Getting Started with Moodle

Instructor Guide

Category	Details
Access	Log in using your Campus-wide login (CWL).
URL	moodle.ubc.ca
Cost	Free. Moodle is an open-source software; hosted at UBC
Browser	Chrome, Firefox, Safari, or Edge (latest versions recommended)
Privacy	GDPR-compliant. Self-hosted options give full institutional data control.
Mobile	Available via the Moodle Mobile app on iOS and Android

Last reviewed: May 2026

What is Moodle?

Moodle (Modular Object-Oriented Dynamic Learning Environment) is a **free, open-source Learning Management System (LMS)** used by institutions worldwide to deliver online and blended learning. With Moodle, you can share course materials, facilitate discussions, assign and grade work, run quizzes and assessments, and track student progress — all in one place.

Moodle is highly flexible and can be customized to suit any teaching approach, whether you are running a fully online course, a blended learning environment, or simply using it to supplement your face-to-face classes.

What can I use Moodle for?

Moodle supports a wide range of teaching and learning activities:

- Organizing and sharing course content (files, videos, pages, links)
- Delivering lectures and recorded media
- Creating and managing assignments
- Administering quizzes, tests, and surveys
- Facilitating discussions and group work
- Tracking student progress and participation
- Communicating with students via messaging and announcements
- Managing and releasing grades

Feature	Description	Use Case
Course Content	Upload files, create pages, and embed videos to build a rich course experience.	Share readings, lectures, and resources
Assignments	Collect student submissions of any type: text, files, video, or online text.	Essays, projects, portfolios
Quizzes	Create auto-graded assessments with a wide variety of question types.	Tests, practice quizzes, exams
Forums	Host asynchronous class discussions and Q&A boards.	Class debates, peer feedback, FAQs
Gradebook	Manage, calculate, and release grades to students.	Weighted grading, feedback
Groups	Organize students into groups for collaborative work and differentiated content.	Group projects, lab sections
Messaging	Send announcements and direct messages to individuals or the whole class.	Course news, reminders, feedback

What Do I Need to Use Moodle?

A supported web browser

Moodle works best in the latest versions of Google Chrome, Mozilla Firefox, Microsoft Edge, or Apple Safari. Internet Explorer is not supported.

Your institutional login

Your institution provides you with a Moodle account linked to your staff or faculty credentials. You and your students will log in using these institutional usernames and passwords. Contact your IT Help Desk if you are unsure of your login details.

A course shell

Most institutions automatically create a Moodle course for each scheduled section. Your course may be created several weeks before the start of term, giving you time to add content and configure activities. Contact your Moodle administrator or IT support if your course does not appear after registration closes.

Tips for Getting Ready

- Log in early to familiarize yourself with the Moodle interface before your course begins.
- Complete any available Moodle orientation or self-paced tutorial course offered by your institution.
- Check that your course is in 'hidden' mode while you build it, so students don't see incomplete content.
- Download the Moodle Mobile app on your phone to see what your course looks like from a student's perspective.
- Bookmark your institution's Moodle help page or contact details for quick access when you need support.

How Do I Use Moodle?

To get your Moodle course ready, you will work through several key tasks: setting up and configuring your course, adding content and activities, communicating with students, and managing grades. Each of the sections below walks you through these tasks step by step.

1. Set Up Your Moodle Course

Before adding content, you should configure your course settings, so students experience a well-organized, accessible course from the first day.

Access your course

1. Go to your institution's Moodle URL and log in with your staff credentials.
2. On your Moodle Dashboard, locate your course under My Courses or the course list.
3. Click the course name to open it.

Edit your course settings

1. **Click the gear icon** (Settings) near the top right of your course page, then select Edit Settings.
2. In Course full name, enter a clear, descriptive title for your course.
3. Set the Course start date to match the first day of your term.
4. Under Course format, choose how your course will be structured:
    - **Weekly format**: Organizes content into weekly sections automatically dated.
    - **Topics format**: Organizes content into numbered topics that you name and order yourself.
    - **Single activity format**: Best for very simple courses built around one main activity.
5. Scroll to the bottom and click Save and Display.

Make your course visible to students

By default, new courses may be hidden from students. When your course is ready to go live:

1. Enter your course and click **Settings**.
2. Under Course visibility, choose **Show**.
3. Click **Save and Display**. Your course is now visible to enrolled students.

Tips for Course Setup

- Give your course a clear, searchable name that students will recognize from their timetable.
- Set a course image in Course Settings to make your course visually identifiable on the Dashboard.
- Keep your course hidden until your content is ready to avoid student confusion.
- Use the Topics format for the most flexible organization if your course doesn't follow a strict weekly schedule.
- Review your institution's accessibility guidelines before publishing your course content.

