

This guide introduces you to the structure of eCampus and describes the navigation menu.

Top Menu Bar

Profile and Data Protection

Personal data in eCampus is obtained from GOsa (Identity Management System) and cannot be changed in eCampus.

You can make selected data of your profile visible to other eCampus users or add a picture to your profile. Profile publishing causes your name to appear in blogs, forum posts, and comments instead of your university ID, and enables a contact request via the member gallery.



Settings

You can adjust certain settings that only affect your user access, e.g. language. Via “Hits/Page” you determine how long lists (search results, member lists) should be. Short lists load fast, but you have to scroll a lot.

Newsroom (Bell)

Various types of notifications from eCampus can be collected in the Newsroom:

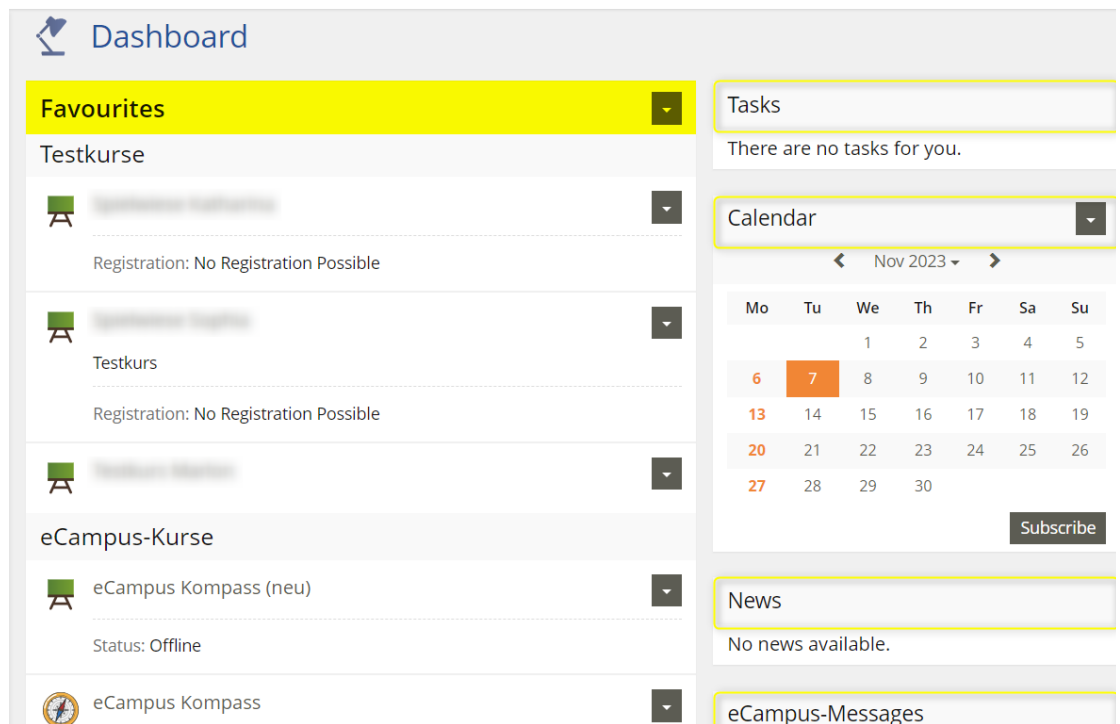
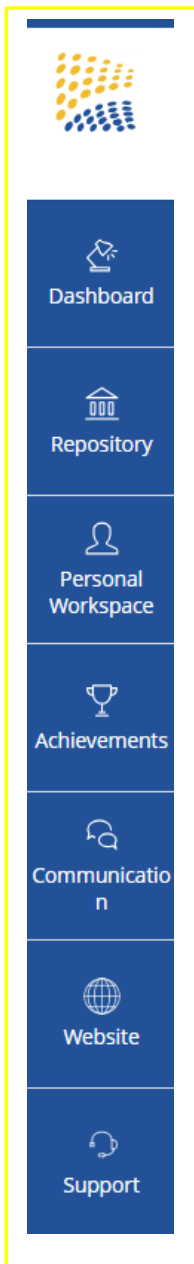
- Background tasks (e.g. the creation of large download packages)
- eCampus notifications
- Contact requests

The default setting causes eCampus notifications to be forwarded to your eCampus mailbox and your university mailbox.

