UNIVERSITY OF MANNHEIM
Business School

Fachschaft BWL
Universität Mannheim

The FSBWL guide to IT

ILIAS

HWS 2022 edition

What is ILIAS?

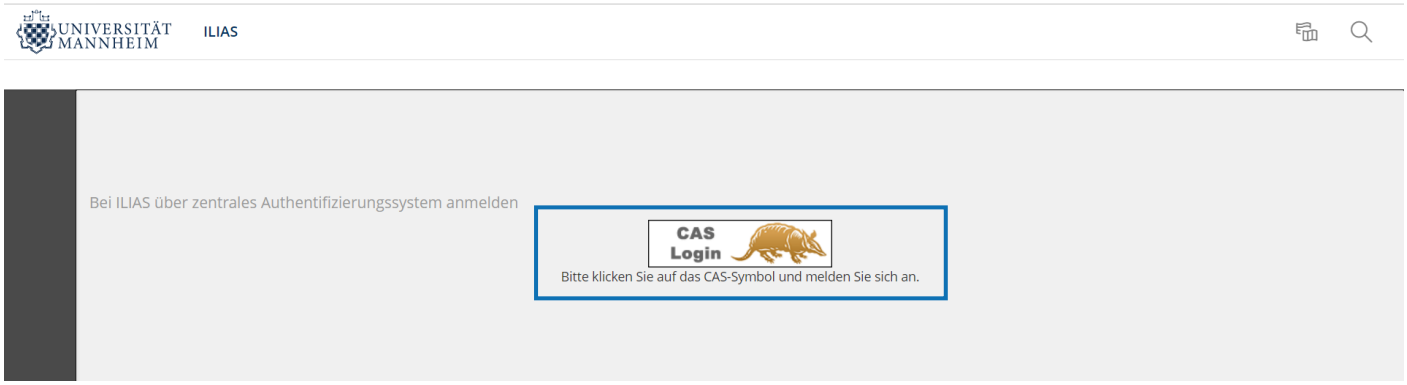
ILIAS is the E-Learning platform of the University of Mannheim. It is a platform to exchange files and information between lecturers and students and between students themselves. In this guide we show you how to use ILIAS and how to perform the most common actions.

This guide covers the following actions:

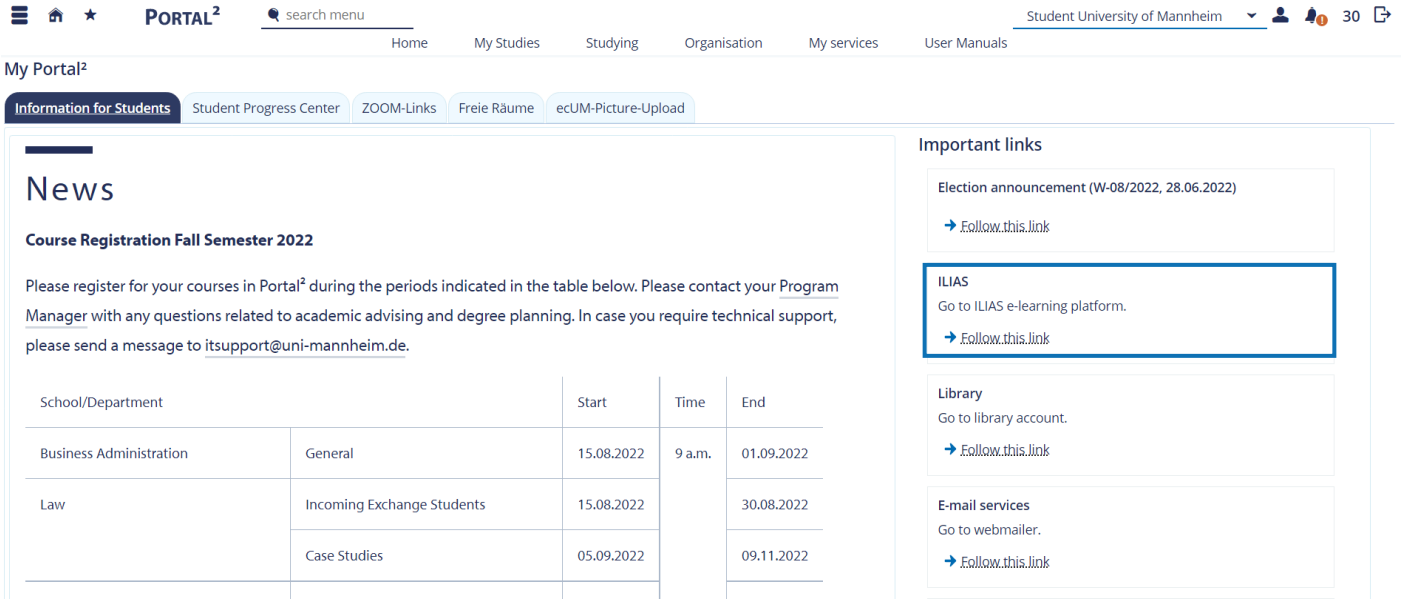
1. How to access ILIAS
2. Change the display language
3. Admittance to a course & access course material
4. Forum
5. Tasks & upload documents
6. Group "Mannheim Master in Management"

