MOODLE 4.1
SHORT INTRODUCTION FOR TEACHERS

ZIMT

BEFORE WE START...

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).

Additionaly you will be registered as **student** in the course **Moodle-Portal für Lehrende** (i.e. **Moodle portal for teachers**). There you will find further manuals, official YouTube tutorials and FAQs about Moodle.

1. REGISTRATION / LOGIN

Go to university's moodle-homepage at **https://moodle.uni-siegen.de**.

Click on the button **LOGIN** at top left and log in with your university's credentials (username and password).

Note: 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.
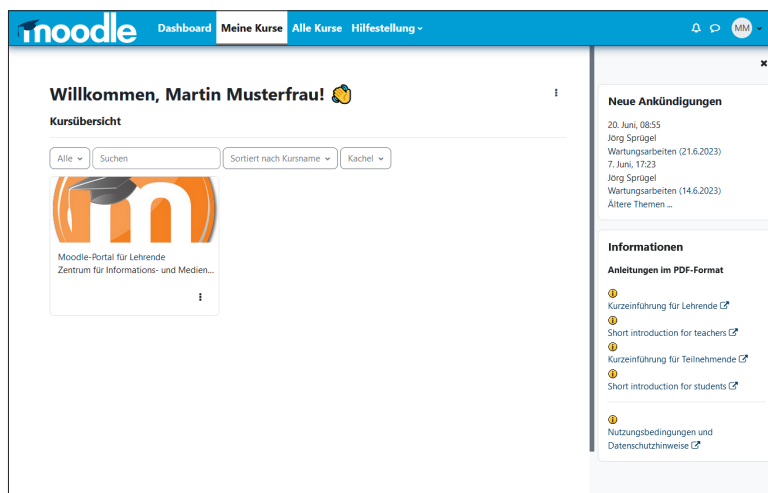
Your personal start page, the **dashboard**, will open. The preset is **German**.

ℹ SETTING THE LANGUAGE

At top right of the dashboard you will see the initials of your name. By clicking on the initials you'll be able to set the general language of your account in moodle and subsequently also of your courses. Choose **Sprache -> English (en)**.

When you enter moodle for the first time in the role of **Course Creator**, the overview will initially only show the course **Moodle-Portal für Lehrende** (s. above).

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 or pic.

2. SETTING UP A NEW COURSE - PAGE SETTINGS

On top of the page choose **My Courses** and click on the **three-dot menu** to the right of the heading and select **[New course]**.

On the new page **Create new course** you can now make the first basic **Settings** for your course.
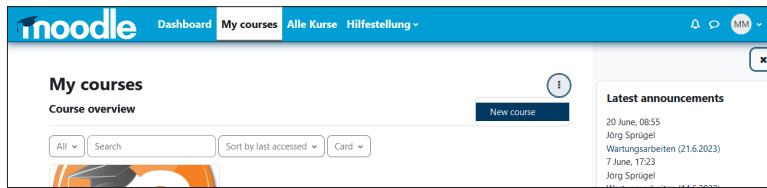
These are the most important:

Course full name (required): Enter the title of your course as it appears in unisono.

Course short name (required): Within moodle your course needs to be given an abbreviation.

Course category (required): Assign your course to your institution.

Course visibility: Hide the course (e.g. during the preparation phase) for all participants.

Course start / end date: Your course starts at...

Course summary and image: Announcement text that appears when your page is called up.

Course format: Choose between different course formats (s. chapter **4**).

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

Save your settings by clicking the button **[Save and display]**.

Subsequent changes to the course settings can always be made later via the link **Settings** in the **menu banner** on top of the landing page of your course.

3. ADMINISTRATING THE PARTICIPANTS

You have several options for admitting your participants to your moodle course:

3.1 SELF-ENROLMENT

Choose **Participants** in the **menu banner** on top of the landing page of your course and then click on **Enrolled users: Enrolments -> Enrolment methods** in the drop-down list.
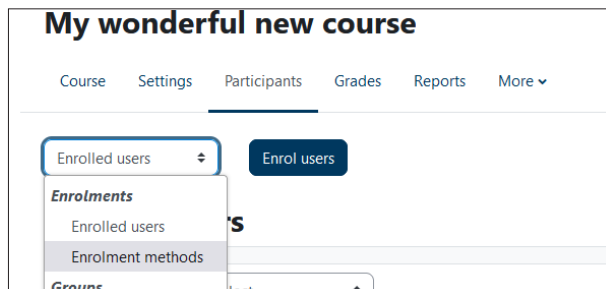
In the new window **Enrolment methods** tick the **cogwheel symbol** behind **Self enrolment (Student)**.

