



HfWU neo

—

First steps for students


English version

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The HfWU neo Support Team welcomes you at the HfWU!

With this short instruction we want to make approaching the different functions of our campus management system „HfWU neo“ as easy as possible for you. You will find a description of the most important functions and settings you should use and activate to make sure not to miss any information and to be well prepared.


This instruction is not going to deal with all functions of neo. A lot of them are self-explaining and often equipped with a link to *Stud IP Online Help* (reachable through the help icon , then *further help*)

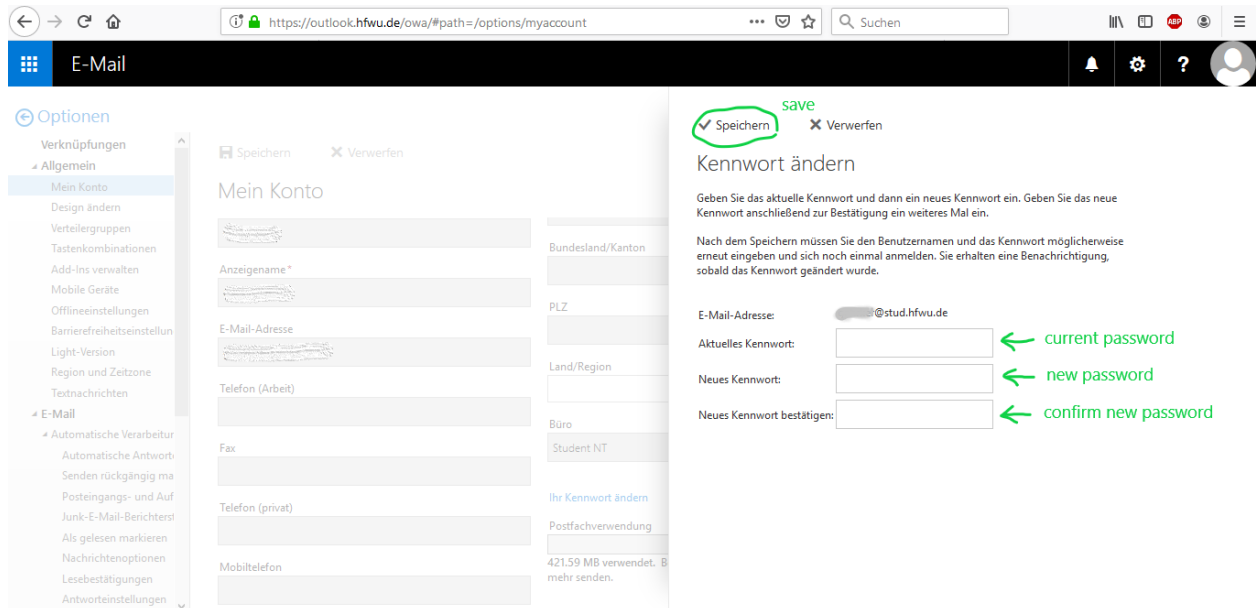
The actual software behind HfWU is “Stud IP“, you might notice this by getting messages from the system in the future.



1 The most important step first – the log in

To log in to HfWU neo you need your **HfWU user account**. It consists of your user name and your password that you received from the IT services. Your account is centrally managed and also used for logging in to other web services like the HfWU Webmailer, Flex Now or WiFi.

Change password

It is not possible to change your password through HfWU neo. To do so, please use the following link to the Webmailer <https://outlook.hfwu.de/owa/auth/logon.aspx> > Settings  > *Optionen* > *Allgemein* > *Mein Konto* > link *Ihr Kennwort ändern* > there will open a window:




Note: to change the surface language of outlook, go to settings  > *Optionen* > *Allgemein* > *Region und Zeitzone* > select your language under *Sprache* and press  *Speichern*. It may happen that some error messages appear, cause the system is quite new and not all problems are solved yet. In case this happens to you, please contact the IT support.


Forgot user name/ password

In case you can't remember the correct user name or password please turn to the IT Services for help. You need to send them a copy of your StudiCard for identification (support-itd@hfwu.de).

Change language and log in

Now type <https://neo.hfwu.de> in the location bar of your browser.





Switch HfWU neo to English  before you start. To log in without a HfWU account click

Veranstaltungsliste  in the upper left corner. Now chose your semester to see your appointments on a certain date.

If you are a registered user write your **user name** and **password** in the login field  and click



Login 

Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen

Start     neo
networking | e-learning | organizing ...

Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen





Login for registered users	Help use and range of features
neo Handbuch für Studierende	neo Handbuch für Lehrende
neo Handbuch Gesundheitsmanagement und Weiterbildung für Beschäftigte	neo instruction for students

 Deutsch  English **1**

Active courses: 22.172 Registered users: 8.543 Users online: 25 more ...

Stud.IP Legal information Data protection

Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen

    neo
networking | e-learning | organizing ...

Welcome!

Username:

Password: **3**

☒ Login

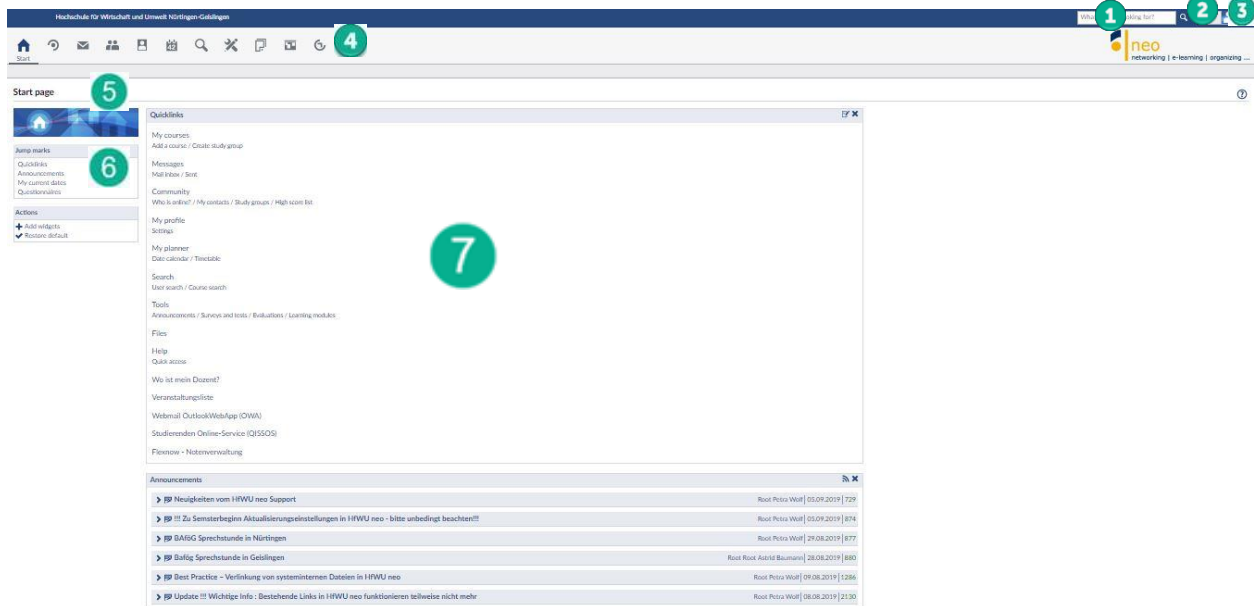
4
[Forgot password](#)

Stud.IP Legal information Data protection

Login

2 The welcome page

After logging in successfully you will be taken to the **standard welcome page** of HfWU neo automatically.