How to access ILIAS

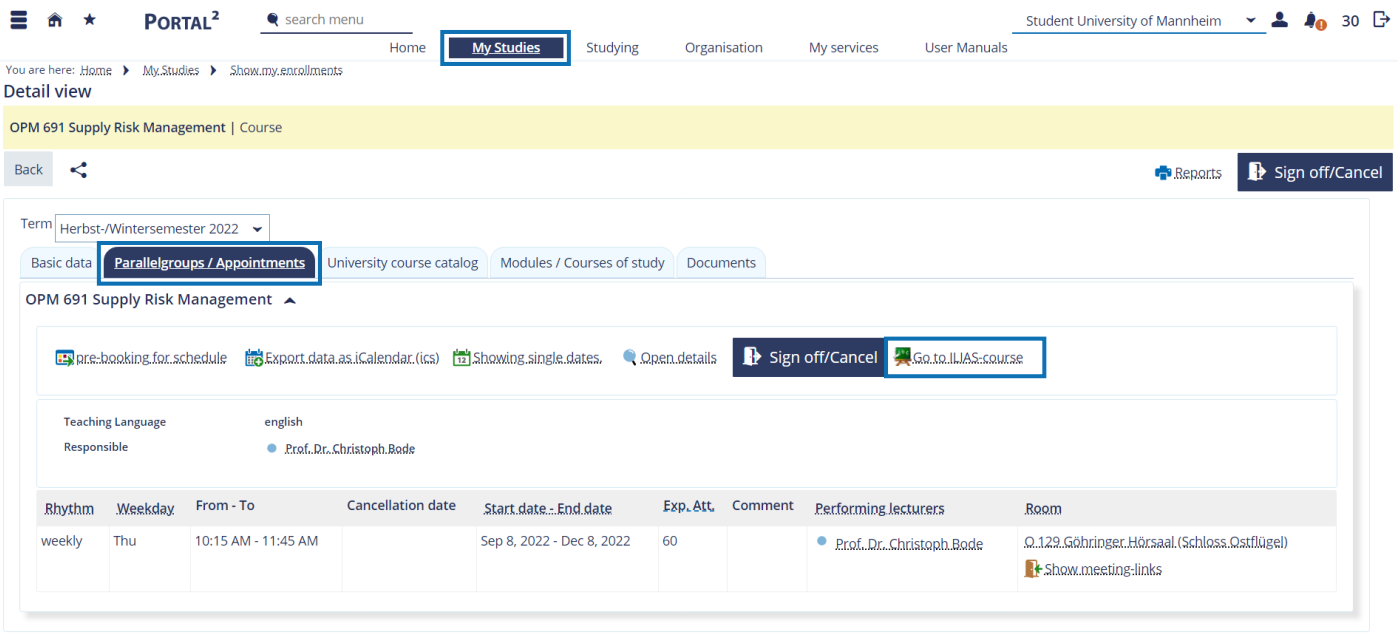
There are two different ways to access ILIAS. First, you can directly go to ILIAS by searching for it and logging in with your University ID and your password. Click on the *CAS-Symbol* to enter your ID and password.



Secondly, you have the option to access ILIAS via Portal[2]. On the main page, you will find a link to ILIAS on the right-hand side:



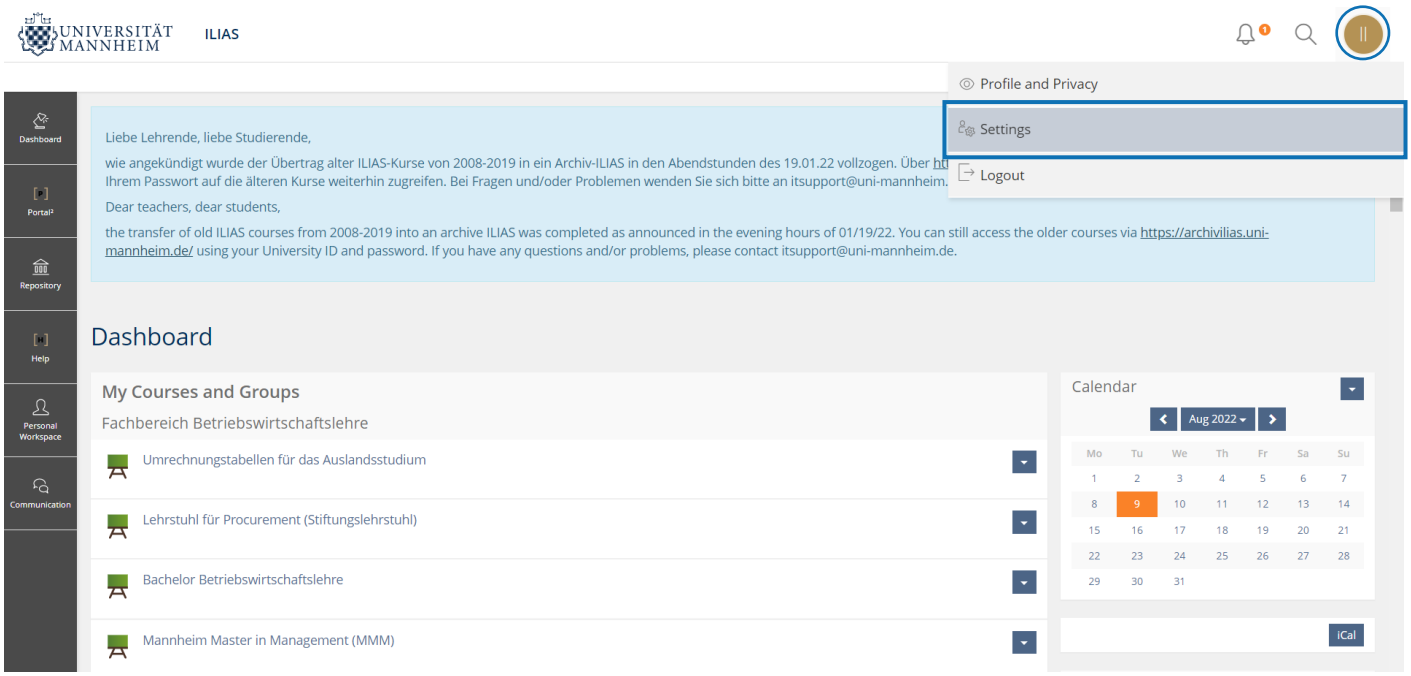
Furthermore, you can access ILIAS by selecting a course that you are enrolled in. Start in the top menu bar and choose *My Studies > Show my enrollments > (click on one of your courses) e.g., OPM 691 Supply Risk Management > Parallelgroups/Appointments:*



