Dear Moodle user,

The purpose of this documentation is to give you a general idea of how the Moodle e-learning platform works, how to locate and enrol in a course and how to apply it for your studies.

We wish you every success!
Your Moodle support team

Table of contents:
1. Registration, login, forgotten password
2. Start page
3. Course search and enrolment
4. Overview of a Moodle course
5. Edit profile
6. Contacts and notifications
7. Edit and submit assignments
8. Communication in forums
9. Further information
1. Registration, login, forgotten password

Before logging in to Moodle, you need a Moodle or HU account. If you are a member of the Humboldt University you should already have an HU account, such as you would use to access your HU email. You can use this account für Moodle without any additional registration. If you don’t have an HU account, you can create an external Moodle account.

**Access Moodle**
moodle.hu-berlin.de

---

**Login with the HU account**
User name, password, Login ...

---

**Registration with an external Moodle account**
You don’t have (yet) an HU account, but you have something to do at Humboldt University? An external Moodle account is the solution. You need to register yourself with a valid email address in Moodle. Click on Help for externals, now on Register for a Moodle specific account.

---

**Reading and acceptation of the privacy policy**
When you first login you will be to read and accept the privacy policy. Your account is now activated, you can start with your work in Moodle.

---

**You have forgotten your password?**
You have forgotten your password and you are using Moodle with your HU account?
2. Now you can set up a new password for your central HU account.

You have forgotten your password and you are using Moodle with an external Moodle account?
1. Click on the Moodle Homepage on the button Login. You will be directed to the login site. There you will find the link Forgotten your username or password?
2. Fill in your email address (=user name). A new password will be sent to your email address.
2. Start page

After you have logged in you are on your personal start page.

Overview: Your personal start page

Course overview
The courses you have signed up for are listed in this area. You can also see a summary of forum notes and the status of assignments you have done.

Login / Logout
After logging in, your name appears at the top of the site. Clicking on your name shows your user profile. On the left side you will find Settings / My profile settings / Edit profile, where you can edit your personal profile information.

Course request
Under My home you can request a new Moodle course to support your working groups, projects or similar things.

Show / hide sidebars
Sidebars such as Navigation or Settings on the left side and Logged in user or Messages on the right side can be hidden or displayed by using the minus or plus icons.

Customize page
You can adjust the sidebars.
1. After clicking on Customize this page the page is in the editing mode.
2. On the left side under Add a block you can choose a new side block from a dropdown list.
3. The new side block appears on the left side. Clicking on the moving icon allows you to move the block to possible locations, which are framed.
3. Course search and enrolment

Moodle courses can be open for every Moodle user or protected by a password, the enrolment key. Usually the enrolment key is provided by the teacher. When you enrol yourself in a course you will receive an automatic email from the course owner and will automatically be entered in a list of participants. Now you can actively participate in the course.

Find a course

The teacher told you the URL of the Moodle course? Then you can access it directly in your internet browser.

You can find the course through the Quick search, you need the name or the short name of the course.

Advanced search leads to a Moodle course in which you find a complete index of the faculties and institutes. Select the appropriate faculty / institute to find the course.

Enrol in a course

Select the correct course and click on the link.

If the course is protected by a password, you have to know the enrolment key, which will be provided by the teacher.

If the course is free to every registered Moodle user, you have to enrol yourself in the course in order to use it actively.

Entering the course

By enrolling in a course you are visible to other students, e. g. in the list of participants. Only your name, description, profile page and optional contact information can be seen.
4. Overview of a Moodle course

As a rule a site of a Moodle course is in three columns. Side blocks with Moodle functions or service links are located on the left and the right side. In the middle is the main page that includes the content. There you can find materials or activities have been installed by the teacher. The side blocks can be minimized (collapsed) with the minus icon.

A Moodle course looks typically like this:

My home
Link to your home page.

Course title

Navigation
Back to the course overview or higher course areas.

Participants
List of participants.

Latest news
Displays recently posted news in the forum.

Recent activities
Displays all changes (uploads, discussions) in the course since the last logout.

Settings:
Course administration

Unenrol me from this course: Possibility to end participation.
Grades: If something was submitted and allowed by the teacher: an overview of the personal grades.

My profile settings

Edit profile: Edit your own profile.
Messaging: How do you want to be informed (per pop-up notification or email)?
Blogs: Adjust your blog environment in Moodle. It is also possible to connect your Moodle blog with an external one.

