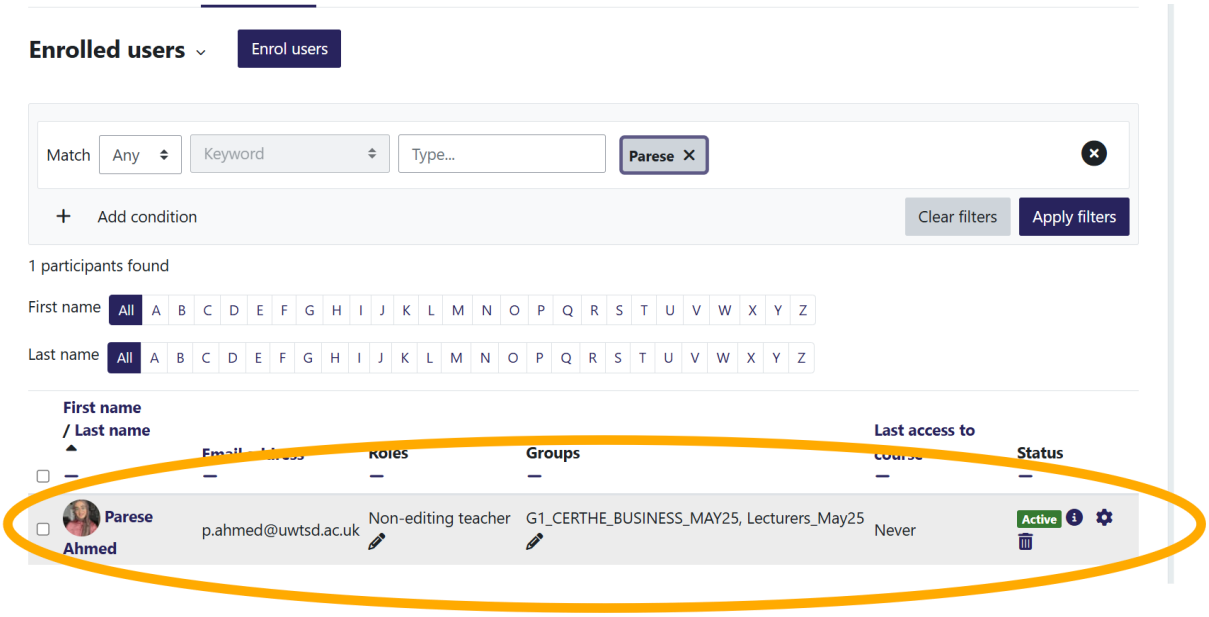
HINT: We can also set up the period of the enrolment, which will automatically inactivate the enrolment. This is also worth checking in situations where the lecturer is enrolled but the enrolment expires. Click "Show more..." in the pop-up window. The default setting is "Unlimited."



STEP 6:

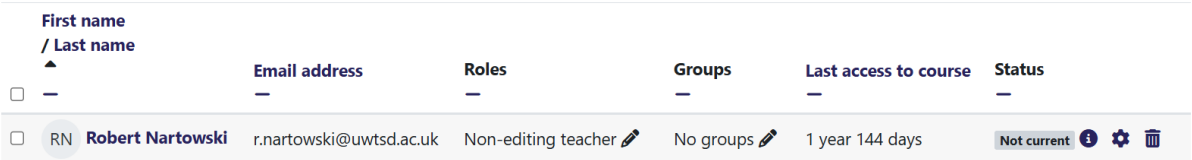
Add the lecturer to correct groups; "Lecturer" group & Student Group that they teach. STEPS 4 - 7 of the previous Guide.





