Digitally supported teaching with Moodle: Quick Start Guide

To set up a Moodle course for your teaching, all you need is a computer with Internet access and your university ID. Everything else is provided by the learning management system.

Open Moodle

Moodle works equally well with all major Internet browsers (Mozilla Firefox, Google Chrome, Safari, Internet Explorer, Opera, etc.). However, we recommend using Mozilla Firefox. The Moodle of the University of Duisburg-Essen opens via the following address/URL:

https://moodle.uni-due.de

Transfer the link to the address bar in your preferred Internet browser.

Login

To use Moodle, please log in. On the start page of the Moodle you will find the "Login" in the upper right corner:
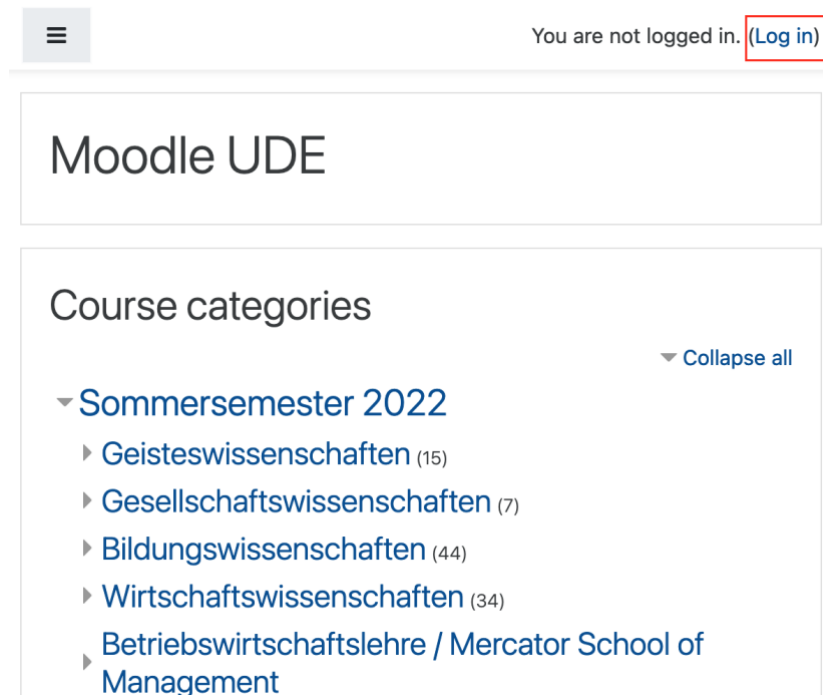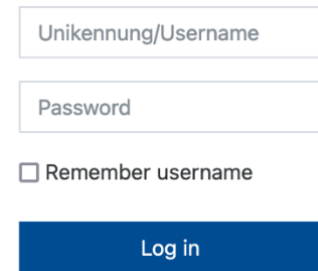

Fig. 1: Moodle start page

Click on "Login" to open a corresponding input screen. In this input screen, please enter your university ID and the password belonging to the university ID.

Fig. 2: Login input screen

Dashboard

After your successful login you will land on your personal dashboard. Here you will see all courses in which you are already enrolled or in which you are in the role of teacher.

Course application

To set up a Moodle course for your event, you must first request it via the course manager. You can find the course manager in the right column of your dashboard.

Fig. 3: Course management on the dashboard

Note: If the course manager is not displayed there, please contact the "**Moodle-Kompetenzzentrum**" of the UDE (moodle@uni-due.de) for a corresponding activation and setup. Please specify the name of the course (including the appropriate abbreviation of the title), the enrollment key and the department (faculty) in which the course is to be classified. The Moodle competence center will then set up a corresponding course for you and enter you as the responsible teacher, so that you will have editing rights within the course.

