Notes

- You can synchronise courses in which you are registered as a lecturer with Moodle and in this way automatically create a Moodle course. The requirement for this is that you already have a Moodle account.
- When synchronising a course, all lecturers of the course who have a Moodle account will be entered as course instructors in the Moodle course.

Step 1
Register at Campus under "Anmeldungen, Leistungen".
1. Select the correct semester.
2. In the list of your courses, click on the title of the course for which you would like to create a Moodle course.

Step 2
In the Moodle section, click on the link "Moodle Kurs anlegen".
Step 3
Please select the role "Moodle-Synchronisation" from the overview.

Step 4
You now see the basic data for your course in Campus "Veranstaltungen, Organisationen, Studiengänge". Click on the button "Kurs in Moodle anlegen/synchronisieren".

Note
If you do not have a Moodle user account yet, you will get a warning message. Please register with Moodle first and then synchronise the course again.

Step 5
Optionally, you can add an additional Moodle course instructor by entering the instructor’s eight-digit RUB loginID. Click on the button "Kurs anlegen" to synchronise the course with Moodle.

Step 6
In the overview of the course you will now find a link that leads directly to the Moodle course that has just been created. Now close the current tab to return to Campus "Anmeldungen, Leistungen".
With the short guides of the RUBel team, you can also learn how to copy course content from previous semesters, change the course area or make your course visible: [www.rubel.rub.de/moodle/moodle-fuer-lehrende/anleitungen](http://www.rubel.rub.de/moodle/moodle-fuer-lehrende/anleitungen).

For more information and guidance on Campus, please refer to our user guides that are available on our help pages for employees at: [www.rub.de/ecampus/campus](http://www.rub.de/ecampus/campus)

Your eCampus team

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At the finish
In the Moodle section you will now find a link to the Moodle course.

Note
The course was created in hidden condition in Moodle and can be found in the course area under Campus-IMPORT.