User guide for the E-Learning platform intercultural-campus.org



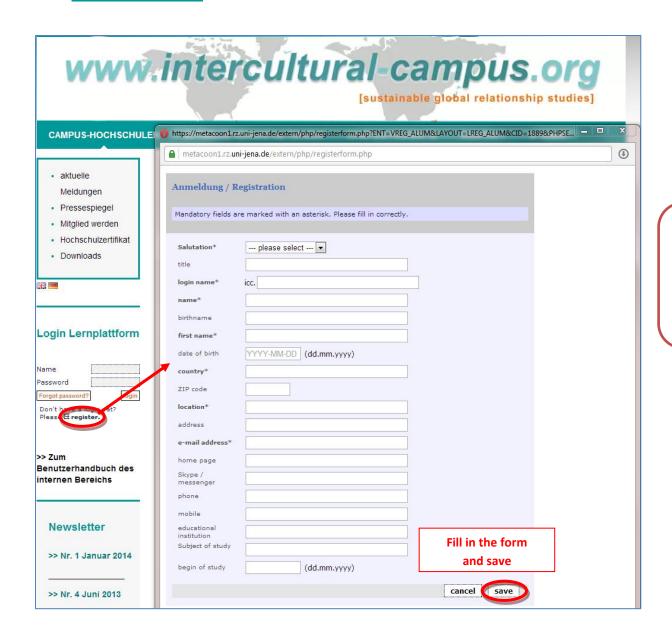


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1. Registration

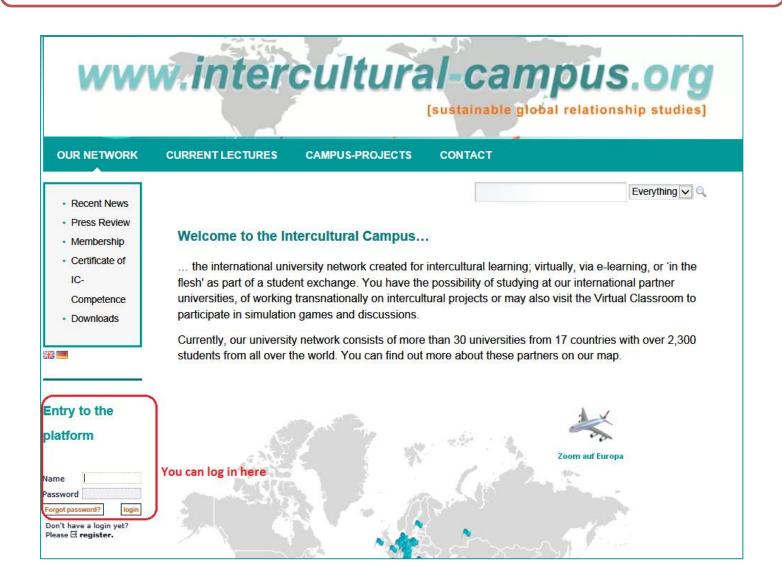


After you registered, you should have to wait for the activation of your account (1-2 days). Then you will receive an information e-mail with the data you need to be able to log in.

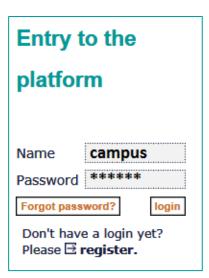


2. Login

Log in on the homepage of the Intercultural Campus: www.intercultural-campus.org



2. Login | 2.1 Guest access for users who are not registered yet



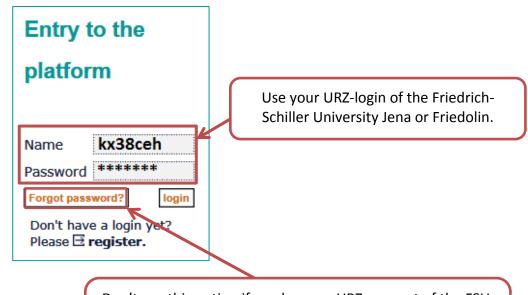
You can get a first impression of the Intercultural Campus with the guest login:

Name: campus - Password: campus

Caution: with this guest login, you have only access to basics and selected functions

2. <u>Login | 2.2 For students at the</u> <u>Friedrich-Schiller University Jena</u>





Don't use this option if you have an URZ-account of the FSU.

