

Create and set up Moodle courses

This tutorial shows you how to create, set up and configure a course room in MIN Moodle.



V1.2 EN 05-2022 | Michael Heinecke, Marcus Soll, Christian Kreitschmann, Özgü Gürsoy | DL.MIN | Universität Hamburg

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Table of contents & navigation

Below you will find an overview of the chapters of this tutorial. Clicking on the individual tiles will take you directly to the corresponding chapter. Clicking the *arrow* in the upper right corner will take you to the next section. For explanation of further navigation and menu bar elements, click on the *help icon* in the upper right corner.

Create and set up Moodle courses

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The videos located at the top of the page contain all the information associated with the corresponding section. You can either watch the videos or review the slideshow below them. At the bottom of the page you will often find useful tips.

Create and set up Moodle courses

In addition to the provision of lecture recordings, the use of a learning platform is recommended to provide further learning resources as well as course sections for communication, collaboration and the organization of teaching / learning activities. In concrete terms, a learning platform such as Moodle can help you to

- enable an exchange with students (synchronous or asynchronous),
- provide up-to-date information and further learning materials, scripts, videos or exercises,
- enable the exchange and cooperation of students among each other,
- coordinate groupings and group activities,
- support the repetition and deepening of the learning material (e.g. in the context of online-assessments accompanying your lectures),
- offer a final examination of the learning material

and to organize these activities and materials in one virtual place.

In this tutorial you will learn how to

- login to MIN-Moodle,
- create a course room,
- add participants via self-enrolment / manual enrolment
- and how to set up and configure your course room.

Log in

MIN-MOODLE English (en) You are not logged in.

LOGIN WITH UNIVERSITY ACCOUNT

U+H Universität Hamburg
DER FORSCHUNG | DER LEHRE | DER BILDUNG

Log in
Universität Hamburg (UHH)

LOGIN WITH LOCAL MOODLE ACCOUNT

Cookies must be enabled in your browser

[Data retention summary](#)
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You can find MIN-Moodle at

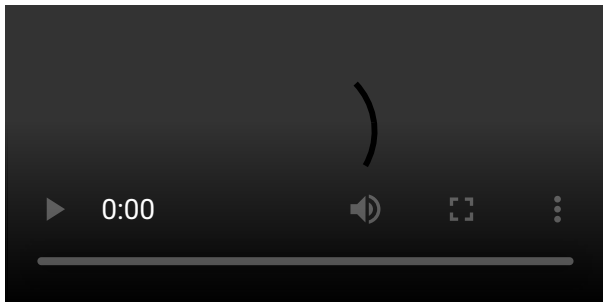
- <https://uhh.de/min-moodle> or also
- <https://lernen.min.uni-hamburg.de>

You can login to MIN-Moodle with your central user ID (B-Kennung). After registration and confirmation of the terms of use and privacy policy, the MIN-Moodle account will be linked to your B-Kennung.

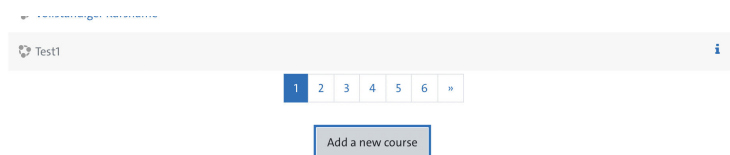
Permissions

In order to create your own courses, an administrator must assign your account the permission to create courses (role: *course creator*). To do this, send an informal email to dl.min@uni-hamburg.de. The following link will provide you with a **pre-formulated email**, in which you only need to customize the desired course categories in which you want to create your courses in the future. You will receive a message once you have been approved for course creation.

Create a new course



If the rights of the role *Course creator* are assigned to your account, you can create a new course room in the *course category of your department* in the *corresponding semester* (e.g. SoSe 2022). To do this, proceed as follows:



Scroll to the bottom of the list of existing courses. Below the list, click the *Add a new course* button.

Add a new course

▼ General ▶ Expand all

Course full name ! ?

Course short name ! ?

A form opens where you enter the following data: Name of the course, short name of the course and if necessary a picture.

