

✖ Related to this topic, the [Moodle](#) section contains a selection of interesting pages.

Creating a Course via PRIMUSS



New as of the winter semester 2025/26: Courses are automatically transferred from the LV module of PRIMUSS according to planning and are automatically created by us (exception in WiSe 25/26: Faculty of Social Work). Courses that were not created in PRIMUSS can either be created by yourself (see [Create course](#)) or, in exceptional cases, via the course application form. You no longer need to apply for a new course for your teaching events. Course applications are no longer required.

Go to the desired course. See steps for importing below.

Create course

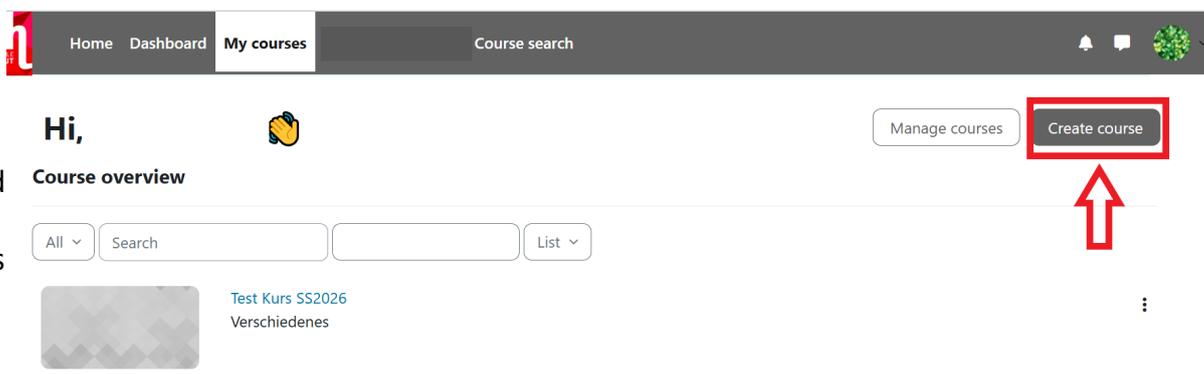
New as of WiSe 2025/26

Note: If the courses for the new semester have not yet been created automatically for you, you can create your required courses independently without Moodle support.

1. Select the main page „My Courses“

2. Select the option Create course

3. Fill out the form under „Add a new course“ and confirm your entries with Save and display.



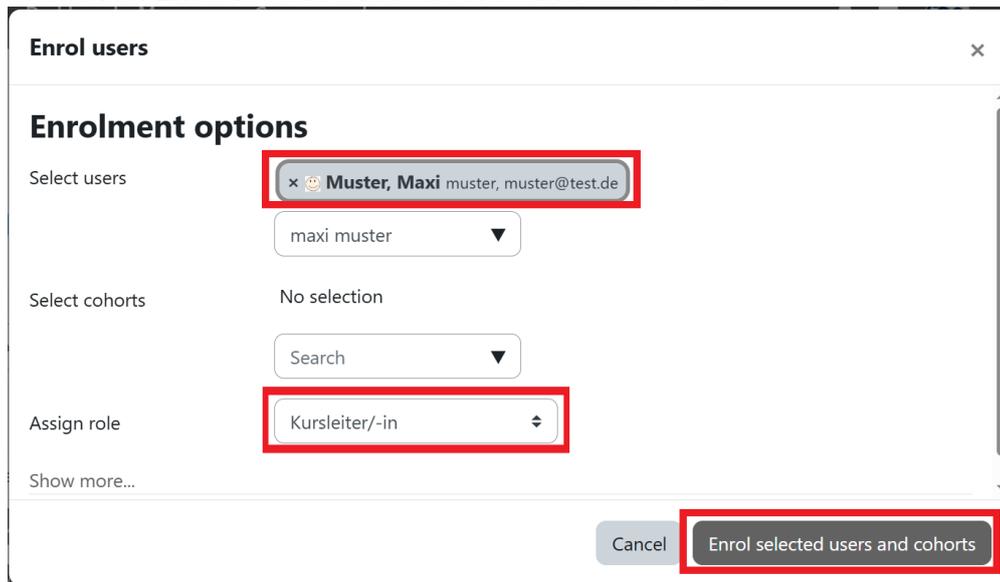
4. The new course is displayed.

