

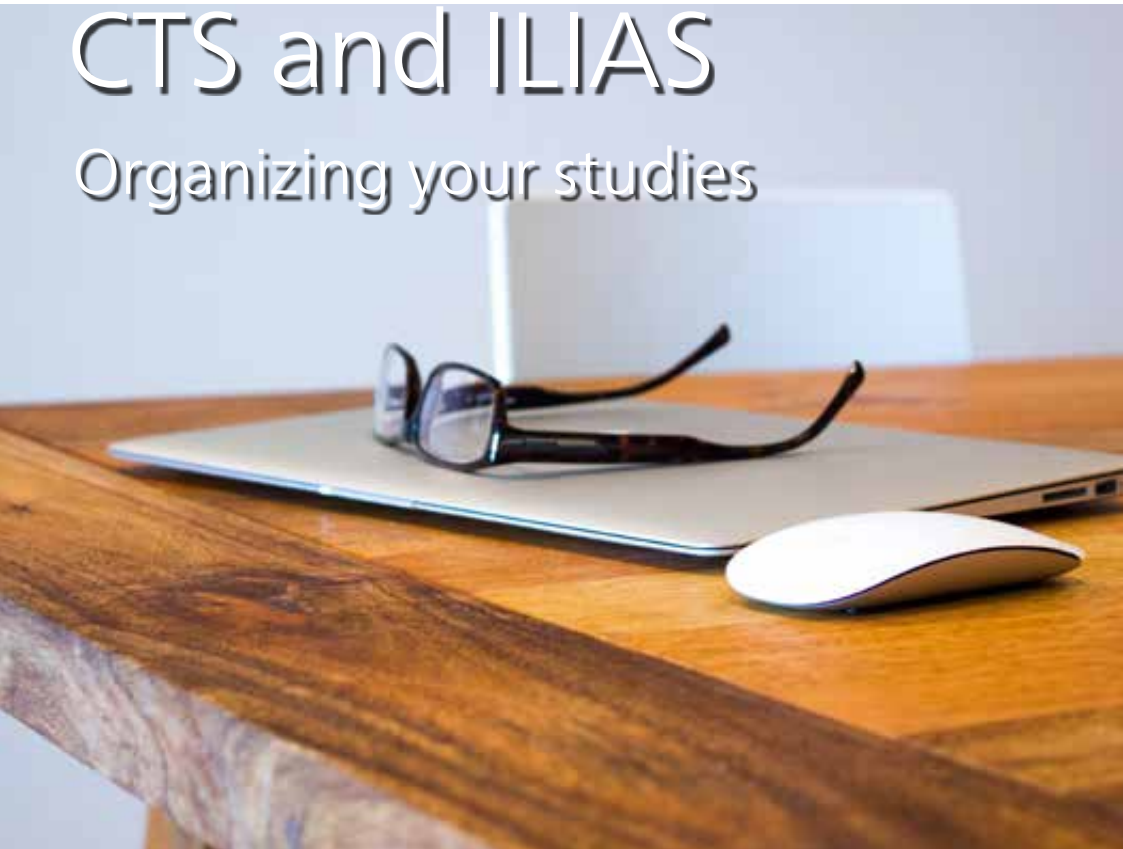
u^b

b
**UNIVERSITÄT
BERN**

A SERVICE OF THE
VICE-RECTORATE TEACHING

CTS and ILIAS

Organizing your studies



Core Teaching System (CTS) – study management

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 and Administrators

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

Support VSL

University of Bern
Vice-Rectorate Teaching
Hochschulstrasse 6
3012 Bern
www.vsl.unibe.ch

ILIAS – Teaching and learning platform

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

Normally, as a student, you register for a course via KSL. After successful registration in KSL, you will receive access to the ILIAS course within the next hour. If you join directly in ILIAS, you can access the course immediately if it is already available online.

More Info: www.toolbox.unibe.ch » ILIAS

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.toolbox.unibe.ch » iTools

learning and 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.toolbox.unibe.ch » ILIAS

Frequently Asked Questions

I do not get access to ILIAS courses: ILIAS courses are usually only accessible shortly before the start of the semester. It is the responsibility of the course administrators when the ILIAS course will be put online. If necessary, check whether you have to register for a course via KSL and if so, whether the registration has been done correctly. If you could actually join the ILIAS course directly, but it is not yet possible because the course is offline, wait until the course is put "online" and try again later.

