



Moodle Manual for Students at the University of Greifswald

Dear Students,

This document provides you with all of the important information for using the University of Greifswald's course management system and the learning platform Moodle.

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Digital Education (Rectorate) University of Greifswald

<https://www.uni-greifswald.de/en/digitale-lehre>

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1. What is Moodle?

Moodle is the University of Greifswald's learning management system. Lecturers can use Moodle to enrich their classes by providing e.g. scripts, lecturer/presentation slides or literature in the Moodle course.

Furthermore, various "activities" (e.g. Etherpad, submissions, Wiki) are available that also enable students to create content. Moodle can also be used for communication (forum, messages). The platform can also be used to monitor the students' grasp of the teaching content (in online tests) or to set or submit assignments.

2. Login

Students log into Moodle via Shibboleth, i.e. the same login credentials used for email (Groupware) or HIS.

You can access Moodle by entering the following URL into your browser: <https://moodle.uni-greifswald.de>

Moodle Universität Greifswald Datenschutz Impressum Selbstbedienungsportal English (en) ▾ You are not logged in. (Log in)

Kursmanagementsystem und Lernplattform der Universität Greifswald

Home

Navigation

- Home
- My courses
- Informationen für Studierende
- Informationen für Lehrende
- Informationen zu Moodle und BigBlueButton
- My courses
- Courses

Willkommen bei Moodle der Universität Greifswald!

Auf dieser Kurs- und Lernplattform können Lehrveranstaltungen und andere Angebote der Universität Greifswald digital begleitet werden. Lehrende der Universität Greifswald sind eingeladen, Moodle-Kurse passend zur Lehrveranstaltung zu erstellen, sodass Studierende auf dort bereitgestellte Inhalte zugreifen können.

- Informationen für Studierende
- Informationen für Lehrende
- Informationen zu Moodle und BigBlueButton

Support

Didaktischer Support:
Digitale Lehre (Rektorat)
www.uni-greifswald.de/digitale-lehre
digitale-lehre[at]uni-greifswald[dot]de

Technischer Support:
Universitätsrechenzentrum (URZ)
www.rz.uni-greifswald.de
moodle[at]uni-greifswald[dot]de

Hotline: +49 3834 420 1420
Tickets: groupware.uni-greifswald.de

Log in via Shibboleth at the top right of your screen

Enter your uni username, password, click on login...

In order to be able to use Moodle, persons who are neither employees nor students at the University of Greifswald must request the creation of a user account:

<https://ums.uni-greifswald.de/account/create>

Shibboleth Anmeldung

Sie sind dabei, sich bei diesem Dienst anzumelden: **Universität Greifswald - Moodle.**
Beschreibung des Dienstes: Kursmanagementsystem und Lernplattform der Universität Greifswald

Bitte geben Sie Ihre Zugangsdaten ein und klicken sie auf **Anmelden**.

Benutzername:

Kennwort:

☐ Attributeinverständnis für diesen Dienst zurücknehmen

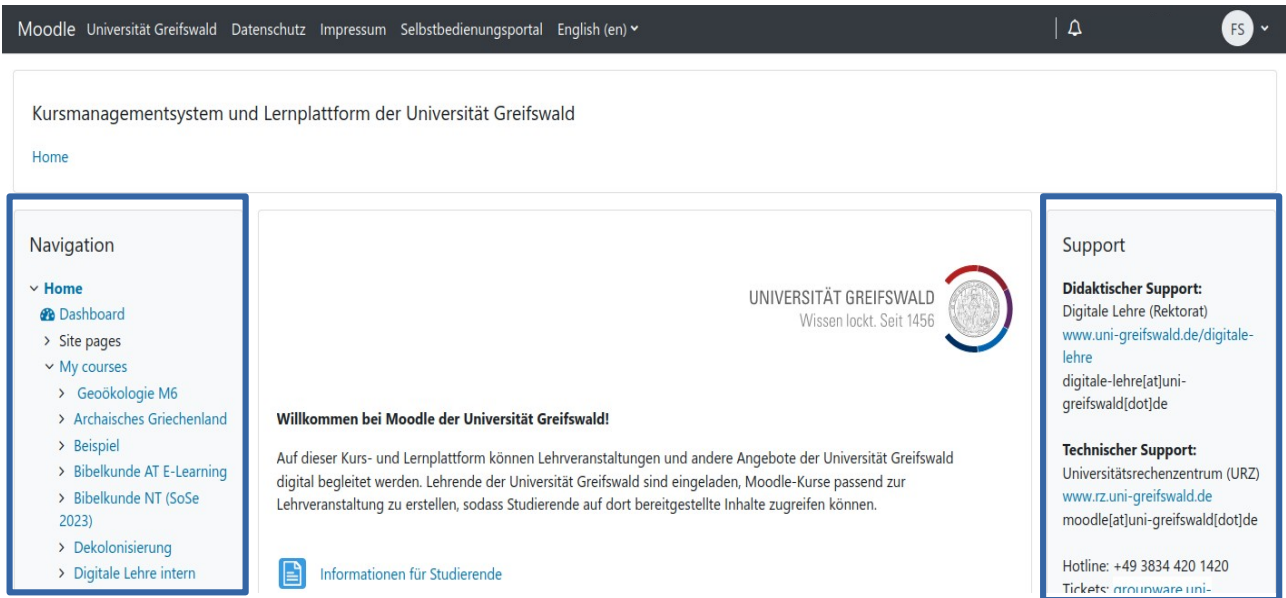
Anmelden

Wichtiger Hinweis

Ihre Anmeldedaten werden erst nach dem Schließen des Browsers oder durch das Entfernen der Browsercookies gelöscht. Weitere Informationen zum Login über Shibboleth finden Sie [hier](#).

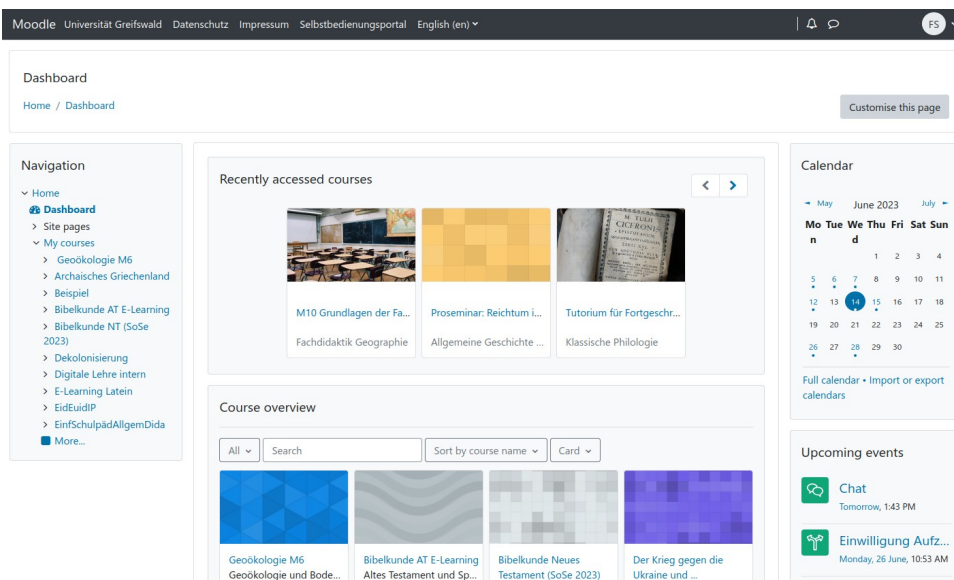
4. Homepage and dashboard

After logging in, you will find yourself on the homepage.



In the navigation area, you can click your way through the Moodle courses that you have enrolled for and select the homepage and dashboard.