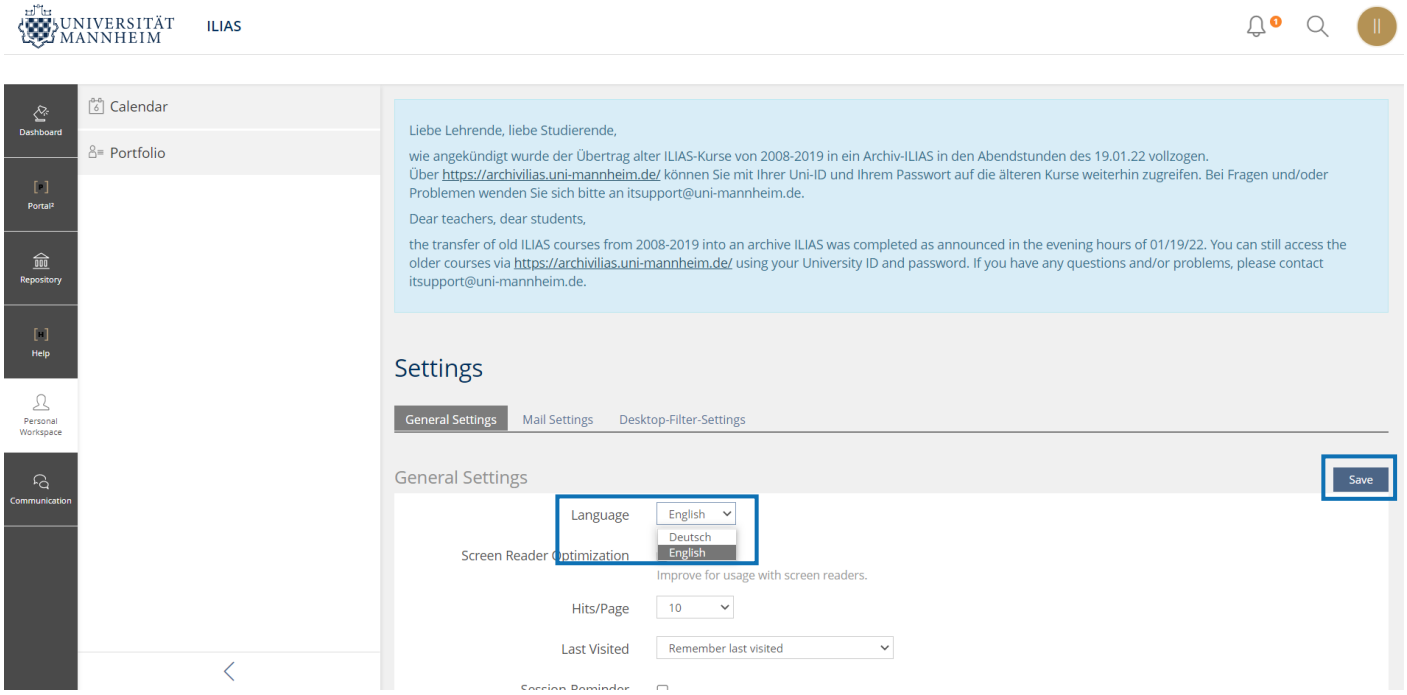
However, the button "Go to ILIAS-course" only works if the e-learning on ILIAS is activated. This is the case for most of the courses but not for all. Some lecturers might not put their course material online, but ask you i.e., to buy the script of the lecture.

Change the display language

ILIAS can be accessed in both German and in English. To switch between the two languages, click on the circle with your initials in the top right corner. Then, you can open the section *Settings*:



To switch between the two languages, you can use the language menu and choose your preferred language. Keep in mind that some of the menu items or folders might still be shown in German although you selected "English" as your preferred language. Finally, click on *Save* to save your changes.

