



Moodle Quick Guide for Teachers

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To familiarize yourself with Moodle and its features, feel free to take a look at our [Moodle Demo Course](#) (*self enrolment*), where you will find information (*currently only in German*) about the various course activities and the opportunity to try them out.

If you need help using your Moodle course, please take a look at our [FAQ](#) (*currently only in German*) or get in touch by email (digi-support@leuphana.de).

1. Logging into Moodle

Moodle can be reached by following this link: <https://www.moodle.leuphana.de>.

Log in with your MyStudy username (*Anmeldename*) and password (*Kennwort*).

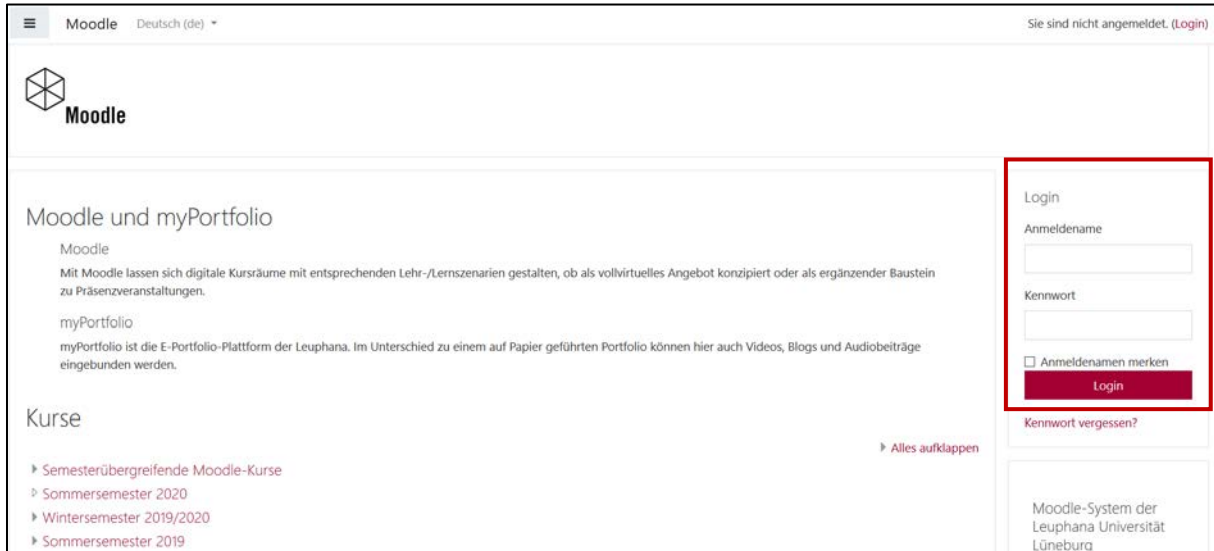


Fig. 1: Logging into Moodle

2. Course Overview

2.1. Dashboard (*Meine Startseite*)

On your dashboard your current courses should be displayed under 'In Progress' (*Laufende*). Visible courses are displayed in red font. Courses that have not been made visible for students appear in grey font.