2. Add Content to Your Moodle Course

Moodle organizes course content into sections (topics or weeks). Each section can contain resources like files and pages, as well as activities like assignments, quizzes, and forums. To add or edit content, your course must be in Edit Mode.

Enable Edit Mode

1. Open your Moodle course.
2. Click the **Edit Mode toggle** in the top right corner of your course page. The page will refresh and editing controls will appear next to each section and item.

Add a resource or activity

1. Scroll to the section where you want to add content.
2. Click **+ Add an activity or resource** at the bottom of the section.
3. In the activity picker, choose from the available resources and activities:
    - **File:** Upload a document, PDF, image, or other file for students to download.
    - **Page:** Create a web page with text, images, embedded videos, and links directly in Moodle.
    - **URL:** Link to an external website or online resource.
    - **Folder:** Upload and display multiple files together in one organized folder.
    - **Label:** Add descriptive text or headings within a section to organize content visually.
4. Configure the settings for your chosen resource or activity, then click Save and Return to Course.

Page

The page activity allows you to add text, images and multimedia (e.g. Kaltura or Youtube videos, H5P activities).

1. Click **+ Add an activity or resource** at the bottom of the section and select Page.
2. You can copy/paste text from a Word document and enter the content using the content editor.

Note: pages will automatically create internal links that will point out to other existing pages within the same course.

Lesson

The Lesson activity allows instructors to create 'branching' activities where students are presented with content and then, depending on their responses, are directed to specific pages. The content may be text or multimedia. Lessons can be used to structure and organize parts of a module:

Module 1 (section)
Lesson 1 (Lesson)

- 1.1 Subsection
- 1.2 Subsection 2
- 1.3 Subsection 3
- 1.4 Knowledge Check

Tips for Adding Content

- Convert PowerPoint slides to PDF before uploading so all students can open them without special software.
- Use the Page resource (rather than uploading a Word document) for content students will read on screen — it is more accessible and loads faster.
- Compress video files or use an embedded link from YouTube or your institution's media platform to keep your course storage manageable.
- Add brief descriptions to each resource so students know what they are downloading before they open it.
- Use Labels to add section headings and introductory text that guide students through each week or topic.

3. Communicate with Your Students

Moodle gives you several ways to reach your students: Announcements for broadcast messages to the whole class, and Messaging for direct or group communication.

Post an announcement

The Announcements forum is automatically created in every Moodle course. Messages posted here are emailed to all enrolled students (based on their notification settings).

1. Open your Moodle course.
2. Click **Announcements** in your course (usually at the top of the first section).
3. Click Add a new topic.
4. Enter a Subject line and type your message in the Message field. You can add attachments, images, or links.
5. Click **Post to forum**. The message will appear in the course and will be sent to students by email within 30 minutes.

Send a direct message

1. Click on your **profile icon** or avatar in the top right corner and select Messages or click the message bubble icon in the navigation bar.
2. Click New Message.
3. Search for the student or group you want to message.
4. Type your message and press Enter or click Send.

Tips for Communicating with Students

- Use the Announcements forum for anything the whole class needs to know — avoid emailing students directly from your personal email for course matters.
- Post a welcome announcement before the course begins to help students know what to expect in week one.
- Remind students to check their Moodle notification settings so they receive announcements via email.
- Pin important announcements to keep them visible at the top of the Announcements forum.
- To reduce repetitive questions, create a student Q&A forum where students can ask and answer questions collaboratively.

4. Manage Groups in Your Moodle Course

Groups in Moodle let you organize students for collaborative work, differentiated content delivery, and group-based grading. There are three group modes: No Groups, Separate Groups (students only see their own group's work), and Visible Groups (students see all groups but can only edit their own).

Create groups

1. In your course, click **Participants** > **Groups**.
2. On the Groups page, click **Create group**.
3. Give the group a name (e.g., Group A, Lab Section 1).
4. Define the **group member visibility** (visible, only visible to members, only see own membership, hidden).
5. Define Group messaging (if enabled, group members can send messages to the other members of the group).
6. Click **Save changes**.
7. Back on the Groups page, select your new group and click **Add/Remove users** to assign students to it.
8. Select students from the list on the right and click Add to move them into the group.
9. Repeat to create as many groups as you need.

