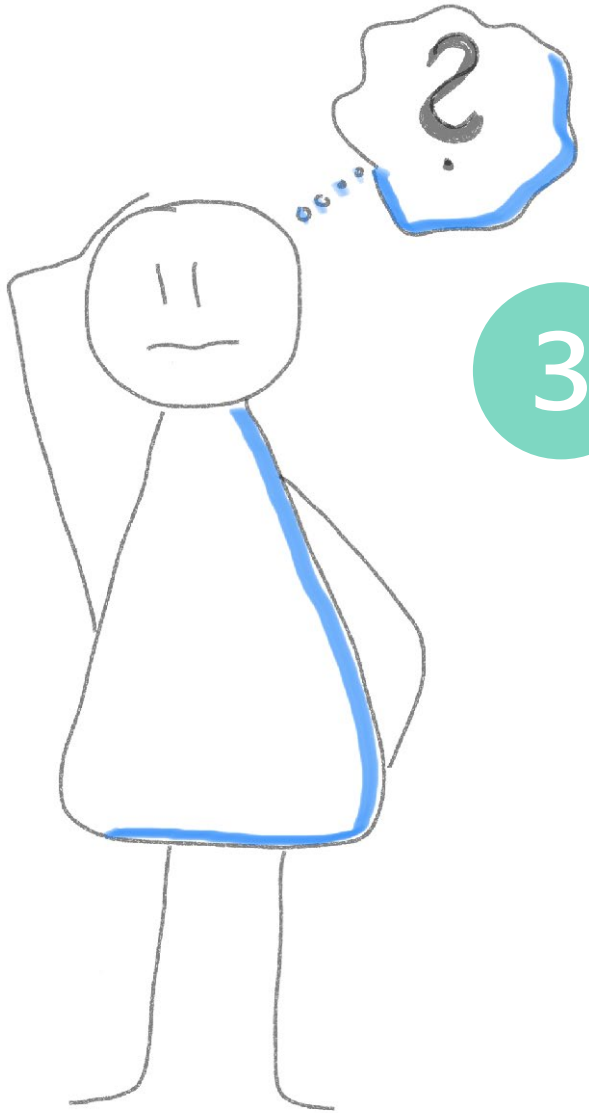
ORGANIZE MY MOODLE CLASSROOM

More orderliness • better clarity

1 How can I change the short name of my Moodle room?

2 How can I hide unused course rooms?



3 How can I connect course rooms?

4 How can I make old courses disappear?

1

HOW CAN I CHANGE THE SHORT NAME OF MY MOODLE ROOM?

1. Open the general course settings (course homepage > gearwheel top right > Edit settings).
2. Please edit the entry in the second field called **Course short name**.
3. Save your changes.

Why is that useful?

The short name is assigned automatically when creating the course. When you are enrolled in many courses, you can quickly loose track of things - regardless of whether you are a lecturer or a student. It is always easier to find courses if they are marked with a unique short name. Because on the left in the menue **My courses** the courses appear with their short names. If this is clear, you will save yourself and others the one or other wrong click.

2

HOW CAN I HIDE UNUSED COURSE ROOMS?

1. Open the general course settings (course homepage > gearwheel top right > Edit settings).
2. Set the Course visibility to Hide.
3. Save your changes.

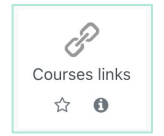
Why is that useful?

The moodle classroom is created automatically. So it is possible that you have rooms you don't use. To make these disappear from your standard view and also from the view of the students, set the course visibility to Hide. These marked rooms will no longer appear in the course overview of the current courses.

3

HOW CAN I CONNECT COURSE ROOMS (1/3)?

