First Steps in ILIAS

Personal Desktop, Repository, Header and Registration
This instruction will show you the structure of ILIAS. It explains the navigation of «Personal Desktop», «Repository» and of the menu at the side and the header on top.

1. Homepage and My Courses and «Groups» and «Favourites»
2. Settings and Personal Profile
3. Repository
4. Header with Notification Center (Mail, Search)
5. Registration to Courses
6. Support
1. Personal Starting Point, «My Courses and Groups» and «Favourites»

You are now on your personal start page. Normally you will see the ILIAS calendar. If you are a Unibe employee, you will see the «Overview» with all your course memberships.

You can choose between the two views via «Workspace» > «My Courses and Groups» or «Calendar».
Favourites

Each user in ILIAS has his or her own individually configurable list of «Favourites» which can be accessed by «Workspace» > «Favourites». Here, you can attach ILIAS objects (groups, courses, tutorials, etc.).

Your Favourites can be arranged by clicking on the «Configure» button.

Add objects to your «Favourites»

Internal ILIAS links can be added to your list of «Favourites». This allows direct access to courses, to objects within courses or to other objects outside courses without having to navigate to their place of origin via the entry page.

You will find the command «Add to Favourites» next to the object under the Actions menu (down arrow). You can use it to place objects in your list of favourites. Also, you can remove them at any time with «Remove from Favourites». 
Courses and Groups

Under «Workspace» > «My Courses and Groups» you will find all objects (courses, groups) in which you are a member, tutor or administrator.

Once you have opened the «Courses and Groups» page, you can change the display. If you click on the «Settings» icon, you will have three sorting options and two different kind of views.

Other Functions in «Workspace»

In «Workspace» there are several other functions listed.

• In «Notes» you can record your own private thoughts.
• In «Portfolios» all of your portfolios will be listed.
• «To-Dos» shows you all of your tasks of your courses (e.g. assignments, Peer-feedback, etc.)
2. Settings and Personal Profile

Settings > Changing the Personal Starting Point
(1) Click on your profile
(2) Select «Settings»
(3) Scroll to the «Personal Starting Point» section and select the page you want to see after logging in or clicking on the UniBE logo.

Profile and Privacy > Publish Profile
(4) Under «Profile and Privacy» you can enter information about yourself.
(5) In «Publish Profile» you can make your profile visible to others.
3. Repository

In «Repository» you will find the complete content of the ILIAS platform. At the University of Berne the structure is based on faculties, institutes and, lastly, courses.

With the menu «UniBE» you can open the submenu «Landing Page – Repository». This is the starting page of ILIAS and allows access to all content. Therefore, this layer is the initial point of the breadcrumb navigation that always starts with the «Repository». The breadcrumb navigation can be used as a path to navigate between layers.

The screenshot below shows that you are in the category «Erziehungswissenschaft».

With menu «Last Visited» in «Workspace» you can navigate back to an object that you have visited before.

Instead of using the back button of your browser, we recommend that you use the «Last Visited» function or the breadcrumb navigation.
4. Header with Notification Center

In the top bar in the header of ILIAS you see following functions from left to right: Mail, Search and the quicklinks to your profile and logout.

Mail

As an ILIAS user you have an e-mail inbox. You can use it to send e-mails in ILIAS to other ILIAS users. But you can also send e-mails to external e-mail addresses, for example muster@gmx.net.

Please consider: E-mails which were sent to your campus account from non-ILIAS e-mail accounts will not be visible on ILIAS. But e-mails which were sent via an ILIAS account are always visible in your ILIAS inbox. These e-mails will also be directly forwarded to your campus account.

You can open your ILIAS inbox by clicking on «Messages» > «Mail» or, more quickly, via the Notification Center in the top bar.
Search

Clicking on the magnifier lens symbol in the black bar allows you to see your most recent search results. If you are in a course or in a group, you can choose if you would like to search the ILIAS system «at current position» or «globally».

If you are looking for a certain course, please search for the number of the course (e.g. 6010). ILIAS looks for courses as well as files, folders, groups, forums etc.

With the type filter, you can locate specific ILIAS tools (e.g. course).

After you have entered your search term, you will get a list with the search results. The icon on the left side defines if the search result is a course, a file or another ILIAS tool.
5. Registration to ILIAS Courses

You need permission to access the materials on ILIAS. You can join courses or groups in several ways: Join directly, Join with Course Password, Request Membership or over CTS (Core Teaching System).

- **For regular students**: Registrations for courses are possible in CTS (www.cts.unibe.ch). In this case you cannot join a course on ILIAS directly. See instruction «Join a course»: www.ilias.unibe.ch » Unibe » Support » ILIAS Anleitungen » English Documentations » How to join a course (EN)

- **Other Users**: Open ILIAS course (Search or URL): www.ilias.unibe.ch

- **Regular Students**
  - Open informations about course: www.ksl-vv.unibe.ch
  - Option 1: No ILIAS-course, no ILIAS-link available
  - Option 2: Registrations in CTS, automatic access in ILIAS
  - Option 3: No registrations in CTS, direct admission in ILIAS

- **Use ILIAS course from the next hour**: www.ilias.unibe.ch

- **Other Users**
  - Open ILIAS course (Search or URL): www.ilias.unibe.ch
  - Join directly
  - Join with Course Password
    - Enter password
  - Request Membership
    - Write request
    - Request accepted
  - Use ILIAS course directly: www.ilias.unibe.ch
6. Support

For technical support, please open the «Support» page of ILIAS by clicking on «UniBE» > «Support».

Here you can find helpful information concerning ILIAS and the range of support offered by the support unit iLUB:

**ILIAS Anleitungen**
A collection of useful ILIAS tutorials

**ILIAS Einsatzszenarien**
Demonstration of all ILIAS Tools

**Schulungen (for personel)**
Links to all training courses offered by the support unit iLUB

**Kurs anlegen**
Instructions on how to create an ILIAS-course

**Kontakt**
Contact details of the support unit ILUB

**iLUB Blog & iLUB Newsletter**
News about ILIAS and the ICT-supported Teaching and Research

The «Support Center for ICT-supported Teaching and Research at the University of Bern» (iLUB) will be happy to answer any questions you may have.

info@ilub.unibe.ch

Contact details and further information can be found here:

www.aboutilias.unibe.ch