

# Moodle-Short overview for students

<http://www.b-tu.de/elearning/btu/>

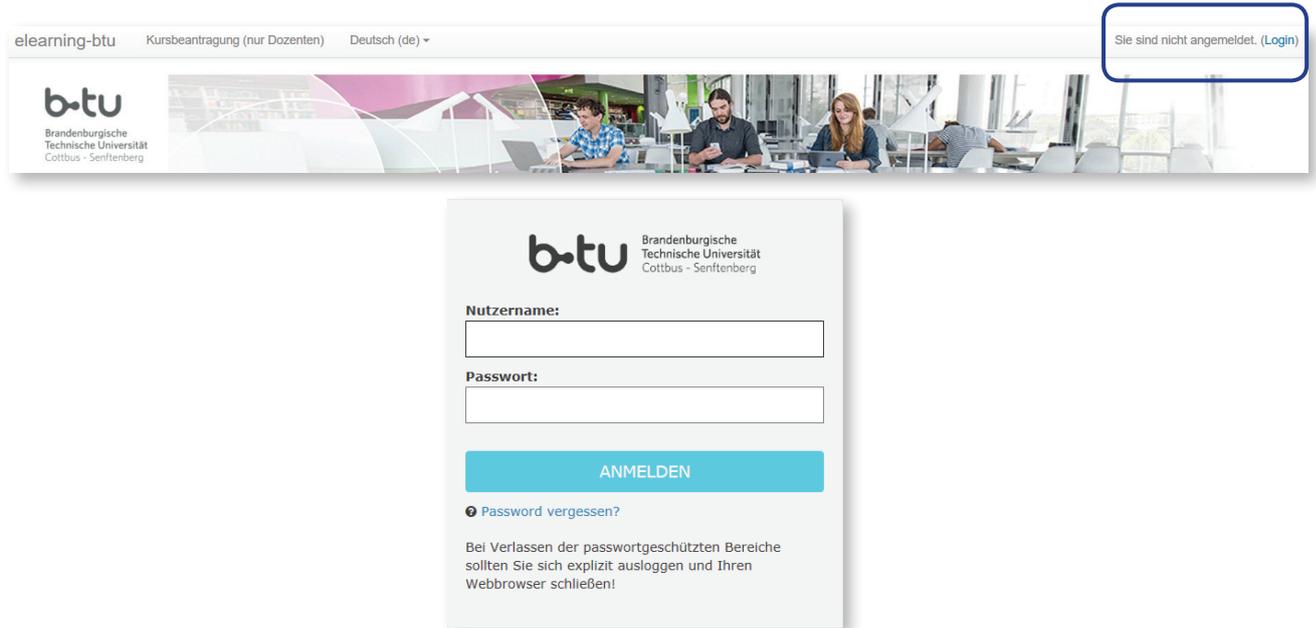
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# 1. Registration and Login

If you have questions or problems with the registration, please contact the URZ at the central campus.  
<https://www.b-tu.de/it-services/btu-account/>

Go to the Moodle website of the BTU CS under the link: <https://www.b-tu.de/elearning/btu/>  
Click on "Login" to open the login page. Here you can login with your main BTU CS account.



The first time you log on to the learning platform, you will be asked to read and accept the data privacy information. Your account is now activated and you can start working with the learning platform Moodle.



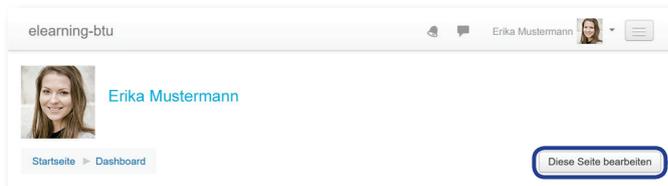
## 2. Setting Up Your Start Page (1)

After login you will be taken to your personal Moodle start page. This is structured in three columns. On the sides are the blocks that you can expand and collapse and also dock to the respective page. This way you can customize your start page. The changes will be kept after logout.