Enrolment key: Protect your course by assigning an enrolment key/password!
Perhaps working materials will be used which are subject to the **German Copyright Law** and may only be used for courses. The enrolment key ensures that communication in the virtual room can take place in a protected manner similar to the seminar room.

Default assigned role: If you want students to enrol in your course, the default role should be set to **Student**.

Enrolment duration and **Start / End date**: Optionally, you can define how long participants should have access to the course. Another option is the possibility to set a time period for enrolment to the course.

Confirm your entries by clicking **[Save changes]**.

3.2 MANUAL ENROLMENT

Choose **Participants** in the **menu banner** on top of the landing page of your course and then click on **Enrolled users: Enrolment methods** in the drop-down list.
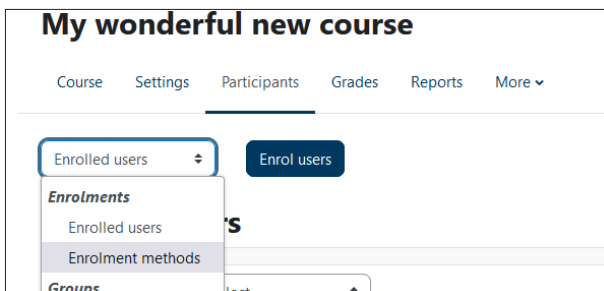
In the new window **Enrolment methods** tick the **Edit + symbol** behind **Manual enrolments**.

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	👤+
Self enrolment (Student)	0	↑	🗑 👁 ⚙

Manage manual enrolment: Search for the participants from the database of **Not enrolled users** by name or university e-mail address and enrol them using the **[<- Add]** button.
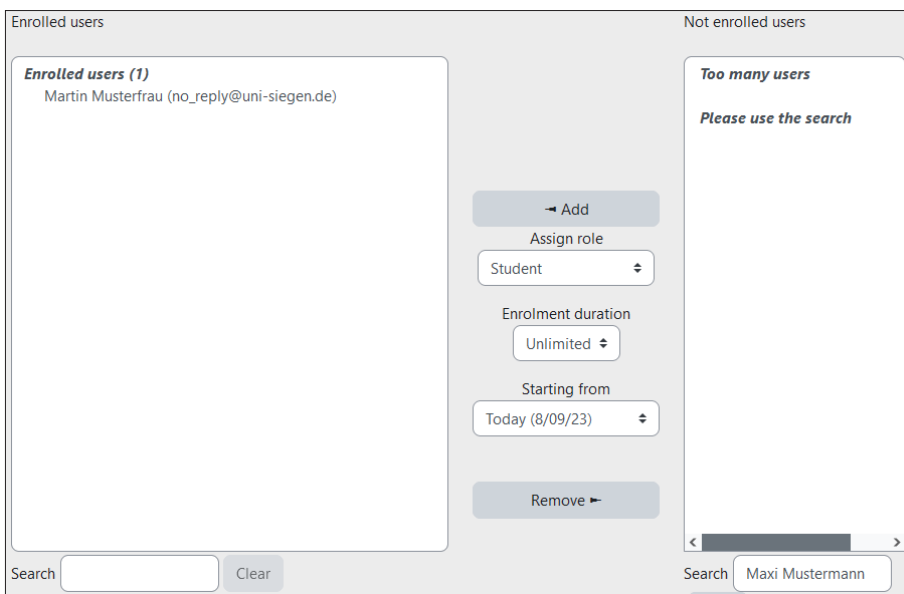

A complete list of all your current participants is always available by clicking **Participants** in the **menu banner** on top of the course.

3.3 ROLE SYSTEM

In your role as course creator and teacher you can subsequently assign persons participating in the course (or, for example, student assistants, members of your team) as co-teachers.

To assign a role, choose **Participants** in the **menu banner** on top of the course and then 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**.
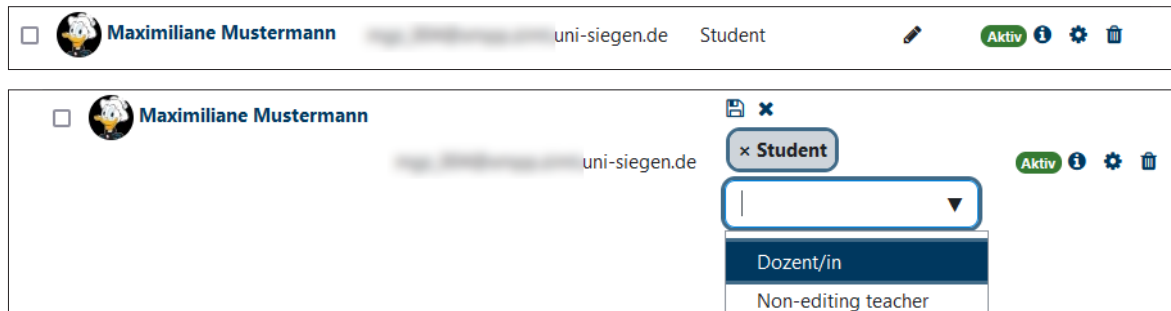
In the role of **Dozent/in** (i.e. **teacher**) the participant has the same editorial rights as you, he/she can add and remove documents in the course, and edit tasks and activities. **However, he/she is not allowed to create a new course!**

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.

