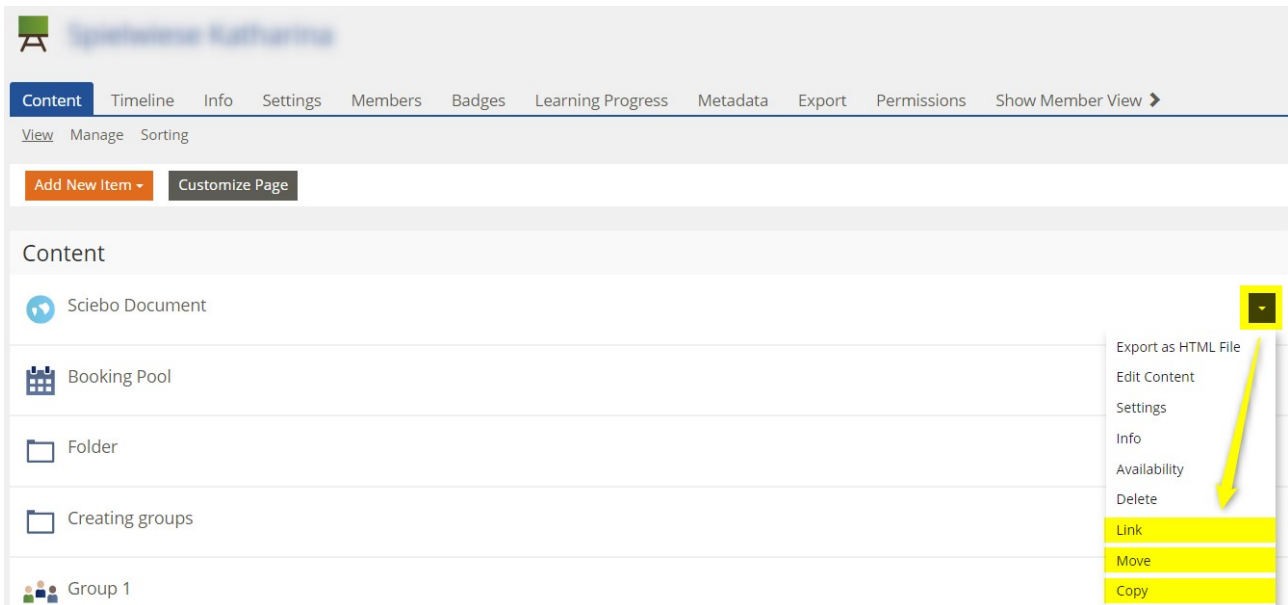


Move, link and copy content (objects)

There are several ways to place the object that already exists in eCampus in a specific location. You can only perform these actions via the object's action menu if you have the corresponding rights as a course administrator or course tutor.



The screenshot shows the eCampus interface for a course administrator. The top navigation bar includes 'Content', 'Timeline', 'Info', 'Settings', 'Members', 'Badges', 'Learning Progress', 'Metadata', 'Export', 'Permissions', and 'Show Member View'. Below this, there are buttons for 'Add New Item' and 'Customize Page'. The main content area displays a list of objects: 'Sciebo Document', 'Booking Pool', 'Folder', 'Creating groups', and 'Group 1'. An action menu is open for the 'Sciebo Document' object, showing options: 'Export as HTML File', 'Edit Content', 'Settings', 'Info', 'Availability', 'Delete', 'Link', 'Move', and 'Copy'. The 'Link', 'Move', and 'Copy' options are highlighted in yellow.

Move

An object is removed from one location and moved to another. No new object is created.

Link

Equivalent access to an object is created, but no new object is created. You can change the object from a linked location and the changes will be visible at all links.



You can only link simple objects, such as a file or a link. Objects that contain other objects (so-called container objects such as courses, groups or folders) cannot be linked.

Copy

If an existing object is copied, a new object is created. Changes that you make to the copy have no effect on the original.

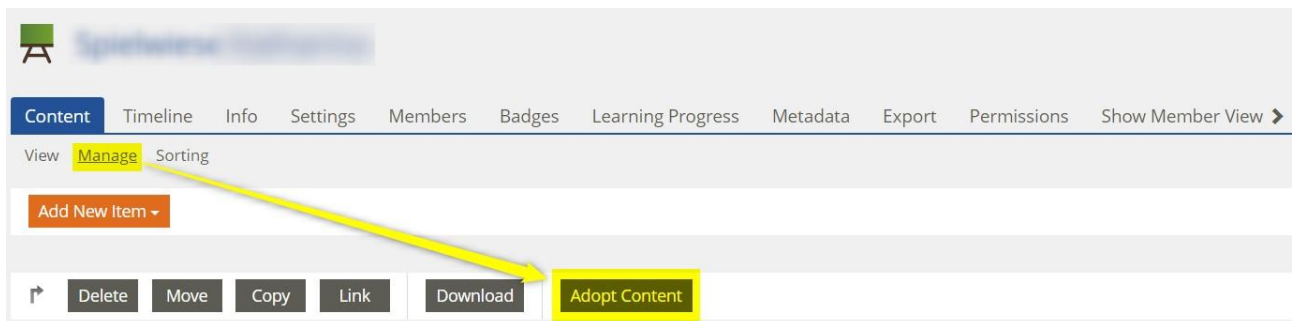


Data resulting from the use of the object, such as learning progress, rights, members and settings, are not copied.

