FIRST STEPS WITH MOODLE

A Guide for Students



HOCHSCHULE COBURG

At a Glance - Moodle is Coburg University's central learning management system. Here you'll find courses, learning materials, assignments, important dates, and opportunities for collaboration.

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1. REGISTRATION AND LOGIN

Moodle is Coburg University's central learning management system. Here you'll find your courses, learning materials, assignments, and other important information related to your studies. Moodle helps you organize your learning materials and collaborate with your instructors and fellow students.

Once you have activated your Coburg University user account, you will automatically have access to MyCampus and the services available through the student portal, including Moodle. You do not need to register separately. You can access Moodle from the student portal either via the Moodle app tile (item 1) or via "My Apps" in the E-Learning section (item 2).

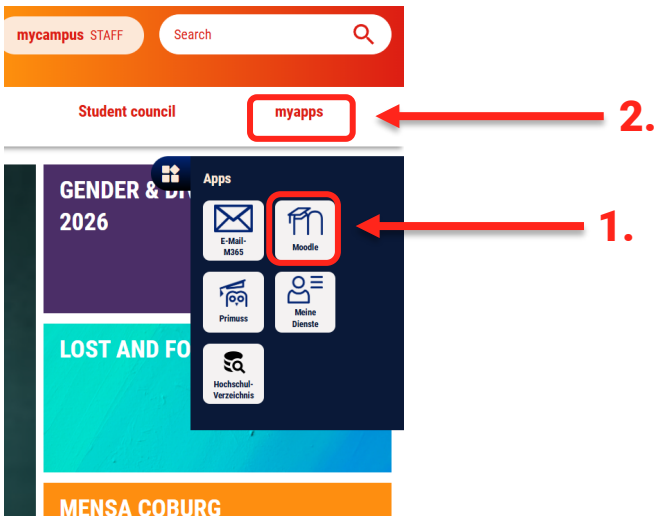


Figure: Moodle app tile

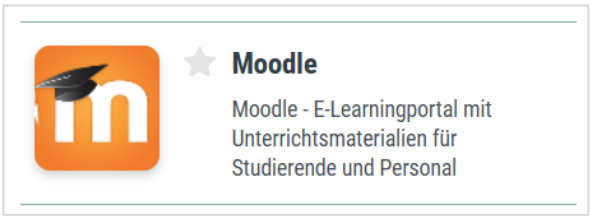


Figure: Moodle in the E-Learning section

Alternatively, you can also access Moodle at the following address:

https://moodle.hs-coburg.de

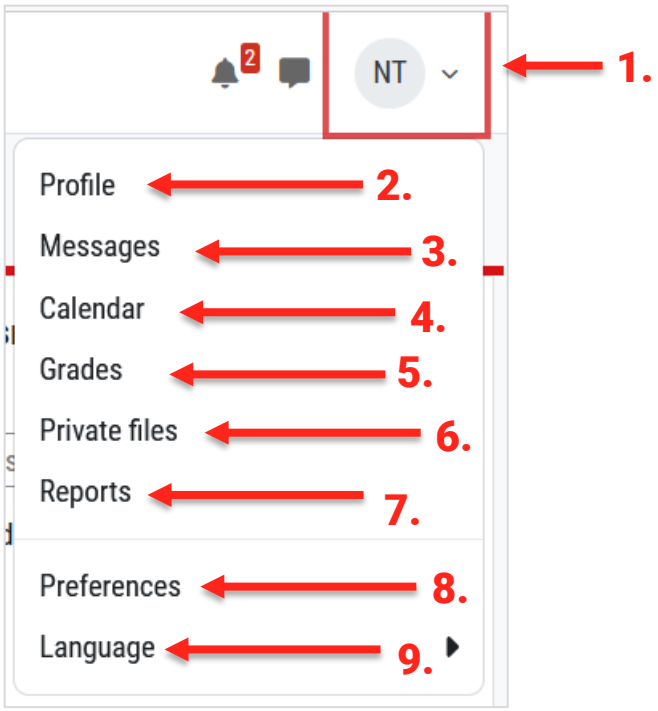
In this case, authentication using your university password (Google or Microsoft Authenticator) is required.