REMOVE ROLE

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 e.g. **[+ Dozent/in]**. Save the change by clicking on the **disk symbol**.

**Note: The dustbin symbol to the far right will remove the participant from the course!
However, the system will always ask you to repeat all steps beforehand.**

IMMEDIATE 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 **Participants** 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 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 landing page by clicking **Course** in the menu banner at the top

4. CUSTOMIZING THE COURSE PAGE AND ADD CONTENT

On the landing page of your course click on **Settings**. On the following configuration page you can choose between several **course formats**, the most common are the **Weekly format** and the **Topics format**.

In most cases each weekly or topic section corresponds to one session of an event. For this purpose, place your texts, working materials, links, etc. in each section and share them.

For both formats, you should set the exact date and/or the title of the weekly topic as a heading for better orientation for the participants. To do this, activate the **[Edit mode]** via the blue button with the same name in the top right-hand corner. Click on the pencil symbol behind the date period in the weekly format or behind the respective topic in the topic format and make individual (date) entries there. Finally, confirm with the **[Enter key]**.
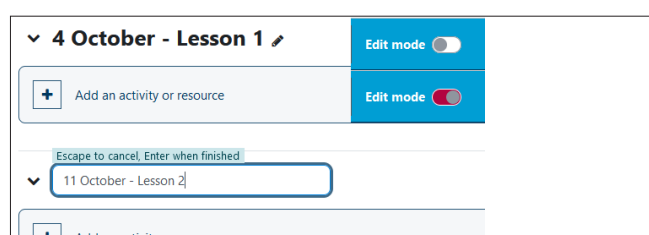
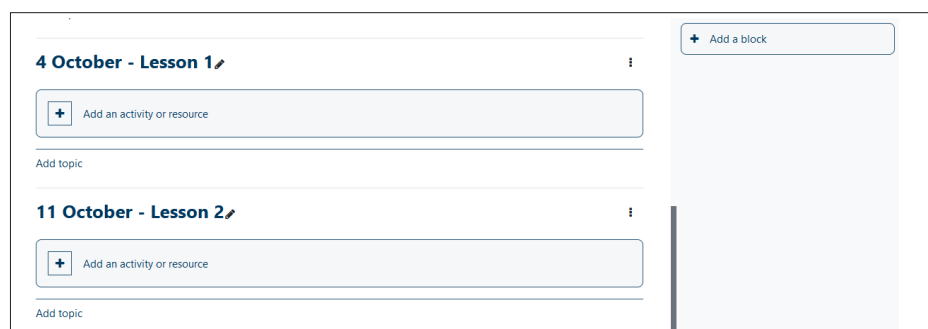You can now design your course interface in edit mode:

Table of contents: A grey button (with list symbol) appears on the left of the page. This allows you to expand and collapse the table of contents of the course, based on your entries in the individual sections, for quick access.

[+] Add an activity or resource: Use **Resources** to provide your participants with teaching materials for each session. You can use text pages, upload files in different formats, integrate external tools or link to other websites.

Use **Activities** to set up 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 conduct tests.

ⓘ **By hovering the mouse over the headings of the respective sections, the mouse pointer changes to a double arrow. By holding down the mouse button, you can then move the sections among themselves (drag & drop principle).**

Add topic (only in topic format): In the course format **Topic format** you can create additional sections at any position.

Three-dot menu: To the right of the headings you can use the three-dot menu to additionally edit the sections in various ways, hide them or delete them completely.

Add a block: Add blocks to your page, e.g. an appointment calendar, important news, current activities, access to the electronic semester apparatus or to videos provided.

The order of the blocks can also be changed using the **double arrow** (drag & drop principle).

Blocks that you do not need can be deleted again in edit mode via the **cogwheel symbol**. They can be reactivated at any time.

ⓘ Some elements of the course administration from previous Moodle versions (especially the navigation or the list of own courses) are now stored in this area as independent, switchable blocks.

5. MAKING FILES AVAILABLE

5.1 ADD A RESOURCE

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.


