

MOODLE AND CO. FOR STUDENTS

Version 10/2025



Multimedia Centre of the BTU

- "Competence and Service Centre for Digitisation in Teaching".
- consists of website team, photo-video team and eLearning team
- Support also for student requests (e.g. video production)
- Further services from the computer centre (URZ): ownCloud, mail, WLAN on campus, BTU account, ...

eLearning-Team

- Support for LMS Moodle and all services of the MMZ
- Website: <https://www.b-tu.de/elearning>
- **central support address: eLearning@b-tu.de**
- Hotline: Tue - Thu from 9:00 - 12:00 a.m.: +49 355 69 3939

- BTU website ► Quicklinks ► eLearning ► moodle BTU
- Login with central BTU account

Self Study Course for students on the basics of the learning portal moodle
>> on Moodle-BTU via »Help« in site header

- View and download documents and scripts
- Receive current messages from teachers (e.g. course cancelled)
- Participate in forums, chats and wikis
- Submit assignments or take eTests

Profile Settings

- small arrow next to name and avatar (top right) ► profile
und
- small arrow next to name and avatar (top right) ► Settings

Customise Dashboard

- Dashboard ► Edit this page
- Add block if necessary (bottom left in navigation)
- Course lists, current tasks, current news, calendar, ...

- Small arrow next to name and avatar (top right) ► Settings ► System messages
- When are mails and when are system messages sent?
- Important announcements from lecturers should be received via BTU mails
- **Check BTU mails regularly!!!**
- e.g. receive forum subscriptions by mail (each entry 1 mail)
- ► Settings ► Set forums: Daily summary possible

Option "Search"

- Header (top) ► All courses ► Search courses
- Course name scheme: 12330 | Databases | WiSe 24/25
- Search by module number, event number or title possible

Option "Search tree with faculties and departments"

- Header (top) ► All courses ► Use course tree
- e.g. Faculty 1 ► FG Database and Information Systems ► show available courses

Self registration

- Search for course (see previous slide) ► Select course ► Enrolment
- Self-enrolment not always possible (e.g. if teachers enrol manually)
- Self-enrolment usually possible: ► you can also un-enrol from course ... yourself
- do not mix up with deregistration from Moodle

Self enrolment with enrolment key

- like self-enrolment, but with password.
- Teachers usually provide the password in the first course.

Self registration

- Search for course (see previous slide) ► Select course ► Enrolment

**Course registration in Moodle
IS NOT the registration for the exams!!!**

Self enrolment with enrolment key

- like self-enrolment, but with password.
- Teachers usually provide the password in the first course.

- Participant list ► Select person ► Write message (speech bubble)
- or search for names directly in the message board (speech bubble top right)
- Manage your own messages in the message board
- depending on the notification settings, mails are sent by the system

- Every student with a BTU account also receives a BTU mailbox and address.
- Login at <https://www.b-tu.de/webmail/> with BTU account
- Mailbox and mails via webmail or synchronization with mail client possible
- **Check your BTU mailbox daily!** (e.g. important information from teachers and Moodle info)
- **Always send mails to teachers and the MMZ with the BTU sender**
(otherwise they may be recognized as spam)

Online module catalogue

- called "Information Portal: Teaching"
- <https://www.b-tu.de/qisserver3/>
- compile your timetable online

Infos about the BTU portals

<https://www.b-tu.de/en/study/during-studies/study-organization/quicklinks/portals>

Online exam registration

- called "Self - Service - Functions for students and teachers"
- <https://www.b-tu.de/qispos11/>
- online exam registration

- central account for almost all BTU IT services
- adapt here: <https://www.b-tu.de/account/>
- Contact the data center if you have problems: account@b-tu.de

Office hours BTU-Account (e.g. reset password) - Status 08/2024

- Central campus: building VG 1C, room 3.05
- Sachsendorf: building 7, room 7.238
- Senftenberg: building 2, room 2.305

available via email
account@b-tu.de

2FA AND BTU DATA CENTER

- for BTU account you need a 2 factor auth (2FA)
- enable at: <https://www.b-tu.de/account/>
- you need a 2FA App on your phone (e.g. aegis)

<https://www.b-tu.de/en/it-services/btu-account/two-factor-authentication>

06.10.2025

IT-HELPDESK



HELPDESK – VG1C

Gebäude: VG1C
Etage: 3.OG
Raum: 3.05

HELPDESK – IKMZ

Gebäude: IKMZ
Etage: 5.OG

IT-HOTLINE

0355 69-1000

TICKETSYSTEM

E-Mail: it-support@b-tu.de

www.b-tu.de