

# LEA Update 2023

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LEA 7 - Lernen und Arbeiten online

Dashboard

**Favourites**

Courses

- Kurs - SoSe 2023**  
Registration: No Registration Possible  
Period of Event: 01. Apr 2023, 00:00 - 31. Oct 2023, 00:00
- Kurs 2 - SoSe 2023**  
Registration: No Registration Possible

**Recommended Content**

- First time using LEA?**  
Please find here all important information and tips for a successful start.

**Calendar**

- Kurs - SoSe 2023 (Course starts)**  
01. Apr 2023, 00:00
- Kurs - SoSe 2023 (Course ends)**  
31. Oct 2023, 00:00
- Teamabgabe (Deadline)**  
20. Dec 2023, 19:00

**Mail**

- Status in Kurs "Kurs 2 - SoSe 2023"**  
26. Jan 2023
- Status in Kurs "Kurs - SoSe 2023"**  
26. Jan 2023

# General information

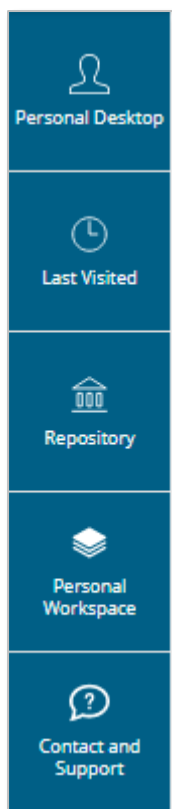
## The new interface of LEA

LEA was adapted to modern web designs. The login page and navigation have been redesigned. At the top of the **header** you will usually find three icons:

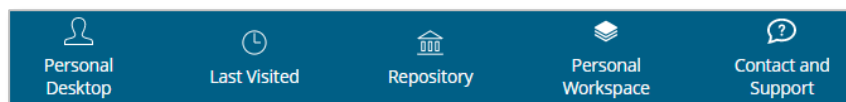
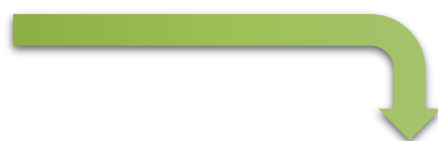


- 1) The bell (1) symbolizes the new message center and shows whether there are notifications (e.g. new e-mails or completed background tasks (e.g. the creation of extensive download packages)). However, it only appears if there are new unread notifications.
- 2) Use the magnifying glass (2) to search the repository.
- 3) Use the round icon (3) with the initials or your profile picture to access your profile, settings or to log out of LEA.

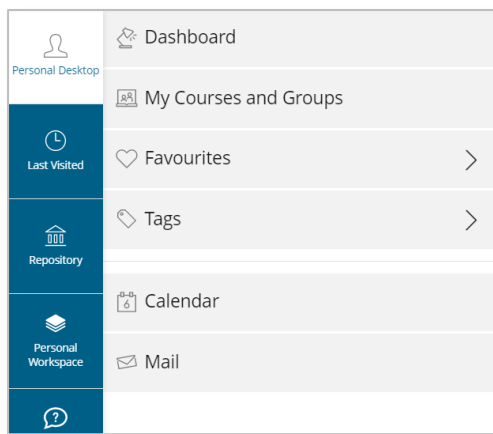
## The new navigation bar



You will now find the **main navigation bar on the left side of the screen** (at the very bottom on mobile devices). As soon as you click on one of the tiles, another column, a so-called slate, opens with the respective suboptions. The slate unfolds to the right and shows the different navigation elements, content, functions or tools. It's best to click through all the tiles once to see what you can find where.



View on mobile devices



In the "**Personal Desktop**" slate you will find the "**Dashboard**" (formerly the overview and still the start page in LEA after you have logged in; see below for more information), the area of your courses and groups ("My Courses and Groups"), an access to your favourites, your tags, as well as the calendar and the LEA-internal messages.

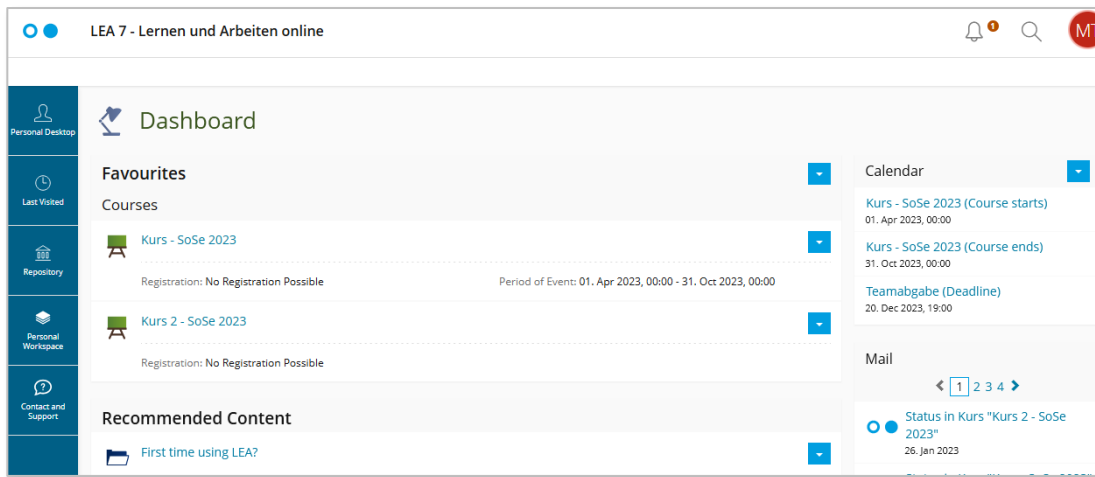
"**Last visited**" provides you with access to the last ten items you visited. Via "**Repository**" you can go to the home folder of the repository containing all learning content on LEA, or access directly selected folders e.g. the department folders. You can also find the tree view here. In the "**Personal Workspace**" you will find the "Personal resources" area for storing your own files, your portfolios, and your comments and notes. You can also access your badges from here. The last tile "**Contact and Support**" will take you to our contact information and support material.