The screenshot shows the HfWU neo interface. At the top, a navigation bar includes a 'Start' button (1) and the 'neo' logo (2). Below this, a 'Start page' sidebar (5) contains 'Jump links' (6) and 'Actions'. The main content area (7) features a 'Quicklinks' section with links like 'My courses', 'Messages', and 'Community'. Below this is an 'Announcements' section with several news items, each with a date and a link to the full article.

The welcome page

2.1 Global search 1

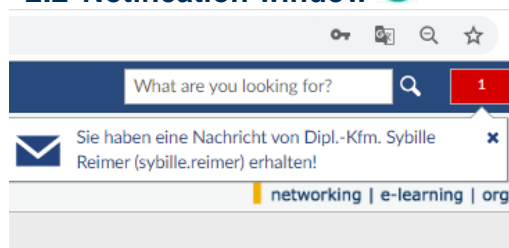
Number one is the **global search** in the system. Within this search box you can search for courses, people, institutes or data files in your courses or in your inbox/outbox, simply by putting the search term or parts of it, combined with a **place holder**, in the field.

Use the tool **show hints** to explore additional operators for searching specifications. You can open and close the window with **[STRG] + [space bar]**.

Hint: The file search for all the institutions in HfWU neo (e.g. files of the examination board of your faculty) can be found in the main menu **Files** and the submenu **Search**. In this path, you will also find **approved files of other users**.

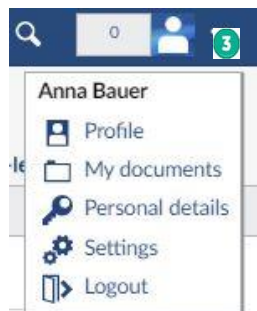
You can explore more information about your personal data, the approval of folders/files and the search and recovery of files in the additional document *Dateien – Dateimanagement Ihrer Dateien von zentraler Stelle*. Unfortunately this document is not available in English yet.

2.2 Notification window 2



As soon as you receive a message (of the system) or get tagged in Blubber, the chat messenger and blog of HfWU neo, the notification window will immediately indicate. In case of a red window there are some new and unread messages. Touch the window to open the messages within a new window. The number in the red window shows the amount of unread messages.

2.3 User settings 3




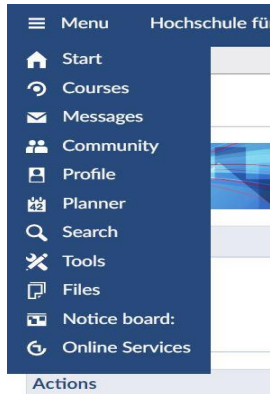
User settings

Open the menu on the upper right corner next to your profile picture to find more setting options for your user profile. You will have direct access to












- your **profile** (cf. Main menu **Profile**)
- your personal **file area** with **private** files as well as all files explicitly **printed** files within the system
- your **personal information** with all **basic data**, **student data** and **other data**
- your **settings** (e.g. calendar, messages, ...)
- the **logout** of the system

2.4 Main menu 4

In the **main menu** you can find a lot of buttons relating to the every single main function in HfWU neo. The header will accompany you through the entire system, whereas the menu button  will stay in the upper left corner if you scroll down on all pages with a lot of content.



A short overview of the main menu:

-  Welcome page of HfWU neo
-  My courses/My studygroups/My institutes
-  Neo internal messages
-  The HfWU neo community with global Blubberstream, „Who is online?“-function, studygroups and much more
-  Your personal profile
-  Your personal calendar and planner
-  Search function – courses, people, institutions and much more
-  Tools to create announcements, surveys, etc.
-  Files – library of the private and printed uploaded data files, folders, inbox and outbox. You can also find an extensive file search in institutes as well as in printed folders of other users
-  Schwarzes Brett to upload small ads
-  Further Online-Services of the HfWU


Some icons of the menu can be occasionally displayed with a little red circle containing a number. That is how you can see that the content of the marked page has changed since your last visit. The number stands for the number of changes that have appeared. Click on the relevant symbol to always stay tuned.

2.5 Submenu 5


Except from the welcome page you will find a submenu to every single button in the main menu which includes main menu related themes.

2.6 The welcome page - navigation 6

By using the navigation of the start page you can head to single widgets (windows) directly through **jump marks**.

Single widgets can be moved, cut out (through the closing symbol  in the upper right corner of the widget) or added. That way you can personalize your HfWU start page and add different elements depending on your personal needs.

Jump marks

[Quicklinks](#) 
[Announcements](#)
[Registrierungs-Cockpit FAVM](#)
[Registrierungs-Cockpit FBF](#)
[Registrierungs-Cockpit FUGT](#)
[Registrierungs-Cockpit FWR](#)
[My current dates](#)
[Activities](#)


Actions

[+ Add widgets](#)
[✓ Restore default](#)


Navigation – Quicklinks

Quicklinks

With this widget you can get all different functions of HfWU neo directly. Most functions that are linked here are also to be reached through the icons in the header.

You can personalize by adding the functions you often use, or by removing those that are not needed frequently in the processing mode .

Jump marks

[Quicklinks](#)
[Announcements](#) 
[Registrierungs-Cockpit FAVM](#)
[Registrierungs-Cockpit FBF](#)
[Registrierungs-Cockpit FUGT](#)
[Registrierungs-Cockpit FWR](#)
[My current dates](#)
[Activities](#)

Actions

[+ Add widgets](#)
[✓ Restore default](#)

Navigation – Announcements

Announcements

This widget gives you the latest information about your studies as well as upcoming maintenance work on HfWU IT systems like HfWU neo or QIS-SOS.

Jump marks

[Quicklinks](#)
[Announcements](#)
[Registrierungs-Cockpit FAVM](#)
[Registrierungs-Cockpit FBF](#)
[Registrierungs-Cockpit FUGT](#)
[Registrierungs-Cockpit FWR](#)
[My current dates](#)
[Activities](#)

Actions

[+ Add widgets](#)
[✓ Restore default](#)

Navigation – Registration cockpits

Registration cockpits of the faculties



Unfortunately, there is no English version of the registration cockpits yet. There is a registration cockpit available for all first semester students. Please choose the registration cockpit of your faculty and follow the given instructions. This helps you to quickly subscribe to the most important institutions so you will be supplied with complete information.

You can access all information by clicking **Courses** in the main navigation, then **My courses**.

Jump marks

[Quicklinks](#)
[Announcements](#)
[Registrierungs-Cockpit FAVM](#)
[Registrierungs-Cockpit FBF](#)
[Registrierungs-Cockpit FUGT](#)
[Registrierungs-Cockpit FWR](#)
[My current dates](#) 
[Activities](#)

Actions


 Add widgets
 Restore default

Navigation - My current dates


My current dates

All upcoming appointments, for example the dates of your next courses, are shown on this page.

Jump marks


[Quicklinks](#)
[Announcements](#)
[Registrierungs-Cockpit FAVM](#)
[Registrierungs-Cockpit FBF](#)
[Registrierungs-Cockpit FUGT](#)
[Registrierungs-Cockpit FWR](#)
[My current dates](#)
[Activities](#) 

Actions

 Add widgets
 Restore default

Navigation – Activities



Activities

In this widget you can get all information about your faculty, your courses and your postbox. You can choose the extent of the widget by editing the activity box in the upper right corner of the widget .

Jump marks

[Quicklinks](#)
[Announcements](#)
[Registrierungs-Cockpit FAVM](#)
[Registrierungs-Cockpit FBF](#)
[Registrierungs-Cockpit FUGT](#)
[Registrierungs-Cockpit FWR](#)
[My current dates](#)
[Activities](#)

Actions

 Add widgets 
 Restore default

Navigation - add widgets

+ add widgets

Here you can add widgets to your start page that have been removed before.

