

# Documents in the Academic Cloud

## Share & edit together

The Academic Cloud (AC) makes it possible to share files and folders and edit Office documents in the web browser (such as Word or PowerPoint files). In teaching, AC can be used to enable groups to work together on a document either simultaneously or with a time delay and/or to make their group results available to the entire seminar. It is possible for the teacher to share a folder from their AC account with the students as well as for the students themselves to share folders or files from their account with others.

You can share files and folders either specifically for selected other AC accounts or via link sharing. Working with link sharing is easier when teaching. If the file is not only to be shared but also jointly edited in AC, you must always share a folder via a link. The folder content can then be edited together. Link shares for files only allow downloading, not editing in AC.

AC is a service of the universities of Lower Saxony that is available to all Leuphana lecturers and students and represents a secure and data protection-compliant alternative to services such as Google Docs. Access is via the Leuphana email address/account. Originally created as a cloud service with which data can be synchronised on different computers, AC now also offers the online office suite *Only Office* for editing documents in a web browser. Like the NRW university cloud *Sciebo*, for example, AC is based on the open source software *OwnCloud*.

### 1 Activation of the Academic Cloud account

Before using the Academic Cloud for the first time, you must activate your account by logging in for the first time at <https://academiccloud.de>. Instructions can be found in the appendix.

### 2 Ordner & Dateien bereitstellen und Zugriffsrechte verwalten

You can either share existing folders and files or first create new folders and files and then share them.

#### 2.1 Create folder

- After logging into the AC, select the *Cloud* option (Fig. 1).
- You will now land on the start page of your Cloud folder.
- If you are already using AC, you will see all your folders there.
- Select a location where you want to create your new folder.

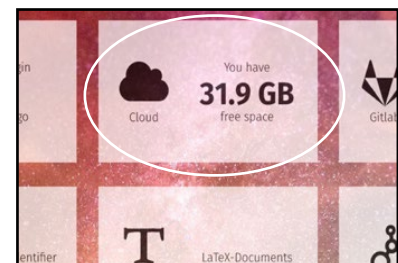


Figure 1

- Click on the plus symbol to the right of the house icon and folder name, select *Folder* and then enter a name for it (*Fig. 2*).

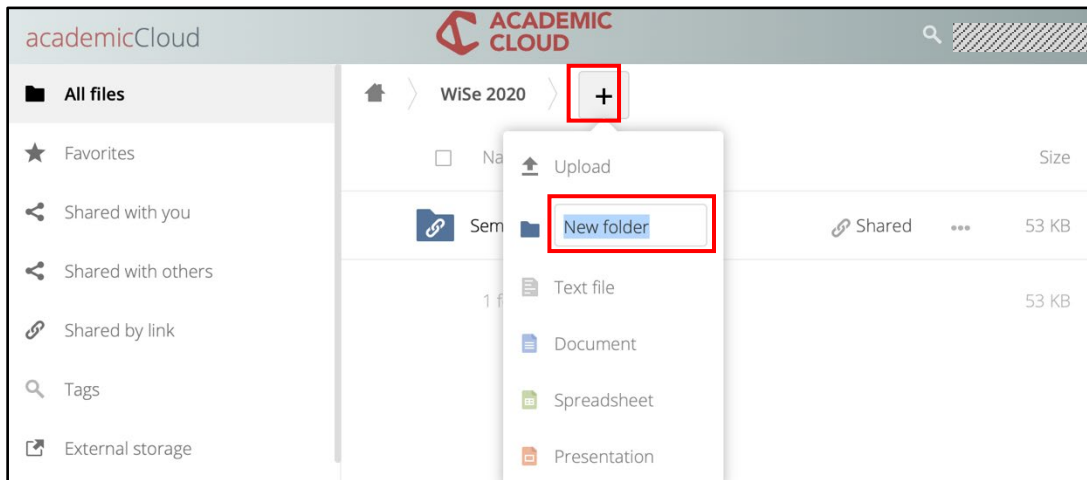


Figure 2

## 2.2 Sharing folders & files with others

You must share the folder so that others can access the folder and the existing files and, if necessary, create or upload new files. Individual files are shared in the same way. You have **two options** for this:

### a) Share folder (or file) via public link:

- You generate a secret link (with an additional password if required) and can thus easily give a larger group of people access to the folder.
- The people do not need their own AC account. This option is ideal if you want to share the folder with an entire seminar group, for example.
- Individual files can only be shared for download in this way, but not for editing. Editing rights can only be granted by sharing the entire folder.

### b) Share folder (or file) with selected persons with an activated AC account

- You select individual persons for approval. This procedure is more complex and only possible with people who have an AC account and have activated it.
- You can also share individual files for editing in this way.

