



SETTINGS

CiL-Support-Team | January 2017



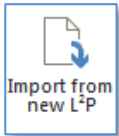


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Each courseroom can be customized by selecting specific settings. You can also import and reuse content from earlier courserooms.

1. Import Courseroom



The L2P courserooms are linked to CAMPUS events and thus to a specific semester. The events, however, are repeated every year, with many content remaining the same. This content can be easily transferred from one semester to another in just a few clicks for easy reuse. Prerequisites for

this are managerial rights in the two learning rooms between which the contents are to be moved.

After clicking on IMPORT FROM NEW L2P, you will be shown the courserooms of the different semesters.

Select a courseroom from which you want to import, and then determine from which modules of this learning space you want to transfer content.

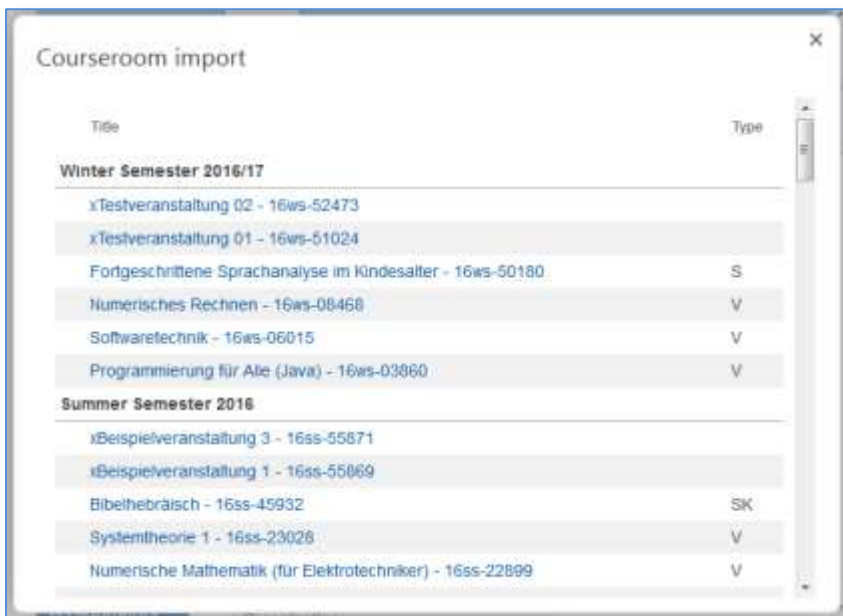


Fig. 1 Import from different semesters

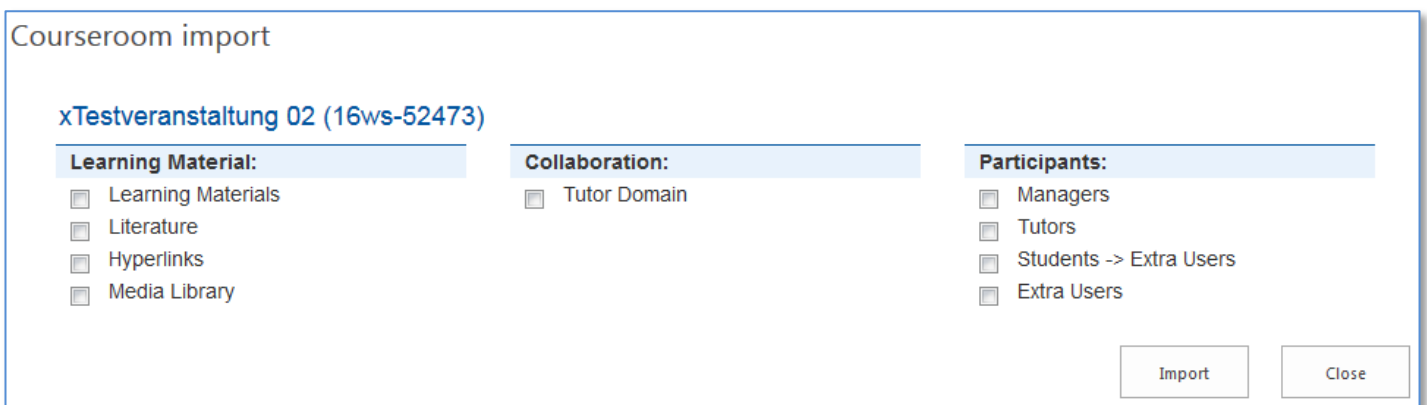


Fig. 2 Modules to import

After clicking on IMPORT, the import is executed.

Note: Contents from third-party systems such as e-tests are not imported, a separate import is necessary. Furthermore, free text areas and PDF attachments are not imported under literature. Finally, all occurrences are replaced by the one performing the import.

2. Open / Close Courseroom



When you create a courseroom, it is initially closed for the students so that you can first set up all the content, book participants, prepare assessment activities, and make general settings before students can access the course offer. With a click on OPEN COURSEROOM you release the courseroom for the students.