## The Dashboard

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The Dashboard gives you quick access to your most important items and functions. It is no longer possible to deactivate or move individual elements. In the main area you will find all items that you have marked as **favourites**. Below the favourites, recommended content for you is displayed. On the right side you will find the calendar as well as an overview of your incoming **LEA-internal messages**.

At the launch of the new platform, your Personal Desktop overview has been converted to Favourites on the new dashboard. All courses and groups that were previously displayed in the overview under "Selected items" are now on your dashboard as favourites - but not new courses that you are added to after the update! These will still be listed under "My courses and groups" and have to be added to favourites manually.



## Abandoned feature: Bookmarks

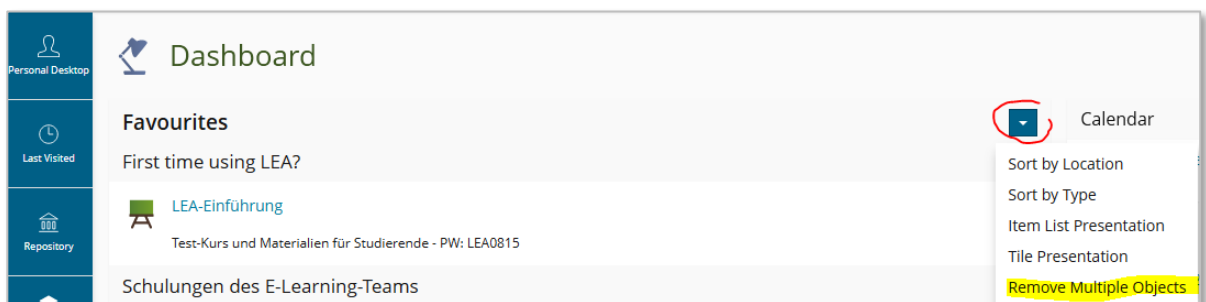
If you were using the LEA bookmarks, please note that this feature was abandoned and your existing bookmarks are not available anymore.

## Keep your dashboard up to date

Mark only your current courses or groups and the most important LEA items as favourites. This way you have a tidy dashboard and always find directly the courses you need for the semester



### Removal of old courses

To remove old courses from favourites, click the arrow menu (▼) above favourites on the right side of the dashboard and select "Remove Multiple Objects". Then select the courses you want to remove and click the "remove" button at the very top or very bottom.




### Adding new courses

To add new LEA courses to your favourites, go to "Personal Desktop" and click on "My Courses and Groups". Then click on the arrow menu (▼) next to the current course and select the option "Add to Favourites".

 **Kurs 2 - SoSe 2023** 

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Registration: No Registration Possible

 **Kurs LEA NEU**

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Status: Offline Registration: No Registration Possible

- Unsubscribe from Course
- Open as webfolder
- Info
- Add to Favourites**

## Important: Enter „Period of Event” for courses

In order to help students - but also yourself - to find your current courses faster, we would be pleased if you add the **period of event** in the settings of your courses.

This period has **no effect on the visibility of the course** (which is set further down under "Availability"), but is purely informative. However, it has the advantage that you can sort by this period in the "My Courses and Groups" section.

Content Info **Settings** Members Learning Progress Metadata Export Unsubscribe from Course ... ▾

[Course Settings](#) [Course Information](#) [Preconditions](#) [Start Objects](#) [Membership Limitations](#) [Multilingualism](#)

### Edit Course

[Save](#) [Cancel](#)

Title \*

Description

Period of Event  Without Time Indication

Start End

Information about the start and end date of the event, which is supported by the course


### Sort courses by start date

To sort the courses by start date, open the "My Courses and Groups" entry from the "Personal Desktop" area and select the "Sort by Start Date" option there using the arrow menu (▾). This way, you and your students can then very quickly and easily find their new courses and subsequently mark them as favourites, for example.

