Before we start...

Notes on terms of use and data protection
The use of the learning management system moodle is adapted to the requirements of data protection by the inclusion of a declaration of consent. Thus, the use of moodle is basically voluntary.

**Requirements for the creation of courses in moodle**
In order to be able to create and manage courses in moodle, you must apply for this service online at https://unisim.zimt.uni-siegen.de/ -> I would like to apply for additional ZIMT services.
You will then be registered by the administrators in the system in the role “Course Creator” and can then create courses in your faculty area or in your institution (see Chapter 2).
A read-only access without editorial rights is as described from Chapter 1.

1. **Registration / Login**
Go to university’s moodle-homepage at https://moodle.uni-siegen.de.
Click on the button und melden Sie sich in der Eingabemaske mit den Daten Ihres ZIMT-Kontos (Benutzername und Passwort) an.
If you are using moodle for the first time, you will be asked to sign a declaration of consent in accordance with the data protection regulations. You should confirm this (see above).
Your personal start page, the dashboard, will open.

![Dashboard](image)

Note: By clicking on Your Name -> Einstellungen -> Nutzerkonto: Sprache wählen you can set the general language of your account in moodle and subsequently also of your courses.

The moodle dashboard is basically divided into three areas, both on the start page and later on the course page you have created: On the left and on the right are the blocks. In the so-called “content” in the middle your courses are listed („course overview“).

When you enter moodle for the first time in the role of “Course Creator”, the overview in the middle will initially only show the course "Moodle-Portal für Lehrende“ (i.e. Moodle portal for teachers), in which you, as a course creator, will be registered in the role of “Student”.
As soon as you have created one or more courses, the course names are listed in the overview agenda. You can then access your courses directly by clicking on the corresponding link.
2. Setting up a new course - Page settings

In the block Navigation -> Dashboard -> List of courses on the left side of the dashboard, select your institution in which you are authorised to create courses. Below the list of courses list of your institution the button Add a new course will be displayed. Click.

Note: You are only authorised to create a course within your institution via the rights assigned by the system administration. You can look at seminars or departments of other faculties, but the button Add a new course is suppressed there.

On the Add a new course page that appears, you can now make the first basic settings for your course:

- Enter the title of your course as it should appear in unisono.
- Within moodle your course still needs to be given an abbreviation.
- Use the list box (small arrow on the right) to assign your course to institution.
- Hide the course (during the preparation phase) for all participants.
- Your course starts at...

Course summary (optionally): Announcement text that should appear when your page is called up.

Choose between different course formats (see Chapter 5).

If you do not want participants to see activities from future sessions, you can hide the sections completely.

Divide participants into groups for distributed tasks:
- Separate groups cannot see each other’s activities.
- Visible groups work separately but can see each other.

Finally, save your settings by clicking the Save and return button. Subsequent changes to the course settings can always be made later on the start page via the block Administration -> Edit settings.
3. **Protecting your course with a password**

Protect the course with a password or enrolment key to give only authorised participants access to the course. Choose in the block **Administration -> Course Administration -> Users -> Enrolment methods -> Self enrolment (Student)**. There you can also define how students can enrol in your course (see figure below).

Eventually inform your participants about the enrolment key.

### 3.1 Enrolment for participants

Course participants may have the possibility to enrol themselves in the course. The procedure is the same as described above for password protection: Block **Administration -> Course Administration -> Users -> Enrolment methods -> Self enrolment (Student)**.

Confirm your entries by clicking on the **Save changes** button.

In the next window **Enrolment methods** you can now enter additional teachers (see also **Chapter 4.4. Role system** on the following page).

Alternatively, you can switch from here to the start page of the course by clicking at the top of the path **Dashboard -> My Courses -> Your Course Name -> Users -> Enrolment methods** and clicking on the course name. Continue with **Chapter 5. Customising the course page**.
4. Role system

You are immediately registered as a "Course Creator" and as a "Dozent/in" (i.e."teacher") due to the assignment of rights. When students log in to your course, they are automatically registered as "Student" after the above-mentioned enrolment procedure.

