

WHAT IS moodle?

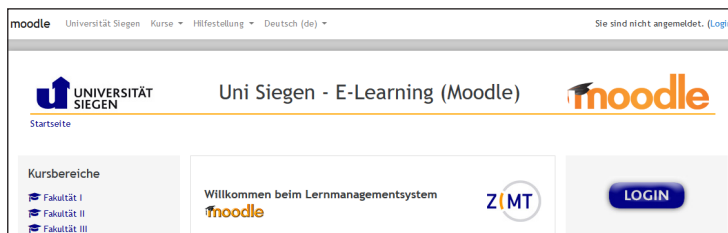
Moodle is the **learning management system** at the University of Siegen. It provides virtual course rooms to accompany the face-to-face courses, which can be freely designed and filled with content by the lecturers.

As a course participant, you will find teaching materials in various formats, as well as numerous communication tools such as forums, voting, video conferencing, etc. Moodle enables group work for joint learning, the editing and the exchange of learning content

1. REGISTRATION / LOGIN

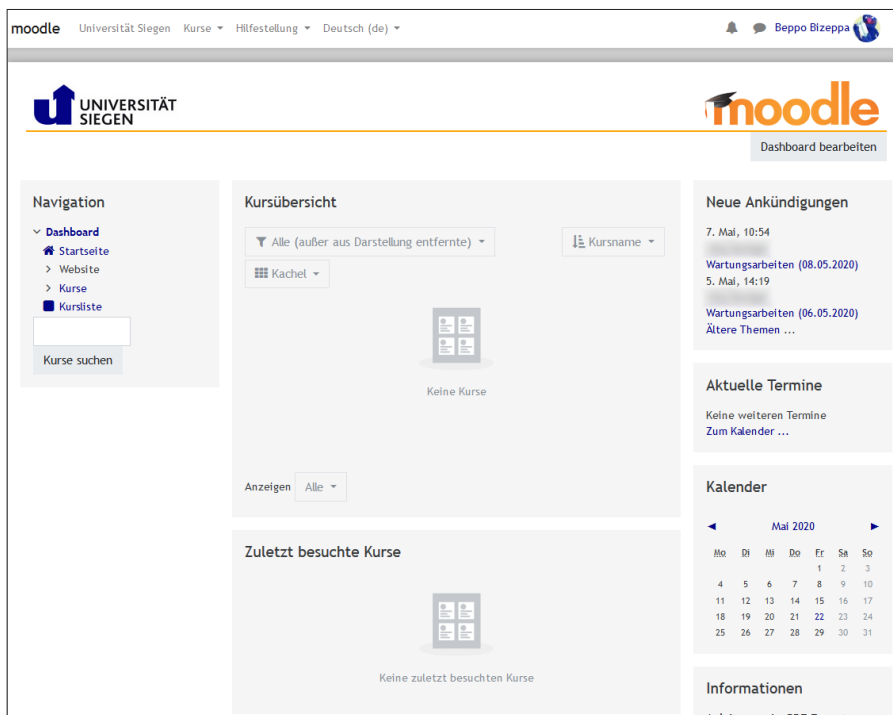
You can access university's moodle-homepage directly via <https://moodle.uni-siegen.de>.

Click on the **LOGIN** button at the top right of the homepage and enter the **access data for your ZIMT account** (user name and password) that you received when you activated your university e-mail address in unisono.



Due to data protection regulations, a declaration of consent is required for first-time use which you should confirm. The use of moodle is basically voluntary!

Your personal start page, the **dashboard**, opens.



In the dashboard you will see **Your Name** in the top right-hand corner and the confirmation "**You are logged in as Your Name**" at the bottom center. You can log out of moodle by clicking on **Your Name** in the top right-hand corner and then on **Logout**.

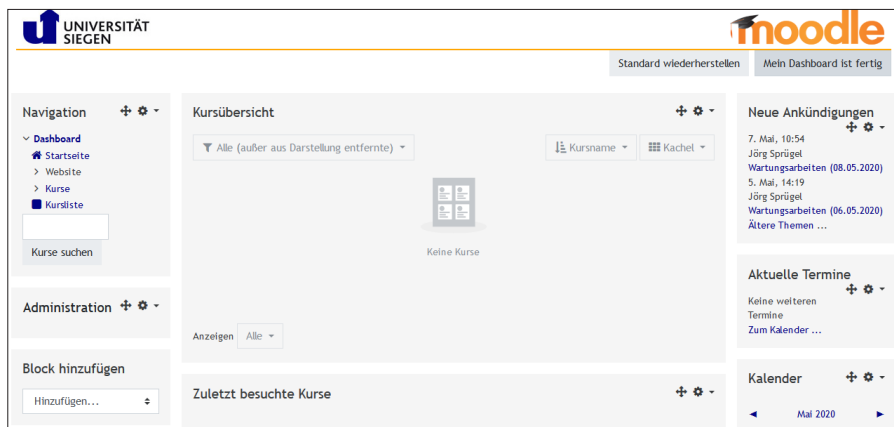
The dashboard is divided into three areas with a grey background:

On the left and right are the **blocks**, in the middle the **course overview** or **content**.

As soon as you have enrolled in one or more courses, they will be listed in the course overview. From here you can call up a course simply by clicking on the course name.

If you want to search specifically for courses in moodle, use the link **Kursliste** (course list) in the **Navigation** block on the left or enter the title of the course in this area under "Kurse suchen" (Search courses).

2. SETTING UP YOUR PERSONAL PAGE



In the default setting of the personal start page, the visible blocks such as **Navigation**, **Announcements**, **Current Events** etc. are initially predefined.

