Hochschule Neu-Ulm
University of Applied Sciences

First Steps in Moodle for lecturers

With this guide you will be able to...

- … apply for your own Moodle course
- ... to access your course room
- ... to provide your course with an enrollment key
- ... upload documents to your course
- ... reach your participants by e-mail with just a few clicks

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1. Overview

The Moodle learning platform is now used by the majority of our professors to support courses and supplement them with e-learning.

A Moodle course room offers you the following functions, among others:

- Provide scripts or work material for download
- Simple communication with students via forums (e.g. in the case of current information on a course)
- Providing learning activities for students (submitting assignments online, online tests, appointment coordination, wikis, ...)

Would you like to know more?

Current information and dates for our training courses can be found here.

2. Apply for courses

In order to receive your own Moodle course for your lecture, you must apply for one. To do so, simply send an e-mail to elearning@hnu.de with the following details:

- Study program and semester
- Lecture title
- Additional lecturers, if applicable

Please note that

Moodle course rooms for regular semester courses must be applied for each semester. We will send you a reminder E-Mail in time before the start of the new semester to apply for the new courses.

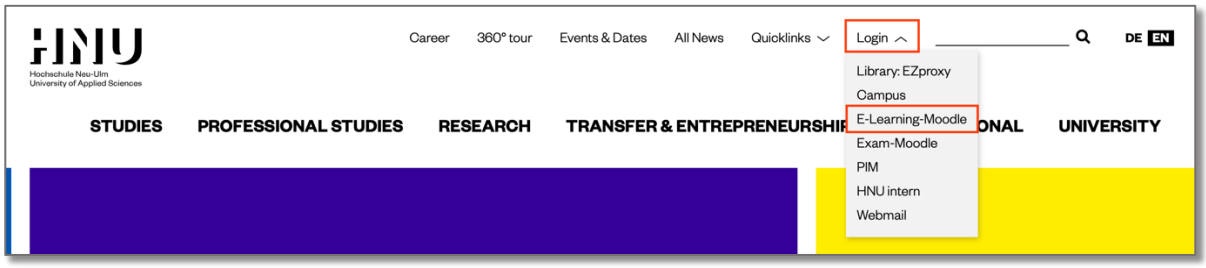
Moodle courses are not stored permanently. Only the courses of the current semester and the last 6 semesters are available. Previous semester courses will be deleted. In addition, HNU reserves the right to delete non semester-related courses (continuous courses) after 24 months of inactivity.

A separate exam course on the Exam-Moodle (exam.hnu.de) is required for digital examinations. The e-learning moodle is not suited as an examination archive.
So apply for an exam course on our Exam-Moodle in advance as a supplementary course to your regular one.

3. Access to the Moodle platform

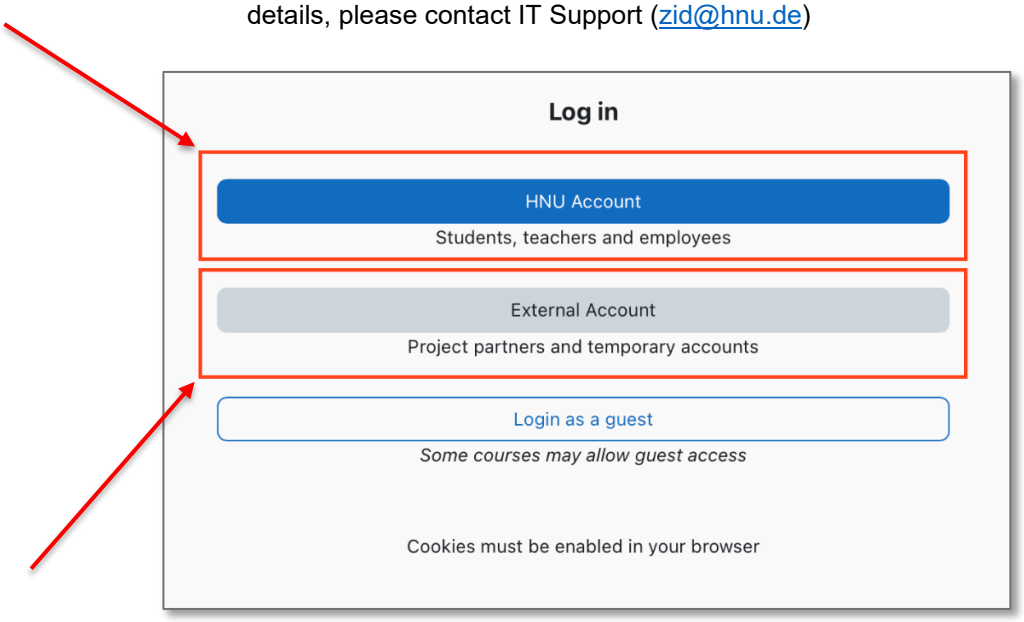
Direct link to the platform: https://elearning.hnu.de