## My Courses and Groups

### Memberships

Upcoming

 **Kurs - SoSe 2023**

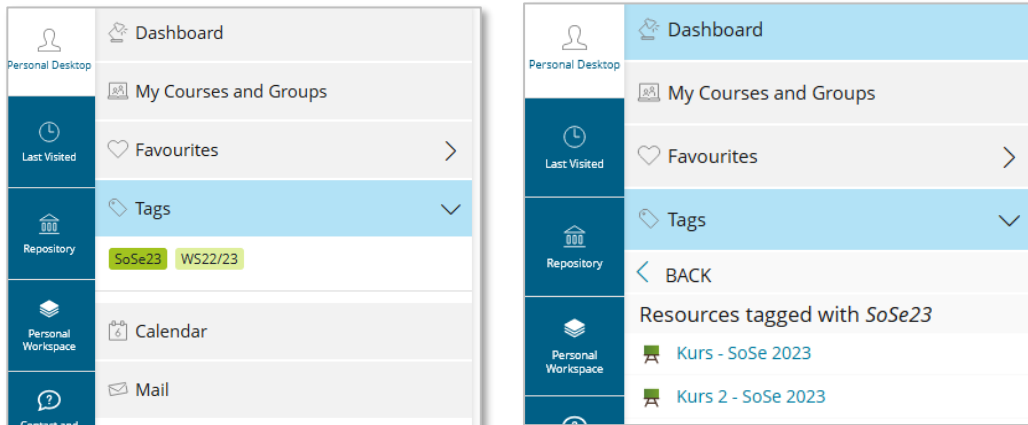
Registration: No Registration Possible Period of Event: 01. Apr 2023, 00:00 - 31. Apr 2023, 23:59

Not Dated

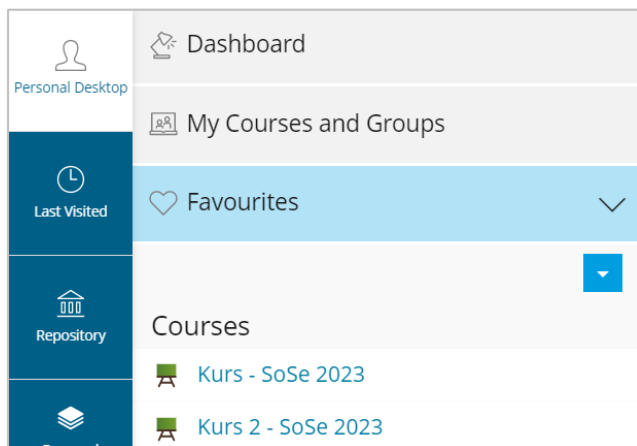
- Sort by Location
- Sort by Type
- Sort by Start Date**
- Item List Presentation
- Tile Presentation
- Unsubscribe Multiple

## Quick access: favourites and tags

With **Favourites** and **Tags** you can mark any LEA item. The difference between the two functions is that with tags you can group LEA items. This allows you to bundle tasks or LEA items that are important. In the slate, you will see a list with all your tag terms. When you click on one tag, the slate expands and all the items that you have tagged with the term appear. The items in the slate are clickable, so that you immediately get to the respective item.



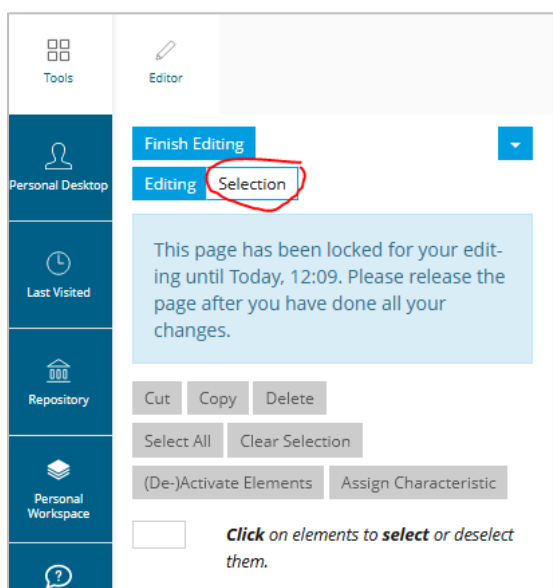
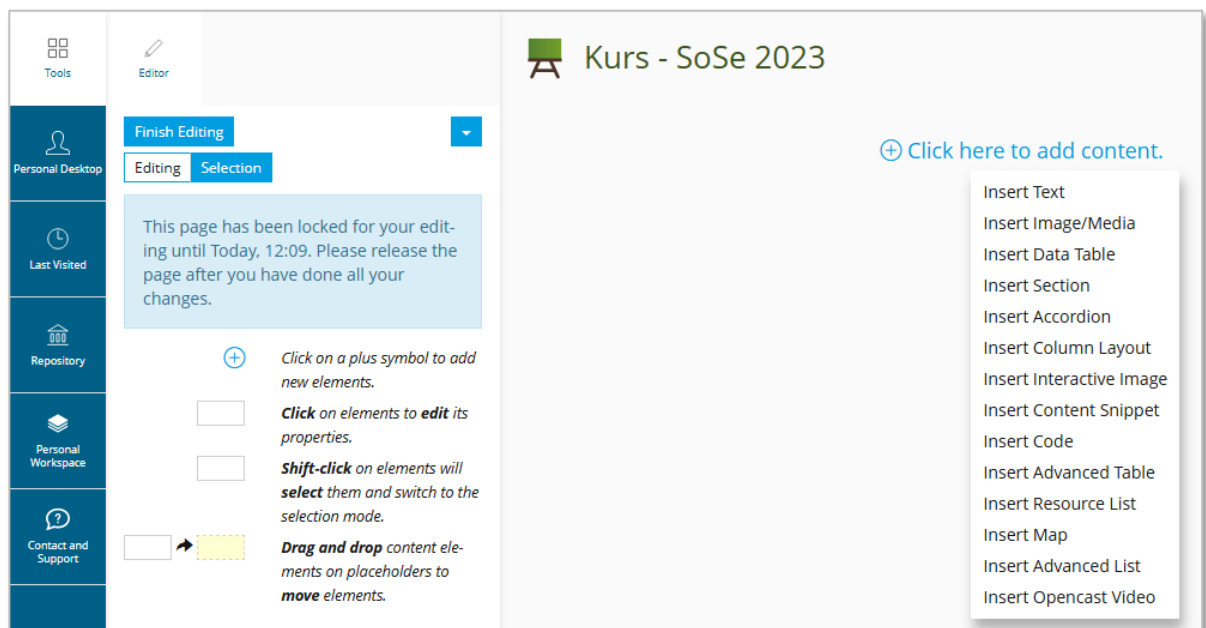
**Favourites** are not only listed in the Dashboard, but can also be accessed directly via a slate: click on the "Personal Desktop" tile in the navigation menu and select the "Favourites" entry there.



