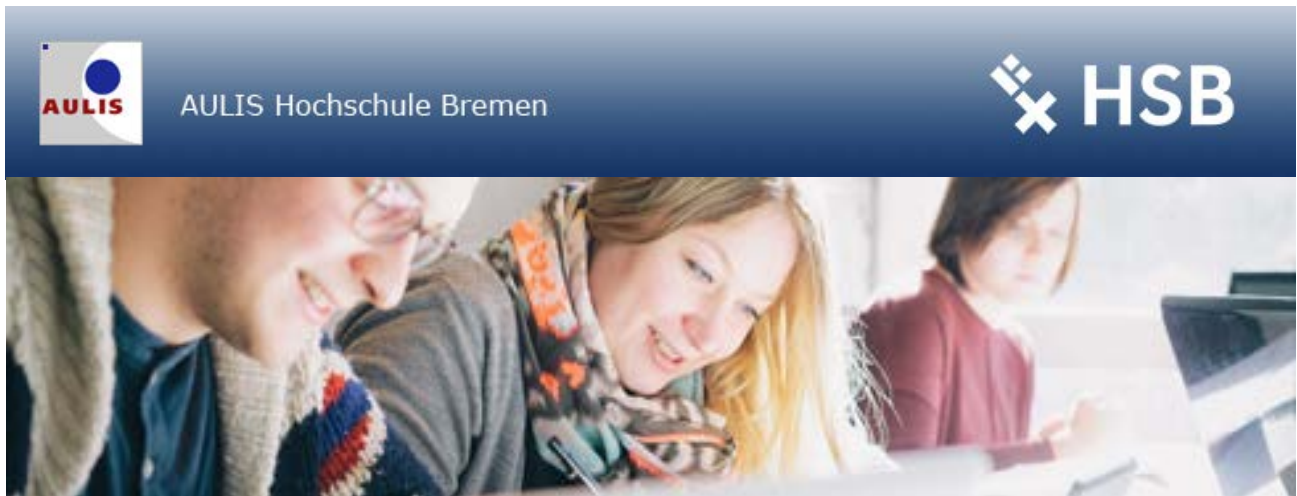


AULIS – Quick Reference Guide



Purpose and Content of this Introduction

AULIS serves as central learning and cooperation platform at Hochschule Bremen. In order to make the first steps easy, this script briefly describes the first activities of students and lecturers, if they want to use AULIS.

Students usually look up their modules to have access to study material and to info about classes.

Lecturers have to add a group or a course in order to provide students with learning resources or to communicate and cooperate online with learning teams.

All "AULIS-Users" can search for lecturer's offers or learning teams to cooperate online with teams in study, research, or staff concerns as well.

We restricted this quick reference guide to the basic activities.

They appear as **step-by-step-instruction** with screenshots and explanations, respectively, and an **overview** on operation areas and navigation elements at the end of the document.

- **Change User Interface Language - Look up Groups and Use Content** Page 2
- **Add a New Group on AULIS** Page 4
- **Share Content** Page 6
- **Add Members – Send Mail to a Group** Page 8
- **Forwarding Mail** Page 10
- **Overview on Operation Areas and Navigation Elements** Page 12

...and here you start: Login on <https://www.aulis.hs-bremen.de> with HSB-username & password.

For more information about AULIS please lookup the **homepage of Hochschule Bremen**, www.hs-bremen.de, here: **Studies > Student Services > Learning Resources > AULIS**.

Your questions and proposals are welcome at: aulis@hs-bremen.de

Change User Interface Language – Look up Groups and Use Content

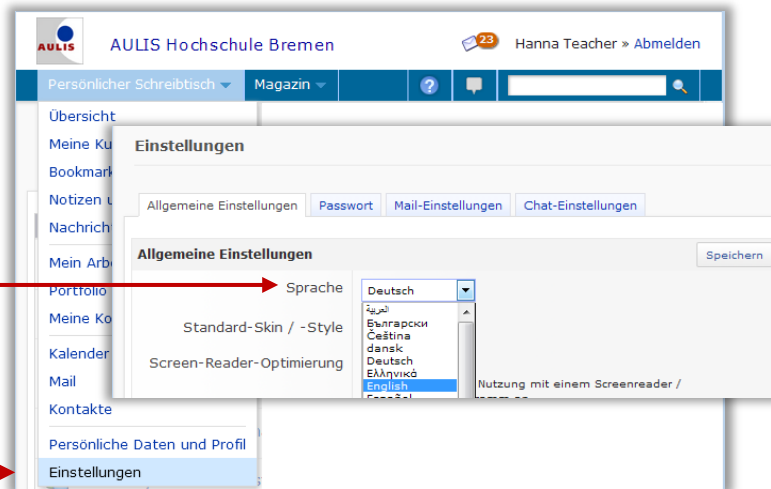
0.

Drop down the menue Persönlicher Schreibtisch and select the last entry

Einstellungen.

Drop down the menue **Sprache** and select your favourite Desktop Language.

Save.



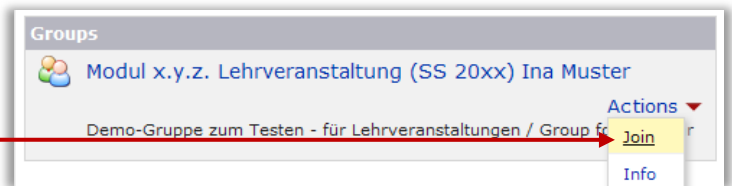
1.

