1. General information
RWTHmoodle is the central teaching and learning platform of RWTH Aachen University. This handout gives you a compact introduction to the most important functions of RWTHmoodle.

2. Web address and login
You can find the RWTHmoodle homepage here:
https://moodle.rwth-aachen.de
Here you can log into the system via RWTH Single Sign-On. For this you can use your username (e.g. ab123456), as well as the password for the "RWTH Single Sign-On"-account.

You can find a manual for RWTH Single Sign-On here:
https://doc.itc.rwth-aachen.de/x/4ZEp

3. How to create course rooms
All courses in RWTHonline can receive a course room in RWTHmoodle. If a course has several course groups, then all course groups are visible in the course room of the course. The course groups do not receive individual course rooms.

You require the role "Course Coordinator" or "Semester Coordinator" in order to create a course room. Within the application "Edit Course" you can choose the option "Course in RWTHmoodle".
You can find a detailed manual here (German only, only accessible from the RWTH network):
https://wiki-intern.rwth-aachen.de/x/kq3bAg

More on "Managing Course Rooms":
https://doc.itc.rwth-aachen.de/x/kYCvAg

4. Access to course rooms
Lecturers, assistants, and the role "RWTHmoodle-Administrator"
The lecturers and assistants of the courses receive automatically the role "Manager" in the course room. The role "Function caretaker" can also assign the role "RWTHmoodle-Administrator" at the level of the organisation units. All persons with this role are also authorised as "Managers" in all course rooms of the organisation unit.
Here you can find a manual for this function (German only, only accessible from the RWTH network):
https://wiki-intern.rwth-aachen.de/x/iq3bAg

The automatic booking of managers only works if the username has a TIM-CAMPUS coupling. You can check this status in the Selfservice (www.rwth-aachen.de/selfservice): in case of an existing TIM-CAMPUS coupling you will see a blue square next to "Campus Entries" after clicking the tab "RWTH Data" (see Fig. 1). You can find information about the TIM-CAMPUS coupling here:
https://doc.itc.rwth-aachen.de/x/YQCJAQ

5. Structure of RWTHmoodle
List of course rooms
After logging in you reach the dashboard. Here you can find a list of your course rooms (see Fig. 3) as well as other elements like the calendar.

Course room
You can enter a course room by clicking on the respective course room title. The course room page is subdivided into three areas (see Fig. 4): navigation, blocks, and the course page (content area).

Fig. 1: Display of the TIM CAMPUS coupling in Selfservice

Fig. 2: Display of "Confirmed place" in RWTHonline (student's view)

Fig. 3: Course list in Dashboard in RWTHmoodle
Navigation
The upper area serves as navigation within a course: participants, grades, sections, with quick access to the topic sections of the course room, filtering of the activities used in the course room as well as the download center for students.

The lower half of the navigation leads to a subordinate level of the course rooms: the dashboard with the course room list, calendar, “Private Files”, and “My Courses”.

Blocks
Blocks offer a series of additional information and options. "Managers" can add or arrange blocks, as well as delete them, if necessary. By default activated are: Quickmail (E-Mails), video streaming (= RWTH streaming server), Latest Announcements, Recent Activities (= last change made in the course room), and Upcoming Events. All changes on blocks apply to all members of the course room.

Manual: https://doc.itc.rwth-aachen.de/x/cgWPAg, https://doc.itc.rwth-aachen.de/x/iwWPAg

Content area
The content area is by default divided into topical areas, which make the content structure of the course visible. All materials and activities are filed under the topical areas. It is possible to structure the page by inserted descriptions, which also help to explain the didactic connection between the elements. You can also use the topics as categories, such as "Organisational Matters", "Lecture Material", "Exercise Materials", "Tests & Exercises", "Additional Material", etc.

Profile/E-Mail address
A click on your name in the upper right corner takes you to your profile. Here you can see your name and your e-mail address used by the system. The RWTH e-mail address is automatically used for students. For RWTH employees, even if they are enrolled as doctoral students, the functional e-mail address is used (e.g. mustermann@mustereinrichtung.rwth-aachen.de). The contact e-mail address from the Selfservice is used for persons without a status at RWTH Aachen University.

Manual: https://doc.itc.rwth-aachen.de/x/SQWPAg
6. Participant management
A click on “Participants” in the navigation takes you to the participant management. “Managers” can see all persons within the course room, listed according to their roles.

Manual: [https://doc.itc.rwth-aachen.de/x/XwWPAg](https://doc.itc.rwth-aachen.de/x/XwWPAg)

Add participants
Click on the applications “+Manager”, “+Tutor”, or “+Extra User” to add a person. Search for one or several persons via name, e-mail address, or matriculation number (see Fig. 5). Click on the correct hits and confirm via “Add Users”. All added persons automatically receive a confirmation e-mail.

Inviting externals
External persons without a username (e.g. ab123456) cannot be invited directly via the course room. This feature is still in development. Instead, please use the RWTH partner procedure to create a username for the person.

Manual: [https://doc.itc.rwth-aachen.de/x/OgG8Ag](https://doc.itc.rwth-aachen.de/x/OgG8Ag)

Create groups
You can reach the group area via the participant management. Here you can create groups manually or automatically and use them in the course.

Video manual (German only): [https://www.youtube.com/watch?v=HMXNNFogg2Y](https://www.youtube.com/watch?v=HMXNNFogg2Y)

Course groups used in RWTHonline display automatically in the group area. Nevertheless, we recommend the use of the activity “Grouptool” (see Fig. 6). This function lets the students join empty groups themselves, besides automatic creation of groups as well as automatic assignment of members. Additionally, you may add members from import data if the group formation took place outside of RWTHmoodle.