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

3A. ADDING INDIVIDUAL STUDENT TO THE GROUP

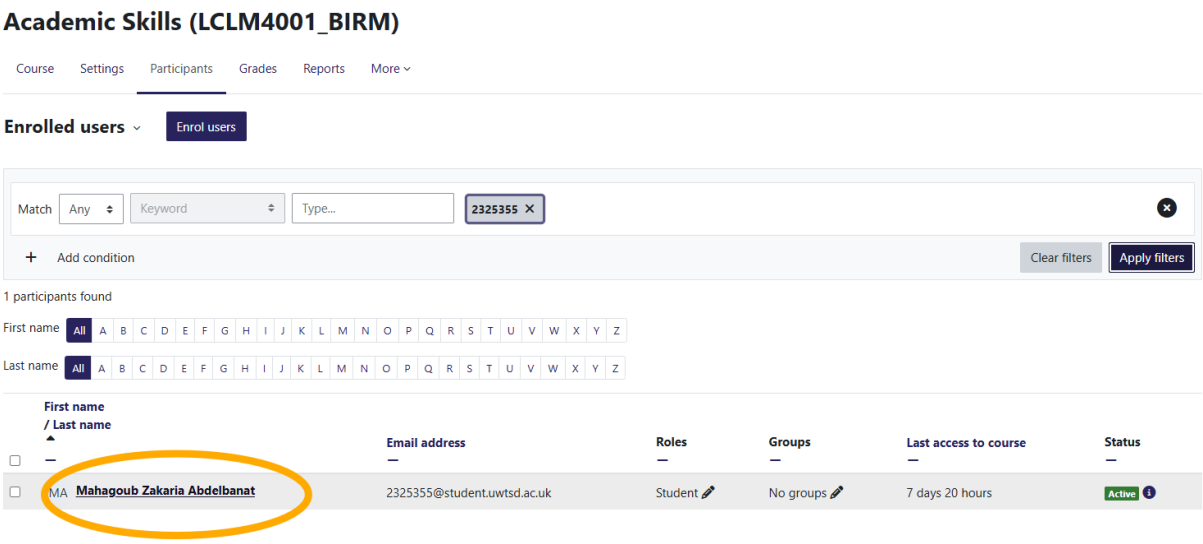
You can check the access by reviewing the record as per STEPS 1-3 in 1A part of this guide.

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:

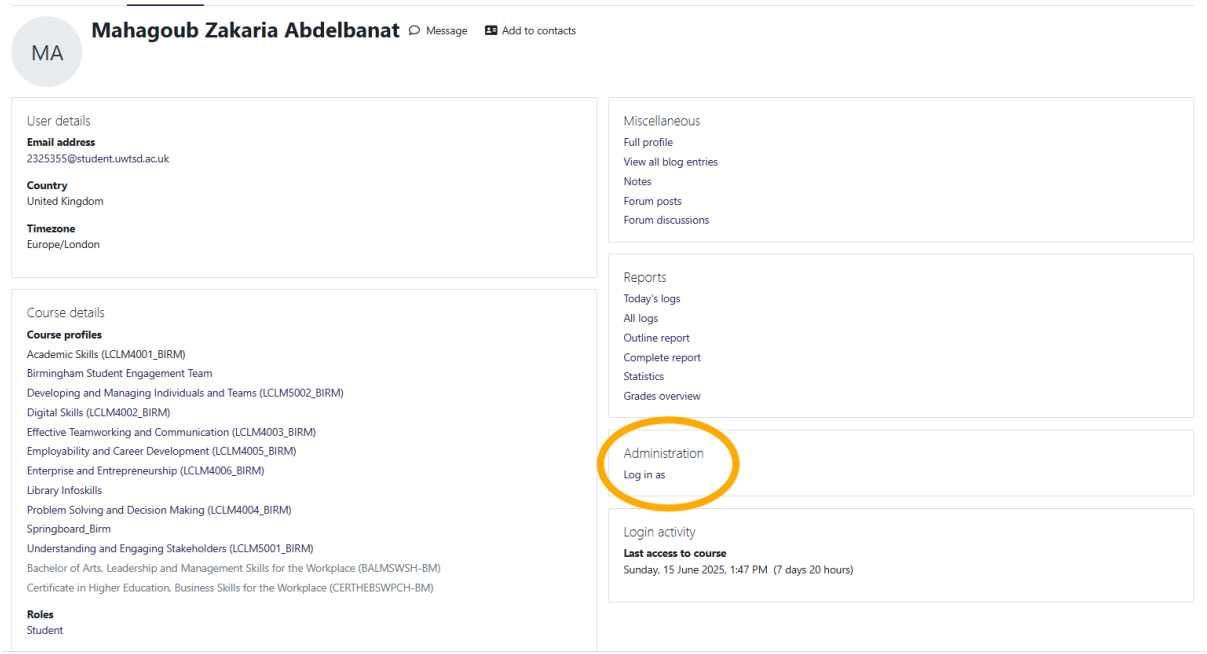
FOLLOW THE STEPS 1 to 3 IN 1A.

