

# Order course room

To order a course room in moodle, proceed as follows:

1. log in (with your [university credentials](#)).
2. go to the page [Order course \(teachers\)](#).
3. fill out the form (see below) and confirm with „Order course“.

You will receive a confirmation by mail as soon as the course room is created.

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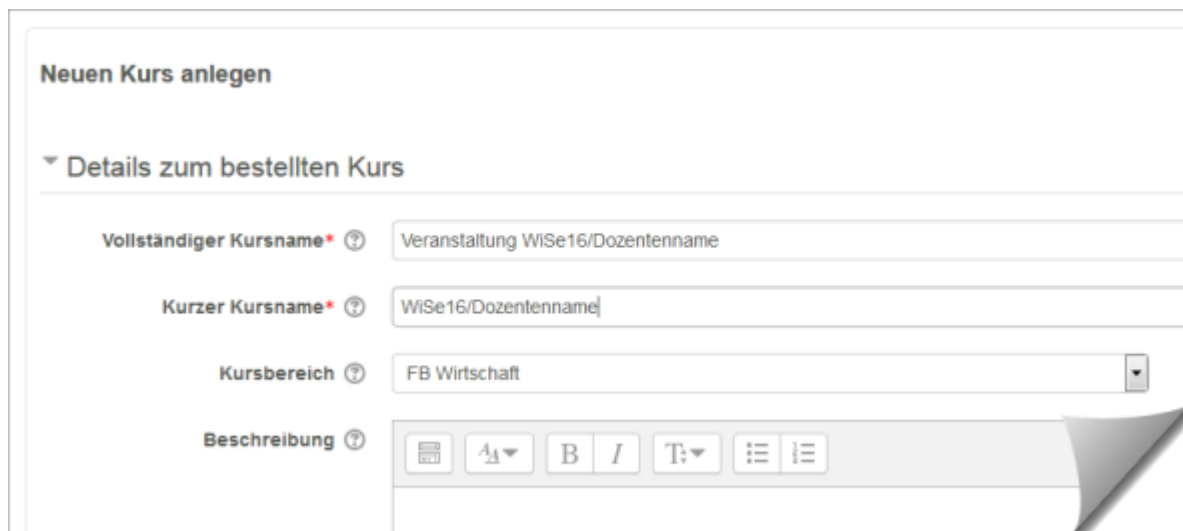
## Details of the ordered course

**Course name (complete)** according to examination regulations, supplemented by an abbreviation for the semester and the names of the lecturers: „WiSe21 course/lecturer“ or „SoSe22 course/lecturer“.

**Course name (short)** Must be unique throughout the university and therefore must contain the part „WiSe21/Dozent\_in“.

**Course area** Please select (subject) area, course and module.

**New course area?** Please enter or consult [moodlesupport@jade-hs.de](mailto:moodlesupport@jade-hs.de).



The screenshot shows the Moodle 'Neuen Kurs anlegen' (Create new course) form. It has a title bar 'Neuen Kurs anlegen' and a section header 'Details zum bestellten Kurs' with a dropdown arrow. Below this, there are four input fields: 'Vollständiger Kursname\*' with the value 'Veranstaltung WiSe16/Dozentenname', 'Kurzer Kursname\*' with the value 'WiSe16/Dozentenname', 'Kursbereich' with a dropdown menu showing 'FB Wirtschaft', and 'Beschreibung' with a rich text editor toolbar containing icons for text, bold, italic, link, and list.

You can also contact the [E-Learning Officer](#) of your department/division or to the [moodlesupport@jade-hs.de](mailto:moodlesupport@jade-hs.de).

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