



UNIVERSITY OF
HOHENHEIM

ILIAS – Step by step

1. Login and Password

ILIAS learning platform <https://ilias.uni-hohenheim.de>

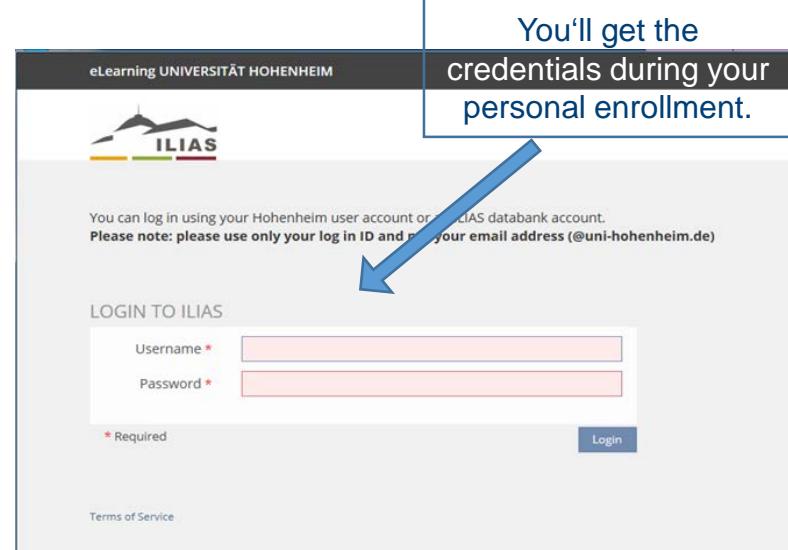
You can directly sign in with your Hohenheim user account (more information here <https://kim.uni-hohenheim.de/en/student-user-account>). During the first sign in, you have to accept the user agreement

Note: the module catalogue of the different institutes, faculties and departments can be found on the platform "ILIAS Universität Hohenheim"

By the way:

openILIAS is another platform where you don't need signing in:
<https://openilias.uni-hohenheim.de>

You'll get the
credentials during your
personal enrollment.



The screenshot shows the ILIAS login page for eLearning UNIVERSITÄT HOHENHEIM. The page features the ILIAS logo (a stylized mountain range) and the text "You can log in using your Hohenheim user account or ILIAS databank account. Please note: please use only your log in ID and not your email address (@uni-hohenheim.de)". A blue arrow points from the text "You'll get the credentials during your personal enrollment." in the previous slide to the "Please note" text on this page. The login form includes fields for "Username *" and "Password *", both marked with a red asterisk to indicate they are required. A "Login" button is located to the right of the password field. At the bottom of the page, there is a link to "Terms of Service".

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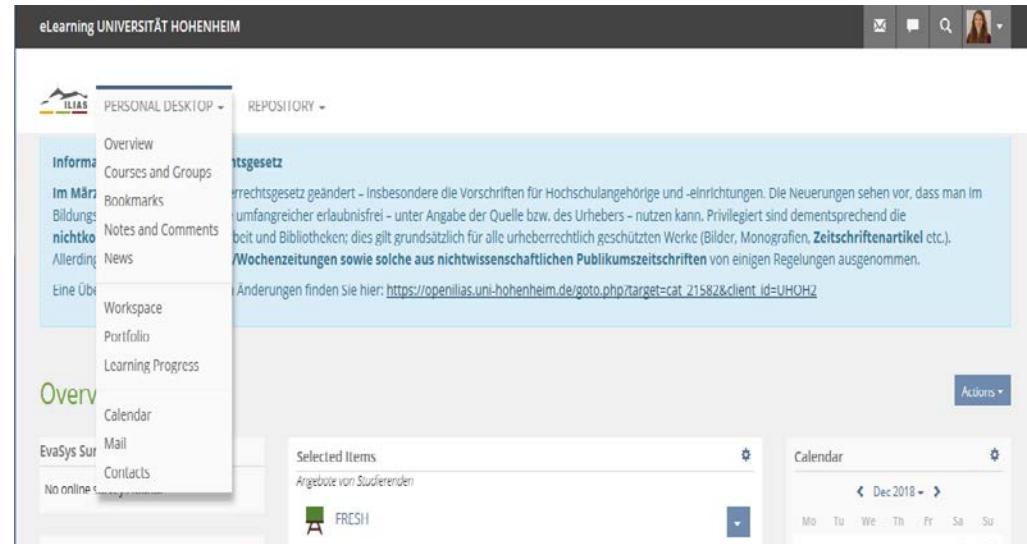
It is recommended to change your password after your first login. To do so, go to <https://idm.uni-hohenheim.de/sspr/public/>. It is not possible to change your password directly through the ILIAS platform. After you've signed in you are able to modify your current password.

2. First Steps - Establish your Personal Desktop

The personal desktop is your individual start page when logged on onto ILIAS. Only you are able to see the personal desktop.

Groups, courses or other objects subscribed by you are available under "Selected Items". You can subscribe to objects on the entire ILIAS platform by selecting the "Add to Desktop" option in the Actions menu (blue arrow to the right of the object).

The individual boxes on your Personal Desktop can be moved and arranged individually. To do this, click with the mouse in one of the boxes and simply drag it to any other location on your Personal Desktop.



The screenshot shows the eLearning interface for the University of Hohenheim. The top navigation bar includes the ILIAS logo, a search bar, and a user profile icon. The main content area is titled "eLearning UNIVERSITÄT HOHENHEIM". On the left, a sidebar titled "PERSONAL DESKTOP" lists various items: Overview, Courses and Groups, Bookmarks, Notes and Comments, News, Workspace, Portfolio, Learning Progress, and Selected Items. The "Selected Items" section is currently active, displaying a list of "Angebote von Studierenden" (Offerings for Students) with a "FRESH" status indicator. The right side of the screen shows a "REPOSITORY" section with a large text block about copyright changes, a "Calendar" section showing a weekly view from Monday to Sunday, and a "Actions" menu.

