

BBE Welcome Days 2023

IT Services & Canvas

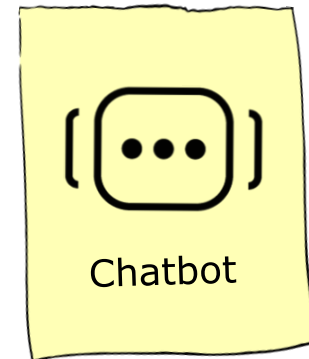
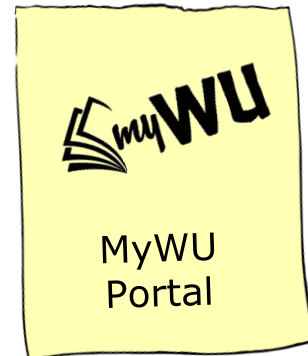
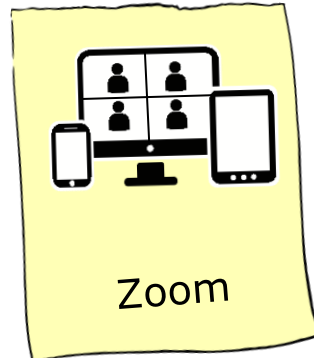
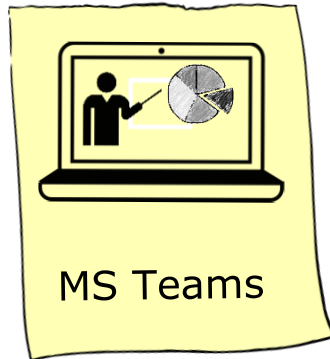
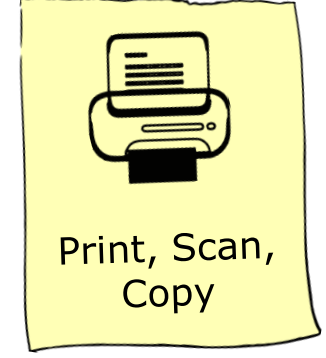
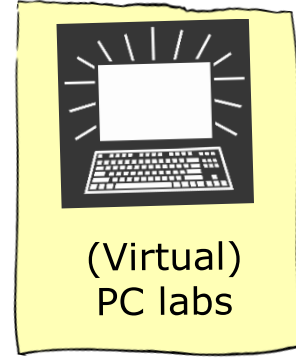
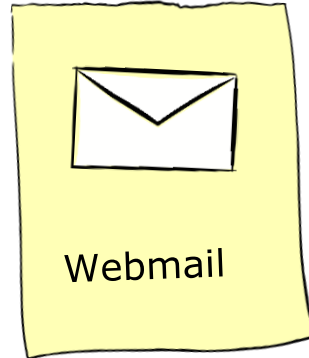
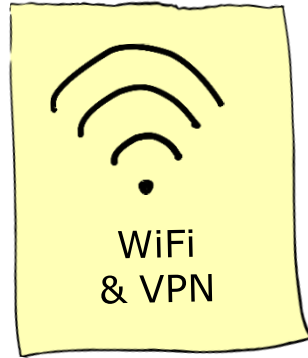
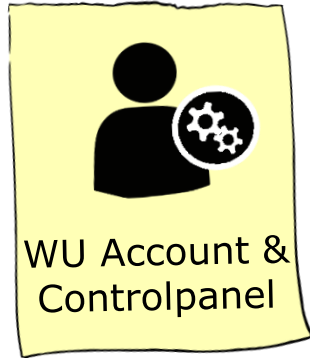
WU

**WIRTSCHAFTS
UNIVERSITÄT
WIEN VIENNA
UNIVERSITY OF
ECONOMICS
AND BUSINESS**

SEPTEMBER 2023



Which IT Services does WU offer for students?





IT Services: WU account

WU account

- User name = **h**+studentIDnumber (e.g. h01234567)
- WU account password
- grants access to many *administrative online services* (LPIS, Controlpanel, myWU-Portal, ...)

Office 365 license (linked to your WU account, fully available 24 hours after receiving your WU account)

- User name = **h**+studentIDnumber@**s.wu.ac.at** (e.g. h01234567@s.wu.ac.at)
- WU account password
- grants access to many online services relevant for your studies (Canvas, email, Zoom/MS Teams, ...)



TIP: register your (Austrian) cell phone number in the Controlpanel application to set a new password in case you forgot your old one: <https://controlpanel.wu.ac.at>
Forgot password? Please visit short.wu.ac.at/forgot-password



IT Services: Controlpanel application

1. Change your account password
2. Set a Wi-Fi password
3. Activate Office 365 / MS Teams
24 hours after receiving
your account data sheet
 - accept the Office 365 disclaimer
 - set features to *Full functionality*
4. Register your cellphone number
5. Download VPN Client
(and other software)

Marion Muster (h1350219)

- Overview
- My account
- My email**
 - > Email info
 - > Forwards
 - ▼ **Configure Office365**
- Information services
- Other WU services
- Software

Configure Office365

This is your current configuration:

Username (Signon for teams, office365)	h1350219@s.wu.ac.at
In global address list	Listed
Feature-Set	Email only

Change configuration

If you want to use the full range of functions (E-Mail, Skype4Business, Teams, Sharepoint, Yammer, Onedrive) click on the button "Change configuration" and select the option "Full functionality".

