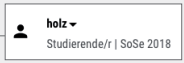
MYSTUDY USERGUIDE FOR STUDENTS WINTER SEMESTER 18/19

myStudy

STATUS BAR (AT TOP RIGHT CORNER)



- Your username, your role, active semester, logout.
- Click on username or usericon to switch to a previous or a new semester.
- Log out - Always log out when you finish using myStudy.

YOUR PROFILE & YOUR SETTINGS

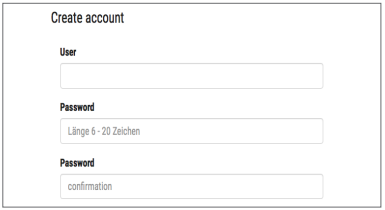
- It is your responsibility to ensure that the data provided in your myStudy profile (*Administration > Profile*) are correct and up to date. When changing your program of study or the subject/major or minor you chose, please update your profile accordingly.
- In the settings you can define a personal myStudy start page and set a new password. (*Administration > Settings*)
- Language settings can be defined in the *Administration > Settings* or via the „DE | EN“ tab (at lower right corner).

SUPPORT & CONTACT INFORMATION

- In case of technical problems please use the tab „GET SUPPORT“ (lower right corner) or send an e-mail to mystudy@uni.leuphana.de

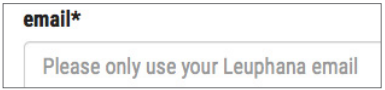
MYSTUDY-ACCOUNT

CREATE ACCOUNT



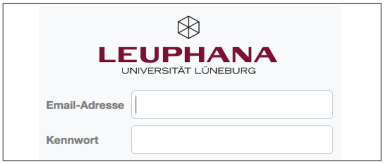
- You must set up your myStudy account yourself.
- User name and password can be freely chosen.
- The data of your lg account is not valid here.
- Follow the instructions for user name and password.

ENTER USER DATA



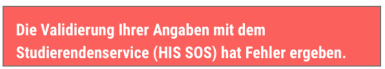
- To find your e-mail address, see student identity card > „Wichtige Informationen“

VERIFY ACCOUNT



- Switch to your e-mail account.
- https://mymail.leuphana.de
- E-mail adress and passwort see student identity card > „Wichtige Informationen“

CHECK DATA



- Check in your profile (*Administration > Profile*) whether the validation of your data was successful or resulted in errors.

DASHBOARD

CONFIGURE THE DASHBOARD

- The dashboard offers various widgets with information and services for studying.
- 11 different widgets are available to students: Mensa (canteen), Uhr (clock), Taschenrechner (calculator), Notizen (notes), Busfahrplan (bus timetable), Wetter (weather), Anmeldungen (registrations), Termine (Dates), Prüfungen (assessments), Material (material).
- Configure your dashboard according to your needs.

AVAILABLE WIDGETS

Widget	Zielgruppe	Beschreibung
Gebrauchsanweisung	alle	Erläuterungen zur Konfiguration des Dashboards.
Mensa	alle	Zeigt den aktuellen Speiseplan der Mensa Lüneburg
Uhr	alle	Zeigt Zeit und Datum
Taschenrechner	alle	Taschenrechner
Notizen	alle	Hier können Sie persönliche Notizen speichern.
Busfahrplan	alle	Information zum Busfahrplan.
Wetter	alle	Zeigt das Wetter.
Anmeldungen	Studierende	Stellt dar, in welchen aktuellen Veranstaltungen Sie sich erfolgreich angemeldet haben.
Termine	Studierende	Stellt Ihre aktuellen Veranstaltungen und persönlichen Termine dar.
Prüfungen	Studierende	Stellt die nächsten Prüfungen dar.
Material	Studierende	Zeigt die Veranstaltungen an, in denen neues Material vom Dozenten eingestellt wurde.
Übersicht	Lehrende	Übersichtsinformationen für Lehrkräfte und Koordinatoren.

