■ **Access to the Course catalogue (LSF)**

How does one get in the system?
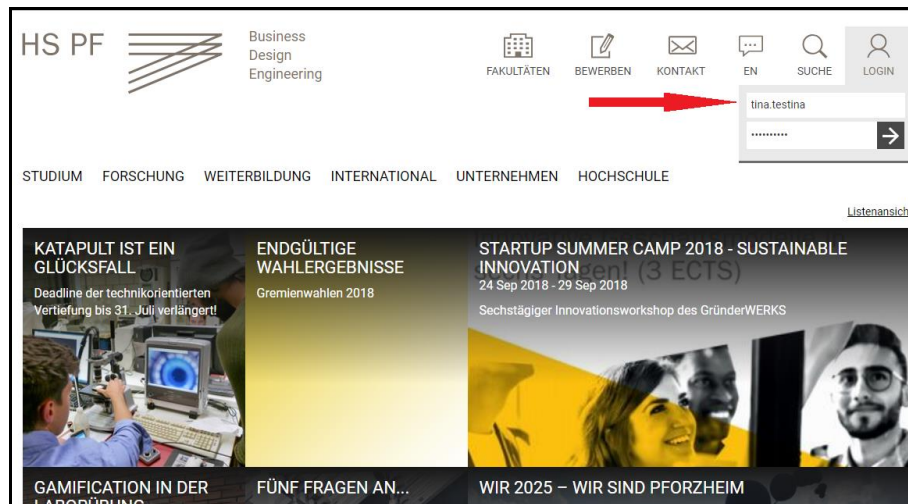

Figure 1 Homepage View

- Open the homepage of the University Pforzheim in your browser.

  https://www.hs-pforzheim.de/

- Click the navigation link labelled "LOGIN"

- Enter both your User name and password to log in and access the e-Campus system
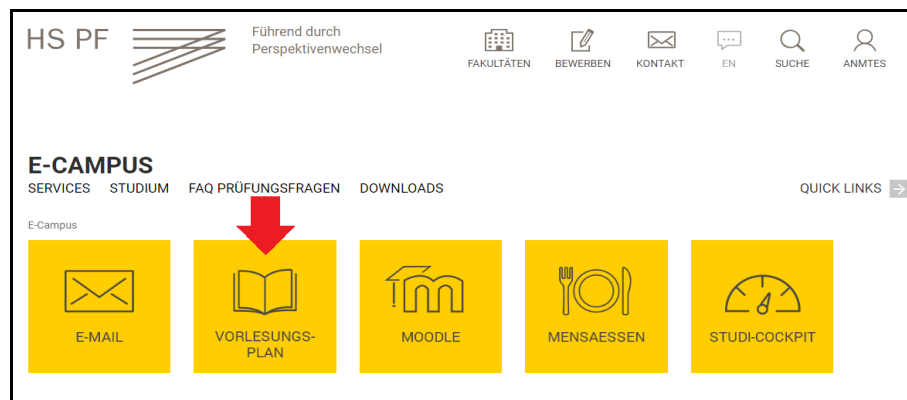
Redirection through "Vorlesungsplan"

Figure 2 Vorlesungplan

- On the e-Campus homepage, click the selection-box labelled "Vorlesungsplan"

- It will redirect you to the LSF

How do you Log in to the System?

- You may log in using the University- username and password that has been previously provided to you.