Activate the **edit mode**. Open the file folder containing the file you want to place in moodle. Drag the file to the desired location in the course. There, hold down the mouse button and a dashed blue border will appear with the note "**Drop files here...**". Release the mouse there and the file will be inserted. If necessary, use the double arrow to move it as you wish.
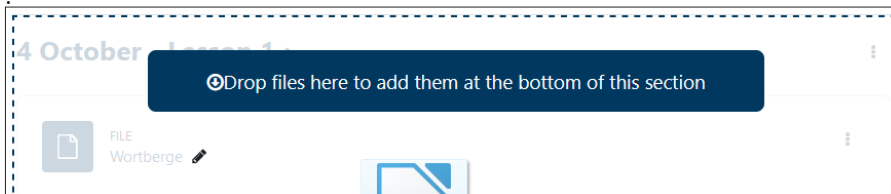
For **media files** (images, audio and video files) you can choose between two display modes:

Add media to course page: The file is visibly inserted on the course page with a preview image. Audio and video files can be played directly from there.

Create file resource: The file is displayed as a clickable link and opens in a new window or as a download offer etc. - depending on the setting.
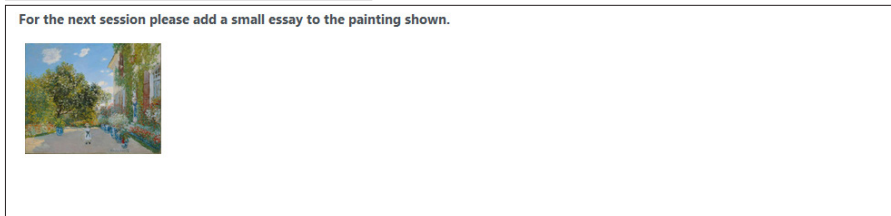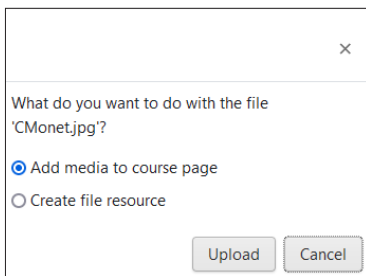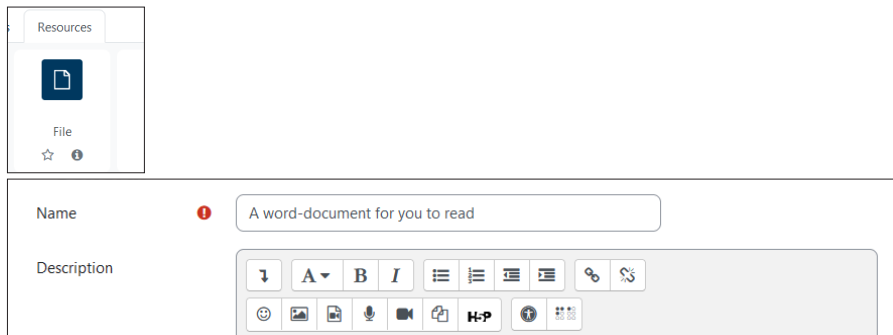

Tip: In the edit mode you can quickly move all materials and activities to any place in the course: If you **hover** the mouse over a filed file, the mouse pointer changes to a double arrow. Hold down the mouse button and move the file free to another section of the course.
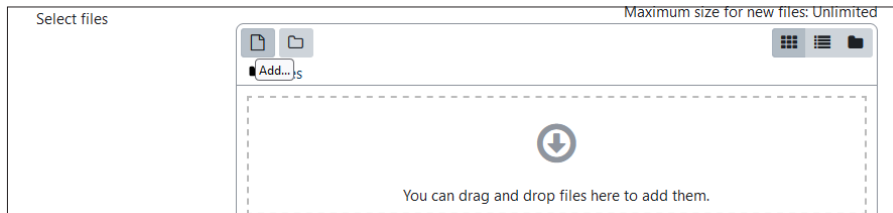
Further settings (display, visibility, etc.) can be made via "**Edit**" (see chapter **5.2**).

5.1.1 An alternate Way of uploading Files

In the **edit mode** click in the desired course section **[+] Add an activity or resource** and then select **File** under **Resources**.
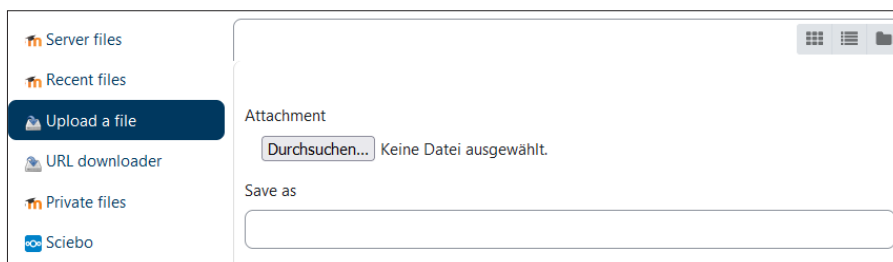
Enter a **name** for your file, as the link to it should appear on your course page.
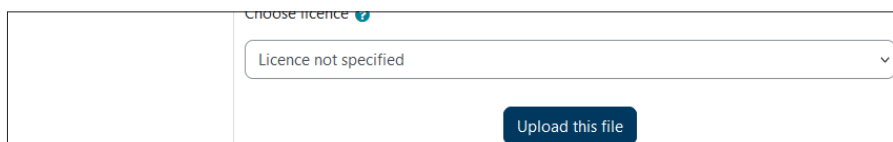
If you want to upload a file directly from the file folder of your local computer, **drag and drop** the desired file from your local computer directly onto the field with the grey arrow ("You can drag and drop files here to add them").