Marion Muster (h1350219)

- Overview
- My account
- My email**
 - > Email info
 - > Forwards
 - > Configure Office365
- Information services
- Other WU services
- Software

Configure Office365

This is your current configuration:

In global address list	Listed
Feature-Set	Email only

Configure features

Full functionality (Email, Skype4Business, Teams, Sharepoint, Yammer, Onedrive)

Email only

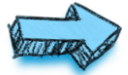


<https://controlpanel.wu.ac.at>



Wi-Fi connection on Campus WU

- Select the network „**eduroam**“
- Log in: WU username and **separate Wi-Fi Password** (set up in the [Controlpanel application](#))
- Internet access also available in the [PC Labs](#)



<https://short.wu.ac.at/wi-fi>

VPN connection

- Use for restricted services (e.g. library catalogues and databases, virtual PC Labs)
- Installation of GlobalProtect VPN Client: from [Controlpanel application](#) or App Stores
- Log in with your WU Wi-Fi password



<https://short.wu.ac.at/vpn-en>



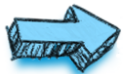
IT Services: Webmail

Email Office 365

- **Log in** with hStudentIDnumber@**s.wu.ac.at** (e.g. *h01234567@s.wu.ac.at*)
- Your primary email address is *firstname.lastname@s.wu.ac.at*
- Webmail access <https://webapp.wu.ac.at/>
- Regular access & reading is **mandatory**
- Information from the Rectors' Office, student union „ÖH“, course instructors, campus information, IT support,



TIP: Set up your Office 365 email account on your personal device (Android, Apple iOS | iPhone, MS Outlook)



<https://short.wu.ac.at/office365-en>

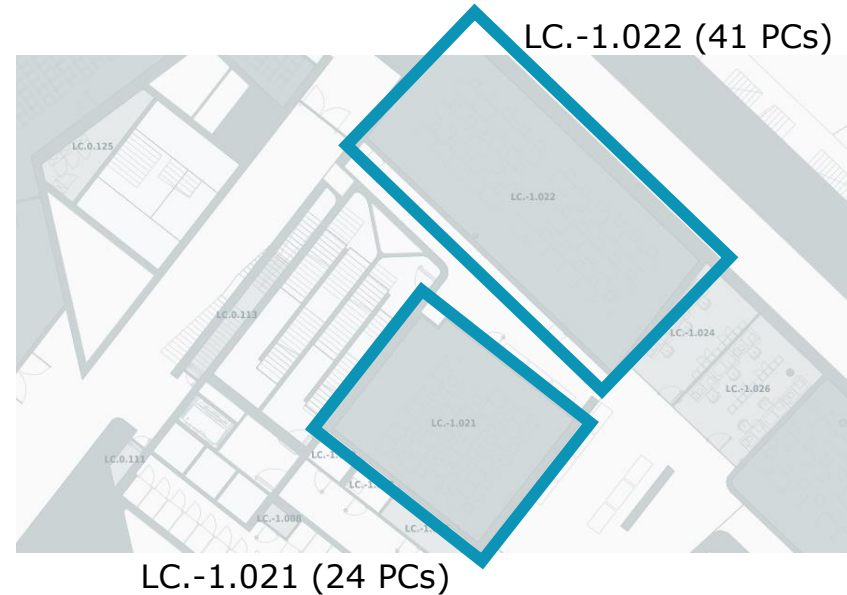


IT Services: PC labs (Practice Labs)

- Access (and support) from 08:00-20:45 during the semester
- Individual work on the PC
- During unassisted operation (21:00-08:00) access via double door system (student ID card required!)



TIP: take a regular look at the current opening hours! Unassisted operation may be suspended for critical reasons.



<https://short.wu.ac.at/pclabs>



<https://short.wu.ac.at/it-support-hours>



IT Services: Virtual PC workstation rooms

250 virtual PC workstations

- Equipped with the same specialized software that is available in the PC labs on campus
- Can be used for courses during the scheduled course dates or for practice at any time
- VPN connection is required

Access via Horizon Client

- Needs installation; or use the Horizon website: <https://labconnect.wu.ac.at>



<https://short.wu.ac.at/tools-onlinecourses>



IT Services: Printing, scanning, copying

Printing

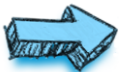
- Each student gets a free printing credit of 5 EUR (= 50 pages in b/w).
- You can manage your **printing account** yourself online:
(Controlpanel application > My Account > Printing Account).
- You can add additional credit yourself (min. 5 EUR, max. 50 EUR)
- Black/white and color prints in the PC labs in the LC and TC building (each only on level -1)

Scanning

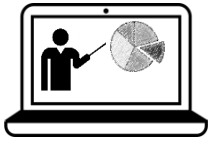
- Color book scanner in all WU libraries
- Multiuse devices „studentprint“ near the PC Labs in the LC building and in the room TC.-1.61
- Files can be sent via e-mail or saved on a USB drive

Copying

- At Facultas using the [Facultas Copy Chip Card WU](https://short.wu.ac.at/studentprint-en)



<https://short.wu.ac.at/studentprint-en>

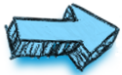


IT Services: Microsoft Teams

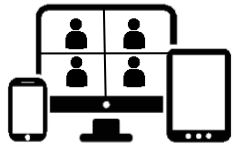
- For synchronous and interactive courses, online meetings and communication during exams
- **You must activate it in the Controlpanel application**
- Login at teams.microsoft.com (approx. **24 hours after activation in the Controlpanel app**)
- Use your Office365 username: hStudentIDnumber@**s.wu.ac.at**



TIP: If a course unit takes place via MS Teams, you will usually receive the participation link by email or it will be made available in Canvas.