2. FIRST STEPS WITH MOODLE

Once you have successfully logged into Moodle, you can start by reviewing your personal settings and completing your profile.

2.1 EDITING YOUR PROFILE

After logging into the Moodle platform, you will see your initials in the upper-right corner of the screen (Step 1). When you click on your initials, a drop-down menu will open.



You can view and edit your personal information via "Profile" (item 2). Here, you can add additional information and, for example, optionally upload a profile photo.

2.2 OTHER PROFILE MENU OPTIONS

The drop-down menu also includes the following sections:

"Messages" (item 3):
Here you will find an overview of your Moodle messages. You can use this section to exchange messages with instructors and your fellow students.

“Calendar” (item 4):

The calendar provides you with an overview of all dates and events stored in Moodle. This includes deadlines for assignments and other Moodle activities.

Please note: The calendar displays only deadlines and dates related to Moodle activities. Official exam dates are not listed here.

“Grades” (item 5):

Under „Grades“, you will find an overview of the courses for which grades are available. Clicking on a course takes you directly to the corresponding grade overview.

Important: Grades displayed in Moodle are not part of your official academic record. You can view your official grades in the PRIMUSS portal or the university app.

“Private Files” (item 6):

Here you'll find an overview of the personal files you've uploaded to Moodle.

“Reports” (item 7):

Under “Reports,” you will find a user-defined report that provides an overview of all courses and semesters, organized by degree programs.

“Preferences” (item 8):

Here you can configure various personal settings for Moodle. These include, among other things, settings for system notifications. For example, you can specify which activities and events you would like to receive additional email notifications about.

“Language” (item 9):

Here you can set the language of the Moodle interface. This setting applies, for example, to menus, buttons, and help texts. This allows you to use the Moodle interface in your preferred language.

Note: The language setting applies exclusively to the Moodle interface and not to the content of individual courses. Course content is provided by the respective instructors and may therefore be written in a different language.



You can access your system messages and notifications by clicking **the bell icon** in the top menu bar. For example, notifications about new posts in forums you have subscribed to are displayed there.

You can also specify which notifications you'd like to receive. To do so, follow these steps:

1. Click the **bell icon.**
2. Click the **gear icon.**
3. Find the **"Web/ Email"** section.
4. Set both notification options **to "On".**

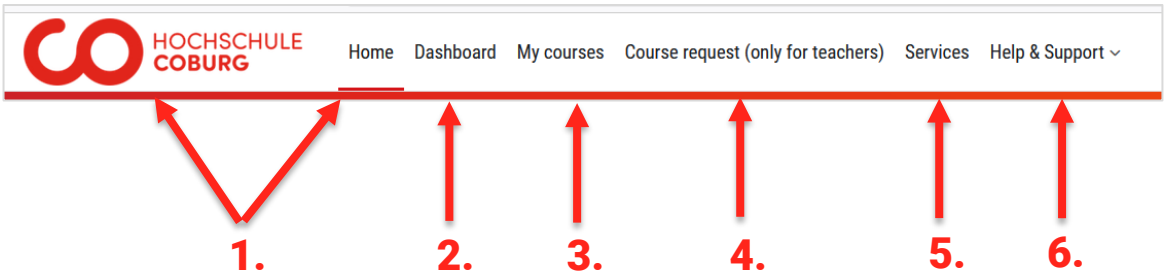
Enabled settings are displayed in **red.**

This ensures that you receive the relevant notifications both within Moodle and via **email.**

Tip: Review your profile, language, and notification settings at the beginning of your studies. This allows you to customize Moodle to your personal needs and keep track of important messages from your courses.

3. MOODLE NAVIGATION

The top horizontal menu on the Moodle homepage is used for navigation. It gives you quick access to the **Dashboard, My courses,** and the **"Help & Support"** section.



You can return to the Moodle front page at any time by selecting the **"Home"** menu item or by clicking on the university logo (item 1).

3.1 DASHBOARD

The **dashboard (item 2)** provides you with an overview of your upcoming tasks, events, and deadlines. It includes a calendar view, a timeline with deadlines, and an overview of your courses and your recently accessed courses.

You can customize the dashboard using the **"Edit mode"** button in the upper-right corner. You can arrange the displayed sections as you like, edit existing blocks (using the three-dot menu), or add more sections using **"Add a block".** This allows you to set up the dashboard to suit your personal needs.

