



HfWU neo

(A Learning Management System)

—

Instructions on how to use neo

Content

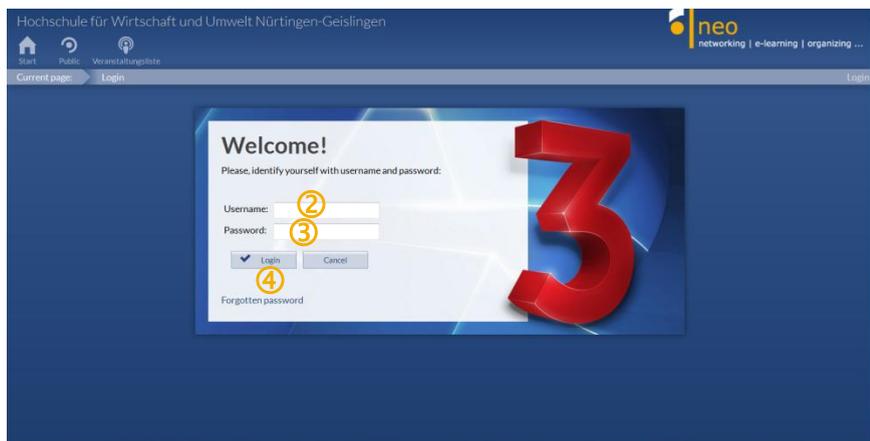
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1. Logging in to neo

Go to <http://neo.hfwu.de> and click on the British flag to use neo in English

Click on **Veranstungsliste (1)** (for some reason, this word is still in German even when using neo in English) to check the daily schedule without logging in to neo.

Click on Login and enter your **Username (2)** and **Password (3)** for logging in. Then click on **Login (4)**.



2. Start Page

Then you will see your personal start page with **Quicklinks** and **Announcements** in your faculty (for some reason, this is still in German even when using neo in English).

2.1 The Header bar

The Header bar accompanies you through all the pages of the system. There are 9 icons in the Header bar



Courses, **Messages** (internal messaging system), neo **Community**, my personal **Profile**, **Planner** and schedule, **Search** for courses, institutions, people etc., **Tools** to create announcements, surveys etc. **Schwarzes Brett** (Bulletin Board for placing ads), **Onlineservices**

Some of these icons change colors. Thus indicate changes in the system.

2.2 Tool bar



The following tools are available:

- ▲ **Current page (1)**
Shows on which page you are currently
- ▲ **Start page (2)**
- ▲ **Settings (3)**
With this icon you can customize the appearance of neo and its functions to your needs e. g. change language, privacy settings, redirect internal messages to your NGU email account, customize the layout of your personal appointment calendar
- ▲ **Logout (4)**
A click on “Logout” and you have correctly logged out of the system. You are no longer visible for other participants in the “Who is online” list
- ▲ **Search for courses (5)**

2.3 Announcements, course appointments, surveys and news

Your announcements, current course appointments, surveys and news are displayed in this lower area of your Start page.

The screenshot shows the main content area of the neo start page. On the left is a sidebar with 'My start page' (home icon), 'Jump marks' (Quicklinks, Announcements, All current appointments, Surveys, Persönliche-News), and 'Actions' (+ Add widget, ✓ Restore default). The main area contains several widgets:

- A list of announcements with expandable arrows, including:
 - Probleme mit Darstellung der neuen HfWU neo Seite ? Lösungsvorschlag (Root Petra Wolf, 24.08.2015, 293)
 - Bafög-Sprechstunde im WiSe 2015/16 in Nürtingen (Root Wiltrud Gekeler, 14.07.2015, 562)
 - Geänderte Öffnungszeiten der Bibliotheken (Root Petra Wolf, 02.07.2015, 922)
 - Öffnungszeiten Studierendensekretariate im August 2015 (Root Wiltrud Gekeler, 01.07.2015, 828)
 - Bewerbungszeitraum Deutschlandstipendium 15.7.-5.9.2015 (Root Wiltrud Gekeler, 01.07.2015, 689)
- 'All current appointments' widget (4 items) with a '+ x' icon. Text: 'No actual news. To create a news, click +'.
- 'Surveys' widget (3 items) with an 'x' icon.
- 'Ankündigungen meiner Einrichtungen und Veranstaltungen' widget (2 items) with an 'x' icon. Items include:
 - Abgabe Sprachnachweis IELTS/TOEFL per Upload in neo fuer Erstsemester-Studierende (WiSe16) Stg.IF (Martina Hart, 01.10.2015 | 428)
 - Introduction of course Social Sciences on October 6, 8:00am (Andrea Admin Heißler, 26.08.2015 | 35)

- ▲ **Announcements (1)**
In this area you will find system-wide news dealing with the day-to-day operation of neo, e.g. information on new features, system downtime for maintenance purposes and university-wide news
- ▲ **Announcements of your institute/faculty and news (2)**
Here you get announcements and news from your institute/faculty you have subscribed to
- ▲ **Surveys (3)**
In this section you will find system wide surveys in which your opinion is occasionally wanted
- ▲ **Current course appointments (4)**
Your current course appointments and news are displayed in this lower area of your Start page. The scheduled items can be both appointments in the courses you have enrolled in and appointments which you yourself have made

3. Your personal homepage

- ★ You access your personal homepage via the icon **Profile** on the Header bar

- ★ There you have the opportunity to present yourself to other users of the system. You can upload your photo, your curriculum vitae or document, set up personal or public appointments, surveys or news, manage your system data and much more. Within certain limits you can design your homepage as you desire

3.1 Tab bar

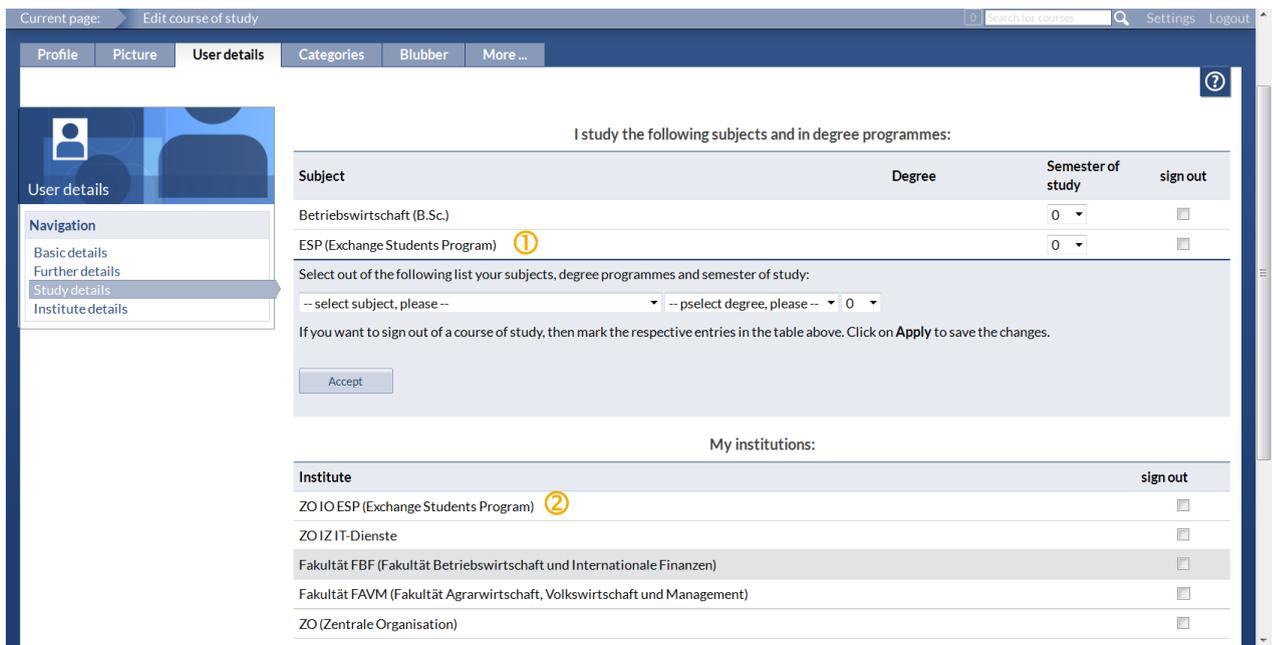
Above the homepage header there is a **Tab bar** with different setting options required to embellish your homepage (1):