<https://short.wu.ac.at/tools-onlinecourses>

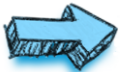


IT Services: Zoom

- For synchronous and interactive courses, online meetings
- **Activation:**
 - www.wu.ac.at/zoom --> „Sign in – Configure your account“
 - Login with your Office365 account (h+StudentIDnumber@**s.wu.ac.at**)
 - Zoom Account will be created automatically
- Can be used in the browser or via the **Zoom Desktop App** (<https://zoom.us/download>)
- If a course unit takes place via Zoom, you will usually receive the participation link by email, or it will be made available directly in Canvas.



TIP: You can also start ZOOM meetings in your group space in Canvas!



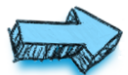
<https://short.wu.ac.at/tools-onlinecourses>

Provides central access to data and services relevant for your student experience at WU

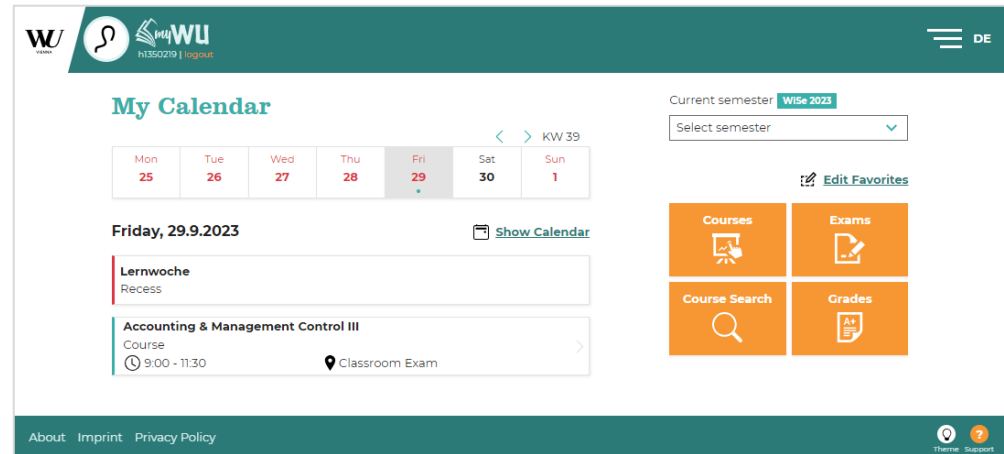
- Check your **courses, exams and grades** in one place
- Personal **calendar** includes your courses, exam prep weeks, holidays in Austria, ...
- Quick access to administrative services and tools (via menu & favorites)



TIP: Adapt your **favorites** for quick access to relevant services!



<https://bach.wu.ac.at/mywu>



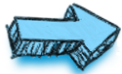
The screenshot shows the MyWU portal interface. At the top, there is a navigation bar with the WU logo, a user profile icon, and the text 'myWU h1350219 | logout'. On the right side of the navigation bar, there is a menu icon and the text 'DE'. Below the navigation bar, the main content area is titled 'My Calendar'. It features a calendar grid for the week of KW 39, with the current date being Friday, 29.9.2023. The calendar shows a 'Lernwoche' (Learning Week) with a 'Recess' period and a 'Classroom Exam' for 'Accounting & Management Control III' from 9:00 to 11:30. To the right of the calendar, there is a 'Current semester' dropdown menu set to 'Wise 2023' and a 'Select semester' dropdown. Below these, there is an 'Edit Favorites' link and four orange buttons: 'Courses', 'Exams', 'Course Search', and 'Grades'. At the bottom of the page, there is a footer with links for 'About', 'Imprint', and 'Privacy Policy', and a 'Theme Support' icon.

() IT Services: WU Chatbot

- The WU Chatbot supports your questions regarding:
 - IT Support: password & login, MS Teams, ...
 - Library: borrowing books, opening hours, ... (starts in October 2023)



I am still in the learning phase. But I can already help you with selected topics.



<https://www.wu.ac.at/en/it/>



IT Services: Support



hotline@wu.ac.at



+43 1 31336 – 3000



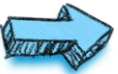
IT QuickStart Guide:

short.wu.ac.at/itservices-en



All IT services at a glance:

short.wu.ac.at/its-atoz

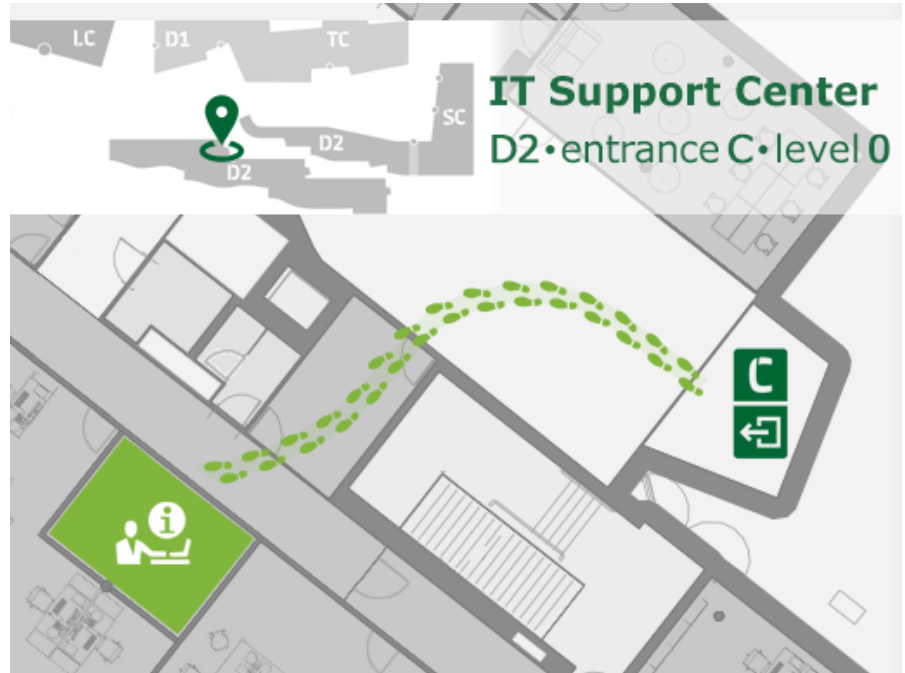


Website:

www.wu.ac.at/en/it/

First address for all IT related questions:

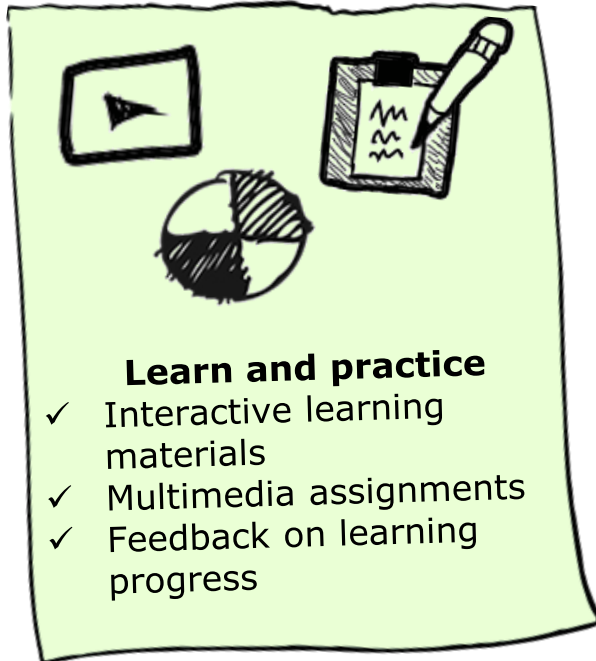
IT-Support Center (**D2.0.191**)





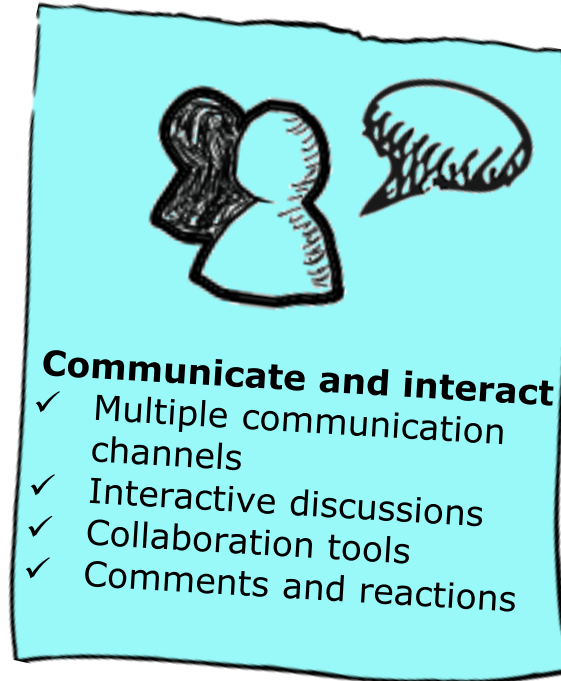
How does Canvas WU support you in your studies?

Canvas is WU's learning management system. It provides you with a wide range of tools and services to support your studies:



Learn and practice

- ✓ Interactive learning materials
- ✓ Multimedia assignments
- ✓ Feedback on learning progress



Communicate and interact

- ✓ Multiple communication channels
- ✓ Interactive discussions
- ✓ Collaboration tools
- ✓ Comments and reactions

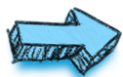
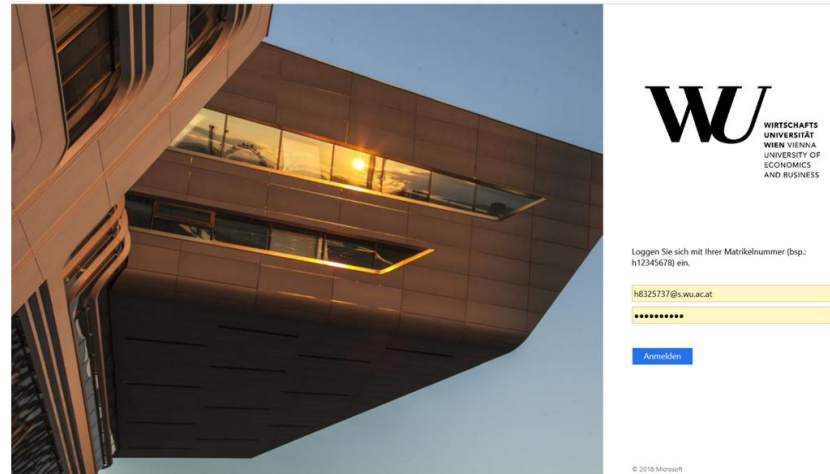
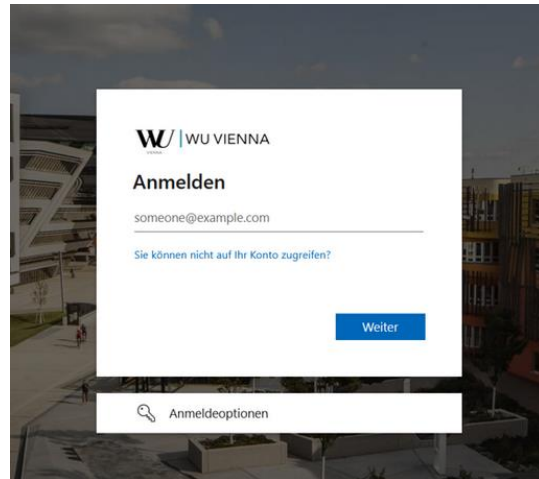