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When you open the “Personal Desktop” menu, you have the possibility to select the following features and sub-menus

Workspace:
You can create and share different objects or see objects of other users

News:
Overview of all groups and courses

Learning Progress:
Review your personal learning progress

Portfolio: You can create and share portfolios or can see portfolios of other users

Mail: ILIAS internal emails can be checked and sent here

Courses and Groups: Lists all your subscriptions

Bookmarks:
You can add new bookmarks and use them on the platform

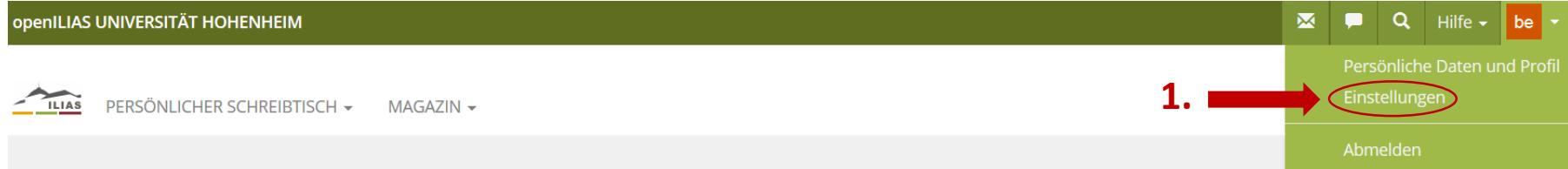
Overview: Your personal ILIAS homepage, which gives you an overview over messages, ILIAS emails, calendar, courses and groups

Notes and Comments:
Personal or public comments or notes regarding objects on ILIAS

Contacts:
Manage your address book with ILIAS contacts

Calendar:
Consult your personal and group calendar and manage your appointments

2. First Steps - Adjust your Personal Profile



openILIAS UNIVERSITÄT HOHENHEIM

PERSÖNLICHER SCHREIBTISCH ▾ MAGAZIN ▾

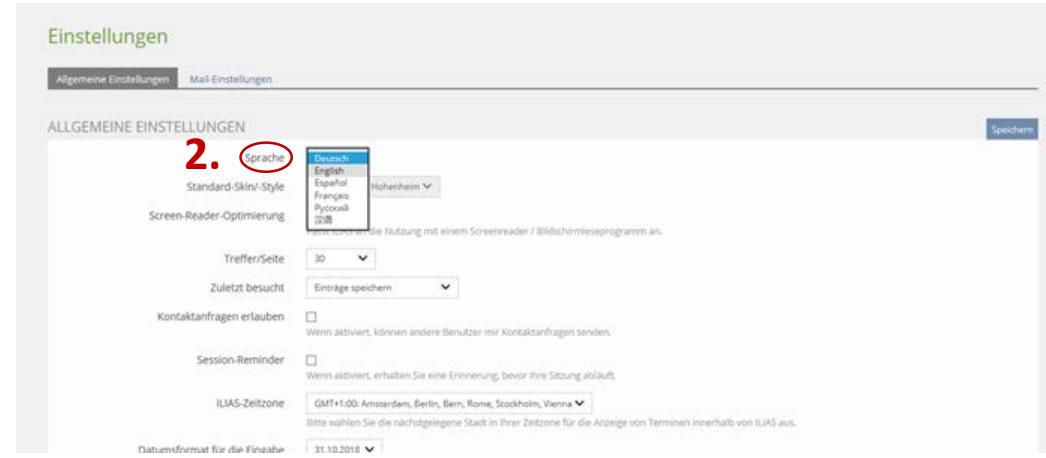
1.  Einstellungen

Persönliche Daten und Profil

Abmelden

Change the language by selecting “Einstellungen” on the top right corner, by clicking on the arrow next to your profile picture or user name. Then you are able to change your language settings under “Sprache”.

You are also able to change your mail settings.



Einstellungen

Allgemeine Einstellungen Mail-Einstellungen

ALLGEMEINE EINSTELLUNGEN

2.  Sprache

Standard-Skin-/Style

Screen-Reader-Optimierung

Treffer/Seite: 30

Zuletzt besucht: Einträge speichern

Kontaktanfragen erlauben: Wenn aktiviert, können andere Benutzer mir Kontaktanfragen senden.

Session-Reminder: Wenn aktiviert, erhalten Sie eine Erinnerung, bevor Ihre Sitzung abläuft.

ILIAS-Zeitzone: GMT+1:00: Amsterdam, Berlin, Bern, Rome, Stockholm, Vienna

Datumsformat für die Finntab: 31.10.2018

Speichern

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Changing Personal Data and your Profile

Personal Data: You can change your personal profile by for example adding and updating your picture, age, gender as well as adding contact information, addresses of messengers and your matriculation number. After updating your profile, don't forget to save your changes.

Personal Data and Profile

Personal Data Profile Export/Import

PERSONAL DATA

Username: [REDACTED]

First Name *: Max

Last Name *: Noname

Title: [REDACTED]

Birthday: DD.MM.YYYY [REDACTED]

Salutation: Not Applicable
 Ms./Mrs.
 Mr.

Avatar:
Maximum upload size: 300.0 MB
Allowed file types: .jpg, .jpeg, .png, .gif

Default Roles: User

INTERESTS

General Interests: [REDACTED]

Offering Help: [REDACTED]

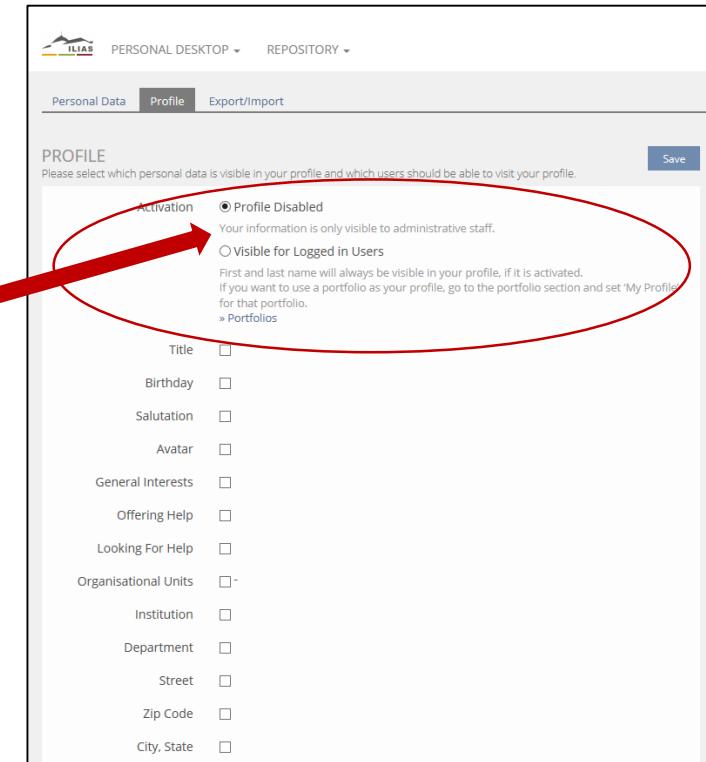
Looking For Help: [REDACTED]

CONTACT INFORMATION

Save

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Profile: Under this option you are able to make your profile visible. You can select which data of your profile can be seen publicly. You can, for example, make your profile picture, address, email address etc. visible. For this you have to select the boxes accordingly, save and select "Visible for Logged in Users". This added and public data will be included in your ILIAS Visiting card. You can send or download this visiting Card via v-Card or via the ILIAS email.



ILIAS PERSONAL DESKTOP ▾ REPOSITORY ▾

Personal Data **Profile** Export/Import

PROFILE
Please select which personal data is visible in your profile and which users should be able to visit your profile.

