

LEA Update 2023

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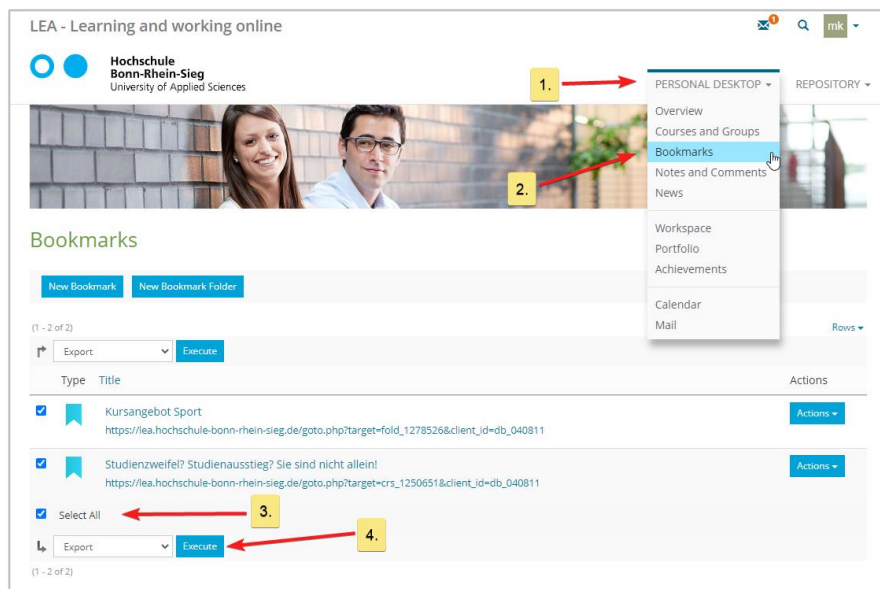
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Important Changes

Abandoned feature: Bookmarks

If you're using the LEA bookmarks, please note that this feature will be abandoned and your existing bookmarks will be deleted.

If you're unsure whether you've saved bookmarks in LEA, go to "Personal Desktop" > "Bookmarks" (See Figure, step 1 and 2).



To save your LEA bookmarks, check the box "Select All" (see Figure, step 3) and click on "Execute" while the dropdown menu is set to "Export" (see Figure, step 4).

The export is an HTML file containing your links. You can open the file with your preferred browser to access the links.

General information

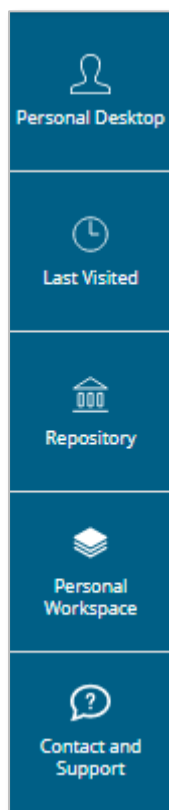
The new interface of LEA

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:

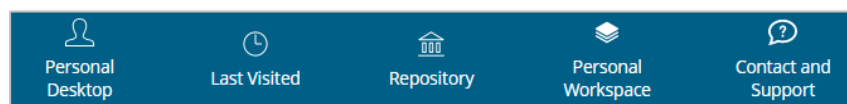
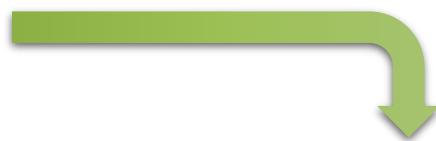


The bell (1) symbolizes the new message center and shows whether there are notifications (e.g. new e-mails or completed background tasks (e.g. the creation of extensive download packages)). However, it only appears if there are new unread notifications. Use the magnifying glass (2) to search the repository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

