

## ■ Access to the Course catalogue (LSF)

How does one get in the system?

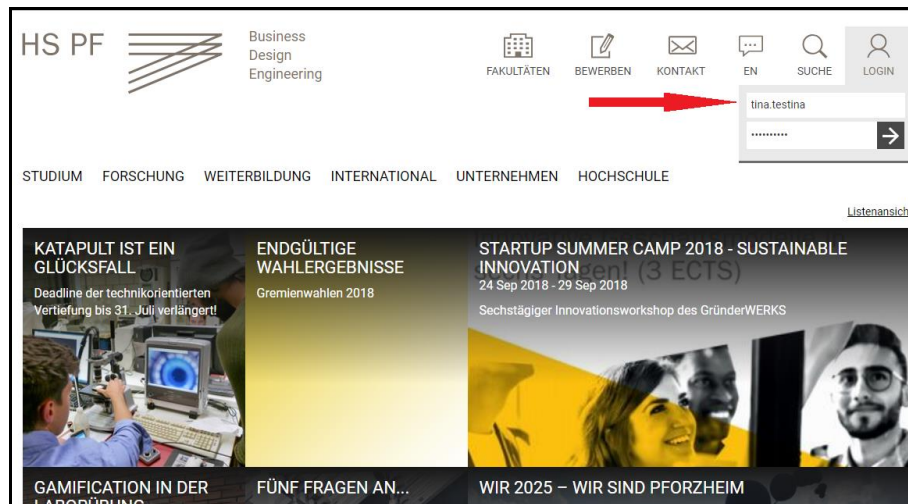


Figure 1 Homepage View

- 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”**

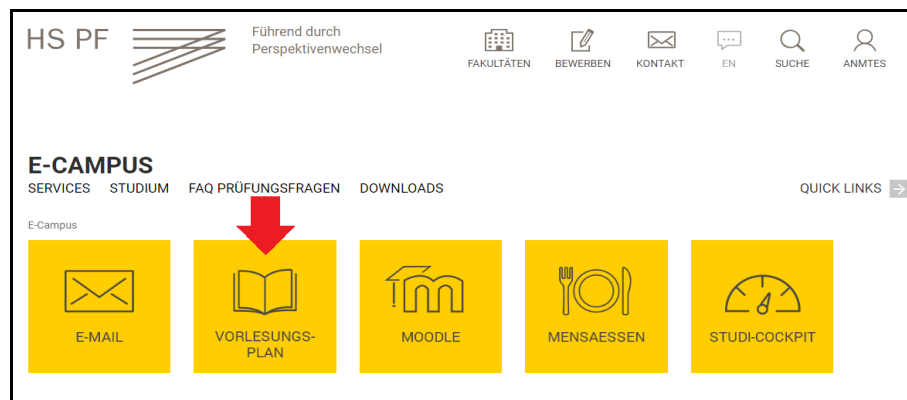


Figure 2 Vorlesungsplan

- 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

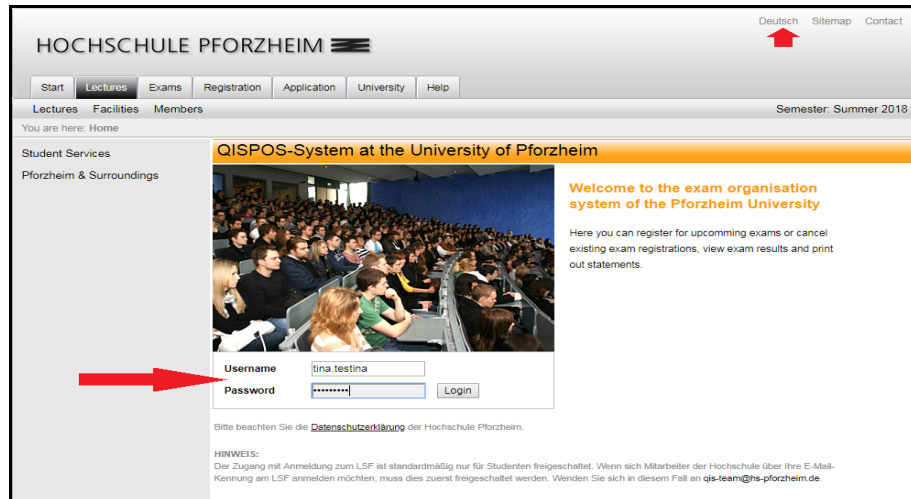


Figure 3 How to login Instructions

- If you have issues logging in, contact the IT-Helpdesk at [hiz-service@hs-pforzheim.de](mailto: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?

