

Provision of information and communication in ILIAS

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General procedures

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

Basically, one should simply keep in mind here,

- You don't see your attendees 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 provided in a course room.

Information about active elements

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, especially in its rights settings.

In general, the Forum item is created using the "Add new item" option.

A bulletin board offers the opportunity to provide information to all students of a course promptly and reliably. Posted 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, you create a forum of the same name.

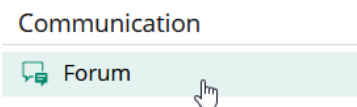
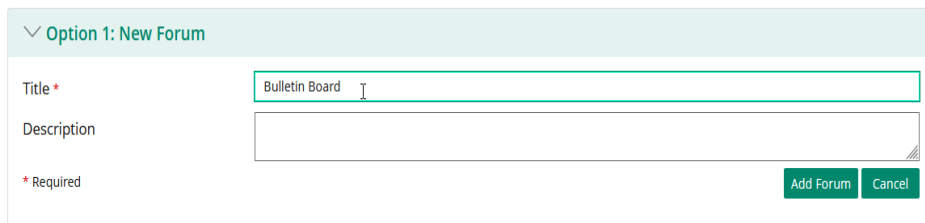


Figure 1 "Forum" Object Selection



Option 1: New Forum

Title * Bulletin Board

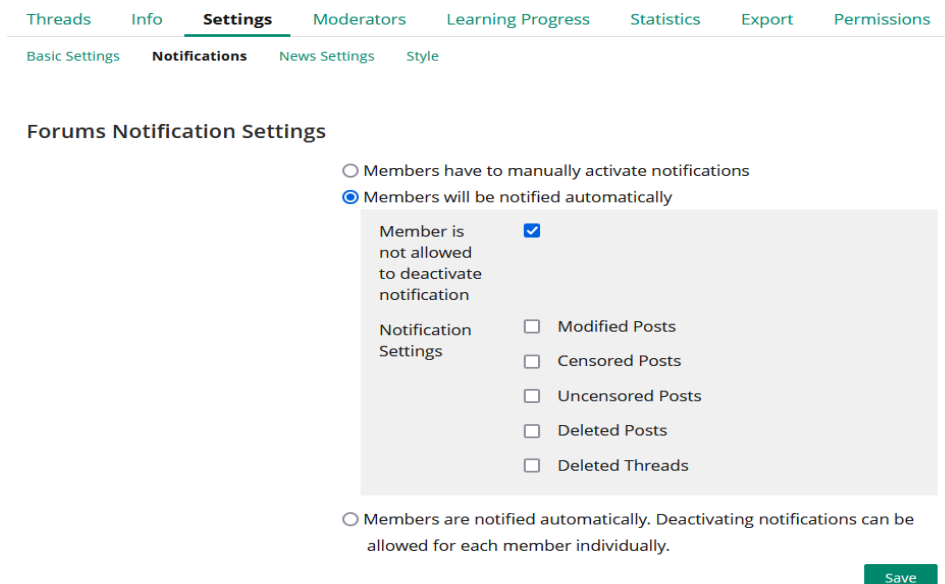
Description

* Required

Add Forum Cancel

Figure 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 use the "Notifications" sub-tab to specify that posted posts are also sent to all participants. With this setting, shown in the figure, it can be ensured that information reliably reaches its addressees. Participants (referred to here as members) cannot deactivate the notification themselves. However, this also means using this tool for only a few, but



Threads Info **Settings** Moderators Learning Progress Statistics Export Permissions

Basic Settings **Notifications** News Settings Style

Forums Notification Settings

☐ Members have to manually activate notifications

☒ Members will be notified automatically

Member is not allowed to deactivate notification ☒

Notification Settings

☐ Modified Posts

☐ Censored Posts

☐ Uncensored Posts

☐ Deleted Posts

☐ Deleted Threads

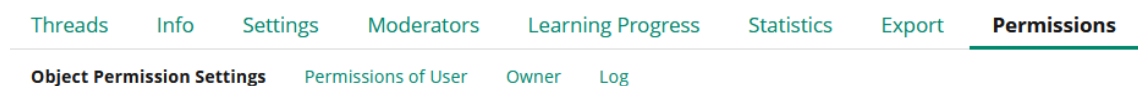
☐ Members are notified automatically. Deactivating notifications can be allowed for each member individually.

