Internet-based Preparation and Support for International Students and Researchers at German Universities

opendc.distributed-campus.org

Guideline for Content Creation & Configuration for the Editors

Freie Universität Berlin

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Procedures

As an editor of a student group, you are responsible for editing group specific information in Open DC.

This guideline is to explain how to edit and configure the group pages.
Students have to register themselves due to privacy laws in Open DC.

The central Open DC team at your institution approves each student account, and they will receive automatically an email confirmation.

In order to check the students that are registering be sure to send in a list with names, and emails to the team in time so that each student can be accepted and approved for use of Open DC.

In case of questions feel free to contact us.

Your
Open DC Team
Center for Digital Systems (Cedis)
Freie Universität Berlin

1 Technical Requirements

- *Videos/Audios: Real Media Plug-in necessary*
  Download: http://de.real.com/realplayer
- *Animation: Flash Plug-in necessary*
  Download: http://www.adobe.com/de/products/flashplayer
- *PDF-documents: Acrobat Reader necessary*
  Download: http://www.adobe.com/de/products/reader
- *Browser (PC User): MS Internet Explorer 6 or higher*
- *Browser (Mac User): Firefox, Mozzilla*
- *Activate java script in the browser:*
  IE: *Extras → Internet options → Security→ adapt steps→ Scripting: Activate active scripting; activate script from Java Applets→ establish with OK*
  Firefox: *Extras → Preferences → Web-Features: activate Java / Java Script → establish with OK*
  Mozilla: *Extras → Preferences → advanced → scripte and plugins: activate Javascript for all areas → establish with OK*

2 Editor-Account

The Open DC administrator grants access to your platform. Please give the following data: (self-chosen) Username, (self-chosen) temporary password (8 characters), first-and last name, and email address. After the release of your account, the administrator will email you.

3 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.

Language Settings

The switch between German and English is done through the German/English buttons on the top right. Also watch this while editing bi-lingual texts.

Editing

Before adding texts to your platform it is recommended to save the text in a word document. Please do not use formatting, as this will get lost in the WYSIWYG-Editor (What You See is What You Get).

Time-Out

After around 10 min. Open DC 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.