▼ Course format

Format ? Single activity format
Social format
Tiles format
✓ Topics format
Weekly format

Number of sections

Hidden sections ?

Course layout ?

You can change the course format to *Topics format* or (for more complex courses) *Tiles format*. By default, a weekly


format is preset.

▸ Tags

Save and return

Save and display

Cancel

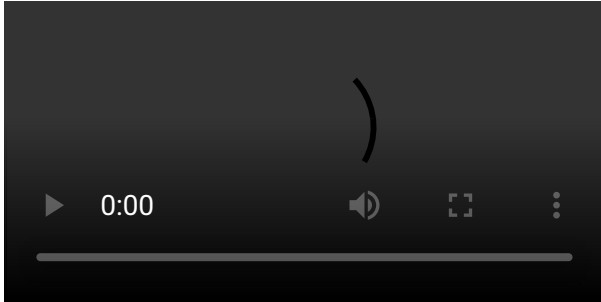
There are required fields in this form marked .

Scroll to the bottom of the form and click the *Save and display* button.

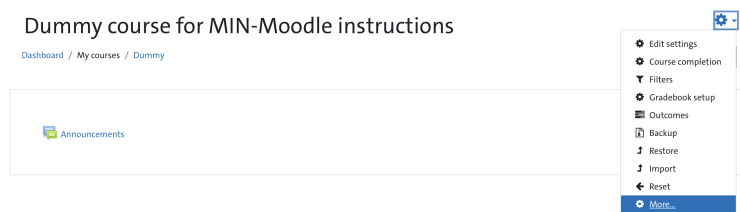


If you want to add a description to the course, it is a good idea to keep it very short. The entire description is displayed on the home page and long descriptions are confusing there.

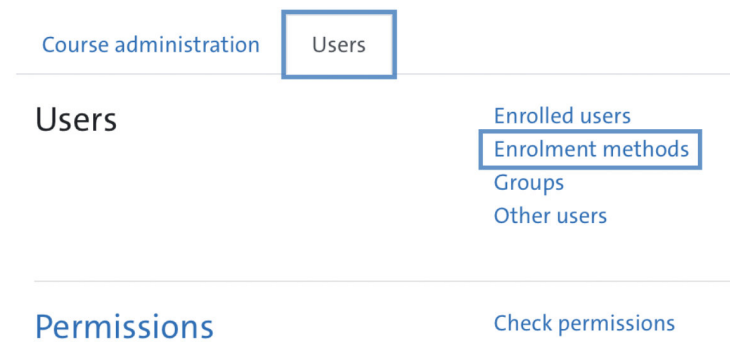
Add participants: Self enrolment with access password



To allow your students to enter the course as participants, you should enable self-enrolment with a password. To do this, proceed as follows:



Course administration




Open the *Users* tab and click on the *Enrolment methods* link.

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	 
Self enrolment (Student)	0	↑	 


Add method

Now you can see a list of enrolment methods that are created for your course. Self-enrolment is already there, but

not yet activated (the eye icon is crossed out). In the self-enrolment row, click the gear icon  on the far right.


Self enrolment

▼ Self enrolment

Custom instance name	<input type="text"/>
Allow existing enrolments	<input type="button" value="No"/>
Allow new enrolments	<input type="button" value="Yes"/>
Enrolment key	<input type="text" value="Click to enter text"/> 
Use group enrolment keys	<input type="button" value="No"/>

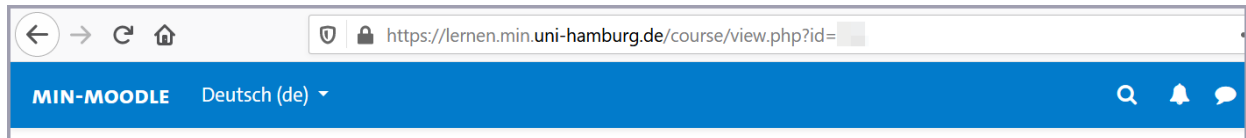
Enter a self-enrolment password for students at *Enrolment key*.

Then scroll to the bottom of the form and click *Save changes*.

