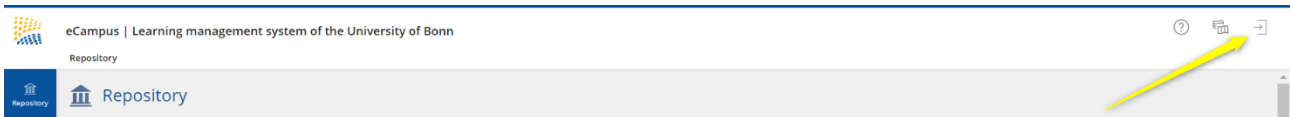


The learning platform of the University of Bonn is called "eCampus" and is based on ILIAS. It represents the technical prerequisite of a web-based eLearning infrastructure, is available to all members of the university and serves to support courses and learning groups.

This manual is designed as an orientation guide for new users of the learning platform. It is intended to provide them with a compact overview of important areas.

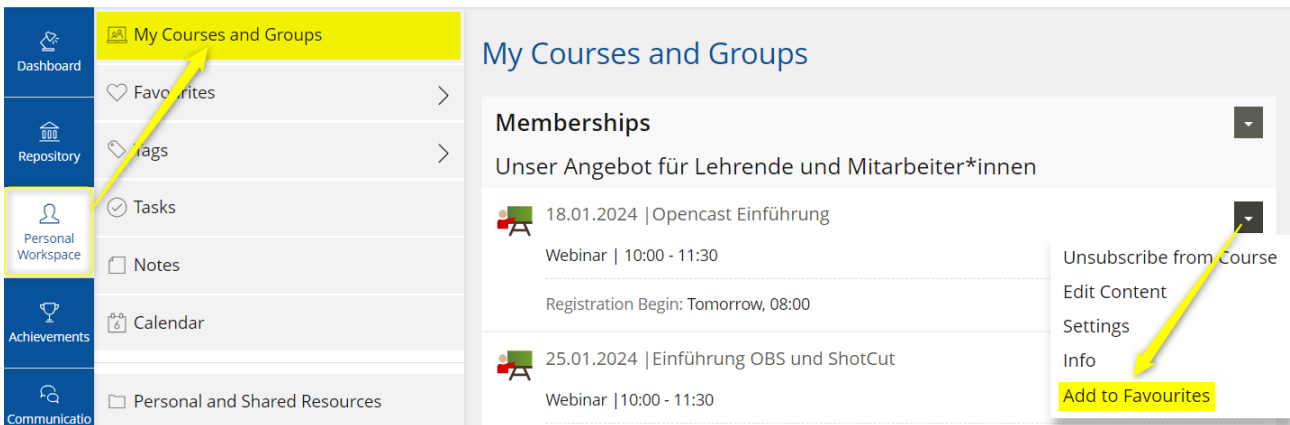
Login

On the start page you will find the login button in the upper right corner, which leads you to the login page. There you can log in with your University ID and the corresponding password.



My Courses and Groups

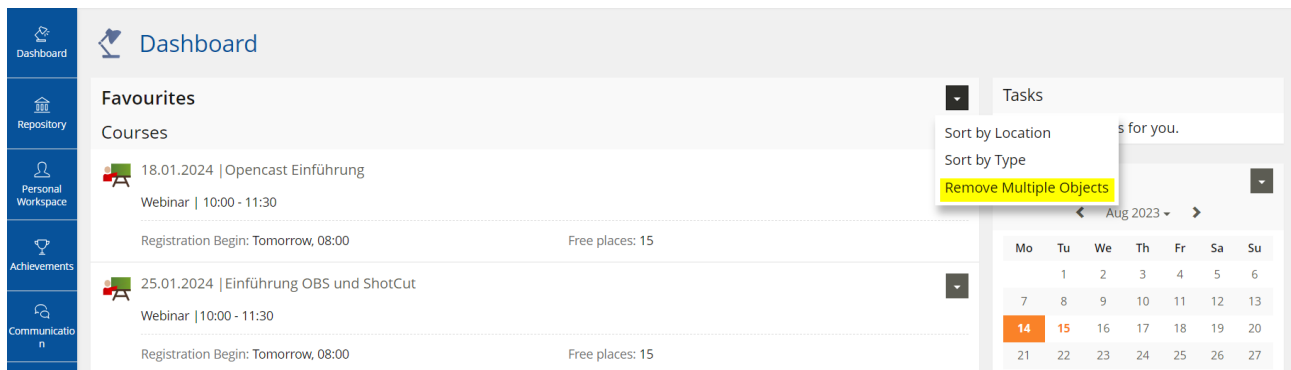
You can find all the courses that you are a member of in the main menu "My Courses and Groups".