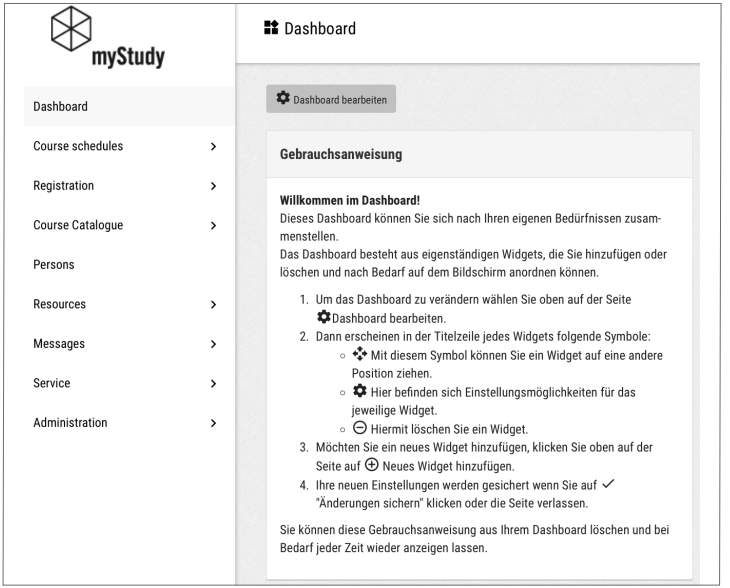
DASHBOARD

WIDGET „GEBRAUCHSANWEISUNG“

The widget „Gebrauchsanweisung“ (Instructions for Use) is displayed by default in your dashboard. It explains the basic functionality of your dashboard. You can remove the instructions at any time from your dashboard.

To configure the dashboard click on Dashboard bearbeiten
Icons for editing the dashboard:

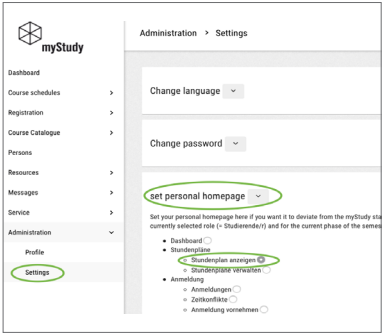
- ⊕ add a widget
- ✥ move the widget into a different position
- ⚙ setting options (eg. Name of the widget)
- ⊖ delete the widget



SETTNGS

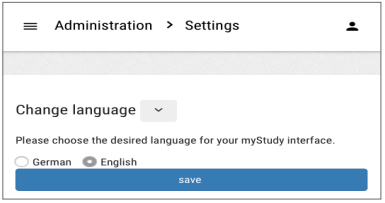
SET YOUR PERSONAL HOMEPAGE

– By default, the dashboard is included as the homepage.
– If you want to use the course schedule as your homepage, switch to *Administration > Settings*.
– Click on „set personal homepage“, select „Stundenplan anzeigen“. Save your changes.
– Your personal homepage can be changed again at any time.



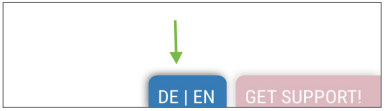
SELECT YOUR LANGUAGE

– You can use myStudy in German or in Englisch.
– To change the language switch to *Administration > Settings*.
– Click on „Change language“, choose the language for your myStudy interface. Save your changes.



SELECT YOUR LANGUAGE (ALTERNATIVELY)

– On each myStudy page you will find the blue tab „DE | EN“ in the lower right corner.
– Click on DE or EN.
– You will be redirectet to your myStudy homepage with new language settings.

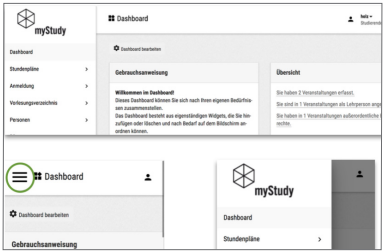


RESPONSIVE DESIGN

ADAPTION TO SCREEN SIZE

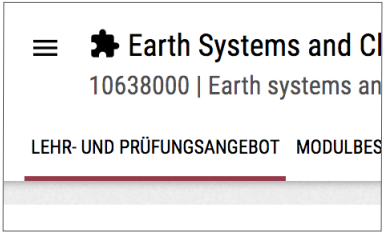
- The responsive user interface adapts to the size of the screen.
- On smaller screens individual elements are hidden or rearranged.

