

# Quick start

Login with your [University access data](#) in the [Moodle of the Jade University](#)

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

- Use the filter function (**Future** / **In Progress** / **Past** courses).
- Mark courses as favorites
- See ongoing events

## 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.

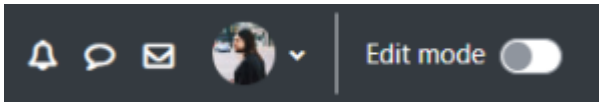
Everything else you can design yourself, e.g.:

- [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. Activate the button **„Edit mode“** in the upper right corner.



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, 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 image](#).
- 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](#):

- Enable / Disable Self-enrollment
- 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:

- „**Keep current self enrolments active**“: **Yes**.
- „**Allow new self enrolments**“: **No**

## 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 the 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](#)
- [Grade assignments](#)
- [Download all submissions](#)
- [Delete all submissions](#)

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

- See all submissions
- Download all submissions
- Grade or comment the PDFs directly

## Reusing courses (next semester)

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

1. [Reuse your course](#)
2. [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.

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