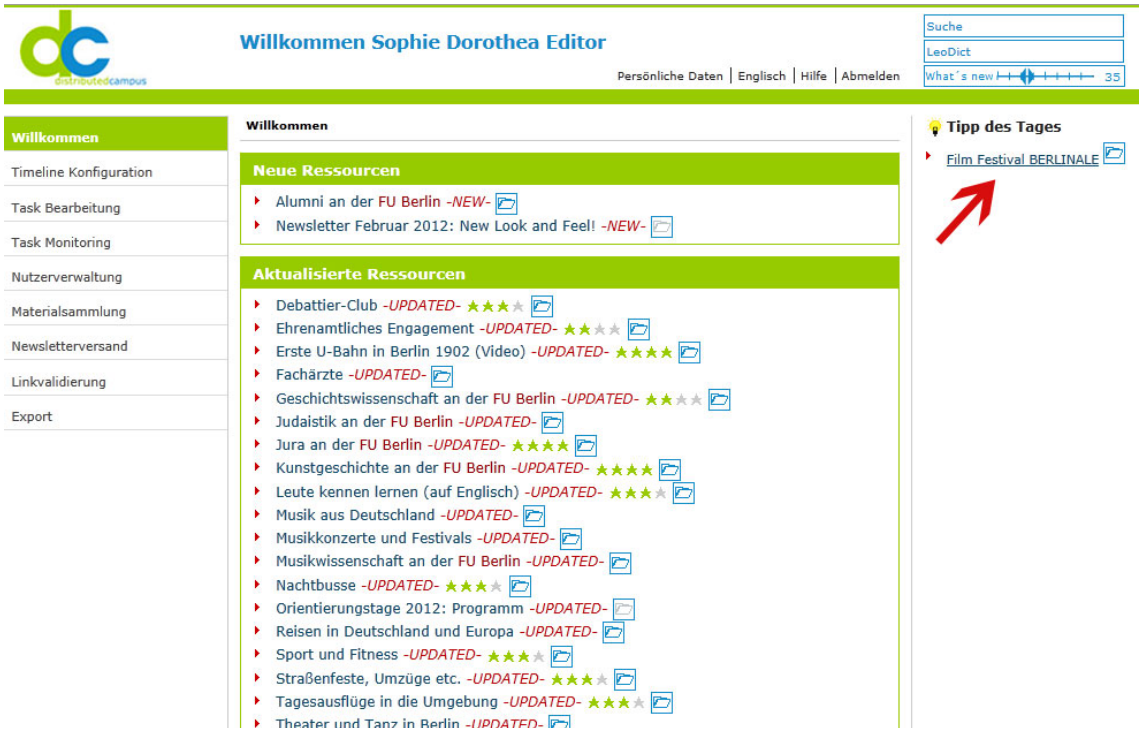
Informing Students

As soon as students are accepted to your institution they must be informed about registering with Open DC. For this there are two mail models that can be found in the appendix.

4 Navigation elements

Once you have received your editor account information, log in at your platform.

As soon as you log in a personal welcome site appears:



In the middle area of the content, you can see the main editor's newly created and updated contents.

Over the "New Content Fader" that you can move left and right with the cursor, you can change the timeline of the new and updated content.

The translation function on the upper right hand corner is connected with the Online Translation Machine LEO. Write the word into the translation field, click *"translate"* and the LEO translation will open in a new window.

Note:
The search engine is dependent on the language that your browser is set to, either English or German.

4.1 Personal Data

Under Personal Data in the Header in the upper right hand corner you can change your password and address information among other things.

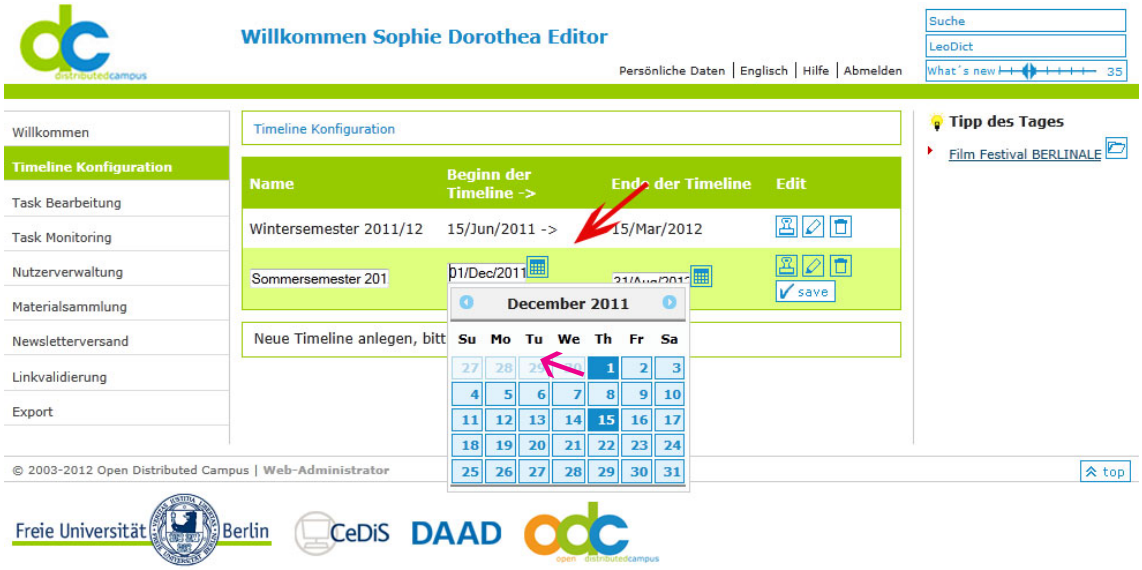
4.2 Student Timeline Configuration

Each semester a new timeline has to be created; in order to avoid confusion of new incoming students, the name of the timeline is the registration timeline for the students, as well as seen in the registration form. The timeline starts when the students get accepted to the institution and it ends once the student leaves.

A new timeline is created in the following manner:

- *Click timeline configuration*
- *Click "add period"*
- *Insert name of the semester, include year*
- *Insert starting and end date by using the calendar function*

"Save"



Warning:
Make sure to delete old timelines so that students do not get confused when filling out the registration form.

4.3 Researcher Timeline Configuration

The timeline for researcher does not have a fix start and end day, contrary to the student timeline. A researcher timeline has a fix duration in weeks because this target group does not dispose of fix semester beginnings days like students do. Researchers are much more flexible when it comes to their arrival and research stay at a German university.

The duration in weeks of a researcher timeline starts for the single researcher individually according to his / her first login.

