

MYSTUDY INFORMATION FOR LECTURERS



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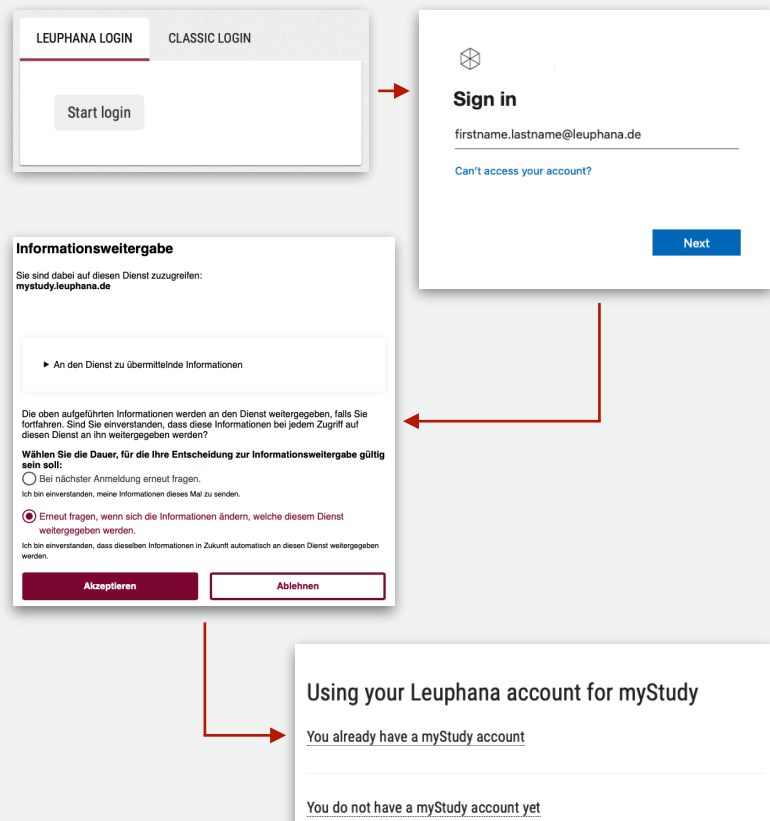
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Setting up myStudy

Click on the “Start login” button on the myStudy homepage and enter your Leuphana email address and your cloud password. If you have not explicitly set a cloud password, this is identical to the password of your Leuphana account.

Then accept the transfer of your Leuphana account information to myStudy.

If you are logging in for the first time or already have a myStudy account but have previously used the classic login, the system will guide you through the process of creating or linking an account.

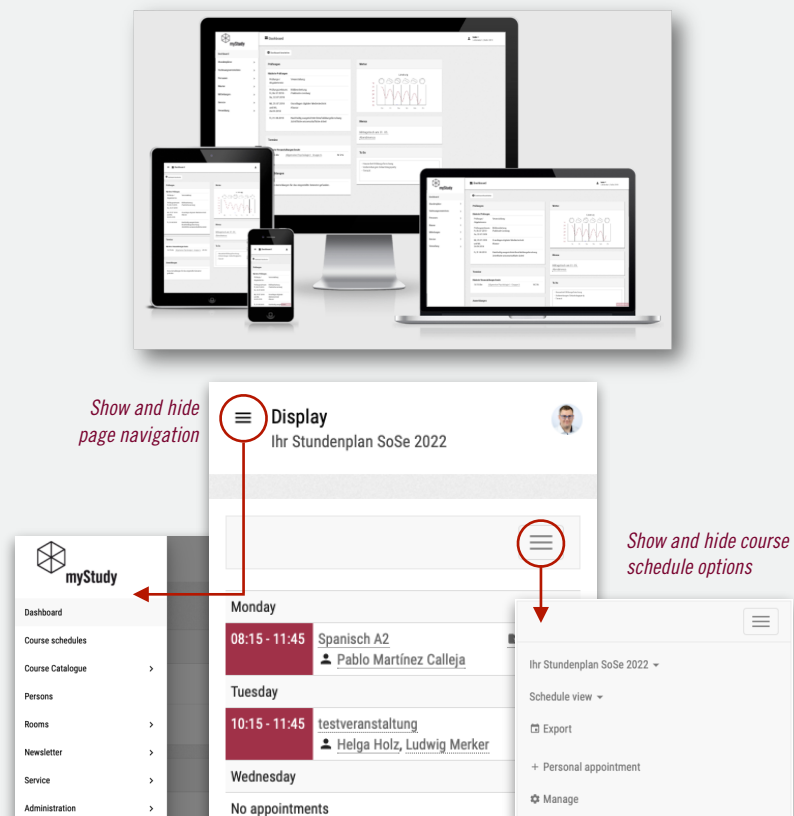


Responsive design

The responsive design adapts to the size of your screen.