Main Menu & Context Menu

1. Dashboard

The dashboard is your personal desk and offers direct access to all eCampus objects that you have marked as favorites. On the right-hand side you will find your to-do list, the calendar, an overview of your internal eCampus messages and news from the courses and groups.



Please note: Your courses are not all automatically on the dashboard, but as soon as you add your courses to your favorites, they will be displayed on the dashboard. You can find all the courses you are a member of in the main menu "**Personal Workspace/My Courses and Groups**".

2. Repository

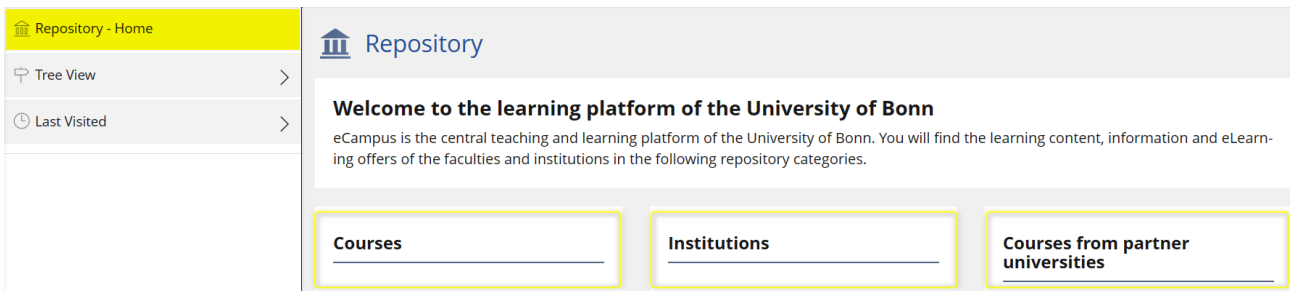
The repository contains all learning content, information and eLearning offers of the faculties and institutions. The homepage offers direct access to the main categories:

Repository - Home

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

Institutions: Other eLearning courses offered by central and decentralized institutions can be found in this category. The courses in this category are independent of BASIS.

Courses from Partner-Universities: The approved courses of the University of Cologne and the Heinrich-Heine-University Düsseldorf can be found here.



Tree View

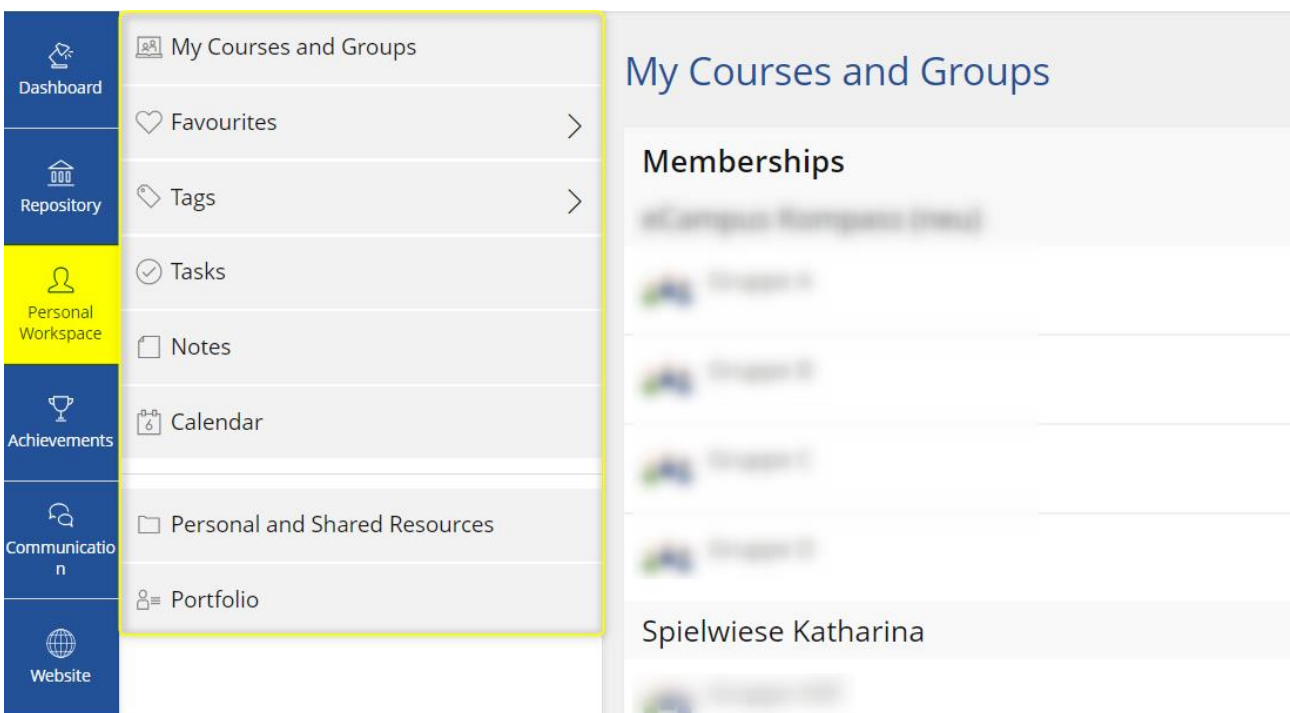
The tree view shows everything that is available in eCampus and you can navigate through categories, courses and groups.