Activation Profile Disabled
Your information is only visible to administrative staff.
 Visible for Logged in Users
First and last name will always be visible in your profile, if it is activated.
If you want to use a portfolio as your profile, go to the portfolio section and set 'My Profile' for that portfolio.
» Portfolios

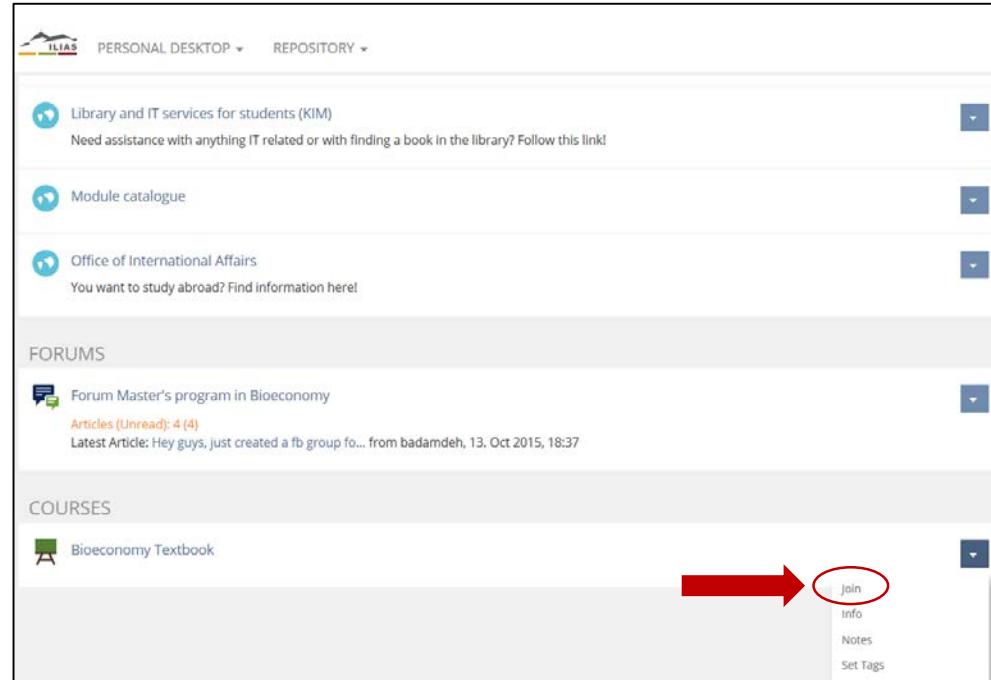
Title
Birthday
Salutation
Avatar
General Interests
Offering Help
Looking For Help
Organisational Units -
Institution
Department
Street
Zip Code
City, State

Save

4. Taking Part in Lectures – Joining Courses

To join a course on ILIAS, click on the title or open the option menu (blue arrow on the right hand side of the title). Select “Join”.

Note: If you are not able to click on the course title, either the administration did not unlock the registration or the registration period is already over. The courses are normally open and available for registration shortly before the beginning of the lecture period. If you have missed the registration period, you are only able to join the course by contacting the course administrator directly.



The screenshot shows the ILIAS personal desktop interface. At the top, there is a navigation bar with the ILIAS logo, 'PERSONAL DESKTOP', and 'REPOSITORY'. Below this, there are three main sections: 'LIBRARY' (with links to 'Library and IT services for students (KIM)' and 'Module catalogue'), 'OFFICE OF INTERNATIONAL AFFAIRS' (with a link to 'You want to study abroad? Find information here!'), and 'FORUMS' (with a link to 'Forum Master's program in Bioeconomy'). The 'FORUMS' section shows a forum topic with 4 unread articles. Below these is a 'COURSES' section, which lists a single course titled 'Bioeconomy Textbook'. To the right of this course listing, a context menu is open, showing options: 'Join' (which is circled in red and has a red arrow pointing to it), 'Info', 'Notes', and 'Set Tags'. The 'Join' option is highlighted in blue.

4. Taking Part in Lectures – Access Options

Direct access and registration:

You can join the course directly by selecting “Join”

Access with a password:

The course administrator tells you a password you need to enter the course. Most probably during the first lecture.

Access after confirmation:

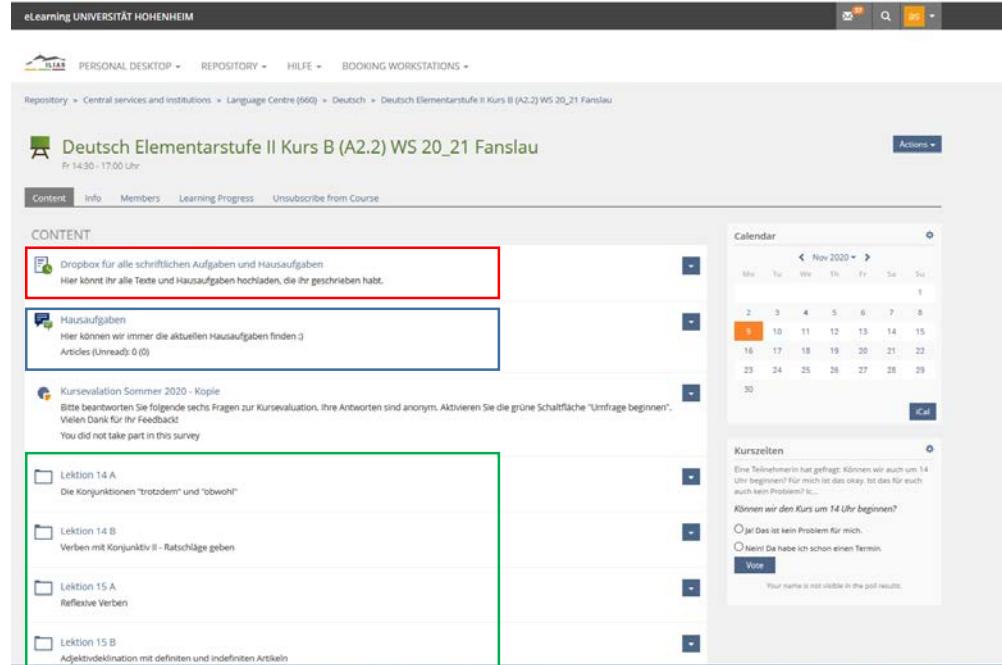
You can join the course but the administrator has to enable your access.

Access with waiting list:

If the course has a limited number of participants, you will be placed on the waiting list if the number of participants is exceeded. You will get a notification by e-mail as to whether any cancellations have occurred and whether your registration has been included in the list of participants.