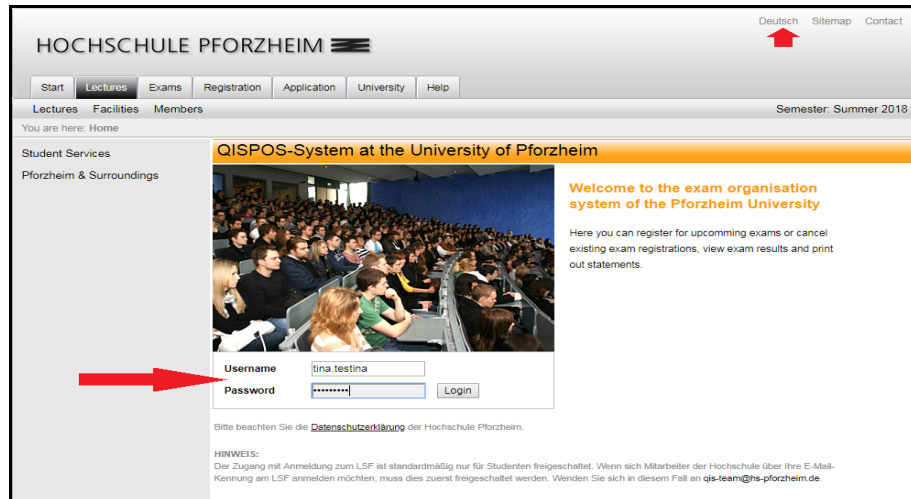- Please note that the input boxes are case sensitive

Figure 3 How to login Instructions

- If you have issues logging in, contact the IT-Helpdesk at *hiz- service@hs-pforzheim.de* with a brief description and screenshot of the problem.
- **English language** is available in the upper right corner

■ Configuration of your personal student plan
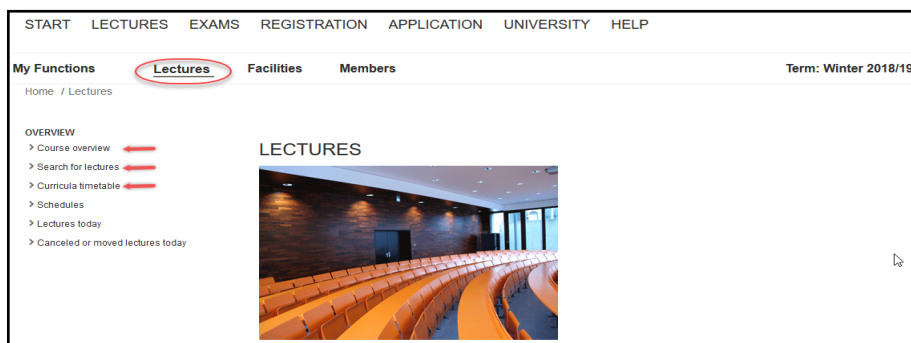
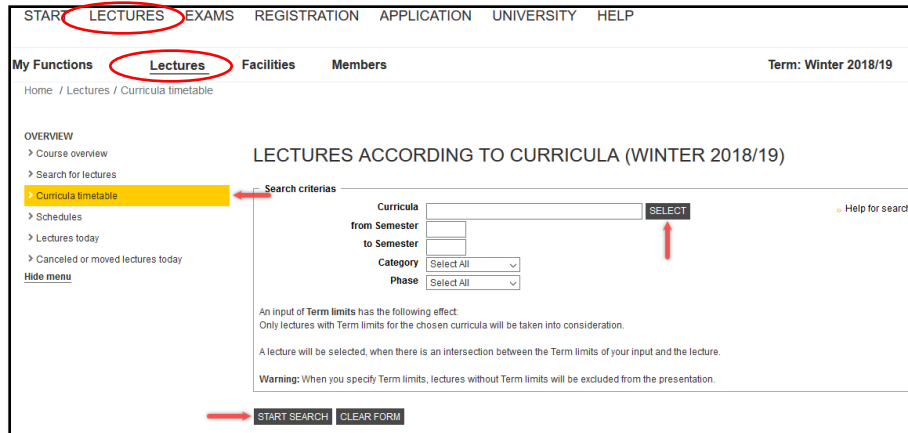### How do I find my courses?

Figure 4 Accessing lectures

You may access your lectures through the left navigation selections as shown above:
- "Course overview"
- "Search for lectures"
- "Curricula timetable"

The overview of your actual lectures are accessed through the "**Curricula timetable**" link

How do I access the lecture plan for my course of studies?