Open the **Repository - Home**



2.

Look up the Categories (Faculties, Degree Courses, Modules) and **Groups** where you want to have access to content.



3.

Join a Group as a member.

4.

Open a **File** (click on title) or look up preview.



Change User Interface Language – Look up Groups and Use Content

0. User Interface Language

AULIS provides users with more than 20 languages on the user interface. You can change the language on [Personal Desktop > Settings \(General Settings\)> Language](#).

1. Repository

In AULIS all content offers (Groups, Forums, Files, Wikis ...) are located in the [Repository](#). In order to look up an offer in AULIS for the first time or to edit existing content, you have to select in the main menu [Repository > Repository - Home](#).

2. Categories

The repository is structured by [Categories](#). Main categories are faculties, subcategories can appear as degree programs, semesters or others. The register can be displayed as tree or as list (change view with the blue arrow at the left edge). After a click on the title the content on the next level appears in the list.

3. Group / Course

A [Group](#) or a [Course](#) provides you with an online environment, where you can distribute content for particular persons or teams. The access permissions to all [Content Items](#) are controlled by the [Membership](#) in the group or course. This is a benefit, because you needn't care about the permission settings for every single object.

In order to get the status of a member you have to "Join" a group. After joining the group administrator automatically gets a message about the new membership. You can join and unsubscribe from groups wherever this is possible in the repository. Where joining directly is allowed, you can look up the content and use it for your studies – you do not have to explain yourself or your interests.

4. Content Objects

After clicking the [Title](#) of a [Content Item](#) (e.g. a folder, a forum, a test...) the content will be displayed. In case of [Files](#), which cannot be displayed in an internet browser, a dialogue window appears and offers you the options ("open" (with an appropriate application software) or "Save" (= download).

TIPP

The „[Personal Desktop](#)“ helps you to organize content in the repository in a way, that is comfortable for you.

The view „[My courses and Groups](#)“ contains links to all courses and groups, where you are member or administrator.

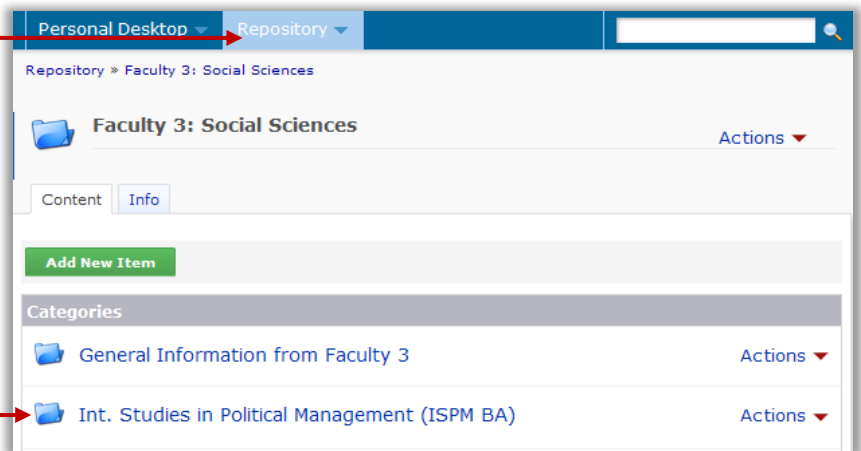
The view „[Overview](#)“ allows you to add links to every entry in the repository, e.g. your study program, your student group, an online-test... The "Action"-menu offers you to select „[Add to Desktop](#)“ for this concern.

For deleting the links from the overview on your Personal Desktop use "[Remove from Desktop](#)".

This has no influence or impact on the corresponding content object in the repository.

