

Quick Guide to RWTHmoodle

Manual for Lecturers

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Table of contents

1. General Information.....	3	Modify Course Settings.....	6
2. Web Address and Login.....	3	Select Course Format.....	6
3. Creating a Course Room.....	3	Edit Course Room.....	6
Semester-based Courses (RWTHonline).....	3	Adding an Activity or Resource.....	6
Exam Support (RWTHonline).....	3	Providing Files via Drag & Drop.....	6
Semester-independent Offerings.....	3	Providing Files in Folders.....	6
4. Access to Course Rooms.....	3	Structuring the Course Room With Text and Media Areas.....	7
Lecturers and Assistants.....	3	Hiding Activities and Restricting Access.....	7
Students.....	3	9. Download Resources.....	7
Other Participants.....	4	10. Providing Videos.....	7
5. Structure of RWTHmoodle.....	4	11. Reuse of Content.....	8
My Courses.....	4	Course Import.....	8
Dashboard.....	4	Course Backup.....	8
Course Room.....	4	Re-using Videos (Opencast).....	8
Course Index.....	4	12. Preview Function.....	8
Horizontal Menu Bar.....	4	13. Information Distribution.....	8
Blocks.....	4	Announcements (recommended).....	8
Content Area.....	5	E-mail (Quickmail).....	8
Help Tab.....	5	14. Further Information, Support and Feedback...8	
Profile and E-mail Address.....	5	Chat Support.....	9
6. Participant Management.....	5	E-mail.....	9
Add Externals.....	5	Phone.....	9
Manage Groups.....	5		
7. Course Dates.....	5		
8. Designing the Course Room.....	6		

1. General Information

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

2. Web Address and Login

The RWTHmoodle can be found following the link moodle.rwth-aachen.de.

Logging into the system can be done using the RWTH Single Sign-On authentication. For this you need your user name (in the form: ab123456) and the password for the „RWTH Single Sign-On“ 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 under:

[Logging into RWTHmoodle](#)

3. Creating a Course Room

There are three different ways to create course rooms in RWTHmoodle. Which way to choose depends on the purpose of the course rooms.

Semester-based Courses (RWTHOnline)

All courses in RWTHOnline can have a course room in RWTHmoodle.

Persons with the RWTHOnline function "Course coordination" or "Semester coordination" can create a course room. These persons select the option "Course room in RWTHmoodle" in RWTHOnline when editing the course.

You can find detailed instructions at:

[Creating course rooms for courses](#)

Exam Support (RWTHOnline)

In addition to course rooms for courses, course rooms for exams can also be created. These course rooms are used for the preparation and follow-up of the associated exams.

The application for this type of course rooms is also done via RWTHOnline:

[RWTHmoodle course rooms for exam preparation and follow-up](#)

Please note that it is not permitted to conduct electronic exams in RWTHmoodle. RWTH Aachen offers the software [Dynexite](#) for this purpose.

Semester-independent Offerings

Employees can also request course rooms independently of a RWTHOnline course, e.g. for courses that take place across semesters:

[Creating course rooms without RWTHOnline connection](#)

4. Access to Course Rooms

Lecturers and Assistants

The lecturers and assistants assigned to the course in RWTHOnline are automatically assigned the role of "Manager" in the course room giving them editing permissions for its settings and content.

You can find more information at this link:

[Automatic booking of managers](#)

Students



Figure 1: Screen capture from RWTHOnline

Students are automatically booked into a course room as soon as they have been assigned a "fixed