Course application - instructions

The course application consists of several fields (see Figure 4). Mandatory fields are marked with a red exclamation mark, the others are optional. Each course room needs a full and a short course name (abbreviation of the title, e.g. "Introduction Game Theory SoSe20"), which can be clearly assigned to the course. The course name can be changed at any time afterwards.

Moodle-Kompetenzzentrum
E-Mail: moodle@uni-due.de
Web: https://www.uni-due.de/zim/services/moodle/

The enrollment key is a password that students have to enter in order to enroll in the course. It is not relevant for your own enrollment in the course room, because you will be immediately registered as "instructor" when you create the course and subsequently will find the course room on your dashboard. Please give the enrollment key to your students later so that they can enroll in the course themselves.

Under "course area", select the subject area that matches the current semester and/or your institution. Please note that this setting cannot be changed by yourself afterwards. The description is a free text field in which you can optionally enter information about the course. This text will be displayed in the course search, for example, so that people who are not (yet) enrolled can also find out something about your course room.

Fig. 4: Form fields of the course application

The field "**Message body**", on the other hand, is not used to describe the course room. It is used to send a request message to the competence center Moodle (if necessary).

Click on "**Request course**" to send the form and submit it to the "**Moodle-Kompetenzzentrum**" for activation. After successful activation you will receive an email. You will then find your Moodle course room on your personal dashboard.

Make the course accessible to students

To make the course accessible for your students, they have to find the course in the corresponding course area and enroll with the enrollment key. For simplicity, it is recommended to publish the course URL and the enrollment key. You can get the course URL by clicking on the corresponding

course via the dashboard. The course will now open and the course URL can be found in the address bar of your browser.
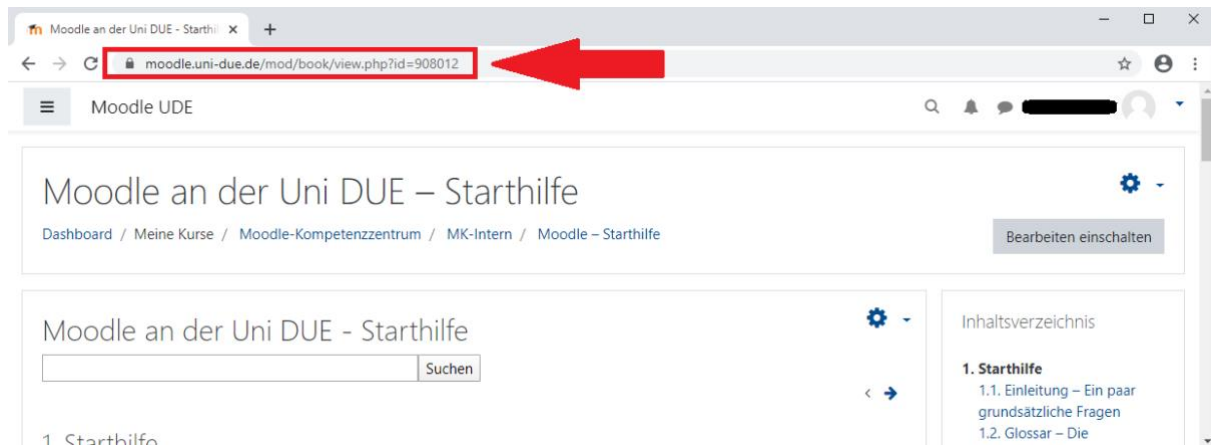
Fig. 5: Home page of a Moodle course room

Publish or send the course URL and enrollment key to your students to make the course accessible for your students.

Setting up a Moodle course room

After you have logged in and, if applicable, requested/activated a Moodle course, you can start designing your course room. For example, you can add headings or upload files. Basically your course room is structured in three columns. On the left there is the navigation, which you can hide at any time, and further blocks to the right. In the middle is the area where you can add materials/files or so-called learning activities.