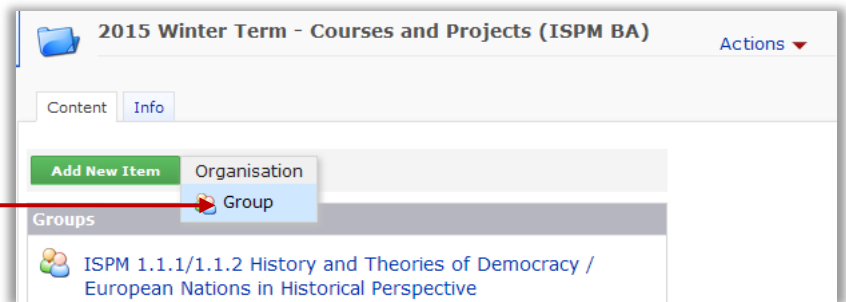
Add a New Group on AULIS

1. Look up the „Repository“.



2. Open the Degree Course in the list of Categories where your Group shall appear.

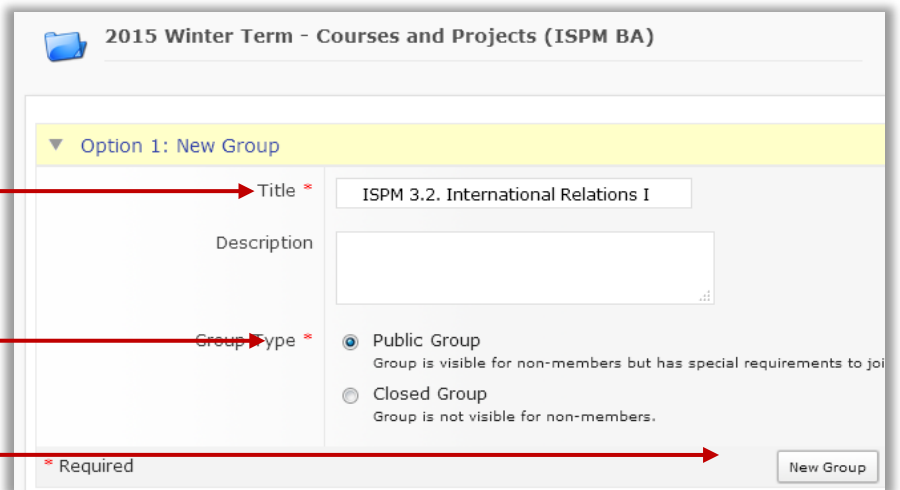
3. Click on „Add New Item“ and select „Group“.



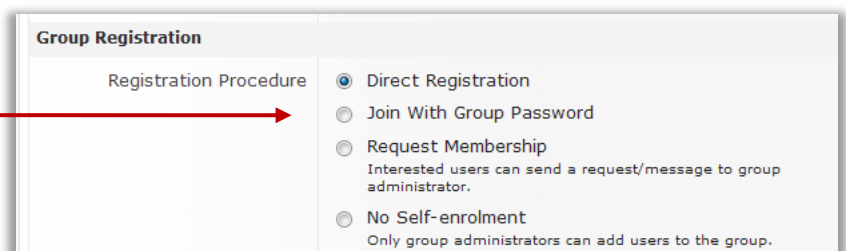
4. Give the group a Title.

Change the Group Type to „Public Group“.

Click on „New Group“.



Optional: Change the Registration Procedure.



Add a New Group on AULIS

1. Repository and Categories

In AULIS all content offers (Groups, Forums, Files, Wikis ...) are located in the **Repository**. In order to add an offer in AULIS, you have to select in the main menu **Repository > Home**.

The repository is structured by **Categories**. The order is based on the faculty and degree program structure at Hochschule Bremen.

The register can be displayed as tree or as list (change view with the blue arrow at the left edge). After a click on the title the content on the next level appears in the list.

2. Add Content Objects

A click on the green button „Add New Item“ opens a list with all „**Objects**“, which can be added at this location with your role permissions.

Students and lecturers have equal rights to add **Groups** anywhere in the repository, unless degree program administrators did not change this default setting in their category.

3. Give Groups a Title and Decide on Visibility

In order to care for good orientation in the groups for modules and classes we recommend to follow the **naming conventions in your degree program**. A usual pattern is e.g. the following order of title components: "Number of module, title of course, name of lecturer(s), semester". But you are free to use arbitrary titles or add useful descriptions.

The type of your group can be „**Public**“ or „**Closed**“.

Closed groups are NOT visible in the repository for non-members. No user can join the group initiative. Only the group administrator and manually added members can see the entry of the group and the content.

Members can only be added manually by the group administrator.

Public groups entries are visible for all AULIS users in the repository. Self-reliant joining is possible via the "action" menu.

After joining a user gets the status "group member" and gets automatically all permissions for access to the group's content. YOU decide about the type of your group.

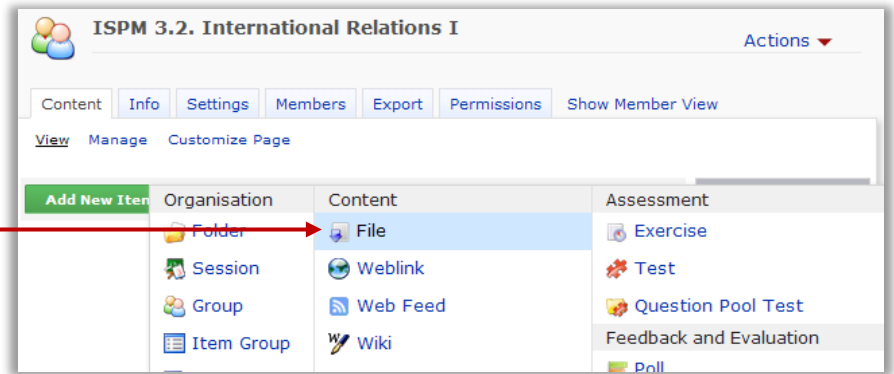
4. Control the Joining of Members

The **Registration Procedure** (i.e. how users become member) can be changed now or later under „**Settings**“:

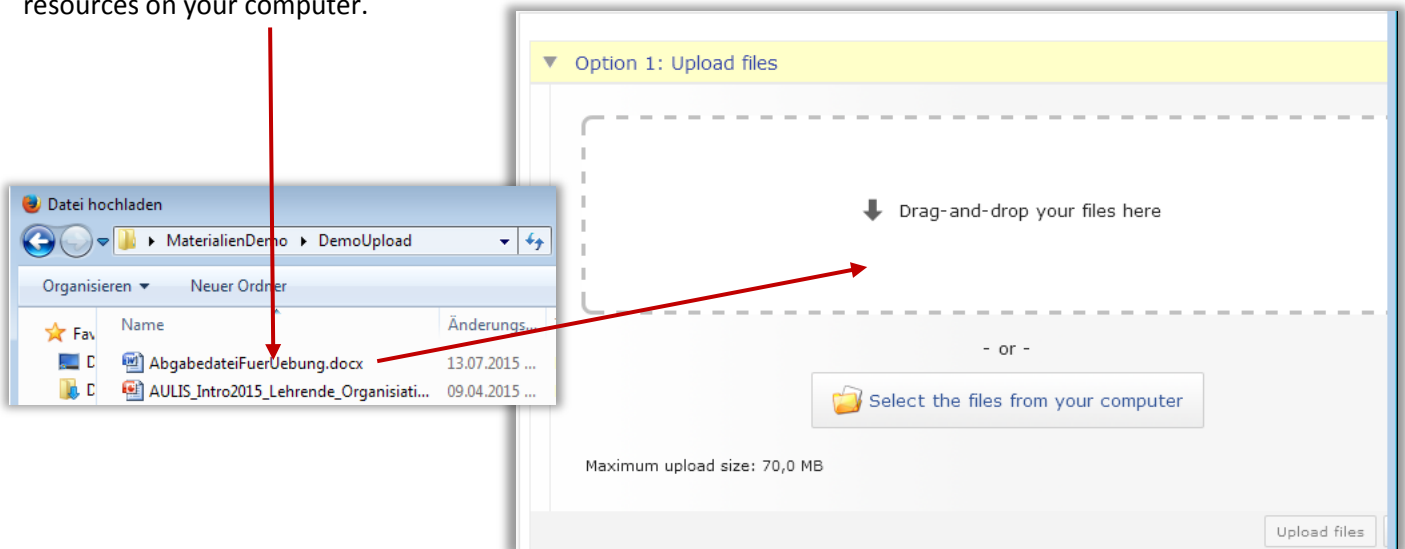
- **Direct Registration**
Every user can join.
- **Join With Group Password**
Only users, who know and enter the password set by you become part of the member list.
- **Request Membership:**
You (the person with the status group administrator) gets a list with requests (per email) and must decide, whether you want to assign or refuse the request.

Share Content

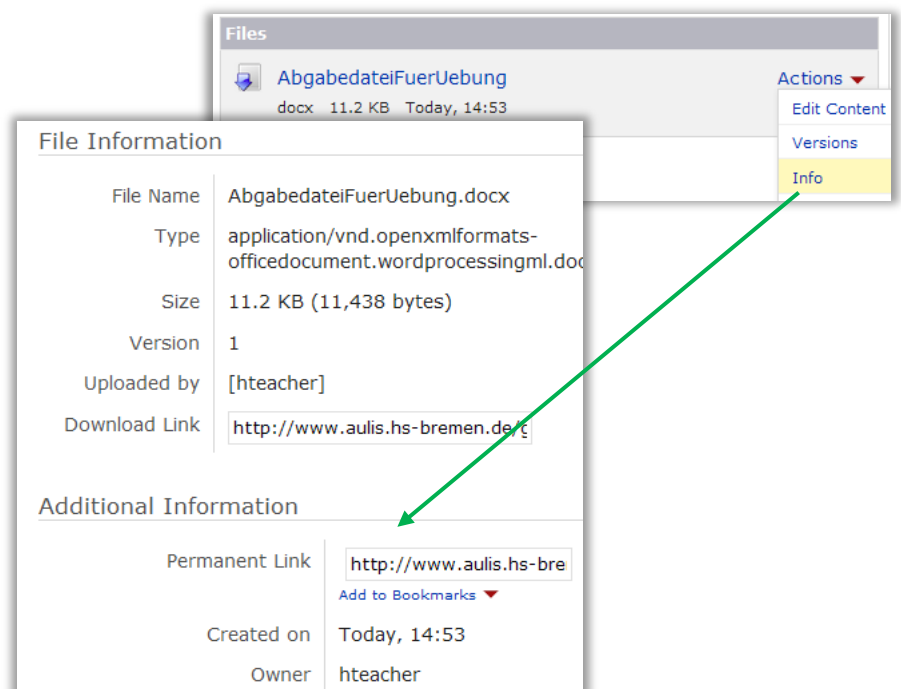
1. In the tab „Content“ click on „Add New Item“ and select „File“, e.g.



2. Select and load up the files from the resources on your computer.



3. Now the file can be looked up and loaded down by group members. The info provides all members with data about the upload date and the responsible user.



Share Content

1. Select Object Type

The selection list which appears after clicking the green button „Add New Object“ displays all „**Objects**“, which you are allowed to add at this location in the repository.

The example on the screen shots concerns the content object „**File**“ (of any format, e.g. pdf, zip, xls, jpeg, docx etc.)

Depending on the object type the appropriate dialogue window opens, where you have to add the required entries.

2. Select File

You can now mark a single or several files in your computer directory and **drag** them into the dashed border field in the dialogue form.

Either you use the command "**Select**", which opens your directory and then select the files for upload and confirm with "Open".

Both actions lead to the entry of the location (path) to the selected files.

Eintrag des Pfads zu der (den) ausgewählten Datei(en).

The final click on the button „**Upload files**“ sends the file to the AULIS database and creates an entry with the file name and a link in your group's content directory.

