



How to Logbook

This is a guide on how to use the courseware in Stud.IP as a logbook. It has been compiled with the utmost care. Changes may occur due to Stud.IP updates. If you discover any errors or new features, feel free to let us know.

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What is a logbook?

Your logbook is a place that allows you to reflect on the course content and develop a deeper understanding of it. We encourage you to engage with it intensively. Familiarize yourself with the tools and options for creating content in your logbook. Be as creative as you like—we look forward to reviewing your work!

Who can view my logbook?

Only you, your lecturers and tutors can view your logbook. Lecturers and tutors can use the comment section to provide feedback. However, other **students** **cannot** see your logbook.

First things first

- Read the instructions very carefully and make sure to not delete your logbook by accident!
- We recommend saving your logbook regularly as a PDF file. Please note, however, that PDF versions may not include all of the interactive courseware elements and may therefore not reflect your actual logbook.

Last Updated: 03/12/2025

How to...

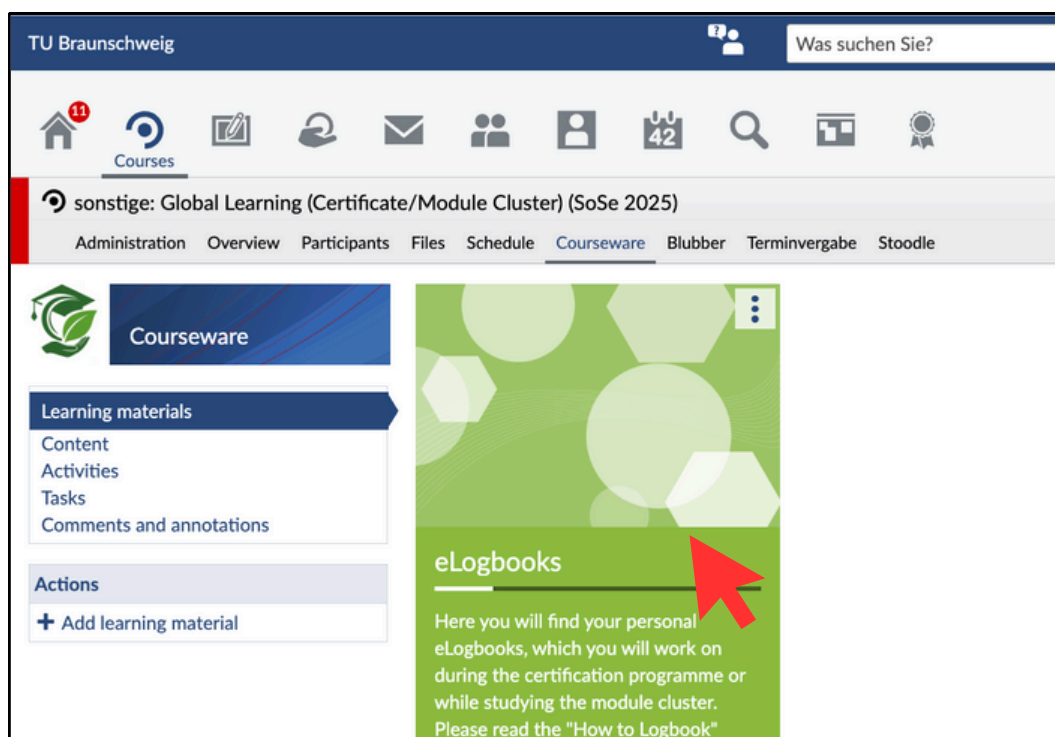
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How to access your logbook?

The logbooks can be found under the courseware tab.

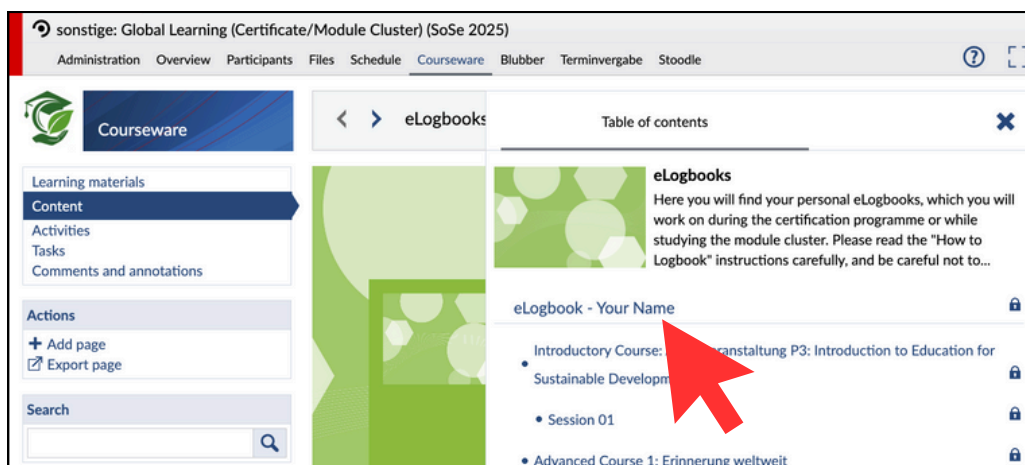
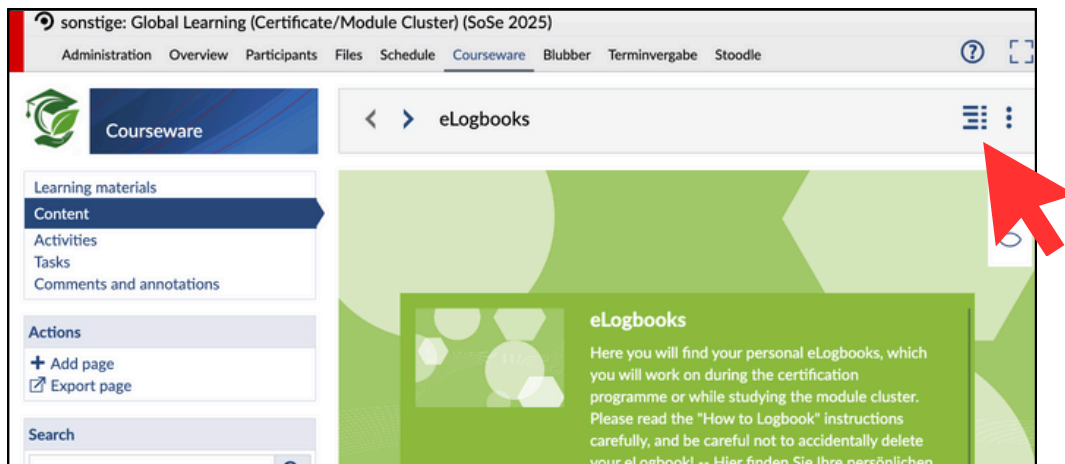


A variety of course content can be found in the courseware. Your personal logbook is placed within the courseware tab “eLogbooks”.

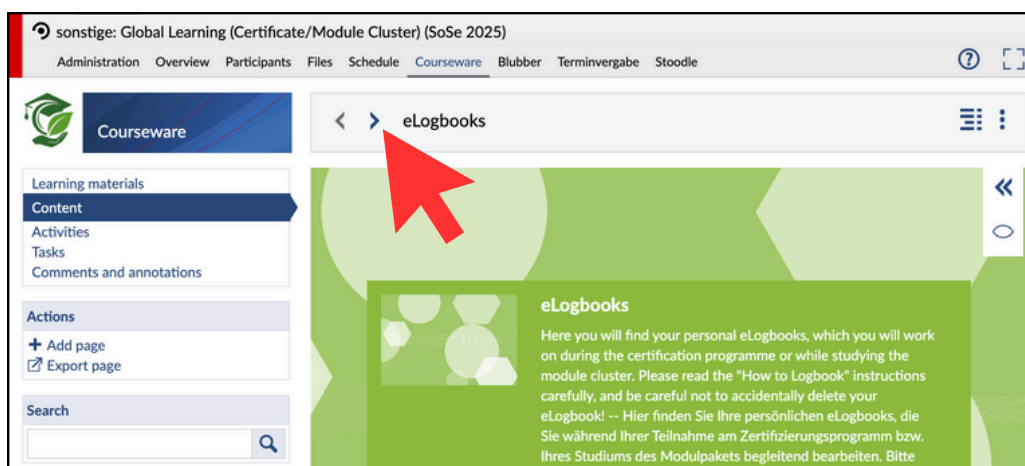


You are now on the eLogbooks' information page. From here, you can access your eLogbook in two ways:

Option 1: Use the table of contents

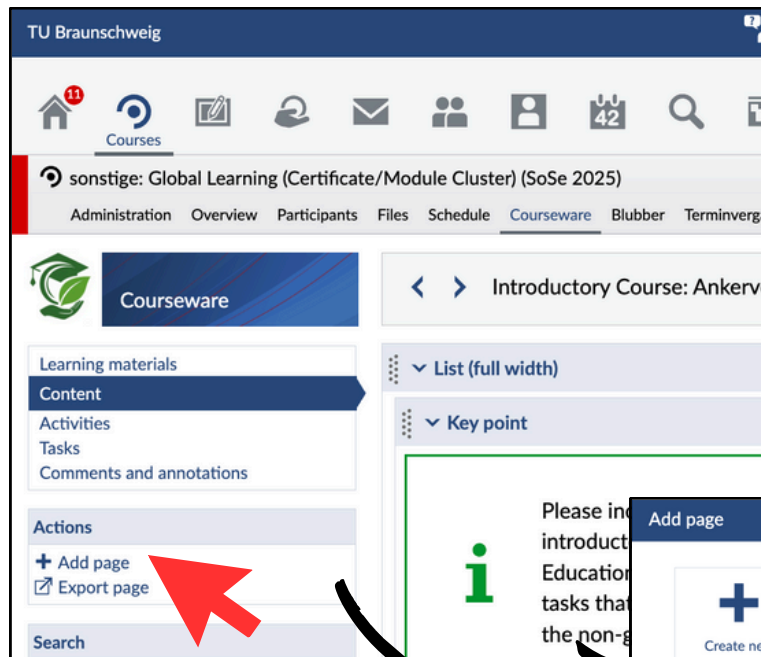


Option 2: Click to the next page

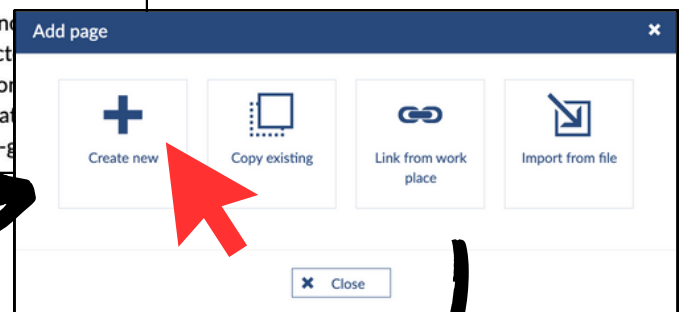


How to add a new page?

