

Quick Guide to RWTHmoodle

Manual for Students

Version: Winter semester 25/26, 26.09.25

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1. General Information

RWTHonline & RWTHmoodle

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

RWTHonline is the campus management system in which the courses are created. Here, digital course rooms can also be activated in RWTHmoodle for the course.

The two systems are synchronized with each other so that course registrations and event dates are automatically transferred to RWTHmoodle.

2. Access to Course Rooms

Automatic authorization: students

You will automatically receive access to a course room as soon as you have been assigned a fixed place for the corresponding course in RWTHonline (see Fig. 1). After the fixed place has been assigned, access to the course room will be activated on the following day at the latest. The status "Prerequisites fulfilled" or similar is not sufficient for automatic booking. You can find more information about booking students under the following link:

[Information on the automatic booking of "students"](#)

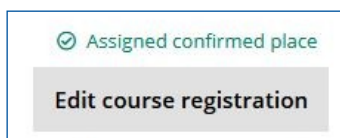


Fig. 1: Message displaying the acceptance for a "confirmed place" in RWTHonline

In addition, people with the role of "manager" can manually book students as well as other course room users into the course rooms.

3. Web Address and Login

You can find the RWTHmoodle home page at the [web address of RWTHmoodle](#).

There you can log in to the system via the RWTH Single Sign-On. For this you need your username (in the form: ab123456) and the password for the "RWTH Single Sign-On" (SSO) account. As the SSO account is protected by [Multifactor-Authentication \(MFA\)](#), a self-set [second factor](#) is

required for the login after entering your password. For this, you have to [set up the MFA](#) beforehand. You can find more information about the login by clicking on the following link:

[Instructions for logging into the system](#)

4. My Courses

After login you will get to the page "My courses". Here you can see the list of all course rooms you have access to. You can find out how to manage your learning room list under the following link:

[Instructions for customizing the "My Courses" section](#)

5. Dashboard

In the top bar, next to "My courses", you will find the "Dashboard" tab. On this page, the "Timeline" shows you upcoming deadlines for activities. "News" informs you about important changes to the system. You can add more blocks in the edit mode. The procedure is described under the following link:

[Instructions for editing the displayed blocks on the Dashboard](#)

EvaSys block

With the help of EvaSys, the course evaluation can be carried out as an online survey. Students assess the quality of their courses and thus have the opportunity to express commendation, criticism and suggestions. In this way, they contribute to the improvement of their courses and the dialogue between learners and lecturers is strengthened

[Instructions for the Student Course Evaluation \(EvaSys\)](#)

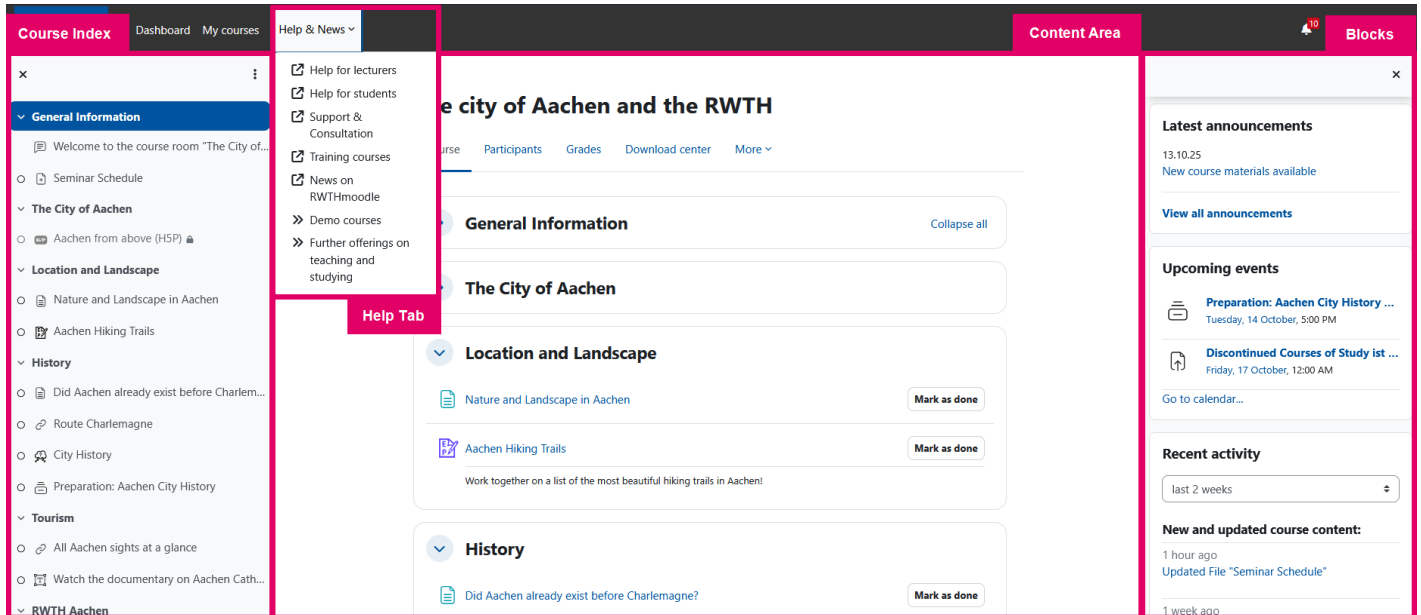


Fig. 2: The three areas of a course room and the additional help tab

6. Course Room Structure

Course Room

Click on a course title in the list to enter the corresponding course room. The course page is divided into three areas (see Fig. 2): Course index, content area and blocks.

