

*u<sup>b</sup>*

# Campus Account, SWITCH Edu ID, KSL & Ilias

Orientation and Welcome Event for new international Master and PhD students



# $u^b$ Campus Account

**Campus Account = key to  
electronic facilities at UniBE**

- UniBE student e-mail account,  
[name.surname@students.unibe](mailto:name.surname@students.unibe)  
Check your emails regularly!  
[@ outlook.office.com](mailto:@outlook.office.com)
- Access to WiFi, Computer Pools



# $u^b$ Campus Account

Activate your account before you use it:

1. Go to <https://ktools.unibe.ch>, enter your user name and initial password
2. Change your password (min. 8 letters, mix of lower- and uppercase letters and digits) and accept the terms of use

! Problems? [servicedesk@unibe.ch](mailto:servicedesk@unibe.ch)



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# SWITCH Edu ID

= a universal and secure digital identity to access university resources (e.g., KSL, Ilias)

## Setting up your SWITCH edu ID

1. Login to <https://register.eduid.unibe.ch> with your Campus Account (e.g., ab12c345)
2. Click on the link *SWITCH edu-ID Registration*
3. Click on the button *Create account*
4. Enter your name, E-mail address and choose a password. → use your student email address ([firstname.lastname@students.unibe.ch](mailto:firstname.lastname@students.unibe.ch)) to link your edu-ID with your Campus Account
5. You will receive an e-mail to the e-mail address you indicated in step 4. Confirm your E-mail address by clicking on the confirmation link in this mail.



*u<sup>b</sup>*

# Campus Account vs. SWITCH edu ID

When to use your Campus Account and SWITCH edu-ID:

| Services (platform, device, tool)                                   | Login                       |
|---|-----------------------------|
| Webmail <a href="https://outlook.office.com">outlook.office.com</a> | UniBE student email address |
| Wifi (eduroam)  | campusaccount@unibe.ch      |
| KSL / ECTS  | SWITCH edu-ID               |
| Ilias   | SWITCH edu-ID               |

[Overview of all services and their login](#)



# $u^b$ KSL (CTS) & ILIAS

## CTS/KSL – *administrative*

@ [www.ksl.unibe.ch](http://www.ksl.unibe.ch)

- Public course catalogue [www.ksl-vv.unibe.ch](http://www.ksl-vv.unibe.ch)
- Course and exam registration
- Grades

## ILIAS – *didactic*

@ [www.ilias.unibe.ch](http://www.ilias.unibe.ch)

- Course material
- Online tools
- Course registration



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# KSL and ILIAS

## Registration in KSL or ILIAS?

**Registration for courses**



Search course on KSL/CTS  
Open course description

<< < 1 2 3 4 5 > >> Number of located courses: 237

| Root number | Semester | Stk | Type    | Subject   | Title           | ECTS | Lecturer                 | Time pattern          | Language | Action  |
|-------------|----------|-----|---------|-----------|-----------------|------|--------------------------|-----------------------|----------|---|
| 557         | HS2018   | 0   | Lecture | Economics | Labor Economics | 3    | Dr. Michael Siegenthaler | 16:15-18:00, every Tu | DE       | <a href="#">Short form Details ILIAS</a> <a href="#">Add to planning view</a> |

a) ILIAS-Link: "Registrations are transmitted from KSL/CTS (no admission in ILIAS possible)"

➡ register in KSL/CTS

b) ILIAS-Link: "No registration/deregistration in CTS (Admission in ILIAS possible)"