Select “Add page” to create a new page.



Select “Create new”.



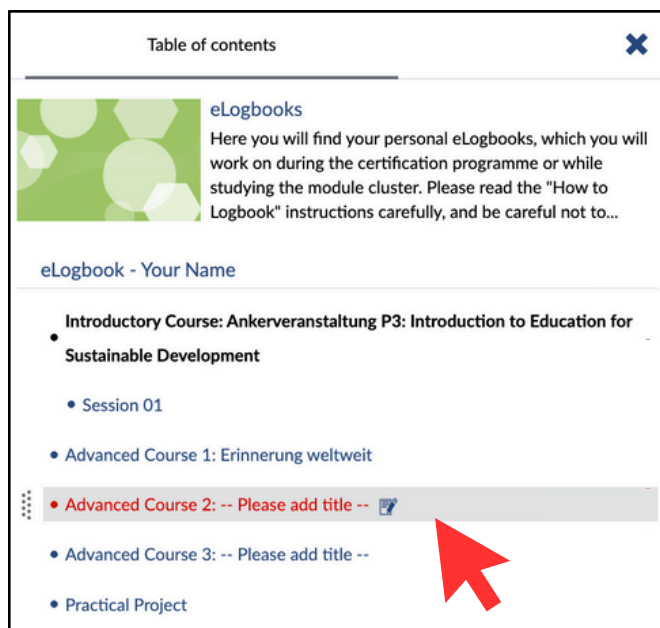
Give your new page a title. Then choose whether it should appear beside or below the current page.

You can use the table of contents to check whether the subpage has been created in the right place. (Sub)pages can still be moved.

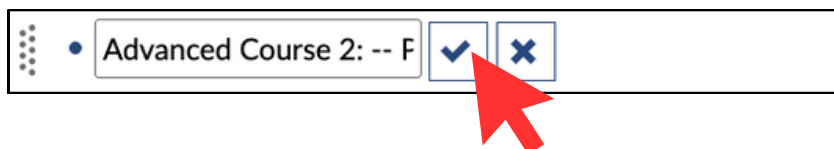
Table of contents	
eLogbooks	Here you will find your personal eLogbooks, which you will work on during the certification programme or while studying the module cluster. Please read the "How to Logbook" instructions carefully, and be careful not to...
eLogbook - Your Name	
• Introductory Course: Ankerveranstaltung P3: Introduction to Education Sustainable Development	
• Session 01	
• Advanced Course 1: Erinnerung weltweit	
• Advanced Course 2: -- Please add title --	
• Advanced Course 3: -- Please add title --	
• Practical Project	

How to rename a page?

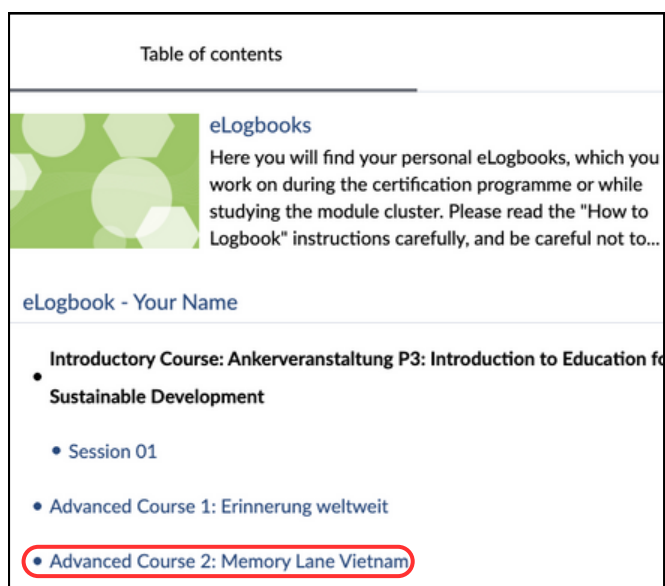
To rename a page, move the cursor over the title you want to change in the table of contents and click on the icon that appears.



Change the title of the subpage and then click on the check icon to save the new title.

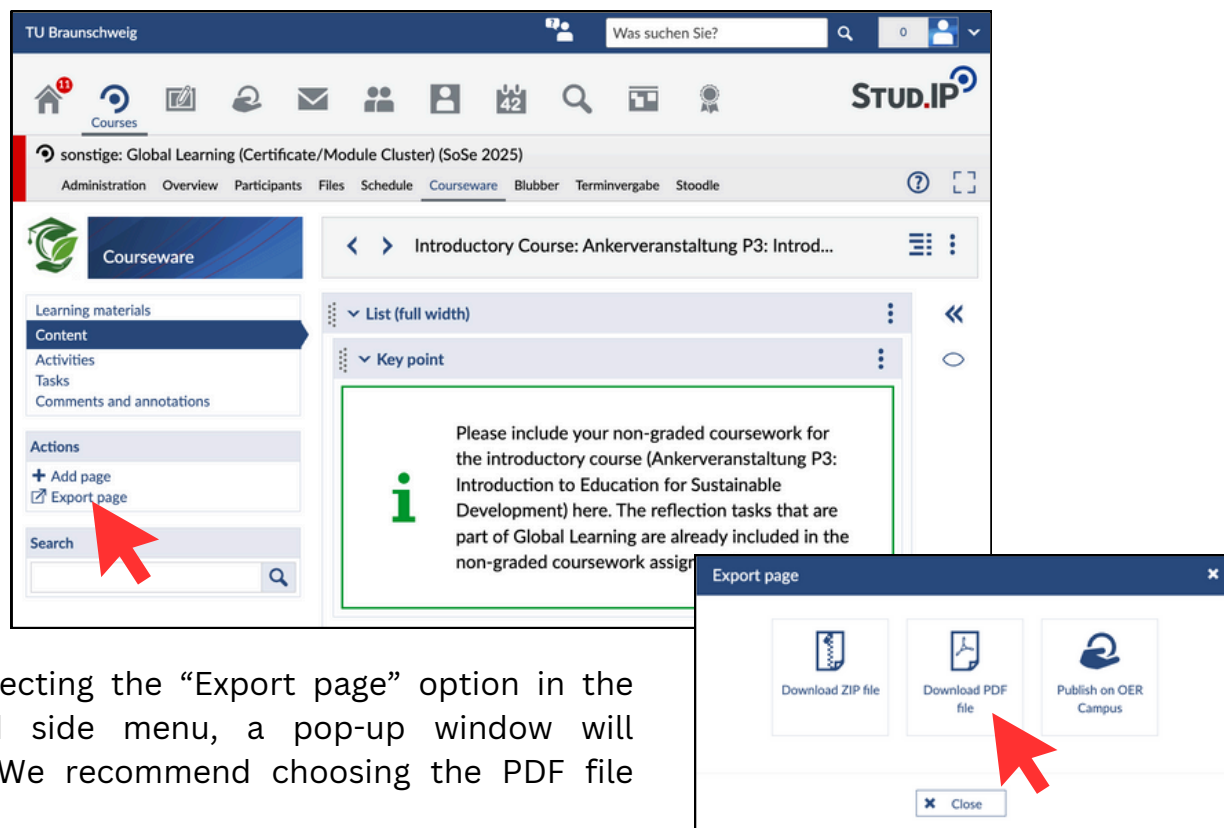


The new title will be shown in the table of contents.



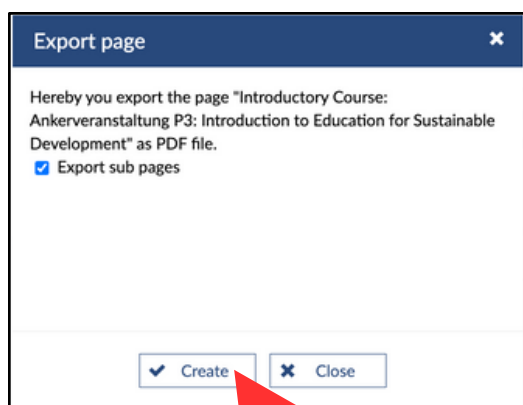
How to export a page?

To ensure that your eLogbook is not lost, it is advised to export it (or individual subpages) from time to time. This is particularly useful if the logbook is assessed as part of your coursework/participation.



After selecting the “Export page” option in the left-hand side menu, a pop-up window will appear. We recommend choosing the PDF file option.