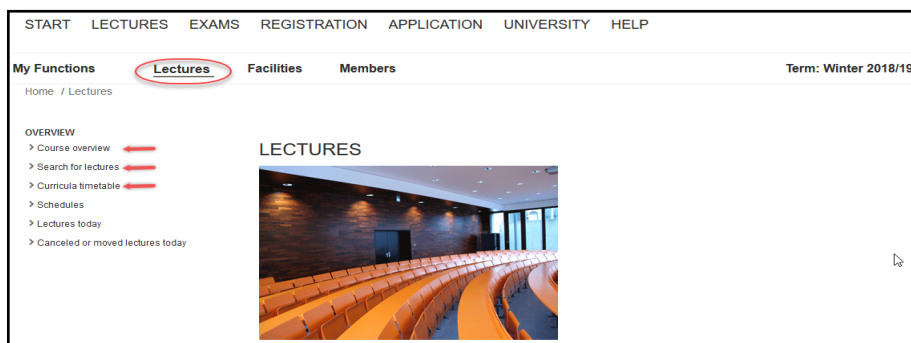


Figure 4 Accessing lectures

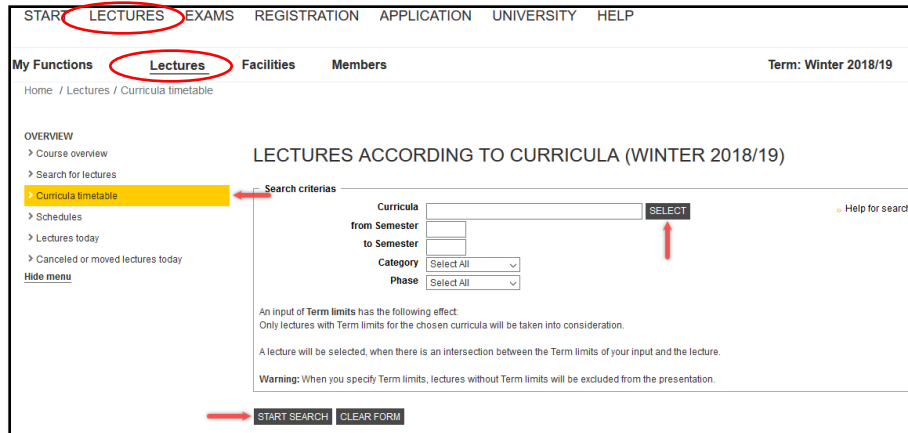
You may access your lectures through the left navigation selections as shown above:

- "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



STAR **LECTURES** EXAMS REGISTRATION APPLICATION UNIVERSITY HELP

My Functions **Lectures** Facilities Members Term: Winter 2018/19

Home / Lectures / Curricula timetable

OVERVIEW

- > Course overview
- > Search for lectures
- > **Curricula timetable**
- > Schedules
- > Lectures today
- > Canceled or moved lectures today

[Hide menu](#)

### LECTURES ACCORDING TO CURRICULA (WINTER 2018/19)

Search criteria

Curricula from Semester to Semester  **SELECT**

Category  Select All

Phase  Select All

An input of Term limits has the following effect:  
Only lectures with Term limits for the chosen curricula will be taken into consideration.

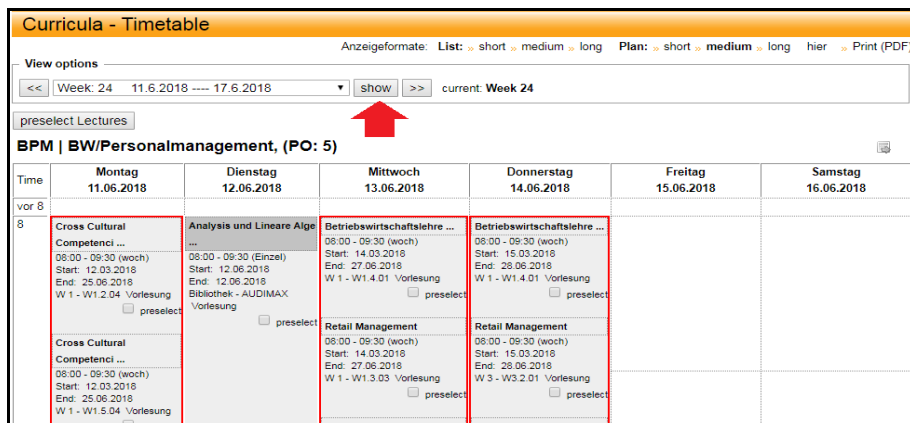
A lecture will be selected, when there is an intersection between the Term limits of your input and the lecture.

Warning: When you specify Term limits, lectures without Term limits will be excluded from the presentation.