➡ register in ILIAS

c) No ILIAS Link ➡ register in KSL/CTS

**Registration for exams** ➡ always in KSL/CTS



u<sup>b</sup>

# KSL and ILIAS

## Registration in KSL or ILIAS?

8754-FS2019-0-Rockforming Minerals II

[To short form](#) [Print](#) [Add to planning view](#)

|  |  |
|--|--|
| <b>Basic data</b>                                |  |
| <b>Basic data</b>                                |  |
| Root number                                      | 8754   |
| Semester   | FS2019   |
| Type of course                                   | Lecture  |
| Allocation to subject                            | Earth Sciences   |
| Type of exam                                     | Written exam   |
| Visible in public course catalogue               | Yes  |
| <b>Description</b>                               |  |
| <b>Language</b>                                  |  |
| Language of tuition                              | German   |
| Language of announcement                         | German   |
| Title  | Rockforming Minerals II  |
| Short title (for screens and planning view)      | Rockforming Minerals II  |
| Description                                      | Teaching Language: German  |
| Title for certificate (for Print products)       | Rockforming Minerals II  |
| Areas of competence                              |  |
| ILIAS-Link (Learning resource for course)        | Registrations are transmitted from CTS to (no admission in ILIAS possible) <a href="#">ILIAS</a> |
| Always use lowest sequence number for ILIAS-Link | No   |

a) register in KSL

5528-HS2018-0-Bernese German II (subject to charge)

[Detailed view](#) [Print](#)

|   |   |
|---|---|
| Root number                               | 5528  |
| Semester                                  | HS2018  |
| Type of course                            | Course  |
| Allocation to subject                     | Linguistics   |
| Type of exam                              | not defined   |
| Title                                     | Bernese German II (subject to charge)   |
| Description                               | Grundkenntnisse werden erweitert. Neben dem Les- und Hörverstehen werden vermehrt Dialoge geübt.<br>Erforderliche Vorkenntnisse: Deutschkenntnisse auf Niveau B1/B2 und Besuch des Kurses Berndeutsch I in<br>Lehrbuch: Ursula Pinheiro-Weber: Bärndütsch. Ein Lehr- und Lernbuch. hep verlag, Bern. 3. Auflage 2010.<br>Dieser Kurs entspricht den Niveaus A2/B1 des Europäischen Sprachenportfolio (ESP). |
| ILIAS-Link (Learning resource for course) | No registration/registration in CTS (Admission in ILIAS possible) <a href="#">ILIAS</a>   |
| Link to another web site                  |   |
| Lecturers                                 | Michael Mäder, Institute of Linguistics   |
| ECTS                                      | 2   |
| Recognition as optional course possible   | Yes   |
| Grading                                   | 1 to 6  |

b) register in ILIAS





# KSL

## Register for a course/exam

1. Login at [www.ksl.unibe.ch](http://www.ksl.unibe.ch) with your SWITCH Edu ID

The screenshot shows the Core Teaching System (CTS) homepage. A red arrow points to the 'English' language selector in the top navigation bar. Another red arrow points to the 'List of courses' link in the left sidebar. A third red arrow points to the 'Homepage Uni Bern' section, which is marked with a circled '3'. The homepage features three main sections: 'Homepage Uni Bern' (with a 'Go to the homepage' link), 'CTS video instruction' (with a 'Video instructions' link), and 'CTS and ILIAS' (with a 'Get the CTS/ILIAS Flyer' link). The bottom of the page displays the University of Bern logo.

The SWITCH Edu ID login form is shown. It includes the SWITCH logo and a circled '1' indicating the first step. The form has links for 'Über AAI', 'FAQ', 'Hilfe', and 'Datenschutz'. Under 'Organisation auswählen', there is a text box for selecting an organization, a dropdown menu, and an 'Auswählen' button. A checkbox for 'Auswahl für die laufende Webbrowser Sitzung speichern.' is also present. At the bottom, a note states: 'SWITCH erbringt innovative, einzigartige Internet-Dienstleistungen für die Schweizer Hochschulen und Internetbenutzer.'