Save

Figure 3 Defining the Notification Rule

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.



Threads Info Settings Moderators Learning Progress Statistics Export **Permissions**

Object Permission Settings Permissions of User Owner Log

Figure 4 Option "Permissions"

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 checkmarks, this right is restricted and thus the possibility of discussion is restricted.

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

Figure 5 Changing the rights of course members

Information about the News section of the home page

In the course settings 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 initially saving the settings, the function "Open settings of News Block and Timeline" is now displayed in the gray text line (see figure 6) is active.

 **Additional Features**

Calendar ☐
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](#)

Figure 6 Enable News

This will open the further settings. You now have the option to activate the "What's New" block on the home page.

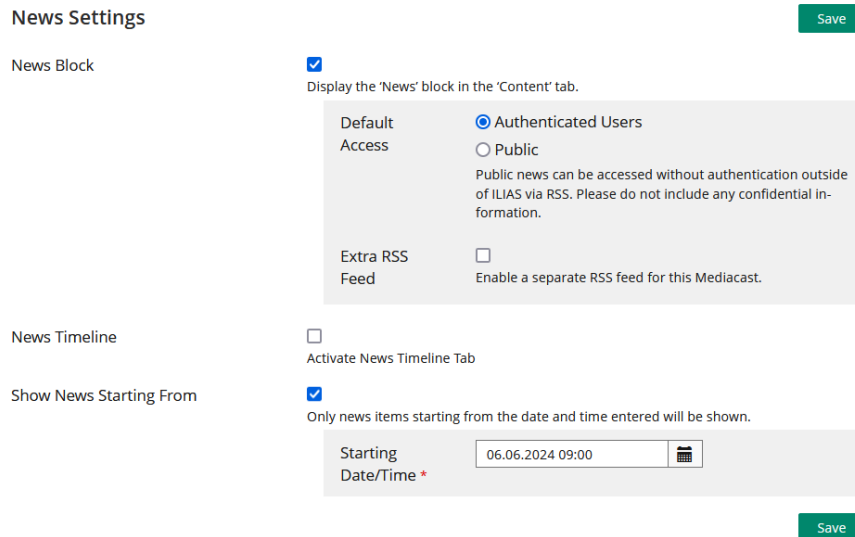


Figure 7 Block News and Setting the Start Date

You can decide who can see this news. By default, the news is only displayed to the Authenticated users of the course.

By selecting a defined start date, the topicality of the news can be narrowed down to the start of the course. This means that news about activities that took place during the course creation are left out.

Information about a timeline

It consists of: Another Possibility to receive the latest news and information present. Als a Called Timeline In addition to the automatic activity hints, individually designed information can be provided Presentert. Automated information, such as whether a file has been posted, can also be deactivated in the timeline.

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

To add a timeline to the classroom, activate As for the What's new already described, in the course settings, in the "Additional Features" section, select the option "News". When the timeline is activated, the entry "Timeline" is automatically entered in the menu bar of the start page. Automatically created news must be explicitly allowed.

The timeline can also be activated as a start page. This option leads to the fact that not the usual

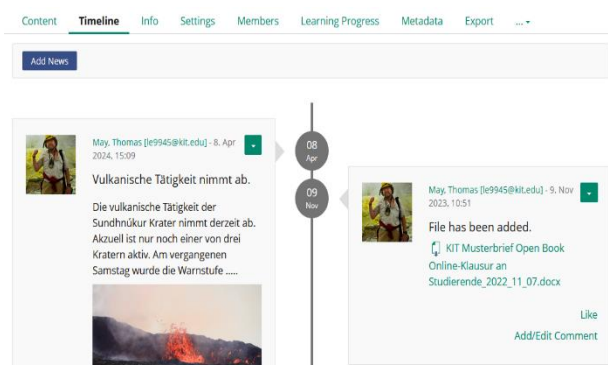


Figure 8 Timeline

content page with all materials acts as the primary home page, but the timeline. The period from the new posts within the timeline is freely selectable.


News Timeline

☒ Activate News Timeline Tab

Include Automatic Entries ☒ Include all news items that are created automatically, e.g. forum posts, new files, etc.