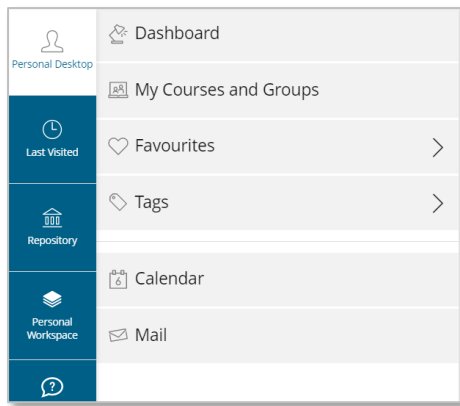
The new navigation bar



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

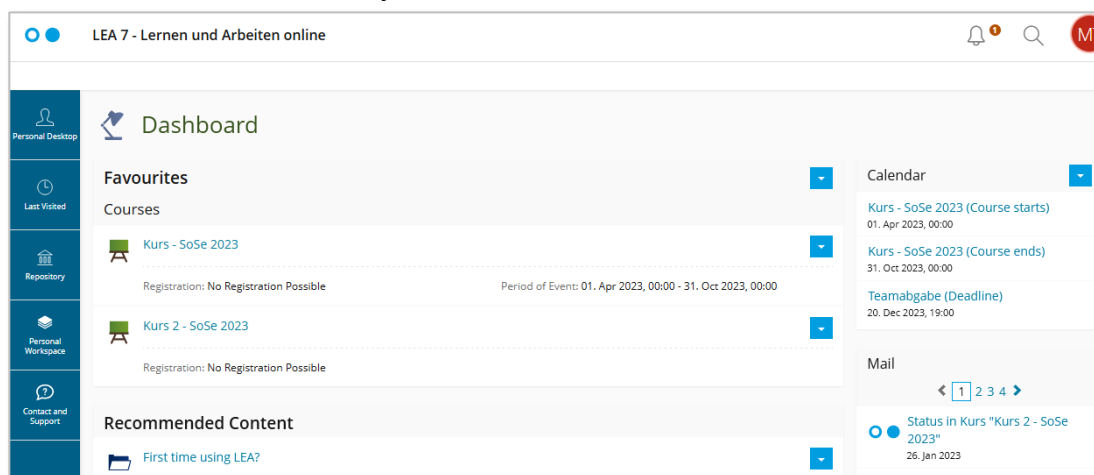


In the "**Personal Desktop**" slate you will find the "Dashboard" (formerly the overview and still the start page in LEA after you have logged in; see below for more information), the area of your courses and groups ("My Courses and Groups"), an access to your favourites, your tags, as well as the calendar 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 and sharing your own files (note that you should not make files available to everyone, but only to selected people), 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

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.

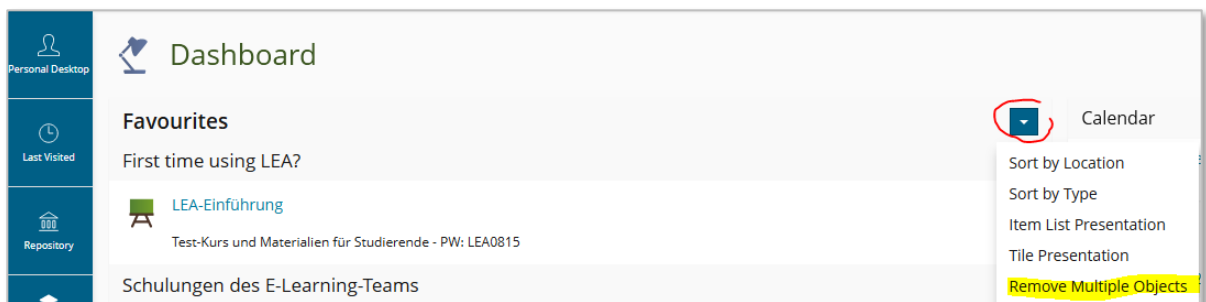


Keep your dashboard up to date

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.

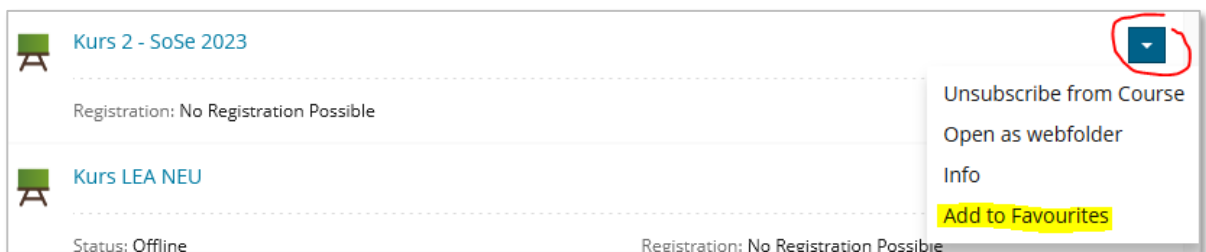
Removal of old courses

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.



