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Welcome!

The Leibniz Universität Hannover has been engaged in the topic of eLearning for approximately ten years. Within these years, many changes have occurred in the online business.

The university of the year 2009 has become bigger, more modern and thrilling. Today it offers a huge number of possibilities in the online universe which were not even invented ten years ago. From the online registration, the online exam registration, the digital library, the electronic provision of seminar documents up to the wireless internet, quite a whole new world is waiting for you to be explored. Even though the internet might not be a mystery for you anymore.

However, this investigation should happen as fast as possible, since today's study structures require an efficient use of the various online offers, in order to be as successful as possible in your classes.

We wrote this manual to help you organize the starting phase of your studies in Hannover and to give you an overview over the existing possibilities.

It should help you, whenever lecturers require the use of a learning management system, whenever you have to subscribe to a network, do research for your papers or prepare yourself for exams, using the internet or other databases.

In the end it is a matter of keeping two words in your head: Don't panic! Many supporting hands, receivers and advisory service desks are glad to answer your questions and solve your problems. In addition, we have established an „eLearning helpdesk“ in the TIB/UB just recently. Our employees will personally support you, whenever you need help.
The elsa and I hope you have a great start in the new semester.

(Vice President for Apprenticeship, Study and Continuing Education)
This manual should make getting started with the university level eLearning System for you as easy as possible. All impatient users will find a “Quick-guide” on the following side. It gives an overview over important services and what you need for registration. In each chapter you will find needed links which components are marked in color. The standard module uni-hannover.de for example is color-coded in grey, changing parts are highlighted. This way you do not get confused with long internet addresses and only need one short look. It is even easier if you can read the QR codes, printed directly beside the links with a suitable device. Many current cell phones and Smart-phones/PDAs with suitable software (e.g., QuickMark or i-nigma) are able to open these. Then the software directly loads the desired page. In the middle of this booklet you will find an overview of all important contacts and the availability of the university WLAN.

You ask yourself, what Stud.IP or IdM were? No problem! For this matter we have created a small glossary all around eLearning at Leibniz Universität Hannover. You will find it at the end of the manual.

The Manual

eLearning helpdesk

Life, teaching and learning with digital media is essential in university life. Hence, the TIB/UB and elsa (eLearning service department) have arranged a place, where you can consult competent and personal assistance concerning many subject areas of this manual.

These subject areas of the manual are marked with the helpdesk symbol.

Our helpdesk counters are located in the TIB/UB House 1 and FBK; the exact location can be seen on the general map (page 14 and 15). If you need a quick answer or need support at home, you can also contact the eLearning hotline by phone. It is accessible via the telephone number +49 511 762 4040 and via elearning@uni-hannover.de

Opening hours:
Monday - Friday 11.00am - 04.00pm
The Identity Managment (IdM)

What is IdM?

You will have already discovered it: Your study date sheet contains an ID with an accompanying password. This ID is your LUH-ID which you can use in the future on many occasions if it is a matter of attaining access to IT-supported services of the Leibniz university of Hannover. For example, the online portal, the university-wide WLAN or the learning management system Stud.IP, which is used, among others, to make lecture materials (e.g., scripts or presentations) available to the students electronically.

The new established LUH-ID which can be handed out to each student as a definite ID receives a central role. It has the form XXX-XXX and is handed out for each student individually. Both, the LUH-ID and the student identification number do not allow anyone to access your data. All of your data is treated confidentially.

How do I receive access?

1. To receive access to central services, you have to subscribe with your LUH-ID and the initial password on the page:

   http://login.uni-hannover.de

   You find your LUH-ID and your password on the semester sheet which you have received with your students identity card. Should your initial password contain a & sign, the & on the keyboard is meant by it.

2. Now you are asked to enter an eMail address or to confirm it if you have already entered an address with the registration at the Leibniz Universität Hannover.

3. Now you get a verification code send to this address. You have enter it on the login page to make sure that you have access to the address. Alternatively you can also use the link which is included in the eMail.

