



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

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

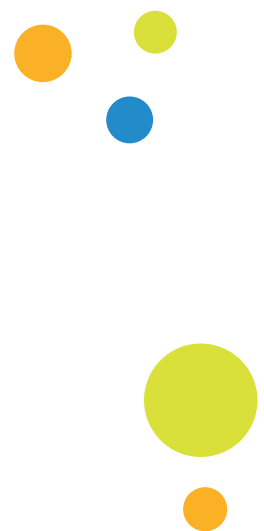
## Guideline for Editing Content for Editors and Main Editors

Freie Universität  Berlin



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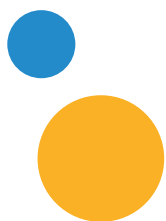
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## 1. INTRODUCTION

With the first establishment of Distributed Campus it is the partner institution's responsibility to add information to the online portal. This information includes existing print material as well as information on university websites. It is important to first update this information and digitalize it if necessary before uploading it.

The second step is to decide which information should be established as tasks and which should be a part of the content pool.

Experienced colleagues should do the editorial work.

In order to make the work easier, these steps should be taken:

## 2. DIFFERENCES BETWEEN TASK AND CONTENT

In the online portals Distributed Campus, the content either has to be seen as a suggestion to do something, or just as pertinent information. Therefore it must be put either into tasks or the content pool.

The tasks and the content pool should not be seen as isolated links, but instead ideally they should be linked thematically, giving students the best modular overview.

## 3. TASKS

### 3.1 DEFINITION

Forms to be completed and meetings need to be tasks as part of the timeline. This way the information under the timelines can be put on a timely schedule.

Events and tasks show up on the timeline for students at specific times giving the students time and ample opportunity to complete the task. This way students get a chronological checklist to follow, it also gives the group editor the opportunity to check up on his/her students.

The group editor sets tasks that are group specific.

Email forms and PDF documents can be attached to any task allowing students to complete their tasks in due time.

### 3.2 EXAMPLES

The following are tasks that students should complete before arriving in the host city:

- *Preliminary matriculation*
- *Organization of travel documents*
- *Living application*
- *Visa application*
- *Proof of language knowledge*
- *Application to language courses*
- *Completion of a Learning Agreement*
- *Application for a buddy program (tutors or mentors)*
- *Organizing the arrival to the host country*
- *Booking a pick-up opportunity*
- *Organizing housing for the first couple of days in case no housing available*
- *Organizing important documents*
- *The following tasks students should complete after arriving for the semester:*
- *Contacting the International Office*
- *Matriculation*
- *Paying semester fees*
- *Receiving the partial stipend*
- *Visiting Orientation events*
- *Buying a month ticket unless there is a Semesterticket available*

- *Establishing insurance or proving insurance*
- *Establishing a class schedule*
- *Online registering for classes*
- *Participating in library tours and any other tours*
- *Receiving library car, and student copy card etc*
- *Receiving university email account*
- *Open a bank account*
- *Signing apartment contracts*
- *Apply with all government officials as is required by the country*
- *Applying for any sport course*

The following task should be completed upon completing the semester:

- *Returning books and media*
- *De-matriculation*
- *Receiving a transcript*
- *Closing the bank account*
- *Returning any keys and other borrowed materials*
- *De-apply from any government administration*

## 4. CONTENT

### 4.1 DEFINITION

The content is specific information that is not connected to a timeline. If the information is important it can be brought to student's attention in the following way

- *Overview on the welcome screen*
- *Tip of the day*
- *Searching in the category list*
- *Search via search engine in the portal*
- *Click on picture links in the A-Z list*

It is recommended to tell users about new material in monthly newsletters to make sure the content reaches everyone.

The following can be created under content:

- *Texts*
- *Pictures*
- *Videos*
- *Animation*

All contents are sorted into the following categories:

- *Everyday life*
- *Berlin (city/region)*
- *Studies*
- *Germany*
- *Free time*

The main editor can change the categories as he pleases.

The following categories are by formatting or by the author:

- *Personal experience from students*
- *Forms*
- *Multimedia*
- *Newsletter Archive*
- *Community*
- *German Lessons*

The newsletter archive and the multimedia categories should not be renamed because if they are, the automatic saving of material will not take place.

It is important to add certain content to specific categories in order to increase the likelihood of students finding the needed material.

## 4.2 EXAMPLES

The following is a list of examples that can be easily expanded:

- *History of guest institution*
- *Campus map*
- *Service areas and their opening hours*
- *Short summary of all study areas*
- *Computers available on campus*
- *Campus serveries*
- *Specialties of this specific institutions*
- *Cultural activities on campus*
- *Cultural activities off campus*
- *Intercultural activities*

## 5. EDITING HELP AND CREATION OF CONTENT

Reading material online is different than reading print material. Therefore make sure that the material available online is formatted for easy reading by following these steps:

### 5.1 STRUCTURE

- *Cut the document in to smaller parts, and separate complex ideas as users generally do not like scrolling the screen.*
- *Keep any text at 600 words, no more.*
- *Give titles over smaller topics within a text to allow users to find the pertinent information.*
- *Use lists to give a more visual overview of what needs to be done.*
- *Bold important key words.*
- *Do not use too many effects, and only bold sparingly do not change colors use cursive or underline material.*
- *Do not capitalize every letter or use cursive as they are harder to read on screen.*

### 5.2 LANGUAGE

Keep the sentences short and to the point, long sentences are too much and will often not be read to the end. Don't use the passive form when constructive sentences. Make sure to use vocabulary that everyone understands, do not use subject jargon or language that only those whose mother tongue it is understand. Title the work appropriately and remember where it will be on the A-Z list.

### 5.3 OTHER

Link any important information to the external website it refers to for easy access. Also make sure any text and picture has the copyright information attached.

### 5.4 PICTURE MATERIALS

If possible only use personal/university pictures as many online available pictures can be copyrighted. Also, make sure to save the .jpg with a width of 224 pixels this will make the image small enough but keep it at a great quality for the viewer. Do not forget to cite the owner of the picture.