

## Instructions for using the PREDIS online Platform Functions, Finding Course Materials and Technical Support

Here you will find simplified instructions on how to use the key functions of Studi.IP platform after you have logged in.

### **Step I:**

In order to access the platform for the first time

- (1) Click on the invite link from Studi IP
- (2) Go to courses/WiSe 2017/2018
- (3) Click on PREDIS

### **Step II:**

You will need to change to the platform from German to English. To do this, click the following:

- (1) Go to profile
- (2) Click settings
- (3) Go to language and in the menu bar select English
- (4) Save

### **Step III: Finding Course Materials**

- (1) Go to the menu bar and click Files
- (2) Find the Handbook and Toolkit which are sufficient to meet your training needs. The toolkit is comprehensive and handles some topics not handled in the handbook.
- (3) In case you are interested, find also the six modules which are separated from the handbook. Here you can also find *handouts* and *supplementary readings* for each module in linked to their respective files.
- (4) Find also the Course Outline containing some background information to the training.

### **Step IV: Using the Forum for Communicating with Other participants**

As you will see in the course outline, this BLC is designed as an interactive course. In order to communicate with all participants and in order to give evaluative feedback, it is necessary to use the forum. This is how the forum works:



Step 1: Go to Forum on the Menu bar.

Step 2: Click on create new category and write a topic in the heading

Step 3: Click add a new topic or area and provide your feedback or communication in the email like page that appears

Step 4: Click write posting

### **Step V: Replying to A comment on the Forum**

In order to reply to a comment on the forum:

(1) Click the heading of the topic that you want to reply to

(2) Click Reply

(3) Write your feedback in the email like page that appears

(4) Click write posting

### **Step VI: How to use Email Communication**

To communicate through the email:

(1) Go to the menu bar and click on Participants.

(2) Click on message to all (Circular email)

(3) Compile your text

(4) Click submit

### **Technical Support**

If you still encounter challenges, please contact our Technical Support at the email below:

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