If you have any problems, please send an email to

<u>intercultural.campus@gmail.com</u>



3. Dash board | 3.1 Overview

Use the dash board to access easily all functionalities through the mini-applications

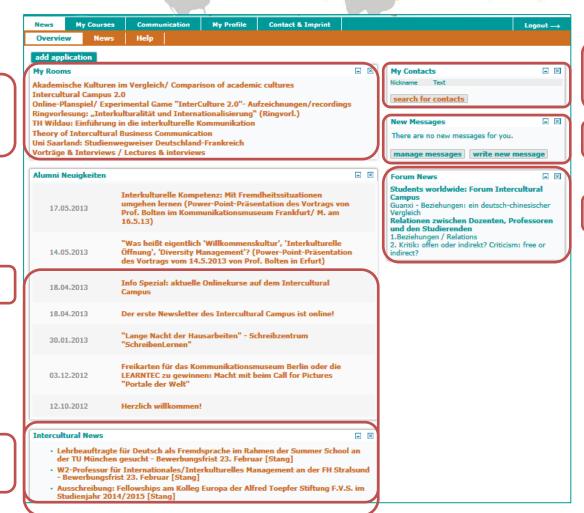
www.intercultural-campus.org

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Overview of your current courses and those you already successfully completed

News from the platform

News about intercultural activities, jobs and literature



Personal contacts with other users (asked and confirmed)

Current news

New notes on the forums



3. Dash board | 3.2 Personalize

You can personalize your own dash board according to your preferences



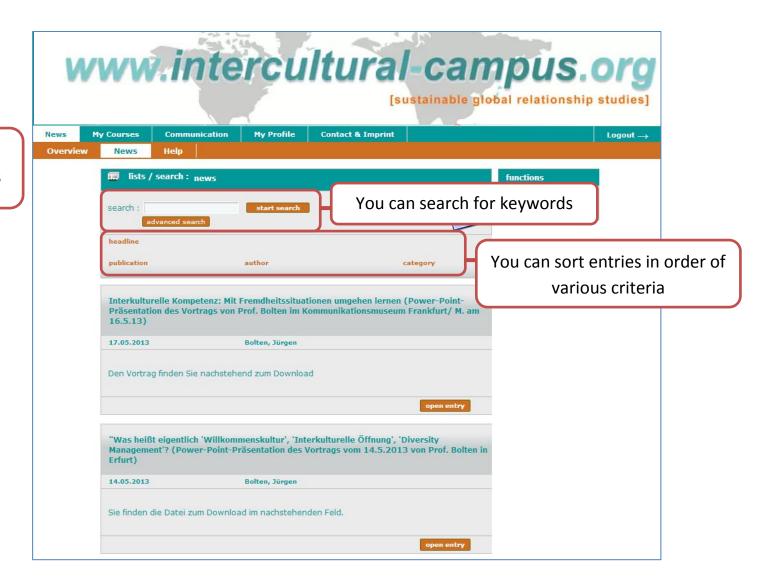
You can also move the applications per Drag and Drop

