



INTRODUCTION TO L²P

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1. Short introduction to L²P

L²P is the central web-based teaching and learning platform at RWTH Aachen University. Their online courserooms provide lecturers with tools to disseminate event-related information, to provide digital materials (scripts, folios, lectures, etc.), communicate with students, promote collaboration, assess assessment activities, which helps students to reflect their own learning.

As a centrally-hosted platform integrated with other IT services at the university, with regular backups and support, L²P simplifies the administration of teaching events, facilitates access to all appointments, materials, exercise programs and other learning-related information, as well as providing additional didactic options for the use of digital Media in teaching. As a protected area with personalized access, L²P also enables the provision of foreign materials in accordance with copyright law. Further information and links on the subject of copyright and copyright law can be found on the pages of CiL.



The students can personalize the L²P courserooms and use them independently of space and time according to their individual needs for self-organized (group) learning. Mobile usage is possible via a mobile view and the RWTHApp.

The app-based platform can be easily expanded by the integration of third-party systems, so that event-specific blended learning scenarios are optimally supported. An API also allows development and connection of own applications, which extend the existing functionality of the platform. They can be offered for free use after acceptance by the data protection officer of the university.


CiL is responsible for the development and support of the platform. Integration into the university IT and operations takes place in the IT Center of the RWTH Aachen. The development of the platform is carried out under the constant participation of the users, who can contribute their wishes and requirements through direct feedback, user tests, workshops and surveys. In addition, current research results on technology-based learning are incorporated into the further development of the teaching and research area of computer science.


2. Feature overview


After you have logged into L²P, you enter the so-called foyer. In the foyer you have access to the following functions via the navigation bar on the left:


Feature	Zweck
Personal Dashboard	Personalizable overview page, which bundles information from all course-rooms. The information is prepared in web apps, which reflect the contents of the individual learning space areas at a central location. The number, size and arrangement of the web apps can be changed as desired.
My Courses/Previous Semesters	List of all current and old learning rooms, in which you are booked and therefore have access.
What's new?	An overview of the latest changes in all courserooms.


Within an open courseroom, you can access the following areas via the navigation bar on the left. Note that some areas may have been disabled by courseroommanagers and are not available. The learning space is roughly divided into six thematic areas.

 Coursecoom-Information	
Courseroom-Dashboard	Personalizable overview page, which bundles information from the open courseroom. The information is processed in web apps. At the top, courseroommanagers can add apps to any user. The lower area is customizable by users.
Calendar	Displays all event dates, including auditorium information, which were stored in CAMPUS. Additional appointments, for example, can be supplemented manually.
Courseinformation	Displays all event dates, including auditorium information, which were stored in CAMPUS. Additional appointments, for example, can be supplemented manually.


 Communication	
Annoncements	Similar to hanging out on a bulletin board. They are only visible in the courseroom and can be marked with an expiration date.
E-Mails	Push messages in the form of e-mails (including file names) to the four rights groups and the individual groups in the group area.
Umfragen	Surveys can serve various purposes: <ul style="list-style-type: none">• Query of prior knowledge / expectations• Coordination / assignment of appointments, working subjects, group membership• Evaluation of your eLearning offers by anonymous questions

 Learning materials	
Learning Materials	Provide digital documents: <ul style="list-style-type: none">• Folio sets• Scripts• Code examples• Exercise procedures
Hyperlinks	Create a collection of annotated hyperlinks.
Media Library	Provide image, audio, and video files: <ul style="list-style-type: none">• Examples of pronunciation variations, speech interferences, etc.• eLectures and lecture notes• Video recording of experiments• Teaching videos <p>Videos can be uploaded, linked from a server, or embedded in a streaming service such as YouTube, and played in an integrated player.</p>

 Assessment-Tools	
Assessment	<p>Workflow for exercises to be corrected manually:</p> <ul style="list-style-type: none"> • Make digital exercise sheets available on a timed basis, • Collect digital solutions within a defined deadline, • Provide correction documents and assessment, provide an optional sample solution.
E-Tests	<p>Automatically corrected electronic self tests:</p> <ul style="list-style-type: none"> • Diagnostic e-tests to retrieve prior knowledge • Voluntary learning tests for independent knowledge control • E-tests with bonus point control for later summative testing • Compulsory e-tests for exams
Exam Results	<p>Publish exam results data protection compliant:</p> <ul style="list-style-type: none"> • Export the test list in CSV format from HISPOS • (preliminary) notes & optionally reached points • Import CSV file to L²P • Publish results

