Working with

STUD.IP
You can access Stud.IP via the University's website.
1. Open Stud.ip and log in

Log in with your login credentials (ZIMK ID and password).

Select your language of preference.
2. Start Page

On the start page you will find recent announcements and current dates such as classes, etc.
3.1 My Profile

Click on this button to access your profile, to your personal documents, personal details, to change settings or to log out of Stud.IP.
3.2 My Profile

Here you will find general information of your profile. You can add a photo and a little description if you want to. Other users in Stud.IP can access and see your profile just as you can see theirs.
4.1 Courses: My Courses

Click on “Courses“ to see your classes that have been imported from PORTA to Stud.IP. After having signed up for a class on PORTA it will appear here shortly. You will only see the classes for the selected semester. You can either click on the class title to see more information on the class or click on one of the buttons under content. If there are any content changes, the button will be marked in red.
4.2 Courses: Overview

Click on the class title to get an overview with basic details on the class such as time, course location, first date and lecturers.
4.3 Courses: Forum

Click on the second button “Forum“ under “Courses“ to access the class forum (if available). Sometimes, teachers and students use this forum to discuss the class content or ask questions.
4.4 Courses: Participants

You can also find an overview of all participants. This helps you find your fellow class mates' email addresses in case you need to contact them. The same applies for contacting your teacher via email or to sign up for office hours.
4.5.1 Courses: Files

By clicking on “Files“ you will see all files and documents that have been uploaded by your teacher or your class mates. Please check regularly after and before a class if there are any new documents or information. Newly added information is usually marked in red.
4.5.2 Courses: Adding/Downloading Files

If you click on a folder, you will find more documents and document details. After selecting an item, you can download it. You can also add a file, for instance after having given a presentation, you can upload the presentation.
4.5.3 Courses: Adding/Downloading Files

If you want to add a file, you can select the source first, give your document a title and select the licence.
4.6 Courses: Schedule

The course schedule lists all dates, times, and rooms when and where the class will take place.

<table>
<thead>
<tr>
<th>Time</th>
<th>Type</th>
<th>Topic</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tue, 17/10/17, 08:00 - 10:00</td>
<td>Meeting</td>
<td></td>
<td>B 304 (Sprachzentrum)</td>
</tr>
<tr>
<td>Tue, 24/10/17, 08:00 - 10:00</td>
<td>Meeting</td>
<td></td>
<td>B 304 (Sprachzentrum)</td>
</tr>
<tr>
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<td>Meeting</td>
<td></td>
<td>B 304 (Sprachzentrum)</td>
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<td></td>
<td>B 304 (Sprachzentrum)</td>
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<td></td>
<td>B 304 (Sprachzentrum)</td>
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<td></td>
<td>B 304 (Sprachzentrum)</td>
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<td>B 304 (Sprachzentrum)</td>
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<td></td>
<td>B 304 (Sprachzentrum)</td>
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<td>B 304 (Sprachzentrum)</td>
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<td></td>
<td>B 304 (Sprachzentrum)</td>
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<tr>
<td>Tue, 23/01/18, 08:00 - 10:00</td>
<td>Meeting</td>
<td></td>
<td>B 304 (Sprachzentrum)</td>
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<td></td>
<td>B 304 (Sprachzentrum)</td>
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<tr>
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<td>Meeting</td>
<td></td>
<td>B 304 (Sprachzentrum)</td>
</tr>
</tbody>
</table>
4.7 Courses: Literature

Under “Literature“ you may find any academic literature your teacher recommends or asks you to read.

LANG 501 Useful Resources

**BOOKS**


**Accents**

4.8 Courses: Courseware

Courseware offers a virtual learning environment and may include online exercises or modules.
4.9 Courses: Vips

“Vips“ (Virtuelle Prüfungssystem = virtual exam system) may be used for online exams or online exercises.
5. Messages

The third button on top leads you to your messages. You can either send messages via Stud.IP or your university’s email account. However, not all emails you receive in your email account will be available on Stud.IP.
6. Planner

A timetable for the semester you have selected can be found under “Planner“.
You can also search for classes, teachers, class participants, etc.
8.1 Signing up for Office Hours

If you want to talk to a teacher outside of class you can sign up for their office hours if your teacher asks you to do so via Stud.IP. First, click on or search for your teacher's name. Remember you can also find their profile page over “Participants“ under “Courses“.
8.2 Signing up for Office Hours

Usually, the list of available office hours can be found at the end of the teacher’s page on Stud.IP. Click on the button under “Options” for the date that suits you and that is free.