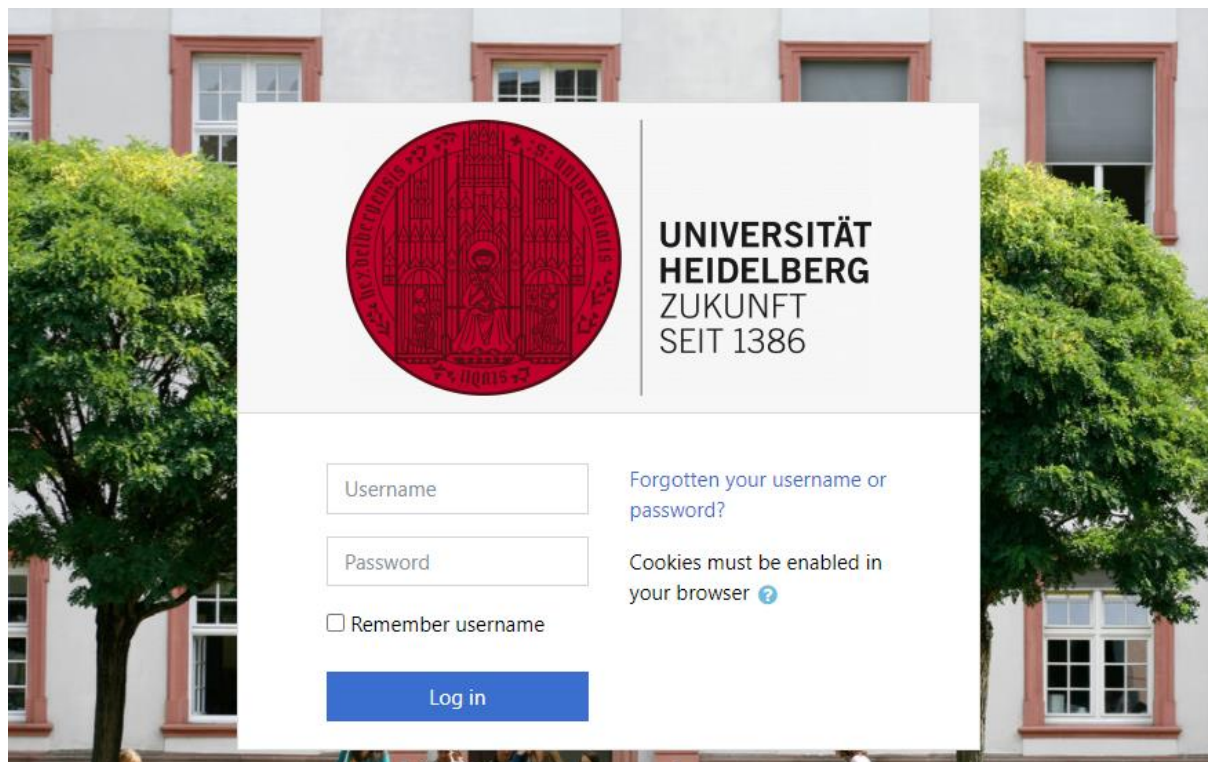


# Moodle Quick Start Guide for Students

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



Welcome to Moodle, the central e-learning-platform of Heidelberg University. The aim of this quick start guide is to introduce you to Moodle. Moodle is simple to use and you can get to know it easily.

When using Moodle, please respect the rights of third parties, in particular copyright and data protection laws.

