

MYSTUDY INFORMATION FOR LECTURERS



LEUPHANA

myStudy

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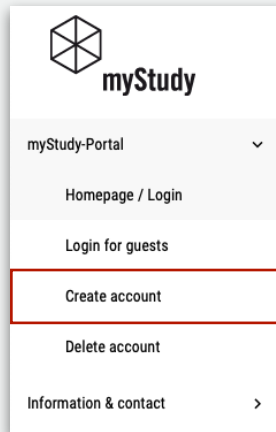
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myStudy account

- In the near future, you will be able to directly log in to myStudy with your Leuphana account. Until then, you need a separate myStudy account.

You can generate your own myStudy account as a lecturer on the website mystudy.leuphana.de under the navigation point “Create account”. User name and password can be chosen freely.

You must accept the terms of use. You can also find them on the myStudy homepage under “Information and Contact” and after logging in under “Service”.



User name and password can be chosen freely

The image shows the 'Create account' form. It has three input fields: 'Username' (with a note 'Maximum 60 characters'), 'Password' (with a note 'Length 6 - 20 characters'), and 'Confirm password' (with a note 'Confirmation').

Select “Lecturer”

The image shows the 'Your myStudy role:' dropdown menu. The 'Lecturer' option is selected. Below the dropdown is a checkbox labeled 'Please confirm that you have read and agree to the Terms of Use of myStudy.'.

Confirm the terms of use

Terms of Use

§1 Purpose of using myStudy

myStudy (<https://mystudy.leuphana.de>) is a centralized internet-based service provided by Leuphana University of Lüneburg. It is used to:

- Create, plan and display the course catalog.
- Schedule rooms and appointments for events and courses.
- Organize and support classroom teaching by providing information, communication, distribution and application functionalities.

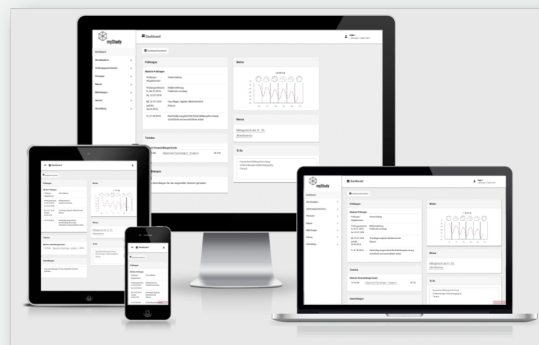
§2 Validity of Terms of Use

Responsive design

The responsive design adapts to the size of your screen.

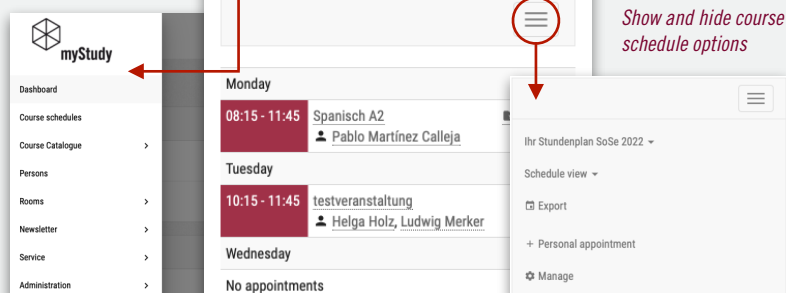
On smaller screens, the page navigation, among other things, is hidden and can be shown again by clicking/tapping on the so-called hamburger symbol.

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



Show and hide page navigation

Display
Ihr Stundenplan SoSe 2022



Show and hide course schedule options

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 a user profile menu for 'lumerker' (Lecturer | SoSe 2022). The menu items are: Dashboard (with a user icon), lumerker (with a user icon), Lecturer, SoSe 2022, Wintersemester 2022/2023, and Sommersemester 2022. Below the menu is a 'GET SUPPORT!' button. At the bottom, there is a notification bar with 'Contacts & FAQ' and 'Bug report' buttons.

