



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>

The screenshot shows the ILIAS login interface. At the top, it says 'eLearning UNIVERSITÄT HOHENHEIM'. Below that is the ILIAS logo. A text block states: 'You can log in using your Hohenheim user account or your ILIAS databank account. Please note: please use only your log in ID and not your email address (@uni-hohenheim.de)'. Below this is a 'LOGIN TO ILIAS' section with two input fields: 'Username \*' and 'Password \*'. A blue arrow points from a callout box to the 'Password \*' field. The callout box contains the text: 'You'll get the credentials during your personal enrollment.' At the bottom right of the login section is a 'Login' button. At the bottom left is a link for 'Terms of Service'.



🏠 Identitätsmanagement

## Account and Password

### Sign in

Self Service Password Reset

### Forgotten Password

Regain access to your account if you have forgotten your password.

### Activate Account

Activate a pre-configured account and establish a new password.

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.

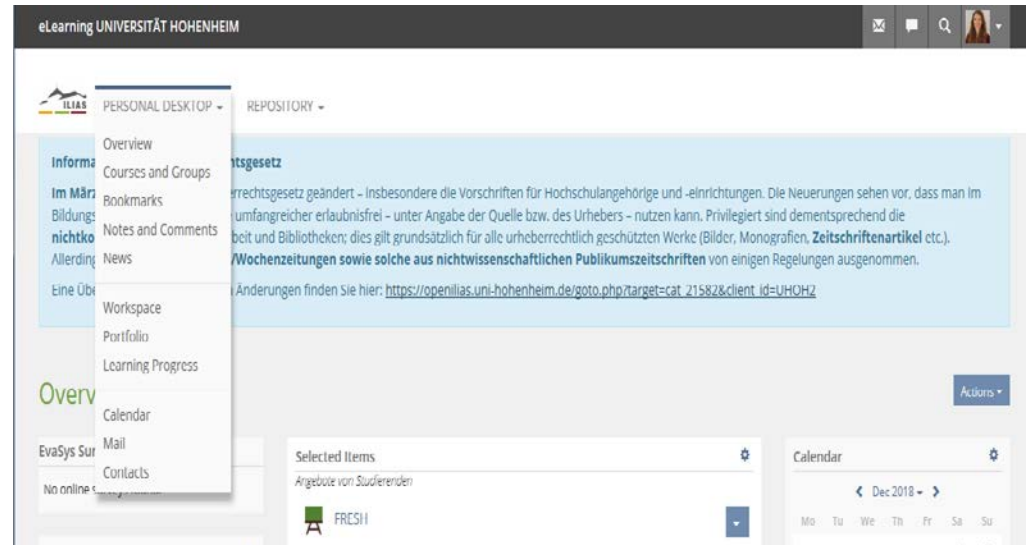


## 2. First Steps - Establish your Personal Desktop

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.





## Office of International Affairs

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

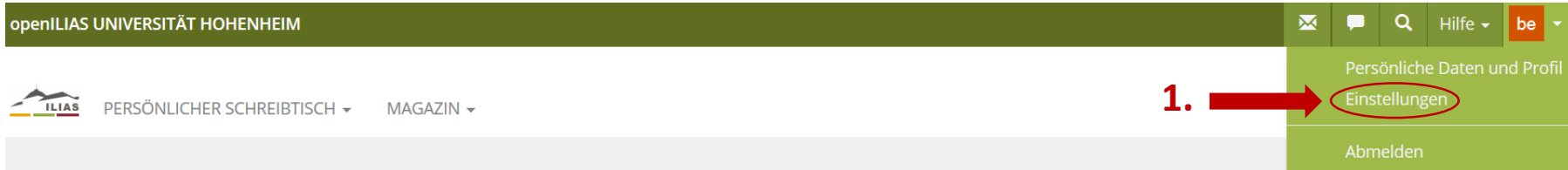
**Notes and Comments:** Personal or public comments or notes regarding objects on ILIAS

