How to use Moodle?

Moodle is an e-learning software platform that provides web-based courses. It is an open-source software freely available under the GNU Public License. The term **Moodle** stands for *Modular Object-Oriented Dynamic Learning Environment*. More information can be found [here].
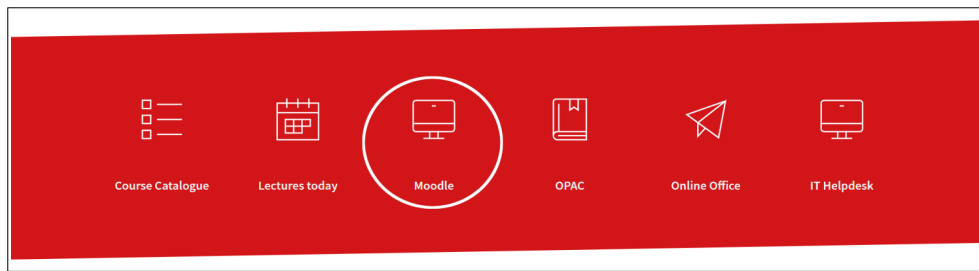
At ASH, Moodle has been used since 2009 as a teaching/learning platform for delivering course content and facilitating communication. Below, you will find the most important information about how to use Moodle.
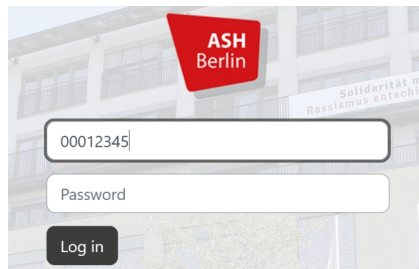
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1. Access and Login

The quickest way to access ASH Moodle is via the ASH homepage by following the **Moodle** link:


Direct link to Moodle login: [here].

Access Moodle with your ASH credentials (username and password):



You can use your ASH credentials to log in to multiple ASH IT services (computer systems, printers, the electronic enrollment system, Moodle). To change your password for these services, use the electronic enrollment system. Further information can be found [here].