Keep track of your courses

- ✓ Personal schedule
- ✓ Open to-dos
- ✓ Overview of news and activities
- ✓ Individual notifications

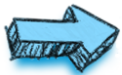
Canvas: Login

1. Access <https://canvas.wu.ac.at>
2. Enter your Office365 account (h+StudentIDnumber@**s.wu.ac.at**)
3. A new page will open. Enter your WU account password here.




Canvas: Access via Student App

1. Open the [PlayStore](#) (Android) or [App Store](#) (iOS) on your mobile device.
2. Search for **Canvas Student** and click **Install**.
3. Log into Canvas WU using a browser.
4. Click on **Account > QR for Mobile Login**.
5. Open the Canvas Student App.
6. Click on **QR Code** in the App.
7. Scan the **QR Code** in your web browser with your mobile device camera.




[FAQs | Canvas WU for students](#)

Canvas: Profile / Settings

Your account  **> Settings > Edit settings**

- Change language  [FAQs | Canvas WU for students](#)
- Change time zone  [FAQs | Canvas WU for students](#)

Your account  **> Settings > Edit settings**

- Change your profile picture  [FAQs | Canvas WU for students](#)

Canvas: Courses

Registration via LPIS:

Once you have registered for a course on LPIS, you will have access to that course in Canvas no later than the next day.

Self-registration via Canvas:

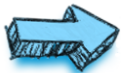
- You can add yourself to selected courses directly in Canvas
- Does not guarantee a seat in the lecture room
- But: equal to other enrolled participants in the course, i.e. you can submit assignments and interact with the other members in the course.

How to enroll yourself in a course in Canvas:

1. Log in to Canvas.
2. Click Courses > All Courses > Browse More Courses
3. Click on **+ Join this Course**

The screenshot shows the 'All Courses' interface in Canvas. At the top, there is a search bar with the text 'Name' and a 'Search' button. Below the search bar are two filter checkboxes: 'Public courses only' (unchecked) and 'Open enrollment courses only' (checked). The main area displays four course cards, each with a colored header, a description, and a '+ Join this Course' button.

Planet eStream WU Guide	Canvas WU Guide	Online-Einführungstraining Canvas	Online Introduction Training Canvas
[DE] Anleitungen zu Planet eStream WU, öffentlich.	[DE] Anleitungen zu Canvas WU, öffentlich.	[DE] Schreiben Sie sich ein, um an Übungen aktiv teilzunehmen, öffentlich	[EN] Enroll to actively participate in exercises, public
+ Join this Course	+ Join this Course	+ Join this Course	+ Join this Course



[FAQs | Canvas WU for students](#)

Canvas: Your personal dashboard

After logging in, you see your Dashboard = quick access to your courses, your to-dos and selected course activities

You can change the Dashboard view:

- Card View
- List View
- Recent Activity



[FAQs | Canvas WU for students](#)

Dashboard

Account

Dashboard

Courses

Groups

Calendar

Inbox

History

Commons EU

Help

BASIC

Canvas Basics
canvas_basics

Code of Conduct
WE@WU

Canvas Basics | EA Taly (DE)
Canvas_basics_eataly_de

Canvas WU Demokurs
Digital Teaching Services (DTS)

DTS Demokurs
Digitale Lehre

Associated course 2 [DTS]
Associated course 2 [DTS]

FAQs | Canvas WU für Studierende

FAQs | Canvas WU für Studierende
Digitale Lehre

To Do

Grade Aufgabe 2 - Gruppenreferat
canvas_basics
10 points • May 27 at 11:59pm

Turn in test Institution
SB6
10 points • Aug 11 at 11:59pm

Coming Up

Nothing for the next week

Recent Feedback

Nothing for now

View Grades

Dashboard

Account

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Help

Friday, June 30

NEW ACTIVITY: 1

DTS DEMOKURS ANNOUNCEMENT
DTS Demokurs Digitale Lehre: Anündigung mit Feedback-Option. REPLIES 12:00 AM

SANDBOX - KURS ME
Mehrere Abgabarten in Kombination. MISSING 30 PTS DUE: 11:59 PM

SANDBOX DTS
SANDBOX DTS ANNOUNCEMENT
Should the NIH allow AI for peer review? 7:14 AM

SANDBOX DTS ANNOUNCEMENT
GRE scores by university major. 9:40 AM

SANDBOX DTS ANNOUNCEMENT
Update Schedule AI. 2:22 PM

SANDBOX DTS ANNOUNCEMENT
Friday assorted links. 6:31 PM

SANDBOX DTS ANNOUNCEMENT
Privacy-invading horse nationalisms (ask and ye shall receive). 8:46 PM

