

# 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 [request](#) a 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.

## Offer a poll or 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 work

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

- [Set up an assignment](#)
- [Evaluate assignments](#)
- [Download all submissions](#)
- [Delete all submissions](#)

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

## Reusing courses (next semester)

Depending on your department, there may be special procedures, please contact your dean's office for more information. You can either ...

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

Content can then be [imported from the previous 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.

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

Permanent link:  
<https://lms-wiki.jade-hs.de/en/moodle/overview/quickguide/start?rev=1678114088>

Last update: **2023/03/06 15:48**

