OSNABRÜCK Cheat sheet: Teach online

Current services at Osnabrück University (as of August 2023)

UNIVERSITÄT

The basics	Notify all course participants by e-mail about important information	Stud.IP course \rightarrow Participants \rightarrow Send circular mail
	Provide files e.g. slides, assignments, literature	Stud.IP course \rightarrow Files \rightarrow Add file
	Set up a Schedule, 始 to give students an overview of individual sessions	Stud.IP course \rightarrow Administration \rightarrow Times/rooms and Tools \rightarrow Activate "Schedule"
Use teaching materials	Find and exchange open educational resources (OER)	Find resources at: <u>https://search.creativecommons.org/</u>
	Compiling materials ♦Use the Courseware plugin to create online learning modules with videos, texts, and self-tests.	Stud.IP course \rightarrow Administration \rightarrow Tools \rightarrow Activate "Courseware"
	Respect copyright law The most important facts for teaching	Overview (German): https://urheberrecht.thws.de/faq-urheberrecht/
Online collaboration	Online meetings and video conferences 🖺 with "BigBlueButton" on university servers	Stud.IP course \rightarrow Administration \rightarrow Tools \rightarrow Activate "Meetings"
	Group chats – with the messenger "Element," Second	Quick start guide (German): <u>https://digitale-lehre.virtuos.uni-osnabrueck.de/eintra</u> g/instant-messenger-element/
	Working together on texts Via "Pads" in Stud.IP you can collaboratively write texts with many people	Stud.IP course → Administration → Tools → Activate "Etherpad", then you can create any number of pads for each course
Online lectures	Recordings in the lecture hall can be scheduled to be recorded automatically	Guide (German): <u>https://digitale-lehre.virtuos.uni-osnabrueck.de/eintrag/veranstaltungsaufzeichnung/</u>
	Record podcasts and videos yourself "Opencast Studio" allows recording the screen and camera from within your Stud.IP course	Stud.IP course \rightarrow Administration \rightarrow Tools \rightarrow Activate "Opencast" In the Opencast tab, select "Capture video"
	Upload and share videos You can share videos with your course participants via the "Opencast" plugin	Stud.IP course \rightarrow Administration \rightarrow Tools \rightarrow Activate "Opencast" In the Opencast tab, select "Upload media"
Tasks	Simple turning-in procedures: Homework folder	General Stud.IP course → Files → Create folder → Select "Homework folder"
	Exercise sheets and tasks with deadline Comprehensive testing environment "Vips"	Stud.IP course \rightarrow Administration \rightarrow Tools \rightarrow Activate "Vips"

We are happy to be of assistance, please contact us: E-Mail: <u>virtuos@uni-osnabrueck.de</u> Call: 0541/969-6666 <u>https://digitale-lehre.uni-osnabrueck.de/sprechstunde/</u>