Auto-create groups

For large classes, you can let Moodle create groups automatically:

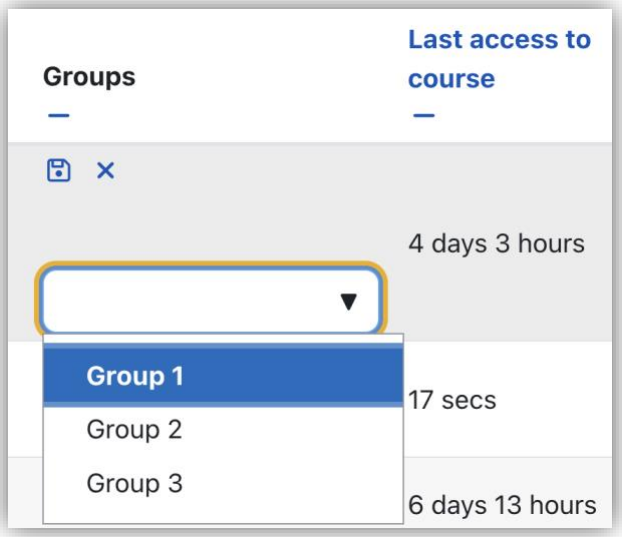
1. In your course, click **Participants** > **Groups**.
2. On the Groups page, click **Auto-create groups** and specify the number of groups or the number of members per group. Moodle will distribute students randomly or alphabetically.
    - You can rename each group individually by selecting the group and edit settings.
    - You can also switch students from one group to another from the participants tab.

Manage groups

Once groups are created, you can manage group memberships and move students from one group to another, either from the Enrolled users or the Groups page.

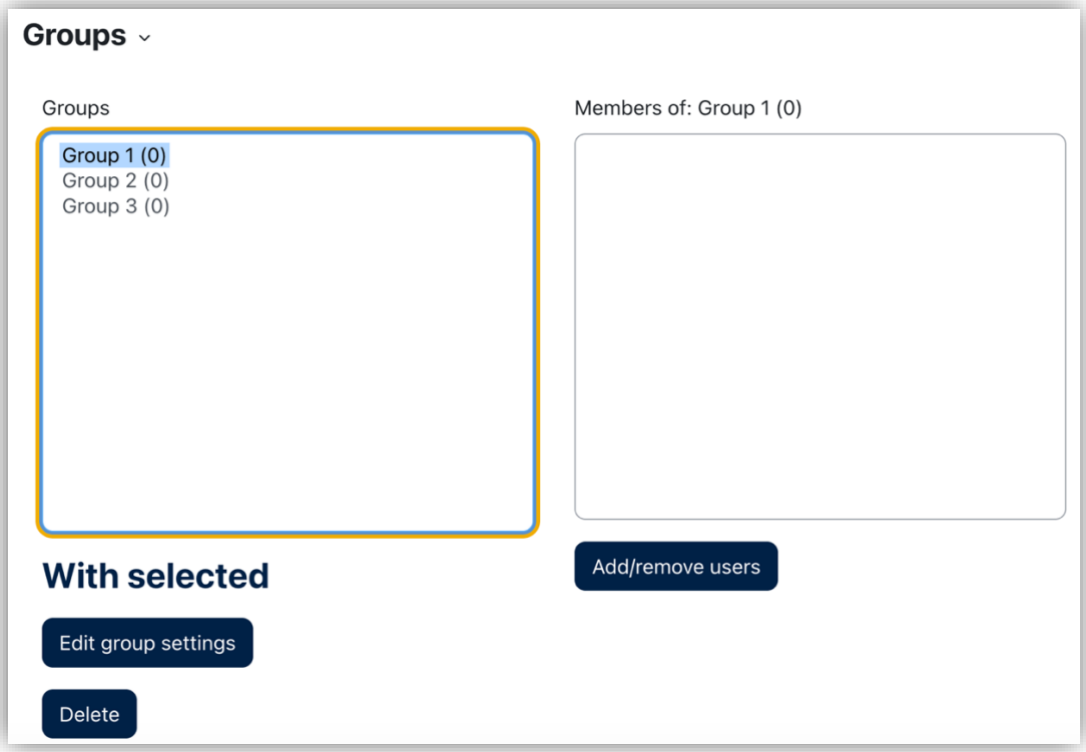
From the enrolled users page:

1. Click **Participants > Enrolled users**.
2. Locate a student and under the **Groups** column, click the arrow to open a drop-down menu.
3. Select the group to which you want to add or move the student.