How courses look

- Depending on the course you will be able to see different options.
- Forum for questions.
- Dropbox (where you can submit homeworks/tasks).
- The course material



The screenshot shows a course page for 'Deutsch Elementarstufe II Kurs B (A2.2) WS 20_21 Fanslau'. The page includes a navigation bar with links to 'PERSONAL DESKTOP', 'REPOSITORY', 'HILFE', and 'BOOKING WORKSTATIONS'. Below the navigation is a breadcrumb trail: 'Repository > Central services and institutions > Language Centre (660) > Deutsch > Deutsch Elementarstufe II Kurs B (A2.2) WS 20_21 Fanslau'. The main content area has tabs for 'Content', 'Info', 'Members', 'Learning Progress', and 'Unsubscribe from Course'. The 'Content' tab is selected, showing a 'Dropbox' section with a red box around it, a 'Hausaufgaben' section with a blue box around it, and a 'Kursevaluation Sommer 2020 - Kopie' section with a green box around it. To the right is a 'Calendar' showing the month of November 2020 and a 'Kurszeiten' section with survey questions. A note at the bottom right says 'Your name is not visible in the poll results.'

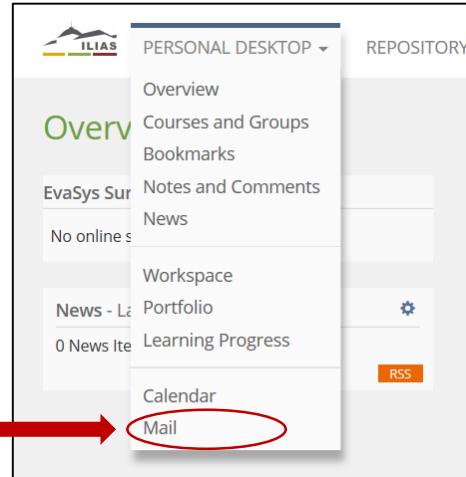
4. Taking Part in Lectures – Terminating Membership

To terminate a course membership you can select the blue arrow on your personal desktop and then click “Unsubscribe from Course” or you go to the courses’ page and select “Unsubscribe from Course” in the menu.



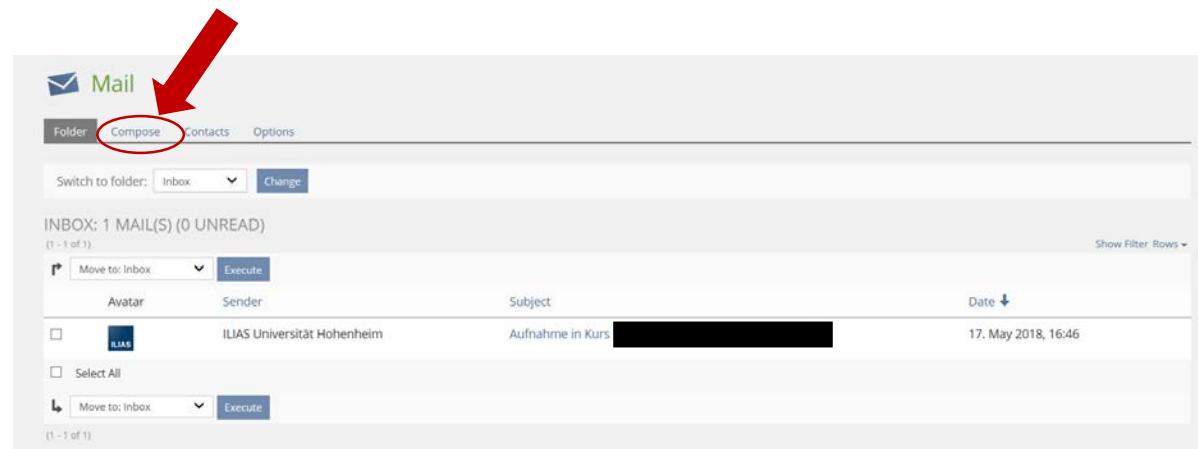
5. Sending E-mails

ILIAS mail function: Under the personal desktop and the menu Mail function, you are able to write emails, add contacts as well as adjust the settings for receiving and forwarding emails.



The screenshot shows the ILIAS Personal Desktop interface. On the left, there is a sidebar with various links: Overview, Courses and Groups, Bookmarks, Notes and Comments, News, Workspace, Portfolio, Learning Progress, and a News section. At the bottom of this sidebar, the 'Mail' link is circled in red with a large red arrow pointing to it from the bottom left.

Under "Compose" you can write as well as send mails.

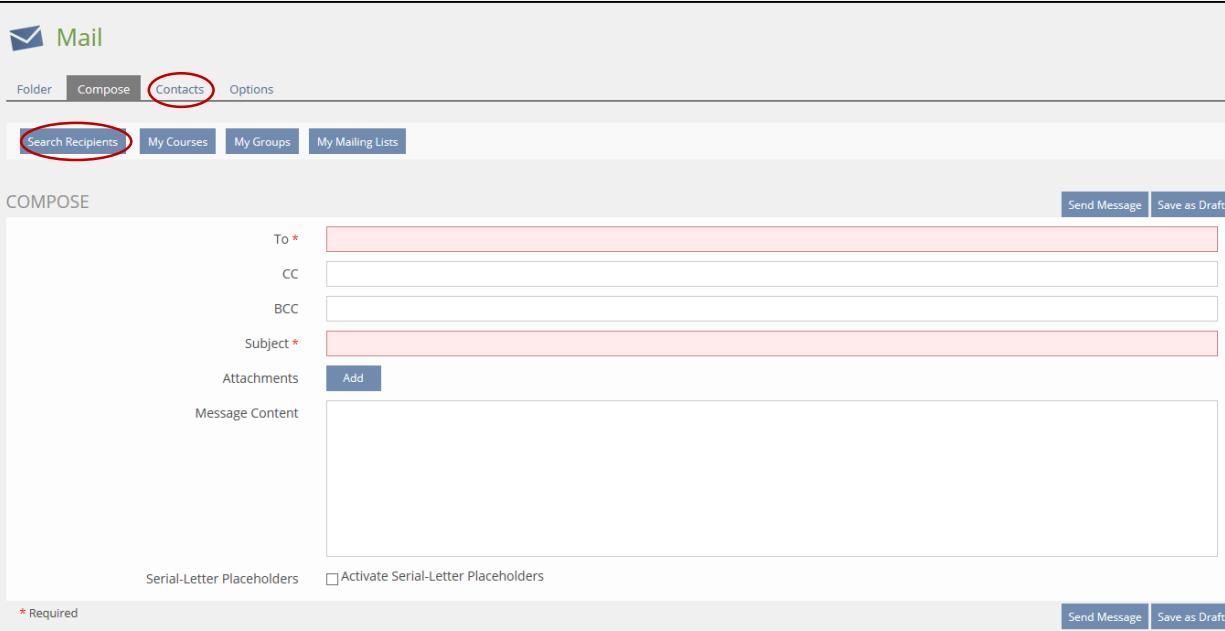


The screenshot shows the ILIAS Mail interface. At the top, there is a navigation bar with tabs: 'Folder' (which is selected and highlighted in blue), 'Compose', 'Contacts', and 'Options'. A large red arrow points from the bottom left towards the 'Compose' tab. Below the navigation bar, there is a section for switching to a different folder, currently set to 'Inbox'. The main area shows the 'INBOX: 1 MAIL(S) (0 UNREAD)' section. It lists one email from 'ILIAS Universität Hohenheim' with the subject 'Aufnahme in Kurs' and the date '17. May 2018, 16:46'. There are buttons for 'Move to: Inbox' and 'Execute' next to each email entry.

