

Provision of information and communication in ILIAS

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Important information is marked in yellow.

Additional information is marked in blue.

General Procedures

Information distribution in virtual spaces is a form of communication between teachers and students. The goal is, for example, to control processes, formulate expectations or make agreements. Virtual communication differs in essential points from communication in which all participants are present in the same place. Time courses that would otherwise result from the pure attendance time in an event must be defined in writing, for example, in virtual rooms. Misunderstandings, e.g. about certain work processes, cannot be resolved directly or only with a time delay and can usually be resolved too late.

Basically, you should simply keep in mind here,

- You don't see your participants and vice versa.
- Communication usually takes place asynchronously

Therefore, define all the information about your "virtual" course:

- complete
- precise
- contextual

ILIAS offers numerous possibilities for information distribution, i.e. where, when and how information can be made available in a course room.

About Active Items

Information via bulletin board

The ILIAS forum can be used in a variety of ways. In terms of information distribution, it is a good idea to use a forum, e.g. as a "bulletin board" for important information. The forum differs from a standard discussion forum, in which two-way communication takes place, mainly due to its rights settings.

Bulletin board

In general, you can create the Forum object via the "Add new object" option.

A bulletin board offers the opportunity to provide information to all students in a course in a timely and reliable manner.

Submitted information is automatically sent to all course participants. The posting of student contributions as well as the replying to existing contributions is deactivated in a bulletin board.

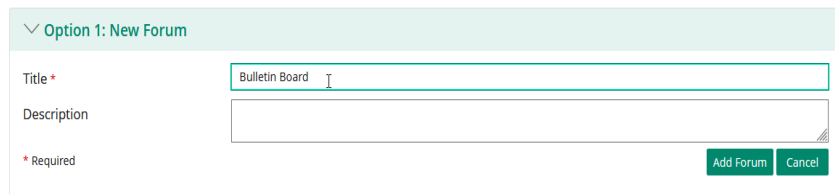
First of all, you create a forum of the same name.

Communication

 Forum



Illustration 1 Object selection "Forum"



Option 1: New Forum

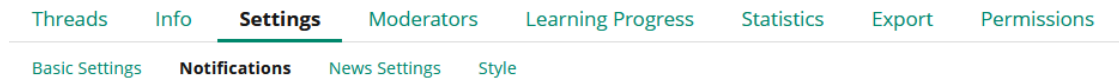
Title *

Description

* Required Add Forum Cancel

Illustration 2 Creating and titling the forum

After the forum has been created, the input mask for a first post opens. However, the next step is to open the "Settings" of the forum via the tab bar and place "Notifications" stipulates that posts will also be sent to all participants in a binding manner. This setting, shown in the figure, can be used to ensure that information reliably reaches its addressees. Participants (referred to here as members) cannot deactivate the notification themselves. However, this also means using this instrument only for a few,



Forums Notification Settings

- ☐ Members have to manually activate notifications
☒ Members will be notified automatically

Member is
not allowed
to deactivate
notification



Illustration 3 Define Notification Rule

but important, pieces of information. On the other hand, it presupposes that no discussion takes place within this forum. Only teachers should be able to create contributions. Therefore, in a final step, the permissions for members are restricted accordingly. To do this, switch to the rights settings via the tab bar.

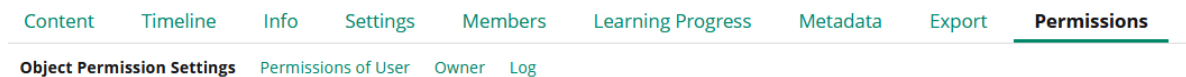


Illustration 4 Rights option

The rights within the forum, as in all objects under ILIAS, are defined by roles. Students always have the role of "Course Member".

By default, they also have the right to create topics and answers, just like administrators and tutors. By removing the ticks, this right is restricted and thus the possibility of discussion is limited.

Course Administrator	Course Tutor	Course Member
<input checked="" type="checkbox"/> Visible	<input checked="" type="checkbox"/> Visible	<input checked="" type="checkbox"/> Visible
<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Read
<input checked="" type="checkbox"/> Add Reply	<input checked="" type="checkbox"/> Add Reply	<input type="checkbox"/> Add Reply
<input checked="" type="checkbox"/> Add Thread	<input checked="" type="checkbox"/> Add Thread	<input type="checkbox"/> Add Thread

Illustration 5 Changing the rights of course members

Information about the news block of the homepage

You can activate a block for all news directly on the home page, in which all activities are automatically displayed. To do this, activate the "What's New" option in the "Additional Information" section of the course settings. After the settings have been saved, the function "Open settings for block and timeline" (see Figure 6) is now activated in the gray text line. At the same time, the "What's New" option will appear in the menu bar

Additional Features

Calendar

☐

A calendar is available.