Access via the website of the Hochschule Neu-Ulm



4. Login to Moodle

HNU-Account: Log-in with your HNU login data. If you have any questions about your login details, please contact IT Support (zid@hnu.de)



External users: External persons may receive separate access data as part of projects or collaborations. In this case, you can log in via the “External account” link.

User agreement

When you log in for the first time, you must agree to the user agreement. Please read it carefully.

5. Navigating the platform / finding a course room

a. Dashboard

After logging into Moodle, you are directed to your personal dashboard. Here you will find all the courses in which you are enrolled as a lecturer or participant.

Filter and search

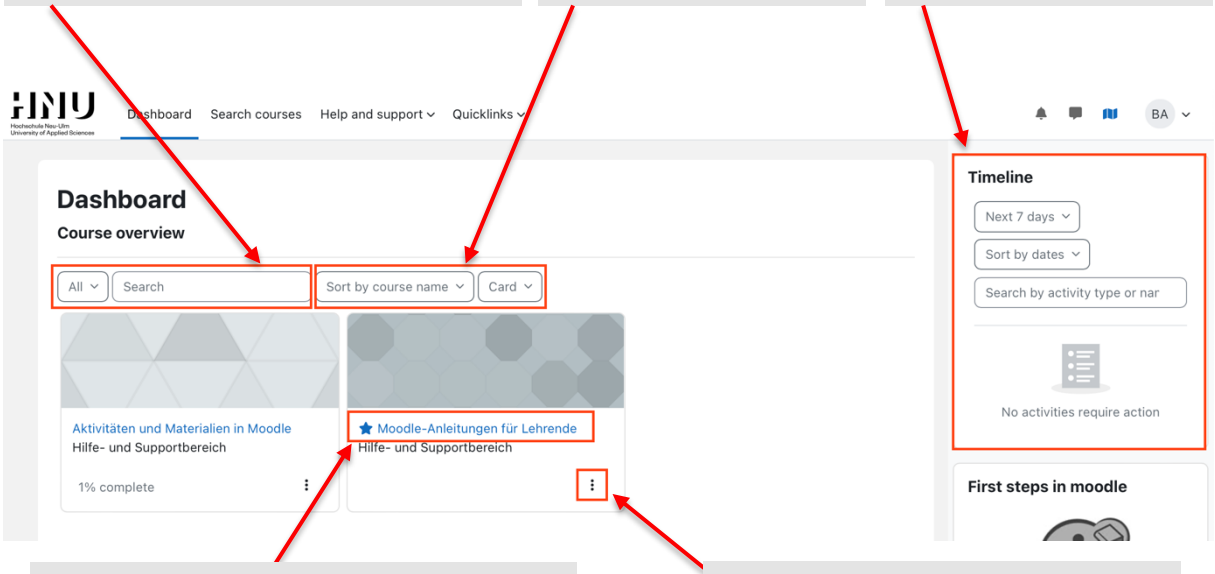
Filter your courses e.g. by current, future, past or your personal favorites. You can also search for your courses.

Customize display

Customize the display or sorting here.

Timeline

Here you will find upcoming dates in your courses, e.g. due dates for submissions.



To the course

Click on the course title to access the course room.

Favorites and hidden courses

You can use this menu to mark individual courses as favorites or remove them from the view. You can use the filter to show removed courses again later.

Your course is not listed yet?