**Contacts:** Manage your address book with ILIAS contacts

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

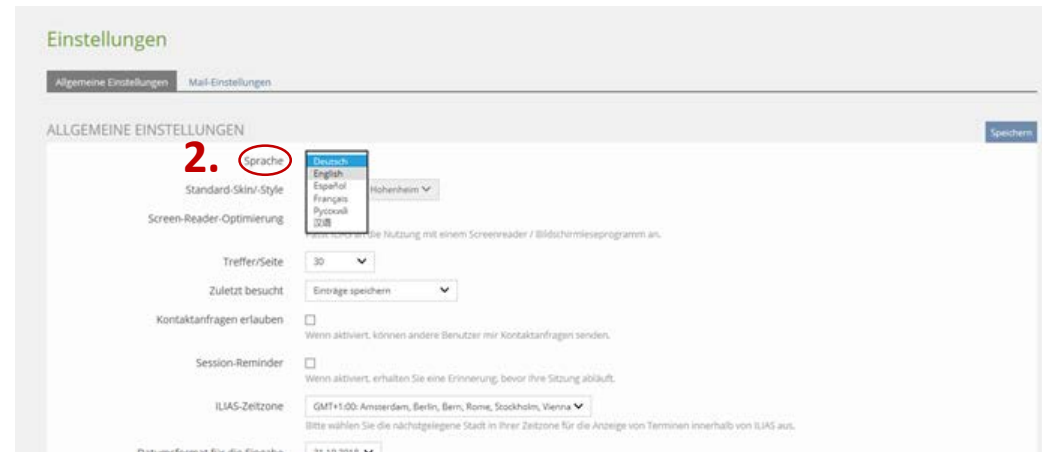


## 2. First Steps - Adjust your Personal Profile



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.





## Office of International Affairs

### 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

Save

Username [REDACTED]

First Name \*

Last Name \*

Title

Birthday

Salutation ☐ Not Applicable

☐ Ms./Mrs.

☐ Mr.

Avatar

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

Default Roles

##### INTERESTS

General Interests  + -

Offering Help  + -

Looking For Help  + -

##### CONTACT INFORMATION



## Office of International Affairs

**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.

The screenshot shows the ILIAS 'PERSONAL DESKTOP' interface. The 'PROFILE' tab is selected. The 'Activation' section is highlighted with a red oval, and a red arrow points to the 'Profile Disabled' radio button. Below this, there are checkboxes for various profile fields: Title, Birthday, Salutation, Avatar, General Interests, Offering Help, Looking For Help, Organisational Units, Institution, Department, Street, Zip Code, and City, State. A 'Save' button is visible in the top right corner.

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 interface with the following elements:

- Top navigation: ILIAS logo, PERSONAL DESKTOP, REPOSITORY.
- Left sidebar menu:
  - Library and IT services for students (KIM) - Need assistance with anything IT related or with finding a book in the library? Follow this link!
  - Module catalogue
  - Office of International Affairs - You want to study abroad? Find information here!
- FORUMS section:
  - Forum Master's program in Bioeconomy - Articles (Unread): 4 (4) - Latest Article: Hey guys, just created a fb group fo... from badamdeh, 13. Oct 2015, 18:37
- COURSES section:
  - Bioeconomy Textbook - A dropdown menu is open, showing options: join, Info, Notes, Set Tags. A red arrow points to the 'join' button.



## 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:

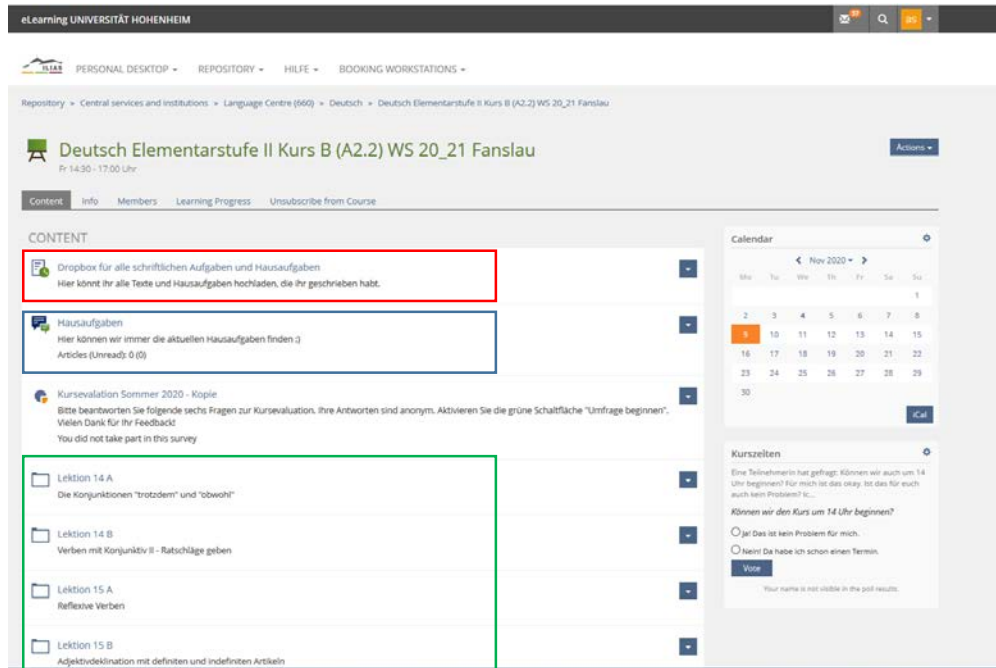
You can join the course but the administrator has to enable your access.