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



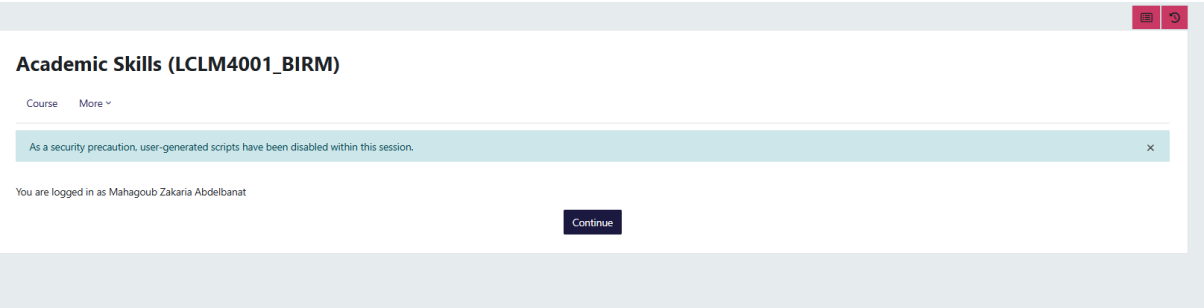
STEP 5:

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



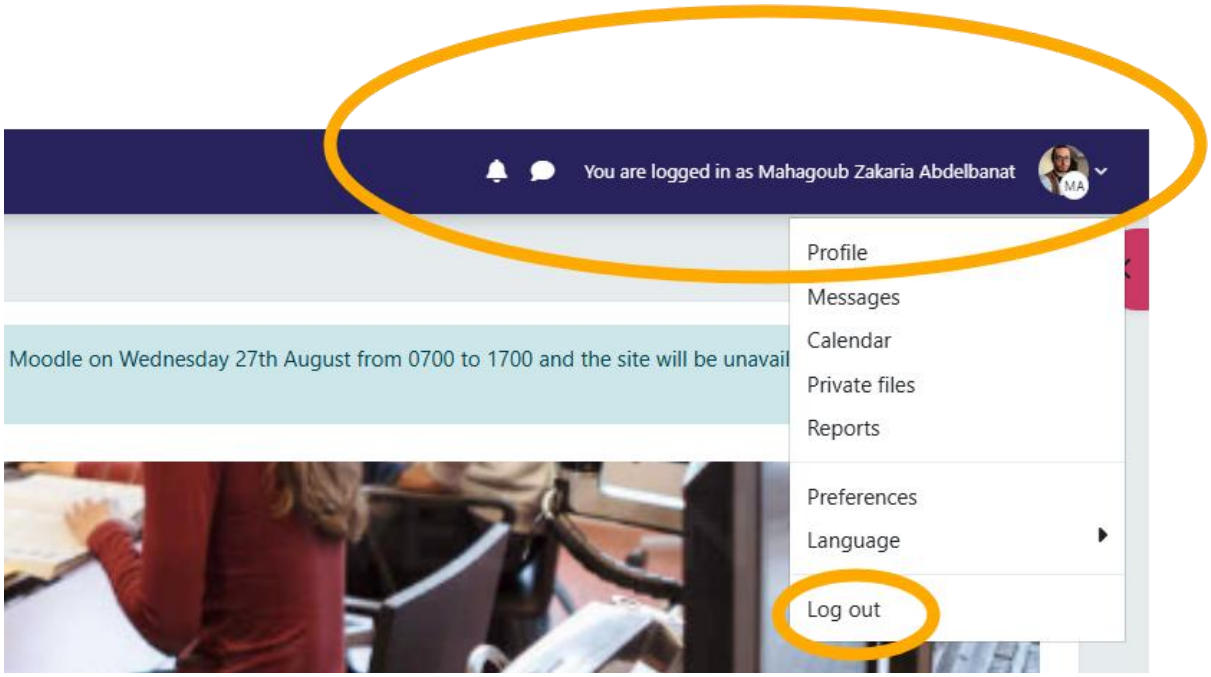
STEP 6:

Click “Continue” at the security screen that follows.