News

☒

Use of the news block and/or timeline view. Users can subscribe for notifications if the news block or the timeline are activated.

[» Open Settings of News Block and Timeline](#)

Illustration 6 Activate News Feed

Above that, open the other settings. You now have the option to activate the "News" block on the home page.

News Settings

Save

News Block

☒

Display the 'News' block in the 'Content' tab.

Default
Access

☒ Authenticated Users

☐ Public

Public news can be accessed without authentication outside of ILIAS via RSS. Please do not include any confidential information.

Extra RSS
Feed

☐

Enable a separate RSS feed for this Mediacast.

News Timeline

☐

Activate News Timeline Tab

Show News Starting From

☒

Only news items starting from the date and time entered will be shown.

Starting
Date/Time *

06.06.2024 09:00



Illustration 7 Block News and Setting the Start Date

You can decide who can see this news. By default, the News Feed is only shown to the authenticated users of the course.

By selecting a defined start date, the topicality of the news can be limited to the start of the course.

This means that news about activities that took place during the course creation are left out.

About a timeline

There is another opportunity to present current news and information. As a so-called timeline, individually designed information can be presented in addition to the automatic activity notes. Automated information such as whether a file has been uploaded can also be deactivated in the timeline (or remain so; see Figure 9).

This can be viewed via the "Timeline" entry, which in this case is newly displayed in the tab bar.

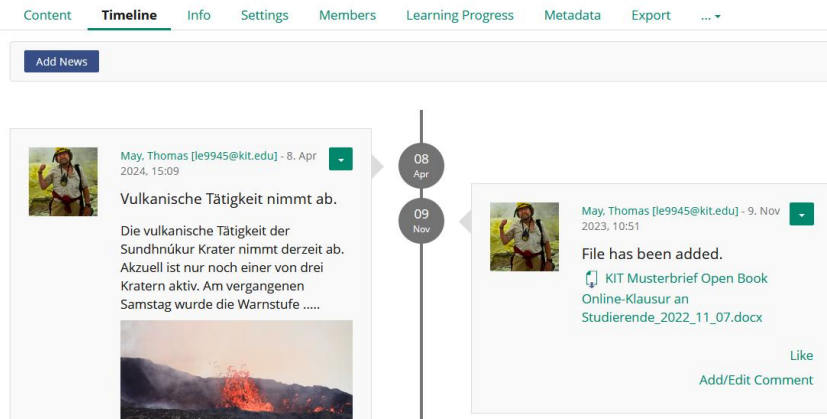


Illustration 8 Timeline

To add a timeline to the course room, activate the "What's New" option in the "Additional Information" section of the course settings, as described for the news section above.

When activating the timeline, the entry "Timeline" is automatically

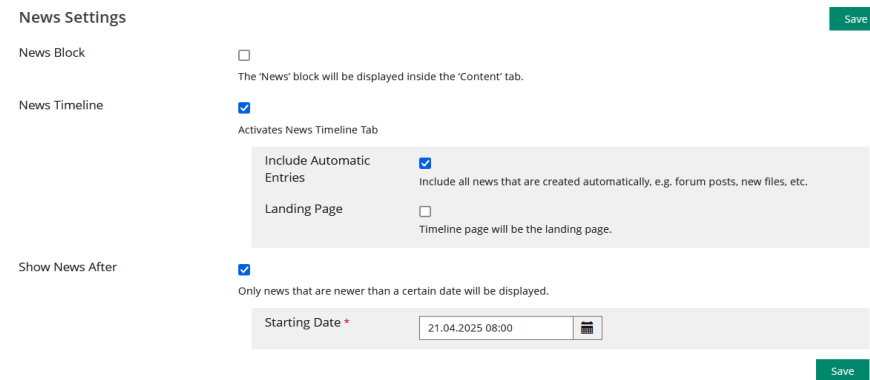


Illustration 9 Einstellung der Timeline

entered in the menu bar of the home page (see Figure 11). Automatically generated news must be explicitly allowed. The timeline can also be activated as a home page. This option means that the primary start page is not the usual content page with all materials, but the timeline. The period from which new posts are displayed within the timeline is freely selectable.