5. Sending E-mails – Managing Contacts

1. “Search Recipients” is helpful with looking for email addresses in the ILIAS system or your directory. In the box “To” you can enter an ILIAS email address or the ILIAS user name. The box “Subject” is obligatory. The message you add in the “Message Content” box.

2. You can manage your directory under the “Contacts” menu. As soon as a contact is confirmed, it will be added to your address book. Contacts that have not yet been confirmed can also be seen in this list.



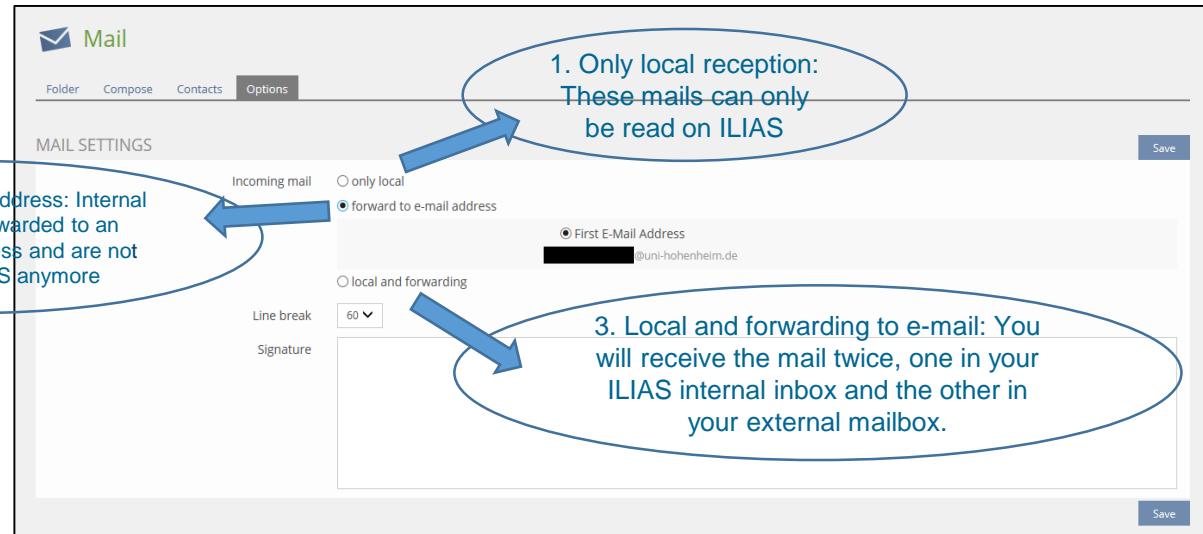
The screenshot shows the University of Hohenheim Mail interface. At the top, there is a navigation bar with tabs: 'Folder', 'Compose', 'Contacts' (which is highlighted with a red circle), and 'Options'. Below the navigation bar, there is a sub-navigation bar with buttons: 'Search Recipients' (highlighted with a red circle), 'My Courses', 'My Groups', and 'My Mailing Lists'. The main area is titled 'COMPOSE'. It contains fields for 'To *' (with a red box highlighting the input field), 'CC', 'BCC', 'Subject *' (with a red box highlighting the input field), and 'Attachments' (with a 'Add' button). Below these fields is a large 'Message Content' area with a red box highlighting the input field. At the bottom of the compose screen, there are buttons for 'Send Message' and 'Save as Draft'. At the very bottom of the interface, there are buttons for 'Send Message' and 'Save as Draft'.

5. Sending E-mails – Forward Mails

In the tab "Options" you can define how you want to receive or forward ILIAS e-mails.

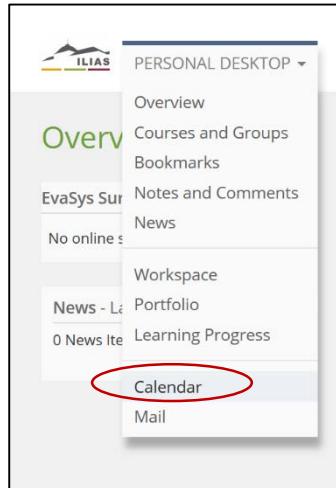
Important: Your external email address will be added to your personal profile (in most cases your address of your Hohenheim webmail user account). ILIAS automatically uses this address.

External e-mails (sent from Webmail, Outlook, Thunderbird etc.) are not displayed in ILIAS. If you would like to receive and read e-mails from an external provider at your Hohenheim address, please use our webmail service (<https://webmail.uni-hohenheim.de/login.php>) or set up an appropriate e-mail client.

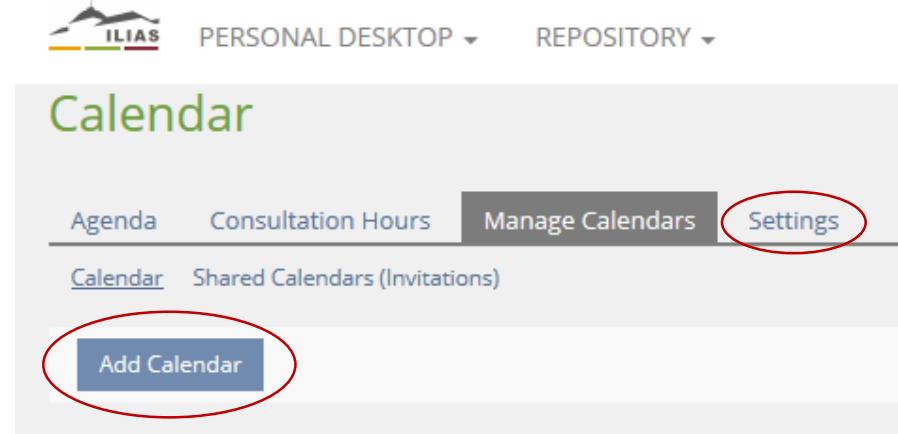


6. Calendar

Your personal or group calendars are available under the item "Personal Desktop" and then "Calendar". Here your personal calendar can be set up, managed and shared.



If you are in the Calendar menu, you can create a new personal calendar under the "Calendar" tab. Simply click on the "Add calendar" button and choose a title.



