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://webmail.hfwu.de/.

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).

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 ❶ in the upper left corner. Now chose your semester to see your appointments on a certain date.
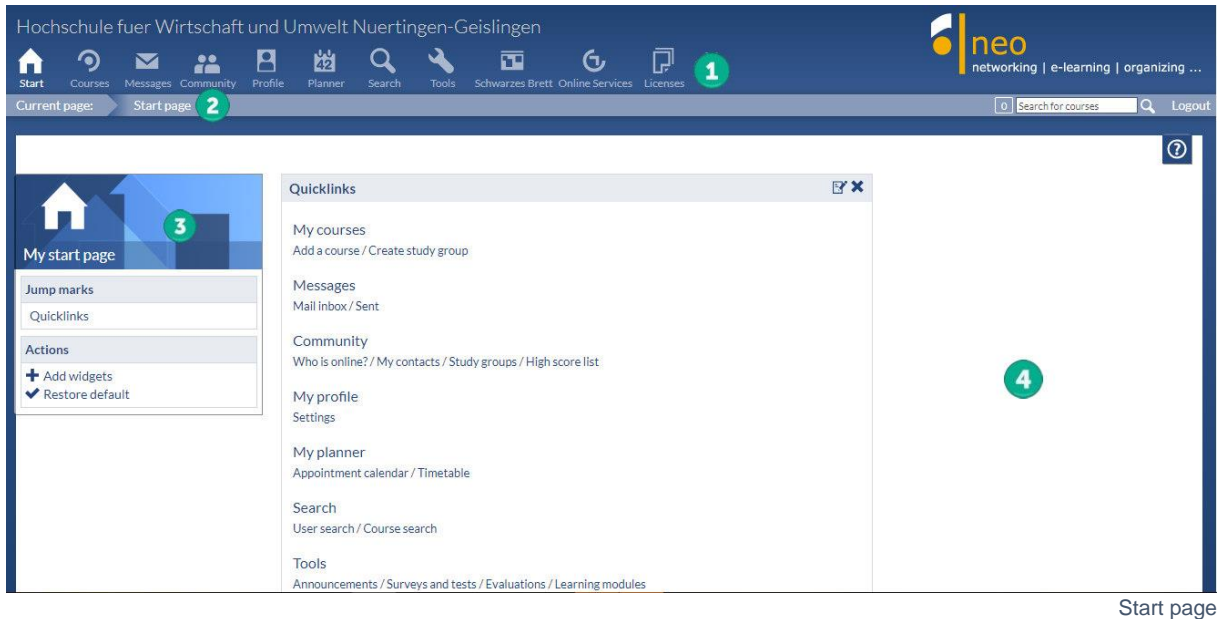
If you are a registered user put your **user name** and **password** in the login field ❷ and click **Login** ❸.

Login

2. The start page

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

Start page

2.1 Header and main navigation ❶

In the **header** you will find **the main navigation** consisting of different icons. The header will guide you through the entire system. What kind of functions are hiding behind the different icons of the header? A short overview:

🏠	Start page HfWU neo
	My courses/My study groups/My institutes
✉	Neo internal messages
	HfWU neo Community with global Blubberstream, „Who is online?"-function, study groups and much more
	Your personal profile
	Your timetable and planner
🔍	Extensive search function of courses, people, institutions and much more
	Tools to create announcements, surveys, etc.
	Schwarzes Brett to upload small ads
	Further Online-Services of the HfWU
	License status for the details of the correct licenses of your uploads

Some icons in the main navigation are 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.

2.2 Area bar

The area bar is located right under the header. It will lead you through the whole system just like the main navigation. In the bar you will find information like:

- **Current page**
  you will recognize your current position on the HfWU neo website depending on the term that is shown here.
- **Notifications**
  When you received a personal message, have been mentioned in a Blubber chat or the blog function of HfWU neo you will get a notification in a window in real time. A red window S news. Put your cursor over it to open a little window and get to the news directly. The number in the window gives information about the number of news available.
- **Search for courses (quick search)**
  You can search courses through the search window on the left end of the bar. The search is restricted to the current semester. For searching more detailed please use the search icon
   in the main navigation.
- **Logout**
  Here you can log out of HfWU neo.

The biggest area beneath the bar is the content area. It consists of vertical start page navigations on the left side of the page and a content or action area to its right .

2.3 The start page - navigation

Within the navigation on 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.