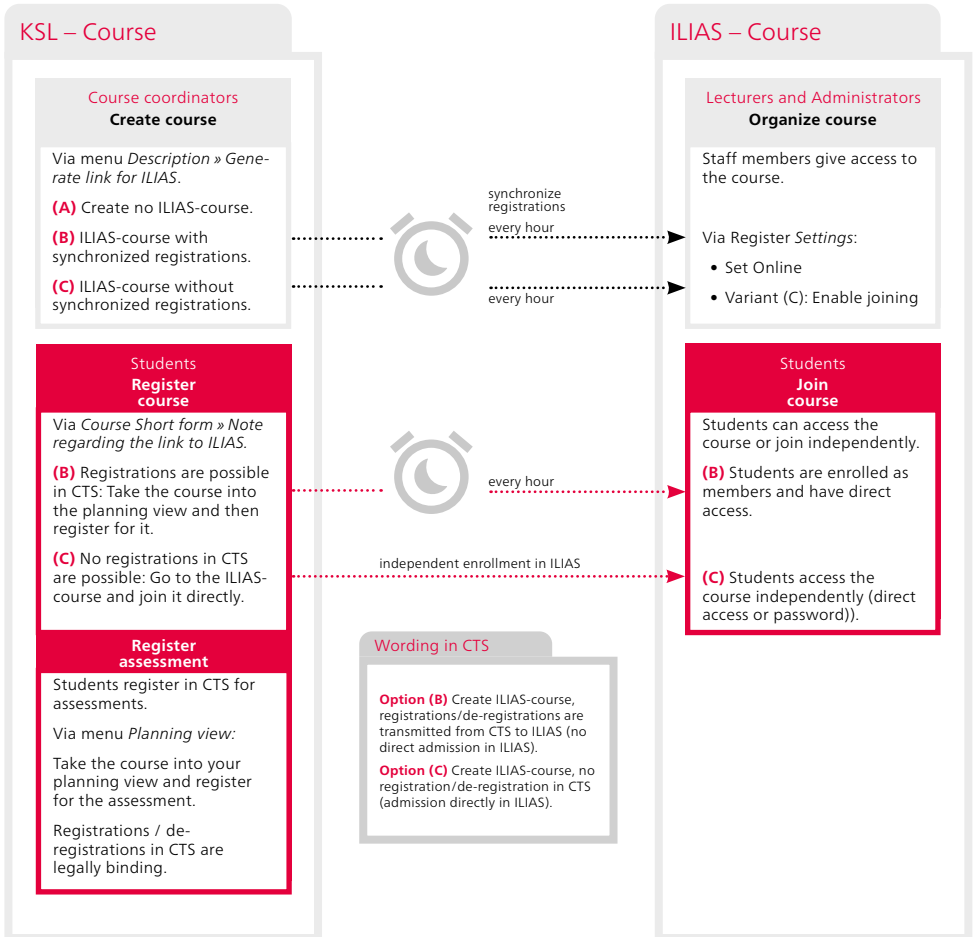
I am unsure whether I have registered for the course: First check whether you have to register for the course in KSL (no direct entry in ILIAS) or not (direct entry in ILIAS possible). If you have registered in KSL, it is important that you have not only added the course to your planning view in KSL, but have also clicked on "Participate" for the course. Important: Participation in the course should not be confused with registration for the performance assessment; these are two different things.

Support iLUB

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

Interaction between CTS and ILIAS

CTS and ILIAS are coupled via an interface. Here is an overview of the interactions between the two systems.



Questions? We can help.

- | | |
|-------------------------------------|--|
| Academic problems? | > The academic student advisor |
| Campus Account? | > servicedesk@unibe.ch |
| Wrong major/minor/(subject) in CTS? | > info.zib@unibe.ch |
| Problems with CTS? | > support.vsl@unibe.ch |
| Problems with grades? | > Contact your lecturer |
| Courses? | > Contactperson in the public course catalog |
| Problems with ILIAS? | > ilias@unibe.ch |
| Informationen für Studierende | > www.students.unibe.ch |

If you are unsure which support address is appropriate, contact VSL-Support (support.vsl@unibe.ch). Support enquiries which arrive before 11 o'clock will usually be answered on the same work day.