- Click "Lectures" on the menu tab and then again "Lectures" on the horizontal navigation menu.
- Click "Curricula timetable" on the vertical navigation menu.
- You will end up with a search page as shown below

Veranstaltungs-Verzeichnis/ **Course catalogue** (LSF)
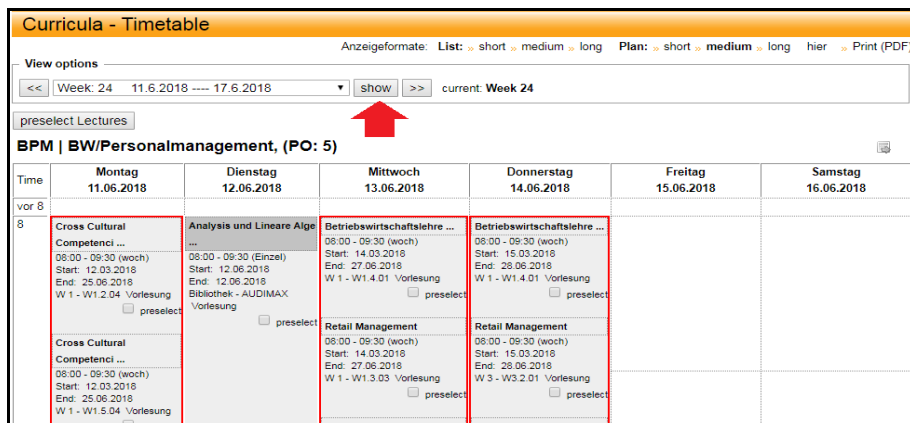
Figure 5 Navigate "Curricula timetable" & search menu for study courses

- Click the button "Select" to display a list of all courses of study.
- Select your course of study from the list.
- You may use the other fields to narrow the search criteria when necessary e.g. "Category" to narrow results to required or elective courses.
- Begin the search by clicking the "Start Search" button to get the following view:

Figure 6 Curricula Timetable view

- In the Curricula timetable there are many selectable options to determine what is shown e.g. by week, lecture duration, or terms.
- You may click in the selection fields "Anzeigeformate" to select the desired viewing format or "View options" to select time frames. The desired selections are shown by clicking the "show" button.
- With the [<<] and [>>] buttons, you may navigate forward and backward to change the displayed week

How can I put together my personal lecture plan?

You have **three option´s** to create your lecture plan:

Veranstaltungs-Verzeichnis/**Course catalogue** (LSF)

Access through (as shown in fig. 4)

a) Curricula timetable
b) Course overview/ course catalog
c) Search for lectures

a) Through the "Curricula timetable"

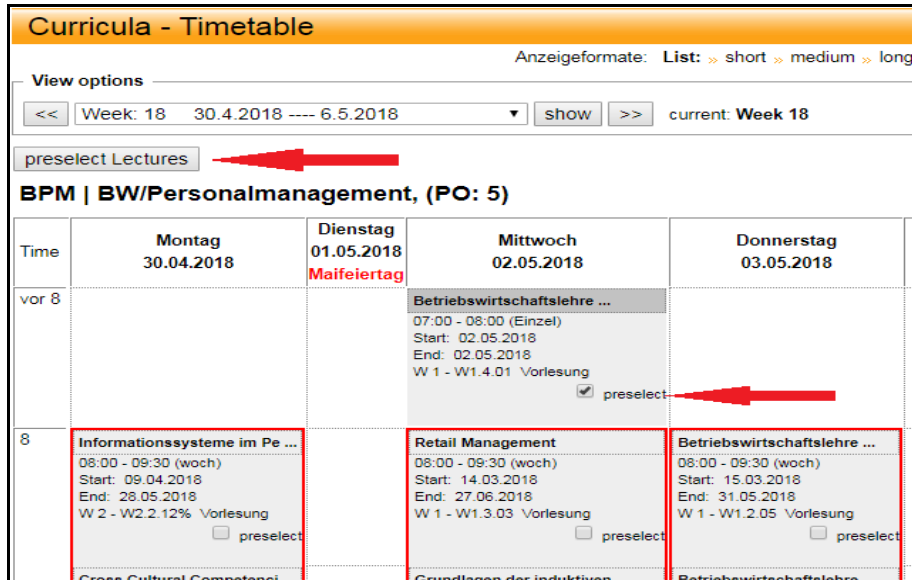- Choose "Curricula timetable" in the menu as shown in the figure 5

Figure 7 Preselect lectures

- Choose the desired course of study (see fig. 5).

