



UNIVERSITÄT  
LEIPZIG

**STEP BY STEP**

**FROM FACE-TO-FACE TEACHING  
TO DIGITAL LEARNING**

Spring 2020 | Vice-Rector for Education and International Affairs

# INTRODUCTION

In the current situation, Leipzig University is facing great challenges. We feel it is our responsibility to make the necessary adjustments in order to help prevent new infections and to make sure that our students can continue their studies without delay.

Leipzig University is meeting these challenges together as lecturers and students, in a dialogue between lecturers and students, and with a common desire and curiosity for innovation.

Accordingly, all of the lecturers at Leipzig University are planning to start the semester digitally.

Moodle is a reliable and proven digital platform for teaching and studying that is already being used by many lecturers and students in the context of their regular teaching.

This digital teaching and learning platform allows lecturers to have one place where they can easily and securely provide their students with material for self-study, ask students questions and have them complete reflection tasks, and exchange ideas and information with their students.

PowerPoint Presentations offer a form of online teaching that is easy for students to handle and lecturers to implement – especially when lecturers prepare their presentations with audio and make them available to their students as a complete lecture for self-study.

Adding short reflection tasks at the beginning or end is a simple way to help students approach and understand the content. In this phase of largely self-directed work, it is essential that the assignments given are clear and explicitly stated.

On the following slides, you will find step-by-step instructions on how you can create this simple but effective tool yourself in just a few clicks and then make it available to your students via Moodle.

Further information can be found on the Website [Starting the semester digitally](#).

#### Contents

- Starting in Moodle – Create a Course
- Record Your Presentation with Audio
- Upload Your Recorded Presentation

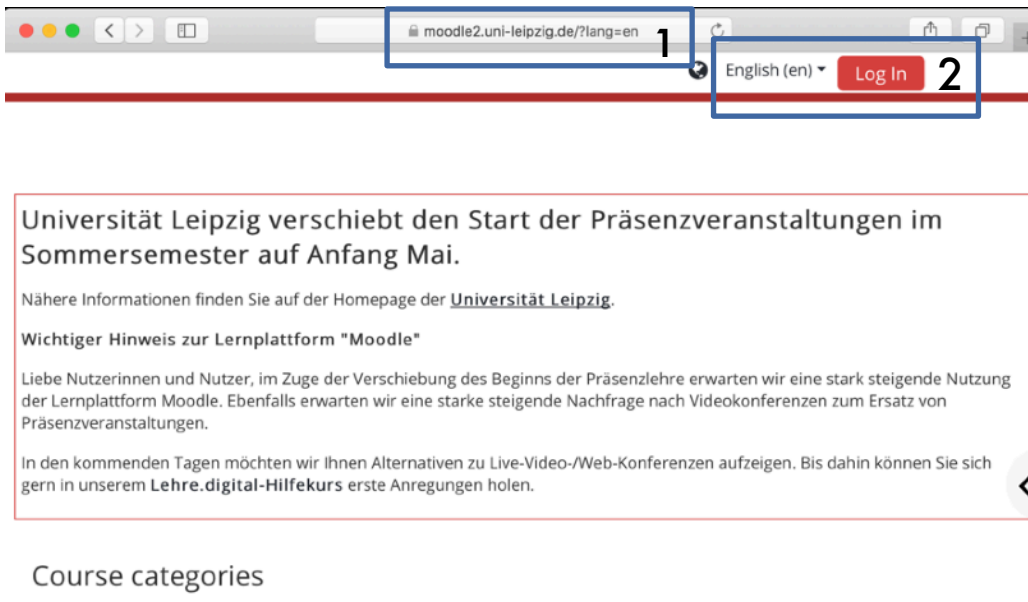
#### Further information

Once you have a Moodle account, you can find more information, tips and resources at [Lehre.digital Hilfekurs](#).

The [Lehre.digital forum](#) is a space for you to swap notes with other lecturers and people from the University's e-learning team.

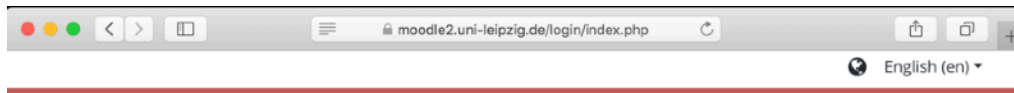
## STEP BY STEP – CHAPTER 1

# 1. STARTING IN MOODLE



1	In your web browser, go to moodle2.uni-leipzig.de.
2	Click on the "Log in" button.

# 1. CREATE A MOODLE COURSE



**3**

Username@uni-leipzig.de

Forgotten your username or password?

