

MYSTUDY USER GUIDE FOR LECTURERS



LEUPHANA
Media and Information Center

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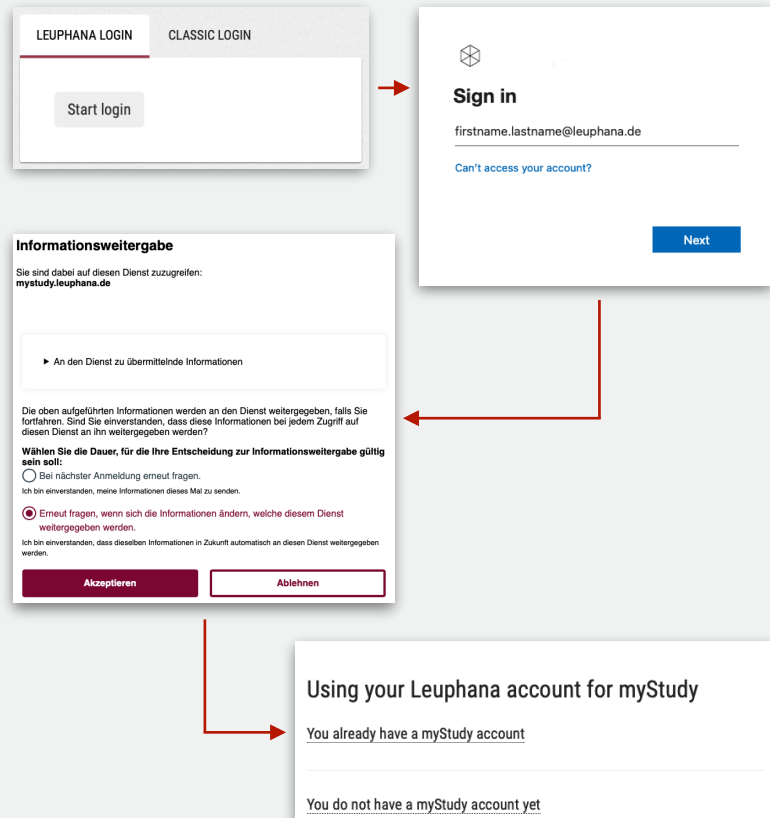
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Setting up myStudy

Click on the “Start login” button on the myStudy homepage and enter your Leuphana email address and your cloud password. If you have not explicitly set a cloud password, this is identical to the password of your Leuphana account.

Then accept the transfer of your Leuphana account information to myStudy.

If you are logging in for the first time or already have a myStudy account but have previously used the classic login, the system will guide you through the process of creating or linking an account.

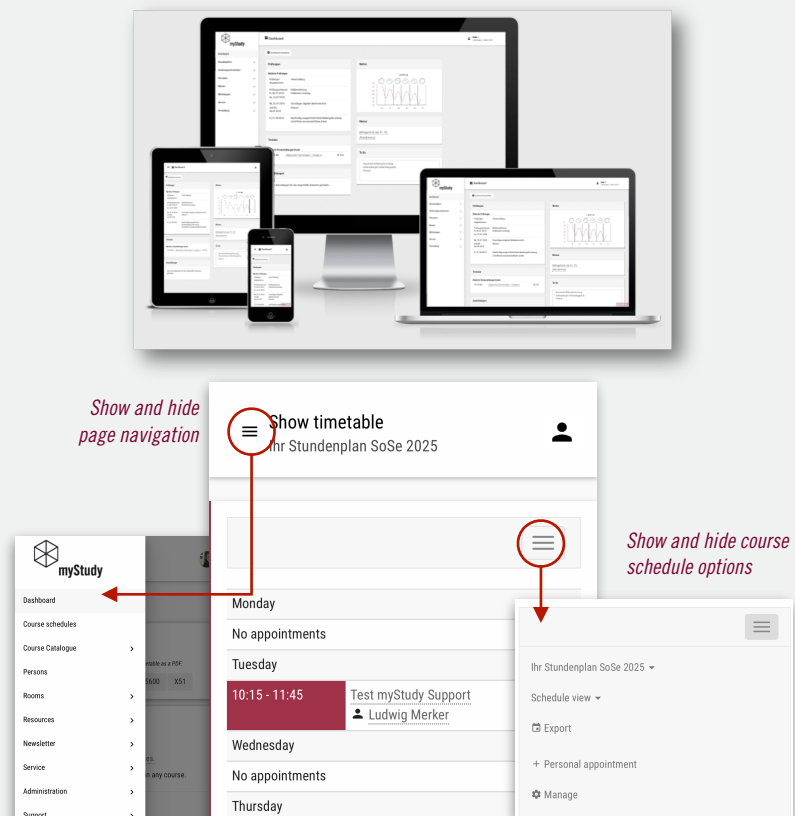


Responsive design

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.