3. Add Short-Title

By default, the event identifier appears in the subject line of the e-mails that you send from the learning room: "[15ss-xxxx] Subject of the e-mail". If you award a course title for the learning room, it will replace the event ID: "[Shorttitle] Subject of the e-mail". By using an already common abbreviation for an event, you will facilitate the assignment of your e-mails to the right event.

4. Add event logo

The logo serves individualization. First, select the desired file from your computer by using BROWSE. After clicking on SAVE SETTINGS, the logo appears in the upper right corner of the learning room (see figure):



Fig. 3 Courseroom with logo

5. Activate/ Deactivate modules

If you use only certain areas of a courseroom, you can deactivate the unused areas. Remove the checkmarks from the areas you want to disable, and click Save Settings on the right (see figure):

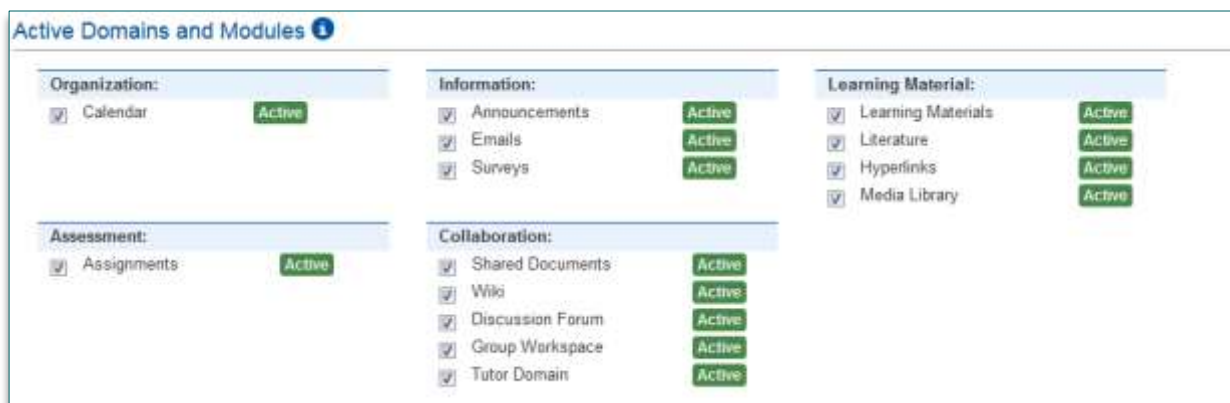


Fig. 4 Modules

Inactive areas disappear from the left-hand navigation and make them more compact. At the same time, students are prevented from searching for unused areas for content.

You can activate assesment, e-tests and the tutor space, which are not activated by default, by clicking the checkmark and SAVE SETTINGS. You can undo the Activate / Deactivate action at any time.

6. Expand Tutorrights

Managers can at any time extend or re-restrict the rights of Tutors (see fig.). By default, Tutors can read content in all areas (exception: SETTINGS), view the TUTOR SPACE, correct and evaluate student solutions, and create tasks for e-tests and compile them for testing.

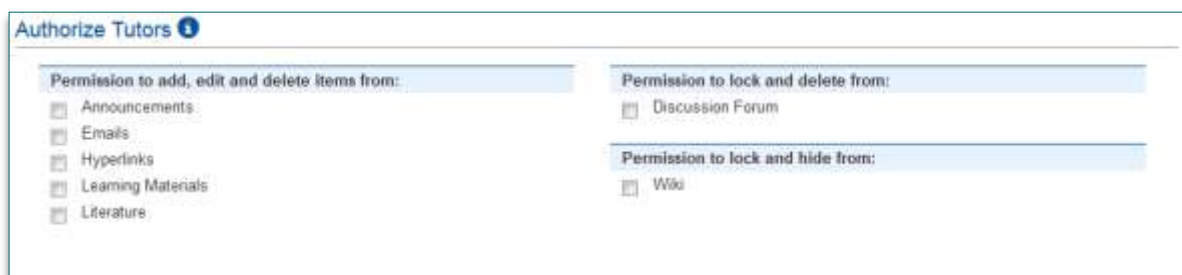


Fig. 5 Expand Tutorrights

Non-transferable to Tutorsd are the participant management, the making of settings in the learning room as well as the creation of exercise sheets.

7. Set the group size

In the group area, the students can independently form groups and use the associated workplaces, for example, to work together on exercise or to prepare for exams together. Teaching scenarios are also possible, in which the students have a joint project task or the like.

As a manager, you do not have access to these jobs unless you are a member of the group. However, you can adjust the group size. If you do not want groups to be formed, simply deactivate the module.

8. Show participant list

By default, STUDENTS and EXTRA PARTICIPANTS in the learning room only see the names and email addresses of the MANAGERS and TUTORS. If the participants agree, you can also make their names and e-mail addresses visible to each other. To do this, select the check box for the SHOW PARTICIPANTS LIST TO ALL REGISTERED USERS option and click SAVE SETTINGS. MANAGERS and TUTORS always see all names and e-mail addresses..

9. Send HTML-Mails

E-mails from L²P are sent by default as HTML mails. If you prefer to send e-mails in Plaintext format, uncheck the option and click SAVE PREFERENCES.