Leuphana Teaching Service - Tool Guide for Lecturers

LEUPHANA UNIVERSITY OF LÜNEBURG

Caption:
☺ Well suited
😐 Partly suited
☹ Not suited

	Simple Use How easily can the tool be used?	**What Do You Want to Achieve Pedagogically?**		
		Information Transfer Is the tool suitable for passing on information from you to your students?	**Communication & Interaction** Can it be used for communication & interaction between you and among students?	**Creating Content Together** Can you create content together with your students?
Moodle Files	☺ just like an email appendix	☺ Yes, only lecturers will upload content	→ look at other Moodle activities	→ look at other Moodle activities
Moodle Page	☺ Simple. Use the text editor to create and format text and add images or videos.	☺ Yes, only lecturers create these pages. Here you can share general information, set up work and reading assignments, integrate (teaching) videos and much more.	→ look at other Moodle activities	→ look at other Moodle activities
Moodle Forum	☺ Simple. Title and description are sufficient. Can be used in a variety of ways.	☺ Yes. Message forum and e-mail notification of students. For example, you can also post discussion assignments and integrate or link files (PDF, video, images).	☺ Yes. Enables discussions in plenary and in small groups on specific topics.	☺ Yes, students can work together, discuss and also exchange files via the upload function.
MyStudy	☺ Already used by all lecturers for the overall course administration.	😐 Well suited for providing literature, not suitable for information in other media formats such as video and audio.	😐 Forum function available. Furthermore, there is the possibility to form groups. If the forum is used more frequently and in combination with other activities and media, Moodle is more suitable.	☹ not possible
PowerPoint Slides with Accompanying Audio	☺ Simple, an audio is recorded in addition to the slides.	☺ Well suited to present content (audio-)visually asynchronously.	☹ not possible	☹ not possible
Audio/ Video Podcast, Screencast	😐 Requires interaction with authoring tools (e.g. Audacity, Camtasia, Screencastomatic)	☺ Very well suited to present content audio(-visually) and asynchronously.	☹ not possible	☹ not possible
Adobe Connect (Web Conference)	😐 Requires interaction with e-hosting and the features of Adobe Connect.	☺ Yes, online lectures and seminars are possible and can also be recorded.	☺ Yes, communication is possible audio-visually and via text chat.	☺ Yes, students can work together, create content and discuss.
Zoom (Web Conference)	😐 Requires the installation of the service.	☺ Yes, online lectures and seminars are possible.	☺ Yes, audio-visual communication is possible.	☺ Yes, students can work together, create content and discuss.
Pexip (Web Conference)	😐 Requires interaction with e-hosting and features similar to Adobe Connect.	😐 Basically suitable, but only for groups of a maximum of 23 persons.	☺ Yes, communication is possible audio-visually and via text chat.	☹ not possible
Etherpad	☺ Very easy-to-use text editor.	😐 Communication of simple information possible, integration of files only via links. Content can be deleted by everyone.	😐 Everyone can write, but also delete everything. Colour marking of the writers possible, otherwise anonymous. Time of the entries not recognizable. Can quickly become confusing.	☺ Very good for simple content creation such as brainstorming and for documentation of group work.
Moodle Wiki	😐 Requires interaction with the principle concept of a Wiki and Wiki syntax.	☺ Yes, a wiki can be used as an information page, for example. Editing can be restricted to specific user groups.	😐 Suitable for discussion of created texts through own discussion pages. For general discussions better use forums.	☺ Yes, participants can work cooperatively, create content and discuss.
TeachingWiki	😐 Requires interaction with the principle concept of a Wiki and Wiki syntax.	☺ Yes, a wiki can be used as an information page, for example. Editing can be restricted to specific user groups.	😐 Suitable for discussion of created texts through own discussion pages. For general discussions better use forums.	☺ Yes, participants can work cooperatively, create content and discuss.
MyPortfolio	😐 Requires knowledge of portfolio work and an own portfolio concept.	😐 Possibly, but you should use Moodle for this instead (very well suited for students to provide content).	☺ Exchange files, videos, blog entries via comment function. Additional forum available.	☺ Very well suited for students to present their own work (blogs, file upload). Comment function also available.

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Moodle Chat	☺ Simple. Create an activity, communicate and get started.	☺ Yes and no, suitable in the form of group consultations. An alternative is a web conference or, in the case of one-to-one meetings, a telephone call.	☺ Yes. Enables discussions in small groups and questions/ consultation hours. Teacher must set up a virtual room, no further registration necessary.	☺ Yes. Students can work and discuss together.
Rocket.Chat	☺ Simple. Create chat room, communicate and get started. Can only be used via VPN client.	☺ Yes and no, suitable in the form of group consultations. An alternative is a web conference or, in the case of one-to-one meetings, a telephone call.	☺ Yes. Enables discussions in small groups and questions/consultation hours. Can be used independently of a lecturer, but individual activation required.	☺ Yes. Students can work and discuss together.
Tweedback	☺ Simple. Create a link, communicate and get started.	☺ Yes and no, information can be integrated in the form of links.	☺ Yes. Enables discussion, statements can be voted for. Additional chat and quiz function available.	☹ not suited
Academic Cloud	☺ After the setup very easy by drag & drop.	☺ You can provide files of different types. Well suited for large files.	☹ not suited	☺ Files can be exchanged while no form of communication is possible.
Other Moodle Functions	→ look at the following overview **https://eledia.de/docs/media/Moodle2ToolGuide_v2_de.pdf** (unfortunately, only available in German)			

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How to use the Tool Guide?
- You have hardly used any digital tools so far and you still lack an overview of the tools? Use the above overview to select a suitable tool.
- You already know which tool you want to use? In each line you will find strengths and weaknesses.
- You know what you want to achieve? Choose a column and check which tool supports you best.
- Combine several tools if applicable.

Im Leuphana Internet finden Sie weitere Unterstützung:
- Portal Digital Platforms and Tools
- Moodle demo course (Self-enrollment with your myStudy account):
- Support and Tools for teaching in general or direct contact to the Leuphana Teaching Service via lehrservice@leuphana.de