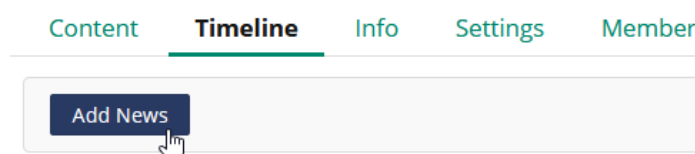


Illustration 10 Add post function

To create new posts, open the timeline and select the option "Add post". The posts can then be easily created and formatted using a text editor. How the access to the individual posts should take place can also be selected. Access for "Authenticated Users" restricts the view of a post to the group of registered

students. Public means that the contributions are visible to all authorized persons of KIT-ILIAS. In addition to text, media files can also be added to the posts.

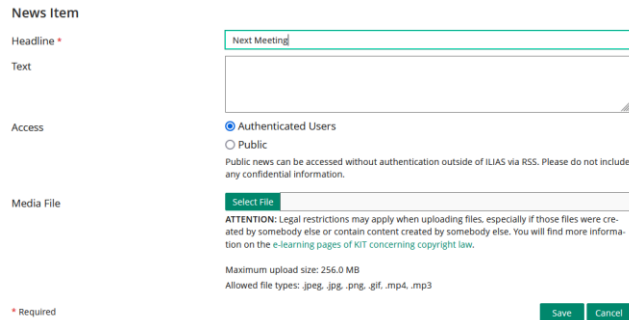


Illustration 11 Writing Timeline Posts

Information in file form

An easy way to place targeted information is to make it available as files for direct viewing or downloading.

In principle, non-editable (or difficult) file formats should be chosen for such information. So it is better to set PDF files instead of Word or similar, for example.

ILIAS offers a preview function for PDF files and graphics, i.e. content can be viewed directly to a certain extent.

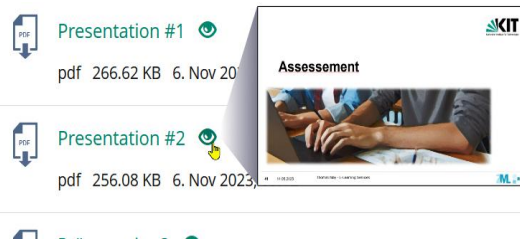


Figure illustration 12 Direct File Preview

General event information

In order to represent the course of a (virtual) event, it can be set up as a file for download, for example. This ensures that participants have all appointments and activities. The same applies to formal requirements, such as the expected performance to receive all credit points, e.g. in a seminar. A simple graphical representation is often sufficient for a quick overview, as the following example shows.

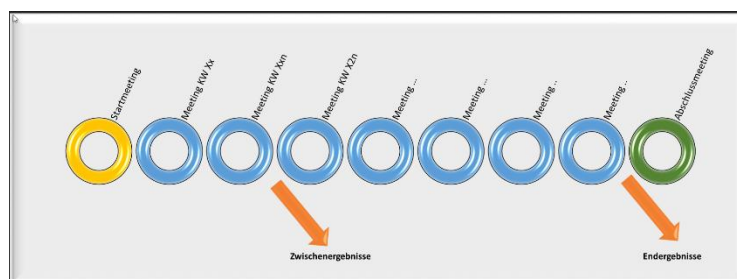


Illustration 13 Graphical Schedule

In principle, such central information should be offered compactly in an appropriately visible course area.

Information about page elements.

The general conditions of a course, such as regular dates, specific work instructions or performance requirements for students, can be displayed prominently as page design elements. Depending on the objective, this can be achieved within different areas of activity.

In the following three (ILIAS) areas, you have the option "Design page" to generate information according to context.

- Course room content page (home page)
- Folder
- Group

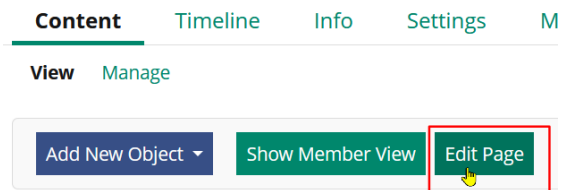


Illustration 14 Design Page Option

Appropriate target groups and settings of the information content can be assigned to these areas. These can be roughly outlined as follows.