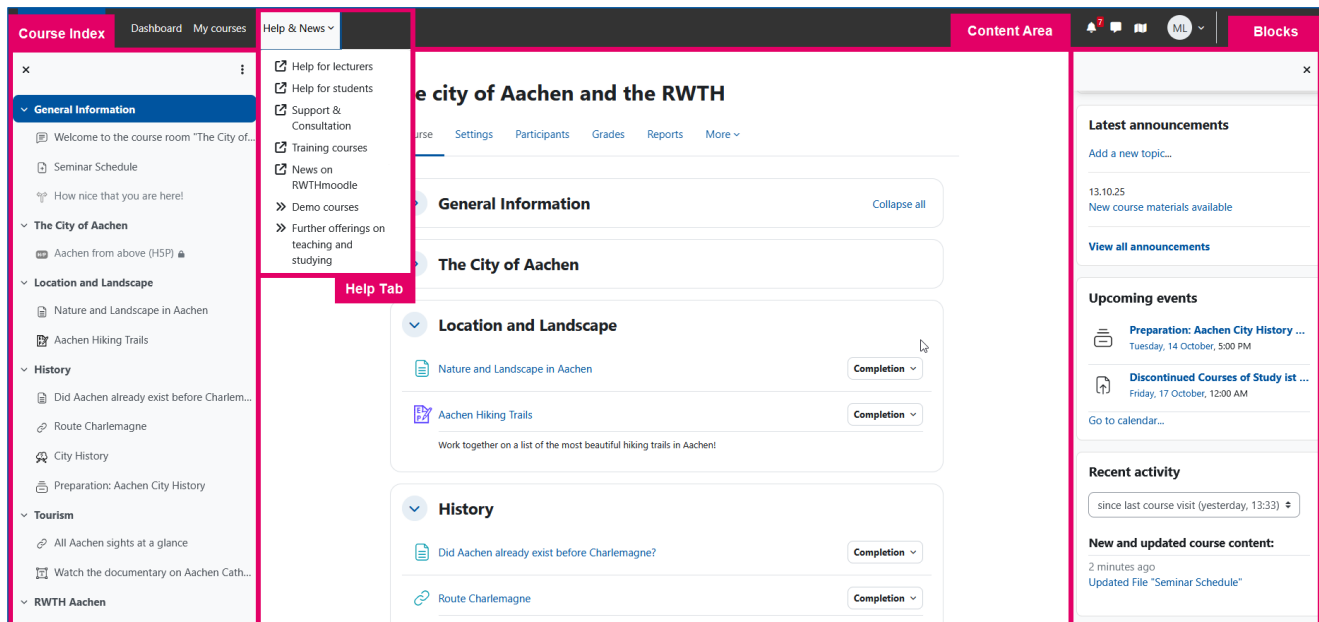


Figure 2: The divided course room layout with Course Index, Content Area and Blocks

place" (see Fig. 1) for the corresponding course in RWTHonline. The status "Prerequisites fulfilled" or similar is not sufficient for automatic booking. For further information on booking students, please refer to the following link:

[Automatic booking of students](#)

Other Participants

People with the role of "Manager" can manually add additional participants to the course rooms. They can also invite external guests via email:

[Adding or removing participants from course rooms](#)

5. Structure of RWTHmoodle

My Courses

After logging in, you will be taken to the "My courses" page displaying the list of your course rooms. You can filter and sort them by various criteria and change the display, see

[Managing „My courses“](#)

Dashboard

In the top bar next to "My Courses," you'll find the "Dashboard" tab. There, under "Recent activity," you'll see a list of the latest changes in your course rooms, while the "Timeline" shows students the deadlines for a variety of activities.

The block drawer bar on the right contains a calendar. "News" keeps you informed about important changes to the system, such as newly introduced plugins.

Course Room

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

Course Index

The expandable course index on the left lists all course sections and the activities and resources they contain. The index is a quick way to access them.

Horizontal Menu Bar

The navigation elements within the course are placed in the centered menu bar. Here you will find the course settings, the participant administration, the grades and the reports. "More" summarizes further options such as the question bank for quizzes.

Blocks

Blocks provide a range of additional information and options. Managers can add, arrange, and delete blocks as needed. Changes to blocks always apply to everyone in the course room, see

[Editing blocks](#)

Content Area

You can use the sections in the content area to provide your students with all the information, materials, and learning assignments in a logically organized manner. You can structure the sections to reflect the course topics or use them as categories, such as "Organizational Information," "Lecture," "Exercise," "Exam Preparation," etc.