Landing Page ☐ Set the Timeline tab as the group's landing page.

Show News Starting From ☒ Only news items starting from the date and time entered will be shown.

Starting Date/Time 

Save

Figure 9 Activate a News Timeline

To create new posts, open the timeline and select the option "Add News".

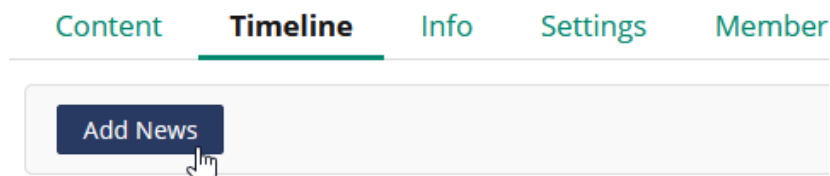


Figure 10 Add News to Timeline

The posts can then be easily created and formatted using a text editor. How access to the individual contributions 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 users of the KIT-ILIAS. In addition to text, media files can also be added to the posts.

News Item

Headline *

Text

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

Media File

ATTENTION: Legal restrictions may apply when uploading files, especially if those files were created by somebody else or contain content created by somebody else. You will find more information on the e-learning pages of KIT concerning copyright law.

Maximum upload size: 256.0 MB
Allowed file types: jpeg, jpg, png, gif, mp4, mp3

* Required

Save **Cancel**

Figure 11 Writing Timeline Posts

Information in file form

An easy way to place specific 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. For example, it is better to set PDF files instead of Word or similar.

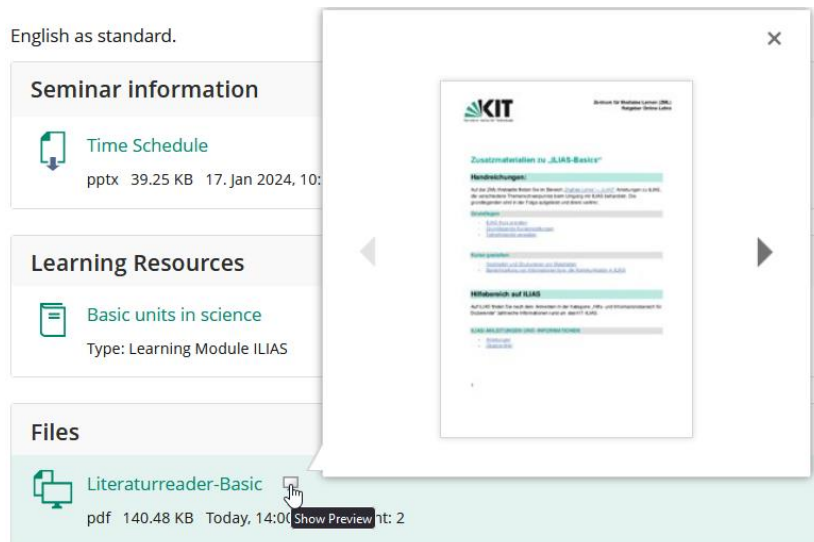


Figure 12 Direct File Preview

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

General event information

In order to illustrate the course of a (virtual) event, it can, for example, be set up as a file for download. This ensures that all appointments and activities are available to the participants. The same applies to formal requirements, such as the expected performance to obtain all credit points, e.g. in a seminar.

For a quick overview, a simple graphical representation is often sufficient, as the following example shows.

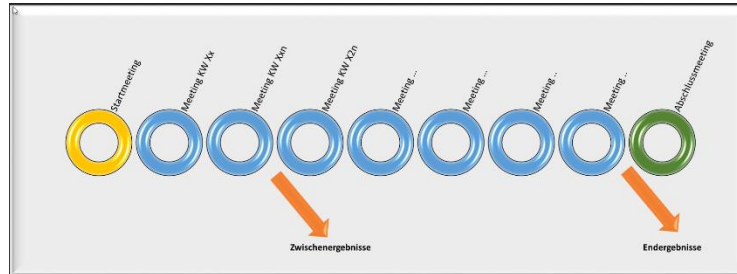


Figure 13 Graphical Schedule

In principle, such central information should be offered compactly in a correspondingly visible course area.

Information about page elements

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

In the following three (ILIAS) areas, you have the option "Customize Page" to generate information in a contextual manner.