Under "Settings" you can choose the right time zone, format date as well as weekly and monthly overviews.

6. Calendar

Calendar

Now you can define the type of calendar:

CREATE NEW CALENDAR

Calendar Name * (Red box)

Color * (Red box) 

Calendar Location Local Calendar Web Calendar

Local calendar: The calendar and the appointments are only available in ILIAS 

Web calendar: Here you can add URLs of external calendars and their appointments will be synchronized with ILIAS 

URL * (Red box)

Username

Password

Please enter your account data if the access to the web calendar is protected.

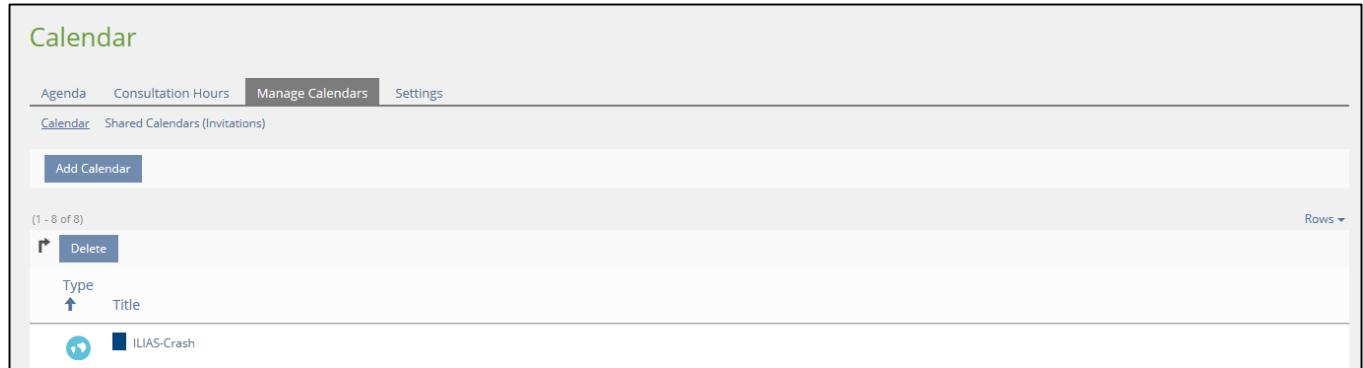
Save Cancel

* Required

6. Calendar

After you generated a new personal calendar, you are able to see it now in the list below. You can also delete calendars you have created yourself at this point. Other calendars shown in the list are course/group calendars or shared calendars of other users. These can only be deleted by the person who created them.

-  Private calendar: Only visible to you
-  Public calendar: Visible to you and shared users
-  Course calendar: Visible to all participants of the course



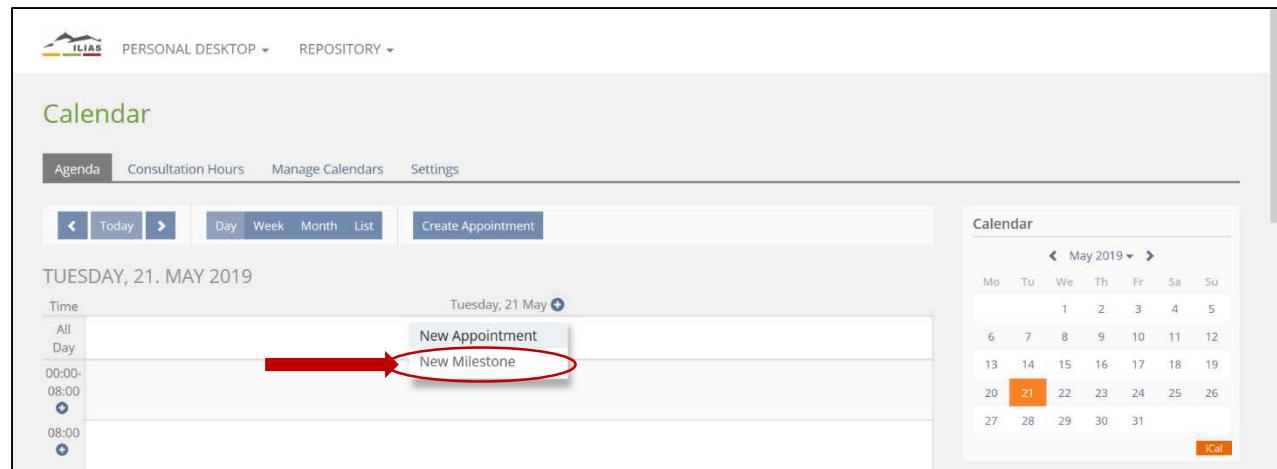
The screenshot shows the 'Manage Calendars' section of the ILIAS calendar interface. The top navigation bar includes 'Agenda', 'Consultation Hours', 'Manage Calendars' (which is selected and highlighted in dark blue), and 'Settings'. Below the navigation is a sub-menu with 'Calendar' (selected and underlined) and 'Shared Calendars (Invitations)'. A large blue 'Add Calendar' button is visible. The main content area displays a list of 8 calendars, with the first one shown in detail. The list includes a 'Delete' button with a trash icon. The first calendar entry is for 'ILIAS-Crash' and includes a small user icon and a blue square icon.

6. Calendar

You can add a calendar entry: Under your personal calendar, you can either create or import appointments

OR:

Choose the blue + on the general agenda. Then you have to select the calendar by clicking on the calendar name.