5.  **Important: You are not automatically registered as course instructor.** 

6. Select the tab Participants and Enrol users

7. Search for your own name under Select users and choose Course instructor (Kursleiter/-in) under Assign role.

8. Click on Enrol selected users and cohorts.

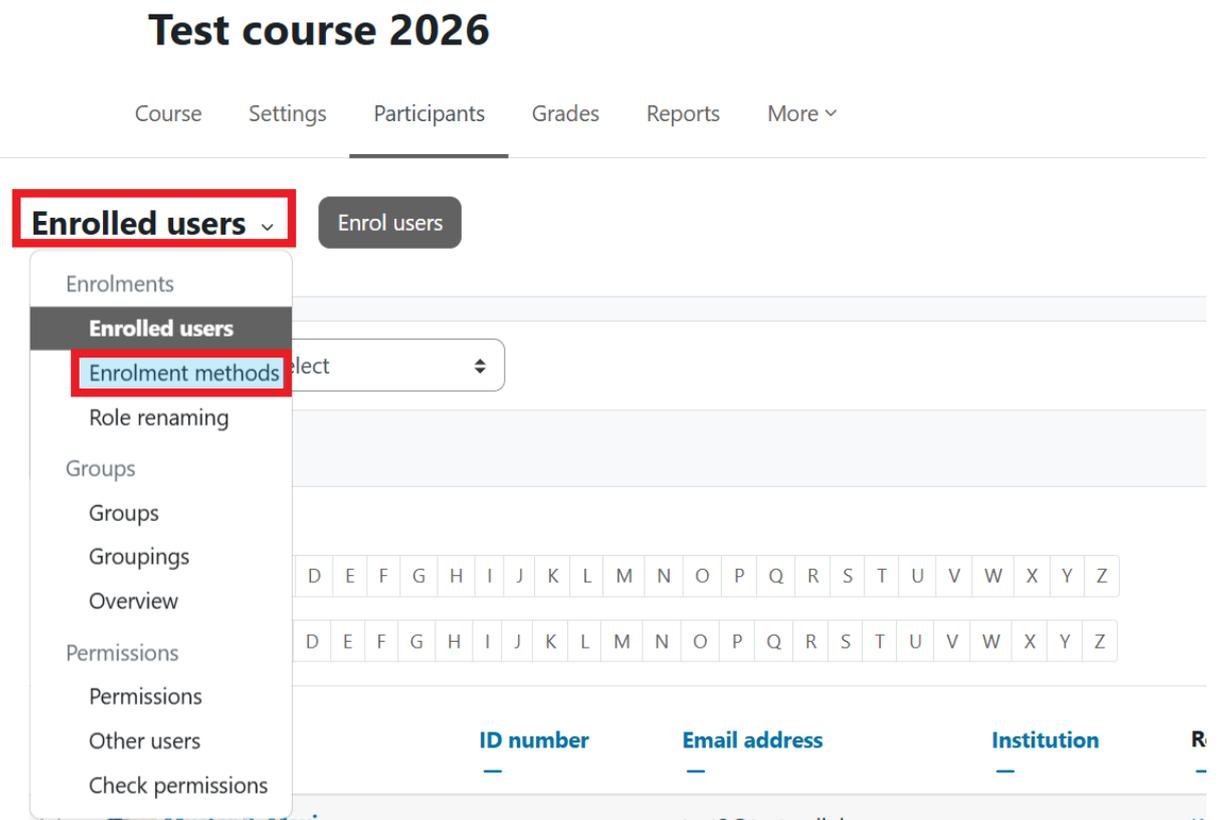


9. In this step, you can also set the Enrollment key.

also set the Enrollment key.