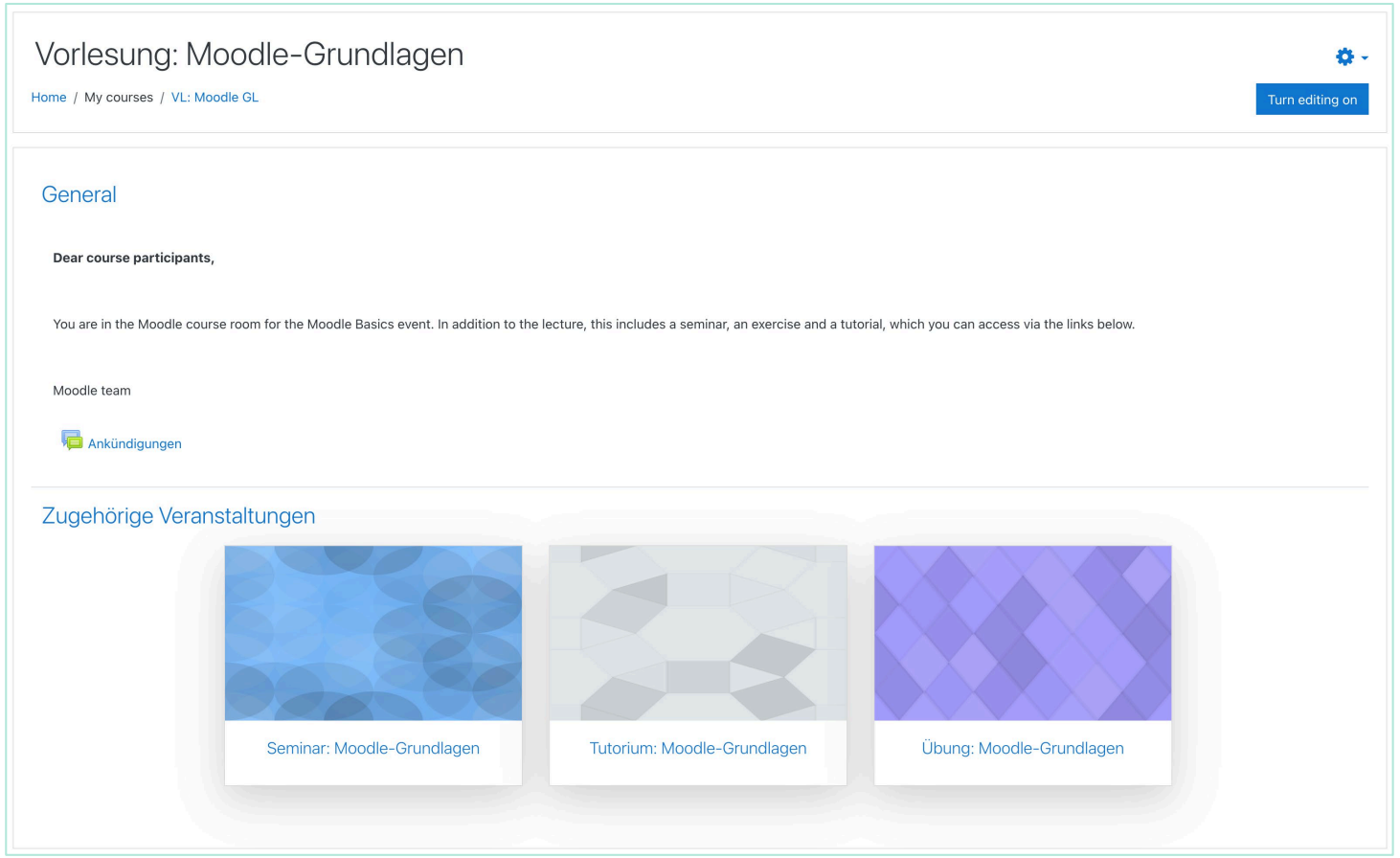
1. Turn on the edit mode (**Turn editin on**).
2. Click on **Add an activity or resource** at the desired location and choose **Courses links**.



3. Enter a name and (optional) a description.
4. In the section **Linked courses** you search for the courses you want to link. (**Attention:** You have to be enrolled in the courses you want to link, otherwise you can't see them.)
5. In the section **Links display** you choose how the linked courses will be displayed (card, list or navigation)
6. If required, make further settings and save the entries.

3

HOW CAN I CONNECT COURSE ROOMS (2/3)?



3

HOW CAN I CONNECT COURSE ROOMS (3/3)?

Why is that useful?

Use this function if, for example, you are supervising a lecture and a related seminar. You can use the higher-level-room for the content of the lecture and offer special seminar content in a separate room – the participants then also have access from the higher-level-room (provided they are enrolled in both rooms).

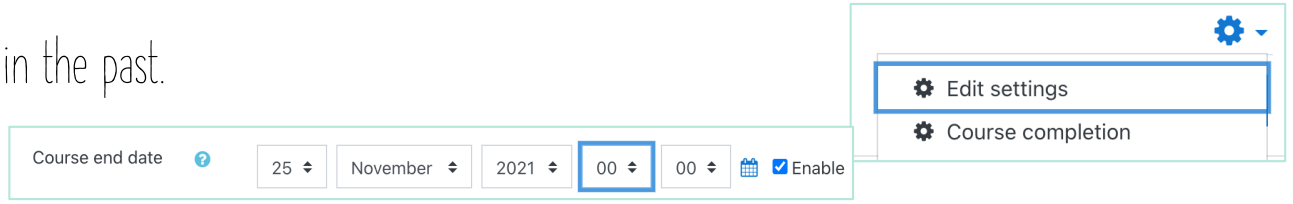
You can also use this function if you are working with groups and there is, for example, content that is generally applicable to all participants. So you don't have to create duplicate content.

In any case, make sure that the participants only see the linked courses in which they are actually enrolled.

4

HOW CAN I MAKE OLD COURSES DISAPPEAR?

1. Open the general course settings (course homepage > gearwheel top right > Edit settings).
2. Set the **Course end date** to a date in the past.
3. Save your changes.



Why is that useful?

If you supervise a large number of courses, it can quickly become confusing on your dashboard. In order to keep course rooms from past semesters but to take them out of focus, adjust the end of the course. These courses disappear from the current overview, but can be called up at any time in the dashboard using the view option **Past**.

CONTACT

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If you have any questions, requests or suggestions, the Moodle team can be reached at: moodle@uni-jena.de or via Service-Desk-Ticket.