4. Finally you are asked to enter a new password for your LUH-ID.

   This password becomes a sort of general key with which you can reset other passwords and log in on the online portal if this service is available for your course of studies (further details on page 18). It should be chosen in such a way that it is either not too easy or too short. Treat this password confidentially!
Once you logged in, you can check your statuses and activate new Services at „Services“.

The Central Login Page

After completing these first steps, you are able to unlock access to the offered services. You can do this on the central Login page on the left side via „Services“. There you find a list with the applicable services, information concerning them and the possibility to administrate your passwords. Via „Personal data“ you can see your dates, register a new eMail address and decide which university newsletters are sent to you.

Which services are already bound?

In this segment you find information about the services which are available to you in the area „Services“.

Online portal (IdM / HIS)

After the registration on the Login page (see page 4) you can log in with the LUH-ID and the accompanying password for the central students management. Then you can compose online schedules, correct your address dates if necessary or you can register for exams and see your marks.

The University-WLAN

In many buildings of the university and on the campus, wireless internet access is offered, which generally every member of the LUH and students may use. Via the Login page you are able to activate your WLAN access. For safety reasons a separate password has to be chosen. You can store this password on your notebook in the WLAN access. (install instructions page 8.)

Stud.IP

The centrally offered learning management system Stud.IP is more and more used for the provision of documents to lectures and for the communication between teacher and student. Via the Login page you are able to install your Stud.IP account if required or - in case it slipped your memory - look up your login name. An own chapter in this manual is dedicated to Stud.IP in which the basic functionalities are explained.

Computer pools of the faculty for mathematics and physics

As a student of the faculty for mathematics and physics you can activate an account for the pools of the faculty via the Login page. If you belong to another faculty, you can also apply for an account, however, it only becomes activated with entitled interest. (Example: Lectureship students belong
to the faculty of philosophy, even if the main subjects are mathematics and physics.)

How will it go on?

Not yet all services of the Leibniz Universität Hannover are bound to the IdM. For the following services support is planned in close future and for many a binding will follow in the next semesters:

Computer-Pools
At many places there are computer pools for students provided by faculties or single institutes. Beside the already integrated pools of the faculty for mathematics and physics you can also apply for accesses to other pools then.

Student server
The student servers offer an eMail address and Webspace to all students of the Leibniz Universität Hannover. The eMail address is required, for example, to receive the literature program Citavi.

Questions and Problems concerning the IdM

Not all students of the Leibniz Universität Hannover have received a LUH-ID. Should you, for example, be Studienkollegiat, auditor or junior student, you are able to apply for an account at the appropriate office.

How do I Deal with my Existing Accounts?
If you are already using services whose access is now applied via the IdM, it is nevertheless worthwhile, to install your LUH-ID, because the management of the WLAN accesses soon is only accessible via the IdM. For Stud.IP an activation via the IdM means that you can see your user name on the central Login page.

Forgot your password?
Should you once have forgotten your self-chosen password, you can use the reset mechanism on the IdM page (http://login.uni-hannover.de), for which you need your initial password.

Contact
The LUH-ID and the Login page are results of the Identity management project in the RRZN. The project deals with the construction of a central and controlled management of user data for the different IT services in the LUH. The IdM team accepts suggestions and criticism with pleasure. The contact address is: support@idm.uni-hannover.de.
On Campus – Always Online

The University-WLAN

The RRZN offers wireless internet access (Wireless LAN, WLAN) in many buildings and areas of the university. The access requirement is the LUH-ID. The access is encoded. For the encoding – which protects your transferred data against access by strangers – two different procedures are available. One with additional software and one which works on up-to-date computers without the installation of additional software. You can look up on the general map on page 14 and 15 where the WLAN is available. The use of the network „LUHWPA“ is supported by Windows from XP SP1 as well as by Mac OS X from 10.3 native without installation of additional software. When using Linux perhaps additional software needs to be installed. Access is also possible with PDAs which support WLAN and phones, like the iPhone, or devices which support Windows mobile.

The access to WLAN is enabled via the LUH-ID. Your LUH-ID must be activated uniquely, before you can receive access. (More info in the chapter „The Identity management (IdM)“).