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## 1. Login

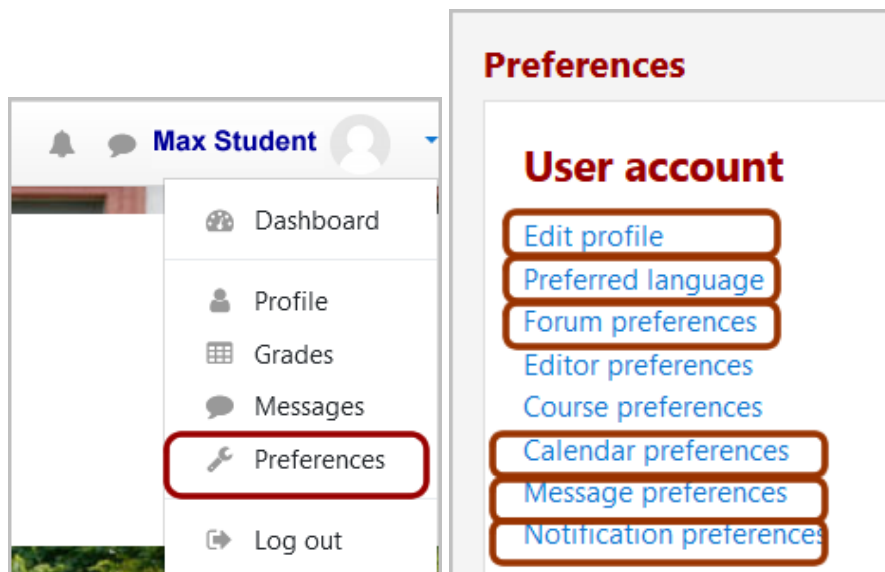
Students log on Moodle with the Uni-ID, which they can use to access other electronic services at Heidelberg University.

For detailed information regarding your Uni-ID, please see your documents which you got after „Immatrikulation“. The Moodle login password should not be confused with the “course enrolment key” (s. chapter 3). For questions relating to your Uni-ID, please contact the URZ: <https://it-service.uni-heidelberg.de/>

When you log in for the first time, you will be asked to agree to our "Nutzungsbedingungen" and "Datenschutzerklärung". If there is a change, you will be asked for confirmation again. You will be able to view the policies and agreements at a later date via your Moodle user profile.

## 2. Profile, Notifications and Dashboard

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



Via "**Edit profile**" you see your automatically stored email address and you may upload a photo of yourself.

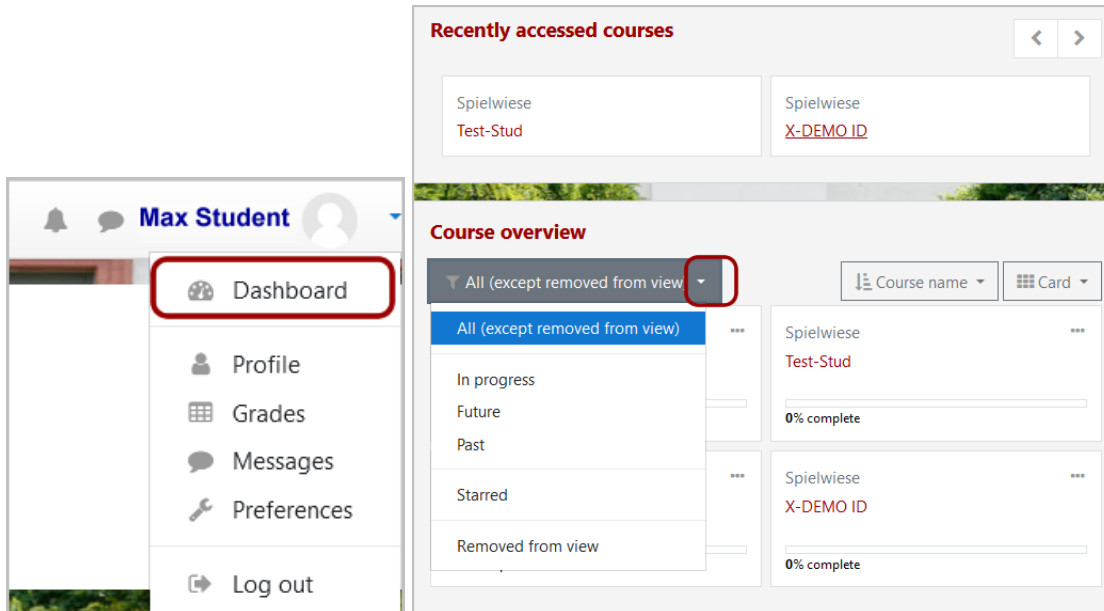
Via „**Preferred language**“ you may switch from „Deutsch“ to many other languages.

Via „**Forum preferences**“ you can configure, how you would like to get Moodle emails from forum posts (single email per forum post or daily email).