# Page editor

## The new ILIAS page editor – General information

There are many changes in the page editor. The page editor now finally has an **auto-save function**. Every thirty seconds LEA automatically saves the changes in the background. A slightly bigger change is the **new sorting** and especially the **splitting of the editor** in two. Most editor functions have been placed in a slate on the left side. On the right side you can insert page elements like text fields, images or videos, tabs, tables or lists. In the editor slate you can find a tutorial text.



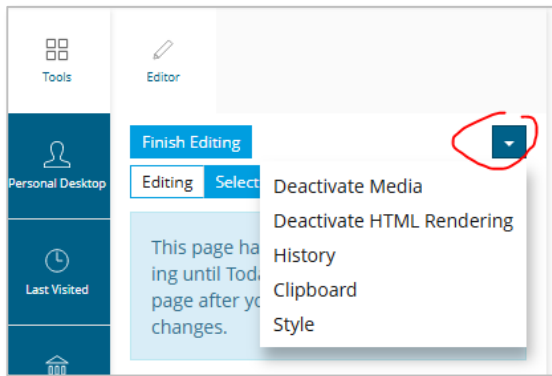
Via buttons you have the possibility to switch between the editing and the selection mode. Due to the desire to make the interface more streamlined, more functions have been hidden. For example, you will now find the options to cut, copy, delete, deactivate or format page elements under the "**Selection**" button. You can also click "Select All" to select all page elements, e.g. to delete them all at once. But be careful: unfortunately, there is still no "back button"! Once deleted items can only be restored via the rollback in the history which is now located in the arrow menu

(▼).

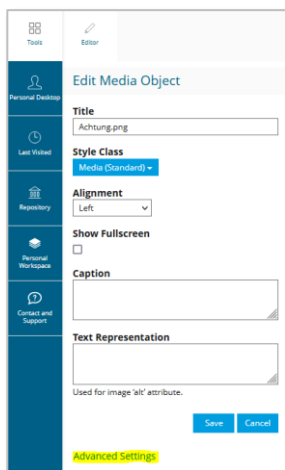




You can return to the presentation view via "Finish Editing". You can use the arrow menu in the slate (▼ at the top right next to "Finish Editing") to call up the clipboards and the style editor or to deactivate media.



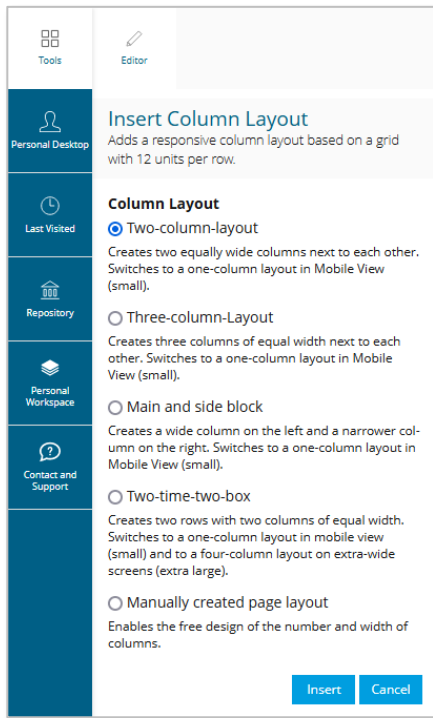
There are also some changes when inserting media. For example, if you want to insert a link for an image, click on the image and you will find this and other options at the end of the left slate under "Advanced settings".



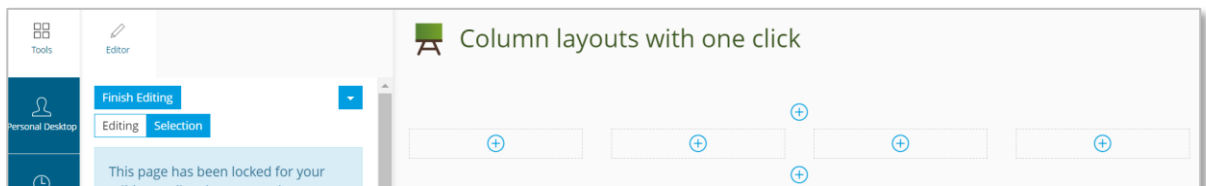
Another small hint: If you select the options Right/Left floating under "Alignment", the changes will only be visible after saving.

