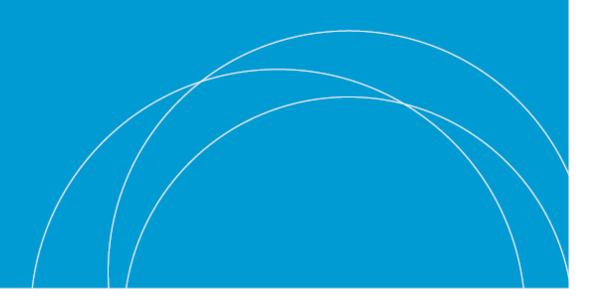


MOODLE AND CO. FOR STUDENTS

Version 10/2025



MULTIMEDIA CENTRE (MMZ)



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

MOODLE LINK AND LOGIN



- 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

MOODLE OPTIONS IN THE COURSE



- 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

MOODLE PERSONALISATION



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, ...

MOODLE NOTIFICATION SETTINGS



- 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

MOODLE COURSE SEARCH



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

MOODLE COURSE ENROLMENT



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.

MOODLE COURSE ENROLMENT



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.

MOODLE PERSONAL MESSAGES



- 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

BTU MAIL



- 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)

OTHER PORTALS



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

BTU ACCOUNT



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

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

Central campus:

Sachsendorf:

Senftenberg:

available via email account@b-tu.de

building VG 1C, room 3.05

building 7, room 7.238

building 2, room 2.305

2FA AND BTU DATA CENTER

IT-HELPDESK

- 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/btuaccount/two-factor-authentication



HELPDESK - VG1C

Gebäude: VG1C 3.OG Etage:

3.05 Raum:

Gebäude: IKMZ Etage: 5.OG IT-HOTLINE E-Mail: it-support@b-tu.de

www.b-tu.de