

Quick Guide to RWTHmoodle

Manual for Students

Version: Winter semester 2026/27, 21.09.2026

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1. General Information

RWTHonline & RWTHmoodle

RWTHmoodle is RWTH Aachen University's central teaching and learning platform. In its digital course rooms, lecturers can provide you with information, learning materials, and assignments to support your coursework. This handout offers you a concise introduction to the most important features of RWTHmoodle.

You can check RWTHonline to see if your courses use a course room in RWTHmoodle. This is RWTH Aachen University's campus management system, where all courses are managed. If a course room is enabled for a course, you'll find the link to it in the course description.

RWTHonline and RWTHmoodle are synchronized with each other, so that course registrations and course 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.

For more info please read the manual:

[Automatic booking of students](#)

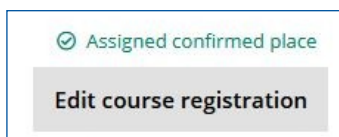


Fig. 1: : Message displaying the assignment of a "confirmed place" in RWTHonline

If necessary, lecturers can also manually add you to a course room.

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 in the manual:

[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 customize how the list is displayed and filter and sort it based on various criteria.

Find out how to manage the My Courses list here:

[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. "Recent Activities" shows you, for selectable time periods, in which course rooms new materials or similar items have been made available. You can add more blocks in the edit mode.

The procedure is described under the following link:

[Editing 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 recommendations, criticism and suggestions. In this way, they contribute to the improvement of their courses and the dialogue between learners and lecturers is strengthened:

[Student Course Evaluation \(EvaSys\)](#)

Help Tab

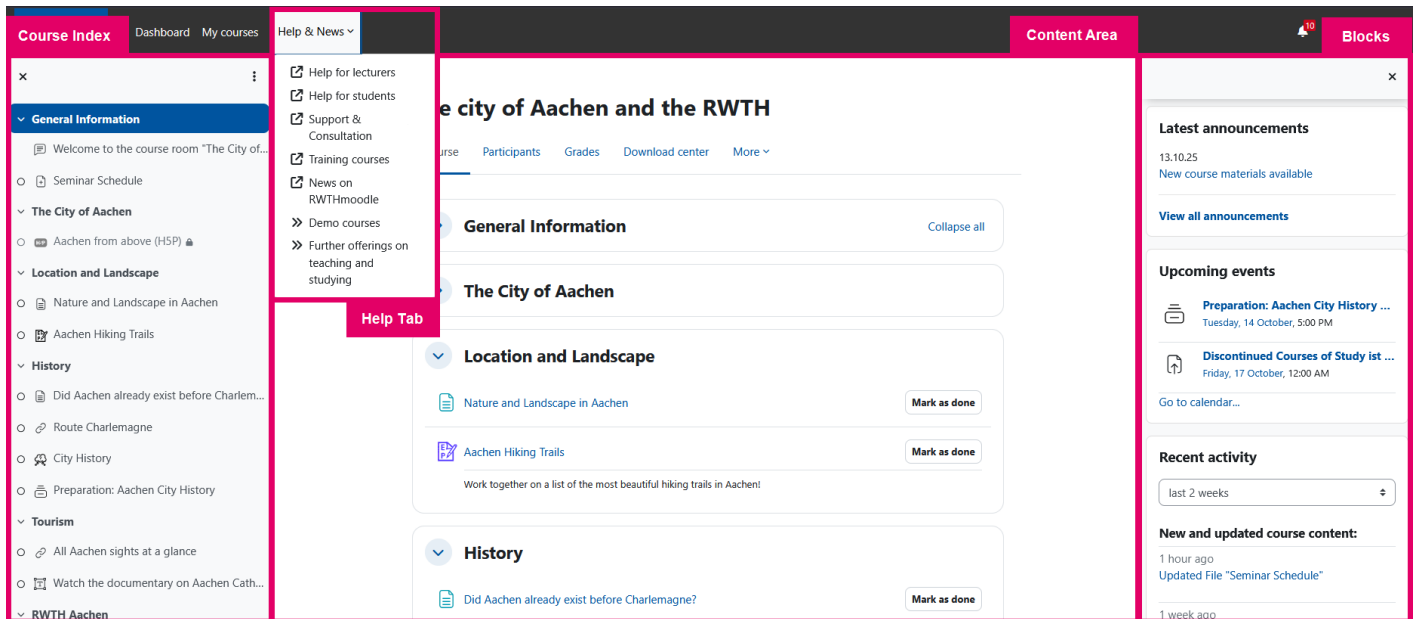


Fig. 2: The three areas of the course room and the Help tab

6. Course Room Structure

Course Room

Click on a course title in My Courses to enter its 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 central menu bar below the course title contains several navigation elements. The participants list, the grades you achieved for assignments and test, the Download Center for quick download of available data as ZIP archives as well as the usage statistics are accessible from here. Further elements are summarized under "More".