In your role as course creator and teacher, you can subsequently assign persons participating in the course (or, for example, student assistants) as co-teachers. When assigning roles, please ensure that you comply with the data protection regulations, in particular the data protection statement in the terms of use.

To assign a role, click on Users -> Registered Users in the Administration block.

Click on the grey pencil symbol in the line of the participating person to select the additional role for this person. Save the role by clicking on the disk symbol.

In the role of "teacher" the participant has the same editorial rights as you, he/she can add and remove documents in the course, and edit tasks and activities. However, he/she is not allowed to create a new course!

As "non-editing teacher", the participant has the possibility, for example, to evaluate student contributions. However, he/she cannot make changes to the course itself, but he/she can use the course materials in exercises etc.

Removing additional roles

An assigned role can be removed by clicking on the grey pencil symbol to the right of the role and then on the role name highlighted in dark grey. Save the change by clicking on the disk symbol.

Warning: The X to the far right of the cogwheel symbol will remove the participant from the course! However, the system will always ask you to repeat all steps beforehand.

Assigning a role without own enrolment

You can also directly assign a person a role in your course by clicking on the button Enrol Users on the right hand side of the page.

In the window that opens, enter the desired person in the Search field (always assuming that the person is registered in the moodle-system). Select the appropriate role under Assign course role and add the person to the course by clicking on the button Enrol selected users and cohorts.

The settings are now complete.

From here, switch to the course homepage by clicking on the path Dashboard -> Courses > Your faculty -> Your department -> Course Name.

Continue with Chapter 5 Customising the course page. Alternatively, click on the left in the block NAVIGATION -> Course name.
5. CUSTOMISING THE COURSE PAGE AND ADD CONTENT

At Edit settings in the Administration block you can choose between several course formats. The two most used are:

**Weekly format**

In this format, content is structured by weeks. Each weekly session has a section in which you can store and share your texts, working materials, links, etc.

However, the weekly format only defines the period in which the session takes place, not the day in question.

**Topics format**

Choose the Topics format if you want to set up an online course like a conventional seminar on specific dates. Here, just like in the weekly format, each topic session is set up in a section where you can store and share your texts, working materials, links, etc.

**Info:** For both formats, you can also set the exact date and/or the title of the event as a heading in the Edit mode, for example, to help participants find their way around. To do this, click on the pencil symbol behind the date period in the week format (or behind the respective topic in the Topics format) and make individual entries there.

**Block presets on the course page**

- Direct access to courses and their contents (working materials, assignments, forums...)
- Access to general course settings (see Chapter 2)
- Add more teachers to your seminar and manage the participants of your seminar
- Navigation:
  - Dashboard
  - Kurs-Administration
  - Erhalte deine Personal data
  - File manager (for all of your course data)
  - Switch to the role "Student" to view the course layout from the student's point of view.
  - Switch to editing mode (see next page)
You can now customise your course interface to suit your needs.

By clicking on the button **Turn editing on** in the upper right corner of the course start page you can enter the editing mode and enter the contents of your seminar or edit the appearance of your page using the editing icons:

![Editing Mode]

Clicking on **Edit -> Edit settings** (behind the cogwheel) opens the editor window in which you can, for example, enter and format texts (introductions, work instructions, etc.) or revise set work materials and activities.

![Editor Window]

Via the link **+ Add an activity or resource** you have several options:

- Provide your course participants with teaching materials for each session via the selection field **Resources**. You can use text pages, upload files in different formats or refer to other websites (URL).
- Collect literature or media compiled for you by the University Library in an electronic serve collection (i.e. eSems = electronic semester catalogues) and link it directly to your course page via the block of the same name (see Chapter 9 for more details).