10. To do this, select the option Enrollment methods from the dropdown menu under Enrolled users.

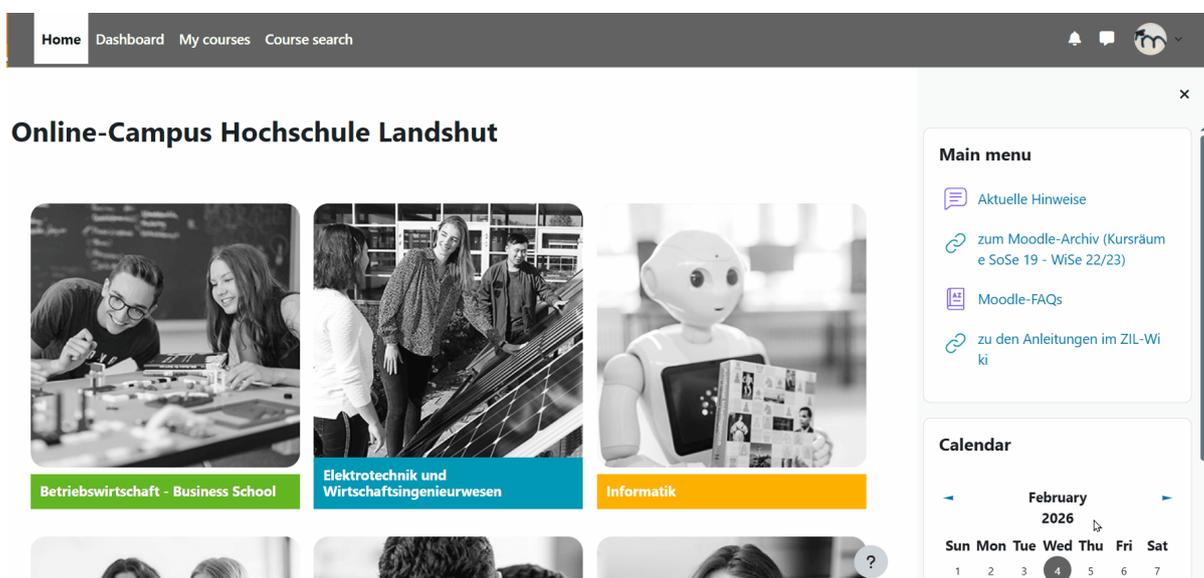
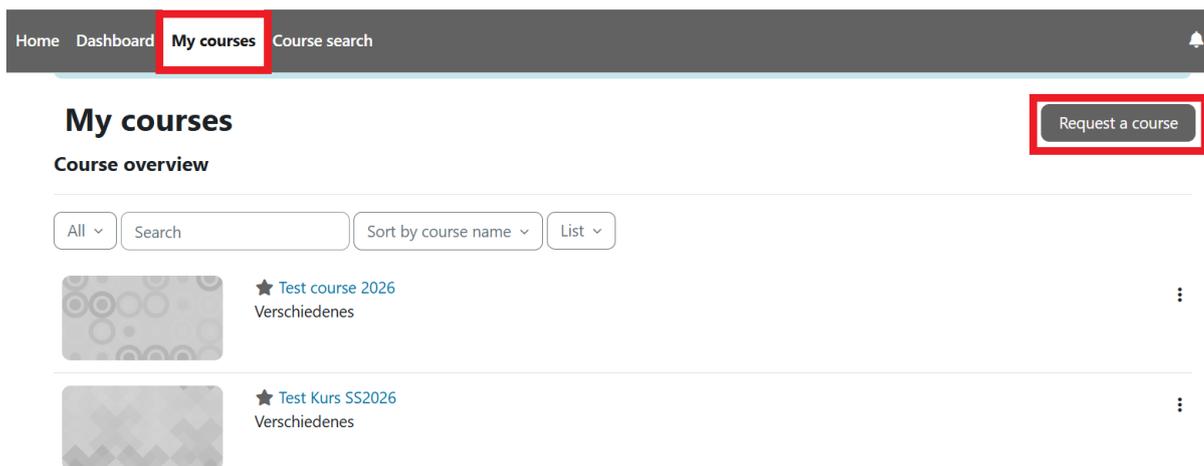
11. Follow the steps of the instructions, see [Self-enrollment](#), [Change enrollment key](#)



Only Faculty of Social Work - Request course

To offer your materials for a course in a „protected“ space, you must first request a so-called „course.“ When you are on the page *My Courses*, you can open the *Request form* by clicking the three dots in the upper right corner or click Request a course if that button shows to

you directly.



- First, enter a unique *Full course name* as well as a *Short course name*. The full course name is displayed in the course overview. The short course name is an abbreviation of the course name, which is displayed in the navigation bar. Since the short course name can only be used once platform-wide, the semester must be included here.