- ★ **Profile**
This is how to present yourself to other users. Here you can see your uploaded photo (2). Your name and email address appear next to your picture (3). You can set up personal **announcements (4)** or **appointments and surveys**. You can as well create your personal categories. Depending on the selected visibility settings these categories will (not) appear on your personal profile.
- ★ **Picture**
With this tab you can upload your picture
- ★ **Categories**
Here, you can provide information about your higher education

🚩 **User Details (see below)**

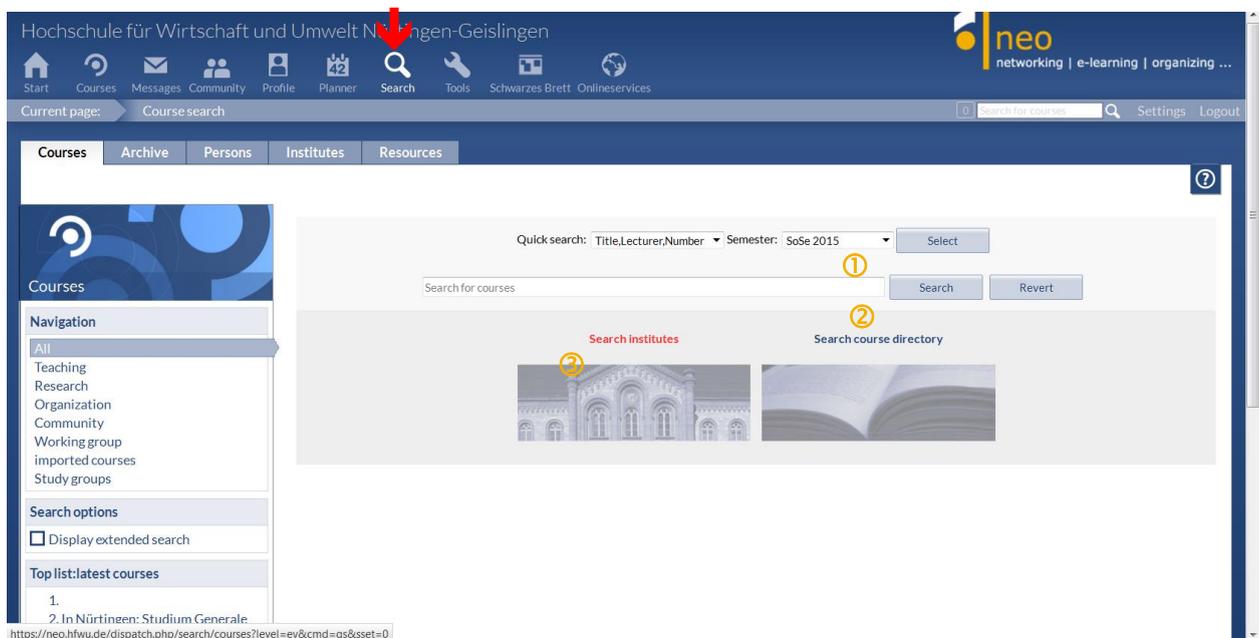
All User details can be changed here (see Basic details and Further details on the left). As a student, you can specify the institutions at which you study. In order to be able to enroll in courses offered to Exchange Students, you have to add a subject respectively a degree program. Click on Study details on the left and select **ESP Exchange Students Program (1)** from the appropriate list on the right.

