

# E-Learning Platform moodle.htwchur.ch

– Quick guide for students –



Moodle is the main e-learning platform at the **Hochschule für Technik und Wirtschaft (HTW) Chur**. Your teachers will upload all your essential course materials on this website. You'll also have access to interactive and collaborative tools like wikis, forums and chats to communicate with your teachers and other students.

To use Moodle you'll need an Internet connection, a recent web browser (Mozilla Firefox, Internet Explorer, Google Chrome, Apple Safari ...) and your HTW account details (user name and password).

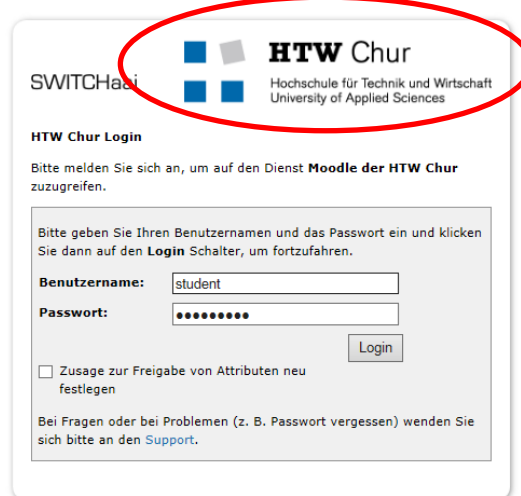
You can access Moodle from anywhere in the world by entering <http://moodle.htwchur.ch> into your browser's address bar.

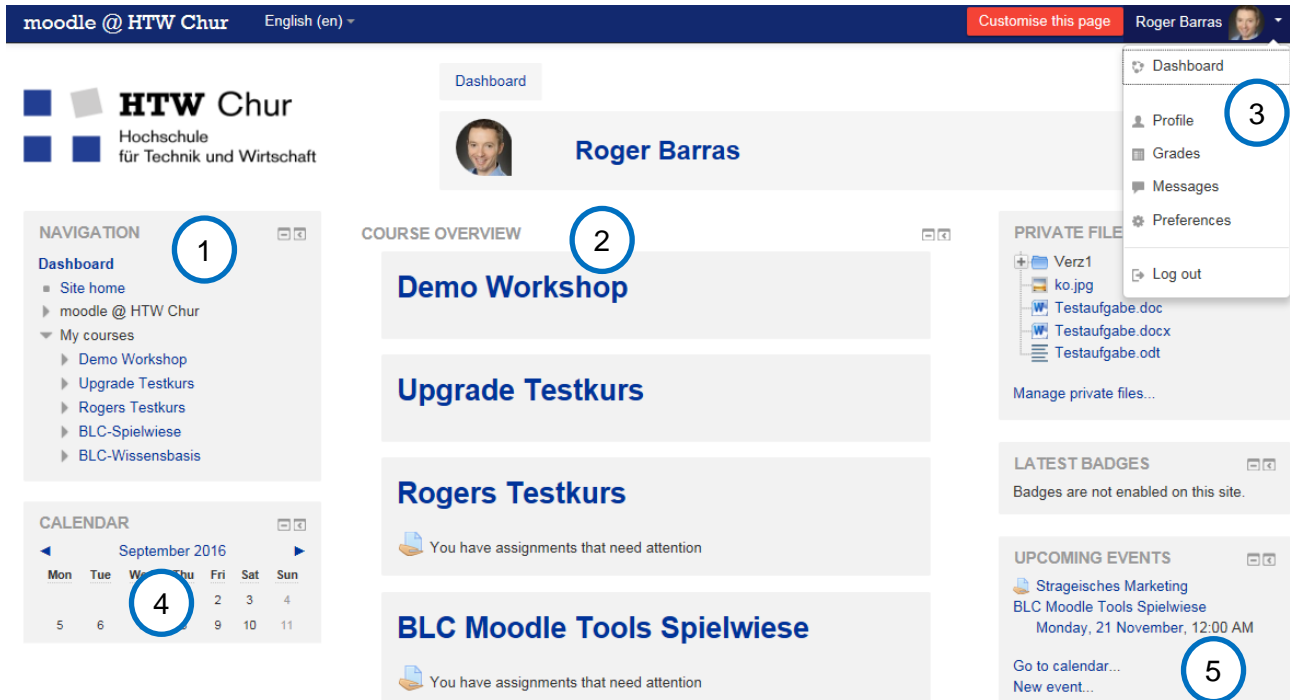
You can switch to the English version of Moodle by selecting „English (en)“ from the drop-down menu in the upper right corner.

## Access and Login

<https://moodle.htwchur.ch>

You'll need your personal HTW account details (user name and password) to login into Moodle. It is not possible to create an account by yourself. You should have received your HTW account sheet on your first day at our school. The login procedure is handled by the central **SWITCHaaI**-protocol. To login via SWITCHaaI, you have to choose your home organisation „HTW Chur“ and just click the Login button. On the following screen you'll be asked to enter your user name and password.