- Course application by e-mail to elearning@hnu.de

b. Top-navigation

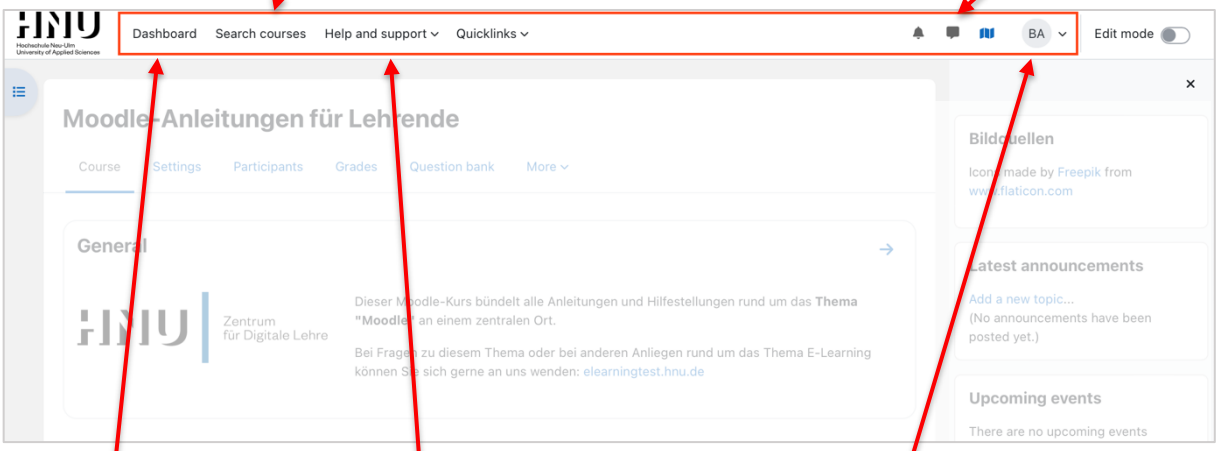
Moodle's top navigation is visible at all times and allows quick access to the dashboard, course areas or help & support.

Course areas and course search

All courses on the platform are organized within the respective faculties and degree programmes under “Search courses” and you have the option of searching for specific courses.

Notifications and system messages

In the main menu you can also find information on system messages and send and receive messages via Moodle.



Dashboard

Click on “Dashboard” to return to your dashboard at any time.

Help and support

Instructions, FAQs etc. can be found here.

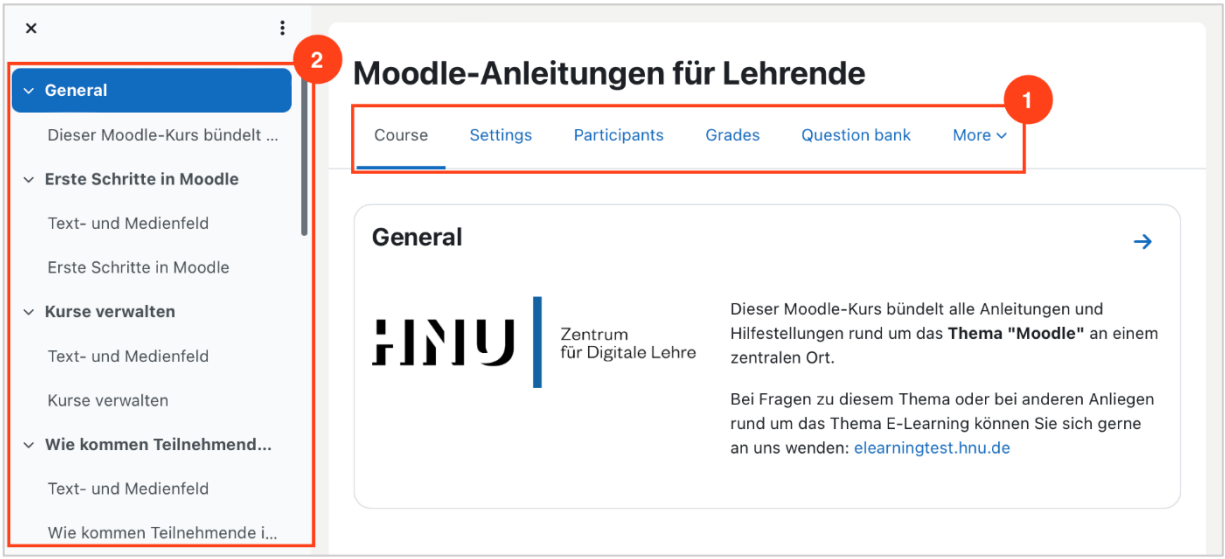
User menu

1. **Profile:** personal profile settings
2. **Ratings**: overview page of all ratings (no official grades)
3. **Messages**: Moodle messages for communication
4. **Settings**: further settings, e.g. for the preferred language, as well as forum, message or editor settings
5. **Logout**

c. Moodle course (course navigation & course index)

