Request a Moodle course

There are two ways to get a Moodle course for your event. Either you request the course via Moodle or you create the course yourself via Campus. The advantage of creating the course via Campus is that the course is immediately available to you. If you do not use Campus to create your events, you must request the course via Moodle.

1. Create Moodle course via campus
Please use the instructions from the eCampus helpdesk, where the necessary steps are explained. Click here for the instructions.

2. Request Moodle course via Moodle
Log in to Moodle with your LoginID and click "Request Moodle Course" on the right side of the home page.
Now the form for the course application opens. Here you must enter the following course data:

**Course full name:** Your course can be found under these names in Moodle. If it is an accompanying course to a course, it is recommended to use the name of the course.

**Event number:** The six-digit number of your event. If you do not have an event number, also write the course name in this field.

**Semester selection:** Specify the semester so there is no confusion with older courses.

**Course category:** Specify in which section your course can be found. The list is sorted alphabetically by faculty. If your chair or institute is not in the list, you can write an email to moodle@rub.de so that the entry is completed.

**Description:** A description is optional. This will be displayed to the participants at enrollment and later in the course list.