2. Dashboard View – Personal Data

After logging in, you will see the homepage, called the **Dashboard**. Switch language here:
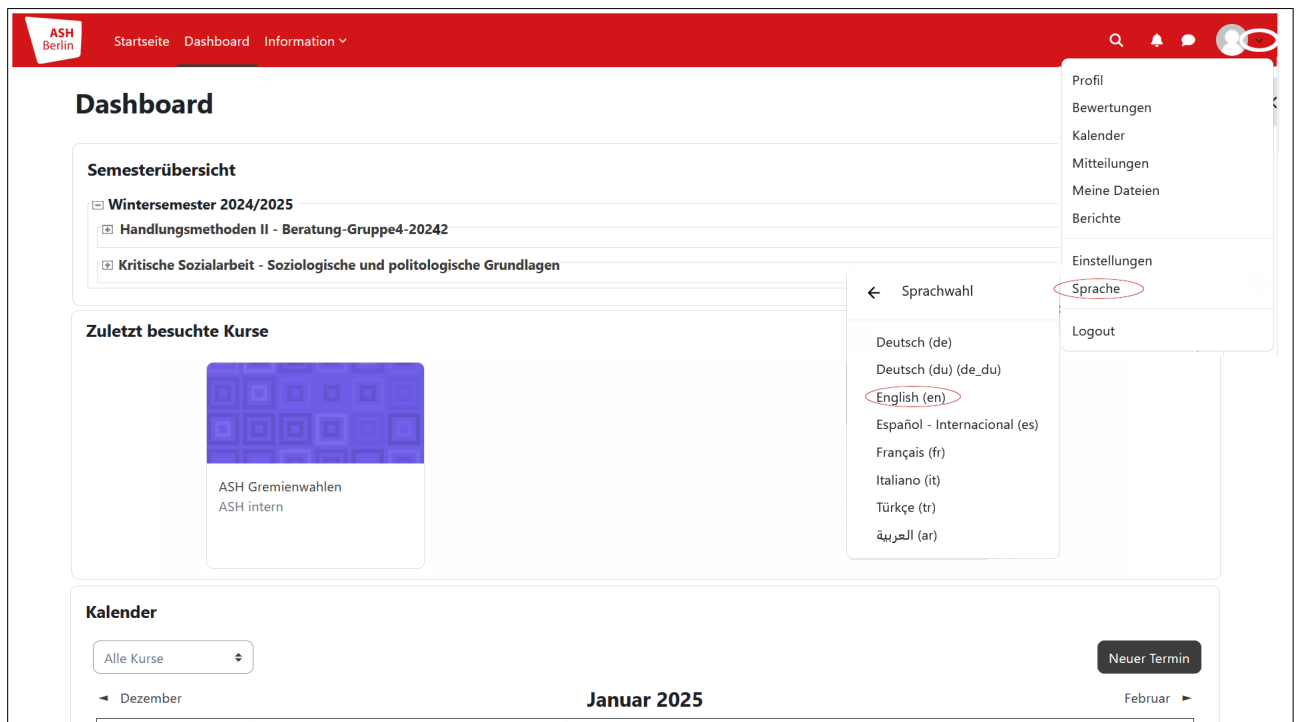
In the top red menu bar, you will find links to *Home*, *Dashboard*, and *Information*.
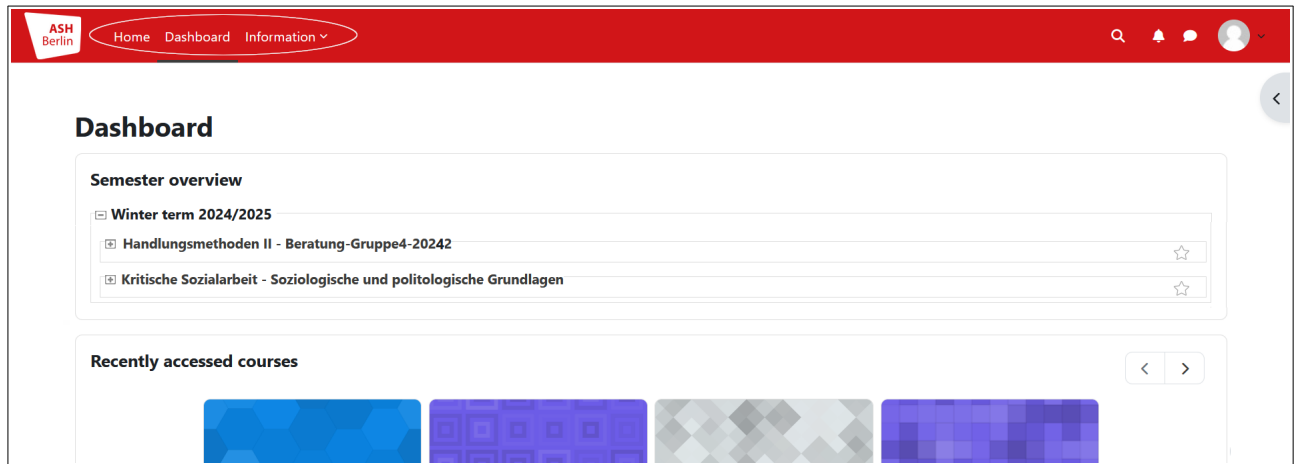
- *Home* displays notifications and announcements regarding Moodle and the ASH course catalog.

- *Dashboard* shows your courses grouped by semester. Clicking the small "**+**" symbol will expand additional entries.

- Under *Information,* you will find guides for using Moodle.