## Column layouts with one click

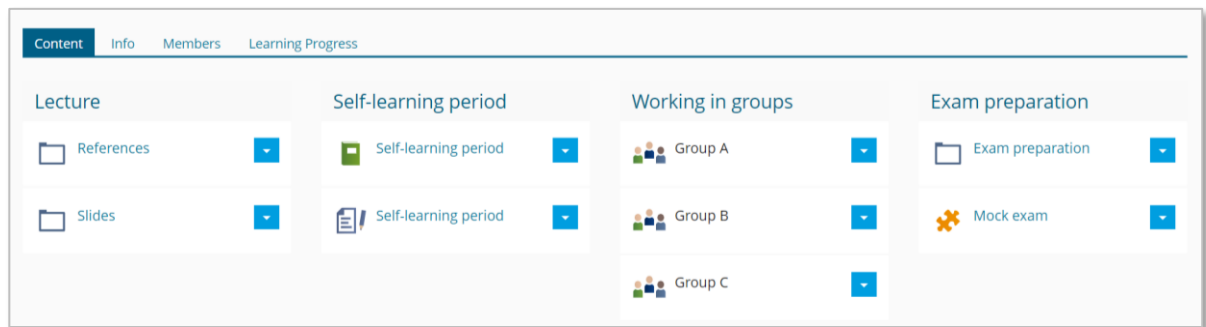
Until now you always had to create the column layout manually. In addition to the manual option, you can now choose from four pre-defined column layouts. You can create these columns with just one click. You can choose between two, three or four columns ("two-time-two-box") of the same size, as well as a two-column layout with a large column on the left and a small side block on the right ("main and side block").



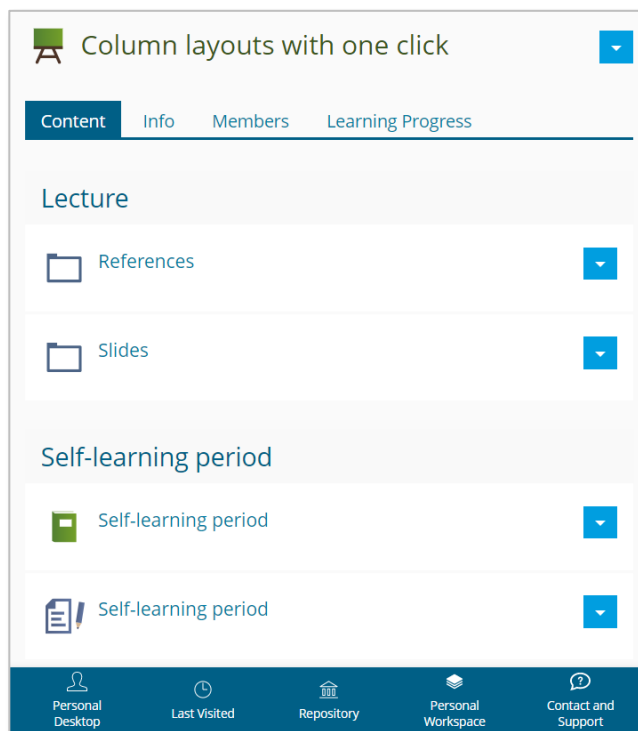
Here using the example of a "two-time-two box" with item groups inserted into the columns via resource lists:



## View on large screens:



## View on mobile devices:



## In the page editor: short cuts for paragraphs

Pressing the Enter key in text mode now creates a new paragraph. If only a line break is to be created, this can be done with the key combination Shift+Enter. The behavior of the editor is thus adapted to other systems, such as MS Word and Libre Office. This should reduce clicks and page loads. Content can now be created faster, making work feel much smoother.

# Notifications

## Prefix for subject line in e-mails

Courses and groups have a prefix for the email subject that is sent externally to members, so the subject line tells you at a glance which course or group it is. Members can classify each message directly based on the subject line.

*Example:*

*In your course, fill in an email subject prefix, e.g. the course title, in the 'Settings' 'Course settings' tab under 'Additional features'. From now on, members will see this prefix in the subject of all emails from the course as an element in square brackets that appear before the actual, specific subject.*

Use the booking pools to book resources.

**Mail Subject Prefix**

Enter a short text that is added to the subject line of external mails send to members to make identifying these mails easier.

Show Members

# Booking Pool

## Preferences

You can now work with preferences in a booking pool. This is particularly suitable for assigning seminar topics. For example, you offer ten topics to choose from and specify that your students may indicate three preferences by a certain date.

Edit Booking Pool Save

Title \*

Description

Online

Type \*

- Fixed Schedule  
This type can be used for rooms, video projectors and such.
- No Schedule, Direct Booking  
This type can be used for seminar papers, seminar places and such. Participants can book items directly.
- No Schedule, Using Preferences  
This type can be used for seminar papers, seminar places and such. Participants will indicate their preferences. Items will be assigned automatically after the preferences deadline.

Number of Preferences \*   
Number of preferences each participant can indicate.

Deadline \*

When the deadline is reached, an algorithm assigns the topics according to the stated preferences, according to the motto "The greatest happiness for the greatest number".

