



# 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 home page at the [web address of RWTHmoodle](#).

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"](#)

✔ Assigned confirmed place

**Edit course registration**

*Figure 1: Display of the acceptance for a "confirmed place" in RWTHonline*

### 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](#)

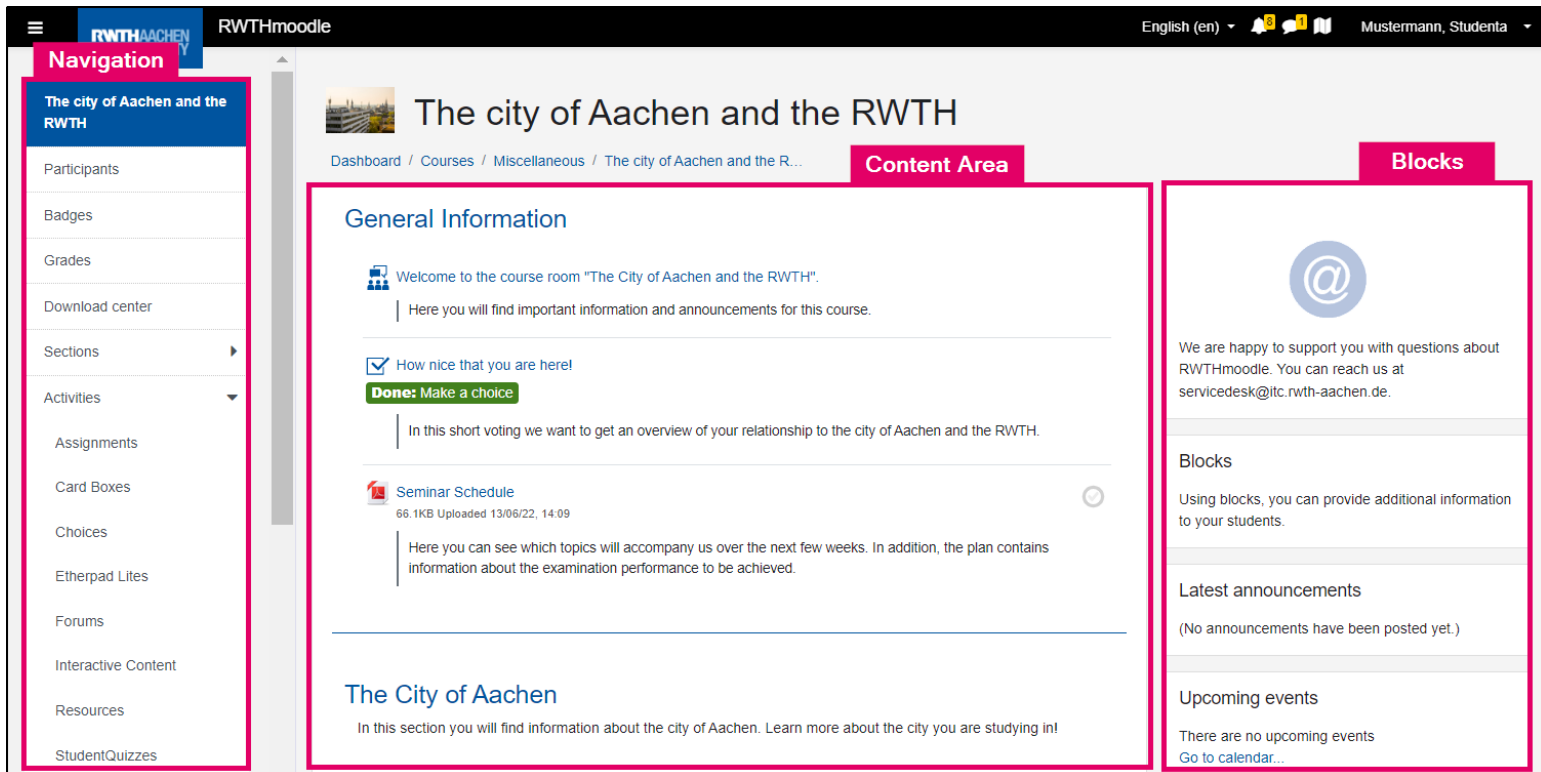


Figure 2: The three areas of a course room

## 5. Structure of RWTHmoodle

### List of course rooms:

After logging in, you will see the "Dashboard". Here you will find the list of your course rooms under "My courses" 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).

### 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", "Calendar", "Private Files", "Content Bank" and "My Courses".