Self enrolment (Student) 0  

Now that you have created the *Enrolment key*, you can click on the eye icon in the list of enrolment methods to activate self-enrolment (the method is activated when the eye icon is not crossed out).

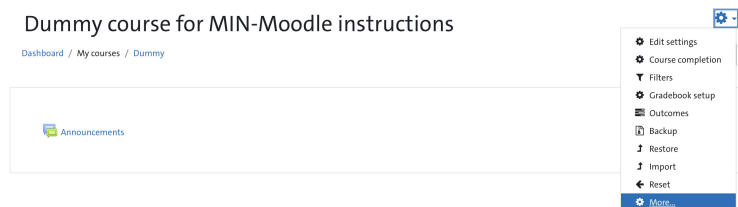
To make self-enrolment in your course as easy as possible for the individual students, you should send them the password as well as the URL to the course room (e.g. via STiNE, via web meeting or in presence). You can copy the link to your course from the address bar of the browser as soon as you are on the entry page of the corresponding course. You can also get the URL from the course link in the breadcrumbs under the course name (Dashboard / My courses / Name-of-course -> right-click and "Copy Link").




Adding students via manual enrolment is not recommended. Students who have never logged into Moodle may not be displayed. Self-enrolment, on the other hand, requires a login that has already occurred.

Add other teachers and tutors manually

You can add additional teachers and tutors or correction assistants to your course via the "Participants" list. It is necessary that they have already been logged into MIN-Moodle in order to be found by the system as users and to be added to courses. To do this, proceed as follows:



On your courses' overview page click on the gear icon  in the top right corner above the course content. In the menu, click *More...*

Course administration



Open the *Users* tab and click on *Enroled users*.



Click the *Enrol users* button in the upper right corner.

Enrol users
✕

Enrolment options

Select users No selection

Assign role

Teacher

Non-editing teacher

✓ Student

[Show more...](#)

Enrol users
Cancel

In the following dialog window you can search for users (existing in the system), select them, assign them a course role and then enrol them in the course. The *Teacher* role is the correct role for additional instructors. The role *Non-editing teacher* is useful for tutors, correction assistants, etc.

If you want to assign an additional role to a person who is already enrolled in the course, you can do this directly in the list of participants by clicking on the pencil icon. Do not forget to click on *Save*!

Academic title / First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>		Teacher	No groups	1 min 5 secs	Active

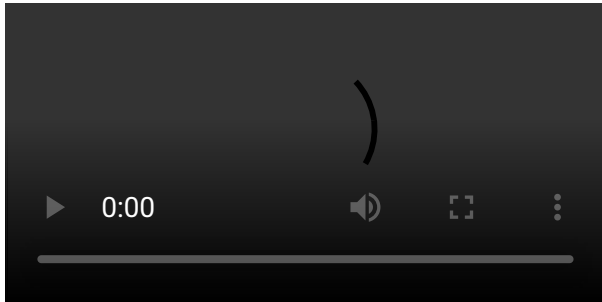


Add yourself as *teacher* as well. Then you will also see your own course on your dashboard.

Add content to the course

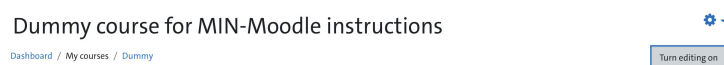
In this section you will learn how to fill your Moodle course with different content. Moodle offers different *activities* and *learning materials* for this purpose. Only the steps for the basic setup of a Moodle room are explained. For details, please refer to more advanced tutorials.

Basic knowledge: Add content



To add or create *learning content* (resources / activities), proceed as follows:

Slideshow



Click the *Turn editing on* button in the top right corner of your courses' overview page.



To add new content, scroll to the bottom of the existing list of topics and click *Add topics* at the bottom right of the list.



To rename a piece of content, click the *pencil icon* to the right of the topic, enter the new name, and then press the *Enter* key on your keyboard to save the change.




















Now click the *Add an activity or resource* button next to the section you want to add content to.