# Data Collection

Since there have been extensive changes to the data collection, **we recommend to newly set up your data collections**. This will prevent any problems that may occur as a result of the migration, particularly with the Media Object and File Upload field types.

## Customization visibility / editability changed

In the data collection, the field management has been revised. The customization of the visibility and editability of a field is now set individually under Views in the **"Entry creation"** and **"Entry editing"** areas. In the **"Overview"** area, it is possible to specify which fields are available in the filter.

The screenshot shows the 'View Settings' configuration page. The title is 'Standard Views'. The description field is empty. Under 'Roles', the following are checked: Administrator, User, Guest, Anonymous, and Dozent/Mitarbeiter. On the right, the 'View Configuration' section shows 'View Settings' as the active view (indicated by a checkmark), while 'Entry Creation', 'Entry Editing', 'Overview', and 'Single' are disabled (indicated by an 'x' in a circle).

## Default values for individual field types

For individual field types such as text entry or boolean, default values can now be specified in the "Views" → "Entry creation" area.

The screenshot shows the 'Fieldspecific Settings' page in the 'Entry Creation' area. It features a table with columns for 'Field Title', 'Field Access', and 'Default Value'. The 'Default Value' column is highlighted in yellow.

Field Title	Field Access	Default Value
Text entry	<input checked="" type="radio"/> Visible <input type="radio"/> Required & Visible <input type="radio"/> Locked & Visible <input type="radio"/> Not Visible	<input type="text"/>
Boolean	<input checked="" type="radio"/> Visible <input type="radio"/> Required & Visible <input type="radio"/> Locked & Visible <input type="radio"/> Not Visible	<input type="checkbox"/>
Text selection	<input checked="" type="radio"/> Visible <input type="radio"/> Required & Visible <input type="radio"/> Locked & Visible <input type="radio"/> Not Visible	
ID		

# Session

## New registration settings: No registration possible

In the session, the option "No registration possible" can now be activated in addition to the previous registration procedures (declare participation, apply for participation, no registration possible and without registration). In this case, only course/group administrators can register users. This is useful for closed sessions, for example, when you only want to assign an appointment to individual participants.

### Registration Settings

Registration Procedure

- Declare Participation  
User has to click 'Attend' to participate in session
- Apply for Participation  
An administrator has to decide upon each user's apply for participating in session.
- No Registration Possible  
Users cannot register for this session on their own. Only administrators can register users.
- Without Registration  
Registration options are not offered for this session.

# Exercise

## Random selection of assignments

It is now possible to assign a random selection of mandatory assignments to each participant.

To do this, first create a selection of equal assignments. Then, in the exercise settings, select the option "Random selection" in the "Passing the Exercise" area and enter the number of assignments that each participant should work on.

### Passing the Exercise

Pass Mode

- All Mandatory Assignments  
All mandatory assignments must be passed to pass the exercise.
- Minimum Number of Assignments  
A minimum number of assignments must be passed to pass the exercise. This is the minimum number of assignments.
- Random Selection  
Each user gets assigned a random selection of mandatory assignments.

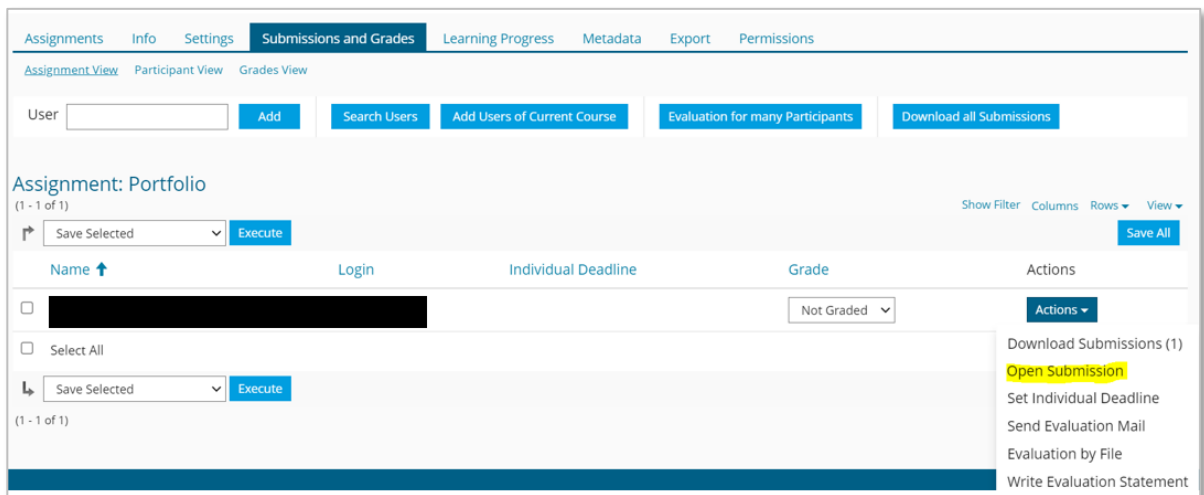
Number of Mandatory Assignments \*  Maximum Value: 3

As soon as a participant opens the exercise and starts the exercise by clicking the corresponding button, the randomly selected assignments will be shown to him/her for editing.

## Display portfolio submissions directly in the browser

In a course, the submission of the portfolio often is done with the item "Exercise". Up to now, you always had to download the submissions in their entirety. Now you can open and evaluate the submitted portfolios directly from the "Submissions and grades" tab in the browser.

