For teachers and course managers

Short overview of Moodle

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REGISTRATION AND LOGIN

Via the link https://moodle.europa-uni.de you reach the online learning platform Moodle of the Viadrina. With a click on "Dashboard" or "Login" the login window opens. Please log in with the login data of your Viadrina staff account (<emustermann>@europa-uni.de)

If you have any questions or problems with the registration, please contact elearning-support@europa-uni.de
Notifications: After the login, you can find the latest news and messages here.

If you click on the triangle next to your name, a menu with these options opens:

Dashboard: Listing of your courses; can be customised via „Customise this page”.
Profile: You can, for example, upload a photo; names and your e-mail address cannot be changed.
Grades: You can create and view evaluations for your courses.
Messages: Here you can read and write new messages.
Preferences: Here you can adjust all personal settings, such as the calendar display.
Log out: Here you can sign out of Moodle.
NAVIGATION (II)

With a click on the "hamburger symbol" (top left) the navigation bar can be shown or hidden. In the menu you will find:

- **Dashboard:**
  It's an overview of all the courses you're enrolled in. You can choose between different sorting and viewing options. The layout of the page is customisable, i.e. single elements can be moved or removed by clicking on „Customise this page" on the right. If editing is enabled, new blocks such as "Own profile" can also be added via the Hamburger menu. Afterwards, please confirm the changes by clicking on the button „Stop customising this page”.

- **Calendar:**
  The dates of all courses in the overview + the option to add personal dates

- **Private files:**
  You can upload files and access them later. This is independent of a course.

- **My courses:**
  Courses from the current semester are displayed indented below "My courses". By clicking on it, you can immediately access the course.
A Moodle course will be created automatically for Viadrina teachers after they register their course in ViaCampus. Teachers are granted access in the role of „teacher“ in the course and can make changes there.

If you cannot find your course in your dashboard (at "Course overview"), please contact the IKMZ:

elearning-support@europa-uni.de
A **course in Moodle** is an area where teachers provide [materials](#) and [activities](#) for the students. This can be a simple page of documents to download or a complex collection of activities that enable learning through interaction. The [progress of learning](#) can be recorded in a number of ways.

The course page consists of individual blocks in the middle containing the learning content and (optional) blocks on the right. The teacher can design the course and change it at any time.

Students can be enrolled in the course manually by the teachers, or they can enrol in the course themselves. Students can be divided into [groups](#). This allows separate access to individual course contents or group-specific activities.

- With the hamburger symbol you can show or hide a navigation menu on the left.
- The main content is displayed according to the selected [course format](#).
- Quick navigation via the links here
- Switch on editing via the gear wheel symbol
- Blocks on the right side of the course can be customized
All important settings of a course can be found by clicking on the "gear wheel,, symbol (top right).

There you can find and edit the general course settings (title, course start date, course end date, course format, course visibility, course description, course image...).

Here you will also find the option „Turn editing on“ to edit the course content, e.g. to set up material or activities (PDF, pictures, surveys, ...)

**Backup, restore, reset** - this allows you to save courses on your own PC and use them again later, in whole or in part. There is a separate manual for this.

For user management (enrolled users, groups, enrolment methods,), go to "More..." and then to the "Users" tab. You will also find the question bank and the evaluation of the course under "More...".
COURSE FORMATS

Within the course settings you can choose between four different formats: Topic format, weekly format, single activity format, social format.

**Topic format**
The individual topics can, for example, be named according to topic blocks within the course. For each topic, corresponding working materials or activities can be added.

**Weekly format**
The weekly format is particularly suitable if you want to upload exercises or other documents every week. The data is preset automatically by the system. The current week is highlighted in a specific colour.

**Single activity format**
Within this course format a single activity is created. This can be in the form of a forum, a file, a poll and other options.

**Social format**
The social format is an open forum without topic limits, in which anyone can open a forum and comment on others.
Click on the "gear wheel" symbol (top right) in the selected course
Then click on the "More ..." option
A window with the title "Course administration" will open. Go to the tab "Users".

Under the "Enrollment methods," block. Here you can determine, among other things, whether the students

- The participants are added individually by you
- Enrol themselves in the course (with or without password)
Self-enrolment with and without registration key:

- Select the method "Self-enrollment".
- Allow self-enrollment by selecting "YES".
- If you enter a "code" under „Enrollment key“, this key must be provided by the participants when they register. You can also leave this field blank, in which case no further information is required when enrolling.
A role in Moodle determines what rights a person has:

- **Teacher** - may manage courses and course content (and assign all roles below)
- **Non-editing Teacher** - may make assessments in courses, but may not make any changes to the course and course content
- **Hidden Teacher** - may manage courses and course content (displayed in the course "without role").
- **Student** - can access a course and participate in the course activities

More information here

Click on the "Gear" icon in the selected course, then click on "More". Go to the tab "Users" and there to "enrolled users".
Editing rights awarded in Moodle (II)

Here you can add users manually.

With the trash symbol, the user can be removed from the course.

