

# Join a course

## Students join an ILIAS-course



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Stand: 29. August 2017



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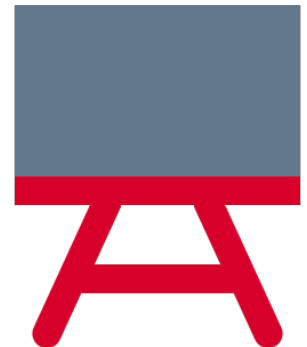
<http://creativecommons.org/licenses/by-nc-sa/2.5/>

- by: Namensnennung
- nc: Nicht-Kommerziell
- sa: Weitergabe unter gleichen Bedingungen

# Content

These instructions inform you how to log in to ILIAS and how to find and join a course.

- 1. Login**
- 2. Choose your language**
- 3. Quicksteps to join a course**
- 4. Which option was chosen for joining an ILIAS course?**
  - a) Option 2: Register in CTS**
  - b) Option 3: Join a course in ILIAS**



# 1. Login

- (1) Go to [www.ilias.unibe.ch](http://www.ilias.unibe.ch)
- (2) Choose «Universität Bern» (your home organisation) and click on «Anmelden».
- (3) Login with your Campus Account (username and password).
- (4) Accept the User Agreement (Nutzungsvereinbarung) if you log in for the first time.

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

1

Anmelden über:



u<sup>b</sup> Universität Bern

2

Anmelden

User Agreement

Login below using your CAMPUS-Account

SWITCHaai

Username:

Username

3

Password:

Password

3

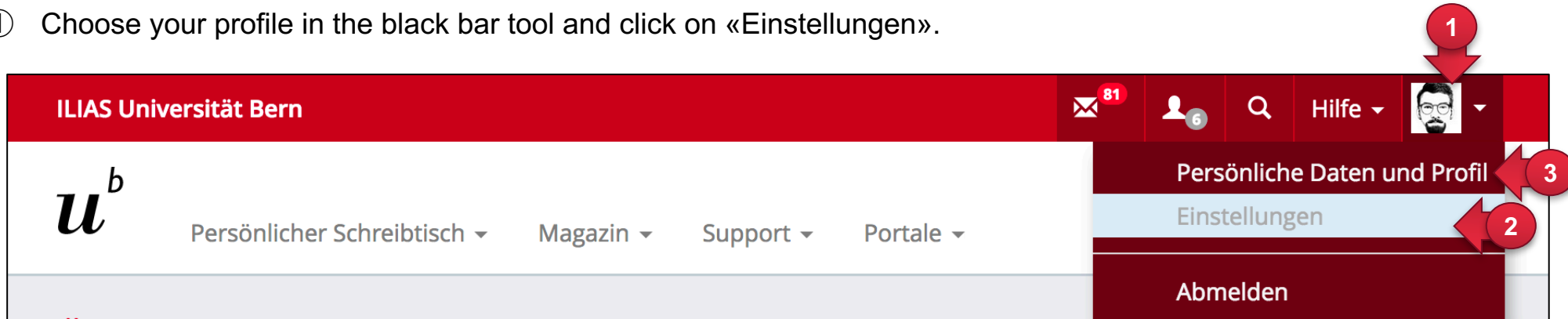
Login

**Privacy protection**

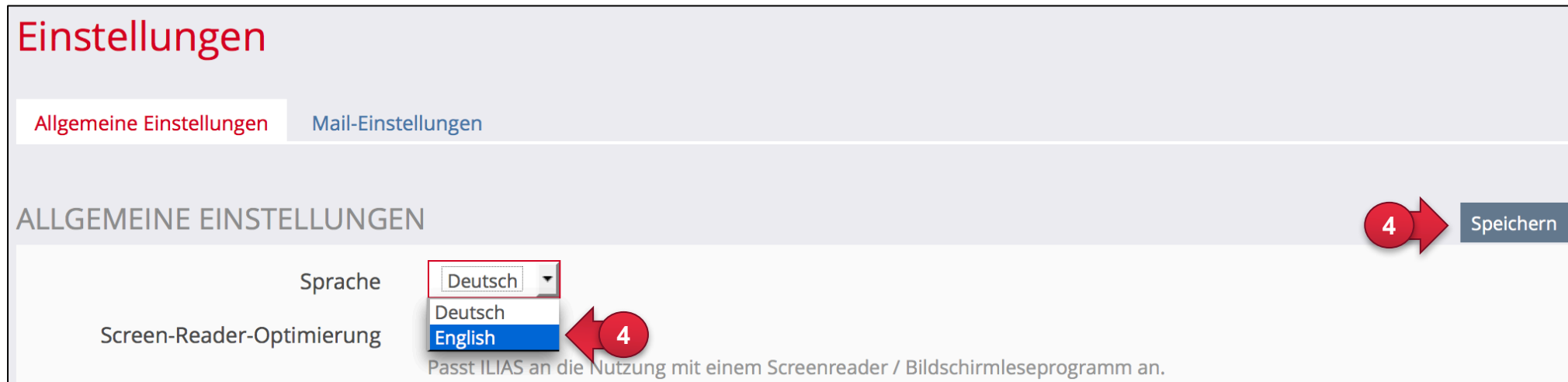
Please protect your privacy and prevent unauthorized use! Completely exit your web browser when you are finished.