With this buttons, you can minimize or maximize applications



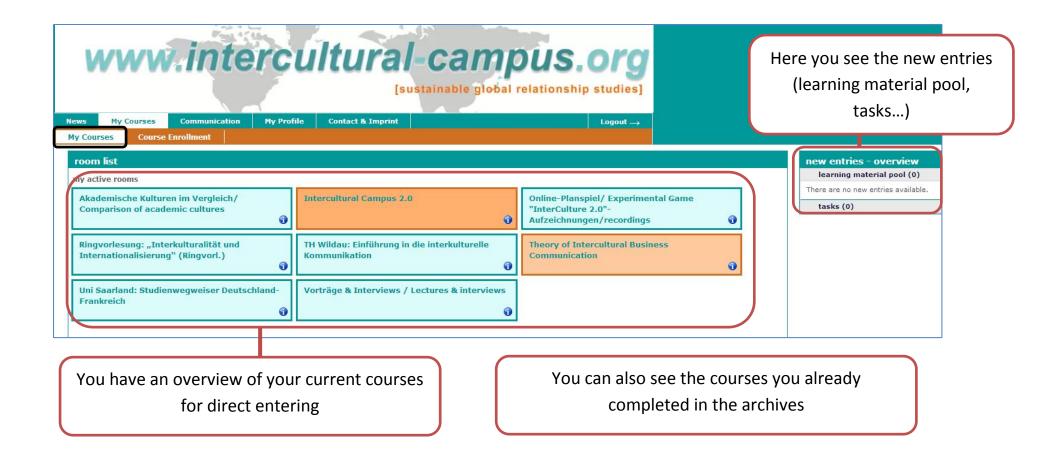
4. News

If you click on the button "News" you can get information from the colleges





5. Campus courses | 5.1 My courses

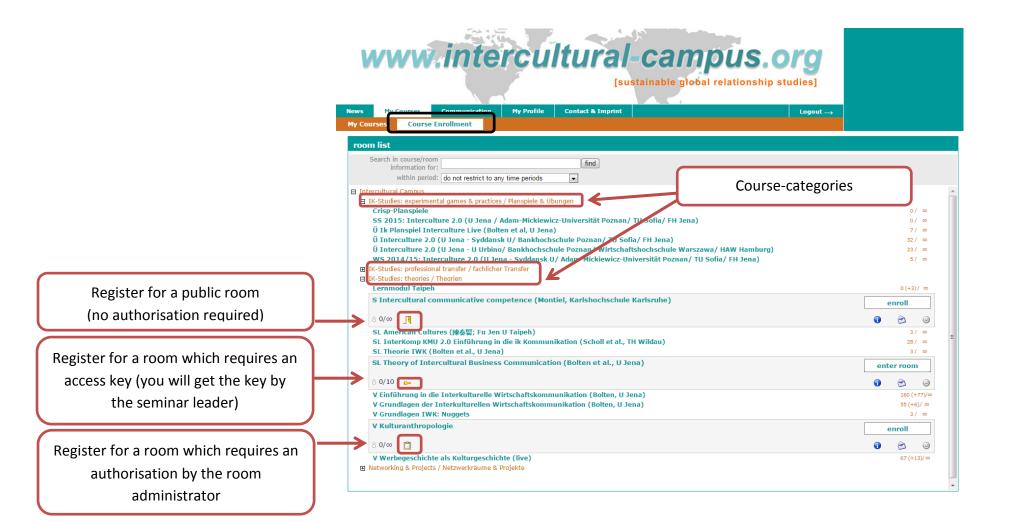




5. <u>Campus courses | 5.2 Course Enrollment</u>

Enrolment and access to the courses are two different things!