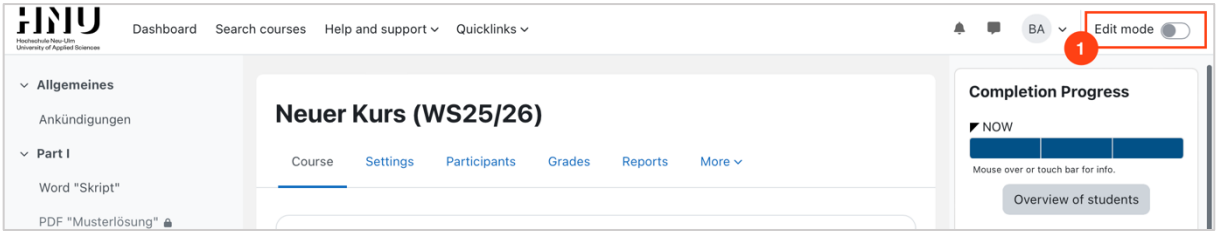
1. You will find the course navigation at the top of the course page, here you can access the course settings, participants, evaluations or your question bank.

2. Within a course, you can quickly access the individual sections of a course via the course index (=table of contents).



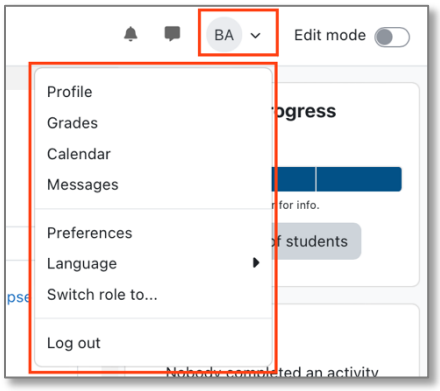
d. Switch to editing mode

1. The button “Edit mode” (slider) needs to be activated to upload course content.



e. User menu

You will also find the user menu in the top navigation:



- **Profile:** Here you can view and change your personal profile (description, profile picture, ...)
- **Grades:** This is an overview page of all grades in your courses (no official grades, but "points" you collected e.g. for a quiz).
- **Messages**: This is where you will find all internal Moodle messages.
- **Settings**: Here you will find further settings, e.g. for the preferred language as well as forum, message or editor settings.
- **Logout**: Use this link to log out of Moodle.
- **Change role**: You can change the view, e.g. to that of a participant. This allows you to check what is visible to your students. You can also return to your original role in the same way.

Personal profile

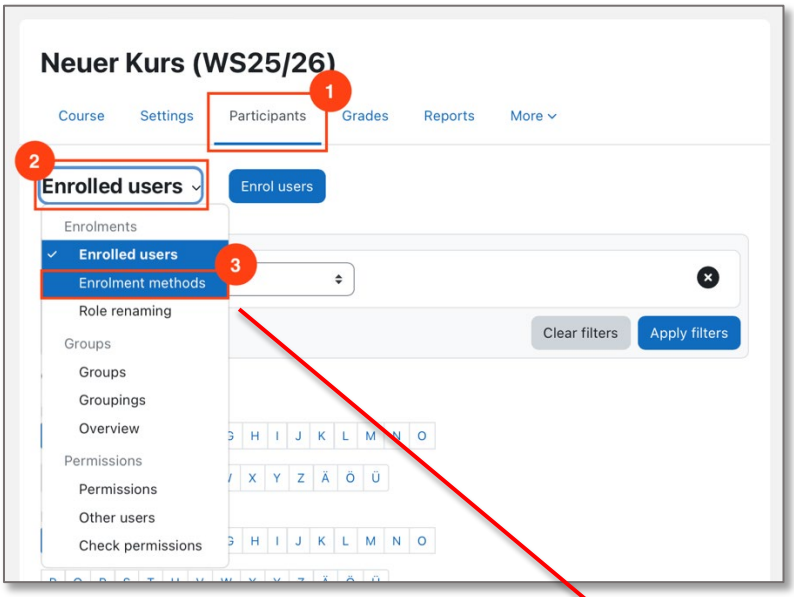
- Forum posts and messages will be forwarded to the address provided (HNU e-mail address).
- You are also welcome to upload your own photo (Profile → Edit profile → Upload User picture).