Password

Cookies must be enabled in your browser [?](#)

Remember username

Some courses may allow guest access

Log in

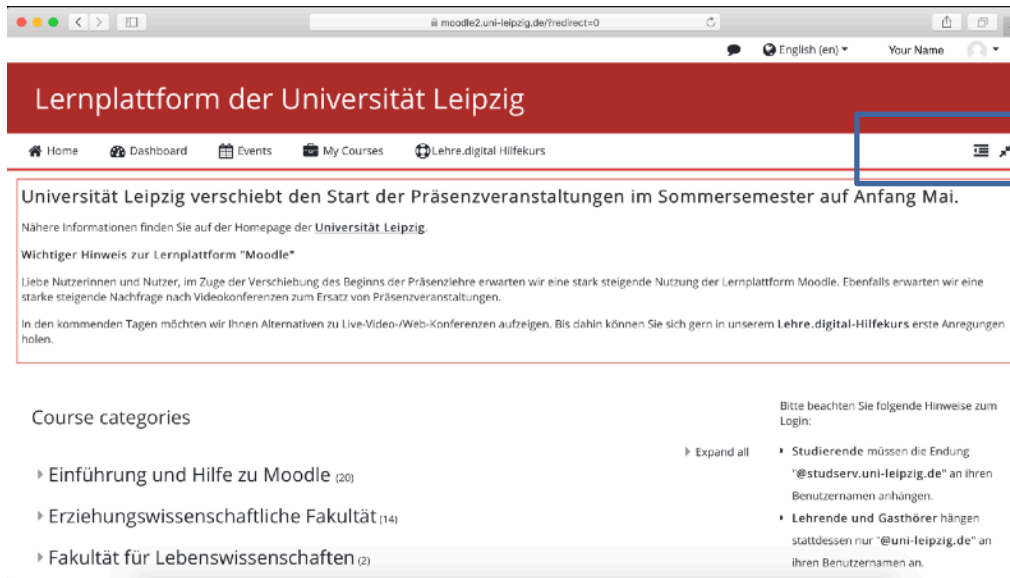
Log in as a guest

Log in using your account on:

DFN-AAI-Login

3 Enter your login details.

# 1. CREATE A MOODLE COURSE

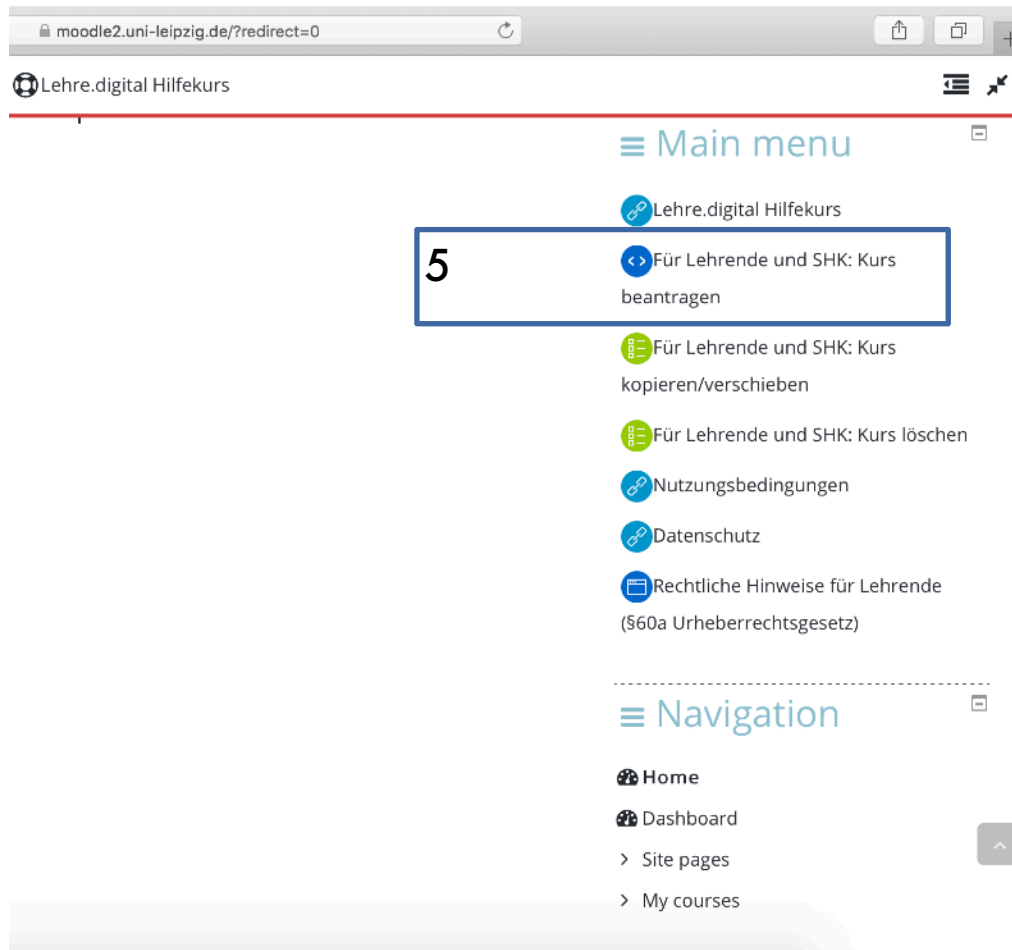


4

4

Scroll down until you see the main menu (next slide).