- Mark one or more of the lectures, so that there is a check mark in the box next to the text "preselect".

- Click on the "preselect Lectures" button to save all of your preselected choices.

- For instructions to forward your person lecture plan to yourself (See fig. 8)
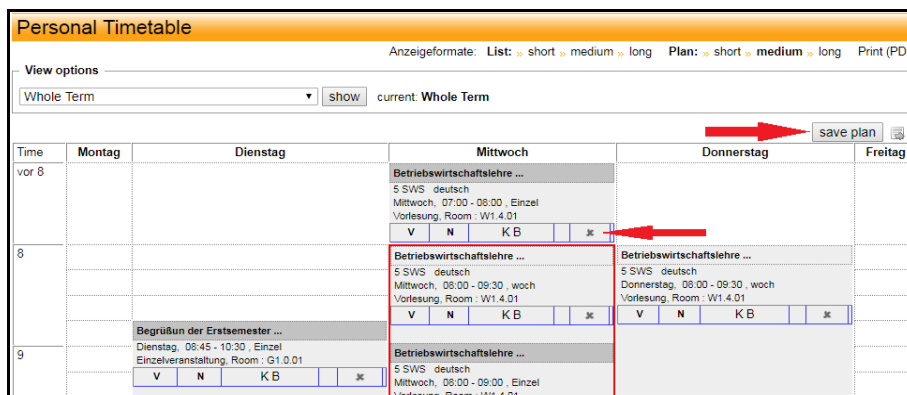
Figure 8 Preselected lectures in plan
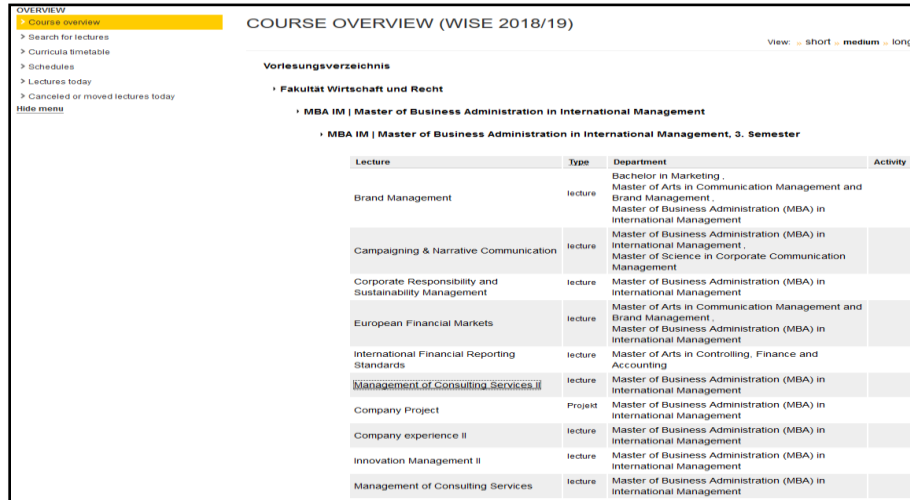
- If you would like to delete any of the selected lectures from your plan, click the ✖ symbol.

- To finish creating your lecture plan, click the "save plan" button.

- Important: If you do not complete this step your changes will be discarded.