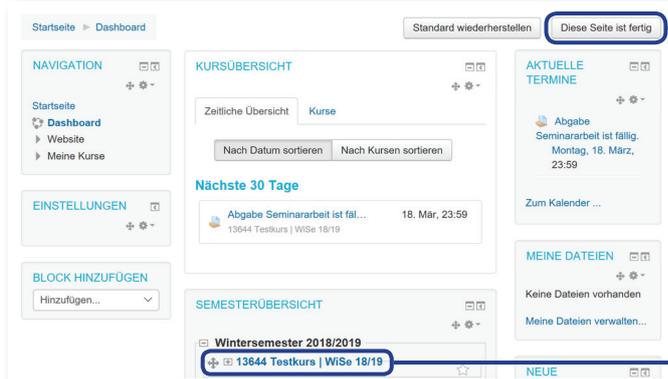
The screenshot shows the Moodle start page for a user named Erika Mustermann. The page is divided into several sections:

- NAVIGATION:** Includes 'Startseite', 'Dashboard', and 'Website'.
- Meine Kurse:** A list of courses the user is enrolled in, such as '11107(11281) Höhere Mathematik T1 (T1-B1) | WiSe ...'.
- KURS KATEGORIE SUCHE:** A search bar for courses with a dropdown menu set to 'Kurs' and a 'Suche' button.
- HILFE:** A list of help documents, including 'Kursbeantragung (Dozenten)', 'Anleitung Studierende', and 'Anleitung Lehrende'.
- EIGENES PROFIL:** A block containing the user's profile picture and name.
- Notifications:** A box stating: 'Here you will be informed about new messages and announcements.'
- Dashboard:** A box stating: 'The Dashboard is your personal, customizable overview page. It gives you an overview of all your courses and the activities available there.'
- Calendar:** A box stating: 'The "CALENDAR" block gives you an overview of some important dates in your Moodle courses. These can be online submissions, for example. Move the mouse pointer over the colored field or click on it to get specific information.'
- My Courses:** A box stating: 'Under this category you will find an overview of all courses in which you are currently enrolled.'
- My Profile:** A box stating: 'Once you have logged in, you will see the block "OWN PROFILE" on the left side of the start page. With a click on your profile picture you can access your profile settings.'
- KALENDER:** A calendar for December 2018, with the 10th highlighted.
- SUPPORT:** Contact information for the eLearning team, including email ([elearning@b-tu.de](mailto:elearning@b-tu.de)) and phone numbers for different campuses.
- LINKS:** A list of useful links, including 'BTU Webmail', 'OWA Mail', 'Studierendenservice', 'Bibliothek', 'BTU Account', 'Datenschutz', 'Nutzungsbedingungen', 'Impressum', and 'eLearning Team'.

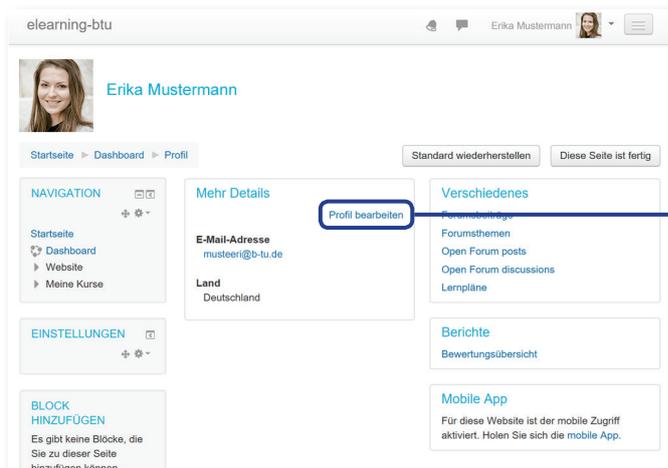
## 2. Setting Up Your Start Page (2)



Click on "Edit this page" to customize your course overview. Click on "This page is ready" to save your changes.



You can use the crosshairs to determine the order in which the courses are displayed. To do this, hold the crosshairs down and drag them up or down.



**Profile Settings**  
Under your profile you can see your access data and forum posts. The basic data cannot be changed, as it is taken over from the CAS. However, place of residence, country, time zone and description are variable. Furthermore, a profile picture can be uploaded. These settings are made under the item "Edit profile".

### 3. Course Enrollment

Each lecturer has his or her own course area in the BTU C-S Moodle learning platform. If you would like to register for a course of a particular lecturer, click on his or her course area and find the desired course. The courses are secured by a registration key. You can obtain this key from your lecturer.



**Course Area**

Select the course area by clicking on the arrow in front of the respective department/name. An overview of the Moodle courses currently offered by the department will appear.

