Hochschule Bremen City University of Applied Sciences



#### Introduction to the HSB software Information Session for International Students

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#### Today's Content

- I. HSB account and additional information
- II. ZOOM medium for digital lectures at the HSB
  - download the ZOOM client and log-in
  - pre-settings, meetings and communication
- III. QisPos exam application at the HSB
  - apply for exams, information on exams and grades
- IV. CampInO
- V. AULIS exchange of lecture materials at the HSBVI. VPN mobility client to connect with HSB servers
- VI. VPN mobility client to connect with HS VII. Helpdesk

#### First orientation on the HSB-homepage



The HSB-homepage provides links to all important platforms → click on *"quicklinks"* to see all important systems and platforms at HSB



# First activation of the HSB account

Why do I have to register?

- o ... use of multiple technical services of the university (AULIS, WLAN, QisPos, ...)
- ... reading and answering of emails general communication of lecturers and students

... access to the university network via VPN

#### How can I register?

- use the application number and activation code on the letter of admission (by post)
- o set a personal password, you will receive your log-in name and email address



#### Short introduction in WebMail



How to find the HSB email-address of lecturers and students?

- $\circ$  you don't have to remember all email-addresses  $\rightarrow$  use the address book
- o click on the symbol and enter the full name of the person you are searching for
- choose the right person from the list



# Searching for staff or lecturers

You want to talk to a lecturer in his/her office or you have to clarify something with HSB staff...
... go to the HSB-homepage (see QR-code)
... click on "HSB" and afterwards on "Staff"
... enter the first or last name of the person you are searching for (e.g. staff, lecturers,...)

#### Prof.Dr.rer.pol. Karin Luckey



Organization Rektorat

Building, Room AB, 212

Address Neustadtswall 30 28199 Bremen

Phone: +49 421 5905 2221

Email

#### Download the ZOOM Client

How to download the ZOOM client?

- choose an operating system (e.g. Mac)
- click on the blue download button
- o and follow the installing instructions

Link: https://zoom.us/download



# Download the ZOOM Client

#### How can I register?

- o open the ZOOM client
- use the SSO (Single Sign-On)
- o enter the university's domain
- o enter your HSB log-in data

# Mit SSO anmelden hs-bremen



Geben Sie Ihre E-Mail ein										
Geben Sie Ihr Kennwort ein Vergessen?										
Anmelden										
Ich möchte angemeldet bleiben										
oder melden Sie sich an per										
SSO Apple Google Facebook										

### ZOOM – meetings & communication



Important functions in ZOOM
 Home: general overview
 Meetings: overview about all existing personal meetings

- "Neues Meeting": start new, unplanned meetings directly
- "Beitreten": join a planned
   ZOOM-meeting (e.g. lecture)
- "Planen": create a personal ZOOM meeting (expl. date)

# Main functions during a meeting

Sicherheit

 $\bigcirc$ 

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reaction

- audio
   temporary muting by holding down the space bar, click on the microphone button to unmute/mute permanently during a meeting
  - video turn camera on/off and select a virtual background for privacy reasons

Aufnehmen

- **record** the meeting-host can record a video and audio recording of the lecture, all meeting-participants will be informed before the record starts!
  - **breakout-s.** the meeting-host can divide the participants in groups (e.g. for group exercises)

.....

Umfragen

Chat

clap your hand, thumbs up, etc.

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Teilnehmer



#### Rules of etiquette during lectures at HSB

enter **your full name** before you join the meeting or a lecture **mute** your microphone when others are speaking during the lecture participate actively! Don't leave your work-

place and give an answer.



#### QisPos – registration for exams

Why do I have to register?

- o ... system for exam-registrations at HSB
   → rule: no registration, no exam!
- ... overview about all exam grades

How can I register?
enter your HSB log-in data
selection between German/English



# Introduction in CampInO



# Main functions in CampInO

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You are here: Home 🕨	My Studies 🕨	Student Service						
Student Service								
Student status	Contact data	Bills and payments	Bank account and manda	te Requested Repo	orts / Reports			

- o student status overview about enrolled study programmes, study semester, etc.
- contact data personal information, especially email-/postal-address (keep actual!)
- bills and paym. overview about payments and open bills (important for reregistration!)



#### Introduction in AULIS

Why do I have to use AULIS?

- ... online learning a. organisation platform
- ... important course-materials (e.g. PPP)
- ... communication between lecturers and students, messages for course-participants

How can I register?enter your HSB log-in data



### How to use the AULIS-dashboard?

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#### How to use main functions in AULIS?



#### repository to search for AULIS-groups or -courses

#### Introduction in the library system in Bremen

- The *Staats- und Universitätsbibliothek* (= university library) provides literature for all students of the University of Bremen and the University of Applied Sciences Bremen.
- Only students with a library card can take books from the library at home and have access on online literature and other digital resources (e.g. scientific articles, papers, essays)!
   the registration for the library card is free for students and can be made online



How can I register?

- scan the QR-code and click on "apply online" (see grey field)
- enter your personal data and follow the registration process
- you can pick up your library card during the next 30 days

#### Installation of the VPN – access to online resources

- VPN = Virtual Private Network, connect you to HSB network via internet from off campus
  - access to restricted digital resources

How to download the VPN client?

- scan the QR-code (the purple/left one)
- $\circ$  and follow the installation process
- step for step explanation (yellow QR-code)

After the installation is finished, enter the following client settings: **vpn.hs-bremen.de** 





#### And if there are still problems or questions...

The ZLL-Helpdesk can provide help regarding

... technical issues with HSB-software 0

... questions in terms of AULIS, CampInO, etc. 0

How to get in contact with the ZLL-helpdesk? Email: zll-support@hs-bremen.de

#### Offers and services

Helpdesk for students for technical questions For technical questions and problems concerning AULIS, ZOOM, BigBlueButton, VPN setup, etc., the ZLL helpdesk team offers you a central point of contact.



#### AULIS and Co.

Here you will find access to the digital infrastructure for web-based teaching and learning scenarios at HSB, including the central learning management system AULIS, the video server and the HSB's central video conferencing systems.



#### LehrePlus - Offers for members of the teaching staff.

We offer all full- and part-time lecturers at the HSB a platform for exchange and continuous methodological-didactic development through workshops, online seminars, materials for self-study in AULIS and advisory services. (Webpage in German)

#### Evaluation and feedback in teaching.

We develop, coordinate, take responsibility for and support the implementation of surveys and their outcomes in order to improve the quality of teaching and learning at the university. This includes, among other things, course assessments, university-wide surveys of students and lecturers as well as graduate surveys. (Webpage in German)

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#### Thank you for your attention! Are there any questions? Introduction to the HSB-software – Information Session for Intern. Students 2023

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