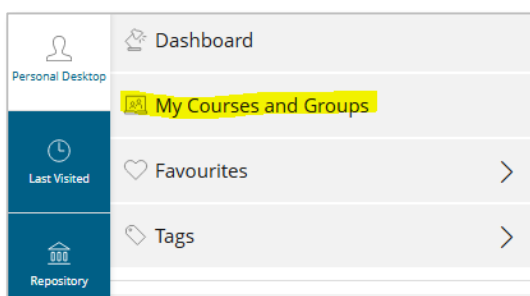
Adding new courses

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".

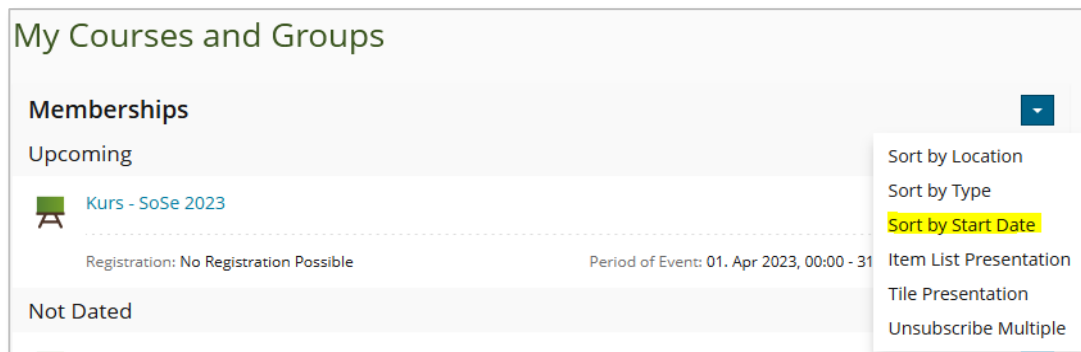


Tip for finding current courses more quickly

In order to find your current courses faster, you can sort the courses in "My Courses and Groups" by start date. However, this only works for the courses in which an "period of event" has been set by the lecturers. We hope that as many lecturers as possible will use this option, otherwise feel free to contact them about it.

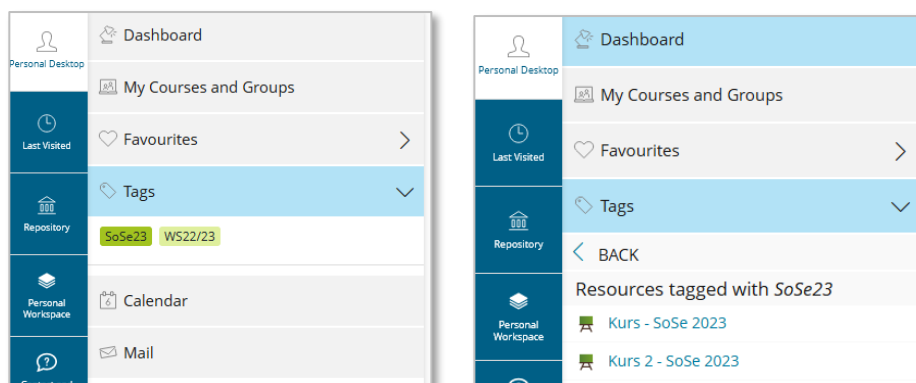


To sort the courses by start date, open the "My Courses and Groups" entry from the "Personal desktop" area and select the "Sort by Start Date" option there using the arrow menu (▼).

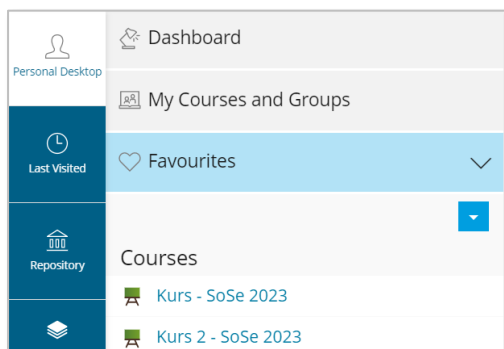


Quick access: favourites and tags

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 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.



