



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

opendc.distributed-campus.org

Guideline for Content Creation and Configuration by the Main Editor

Freie Universität



Berlin

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PROCEDURES

As main editor the editing of the contents for your institution is up to you.
The administrator of your institution will create the account for you.
You will create and update the following contents:

CONTENT-POOL

- *Categories*
- *Resources (Texts)*
- *Multimedia (Video/Animation)*
- *Possibly: German Language Modules (Animation)*

TASKS

- Global Tasks
- Event Tasks

NEWSLETTERS

Sending central newsletters to all registered users.

UNIVERSITIES

Partner universities that are on the registration form and are an option for the students to pick during the registration.

In case you have questions, you can contact us at any time.

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, Mozilla
- 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. 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.

The DC administrator grants access to Distributed Campus. 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.

EDITING

Before adding texts to Open DC 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).

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.

TIME-OUT

After around 10 min. the 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 GROUP-EDITORS

The group-specific editors at your university will receive their login data with editorial accounts from your user administrator.

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:

The screenshot shows the 'Willkommen Friedrich Wilhelm Maineditor' interface. At the top, there is a navigation bar with a search field, language options (English, Hilfe), and a login/logout button. A left sidebar lists navigation items like 'Globale Tasks', 'Materialsammlung', and 'Universitäten'. The main content area is titled 'Willkommen' and displays 'Neue Ressourcen' (New Resources) and 'Aktualisierte Ressourcen' (Updated Resources). A red arrow points to the 'What's new' button in the top right corner.

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 preview 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. 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.

4.2.1 CREATING NEW GLOBAL TASKS (TASK EXAMPLES)

As main editor you can give example tasks. These global tasks or example tasks can be used by the editors for their groups and be configured according to a specific timeline.

New tasks are created as follows:

- *Click the global task button on the left navigation bar*
- *Click “new task”*
- *Insert the content of the task title, task content and completion sentence*
- *“Save”*

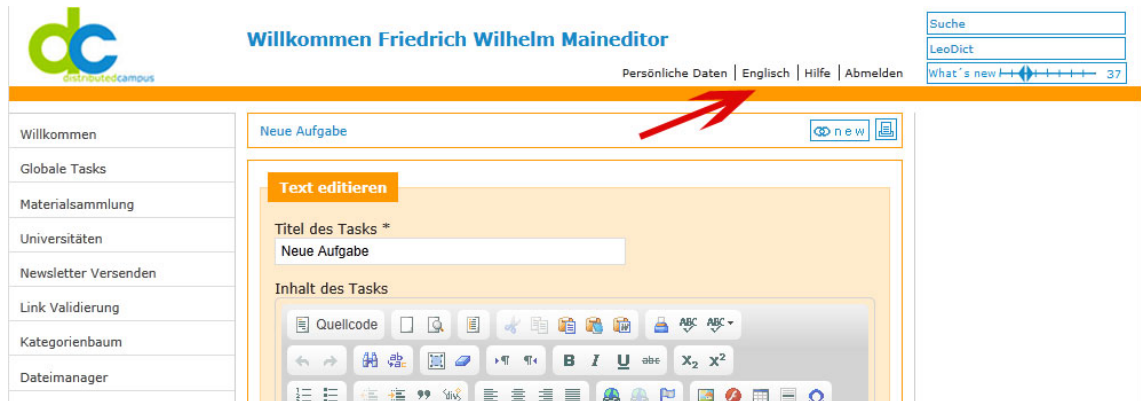
Once you return to the list of tasks, the newly established task can be viewed.

WARNING:

IF YOU WANT TO CREATE YOUR TASKS BI-LINGUAL, THEN FOLLOW THE ABOVE STEPS.

HOWEVER, IF YOU WANT TO ESTABLISH BI-LINGUAL TASKS, THEN MAKE AN ENGLISH TASK FIRST AND SAVE IT.