Alternatively, click on the **Add...** button.

In the new window **File picker** you can access several repositories, including direct access to your local computer (Upload a file) or to your data in the CampusCloud **sciebo** as well.

Select the desired file and then click **Upload this file**.

Digression: Moodle & sciebo

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. A valid account with sciebo is required (s. **Digital Teaching Portal** at **https://u-si.de/b8UVn**).

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.

Note: 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.

## 5.2 File Management - Visibility, Availability, Deletion etc.

You can optionally determine how your uploaded files should be displayed, whether they should only be available for a certain period of time or to a certain person or group.

If you do not want a certain file to be visible to the participants, select the **three-dot menu** to the right of the file in **edit mode** and then select **Hide**. A coloured hint then marks your file as hidden.
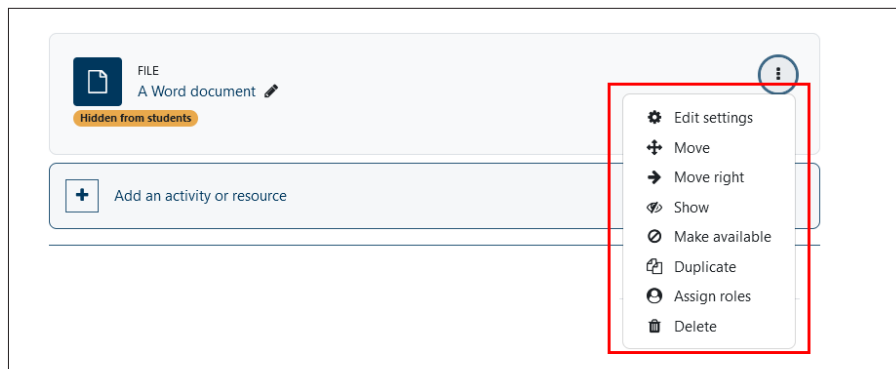
Determine how files should be displayed in moodle. In the **edit mode** select the **three-dot menu** to the right of the file and then select **Edit settings**.

You can leave the setting for previewing on the moodle page set to **Automatic** unless otherwise desired. If you want files to be opened in more than just moodle, select **Force download**.
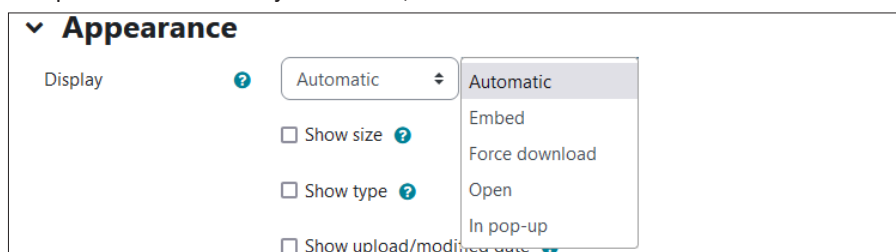
In these settings you can also specify whether a particular file should yet be available or not.
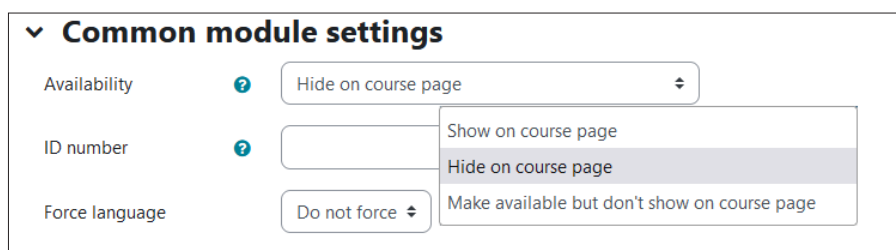
In the **Restrict access** section, for example, specify a limited period of time during which the file should be visible to course participants, or for which course participants a file is accessible, or specifically exclude participants from access.
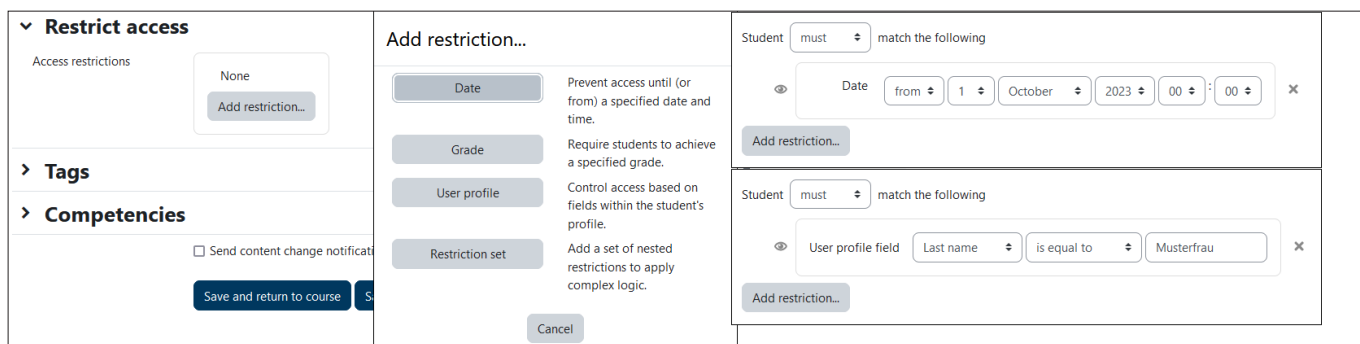
Finally, select **[Save and return to course]** at the end of the page.