Please note: for better performance, close this view and navigate via your favorites list.

Last Visited

"Last visited" is often helpful for quick navigation. Links to the objects that you last used are listed here.

3. Personal Workspace



My Courses and Groups

Here you can get an overview of the courses and working groups in which you are registered as a member. In the top right-hand corner via the pull-down menu, you can determine the type of sorting, set the view and leave old courses and groups.

Favorites

The favorites are used to determine the content on the dashboard, i.e. the personal start page. Here you can easily add or remove content and keep your dashboard up to date.

Tags

You can use tags to tag any eCampus objects and combine them into groups. This allows you to bundle tasks or eCampus objects that are important. In the slate, you will see the tag term that you have selected yourself. If you click on the tag, the slate expands with all the objects that you have tagged with the term.

Set Tags: Open the pull-down menu on the right-hand side of the eCampus object you want to tag. The tags must be separated by a comma in the dialog box.

Tasks

This list is created automatically and may contain assigned exercise units or unanswered surveys as well as unpublished forum and blog entries. Unfortunately, it is not possible to add your own entries. Once a task has been completed, the entry is automatically deleted. You will find the to-do's not only in your personal workspace, but also on your dashboard on the right-hand side above the calendar in the fast access.

Notes

The private note is now displayed under "Notes". Here you can view all content for which you have written a private note.

Calendar

This section gives you access to the collective view of all calendars in your courses. You can choose between different views such as daily, weekly, monthly or list view. In addition to the appointments you have created, you can also manage your office hours directly here.