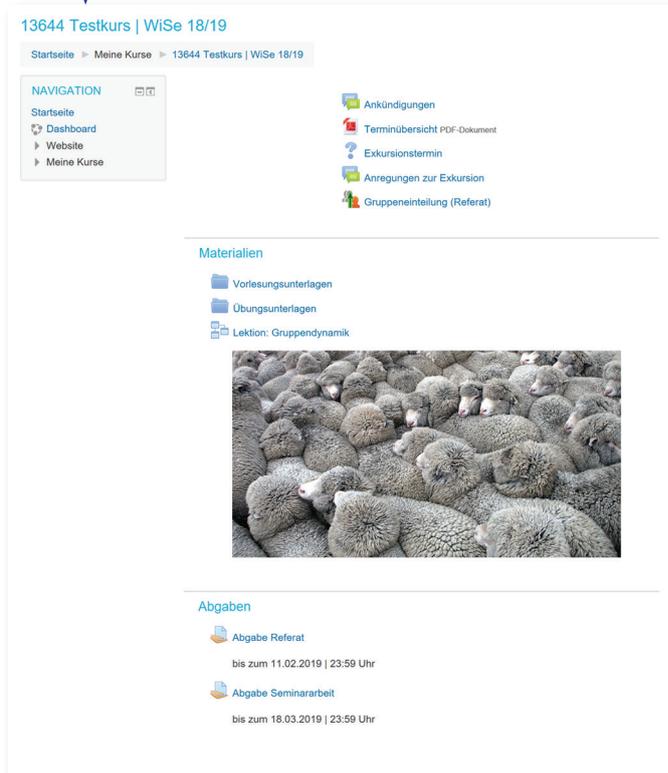
**Course Name**

Select the desired course. This will take you to the self-enrollment page.



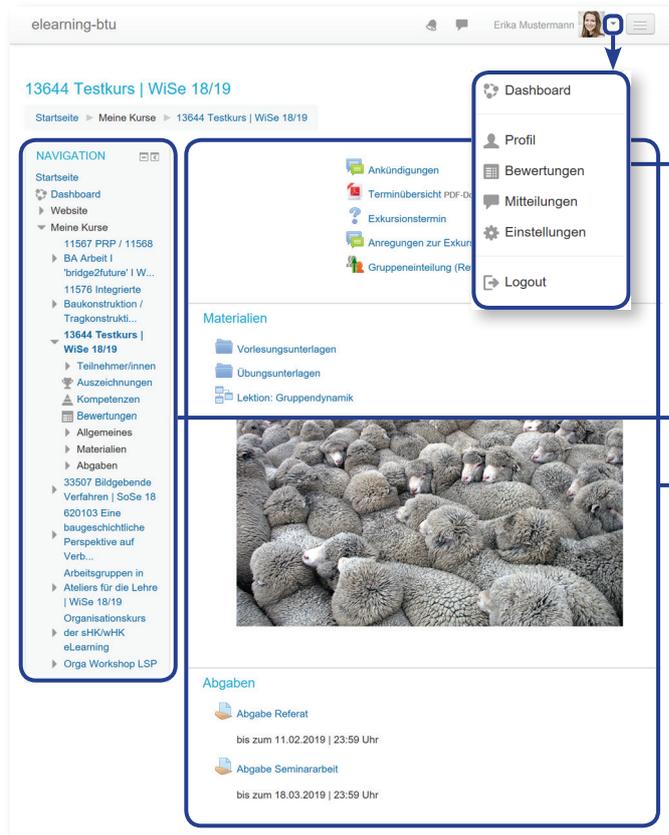
**Enrollment Key**

Enter the enrollment key you received from your lecturer and press the "Enroll" button to enroll in the course.



## 4. Course Interface

Moodle courses are usually arranged in two columns. On the left hand side is the block "NAVIGATION". On the right you will find the course content set up by your lecturers. The side blocks can be collapsed horizontally or moved vertically to the left margin.



### Personal Navigation Area

In the top bar you will find links to your profile, your messages and the possibility to log out among other things.