The most important contact information for technical and teaching support can be found in the support section of the homepage.



The dashboard enables you to access the courses that you have enrolled for. The section at the top of the page provides quick access to the courses you accessed most recently. The course overview lists all of the courses that you enrolled for.

On the right-hand side of the dashboard, you can see your calendar and have access to upcoming classes/events.

By clicking on “Customise this page”, you can change the appearance of your dashboard.



5. Moodle course structure

As those responsible for the courses and lecturers have access to a large number of design and layout possibilities for Moodle courses, course structures may vary considerably. We are going to explain the standard design.

Verschiedene „Aktivitäten“ in Moodle

You can also click your way through the Moodle courses that you have enrolled for and select the homepage and dashboard in the navigation area.

The topics section is at the centre of every Moodle course. Depending on the lecturer's choice of configuration, this can be displayed in either a weekly or grid format. Here, you will find information from your lecturer, the activities and any documents they have made available etc.

Various designs for Moodle courses

In the "grid" format, click on the different tiles to select individual activities.

In the weekly format you can select the individual activities in Moodle by clicking on the links under the various subheadings (that correspond to the individual sessions).



6. Edit your Moodle profile

You can edit your own Moodle profile by clicking on your username at the top right → Profile → Edit profile (in user details section).

The screenshot shows the 'General' section of the Moodle profile editing form. It includes fields for 'First name', 'Last name' (pre-filled with 'Sprave'), 'Email address', 'Email visibility' (set to 'Visible to course participants'), 'MoodleNet profile ID', 'City/town' (pre-filled with 'Universitäts- und Hansestadt'), 'Select a country' (set to 'Germany'), 'Timezone' (set to 'Server timezone (Europe/Berlin)'), and a 'Description' field with a rich text editor toolbar.

Non-changeable data

Surname, given name(s) and email address are predetermined and cannot be changed

Display email address

It is also possible to change the visibility of your email address in the settings.

Location and time zone

You can add the location, country and time zone of the town you are currently in.

Description

Information you have provided in your profile that is visible to all Moodle users.

The screenshot shows the 'User picture' section of the Moodle profile editing form. It includes a 'Current picture' field (set to 'None'), a 'New picture' field with a file upload interface (showing a 'Files' folder and a drag-and-drop area), and a 'Picture description' field. Below this, there are expandable sections for 'Additional names', 'Interests', 'Optional', and 'Weitere Profileinstellungen'. At the bottom, there are 'Update profile' and 'Cancel' buttons.

It is also possible to add a profile picture in Moodle. This can be achieved via drag and drop to the corresponding box. The picture has to be uploaded in .gif, .jpeg, .jpg, or .png format.

You can also enter further information, such as personal interests, telephone number, address, institution or other names.



7. Video conferences in BigBlueButton

The video conferencing tool BigBlueButton has been integrated into the University of Greifswald's Moodle system to enable video conferences in Moodle courses. In order to be able to participate in such conferences, the conference has to be set up as an activity in the Moodle course by the person responsible for the course. The activity is clearly recognisable through the BBB logo (blue icon with b).

★ Extras:

Wer sich weiter mit **Global Cities** beschäftigen möchte, der kann sich noch folgendes Video anschauen:

Video Global Cities

Als erledigt kennzeichnen

▼ BigBlueButton-Sitzung

BBB-Raum

Als erledigt kennzeichnen

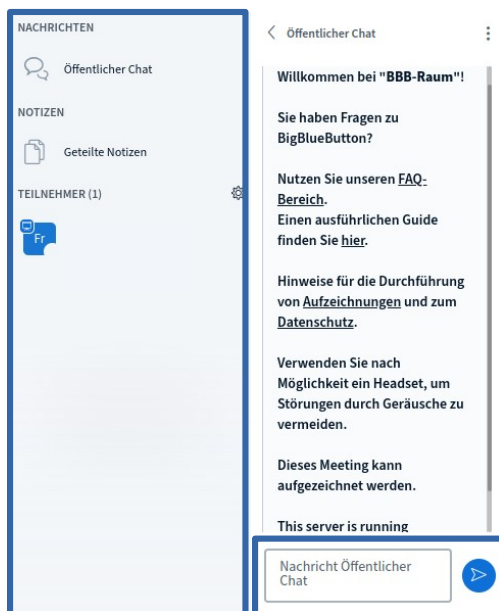
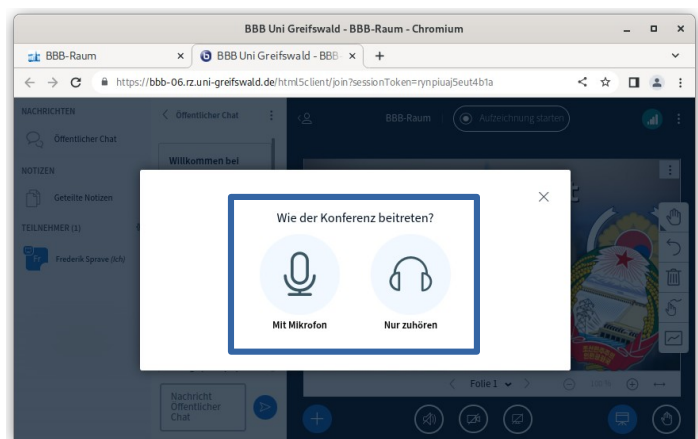
▼ 16. September - 22. September

Belehrung digitaler Test: Prüfungsrechtliche Hinweise:

Eine Auswahl treffen

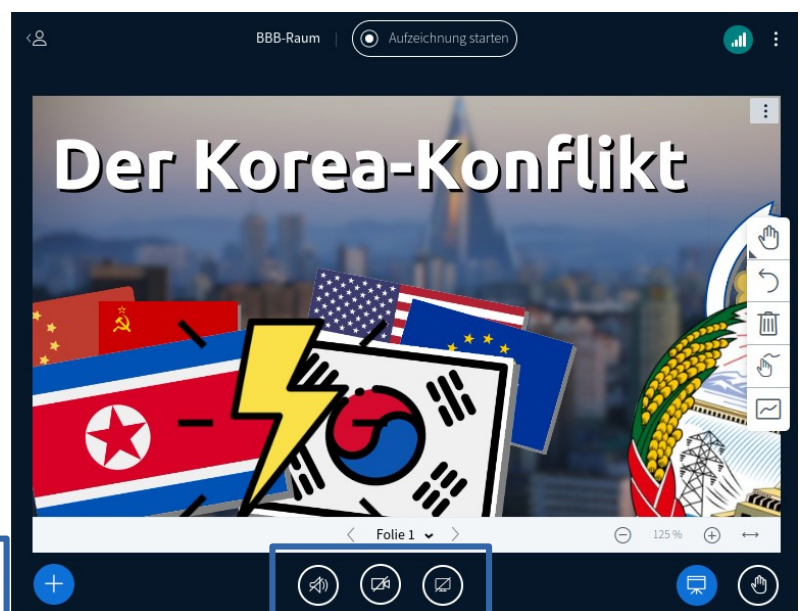
Once you enter the meeting, you will be asked if you would like to activate your microphone. It is usually better to participate with the microphone on, as it makes it easier to ask the lecturer questions and students can actively contribute to the class. The selection can be changed at any time.

If you have selected the option "with microphone", your browser will ask you to grant access to the microphone, which you must do.



The participant list displays the names of the participants and you can use the private chat to communicate individually with one another.

You can use the public chat to send messages that can be seen by all of the participants. For example, it can be used for asking questions.



Control panel: Here you can turn on your camera, activate the audio and, if necessary, share your screen.



