

# Digital Teaching: Introduction

So far, You have little experience with digital teaching and would like to work with the simplest possible digital platforms and tools that you already know best? This guide will give you an overview of the possibilities that myStudy, e-mail, PowerPoint, a simple web application and a voice recorder already offer you for implementing your digital teaching ideas.

The simplest tool you can use to communicate with your students, send them work assignments and share materials (texts, videos, audio, web links) is *myStudy*. After your login you will receive detailed instructions on all functions of the platform at [mystudy.leuphana.de/userguides/list](https://mystudy.leuphana.de/userguides/list). For example, you can subdivide the material folder and create a subfolder for each session in which you the corresponding provide texts, task sheets, links and/or audio files. You can assign separate access rights for each subfolder. We would also like to draw your attention to the *myStudy* forum, which you will find as a tab in the navigation bar of your course. There, discussions can be held and contributions of all participants can be sorted by topic. The *myStudy* forum is particularly useful if you would like to work systematically and collaboratively on content during the semester and rely on a high level of student participation. In addition, you can create working groups on *myStudy*, assign students to these groups and send messages to them.

ACCESS [mystudy.leuphana.de](https://mystudy.leuphana.de)

TECHNICAL REQUIREMENTS *myStudy* login, Concept for your materials and the usage of the forum, if applicable: a didactic concept for working groups

## CENTRAL FORUM: MYSTUDY

Another way to enter into an exchange with your students is by e-mail. After you have called up the list of participants on your *myStudy* course page, in the tab 'Registration' under 'Export' (at the bottom of the page), copy the e-mail addresses listed there and paste them into the address bar of your e-mail program (preferably as bcc:). This enables you to share your content as an e-mail attachment directly and without having to log in to myStudy again as well as to individually determine the group of recipients. By selecting the address line cc: or bcc: you control whether students can reply to you only or to all participants. This can be useful for both, but in the latter case can also lead to confusing communication. To make it easy for students to assign your e-mail to the right course, please choose a meaningful subject line (if applicable a recurring one).

ACCESS [Pronto](#) or via your individual email provider (e.g. via *Thunderbird* or alternative email clients)

TECHNICAL REQUIREMENTS *myStudy* login, Microsoft Excel, mailing program

## EXCHANGE VIA E-MAIL

If you (want to) use *PowerPoint* to transmit the contents of your course, you can also record an audio file intended to accompany to your slides with very little effort. This way, extended presentations offer the possibility to integrate personal auditory elements in addition to visual information and enable your students to learn 'almost like in a lecture hall'. The finished presentation can then be uploaded to *myStudy*, for example in the subfolder of the corresponding session. Subsequently, you can use the *myStudy* forum or *Etherpad* for students' questions and comments. On our website at [Podcast and Audio Recordings](#) you will find step-by-step instructions on how to combine *PowerPoint* slides with an audio file as well as for saving and sharing your entire presentation including the audio track as a small 'movie clip'.

ACCESS locally on your computer after the completion of your slides

TECHNICAL REQUIREMENTS *PowerPoint* program, microphone (either built into your computer or via headset), *myStudy* for the purpose of sharing

## MATERIALS: POWERPOINT SLIDES WITH AUDIO COMMENTARY

The Leuphana *Etherpad* is an easy to use text editor and enables the simple exchange of information and direct communication. Once you use your *Etherpad* together with your students at agreed times (e.g. at the time your seminar or lecture takes place), you can directly interact and exchange thoughts and information. While other messengers only allow linear communication, Etherpad allows your conversations and comments to be structured and sorted according to their topics. Such a regular sorting of the contents prevents them from being confusing. The users are anonymous at first, but they can mark their contributions with an abbreviation. You can share materials as a link, but you cannot upload them on the pad itself. Students can create their own pads for their group work. Please do not publish sensitive data on the pad, as it can be accessed by anyone who knows the address.

ACCESS [Etherpad](#)

TECHNICAL REQUIREMENTS Browser

## EXCHANGE/DISCUSSION (EVEN IN REAL TIME): ETHERPAD

Of course, you can also record lectures or presentations completely independent from PowerPoint and a set of slides. For this, we recommend either the voice recorder installed on your smartphone or the recording tools for Microsoft Windows or MacOS. On Windows 10 you will find the corresponding app with the search term 'voice recorder'. When using this app, you can also easily set time marks and thus mark sections. With MacOS, you are best off using the QuickTime program. After saving the file and giving it a meaningful file name, you can send it by e-mail or upload it to myStudy for your students.

ACCESS locally on your smartphone oder computer

TECHNICAL REQUIREMENTS voice recording app on your smartphone or computer, access to the storage location, email or *myStudy* for sharing

## MATERIALS: AUDIO FILES

With the exception of the *Etherpad*, with which you can also work directly and interactively with your students at the same time regardless of their location, all other digital platforms and tools are primarily designed for use regardless of the time of the actual course (asynchronous). Further digital platforms and tools such as *Moodle*, the *Academic Cloud* or video conferencing are presented elsewhere on our pages.

**On the Leuphana website you will find further support:**

Portal [Digital Platforms and Tools](#)

[Support & Tools](#) for teaching overall

If you have any questions or need individual support, please contact the Leuphana Teaching Service at [lehrservice@leuphana.de](mailto:lehrservice@leuphana.de).

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