Via „**Calendar preferences**“ you may configure your schedule preview.

Via „**Message preferences**“ you can set your preferences for Moodle messaging.

Via „**Notification preferences**“ you can set your personal notification preferences. Example: In the column "Web" you could change options from red to green, if you wish to get messages via visible alert in the Moodle notifications menu.



The "**Dashboard**" lists your courses, which you may filter by various criteria. In addition, you see your calendar and further information regarding courses and information sources. You can mark selected courses as "Favorite" for a better overview (star symbol).

### 3. Find courses

You select your faculty on the Moodle start page and receive an overview of the courses offered in the current semester.

## Herzlich willkommen auf der Moodle-Plattform der Universität Heidelberg

### Wintersemester 2020/2021

- [Theologische Fakultät](#)
- [Juristische Fakultät](#)
- [Philosophische Fakultät](#)
- [Neuphilologische Fakultät](#)
- [Fakultät für Wirtschafts- und Sozialwissenschaften](#)
- [Fakultät für Verhaltens- und Empirische Kulturwissenschaften](#)
- [Fakultät für Mathematik und Informatik](#)
- [Fakultät für Physik und Astronomie](#)
- [Fakultät für Chemie und Geowissenschaften](#)
- [Fakultät für Biowissenschaften](#)
- [Medizinische Fakultät Heidelberg](#)
- [Medizinische Fakultät Mannheim](#)

[Veranstaltungen für Hörer aller Fakultäten](#)  
[Sonstige Einrichtungen](#)

[Informationen](#)  
[Bleibendes Kursangebot](#)

Choose your field of study.

Course categories:

Wintersemester 20/21 / Philosophische Fakultät

Search courses   ?

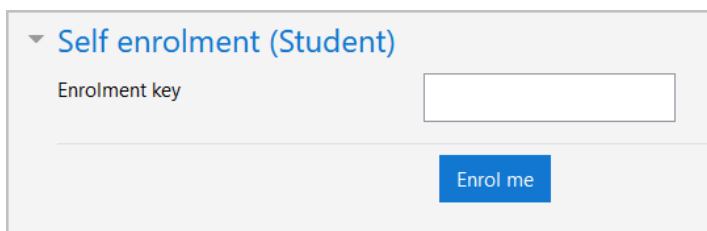
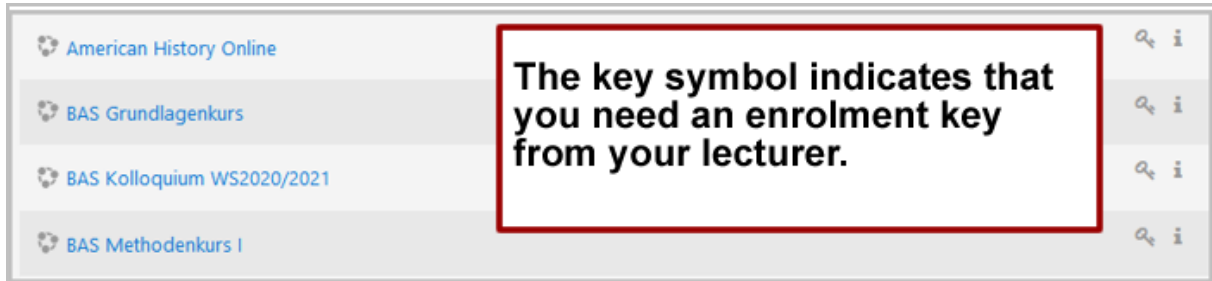
▶ Expand all

1 2 »

- ▶ [Ägyptologie](#)
- ▶ [American Studies](#)
- ▶ [Assyriologie](#)
- ▶ [Byzantinische Archäologie und Kunstgeschichte](#)
- ▶ [Geschichte/ Alte Geschichte](#)
- ▶ [Geschichte/ Mittlere und Neuere Geschichte](#)

Alternatively, you can follow a link (e.g. from the institute's website) and be guided directly to the course.

Moodle Courses are password-protected by an "enrolment key", which you receive from your lecturer and must enter once per course. Afterwards, the course is listed in your personal Dashboard.