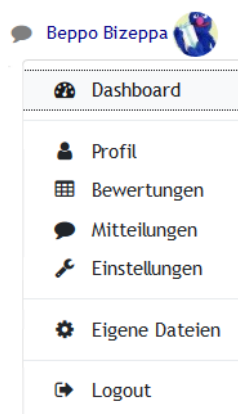
Customising your user interface:

In edit mode, you have the option of adding further blocks, hiding them, deleting them or moving elements by clicking on the **four-headed-arrow** symbol. To edit, click the **Edit Dashboard** button at the top right. The commands for configuring and removing the blocks are accessible via the **cogwheel** symbol.

If you are enrolled in several courses, you can have the course list displayed as a conventional list or with a short description instead of tiled for a better overview.

Exit the editing mode via the button *Mein Dashboard ist fertig* (My dashboard is ready).

Editing your personal profile (optional)



Click on your login name at the top right of the page. Your user menu is displayed.

To view and edit your profile data, click on *Profile* in the user menu. You will see an overview of the information stored about you. Clicking on *Edit profile* displays a detail page where you can - optionally - enter additional information about your user profile.

The **first name**, **last name** and **e-mail address** cannot be edited. Your university e-mail address is entered as the main e-mail address.

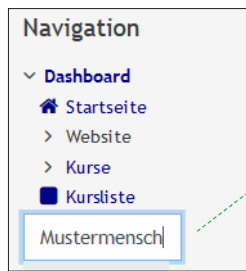
Please note: Please use this university e-mail address for all internal university communication (with lecturers, the Student Administration Office, examination offices, service facilities, etc.) so that you are recognisable as a university member in internal university communication.

You can set up automatic forwarding ("Autoforward") for your university e-mails to a private e-mail address. To do this, go to the following page: <http://www.zimt.uni-siegen.de/dienste/mail/>.

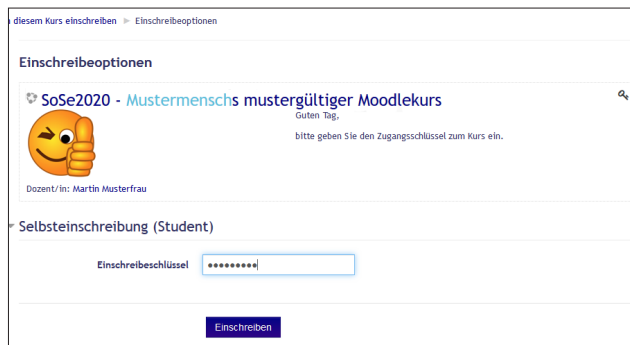
Logging out of moodle

To log out of moodle, click on the **Logout** button in your user menu or on the link at the bottom centre of the moodle pages.

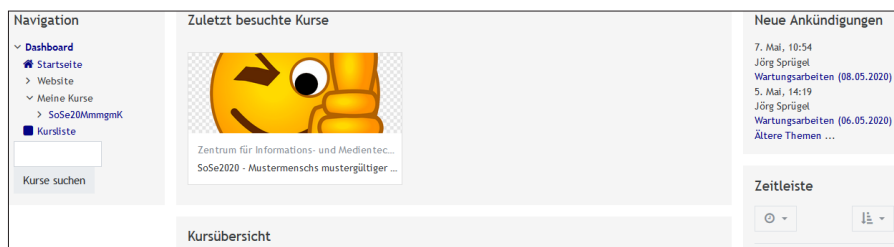
3. COURSE REGISTRATION



A one-time registration is required for each course you wish to attend. Search for the course in the **Navigation** block either via the [course list](#) in the respective faculty or, if known, enter the course name in the search field.



If your teacher has set an **enrolment key** for the course, you must enter this. A locked course is recognisable by the key symbol.



After successful enrolment, your name will be entered in the list of participants for the course and you will receive a confirmation e-mail at the address stored in your profile. From now on, the course title will appear on your personal start page and on the left in your **Navigation** block listed with abbreviations under [My Courses](#).

Note: Please note that access to the moodle courses by the teachers may be limited in time!

If you have missed the registration deadline, please contact your teacher directly. The moodle administrators are not allowed to grant you subsequent access.

Using working materials

In a course, you will usually be provided with a series of information texts on the course sequence, course content and learning objectives as well as processing instructions and - in the first place - working materials for the seminars.

The working materials provided can be of different formats, for example, simple texts, (links to) web pages, Word documents, Excel files, PowerPoint presentations, PDF files, pictures and videos. You may be able to open, view and edit these files directly in the browser. You may also be required to download data to your computer before working with it.

Sometimes special browser extensions in the form of plug-ins are required to open files directly in the browser. In many cases, the required plug-ins are already installed. If they are not, the browser will display the relevant information and will usually install a missing plug-in automatically. Your teacher may be able to give you more detailed information on this.

Communication


Communication is important for working with moodle, both between course participants and with the teachers. For this purpose it is necessary to know who is enrolled in a course. For each of your courses listed in the **Navigation** block, you will find direct links to the individual course sections as well as the link [Teilnehmer/innen](#) (Participants), which will give you a list of all the teachers and students participating in the course.

You can contact a participating person by clicking on the respective name. In the new window, you can send a message to the person by clicking on the [Mitteilung](#) (Message) button.

Another example of the communication possibilities are the forums. Depending on how a forum is set up by the teachers, students can reply to posts or write their own posts and thus exchange information about questions about the course, for example.

4. WITHDRAWING FROM A COURSE

Administration

- ▼ Kurs-Administration
 -  Ausschreiben aus 'SoSe20MmmgmK'

If you want to withdraw from a course, go to this course and click on the link [Unsubscribe from 'Course name'](#) in the **Administration** block under [Course administration](#).

After logging out, your data in the course - for example, test results - will be deleted. Note, however, that your contributions to discussion forums will be preserved.