Dashboard

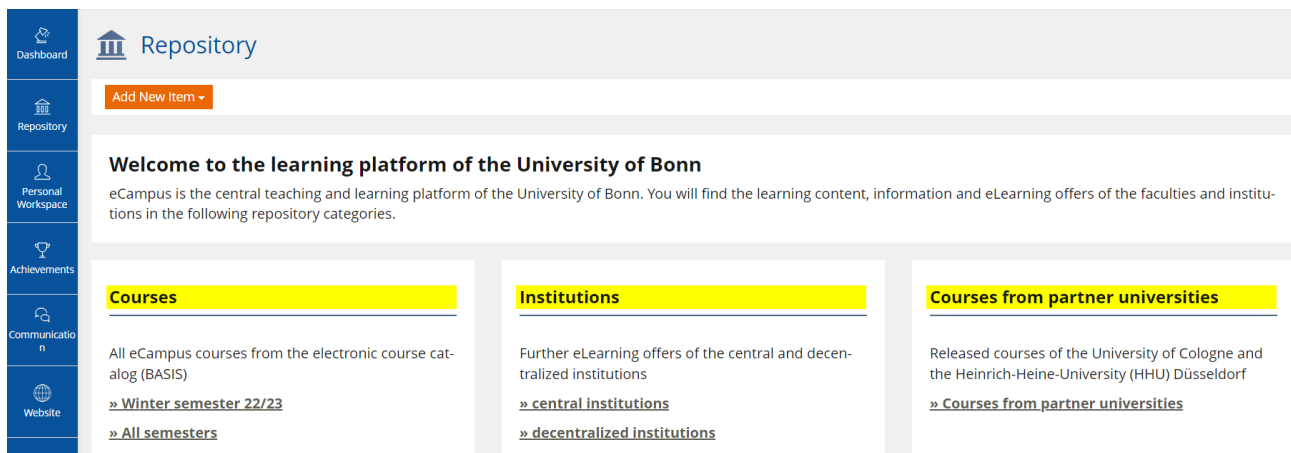
The Dashboard is your personal home page for your courses. Your courses are not all automatically on the dashboard, but once you add a course to favorites, it will appear on the dashboard. We recommend adding the courses of the current semester as favorites.

If you want to remove a course from favorites, you can do so from the action menu in the upper right corner directly on the dashboard.



Repository

The Repository homepage provides direct access to all available offerings in eCampus, which are divided into three main categories.



Courses: This category contains all eCampus courses from the electronic course catalog (BASIS).

Institutions: Further eLearning offers of the central and decentralized institutions can be found in this category. The courses in this category are independent from BASIS.

Courses from partner universities: The released courses of the University of Cologne and the Heinrich-Heine-University Düsseldorf for Bonn students can be found here.

Upper Menu Bar for further Account Settings

Help

The help icon provides you with so-called context-sensitive help for each area of use. A click on the icon opens the instructions on the left screen.

(This function is currently only available in German.)



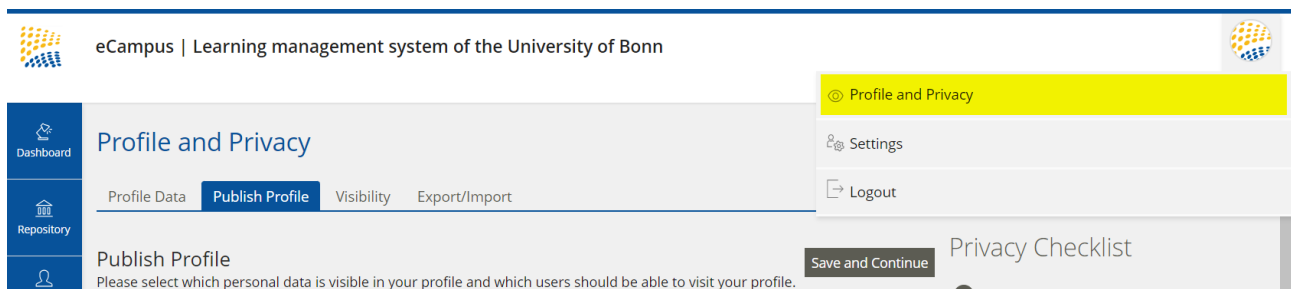
Message Center (bell)

Different types of notifications from eCampus are collected in the message center.