The English version of the task will be created by clicking on English:



- Open the English task
- Click the German flag on the right next to the task title
- Insert the title, content and completion sentence in German
- “Save”

4.2.2 EDITING THE CREATED TASKS

- Open the existing task
- Pick the task to be edited, and click “edit”
- Edit the task
- “Save”

If you want to see the task after saving it, click the “view” button in the editing column:



4.2.3. DELETING TASKS

- Click the global task link in the navigation bar
- Open the task list
- Pick the task to be deleted
- Click delete
- Click okay when asked if you really want to delete

WARNING:

THE DELETED TASK IS DEFINITELY DELETED ONCE THIS IS CONFIRMED.

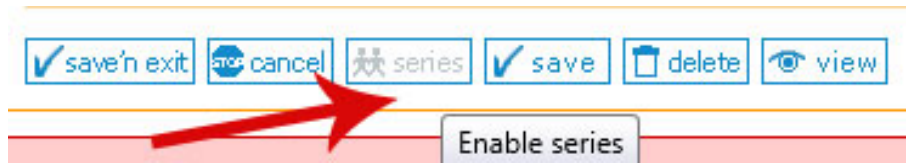
4.2.4 EDITING AN EVENT TASK

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

Serien-Anzeige

Startdatum
15/Feb/2012

Enddatum

Jeden/Jedes
1

Interval Type

no choice

no choice

daily

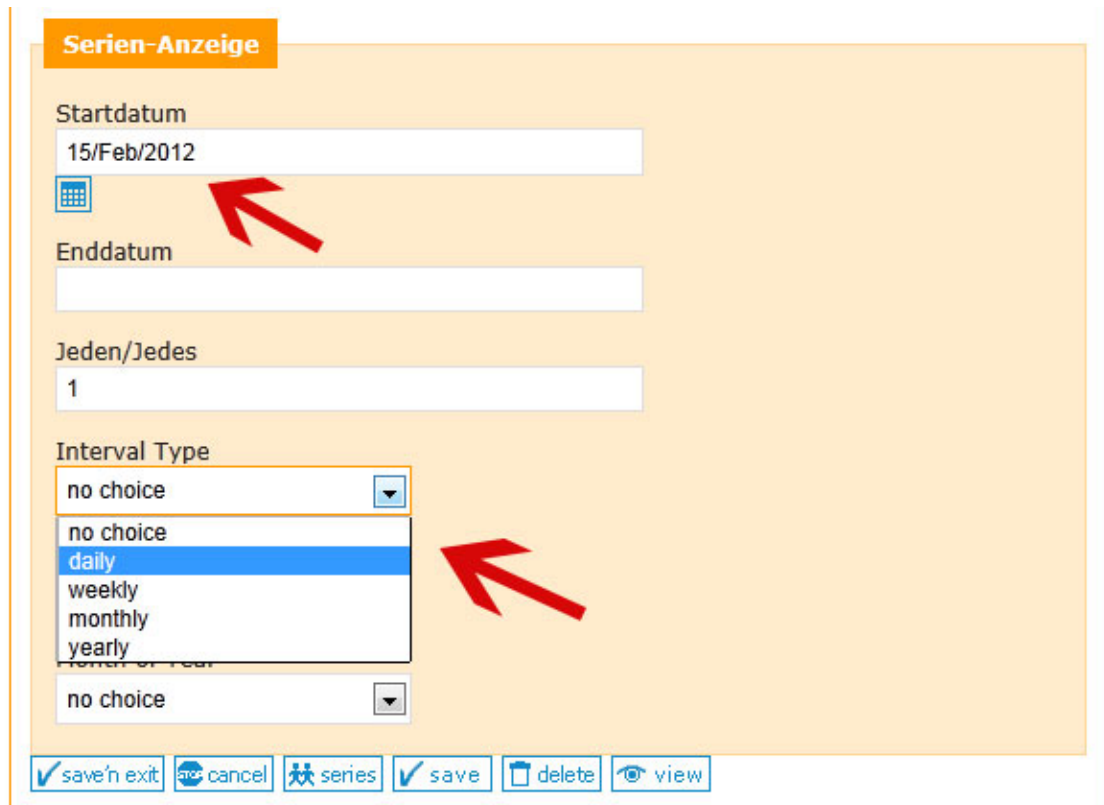
weekly

monthly

yearly

no choice

save'n exit cancel series save delete view



- 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.