- The prerequisite to saving your lecture plan is that you are already logged in.
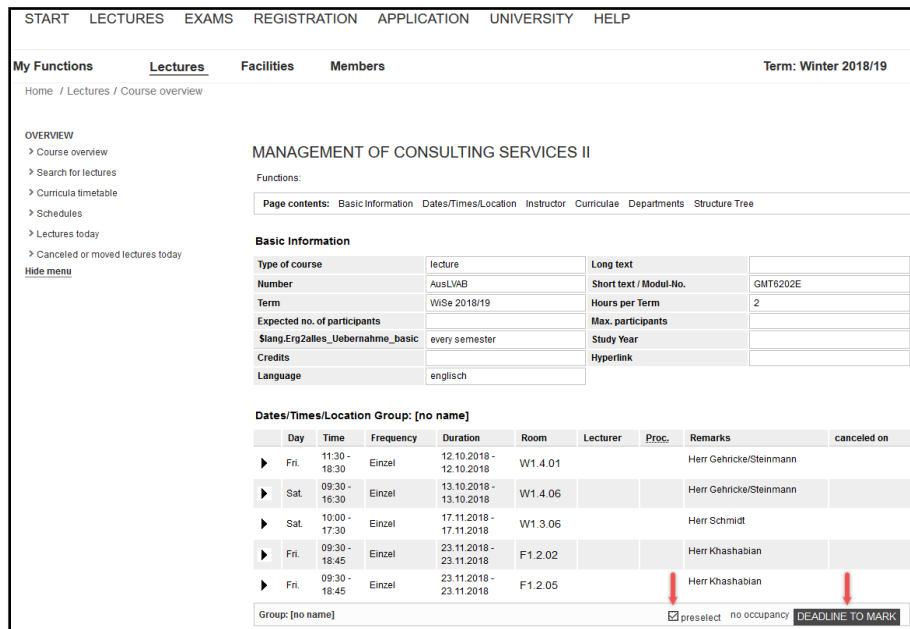
b) Through the "Course overview"

- Choose "Course overview" in the menu (see fig. 5).
- Click the desired category respectively until the correct lecture level is shown.

Figure 9 Course Overview

- Click on each lecture that you would like to add to have following view.

Figure 10 Lecture details

- You will access a detail page for the selected lecture.
- To add the lecture to your personal lecture plan, click the box next to the text. "preselect" so that a check mark is shown.

- Click the button "Deadline to mark".

- The system will take you to your personal lecture plan again (see fig. 8).

- Repeat this step to add more lectures.

c)   Through "Search for lectures"
- Choose "Search for lectures" in the menu (see fig. 5).

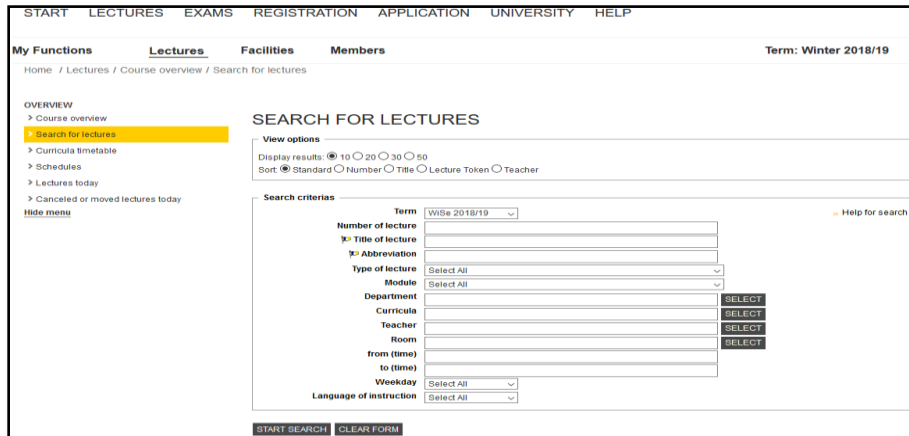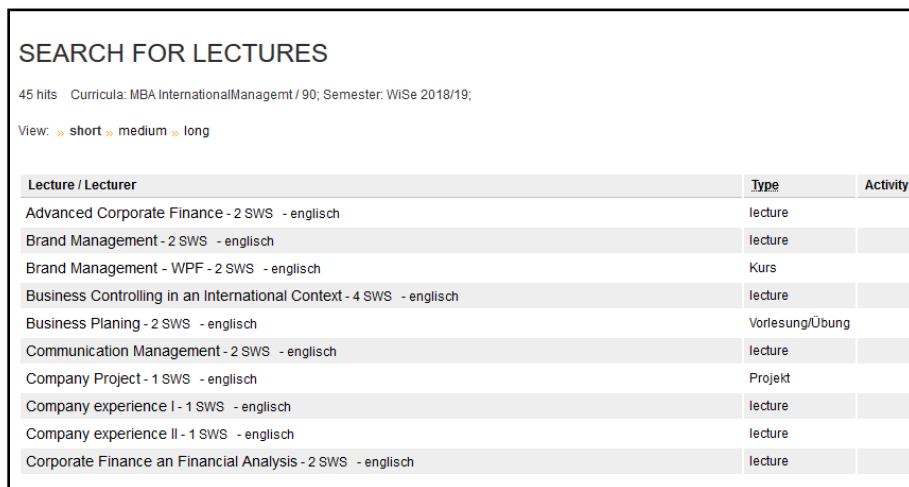- Enter in your search criteria (e.g. Lecture title, Term, days, etc.).