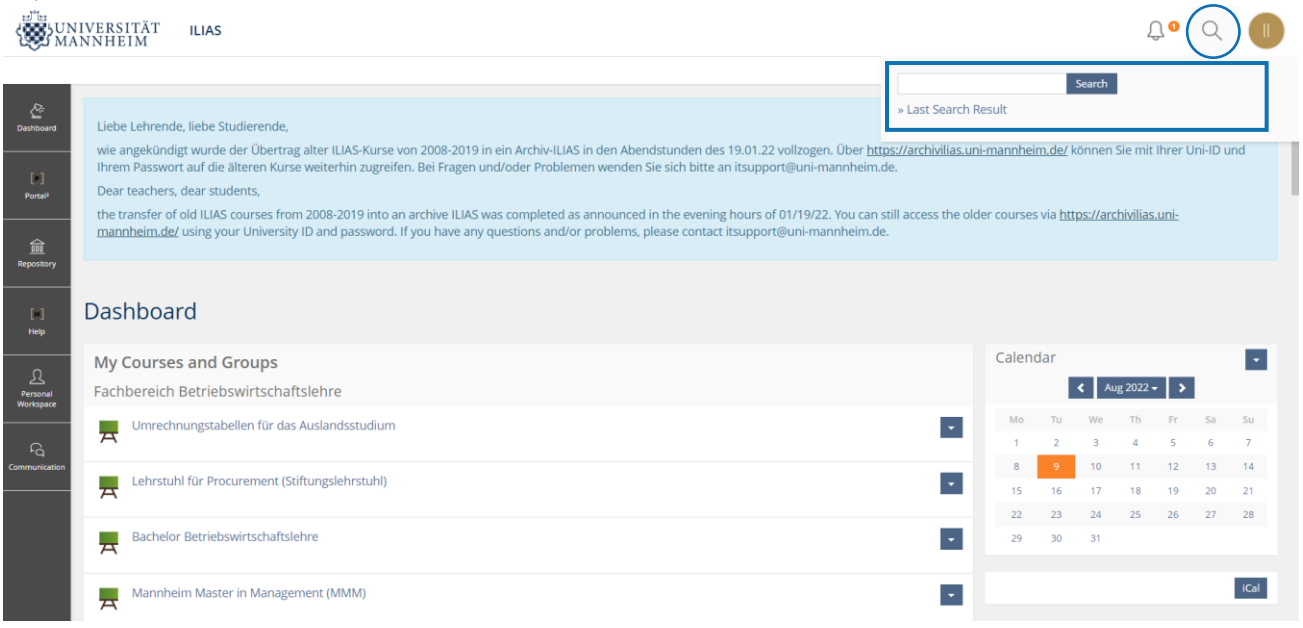


Admittance to a course & access course material

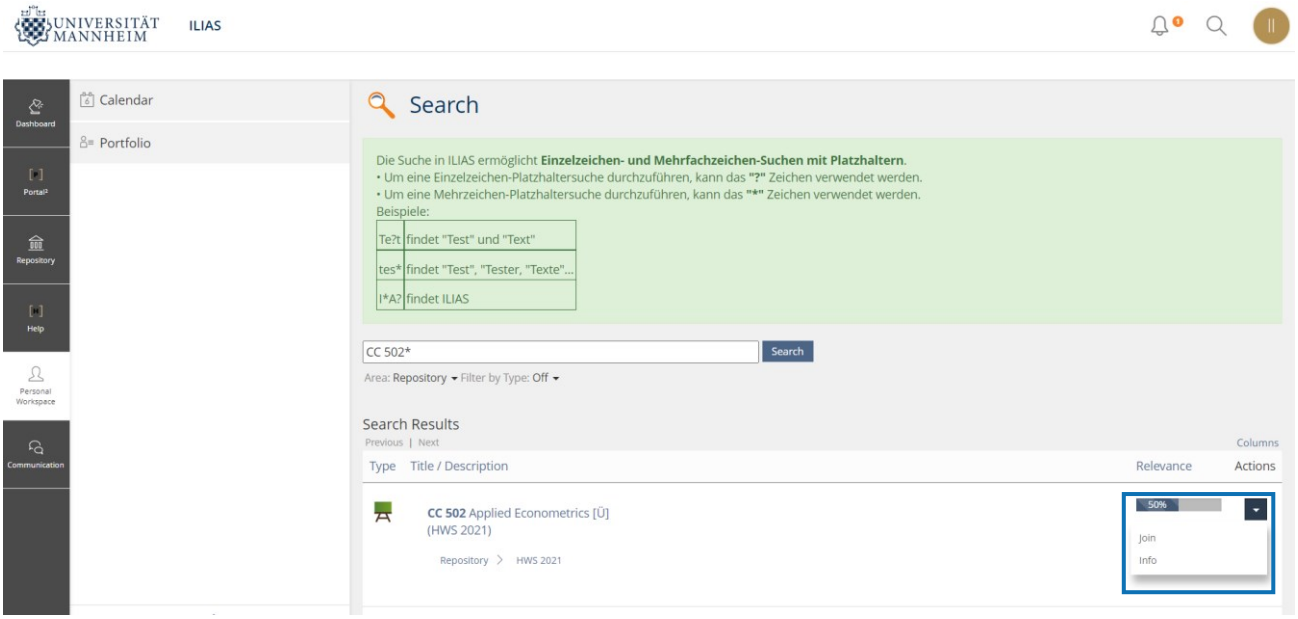
As with logging in, you can either join a course via Portal² or directly on ILIAS. To join a group via Portal² please refer to the guide on page 3.

