



MYSTUDY - INFORMATION FOR TEACHING STAFF

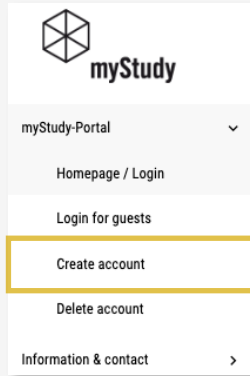
myStudy is the web based platform of Leuphana University of Lüneburg for supporting and organizing classroom teaching. myStudy provides you with various information, communication and administration tools that help you in delivering your courses and organizing your consultation hours.

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myStudy-Account

Please set up your myStudy account independently on the front page <https://mystudy.leuphana.de>. Click „Create account“, choose a username and password and select your role as „Lehrender“ (lecturer). Username and password can be freely chosen.

The „Terms of use“ must be confirmed by you. You will find them at the myStudy homepage via „Information & contact“ or after you logged in via „Service“. We would like to point out that you must observe all personal data and copyright regulations.



Choose username and password

Select your role „Lehrende/r“

Confirm „Terms of use“

Nutzungsordnung

§1 Zweck der Anwendung myStudy

myStudy (<https://mystudy.leuphana.de>) ist ein zentraler internetbasierter Dienst der Leuphana Universität Lüneburg. Er dient zur:

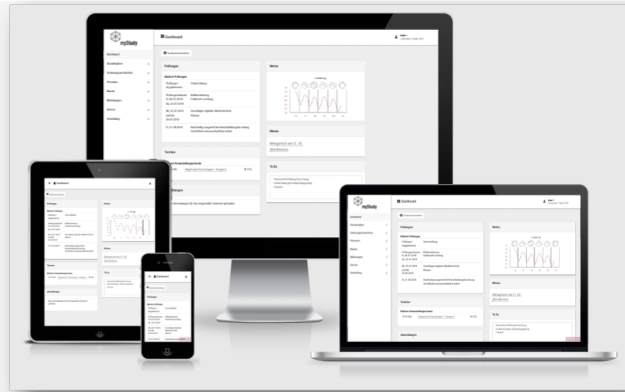
- Erfassung, Planung und Darstellung des Vorlesungsverzeichnisses,
- Raum- und Terminplanung von Veranstaltungen und Lehrveranstaltungen,
- Organisation und Unterstützung der Präsenzlehre durch die Bereitstellung von Informations-, Kommunikations-, Distributions- und Anmeldefunktionalitäten

§2 Gültigkeit dieser Nutzungsordnung

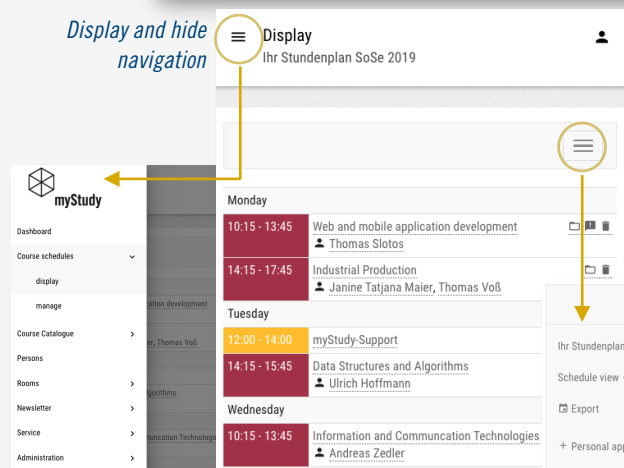
Responsive Design

The responsive user interface adapts to the size of your screen.

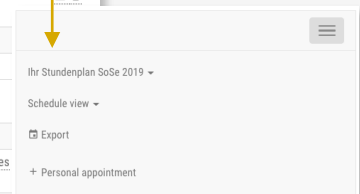
On smaller screens individual Elements are hidden or rearranged and can be displayed (again) by clicking on the so-called „hamburger symbol“. The schedule e.g. will be shown in a list view and the schedule options can be hide or display also by clicking on the „hamburger symbol“.



Display and hide navigation



Display and hide schedule options



Status & Support

By clicking your username or usericon on the upper right side you get information about your role and the active semester. The logout is also located here.

To switch between the semesters and roles click on username or usericon.