We ask you to use a consistent naming convention for course names within your course area according to the following principle starting from Winter Semester 2023/24:

Full course name:

[Semester] [if applicable, module number] [Course title] [(Instructor)]

e.g. 2023/24 WiSe F123 Introduction to Business Administration (Mustermann)

e.g. 2024 SoSe F123 Introduction to Business Administration (Mustermann)

Short course name:

[Semester] [Short title] [(Instructor)]
e.g. 2023/24 WiSe Introduction BWL (Mustermann)
e.g. 2024 SoSe Introduction BWL (Mustermann)

- Select your personal *Course area*. Clicking on the search field opens a dropdown menu. Search for your course area under your faculty.
- In the *Description* field, you can provide information about the course contents.
- For the *Reason for course request*, it is sufficient to enter a single character.
- Then click the button Request course.

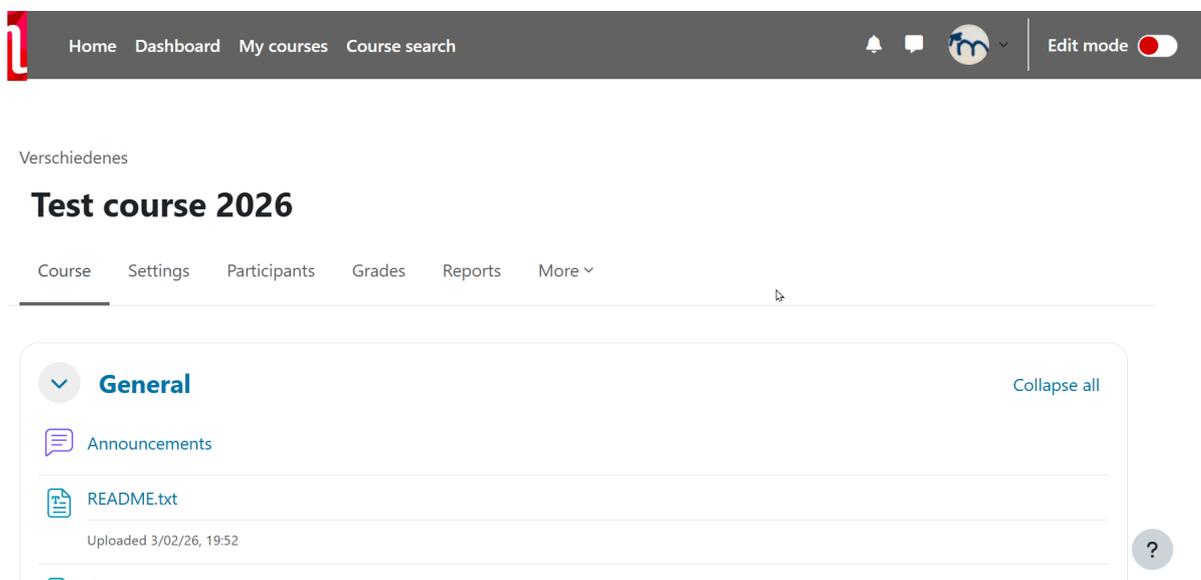
Once Moodle support has approved your course request, you will receive a confirmation by email. This usually happens on weekdays within the next (max. 24) hours. After approval, you can find your course under *My Courses*.