NAVIGATION



- The main navigation is located on the left side of the screen.
- For smaller screens, this is hidden and can be displayed again by clicking on the so-called „hamburger symbol“.

KOPFZEILE



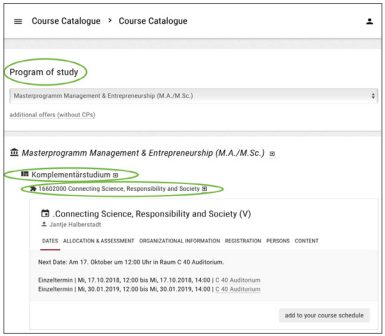
- Further or detailed information and functions for the selected navigation point are offered via tabs in the header line.
- The active tab is marked with a red underline.

SCHEDULE

SEARCH COURSES

– *Course Catalogue:* select Program of study > field of study > modul.
– All courses of the selected modul are displayed.

– Alternatively: *Course Catalogue > Search for courses*
– You can search courses by program of study, course title, lecturer, etc.
– Click on „Extended search options“ to search by language or dates.

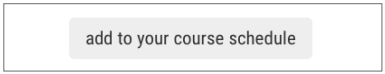


COURSE INFORMATION

– Click on the respective tab (eg Allocation & Assessment, Persons, Content) to get the requested information.

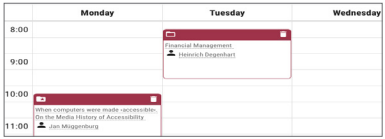
ENTER COURSE

– Click on „add to your course schedule“.



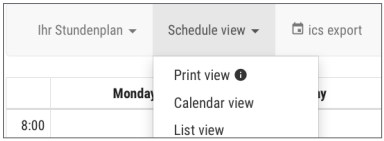
SCHEDULE VIEW

– *Course schedule > Display*: regular courses are shown in the time grid.
– Block dates and single dates are shown below the schedule.



SCHEDULE

CHOOSE ALTERNATIVE VIEW



– Alternatively, you can set up a calendar or list view in the select box settings.

– Calendar view: All dates of the current/selected week are displayed to the day. courses = red, consultation hours = blue, personal Appointment = yellow
– Print view: to print, use the print function of your browser.
– Import all appointments of your schedule / calendar into your electronic calendar. For more information click ics Export
– Create further schedules *Course schedules > Manage course schedules > Create course schedule*.
– Sample schedules can be provided by program directors under *Course schedules > Manage course schedules.* You can either adopt a sample schedule in your active schedule or create a new one.

ICONS USED IN SCHEDULE

Course material
New course material
New course message
Course Website
You can register
You are accepted to the course

REGISTRATION

All places in a course are assigned through either a list procedure without participant limit or a multi-stage lottery procedure. For equivalent courses, a lottery with clusters is usually used.

REGISTRATION PERIOD

– 5.10.2018, 10:00h - 28.10.2018, 23:59h: Register for courses.

LIST PROCEDURE

– All students are accepted to the course.

MULTI-STAGE LOTTERY PROCEDURE (WITH CLUSTERS)

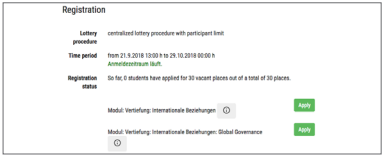
– Places in the course will be assigned through a multi-stage lottery procedure.
– Registration starts on 5.10.2018 at 10:00h: Apply for courses. For courses that are grouped in a cluster, you can usually only apply for one course.
– First drawing lots: 9.10.2018 at 00:00h: Check if your applications were successful. If not, apply for other courses.
– Second drawing lots: 12.10.2018 at 12:00h: Check if your applications were successful. If necessary, register for courses with free places.