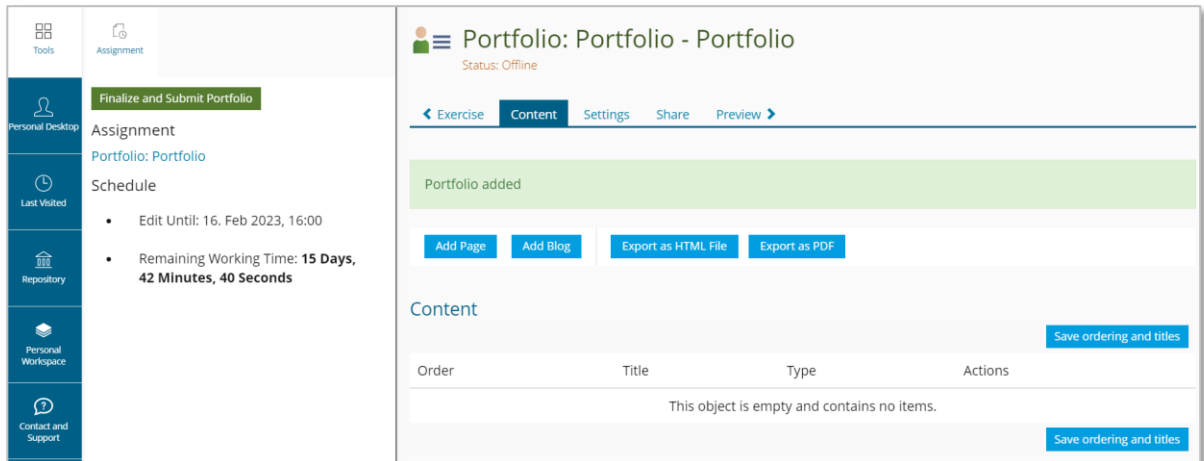
Submissions and grades:



The screenshot displays the 'Submissions and Grades' tab in a learning management system. The interface includes a navigation bar with tabs for Assignments, Info, Settings, Submissions and Grades, Learning Progress, Metadata, Export, and Permissions. Below the navigation bar, there are buttons for 'Add', 'Search Users', 'Add Users of Current Course', 'Evaluation for many Participants', and 'Download all Submissions'. The main content area shows the assignment 'Portfolio' with a table of submissions. The table has columns for Name, Login, Individual Deadline, Grade, and Actions. A context menu is open over the 'Actions' column, showing options like 'Download Submissions (1)', 'Open Submission', 'Set Individual Deadline', 'Send Evaluation Mail', 'Evaluation by File', and 'Write Evaluation Statement'. The 'Open Submission' option is highlighted in yellow.

Students always get the instruction in the new context menu when working with the portfolio and can submit the portfolio directly there with one click.

Student view:

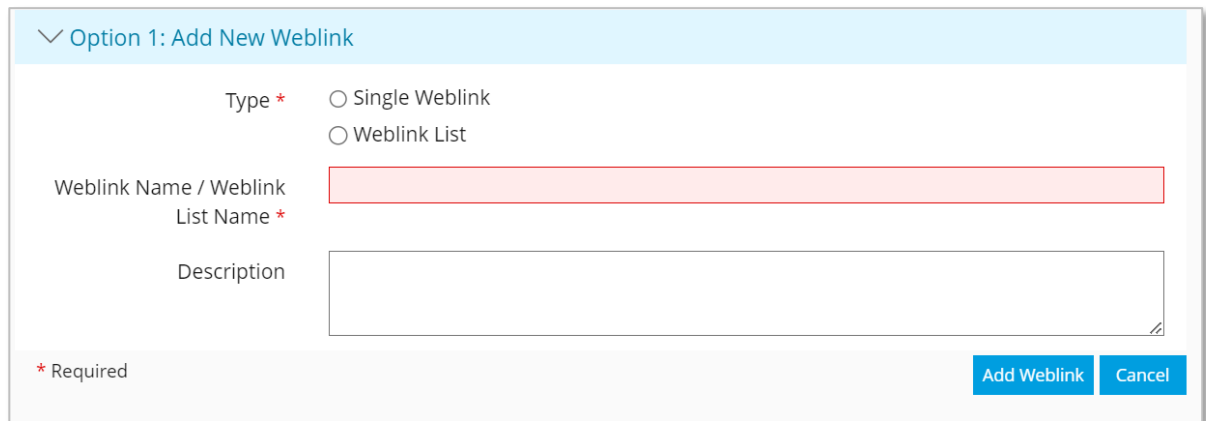


The screenshot displays the 'Student view' interface in a learning management system. The interface includes a sidebar with navigation options like 'Tools', 'Assignment', 'Personal Desktop', 'Last Visited', 'Repository', 'Personal Workspace', and 'Contact and Support'. The main content area shows the 'Portfolio: Portfolio - Portfolio' page with a 'Content' tab selected. The page displays a 'Portfolio added' message and buttons for 'Add Page', 'Add Blog', 'Export as HTML File', and 'Export as PDF'. Below this, there is a table with columns for Order, Title, Type, and Actions, and a message stating 'This object is empty and contains no items.'