Add further blocks from the list to your page. Blocks that you do not need and have been deleted from the course interface via the cogwheel symbol are stored in this list and can be reactivated at any time.

With the **four-headed-arrows** you can move material to other course sections, move the sections themselves and also the blocks. Simply click on the four-headed-arrow symbol, hold down the mouse button and drag the object to the desired position ("drag & drop").

![Material Move]

- Use the **Activities** selection field to define various accompanying materials for interaction between you as a lecturer and the course participants. For example, you can set up a course forum or a database, collect feedback or assignments or conduct quizzes/tests (see Chapter 7).
6. Making files available

There are several ways to make files available to students:

Upload files directly from the course interface

The quickest way to make files available to students is to drag and drop files from the file folder on your local computer to the desired location in your course.

Hold down the mouse button and a box with a green cross and the message “Add file(s) here”. Release the mouse at the desired location and the file will be placed there. Then move it as preferred.

For media files you can choose between “Add media to course page” (file will be added to the course page) or “Create a file resource” (file opens in a new window or as a download offer).

Further settings (presentation, visibility, etc.) can be made via “Edit” (see next page).

Creating file folders or directories

You can collect all the files you want to make available for your courses in one or more file folders in Moodle. This saves you searching on your PC hard drive. Upload individual files or complete folders (complete folders should be packed into ZIP files). All file types can be uploaded.

You don’t have to create a separate file directory for each course, but can create your own data pool for all your courses. Your personal file directory can be found at the top right of your profile: Your Name -> My files.

To upload files, either click on the Add... button (then search for the desired file via the desired file via the Upload a file area and the Browse... button from the file folder of your local computer and then click on the Upload file button) or drag and drop the desired file from the file folder of your computer onto the file folder of your computer onto the field with the blue arrow.

Note: During the upload, the files are checked for viruses by default. There may therefore be slight delays.

In order to be able to assign the data directly to the later courses, ideally first create a subdirectory before the first file upload by clicking on the button Create folder. Then name the folder with a unique name in the window that opens (e.g. with two folder directories created and two files displayed in the second folder).

Confirm all file uploads or the creation of the directories by clicking on the Save and return to course button. Otherwise your entries will be lost.
Making files available in the course and setting properties for availability

In addition to adding files directly to your course page as described in the last section you can upload them from the directories or directly from your local computer:

In the edit mode click in the desired course section + Add an activity or resource and then select File under Resources.

Enter a name for your file, as the link to it should appear on your course page.

If you want to upload a file directly from the file folder of your local computer, drag and drop the desired file from your local computer directly onto the field with the blue arrow in the Content area. Alternatively, click on the Add... button.

The window “File picker” opens. In this window you can access several repositories, including direct access to your local computer to your local computer (File upload), to your data in the CampusCloud sciebo as well as to the files already uploaded files in your moodle file file directory (via Private files).

Select the desired file and then click on the button Upload file.

*Info:
It is possible to upload files from sciebo, the CampusCloud system of the universities of North Rhine-Westphalia (https://hochschulcloud.nrw), directly to your own course interface in moodle. Prerequisite is a valid account with sciebo (see www.zimt.uni-siegen.de/dienste/campuscloud/).

In the window "File picker" (see above) click on the item "Sciebo". If you are already logged in to the sciebo web interface moodle will only ask you for permission to use this login for moodle as well. If you are not logged in, you can log in via moodle.

Please be informed:
As moodle and sciebo are two different systems, direct access from moodle to sciebo is not possible. Access to sciebo is done via your sciebo credentials. You then have access to all files in your sciebo folder and can integrate them into your moodle courses either as a copy or as an alias/link. The alias/link function allows you to update a file in sciebo so that it does not have to be updated again in moodle.
Optional, you can also specify how the file should be displayed, whether it should only be available to a certain period of time or to a certain group of people.

The setting for the Appearance on the moodle page can be left at "Display: Automatic" unless otherwise desired. If you do not want files to be opened only in moodle, you can use "Display: Force download".

