Moodle Basics for Students

This guide covers all the essential basics that you need to know about using Moodle as a student. This guide will not cover subject-specific or specialist topics but will provide important, basic information for University of Glasgow students.

Please note: the use of the Moodle app is **not** supported at the University of Glasgow. Our Moodle is designed to be accessed via a browser, either on a laptop or on a phone. You can find more information about this on the [UofG Moodle site](#).
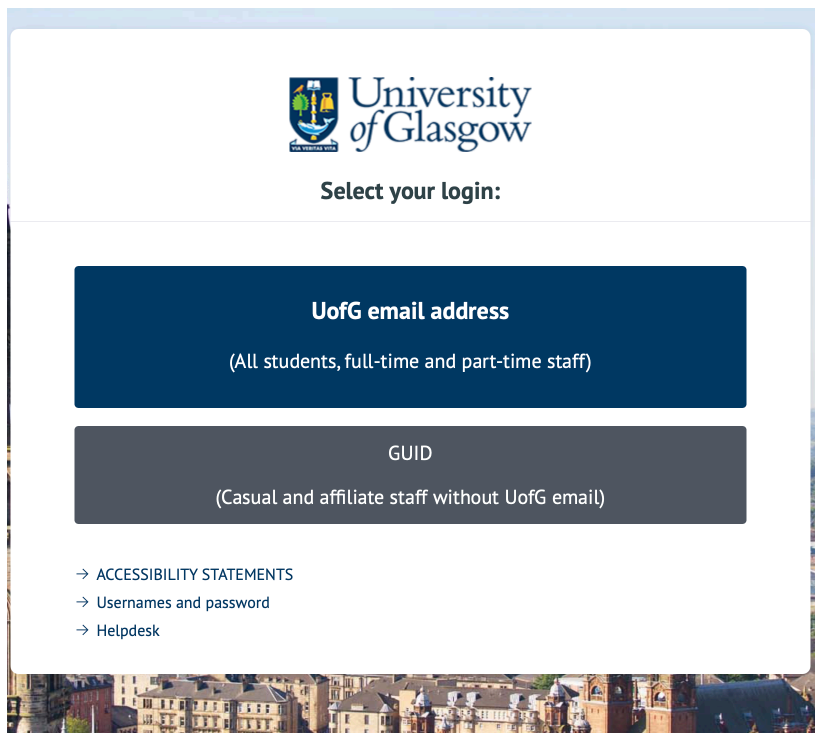
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Accessing and logging in to Moodle

Moodle can be accessed via more than one route:
1. Student portal page
2. Directly typing the hyperlink in your browser (www.moodle.gla.ac.uk)

When you log into Moodle with these methods, you will be redirected to log in via single sign on (SSO) as shown below. This allows you to use your normal University log in (your GUID) to access University systems without needing multiple log ins. If you are already logged in, you won't need to sign in again.