The max. file size for one single file is restricted to 70 MB.

If needed this limit can be changed for you by the system administration – please contact us.

3. Look up Information about Content Objects

Every content object in AULIS is assigned with an **Info** section

Here you get information about upload time and responsible user.

These data can be looked up any time by the group members.

Furthermore the **Info** section contains the „**Permanent Link**“,

i.e. an internet address (URL), which leads directly to the object in the AULIS repository.

TIPPS

Please convert and load up your files in **PDF**, as far as possible. This is the guarantee for students that they do not need any cost intensive application program to open and use the files.

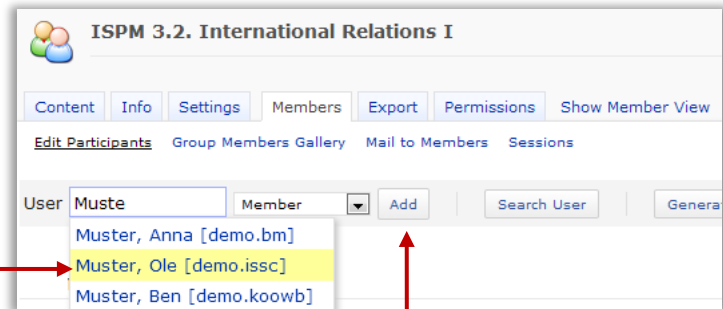
Add Members directly

In your group open the tab „Members“ (> Edit Participants):

Fill in a part of the name in the Add Member-field.

Select the person to add.

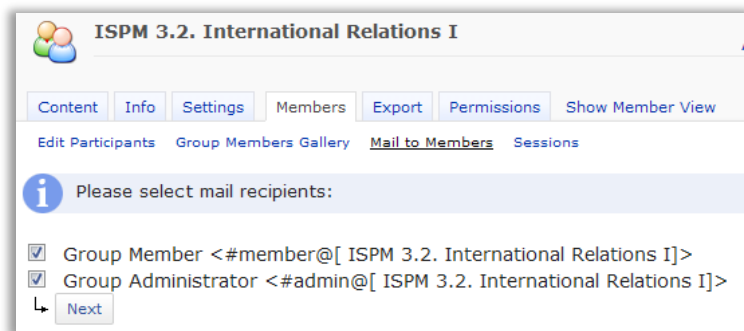
„Add“ the user as Member



Send Mail to a Group

In your Group open the tab „Members“ (> Mail to Members):

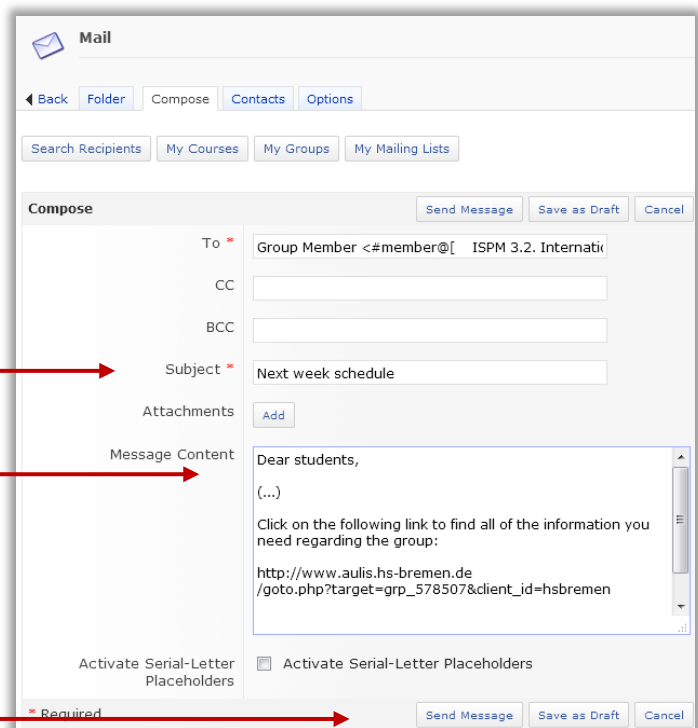
Select the Role(s) you want to address and „Next“...



Add Subject and

Content

and click on „Send Message“.



Add Members directly

The submenu „Members“ > **Edit Participants** allows you to **add Users** as „Member“ or „Administrator“.

Fill in the username (or parts of) in the search field, select the person you want to add from the search result list, and confirm with a click on the button **"Add"**

Result: The user appears in the list of members / in the Group Member Gallery

The option/button **„Search User“** offers you additional search- and filter-options (s. TIPPS below).

TIPP: Mailing list for all members of a degree program

If you use the option **"Search User"**, know the number of the degree program and fill in these three numbers in the field **"Department"** you will get a list with all related students and can add them as members to a group.

In combination with the service **"Mail to Members"** (s.b.) you can use this group as mailinglist for the degree program students.

Send Mail to a Group

The submenu „Members“ provides you with the service **„Mail to Members“**.

This command first opens a window, where you can choose, whether you want to address only Group-Members and/or Group-Administrators.

After selection and confirmation with **„OK“** AULIS addresses automatically with an internal code all users, who have the **internal role "Member"** and/or **"Administrator"** at the moment of sending the mail. Adding a text for **"Subject"** is required.

Addressing of other users is possible (only username is needed as address).