You can use the course format to control whether all content is displayed on a single page (default format: topic sections with expandable sections) or whether the sections are arranged as tabs.

Help Tab

The Help Tab provides direct access to the comprehensive range of support services for RWTHmoodle. This will take you to the topic overviews tailored to specific target groups, which you can use to navigate to the content you need in the IT Center Help documentation portal.

Information on support and consultation, training courses, news on RWTHmoodle, our demo courses, and further offerings on teaching and studying can also be easily found via this tab.

Profile and E-mail Address

Clicking on your initials in the upper right corner will take you to your profile. There you will see your name and the e-mail address used in the system. The e-mail address cannot be adjusted independently. RWTHmoodle obtains the e-mail addresses according to a fixed systematics, 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:

[Displaying names and e-mail addresses](#)

6. Participant Management

Clicking on "Participants" in the center menu bar takes you to the participant administration. Here, "Managers" see all persons in the course room listed according to their roles.

A list of the roles and the associated rights can be found at:

[Roles and permissions in RWTHmoodle](#)

Add Externals

External persons are allowed to use RWTHmoodle. However, a prerequisite is that the external person has a user name (structured like ab123456) at RWTH. If a person does not yet have a user name at RWTH, then he or she can be invited via the participant administration of RWTHmoodle. Further information can be found under the following link:

[Information on RWTHmoodle login data](#)

Manage Groups

Via the drop-down menu in the participant administration, you can also reach the group area. Here you can create groups manually or automatically and use them in the course:

[General info on groups](#)

LV groups from RWTHonline are automatically mapped to the group area. Here you can also create additional working groups and assign members automatically. If you want students to choose their group themselves, we recommend using the Grouptool activity. Here you can automatically create groups and assign the members or have students choose a group. You can find instructions under the following link:

[Using Group tool](#)

If the group formation has already taken place outside RWTHmoodle, you can also import the members into the groups. Please read the instructions on

[importing group members](#).

7. Course Dates

If a semester-based course room has been requested via RWTHonline, the course dates are automatically transferred to RWTHmoodle as "course dates". LV group appointments are mapped as "group appointments" and are only visible to the group members.

Changes to appointments must be made in RWTHonline. They are automatically adopted with a time delay. "Managers" can manually enter further appointments in the learning room calendar, also as a series. You can find more information under the following link:

[Synchronization of course titles and course dates](#)

8. Designing the Course Room

"Managers" can design their course room independently and adapt it to their teaching concept by choosing suitable course settings and individual editing of the content area.

Modify Course Settings

To access the course settings and change the standard configuration, click on the "Settings" tab in the center menu bar. For example, you can choose a course format.

Select Course Format

The standard course format is "custom sections". Since the course room page can become very long and tend to become confusing with a lot of resources, you should structure the page sensibly by describing the elements. You can also add subsections as additional hierarchical structures.

An alternative course format is the onetopic format. It displays all topics in a compact way as individual tabs (see Fig. 3). However, make sure to create only a few tabs and provide them with short titles to ensure they fit well on a small mobile screen.

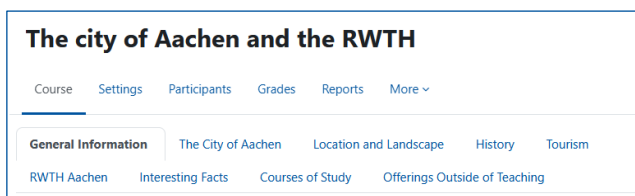


Figure 3: View of the tab structure using onetopic format

Detailed instructions on the configuration options of the onetopic format can be found at:

[Using the onetopic format](#)

An overview of all available course formats can be found at:

[Course format configuration](#)

Edit Course Room

To fill the course room with content, switch the page to edit mode by clicking on "Edit" in the top right corner (see Fig. 4).