Course Index

The course index lists all sections and the activities and materials they contain. Activities that have already been completed are highlighted in color.

Content Area

The centered menu bar in the upper area contains the navigation elements within the course: "Participants", "Grades", "Download Center" for quick download of available data and directories as ZIP archives as well as the "Usage statistics" are accessible from here. Possible further elements are summarized under "More".

By default, the content area is divided into topic sections that make the content structure of the course visible. All resources and activities are placed in the sections. The sections can be collapsed or expanded, either individually or all at once.

Different course formats allow the topics to be arranged one below the other or as tabs, so that not every course looks the same. This is also related to the variety of possible resources and activities that can be used in a diverse way in teaching.

Help Tab

The help tab provides direct access to the extensive support services available for RWTHmoodle: The "Help for students" link takes you to an overview of topics, which you can use to navigate to the relevant content in the IT Center Help documentation portal. Information on support, news on RWTHmoodle, and other services related to teaching and studying are also linked there.

Blocks

"Upcoming events" and "Recent activity" ensure that you always stay up to date. They ensure that you don't miss any new resources or events, as you can see at a glance what has changed in the course room since you last logged in or within the last few days.

The block "Announcements" is additionally used to quickly pass on the latest information. When the lecturers post announcements, you will also automatically receive an email. Past announcements can also be viewed later at any time via the block. You can deactivate the subscription to the announcement forum, if the lecturers have not set this subscription as obligatory.

You can find the corresponding instructions under the following link:

[Guide to announcements](#)

7. User Menu

By clicking on your initials in the upper right corner you will get to the user menu (see fig. 3). There you will find your "Profile", the "Grades", the "Calendar", "Private Files", the personal "Preferences" for the system, the language selection for RWTHmoodle and the "Logout".

In your profile you see your name and the e-mail address used in the system.

In your profile you see your name and the e-mail address used in the system.

The e-mail address cannot be adjusted by yourself; RWTHmoodle obtains the e-mail addresses using a fixed system, depending on the status of a person and the entry in RWTHcontacts. A clickable diagram (PDF) with the entire systematics can be viewed at the following link:

[Overview of the scheme used to decide which e-mail addresses are obtained](#)

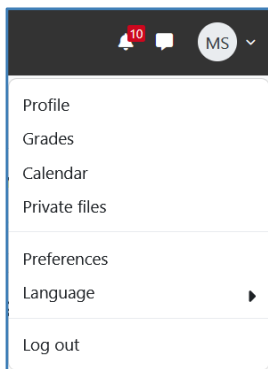


Fig. 3: User Menu

You can set whether other students in the course room are allowed to see your name and email address. "Managers" and "Supervisors" (= lecturers and student assistants of the course) always see this data.

The personal settings you can make here apply across all course rooms.

Notifications

Notifications inform users about events in RWTHmoodle, such as new posts in subscribed forums, changes to appointments in the scheduler, or new questions in the PDF annotator. In RWTHmoodle, these are divided into web notifications (directly in RWTHmoodle) and email notifications. You can make changes in the system settings and enable or disable notifications. You can find more information under the following link:

[Instructions for automatic notifications](#)

8. Communication in the Course Room

Participants

A click on "Participants" in the middle menu bar leads you to the list of participants of the course, where the names and email addresses of the course participants are shown.

For data protection reasons, you will only see the data of the "managers" and "tutors" of the course. These are the names for lecturers and student assistants / tutors in RWTHmoodle. A list of the roles and the rights associated with them can be found under the following link:

[Information about roles and permissions on RWTHmoodle](#)

You can contact the instructors using the email addresses that are displayed here. In many, especially in very large courses, function addresses like `thiscourse@rwth-aachen.de` are used, which should be used preferentially to better manage and distribute the answering of questions to a team.

The channels for questions about the course, organizational or content-related difficulties, or examinations are communicated by the chairs in the courses themselves.