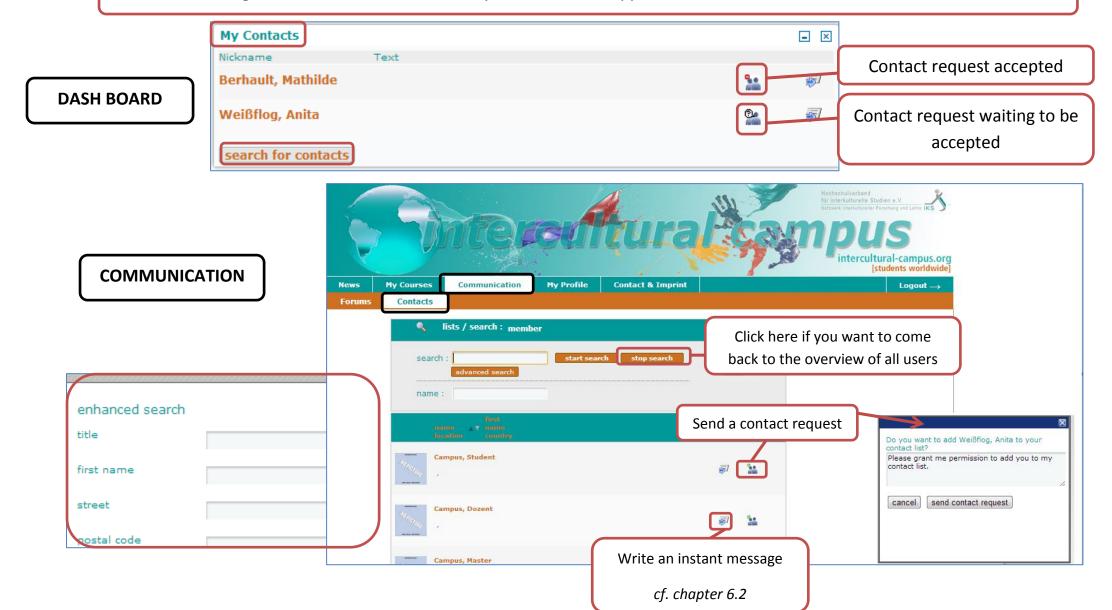
For the first visit you have to sign in to the course room here. After the first access you'll find the chosen courses in the overview ("My Courses").





6. Communication | 6.1 My contacts

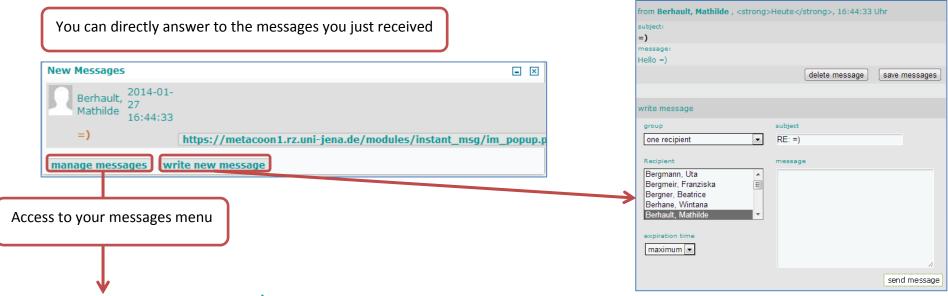
You can get in touch with other users in your dash board applications or under the button "Communication"



