

Organisation of the Learning Management System

Enrollments

Enrollments in the learning management system (EleUM) and in Courses and Organisations are executed automatically due to a connection between the administrative system (SAP) and EleUM.

New students and employees will be enrolled in EleUM at their arrival.

Before the start of the new academic year all courses are generated for that year. Students will be enrolled in courses they are registered for and instructors and tutors will be enrolled when they are scheduled in a course.

Before the start of a new block period the organisations for the tutor groups will be generated and students and tutors will be enrolled.

When either as an instructor or as a student you are not enrolled in a course or organisation you expect to be enrolled in please contact the Education Office of your faculty.

Use of Courses and Organisations

There are two types of entities used for education in the learning environment; courses and organisations. From a functional point of view both are the same only the terminology differs. In the educational practice of UM both entities are used for different purposes. Courses are used for courses of the various curricula of all faculties. To enable the PBL system all courses have several tutorial groups, in principle for each of those groups is an organisation in the learning environment available. Not all faculties make use of those organisations though so not all organisations will be made available to students.

Organisations are also used as a means to offer information to large groups of students, e.g. all students of a faculty, all BA or MA students of a faculty or all students of a specific Master or Bachelor programme.

Finally, organisations are used for educational activities not comprised in the standard curriculum. These so called free organisations can be requested by your faculty support.

Template

All courses and all organisations for tutor groups are generated according to a fixed template that ensures the menu-items in the course or organisation menu and the availability of tools. For reasons of consistency this menu cannot be altered.

The course menu is as follows:

Long menu	Short menu
Announcements	Announcements
About the course	About the course
Contact	Course materials
Course book	
PBL cases	
Lectures	
Practicals	
Assignments	Assignments
Resources	
Examination	Examination materials
Academic skills	
Tools	Tools

The Long menu is used by FHML the short menu by all other faculties.

The Tutorial menu for all faculties is:

Announcements

Information

Assignments

Tools

For information about the use of the different menu items see [Building your course](#).