 Collaboration	
Shared Documents	<p>Area in which ALL courseroom participants are allowed to provide and exchange digital documents.</p>
Wiki	<p>Create wiki-pages:</p> <ul style="list-style-type: none"> • FAQs • Glossary • Script • Project documentation • Wikipedia article • Document one minute paper (= feedback on the event)
Forum	<p>Enable and moderate discussions:</p>

	<ul style="list-style-type: none"> • Ask questions about the event for all readable answers • Have test questions answered • Prior to discussion in presence time, ask questions or expressions of opinion on a topic / text / thesis • Collect feedback on student work, possibly with criterion-based assessment of discussion contributions
Groups	Create work-, assessment- or learninggroups. Each group has a closed common area for working together. To edit a task sheet as a group in the exercise mode, a group must first be created in the group area.

 Courseroom-Settings	
Participants	List of all participants, incl. E-mail addresses. Can optionally be made visible to students. Independent synchronization with CAMPUS possible.
What's new?	Lists all changes within this courseroom.
Settings	The courseroom settings can be changed here. Available only for courseroommanagers.

3. Rolls and Rights

The following table shows which roles exist in L²P and with which rights they are equipped with. Regardless of the role in individual courserooms, every user can personalize the personal dashboard and the personal area of a course dashboard by adding and customizing apps, thereby adapting to their own needs.

3.1. Manager

Managers have the most extensive rights in L²P, some of them as exclusive rights. Group workplaces are a special area with restricted rights for managers. Individuals who are assigned to CAMPUS as a lecturer are automatically posted as managers in the corresponding learning room. The managerial role can, however, be assigned to anyone who is to manage the learning room (assistants, secretaries, assistants, etc.). Keep in mind that managers have full access to the learning room and all the data stored in it!

Rights	Exclusive Rights	Limited Rights
<ul style="list-style-type: none"> • Add, edit, and delete items in all learning areas • Make announcements • Send e-mails • Upload materials • Create e-tests and tasks for e-tests • Create discussions and wiki pages • Correct and evaluate exercise solutions • Review the e-test results manually • Hide and lock discussions and wiki pages • Use the tutor area 	<ul style="list-style-type: none"> • Add course apps to the coursedashboard • Add, edit, and delete course apps to the dashboard • Add, edit and delete appointments in the calendar • Create, edit, delete assessment sheets • Upload and release sample solutions • Adding and deleting participants • Adjust courseroom settings: <ul style="list-style-type: none"> ○ Enable / disable courseroom-modules ○ Expand tutor rights ○ Allow groups, max. number of members ○ Import content from past semesters 	<ul style="list-style-type: none"> • Group workplaces are only visible to managers if they are members of the group

3.2. Tutors

This role is intended for tutors and HiWis. In most areas, tutors have only the right to read as students. However, their rights are extensible so they can support managers in the courseroom-management. In the assessment area, tutors can always correct exercises and create and manage e-tests.

Rights	Additional rights to students	Possible additional rights
<ul style="list-style-type: none"> • Read rights in most areas • Upload documents to Shared Documents • Create and delete discussions and wiki pages • Create groups, use workspace 	<ul style="list-style-type: none"> • Correct and evaluate exercise solutions • Create e-tests and tasks for e-tests • Use the tutor area 	<ul style="list-style-type: none"> • Create, edit, delete: <ul style="list-style-type: none"> ○ Make announcements ○ Sending e-mails ○ Uploading materials • Hide and lock discussions and wiki pages • Review e-test results manually

3.3. Students

With the exception of the shared documents, students have only read rights. After allocation in a CAMPUS registration procedure, they are automatically booked to the lecture room. Students have the following rights:

- Read rights in most areas

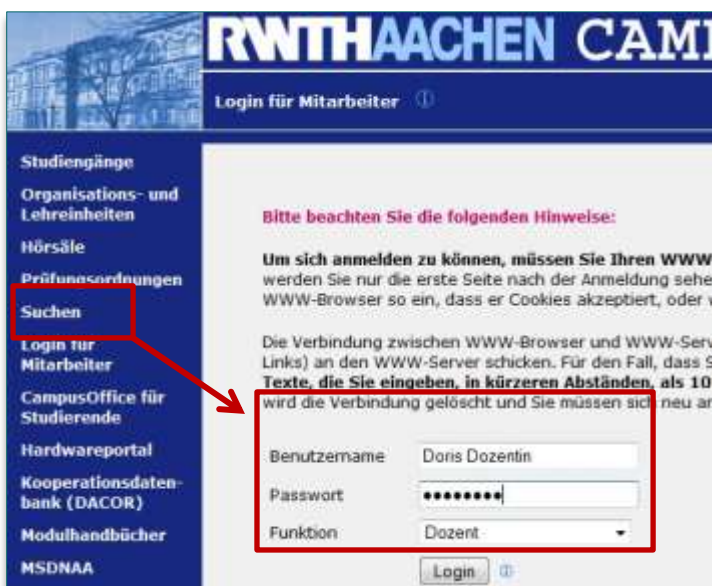
- Create exercise solutions (individual and team solutions), see corrections and sample solutions
- Perform E-tests and see their own results
- Submit peer reviews
- View own ratings in the Exam Results module
- Create, edit, and delete discussions and wiki pages
- Create groups, use workspace
- View participant list (if allowed by managers)