## 2. Choose your language

- ① Choose your profile in the black bar tool and click on «Einstellungen».



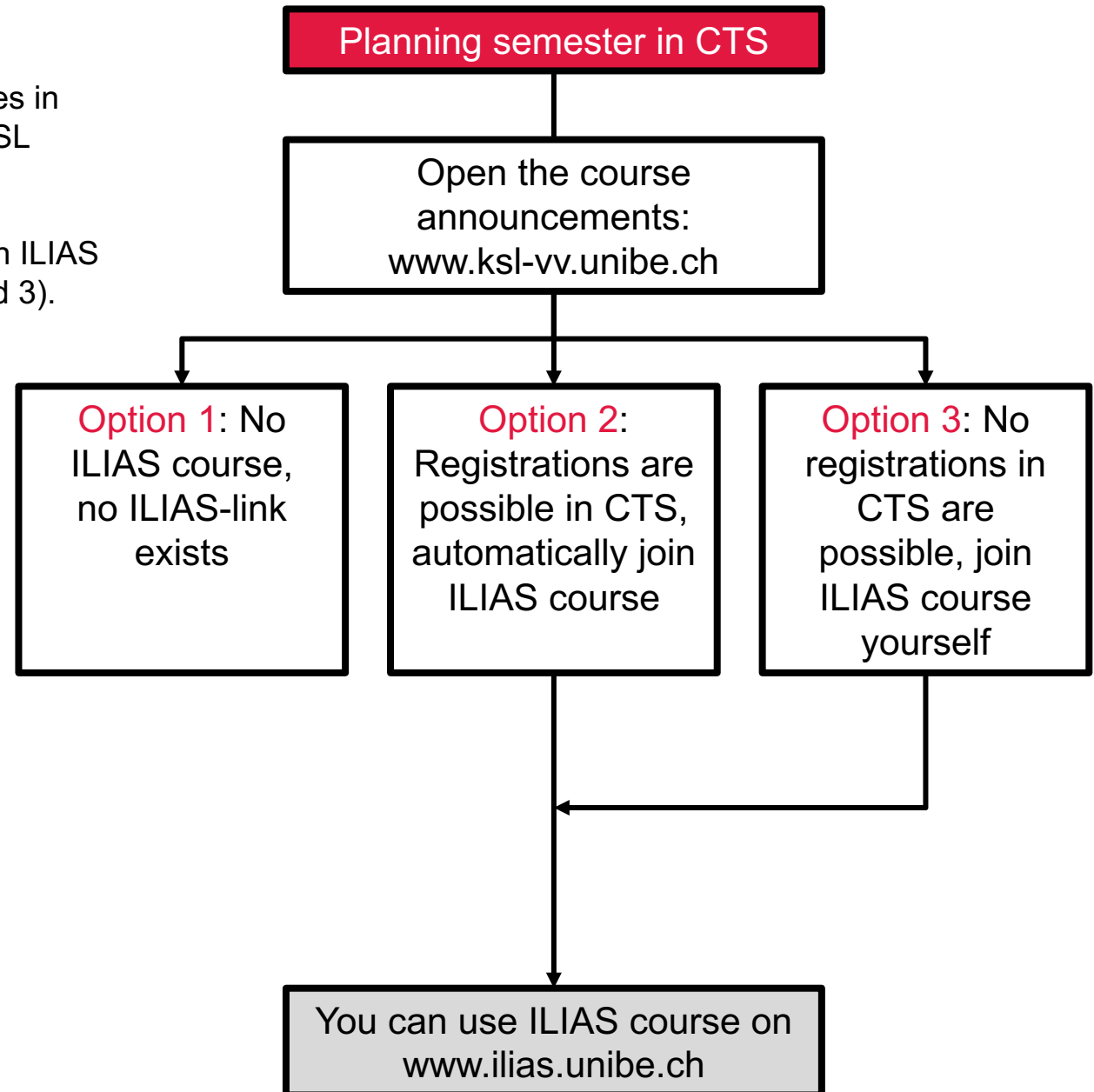
- ④ Choose «Sprache» and click on «English». Then click on «Speichern».