4.2.5 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”:

The screenshot shows the Maineditor interface. At the top, there's a navigation bar with 'Willkommen Friedrich Wilhelm Maineditor' and a search bar. Below the navigation bar, on the left, is a sidebar with various options like 'Willkommen', 'Globale Tasks', etc. The main content area shows a task titled 'Krankenversicherung'. A red arrow points to the 'create new link' button in the top right corner of the task editor. The right sidebar shows 'Verwandte Themen' and 'Related German' sections with links to 'Arztbesuch'.

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

The screenshot shows a link selection interface. It has a table with four rows: 'Ressourcen', 'Kategorien', 'Deutschkationen', and 'URL'. Each row has a corresponding button: 'Resources', 'Category', 'German', and 'URL'. A red arrow points to the 'Resources' button.

- 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”

4.3 CONTENT POOL

As a main editor you create a lot of content under many different categories. From this content the editors of the groups can publish the information relevant to their group.

4.3.1. CREATING CONTENT: TEXT (RESOURCES)

To create a new text click the “*create new text*” button, this button can either be clicked over the welcome page or the content pool.

The text creation is set in the language to which the system is set:



- Click “*create text*”
- Insert content and save
- A dialogue window will open with the option ok and cancel. Pick the cancel button, because otherwise the resource won't be new but instead marked as an updated content
- To edit in the German version click German
- Insert the German content
- “*Save*”
- A dialogue window will open with the option of ok and cancel, again cancel

WARNING:

AS A PRECAUTION YOU SHOULD SAVE YOUR TEXT IN A WORD DOCUMENT ONTO YOUR PC. AFTER YOU CAN COPY THE TEXT THROUGH THE BUTTON “INSERT FROM WORD” INTO THE TEXT FIELD

After creating your resource click the “*publish*” button in order to make it visible to all editors.

4.3.2. EDITING EXISTING RESOURCES

- Open the resource and click “edit”
- Edit the resource
- “Save”
- A window will open with the options of ok and cancel, pick ok so that the update becomes visible as updated

If you want to change the date that the resource was established, click below the WYSIWYG-Editor in the edit mode and click “set new date-create date: today”.

Text editieren

Editieren des Ressourcentitels*:
Apotheken in Deutschland

Editieren des Ressourceninhalts:

Das Wort Apotheke kommt aus dem Griechischen (apothēke ἀποθήκη) und bedeutet soviel wie Aufbewahrungsort, Silo, Scheune. In Klöstern wurde dieser Name (lateinisch apotheca) den Räumen, die zur Aufbewahrung von Heilpflanzen verwendet wurden, gegeben. Wer glaubt, dass Apotheken heutzutage nur Arzneimittel verkaufen, irrt sich jedoch.

Apotheker haben die Aufgabe zu beraten und verschreibungspflichtige und rezeptfreie Arzneimittel sowie kosmetische Produkte, Nahrungsergänzungsmittel und weitere Produkte zur Förderung der Gesundheit zu verkaufen. Auf Anfrage können sie auch selbst Heilmittel herstellen.

Geschichte

*** Erforderliche Felder**

✓ save ✓ save'n exit cancel delete view send new publish series

4.3.3. ADDING PICTURES TO TEXT RESOURCES

While creating/editing text resources, pictures can be included by clicking the right side bar upload picture option. These pictures will also randomly show up next to the text in the A-Z list.

WARNING:

THESE PICTURES MUST BE IN A .JPG FORMAT WITH NO MORE THAN 224 PIXELS.

Adding pictures to the right column besides the text:

Ressource editieren [add to] [icon]

Text editieren

Editieren des Ressourcentitels*:
Apotheken in Deutschland

Editieren des Ressourceninhalts:

Das Wort Apotheke kommt aus dem Griechischen (apothēke ἀποθήκη) und bedeutet soviel wie Aufbewahrungsort, Silo, Scheune. In Klöstern wurde dieser Name (lateinisch apotheca) den Räumen, die zur Aufbewahrung von Heilpflanzen verwendet wurden, gegeben. Wer glaubt, dass Apotheken heutzutage nur Arzneimittel verkaufen, irrt sich jedoch.