### 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 the eLearning interface for the course "Deutsch Elementarstufe II Kurs B (A2.2) WS 20\_21 Fanslau". The interface includes a navigation bar at the top with links to "PERSONAL DESKTOP", "REPOSITORY", "HILFE", and "BOOKING WORKSTATIONS". Below the navigation bar, the course title is displayed, along with a date and time "Fr 14:30 - 17:00 Uhr". A "CONTENT" section lists various course materials, including a "Dropbox" for submitting assignments, "Hausaufgaben" (homework), and "Kursevaluation Sommer 2020". A "Calendar" widget on the right shows the current date as November 10, 2020. The interface is designed to provide a structured overview of course content and activities.



## 4. Taking Part in Lectures – Terminating Membership

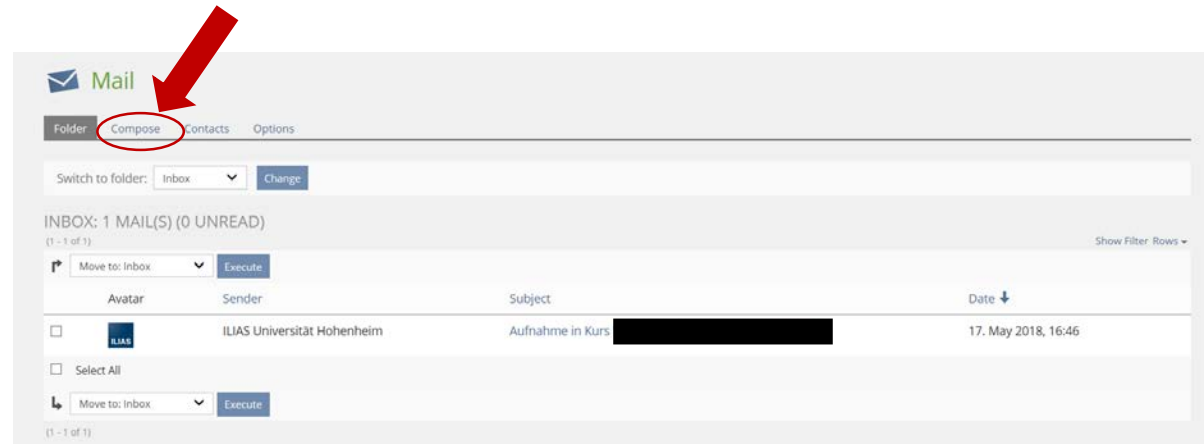
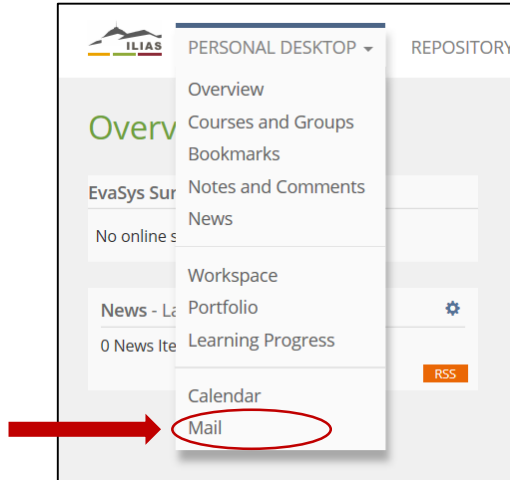
To terminate a course membership you can select the blue arrow on your personal desktop and then click “Unsubscribe from Course” or you go to the courses’ page and select “Unsubscribe from Course” in the menu.