### 3. Quicksteps to join a course

In general you plan and organise your studies in CTS (Core Teaching System, in german «KSL Kernsystem Lehre»).

Register for a course and accordingly join an ILIAS course is possible in two ways (Option 2 and 3).



# 4. Which option was chosen for joining an ILIAS course?

In most case you can assign yourself to a course over «Core Teaching System (CTS)»: [www.ksl.unibe.ch](http://www.ksl.unibe.ch)

There are two options you will see on the short form of a course announcement in CTS:


- ILIAS: Go to ILIAS-course. Registration are transmitted from CTS to ILIAS (no admission in ILIAS possible). You have to registration in CTS. For more instructions, please consult help information in CTS.*
- ILIAS: Go to ILIAS-course. No registration/deregistration in CTS (Admission in ILIAS possible). For more instructions, you can follow the steps on the next pages.*

415284-HS2015-0-Deutsche Grammatik C1/C2  
(Announced)

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

Root number	415284
Semester	HS2015
Type of course	Course
Allocation to subject	Deutsch als Fremdsprache
Type of exam	Written exam
Title	Deutsche Grammatik C1/C2
Description	<ul style="list-style-type: none"><li>• Beginn: Dienstag, 22.09.2015</li><li>• 2 Stunden pro Woche / 2 ECTS-Punkte</li><li>• Leistungsnachweis: 2-stündige schriftliche Abschlussprüfung</li><li>• Zeitaufwand ausserhalb des Kurses: ca. 2 Stunden pro Woche.</li></ul> <p>Die Beschäftigung mit Grammatik auf C1/C2-Niveau steht im Vordergrund. Für jede Sitzung ist möglichst ein neues Thema vorgesehen. Ich berücksichtige aber vorwiegend Ihre Bedürfnisse.</p>
ILIAS-Link (Learning resource for course)	<a href="#">ILIAS Go to ILIAS-course. Registrations are transmitted from CTS to (no admission in ILIAS possible).</a>
Link to another web site	
Lecturers	
ECTS	2
Recognition as optional course possible	Yes
Grading	1 to 6
Dates	Tuesday 14:15-15:45 Weekly
Rooms	Seminarraum 208, Hauptgebäude, Hochschulstrasse 4

Students please consult the detailed view for complete information on dates and rooms.




415260-HS2015-0-German as a Foreign Language Beginners (A1.1)  
(Announced)

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

Root number	415260
Semester	HS2015
Type of course	Course
Allocation to subject	Deutsch als Fremdsprache
Type of exam	not defined
Title	German as a Foreign Language Beginners (A1.1)
Description	In this course, reading, listening, speaking and writing skills up to the level of A1.1 will be trained systematically.
ILIAS-Link (Learning resource for course)	<a href="#">ILIAS Go to ILIAS-course. No registration/deregistration in CTS (Admission in ILIAS possible).</a>
Link to another web site	
Lecturers	Nadine Finsterwald, German as a Foreign Language
ECTS	4
Recognition as optional course possible	No
Grading	1 to 6
Dates	Tuesday 08:15-09:45 Weekly Thursday 08:15-09:45 Weekly
Rooms	Seminarraum 115, Hauptgebäude, Hochschulstrasse 4 Seminarraum 208, Hauptgebäude, Hochschulstrasse 4

Students please consult the detailed view for complete information on dates and rooms.



# 4a. Option 2: Register in CTS

Search for the course announcement in CTS.

- (1) Add the course in to your planning view.
- (2) Click on «Students» and then «Planning view».
- (3) Click on the violet dropdown and choose «Sign in/off».
- (4) Click on «Request for a place» for «Course».