Navigation - Quicklinks

Quicklinks

With this widget you can get at 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 the widgets by adding the functions you often use, or by removing those that are not needed frequently in the processing mode .
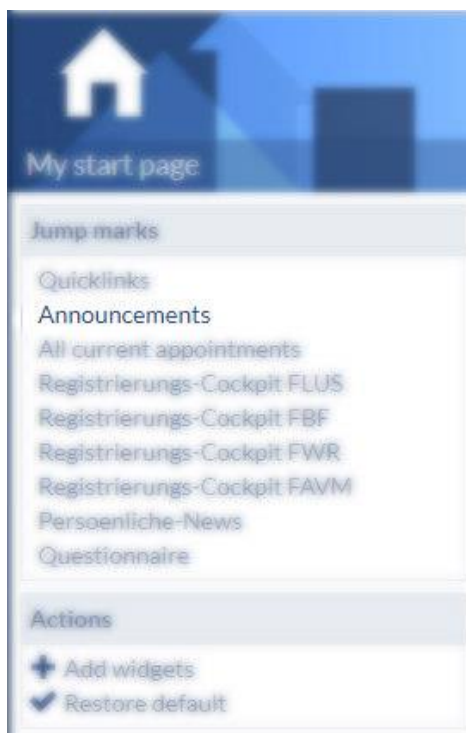
Navigation - Announcements

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.

Navigation - Registration-Cockpits

Registration cockpits of the faculties

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'll be supplied with complete information. You can access all information by clicking **courses** in the main navigation, then **My courses**.

Navigation - All current appointments

All current appointments

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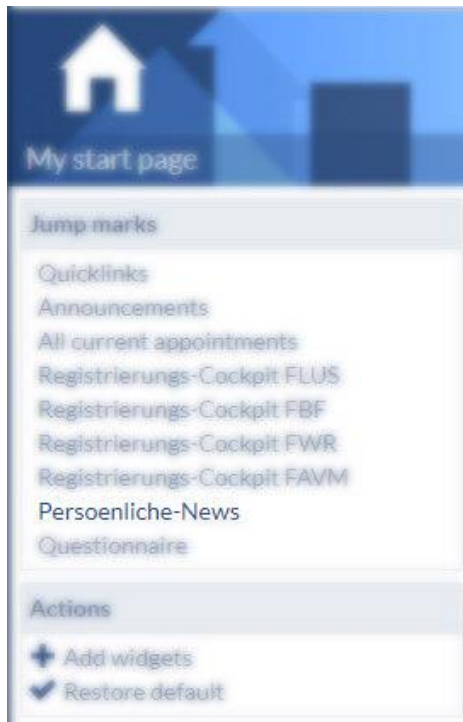
Navigation - Personal news

Personal news (Persönliche News)

Here you can find a summary of all important dates of your institutions as well as all courses that you subscribed to.

Navigation - Add widgets

+ add widgets

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

Navigation -   Restore default

Restore default

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

3. Maintaining your profile

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

- 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.
- There is an upload area available for your temporary personal data. This area is limited to 50 MB.

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.

Click **Profile** in the main navigation.
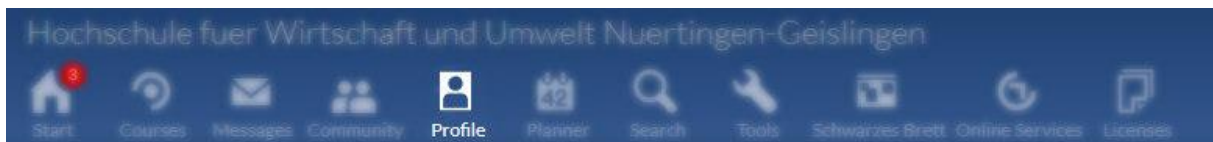
<p align="right">Main navigation - Profile</p>

3.1 Upload picture

Click **Picture** to add a profile photo.
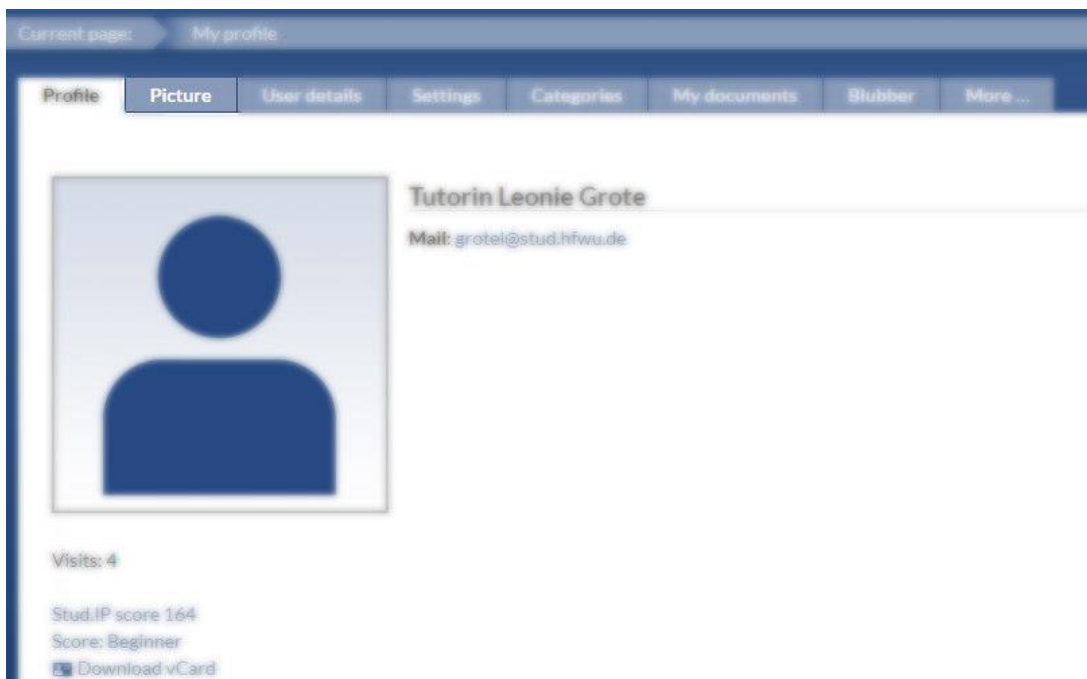
<p align="right">Profile - Picture</p>