You can put all the files you need into your moodle course before the course starts. However, if you do not want a particular file to be available yet, switch the selection under Common module settings: Availability to Hide from students.

In the Restrict access section and Add restriction..., you can, for example, specify a limited period of time during which the file is to be visible to course participants or for which person participating in the course a file is accessible, or you can specifically exclude participants.

Finally, at the end of the page, select Save and return to course.

You can change these settings at any time on the course page in edit mode via the button "Turn editing on" and then "Edit" behind the respective element.
6.2 Share further resources

Other important ways to share resources to work with in the moodle course:

Book
The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters.

Folder
This is a course-specific directory. This option opens access to a complete file directory and its subdirectories in the course area. Participants can thus access all contents and not just a single file. Course participants only have access to this directory.

The upload procedure is the same as described before:
Create a subfolder in the Content area by clicking on "Create folder". Then in the window that pops up, give the folder/course directory a unique name.
Open the (empty) directory with a single click and insert files according to the methods described previously.

Info:
If you have a lot of files, pack them into a ZIP-file and upload this like a single file into the course directory. Afterwards you can unpack the ZIP-file by clicking on it once and then selecting the same command "Unpack".

IMS content package
Similar to the upload of individual or ZIP-files, the data format IMS Content Packaging, which can be used to unify online learning materials from different systems, can also be made available.

Label (for text, images or videos)
Use the Resource "Label" to insert intermediate text to describe your working materials or to explain work assignments. If necessary, expand the toolbar by clicking on the button on the left to display further text formatting options.

In addition, you can use the label field to insert pictures from your file folder as a view on the course interface:
Again select "Label" under + Add an activity or resource and then press the button Insert or edit image in the editor window in the toolbar.
In the new window click on "Browse repositories..." and select the desired image from your course folder or from your local computer. Click on "Upload this file". If the image is too large to be displayed.
If the picture is too large to be displayed on the course page, select a different size in the window "Image properties" under "Size" (if "Proportional" is selected, the picture will not be displayed). (If "Auto size" is selected so that the image is not distorted, you only have to change the first value (width), the second value (height) will change automatically). Finish with Save image.
The microphone or camera symbol can also be used to directly record instructions, comments, etc. as audio or video.

Page
Import text from a word processor program or from the clipboard into moodle’s own text editor or type it directly into the editor and make it available to course participants.
To create the text pages, you can work in the editor with its different formatting types largely like with a conventional word processor program.

URL
In the edit mode click on + Add an activity or resource in the desired course section and select "URL" under Resources.
Enter the name of the web page as the link to it should appear on your course page.
In the External URL field add the complete link (the preceding link start http:// is optional, as moodle generates it itself).
In the Appearance: Display area, it is a good idea to display the external page directly by selecting "Open".
7. **Adding an activity**

In addition to the resources, a large number of learning activities are available via the same link + Add an activity or resource that can be used to interactively support online- or face-to-face learning.

**Assignment** - Students can submit single or multiple assignments of different formats, i.e. upload them to the server for assessment by the teacher, i.e. upload them to the server and make them available for assessment by the lecturer.

**BigBlueButton** - BigBlueButton is a video conferencing tool integrated into moodle for up to 70 people which allows sharing audio, video, slides, whiteboard, chat and screen in real time.

**Choice** - As a teacher, provide a simple question with several predefined answers. The results can be displayed immediately or published later - visible or anonymous.

**Database** - Participants can collect files, images, texts, etc. in a data pool and make them immediately available to other fellow students.

**Fair allocation** - When creating groups, you can automatically distribute the participants among the options. distributed fairly. You can then edit the distribution manually.

**Feedback** - Create your own survey.

**Forum** - Post a course topic for discussion. You can also allow course participants to post new discussions.

**Glossary** - This activity allows participants to create and maintain dictionary-like lists of definitions.

**Group choice** - The Group Choice module allows students to enrol themselves in a group within a course. The teacher can select which groups students can choose from and the maximum number of students allowed in each group.

