

# Moodle Quick Start Guide for Teachers

<https://elearning2.uni-heidelberg.de/>



Welcome to Moodle, the e-learning platform of Heidelberg University. The aim of this quick start guide is to introduce you to Moodle and help you get started with it. Moodle is a learning management system that provides teachers with course rooms. If you have any questions, please contact the E-Learning-Center (ELC) (s. chapter 6).

When using Moodle, please observe the rights of third parties, in particular copyright and data protection laws. You will find information on accessibility in the sample course below.

A sample course “3520 E-Learning-Community” with examples and media didactic tips is available for teachers (please ask for the enrolment key at ELC), s. <https://elearning2.uni-heidelberg.de/course/view.php?id=7>

You are also welcome to use our public Moodle FAQ: <https://www.uni-heidelberg.de/studium/imstudium/elearning/moodle3-faq-EN.html>

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# 1 Login and Creator Authorisation

Lecturers and students log in on Moodle with the Uni-ID, which they can use to access other electronic services at the University of Heidelberg. In some cases a Projekt-ID is used for login (student assistants, etc.). There is no guest access to the Moodle platform.

Lecturers usually receive their "Teacher" authorisation on Moodle from the Moodle-Multiplikator\*innen of the respective institute if they create a new empty course for them on the platform. They can then design their own Moodle course.

Some institutes have decided that every lecturer has to create the courses himself/herself; this requires a Creator authorization in Moodle. Please ask your institute for the regulations. In order to find your IT representative s. <https://www.urz.uni-heidelberg.de/netz/beauftragte.html>

When you log in for the first time, you will be asked to agree to our „Nutzungsbedingungen“ and „Datenschutzerklärung“. If these change, you will be asked for confirmation again. You will be able to view the terms and conditions at a later date via your Moodle user profile.

## 2 Login, Profile and Navigation

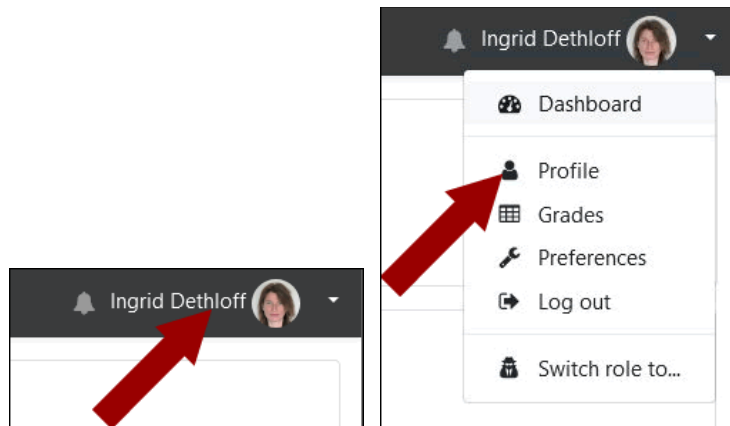
### 2.1 Login

Call up the Moodle e-learning platform via <https://elearning2.uni-heidelberg.de>. You can now log in with Uni-ID/Projekt-ID and password in the login window. You can also log out via the drop-down menu in the top right corner of the user profile.

The screenshot shows the Moodle e-learning platform interface. At the top, it says "elearning2 Deutsch (de)" and "Sie sind nicht angemeldet. (Login)". The main content area features the Moodle logo and a list of faculties: Moodle-Kurse nach Fakultäten (Wintersemester 19/20), Theologische Fakultät, Juristische Fakultät, Medizinische Fakultät Heidelberg, Medizinische Fakultät Mannheim der Universität Heidelberg, Philosophische Fakultät, Neuphilologische Fakultät, Fakultät für Wirtschafts- und Sozialwissenschaften, Fakultät für Verhaltens- und Empirische Kulturwissenschaften, Fakultät für Mathematik und Informatik, Fakultät für Chemie und Geowissenschaften, Fakultät für Physik und Astronomie, Fakultät für Biowissenschaften, Hochschule für Jüdische Studien, and Veranstaltungen für Hörer aller Fakultäten. On the right, there is a "Kursbereiche" section with a list of semesters: Wintersemester 19/20, Sommersemester 2019, Wintersemester 18/19, Sommersemester 2018, Wintersemester 17/18, Sommersemester 2017, and Reste. Below that is a "Kalender" section for September 2019. A red box highlights the "Login" button in the top right corner, with an arrow pointing to it.