8. Special “activities” in Moodle

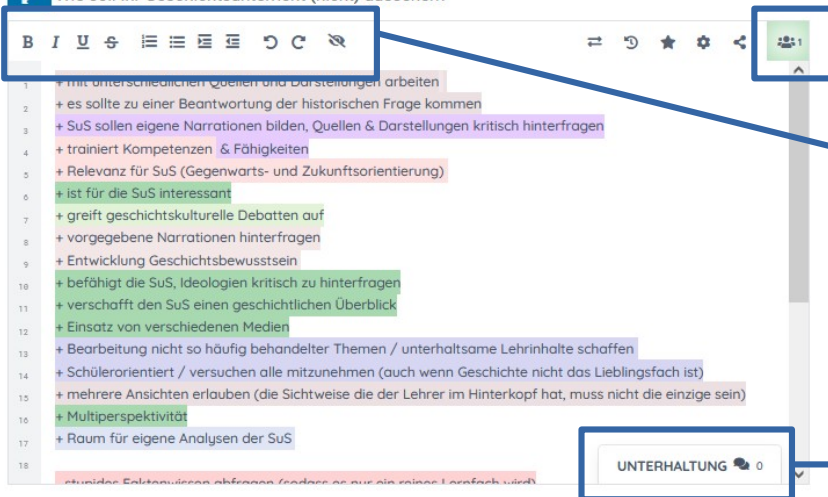
Moodle provides lecturers and those responsible for the courses with an extensive range of digital tools that can be integrated into the Moodle courses. In Moodle, these tools are called “activities” and range from providing a presentation in PDF format to video conferences, the submission of files, or surveys.

8.1 Etherpad

You can use Etherpad to work with others at the same time on a joint document, or to note bullet points from brainstorming sessions. Anyone that has access to the Etherpad can write a text in the Etherpad. This will be displayed in live to all other participants. In order to identify who has written which text, each section is marked with a specific colour for each of the contributors.

Wie soll Ihr Geschichtsunterricht (nicht) aussehen?

Wie soll Ihr Geschichtsunterricht (nicht) aussehen?



List of participants in the Etherpad session

Etherpad's toolbar can be used to create a list or format the text, for example underline, highlight, or cross out sections.

The participants can use the “Conversation” section to exchange ideas.

8.2 Submissions in Moodle

Lecturers can use the activity “Submission” to set students tasks and collect their work in a central folder. Tasks in the “Submission” activity are always given a deadline. Work that has been submitted after the deadline will either not be accepted or marked correspondingly.

Work can be submitted in various file formats. However, it is recommended that documents are usually submitted in PDF format. These can be displayed by all common computer operating systems.

Once you have clicked on the activity, you can move the files to the corresponding box via drag and drop. Then click on “Save changes”.

Beispielabgabe

Als erledigt kennzeichnen

Geöffnet: Dienstag, 28. März 2023, 00:00
Fällig: Dienstag, 4. April 2023, 00:00

Laden Sie hier die angeforderten Aufgaben im PDF-Format hoch.

▼ Abgabe hinzufügen

Dateiabgabe Maximale Größe für Dateien: 20 MB, maximale Anzahl von Anhängen: 10

Dateien

Bewegen Sie Dateien in dieses Feld (Drag-and-drop)

Änderungen speichern Abbrechen



Moodle-Support

Support for teaching:

Centre for Academic and Digital Skills
Digital Education
<https://www.uni-greifswald.de/digitale-lehre>
digitale-lehre@uni-greifswald.de

Technical support:

University Computer Centre (URZ)
<https://www.rz.uni-greifswald.de>
moodle@uni-greifswald.de

The Digital Education Team wishes you lots of fun and success for learning with Moodle.

If you have any questions, please contact the Digital Education Team.

Digital Education on Instagram: @digitalelehre

Digital Education on Twitter: @digitale_lehre



Centre for Academic and Digital Skills University of Greifswald | Digital Education

Head: Dr. Jana Kiesendahl

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