The SWITCH edu-ID login form is shown. It includes the SWITCH logo and a circled '2' indicating the second step. The form is titled 'Anmeldung für: ID-KSL1'. It contains a warning: 'Achtung, ab sofort Anmeldung mit Ihrer edu-ID. Weitere Informationen finden Sie auf den Supportseiten der UNIBE.' Below this, there is a section 'Beschreibung des Dienstes: KSL Produktion'. The login fields include 'E-Mail' (john.doe@example.org) and 'Passwort' (Geben Sie Ihr Passwort ein). There are buttons for 'Konto erstellen' and 'Anmelden'. At the bottom, there is a link for 'Passwort vergessen?' and a note: 'Optionen zum Schutz der persönlichen Daten'. The footer includes links for 'Allgemeines', 'Nutzungsbedingungen', 'Rechtliches', and 'Impressum'.



## 2. Search for your courses

The screenshot displays the KSL (Core Teaching System) interface. On the left is a sidebar menu with the title "Core Teaching System". The menu items are: CTS-Homepage, My settings, Downloads, List of courses (highlighted in red with a red arrow pointing to it), Locations, buildings and rooms, Students, Student administration, Printed matters, Manual diploma, Archive printed matters, and Support. The main content area at the top has a header with language options (German, English), version information (3.13.0.1), manual link, video instruction link, user information (User: Martina Carolus), and a logout button. Below the header is a breadcrumb trail: Home > List of courses. The main section is titled "Course" and includes a "Field description" link. Under "List of courses", there is a "Choose search mode" section with three radio buttons: Simple search (selected), Advanced search, and Tree search. Below this is a "Simple search" section with a "Search tips?" link, a search input field, and a "Search course" button. At the bottom of the search section, there is a "Mode of search:" section with three radio buttons: Search from HS2015, Search from HS2017 (selected), and Search all semesters.



FS = Frühlingssemester / spring semester; HS = Herbstsemester / fall semester



# Register for a course/exam

## 3. Add courses to your planning view

<< < 1 2 3 4 5 6 7 8 9 10 > >> Number of located courses: 2,350

| Root number | Semester | Stk | Type    | Subject                 | Title                                      | ECTS | Lecturer   | Time pattern          | Language | Activity           |                      |
|-------------|----------|-----|---------|-------------------------|--|------|--|-----------------------|----------|--------------------|----------------------|
| 24          | HS2013   | 0   | Lecture | Business Administration | Human Resource Management and Organization | 6    | Prof. Dr. Andreas Hack, Prof. Dr. Frauke von Bieberstein | 14:15-17:00, every We | DE       | Short form Details | Add to planning view |



A confirmation will appear on your screen



Information:

The course 100100-HS2012-4 has been added to your planning view. You will be notified, when the registration period starts.

**Note:** By adding the course to your planning view, you have not yet registered!



## Register for a course/exam

PL 0 ▼

## 4. Go to your planning view

The course is now visible in your planning view with the status **PL** (grey)

## Core Teaching System

- CTS-Homepage
- My settings
- Downloads
- List of courses
- Locations, buildings and rooms
- Locations
- Buildings
- Lecture halls / classrooms
- Students
  - Planning view
  - Key
  - My studies
  - Open registration periods
  - Calendar
  - Printed matters
  - Search learning place

[Video instruction](#)
[Key](#)
[Search course](#)  
[Back to "My studies"](#)
[Logout](#)

No comments

[Display blocks](#)

Status

☒ On schedule  
☒ Request for a place  
☒ Signed in  
☒ With grade  
☒ Partial results

Semester: ☐ from

| Sem. | RtNo.  | Course                     | (by block) | ECTS |
|------|--------|----------------------------|------------|------|
| HS13 | 101828 | BA-SPR Arabisch I          |            | 4    |
| FS14 | 103331 | BA-SPR: Arabisch II        |            | 4    |
| HS14 | 101343 | BA/MA-SPR: Turkish I       |            | 4    |
| HS14 | 101176 | BA-SPR: Arabic III         |            | 4    |
| HS14 | 102548 | Tutorium Arabisch III      |            | 0    |
| FS15 | 410807 | BA-SPR: Arabisch IV        |            | 4    |
| FS15 | 1875   | BA-SPR: Turkish II         |            | 4    |
| FS16 | 1877   | BA/MA-SPR: Türkisch III... |            | 8    |
| FS16 | 1878   | BA/MA-SPR: Turkish IV      |            | 4    |
| FS16 | 101998 | Turkish Tutorial           |            | 0    |
| HS16 | 406898 | BA/MA-SPR: Egyptian Ara    |            | 2    |