## 2.2 Edit Profile

After the first login you should take a look at your Moodle profile. Click on your name, the option "Profile" and then on "Edit profile".



Is the information (e.g. Email address, Server timezone) correct? A click on "Update profile" at the bottom of the page saves your changes.



Required fields in Moodle are marked with a red exclamation mark.



The bell symbol allows individual display of notifications such as subscribed forum posts: Click on the bell symbol and the upper right corner of the window and set both columns of "Forum / Web" to "On" (green).

## 2.3 Navigation

For orientation there is the important block "**Navigation**", which is located in the upper left corner. Not only are all the courses you are enrolled in displayed here by semester, but you can also call up their individual blocks and activities, the respective list of participants, the grades and access the dashboard via drop-down menus.

The "**Dashboard**" lists all your own courses and - this is only relevant for students - the due tasks in a timeline. The dashboard includes several configuration options for sorting, favouring and hiding courses, as well as a "Recently accessed courses" section.

## 3 Add a new Course (only Moodle-Multiplikator\*innen)

### 3.1 Add a new course

To create a Moodle course, you must have Creator rights (see chapter 1). As a teacher, you address the Moodle-Multiplikator\*innen of your institute, who have Creator rights. As Moodle-Multiplikator\*in you go under your course area, e.g. Verhaltens- und Empirische Kulturwissenschaften - here you can create a course in the subarea by clicking on the button "Add a new course".

Navigation

- Home
- Dashboard
- Site pages
- My courses
  - Wintersemester 19/20
    - Sonstiges
    - Theologische Fakultät
    - Juristische Fakultät
    - Medizinische Fakultät Heidelberg
    - Medizinische Fakultät Mannheim der Universität Heid...
    - Philosophische Fakultät
    - Neuphilologische Fakultät

Course categories:

Wintersemester 19/20 / Fakultät für Verhaltens- und Empirische Kulturwissenschaften

Search courses  Go

Settings Semester / Faculty / Subject

Expand all

- Erziehungswissenschaft/ Bildungswissenschaft
- Ethnologie
- Gerontologie
- Gesundheit und Gesellschaft (Car...
- Psychologie
- Sport und Sportwissenschaft

Add a new course

First switch to your category and subject, then click on the button

### 3.2 Edit Course Settings

The question marks provide help texts for the fields. After the first saving, your course will automatically appear as a link in the block "My Courses" after logging in. Within a course you can see your Moodle courses in the block "Navigation" (sorted by semester) and can switch between courses. Alternatively you can use the dashboard.

#### That's good to know:

Afterwards, lecturers can call up and change this configuration page: As a teacher, simply go to the "Edit settings" menu. It is common to use the topic format (individual thematic blocks structure the course) or the weekly format (there is one block for each course week).

Administration

- Course administration
  - Edit settings
  - Turn editing on

### Add a new course

▶ Expand all

▼ **General**

Course full name  **Fill in both names**

Course short name

Course category  **Only Multipliers can change that**

Course visibility  **if necessary, change to "Hide" (from students)**

Course start date     **Change start date**

Course end date      Enable **Deactivate Calculate, afterwards change end date**

Course ID number  **make no entry in Course ID**

▼ **Description**

Course summary

Course image  Maximum size for new files: 50MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Accepted file types:  
Image (GIF) .gif  
Image (JPEG) .jpg  
Image (PNG) .png

▼ **Course format**

Format  **if necessary, choose Topics format**

Number of sections  **set correct number (e.g. 15, 17 Weekly format; 4,5,6 Topics format - later on modifiable only via course page)**

