Hochschule Bonn-Rhein-Sieg
University of Applied Sciences

Hochschul- und Kreisbibliothek Bonn-Rhein-Sieg

LET'S GET DIGITAL!

HANDOUT ON DIGITAL CONTINUING EDUCATION AT H-BRS

Dear university staff and students,

Knowledge is the best answer! Use the work time you have in your home office as an additional opportunity to **further your education**. This is your chance to look at and work through **current specialised literature** in your subject. Perhaps it's time to get to grips with a **new sphere of activity** and you have long wanted to refresh your **knowledge of Excel**? And what about the **foreign language** you've been wanting to learn for ages but somehow never managed to find the time for? Take the opportunity to tackle the **continuing education projects** you've been putting off. Let us show you which digital resources are available to you free of charge through licensed access.

The next few pages contain a **selection** of **self-directed learning materials** which you may find interesting.

You are welcome to contact us with any questions you may have about the resources listed here! You can reach us by e-mail and phone while the university is closed. You will find our contact information on the last page.

Your library team

Have you heard of **Rosetta Stone**, the language course with a difference? The library offers you free access depending on your current level of knowledge. This language learning solution focuses on **speaking** and **pronunciation**; you pick up vocabulary as you go along.

Rosetta Stone Language Lessons

If you want to get started on a new language, it is better to choose the Language Lessons, which enable you to learn a language right from the start and progressively increase your level of knowledge. With the help of pronunciation exercises, audio clips, images and texts, you will not only practise reading and writing the language but also learn to speak and understand it. Besides learning at home, there is an app which enables you to use this resource when you are out and about.

Rosetta Stone Advantage

If you already have some experience with the foreign language you want to learn or you want to get started with more challenging learning material, the best choice is Rosetta Stone Advantage. Along with pronunciation exercises, audio clips, images and texts to help you learn the language, this resource also contains extensive materials that will enable you to use the language for business purposes.

Rosetta Stone Advantage (levels A1 – C1) allows you to choose between the following languages: English (+ British English), French, Italian, German, Spanish (+ Latin American), Chinese (Mandarin)

You can access Rosetta Stone Advantage through LEA. Please contact the library's e-learning team if you don't have a LEA account.

Tip:
The **eCollege** area of the LEA learning platform contains further information on how you can improve your knowledge of foreign languages.

Digital continuing education

Personalised continuing education at your own pace whenever and wherever you want! This opportunity is offered by the online learning resources provided by LinkedIn Learning. **Register for free**

- You can expand your current **knowledge of Word, Excel** and many other programmes quickly and easily with the help of video tutorials. Enter the name of the relevant software as a search term in the **LinkedIn Learning** portal's search field and select a suitable learning option.

- Do you already work with **Confluence**? This tool supports knowledge transfer and is already used in various departments at the university. German-language video tutorials on using this resource are also available on **LinkedIn Learning**.

- You can also **organise your knowledge** using programmes such as Citavi, Mendeley and many others. Staff and students at Hochschule Bonn-Rhein-Sieg have free access to **Citavi** . The **video tutorials** provided will help you familiarise yourself quickly with all the functions this tool has to offer.

- How do I create a **screencast**, and how do I edit content for presentation on **Instagram**? What do I understand by **agile project management**? The applications and many ways in which it can be used are demonstrated in numerous videos. Take a look at the **Business, Technology** and **Creative** rubrics at **LinkedIn Learning**.

- Have you heard of the **innovation method** "Design Thinking"? Design Thinking helps you and your team find user-oriented solutions. Find out about the functions and strengths of this tool by listening to the **HPI podcast**. Numerous video tutorials on this tool are also available at **LinkedIn Learning**.

Next we will show you a few other ways in which you can use the time at home to increase your personal knowledge.

- We have compiled a list of frequently asked questions and answers on the subject of **copyright** and made it available on LEA: **Copyright – questions and answers**. The most important questions are also available **in English**. Here you will also find the presentations accompanying our copyright information sessions along with an extensive collection of links on this topic. Please feel free to contact us if you have any other questions or information. If you want to contact us by e-mail, the best way to reach us is at **e-learning@h-brs.de**.