Four steps to Activation

1. Activate your LUH-ID.
2. You can arrange your password for the use of the WLAN on „central Login-page“. Your user’s name is your LUH-ID complemented with „-W1“.
3. Configure your computer. Instructions can be found on the following pages.
4. After the first successful Login the computer connects itself automatically with the WLAN if it is in reach.

If you should still have problems with completing these steps, you can consult the data-station in the RRZN or the eLearning helpdesk. You can simply bring along your computer. You find contact addresses and telephone numbers in the boxes on the general map (page 14 and 15).
1. Open the „Control Panel“ via the startmenue and there open „Network Connections“.
2. Click on the symbol „wireless network connection“ and choose in the pop-up menu (right mouse key) „Properties“.
3. Click on the index „wireless networks“ in the new window.
4. The window for the management of the wireless networks appears. Click on „Add“.
5. Activate (in case not already done) „Use Windows to configure my wireless network settings“.
6. Click in the list „preferred networks“ on „add“. In the new window you type in “LUHWPA” as network name (SSID).
7. For Network Authentication you select WPA, or if it is supported by your computer, WPA2. If you can choose none of these options, the driver of your WLAN card supports no WPA. Check whether the latest drivers and all Windows updates are installed.
8. For Data encryption method you select „TKIP“, or if „WPA2“ was selected, „AES“.
9. In the index „authentication“ you select as EAP type „Protected EAP (PEAP)“.
10. Then you click on the button „Properties“. In the appearing window „Protected EAP Properties“ you check the box with „Validate server certificate“ as well as „Enable Fast Reconnect“.
11. In the list of the Trustworthy Root Certification Authorities you check „Deutsche Telekom Root CA 2“. If this entry does not appear in the list, please make sure that you have installed all current Windows updates, in particular root certifi-
cate updates.

12. Select the authentication method „Secured password (EAP-MSCHAP v2)“.

13. Now click on the button „Configure“.

14. In the window „EAP MSCHAP v2 Properties“ you uncheck „Automatically use my Windows login name and password (and domain if any)“.

15. Now close all windows by clicking on „OK“.

Now a connection should be established, in this case a message which requests the input of username and password appears in the lower right corner of the monitor. Here you enter your username (the LUH-ID “-W1“) and your WLAN password. Please leave the field “Domain“ blank. With the first connection a query possibly appears concerning the server certificate examination which should be confirmed with OK. After these last inputs a connection should be established after some seconds. If this is not the case or no request for password input appears, start the „wireless network connection“ by right clicking and choice of „deactivate“ and in the following „activate“ in the appearing pop-up menu (right mouse key).

(PEAP)” and click on the “Settings“ button right next to it.

10. In the appearing window „Protected EAP Properties“ check „Validate server certificate“ as well as „Enable Fast Reconnect“.


Now a connection should be established. In this case a message which requests the input of user name and password appears in the right lower corner of the monitor. Click on this message and enter your username (LUH-ID “-W1“) and WLAN password in the appearing registration window. Leave the domain field blank. With the first connection a query possibly appears concerning the server certificate examination which should be confirmed with „OK“.

After these last inputs a connection should be established within a few seconds. If this is not the case or no request for password entry appears, restart the wireless network connection by right click and choice of „deactivate“ and in the following „activate“ in the appearing pop-up menu (right mouse key).
The following instructions refer to the installation with the current version Mac OS 10.5 or 10.6. When using Mac OS 10.4, some steps differ slightly. Nevertheless, the preferences mentioned here are identical in all three versions.

1. Click on the symbol for the wireless Internet connection in the header. (on the Mac called airport) and click on „activate airport”, if this should not yet be the case.

2. Choose the network “LUHWPA” in the list of the found wireless networks. After a few seconds a window for entry of username and password should appear.

3. Here you enter your LUH-ID „-W1“ and your WLAN password. The field 802.x can remain on “automatic”. In order that the computer remembers the networkaccess, place a hook at „remember this network“. Then click on „OK“.

4. Now a query appears to deposit the just entered dates in the keylibrary of the computer.

5. In the next window click on „permit always“.

6. When the first connection is established a window appears called „certificate check“. Click on „display certificate“.

7. In the next window first click on “Deutsche Telekom Root CA 2“ and directly above place a hook at „trust always“ and click on „continue“.