REGISTRATION VIA THE COURSE SCHEDULE

– Click the registration icon.
– myStudy switches to the course in the section „Registration“.

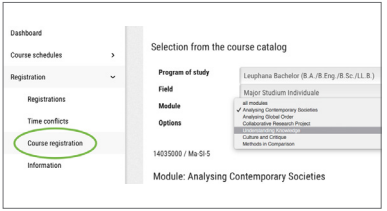
REGISTRATION

REGISTER IN THE COURSE

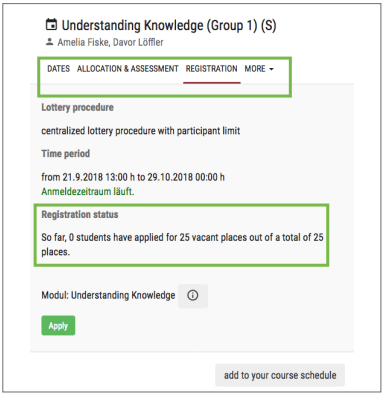


– Make sure to register/apply for the right module if the course is offered in different modules.

REGISTRATION (ALTERNATIVELY)



– *Registration > Course registration*
– Select Program of study > Field of study > Modul. All courses are displayed.
– For clusters: you can see here how many applications are possible.



– Information about the course can be obtained by clicking on the tabs (Dates, Allocation & Assessment, Content, Registration, ..)
– The registration status informs you how many applicants have applied for how many free places.
– Click on „Apply“ or „Register“ to apply for the lottery or to register in the list process. The course is automatically entered in your active course schedule.

REGISTRATION

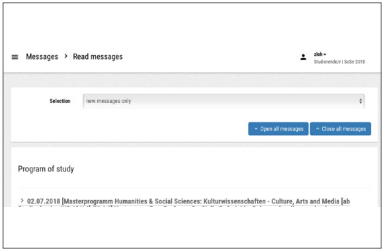
- After drawing lots in the 1st and/or 2nd round, you will be notified of whether you have been admitted to the courses you applied for under *Registration > Registrations.* Alternatively the Symbol in your course schedule will tell you for which courses you have registered successfully. The „Anmeldung“ Dashboard widget displays the successful registrations. You will not receive an e-mail from myStudy.
- In exceptional cases you will receive an e-mail from myStudy. If you are accepted from the alternate list or if you have been deregistered or registered subsequently by a lecturer.
- Deregister: Deregister (in time) from courses that you do not want to or cannot attend. This enables other students to participate in this courses.
- *Registration > Time conflicts:* Courses with overlapping meeting times to which you have been accepted are being displayed here. Check the overlapping time periods and deregister from a course, where required.

REGISTRATION FOR EXAMINATION

- You must also register for all examinations required on „QIS“ (https://qis.leuphana.de).
- The exam registration starts at the first day of the lecture period and ends on November 15.
- The withdrawal is possible up to five workdays before the exam date. The exact dates of the withdrawal deadline can be found on myStudy or QIS.
- You will find the Rules of Examinations and Subject-related Appendices on the Websites of the Leuphana College and the Leuphana Gradualte School.

MESSAGES

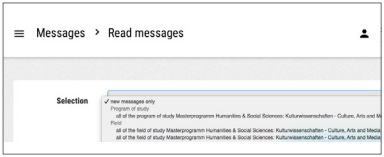
NEW MESSAGES



– All new messages from:
  - your program of study
  - your field of study
  - your student role
  - your courses
  - the newsletters you subscribed to

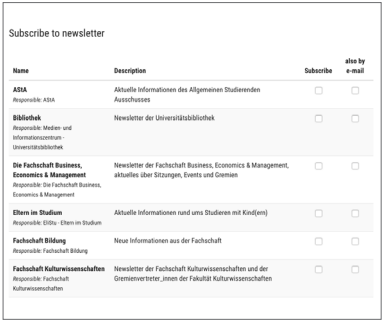
  are displayed under *Messages > Read messages*.