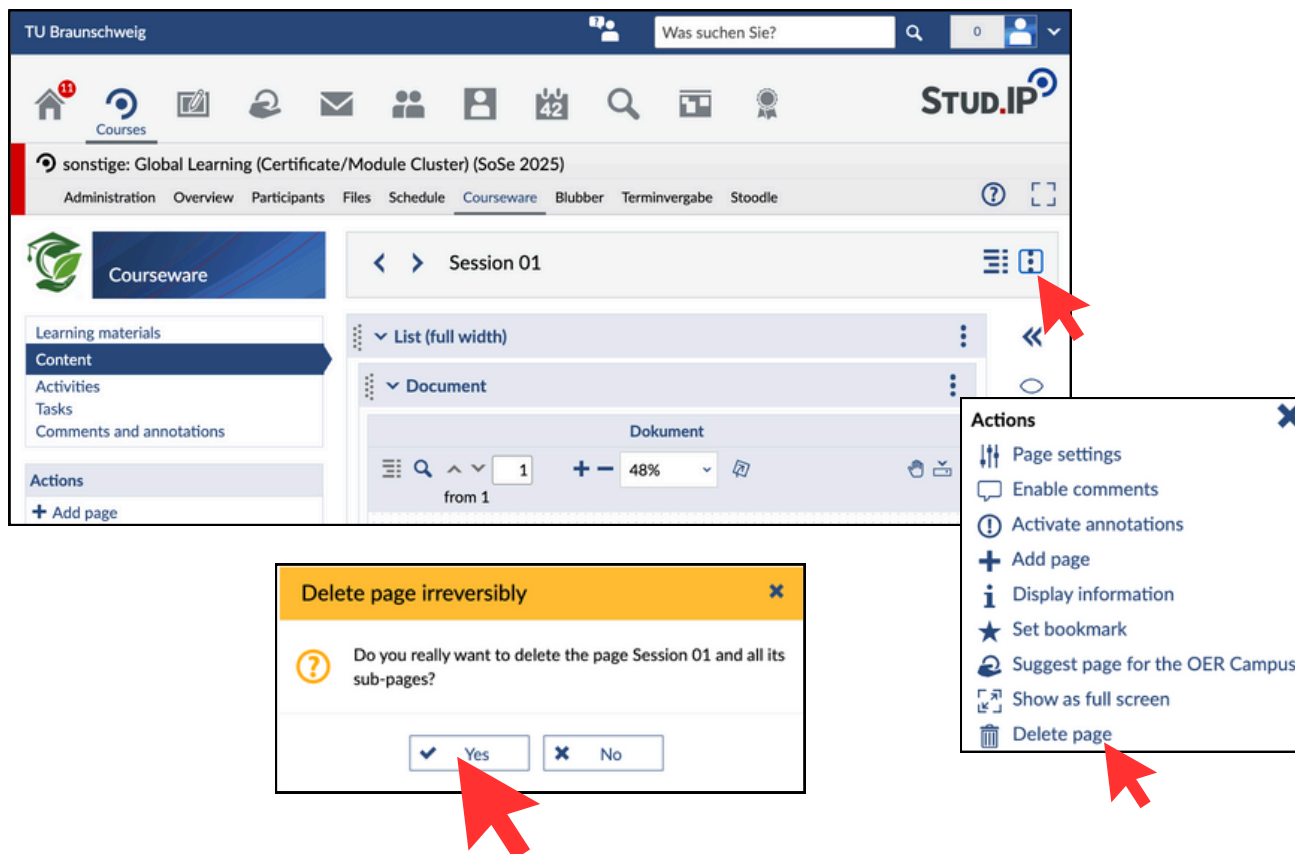
Please note: If you select “Publish on OER Campus,” you are publishing your private logbook under an open license. This means that others may view, redistribute and edit your files.



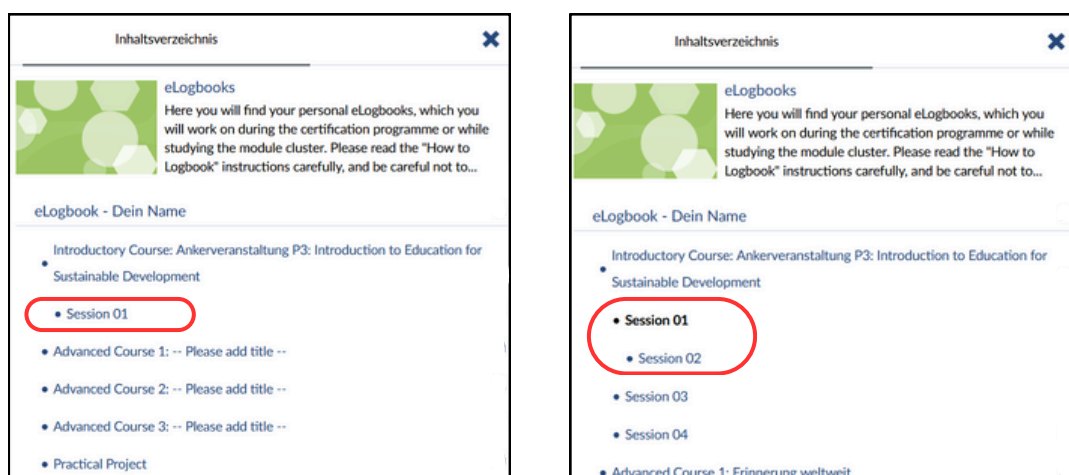
If you select “Export sub pages,” the sub pages will also be exported.

How to delete a page?

If you have a page that you would like to delete, you can use the “Delete page” function. However, you must ensure that the page does not have any additional subpages, **as these will also be permanently deleted.**



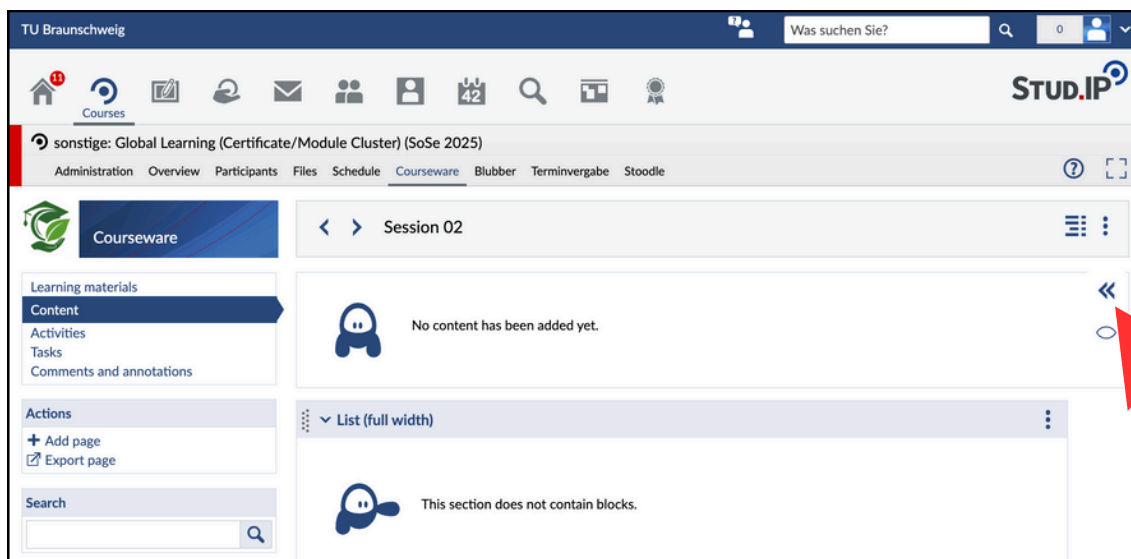
If you select “Delete page”, a pop-up window will appear informing you that the current page and all its subpages will be irrevocably deleted. Therefore, please check the table of contents again to see if the current page has any subpages.



In the example on the left, only the page “Session 01” will be deleted, while on the right, the subpage “Session 02” will also be deleted.

How to add new sections to your logbook page?

Add content by adding sections. You can display the sections and content blocks by clicking on the arrows on the right-hand side.

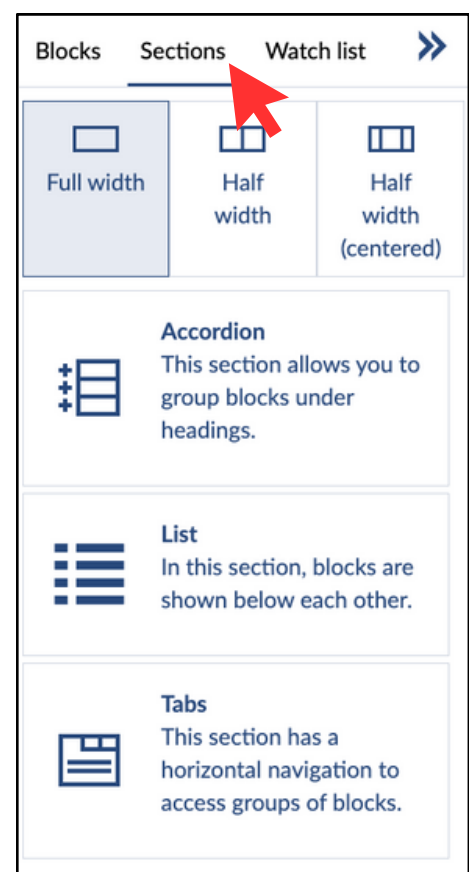


The different sections vary in terms of width and alignment:

- full width
- half width
- half width, centered

There are also various layouts:

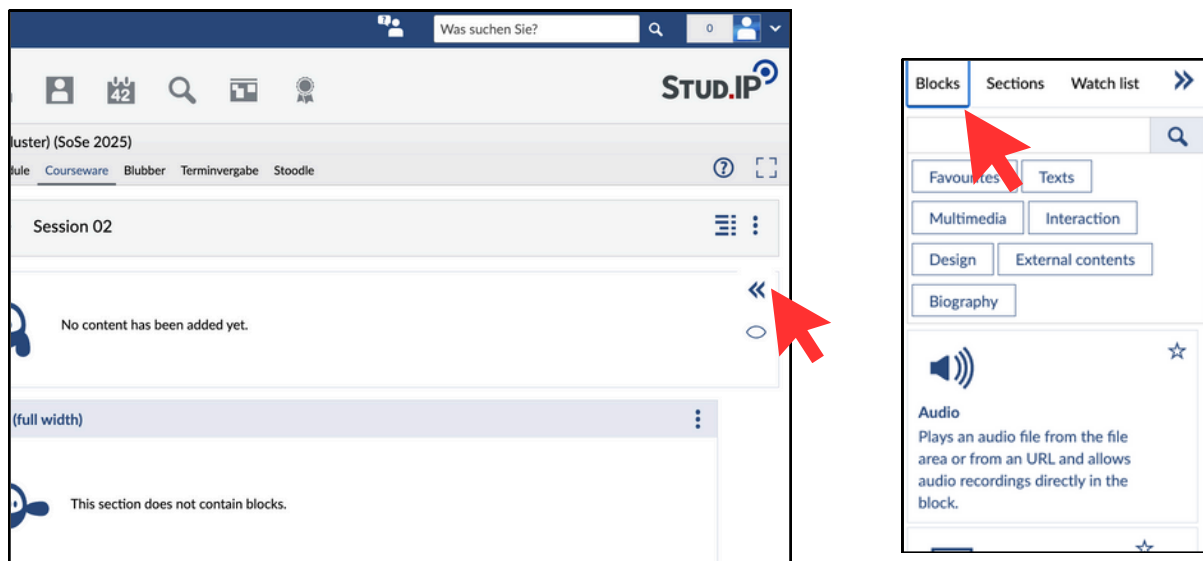
- Accordion (individual content can be expanded and collapsed)
- List (all content follows on from each other)
- Tabs (content can be stored in different tabs, as in a browser)



Feel free to scroll through the menu and choose the one that you like most.