- To share the folder, first click on the connect icon in the folder overview (*Fig. 3*)
- A new area opens on the right (*Fig. 4*)



Figure 3

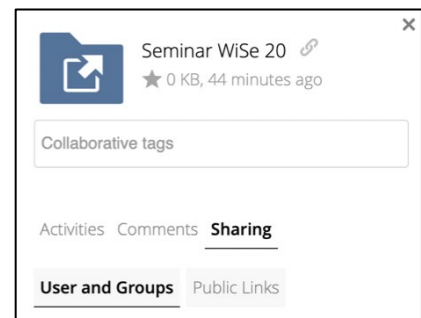


Figure 4

### a) Share folder via public link

- Instead of *User and Groups*, select the option next to it: *Public Links* (Fig. 4).
- A pop-up window opens (Fig. 5)
- Assign a link name and select the desired rights (*Download/View...*) (Fig. 5)
- Optionally, you can set a password, a time limit and enter email addresses to which the link should be sent. Share links expire after 180 days at the latest.
- Close the pop-up window.
- Your link approval is now displayed (Fig. 6).
- You can use the icons on the right to copy the link to the clipboard, change the settings or delete the link share.



Figure 6

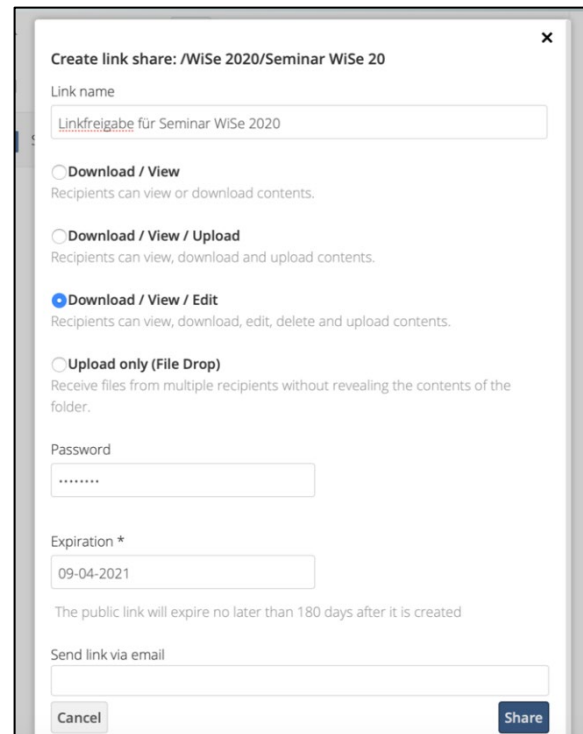


Figure 5

### b) Share folder (or file) with selected persons with an activated AC account

- To do this, select *User and Groups* option in the right-hand area shown in Figure 4
- Enter the Leuphana email address of the person you wish to authorise in the search field. You must use the short email variant with the identifier, not the one with the full name (e.g. not *ruth.miller@leuphana.de* but *miller@leuphana.de*, for students the *lg* variant). The search may take a while.
- If you only see one account with the addition *Federated*, this person must first activate their AC account. A second account with the addition *User* is then displayed next to the *Federated* account (Fig. 7). Select the *User*-account.
- You can now specify which rights the person should receive (*edit, create, change, delete*) and optionally enter an expiry date for the authorisation (Fig. 8).
- If you have accidentally selected the wrong person, you can delete them using the rubbish bin icon (Fig. 8).
- Optionally, you can add more people using the search field.



Figure 7

Abbildung 8

## 2.3 Filling folders with content

In the shared folder you can

- a) Upload files
  - b) Create subfolders
  - c) Create files
- Click on the plus symbol and select the appropriate option (*Fig. 9*).
  - The AC allows the direct creation of file formats:
    - *text file*: simple text file (\*.txt) without any formatting (e.g. suitable for code)
    - *document*: Word document (\*.docx)
    - *spreadsheet*: Excel spreadsheet (\*.xlsx)
    - *presentation*: Power Point presentation (\*.pptx)

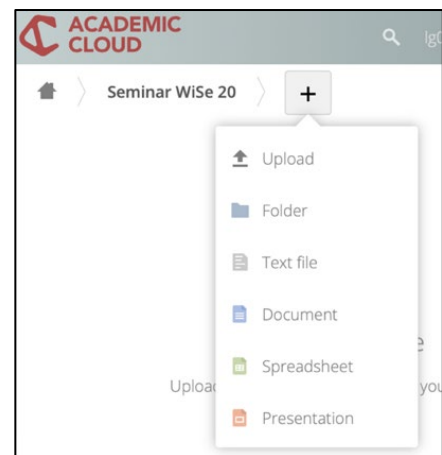


Abbildung 9

## 3 Sharing files

You can open and edit files directly in AC with *Only Office*. In addition to the usual file editing functions, Only Office offers numerous helpful functions for collaborative working (*Fig. 10*).