Navigating through core Moodle functionality

Dashboard

When you first log in using either the student portal or the web link above, Moodle will load on your dashboard:
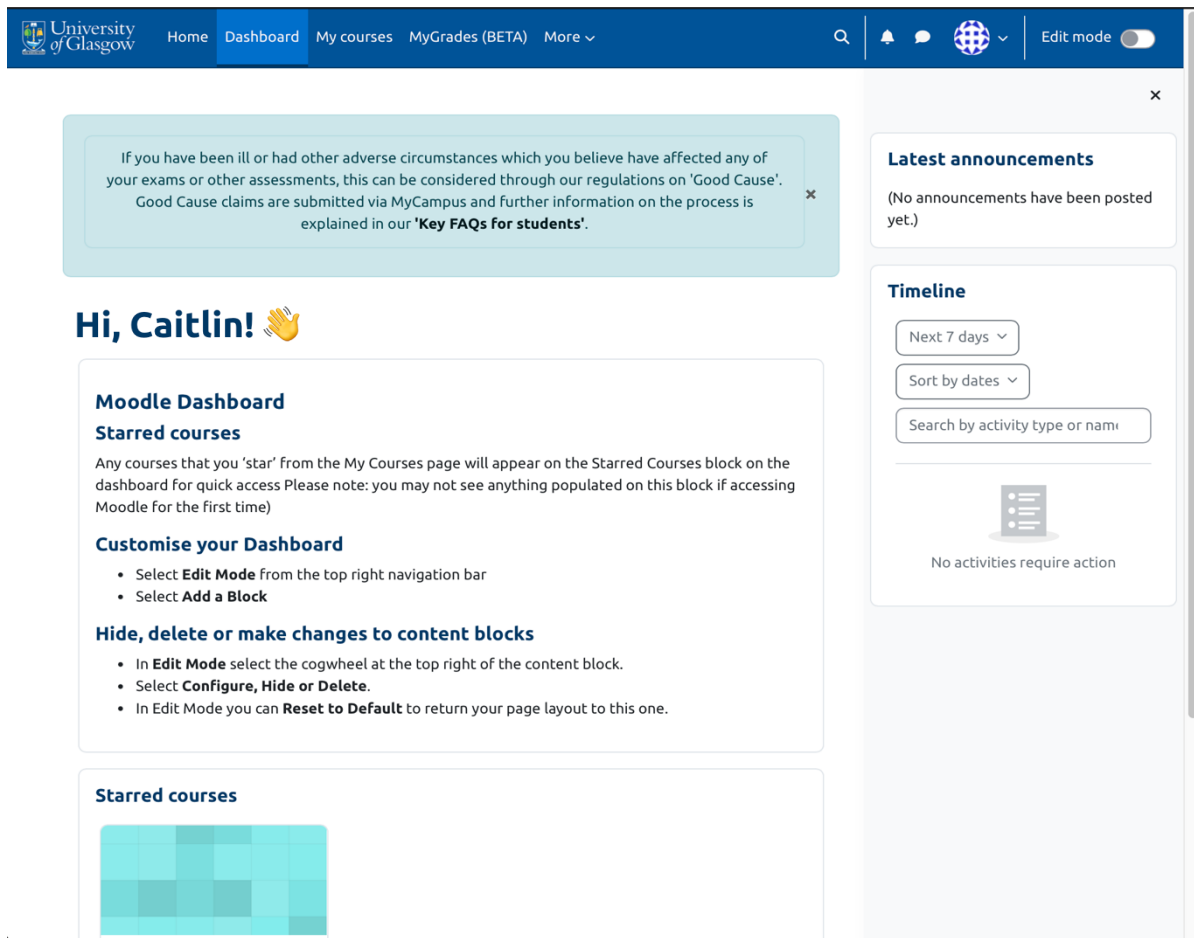
From here, you will be able to navigate to all of your courses, see any announcements and find any of your starred courses. The screenshot above shows you the default view with no customisation.
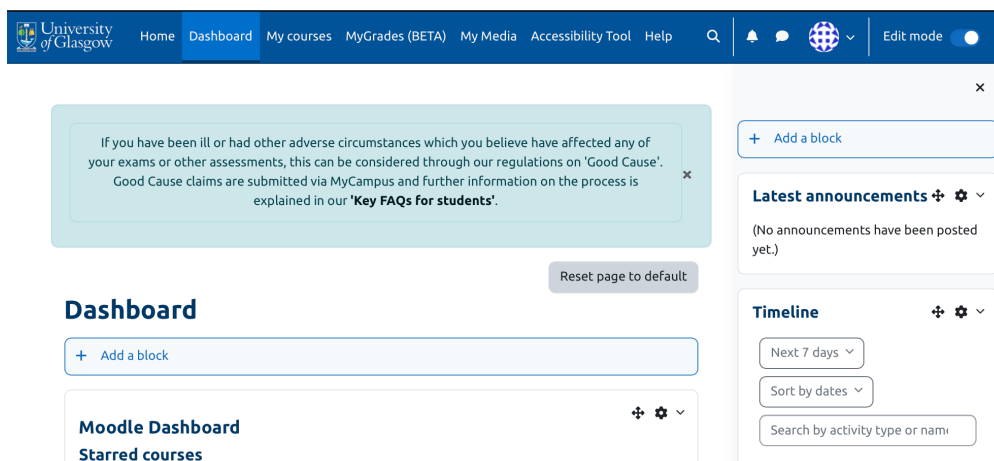
Moodle dashboard customisation