You will find contact information, the FAQ and the Bug-Report for transmit errors in the lower right corner via „GET SUPPORT“.

The screenshot shows the user profile and support menu. The user profile is located at the top right, displaying the username 'siegert', the active role 'Lehrende/r', and the active semester 'SoSe 2018'. Below the profile is a dropdown menu with options for 'Lehrende/r', 'SoSe 2018', 'Wintersemester 2018/2019', and 'Sommersemester 2018'. The support menu is located at the bottom right, featuring buttons for 'FAQ', 'Bug Report', 'mystudy@uni.leuphana.de', and '04131 677 1208'. A red banner at the bottom contains the text 'Click on „GET SUPPORT“ to get in contact with the myStudy-Support'.

Username
active role | active semester

Usericon

Active role

Active semester

Click on semester designation to change the semester

Click on „GET SUPPORT“ to get in contact with the myStudy-Support

Dashboard & Homepage

The Dashboard offers various widgets with information and services. You can configure your Dashboard according to you needs. Click on „Enable edit mode“ to get an overview about the available widgets and to configure your dashboard.

By default, the dashboard is included as the homepage. If you want to use another element as your personal homepage (e.g. schedule), please switch to „Administration“ > „Settings“.

The screenshot shows the dashboard interface with an 'Instruction of use' pop-up window. The dashboard includes a clock widget, a calculator widget, and an overview for teaching staff. The 'Instruction of use' window provides instructions on how to customize the dashboard, including enabling edit mode, using icons to drag and delete widgets, and adding new widgets. The window also mentions that changes will be saved when the 'Save Changes' button is clicked.

Dashboard

Enable edit mode

Instruction of use

Welcome to the dashboard!
This dashboard can be customized according to your own needs. The dashboard consists of standalone widgets that you can add or delete and arrange on-screen as needed.

- To change the dashboard, select at the top of the page Enable edit mode.
- The following symbols will appear in the title bar of each widget:
 - Use this icon to drag a widget to another position.
 - Here are settings for the widget.
 - Delete a widget.
- To add a new widget, click at the top of the page Add new widget
- Your changes will be saved when you click "Save Changes"

You can delete this instruction of use from your dashboard and have it displayed again at any time.

Navigation & Structure

The Navigation bar is located on the left border. On smaller screens the navigation bar is hidden and can be displayed by clicking the „hamburger symbol“.

The header above the content area indicates the current content of the page, e.g. course catalog, course, assessment, person, module description.

In the content area, click on the name of a course, person, assessment, ... to get or edit information.

The screenshot shows the myStudy interface. On the left is a navigation bar with a hamburger icon and the myStudy logo. Below the logo are menu items: Dashboard, Course schedules, Course Catalogue (expanded), Search for courses, Create PDF, Module handbook, Persons, Rooms, Newsletter, Service, and Administration. The main content area has a header 'Course Catalogue > Course Catalogue'. Below the header is a 'Program of study' section for 'Leuphana Bachelor (B.A./B.Eng./B.Sc./LL.B.)' with a link for 'additional offers (without CPs)'. A list of courses follows, including 'Leuphana Semester', 'Komplementärstudium', and several 'Major' programs. Below this is a section for 'WebPublishing [WebPublishing] (S)' by Paul Ferdinand Siegert, with tabs for DATES, ALLOCATION & ASSESSMENT (selected), ORGANIZATIONAL INFORMATION, REGISTRATION, PERSONS, and CONTENT. Under the 'ALLOCATION & ASSESSMENT' tab, there are sections for 'Module' (42013000 Digital Media Basics), 'Assessment' (9977 Grundlagen digitaler Medientechnik; WebPublishing), and 'Form of assessment' (Klausur 90 Min.).

Schedule & Calendar

The schedule can be used in different views:

- As schedule, including all regular dates of the semester. Individual dates are displayed under the schedule.
- As calendar, in which regular and individual dates and consultation hours are displayed on a daily basis.
- As list view

To print, please use the print function of your browser.

Click on „Export“ for further information about export options into a digital calendar and an Excel export.