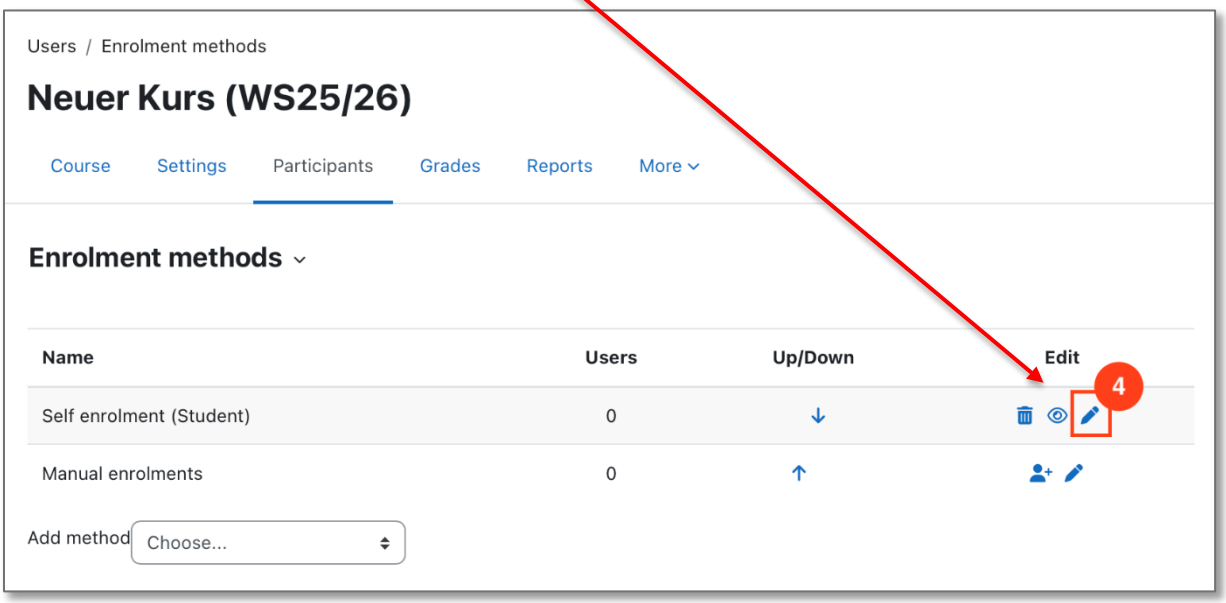
6. How do students get into my course? (Enrollment key)

- Your course room is provided with a generic enrolment key (password for access to the course) when it is created.
  - The enrolment key is particularly important in order to meet the requirements of copyright law if, for example, you provide scanned book pages. In this case, access should be restricted to the participants of your course. Further information on the topic of "Copyright in teaching" can be found here.
- **Students generally register for courses independently.** However, they can only enrol in the course **once you as the lecturer have communicated the enrolment key** (usually in the first face-to-face lecture)
- Alternatively, you have the option of enrolling students in your course manually (usually only useful for small numbers of participants) or communicating the enrolment key in advance by email.

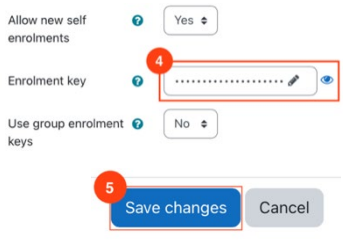
You can view, change or delete the enrolment key as follows if you want the course to be freely accessible to all students:

1. Open the student overview
2. Click on “Enrolled users”
3. Select the item “Enrolment methods”
4. Open the action menu under “Self-enrolment (student)”





5. You can now view and change the enrolment key here. Confirm the new enrollment key with the Enter key. If the course should be freely accessible for all Moodle users, you can simply delete the existing enrollment key.
6. Save changes