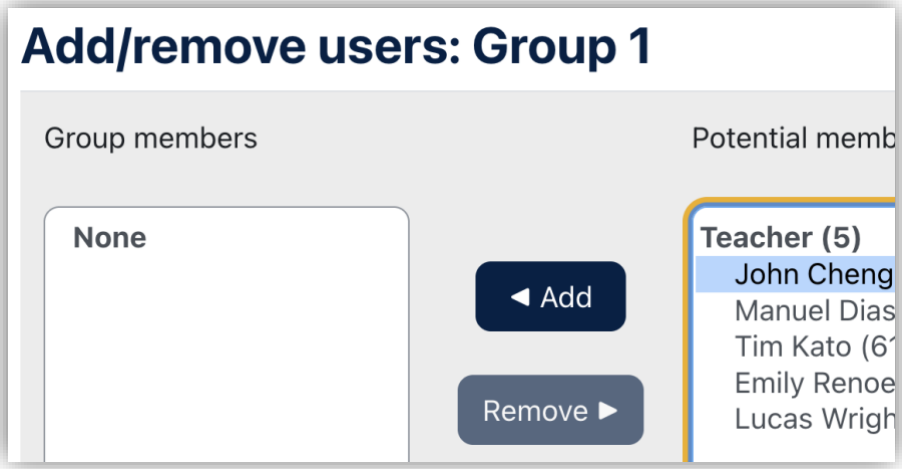


From the groups page:

1. Click **Participants > Groups**.
2. Select a group and click **add remove users.**



3. Select a user and click **< Add** to add to selected group.



Apply group mode to an activity

Any activity (assignment, forum, quiz) can be set to use groups:

- When creating or editing an activity, scroll to **Common module settings** and set the **Group mode** to Separate Groups or Visible Groups.
- Students will then only see their group's submissions, discussions, or results, depending on the activity.

Self-enrol groups

This option is currently unavailable. You can use the **Choice** activity to create a sign-up sheet and allow students to choose the group they want to be part of. Once the sign-up sheet is complete, you can manually create groups and enrol students.

Follow these steps:

1. At the bottom of a section, click Add an activity or resource
2. Select **Choice**, add a name (e.g. Sign-up sheet) and a description (instructions)

Configure the Choice settings:

- **Display mode for the options:** Set this to Display vertically. This is best for longer lists of options.

Under **Options**:

- **Allow choice to be updated:** Leave this set to No unless you want students to be able to change their mind on what time slot they have signed up for.

- **Allow more than one choice to be selected:** Leave this set to No unless you want students to be able to choose more than one option.
- **Limit the number of responses allowed:** Set this to Yes if you want to limit the number of students who can sign up for each option.
- Fill in the options for each date and time that is available and set each limit to the number of students or student groups that may sign-up for each option.

Under **Results**:

- In the Publish results menu, consider your options. These options will determine whether students can see the results and when they can see the results. If you want the results always visible then choose Always show results to students.

Import results to create groups

1. Click Responses and select option to **Download in text format**
2. Go back to the groups page and choose **Import groups**.
3. Attach text file and click Save.

Tips for Managing Groups

- Create a dedicated Grouping if you want to assign multiple activities to the same set of groups — this keeps your group management tidy.
- Use Separate Groups mode in forums so each group has its own private discussion space for collaborative projects.
- For group assignments, enable Group submission in the assignment settings so one submission counts for the entire group.
- Check group enrolments regularly at the start of term as students may add or drop the course.

Groupings

Groupings allow instructors to organize multiple groups into larger collections within a Moodle course. Groupings are useful when different sets of students need access to different activities, resources, or learning pathways.

Think of it this way:

- **Groups** = smaller student teams
- **Groupings** = collections of groups

For example, you might create groupings to separate multiple discussion forums, for different assignment spaces, for section-specific materials, different project topics, etc. You can also use groupings to release different case studies, create different learning pathways, or to share specialized resources for certain groups.

Creating a Grouping

1. In your course, go to **Participants** > **Groups**
2. Open the **Groupings** tab.
3. Select **Create grouping**.
4. Enter:
    a. Grouping name
    b. (Optional) Description
5. Save changes.

Adding Groups to a Grouping

1. In the **Groupings** tab, locate the grouping.
2. Select the **Show groups in grouping** icon.
3. Add the groups you want included.
4. Save changes.

Using a Grouping in an Activity

Once a grouping is created, it can be attached to activities or resources.

1. Edit the activity or resource.
2. Open the **Common module settings** section.
3. Under **Grouping**, select the appropriate grouping
4. Save changes.

Only students in the selected grouping will interact with that activity, depending on visibility settings.

A Use Case for Group and Groupings: Setting Up Different Group Assignments

Moodle allows instructors to create multiple group assignments where different student groups submit to different assignments while still connecting all grades to the Moodle Gradebook.

This setup is useful when:

- Different project teams have different topics

- Tutorial sections submit separate assignments
- Different facilitators assess different student groups
- Students should only see their own group assignment space

The following settings help ensure students only access the correct assignment.

Before You Begin

Make sure you have already:

- Created student **Groups**
- (Optional) Created **Groupings**
- Added students to the correct groups

Step 1: Create the Assignment

1. Turn **Editing on** in your course.
2. Select:
    - **Add an activity or resource**
3. Choose:
    - **Assignment**
4. Enter:
    - Assignment name
    - Instructions
    - Due date
5. Configure grading settings as needed.