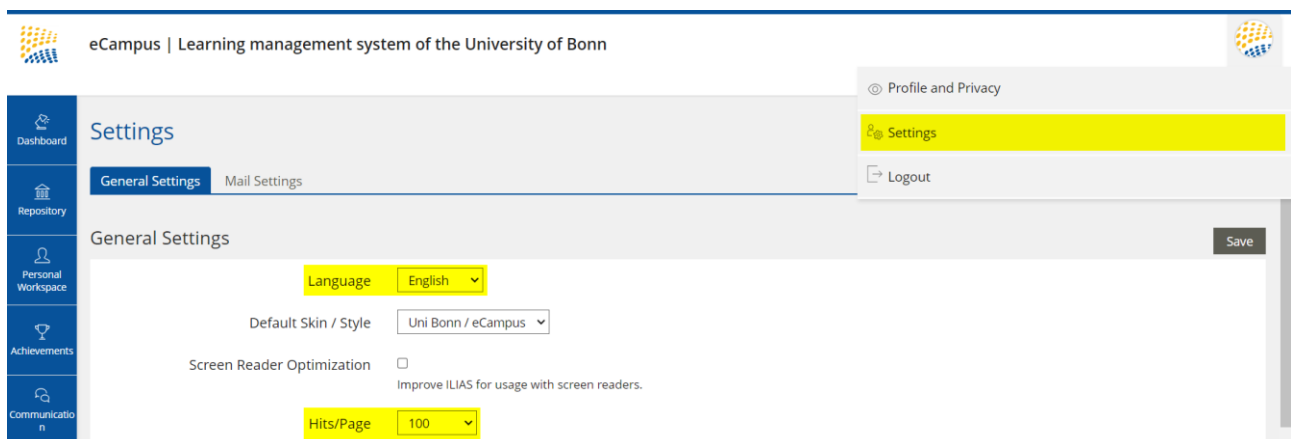
Profile

Your personal data (first official first name, last name, eMail etc.) are obtained from GOsa (the identity management system of the University of Bonn) and displayed in eCampus. These cannot be changed in eCampus.

You can add a picture for your profile and make selected data of your profile visible to other eCampus users. Publish Profile causes your name to appear in blogs, forum posts and comments instead of your university ID.



In the **settings**, you can make further adjustments if necessary and, for example, change the portal language or specify how long lists (search results, member lists) should be.

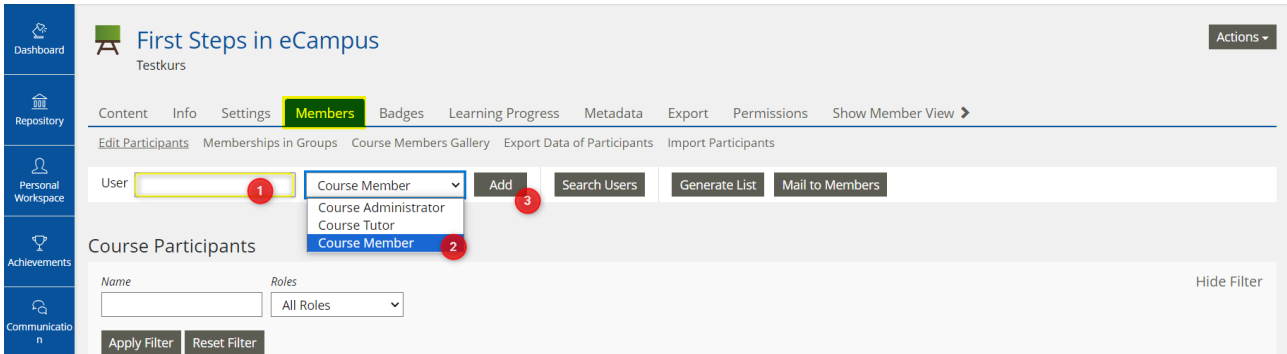


First Steps in your Courses

1. Manage Members

In the tab "Members" you will find all students (course members) who have registered for your course via BASIS and are admitted.