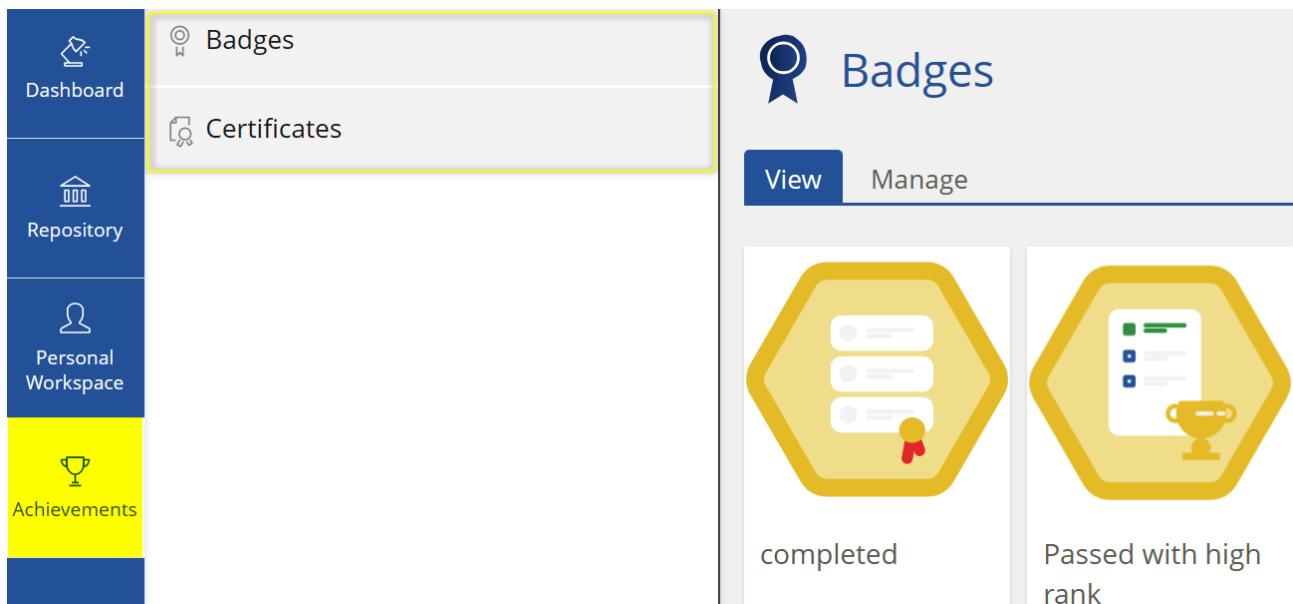
Personal and Shared Resources

Here you can save your personal materials ("resources"). This includes your own certificates, links, files, and blogs. The materials are initially not accessible to others. However, you can share objects with others if required. Conversely, you can view and copy shared objects via the "Resources of Other Users" tab. In the "My Repository Objects" tab, you can also view and manage all objects that you have created yourself anywhere in eCampus.

Portfolio

A portfolio is a personal place where you can collect and publish content. This includes personal ideas, but also learning processes and results in the form of text, images, and sound. You can create several portfolios for different purposes and target groups. For each portfolio, you can choose which content you want to present and how. You can specify that the portfolio is only accessible to certain user groups.

4. Achievements



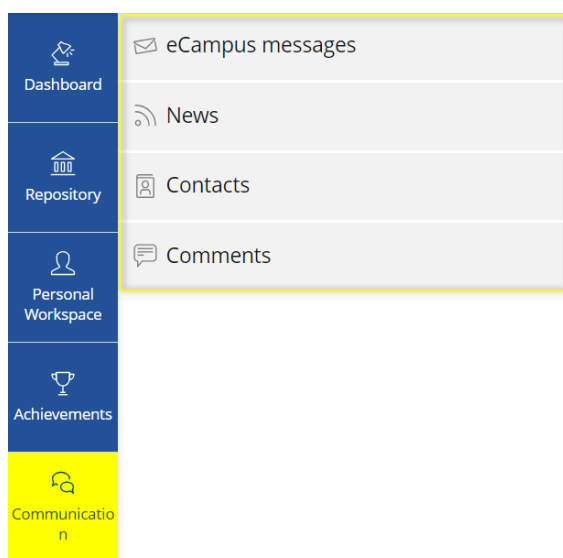
Badges

Badges sind digitale Lernabzeichen, die bestimmte Fähigkeiten und Kenntnisse der Benutzer*innen dokumentieren. Die erhaltenen Badges werden im Lernerfolg eingesammelt. Sie als Kursadministrator*innen können Badges aktiv einzelnen Benutzer*innen zuweisen oder über eCampus automatisch zuweisen lassen.

Zertifikate

Sofern Sie innerhalb eines Kurses oder nach Abschluss eines Testes ein Zertifikat erhalten haben, können Sie hier auf Ihre gesammelten Zertifikate zugreifen und diese entweder alphabetisch oder nach Ausstellungsdatum sortieren.

5. Communication



eCampus messages: Messages about changes from the courses or groups appear here, e.g. uploaded files, new forum posts or edited wiki pages.

News: You will e.g. be informed about new forum posts, edited wiki pages or messages written by lecturers.

Contacts: Here you can set up an eCampus-internal contact list and thus contact eCampus users immediately and without search effort via internal notification. To use this function, you must first publish your profile and then navigate to the user's profile view, e.g. via the member gallery of a course.

Please note: It is only possible to contact a user (or vice versa) if the recipient of the contact request has published their profile.

Comments

All comments that you have made on various eCampus objects are bundled here. As an administrator, you must first activate this function on the various objects, such as file, learning module, wiki, etc.

Please note: Unlike notes, comments are always public!

6. Website

This menu item takes you to the eCampus website with all the instructions and information on services that are available to you.

7. Support

Under this menu item you will find news, an overview of our support options, sample courses, and our blog. You are also welcome to subscribe to our eCampus news so that you are always informed about changes and news.