# Weblink list

In previous versions, a web link collection was always created starting from a single web link. This was a very inconvenient way. Now you have the choice from the beginning: you can create a single weblink or directly a weblink list.



Option 1: Add New Weblink

Type \*  Single Weblink  
 Weblink List

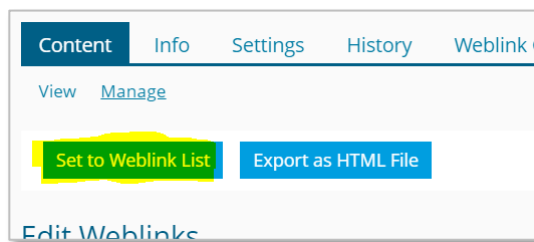
Weblink Name / Weblink List Name \*

Description

\* Required

Add Weblink Cancel

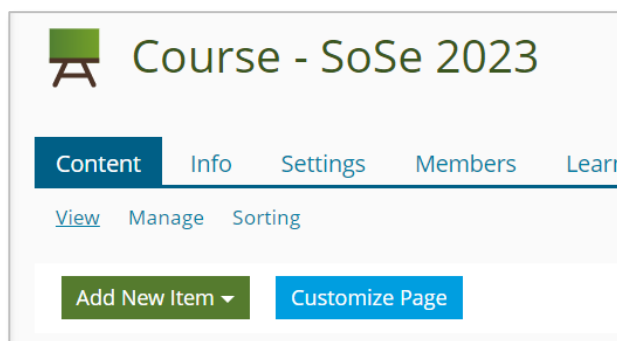
At the same time, it is still possible to create a weblink list afterwards. The conversion has been made easier by the integration of a "Set to Weblink List" button.



# Courses and groups

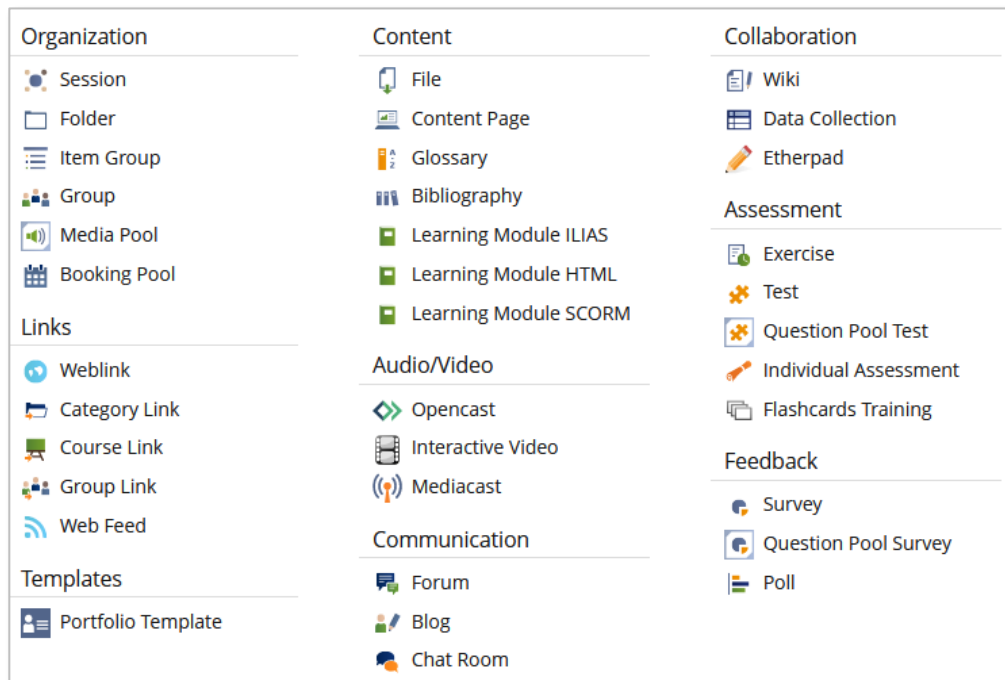
## Add new item and customize page

The "Add new item" button moves to the left side. Right next to it you will find the new button for "Customize page". This direct access makes it easier to design course, group or folder interfaces as well as content pages.



## New arrangement of the “Add new item” menu

Over time, more and more items have been added, so it was time for a new sorting. The items are now sorted into nine categories: organization, links, templates, content, audio/video, communication, collaboration, assessment and feedback. Deciding the appropriate category was not always easy and clear, so feel free to write to us if you have any suggestions for changes.



## Course link with transfer of new participants

It is now possible to add course links and to activate the option that new participants of the course will automatically be entered into the linked course as well. To do this, set the corresponding check mark after creating the course link. Note that existing course members are not automatically transferred, only newly added ones.

The screenshot shows the 'Edit' form for a course link. The 'Title' field has two radio button options: 'Adopt Title of Linked Object' (selected) and 'Use Own Title'. The 'Link Target \*' field is set to 'Kurs 1' with 'Select' and 'Reset' links below it. A note states: 'Please choose one course for creating a new link.' The 'Add new members' checkbox is checked and highlighted in yellow. A note below it reads: 'All new members of the parent course are automatically entered in the course to which this course link refers.' There are 'Save' buttons in the top right and bottom right corners, and a '\* Required' label in the bottom left corner.