Switch on editing

To be able to edit your course room, first activate the editing mode. Click on the cogwheel symbol in the upper right corner of the course room and select "Turn editing on". The editing mode is activated if additional option menus are available
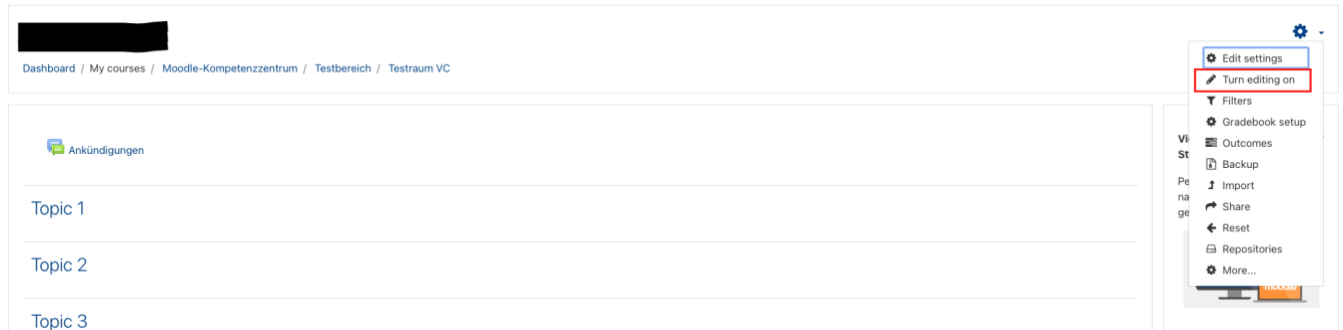
Fig. 6: Switching on the edit mode

Edit topic headings

By default, the sections in a Moodle course room are called a "Topic". It is a good idea to give these sections titles that match the content (e.g. materials, tasks).

To change the heading, after entering edit mode, click the pencil icon next to a heading "Topic" you want to edit.

A window will then open in which you can enter the desired heading. Pressing the Enter key on the keyboard confirms the entry and saves the new heading.
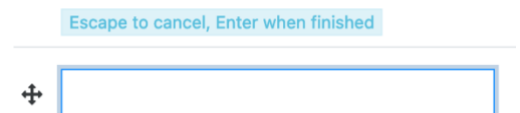
Fig. 7: Window for entering a heading

A default number of topics are already created in your Moodle course room. You can delete topics you don't need or add new topics if you need more sections. To do this, click the "Add topics" button on the last topic in the course room.
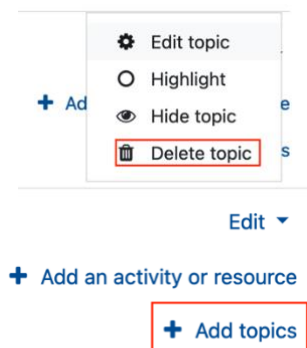
Fig. 8: Add more sections