The field for the message content contains per default a text with the permanent link to the group content. This helps the target group to look up the group's context directly from the mail inbox. As author of the mail you may delete this text.

All mails received with AULIS can be forwarded to the HSB-Email-Address of the receiver by the receiver (see detailed description on the next page).

Settings for Incoming Mail and Forwarding

AULIS provides you with the service of an internal mail system.

It serves for messages to AULIS users, particularly to support communication between students and teachers concerning ongoing courses.

Sending

In order to address an individual mail the username is sufficient. The function "Mail to Members" in groups and courses and system notifications send AULIS mail to the usernames, which are connected with the mailing lists, as well.

Receiving

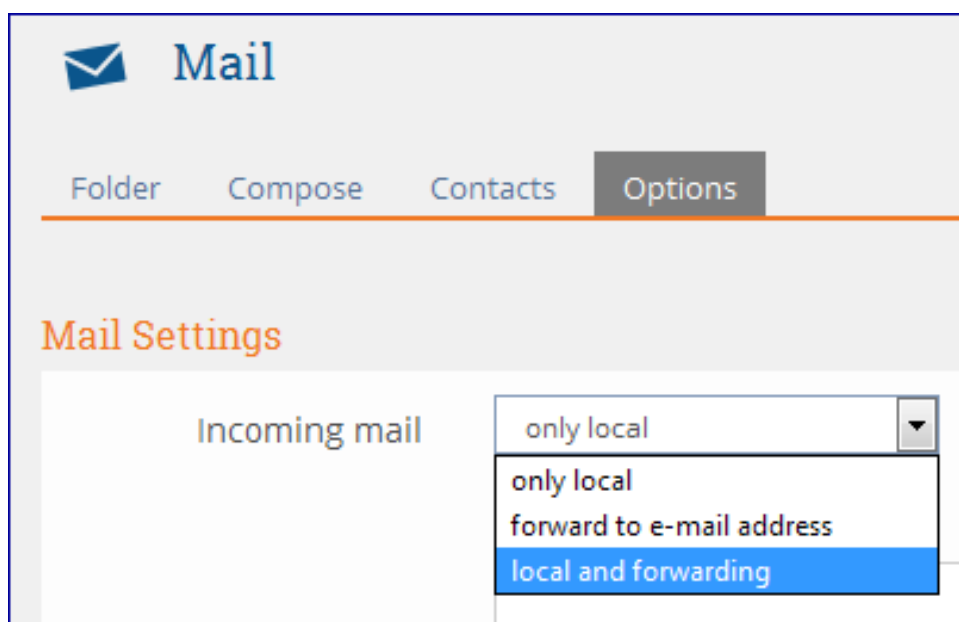
ONLY mails, which have been composed or sent with the AULIS mail program, can be received in your AULIS mail inbox. In this inbox you'll never discover mails, sent by other mail programs. The AULIS mail does not support the reception of external e-mails.

Forwarding

You may forward AULIS mails. The AULIS mail system allows forwarding only to the e-mail address, which is listed in "Personal Data" of your AULIS account. The AULIS account of members of the Hochschule Bremen contains always **the official Hochschule Bremen e-mail address (see hints at the end of this chapter).**

Please check the options for "Incoming mail" in the AULIS mail system.

If you want to change the setting, then you may select from three options:



- **"only local"**
In your AULIS mail inbox you will find **ONLY** mails, which have been composed or sent with the AULIS mail program.
 - **"local and forwarding "**
In your AULIS mail inbox you will find only mails, which have been composed or sent with the AULIS mail program, **AND** these mails will be sent additionally to the e-mail address, which is listed in "Personal Data" of your AULIS account (reception e.g. with Webmail, Thunderbird, Outlook...).
 - **"forward to e-mail address "**
Mails, which have been composed or sent with the AULIS mail program, will be **ONLY** sent to the e-mail address, which is listed in "Personal Data" of your AULIS account (reception e.g. with Webmail, Thunderbird, Outlook...).
- Please notice:**
If the inbox of your official HSB e-mail account cannot receive e-mails, e.g. because the mail quota is exceeded, then you will never receive the mail, which was sent from the AULIS mail system. The AULIS users who have sent the mail, will not get any notification about the failure.

Direct addressing to an external e-mail address

This is possible, e.g. to integrate external cooperation partners into the communication. The delivery is guaranteed only for valid e-mail addresses. **Please notice:** If you failed in correct writing or the e-mail address doesn't exist, you will get no notification about that. We recommend restriction to internal addressing.

Reply

If you use "Reply" to answer a mail in your AULIS mail inbox, then your answer will be addressed to the username of the sender.

If you use "Reply" to answer a forwarded AULIS mail in another e-mail program, then the answer will be addressed to the official Hochschule Bremen e-mail address of the sender.