On dashboard, below the semester overview, you'll find links to recently accessed courses and a calendar where you can add deadlines (e.g., for assignments or course activities), general dates, course schedules, group appointments, or personal events.
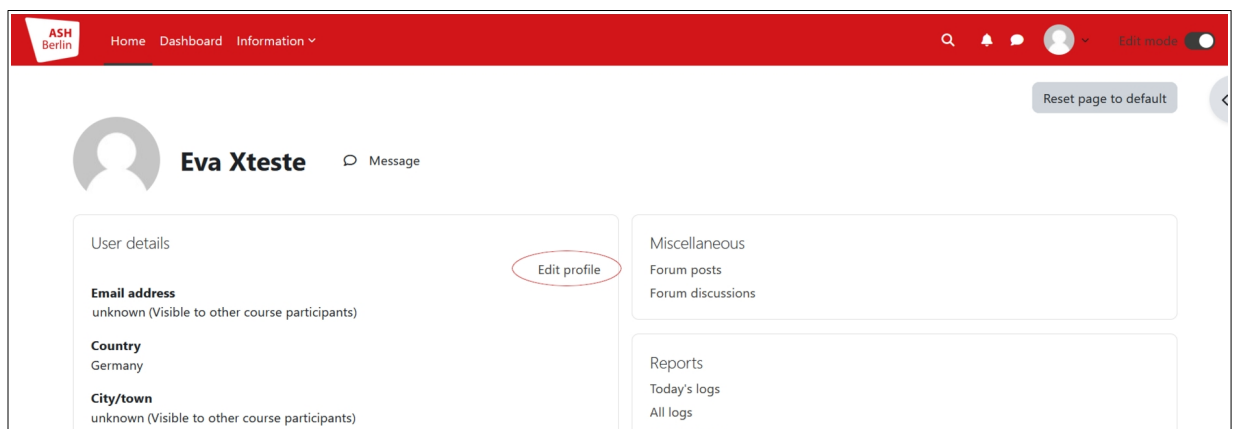
