

# First steps in ILIAS

ILIAS is the digital course platform of HSBI. Most courses have a digital course room in ILIAS, through which you can contact your students and provide documents and assignments. ILIAS offers a great deal of different functionality. This introduction is meant as a quick start and shows only the most important ones. HSBI's ILIAS team provides in-depth support for questions and problems: [ilias@hsbi.de](mailto:ilias@hsbi.de).

## Login and Orientation

- **Login**  
Click on [this link](#) and then on the blue ILIAS button and log in with your HSBI username and password.
- **Dashboard**  
The first page you will see after logging in is the Dashboard. Here you will see all the courses that you have marked as favorites. You will learn how to do this below.
- **Menu on the left**  
In the vertical menu on the left you will find the central functions you need to work with ILIAS. The most important three are:
  - **My courses and groups**  
Here you will find all the courses in which you are a member or teacher.
  - **Communication**  
By clicking on „Communication“ and then „Mail“, you will find all messages that have been sent to you within ILIAS. The messages are also automatically forwarded to your HSBI email address. Find out [here](#) how to send messages to members of a course.
  - **Help Tutorials**  
Here you can find detailed instructions in German on how to use ILIAS.

## Find and use course rooms

- **Find your own course rooms**  
Course rooms are created for your courses by the ILIAS administrators of HSBI. You will be assigned course admin/teacher in these rooms and can design the rooms according to your wishes and needs. You can find your courses by clicking on "My courses and groups" in the vertical menu on the left.
- **Mark courses as favorites and display them on the dashboard**  
In your course room, you can click the blue "Actions" button in the top right corner and then click "Add to favorites". The course will then appear on your dashboard.
- **Most important functions in the course room**  
In your course room, you will find different tabs below the course title. The most

important ones are "Content", "Members" and "Show member view":

- **Tab „Content“**
  - **Customize page:** Here you can create texts, images, tables and more using the plus symbols. To delete them, click the "Selection" button on the left, select items and copy or delete them.
  - **Add new item:** Here you can add new ILIAS items such as files, folders and assignments. Below you find a list of the most important items.
  - **Sorting:** Hier können Sie die Anordnung der Objektkategorien und Objektblöcke ändern. Per Voreinstellung werden Objekte des gleichen Typs gemeinsam angezeigt. Die Alternative, Objektblöcke, finden Sie unten.
  
- **Tab „Members“**

Here you will find an overview of all course participants and can contact them. To do so, place a checkmark in front of the course members who should receive a message, select "Send mail" in the drop-down menu and click on "Execute". Write your message and click on "Send mail".
  
- **Tab „Show member view“**

If you click here, you will see the course from your students' perspective. You can then check if all content is displayed as you intended. If ILIAS objects are not displayed, click on the object and the "Settings" tab and check whether the "Active" check mark is set.

## Important ILIAS items

- **Objects to sort content**
  - Sessions: individual dates to which files are assigned
  - Folder: folder in which other ILIAS objects can be placed, i.e. quasi a subpage in the course room
  - Item group: allows to group objects regardless of their type
  
- **Objects to provide content**
  - File: provide files (any format) for download
  - Weblink: link to another website
  
- **Objects for communication**
  - Forum: to ask and answer questions asynchronously
  
- **Objects to evaluate learning success**
  - Survey: for opinion polls and feedback (somewhat more complex)
  - Test: to check the learning success (complex)
  - Exercise: Set tasks and have solutions submitted with deadline (complex)