It is possible that you (as course admin) add further persons to your course, e.g. auxiliary staff or guest auditors. To do this, enter the university ID or the name of the person. Then select the desired role and add the person with one click.



Roles

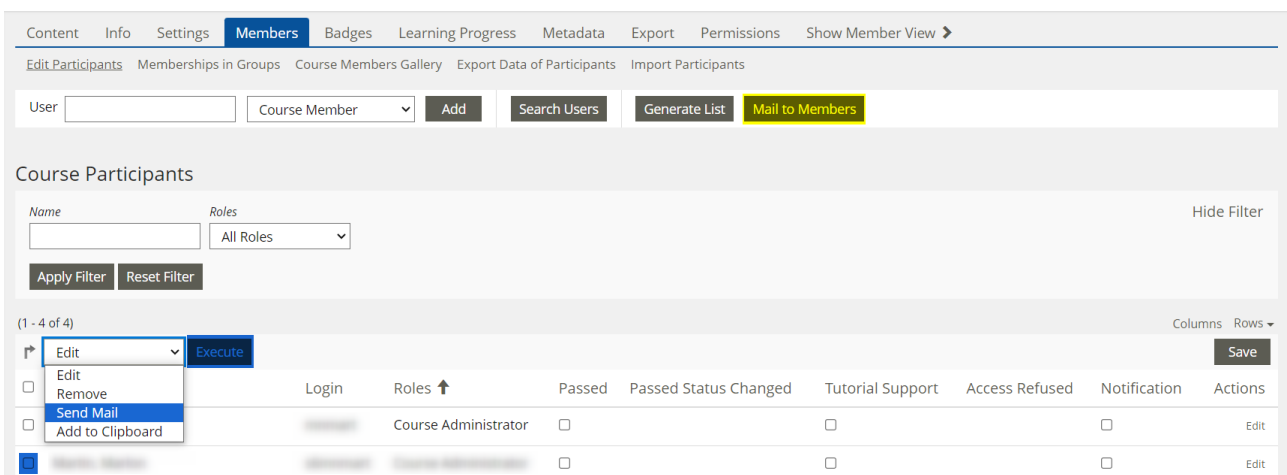
Course Members are students and have limited permissions by default. They can use the content.

Course Tutors can create and edit content but not delete it. They can manage the members.

Course Administrators have full permissions, they can manage the members, edit the course settings, add, edit and delete content.