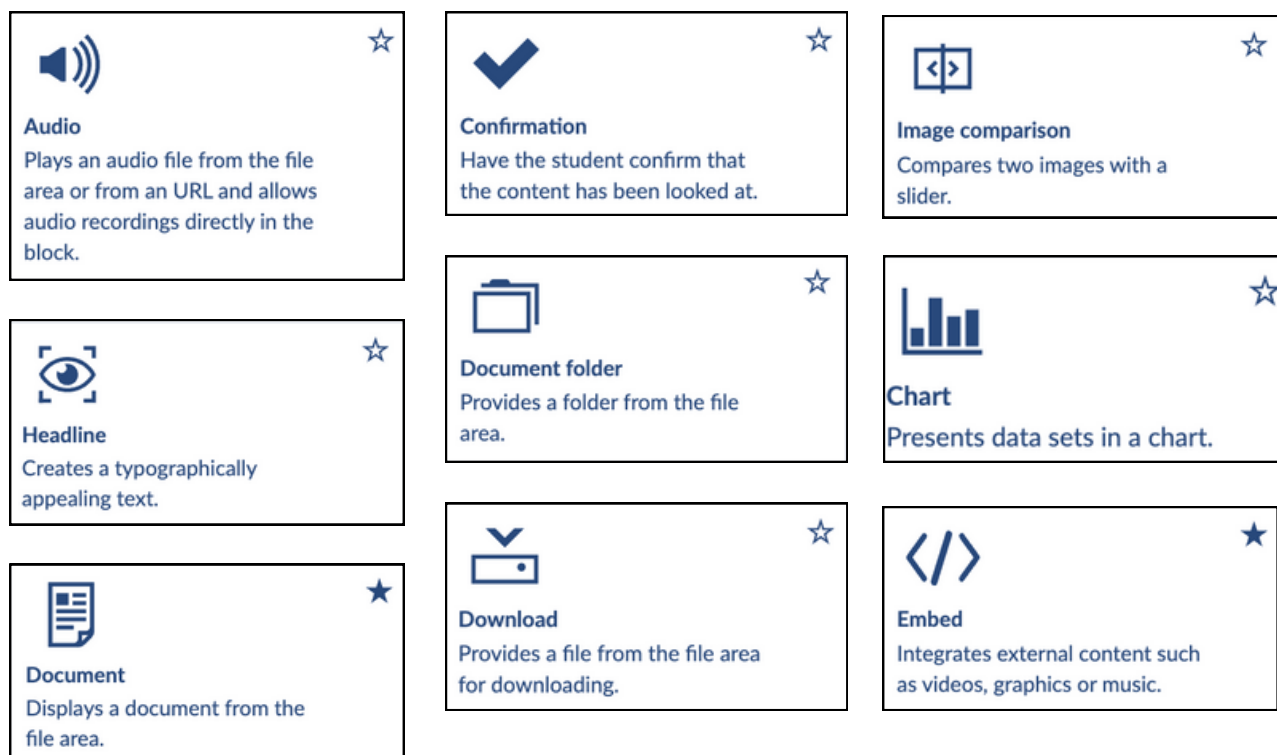
How to add new blocks to your logbook page?


Once you have added a new section, you can start adding content through blocks. These can be found by clicking on the arrows on the right-hand side.



You can either scroll through the menu to view all the available blocks, or search for a keyword. An overview of all the available blocks can be found below.

Simply click on the block you want to add. It will then be added to your section.






Successes
Shows different types of achievements.



Gallery
Show pictures from a folder in the file area.



IFrame
Embed from a website or file.






Table of contents
Displays the subpages of this page in different manners.



Interaktives Video
Spielt ein mit Interaktionen angereichertes Video ab.




Career
Presents the stages of your school, academic and professional qualifications, as well as your work experience.




LTI
Embedding of an external tool.




Canvas
Draw and write on an image.



Learning cards
Cards to turn around. A picture and text can be displayed on both sides.




Link
Creates a link inside the Courseware or to another webpage.




Key point
Creates a mnemotechnic verse with icon and frame.




Opencast
Stellt eine Aufzeichnung aus dem Opencast-Plugin bereit




Personal information
Shows personal data.




Source code
Source code is highlighted according to its syntax.



Typewriter
The text appears character by character.



Date
Displays a date or a countdown.



Text
Creating content with wysiwyg editor.







Image map
Any areas on a picture can be linked.




Video
Plays a video from the file area or an URL.



Vips test
Presents a Vips assignment or test.



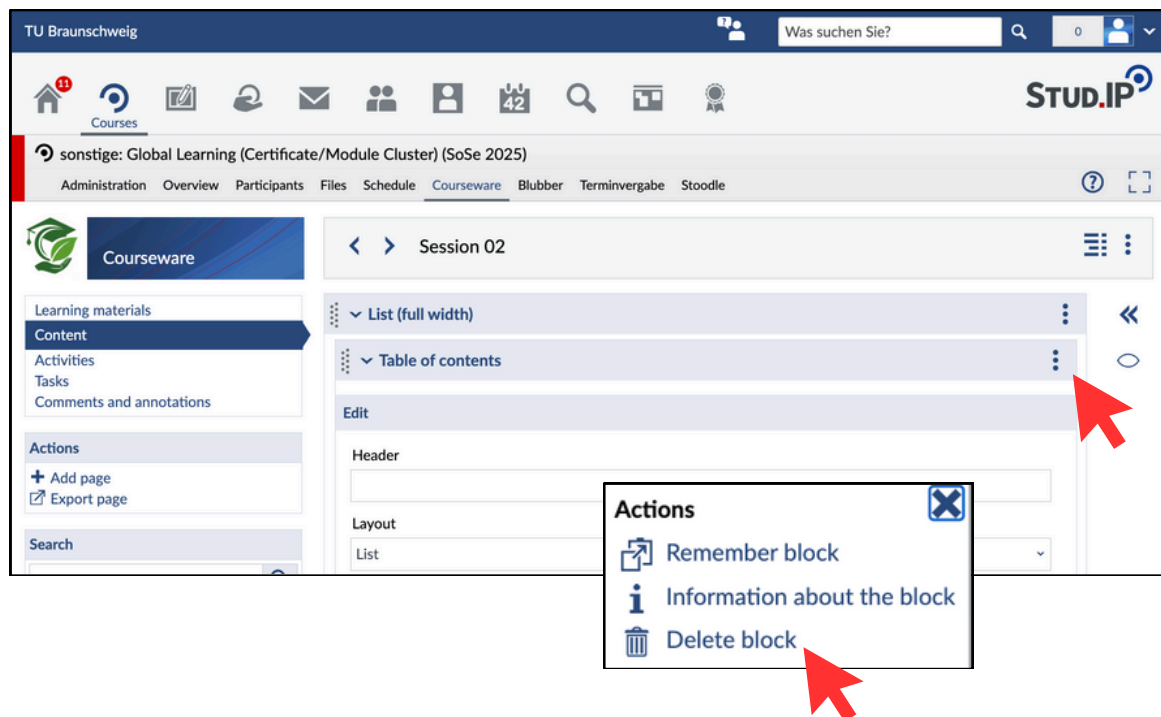
Timeline
Can display any number of events in chronological order.



Targets
Presents one of your goals.

How to delete a block?

You can easily delete a block you don't want by selecting the block and its “Delete block” function.



Before confirming the deletion, make sure that the item is a '**block**' and not a '**page**', to avoid accidentally deleting the entire page. Then click 'Yes'.

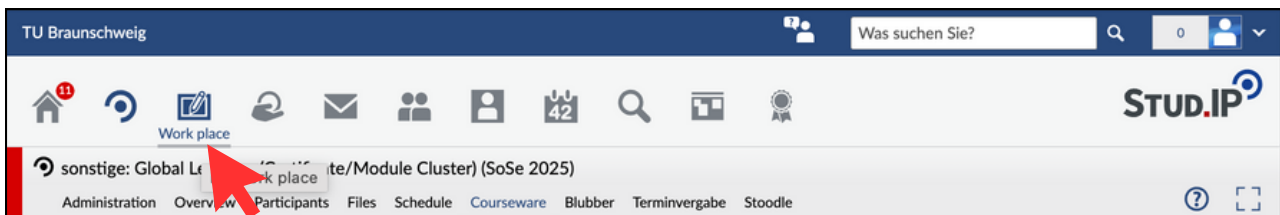
The block will be permanently deleted.



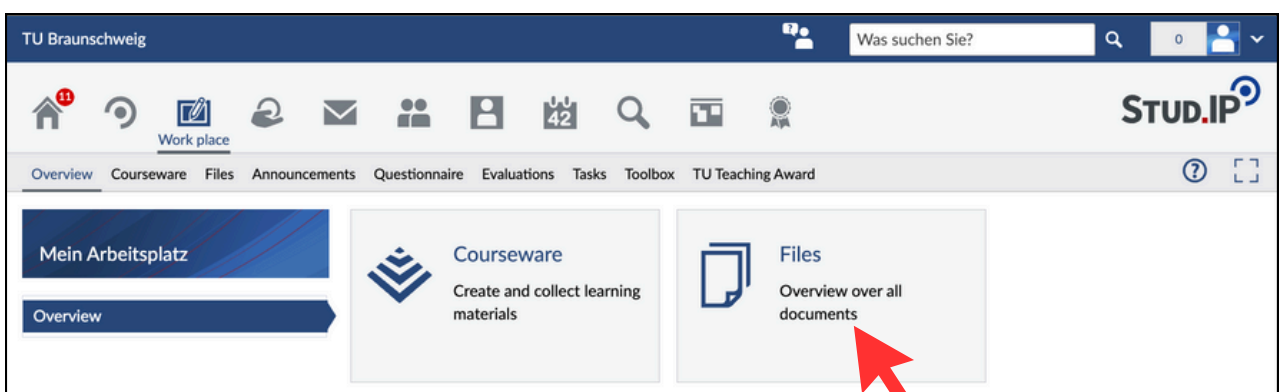
How to save files to embed them in the logbook?

