

# Quick Guide für RWTHmoodle

Manual for Lecturers

Version: Winter semester 23/24, Version 27.09.23

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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.

## 2. Web Address and Login

The RWTHmoodle can be found following the link [moodle.rwth-aachen.de](https://moodle.rwth-aachen.de).

Logging into the system can be done using the RWTH Single Sign-On authentication. For this you need your user name (in the form: ab123456) and the password for the „RWTH Single Sign-On“ service.

You can find more information about the login under the following link:

[Information on logging into RWTHmoodle](#)

## 3. Create a Course Room

There are three different ways to create course rooms in RWTHmoodle. Which way to chose depends on the intended use of the course rooms.

### Course Rooms for Courses (RWTHonline)

All courses in RWTHonline can have a course room in RWTHmoodle. If a course in RWTHonline has several course groups, these are mapped as groups in the course room.

Persons with the RWTHonline function "Course coordination" or "Semester coordination" can create a course room. These persons select the option "Course room in RWTHmoodle" in RWTHonline when editing the course.

You can find detailed instructions at the following link:

[Information on creating course rooms for courses](#)

### Course Rooms Without RWTHonline Connection

Employees can also request course rooms independently of a RWTHonline course (e.g. for courses that take place across semesters):

[Information on creating course rooms without RWTHonline connection](#)

### Course Rooms for Exam Support (RWTHonline)

In addition to course rooms for courses, course rooms for exams can also be created. These course rooms are used for the preparation and follow-up of the associated exams. It is not permitted to conduct exams in RWTHmoodle. The [software Dynexite](#) is available at RWTH for electronic exams. The application for the course rooms is also done via RWTHonline:

[Information on RWTHmoodle course rooms for exam preparation and follow-up](#)

## 4. Access to Course Rooms

### Automatic Booking: Lecturers, Assistants, RWTHmoodle Administration

The lecturers and contributors of a course are automatically assigned the role "Manager" in the course room. On the level of the organizational units, the function "RWTHmoodle Administration" can also be assigned in RWTHonline. Persons with this function are also authorized as "Managers" in all course rooms of the organizational unit. You can find more information about booking "Managers" under the following link:

[Information on booking managers automatically](#)

### Automatic Booking: Students with Confirmed Place

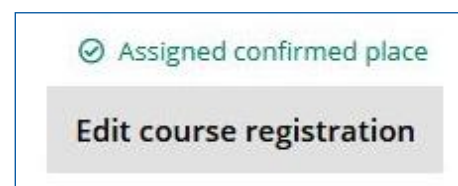


Figure 1: Screen capture from RWTHonline

Students are automatically booked into a course room as soon as they have been assigned a "fixed place" (see Fig. 1) for the corresponding course in RWTHonline. The status "Prerequisites fulfilled" or similar is not sufficient for automatic booking. For