- Content page (home page) of the course room
- Folder
- Group

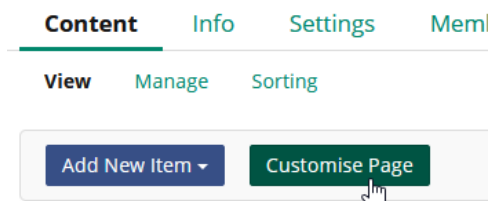


Figure 14 Option "Customize Page"

These areas can be assigned corresponding target groups and settings of the information content. 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 for 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 relate to:
- ... explain the subject area delimited by the folder

Group

Within a group, all the information that ...

- ... which concern group members
- ... Information about
 - ... Working methods of the group
 - ... Dates

Page design elements

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

Insert texts

Important information can be inserted directly as text on the content page. Different styles offer the possibility, for example, to emphasize the importance by marking them appropriately. In the example, the note to start setting up the typesetting system immediately is highlighted. Predefined processes can be displayed as a list. This results in a comprehensive overview of everything important as soon as you enter the ILIAS room.

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.



Figure 15 Course Schedule Information

Carousel

Important information such as appointment 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.

Figure 17 Schedule Ticker 1

Shutdown of the entire instance!

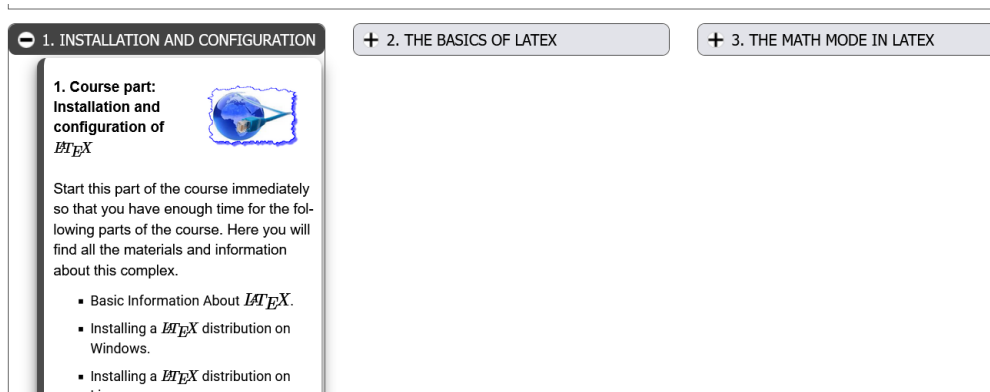
On September 31th, 2024, the entire ILIAS instance will be closed due to switched off for urgent maintenance work.

Figure 16 Appointment Ticker 2

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

Page structuring as an information tool

A page can be divided into areas that reflect the context by providing materials and/or activities for an event's history. This results in a structure that is largely self-explanatory. In the following example, the areas of course information, lecture (materials) and exercises are shown as separate areas.



The screenshot shows a course page with three tabs at the top: "1. INSTALLATION AND CONFIGURATION", "2. THE BASICS OF LATEX", and "3. THE MATH MODE IN LATEX". The first tab is selected and displays the following content:

1. Course part: Installation and configuration of \LaTeX

Start this part of the course immediately so that you have enough time for the following parts of the course. Here you will find all the materials and information about this complex.

- Basic Information About \LaTeX .
- Installing a \LaTeX distribution on Windows.
- Installing a \LaTeX distribution on Linux

Figure 18 Page Structure

The individual areas contain the corresponding materials and active objects. These are grouped together using the "Object Blocks" object. This makes it possible to combine different object types such as forums, files, etc. in a common block and title it accordingly.