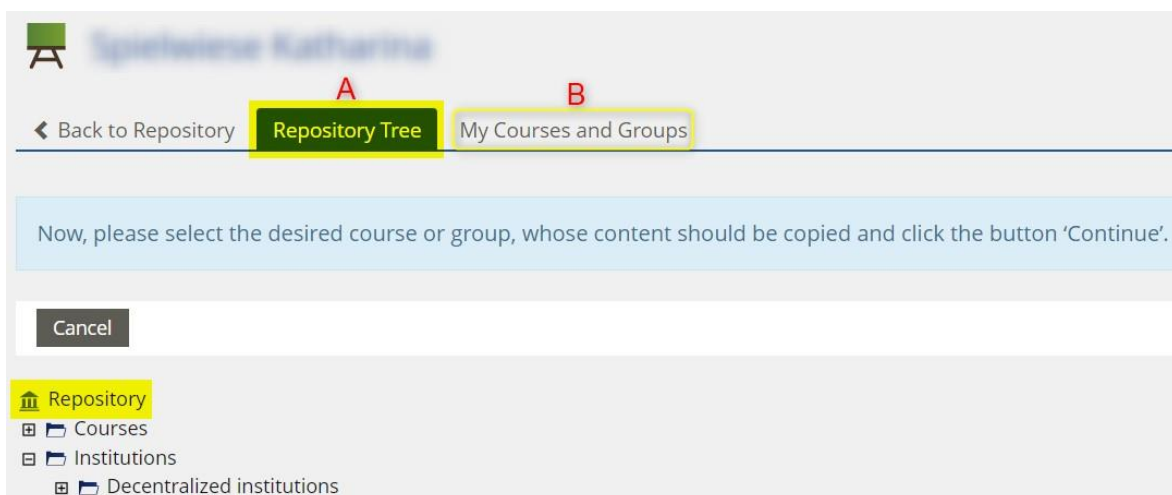
Adopt Content from Old Courses

Are you very satisfied with the content of your old eCampus course? Would you like to transfer the content from old courses to a new course?

Then select the “Manage” link in the new course and then the “**Adopt content**” button.



The repository view will then open with all the course rooms available on eCampus. You can now choose whether you want to search for a course in the repository (A) or in your own memberships (B):



If you are on “Repository tree”, the “Repository” appears with the headings of the course catalogue. Click on the respective “+” on the left-hand side of the title to navigate to the desired old course. Select the course and click on “Next”.

On the page that now appears, you can select which objects you would like to transfer to the new course. You can decide which objects you want to "copy", only "link" or "omit". The prerequisite is that you have administration or tutor rights in the courses. Finally, confirm the process with the "Adopt content" button.

Title	Copy	Link	Omit
Die ersten Schritte in eCampus	<input type="radio"/>		<input checked="" type="radio"/>
Admin-Ordner	<input checked="" type="radio"/>		<input type="radio"/>
Folder	<input checked="" type="radio"/>		<input type="radio"/>

Changing the Sorting of Objects

By default, the objects are grouped according to their type and sorted alphabetically by title. Would you like to arrange the displayed objects manually in a specific order?

The prerequisite for this is that you first select the "Manually" option on the "Settings" tab and then sort the individual objects according to the ascending numerical values.

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.