From now on your computer will link itself automatically with the network LUHWPA if this is in reach.

Mac OS X

The installation on Linux differs according to the used distribution, therefore we can not offer any instructions here. Information can be found on:

http://www.rrzn.uni-hannover.de/peap_linux.html

http://www.rrzn.uni-hannover.de/windows_mobile6_1.html

http://www.rrzn.uni-hannover.de/ipodtouch_iphone.html

Linux

The installation on Linux differs according to the used distribution, therefore we can not offer any instructions here. Information can be found on:

Handy/iPod

The RRZN offers detailed instructions for the installation of WLAN on the iPhone, iPodtouch, Windows mobile and PDA’s on his homepage.
VPN means „Virtual Private Network“ and offers the possibility to establish a secure connection to the university’s data network to the members of the Leibniz Universität Hannover. Such as access to services like the TIB/UB electronic magazines or a variety of other information, which are only available at the university’s data network. Information about downloads and handbooks can be found on this website:

http://www.rrzn.uni-hannover.de/netz_vpn.html

The installation and instructions are done directly through your internet browser. The user data must be given, which can be activated through IdM (more information on IdM on page 7).

If access is needed from somewhere out of the university network (for example from home), you simply need to start the VPN-Client, log in and then use the service as usual. The operating system Snow Leopard (Mac OS X 10.6) uses the Cisco-VPN-Client natively without additional software.
The TIB/UB Library

The 5 different locations of the TIB/UB provide all students of all colleges not only with electronic and printed versions of books and course information, but also with an optimal study and work atmosphere.

- Open 80 hours per week
- 1,700 places for studying and working
- WLAN on all locations

The catalog of the TIB/UB sums up to 8,800,000 available resources
- 3,100 course databases
- 18,300 course magazine
- 36,000 E-Journals
- 55,000 Digital documents (like eBooks, eDissertations, multimedia documents, etc)
- 3,380.00 micro material and other media
- 5,300,000 Books
- 14,400,000 Patents, laws and standards

Sign up

In order to be able to use the different services of the TIB/UB, you have to sign up for an account. A part of the signing up process can be done online, after that you go to any of the 5 locations to finish you sign up process. You can also do the whole process at any of the 5 locations if you prefer it this way.

And this is how it works

1. Open the website of the TIB/UB:  
   http://www.tib.uni-hannover.de
2. Click on “Catalogue TIB/UB”
3. Then click on “Application for Library Card”
4. Fill in the form and click on “Continue”
5. State your second residence and click on “Continue”
6. Check the information and click on “I agree”
7. Now you only have go to one of the five locations of the TIB with your “Immatrifikationsbescheinigung”, your passport and your “Meldebescheinigung” and finish the signing up process. Please be advised that the library card costs 5 euros.
The TIB/UB on the internet

The TIB/UB also enables you to access a number of data bases, electronic books and document delivery. You can access the TIB/UB catalog from any computer, which enables you to do research, order books, make a reservation and extend your rental period. Beyond that, we also work with foreign rental services. There you will find useful tools for searching, in a fast and efficient way, and course specific information relevant to your interest. If you need more guidance on more in depth search for scientific literature or the database usage, stop by the course specific adviser (“Fachreferenten” or “Fachreferenterin”) of the TIB/UB. More information is available on our website.

Online Access

Many of the libraries' services (for example the search of the catalog) are accessible from any computer with an internet connection. On campus you also have direct and fast access to a number of electronic publications. Some of the services (for example electronic magazines and databases) are licensed, which means they require an authentication. Such services are accessible outside of campus and independent of library opening hours by two different means:

The authentication with a valid library account from the TIB/UB (Bibliothekausweis) through a library server is possible for the majority of the licensed data bases and many of the licensed electronic magazines. Your enrollment in the Leibniz Universität Hannover is a requirement. On the homepage of the TIB/UB access the data bases, there you will be asked for a log-in, which should be your Bibliothekausweisnummer and the corresponding password.