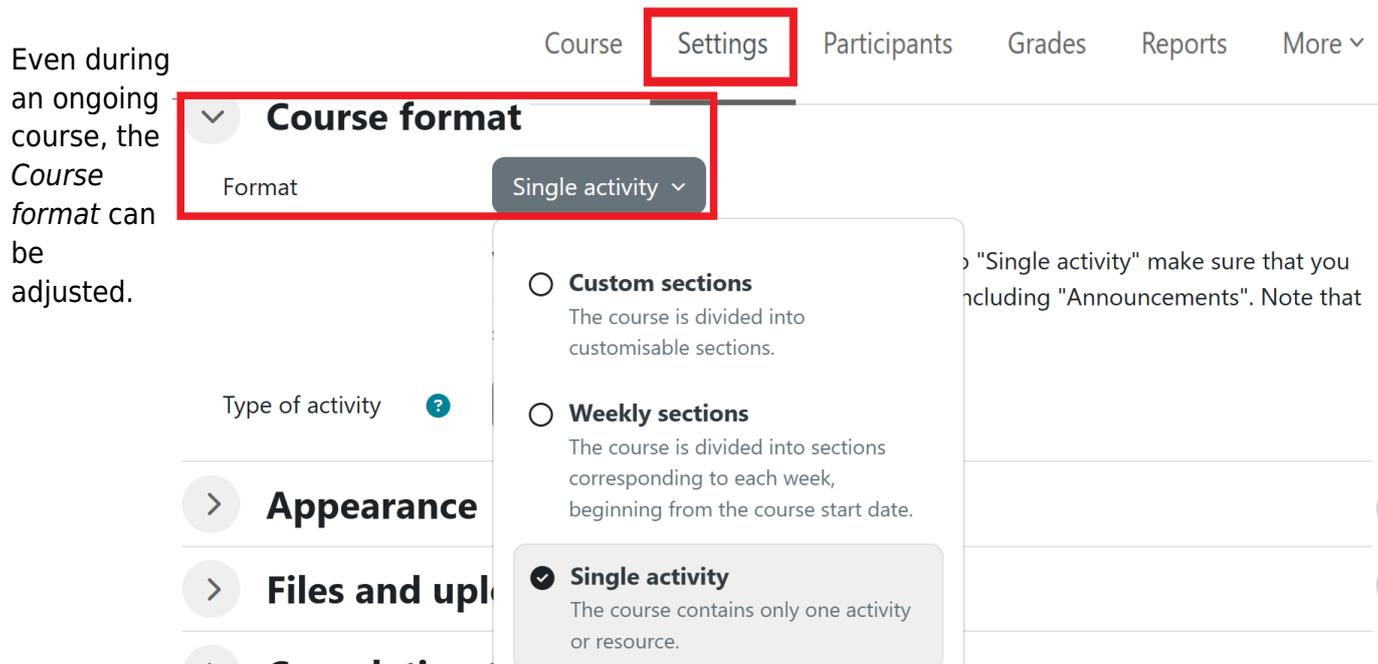
You can also add the blocks *Course overview*, *Recently visited courses*, and/or *Favorite courses* to your dashboard and set access via the right block bar, which you can expand if needed. More information about the dashboard can be found [here](#).

Click on the desired course to be redirected.

2. Course formats

You can display the topic areas on the main course page in different ways. Moodle offers various formats in the course settings (*Central menu bar* → *Settings* under *Course* format), which you can set individually for each course depending on content and purpose.





Even during an ongoing course, the *Course format* can be adjusted.

2.1. Onetopic format

In the *Onetopic format*, the different course areas are displayed as tabs. If you have a course space with many different contents and activities, this format can improve clarity and prevent long scrolling. 

2.2. Single activity

If you change the course format to 'Single activity', you must first remove all other activities from the course, including the 'Announcements' forum. Note that the section structure may change.

2.3. Social format

The Social format represents a special course structure, which is useful when your Moodle course consists of a single discussion forum. This structure promotes a very open style of teaching, where exchange and discourse are the main focus. It does not necessarily have to be a traditional course. 

In courses using the Social format, the various discussion topics are displayed as a list on the course page.

2.4. Tile format

The *Tile format* is similar to the *Grid format* but has a more modern look. You also have the option to change the tile icon and tile color. 

2.5. Custom sections format

In the *Custom sections format*, the different topic areas are displayed one below the other. This is the default setting. 