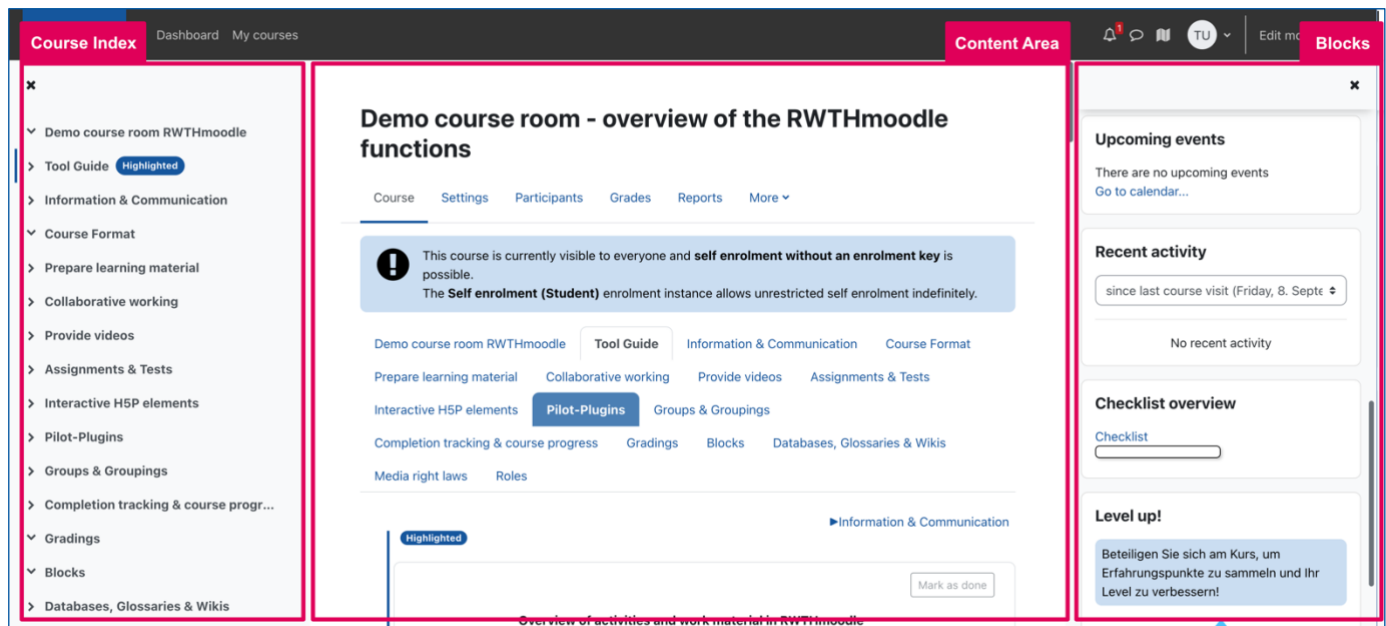


Figure 2: The divided course room layout with Course Index, Content Area and Blocks

further information on booking students, please refer to the following link:

[Information on booking students automatically](#)

**Manual Booking Options: Add, Invite (Externals) or Remove Participants Manually**

In addition, people with the role of "Manager" can manually book additional participants into the course rooms.:

[Instructions on adding or removing participants from course rooms](#)

## 5. RWTHmoodle Structure

### Dashboard

After logging in, you will be taken to the "Dashboard". The "Timeline" shows students deadlines for a variety of activities. "News" informs you about important changes to the system such as newly introduced plugins. In the "Helpful Links" you will find information about copyright and accessibility in RWTHmoodle, links to various demo course rooms and our trainings offered to teachers.

### My Courses

You will find the list of your course rooms and other elements like the calendar here. You can learn how to manage your course room list by following this link:

[Information on managing „My courses“](#)

### Course Room

Click on a course room title in the list to enter the corresponding course room. The learning space page is divided into three areas (see Fig. 2): Course index, the course page (content area) and the blocks.

### Course Index

The course index lists all sections and the activities and resources they contain.

The navigation elements within the course are placed in the centered menu bar. Here you will find the course settings, the participant administration, the grades and the question collection. Further options are summarized under "More".

### Blocks

Blocks provide a range of additional information and options. "Managers can add, arrange, and delete blocks as needed. Changes to blocks always apply to everyone in the course room.

Instructions can be found at the following link:

[Instructions on editing blocks](#)

Both course index and blocks can be shown and hidden separately.

## Content Area

By default, the content area is divided into topic sections that make the content structure of the course visible. All resources and activities are stored in these sections. You can also use the topics as categories, for example as "Organizational", "Lecture materials", "Exercise materials", "Tests & assignments", "Further reading", etc. You can use the course format to control whether students see all content on one page (standard topic format) or can navigate between topics using the tab structure below the center menu bar.

## Profile/E-mail Address

Clicking on your initials in the upper right corner will take you to your profile. There you will see your name and the e-mail address used in the system. The e-mail address cannot be adjusted independently; RWTHmoodle obtains the e-mail addresses according to a fixed systematics, depending on the status of a person and the entry in the campus organization directory. A clickable diagram (PDF) with the entire systematics can be viewed at the following link:

[Information regarding displaying names and e-mail addresses](#)

## 6. Participant Management

Clicking on "Participants" in the center menu bar takes you to the participant administration. Here, "Managers" see all persons in the course room listed according to their roles.