Hidden sections

Course layout  **if necessary, choose "Show one section per Page"**

▶ **Appearance**

▶ **Files and uploads**

▼ **Completion tracking**

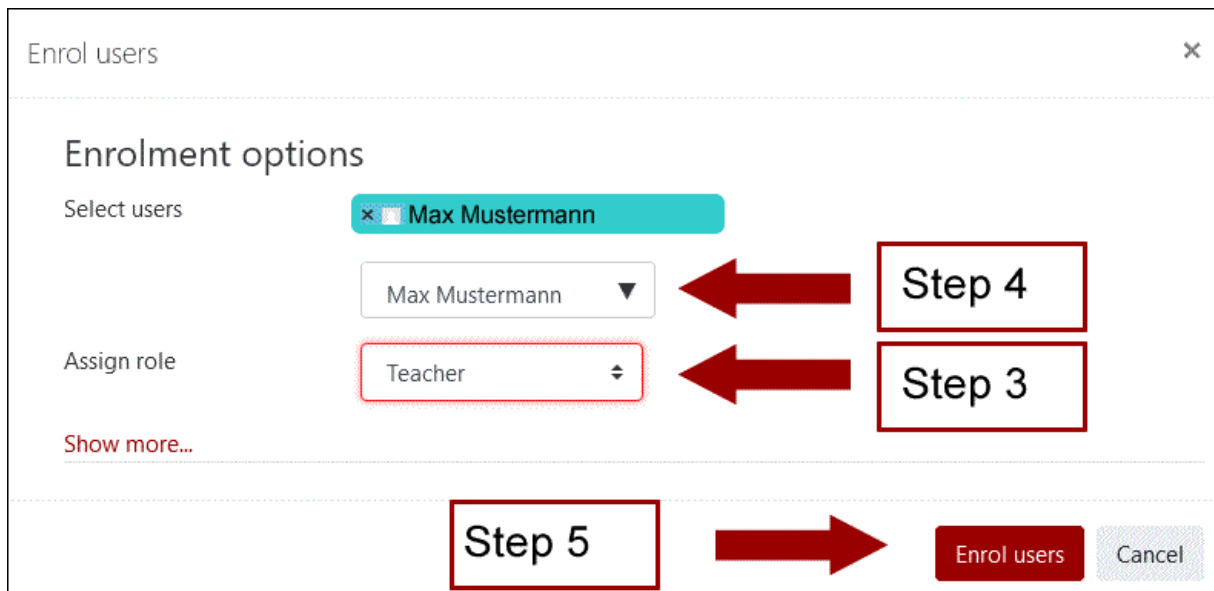
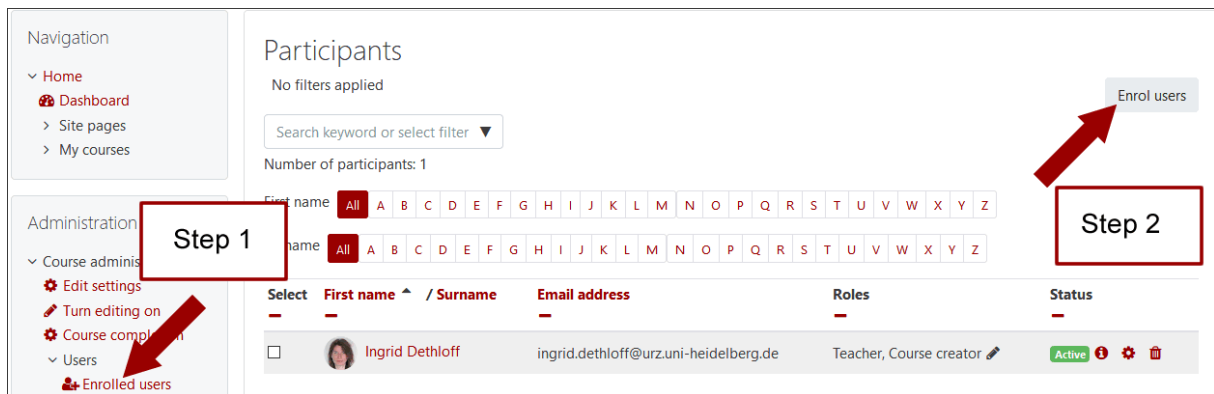
Enable completion tracking  **if necessary, deactivate completion tracking (showing check boxes for materials and activities) for this course**

### 3.3 Assign Teacher Role (only Moodle-Multiplikator\*innen)

The Moodle-Multiplikator\*innen set up the Moodle courses for their respective institutes, register the lecturers and assign them the full rights ("Teacher" role) in their respective courses, so that the lecturers can then design their courses independently.