**Interactive Content (H5P)** - Use the H5P activity if you want to post interactive content such as drag and drop questions, multiple or single choice questions, presentations, interactive videos, true/false questions, hot spots etc.

**Jitsi (Video conferencing)** - Add a simple video conference with up to 15 people to your course.

**Journal** - The journal allows you to receive feedback from course participants on a specific topic (e.g. project progress, accountability report, etc.). Communication is solely between you and the person writing.

**Lesson** - This tool is a kind of review of the teaching material. The navigation through the lesson can be defined sequentially or individually depending on the content and the processing by the participants.

**Quiz** - This module can be used to create tests consisting of several question types (multiple choice, true/false questions, cloze, etc.), cloze, etc.). Quizzes may be used as course exams, as mini tests for reading assignments or at the end of a topic, as exam practice, to deliver immediate feedback about performance or for self-assessment.

**SCORM Package** - A learning package is created outside of Moodle using specialised authoring software and stored in SCORM format. SCORM is a standard that aims to enable cross-platform usability of web-based learning content. A learning package activity can be used, for example, to present multimedia content and animations or as an assessment tool.

**PDF annotation** - PDF annotation enables collaborative marking up of PDF documents. The users users have the possibility to highlight certain parts of a PDF and exchange information with other users about marked exchange information about marked sections.

**Scheduler** - Use the scheduler to set time slots for meetings or office hours with course participants.

**Wiki** - Wikis allow for collaborative group work on texts and concepts. Members work together on a text, reading, discussing, extending, adding to and shortening the text. Earlier versions are not deleted and can simply be restored.

**Workshop** - This module allows course participants to assess each other’s work and provide feedback. Likewise, exercise projects can be assessed in a variety of ways (new assignments, forum posts, data deletion, etc.).
8. Course management

8.1 Locking the course

Lock your course at the end of a semester (or for editing purposes) to prevent access by students by going to Course administration -> Edit settings -> General -> Course Visibility. Select the item Hide. The course is then neither visible nor accessible from outside. For you as course creator, the course is greyed out and you may edit it further.

8.2 Deleting the course

If you no longer need your course, move it to the faculty’s own course area called "Recycle bin". From there it will be deleted by the administrators.

In the course, select the list item Edit Settings in the block Administration and change the settings in the section General -> Course category, click on the list field "Faculty XY / Your seminar/department / Recycle bin".

Finally, set the course to Hide under Course visibility (see Chapter 8.1).

Attention:
Do not use the "Recycle bin" area to test a new course or to temporary store a course that you want to use again later. All courses placed in the Recycle Bin will be treated as to be disposed of and will be irrevocably deleted.

8.3 Backup your course

The administration tool Backup allows course creators to make a backup of their course or parts of it.

Please note: Personal participant data of any kind (including forum contributions) will not be stored due to data protection (see also Chapter 1).

The tool guides you in a few steps to the finished packed backup file.

Under section 3, Confirmation and review, you can give the backup file an individual name instead of the file name preconfigured by the system (with course abbreviation and date of the backup) for identificational purposes.

You will then find the course backup in the Restore area under User private backup area. You can then download it to your own computer (using the button of the same name) or leave it in the system for possible restoration (see Chapter 8.5).

Deleting the backup file

If you want to remove the backup files, click on Restore in the Administration block, then on Manage backup files under User private backup area. In the new window, select the file to be deleted by clicking on it and remove it from the system by clicking on the Delete button.

Finally, confirm by clicking on the Save Changes button.
8.4 REUSING COURSES AND COURSE FILES

In moodle you have several options to reuse your course files on a regular basis:

Use **Reset** if you want to work with the same course files on the same course interface without having to set up a new course. Only the existing user data will be deleted from the course.