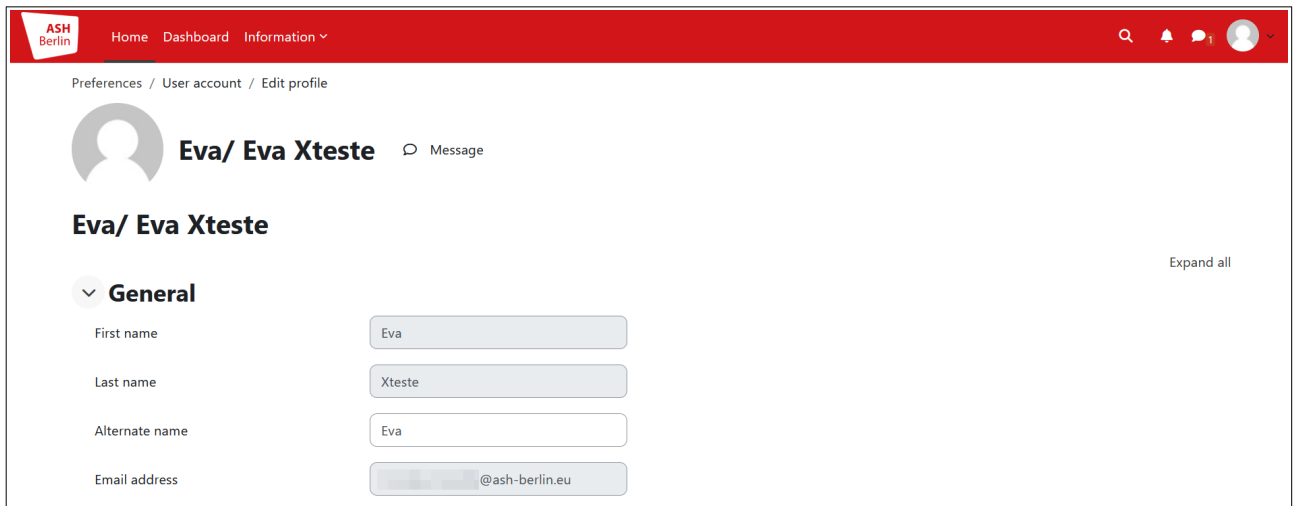Clicking the small arrow on the far right of the red menu bar opens the submenu:
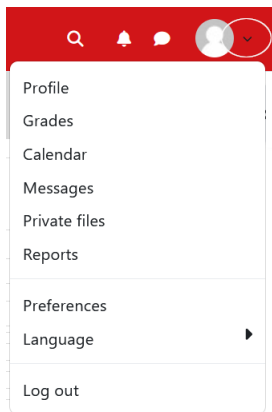
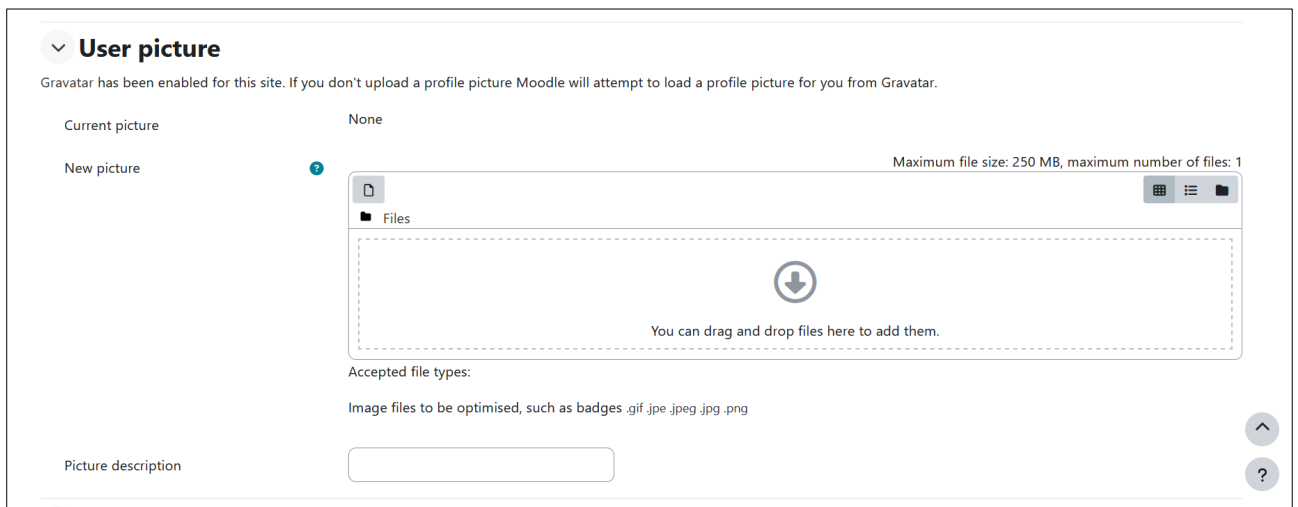➡ By clicking *Profile*, you can view your personal data.