STEP 7:

To Log Out select your profile picture in the top right corner of the page and select “Log Out” from the drop-down menu. This will take you back to the Moodle Log in page – click “Login” to get back into Moodle as yourself.


You are logged in as Mahagoub Zakaria Abdelbanat
MA
Profile
Messages
Calendar
Private files
Reports
Preferences
Language
Log out
Moodle on Wednesday 27th August from 0700 to 1700 and the site will be unavail

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:

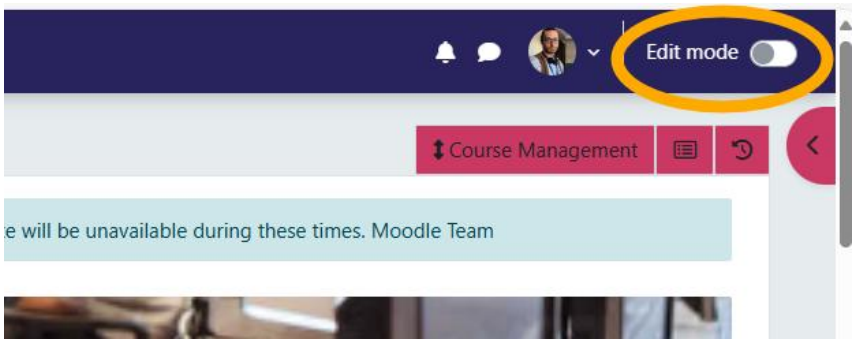
- **Quiz availability**
- **Case Studies availability**
- **Submission Links in cases of emergency / technical error**

STEP 1:

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

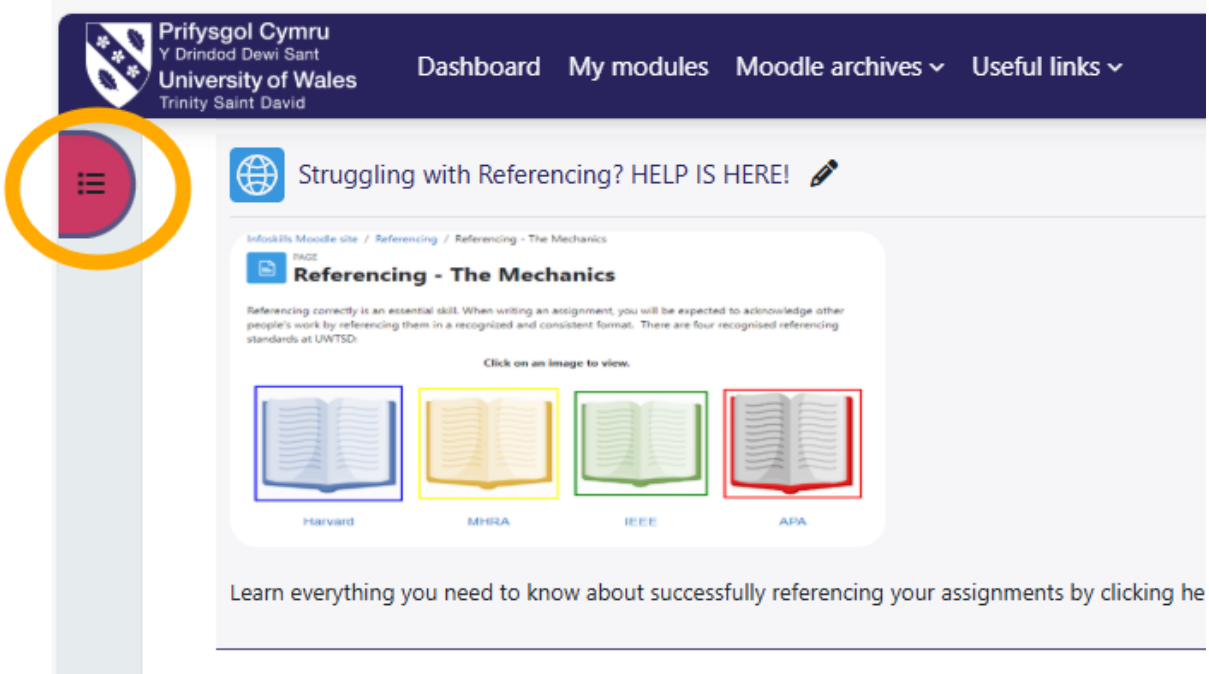
STEP 2:

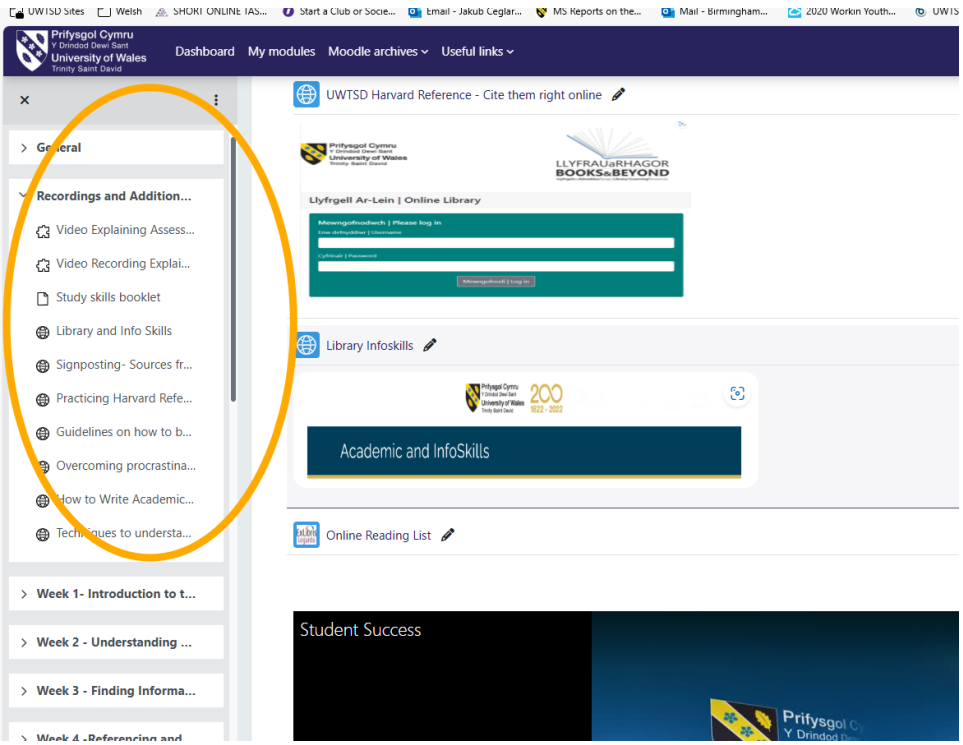
Turn on the "Editing Mode" in the right top corner of the page. Edit mode enables you to make changes on the Module Page.



STEP 3:

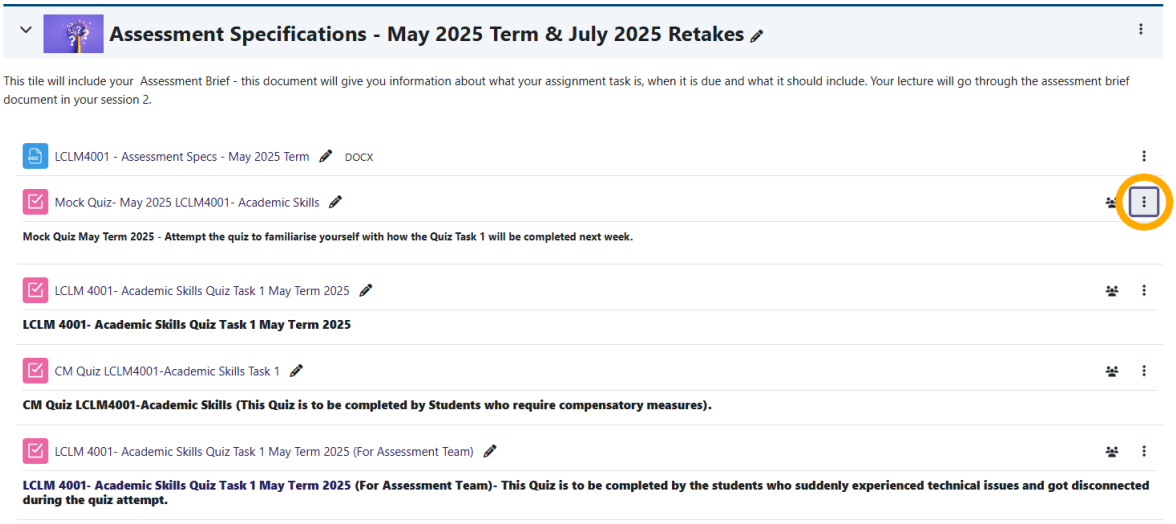
Locate the activity you would like to make changes to by scrolling the page or by using the index page on the left-hand side of the screen.