The VPN-service of the Leibniz Universität Hannover offers the possibility to connect to the campus network from any location. Once connected to the VPN, you have granted access to almost all of our licensed databases and electronic magazines. More information can be found on page 11.
Reference Management

With reference management software you can browse the library catalog or the data banks, and with simple mouse clicks, you can add new found literature to your own literature compilation. From your own compilation you can easily extract references or citations directly to your text processing software (for exp.: Microsoft Word). It also gives you the possibility to share your references and compilation with other students who desire to cite from the same sources you have found. You can also administrate citations and attachments from eBooks as PDF files. Citavi is a literature administration software, which is free for all students of the Leibniz Universität Hannover. The campus license for Citavi is available thanks to the cooperation of the RRZN and the TIB/UB.

http://www.citavi.com/uni-hannover

On this website you can will receive the software and license key for the full version; also you will find information and support. To receive the license key for the full version you need a Leibniz Universität Hannover eMail address. You can get yours at the Studenten-server (see page 24). It is not possible to get the key with any other type of address (ex: Gmail, GMX, Hotmail, etc). The TIB/UB offers you workshops to get to know and use Citavi. Visit the website of the TIB/UB for more information.
**Study environment TIB/UB**

The TIB/UB is a place not only for work and study, but also a social meeting point and a place to relax during the study phases. Click the menu link “Study environment TIB/UB” and you will find all necessary for studying efficiently at the TIB/UB, such as information about the seminars, guides and workshops. You may also find video casts and e-tutorials which offer advice on how to use the TIB/UB. Through our electronic semester folders “Semesterapparate”, which are offered in Stud.IP, you can access literature easily, which is useful for your seminars. Our services include guidance and help for all of our services. Simply search for one of our co-workers during service hours and he/she will be glad to help you with any problem. The eLearning helpdesk (Building 1 and FBK, Mo-Fr. 11am-4pm) is in charge of providing guidance and technical support, ranging from signing up for Stud.IP, including electronic Semesterapparat (course reserves) to the usage of WLAN on campus.

**Hours of business of the TIB/UB**

**Building 1**
technical and natural science subjects
Welfengarten 1B,
31067 Hannover
Phone number:  +49 511 762 2268
Monday-Friday  09.00am - 10.00pm
Saturday   09.00am - 6.00pm

**Building 2**
offsite storage Rethen
Bremer Straße 2,
30880 Laatzen, Rethen
Phone number:  +49 511 762 9377
Monday-Friday  09.00am - 4.30pm

**FBK**
education, philology, law, economics
Königsworther Platz 1B,
31067 Hannover
Phone number:  +49 511 762 8119
Monday-Friday  09.00am - 10.00pm
Saturday   09.00am - 6.00pm
Sunday   12.00pm - 6.00pm

**FBS**
Social Sciences
Welfengarten 2C,
30167 Hannover
Phone number:  +49 511 762 4696
Monday-Friday  09.00am - 8.00pm
Saturday   09.00am - 6.00pm

**FBSBB**
History and Religion Sciences
Im Moore 21 (Hinterhaus),
30167 Hannover,
Phone number:  +49 511 762 5738
Monday-Friday  09.00am - 8.00pm
Saturday   09.00am - 6.00pm
The Online Portal

The online portal of the Leibniz Universität offers you, with its course catalog and exam sign up, many organizational tools to handle your studies.

http://qis.verwaltung.uni-hannover.de

The Online Course Catalog

In the online course catalog you will find all lectures, seminars, recitations offered by all the colleges, activities offered by the Technical Language Center (Fachprachenzentrum), the Center for Teaching Profession, and the competences and courses for high school students, people interested in studying and guest students. You can browse through the catalog or search for relevant courses with the help of keywords. You will also find information concerning the specific courses, location, date and time, description of the course or recommended literature. Next to the course catalog you will also find the major specific catalog and the faculty of the Leibniz Universität Hannover catalog. With help of the comprehensive search function you can find information about professors and departments.