If you would like to change anything, Moodle gives you instructions. Once you turn edit mode on, you will be able to see that the option to add blocks shows up:

The blocks that you can add to the main section are shown below:

Add a block   ✖

| Comments |
| Completion Progress |
| Course overview |
| Global search |
| Grade Me |
| Mentees |
| Random glossary entry... |
| RSS feeds... |
| Text... |

Cancel

Once you click one, it adds it to the bottom of the screen:

Starred courses   ✛ ⚙ ⌄

⭐ AWSP CoSE MVLS 2024
Academic Writing Skills Pro...

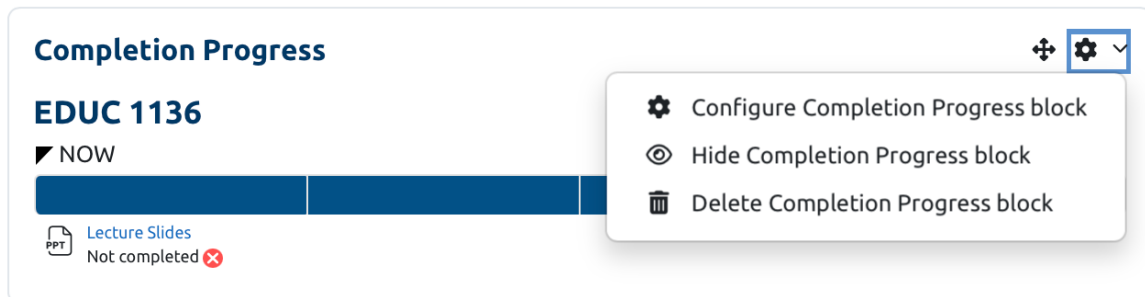**Completion Progress**   ✛ ⚙ ⌄

EDUC 1136
▰ NOW

Mouse over or touch bar for info.

You can also add any of these blocks to the right-hand section.

To change, alter or delete any of the blocks, click the settings cog on the top right-hand corner:

These screenshots are all taken on a laptop sized screen, but the options are exactly the same on the mobile web browser.

If you want to reset the entire dashboard there is a button at the top that appears once you've made changes entitled 'reset page to default':
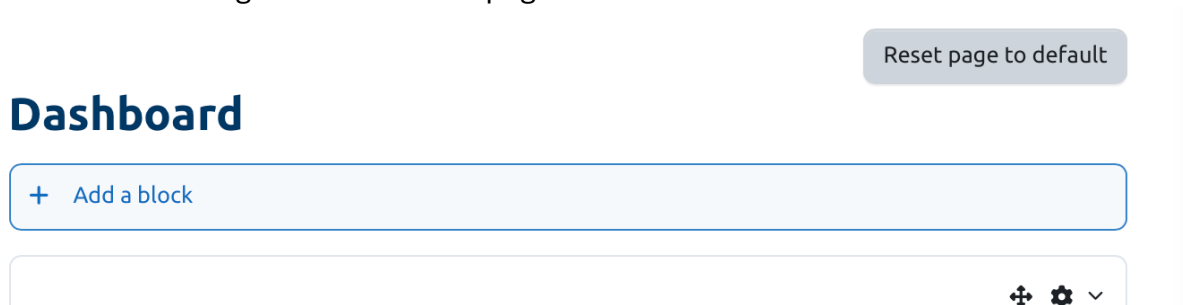
Selecting this will reset the page and turn edit mode off. If you wish to turn edit mode off without resetting the options, simply select the edit mode button at the top to switch it off.
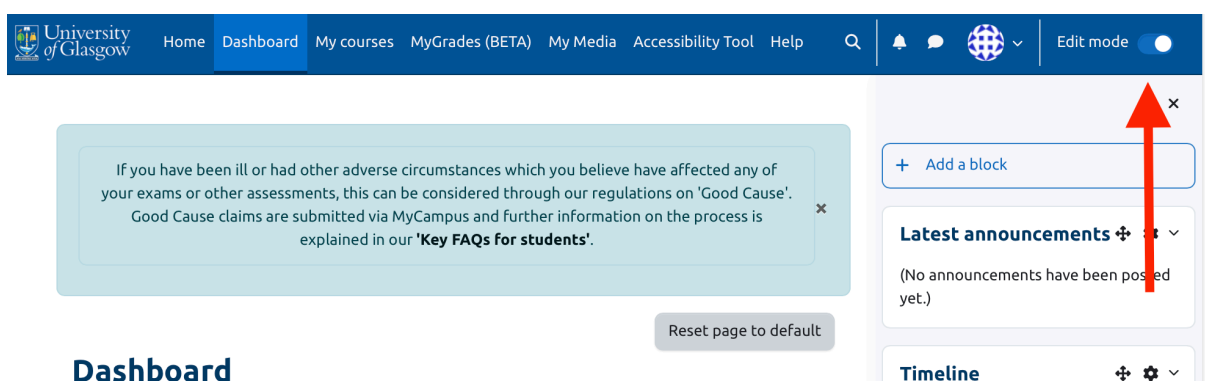
My courses