Notifications

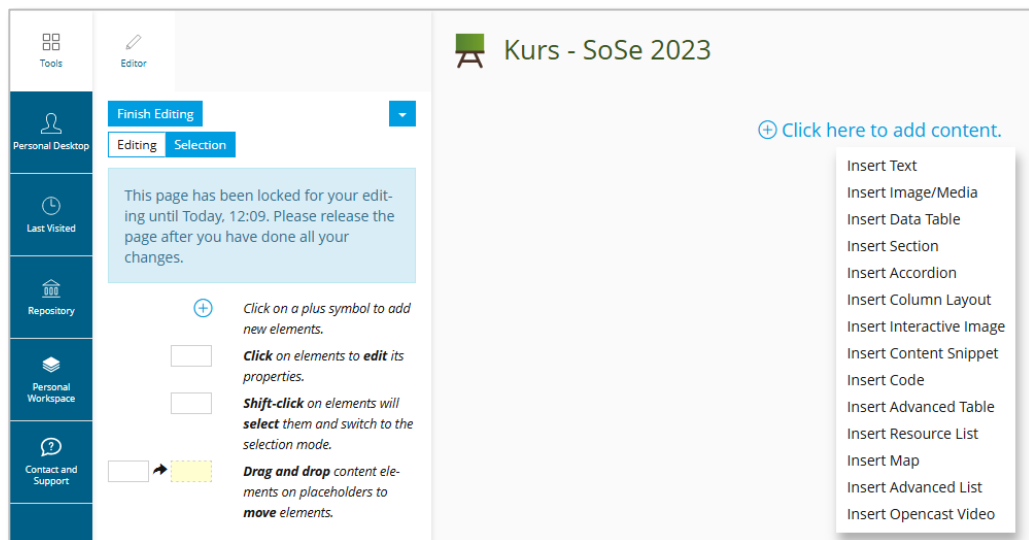
Prefix for subject line in e-mails

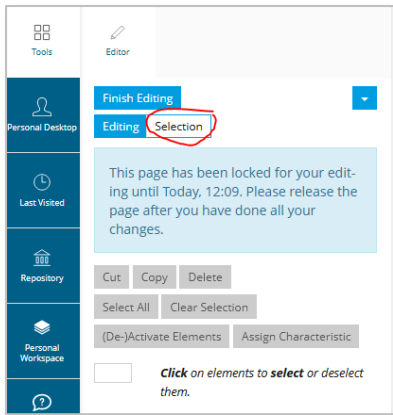
Courses and groups have a prefix for the email subject in e-mails that are sent externally to members, so the subject line tells you at a glance which course or group it is. If you receive emails from courses that do not have a prefix, ask your lecturers to add this.

Page editor

The new ILIAS page editor – General information

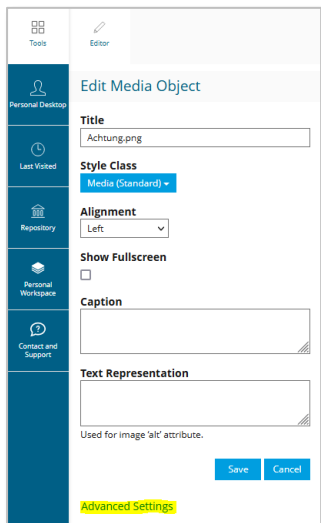
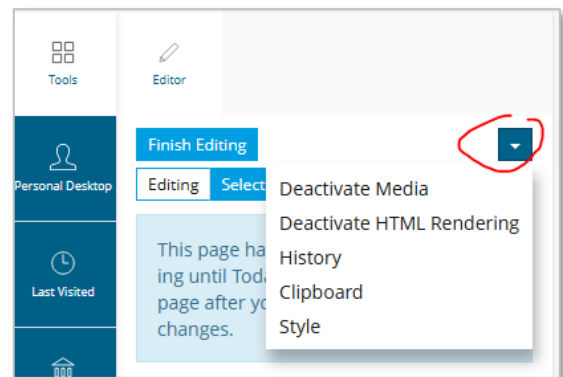
There are many changes in the page editor. The page editor now finally has an **auto-save function**. Every thirty seconds LEA automatically saves the changes in the background. A slightly bigger change is the **new sorting** and especially the **splitting of the editor** in two. Most editor functions 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.

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. The goal was to reduce clicks and page loads as well as make the editor appear more dynamic. Content can now be created faster, making work feel much smoother.