



# Moodle QuickGuide

// DHBW Mosbach / ESC

## 1 Before you start

Access: You can find DHBW Mosbach's Moodle-platform at: <https://moodle.mosbach.dhbw.de>

To use Moodle, you need a username and a password. Teaching staff at the DHBW Mosbach have to use their teacher-account. External staff can apply for login data using the following support form: <https://www.mosbach.dhbw.de/service-einrichtungen/it-service-support>

## 2 Finding your courses

The screenshot shows the Moodle login page. At the top, there is a search bar labeled 'Volltext-Suche' and a language selector set to 'Deutsch (de)'. A red arrow points from a text box to the language selector. Below the header, the main heading is 'Willkommen auf unserer Lernplattform'. To the left, there is a section titled 'Persönliche Startseite / Dashboard' with a description: 'Dort werden Ihnen alle Kursräume angezeigt, in denen Sie eingetragen sind.' Below this, there are three categories: 'Fakultät Wirtschaft' (Kursräume der Fakultät Wirtschaft), 'Fakultät Technik' (Kursräume der Fakultät Technik), and 'Verschiedenes' (Übergreifende Angebote & Infos). A red arrow points from a text box to the 'Dashboard' link.

Volltext-Suche

Deutsch (de)

Blöcke

### Willkommen auf unserer Lernplattform

**Persönliche Startseite / Dashboard**  
Dort werden Ihnen alle Kursräume angezeigt, in denen Sie eingetragen sind.

**Fakultät Wirtschaft**  
Kursräume der Fakultät Wirtschaft

**Fakultät Technik**  
Kursräume der Fakultät Technik

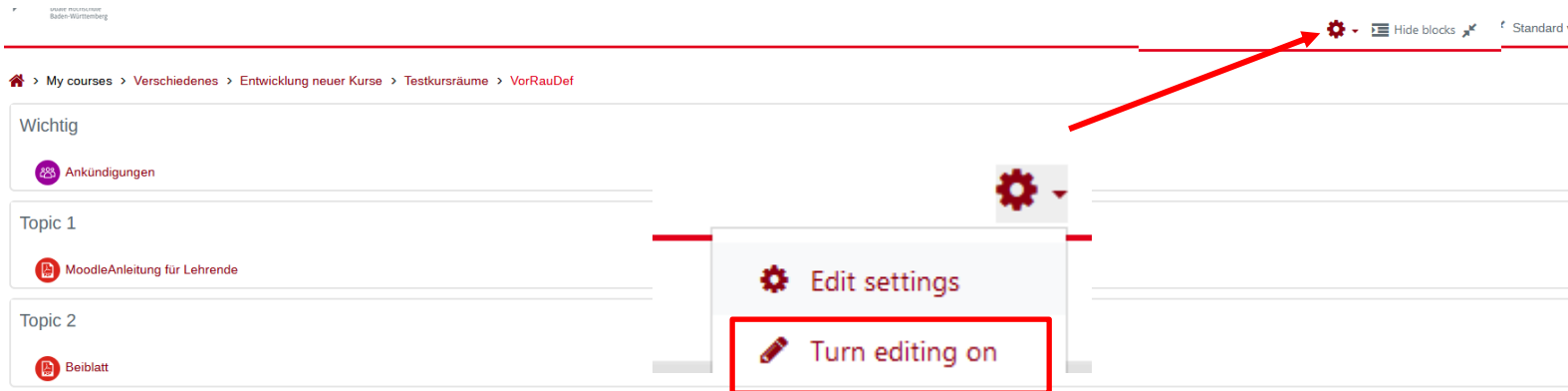
**Verschiedenes**  
Übergreifende Angebote & Infos

1. Switch to English  
The menus will now appear in English which may simplify the usage of Moodle.

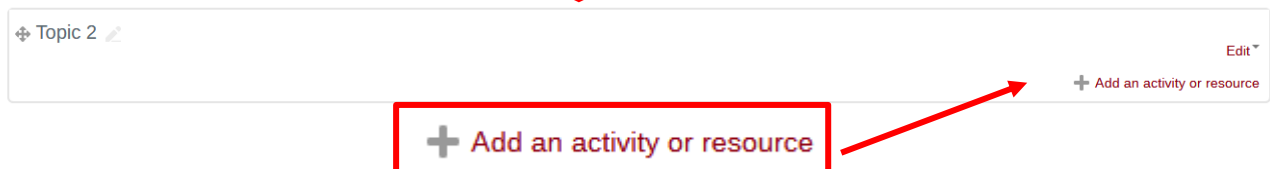
2. Click on „Dashboard“ to see the list of all your courses.

### 3 Making content available for your students

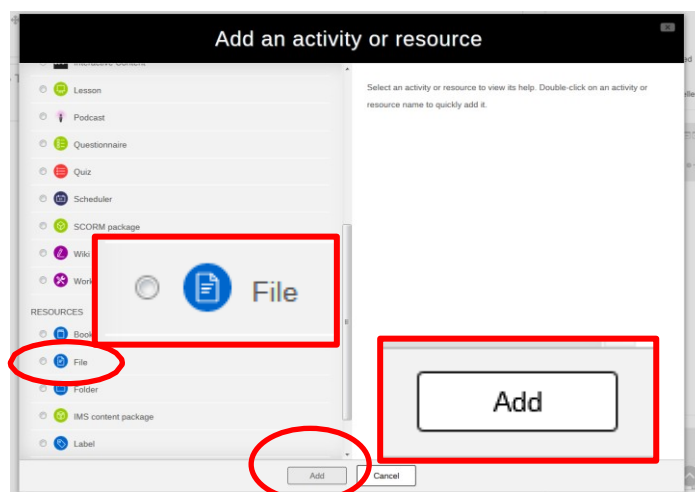
After you've opened your course, here is how you make files available for your students.



Settings and ways to add content are displayed



Following box appears





A new page  
opens

## Adding a new File to Topic 1

### General

Name \*

Description

Paragraph **B** *I* [List icons] [Link icon] [Unlink icon] [Image icon] [Video icon] [File icon]

Path: p

1. Fill in the  
filename

Display description on course page



Select files

Maximum size for new files: 50MB

Files

You can drag and drop files here to add them.

2. Use  
Drag'n'Drop to  
upload a file

### Appearance

### Common module settings

3. Save your  
upload and  
return to your  
course.

Save and return to course

Save and display

Cancel

## 4 Do you want to know more about Moodle's potential?

To get further information in English, please visit: [https://docs.moodle.org/37/en/Course\\_homepage](https://docs.moodle.org/37/en/Course_homepage)

For personal support and further questions contact the Education Support Center's Moodle-Team:  
[moodle.mosbach.dhbw.de](https://moodle.mosbach.dhbw.de).