3.4. Extra Participants

Extra participants have the same rights as students, but they are booked directly by the manager in the courseroom. This role is intended for people who can not register through CAMPUS (Pupil students, ERASMUS students, guests).

4. Create Courserooms

The L²P courserooms are tied to events in CAMPUS. If you want to use a learning room, first create an event in CAMPUS and create a courseroom. To do this, you need the role DOZENT in CAMPUS. This is exclusively the responsibility of the professors of RWTH Aachen University.



In some establishments, events and learning rooms are created centrally by a responsible person. If necessary, find out who is responsible for your organization.

To create a courseroom:

1. Click in [CAMPUS](#) on LOGIN FÜR MITARBEITER and sign in.

2. Then select either an already existing event from the list or create a new event using Create new event below the list. If you select an existing



event, step 3 of this guide will be omitted.

3. Complete the fields with information on the title, participants, audits, content and other event data and save the event.
4. Add further event data on the next page. In particular, you can assign instructors to the event. These are automatically posted as managers in the learning room when the learning room is created. Then scroll all the way down to the point L²P INTEGRATION Click LERNRAUM EINRICHTEN.

RWTHAACHEN CAMPUS SS 2015

Veranstaltung: Beispielveranstaltung (Vorlesung)

Titel

Deutsch	Beispielveranstaltung
ändern	
Englisch	Example Course
ändern	
Art	Vorlesung (V)
ändern	

Studiengänge

Keine Studiengänge zugeordnet
(Zuordnen von Studiengang nur bei öffentlichen Veranstaltungen möglich)

Hörerkreise

Es sind keine Hörerkreise zugeordnet
[Hörerkreis als Pflicht hinzufügen](#)
[Hörerkreis als optional hinzufügen](#)

**Scroll down to L²P-
INTEGRATION.**

L²P Integration

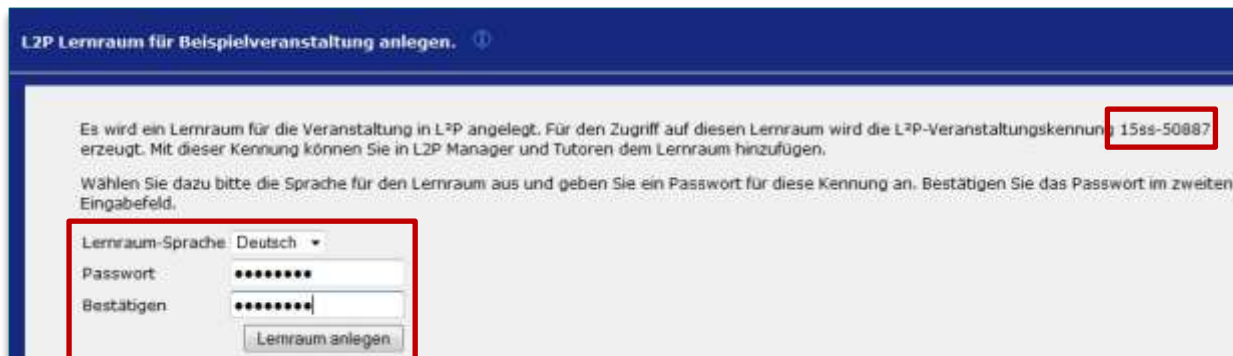
Über die L²P Integration kann für die Veranstaltung ein Lernraum in L²P eingerichtet werden.

Lernraum vorhanden: **nein**

[Lernraum einrichten](#)

[Zurück zur Veranstaltungsliste](#)

5. On the main page, select the language (German or English) (see Fig. 4). This means that you only define the calendar format, since the language of the courseroom navigation depends on the language settings of the browser that a user uses. This means that a user who has specified in the browser settings that English should be used to display web pages will be displayed in English - no matter which language you have defined in CAMPUS.
6. Assign a password for the learning room (see Fig. 4). Event identification (pattern: 16ws-xxxxx) and password will work later as an administrative login, if, for example, no manager has yet been booked. Complete the process with LERNRAUM ANLEGEN.



