



INTERNET-BASED PREPARATION AND ONLINE-SUPPORT FOR INTERNATIONAL  
STUDENTS AND RESEARCHERS AT GERMAN UNIVERSITIES

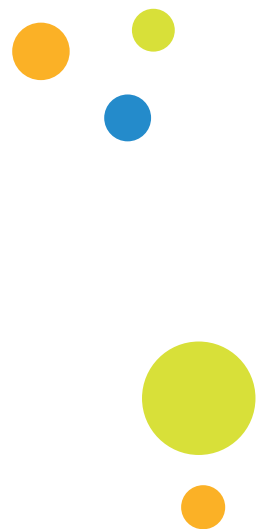
**[opendc.distributed-campus.org](http://opendc.distributed-campus.org)**

Handbook “First Steps” for the  
initial configuration of your  
Open DC application

**Freie Universität**  **Berlin**

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## NOTE

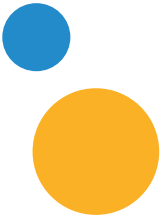
Your Open Distributed Campus application has been established by the Open DC Team of the Freie Universität Berlin.

You can start configuring your platform, and this document will aid you along with the other manuals. We have summarized and established some first steps for you, to make a fast and easy introduction possible.

In case you forget your registration information please email the Open DC Team at [opendc@fu-berlin.de](mailto:opendc@fu-berlin.de)

If you have any questions feel free to contact us anytime.

Sincerely,  
Open Distributed Campus Team  
Center for Digital Systems (CeDiS)  
Freie Universität Berlin



## 1. PASSWORD AND USERNAME

With your platform, you will receive a list of passwords for the user administration and for the main editor.

The main configuration is done by the user administrator, therefore the password and username for this person are extremely valuable and should not be lost.

## 2. GENERAL DETAILS

### NAVIGATION

Please do not use the forward-backward buttons in your browser. Doing this can lose any editing and confirmations. Instead navigate with the embedded buttons in the program.

### TIME-OUT

After around 10 min. the Distribution Campus will automatically log you out. If you have been editing and did not save your work there will be a pop-up window warning you that the session will be logged out and the editing should be saved.

## 3. STEP 1: ADMINISTRATION

### 3.1 CREATION OF GROUPS

The administrator establishes the different groups for his/her university. The group concept ensures that students are put together into groups with the same characteristics, for example “Erasmus Incoming”.

Every group will be assigned a group specific editor, see the role concept.

Therefore log in as the user administrator, and establish a group with the appropriate name.

*See User Administrator guideline*

Please remember that the name will show up in the registration form for students and therefore has to be clear to understand.

### 3.2 ASSIGNING STUDENTS TO TIMELINES/ESTABLISHING RESEARCHER TIMELINES

Regardless if the new group is for students or for mobile researches/visiting professors a timeline is necessary.

The standard configuration is student timeline, however a researcher timeline can be configured over the “group browser”.

### 3.3 CREATING EDITOR ACCOUNTS

After the groups are configured, a group specific editor needs to be selected and an account for him/her needs to be established.

The group specific editor establishes contents for his/her group, such as the timeline (online pre-departure preparation and assistance time) and the tasks (the time allocated to finish certain tasks pre-and post arrival). It is also important for him/her to publish articles from the central content pool that is important and necessary for a certain user group.

*See guideline for user administrator*

### WARNING:

**BEFORE THE GROUP SPECIFIC EDITOR CAN PUBLISH CONTENTS OUT OF THE CONTENT POOL, THE MAIN EDITOR HAS TO PUBLISH THESE CONTENTS AFTER HE/SHE HAS CREATED IT. SEE THE FOLLOWING INSTRUCTIONS.**

#### 4. PUBLISHING CONTENT THROUGH THE MAIN EDITOR

The main editor is responsible for the content in the content pool.

By establishing your personal Open DC application, the Freie Universität Berlin will give you the content from the content pool of our archives for the use for your school.

This content can be used for your university, and edit it according to your school's needs, or re-establish it.

The main editor establishes and edits the content from the content pool, and then makes it available for the group editor.

*See guideline for user main editor.*