Dashboard

Account

Dashboard

Courses

Groups

Calendar

Inbox

History

Recent Activity

1 Announcement
Canvas_basics_eataly_de SHOW MORE

9 Assignment Notifications
Sandbox Julia Dohr, Digitale Lehre, and Associated course 2 [DTS] SHOW MORE

3 Discussions
Sandbox Julia Dohr and Associated course 2 [DTS] SHOW MORE

To Do

Grade Aufgabe 2 - Gruppenreferat
canvas_basics
10 points • May 27 at 11:59pm

Turn in test Institution
SB6
10 points • Aug 11 at 11:59pm

Coming Up

Nothing for the next week

Recent Feedback

Nothing for now

View Grades

Canvas: Your to-dos

- To-dos are deadlines of assignments or mandatory tasks that have been marked as to-dos by teachers.
- You see the to-dos of a special course on the right side of the course start page.
- You can have a cross-course overview of all your to-dos:
 - On your Dashboard (Card View) on the right under **"To Do"**
 - In the **List view** of your Dashboard
 - In your **Calendar**

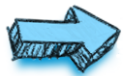


TIP: Always keep an eye on your to-do list so that you don't miss a due date!



NOTE : If you click the **X** next to a to-do, you will "ignore" the to-do and it will be removed from the to-do list! From then on, you will find those to-dos only in the list view of the Dashboard, in the calendar or directly in your course.

The screenshot shows a course card on the right side of the course start page. The card includes a 'View Course Stream' button, a 'Drop this Course' button, a 'View Course Calendar' button, and a 'View Course Notifications' button. Below these buttons is a 'To Do' list. The list contains two items: 'test Institution' (10 points, due Aug 11 at 11:59pm) and 'Reflection' (20 points, due Sep 15 at 11:59pm). Each item has an 'X' icon next to it. Below the list is a 'Recent Feedback' section with the text 'Nothing for now'.



Canvas: Stay informed

- **WU Syllabus**

= all important information about the course (contents, teaching methods, literature, contact details, etc.)



[FAQs | Canvas WU for students](#)

- **Calendar**

= all your course dates, assignment deadlines



[FAQs | Canvas WU for students](#)


- **Announcements**

= important news concerning your courses (e.g. change of the room, infos on exams, ...)



[FAQs | Canvas WU for students](#)



TIP: Sometimes you can also respond to announcements via text or 

Canvas: Set notifications

Your account  > Notifications

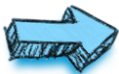
- You can set notifications on account level (for all your courses) or for individual courses.
- Choose between immediate, daily or weekly summary or no notification.



TIP: Set notifications and don't miss new topics or replies in discussions, new announcements, new assignment due dates, new course content, new files, new gradings, new calendar events.



You will **not receive reminders** of upcoming due dates/deadlines! Please see the calendar items or your to-do list in Canvas for that.



[FAQs | Canvas WU for students](#)

Canvas: Communicate

Discussions (Forums)

Post your questions, reply to other students, quote others' posts and respond to posts with a 👍.

Comments

Send a comment to an assignment or a quiz to your course instructor.



TIP: Try out quick **web or audio recordings** instead of written text!

Inbox (Canvas Mail)

For communicating with your course instructors or teaching assistants.



Note the information in the syllabus regarding contact and availability!
Contacting via email (in Canvas) is not always desired!



If you have set the notifications for your inbox (default setting), email messages from Canvas will also be [forwarded to your WU email address!](#)



Canvas: Modules

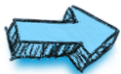
- In most courses, learning content (= files, text pages, assignments, weblinks, video content, and quizzes) is organized in **Modules**.
- Assignments, Quizzes, Discussions and Files **can** be displayed both in the Module, but also in the folders of the left Course Navigation.
- Modules can be structured by topic, by course unit or by content type.
- A module can also have requirements, e.g. that certain or all items must be completed for you to advance in the module or to the next module.

▼ Session 1: 12.05.2023

- Summary Session 1
- Course Material Session 1
- Literature Session 1
- Slides Session 1
- Handouts Session 1
- Knowledge Check Session 1
- Quiz Session 1

