



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 certain online learning activities.

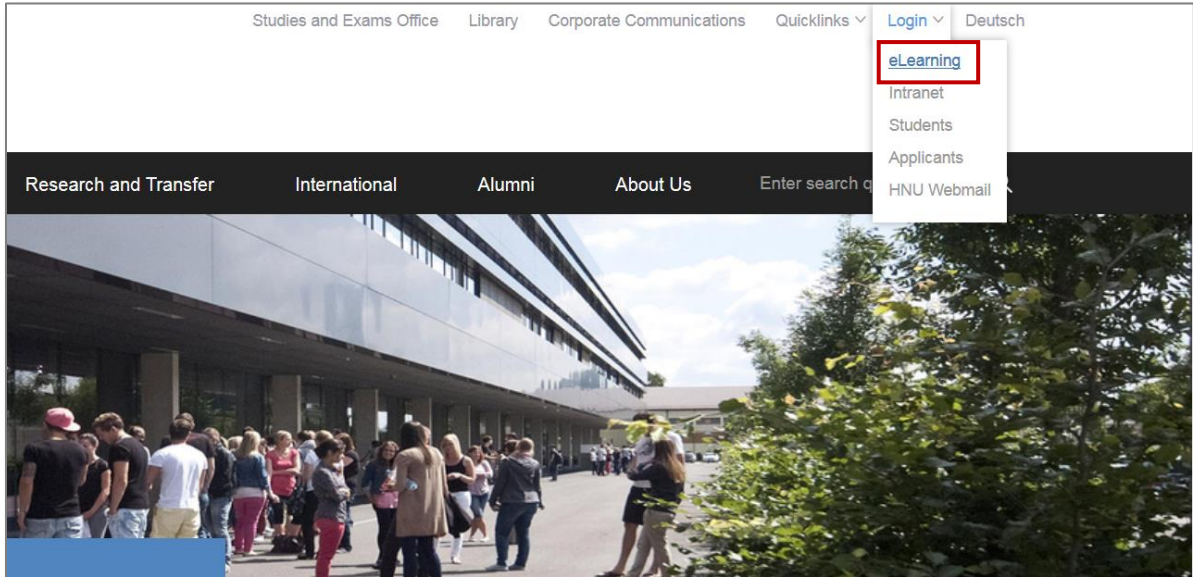
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1. E-Learning Platform

Where can I find the platform?

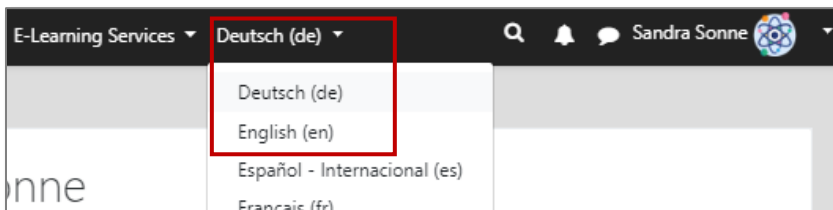
You can access the platform either on the webpage of the HNU:
Login > eLearning



Or you type the following URL into your browser window:
<https://elearning.hs-neu-ulm.de>

2. Login

How can I change the language?



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

Login

Benutzername

Passwort

Anmeldenamen merken

Login

[Passwort vergessen?](#)
Bitte wenden Sie sich an das Rechenzentrum.

How do I log in to Moodle?

You need an account for the HNU network to access Moodle. Type in your user name and password into the text boxes. If you receive an error message about your user name or password please contact the computer center helpdesk (rz@hs-neu-ulm.de).

User Agreement

You have to accept the user agreement with the first login. Please read it carefully.



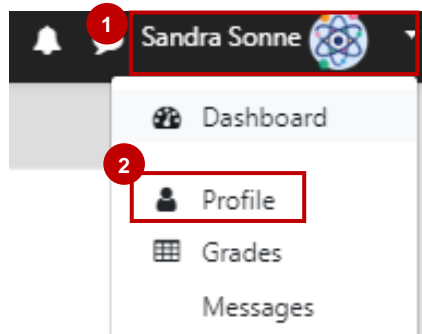
Confirm

You must agree to this policy to continue using this site. Do you agree?

