Quick Guide to RWTHmoodle
Manual for Lecturers

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1. General Information
RWTHmoodle is the central teaching and learning platform of RWTH Aachen University. This handout offers you a compact introduction to the most important functions of RWTHmoodle.

2. Web Address and Login
You can find the RWTHmoodle start page at the web address: https://moodle.rwth-aachen.de
There you can log in to the system via the RWTH Single Sign-On. For this you need your username (in the form: ab123456) and the password for the “RWTH Single Sign-On” account.
You can find more information about the login by clicking on the following link:
Instructions for logging into the system

3. How to Create Course Rooms
There are three different ways to create course rooms in RWTHmoodle. Which way to choose depends on the purpose of the course rooms.

Course rooms for courses in RWTHonline
All courses in RWTHonline can get a course room in RWTHmoodle. If a course in RWTHonline has several course groups, these are displayed as groups in the course room.
Persons with the RWTHonline role “Course Coordinator” or “Semester Coordinator” have the authorization to create course rooms. Persons with these roles can then select the option “Course in RWTHmoodle“ in RWTHonline when editing the courses.

You can find detailed instructions by using the following link:
Instructions for creating RWTHmoodle course rooms with RWTHonline connection

Course rooms without RWTHonline connection
Employees can also request course rooms separately from an RWTHonline course (e.g. for events that are held across semesters). You can find a guide under the following link:
Instructions for creating RWTHmoodle course rooms without RWTHonline connection

Course rooms for preparation and follow-up of exams
In addition to course rooms for courses, you can also create course rooms for exams (PV). These course rooms can be used to prepare for and follow up on exams. It is not permitted to conduct exams in RWTHmoodle directly. You can also apply for these course rooms via RWTHonline. You can find further information by using the following link:
Information on course rooms for the preparation and follow-up of exams

4. Access to Course Rooms
Automatic authorization: lecturers, assistants, and the role "RWTHmoodle Administration" function
Lecturers and assistants of a course are automatically assigned the role “manager” in the course room. On the level of the organizational units, the role “RWTHmoodle Administration” can also be assigned in RWTHonline. Persons with this role are also authorized as “managers” in all course rooms of the organizational unit.
For more information on booking “managers”, please see the following link:
Information on the automatic booking of “managers”
Automatic authorization: students
Students are automatically booked into a course room as soon as they have been assigned a “confirmed place” (Fixplatz) for the corresponding course in RWTHonline (see Fig. 1). The status “requirements met” or similar is not sufficient for the automatic booking. For more information on booking students, please use the following link:
Information on the automatic booking of “students”

Add participants manually
In addition, people with the role of “manager” can manually book students as well as other course room users into the course rooms:
Instructions for manually adding and removing participants in course rooms

5. Structure of RWTHmoodle
List of course rooms:
After logging in, you will see the dashboard. Here you can find a list of your course rooms and other elements such as the calendar. You can find out how to manage your list of course rooms using the following link:
Instructions for customizing the “My Courses” section on the RWTHmoodle dashboard

Course room
You can access a course room by clicking the title of the course room in the list. The course room is divided into three areas: Navigation, blocks und the course page (content area) (see Fig. 2; next page).

Navigation
The upper part is for navigation within the course. Participants, Grades, Download Center for quick access to available documents and folders as a ZIP archive, sections with quick-access to the topics of the course page as well as activities with quick-access to documents and activities provided by the course.

The lower part is for navigation on an overarching layer containing: Dashboard with course room list, calendar, “Private Files”, “Content Bank” and “My Courses”.

Figure 1: Display of the acceptance for a “confirmed place” in RWTHonline
Blocks
Blocks offer an array of additional information and options. Managers can add blocks, rearrange them and delete them if needed. The following blocks are active by default:

“Quickmail”, “Videostreaming (Opencast)”, “Latest announcements”, “Activities” and “Upcoming events”.

Changes made to a block take effect for all people in a course room.

You can find a manual by using the following link:
Manual for adding and editing blocks

Content area
The content area is split into multiple topics by default. These display the content structure of a course. All activities and resources are placed into these topics. By inserting descriptions, you can structure the page and explain the didactic context of the elements. You can also use the topics themselves as categories, for example as “Organization”, “Lecture Resources”, “Tutorial Resources”, “Tests & Assignments”, “Further Reading”, etc.

