MYSTUDY
INFORMATION
FOR LECTURERS
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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”.

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 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”.

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. 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.

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.

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**Course**

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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.
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.

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.

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.

If the padlock is displayed, the material is only visible to students who have successfully registered for the course.
Uploads from students
Create a new folder for the students’ uploads.

Define upload and visibility rights under “Freigabe”.

“Uploads”: Students can upload material

“Visibility”: Students can only see the files they have uploaded themselves

“For everyone”: All students can see all uploaded files

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)

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”.

myStudy Information for Lecturers
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.

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).