The group configuration whether a group has a student or a researcher timeline lies in the responsibility of the user administrator!

Thus, every researcher has an individual timeline. The name of the researcher timeline is visible in the registration form.

A new timeline is configured as follows:

- Click timeline configuration
- Click "add period"
- Insert name of the period, include year
- Add the duration of the period in weeks
- *"save"*

4.3.1 Copy timeline period

Once a timeline has been created for a spring or fall semester it can be easily re-used, instead of creating a brand new timeline for each semester:

- *Click "copy timeline" next to the timeline that you want to copy*
- *Change the name of the timeline*
- *Add the new beginning and end date*
- *"Save"*

Once the new timeline is created make sure that all the dates are correct.

4.4 Task Editing

Tasks, so called "To-Do's" are ordered on a timeline, according to when they have to be done. The group specific timelines and the tasks that are linked to them (both created by the group editor) are like a real-time checklist that reminds students at certain times to prepare for a certain subject.

The tasks will be given to students by certain statuses:

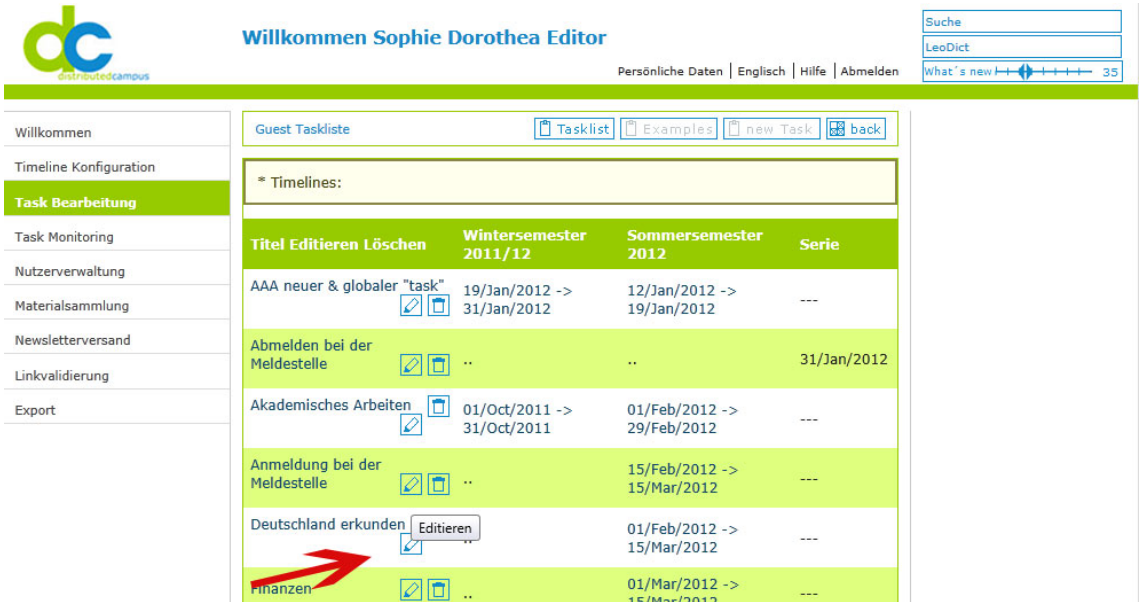
- *Future (these tasks are due in the future)*
- *To do (these tasks need to be done immediately)*
- *Overdue (these tasks are overdue)*
- *Done (these tasks are completed)*

The establishment of tasks, as well as the overview of the group specific tasks can be found under "task editing" in the left navigation.

4.4.1 Copying Example Tasks

When clicking the example button you will be able to view a list of example tasks which can be copied and worked on for adapting them to a certain group. In order to pick a task click *"adopt"*:

- *After clicking "adopt" the task has to be timed for certain dates*
- *Find the task on the task list and click "edit task":*



The following components can be edited:

- *Task Title: Title of the task, the student will see this in his/her overview*
- *Task Content: content of the tasks*
- *Remember: formatting cannot be copied if you want bullets or numbering do this over the WYSIWYG-Editor*
- *Completion Sentence: this is a sentence to motivate the student to finish the tasks given*

Student Timeline

Now the time for the task has to be set:

In order to edit the time parameter follow these steps:

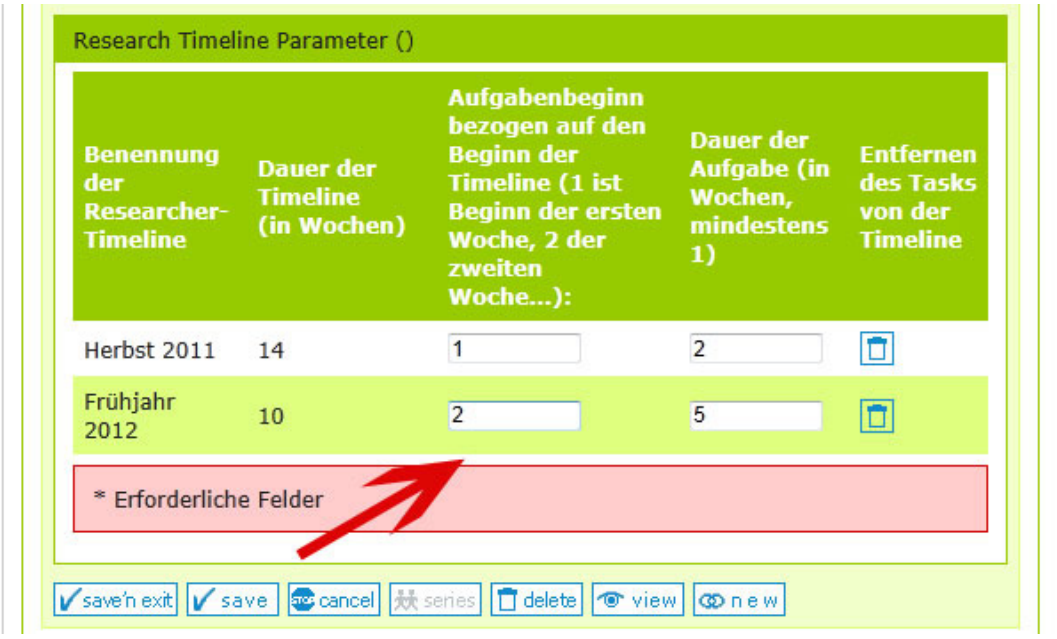
- Enter the starting and end date by using the calendar button
- *"Save'n exit/save"*

Warning:

Tasks without a time parameter will not be visible to the students of the group.

Researcher Timeline:

For a researcher group and timeline, there are no dates to be set but the duration in weeks:



In order to edit the time parameter follow these steps:

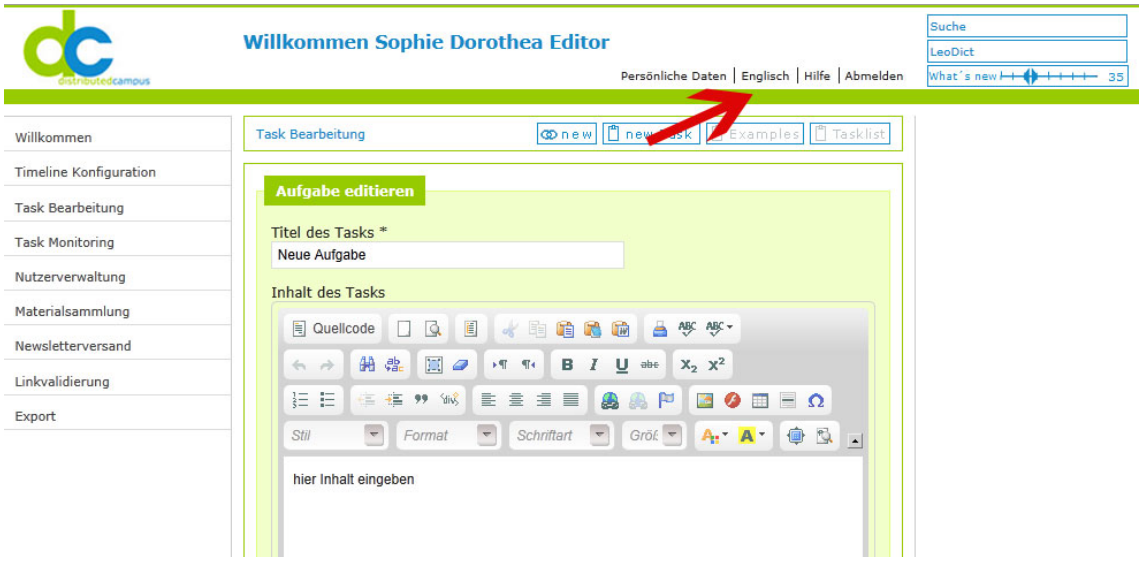
- *Enter the duration of the task in weeks*
- *"Save'n exit/save"*