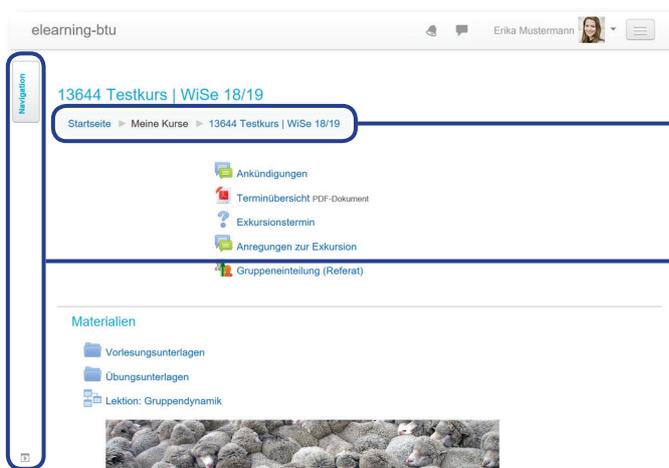
### Block „NAVIGATION“

detailed course overview and links to the start page, dashboard and website. Click on the arrow ▶ icons to expand and collapse content.

### Course Contents

shows the available contents of the course for individual topics or dates, such as texts, illustrations and links to material or tasks.

The name of the topic blocks is taken over in the navigation block, so that it is also possible to navigate from other courses to specific topics or week blocks.



### Quick Navigation

Links to the start page, course overview or to superordinate course areas

### Dock or Undock Blocks

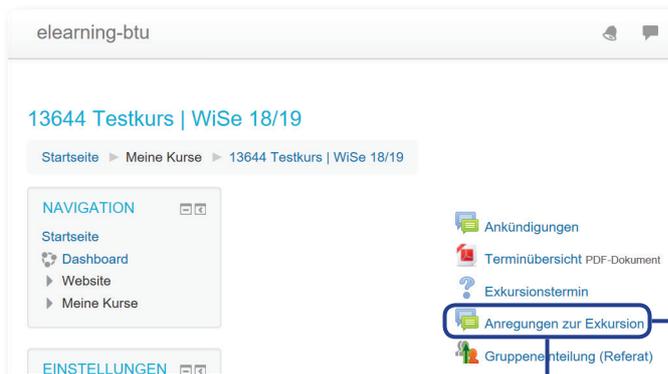
If you cannot find a block, it is possible the block has been docked. Use the small arrow in the block window to dock or undock the block at the margins.

Usually it is worthwhile to pay attention to the blocks, because useful content such as participants or latest activities are displayed there.

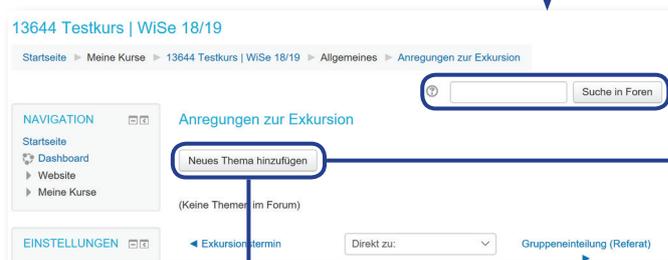
## 5. Communicating in Forums (1)

The forum "Announcements" is set up in advance in every Moodle course. Lecturers can use this forum to send important information to participants. Other forums can be used for discussions, questions or debates, as well as file attachments and the like.

Write a new topic or a new post

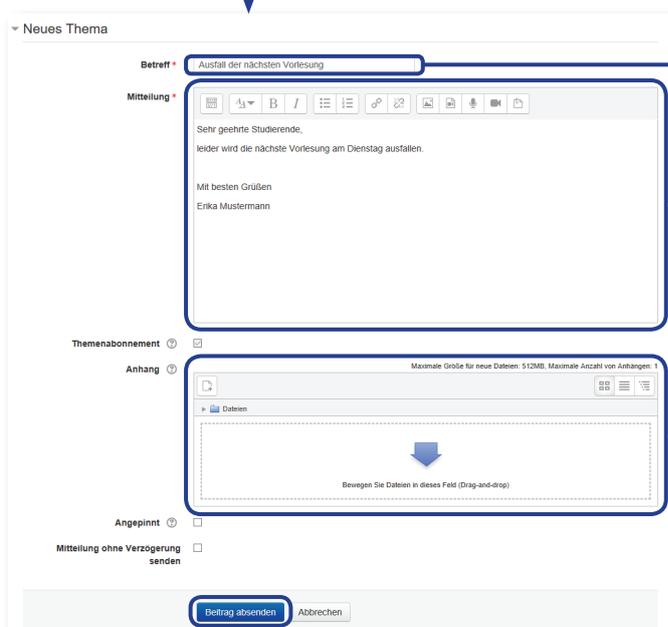


Open the desired forum by clicking on the link. You can recognize forums by this symbol: 



If a forum is actively used, the search field "Search in forums" is useful.