Figure 11 Form Search for lectures

- Start the search by clicking the "Start Search" button.

- You will get a results list (see fig. 12).

Figure 12 Results List "search for Lectures"

- Choose your desired lecture from the results list.

- You will access the detailed view like in fig. 9.

- Follow the same steps as in fig. 10 to add the desired lecture to your personal lecture plan.

How can you directly access your personal lecture plan?

- **Important:** You can only access your personal plan if you are already logged into the system!

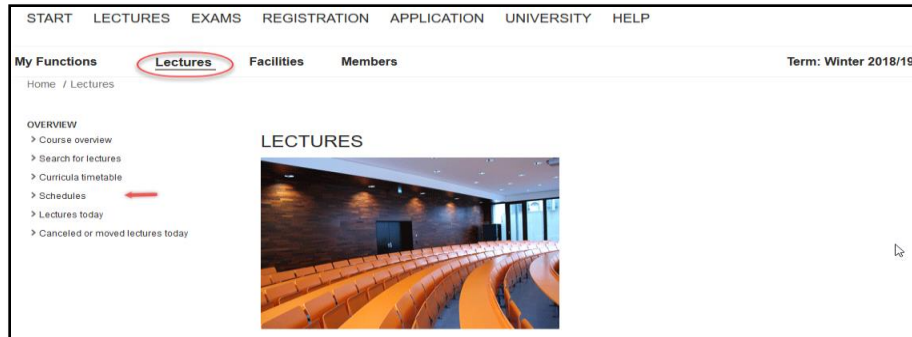▪ Choose "Schedules" from the left navigation menu.

Figure 13 Access personal lecture plan

■ Search by Faculty and Colloquium times

How do I find a Professor, Faculty, or Staff?

▪ Select "Members" in the horizontal Navigation and then "Search for persons" in the vertical Navigation menu.

▪ Enter in the search criteria (e.g. Family name, Department, Function, etc.).

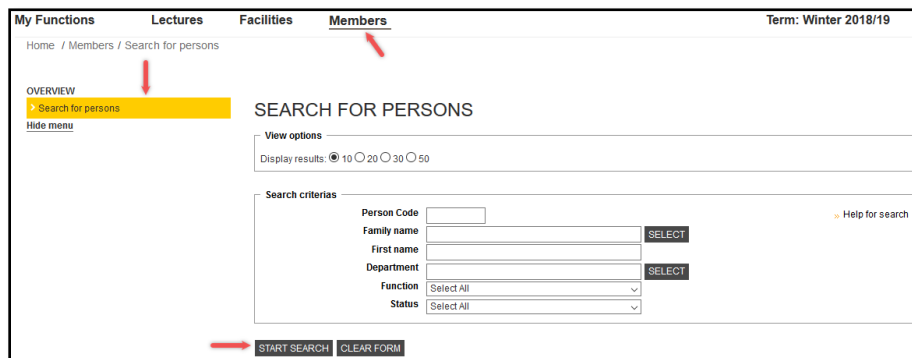▪ By Family name und Department, you may click the "select" buttons to display a selection list.

