

Create a course

There are two ways to create a new Moodle course:

1. Via myStudy
2. Via Moodle

1. Create a new course using myStudy

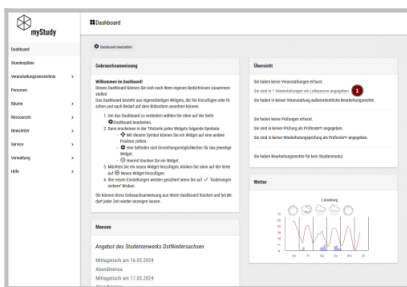


Abb. 2: Dashboard

1. Log in to myStudy
2. Open your **Dashboard**
3. In the **Overview** section, open the course for which you would like to create a new moodle course (**Fig. 1 No. 1**)
4. Click on the name of the course at the top (**Fig. 2 No. 2**)
5. Click on the tab **Online teaching** (**Fig. 2 No. 3**)

Here you can choose between three different course templates. Click on one of the buttons (**Fig. 3 No. 4**)

6. On the following page, click on the corresponding button to go directly to your new moodle course. You will also receive an email with a link to the new course (**Fig. 4 No. 5**).

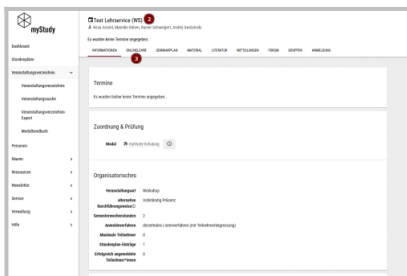


Abb. 3: Course view

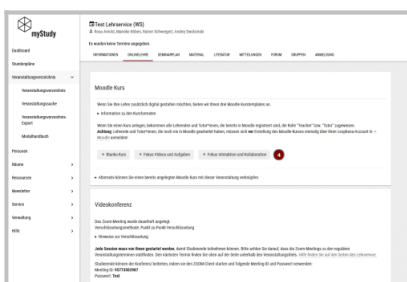


Abb. 4: Course template

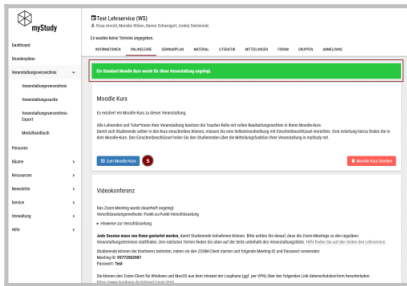


Abb. 5: Course link

2. Request a new course via Moodle



Abb. 6: Main navigation



Abb. 7: Application form

1. Log in to Moodle
2. Click on **Support** in the main navigation at the top
3. In the drop-down menu, select **Apply for course (Fig. 6)**. An application form opens.
4. In the application form, please fill in the fields **Full course name**, **Short course name**, **Course area** and **Reason for course application (Fig. 7)**.
5. As soon as the course has been approved by the teaching service, you will receive an email with a link to the new course in which you are already enrolled as a teacher.

Die Entwicklung erfolgte durch Mitarbeitende des Leuphana Lehrservice (lehrservice@leuphana.de)



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