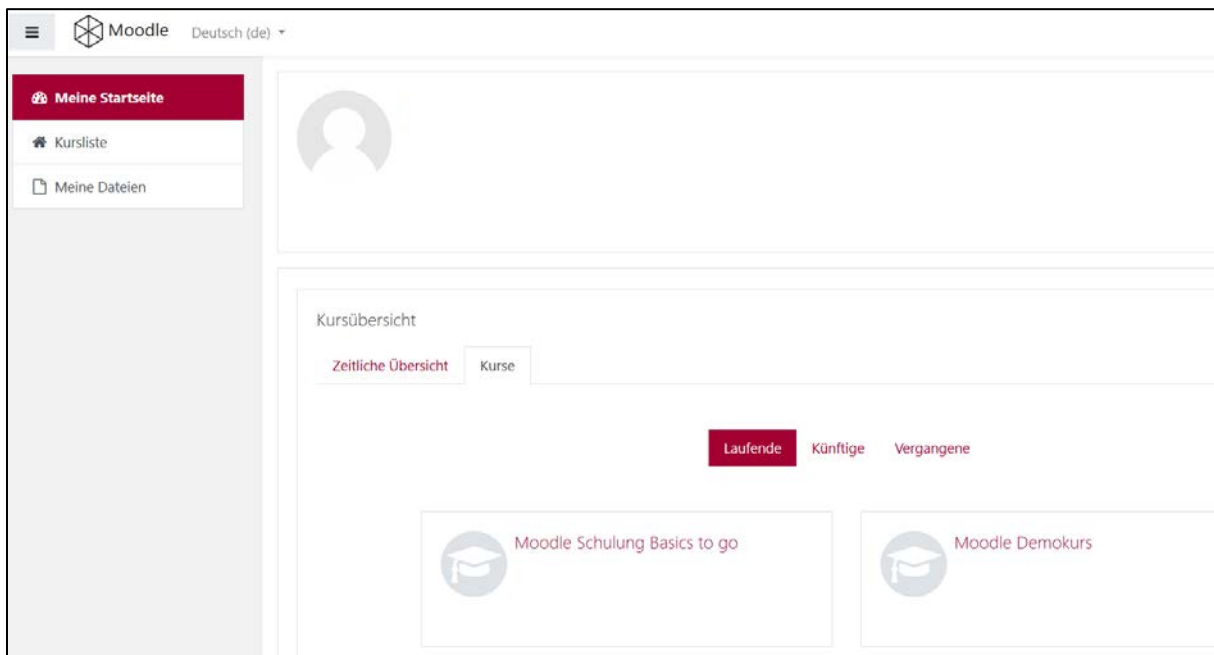


Fig. 2.1: Dashboard

2.2. Site Home (*Kursliste*)

Under the tab 'Site Home' (*Kursliste*) in the navigation menu you will find all Leuphana courses arranged by semester. The course '[Moodle Demo Course](#)' can be found under Lehrservice (on the screenshot "Hochschuldidaktische Weiterbildung").

2.3. Search for Courses (*Kurse suchen*)

You can search for courses by using the 'search courses' bar (*Kurse suchen*). Just enter the course name and press on 'Go' (*Start*).



Fig. 2.2: Course List & Search Bar

3. General Course Settings

3.1. Course visibility (*Kurssichtbarkeit*)

Your course is not visible to students at the beginning. You can activate visibility for students under: 'Edit Settings' (*Einstellungen*) → 'General' (*Allgemeines*) → 'Course visibility' (*Kurssichtbarkeit*)
There you have the option to 'Show' (*Anzeigen*) or 'Hide' (*Verbergen*) your course.



Fig. 3.1a: Settings

Moodle Demokurs

Meine Startseite / Meine Kurse / Moodle Demokurs / Einstellungen

Kurseinstellungen bearbeiten

▼ **Allgemeines**

Vollständiger Kursname ! ? Moodle Demokurs

Kurzer Kursname ! ? Moodle Demokurs

Kursbereich ? Hochschuldidaktische Weiterbildung ▾

Kurs sichtbarkeit ? **Anzeigen** ▾

Kursbeginn ? Verbergen

Anzeigen

ober ▾ 2019 ▾ 00 ▾ 00 ▾ 📅

Fig. 3.1b: Course Visibility

3.2. Course Name (*Kursname*)

Under the 'Edit Settings' (Einstellungen) button, you can also assign your course a new name. You can do this by under:

'Edit Settings' (*Einstellungen*) → 'General' (*Allgemeines*) → 'Course full name' (*Vollständiger Kursname*)

Moodle Demokurs

Meine Startseite / Meine Kurse / Moodle Demokurs

Herzlich Willkommen

Moodle Demo-Kurs zum Tag der Lehre 2019!

Hier zeigen wir Ihnen, welche Funktionen die Lernplattform Moodle bietet. Neben Erklärungen zu den einzelnen Aktivitäten erhalten Sie Praxisbeispiele, mit welchen Sie die Funktionen selbst ausprobieren können.

Ankündigungen

- Einstellungen**
- Bearbeiten einschalten
- Ausschreiben aus 'Moodle Demokurs'
- Filter
- Setup für Bewertungen
- Sicherung
- Wiederherstellen
- Import
- Zurücksetzen
- Mehr ...