These settings can be changed at any time.

If you no longer need the file, select select the **three-dot menu** to the right of the file in **edit mode** and then select **Delete**.
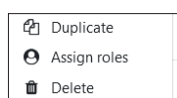
5.3 SHARE FUTHER RESOURCES

Other important resources to work with in the moodle course are:

Book

Divide learning content into a book-like format with short pages, chapters and sub-chapters and supplement the texts with graphics, pictures or multimedia elements. A book can also be used as a quick reference/handbook or portfolio for student work.

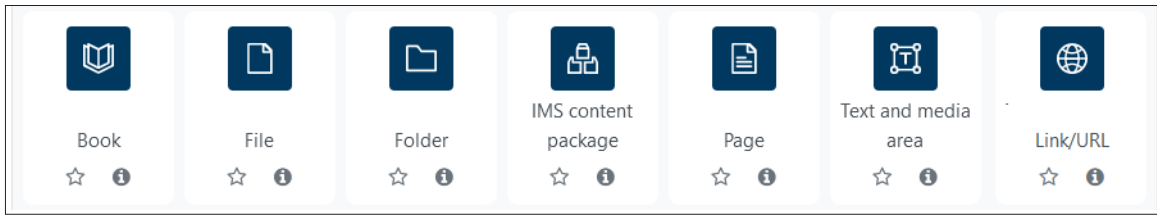**Folder**

Create a course-specific directory if you want to provide a larger number of files.

Upload several files as a packed ZIP archive and unpack them in the directory. A structure with subdirectories is also retained when transferring to a directory. Participants can then access all the content in this directory and not just one individually provided file. However, the participants only have access to this directory.

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.

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.

Text and media area

Use this resource 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 area to insert pictures from your file folder as a view on the course interface.

The **microphone- or camera symbol** can also be used to create quick screencasts directly, e.g. to explain a file or a task, or for your own presentation or to sketch a project (see **Digital Teaching portal** at **https://u-si.de/YReVI**).
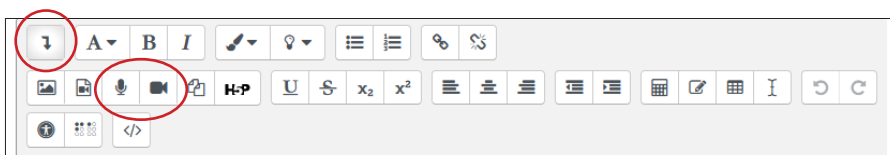

Link/URL

Link to important external websites. For example, in the **Name** field, enter the name of the website as you want the link to it to appear on your course page.

In the External URL field, insert the complete link (the preceding link start http:// is optional, as Moodle generates it itself).

5.4 ADD 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.
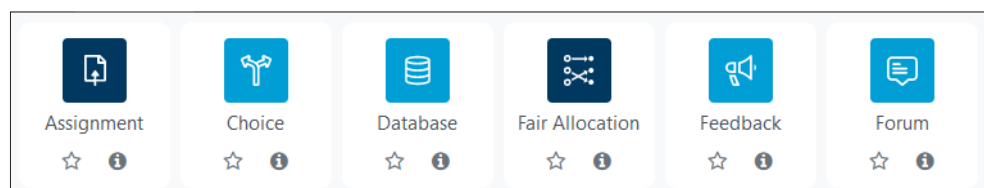
Assignment - Students can submit files of different formats online for assessment and feedback.

