# Request course room

To rquest 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".

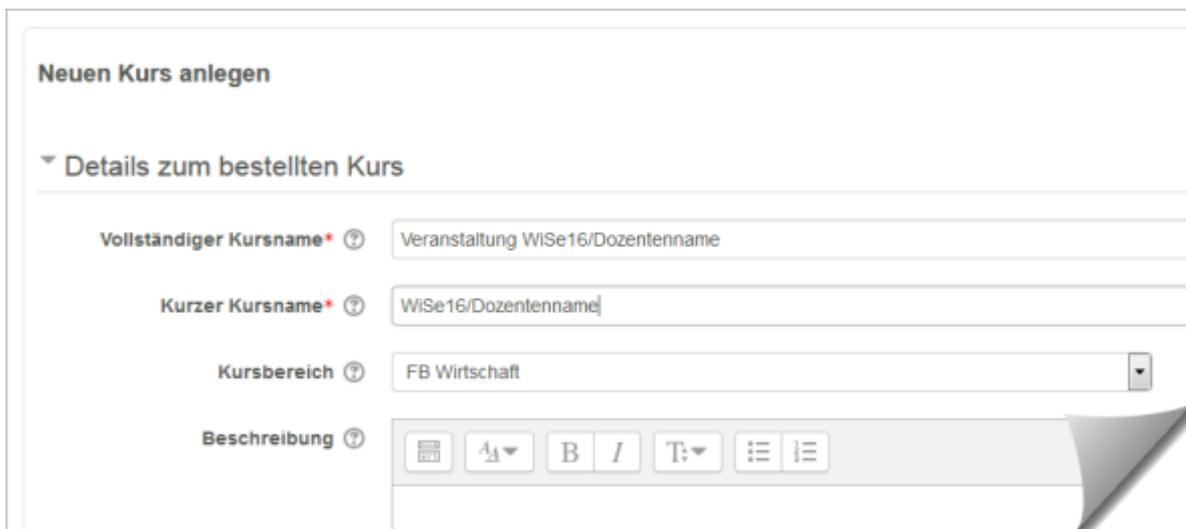You will receive a confirmation by mail as soon as the course room is created.

## 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.



You can also contact the *E-Learning Officer* of your department/division or to the *moodlesupport@jade-hs.de*.

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Permanent link:

**https://lms-wiki.jade-hs.de/en/moodle/course/order/start?rev=1678113620**

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