



Universität
Basel

ADAM

Quick start guide for Lecturers

Quick Start Guide

ADAM for Lecturers

This quick start guide is intended to give an overview of the basic functions of the distribution and learning platform ADAM. More detailed information can be found in the ADAM Handbook and in further quick start guides that can be accessed through the **«Help»** menu or directly and publicly on <https://adam.unibas.ch/help>.


What is ADAM?

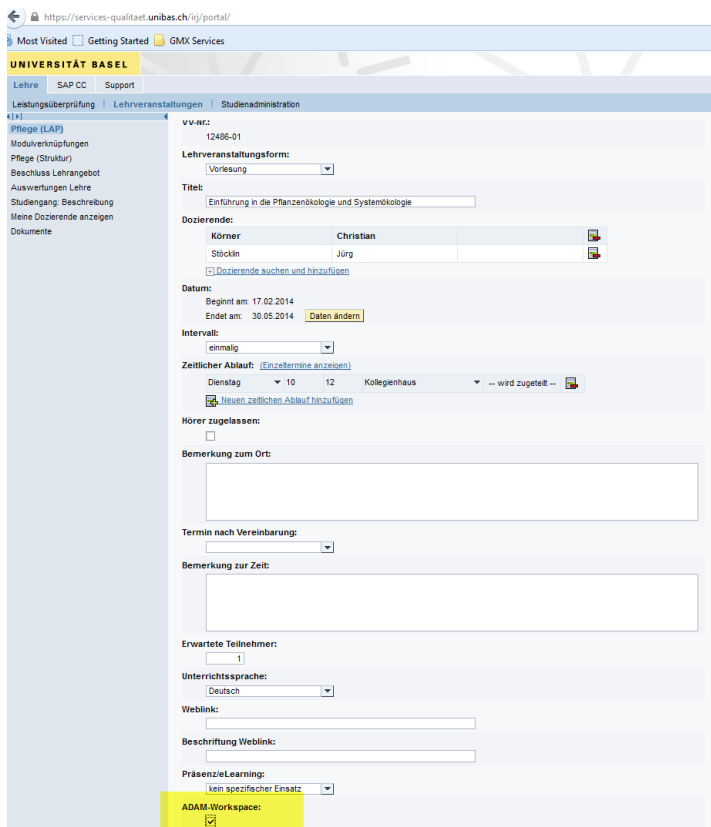
ADAM (Advanced Distribution And More) is the only supported web-based learning and distribution platform for lecture material. On the side ADAM can also be used for administration or research groups wanting to share digital material. The uploaded material will be placed and managed in access restricted areas, the so called **Workspaces**. Within the Workspace an user can have one of the following roles: **Manager**, **Contributor** or **Reader**. As lecturer you normally get the role Manager within your workspaces. All workspaces where you have one of the above mentioned roles, are listed under **«My Workspaces and Groups»** on your **Desktop** (Starting page). Material can be put from any accessible workspace onto your Desktop. This material then is visible by selecting the entry **«Overview»** from your **«Desktop»** menu.

How to create Standard and synchronized Workspaces


In ADAM there are two types of workspaces: **Standard Workspaces** for administration and research and **Synchronized Workspaces** for the teaching.

Standard Workspaces

Standard Workspaces are primarily used for the distribution of digital material in closed user groups, either for administration or within research groups. Standard Workspaces can be applied for within ADAM by accessing the menu **«More»** and choosing **«Request Workspace»** by all employees of the university. The management of the members is done manually by the manager of the workspace. Standard Workspaces are shown by the icon: 



Synchronized Workspaces

Synchronized Workspaces are strictly for the teaching and therefore have some advantages in that area in respect to Standard Workspaces. A Synchronized Workspace bound to a lecture or seminar is created within the **Student Life Cycle Management (SLCM) Portal** (<http://services.unibas.ch>). As you create your lecture or later just activate the option **«ADAM-Workspace»** (see picture). The newly requested ADAM Synchronized Workspace is created within the ADAM system overnight. The Workspace will have the lecture number followed by the lecture title as title in ADAM. Lecturers are listed below the title. Lecturers and Lehrangebotsplaner of the connected lecture will automatically get the role **«Manager»** in the Synchronized Workspace, meaning that those person have full access and all the managing rights. Managers can upload, delete or change material, invite and manage users and more. Synchronized Workspaces are represented by the icon:  As soon as students register the corresponding lecture within MOnA, they get access to the Synchronized Workspaces overnight. This is a part of the one-direction synchronization process.

