

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





Contents

1. [Registration](#)
2. [Login](#)
3. [Dash-board](#)
4. [News](#)
5. [Campus courses](#)
6. [Communication](#)
7. [My Profile](#)
8. [Membership](#)
9. [Contact and Imprint](#)
10. [Glossary](#)



1. Registration

www.intercultural-campus.org
[sustainable global relationship studies]

CAMPUS-HOCHSCHULE | https://metacoon1.rz.uni-jena.de/extern/php/registerform.php?ENT=VREG_ALUM&LAYOUT=LREG_ALUM&CID=1889&PHPSE...

metacoon1.rz.uni-jena.de/extern/php/registerform.php

Anmeldung / Registration

Mandatory fields are marked with an asterisk. Please fill in correctly.

Salutation* --- please select ---

title

login name* icc.

name*

birthname

first name*

date of birth YYYY-MM-DD (dd.mm.yyyy)

country*

ZIP code

location*

address

e-mail address*

home page

Skype / messenger

phone

mobile

educational institution

Subject of study

begin of study (dd.mm.yyyy)

cancel save

aktuelle Meldungen

Pressepiegel

Mitglied werden

Hochschulzertifikat

Downloads

Login Lernplattform

Name

Password

Forgot password? Login

Don't have an account? Please **register.**

>> Zum Benutzerhandbuch des internen Bereichs

Newsletter

>> Nr. 1 Januar 2014

>> Nr. 4 Juni 2013

Fill in the form and save

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

www.intercultural-campus.org
[sustainable global relationship studies]

OUR NETWORK CURRENT LECTURES CAMPUS-PROJECTS CONTACT

- Recent News
- Press Review
- Membership
- Certificate of IC-Competence
- Downloads

Everything

Welcome to the Intercultural Campus...

... the international university network created for intercultural learning; virtually, via e-learning, or 'in the flesh' as part of a student exchange. You have the possibility of studying at our international partner universities, of working transnationally on intercultural projects or may also visit the Virtual Classroom to participate in simulation games and discussions.

Currently, our university network consists of more than 30 universities from 17 countries with over 2,300 students from all over the world. You can find out more about these partners on our map.

Entry to the platform

Name

Password

Don't have a login yet? Please **register.**

You can log in here

Zoom auf Europa


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

Entry to the platform

Name

Password

[Forgot password?](#)

Don't have a login yet?
Please  **register.**

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. Login | 2.2 For students at the Friedrich-Schiller University Jena




Entry to the platform

Name

Password

[Forgot password?](#)

Don't have a login yet?
Please  **register.**

Use your URZ-login of the Friedrich-Schiller University Jena or Friedolin.

Don't use this option if you have an URZ-account of the FSU.
If you have any problems, please send an email to intercultural.campus@gmail.com



3. Dash board | 3.1 Overview

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



The dashboard features a navigation bar with 'News', 'My Courses', 'Communication', 'My Profile', 'Contact & Imprint', and 'Logout'. Below this is a sub-menu with 'Overview', 'News', and 'Help'. The main content area includes:

- add application** (button)
- My Rooms** (mini-application): Lists courses like 'Akademische Kulturen im Vergleich/ Comparison of academic cultures', 'Intercultural Campus 2.0', 'Online-Plenspiel/ Experimental Game "InterCulture 2.0"- Aufzeichnungen/recordings', 'Ringvorlesung: „Interkulturalität und Internationalisierung“ (Ringvorl.)', 'TH Wildau: Einführung in die interkulturelle Kommunikation', 'Theory of Intercultural Business Communication', 'Uni Saarland: Studienwegweiser Deutschland-Frankreich', and 'Vorträge & Interviews / Lectures & interviews'.
- Alumni Neuigkeiten** (mini-application): A list of news items with dates and titles, such as '17.05.2013 Interkulturelle Kompetenz: Mit Fremdheitssituationen umgehen lernen (Power-Point-Präsentation des Vortrags von Prof. Bolten im Kommunikationsmuseum Frankfurt/ M. am 16.5.13)'.
- Intercultural News** (mini-application): A list of news items, including 'Lehrbeauftragte für Deutsch als Fremdsprache im Rahmen der Summer School an der TU München gesucht - Bewerbungsfrist 23. Februar [Stang]', 'W2-Professur für Internationales/Interkulturelles Management an der FH Stralsund - Bewerbungsfrist 23. Februar [Stang]', and 'Ausschreibung: Fellowships am Kolleg Europa der Alfred Toepfer Stiftung F.V.S. im Studienjahr 2014/2015 [Stang]'.
- My Contacts** (mini-application): A form with 'Nickname' and 'Text' fields, and a 'search for contacts' button.
- New Messages** (mini-application): A notification that 'There are no new messages for you.' with 'manage messages' and 'write new message' buttons.
- Forum News** (mini-application): A notification about 'Students worldwide: Forum Intercultural Campus' with details on 'Guanxi - Beziehungen: ein deutsch-chinesischer Vergleich' and 'Relationen zwischen Dozenten, Professoren und den Studierenden'.