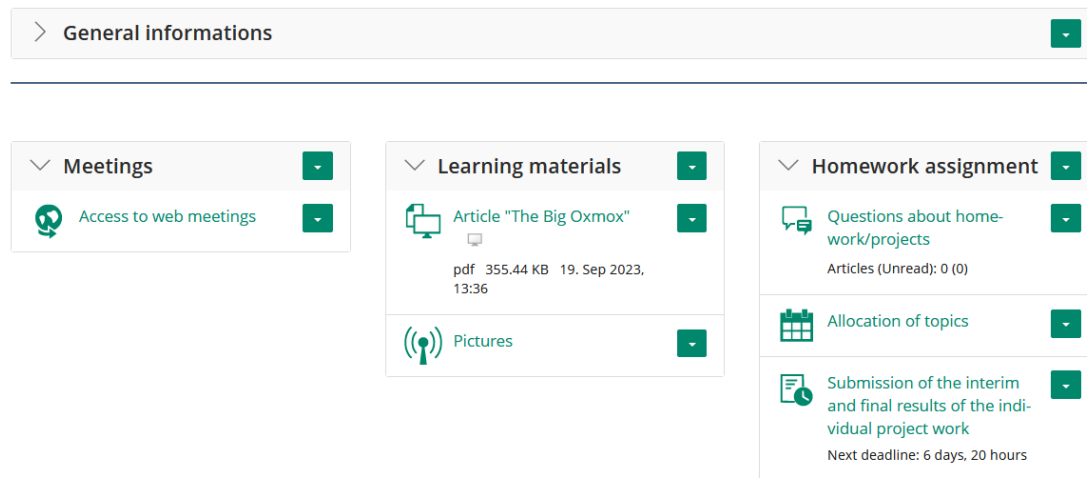


Figure 19 Item Groups with Associated Items

In the overall view, the three lower blocks have also been inserted into three columns via the page design: This serves to save space. Of course, the areas can also simply remain one after the other in a list-like manner. The following is a step-by-step explanation of the procedure

1. First of all, you create the majority of the required objects. This means that you upload files, create forums, exercises, etc. as desired.
2. Now you create as many item groups as are needed. Under "Add new object" you give the item a title, representing the content.
2. The first thing to do is to give the object block a title and create it.

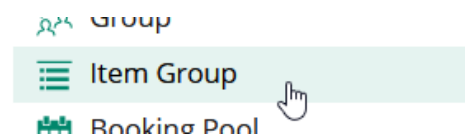


Figure 20 Selecting the "Item Group"

New Item Group

Title *

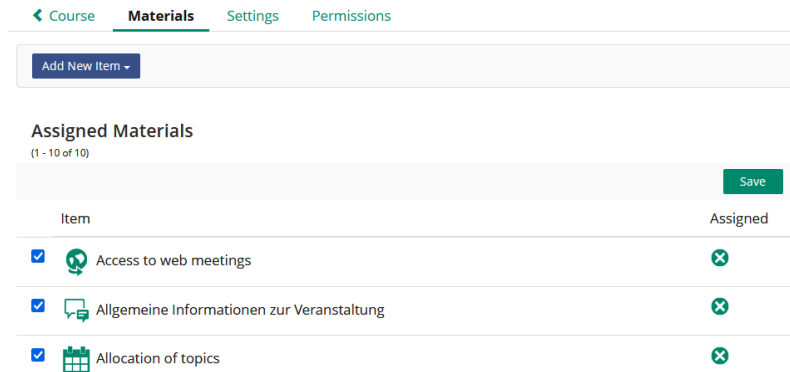
* Required

TITLE OF THE ITEM GROUP

Add Item Group Cancel

Figure 21 Creating an item group

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



Course Materials Settings Permissions

Add New Item

Assigned Materials
(1 - 10 of 10)

Save




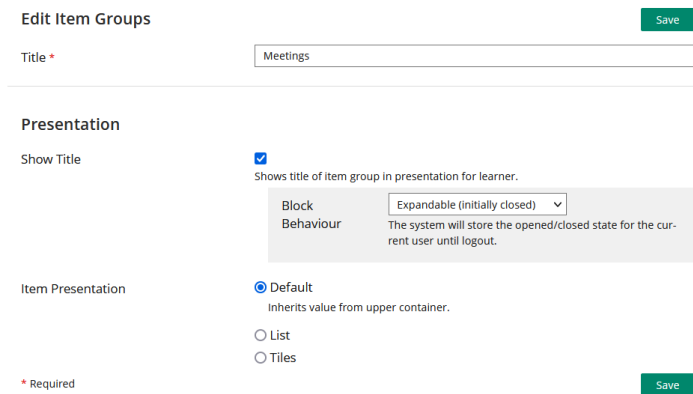
Item	Assigned
<input checked="" type="checkbox"/>  Access to web meetings	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>  Allgemeine Informationen zur Veranstaltung	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>  Allocation of topics	<input checked="" type="checkbox"/>

Figure 22 Selection of Items

- Via the "Settings" option you can now define how the behavior of the block should be, i.e. open or closed.