To embed a file, it must first be uploaded to your individual “work place”. This personal file folder must be set to “public” so that it can be viewed. If the file folder is set to private, instructors and tutors will not be able to view the eLogbooks. If the file folder is public, the files will still only be visible to instructors and their tutors.

To open such a folder, click on the “work place” icon.

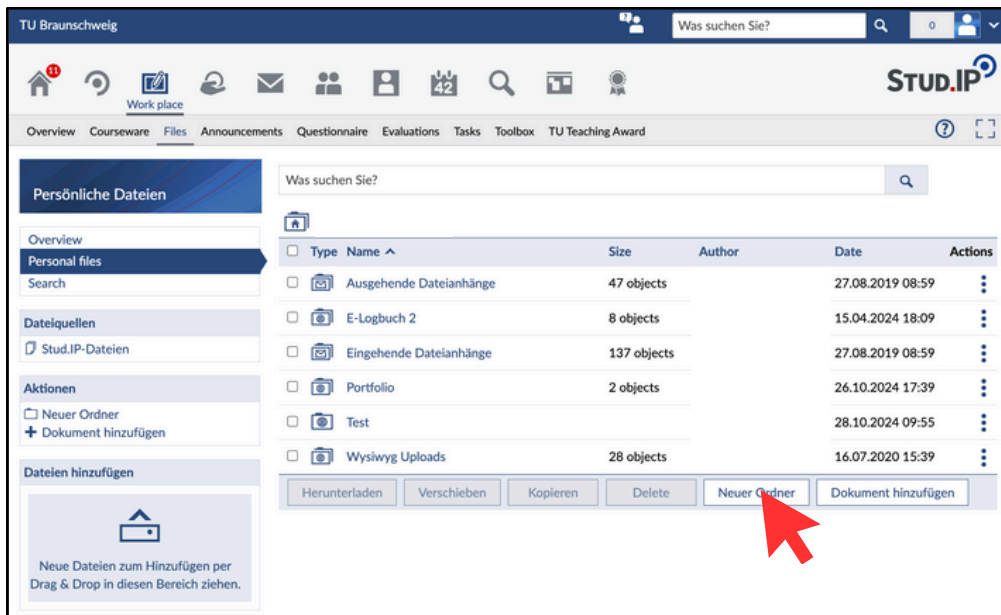


Then, select "Files."

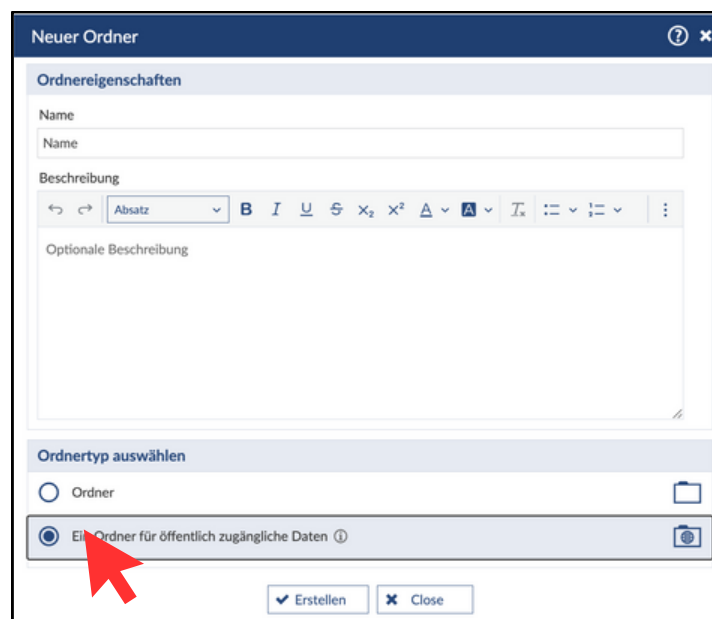


Then click on “Personal files” in the left-hand bar.

You are now in your personal file area. Select “Neuer Ordner” (engl. “new folder”) to create a folder for your logbook.



A pop-up window will appear. The folder's name can be entered here, an optional description can be added, and the folder type can be selected.



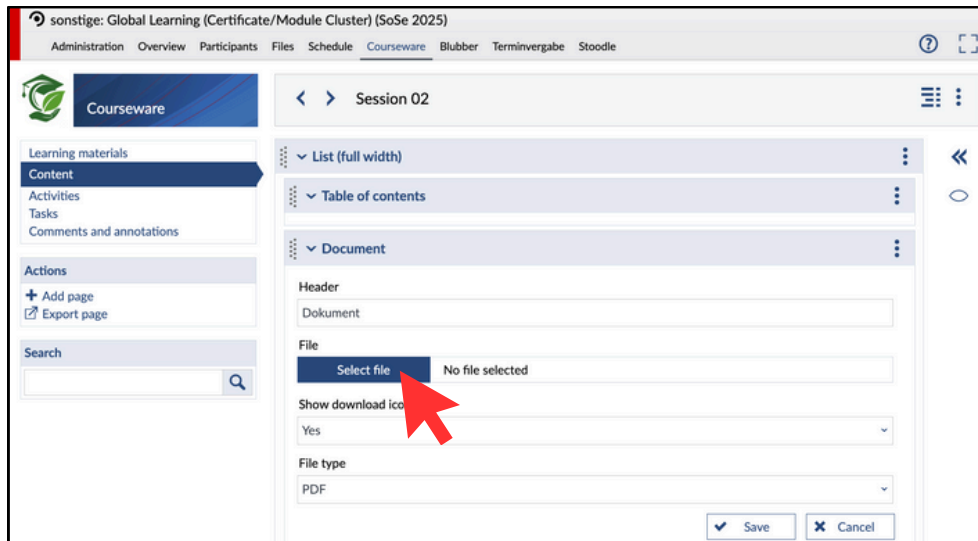
Scroll down and select “Ein Ordner für öffentlich zugängliche Daten” (engl. “a folder for publicly accessible data”) to select the correct folder type. Then, confirm by clicking on "Create."

Place all files that you want to embed in the logbook in your newly created folder.

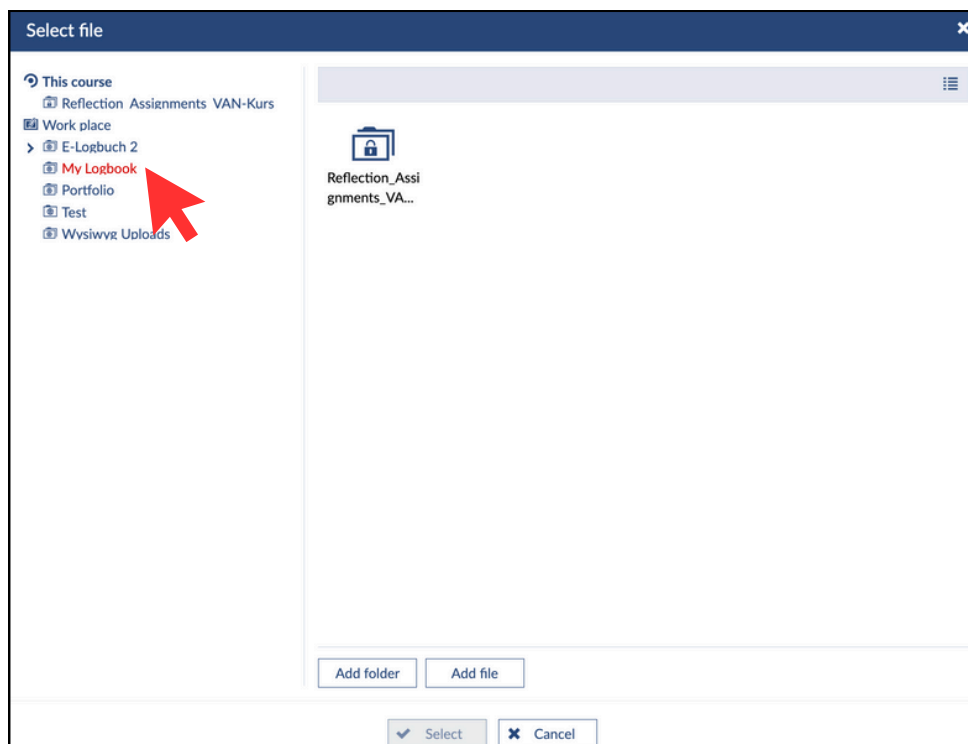
How to embed a PDF file?

First, save the PDF file to your personal file area. Then, add a “Document” block to your logbook.

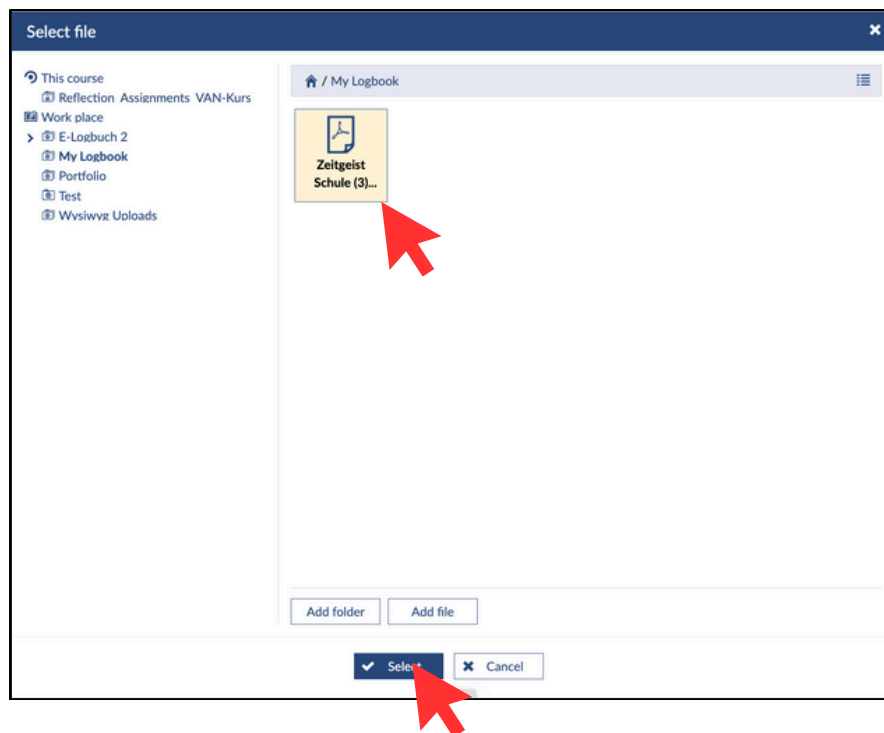
Give it a title and click “Select file.”