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

Different course formats allow the sections 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.

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. Here you can see at a glance which materials and assignments have been added since your last visit or other selectable time periods.

The block "Announcements" displays important latest information. When lecturers post announcements, you will automatically receive them as email. Past announcements can also be viewed 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 more information 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 Grades, the Calendar, the personal Preferences and the

Logout among others. Please note that the language selection only affects the current session. If you want to change the system language permanently, please use the personal settings.

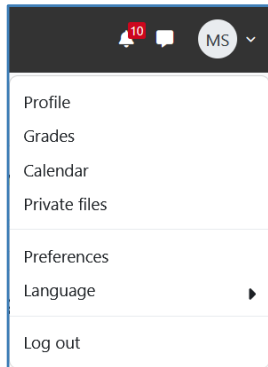


Fig. 3: User menu

In your Profile you see your name and the e-mail address used in the system. You cannot adjust the e-mail address on your own. RWTHmoodle gets the e-mail addresses using a fixed scheme, depending on the status of a person and her entry in RWTHcontacts. A clickable diagram (PDF) with the entire systematics can be viewed at the following link:

[Displaying name and e-mail address in RWTHmoodle](#)

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

The personal settings in your profile 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 central menu bar leads you to the list of participants of the course. They are listed with their names and email addresses.

For data protection reasons, you will only see the data of persons having the role of Manager or Tutor for the course, i.e. lecturers and student assistants. You can find a list of the roles and their associated permissions at this link:

[Roles and permissions in RWTHmoodle](#)

You can contact the lecturers using the email addresses that are displayed in the list. Especially large courses often use functional addresses like `thiscourse@rwth-aachen.de` instead to distribute the answering of questions within a team.

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

Forum and Anonymous Forum

In a "forum" you can 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", you can also post anonymously 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

Lecturers can use graded activities in RWTHmoodle. One example is the activity "Assignment". Depending on the scenario, you'll need to upload a solution – on which you worked at home, either on your own or as a group – as a file within a specified deadline. Tutors will grade and evaluate the submitted solutions and provide you with feedback.

You can find more information under the following link:

[Instructions for Assignment](#)

Quiz

Lecturers can also create electronic self-tests, so-called quizzes, using a variety of question types (including multiple choice, true/false, and short answer) and use them to assess student learning. Depending on the scenario, you'll be given one or more attempts at the test, and each attempt is automatically graded. You'll then see immediately which answers were correct or incorrect. Lecturers can also configure personalized feedback for each answer. More information can be found at the following link:

[Instructions for Quiz](#)

Grades

The tab "Grades" below the course title displays your results on the graded activities of the course room. They can be aggregated and weighted according to various criteria. You can find more information under the following link:

[Instructions for Grades](#)

10. Learning Progress

Activity Completion

The "Activity Completion" feature allows lecturers to define criteria or conditions for when an activity is considered complete or successfully completed. The conditions are displayed on the course page directly below the activity's name. A date for when the activity opens and closes may also be displayed. Once you have met the conditions, they are highlighted in green; otherwise, they are marked 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:

[Activity completion](#)

Completion Progress

If activated for the course room, the block "Completion Progress" offers you 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:

[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

The anonymous usage statistics of a course room 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:

[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:

[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.

Phone

+49 241 80 24680

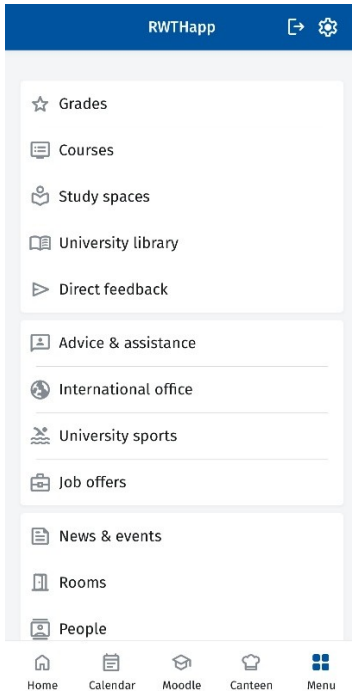


Fig. 1: RWTHApp start page in mobile view

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