Yes No

3. Profile

Personal details and settings can be altered as desired. It **is important that the email address which you supply is one which you use regularly!**



1. Open User Menu

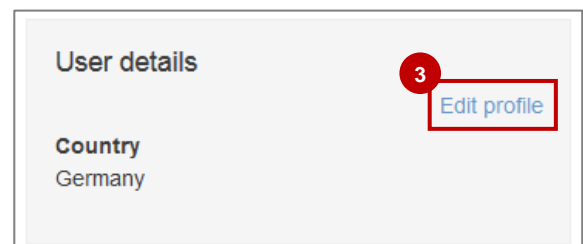
Click on your name to open the user menu.

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“ in the box „User details“.



Email address

Please use an email address which you access often and regularly. Otherwise you will not receive important information from the platform about your courses.

Description

Here you can optionally fill in some further information about yourself.

Upload image

Here you can optionally upload a personal image. Click „Add” and select the file you want to use from your computer. Alternatively, you could also drag and drop an image onto the designated area.

Update profile

The screenshot shows the 'General' section of a Moodle user profile update form. The fields are as follows:

- First name:** Demo
- Surname:** Student 1
- Email address:** demo98@hs-neu-ulm.de (with a red arrow pointing to it from the 'Email address' instruction box)
- Email display:** Allow only other course members to see my email address
- City/town:** (empty)
- Select a country:** Germany
- Timezone:** Europe/Berlin
- Description:** (with a rich text editor toolbar and a red arrow pointing to the text area from the 'Description' instruction box)

Below the 'General' section is the 'User picture' section:

- Current picture:** None
- New picture:** (with a file upload area, a red arrow pointing to it from the 'Upload image' instruction box, and a blue arrow pointing down)

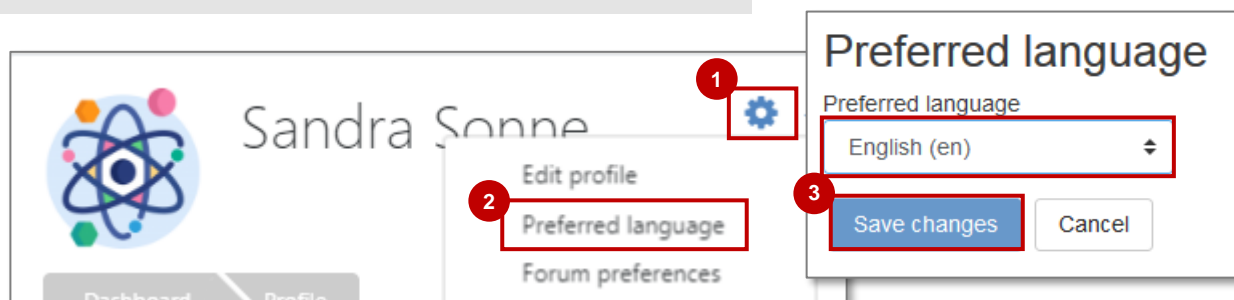
At the bottom of the form is a blue 'Update profile' button, with a red arrow pointing to it from the 'Update profile' instruction box.

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.

Timeline

In addition to the course list you can find further information on the upcoming activities in your courses on the “Timeline” tab. For example upcoming assignments in a course are indicated.

Course list

Courses are automatically sorted in the categories “In progress”, “Future” and “Past”. On the tab “In progress” you will find all courses for the current semester you have enrolled yourself to.

The screenshot shows the Moodle dashboard interface. At the top, there is a navigation bar with the HNU logo and menu items: My Courses, Course Categories, Help and Support, E-Learning Services, and English (en). Below this is a sidebar with a 'Dashboard' menu and links for 'Site home' and 'Calendar'. The main content area features a 'Course overview' section with tabs for 'Courses' and 'Timeline'. The 'Timeline' tab is highlighted with a red box. Below the tabs are three filter buttons: 'In progress' (highlighted), 'Future', and 'Past'. A red box highlights a course card for 'GEM_DIL_M3 Internationales Management und Interkulturelle Kommunikation (SS 2019)'. This card includes a course icon, the course name, and a progress indicator showing 10% completion. Another red box highlights the '10%' progress indicator. A third red box highlights the 'Timeline' tab. A fourth red box highlights the course card. A fifth red box highlights the 'In progress' filter button.