Content in a topic / weekly overview

Presents the available content of the single topics or weeks (e. g. links, Word- or pdf-files) or activities (e. g. forum, wiki or glossary).

The name of the single topics is listed in the navigation block, so you can also navigate from other courses to specific topics.
5. Edit profile

The personal information and settings in your profile can be changed by choosing Settings – My profile settings – Edit profile. Information which is marked with a red star (*) is obligatory. The view of your public profile (visible for registered Moodle users) can be shown with other sidebars (e.g. a RSS-feed of your private blog).

Verified email address
The email address you gave at registration or the one from your HU account. You can give another email address, but it works only in Moodle. Messages and notifications will be sent there.

Display email address
Choose whether someone is allowed to see your address and if so, who.

Email digest type
You can choose whether you want single email per forum post or daily mails.

Language
Choose your language. It can differ from the language of single courses.

Self description
Public information about you which can be seen by all registered Moodle users.

Upload profile picture
Here, you can upload your picture. JPEG or PNG formats are supported. The picture should be square (1:1), it will automatically be scaled to 100 x 100 pixels.

Further contact information
Provide more contact information here. Can be seen by all registered Moodle users.
6. Contacts and messages

Under **Navigation / My profile** you find **Messages**. From here, you can send messages to other Moodle users. The email addresses are hidden. Various options for viewing and the ability to store contacts allow filtering of persons, messages and postings. Under **Settings / My profile settings / Messaging** you can adjust how you wish to receive notifications from Moodle.

**Contacts**

- **Messages: Contact list and messaging center**
  You can add Moodle users with whom you have frequent contact to your personal contact list. You can easily stay in contact and read posts which originate from common forums.

- **Add a person from a course to the contact list**
  Choose the course in which the person is enrolled from the drop-down list. Click on the name. A message window appears, where you can type your message.

- **Search for a user or message**
  You can search in your personal communication stream and find other Moodle users. You have to specify the name as accurately as possible for the search result to be displayed.

**Notifications**

- **New notifications as a pop-up**
  Specify whether you want to receive email messages from Moodle or not. Short information can be shown as a pop-up message.
7. Work on and submit assignments

In Moodle, you will receive important information in relation to your lecture/course or material such as literature. The teacher can also set various forms of assignments for you to prepare. They can be assessed online by the teacher.

Find the assignment

You can find assignments via two ways:
1. directly in the content area of the course,
2. with detailed information about the submission on your personal start page.

Testkurs XYZ

Assignment: Tricky assignment
Due date: Tuesday, 22 October 2013, 4:15 PM
My submission: Submitted for grading, Graded

Work on an assignment and submit it

Depending on the type of assignment, you can upload one or more files and/or enter the text online.

Attention: It's possible the teacher has set a deadline which prevents further editing.

Anything you have submitted can only be seen by the teacher.

Grade (if was given)

According to the summary, click on Add submission. Then, the teacher can grade the assignment.

Click on Course administration (in the block Administration) and then on Grades or directly on the assignment. Once the teacher has graded the assignment or made comments, you will find it there or in the overview of grades in the administration block.
8. Communication in forums

There is a forum in every Moodle course named Nachrichtenforum which appears automatically in the central block of the course. The teacher can post messages there which will be sent by email to all students. Students can only answer and not post messages for themselves. There is an extra forum where students can exchange questions, messages and files. Forums are useful for supporting group work.

Access the forum

Access the desired forum by clicking on the link. You can recognize forums by this icon:

List of Latest news from the forum Nachrichten of the course.

With the help of the side block Search forums you can search in every forum to which you have access.

Add a new discussion topic

The notifications of the forum Nachrichten cannot be canceled. In other forums you can specify whether you want to get notifications by email or not.

The subject of the post will be displayed as the title in the list of all postings.

Text area for your posting.

Here you can attach files.

After writing the post you can send it. You have 15 minutes to make corrections before the message will be posted openly in the forum and sent by mail to the group.

Reply to a post

Click on the Reply button if you want to reply to a post.

Writing an answer works as well as writing a post.

Hierarchically nested form of displaying the posts with the answers.
9. Further information

Moodle provides many other ways to support your studies.

**Interesting topics:**
- Create a Moodle course
- Work on assignments
- Online tests
- Project work with Moodle

**More useful information can be found**
- in the FAQ list in the Moodle Info Course
- in subject-related information and workshops in Moodle
- screencasts and short documentations on MLZ-Homepage
- via email from the Moodle support team