To change the editing rights, click the pencil icon of the desired person and then click the triangle. Here you can select the desired role and then confirm with the memory icon (disk).
Designing a course (I)

Edit
With the pencil icon you can change the visible title without having to go into the settings first. Please confirm with the "Enter" key, otherwise the previous title will remain.

Move
In order to move materials, activities, labels and thematic blocks, you have to click with the left mouse button on the cross symbol and then drag it to the desired location.

Edit topic name
With the pencil icon you can change the visible title without having to go into the settings first. Please confirm with the "Enter" key, otherwise the previous title will remain.

Groups
The icon can be used to make quick assignments to specific group arrangements. Groups should be set up for this.

If you click here, further editing options will open:
- Edit settings
- Move right
- Hide
- Duplicate
- Assign roles
- Delete
Create new blocks
These always appear on the right side of the course. In the desired course go to the "gear symbol" (top right), click on „Turn editing on“ in the menu. Then click on the "Hamburger symbol". At the bottom you will find "Add a block". Click on this field and then select the desired block. Confirm your choice.

Create new topic
(Here the topic format is created instead of the weekly format. More on the Format setting):
Go to the "gear symbol" in the desired course and then click on „Turn editing on“. Now you can click on "Add topics" in the main field below the last topic.
Designing a course (III)

Tip: Check course in the student role
You have now designed the course and created all activities? Please check how the course will look like for “students” as shown below.

1: Change role in course
To do this, click on the triangle symbol next to your name. Then select “Switch role to” from the menu.

2: Select role
Click on the field with the desired role. You can now view your course in the selected participant role and perform the activities.

3: Back to the original role
Click on the triangle icon next to your name and select “Return to my normal role” from the menu.
Create materials (I)

1. Open the desired Moodle course. Click on the "gear" icon (in the picture, top right). A menu opens. Select „Turn editing on”.

Tip:
If you do not know what is behind an activity, select it (click with the mouse button). You can then read a short description in the white field on the right.

2. Click on "Add an activity or resource" in the desired section of the course.

3. A window opens in which you can choose between different activities and working materials. If you want to create a specific activity or working material, select it with the mouse button and then click on "Add". A new window opens, in which you can manage all the settings.
Create materials (II)

In this window, you can now manage the settings for the desired activity (here, reconciliation). The settings must be confirmed by "Save" at the end!

Click here for more text editing options. You can also insert images or files in this menu.

Fields marked with a red exclamation mark must be filled in.

If you click on the blue question mark, a short explanation of the function appears.
Add PDF files and images

In the desired Moodle course, click on the "Gear" icon and then select „Turn editing on". In the main field of the course you will then find the option "Add an activity or resource". To add a PDF, select the option "File" or „Folder" under „Resources". If you want to add images please choose "Lightbox Gallery".
What for?
Forums can be found by the speech bubbles. There are two types of forums:

- **For announcements**
  Teachers communicate important information to the course participants, such as a short cancellation of the course. Every participant is obliged to receive these forum news by e-mail. Students cannot reply to the announcements or write new contributions themselves. This forum is already provided in the Moodle course and is called "Announcements", or "Ankündigungen".

- **For exchange**
  For discussions, debates, questions and the sending of files, there are forums where all course participants can write contributions and reply to others. It is also possible to send file attachments. You have to create this forum yourself first:

Add new forum & want to be forwarded by e-mail?
Open the desired Moodle course, click the "Gear" icon and then select „Turn editing on". Then click on " Add an activity or resource" in the main field of the course and select "Forum". In the following view you can manage the desired settings:
- "Forum type": simply select "Standard forum" (this allows students to reply and send contributions themselves)
- " Subscription & Tracking": here you can determine whether students are obliged to receive the forum by e-mail or not.
Open

Open the desired Moodle course. The forum should appear in the main content. It can be recognised by the speech bubbles. Click on the balloons or the text next to them.

A new window appears. Here you can see the posts in the forum in the Overview. If you would like to read individual contributions, under the column „Discussion“. click on the headline that interests you (here „Hallo“)
IN FORUMS COMMUNICATION (II)

Read article
Just click on the topic you want to open (e.g. „Hallo”).

Answers
When the post is open, click on "Reply" (right). A field appears where you can enter your answer. If you want to attach a file, click on "Advanced" (below the text field). Click on „Post to forum" to send the post.

New contribution
Click on the button "Add a new topic". A new window will open. What you write in the field "Subject" will be shown later in the „Discussion" column in the view above. You can add files and attachments.

Subscribe to forum
Click on the gear symbol and select "Subscribe to forum". A green highlighted field will then appear, indicating that you will receive the forum by e-mail in the future. You can also change the setting again here.

Search
Use the search function to find content faster.
IN FORUMS COMMUNICATION (III)

**Tip**
If you are a teacher AND a student in the course, you will receive all contributions from the forum by e-mail. You will then know if and when they have been posted.

Forum - delayed dispatch
If you write a contribution in the forum, it will be sent with a 30 minute delay (note in the green field).
Until then you have the possibility to change or delete your contribution.
You can find more information about Moodle by following the links below:
Manage Moodle course

Your team from
Competence Center Learning & Teaching Digital
www.europa-uni.de/kl2d

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