



ADAM (ILIAS)

Quick start guide for lecturers

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 gives you an overview of how you as a lecturer can use ADAM in the user role **Course Administrator** for your courses.

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Login and Dashboard

Here's how to get to your course 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.

User roles and rights

Within a course we have the following user roles with corresponding rights:

Course Administrator

- As course administrator you manage the complete content and all members of a course.
- In addition, you can send information to members via mail using the ADAM mail system.
- For certain items you can change the rights of course tutors and course members.

Course Tutor

- Course tutors can, for example, support the course administrator and shape the structure and content of the course.
- Course tutors can create the same items as the course administrator.

Course tutors can delete the items they have created at any time, but they cannot delete items and contents of other course tutors or of the course administrator.

Course Member

- This is the standard role for invited users (e.g. students and course auditors).
- Course members are allowed to read and download documents in a course on ADAM.
- Course members can contribute to forums, wikis and blogs and keep their personal portfolio.
- In the so-called **Postbox** folder (folder icon with envelope), course members can store documents that can only be viewed by course administrators and course tutors.
- In the folder of the type **Member Work Area (file exchange)** all members of the course can upload, view and exchange files.

Courses with synchronized member management

The big advantage of courses with synchronized member management is, as the name implies, automatic member management. An interface from the study administration services.unibas.ch to ADAM enables lecturers to set up a course with synchronized member management on ADAM for each class, which students can access automatically after 24 hours at the latest based on their course registration in the Online Services.

Request a course for your teaching via the Online Services portal (<https://services.unibas.ch/>) when planning your course offerings by placing a check mark in the respective place. Within 24 hours, a course with synchronized member management linked to this class will automatically be created in ADAM.

You will then find your course, in which you have the role of a course administrator, in ADAM under the menu item **Repository** under **My Courses and Groups** or in your **Dashboard**. You can now prepare your course by, for example, uploading files, designing a welcome page, or adding exercises, forums, or blogs to your course. An overview of all ADAM items and their function can be found here in the [Unibas-Hilfe](#).

ADAM compares the registration data of the Online Services with the member list of the course on a daily basis. Even if students who have enrolled in your class via Online Services can be removed from the course via the **Members** tab in ADAM, they will reappear as members in your ADAM course during the enrollment period and have access to its content until the students have cancelled their registration for your class in the Online Services. The same applies if students click on **Unsubscribe from Course** on ADAM.

Courses with manual member management

- You can request a **Course with manual member management** for your teaching in ADAM via the menu item **More Functions**.
- Please note the different course types regarding access restrictions.

Invite and manage members

For **courses with synchronized member management**, member management is automated as far as possible: The members are usually students who are automatically enrolled as **Course Members** in the ADAM course of the corresponding class within 24 hours after registering via Online Services (services.unibas.ch). You only have to manually add those people who are not automatically authorized for the ADAM courses (e.g. course auditors who do not receive an unibas-address) or employees who, for example, should upload learning material to ADAM.

For **courses with manual member management**, all members must either be added manually or you can enable **Join Directly** in the **Settings** of the course.

In order to **manually add members** (e.g. course auditors who do not have an unibas-address) to a course on ADAM, proceed as follows:

- Click on the tab **Members** in your course and then on **Subscription with e-mail list**.
- Now enter one or more e-mail addresses and click on the button **List Users**.
- In the column **Role** select **Member** and click on **Assign and invite**.
- The enrolled people will now be notified by e-mail and will get access to your course.
- People who do not yet have an ADAM account will automatically receive an e-mail with a one-time registration link and will be invited to create an ADAM account.

If you would like to add another person (course auditors, lecturers, tutors) to your course, you can do so at any time by proceeding as described above. Alternatively, if the person is already an ADAM user,

- in the **Members** tab and there in the **Edit Participants** under **Users**, enter the name of the person you want to add, select their role (Course Member, Course Tutor, Course Administrator) and click on **Add** to complete the process of adding them to your course.
- Or you can use the **Search Users** button and there the search type **Search for users**, select the person and role and click on the **Execute** button to add them to the course.