### Blocks

Blocks offer an array of additional information and options. People with the role "Manager" can add, arrange and if necessary delete blocks. The following blocks are active by default:

"Quickmail", "Videostreaming" (OpenCast) – both invisible to students –, "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):

[Instructions for adding or removing participants manually](#)

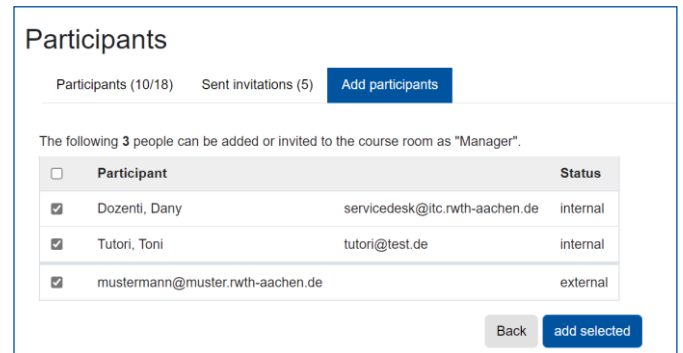


Figure 3: Manually adding a participant

### 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, this person can be invited via the "Add participants" button in RWTHmoodle. You can find further information by using the following link:

[Information about login data for RWTHmoodle](#)

### Creating Groups

You can also access the group area via the participant administration. LV groups from RWTHonline are automatically mapped here. In addition, you can create groups here for group work manually or automatically and use them in the course:

[General information about creating groups](#)

We recommend using the activity "Group Tool" for group creation. In addition to the automated creation of groups and the automated assignment of members, this allows students to distribute themselves to empty groups. A manual can be found at the following link:

[Instructions for "Group Tool"](#)

If you have already created a group assignment using an external tool, you can import that assignment. You can find a manual at the following link:

[Manual for importing group members](#)

## 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](#)

## 8. Course Room Design and Content Integration

Managers can independently choose appropriate course settings and 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](#)

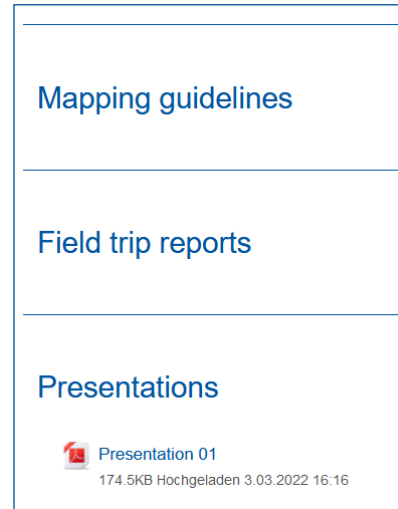


Figure 4: Topics Format

As an alternative, we recommend the frequently used "Onetopic format" available under "Course 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](#)