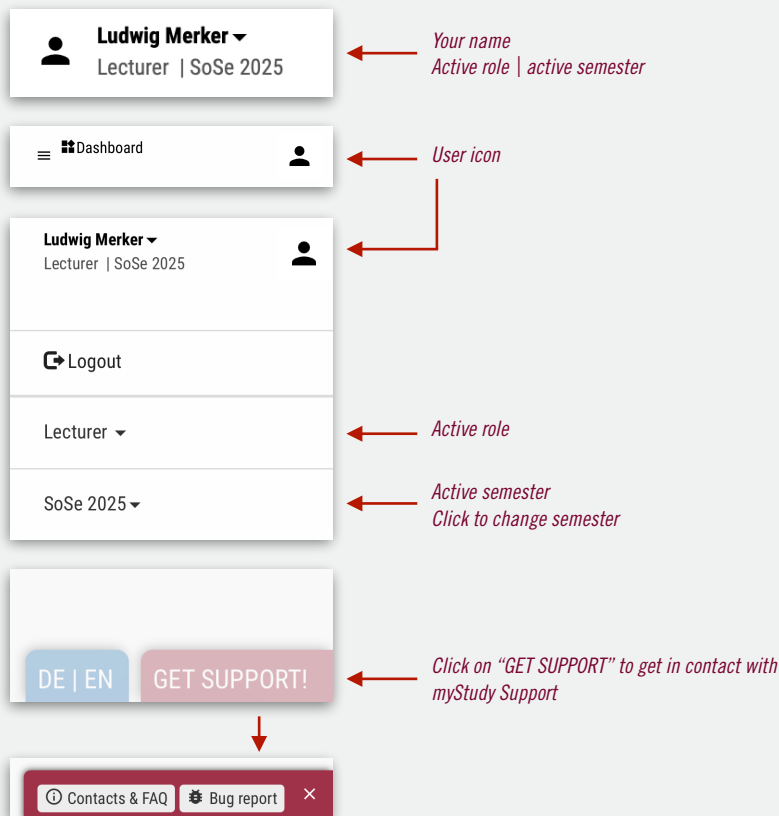


Status & support

A glance at your 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.

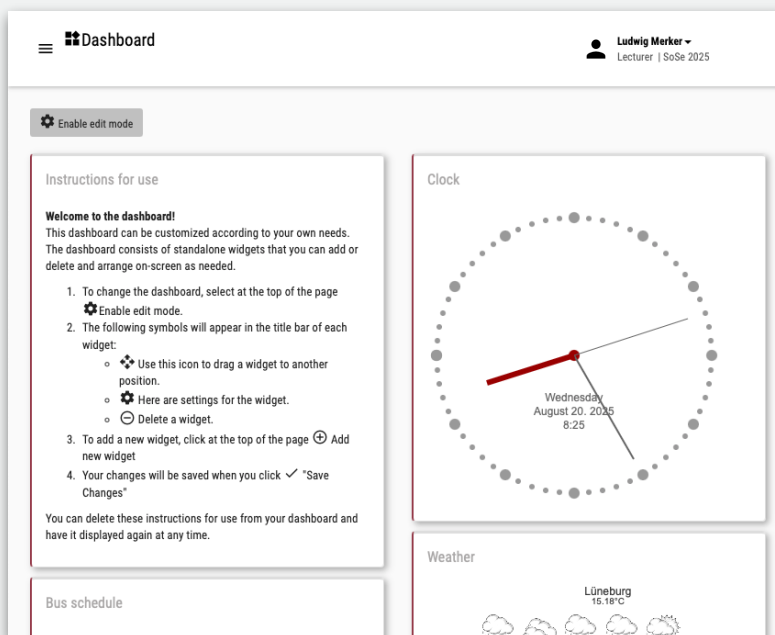
Contact options in case of problems and an FAQ can be found under “Help” > “Contacts and FAQ” and in the bottom right corner under “GET SUPPORT”.



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”.

