

Log in to u:space

U:SPACE - <https://uspace.univie.ac.at/>

Choose **TEACHING** => **COURSES** in the menu (1)

A list with all your courses appears.

Click on the Moodle „M“(2)

Now you can specify the visibility for your Moodle course. By default the course is not visible to students.

Click on **CREATE COURSE IN THE LEARNING PLATFORM** (3)

Clicking on „**Insert event in eLearning system**“ creates your Moodle course

Moodle Course **LINK** (4) & **UPDATE LEARNING PLATFORM** (5)

Immediately afterwards you will find on the same page a link to your moodle course (4), where you will be linked directly to the desired course. With "**Update the learning platform**" you can manually start the synchronization. Registered students from u:space (status: „angemeldet“) will be automatically subscribed in your course.

ATTENTION: Teachers / Tutors are **ONLY** matched once when the course is created. If someone has been registered afterwards or his/her u: account was activated later, you have to activate the synchronization manually.

The screenshot shows the u:SPACE website interface. At the top, there is a navigation menu with 'HOME', 'TEACHING', 'U:FIND', 'AS', 'FEEDBACK', and 'ABOUT U:SPACE'. The 'TEACHING' menu is open, showing 'COURSES' (1), 'EXAMS (GRADING)', 'EXAM RENUMERATION', and 'COURSE EVALUATION'. Below the menu, there is a 'Courses Overview' section with filters for 'All semesters', 'All courses', and 'All lecturers'. A search bar is present. A table lists courses, with the first row highlighted: '350240-1 BA111 - Studienorientierung - Abt. C' with lecturers 'PLV, pi Karall, Eva' and semester '2010W'. The 'ACTION' column for this course has a Moodle icon (2). Below the table, there are two sections for 'Learning platform'. The first section has a 'CREATE COURSE IN THE LEARNING PLATFORM' button (3) and a 'Cancel' button. The second section has an 'Open course in Moodle' link (4) and an 'UPDATE THE LEARNING PLATFORM' button (5) with a 'Cancel' button.

ATTENTION:

If you created your course **UNVISIBLE** in Moodle, it is **NOT** available for students. You must first unlock the access for students .

Click on **(COURSE FOR STUDENTS NOT VISIBLE)** in your Moodle course (6)

With „**Show**“ you can control the access to your course.

Select **VISIBLE** => **SHOW** and save your changes (7)

Afterwards students have access to the moodle course.

The screenshot shows the Moodle course settings page. The course title is 'Testcourse' and the status is '(Course for students not visible)' (6). The 'Edit course settings' panel is open, showing the 'General' section. The 'Course visibility' dropdown is set to 'Show' (7), with 'Hide' and 'Show' options visible. The 'Course start date' is set to 'October 2017'.