Click on "Users / Enrolled users" in the "Course administration" block. Then select "Enrol users" in the upper right corner. Switch to "Teacher" at the bottom of the next screen and search for the desired lecturer name. Click on the (correct) search result once and select "Enrol users". Done. You can return to the course itself via the breadcrumb navigation bar.

For legal reasons, please do not assign the teacher role to student accounts! Hiwis can only get the teacher role if they have received a Projekt-ID for Moodle from the institute.



Important: Students have to enrol themselves in the courses at a later date and are thus automatically assigned to the "Student" role at Moodle. To do this, lecturers usually tell their students the enrolment key of the course - usually in the first classroom session.

### **3.4 Role Concept in Moodle**

#### **Background information: Standard roles in Moodle**

##### **Site Administrator:**

The site administrator is responsible for all technical aspects of the learning management system – he has permissions to do anything (URZ).

##### **Course Creator:**

The Course Creator can create courses and assign Teacher roles. He has all permissions for the course (because of his own teacher role), but he isn't allowed to delete a course. For deletion of courses contact the URZ.

##### **Teacher:**

The Teacher can manage a course and add content to it. This is the role for lecturers.

##### **Non-editing teacher:**

The Non-editing teacher can manage courses but not edit them. This role is hardly used in Heidelberg.

##### **Student:**

The Student can access and participate in courses. This is the role for students.

##### **Guest:**

Guests can view courses but can't participate. Due to legal reasons, Guest access is deactivated at Heidelberg University.

### **3.5 Deletion of courses**

Lecturers can get their course deleted before the official period, which has been defined in the „Datenschutzerklärung“ – in order to do that, please report a course for deletion at URZ.

Click on "Course Administration / Edit Settings":

1. Set „Course category“ to „Reste / Storno“.
2. Set „Course visibility“ to „Hide“.

Finally, click on „Save and display“. The URZ regularly and unsolicitedly deletes the courses in the course category „Reste / Storno“.

## 4 Editing Course Content

### 4.1 General

As a lecturer, you have every opportunity to design your course.

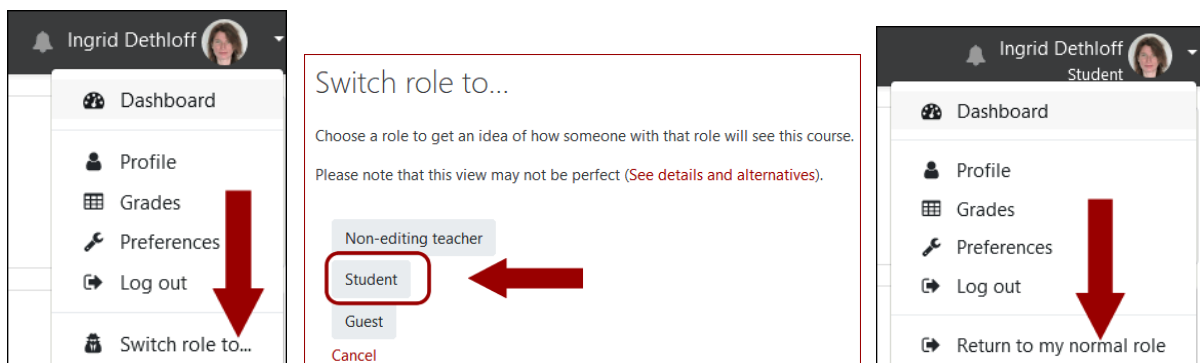
After creation, your course will be listed on the Moodle front page in your „My courses” block. Click on „Turn editing on” in order to get in editing view and make changes in the course..



The icons mean in detail:



**Role Switch:** How do the participants (who have less rights) see the course? You can test this via the „Switch role to ... / Student“ in your profile.





## 4.2 Set enrolment key

Students have to enrol themselves in the courses and are automatically assigned the "Student" role at Moodle. To do this, lecturers inform their students - usually during the first classroom session - of the respective enrolment key for the course.

The enrolment key for students is automatically generated when the course is created - lecturers have to change it manually. You will find it in the block "Course administration / Users / Enrolment methods / Self enrolment (student)". Please also note the "Hinweise zum Einschreibeschlüssel" on the Moodle homepage!