▼ E Master of Arts in Islamic and Middle Eastern Studies, Universität Bern, Status: "completed"

120+ 122

▼ E Islamic and Middle Eastern Studies Maste... 92

▼ E International ... 30

▼ E Additional opt... 0

▼ E M Major 90-135 92

▼ E Required Cours... 30-30 30

▼ E Additional optional attainments

▼ E Required Electives

▼ E Master Thesis

▼ E Required Electives

60-105 62 30-30 30 30-30 30 - 0

|             |    |   |
|-------------|----|---|
| credit here | AD | 0 |
| credit here | AD | 0 |
| credit here | CD | 0 |
| credit here | CD | 0 |
| credit here | CD | 0 |
| credit here | AD | 0 |
| credit here | AD | 0 |
| credit here | AD | 0 |
| credit here | AD | 0 |
| credit here | AD | 0 |
| credit here | CD | 0 |
| credit here | CD | 0 |

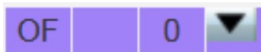


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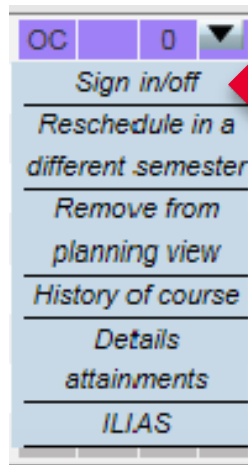
# KSL

## Register for a course/exam

Once the registration period for a course/exam opens, you will be notified by e-mail and the status in the planning view will change to **OC/OF** (purple)



5. Sign in for the course in your planning view and request a place (sometimes you only need to register for the exam, but not for the course)



### Registration

3069-FS2014-0-Einführung in die Makroökonomie

#### Capacity and preconditions

Lecturers:  
Number of seats for course:  
Number of seats for examination:  
Preconditions:  
Priority rules  
Modalities for exam:

#### Course

Dates:  
Tuesday 10:15-12:00 Weekly  
Wednesday 08:15-09:00 Weekly  
Wednesday 08:15-09:00 Weekly

Current registrations:  
Period of registration:  
Period of deregistration:

Status:  
Info:

Request for a place

Sign off



# Register for a course/exam

## Registration

23-FS2019-0-Finanzmarkttheorie II

### Capacity and preconditions

Lecturers:  
Number of seats for course:  
Number of seats for examination:  
Admission requirements for course:  
  
Priority rules for course:  
Modalities for exam:

Prof. Dr. Heinz Zimmermann (heinz.zimmermann@vwi.unibe.ch)  
30  
30  
At least one group of requirements must be fulfilled (every single requirement of the group).  
Group 1: A field of study with a concrete level: "Bachelor"  
Default: First come - first served  
--

Show details of course

### Course

Dates:  
Current registrations:  
Period of registration:  
Period of deregistration:

0  
-  
-

Status:  
Info:

No registration  
--  
No registration/deregistration in CTS (Admission in ILIAS possible), [ILIAS](#)

Request for a place

Sign off

Registration for course

### Examination

Assessment term 1  
Current registrations:  
Period of registration:  
Period of deregistration:

0  
-  
-

Status:  
Info:

No registration  
--

Register

Sign off

Registration for exam

Take note of  
registration  
/deregistration  
periods!