**START SEARCH** **CLEAR FORM**

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:



**Curricula - Timetable**

Anzeigeformate: List: » short » medium » long Plan: » short » medium » long hier » Print (PDF)

View options



<< Week: 24 11.6.2018 ---- 17.6.2018 **show** >> current: Week 24

preselect Lectures

**BPM | BW/Personalmanagement, (PO: 5)**

Time	Montag 11.06.2018	Dienstag 12.06.2018	Mittwoch 13.06.2018	Donnerstag 14.06.2018	Freitag 15.06.2018	Samstag 16.06.2018
vor 8						
8	<b>Cross Cultural Competenci ...</b> 08:00 - 09:30 (woch) Start: 12.03.2018 End: 25.06.2018 W 1 - W1.2.04 Vorlesung <input type="checkbox"/> preselect	<b>Analysis und Lineare Alge ...</b> 08:00 - 09:30 (Einzel) Start: 12.06.2018 End: 12.06.2018 Bibliothek - AUDIMAX Vorlesung <input type="checkbox"/> preselect	<b>Betriebswirtschaftslehre ...</b> 08:00 - 09:30 (woch) Start: 14.03.2018 End: 27.06.2018 W 1 - W1.4.01 Vorlesung <input type="checkbox"/> preselect	<b>Betriebswirtschaftslehre ...</b> 08:00 - 09:30 (woch) Start: 15.03.2018 End: 28.06.2018 W 1 - W1.4.01 Vorlesung <input type="checkbox"/> preselect		
	<b>Cross Cultural Competenci ...</b> 08:00 - 09:30 (woch) Start: 12.03.2018 End: 25.06.2018 W 1 - W1.5.04 Vorlesung <input type="checkbox"/> preselect		<b>Retail Management</b> 08:00 - 09:30 (woch) Start: 14.03.2018 End: 27.06.2018 W 1 - W1.3.03 Vorlesung <input type="checkbox"/> preselect	<b>Retail Management</b> 08:00 - 09:30 (woch) Start: 15.03.2018 End: 28.06.2018 W 3 - W3.2.01 Vorlesung <input type="checkbox"/> preselect		
			<b>Betriebswirtschaftslehre ...</b> <input type="checkbox"/> preselect	<b>International Management</b> <input type="checkbox"/> preselect		

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:

**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

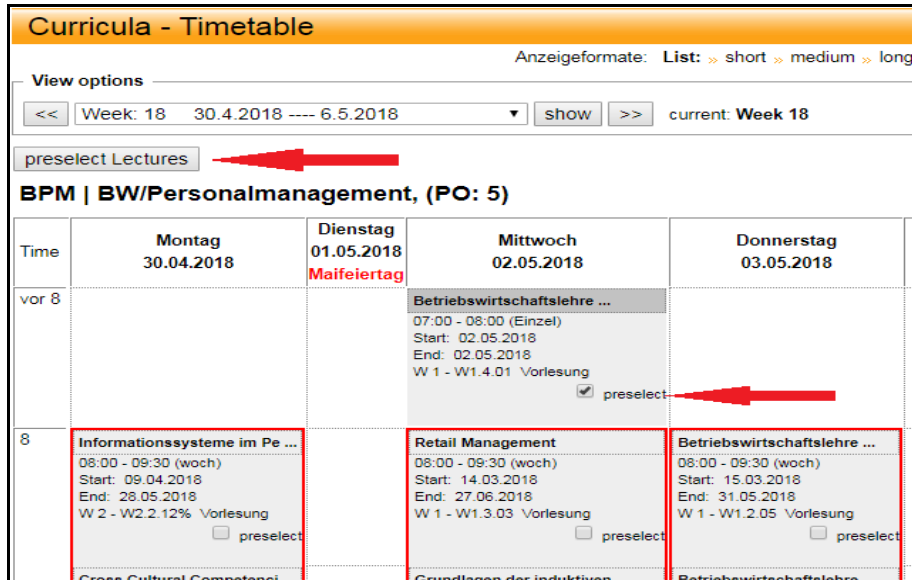


Figure 7 Preselect lectures

- 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)