'My courses' is where you will find all the courses that you're currently enrolled on.

Out of the options above, dashboard is where you can find any courses that you've starred (this will be explained below), and 'My courses' is where you can find all the courses you're enrolled on. Starring a course makes it easier to find if you access them often:

This will then allow your frequently accessed courses to appear in your dashboard:

Navigating Moodle inside a course

Most Moodle courses at the University of Glasgow are standardising their approach and following the same template. This means that you can reasonably expect to find most of your courses to look fairly similar in terms of layout.

This course is set up in a grid layout. You might also find other layouts such as collapsed topics:

Collapsed topics also looks very similar to weekly topics:

> **Course information**

> **Reading list & resources**

> **Assessment**

> **Week 1**

> **Week 2**

Tile format:

Time and Project Management

Course   Star this course   More ⌄

⋯   ✕

Time and Project Management

This course provides you with the fundamental principles of good time and project management. The course is designed to take you through the key elements of working with multiple deadlines, competing priorities, and different workloads.

The course can be worked through entirely at your own pace, and is completed by achieving 80% pass rate on the end of course quiz.

Make use of the materials, resources and information here to help you plan and manage your time, prioritise, and meet the requirements of different deadlines.

▤ Announcements

Project and Time Management

Finding your Time Management Style

Deadlines and Priorities

Getting Back on Track

End of Course Assessment

Most SLD courses will follow the grid format, but other schools and subject areas might have a preferred default.

Key information:

Below is a typical, grid-layout format course. In this, you would expect to see a general top section where you'd find your course announcements:
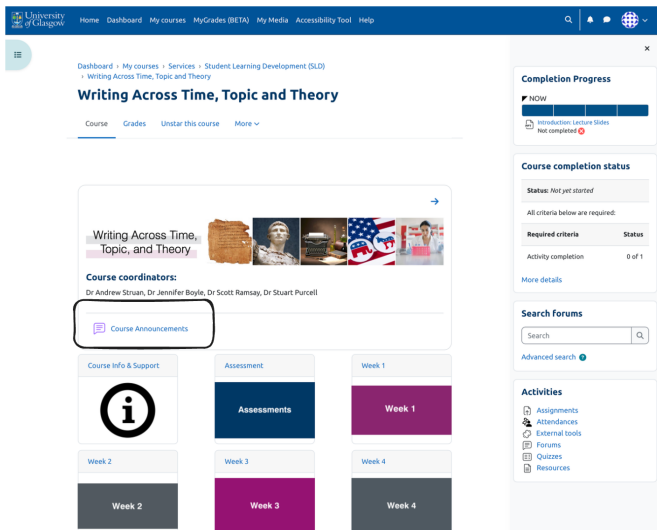
Your course lecturers and staff will likely use course announcements to send you notifications about important information relating to your course, lectures, assessment or anything else. Usually these will come as an email as well, potentially as part of a Moodle digest.