Choice - Provide simple questions with several predefined answers. The results can be displayed immediately or published later - visibly or anonymously.

Database - Use a database to create a shared collection of links, books, book reviews, journal references, etc. and then add peer comments and reviews to them as needed.

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, for which a range of question types, including Multiple Choice, Yes/No or text entry, are available.

Forum - Post a course topic for discussion. You can also allow course participants to post new discussions.
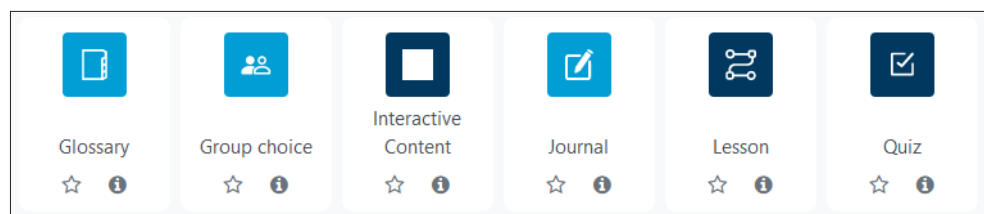
Glossary - This activity allows participants to create and maintain dictionary-like lists of definitions.

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.

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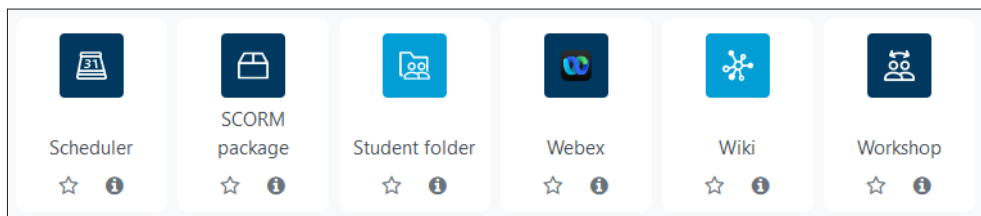
Scheduler - Use the scheduler to set time slots for meetings or office hours with course participants.

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.

Student folder - Students can upload documents that are available to other participants immediately or after being checked by the course instructor. For example, an assignment can be used as the basis for a student folder.

Webex - Webex is a video conferencing tool integrated into moodle which allows sharing audio, video, slides, whiteboard, chat and screen in real time. Webex is also used as a stand-alone application at the university

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.).

5.4 The course from the students' point of view - Switching roles...

In order to be able to check how the activities or materials provided are presented from the perspective of the course participants, you **do not need to set up an additional 'Student' role** for yourself. Simply change your role in the course by clicking on your profile picture in the menu bar at the top and then selecting 'S**witch to role**...' and then the **[Student]** button.
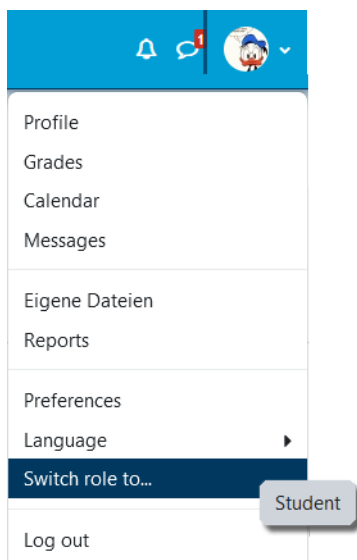
You can return to your original role by clicking on '**Return to my normal role**' in the information bar (see below) or again via the **profile picture** (as described above).
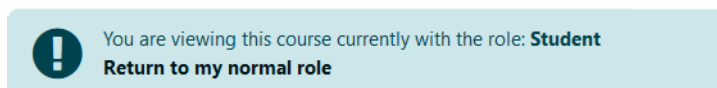
6. COURSE MANAGEMENT

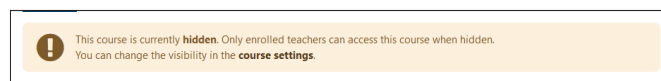Choose **Settings** in the **menu banner** on top of the landing page of your course.

6.1 LOCKING THE COURSE

Lock your course at the end of a semester (or for editing purposes) to prevent access by students. Choose **Edit Course 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.

> ⓘ This course is currently **hidden**. Only enrolled teachers can access this course when hidden.
> You can change the visibility in the **course settings**.

6.2 DELETING THE COURSE

If you no longer need your course, move it to the faculty's own course area called **Papierkorb** (i.e. **Recycle bin**). From there it will be deleted by the administrators.