## 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.

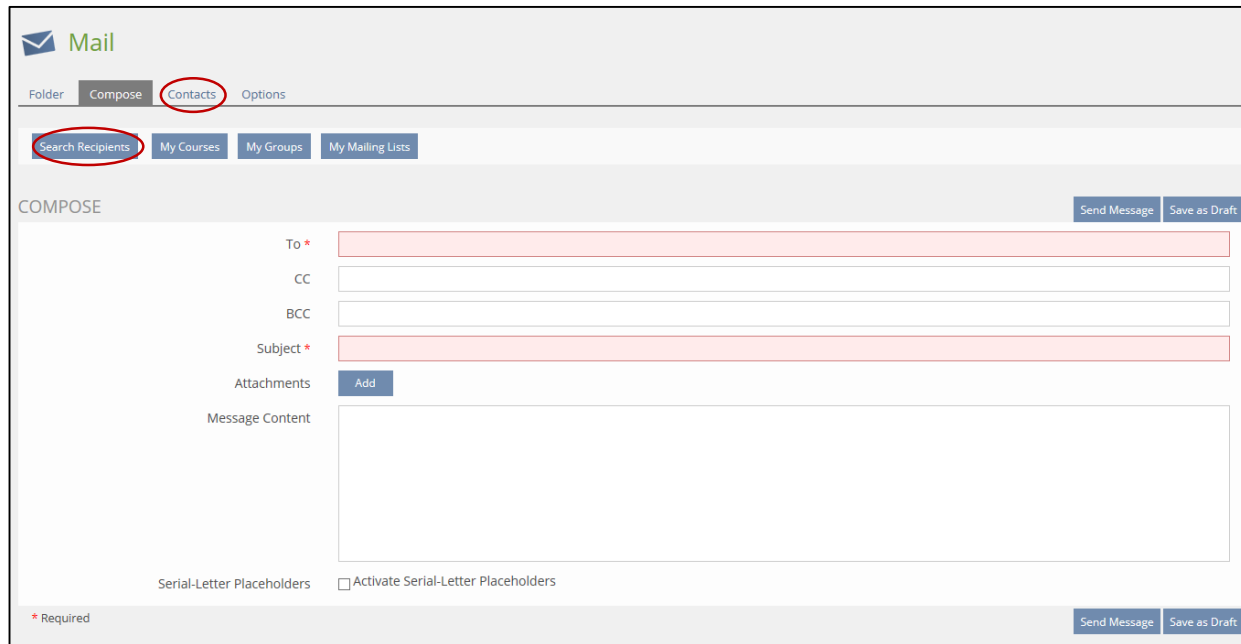
Under “Compose” you can write as well as send mails.



## 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 ILIAS Mail interface. At the top, there is a navigation bar with 'Folder', 'Compose', 'Contacts', and 'Options'. The 'Contacts' tab is highlighted with a red circle. Below this, there is a 'Search Recipients' button, also highlighted with a red circle, along with 'My Courses', 'My Groups', and 'My Mailing Lists' buttons. The main area is titled 'COMPOSE' and contains fields for 'To \*', 'CC', 'BCC', and 'Subject \*'. The 'To \*' and 'Subject \*' fields are highlighted with a light red background. There is an 'Attachments' section with an 'Add' button. Below that is a large text area for 'Message Content'. At the bottom, there is a 'Serial-Letter Placeholders' section with a checkbox for 'Activate Serial-Letter Placeholders'. The bottom right corner has 'Send Message' and 'Save as Draft' buttons. A small asterisk and 'Required' text are visible at the bottom left.