Access a course

Click on a course name to access the course.

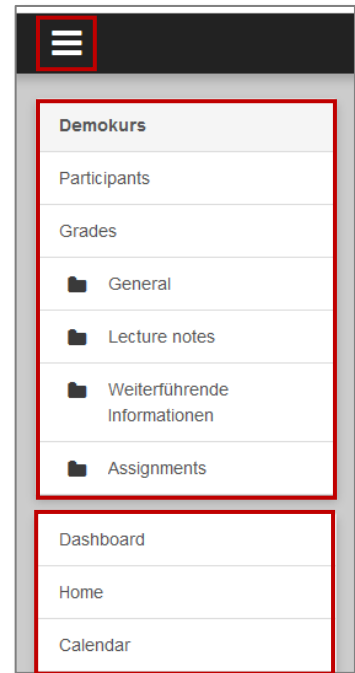
Progress

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

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

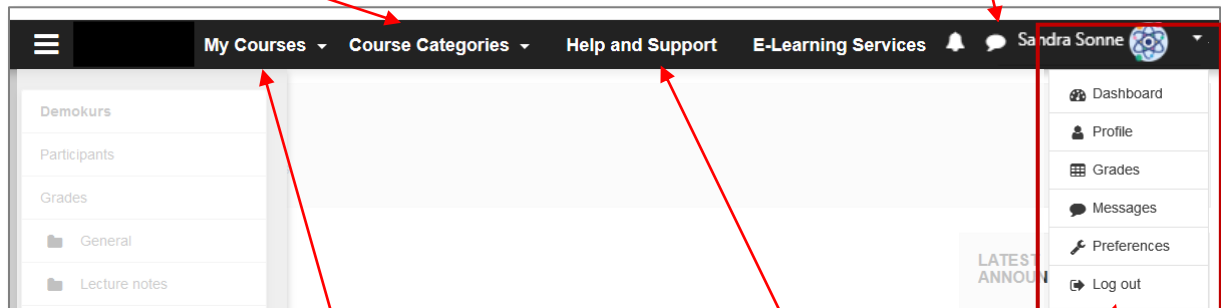
The main menu is visible at any time and provides quick access to your Dashboard, My Courses, Course Categories, Help & Support and E-Learning Services.

Course Categories

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

Search and Messages

In the main menu you can also find the course search and notifications as well as messages from other users as well as system messages.



My Courses

Via „My Courses“ you can easily access all courses you are enrolled to.

Help & Support

Instructions, FAQs etc. can be found here.

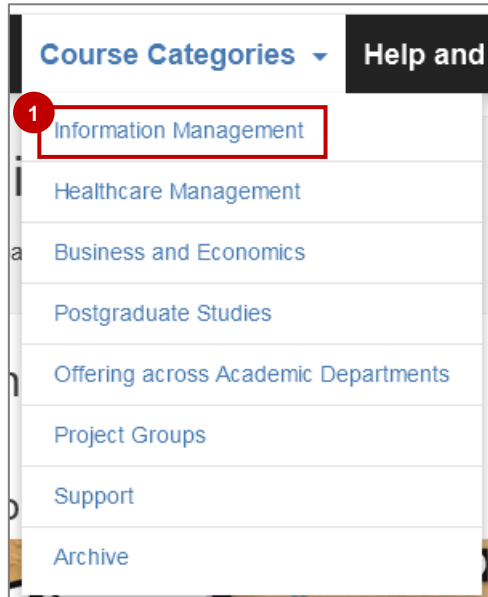
User Menu

1. **Profile:** Here you are able to view and change your personal profile settings (description, picture, email address ...).
2. **Grades:** Overview of all your course grades (not official grades, only 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:** Via this link, you can log out of Moodle.

6. Course Enrollment

How do I find a course?

Under “Course Categories” within 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.