On smaller screens, the page navigation, among other things, is hidden and can be shown again by clicking/tapping on the so-called hamburger symbol.

Other elements are also displayed more compactly or hidden. For example, the course schedule options can be shown and hidden via another hamburger symbol.



Status & support

A glance at your user name (top right) or a click on your user icon informs you about your active semester/role.

You can switch between semesters or roles by clicking on the user name or icon. Logging out is also done here.

Contact options in case of problems and an FAQ can be found under “Help” > “Contacts and FAQ” and in the bottom right corner under “GET SUPPORT”.

The screenshot shows the user profile menu and support links. Annotations point to the following elements:

- Your name**: Points to the user name "Ludwig Merker" in the top right.
- Active role | active semester**: Points to the text "Lecturer | WiSe 24/25" below the user name.
- User icon**: Points to the user icon in the top right.
- Active role**: Points to the "Lecturer" dropdown menu.
- Active semester**: Points to the "WiSe 24/25" dropdown menu.
- Click to change semester**: Points to the "WiSe 24/25" dropdown menu.
- Click on "GET SUPPORT" to get in contact with myStudy Support**: Points to the "GET SUPPORT!" button.

The bottom right corner shows a "GET SUPPORT!" button and a "Contacts & FAQ" button.

Dashboard & homepage

On the dashboard, you can arrange, show or hide so-called widgets according to your needs. Click on “Enable edit mode” to see an overview of the available widgets and to customise your dashboard.

In most myStudy roles, the dashboard is preset as the homepage. If you would like to use another page as your personal homepage, e.g. your course schedule, you can set this under the menu item “Administration” > “Settings”.

The screenshot shows the myStudy dashboard. Annotations point to the following elements:

- Enable edit mode**: Points to the "Enable edit mode" button.
- Instruction of use**: Points to the "Instruction of use" section.
- Overview for teaching staff**: Points to the "Overview for teaching staff" section.
- Weather**: Points to the "Weather" section.

The dashboard includes a "Welcome to the dashboard!" message, a list of instructions for using the dashboard, and a "Notes" section.

Navigation & orientation

The navigation bar is located on the left edge. On smaller screens, it is hidden behind the hamburger symbol due to the responsive design ([see above](#)).

The header above the content area designates the content of the page and in some cases contains another navigation level.

Click on the name of a course, person, examination, etc. in the content area to switch to the respective element or to obtain or edit information.