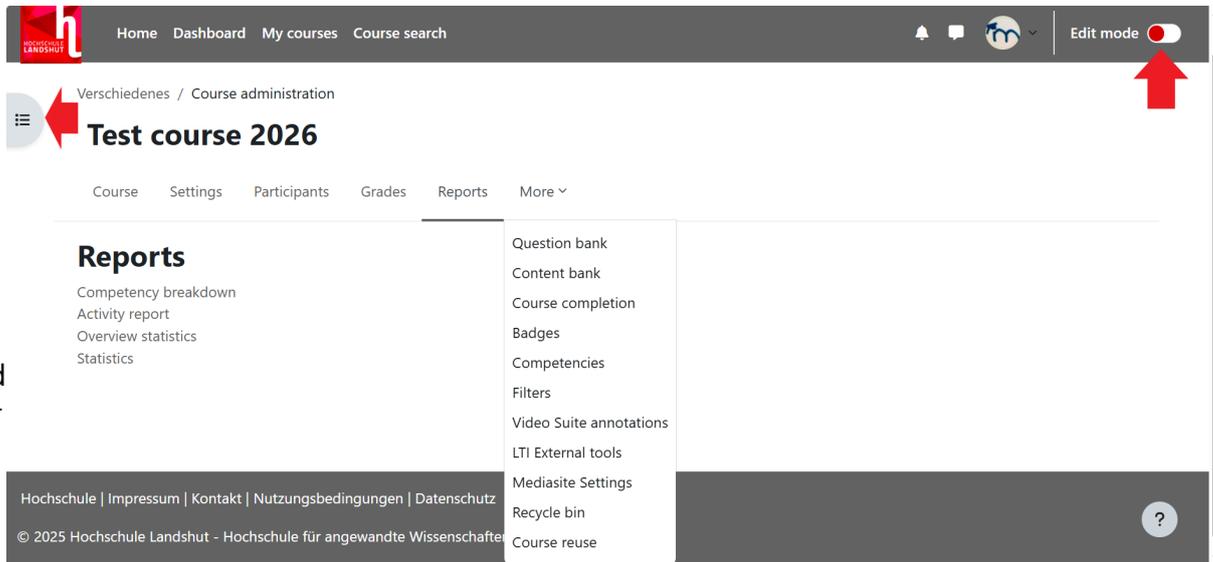
2.6. Weekly format

The *Weekly format* organizes your content in chronological order. The course areas are structured and displayed by week with the corresponding dates. 

3. Functions within the course

The central menu bar contains, among other things, editing functions (*Settings*) and user management (*Participants*) for you as the course instructor.

Under Grades you will find an overview of student results if you offer activities such as Quizzes and Assignments. It is possible to quickly and easily

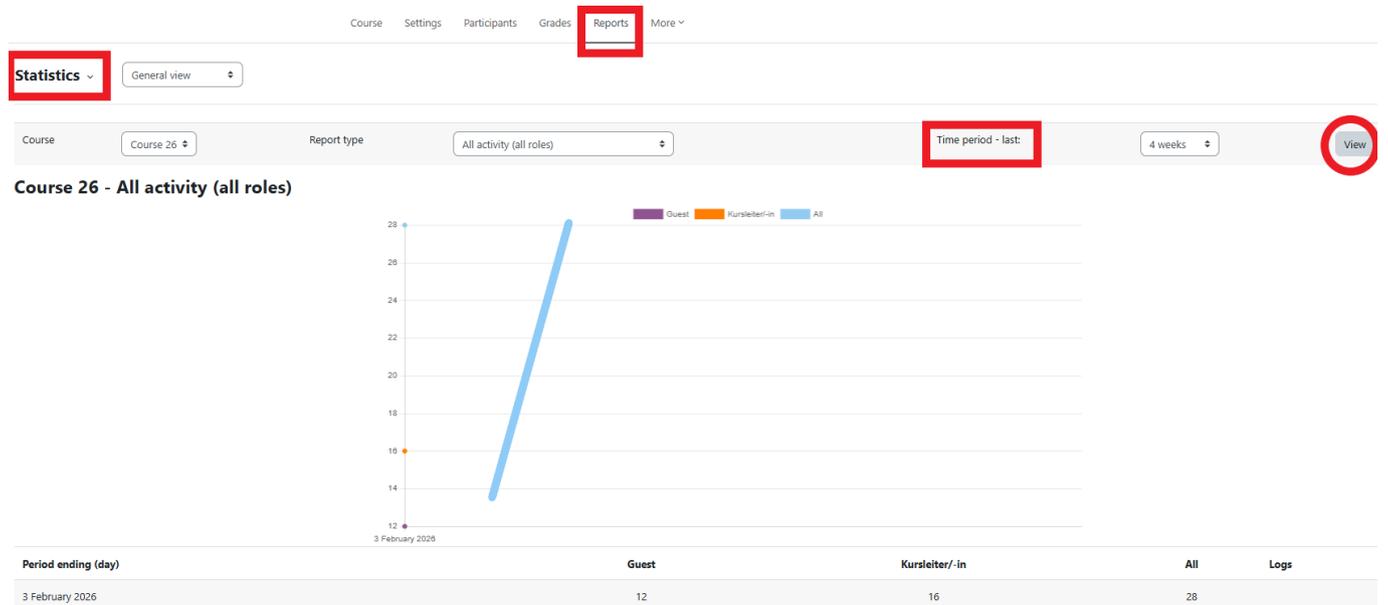


search and filter within the grades. You can also collapse individual columns in the gradebook, hide specific categories in the grade overview, or view feedback for individual grades directly in the grade overview.