The screenshot shows the Moodle dashboard for user Roger Barras. The top navigation bar includes the site name, language (English), a 'Customise this page' button, and the user's name. The main content area is titled 'Dashboard' and features a user profile for Roger Barras. Below the profile is a 'COURSE OVERVIEW' section with three course cards: 'Demo Workshop', 'Upgrade Testkurs', and 'Rogers Testkurs'. The 'Rogers Testkurs' card has a notification icon and text: 'You have assignments that need attention'. Below this is another card for 'BLC Moodle Tools Spielwiese' with a similar notification. On the left, there is a 'NAVIGATION' sidebar with links to 'Site home', 'moodle @ HTW Chur', and 'My courses' (which includes 'Demo Workshop', 'Upgrade Testkurs', 'Rogers Testkurs', 'BLC-Spielwiese', and 'BLC-Wissensbasis'). Below the navigation is a 'CALENDAR' for September 2016. On the right, there is a 'PRIVATE FILE' section showing a folder 'Verz1' with files 'ko.jpg', 'Testaufgabe.doc', 'Testaufgabe.docx', and 'Testaufgabe.odt'. Below that is a 'LATEST BADGES' section stating 'Badges are not enabled on this site.' and an 'UPCOMING EVENTS' section showing 'Strageisches Marketing BLC Moodle Tools Spielwiese' on Monday, 21 November, 12:00 AM. A 'Go to calendar...' link is also present.

- 1 Navigation: Site home = Moodle start page  
My courses = list of subscribed courses
- 2 Course overview of my subscribed courses
- 3 User functions: Dashboard = link to your dashboard  
Profile = My user details. You may add a picture for your profile  
Grades = Your course grades  
Messages = Access to your messages  
Preferences = You can edit your settings here like your user profile or your default language but we recommend not to change the preferences for forum, editor or messaging.  
Log out = Quit your moodle session
- 4 Calendar: You can organise your upcoming events or you can see deadlines for your submissions here. An iCal link is available to synchronise the moodle calendar with your own calendar.
- 5 Upcoming Events: Here you can find your next upcoming events of your calendar.


## Enrol in Courses

You'll be automatically enrolled in most of your courses at the beginning of the semester. No further action is necessary in those cases; you'll find all your enrolled courses on your personal Moodle Page <https://moodle.htwchur.ch/my>. But there may be some courses which require you to enrol yourself.

Self-enrolment in three steps:

1. Look up your course  
 Access the Moodle start page (<https://moodle.htwchur.ch>) and browse to your faculty / study major / semester to find your course.



If a course is available for self-enrolment you'll see this icon  right beside the course title.

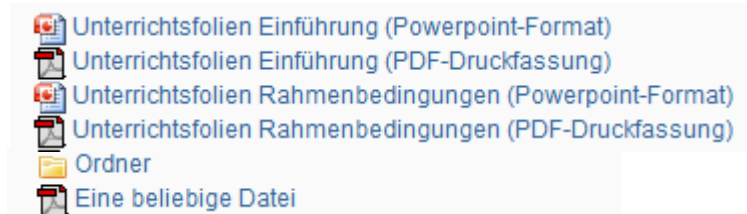
2. Select the course title and click on the **Enrol me** button.
  - a. You may have to enter a passphrase (provided by your teacher) in some cases.
3. All done. You'll receive an automatic confirmation via e-mail.

If you can't find a required course or self-enrolment isn't available: contact your faculty administrator (you'll find your faculty administrator at <https://moodle.htwchur.ch/help>)

## Course Tools

### File download

Your teachers provide various course materials in your courses on Moodle; you can easily download those documents by clicking on the document titles. Some files might be organized in folders.



### Collaborative tools

Wikis, chats and forums allow you to contribute content to Moodle courses and communicate with other students and teachers. It is also possible to upload and attach files to forum postings. These tools will not be available in all courses.

Some courses will also offer dedicated areas to upload your homework or other course work. These areas are usually indicated by this icon:



Clicking on this icon will lead you to a special form where you can upload and submit your documents during a limited time window.



## More Resources and Support

You'll find more information about Moodle in our special "course" at <https://moodle.htwchur.ch/help>

Moodle support: If you have any questions about Moodle or miss certain courses, please contact your faculty administrator (you'll find your faculty administrator at <https://moodle.htwchur.ch/help>) or for general Moodle contact the HTW Moodle support team: [moodle@htwchur.ch](mailto:moodle@htwchur.ch)

IT support: If you've lost your HTW user name or password then please contact IT support: [support@htwchur.ch](mailto:support@htwchur.ch)