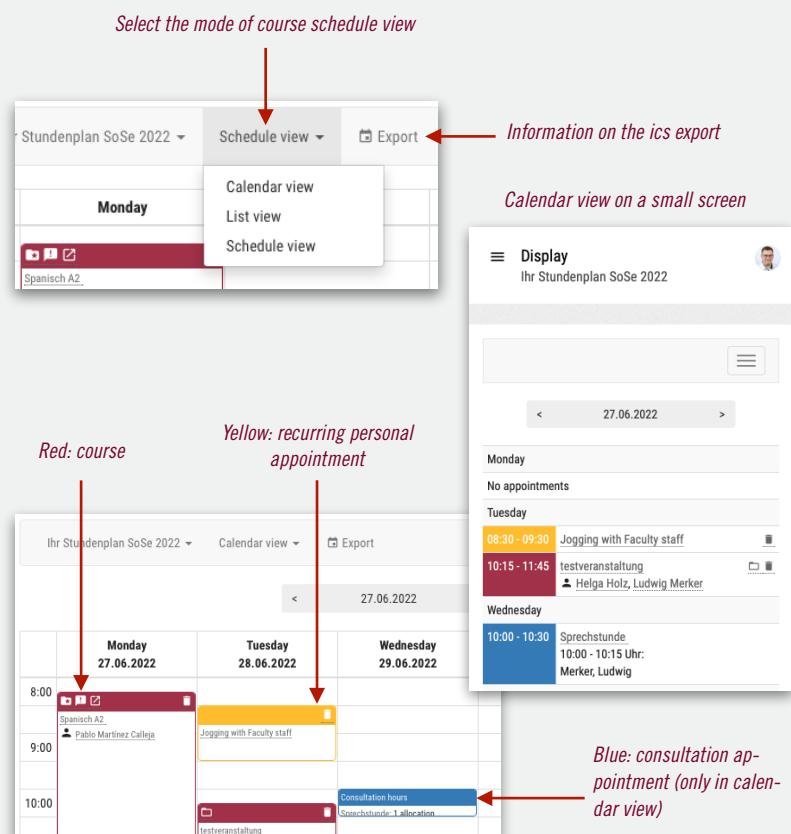


Course schedule & calendar

The myStudy course schedule can be displayed in different views:

- As a classic schedule with all recurring course dates of the semester. Single events are displayed as a list below the schedule.
- As a calendar in which single events and consultation appointments are also displayed on the respective day
- In a list view

Using the ics export, you can download the appointments for import into a personal digital calendar (e.g. Apple Calendar, Thunderbird).



Consultation hours

You can edit information about your consultation hours under “Administration” > “Consultation hours”. You can create consultation appointments for which students can register through your public myStudy profile. If another person (e.g. secretary) is to manage your consultation appointments, you can assign them the corresponding rights.

The screenshot shows the 'Consultation hours' management page for Ludwig Merker. It includes sections for 'General consultation hours', 'Consultation hour appointments', and 'Manage consultation hours'. Annotations with red arrows point to specific features:

- Delete individual slot:** Points to the minus icon in the appointment list.
- Edit general information about the consultation hours:** Points to the edit icon in the 'General consultation hours' section.
- Assign and revoke consultation hour management:** Points to the 'Add administrator' field in the 'Manage consultation hours' section.

An inset window titled 'Add consultation hour appointments' shows fields for Title, Room, Repetition, Date, Time, and Time pattern, along with a calendar for selecting dates.

- If you would like to create recurring consultation hours, select daily or weekly recurrence. Set the beginning and end dates of the period within which the consultation hours offered recurrently.
Important: For one-off consultation hours, set the start and end dates to the same day.
- Set the start and end time of your consultation hours as well as the time pattern for the individual appointment slots.

Course

To switch to the course, click on the course title in the course schedule, in the course catalogue or in the overview of your course offerings. The course functions are displayed on several tabs. Click on a tab to edit the desired function. Details can be found on the following pages of this manual.

The screenshot shows the course management interface for 'WebPublishing [WebPublishing] (S)' by Paul Ferdinand Siegert. The 'Next Date: No more appointments are held.' message is displayed. Below the tabs, a list of functions is provided for each tab:

- INFORMATION**
 - Information on dates, rooms, allocation, assessment
 - Edit contents and objectives
 - Add lecturers and tutors
- ONLINE TEACHING**
 - Create Moodle course
 - Set up Zoom video conferences
- AGENDA**
 - Display all dates
 - Add topics and descriptions of the individual sessions
 - PDF export
- MATERIAL**
 - Organise and provide material
 - Activate password protection
 - Enable upload for students
- BIBLIOGRAPHY**
 - Bibliography from the library's online catalogue
 - Bibliographical references in free text format
 - Provide RIS files
- MESSAGES**
 - Send messages to students
 - Group communication
- FORUM**
 - Forum for discussions
- GROUPS**
 - Create groups
 - Group overview
 - Add students
 - Excel export
- REGISTRATION**
 - Show successfully registered students and alternates
 - Subsequent registration of students
 - Excel export

Course Information

The core data of the course such as the dates, the curriculum context, the registration procedure, associated persons and the course contents are displayed here.

The associated persons, the content-related information and the evaluation registration can be edited at any time. Please enter meaningful information on the contents, objectives, participation requirements and courseworks.

If there is an urgent need to change further core data, please contact your Student Dean's Office or the Complementary Studies Team.

Content Edit content *Edit content-related information*

Content Students attach great importance to a detailed course description! Please provide detailed information on the content and objectives of the course!

Objective Students attach great importance to a detailed course description! Please provide detailed information on the content and objectives of the course!

Participation requirements If there are any formal or substantive requirements for participating in this course, please describe them here!

Coursework What performance is expected from the students in this course?

other information If there are other aspects that students should know before they register for this course, please describe them here!