To join a group/course on ILIAS, follow these steps:

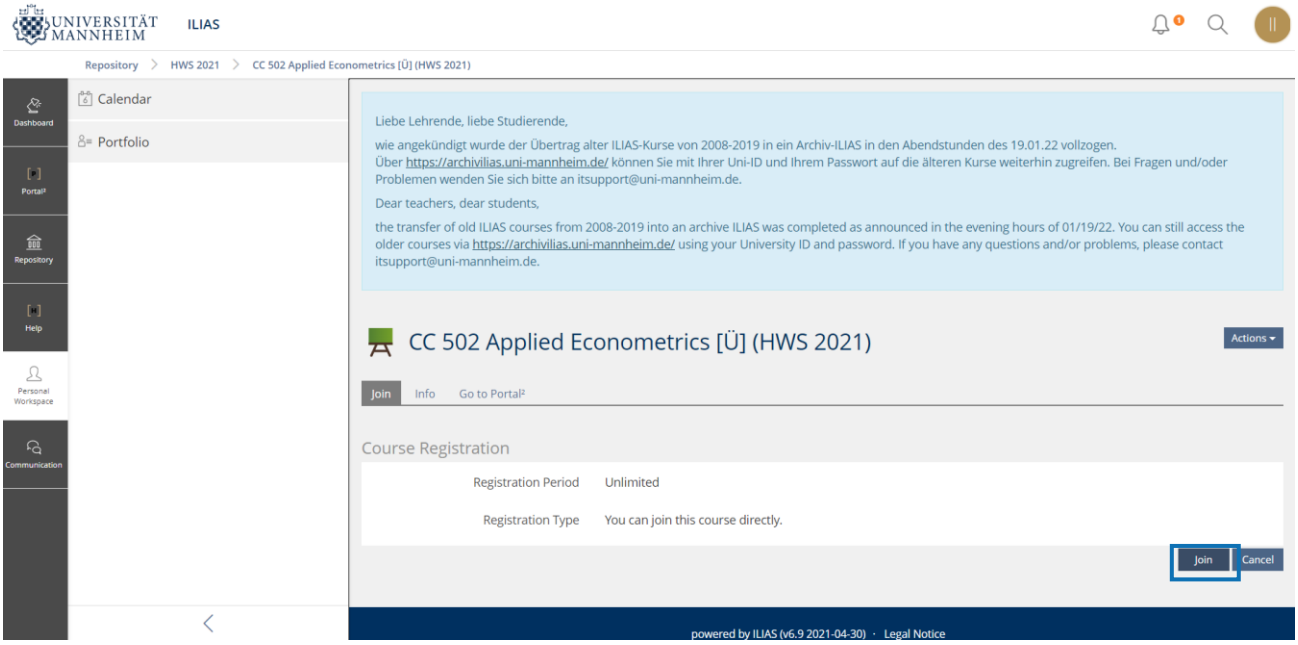
1. Click on the magnifier in the top right corner and enter the name/short name of the course in the search bar, i.e., CC 502



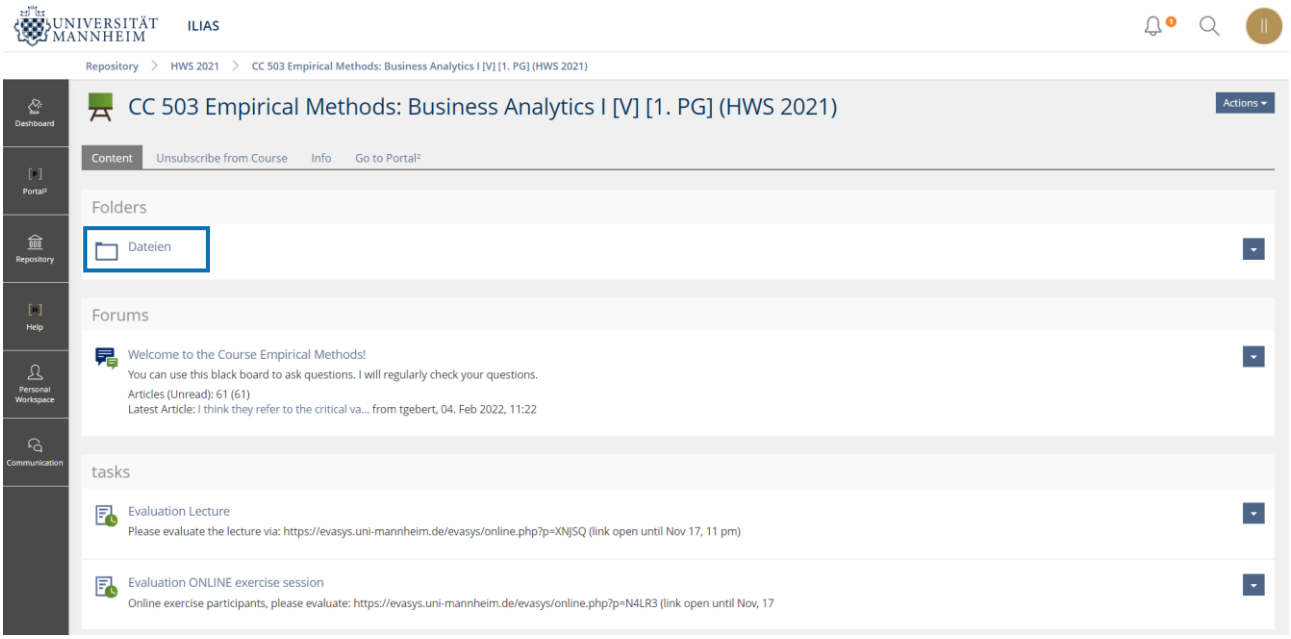
2. Once you found the course you have been looking for (check for the correct semester e.g., HWS 2021) click on the ▾ to *Join* the course