➡ Use *Logout* to log out of the system.

Editing Personal Data:

Click **Edit Profile** to make changes:

You can update certain information here, such as uploading a profile picture. Some data (e.g., email address) can only be changed via the enrollment system. Updates made there will appear in Moodle the following day. Fields highlighted in gray cannot be edited as they are automatically populated from the course catalog/electronic enrollment system.

Example: If your email address has changed, you can update it through the enrollment system under **My Functions** – **General Administration** – **Contact Information** – **Edit Address.**
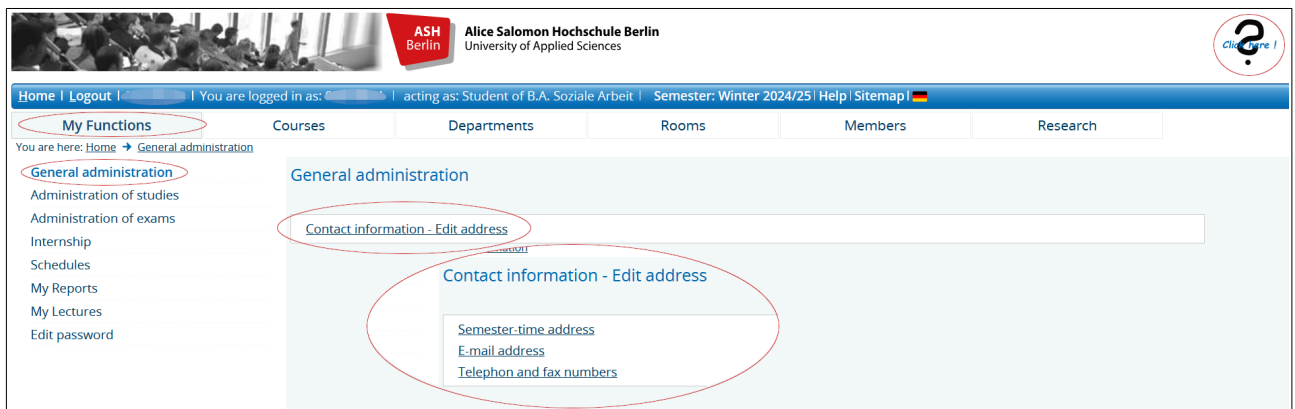
You can find instructions for using the electronic enrollment system by clicking the **Click here!** link at the top right of the enrollment system's homepage.
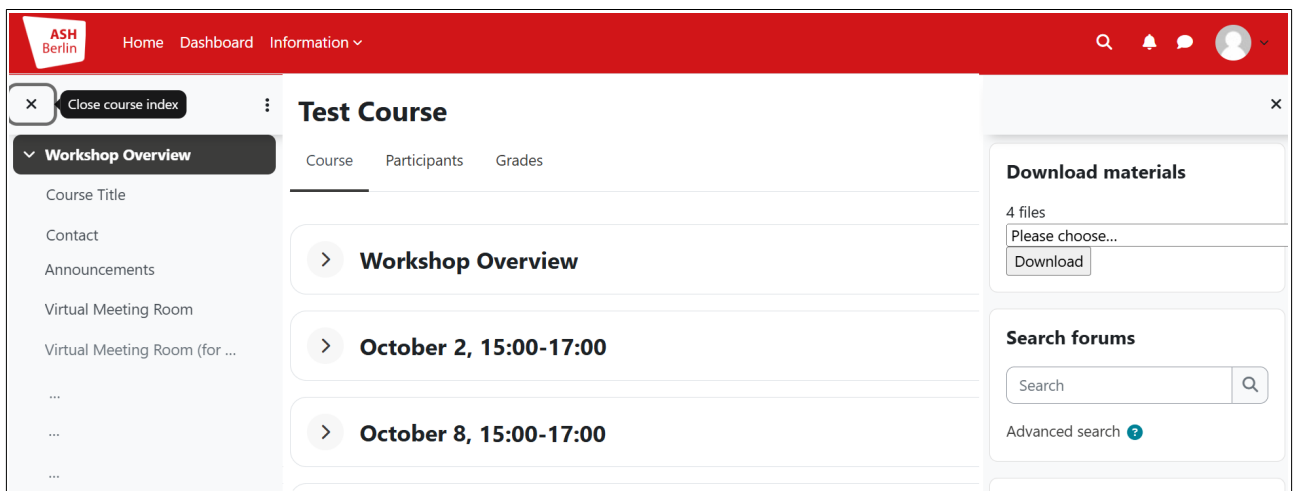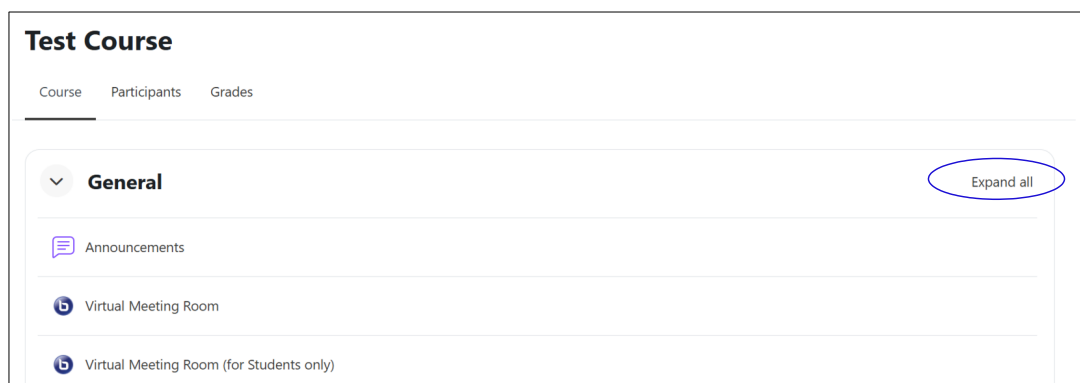
3. Course View

Dashboard

Semester overview

⊟ **Winter term 2024/2025**
   ⊟ **Academic Writing-20242** ☆
   ⊞ **International Social Work Theories-20242** ☆

Click on a course title to open its course view:

ASH Berlin | Home Dashboard Information ⌄

Test Course

Course   Participants   Grades

> **Workshop Overview**   Expand all

> **October 2, 15:00-17:00**

> **October 8, 15:00-17:00**

Use the buttons on the left and right sides to display the course overview or additional options:

ASH Berlin | Home Dashboard Information ⌄

Close course index

⌄ **Workshop Overview**

Course Title
Contact
Announcements
Virtual Meeting Room
Virtual Meeting Room (for ...
...
...
...