There is a hand book available specifically for users of the online catalogue, where all the functions and catalogues are dealt with in a more specific way. You can also download the current semester's catalogue as a PDF file. All functions and all sub-catalogues in the online catalogue can be used by any student of the Leibniz Universität Hannover. After a successful log-in you can use the "My Functions"-function to change your address, create your course schedule with help of the online catalog, or with a couple of mouse clicks construct your course plan.

Sign up for exams online

More than 50% of all students can sign themselves up, or cancel their registration for final exams online, check their study progress, look up grades and print grade transcripts. If you wish to know if these services are also available for your major then please visit:

http://www.uni-hannover.de/de/studium/pruefungen/anmeldung

Sign up for the online portal

You need an activated LUH-ID and the corresponding password, in order to access the online portal. For how to activate your LUH-ID please see page 5.

Questions

If you have questions regarding the online catalogue, online service or the online exam registration please visit the ServiceCenter of the Leibniz Universität Hannover (eMail: studium@uni-hannover.de, Phone number: +49 511 762 2020).
**Stud.IP**

Stud.IP is a study management system and will support you with many useful functions during your study. You can think of it as your own Swiss Army Knife: here you will find all the classes of the Leibniz Universität Hannover, you can build your own class schedule, set up appointments, find information about classes, communicate with your fellow students, exchange data, access electronic semester tools and much more. You will find Stud.IP at:

http://www.elearning.uni-hannover.de

Read page 6 on how to activate your Stud.IP account.
You can change the system-language at „Homepage - My Stud.IP“.

**The User Screen**

When you enter Stud.IP for the first time you will see the start page, which leads to all the different functions of the system. Alternatively, you can use the navigations list on the upper part of your screen. If there are any types of news or updates in a section, they will be colored red. In the lower part of the screen you will find news and surveys concerning the system. We recommend to check regularly whether there are updates or surveys.

**Overlook of the functions**

- **Start** – Brings you to the start page of the system
- **Courses** – Here you can see an overview of the courses you are currently taking, information specifically for each class and the search function with which you can browse for classes and also register for them.
- **Post** – This serves a medium to send and receive information between yourself and other users of the system. If you have new messages the symbol will be colored in red.
- **Chat** – Here you can chat with users of the system. There are public and private chat rooms.
- **Online** – This function gives you an overview of all users currently connected to the system.
- **Homepage** – Here you can administer your profile, upload a picture, start surveys or change your Stud.IP preferences.
- **Planner** – Stud.IP will build a Time table for you automatically given the courses you are currently registered in. Here you can access your Time table and set up appointments.
- **Schwarzes Brett (Blackboard)** – This function enables you to sell and offer things or services, for example: when you are trying to sell a book or offer tutorials for a class. Any advertisement set on the black board can be read by any Stud.IP user.
Classes

The most important of all the functions of the Stud.IP system, is without a doubt the classes or courses function. Many universities use Stud.IP for registration for seminars and lectures. Under the courses area you will first find an overview over courses which you are currently taking. On the right, next to the name for each class, you will find some symbols, which serve as hyperlinks to the different specific areas of the class; if any symbol is colored red, you have some sort of new update.

You can customize this list and order your classes according to specific groups (example: according to semester), so that you can more comfortably browse through your classes. Set groups will be ordered in directories which are easily expanded and contracted with simple clicks. You will find the customize option in the right info-box, which is shown in many of the different areas of the system, and offers you different configurations that you can adopt. You can also change many other properties under "Homepage - My Stud.IP" among others the language setting. If you wish to register for a class, simply click on the tab "Search / add courses", which is on the main page of the course area. You can directly search for a specific course or browse the course catalog. Please pay special attention to whether you have chosen. When you find the course you were searching for just click on the name of the class to be directed to an overview page for that class. On the info box on the right side you will be presented with your personal status and your eligibility status. To register for the class simply click on "Enter yourself for the course here". Now you will receive a message saying whether the registration was successful or not. In some cases it is possible that the place allocation might go through by an application process. In such cases you will be prompted to enter further information about yourself and your area of studies. You can add this information to your profile directly at "Homepage - User data". If your registration is successful, then you will see the course on the main page in the course area. If you click on any of the courses that you are registered for, then you will be directed to the overview page of the chosen course. Depending on which functions were enabled by the professor, you will see a row of tabs concerning different functions available for the course specifically.
**Functions for the courses**

**Survey** - shows the main information of the course.

**Forum** - gives you the opportunity to communicate and discuss topics with other students in the course.

**Participants** - shows all the registered students in the course and offers the possibility to register for the different recitation groups under “Functions / Groups”.