3.2 Edit user details

Under the tab **user details** you can add and edit your user details.
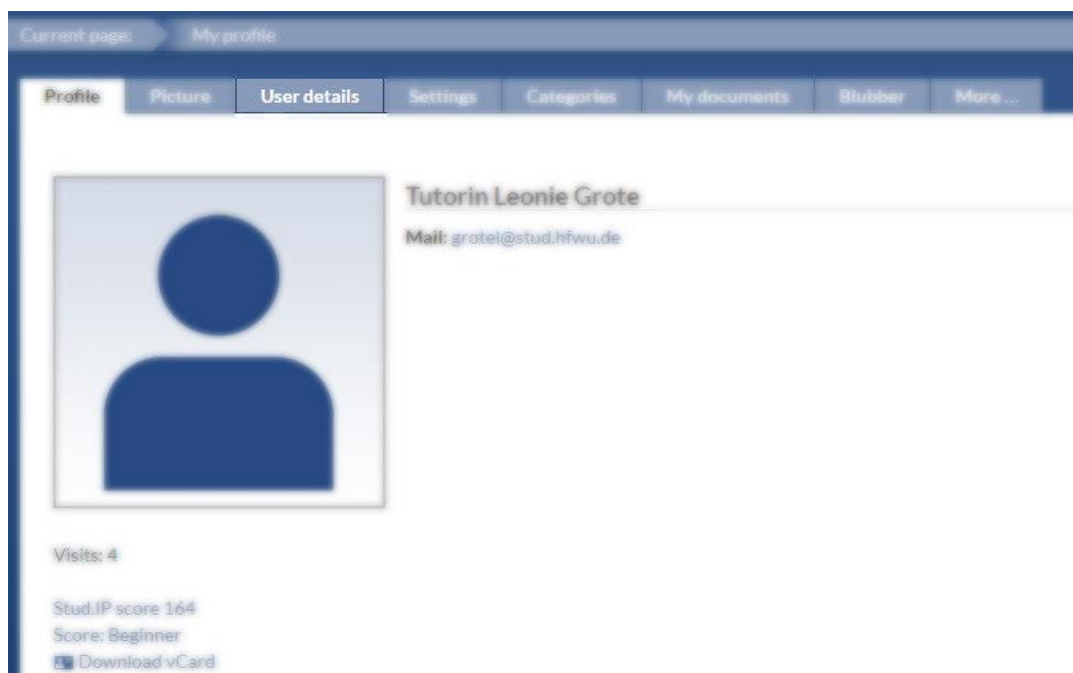
Profile – User details
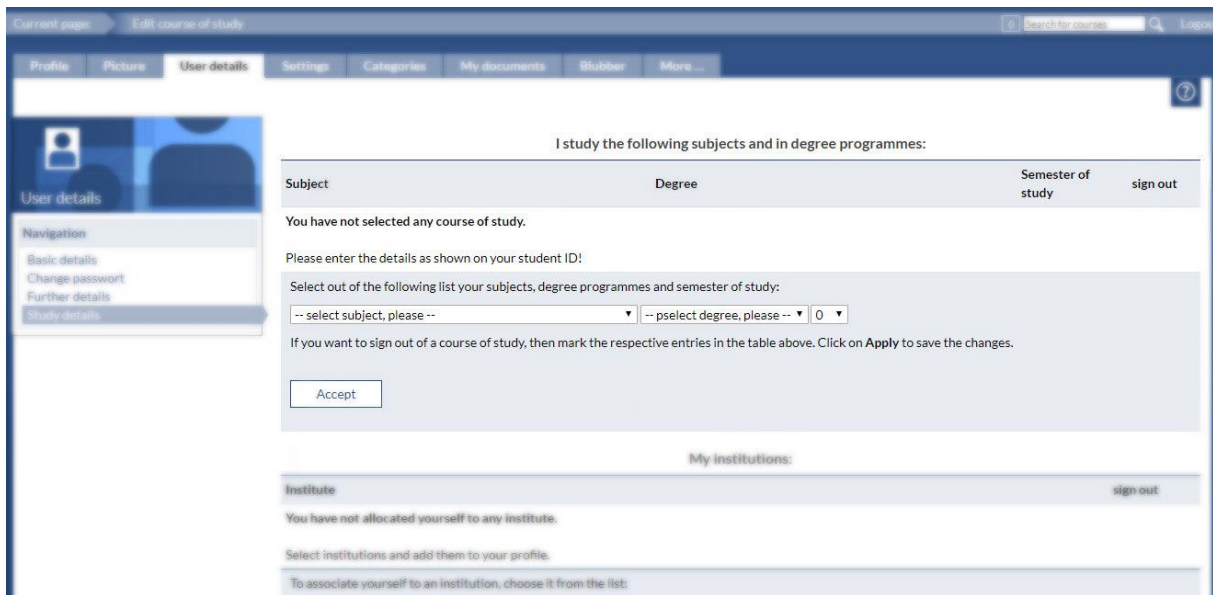
Click **study details** in the **navigation.**
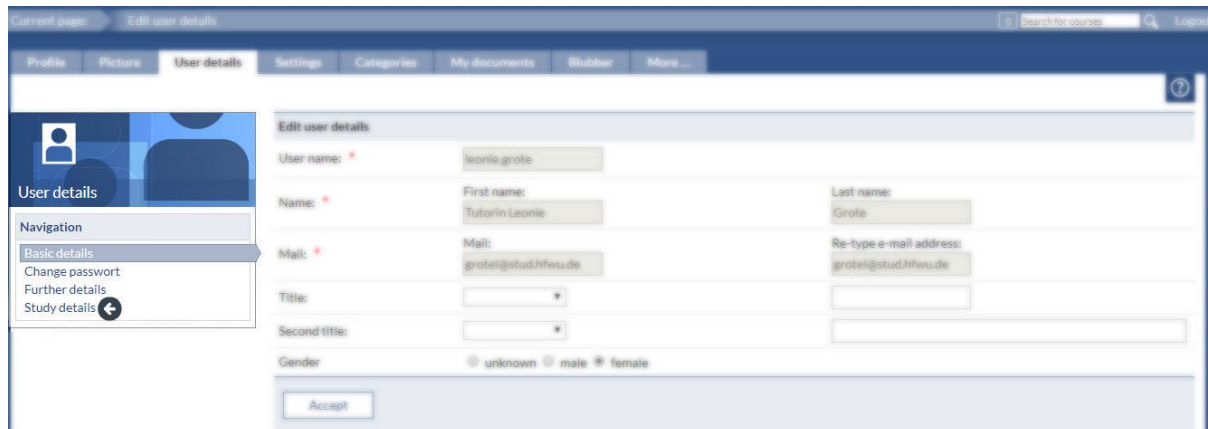
User details – Study details