User name
Current role | active semester

User icon

Current role

Active semester

Click on the active semester and then on one of the semesters displayed to change between semesters

Click on "GET SUPPORT" to contact myStudy Support.

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 for 'lumerker' (Lecturer | SoSe 2022). The dashboard includes an 'Enable edit mode' button, an 'Instruction of use' section, an 'Overview for teaching staff' section, and a 'Weather' section for Lüneburg. The 'Instruction of use' section provides a welcome message and a list of instructions for customizing the dashboard. The 'Overview for teaching staff' section lists various roles and rights. The 'Weather' section shows a weather forecast for Lüneburg.

Enable edit mode

Instruction of use

Welcome to the dashboard!
This dashboard can be customized according to your own needs.
The dashboard consists of standalone widgets that you can add or delete and arrange on-screen as needed.

- To change the dashboard, select at the top of the page
Enable edit mode.
- The following symbols will appear in the title bar of each widget:
 - Use this icon to drag a widget to another position.
 - Here are settings for the widget.
 - Delete a widget.
- To add a new widget, click at the top of the page
Add new widget
- Your changes will be saved when you click ✓ “Save Changes”

You can delete this instruction of use from your dashboard and have it displayed again at any time.

Notes

Overview for teaching staff

You have not recorded any courses.
They are indicated in 1 courses as a lecturer.

You have no extraordinary editing rights in any event.

You have not entered any assessments.

You are not listed as an examiner in any exam.

You are not listed as an examiner in any re-examination.

You have edit rights for no study module.

Weather

Lüneburg

°C
24
21
18

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.

Delete individual slot

Edit general information about the consultation hours

Assign and revoke consultation hour management

Add consultation hour appointments

Title: Consultation hours

Room: C7.209

Repetition: weekly

Date: 26.07.2022 bis 06.09.2022

Time: every 15 minutes

Time pattern: every 15 minutes

September 2022

Mo	Di	Mi	Do	Fr	Sa	So
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

– 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.

WebPublishing [WebPublishing] (S)
 Paul Ferdinand Siegert

Next Date: No more appointments are held.

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 module and assessment allocation, 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.

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.

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.

Regular course dates
 Additional unofficial seminar dates without room
 Public holidays

Download PDF Import from course +

Add unofficial date

Edit topic and content description of the date

05.04.2022
 Präliminarien
 Themenüberblick, Organisation
 Einführung, Markup Sprachen: SGML,HTML, XML; Geschichte des Web, Browserkrieg etc.;
 Wie kommen meine Seiten zum Provider? Markenrechte etc.

10.04.2022
 Präsentation einsenden Gruppe A
 Bitte senden Sie mir Ihre Präsentation bis zu diesem Termin per E-Mail ein.

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

Set password: 123456

Allow access without password for successful registered students

Freigabe: Uploads: lecturers and tutors of the course
 Visibility: for everyone
 Uploads: everyone
 Visibility: for the file owners, the lecturers and tutors
 Uploads: everyone
 Visibility: for everyone

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".

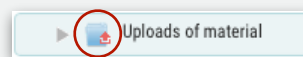
„Uploads“:

„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](#))

Show all addressees by name

In case of addressing groups, click to display the group(s)

Display group members by name

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

Assign students to group(s)

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.

Contact myStudy Support **myStudy@leuphana.de**

If you have any questions, please do not hesitate to contact myStudy Support!
For prompt support by the myStudy Support, it is helpful if you describe your question or problem as precisely as possible, provide us with necessary information about yourself and, if possible, send us a screenshot.

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

Questions or problems regarding your courses or the course registration

Please contact the responsible Student Dean’s Office or the respective Master’s programme coordinators or the Complementary Studies Team.

Questions or problems regarding your assessments

Please contact the responsible Student Dean’s Office, the respective Master’s programme coordinators, the Complementary Studies Team or the Examination Office.

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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