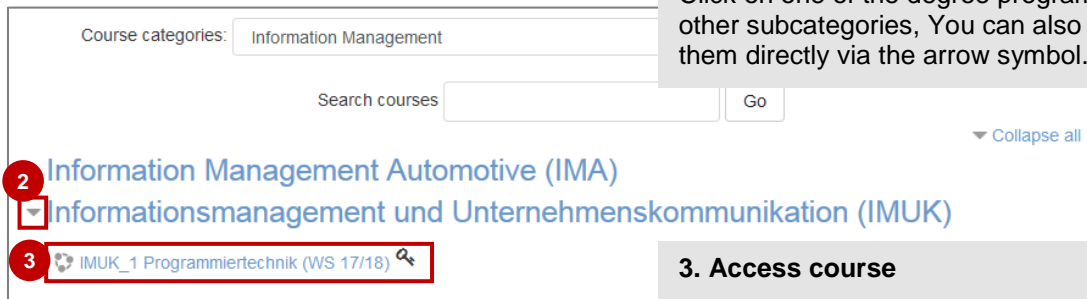


1. Course Categories

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. Only the past two semester courses remain on the platform. Older courses will be deleted.



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: e.g. **IMUK_5 ERP Systems (SS 17)** → degree program IMUK, intended for 5th semester, offered in summer semester 2017.
- 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.

Enrolment options

 **Demokurs** 

Dozent/in: Demo Dozent Hier finden Sie weitere Informationen zum Kurs und ggf. weitere Details zu den Anmeldemodalitäten.

▼ **Self enrolment (Student)**

Enrolment key  

Attention!

Course enrollment on Moodle is usually not obligatory (but highly recommended) and is not an official registration. 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 to a course accidentally and would like to unenrol, please contact your respective lecturer.

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. Those have been set up by each lecturer individually.

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).

Latest announcements

Here you will find an overview of the latest announcements. Usually these news are used by the lecturer to communicate organizational topics.

The screenshot shows the Moodle course page for 'Moodle Introduction'. The page is divided into several sections:

- Left sidebar:** Contains navigation links for 'Participants', 'Grades', 'Welcome to the Moodle Introduction', 'Lecture Notes', 'File Exchange', 'Assignments', 'Quiz', 'Dashboard', 'Home', 'Calendar', 'Private files', and 'Site administration'.
- Header:** Displays 'Moodle Introduction' and 'Your progress'.
- Main content area:** Includes 'Welcome to the Moodle Introduction' with 'Announcements' and 'Question and Discussion Forum' blocks, 'Lecture Notes' with a 'Presentation' block, and 'File Exchange' with a 'File exchange' block.
- Right sidebar:** Contains 'Latest announcements' (with a recent announcement from Tobias Ademmer), 'Upcoming events' (stating there are none), and 'Recent activity' (showing activity since Monday, 29 July 2019, 4:21).

Red arrows point from the descriptive text boxes to the corresponding sections in the screenshot: 'Participant list' to the 'Participants' link, 'Grades' to the 'Grades' link, 'Latest announcements' to the 'Latest announcements' block, 'Content of a course' to the main content area, 'Recent activity' to the 'Recent activity' block, and 'Upcoming events' to the 'Upcoming events' block.

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.

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).

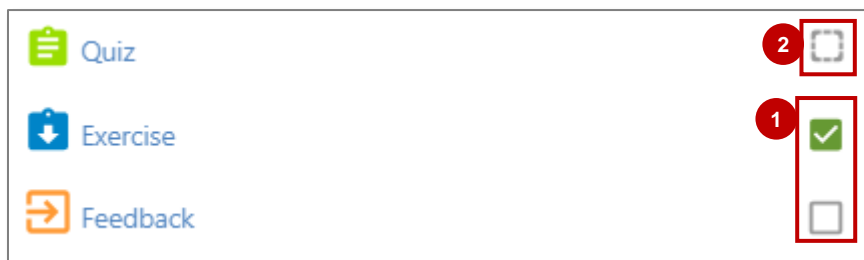
Upcoming events

Upcoming events for this course are shown (e.g. assignment due date)

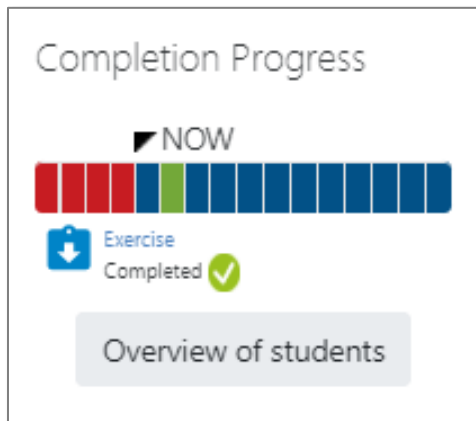
Course progress

In case the completion tracking feature has been activated by you lecturer, 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 activates are marked completed automatically based on certain requirements, like passing a test. In this case, 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:



Activity bar

Each activity or resource that has been configured for the completion tracking is visualized as one segment of the bar.