Forum and Anonymous Forum

A "forum" allows teachers and students to post and respond to questions, opinions, comments and suggestions on self-determined topics. This way, the exchange between teachers and students can be promoted. In contrast to the "Forum", anonymous contributions can also be made in the "Anonymous Forum". You can find more information under the following links:

[Instructions for „Forum“](#) and [Instructions for „Anonymous Forum“](#)

9. Assessment Elements

Assignment

Graded activities can be used in RWTHmoodle. One example is the activity "Assignment". Here you can submit solutions to assignments alone or in a group by uploading your answer as a file or entering it directly online - what is desired here depends on the assignment. Lecturers may also set a submission deadline that must be met. The grade will then be given via points, rubrics or grading guidelines. You can view your grade later via 'Grades'. You can find more information under the following link:

[Instructions for Assignment](#)

Quiz

Another graded activity is the test. The "Test" activity allows managers to create electronic self-tests with a variety of different question types (including multiple choice, true-false, and short answer) and use them in the course room as a learning check. Tests can be configured so that students can complete them multiple times. Each attempt is automatically graded and the lecturers can decide whether to give feedback on a student's answer and/or display the correct solution. More information can be found at the following link:

[Instructions for Quiz](#)

Grades

Under "Grades" you can find your results on the graded activities of the course room. All grades of the students are stored in the grading overview of the course room. You can access this overview via the link "Grades" on the left side of the navigation menu. You can find more information under the following link:

[Instructions for Grades](#)

10. Learning Progress

Activity Completion

Activity completion allows managers to define criteria or conditions for when an activity is considered complete or successfully completed. The conditions are displayed on the course page immediately below the activity name. In addition to the completion criteria, students can optionally see the opening and closing dates of each activity on the course page. Once the conditions are met, they are highlighted in green. Failure to meet the conditions will be highlighted in red.

Activity completions allow you to see at a glance which activities have already been successfully completed and what you still need to do to complete a particular course. You can find more information at the following link:

[Instructions for activity completion](#)

Completion Progress

As a supplement to the activity completions, the block "Completion Progress" offers students a visual overall view of all (or optionally some) activity completions of the course room. For this purpose, all relevant activities and resources with activity completions are summarized in a bar display.

Colored markers of the individual activities and resources indicate the current status of the individual activity completions. This way you can immediately see which activities have already been successfully completed and which are still pending. You can find more information under the following link:

[Instructions for Block Completion Progress](#)

Checklist

The "Progress List" activity allows lecturers to create a "to-do" list that students can work through. The "Progress List" provides a simple visual representation of what has been achieved so far. Elements of the "Progress List" can be activities of the course room as well as independent elements that are not based on a specific activity in the course room and can be added by lecturers and/or students. Depending on the configuration, the elements of the "Progress List" can be checked off by students, lecturers and/or automated. More information can be found at the following link:

[Instructions for the Checklist](#)

11. Downloads

You can download the learning materials of the course via the "Download Center". You can either download individual files, the files of selected sections or all available files as a single ZIP archive. It is not possible to download the activities used in the course room via the "Download Center". For further information on the "Download Center" please click on the following link:

[Instructions for the Download Centers](#)

12. Usage Statistics

Usage statistics of a course room are live and anonymous. They provide information on how intensively the available resources and activities are used. This happens in accordance with data protection regulations. They can be viewed by all participants in the course room. You can find more information under the following link:

[Instructions for „Usage Statistics“](#)

13. Copyright

With RWTHmoodle we offer you protected course rooms to which only the students and lecturers of the respective course have access.

Please note that it is not allowed to copy the resources deposited in the course room to publish them elsewhere. All content, especially texts, videos, photographs and graphics, are - unless otherwise marked - protected by copyright. They may only be used within the limited circle of participants of the Moodle course room and for private purposes. For more information on copyright and e-learning, please click on the following link:

[Instruction „Guidelines for copyright and e-learning“](#)

14. RWTHApp

You can use RWTHmoodle on the road via the RWTHApp (see fig. 4). You can download the app from the most popular app stores. You can use the app to access your course rooms as well as other services, such as your timetable, your account with the university library, the course room search, or the current cafeteria schedule.

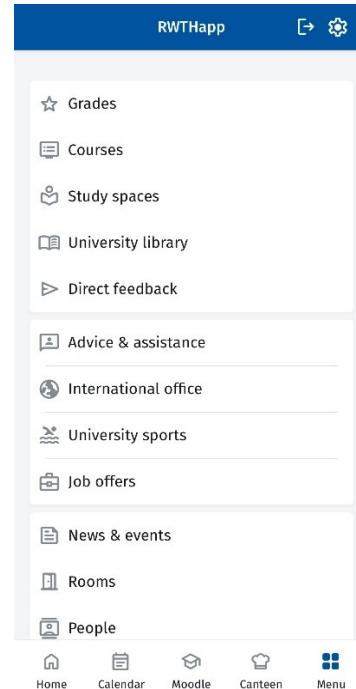


Fig. 4: RWTHApp start page in mobile view

15. Additional Information, Support and Feedback

Additional guides, information, and FAQ about topics related to RWTHmoodle can be found in our [documentation](#). The [topic overview for students](#) provides you with quick and compact access to the most important information and answers about RWTHmoodle.

Once a year, we conduct a [user survey on RWTHmoodle](#), where you can give us feedback for the further development of the learning platform.

If you have further questions or feedback, please contact the [IT-ServiceDesk](#):

Chat Support



You can find the chat support button on a number of our services, including the [RWTHmoodle home page](#).

E-mail

servicedesk@itc.rwth-aachen.de

Phone

+49 241 80 24680