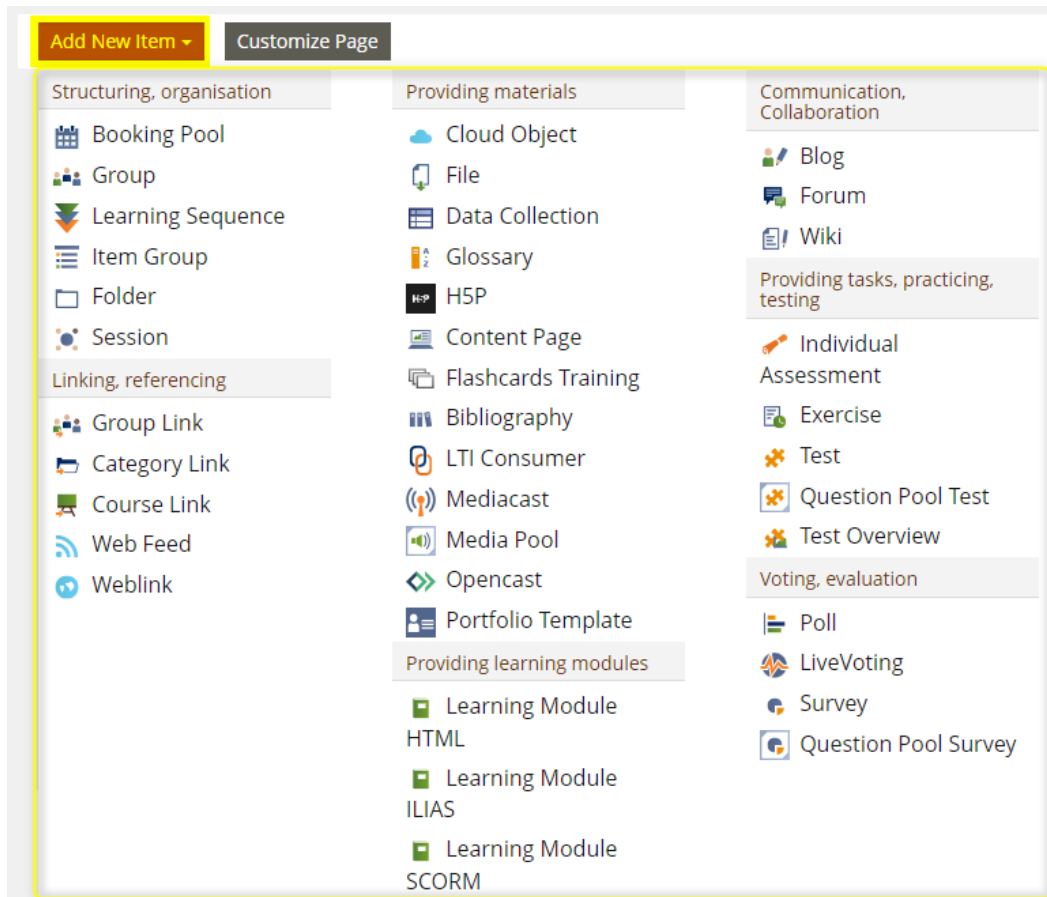
2. eCampus-Messages

eCampus has an internal email system. With this internal mail system you can send messages to all members of your course (marked yellow) as well as to individuals (marked blue).



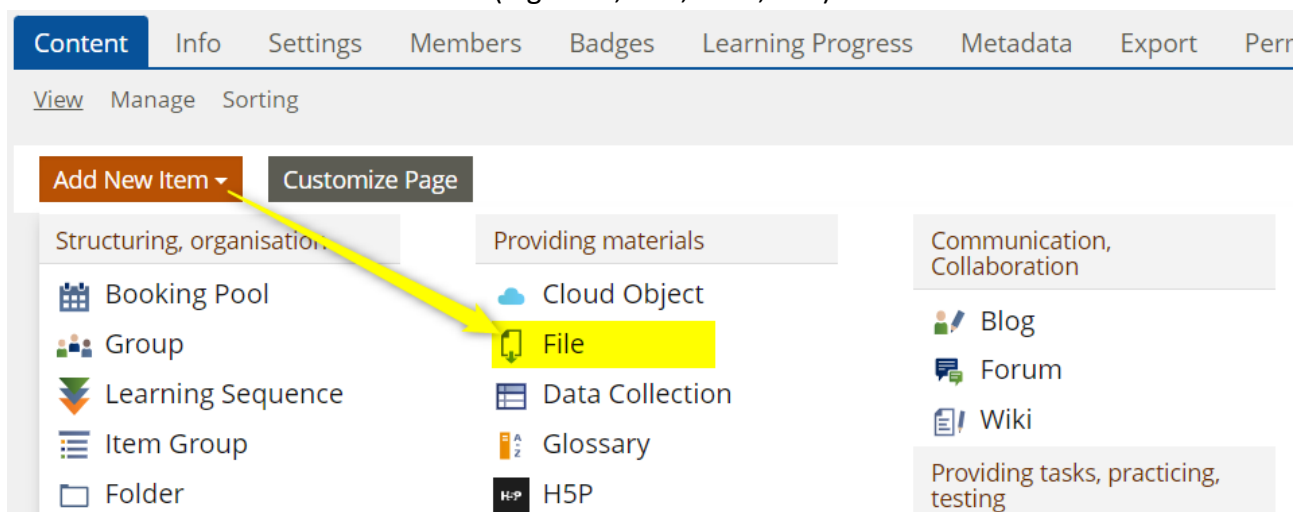
3. Creating Content

In the tab "Content" eCampus offers you extensive possibilities and tools (Items) that you can use in your course via the button "Add New Item". These range from very simple objects like file to more complex objects like the learning module and tests.

