

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.

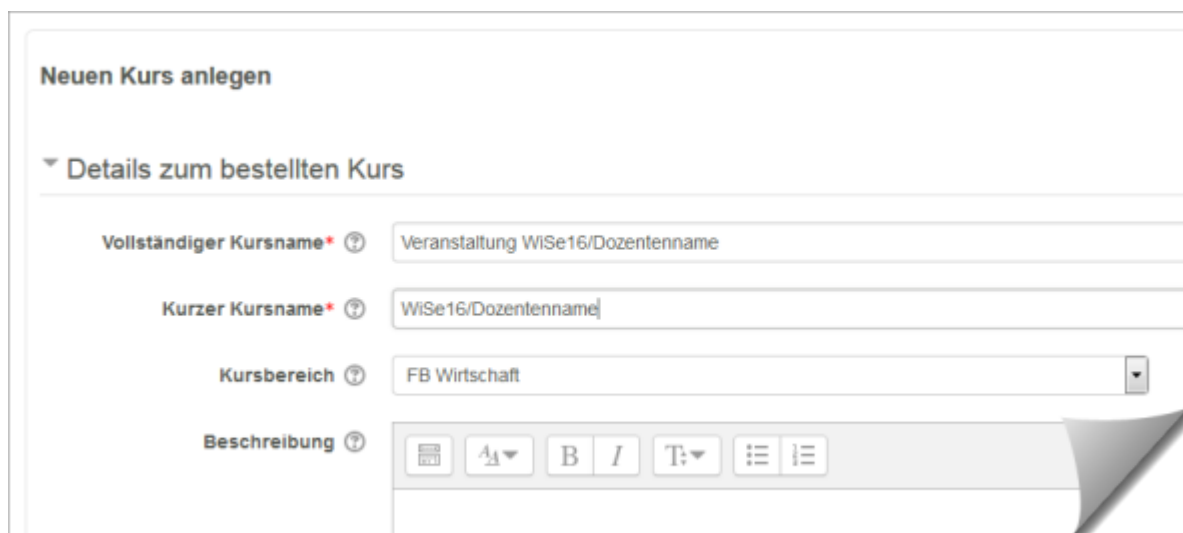
Details of the ordered course

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

- Vollständiger Kursname*** (Full course name): A text input field containing 'Veranstaltung WiSe16/Dozentennamen'.
- Kurzer Kursname*** (Short course name): A text input field containing 'WiSe16/Dozentennamen'.
- Kursbereich** (Course area): A dropdown menu with 'FB Wirtschaft' selected.
- Beschreibung** (Description): A rich text editor with icons for text formatting (bold, italic, underline, strikethrough, link, unlink, list, table) and a text area below it.

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

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