Fig. 3.2a: Gear Wheel - Settings

Moodle Demokurs

Meine Startseite / Meine Kurse / Moodle Demokurs / Einstellungen

Kurseinstellungen bearbeiten

▼ **Allgemeines**

Vollständiger Kursname ! ? Moodle Demokurs

Kurzer Kursname ! ? Moodle Demokurs

Kursbereich ? Hochschuldidaktische Weiterbildung ▾

Fig. 3.2b: Course Full Name

3.3. Self Enrolment (*Selbsteinschreibung*)

In order to enable students to enrol in the course independently, you must activate the option of **self-enrolment**. An **enrollment key** is NOT set by default. By setting a key, you can restrict access to a selected user group whom you provide the key with. You can announce the enrollment key via E-mail, MyStudy, or orally in a(n) (online) classroom-based course.

In order to enable **self-enrolment** and set an **enrollment key**, navigate to the left-hand side of the navigation menu and select the tab:

'Participants' → '⚙️ - Settings' → 'Enrolment Methods.'



Fig. 3.3a: Participants → Settings Wheel → Enrolment Methods

Under 'Add method' (*Methode hinzufügen*) you can select the option 'Self enrolment' (*Selbsteinschreibung*)



Fig. 3.3b: Add Method – Self enrolment

You may now assign an **enrollment key** (*Einschreibeschlüssel*) that students must enter when enrolling in the course in order to view the course contents. It is also important that you change the 'Allow new enrolments' (*Selbsteinschreibung erlauben*) to 'Yes' (*Ja*).



Fig. 4.3b: Allow Self-Enrolment, Assign Registration Key

Students can now search for your (visible (see Point 3.1)) course in the course list (or search course field (see Point 3.3)) and enroll themselves.

4. Allow Editing

In order to customize the content of your course and add new activities and materials, you must first activate editing. To do this, click on the “⚙️” gear symbol and select 'Turn editing on' (*Bearbeiten einschalten*).



Fig. 4a: Enable Editing

After activating the edit mode, you can now edit your contents by clicking the “✎” pen icon to customize your content. New activities and materials can also be added under the 'Add an activity or resource' (*Material oder Aktivität anlegen*) button.