The courseroom is now created and appears, if you have been a lecturer of the event and therefore automatically booked as a manager, in your L²P-Event overview. For students, it will appear there after registration and allocation to the event in CAMPUS.

Learning space can also be deleted if necessary. Please contact the [L²P-Support](#).

4.1 Setting the navigation language

The navigation language in L²P is determined by the language settings of your browser. If the preferred browser language is German, the navigation language is German. The same applies to English. If the browser language is different from German or English, the language in which the learning room was created is selected.

Below are links to instructions on how to change the language in the most common browsers:

- [Internet Explorer](#)
- [Mozilla Firefox](#)
- [Google Chrome](#) **Note:** Follow the instructions "Web page language settings". The preferred navigation language must be in the list of preferred languages! Simply drag and drop the desired language to the first position.
- [Apple Safari](#) **Note:** In Safari, the browser language can not be changed separately. The entire system language must be adapted here.

The teaching and learning platform L²P can be accessed at any time via the internet address www.elearning.rwth-aachen.de from any location with an Internet connection.

Exception: On Wednesday morning between 7 and 9 o'clock the platform is not available on schedule due to regularly necessary maintenance work.

5. Access data for L²P

For the login in L²P, users need a so-called TIM-identification, which consists of the two letters and a six-digit number sequence. A possible identification would be mm123456. Each RWTH member will automatically be given a TIM-ID, with which additional RWTH services (Eduroam, etc.) can be used as well as L²P.



5.1 Students

After enrolling at the RWTH Aachen, students receive a free passcode with which they can create their TIM-ID.

5.2 RWTH-Employees

RWTH employees also receive a code for the activation of the TIM identification. After the contract has been signed, the personnel department sends the necessary data to the IT center. The IT center sends the code to the employees by mail.

5.3 Externals/Guests

RWTH-externals can be invited by the managers of a courseroom via e-mail and can independently create a TIM-ID in a defined process which allows them access to L²P. The instructions for the participant administration will explain how this works in detail.

5.4 Contact-E-Mail-Adress

RWTH students and employees automatically have their RWTH e-mail address as a contact address in the L²P.

Due to their student status, doctoral students automatically have their personal RWTH address as a contract address. Users who are neither employees nor students of the RWTH can set up their contact addresses themselves in [Self-Service](#).

5.5 Set a new password

If necessary, the password for the TIM ID in the [SelfService](#) can be reset. If you are no longer familiar with the TIM-ID, you can also use the self-service. The data is sent to the e-mail address specified in the TIM user administration as the contact address. Unless you have changed this e-mail address yourself, this is your RWTH mail address.

5.6 Access via Internet Explorer

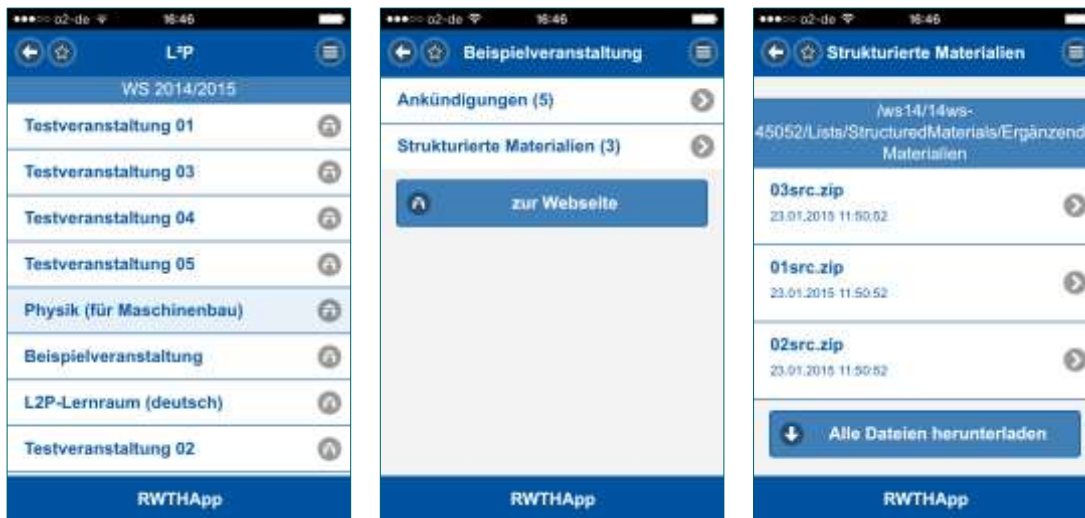
If you use Internet Explorer, please login the domain CAMPUS \ before your TIM-ID: CAMPUS\ab12345. Otherwise, the browser will not log you into L²P, but in the local domain of your computer.