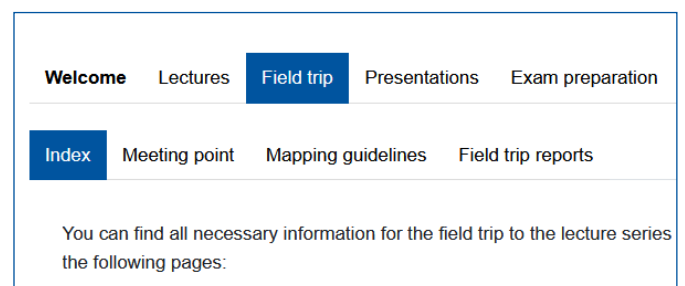


Figure 5: Tabs using the Onetopic Format

### 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).

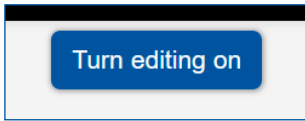


Figure 6: The "Turn editing on" button

### 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".



Figure 7: The "+Add an activity or resource" button

### 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](#)

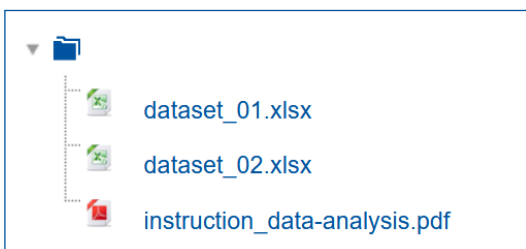


Figure 8: View of a folder containing files

### 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](#)

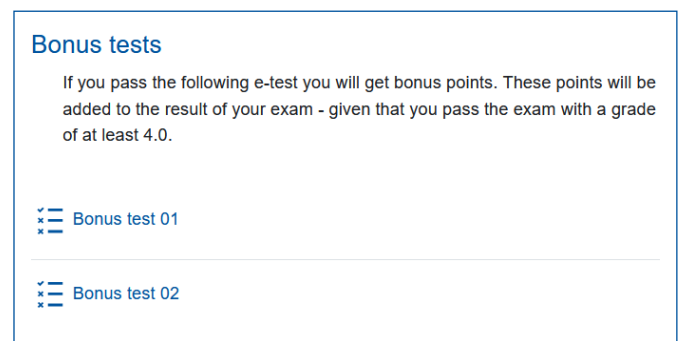


Figure 9: Example of a label with a heading and descriptive text

### 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"](#)

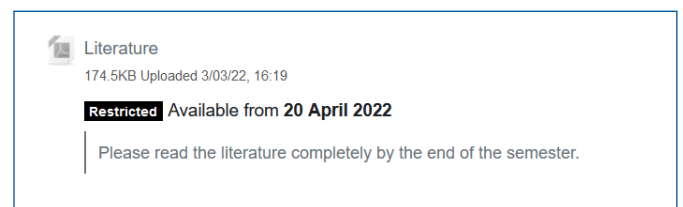


Figure 10: Reading list with restricted access by date



## 9. Communication Tools

### Forum and Anonymous Forum

A "Forum" allows lecturers and students to post and respond to questions, opinions, comments and suggestions on self-determined topics. In this way, the exchange between lecturers and students can be promoted. In contrast to the "Forum", anonymous contributions can also be made in the "Anonymous Forum". Further information can be found under the following links:

Instructions for [„Forum“](#) and [„Anonymous Forum“](#)

### PDF-Annotation

The „PDF Annotation“ activity allows students to add questions, notes, and comments to a PDF document. Since all students, lecturers, and tutors can read and answer the questions and comments posted, it is easier to clarify open questions about lecture slides, scripts, and other learning materials in PDF format collaboratively, quickly, and in concrete context. All participants can be notified of new comments by email. For more information, please visit the following link:

[Instructions for PDF-Annotation](#)

## 10. Assessment Elements

### Assignment

The "Assignment" activity allows students to submit solutions to assignments that you grade and provide feedback on. You can request solutions in the form of one or more files or as online text input directly in RWTHmoodle. You can also specify a submission period. The solutions can be submitted by students individually or in groups and are summarized in a tabular overview. Points, rubrics or grading guidelines can be used for the grade. For more information, see the following link:

[Instructions for Assignment](#)

### Quiz

The quiz activity allows managers to create electronic self-tests with a variety of question types (including multiple

choice, true-false, and short answer) and use them in the course room as a learning check. The questions are stored in a question bank and are available throughout the course room. You can configure quizzes so that students can complete them multiple times. Each attempted answer is automatically graded and you can decide whether to provide feedback on a student's answer and/or display the correct solution. For more information, see the following link:

[Instructions for Quiz](#)

### Grades

All student grades are stored in the grading overview of the course room. This overview can be accessed via the link "Grades" on the left side of the navigation menu. As a manager, you can view the associated grades, change them, structure them using grade categories, and combine grades with different aggregation types. If you add a graded activity in RWTHmoodle, a corresponding placeholder is automatically created in the "Grades" area. The grade entered in the activity itself is automatically synchronized into the overview. It can be changed manually if necessary. In addition, assessment aspects can be created manually for which there is no counterpart in the form of an activity in RWTHmoodle. Here, the grades are generally entered manually or imported. For more information, see the following link:

[Instructions for Grades](#)

## 11. Learning Progress

### Activity completion

"Activity completion" allows managers to define criteria or conditions for when an activity is considered complete or successfully completed. The conditions are displayed on the course page immediately below the activity name. Once the conditions are met, they are highlighted in green. Failure to meet the conditions is highlighted in red.

With the help of activity completions, students can see at a glance which activities have already been successfully completed and what they still need to do to complete a particular course. In addition to the completion criteria,

students can optionally see the opening and closing dates of each activity on the course page. For more information, see the following link:

[Instructions for activity completion](#)

### Completion Progress

As a supplement to the activity completions, the block "Completion progress" offers students a visual overall view of all (or optionally some) activity completions of the course room. For this purpose, all relevant activities and resources with activity completions are summarized in a bar display. Colored markings of the individual activities and resources indicate the current status of the individual activity completions. In this way, students can immediately see which activities have already been successfully completed and which are still outstanding. The "Completion progress" block can be added manually by you in the course room. For more information, see the following link:

[Instructions for Block Completion Progress](#)

### Checklist

With the activity "Checklist", lecturers can create a "to-do" list that students can work through. The "Checklist" provides a simple visual representation of what has been achieved so far. Elements of the "Checklist" can be activities of the course room as well as independent elements that are not based on a concrete activity in the course room and can be added by the lecturers and/or students. Depending on the configuration, the elements of the "Checklist" can be checked off by students, lecturers and/or automated. More information can be found at the following link:

[Instructions for the Checklist](#)

## 12. Usage Statistics

The usage statistics of a course room are live and anonymous. They provide information on how intensively the available materials and activities are used, in compliance with data protection regulations. In course rooms that are automatically created via RWTHonline or Antrago (continuing education events), the access statistics are

automatically activated. In manually created course rooms, the usage statistics can be activated manually. Managers can then activate the statistics themselves in the course settings. They can then be viewed by all participants in the course room. You can find more information under the following link:

[Instructions for „Usage Statistics“](#)

## 13. 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](#)

## 14. 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](#)

## Lecture videos

We will upload the videos the following day after the individual lectures.



Figure 11: A lecture video being displayed using the "video-activity"

Alternatively, videos can be added directly to any activities or resources that contain a text editor. A detailed guide can be found by using the following link:

[Guide to embedding videos from the RWTH streaming server \(Opencast\)](#)

## 15. 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 provided via the Opencast streaming server can also be imported from one course room to another course room. First, you import the activities via the course import into the new course room. Then import the video via the Opencast block. If the videos were integrated in the course room via materials or activities, such as "Text fields", this integration must also be renewed. This step is omitted if videos were embedded via the video activity. The procedure is described in detail under the following link:

[How to reuse videos from the RWTH streaming server \(Opencast\)](#)

## 16. 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).



You are viewing this course currently with the role: **Student**  
**Return to my normal role**

Figure 12: The blue box that contains the option "Return to my normal role"

## 17. Communicating Information

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

### Announcements (recommended)

The "Announcement Forum" is automatically activated in every course room (see Fig. 13). Posted announcements are also automatically sent as emails to everyone in the course room. You can also send announcements to specific groups via the group mode. Students can deactivate the subscription to the announcement forum unless you have set this subscription as mandatory.

Announcements can be viewed in the course room at any time. Manuals on how to use the "Announcements Forum" can be found at the following link:

[Guide to creating announcements](#)



Announcements

Figure 13: Announcement forum as displayed in the content area of a course room

### 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. This means that students, especially students who join the course later, cannot see which e-mails have already been sent. Further information about Quickmail is available under the following link:

[Information about using the Quickmail block](#)

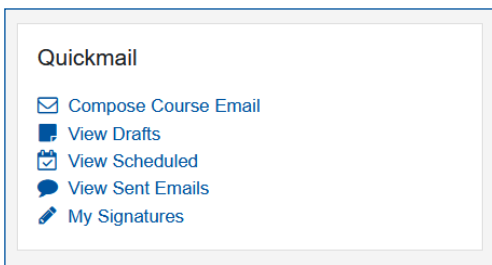


Figure 14: Quickmail block as displayed in the course room

## 18. Demo Course Rooms

### Demo course room: Course design

RWTHmoodle offers numerous structuring and design options for your course room. A well-designed course room makes it easier for students to find their way around and motivates them to engage more intensively with the content and elements of the course room. Based on a qualitative survey of the student councils of all faculties of the RWTH, we have tried to identify design elements that are clearly structured and visually appealing from the students' point of view. You can find an overview of these design elements under the following link:

[Demo course room „Course design“](#)

### Demo course room: Overview of functions

RWTHmoodle offers a variety of learning activities and working materials. The demo course room "Overview of functions" provides a general overview of the most important activities and display options in RWTHmoodle. Through brief explanations and exemplary application possibilities, you will receive suggestions for designing your own course rooms. An overview of the basic activities in RWTHmoodle and possibilities for integrating learning materials can be found at the following link:

[Demo course room „Overview of functions“](#)

## 19. Additional information, support, and feedback

Additional guides, information, and FAQ about topics related to RWTHmoodle can be found in our [documentation](#).

If you have further questions or feedback, please contact the [IT-ServiceDesk](#):

### E-Mail

[servicedesk@itc.rwth-aachen.de](mailto:servicedesk@itc.rwth-aachen.de)

### Chat Support



You can find the chat support button on a number of our services, including the [RWTHmoodle home page](#).

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

### Telephone

+49 241 80 24680

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