Upload files

You can easily upload files of various file types (e.g. PDF, Word documents, Excel files, etc.). Click on **"Add an activity or resource"** in the topic section where you want to upload materials.
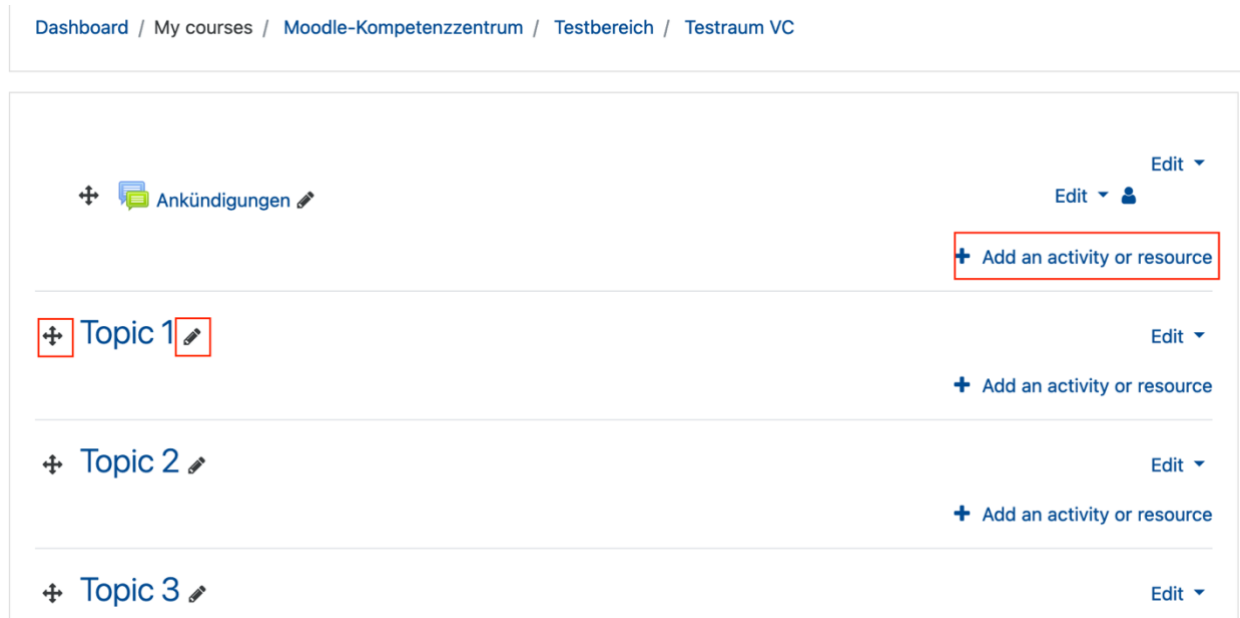
Fig. 9: Adding materials

A menu will now open in the middle of the page. Scroll down to the **"RESOURCES"** area. There you select **"File"** and click on **"Add".** A new Moodle page will be loaded. Here you have to choose a name for the file. This name will appear in the Moodle course room as the name of the file. The name may differ from the name of the file on your PC.
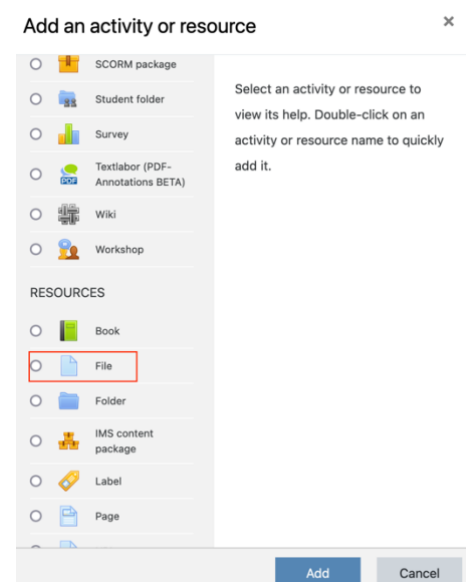
Fig. 10: Creating material or learning activities

The selection of the file to be uploaded can be done in several ways:

1. By using the mouse you can "drag and drop" the file into the field (marked orange in the figure).
2. You select the file using a file browser. To do this, click on the file symbol marked red in the figure. An options menu will then open.
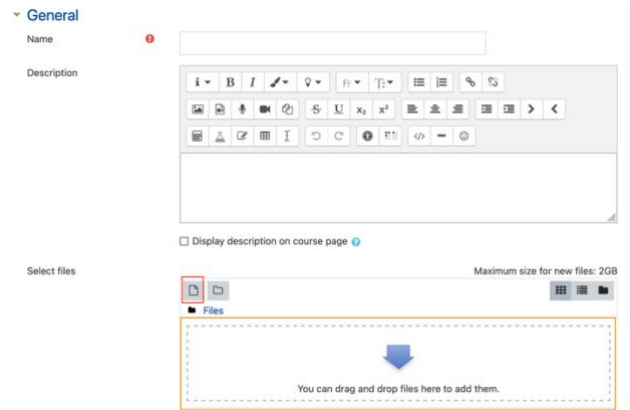
Fig. 11: File upload window