The assignment will automatically create a Gradebook item once saved.

Step 2: Configure Group Submission Settings

Open the **Group submission settings** section. Recommended settings:

Setting	Recommended Option
Students submit in groups	Yes
Require group to make submission	Optional
Require all group members submit	No (simpler workflow)

This allows one submission per group while linking grades to all group members.

Step 3: Configure Common Module Settings

Open the **Common module settings** section.

1. Set Group Mode.
    - Under **Group mode**, select **Separate groups**.
    - This ensures groups work independently and students only interact with their own group space.
2. Select a Grouping (If Applicable)
    - Under **Grouping**, select the appropriate grouping if you are using one.
    - Use a grouping when:
        - Multiple assignments belong to different tutorial sections
        - Different assignments are intended for different collections of groups
    - If you are not using groupings, leave this blank.

Step 4: Restrict Access to the Correct Group

Open the **Restrict access** section.

Add a Group Restriction

1. Select **Add restriction**
2. Choose Group
3. Select the appropriate group for that assignment. Example:
    - Assignment A → Group A
    - Assignment B → Group B
    - Assignment C → Group C

This ensures students only see the assignment intended for their group.

Example Workflow

Assignment	Visible To
Assignment – Group A	Group A only
Assignment – Group B	Group B only
Assignment – Group C	Group C only

Each assignment:

- Has its own submission space
- Creates its own Gradebook item
- Only appears to the assigned group

5. Create an Assignment in Your Moodle Course

Moodle Assignments collect student submissions electronically. You can accept file uploads, online text, video recordings, or a combination of these. All submissions are stored in Moodle and can be graded directly in the browser.

Create a new assignment

1. Turn on Edit Mode in your course.
2. Click + Add an activity or resource in the relevant section.
3. Choose Assignment and click Add.
4. Enter an Assignment name and provide clear instructions in the Description field.
5. Set availability dates: Allow submissions from and Due date control when students can submit.
6. Under Submission types, choose what you will accept: File submissions, Online text, or both.
7. Under Grade, set the maximum grade and choose a grading method (Simple direct grading, Rubric, or Grading guide).
8. Click Save and Return to Course.

Grant extensions to individual students

If individual students need extra time on an assignment:

1. Open the assignment and click **Submissions**.
2. Find the student's row and click **Edit** (the pencil icon) > **Grant extension**.
3. Set the new extension date and click **Save**.

Use a rubric for grading

1. When creating or editing an assignment, under Grade, set Grading method to Rubric.
2. Click Save and Display, then click Define a new grading form from scratch.
3. Add criteria rows and performance level columns to build your rubric.
4. Click Save rubric and make it ready. It will be applied when you grade submissions.

Tips for Assignments

- Write clear, concise submission instructions and state exactly what file format you expect (e.g., PDF, .docx).

- Enable the Submission statement so students must confirm the work is their own before submitting.
- Turn on Notify students when set to manually release so you control when students see their feedback.
- Use the Plagiarism plugin (e.g., Turnitin or Unicheck, if enabled by your institution) on assignments where academic integrity is a concern.
- Set a cut-off date after the due date if you want to accept late submissions with a penalty but stop accepting them after a certain point.

6. Set Up a Discussion Forum in Your Moodle Course

Forums in Moodle allow students to engage in asynchronous discussions. You can use them for class-wide conversations, small group discussions, student Q&A, or peer feedback. Forums can be graded or ungraded.

Create a forum

1. Turn on Edit Mode and click + Add an activity or resource.
2. Choose Forum and click Add.
3. Enter a Forum name and provide context or discussion instructions in the Description.
4. Under Forum type, choose the format that suits your purpose:
    - **Standard forum for general use:** Students can start new discussion threads and reply to any thread. Best for open discussions.
    - **Single simple discussion:** One discussion thread for the whole class to reply to. Best for focused prompts.
    - **Q&A forum:** Students must post their own response before they can see others' replies. Best for preventing copycat answers.
7. To grade forum participation, scroll to Ratings and select an aggregate type (e.g., Average of ratings) and a grade scale.
8. Click Save and Return to Course.

Add a discussion prompt

1. Open your forum and click Add a new discussion topic (or Add a new question in a Q&A forum).
2. Enter a Subject and write your discussion prompt in the Message field.
3. Click Post to forum.

Tips for Discussion Forums

- Use a Q&A forum for initial discussion prompts to ensure every student forms their own response before reading peers' ideas.
- Set a word count guideline in your discussion instructions to scaffold meaningful contributions.
- Pin important threads (like a welcome post or course FAQ) to keep them at the top of the forum.
- Enable email digests so you are notified of new posts without being inundated with individual emails.
- Create separate group forums if you want small teams to have private discussion spaces.

