

# Request course room

To request a course room in Moodle, proceed as follows:

1. Log in with your [university credentials](#).
2. Go to the page [course request \(teachers\)](#).
3. Fill out the form (see below) and confirm with „Request a course“.

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

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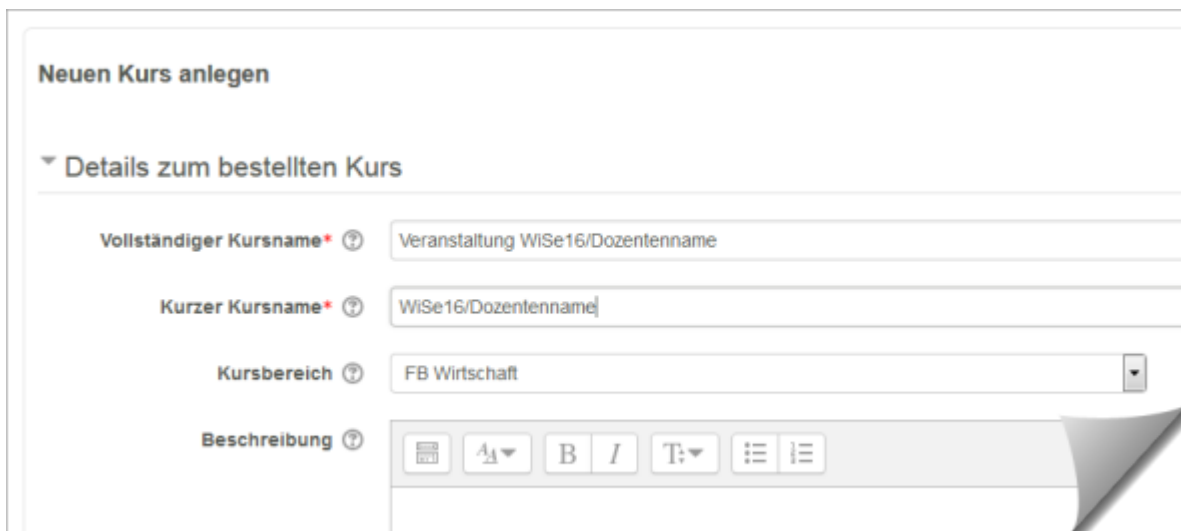
## Details of the ordered course

**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. The 'Details zum bestellten Kurs' section is expanded, showing the following fields:

- Vollständiger Kursname\***: Veranstaltung WiSe16/Dozentennamen
- Kurzer Kursname\***: WiSe16/Dozentennamen
- Kursbereich**: FB Wirtschaft
- Beschreibung**: A rich text editor with icons for text color, bold, italic, text color, bulleted list, and numbered 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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