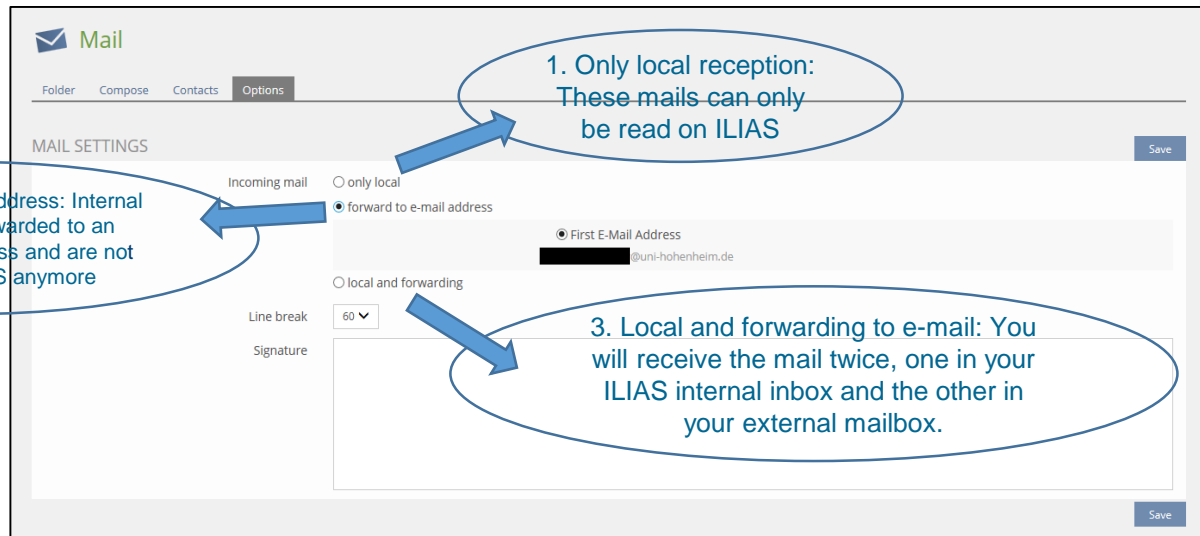
## 5. Sending E-mails – Forward Mails

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.

2. Forward to e-mail address: Internal ILIAS mails are forwarded to an external e-mail address and are not available on ILIAS anymore

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.

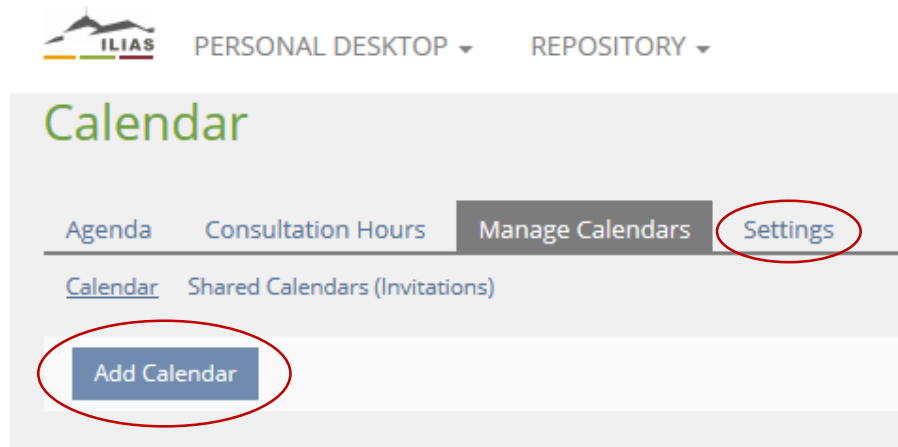
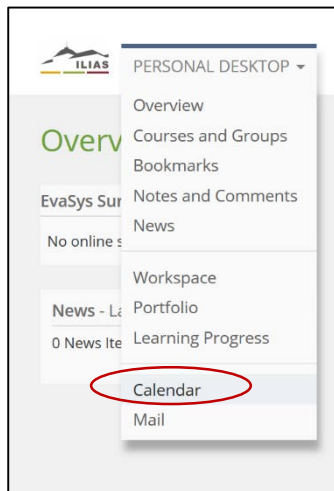


The screenshot shows the 'Mail' settings page with the 'Options' tab selected. The 'MAIL SETTINGS' section includes 'Incoming mail' options: 'only local' (unselected), 'forward to e-mail address' (selected), and 'local and forwarding' (unselected). The 'First E-Mail Address' field shows a redacted email address followed by '@uni-hohenheim.de'. The 'Line break' is set to '60' and 'Signature' is visible. Three blue annotations with arrows point to specific settings: 1. 'Only local reception: These mails can only be read on ILIAS' points to the 'only local' option. 2. 'Forward to e-mail address: Internal ILIAS mails are forwarded to an external e-mail address and are not available on ILIAS anymore' points to the 'forward to e-mail address' option. 3. 'Local and forwarding to e-mail: You will receive the mail twice, one in your ILIAS internal inbox and the other in your external mailbox.' points to the 'local and forwarding' option.