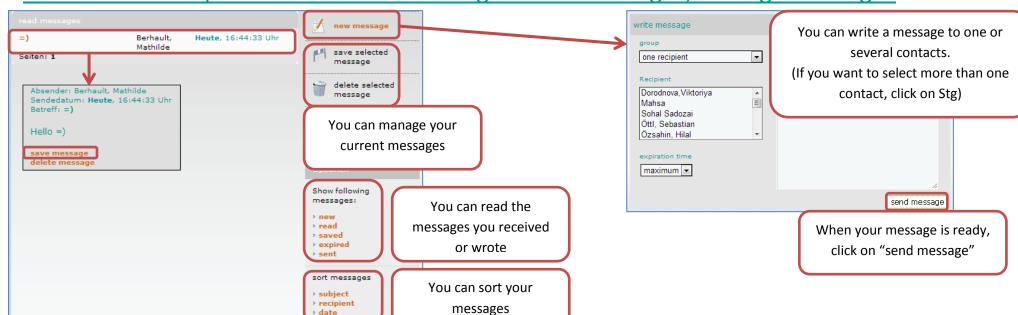


6. Communication | 6.2 Write instant messages: Answer

> date



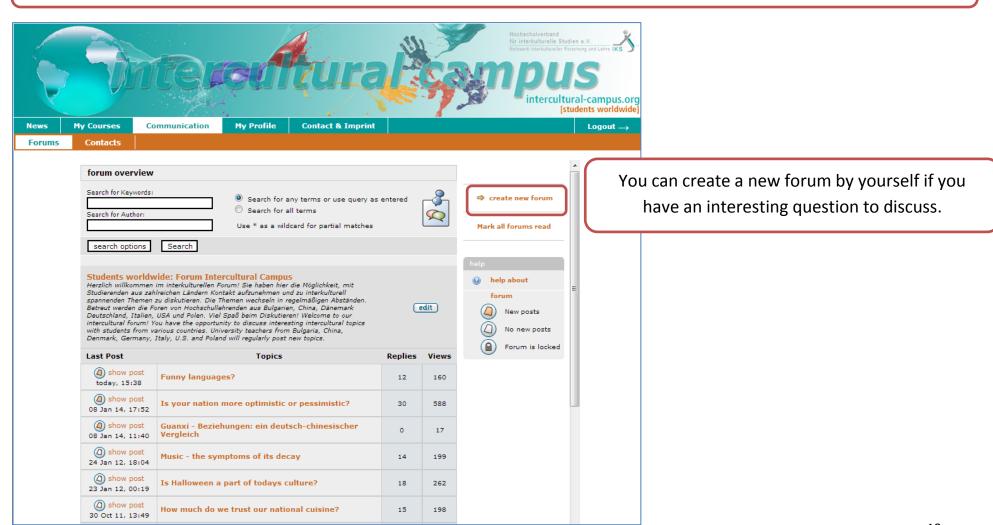
6. Communication | 6.2 Write instant messages: New messages, manage messages





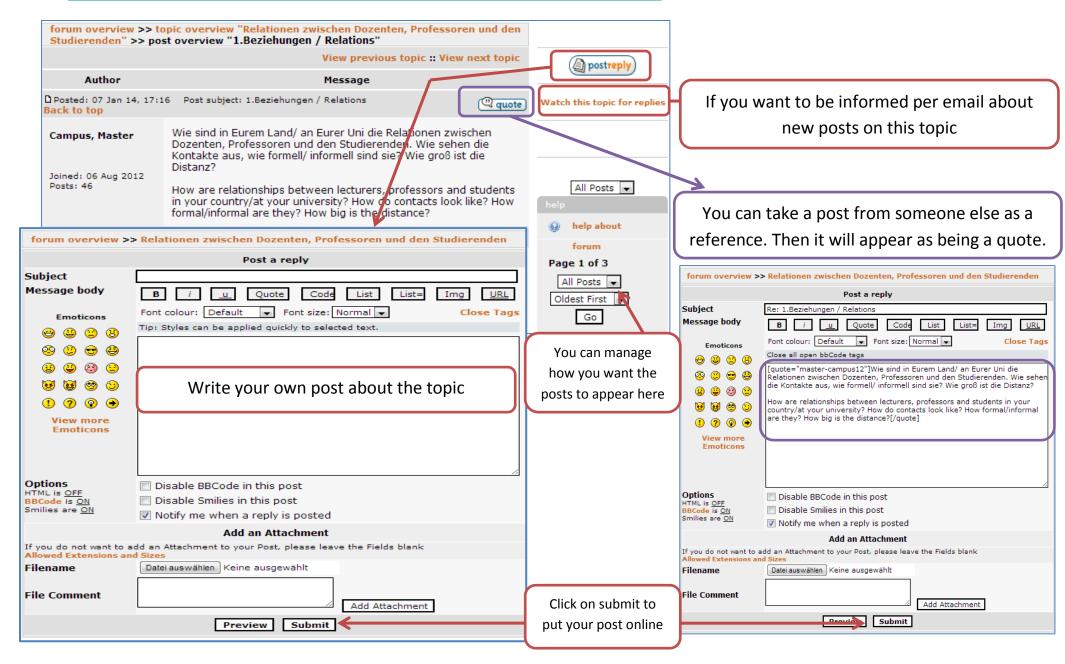
6. Communication | 6.3 Public Forums

In the public forums, you can discuss intercultural topics and talk about your own experiences with other participants.