Jump marks

Quicklinks
Announcements
Registrierungs-Cockpit FAVM
Registrierungs-Cockpit FBF
Registrierungs-Cockpit FUGT
Registrierungs-Cockpit FWR
My current dates
Activities

Actions

+ Add widgets

✓ Restore default



Navigation - Restore default

Restore default

With the help of this action you can go back to the default start page.

2.7 The content area 7

In the content area you find information and suitable content depending on the chosen main menu and submenu. At the start page the content area can be used on the left vertical margin and the content area to its right.

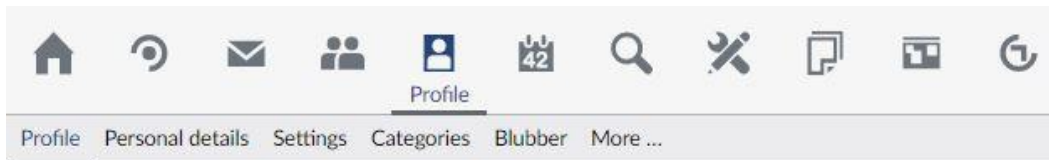
3 Maintaining your profile

3.1 Overview

Each user has his or her own profile page that is equipped with various functions.

These functions are found:

- a) Either within the submenu of the main icon **Profile** 



- b) or in the menu **User settings** (cf. 2.3) next to your profile picture



In the documentary using the main icon **Profile** a) will be further explained.

- You can add a **picture** to your profile, so your professors and fellow students can see who is hiding behind the profile.
- On your profile you can select settings of your user data that **authorize** you to **enroll in your courses**. You are determining subscriptions to institutions like your faculty, course of study and current semester to always be informed about the latest updates regarding these.
- You can change your personal main settings of HfWU neo like configurazing your calendar or terms of privacy. **Forwarding all system-internal messages** to your HfWU email account is also done here.

! To ensure smooth communication it is essential for you to always take care of and update your profile. Please check the immediacy of your data in the beginning of every semester and add or correct them if needed.

3.2 Upload picture

Click the advisable figure to add a profile photo.

Upload profile picture

My profile



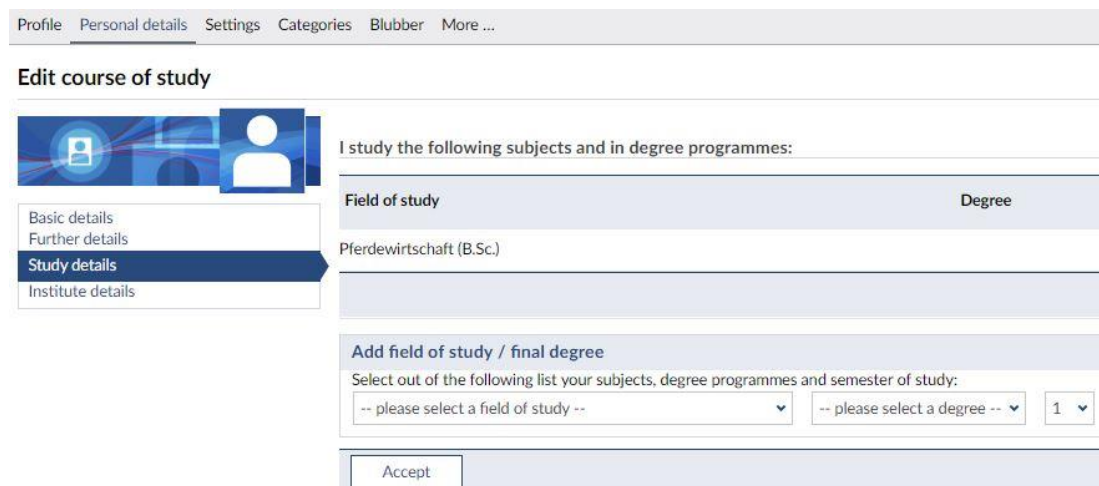
3.3 Edit personal details

Under the tab **Personal details** you can add and edit your user details.



Profile – Personal details

Click **Study details** in the navigation.



Personal details – Study details

You are currently located on the page **Edit course of study**. This page is divided into two parts:

3.2.1 Authority to subscribe to restricted courses

Profile Personal details Settings Categories Blubber More ...

Edit course of study ?

I study the following subjects and in degree programmes:

Field of study	Degree	Versions	Semester of study	sign out
Pferdewirtschaft (B.Sc.)		1	6	<input type="checkbox"/>

Add field of study / final degree

Select out of the following list your subjects, degree programmes and semester of study:

-- please select a field of study -- -- please select a degree -- 1

Study details - I study the following subjects and in degree programmes

Choose your subject (**please select a field of study**), your degree (**please select a degree**) and your current semester (choose a number) in the field „**I study the following subjects and in degree programmes**“. Save your settings by clicking **Accept**. You can ignore the field **please select a degree**, it is not relevant for you.

It is essential for you to make these adjustments in order to be able to sign in restricted courses. (Courses that are only accessible for certain studies and semester). Please don't forget to update your current semester at the beginning of every semester.



If you are not assigned to your studies it is generally not possible for you to sign in any restricted courses!



Important information for all students of the faculty FUGT:

If you selected and took over your field of study and the semester correctly “*Vereinbarung zur Übernahme und Nutzung digitaler, digitalisierter sowie analoger Daten*“ is appearing: **The registration for your classes is only possible if you accept this agreement!** > press **Zustimmen**. This agreement is not available in English. If necessary for you, ask your responsible professor.

Studenten Vereinbarung ?

Vereinbarung zur Übernahme und Nutzung digitaler, digitalisierter sowie analoger Daten durch Studierende der Fakultät Umwelt Gestaltung Therapie (FUGT) der HfWU im Rahmen des Studiums

Mit meiner Zustimmung bestätige ich, **Petra Wolf**, die nachfolgende Vereinbarung zur Übernahme und Nutzung digitaler, digitalisierter sowie analoger Daten an der Fakultät FUGT gelesen zu haben und diese zu befolgen. Weitergehende Absprachen zu dieser Nutzungsvereinbarung, z.B. projektbezogen, stellen Ergänzungen dieser Vereinbarung dar und setzen diese keinesfalls außer Kraft. Zusatzvereinbarungen bedürfen der Schriftform und sind mit dem Beschluss des Prüfungsausschusses FUGT vom 21.06.2012 und vom 25.07.2017 geregelt. Die Zustimmung zur Vereinbarung ist für jeden Studierenden der Fakultät FUGT obligatorisch.