**Documents** - shows an overview of all the available data that was uploaded by the professor or students (if property is enabled). Here you may also find an electronic version of your homework and scripts.

**Schedule** - gives information on when and where the course will take place.

**Literature** - serves as a link between your course and the TIB/UB catalog, which makes it easy to check whether recommended literature is available at the TIB/UB.

**Wiki** - offers a Wiki for the specific course.

**Semesterapparat** - if a Semesterapparat is set up for your course, you will find it here.

**Aufzeichnungen** - if a course is video-taped, you will find the corresponding videos here.

**Planner**

With just a click on the calendar button, located on the navigation’s list, you will be directed to an area specifically designed to help you organize all your courses and appointments. In “Appointment calendar” each meeting of each course, in which you are registered, will be shown. You can also manually enter appointments. Your time table will also be automatically generated. In your course schedule you will find all the regular appointments for your courses. The option to change and customize your schedule is available in the info box on the right side.

**Communication**

In the areas Post and Chat, you will be able to establish communication between yourself and other students or even professors. You can send and receive messages and take part in public and private chat rooms. Besides data and your uploaded profile picture, there is a guest book, which you can activate and enable people that visit your profile to leave messages.
Other Services

You will find all of the following services on the website of the RRZN:

http://www.rrzn.uni-hannover.de

Software

Sophos-Antivirus
Because viruses and worms are a big problem for all Windows user, the RRZN offers all students Sophos-Antivirus-Software for free. For the download go to:

http://www.rrzn.uni-hannover.de/sophos_download.html

If you are currently on the WLAN of the university, you can automatically start with the download of the software. If you find outside of the WLAN, then you can register yourself for the download by using your matriculation number. You will receive an eMail to the address you gave to the “Immatrikulationsamt”.

MSDN AA
The acronym stands for “Microsoft Developer Network Academic Alliance” or in simple terms: free Microsoft software for students of the Leibniz Universität Hannover. Unfortunately, Microsoft Office software is not included. You can access the MSDN-AA Portal at the IdM (more information about IdM on page 4).

http://www.rrzn.uni-hannover.de/msdn_aa.html

Inexpensive software
Software (for example: Microsoft Office or Adobe products) can be acquired through the RRZN and its cooperating partner at special prices. You find an overview over available products and sources of supply at:

http://www.rrzn.uni-hannover.de/softwarekatalog.html
Handbooks and courses

Courses
The RRZN offers students of the Leibniz Universität Hannover courses in many important IT-areas, such as: operating systems, software applications, programming, net services and security. You can only register for courses online and with the "Kurse" button at the RRZN website.

IT handbooks
The RRZN has been offering practically oriented and cheap IT-handbooks in cooperation with other universities for 25 years. Titles are various operating systems, networking, office use (MS-Office, StarOffice, LaTeX, etc), programming and application software (Photoshop, InDesign, SPSS, AutoCAD, etc). More information can be found on the website for the RRZN at “RRZN-Handbücher”.

Apple on campus
In cooperation with Apple, the RRZN offers Apple hardware and software at reduced prices (up to 13.6% discount) for students of the university. More information can be found on Apple's website or using the hotline (0800 000 31 68).

Laptop rental
Laptops can be rented for a maximum of 24 weeks within the framework of a specific course. The rental is only possible if the professor registers the class for this service at the RRZN. With proof of registration for the course, a copy of your identification card and proof of matriculation you can apply for one.