Now you are on the page *edit course of study* (see *current page*). It is divided into two parts.

3.2.1. Authority to subscribe to restricted courses

Study details – I study the following subjects and in degree programmes
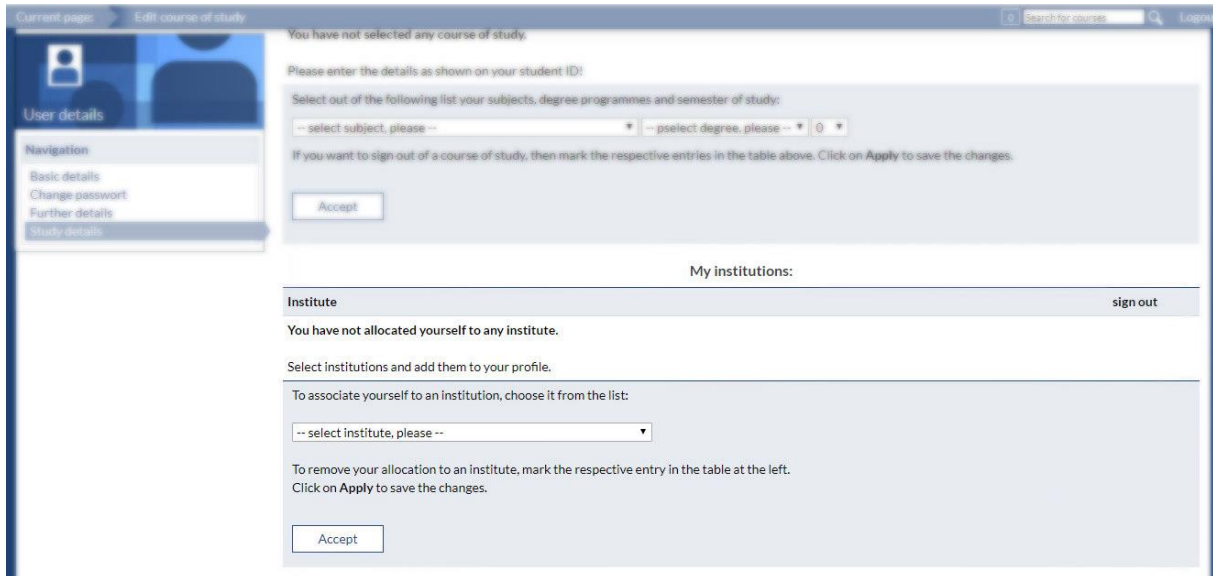
Chose your subject (**select subject, please**), your degree (**select degree, please**) and your current semester (choose a number) in the field „***I study the following subjects and in degree programmes"***. Save your settings by clicking **Accept.** You can ignore the field **select degree, please,** 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!