A list of the roles and the associated rights can be found under the following link:

[Information on roles and permissions in RWTHmoodle](#)

### Add Externals

External persons are allowed to use RWTHmoodle. However, a prerequisite is that the external person has a user name (structured like ab123456) at RWTH. If a person does not yet have a user name at RWTH, then he or she can be invited via the participant administration of RWTHmoodle. Further information can be found under the following link:

[Information on RWTHmoodle login data](#)

## Manage Groups

Via the drop-down menu in the participant administration you can also reach the group area. Here you can create groups manually or automatically and use them in the course:

[General info on groups](#)

LV groups from RWTHonline are automatically mapped in the group area. Here you can also create additional working groups and assign members automatically. If you want students to choose their group themselves, we recommend using the Group Management activity. This allows, in addition to the automated creation of groups and the automated assignment of members, that the students distribute themselves independently to empty groups. You can find instructions under the following link:

[Instructions on how to use the activity „Group tool“](#)

If the group formation has already taken place outside RWTHmoodle, you can also import the members into the groups. Please read the instructions on

[importing group members.](#)

## 7. Course Dates

If a course room has been requested via RWTHonline, the course dates are automatically transferred from RWTHonline to RWTHmoodle as "course dates". LV group appointments are mapped as "group appointments" and are only visible to the group members. Changes to appointments must be made in RWTHonline. They are automatically adopted with a time delay. "Managers" can manually enter further appointments in the learning room calendar, also as a series. You can find more information under the following link:

[Information on synchronization of course titles and course dates](#)

## 8. Create and Manage a Course Room

"Managers" can design their course room independently and adapt it to their teaching concept by choosing suitable course settings and individual editing of the content area.

### Modify Course Settings

To access the course settings, click on the "Settings" tab in the center menu bar.

### Select Course Format

The standard course format is the "topic format". Since the learning space page can become very long and tend to become confusing with a lot of resources, you should structure the page sensibly by describing the elements. In addition, instead of displaying all sections at once, you can display only one section per page. To do this, select the option "Only one section per page" in the course settings under "Course format" > "Course display".

An overview of the different course formats can be found under the following link:

[Instructions on course format configuration](#)

An alternative is the single-topic format available under "Course format". This displays all topics in a compact way next to each other in individually selectable tabs (see Fig. 3). However, make sure to select only a few tabs and provide them with short titles to ensure a good display on mobile devices.



Figure 3: View of the tab structure using onetopic format

Detailed instructions on the configuration options of the onetopic format can be found at the following link:

[Instructions on how to use the onetopic format](#)

If you would like to keep the vertical arrangement of the individual topic sections as in the topic format, but structure them hierarchically, you can achieve this by choosing the flexible topic format. The format organises the course content by sections, to which any number of subsections can be added, thus creating more structure and overview (see Fig. 4).

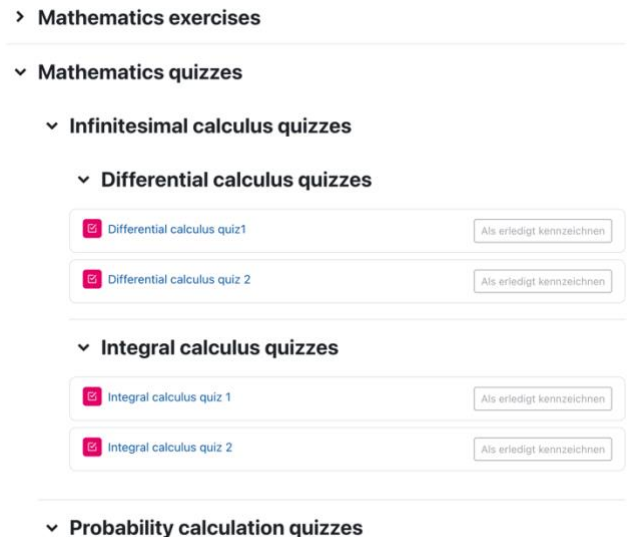


Figure 4: Hierarchically structured course elements using the flexible topic format.

### Edit Course Room

To fill the course room with content, switch the page to edit mode by clicking on "Edit" in the top right corner (see Fig. 5).

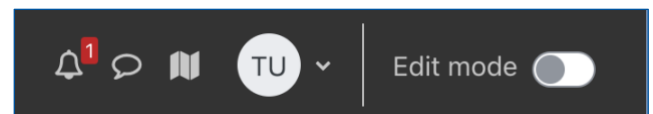


Figure 5: „Edit mode“ button

### Provide Learning Material

Click on "+Create activity or material" (see Fig. 6) to open the selection of available material types (file, directory, link, etc.) and activities (voting, task, feedback, group management, test, etc.). Select the appropriate option. The selected activity will be added afterwards.