The "Official Hochschule Bremen e-mail-address"

The Rechenzentrum (Computer Center) administrates the "official Hochschule Bremen e-mail". The corresponding e-mail address for students and lecturers (LBAs) are composed by this pattern: Students: username@stud.hs-bremen.de; LBAs: username@lba.hs-bremen.de

For more information about HSB e-mail (e.g. concerning reading and sending with webmail.hs-bremen.de) see the website of the Computer Center here:

Technical >"E-Mail"

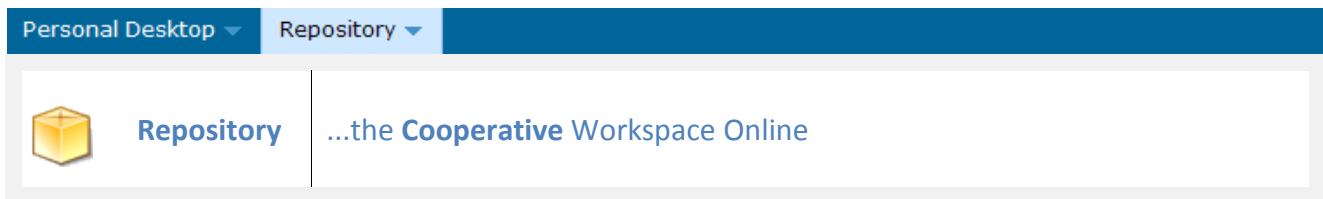
(<http://www.hs-bremen.de/internet/en/einrichtungen/rz/technisches/email/>)

and Service > " Redirecting for E-Mails "



(<http://www.hs-bremen.de/internet/en/einrichtungen/rz/technisches/email/webacation/>).

Please take note of these information, as well. Retrieve your HSB e-mails frequently, so that you will never pass important information, e.g. sent to you by Hochschule Bremen facilities.



Overview on Operation Areas and Content Objects in AULIS






Organization of Cooperation in Teaching and Learning

	Categories	are used to structure all offers in the repository. In AULIS the orientation is defined by faculties, study programs, semesters, special workspaces etc.. ...serve as directory for all online offers.
	Groups	(and Courses as well) provide cooperation in the internet. They provide single persons or teams with online cooperation space and control access to content objects – public or private, as needed. ...are used to organize classes, seminars, workgroups etc. online.



Communication

	Mail	serves for sending messages to AULIS-users. The username works as address. Forwarding to the external HSB-Email-Address is possible. ...is preferred to send short current messages to large learning groups.
	Forums	support asynchronous editing and sharing of written contributions to a discussion. A forum is structured by themes; the chronological sequence of the discussion is displayed. ...suit for organizational concerns and for collecting of statements regarding learning content

Sharing Knowledge Resources

	Files	of arbitrary format (pdf, doc, jpg, xls etc.) can be added as content to the repository for download. ...replace as digital resources printed or copied scripts.
	Weblinks	supports easily editing link lists to webbased resources out of AULIS. ...are a simple means to deliver additional material to the teacher's online mediapools for classes.
	Learning Modules	consist of webpages ordered by a defined sequence (chapters, subchapters, pages...). the integrated authoring tool supports the composition of multimedia content and links to knowledge resources. Questions for selftests can be integrated ...are often used as online reader following the schedules/sequences of courses.

Cooperation

	Wikis	are collections of webpages, interlinked by keywords, and can be edited synchronously. ...are the favourite tool create and edit item specific knowledge resources and encyclopedias.
	Etherpad	is a tool which allows synchronous editing of texts online. It displays the entries of different authors with different colours during writing. Export in several text-formats is possible. ...is often used for collective scripting or written brainstorming.

Assessment and Feedback



Exercise

is an instrument to assign tasks and to keep track about timelines, incoming results and given feedback.

...is a much better solution as an "exercise folder" or email attachments to collect student exercises.



Tests

are for online assessment with questions of different types (like single choice, fill in gaps, freetext, ordering terms etc.) and automatic evaluation.


...can be used for self-assessment and online exams, as well.



Surveys

can be created for online inquiries (opinions, beliefs, expectations...). Statistics are delivered automatically and can be exported to other formats as xlsx, csv etc.

...are used for internal evaluation and public surveys by students, teachers, projects.

Personal Desktop ▾	Repository ▾
 <p>Personal Desktop</p>	...the Individual Workspace Online

Collecting, Reflecting and Presenting of Learning Processes and Results



My Workspace

is online space to collect own work.. A sharing concept allows users to give external persons access to files and blogs located there.

...is used as personal archive and for collecting artifacts for portfolio work..



Blogs

support writing and publishing of reports continuously, displayed in chronological order. Blog entries can be commented by users and published worldwide, as well.

...are often used for all kinds of documentation and reflection of learning processes..



Portfolios

are instruments for creating a public profile, publishing project websites or online portfolios, e.g for application. An editor supports integration of multimedia content in personal competence presentations.

...are used for online application, project documentation etc.










My Competences

serves for self-estimation of own competences in relation to institutional competence catalogues. Estimations can be proofed with documents, work examples etc..

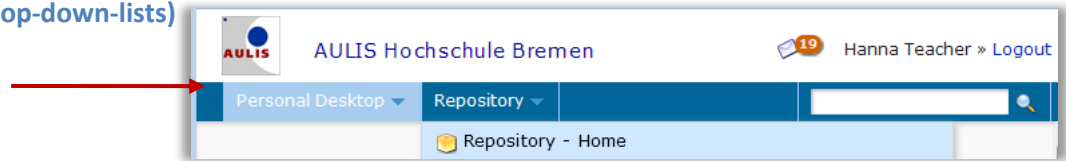
...are used as feature for planning and reflecting learning processes, and pre-structured competence documentation, as well.