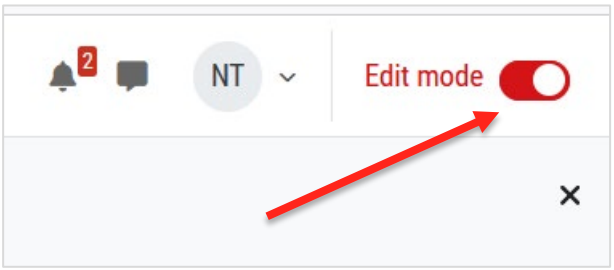


Figure: Enabling edit mode

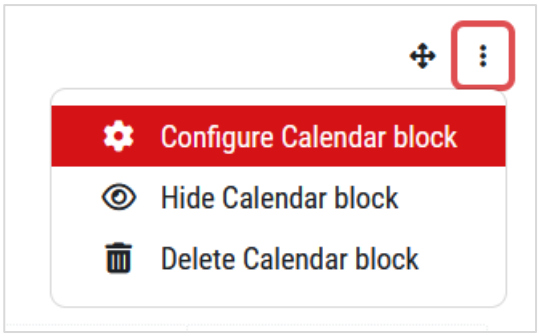


Figure: Configuring a block

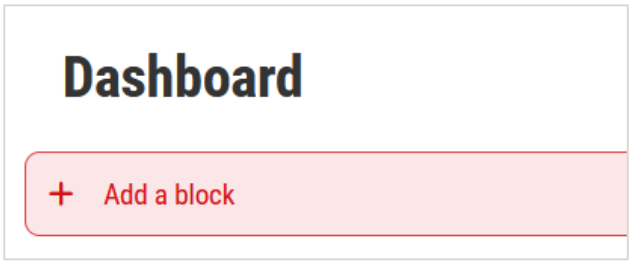


Figure: Adding a block

3.2 MY COURSES

Once you have enrolled in courses, as described in Chapter 4.4, your enrolled courses will appear under **"My courses" (item 3).** You can sort the overview by various criteria, mark courses as favorites, or hide them by selecting "Remove from View."

3.3 COURSE REQUESTS

The course request function (item 4) is generally intended for instructors. If a course is needed as part of a student-led initiative, please contact Moodle Support at moodle@hs-coburg.de.

3.4 SERVICES

"My Services" (item 5) provides a direct link to the MyCampus student portal, where you can access other university services and resources.

3.5 HELP AND SUPPORT

The final section, **"Help & Support" (item 6),** provides additional information about Moodle. There you will find, among other things, the official Moodle documentation, the **Moodle FAQs,** the **Moodle Terms of Use,** and information on **data protection.**

4. FINDING AND ENROLLING IN COURSES

Moodle offers a wide range of courses from different semesters, schools, and degree programs. To quickly find the courses that are relevant to you, you can use the **course search,** the various **sections and tiles** on the Moodle homepage, or the **degree program tags.** A common practice among instructors is to **provide a course link** that takes you directly to the relevant course.

4.1 FINDING COURSES USING COURSE SEARCH

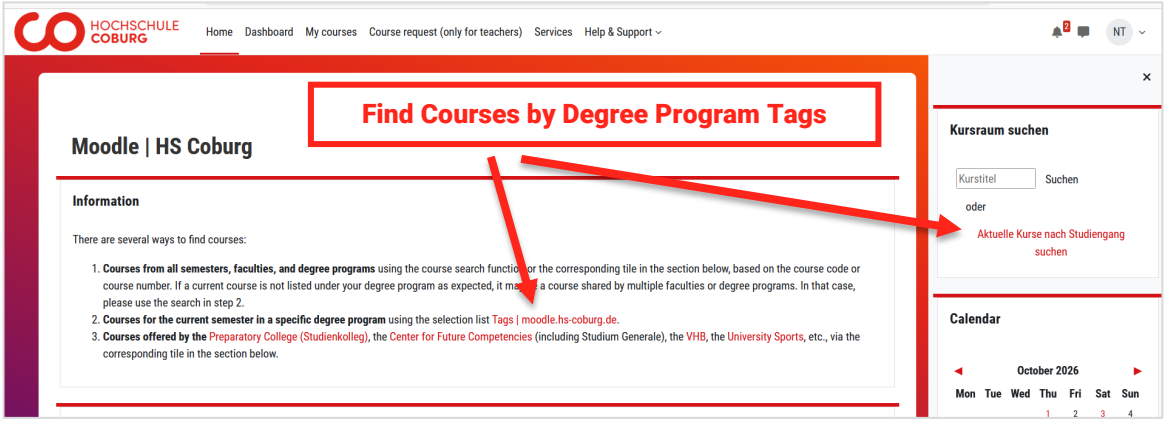
If you know the course title, you can use the course search to find it directly. To do so, use the course search in the right-hand column of the home page.