Apotheker haben die Aufgabe zu beraten und verschreibungspflichtige und rezeptfreie

Neues Bild hochladen:

Title: [input field]

Quelle: [input field] [Durchsuchen]

☒

(Maximale Breite: 150 px)

- Give a title for the picture
- Find the picture through the search engine on your computer
- Click the save button to pick the picture

Adding pictures to the content:

- Click **“insert image”** in the iconbar of the WYSIWYG editor
- in the pop-up: click **“search server”**
- upload the picture and save it with **“o.k.”**

Ressource editieren [add to] [icon]

Text editieren

Editieren des Ressourcentitels*:
Christmas

Editieren des Ressourceninhalts:

By Julius Powell (Duke University)

For one reason (high cost of a plane ticket) or another (weird relatives), you might decide not to head home for the most important holiday of the year. Don't feel too disoriented – German Christmas season is very much like our own, and Berlin offers a heap of Christmas season activities to occupy your mind and keep you from getting homesick.

One of the major German Christmas specialties are the **Christmas markets** (Weihnachtsmärkte) that are held all over the city. Each one is different, ranging from the county-fair-like on the Kudamm or Alexanderplatz, to the small and quaint handmade

Neues Bild hochladen:

Title: [input field]

Quelle: [input field] [Durchsuchen]

☒

(Maximale Breite: 150 px)

4.3.4. SENDING CONTENTS BY NEWSLETTER

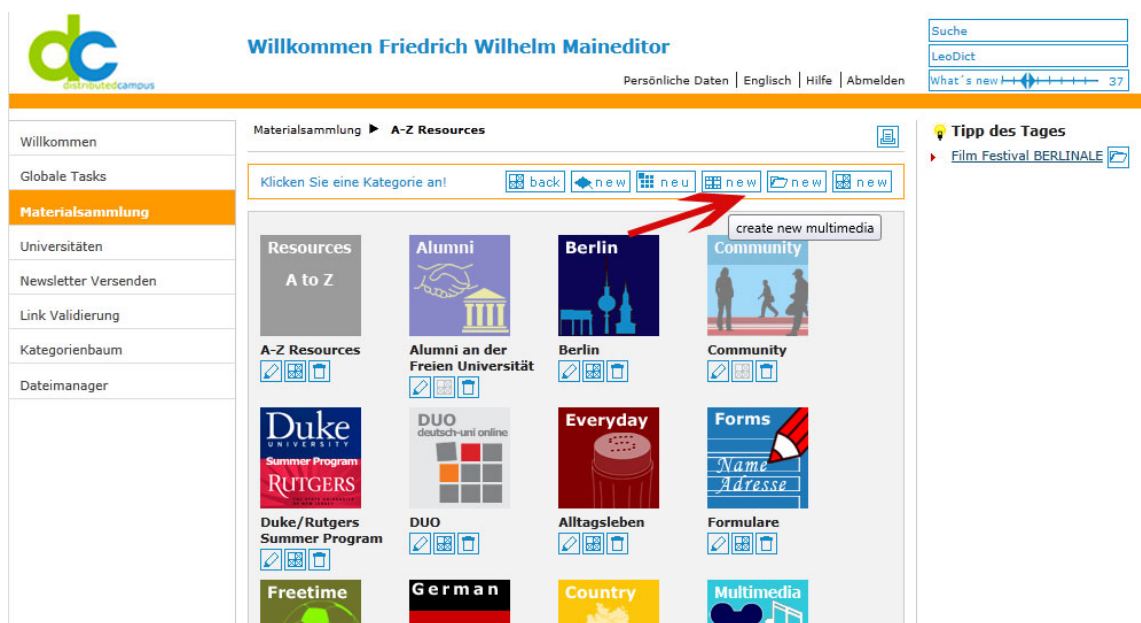
The main editor can send resources by using the newsletter function to the different groups and roles by following these steps:

- Pick the resource to be send
- “Edit”
- Under the WYSIWYG-field click the “send” button
- The newsletter window will open
- Pick the users and groups to which the content should be sent
- The title and text has been automatically taken from the chosen content
- “send”
- Afterwards you will receive a confirmation that the newsletter was sent

4.3.5. CREATING CONTENT: MULTIMEDIA (VIDEO, ANIMATION)

Videos must be in Real Media rm format and animation in Flash swf format.

