

## 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 teachers.

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 of learning content and the exchange of learning content.

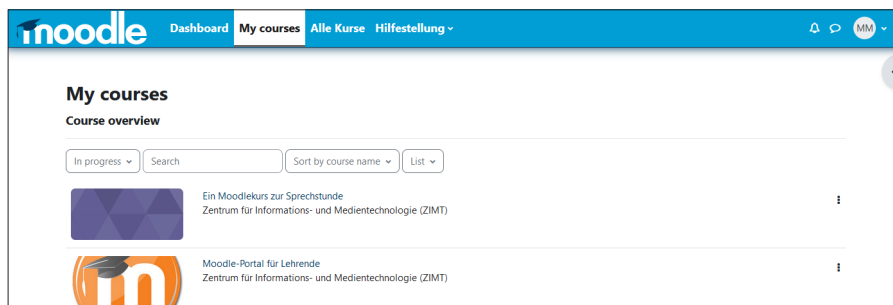
## REGISTRATION/LOGIN

Open the Moodle homepage at <https://moodle.uni-siegen.de>.

Click on **LOGIN** at top right and log in with your ZIMT-account data (username and password).

**Note: When using Moodle for the first time, a declaration of consent is required due to data protection regulations. The use of Moodle is basically voluntary.**

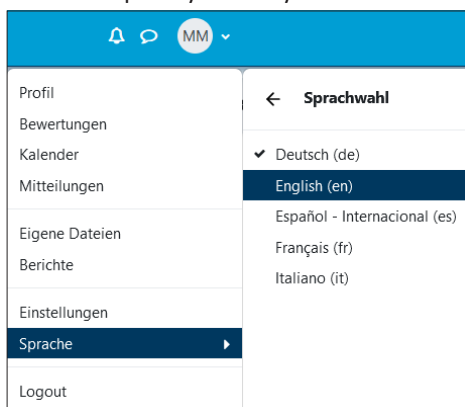
Your personal start page, the so-called **dashboard**, will open. Your initials will appear at the top right of the dashboard.



If you have visited Moodle before, you will see a list of the courses you have enrolled in under **My Courses**. Call up courses simply by clicking on the title.

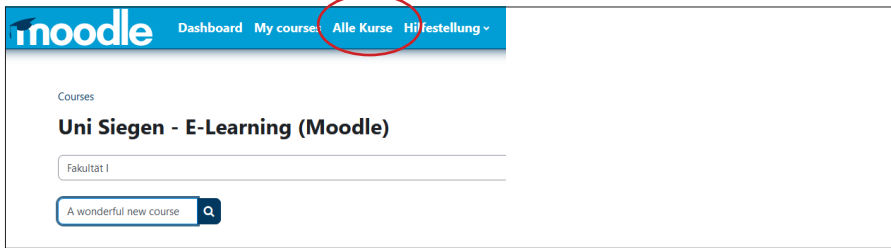
## SETTING THE LANGUAGE

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



## ENROLLING IN A COURSE

If you want to search for specific courses in Moodle in order to enrol in them, select **All courses** in the blue banner at the top and enter the name of the course in the field **Search courses**.



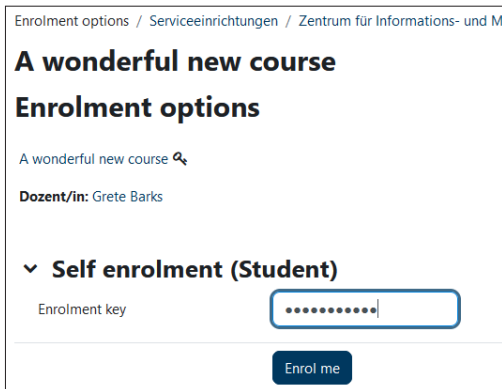
The screenshot shows the Moodle navigation bar with the following items: 'moodle', 'Dashboard', 'My course', 'Alle Kurse', and 'Hilfestellung'. The 'Alle Kurse' item is circled in red. Below the navigation bar, the page title is 'Uni Siegen - E-Learning (Moodle)'. There is a search field containing the text 'A wonderful new course' and a search button.

Once you have searched, you will receive a selection of search results. If there are multiple search hits with the same name, make sure you enter the semester in order to find your correct course.



The screenshot shows the search results page for 'A wonderful new course'. The page title is 'Uni Siegen - E-Learning (Moodle)'. Below the search field, it says 'Search results: 1'. The search results list contains one entry: 'A wonderful new course'. Below the entry, it shows 'Dozent/in: Grete Barks' and 'Category: Zentrum für Informations- und Medientechnologie (ZIMT)'.