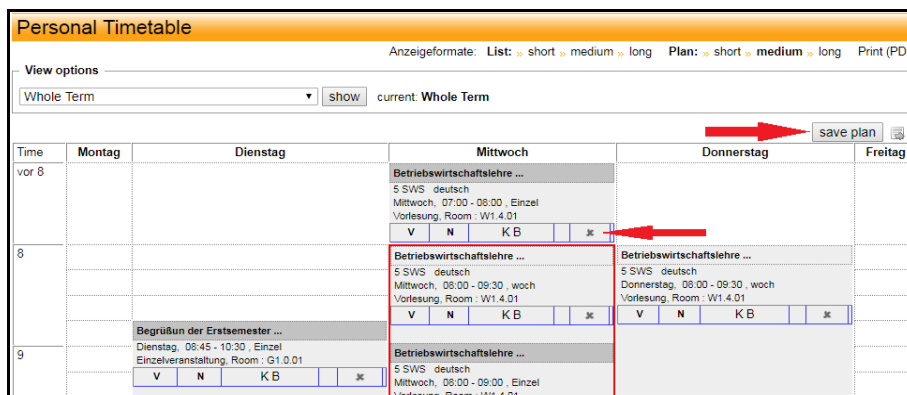


Figure 8 Preselected lectures in plan

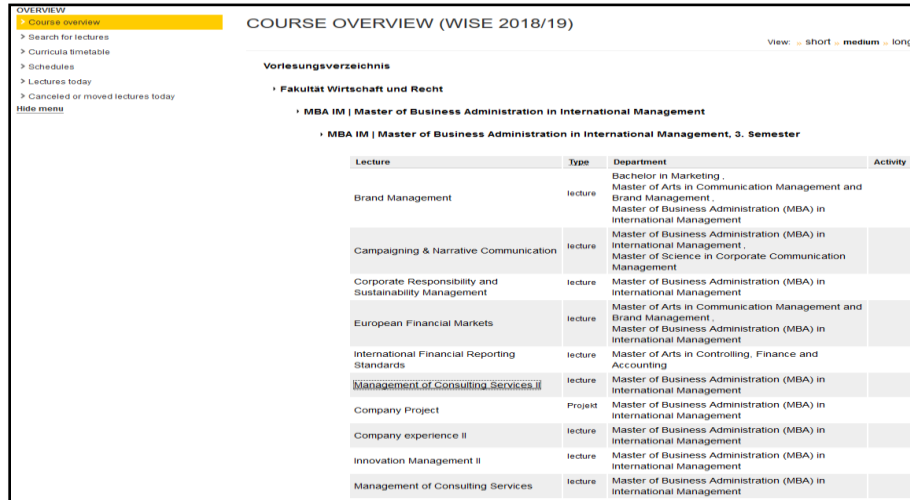
- If you would like to delete any of the selected lectures from your plan, click the ✕ symbol.
- To finish creating your lecture plan, click the “save plan” button.
- Important: If you do not complete this step your changes will be discarded.

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

- The prerequisite to saving your lecture plan is that you are already logged in.

### b) Through the “Course overview”

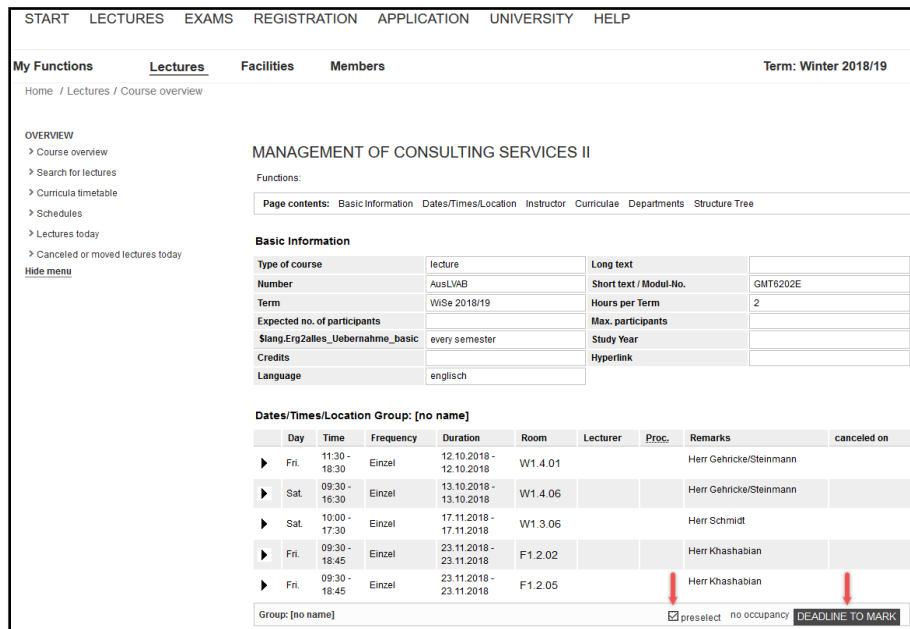
- Choose “Course overview” in the menu (see fig. 5).
- Click the desired category respectively until the correct lecture level is shown.



Lecture	Type	Department	Activity
Brand Management	lecture	Bachelor in Marketing, Master of Arts in Communication Management and Brand Management, Master of Business Administration (MBA) in International Management	
Campaigning & Narrative Communication	lecture	Master of Business Administration (MBA) in International Management, Master of Science in Corporate Communication Management	
Corporate Responsibility and Sustainability Management	lecture	Master of Business Administration (MBA) in International Management	
European Financial Markets	lecture	Master of Arts in Communication Management and Brand Management, Master of Business Administration (MBA) in International Management	
International Financial Reporting Standards	lecture	Master of Arts in Controlling, Finance and Accounting	
Management of Consulting Services II	lecture	Master of Business Administration (MBA) in International Management	
Company Project	Project	Master of Business Administration (MBA) in International Management	
Company experience II	lecture	Master of Business Administration (MBA) in International Management	
Innovation Management II	lecture	Master of Business Administration (MBA) in International Management	
Management of Consulting Services	lecture	Master of Business Administration (MBA) in International Management	