To include media follow these steps:



- Click “create media resource”
- Enter the title
- The “body” area will stay EMPTY
- Upload through “Image/Icon for Gallery” the multimedia which will start the video and animation when clicked on in the content pool:
- **WARNING:** the size cannot be more than width 75pixel x height 79pixel
- Through “Multimedia File Appending” the file or animation can be uploaded through file upload
- “Save”

Don't forget to publish after the multimedia image is uploaded.

4.3.6. CREATING CONTENT: DEUTSCHMODULE/GERMAN LESSONS (ANIMATION)

If you have made an animation that you want to add to the “German Lessons” in the content pool do as follows:

- Click “create German lesson”
- Insert title
- The “body” and “Image/Icon for Gallery” stays EMPTY
- Upload using “Multimedia File Appending”
- “Save”

Don't forget to publish this “German Lesson”.

4.3.7. CREATING CONTENT: UPLOAD A PDF-DOCUMENT

Multimedia-Datei Anhängen

Datei Hochladen (dadurch wird bereits existierende Datei mit dem gleichen Namen ersetzt)

Datei manager(Ersetzen der aktuellen Datei)

Datei (URL)

*** Erforderliche Felder**


☒ save ☒ save'n exit ☐ cancel ☐ delete ☐ view ☐ send ☐ new ☐ publish ☐ series

Enter PDF documents as follows:

- Click “create Media Resource”
- Enter title
- “Body”, “image/icon for gallery” stay EMPTY
- Upload the pdf by click on „search“
- “Save”

4.3.8 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




Willkommen Friedrich Wilhelm Maineditor

Persönliche Daten | Englisch | Hilfe | Abmelden

Willkommen
 Globale Tasks
Materialsammlung
 Universitäten
 Newsletter Versenden
 Link Validierung
 Kategorienbaum
 Dateimanager

Materialsammlung ▶ Berlin ▶ **Events**



Events

Events

- ▶ Film Festival BERLINALE ★★★★★
- ▶ Filmstadt Berlin
- ▶ Karneval
- ▶ Klassik für kleines Geld - Tipps zur Berliner Konzertszene ★★★★★
- ▶ Konzerte und Festivals ★★★★★
- ▶ Offene Türen und Lange Nächte
- ▶ Sportstadt Berlin ★★★★★

Tipp des Tages

- ▶ Film Festival BERLINALE

4.3.9 CONFIGURING THE “TIP OF THE DAY”

Content can be marked as the tip of the day. Thus this content will be presented for a configured period of time in the right column of the portal.

Open the content in question and click under the WYSIWYG-editor on the series button.
You will get the following series definitions:

Serien-Anzeige

Startdatum
01/Feb/2012

Enddatum
29/Feb/2012

Jeden/Jedes
1

Interval Type
daily

Day of Week
no choice

Month of Year
no choice

☒ save ☒ save'n exit ☐ cancel ☐ delete ☐ view ☐ send ☐ new ☐ publish

☒ series

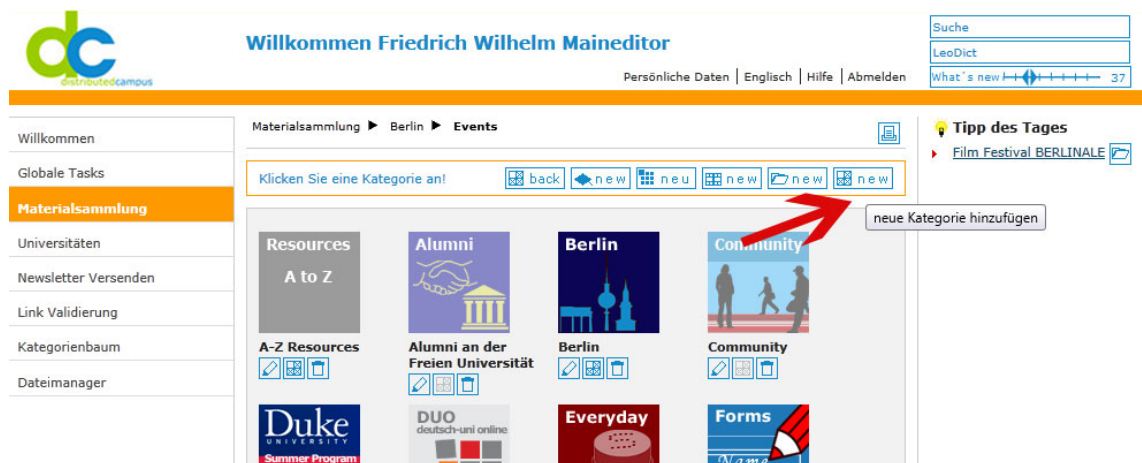
Disable series

- Enter the beginning and end dates
- Define the repetitiveness in the Every column
- On the day and month slot “No Choice” can remain
- “Save”

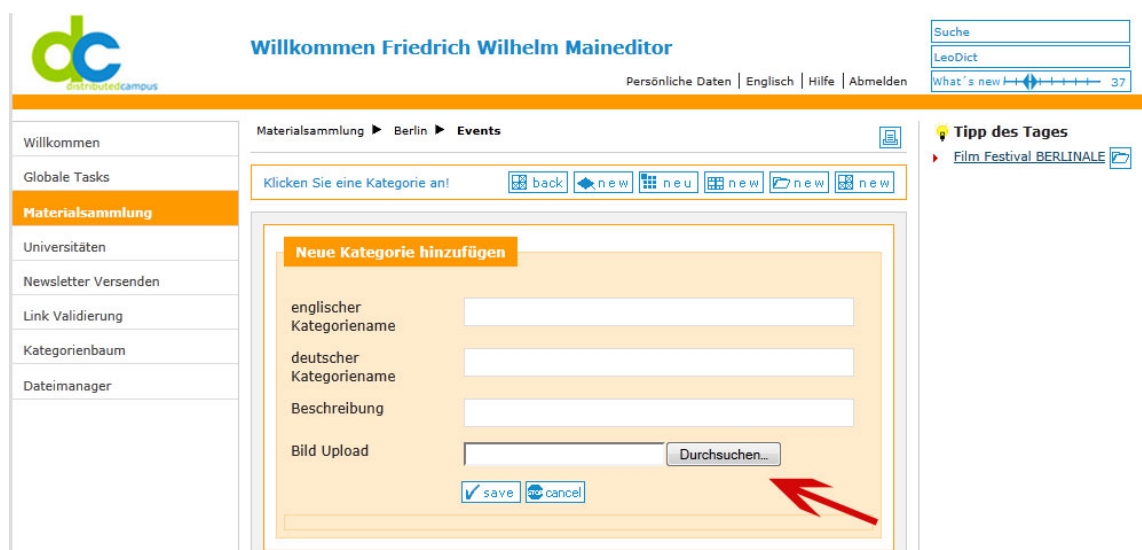
When the content should no longer appear like tip of the day, then click the series button under the series definition again.

4.3.10. CREATING CATEGORIES

For organization purposes of the content pool the content can be put into several categories:



- Click “create new category”
- Give the category name, and if want a description
- Through searching upload a category image
- Remember it cannot be bigger than 88x88 pixel
- “Save”



Remember to publish the categories!