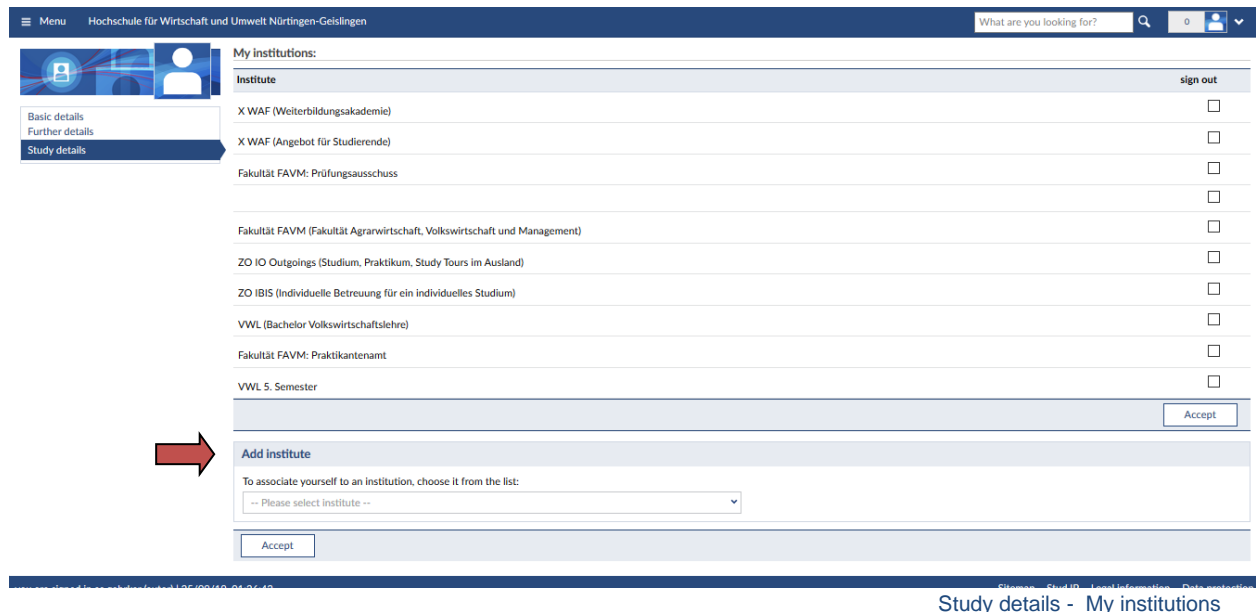
Vereinbarung:
Die im Rahmen des Studiums von der HfWU, dessen Lehr- und Forschungspersonal oder anderen Angehörigen oder Beauftragten zur Verfügung gestellten digitalen, digitalisierten sowie analoger Daten werden unter folgenden Bedingungen dem Studierenden zur Verfügung gestellt:
1. Die Nutzung der Daten ist nur für die Bearbeitung des angegebenen Studienschwerpunkts zulässig. Eine darüber hinausgehende Nutzung für eigene Zwecke oder eine kommerzielle Nutzung oder die Veräußerung der Daten ist nicht gestattet.
2. Die Weitergabe der Daten an Dritte ist nicht zulässig.
3. Der Nutzer hat dafür Sorge zu tragen, dass Dritte keinen unberechtigten Zugriff auf die Daten nehmen können.
4. Die im Zuge der Bearbeitung erzeugten und gespeicherten Daten – auch Zwischenprodukte – sind nach Ablauf des Bearbeitungszeitraums zu löschen.
5. Zur eigenen Dokumentation und für Präsentationen ist lediglich die Erstellung von PDF- oder Rasterdateien (für z.B. Powerpoint oder zur Einbettung in Berichte) bzw. der Ausdruck zulässig.
6. Für die **Studiengänge Künstlerische Therapien** gilt zudem: Die Schweigepflicht und die Persönlichkeitsrechte von Patientinnen und Klientinnen sind zu beachten. Für die Verwendung ihrer Daten und/oder Werke muss eine schriftliche Einwilligung der betreffenden Personen, der dafür verantwortlichen Personen oder der jeweiligen Institution eingeholt werden.

Bei Zuwiderhandlung haften ich, **Petra Wolf**, für die Folgen. Mir ist bekannt, dass meine Zustimmung aus hochschulinternen Gründen für die Dauer meiner Immatrikulation elektronisch sowie zwei Jahre darüber hinaus analog dokumentiert wird und stimme dieser Dokumentation zu. Nach Erhalt der oben genannten Daten kann dieser Vereinbarung nicht widersprochen werden.

Ich habe die Vereinbarung gelesen und stimme dieser zu.

Datum: 20.08.2019

3.3.1 Subscribe institutions



The screenshot shows the 'My institutions' page. On the left, there is a sidebar with 'Study details' selected. The main area has a table of institutions with checkboxes for selection. A red arrow points to the 'Add institute' section below the table.

Institute	sign out
X WAF (Weiterbildungsakademie)	<input type="checkbox"/>
X WAF (Angebot für Studierende)	<input type="checkbox"/>
Fakultät FAVM: Prüfungsausschuss	<input type="checkbox"/>
Fakultät FAVM (Fakultät Agrarwirtschaft, Volkswirtschaft und Management)	<input type="checkbox"/>
ZO IO Outgoings (Studium, Praktikum, Study Tours im Ausland)	<input type="checkbox"/>
ZO IBIS (Individuelle Betreuung für ein individuelles Studium)	<input type="checkbox"/>
VWL (Bachelor Volkswirtschaftslehre)	<input type="checkbox"/>
Fakultät FAVM: Praktikantenamt	<input type="checkbox"/>
VWL 5. Semester	<input type="checkbox"/>

Add institute

To associate yourself to an institution, choose it from the list:

-- Please select institute --

Accept

Choose all institutes that you are interested in in the area „**My institutions**“ to always get their latest updates (scroll down in **Study details**, **add institute** > please select institute > **accept**).

There's a large number of institutions at the HfWU. Each faculty, subject of study and each semester represents an institution, in addition to the institutions of the ZOs (zentrale Organisation – central organization). Each institution contains areas that show latest announcements, surveys, documents and much more. To access information of a certain institution you can either search for the institution (main navigation **Search** > **Search institutions** or **2.1 Global search**), or you can subscribe to the institution. We highly recommend to do the latter, you will save a lot of time and make sure all information of the institutions that it communicated through HfWU neo is always available for you.

The institutions are arranged in alphabetical order in the list **-select institution, please-**. Choose your **faculty** (e.g. *Fakultät FBF (Fakultät Agrarwirtschaft, Volkswirtschaft und Management)*), your **subject** (e.g. *BW (Bachelor Betriebswirtschaft)*), your **current semester** (e.g. *BW 1. Semester*) as well as the **examination board of your faculty** (e.g. *Fakultät FBF: Prüfungsausschuss*). Save your settings by clicking **Accept**.

! These settings should be updated in the beginning of every semester as well. It might be useful to keep institutions of the past semester in your list in case you need to resit an exam.

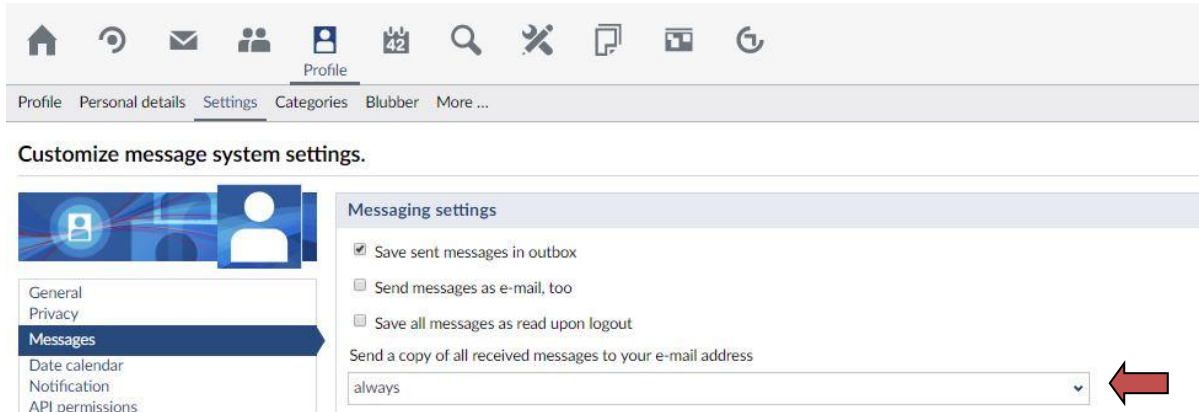
You can add an infinite number of institutions.