Test Course

Course   Participants   Grades

> **Workshop Overview**

> **October 2, 15:00-17:00**

> **October 8, 15:00-17:00**

Download materials

4 files
Please choose...
Download

Search forums

Search 🔍

Advanced search ❓

Click **Expand All** to see the contents of individual course sections:

Test Course

Course   Participants   Grades

⌄ **General**   Expand all

💬 Announcements

ⓑ Virtual Meeting Room

ⓑ Virtual Meeting Room (for Students only)

Moodle offers a variety of tools for teaching and learning. Some are standard tools present in every course, while others are added by instructors based on course content. Below is an explanation of the most important tools.

4. Communication

4.1 📋 Announcements

The announcement forum is included in every course. Here, lecturer share important updates (e.g., changes to schedules or rooms).
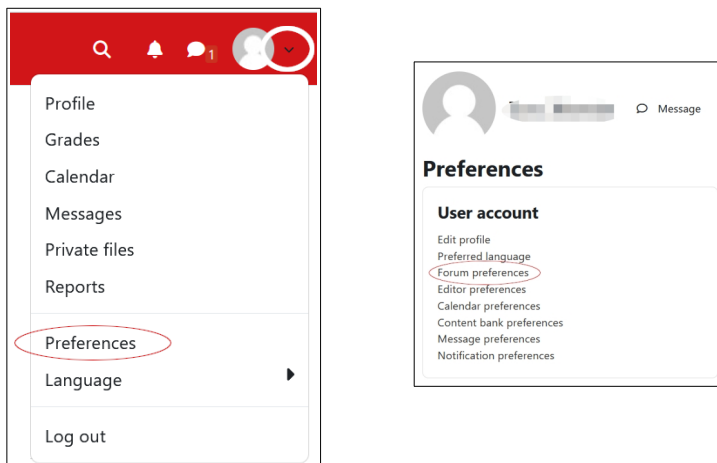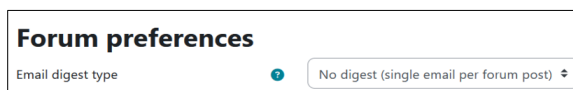

By click on one annoucement you will see further informations.

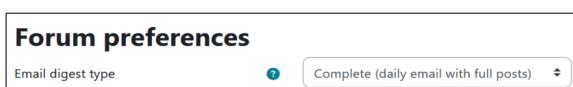Announcements are also sent as emails to participants.

If you're not receiving email notifications promptly, check your forum settings under **Preferences** – *Forum Preferences* – *Email digest type*:

- Select *No digest* to receive announcements promptly:

- If *Complete* is selected, you will receive a summary email in the evening:

4.2 ▭ Discussion Forum

The discussion forum is optional and may or may not be included in a course. Unlike the announcement forum, where only lecturer can post, all participants can communicate in the discussion forum.
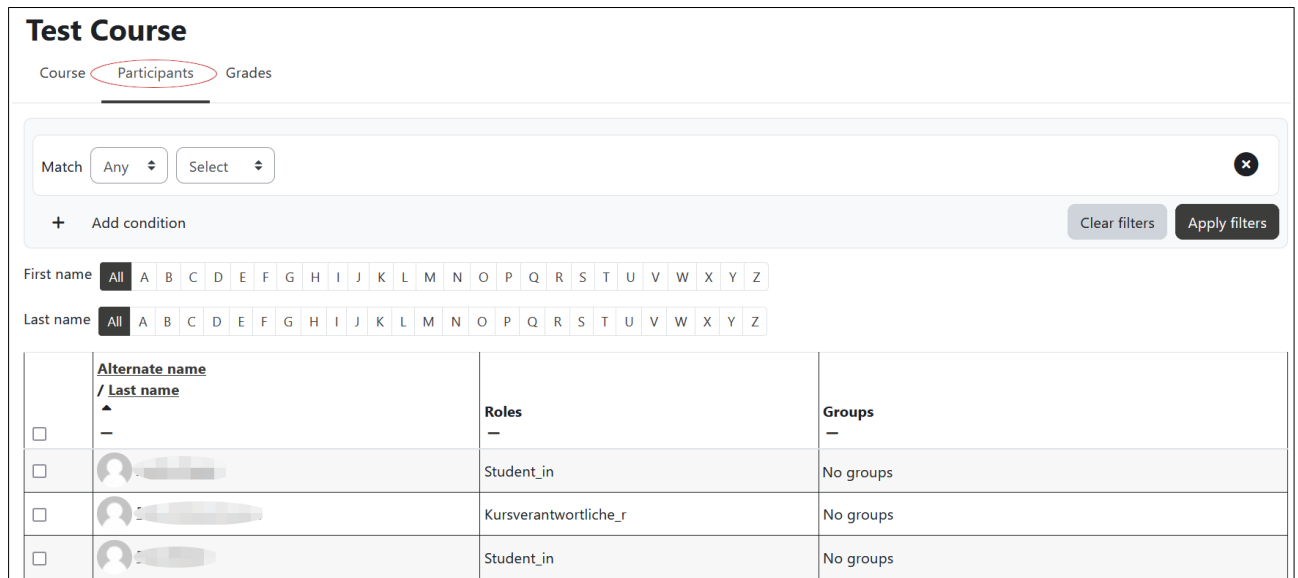
▭ Forum for Questions and Discussion

▭ Forum for Questions and Discussion

❓	Search forums 🔍	Add discussion topic					Subscribe to forum

	Discussion	Started by	Last post	Replies ↓	Subscribe	
☆	Exchange on the seminar on October 19	Eva Xteste 28 Nov 2024	Lucky Kopp 28 Nov 2024	1	⬤	⋮

Click **Add discussion topic** to start a discussion. You can also reply to existing topics, attach files, or upload presentations.

4.3 Communication with Individual Participants

To communicate with individual participants, view the participant list by clicking **Participants**:

Test Course

Course   Participants   Grades

Match	Any ⇅	Select ⇅		✕
➕	Add condition		Clear filters	Apply filters

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

	Alternate name / Last name ▲ —	Roles —	Groups —
☐	👤	Student_in	No groups
☐	👤	Kursverantwortliche_r	No groups
☐	👤	Student_in	No groups

Select the participant's name and click **Message**. Type your message in the chat window and send it.

Test Course

Course   Participants   Grades

👤 [name] 💬 Message

| Write a message… ☺ |
|---|
| ✈ |

🔍 🔔 💬③ 👤 ⌄

Received messages will appear in the notification bubble at the top of the screen.

5. Course Materials and Activities

Moodle offers various tools for organizing teaching and learning. Below are some of the key features:
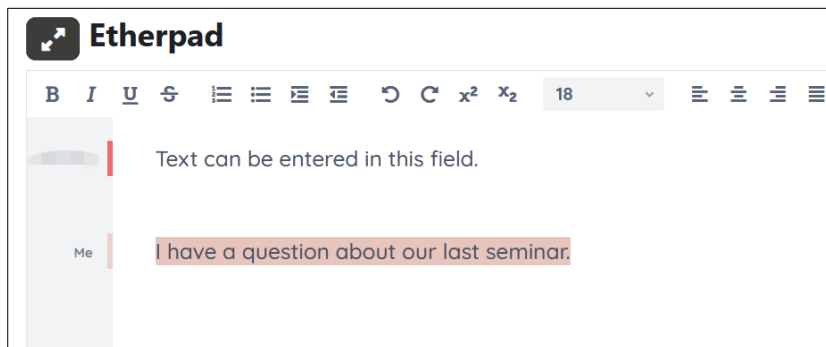
5.1   Course Materials

Instructors/ lecturers can upload course materials for viewing or downloading. These may include files, links, or directories a.s.o.:
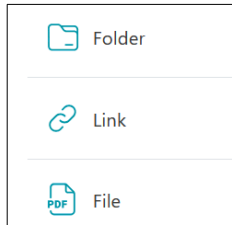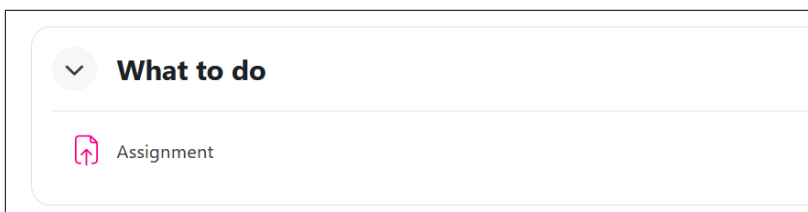

5.2   Etherpad

Etherpad is a collaborative real-time editor for creating and editing text. Participants can see each other's contributions in real-time, marked by different colors and user names.