3.2.2. Associate institutions

Study details – My institutions

Choose all institutions that you are interested in in the area „***My institutions***" to always get their latest updates.

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 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 FAVM (Fakultät Agrarwirtschaft, Volkswirtschaft und Management*), your **subject** (e.g. *PW (Bachelor Pferdewirtschaft)*)**,** your **current semester** (e.g. *PW 1. Semester*) as well as the **examination board of your faculty** (e.g. *Fakultät FAVM: 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.**

3.3 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 **forwarding your HfWU neo messages** by clicking **Settings.**
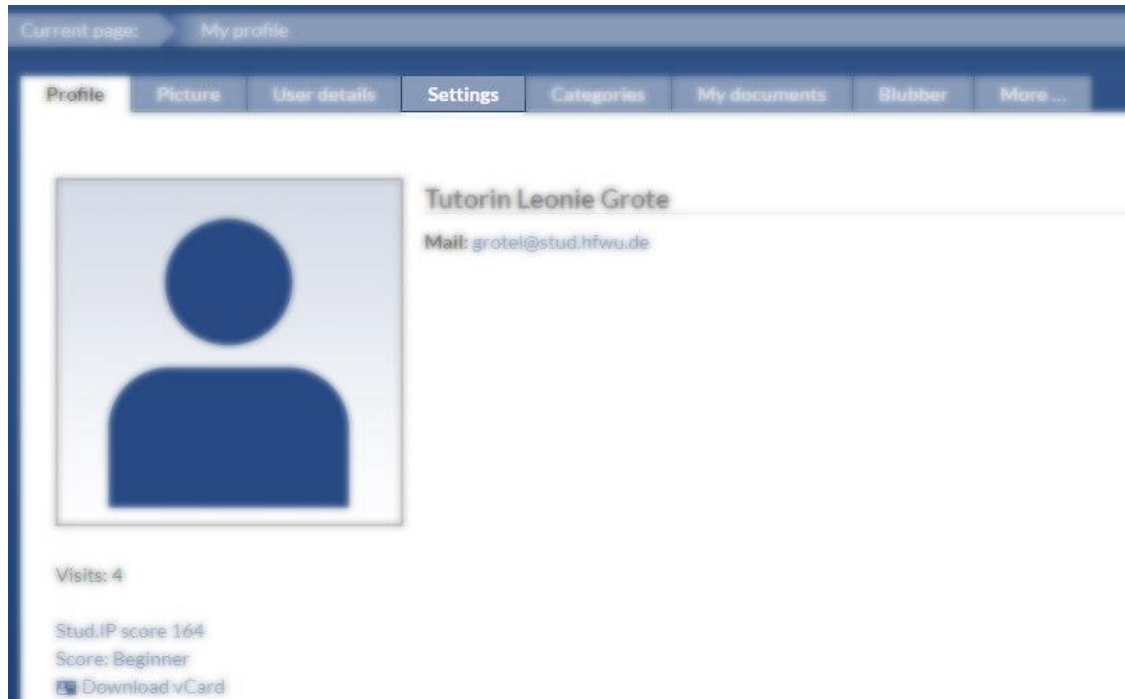
Profile - Settings

Switch to **Messages** in the navigation on the left.
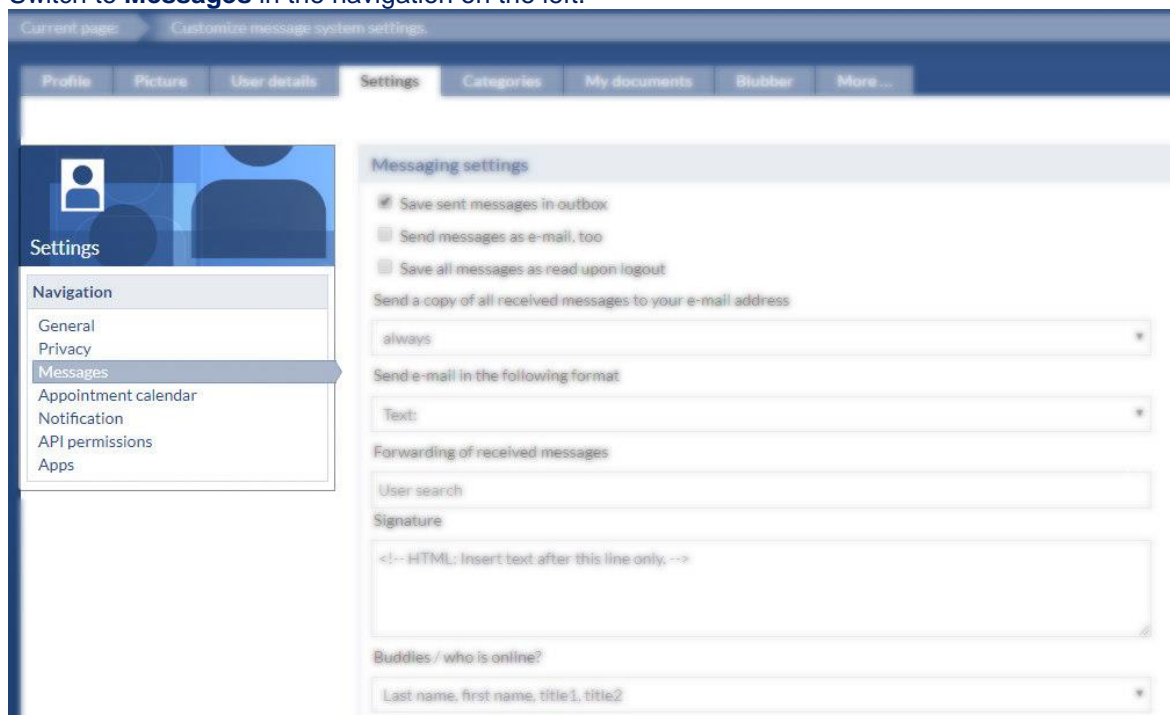
Settings – Navigation Messages