Add an activity or resource

×

Search

All Activities Resources

 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 BigBlueButton ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ
 Collaborative document ☆ ⓘ	 Course certificate ☆ ⓘ	 Database ☆ ⓘ	 Etherpad Lite ☆ ⓘ	 External tool ☆ ⓘ	 Fair Allocation ☆ ⓘ
 Feedback ☆ ⓘ	 File ☆ ⓘ	 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Group self-selection ☆ ⓘ



















An overview of all the activities / resources that you can include in your course in MIN-Moodle opens.

Add an activity or resource

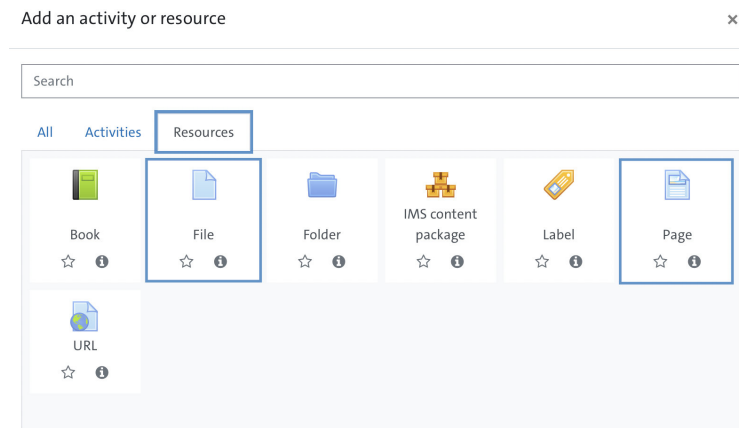
×

Search

All **Activities** Resources

 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 BigBlueButton ☆ ⓘ	 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ
 Collaborative document ☆ ⓘ	 Course certificate ☆ ⓘ	 Database ☆ ⓘ	 Etherpad Lite ☆ ⓘ	 External tool ☆ ⓘ	 Fair Allocation ☆ ⓘ
 Feedback ☆ ⓘ	 File ☆ ⓘ	 Folder ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Group self-selection ☆ ⓘ

Here you can add activities, such as BigBlueButton (web meetings), Chat or Forum.



Here you can add working materials, such as Files or Pages.

The simplest activities / resources are *File* or *Page*:

- Use *File* to upload PDF files, for example.
- Use *Page* to create HTML pages with Moodle's editor, for example to embed Lecture2Go videos (more on this in the following section).

The following modules are offered for *communication* with students:

- *Chat* for a synchronous communication, where sender and receiver have to be online at the same time.
- *Forum* for an asynchronous communication, where time-delayed answers can also be given
- *BigBlueButton* as a web conferencing tool, where you as a teacher can communicate simultaneously via video chat and show a presentation or a whiteboard
- *Assignment* for handing in homework or similar (more about this in the following section)

Hide / show or delete content

If you create and edit content, but do not want it to be displayed directly, you can hide this content. You can hide an entire topic block or individual sections within a topic block. To do this, click the *Edit* button next to the relevant entry, and then click *Hide topic*. Students will then no longer be able to see the content in question. To make it visible again, click on *Edit* and then on *Show topic*.

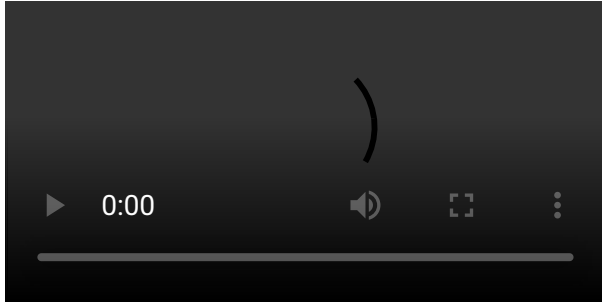
If you want to delete unnecessary content, click the *Edit* button at the right end of the relevant entry, and then click *Delete* oder *Delete topic*.