Figure 6: "+ Add an activity or resource" button

### Provide Files

The easiest way to upload files is via drag-and-drop. To do this, the course room must be in edit mode. Then simply drag the file to the desired topic section. The files are displayed here one below the other. You can find instructions under the following link:

[Instructions on how to use the resource „File“](#)

### Providing Files in Folders

To provide files in folders, create a "Folder" via "+Create activity or resource". You can then upload multiple files into this (see Fig. 7). A directory can be downloaded by students as a ZIP archive.

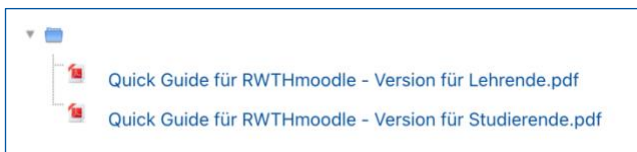


Figure 7: Display of "Folder"

More information about the directory:

[Instructions on providing files in folders](#)

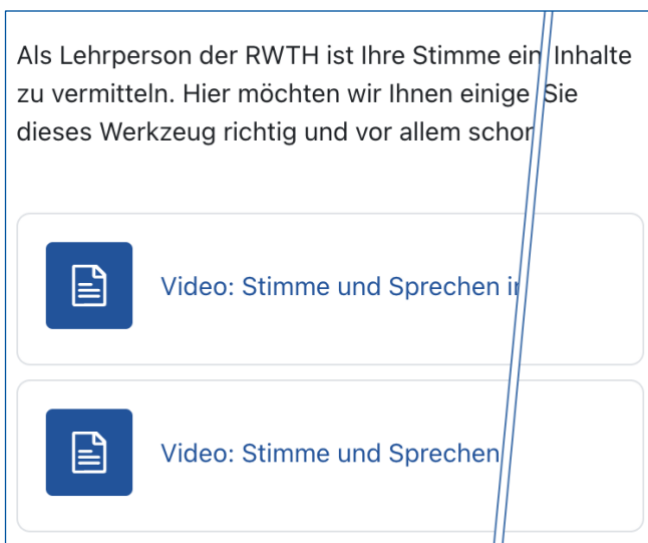


Figure 8: Example of a text and media field

### Structure the Course Room with the label resource

To maintain clarity, you can also create "Text and media fields" via "+Create activity or resource". This allows you, for example, to insert structuring headings or descriptions into the course page (see Fig. 8). Instructions for the label resource can be found at the following link:

[Instructions on how to use the label resource](#)

### Restrict Access

You can manually hide or make visible all elements of the content area. To do this, click on the three dots to the right of the activity title and select "Hide" or "Show". In addition, you can link the visibility to conditions such as date, group membership or achieved grades in "Edit settings" via "Prerequisites" (see Fig. 9).

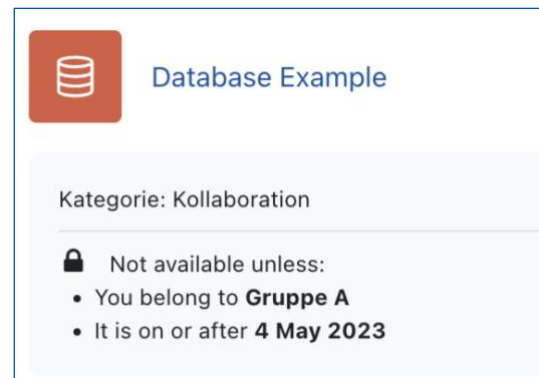


Figure 9: Database Example with restricted access using data and group affiliation

Instructions on how to control access via prerequisites can be found at the following link:

[Instructions on restricting access using prerequisites](#)

## 9. Download and Course Backup

### Download (bundled) Files

Students can download documents individually. The Download Center also allows to select several or all files of a course room and download them as a ZIP archive.