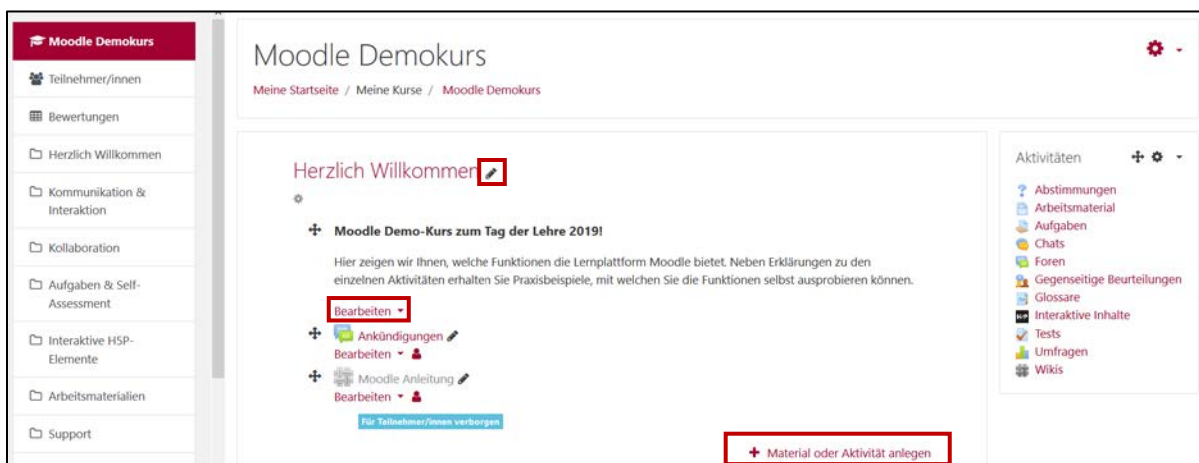


Fig. 4b: Editing Course Content

5. Further Administration Settings

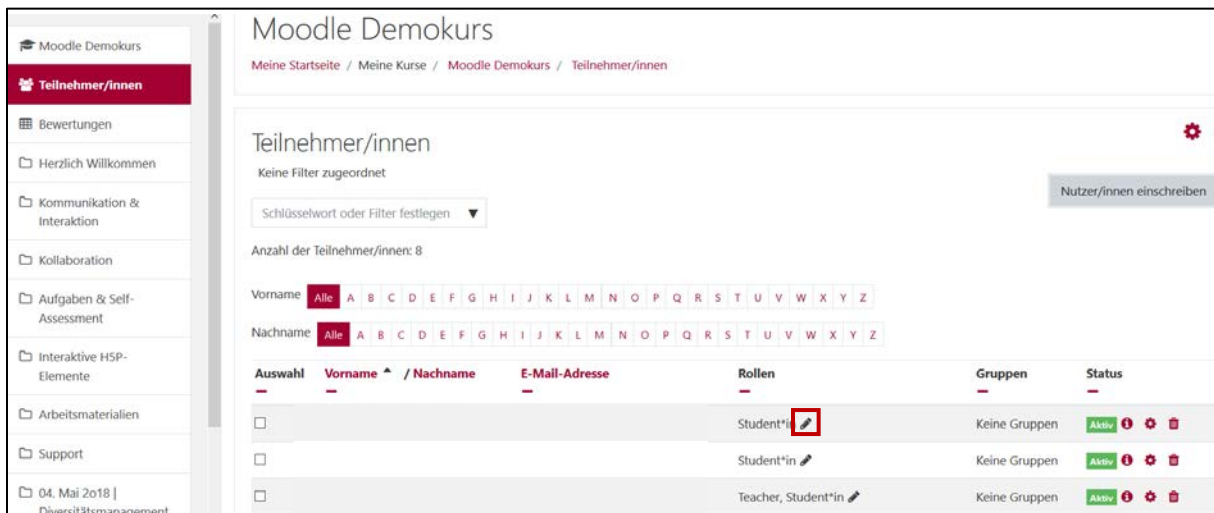
In the following, you will find an initial orientation on the roles/ rights system and manual enrollment.

5.1. Rights and Roles

You are registered for the course in the **teacher** role. The following roles can be assigned:

- **Teacher**
As a teacher you have full creative freedom in your course and can change course settings, assign roles, design content (create and edit materials and activities), make assessments, etc.
- **Non-Editing Teacher/ Tutor**
The role of non-editing teacher or tutor is to view the course content and make assessments. It is not possible to change settings, materials or activities.
- **Student/ StudentPro**
Participants with the role of student can participate in course activities and view materials. They are not authorized to make changes.

You can assign all roles, including the teacher role, to other participants of the course yourself. The teacher role is usually assigned to other colleagues and tutors, who are working with you together in the course. Please be careful in assigning the teacher role, as it gives the user access to all editing options in the course, even completely deleting it. In order to assign a role, you have to navigate to 'Participants' (*Teilnehmer/innen*) in the navigation menu. In this tab you can then edit the roles using the pencil icon (✎) next to each individual participant.



The screenshot shows the Moodle interface for the 'Moodle Demokurs' course. The left sidebar contains a navigation menu with 'Teilnehmer/innen' selected. The main content area displays the 'Teilnehmer/innen' page with a search filter and a list of participants. The list has columns for 'Auswahl', 'Vorname', 'Nachname', 'E-Mail-Adresse', 'Rollen', 'Gruppen', and 'Status'. The first participant is 'Student*' with a pencil icon next to the role name, indicating it can be edited. The second participant is 'Student*in' and the third is 'Teacher, Student*in'.

Auswahl	Vorname	Nachname	E-Mail-Adresse	Rollen	Gruppen	Status
<input type="checkbox"/>				Student* ✎	Keine Gruppen	Aktiv ⓘ ⚙️ 🗑️
<input type="checkbox"/>				Student*in ✎	Keine Gruppen	Aktiv ⓘ ⚙️ 🗑️
<input type="checkbox"/>				Teacher, Student*in ✎	Keine Gruppen	Aktiv ⓘ ⚙️ 🗑️

Fig. 5.1: Edit Roles

If a person is not included in the list of participants, you have to enroll her*him first (*see next section*).