In the area **messaging settings** you have to option to *send a copy of all received messages to your e-mail address*. Change the option to Always and save it by clicking **Accept.**

Messaging settings

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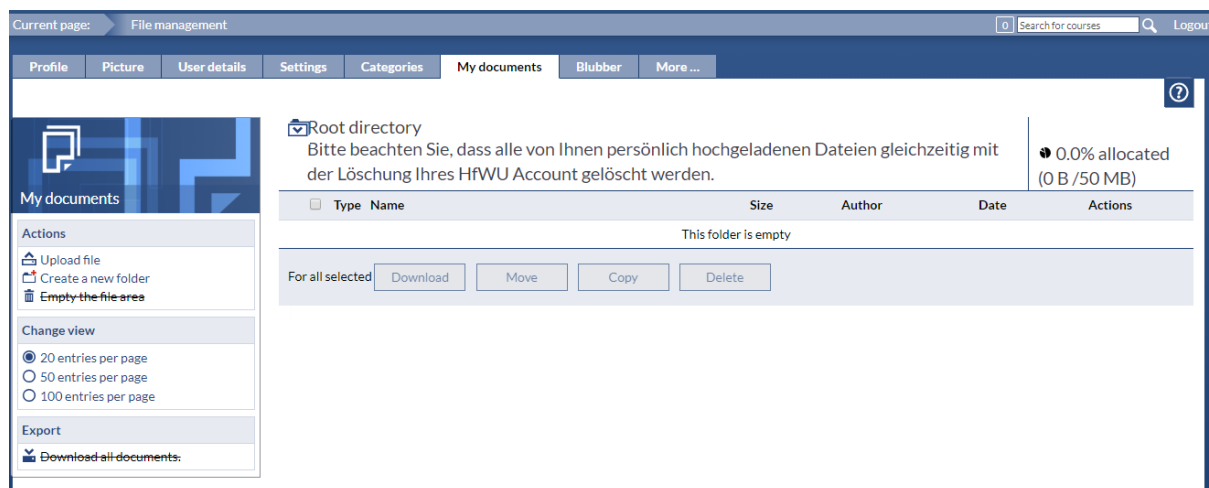
Forwarding your HfWU neo internal messages directly to your private email account is not possible for safety reasons. You can set up a diversion of your emails from your HfWU email account to your private email account. To get further details visit the IT services **IT Dienste**. (It is necessary to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

3.4 My documents

In the tab **My documents** there's an upload space available for your temporary personal data. This space is limited to 50 MB.

> **Please note that the correct license status has to be stated when uploading your documents.**

Profile – My documents

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.