You can change the role of each member by selecting the corresponding member in the **Members** tab and choosing **Edit** and clicking on **Execute**. Under **Roles** you can assign a new role to one of the persons.

Transferring members from other courses

Members (e.g. other lecturers, tutors) who are not automatically registered in your course can be transferred from another course to the active one as follows:

- Open the tab **Members**.
- In the subtab **Edit Participants** click on the button **Search Users**.
- In the **Type**, select the **Search for Courses** option and enter the name of the course from which you want to transfer members.
- Select the desired course and click on **List members**.
- Now you can specify who should be added to the active course and in which role.
- By clicking on the **Execute** button, these persons will be taken over.

Structure your course with the help of folders

You can structure your course with folders, for example:

- By clicking on **Add New Item** you can also create folders and subfolders.
- To structure your content use the type **Default**.
- Within the folder use **Add New Item** as described above.

In addition to the **Default** folder, there are three other folder types:

- To restrict access, you can create **Private folders** that are only accessible to members with the **Course Administrator** or **Course Tutor** role.
- To allow **course members** to upload materials, you can create a **Postbox folder**.
- In the folder of type **Member Work Area (file exchange)**, all members of the course can upload, view, and exchange files.

Providing files and other learning materials

You can add files this way:

- Navigate to your course and select the **Content** tab, then select the **Add New Item** button.
- From the **Content** section, select the **File** item.
- Then either select the files from your computer or drag and drop them into the designated area.
- It's even faster to drag and drop files or folders onto the title or a folder of your open course.
- ZIP files can be uploaded and expanded (with or without structure) directly into your course.

In addition to files, you can also create all other items in your course via **Add New Item**. An overview of all ADAM items is given in the [leaflet](#) that can be found on ADAM in English as well as in German.

Copying content from another course

Data from one of your courses can be copied to another course. For example, if you offer a course repeatedly over a period of years, the courses will be in different categories **Frühjahrssemester 2022**, **Herbstsemester 2022**, and so on. Instead of uploading all the required material again, you can simply copy the content from an older course and add to it later if necessary. You can copy content as follows:

- In the current course to which you want to add content, open the **Content** tab.
- There, click on the subtab **Manage** and then on the button **Adopt Content**.
- Then select the course from which you want to take over content and click **Continue**.
- In the next step, you can select which content to **Copy**, **Link to**, or **Omit**.
- Finally, click **Copy Course**.

Informing students about changes in the course

To ensure that the members of your course immediately see what has changed in the course on ADAM, e.g. which file you have uploaded, you can activate the **News** in your course.

- In the tab **Settings > Course Settings** and there in the section **Additional Features** activate the item **News** and save the settings.
- You will then see a new subtab **News Settings** in the **Settings** tab.
- In the **Settings** tab activate the **News Block** and the option **Authenticated Users** in the section **Default Access**.
- The News will then appear on the right-hand side of the page for all members of your course, indicating when something has happened in the course.
- Students will now see the latest uploads under **News**.
- The News are visible both in the dashboard and in the course (both on the right side margin).

- Under the menu item **Communication**, News can also be accessed and displayed in a well-structured manner.

Contacting students by mail

If you want to inform the students of your course about new learning materials, upcoming dates or other things, you can quickly and easily notify the course members via ADAM mail:

- To do this, click on the **Members** tab in your course and then on the **Mail to Members** button.
- In the view that opens now you see **Choose the Recipients**: You can either **Send Mail to Selected Users** or with **Send Mail to Course Roles** to a group of members (e.g. all Course Members).
- Make your selection and click **Continue** to compose your message and attach documents if necessary.
- By clicking on **Send mail** the selected recipients will be notified.

Changing the language of the user interface

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

- Click on your profile picture in the top right corner, and then click on **Settings**.
- In the tab **General 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 the 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 Lehre](#) (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](#) in the Unibas-Hilfe, mostly in German.