5.2. Manual Enrolment

Manual enrolment allows you to enroll students or colleagues manually and assign roles to them. In addition, you can set a participation duration and the start of visibility for the respective person you are enrolling. This type of registration is particularly suitable for small course groups.

For manual enrolment, please follow the steps below:

In the navigation menu on the left side select 'Participants' (*Teilnehmer/innen*) and then 'Enroll users' (*Nutzer/innen einschreiben*).

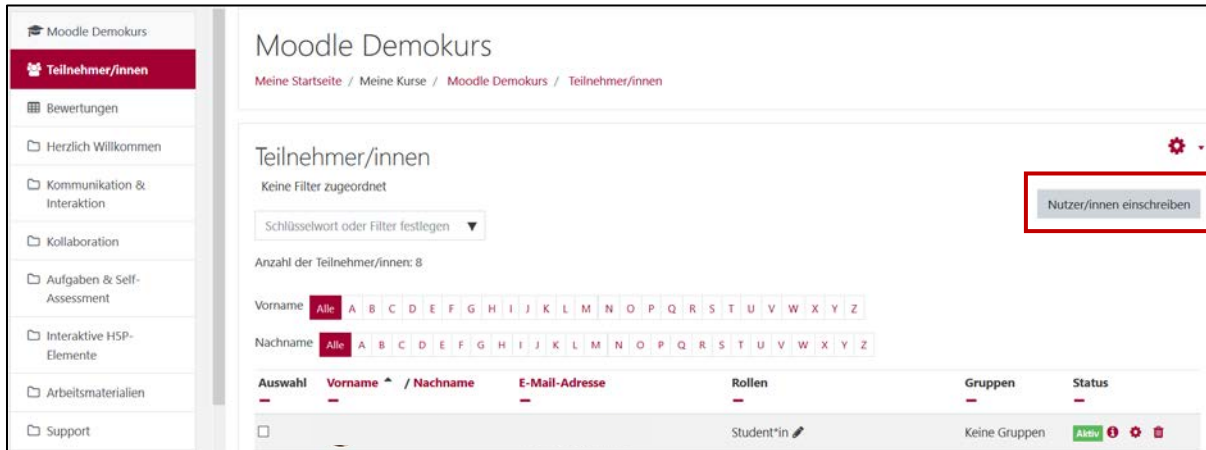


Fig. 5.2a: Enrol Participants/ Users

You may now enter the name of the person you want to enroll in the search field.

If you cannot find a participant via search, please ask them to log into Moodle. Students use their MyStudy ID and password here as well. After logging in once, the person should be found under the 'Search' (*Suchen*) function.