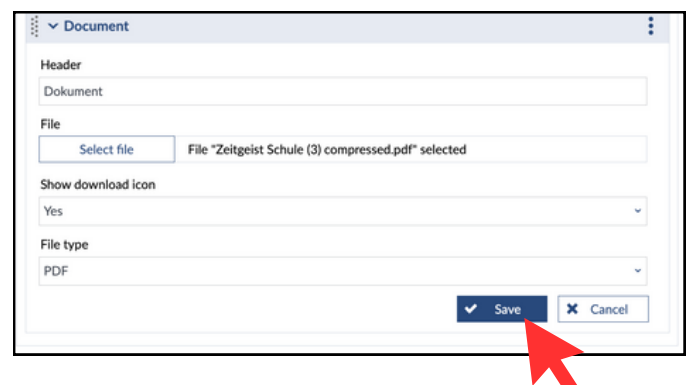
A new pop-up window will appear. Select the folder you created for the logbook in the left-hand bar.



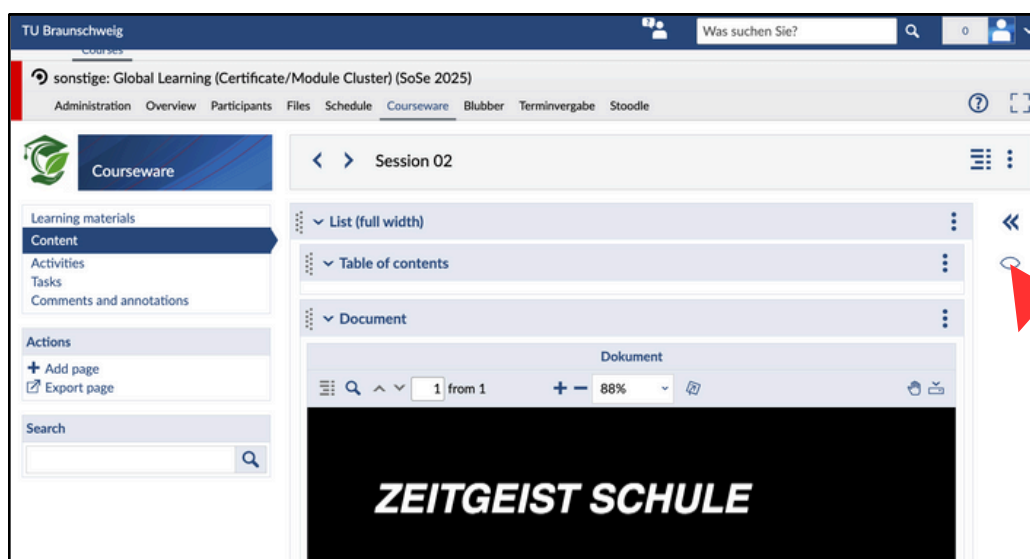
Choose the file you want to add to the logbook page and click “Select.”



Select “Save” to make the file visible in the logbook.

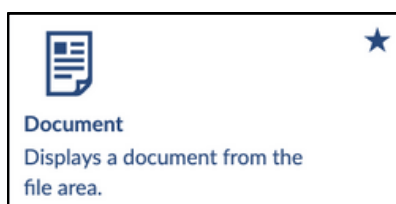


To leave the edit mode of the logbook, click on the ellipsis on the right-hand side.

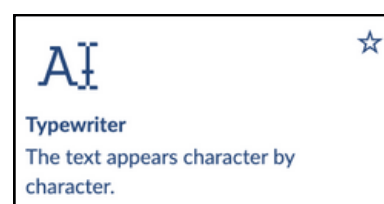
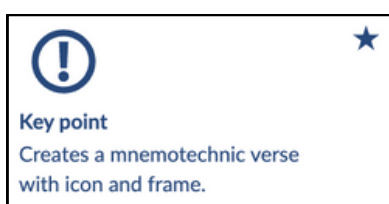
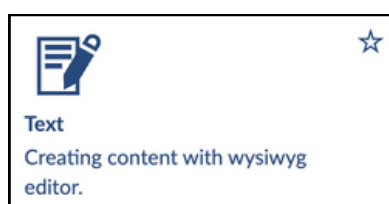


How to embed text?

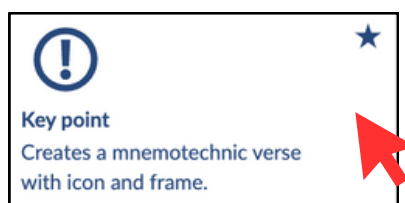
There are several ways to embed text in your logbook. If you have created a Word document, export it as a PDF file and follow the instructions on pages 15-16.



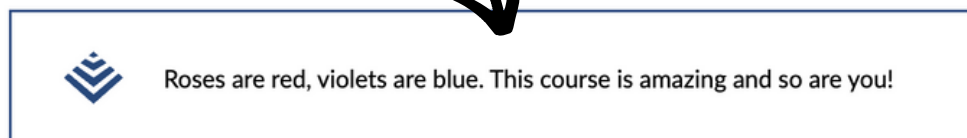
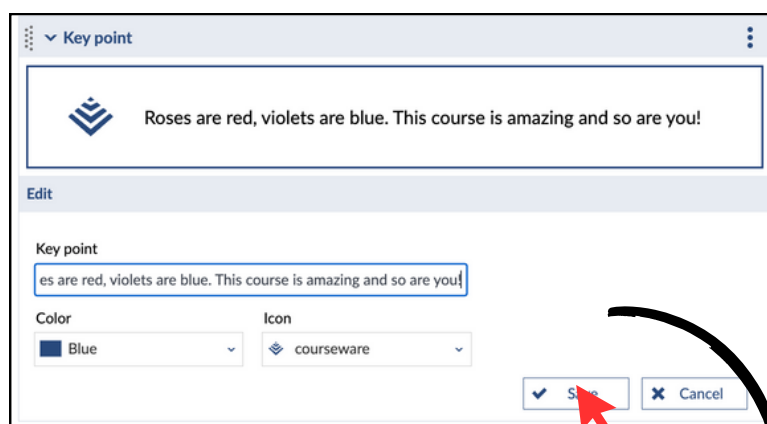
However, you can also use the “Text,” “Key point,” or “Typewriter” blocks. The “Text” block is suitable for both short and long texts, while the “Key Point” and “Typewriter” blocks are better suited for short texts that need to be highlighted.



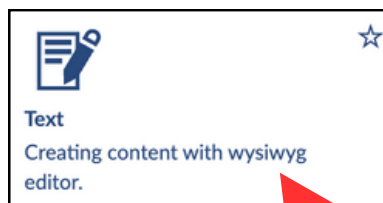
Select a “Key Point” block.



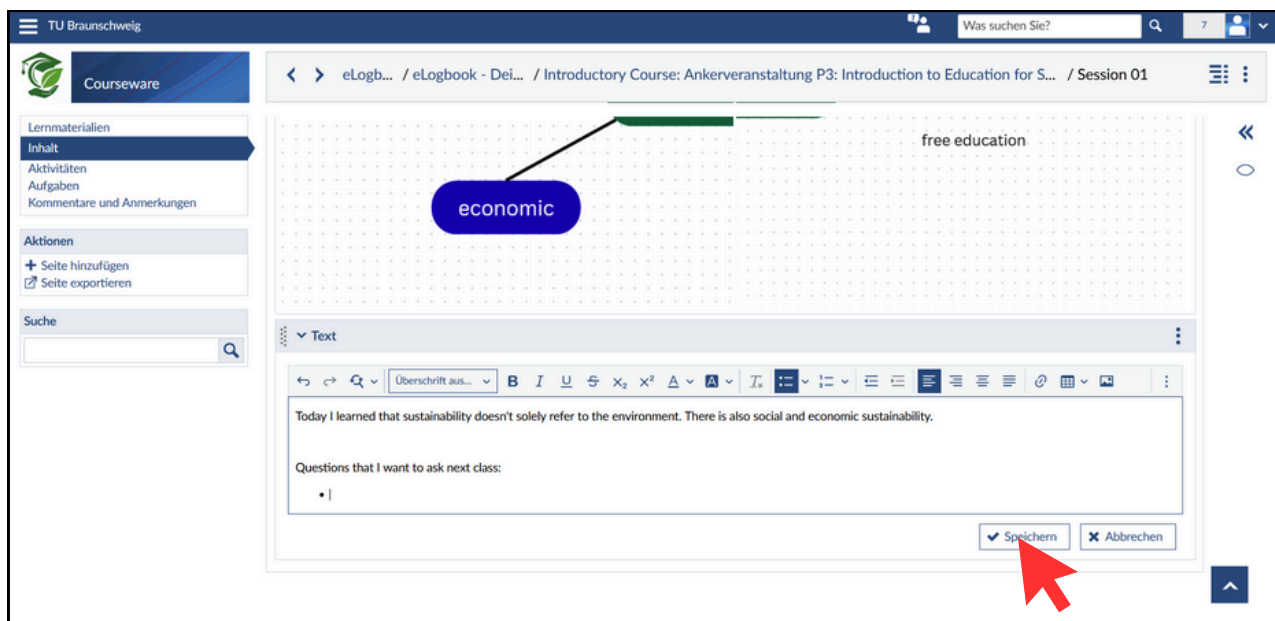
Write down your key point phrase. Then, select a color and icon of your liking and click “Save.” The editing of your core sentence is also possible at a later time.