To create a new theme, click on the button "Add new theme".



Post subject - will be displayed as title in the list of all forum posts in the forum

Text area for your post

Here you can attach files

After writing a post, you can send it. You have 5 minutes to make corrections before the post is displayed to other course participants and sent by email.

## 5. Communicating in Forums (2)

### Responding to a post

Ankündigungen  
Nachrichten und Ankündigungen

Neues Thema hinzufügen

Thema	Begonnen von	Antworten	Letzter Beitrag
<a href="#">Ausfall der nächsten Vorlesung</a>	 Erika Mustermann	0	Erika Mustermann Di, 26. Feb 2019, 17:28

Select the post you want to reply to.

Ankündigungen  
Ausfall der nächsten Vorlesung

Anzeige geschachtelt  Das Thema verschieben nach ...  Verschieben

 **Ausfall der nächsten Vorlesung**  
von Erika Mustermann - Dienstag, 26. Februar 2019, 17:28

Sehr geehrte Studierende,  
leider wird die nächste Vorlesung am Dienstag ausfallen.

Mit besten Grüßen  
Erika Mustermann

[Dauerlink](#) | [Bearbeiten](#) | [Löschen](#) | [Antworten](#)

 **Re: Ausfall der nächsten Vorlesung**  
von Erika Mustermann - Dienstag, 26. Februar 2019, 18:30

Sehr geehrte Studierende,  
es gibt einen Ersatztermin für die am kommenden Dienstag ausfallende Vorlesung. Dieser ist am kommenden Mittwoch im 1. Veranstaltungsblokk. Der Raum bleibt derselbe.

Mit besten Grüßen  
Erika Mustermann

[Dauerlink](#) | [Ursprungsbeitrag](#) | [Bearbeiten](#) | [Thema teilen](#) | [Löschen](#) | [Antworten](#)

Direkt zu:  [Terminübersicht](#) ▶

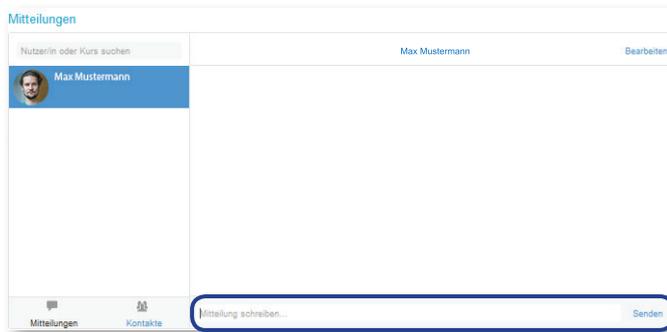
Click on "Reply" if you want to respond to a post. Writing the response works in the same way as writing a post.

## 6. Communicating via Moodle

You do not necessarily have to rely on the BTU CS e-mail platform for e-mail exchange with students and faculty. You can also use Moodle for communication.



**Quick Access Message Menu**  
After logging in, you can access your personal message menu at any time by clicking on the middle icon in the top bar.



Write your message and send it by clicking the "Send" button.

### Writing to Course Participants

You can also write to people in a course via the participant block. Click on "participants" and on the user picture of the person you want to write to. Next to the picture you will find the message option. Of course you can also search for people or courses using the message function. If you exchange messages frequently, it is a good idea to add the person to your contacts.



## 7. Downloading Files

The type of download is usually determined by the lecturers. Generally, you first select the file you wish to download.

The screenshot shows a Moodle course page for '13644 Testkurs | WiSe 18/19'. The left sidebar contains a 'NAVIGATION' menu with options like 'Startseite', 'Dashboard', 'Webseite', 'Meine Kurse', and '13644 Testkurs | WiSe 18/19'. The main content area is divided into sections: 'Ankündigungen' (Announcements) with a red box highlighting 'Terminübersicht PDF-Dokument'; 'Materialien' (Materials) with a red box highlighting an image of sheep; and 'Abgaben' (Assignments) with two entries: 'Abgabe Referat' (due 11.02.2019) and 'Abgabe Seminararbeit' (due 18.03.2019).

### Opening and Saving a Document

Select the document you want to download. After it has opened, you can save it on your local computer.

### Embedded Images

To download images from a Moodle course, right click on the image. Select "Save graphic as" or "Save picture as" and specify the destination on your local computer.

If you have further questions or comments, please contact your eLearning team:  
**elearning@b-tu.de**