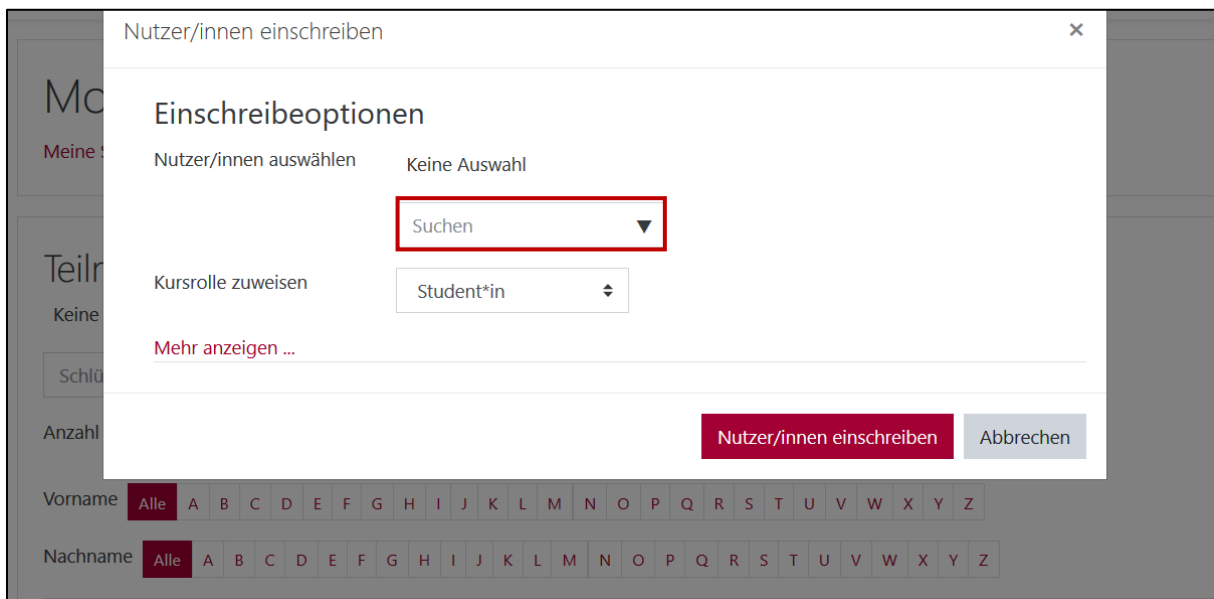


Fig. 5.2b: Searching for Users

5.3. Course Formats

The course format also defines the layout of the course page. You may choose between different course formats. We would recommend the following formats:

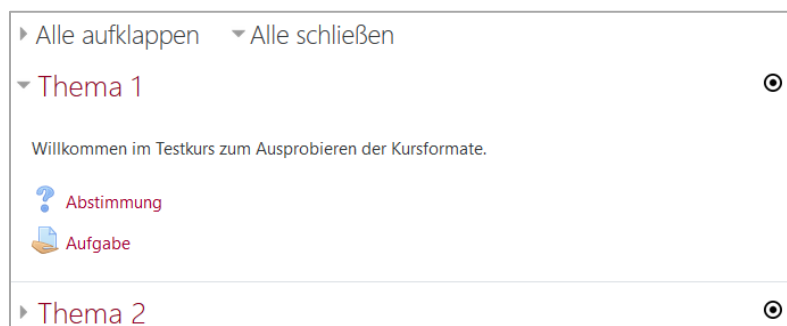
Topics format (preset): The course page is split into topics. You have the option to display all of the sections on one page (*Alle Abschnitte auf einer Seite*) or on several pages (*Nur ein Abschnitt pro Seite*).



Weekly format: The sections will be organized by calendar weeks. The current week is indicated through a red line on the left border. Again, you have the option to display all of the sections on one page (*Alle Abschnitte auf einer Seite*) or on several pages (*Nur ein Abschnitt pro Seite*).



Collapsed Topics: The section with course material, are able to unfold and close.



5.4. Changing the Course Formats

To change the format of your course, click on the “⚙️” gear and choose 'Edit Settings' (*Einstellungen bearbeiten*). In the section 'Course format' (*Kursformat*), you may now choose the preferred format. The 'Topics format' (*Themenformat*) is preset in your course. You may have to adapt the 'course layout' (*Kursdarstellung*), as explained in the section before.

Kurseinstellungen bearbeiten

- ▶ **Allgemeines**
- ▶ **Beschreibung**
- ▼ **Kursformat**
 - Format ? Themenformat
 - Verborgene Abschnitte ? Vollständig unsichtbar
 - Kursdarstellung ? Alle Abschnitte auf einer Seite

Fig. 5.3a: Changing course format – Topics format

If you choose the format 'Collapsed Topics' (Komprimierte Abschnitte), there are further settings. Changing the preset settings is not necessary. Should you want to change some settings, you will find explanations about the options, by clicking on the blue question marks.

▼ **Kursformat**

- Format ? Komprimierte Abschnitte
- Anzahl der Abschnitte 10
- Verborgene Abschnitte ? Vollständig unsichtbar
- Bedienhinweis ? Nein
- Inhalt der Abschnittstasten ? Kein Element anzeigen
- Abschnittsformat ? Thema
- Spalten festlegen ? 1
- Spaltenrichtung festlegen ? Waagrecht

Fig 5.4b: Collapsed Topics - Settings