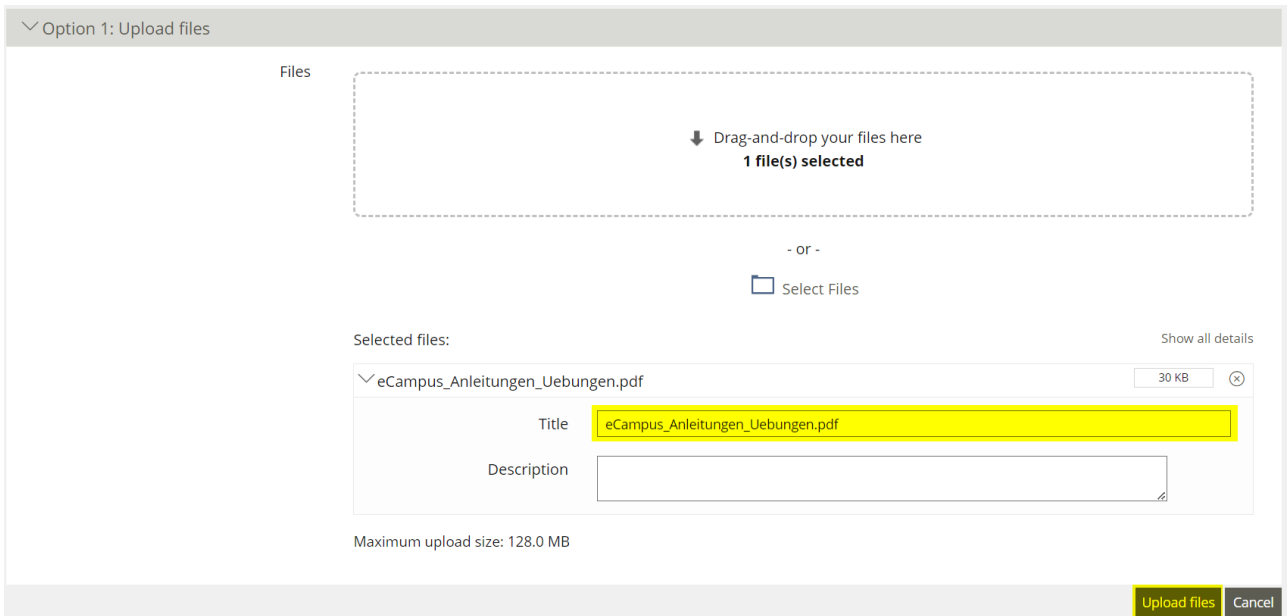


4. Add Files

You can use the item "File" to provide your course members with learning and working materials in common formats (e.g. DOC, PDF, JPEG, etc.).