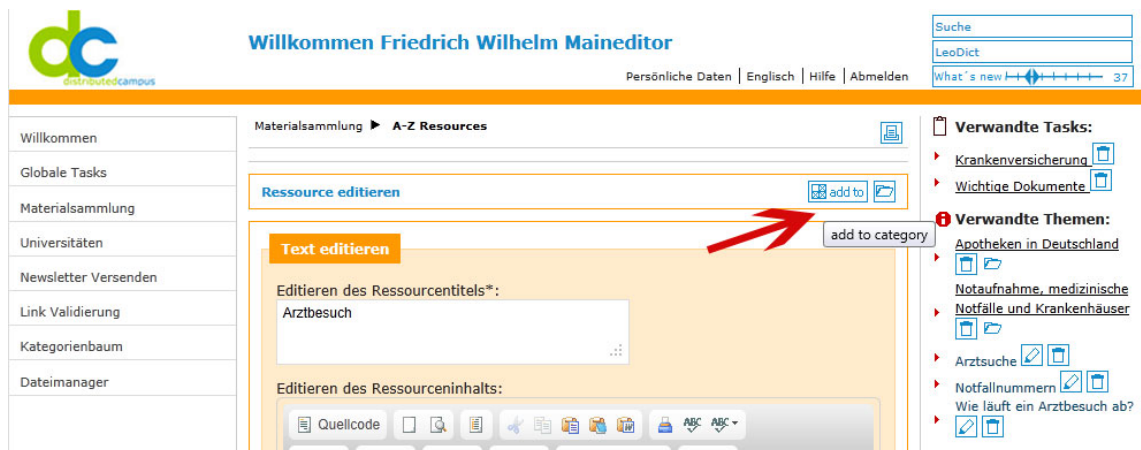
4.3.11. ALLOCATING CONTENTS TO A CATEGORY

When creating content, the following types will automatically be taken over by the categories:

- Resources (Text) in A-Z categories
- Multimedia Resources (animation, video) in multimedia categories
- Deutschmodule (animation) in German lessons category

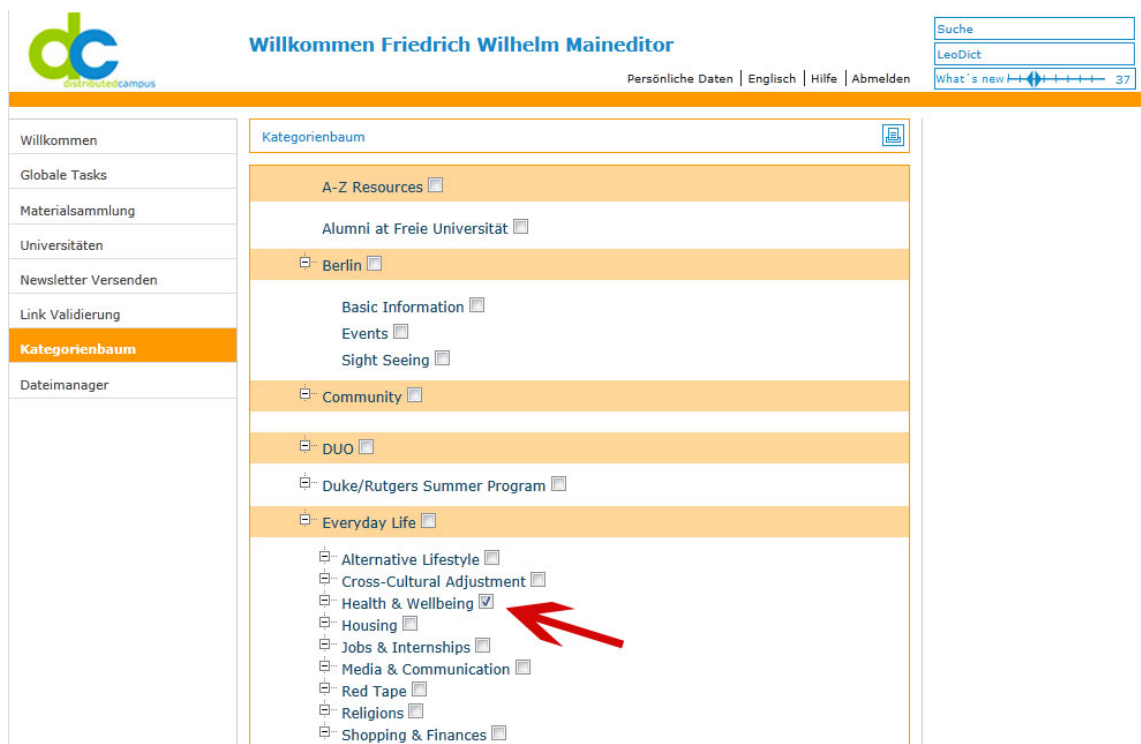
Contents can be added to other categories, generally content modules can be allocated to several categories.

