

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.

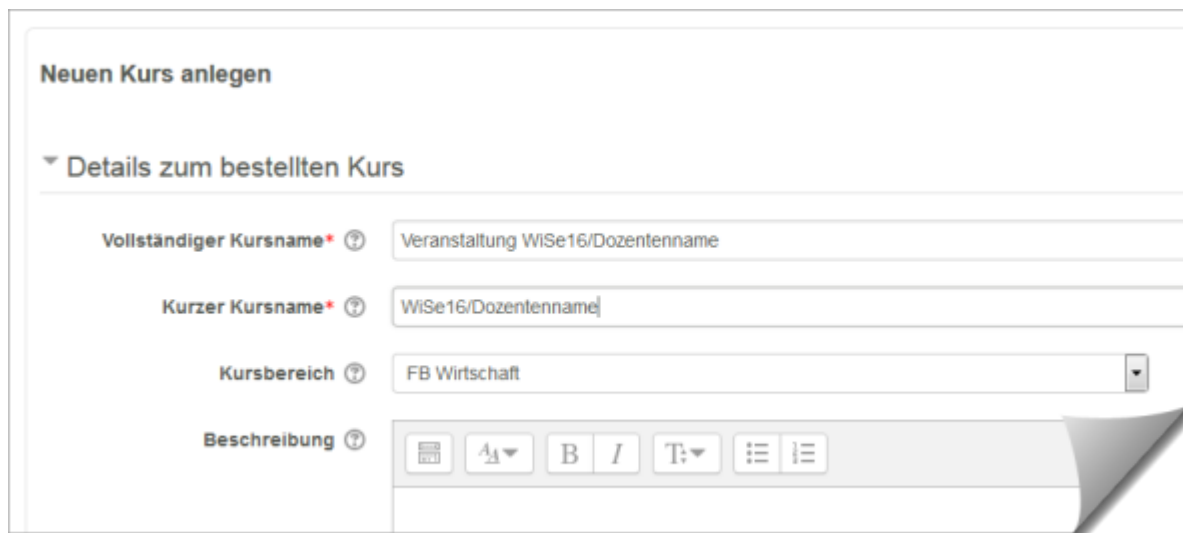
Details of the ordered course

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.



The screenshot shows the Moodle 'Neuen Kurs anlegen' (Create new course) form. The form is titled 'Neuen Kurs anlegen' and has a section 'Details zum bestellten Kurs' (Details of the ordered course). The form contains the following fields:

- Vollständiger Kursname*** (Full course name): Veranstaltung WiSe16/Dozentennamen
- Kurzer Kursname*** (Short course name): WiSe16/Dozentennamen
- Kursbereich** (Course area): FB Wirtschaft
- Beschreibung** (Description): A rich text editor with icons for bold, italic, text color, and list creation.

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

From:

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Last update: **2022/03/29 12:13**