✚ Dummy - Testname ✎

+ Ad

- ⚙ Edit topic
- Highlight
- 👁 Hide topic
- 🗑 Delete topic

Embed a Lecture2Go video



To embed a video in MIN-Moodle, you first need a Lecture2Go embed code. There are two embed code types:

- **iFrame** embed code. iFrame embedding inserts the player from the Lecture2Go page into another page (in MIN-Moodle). This also works for protected videos or videos with an access code. The video is delivered as a stream from the media server.
- **HTML5 video tag**. HTML5-embedding uses the browser's player. The video is delivered as kind of a 'stream' from the Lecture2Go file server, so the *Download option* in the video list on Lecture2Go must be activated for this.

Embed codes from public videos on Lecture2Go

For public videos, copying an embed code is quite simple:

UHH Universität Hamburg
 DER FORSCHUNG | DER LEHRE | DER BILDUNG

LECTURE2GO

CATALOGUE MY L2GO ABOUT HELP

Lecture2Go → Catalogue → Sonstige Einrichtungen der UHH → Medienkompetenzzentrum (MCC) → Lecture2Go Tutorials

CATALOGUE

SERIES

05.09.2019 Grundfunktionen MCC Videoteam

04.09.2019 Medienverwaltung MCC Videoteam

VIDEOKATALOG

05.09.2019
 Grundfunktionen
 MCC Videoteam

Share Download Technical support

This video may be embedded in other websites. You must copy the embedding code and paste it in the desired location in the HTML text of a Web page. Please always include the source and point it to lecture2go!

LINKS

Video URL
 https://lecture2go.uni-hamburg.de/l2go/-

Iframe code
 <iframe src="https://lecture2go.uni-hambi

HTML5 code
 <video width=647 height=373 controls=

CommSy
 (lecture2go 25083:)

series URL
 https://lecture2go.uni-hamburg.de/l2go/-

CITATION2GO

Start

end

Citation2 link

Iframe code

- To do this, open the Lecture2Go page of the video.
- Below the video you will find a *Share* button and there the *Iframe code* section and (if the download option is turned on) the *HTML5 Code*.
- Please mark one of the codes by double-clicking on it and then right-click and copy it.

Content

Page content

1 →

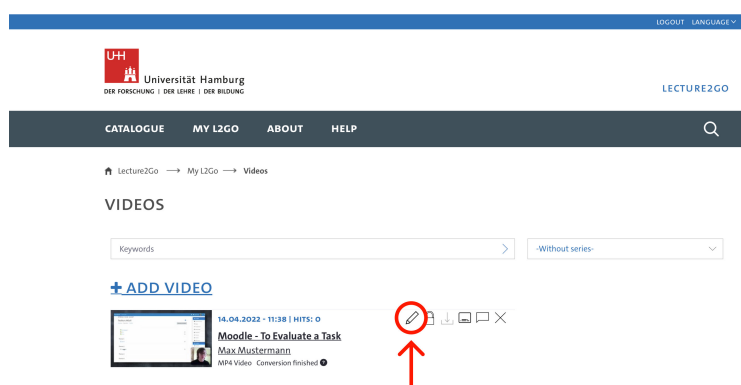
← 2

- Now you can create a *Page* (Resource) in Moodle.
- In the *Page content* field, you now need to open the source code view of the HTML editor. Go to the advanced menu (1)

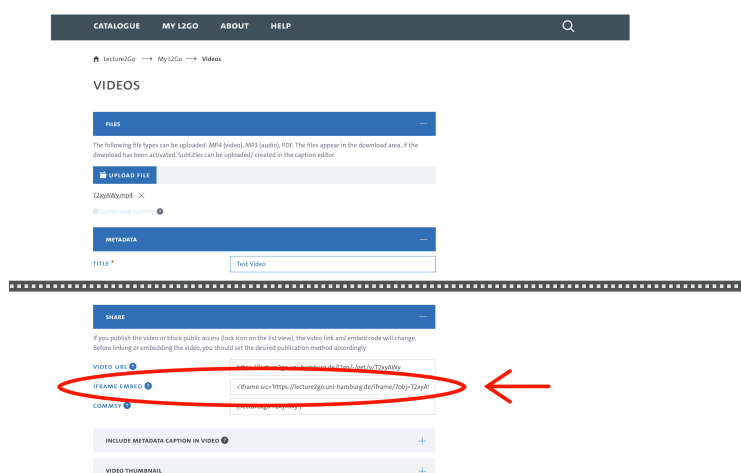
and then to the source code view (2).
- Now paste the copied code from the clipboard and click
the source code view button again (2).
If this was successful, you can now see the video in the text
page.
Finally, click *Save and display* at the bottom.