Figure 9 Course Overview

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



Day	Time	Frequency	Duration	Room	Lecturer	Proc.	Remarks	canceled on
Fri.	11:30 - 18:30	Einzel	12.10.2018 - 12.10.2018	W1.4.01			Herr Gehricke/Steinmann	
Sat.	09:30 - 16:30	Einzel	13.10.2018 - 13.10.2018	W1.4.05			Herr Gehricke/Steinmann	
Sat.	10:00 - 17:30	Einzel	17.11.2018 - 17.11.2018	W1.3.05			Herr Schmidt	
Fri.	09:30 - 18:45	Einzel	23.11.2018 - 23.11.2018	F1.2.02			Herr Khashabian	
Fri.	09:30 - 18:45	Einzel	23.11.2018 - 23.11.2018	F1.2.05			Herr Khashabian	

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.

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

- 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.).

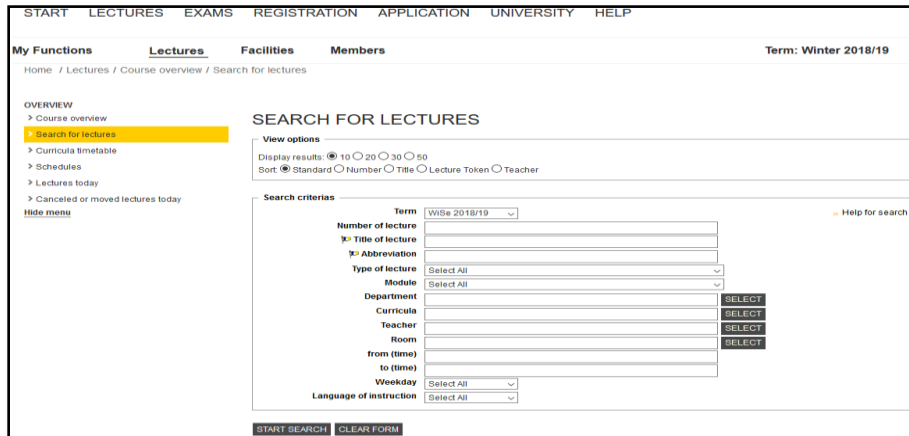
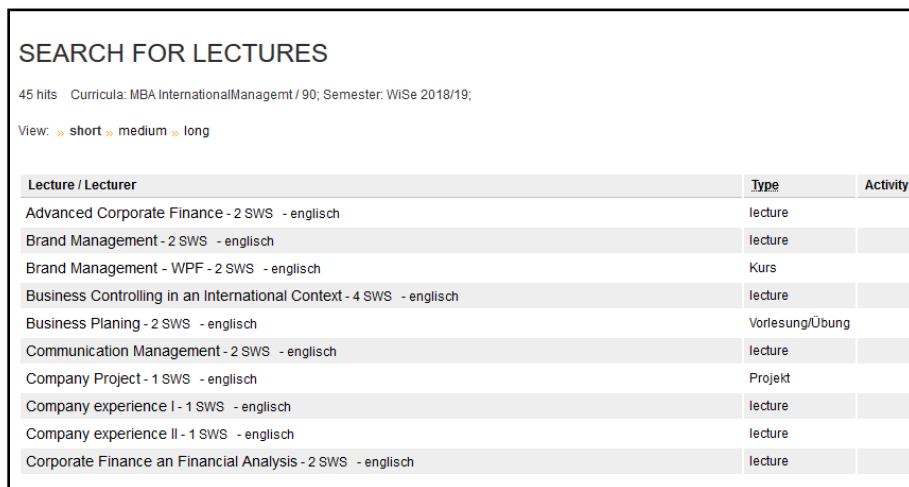


Figure 11 Form Search for lectures

- Start the search by clicking the “Start Search” button.
- You will get a results list (see fig. 12).



Lecture / Lecturer	Type	Activity
Advanced Corporate Finance - 2 SWS - englisch	lecture	
Brand Management - 2 SWS - englisch	lecture	
Brand Management - WPF - 2 SWS - englisch	Kurs	
Business Controlling in an International Context - 4 SWS - englisch	lecture	
Business Planing - 2 SWS - englisch	Vorlesung/Übung	
Communication Management - 2 SWS - englisch	lecture	
Company Project - 1 SWS - englisch	Projekt	
Company experience I - 1 SWS - englisch	lecture	
Company experience II - 1 SWS - englisch	lecture	
Corporate Finance an Financial Analysis - 2 SWS - englisch	lecture	

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.

