

# First Steps in eCampus

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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".

ک <del>ہ۔</del> Dashboard	My Courses and Groups		My Courses and Groups						
<u>fin</u> Repository		>	<b>Memberships</b> Unser Angebot für Lehrende und Mitarbeiter*innen						
ß	⊘ Tasks		18.01.2024  Opencast Einführung	·*					
Workspace	Notes		Webinar   10:00 - 11:30	Unsubscribe from Course					
	්් Calendar		Registration Begin: Tomorrow, 08:00	Edit Content Settings					
Achievements			25.01.2024  Einführung OBS und ShotCut	Info 💋					
ہے Communicatio	Personal and Shared Resources		Webinar  10:00 - 11:30	Add to Favourites					

# 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.

<u>ک</u> Dashboard	2	Dashboard										
益	Fav	ourites			-	Tasks						
Repository	Cou	rses			Sort by	/ Locatio	n	s	for yo	bu.		
ম	18.01.2024  Opencast Einführung				Sort by Type							
Personal Workspace	-A	Webinar   10:00 - 11:30			Remov	re Multip	le Obj く	ects Aug	g 2023	- >		
Ŷ		Registration Begin: Tomorrow, 08:00	Free places: 15			Mo	Tu	We	Th	Fr	Sa	Su
Achievements		25.01.2024  Einführung OBS und ShotCut					1	2	3	4	5	6
Communicatio	A	Webinar  10:00 - 11:30			- 1	7	8	9	10	11	12	13
						14	15	16	17	18	19	20
		Registration Begin: Tomorrow, 08:00	Free places: 15			21	22	23	24	25	26	27

# Repository

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

순 Dashboard	fractional Repository						
<u></u>	Add New Item +						
Repository	Welcome to the learning platform of the University of Bonn eCampus is the central teaching and learning platform of the University of Bonn. You will find the learning content, information and eLearning offers of the faculties and institu- tions in the following repository categories.						
¶ Achievements							
ନ୍ଦ	Courses	Institutions	Courses from partner universities				
Communicatio n	All eCampus courses from the electronic course cat- alog (BASIS)	Further eLearning offers of the central and decen- tralized institutions	Released courses of the University of Cologne and the Heinrich-Heine-University (HHU) Düsseldorf				
Website	» Winter semester 22/23 » All semesters	<u>» central institutions</u> <u>» decentralized institutions</u>	<u>» Courses from partner universities</u>				

**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.

്ള Settings (This function is currently only available in  $\rightarrow$  Logout

## **Message Center (bell)**

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

#### Profile

German.)

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.

	eCampus   Learning management system of the University of Bonn				
		◎ Profile and Privacy			
کے Dashboard	Profile and Privacy	<sup>2</sup> ⊚ Settings			
	Profile Data Publish Profile Visibility Export/Import	⊡ Logout			
Repository	Publish Profile Please select which personal data is visible in your profile and which users should be able to visit your profile.	Save and Continue Privacy Checklist			

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.

	eCampus   Learning management system of the University of Bonn				
			③ Profile and Privacy		
Carl Dashboard	Settings		$\mathcal{E}_{\oplus}$ Settings		
	General Settings Mail Settings		$\Box$ Logout		
Repository	General Settings			ave	
<u>م</u> Personal				ave	
Workspace	Language	English			
Ŷ	Default Skin / Style	Uni Bonn / eCampus 👻			
Achievements	Screen Reader Optimization				
ĥ		Improve ILIAS for usage with screen readers.			
Communicatio n	Hits/Page	100 🗸		- 1	



# 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.

Cr Dashboard	First Steps in eCampus	Actions -
<u>m</u> Repository	Content Info Settings Members Badges Learning Progress Metadata Export Permissions Show Member View <b>&gt;</b>	
Personal Workspace	Edit Participants       Memberships in Groups       Course Members Gallery       Export Data of Participants       Import Participants         User       Course Member       Add       Search Users       Generate List       Mail to Members         Course Administrator       Gourse Intercourse Tutor       3       Search Users       Generate List       Mail to Members	
¶ Achievements	Course Participants Course Member 2	
Communicatio	Name     Roles       Apply Filter     Reset Filter	Hide Filter

#### 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).

Content Info Settings Membe	rs Badges	Learning Progress	Metadata	Export Perm	nissions	Show Member View >			
Edit Participants Memberships in Groups	Course Memb	ers Gallery Export Data	of Participants	Import Participan	nts				
User	rse Member	✓ Add S	earch Users	Generate List	Mail to	Members			
Course Dertisinente									
Course Participants									
Name Roles All Roles	~							ł	Hide Filter
Apply Filter Reset Filter									
(1 - 4 of 4)								Colu	ımns Rows <del>-</del>
🖻 Edit 🗸 Execute									Save
Edit Remove	Login	Roles 🕇	Passed	Passed Status (	Changed	Tutorial Support	Access Refused	Notification	Actions
Send Mail Add to Clipboard		Course Administrator							Edit
	-								Edit

## 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.

Add New Item - Customize Pag	je	
Structuring, organisation	Providing materials	Communication, Collaboration
<ul> <li>Booking Pool</li> <li>Group</li> <li>Learning Sequence</li> <li>Item Group</li> <li>Folder</li> <li>Session</li> <li>Linking, referencing</li> <li>Group Link</li> <li>Category Link</li> </ul>	<ul> <li>Cloud Object</li> <li>File</li> <li>Data Collection</li> <li>Glossary</li> <li>H5P</li> <li>Content Page</li> <li>Flashcards Training</li> <li>Bibliography</li> <li>LTI Consumer</li> </ul>	<ul> <li>Blog</li> <li>Forum</li> <li>Viki</li> <li>Providing tasks, practicing, testing</li> <li>Individual</li> <li>Assessment</li> <li>Exercise</li> <li>Test</li> </ul>
<ul> <li>Course Link</li> <li>Web Feed</li> <li>Weblink</li> </ul>	(ႃၯၙ) Mediacast <a>&gt;</a>	<ul> <li>Question Pool Test</li> <li>Test Overview</li> <li>Voting, evaluation</li> </ul>
	<ul> <li>Portfolio Template</li> <li>Providing learning modules</li> </ul>	<b>⊨</b> Poll �� LiveVoting
	<ul> <li>Learning Module</li> <li>HTML</li> <li>Learning Module</li> <li>ILIAS</li> <li>Learning Module</li> <li>SCORM</li> </ul>	<ul> <li>Survey</li> <li>Question Pool Survey</li> </ul>

#### 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 1024 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.

$\checkmark$ Option 1: Upload files	
Files	
	Drag-and-drop your files here
	- or -
	- 01 -
	Select Files
	Maximum upload size: 1024.0 MB
	Upload files Cancel

#### 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.



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
	$^{igodol}$ Join with Course Password
	O 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	$\odot$ Titles in Alphabetical Order Content items are arranged automatically by title in alphabetical order.
	$\odot$ By Creation Date Content items are arranged automatically by their creation date.
	$\odot$ Sort by Activation Sort course items be their activation time or timings settings.
	Manually     Content items can be arranged manually in a preferred order. Additionallyi, 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.

First Steps in eCampus								
Content Info Settings M	embers Badges	Learning Progress	Metadata	Export	Permissions	Show Member View 🗲		
Description								
Additional Information								
Object-Id	3833095							
Permanent Link	https://ecampus.uni-bor	nn.de/goto_ecampus_crs_3110	584.html					
Created on	01. Aug 2023, 09:05							

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

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