Embed codes from non-public videos on Lecture2Go

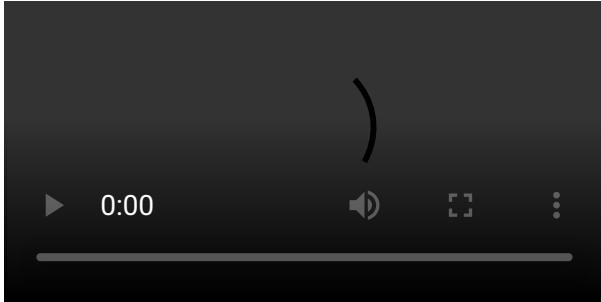
The integration of a non-public video is basically the same as for the public video, but the *IFrame code* cannot be taken directly from the video page. Instead, it is located in the editing page of the video.



First go to the *My L2Go* page and select the pencil icon next to the your video to open the editing page.



Create an assignment



To enable students to hand in solutions to given tasks (e.g. homework) or similar in MIN-Moodle, the module *Assignment* is required. This can be added to a topic (section) of your course, as described in the section *Basic knowledge: Adding content*, via the button *Add an activity or resource*.

Below you will find a list of the necessary data, which will be requested after clicking on the *Assignment* module:

1. General.

- *Assignment Name*: Title of the Assignment
- *Description*: The Assignment text can be inserted here. Alternatively, a PDF with the Assignment can be uploaded via *Additional files*.

2. Availability.

- *Allow submissions from*: From this date onwards, tasks can be submitted. If you want the task to always be open, you can uncheck *Activate*.
- *Due Date*: Students should submit the Assignment by this date. Submissions after this date will still be accepted, but marked as *late*.
- *Cut-off date*: If enabled (check *Enable*), then students will not be able to submit a solution after this date.
- *Remind me to grade by*: Here you can specify if and when you want to be reminded to grade submissions.
- *Always show description*: If checked, then students can also see the Assignment description before the *Allow submissions from* date.

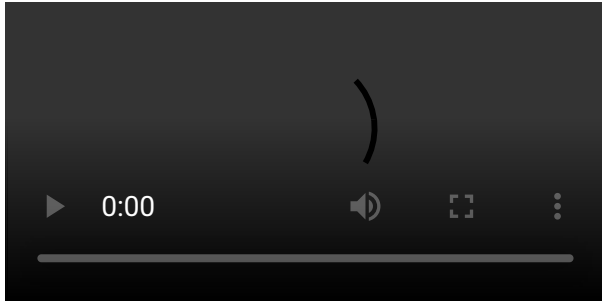
3. Submission types.

- Here you can decide which type of content is allowed for uploading submissions. It is recommended to allow at least *File submissions* here. Via *Save and display* the task will be created.

Rate a task



Please follow the usual security advice when opening files. In particular, do not open executable files, and do not allow scripts in word files.



To grade submissions, go to the assignment and click the *Grade* button. You will now be taken to the grading editor, where you can enter the grade as well as comments. An overview of the different controls can be found in the following figure:

The screenshot shows the Moodle grading editor interface with several callout boxes explaining its components:

- Navigation:** Here you can switch between the pages as well as the documents.
- Name of student:** The student's name is displayed at the top.
- Delivered files:** You can display them via navigation.
- Enter additional comments:** A section for adding comments to the submission.
- Content of the submission:** Here you can insert comments.
- Enter the rating:** A field for entering the grade.
- Feedback to the student:** A section for providing feedback.
- Notify student:** A button to notify the student.
- Save changes:** A button to save the current changes.
- Save and show next:** A button to save the rating and move to the next submission.
- Reset rating and start over:** A button to reset the rating and start over.



A submission may include several pages. Be sure to evaluate all pages.

The button *View all submissions* gives you an overview of all submissions as well as the corresponding gradings.