

# 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.

---

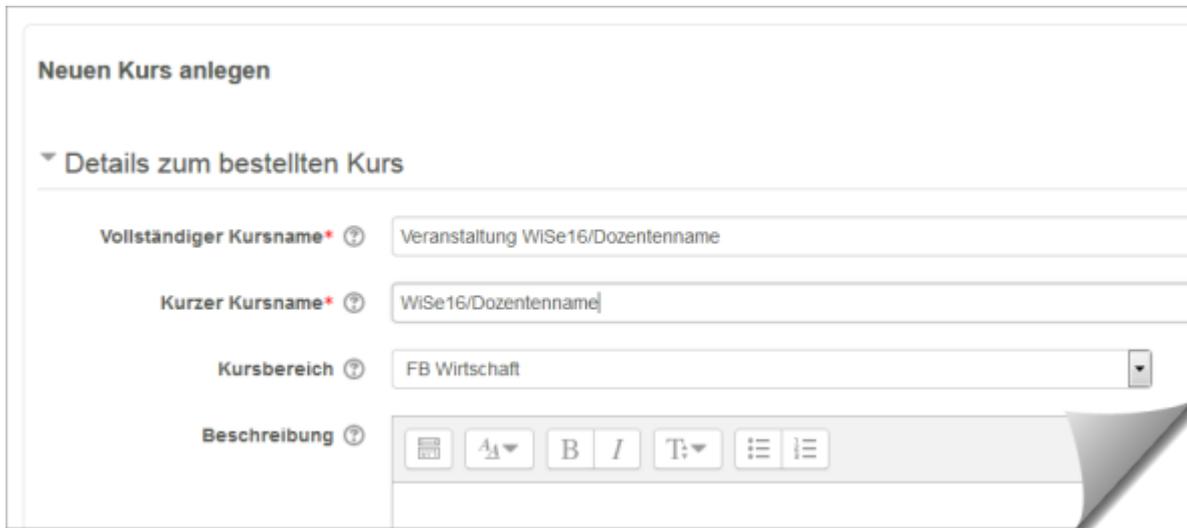
## Details of the ordered course

**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](mailto:moodlesupport@jade-hs.de).



The screenshot shows the Moodle form for creating a new course. The title is "Neuen Kurs anlegen". Under the heading "Details zum bestellten Kurs", there are four input fields:

- Vollständiger Kursname\***: Veranstaltung WiSe16/Dozentennamen
- Kurzer Kursname\***: WiSe16/Dozentennamen
- Kursbereich**: FB Wirtschaft (with a dropdown arrow)
- Beschreibung**: 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](mailto:moodlesupport@jade-hs.de).

From:

<https://lms-wiki.jade-hs.de/> - **LMS-Wiki**

Permanent link:

<https://lms-wiki.jade-hs.de/en/moodle/course/request/start?rev=1678113480>

Last update: **2023/03/06 15:38**