ALL (OLD) MESSAGES



– To view all (old)messages from a specific newsletter, click on selectbox „Selection“.

SUBSCRIBE TO AND UNSUBSCRIBE FROM NEWSLETTER

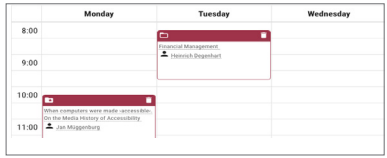


– *Messages > subscribe to newsletter*
– Subscribe to a new newsletter by putting a tick in the relevant box.
– Unsubscribe from a newsletter by removing the tick.
– You can activate or deactivate the „also by email“ function.
– To save changes, click on „update“.

COURSE FUNCTIONS

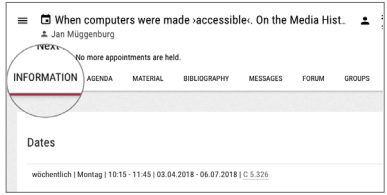
GO TO A COURSE

– Click on a course title in the schedule.
– In the course, information and functions are provided via tabs.



INFORMATIONS

– Dates
– Allocation & Assessment
– Organizational Information
– Registration
– Persons
– Content
– Evaluation

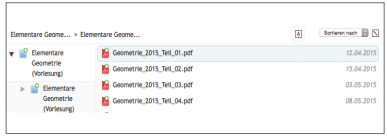


AGENDA

– All dates of the course are displayed.
– Lecturers can enter topics, content and remarks.
– To create a PDF, click on „download PDF“.

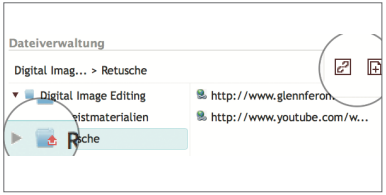
MATERIAL (DOWNLOAD)

– To download a file, double click on the file.
– To download a complete folder in a ZIP file, select the folder and click on the download icon.



COURSE FUNCTIONS

MATERIAL (UPLOAD)



- The upload function must be activated by the course lecturer
- Select the folder.
- Click on to upload a file from your computer.
- Click on to provide a hyperlink.

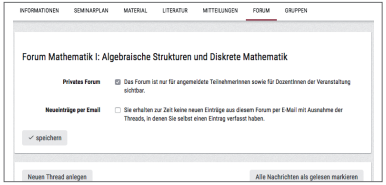
BIBLIOGRAPHY

- References can be displayed in different formats.
- Books marked like this can be found in the university Library,

MESSAGES

- All messages from the course are displayed.

FORUM



- By default, posts are only visible to registered participants.
- To start an online discussion, click on „Create new thread“
- Activate „New entries by email“.

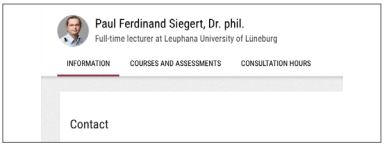
PERSONS

PERSONNEL

– Search for lecturers and staff by name.
– For detailed personal data, click on the name in the search result.

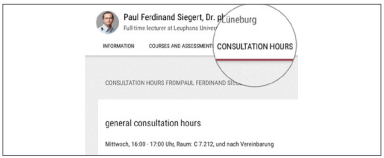
INFORMATION ON THE PERSON

– General information such as telephone, office, CV, photo, etc.
– All courses and assessments offered during the chosen semester.



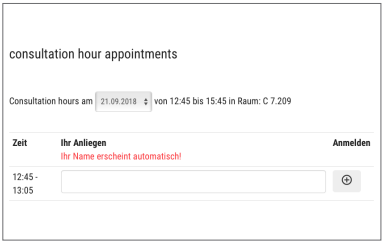
CONSULTATION HOURS

– General Information about the consultation hours of this person.