In order to get all information, announcements, news, surveys and documents from this study program you have to add the Institute **ZO IO ESP (Exchange Students Program) (2)** to your study details from the appropriate list.



4. Course browser

- 🚩 To quickly access a specific course, there is a central search machine in neo, the **course browser**. It gives you different options to rapidly and effectively find the desired course. To find the course browser, click on the icon for the search pages 
- 🚩 Search the **Semester (1)** and click on **select**
- 🚩 You can either enter the course name and click on **Search (2)** or **better for you, you click on Search institutes (3) and select [ZO \(Zentrale Organisation\)](#) > [ZO Zentrale Servicebereiche](#) > [ZO IO \(International Office\)](#) > [ZO IO ESP \(Exchange Students Program\)](#)**. Then you will see all courses offered to our Incoming Students.



4.1 Enrolling in Courses

👉 You now get a course list. Click on the title of the course, if you have found a course that interests you.

You will then be transferred to an overview page, on which you can see the appointments and the location of the course. On the left you will find an icon **Go to course (1)** with which you can enroll in the course. You are then routed to a confirmation page.

- 👉 Click on **Courses**
- 👉 Now you see that the course which you have just enrolled in has been listed there **(1)**.
- 👉 Click on this icon and you can sign out of the course

5. Timetable

All **regular meetings** are shown automatically in your timetable

★ You access the timetable via **Planner** Now you see all **regular** course appointments on this page sorted by day

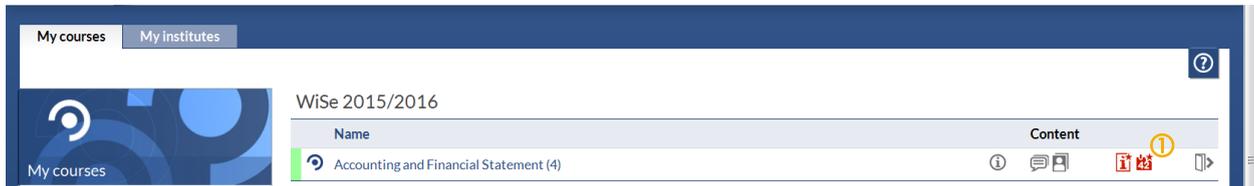
6. Regular and irregular appointments – Appointment calendar

1. **Special meetings or other appointments**, which do not fit into the usual rhythm of the course are shown in your **appointment calendar** with a specific date (see below)
2. **Irregular meetings/courses are not listed in your timetable!!!**
3. **New appointments/rescheduled courses** and **cancellations** are only shown in your **appointment calendar**
4. Cancellations are marked in red and new appointments in green. Regular courses are marked in blue

It is strongly recommended to use the **appointment calendar** and not the timetable!

7. Cancellations (Ausfall) and rescheduling of courses (Verlegung)

The **course overview page** makes it possible to quickly see what has happened in the courses you are enrolled in since your last login. On this page you find the different data for each course which affect you personally. You see all the new postings, news, files or reference information. You are informed of changes by the **red color of the icons (1)**. If you click on one of the icons, you immediately enter the respective course area where you are informed about the changes.



- ▲  This icon symbolizes **News** about the course. This can be rather important in some cases, i.e. short-term room changes or similar items are normally communicated via this News icon. The latest News is therefore also represented by signal red
- ▲  stands for **Files**. It shows the number of uploaded files. If new entries have accumulated since your last visit, the icon turns red
- ▲  stands for **Postings** and contains the number of forum contributions in the area. If new entries have been added since your last visit, the icon turns red
- ▲  stands for **Chat room**. One click on this icon and you enter directly the chat room
- ▲  with this icon you can **sign out** of the course — the course then no longer appears on **this page**, your **timetable** and **appointment calendar**
- ▲  shows the **number of appointments** for the course. If there is a change the icon turns red. Click on this icon and the **schedule with all appointments** for the course is displayed. Also the **cancellations (Ausfall)** and **rescheduled/new appointments (Nachholtermin/Neuer Termin)**