The allocation is done over “*add to category*” in the view option or the edit option:



By clicking “*add to category*” you will see an overall list of categories:

- Pick the desired category
- Save by clicking “*add to*”



4.4. UNIVERSITIES

The foreign students of your institution must register under their home universities.

The institutions must be added to your partnership with your institutions in order to manage that take the following steps:

4.4.1. ESTABLISHING NEW UNIVERSITY NAMES

- Click the “*create new university*” button

The screenshot shows the 'Willkommen Friedrich Wilhelm Maineditor' interface. On the left is a sidebar with navigation links: Willkommen, Globale Tasks, Materialsammlung, **Universitäten**, Newsletter Versenden, Link Validierung, Kategorienbaum, and Dateimanager. The main content area is titled 'Editieren von Universitäten'. It features a table with the following data:

Universitätsname	Editieren	Lösche
American University		
Ankara University		
Australian National University		
Barnard College		
Beijing University		
Boston College		
Chūfū University		

At the top right of the table area, there are two buttons: 'new' (with a house icon) and 'neue Uni anlegen' (with a document icon). A red arrow points to the 'neue Uni anlegen' button. Above the table, there is a search bar with 'Suche', 'LeoDict', and 'What's new' options, and a page number '37'.

- Enter the name of the university and click “*save*”

In order to edit the university name click “*edit*”, in order to delete click on “*delete*”.

4.5. SENDING OVERALL GROUP NEWSLETTERS (NEWSLETTER SENDING)

As the main editor you have the option to send a newsletter to all users, users of single groups, all editors, to all students that are registered or to those registered to the newsletter.

- Open the newsletter sending option in the navigation bar
- “Select recipients”
- “Further recipients” if there are users that you would like to manually add, such as people who are not registered
- Add the title and the newsletter text

Globale Tasks

Materialsammlung

Universitäten

Newsletter Versenden

Link Validierung

Kategorienbaum

Dateimanager

Empfänger auswählen: *

☐ Alle Benutzer

☐ Administrator

☐ Editor

☐ Main Editor

☐ Student

der Gruppe:

Weitere Empfänger eintragen:

Newsletter Text

Betreff: *

Hallo

Quellcode

Viele Grüße,

- Click “send”
- Afterward you will receive a confirmation

The newsletter will be saved as a text resource, but must be published if it is to be visible by all users.

WARNING:

PLEASE DO NOT MAKE USE OF ANY FORMATTING IN THE NEWSLETTER.

4.6 COMMUNITY

In the forum information can be exchanged between editors and students. The forum moderation is up to you as main editor.

4.7 LINK VALIDATION

With the help of this function the external links can be checked:

- Open the link validation over the navigation bar
- Click *“new link validation”*
- Do not log out while the link validation is running
- After the ending of the checking process all the links that are not functional will be shown, by clicking the affected link it can be corrected

4.8 FILE MANAGER

In the File Manager gives an overview of all uploaded files that can be viewed.

The screenshot displays the File Manager interface. At the top, there is a table listing files:

File Name	Size	Format	Date/Time
zeitungskiosk.jpg	91.54 KB	.jpg	03.04.2007 14:17:59
zoo.jpg	7.74 KB	.jpg	03.09.2004 14:31:22
zoo0.jpg	7.74 KB	.jpg	03.09.2004 14:24:40
zoogate01.jpg	12.63 KB	.jpg	17.05.2005 16:51:13

Below the table, a summary bar shows: **31.61 MB in 450 files in**. To the right of this bar are three buttons: **(Del) ausgewaehlte Dateien loeschen**, **(D) Neues Verzeichnis anlegen**, and **(C) Neue Datei anlegen**. A **Select all** button is also present.

At the bottom of the interface, there is a search bar with a **Durchsuchen...** button and an **Upload** button. A red arrow points to the **Durchsuchen...** button.

Files can be deleted or uploaded from this page, the necessary buttons can be found at the bottom of the screen.

WARNING:

DOCUMENTS DELETED THIS WAY ARE FINALLY AND DEFINITELY DELETED!

5. 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.