E-Learning using Moodle – Instructions for students

Moodle

The e-learning platform Moodle has been available at the HNU since 2008. Moodle is a learning management system where course materials and lecture notes can be uploaded and made available. In addition, course participants and lecturers can communicate via this platform and course participants can participate in online learning activities.

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1. E-Learning Platform

Where can I find the platform?
You can access the platform either via the HNU website:
Login > eLearning / Moodle

Or you type the following URL into your browser window:
https://elearning.hnu.de

2. Login

How can I change the language?
You can temporarily change the language of the platform in the top navigation bar.

How do I log in to Moodle?

1. HNU students:
   You need a HNU user account to access Moodle. Click on the “Login Single Sign-On” button and sign in using your username and password. If you receive an error message about your username or password please contact the IT-services helpdesk (rz@hnu.de).

2. External participants:
   External participants as part of a project or cooperation may receive separate login details. In this case, you can login via the “Lokale Konten” link.
Terms of use
You have to accept the terms of use with the first login. Please read them carefully.

3. Profile

Personal details and settings can be altered as desired. Messages and announcements from moodle are forwarded to the eMail address set in your profile. Please check your emails regularly.

1. Open User Menu
Click on your name to open the user menu.

2. Open Profile
In the user menu click on the link „Profile“ to access your personal profile.

3. Edit profile
After clicking on „Profile“, you can edit your personal details by selecting „Edit profile“ within the section „User details“.
4. Change Language Setting

On your personal profile page you can also directly access the language settings.

Preferred language
1. Click on the preferences menu button.
2. Click on the link “Preferred language”.
3. Select your preferred language and save the changes.
5. Navigation

Dashboard

After logging on you will see your „Dashboard“ which provides an overview of all courses you are enrolled to and lets access them easily.

Filter

Filter your courses e.g. by In progress, Future, Past or your personal favorites (starred). You can also find courses that you have removed from the view here.

Customize display

Adjust the display or sorting of courses here.

Timeline

Here you will find upcoming dates in your courses, e.g. due dates for assignments.

Progress

If activated, your personal course progress in percent is shown here.

Access a course

Click on a course name to access the course.

Favorites (star) and removal of courses

You can use this menu to mark individual courses as favorites (star) or remove them from the view if you do not need quick access in the near future. You can use the filter to show removed courses again later.
Side Navigation

The side navigation can be opened or collapsed at any time via the menu button in the main menu. Within a course, you can access the participants list or jump to particular sections of the course page.

Furthermore, you also find links to the dashboard, home or your personal moodle calendar in the side navigation.

Main Menu

The main menu is visible at any time and provides quick access to your Dashboard, Course Categories as well as Help and Support.

Course Categories

Within the course categories, you can find all courses existing on the platform structured by faculties and degree programs.

Messages and Notifications

In the main menu you can send and receive messages from other moodle users and find system notifications.

Dashboard

Via „Dashboard“ you can easily access your dashboard at any time.

Help & Support

Instructions, FAQs etc. can be found here.

User Menu

1. **Profile**: Personal profile settings
2. **Grades**: Overview of all grades (not official grades, only test/assignment points).
3. **Messages**: View and send internal Moodle messages.
4. **Preferences**: Set preferences regarding your preferred language as well as forum, message and editor preferences.
5. **Logout**
6. Course Enrollment

How do I find a course?

Under “Course Categories” in the main menu you will find all courses of the current semester sorted by the faculties and degree programs. Click on a respective link to open the category.

1. Course Categories

Click on a course category in order to get to the degree programs/courses.

Attention!

At the end of a semester all regular semester courses are moved to the category “Archive” and new courses for the upcoming semester are being created. Inactive courses will be removed after 18 months. Lecturers might restrict access to past courses earlier.

2. Degree program / subcategory

Click on one of the degree programs or other subcategories - you can also open them directly via the arrow symbol.

3. Access course

Click on the course name to open the enrollment page of the course.