More information can be found on the Moodle website [Grades](#) and [Improvements in grades](#)

Reports - these allow you to track student progress.

- The **Course activity report** shows how often each resource and activity has been accessed. In the course navigation bar, click Reports and then click Activity report.
- **Statistics** are tables and charts that provide statistical information about the use of your Moodle site. They show how many different users have visited your Moodle site. The statistics can also be found under the Reports menu.



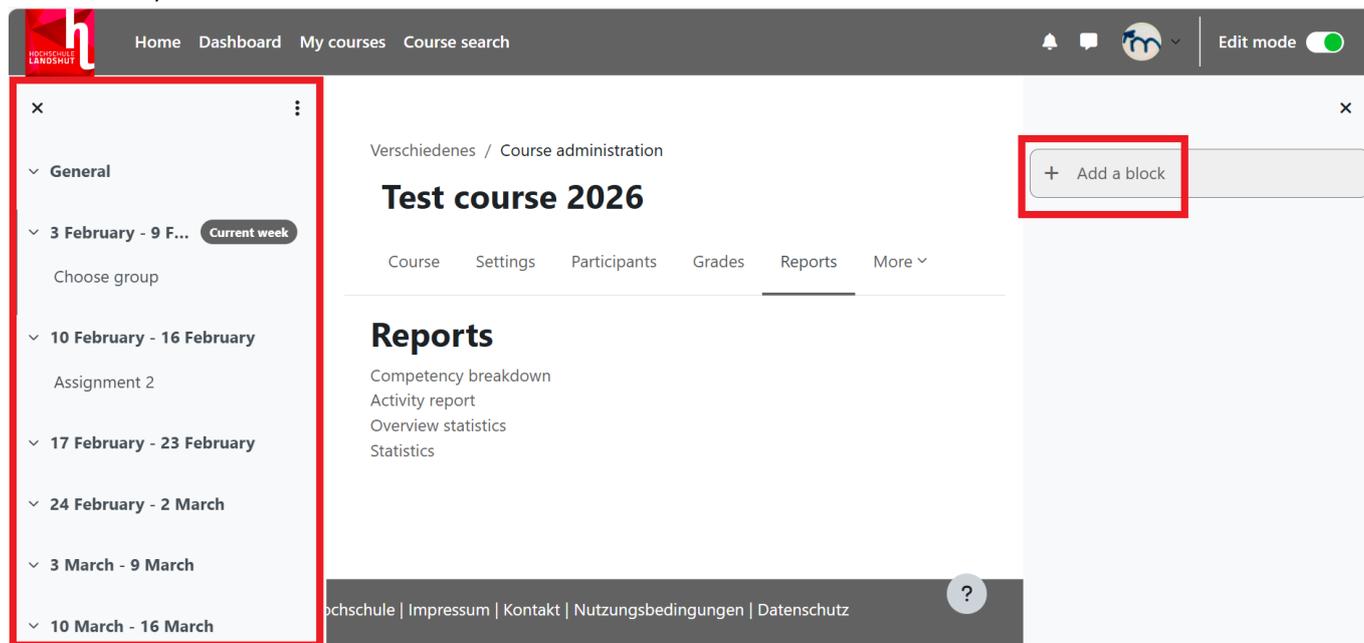
Moodle provides you with various blocks for controlling settings or activities. The blocks serve organizational, communicative, informative, or visual purposes. Using blocks, you can add different

types of information to the right column of your course space (collapsible right block drawer). The right block drawer is only visible to course participants if you have filled it with content.