With a click on the button "**Browse...**" opens a file browser. You can use it to navigate through your file system and select the desired file. It is important that after you have selected the file, you click the button "**Save and return to the course**" or "**Save and display**".
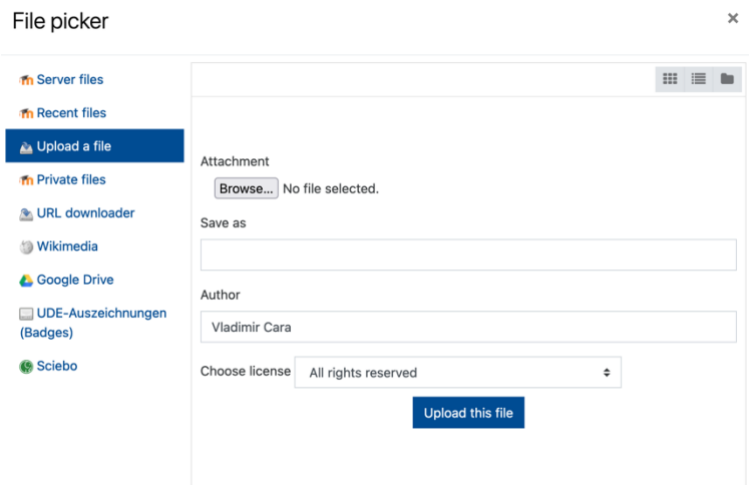
Fig. 12: File selection

Integrate materials from DuEPublico into Moodle

You can include materials that you have already made available in DuEPublico in Moodle. To do this, select from the menu "**Add an activity or resource** " (see above), afterwards select "**URL**" and click on "**Add**". There you go to "**Choose a link...**"
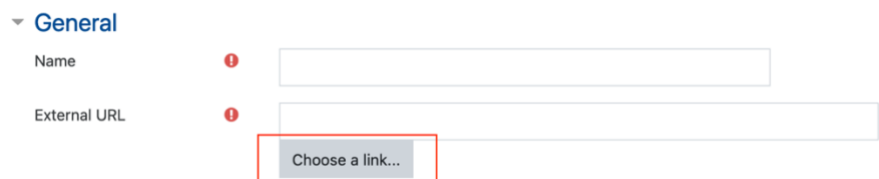
Fig. 13: Link/URL function

A new window will open. Select **DuEPublico**. In the next window you can select the desired files which were uploaded before. Following the file selection you have to click at the bottom on the button "Save and go to course".

Fig. 14: Selection of DuEPublico

For more information, visit: https://wiki.uni-due.de/moodle/index.php/DuEPublico

The announcement forum

The announcement forum is a quick and easy way to reach all students enrolled in the course room. Every new Moodle course room has this forum automatically. You can find it in the top section of your course room, the button is denoted with a German word "**Ankündigungen**".
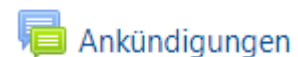

In the announcement forum you can add posts (topics). Über die Schaltfläche **"Thema hinzufügen"** können Sie ein neues Thema erstellen. For the Students it is not allowed to open threads in this forum or reply to existing threads. Posts that you write in this forum are also sent to the students by an e-mail. This ensures that all students enrolled in the course receive the

relevant to the course information. For example, you can let students know that new assignments are available. To post a new assignment, click on the announcement ("**Ankündigungen**") forum in your course room. Here you will find an overview of topics that have already been created. Via the button "Add a new topic" you can create a new topic.

Each topic needs a heading, this you can add in the line "**Subject**". You can also add files to your posts. This works the same way as uploading files (see above). You

can send your announcement via by clicking on "**Post to forum**" button.

Fig. 16: Creating a heading

17: Posting a new announcement