3. Confirm the registration once more by clicking on *Join*



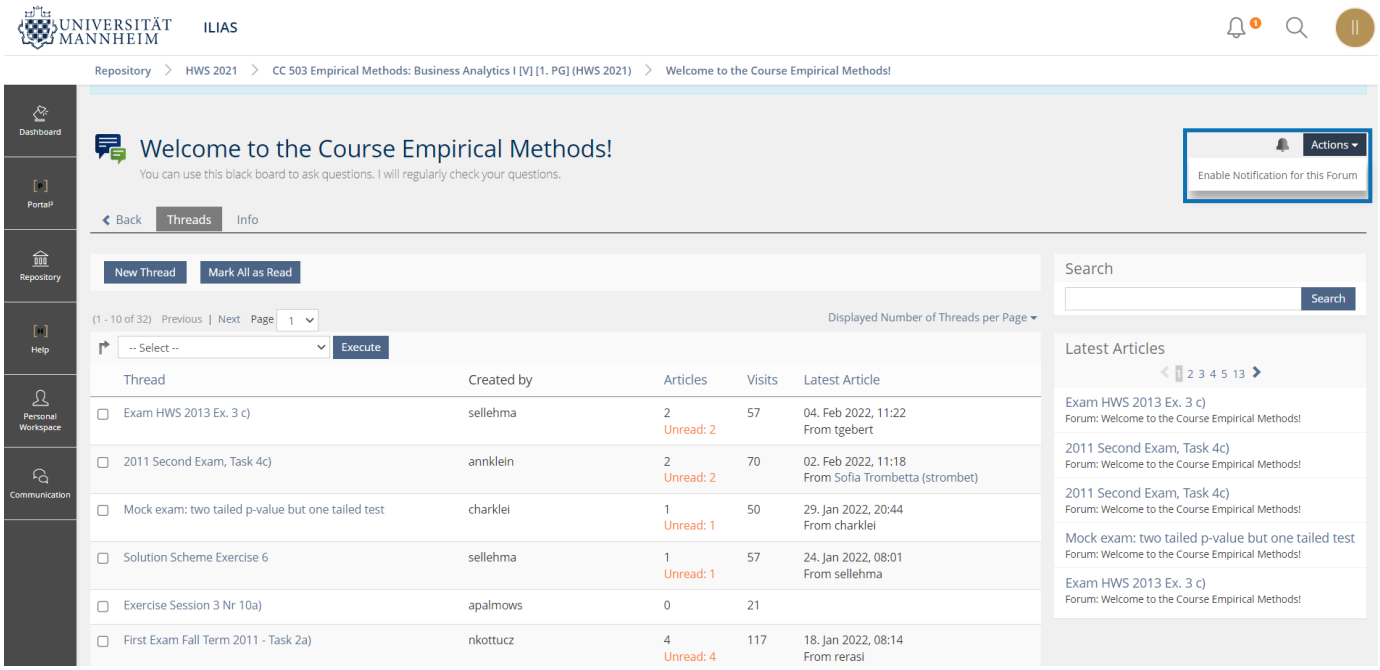
4. You are now subscribed to the course on ILIAS. You can access the course material, the forum as well as the quizzes or upload own documents. The folder *Dateien* is containing most of the course material. Click on it to find lecture slides, exercise sheets, recordings etc.