The screenshot shows the Moodle course administration interface. On the left, the 'Administration' menu is visible, with a red arrow pointing to 'Self enrolment (Student)'. The main content area shows the 'Self enrolment' settings. A red box highlights the 'Enrolment key' field, which contains a series of dots. A red arrow points from the text 'Don't change the other fields!' to this field. Other settings include 'Allow existing enrolments', 'Allow new enrolments', 'Use group enrolment keys', and 'Default assigned role' (set to 'Student').

## 4.3 Choose and edit course layout

We recommend the use of the **Weekly format** (Default) or **Topics format**. In the block „Administration / Course administration / Edit settings / Course format“ you can switch between these formats. The Weekly format is especially useful for lectures whereas the Topics format is helpful for seminars (therefore reduce it to a small number of sections).

The screenshot shows the 'Course format' settings in Moodle. A red arrow points to the 'Format' dropdown menu, which is open and shows 'Topics format' selected. Other options in the dropdown include 'Weekly format', 'Single activity format', and 'Social format'. The 'Format' field is highlighted with a red box. Other settings include 'Hidden sections' and 'Course layout'.

In order to **add topic or week blocks in the course area**, you can use the plus symbol at the bottom right of the course. To delete a topic block, please go to "Edit / Delete" on the right side of the respective block and repeat the process until the desired number of topics has been reached.

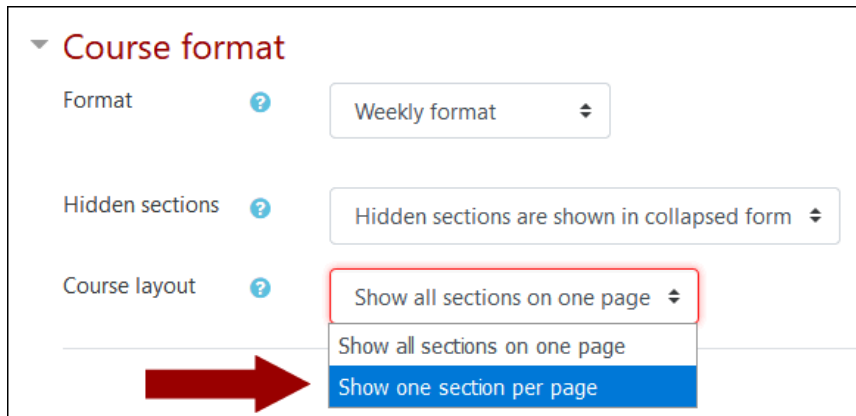


26 December - 1 January Edit ▾  
+ Add an activity or resource

2 January - 8 January Edit ▾  
+ Add an activity or resource

+ Add weeks

In the course settings, you can also decide if necessary, that only "**one section per page**" is shown.



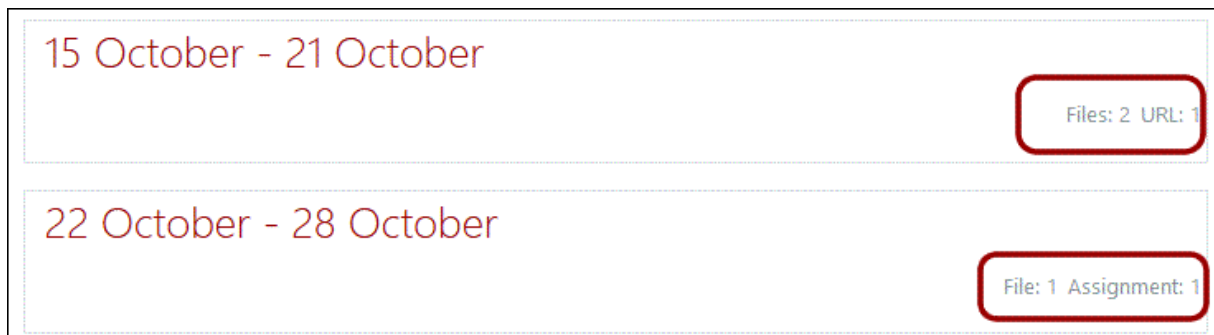
▼ **Course format**

Format ? Weekly format ▾

Hidden sections ? Hidden sections are shown in collapsed form ▾

Course layout ? Show all sections on one page ▾  
Show all sections on one page  
Show one section per page

This will result in a much shorter Moodle course page, as you will only see the week/topic headings and introductory texts in the course overview. All linked materials are only shown when you click on the topic heading, and then you can browse between all weeks/topics in the full display.