- During the course of your work, do you sometimes need to search for suitable **image material for presentations**, lectures or other internal purposes? The **Colourbox image database** has been licensed with this in mind. The university intranet contains extensive information about this resource. You can browse the **image database** after you have registered.

- Would you like to find out how and where you can find **relevant literature** on an **information problem**? The library offers a self-directed learning course which provides useful information, hints and tips on **searching for literature**.

- What is a MOOC? A MOOC is a free **online course** which is available to anyone. The online platform **Open Course World** is offered by Information Multimedia Communication AG in cooperation with Saarland University. Certificates can be issued if required.

Tip:
The **German Education Service** provides learning resources for children of elementary school age and upward. This portal will be providing digital education services while the schools are closed.

Where can I find the latest specialised knowledge?

- The **library catalogue** contains information on **books, journals, audiovisual content** and **e-learning tutorials** purchased by the library. In the "Advanced Search" tab, you can enter "online" under "Media Type" to narrow your search to electronic materials.
- **Literature databases** contain important subject-specific information such as **articles in academic journals**, conference proceedings and press materials on specific topics.
- **Video tutorials** are available at **LinkedIn Learning**. The range of topics covered by the video tutorials is constantly being expanded and currently consists of practical knowledge and expert tips for creative users, photographers, software developers, office users, IT staff and technical professions. Before you can use this resource, you are required to register with LinkedIn, a one-off process that is free of charge. Please take note of the relevant information on our **website.**
- The library's **publication server** contains information on up to 5,000 publications that originated at Hochschule Bonn-Rhein-Sieg University of Applied Sciences. If you limit your search query to full texts, your search will return the full texts of interdisciplinary publications.
- You can borrow a wide range of digital media from **Rhein-Sieg-Onleihe**. This service is available to all library users. Please take note of the information on our **website**.

Tip:
Have you heard of the **Deutsche Digitale Bibliothek** (German Digital Library)? This institution is the central portal for culture and knowledge. It makes the federal government's cultural heritage accessible through the internet.
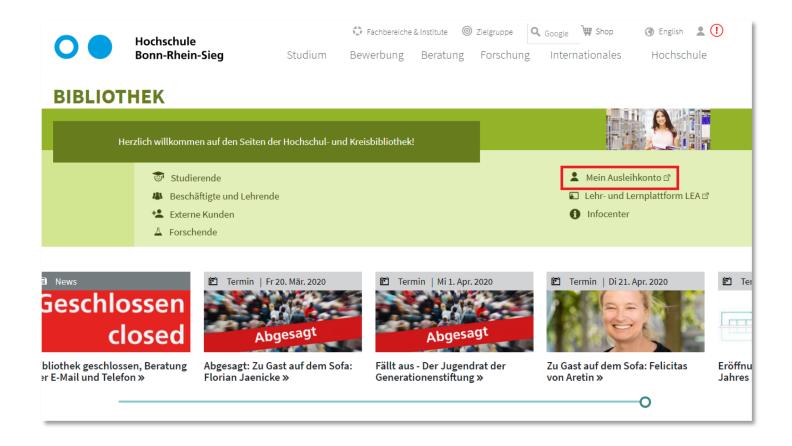
Most of our electronic resources can only be accessed through the university's own network. If you wish to use our electronic services from your own home, you will have to set up remote access.

You can do this quickly and easily. You will find detailed **instructions on setting up remote access** here.

If your remote access is correctly configured and you click on licensed content, a pop-up will appear. Enter your **user number** and **password** into this pop-up. You will find your number on the back of your ID card.

If you have forgotten your **password**, you can reset it on our website. ("My Borrower Account" > "Forgot your password?")

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

Please feel free to contact us!

Central e-mail address:

bibliothek@h-brs.de

Central page with contacts:

The library's specialised info team

Further information on research is provided in the **E-Library** handout.