



Purpose and approach 🕒 1 Semester

- Here the most important points of the life cycle of a TUWEL course are briefly summarised.
- Checklist for necessary as well as optional steps.

1. Announce LVA in TISS and carry out registration in TISS
2. Announce TUWEL course in TISS
3. Create TUWEL course from TISS
4. Customise course settings A
5. Add teachers or tutors (optional) B
6. Import contents of the previous semester (optional) D
7. Provide working materials and/or activities
8. Set point scheme (letters) and grades (optional) E
9. Import TISS registrations with the function of „Get TISS data“ B → F
10. Making the course visible for participants A
11. Carry out activities (such as assignment, quiz, etc.) E
12. Export grades for TISS (at „Export / Grade export TISS“) E
13. Import grades into TISS
14. Recommended: Backup of the TUWEL course G

1,2,3 TISS settings for the TUWEL course

NOTE:
Only teachers can create TUWEL courses!

Update

7 Activities and resources

5 Left course menu

6 Course options

9 Participants

10 Set course visibility

IMPORTANT: The course is usually made visible automatically when the course start date is reached, all teachers receive a notification email!



Short description of the procedure:

1. The life cycle of a TUWEL course begins in TISS. Therefore, in the first step, announce your course in TISS and also carry out the registration in TISS.
2. Set the parameters under the „E-Learning“ tab in TISS.
3. Create the TUWEL course via TISS. Note: Only teachers can create TUWEL courses - tutors are not authorised to do so.
4. After being redirected to TUWEL, adjust the settings of the course at the beginning. You will find the settings on the course start page under the gears icon.
5. Optionally, you can add further teachers and tutors to the TUWEL course. You can do this under the menu item „Participants“.
6. Optionally, you can import the course content of the previous semester. To do this, use the „Import“ function under the gears icon.
7. Then make the resources and/or the activities of the course available to the students. To do this, first activate „Turn editing on“ at the top right and then click on „+ Add activity or resource“ and select the element from the list.
8. Then define the letters and set the grades. This can be found under the menu item „Grades“ as well as the sub-tab „Letters“.
9. After the course has been set up, get the registrations from TISS into the TUWEL course with the function „Get TISS data“. You will find this function under the menu item „Participants“ and then under the gears icon at the top right.
10. Make the TUWEL course visible for students. You will find the corresponding parameter „Course visibility“ under the course settings - to be found on the course start page under the gears icon via „Edit settings“.
11. Now the teaching can begin and you can carry out activities such as assignments, quiz, etc. and then assess the students' performance under the „Grades“.
12. After all grades have been entered, you can export the grades for TISS. You will find this function under the menu item „Grades“ and the tab „Export“ as well as the sub-tab „Grade export TISS“.
13. The exported grades can then be imported into TISS.
14. After the certificates have been issued in TISS, it is recommended to make a backup of the TUWEL course (including user data) and to archive this backup file.