15 October - 21 October Files: 2 URL: 1

22 October - 28 October File: 1 Assignment: 1

## 4.4 Add activities and resources

You design your Moodle course via „Add an activity or resource“ which you can access in each week and topic section. You will also get context-related information on the available learning activities.



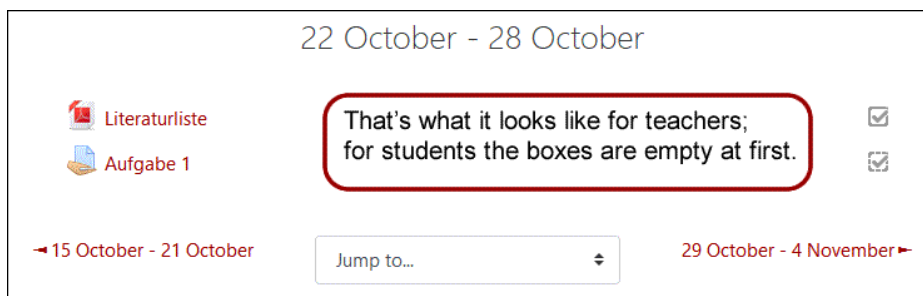
The screenshot shows two course sections. The first section is for the dates '15 October - 21 October' and the second is for '22 October - 28 October'. Each section has an 'Edit' link on the right. Below each date range, there is a red arrow pointing to a red plus sign followed by the text 'Add an activity or resource'.

### 4.4.1 Completion tracking



The screenshot shows the 'Completion tracking' settings in Moodle. The 'Enable completion tracking' checkbox is checked, and the 'Yes' option is selected in the dropdown menu. A red box highlights the 'Yes' option. Below this, there is a 'Groups' section. A red rounded rectangle highlights a text box that says 'You decide in each course, if you want to use this functionality!'.

Moodle offers the possibility to mark completed (or perceived as completed) materials and activities within a checkbox. This functionality can be switched off or switched on in the course settings via "Administration / Course administration / Edit settings / Completion tracking / Enable completion tracking". By default, if the completion tracking functionality is activated, boxes with a solid line appear, and the students themselves decide when they want to mark something as completed. Teachers can, however, individually switch to "Activity completion / show activity as complete when conditions are met" for learning activities such as assignments: In this case, the boxes are displayed with a dashed border and automatically marked by the system. It is also possible to switch to "Do not indicate activity completion" for each material/activity. Important: Only students will see these progress markers - both in the course and in the dashboard.