Position for New Objects *

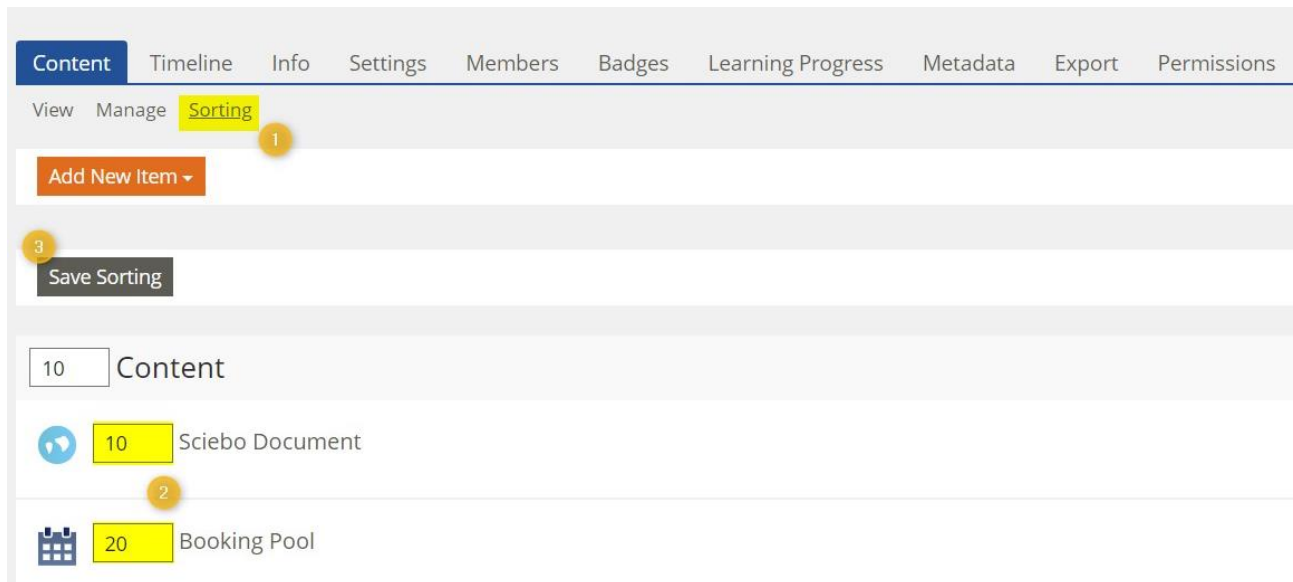
- Top
- Bottom

Order for New Objects *

- Titles in Alphabetical Order
- By Creation Date
- Sort by Activation

Sorting Direction for New Objects *

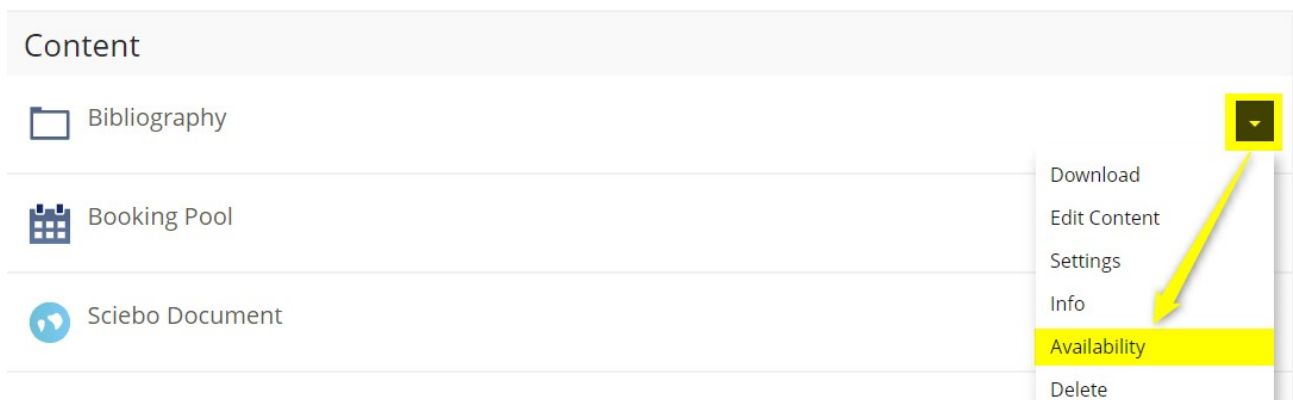
- Ascending
- Descendent



- Click on the “Sorting” link in the Contents tab.
- eCampus presents numerical values in the input fields in front of all objects.
- Change the numerical values so that the new order results. For example, give an object the value 01 to arrange it above an object with the value 10.
- Click on the “Save Sorting” button.
- eCampus changes the order accordingly.
- Click the “View” link to return to your normal view.

Set Time Availability

Click on the Actions menu next to the object, in this example the “Bibliography” folder, and then on “Availability”.



- Then select “Temporarily Available”.
- Set the start and the end time.
- Activate the Visibility

Bibliography

← Back **Timings** Preconditions

Bibliography: Edit Timings

Temporarily Available

Start Time 10.10.2023 09:55

Finish Time 10.10.2023 09:55

Visibility
If chosen, the material is visible even outside of the given availability.

Save Cancel

The course members can see from when to when the folder is available and when access is possible.

Sprethana Katharina Member View

Content Timeline Info Learning Progress

Content

Bibliography
Availability: 10. Nov 2023, 07:00 - 30. Nov 2023, 23:45

Delete Objects

Delete Single Object

Would you like to delete content from eCampus?

- Select the Delete option.
- eCampus will ask you if you are sure you want to delete the item in question.
- Click on the Confirm button.

Delete Multiple Objects

Would you like to delete several objects from eCampus at once?

The screenshot shows the eCampus interface with the 'Content' tab selected. The 'Manage' link is highlighted in yellow. The 'Delete' button is also highlighted in yellow. The list of content items includes 'Bibliography', 'Booking Pool', and 'Sciebo Document', each with a checked checkbox. The 'Delete' button is highlighted in yellow.

- Go to the Content tab. Click on the “Manage” link.
- eCampus displays the content of the relevant container object.
- Tick the checkboxes in front of all the objects you want to delete.
- Click on the “Delete” button.
- eCampus asks whether you are sure that these objects should be deleted.
- Click on the “Confirm” button.



Always proceed with caution when deleting: The deletion process is final and the deleted objects cannot be restored.