The other two most important elements are your course information and support section and your assessment section, highlighted below:
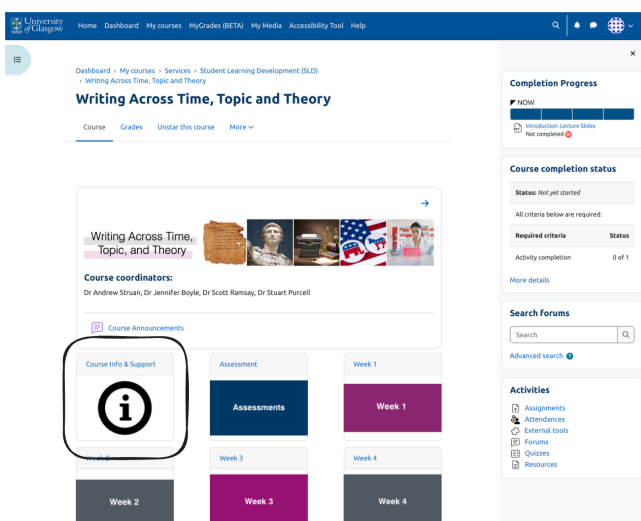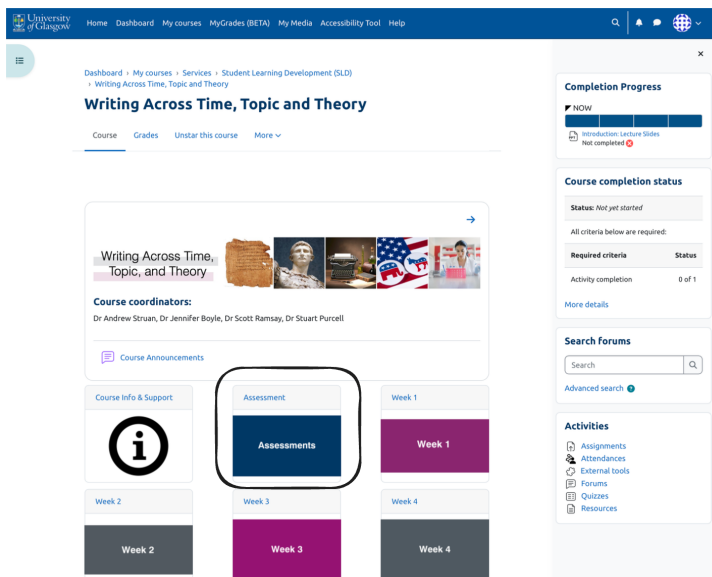
These are usually the first two sections you will find inside a Moodle course. If you don't see sections exactly like these, don't panic; the information typically inside these should still be inside your Moodle course but they might be in a different location. Course information and support should contain things like your teaching staff details, course handbook with the intended learning outcomes (ILOs), the reading list (if applicable) and other similar information like the course timetable.

The assessment section should be where you find the locations and information about each of your assessed components for this particular course.