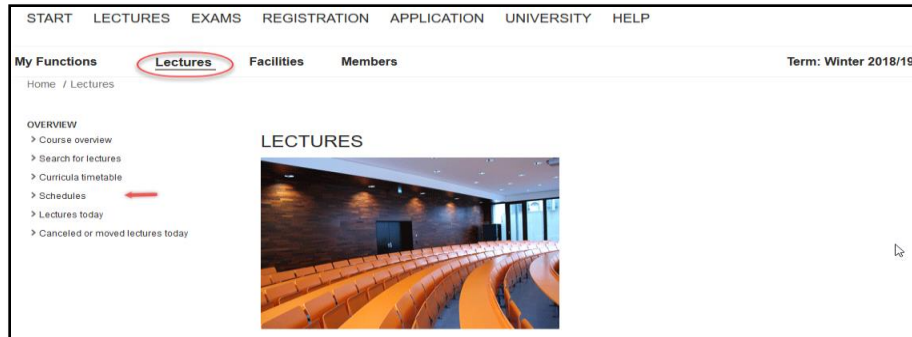


Figure 13 Access personal lecture plan

## ■ 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.

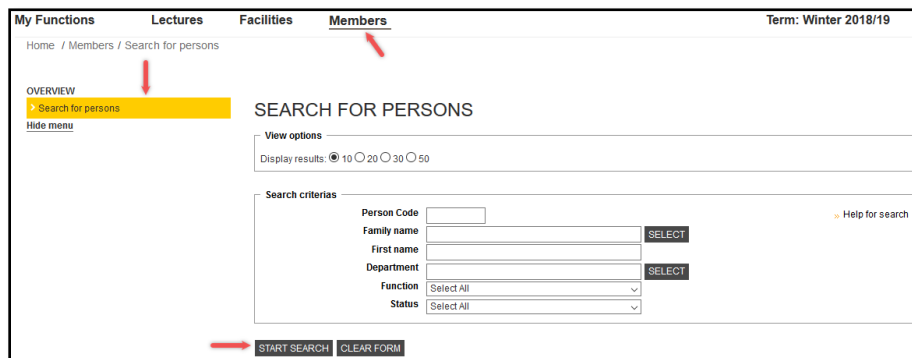


Figure 14 Search for person

- Start the search by clicking the “Start search” button.
- The system will show you a results list

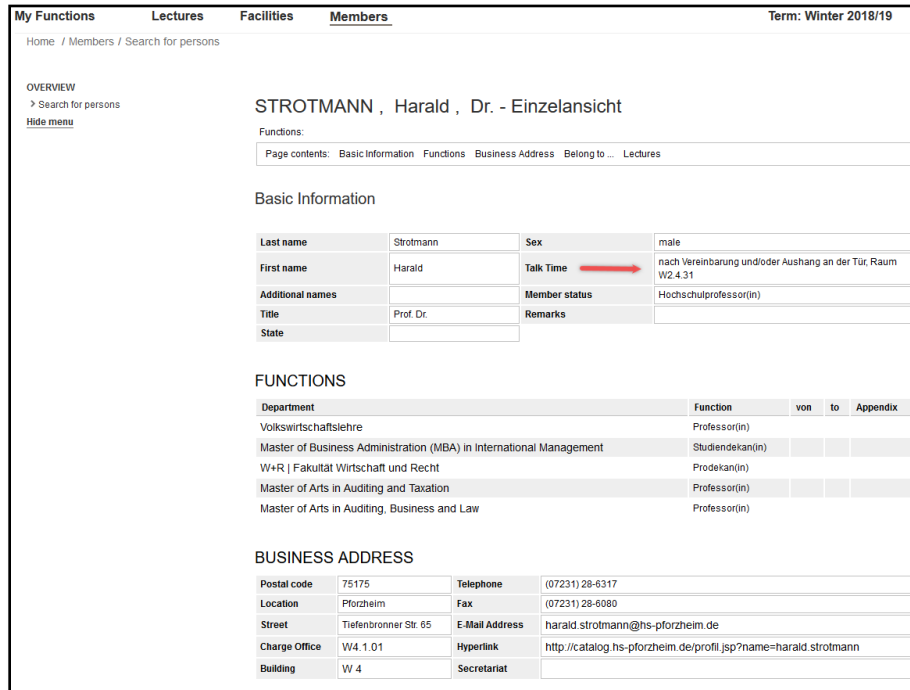


Figure 15 Results List after searching a person

- 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.



