MYSTUDY
INFORMATION
FOR LECTURERS

LEUPHANA
myStudy

# CONTENTS

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.
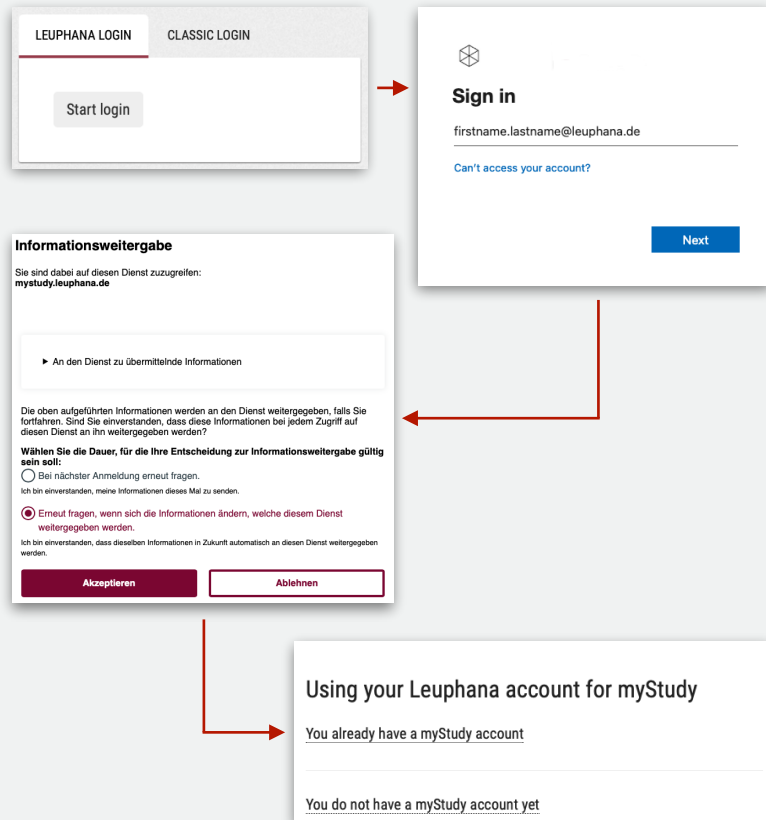
Responsive design

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.

Show and hide page navigation

Show and hide course schedule options
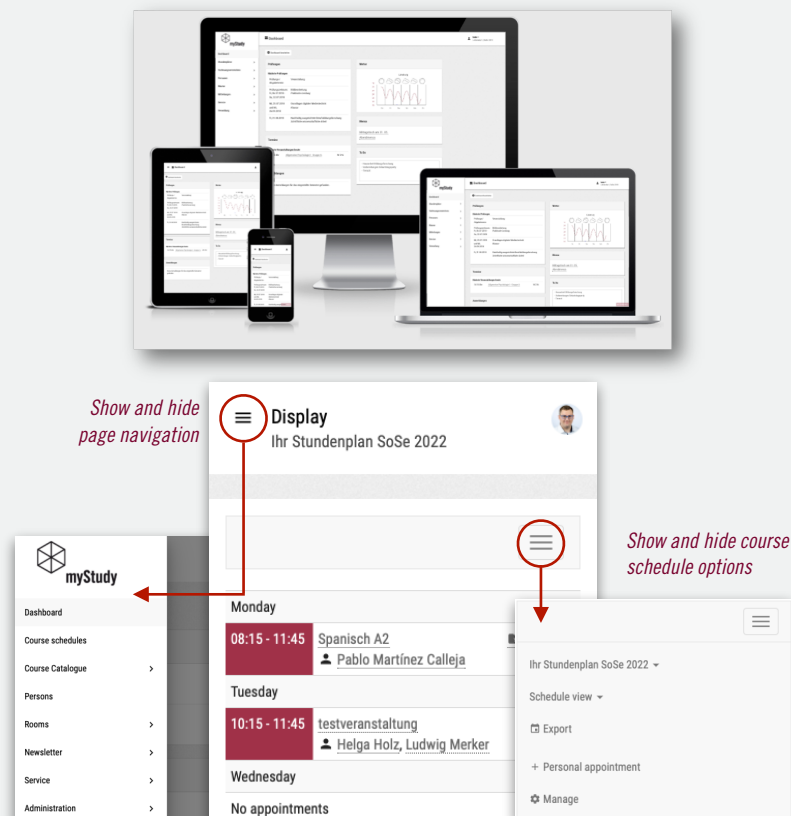
Status & support

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".

Ludwig Merker ▾
Lecturer | WiSe 24/25

← *Your name*
Active role | active semester

≡ ▦ Dashboard

← *User icon*

Ludwig Merker ▾
Lecturer | WiSe 24/25

Lecturer ▾

← *Active role*

WiSe 24/25 ▾

← *Active semester*
Click to change semester

⟶ Logout

DE | EN   GET SUPPORT!

← *Click on "GET SUPPORT" to get in contact with myStudy Support*

ⓘ Contacts & FAQ   ⚙ Bug report   ✕

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".