Other Objects, Features and Services in the Repository:

 <p>Course</p>	 <p>Chat</p>	 <p>Webcast</p>	 <p>Glossary A-Z</p>	 <p>Feed</p>	 <p>Folder</p>	 <p>Mediapool</p>	(...)
---	---	--	---	---	--	--	-------

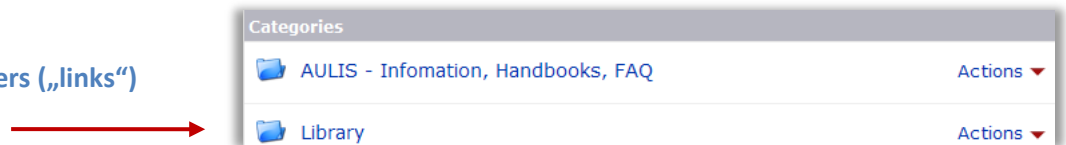
Overview on Navigation Elements on the Graphical User Interface of AULIS

Main Menue (with drop-down-lists)



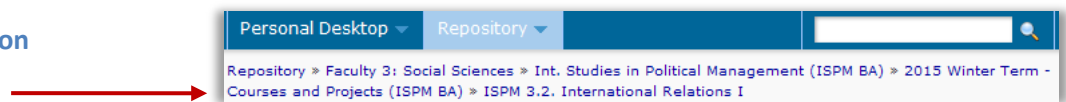
The operation sections of „**Personal Desktop**“ and „**Repository**“ are selectable after clicking the drop-down-arrow. Furthermore the AULIS title bar contains the **Search**, a **link to the Mail Inbox**, the **Online Help** and **Logout**.

Titles of Content Offers („links“)



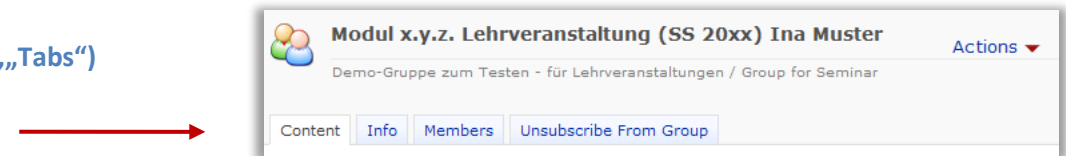
Clicking the blue title (link) leads to the next category level or to the **content objects**.

Breadcrumb Navigation



The breadcrumb navigation below the title bar shows the **path in the repository directory tree** to the current location. A click on the appropriate entry brings you back to upper levels.

Submenues (Register,„Tabs“)



Every workspace offers feature related options and dialogues. They are displayed as register tabs. Clicking on a tab opens the corresponding workspace.

Last visited („History“)



During working in AULIS the system saves the last 10 stations in chronological order and displays them under the repository-entry "Last visited". You can use it for direct navigation to an object.

Overview on Actions to Interact with the AULIS-System

Select options („Accordeon“)

Description fields

Checkboxes

Buttons

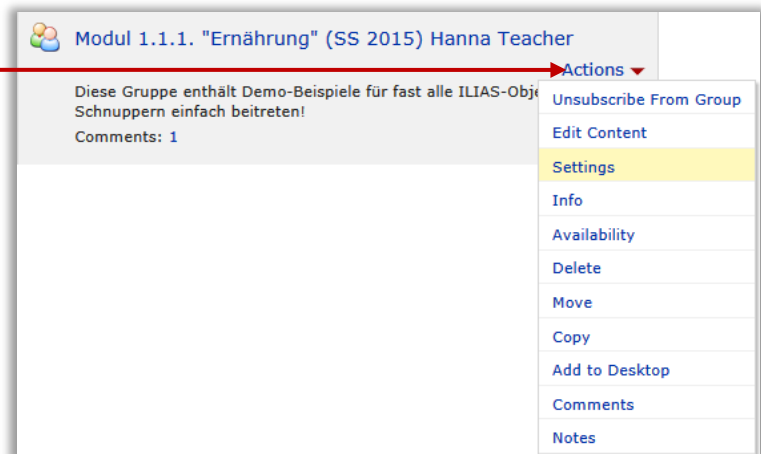
The screenshot shows a form titled 'Option 1: New Group'. It contains several fields and options:

- Title ***: A text input field.
- Description**: A larger text area.
- Group type ***: Two radio button options:
 - Public Group: Group is visible for non-members but has special requirements to join.
 - Closed Group: Group is not visible for non-members.
- * Required**: A red asterisk indicating required fields.
- New Group**: A button to submit the form.

 Below the form are two collapsed sections: 'Option 2: Import Group' and 'Option 3: Copy Group'. Red arrows point from the text labels on the left to these specific elements in the form.

Action menu („drop-down-list“)

Every entry in the repository goes along with an "Action"-menue, which contains **all commands** which can be applied to the object (group, file, folder etc.) Which commands are visible for you depends on your role or status at that location.



RBAC (Role Based Access Control)

The "**Role Based Access Control**" allows all AULIS users to control the access to the content and administrate memberships independent.

Questions about AULIS are welcome here: aulis@hs-bremen.de or @ MMCC, Ulrike Wilkens, 5905-5458

AULIS is technically based on an installation of the OpenSource-Software **ILIAS**.

For more information about the ILIAS features see www.ilias.de/docu/