- Green** = Completed
- Yellow** = Submitted, but not complete (e.g. assignment submitted but no grade received yet)
- Red** = Not completed (failed or past due date)
- Blue** = Not completed yet (future activity)

8. Announcements

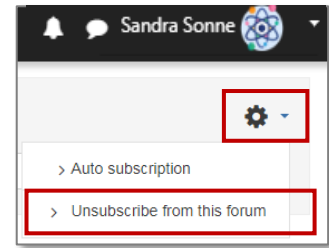


In each course you will find the Forum „Ankündigungen“ (Announcements). Only the lecturer is able to post a message as announcement and it is not possible for participants to write any answers to those messages. They are mainly used to communicate organizational topics and news. Announcements are automatically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



In addition to the „Announcements“ the 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.

Reading/submitting assignments

Reading and downloading tasks > Submit solution

1. Read task

Task description might also be available within the assignment activity.

2. Open assignment activity

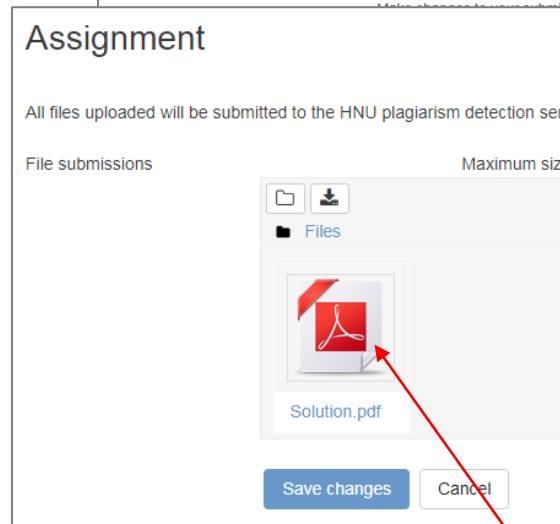
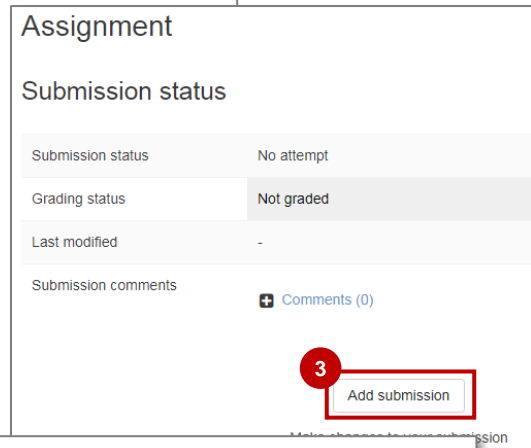
3. Add submission

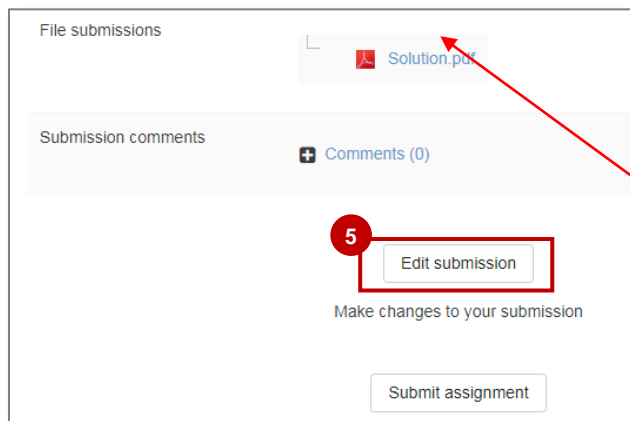
4. Upload solution and save changes

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.





4 Delete submission

In order to delete a submission simply click on the file and then click on delete.

5 Submission comments

In case the lecturer has enabled the option, you are able to add submission comments here.



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@hs-neu.ulm.de

- Moodle support
- Training inquiries
- Support for eLearning projects