Video manual (German only): [https://www.youtube.com/watch?v=gtz2Lckg_9M](https://www.youtube.com/watch?v=gtz2Lckg_9M)

7. Course dates
The course dates are automatically imported from RWTHonline to the course room calendar of RWTHmoodle (see Fig. 7) as “Course events” (pink). Group dates will appear as “Group events” (yellow) and are only visible for group members. Changes to dates must be made in RWTHonline. They integrate automatically, in a delayed fashion. “Managers” can insert further dates into the course room calendar, also as a series.

Manual: [https://doc.itc.rwth-aachen.de/x/OgG8Ag](https://doc.itc.rwth-aachen.de/x/OgG8Ag)

Fig. 5: Search field for adding participants

Fig. 6: Creating groups in the activity “Grouptool”

Fig. 7: Monthly view of the calendar
8. Course room design and content integration

"Managers" can individually design their course room by choosing adequate course settings. It is thereby possible to adjust the course rooms according to the educational concept.

Select course settings
Click on the blue gearwheel in the upper right corner to reach the course settings. Then choose the option "Edit settings" in "Course Administration".

Select course format
The standard course format is the "Topics Format" (see Fig. 8). You should structure the descriptions of the elements sensibly since the course page with all its materials can turn out to be very long and possibly confusing. Additionally, you can always only view just one paragraph per page instead of all paragraphs. For this please select the option "Show one topic per page" under "Course Format" > "Course Layout".

One alternative is the option "Onetopic Format" (see Fig. 9) under "Course Format". This option shows all topics compact and parallel in individually selectable tabs (see image). Please make sure to select only a few tabs and to give those short titles in order to guarantee good display on mobile devices.

Add an activity or resource
Click on "+ Add an activity or resource" (see Fig. 11) in order to open the available resources (file, folder, URL, etc.) and activities (choice, assignment, feedback, group choice, quiz, etc.). Select the apt option and click on "Add".

Provide files
Easily upload files via drag and drop. In order to do so the course room has to be set to edit mode. Drag the file into the desired topic section. The files appear individually beneath one another.

Provide files in folders
In order to provide files in folders you have to create a "Folder" in "+ Add activity or resource". You can now upload several files into the folder. Students can download a folder as a ZIP archive (see Fig. 12).

Edit course room page
In order to fill the course room page with content, turn on the edit mode by clicking on "Turn Editing On" (see Fig. 10).
Using videos via RWTH streaming server
You can upload videos via the block “Video streaming (opencast)” onto the RWTH streaming server and then embed them via a “Label” in the content area (see Fig. 13). The videos are ready to play directly on the page. You can also embed the videos as “Pages” in order not to make the content area too long. You have to click them first before the content is visible. This is particularly useful in case of several videos connected to one subject.
Manual: https://doc.itc.rwth-aachen.de/x/qQK8Ag

Download of materials
Students can download documents individually. The “Download center” allows you to choose one or more files of one course room and to download them as ZIP archive. The software Sync-my-L²P enables also direct synchronisation of all materials of all course rooms with your personal computer:
https://syncmyl2p.de
The visibility / availability settings are recognised in all three cases.
Manual: https://doc.itc.rwth-aachen.de/x/kwWPAg

Structure course rooms with labels
You can create labels via “+ Add activity or resource” in order to protect clarity. With this, you can integrate e.g. structuring headlines or descriptions in your course rooms (see Fig. 15).

Bonuses tests
If you pass the following e-test you will get bonus points that will be added to the result of your exam - given that you pass the exam with a grade of at least 4.0.

- Bonuspunktetest 1
- Bonuspunktetest 2

Fig. 13: Display of a video embedded from the RWTH streaming server
Fig. 14: Document with restricted access based on a date
Fig. 15: Example of a label with a heading and text
9. Preview from a student’s view
You can look at course rooms from a student’s perspective to check your chosen settings. Click on your name on the upper right side and then on “Switch role to”. After choosing the desired role you can see the course room from this perspective. Return to your own role by clicking “Return to my normal role” (see Fig. 16).

10. Disseminate information - announcements and e-mails
RWTHmoodle offers announcements and e-mails to communicate information to students. Announcements are automatically activated in all course rooms (see Fig. 17). Announcements are automatically sent as e-mails to every person in the course room. Additionally, they are also visible in the course room.

The block “Quickmail” (see Fig. 18) allows you to send e-mails to all students, individual groups, or persons from the course. You are also able to save drafts and course-specific signatures. Students are unable to see the block “Quickmail”. They cannot see which e-mails were already sent.

11. Support and Feedback
For further information, questions, or feedback please contact us via the following ways:

E-Mail
servicedesk@itc.rwth-aachen.de

Chat Support
https://doc.itc.rwth-aachen.de
Monday and Tuesday, 10:00am - 04:00pm

Phone & Fax
0241 / 80-24680 - 0241 / 80-22981
Monday to Friday, 07:30am - 06:00pm

Personal Contact
IT-ServiceDesk IT Center SW23
Seffenter Weg 23,
Monday to Friday, 08:00am - 06:00pm

IT-ServiceDesk SuperC
Templergraben 57
Monday to Thursday, 08:00am - 06:00pm,
Friday, 08:00am - 04:00pm

IT-ServiceDesk IT Center WW10
Wendlingweg 10
Monday to Friday, 08:00am - 04:00pm