

Instructions – Registration for Seminars

Example: winter term 20/21

1. Student-ID

- Before enrollment, please state your student ID to enter the OLAT-group.
- Click on the “**Start**”-button to open the input window.

The screenshot shows the 'Seminar Registration' page. On the left, there is a sidebar with several options: Seminar Registration (selected), Enrollment, Seminars, Material, Registration for seminars, First-come First-serve, and Information. The 'Student ID' option is highlighted with a red circle. The main content area has a heading 'Beschreibung ausblenden'. Below it, a note says: 'Please enter your Student-ID here before enrolling. (not the STU-number)'. A note below that says: 'NOTE: If we cannot assign you to a student-ID, it is not possible to assign you to a seminar!'. At the bottom right of this section is a link 'Ausblenden'. Below this is another section with the text 'Drücken Sie Start, um den Test zu beginnen.' and 'Bei diesem Test können Ihre Resultate von den Administrator/innen und den Betreuer/innen dieses Kurses eingesehen werden.'. In the center of this section is a purple 'Start' button, which is also circled in red.

- Enter your Student-ID (**not your stu-number**)
- Save your input by clicking the button “**Antwort speichern**”

Information WiSe 20/21 MA

The screenshot shows the 'Information WiSe 20/21 MA' page. On the left, there is a sidebar with 'Information' and 'Student ID' selected. The main content area has a heading 'Beschreibung ausblenden'. Below it, a note says: 'Before registration please state your student ID (Matrikelnummer). For that click on 1.1 Student ID on the left hand side.'. At the bottom right of this section is a link 'Ausblenden'. Below this is a form section with 'Student ID' and '1 Punkt'. There is a blue input field for 'Student ID (Matrikelnummer)' with a red arrow pointing to its right. To the right of the input field is a button 'Nicht beantwortet'. At the bottom right of the form is a brown 'Antwort speichern' button, which is circled in red.

- If your input was correct, you receive the following message “**Antwort wurde gespeichert**”
- Click “**Test schließen**” and then “**Ok**”.

Information WiSe 20/21 MA

The screenshot shows a confirmation message: "Die Antwort wurde gespeichert". A red circle highlights the "Test schließen" button in the top right corner of the modal window.

Information WiSe 20/21 MA

A confirmation dialog box is displayed, asking if the user is sure they want to close the test. It states: "Sind Sie sicher dass Sie den Test schliessen wollen? Sie verlassen den Test dadurch endgültig und haben im Anschluss keinen Zugriff mehr darauf." Two buttons are visible: "Ok" and "Abbrechen". The "Ok" button is highlighted with a red circle.

- Another window will open, here also go to “**Resultate schließen**” and confirm with “**Ok**”.

2. Enrollment

- After registration of your student-ID, you can enroll to the OLAT-group via the subfolder “**Enrollment**” and click “**Einschreiben**”

The screenshot shows the "Seminar Registration MA-VWL" page. In the sidebar, the "Enrollment" link is highlighted with a red circle. The main content area displays a message: "Please enroll here." Below this, it says: "Wählen Sie eine der untenstehenden Lerngruppen aus, um sich einzuschreiben." A table lists a single entry:

Name	Beschreibung	Anzahl Plätze Belegt/Total	Status	Einschreiben	Austragen
Participant Master Seminar			Nicht eingeschrieben	Einschreiben	-

The "Einschreiben" button in the table is highlighted with a red circle. A red arrow points from the highlighted "Enrollment" link in the sidebar to the "Einschreiben" button in the table.

3. Preferences

- To state your preferences, you have to take a test in the subfolder “**Registration for seminars**”. Make sure to answer all the questions! If not your registration won't be considered.

The screenshot shows a sidebar with links: Seminar Registration, Student ID, Enrollment, Seminars, Material, and Registration for seminars (which is circled in red). The main content area has a heading 'Allocation of seminars' and instructions about preference counts and seminar allocation. A large 'Start' button is at the bottom, also circled in red.

- Click “**Start**” to open the test.
- Enter your Student ID and the semester you are in when you attend the seminar.
- Click “**Antwort speichern**” to continue!

Allocation WS 20/21 (new)

This screenshot shows a form for 'Allocation WS 20/21 (new)'. It includes fields for 'Immatriculation number' and 'Semester (in winter term 20/21)'. At the bottom, there is a 'Antwort speichern' button (circled in red), a 'Nächste Frage >' button, and a 'Menu-Navigation Test' link.

- Proceed the same in the next sections: Course of Study, Number of Seminars and Preferences. Make sure to fill all the gaps and click “**Antwort speichern**” after doing so.
- After stating your preferences and clicking “**Antwort speichern**” a button “**Test beenden**” will pop up on the top right. Click on it and confirm with “Ok”.

Allocation WS 20/21 (new)

This screenshot shows the final step of the allocation process. It displays course preferences (1. Seminar in Resource Economics, 2. Seminar in Environmental Economics) and a confirmation message: "Der Test ist beendet.". A 'Test beenden' button (circled in red) is visible in the top right corner.

- After that you will receive the feedback “**Test abgeschlossen**”.
- Go then to the top right and click “**Test schließen**” and confirm with “**Ok**”.

Allocation WS 20/21 (new)

Test schliessen

Test abgeschlossen

Feedback
Der Test ist beendet.

nach oben

- You can view your stated preferences by returning back to "Registration for seminars" and unfolding the light grey rectangular called "Resultate".

Seminar Registration

- Student ID
- Enrollment
- Registration for seminars**
- Seminars
- Material
- Information
- Instructions
- Instructions "F-C F-S"

Beschreibung ausblenden

Allocation of seminars
Entries will be collected from **19. November (6 pm) until 31. December (11:59 pm)**.
In order to increase the likelihood of getting a seminar according to your preferences, we strongly recommend stating **more than one preference**. Students announcing only one preference will not receive a seminar place if their first choice is not allocated to them.
Please do not state preferences for seminar modules you have already passed. Please read your FPO carefully in order to register for the correct seminars.

Ausblenden

Resultate

Drücken Sie Start, um den Test zu beginnen.

If you have any questions, please contact: hiwistudienkoordination@economics.uni-kiel.de