Course room content page

On the content page, you can place all the information that ...

- ... affect all students of the course
- ... Information that remains valid over the entire period
 - ... Course schedule
 - ... Dates
 - ... Requirements

Folder

Within a folder, you can place all the information that ...

- ... affect all students who have access to the folder
- ... the materials contained in the
- ... Explain the subject area delimited by the folder

Group

Within a group, all the information that ...

- ... who concern group members
- ... Information on
 - ... Working methods of the group
 - ... Dates

Page design elements

You can find comprehensive information about page design in the "Page Design" tutorial.

Insert text

Important information can be inserted directly as text on the content page. Different style sheets offer the opportunity, for example, to emphasize the importance through appropriate markup. In the example, the note to start setting up the typesetting system immediately is particularly emphasized. Specified processes can be displayed as a list. Thus, as soon as you enter the ILIAS room, you will have a comprehensive overview of everything important.

Welcome to the virtual course room "Introduction to \LaTeX ".

The module is divided into three blocks:

1. "Installation and configuration"
2. "The Basics of \LaTeX "
3. "The math mode in \LaTeX "

You can access all the materials in the respective block using the categories below this text block.

The exercises and examples provided are usually case studies of the various options and functionalities of the system.

First start by installing and configuring a \LaTeX distribution.



Illustration 15 Text information on the course schedule

Merry-go-round

Important information such as date dates, notes can be displayed on a page (content, folder or group) as a kind of continuous ticker.

1001st community meeting on February 29, 2024

On Tuesday, February 29th, 2024, the Ilias User Network will meet at KIT for its next virtual meeting. It is aimed at all committed KIT employees and student representatives who work with ILIAS and is intended to serve as an opportunity for shared exchange and mutual support when working with ILIAS.

Illustration 16 Event ticker

The stops are timed and changed automatically. The interval in which the individual registers are displayed can be specified in the settings. On touchscreens, but also by mouse, viewers can move the individual registers and thus move through the entries.

Shutdown of the entire instance!

On September 31th, 2024, the entire ILIAS instance will be closed due to switched off for urgent maintenance work.

Illustration 17 Event ticker, next slide

Page structuring as an information tool

A page can be divided into areas that reflect the context by providing materials and/or activities related to an event. This results in a largely self-explanatory structure. In the following example, the areas General Information, Gifts Events/Meetings, Materials and Project/Term Papers are designated as separate areas.

Each area contains the corresponding materials and active objects. These are combined via the object

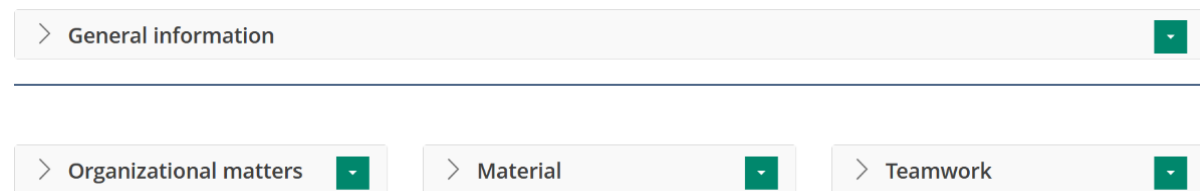


Illustration 19 Example of page structuring

"Object Blocks". This makes it possible to combine different object types such as forums, files, etc. in a common block and to title it accordingly.