Tip: If a current course is not listed under your degree program as expected, it may be a course **shared by multiple departments or degree programs.** In this case, use the drop-down list of degree program tags as described in Chapter 4.2.

4.2 FINDING COURSES USING DEGREE PROGRAM TAGS

You can filter the courses for the **current semester** by degree program. This is possible even if a course is assigned to multiple degree programs and even if the course is listed under a different primary degree program.

To do so, use the **list of degree program tags** linked on the Moodle homepage.



View Degree Program Tags

Select your degree program there to view the corresponding courses.

This feature is particularly useful if you want to get an overview of the courses relevant o your degree program.

4.3 FINDING COURSES FROM OTHER UNIVERSITY UNITS

In addition to the regular courses offered as part of the degree programs, you'll also find courses in Moodle from various other areas of the university.

These include, for example:

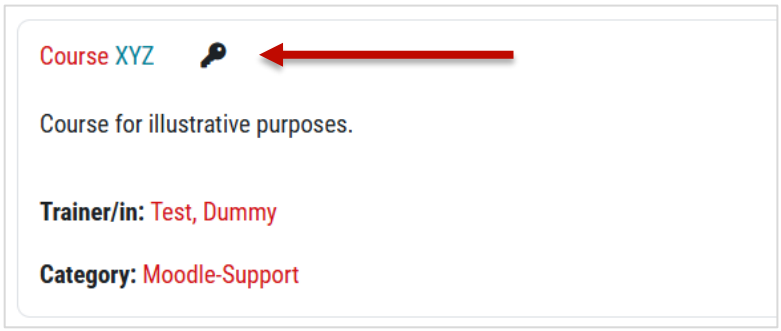
- Studienkolleg
- Center for Future Skills, including Studium Generale
- Virtual University of Bavaria (VHB)
- University sports and culture

You can access the relevant sections via the corresponding tiles on the Moodle homepage.

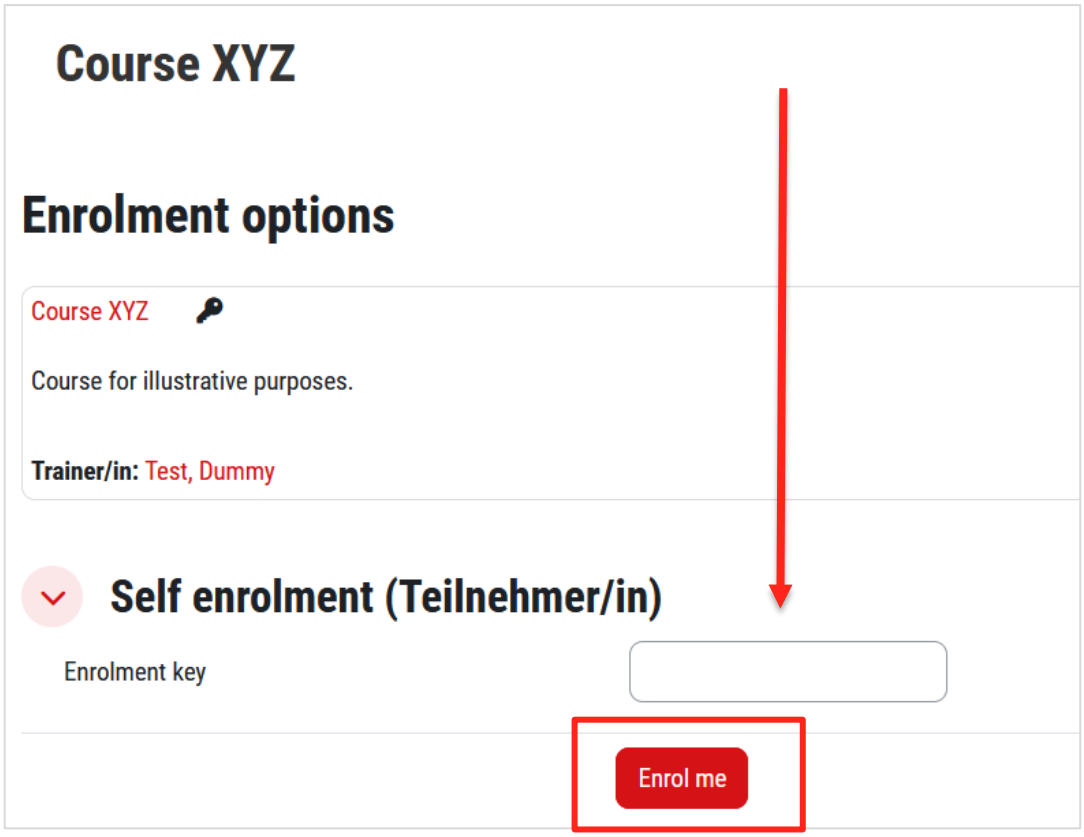
Good to know: Not every Moodle course is assigned to a single degree program. Especially for courses offered across faculties or universities, it's therefore worth using the course search or the relevant sections and tiles.