## 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

[← Back to List](#)

#### Now you can define the type of calendar:

CREATE NEW CALENDAR

Calendar Name \*

Color \*

Calendar Location

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

04427e

☐ Local Calendar

☒ Web Calendar

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

URL \*

Username

Password

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

Save

Cancel

\* Required

Save

Cancel

## 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

### Calendar

Agenda Consultation Hours **Manage Calendars** Settings


Calendar Shared Calendars (Invitations)

Add Calendar

(1 - 8 of 8) Rows ▾

Delete

Type  
↑ Title

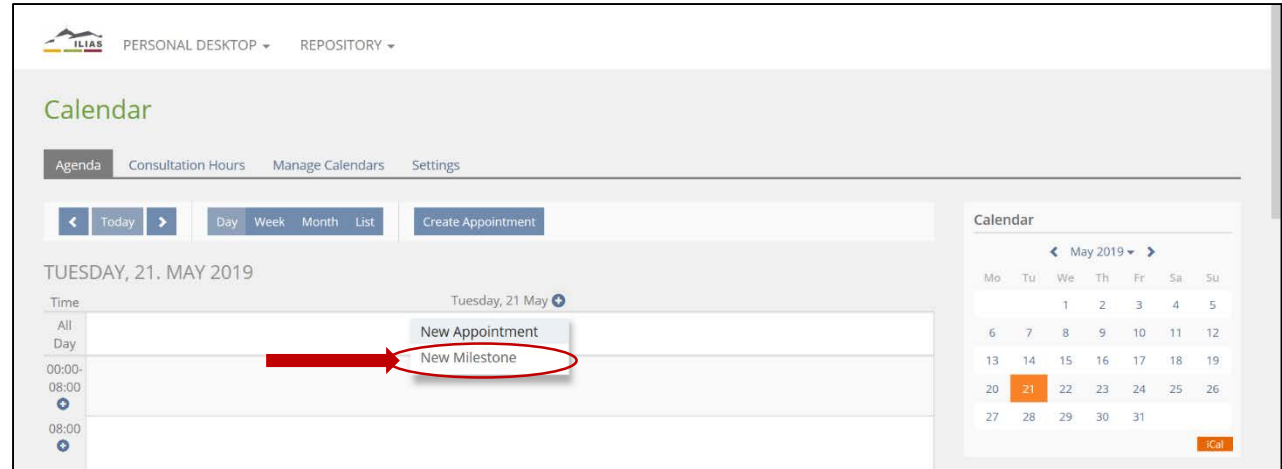
 ILIAS-Crash

## 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.

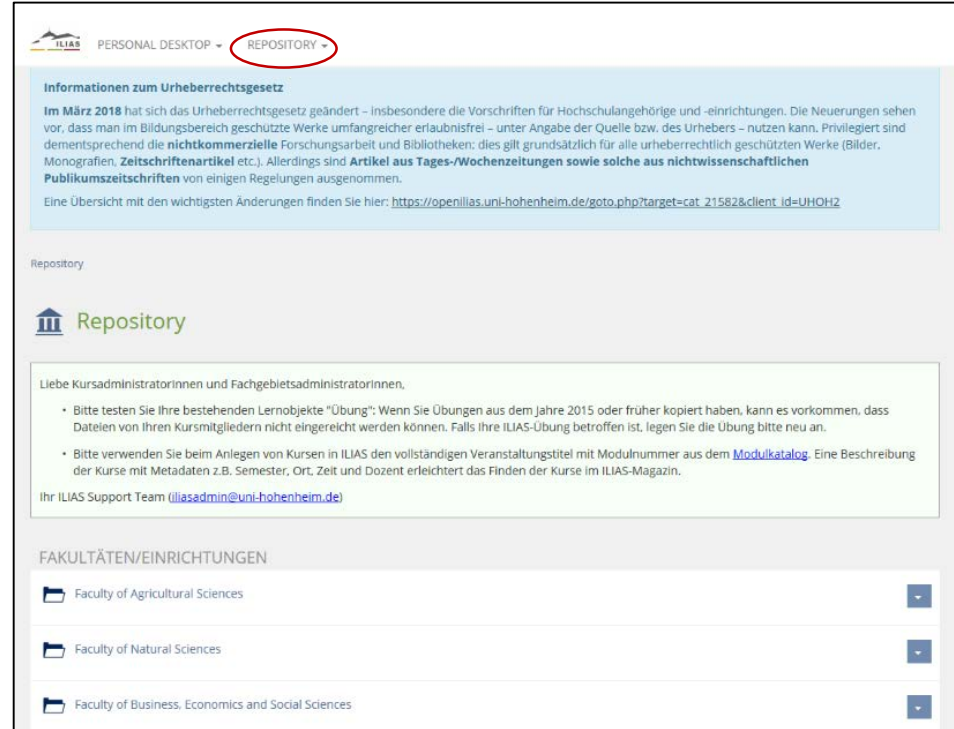


The screenshot shows the ILIAS 'PERSONAL DESKTOP' interface. The 'Calendar' section is active, displaying a 'TUESDAY, 21. MAY 2019' agenda. A red arrow points to a blue '+' icon in the agenda list, which has opened a dropdown menu with two options: 'New Appointment' and 'New Milestone'. The 'New Milestone' option is circled in red. On the right, a monthly calendar for May 2019 is visible, with the 21st highlighted in orange. The top navigation bar includes 'PERSONAL DESKTOP' and 'REPOSITORY' dropdowns. The main header area contains 'Calendar' and sub-tabs for 'Agenda', 'Consultation Hours', 'Manage Calendars', and 'Settings'.



## 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.



The screenshot shows the ILIAS user interface. At the top, there is a navigation bar with the ILIAS logo and a menu where 'REPOSITORY' is highlighted with a red circle. Below this, a light blue box contains information about copyright law changes in March 2018, mentioning that non-commercial research and library use are permitted. A link to a list of changes is provided. Below the blue box, the word 'Repository' is displayed with a small icon. A green box follows, containing a message to course and department administrators about uploading exercises from 2015 or earlier, with a link to the 'Modulkatalog'. At the bottom, a section titled 'FAKULTÄTEN/EINRICHTUNGEN' lists three categories: 'Faculty of Agricultural Sciences', 'Faculty of Natural Sciences', and 'Faculty of Business, Economics and Social Sciences', each with a folder icon and a dropdown arrow.