Persons Edit personal data *Add tutors*

Teaching staff

Helga Holz (100% / D) Ludwig Merker (0% / D)

Course Online teaching

Under "Moodle course", you can create a Moodle course directly from myStudy. All lecturers and tutors of the course receive the "teacher" role in Moodle. Alternatively, you can link an existing course.

Via "Create a video conference", you can create a recurring Zoom meeting for the entire semester. Each meeting must be started by you in order for students to join.

If created, a button to the Moodle course and the access data to the Zoom meeting are visible here.

Moodle course

If you would like to make your teaching more digital, we offer you three Moodle course templates.

► Information about the course formats

When you create a course, all teachers and tutors who are already registered in Moodle will be assigned the role Teacher. Teachers and tutors who have never worked in Moodle before must register once (with their myStudy user data) in -> Moodle before creating the Moodle course.

+ Blank course + Focus videos and tasks + Focus interaction and collaboration

► Alternatively, you can link an already created Moodle course to this event. *Expand to link existing course*

Click on one of the buttons to create a blank course or use a course template.

Video conference

You can set up a video conference for this course. The zoom meeting is created permanently for the entire semester.

+ Create a video conference

Create a video conference for "testveranstaltung"

First start 26.07.2022 um 12:11

The zoom meeting is created permanently (from the initial start date) for the entire semester. Each zoom meeting must be started by you to allow students to participate.

Duration (in min.) 90

Password Mandatory field, max. 10 characters, numbers, upper and lower case letters

Important! Please do not use your myStudy or Zoom password here. Instead, please assign a password that is not used for any other purpose.

Host Ludwig Merker

Select the host of this zoom meeting. The other lecturers are automatically registered as alternative hosts.

Encryption Point-to-point encryption

► Notes about encryption

Create a video conference

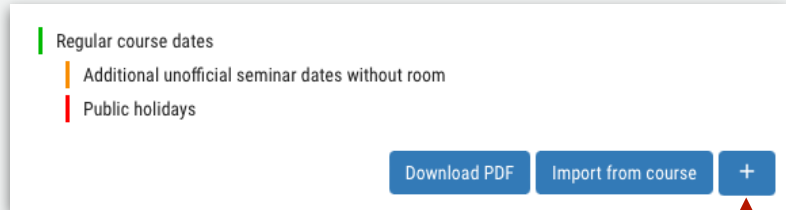
Course Agenda

- ! To change regular course dates, contact your Student Dean's Office.

Add topics and a description to the individual dates of your course. Alternatively, import the agenda of another course, e.g. from a previous semester.

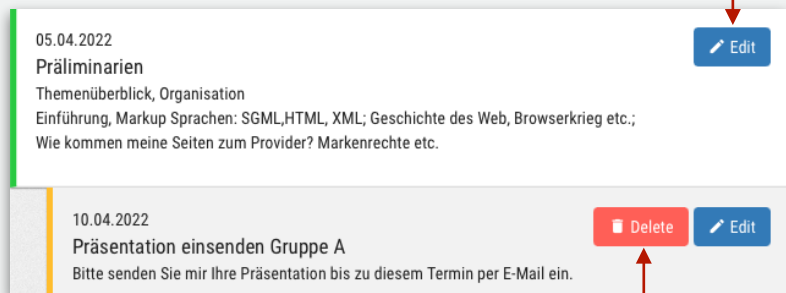
Specify unofficial dates (e.g. deadlines, self-study phases) to be displayed in the agenda.

You can download a PDF version of the agenda for your records or for distribution.



Add unofficial date

Edit topic and content description of the date



Delete unofficial date

Course Material

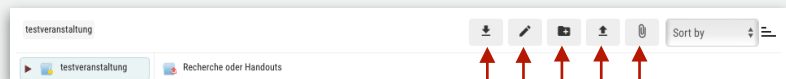
Provide

Select a folder to provide files and links available there or to create new subfolders.

Protect

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

- ! Subfolders always inherit the password of their parent folder.