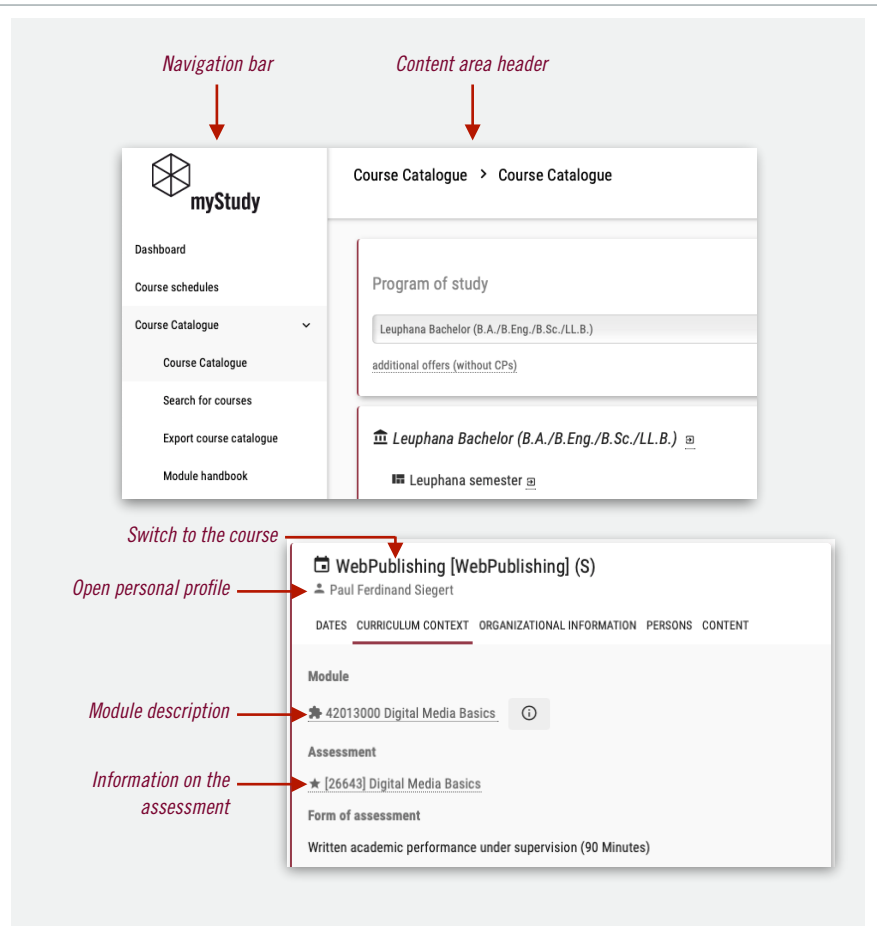


Navigation & orientation

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.

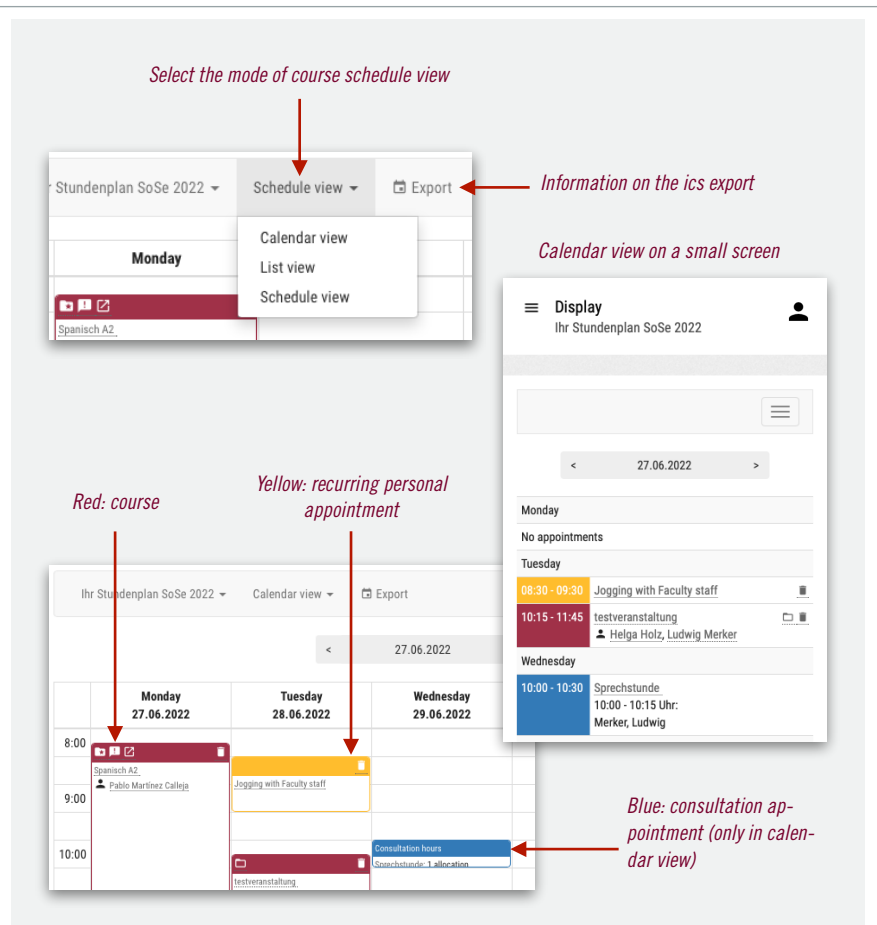


Course schedule & calendar

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. Outlook Web App, 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. office manager) 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: 20.08.2025 bis 30.09.2025
Time:
Time pattern: every 15 minutes