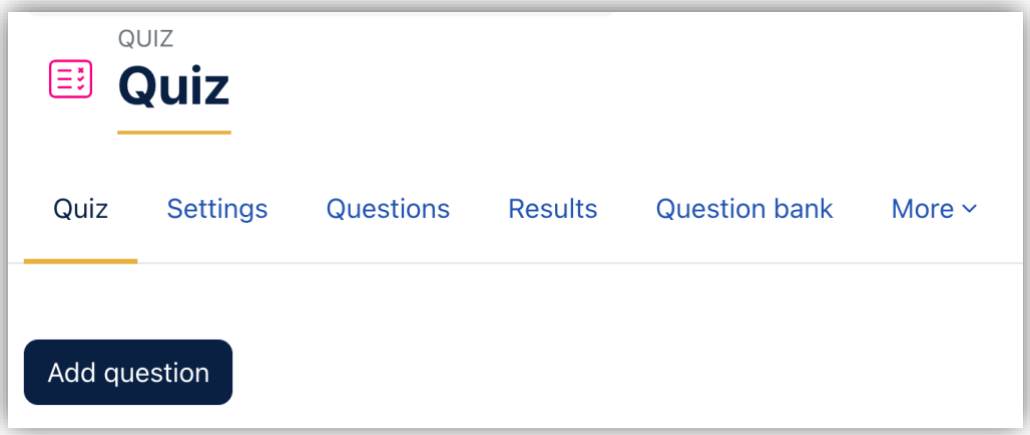
7. Create a Quiz or Assessment

The Moodle Quiz activity supports a wide range of question types and can be used for graded exams, low-stakes practice tests, and self-assessments. All questions are stored in the Question Bank, so they can be reused and randomized across quizzes.

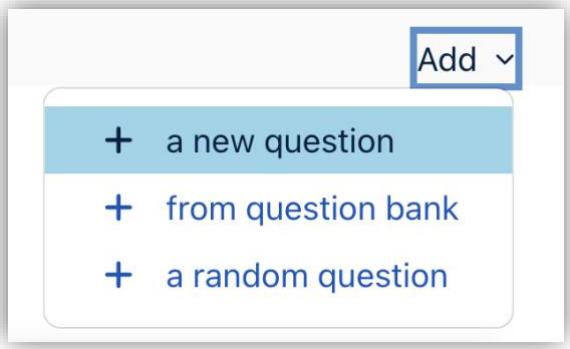
Create a quiz

1. Turn on **Edit Mode** and click + Add an activity or resource.
2. Choose **Quiz** and click **Add**.
3. Enter a Quiz name and set the key options:
    - **Timing:** Set Open and Close dates and a Time limit if the quiz is timed.
    - **Attempts allowed:** Choose how many times students can attempt the quiz.
    - **Grading:** Choose whether the highest, first, last, or average grade counts when multiple attempts are allowed.
    - **Shuffle:** Turn on question and answer shuffling to discourage sharing of answers.
    - **Review options:** Control what students can see after completing the quiz (correct answers, feedback, scores).

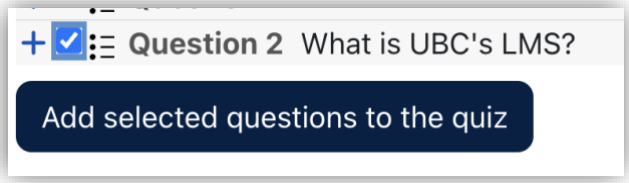
4. Click **Save and Display**. You can then **add questions**.



5. Click **Add** (bottom right-hand side corner) and choose from:



- **+ a new question:** Select a question type (multiple choice, short answer, essay, matching, etc.) and build it.
- **+ from question bank:** Reuse a previously saved question.



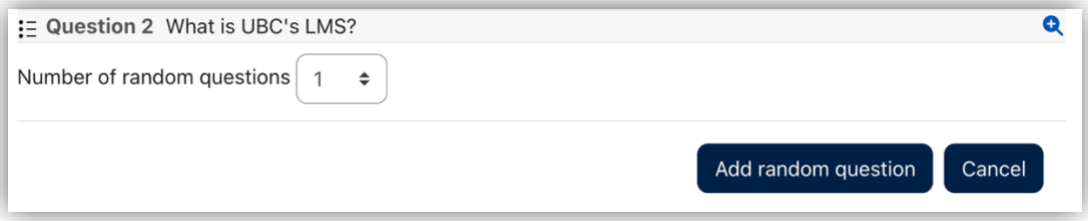
- **+ a random question:** Draw randomly from a category in your Question Bank (great for randomizing exams).