Figure 4: „Edit mode“ button

Adding an Activity or Resource

Click on the plus icon within a section and then on "Activity or resource" (see Fig. 5) to open the selection of available material types (file, directory, link, etc.) and activities (voting, task, feedback, group management, test, etc.). Select the appropriate option. The selected activity will be added afterwards.

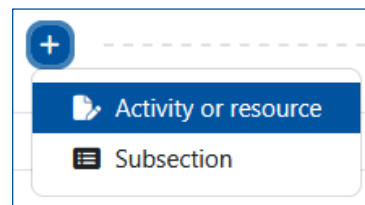


Figure 5: Plus icon with selection menu

Providing Files via Drag & Drop

The easiest way to upload files is via drag-and-drop. To do this, the course room must be in edit mode. Then simply drag the file to the desired topic section. The files are displayed here one below the other. You can find instructions under the following link:

[Using the File resource](#)

Providing Files in Folders

To provide files in folders, create a "Folder" via "Add activity or resource". You can then upload multiple files to it (see Fig. 6). A Folder can be downloaded by students as a ZIP archive.

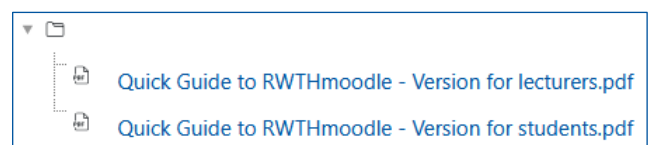


Figure 6: Display of "Folder"

More information about Folders:

[Providing files in folders](#)

Structuring the Course Room With Text and Media Areas

To maintain clarity, you can also create "Text and media areas" via "Add activity or resource". This allows you, for example, to insert structuring headings or descriptions into the course page (see Fig. 7).

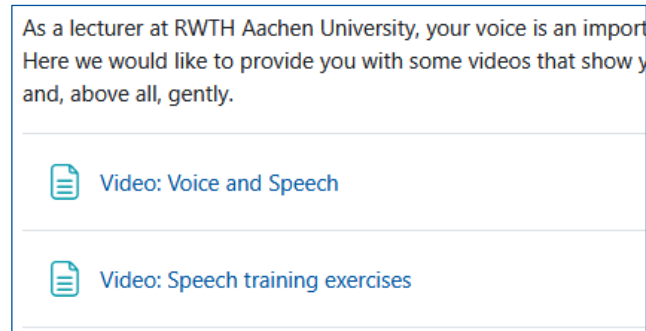


Figure 7: Example of a text and media field

Instructions for the text and media area can be found at:

[Using text and media areas](#)

Hiding Activities and Restricting Access

You can manually show or hide all elements of the content area. To do this, click on the three dots to the right of the activity title and select "Hide" or "Show".

In addition, you can link the access to conditions such as date, group membership or received grades via "Restrict access" in the settings of an activity (see Fig. 8).

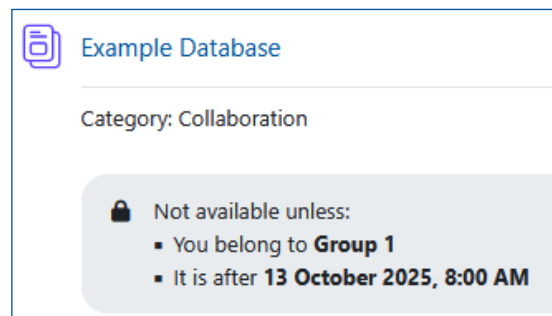


Figure 8: Database Example with restricted access using data and group affiliation

Instructions on how to control access via restrictions can be found at:

[Restricting access](#)

9. Download Resources

Students can download documents individually. The Download Center also allows to select several or all files of a course room and download them as a ZIP archive.

It is not possible to download activities used in the course room via the Download Center. More information about the Download Center:

[Using the Download Center](#)

10. Providing Videos

You can provide students with lecture recordings and other videos via the Opencast streaming server.

