



GO DIGITAL!

ONLINE TEACHING HANDOUT FOR THE H-BRS SUMMER SEMESTER 2020

Use LEA as the
central platform

Help **take the strain off the university's broadband** and avoid uploading large volumes of data to LEA. Instead, create **links** to e-books, e-journals, databases and videos.

Dear teachers,

In previous years, LEA and digitisation were mainly used to create resources that accompanied our face-to-face teaching activities. We can now use the experience gained to **create online courses** that will bridge the gap until face-to-face teaching resumes.

For the summer semester of 2020, we are not concerned with producing technologically sophisticated e-learning courses but rather with choosing **simple solutions** that are compatible with both our infrastructure and our expertise. In this context, please bear in mind the **limited technical possibilities** available to our university and to students in rural regions with low data capacities.

We are issuing this handout to encourage you to do whatever is possible with relatively **little time, effort and expense**. You are welcome to ask for advice from the e-learning team, your contacts at ZIEL and the university's more experienced teachers, whose contact data you will find in resources such as our "**Kompass Digitale Lehre**".



Tip:

"[Kompass Digitale Lehre](#)" provides an overview of concepts and methods you can use to design your digital courses. Get inspiration from examples of online courses created by your colleagues! And take a look at the useful list "[E-Learning Tools at a Glance](#)".



HOW DO I GET STARTED? – THE FIRST STEPS

SETTING UP AND STRUCTURING LEA COURSES

- Set up a **course on LEA**. If you need to do this quickly, you can also do it in the platform's test area; the e-learning team can then move the course to the right place at any time. Enable “direct access” to your course so that students can register for it themselves.
- Be economical with your use of the wide variety of tools and functions the platform has to offer; it is more important that the **structure and timing** of your course are **well thought out**.

Use **Folders** or **Item Groups** in LEA to structure your courses – by time or by topic.

Enable successive access to your learning content at regular intervals. You can define a **time period** during which each object is available in the LEA settings. Alternatively, you can successively upload each module to the learning platform.

Your students need **clear work instructions and deadlines** for completing tasks; otherwise they will feel “lost” in an exclusively online learning environment.

In general: **less is more!** Use the principle of “**didactic reduction**”. Students in an online environment soon become overwhelmed if there is too much information and too many assignments are set.

- Activate your students by setting them **exercises** and **tasks** that are coordinated with the structure and timing of your LEA course (and of course with its general learning targets). For this, you can use LEA tools such as the “**Upload Folder**”, to which students can also upload files, or “**Exercise**”, which along with file uploads also offers functions such as feedback, grading and automated submission deadlines.

HOW DO I MAKE MATERIALS AVAILABLE?

ADD CONTENT TO YOUR LEA COURSE

- When **making learning materials available** in LEA, we recommend the following:

Use the **LEA functions “File” and “Weblink”** (structured in **Folders**) to make your materials available. Please avoid uploading large files – this is for capacity reasons. Compress images and use links whenever possible.

Besides using materials you have created yourself, you can also link **reviewed external content**. The library offers a wide range of e-books, e-journals, learning programmes and learning videos that can be **accessed remotely** from any location. The library team will gladly advise you and help you search for suitable digital materials.

- ✓ E-books by **remote access**
In order to use e-books from the library's collection both inside and outside the university, you need to [set up remote access](#). Remote access enables you to retrieve content from the databases.
- ✓ E-books and videos from **O'Reilly Learning**
After registering free of charge using your university e-mail address, [O'Reilly Online Learning](#) offers you access to more than 35,000 e-books and learning videos on computer science and related subjects.
- ✓ Videos from **LinkedIn Learning**
[LinkedIn Learning](#) offers you access to video training sessions on a wide variety of software, programming, marketing and other business topics.



Tip:

The [LEA demo course “Online Teaching”](#) contains a sample showing how you can structure your course and fill it with content using simple means.



HOW CAN YOU COMMUNICATE WITH OTHERS ON LEA?

COMMUNICATION AND COLLABORATION ON LEA COURSES

- With regard to **communication** in LEA, we recommend the following:

Give your students clear communication channels and rules. We recommend the LEA tool **“Forum”**, which can for example be used for “Questions and Answers” or “News”. Depending on how you use it, you can also adjust the settings to determine who can post contributions in the forum.

The **integrated mail system in LEA** generates automated distributors and also offers the option of sending news to all course participants with one click.

- With regard to **collaboration** in LEA, we recommend the following:

if you wish your students to work on tasks in groups, we suggest you use the LEA tool **“Etherpad”**, with which several students can work on texts simultaneously. This tool also offers an integrated chat function. We also recommend using **“Wiki”** when working together on documents, as this tool places additional grading and commentary functions at the teacher's disposal.

Besides attending your courses, students can also use LEA to set up their **own learning groups**, in which they can use all the LEA functions in full. Please feel free to draw your students' attention to this possibility.



Tips:

The sample course [“Go Digital with LEA”](#) provides an overview of the **basic LEA tools**, with which you can put your teaching sessions online quickly and with little effort and make use of interactive functions.

[“Kompass Digitale Lehre”](#) also contains an example of best practice when using Wiki as a collaboration tool.

Do you have any questions
about the tools described here,
or do you need advice?

Please feel free to contact us!

Contact e-learning team



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