Grades, if applicable, can be found in the location of the screenshot below. This will take you to Moodle Gradebook for this course only to allow you to see your grades at a glance.
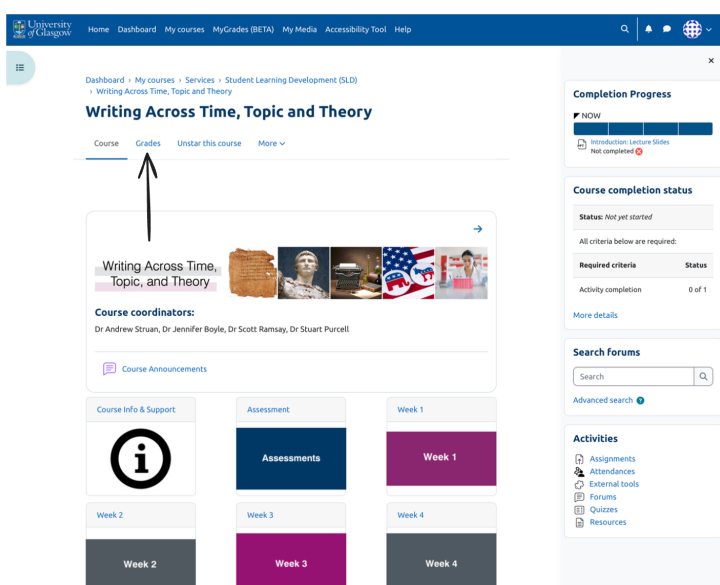
Other useful things to know: Moodle will sometimes open with one or other of the two side menus open. You can see that in the screenshot below, the one on the right is open and the one on the left has defaulted to closed. You can choose to see or hide both of these if you prefer.
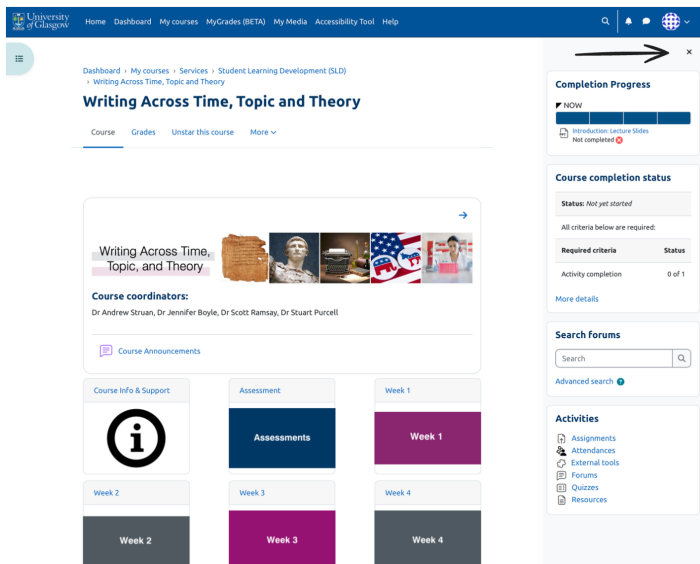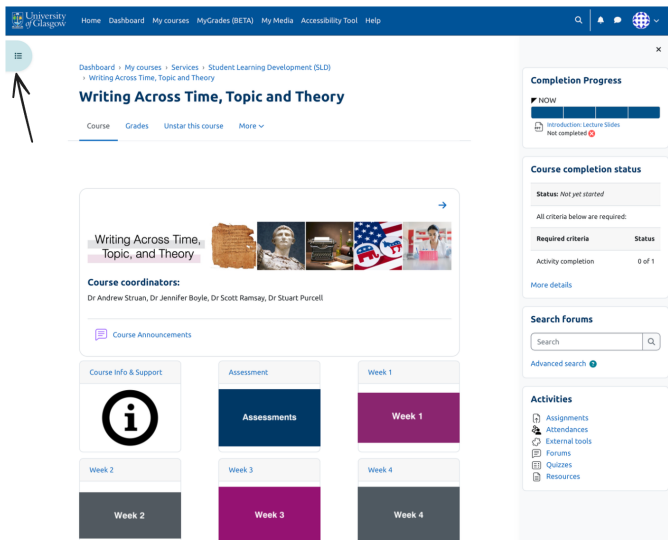
Assessments

Here we will cover typical assessment types and what they look like. We will not cover subject specialist assessment types.

Assignment

Moodle Assignment is the most used online assessment tool in the University. If you have written work to submit for your course, you will most likely need to submit it via Assignment.

When you click into an assignment, this is the page you will see:

It will tell you when it opened, when it's due, whether you've made a submission, the grading statues and how long you've got before the deadline.

As you click 'add submission', you will be required to sign the declaration of originality statement, and you will be asked to upload your assessment file:

Submit your critical essay here (demo)

Opened: Thursday, 25 July 2024, 12:00 AM
Due: Thursday, 29 May 2025, 3:00 PM

⌄ Add submission

☐ **Individual Statement** ❗

I confirm that I have read, understood and have complied with this statement:

Declaration of Originality

I confirm that this assignment is my own work and I have:
- Read and understood the guidance on plagiarism in the Course Handbook, including the University of Glasgow Statement on Plagiarism.

You should read through the whole declaration of originality before submitting. Don't forget to tick the 'individual statement' box at the top, or you won't be able to submit your assessment.

offence against University discipline. Alleged plagiarism, at whatever stage of a student's studies, whether before or after graduation, will be investigated and dealt with appropriately by the University.
- 32.5 The University reserves the right to use plagiarism detection systems, which may be externally based, in the interests of improving academic standards when assessing student work.