To remove an institution from your list tick the appropriate box below **sign out** and click **Accept**.

3.4 Settings – forward neo internal messages to HfWU Webmailer

HfWU neo uses an internal system for messages that is used by professors as well as students to communicate within their courses. Don't mix up the neo messages and your HfWU email account, which is also an important source of information for you. You have the possibility to forward a copy of all messages you received through HfWU neo to your HfWU email account. Unfortunately, it is not possible the other way around.

You can change basic settings like **Send a copy of all received messages to your e-mail address** by clicking **Profile > Settings > Messages**. Change the option to **always** and save this setting with **Accept**.



Profile - Settings – Options in Messages

- ! Forwarding the internal messages to your email account doesn't mean you don't have to log in to HfWU neo on a regular basis anymore. It still is indispensable for getting important information or documents. A lot of information is published in the form of announcements that cannot be forwarded.

Forwarding your HfWU neo internal messages directly to your private email account is not possible for safety reasons. You can set up a diversion of your emails from your HfWU email account to your private email account. To get further details visit the IT services **IT Dienste**. (It is necessary to login HfWU neo beforehand!)

4 Your courses

4.1 Search courses

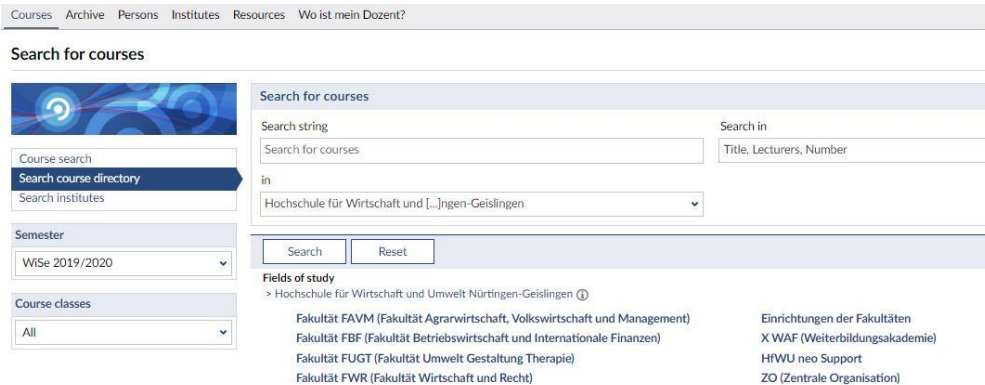
At the start of every semester you have to sign into the courses that are relevant for you. After the subscription all dates and appointments of the course are added to your personal appointment calendar and will be visible there. To find your courses follow the following steps:

Click the **Search** button located in the main navigation to get to the search function of HfWU neo.



Search - Courses

In the navigation **Search for courses** you choose the option **Search course directory**. It is important to check the chosen semester and correct it if necessary. You can always reset your search run and settings by clicking **Reset**.



Search – Courses – Search for courses

Choose your faculty, your field of study and your current semester in **Fields of study**. This example is for the faculty FAVM, PW (Bachelor Pferdewirtschaft) and PW 7th semester.



Search – Overview faculties

Search
Reset

Fields of study
 > Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen > Fakultät FAVM (Fakultät Agrarwirtschaft, Volkswirtschaft und Management)

AW (Bachelor Agrarwirtschaft) (207)	IM (Master International Management) (96)
PW (Bachelor Pferdewirtschaft) (193)	NAE (Master Nachhaltige Agrar- und Ernährungswirtschaft) (65)
VWL (Bachelor Volkswirtschaftslehre) (191)	PzM (Master Prozessmanagement) (58)

> 810 entries included in any sub-level | > 8 entries at this level

[Search – Overview fields of study](#)

Search
Reset

Fields of study
 > Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen > Fakultät FAVM (Fakultät Agrarwirtschaft, Volkswirtschaft und Management) > PW (Bachelor Pferdewirtschaft)

PW 1. Semester (38)	PW 6. Semester (18)
PW 2. Semester (18)	PW 7. Semester (24)
PW 3. Semester (38)	PW 5./6./7. Semester Wahlpflichtmodule Vertiefungsstudium (17)
PW 4. Semester (6)	PW Sondertermine (3)
PW 5. Semester (28)	

> 190 entries included in any sub-level | > 3 entries at this level

[Search – Overview semester](#)

Search
Reset

Fields of study
 > Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen > Fakultät FAVM (Fakultät Agrarwirtschaft, Volkswirtschaft und Management) > PW (Bachelor Pferdewirtschaft) > PW 7. Semester

202-021 Marketing und Recht in der Pferdewirtschaft (2)	Tutorien PW7
201-035 Unternehmensführung und Existenzgründung (3)	Zusatzfächer PW7 (1)
Sondertermine PW7 (1)	Veranstaltungen IBIS (17)

> 24 entries included in any sub-level | No entries at this level available!

[Search – Overview Lectures](#)

The **fields of study** show your location and you can jump to a certain level within the structure.

You can find the individual **lectures** on the level of your semester. In the modules you can see the course that go with them, the number of those is in the brackets behind the modules. There are other directories available on this level besides the lectures. You should pay particular attention on the directory **Sondertermine** (special dates). You should sign in for these events in any case if you don't want to miss any unscheduled appointment. You will find a list of events that are not listed in your regular personal appointment calendar, such as study trips. Dates may be added or changed during the semester. By signing into the directory you make sure the appointment will appear automatically on your calendar as soon as the person responsible adds any new dates. All further directories and their events on the level of the lectures are optional appointments that are offered in your semester. Feel free to sign in as required.

In the 6th/ 7th semester the terminology (not the structure in HfWU neo!) differs from that of other semesters. (Only in some subjects of studies) You will find the directory of **Wahlpflichtfächer** instead of the level of lectures. In this directory you will find the individual programs and within the programs you can see the courses that you can choose with their number behind it.

Choose a lecture (or a program in semester 6/7).

Fields of study



> Hochschule für Wirtschaft und Umwelt Nürtingen-Geislingen > Fakultät FAVM (Fakultät Agrarwirtschaft, Volkswirtschaft und Management) > PW (Bachelor Pferdewirtschaft) > PW 7.

Semester > 202-021 Marketing und Recht in der Pferdewirtschaft

No further sub-levels exist below this level.

▼ 2 entries at this level

2 courses found , grouping: Semester

WiSe 2019/2020	
 Lecture: Marketing in der Pferdewirtschaft (2) 202-021 Tue.. 09:45 - 11:15 (fortnightly, from 22/10/19), Location: C13 205. Dates on Monday, 14.10.19 08:00 - 09:30, ... (more)	(Prof. Dr. André Bühler, Prof. Dr. Dirk Winter, Guido Krisam)
 Lecture: Recht in der Pferdewirtschaft (2) 202-021 Dates on Friday, 22.11.19 14:00 - 19:00, Saturday, 23.11.19 08:00 - 13:00, ... (more)	(Dr. Dietrich Plewa, Dr. Theo Schneider)

[Search - Overview courses](#)

You receive a list of all courses in the chosen lecture/ programme containing the refereeing lecturers. In our example it is all two courses of the lecture *202-021 Marketing und Recht in der Pferdewirtschaft*.

4.3 Go to course

Now you can start to sign in for your courses and generate your individual appointment calendar by clicking the name of the lecture you want to add to your personal calendar and you will get to its details.