Profile/E-mail address
You can access your profile by clicking on your name in the top right corner. Here you will see your name and the e-mail address used by the system. It is not possible to change your e-mail address yourself as RWTHmoodle uses a fixed system to import this, based on the status of a person at the RWTH and their entry in the CAMPUS organization directory. An interactive overview of the system is available as a PDF under the following link:
Overview of the scheme used to decide which e-mail addresses are obtained
6. Participant management
Clicking on "Participants" in the navigation area will allow you to manage participants. Managers can use this interface to see all people in the course room listed by roles.

A list of all roles and the permissions that they entail is available under the following link:
Information about roles and permissions on RWTHmoodle

Manually adding participants
To add a person manually, click on the "Add participants" button.

Search one or more people at the same time by name, email address, or matriculation number. Select in which role the persons should be authorized. In the next step, you can select who you want to add to the course room from the hit list. In addition, you can also send an invitation to e-mail addresses that are not yet registered in RWTHmoodle (see Fig. 3):
Manual for adding or removing participants manually

You can find further information by using the following link:
Information about login data for RWTHmoodle

You can also manage groups by using the “Groups” button in the participant interface. It is possible to create groups manually or automatically. These groups can then be used in the course. Further information is available using the following link:
General information about creating groups

Creating Groups
Course groups from RWTHonline are automatically displayed in the group interface. We recommend to use the activity “Grouptool”. This enables students to independently assign themselves into empty groups, alongside the automated creation and assignment of groups. Additionally, members can be added from import data if a group has already been set up outside of RWTHmoodle. You can find instructions for setting up the “Grouptool” by using the following link:
Instructions for using the "Grouptool" activity

7. Course Dates
If a course room for a course was requested using RWTHonline, the course dates are automatically imported from RWTHonline to RWTHmoodle and displayed as "Course events". Group dates will appear as "Group events“ and are only visible for members of the group. Changes to dates must be made in RWTHonline. Any changes are automatically synchronized with a delay. Managers can manually add single dates or a series of dates using the course room calendar. You can find further information by using the following link:
Information about the synchronization of course titles and course dates

Adding External Persons
People from outside the RWTH are allowed to use RWTHmoodle if they have a username (in the format: ab123456) at the RWTH. If a person does not yet have a username at RWTH, then this person can be invited via the "Add participants“ button in RWTHmoodle.
8. Course room design and content integration

Managers can independently choose appropriate course settings and extensively modify the content area in order to customize a course room, so that it matches their teaching concept.

Select course settings

You can access the course settings by clicking the blue gear 🛠️ in the top right of your interface, while looking at a course room. Next, choose “Edit settings” in the “Course administration” tab.

Select course format

The default course format is the “Topics Format” (see Fig. 4). We recommend naming elements in order to create an easy to follow structure. This is to avoid a course room from becoming confusing and difficult to navigate as more resources are added to it. It is also possible to display only one section per page. In order to do this, open the course settings, select “Course Format” > “Course Layout” and use the drop-down menu to select “Show one section per page”.

You can find an overview of the different course formats by using the following link:

Instructions for changing the course format settings

As an alternative, it is possible to use the “Onetopic Format”. You can select this format in the “Format” drop-down menu. It displays all topics next to each other in tabs using a compact format (see Fig. 5). We recommend to use a small number of short headings with this format, in order to ensure that the course will be displayed properly on mobile devices.

You can find detailed instructions for configuring the “Onetopic Format” by using the following link:

Instructions for using the Onetopic Format

Figure 4: Topics Format

Figure 5: Tabs using the Onetopic Format
Edit course room page
In order to add content to a course room, select “Turn editing on” in the top right corner. This enables editing mode (see Fig. 6).

Add an activity or a resource
Click on "+Add an activity or resource" (see Fig. 7) to open a selection of the available resources (files, folders, links, etc.) and activities (choice, assignment, feedback, group choice, quiz, etc.). Select the desired option and click “Add”.

Sharing files
It is easiest to upload files by drag and drop. The course room must be in editing mode for this to work. Drag and drop the file into the desired topic section. Multiple files will be displayed in a list within a topic. Instructions for adding files to course rooms can be found by using the following link:

Instructions for adding a file resource

Sharing files in a folder
You can share files using a folder. This is done by using “+Add an activity or resource” and then creating a “Folder” resource. You can upload multiple files into a folder (see Fig. 8). Students can download a folder as a ZIP archive.