Welcome to ADAM

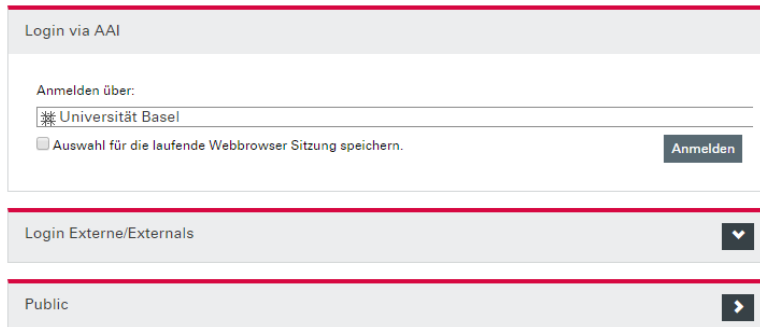
ADAM is a web based application for sharing data.

Login via AAI

Login for all swiss universities and technology institutes as well as all organisations that are in the SWITCH AAI community.

Login without SWITCH AAI

Login for UHBS and all organisations which do not belong to SWITCH AAI, like: Novartis, Roche, GMX, GMAIL,...



to another

Data and members from one of your workspaces can be copied to another workspace of yours. For example if you give a lecture repeatedly over years the workspaces are in different categories FS2015, FS2016 and so on. Instead of uploading all the needed material you can just copy the material from an older workspace.

To do this navigate to the **Content** area of the workspace into which you would like to copy the material. Click on **Manage** and then on **Adopt Content**. Choose the workspace from which you would like to adopt content, then click on **Continue**. In the next step you can select which content should be copied, linked or omitted. To end click on **Copy Workspace**.

To copy Managers and Contributors of another workspace into the active one, go to the **Members** area and click on the button **Benutzer aus and. WS übernehmen**.

Login and Desktop

With your favorite webbrowser navigate to <https://adam.unibas.ch> and choose the Login via AAI. Select **Universität Basel** and enter your credentials after clicking on **Anmelden**.

After succesful login you should see your **Desktop** with **My Workspaces and Groups**. If not select **My Workspaces and Groups** from the **Desktop** menu.

Listed you see all workspaces where you have some rights. On top all semesters and synchronized workspaces are listed.

Upload material

To upload material, navigate into your workspace and under the **Content** area clic on the button **Add New Item** on the right side. Choose **File** under Content. Then either choose the content from your computer or drag and drop it onto the designated area. ZIP files can be uploaded and expanded (with or without structure) directly into your workspace (for further information please consult the ADAM Handbook).

Structure your workspace with the help of folders

With a click on **Add New Item** you can also create folders and sub-folders.

To structure your content use the **standard** folders.

To restrict access you can create **private** folders that are only accessible to members with the role **manager** or **contributor**.

To let students (members with the role **reader**) upload material you can create **post-box** folders.

Manage your members

Managing members is easy in ADAM, especially if you manage Synchronized Workspaces. In such all members with the role **reader** are automatically generated by the SLCM system. All students that register to your course corresponding with the Synchronized ADAM Workspace are automatically inscribed into the workspace overnight as readers.

Take in mind that sudents that register to your lecture therefore can not really be deleted from the readers list (they will be listed on the next day again).

For adding listeners or tutors see above **Invite users**.

If you would like to change the title of the Workspace you have to change the title of the lecture within SLCM.

Invite users

As a manager you can invite listeners or other persons outside the university to your workspace by choosing **Subscription with E-Mail list** in the **Members** area. Just enter their e-mail addresses, click on **List Users** and choose **Assign and invite** on the next page.

Tutors or other persons (e.g. persons who contribute material to the lecture) of the University of Basel can be directly inscribed to your workspace by entering their Username, choosing the right role (e.g. contributor or manager) and clicking on **Add** in the **Members** area.

Copying data and members from one workspace

You can change the role of any member by selecting the member in the **Members** area and click on **Edit**. Under **Roles** you can choose a new role.

Know the roles

Members of a Standard or Synchronized Workspaces have a role with which different rights are linked. There are 3 different roles:

- **Managers** are the ones who manage the workspace. They can invite and delete members and change their roles. They can upload or delete all content and have full access to all other functions within ADAM.
- **Contributors** are permitted to upload further material and can create some new items. They can only delete or manage their own contributions. They can not invite other members or change roles.
- **Readers** are only permitted to download material or comment. They can only upload material in **post-box** folders. In those they only see their own contributions.

Quick Start Guides, FAQ and News to ADAM

Help, further information such as news, Quick Start Guides to different topics or frequently asked questions can be found on <https://adam.unibas.ch/help>.

If you need assistance please contact the IT-Services Service Desk support-its@unibas.ch or **+41 (0961 207 14 11)**.

If you would like to help us to improve ADAM please use the feedback form on the bottom of any ADAM webpage or contact wapp-its@unibas.ch.

ADAM Courses

Courses to ADAM introductory courses can be found on <http://fortbildung.unibas.ch>

The IT-Services offer introductory courses twice a year before the start of the semester.