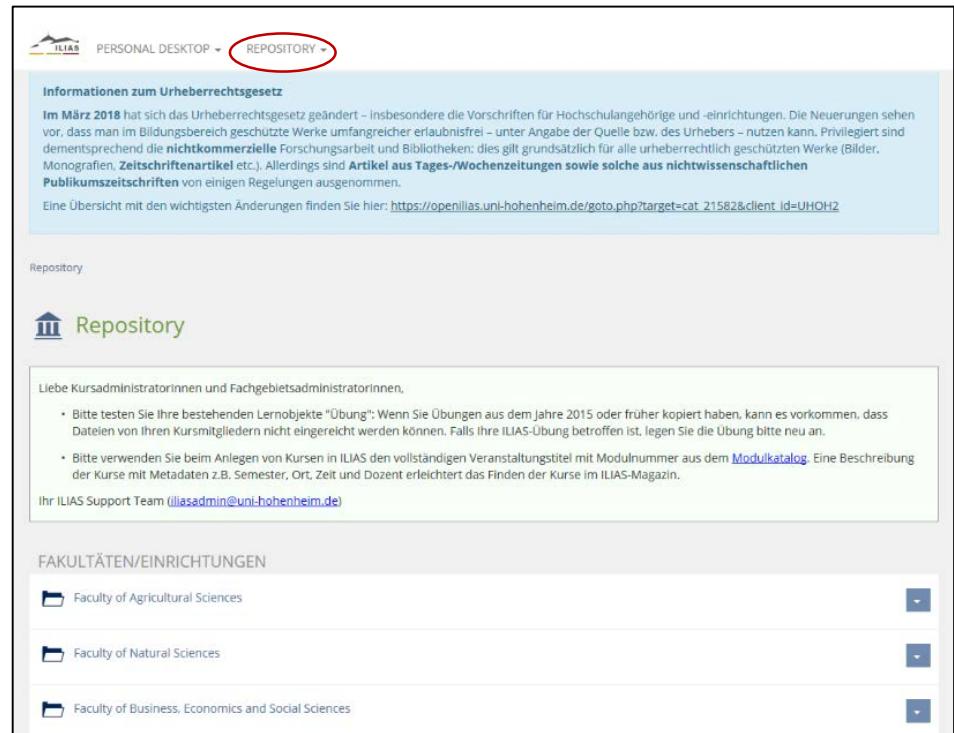


The screenshot shows the ILIAS calendar interface. At the top, there are navigation links: ILIAS, PERSONAL DESKTOP, and REPOSITORY. Below that is a navigation bar with tabs: Agenda (selected), Consultation Hours, Manage Calendars, and Settings. Under the Agenda tab, there are buttons for Today, Day, Week, Month, List, and Create Appointment. The main area shows the date TUESDAY, 21. MAY 2019. A red arrow points to a red box around the 'New Appointment' button in the timeline. To the right, a calendar for May 2019 shows the 21st as the current date. The bottom right corner has a 'Cal' button.

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7. Repository

The repository contains all objects created in the ILIAS learning platform by Hohenheim lecturers. It is comparable to the seminar/event catalogue. Each faculty and department is categorized. Each faculty and department is assigned a category. These categories form the top level. They include content set up and created by the lecturer or administrator, such as courses, groups, folders, wikis, etc.



PERSONAL DESKTOP ▾ REPOSITORY ▾

Informationen zum Urheberrechtsgesetz

Im März 2018 hat sich das Urheberrechtsgesetz geändert – insbesondere die Vorschriften für Hochschulangehörige und -einrichtungen. Die Neuerungen sehen vor, dass man im Bildungsbereich geschützte Werke umfangreicher erlaubnisfrei – unter Angabe der Quelle bzw. des Urhebers – nutzen kann. Privilegiert sind dementsprechend die **nichtkommerzielle** Forschungsarbeit und Bibliotheken; dies gilt grundsätzlich für alle urheberrechtlich geschützten Werke (Bilder, Monografien, Zeitschriftenartikel etc.). Allerdings sind **Artikel aus Tages-/Wochenzeitungen sowie solche aus nichtwissenschaftlichen Publikumszeitschriften** von einigen Regelungen ausgenommen.

Eine Übersicht mit den wichtigsten Änderungen finden Sie hier: https://openilias.uni-hohenheim.de/goto.php?target=cat_21582&client_id=UHOH2

Repository

Repository

Liebe Kursadministratorinnen und Fachgebietsadministratorinnen,

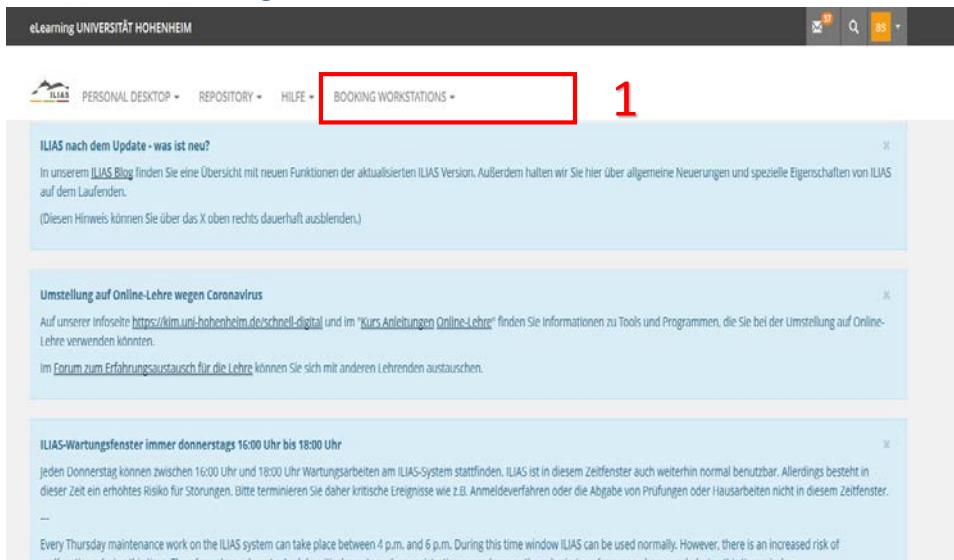
- Bitte testen Sie Ihre bestehenden Lernobjekte "Übung": Wenn Sie Übungen aus dem Jahre 2015 oder früher kopiert haben, kann es vorkommen, dass Dateien von Ihren Kursmitgliedern nicht eingereicht werden können. Falls Ihre ILIAS-Übung betroffen ist, legen Sie die Übung bitte neu an.
- Bitte verwenden Sie beim Anlegen von Kursen in ILIAS den vollständigen Veranstaltungstitel mit Modulnummer aus dem [Modulkatalog](#). Eine Beschreibung der Kurse mit Metadaten z.B. Semester, Ort, Zeit und Dozent erleichtert das Finden der Kurse im ILIAS-Magazin.

Ihr ILIAS Support Team (iliasadmin@uni-hohenheim.de)

FAKULTÄTEN/EINRICHTUNGEN

- Faculty of Agricultural Sciences
- Faculty of Natural Sciences
- Faculty of Business, Economics and Social Sciences

9. Book a place in the library



1

eLearning UNIVERSITÄT HOHENHEIM

PERSONAL DESKTOP • REPOSITORY • HILFE • BOOKING WORKSTATIONS •

ILIAS nach dem Update - was ist neu?

In unserem ILIAS Blog finden Sie eine Übersicht mit neuen Funktionen der aktualisierten ILIAS Version. Außerdem halten wir Sie hier über allgemeine Neuerungen und spezielle Eigenschaften von ILIAS auf dem Laufenden.

(Diesen Hinweis können Sie über das X oben rechts dauerhaft ausblenden.)