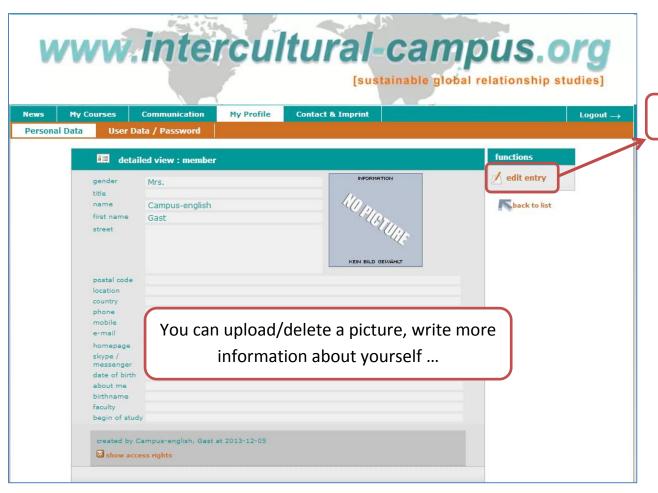
6. Communication | 6.3 Public Forums | Topics and Posts





7. My Profile | 7.1 Personal Data

You can create your "business card" with which you can identify yourself and so that other users can find you.



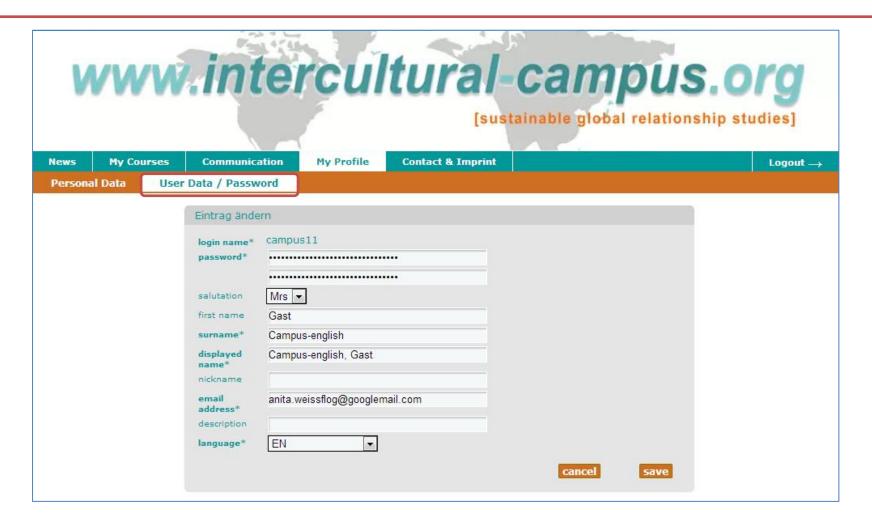
You can edit your profile and change its visibility

title name		
name		10-
	Campus-english	40/2/2
first name	Gast	(37)
street		NO PLOTORE
	•	KEIN BILD GEWÄHLT
		☆ *
postal code		
posta. 2002		
	:	
location		
	•	
	•	
country		
	•	
reated by Campus-english,	Gast at 2013-12-05	
basic advanced		
Who can see this entry?		
just me		
everybody in this ro	om	



7. My Profile | 7.2 User Data/Password

You can see and change your data and your password at any time under the menu "User Data/Password"



