# CMS guide for international guest students

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### 1. Log in to the campus portal

You can find all the information you need about course attendance, exam registration and viewing grades in the campus management system (CMS).

To access this information, log in either via ILIAS or through the internet.

Please open the Campus Portal on the HSU homepage in ILIAS: <a href="https://ilias.hsu-hh.de/goto.php?target=cat\_480391&client\_id=unibw">https://ilias.hsu-hh.de/goto.php?target=cat\_480391&client\_id=unibw</a>

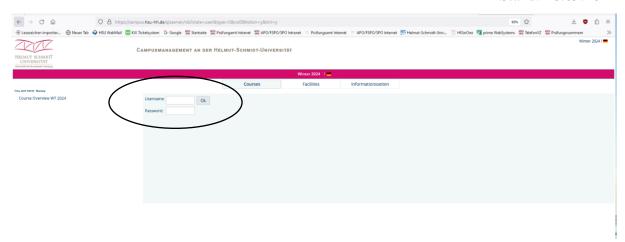


You can access the campus portal via the navigation on the left-hand side under "HSU-Dienste".

Alternatively, you can open the CMS through the quick links at the bottom of the HSU homepage on the internet:

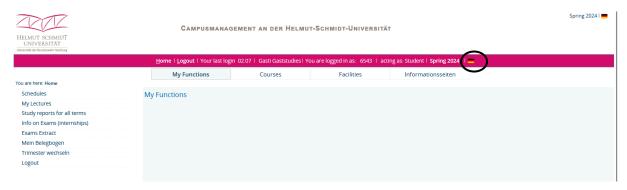


In the next step, please log in to the Campus Portal using your computer center ID.



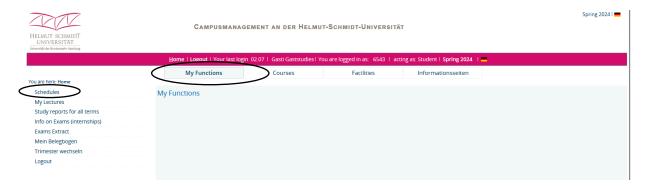
### 2. Change language

If your native language is not German, you can change the language to English by clicking on the flag icon.

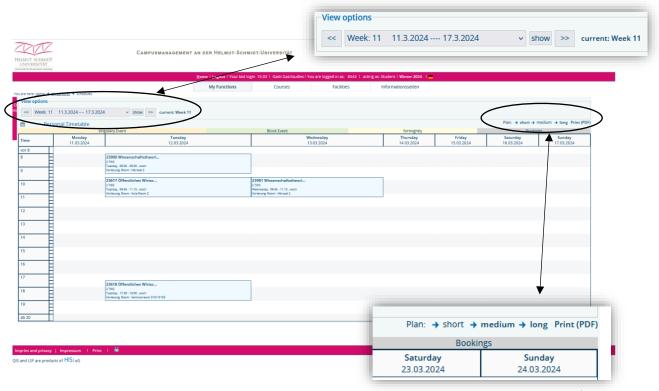


#### 3. Lesson plan

You can access your personal timetable in the navigation column on the left-hand side under "My functions".



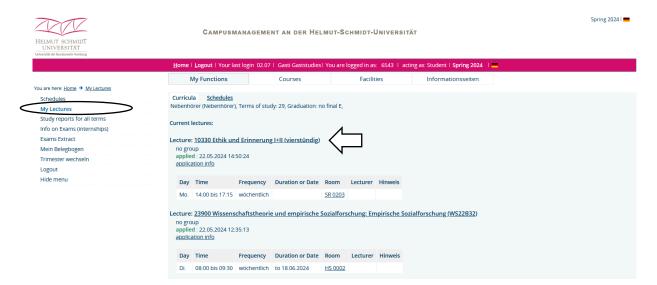
The timetable provides a calendar overview of the courses you are attending. You can switch between weeks using the drop-down menu or the "<<" or ">>" symbols.



In the top right-hand corner there is an option to customize the view. By selecting "short", "medium," or "long," you can choose the level of detail for displaying your courses (e.g. room details, trimester hours per week [abbreviated: TWS], or time). Click on the respective course to obtain further information.

#### 4. My events

You can use the "My Lectures" function to view all the courses you have registered for during the term.



Click on the underlined course title to view more detailed information, such as the lecturer, room, and time.



#### 5. Information about registered exams

Selection

Under "Info on Exams" you can see which exams you are registered for. To do this, first select your degree ("Degree 97 no final examination planned or possible") and then select the "i" icon on the newly appeared (lower) level, located next to the PO version with the year.



## 6. Overview of grades

You can view your grades under "Exams Extract". To do this, first select your degree, and then click the "i" icon on the new (lower) level that appears.



You will then see the modules, examinations, and grades displayed in a table below your master data.