– 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	ONLINE TEACHING	AGENDA	MATERIAL	BIBLIOGRAPHY	MESSAGES	FORUM	GROUPS	REGISTRATION
– Information on dates, rooms, allocation, assessment – Edit contents and objectives – Add lecturers and tutors	– Display all dates – Add topics and descriptions of the individual sessions – PDF export	– Bibliography from the library's online catalogue – Bibliographical references in free text format – Provide RIS files	– Organise and provide material – Activate password protection – Enable upload for students	– Send messages to students – Group communication	– Forum for discussions	– Show successfully registered students and alternates – Subsequent registration of students – Excel export	– Create Moodle course – Set up Zoom video conferences	– Create groups – Group overview – Add students – Excel export

Course Information

The basic information of the course such as the dates, the curriculum context, 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 content and concept, and the objective of your course.

If you urgently need to change further basic information, please contact the office of your Dean of Studies or the relevant contact persons in the Schools.

The screenshot shows the 'Course Information' form. At the top right, there is a button labeled 'Edit content' with a red arrow pointing to it from the annotation 'Edit content-related information'. Below this, the form is divided into three sections: 'Content and concept', 'Objective', and 'Other information'. Each section has a text area with placeholder text: 'Students attach great importance to a detailed course description! Please provide detailed information on the content and objectives of the course!'. At the bottom right, there is a button labeled 'Edit persons' with a red arrow pointing to it from the annotation 'Add tutors'.

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.

The screenshot shows the 'Course Online teaching' section. It contains three main components: 1. 'Moodle course' section with a button '+ Create Moodle course' and a link 'Alternatively, you can link an existing Moodle course to this course.' with a red arrow pointing to it from the annotation 'Expand to link existing course'. 2. 'Video conference' section with a button '+ Create a video conference' and a red arrow pointing to it from the annotation 'Click to create a new Moodle course'. 3. A detailed 'Create a video conference for "testveranstaltung"' form with fields for 'First start' (26.07.2022, 12:11), 'Duration' (90 min), 'Password' (Mandatory field, max. 10 characters), 'Host' (Ludwig Merker), and 'Encryption' (Point-to-point encryption). A 'Create a video conference' button is at the bottom right.

Course Agenda

- ! To change regular course dates, contact the office of your Dean of Studies or the relevant contact persons in the Schools.

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

30.05.2025
Linkstrukturen
Hypertextstrukturen, Hyperlinks, Navigationsprobleme, Impressumspflicht, Disclaimer etc...

04.06.2025
Submission deadline
Please submit your presentations through email by this date.

Delete Edit

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.

testveranstaltung

Download marked folders/files Edit Create folder Upload files Provide link

Protect material with a password

Mark and edit folder

Set and save password

Edit 'testveranstaltung'

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

Delete Cancel Save

testveranstaltung

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:

“Registered persons”

All persons who are successfully registered for the course

“Interested persons”

All persons who have this course in their course schedule or are currently viewing it, regardless of their registration status

“Working groups”

Individual, several or all groups (if you have created such – [see below](#))

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

Display group members' names

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

Edit group properties

View and edit members

Delete group

Students can assign themselves

Lecturer/tutor assigns students

Assign students to group(s)

Select group(s) to be assigned (multiple selection possible)

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 office of your Dean of Studies or the relevant contact persons in the Schools.

List of participants

search

▼ **testveranstaltung - Holz - Dienstag 10:15 (1 of max. 0 Participant(s))**

Name / Email	Semester / Matr.Nr. / Program of study	Time	Assign
1 Helgai Z helga.holz@leuphana.de	Incoming students (ohne Abschluss)	26.7.22 14:12:19	

► 1 students not assigned (Alternates)

Move between list of participants and list of alternates

Delete registration

Show registration log

▼ **2 students not assigned (Alternates)**

Name / Email	Semester / Matr.Nr. / Program of study	Time	Assign
1 Helgai Z helga.holz@leuphana.de	Incoming students (ohne Abschluss)	26.7.22 14:12:19	

Contacting myStudy Support

If you have any questions, please do not hesitate to contact myStudy Support!

mystudy@leuphana.de

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

Course offer

If you have any questions, problems or requests for changes to your course offerings, to the course dates and module assignments as well as to the registration procedure, please contact the office of your Dean of Studies or the relevant contact persons in the Schools.

Assessment offer

If you have any questions, problems or requests for changes to your assessments, please contact the responsible staff in the Schools or the Assessment Service.

IT problems

In case of problems with your Leuphana account, email, Wi-Fi, VPN, software etc., the IT Service Team will help you by phone ([1212](tel:1212)) or by email (it-service@leuphana.de).

IMPRINT

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