6. Mobiler Access to L²P

The mobile access to L²P is possible in three ways: via the RWTHApp, a mobile view of the website or - currently only for Android devices - via the app "MyL²P".

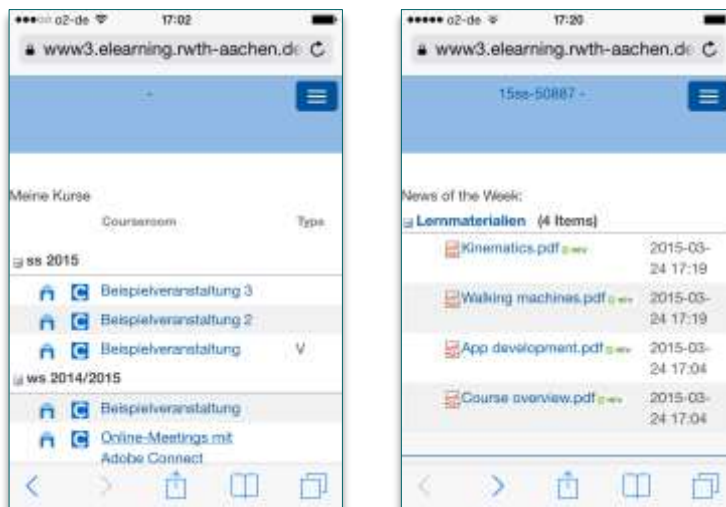
6.1 RWTHApp

The app can access the materials and the announcements of the courserooms. It is available for [Android](#), [iOS](#) and [Windows-Phone](#).



6.2 Mobile View

The mobile view, adapted to mobile devices, provides access to all the functionality of the platform. The dashboards do not appear in the mobile view. After logging on, the list of events and the opening of a learning room are displayed instead (see Fig. 7).



Browser features in mobile view

When using the mobile view, a few special features must be observed depending on the device and the browser.

iOS & Safari

On iOS devices with Safari, the logon data is often queried when logging on to the system.

This is a known problem of communication between Safari and the SharePoint Software. The problem is particularly apparent when accessing mobile networks. When accessing via eduroam and other WLAN networks, the problems do not occur. With the alternative browser Google Chrome there are no known problems under iOS.

Android & Google Chrome

On Android devices, the download of PDFs and other documents with the preinstalled browser is not possible. These browsers have problems downloading web pages with access restrictions like L²P.

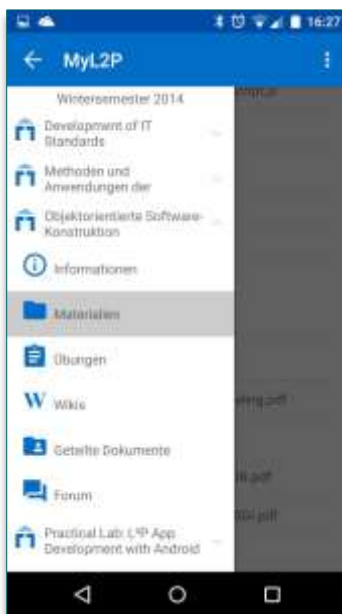
The download is also broken when you click on the link to the document. Hold down the link for a long time, and then select SAVE LINK. In this way, the document is downloaded without problems and can be opened.

With the browser alternative Mozilla Firefox there are no problems known.

Windows Phone & Internet Explorer

On the Windows Phone, please use the password storage to save the registration data. Otherwise the registration data will be queried again and again for individual page calls.

6.3 MyL2P



The MyL2P app is the result of a student project work within a programming practice. It offers access to content such as lecture information, documents or the forum and has a larger range of functions than the RWTHApp. The app has been accepted by the data protection officer of the RWTH and is maintained privately. It is currently only available for Android devices:

<https://play.google.com/store/apps/details?id=de.msc.myl2p>

7. Help & Support

L²P contains a help button and tutorials to help you with questions. On the homepage, you will find a FAQ collection, printable instructions in PDF format, as well as short video tutorials explaining the L²P functions. The Center for Innovative Learning Technologies (CiL) provides support for the teaching and learning platform L²P. You can reach it via the e-mail address elarning@rwth-aachen.de.