4.4.2 Creating New Tasks

In order to create a new task, follow these steps:

- *Click task editing in the navigation bar*
- *Click "new task"*
- *Insert title, content and completion sentence*
- *Edit time parameter*
- *"Save"*

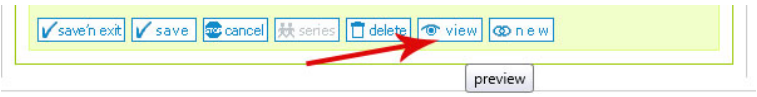
Warning:
To have a German and English task open the English task, and change the language inserting the information in German and saving the new task.



4.4.3 Editing Existing Tasks

- *Open the task list*
- *Pick the task to be edited*
- *Edit the task*
- *"Save"*

By clicking "view" in the editing bar the task can be seen in its completed form.



4.4.4 Deletion of tasks

- *Click the task editing button in the navigation bar*
- *Open task list*
- *Pick the task to be deleted*
- *Click "delete"*
- *Okay the deletion warning to complete the deletion*

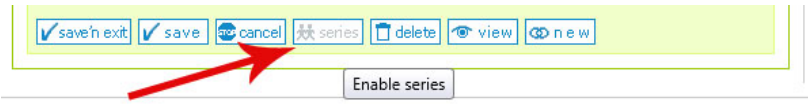
4.4.5 Editing an Event Task

If an event is to be made known to the users an "Event Task" can be created. This event task will be published on the right hand of the platform main frame, not in the middle with the other tasks.

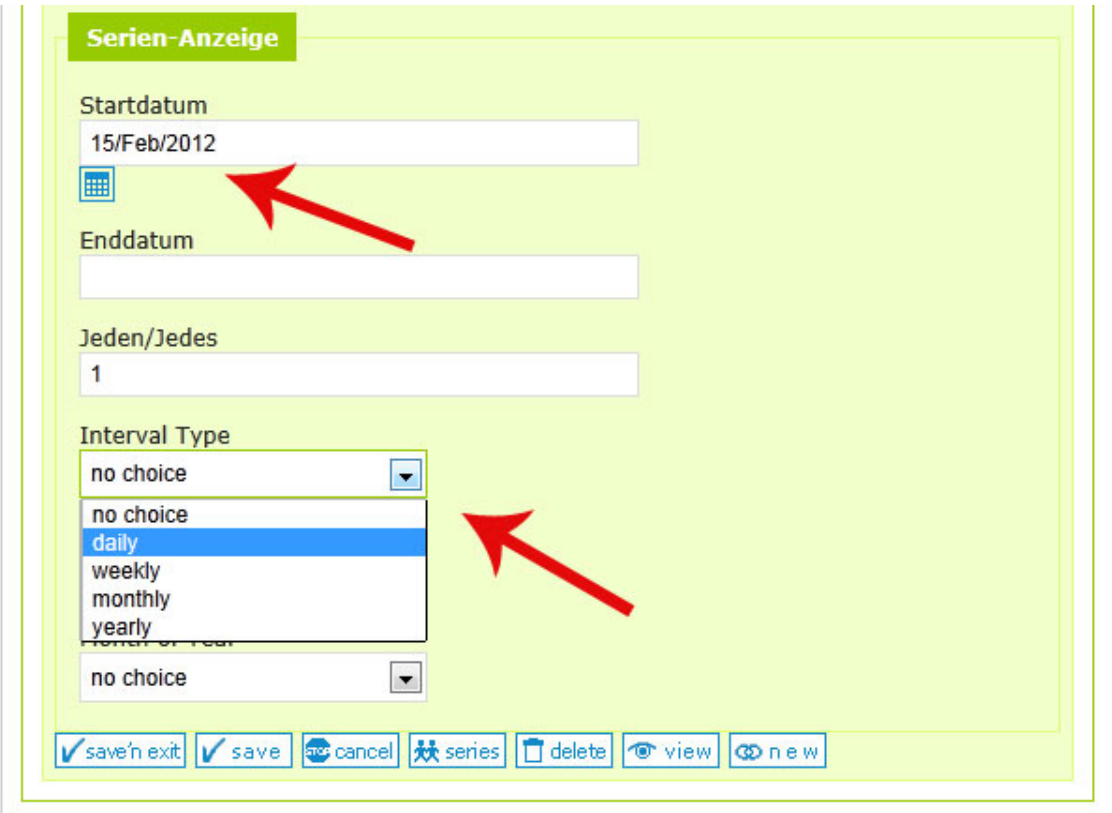
In order for the students of each group to see the event task, the editor must adopt the event and save it to the group task list.