Further information about folders:
Instructions for providing files in folders

Adding structure to a course room with labels
“Labels” can be used to add text fields in order to help with clarity. You can add “Labels” the same way as other resources by using “+Add an activity or resource”. You could for example use these to add headings or descriptions to the course page (see Fig. 9). You can find instructions for using labels by using the following link:

Instructions for using labels

Bonus tests
If you pass the following e-test you will get bonus points. Those points will be added to the result of your exam - given that you pass the exam with a grade of at least 4.0.

- Bonus test 01
- Bonus test 02

Figure 8: View of a folder containing files

Figure 9: Example of a label with a heading and descriptive text
Controlling the visibility of activities and resources
You can manually set the visibility of elements in the
content area. In order to do this, select “Edit” behind
an entry and select “Hide” or “Show”. It is also possible
to set conditions for visibility by clicking “Edit”,
choosing “Edit settings” and clicking “Restrict access”.
Possible conditions include the date, group
membership or passing an assessment (see Fig. 10).

You can find instructions for controlling access to
activities and resources by using the following link:
Instructions for restricting access using “Restrict access”

10. Using videos in a course room
You can provide students with access to your own
videos; such as recordings of lectures, by using the
Opencast streaming server. Uploading and sharing
videos occurs in two steps:

1. Upload the video file using the course room’s
“Videostreaming (Opencast)” block. Instructions can be
found by using the following link:
Instructions for uploading video files

2. Embed the video file at the desired location in the
course room using the video-activity (recommended)
(see Fig. 11). It is possible to choose between the
“Opencast episode module” to add individual videos
and the “Opencast series module” to add all videos to
one area of the course room.
Instructions for embedding the videos via the video-activity

9. Downloads and Backups

Downloading resources
Students can download documents individually. It is
also possible to download multiple or all files from a
course room using the "Download Center", by
selecting multiple files and downloading them as a ZIP
archive.

It is not possible to download activities from a course
room. Further information:
Instructions for using the Download Center

Backing up courses
“Managers” can create backups of some or all of the
content and structure of a course room. Instructions
for how to do this can be found by using the following
link:
Instructions for backing up a course

11. Reusing the contents of courses

Course import
You can import activities and resources into one
course room from another. In order to do this, you
must have the “manager” role in both course rooms. You can find a guide by using the following link:

Instructions for importing a course

Reusing videos (Opencast)
Videos that have been uploaded to the Opencast streaming server can also be imported from one course room to another. This does not happen when using the previously outlined course import process. Videos must instead be imported using the “Videostreaming (Opencast)” block. Videos that were directly added to an activity or resource; for example by using text blocks, must additionally be re-embedded in the imported activity or resource. This step is not necessary where the video-activity was used to embed the video instead.

You can find a manual by using the following link:

How to reuse videos from the RWTH streaming server (Opencast)

12. Student perspective preview
You can view a course room from the perspective of a student in order to check your settings. To do this, you must click your name in the top right corner, select “switch role to...” and select the desired role. You will now see the course room from the perspective of this role.

You can return to your usual course view by selecting “return to my normal role” (see Fig. 12).

13. Communicating information
Announcements and e-mails (Quickmail) can be used to communicate current information about a course to students.

Announcements (recommended)
The announcement forum (“ Ankündigungen ”) is active by default for all course rooms (see Fig. 13). Announcements posted in this forum are also sent automatically as e-mails to all users in the course room. Additionally, these announcements can be viewed in the course room itself at any time.

You can find a guide to using the announcement forum under the following link:

Guide to creating announcements

E-mail (Quickmail)
You can use the Quickmail block (see Fig. 14; next page) to send e-mails to all students, individual groups and individual members of a course. You can also save drafts and course specific signatures. Students cannot see this block and are accordingly unable to view sent e-mails.
Further information about Quickmail is available under the following link:

[Information about using the Quickmail block](#)

![Quickmail block](#)

*Figure 14: Quickmail block as displayed in the course room*

### 14. Additional information, support, and feedback

Additional guides, information, and FAQ about topics related to RWTHmoodle can be found in our documentation under the following link:

[https://moodle.rwth-aachen.de/help](https://moodle.rwth-aachen.de/help)

If you have further questions or feedback, please contact the IT-ServiceDesk:

**E-Mail**

servicedesk@itc.rwth-aachen.de

**Chat Support**

You can find the chat support button on a number of our services, including RWTHmoodle:

[https://moodle.rwth-aachen.de](https://moodle.rwth-aachen.de)

Chat support: Monday – Friday, 07:30 – 18:00

**Telephone**

+49 241 80 24680

Telephone support: Monday – Friday 07:30 – 18:00