6. When you have added all questions, click Save.

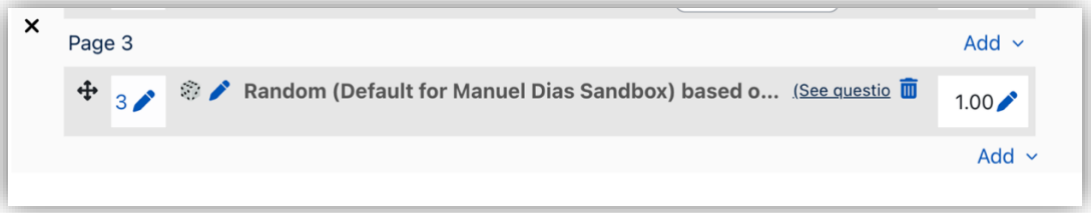
Question randomization

If you choose the option **+ a random question,** you will be able to randomly select a specific number of questions from a question bank.

1. Enter a number of questions to randomly select from a given question bank.
2. Click Add random question.



3. Click **See question** option to view the randomly selected questions.



Student accommodations

Individual students who require accommodations may require additional time for a quiz or an assignment in Moodle.

Accommodations in Assignments and Quizzes

1. In your Moodle course, select the “Edit Mode” toggle in the upper right to begin editing the course site.
2. Open the Quiz or Assignment you wish to modify.
3. Select **More** at the top of the Quiz or Assignment and choose **Overrides** in the drop-down menu.
4. Click the **Add user override** button and enter the override settings you wish you utilize.
    - Select the student(s) from the list.
    - You may set a password to access the quiz *(if required).*
    - The “Time limit” option allows you to set the length of time allowed for the student. The number of quiz attempts can be set under “Attempts allowed.”
    - Click **Save**.
    - These overrides will be listed on the User Overrides page.
    - User overrides will need to be set for each applicable quiz or assignment in the course.

Tips for Quizzes and Assessments

- Build and organize questions in the Question Bank before creating your quiz — this makes it much easier to reuse and update questions across multiple quizzes.
- Use Random questions drawn from a Question Bank category to give each student a unique set of questions.
- Always preview your quiz as a student before making it live to check for errors in questions or settings.
- Enable the Safe Exam Browser (SEB) integration, if available, for high-stakes exams to restrict what students can access during the attempt.
- Set quiz review options carefully: releasing correct answers before all students have attempted may compromise exam integrity.

8. Managing Grades in Your Moodle Course

Moodle's Gradebook aggregates all graded activities and gives both you and your students a clear view of grades. You can grade submissions directly in the browser, provide detailed written feedback, and control when students see their results.

Grade assignments using the Grader

1. Open your assignment and click View all submissions.
2. Click the **Grade** button next to a student's submission.
3. Review the student's submission in the panel on the right.
4. Enter a grade in the Grade field and type feedback in the Feedback comments box.
5. If you have a rubric attached, click the rubric criteria to select performance levels.
6. Click **Save and show next** to move to the next student without returning to the submission list.

Configure the Gradebook

1. Click **Grades** in the course navigation (or Administration > Grades).
2. Click **Setup** to configure grade categories and weights.
3. Use grade categories to group assessments (e.g., Assignments, Quizzes, Participation) and set a weight for each category.
4. Under Course grade settings, choose how the final grade is calculated (Natural, Weighted mean, Simple weighted mean, etc.).
5. Click Save changes.

Tips for Gradebook

- Click Add grade item to add a graded element not directly linked to an existing assignment or quiz (e.g. for class participation).
- Organize graded items: Use the dropdown arrows or move icons to reorder categories.
- Make sure the total weights equal 100%.

Export grades

You can export the Gradebook to a spreadsheet for reporting or uploading to your institution's student record system:

1. Go to Grades and click Export.
2. Choose Excel spreadsheet or OpenDocument spreadsheet.
3. Select the grade items you want to include and click Download.

Tips for Grading

- Use the Quickly grading option in the assignment submission table to enter grades for multiple students at once without opening each submission individually.
- Set grades to Hidden in the Gradebook until you are ready to release results to all students at once.
- Use the Feedback files option in assignments to return annotated copies of student work alongside your written comments.
- Create grade categories with meaningful names so students can see exactly how their final grade is calculated.

9. Build an Accessible and Inclusive Moodle Course

Accessibility ensures that all students, including those with disabilities or limited internet access, can fully participate in your course. Moodle has several built-in tools to help you create inclusive content.