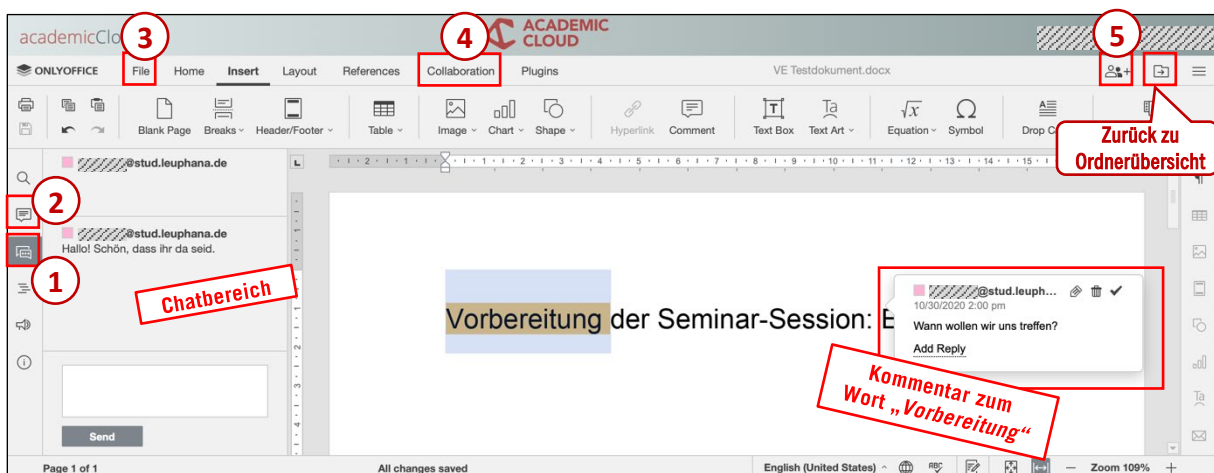


Figure 10

- The comment function (1) can be used to create comments both for the entire document and for specific text passages. Comments are saved permanently in the document. The author is only displayed if they are logged into AC. Otherwise it will say *Anonymous*.

Attention: Unfortunately, not only your own comments, but also those of other people can be edited afterwards!

- Participants can use the chat function (2) to communicate directly with each other while working synchronously. Unlike comments, the chat is deleted at the end of the session and cannot be saved.
- The tracking of changes must be specifically activated. This mode makes it clear that contributions originate from different people (unfortunately, there is no colour coding of contributions in AC as there is in Etherpad). Each change also opens a small window that can be used to reject or accept the change.
- The *co-editing mode* in the *Collaboration* tab (4) determines whether changes are saved in real time (recommended) or only after active saving.
- The access rights to the document (5) can optionally be customised.

- Opened documents can also be exported to other formats via the *File option* (3) and downloaded as a PDF file, for example.

**Note:** If you open and edit files created in MS Word or PowerPoint directly in the AC, for example, the formatting may get mixed up. Files with complex formatting are best downloaded, edited in MS Office and then uploaded again.

## 4 Further option

### 4.1 Cooperation with people outside Leuphana

Working with link sharing works regardless of the person's institutional affiliation. If you want to share folders/files specifically with individual persons, you can also select persons from other institutions who work with the Academic Cloud or another OwnCloud instance (e.g. other universities). You can find instructions on how to do this in the [MIZ FAQ](#) (*access only via VPN*).

### 4.2 Integration von Academic Cloud in Moodle

So far, there is no plug-in for the direct integration of AC in Moodle. However, one is currently being created and will probably be made available at Leuphana when it is ready. Until then, you can integrate AC into Moodle by setting the link shares in Moodle. You will find instructions on how to do this in the appendix.

### 4.3 Changing the language of the user interface

In the drop-down menu next to your name, you will find the AC settings, where you can switch from the default language English to the German interface, among other things.

Leuphana lecturers can contact [lehrservice@leuphana.de](mailto:lehrservice@leuphana.de) if they have any questions about using the Academic Cloud in teaching.

# ANNEX

## Integration in Moodle via link embedding

Share links to AC folders or files in can be embedded in Moodle courses - either via the *Link/URL* option or in a text field. To use the *Link/URL* option, proceed as follows:

- After switching on the editing mode in Moodle, select *Create activity or material* in the bottom right-hand corner of the designated course section.
- You can now select either the *Link/URL* option.
- Enter the text to be displayed in the *Name* (1) field, e.g. "*Work folder group I*" (Fig. A).
- Enter the release link under *External URL* (2).

Figure A

- You can optionally add a description. In this case, tick the box next to *Show description in course*.
- In the settings under *Display*, select the *Open* option (Fig. B).

Abbildung B

- After the optional adjustment of further settings, click on *Save and display*.

If students want to share links to AC folders/files in Moodle, you need to set up a forum for this. Students can then post the link as a contribution.

## One-time activation of the Academic Cloud account

If AC has not yet been used, the AC account must first be activated. All you need to do is log in for the first time.

- Go to Academic Cloud at <https://academiccloud.de> and click on *Login*.
- Enter your Leuphana email address and click on *Login (image 1)*.
- If Leuphana is suggested as an institution, click on *Continue registration*.
- On the Leuphana login page (*image 2*), enter your Leuphana ID (*without @leuphana.de, do not confuse it with myStudy ID!*) and your password and click on *Login*.
- You can then check your data and *accept* the data protection information.