Creating an Event Task:

- *Click the global task button in the navigation bar*
- *Click "new task"*
- *Scroll down until you reach the field time parameter in the editing bar and click "enable event":*



- *Approve with okay*
- *Insert the content in the task title and task content*
- *Define the series definition of the event*



- *Chose the calendar function and include the start-and end date*
- *Insert the time of days in the "Every" slot*
- *"Save"*

The event will be visible in the time allotted for the students on the right side of the platform main page.

If you want to turn the event task into a regular task just click the *"enable time edition"* and include the task time parameter

4.4.6 Add Related Links

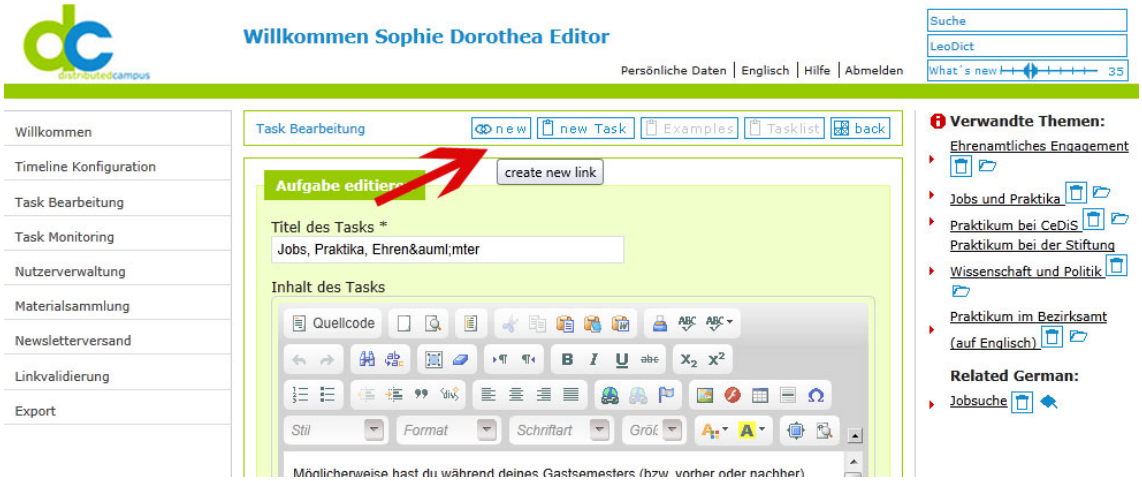
External and internal links can be added to any task. These will be visible on the right side of the task. This way the students have a better overview of the contents.

Warning:
Links to not published content will not be visible for your students.

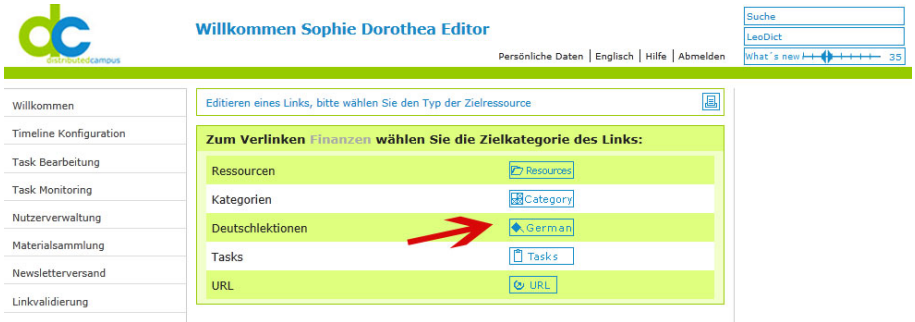
The external links bring up other websites; the internal ones show content from the content pool.