Lecture: Rhetorik - Übung in 2 Gruppen (AW) (1,5) - Details



Actions
 Print
 Go to course 
 Reserve only in the timetable

Share
 Copy link to this course

General information	
Subtitle	
Course number	201-017
Semester	WiSe 2019/2020
Current number of participants	32
Home institute	AW 3. Semester
participating institutes	AW (Bachelor Agrarwirtschaft)
Courses type	Lecture in category Teaching
Next date	Tue , 01.10.2019 15:45 - 17:15, Room: (CI2 111)
Type/Form	
Modulverantwortlich	siehe Modulkatalog
Evaluationsbogen	Klassische Vorlesung

[Go to course](#)


On the detail page of the lecture you get an overview of all given information of the relevant course, for example lecturer, place, next date and many more.

You will find the function **Go to course** under **Actions** on the left side of the page. Click to sign in for the course and you will get a report of your enrollment status.

Click **Go to course** within **Actions** and confirm it by clicking **Yes**.



! When enrolling in courses they will automatically appear in your timetable and your personal appointment calendar.

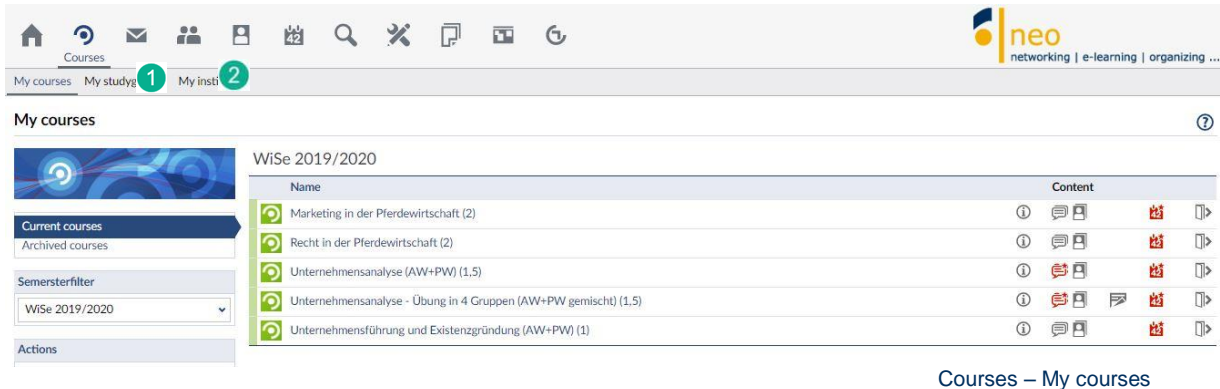
Now click **Search > Search in courses** in the header to go back to the point of your search that you left before signing in for the lecture . You can enroll into further courses of the lecture directly. Over the fields of the study path you can go back to an upper level to enroll into all courses of the remaining lectures like described above.

Some courses of your faculty will be divided into groups due to the large number of attendants. To find out the right group in this case, go to the institution page of your semester. The group formation will either be announced under **Announcements** or you will get information about the organization of the groups another way.

Consult your Studien- und Prüfungsordnung (regulation of studies and exams) for the right choice of lectures in semester 6/7. It contains the exact description of which combinations of courses are possible or necessary for you.

5 Retrieve information

After having enrolled at all relevant institutes and courses successfully switch to the button **Courses** and **My courses**. Take care of the correct **Semesterfilter** to get access to the right courses.



Courses – My courses

On this page as well as on the pages **My study groups** ¹ and **My institutes** ² you can see new information or content of relevant elements (courses, study groups or institutions) at a glance. The little symbol on the right side of it will show you the type of content. Put your cursor on the symbol to see the type and amount of new content. If the symbol is red there is new content that you have not seen yet.

The meaning of the different symbols:



There is a **contribution** on the information page of the course, study group or institution under the tab **Forum**. If the symbol is **red** there is a new contribution. Click the symbol to get to the desired location in the course directly.



There are **documents** available for you to download on the information page of the course, study group or institution in the tab **Documents**. If the symbol is **red** there are new documents. Click the symbol to get to the desired location in the course directly.



There is a new **announcement** on the information page of the course, study group or institution. If the symbol is **red** there are new documents. Click the symbol to get to the desired location in the course directly.



This symbol only exists in **My course** and **My study groups**. It shows you the number of attendants of a course or study group. Put your cursor on the symbol to see the number.



This symbol only exists in **My courses** and **My study groups**. It shows the number of appointments for a course or study group. Put your cursor on the symbol to see the number. If the symbol is **red** there are changes in the number of appointments. You can see all cancellations and postponements by clicking on the symbol, it will get you directly to the schedule of the course/ study group. All dates and changes will be listed here. If there are any changes appearing in the schedule they will also be visible in your personal appointment calendar.



There is a **survey** available on the information page of the course, study group or institution. If the symbol is **red** it is a new survey. Click the red symbol to get to the desired location.



There is a **Blubber article** available under the tab **Blubber** on the information page of the course or institution. If the symbol is **red** it is a **new contribution**. Click the red symbol to get to the desired location.



Under the tab **Information** on the information page of the course or institution there is information left. If the symbol is **red** there is new information available. Click the red symbol to get to the desired location.



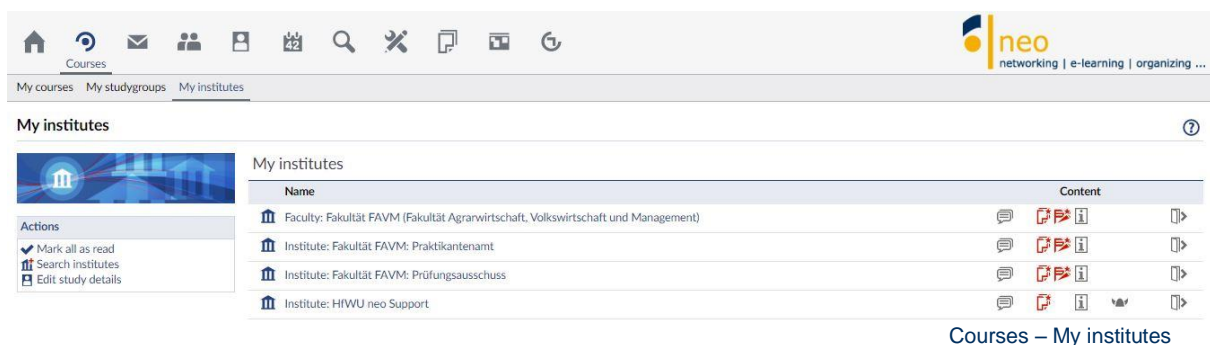
By clicking this symbol you can take out from the relevant course/ study group quick and easy or delete your subscription to an institution.



Please be aware that signing out of a course will have consequences on your appointment calendar and timetable! The respective course and all dates will be deleted completely.



There is a course evaluation connected to this course. You can fill in the questionnaire online.