Overview of your current courses and those you already successfully completed

Personal contacts with other users (asked and confirmed)

Current news

New notes on the forums

News from the platform

News about intercultural activities, jobs and literature



3. Dash board | 3.2 Personalize

You can personalize your own dash board according to your preferences

Click here in order to add or delete applications on your dashboard

You can also delete an application from here

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

The screenshot shows the website header with the URL **www.intercultural-campus.org** and the tagline **[sustainable global relationship studies]**. The navigation menu includes **News**, **My Courses**, **Communication**, **My Profile**, **Contact & Imprint**, and **Logout**. Below the menu, the **News** section is active, displaying a search bar and a list of news entries.

Search Bar: A search input field with a **start search** button and an **advanced search** link.

Sorting Options: A dropdown menu with options for **headline**, **publication**, **author**, and **category**.

News Entries:

headline	publication	author	category
Interkulturelle Kompetenz: Mit Fremdheitssituationen umgehen lernen (Power-Point-Präsentation des Vortrags von Prof. Bolten im Kommunikationsmuseum Frankfurt/ M. am 16.5.13)	17.05.2013	Bolten, Jürgen	
"Was heißt eigentlich 'Willkommenskultur', 'Interkulturelle Öffnung', 'Diversity Management'? (Power-Point-Präsentation des Vortrags vom 14.5.2013 von Prof. Bolten in Erfurt)	14.05.2013	Bolten, Jürgen	

Each entry includes a description, a date, an author name, and an **open entry** button.

You can search for keywords

You can sort entries in order of various criteria



5. Campus courses | 5.1 My courses

www.intercultural-campus.org
[sustainable global relationship studies]

News | My Courses | Communication | My Profile | Contact & Imprint | Logout →

My Courses | Course Enrollment

room list

my active rooms

Akademische Kulturen im Vergleich/ Comparison of academic cultures	Intercultural Campus 2.0	Online-Plenspiel/ Experimental Game "InterCulture 2.0"- Aufzeichnungen/recordings
Ringvorlesung: „Interkulturalität und Internationalisierung“ (Ringvorl.)	TH Wildau: Einführung in die interkulturelle Kommunikation	Theory of Intercultural Business Communication
Uni Saarland: Studienwegweiser Deutschland- Frankreich	Vorträge & Interviews / Lectures & interviews	

new entries - overview

learning material pool (0)

There are no new entries available.

tasks (0)

Here you see the new entries
(learning material pool,
tasks...)

You have an overview of your current courses
for direct entering

You can also see the courses you already
completed in the archives



5. Campus courses | 5.2 Course Enrollment

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").

www.intercultural-campus.org
[sustainable global relationship studies]

News | My Courses | Communication | My Profile | Contact & Imprint | Logout →

My Courses | **Course Enrollment**

room list

Search in course/room information for: [] find
within period: do not restrict to any time periods []

IK-Studies: experimental games & practices / Planspiele & Übungen
Crisp-Planspiele 0 / ∞
SS 2015: Interculture 2.0 (U Jena / Adam-Mickiewicz-Universität Poznan/ TU Sofia/ FH Jena) 0 / ∞
Ü Ik Planspiel Interculture Live (Bolten et al, U Jena) 7 / ∞
Ü Interculture 2.0 (U Jena - Syddansk U/ Bankhochschule Poznan/ TU Sofia/ FH Jena) 32 / ∞
Ü Interculture 2.0 (U Jena - Urbino/ Bankhochschule Poznan/ Wirtschaftshochschule Warszawa/ HAW Hamburg) 23 / ∞
WS 2014/15: Interculture 2.0 (U Jena - Syddansk U/ Adam-Mickiewicz-Universität Poznan/ TU Sofia/ FH Jena) 5 / ∞

IK-Studies: professional transfer / fachlicher Transfer
IK-Studies: theories / Theorien 0 (+3) / ∞

Lernmodul Taipeh
S Intercultural communicative competence (Montiel, Karlshochschule Karlsruhe) enroll
8 0/∞ []
SL American Cultures (陳泰器; Fu Jen U Taipeh) 3 / ∞
SL InterKomp KMU 2.0 Einführung in die ik Kommunikation (Scholl et al., TH Wildau) 28 / ∞
SL Theorie IWK (Bolten et al., U Jena) 3 / ∞
SL Theory of Intercultural Business Communication (Bolten et al., U Jena) enter room
8 0/10 []
V Einführung in die Interkulturelle Wirtschaftskommunikation (Bolten, U Jena) 160 (+77) / ∞
V Grundlagen der Interkulturellen Wirtschaftskommunikation (Bolten, U Jena) 55 (+6) / ∞
V Grundlagen IWK: Nuggets 3 / ∞
V Kulturanthropologie enroll
8 0/∞ []
V Werbegeschichte als Kulturgeschichte (live) 67 (+13) / ∞

