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1. General Information

**RWTHonline & RWTHmoodle**

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.

RWTHonline is the campus management system in which the courses are created. Here, digital course rooms can also be activated in RWTHmoodle for the course.

The two systems are synchronized with each other so that certain data from RWTHonline is automatically transferred to RWTHmoodle, but with a slight time delay. This concerns the registrations for a course and the resulting access to the digital course rooms on the one hand and the course dates on the other.

2. Access to Course Rooms

**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](image)

**Edit course registration**

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

In addition, people with the role of “manager” can manually book students as well as other course room users into the course rooms.

3. Web Address and Login

You can find the RWTHmoodle home page at the [web address of RWTHmoodle](http://www.rwthmoodle.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

4. Dashboard

**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. In the calendar there are pink course dates and yellow group dates. Deadlines are also visible here. 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

**EvaSys-Block**

With the help of EvaSys, the course evaluation can be carried out as an online survey. Students assess the quality of their courses and thus have the opportunity to express commendation, criticism and suggestions. In this way, they contribute to the improvement of their courses and the dialogue between learners and lecturers is strengthened.

Instructions for the Student Course Evaluation (EvaSys)
5. Structure of RWTHmoodle

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 and 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. The following blocks are active by default: “Latest announcements”, “Activities” and “Upcoming events”. "Activities" and “Upcoming events” they make sure you always stay up to date. Because with them, you won't miss any new materials or deadlines, as you can see at a glance what has changed in the course room since your last login or within the past few days.

The "Announcements" block is additionally used to quickly pass on current information. When the lecturers post announcements, you will also automatically receive a mail. Past announcements can also be viewed later at any time via the block. You can deactivate the subscription to the announcement forum if the lecturers have not set this subscription as obligatory. You can find the appropriate manuals under the following link:

Guide to announcements

Figure 3: Announcement forum as displayed in the content area of a course room
Content area
The content area is divided into topic sections by default, which make the content structure of the event visible. All materials and activities are stored in the sections. Due to different course formats, the topics can be arranged among each other or as tabs, so that not every course looks the same. This is also due to the large number of possible materials and activities that can be used in a variety of ways in teaching.

6. User Menu
By clicking on your name in the upper right corner you will get to the user menu. There you will find your "Profile", the personal "Settings" for the system and the "Logout". In your profile you see your name and the e-mail address used in 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

You can set whether other students in the course room are allowed to see your name and email address. "Managers" and "Tutors" (= lecturers and student assistants of the course) always see your data.

The personal settings you can make here are valid for all course rooms.

Notifications
Notifications (referred to as "system messages" in RWTHmoodle) inform users about events in RWTHmoodle, such as new posts in subscribed forums, changes to appointments in the scheduler, or new questions in the PDF annotator. In RWTHmoodle, these are divided into web notifications (directly in RWTHmoodle) and email notifications. You can make changes in the system messages settings and enable or disable notifications. You can find more information at the following link:

Instructions for notifications

7. Communication in the Course Room
Participants
A click on "Participants" in the navigation leads you to the list of participants of the course. The names and email addresses of the course participants are listed here.

For data protection reasons, you will only see the data of the "Managers" and "Tutors" of the course. These are the terms for lecturers and student assistants / tutors in RWTHmoodle. A list of the roles and the rights associated with them can be found under the following link:

Information about roles and permissions on RWTHmoodle

You can contact lecturers using the mail addresses shown here. In many courses, especially in very large courses, functional addresses such as beispielkurs@rwth-aachen.de are used, which should be used preferentially in order to better manage the answering of questions and to distribute them among a team.

On which channels questions can be asked about the course, about organizational or content-related difficulties or about exams, is communicated by the chairs in the courses themselves.

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". You can find more information under the following links:

Instructions for „Forum“ and Instructions for „Anonymous Forum“
8. Assessment Elements

**Assignment**
Graded activities can be used in RWTHmoodle. One example is the activity "Assignment". Here you can submit solutions to assignments alone or in a group by uploading your answer as a file or entering it directly online - what is desired here depends on the assignment. Lecturers may also set a submission deadline that must be met. The grade will then be given via points, rubrics or grading guidelines. You can view your grade later via 'Grades'. You can find more information under the following link:

Instructions for Assignment

**Quiz**
Another graded activity is the test. The "Test" activity allows managers to create electronic self-tests with a variety of different question types (including multiple choice, true-false, and short answer) and use them in the course room as a learning check. Tests can be configured so that students can complete them multiple times. Each attempt is automatically graded and the lecturers can decide whether to give feedback on a student's answer and/or display the correct solution. More information can be found at the following link:

Instructions for Quiz

**Grades**
Under "Grades" you can find your results on the graded activities of the course room. All grades of the students are stored in the grading overview of the course room. You can access this overview via the link "Grades" on the left side of the navigation menu. You can find more information under the following link:

Instructions for Grades

9. 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. In addition to the completion criteria, students can optionally see the opening and closing dates of each activity on the course page. Once the conditions are met, they are highlighted in green. Failure to meet the conditions will be highlighted in red.

Activity completions allow you to see at a glance which activities have already been successfully completed and what you still need to do to complete a particular course. You can find more information at 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 markers of the individual activities and resources indicate the current status of the individual activity completions. This way you can immediately see which activities have already been successfully completed and which are still pending. You can find more information under the following link:

Instructions for Block Completion Progress

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

Instructions for the Checklist

10. Downloads
You can download the learning materials of the course via the "Download Center". You can either download individual files, the files of selected sections or directly all available
files as a ZIP archive. It is not possible to download the activities used in the course room via the "Download Center". For further information on the "Download Center" please click on the following link:

Anleitung zur Nutzung des Download Centers

11. 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“

11. Copyright

With RWTHmoodle we offer you protected course rooms to which only the students and lecturers of the respective course have access.

Please note that it is not permitted to copy the materials stored in the course room and publish them elsewhere. All content, especially texts, videos, photographs and graphics, are protected by copyright unless otherwise marked. They may only be used within the limited circle of participants of the Moodle course room and for private purposes.

12. RWTHApp

You can use RWTHmoodle on the road via the RWTHApp. You can download the app from the most popular app stores. You can use the app to access your course rooms as well as other services, such as your timetable, your account with the university library, the course room search, or the current cafeteria schedule.

Fig. 5 RWTHApp start page in mobile view
13. Additional Information, Support, and Feedback

Additional guides, information, and FAQ about topics related to RWTHmoodle can be found in our documentation.

Once a year, we conduct a user survey on RWTHmoodle, where you can give us feedback for the further development of the learning platform.

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 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