File submissions

Maximum file size: 230 MB, maximum number of files: 20

▪ Files

⬇

You can drag and drop files here to add them.

Save changes | Cancel

❗ Required

Quiz

Quiz is the next most commonly used assignment type at the University. When you click onto a quiz, you will see something similar to the following format:

AWSP Arts SocSci 2024

Click here to complete your AWSP assignment (Semester 3)

Closes: Tuesday, 20 May 2025, 11:00 PM

Complete your AWSP Assignment here.

You have an unlimited number of attempts to achieve the **pass mark of 80%**. Moodle will automatically record your highest result.

You will have completed all the requirements for AWSP upon receiving 80% (or more) on your AWSP assignment.

Attempt quiz

Time limit: 1 hour 10 mins

Grading method: Highest grade

Grade to pass: 16.00 out of 20.00

If your quiz is timed, when you click to start the quiz a warning will pop up telling you what the time limit is and letting you know that it's not able to be paused.

AWSP Arts SocSci 2024

Start attempt ×

Time limit

Your attempt will have a time limit of 1 hour 10 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

Start attempt   Cancel

Attempt quiz

Time limit: 1 hour 10 mins

Grading method: Highest grade

Grade to pass: 16.00 out of 20.00

Turnitin

Turnitin is the University's plagiarism checking software. You will often be asked to run your work through Turnitin when you submit an assignment.

Turnitin will give you a similarity score; it will check your work against work stored in its database and tell you how similar it is, thereby giving you a good approximation of how much it thinks you have copied others' work. However, there are a couple of things to bear in mind that will drive your score up higher and are not things to worry overly much about:

- If you have included the assessment question at the top and are not the first person to submit the assessment
- If you have a lot of sources similar to those of your classmates, e.g., if you are a first year and were given a set reading list

We take academic integrity very seriously at the University of Glasgow. For more information, have a look at the plagiarism section on the SLD website. If you'd like more resources on plagiarism and academic integrity, you can find more resources, our open class timetables, or make a 1-1 appointment on the SLD website.

What happens when I submit work to Turnitin?

Your course might have the option for you to submit a draft piece of work through Turnitin before you submit your work for grading.
The purpose of this draft submission area is to allow you to have a look at your similarity score to check if you have made errors or missed citations before submitting your work into the proper area for grading.

The steps are as follows:
- Your course will have an assessment area set up – if you are submitting work through Turnitin, this will likely be an 'Assignment' area.
- Select the 'draft submission area'
- Upload your assessment
- Wait for the email back from Turnitin to your University email address
- Carefully check through your work to see if you've made any errors

To submit your final assessment, the steps above are exactly the same but once you submit your work to the final assessment area, you won't be able to edit it.
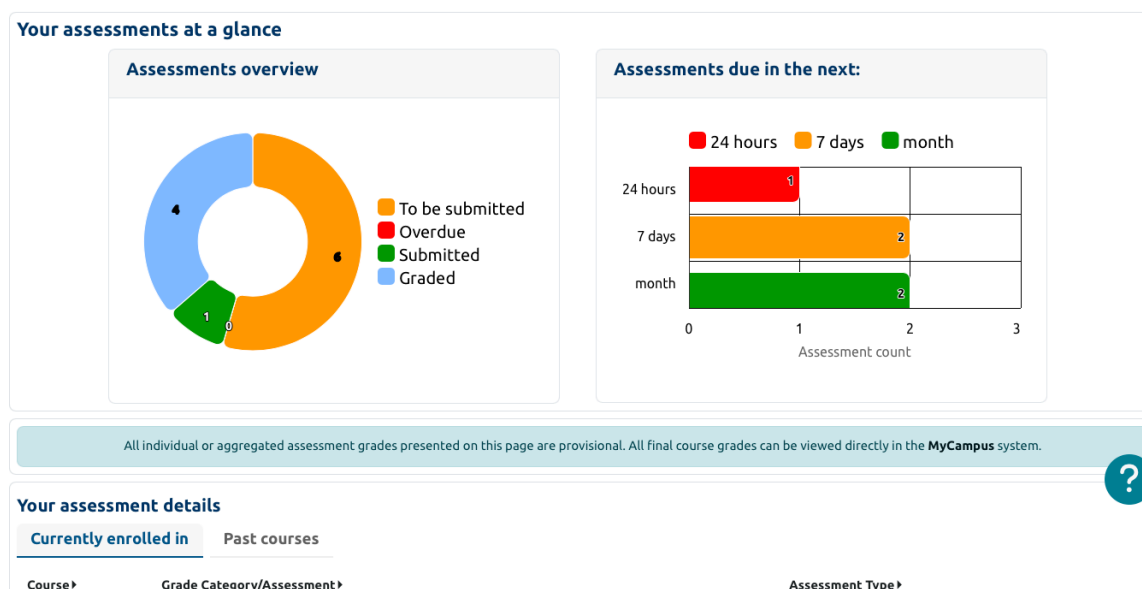
MyGrades (beta)