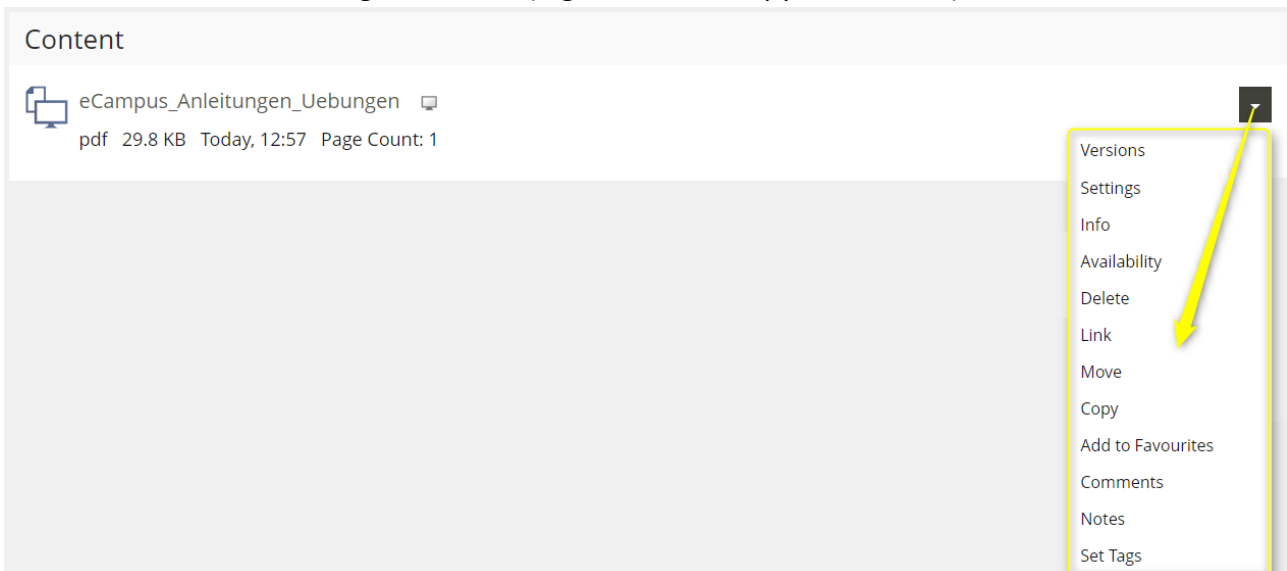


You can select the files either by drag-and-drop or directly from the PC. It should be noted that the individual file must not exceed a size of 128 MB. In addition, the file name should not contain “umlauts” or special characters and should be as short as possible. You can change the title in the object settings before or after uploading.



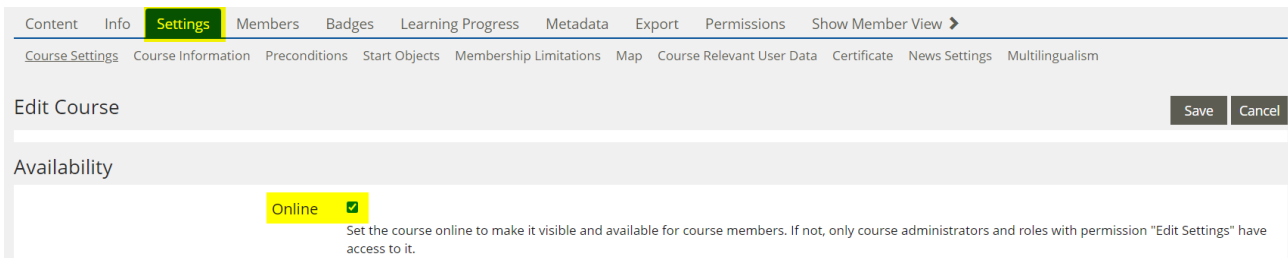
5. Manage Items

The Actions menu is located on the right side of each item. In it you can find contextual commands to manage the items (e.g. "Delete", "Copy" or "Move").



6. Course Settings

If your course is online, then your students will have immediate access to the approved course content.



Content Info **Settings** Members Badges Learning Progress Metadata Export Permissions Show Member View >

Course Settings Course Information Preconditions Start Objects Membership Limitations Map Course Relevant User Data Certificate News Settings Multilingualism

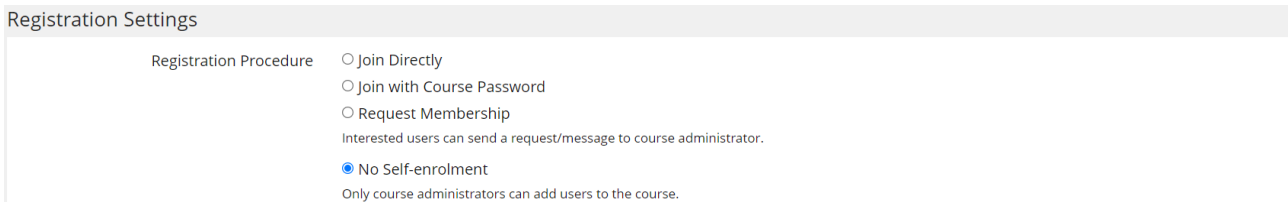
Edit Course Save Cancel

Availability

Online

Set the course online to make it visible and available for course members. If not, only course administrators and roles with permission "Edit Settings" have access to it.

In the Registration Settings, you can specify an enrollment procedure. For BASIS-dependent courses, the procedure is set to "No Self-enrolment", as admitted students are automatically entered as course members from BASIS.