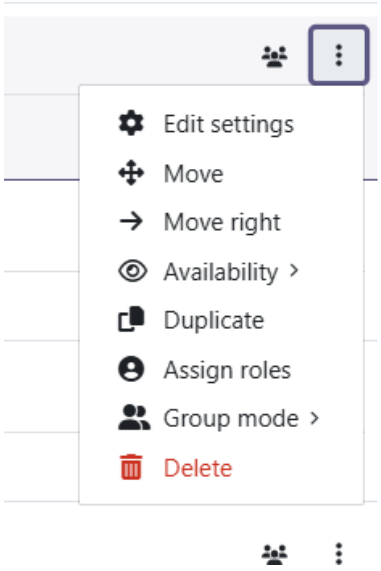
STEP 4:

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



STEP 5:

The available edits are:



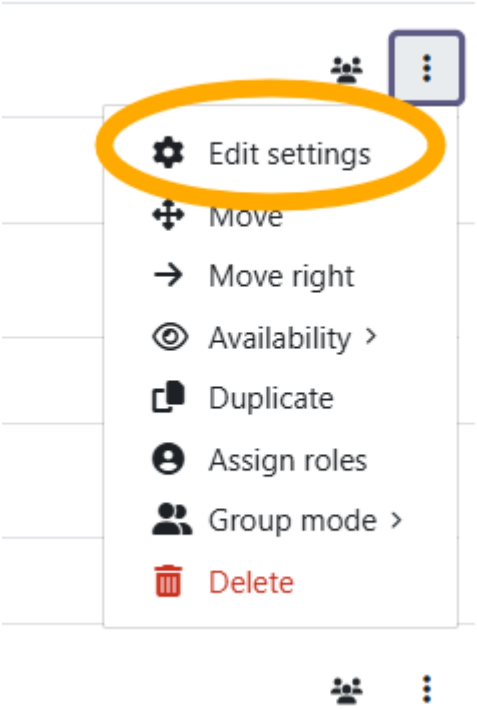
a) **"Edit Settings" – this enables you to make changes to the setting of the links (Please review Quiz Set up Guide to understand detailed settings in Quiz / Case Study Activity)**
b) **"Move" – Enables you to move the activity to another tile or place it in different location within the same tile.**
c) **"Move Right" – creates a space for visual differentiation of the activity.**
d) **"Availability" – You can quickly hide and unhide the activity via this edits option.**
e) **"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.**
f) **"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 befo4re permanent removal. PLEASE BE MINDFUL WHEN DELETING ATIVITIES 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