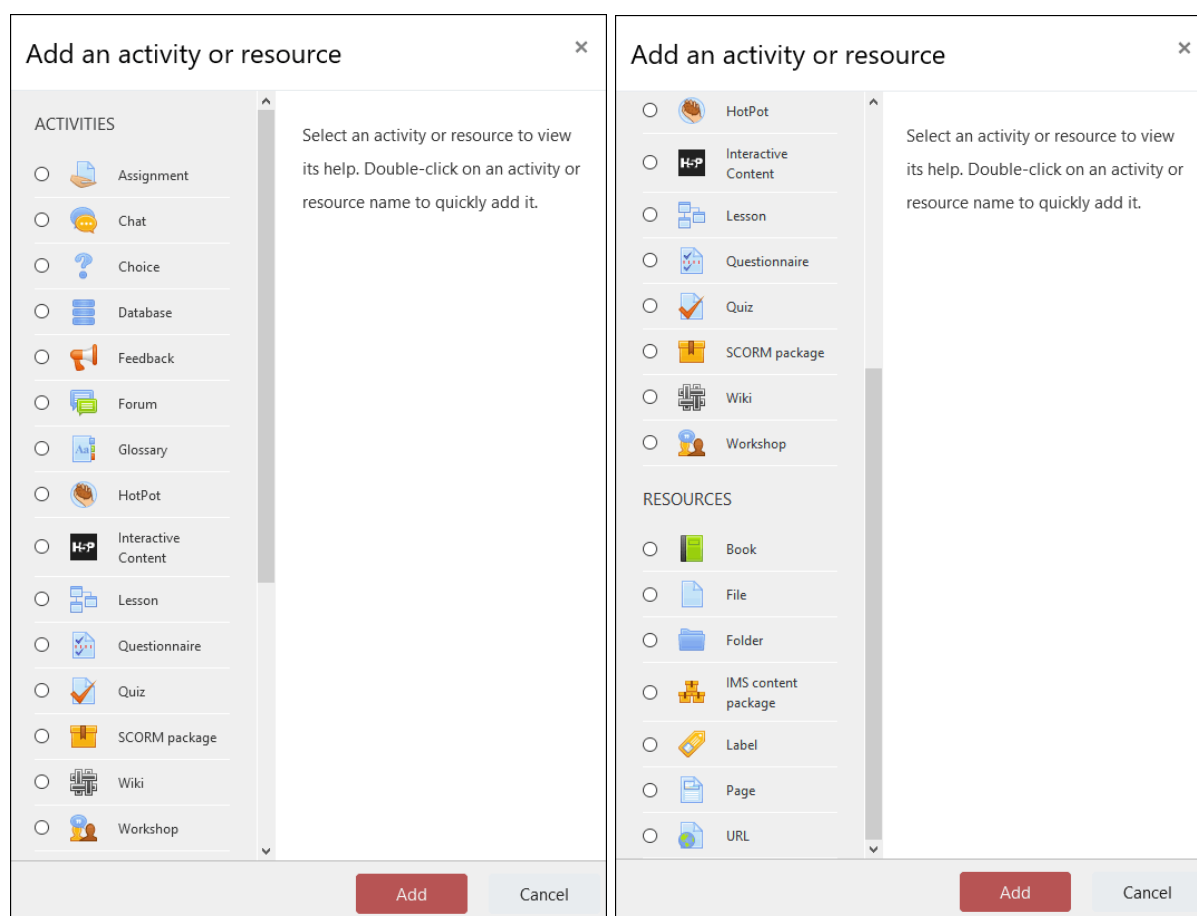
The screenshot shows a course content view for the dates '22 October - 28 October'. It lists two items: 'Literaturliste' and 'Aufgabe 1'. Each item has a checkbox to its right, both of which are checked. A red rounded rectangle highlights a text box that says 'That's what it looks like for teachers; for students the boxes are empty at first.' Below the list, there is a navigation bar with arrows pointing to '15 October - 21 October' and '29 October - 4 November', and a 'Jump to...' dropdown menu.

#### 4.4.2 Overview Activities and Resources

Depending on the course and the didactic scenario, the activities are of course different - the most frequently used are assignment, forum and choice; with regard to "resource" it is file and URL which are heavily used. In the ELC, we are happy to support you with designing your Moodle course.

##### Hidden from students

Resources and activities can be individually set to "Hide" to make them visible to students later on (often more useful than time-controlled settings). For lecturers, the link then appears grey instead of red; students do not even see it - please use the role switch (see also chapter 4.1) to check it. The "Hide" function is also possible for week blocks or topic blocks.



#### 4.4.3 Add Resources

##### File: File upload via Drag & Drop

To upload files, there is a shorter way to do it than "Add an activity or resource / File / Add". Just click on "Turn editing on" and simply drag the desired file from your Explorer/Desktop to the appropriate place in the course. For zip-files you will be asked if you want to unzip them or link them ("Create a file resource"). Then rename the link by clicking on the pencil symbol. If you want to change the default settings or enter a description for the file and show it, please click on "Edit / Edit settings" - then you get the detailed menu.

### **Folder: Link to Folder**

After clicking on "Add an activity or resource / Folder" please enter a name and description (potentially a \*) and finish with "Save and return to course". As a lecturer you can then click on the directory in the course and use the "Edit" button to design the structure, upload files etc. You can also upload and extract zip-files. Students can view and use these files, but they can't upload anything.

### **URL: Link to URL**

You can link to external websites via click on „Add an activity or resource / URL“.

### **Label: Headlines / Add short text to course page**

In order to add short texts or pictures on the course page, choose „ Add an activity or resource / Label“. In case of images, you may also use Drag & Drop.

### **Page: Create a web page within Moodle course**

For longer texts, we recommend the option "Add an activity or resource / Page". The text there can be accessed from the course page via a link.

### **Book: Create a multi-page resource in book-like format**

More extensive content can be distributed and structured on several pages with the "Book" module via " Add an activity or resource / Book".