Umstellung auf Online-Lehre wegen Coronavirus

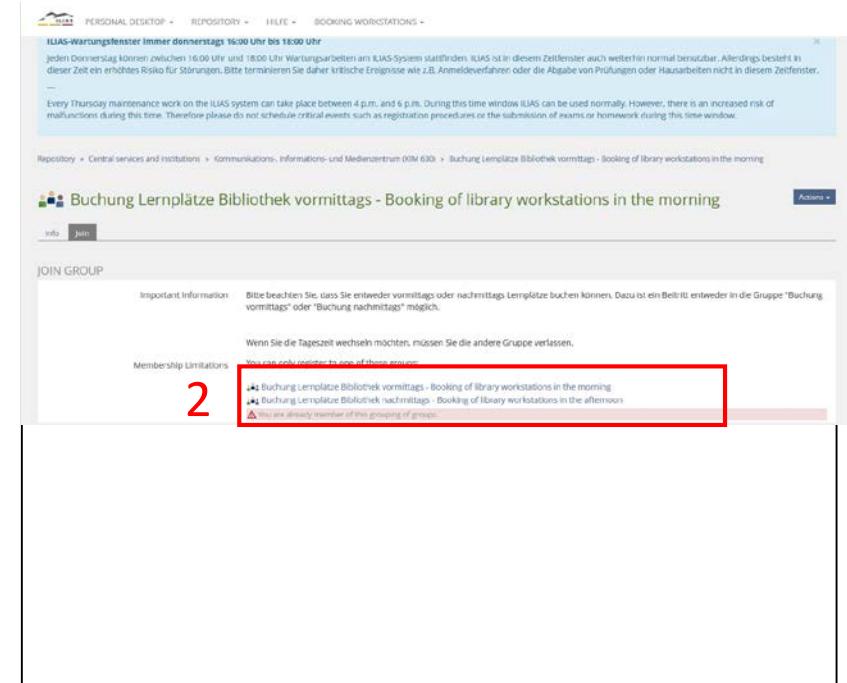
Auf unserer Infoseite <https://klim.uni-hohenheim.de/schnell-digital> und im "Kurs Anleitungen Online-Lehre" finden Sie Informationen zu Tools und Programmen, die Sie bei der Umstellung auf Online-Lehre verwenden könnten.

Im [Forum zum Erfahrungsaustausch für die Lehre](#) können Sie sich mit anderen Lehrenden austauschen.

ILIAS-Wartungsfenster immer donnerstags 16:00 Uhr bis 18:00 Uhr

Jeden Donnerstag können zwischen 16:00 Uhr und 18:00 Uhr Wartungsarbeiten am ILIAS-System stattfinden. ILIAS ist in diesem Zeitfenster auch weiterhin normal benutzbar. Allerdings besteht in dieser Zeit ein erhöhtes Risiko für Störungen. Bitte terminieren Sie daher kritische Ereignisse wie z.B. Anmeldeverfahren oder die Abgabe von Prüfungen oder Hausarbeiten nicht in diesem Zeitfenster.

Every Thursday maintenance work on the ILIAS system can take place between 4 p.m. and 6 p.m. During this time window ILIAS can be used normally. However, there is an increased risk of malfunctions during this time. Therefore please do not schedule critical events such as registration procedures or the submission of exams or homework during this time window.



2

PERSONAL DESKTOP • REPOSITORY • HILFE • BOOKING WORKSTATIONS •

ILIAS-Wartungsfenster immer donnerstags 16:00 Uhr bis 18:00 Uhr

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Repository • Central services and institutions • Kommunikations-, Informations- und Medienzentrum (KIM 630) • Buchung Lernplätze Bibliothek vormittags - Booking of library workstations in the morning

Buchung Lernplätze Bibliothek vormittags - Booking of library workstations in the morning

Info Join

JOIN GROUP

Important Information: Bitte beachten Sie, dass Sie entweder vormittags oder nachmittags Lernplätze buchen können. Dazu ist ein Beitritt entweder in die Gruppe "Buchung vormittags" oder "Buchung nachmittags" möglich.

Membership Limitations: Wenn Sie die Tageszeit wechseln möchten, müssen Sie die andere Gruppe verlassen.

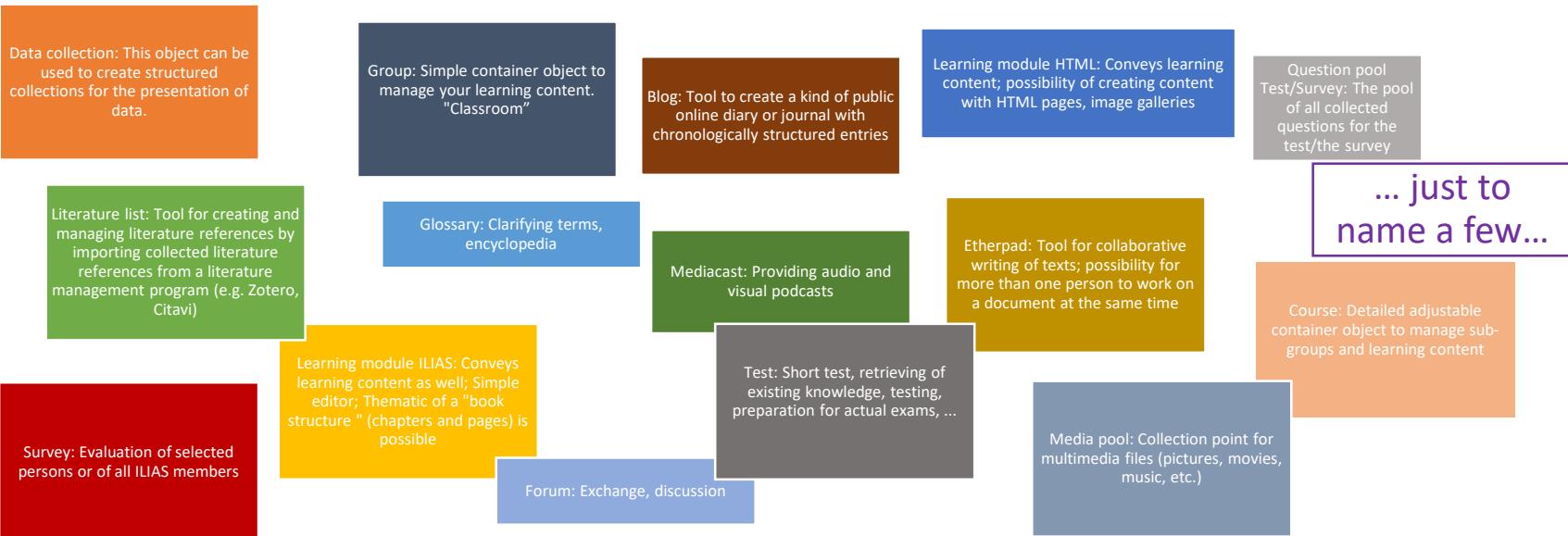
Membership Limitations: You can only register for one of them at once.

• Buchung Lernplätze Bibliothek vormittags - Booking of library workstations in the morning

• Buchung Lernplätze Bibliothek nachmittags - Booking of library workstations in the afternoon

• [Anleitung: Wechseln der Tageszeit](#)

10. Other features





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