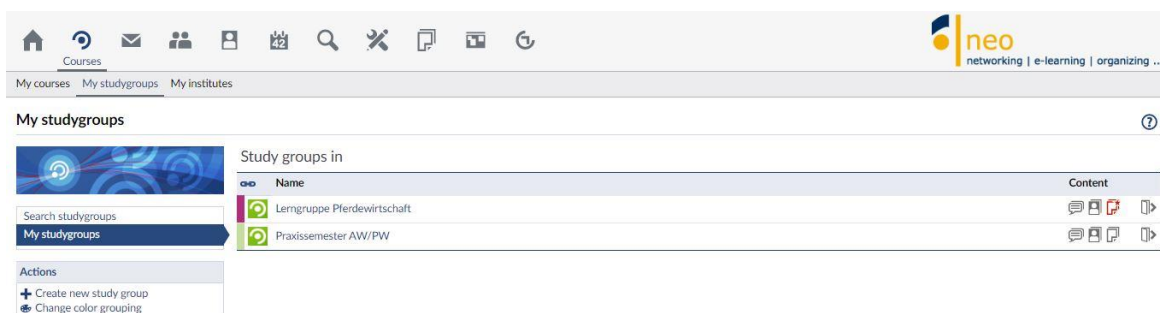


The screenshot shows the 'My institutes' page. At the top is a navigation bar with icons for home, courses, mail, people, documents, calendar, search, and settings. Below the navigation bar are tabs for 'My courses', 'My studygroups', and 'My institutes', with 'My institutes' being the active tab. The main content area is titled 'My institutes' and contains a table with the following data:

Name	Content
Faculty: Fakultät FAVM (Fakultät Agranwirtschaft, Volkswirtschaft und Management)	[Icons: speech bubble, red square, document, right arrow]
Institute: Fakultät FAVM: Praktikantenamt	[Icons: speech bubble, red square, document, right arrow]
Institute: Fakultät FAVM: Prüfungsausschuss	[Icons: speech bubble, red square, document, right arrow]
Institute: HfWU neo Support	[Icons: speech bubble, red square, document, right arrow]

On the left side of the table, there is a sidebar with the title 'Actions' and three items: 'Mark all as read', 'Search institutes', and 'Edit study details'.

Courses – My institutes



The screenshot shows the 'My studygroups' page. At the top is a navigation bar with icons for home, courses, mail, people, documents, calendar, search, and settings. Below the navigation bar are tabs for 'My courses', 'My studygroups', and 'My institutes', with 'My studygroups' being the active tab. The main content area is titled 'My studygroups' and contains a table with the following data:

Name	Content
Lerngruppe Pferdewirtschaft	[Icons: speech bubble, red square, document, right arrow]
Praxissemester AW/PW	[Icons: speech bubble, red square, document, right arrow]

On the left side of the table, there is a sidebar with the title 'Actions' and two items: 'Create new study group' and 'Change color grouping'.

Courses – My studygroups

6 Your personal appointment calendar

By signing in all courses that are relevant for you all appointments of the courses were automatically transferred to your personal appointment calendar. You have the possibility to be informed daily of your regular courses, all individual appointments as well as cancellations and postponements. Click **Planner** in the main navigation to get to **Date calendar**.



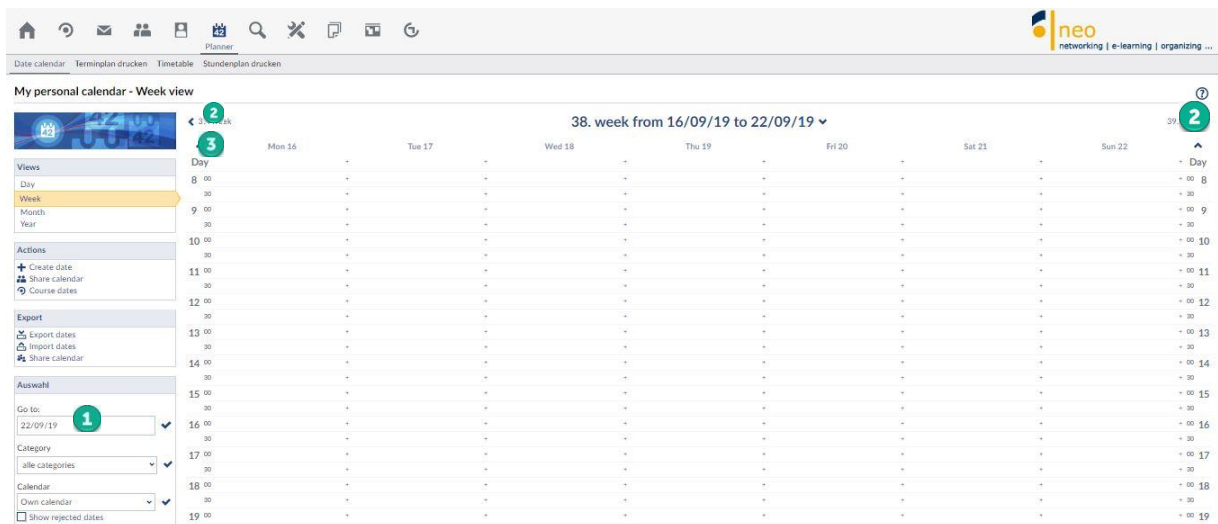
Main navigation Planner – Date calendar

The view timetable only gives information on the regular appointments of the courses that you have signed into. Cancellations, postponements, extra dates and individual appointments are not displayed in this view.

All the appointments that are taking place as planned are depicted in blue, cancellations are grey, alternate dates are green and voluntary appointments are light turquoise.

Put your mouse on the appointments to see its details. To jump to a certain day put the desired date in the field **Go to** ①. By clicking the horizontal arrows ② you can jump back and forth from day to day or week to week in your appointment calendar (depending on the chosen settings in the window

Views). To jump to a different time within a day use the vertical arrows ③.



My personal calendar

Planner

Date calendar Terminplan drucken Timetable Stundenplan drucken

My personal calendar - Week view

41. week from 07/10/19 to 13/10/19

Views: Day, Week, Month, Year

Actions: + Create date, Share calendar, Course dates

Export: Export dates, Import dates, Share calendar

Auswahl: Go to:

Unternehmensanalyse (AW+PW) (1.5): Einführung in die Veranstaltung und das Unternehmensplanspiel General Management

Beginning: Mon 07 Oct 2019 11:30:00 CEST

End: Mon 07 Oct 2019 13:00:00 CEST

Course: Lecture: Unternehmensanalyse (AW+PW) (1.5)

Category: Vorlesung/ lecture

Location: CI2 111

42. week

Day

8

9

10

11

12

13

14

15

11:30-13:00 Unternehmensanalyse (AW+PW) (1.5): Einführung in die Veranstaltung und das Unternehmensplanspiel General Management

12:00-13:00 Unternehmensanalyse (AW+PW) (1.5): Einführung in die Veranstaltung und das Unternehmensplanspiel General Management

13:00-14:00 Unternehmensanalyse (AW+PW) (1.5): Einführung in die Veranstaltung und das Unternehmensplanspiel General Management

14:00-15:00 Unternehmensanalyse (AW+PW) (1.5): Einführung in die Veranstaltung und das Unternehmensplanspiel General Management

15:00-16:00 Unternehmensanalyse (AW+PW) (1.5): Einführung in die Veranstaltung und das Unternehmensplanspiel General Management

My personal calendar – Appointment taking place as planned

Planner

Date calendar Terminplan drucken Timetable Stundenplan drucken

My personal calendar - Week view

21. week

22. week from 27/05/19 to 02/06/19

23. week

Day

8

9

10

11

12

13

14

15

Betriebsformen (2) (cancelled)

Beginning: Wed 29 May 2019 11:30:00 CEST

End: Wed 29 May 2019 13:00:00 CEST

Course: Lecture: Betriebsformen (2)

Description: Ausfall

Realising lecturer: Prof. Dr. Heinrich Schuele

11:30-13:00 Betriebsformen (2) (cancelled)

14:00-15:30 Internationale Märkte (2)

My personal calendar - Cancellation

Planner

Date calendar Terminplan drucken Timetable Stundenplan drucken

My personal calendar - Week view

22. week 23. week from 03/06/19 to 09/06/19 24. week

Mon 03 Tue 04 Wed 05 Thu 06 Fri 07 Sat 08 Sun 09

Views: Day, Week, Month, Year

Actions: Create date, Share calendar, Course dates

Export: Export dates, Import dates, Share calendar

Betriebsformen (2)
Beginning: Mon 03 Jun 2019 11:30:00 CEST
End: Mon 03 Jun 2019 13:00:00 CEST
Course: Lecture: Betriebsformen (2)
Category: Ersatztermin/ alternative date
Location: CI3 205
Realising lecturer: Prof. Dr. Heinrich Schuele