5.3   Assignments

Lecturer may assign tasks to students:

Upload your completed work via **_Add Submission:_**

Assignment

Add submission

Submission status

Submission status	No submissions have been made yet
Grading status	Not graded
Time remaining	6 days 8 hours remaining

Deadlines are displayed in the right-hand menu (***Open block drawer***):

Files can no longer be uploaded after the deadline.

5.4 Polls and Feedback

5.4.1 🎋 Polls

Polls allow lecturer to ask a question with predefined response options:

5.4.2 📢 Feedback

Feedback activities enable instructors to collect responses using various question formats:

Feedback

Please give feedback on the course.

Please complete the questionnaire in full.

Your semester

○ 1 ○ 2 ○ 3 ○ 4 ○ 5 ○ 6 ○ 7 ○ 8 ○ 9 ○ 10 ○ 11 ○ 12 or higher

Workload

My average time expenditure (in hours per week) for preparation and follow-up is

○ 0-1 ○ 1-2 ○ 2-3 ○ 3-4 ○ 4-5 ○ 5-6 ○ over 6 ○ I cannot estimate

If I did not take part, the most common reasons were: (multiple answers possible)

☐ Leisure activity
☐ Second job
☐ does not meet my expectations
☐ Committee work
☐ other reason

Final Questions

What did you like?

5.5 🅑 Video Conferencing with BigBlueButton (BBB)

| 🅑 Virtual Meeting Room |
| 🅑 Virtual Meeting Room (for Students only) |

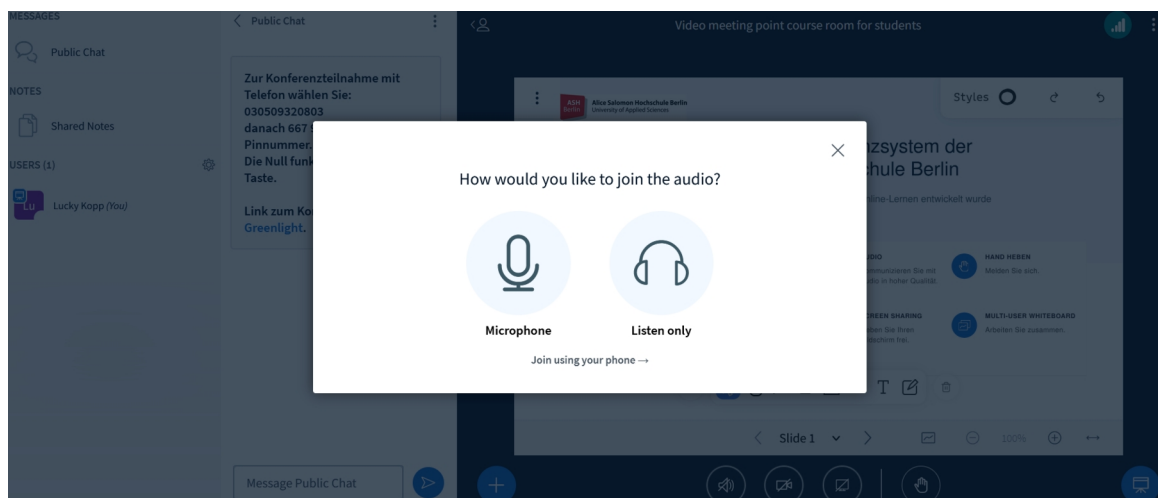Each course includes two standard video conferencing options:

Click *Join session* to enter a meeting room:

For questions about Moodle, contact koop@ash-berlin.eu or submit a support ticket via the ASH ticketing system at https://ticket.ash-berlin.eu.