Use **Import** if you want to keep a course but create a new one based on it or parts of it. The import is done directly from an existing course without creating a backup file.

Use **Restore** if you want to import a course again based on a backup file, for example after several semesters.

### 8.4.1 Reset your course

You can use your course data again in a subsequent semester without having to set up a new course and copy your files into it.

To do this, go to the Administration block and click on **reset**. Your working materials and settings will be retained, user-specific data, assessments and contributions will be removed.

**Attention:** If you select data for deletion and confirm your selection, this data will be irrevocably deleted from the course.

### 8.4.2 Import course

Via Administration - Import you can create a copy of your course and work with it in a subsequent semester. It is also possible to use individual elements from the existing course. The old course can continue to be administered at the same time.

**IMPORTANT:** For the import it is necessary to set up a new, empty course!

As described in Chapter 2, click on the button **Add a new course** in your institution. Under the basic entries, enter only the new course title and the course abbreviation; the format is irrelevant, as the empty course will be filled with the content of the course to be imported.

Then select **Import** in the new course in the Administration block and then the source course to be imported. Click on Next.

Optionally, you can specify whether all or only certain elements from the original course should be imported (activities, blocks, sections, etc.).

### 8.4.3 Restore the course

Use the **Restore** settings tool to set up a backup (see Chapter 8.3) as a course. This could be useful, for example, if you do not (yet) want to reset an existing course, but want to set up a duplicate without having to reset the data and activities, or if you want to add a course from another moodle instance.

**IMPORTANT:** For the restore you need to set up a new, empty course!

As described in Chapter 2, click on the button **Add a new course**. Under the basic entries, enter only the new course title and the course abbreviation; the format is irrelevant because the empty course will be overwritten with the formatting of the course to be restored.

Then select **Restore** in the Administration block of the new course.
In the new window, under **User private backup area**, find the backup file in mbz format. The course abbreviation and the date of the backup are listed in the file name of the backup file - unless you have changed them beforehand.

Click on **Restore** to the right of the backup file (If you want to import a backup file from another moodle instance, first find the .mbz backup file via the **Download** button and then select **Restore**).

At the end of the page with the path heading 1. Confirm, press the **Continue** button.

**IMPORTANT:** Under point 2. Destination, select the second section **Restore into this course** -> **Delete the contents of this course and then Restore**.

Each of the three restore sections displayed has its own **Continue** button. It is now important to click **Continue** in this **second section**.

Follow the points up to 5. Review and there click on **Perform restore**.

After successful recovery you can immediately work in the course.

Remember to enter any co-teachers in the new course, as due to data protection laws no other co-teachers can be entered. data, no user data other than your data as course creator may be transferred (see **Chapter 8.3**).

**9. Electronic Reserve collections - Electronic semester catalogues (eSem) in moodle**

The University Library offers the possibility to create an electronic reserve collection (eSem), which you can link directly to your course page in moodle.

In the edit mode on the course page activate the block **Semesterapparat** (i.e. the German translation for reserve collection) for the first time by selecting the section **Semesterapparat** under **Add a block**.

**Setting up and linking the eSem**

You can set up your individual eSem for the course in question using the form **Application for a reserve collection**, which you can find on the "Reserve Collection" information page of the University Library at

https://u-si.de/mLdr2

The exact procedure for setting up the eSem, also with regard to authentication, copyrights, etc., can also be found on the Library’s information page (you can also reach the above-mentioned page by following the link "Information on term papers" after activating the block Semesterapparate for the first time.

The Library creates the eSem in the form of a course with your name and the title of your course in moodle and then notifies you of its creation.

Link your moodle course to the eSem by clicking on the "cogwheel symbol" in the block **Semesterapparat** in the edit mode. In the new window select the specified eSem title. A login button will then be displayed on your course page in the block, which the participants of your course can then use to access your eSem at any time.

**Note:** You can only use the link to the eSem if you have previously protected your course with an enrolment key/password as described in **Chapter 3**.