If your course administration has set an **enrolment key** (recognisable by the **key symbol**), you must enter this key. You will usually receive the key by e-mail or from the lecturer during the first course.

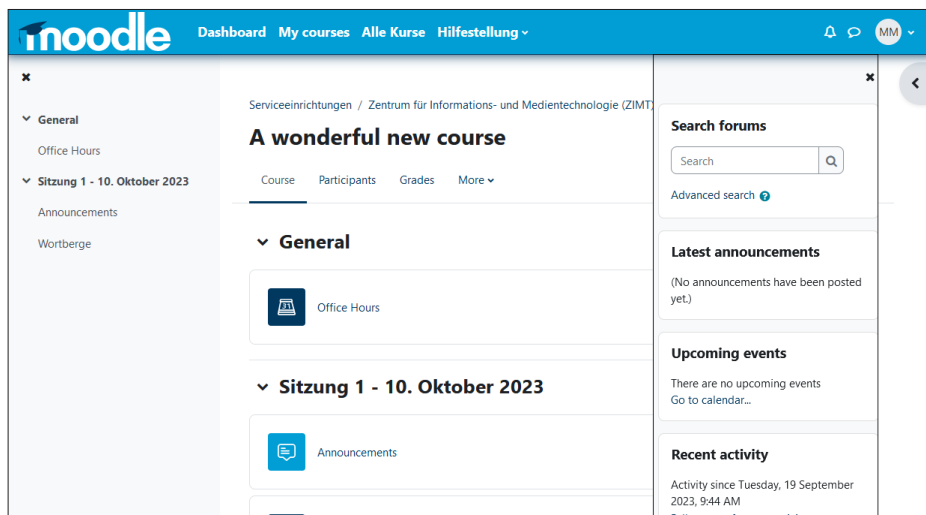


The screenshot shows the enrolment options page for 'A wonderful new course'. The page title is 'A wonderful new course'. Below the search field, it says 'Enrolment options'. The search results list contains one entry: 'A wonderful new course'. Below the entry, it shows 'Dozent/in: Grete Barks'. Under the heading 'Self enrolment (Student)', there is a field for 'Enrolment key' with a search icon and a button labeled 'Enrol me'.

After successful enrolment your name will be entered in the participant list of the course and you will receive a confirmation e-mail to the address stored in your profile. The course title appears on your personal homepage in the list under **My Courses**.

**i** Note: Please note that access to Moodle courses by lecturers **may be limited in time!**  
If you try to enrol in the course after the registration deadline, please contact your lecturer only! Unfortunately, a subsequent admission by the Moodle administrators of the ZIMT is not possible..

## SETTING UP A MOODLE COURSE & USING WORKING MATERIALS



In a Moodle course you are usually provided with a series of information texts on the course sequence, course content and learning objectives, as well as processing instructions and, above all, **working materials** for the seminar.

The working materials provided can be of different formats, for example simple **texts**, (links to) web pages, office **documents**, presentations, PDF files or **media files** (pictures and videos). You can usually 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.

In most cases, the structure of the files and documents follows the sequence of the sessions of your seminar.

On the left side of a course, the table of contents or the **course index** of the course is displayed and contains the weekly sections incl. tasks or materials in a compact form. The course index can be hidden by clicking on the **[X]** in the upper left corner and shown again by clicking on the list symbol in the **grey semicircle**.

On the right side of a course you will find the so-called **blocks in a block drawer**. Depending on the course, these can look different and contain, for example, a diary, the link to an electronic semester apparatus etc. The block drawer can be shown by clicking on the arrow in the **grey semicircle** in the top right corner and hidden again by clicking on **[X]**.

### COMMUNICATION

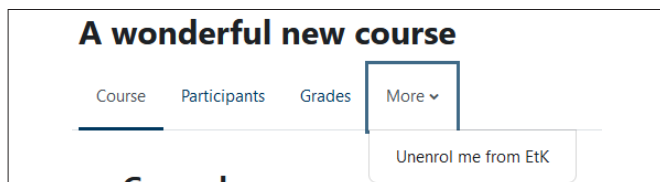
Communication is important for working with Moodle, both between course participants and with lecturers. For this purpose it is necessary to know who is enrolled in a course. In your courses, you will find the list item **Participants** in the top centre of the menu banner, which lists all the fellow students and lecturers 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 the Message button.


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

### UNENROLLING FROM A COURSE

If you want to deregister from a course, select **More -> Unenrol me from ,Course XY'** in the menu banner on top of the course page.



After logging out, your data in the course - for example, test results - will be deleted. Please note that your contributions to discussion forums will remain anonymous.

 This option may be disabled by the course administration.