11:30-13:00 Betriebsformen (2)

08.00-09.30 Projektmodul "Wie reagieren Pferde auf Wölfe" (2) (cancelled)
08.00-11.15 Steuerlehre (2)
08.00-13.00 Selbstmarketing / Kommunikationspsychologie / Körpersprache - in 2 Gruppen (4)
11.30-13.00 Internationale Märkte (2)
WP Betriebsgemeinschaften und internationale Landwirtschaft (4)
WP Betriebsgemeinschaften und internationale Landwirtschaft (4)
WP Betriebsgemeinschaften und internationale Landwirtschaft (4)

My personal calendar – Alternative date

Planner

Date calendar Terminplan drucken Timetable Stundenplan drucken

My personal calendar - Week view

22. week 23. week from 03/06/19 to 09/06/19 24. week

Mon 03 Tue 04 Wed 05 Thu 06 Fri 07 Sat 08 Sun 09

Views: Day, Week, Month, Year

Actions: Create date, Share calendar, Course dates

Export: Export dates, Import dates, Share calendar

Auswahl: Go to: 04/06/19, Category: alle categories, Calendar: Own calendar, Show rejected dates

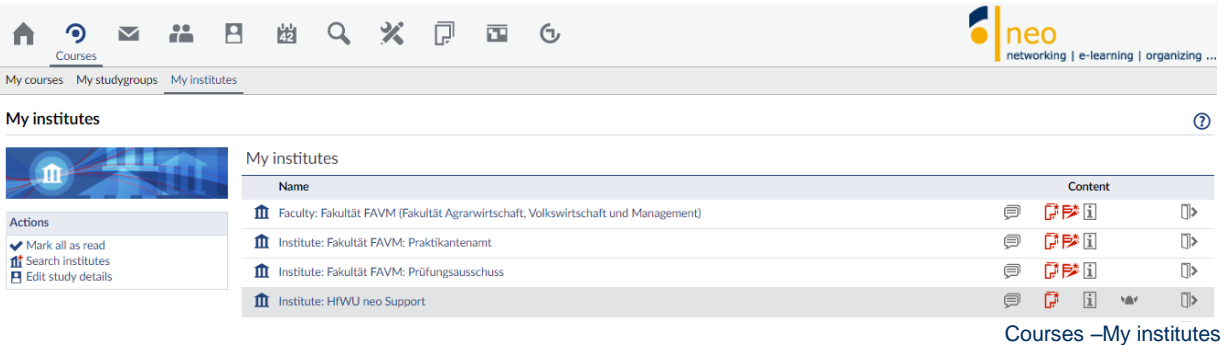
08.00-22.00 Projektmodul "Wie reagieren Pferde auf Wölfe" (2) Ziel: Pädagogik, Agrier, Gärten, Gärten, etc., 99.000 Crowdfunder
11.30-13.00 Betriebsformen (2)
17.45-21.00 66. StuRa Sitzung in NT
66. StuRa Sitzung in NT
08.00-09.30 Projektmodul "Wie reagieren Pferde auf Wölfe" (2) (cancelled)
08.00-11.15 Steuerlehre (2)
11.30-13.00 Internationale Märkte (2)
14.00-13.59 WP Betriebsgemeinschaften und internationale Landwirtschaft (4)

My personal calendar – Optional date

7 Support

If you have any questions about HfWU neo you can contact the Support team directly in HfWU neo via phone, e-mail or neo internal message.

To do so click **courses** ² in the main navigation and choose the tab **My courses**. Got to the sub menu **My institutions**. Here you will find the institution **HfWU neo Support** that you should have subscribed to as standard. If that is not the case catch up on it by following the steps described under 3.2.2 *Associate institutions* and choose the institution.

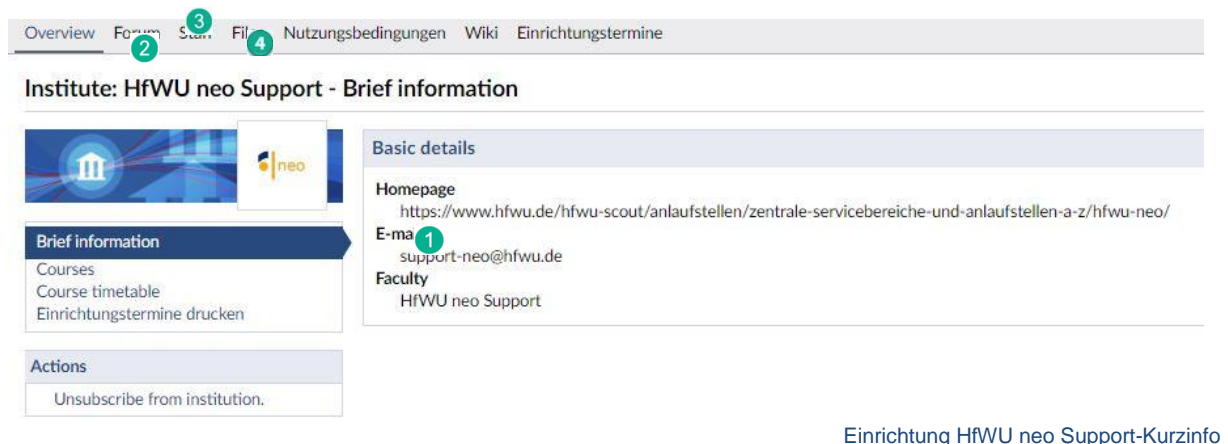


My institutes

Name	Content
Faculty: Fakultät FAVM (Fakultät Agrarwirtschaft, Volkswirtschaft und Management)	[Icons]
Institute: Fakultät FAVM: Praktikantenamt	[Icons]
Institute: Fakultät FAVM: Prüfungsausschuss	[Icons]
Institute: HfWU neo Support	[Icons]

Courses –My institutes

Now you are on the page of the institution **HfWU neo Support - Brief information**.



Overview Forum Staff Files Nutzungsbedingungen Wiki Einrichtungstermine

Institute: HfWU neo Support - Brief information

Basic details

Homepage
https://www.hfwu.de/hfwu-scout/anlaufstellen/zentrale-servicebereiche-und-anlaufstellen-a-z/hfwu-neo/

E-mail
support-neo@hfwu.de

Faculty
HfWU neo Support

Brief information

Courses
Course timetable
Einrichtungstermine drucken

Actions

Unsubscribe from institution.

Einrichtung HfWU neo Support-Kurzinfo

- The **general support e-mail address** ¹ is given in the tab **Overview**.
- There is a forum in the tab **Forum** ². You might already find an answer to your questions here because somebody else posted a similar problem and got help from the community, other neo users or the support team. **Write your concern in the community and the HfWU neo Support Team is going to respond shortly.**
- There are people behind the institution that are willing to help you find a solution for your problems with HfWU neo. You can find these people under the tab **Staff** ³, you can also get in touch by sending them an internal message directly.
- If there are any documents that could be interesting for you the support team will upload them here. Also, the document you are reading right now is available for download in the tab **Files** ⁴ named *Schulungsunterlagen*.

8 Further training offer

With the approach described in this manual you are now prepared to discover HfWU neo on your own. We are offering a lecture to introduce neo for the students of the first semester that we are highly recommending to visit.

We wish you a good start for the new semester and hope that we are able to support the organization of your studies in a helpful way with HfWU neo.

Ihr HfWU neo Team