ILIAS 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](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](mailto: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

eLearning UNIVERSITÄT HOHENHEIM



PERSONAL DESKTOP • REPOSITORY • HILFE • **BOOKING WORKSTATIONS •**

1

### 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 können.

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.

PERSONAL DESKTOP • REPOSITORY • HILFE • BOOKING WORKSTATIONS •

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Repository • Central services and institutions • Kommunikations-, Informations- und Medienzentrum OIM 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. <b>You can only register to one of these groups:</b>
	<ul style="list-style-type: none"><li>Buchung Lernplätze Bibliothek vormittags - Booking of library workstations in the morning</li><li>Buchung Lernplätze Bibliothek nachmittags - Booking of library workstations in the afternoon</li></ul>
	<b>You are already member of this grouping of groups.</b>



## 10. Other features

**Data collection:** This object can be used to create structured collections for the presentation of data.

**Group:** Simple container object to manage your learning content. "Classroom"

**Blog:** Tool to create a kind of public online diary or journal with chronologically structured entries

**Learning module HTML:** Conveys learning content; possibility of creating content with HTML pages, image galleries

**Question pool  
Test/Survey:** The pool of all collected questions for the test/the survey

**Literature list:** Tool for creating and managing literature references by importing collected literature references from a literature management program (e.g. Zotero, Citavi)

**Glossary:** Clarifying terms, encyclopedia

**Mediacast:** Providing audio and visual podcasts

**Etherpad:** Tool for collaborative writing of texts; possibility for more than one person to work on a document at the same time

... just to  
name a few...

**Course:** Detailed adjustable container object to manage sub-groups and learning content

**Learning module ILIAS:** Conveys learning content as well; Simple editor; Thematic of a "book structure" (chapters and pages) is possible

**Test:** Short test, retrieving of existing knowledge, testing, preparation for actual exams, ...

**Media pool:** Collection point for multimedia files (pictures, movies, music, etc.)

**Forum:** Exchange, discussion

**Survey:** Evaluation of selected persons or of all ILIAS members



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