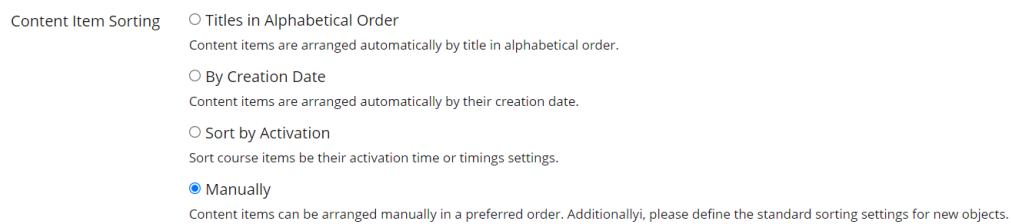


Registration Settings

Registration Procedure

- Join Directly
- Join with Course Password
- Request Membership
Interested users can send a request/message to course administrator.
- No Self-enrolment
Only course administrators can add users to the course.

In the Content Item Sorting section you can select "Manually" to put your content in your desired order.



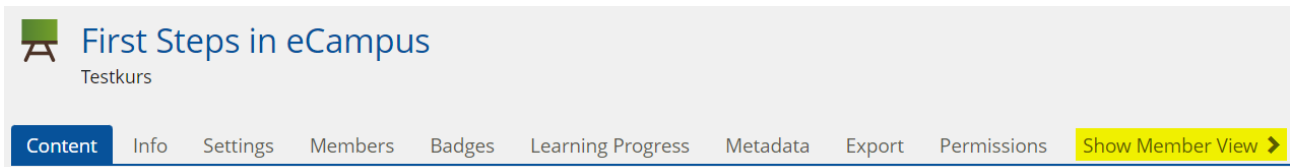
Content Item Sorting

- Titles in Alphabetical Order
Content items are arranged automatically by title in alphabetical order.
- By Creation Date
Content items are arranged automatically by their creation date.
- Sort by Activation
Sort course items by their activation time or timings settings.
- Manually
Content items can be arranged manually in a preferred order. Additionally, please define the standard sorting settings for new objects.

Afterwards, remember to save your changes.

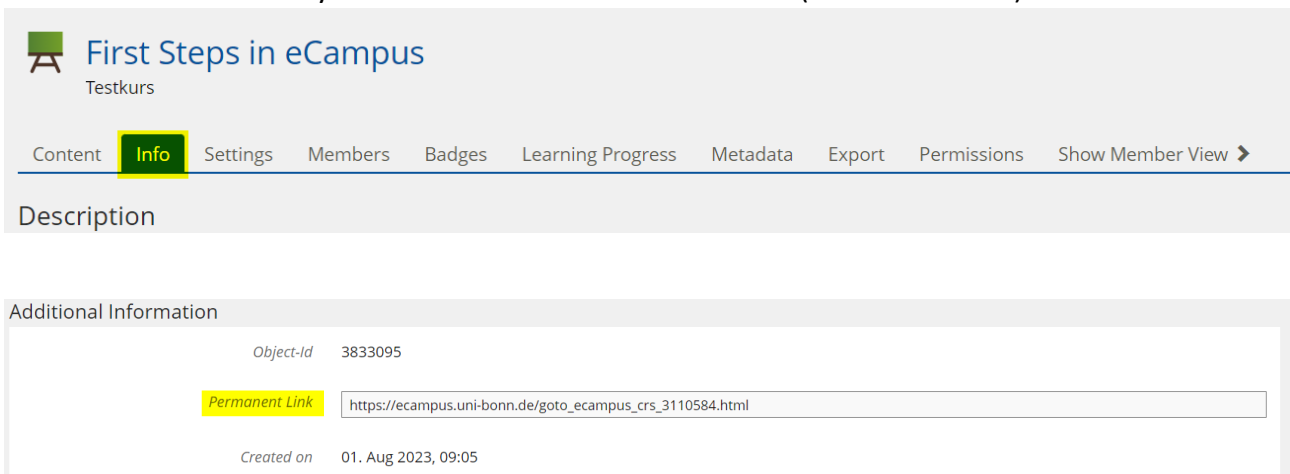
7. Member View

The "Show Member View" tab takes you to a preview that shows you how your course will look to course members. Here you can check, for example, whether all the course content is visible to your students or whether you still need to put individual items online.



8. Course Link

In the "Info" tab you will find the short and direct link (Permanent Link) to the course.



Note: the URL in your browser is not the direct link to the object and may change after updates.