My Functions Lectures Facilities **Members** Term: Winter 2018/19

Home / Members / Search for persons

OVERVIEW  
 > Search for persons  
 Hide menu

### STROTMANN , Harald , Dr. - Einzelansicht

Functions:  
 Page contents: Basic Information Functions Business Address Belong to ... Lectures

#### Basic Information

Last name	Strotmann	Sex	male
First name	Harald	Talk Time	nach Vereinbarung und/oder Aushang an der Tür, Raum W2.4.31
Additional names		Member status	Hochschulprofessor(in)
Title	Prof. Dr.	Remarks	
State			

#### FUNCTIONS

Department	Function	von	to	Appendix
Volkswirtschaftslehre	Professor(in)			
Master of Business Administration (MBA) in International Management	Studiendekan(in)			
W+R   Fakultät Wirtschaft und Recht	Prodekan(in)			
Master of Arts in Auditing and Taxation	Professor(in)			
Master of Arts in Auditing, Business and Law	Professor(in)			

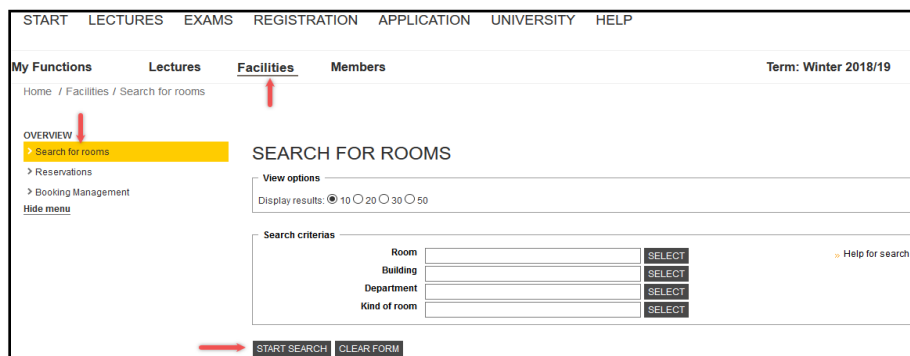
#### BUSINESS ADDRESS

Postal code	75175	Telephone	(07231) 28-6317
Location	Pforzheim	Fax	(07231) 28-6080
Street	Tiefenbronner Str. 65	E-Mail Address	harald.strotmann@hs-pforzheim.de
Charge Office	W4.1.01	Hyperlink	http://catalog.hs-pforzheim.de/profil.jsp?name=harald.strotmann
Building	W 4	Secretariat	

Figure 16 Colloquim times

## ■ Space and room occupancy

### How can I check the availability of a room?



START LECTURES EXAMS REGISTRATION APPLICATION UNIVERSITY HELP

My Functions Lectures **Facilities** Members Term: Winter 2018/19

Home / Facilities / Search for rooms

OVERVIEW  
 > Search for rooms  
 > Reservations  
 > Booking Management  
 Hide menu

### SEARCH FOR ROOMS

View options  
 Display results: ☒ 10 ☐ 20 ☐ 30 ☐ 50

Search criteria

Room		SELECT
Building		SELECT
Department		SELECT
Kind of room		SELECT

Help for search

START SEARCH CLEAR FORM

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.



START LECTURES EXAMS REGISTRATION APPLICATION UNIVERSITY HELP

My Functions Lectures **Facilities** Members Term: Winter 2018/19

Home / Facilities / Search for rooms

OVERVIEW  
 > Search for rooms  
 > Reservations  
 > Booking Management  
 Hide menu

SEARCH FOR FACILITIES

1 hits Room: W 1, W1.4.06;

Functions: Print

Room: **W1.4.06**, Hör-/Lehrsaal  
 room for lectures Room plan

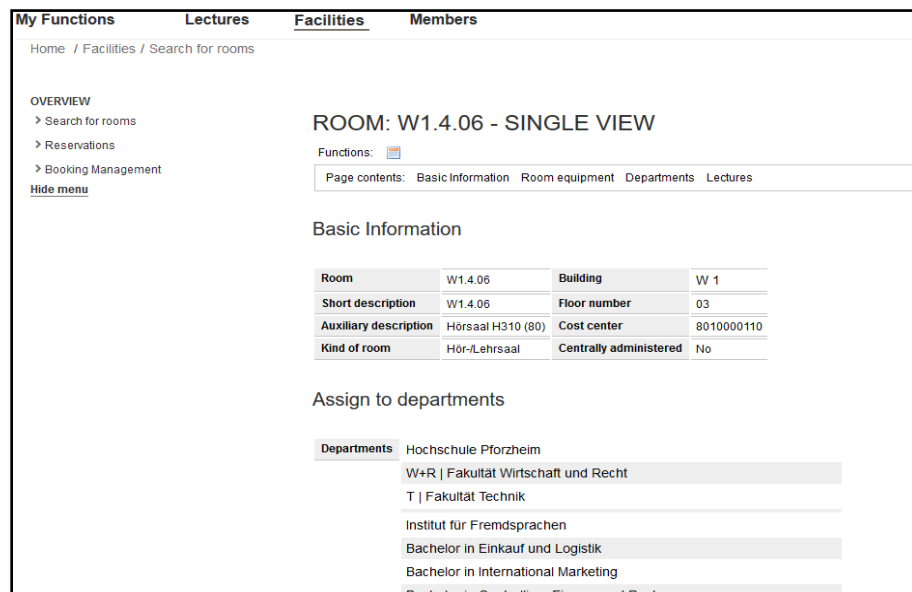
Building: W 1  
 Building Address: Tiefenbronner Str. 65, D-75175 Pforzheim  
 Telephone: (07231) 28-6007  
 Fax: (07231) 28-6006  
 Department: Hochschule Pforzheim (HS PF)  
 Department: W+R | Fakultät Wirtschaft und Recht (W+R)  
 Department: T | Fakultät Technik (T)  
 Department: Institut für Fremdsprachen (IFS)  
 Department: Bachelor in Einkauf und Logistik (BEL)  
 Department: Bachelor in International Marketing (BIM)  
 Department Address: Tiefenbronner Strasse 65, 75175 Pforzheim  
 Telephone: (07231) 28-6006  
 Fax: (07231) 28-6190  
 E-Mail: astrid.perbandt@hs-pforzheim.de