≡ ▦ Dashboard

lumerker ▾
Lecturer | SoSe 2022

⚙ 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.

1. To change the dashboard, select at the top of the page
   ⚙ Enable edit mode.
2. 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.
3. To add a new widget, click at the top of the page ⊕ Add new widget
4. 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.

Navigation bar

Content area header

Switch to the course

Open personal profile

Module description

Information on the assessment

Course schedule & calendar

Select the mode of course schedule view

Information on the ics export

Calendar view on a small screen

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).

Red: course

Yellow: recurring personal appointment

Blue: consultation appointment (only in calendar view)

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.

Edit general information about the consultation hours

Delete individual slot

Assign and revoke consultation hour management

– *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.

– *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*

– *Forum for discussions*

– *Show successfully registered students and alternates*
– *Subsequent registration of students*
– *Excel export*

– *Create Moodle course*
– *Set up Zoom video conferences*

– *Organise and provide material*
– *Activate password protection*
– *Enable upload for students*

– *Send messages to students*
– *Group communication*

– *Create groups*
– *Group overview*
– *Add students*
– *Excel export*

Course
Information

The core data 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 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.

Edit content-related information

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.

Click on one of the buttons to create a blank course or use a course template.

Expand to link existing course

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.

✏ Edit

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

🗑 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

▶ 📁 testveranstaltung   📄 Recherche oder Handouts

⬇ ✏ 📁 ⬆ 📎 Sort by ⬍ ☰

Download marked folders/files

Edit   *Provide link*

Create folder   *Upload files*

Protect material with a password

testveranstaltung

▶ 📁 testveranstaltung   📄 Recherche oder Handouts

⬇ ✏ 📁 ⬆ 📎 Sort by ⬍ ☰

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

Edit 'New folder' ✕

Name	Uploads of material
Description	Dear students, please upload your material here.
Set password	

Note: This folder is protected by the folder 'testveranstaltung'. The password entered here is ineffective.

☐ Allow access without password for successful registered students

Freigabe
○ Uploads: lecturers and tutors of the course.
  Visibility: lecturers and tutors of the course
○ 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**

▶ 📁 Uploads of material

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.

Import from bibliography management software (Citavi, Zotero, etc.)

Submit procurement proposal to the library

Enter free text

Import from other course (e.g. from previous year)

Search and import bibliographic transfer from LUX or GBV

Edit literature   **Procurement proposal**

LIBRARY CATALOG FREE TEXT RIS FILE IMPORT FROM COURSE

search [and] ▾
all words [ALL] ▾
sorted by relevance ▾
Search catalog of Leuphana ▾
Your search...   **suchen**

Bibliography

Die Geschichte der E-Mail : Erfolg und Krise eines Massenmediums Siegert, Paul Ferdinand *1964-*. - Bielefeld : transcript-Verl., 2008.
ⓘ Show details ⊕   *Show in LUX*

Just for fun : wie ein Freak die Computerwelt revolutionierte ; [die Biographie des Linux-Erfinders] Torvalds, Linus; Diamond, David. - 3. Aufl., ungekürzte Ausg. - München : Dt. Taschenbuch-Verl., 2003.
ⓘ Show details Gⁱ   *Show in GBV catalogue*

Whisp, Kennilworthy (2001): Quidditch Through the Ages. London: Flourish & Blotts.   *Free text entry without catalogue linking*

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)

Send new message

Subject

| Subject |

Text

Messages are made available in myStudy for
- ● All successfully registered. Display list ▾
- ○ All students having this course in their course schedule. Display list ▾
- ○ Working groups of this course. Limit selection ▾

☐ Send copy to all lecturers and tutors

Show all addressees by name

Send

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

● Working groups of this course. Limit selection ▾
- ☑ *All*
- ☑ **Group 1** (0/5) ▾
- ☑ **Group 2** (0/5) ▾

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".

Create new thread				Mark all messages as read
Topic		**New**	**Read**	**Answers**
Example		0	5	0	🗑

Open thread

Delete thread

Back to overview

Delete post and all replies to it

Forum testveranstaltung - Example

Edit post

Example - Ludwig Merker - 26.07.2022 ✏ 🗑

This is an example for a thread in your course forum.

answer

Re: Example - Ludwig Merker - 27.07.2022 ✏ 🗑

This is a reply to a post.

answer

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

Name	Description	Participant					
Group 1	Dies ist Gruppe 1.	0/5	noch keine Mitglieder	✏	👥	🗑	🔓
Group 2		0/5	noch keine Mitglieder	✏	👥	🗑	🔒

+ Add group

Edit group properties

View and edit members

Delete group

🔓 *Students can assign them-selves*

🔒 *Lecturer/tutor assigns students*

Assign students to group(s)

Alocate (registered) course participants

hide

	Last name, first name Email	Semester - Matr. No. Program of study	
👤	Helgai Z helga.holz@leuphana.de	Incoming students (ohne Abschluss)	0 groups selected ⌄

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 spread-sheet.

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.

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 registra-tion 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 responsible Student Dean's Office or the respective Master's programme coordinators or the Complementary Studies Team.

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

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).