# 1. CREATE A MOODLE COURSE



5 Main menu  
To create a new course, click on the button "Für Lehrende und SHK: Kurs beantragen".

# 1. CREATE A MOODLE COURSE

Lernplattform der Universität Leipzig

Home Dashboard Events My Courses Lehre.digital Hilfekurs

Course request

### Course request

▼ Details of the course you are requesting **6**

Course full name

Course short name

Course category

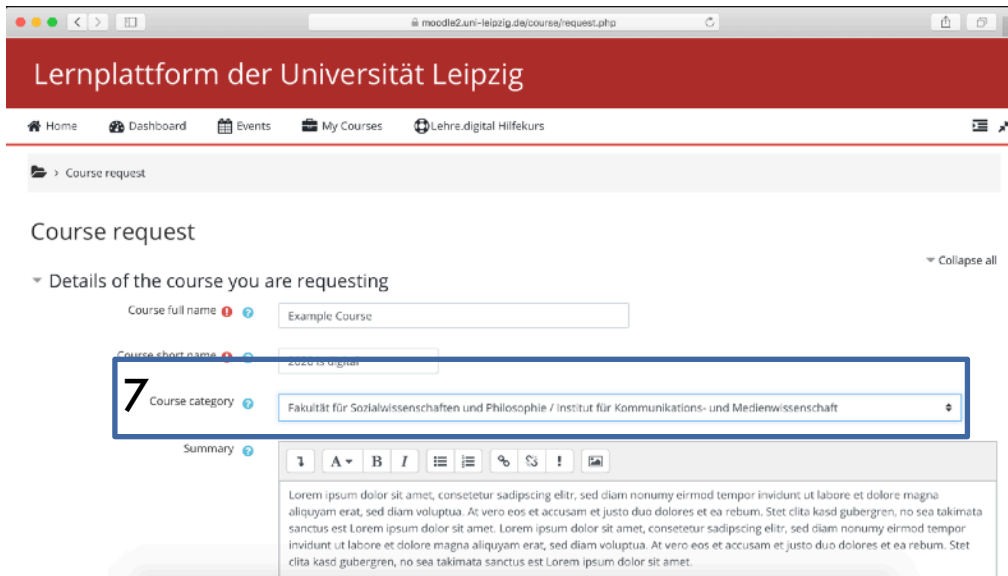
Summary

Rich text editor with placeholder text: Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

6	Fill out the form that appears on the screen.
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# 1. CREATE A MOODLE COURSE



The screenshot shows the Moodle course request form. The 'Course category' dropdown menu is highlighted with a blue box and a large number '7'. The selected category is 'Fakultät für Sozialwissenschaften und Philosophie / Institut für Kommunikations- und Medienwissenschaft'. Other fields include 'Course full name' (Example Course) and 'Course short name' (e224 digital). A 'Summary' section with a rich text editor is also visible.

7 Select the correct course category: faculty and institute, as well as chair, course of study and semester.

# 1. CREATE A MOODLE COURSE

moodle2.uni-leipzig.de/course/request.php

Home Dashboard Events My Courses Lehre.digital Hilfekurs

Reasons for wanting this course

Further information regarding the course request

semester Sommersemester 2020

Supporting information to help the administrator evaluate this request

8 Request a course Cancel

8 Now submit the form.

Within a few days, you will receive the access details for your course.

# CONTACT

If you have technical questions concerning work from your home office, you can contact the service desk at the University Computing Centre:

<https://www.urz.uni-leipzig.de/hilfe/servicedesk>

Do you have a [Moodle](#) account?

If so, you can find more information, tips and resources at [Lehre.digital Hilfekurs](#).

The "[Lehre.digital](#)" forum is a space for you to swap notes with other lecturers and people from the University's e-learning team.

# CONTACT

Do you have questions regarding our strategy for digital teaching and learning in higher education?

[Higher Education Teaching and Learning Team at Leipzig University](#)

[hd@uni-leipzig.de](mailto:hd@uni-leipzig.de)

<https://www.uni-leipzig.de/en/university/working-at-leipzig-university/lehren-an-der-universitaet/services-for-teaching-staff/>

Do you have questions regarding technical aspects of digital teaching and learning?

[E-Learning-Service](#)

[elearning@uni-leipzig.de](mailto:elearning@uni-leipzig.de)

[www.uni-leipzig.de/studium/im-studium/e-learning/](http://www.uni-leipzig.de/studium/im-studium/e-learning/)