Edit Item Groups

Save

Title * Meetings

Presentation

Show Title ☒ Shows title of item group in presentation for learner.

Block Behaviour The system will store the opened/closed state for the current user until logout.

Item Presentation ☒ Default Inherits value from upper container.
☐ List
☐ Tiles

* Required

Save

Figure 23 Item Group Settings

Thus, the areas are set up. 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 transfer all generated elements into the page design. To do this, proceed as follows.

1. Open the page editor via "Customize Page"

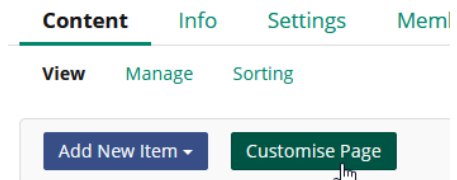


Figure 24 Customizing the Page

2. Creation of a so-called "Resource List" for each object block.
3. As a resource, you call the desired object block (Figure 26).

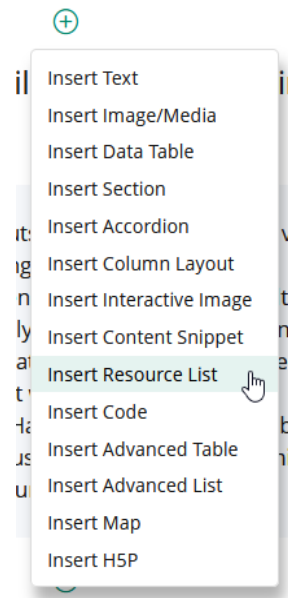


Figure 25 Inserting a Ressource List

Insert Resource List

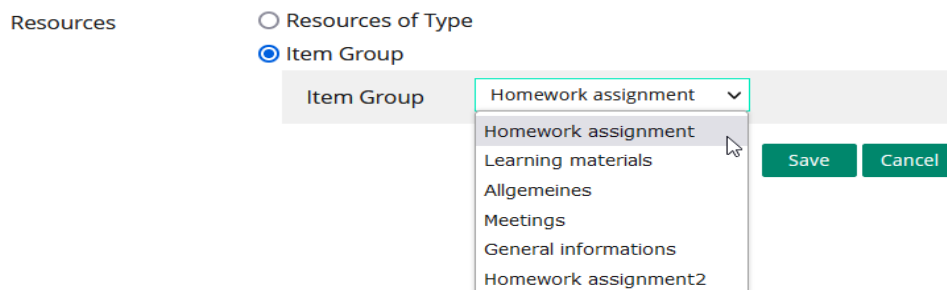


Figure 26 Assigning a item group

4. For the division into columns, select the column layout (see Figure 27) as the page element. In the left-hand slate, it is possible to select one of the predefined column sets, or to create the layout individually.
5. In the case of individual creation, 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 grid of 12 applies to the window width. 12/12 corresponds to a column width of the entire display 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 on a full page. Otherwise as three-columns.
6. The text blocks above the material lists can now be inserted into the columns.

☒ Manually created page layout
Enables the free design of the number and width of columns.

Number of Columns

Small

▼
E.g. smartphone

Medium

▼
E.g. tablet


Large

▼
E.g. desktop

Extra Large

▼
E.g. wide desktop

Figure 28 Editing the Column Width

 Edit

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.

Figure 27 Selection of Column Layouts

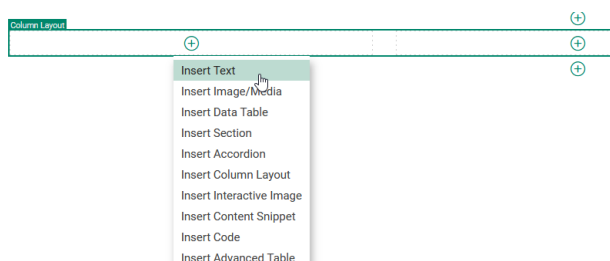


Figure 29 Inserting the Elements

Info & Contact

Last update: 2024-06-06

Licence note



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Imprint

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