A screenshot of the 'Self enrolment (Student)' form in Moodle. It features a dropdown menu with 'Self enrolment (Student)' selected. Below the dropdown is a label 'Enrolment key' followed by an empty text input field. At the bottom of the form is a blue button labeled 'Enrol me'.

Note: If your lecturer has already added you manually to a Moodle course, you'll find the course in your Dashboard and there is no self enrolment.

## 4. Course interface

Your lecturers can design the course in different ways; they will usually choose between a topics or weekly format.

The Moodle interface is divided into two columns: On the left side you find the navigation including the list of course participants and Moodle grades, on the right side the actual course content page.

On the course page you will see several blue links with small icons: Here your lecturer has made texts, files or directories accessible to you, set links to websites or embedded various interactions (Forum, Wiki, Assignment, Choice, Quiz etc.). By the small icons you can already see what it is before you click on them. Your lecturer will also determine whether you will see the complete contents of the course at the beginning of the course or whether the resources will only be shown gradually.

Your lecturer may have activated the progress bar in the course so that you can mark an activity as "completed" by checking the box. If a box has a dotted (instead of solid) border, Moodle will automatically set the marker if the condition set by the instructor is met (adding a submission for an assignment etc.). Only you as a student can see this progress bar (completion tracking).

The screenshot shows a Moodle course interface. On the left is a sidebar with a blue header 'test-stud' and a list of navigation items: Participants, Competencies, Grades, General, Thema A, Thema B, Thema C, Thema D, Thema E, Home, Dashboard, Calendar, Private files, My courses, MBL, and another 'test-stud' header at the bottom. The main content area is titled 'General' and features a red heading 'Herzlich willkommen im Kurs "XY!!'. Below this is a 'Foto' placeholder and a form for 'Name, Institut', 'Sprechstunde', and 'Adresse'. A text block provides 'Tutorielle Unterstützung: Raum xy, Wochentag + Uhrzeit, Mail'. There are three expandable sections: 'Ankündigungen', 'Organisatorisches', and 'Diskussionsforum', each with a checkbox. A paragraph of text follows: 'Haben Sie Fragen zum Kurs? Nutzen Sie die FAQ zur Veranstaltung. Darüber hinaus können Sie gerne Fragen im Forum stellen und untereinander diskutieren.' Below this is a section titled 'Thema A' with the heading 'Lernziele dieses Themen-Blockes:' and a bulleted list of 'Lernziel 1' and 'Lernziel 2'. At the bottom of this section are three expandable items: 'Literatur zu diesem Themen-Block', 'Link zur Webseite XY', and 'Lernaufgabe 1', each with a checkbox.



Alternatively, the course administration may have chosen a kind of "short display", which shows the linked resources only after clicking on the respective topic - the above example would then look like this on the course page:

This screenshot shows a 'Thema A' section in a Moodle course. It features a blue heading 'Thema A' and the text 'Lernziele dieses Themen-Blockes:' followed by a bulleted list of 'Lernziel 1' and 'Lernziel 2'. In the bottom right corner, there is progress information: 'Folder: 1 URL: 1 Assignment: 1' and 'Progress: 0 / 3'.


Since December 2020 we have two new course formats: "Collapsible Topics Format" and "Collapsible Weeks Format". If your course instructor has chosen a collapsible format, you will see triangles in front of the block names and can individually configure whether you want to collapse/expand single blocks or "Expand all" or "Collapse all".

## 5. Communication


### 5.1 Messaging

 Message  Add to contacts









You can communicate with other course participants via the Moodle messaging function. To do this, click on the desired name in the list of participants and send a message.

 New messages are indicated by the speech bubble icon in the upper right corner. The addressed person receives an email from the Moodle platform by default for both a message and a contact request.


### 5.2 Forum

 If your lecturer has created a discussion forum in the course, you can post and respond to discussions. Moodle shows the topic, the first author, the last post and the number of replies. You can subscribe to forums/forum threads to receive mail notifications: „Blue“ means, you already have a subscription. Topics can be marked by clicking on the asterisk to be displayed at the top of your own view.

Note: The Moodle Announcement Forum (= "Ankündigungen") is read-only for students!