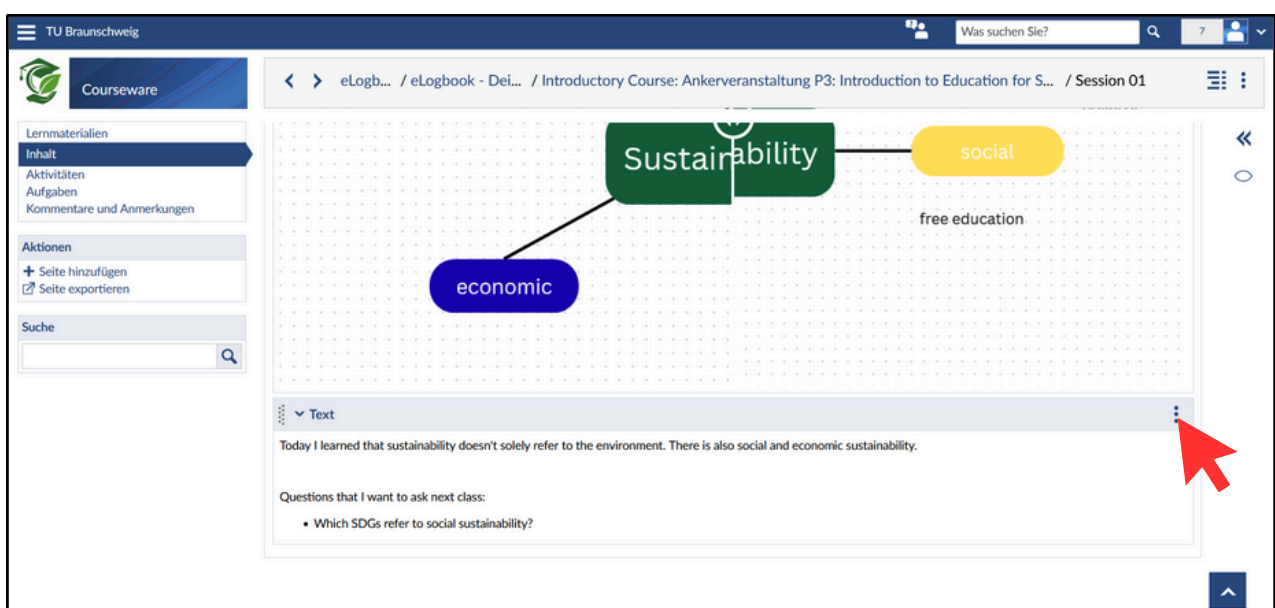
For longer texts, select a “Text” block.



A text editor will now appear. There are different ways to format the text. Click on “Save” to secure your progress.

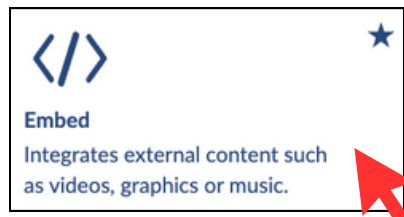


You can edit your “Text” block at any time by clicking on the three dots.

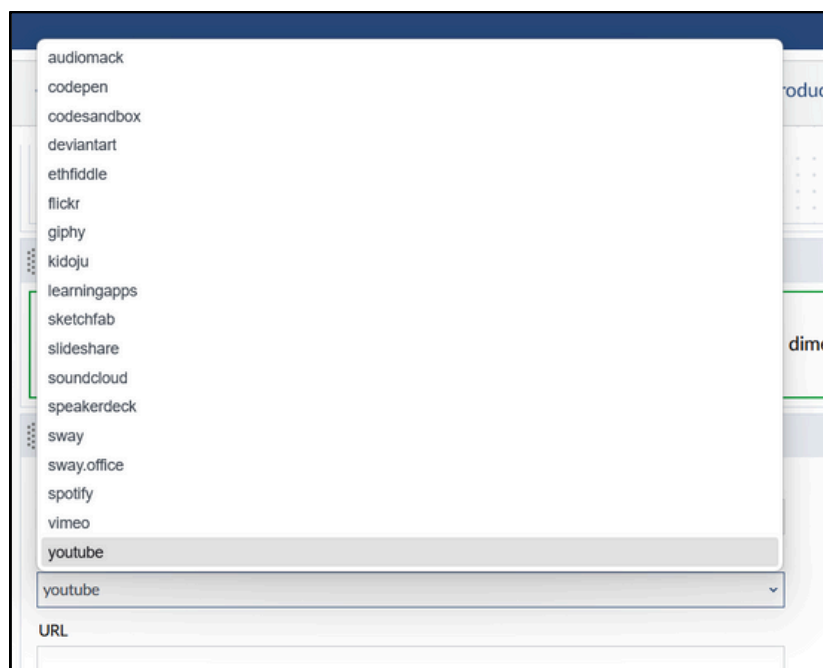


How to embed external content?

To embed external content such as videos, graphics, or music, select the “Embed” block.



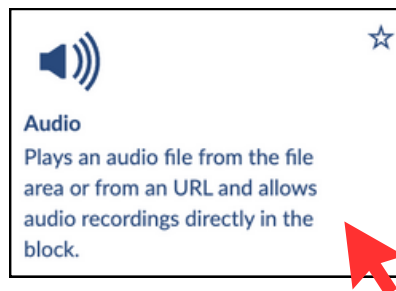
Choose a title and select your source. The following external sources are supported:



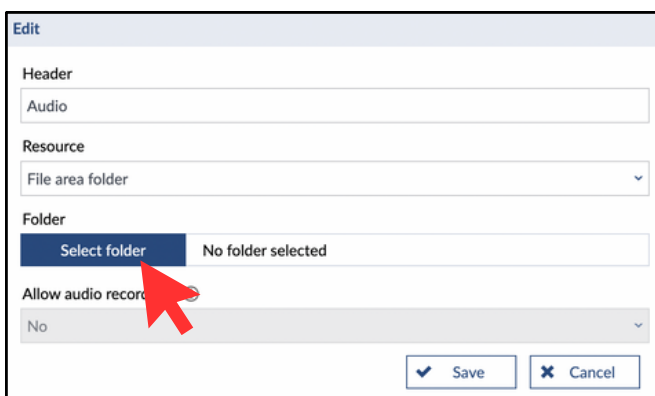
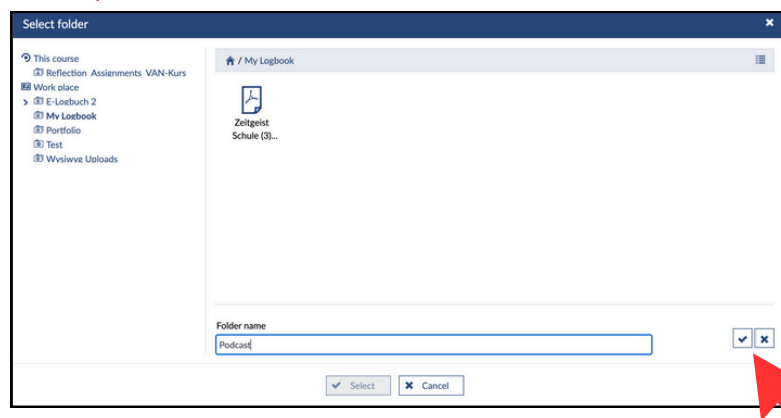
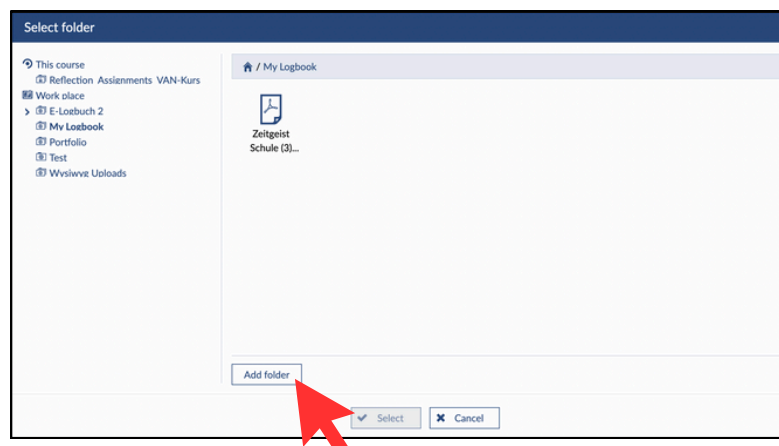
Insert the URL of your external source into the URL column. You can also set alternative start and end points for videos and audio files. Click “Save” to save your progress.

How to record audio files within the logbook?

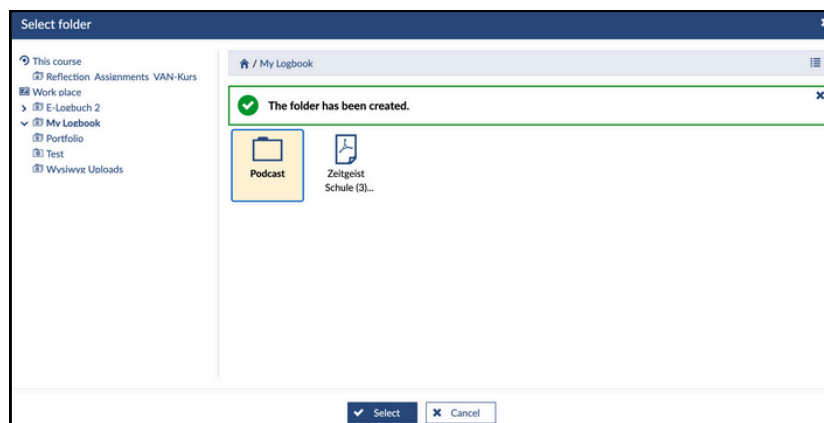
The logbook also offers the option to record and embed audio. To do this, select the “Audio” block.