Hint

- Course names in moodle contain details on the degree program they belong to and the semester they are intended for:
  IMUK_1 Programmierung (WS 21/22) ➔
  degree program IMUK, intended for 1st semester, offered in winter term 2021/2022.
- Use the search feature to find courses.
How can I access the course?
Click on the course name to reach the next page. Courses can be directly accessible or protected by an enrolment key. You’ll receive the key from your lecturer. Click “Enrol me” to be registered as a course participant.

**Attention!**

Course enrollment on Moodle is usually not obligatory (but highly recommended) and is not an official registration to a lecture or exam. If otherwise, this is clearly stated on the enrolment page of the course (e.g. for certain elective courses).

Each lecturer decides individually if their courses are still accessible for students after the semester has ended. Therefore, please download everything you need in time.

**Hint**

- You are usually not able to unenrol from courses by yourself.
- In case you enrolled yourself in a course accidentally and would like to be unenrolled, please contact our support team.
7. Course Page

Each course page is structured in the same layout. In the center column you will find all the content and learning activities of a course. Lecturers decide individually what kind of activities are available.

**Participant list**
Access to course participants’ profile pages. Via a profile page you are also able to send an internal moodle message to a particular person.

**Grades**
Overview of all grades you received within this moodle course like e.g. for assignments or Quiz results (only points, not official grades).

**Completion progress**
You are able to “check off” activities to track your own learning progress. If available, your progress is also visible in the completion progress bar (see course progress on the next page).

**Content of a course**
In the center column of each course you will find all learning materials and activities. Among other things, this could be PDF documents, discussion forums or assignments.

**Info-Blocks in the right column, among others …**

**Upcoming events:**
Here you find upcoming deadlines (e.g. submission date for an assignment).

**Latest announcements**
Here you can find an overview of the latest announcements forum postings.

**Recent activity:**
This block provides an overview of important activities that have taken place in the course since your last login (e.g. new learning material that has been uploaded).
Course progress

You are able to track your own progress within a course. You will find your course progress also stated on your dashboard. This is accomplished by marking activities (e.g. submit assignment, perform a test) in course as completed. You will always have the overview on your already completed activities and tasks that you still need to work on.

1. An activity or resource (e.g. Video or PDF document) can be marked as completed either manually by yourself via click on the checkbox,

2. Or activities are marked completed automatically based on certain requirements, like passing a test. In these cases, the checkboxes are shown with a dotted line.

In addition, you will mostly find an overview block showing your completion progress in the column on the right hand side:

8. Forums

In each course you will find the forum „Ankündigungen“ (Announcements). Only the lecturer is able to post a message as announcement and it is not possible for participants to write any answers to those messages. They are mainly used to communicate organizational topics and news. Announcements are automatically forwarded to your email address.

In addition to the „Announcements“ a lecturer might also set up other forums, e.g. an „Austauschforum“ (exchange forum). Here each participant is able to insert contributions or answer contributions from others.

In case you would like to change your forum subscription (receiving of emails) you may subscribe or unsubscribe via „Settings > Forum administration“ within a forum. You cannot unsubscribe from announcements.
9. Assignments

Moodle courses offer the opportunity for interactive classes. Assignments such as projects, reports, presentations can be set up on Moodle and made available to participants.

1. Read task
Task description might also be available within the assignment activity.

2. Open assignment activity

3. Add submission

4. Upload solution and save changes
The file name of your submission should contain your first and last name. Files can be uploaded via drag and drop onto the designated area.

5. Submit assignment
It might be necessary to actively submit your solution via the „Submit assignment“ button. After submitting the files you are not able to conduct any further changes to your solution.

Attention!

- Please note, that there may be a strict due date for a task. In this case you will not be able to upload your file after the due date.
10. Support

elearning@hnu.de

- Moodle support
- Training inquiries
- Support for eLearning projects

**Hint**

- Further information on digital learning (Zoom, video production, …): Quick Start Course for Students
- Further information on moodle: Moodle Instructions for students
- Team “Digital Teaching and Learning” offerings can be found on our Website.