MOODLE AND CO. FOR STUDENTS

Version 03/2024

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 23/24

- 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)

Online module catalogue

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

Info videos about the BTU portals
https://www.b-tu.de/en/international/international-students/how-to-videos

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: account@b-tu.de

Office hours BTU-Account (e.g. reset password) - Status 08/2023

- Central campus: building VG 1C, room 3.05

- Sachsendorf: at the moment: by e-mail if possible   building 7, room 7.238
                        via account@b-tu.de

- Senftenberg: building 2, room 2.305