Add a new discussion topic						
Discussion	Started by	Last post ↓	Replies	Subscribe		
☆ Sokrates	 Ingrid Dethloff 13 Oct 2020	 Ingrid Dethloff 13 Oct 2020	0	<input type="checkbox"/>	⋮	
☆ Montesquieu	 Ingrid Dethloff 13 Oct 2020	 Ingrid Dethloff 13 Oct 2020	4	<input checked="" type="checkbox"/>	⋮	
☆ Camus	 Ingrid Dethloff 13 Oct 2020	 Ingrid Dethloff 13 Oct 2020	1	<input checked="" type="checkbox"/>	⋮	
☆ Sartre	 Ingrid Dethloff 13 Oct 2020	 Ingrid Dethloff 13 Oct 2020	0	<input checked="" type="checkbox"/>	⋮	

### 5.3 Chat

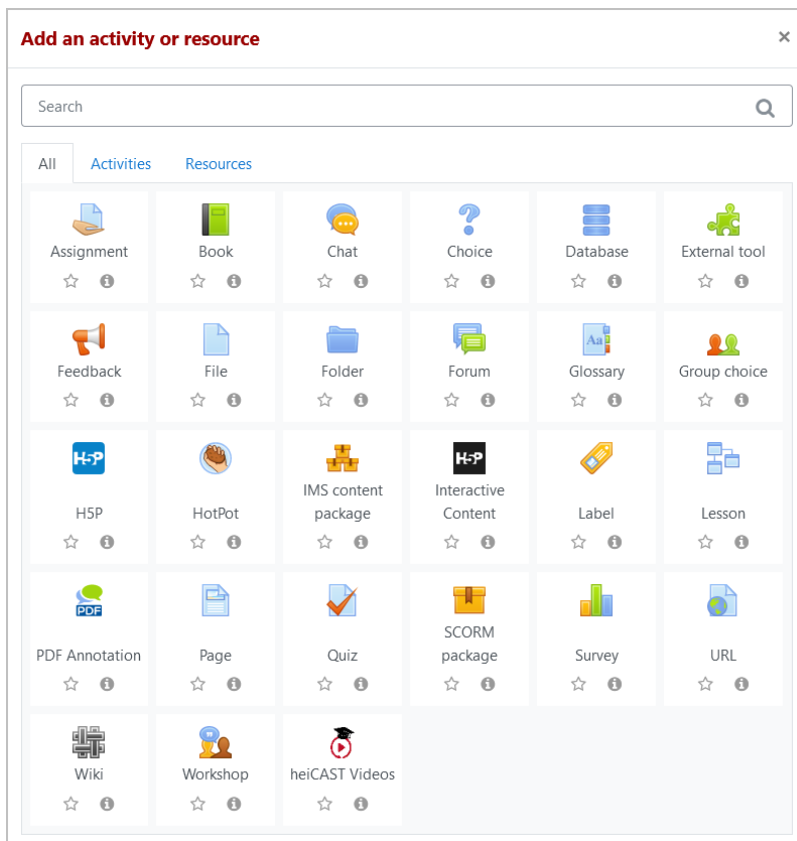
 Your lecturers may have set up a Moodle text chat, which is indicated by a speech bubble. There, you can exchange information with other course participants at the same time.

## 5.4 heiCHAT

A much more extensive possibility of synchronous exchange (including audio and video calls) is offered by the university's internal instant messaging service, which you can use independently of lecturers to exchange information with each other heiCHAT (s. <https://www.urz.uni-heidelberg.de/de/heichat>).

## 6. Learning activities

Moodle offers a variety of learning activities that your lecturer can use and set up. These range from the possibility of submitting learning assignments online to forum discussions, the joint preparation of texts via Wiki and self-tests, with which you can check your learning progress. The E-Learning-Center (ELC) (<https://www.uni-heidelberg.de/elc/>) gladly advises lecturers regarding Moodle course design.



## 7. Contact

Access to the Moodle courses (enrolment key) and the course content is the sole responsibility of the lecturers - if you have any questions, please contact your lecturer.

In case of technical problems with the Moodle platform: <https://it-service.uni-heidelberg.de/>