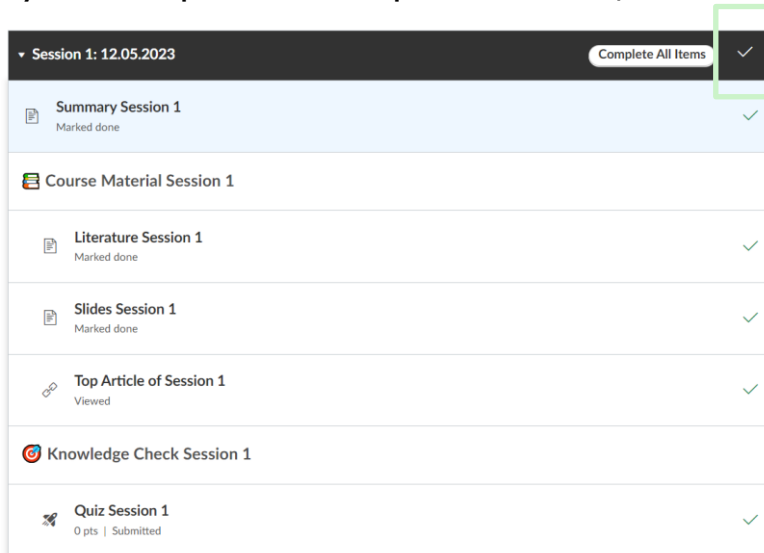
Summer 2023

- Home
- Modules
- Assignments
- Files
- Discussions
- Announcements

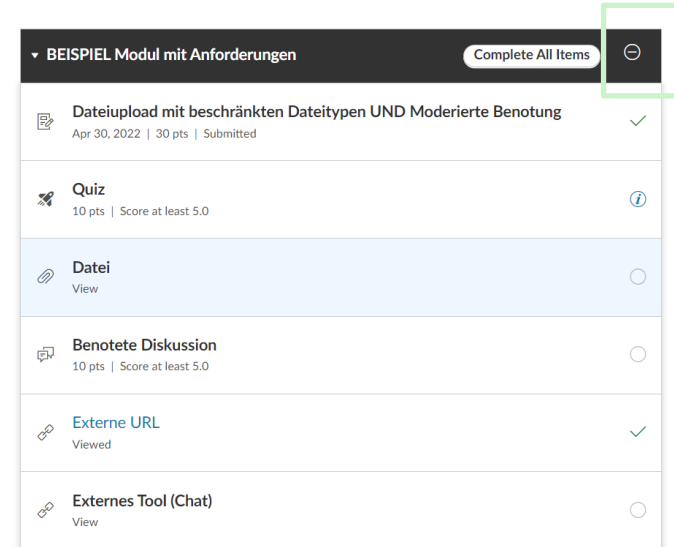


Canvas: Check your progress in a module

- If your course instructors have defined requirements for a module, you will have an overview of your progress within this module.
- Items **Marked as done** (or: viewed/contributed/submitted) will get a green checkmark in the module.
- If you complete all required items, the whole module will be marked as completed.



Item	Status
Summary Session 1 Marked done	✓
Course Material Session 1	
Literature Session 1 Marked done	✓
Slides Session 1 Marked done	✓
Top Article of Session 1 Viewed	✓
Knowledge Check Session 1	
Quiz Session 1 0 pts Submitted	✓



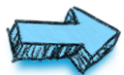
Item	Status
Dateiupload mit beschränkten Dateitypen UND Moderierte Benotung Apr 30, 2022 30 pts Submitted	✓
Quiz 10 pts Score at least 5.0	ⓘ
Datei View	○
Benotete Diskussion 10 pts Score at least 5.0	○
Externe URL Viewed	✓
Externes Tool (Chat) View	○



- = all activities in Canvas for which a grading is intended (also assignments that are assigned 0 points or are not to be included in the final grade!)
- = assignments, graded quizzes, graded surveys, and graded discussions
- Choose to display the assignments by due date (Show By Date) or by type (Show By Type).
- Different online submission types:
 - File upload
 - Text entry
 - Media recording
 - Student annotation



TIP: Would you like to see a confetti rain after having submitted a task on time? Click Account > Settings > Enable Celebration Animations



Canvas: Assignment types

Optionale Hausübungen 5 Possible Points

Attempt 1 In Progress
NEXT UP: Submit Assignment Add Comment

Unlimited Attempts Allowed

Details
No additional details were added for this assignment.

Edit View Insert Format Tools Table

12pt Paragraph B I U A v [Icons]

Quiz MODULE 1

1 1 point
Question Type Multiple Choice
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy eirmod tempor invidunt ut labore et dolore magna aliquyam.

2 1 point
Question Type Categorization
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy eirmod tempor invidunt ut labore et dolore magna aliquyam.

No Answers Chosen

Possible answers

Mündliche Aufgabe 10 Possible Points

Due: Fri Jun 16, 2023 11:59pm IN PROGRESS
Next Up: Submit Assignment Add Comment

Attempt 1

1 Attempt Allowed

Details
No additional details were added for this assignment.

Record Media

or

Upload Media

Seite 3 von 19

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These agendas are inevitably negotiated within the boundaries of the nation-state, the modern guardian and guarantor of inclusion in all its dimensions—political, economic and social. Thus, identities fundamental to the politics of difference frequently need to reconcile themselves with dominant conceptions of national identity. It is true that national identification is established by (and sometimes subordinate to) other forms of social identification (Hobbsbawm, 1990: 11). Yet an important feature of the 'imagining' of the national community is that it entails the setting aside of other (non-national) dimensions of inequality (Anderson, 1991: 7). Formally, national inclusion has been established through the granting of citizenship to those (or at least a majority of those) residing within national boundaries. Thus nation-states have operated as mechanisms of external territorial exclusion (Stewart, 2000: 7). Yet they are also characterized by internal exclusion, most notably of various minority groups residing within state boundaries. Nor is this simply because political, economic and social mechanisms will operate formally to exclude certain minorities from full citizenship rights. Even those who enjoy full formal citizenship may still, in the eyes of the 'majority', be excluded from belonging to the nation in which they reside.' In Anderson's (1991) terminology, they may not be imagined as fellow members of the national community. This less tangible form of exclusion may nevertheless have negative social and material consequences for the individuals so excluded.

This article uses contemporary empirical evidence to inform theoretical debates concerning the challenge to dominant conceptions of national identity posed by increasing plurality and diversity, and to assess the nature of popular response to such challenges by illustrating the extent of exclusion from a spe-


Lemur Julia Dohr
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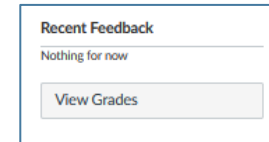
Lemur Julia Dohr
Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Canvas: Gradebook

You have several options to get an overview of assessments (grades) that have already been entered on Canvas.