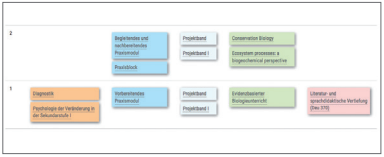
CONSULTATION HOUR APPOINTMENT

– If consultation hours are organized in myStudy, you can sign up here.
– An overview of your consultation hour appointments is provided under *Registration > Consultation hours.*
– Consultation hour appointments are displayed in the calendar view of the course schedule (in blue).



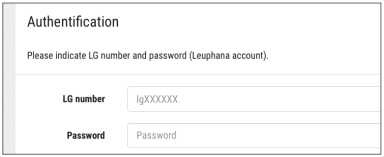
SERVICE

INFORMATION ON YOUR PROGRAM OF STUDY



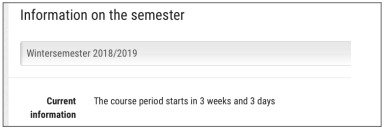
– Module overview and further information on your program of study.

DATA OF YOUR REGISTRATION



– Enter your lg number and password (Leuphana-Account).
– The official data of your registration (semester of study, student number, program of study) is displayed.

INFORMATION ON THE SEMESTER



– Data of the current, the previous and the following semester(s), if applicable.

You will also find unter *Service*:

– Links for students
– Literature procurement
– User guides
– Terms of use
– Contact

QIS

ACCESS

- https://qis.leuphana.de
- For Leuphana account and Leuphana password, see student identity card -> „Wichtige Informationen“

SELF-INSTRUCTIONAL FUNCTIONS ON THE STUDENT SERVICES

- Examinations administration: exam registration and cancellation; overview of your previous academic performance and assessments.
- Contact data: change of personal data provided to the University to contact you.
- Enrollment certifications: Issuance of various certifications in PDF format.

SUPPORT AND CONTACT: INFOPORTAL, CAMPUS, BUILDING 8

- Help and assistance with using self-instructional functions such as exam registration.
- Lacking or incorrect information in PDF certifications.
- Lacking, incorrect or ambiguous information about your examinations or the examination registration
- email-Support: infoportal@uni.leuphana.de
- http://www.leuphana.de/infoportal

SUPPORT WITH TECHNICAL PROBLEMS: QIS@UNI.LEUPHANA.DE

- More detailed information on the use of QIS is provided in the user guide https://qis.leuphana.de/QIS/images/qis.pdf

LEUPHANA-ACCOUNT

ACCESS DATA

Wichtige Information

Nächste Rückmeldefrist: 20.01.2014 - 31.01.2014

Es sind Semesterbeiträge in Höhe von **789,62 €** zu entrichten.

Konto Nr. 199 916 917 NordLB BLZ 250 500 00

Semesterticket siehe Rückseite.

Leuphana-Account: lg058024
Initialpasswort: ccj7d3ez

E-Mail-Adresse: Leuphi.Test@stud.leuphana.de
Initialpasswort: ccj7d3ez
E-Mail-Login: http://webmail.leuphana.de

Weitere wichtige Informationen finden Sie in der Begrüßungsmail in Ihrem Leuphana E-Mail-Account!

- You will find the access data on your student identity card in the field „Wichtige Informationen“
- The initial password should be changed by you on the following website: https://www.leuphana.de/miz/passwort or http://webvpn.leuphana.de

SERVICES/USE

- E-Mail: http://webmail.leuphana.de
  Important information rlevant to your studies will be sent to this email adress. Access data used in the configuration of email clients:
  http://www.leuphana.de/miz/email
- WLAN in the University network - Instructions: https://anleitungen.leuphana.de
- VPN - coded and bug-proof connection to the University‘s intranet. Instructions: https://anleitungen.leuphana.de
- Computer workplaces - Campus, Building 7, ground floor
- Personal network drive and memory capacity (1 GB)

HELP AND CONTACT - TUTORIAL TEAM

- The tutorial team of the MIZ helps and advises you on all issues regarding the above services.
- Tutorial room: Campus, Building 7, EG 007 (C 7.007),
  rztutor@leuphana.de, FON 04131.677-1222

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