Professional printing
At the RRZN students with previous permission of their mentoring institutes can professionally print technical drawings or blueprints in DIN A4 to DIN A0. The service is mostly used by architecture students and mechanical engineering students, but is not limited to them.

http://www.rrzn.uni-hannover.de/druktausgabe.html
**FTP-server**

The FTP server operated by the RRZN offers various Linux distributions and a special version of Office-Suite StarOffice 8 for all students of the university.

ftp://ftp.rrzn.uni-hannover.de/pub

**Server for students**

With the student server, the university allocates space on the internet for all students of the university. The server supports services such as space for data, an eMail address and internet presence. The eMail address name@stud.uni-hannover.de shows a direct association with the university. For some offers of the RRZN (for example the download of Citavi, see page 16) having such an eMail address is a requirement. The account is valid for as long as you are enrolled in the university.

http://www.stud.uni-hannover.de

**Psychologisch – Therapeutische Beratung für Studierende (ptb)**

Studying at the university does not only mean acquiring competencies and qualifications, but also developing on a personal level. Because this does not always happen continuously and without contradictions, the psychological-therapeutic consultation supports and advises university students in Hannover who deal with psychological or social issues.

http://www.ptb.uni-hannover.de
Citavi
Citavi is a reference management software which, without much complexity, accesses data from the catalogues of the TIB/UB and other databases. This means you can work from anywhere in an efficient manner with the literature available at the TIB/UB and share information with fellow students. A full version of Citavi is available for you through a campus license.

Datenstation
The "Datenstation" is a drop-in center that helps you for example when you have problems with the set up of the WLAN on your computer. The co-workers of the "Datenstation" will gladly take their time to help you solve your problems. Here you can request an access to the student server.

Flowcasts
Flowcasts is our central function for lecture recording. It contains the hole automatically process to record a lecture, build the video format and provide the lecture for example in Stud.IP. Flowcasts is a word combination of „Workflow“ and „Podcast“.

IdM
IdM means “Identity Management” for the Leibniz Universität Hannover. Here you can find and manage all your student accounts. IdM is also denominated as “central login site”.

Initial Password
This is an automatically generated password for each students of the Leibniz Universität Hannover and can be found on the “Studiendatenblatt” where you also find your LUH-ID. You need it to activate your LUH-ID and it looses validity as soon as you personalize the password on your first login.

LUH-ID
You need your LUH-ID to register for the IdM services. The log-in has a central role in the identification of students. The format of the log-in is XXX-XXX and is generated for each student. The log-in holds no direct relation to any of the personal data of the student, which insures more security to the users.

MSDN AA
This program gives you the option to acquire some Microsoft products for free during your studies at the Leibniz Universität Hannover. For example the new Windows 7.

Online-Portal
On the Online-Portal you can check the course catalogue, your specific course schedule, change your address and, if your course allows it, register for exams and check the corresponding grades.

RRZN
The acronym stands for „Regionales Rechenzentrum für Niedersachsen“ in English „Regional Computing Center for Lower Saxony“ and is a central facility of the Leibniz Universität Hannover. It offers many IT-Services.

Sophos
Sophos is an antivirus software, which is available for free during your studies at Leibniz Universität Hannover.
**Stud.IP**
Stud.IP is a study administration system. The acronym stands for “studienbegleitender Internetsupport von Präsenzlehre”. Stud.IP supports primarily students, with regards to content and organization during their studies. It also offers a way for students to exchange information and interact.

**Studenten-Server**
This server operated by students for students gives you the possibility to receive a university eMail address.

**Student Data Sheet „Studiendatenblatt“**
This is a sheet of paper your received with your „Bescheinigungen“ and „Semesterticket“. Here you will find your LUH-ID and your initial password.

**TIB/UB**
The university's library offers not only a great number of „analogue“ books, but also an increasingly digital repertoire.

**VPN-Service (-Client)**
VPN means Virtual Private Network. A VPN-Client will simulate that you are inside of the university's network, when you are at home or anywhere else. This way you are granted access to services only available to users directly connected to the network.

**WLAN**
WLAN stands for Wireless Local Area Network and means wireless internet access for you in most of the buildings of the university.

**WPA/WPA2/WEP**
The acronyms stand for a variety of encryption methods used to protect data you transmit from third parties. WPA or WPA2 are a requisite to access the WLAN of the University, if your computer only has WEP you have to download additional software to access the WLAN.
**Impressum**

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