MANAGE COURSE ROOMS IN L²P
WS2018/19
CiL Support-Team | September 2018
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1. Creating course rooms in L²P

RWTH Aachen University introduces RWTHonline as a new campus management system in WS2018/19. This changes the way in which course rooms are created and managed in L²P. The manual creation of a course room in CAMPUS by an authorized person is no longer necessary. As of WS2018/19, course rooms in L²P are created automatically as soon as a course has been approved in RWTHonline.

A course room is created for each LV group of a course. If only the standard group is used as the LV group in RWTHonline, only one course room is created. If additional LV groups are used, they are given their own course rooms.

2. Opening a course room for students

Whether a course room is used or not is a decision made by the managers of a course room in L²P. After the creation of a course room in L²P, all course rooms are visible, but closed for students. In order to make the course room and its contents accessible for the students, a manager has to click the Open Course Room button in the course room settings.

3. Deactivate unused course rooms

Unused course rooms can be removed from the course list. To do this, managers click the button Deactivate Course Room in the course room settings. The room is then closed and disappears from the list of courses for all managers and participating students.

⚠️ Please make use of this option, as your own course list and that of the students will be shorter and thus only the course rooms that are actually in use will be displayed!

4. Instead of deactivating: Aggregating course rooms

Since a separate course room is created in L²P for each LV group, there are potentially several course rooms for one course. In order to reduce the organizational and maintenance effort, the L²P support can aggregate these course rooms into a single so-called master course room. The dates and participants from the other course rooms are transferred into the master course room and displayed sorted by groups. This means that only the master course room has to be maintained, to which all persons authorized via the LV groups have access according to their role. If you would like to aggregate course rooms, please contact L²P Support (elearning@rwth-aachen.de) and indicate the title and LV number of the course whose course rooms are to be aggregated. Also indicate which LV group is the master course room.

5. Title of a course room

If the course room belongs to a standard group, the title of the corresponding course is taken from RWTHonline as the course room title. If the course room belongs to another LV group, the title of the course is taken as the course room title and the group name is added to the right.

6. Course room language

As before, the course room language depends on the browser settings of the users. The language of the course entered in RWTHonline only influences the date format in some places. If required, the date format can be changed by the L²P support team.
7. Automatic booking of managers

The persons who are designated in RWTHonline as Vortragende of an LV group are automatically authorized as managers in the corresponding course room. In the case of a standard group, these are automatically the Vortragende of the course. If no Vortragende are defined for an LV group, the Vortragende of the corresponding course are automatically authorized as managers. This ensures that there is at least one person with manager rights in each course room.

An existing TIM-CAMPUS coupling is a prerequisite for automatic booking as a manager. This is necessary so that the system knows which account is to be booked.

As before, managers can authorize other persons as managers in the participant administration of a course room, e.g. other staff members of the institution who take on supervision tasks in the course. Bookings can be made by name, email address, matriculation number or TIM identification.

8. Login via course ID

Previously, the course ID (18ws-xxxxxx) could be used as a login with manager rights in conjunction with a specially assigned password, e.g. to authorize additional persons as managers. This option isn’t available anymore. If additional persons are to be authorized as managers in your course rooms, managers can add further managers to the course room. If you do not have the necessary rights to do this yourself, please contact L²P Support: elearning@rwth-aachen.de

9. Synchronization of participants

All students who have received a fixed place in a LV group via a registration procedure are automatically booked into the corresponding course room. Synchronization with RWTHonline takes place hourly. There is no longer an option for manually initializing the synchronization via a button in L²P.

10. Synchronization of dates

All dates from the LV groups are automatically synchronized with the corresponding course rooms on course creation. Changes to the dates can only be made in RWTHonline itself. To import the changes to L²P click the corresponding button in the L²P calendar.

11. Course rooms for examinations

As a rule, no course rooms are created for examinations. If students repeat an exam from an earlier semester and need access to materials, please authorize them as Additional Participants in the course room of the previous semester or in the current course room.

12. Announcement of examination results

The announcement of preliminary and final examination results will take place in RWTHonline from WS2018/19.

13. Support

If you have any questions about the new process or need support, please contact L²P Support via email: elearning@rwth-aachen.de. We will also be happy to receive your feedback for process improvements.