4.4 COURSE ENROLLMENT

Moodle courses can be openly accessible or password-protected. Most courses are password-protected with an enrollment key. You will receive this key from your instructor, and you must enter it once for each course. After that, the course will appear in your personal course list, "My courses."

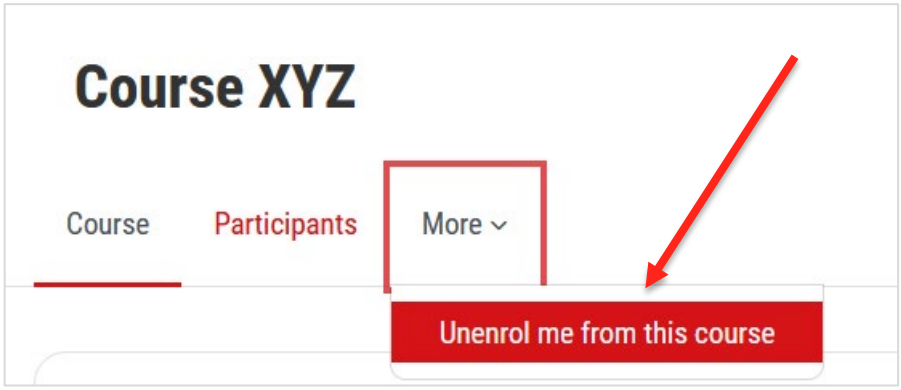


The key icon indicates that you need an enrollment key from the instructor to enroll in the course.



Enter your enrollment key in this form and click “Enroll me”.

Tip: If necessary, you can unenroll from a course. This may be useful if you enrolled in the wrong course by mistake.



Note: Instructors determine how long students can access their courses. Make sure you download any materials you may need before access ends.

5. COURSE INTERFACE

Instructors can customize their courses in Moodle. They typically choose from several predefined formats, such as the topics format or weekly format. However, the basic structure of the course pages is consistent.