In order to create links follow these steps:

- *Click the global task button in the navigation bar*
- *Click the task where you want to include a link and click the edit button*
- *Click "create new link":*



Afterward you get an overview that lets you chose the wanted link:

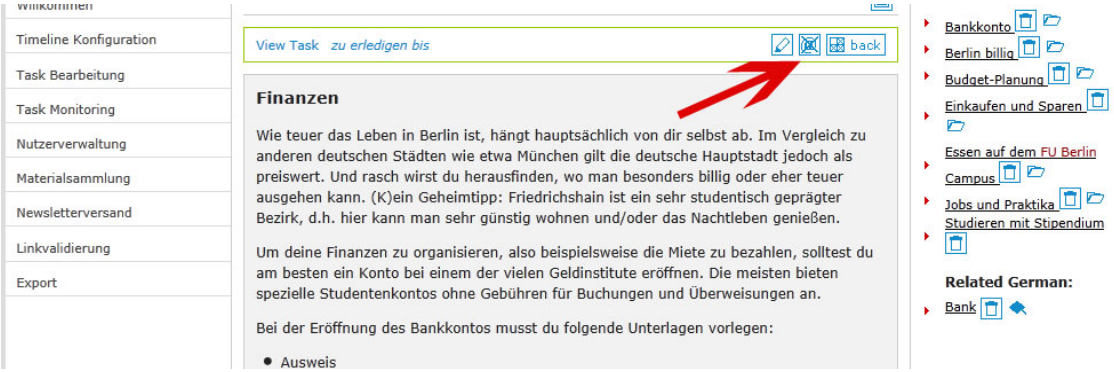


- *If you want to link content from the content pool then click "resources" and chose the title from the A-Z list of titles. Click "save'n exit"*
- *If you want to link to a Deutschmodul (German) of the Content pool, then click "German" and pick the title of the A-Z list. Then "save'n exit"*
- *If you want to link to a group specific task then click "task" pick the title from the A-Z list and "save'n exit"*
- *If you want to link to another website then click "URL" and enter the link starting with www and the name of the link click "save'n exit" (to make sure that the URL is correct copy and paste is out of the browser heading)*
- *If you want to link with a whole category, then open Category, choose one and click "save'n exit"*

4.4.7 Including Email Form to Tasks

An email form can be added to any task. This will allow students to send questions directly from the task page. To add an email connection follow theses steps:

- *Open the task list*
- *Pick the task to which add the email form and click the task title in order to see it in the view mode*
- *Click the @ (add email form to task):*

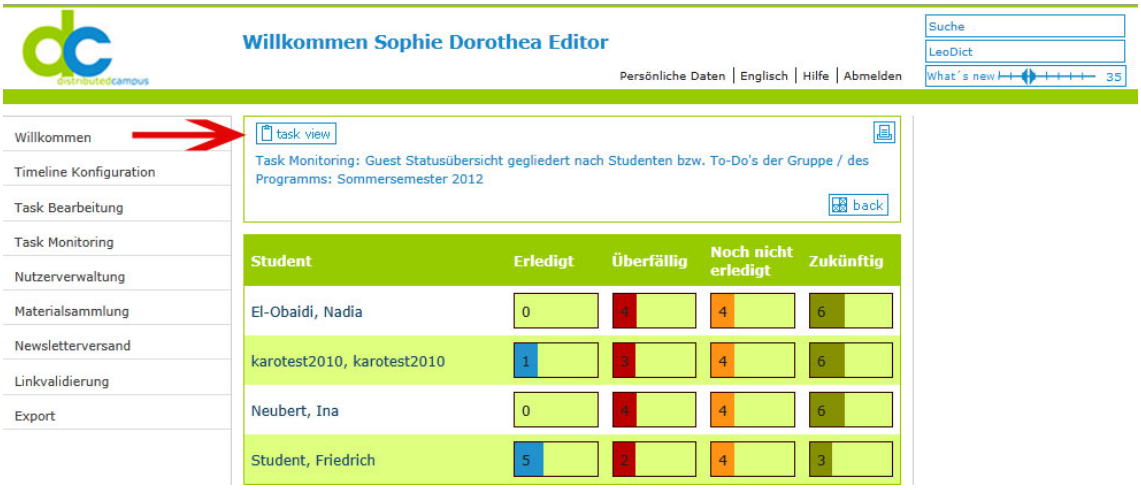


If the email form needs to be removed click the *@ sign again.*

4.5 Task Monitoring

Task monitoring gives an overview of all users' progress in completing their tasks.