Figure 14 Search for person

▪ Start the search by clicking the "Start search" button.

▪ The system will show you a results list
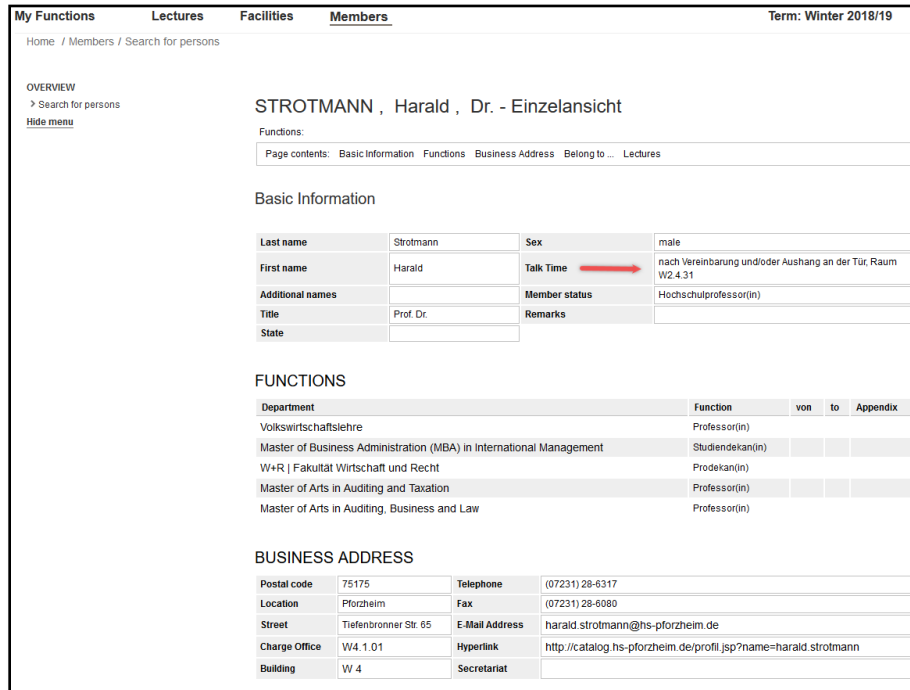
Figure 15 Results List after searching a person

- It is possible depending on your criteria to have more than one person on the results list.
- By clicking the name of the person you may access more detailed information. (See fig. 16)
  Where can you see the Colloquium times from a faculty member?
- By clicking on the Faculty member's name like in the previous step, you will be given more detailed information including the "Talk Time" or available office hours of that member.

Figure 16 Colloquim times

■ Space and room occupancy

How can I check the availability of a room?

Figure 17 Search for rooms

- Select "Facilities" in the horizontal Navigation and then "Search for rooms" in the vertical Navigation menu.
- You will find the following search criteria fields. (see fig. 17)
- Choose the desired room by using the "Select" button right of the criteria.

Start the search by clicking the "Start Search" button.

Figure 18 Results: Room list "Roomsearch"

▪ You will be given a results list based on your criteria.

Choose the searched room from the results list by clicking directly on its name. You will be forwarded to the room's detailed view. (see fig. 19)

Figure 19 Room single view

▪ The single view mode will be displayed for the chosen room.
Click the symbol 📅, to get to the room reservation plan.

Figure 20 Room reservation plan

- The room reservations plan will be shown by week.

The same view options menu is shown like in the Lecture plan allowing you to directly select between semester or view by week.

■ Cancelled or postponed lectures

Where can I find cancelled or postponed lectures?

- Select "Lectures" in the horizontal Navigation and then "Canceled or moved lectures" in the vertical Navigation menu.
- The system will show any cancelled or moved lectures for the actual day.

Figure 21 Cancelled/postponed lectures with "Change Date" option

- You may also change the displayed date by clicking the "Change date" link in the upper right corner of the canceled or moved lectures page.
- On the following page you may choose the dates you would like to see by selecting them on the given calendar.