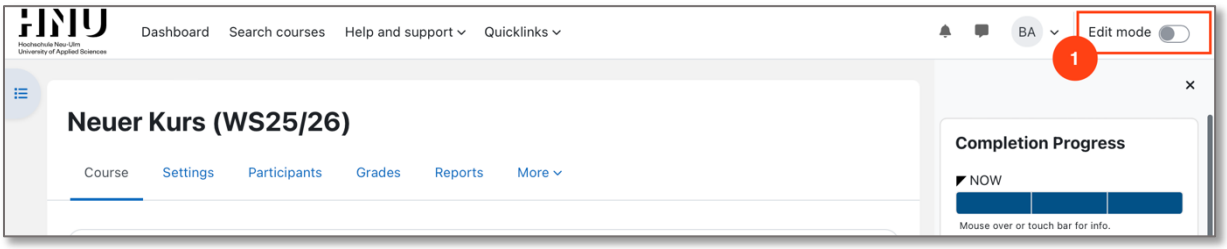


Tip

- Provide your students with the enrollment key in the first course.
- If you want to contact your students directly before they have enrolled in the course, this is only possible by e-mail.

7. Upload files

1. Click on the “Edit mode” button on your course page to be able to make changes to your course room:



a. Upload files via drag & drop

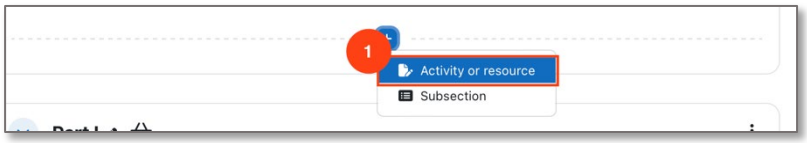
To upload files, simply drag and drop them from Windows Explorer into the course room.