- *Click the task monitoring link in the navigation bar*
- *Pick the timeline to be checked and click on it:*



- *Click the names of the students in order to see the status of each task*
- *If necessary the student can be contacted and reminded of his or her tasks*

4.6 User Management

In this form all registered users for your student group can be seen:

The registration status and the timelines are also visible.

Warning:
In case someone registered for the wrong timeline, in this menu you can change the timeline to the correct one.
Use the drop-down menu next to the student in order to change the timeline.

4.6.1. Deleting Users

Once students leave the institution they must be deleted from the data base. In order to delete users, click the disable user button next to the student's name. This way the administrator sees that the student is deactivated and will delete him or her. If there is a group of students in an entire timeline to delete proceed as follows:

- *Click "deactivate all users for this timeline" next to the timeline*
- *Follow this by clicking deactivate and then okay on the pop-up warning*

Make sure that all users on the timeline need to be deleted and do not delete those who accidentally registered for the wrong timeline, because once they are deleted they are gone.

You must check this, not the administrator!

4.7 Content Pool

The main editor will make a lot of information available to you. Make sure you look through the topics and publish those relevant for your student group.

During the first configuration all information is available, so make sure to “unpublish” those that are unnecessary.

Following this all newly published information from the main editor is not available to your group until you publish them to the group.

4.7.1 Publishing Content

- *Click content pool in the navigation bar*
- *Pick a title from the A-Z list or any other category:*

- *Through clicking the icon the publication status can be changed*
- *If the icon is pale the resource is not published*
- *If the icon is colored in heavily it is published*

4.8 Sending Group Newsletters

As editor it is possible to send a newsletter to your group. All registered users will receive the newsletter if they registered to receive it:

- *Open the newsletter sending option in the navigation bar*
- *Under "further recipients" addresses can be included manually (including no-registered users)*

- *Newsletters can also be send to a specific timeline under "of Timeline"*
- *Write the email*
- *Click "send"*
- *You will receive a confirmation directly in the platform*

Warning:
Please do not make use of any formatting in the newsletter.

4.9 Link Validation

With the help of this link validation, links can be checked:

- *Open link validation on the navigation bar*
- *Click "new link validation"*
- *Do not log out while the link validation is running*
- *After the process is done, all non-functioning links will be displayed and can be corrected.*

4.10 Export

As an editor you have the possibility to download contents from the content pool as an "Export Package" and save it on your personal PC to use for something else:

- *Open content pool in the navigation bar*
- *Click "add to export list" button and include individual content or entire categories to the list*
- *After choosing all the contents to be exported go to the export option in the navigation bar*
- *Check the list by clicking "remove from export list" and remove any material not wanted for download*
- *Click "start export" this will start the downloading process*
- *Once the list is completed and processed click the "right click here and save to download the export archive"*
- *Right click and save the zip file*
- *Once the download is complete the HTML output of the content to open the Zip-File*

Warning:
When exporting or copying content you are obliged to use this content under its initial copyright.

5. Appendix

5.1 Notifying Students

In order to notify students of the use of Open DC this template is available:

Dear students,

We would like to draw your attention to a free of charge Internet service provided by the ... university for international students: the online portal Open DC. This portal offers a great variety of texts and multimedia information on studying and living in ..., as well as program-specific materials.

For using Open DC, a registration is necessary. Please proceed as follows:

Open http://www.distributed-campus.org/... and go to Registration.

Fill out the registration form, please use your full name and a valid e-mail address and please note down your password.

At Study Abroad Program, please choose "X X X", and at Study Abroad Term "X X X".

After successful registration you will receive a confirmation mail (after 1-2 days) from the Distributed Campus team. Should you have technical problems, please contact ... .

Best regards,

...

6. Note concerning the Use of the WYSIWYG Editor

You have the possibility to add pictures or Flash animations / videos directly to the content body:

- *Click on "edit" for editing the text content and put the curser to the*
- *place in the text where you intend adding the picture.*
- *Then click on "add picture" in the icon bar of the WYSIWYG editor. A*
- *pop-up opens:*
- *Click on "search server". Another pop-up opens in which you can choose*
- *the picture form your local storage.*
- *Upload the picture to the file manager*
- *Choose the picture by clicking on it*
- *Save it to the content with "ok"*

Please pursue the same way for adding a Flash animation / video by starting to click on the Flash symbol in the icon bar.