STEP BY STEP

FROM FACE-TO-FACE TEACHING TO DIGITAL LEARNING

Spring 2020 | Vice-Rector for Education and International Affairs
INTRODUCTION

In the current situation, Leipzig University is facing great challenges. We feel it is our responsibility to make the necessary adjustments in order to help prevent new infections and to make sure that our students can continue their studies without delay.

Leipzig University is meeting these challenges together as lecturers and students, in a dialogue between lecturers and students, and with a common desire and curiosity for innovation.

Accordingly, all of the lecturers at Leipzig University are planning to start the semester digitally.

Moodle is a reliable and proven digital platform for teaching and studying that is already being used by many lecturers and students in the context of their regular teaching.

This digital teaching and learning platform allows lecturers to have one place where they can easily and securely provide their students with material for self-study, ask students questions and have them complete reflection tasks, and exchange ideas and information with their students.
PowerPoint Presentations offer a form of online teaching that is easy for students to handle and lecturers to implement – especially when lecturers prepare their presentations with audio and make them available to their students as a complete lecture for self-study.

Adding short reflection tasks at the beginning or end is a simple way to help students approach and understand the content. In this phase of largely self-directed work, it is essential that the assignments given are clear and explicitly stated.

On the following slides, you will find step-by-step instructions on how you can create this simple but effective tool yourself in just a few clicks and then make it available to your students via Moodle.

Further information can be found on the Website Starting the semester digitally.

Contents
• Starting in Moodle – Create a Course
• Record Your Presentation with Audio
• Upload Your Recorded Presentation

Further information

Once you have a Moodle account, you can find more information, tips and resources at Lehre.digital Hilfekurs.

The Lehre.digital forum is a space for you to swap notes with other lecturers and people from the University’s e-learning team.
STEP BY STEP – CHAPTER 3

3. SHARE YOUR PRESENTATION

In chapter three, we will show how you can put your recorded PowerPoint Presentation online as a film on the learning platform Moodle.

Open Moodle in your Internet browser: https://moodle2.uni-leipzig.de/?lang=en and enter your login details as described in chapter one under "Log In".
3. UPLOAD YOUR PRESENTATION

1. Click on "My Courses" on the menu bar and a dropdown menu will open (see next slide).
### 3. UPLOAD YOUR PRESENTATION

2. Click on the course in the drop-down menu where you would like to upload your presentation.
3. UPLOAD YOUR PRESENTATION

Scroll down until you get to the menu item "Administration".
3. UPLOAD YOUR PRESENTATION

4. Open the drop-down menu for "Course administration".

5. Click on "Turn editing on" so that you will be able to make changes to your course.
3. UPLOAD YOUR PRESENTATION

To upload a file, go to the desired topic/week and click on "+ Add an activity or resource".

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3. UPLOAD YOUR PRESENTATION

To upload your PowerPoint Presentation with audio, go to "Resources" and select the option "File". Click on the button "Add".

RESOURCES
- Book
- File
- Folder
- IMS content package
- Label
- Page
- URL
3. UPLOAD YOUR PRESENTATION

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Name your document.</td>
</tr>
<tr>
<td>11</td>
<td>Click on the highlighted symbol to upload a file from your computer.</td>
</tr>
<tr>
<td>12</td>
<td>When it is uploaded, you will see your file here.</td>
</tr>
<tr>
<td>13</td>
<td>You can then click on the red button &quot;Save and return to course&quot;.</td>
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3. UPLOAD YOUR PRESENTATION

Content

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3. UPLOAD YOUR PRESENTATION

You should then switch off the editing by clicking on "Turn editing off".
CONTACT

If you have technical questions concerning work from your home office, you can contact the service desk at the University Computing Centre:

https://www.urz.uni-leipzig.de/hilfe/servicedesk

Do you have a Moodle account?

If so, you can find more information, tips and resources at Lehre.digital Hilfe kurs.

The "Lehre.digital" forum is a space for you to swap notes with other lecturers and people from the University’s e-learning team.
CONTACT

Do you have questions regarding our strategy for digital teaching and learning in higher education?

Higher Education Teaching and Learning Team at Leipzig University

hd@uni-leipzig.de
https://www.uni-leipzig.de/en/university/working-at-leipzig-university/lehren-an-der-universitaet/services-for-teaching-staff/

Do you have questions regarding technical aspects of digital teaching and learning?

E-Learning-Service

elearning@uni-leipzig.de
www.uni-leipzig.de/studium/im-studium/e-learning/