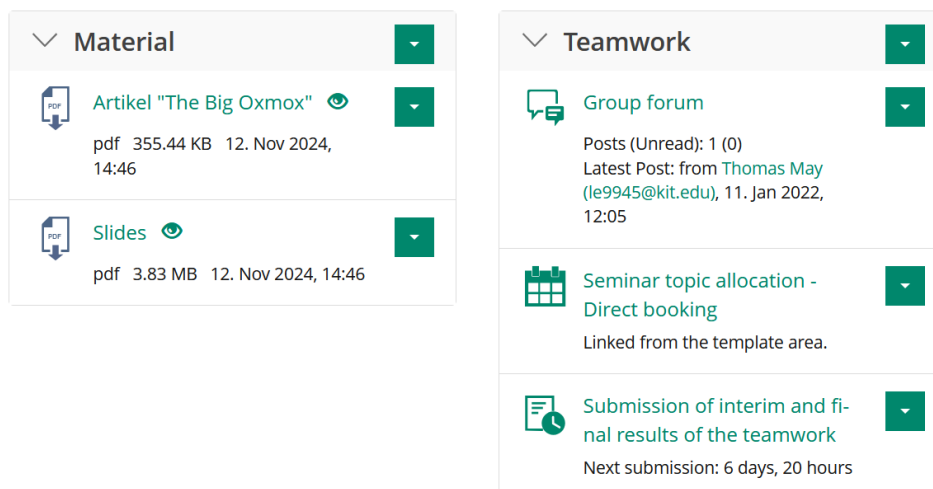


Illustration 18 Item Groups with Associated Objects

In the overall view, the two blocks (material and teamwork) have also been inserted into two columns via the page design: This serves to save space. Of course, the areas can also simply remain list-like one after the other. In the following, the procedure is explained step by step.

Creating Object Blocks

1. First of all, you create the majority of the required objects. This means that you upload files to the course room, create forums, exercises, etc., depending on the course.

2. Now you create as many item blocks as you need. Under "**Add new object**", call up the object "**Item Group**".

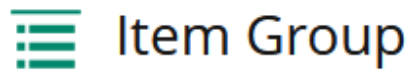


Illustration 20 Object selection

3. First, you give each Item Block a title and create it.

4. From the list (opens automatically) of available objects, assign the desired objects via Save. New objects can also be created in this dialog (see top right).

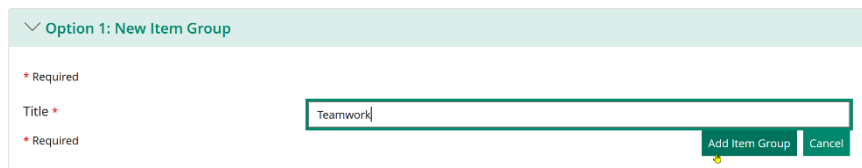
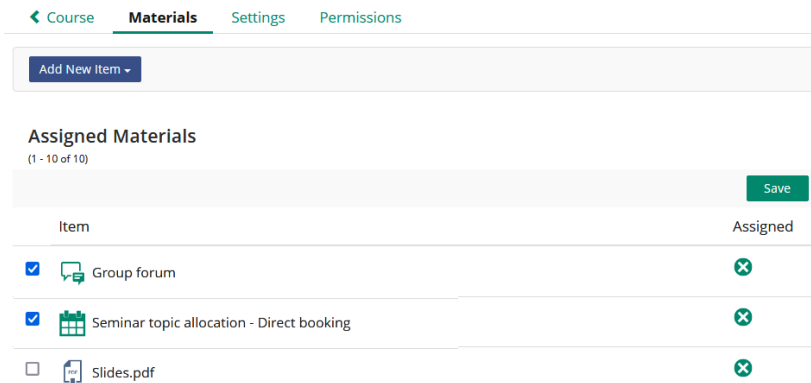


Illustration 21 Creating an Item Group



Item	Assigned
<input checked="" type="checkbox"/> Group forum	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Seminar topic allocation - Direct booking	<input checked="" type="checkbox"/>
<input type="checkbox"/> Slides.pdf	<input checked="" type="checkbox"/>

Illustration 22 Assignment of objects

5. Using the "Settings" option, you can now define how the block should be, i.e. open or closed.

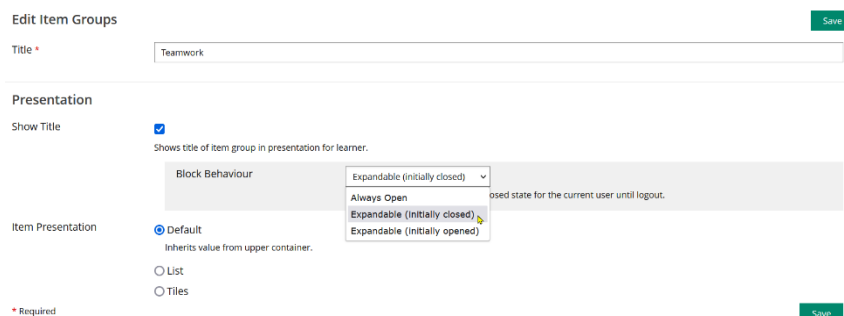


Illustration 23 Behavior of the object block

Integration into page design

Thus, the areas are furnished. So far, these are still available as a list.