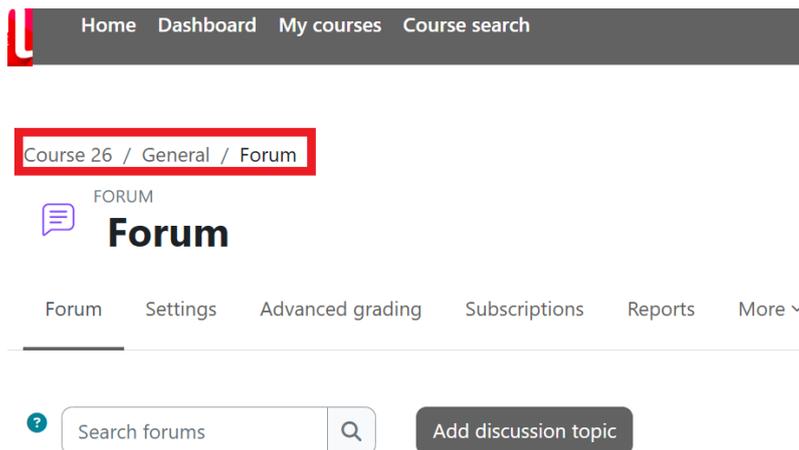
You define the selection of blocks and can change it at any time. However, since the presence of many blocks can increase the lack of clarity of a course space, you should use blocks in a targeted and deliberate way.

Click **Edit** mode in the top right corner to enter editing mode.

In editing mode, you will find the function **Add a block** in the right block drawer.  (more on this [Dashboard](#)).



Using the so-called breadcrumb (breadcrumb navigation), you can easily navigate within the course space. If you are inside an activity, it helps you return to the main course page. To do so, click on the short course name.



4. Edit course settings

Important: You can change the settings you made when requesting the course at any time.

In the course, click **Settings** in the central menu bar at the top. You can also define the course formats presented above here.

Under *General*, you can subsequently change the course names. If you do not want to make the course accessible to participants yet during course creation, set *Course visibility* to **Hide**. It will then not appear in the course list and the contents will not be available to students. If you want to structure your course by weeks and use the so-called *Weekly format* (see [here](#)), you must set a start date under *Course start date*.

Description

In the *Course description*, you can enter information about the course contents. These will appear in the course overview.

The screenshot shows the 'Edit course settings' interface for a course titled 'Test course 2026'. The navigation bar at the top includes 'Home', 'Dashboard', 'My courses', and 'Course search'. Below this, the course title 'Test course 2026' is displayed, with a red arrow pointing to the 'Settings' tab in the sub-menu. The 'Edit course settings' section is active, showing a 'General' category. The 'Course visibility' setting is highlighted with a red arrow, and its dropdown menu is open, showing 'Show' and 'Hide' options, with 'Hide' selected. Other settings include 'Course full name' (Test course 2026), 'Course short name' (Course 26), 'Course category' (Miscellaneous), 'Course start date' (February 2026), and 'Course end date' (April 2026). A checkbox for 'Calculate the end date from the number of sections' is checked.

Course format

Under the *Course format* section, you can define the basic appearance of the course. First, set the *Format*. By default, the *Custom sections format* is selected. The use of the other formats *Single activity* and *Social format* is not recommended.

You can increase or decrease the *Number of sections* as desired. In the course space itself, this can also be done using the *Add section* function after each course section.

Under *Course layout*, you can specify whether *Show all sections on one page* should be displayed on the course page or *Show one section per page* with the option of navigation (*Jump to topic X*).

You can keep the options under *Appearance* as they are. However, if you offer a course in English, you can change *Force language* to *English*.

If you would like to use group work in your course, you can use *Groups* → *Group mode* to define whether the group activities of the entire course are visible to each other or whether group members work only among themselves. If you activate *Force group mode* → *Yes*, all activities in the course will be carried out in group mode.

Course format

Format Weekly sections ▾

Hidden sections ? Hidden sections are completely invisible ▾

Course layout ? Show one section per page ▾

Appearance

Force language English (en) ▾

Number of announcements ? Do not force
Deutsch (de)
English (en)

Show gradebook to students ? Yes ▾

Show activity reports ? No ▾

Show activity dates ? No ▾

Files and uploads

Completion tracking

Groups

Tags

Save and display Cancel

! Required

Note: Group mode can also be set individually and differently for each activity and does not have to be controlled at course level in the course settings.

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