**Core Teaching System**

- CTS-Homepage
- My settings
- Downloads
- List of courses
- Students
- Support

German English Version: 3.7.0.4 Manual (parts in German) Video instruction User: Tamara Anderhub Logout

Home List of courses

### Course

List of courses

Choose search mode  
Mode of search:  Simple search  Advanced search  Tree search

Simple search  
Search tips? 408688 Search course

Current and future semester (from FS2016)

Courses

Number of located courses: 1

Root number	Semester	SN	Type	Subject	Title	ECTS	Lecturer	Time pattern	Language	Action
408688	FS2016	0	Assessment	Law	Stratrecht II: StGB Besonderer Teil 1 (Minor-Studierende ab 2014)	6	Dr. Jann Schaub, Dr. Cathrine Julia Konopatsch		DE	Short form Details Add to planning view

Create report (for complete search result)

Video instruction Key Search course  
Back to "My studies" Logout

Tamara Anderhub (11-202-967)  
No comments  
All blocks are currently displayed

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

Semester:  Filter

Sem.	Rt.No.	Course	(by block)	ECTS	
FS16	26489	Applied Data Analysis	3	OC	0
FS16	5162	Arbeitsrecht I	5	AD	0
FS16	102186	Finite Element Analysis I	3	PL	0
FS16	102190	Introduction to Medical...	3	PL	0
FS16	5098	Migration Law I	5	AD	0
FS16	103598	Modeling and Simulation	3	PL	0
FS16	5111	Private International L...	10	AD	0
FS16	101360	Rechtspsychologie	5	AD	0
FS16	912	Social Psychology I	3	PL	0

Video instruction Key Search course  
Back to "My studies" Logout

Tamara Anderhub (11-202-967)  
No comments  
All blocks are currently displayed

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

Semester:  Filter

Sem.	Rt.No.	Course	(by block)	ECTS	
FS16	26489	Applied Data Analysis	3	OC	0
FS16	5162	Arbeitsrecht I	5	AD	0
FS16	102186	Finite Element Analysis I	3	PL	0
FS16	102190	Introduction to Medical...	3	PL	0
FS16	5098	Migration Law I	5	AD	0
FS16	103598	Modeling and Simulation	3	PL	0
FS16	5111	Private International L...	10	AD	0
FS16	101360	Rechtspsychologie	5	AD	0
FS16	912	Social Psychology I	3	PL	0

### Registration

#### 26489-FS2016-0-Applied Data Analysis

**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:

**Course**

Dates:

Current registrations:  
Period of registration:  
Period of deregistration:

Status:  
Info:

Request for a place Sign off



# 4b. Option 3: Join a course in ILIAS

- (1) In CTS course announcement click on the link «ILIAS». You will be redirected to ILIAS.

The screenshot shows the ILIAS course registration process. On the left, a course announcement for '414663-HS2015-0-Testkurs ILI' is displayed. A red arrow labeled '1' points from the 'ILIAS-Link' field to the 'ILIAS Go to ILIAS-course' link. On the right, the course registration page for '414663-HS2015: Einführungskurs ILIAS ax2' is shown. A red arrow labeled '2' points to the 'Anmelden' button in the login box. Another red arrow labeled '3' points to the 'Join' button in the course registration form. A third red arrow labeled '3' points to the 'Join' button in the course registration form, which is also highlighted with a red circle.

**414663-HS2015-0-Testkurs ILI**

Detailed view Print

Root number 414663  
Semester HS2015  
Type of course Lecture  
Allocation to subject Deutsch als Fremdsprache  
Type of exam Seminar paper  
Title Testkurs ILIAS Gruppe ax  
Description  
ILIAS-Link (Learning resource for course) [ILIAS Go to ILIAS-course. No registration/deregistration in CTS \(Admission in ILIAS possible\).](#)  
Link to another web site  
Lecturers David Graf, Support Center for ICT-Aided Teaching and Research (ILUB)  
ECTS 3  
Recognition as optional course possible Yes  
Grading 1 to 6  
Dates Thursday 23/4/2015 08:00  
Rooms

Students please consult the detailed view for complete information on dates and rooms.

**414663-HS2015: Einführungskurs ILIAS ax2**

Info Join

COURSE REGISTRATION

Registration Period Unlimited  
Registration Type Join with Course Password

Password

If a course administrator has given you the course password, you can join this course.

Join Cancel

Anmelden über:   
 Auswahl für die laufende Webbrowser Sitzung speichern. Anmelden

- (2) Log in with your campus account.
- (3) In general you need to type a course password and click on «Join». From now on, you got access to the course materials.

**NOTE:** You get the course password from the course administration. It depends on your institute when you get this password. You can join the course not until the course is set «online». Often this happens just at semester beginning.