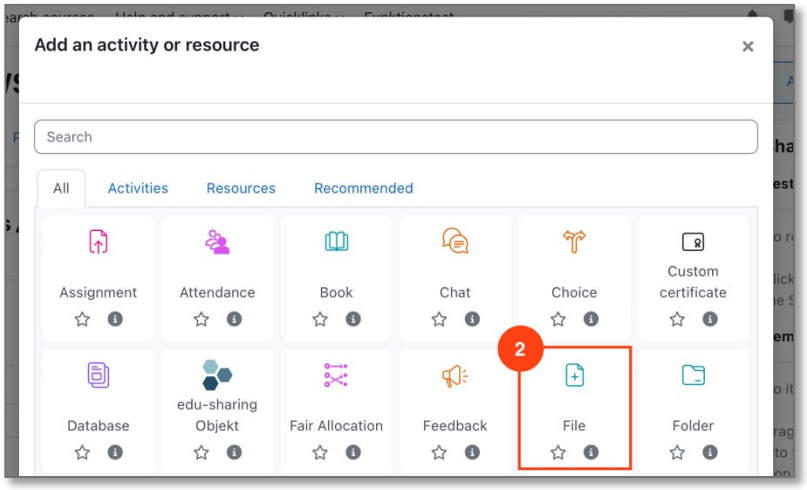
Tip

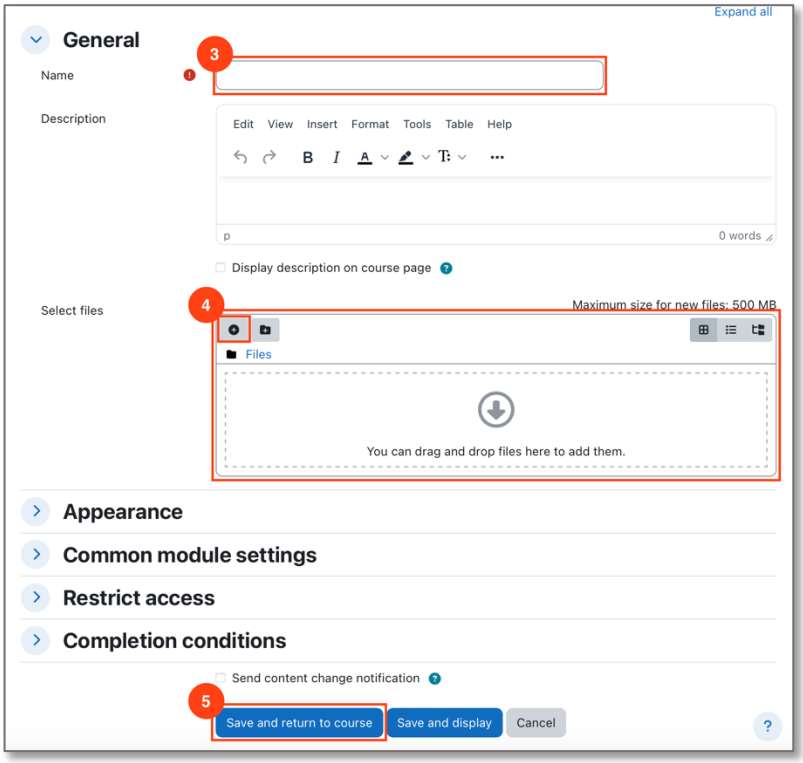
- If uploading does not work in this way, this is most likely due to a browser version that is too old.
- Alternatively, you can upload documents via the link “Create material or activity > File”: see next paragraph.

b. Upload files via „Create material or activity “

1. Click on “Add an activity or resource” in the course room
2. Select menu item “File“
3. Enter the name of the file and a short description if necessary
4. Select the file using the “Add file” button. (The file can also be dragged into the dotted frame).
5. Save and add to the course. (The file is now available in the course).

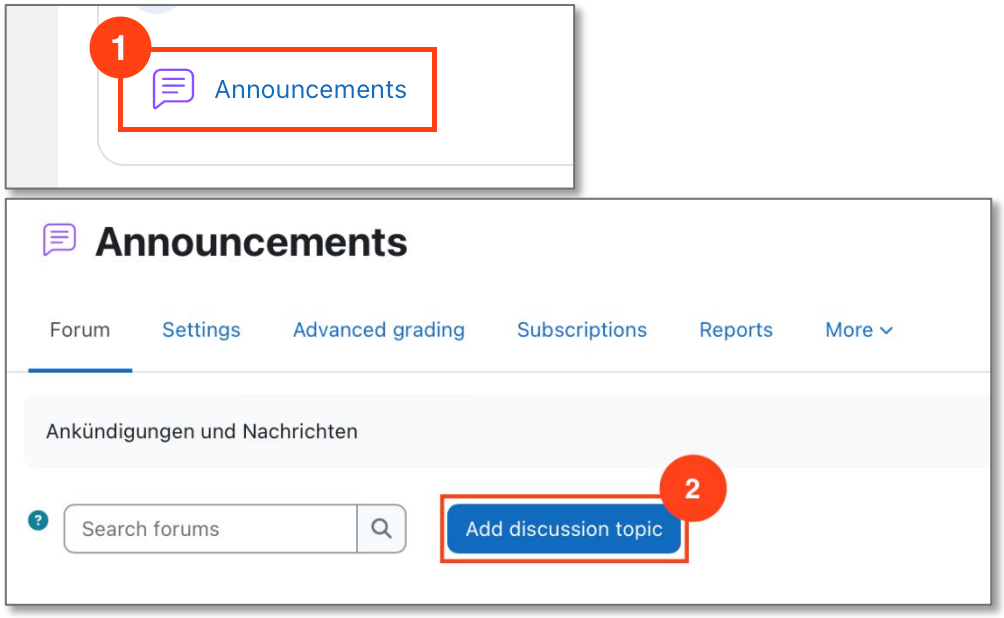






8. Reach out to participants of the course

1. You can reach out to all students who have enrolled in your course room via the standard forum “Announcements”.
2. Add a new topic to the announcements. All course participants will automatically receive this post by e-mail.



Please Note!

- Students cannot reply to announcements!
- Students should also be able to post? Find out here how to create a new discussion forum.

9. Support

You can contact the team of the Center for Digital Teaching by e-mail: elearning@hnu.de

- Moodle support
- Further training requests
- Applying for courses
- Individual advice on the use of e-learning methods in your lecture

Tip

- You can find information and tips on digital teaching in our Digital Teaching Info Center.
- Further information and instructions on the Moodle learning platform can be found in the Guides for Teachers.