Download marked folders/files

Edit

Create folder

Provide link

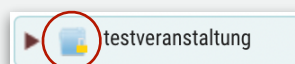
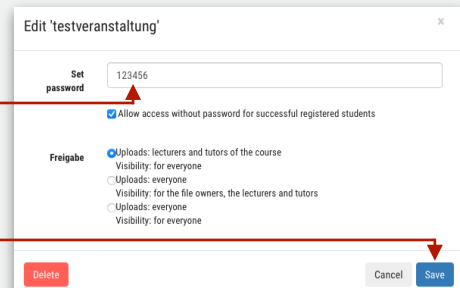
Upload files

Protect material with a password



Mark and edit folder

Set and save password



If the padlock is displayed, the material is only visible to students who have successfully registered for the course.

Course Material

Uploads from students

Create a new folder for the students' uploads.

Define upload and visibility rights under "Freigabe".

„Uploads“:

„Everyone“: Students can upload material

„Visibility“:

„For the file owners, the lecturers and tutors...“: Students can only see the files they have uploaded themselves

„For everyone“: All students can see all uploaded files



If the red arrow is displayed, the folders is open for uploads from students.

Course Bibliography

After clicking on "edit", you can fill your bibliography from various sources automatically or manually. You can propose literature not available at Leuphana for procurement.

Publications available in an electronic catalogue (LUX or GBV) are highlighted in the bibliography with a symbol and linked to the corresponding catalogue page.

Course Messages

Messages are sent by email and are also permanently available in myStudy.

Select the addressees:

“All successfully registered”
All persons who are successfully registered for the course

“All students having this course in their course schedule”
All persons with the course in their course schedule, regardless of registration status

“Working groups of this course”
Individual, several or all student groups (if you have formed such groups – [see below](#))

Course Forum

The forum can be used to discuss the course topics with and among the students.

By default, all myStudy users can view the forum and create threads and replies.
You can limit the visibility to students and teachers of your course.

To be informed about new threads and posts by email, activate the option “New entries by email”.

Course Groups

When you create groups, they are displayed as possible recipients of the message function ([see above](#)).

Students who belong to a group can use the message function to write to members of their own or other groups.

You can export the group list as an Excel spreadsheet.

Create group and set name, description and maximum number of students

+ Add group

Name	Description	Participant
Group 1	Dies ist Gruppe 1.	0/5 noch keine Mitglieder
Group 2		0/5 noch keine Mitglieder

Edit group properties *View and edit members* *Delete group*

Students can assign themselves *Lecturer/tutor assigns students*

Assign students to group(s)

Alocate (registered) course participants

hide

Last name, first name	Email	Semester - Matr. No.	Program of study
Helgai Z	helga.holz@leuphana.de	Incoming students (ohne Abschluss)	0 groups selected

Select group(s) to be assigned (multiple selection possible)

Course Registration

Here you can find the current lists of participants and alternates for the course. Click on the title of the respective list to expand it.

If desired, you can export the list of participants as an Excel spreadsheet.

In exceptional cases, you can edit the lists or subsequently register students. If you have any questions on this, please contact the responsible Student Dean's Office or the Complementary Studies Team.

List of participants

search

▼ testveranstaltung - Holz - Dienstag 10:15 (1 of max. 0 Participant(s))

Name / Email	Semester / Matr.Nr. / Program of study	Time	Assign
1 Helgai Z helga.holz@leuphana.de	Incoming students (ohne Abschluss)	26.7.22 14:12:19	Assign

► 1 students not assigned (Alternates)

Move between list of participants and list of alternates *Delete registration* *Show registration log*

▼ 2 students not assigned (Alternates)

Name / Email	Semester / Matr.Nr. / Program of study	Time	Assign
1 Helgai Z helga.holz@leuphana.de	Incoming students (ohne Abschluss)	26.7.22 14:12:19	Assign

Contacting myStudy Support

If you have any questions, please do not hesitate to contact myStudy Support!

mystudy@leuphana.de

- ! The myStudy support can only help with technical problems.
- ! You can find further contact persons after logging into myStudy under “Help” > “Contacts and FAQ”.

Course offer

If you have any questions, problems or requests for changes to your course offerings, to the course dates and module assignments as well as to the registration procedure, please contact the responsible Student Dean's Office or the respective Master's programme coordinators or the Complementary Studies Team.

Assessment offer

If you have any questions, problems or requests for changes to your assessments, please contact the responsible staff in the Faculties or Schools or the Assessment Service.

IT problems

In case of problems with your Leuphana account (not myStudy account), email, Wi-Fi, VPN, software etc., the IT Service Team will help you by phone (1212) or by email (it-service@leuphana.de).

IMPRINT

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