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# KSL

## Statuses

|      |       |                       |     |  |  |    |   |             |    |             |             |
|------|-------|-----------------------|-----|--|--|----|---|-------------|----|-------------|-------------|
| HS18 | 32    | Corporate Strategy    | 6   |  |  |    |   |             | OC | 0           | ▼           |
| FS19 | 29    | Logistics             | 4.5 |  |  |    |   | credit here | PL | 0           | ▼           |
| FS17 | 10027 | Law of Armed Conflict | 5   |  |  | OK | 5 | 5           | ▼  | credit here | credit here |

### Status of the course

|  |              |    |
|--|--------------|----|
| <b>PL</b> Planned                                | grey         | PL |
| <b>OC</b> Open to registration                   | purple       | OC |
| <b>CP</b> Registered to course, provisionally    | light yellow | CP |
| <b>CD</b> registered for course, definitively    | dark yellow  | CD |
| <b>AD</b> Registered to assEssment, definitively | dark yellow  | AD |
| <b>OK</b> assessment passed                      | green        | OK |
| <b>NO</b> assessment failed                      | red          | NO |



# KSL Support

KSL Manual, Video instruction

@ [www.ksl.unibe.ch](http://www.ksl.unibe.ch) - see top right corner

Technical Problems?

Contact the KSL support team at [support.vsl@unibe.ch](mailto:support.vsl@unibe.ch)



Include your student number in your inquiry

Replies are sent to your UniBE e-mail address





# ILIAS

## Join a course

### 1. Click on the ILIAS link in the course description on KSL

#### 41-HS2017-0-Advanced Valuation

Detailed view Print

Root number

Semester

Type of course

Allocation to subject

Type of exam

Title

Description

ILIAS-Link (Learning resource for course)

Link to another web site

Lecturers

ECTS

Recognition as optional course possible

Grading

Dates

Rooms

External rooms

41

HS2017

Lecture

Business Administration

Written exam

Advanced Valuation

Mergers and acquisitions, incorporations, IPOs and LBOs are corporate events much-cited by the firm valuation to be crucial.

Advanced Valuation covers the most important tools and concepts for firm valuation. The topics of real options. Further, deal structuring, and valuation of small and medium-sized businesses (SMB) [ILIAS](#) Go to ILIAS-course. No registration/deregistration in CTS (Admission in ILIAS possible).

Dr. Jonas Zeller, Institute of Financial Management

6

No

1 to 6

Wednesday 10:15-13:00 Weekly

Monday 8/1/2018 08:45-10:45

Wednesday 14/2/2018 15:15-17:15

Seminarraum 101, Hauptgebäude H4


HG 201


UniS, A003, A126

**ILIAS Link: No  
registration /  
deregistration in  
CTS (Admission in  
ILIAS possible)**



## 2. Sign in with your SWITCH Edu ID

Anmelden über: 

 Universität Bern

**Anmelden**

[Nutzungsvereinbarung](#)

SWITCH edu-ID Help EN

Log in to: UniBE, ILIAS Server

**Attention**, from now on login with your edu-ID. Additional information can be found on the UNIBE support page [here](#).

**Service description:**  
ILIAS-Server der UniBE

SWITCH edu-ID

E-mail:

Password:

[Create account](#) [Login](#)

[Forgot password?](#)  
[Options for personal data protection](#)

SV/ITCH

[About](#) [Terms of Use](#) [Legal Notice](#) [Imprint](#)

## 3. Join course



5349-HS2017-0: Valuation



9487-HS2017-0: Marketingforschung

Registration Period: No Registration Possible



Join  
Info  
Notes



# ILIAS

## Support

@ Instructions at [www.ilias.unibe.ch](http://www.ilias.unibe.ch) (Support)

! Technical Problems?

Contact iLUB (support center for ICT-aided teaching and research) [ilias@unibe.ch](mailto:ilias@unibe.ch), Tel. [+41 31 684 82 72](tel:+41316848272)



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# Thank you for your attention

## Orientation and Welcome Event

