CTS and ILIAS
organizing your studies
The Core Teaching System manages your study profile at the University of Bern. CTS includes enrolment for courses and assessments, grades, degrees, etc. It shows all courses and relevant information such as who organizes and supervises the courses as well as when and where they take place.

organizing » Planning and supervising your studies
CTS helps you as a student with the organization of your studies. At the same time, CTS is the control instrument for your studies. In the planning view you see your study programs, enrolments, grades, etc. It is important that you regularly check this data, especially new grades.
If incorrect study programs are shown, please contact the Admissions Office (ZIB).
More Info: www.ksl.unibe.ch » manual or field description.

registering » registering for courses and assessments
At the beginning of each semester the lecturers will make known to the students the conditions for registering/de-registering for the courses. As a student you register and de-register for courses and assessments yourself. These registrations and de-registrations are binding. An unexcused non-appearance at an assessment, for which you have registered, will usually result in a grade of 1. Take note of the applicable deadlines. We recommend registering as early as possible.

The IT systems of the University of Bern are tools. They address many, but not all legal requirements. The RSL, SP and the attachments are binding for your studies.
More Info: www.toolbox.unibe.ch » For current students » Planning a semester » registering/de-registering for courses and registering/de-registering for performance checks.

administering » For Course coordinators andAdministrators
In most cases, the administrative staff of the relevant institutes are responsible for the management of courses in CTS.
More Info: www.toolbox.unibe.ch » CTS
ILIAS is the central teaching and learning platform of the University of Bern. Lecturers use ILIAS for the Online-monitoring of courses and to implement comprehensive, web-based courses. Students and staff will find in ILIAS online tools for study, teaching and collaboration.

**joining** » Get access to an ILIAS course
Usually as a student you will register for a course in CTS. You will get access to the ILIAS course on the following day.
More Info: www.toolbox.unibe.ch » For Current Students » Planning a semester » Registering/de-registering for courses.

**collaborating** » Create surveys online and set up work groups
Use iTools to create openly accessible online surveys for your projects and assignments. Use closed workgroups and learning groups to collaborate with your fellow students and staff members, and to cooperate in groups (e.g. File sharing, forum, wiki, Live Voting, and much more).
More Info: www.aboutitools.unibe.ch

**working** » Use ILIAS in studying and teaching
Practical tips and scenarios will give you ideas on how you can use ILIAS in teaching, research and collaboration.
More Info: www.aboutilias.unibe.ch » Application scenarios

**training** » Learning ICT-aided teaching, new Media und E-Learning
Our training provides an introduction to ILIAS und ICT.
More Info: www.kurse.ilub.unibe.ch

**administering** » For staff members and researchers
Lecturers can create their own ILIAS-courses for supporting classroom sessions in CTS or using an ILIAS order-form.
More Info: www.getilias.unibe.ch

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**Support iLUB**
University of Bern
Vice-Rectorate Teaching
Hochschulstrasse 6
3012 Bern
www.ilub.unibe.ch

**www.iliyas.unibe.ch**
CTS and ILIAS are coupled via an interface. Here is an overview of the interactions between the two systems.

### Interaction between CTS and ILIAS

#### KSL – Course

**Course coordinators**

- **Create course**
  - Via menu *Description » Generate link for ILIAS.*
  - **(A):** Create no ILIAS-course.
  - **(B):** ILIAS-course with synchronized registrations.
  - **(C):** ILIAS-course without synchronized registrations.

**Students**

- **Register course**
  - Via *Course Short form » Note regarding the link to ILIAS.*
  - **(B):** Registrations are possible in CTS: Take the course into the planning view and then register for it.
  - **(C):** No registrations in CTS are possible: Go to the ILIAS-course and join it directly.

- **Register assessment**
  - Students register in CTS for assessments.
  - Via menu *Planning view:*
    - Take the course into your planning view and register for the assessment.
    - Registrations / de-registrations in CTS are legally binding.

#### ILIAS – Course

**Lecturers and Administrators**

- **Organize course**
  - Staff members give access to the course.
  - Via *Register Settings:*
    - *Put online*
    - *Contact in course info*

**Students**

- **Join course**
  - Students can access the course or join independently.
  - **(B):** You can automatically obtain access to the course.
  - **(C):** Students access the course independently (direct access or password).

**Wording in CTS**

- **Option (B):** Create ILIAS-course, registrations/de-registrations are transmitted from CTS to ILIAS (no direct admission in ILIAS).
- **Option (C):** Create ILIAS-course, no registration/de-registration in CTS (admission directly in ILIAS).

Questions? We can help.

- **Academic problems?**
  - The academic student advisor
  - helpdesk@id.unibe.ch
- **Campus Account?**
  - info@zib.unibe.ch
- **Wrong major/minor/(subject) in CTS?**
  - support@vsl.unibe.ch
- **Problems with CTS?**
  - Contact your lecturer
- **Problems with grades?**
  - Contactperson in the public course catalog
- **Courses?**
  - ilias@ilub.unibe.ch
- **Problems with ILIAS?**
  - If you are unsure which support address is appropriate, contact TAS-Support (support@vsl.unibe.ch).
  - Support enquiries which arrive before 11 o’clock will usually be answered on the same work day.