It is not possible to download activities used in the course room via the Download Center. More

information about the Download Center can be found at the following link:

[Instructions on how to utilize the Download Center](#)

### Course Backup

"Managers" can save all or part of the content and structure of a course room. The procedure is described in the instructions under the following link:

[Instructions on course backup](#)

## 10. Using Videos in the Course Room

You can provide students with your own videos, for example on your lectures, via the Opencast streaming server. Uploading and making available takes place in two steps:

Step 1: Uploading the video file in the "Videostreaming (Opencast)" block of the course room:

[Instructions on how to upload videos using Opencast](#)

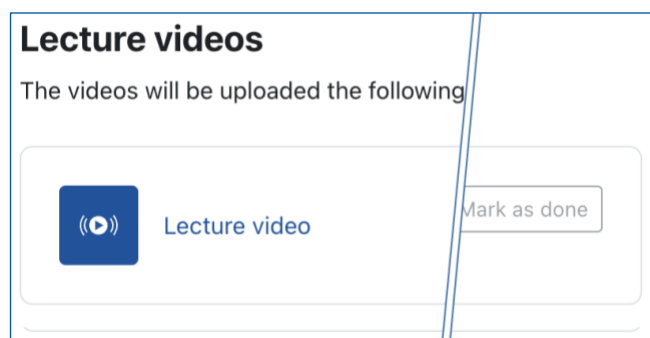


Figure 10: Lecture video embedded using the video activity

Step 2: Embedding the uploaded video via the video activity at the desired location in the course room (recommended) (see Fig. 10). The single video activity allows you to embed single videos, the series activity allows you to embed all videos of the course room at a certain place.

[Instructions on how to embed videos from Opencast](#)

Alternatively, uploaded videos can also be included in all resources and activities in the course room where a text editor is available:

[Instructions on how to upload videos as a file resource](#)

## 11. Reuse of Content

### Course Import

Activities and resources can be imported from one course room to another. You need to be authorized in both course rooms (source course and target course) in the role "Manager". You can find instructions on how to do this at the following links:

[Information on course import](#)

### Reuse Videos (Opencast)

Videos provided via the Opencast streaming server can also be imported from one course room to another course room. This is not done simultaneously through the course import described above. You have to import videos separately via the "Video streaming (Opencast)" block. If the videos have been integrated in the course room via resources or activities, such as text fields, this integration must also be renewed. This step is not necessary if the videos were embedded via the video activity. The procedure is described in detail under the following link:

[Information on how to reuse video using Opencast](#)

## 12. Preview Function

You can also view a course room from the student's perspective to check the settings you have made. To do so, click on your initials in the upper right corner, then on "Change role". After selecting the desired role, you will see the course room from this perspective. Click "Back to initial role" to return to your view (see Fig. 11).

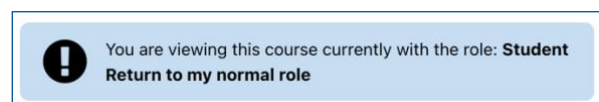


Figure 11: Blue box with "Return to my normal role" option

## 13. Information Distribution

In order to communicate current information about the course to the students, announcements and emails (Quickmail) are available in RWTHmoodle.

### Announcements (recommended)

The announcement forum is automatically activated in every course room. Posted announcements are



also automatically sent as emails to everyone in the course room. In addition, announcements can be viewed in the course room at any time. Instructions on how to use the announcement forum can be found at the following link:

[Instructions on how to create announcements](#)

### E-mail (Quickmail)

The Quickmail block (see Fig. 12) allows you to send emails to all students, individual groups and individuals from the course. You can also save drafts and course-specific signatures. Students do not see the Quickmail block. This prevents students from seeing which emails have already been sent. You can find more information about Quickmail at the following link:



[Instructions on how to use the Quickmail block](#)

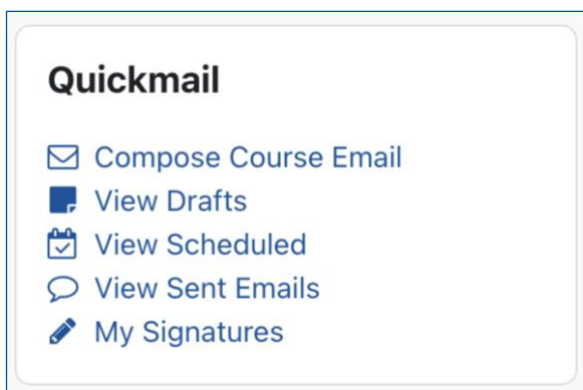


Figure 12: Quickmail block in the Blocks area

## 14. Further 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](#):

### 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

### E-mail

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

### Phone

+49 241 80 24680

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