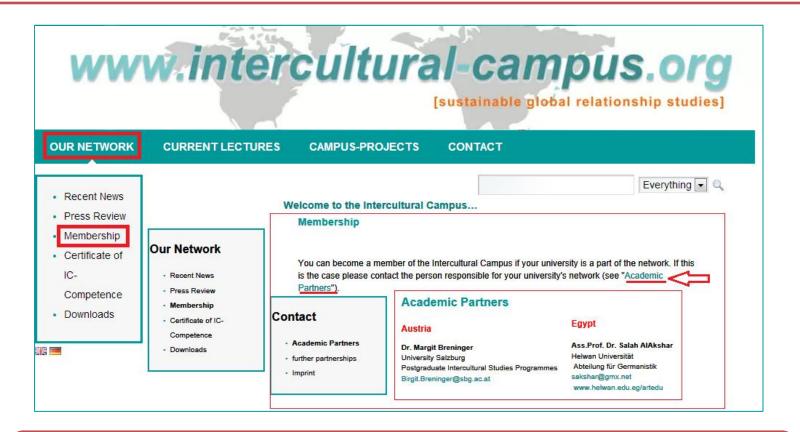


8. Membership

You would like to use the Intercultural Campus but you are not a student at the Friedrich-Schiller University Jena?

Please turn to the network-lecturer of your college.

You can find the list with all our academic partners on the campus homepage (cf. screenshot).



There is no academic partner at your college? Suggest a membership to the lecturers of your college/discipline! Your contact for a membership: anita.weissflog@uni-jena.de



9. Contacts and Imprint

If you have any suggestions or questions, you can write to the following contacts

Herausgeber Friedrich-Schiller-Universität Jena

Fachgebiet Interkulturelle Wirtschaftskommunikation/

Hochschulverband für Interkulturelle Studien

Prof. Jürgen Bolten Ernst-Abbe-Platz 8 07743 Jena

Kontakt Prof. Jürgen Bolten

Tel: +49/(0)3641-94437-1/-0 Fax: +49-(0)3641/944372

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Gestaltung und Administration Anita Ackermann

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E-Mail: anita.ackermann@uni-jena.de

Technische Realisierung und

Betrieb

Rechenzentrum der Friedrich-Schiller-Universität Jena

Dr. Ralf Kittner

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Portal Realisierung & Konzeption

metaVentis GmbH



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We hope you will enjoy studying on the intercultural-campus.org





10. Glossary – Part 1 | A-C

- Academic partners of the Intercultural Campus
- Access to a course
- Add a new forum
- Add personal data to my profile
- Add/Delete mini-applications on the dashboard
- Advanced search for contacts
- Answer to a message
- Authorisation for a course
- Business card
- Cancel a registration for a course
- Choose contacts to send a message
- Choose mini-applications
- Communication
- Contact request (send/accept)
- Contact the room administrator
- Contacts
- Contacts if any problem



10. Glossary – Part 2 | C-L

- Course room
- Courses
- Courses with direct access
- Dash board
- Delete a message
- Delete a picture
- Delete personal data
- Enter a course room
- Guest login
- <u>Imprint</u>
- Information about courses
- Instant messages
- <u>Intercultural activities</u>
- <u>Lectures timetable</u>
- Login from Friedolin (FSU Jena)
- Login from other colleges



10. Glossary – Part 3 | M-N

- Manage messages
- Manage personal data
- Membership
- Messages menu
- Mini-applications
- Move/Remove mini-applications
- My courses
- Network Lecturers/Academic partners
- News
- News from intercultural activities
- News from my courses
- News from the forums
- Notification about new posts on forums
- Number of participants in a course



10. Glossary – Part 4 | P-S

- Password
- Password for a course
- Password for the platform
- <u>Password forgotten Students at another college</u>
- Password forgotten Students at the Friedrich-Schiller University Jena
- Personalize my dash board
- Profile
- Public courses for everyone
- Public forums
- Read a message
- Refer to a post/Quote
- Register
- Register for a course
- Save a message
- Search for a course
- Search for news
- Search for contacts



10. Glossary – Part 5 | S-W

- Send a message
- Send the same message to various contacts
- Sort messages
- Sort mini-applications
- Sort news
- Sort posts from forums
- Status of a course
- Upload a picture
- <u>User name</u>
- User name (see and change)
- <u>Visibility of my data</u>
- Write a post on the forum