

Manage your own course category

Note: Each lecturer has their own course category in Moodle within their faculty under “Teaching events”. If you are new at the university and do not yet have your own course category, please contact the [Moodle support](#).

- > [Redacted]
- ▼ Doe, John
 - Wintersemester 2021/22
 - > Sommersemester 2025
 - > SummerSemester2026
 - [Redacted]
 - [Redacted] zu



New as of WiSe 2025/26: From the winter semester 2025/26 onwards, you will have the so-called manager role in your own course category and can therefore manage your courses for the coming semesters yourself, including independently duplicating an old course or moving it to a new semester.

Navigation

You can access your own course category most easily via the so-called breadcrumb in one of your courses.

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2025 SuSe T123 Test

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▼ General

Alternatively, on the start page select the tile of your faculty > Teaching events > your course category.



Manage course category and courses

To manage your courses in your own course category, select the option **More** and then select **Manage courses** from the dropdown menu.

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Mustermann, Max

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Search courses

- Wintersemester 2021/22
- > Sommersemester 2025
- > SummerSemester2026

More ▾

- Add a new course
- Add a subcategory
- Manage courses
- Courses pending approval

You will then see your course category with the sub-course categories of the individual semesters in editing mode.

Note: You only have editing rights for your own course category; the course category of others are only listed.

The screenshot shows a tree view of course categories. At the top, there is a redacted category. Below it is 'Doe, John' with a minus sign. Under 'Doe, John', there are three sub-categories: 'Wintersemester 2021/22', 'Sommersemester 2025', and 'Summer Semester 2026'. Each sub-category has a radio button, a visibility icon, a plus/minus icon, a list icon, and a course count icon.

Click on a semester to see the courses contained within it listed.

Explanation of symbols

The image shows a course entry: 'Test course summer semester 2026 (John Doe)'. On the left, there are callouts 6 and 7 pointing to a plus icon and a radio button. On the right, there are callouts 1 through 5 pointing to a pencil icon, a document icon, a trash icon, a visibility icon, and an up arrow icon. A mouse cursor is pointing at the trash icon.

1. Edit course settings: The course settings are opened and can be edited

2. Duplicate course: Create a course duplicate for the coming semester
3. Delete course: Course is deleted if it is no longer needed
4. Hide course: Course is made invisible for participants
5. Move course: Change course order
6. Move course: Move course
7. Select/mark course: Select course

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