Main navigation - Search

You are now in the **course search**. (see *current* page)
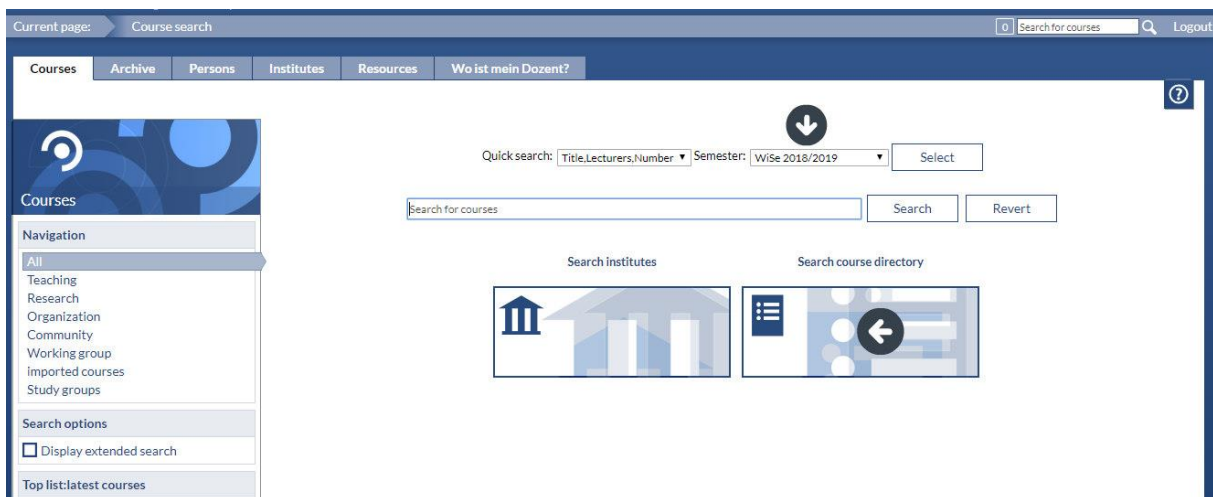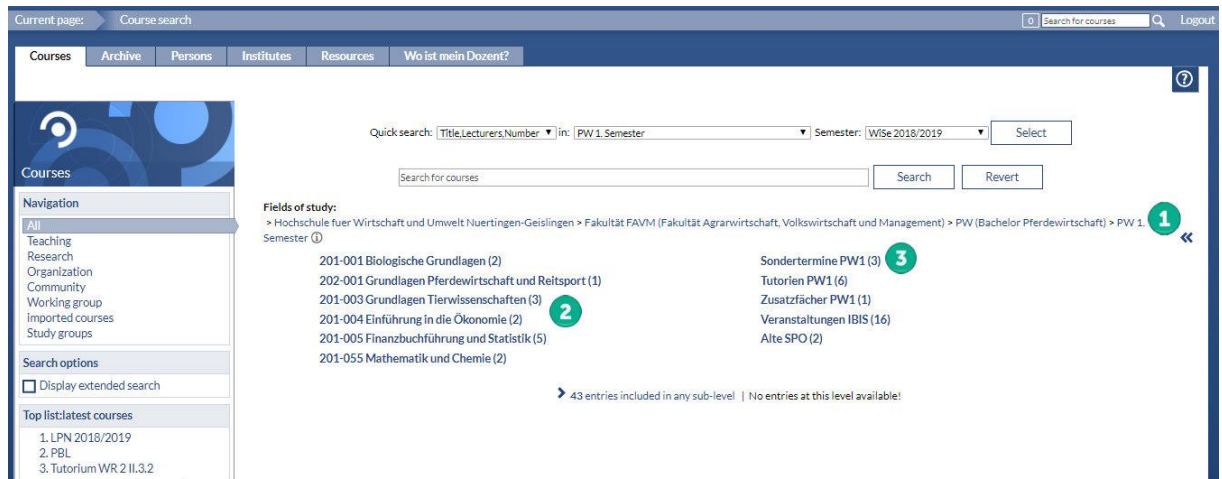
Search – Courses – Search course directory

Pick the right semester in the field **semester** confirm by clicking **select.** The current semester is always preset. You can always go back to the initial state of the settings and search process by clicking **Revert.**

Now choose **Search course directory.**

Choose your faculty, your subject and your semester. In the example it is *Fakultät FAVM (Fakultät Agrarwirtschaft, Volkswirtschaft und Management), PW (Bachelor Pferdewirtschaft)* and *PW 1. Semester.*

Search - Modules

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

You can find the individual **modules** ➋ 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 modules. You should pay particular

attention on the directory *Sondertermine* ➌ (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 timetable, 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 modules 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 modules. In this directory you will find the individual programs and within the programmes you can see the courses that you can choose with their number behind it.

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

Search - courses

You receive a list of all courses in the chosen module/ programme containing the refereeing lecturers **1**. In our example it is all 3 courses of the module *Grundlagen Tierwissenschaften (3)* in *Fakultät FAVM (Fakultät Agrarwirtschaft, Volkswirtschaft und Management) – PW 1. Semester*.

In the **Navigation** you can **group the search results 2**.

4.2 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 timetable and you will get to its details.

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. You can either go to the course by clicking **to course** or you close the window to get back to the detail list of the course.