MyGrades for students is a new feature available to you as a student in Moodle at the University of Glasgow. This is a section in Moodle that will allow you to see all your grades from all courses (that have it enabled) in one location. At the time of writing, it's possibleTurnitin that you might not see every single course, but you should be able to see the majority.

There are two key sections in MyGrades. The first thing you will see is the two charts showing you a visual about your assessments:

MyGrades (BETA)

Please be aware that some courses are not applicable for display on this page. You can continue to view and access all your courses via the 'My courses' page. Any questions about visibility of courses or assessments on MyGrades, please contact your course lecturer and/or administrator.

Your assessments at a glance

Assessments overview	Assessments due in the next:

- To be submitted
- Overdue
- Submitted
- Graded

24 hours — 7 days — month

All individual or aggregated assessment grades presented on this page are provisional. All final course grades can be viewed directly in the **MyCampus** system.

Your assessment details

Currently enrolled in   Past courses

Course ▸	Grade Category/Assessment ▸	Assessment Type ▸

Underneath the header 'your assessment details', there is a table which will show you all your courses. For some of your courses, under the 'course' header, your course name will be your course code on MyCampus.

All individual or aggregated assessment grades presented on this page are provisional. All final course grades can be viewed directly in the **MyCampus** system.

Your assessment details

Currently enrolled in   Past courses

Course ▸	Grade Category/Assessment ▸	Assessment Type ▸
EDUC_SLD_Demo	📁 Summative	Summative
EDUC_SLD_Demo	📁 Weighted mean	Summative
EDUC_TfT	📁 Summative	Summative
WATTT demo	📁 Formative	Formative
WATTT demo	📁 Summative	Summative

Clicking on the chart segments above will change the data you see in the table below. To access the deeper levels of the table, click on the sections inside the 'grade category/assessment' section:

Your assessment details
← Previous

Course: WATTT demo   **Component:** Summative   **Weight towards course:** 100%

Grade Category/Assessment ▸	Assessment Type ▸	Weight ▸	Due Date ▸	Status ▸	Your Grade ▸	Feedback
Submit your blog post here	Summative	25%	24 May 2025	**SUBMIT**	To be confirmed	To be confirmed
Turnitin Draft Submissions	Summative	25%	6 November 2025	SUBMISSION NOT OPEN	To be confirmed	To be confirmed
Submit your source critique here	Summative	25%	20 May 2025	**SUBMIT**	To be confirmed	To be confirmed
Submit your critical essay here	Summative	50%	5 October 2025	**SUBMIT**	To be confirmed	To be confirmed

When your assessments have been graded for a course, this page will look something more like this:

Your assessment details
← Previous

Course: EDUC_SLD_Demo   **Component:** Weighted mean   **Weight towards course:** 50%

Grade Category/Assessment ▸	Assessment Type ▸	Weight ▸	Due Date ▸	Status ▸	Your Grade ▸	Feedback
Test assignment 1	Summative	-	20 October 2024	GRADED	D2	View Feedback
Test assignment 2	Summative	-	20 September 2024	GRADED	A2	View Feedback
Test assignment 3	Summative	-	20 September 2024	GRADED	B2	View Feedback
Test assignment 4	Summative	-	20 September 2024	GRADED	C3	View Feedback

You can find more detailed information on the FAQs section on the SLD website.