### **IMS-Content: IMS Content packages from authoring tools**

You can work with an already created IMS content package by uploading it as a zip file.

## **4.4.4 Add Activities**

Learning activities are the individual learning and communication activities with interactive content offered on the course page.

### **Assignment**

The participants receive a task which they work on. They either process the task online or upload one (or more) files to the platform in order to get evaluation and feedback from the teacher. It is also possible to have only the task and the evaluation appear online, the processing then takes place offline.

### **Chat**

In the Moodle Text-Chat the participants meet and discuss at the same time (synchronously). Usually an appointed time for chat discussions is suggested. Our web conferencing system Adobe Connect offers a much more extensive possibility of synchronous exchange (incl. audio, video).

### **Choice**

Participants answer a single question. Teachers can allow more than one choice to be selected.

### **Database**

Course participants can jointly fill in a database (which has been pre-configured by the lecturer) with files, images, URLs etc. Templates can be stored and reused by all Moodle users.

### **Feedback**

The feedback module allows the development of surveys (surveys) also with dependent questions (i.e. follow-up questions that are only asked if a specific answer has been given in another question).

### **Forum**

Participants can discuss the contents of the course with each other and with the lecturers via additional standard forums. The discussion takes place asynchronously. Questions and contributions can be posted at any time.

### **Glossary**

The glossary is a kind of dictionary. It can be provided with content or can be created by the participants during the course (texts, pictures, etc.). The glossary is also used to answer frequently asked questions (FAQ). The glossary includes the possibility for participants to comment on contributions.

### **HotPot**

Hot Potatoes is a program suite consisting of 6 applications that allow you to create multiple choice, matching tests, crossword puzzles etc. The created data can then be converted into an HTML format. This activity is especially popular in language teaching.

<http://hotpot.uvic.ca/>

### **H5P Interactive Content**

H5P makes it easy to create interactions using an editor e.g. for interactive videos - these can be enriched with more information and quiz questions without changing the actual videos.

### **Lesson**

In the lessons you will find prepared learning material in small sections. After each section you can go to the next unit or answer a question. Depending on how the question was answered (for example, right or wrong answer), participants will be taken to another section.

### **Questionnaire**

The Questionnaire module allows the development of surveys - a newer possibility in Moodle is the activity "Feedback".

### **Quiz**

This Moodle activity is a classic test with a variety of questions, including multiple-choice questions, embedded answers (cloze text), matching. Predefined feedback in self tests gives participants information regarding their learning progress. Many configuration options (attempts allowed, evaluation methods, multi-level feedback, scoring, time limitation) as well as the use of pictures, audio etc. make the test a helpful learning activity.

### **SCORM package**

SCORM is a standard for the exchange of e-learning exercises between different platforms. You can also use a SCORM editor such as Reload or Exe to write almost any exercise material that Moodle provides and then upload it to Moodle. So if you don't just want to work on Moodle or exchange modules, then SCORM is the right choice for you: you only have to create materials once and (almost) all platforms can handle them.

### **Wiki**

In the Wiki, the participants collaboratively create texts without exchanging files. They simply click on "Edit" on a page of the wiki, change or complete the text and save it. It is already visible to all participants for further editing.

### **Workshop**

The Workshop activity is similar to exercise. In addition, the participants receive sample

solutions (e.g. from previous courses) for comments and their work is commented on by other participants. With the help of these comments they can critically review and improve their task solution. The core functions of this activity are peer assessment and the possibility of self-assessment.

## 5 Moodle Mobile App



The official Moodle Mobile App (Moodle Pty Ltd.) is enabled in elearning2.uni-heidelberg.de. It's available for iOS and Android, s.

<https://download.moodle.org/mobile/>

We've put together some tips for Moodle course design for mobile use: <https://www.uni-heidelberg.de/md/elearning/moodle-mobile.pdf>

## 6 Contact

Do you have any questions or suggestions? Or you wish a free media didactic consultation? Or you are looking for a Moodle training?



Please contact the E-Learning-Center (ELC) of Heidelberg University:  
<https://www.uni-heidelberg.de/elc>

Email: [elearning-center@listserv.uni-heidelberg.de](mailto:elearning-center@listserv.uni-heidelberg.de)