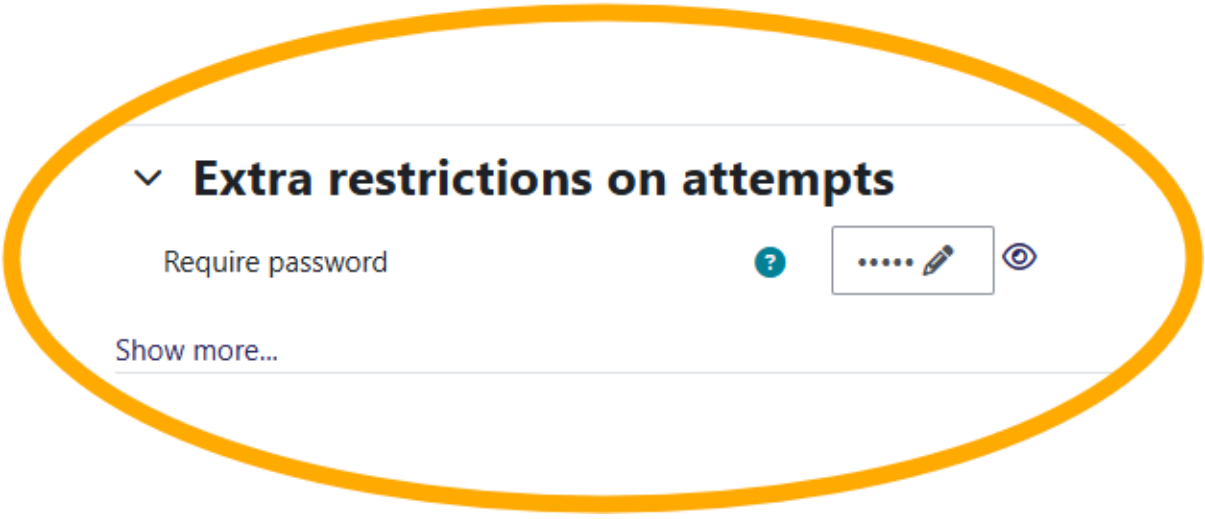
STEP 6:

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



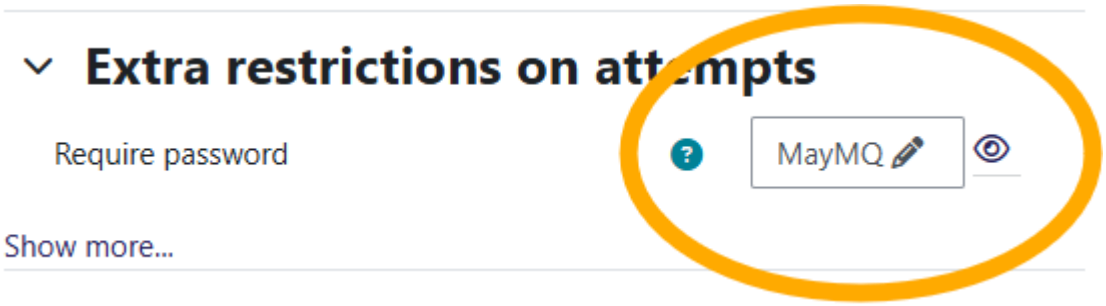
STEP 7:

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



STEP 8:

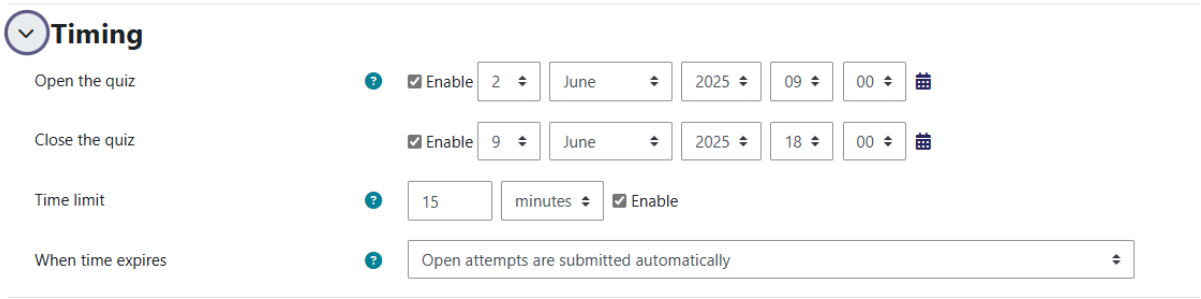
Click the EYE icon to reveal password. Click on PEN to change the password. Please do not share the activity passwords with the students until they are required to undertake that activity.



3B. CHANGING & CHECKING AVAIABILITY OF THE ACTIVITY

STEP 9:

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



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.**