



ADAM (ILIAS)

Quick start guide for students

Educational Technologies, 07/08/2023

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Introduction

ADAM is the central teaching and learning platform at the University of Basel based on the Learning Management System ILIAS. ADAM supports courses that are offered in the context of undergraduate teaching, doctoral studies, continuing education or advanced training. The functions, the so-called items, offer numerous possibilities to support teaching and learning both organizationally and didactically and to provide corresponding materials.

This guide provides an overview of how you, as a student, can use ADAM in the user role **Course Member** in your studies.

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Courses on ADAM for your classes

For most classes which you attend at the University of Basel there is a corresponding **course on ADAM with synchronized member management**. As of July 2022, you can recognize these courses by the gray synchronization arrow on the course icon, which was assigned retroactively to fall semester 2021. Triggered by your course registration via [Online Services](#) during the regular enrollment period, you will automatically be enrolled as a member with read-only privileges (**Course Member**) in the corresponding course on ADAM the following night. You can only permanently cancel your membership in that synchronized course by canceling your registration via [Online Services](#) during the course registration period. If you cancel your membership in ADAM but still have an active registration via [Online Services](#), you will be added back as a course member to the ADAM course the following night.

However, there are also **courses on ADAM with manual member management** (e.g. courses of the Language Center). To join, you will either receive a link to the course or you will be invited or informed by email that you have been added to the course. In these ADAM courses, membership management

is therefore not automatic and you can also terminate your membership on ADAM yourself. However, this does not mean that you have also properly deregistered from the course, e.g. the language course, if you have left the ADAM course. Please refer to the relevant regulations of the respective course.

Login and Dashboard

Here's how to get to your courses on ADAM:

- Go to the ADAM website (<https://adam.unibas.ch>) and select **AAI login**.
- Select **University of Basel** and log in with your credentials.
- After successful login, your **Dashboard** will appear with all your courses.
- **Courses with synchronized member management** can be identified by the **gray synchronization arrow** on the course icon.
- Use the semester buttons or the filter at the top to find the course you are looking for. Alternatively, you can use the ADAM-wide search (magnifying glass at the top right).

User role and rights in a course on ADAM

- As a student, you are by default enrolled as a **Course Member** in courses on ADAM.
- Course members are allowed to read and download documents in a course on ADAM.
- Course members can contribute to forums, wikis, and blogs and maintain their personal portfolio.
- In a so-called Postbox folder (folder icon with envelope), course members can store documents that can only be viewed by lecturers.
- In the folder of the type Member Work Area (file exchange) (folder icon with a person) all members of the course can upload, view and exchange files.

How can I see what has changed in the course on ADAM?

If the lecturers have activated **News** in the course and have made the appropriate settings, the **News** will appear on the right side margin for all members of the course. There you can see when something has happened in the course, e.g. a file has been added. The **News** are visible in the **Dashboard** as well as in the course (in both cases on the right side margin). In addition, you can also see all news under **Communication > News**, where you can also filter the news. If you do not receive any news in a course, but this would be useful for you, please ask the lecturer to activate this function in the course.

Can I see who else is a member of the course?

For privacy reasons, as of fall semester 2019, neither the members gallery nor the participants list is enabled by default in all courses on ADAM. So these two items will not be visible to you as a course member until lecturers change these settings. Lecturers should only do this in consultation with students.

If the two elements have been activated by the course administrator, you as a course member will see the **Members** tab and there the **Course Members Gallery**. On the same page at the top you will also find the button **Generate List**.

Receiving mails from ADAM

Mails sent via the mailing system in ADAM (e.g. when the lecturer adds you to the course with manual member management or when lecturers write to the members of a course in ADAM) are by default both received locally in ADAM (available under **Communication > Mail**) and automatically forwarded to your mail account (to the address with which you are registered in ADAM; for students usually the stud.unibas.ch address). You will see the latter mail when you access your mail account e.g. via an e-mail client (e.g. Outlook). So you have the choice where you want to read the mail sent from ADAM.

Mails received locally in ADAM remain marked as unread in ADAM until they are read there (orange message at the top right of the notification icon). You can work around this by changing the above mentioned default and have mails sent via ADAM only forwarded to your registered mail account:

- Click on **Communication** in the main navigation on the left and then on **Mail**.
- In the tab **Options** you can set the selection under **Mail Settings to forward to e-mail address** and **save** the setting. You will now no longer receive the mails in ADAM, but only on your mail account. The orange marking for newly received mails is thus omitted.

Notes: digital dog-ears in ADAM

You can attach a private note to any item in ADAM, e.g. a reminder that there is something important there or that you should look at something again.

- In ADAM, navigate to the item (e.g. file, test, forum, etc.) where you want to attach a note for yourself.
- Click on the **action arrow** to the right of it.
- Select **Notes**.
- Enter and **Add Note**.

You will find all your notes in the **Personal Workspace** under **Notes**. You can change the view by using the respective button to display the notes without reference or with reference.

Changing the language of the user interface

The ADAM user interface can be displayed either in German (default) or English. This is how you can change the language:

- Click on your profile picture in the upper right corner and there under **Settings**.
- Select the alternative **Language** and save it.

Basically, all languages can be entered in e.g. exercises or blogs. The character output is in a standard format (UTF-8). However, depending on your settings, your browser may not display special characters correctly.

What is ADAMtools and how can I use ADAMtools?

ADAMtools is an area within the learning platform ADAM. In ADAMtools, both students and people involved in teaching at the University of Basel can create, manage and use the items Group and Survey in a low-threshold way in the context of learning & teaching. Further information can be found here:

- [ADAMtools: Hilfe und Informationen](#) (in German)
- [ADAMtools: Quick Start Guide Studierende](#) (in German)

Help & Support

You can find detailed information and help about ADAM

- on the one hand in the role and context-sensitive ILIAS online help (in German), which you can call up in ADAM via the ? in the header, however only available in the German user interface, and
- on the other hand by clicking on the menu item **Help & Support** or by calling up: <https://adam.unibas.ch/help>, where you will find FAQs and a glossary for ADAM in the **Unibas-Hilfe**, mostly in German.