When enrolling in courses, they will automatically appear in your timetable and your personal appointment calendar.
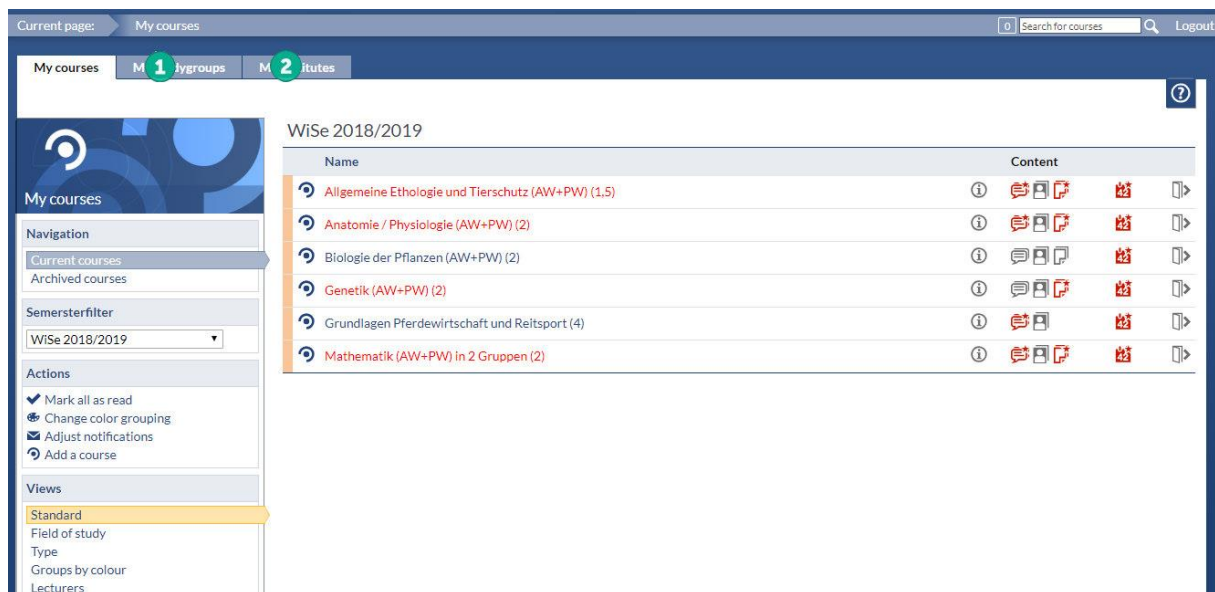
Now click **Seach** 🔍 in the header to go back to the point of your search that you left before signing in for the lecture. You can enroll into further courses of the module directly. Over the fields of the study path you can go back to an upper level to enroll into all courses of the remaining modules 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 ofmodules 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** that will take you to the page **My courses.**

Main navigation Courses – My courses

On this page as well as on the pages **My study groups** ❶ and **My institutes** ❷ 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.

Meanings 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. If the symbol is red there are changes in the list of participants. Participants might have been added to the list or left the course. Click the symbol to get to the desired place in the course directly, in this case to the list of participants of a course or study group.

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.

Main navigation Courses – My institutions

Main navigation Courses – My studygroups
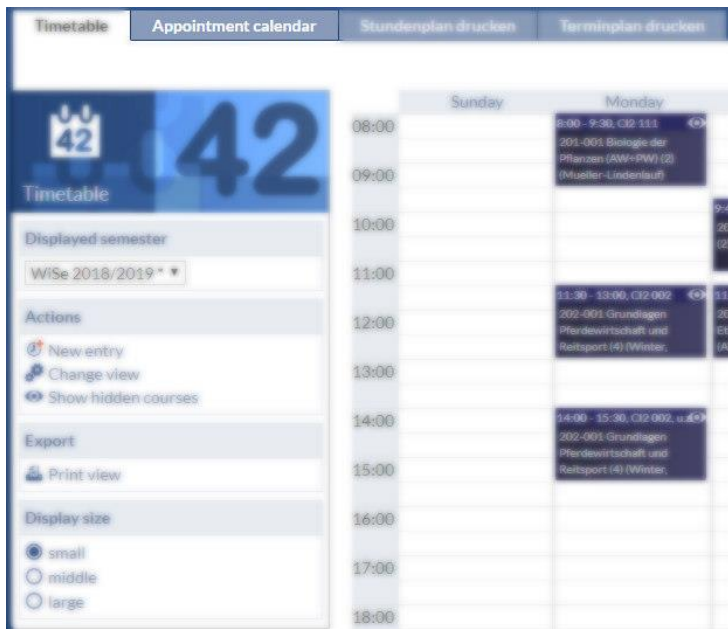
6. Your personal appointment calendar

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 *My timetable* (see *current page*).

Main navigation - Planner

> **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.**

Switch to the tab **Appointment calendar** to get to the page *My personal appointment calendar* (see *current page*).

Planner – Appointment calendar

> All 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 appointment calendar

My personal appointment calendar– Taking place as planned

My personal appointment calendar- Cancellation

Mein persönlicher Terminkalender –Alternate date

My personal appointment calendar– Voluntary appointment

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** 🔵 in the main navigation and choose the tab **My courses**. 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.

Main navigation Courses – My institutions

Now you are on the page of the institution *HfWU neo Support - Brief information* (see *current* page)

Faculty HfWU neo support – Brief information

- The **general support e-mail address** ① is given in the tab **Overview.**

- There are people behind the institution that are willing to help you to find a solution for your problems with HfWU neo. You can find these people in the tab **Staff** ③ , you can also get in touch by sending them an internal message directly**.**

- 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.

- 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 **Documents** 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.

Your HfWU neo Team