Step 1: Upload the video file in the "Videostreaming (Opencast)" block and have it processed:

[Uploading videos to Opencast](#)

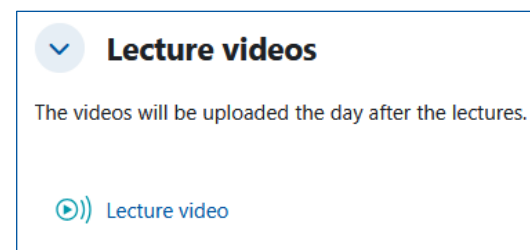


Figure 9: Lecture video embedded using the video activity

Step 2: Embed the uploaded video via the video activity at the desired location in the course room (see Fig. 9). The single video activity allows you to embed single videos, the series activity allows you to embed all videos of the course room at a certain place.

[Embedding videos from Opencast](#)

Alternatively, uploaded videos can also be included in all places where a text editor is available:

[Embedding videos via the text editor](#)

11. Reuse of Content

Course Import

You can import your course content from one course room to another and thus re-use it. You need to be authorized in both course rooms (source course and target course) in the role "Manager":

[Information on course import](#)

Course Backup

You can also create and save a backup of your course or parts of it, see

[Instructions on course backup](#)

Re-using Videos (Opencast)

Videos provided via the Opencast streaming server can also be re-used in other course rooms.

After doing a course import as described above, you need to import the videos separately in a second step using the "Video Streaming (Opencast)" block.

If the videos were embedded using the text editor (see above), you also need to re-embed them. This step is not necessary if the videos were embedded via the video activity:

[Re-using videos on Opencast](#)

12. Preview Function

You can display a course room from the student's perspective to check the settings you have made. To do so, click on your initials in the upper right corner, then on "Change role". After selecting the desired role, you will see the course room from this perspective. Click "Return to my normal role" to return to your view (see Fig. 10).

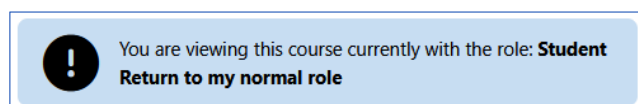


Figure 10: Blue box with "Return to my normal role" option

13. Information Distribution

In order to communicate current information about the course to the students, announcements and emails (Quickmail) are available in RWTHmoodle.

Announcements (recommended)

The announcement forum is automatically activated in every course room. Posted announcements are also automatically sent as emails to everyone in the course room. In addition, announcements can be viewed in the course room at any time. Instructions on how to use the announcement forum can be found at the following link:

[Instructions on how to create announcements](#)

E-mail (Quickmail)

The Quickmail block (see Fig. 11) allows you to send emails to all students, individual groups and individuals from the course. You can also save drafts and course-specific signatures. Students do not see the Quickmail block. This prevents students from seeing which emails have already been sent. You can find more information about Quickmail at the following link:

[Instructions on how to use the Quickmail block](#)

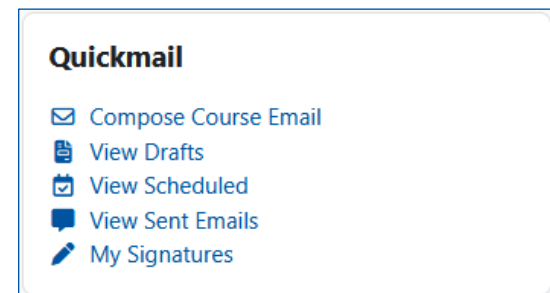


Figure 11: Quickmail block in the Blocks area

14. Further Information, Support and Feedback

Additional guides, information, and FAQ about topics related to RWTHmoodle can be found in our [documentation](#). You can quickly find the information you need using the [topic overview](#). The [Moodle Tool Guide](#) helps you find the right activity.

Further offerings:

- [Demo course rooms](#) with helpful material
- The [LehrBar](#) with information for instructors on further developing their teaching skills
- [Training courses on RWTHmoodle](#) in the Staff Development Events Database

The complete range of support services is linked in RWTHmoodle under the "Help & News" tab.

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

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Opening hours: Monday to Thursday: 8am to 5pm,
Friday: 8am to 4pm