5. The course will now be shown on the main page of ILIAS sorted by semester (the current semester being at the top)

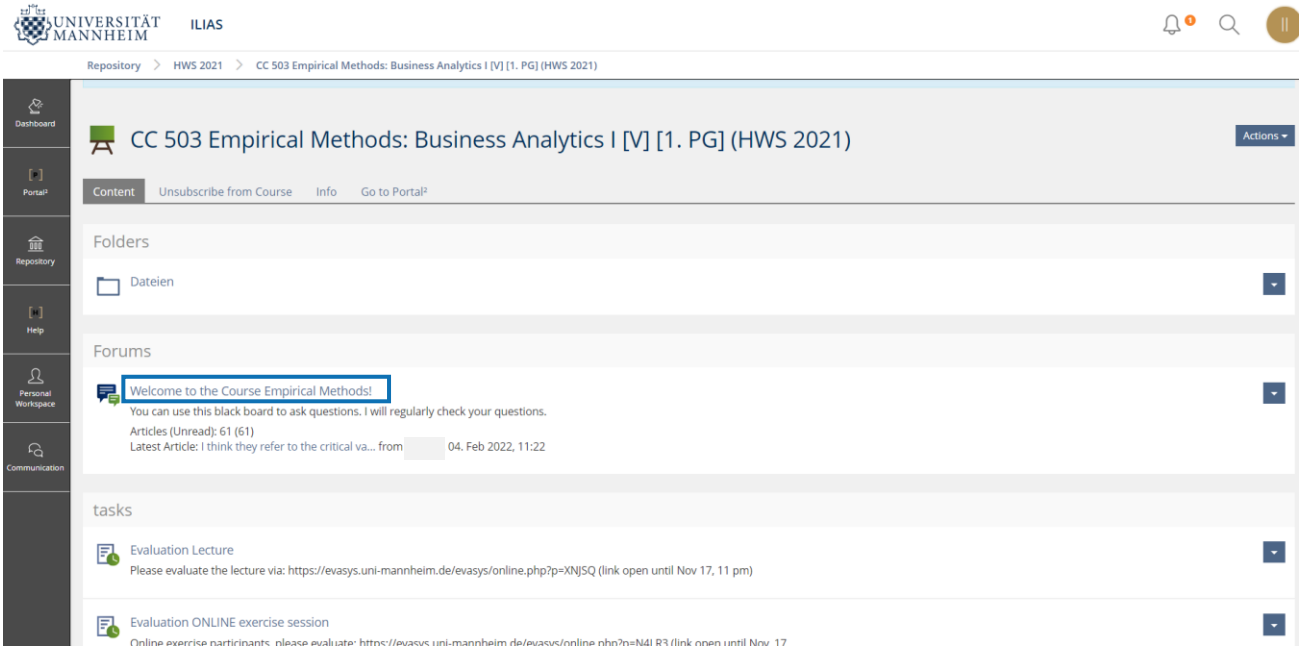
Forum

The forum is the place to communicate with lecturers as well as to communicate with your fellow students. Most often, you can ask questions on course content or administrative issues directly in the forum. This helps to keep a good overview and provides students with the possibility to review questions asked earlier that have already been answered. Every lecturer is handling the forum differently, i.e., some provide different forums for different topics others just have one forum or do not offer the channel at all. Please check for your respective courses. Also, students themselves can communicate with each other in the forum and i.e., even respond to questions of other students if they know the answer. If you would like to get notifications on new threads in the forum, click on *Action* > *Enable Notification for this Forum*.

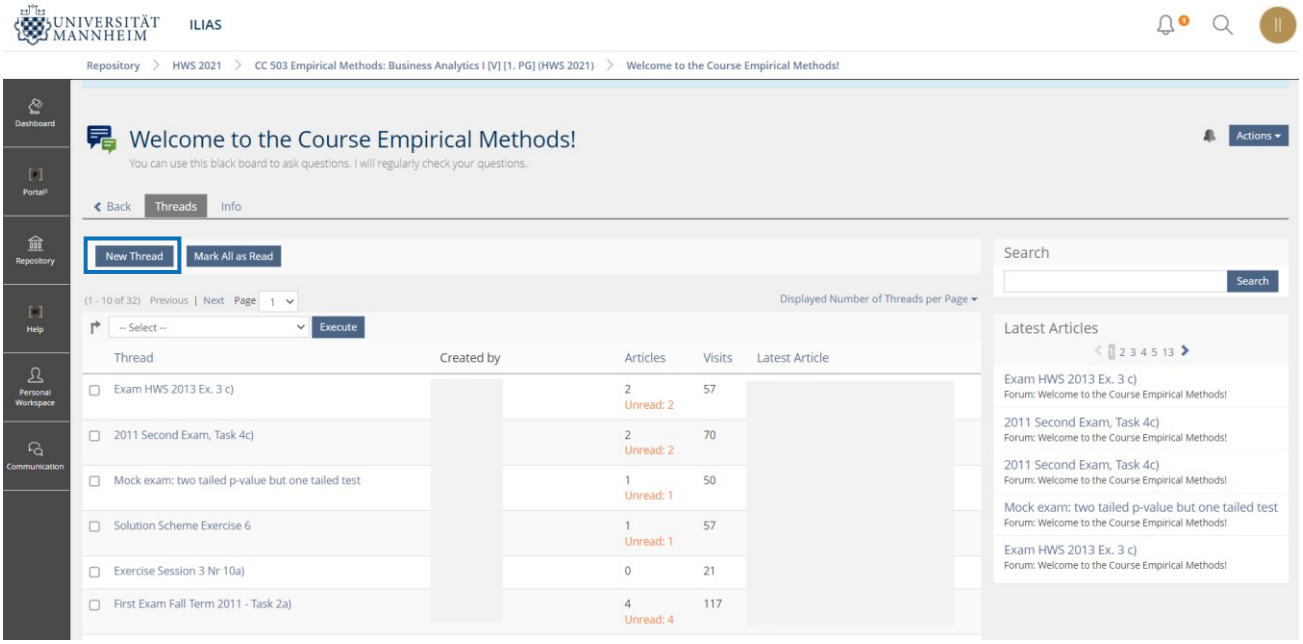


To post your own question/comment, please follow these steps:

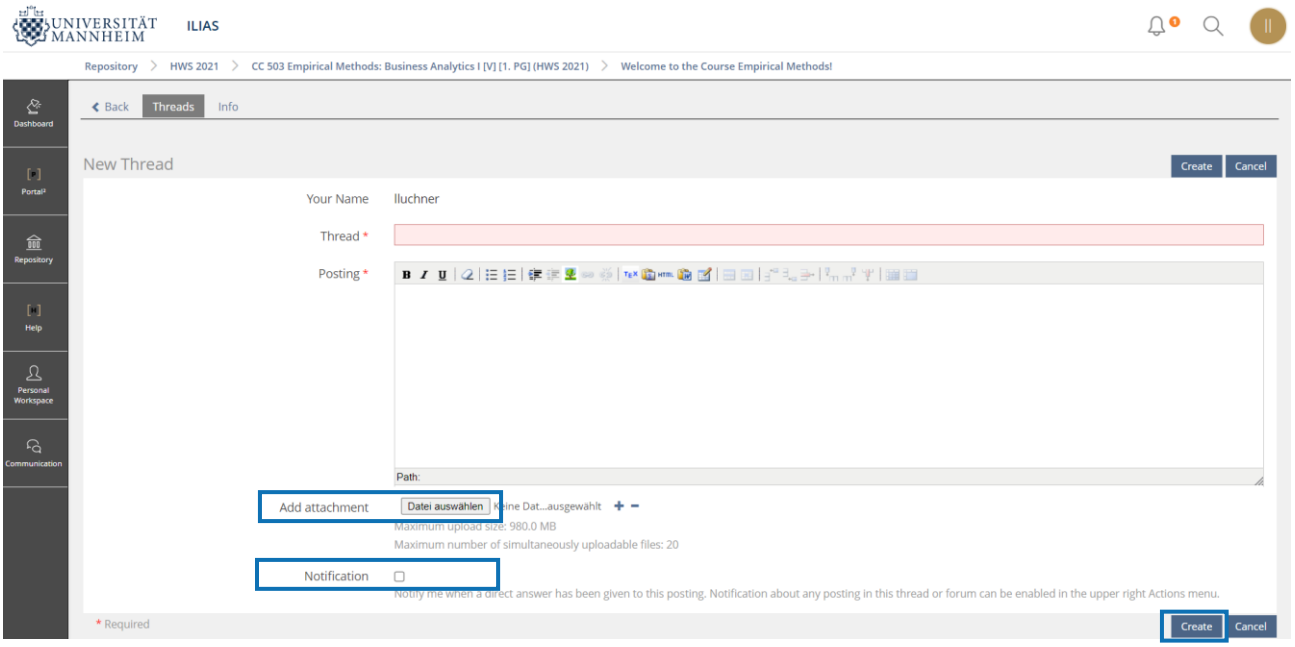
1. Click on the name of the forum



2. Click on *New Thread* in order to open a new thread

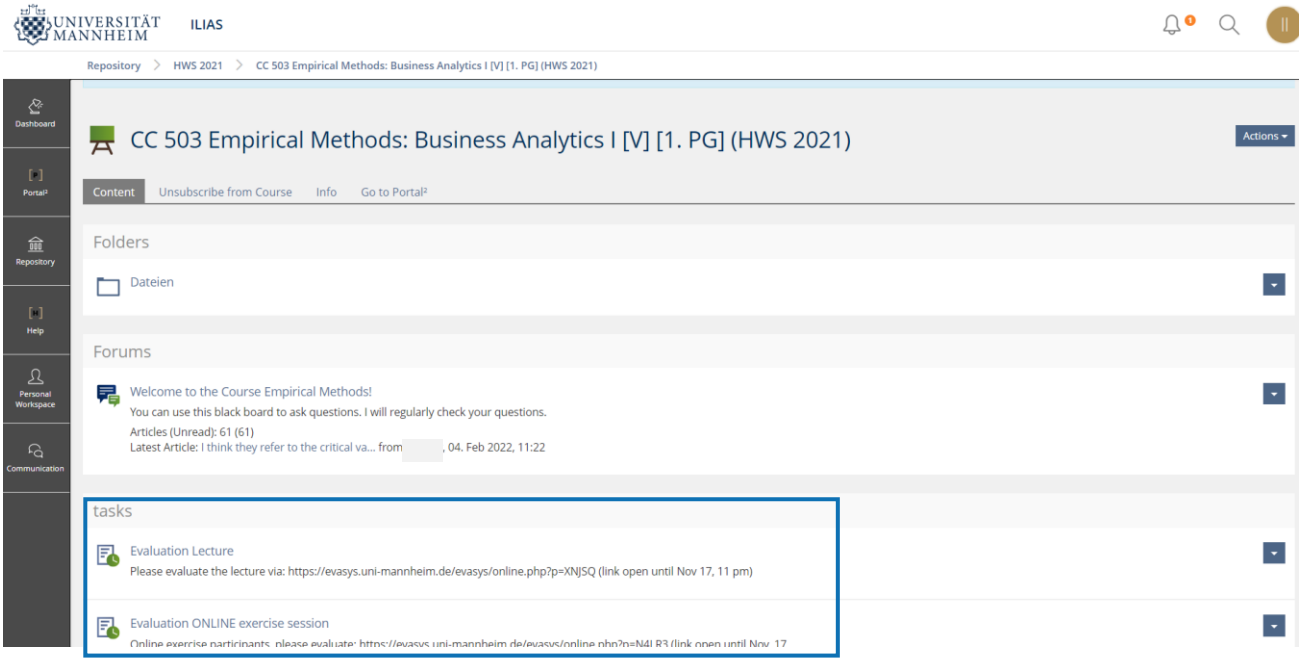


3. Type in your comment or question and add a document if you want to, i.e., some students use this functionality to add a screenshot of calculations they are referring to. Check the box for *Notification* if you would like to receive an e-mail if someone has responded to your thread. Click *Create* to post your thread.



Tasks & upload documents

Some courses contain tasks which can be accessed by clicking on them. Furthermore, some lecturers ask you to submit coursework like papers etc. online via ILIAS.



Group “Mannheim Master in Management”

Besides course material, you can find other interesting groups on ILIAS that contain important information on your studies. One of these groups is the “Mannheim Master in Management MMM”. Follow the steps shown above to

search for the group and to join it in order to access the files. You will find general information on the MMM as well as information on exchange programs etc.. Often, presentation slides i.e., exchange semester/double degree options will be uploaded here. Another interesting group could be “Umrechnungstabellen für das Auslandsstudium” where you find all conversion tables for the grades obtained during an exchange semester.

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