Networking & Projects / Netzwerkräume & Projekte

Register for a public room
(no authorisation required)

Register for a room which requires an
access key (you will get the key by
the seminar leader)

Register for a room which requires an
authorisation by the room
administrator



6. Communication | 6.1 My contacts

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

DASH BOARD

My Contacts

Nickname	Text
Berhault, Mathilde	
Weißflog, Anita	

[search for contacts](#)

Contact request accepted

Contact request waiting to be accepted

COMMUNICATION

enhanced search

title

first name

street

postal code

lists / search : member

search : [start search](#) [stop search](#)

[advanced search](#)

name :

name	first name	location	country
	Campus, Student		
	Campus, Dozent		
	Campus, Master		

Click here if you want to come back to the overview of all users

Send a contact request

Do you want to add Weißflog, Anita to your contact list?
Please grant me permission to add you to my contact list.

[cancel](#) [send contact request](#)

Write an instant message

cf. chapter 6.2



6. Communication | 6.2 Write instant messages: Answer

You can directly answer to the messages you just received

New Messages

Berhault, Mathilde 2014-01-27 16:44:33

=)

https://metacoon1.rz.uni-jena.de/modules/instant_msg/im_popup.p

manage messages write new message

from Berhault, Mathilde, Heute, 16:44:33 Uhr

subject: =)

message: Hello =)

delete message save messages

write message

group: one recipient subject: RE: =)

Recipient: Bergmann, Uta; Bergmeir, Franziska; Bergner, Beatrice; Berhane, Wintana; **Berhault, Mathilde**

expiration time: maximum

send message

Access to your messages menu

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

read messages

=) Berhault, Mathilde Heute, 16:44:33 Uhr

Seiten: 1

Absender: Berhault, Mathilde
Sendedatum: Heute, 16:44:33 Uhr
Betreff: =)

Hello =)

save message delete message

new message

save selected message

delete selected message

Show following messages:

- > new
- > read
- > saved
- > expired
- > sent

sort messages

- > subject
- > recipient
- > date

You can manage your current messages

You can read the messages you received or wrote

You can sort your messages

write message

group: one recipient

Recipient: Dorodnova, Viktoriya; Mahsa; Sohal Sadozai; Öttl, Sebastian; Özshahin, Hilal

expiration time: maximum

send message

You can write a message to one or several contacts. (If you want to select more than one contact, click on Stg)

When your message is ready, click on "send message"



6. Communication | 6.3 Public Forums

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

The screenshot shows the 'forum overview' page of the Intercultural Campus website. At the top, there is a navigation menu with 'Forums' and 'Contacts' highlighted. Below the navigation, there is a search bar with fields for 'Search for Keywords:' and 'Search for Author:', and a 'Search' button. To the right of the search bar, there are radio buttons for 'Search for any terms or use query as entered' (selected) and 'Search for all terms', along with a note 'Use * as a wildcard for partial matches'. A 'create new forum' button is highlighted with a red box. Below the search bar, there is a section titled 'Students worldwide: Forum Intercultural Campus' with a brief description and an 'edit' button. A table of forum topics is displayed, with columns for 'Last Post', 'Topics', 'Replies', and 'Views'.

Last Post	Topics	Replies	Views
show post today, 15:38	Funny languages?	12	160
show post 08 Jan 14, 17:52	Is your nation more optimistic or pessimistic?	30	588
show post 08 Jan 14, 11:40	Guanxi - Beziehungen: ein deutsch-chinesischer Vergleich	0	17
show post 24 Jan 12, 18:04	Music - the symptoms of its decay	14	199
show post 23 Jan 12, 00:19	Is Halloween a part of todays culture?	18	262
show post 30 Oct 11, 13:49	How much do we trust our national cuisine?	15	198

You can create a new forum by yourself if you have an interesting question to discuss.