In your course, choose **Edit Course Settings** and change the settings in the section **Course category**, click on the list field **Faculty XY / Your seminar/department / Papierkorb**.

Course category ❗ ❓ | × Serviceeinrichtungen / Papierkorb
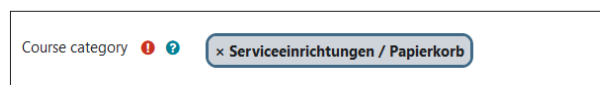
> ⓘ **Important note: Do not use the Recycle bin area to test a new course** or to temporary store a course that you want to use again later.
> All courses placed in the Recycle Bin will be treated as to be disposed of and will be irrevocably deleted.

6.3 BACKUP YOUR COURSE

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

Note: Personal participant data of any kind (including forum contributions) will not be stored due to data protection.

In the **menu banner** on top of the landing page of your course choose **More -> Course reuse**. In the new window, click on **Backup** in the selection list on the left. You will then be guided in a few steps to the finished packed backup file.

Import ⇅
Import
Backup
Restore
Reset

Under **section 3. Confirmation and review**, you can give the backup file an individiual 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 6.4.3**).

Course backup area ❓

Filename	Time	Size	Download	Restore
backup-moodle2-course-345-mwnc23-20230911-1313.mbz	Monday, 11 September 2023, 1:13 PM	610.8 KB	Download	Restore

DELETING THE BACKUP FILE

If you want to remove the backup files, go to the **Restore** area and click on the button **[Manage backup files]**. 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.

6.4 REUSING COURSES AND COURSE FILES

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

6.4.1 RESET COURSE

Use **Reset** if you want **to reuse your course data in a subsequent semester** without having to set up a course again. Your work materials and settings will be retained, but student-specific data, assessments and contributions will be deleted.

In the menu banner, select **More -> Course reuse**. In the new window, click on **Reset** in the selection list on the left.

6.4.2 IMPORT 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.

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

In the **My Courses** area, click on the **three-dot menu** to the right of the heading and select **[New Course]**. Enter only the new course title and the course abbreviation under the basic entries. The format is irrelevant as the empty course will be filled with the content of the course to be imported. Finish with **[Save and display]**.

In the new course select the section **More -> Reuse Courses** in the menu banner. In the new window, click **Import** in the selection list on the left.

Select the source course and then click on **[Next]** and again on **[Next]**.

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

6.4.3 RESTORE THE COURSE

Use **Restore** if you want to restore a course based on a backup file, for example only after several semesters or if you want to include a course from another moodle instance (see chapter **6.3**).

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

In the **My Courses** area, click on the **three-dot menu** to the right of the heading and select **[New Course]**. Enter only the new course title and the course abbreviation under the basic entries. The format is irrelevant as the empty course will be filled with the content of the course to be imported. Finish with **[Save and display]**.

In the new empty course select the section **More -> Reuse Courses** in the menu banner. In the new window, click **Restore** in the selection list on the left.

In the new window find the backup file in mbz format under **User private backup area**. 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 **[Continue]**.

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

Note: 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 sections up to **5. Review** and there click on **[Perform restore]**.

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 3.3**).

7. ELECTRONIC RESERVE COLLECTIONS IN MOODLE

The University Library offers the possibility of creating an electronic reserve collection (eSem), which you can link directly to your course page in Moodle via a block.

In the Edit mode activate the block **Semesterapparat** (i.e. reserve collection) by selecting the section of the same name under **[+] Add a block** on the right-hand side of the course page.

+ Add a block

Semesterapparat
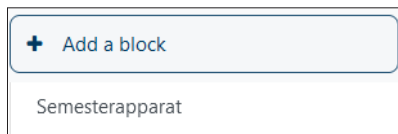
SETTING UP AND LINKING THE ERC

Visit the Library's homepage at **https://www.ub.uni-siegen.de/en/library-use-and-services/reserve-collections/**.

You can set up and link the ERC using the form **Application for a reserve collection (in German)**, which you can find at the **Quick links...**-section on the right-hand side of the page.

The University Library will create the ERC in the form of a course with your name and the title of your course in moodle and will then inform you.

Link your moodle course to the ERC by clicking on the **cogwheel symbol** in the block **Semesterapparat** in the **Edit mode**. In the new window, select the specified ERC title. A LOGIN button will then be displayed in the block on your course page, via which participants will have access to the collection.

i Note: You can only use the link to the Electronic Reserve Collection if you have previously protected your course with an enrolment key/password.

OFFICIAL ONLINE-MANUAL TO MOODLE 4.x

- **MoodleDocs** - Documentation/Manual to Moodle Version 4.1
  https://docs.moodle.org/401/en/Main_page