Faculty: Instructions for Students

Hart Wilson - 2026-06-27 - Comments (0) - Faculty

Looking for standard instructions to offer your students? Copy and paste any of the following text or links in your Moodle site. (Links can also be forwarded to students via email.)

Student Guide to Moodle

Links to Student Articles in the Moodle Knowledgebase

Add files to a folder

Check your grades

Clear your cache (very helpful if they can't see something that everyone can see)

Insert images

Proctored exams

See instructor feedback

Test taking recommendations

Update your profile

Upload multiple files in a zipped folder

Using the course calendar

Working in groups

Standard Text for Common Actions in Moodle

Assignment: File upload

Click on the **Add submission** button below to drag and drop your assignment file in the File picker area. Or locate and attach your completed assignment by clicking on **Add** in the top border of the File picker. Click on **Save changes** to submit.

Assignment: Online text

Click on the **Add submission** button below to open your textbox. After entering text, click on **Save changes** to submit.

Forum: Standard, general forum

Click on the **Add a new discussion** link below to draft your reply.

Forum: Single simple discussion

Click on the **Reply** link in any message to draft a response.

Forum: Q & A forum

Open the post below and click on the **Reply** link to draft your response. You'll be able to read the responses posted by other students after the 15-minute editing period for your post is over.

Groups: Work in a discussion forum together

Use the **Add a new discussion** link below to initiate the discussion in your group or reply to your teammates' threads to move the discussion forward.

Quizzes: Too variable to standardize, but consider these factors...

- Closed vs. open book, open notes
- How many total questions to expect and how to move from page to page
- Indication of time limit, if any
- Information about test availability
- What to do if they experience technical difficulties