6. Communication | 6.3 Public Forums | Topics and Posts

The image shows a forum interface with several annotated sections:

- Topic Overview:** Shows a forum overview with a breadcrumb trail: "forum overview >> topic overview 'Relationen zwischen Dozenten, Professoren und den Studierenden' >> post overview '1.Beziehungen / Relations'". It includes a "View previous topic :: View next topic" link and a "postreply" button.
- Post Content:** A post by "Campus, Master" with the subject "1.Beziehungen / Relations". The message body contains the text: "Wie sind in Eurem Land/ an Eurer Uni die Relationen zwischen Dozenten, Professoren und den Studierenden. Wie sehen die Kontakte aus, wie formell/ informell sind sie? Wie groß ist die Distanz? How are relationships between lecturers, professors and students in your country/at your university? How do contacts look like? How formal/informal are they? How big is the distance?". A "quote" button is annotated with a callout: "You can take a post from someone else as a reference. Then it will appear as being a quote."
- Post Management:** A "Watch this topic for replies" button is annotated with a callout: "If you want to be informed per email about new posts on this topic". Below it, a "Post a reply" section shows sorting options: "All Posts", "Oldest First", and "Go". A callout states: "You can manage how you want the posts to appear here".
- Post Creation:** A "Post a reply" form is shown with fields for "Subject" and "Message body". The message body contains a quoted post: "[quote="master-campus12"]Wie sind in Eurem Land/ an Eurer Uni die Relationen zwischen Dozenten, Professoren und den Studierenden. Wie sehen die Kontakte aus, wie formell/ informell sind sie? Wie groß ist die Distanz? How are relationships between lecturers, professors and students in your country/at your university? How do contacts look like? How formal/informal are they? How big is the distance?[/quote]". A callout says: "Write your own post about the topic".
- Submission:** The bottom of the form includes "Options" (HTML is OFF, BBCode is ON, Smilies are ON), "Add an Attachment" section, and "Preview" and "Submit" buttons. A callout says: "Click on submit to put your post online".



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.

www.intercultural-campus.org
[sustainable global relationship studies]

News My Courses Communication My Profile Contact & Imprint Logout →

Personal Data User Data / Password

detailed view : member

gender Mrs.
title
name Campus-english
first name Gast
street
postal code
location
country
phone
mobile
e-mail
homepage
skype / messenger
date of birth
about me
birthname
faculty
begin of study

INFORMATION
NO PICTURE
KEIN BILD GEWÄHLT

functions
edit entry
back to list

created by Campus-english, Gast at 2013-12-05
show access rights

You can upload/delete a picture, write more information about yourself ...

You can edit your profile and change its visibility

edit form : member

gender Mrs.
title
name Campus-english
first name Gast
street
postal code
location
country

INFORMATION
NO PICTURE
KEIN BILD GEWÄHLT

cancel save

created by Campus-english, Gast at 2013-12-05

basic advanced

Who can see this entry?
 just me
 everybody in this room



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”

www.intercultural-campus.org
[sustainable global relationship studies]

News | My Courses | Communication | **My Profile** | Contact & Imprint | Logout →

Personal Data | **User Data / Password**

Eintrag ändern

login name* campus11

password* [masked]

salutation Mrs

first name Gast

surname* Campus-english

displayed name* Campus-english, Gast

nickname

email address* anita.weissflog@googlemail.com

description

language* EN

cancel save



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).

The screenshot shows the website www.intercultural-campus.org with the tagline "[sustainable global relationship studies]". The navigation menu includes "OUR NETWORK", "CURRENT LECTURES", "CAMPUS-PROJECTS", and "CONTACT". The "OUR NETWORK" menu is expanded, showing options like "Recent News", "Press Review", "Membership", "Certificate of IC-Competence", and "Downloads". The "Membership" section is highlighted, containing the text: "Welcome to the Intercultural Campus... Membership. You can become a member of the Intercultural Campus if your university is a part of the network. If this is the case please contact the person responsible for your university's network (see "[Academic Partners](#)")." A red arrow points to the "Academic Partners" link. Below this, the "Academic Partners" section lists contacts for Austria (Dr. Margit Breninger, University Salzburg) and Egypt (Ass.Prof. Dr. Salah AlAkshar, Helwan University).

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 E-Mail: juergen.bolten@uni-jena.de
Gestaltung und Administration	Anita Ackermann Tel: +49-(0)3641/944378 Fax: +49-(0)3641/944372 Mobile: +49-(0)173 6493694 E-Mail: anita.ackermann@uni-jena.de
Technische Realisierung und Betrieb	Rechenzentrum der Friedrich-Schiller-Universität Jena Dr. Ralf Kittner Tel: +49-(0)3641/940569 Fax: +49-(0)3641/940669 E-Mail: ralf.kittner@uni-jena.de
Portal Realisierung & Konzeption metaVentis GmbH	

www.intercultural-campus.org

[sustainable global relationship studies]

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](#)
- [Imprint](#)
- [Information about courses](#)
- [Instant messages](#)
- [Intercultural activities](#)
- [Lectures timetable](#)
- [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](#)
- [Password forgotten – Students at another college](#)
- [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](#)
- [User name](#)
- [User name \(see and change\)](#)
- [Visibility of my data](#)
- [Write a post on the forum](#)