1. Cross-course overview of all assessments (grades):

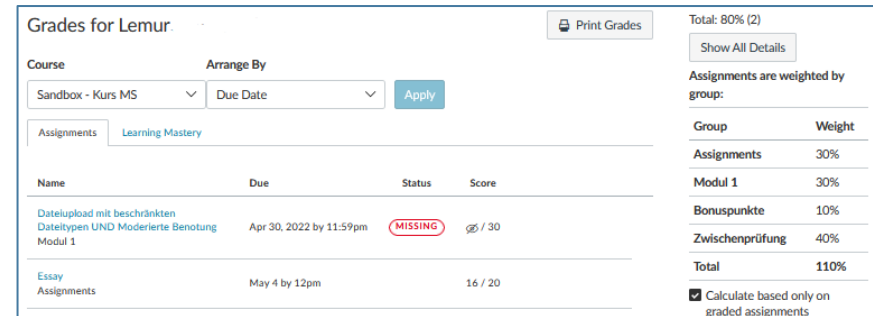
- Open the dashboard in the card view and click **View Grades**.
- Select the list view in the dashboard and click on the Gradebook  icon at the top.



NOTE: In each case, you will see the grade in percentage that you have already achieved for a course. These grades may still change during the semester and the official final grades will be announced in LPIS at the end of the course.

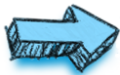
2. Overview of all assessments of one course:

- Click on the link of a course in the cross-course grades overview.
- Click on **Grades** in the left menu.



Name	Due	Status	Score
Dateiupload mit beschränkter Dateitypen UND Moderierte Benotung Modul 1	Apr 30, 2022 by 11:59pm	MISSING	0 / 30
Essay Assignments	May 4 by 12pm		16 / 20

Group	Weight
Assignments	30%
Modul 1	30%
Bonuspunkte	10%
Zwischenprüfung	40%
Total	110%



[FAQs | Canvas WU for students](#)

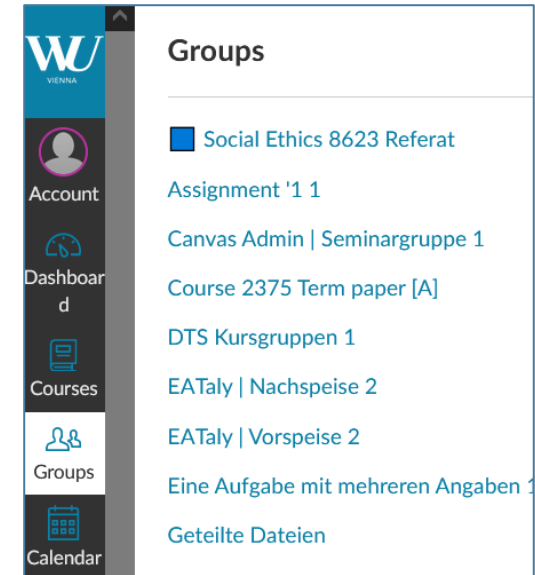
Canvas: Groups

In some courses groups or group workspaces are used if you have to work together on a project, exchange ideas or solve tasks collaboratively.

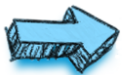
You can see which active groups you are currently a member of:

- Under **Groups** in the global left navigation bar.
- Under **Courses > All Courses > My Groups**
- In a course on the right under **Course groups**
- In the **Calendar** you can filter calendar events by your groups.

In a group workspace you might share files, start discussions, post announcements, work together on documents or open an online meeting via Zoom under Collaborations.



TIP: Ask your group leader or your teacher to choose a meaningful group name including the course title! This makes it easier for everyone to find and assign groups!



[FAQs | Canvas WU for students](#)




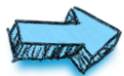
Planet eStream

- Planet eStream is WU's media platform.
- To log in, click on <https://planetestream.wu.ac.at>
- As a student, you can use Planet eStream WU to create and save videos in your personal account.
- You can use these video for courses or share them with others.

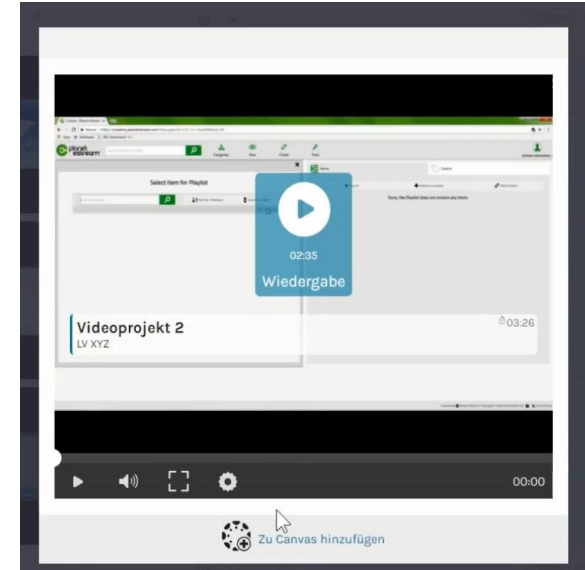


TIP: Don't upload videos directly in Canvas but use Planet eStream to save them!

- In Canvas, videos can be embedded directly on a page, discussion, or assignment. To do this, go to the Planet eStream Plugin in the editor under  and select the video you want.



[FAQs | Canvas WU for students](#)



Canvas: Support

If you have questions about Canvas or Planet eStream, please contact the Digital Teaching Services team:



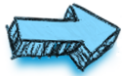
digitalteaching@wu.ac.at

Online resources:



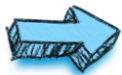
FAQs | Canvas WU for students:

<https://canvas.wu.ac.at/courses/1737>



Canvas WU Guide for teachers:

<https://canvas.wu.ac.at/courses/1747>



Planet eStream WU Guide:

<https://canvas.wu.ac.at/courses/109>

