

# How to use LM Core for the moderation process

The screenshot shows a Moodle assignment page for 'test assignment'. At the top, there are navigation tabs: 'Assignment' (selected), 'Export', and 'Download renamed submissions'. Below the tabs is a 'Mark as done' button. The assignment details show it was opened on Wednesday, 26 July 2023, at 12:00 AM and is due on Wednesday, 2 August 2023, at 12:00 AM. There are two buttons: 'View all submissions' and 'Grade'. A red text overlay states: 'Moderator will only be able to access to the group for moderation'. Below this is a 'Grading summary' section with a red-bordered box containing the text 'Separate groups: Group for moderation'. At the bottom, there is a table with two rows: 'Hidden from students' with the value 'No', and 'Participants' with the value '3'.

Hidden from students	No
Participants	3

## Overview:

This guide will show you how to use LM Core to facilitate online external/internal moderation.

## What to know:

To give access to your LM Core module content to the external moderators, please first follow this instruction to create and enroll the external moderators to your module area, here is the guide: [How to create external Learning Mail accounts and enroll to online course](#) . Only Departmental/School professional staff have permission to enrol users.

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## Step 1: Create the external moderator's LM Core account and enrol the account into the LM Core module

To give access to your LM Core module content to the external moderators, please first follow this instruction to create and enrol the external moderators to your module area, here is the guide: [How to create external Learning Mail accounts and enroll to online course](#) . Only Departmental/School professional staff have permission to enrol users.

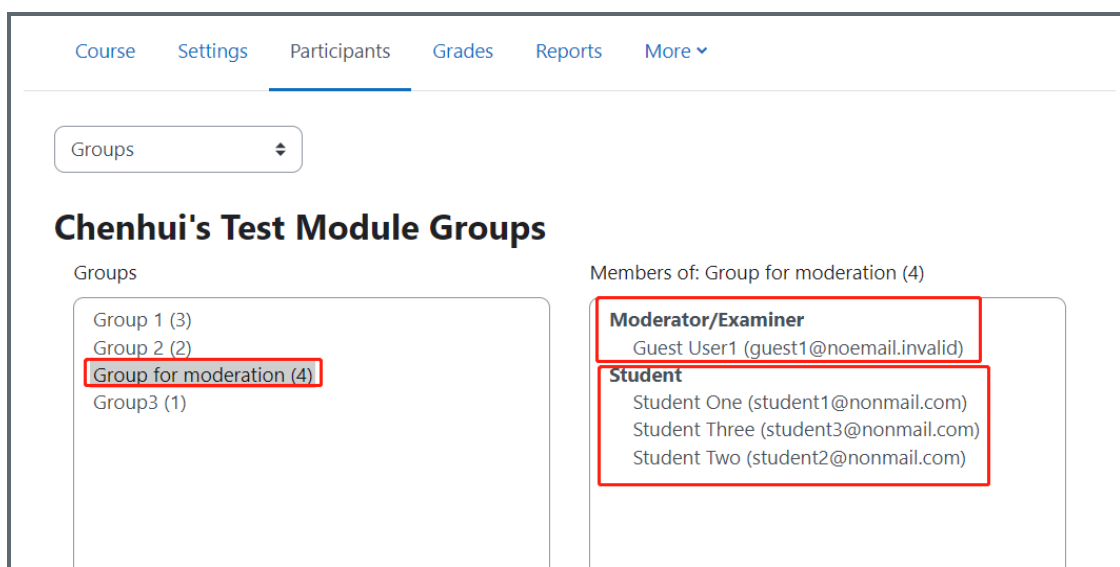
Please make sure to enrol the account with the role "Moderator/Examiner". The permission is specialized for this role for the moderation process.

## Step 2: Create the group(s) for moderation

Please follow this user guide to create the group: Create student groups and add/remove students in the groups

If you have many students to add to the group, please check this user guide about how to add group members in bulk: [How to bulk import group members \(please check step 2\)](#)


Add the external/internal moderator's LM Core account into the group for moderation, and then you will be able to see the moderator is listed as the moderator role within the group. Here is the user guide about how to view the group and group member: [How to view groups and group members](#)







## Step 3: Set your assignment activity in separate groups mode

Turn Edit mode on, click 'Edit settings' of your assignment activity, go to the 'Common module settings' section and change the 'Group mode' option to 'separate groups'. And click save to save this setting.


As the last screenshot shows, when the moderator access the assignment, he or she will only be able to see the group of students' work within the moderation group.








▼ **Topic 2** 

 **ASSIGNMENT**  
 test assignment 
Mark as done 



 Add an activity or resource


Add topic


▼ **Topic 3** 



-  Edit settings
-  Move
-  Hide
-  Duplicate
-  Assign roles
-  Delete
-  Notifications

▼ **Common module settings**

Availability  Show on course page 


ID number 

Force language Do not force 

Group mode  No groups 

- No groups
- Separate groups
- Visible groups

access restriction



## test assignment

Assignment    Export    Download renamed submissions

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Mark as done

**Opened:** Wednesday, 26 July 2023, 12:00 AM  
**Due:** Wednesday, 2 August 2023, 12:00 AM

View all submissions
Grade

Moderator will only be able to access to the group for moderation

### Grading summary

Separate groups: Group for moderation

<b>Hidden from students</b>	No
<b>Participants</b>	3