In order to insert a column structure and explanatory texts for the areas, you have to adopt all created elements in the page design. To do this, proceed as follows.

- 1) Open the page editor via "Design Page"

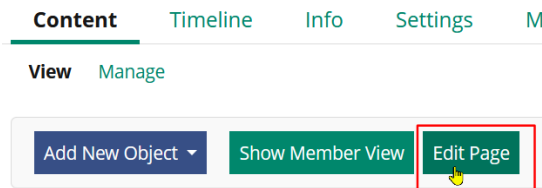


Illustration 24 Design page

- 2) Integration of a page element "Object Blocks".

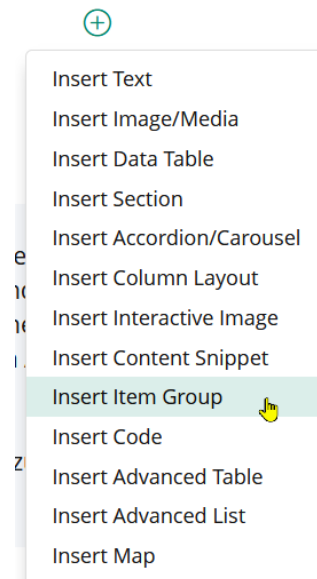


Illustration 25 Insert page element

- 3) As a resource, you call up the desired object block.

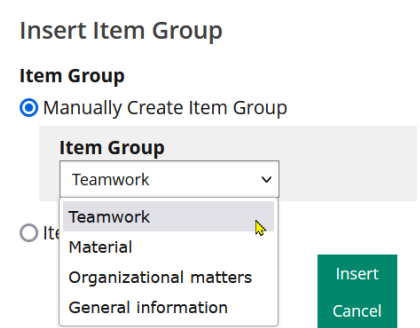


Illustration 26 Select Item Group

- 4) To divide into columns, select the column layout (see 2.) as the page element. In the left-side slate, you can select one of the predefined column sets, or create the layout individually.

Insert Column Layout

Adds a responsive column layout based on a grid with 12 units per row.

Column Layout

☐ Two-column-layout

Creates two equally wide columns next to each other. Switches to a one-column layout in Mobile View (small).

☒ Three-column-Layout

Creates three columns of equal width next to each other. Switches to a one-column layout in Mobile View (small).

☐ Main and side block

Creates a wide column on the left and a narrower column on the right. Switches to a one-column layout in Mobile View (small).

☐ Two-time-two-box

Creates two rows with two columns of equal width. Switches to a one-column layout in mobile view (small) and to a four-column layout on extra-wide screens (extra large).

☐ Manually created page layout

Enables the free design of the number and width of columns.

Insert

Cancel

Illustration 27 Column Layout Selection

- 5) If you create them individually, you first define the number of columns. The column width can be defined for display devices of different sizes (e.g. smartphones, tablets or normal screens). A 12 grid applies to the window width. 12/12 correspond to a column width of the entire window, 4/12 e.g. one third of the display window. In the example, the three columns are shown on a small display one below the other. Otherwise as a three-column.

☒ Manually created page layout

Enables the free design of the number and width of columns.

Number of Columns

3

Small

12/12

E.g. smartphone

Medium

4/12

E.g. tablet

Large

4/12

E.g. desktop

Extra Large

4/12

E.g. wide desktop

Insert

Cancel

Illustration 28 Setting the Column Width

- 6) The text blocks above the material lists can now be inserted into the columns.

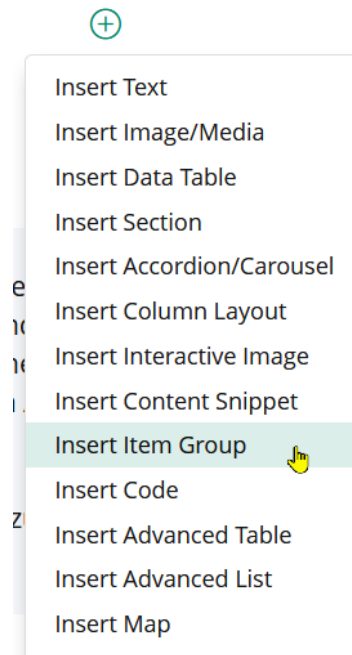


Illustration 29 Inserting Elements

Info & Contact

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