Accessibility best practices

- **Use heading styles:** When writing course pages, use the text editor's heading styles (Heading 2, Heading 3) instead of manually bolding and enlarging text. Headings help screen readers navigate your content.
- **Add alternative text to images:** Whenever you insert an image, fill in the Description (alt text) field to describe the image for students using screen readers.
- **Caption your videos:** Always include captions or transcripts for any video content.
- **Use descriptive link text:** Avoid link text like "click here" — instead, write descriptive text like "Download the Week 3 reading guide".
- **Check colour contrast:** Ensure text is readable against its background. Avoid conveying meaning through colour alone.
- **Provide accessible file formats:** PDFs should be tagged and readable. Avoid scanned images of text without OCR.

Use Moodle's built-in accessibility features

- **Conditional access:** Use Moodle's Restrict access settings to show different content to different groups, accommodating varied learning needs.
- **Text editor:** The Moodle text editor (Atto or TinyMCE) includes an Accessibility Checker tool that flags common errors.
- **Activity completion tracking:** Enable completion tracking to help students monitor their own progress through the course.
- Working on “Accessibility Block” (Emily)
    - On the TinyMCE Editor, the Icon - looks like a small person with outstretched arms inside a circle (similar to the Universal Design icon). Feature Needs to be added.

Tips for Accessibility

- Run your course pages through an accessibility checker (built into the Moodle text editor) before publishing. NOT AVAILABLE YET (Emily)
- Offer course materials in more than one format where possible — for example, a video with an accompanying transcript or slide deck.
- Keep file sizes small to support students with limited internet access.
- Consult your institution's accessibility team for guidance on meeting legal accessibility standards in your region.

10. Beyond Moodle

Moodle is a learning management system that also provides access to other tools through an LTI link.

Enabling Zoom in your Moodle course

1. Turn on Edit Mode in your course.
2. Click **+ Add an activity or resource** in the relevant section.
3. Choose **Zoom** and click Add.
4. Enter a name, e.g. Zoom and click Save.
5. Wait a few seconds until you see your Zoom dashboard on screen.
6. You will see existing Zoom sessions.
7. Click schedule new meetings to create a Zoom session.
8. Students will be able to join your Zoom sessions from the Zoom link you added.

Enabling Piazza in your Moodle course

1. Turn on Edit Mode in your course.
2. Click **+ Add an activity or resource** in the relevant section (e.g. Discussions).
3. Choose **Piazza** and click Add.
4. Enter a name, e.g. Piazza and click Save.

Quick Reference: Moodle at a Glance

Attribute	Details	Notes
Log in	Visit your institution's Moodle URL and sign in with your staff credentials.	Contact IT if you cannot log in
Access your course	Go to Dashboard > My Courses and click your course name.	Courses created after registration closes
Edit your course	Click the Edit Mode toggle in the top right of your course page.	Toggle off when done editing
Add content	Edit Mode on > + Add an activity or resource in a section.	Choose resources or activities
Post announcement	Click Announcements in your course > Add a new topic.	Emails students within 30 min
Create assignment	Edit Mode > + Add an activity > Assignment.	Set due dates and grade settings
Create quiz	Edit Mode > + Add an activity > Quiz.	Build questions in the Question Bank first
Set up forum	Edit Mode > + Add an activity > Forum.	Choose forum type carefully
Create groups	Gear icon > More > Users > Groups > Create group.	Auto-create for large classes
Grade submissions	Open assignment > View all submissions > Grade.	Use Save and show next
View Gradebook	Click Grades in course navigation.	Set up categories and weights in Setup
Export grades	Grades > Export > Excel spreadsheet.	Download before submitting final grades
Give accommodations	Open quiz > Gear icon > User overrides > Add user override.	Set per-student time or attempt limits
Hide your course	Gear icon > Edit Settings > Course visibility > Hide.	Make visible when content is ready

Where Can I Get More Support?

Technical support

If you have trouble with Canvas:

- Contact your faculty's Instructional Support Unit as your first point of contact.
- Contact us for further assistance:
  604 827 4775 or LT.hub@ubc.ca or visit the LT Hub online.

Pedagogical support

- Contact the Centre for Teaching, Learning and Technology for one-on-one consultations and training.

Learn more

- Official Moodle Documentation — comprehensive guides for instructors and administrators.
- Moodle Community Forums — an active community of educators sharing tips, plugins, and solutions.
- Moodle Academy — free online courses to build your Moodle skills from beginner to advanced.
- Moodle Mobile App — view and manage your course on iOS or Android.

Other guides

- "Piazza Guide - Resources for moving from Canvas" (PDF)
- "Microsoft Teams Guide - Resources for moving from Canvas" (PDF)

> This guide was produced for UBC instructors who are new to Moodle. It is intended to provide a consistent, supportive introduction to this learning management system.