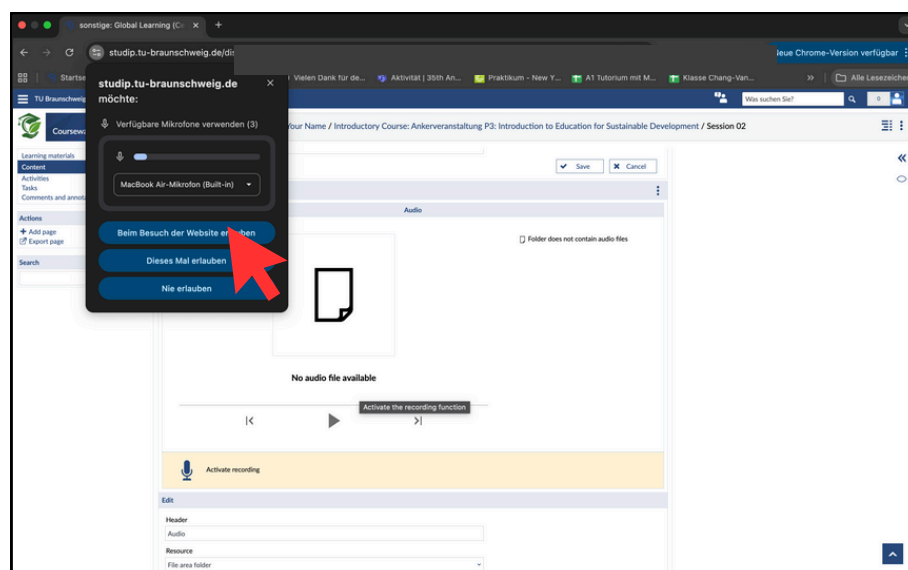
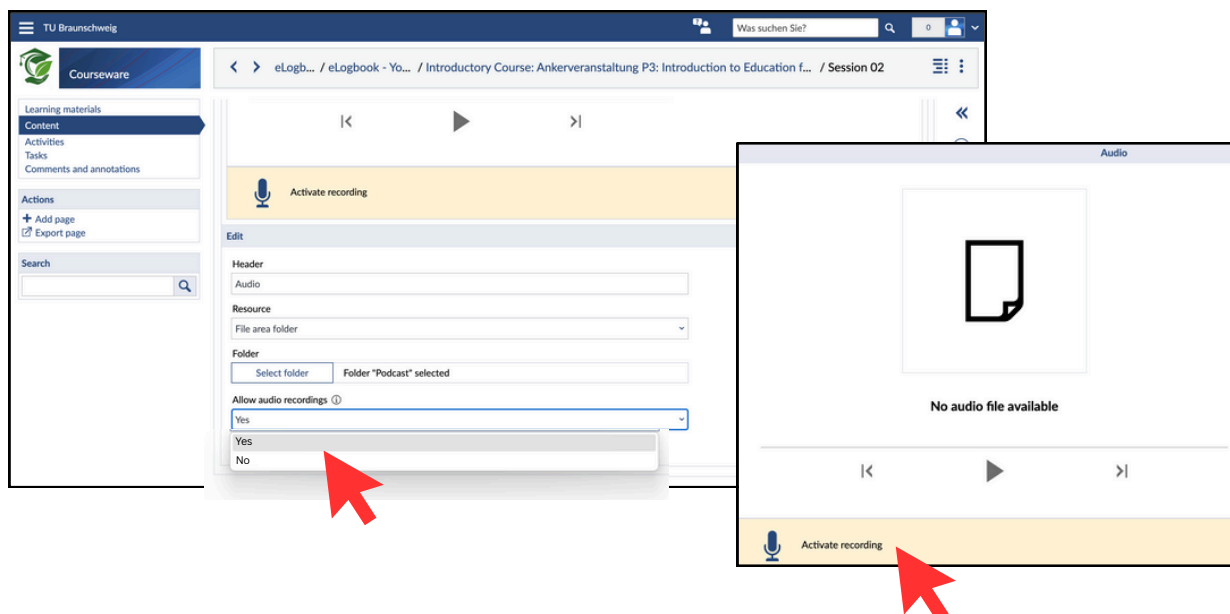
First, create a specific folder to store all the audio files.

A screenshot of the 'Edit' form for the Audio block. The form has sections for 'Header' (with a text input containing 'Audio'), 'Resource' (with a dropdown menu showing 'File area folder'), 'Folder' (with a 'Select folder' button and 'No folder selected' text), and 'Allow audio recording' (with a dropdown menu showing 'No'). At the bottom are 'Save' and 'Cancel' buttons. A red arrow points to the 'Select folder' button.

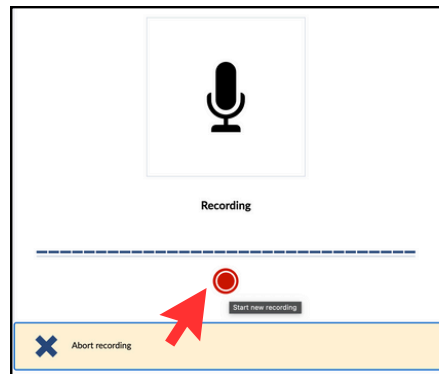
After the folder has been created, it should be selected.



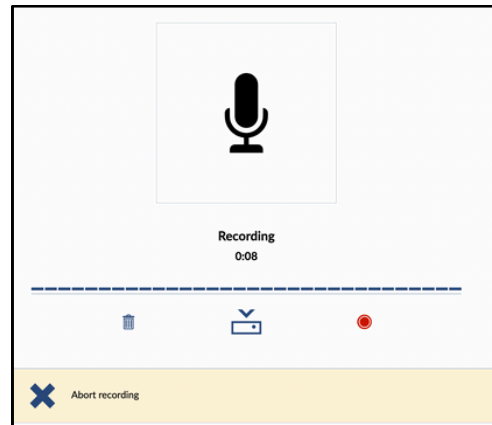
Now you need to allow audio recordings, both in the “Audio” block and in your browser. This requires three steps:



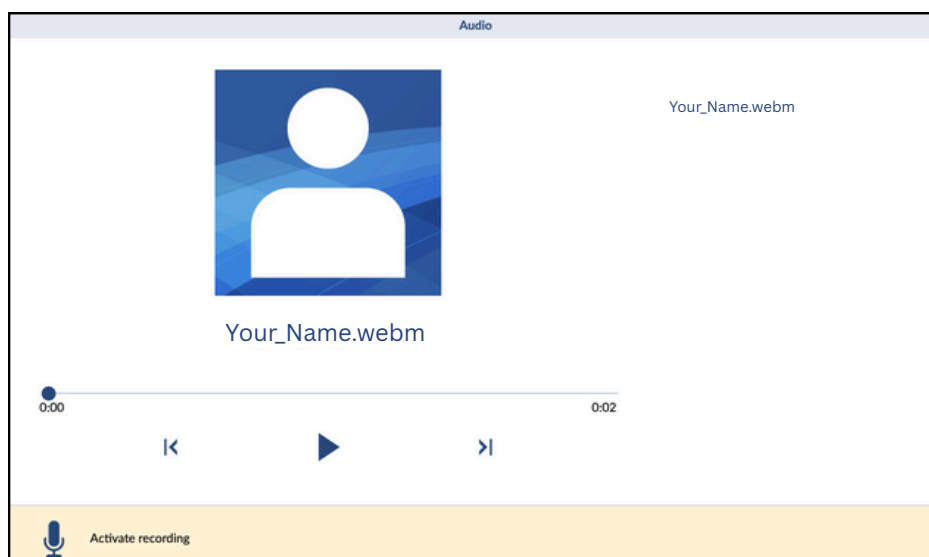
You can now use the “Play” button to record whatever you'd like to include as an audio file in your logbook.



When you're done, press the “Stop” button. If you are not satisfied with your recording, you can delete it (trash can icon) or start over (red circle icon). If you are satisfied with your recording, click “Save.”



Stud.IP automatically assigns a name to the audio file. If multiple audio files are recorded and saved within this block, they are numbered in ascending order.



How to activate comments?

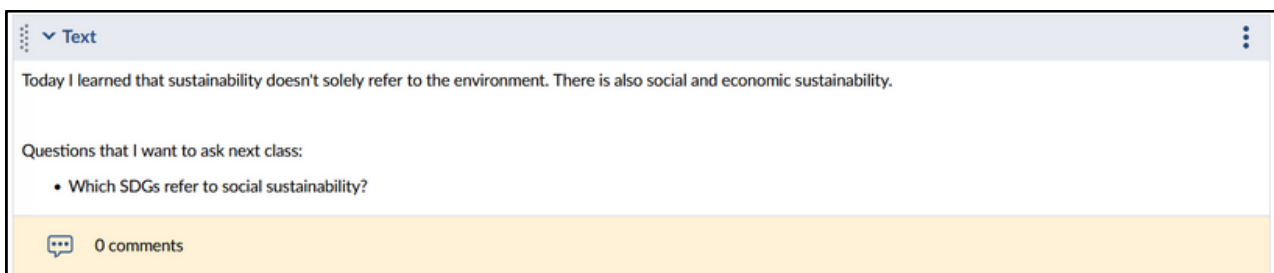
Lecturers and tutors can leave comments for every block of your logbook. To support them, you can activate the comment function at each block yourself. For that please click on the three dots at the block.



Press “enable comments”.



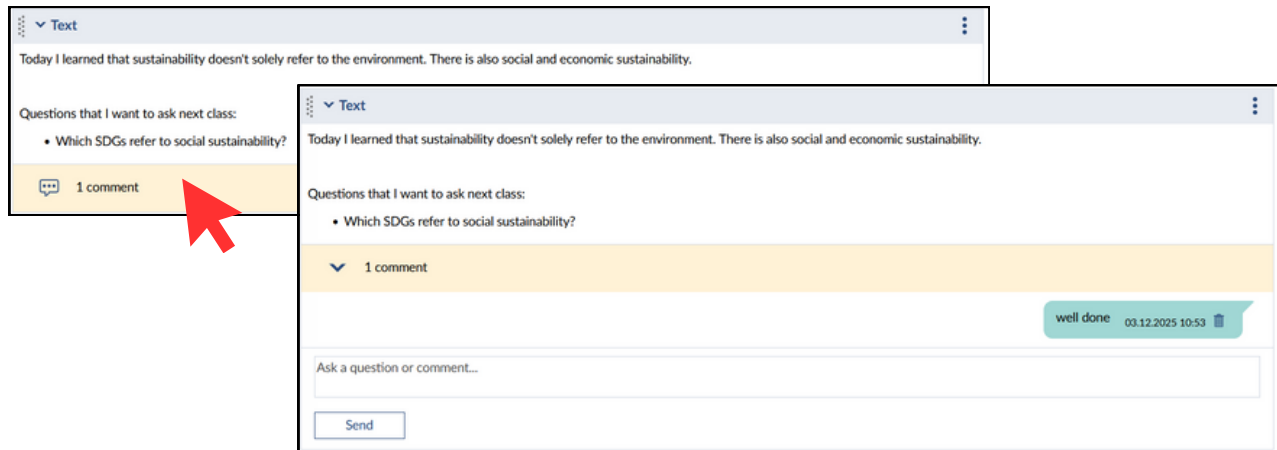
You've successfully enabled comments for one block.



Where to find comments?

You should regularly check if you have received feedback by your lecturers or tutors. There are two ways to find comments in your logbook:

Option 1: Regularly scroll through your logbook and check for comments.



Option 2: Check for comments at the activities display