5.1 CONTENT AREA

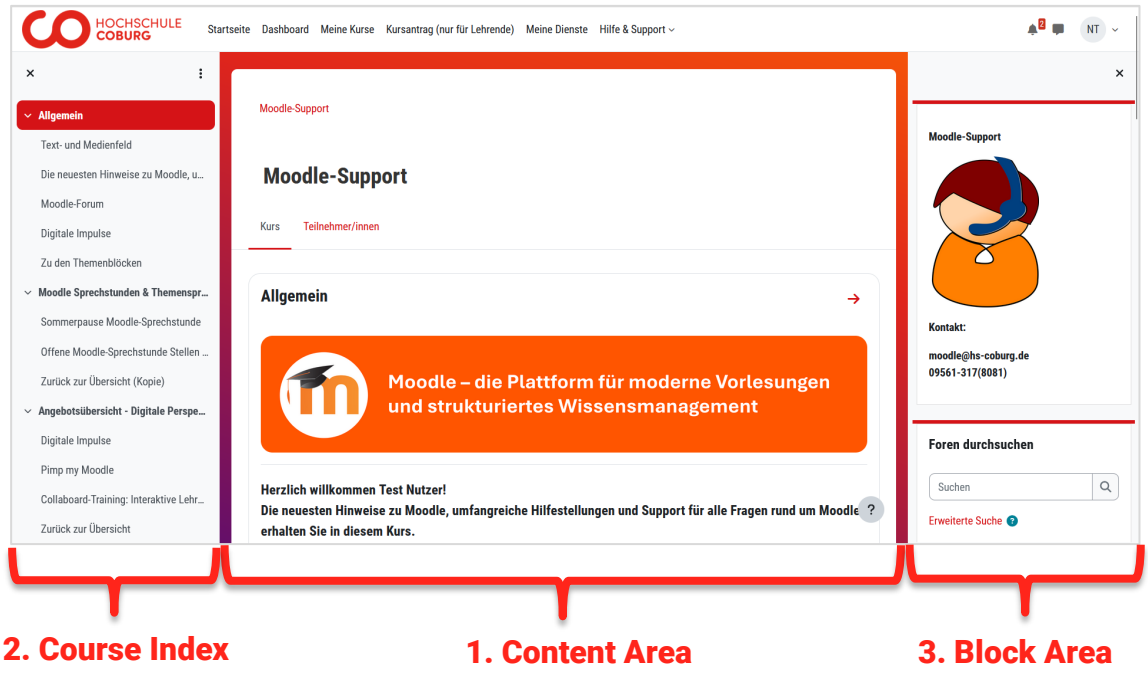
In the **middle section** of the course page, you will find the content and learning activities for each course. These include, for example, **PDF documents, discussion forums, and assignments.** The instructor determines which content and activities are provided.

Every course includes an **"Announcements"** forum by default. Instructors use this forum to share important information about the course with you.

Announcements are intended for all students enrolled in the respective course. Students cannot post their own messages or reply to announcements in this forum. New announcements are automatically sent to the email address associated with your Moodle account.

In the content section, you will also find the **course evaluation.** Approximately two-thirds of the way through the semester, you can use the course evaluation activity **to provide feedback on the course.**

The course page is divided into three main areas:



5.2 COURSE INDEX

The content bar displays the course content in the form of a table of contents. This gives you a quick overview of the various learning topics and allows you to navigate directly to the individual sections.

5.3 BLOCK AREA

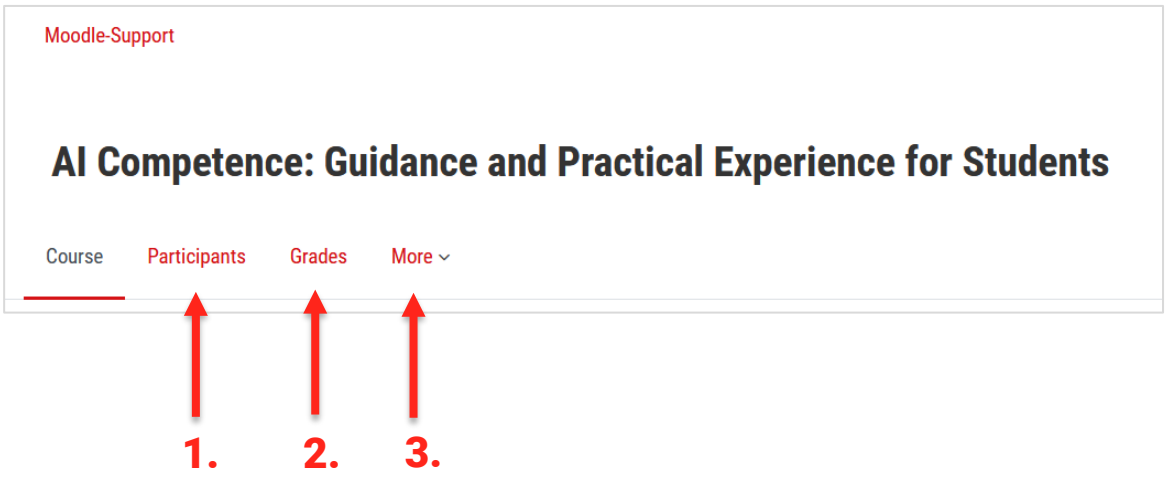
The blocks displayed may vary depending on the course and instructor. Instructors can add the blocks relevant to their course and arrange them as they see fit.

