

# Quick start

Login with your [University access data](#) in the Moodle of the Jade University of Applied Sciences - <https://moodle.jade-hs.de/moodle/>.

The [Dashboard](#) shows your courses in the overview. Here you can:

- use the filter function (future/current/past courses).
- mark courses as favorites
- see current dates

## Course room search

In the [Course room search](#) you can enter module names or names of lecturers.

## Orientation

Courses are organized into course spaces (similar to folders). The [path navigation](#) in Moodle is used for orientation. You can always see which course and course areas you are in.

## Your own course

You can order your own new [course room](#). However, in some departments courses are created centrally (via the dean's office), please check there.

By default you will find a [Forum](#) „Announcements“ in your course, in which only you have write access. Posts will be sent to registered students at their HS mail address. Everything else you can design yourself, e.g..

- [Integrate zoom meetings](#)
- [Create text pages](#)
- [Upload files](#)

To get an overview of all course participants, you can view the [participation list](#). You can add more participants or remove them.

## What can you do as a "teacher" in the course?

In the [role](#) „Teacher“ you have the right to write and edit in your course. Click the button „Turn editing on“ in the upper right corner.



Turn editing on

You can now:

- Edit the names of the sections
- design required [Activities](#) yourself
- upload [files](#), e.g. simply by drag&drop
- [add](#) sections/topics , [move](#) them to other positions and [hide](#) or [delete](#) them.

## Edit course settings

In the [course settings](#) you have different options. Here you can:

- edit the [course name](#) or the [course description](#). Note: The course section can only be changed by the Moodle team, Please feel free to [contact us](#) .
- [enable/disable course visibility](#).
- [Start and end](#) dates. Note: The dates only affect the filter in the dashboard, e.g. „ongoing courses“. To control access to courses, see [self-enrollment](#)
- the [course description](#) (short, please) and change the [course picture](#)
- enable a [completion tracking](#) so that students can see their progress in the course

## How do students get into the course?

When your course is set up and ready to be presented, there are different options for [Self-enrolment](#).

- self-enrollment for students
- optional: Enrollment key (case sensitive)
- optional: Define maximum number of participants

If you do not want to allow additional enrollments in your course, set the following in the settings:

- „Allow new enrollments“: no.
- „Allow existing enrollments“: Yes

## Forums

There are two different types of [forums](#):

- the [announcements forum](#), students cannot reply or unsubscribe.
- [general forum](#): If you set the [Subscription](#) to „automatic“, all students are subscribed by default, but can unsubscribe themselves if they wish.

## Choice

The [choice](#) activity module enables a teacher to ask a single question and offer a selection of possible responses. Use the choice activity, if you want to assign topics or create a simple poll for course participants.

## Collecting Tasks

- [Set up a task](#)
- [Evaluate tasks](#)
- [Download all submissions](#)
- [Delete all submissions](#)

Students can submit one or more files and see their submission status.

„Teacher“ can:

- [View and download all deliveries](#)
- Directly assess PDFs

## Continue using courses (semester change)

Depending on your department, there may be special procedures, please contact your dean's office for more information. You can continue your course in the following semester:

- [continue](#) or
- [order a new course](#).

Content can then be [imported from the old course](#).

## Course backup

Moodle courses will automatically create a [course backup](#) on a regular basis when there are changes. Please get in touch as soon as possible if something needs to be restored from the backup.

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