The screenshot shows the 'Ihr Stundenplan SoSe 2019' interface. At the top, there are tabs for 'Schedule view' and 'Export'. A dropdown menu for 'Schedule view' shows options for 'Calendar view', 'List view', and 'Schedule view'. Below this is a grid showing the schedule for Monday, Tuesday, Wednesday, and Thursday. The grid has columns for the days and rows for time slots from 8:00 to 13:00. A legend indicates: red for 'Course', yellow for 'Regular personal appointment', and blue for 'Consultation hour (only calendar)'. The schedule shows various courses and support hours. To the right, a 'Calendar view on smaller screens' is shown, displaying a list of events for each day with time slots and course names.

Consultation Hours

Edit information about your consultation hours via „Administration -> Consultation hours“. Provide general information about your consultation hours or generate specific consultation hours to which students can register for. If someone else is going to manage your consultation hours you can assign the appropriate rights.

Delete specific consultation hour

Edit free text for general information about consultation hours

Add consultation hours

Transfer and delete appropriate rights

To add Consultation hours:

- Edit title and location
- Repetition: if several consultation hours are to be created, select daily or Weekly repetition. Then set the time slot in which the appointment is repeatedly offered.
- For single appointments, the start and end date are the same.
- Set time and time grid

Course Functions

Click the course title e. g. in the schedule or in the course catalog to switch into the course. In the course information and functions are provided via different tabs. Click on a tab to use the desired function.

Digital Image Editing [Bildbearbeitung] (Pro)
 Paul Ferdinand Siegert
 Next Date: 16. July at 09:15

INFORMATION	ONLINELEHRE	AGENDA	MATERIAL	BIBLIOGRAPHY	MESSAGES	FORUM	GROUPS	REGISTRATION
<ul style="list-style-type: none"> • Information on dates, locations, allocations, assessments • Edit content and objectives • Add tutors 	<ul style="list-style-type: none"> • Create Moodle course • Setting up a videoconference with zoom 	<ul style="list-style-type: none"> • All dates of the course are displayed • Enter topics and description for each session • PDF export 	<ul style="list-style-type: none"> • Organize and provide materials • Activate password protection • Enable upload for students 	<ul style="list-style-type: none"> • Literature from the online catalog of the library • Literature in free text format • Enable RIS files 	<ul style="list-style-type: none"> • Send messages to students • Group communication 	<ul style="list-style-type: none"> • Forum for all registered participants 	<ul style="list-style-type: none"> • Create groups • Overview of groups • Add participants • Excel export 	<ul style="list-style-type: none"> • List of registered participants • Alternate list • Subsequent registration of participants • Excel export

Material Provide & protect

Select a folder to provide files and web links, create new folders, download a folder as a ZIP file, etc.

Protect your material with a password to allow access only for successfully registered students.

Please note: Subfolders cannot get a new/own password. A set password is 'inherited' to subfolders.

The screenshot shows a course management interface with a toolbar containing icons for download, edit, create folder, upload file, and create weblink. Annotations include:

- Download selected folder/file**: points to the download icon.
- Edit**: points to the edit icon.
- Create folder**: points to the create folder icon.
- Upload file**: points to the upload file icon.
- Create weblink**: points to the create weblink icon.

 Below this, a 'Protect material with a password' dialog is shown. Annotations include:

- Select folder & edit**: points to the 'TestKurs' folder in the sidebar.
- Set password**: points to the password input field containing 'jau'.
- Set password & submit**: points to the 'Submit' button.
- If the padlock is displayed, the material is only visible to successfully registered students.**: points to a padlock icon on the folder.

Material Upload from students

Create a new folder for student uploads.

Define the upload and visibility release. (**Freigabe**)

Uploads:
Everyone (Students can upload files or create weblinks).

Visibility:
For the file owners, the lecturers and tutors: only the self-uploaded files are seen by the students

For everyone: all students see all uploaded files.

The screenshot shows the 'Edit Uploads' dialog box with the following fields and options:

- Name:** Uploads
- Description:** (empty text area)
- Set password:** (empty text field)
- Freigabe (Release) options:**
 - Uploads: lecturers and tutors of the course. Visibility: lecturers and tutors of the course
 - Uploads: lecturers and tutors of the course. Visibility: for everyone
 - Uploads: everyone. Visibility: for the file owners, the lecturers and tutors
 - Uploads: everyone. Visibility: for everyone

 A note states: "Note: This folder is protected by the folder 'TestKurs'. The password entered here is ineffective."

 A red arrow points to the 'Uploads' folder in the sidebar, with the annotation: "If the red arrow is displayed, the folder for student uploads is open."