For example, this may include the following blocks:

- Upcoming events: Upcoming events for the course are displayed here, such as assignment deadlines.
- Recent activities: This section informs you about recent activities that have been added or modified in the course since your last login, such as newly posted learning materials.
- Latest Announcements: Here you'll find the latest announcements for the course. These are typically used by the course instructors to share organizational information.

5.4 HORIZONTAL NAVIGATION BAR

You can quickly and easily access the various course sections using the horizontal navigation bar above the content area.



Participants (item 1):

Here you'll find an overview of the course participants. You can view their profiles and send messages to individual participants through their profiles.

Grades (item 2):

Under “Grades,” you’ll find an overview of the grades you’ve earned in the course, such as for submitted assignments or quiz results. This section is only displayed if there are corresponding grades in the course.

More (item 3):

If you enrolled in a course using an enrollment key, you can usually unenroll at any time. Select “More“ and then “Unenroll from this course“.

6. HELP AND SUPPORT

6.1 MOODLE SUPPORT COURSE

At the bottom of the Moodle homepage, you will find the open-access ""Moodle-Support" course. There, you will find numerous links, guides, and resources to help you use Moodle.

6.2 MOODLE CONSULTATION HOURS AND CONTACT INFORMATION

You can ask your questions directly during our Moodle consultation hours:

Moodle Consultation Hours

- *Wednesday, 3:00–4:00 p.m.*
  Join the Wednesday consultation hour

- *Friday, 9:00–10:00 a.m.*
  Join the Friday consultation hour

If you would prefer an individual consultation, please contact us to arrange an appointment.

Contact

Phone: +49 9561 317 8081

Email: moodle@hs-coburg.de

We can also provide screen-sharing support and help you find answers to your questions.

6.3 FACULTY MOODLE ADVISORS

The Teaching Innovation and Quality Unit is responsible for administering, supporting, and continuously developing Moodle as the university's central learning platform.

In addition, each faculty at Coburg University has at least one Faculty Moodle Advisor who can assist with faculty-specific questions.

These advisors are available to assist you with faculty-specific questions regarding Moodle.

List of Faculty Moodle Advisors (as of October 2026)

Faculties	Contacts
Applied Natural Sciences & Health	Fiona Lassmann ✉ Fiona.Lassmann@hs-coburg.de ☎ +49 (0)9561 317-790 Room 2-119
Design + Building	Diana Thiem ✉ diana.thiem@hs-coburg.de ☎ +49 (0)9561 317-234 Room D1-210 Verena Fritsch ✉ verena.fritsch@hs-coburg.de ☎ +49 (0)9561 317-661 Room D2-110a
Electrical Engineering and Computer Science	Christian Gasde ✉ christian.gasde@hs-coburg.de ☎ +49 (0)9561 317-293 Room 2-025
Mechanical and Automotive Engineering	Frank Höllein ✉ frank.hoellein@hs-coburg.de ☎ +49 (0)9561 317-268 Room 4-219
Social Work	Sven Vormwald ✉ Sven.Vormwald@hs-coburg.de ☎ +49 (0)9561 317-564 Room 10-213

Business Administration and Economics	Prof. Dr. Claus-Burkard Böhnlein ✉ claus.boehnlein@hs-coburg.de ☎ +49 (0)9561 317-608 Room 5-206
Continuing Education	Annika Koch ✉ Annika.Koch@hs-coburg.de ☎ +49 (0)9561 317-409 Room 5-102
Studienkolleg	Frank Pfeffer ✉ Frank.Pfeffer@hs-coburg.de ☎ +49 (0)9561 317-8089 Room 9-104
Center for Future Skills	Eva-Maria Rosenthal ✉ eva-maria.rosenthal@hs-coburg.de ☎ +49 (0)9561 317-394 Room 4-116