Department: Bachelor in Controlling, Finanz- und Rechnungswesen (BCR)  
 Department: Bachelor in International Business (BIB)  
 Department: Bachelor in Markt- und Kommunikationsforschung (BMF)  
 Department: Bachelor in Personalmanagement (BPM)  
 Department: Bachelor in Steuer- und Revisionswesen (BSR)  
 Department: Bachelor in Werbung (BWE)  
 Department: Bachelor in Wirtschaftsinformatik (BWIK)  
 Department: Bachelor in Wirtschaftsrecht (BWR)  
 Department: Bachelor in Marketing (BMA)  
 Department: Master of Arts in Communication Management and Brand Management (MCM)  
 Department: Master of Science in Information Systems (MIS)  
 Department: Master of Business Administration (MBA) in International Management (MBA IM)  
 Department: T | Bachelor Technische Informatik (BTI)  
 Department Address: Tiefenbronner Strasse 65, 75175 Pforzheim  
 Hyperlink: [http://eit.fh-pforzheim.de/menue/name\\_bc\\_b.htm](http://eit.fh-pforzheim.de/menue/name_bc_b.htm)  
 Telephone: (07231) 28-6005  
 Fax: (07231) 28-6060  
 E-Mail: [informationstechnik@hs-pforzheim.de](mailto:informationstechnik@hs-pforzheim.de)  
 Department: T | Bachelor Elektrotechnik (BET)  
 Department Address: Tiefenbronner Strasse 65, 75175 Pforzheim

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)




My Functions Lectures **Facilities** Members

Home / Facilities / Search for rooms

OVERVIEW  
 > Search for rooms  
 > Reservations  
 > Booking Management  
 Hide menu

ROOM: W1.4.06 - SINGLE VIEW

Functions: 

Page contents: Basic Information Room equipment Departments Lectures


Basic Information

Room	W1.4.06	Building	W 1
Short description	W1.4.06	Floor number	03
Auxiliary description	Hörsaal H310 (80)	Cost center	8010000110
Kind of room	Hör-/Lehrsaal	Centrally administered	No

Assign to departments

Departments Hochschule Pforzheim  
 W+R | Fakultät Wirtschaft und Recht  
 T | Fakultät Technik  
 Institut für Fremdsprachen  
 Bachelor in Einkauf und Logistik  
 Bachelor in International Marketing  
 Bachelor in Controlling, Finanz- und Rechnungswesen

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.

**ROOM - RESERVATIONS**

Anzeigeformat: List, short, medium, long Plan: short, medium, long

View options: << Week: 39 24.9.2018 — 30.9.2018 SHOW >> current Week 39

**W 1 - W1.4.06 (Hör-/Lehrsaal)**

Time	Monday 24.09.2018	Tuesday 25.09.2018	Wednesday 26.09.2018	Thursday 27.09.2018	Friday 28.09.2018
vor 8					
8	<b>SIK Kommunikation und Tea...</b> Monday, 08:00 - 17:00, Einzel, Einzelveranstaltung				<b>Wirtschaftsrecht in der A ...</b> Friday, 08:30 - 12:45, Einzel, lecture
9				<b>English for accountants ...</b> Thursday, 09:00 - 13:00, Einzel, lecture	
10					
11					
12					
13					
14				<b>Wirtschaftsrecht in der A ...</b> Thursday, 13:45 - 18:00, Einzel, lecture	<b>Planung und Kontrolle</b> Friday, 13:45 - 18:00, Einzel, lecture
15					
16					

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.

**My Functions** Lectures Facilities Members Term: Winter 2018/19

Home / Lectures / Canceled or moved lectures today

OVERVIEW	CANCELED LECTURES TODAY THU , 27.09.2018	
> Course overview		
> Search for lectures		
> Curricula timetable		
> Schedules		
> Lectures today		
> <b>Canceled or moved lectures today</b>	No canceled lectures currently	<a href="#">Change date</a>
Hide menu		

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.